



# MOTOR VEHICLE EXCISE TAX BILLING

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## RELEASE NOTES – JUNE 2021

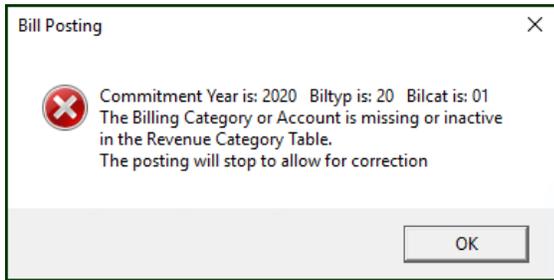
This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **MOTOR VEHICLE EXCISE TAX** module.

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# 1. POSTING – Checking for Invalid Accounts [Enhancement]



When posting a Motor Vehicle Excise Tax commitment, if the Motor Vehicle billing category table is not set up correctly, the pop-up was displayed on the screen and sometimes the user missed specific information needed to correct the issue. A report is now issued in addition to the pop up so that it can be emailed / printed and given to Finance/Business office to correct the error before the posting can be run again.

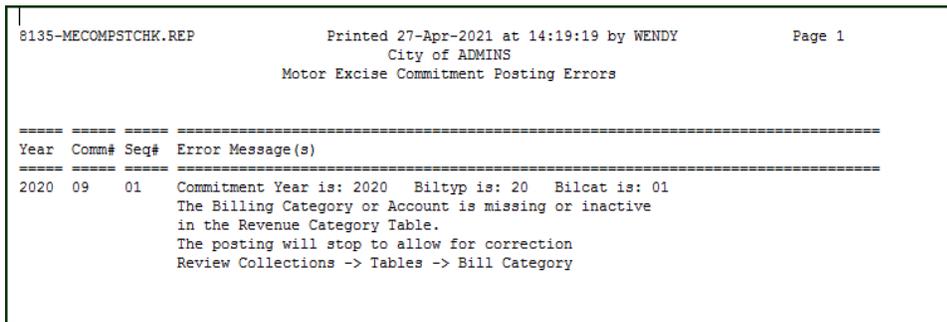


Figure 1 Motor Excise Commitment Posting Error Report

Once the billing table is set up properly, the posting will complete. Make corrections by going to the:

