



MOTOR VEHICLE EXCISE TAX BILLING

RELEASE NOTES – SEPTEMBER 2020

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

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1. COMMITMENTS [Enhancement]

Prior to the software update, uploading a file with a name that included spaces would fail. **ADMINS** now allows the use of spaces in filenames. When uploading, after selecting the file using a lookup, check that the **entire file name** is listed on the screen – if the combined file and path name exceed 80 characters, the upload will not find the file. In that case, save it in the `admhome\transfer` folder on the **AUC** server and upload it from there.

Task 8101: Read RMV file

Read RMV file

Required: Enter Commitment Year: 2020

Required: Enter Commitment #: 1

Select input file format: ASCII EBCDIC

Required: Enter Upload Path and File: D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER\EXCISE SAMPLE FILE 5-19-2020.EXC

Optional: Enter 2nd Comm Year: []

Optional: Enter 2nd Comm#: []

Run as: Preview Print PDF

If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

[ADM-AUC-MV-1684]

2. BILL PAYMENT SCREEN → Reports [Enhancement]

ADMINS added two new options under the [Reports] button on the **Bill Payment** screen. Access the bill payment screen as shown here from the:

Motor Excise ► Queries ► Motor Excise Bill Inquiry ► [1 Detail] ► [5 Go to Bill]

Motor Excise

- Commitment Process
- Account Maintenance >
- Abatements >
- Demand Process
- Warrant Process
- Registry Marking Process
- Registry Clearing Process
- Queries > Commitment Inquiry
- Reports > Motor Excise Bill Inquiry

[AUC] 8501-Motor Excise Bill Inquiry [theresa]

Motor Excise Bill Inquiry

Year	Com	Seq	Owner	Owner Name	Bill Address
2020	02	017436-			
2020	02	017437-			
2020	02	017438-			
2020	02	017439-			
2020	02	017440-			
2020	02	017441-			

[AUC] 8511-Excise Bill Detail [theresa]

Excise Bill Detail

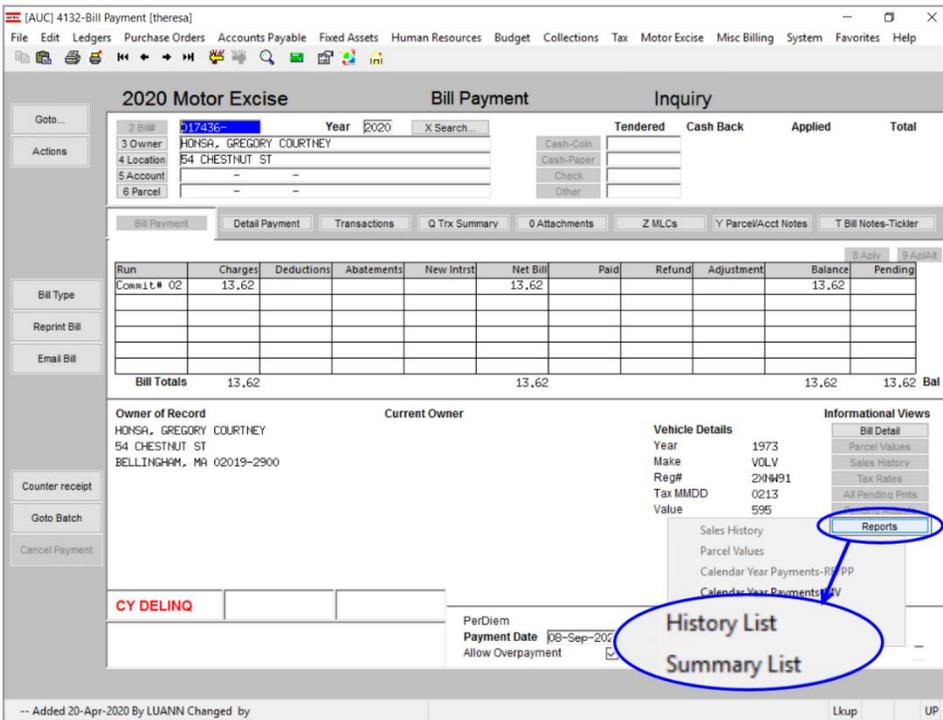
Year: 2020
Com#: 02
Seq: []
Bill#: 017436-

