



MOTOR VEHICLE EXCISE TAX BILLING

RELEASE NOTES – MARCH 2021

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

CONTENTS

- 1 COMMITMENT PROCESSING 2**
- 2 REPORTS [ENHANCEMENT] 2**
- 3 EMAIL DISTRIBUTION LISTS [ENHANCEMENT] 3**
 - 3.1 New Buttons on Screen..... 4
 - 3.1.1 Add User – All Lists..... 4
 - 3.1.2 Remove a Name from All Email Lists 4
 - 3.1.3 Copy a User to The Same Lists as an Existing User 5
- 4 HELP REFERENCE LIBRARY 5**
 - 4.1 New or Updated Documents..... 5



1 COMMITMENT PROCESSING

ADMINS reminds assessors to enter commitments in chronological order when processing multiple motor vehicle commitments via the:

Motor Excise ► Commitment Process ► [Create Registry Commitment]

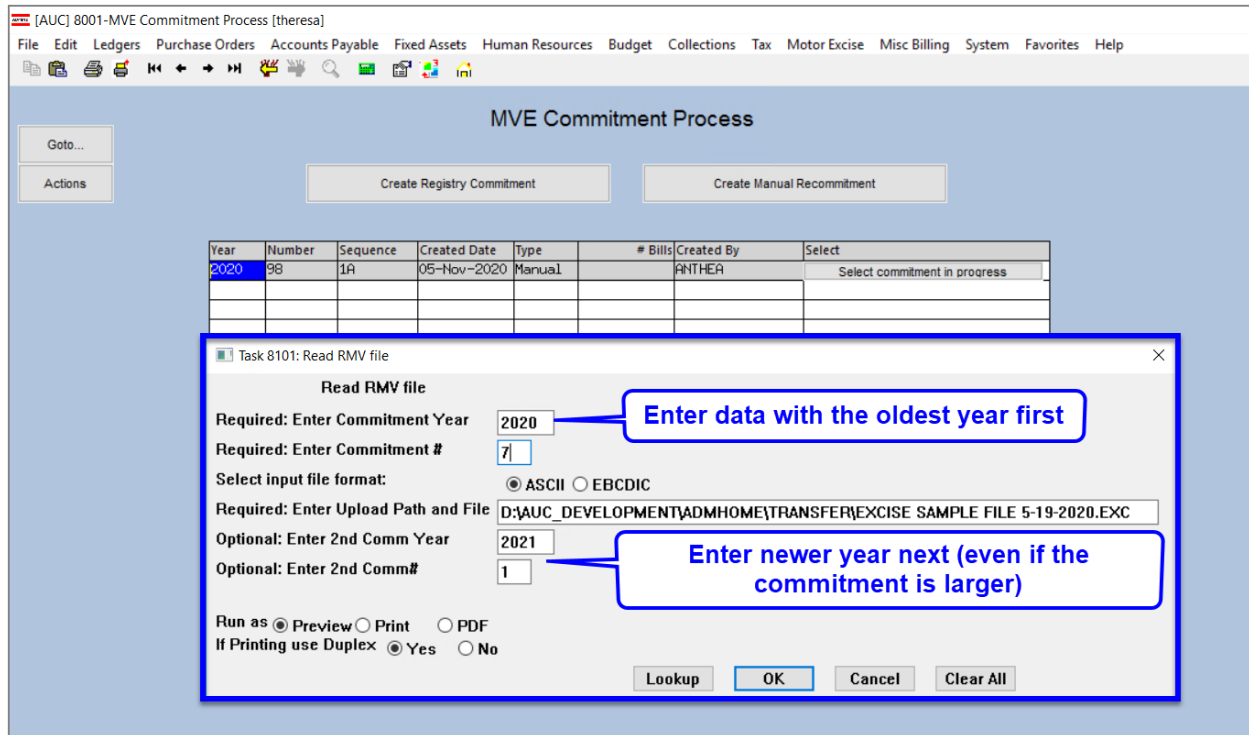
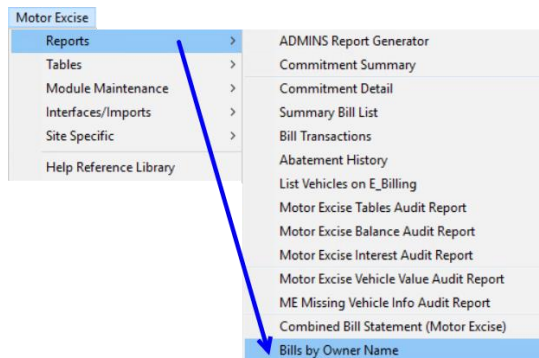


