



Real Estate Tax Billing

Release Notes

MARCH 2026

This document outlines the new enhancements to the **ADMINS Unified Community (AUC) REAL ESTATE TAX** module.

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1 Bill History Register – [Enhancement]

A new report has been added to the Billing Commitment/Billing Register step within the Real Estate Billing process to provide full bill status visibility. This report includes all quarters that have been billed including the current billed quarter. If prior billed quarters have prior balances, new interest will be calculated up to and including those bills through the due date of the current billing cycle. This allows users to validate bills generated through AUC or a print service during a sample review.

Navigation Path: Tax > Billing Real Estate > Real Estate Billing Process

Real Estate Billing				
Description	Date	Start	End	Success
Restart Process	19-Jan-2026	11:02:51.40	11:02:51.40	<input checked="" type="checkbox"/>
Verify Other Data is Ready				
Verify Billing Tables	19-Jan-2026	11:03:09.87	11:03:30.38	<input checked="" type="checkbox"/>
Liens to be Included in Billing	19-Jan-2026	11:03:35.13	11:03:35.13	<input checked="" type="checkbox"/>
Betterments Included in Billing	19-Jan-2026	11:03:49.73	11:03:59.59	<input checked="" type="checkbox"/>
Exemptions to be Included in Billing	19-Jan-2026	11:04:04.81	11:04:04.81	<input checked="" type="checkbox"/>
Preliminary Billing Adjustment List	19-Jan-2026	11:04:39.02	11:04:39.02	<input checked="" type="checkbox"/>
Calculate Taxes				
Load Appraisal File	19-Jan-2026	11:15:25.60	11:17:01.48	<input checked="" type="checkbox"/>
LA4 Report	19-Jan-2026	11:20:39.19	11:20:50.02	<input checked="" type="checkbox"/>
Modify Preliminary Billing Adjustments	19-Jan-2026	11:23:32.97	11:23:32.97	<input checked="" type="checkbox"/>
Calculate Taxes	19-Jan-2026	11:24:57.18	11:44:25.19	<input checked="" type="checkbox"/>
Modifications to Calculated Taxes				<input type="checkbox"/>
Print Tax Summary	19-Jan-2026	12:02:47.46	12:03:13.31	<input checked="" type="checkbox"/>
RePrint Calculate Taxes Detail Report				<input type="checkbox"/>
Post Billing Extract	19-Jan-2026	12:03:38.78	12:06:47.58	<input checked="" type="checkbox"/>
Generate Bills				
Generate Bills	19-Jan-2026	12:07:25.66	12:33:58.68	<input checked="" type="checkbox"/>
Print Commitment/Billing Register	19-Jan-2026	12:34:41.79	12:36:12.88	<input checked="" type="checkbox"/>
Preview Bill Print	19-Jan-2026	13:53:01.44	13:53:14.27	<input checked="" type="checkbox"/>
Print Bills				<input type="checkbox"/>
Generate Export Files				<input type="checkbox"/>
Post Billing				<input type="checkbox"/>

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Town of Admins
Bill History Register

For 2026 Q4 Real Estate				Interest Calculated to 27-Feb-2026								
Bill#	Bill Date	Due Date	Tax	CPA	Liens/Betts	Abt/Exempt	Net Billed	Payments	Tax Balance	New Interest	Amount Due	
001002-00	Q1 30-Jun-2025	01-Aug-202	1,061.94				1,061.94		1,061.94	74.13	1,136.07	
	Q2 30-Sep-2025	03-Nov-202	1,061.94				1,061.94		1,061.94	35.84	1,097.78	
	Q3 15-Jan-2026	30-Jan-202	1,765.99	21.75			1,787.74		1,787.74		1,787.74	
	Q4 27-Feb-2026	10-Mar-202	1,766.00	21.76			1,787.76		1,787.76		1,787.76	
Totals			5,655.87	43.51					5,809.35	109.97	5,809.35	
001004-00	Q1 30-Jun-2025	01-Aug-202	1,429.95				1,429.95		1,429.95	99.82	1,529.77	
	Q2 30-Sep-2025	03-Nov-202	1,429.95				1,429.95		1,429.95	48.27	1,478.22	
	Q3 15-Jan-2026	30-Jan-202	2,975.08	37.52			3,012.60		3,012.60		3,012.60	
	Q4 27-Feb-2026	10-Mar-202	2,975.08	37.53			3,012.61		3,012.61		3,012.61	
Totals			8,810.06	75.05					9,033.20	148.09	9,033.20	

