Property Tax Tape Update Procedures

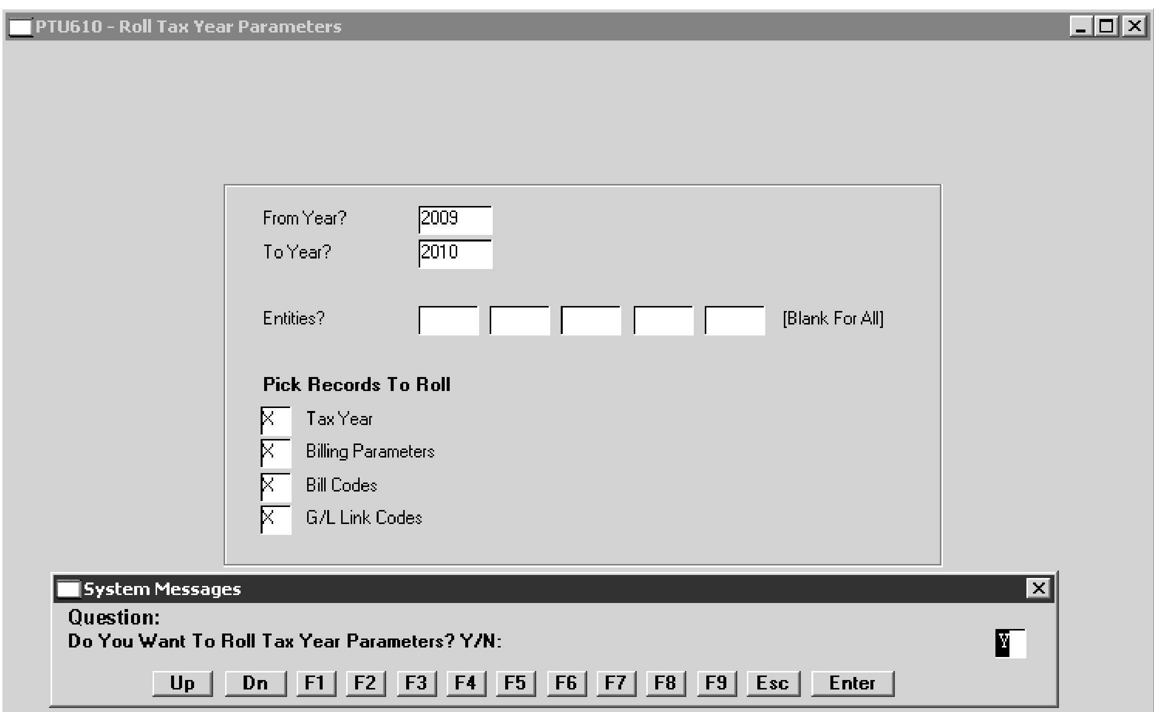
You will be contacted by a representative from Local Government when your tax file is received from the State. The representative will connect to your system, transfer the tax file and give you the name of the file, PTTAPE. You will need this name to update/load the tax file into your system in Step 5.

Note: Before any steps are performed and to ensure against possible errors in updating the property tax files, be sure that a good **backup** has been performed.

Before loading the 2010 tax tape, several changes need to be made in <u>System Manager</u>. These steps **must** be completed before the 2010 tax tape is loaded.

Step 1. Copy the tax year information to the new tax year with the following steps:

1. Choose option <u>51 Utilities</u>
2. Choose option <u>37 Roll Tax Year Parameters</u> (if you do not see this option select <u>4 Miscellaneous</u>, <u>5 Roll Tax Year Parameters</u>
3. Enter **2009** in the ***From Year*** field.
4. Enter **2010** in the ***To Year*** field.
5. Leave the ***Entity*** fields blank to roll all entities.
6. Leave the X's in all of the fields to roll all tax year parameters whether you use them or not.



