



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.

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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 be posted. This has been corrected and code added to prevent this from recurring.

Post Abatements													
Year	Comm#	Seq#	Bill#	Owner Name	Year	Make	Plate	Abate Code and Description	Abate Date	Grant Date	Abate Amt	Certificate #	FY
2014	01		015836-00	LEO JK HANLEY	2002	PONT	FAN	TF TRADED FEB - DEC	24-Dec-2014		5.52	19,981	0000
*** Total *** Comm#: 2014-01											5.52		
*** Grand Total ***											5.52		
Board of Assessors										Date			
Board of Assessors										Date			
Board of Assessors										Date			

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		Detail Payment		Transactions		Q Trx 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	22-Jan-2015	57.50			Motor Excise Billing 2015-01										
Commit# 01 Demands	27-Mar-2015	10.00			Motor Excise Demands 2015-01										
Commit# 01 Tax	31-Mar-2015	-47.92			ME Abt 2015-01 / 11-Feb-2015										
Commit# 01 Demands	06-Apr-2015		10.00		MV CENTURY BANK PAYM,0002-00017,LRC04071										
Commit# 01 Tax	06-Apr-2015		57.50		MV CENTURY BANK PAYM,0002-00017,LRC04071										
Commit# 01 Tax	16-Apr-2015		-47.92		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 e-mail.

Excise Bill Detail

Year 2014	Billing Address: A AND M COMPRESSED AIRPRODUCT INC 40 INDUSTRIAL DR UNBRIDGE, MA 01569-2279	Mailing Address:
Com# 01		
Seq		
Bill# 000002-00		
Name		
Owner #1 A AND M COMPRESSED AIRPRODUCT INC		
Owner #2		

Billed Charges			Payments & Adjustments		Vehicle Data
Type	Amount	Date	Type	Amount	
Tax Bill	251.25	03-Feb-2014	Paid	251.25	Registration 291GE1
Demand			Adjusted		Tax MMDD 0101
Warrant 1			Refunded		Plate Code PAN PASSENGER VEHL
Warrant 2			Waived		VIN 1GKKVSED3BJ409644
Registry			Transferred		Value 10050
Abated	251.25	31-Dec-2014			2011
Exempted					2015
Interest		05-Mar-2014	Balance	-251.25	

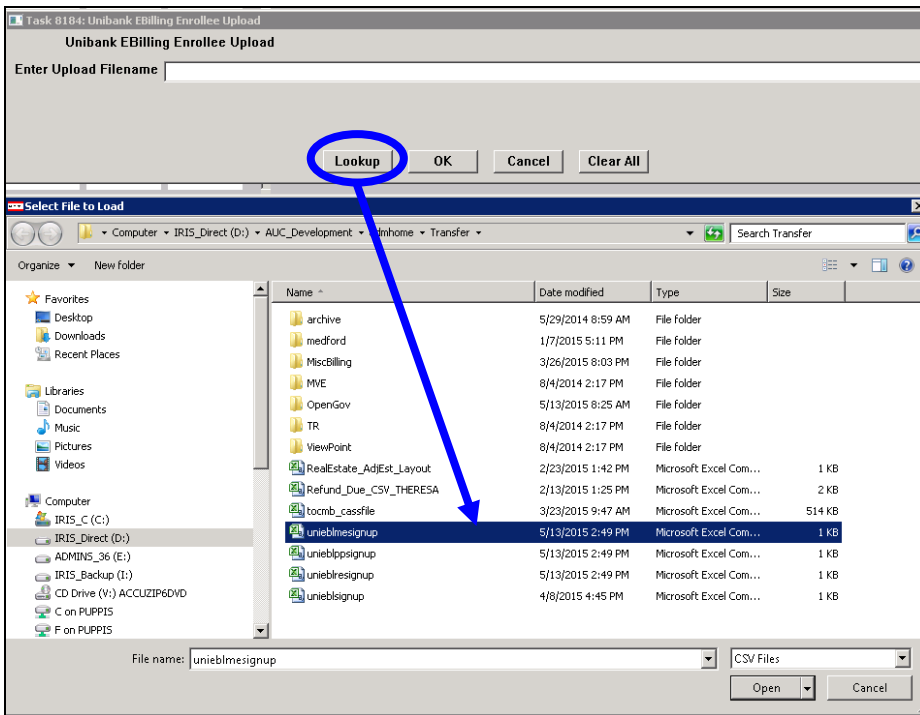
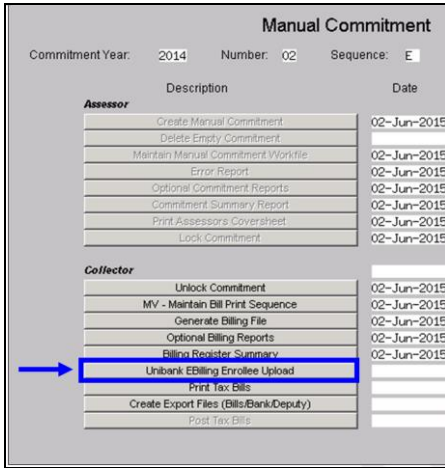
Enrolled in E Billing

When accounts enroll in e-billing (via a 3rd party provider), this message is displayed.



4.1.3. Upload the File

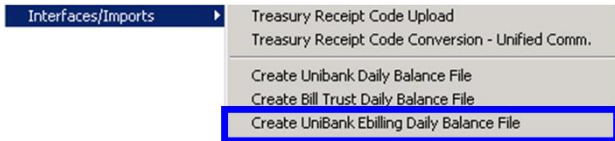
To set bills for emailing, while in the Commitment Steps menu, upload the Unibank Ebilling Enrollee file.





4.1.4. Interfaces/Imports

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.



Create UniBank Ebilling Daily Balance File

Goto...

Actions

1 Edit List

2 Clear All

3 Clear MV

Include Real Estate / Personal Property Years

RE Bill Year Check to include All Years (leave Bill Year and Checkbox blank to exclude from Selection)

PP Bill Year Check to include all Years

Create output file as... 1 File Separate File(s)

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	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s) (leave Commit# and Seq# blank to select all Commits for this Year)
2	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
3	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
4	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
5	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
6	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
7	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
8	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
9	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
10	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)

Include Misc Billing Years

Misc Bill Check to include All Years (leave Bill Year/Cycle and Checkbox blank to exclude from Selection)

[ADM-AUC-RC-8276]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documentation

Not applicable for this software update.