



Flexgen Trustee

USER MANUAL

Version 7

LOCAL GOVERNMENT CORPORATION

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REV. 10/24/2014

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Release Notes

Release Notes Overview

Summary

The notes for each software release are listed below. Please refer to this page for details on changes for each release. A new link will be added for each software release.

Topics available in this section:

2014

TR28 - 1/24/2013	TRE501.ACU	SR14919 - Public Utility Tax load- changed to load receipt numbers in starting with 9500000+state assigned receipt number.
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2012

AR11 - 03/01/12	TR0708 - 03/19/12	Positive Pay - Creating separate files for each Bank Account - 10/20/12
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2011

TR35 – 4/18/11	SR12658 Update	TR44 - 07/19/2011
TR52 - 10/13/11	TR58 - 11/17/2011	TR63 - 11/29/2011
TR64 - 12/01/2011	Mortgage Batch File Payment Import Process Instructions	

2010

Dashboard Inquiry Update	Release 07.07	Tennessee Chart of Accounts Revisions
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(Rev. 01/31/2014)

2014

Customer Summary Notes TR28

To ensure the customer has the updated programs for adding 950000 to the receipt number for the state assigned receipt number.

Release TR28 01/30/14

TRE501.ACU

Customer Summary Notes

SR14919 – Public Utility Tax load- changed to load receipt numbers in starting with 9500000+state assigned receipt number.

2012

Positive Pay

Creating separate files for each Bank Account

10/24/2012

New control parameters:

File For Each Bank Account: YES/NO – defaults to NO. When set to YES, separate positive pay files will be created for each Bank Account. Files created will not be copied to diskette, but will use the new “Multiple Files Path”.

Multiple Files Path: Used only when “File For Each Bank Account” is set to YES. This path, including drive and folder is where the files created will be placed. This path must already exist.

CKF001 - Checking Options Control Maint.

Positive Pay

Positive Pay Flag: 1 YES

Positive Pay File: ANYCD

Standard File Format: 01 YES

Process All Checks: 02 NO

File For Each Bank Account: 01 YES

Multiple Files Path: L:\LGCV\POSPAY

Bank Reconciliation

Reconciliation Flag: 01 YES

Reconciliation File Name: UPLOAD

Define Reconciliation File: 01 YES

Start Position Length

Account No: 1 12

Check No: 17 10

Check Amount: 27 12

Check Date: 40 8

Decimal Implied (Y/N): Y

Date Format

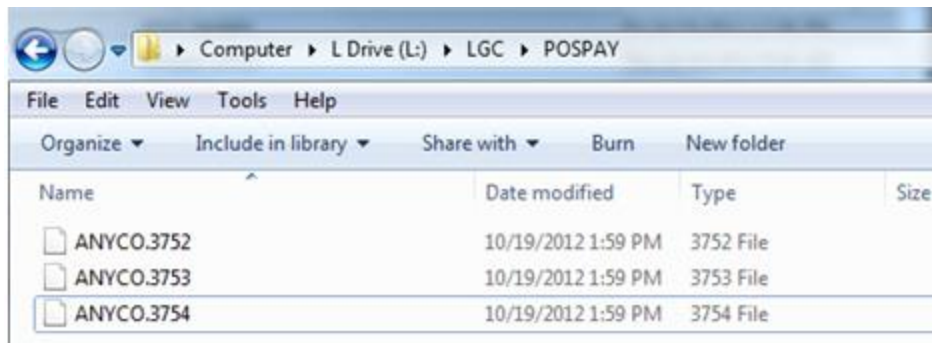
Code Format Size

A MMDDCCYY 8

Exit (Esc) Update (F4) LookUp(F2)

The create check rec file process works the same, except you are not prompted for a diskette. The files to be transferred to the bank are created in the directory defined in the “Multiple Files Path” control using the “Positive Pay File” name from the controls with the last 4 digits of the bank account number as a suffix.
(example:)

Trustee User Manual



All other processes work the same.

Rev. (10/24/2012)

Customer Summary Notes AR11

Change to AR and Misc Receipting Receipt Maint to make INITIALS field output only. This change requires the logged in users initials to always be used. Audit had requested to make initials unable to be changed.

Release AR11 03/01/12

ARF510.ACU, ARF310.ACU

Customer Summary Notes

SR13843 – Change to AR and Misc Receipting Receipt Maint to make INITIALS field output only. This change requires the logged in users initials to always be used. Audit request to make initials unable to be changed.

Trustee Release TR0708

3/19/2012

Release SCL – TR0708

Note: Sites using Point of Sale will need to load updated POS programs.

Name Field size increased on most screens

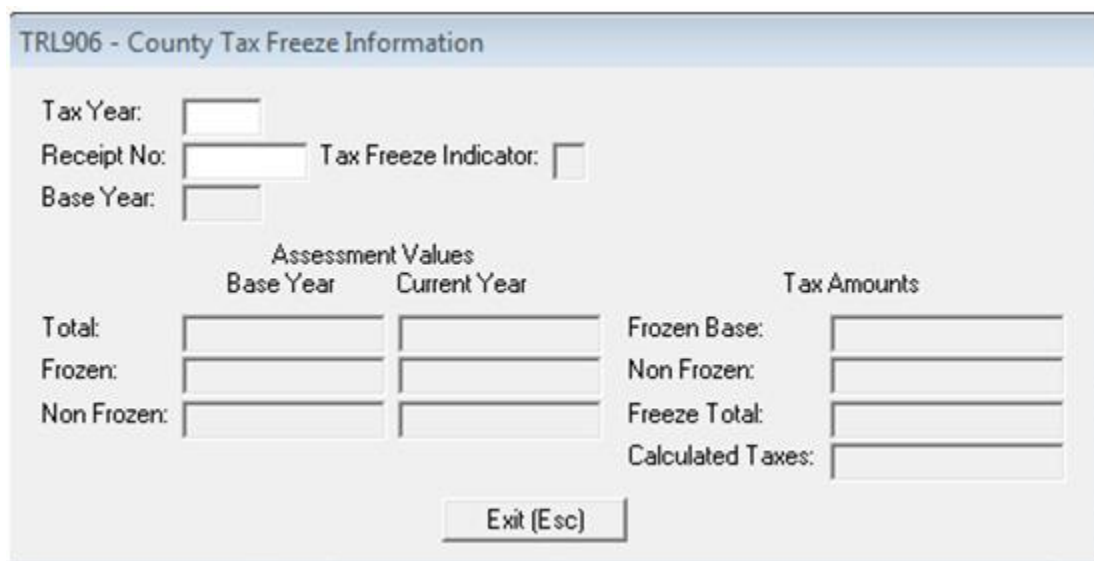
Address fields sizes increases on most screens

Master Inquiry changes

- Add Address 2 line
- New field for STATE for IMPACT formatted files. Converting, we will keep the City and State together but when a file is imported in the IMPACT format, it will separate the City and State (we are not using the Country field from the IMPACT file)



- Tax Freeze Info. New County information. This comes from the State when the tax roll is loaded.



Assessment Values		Tax Amounts	
Base Year	Current Year		
Total:		Frozen Base:	
Frozen:		Non Frozen:	
Non Frozen:		Freeze Total:	
		Calculated Taxes:	

Property Tax Annual load

- CAAS for format previous to 2012

- IMPACT for new format beginning in 2012
- Allows you to BROWSE for the file and it can be named anything (8 character limit). It will NOT put a copy of the tax roll into the FILES directory.

New Owner File Update

- CAAS for format previous to 2012
- IMPACT for new format beginning in 2012

Delinquent Tax Export

- CAAS for format previous to 2012
- IMPACT for new format beginning in 2012

Dashboard Inquiry – no name/address changes dues to field size restraints.

New Owner Scroll – added address 2

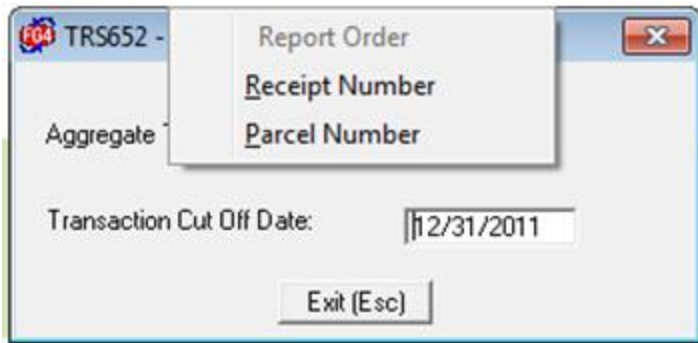
Master Maint. – Tax Freeze Maint. – allow changes of Tax Freeze info that is contained in the IMPACT file

SR11416 – ACV Listings – Add column for PAID indicator

TRQ190	2012/03/15 10:55:48	TOWN OF SAMPLEVILLE	FlexGen4(7.0U)	Page: 1				
ACV Listing By Receipt No								
Receipt No	Parcel ID/Property Address		Name	Total Taxes	ACV Amount	Paid	Applied	Reconciled
2011-0000150	10-100-100	-100-00-000	ADAMS DAVID E	1,210.00	170.00	NO	NO	
	OLD NEW HILL	2700	2700 OLD NEW HILL					
			BRIDGEFIELD, TN 37016					
2011-0000151	10-100-100	-100-00-000	ADAMS DAVID E	881.00	170.00	YES	NO	
	OLD NEW HILL	2700	2700 OLD NEW HILL					
			BRIDGEFIELD, TN 37016					
2011-0000152	10-100-100	-100-00-000	ADAMS DAVID E	1,117.00	1,117.00	YES	NO	
	LONG CTR	1000	LONG CTR					
			BRIDGEFIELD, TN 37016					
2011-0000153	10-100-100	-100-00-000	ADAMS DAVID E	1,000.00	170.00	YES	NO	
	OLD NEW HILL	2700	2700 OLD NEW HILL					
			BRIDGEFIELD, TN 37016					
2011-0000154	10-100-100	-100-00-000	ADAMS DAVID E	700.00	170.00	YES	NO	
	OLD NEW HILL	2700	2700 OLD NEW HILL					
			BRIDGEFIELD, TN 37016					

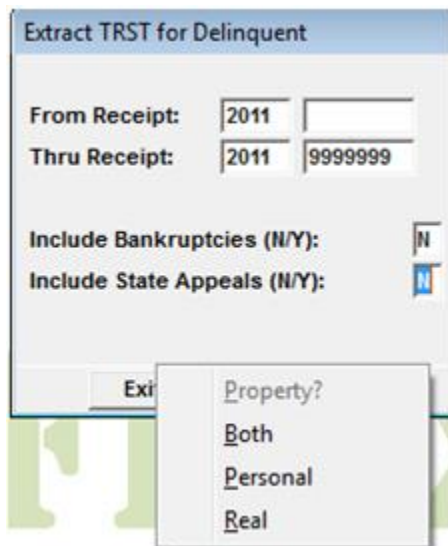
SR13940 – Dashboard Receipting – changed to allow you to change the PENALTY DATE per receipt line in order to set it prior to the penalty due date.

SR13988 –Summary Audit Net Change report – added option to order by Parcel Number. Menus, Reports, Audit, Summary Audit Net Change.



Distribution Audit Report by Parcel Number – TRQ640D - New report for distribution changes by Parcel Number. *Menus, Reports, Audit, Audit, Distribution, Parcel Number.*

SR14080 – Extract TRST for Delinquent file. (TRE270) This option has been changed to include new selection criteria. Receipt number, Bankruptcy, Tax Appeal, Real/Personal/Both.



SR14083 – Changes to the Warrant load processes and report to validate account numbers on the warrant. The report will show errors and not load those that do not validate.

Counties and cities on the IMPACT system will have their tax notices printed on 8.5 X 11 paper by the State.

2011

TR 44 Update

You may print this set of release notes using the Print button at the top of the screen.

SR13008

There has been a change made to the option for the mortgage company payments file loading. Instead of requiring the file to be loaded from a disk (or other defined drive location) and the file having to be named TRTR.FLE, we now have the option to browse for a file of any name (without spaces in the filename) and select that file. The menu options for Trustee and Property Tax have been changed. Please take a look at the rough documentation for more information. This only takes place of loading the file into the FILES directory. The customer still has to run the option for the Mortgage Co Batch Extract.

(Rev. 07/19/2011)

TR 35 Update

You may print this set of release notes using the Print button at the top of the screen.

SR12710

Changed Unpaid receipts lookup in Receipting process to include Unpaid Taxes amount and not show any receipts with \$0.00 due.

