



# MOTOR VEHICLE EXCISE TAX BILLING

## RELEASE NOTES – JUNE 2019

This document explains new product enhancements added to the **ADMINS** Unified Community (**AUC**) for Windows **MOTOR VEHICLE EXCISE TAX** module.

### TABLE OF CONTENTS

- 1. **REPORTS** ..... 1
  - 1.1. Progress Bar ..... 1
  - 1.2. #4645 ME Bills Fully Abated with Outstanding Balances [Fix] ..... 1
  - 1.3. #4650 Lockbox Summary Report [Enhancement] ..... 2
  - 1.4. Email Reports [Tip]..... 4
- 2. **DISTRIBUTION LIST EMAILS [ENHANCEMENT]**..... 4
- 3. **HELP REFERENCE LIBRARY**..... 4
  - 3.1. New or Updated Documents ..... 4

## 1. REPORTS

**ADMINS** enhanced a report, reinstated the reports progress bar, and offers a tip on soliciting help from support.

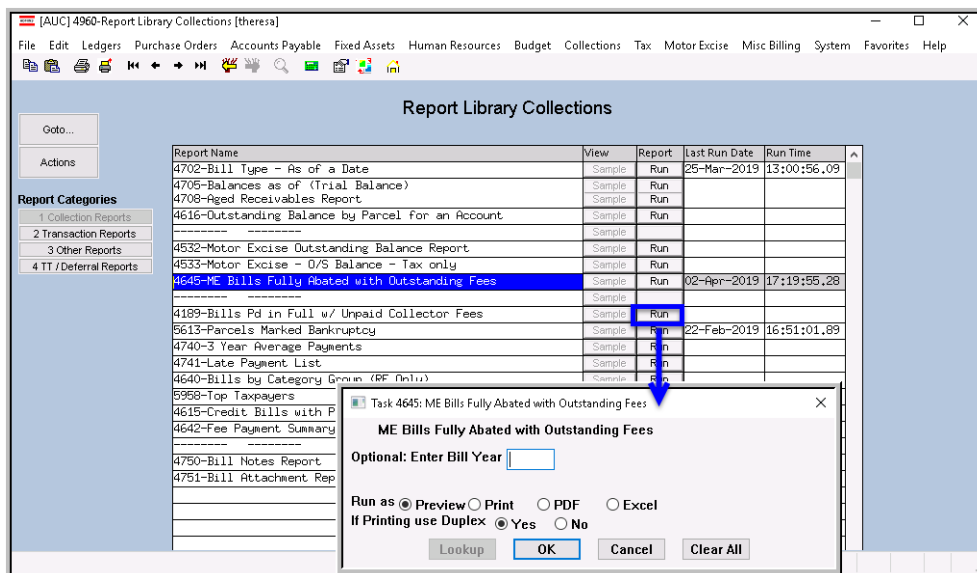
### 1.1. Progress Bar



**ADMINS** reinstated the progress bar feature that indicates a report is running.

[ADM-AUC-SY-8093]

### 1.2. #4645 ME Bills Fully Abated with Outstanding Balances [Fix]



**ADMINS** corrected an error when running this report. To run the report, select **Collections** ▶ **Reports** ▶ **[Collection Reports]** ▶ **#4645 ME Bills Fully Abated with Outstanding Balances**. The report may be run for a single year or for all years. The example in Figure 1 shows all years.

This report will identify accounts that may have



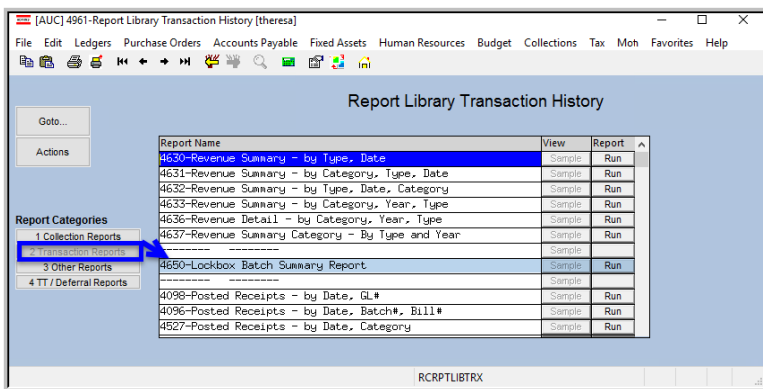
been abated in full after the demand and/or warrant processes had already applied fees. The report was updated on sites in April and is mentioned here to document the change.

