



MOTOR VEHICLE EXCISE TAX BILLING

RELEASE NOTES – SEPTEMBER 2018

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

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This symbol indicates that there is an updated document with relevant information in the Help Reference Library. Be sure to review the updated and new documents referenced herein.



1. WHO IS LOCKING A RECORD ON THE UPDATE SCREEN? [New]

ADMINS is pleased to announce a new feature that will identify who you are record-locked with on a new record-locking screen. When a record-lock occurs, a popup screen will appear as shown in Figure 1. Click on **[OK]**.

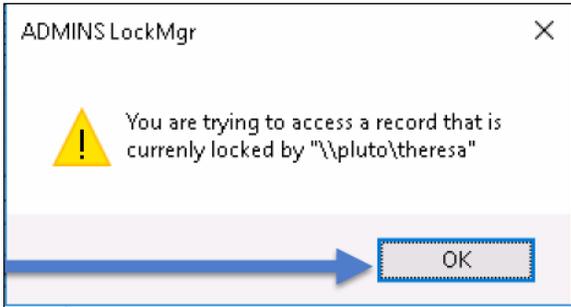


Figure 1 Popup notification that a record is locked

1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied. See Figure 2.
2. Contact the user locking the record to ask them to exit the screen.
3. Click on the **[Return to Previous Screen]** button to return to the same record that was previously locked.

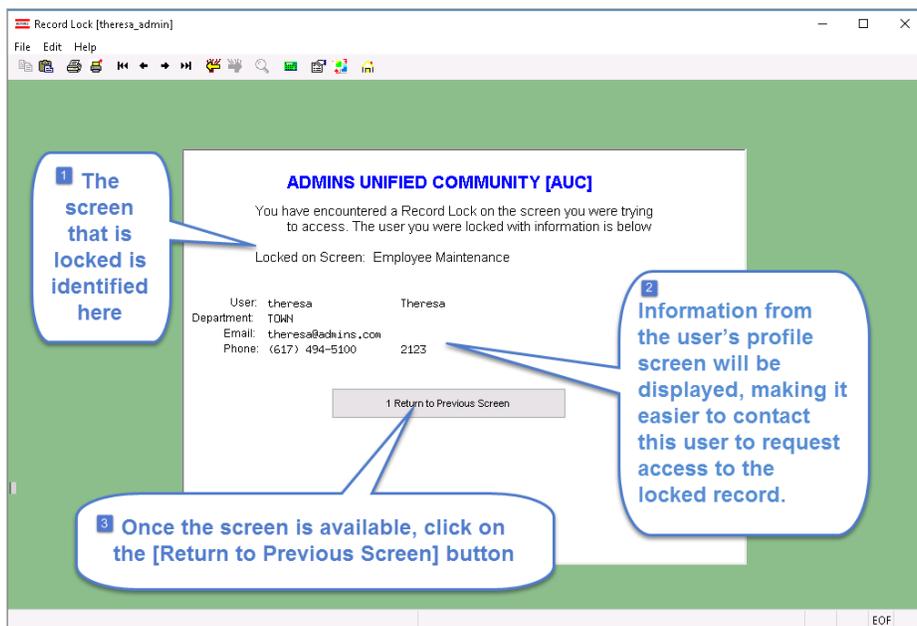


Figure 2–New screen shows who is locking a record and how to contact them

If the user cannot be contacted to exit the record, proceed to another task by clicking on the  **([Home] button)**. From the home screen, use the menu to select another task.



Detailed information and examples are available in the new document, **MV-315 Locking Screen.**

[ADM-AUC-SY-8063]

2. ABATEMENTS ► Entry Edit List [Fix]

The **Abatement Entry Edit List** was not matching the data shown on the screen because the refunded demand fees were suppressed. This happened for sites using a module control #4150 set to **“Y”**:

System Module Control		
Seq#	Description	Answer
4150	Allow Fee Waiver to be Created on Fully Abated Excise Bills	Y

ADMINS corrected the report to properly reflect the total abated amount.

[ADM-AUC-MV-1669]



3. ADJUSTMENTS ▶ Posting To Interest [Fix]

When creating an interest adjustment to a **Motor Vehicle Excise (MVE)** account, if the **total net interest charge** was **equal to zero**, the program posted neither the interest **charge** nor the associated interest **payment** adjustments. **ADMINS** corrected the program to post the adjustment when the **total net interest charge** is zero.

[ADM-AUC-RC-8391]

4. QUERIES BY REGISTRATION NUMBER

ADMINS offers two ways to query the Motor Excise data based on a plate number. Each method takes three quick steps and is accessed by selecting **Motor Excise ▶ Queries**. For the first method, select **Motor Excise ▶ Queries ▶ Motor Excise Bill Inquiry**.

The screenshot shows the 'Motor Excise Bill Inquiry' window with a table of bills. A callout box points to the 'Reg#' column with the instruction 'Click on Reg# and type the registration number'. Another callout points to the '1 Detail' button with the instruction 'Click on [1 Detail] to display the Excise Bill Detail screen'. Below the table is the 'Excise Bill Detail' screen for year 2018, showing billing address, owner information, and billed charges.