**Collections ▶ Tables ▶ Bill Category**

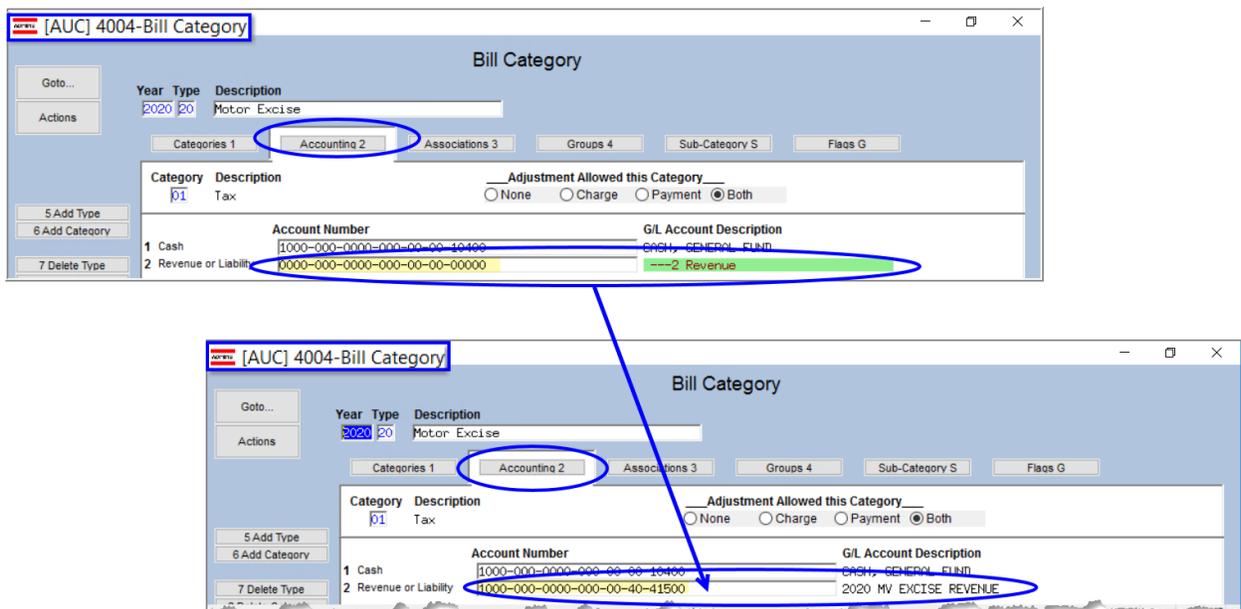


Figure 2 Updating the Accounts on the Accounting Tab of the Bill Category Table

Check the commitment year, bill type, bill category, and accounts shown in the error pop up and report, make corrections, and re-try the posting.



8135-MECOMPSTCHK.REP Printed 27-Apr-2021 at 14:31:13 by WENDY Page 1  
City of ADMINS  
Motor Excise Commitment Posting Errors

Year	Comm#	Seq#	Error Message(s)
2020	09	01	Commitment Year is: 2020 Biltyp is: 20 Bilcat is: 01 The Interest Category is missing in the Revenue Category Table. The posting will stop to allow for correction Review Collections -> Tables -> Bill Category - Associations Tab

Figure 3 Motor Excise Commitment Posting Error Report (Associated Category missing)

Another situation that will trigger the error is if the associated Interest Category is missing. In that event, go to the Associations tab of the same table, and check that there is an associated category set up for interest.

[ADM-AUC-MV-1695]

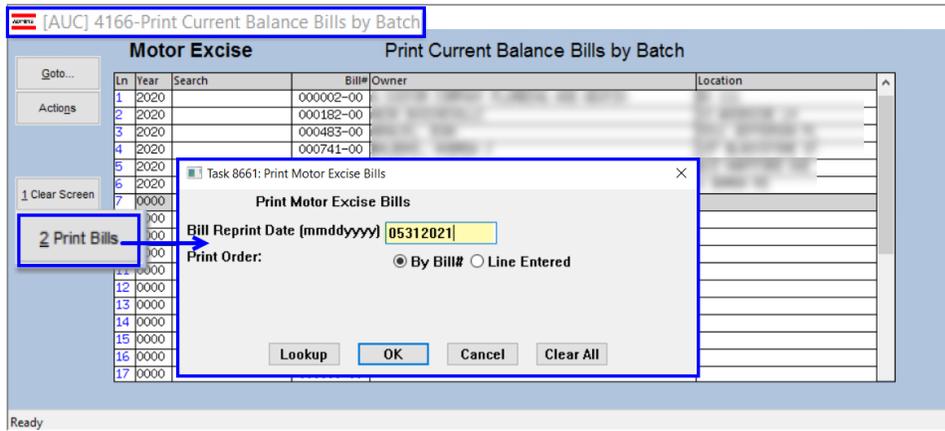
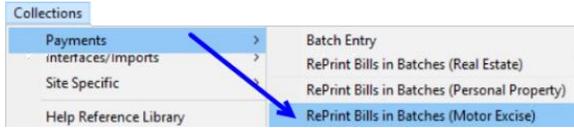
## 2. BILL REPRINTS [Enhancement]

When reprinting a Motor Vehicle Excise (ME) bill, the Bill Reprint Date entered on the multiple bill screen prompt

and the Payment Date on the bill inquiry screen were not used to calculate the interest on the printed bill.

**ADMINS** changed the process to calculate the interest on all bills as of the entered date, which will now match the data on the inquiry screen.

All ME bill reprints have a **Due Date** displayed on the form. If a **future** date is entered on the inquiry screen when printing from the inquiry screen or multiple bill print screen prompt, (the date entered is greater than the current **Due Date** on the bill) then the printed bill will show the date entered for the **Due Date**. If the date entered is prior to the original bill due date, the printed bill will show the original bill due date.



