



# Motor Vehicle Excise Tax Billing

## Release Notes

December 2024

These are changes to the **ADMINS Unified Community (AUC)** for Windows **MOTOR VEHICLE EXCISE TAX** module for December 2024.

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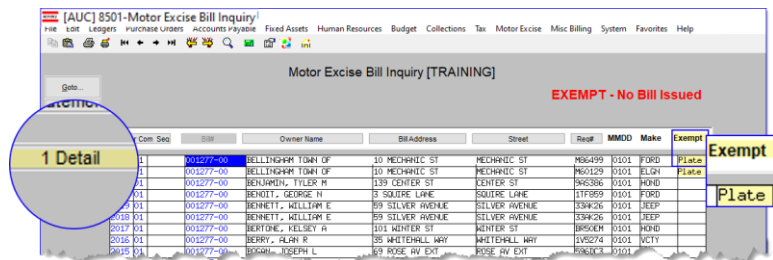


## 1 Motor Excise Bill Inquiry Screen #8511 [Enhancement]

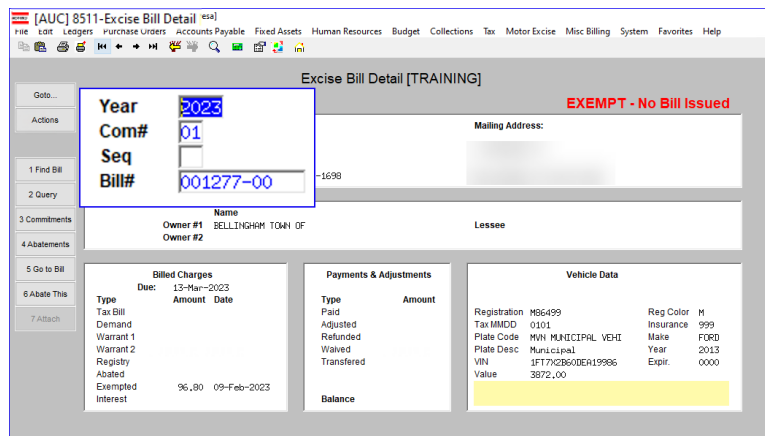
ADMINs updated the Excise Bill Detail screen to include exemption descriptions for name or plate exemptions. To see the change, select from the menu:

Motor Excise ► Query ► Motor Excise Bill Inquiry

From this multi-record screen, locate and click on the Exempt bill. Once the record is selected, the words **“EXEMPT- No Bill Issued”** will appear in the top right corner of the screen, and the Exempt column will display either **“Plate”** or **“Name”**.



Click on the **1 Detail** button.



On the detail screen, the words **“EXEMPT- No Bill Issued”** message shows in the top right corner of the screen, but there is no explanation of the reason for the exemption.

The detail screen was updated to show the detail of the exemption. These are two new lines on the screen.

Figure 1 Before – there was no additional information regarding the reason for the exemption

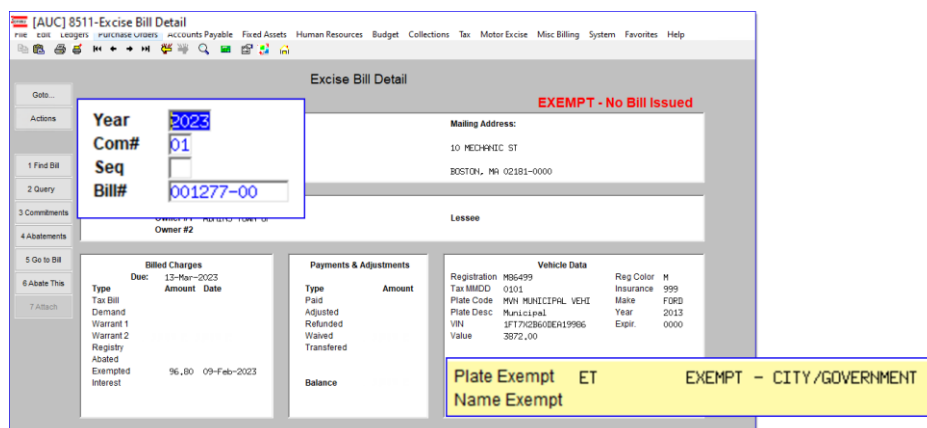


Figure 2 After – the exemption description is shown with the two letter code

Now, the labels **“Plate Exempt”** and **“Name Exempt”** are in the bottom right corner of the screen, along with an explanation of the code; in this example, the Plate Exemption code is ET, which means EXEMPT-CITY GOVERNMENT.



