



MOTOR VEHICLE EXCISE

RELEASE NOTES – SEPTEMBER 2016

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

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1. COMMITMENT PROCESSING

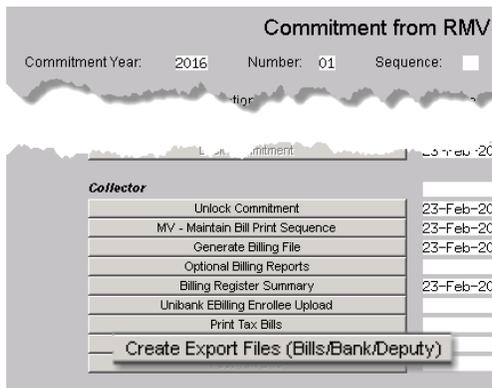
1.1. Commitment Upload

Massachusetts tax sites reported problems with the Registry of Motor Vehicles (RMV) uploads in July due to a format change in the file supplied by the RMV. The ADMINS upload program was updated to accommodate the change and installed on tax sites in July and is noted here to document the change.

[ADM-AUC-MV-1654]

1.2. Export File Change

An internal change was made to the bill number field in the export file that is transparent to the user and to the recipient(s) of the file. This was installed on tax sites in early July and is noted here to document the change.



[ADM-AUC-MV-1652]

2. ABATEMENTS

2.1. Edit List and Posting Report

The width of the bill number field was increased on the entry and posting reports to accommodate longer bill numbers. The images below show only the posting report; the edit list was changed as well.

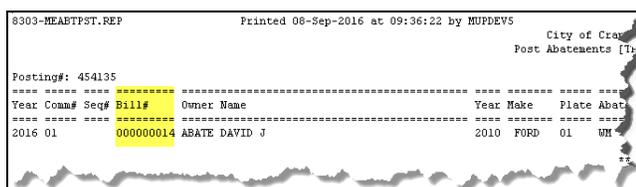


Figure 1 Before Posting Report Bill # with nine places

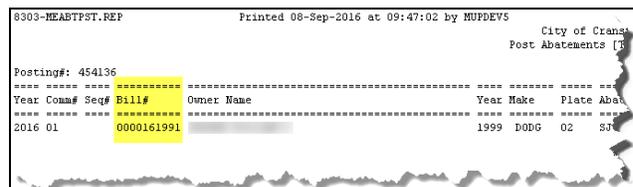


Figure 2 After Posting Report Bill # with ten places

[CRI-AUC-TAX-12]



3. DEMANDS

3.1. Attachments

With this software update, there is a new option on the Posting step that will allow the user to choose if the images of the demand instruments are to be attached. In this example, four demands were issued for the following bills and during the Post Demands step, “Yes” was selected to Attach a copy of Demand Notice to Bill.

Town of ADMINS
Post Demands

Demand Date: 02-Aug-2016 Demand Interest Date: 30-Aug-2016

Year	Comm#	Seq#	Bill	Previous Bal. Due	Demand Fee	Interest Due	Balance Now Due	Owner name
2014	07		019448-00	5.00	5.00	.85	10.85	
2014	07		019912-00	51.25	5.00	8.73	64.98	
2014	07		019913-00	59.27	5.00	10.09	74.36	
2014	07		019914-00	5.00	5.00	.85	10.85	
2014	07		Total	120.52	20.00	20.52	161.04	#Bills 4
** Grand Total**				120.52	20.00	20.52	161.04	#Bills 4

Demand Process

Description	Date	Start
Restart Process		
Select Commitments	02-Aug-2016	16:22:07,67
Maintain Demand Workfile	02-Aug-2016	16:22:22,43
Demand Edit List		
Print Demands	02-Aug-2016	16:22:35,17
Create Export File	02-Aug-2016	16:22:52,57
Post Demands		

