



Motor Vehicle Excise Tax Billing

Release Notes

September 2023

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

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1 Motor Vehicle Abatements [Enhancement]

Some sites choose to retain a fixed number of years of data for motor vehicle excise tax. Each year, they run a process that zeroes out any remaining balances. Other sites keep data in perpetuity.

1.1 New Messages for Abatement Errors [Enhancement]

If an abatement is attempted for a bill from a “zeroed out” year, the user will see one of these messages, depending on if the site limits the number of available years:

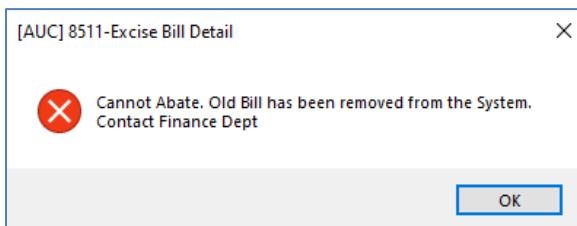
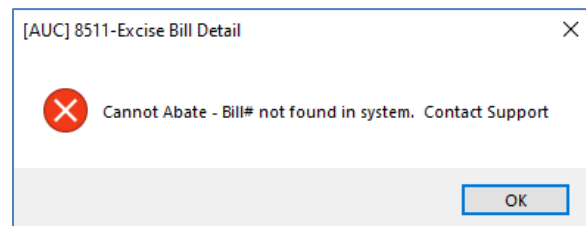


Figure 1 Message when old bill year was removed



Message if bill number not found in the system

1.2 New Messages for Abatement Rescission Errors

Rescinding abatements now includes the same error checking with a pop up if the bill for a given year is not available.

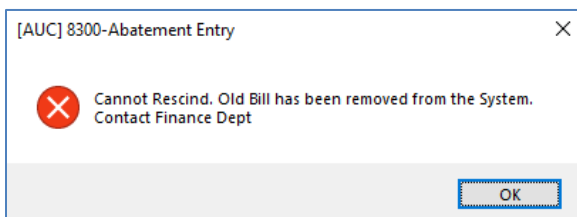
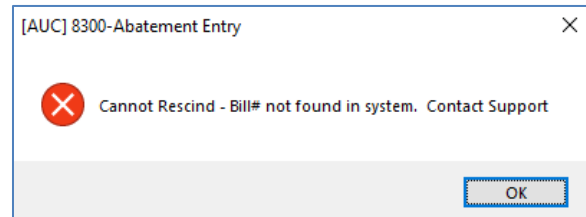


Figure 2 Message when old bill year was removed



Message if bill number not found in the system

Notice that the error message provides instructions to contact the Finance Department for sites that are zeroing out old bill years, and to contact support@admins.com for sites that keep data in perpetuity.

[CRI-SUP-SAPLAUC-1122]

