

SEPTEMBER 2021

This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **TAX TITLE** system.

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1. NEW MESSAGE ON SCREEN [Enhancement]

The Tax Title Balance Inquiry screen will now show "No Balance Due" instead of "Paid in Full" since some accounts become "Town Possession" accounts.

Collections > Tax Title > Tax Title Balance Inquiry

	Tax Title Balance Inquiry [TRAINING]	
Goto	I Parcel 1018 / Show Past Takings Yes No	
Actions	2 Account 1018 / / 3 Owner	
	Orig Taking Payment Date Est. Added Fee Est Balance 06-Dec-2019 18-Jun-2021 Paid in Full	
	Balances All Years Summary by Year Detail Transactions Trx Summary Attachments (6)	

Figure 1 Before – the screen showed "Paid in Full"

	317-Tax Title Balance Inquiry
	Tax Title Balance Inquiry
Goto	1 Parcel Show Past Takings O Yes O No
Actions	2 Account 3 Owner 4 Location
	Orig Taking Payment Date Est. Added Fee Est Balance No Balance Due
	Balances All Years Summary by Year Detail Transactions Trx Summary Attachments (1)

Figure 2 After – the screen shows "No Balance Due"

[BLG-SUP-SAPLAUC-1394]

2. PARCELS ASSIGNED TO AN ATTORNEY [Enhancement]



Parcels in Tax Title that are in litigation can be assigned to an attorney. **ADMINS** added an informational flag to Tax Title Collection, Payoff and Inquiry screens and reports #11368 & 11383.

To assign this informational flag, first populate the attorney table with the information. Select

Collections > Tax Title > Tax Title Attorney Table

2.1. TT Attorney Table

Before a parcel can be marked, the attorney code must exist in the Tax Title Attorney Table.

2.1.1. [1 Add New] To Add an Attorney to the Tax Title Attorney Table

🚾 [AUC] 5017-Tax Title Atto	orney Table	- 0 ×
Goto Actions	Tax Title Attorney Table	•
1 Add New 2 TT Attorney List	Name LAW OFFICES OF STEVE BOLTON	Add an attorney to the table usin the [1 Add New] button. Enter a unique code, up to four places
3 Parcel by Atty List 4 TT Atty Parcel Update	TT Attorney Code	long, for the new record. Once established the code will be available for use on the
Added 20 Ave 2023 By LUANN Change	City NASHUA State NH New Hampshire	

Figure 3 Tax Title Attorney Table



2.1.2. [2 TT Attorney List]

Task 5019: TT Attorney List	×
TT Attorney List	
Run as @ Preview O Print O PDF O Excel If Printing use Duplex @ Yes O No	
Lookup OK Cancel	Clear All

To see a list of all attorneys in the Tax Title Attorney table, run the **[2 Attorney List]** report. The report is available to "Run as" ⊙ Preview/Print/**PDF**[®] or ⊙ **Excel**[®] format. Preview format is shown in Figure 4.

TedRE - TT_Attorney_List_5019_LUANN[1].lis	
File Edit Format Options	
Courier New ▼ 9 ▼ B I U ▼ Ξ <t< td=""><td></td></t<>	
5019-REATTTAB.REP Printed 20-Aug-2021 at 14:23:08 by LUANN City of ADMINS TI Attorney List	Page 1
Code Description Address	Status
CITY LAW OFFICES OF STEVE BOLTON 1 MAIN STREET	Active
NASHUA, NH 03060-0000	
1 Addresses	

Figure 4 Tax Title Attorney List

Report Total

2.1.3. [3 Parcels by Atty List]

Click on [3 Parcel by Atty List] to generate a report of parcels by Attorney. The same report can be produced from the <u>Set</u> <u>Parcel</u> screen.