Billing Address:
HONSA, GREGORY COURTNEY
54 CHESTNUT ST
BELLINGHAM, MA 02019-2900

Name:
Owner #1 HONSA, GREGORY COURTNEY
Owner #2

Billed Charges
Due: 31-May-2020
Type: Tax Bill
Amount: 13.62
Date: 01-May-2020

Payments & Adjustments
Type: Paid, Adjusted, Refunded, Waived, Transferred
Amount: Balance 13.62



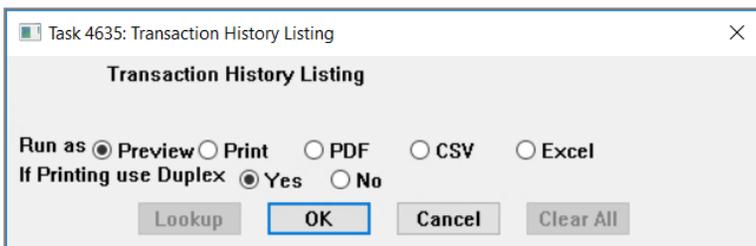
The new reports are a “History List” and a “Summary List”.

The data shown on the reports is for the currently selected bill.

Figure 1 Bill Payment Inquiry screen with new Reports → History List, Summary List

2.1. #4635 Transaction History Listing

Select “History List” from the [Reports] button to display this prompt, select a “Run as” option, and click on [OK]:





TedRE - TmHisDet_4635_THERESA(8).iis
File Edit Format Options

Courier New 8 B I U

4635-RCTRNHISDET_AUC.REP Printed 14-Sep-2020 at 12:46:10 by THERESA Page 1
City of ADMINS
Transaction History Listing

Year: 2018
Type: 20 Motor Excise
Bill#: 000004-00
Owner: [REDACTED]
Parcel: --
Location: [REDACTED]

Transactions posted on this account
as of 12:46:10 on 14-Sep-2020

Date Billed	Date Due	Last InterestDate	Category	Transaction Description	Trx Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Transaction Balance
08-Feb-2018	12-Mar-2018	13-Mar-2018	Tax	Billing	08-Feb-2018	80.00						80.00
			Tax	TJ-Abatement	22-Mar-2018				80.00			-80.00
			Miscellaneous	Added Fees	03-Apr-2019	25.00						25.00
						105.00			80.00			25.00
				*** Grand Total ***		105.00			80.00			25.00

*** Please Note ***
If there is an outstanding balance due on this account then interest charges will accrue but are not displayed here.

Figure 2 Transaction History Listing for Motor Vehicle Excise Tax transactions as run to Print/Preview/PDF®

TmHisDet_4635_THERESA(8).xml - Excel
File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Theresa Campbell

Year	Bill Number	Owner	Parcel	Location	Run	Date Billed	Date Due	Last Int Date	Category	Transaction Description	Trx Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Trx Balance
2018	000053-00	[REDACTED]	--	[REDACTED]	1	2/8/2018	3/12/2018	3/13/2018	Tax	Billing	2/8/2018	387.50						387.50
					1	2/8/2018	3/12/2018	3/13/2018	Tax	TAX - CITIZENS	3/15/2018						387.50	-387.50
					1	2/8/2018	3/12/2018	3/13/2018	Tax	TF-Abatement	10/3/2018				355.21			-355.21
					1	2/8/2018	3/12/2018	3/13/2018	Tax	Refund	10/8/2018				355.21			355.21
									Grand Total			387.50			355.21	355.21		387.50

Figure 3 Transaction History Listing for Motor Vehicle Excise transactions run as Excel®