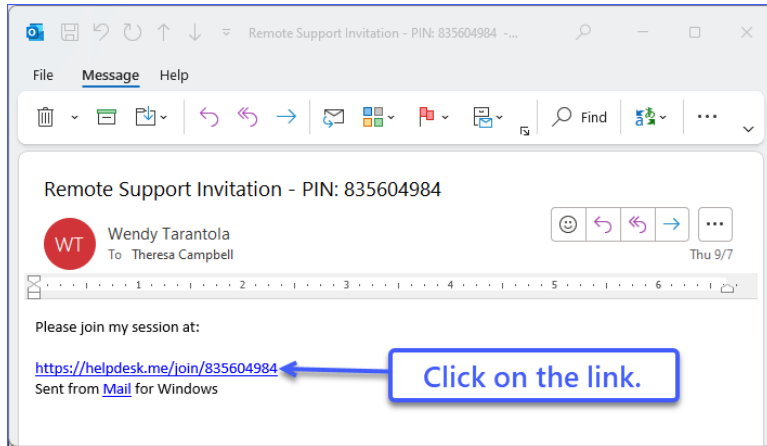


2 Using GoToResolve



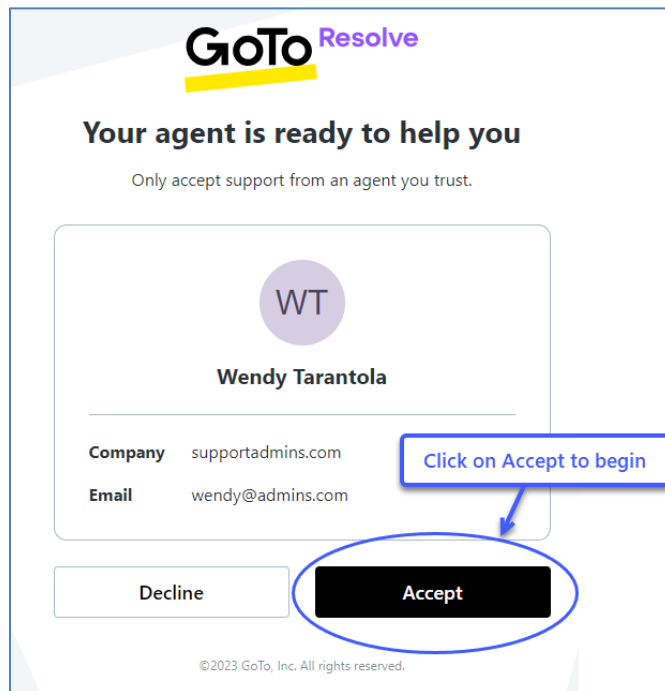
AUC support staff will use a new tool called “GoToResolve” to allow users to share their screens more easily.

We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.



Clicking on the link will open a browser window that looks like this.

Click on the accept button to begin.

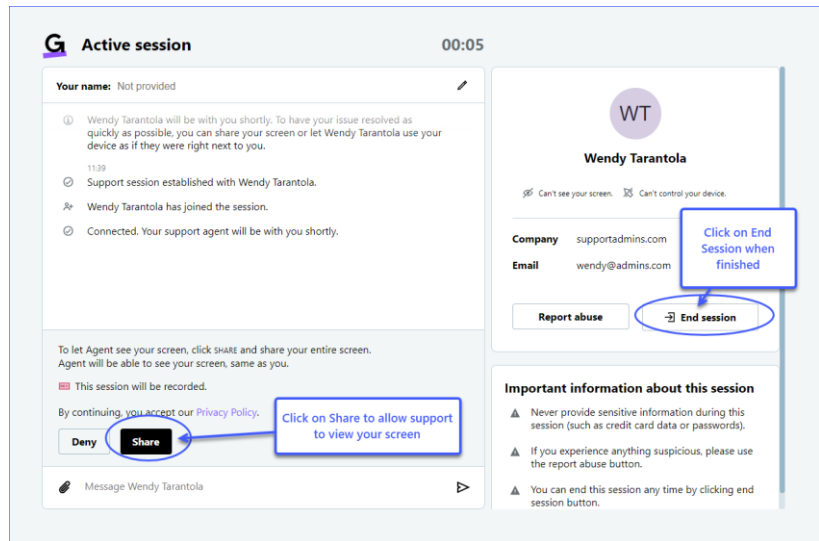




A browser window with instructions opens.
Click on the **Share** button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.

Click on end session when finished.



[ADM-ADM-ADM-6500]

3 Access Videos & Quick Tips from the AUC Login Screen



Click on the link to go to the [Video Launchpad](#) on the [ADMINS website](#).

The [website direct address](#) is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.



support@admins.com

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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.

<h4>Getting Started</h4> <ul style="list-style-type: none">Logging In to AUC & Basics (7:00)Logging out of AUC (1:54)Reset AUC Password (2:00)Use the Training Area (2:04)	<h4>GL Training</h4> <ul style="list-style-type: none">Add a New GL Account (4:07)Budget Transfers via a JE (2:55)Drill Down on Account (4:51)Transaction History Queries (7:07)	<h4>AP Training</h4> <ul style="list-style-type: none">Approvals - The AP/PO Dashboard (3:49)Create a Direct Payment Voucher (5:35)Create a Voucher from a PO (6:20)Voucher Change Orders (4:22)
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We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.

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