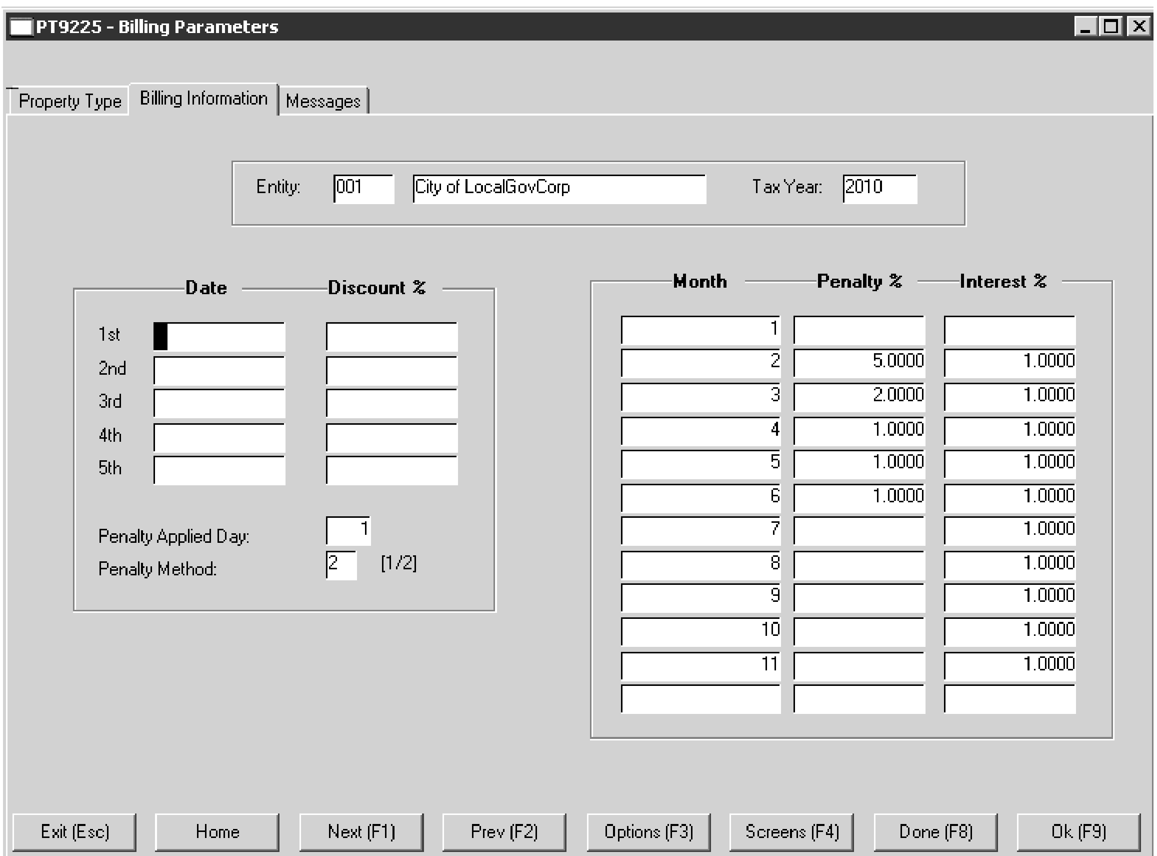
Step 2. Verify the settings in <u>Billing Parameters</u> with the following selections:

1. Choose option <u>10 System Manager</u>, <u>6 Billing Parameters</u>.
2. Choose *Update* mode.
3. Choose 2010.

4. Clear the ***Next Bill Number*** field. After the files are loaded, you will need to find the next available bill number and enter it here if you want to use automatic numbering when creating new bill records.
5. Verify that the dates are correct. This is very important!
6. Verify the ***Billing Tax Type*** to be used. This field should contain a **T** for tax roll.
7. Verify the ***Billing Transaction Code*** to be used. This field should contain **100**.
8. Be sure that the ***Allow Load Taxes*** parameter is set to **Y**.
9. Be sure the ***Allow Receipting*** parameter is set to **Y**.
10. On screen 2, be sure that the penalty and interest amounts are correct. These will not be used until after the due date.

