



# MOTOR VEHICLE EXCISE TAX BILLING

## RELEASE NOTES

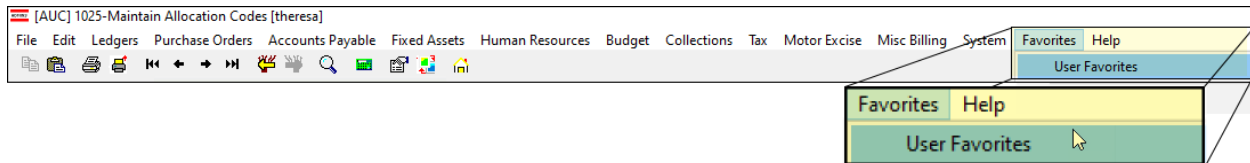
## MARCH 2023

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

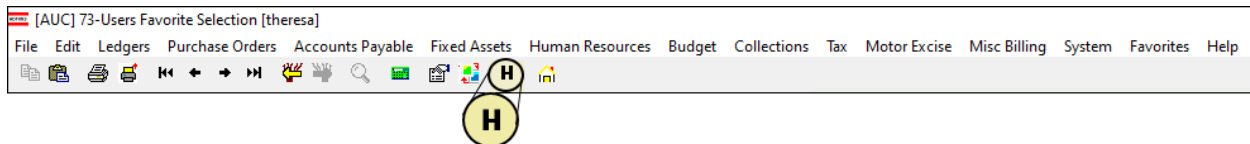
### 1 Favorites Screen [Enhancement]


**ADMINS** added a button on the **Favorites** screen to set it as your home screen so that when you click on the home button in the toolbar, you will return to the Favorites screen. To access the **Favorites** screen, from the menu, select:

Favorites ▶ User Favorites



Once you are on the favorites screen, there will be an **[H]** icon next to the home button. If you want to make the **Favorites** screen your home screen, click on the **[H]** icon. If you want to retain your current home screen, do not click on the **[H]** icon. If you click on the **[H]** icon and change your mind, ask your local super user or [support@admins.com](mailto:support@admins.com) to reset your home screen.



From anywhere in the AUC system, click on the **[Home]** button  to return to your home screen. If you have clicked on the **[H]** icon, the **Favorites** screen is now your home screen.

[ADM-AUC-SY-8278]

### 1.1 Favorites Screen Interactive Workshop

To get started with the favorites screen, **ADMINS** is hosting an interactive workshop, and everyone is invited. Sign up by replying to the email invitation that will be sent out on March 6th, 2023. If you want to participate, include a list of the screens and reports you use most when you accept the invitation. The workshop will be held on Thursday, March 23, 2023, from 2:00 PM - 2:30 PM.

To join us, accept the invitation in the email and mark your calendars.

[ADM-AUC-SY-8278]



## 1.2 Favorites Video Available Now

The [Favorites](#) video is a 2 ½ minute look at how the favorites screen works. Access it and scores of other [Videos & Quick Tips \(admins.com\)](#) from the **ADMINS** website.

# 1 ADMINS Video Library

Don't forget to check out all these other [Videos & Quick Tips \(admins.com\)](#). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for “once in a while” tasks. The videos provide “just-in-time” training when new staff is coming aboard as well.

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### AUC Video Launchpad

Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.

Getting Started	GL Training	AP/PO Training
<a href="#">Logging In to AUC &amp; Basics</a> (7:00)	<a href="#">Add a New GL Account</a> (4:07)	<a href="#">Approvals - The AP/PO Dashboard</a> (3:49)
<a href="#">Logging out of AUC</a> (1:54)	<a href="#">Budget Transfers via a JE</a> (2:55)	<a href="#">Purchase Order Entry</a> (7:28)
<a href="#">Reset AUC Password</a> (2:00)	<a href="#">Drill Down on Account</a> (4:51)	<a href="#">Reprint Purchase Order</a> (3:17)
<a href="#">Use the Training Area</a> (2:04)	<a href="#">Transaction History Queries</a> (7:07)	<a href="#">PO Change Orders</a> (5:43)
<a href="#">Clear Data From A Field</a> (1:17)	<a href="#">General Ledger Reports</a> (10:09)	<a href="#">Request A PO Liquidation</a> (2:34)
<a href="#">Favorites Screen</a> (2:23)	<a href="#">Expenditure Summary Report</a> (4:04)	<a href="#">Liquidate a PO</a> (3:11)
<a href="#">Index Of Help Documents</a> (0:51)	<a href="#">Set Up A New Fund</a> (9:17)	<a href="#">Create a Direct Payment Voucher</a> (5:35)
<a href="#">Reprinting A Report</a> (4:20)	<a href="#">Automate Reports using Job Stream</a> (24:28)	<a href="#">Create a Voucher from a PO</a> (6:20)
<a href="#">Optimize the PDF Viewer</a> (3:37)	<a href="#">How to Upload a Journal Entry</a> (5:57)	<a href="#">Voucher Change Orders</a> (4:22)
<a href="#">Email Signatures</a> (1:36)	<a href="#">How to Reverse a Journal Entry</a> (4:08)	<a href="#">Liquidate a Voucher</a> (4:16)
<a href="#">Quick Task &amp; Report Button</a> (2:12)	<a href="#">Fixed Assets Module</a> (1 hour 21 minutes)	<a href="#">PO Queries</a> (7:14)
<a href="#">Check for Record Locks</a> (2:14)	<a href="#">User Account Security</a> (6:32)	<a href="#">PO &amp; Voucher Reports</a> (2:47)
	<a href="#">Budget Transfers via a Journal Entry (HVMA)</a> (3:00)	<a href="#">Querying Vouchers</a> (5:29)
		<a href="#">Add a New Vendor</a> (2:54)
		<a href="#">Vendor Attachments</a> (2:50)
		<a href="#">Add a Vendor Remit Address</a> (3:20)
		<a href="#">Voucher Selection Error Report</a> (2:59)
		<a href="#">AP Disbursement Process</a> (10:45)
Collections & Tax	HR Training	Webinar Links
<a href="#">Enter Bill Payment Receipts</a> (7:14)	<a href="#">Create A Payroll Warrant</a> (3:31)	<a href="#">Fiscal Year End</a>
<a href="#">Enter Treasury/ Departmental Receipts</a> (10:57)	<a href="#">Timesheet Entry</a> (7:34)	<a href="#">PO Rollovers</a> (24:31)
<a href="#">Reprint a Bill</a> (4:01)	<a href="#">How To "Uncalculate" A Warrant</a> (2:14)	<a href="#">Split Labor Distribution</a> (21:18)
<a href="#">Bill Inquiry Screen</a> (7:26)	<a href="#">Create A Recon File After Warrant Is Posted</a> (1:10)	<a href="#">Calendar Year End</a>
<a href="#">Bill Locator Screen</a> (3:30)	<a href="#">Add Historical Salary Change Record</a> (2:47)	<a href="#">AP 1099 Processing (G, Int, MISC, NEC, S)</a> (26:21)
		<a href="#">HR W2 Processing</a> (28:01)

We are adding content all the time so check back often; we also send out a “Featured Video of the Month” email.