# 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.

### **Table of Contents**

1.	CON	1MITMENT PROCESSING	2
	1.1.	Commitment Upload	2
	1.2.	Export File Change	2
2.	ABA <sup>.</sup>	TEMENTS	2
	2.1.	Edit List and Posting Report	2
3.	DEM	IANDS	3
	3.1.	Attachments	3
4.	OUE	RIES	4
	4.1.	Motor Vehicle Excise Oueries Added [Selected RI Sites]	4
5.	SETT	ING DEFAULT PRINTERS (V9.2 SITES ONLY)	5
6.	MEN	ILI AND TOOI BAR TIPS.	5
7	HELE	PREFRENCE LIBRARY	5
	71	New or Undated Documentation	5
	··	New or opulled Documentation international i	5

## **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.

		Com	mitm	nent from F	RMV
Commitment Year:	2016	Number:	01	Sequence:	
And and	an air a	-tigr	-	19 - 19 - 19 -	-
Collector	L. A	mitment			- eu -20
	Unloc	k Commitment		23-6	eb-20
	MV - Maintai	n Bill Print Sequ	ence	23-f	eb-20
	Gene	rate Billing File		23-F	eb-20
	Optiona	al Billing Reports			
	Billing Re	egister Summar	y	23-F	eb-20
	Unibank EBi	lling Enrollee Up	load		
	Pri	nt Tax Bills			
Crea	ate Expo	rt Files (Bi	lls/Ba	nk/Deputy)	Ŀ

[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.

8303-	MEABT	PST.RE	CP	Printed 08-Sep-2016 at 09:36:22 by 1	IUPDE	75 C	ity of	Crar
						Post A	batemen	nts [Te
Posti	ing#∶	454135	5					
Year	Conn≢	Seq#	Bill∰	Owner Name	Year	Make	Plate	Abat
2016	01		000000014	ABATE DAVID J	2010	FORD	01	WH 🖅
								- *
								- **
1	<u></u>	- Alto	and the second division of the second divisio	and the second secon	6.44	1999 - A	~ ~	- /

Figure 1 Before Posting Report Bill # with nine places

Posting	€: 45413	6					3
fear Com	ım# Seq#	Bill#	Owner Name	Year	Make	Plate	Abat
							11.54
2016 01		0000161991		1999	DODG	02	SJ



[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	n of ADMINS		-
						Por	st Demands		- 5
						10.	be bendide		- 20 -
									- 1
Demano	d Date:	: 02-Au	g-2016 Demaa	nd Interest	Date: 30-	-Aug-2016			
=====	=====								
				Previous	Demand	Interest	Balance		- T.
Voor	Comm#	Sort#	Bill	Bel Due	Fee	D110	Now Due	Owner neme	- 1
rear	COMM#	SEd#	DIII	Dai. Due	ree	Due	NOW DUE	OWHEL HAME	- 1
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	#Pilla 4	-
2014	07		IUCAI	120.32	20.00	20.32	101.04	#DIIIS 4	
									- 27
** Gra	and Tot	tal**		120.52	20.00	20.52	161.04	#Bills 4	- 3
									- 4



					Excise I	Bill Detail					
Goto											
Actions	Year Z Com# 07 Seq	<b>)14</b>	Billing Address:	т				Mailing Addr	ess:		
1 Find Bill	Bill# 0:	19448-00	BELLINGHAM, MA	02019-	1102						
2 Query											
3 Commitments		Owner #1	ARMSTRONG, GEOR	RGET							
4 Abatements		Owner #2						_			
5 Go to Bill		Billed Charge	s		Payments 8	Adjustments	Г		Vehicle Data		
6 Abate This	Du	ue: 04-Mar-	2015 Date		Tumo	Amount					
<u>7</u> Attach (2)	Tax Bill Demand Warrant 1 Warrant 2 Registry Abated Exempted	5.00 5.00	02-Mar-2015 02-Aug-2016		Paid Adjusted Refunded Waived Transfered	should		Registrati Tax MMDD Plate Code VIN Value	'1 1217 PAN PASSENGER VEHI 1900	Reg Color Insurance Make Year Expir.	R 354 KIA 2006 2016
	Interest	.81	01-Apr-2015		Balance	10,81					