Year	CMBR	CSeq	Bill#	Owner Name	Bill Amt	Abate Amt	Code	Date	Dem Bal	War1 Bal	Wa2 Bal	Reg Bal
2018	01		004917-00	ENTERPRISE FTRUST	816.25	816.25	EC	01-Jan-2018	10.00			
*** Total *** Year 2018					816.25	816.25			10.00			
2015	03		016621-00	BASIC SEALCOATING INC	9.38	9.38		01-Jan-2015		10.00		
*** Total *** Year 2015					9.38	9.38				10.00		
2012	01		002173-00	CARRIER, HIDY L	105.00	105.00		01-Jan-2012	5.00			
2012	02		015685-00	HILL, OWEN T	28.65	28.65		01-Jan-2012	5.00			
*** Total *** Year 2012					133.65	133.65			10.00			
*** Grand Total *** #Bills: 4					959.28	959.28			20.00	10.00		

Figure 1 ME Bills Fully Abated with Outstanding Fees

[ADM-AUC-RC-8413]

### 1.3. #4650 Lockbox Summary Report [Enhancement]



ADMINS added totalling options to the Lockbox Batch Summary Report. Run the report by selecting **Collections Reports** ▶ **Report Library** ▶ **[2 Transaction Reports]** ▶ **#4650 Lockbox Summary Report**.

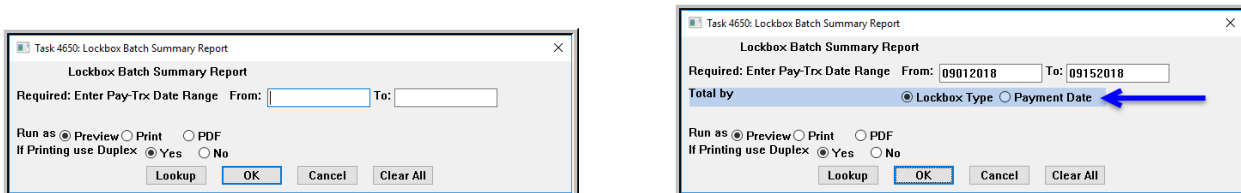


Figure 2 Before and After– Lockbox Summary Report prompt –added a “Total by” selection radio button



If **Total by**  **Lockbox Type** is selected, all dates within the specified range for a lockbox type will be listed and a total at the end of each lockbox type will be provided.

In the example in **Figure 3** are multiple dates for a single lockbox type:

4650-RCLMXTNR.REP Printed 06-Jun-2019 at 17:09:53 By THERESA Town of Admins Lockbox Batch Summary Report Page 1