**TAXPAYER'S COPY** THE COMMONWEALTH OF MASSACHUSETTS

DO NOT MAIL CASH

MAIL PAYMENTS & MAKE PAYABLE TO  
Treasurer/Collector  
**PO Box 981021  
Boston, MA 02298-1021**

CALENDAR YEAR **2020**

REGISTRATION NO.	TAX DATE	MAKE	VALUATION	VEHICLE IDENTIFICATION NO.	EXCISE DUE
	01/01	2019 CHEV	18,582		\$464.55

DATE OF ISSUE	BILL NUMBER
21-Feb-2020	000002-00

NOTICE OF MOTOR VEHICLE AND TRAILER EXCISE BILL DUE AND PAYABLE IN FULL WITHIN 30 DAYS OF ISSUE.

PAYMENTS	\$0.00
OTHER	\$(154.85)
FEES	\$16.00
INTEREST	\$44.18
<b>TOTAL</b>	<b>\$368.88</b>

STATE EXCISE RATE 25.00 PER 1000

2020 01  
CON 397  
123

Office Hours:  
Mon-Thur 8:30AM-4:30PM  
FRI 8:30AM - 1:00PM

INCLUDE BILL NUMBER AND TAX YEAR ON CHECK

**Due and Payable  
May 31, 2021**

**REPRINTED: May 27, 2021**

060 000002 2000 200101 2 0000036888 053121 7

Figure 4 Interest calculated as of the entered date and the entered date prints as the due date

For example, if a ME Bill issue date is 21-Feb-2020 with a date of 23-Mar-2020, and a future date of 31-May-2021 is used on the inquiry screen or on the multiple bill screen prompt, the printed **Due Date** will be **31-May-2021**. This will work the same way that the Real Estate bills work.

[ADM-AUC-MV-1696]



### 3. FORMS TEXT & PARAMETERS TABLE [Enhancement]

ADMINS changed the way that the **Forms Text and Parameters Table** works. Previously, any change had to be made multiple times because the Forms Text and Parameters table has a record for each bill year in the table. Now, if a change is made to the **current year**, all years will be updated with the new information. The values from the table are used on the bill reprints and demands produced in **AUC** and on some reports.

In Figure 5 below, changes were made to the **2021 [1 General]** Tab of the table. The system now propagates the changes throughout all years, both past and future. (Future years may exist in the table if the **Copy Tables and Parameters** command was run to prepare for the coming fiscal year.) This ensures that the same information is printed on bills no matter what year the bill was issued.



*If any year other than the current fiscal year as defined in module control #4009 is updated, the remaining years will not be updated. Make changes to the current fiscal year record if the changes are needed for all fiscal years. If a change is needed for only a specific year, make the change on that year's record.*

#### Collections ▶ Tables ▶ Forms Text and Parameters

Note: The changes made apply to **each tab's** data – so if changing the **[1 General]** tab, all years for the **[1 General]** tab will have the same data as the current year. If changes are made to the **[2 Real Estate]** tab, the changes are applied only to the remaining years in the **[2 Real Estate]** tab – each **type** stands alone. The table has five tabs – **[1 General]**, **[2 Real Estate]**, **[3 Personal Property]**, **[4 Motor Excise]**, and **[5 Revenue Collections]**.

The screenshot shows a web application window titled "[AUC] 4980-Forms Text and Parameters". The main content area is titled "Forms Text and Parameters" and has a "Bill Year" dropdown set to "2021". There are five tabs: "1 General", "2 Real Estate", "3 Personal Property", "4 Motor Excise", and "5 Revenue Collection". The "1 General" tab is active. The form contains the following fields:

- Collector of Taxes\***: Alexander Hamilton (Phone# 508-657-2848), Collector (Fax# 508-966-5804), Collector (Email Address collector@admins.com), County Norfolk, Misc Bill Phone# 508-657-2840.
- Accountant/Auditor**: Luca Pacioli (Phone# 508-657-2807), Chief Financial Officer (Fax# 508-966-4425), CFO@admins.com (Email Address).
- Treasurer**: Janet Yellen (Phone# 508-657-2840), Treasurer (Fax# 508-966-5804), treasurer@admins.com (Email Address).
- Assessor**: Mary Ellen Pleasant (Phone# 508-657-2862), Town Assessor (Fax# 508-657-2894), assessors@admins.com (Email Address).
- Office Hours Line 1\***: Mon-Thur: 8:30AM-4:30PM
- Office Hours Line 2**: FRI 8:30AM - 1:00PM
- Website URL**: admins.com

At the bottom of the window, there is a status bar with "Status: Code Active", "Lkup", and "UP" buttons.