		1		
Task 5026: TT Attorney Parce	l List	×		
TT Attorney Par	cel List			
Run as	OPDF OExcel Yes ONo			
Lookup	OK Cancel	Clear All		
- TedRE - Parcel_TTAttorney_5026_LUANN[3].lis			
File Edit Format Options				
Courier New • 9 • B	◢⊻■▾ ። ☞☞ ■ ■ ●	3		
5026-REPARAIT.REP	Printed 20-Aug-2021 at 14:23:49 by Li TT A	UANN City of ADMINS ttorney Parcel List		Fage 1
TT Attorney Description	Parcel	Parcel Location	Owner Name	
CITY LAW OFFICES OF STEVE BOLTON	0003 -0001 -0002	244 FARM ST	FLANNERY, MARK J	
CITY LAW OFFICES OF STEVE BOLTON	1	Total		
5026-REPARATT.REP	Printed 20-Aug-2021 at 14:23:49 by Li TT A	UANN City of ADMINS ttorney Parcel List		Page 2
TT Attorney Description	Parcel	Parcel Location	Owner Name	

1

2.2. [4 Atty Parcel Update] Assign Tax Title Attorney to Parcels

With the second sec	Collections							Attorneys	can be a	assigned t	to parcel	s using	g the:	
Streams	Adjustments Refunds		>						Тах	Title 🕨 Se	et Parcel	TT Att	torney sc	reen.
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	and and a	0003	-0001	-0004		-	and the part		230 FHR	m or M		-dada	Second Second	

Figure 5 Type the Attorney Code in the Code column or select from a list using a "right click" to launch the lookup

2.2.1. [1 Attorney Screen] Return to the Attorney Screen

Use the [1 Attorney Screen] button to move from the Set Parcel TT Attorney screen to the TT Attorney Screen.

2.2.2. [2 Parcel Atty List] TT Attorney Parcel List

Task 5026: TT Attorney Parcel List	×
TT Attorney Parcel List	
Run as Preview Print PDF Excel If Printing use Duplex Yes No	
Lookup OK Cancel Clear All	

To see a report of all parcels that have an attorney assigned, click on [2 Parcel Atty List] on the Set Parcel Attorney screen.

- TedRE - Parcel_TTAttorney_5026_LUANN[3]	lis			
File Edit Format Options				
Courier New				
5026-REPARATT.REP	Printed 20-Aug-2021 at 14:23:49 by LUANN City IT Attorn	of ADMINS ey Parcel List		Page 1
TT Attorney Description	Parcel	Parcel Location	Owner Name	
CITY LAW OFFICES OF STEVE BOLTON	0003 -0001 -0002	244 FARM ST	FLANNERY, MARK J	
CITY LAW OFFICES OF STEVE BOLTON	1	Total		
5026-REPARATI.REP	Printed 20-Aug-2021 at 14:23:49 by LUANN City TT Attorn	of ADMINS ey Parcel List		Page 2
TT Attorney Description	Parcel	Parcel Location	Owner Name	
Report Total	1			

This report can also be generated from the **TT Attorney Table** by clicking on **[3 Parcel by Atty List]**.

2.3. Tax Title Balance Inquiry shows TT Attorney Code and Description

Tax	Title Attor	ney Table	
TT Bank Code			
Name LAW OFFICE	OF STEVE B		

Collections ▶ Tax Title ▶ Tax Title Balance Inquiry

If a parcel has been assigned to an attorney, the attorney code and name from the **Tax Title Attorney** table will be shown on the **Tax Title Balance Inquiry** screen.

(AUC) 11	317-Tax Title Balance	e Inquiry							
			Tax T	itle Balance I	nquiry	Own	er at Takino	Curren	t Owner
Goto	1 Parcel 0003 -000	01 -0002		Show Past Takin	gs ⊖Yes ⊚!	No	in all railing		
Actions	2 Account 0003 -000 3 Owner 4 Location	-0002		TT Attorne	Y CITY ES OF ST	EVE BOL	тон	-	
	Orig Taking Payment 12-May-2021 14-Sep-3 Balances All Years Sum	Date Est. Add 2021 mary by Year	ed Fee Est Ba 3709. Detail	llance 48 Transactions	Trx Sum	mary A	ttachments (2)]	
	Description	Charge	Deduction II	nterest Net Bill	Paid	Refund	Adjust	Balance Er	ntry Pending
	Tax	3359,29		3359,29				3359,29	Up
Too Mint Lint	Advertising Fee	32.75		32.75				32.75	
TTX HIST LIST	Demand	10,00		10,00				10,00	
Summary List	Advertising Prep Fe	10.00		10.00				10.00	
Summary List	Instrument of Takin	106,00		106,00				106,00	
Form 410	Tax Interest		19	1.44 191.44				191.44	
Parcel OutsBal									
	Parcel Total	3518.04	1	91.44 3709.48	3			3709,48	Dn
	1								
Added 13-May	-2021 By Changed by	/							