2.2. #4639 Summary List

Select “Summary List” from the [Reports] button to display this prompt, select a “Run as” option, and click on [OK]:

Task 4639: Transaction History Summary

Transaction History Summary

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All



TedRE - TrnHisSum_4639_THERESA[6].jls
File Edit Format Options

Courier New 9 B / U

4639-RCITRNHISSUM.REP Printed 14-Sep-2020 at 12:48:08 by THERESA City of ADMINS Transaction History Summary Page 1

Year: 2018
Type: 20 Motor Excise
Bill#: 000053-00
Owner: [REDACTED] as of 12:48:08 on 14-Sep-2020
Parcel: --
Location: 4001 EMBARCADERO DR

Trx Date	Tax Charge	CPA Charge	Tax + CPA	Tax Abt/Exm	CPA Abt/Exm	Oth Abt/Exm	Liens	Betterments	Other Charges	Adjustments	Refunds	Payments	Description
08-Feb-2018	387.50	.00	387.50	.00	.00	.00	.00	.00	.00	.00	.00	.00	Billing
15-Mar-2018	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	387.50	TAX - CITIZENS
03-Oct-2018	.00	.00	.00	355.21	.00	.00	.00	.00	.00	.00	.00	.00	TF-Abatement
08-Oct-2018	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	355.21	.00	Refund
	387.50	.00	387.50	355.21	.00	.00	.00	.00	.00	.00	355.21	387.50	

Figure 4 Summary List run for Motor Vehicle Excise in Print/Preview/PDF®

TrnHisSum_4639_THERESA[7].xml - Excel Theresa Campbell

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

P16

Trx Date	Tax Charge	CPA Charge	Tax + CPA	Tax Abt/Exm	CPA Abt/Exm	Oth Abt/Exm	Liens	Betterments	Other Charges	Adjustments	Refunds	Payments	Description
08-Feb-2018	387.50	0.00	387.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Billing
15-Mar-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	387.50	TAX - CITIZENS
03-Oct-2018	0.00	0.00	0.00	355.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TF-Abatement
08-Oct-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355.21	0.00	Refund
	387.50	0.00	387.50	355.21	0.00	0.00	0.00	0.00	0.00	0.00	355.21	387.50	

Figure 5 Summary List run for Motor Vehicle Excise in Excel®

[ADM-AUC-RC-8488]

3. QUICK REPORT SELECTOR [Enhancement]

The **Quick Report/Task Selector** button is in the toolbar on all **AUC** screens. This feature allows a user to run any report in **AUC** quickly from any module instead of going to the report library for each module. Read **SY-117 Quick Report Selector** in the Help Reference Library for details on how to use this feature.



[ADM-AUC-DOC-183]



4. USERS MAY NOW CHANGE / SET AUC PASSWORDS [Enhancement]

ADMS added a [Reset Password] button on the login screen that allows users to reset their own AUC passwords. The feature requires an email address on the user profile for the user account.

