MOTOR VEHICLE EXCISE RELEASE NOTES – JUNE 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows Motor Vehicle Excise system and installed on your site in June 2015.

Table Of Contents

| 1. | 1. ABATEMENTS MISSING FISCAL YEAR | |
|----|--|--|
| 2. | 2. OUERIES | |
| | 2.1. BILL PAYMENT > TRANSACTIONS TAB | |
| | 2.1.1. Display Transaction Description | |
| 3. | 3. PAYMENTS | |
| | 3.1. Process Lockbox Payments | |
| 4. | 4. INTERFACES/IMPORTS | |
| | 4.1. E-Billing Via Unibank | |
| | 4.1.1. To Enroll | |
| | 4.1.2. File Location | |
| | 4.1.3. Upload the File | |
| | 4.1.4. Interfaces/Imports | |
| 5. | 5. HELP REFERENCE LIBRARY | |
| 5. | 5.1. New or Updated Documentation | |



1. ABATEMENTS MISSING FISCAL YEAR

Due to a timing issue, occasionally a motor vehicle abatement batch was created without a Fiscal Year. The shadow file error reports produced each night notified ADMINS that this had occurred and the fiscal years were added to the records to allow them to the post. This has been corrected and code added to prevent this from recurring.

| ſ | | | | | | | 1 | ost Ab | atemen | its | | | | | | | |
|---|------|-------|--------|-----------|---------------|------|------|--------|--------|-------|---------------|---------|-------------|--|-----------|------------|------|
| | | | | | | | | | | | | | | | | | |
| | OSCI | nge: | 032420 | | | | | | | | | | | | | | |
| I | 'ear | Comm# | Seg | Bill# | Owner Name | Year | Make | Plate | Abate | Code | and Descript: | ion | Abate Date | Grant Date | Abate Amt | Certificat | # FY |
| I | | | | | | | | | | | | | | | | | |
| | 2014 | 01 | | 015836-00 | LEO JK HANLEY | 2002 | PONT | PAN | TF | TRAD | ED FEB - DEC | | 24-Dec-2014 | | 5.52 | 19,981 | 0000 |
| I | | | | | | | | | | | | | | | | | |
| I | | | | | | | | | | * Tot | al *** Comm#: | 2014-01 | | | 5.52 | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| I | | | | | | | | | ** | * Gra | nd Total *** | | | | 5.52 | | |
| | | | | | | | | | | | | | | | | | |
| I | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| I | | | | | | | | | F | loard | of Assessors | | Dat | te. | | | |
| I | | | | | | | | | | | | | | | | | |
| I | | | | | | | | | | | | | | | | | |
| | | | | | | | | | E | loard | of Assessors | | Dat | te | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | - | bard | of lessesare | | Dat | - | | | |
| 1 | | | | | | | | | | Juaru | OF RESERVIS | | Dat | ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ | | | |
| | | | | | | | | | | | | | | | | | |

Figure 1 Sample of Abatement Posting Without a Fiscal Year

[ADM-AUC-MV-1641]

2. QUERIES

2.1. BILL PAYMENT ▶ TRANSACTIONS TAB

2.1.1. Display Transaction Description

The proper sequence numbers for Century Lockbox uploads are now captured in the Transaction Desc. Display field. This will help when researching payments for a particular account as it will show the sequence number from the hardcopy report provided from Century bank. To view this information, select **Collections > Queries > Bill Payment > Transactions Tab** and select **Display – Transaction Desc**.

| Bill Payment Deta | ail Payment | nsactions | Summary | Attachment (1) | Z MLCs Y Parcel/Acct Notes I Bill Notes-Tickler |
|--|--|--------------------------|--------------------------|----------------|--|
| Description | Trx Date | Charges | Payments | Other | Display - Transaction Desc |
| Commit# 01 Tax Commit# 01 Demands Commit# 01 Tax Commit# 01 Demands Commit# 01 Tax Commit# 01 Tax | 22-Jan-2015 27-Mar-2015 31-Mar-2015 06-Apr-2015 06-Apr-2015 16-Apr-2015 | 57,50 10,00 -47,92 | 10,00 57,50 -47,92 | | Motor Excise Billing 2015-01 Motor Excise Demands 2015-01 ME Abt 2015-01 / 11-Feb-2015 MV CENTURY BANK PAYM,0002-00017,LRC04071 MV CENTURY BANK PAYM,0002-00017,LRC04071 Refund ME Bill# 000090-00 Yr 2015 Trx 61 |

[TOC-SUP-SAPLAUC-2431]

3. PAYMENTS

3.1. Process Lockbox Payments

The program for processing Unibank Payments was changed to allow the format of the bill number to use the -00 suffix.