Figure 5 Edit the current fiscal year data on the Forms Text & Parameter Table to apply the data across all years

[ADM-AUC-RC-8498]



## 4. BOARD OF ASSESSOR’S NAMES [Enhancement]

To allow sites to update the values when the Board of Assessors (BoA) has new members, **ADMINS** added the module control values **5301** through **5306** to:

**Motor Excise ▶ Module Maintenance ▶ Motor Excise Module Control**

Prior to the software update, there were other sequence numbers used just for Motor Vehicle. Now Motor Vehicle is aligned with the other tax modules for the BoA names. These values are used for all tax modules for the municipality.

The screenshot shows a web interface titled "[AUC] 8002-Motor Excise Module Control". It features a "Goto..." field and an "Actions" button on the left. The main content is a table with the following data:

Seq#	Description	Answer
5301	Assessors Board Member 1 - Name	JIM BEAM
5302	Assessors Board Member 2 - Name	STAN STICK
5303	Assessors Board Member 3 - Name	RUPERT BRANK
5304	Assessors Board Member 4 - Name	MICKEY MOUSE
5305	Assessors Board Member 5 - Name	DAFFY DUCK
5306	Assessors Board Member 6 - Name	WILEY COYOTE

At the bottom right of the table area, it says "Status: Active".

These names appear on some Abatement Certificates and reports in some installations. To include assessor’s names on Abatement Certificates, contact [support@admins.com](mailto:support@admins.com) to ask for the names to be added to the Abatement Certificates produced by AUC.

[ADM-AUC-CRYSTAL-117]

## 5. ATTACHMENTS HOVERTEXT [Enhancement]

**ADMINS** added more information to the hovertext on attachments indicating when the attachment was made and by whom. If the “**Special Note**” begins with “**BURST**”, it identifies a **System-Created** attachment, which cannot be removed by the user.

Attachments without a “**Special Note**” are **user-supplied** and may be detached using the **[Remove]** button. To see this feature in the **Motor Vehicle Excise Module**, go to the following screens.



## 5.1. #8512 – Excise Account Inquiry

Motor Excise ▶ Queries ▶ Motor Excise Bill Inquiry ▶ Select Bill ▶ Excise Bill Detail ▶ [7 Attach]

[AUC] 8511-Excise Bill Detail

### Excise Bill Detail

Goto... Actions

Year: 2020 Billing Address: Mailing Address:  
Com#: 01  
Seq: Billing Address:  
Bill#: 000002-00 Mailing Address:

1 Find Bill  
2 Query  
3 Commitments  
4 Abatements  
5 Go to Bill  
6 Abate This  
7 Attach (1)

Owner #1	Name	Lessee
Owner #2		

Billed Charges			Payments & Adjustments		Vehicle Data			
Type	Amount	Date	Type	Amount	Registration	Reg Color	R	
Tax Bill	464.55	21-Feb-2020	Paid		Tax MMDD	0101	Insurance	397
Demand	5.00	14-Jul-2020	Adjusted		Plate Code	CON COMMERCIAL	Make	CHEV
	10.00	21-Aug-2020	Refunded		Plate Desc		Year	2019
			Waived		VIN		Expir.	2020
	154.85	01-Aug-2020	Transferred		Value	18582		
Interest		24-Mar-2020						
			Balance	324.70				

-- Added 22-Jan-2020 By Changed 19-Mar-2021 by

[AUC] 8512-Excise Bill Attachments

### Excise Bill Attachments

Goto... Actions

Year: 2020 Billing Address: Mailing Address:  
Com#: 01 Billing Address: A CUSTOM COMPANY PLUMBING AND HEATIN Mailing Address: BK 111  
Seq: Billing Address: BK 111  
Bill#: 000002-00 BELLINGHAM, MA 02019-0000 BELLINGHAM, MA 02019-0000

1 Find Bill  
2 Query  
3 Detail  
4 Commitments  
5 Abatements  
6 Payments

Seq#	Description	Filename
1	ME Original Certificate Print	MEABT_202000000200_8550.PDF

File Location  
d:\auc\_development\adm\home\auc\_doc\_mgmt\memod\2021\MEABT\_202000000200\_8550.PDF

7 View Attachment 8 Remove Attachment

Add Attachment

Entry User:  
Entry Date: 22-Jan-2020  
Entry Time: 10:41:28.93  
Special Note: BURST

System-supplied attachments, such as copies of abatement certificates, are listed here and can be viewed but not removed by the user. Add user-supplied attachments by clicking on the [Add Attachment] button and selecting the desired file.