Figure 6 Tax Title Inquiry Screen shows the Tax Title code and Attorney, if a code has been set

2.4. TT Payoff Screen includes the TT Attorney Code

(AUC] 11	355-Payment/Reder	nption Ent	ry								
	Inquiry		Pa	ayment/F	Redemptio	on Entry	0.00	aar at Takiaa	1 Curre	ant Owner	
Goto Actions	1 Parcel 0003 -001 2 Account 0003 -000 3 Owner FLANNERY, Mill 4 Location 244 FARM ST	01 -0002 01 -0002 ARK J	Orig Year Late	Orig Taking 12-May-2021 Years Taken 2 Latest Year 2020 TT Attorney CITY			FLANNERY, MARK J FLANNERY, JOYCE J 244 FARM ST NASHUA, NH 03061-0000				
Payment Date Payment Type Total Due Payment 14-Sep-2021 Part Full Plan 3709.48 Disburse Payment Balances All Years Summary by Year Detail Trx Summary											
	Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance	Pending	Up
	Tax	3359,29			3359,29				3359,29		op
Disbursed List	Hdvertising Fee	32.75			32,75				32.75		
	Demand	10.00			10.00				10.00		
	Havertising Frep re	10.00			10,00				10.00		
	The Tratement	108.00		101 44	106,00				106,00		
Goto Batch	Tax Inceresc			191,44	151,44				151.44		
Goto Fee Table											
	Parcel Total	3518.04		191.44	3709,48				3709.48		Dn
Added 13-May-20	021 By SMATAR Changed by										

Collections > Tax Title > Payment / Redemption Entry

If a parcel has been assigned to an attorney, the attorney code from the **Tax Title Attorney** table will be shown on this screen.

2.5. Tax Title Reports

	ort Library Tax Title / Deferral			
Goto	Report Library Tax Title / Deferral			
Actions	Report Name		port	^
	11368-Tax Title - As Of a Date		Run	-
	11383-Tax Title Balances as of (Trial	Balance)	Run	
Report Categories	5991-Deferral Form 410	Sample	Run	
1 Collection Reports	11386-Tax Title/Deferred Redeemed Parcels	Sample	Run	
2 Transaction Reports	11401-Tax Title Transaction History List	Sample	Run	
3 Other Reports	11402-Tax Title Transaction Summary	Sample	Run	
4 TT / Deferral Reports	11403-Continue Municipal Lien Form 291	Sample	Run	
	5914-Tax Taking Form 410	Sample	Run	
	11390-Tax Title Account Profile	Sample	Run	
		Sample		
	5224-TT - Possible Candidates and Exclusions	Sample	Run	
	5815-Parcels by Tax Title Type	Sample	Run	
	5223-Parcel Flag Edit List	Sample	Run	
				RCRPTLIBTD



2.5.1. Report #11368 Tax Title – As Of a Date

The Tax Title As of a Date report now includes TT attorney, original TT date and current parcel value in the detail **Excel**[®] version. (Physical page size limitation do not allow for the additional column when run as Print/Preview/**PDF**[®].)