Example:

TRL010A - Unpaid Taxes Lookup				
Year	Receipt No	Name	Property Address	Unpaid Taxes
2010	0000006	101 WINNERS CIRCLE ASSOCIA	WINNERS CIR 101	58850.00
2010	0000008	11TH OFF MAIN BUILDERS LLC	BRILLIANTINE CIR 115	2751.00
2010	0000010	120 5TH AVE N HEP/RNA LLC	5TH AVE N 120	5592.00

Update SR12658

You may print this set of release notes using the Print button at the top of the screen.

SR12658

new report - County Tax Relief. *Menus, Reports, Other A-L*. Shows tax relief amounts by tax year, receipt number and receipt date range.

TR52 Dashboard Receipting Update

You may print this set of release notes using the Print button at the top of the screen.

SR13352

SR13352 – Dashboard Receipting – allows for overpayments on the Payment Type Maint. Screen. Added logic to the Payment Type Maintenance screen to allow for the entrance of payment amounts greater than the amount passed to that screen from the Dashboard Receipting screen. When this is done they must designate the overpayment as change due or an overpayment. This overpayment amount will be added to the first line on the screen when they return to the Dashboard Receipting Screen. The payment amount will be incriminated by this amount and the new balance will be recomputed based on this overpayment.

There are a couple limitations to this new capability. If there is already an amount in the new balance on the first line of Dashboard receipting this cannot be done; therefore this will not work for partial payments. They will have to go to the normal receipting screen.

(Rev. 10/13/2011)

TR58 C&M Reporting Update

You may print this set of release notes using the Print button at the top of the screen.

SR13257, SR13275

SR13257 – Change to Paid at C&M Report (TRX325) to replace column for 'Date Sent to C&M' with 'Dismissed' column. Will show 'Yes' for receipts with C&M flag of "03".

SR 13275 - Change of wording for Tax Freeze message.

(Rev. 01/06/2012)

TR63 Dashboard Receipting Update

You may print this set of release notes using the Print button at the top of the screen.

SR11935

SR11935 – Allow for a batch report before payment in Dashboard Receipting. Create the batch and then save it. Go back into Dashboard Receipting, select Batch Lookup Existing Batches and there is a new function key (F7) to print the batch.

(Rev. 01/06/2012)

TR64 SSD and Fire Tax Report Update

You may print this set of release notes using the Print button at the top of the screen.

SR12513

SR12513 – SSD and Fire Tax totals report. Prints after Tax Type Report, if there are any amounts for SSD and Fire Tax. This report only prints totals.

(Rev. 01/06/2012)

FLEXGEN MORTGAGE BATCH PAYMENT FILE IMPORT

Click [here](#) to view this file in a PDF format.

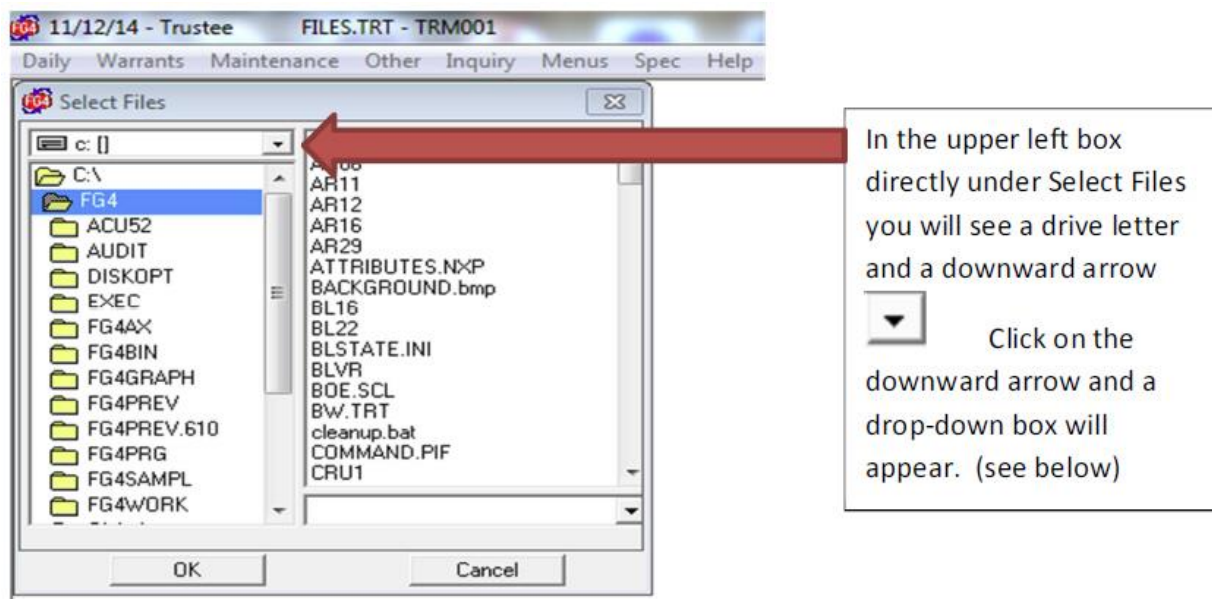
This new process allows you to tell Flexgen where to find the Mortgage file, and it will rename the file to TRTR.FLE which is needed for the process to recognize the data.

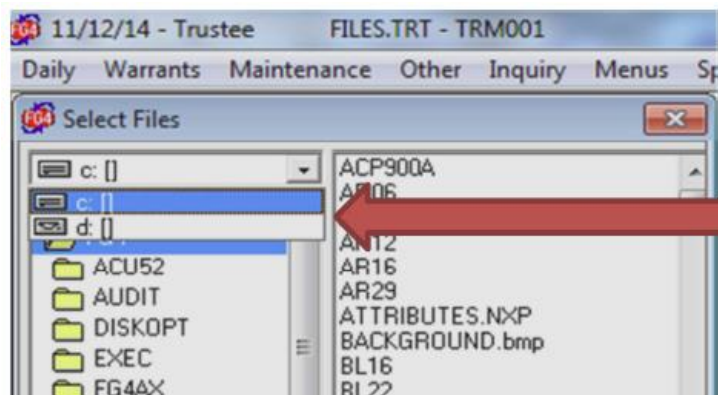
The process will rename the Mortgage File as long as it doesn't contain blank spaces or character keys (such as “_” underscores) or if the file name is too long (over 24 in length).

Make sure you have placed the CD, Diskette, etc in the appropriate drive at the Server. If you have saved an email attachment into a folder then you will not have to insert anything at the server.

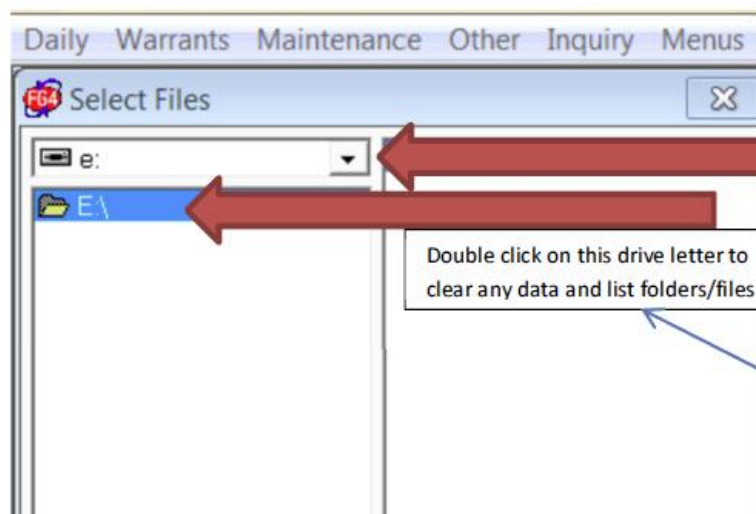
Go to Trustee Menu > Other > Mortgage Co. Pymnt File Import > which will open a “Select Files” box.

Tell Flexgen where to find the Payment File by choosing the Drive Letter for the media that was inserted at the server. (Usually A=Diskette Drive, D or E = CD drive, F or E usually = Flash Drive) by clicking the downward arrow in the top left window (see diagram below). If you have saved a file from Email into a folder then find that drive/folder. Try looking in a Shared Folder, for example L:\TEMP.

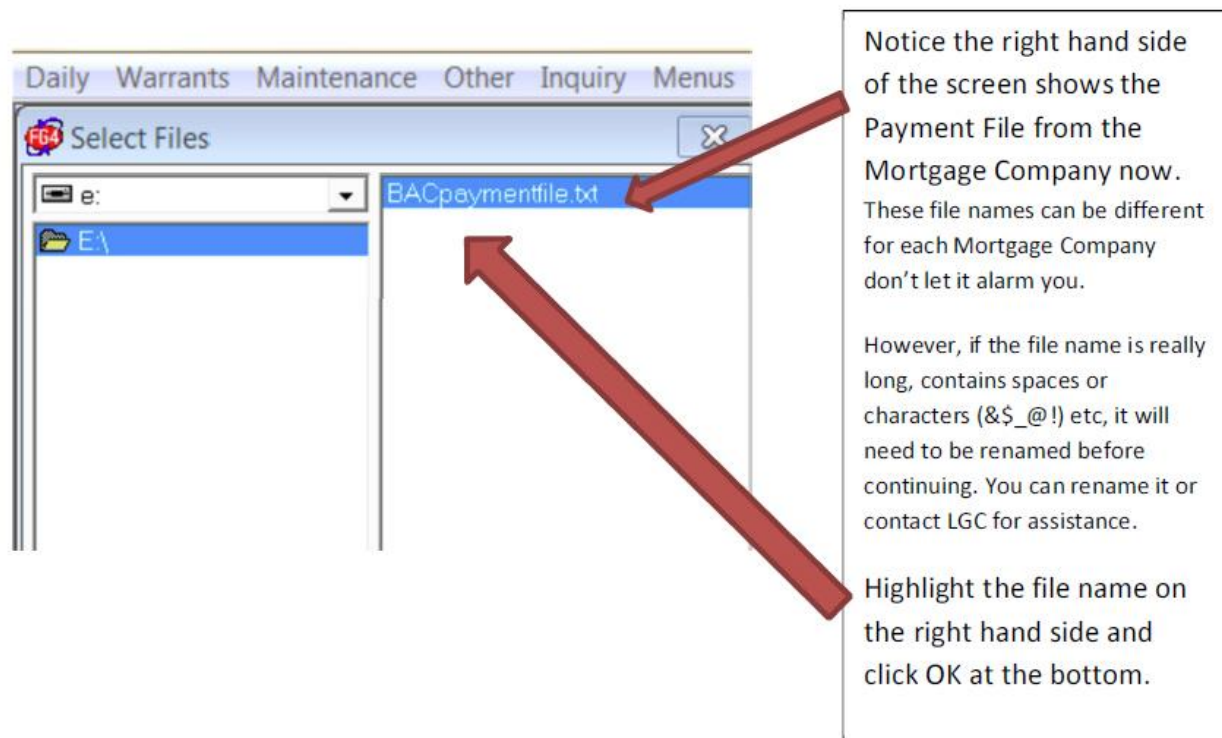




Notice dropdown box. It is showing you the available drives where your payment file might be. Double click on the appropriate drive letter.



When you have found your drive/folder and selected it, it will now also appear in the bottom window below it. Double click on that 2nd drive letter to clear any data and list folders and file names.



Once you have chosen the file and hit OK the process will start to import the file. This is a fairly quick process but depends on the file size. While it's loading you may see a blank Flexgen screen. When it's done loading it will return you to the Trustee Menu > "Other" panel. From here the process is the same as before; Choose > Mortgage Company Batch Extract and it will create your batch(s) and provide you with 2 Batch Error Listings.

(Rev. 01/06/2012)

2010

Trustee 07.07

You may print this set of release notes using the Print button at the top of the screen or you may download a PDF version of these notes [here](#).

SCL: TR0707

SR7528

Penalty and Interest is now available for printing on your Tax Statements. Please contact LGC if you want this feature added to your tax statements.

SR4032

'Name 2' field has been added to Tax Year Scroll Reports

SR5334

Property Tax Listings –STATE selection has changed to omit receipts when the 'State Appeal' flag is set to '1' for 'Yes' (Property Tax Listing by Receipt, Name and Parcel)

SR11209

If your office does not process October Commission and the October commission file is set up for October with 'Commission Available' as 'No', you are no longer prompted 'Have You Taken October Commissions?' and required to answer 'Yes' in order to continue and close the month. Those offices that process October Commission will still be prompted and required to answer 'Yes' to continue.

