



There were changes added to the **ADMINS Unified Community (AUC)** for Windows **TAX TITLE** systems.

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## 1 Tax Title Fee Screen [Enhancement]

The addition of help hover text has been added to the Maintain Tax Title Fees screen. This provides information for the Associate Fee with options in the table setup. This aids in clarity for each option and helps prevent missed or unposted fees.

**Navigate to:** Collections > Tables > Maintain Tax Title Fees screen

The screenshot shows the 'Associate Fee with' section on the left with radio button options: None (selected), Advertisement of Taking, Instrument of Taking, Tax taking, Redemption, and Manual Fee Entry. A blue bracket points from the 'None' option to a help hover text box on the right. The text box contains the following information:

The default process is NONE when a new fee is added. Choose the process that the fee relates to for the fee to be taken.

None	Fee Not Applied
Advertisement of Sale	Collections > Original Taking > Issue Advertisement Notice CSV
Instrument of Taking	Collections > Original Taking > Issue Instrument of Taking
Tax Taking	Collections > Original Taking > Issue Form 346/ Post Taking
Redemption	Collections > Tax title > Payment/Redemption Entry
Manual Entry Fee	Collections > Tax Title > Enter Additional Fees

[ADM-AUC-TT-3904]

## 2 Export Files added to Billing History [Enhancement]

An enhancement to the Tax Billing process has been added so any file generated through the Generate Export Files process will now be attached to the Billing History Query screen.

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

**Navigate to:** Tax > Billing > Real Estate > Real Estate Billing Process

The screenshot shows the 'Generate Bills' screen with a list of buttons: Create CASS Files, Upload CASS Files, Generate Bills, Print Commitment/Billing Register, Preview Bill Print, Print Bills, Generate Export Files (highlighted in yellow), and Post Billing.



Export files created during the Generate Export Files for Real Estate or Personal Property, will be attached in the Billing History.

**Navigate to:** Tax > Queries > Billing History

Seq#	Description	Filename	Buttons
20	Preliminary Commitment Sheet	TaxCicCom_5566_Y2025_R3.pdf	7 View 8 Email
21	Billing GL Posting	Bill_GL_Post_5567_Y2025_R3.pdf	
22	No Print Bills Summary	NoPrtSum_Y2025_R3.pdf	
23	Current Values Report	ValuebyUseCd_5803_Y2025_R3.pdf	
24	Post Billing Extract	ValuebyUseCd_5804_Y2025_R3.pdf	
25	LA4 Group Report	LA4_Group_5806_Y2025_R3.pdf	
26	Real Estate Export List	RE_2025_3_ExportList_Y2025_R3.pdf	
27	Bill Print Export File	re_printserviceY2025_R3.zip	
28	Escrow Export File	reescrowY2025_R3.zip	
29	Online Export File	RE_onlineY2025_R3.zip	

[ADM-AUC-RE-5732]

### 3 Billing History [Fix]

There was an issue on the Billing History screen when a Bill Run was entered, it wasn't advancing to that Bill Run correctly. This has been fixed.

**Navigate to:** Tax > Queries > Billing History

Billing History			
Type	30 Personal Property	Year	2025
Run	2	Posted	09-May-2025
		Time	10:28:34,5

[ADM-AUC-RE-5733]



## 4 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

### 4.1 New & Updated Documentation in the Help Reference Library

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

### 4.2 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]