🔳 Task 11368: Tax Title - As Of a Date	×
Tax Title - As Of a Date	>
Required: As of Date (mmddyyyy)	14-Sep-2021
Optional: Enter Bill Category	Edit 0 values:
Optional: Exclude Bill Category	Edit 0 values:
Print Report as:	O Summary O Detail
Exclude Fully Paid Bills:	● Yes ○ No
Exclude Credit Balance Bills:	⊖Yes
Run as O Preview O Print O P If Printing use Duplex O Yes C Lookup	DF No OK Cancel Clear All

8	⊷ ہ	÷							Т	ax_Title_A	sof_14-Sep	o-2021 _.	I - Excel						Æ
	Home	Insert Page	e Layout	Formulas	Data	Review	View	🔉 Tell m	ne what you v	vant to do			-						Theres
N41	-	: × ~	fx																
A	В		с		D		E		F	G	н	1	J	к	L	м	N		0
1									Тах	Title									TT Attor
3 Year	Bill#	Owner_Name	e	Location		0	wner		<u>Charges</u>	Payments	Adjustments	Refunds	Balance	Accrued_Int	14-Sep-2021	Original_Taking	Last_Assessed	Value	
4 2019	006768-00								2002.12				2002.12	109.70	2,111.82				
6	000700-00	Total 00	003-0001-00	02 244 FARM	IST		-		3518.04				3518.04	191.44	3,709.48	5/12/2021		473,500	CITY
7 2002	006781-00								85.44				85.44	249.99	335.43				
8 2003	006781-00								100.75				100.75	294.04	394.79				
10 2005	006781-00								104.8				104.8	272.09	376.89				

Figure 7 Tax Title as of a Date "Run as" Excel® in Detail

2.5.2. Report #11383 Tax Title Balances as of (Trial Balance)

Report #11383 Tax Title Balances as of (Trial Balance) now includes TT attorney, original TT date and current parcel value in the detail **Preview/Print/PDF**[®] and **Excel**[®] versions.

Task 11383: Tax Title Balances as of (Trial Balance)	×
Tax Title Balances as of (Trial Balance)	
Optional: Enter Bill Year Range	First Year: 2018 Last Year: 2021
Required: As of Date (mmddyyyy)	14-Sep-2021
Print Report as:	O Summary
Exclude Fully Paid Bills:	● Yes ○ No
Exclude Credit Balance Bills:	● Yes ○ No
Include Categories that do not post to A/R? (e.g. Fees)	● Yes ○ No
Run C Preview Print PDF Excel If Printing use Dupiex © Yes No Lookup OK	Cancel Clear All



TedRE - BalanceAsOf 70 14-Sep-2021 THERESA[1].lis

· · · · · · · · · · · · · · · · · · ·									
File Edit Format Options									
Courier New - 8 - B / U									
11383-TTTRNHIS_BYCAT_ASOF.REP Printed	14-Sep-2021 at 3	14:55:55 Tax	C Title Bala	ity of ADMIN nces as of	NS (Trial Balance)				Page 1
Bill Type: 70 Tax Title		as of 14-Sep-20	21				Original	Last Assessed	
Bill# Owner and Address		Abatements/					Taking	Value	TT_Attorney
Category	Charges	Deductions	Adj-Oth	Refunds	Payments	Balance			
006768-00									
0003 -0001 -0002									
01 Tax	1848.37					1848.37			
30 Advertising Fee	32.75					32.75			
33 Demand	5.00					5.00			
34 Advertising Prep Fee	10.00					10.00			
35 Instrument of Taking Pre	106.00					106.00			
*** Total *** Bill Year: 2019	2002.12					2002.12			
01 Tax	1510.92					1510.92			
33 Demand	5.00					5.00			
*** Total *** Bill Year: 2020	1515.92					1515.92			
Total:	3518.04					3518.04	12-May-2021	41	73500 CITY

Figure 8 Tax Title Balances as of (Trial Balance) "Run as" Print/Preview/PDF® with the ^③ Detail option selected