SR9177

A 'Hold' flag has been added to the Special Message option (Trustee Menu, Maintenance, Special Message). When a special message with a 'hold' flag of 1 for Yes is attached to a receipt, it will not include this receipt in the Clerk and Master Export if delinquent.

The screenshot shows a window titled "TRF275 - Special Message Code". It contains several input fields: "Code:" with a small numeric field and "<<" ">>" buttons; "Description:" with a text field; "Receipt Msg:" with a text field; "Clear Flag:" with two checkboxes; "Hold Flag:" with two checkboxes; "Message 1:" and "2:" with text fields. At the bottom are buttons for "Exit (Esc)", "Update (F4)", "Delete (F6)", and "LookUp (F2)".

The Special Message Listing (Menus, Reports, Master, Special Message) has been changed to allow the selection of which special message codes to include in the report. Select the code(s) from the 'tag lookup'.

The screenshot shows a window titled "TRS330 - Special Message Listing". It has fields for "Tax Year:", "Beginning Receipt:", "Beginning Parcel:" (a grid of 10 boxes), "Beginning Name:", "Ending Receipt:", "Ending Parcel:" (a grid of 10 boxes), "Ending Name:", and "Message Codes:". At the bottom are "Exit (Esc)" and "LookUp (F2)" buttons. A "Report Order Options" dialog box is open over the window, listing "Exit", "Receipt", "Parcel", and "Name".

SR10464

Partial Payment receipts have been corrected when printing for the months of June and November to correctly show the last day of the month when data print file #283 is used to show the month end balance for the current month.

SR5192

Payment Type/Payment Method Totals Report – after the Detail Receipt Listing report completes, you are prompted to run this report. The Payment Type Report will list the total dollar amount of each payment type (cash, check, etc.,) received for the date range entered as well as a count total for each payment type with totals at the end. The

Payment Method Report will show a count for the total number of each payment method (mail, over the counter, etc.) for the date range entered.

Receipt Listing

Beginning Receipt Date: 01/01/2010
MMDDCCYY

Ending Re: 6/30/2010
MMDDCCYY

Beginning Receipt Number:
Ending Receipt Number: 9999999

Exit Select

These reports are also available under the 'Other' panel within the Day End menu options.

F04 10/08/01 - Day End - TRM008

Day End Extract Other Help

Drawer Checkout By Pmt Method
Payment Type & Method Totals

SR3863

Property Tax Listings – a field has been added for 'Sent to C&M' information. This will print when the report is run for 'Unpaid' receipts unless it is marked for bankruptcy in which case 'Bankruptcy' will still show.

SR7382

Bankruptcy has been added to the Tax Year Scroll Inquiry form (Inquiry, Master, OthProc (F9), Tax Year Scroll). This will show 'BNKR' at the bottom of the screen below the appropriate year and receipt for records that are marked as Bankrupt.

Total Taxes:		53.00	101.00	466.00	513.00
Penalty Amt: +		3.00	0.00	196.00	24.00
Paid Amt: -		0.00	101.00	0.00	537.00
ACV Amt: -		0.00	0.00	0.00	0.00
Discount Amt: -		0.00	0.00	0.00	0.00
Amt Owed: =		56.00	0.00	662.00	0.00

SR9121

Misc Receipt Inquiry screen has 'scrolling' option added. This allows for use of page up and page down to scroll through receipts.

SR8666

Master Summary Inquiry – 'City Number' has been added to the screen for the following options: Receipt Number, Full Parcel Key, Parcel Key, Name, and Property Address.

TRL020 - Master Receipt Number Inquiry

Yr	Receipt	Di	Map	Cl	Gp	Parcel	SI	Date Paid	Assessed Value
2009	0000061	11	087	087		004.07	000		
City No:	156	No:							7,425
Name:	BUGGS BUNNY								

SR6774

Batch Transaction Report (Display/Print Batch) has had the 'Property Address' added.

SR8041

Master Maintenance has been changed to not allow the 'Clerk & Mst' field to be changed to '2 – Paid at C&M'. This process must now be done through 'Clerk and Master Update' option.

SR8040

Property Values Report (Menus, Reports, Other O-Z, Property Values) – New report showing Receipt Number, Parcel, Name, Property Address, Land Value, Improvement Value, Per Property, Total Property, Assessed %, Assessed Value, Net Taxes and Other tax. Run by Tax year and Receipt, Name, or Parcel Range. You can choose Paid, Unpaid or All and Both, Personal, or Real. Includes Grand Totals at the end of the report.

FRQ307

2010/06/30 15:24:10

TOWN OF SAMPLEVILLE

FlexGen4(7.0U)

Page: 1

Property Values By Receipt

Year Receipt	D1	Map	Ctl	Gp	Parcel No	SI ID	Name Address	Land Value Imprv Value	Per Prop Total Prop	Assess % Asses Value	Net Taxes Other Tax
2009-0000021	02-129-	-	-129-	-025.00-P	-001		DAFFY DUCK HWY 46 S 1907	0 0	28,072 28,072	30% 8,422	240.00 0.00
2009-0000025	05-103-	-	-103-	-089.00-P	-019		CHARLIE BROWN SNOOPY RD 593	0 0	3,727 3,727	30% 1,063	30.00 0.00

Report Totals

Land Value:	129,193,700.00
Improvement Value:	219,481,800.00
Personal Property:	20,582,550.00
Property Value:	369,258,050.00
Assessed Value:	104,659,419.00
Net Taxes:	2,978,787.00
Other Taxes:	18,726.53
All Taxes:	2,997,513.53

Tax Year: 2009

Beginning Receipt: 00000000

Ending Receipt: 99999999

SR6215

Tax Roll Reports – added selection for Both, Personal or Real Property

SR10621

Tax Year Scroll by Property Address – corrected issue with P&I amount not printing, although P&I percentage was printing correctly.

SR6968

ACV report – added option for Paid/Unpaid/All receipts when selecting Unapplied ACV amounts.

SR10639

Delinquent Notices and New Owner Dlg Notices – New data field added to print the 3 character month.

Contact LGC if you are interested in this feature.

SR10489

Print Misc Receipts by Date Range from menu option (TRS040A) – corrected to not include Property Tax Receipts.

SR11044

Batch Receipting, select receipt option – F4 key label has changed to 'Update'. This is not to be used for selecting receipts. This key is used AFTER receipts have been

selected, in order to leave the receipt selections screen and continue the receipting process.

SR11348

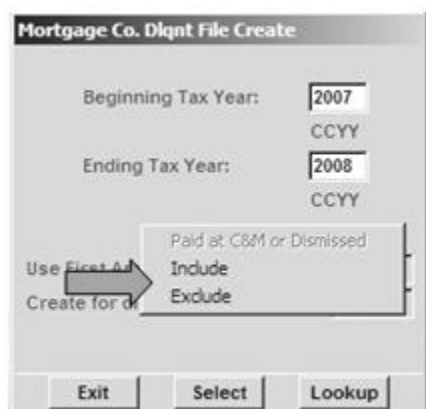
Misc Receipt Distribution – corrected issue where the ‘Default Allocation Table’ was being reloaded if you entered back through revenue code lines where the ‘Default Allocation Table’ code had been changed from the default.

SR11352

Comments by Parcel Range (Other, Reports, Other A-N, Comments by Parcel Range) – New report that will printing comments (notes) per receipt by Parcel Range.

SR11812

Mortgage Co Delinquent File export – Added option to Exclude records turned over to C&M



SR11093

Dashboard Inquiry

This new option allows you to see more information about parcels with fewer keystrokes than before.

TRF035 - Dashboard Inquiry

2009	0000069	05	111	K	111	K	C	001.00		Land Value:	10000	
JANE DOE									MY STREET 123	Improv:	0	
123 MY STREET									Account No:		Pers Prop:	0
COLUMBIA, TN 38401										Total Prop:	10000	
Deed Bk:	495	Pg:	160	Date:	11/19/1997	Acres:			Assesed:	2500		
Plat Bk:		Pg:		Block:		Lot:			Tax Due:	71.00		
Subdivision:									Unpaid Tax:	71.00		
Dimensions: 129 X 200									ACV/Dsc:	0.00		
Co:	60	City:		SpcMsg:					Pen/Int:	4.00		
Tax Rate:	2.8500	Net Assessment Change:		0.00					Tot Due:	75.00		
Notes: THIS IS A TEST FOR NOTES ON 2009 RECEIPT # 69									Paid Date:			

Year	Receipt	Tax Amount	ACV/Dsc	Pen/Int	Amount Paid	Unpaid Amt
2009	69	71.00				71.00
2008	67	67.00		9.00	76.00	
2007	70	66.00			66.00	
2006	71	60.00			60.00	
2005	64	60.19			60.19	
2004	54	53.63		0.80	54.43	

Exit (Esc) StrmRct (F6) Options (F5) LookUp (F2) Receipt (F7) Page Up Page Down

View (F8) Inquiry (F9)

The information on the top portion of the screen relates to the tax selected in the bottom portion, indicated by the flashing cursor in the box to the left of the Year field, as shown below.

TRF035 - Dashboard Inquiry

2009	0000069	05	111	K	111	K	C	001.00		Land Value:	10000	
JANE DOE									MY STREET 123	Improv:	0	
123 MY STREET									Account No:		Pers Prop:	0
COLUMBIA, TN 38401										Total Prop:	10000	
Deed Bk:	495	Pg:	160	Date:	11/19/1997	Acres:			Assessed:	2500		
Plat Bk:		Pg:		Block:		Lot:			Tax Due:	71.00		
Subdivision:									Unpaid Tax:	71.00		
Dimensions: 129 X 200									ACV/Dsc:	0.00		
Co:	60	City:		SpcMsg:					Pen/Int:	4.00		
Tax Rate:	2.8500	Net Assessment Change:		0.00					Tot Due:	75.00		
Notes: THIS IS A TEST FOR NOTES ON 2009 RECEIPT # 69									Paid Date:			

Year	Receipt	Tax Amount	ACV/Dsc	Pen/Int	Amount Paid	Unpaid Amt
<input checked="" type="checkbox"/> 2009	69	71.00				71.00
<input type="checkbox"/> 2008	67	67.00		9.00	76.00	
<input type="checkbox"/> 2007	70	66.00			66.00	
<input type="checkbox"/> 2006	71	60.00			60.00	
<input type="checkbox"/> 2005	64	60.19			60.19	
<input type="checkbox"/> 2004	54	53.63		0.80	54.43	

Exit (Esc) StrmRct (F6) Options (F5) LookUp (F2) Receipt (F7) Page Up Page Down

View (F8) Inquiry (F9)

If the selected receipt is unpaid, the current Penalty & Interest and Total Taxes due displayed in the highlighted area shown below.

TRF035 - Dashboard Inquiry

2009 0000069 05 111 K 111 K C 001.00 Land Value: 10000

JANE DOE MY STREET 123 Improv: 0

123 MY STREET Account No: Pers Prop: 0

COLUMBIA, TN 38401 Total Prop: 10000

Deed Bk: 495 Pg: 160 Date: 11/19/1997 Acres: Assesed: 2500

Plat Bk: Pg: Block: Lot: Tax Due: 71.00

Subdivision: Unpaid Tax: 71.00

Dimensions: 129X200 ACV/Dsc: 0.00

Cx: 60 City: SpcMsg: Pen/Int: 4.00

Tax Rate: 2.8500 Net Assessment Change: 0.00 Tot Due: 75.00

Notes: THIS IS A TEST FOR NOTES ON 2009 RECEIPT # 69 Paid Date:

Year	Receipt	Tax Amount	ACV/Dsc	Pen/Int	Amount Paid	Unpaid Amt
2009	69	71.00				71.00
2008	67	67.00		9.00	76.00	
2007	70	66.00			66.00	
2006	71	60.00			60.00	
2005	64	60.19			60.19	
2004	54	53.63		0.80	54.43	

Exit (Esc) StrnRct (F6) Options (F5) LookUp (F2) Receipt (F7) Page Up Page Down

View (F8) Inquiry (F9)

If the selected receipt is paid, the paid Penalty & Interest shows in the top, with the total amount paid displayed at the bottom, as shown below. Also, for any paid receipt, the paid date is shown separately above the receipts listing Unpaid Amount.