The exemption codes are set in the Exempt Code table shown here:

To access this table from the menu, select:

**Motor Excise ► Tables ► Exempt Codes**

On the table, add new codes when needed. This shows the ET code used in the example in [Figure 2](#).

Code	Description	Status
		Inactive
01	UNKNOWN	Active
02	UNKNOWN	Active
DV	DISABLED VETERAN	Active
EB	DISABLED VETERAN	Active
EC	EXEMPT CHARITY	Active
ED	EXEMPT DISABLED VET	Active
EH	EXEMPT HANDICAPPED	Active
EP	EXEMPT POB	Active
ER	EXEMPT RELIGIOUS ORGANIZATION	Active
ET	EXEMPT - CITY/GOVERNMENT	Active
MF	EXEMPT MILITARY FULL	Active
MM	MONTHLY EXEMPTED	Active

[ADM-AUC-MV-1713]

## 2 Lockbox Transaction History Report #4713 [Enhancement]

ADMINS added a report that identifies all posted transactions in Collections related to a specific lockbox upload. This report provides detailed information on each payment made via a lockbox upload.

**Collections ► Reports ► Report Library ► Transaction Reports**

Report Name	View	Report	Last Run Date	Run Time
4630-Revenue Summary - by Type, Date	Sample	Run		
4631-Revenue Summary - by Category, Type, Date	Sample	Run		
4632-Revenue Summary - by Type, Date, Category	Sample	Run		
4633-Revenue Summary - by Category, Year, Type	Sample	Run	05-Jun-2019	17:03:51.71
4636-Revenue Detail - by Category, Year, Type	Sample	Run	05-Jun-2019	17:03:54.65
4637-Revenue Summary Category - By Type and Year	Sample	Run		
4650-Lockbox Batch Summary Report	Sample	Run	15-Aug-2022	17:34:24.89
<b>4713-Lockbox Transaction History Report</b>	Sample	<b>Run</b>		
4098-Posted Receipts - by Date, P	Sample	Run		

To run the report from the menu, select #4713 from the Transaction Reports library and click the **Run** button:

The system will present the prompt shown below:

Enter or select the required lock box type from the lookup.

Optionally, use the Pay Date Range fields to filter results. Leaving these fields blank will show all lockbox history for the selected type.

The report will be generated in Excel format.

**Task 4713: Lockbox Transaction History Report**

**Lockbox Transaction History Report**  
Details of all lockbox transactions for a lockbox Type  
This could take a few minutes to run

Required: Enter Lock Box Type

Optional: Enter Pay Date Range From:  To:

Run as ☒ Excel

**Lookup** **OK** **Cancel** **Clear All**



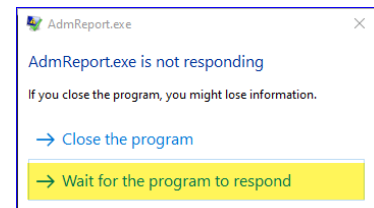
The system will show a progress bar while the report is being prepared:



Please be patient as the process completes—it will take some time. Using a Pay Date Range restriction will speed it up.

If this message is displayed, please click on “Wait for program to respond” to allow the report to finish.

A sample of the report is shown below.



