



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

The screenshot shows the 'Tax Title Balance Inquiry [TRAINING]' screen. On the left, there are 'Goto...' and 'Actions' buttons. The main form contains fields for '1 Parcel' (1018 / /), '2 Account' (1018 / /), '3 Owner', and '4 Location'. A 'Show Past Takings' section has radio buttons for 'Yes' and 'No' (selected). Below this is a table with columns: 'Orig Taking' (06-Dec-2019), 'Payment Date' (18-Jun-2021), 'Est. Added Fee', and 'Est Balance'. The 'Est Balance' cell contains the text 'Paid in Full', which is circled in red. To the right, there are fields for 'Owner at Taking' and 'Current Owner'. At the bottom, there are buttons for 'Balances All Years', 'Summary by Year', 'Detail', 'Transactions', 'Trx Summary', and 'Attachments (6)'.

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

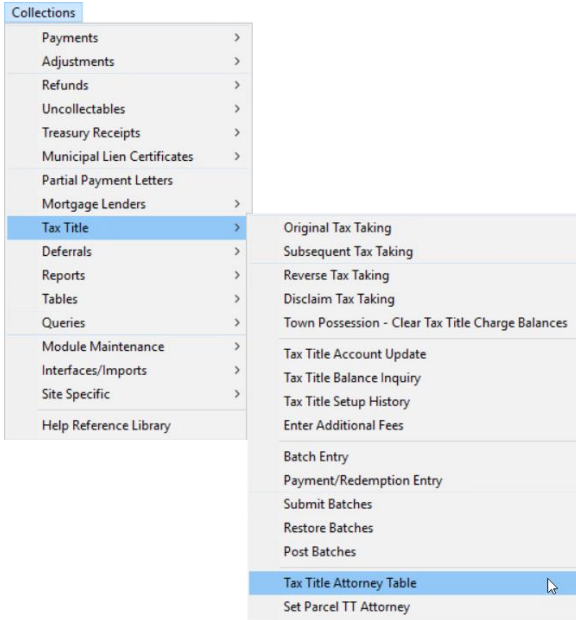
The screenshot shows the 'Tax Title Balance Inquiry' screen for account '[AUC] 11317-Tax Title Balance Inquiry'. The layout is similar to Figure 1, but the 'Est Balance' cell now displays 'No Balance Due' in red text, with a blue arrow pointing to it from the right. The 'Attachments' button at the bottom now shows '(1)'. The 'Show Past Takings' section has 'No' selected.

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

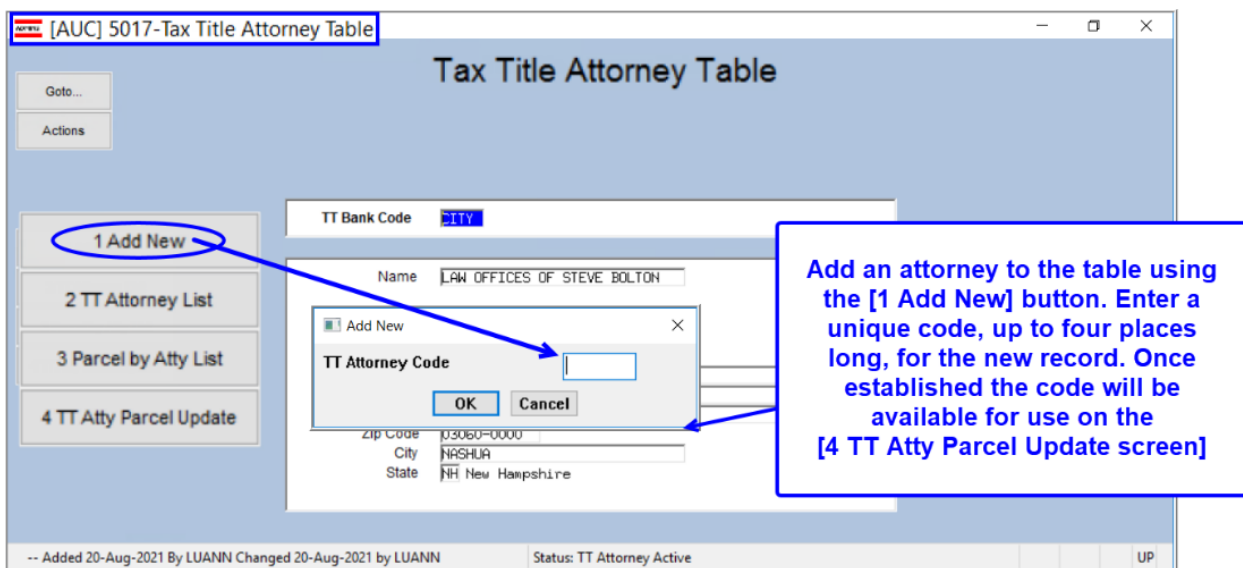


Figure 3 Tax Title Attorney Table



2.1.2. [2 TT Attorney List]

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.