    Example: If a penalty of **5%** and interest of **.5%** should be charged the first month and only interest of **.5%** should be charged the remainder of the year, enter this as follows:

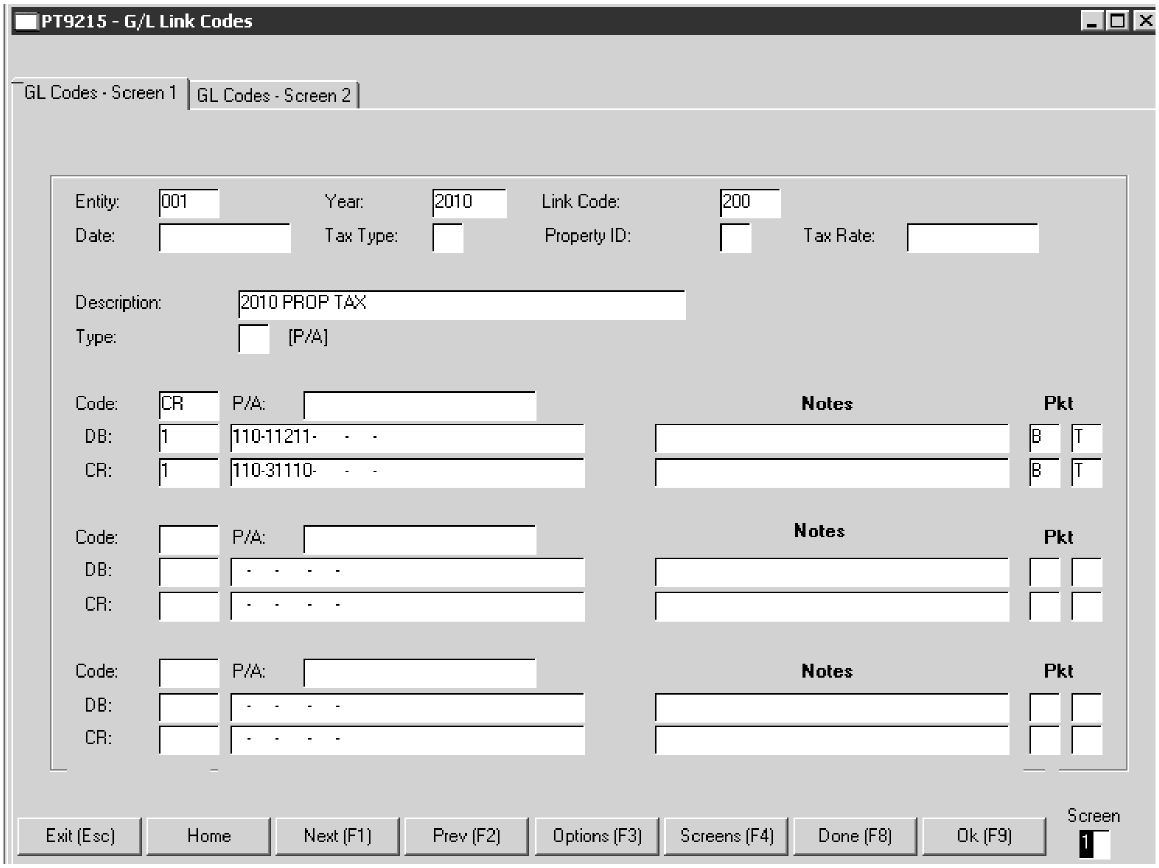
Month	**Penalty**	**Interest**	
(1)	(5.0000)	(0.5000)	(applies 5.5% P&I for one month)
(2)	( )	(0.5000)	(applies .5% interest the remaining time)



Step 3. If you use General Ledger Links, check the following. If you do not use General Ledger Links, skip this section.