TRF035 - Dashboard Inquiry

2009 0000047 12 062 062 012.03

MICKEY MOUSE DISNEY LN 104

104 DISNEY LANE Account No:

COLUMBIA, TN 38401

Deed Bk: 359 Pg: 63 Date: 03/23/1994 Acres: 1.20

Plat Bk: Pg: Block: Lot:

Subdivision:

Dimensions:

Co: 60 City: SpclMsg:

Tax Rate: 2.8500 Net Assessment Change: 0.00

Notes:

Land Value: 10400

Improv: 97700

Pers Prop: 0

Total Prop: 108100

Assesed: 27025

Tax Due: 770.00

Unpaid Tax: 0.00

ACV/Dsc: 0.00

Pen/Int: 46.00

Tot Due: 0.00

Paid Date: 06/30/2010

Year	Receipt	Tax Amount	ACV/Dsc	Pen/Int	Amount Paid	Unpaid Amt
2009	47	770.00		46.00	816.00	
2008	49	719.00			719.00	
2007	50	711.00		128.00	839.00	
2006	51	800.00		72.00	872.00	
2005	42	800.09		24.00	824.09	
2004	38	712.86			712.86	

Exit (Esc) StmRct (F6) Options (F5) LookUp (F2) Receipt (F7) Page Up Page Down

View (F8) Inquiry (F9)

Exit (Esc) StmRct (F6) Options (F5) LookUp (F2) Receipt (F7) Page Up Page Down

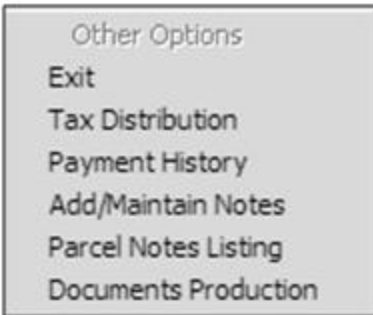
View (F8) Inquiry (F9)

Pressing F6 will print either a Tax Statement or Receipt depending on the paid status of the receipt

When an unpaid tax is selected, pressing F7 will take you to the Property Tax Receipting option to allow you to receipt the tax.

Pressing F9 will take you to the Master Inquiry screen in the event you need even more detailed information for the receipt.

Pressing F5 will display the box below.



- Tax Distribution takes you directly to that screen in the Master Inquiry
- Payment History takes you directly to that screen in the Master Inquiry for more detailed information
- Add/Maintain Notes allow you to add to or modify the notes for this tax receipt
- Parcel Notes Listing shows all notes for the particular parcel, regardless of the tax year or receipt number.
- Documents Production exports specific fields to a CSV file for the selected tax receipt and can be used for import into a mail merge document.

SR11444

Dashboard Receipting

TRF455 - Dashboard Batch Receipting

Group Id: Batch Name: Description:
 Receipt Date: Discount Date: Penalty Date:

Seq	Receipt No	Tax Amount	Discount Amt	Penalty Amt	Payment Amt	New Balance	Ovp Flg
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
Receipts: <input type="text"/>		Totals: 0.00	0.00	0.00	0.00	0.00	
Name: <input type="text"/>		Parcel: 00 000		000		000.00	000
Prop Adr: <input type="text"/>		Notes: <input type="text"/>		Total Taxes Due: <input type="text"/>			
Payment Method: <input type="text"/>				- State ACV: <input type="text"/>			
Received Of: <input type="text"/>				- County ACV: <input type="text"/>			
Payment Type: <input type="text"/>				- Discounts: <input type="text"/>			
Payment No: <input type="text"/>				+ Penalties: <input type="text"/>			
Cashier Init: <input type="text"/>				= Net Due <input type="text"/>			
Group Code: <input type="text"/>				Tendered: <input type="text"/>			
Cashier Drawer: <input type="text"/>				Applied Amt: <input type="text"/>			
				Change Due: <input type="text"/>			

Exit (Esc) Update (F4) Delete (F6) Delete Line (F8) LookUp (F2) Dsc/Pen (F7) Page Up
 AddMaint(F5) PayDet (Clt F1) Group Id (Clt F2) LoadMrg (Clt F3) Add Line (F9) Page Down

Upon entering the Dashboard Receipting option, you will be prompted to select Individual or Batch. You may select multiple receipts for batch payment with either option, but the Individual option is designed for payment of multiple receipts without creating a batch. Pressing F2 on the Group Id field allows you to choose to select either and existing Group ID or an existing Batch.

Entry Mode

Individual

Batch

If you select the Individual option, the cursor will move to the Receipt Date fields and automatically fill in the batch name and description fields. Selecting the Batch option will go to the Group ID field.

Pressing F2 on the Group Id field allows you to choose to select either and existing Group ID or an existing Batch.

Lookup Options

Group Id

Existing Batches

Pressing Ctl-F2 while on the Group Id field allows you to maintain groups. Pressing F5 to add parcels will display ALL taxes, both paid and unpaid. Groups can be either permanent or temporary. A permanent group can be used from year to year, thus purpose of selecting All taxes at this juncture. Selecting a Group only loads unpaid taxes into the receipting area.

When in Group Id Maintenance:

- Pressing F2 will LookUp all existing groups.
- Pressing F5 allows you to add parcels to the group. Remember, this is both paid and unpaid parcels.
- Pressing F6 deletes the group.
- Pressing F7 will allow you to Display/Print a report of the parcels contained in the group.
- Once you have finished maintaining the group, pressing F4 saves the information.

For Batch Receipt option, Batch Names are automatically assigned. You must enter a batch Description.

The three date fields automatically fill with your login date and can be changed individually. These dates are updated to your login date regardless of the date on which they were created.

Pressing F2 on the Receipt No field allows you to select a look up option.

TRF455 - Dashboard Batch Receipting

Group Id: [] Batch Name: 0010063003 Description: JOHN DOE

Receipt Date: 06/30/2010 Discount Date: 06/30/2010 Penalty Date: 06/30/2010

Seq	Receipt No	Tax Amount	Discount Amt	Penalty Amt	Payment Amt	New Balance	Ovp Flg
1	2009					0.00	
2						0.00	
3						0.00	
4						0.00	
5						0.00	
6						0.00	
7						0.00	
Receipts:		Totals:	0.00	0.00	0.00	0.00	
		Name:		Parcel: 00 000	000	000.00	000

Lookup Options:

- Exit
- Receipt Number
- Name
- Property Address
- Parcel
- Full Parcel
- Account Number

If you need to modify either the Discount Amt or the Penalty Amt field, pressing F7 allows you to do so.

TRF457 - Dashboard Penalty Maintenance

Batch Name: 0010063003

Receipt Number: 2009 21

Tax Amount: 240.00

Payment Amount: 254.00

Partial Payment: ☐

Penalty Date: 06302010

Penalty Percent: 6.0000

Penalty Amount: 14.00

Maintenance Options:

- Discounts
- Penalties

Exit (Esc) Update (F4)

If you want/need to change the Payment Amt field, you may do so for each individual receipt. If the payment amount is more than the amount due, the software asks if it is an overpayment. Answering No indicates you will return the money to the customer as change due. Answering Yes alerts the software to record the money into the overpayment account, 22200.

After you have loaded all your receipts, if you want to create a Group which could be used in the following year to load the same parcels you may press Ctl-F2. Complete the Group Id screen and save.

TRF455 - Dashboard Batch Receipting

Group Id: [] Batch Name: 0010063003 Description: JOHN DOE

Receipt Date: 06/30/2010

Seq Rece

1	2009				
2	2009				
3	2009				
4	2009				
5					
6					
7					

Receipts: 4 Totals: 617.00 0.00 37.00 654.00

TRF458A - Group Id Maintenance

Group Id: JOHN DOE

Description: JOHN DOE PARCELS

Temporary Flag: 2 NO

Exit (Esc) Update (F4)

After all receipts are selected and payment amounts entered as desired, press Ctl-F1 to go to the payment information section of the screen. Complete this as you normally would. The fields on the right side of the screen are for information only and not available for input. Note: the account number distribution screen will not appear. If a default code does not exist, you will see a message asking if you want to create one. Check the information carefully when doing so.

Payment Method: 1 MAIL

Received Of: JOHN DOE

Payment Type: 2 CHECK

Payment No: 12345

Cashier Int: SYS

Group Code: 345

Cashier Drawer: 1 DRW1

State ACV: []

County ACV: []

Discounts: []

+ Penalties: 37.00

= Net Due: 654.00

Tendered: 654.00

Applied Amt: 654.00

Change Due: []

Exit (Esc) Update (F4) Delete (F6) Delete Line (F8) LookUp (F2) Dsc/Pen (F7) Page Up

AddMent(F5) PayDet (Ctl F1) Group Id (Ctl F2) LoadMng (Ctl F3) Add Line (F9) Page Down

After all payment information has been entered you will be asked if you wish to process the receipts now.

Note that the F4 – Update option will save the batch, but will not process the receipts. You must press ENTER after keying in the payment information to be prompted to ‘Process Receipts Now?’ Answering yes will complete the receipting process.

State ACV: []


Process Receipts Now?

Yes No

Change Due: []

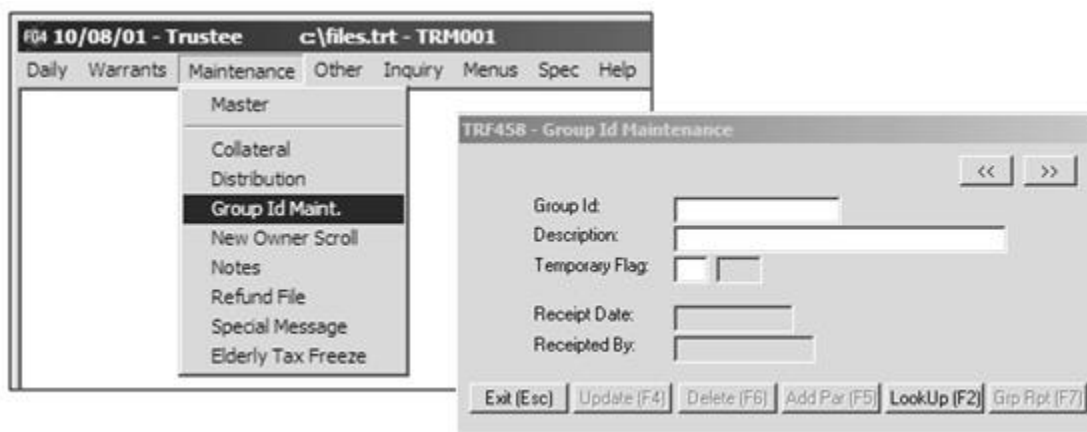
Trustee User Manual

After payment is completed, you can choose to print a batch report, print the receipts, or delete the batch from the onscreen dialogue box.



A dialog box titled "Batch Options" with a list of actions: Batch Report, Batch Report With Pay Detail, Print Receipts, and Delete Batch.

Group ID Maintenance (Maintenance, Group Id Maint.) – You have the option to add or maintain groups for property tax receipting from the Maintenance panel as well as the option from the dashboard receipting screen.



The interface shows the "TRF458 - Group Id Maintenance" window. On the left, a menu is open with "Group Id Maint." selected. The main window contains fields for Group Id, Description, Temporary Flag, Receipt Date, and Received By. At the bottom are buttons for Exit (Esc), Update (F4), Delete (F6), Add Par (F5), LookUp (F2), and Grp Rpt (F7).

Dashboard Group Listing (Menus, Reports, Other A – N, Dashboard Group Listing) – New report that lists Groups and parcels within the groups selected. This is the same report that is available from Group Id Maintenance by using the Grp Rpt (F7) option.

FRQ457A		2010/06/30 01:02:05		TOWN OF SAMPLEVILLE				FlexGen4 (7.0U)	
Dashboard Group Listing									
Group Id: JOHN DOE		JOHN DOE PARCELS							
Map		CtlMap		Parcel		Spc		Usr	
Ds	1	2	1	2	Gp	No	Id	Int	Int
02-129-	-129-	-	-025.00-P	-001	DAFFY DUCK	HWY 46 S 1907		0.00	SYS
05-103-	-103-	-	-089.00-P	-019	CHARLIE BROWN	SNOOPY RD 593		0.00	SYS
05-103-L	-103-L	-D	-093.08-	-000	JIMINY CRICKET	PINOCCHIO DRIVE 456		0.00	SYS
11-087-	-087-	-	-004.07-	-000	BUGGS BUNNY	CARROT DRIVE 654		11.80	SYS

REV. 08/6/2010

Tennessee Chart of Accounts Revisions

Summary

This is a listing of the Tennessee Chart of Accounts revisions for 2010. The Tennessee chart of accounts is updated yearly. This release will update your software to the most recent revisions.

GENERAL LEDGER EQUITY ACCOUNTS

This section has been completely revised to comply with Governmental Accounting Standards Board (GASB) Statement 54. All reserve and designation accounts have been deleted. Fund balances are now classified as nonexpendable, restricted, committed, assigned, or unassigned.