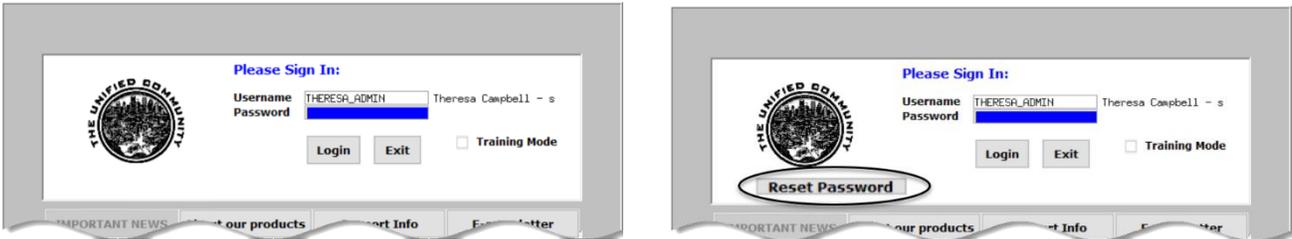
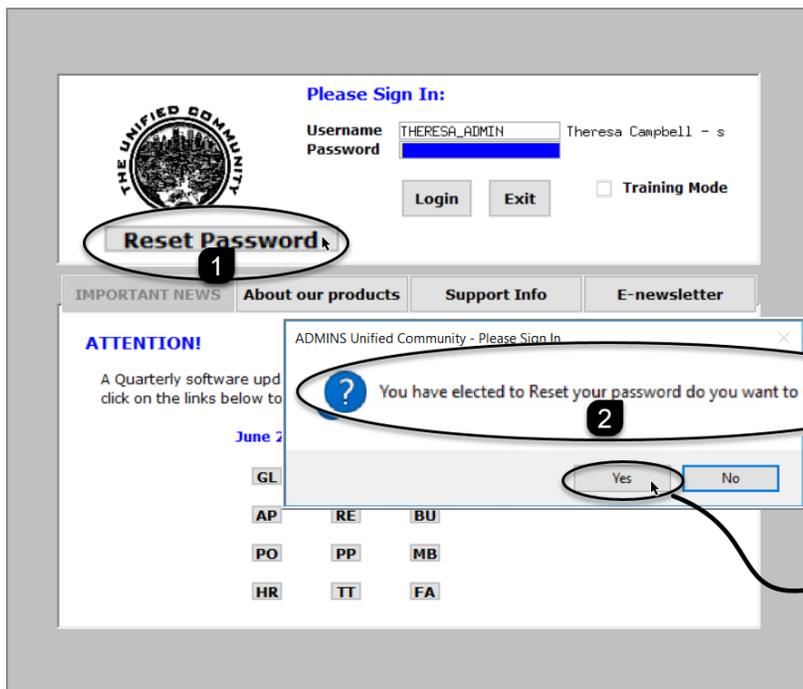


Figure 6 Before and After – the new Reset Password button on the login screen



Use this feature if the password is forgotten.

1. Click the **Reset Password** button to initiate setting a new password.

2. Click **[Yes]** to the “You have elected to Reset your password do you want to Continue?” prompt.

3. Click **[OK]** to the popup showing where the email has been sent.

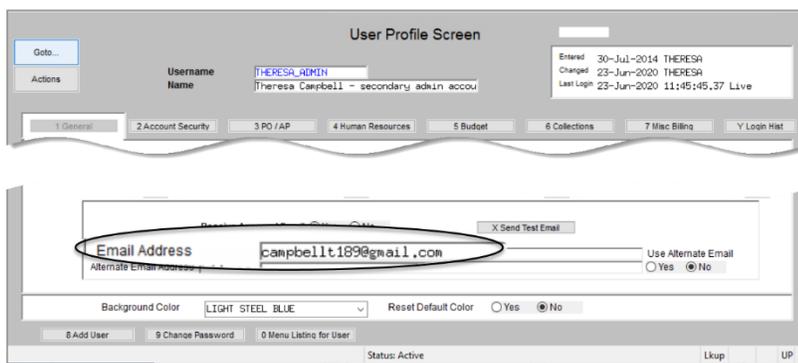
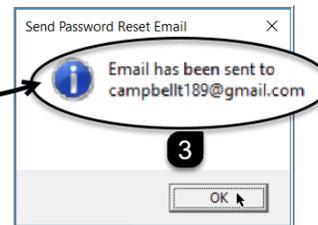


Figure 7 Set up email addresses for AUC users

The email will be sent to the email address on the contact tab of the user profile table. The prompt will show which email address will be used. Check the email account for the new password for AUC.