No lockbox file/user name /date&time for Batch Reversals

Transaction description shows the original lockbox batch number

1	2	3	4	5
User Batch	Batch Date	Type	Batch	Owner Name
201	4/11/2024	RE	5024 003888-00 JONES, JOHN	
202	4/11/2024	RE	5024 004840-00 JONES, JOHN	
203	4/11/2024	RE	5024 005007-00 JONES, JOHN	
204			Total User Batch	
205				
206	9/4/2024	RE	5024 001530-00 SMITH, DAVID	
207	9/4/2024	RE	5024 002522-00 JOHNSON FAMILY	
208	9/4/2024	RE	5024 000337-00 WINTER STREET	
209	9/4/2024	RE	5024 005894-00 PEPPER, VALDO	
210			Total User Batch	
211				
212	9/4/2024	RE	5024 001810-00 SWEET BROS SAND + GRAVEL	
213	9/4/2024	RE	5024 001873-00 SWEET BROS SAND + GRAVEL	
214	9/4/2024	RE	5024 001877-00 SWEET BROS SAND + GRAVEL	
215	9/4/2024	RE	5024 001846-00 SWEET BROS SAND + GRAVEL	
216			Total User Batch	
217				
218	9/4/2024	RE	5024 005899-00 SWEET BROS SAND + GRAVEL	
219	9/4/2024	RE	5024 005899-00 SWEET BROS SAND + GRAVEL	
220	9/4/2024	RE	5024 005899-00 SWEET BROS SAND + GRAVEL	
221			Total User Batch	
222				
223				

The numbered items from the image are described here. All the columns are described in the table below.

While the example shown is for Real Estate, the report works the same way for Motor Vehicle Excise.

- 1 is the User Batch number.
- 2 the original batch number if this is a reversal batch
- 3 lockbox filename
- 4 user uploading the lockbox
- 5 date & time of the lockbox upload – the filename, user, date & time are not shown for reversal batches

Table 1 Understanding the columns on the report

Column Label	Explained
User-Batch	
	<p>The lockbox batch number, starting with "LRC", is assigned upon file upload. Reversal batches start with "RVB".</p>



## Column Label

## Explained

### Batch-Date

The batch date refers to the date of the batch, which could differ from the payment transaction dates. By default, it is set to the date the lockbox file was uploaded. The batch date displayed on the report will reflect any modifications made in the screen above, and the transaction history report will show the override date in the Batch Date column if applicable.

Type	The type of tax for this payment e.g., RE for Real Estate, PP for Personal Property
------	---

Year	The bill year
------	---------------

Bill#	The bill number
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Owner-Name	The owner name as supplied in the lockbox file
------------	--

Amount	The dollar amount of the paymet
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Pay-Date	If there are no paydates in the file, the pay date will default to the date of the upload. <a href="#">See above for the override notes.</a>
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Post-Date	The general ledger date of the posted transactions
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Transaction-Description	The transaction description shows the type of bills in the lockbox file, the banking institution, the lockbox batch number assigned when the lockbox was uploaded, and the date of the payment or reversal.
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Lockbox-File	The filename as downloaded from the banking institution. The filename is important as the process uses it to check for duplicates.
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Lockbox-User	The username of the person uploading the lockbox
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Date	The date the process was run
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Time	The time the process was run
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[ADM-AUC-RC-8676]



### 3 Posted Collection Reports by GL Batch # Screen # 4022 [Fix]

Before the software update, entering a GL batch number in the field did not display the correct data.

ADMINS corrected the error, and now entering a GL batch number directly into the field displays the correct GL batch reports. To access the screen from the menu, select:

**Collections ▶ Queries ▶ Posted Collection Reports by GL Batch #**

Seq#	Description	Filename	Buttons
1	Post Receipts	RectPat_4012_82.pdf	7 View 8 Email
2	Receipt Posting Summary Report	RectPatSum_4079_82.pdf	
3	Posting Report - Summary by GL#	RectPatGLSum_4084_8902326_82.pdf	
4	Post Receipt - Summary by Category	RectPatCatSum_4665_82.pdf	

[ADM-AUC-RC-8677]

### 4 Email Notice to Users of Intent to Suspend an Account

Users are inactivated if they have not logged in before their expiration date.

The notification is sent if there is an email address present on the User Profile screen:

For instance, on sites with a six month expiration window, users who haven't logged in since 20-May-2024 would be "suspended" or "marked inactive" on 20-November-2024.