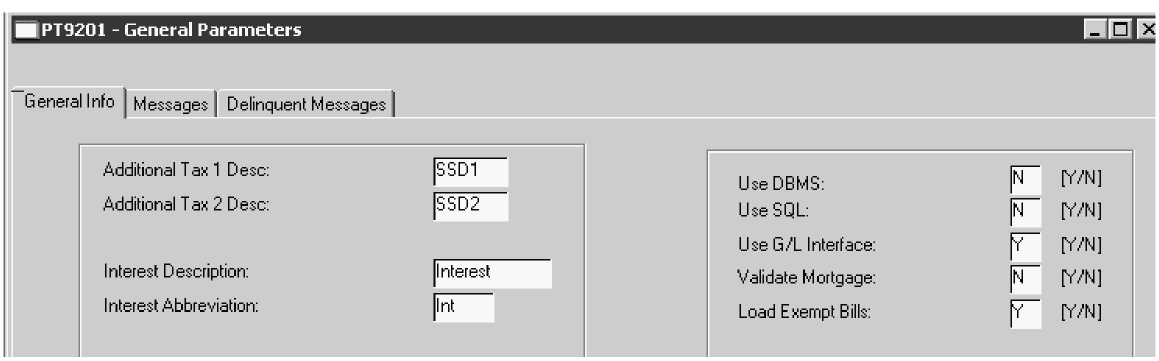
1. Choose option 10 System Manager.
2. Choose option 18 General Ledger Links.
3. Choose *Update* mode.

4. Verify the general ledger accounts to be used for each tax year. If the 2010 taxes should hit a different set of account numbers, be sure to change them.



Step 4. If you want to load exempt bill records along with the regular tax records, do the following:

1. Choose option <u>10 System Manager</u>.
2. Choose option <u>2 General Parameters</u>.
3. Choose *Update* mode.
4. Answer the ***Load Exempt Bills*** question/parameter **Y** to load the tax exempt records. Answer **N** to not load these records into your tax system.



Loading the Tax Files

Now that the System Manager options have been taken care of, you are ready to import the taxes.

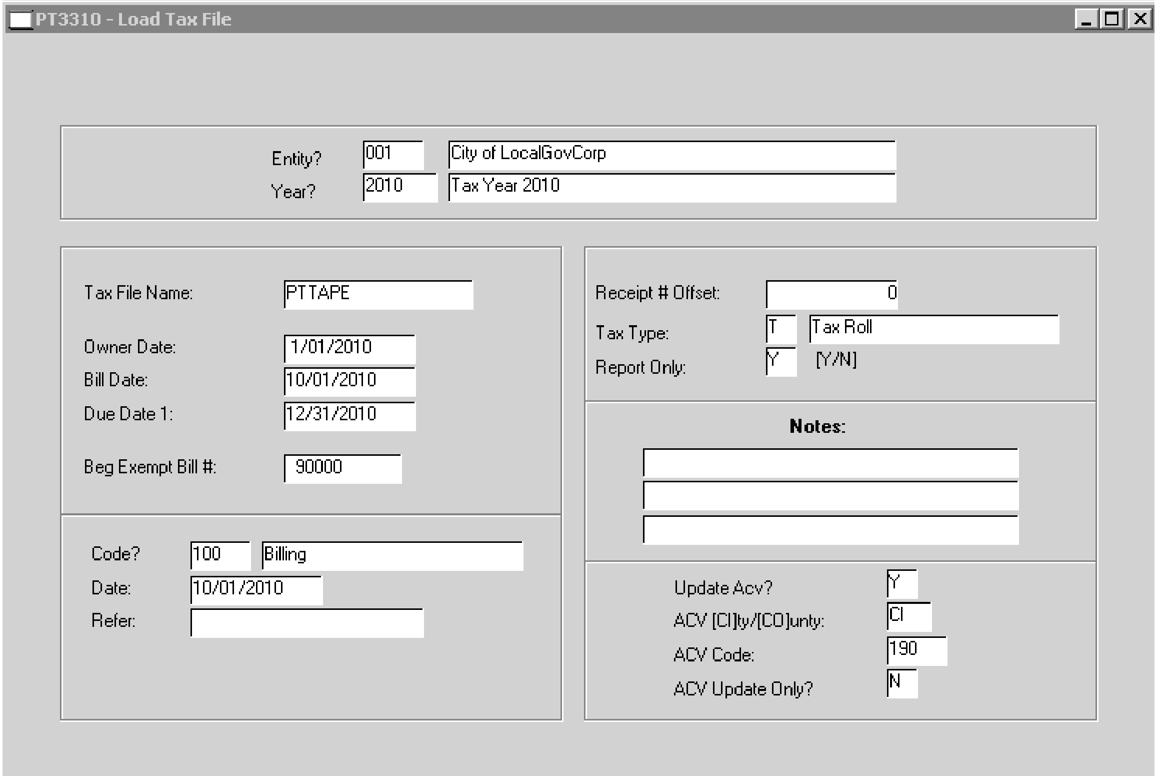
> ***NOTE***: Make sure all users are out of the ***Property Tax*** system while this option is in process!

