

Personal Property Tax Billing

Release Notes

JUNE 2025

This document explains new product enhancements or fixes added to the ADMINS Unified Community (AUC) PERSONAL PROPERTY TAX system including the Build Billing File,

Contents

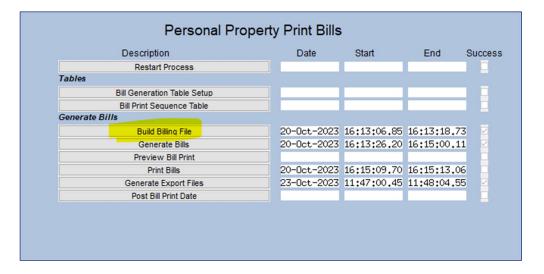
1	Bui	Build Billing File [Fix]		
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Build Billing File [Fix]

Fix for the Build Billing File, to allow for spaces in the directory and in upload filename for Personal Property Billing File.

Navigate to: Tax > Billing - Personal Property > Personal Property Billing





Always verify the full name of the file after selecting it from the Lookup. If the file name/path is too long, the filename may be truncated, causing the upload to fail.

*If you can't see the full path and filename, move or rename the file to a location with a shorter path before uploading.

[ADM-AUC-PP-3882]



Preliminary Adjustment for Personal Property Errors [Fix]

During the upload of Preliminary Adjustment for Personal Property billing if errors were detected, some of the error messages were not being displayed correctly. This has been fixed.

BEFORE

```
9385-PPADJESTERR.REP
                        Printed 04-Jun-2025 at 13:47:07 by ANTHEA
                                                              Page 1
                             Town of Admins
                        Upload Adjustment Error Report
Correct all errors in spreadsheet, export to .CSV file, and restart upload process.
Location
   102090//
   Error:
   102200//
   Error:
```

AFTER

```
9385-PPADJESTERR.REP
                    Printed 04-Jun-2025 at 13:47:07 by ANTHEA
                                                       Page 1
                          Town of Admins
                     Upload Adjustment Error Report
Correct all errors in spreadsheet, export to .CSV file, and restart upload process.
Row Account
                            Location
_____
  Error: 93 Not enough Segments in Account number
5
   Error: 93 Not enough Segments in Account number
```

[ADM-AUC-PP-3883]

June 2025

3 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

Preliminary Bill – How to Adjust During Tax Roll

3.1 New & Updated Documentation in the Help Reference Library

<u>Title</u>	<u>Link</u>	
Preliminary Bill –	RE-340PreliminaryBill-HowtoAdjustDuringTaxRoll.pdf	[ADM-AUC-RE-5734]
How to Adjust During Tax Roll		

3.2 New Content on ADMINS.com

Below are two videos that you will find helpful that are available on the ADMINS.COM website.

Site Link: Videos & Quick Tips

Video: Index of Help Documents [0:51] Video: Quick Task Selection [2:10]