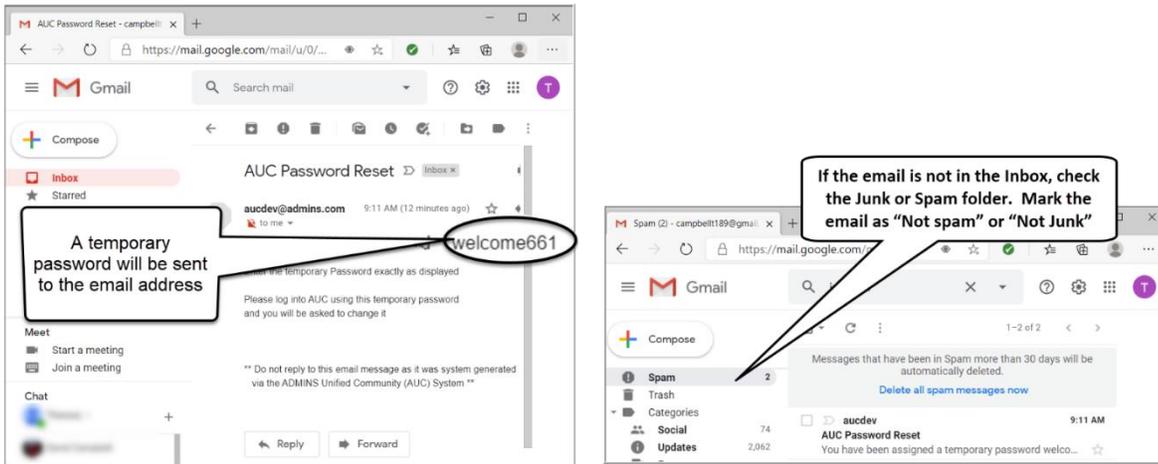
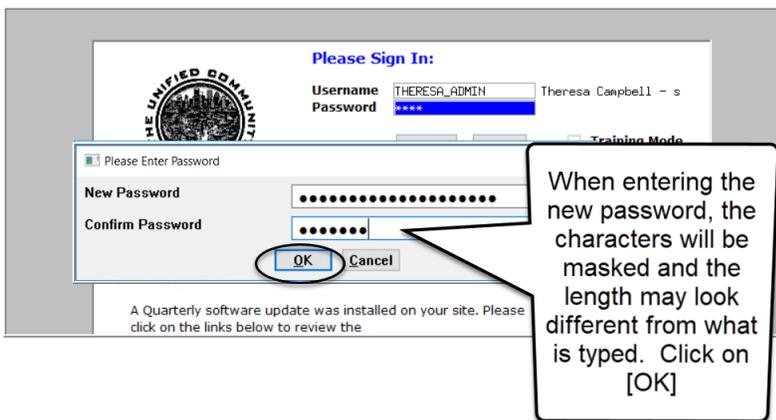


Figure 8 Sample email sent with temporary password



If the email is not found in the inbox, check the spam or junk folder. Use the password in the email exactly as shown (case sensitive). The system will immediately prompt for a new password.

Type a new password and confirm the new password.

Figure 9 Entering a new password



The super-user on the site may view the **User Profile** ► **[Y Login History]** tab to see logon and password reset activity.

Figure 10 Login History Screen for super-users

If the user profile does not have an email set up, the system will display this message. Contact the super user on your site or **ADMINS** to add an email address to the user profile.

If no email should be associated with the username, contact support@admins.com to reset the password.



[ADM-AUC-SY-8130]



4.1. New Message on Password Errors [Enhancement]

ADMINS changed the invalid password message to reflect the availability of the Reset Password button and to let users know that they may try again after five minutes.