DETAILED REVENUE ACCOUNTS

New Accounts

Acct.

No.

46530	<u>Energy Efficient School Initiative</u> <i>This account should be used to record the collection of excess lottery funds awarded to the county by the Tennessee Department of Education.</i>
47311	<u>Race to the Top – ARRA</u> <i>This account should be used to record the collection of Race to the Top funds obtained through the American Recovery and Reinvestment Act.</i>
47715	<u>Tax Credit Bond Rebate</u> <i>This account should be used to record the collection of federal rebate funds associated with Build America bonds.</i>

Changes for Statement No. 54

Change

Acct

No.

Description

EQUITY

33000	delete
-------	--------

Trustee User Manual

34000	<u>Fund Balances</u> -----	Control Account
34100	Encumbrances (new account) -----	Description
Account		
34110	Encumbrances - Current Year (renamed)	
34120	Encumbrances - Prior Year (renamed)	
	<i>(These are non-reporting accounts – for internal purposes only)</i>	
34200	Nonexpendable -----	Description
Account		
34210	Endowments	
34220	Inventory	
34230	Long-term Notes Receivable	
34240	Prepaid Expenses	
	<i>(Added all new accounts for nonexpendable category)</i>	
34130	delete	
34140	delete	
34141	delete	
34150	delete	
34151	delete	
34152	delete	
34153	delete	
34154	delete	
34155	delete	
34156	delete	
34157	delete	
34158	delete	
34159	delete	
34160	delete	
34161	delete	
34162	delete	
34163	delete	
34164	delete	
34165	delete	
34166	delete	
34167	delete	
34168	delete	
34169	delete	
34170	delete	
34175	delete	
34180	delete	
34185	(moved to nonexpendable category)	
34190	delete	
34191	(moved to nonexpendable category)	
34200	(moved to nonexpendable category)	
34210	delete	
34220	delete	
34230	delete	

34240	delete
34250	delete
34290	delete
34330	delete
34340	delete
34379	delete
34380	delete
34383	delete
34384	delete
34385	delete
34386	delete
34390	delete
34410	delete
34420	delete
34430	delete
34440	delete
34450	delete
34460	
to	delete
34470	
34471	delete
34472	delete
34473	delete
34474	delete
34475	delete
34476	delete
34477	delete
34478	delete
34479	delete
34480	delete
34481	delete
34482	delete
34483	delete
34484	delete
34485	delete
34486	delete
34487	delete
34488	delete
34489	delete
34490	delete
34491	
to	delete
34980	
34990	delete
	<i>(deleted all prior reserve numbers)</i>

34500	Restricted -----	Description
Account		

Trustee User Manual

34510	Restricted for General Government
34515	Restricted for Finance
34520	Restricted for Administration of Justice
34525	Restricted for Public Safety
34530	Restricted for Public Health and Welfare
34535	Restricted for Social, Cultural, and Recreational Services
34540	Restricted for Agriculture and Natural Resources
34545	Restricted for Other Operations
34550	Restricted for Highways/Public Works
34555	Restricted for Education
34560	Restricted for Instruction
34565	Restricted for Support Services
34570	Restricted for Operation of Non-Instructional Services
34575	Restricted for Capital Outlay
34580	Restricted for Debt Service
34585	Restricted for Capital Projects
34590	Restricted for Other Purposes
<i>(deleted all prior designated numbers and replaced with restricted)</i>	

34600 Account	Committed -----	Description
34610	Committed for General Government	
34615	Committed for Finance	
34620	Committed for Administration of Justice	
34625	Committed for Public Safety	
34630	Committed for Public Health and Welfare	
34635	Committed for Social, Cultural, and Recreational Services	
34640	Committed for Agriculture and Natural Resources	
34645	Committed for Other Operations	
34650	Committed for Highways/Public Works	
34655	Committed for Education	
34660	Committed for Instruction	
34665	Committed for Support Services	
34670	Committed for Operation of Non-Instructional Services	
34675	Committed for Capital Outlay	
34680	Committed for Debt Service	
34685	Committed for Capital Projects	
34690	Committed for Other Purposes	

(new category for committed fund balances; aligns with restricted and assigned category)

34700 Account	Assigned -----	Description
34710	Assigned for General Government	
34715	Assigned for Finance	

34720	Assigned for Administration of Justice
34725	Assigned for Public Safety
34730	Assigned for Public Health and Welfare
34735	Assigned for Social, Cultural, and Recreational Services
34740	Assigned for Agriculture and Natural Resources
34745	Assigned for Other Operations
34750	Assigned for Highways/Public Works
34755	Assigned for Education
34760	Assigned for Instruction
34765	Assigned for Support Services
34770	Assigned for Operation of Non-Instructional Services
34775	Assigned for Capital Outlay
34780	Assigned for Debt Service
34785	Assigned for Capital Projects
34790	Assigned for Other Purposes

(new category for assigned fund balances; aligns with restricted and committed category)

39000 Unassigned (renamed)

39100	<u>Net Assets</u>	-----	Control Account
39110		Invested in Capital Assets, Net of Related Debt	
39111		Invested in Capital Assets	
39120	Net Assets – Restricted	-----	Description
Account			
39121		Restricted for Purpose No. 1	
39122		Restricted for Purpose No. 2	
39123		Restricted for Purpose No. 3	
39124		Restricted for Purpose No. 4	
39125		Restricted for Purpose No. 5	
39126		Restricted for Purpose No. 6	
39127		Restricted for Purpose No. 7	
39128		Restricted for Purpose No. 8	
39129		Restricted for Purpose No. 9	
39130		Restricted for Purpose No. 10	
39131		Restricted for Purpose No. 11	
39132		Restricted for Purpose No. 12	
39133		Restricted for Purpose No. 13	
39134		Restricted for Purpose No. 14	
39135		Restricted for Purpose No. 15	
39900		Net Assets - Unrestricted	

(Rev. 07/26/2010)

Dashboard Inquiry

Dashboard Inquiry

[A video presentation of the new Dashboard Inquiry features is available by clicking this link.](#)

Click [here](#) to view the release notes which include screen captures of the Dashboard Inquiry process.

Summary

The dashboard inquiry provides a one screen inquiry and will create a comma separated file in a specified folder and then call word processing software to allow you to open the created file, which can be used for Mail Merge. At this time we are only using Microsoft products such as Word and Excel.

The Process:

← Select 'Trustee Menu', 'Inquiry' and then 'Dashboard Inquiry'

1. Enter the **Tax year** and **receipt number**. The lookup option is available. You may select by paid/unpaid/all then lookup options such as receipt number, name, address, parcel, etc.
2. After selecting receipt, all associated receipts for that same parcel will be displayed in bottom panel and the inquiry will then move to the most current selection on that bottom panel, displaying the full tax information for that tax year /receipt.
3. Use the arrow keys to move the cursor to different tax year/receipt and information will dynamically change to reflect for the selected receipt.
4. With specific tax year/receipt selected the following options are available:

Stm/Rct F6 - Allows you to print the Statement form

Options F5 –

Tax Distribution Inquiry – inquire on tax distribution (sub options available from this view)

Payment History Inquiry – inquire on payment (sub options available from this view)

Add Notes – add a note to this receipt

Document Production This option will create a coma separated file in a specified folder and then call a word processing program. See **Document Production Process** below for details.

Receipt F7 (IF UNPAID) – allows you to receipt tax payment. Upon completion of receipt, returns you to this form and reflects payment information at this time.

Page Up/Page Down – will move you through a page worth of tax year/receipt on the bottom panel.

View F8 – allows you get a printable view of the complete Dashboard.

Inquiry F9 – calls Master Inquiry form. All functions available as from native form. Upon return, returns you to the Tax Year/Receipt you were previously on. Changing receipts in the Master Inquiry screen do not change the dashboard to match the receipt you were on in the inquiry.

Document Production Process

Document Production option will create a coma separated file in a specified folder and then call word processing software (Word, Excel, etc.—At this time we are only using Microsoft products. We are having problems using OpenOffice applications but that is still WIP) program to allow you to open created file. Can be used for Mail Merge.

Prerequisites:

[Contact LGC support](#) for assistance in the setup process.

Prior to using, the following must be set up:

INI file must be created and placed in FG4 directory.

The INI file can be set up per user or for all users.

As a default for all users, name the file ALL_MM.INI

If a separate file is desired per user, name the file “USERNAME”_MM.INI – where “USERNAME” is the FlexGen Username

Trustee User Manual

The INI file must contain the following:

The path and file name for the .csv file to be saved in and the file name:

C:\DOCS\MERGE.CSV

The file name must have a .CSV ending

The full path of the program desired to open to access the file: C:\Program Files\Microsoft Office\Office12\WINWORD.EXE (this example is for Microsoft Word)

Option is part of the new 'Dashboard' inquiry option. Select receipt, F5, Documents Production.

Summary of Document Production Process:

This will create the csv file in the path specified in the user's INI file (if an INI file for that user does not exist, it will use ALL_MM.INI file for the path and file name. Then it will open the specified software. The user must then use that software to open the file or start a mail merge or whatever they want to do with the data.

Each time this option is run, it will overwrite the csv file.

REV. 08/6/2010

Dashboard Reciepting

Dashboard Reciepting

Click [here](#) to view the release notes which include screen captures of the Dashboard Inquiry process.

Summary

The dashboard Reciepting provides a method of entering receipts that requires fewer keystrokes than before.

The Process:

← Select 'Trustee Menu', 'Daily' and then 'Dashboard Receipting'

1. Upon entering the Dashboard Receipting option, you will be prompted to select Individual or Batch. You may select multiple receipts for batch payment with either option, but the Individual option is designed for payment of multiple receipts without creating a batch.
 - If you select the Individual option, the cursor will move to the Receipt Date fields and automatically fill in the batch name and description fields. Selecting the Batch option will go to the Group ID field.
2. Pressing F2 on the Group Id field allows you to choose to select either and existing Group ID or an existing Batch.
3. Pressing Ctl-F2 while on the Group Id field allows you to maintain groups. Pressing F5 to add parcels will display ALL taxes, both paid and unpaid. Groups can be either permanent or temporary. A permanent group can be used from year to year, thus purpose of selecting All taxes at this juncture. Selecting a Group only loads unpaid taxes into the receipting area.
4. When in Group Id Maintenance the following options are available:

Lookup F2 – allows you to LookUp all existing groups.

Add Par F5 – allows you to add parcels to the group. Remember, this is both paid and unpaid parcels.

Delete F6 – deletes the group. .

Grp Rpt F7 – will allow you to Display/Print a report of the parcels contained in the group.

Update F4 – o Once you have finished maintaining the group, pressing F4 saves the information.

5. For Batch Receipt option, Batch Names are automatically assigned. You must enter a batch Description.
6. The three date fields automatically fill with your login date and can be changed individually. These dates are updated to your login date regardless of the date on which they were created.
7. Pressing F2 on the Receipt No field allows you to select a look up option.
8. If you need to modify the Discount Amt or the Penalty Amt field, pressing F7 allows you to do so.
9. If you want/need to change the Payment Amt field, you may do so for each individual receipt. If the payment amount is more than the amount due, the software asks if it is an overpayment. Answering No indicates you will return the money to the customer as change due. Answering Yes alerts the software to record the money into the overpayment account, 22200.
10. After you have loaded all your receipts, if you want to create a Group which could be used in the following year to load the same parcels you may press Ctl-F2. Complete the Group Id screen and save.
11. After all receipts are selected and payment amounts entered as desired, press Ctl-F1 to go to the payment information section of the screen. Complete this as you normally would. The fields on the right side of the screen are for information only and not available for input. Note: the account number distribution screen will not appear. If a default code does not exist, you will see a message asking if you want to create one. Check the information carefully when doing so.
12. After all payment information has been entered you will be asked if you wish to process the receipts now. Note that the F4 – Update option will save the batch, but will not process the receipts. You must press ENTER after keying in the payment information to be prompted to ‘Process Receipts Now?’ Answering yes will complete the receipting process.
13. After payment is completed, you can choose to print a batch report, print the receipts, or delete the batch from the onscreen dialogue box.

REV. 08/6/2010

Moving Around in Your Software

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MOVING AROUND YOUR NEW SOFTWARE

Summary

Local Government has provided easier movement within screens than in previous versions of our software. You may use the Arrow Keys, the Tab key, the Esc key and various function keys to *jump* to different screens or fields on the screen. Also, making changes to existing information is easier. The main thing to remember when using your new LGDPC software is to read the screen. This sounds simple, however it is also very true. The **Action Bar** changes from screen to screen and from field to field. The **Action Bar** appears across the bottom of the screen extending from the left. This is a two line display with the top line indicating the key as it appears on the keyboard and the second line describing the function of that key. We will refer to these as option keys.