Figure 1 Read RMV file accepts two commitment years – enter the oldest year first

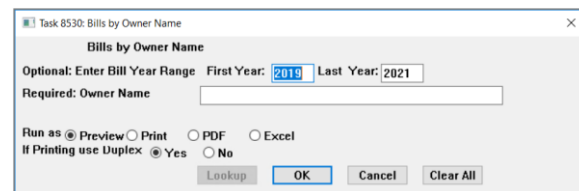
[ADM-AUC-MV-1693]

2 REPORTS [Enhancement]

Motor Excise ► Reports ► Bills by Owner Name



ADMINS added an outstanding balance report for motor excise that selects on "Owner Name". The names must be an exact match to what is in the file from the RMV.



Use the [Lookup] to find the name to ensure accurate results.



Bills_By_OwnerName_THERESA[3].xml - Excel															
File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...															
2019															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Year	Commit#	Seq#	Bill#	Owner Name	Bill_Net	Net_Amt	Chg_Amt	Adj_Amt	Ref_Amt	Ded_Amt	Pay_Amt	Abt_Amt	Bal_Amt	Reg#
532	2020	03		018487-00	TOYOTA LEASE TRUST	657.07	657.07	657.07	0.00	0.00	0.00	657.07	0.00	0.00	1AAH92
533	2020	03		018488-00	TOYOTA LEASE TRUST	526.88	526.88	526.88	0.00	0.00	0.00	526.88	0.00	0.00	7VY412
534	2020	03		018489-00	TOYOTA LEASE TRUST	510.94	510.94	510.94	0.00	0.00	0.00	510.94	0.00	0.00	6XP264
535					Total Bill Run: 3	2,092.24	2,092.24	2,092.24	0.00	0.00	0.00	2,092.24	0.00	0.00	
536															
537	2020	04		019209-00	TOYOTA LEASE TRUST	357.66	357.66	357.66	0.00	0.00	0.00	357.66	0.00	0.00	6MM995
538	2020	04		019210-00	TOYOTA LEASE TRUST	370.78	370.78	370.78	0.00	0.00	0.00	370.78	0.00	0.00	2AEB54
539	2020	04		019211-00	TOYOTA LEASE TRUST	306.57	306.57	306.57	0.00	0.00	0.00	306.57	0.00	0.00	2ALB14
540	2020	04		019212-00	TOYOTA LEASE TRUST	326.03	326.03	326.03	0.00	0.00	0.00	326.03	0.00	0.00	12HR14
541	2020	04		019213-00	TOYOTA LEASE TRUST	382.26	382.26	382.26	0.00	0.00	0.00	382.26	0.00	0.00	2AED14
542	2020	04		019214-00	TOYOTA LEASE TRUST	261.85	261.85	261.85	0.00	0.00	0.00	261.85	0.00	0.00	12LM54
543	2020	04		019215-00	TOYOTA LEASE TRUST	374.65	374.65	374.65	0.00	0.00	0.00	374.65	0.00	0.00	1CTF92
544	2020	04		019216-00	TOYOTA LEASE TRUST	408.75	408.75	408.75	0.00	0.00	0.00	408.75	0.00	0.00	6MM945
545	2020	04		019217-00	TOYOTA LEASE TRUST	375.96	375.96	375.96	0.00	0.00	0.00	375.96	0.00	0.00	47178
546	2020	04		019218-00	TOYOTA LEASE TRUST	374.65	374.65	374.65	0.00	0.00	0.00	374.65	0.00	0.00	11YAZ34
547					Total Bill Run: 4	3,539.16	3,539.16	3,539.16	0.00	0.00	0.00	3,539.16	0.00	0.00	
548															
549	2020	05		019914-00	TOYOTA LEASE TRUST	268.55	268.55	268.55	0.00	0.00	0.00	0.00	0.00	268.55	7DE357
550	2020	05		019915-00	TOYOTA LEASE TRUST	327.65	327.65	327.65	0.00	0.00	0.00	0.00	0.00	327.65	6VY669
551	2020	05		019916-00	TOYOTA LEASE TRUST	225.57	225.57	225.57	0.00	0.00	0.00	0.00	0.00	225.57	2ALM34
552	2020	05		019917-00	TOYOTA LEASE TRUST	214.84	214.84	214.84	0.00	0.00	0.00	0.00	0.00	214.84	7DE297
553	2020	05		019918-00	TOYOTA LEASE TRUST	268.55	268.55	268.55	0.00	0.00	0.00	0.00	0.00	268.55	2AHM35
554	2020	05		019919-00	TOYOTA LEASE TRUST	84.48	84.48	84.48	0.00	0.00	0.00	0.00	0.00	84.48	1XZT55
555	2020	05		019920-00	TOYOTA LEASE TRUST	296.67	296.67	296.67	0.00	0.00	0.00	0.00	0.00	296.67	11LR92
556	2020	05		019921-00	TOYOTA LEASE TRUST	317.59	317.59	317.59	0.00	0.00	0.00	0.00	0.00	317.59	2KL855
557	2020	05		019922-00	TOYOTA LEASE TRUST	408.94	408.94	408.94	0.00	0.00	0.00	0.00	0.00	408.94	1XWJ95
558	2020	05		019923-00	TOYOTA LEASE TRUST	242.36	242.36	242.36	0.00	0.00	0.00	0.00	0.00	242.36	1XZT45
559	2020	05		019924-00	TOYOTA LEASE TRUST	214.84	214.84	214.84	0.00	0.00	0.00	0.00	0.00	214.84	2PMK84
560	2020	05		019925-00	TOYOTA LEASE TRUST	234.10	234.10	234.10	0.00	0.00	0.00	0.00	0.00	234.10	6NH587
561					Total Bill Run: 5	3,104.14	3,104.14	3,104.14	0.00	0.00	0.00	0.00	0.00	3,104.14	
562															
563					Total Bill Year 2020	78,733.19	75,659.33	78,733.19	0.00	3,073.86	0.00	75,629.05	3,073.86	3,104.14	
564															
565					Grand Total #Bills: 533	176,963.68	167,305.61	176,963.68	0.00	9,658.07	0.00	173,859.54	9,658.07	3,104.14	
566															
567															
568					Selection Criteria:										
569															
570					Bill Year: 2019 to 2021										
571					Owner Name: TOYOTA LEASE TRUST										
572															