File	5 - На	c² - ∓ ome Insert Pag	ge Layout Fo	rmulas D	Data Revi	iew Vie	Balance w 🔓 Tell me what you	ceAsOf_7	70_14-Sep-; 	2021_	\[1].xml - I	Excel							
	А	В	c		D	E	F	G	н	1	J	к	L	M			Ν		0
1 <u>Bi</u>	11#	Owner	Location	Parcel		Category	Description	Charges	Abate_Deduct	Adj-Oth	Refunds	Payments	Balance	Original	Taking	Last	Assessed	Value	TT_Attorney
2						01	Tax	1,848.37					1,848.37		_				
3						30	Advertising Fee	32.75					32.75						
4						33	Demand	5.00					5.00						
5						34	Advertising Prep Fee	10.00					10.00						
6						35	Instrument of Taking Pre	106.00					106.00						
7		Total Bill Year: 2019						2,002.12					2,002.12						
8						01	Тах	1.510.92					1.510.92						
9						33	Demand	5.00					5.00						
10		Total Bill Year: 2020						1 515 92					1 515 93						
	0700.00	10tu Dm (Cdl. 2020						1,010.02					1,510.82	5 14 Q 10 Q Q				170 500	OITY
11 00	6768-00	and the second sec		0003 -00	001 -0002			3,518.04					3,618.04	5/12/2021				473,500	CITY
12																			

Figure 9 Tax Title Balances as of (Trial Balance) "Run as" Excel® with the [©] Detail option selected

[BLG-SUP-SAPLAUC-1395]

3. TRAINING ACCOUNT

The **Tax Title Original Tax Taking** process has been updated in TRAINING to allow for the steps to complete without having to set the email option to **"Yes"** (the email option is set to **"No"** by default in the training account, to minimize confusion when testing).

Collections ▶ Tax Title ▶ Original Tax Taking

Prior to the software updated, if the original taking "final notice" step was attempted in the Training account, the system would display this message:

Now the process will run to completion in the Training account.

Final Notice	×
Site has Email option set to No Procedure will Exit	
ОК	

[ADM-AUC-TT-3868]

4. ORIGINAL TAKING FEES & INTEREST IN REAL ESTATE [Fix]

Prior to the software update, during an original Tax Title taking, accounts with an interest balance were not properly adjusted in the Real Estate module. There was also an issue with the adjustment of the tax taking fee. **ADMINS** corrected both issues.

[ADM-AUC-TT-3872]

5. ATTACHMENTS [Enhancement]

Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

5.1. Prevent Attaching Files Residing on Local Workstations

ADMINS made a change to prevent users attaching files from local workstations:

On the Attachment entry screens, if the file being attached has "TSCLIENT" in the path (or even the filename), the system will reject it and display this message:



5.1.1. Screens Using the New Feature

Table 1 The following screens will use the new feature:

Task#	Description	
11321	Tax Title Attachments	Tax Title Balance Inquiry Attachments
11323	Setup Table Attachments	Tax Title > Tax Title Setup History > Attachments

[ADM-AUC-SY-8206]

5.2. Weekly Error Check Report

ADMINS changed the weekly error check on attachments to report only selected broken attachments:

- 1. If attachments are system generated, or
- 2. If **"TSCLIENT"** is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the **ADMINS** account running the process does not necessarily have access.

The weekly error check report is sent to the members of the **BROKENATT** email distribution list. To add users to the list, follow the instructions found in **SY-150 AUC Email Distribution Lists** in each Help Reference Library. If the weekly process identifies missing **TSCLIENT** attachments, contact the owner of the source document; if the missing attachments are system generated, contact <u>support@admins.com</u>.

🚥 [AUC] 20-E	Imail	Distribution	Lists						
Goto			Email Dis	stribution Lists					
Actions		Distribution Code BROKENATT Broken Attachments List							
	[User Name	p www.en	,	Status	^			
		MUPDEV2	ADMINS, Inc. [LuAnn]	support@admins.com	Active				
		THERESA	Theresa	theresa@admins.com	Active				
1 Add Email		WENDY	Wendy Tarantola	Wendy@admins.com	Active				
2 Remove Email									

[ADM-AUC-SY-8206]

6. HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Libraries.

6.1. New and Updated Documents

TAX TITLE

RC-450 Original Tax Taking RC-460 Town Possession of Foreclosed Property [Updated] [New]