Step 5. To load the tax files, choose 3 Billing and then 1 Load Tax Files as menu options. Enter the following information concerning the tax records which are being loaded. Do not leave any fields blank unless otherwise instructed:

- the entity (should correspond with the same fields on top of any of last year's receipts)
- the year (The tax year must already have been created in System Manager. Refer to the steps above, as mentioned. It should be **2010**)
- the tax file name that contains the data (supplied by the *Local Government Support Center* after the tape is loaded)
- the dates (***Date*** fields will default from the Billing Parameters defined for the specified tax year. If the dates previously entered in Billing Parameters are incorrect, the dates can be changed on this screen but should be corrected in Billing Parameters also.)
- the owner date for the new tax year (typically 01/01/2010)
- the bill date for the 2010 taxes
- the due date for the 2010 taxes
- a beginning number for exempt parcels (Exempt parcels are included on the tape from the State. If these should be loaded, specify this in General Parameters, and in Billing Parameters enter the bill number at which these parcels should begin numbering. It is suggested that this number be much larger than the regular tax records so they will be easily distinguishable.)
- the tax type to appear on these records (typically **T** for tax roll)
- The first time this option is run, answer ***Report Only* Y** to get a report of the totals, and compare them to the reports received from the State. If there are differences, contact the *Local Government Support Center* for assistance. If the totals match, run this option again and answer ***Report Only* N** to load the new records.
- the transaction code to be used for the tax amount (*F3 Search & Select* will show a list of available codes. This is typically code **100** for Billing.)
- the transaction date, reference and notes to appear on the transaction screen (The transaction date is typically the same as the billing date or it can be the actual date the taxes are loaded on the system. The reference and notes fields are optional.)
- the "Load Tax File" option has been updated to include the ability to load ACV amounts. This will create "Issue Tax Relief" transactions on the tax records.

    - Update ACV should be answered Y.
    - ACV CI/CO should be answered CI if you are a city or CO if you are a county.
    - ACV Code should be the transaction code for "Issue Tax Relief". This is typically 190 but can be changed if needed.

- ACV Update Only should be answered N since you are also loading the taxes.



Step 6. When the update program finishes, run a *Tax Register Report* for the year you have just added (**2010**). This report can be run in the *Tax Register Report* option under 7 Reports and Forms on the main menu of ***Property Tax***. Run the report with ***Print Totals Only*** marked "**Y.**" This report should match the tax rolls provided by the State. Also be sure to *Inquire* on a few receipts to be sure that the tax information, transactions, history, and so on are correct.