[ADM-AUC-RE-5745]



2 Import Exemption Error Report – [Enhancement]

Added detailed information on error code for Invalid Account on report 5327 - Import Exemption Errors.

Navigation Path: Tax > Exemptions > Copy Exemptions from LY to This Year

Copy Exemptions from LY to This Year				
Description	Date	Start	End	Success
Restart Process				<input type="checkbox"/>
Copy Exemptions from LY to This Year	29-Jan-2026	13:47:45.28	13:47:55.24	<input checked="" type="checkbox"/>
Export Exemptions to Excel	29-Jan-2026	13:48:05.95	13:48:13.11	<input checked="" type="checkbox"/>
Import Exemption Amounts				<input type="checkbox"/>
Edit Exemption Workfile				<input type="checkbox"/>
Exemption Billing Edit List				<input type="checkbox"/>
Deduction Codes				<input type="checkbox"/>
Release Exemptions for Billing				<input type="checkbox"/>

Details have been added to aid in clarifying the meaning of the Error Message(s).

5327-REEXMIMPERR		Printed 29-Jan-2026 at 13:53:17 by CHRIS		Town of Admins		Page 1
Import Exemption Errors						
Errors found in Import						
Parcel/Account	Owner Name	Location	Year Code	UseC	New Code	Error
0009 -0070 -0000	BENOIT, JOHN E + ELLEN M	24 ARAPAHOE RD	2026 02	0101	02	Invalid Account to Update/Check Year
Selection Legend:						
Invalid Account to Update/Check Year means: It didnt find a matching record in the Copy Exemptions from Last Year Import file. The Parcel#, Exemption Code, UseCode and Bill Year must be the same in the import file as is listed on the PrepareExemption_NewYear_5359 Report issued during the copy exemption from last year step.						

[ADM-AUC-RE-5747]



3 Deduction Posting Error Check Report [Enhancement]

During the deductions posting there is an error check performed on the Bill Category table of accounts that ensures all accounting is correct before posting. By adding the Bill Type to this report, it makes these errors more informative to locate the issue. Error descriptions have also been enhanced to improve the correction of any issues.

After

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Town of Admins
Deduction Post Error Check on Bill Category Table

The following Deductions listed below are posting to accounts where either the account# on the Bill Category Table is empty or the account it references is now invalid. Please review and correct these errors in order to post these Deductions.

Bill Yr	Parcel/Account#	Owner	Bill Type	Bill Cat	Deduct Code	FY	Error
2023	0002 -0001 -0000	FOUR NINETY FIVE ASSOCIATES	10	01	60	2026	5E

Selection Legend:

Code	Description
DC	Deduction Code is Invalid or Inactive
DB	Deduction Code is missing Bill Category
3E	Line 3 on Bill Category table Account Tab is empty
3I	Line 3 Account# in GL Chart for FY is invalid or Inactive
4E	Line 4 on Bill Category table Account Tab is empty
4I	Line 4 Account# in GL Chart for FY is invalid or Inactive
5E	Line 5 on Bill Category table Account Tab is empty
5I	Line 5 Account# in GL Chart for FY is invalid or Inactive
8E	Line 8 on Bill Category table Account Tab is empty
8I	Line 8 Account# in GL Chart for FY is invalid or Inactive