Figure 6 The Excise Bill Attachments screen



## 5.2. #8520 – Commitment Attachments

Motor Excise ▶ Queries ▶ Commitment Inquiries ▶ [1 Detail] ▶ [3 Attach]

The screenshot displays three overlapping windows from the ADMINS system:

- [AUC] 8500-Commitment Inquiry:** Shows a table of commitments for 2020. The first row is highlighted, and a '1 Detail' button is visible.
- [AUC] 8510-Excise Commitment Detail:** Provides a breakdown of the selected commitment, including bill dates, demands, and a summary of bills (Non-Exempt, Exempt, Total). It also shows payments and adjustments.
- [AUC] 8520-Excise Commitment Attachments:** Lists attachments for the commitment. One attachment, 'Assessor Cover Sheet', is selected, and its details are shown below the table. A '7 View' button is next to the attachment name.

Year	Com	Seq	#Bills	Bill Date	Due Date	Demand Date	1.War.Date	2.War.Date	Req.Date	Status
2020	01		16803	21-Feb-2020	23-Mar-2020		21-Aug-2020			Open
			1074	24-Apr-2020	01-Jun-2020	14-Jul-2020	21-Aug-2020			Open
			5	24-Apr-2020	01-Jun-2020					Closed
			482	20-May-2020	19-Jun-2020		21-Aug-2020			Open

Date	Due Date	# Bills	Total Fees
14-Jul-2020	28-Jul-2020	2,304	11,520.00

Seq#	Description	Filename
1	Assessor Cover Sheet	ASSRCVR_202001.PDF

File Location: e:\adm\home\auc\_doc\_mgmt\memod\2020\ASSRCVR\_202001.PDF

Entry User: [redacted]  
Entry Date: [redacted]  
Entry Time: 00:00:00.00  
Special Note: BURST

Figure 7 Excise Commitment Attachments screen

The system-supplied attachments on this screen (in this example, the copy of the Assessor’s Cover sheet or “turnover” sheet) can be viewed but cannot be removed by the user. Any user-supplied attachments will be viewable and removable by the user.

[ADM-AUC-SY-8171]



## 6. ADMINS.COM TRAINING VIDEOS [Enhancement]

The ADMINS training videos were converted to provide YouTube features, such as pause, rewind, fast forward, closed captions, and playing at faster speed. This training is restricted to “Customers Only”. Need credentials? Go to: [Contact Us | ADMINS, Inc.](#) and follow the instructions in the [quick start guide](#). Then, use the link to access the [Videos | ADMINS, Inc.](#)

[ADM-AUC-WEB-2]

## 7. HELP REFERENCE LIBRARY

ADMINS made changes to the **Release Notes Library** structure. **Motor Excise** release notes are now in their own library, separate from **Tax**. This new structure mirrors that of the Help Reference Library as shown in Figure 8.

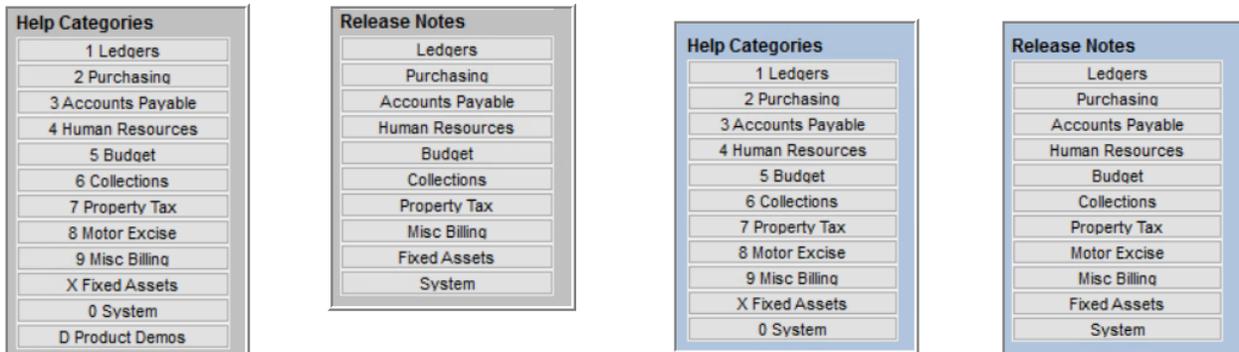


Figure 8 Before and After – Help Categories and Release Notes structure are now the same