Step 7. To verify the User Access settings, do the following:

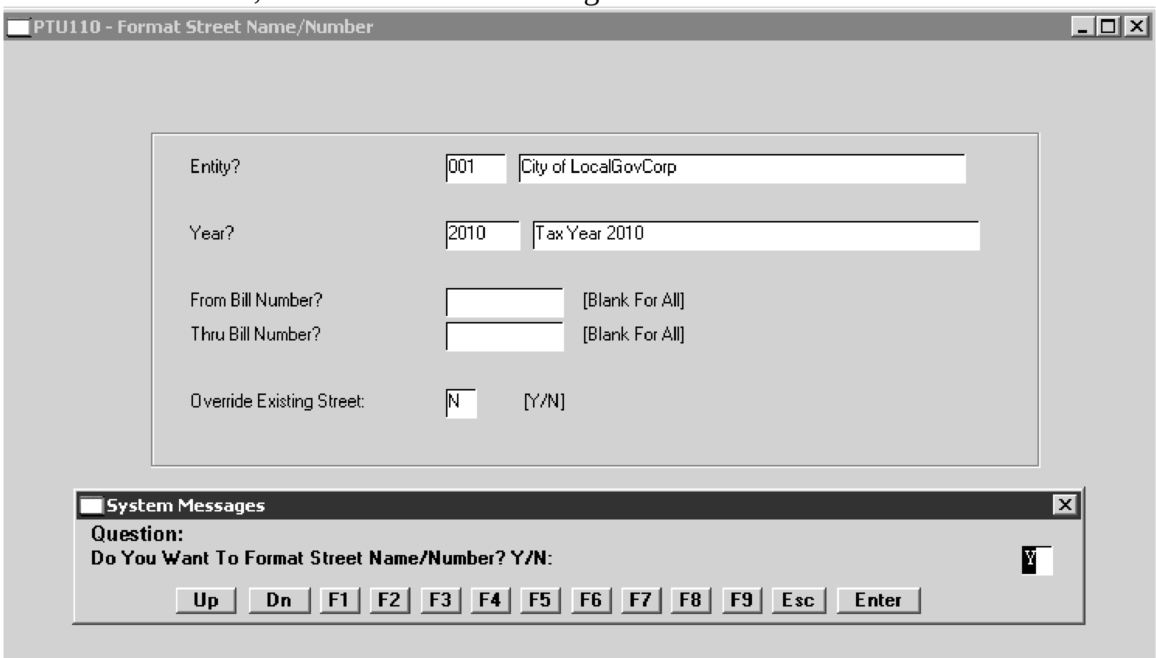
1. Choose option 9 User Profiles.
2. Choose option 2 User Access.
3. Choose *Update* mode.
4. Press **F9** to get a scrolling list.
5. For each user, verify that the new tax year (**2010**) is in the ***Valid Tax Years*** field. If three asterisks (***-I) are in this field, there is no need to change it since they allow access to all tax years.

Step 8. To verify the User Defaults settings, do the following:

1. Choose option 9 User Profiles.
2. Choose option 3 User Defaults.
3. Choose *Update* mode.
4. Press **F9** to get a scrolling list.
5. For each user, change the ***Default Tax Year*** to **2010**. This will make **2010** default in the year field.

Step 9. To split the property address into the street name and street number fields to allow for easier searching, run the Format Street Name/Number utility.

1. Choose option 51 Utilities
2. Choose option 6 Format Street Name/Number (if you do not see this option select 1 Bill, 6 Format Street Name/Number.
3. Enter **2010** in the ***Year*** field.
4. Leave the ***Bill Number*** fields blank to format all records.
5. Answer ***Override Existing Street*** **N**. If the street name and number fields have data in them, the data will not be changed.



Step 10. To roll messages from the prior year to the current year, run the Roll Messages option under Billing

1. Choose option 3 Billing
2. Choose option 12 Roll Messages
3. Enter **2009** in the ***Roll From Year*** field.
4. Enter **2010** in the ***Roll To Year*** field.
5. Leave the ***Bill Number*** fields blank to include all records.
6. Answer Y to ***Report Only*** to get a listing of the messages that will be rolled. Answer N to roll the messages to the current year.