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	Filename may include spaces
Required: Enter Commitment # 1	
Select input file format: ASCII O EBCDIC 	
Required: Enter Upload Path and File D:AUC_DEVELOPMENTADMH	OMELTRANSFER
Optional: Enter 2nd Comm Year	
Optional: Enter 2nd Comm#	
Run as @ Preview O Print O PDF If Printing use Duplex @ Yes O No 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 Dueries Motor Excise Bill Inquiry [1 Detail] [5 Go to Bill]

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Abatements Demand Process Warrant Process Registry Marking Process Registry Clearing Process Commitment Inquiry Motor Excise Bill Inquiry Motor Excise Bill Inquiry I Find Bill Commitments Owner #1 HONSA, Owner #2 Billed Charges Det Signed Accounts Deable Fixed Assets Human Resources Budget Collections Ta S Goto Different S G	Excise Bill Deta
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File Edit Ledgers Purchase Orders Accounts Byable Fixed Assets Human Resources Budget Collections Ta	
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	2020 M	lotor Exc	ise		Bill Pa	yment		Inqui	ry			
ctions	2 Bittl 3 Owner 4 Location 5 Account 6 Parcel	17436- IONSA, GREGOR 4 CHESTNUT S - -	Y COURTNEY T - -	ear (2020	X Search	Cash Cash Cr	Te h-Coin h-Paper heck ther	ndered C	ash Back	Applied	Tota	1
	Bill Payment	Charges	Payment Deductions	Transactions	Q Trx Sum New Intrst	Net Bill	Paid	Z MLCs Refund	Y Parcel/Acc	ct Notes T B Balance	Il Notes-Tickle 8 Apty 9 4 Pending	er Ap
Bill Type	Commit# 02	13,62				13,62				13.62		
Email Bill						-						
	Bill Totals	13.62				13.62				13.62	13,62	2
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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 ightarrow 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]:

Task 4635: Transaction History Listing	×
Transaction History Listing	
Run as Preview Print PDF CSV Excel If Printing use Duplex Yes No	
Lookup OK Cancel Clear All	



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File Edit Format Options											
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4635-RCTRNHISDET_AUC.REP	Pri	nted 14-Sep-202	0 at 12:46:10 by	City	of ADMINS						Page 1
				Transaction	History List	ing					
Type: 20 Motor Ex	cise										
Bill#: 000004-00				т	ransactions p	osted on this	account				
Owner:				a	s of 12:46:10	on 14-Sep-20	20				
Location:											
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 Miscellaneous	TJ-Abatement Added Fees	22-Mar-2018 03-Apr-2019	25.00			80.00			-80.00
			110000 1000	00 Hp2 2020							
					105.00			80.00			25.00
			Grand Total ***		105.00			80.00			25.00
*** Please Note	***										
If there is an interest charge	outstanding b	alance due on t	his account then								

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

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1	20	Motor Excis																			
2	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
3	2018	000053-00					-	1	2/8/2018	3/12/2018	3/13/2018	Tax	Billing	2/8/2018	387.50						387.50
4								1	2/8/2018	3/12/2018	3/13/2018	Тах	TAX - CITIZENS	3/15/2018						387.50	-387.50
5								1	2/8/2018	3/12/2018	3/13/2018	Тах	TF-Abatement	10/3/2018				355.21			-355.21
6								1	2/8/2018	3/12/2018	3/13/2018	Тах	Refund	10/8/2018			355.21				355.21
7	2018	000053-00	-			_	_					Grand Total			387.50		355.21	355.21		387.50	
8								-													
9																					

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 (a) Preview \bigcirc Print \bigcirc PDF \bigcirc Excel If Printing use Duplex (a) Yes \bigcirc No	
Lookup OK Cancel Clear All	



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File Edit Forn	nat Options												
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4639-RCTRNHI	SSUM.REP	Print	ed 14-Sep-202	0 at 12:48:08	8 by THERESA	C Transact	City of ADMIN cion History	NS Summary					Page 1
Year: 20 Type: 20 Bill#: 00 Owner: Parcel: Location: 40	18 Motor Exci 0053-00 01 EMBARCADERC	ise D DR		as	s of 12:48:0	8 on 14-Sep-2	2020						
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	



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1	Year	2018														
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3	Bill#	000053-00	D													
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5	Parcel															
6	Locatio	n 4001 E	MBARCADERO	DR												
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9	08-Eeb	-2018	387.50		387.50		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Billing	
10	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	s
11	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	
12	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	
13			387.50	0.00	387.50	355.21	0.00	0.00	0.00	0.00	0.00	0.00	355.21	387.50		
14																

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]

ADMINS 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.



Lkup

Figure 7 Set up email addresses for AUC users



sword Reset - campbelli × + 4 → O A https://mail.google.com/mail/u/0/... ۲ ☆ 0 소 テ . ≡ M Gmail Q Search mail ? 63 0 0 î 60 C. b - Compose AUC Password Reset D Inbox * If the email is not in the Inbox, check Inbox * Starred the Junk or Spam folder. Mark the aucdev@admins.com 9:11 AM (12 email as "Not spam" or "Not Junk" to me M Spam (2) - campbellt189@gmail. 🗙 welcome661 A temporary → O A https://mail.google.c password will be sent word exactly as dis to the email address ≡ M Gmail a 0 🕄 🏭 ase log into AUC using this temporary password and you will be asked to change it Meet C 1-2 of 2 + Compose Start a meeting Messages that have been in Spam more than 30 days will be automatically deleted. Join a meeting Do not reply to this email message as it was system g via the ADMINS Unified Community (AUC) System ** Spam Delete all spam iii Trash Chat Categories aucdev 9:11 AM ----Social AUC Password Reset Reply Forward 0 Updates 2.062 ned a temporary password welco

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.

2

A

Type a new password and confirm the new password.

Figure 9 Entering a new password



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.

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

ADMINS	Unified Community - Please Sign In	×
×	Password cannot be reset as your user profile doesnt have an email address setup	
	Contact Support to reset your password and update your email address	
	ОК]

[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]



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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.

Reset Passwo	Please Sig Username Password	n In: THERESA Login Exit	Theresa Training Mode	- □ × 俞☆◎
IMPORTANT NEWS	About our products	Support Info	support@admins.com	
	Click the Button to Join Go ADMIN Send E-M	o start your brouse To Meeting S Website ail to Support	ADD TO THE TAXE TO THE TAXE T	what here Products Mark 2

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]