Bill Category

Year: 2023 | Type: 10 | Description: Real Estate

Categories 1 | Accounting 2 | Associations 3 | Groups 4 | Sub-Category S | F

Category	Description	Account Number	GL Account Description	Adjustment Allowed this Category
01	Tax			<input type="radio"/> None <input type="radio"/> Charge <input checked="" type="radio"/> Payment <input type="radio"/> Both
1	Cash	0000-000-0000-000-00-000000	---1 Cash	
2	Revenue or Liability	0000-000-0000-000-00-000000	---2 Revenue	
3	Deferred Revenue	1000-000-0000-000-00-26100	DEF REVENUE-RE & PP TAXES	
4	A/R	1000-000-0000-000-00-43-12200	2023 REAL ESTATE A/R	
5	Abate/Exempt Overlay	0000-000-0000-000-00-000000	---6 Abatements	
6	Tax Title	0000-000-0000-000-00-000000	---8 Tax Title	
7	Revenue Write-Off	1000-000-0000-000-00-43-41200	2023 REAL ESTATE TAX REVEN	
8	F Bal reserved Overlay	0000-000-0000-000-00-000000	---7 F Bal reserved Overla	



Selection Legend now provides better details to explain the Error message/code.

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                               Town of Admins
                               Deduction Post Error Check on Bill Category Table

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Please review and correct these errors in order to post these Deductions.

=====
Bill Yr Parcel/Account#          Owner          Bill Type Cat Code FY Error
-----
2023   0002   -0001   -0000          FOUR NINETY FIVE ASSOCIATES          10   01   60   2026   SE

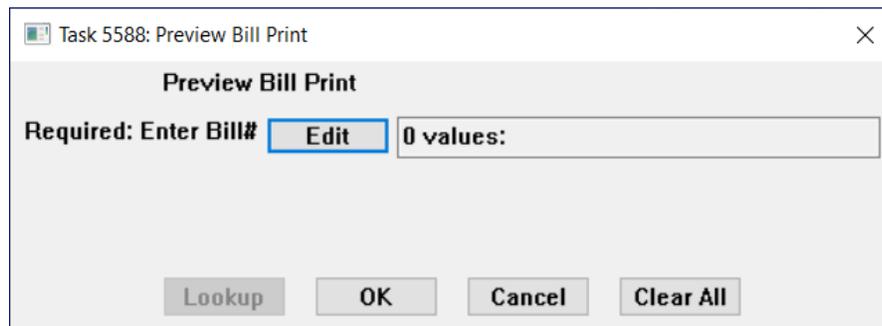
-----
Selection Legend:
-----
Code      Description
-----
DC        Deduction Code is Invalid or Inactive
DB        Deduction Code is missing Bill Category
3E        Line 3 on Bill Category table Account Tab is empty
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4E        Line 4 on Bill Category table Account Tab is empty
4I        Line 4 Account# in GL Chart for FY is invalid or Inactive
SE        Line 5 on Bill Category table Account Tab is empty
5I        Line 5 Account# in GL Chart for FY is invalid or Inactive
8E        Line 8 on Bill Category table Account Tab is empty
8I        Line 8 Account# in GL Chart for FY is invalid or Inactive
  
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[ADM-AUC-RE-5751]

4 Tax Billing – Preview Bill Print [Enhancement]

Enhanced the Real Estate and Personal Property print preview step within the billing process to support bill number lookup and prevent entry of invalid bill numbers.

Navigation Path: Tax > Billing - Real Estate > Real Estate Billing Process > Preview Bill Print
Tax > Billing - Personal Property > Personal Property Billing > Preview Bill Print



[ADM-AUC-RE-5750]



5 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.

5.1 New & Updated Documentation in the Help Reference Library

- FA – 200 Acquiring Fixed Assets (Help Reference Document)
- GL – 322 Reversing Duplicate Batch (Quick Reference Card)
- MB – 280 Transfer Credits to Pre-Payments (Help Reference Document)
- MB – 285 Apply Pre-Payments to Invoices (Help Reference Document)
- PO – 135 Quantity Based Purchase Orders (Quick Reference Card)
- PO – 215 Purchase Order Approvals (Quick Reference Card)
- PO – 510 Contract Entry (Help Reference Document)
- RC – 320 Adjustment Processing (Help Reference Document)
- RC – 450 Original Tax Taking (Help Reference Document)
- RC – 1370 Statement of Account (Quick Reference Card)

5.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)