[ADM-AUC-MV-1692]

3 EMAIL DISTRIBUTION LISTS [Enhancement]

ADMINS provides system default distribution lists for the Motor Excise Module. To add, remove, and view users on the lists, go to:

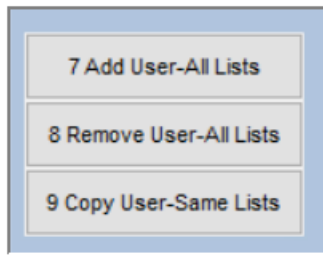
Motor Excise ► Module Maintenance ► Email Distribution Lists

Table 1 Motor Excise Email Distribution System Default Lists

List Name	Description	Frequency	Notifies recipients that:
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System-generated attachments (check copies, tax forms) reported as missing should be reviewed by ADMINS.
MEABTWAV	ME waiver on full abatement	On demand	A waiver was provided on full abatement of motor vehicle excise tax
MECOMPST	ME Commitment Posting Email	As needed	The motor vehicle excise tax commitment was posted
MELOCKCOMM	Lock Motor Excise Commitment	As needed	The motor vehicle excise tax commitment was locked by the assessor and released to the collector
METAXBLOCK	Motor Excise Tax Blocks RIMS [CRI]	Daily	Cranston, RI tax blocks
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

