



MOTOR VEHICLE EXCISE

RELEASE NOTES – DECEMBER 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Motor Vehicle Excise** system.

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1. MANUAL COMMITMENTS

Maintaining manual commitments requires that a Billing Address be entered. Entering data in the Mailing address is optional.

1.1. Mailing Address “Same As” Check Box [New]

A checkbox was added to the **Manual Commitment** data entry screen to allow the user to populate the mailing address automatically from the Billing address during data entry. Three options are available:

The screenshot shows the 'Maintain Manual Commitment Workfile' interface. On the left is a sidebar with navigation options: 'Goto...', 'Actions', '1 Query', '2 Add New', '3 Edit List', '4 Commit Steps', and 'Mark for Deletion'. The main area displays commitment details: 'Comm.Year: 2016 Num: 01 Seq: A Bill#: 333333-00' and the address 'KUSKO, WILLOW C 8 W CERRITOS AVE #54 BRIDGEPORT RI, 08014'. Below this is an owner information table:

Owner #	Owner Type	First	Middle	Last
Owner #1	<input checked="" type="radio"/> Individual <input type="radio"/> Corporate	WILLOW	C	KUSKO
Owner #2	<input checked="" type="radio"/> Individual <input type="radio"/> Corporate			

Below the table are 'Billing Address' and 'Mailing Address' sections. The 'Billing Address' fields are: Stn/st, 8 W CERRITOS AVE #54, Additional, Zip Code 08014-0000, and City/State BRIDGEPORT RI. The 'Mailing Address' fields are: Stn/st, 4 B BLUE RIDGE BOULEVARD, Additional, Zip Code 48116-0000, and City/State BRIGHTON MA. A yellow box highlights the 'Same as Billing Address' checkbox, which is currently unchecked. To the right, a dialog box titled '[AUC] 8157-Maintain Manual Commitment Workfile' asks 'Do you want to clear out the Mailing Address fields?' with 'Yes' and 'No' buttons.

Figure 1 New Checkbox for Replicating the Billing Address in the Mailing Address fields

1. Click the **“Same as Billing Address”** box **BEFORE** entering the billing address and the mailing address will be populated with the same data as typed in the billing address.
2. Click the box **AFTER** entering the billing address and the Mailing Address fields will be filled in with the same data.
3. **Uncheck** the box **AFTER** the fields are filled in. A prompt will be displayed. If **[No]** is selected, the Mailing Address fields will remain unchanged. If **[Yes]** is selected, the mailing address fields will be cleared. If the mailing address fields are blank when the box is unchecked, the message will not be displayed.

[ADM-AUC-MV-1658]



2. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

2.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 2 shows a sample of the new numbering scheme. For example, a question may be asked regarding dealer plates. Support staff will refer the user to the help document **ME-200 Dealer Plate Commitments**, and the document is found in numerical order in the Help Reference Library.

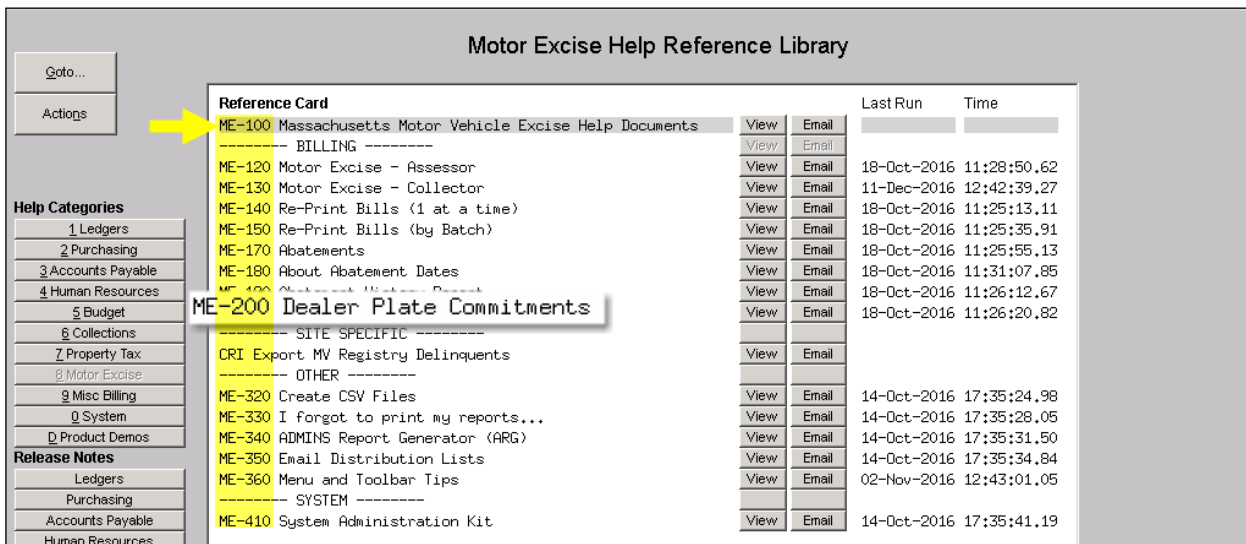


Figure 2 New Numbering System for the Help Reference Library

2.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.




 AUC MASSACHUSETTS MOTOR VEHICLE TAX HELP DOCUMENTS INDEX	
-A-	
Abatement Dates	ME180
Abatement History Report	ME-190
Abatement Processing	ME-170
About Pay/Transaction Date vs. Deposit Date	RC-1820
Account Balances	RC-180
Adjustments	RC-320
Apply Payments	RC-190
Assessor Commitment Processing	ME-120
-B-	
Balance Due on An Account	RC-180
Patch Numbers on the Payment Scre	RC-310
-I-J-K-	
I Forgot To Print My Reports	ME-330
Interest Calculations – How to Override	RC-170
-L-	
Lockbox Processing	RC-240
-M-N-	
Mass Abatements of Uncollected Taxes	ME-170
Notes Field	RC-160
NSF Checks	RC-330
-O-	

Figure 3 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.

-C-	
Controlling Access to the Budget	BU-130
Cost Breakdown Reports	DEC-2016 ¹
Create CSV Files from Excel Templates	BU-310

¹ Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.

Figure 4 Index Referring to a Release Note

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

2.3. New or Updated Documentation [New]

The following new or updated documentation was added to the Help Reference Library.

- ME-100 Motor Vehicle Help Reference Documents Index