Pay-Trx Dates From 09032018 to 09122018

Batch #	Description	Pay-Trx Date	Deposit Date	Real Estate	Personal Property	Motor Excise	Other	Total
LRC0904424	BILL TRUST PAYMENTS	04-Sep-2018	04-Sep-2018			4,447.12		4,447.12
<b>Total BILL TRUST PAYMENTS</b>						<b>4,447.12</b>		<b>4,447.12</b>
LRC0927451	MV - DEPUTY (KELLEY &	04-Sep-2018	27-Sep-2018			5,327.58		5,327.58
LRC0927451	MV - DEPUTY (KELLEY &	05-Sep-2018	27-Sep-2018			1,018.41		1,018.41
LRC0927451	MV - DEPUTY (KELLEY &	06-Sep-2018	27-Sep-2018			1,704.93		1,704.93
LRC0927451	MV - DEPUTY (KELLEY &	07-Sep-2018	27-Sep-2018			2,145.86		2,145.86
LRC1004473	MV - DEPUTY (KELLEY &	10-Sep-2018	04-Oct-2018			1,662.56		1,662.56
LRC1004473	MV - DEPUTY (KELLEY &	11-Sep-2018	04-Oct-2018			479.91		479.91
LRC1004473	MV - DEPUTY (KELLEY &	12-Sep-2018	04-Oct-2018			1,441.37		1,441.37
<b>Total MV - DEPUTY (KELLEY &amp;</b>						<b>13,780.92</b>		<b>13,780.92</b>
LRC0903423	MV - UNIBANK	03-Sep-2018	03-Sep-2018			100.83		100.83
LRC0904425	MV - UNIBANK	04-Sep-2018	04-Sep-2018			40.83		40.83
LRC0904433	MV - UNIBANK	09-Sep-2018	09-Sep-2018			82.50		82.50
<b>Total MV - UNIBANK</b>						<b>224.16</b>		<b>224.16</b>
LRC0904426	TAX - CITIZENS	04-Sep-2018	04-Sep-2018		130.57			130.57
LRC0904427	TAX - CITIZENS	04-Sep-2018	04-Sep-2018			184.89		184.89
LRC0904430	TAX - CITIZENS	06-Sep-2018	06-Sep-2018			30.00		30.00
LRC0907431	TAX - CITIZENS	07-Sep-2018	07-Sep-2018	1,228.94		61.67		1,290.61
LRC0912434	TAX - CITIZENS	12-Sep-2018	12-Sep-2018			61.67		61.67
LRC0912435	TAX - CITIZENS	12-Sep-2018	12-Sep-2018	810.01		37.92		847.93
<b>Total TAX - CITIZENS</b>				<b>2,038.95</b>	<b>130.57</b>	<b>381.98</b>		<b>2,551.50</b>
LRC0905429	TAX - UNIBANK	05-Sep-2018	05-Sep-2018		969.55			969.55
LRC0909432	TAX - UNIBANK	09-Sep-2018	09-Sep-2018		542.08			542.08
<b>Total TAX - UNIBANK</b>					<b>1,511.63</b>			<b>1,511.63</b>
<b>** Grand Total **</b>				<b>7,997.70</b>	<b>130.57</b>	<b>14,387.06</b>		<b>22,515.33</b>



Figure 3 – Lockbox Summary Report with totals for each lockbox type

If **Total by**  **Payment Date** is selected, this will sort the report by payment date and give lockbox type total on change of date. The activity for the **TAX-CITIZENS** type is highlighted in **Figure 4**.

4650-RCLMXTNR.REP Printed 07-Jun-2019 at 10:19:04 by THERESA Town of Admins Lockbox Batch Summary Report Page 3

Pay-Trx Dates From 07012018 to 06302019

Batch #	Description	Pay-Trx Date	Deposit Date	Real Estate	Personal Property	Motor Excise	Other	Total
LRC0802340	MV - DEPUTY (KELLEY &	09-Jul-2018	02-Aug-2018			1,265.99		1,265.99
<b>Total MV - DEPUTY (KELLEY &amp;</b>								<b>1,265.99</b>
LRC0709242	MV - UNIBANK	09-Jul-2018	09-Jul-2018			2,452.10		2,452.10
<b>Total MV - UNIBANK</b>						<b>2,452.10</b>		<b>2,452.10</b>
LRC0709244	TAX - CITIZENS	09-Jul-2018	09-Jul-2018	17,039.09	91.39			17,130.48
LRC0709245	TAX - CITIZENS	09-Jul-2018	09-Jul-2018	2,058.62				2,058.62
LRC0709246	TAX - CITIZENS	09-Jul-2018	09-Jul-2018	49,548.93	74.01			49,622.94
LRC0709247	TAX - CITIZENS	09-Jul-2018	09-Jul-2018			2,395.74		2,395.74
LRC0709248	TAX - CITIZENS	09-Jul-2018	09-Jul-2018	75.55				75.55
LRC0709249	TAX - CITIZENS	09-Jul-2018	09-Jul-2018			2,346.06		2,346.06
LRC0709250	TAX - CITIZENS	09-Jul-2018	09-Jul-2018	46,821.97	321.20			47,143.17
<b>Total TAX - CITIZENS</b>				<b>115,544.16</b>	<b>486.60</b>	<b>4,741.80</b>		<b>120,772.56</b>
LRC0709243	TAX - UNIBANK	09-Jul-2018	09-Jul-2018	5,712.04	912.39			6,624.43
<b>Total TAX - UNIBANK</b>				<b>5,712.04</b>	<b>912.39</b>			<b>6,624.43</b>
LRC0710251	TAX - CITIZENS	10-Jul-2018	10-Jul-2018	1,459.73				1,459.73
LRC0710252	TAX - CITIZENS	10-Jul-2018	10-Jul-2018	4,205.08				4,205.08
<b>Total TAX - CITIZENS</b>				<b>5,667.81</b>				<b>5,667.81</b>