The Process:

← Menu Movement

Moving around the menu is most easily accomplished by selecting the number of the top menu panel you want to choose and then the letter of the option you want to execute. You can also use the arrow keys to move from panel to panel and option to option.

← Option Keys

These keys display on the **Action Bar**. Some of these keys remain the same. The **F1** key is for 'Help'. By pressing this option key, you are able to see help on the screen relating to an option or field. The **F2** key is for 'Lookup'. In various fields, by pressing this option key, you are able to review user defined codes and information relating to various historical data. The **F3** key is the 'DataOk' option key. By pressing this option key, you are able to bypass defaulted information that does not need to be changed. The

remaining option keys change function from option to option. By paying attention to these option keys, you can gain access to many features.

← Movement in Screens

Movement is now easier than ever with the ability to use the arrow keys to go back or forward to specific fields. When using the arrow keys, you may see an error box appear in the lower right hand corner of your screen. Do not be alarmed! You may be required to key information into the current field before you are allowed to move back to a previous field. Within the lookup boxes, you can also use the arrow keys to make your selection. This is done by 'arrowing' up or down to highlight the item you want to choose. You can also use the **Page Up** or **Page Down** key to move within the lookup boxes. Movement within these lookup boxes can also be accomplished by entering pertinent information and allowing the computer to find your selection. *Pertinent information* changes depending on the type of Lookup you are performing. This may be a user defined code, a name, an address, etc.

← Moving in Reports

Reports are new and improved. Most of the reports offered in Local Government Corporation's new software are able to be displayed on your screen. This display is as the report would appear on the printed page. The printed report is normally 132 characters wide. The screen display is 80 characters. Obviously, this presents a challenge to display all the information on the screen at the same time. Therefore, when displaying the reports, you are presented with a little different **Action Bar**. This bar allows you to move the display left, right, down a page, or up a page. (*A page in this instance is a display screen.*) There is also the option to 'keep' a portion of the left side of the screen for reference when viewing the right side of the screen. By pressing the **Keep** key (*the letter 'k'*), the user is given a ruler across the bottom of the screen extending from the left side. The customer moves the cursor by pressing the arrow key until the cursor is in the area of the screen the customer wants to keep. Then the customer would press **Right**, and the screen is split between the left side of the report as defined by the customer, and the right side of the report. The Keep feature may be turned off by pressing the **K** key and then pressing the **Escape** key. This feature is reset with each new report.

Property Tax Receipting

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PROPERTY TAX RECEIPTING SELECTING RECEIPTS - INDIVIDUAL

The Process:

← Select 'Daily Proc' and then 'Property Tax Receipting'

Enter the **Tax Year** and the **Receipt Number**. The 'Lookup' option is available to select from receipts on file. This option provides you several choices. You can lookup the receipts by Receipt Number, Name, Property Address, Parcel, or Full Parcel.

In addition to selecting receipts as listed above, you can also select receipts by batch. This is a very powerful option. This allows you to select a group of receipts and then simultaneously receipt these taxes.

When selecting receipts you will be prompted in a couple of different ways. First, if **Prior Year Taxes Exist**, you are given the option to view them before proceeding.

Next, if the person is eligible for Tax Relief, you are asked if you want to **Apply Tax Relief**. Afterward, you are given the chance to **Continue**. This allows the user to review the selected receipt before continuing.

Payment Screen

The Payment screen gives Date of Payment, Interest & Penalty, ACV, and Taxes Due.

If ACV (Tax Relief) is to be applied, the system calculates the difference between the taxes due and the amount of the ACV and places this automatically in the Amount Tendered field. *(ACV's are treated as Accounts Receivable and at the time of proration, placed in account 11410 until payment is received from the state.)*

The cursor stops on the Amount Tendered. Enter the amount the customer is paying. This can be either more or less than the Taxes Due. If more, the computer calculates the amount of Change Due. If less, the payment is considered to be a partial payment and the computer calculates the remaining balance.

*You will be given the opportunity to change the Received Of field. If more than one person is paying these taxes, you may split the payment by pressing the **PayDet** (pay detail) option key. This provides a separate screen where you may enter the multiple names, payment types and amounts. Therefore, if only one person is making payment, but doing so with cash and check, this is how you would record that.*

Enter the Payment Type ('Lookup' is available) and the Payment Number, if applicable. The 'PayDet' option is available in these fields.

Next, enter the Payment Method. 01 = Mail, 02 = Over the Counter

If the payment exceeds the amount of taxes due, and the payment was made by mail, you may change the Overpayment to 'Yes' (01 = Yes). This receipts the amount of overpayment to a liability account (22200) and allows you to write a refund check to this customer. The Initials and the Drawer default based on the user's login, but may be changed as necessary.

The Group Code is user definable and is generally used if the payment is going to be split across several receipts. By using the Group Code, the Deposit Ticket will only contain one entry for that particular check, even though it was used to receipt individual parcels.

The remaining information is for display purposes only.

When the information has been entered, press the 'DataOk' option key and confirm.

Receipt Distribution Screen

The information on this screen should default. It defaults based on the Tax Year and the Tax Rate. It is wise to check the first couple of receipts to ensure that the information is correct. If the information is not correct, respond 'No' to the "Continue?" prompt and change the necessary information (revenue code, allocation table, or commission amount).

Note: *If this information is not correct, changes may need to be made to some of your Control Files.*

After accepting the information, you are given the opportunity to print the receipt. Answer appropriately.

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PROPERTY TAX RECEIPTING SELECTING RECEIPTS - GROUP/BATCH

The Process:

← Batch Receipting can be selected in two different places.

Select '**Daily**', '**Property Tax Receipting**' and then press the '**Batch**' option key.

or

Select '**Daily**' and then '**Batch Property Tax Receipting**'

Enter an identifying name as the **Batch Name**. The 'Lookup' option is available to select from batches on file.

Enter the **Description**.

The **Payment Date** defaults from the user's login. However, it can be changed.

Select Receipts

- If this is a new batch, choose the option **Select Receipts**.
- Select the appropriate response to "Check For Prior Year Taxes?".
- Choose the appropriate **Receipt Selection Option**.
- Use the 'Select' option key to select/unselect the receipts.

- When selection is completed, press the 'DataOk' option key and confirm. If you press the 'Exit' option key, all selections will be canceled.

Batch Options

- **Process Receipts** - This process marks the taxes as paid. Enter the payment information. Pay careful attention to the Received Of field. This is generally the first receipt in the batch. It will need to be changed if this batch is being paid by a Financial Institution or other agent.
- **Print Receipts** - Select this option only after above option has been run.
 - After receipts have been printed, you will be prompted by "Delete Batch Now?". Select 'Yes' if the process is complete. There is no need to keep 'paid' batches on file. This deletes the batch file only. This can also be done by selecting the 'Delete Batch' option.
- **Display/Print Batch** - This will print or display receipts which are included in the batch. It gives individual and batch totals. This can be run before the batch is processed for verification purpose.

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PROPERTY TAX RECEIPTING VOID RECEIPTS

The Process:

← Select 'Daily' and then 'Void Property Tax Receipts'

Receipts can be voided from current month or prior history.

Enter the **Tax Year**, **Receipt Number**, and the **Trans No**. The 'Lookup' option is available to select from receipts on file. This option provides you several choices. You can lookup the receipts from the Receipt or History File by Receipt Number, Received Of Name, Property Address, Parcel, or Full Parcel.

Enter a **Void Reason**. The 'Lookup' option is available to select from reasons on file. Use the 'AddChg' option key if you need to add a new reason code.

When the information is entered, you will be prompted by "Void: Are You Sure?". Answer appropriately.

Next, you will be asked "Do You Want To Re-Receipt". Select the appropriate answer. If you answer 'Yes', you will be taken to the second screen in the receipting process. If you answer 'No', you are returned to the Tax Year field.

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PROPERTY TAX RECEIPTING TRANSACTION NUMBERS

Summary

You may have noticed **Trans Number** in the *Void Receipt/Change Receipt* screens. The purpose is twofold. For voided or changed receipts, the next variance of the receipt (reissuing in the event of void, or the result of a change), will be incremented by one. This also allows the software to distinguish between partial payments. Each subsequent receipt will have an incremented **Trans Number**.

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PROPERTY TAX RECEIPTING REVERSING DEPOSIT ENTRIES

Summary

When the receipt is voided, the following entry is made:

Credit	28310		Undistributed Taxes
Debit	40110	Department Number	Property Tax (Revenue)

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PROPERTY TAX RECEIPTING CHANGE RECEIPT

Summary

Note: It is advisable to void receipts which have amounts or distributions to be changed.

The Process:

← **Select 'Daily' and then 'Change Property Tax Receipt'**

- Enter the **Tax Year**, **Receipt Number**, and the **Trans No.** The 'Lookup' option is available to select from receipts on file. This option provides you several choices. You can lookup the receipts from the Receipt or History File by Receipt Number, Received Of Name, Property Address, Parcel, or Full Parcel.
- Enter a **Reason for Change**. The 'Lookup' option is available to select from reasons on file. Use the 'Add' option key if you need to add a new reason code.
- Make any necessary changes to the receipt information. Several option keys are available during the change. The 'PayDet' option key allows for the payment to be split between different people or payment types. 'RctDst' allows you to go to the receipt distribution screen. The 'Notes' option key allows the user to add/change notes (comments) to this receipt.
- When the information is correct, press the 'DataOk' option key and confirm.

Note: The changed receipt takes the date of the user. If you predate the receipt, you will need to prorate that date again.

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PROPERTY TAX RECEIPTING PRORATING RECEIPTS

Summary

This option is performed at the end of the day. It is advised that each day be prorated separately. The effective date is the date that these entries will be applied to the General Ledger. Miscellaneous and Property Receipts are prorated separately. This updates revenues and commissions to the General Ledger. This is done with separate entries: a **CO** entry for any commission and a **CR** for the receipt or receipts. These entries automatically post to the General Ledger File.

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PROPERTY TAX RECEIPTING RECEIPT LISTINGS

Summary

The Receipt Listing is available in two different places and is print only (can't be displayed).

The Process:

← Select 'Daily', 'Day End Process', and then one of the Receipt Listings or 'Reports', 'Receipting', and then one of the Receipt Listings

(Receipt Listings are 'Receipt Listing Detail', 'Receipt Print', and 'Receipt Summary')

Enter the **receipt date range**.

For the report type, select **Detailed** or **Summary**.

Select the type of receipts to process. Select either '**Both**', '**Miscellaneous**', or '**Property Tax**'.

Confirm the process and print the report.

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PROPERTY TAX RECEIPTING REPRINTING RECEIPTS

The Process:

← Select 'Reports', 'Receipting', and then either 'Miscellaneous Receipts', 'Miscellaneous Receipt History', 'Property Tax Receipts', or 'Property Tax History Receipts'

Upon entering the option, you are given several options for selection.

Enter a **Tax Year**, **Receipt No**, and **Trans No** range. The 'Lookup' option is available to select from receipts on file.

Confirm that the criteria is correct.

These reports can either be printed or displayed on the screen.

PROPERTY TAX RECEIPTING ELECTRONIC RECEIPTING

Summary

This option allows the user to receive tax information from mortgage companies, banks, financial institutions, etc. via diskette using the Transamerica Tax Service Information for Trustee Systems (Transamerica File Format). This is done in a two step process.

The Process:

← Select 'Other Prc' and then 'Transamerica Import Diskette'

Select the **Disk Type** from the menu. Then, confirm the process.

After the file is copied from the diskette to your hard drive, you need to run the next option to convert the file sent to you by the financial institution to a readable batch. This batch can then be printed to verify the totals.

← Select 'Other Prc' and then 'Transamerica Batch Extract'

A message will be displayed and you will select **Continue**.

After processing, a Batch Error Listing will be produced. This can either be printed or displayed on the screen. It is recommended that this be printed.

Miscellaneous Receipting

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MISCELLANEOUS RECEIPTING NUMBERING MISCELLANEOUS RECEIPTS

Summary

Numbering Miscellaneous Receipts can be done manually or automatically. This is controlled on the Trustee Control Maintenance File. If numbering automatically, the computer assigns the receipt number after the receipt has been distributed and is ready for printing. If numbering manually, when you choose miscellaneous receipting, the cursor stops on the receipt number field. Simply enter the next receipt number. *(Note: With either method, the **Last Receipt Number** is displayed in the upper right corner of the screen. Also, when inquiring or changing, or voiding a Miscellaneous Receipt, the **Current Tax Year** is assigned as part of the receipt.)*

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MISCELLANEOUS RECEIPTING ENTERING INFORMATION

Summary

This option allows the user to receive tax information from mortgage companies, banks, financial institutions, etc. via diskette using the Transamerica Tax Service Information for Trustee Systems (Transamerica File Format).