The notification period is 14 days from the suspension date, in this example, from 05-November-2024 through 20-November-2024.

Up to two reminder emails are sent: the first ~14 days before account expiration, and the second ~5 days before. If users do not log in when reminded, their accounts will be deactivated.

User Profile Screen

User Name: THERESA  
Name: Theresa

Entered: 07-Sep-2009 MUDEV1  
Changed: 11-Nov-2024 THERESA  
Last Login: 09-Dec-2024 08:40:22.80 Live

1 General 2 Account Security 3 PO / AP 4 Human Resources

Security Level: 99 Admins Support  
Dept Group: HIGH SCHOOL  
Menu Group: SYSTEM  
Account Security: ☒ Yes ☐ No  
Cashier ID: TFC  
Job Title: Payroll Staff  
Start Screen: FS  
Phone#: (617) 494-5100  
Extension:   
System Default User: ☐  
Restricted Desktop User: ☐ Yes ☒ No  
Default Menu For System Administrator Override Username Restrictions: ☐ No ☒ Yes  
Allow access to GL Accounts:   
Users Favorite Selection:   
Receive Approval Email: ☒ Yes ☐ No  
Email Address: theresa@admins.com  
Use Alternate Email: ☐ Yes ☒ No  
Background Color: LIGHT GRAY - DEFAULT COLOR  
Reset Default Color: ☐ Yes ☒ No

Two emails are sent to allow for users on vacation, etc., to have time to respond. Log in before the expiration date to prevent the suspension.

The emails include expiration dates, steps to prevent suspension, and instructions for requesting reactivation after suspension.

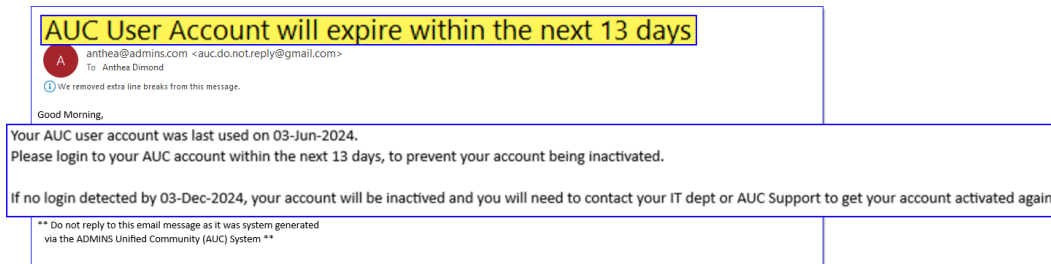


Figure 3 Email example sent two weeks before the username expiration date

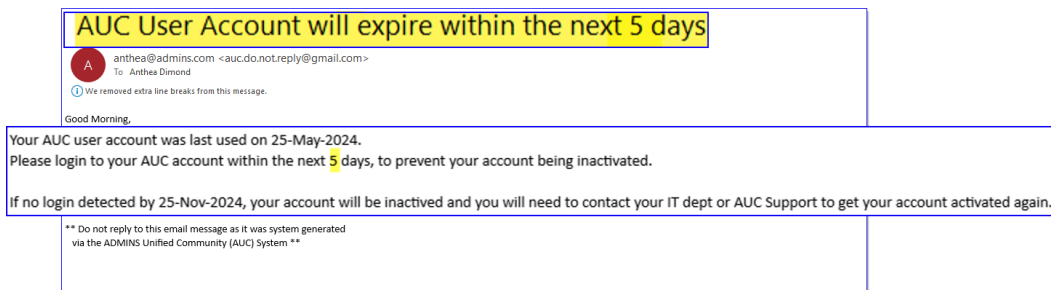


Figure 4 Email example sent the following week

[ADM-AUC-SY-8356]

## 5 Help Reference Library & ADMINS Website

This section lists the new and updated content available in the Help Reference Library and the ADMINS website.

### 5.1 New Content on ADMINS.com

[User Account Security Inquiry Screen](#) (2:38)