### 7.1. Tax and Collections Release Notes Libraries [Enhancement]

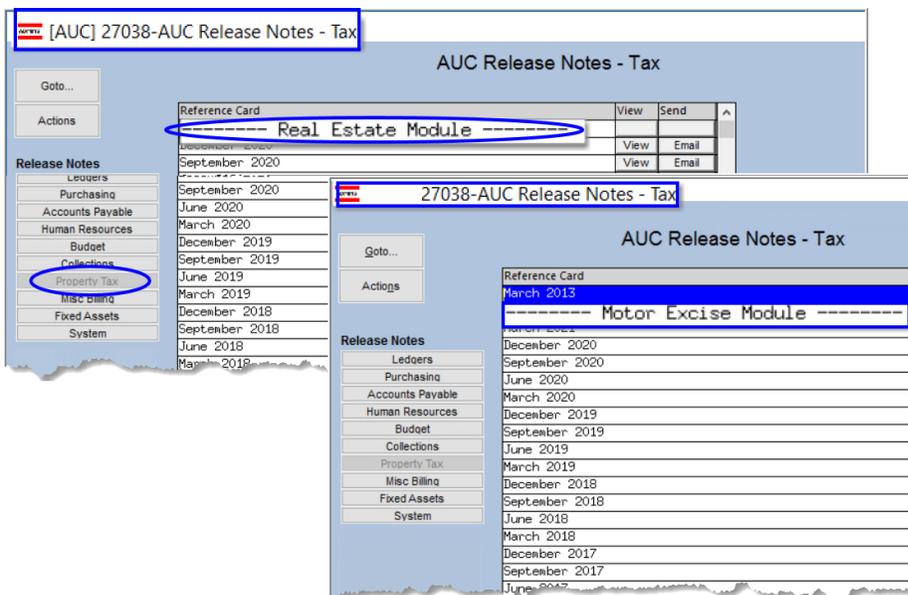


Figure 9 Before – Real Estate, Tax Title, Personal Property and Motor Excise were all in the Tax Release Notes

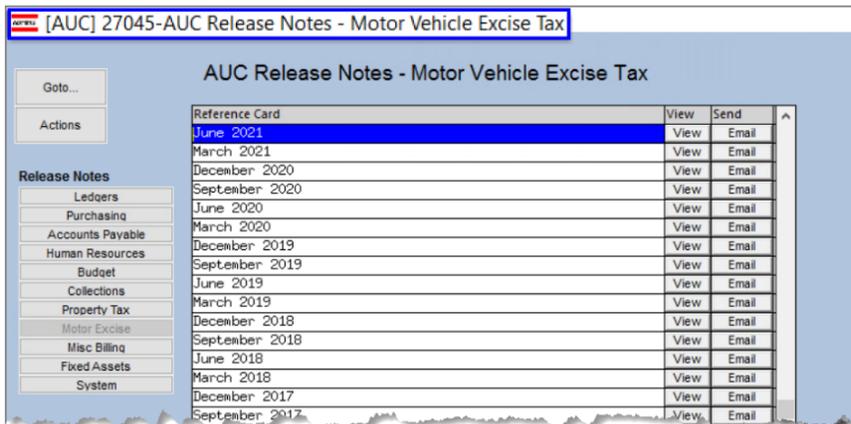


Figure 10 Motor Vehicle Excise Tax Release Notes are now “stand alone” in their own screen

[ADM-AUC-SY-8189]

## 7.2. New or Updated Documents

ADMINS added the following new or updated documents to the Help Reference Libraries.

- SYSTEM SY-170 System Administration Kit [Updated]