# MOTOR VEHICLE EXCISE TAX BILLING RELEASE NOTES – JUNE 2022

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

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# **1 ABATEMENTS**

There was a grayed-out selection on the menu for Mass Abatement Selection; this was removed as writing off uncollectable small balances is a Collections function, not an Assessors role.

or Excise			Motor Excise		
Commitment Process			Commitment Process		
Account Maintenance	>		Account Maintenance	>	
Abatements	>	Abatement Entry	Abatements	> Ał	oatement Entry
Demand Process		Post Abatements	Demand Process	Po	ost Abatements
Warrant Process		Mass Abaten 💊t Selection	Warrant Process	Ał	atement Inquiry
Registry Marking Process		Abatement Inquiry	Registry Marking Process		atement History
Registry Clearing Process		Abatement History	Registry Clearing Process		,
Queries	>		Queries	>	
Reports	>		Reports	>	
Tables	>		Tables	>	
Module Maintenance	>		Module Maintenance	>	
Interfaces/Imports	>		Interfaces/Imports	>	
Site Specific	>		Site Specific	>	
Help Reference Library			Help Reference Library		

Figure 1 Before & After – the Motor Excise menu

To mass abate small or nuisance Motor Vehicle Excise balances, from the menu, select:

llections		
Payments	>	
Adjustments	>	
Refunds	>	
Uncollectables	>	Waive Collector Fees
Treasury Receipts		Mass Abatements - MV Only
Municipal Lien Certificates	>	Write off Small Balances (Under/Over Payments)
Partial Payment Letters		Write Off Small Balances (Cranston)
Mortgage Lenders	>	Tax Sale Processing
Tax Title	>	Tax Sale History Sold/Redeemed
Deferrals	>	Tax Sale History By Year Report

#### Collections Vuncollectables Mass Abatements – MV Only

[ADM-AUC-MV-1702]

### 1.1 Abatement History Report [Fix]

The Abatement History Report was not working due to the changes made in the March software update. This was corrected on the affected sites and is mentioned here to document the change.

#### Motor Excise Reports Abatement History

Task 8623: Abatement History		×
Abatement History		
Optional: Abatements Effective Between (mmddyyyy)	From: To:	
Optional: Abatements Entered between (mmddyyyy)	From: To:	
Optional: GL Post Date Range (mmddyyyy)	From: To:	
Optional: Enter up to 9 Abatement Codes	Edit 0 values:	
Optional: Enter Commitment Year	2021	
Optional: Enter up to 9 Commitment #'s	Edit 0 values:	
Sort Report By:	● Abt Eff Date ○ User ○ Abate Code ○ Commitment#/Bill# ○ GL Post Date	
Run as @ Preview O Print O PDF O Excel If Printing use Duplex @ Yes O No	Lookup OK Cancel Clear All	



ADMINS Unified Community Motor Vehicle Excise Tax

8623-8	(EAB)	THISREP	REP	Printed 24-Mar-2022 at 11:35:51	by THERESA		City of ADMINS Abatement History						Page 13
		# Seq#		Owner Name			Description		Certificate		Entered By	Entered On	
2021 0			013562-00	ROVEDO, JOHN W	18-May-2021		MOVED OUT OF ST AF 1/1	35.22	9,086		CHANLY	27-May-2021	
				*** Total Abatement Date ***				35.22					
2021 0	11		005939-00	GALBRAITH, SUSAN CONROY	20-May-2021	SC	SOLD 4 CANC REG AF 1/1	28.31			CHANLY	01-Jun-2021	01-Jun-202
				*** Total Abatement Date ***				28.31					
2021 0	01		000240-00	ALFA CONSTRUCTION AND CLEANING SERVI	01-Dec-2021	BE	BILLING ERROR BY REG.	92.66		Monday, 14 March, 2022 theresa 3/1/2022-Lu&nn:	THERESA	14-Mar-2022	01-Dec-202
										The abscement text has been moved to its own file. Flease test abatement text from entry to posting from the abatement entry screen and the bill history acreen. Also test a single and mass abatement postings. Ho release notes needed.			
										compiled. Need to test front to back.			
				*** Total Abatement Date ***				92.66					
				*** Grand Total ***				34,396.77					
		Legend											
			ommitment Yea	r: 2021 y: Abatement Date									