Code	Description	Address	Status
CITY	LAW OFFICES OF STEVE BOLION	1 MAIN STREET NASHUA, NH 03060-0000	Active

Figure 4 Tax Title Attorney List

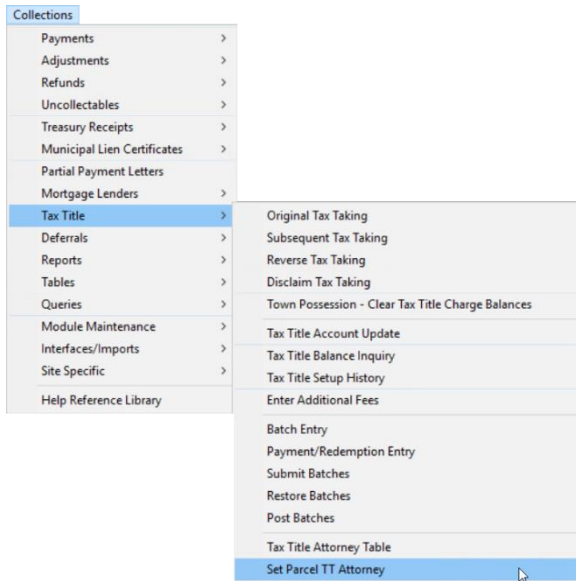
2.1.3. [3 Parcels by Atty List]

Click on [3 Parcel by Atty List] to generate a report of parcels by Attorney. The same report can be produced from the [Set Parcel](#) screen.

IT Attorney Description	Parcel	Parcel Location	Owner Name
CITY LAW OFFICES OF STEVE BOLION	0003 -0001 -0002	244 FARM ST	FLANNERY, MARK J
CITY LAW OFFICES OF STEVE BOLION	1	Total	



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



Attorneys can be assigned to parcels using the:

Tax Title ▶ Set Parcel TT Attorney screen.

Access the screen either from the menu as shown at left or use the **[4 Atty Parcel Update]** button to view the screen and set codes on parcels.

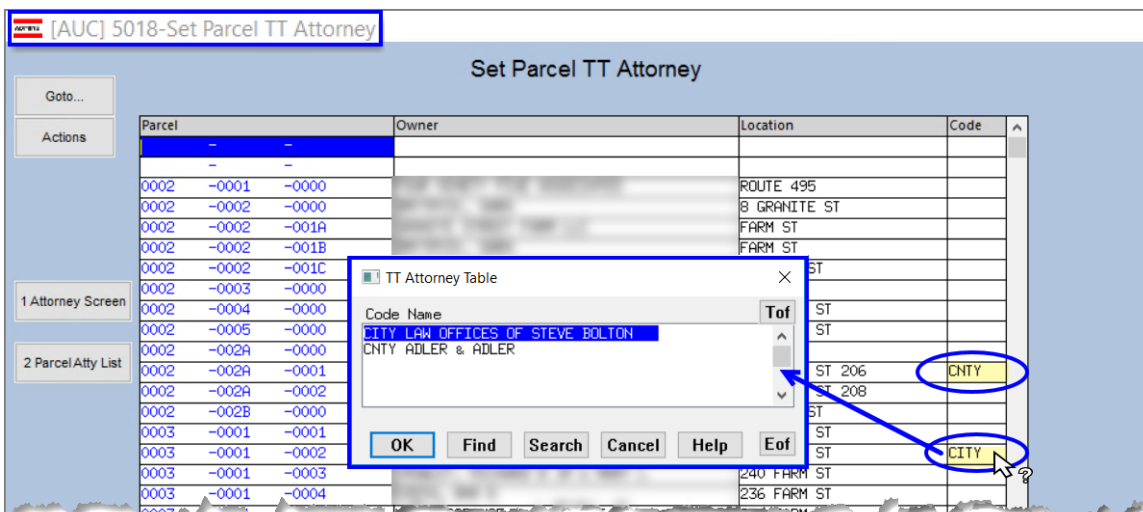


Figure 5 Type the Attorney Code in the Code column or select from a list using a “right click” to launch the lookup

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

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

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	

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

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.

Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance	Entry Pending
Tax	3369.29			3369.29				3369.29	
Advertising Fee	32.75			32.75				32.75	
Demand	10.00			10.00				10.00	
Advertising Prep Fe	10.00			10.00				10.00	
Instrument of Takin	106.00			106.00				106.00	
Tax Interest			191.44	191.44				191.44	
Parcel Total	3518.04		191.44	3709.48				3709.48	

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

Collections ▶ Tax Title ▶ Payment / Redemption Entry

[AUC] 11355-Payment/Redemption Entry

Inquiry **Payment/Redemption Entry**

1 Parcel	0003 -0001 -0002	Orig Taking	12-May-2021	Owner at Taking	Current Owner
2 Account	0003 -0001 -0002	Years Taken	2	FLANNERY, MARK J	
3 Owner	FLANNERY, MARK J	Latest Year	2020	FLANNERY, JOYCE J	
4 Location	244 FARM ST	TT Attorney CITY		244 FARM ST	
				NASHUA, NH 03061-0000	

Payment Date: 14-Sep-2021 Payment Type: Part Full Plan Total Due: 3709.48 Payment:

Balances All Years Summary by Year Detail Trx Summary

Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance	Pending
Tax	3359.29			3359.29				3359.29	
Advertising Fee	32.75			32.75				32.75	
Demand	10.00			10.00				10.00	
Advertising Prep Fe	10.00			10.00				10.00	
Instrument of Takin	106.00			106.00				106.00	
Tax Interest			191.44	191.44				191.44	
Parcel Total	3518.04		191.44	3709.48				3709.48	

-- Added 13-May-2021 By SMATAR Changed by

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

[AUC] 4963-Report Library Tax Title / Deferral

Report Library Tax Title / Deferral

Report Name	Sample	Run
11368-Tax Title - As Of a Date	Sample	Run
11383-Tax Title Balances as of (Trial Balance)	Sample	Run
5991-Deferral Form 410	Sample	Run
11386-Tax Title/Deferred Redeemed Parcels	Sample	Run
11401-Tax Title Transaction History List	Sample	Run
11402-Tax Title Transaction Summary	Sample	Run
11403-Continue Municipal Lien Form 291	Sample	Run
5914-Tax Taking Form 410	Sample	Run
11390-Tax Title Account Profile	Sample	Run
-----	Sample	Run
5224-TT - Possible Candidates and Exclusions	Sample	Run
5815-Parcels by Tax Title Type	Sample	Run
5223-Parcel Flag Edit List	Sample	Run

Report Categories

- 1 Collection Reports
- 2 Transaction Reports
- 3 Other Reports
- 4 TT / Deferral Reports**

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 (mmdyyy) 14-Sep-2021

Optional: Enter Bill Category Edit 0 values:

Optional: Exclude Bill Category Edit 0 values:

Print Report as:
 Summary **Detail**

Exclude Fully Paid Bills: Yes No

Exclude Credit Balance Bills: Yes No

Run as Preview Print PDF **Excel**

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Year	Bill#	Owner Name	Location	Owner	Charges	Payments	Adjustments	Refunds	Balance	Accrued Int	14-Sep-2021	Original Taking	Last Assessed Value	TT Attorney
2019	006768-00				2002.12				2002.12	109.70	2,111.82			
2020	006768-00				1515.92				1515.92	81.74	1,597.66			
Total 0003-0001-0002 244 FARM ST					3518.04				3518.04	191.44	3,709.48	5/12/2021	473,500	CITY
2002	006781-00				85.44				85.44	249.99	335.43			
2003	006781-00				100.75				100.75	294.04	394.79			
2004	006781-00				105.39				105.39	290.41	395.80			
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 (mmdyyy) 14-Sep-2021

Print Report as:
 Summary **Detail**

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 as **Preview** Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All



Bill#	Owner and Address Category	Charges	Abatements/Deductions	Adj-Och	Refunds	Payments	Balance	Original Taking	Last Assessed Value	TT_Attorney
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			
01	Tax	1510.92					1510.92			
33	Demand	5.00					5.00			
*** Total *** Bill Year: 2020							1518.92			
Total:							3518.04			
								12-May-2021	473500	CITY

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

Bill#	Owner	Location	Parcel	Category	Description	Charges	Abate_Deduct	Adj-Oth	Refunds	Payments	Balance	Original Taking	Last Assessed Value	TT_Attorney
1				01	Tax	1848.37					1848.37			
2				30	Advertising Fee	32.75					32.75			
3				33	Demand	5.00					5.00			
4				34	Advertising Prep Fee	10.00					10.00			
5				35	Instrument of Taking Pre	106.00					106.00			
6														
7					Total Bill Year: 2019	2002.12					2002.12			
8				01	Tax	1510.92					1510.92			
9				33	Demand	5.00					5.00			
10					Total Bill Year: 2020	1518.92					1518.92			
11	006768-00		0003 -0001 -0002			3518.04					3518.04	5/12/2021	473.500	CITY
12														