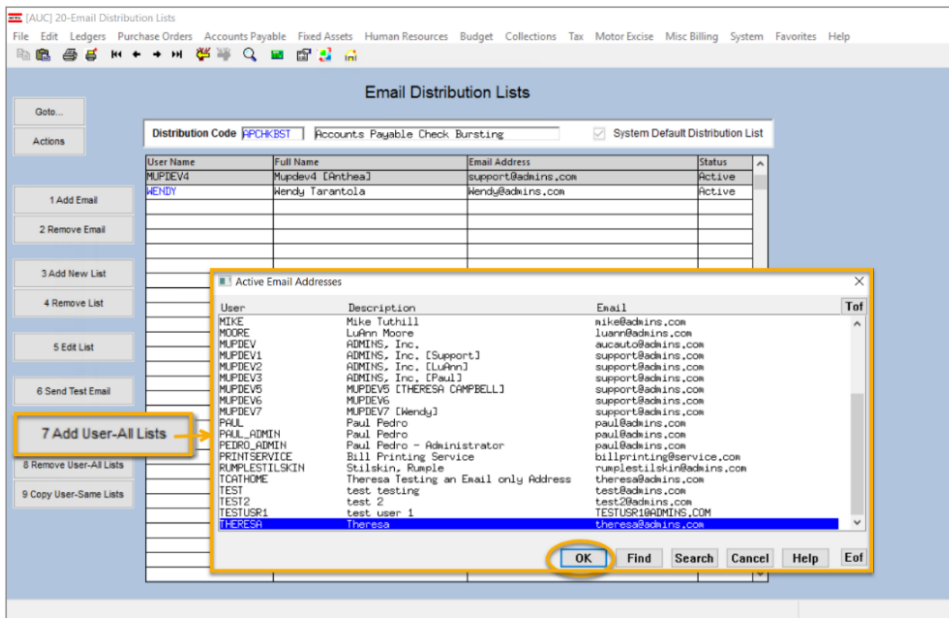


3.1 New Buttons on Screen



ADMINS added three new buttons to the screen to help manage the lists.

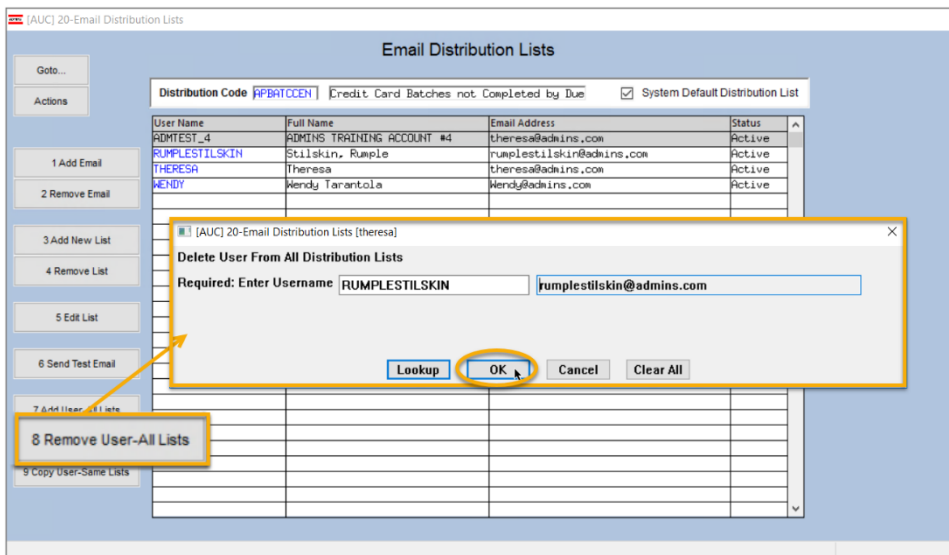
3.1.1 Add User – All Lists



A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator. To add the user at once to all existing email lists, click the **7 Add User-All Lists** button. Select the user from the pick list.

This feature does not offer the **[Add New Email Address]** option.

3.1.2 Remove a Name from All Email Lists



To remove a user from all email distribution lists (for example, due to termination of employment), click on the **8 Remove User-All Lists** button. This will remove the username from the email distribution lists only; it will not remove or inactivate the user’s AUC credentials.

This will remove the username from the email distribution lists only; it will not remove or inactivate the user’s AUC credentials.



3.1.3 Copy a User to The Same Lists as an Existing User

Do this first before removing BD from all lists.

User Name	Full Name	Email Address	Status
BD	Bill Davis	bd@adins.com	Active
DAGFINN	Dagfinn Saether	dagfinn@adins.com	Active
PAUL	Paul Pedro	paul@adins.com	Active
THERESA	Theresa	theresa@adins.com	Active
MENDY	Mendy Tarantola	mendy@adins.com	Active
LUANN	LuAnn Moore	luann@adins.com	Active

If a user, **LuAnn**, is replacing another user, **BD**, the new user LuAnn may be added to all the lists on which **BD** is currently included. Click **9 Copy User-Same Lists** [9 **Copy User-Same Lists**].

The existing user is the **FROM** username and the new user is the **TO** username.

Use this to add a new hire to all lists to which current department members belong.

[ADM-AUC-SY-8176] & [ADM-AUC-SY-8181]

4 HELP REFERENCE LIBRARY

The following new or updated documents added to the Help Reference Library:

4.1 New or Updated Documents

- SYSTEM SY-150 Email Distribution Lists [Updated]
- SYSTEM SY-170 System Administration Kit [Updated]