[ADM-AUC-RC-8274]

4. INTERFACES/IMPORTS

4.1. E-Billing Via Unibank

The tax billing process has been modified to introduce the ability to process e-billing via a 3rd party (specifically Unibank). While many of the changes are not visible to the end-user, some of the overt changes are described below.

4.1.1. To Enroll

To enroll, the tax payer will provide Unibank with their registration number(s).

4.1.2. File Location

Unibank will supply a file to the customer of all taxpayers who have enrolled in the e-billing service. Save the file to the location specified in **Module Control 5107**:

| Seq# | Description | Answer | |
|------|--|-------------------------------------|--------|
| 5107 | [Unibank] Upload E-Billing Import Folder | D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER | 1 Edit |

When the file is processed in AUC, this message is displayed to indicate the accounts receiving their tax bill via email.

| Excise Bill Detail | | | | | | | |
|--|---|---|---|-------|--|--|--|
| <u>G</u> oto | | | | | | | |
| Actions | Year 2014 Billing Com# 01 A AND Seq 40 IN Bill# 000002-00 UKBRI | g Address: D M COMPRESSED AIRPRODUCT INC NDUSTRIAL DR IDGE, MA 01569-2279 | Mailing Address: | | | | |
| 2 Query | | | | | | | |
| 3. Commitments Owner #1 A RHD M COMPRESSED AIRPRODUCT INC Owner #2 When accounts 6 | | | | | | | |
| 5 Go to Bill | Billed Charges | Payments & Adjustme | ents Vehicle Data Dilling (via a 3 rd party provider), this messag | ge is | | | |
| <u>6</u> Abate This <u>7</u> Attach (1) | Type Amount Date Tax Bill 251.25 03-Fe Demand | eb-2014 Paid 251 Adjusted | nount 1.25 Registration 291GE1 Tax MMDD 0101 | | | | |
| | Warrant 1 Warrant 2 Registry | Refunded Waived Transfered | Plate Code PAN PASSENGER VEHI ANC VIN 1GKKVSED3BJ405644 2011 Value 10050 Mr. 2015 | | | | |
| | Abateo 251.25 31-De Exempted Interest 05-Ma | ec-2014 ar-2014 Balance -251 | 1.25 Enrolled in E Billing | | | | |



4.1.3. Upload the File

To set bills for emailing, while in the Commitment Steps menu, upload the Unibank Ebilling Enrollee file.

| | | M | lanua | I Commitment | | | |
|------------------|--|-------------------|----------|--------------|--|--|--|
| Commitment Year: | 2014 | Number: | 02 | Sequence: E | | | |
| | Descri | ption | | Date | | | |
| Assessor | | | | | | | |
| | Create Ma | anual Commitme | nt | 02-Jun-20: | | | |
| | | | ά. | | | | |
| M | aintain Manui | al Commitment V | Vorktile | 02-Jun-20 | | | |
| | Error Report | | | | | | |
| | Optional Co | ommitment Repo | rts | 02-Jun-20 | | | |
| | Commitment Summary Report | | | | | | |
| | Print Assessors Coversheet | | | | | | |
| | Lock Commitment | | | | | | |
| Collector | Collector | | | | | | |
| | Unloc | k Commitment | | 02-Jun-20 | | | |
| | MV - Maintain Bill Print Sequence Generate Billing File | | | | | | |
| | | | | | | | |
| | 02-Jun-20 | | | | | | |
| | Billing Re | aister Summary | 1 | 02-Jun-20 | | | |
| \rightarrow | Unibank EBi | ling Enrollee Up | load | | | | |
| | Pri | nt Tax Bills | | | | | |
| Cr | eate Export F | iles (Bills/Bank/ | Deputy) | | | | |
| | | | | | | | |