Figure 9 Tax Title Balances as of (Trial Balance) “Run as” Excel® with the Detail option selected

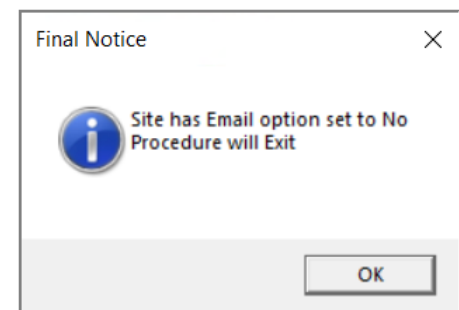
[BLG-SUP-SAPLAUC-1395]

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.

[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]



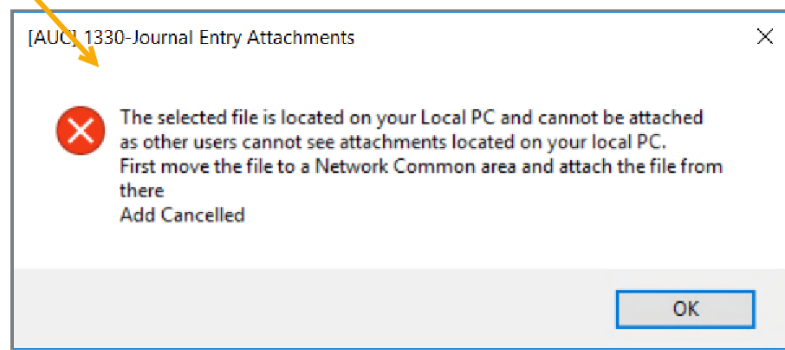
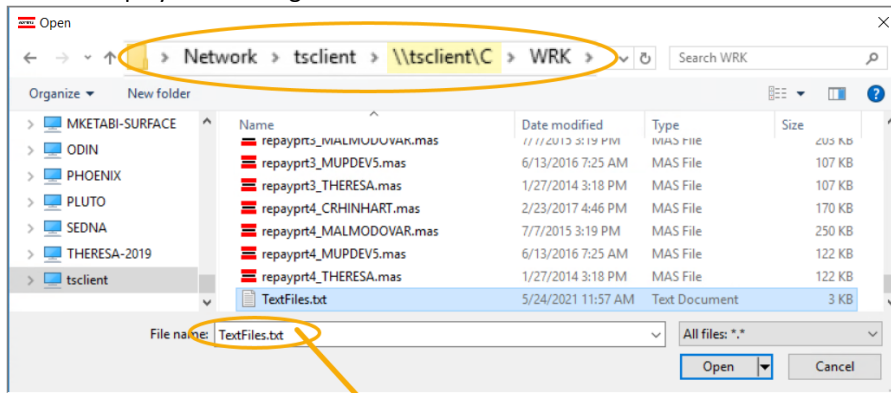
5. ATTACHMENTS [Enhancement]

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:



Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3rd parties.

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]



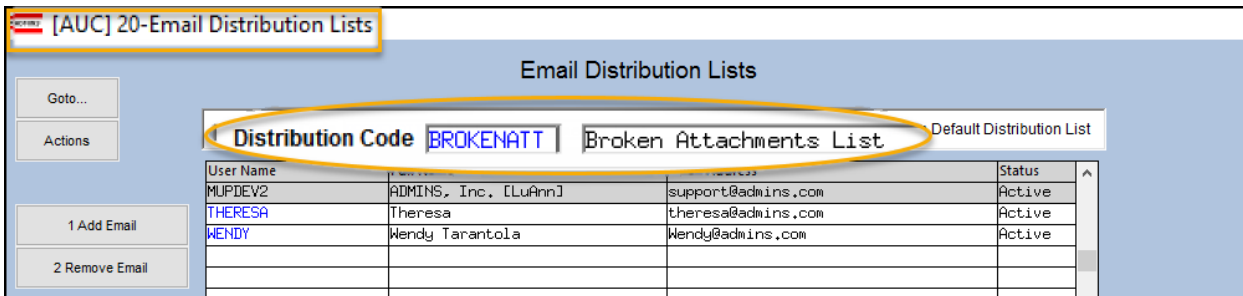
5.2. Weekly Error Check Report

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

1. If attachments are system generated, or
2. If "TSCIENT" 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 TSCIENT attachments, contact the owner of the source document; if the missing attachments are system generated, contact support@admins.com.



[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 [Updated]
 - RC-460 Town Possession of Foreclosed Property [New]