This is done in a two step process.

The Process:

← Select 'Daily' and then 'Miscellaneous Receipting'

Enter the **Receipt Number**. The 'Lookup' option is available to select receipts on file. If automatic numbering of receipts is set, the receipt number field will be skipped.

Enter the appropriate information in the fields as prompted.

- **Description** - This is a new field which allows you to enter the purpose/source of the money without having to enter the entity which is paying.
- **Receipt Date** - This defaults to the user login date. The date can be changed by entering the numeric date you choose. You do not enter slashes in the date, but you do enter the century.
- **Receipt Amount** - Enter the total amount for this receipt.
- **Amount Tendered** - This is the amount given to the clerk/cashier. It is used to calculate change due or amount of overpayment to be refunded.

- **Payment Type** - The 'Lookup' option is available to select from types on file. This will default to '02 Check'. You may also divide this if there is more than one payment type (cash and check) or more than one person is paying. Press the 'PayDet' option key if this is the case and enter the appropriate information.
- **Payment No** - This is required on certain types of payment types. The number identifies the payment document (required on checks and money orders).
- **Received Of** - This is the name of the entity or individual making payment.
- **Payment Method** - This is how the payment was received. 01 = Mail, 02 = Over the Counter.
- **Overpayment** - If money is to be refunded, this may be changed to '01-Yes'.
- **Initials** - This defaults to the user login but it can be changed.
- **Drawer No** - This defaults from the user login but may be changed to a valid choice.
- **Group Code** - This user defined code is used if a payment is to pay for more than one receipt. By using a group code on each receipt, the payment is then 'Grouped' on the Deposit Ticket.

Receipt Distribution Screen - This is the screen where the money is assigned to different revenue items.

- **Receipt Amount** - Enter the amount for the first revenue item.
- **Revenue Code** - Enter the appropriate revenue code. The 'Lookup' option is available.

- **Cost Cnter** - Used to further define revenue items.
- **Alc Tbl** - This allocation table should default from information on the Revenue File. This may be changed by entering the correct table for this receipt.

Commission Information

- **Code** - This defines the type of commission to be taken on this revenue item. 01 = Percent Amount, 02 = Flat Amount Per Receipt, 03 = Flat Amount Per Month
- **Des** - This is the commission code description (percent, flat, flat per month).
- **Percent** - This is the percent amount to be taken.
- **Amount** - This is the calculated amount of commission taken on this item.
- If the item is set up for commission and none is to be taken, press the space bar to clear the commission code.

After all information is entered and has been confirmed as correct, you are given the opportunity to print the receipt.



MISCELLANEOUS RECEIPTING WARRANTS/DEPARTMENT CHECKS

Summary

The primary difference between the checking and warrant system is one of accounting. With warrants, the expense to the fund occurs at the time the Trustee's Office receives the warrants from the bank. With the checking system, the expense occurs when the department provides information to the Trustee's Office. This occurs with the *sending office* bringing a diskette to the Trustee's Office and the Trustee loading the information on the computer. Thus, all checks on the diskette are 'expensed' against the fund at that time.

The Process:

Adding A Warrant

← Select 'Warrants' and then 'Add Warrant'

Enter all information. The 'Lookup' option is available for the Department (fund), Type, and Trustee Bank Number.

Be sure to check that the **Reconciled** field contains '**01 Yes**'.

The **Effective Date** should be the same as the Trustee Check Date. The trustee check is the check issued to the bank to purchase the warrants.

All information should be entered for the first warrant. Each subsequent warrant will contain the same information and will not need to be changed or re-entered (unless necessary).

Changing A Warrant

← **Select 'Warrants' and then 'Change Warrant'**

Enter the **Department**, **Type**, and **Document Number** or use the 'Lookup' option to select from warrants on file by department or existing warrant.

Note: If the Department Number, Type, or Document Number are incorrect, the warrant will need to be voided or deleted and then re-entered correctly.

Move the cursor to the field to be changed and enter the correct information.

Note: If a warrant has been distributed and the Amount or Effective Date need to be changed, the warrant will have to be voided and re-entered correctly.

Deleting A Warrant

← **Select 'Warrants' and then 'Change Warrant'**

If you want to delete the warrant, this can be accomplished only if it has not been distributed.

Enter the **Department**, **Type**, and **Document Number** or use the 'Lookup' option to select from warrants on file by department or existing warrant.

After selecting the warrant, press the 'Delete' option key and confirm the deletion.

Voiding A Warrant

← **Select 'Warrants' and then 'Void Warrant'**

Enter the **Department**, **Type**, and **Document Number** or use the 'Lookup' option to select from warrants on file by department or existing warrant.

Enter a **Void Reason**. The 'Lookup' option is available to select from reasons on file. Use the 'AddChg' option key if you need to add a new reason.

When the information is entered, you will be prompted by "Void: Are You Sure?". Answer appropriately.

Loading Warrants by Diskette (Checking System)

There are two options on the menu by which to load information from sending offices. These are named in relation to the software in the sending offices.

← Select 'Warrants' then,

'Load Warrant by New File' for the *New* General Ledger and Purchasing
or

'Load Warrant by Old File' for the *Old* General Ledger and Purchasing

These options allow you to select the appropriate diskette type and the load all warrant/check information. An edit listing can be printed that contains duplicate warrants (warrants found to be previously loaded).

Warrants are distributed to the General Ledger in the **Day End** process.

Verifying Warrant Totals

Use one of the reports below to check your warrant/check totals. These reports can either be printed or displayed.

← Select 'Warrants', 'Warrant Reports', and then 'Check Number Order'

Enter the check number range. The check number is the number of the check issued to purchase warrants.

← Select 'Warrants', 'Warrant Reports', and then 'Summary Department Order'

Enter the warrant department number and effective date range.

← **Select 'Warrants', 'Warrant Reports', and then 'Detailed Department Order'**

Enter the warrant department number and effective date range.

Warrant Listings for Departments

This report may be given to the departments for verification. This must be done before the warrants are purged in the Month End Process.

← **Select Warrants' and then 'Monthly Warrant Listing'**

Enter the range of expense months and department numbers.

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MISCELLANEOUS RECEIPTING VOID MISCELLANEOUS RECEIPTS

The Process:

← Select 'Daily' and then 'Void Miscellaneous Receipts'

Receipts can be voided from current month or prior history.

Enter the **Tax Year** and **Receipt Number**. The 'Lookup' option is available to select from receipts on file. This option provides you several choices. You can lookup the receipts from the Receipt or History File by Receipt Number or Received Of Name.

Enter a **Void Reason**. The 'Lookup' option is available to select from reasons on file. Use the 'Add' option key if you need to add a new reason code.

When the information is entered, you will be prompted by "Void: Are You Sure?". Answer appropriately.



MISCELLANEOUS RECEIPTING CHANGING MISCELLANEOUS RECEIPTS

The Process:

← Select 'Daily' and then 'Change Miscellaneous Receipt'

Enter the **Tax Year** and **Receipt Number**. The 'Lookup' option is available to select receipts from current month or history. You can lookup the receipts from the Receipt or History File by Receipt Number or Received Of Name.

Remember when looking up receipts by receipt number that the current tax year was inserted before the receipt number when it was issued by the computer.

Enter a **Change Reason**. The 'Lookup' option is available to select from reasons on file. Use the 'AddRsn' option key if you need to add a new reason code.

Make any necessary changes to the receipt information. Several option keys are available during the change. The 'PayDet' option key allows for the payment to be split between different people or payment types. 'RctDst' allows you to go to the receipt distribution screen. The 'Notes' option key allows the user to add/change notes (comments) to this receipt.

When the information is entered, press the 'DataOk' option key and confirm.

You will have the option to print the receipt.

Daily Processes

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DAILY PROCESSES DAILY PROCEDURES

Summary

This document is meant to serve only as a daily procedure guideline for using LGDPC's Trustee Software. It is not intended to be an instructional guide for use with the software. This should be used for informational purposes only. It is a guideline and therefore does not have to be followed exactly. However, it should also be noted that omitting certain steps could result in inaccurate information.

The Process:

1. Enter warrants by selecting the option '**Warrants**' and then '**Add Warrant**'.
2. Check totals for the warrant entries in option '**Warrants**' and then '**Warrant Reports**'.
3. Warrants will be distributed to the appropriate funds/departments at the end of the day using option '**Daily Proc**' and then '**Day End Process**'.
4. The check used to purchase warrants should be entered by selecting '**G/L**', '**General Ledger**', '**Transactions**', '**Manual Transaction Processing**', '**Transaction Maintenance**', and then '**CD - Cash Disbursements**'.

You will then need to post the entry using '**Posting Options**'.

5. Receipt Property Taxes and Miscellaneous Receipts using the appropriate options daily. (Normally 'Daily Proc' and then 'Property Tax Receipting' for Property Taxes and 'Daily Proc' and then 'Miscellaneous Receipting' for Miscellaneous Receipting.)

6. Individual cashier drawer checkouts should be performed by the individual responsible for the cash drawer. This is done by using option '**Daily Proc**', '**Day End Process**', and then '**Drawer Checkout**'.
7. You may want to use option '**Daily Proc**', '**Day End Process**', and then '**Deposit Process**' to make your deposit entry for you. This listing will give you a list of all checks, money orders, or other receipting entry types. There is also an option to automatically deposit the day's receipts.
8. If you do not choose to make an automatic deposit entry mentioned in the step above, you would enter the deposit in the same manner that you would enter checks in #4 above.

Note: You would use option '**DP - Deposits**' for the deposit entry.

9. Make any check entries (payroll, D.A. fund, drug control, etc.) by selecting '**G/L**', '**General Ledger**', '**Transactions**', '**Manual Transaction Processing**', '**Transaction Maintenance**', and then '**CD - Cash Disbursements**'.
10. Print a Receipt Listing using option '**Daily Proc**', '**Day End Process**', and then '**Receipt Listings**'.
11. Receipts should be prorated using the option '**Daily Proc**', '**Day End Process**', and then '**Prorate Receipts**'. This step automatically distributes the money to the correct fund.
12. Once the '**Day End Process**' is complete, you should then go to the '**G/L**', '**General Ledger Menu**', '**Reports**', and then '**Standard Report Selection**'. This will allow you to print a Trial Balance and check your work daily.
13. **Do a daily backup. Every Friday, do a weekly backup.**



DAILY PROCESSES DAY END PROCESS

Summary

The Day End Process should be performed every day in an effort to maintain accountability and accuracy. Some steps may be skipped if there is no activity involving them.

The Process:

← Select 'Daily' and then 'Day End Process'

Drawer Checkout

This option should be run by each person with a cash drawer and used to balance.

- Enter the date range.
- Select/deselect the appropriate drawer(s) by using the 'Select', 'SelAll', or 'Clear' option keys. When the drawers have been selected, press the 'Exit' option key.
- When prompted to confirm, enter the appropriate response.

Receipt Listings

Receipt Listing Detail, Receipt Print, Receipt Summary

This lists all receipts for a particular day.

- Choose 'Detailed' or 'Summary'.

- Enter the receipt date range.
- Select the receipt type. Normally 'Both'.
- When prompted to confirm, enter the appropriate response.
- Print the report.

Prorate Receipt Reports

This option is performed after the above reports have been printed, checked, and verified for accuracy.

You will need to run the option for Property Tax, Miscellaneous Receipt, and Posting Journal.

- For the Property Tax and Miscellaneous Receipt option, enter the **Effective Date** and **date range**. These dates should normally be the same. The effective date is the date when the entries should be posted to the General Ledger.
- When prompted to confirm, enter the appropriate response.
- Print the report.

Deposit Process

This series of options allows the user to print combined monetary reports and allow the computer to create the General Ledger entries.

- **Pre-Deposit**

- Enter the date range.
- Select the relevant cash drawers by using the 'Select', 'SelAll', or 'Clear' option keys. When the drawers have been selected, press the 'Exit' option key.
- When prompted to confirm, enter the appropriate response.
- Print the report.