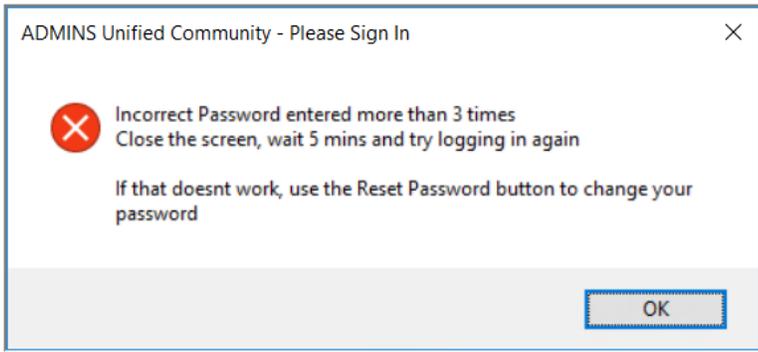


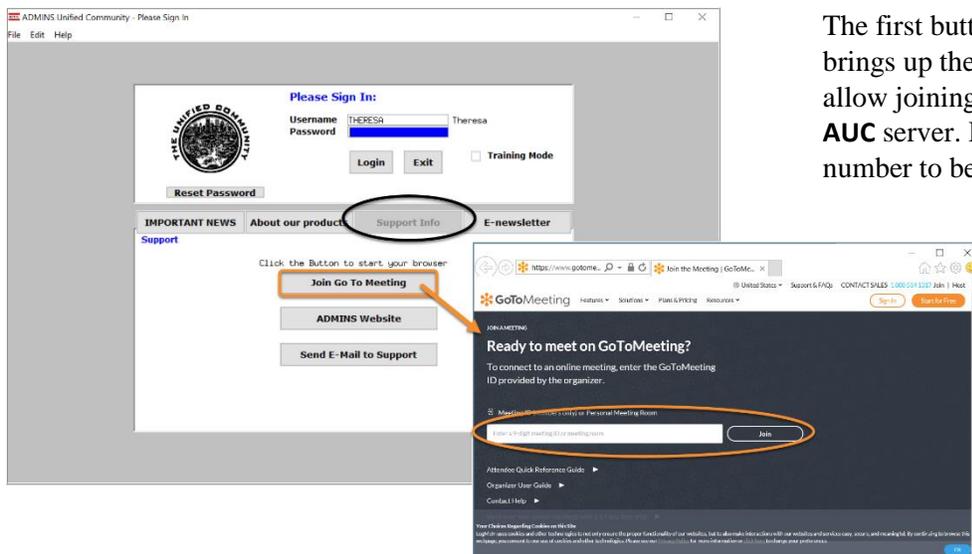
Figure 11 New Incorrect Password message

[ADM-AUC-SY-8159]

5. LOGIN SCREEN SUPPORT INFO TAB [Enhancement]

Many users only use this screen to log in – but there are other features available. Click on the [Support Info] tab. There are 3 buttons on this screen to easily join a Go To Meeting, access the ADMINS website or email ADMINS support.

5.1. [Join Go To Meeting]

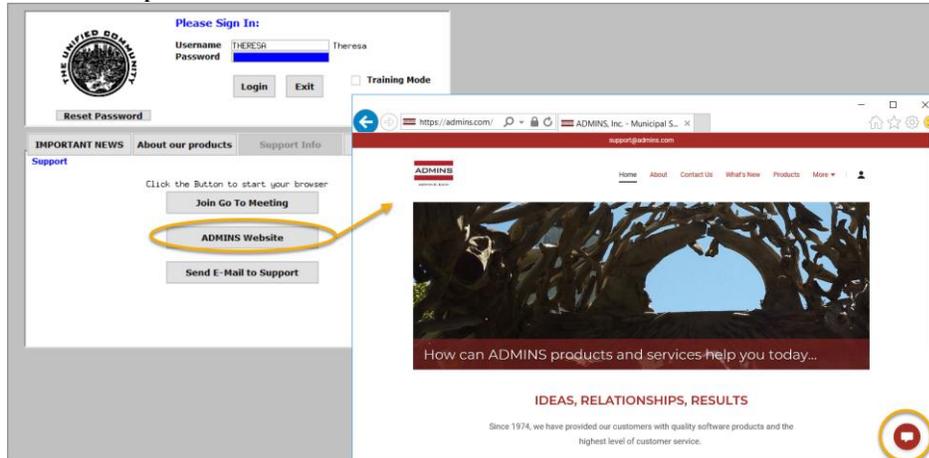


The first button, [Join Go To Meeting], brings up the GoToMeeting website, to allow joining a GoToMeeting from the AUC server. Enter the nine-digit meeting number to be joined to the meeting.