| 💵 Task 8184: Unibank EBilling Enrollee Upload | | | | | |
|---|---------------------------------------|-------------------|---------------------|------------|----------|
| Unibank EBilling Enrollee Uploa | d | | | | |
| Enter Upload Filename | | | | | |
| , | | | | | |
| | | | | | |
| | | | | | |
| | Lookup OK | Cancel Clear All | | | |
| | | | | | |
| Select File to Load | | | | | × |
| COC V Computer + IRIS_Direct (D:) + | AUC_Development 🔹 imhome 👻 Transfer 👻 | | 👻 🌄 Search | n Transfer | <u></u> |
| Organize 🔻 New folder | | | | | - 🔟 🔞 |
| 🔶 Eavorites | Name ^ | Date modified | Туре | Size | |
| Tesktop | \mu archive | 5/29/2014 8:59 AM | File folder | | |
| 📔 Downloads | inedford | 1/7/2015 5:11 PM | File folder | | |
| 🔛 Recent Places | MiscBilling | 3/26/2015 8:03 PM | File folder | | |
| Co thursday | MVE | 8/4/2014 2:17 PM | File folder | | |
| Documents | 🐌 OpenGov | 5/13/2015 8:25 AM | File folder | | |
| a) Music | \mu TR | 8/4/2014 2:17 PM | File folder | | |
| E Pictures | 🎉 ViewPoint | 8/4/2014 2:17 PM | File folder | | |
| Videos | RealEstate_AdjEst_Layout | 2/23/2015 1:42 PM | Microsoft Excel Com | 1 KB | |
| _ | Refund_Due_CSV_THERESA | 2/13/2015 1:25 PM | Microsoft Excel Com | 2 KB | |
| The Computer | 🐴 tocmb_cassfile 😽 | 3/23/2015 9:47 AM | Microsoft Excel Com | 514 KB | |
| IRIS_C(C:) | 🔊 unieblmesignup | 5/13/2015 2:49 PM | Microsoft Excel Com | 1 KB | |
| ADMINS_36 (E:) | 🖲 unieblppsignup | 5/13/2015 2:49 PM | Microsoft Excel Com | 1 KB | |
| IRIS_Backup (I:) | 🔊 unieblresignup | 5/13/2015 2:49 PM | Microsoft Excel Com | 1 KB | |
| CD Drive (V:) ACCUZIP6DVD | 🖳 unieblsignup | 4/8/2015 4:45 PM | Microsoft Excel Com | 1 KB | |
| C on PUPPIS | | | | | |
| | 1 | | | | |
| File name: uniebImesignu | ib. | | CSV Fi | les | _ |
| | | | Ор | en 🔻 | Cancel |



Interfaces/Imports 4.1.4.

Subsequent to the initial enrollment, prepare a daily balance file and submit it to Unibank. This works the same as the creation of the Unibank Daily Balance File.

| ļ | Interfaces/Impc | Image: Second Stress |
|---|-------------------|---|
| | Goto | Create UniBank Ebilling Daily Balance File |
| | Actions | Include Real Estate / Personal Property Years RE Bill Year 2015 Check to include All Years (leave Bill Year and Checkbox blank to exclude from Selection) PP Bill Year 2015 Check to include all Years (leave Bill Year and Checkbox blank to exclude from Selection) Create output file as Image: The Comparison of th |
| | <u>2</u> Clear MV | Include Motor Excise Years Check to include All Years and all commitments (Create output as 1 File) Year Commit# Seq# Create output file as 1 0000 00 C1 File Separate File(s) (eave Commit# and Seq# blank to select all Commits for this Year) 2 0000 00 C1 File Separate File(s) (eave Commit# and Seq# blank to select all Commits for this Year) 3 0000 00 C1 File Separate File(s) 4 0000 00 C1 File Separate File(s) 5 0000 00 C1 File C Separate File(s) 6 0000 00 C1 File Separate File(s) 7 0000 00 C1 File Separate File(s) 8 0000 00 C1 File C Separate File(s) 9 0000 00 C1 File C Separate File(s) 9 0000 00 C1 File C Separate File(s) 10 0000 00 C1 File C Separate File(s) 10 0000 00 C1 File C Separate File(s) |

4 Create Daily Balance File

[ADM-AUC-RC-8276]

5. HELP REFERENCE LIBRARY

Include Misc Billing Years

Misc Bill

New or Updated Documentation 5.1.

Year Cycle

Not applicable for this software update.

(leave Bill Year/Cycle and Checkbox blank to exclude from Selection)