Year	Com#	Seq	Bill#	Account#	Owner Name	Bill Address	Street	Reg#	License#	Date of Birth
2018	01		0000030245		GLOCESTER CAB INC	P O BOX 3372	0 BOX 3372	1		
2018	01		0000030246		GLOCESTER CAB INC	P O BOX 3372	0 BOX 3372	5013		
2018	01		0000030247		GLORIA JOSE A	83 DELLWOOD RD	BELLWOOD RD	495763	8401792	
2018	01		0000030248		GLORIA JOSE A	83 DELLWOOD RD	BELLWOOD RD	J6597	8401792	
2018	01		0000030249		GLORIA JOSE A	83 DELLWOOD RD	BELLWOOD RD	495763	8401792	EXM
2018	01		0000030250		GLORIA MARIA M	83 DELLWOOD RD	BELLWOOD RD	ZZ348	7705350	

Excise Bill Detail

Year: 2018
 Com#: 01
 Seq: []
 Bill#: 000001112
 Account#: 5100137000

Billing Address:
 ACR LEASING LTD
 4001 EMBARCADERO DR
 ARLINGTON, TX 76014-4106

Mailing Address:
 4001 EMBARCADERO DR
 ARLINGTON, TX 76014-4106

Owner #1: ACR LEASING LTD
Owner #2: ACR LEASING LTD
License#: 2424298
Date of Birth: 03-Aug-1988

Billed Charges			Payments & Adjustments		Vehicle Data		
Type	Amount	Date	Type	Amount	Registration	Reg Color	Insurance
Tax Bill	1836.20	16-Jul-2018	Paid		99331		
Demand			Adjusted		0101		
Warrant 1			Refunded		39 COMBO		
Warrant 2			Waived		3GT12PEJ5HG118736		Year 2017
Registry			Transferred		Value 43313		Make GMC
Abated					VIN 3GT12PEJ5HG118736		Year 2017
Exempted	84.88				Value 43313		Expir. 0000
Interest					Retail 43313		

Go To Bill to see Balance

1. Click on the [Reg#] button (this will make the registration column active)
2. Enter the Registration number
3. Click on [1 Detail] to display the Excise Bill Detail for that plate #

Rhode Island tax sites will see a screen similar to the image shown in **Figure 3**.

Figure 3

Massachusetts excise tax sites will see the Excise Bill Detail screen shown in **Figure 4**.

The screenshot shows the 'Excise Bill Detail' screen for year 2017. It displays billing address, owner information, and billed charges.

Excise Bill Detail

Year: 2017
 Com#: 01
 Seq: []
 Bill#: 000020-00

Billing Address:
 ABDILMAGHIN, PIERRE D
 11 CARRVILLE KING
 BELLINGHAM, MA 02019-1134

Owner #1: ABDILMAGHIN, PIERRE D
Owner #2: ABDILMAGHIN, PIERRE D

Billed Charges			Payments & Adjustments		Vehicle Data		
Type	Amount	Date	Type	Amount	Registration	Reg Color	Insurance
Tax Bill	221.25	08-Feb-2017	Paid	221.25	ML63	R	773
Demand			Adjusted		0101		
Warrant 1			Refunded		Plate Code FVW PASSENGER WHI		Make HCRZ
Warrant 2			Waived		4J1GB77E230464990		Year 2009
Registry			Transferred		Value 8650		Expir. 2017
Abated							
Exempted							
Interest		11-Mar-2017					

Balance
 Enrolled in E Billing

Figure 4



The second method is only for Rhode Island tax sites. To use this method, select **Motor Excise** ► **Queries** ► **Excise Account Inquiry**.

Excise Account Inquiry

1 Find Bill

2 Find

3 0 Detail

Find Account - By Registration#

Reg#	Year	Num	Seq	Account#	Name	Bill Address	Reg#	TaxM	Make	Lic#	DOB	Tot
2017	01			4601681000	PETIT PAUL M	301 BUDLONG RD	0101	FORD	00000004		21-May-1951	
2017	01			5300526000	WESTWOOD CARTAGE INC			0000				
2017	01			5600135000	ZAVUTA FRANK	30 DAKLAWN AVE APT 2		0000	0170779	05-Feb-1915		
2014	01			5000470000	TERILLI GLEN A	2175 PHENIX AV	0101	HMT	9320458	30-Nov-1976		
2014	02	01		4601320700	PENSKO TRUCK LEASING CO LP	65 AMFLEX DRIVE		1231				
2013	01			5000476000	TERILLI GLEN A	2175 PHENIX AV	0101	HMT	9320458	30-Nov-1976		
2012	01			4601753000	PETIT PAUL M	300 FIRST AVE	0101	FORD	00000004	21-May-1951		
2012	01			5000465000	TERILLI GLEN A	2175 PHENIX AV	0101	FORD	00000004	21-May-1951		
2011	01											
2011	01											
2010	01											
2010	01											
2010	01											
2010	01											
2010	01											
2009	01											
2009	01											
2009	01	01										
2009	02	01										
2009	02	02										

Lookup Find

Find Registration# beginning with:

99331

Excise Bill Detail

Year: 2018
Com#: 01
Seq: 0000001112
Account#: B100137000

Billing Address: ACRR LEASING LTD, 4001 EMBARCADERO DR, ARLINGTON, TX 76014-4106

Mailing Address: 4001 EMBARCADERO DR, ARLINGTON, TX 76014-4106

Name: ACRR LEASING LTD
License#: 2424298
Date of Birth: 03-Aug-1988

Billed Charges			Payments & Adjustments		Vehicle Data	
Type	Amount	Date	Type	Amount	Registration	Reg Color
Tax Bill	1838.20	16-Jul-2018	Paid		99331	0101
Demand			Adjusted		Tax WMDU	Insurance
Warrant 1			Refunded		Plate Code	39 COMBO
Warrant 2			Waived		VIN	3GTU2PEJ5HG118736
Registry			Transferred		Value	43313
Abated					Retail	43313
Exempted	84.88				Reg Start	01-Jan-2017
Interest					Days	365
					Reg End	31-Dec-2017

1. Click on [1 Find Bill]
2. Click on [Find] in the resulting lookup window and type in the plate number
3. Click on [0 Detail] to display the Excise Bill Detail screen

Figure 5

[CRI-SUP-SAPLAUC-602]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documents

- OTHER MV-315 Locking Screen [New]