$\mathbf{\Omega}$	ADMINS Unified Communit Motor Vehicle Excise	у	Release Notes – Version 7.2 September 2016
			<form><form></form></form>
	Excise Bill Attachments		
Year 2014 Com# 07 Seq Bill# 019448-0	Billing Address: ARMSTRONG, GEORGE T 108 FARM ST 0 BELLINGHAM, MA 02019-1102	Mailing Address:	рисского кой ланитноми делистноми, сконек т ли и делистноми, сконек т ли и делистноми, сконек так м дели в клани т м дели в клани т м дели ток и дели ток и т м дели ток и дели ток и т м дели ток и дели ток и т п дели ток и т п дели ток и дели ток и т п дели т
Seq# Description	Filename HERILL_201401944800,PDF co: Due 30-Aug-2016 MEDEM_201401944800,PDF	7 View Attachment	INTEREST AT THE RATE OF 12% PER YEAR CONTINUES TO ACCRUE ON OVEROUE EXCISE UNTIL DATE PAYMENT IS MADE. PAYMENT IS CONSOBRED MADE WHEN RECEIVED BY THE COLLECTOR. IF THE TOTAL AMOUNT OWED (EXCISE, INTEREST FORM DUE DATE TO PAYMENT DATE AND DEMAID CHARGE) IS MOT PAID WITHIN 4 DAYS OF THE DATE OF THE DATE OF TANDIC CHARGE) IS MOT PAID WITHIN 4 DAYS OF THE DATE OF THE DATE. OF COLLECTION WILL ME SHORED ACCORDING TO LAW.

[ADM-AUC-MV-1653]

## 4. QUERIES

## 4.1. Motor Vehicle Excise Queries Added [Selected RI Sites]

Prior to the software update, queries on motor vehicle bills were not available on the **Collections** > **Queries menu**.

Collections			Collections Payments	•	
Payments Queries Module Maintenance Interfaces/Imports Site Specific	+ 	Bill Locator Transactions Transaction Summary Bill Payment Detail Payment	Queries Module Maintenance Interfaces/Imports Site Specific Help Reference Library		Bill Locator Transactions Transaction Summary Bill Payment Detail Payment Account Status Code History
Help Reference Library		Detail Payment Batch Query Treasury Receipt History Treasury Receipt Code Query			Batch Query Treasury Receipt History Treasury Receipt Code Query Motor Excise Bill Inquiry

#### Figure 3 Before

Figure 4 After

This screen may also be accessed by selecting Motor Excise ▶ Queries ▶ Motor Excise Bill Inquiry and from the Motor Excise ▶ Queries ▶ Excise Account Inquiry screen [Query] button.

Motor Excise		
Commitment Process		
Account Maintenance	۲	
Abatements	۲	
Demand Process		
Warrant Process		
Registry Marking Process		
Registry Clearing Process		
Queries	Þ	Commitment Inquiry
Reports	۲	Motor Excise Bill Inquiry
Tables	۲	
Module Maintenance	۲	Account Inquiry
Interfaces/Imports	۱,	
Site Specific	۲	

ile Edit Ledgers	Purchase Orders Accounts Payable Fixed Assets	Human Resources Budget Co	ollections Tax Motor Excise Misc Billing System	Help
		Excise Accou	unt Inquiry	
Goto				
Actions	Year 2007 Billing Address:		Mailing Address:	
	Account# 000000			
1 Find Bill				
2 Query	ax Bill	Paid	Bill Date	
ALL FORMATION 1	prempted	Adjusted	Due Date	
2 commonto	Abated	Refunded	Interest Date	
4 Go To Bill	Net Bill	Waived		
Toologu	Demand	Transfered	First Bill Seq# 0000000	0000
5 Excel	Warrant 1		Last Bill Seg# 0000000	0000
	Pogiety		Account Statue	
	Interest	Balance	Account Status	



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.

			Motor E	xcise Bill Inquiry					
<u>G</u> oto									
Actions							7		
Commitments						~			
Abatements	Year Com Seq	Bill#	Owner Name	Bill Address	Street	Reg#	MMDD	Make	Exempt
<u>1</u> Detail	2015 01	000001-00				982	0101	JEEP	
	2015 01	000002-00		Ĵ		GE1	0101	GMC	
	2015 01	000003-00	a state the second second			236	5 0101	GMC	
	2015 01	000004-00				F12	0101	INFI	
		0.00007.00		-			0404	loureu.	

Figure 5 Lookup by Registration # now available on this screen

[ADM-AUC-MV-1655]

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

Available Printers
SHARP MX-B401 PCL6 - HP_8100
HP3 HP4000 HP Color Laser let 2600n
Foxit Reader PDF Printer CutePDF Writer
Madhv1 ADMINS_Color
OK Cancel

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

System Help Reference Library	
Reference Card	
Menu Toolbar Tips	View Email
Create CSV Files	View Email
ADMINS Report Generator (ARG)	View Email
Email Distribution Lists	View Email
I forgot to print my reports	View Email
System Administration Kit	View Email
Menu and Toolbar Tips	View Email

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