Real Estate Tax Billing

Release Notes   MARCH 2026

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

Contents

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

```
5534-REBILREGDET.REP          Printed 10-Mar-2026 at 13:01:19 by ANTHEA                                        Page 1
                                                    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

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

[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

```
5346-REDEDCHKACT.REP              Printed 11-Feb-2026 at 09:08:08 by WENDY                        Page 1
                                            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 Bill Deduct= ==== =================
Bill Yr Parcel/Account#                           Owner                                    Type Cat  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
```

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

```
5346-REDEDCHKACT.REP              Printed 11-Feb-2026 at 09:08:08 by WENDY                    Page 1
                                           Town of Admins
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Bill Yr Parcel/Account#                 Owner                                    Type Cat  Code   FY   Error
======= ============================ ========================================== ==== ==== ======= ==== ================
2023    0002  -0001   -0000            FOUR NINETY FIVE ASSOCIATES               10   01   60     2026 5E

        ---------------------------------------------------------
        Selection Legend:
        ---------------------------------------------------------
                Code      Description
                -------   -------------------------------------------------
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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
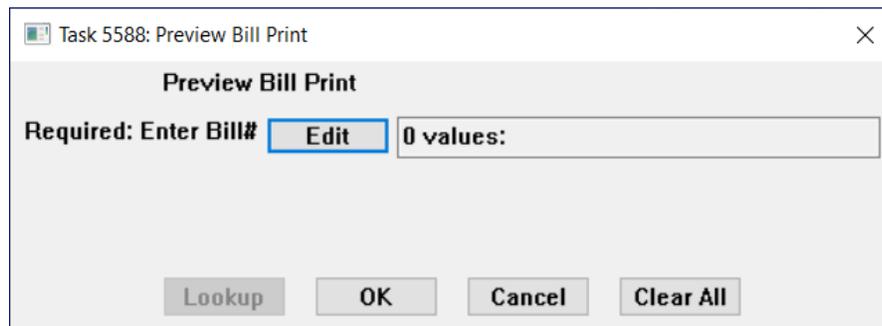
[ADM-AUC-RE-5750]

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