Task 8205: Post Demands

Post Demands

Sort Report By: Bill Number Name

Attach a copy of Demand Notice to Bill? Yes No

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

Excise Bill Detail

Year: 2016 Billing Address: Mailing Address:

Comm#: 07
Seq: 1
Bill#: 019448-00
BELLINGHAM, MA 02019-1102

Name
Owner #1 ARMSTRONG, GEORGE T
Owner #2

Billed Charges			Payments & Adjustments		Vehicle Data	
Type	Due	Amount	Type	Amount		
Tax Bill	04-Mar-2015	5.00	Paid		Registrat	1
Demand	02-Mar-2015	5.00	Adjusted		Tax MMDD	1217
Warrant 1	02-Aug-2016	5.00	Refunded		Plate Code	FRY PASSENGER VEHI
Warrant 2			Waived		VIN	
Registry			Transferred		Value	1900
Abated					Reg Color	R
Exempted					Insurance	354
Interest	01-Apr-2015	.81			Make	KIA
					Year	2006
					Expir.	2016
			Balance	10.81		



Users may now look up vehicles by registration number from this screen, in addition to the lookups on all the other tabs which they are accustomed to using. First click on the [Reg#] button to sort the column and then type in the registration number.

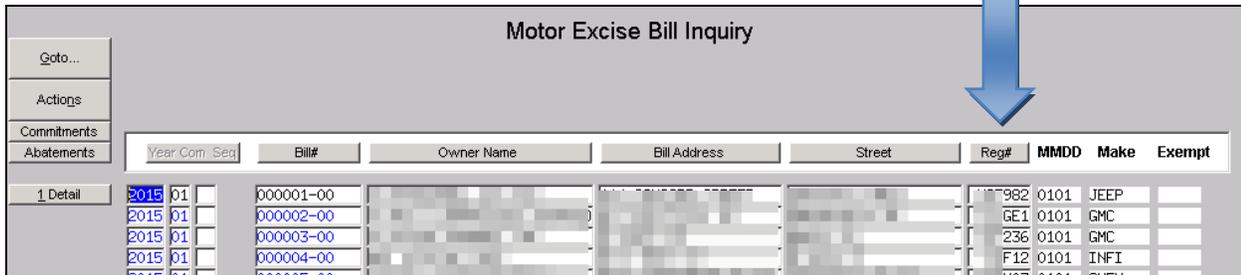
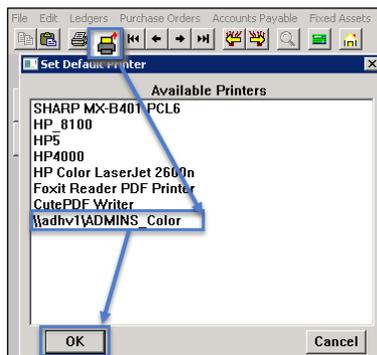


Figure 5 Lookup by Registration # now available on this screen

[ADM-AUC-MV-1655]

5. SETTING DEFAULT PRINTERS (V9.2 SITES ONLY)

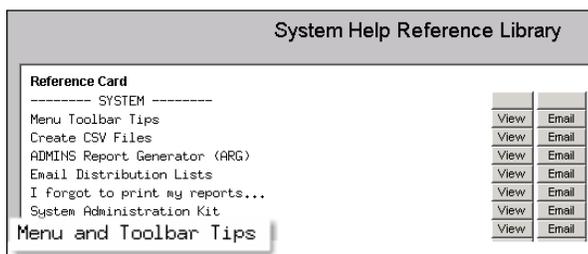


To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the  [Print] button on the toolbar; click to display the available printers. Click on the desired printer and click on [OK] to set the default printer for use in your AUC session.

If you do not see this icon, then this option is not available on your site.

ADM-AUC-SY-7792]

6. MENU AND TOOLBAR TIPS



A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]

7. HELP REFERENCE LIBRARY

7.1. New or Updated Documentation

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

- SYSTEM Menu and Toolbar Tips