



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,

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1 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

| Description | Date | Start | End | Success |
|-----------------------------|-------------|-------------|-------------|-------------------------------------|
| Restart Process | | | | <input type="checkbox"/> |
| Tables | | | | |
| Bill Generation Table Setup | | | | <input type="checkbox"/> |
| Bill Print Sequence Table | | | | <input type="checkbox"/> |
| Generate Bills | | | | |
| Build Billing File | 20-Oct-2023 | 16:13:06.85 | 16:13:18.73 | <input checked="" type="checkbox"/> |
| Generate Bills | 20-Oct-2023 | 16:13:26.20 | 16:15:00.11 | <input checked="" type="checkbox"/> |
| Preview Bill Print | | | | <input type="checkbox"/> |
| Print Bills | 20-Oct-2023 | 16:15:09.70 | 16:15:13.06 | <input type="checkbox"/> |
| Generate Export Files | 23-Oct-2023 | 11:47:00.45 | 11:48:04.55 | <input checked="" type="checkbox"/> |
| Post Bill Print Date | | | | <input type="checkbox"/> |

Task 9420: Build Billing File

Build Billing File

Enter Upload Filename or Type NONE: D:\ADMHOME\PP BILLING FILE\OCT 20 2023\QTR 4\FY2024.TXT

Personal Property Extract File Format: ☒ Vision ☐ Patriot ☐ Cole L T ☐ RBC LCSW

Run as ☐ Prev

If Printing use Duplex: ☒ Yes ☐ No

Buttons: Lookup, OK, Cancel, Clear All

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]



2 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 ANTHERA | 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 | |
| ===== | | | |
| 4 | 102090// | | |
| | Error: | | |
| 5 | 102200// | | |
| | Error: | | |

AFTER

| | | | |
|---|---|--|--------|
| 9385-PPADJESTERR.REP | | Printed 04-Jun-2025 at 13:47:07 by ANTHERA | 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 | |
| ===== | | | |
| 4 | 102090// | | |
| | Error: 93 Not enough Segments in Account number | | |
| 5 | 102200// | | |
| | Error: 93 Not enough Segments in Account number | | |

[ADM-AUC-PP-3883]



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

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

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]