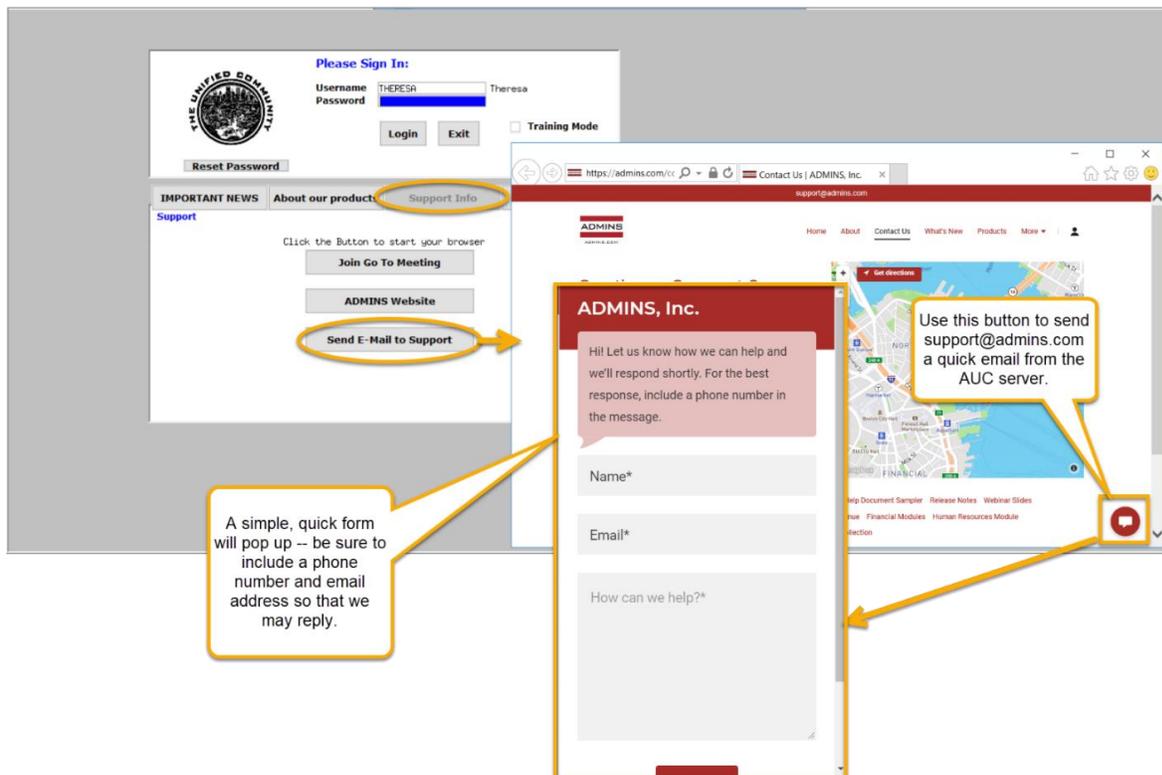
5.2. [ADMINS Website]

The second button will bring up the **ADMINS** website home screen. Access news, release notes, webinars, and selected help documents here.



5.3. [Send E-Mail to Support]

The third button opens the **ADMINS** “Contact Us” page to instantly send an email to **ADMINS** support. Every page on the website has the button to allow emailing support instantly.



[ADM-AUC-SY-8154]



6. HELP REFERENCE LIBRARY

In addition to the following new or updated documents added to the Help Reference Library, the “SYSTEM” sections of each library were standardized for the help documents that are not specific to the module. See the “SYSTEM” bullet below for an example.

[CRI-SUP-SAPLAUC-868]

6.1. New or Updated Documents

- SITE SPECIFIC ME–250 Cranston, RI Motor Vehicle Excise Tax Billing [Updated]
- SYSTEM SY–117 Quick Report Selector [New]
- SY–145 Reset Password [New]