#### Figure 2

The <u>ME–190 Abatement History Report</u> in the Motor Excise Help Reference Library fully describes the report

[ADM-AUC-MV-1703]

# 2 CLEARING DATA FROM A FIELD [Information]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

### 2.1 Example – Voiding a "No Check" or "Wire" in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a **"No Check"** or **"Wire"** in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a **"No Check"**, or **"Wire"**, the "Cleared Date" for the transaction must be blank.

In the example, the "No Check" #4000693 is to be voided. Go to:



#### Accounts Payable Bank Reconciliation Bank Account Management – By Check Date

		Bank Accour	nt Management			
<u>G</u> oto	Bank:	AST				
Actions	BANK	Last Ck# 0329346	View Restrict View to Check Date			
3 Listing 4 Clear Checks 5 To Bank	TESTING FOR	2 TOC TD05 00000-0000	<ul> <li>All Checks</li> <li>Outstanding Check</li> <li>Cleared Checks</li> <li>Voided Checks</li> </ul>	s From	To	
1 Check 2 Check	Date Type	Warrant Payable To	Amount	Status	Voided Cleared	Detail
		005831 AFL-CID AFSCME LOCAL 747	20.00	Issued	22-Oct-2018	6 View Det
		05831 AFLAC- DIS/DENTAL GA	63.57	Issued	22-0ct-2018	0 11011 001
4000212 15-Nov-	2018 No Chec 0	05831 GREAT-WEST RETIREM SVC - WELLS	370,19	Issued	22-Oct-2018	
4000042 4E No.	0040 N= Cl b	ABAZA COPAT LECT DETTREM QUE LELLE	497.00	Terringd	22-Uct-2018	
				d	22-Oct-2018	
The syste	m has auto	omatically supplied a cleared date	. To erase the	d	22-Oct-2018	
data nasi	tion the au	ursor in the field and press <b>{Space</b>	harl (Entar)	d	22-Oct-2018	
date, pos	tion the cu	irsor in the held and press (space	paryltenreit	N	12-Oct-2018	
				d	22-Oct-2018	
9001795 28-Sep-	2018 Wire Tr 0	05830 TOWN OF BELL-GROUP INS CL T F	208,74	Issued	22-Oct-2018	
		005831 AFL-CIO AFSCME LOCAL 747	20,00	Issued	22-Oct-2018	
		005831 AFLAC- DIS/DENTAL GA	63,57	Issued	22-Oct-2018	
4000212 15-Nov-			370,19	Issued	00.0.1.0040	
		005831 GREAT-WEST RETIREM SVC-WELLS	123,00	Issued	22-0ct-2018	6 View Det
9001/9/ 15-Nov-	2018 Wire Tr (	DO5831 MUTUAL OF OMAHA CO	13,50	Issued	22-0ct-2018	

While this example used the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]

## **3 HELP REFERENCE LIBRARY**

Added the following new or updated documents to the Help Reference Library and content to **ADMINS**.com:

### 3.1 New Or Updated Documents

Billing

ME–190 Abatement History Report

Updated

### 3.2 New or Updated Content on ADMINS.com

Clear Data from a Field [1:17]	[New]
Favorites Screen [2:23]	[New]
How to Exit from AUC [1:54]	[New]
Index of Help Documents [0:51]	[New]
Log in to the Training Area [2:04]	[New]
Quick Task Selector [2:12]	[New]
Reset an AUC Password [2:00]	[New]
Resolving Record Locks [2:14]	[New]