The legend at the bottom of the last page of the report will indicate which way the report was run; either by Payment/Trx Date or by Lockbox Type.

Selection Legend:
-----
Total by Payment/Trx Date
-----
Selection Legend:
-----
Total by Lockbox Type

Figure 4 Lock Box summary report with Total by  Payment Date selected

[BLG-SUP-SAPLAUC-1201]



## 1.4. Email Reports [Tip]



The support team frequently receives emails containing **scanned** images of **ADMINS** reports (we love pictures!). Any **ADMINS** report may be emailed via the **Reports ▶ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning multiple pages to [support@admins.com](mailto:support@admins.com). There is a document, **ME-330 I forgot to print my reports**, that gives instructions on how to use the **Reports ▶ Retrieve Output**

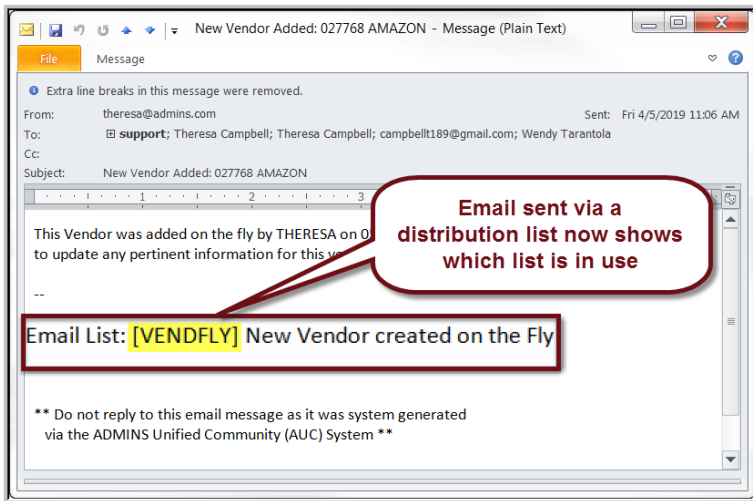
**Files** feature to email reports.

[ADM-AUC-DOC-166]

## 2. DISTRIBUTION LIST EMAILS [Enhancement]



**ADMINS** uses dozens of distribution lists to notify designated users of a variety of system events. The lists are set up in the **Module Maintenance ▶ Email Distribution Lists** for each Module.



The **Email List Name** and **Description** is now included in the body of the email to identify the origin of the email. This will help when users are receiving emails but are not sure where the email originates or why a particular user is receiving the email. In Figure 5, the **Email Distribution List** named “**VENDFLY**” was used by the system to notify users that a new vendor was created.

Figure 5 System generated email identifies the Email List [Name] & Description

If the distribution needs to change, the list may be edited. Detailed instructions are available in the Help Reference Library for each module, for example, **AP-860 Email Distribution Lists**.

[ADM-AUC-SY-8102]

## 3. HELP REFERENCE LIBRARY

### 3.1. New or Updated Documents

- SITE SPECIFIC                      ME-250 Cranston, RI Motor Vehicle Excise Tax Billing                      [Updated]
- OTHER                                      ME-325 Favorites Screen    [Updated]
- ME-330 I forgot to print my reports    [Updated]
- SYSTEM                                      ME-410 System Administration Kit    [Updated]