- **Bank Deposit**

- Enter the date range.
- Enter the bank for deposit.
- Select the relevant cash drawers by using the 'Select', 'SelAll', or 'Clear' option keys. When the drawers have been selected, press the 'Exit' option key.
- Select the payment types by using the 'Select', 'SelAll', or 'Clear' option keys. When the drawers have been selected, press the 'Exit' option key.
- When prompted to confirm, enter the appropriate response.
- Select Another Bank?
 - If you are making more than one deposit, select another bank and then the appropriate cash drawer and payment types. For example, if you receive ACH deposits, these need to be deposited separately. These should be receipted using a specific payment type and may be receipted into a different cash drawer.
- When selections are complete and confirmed as correct, print the Deposit Tickets.

- **Bank Deposit GL Update**

- This option uses the criteria from the selections in the above Bank Deposit option to create a DP (deposit) entry to the General Ledger.

- CR 11120
- DR 11130 Bank#

- When prompted by "**Update General Ledger?**", answer '**Yes**' if you want the computer to make the above entry.

- **Bank Deposits Journal**

- This report may be printed. It contains the DP (deposit) entries created from the above option.

Distribute Warrants

This takes the warrant which have been entered and applies them to the applicable departments via the General Ledger.

- Enter the effective date range. It is recommended that you keep the range to one day.

After the Day End processes have been completed, it is necessary to go to the **General Ledger** and make any relevant entries and to print the **Trial Balance/Balance Sheet**.

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DAILY PROCESSES TRUSTEE ACCOUNTING ENTRIES

Summary

The following entries are a guide for the basic entries made in a Trustee's Office. Pay attention to the Entry Type. This affects the way information is reported on several reports. Your account numbers may differ from those shown.

The Process:

Trustee Checks Written

← Entry Type: CD - Cash Disbursement

Sales Tax to Cities

Debit	58700-590-DEPT#	-	-	-
Credit	11130-	-	-	-BANK#

Trustee Office Salaries and Other Liabilities

Debit	29900-	-	-	-
Credit	11130-	-	-	-BANK#

Purchase Warrants

Debit	14310-	-	-	-
Credit	11130-	-	-	-BANK#

Drug Fund Checks

Debit	54900-	590	-DEPT#-	-
Credit	11130-	-	-	-BANK#

Property Tax Refund

Debit	22200-	-	-	-
Credit	11130-	-	-	-BANK#

Miscellaneous Entries**← Entry Type: DP - Deposit**

Daily Deposit

Debit	11130-	-	-	- BANK#
Credit	11120-	-	-	-

Direct Deposit of Interest

Debit	29900-	-	-	-
Credit	11130-	-	-	-BANK#

← Entry Type: JE - Journal Entry

Correct Deposit Entry

Debit	11130-	-	-	-
Credit	11130-	-	-	-BANK#

Direct Debit for Insurance

Debit	51900-	599	-DEPT#-	-
Credit	11130-	-	-	-BANK#

← Entry Type: CR - Cash Receipt

Trustee Commission Transfer

Debit	29900-	-	-	-
Credit	46510-	-	101	-

-BANK#

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Enter Checks Written By Trustee's Office

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ENTER CHECKS WRITTEN BY TRUSTEE'S OFFICE

The Process:

← Select 'Menus', 'Accounting', 'Transactions', 'Manual Transaction Processing', 'Transaction Maintenance', and then 'CD - Cash Disbursements'

Enter the **Transaction Number** (check number).

Enter the **Transaction Date**.

Enter the **Description**. This is who the check was issued to.

Enter the appropriate **account numbers**.

When the information is entered, press the 'DataOk' option key and confirm.

← Select 'Menus', 'Accounting', 'Transactions', 'Manual Transaction Processing', 'Posting Options', and then 'Post All Transactions'

This will post **all** manual entries.

← Select 'Menus', 'Accounting', 'Transactions', and then 'Purge Posting Journal'

This option should be performed daily. The report contains all General Ledger entries made since the last purge.

Printing a Trial Balance

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PRINTING A TRIAL BALANCE

The Process:

← Select 'Menus', 'Reports', and then 'Standard Report Selection'

Select **01** for the 'regular' report order.

Move the cursor to **Trial Balance** and then press the 'SelRpt' option key to select the report.

Enter the correct General Ledger month and beginning and ending fund range. When entered, press the 'Update' option key and confirm.

Print the report.

Check the amounts in Cash on Hand, Undistributed Warrants, and total debits and credits.

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ACV's

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ACV'S

Summary

Local Government receives information from the state and this information is included on the current year tax files. When receipting, if the parcel has an ACV, the customer is prompted by "Apply Tax Relief?". Select 'Yes' if it is OK to apply the tax relief.

The Process:

Payments from the State

Upon receipt of the ACV information from the State, the total amount is applied to taxes with the amount of the ACV being recorded as an Accounts Receivable.

← Miscellaneous Receipt

This is distributed to 11410 Allocation Table 999. This creates a separate account on the Trial Balance. This will need to be compared to account 11410 to find the unreconciled amount.

← Manual Cash Receipt Entry

You would make a manual entry through the Manual Transaction Processing to the following accounts.

DR	11120 or 11130 – BANK#
CR	11410

This eliminates the need for the comparison noted above. Hand write a memo receipt.

Reconcile ACV's

Use this process to indicate payment when payment is received from the State.

← Select 'Other Prc' and then 'Reconcile ACV Amounts'

Enter the **Tax Year** and the **Receipt Number**. The 'Lookup' option is available to select a receipt on file.

Enter the **ACV Reconcile Date**.

When the information has been entered, confirm that the information is correct.

Continue this process until all paid have been reconciled.

ACV Reports

← Select 'Reports', 'Other', and then 'ACV Listing'

Select the order. Select either Receipt, Name, or Parcel.

Enter the tax year and the beginning and ending receipt number range.

Select **Paid** or **Unpaid** (applied or unapplied).

Select **Reconciled**, **Unreconciled**, or **All**.

Confirm the selections and print the report.

Month End

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MONTH END

Summary

Below is a list of procedures recommended to perform the month end closing. All may not apply to your office.

The Process:

1. Make sure all warrants and receipts have been entered.
2. You may want to print a Warrant Listing and Receipt Listing to check for accuracy. This may be done in the Month End Option (#10 below).
3. Be certain all checks, deposits, adjustments, and journal entries have been entered. Including Trustee commission transfer to the General Fund, if applicable.
4. Print a Trial Balance and check the fund totals, ACV total, check account totals, Cash on Hand totals, investment account totals, and undistributed warrant totals.

Note: The undistributed warrant totals should be equal to zero unless you are on the Checking System.

- Select '**G/L**', '**General Ledger Menu**', '**Reports**', and then '**Standard**

Reports Selection'

- Select '**Trial Balance**' and enter the selection criteria.
- Print the report.

5. Print a monthly Trustee report and check for accuracy.

Select '**G/L**', '**General Ledger Menu**', and then '**M-T-D Trustee's Report**'

5.

- Select the month range and fund.
- Select the department(s) by using the 'Select', 'SelAll', or 'Clear' option keys. When the departments have been selected, press the 'Exit' option key.
- Confirm and print the report.
- Check the report for accuracy.

6. Make any necessary corrections and post the transactions. This is done either through receipting if changes involve special receipts (void/re-receipt) or through Manual Transactions.

Select '**G/L**', '**General Ledger Menu**', '**Transactions**', and then '**Manual Transaction Processing**'

Make the appropriate entries and post.

7. Print a Trial Balance and make certain it is correct. If it is incorrect, repeat steps 5, 6, and 7 until all funds are correct.
8. If correct, go to the main menu and perform a Monthly Backup.

After performing a Monthly Backup, you are now ready to start the process of closing the month.

Select '**G/L**', '**General Ledger Menu**', '**Period End**', and then '**Month End Processing**'

9. Option '**Special Comm**' is for commissions taken either during a specific time of the year ('**October Commissions**') or once monthly ('**School Commissions**'). Execute the options which apply currently to your situations.
10. Option '**Month End**' gives you the opportunity to print complete '**Warrant Listings**' and '**Summarized Receipt Listings**' for the entire month. Choose these if you want to print these listings. These options do not have to be executed to close the month.
11. The next two options should be run **every month**.

Option '**Purge Warrant File**' purges warrants from the current Warrant File. This is done by entering the corresponding Effective Dates. (Normally, the date range for the month you are currently closing.)

Option '**Purge Receipt Files**' purges receipts from the current month file.

Note: Once receipts are purged, you can still print them from the History file.

12. The final step is '**Month End Process**'. This option prints all necessary Trustee and General Ledger reports. It also performs all required functions to close each month.

Select the printer for the reports.

Do the four steps in order. (See Trustee Manual for details.)

Delinquent Taxes

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DELINQUENT TAXES STATE LIST AND FILE

Summary

Delinquent taxes are prepared and sent to the State on a diskette. A listing is produced that is a one line per parcel report detailing parcel number, receipt number, name, property address, and property tax. It can also be sent to the State electronically (on diskette). Using this method should eliminate any potential for error when information is recorded by the State. But, you should also print the report to have a 'hard copy' of the taxes reported to the State.

The Process:

Preparing a List for the State

← Select 'Reports', 'Master', and then 'Property Tax Listing'

Select **State** for the report order. This will report parcels in the order the state requests.

Select **Receipt**, **Name**, or **Parcel** for the report order.

Depending on the order selected, enter the criteria to be used for selection.

Select **No** when prompted by "Parcel ID: Yes No".

Select **Unpaid** for reporting all unpaid taxes.

Confirm the process and print the report.

Preparing the State File

← Select 'Other Prc' and then 'State Delinquent File Create'

Place an 'X' beside the type of property you want to export to the diskette (Real and/or Personal).

Enter the **Tax Year** range for both types, if both are selected. This is normally only one Tax Year.

Confirm the selections and then select '**Continue**' to begin the process. A box will appear that shows the information processing.

Note: If exporting both personal and real, you will be prompted a second time to 'continue' the process.

Select the appropriate diskette type and place the diskette in your disk drive.

The file will be copied to the diskette.



DELINQUENT TAXES REPORTING FOR CLERK & MASTER

Summary

If your Clerk & Master is using LGDPC software, you can report electronically (via diskette). This enables their office to load the information on their computer more quickly and accurately.

The Process:

Prior Year Taxes

← Select 'Other Prc' and then 'Clerk & Master Export'

Place an 'X' beside the **Type** of property you want to export to the diskette (Real and/or Personal).

Enter the **Tax Year** to export.

Confirm the selections and then select '**Continue**' to begin the process. A box will appear that shows the information processing.

Note: If exporting both personal and real, you will be prompted a second time to 'continue' the process.

Select the appropriate diskette type and place the diskette in your disk drive and follow the prompts.

The file will be copied to the diskette.

Preparing an Unpaid Tax List

This provides a hard copy of the taxes to be turned over to the Clerk & Master's office.

← Select 'Reports', 'Master', and then 'Unpaid Taxes Report'

Enter the **Tax Year** to report.

Enter the **Parcel #** range to be selected.

Select the **Property Type** to be selected. Select Real, Personal, or Both.

Confirm the selections and print the report.



Elderly Tax Freeze

Summary

Changes made through Master Maintenance can be reported here in relation to Beginning Tax Aggregate. This reports additions and deletions (changes).

The Process:

Tax Aggregate Report

← Select 'Reports', 'Audit', and then 'Tax Aggregate Report'

Enter the **Date** range to report and confirm the selections.

Print or display the report.

Paid & Unpaid Tax Totals

← Select 'Reports', 'Master', and then 'Master Listings'

Select '**Summary**' for a one page report.

Select the **Order** for the report.

Enter the appropriate selection criteria.

Select the **Process** type. Select Paid, Unpaid, or All.

Select the **Property** type. Select Both, Personal, or Real.

Confirm the selections and print the report.

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Maintenance

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MAINTENANCE SETTING OR CHANGING REVENUE CODES

Summary

Revenue Codes allow you to designate a particular department in which to distribute receipted money. Although this department will default when the revenue code is entered on the receipt distribution screen, it may be changed if the money goes to a different department. The department is designated by use of an allocation table. If the allocation table doesn't exist, it can be added through its own maintenance option or added at the time you are adding or changing the Revenue Code. It is in this option where you also designate the type and amount of commission taken at the time of receipt. This may also be changed at the time of receipt.

The Process:

← **Select 'Menus', 'System Control', and then 'Revenue Maintenance'**

Begin by entering the **Revenue** code you want to change or setup. If you are uncertain of which number to use, the 'Lookup' option gives you the choice to lookup existing revenue codes or valid account numbers. The valid account numbers are those listed on the standard State Chart of Accounts.

You will be given the opportunity to enter an **Object** and/or **Cost Center**. The cost centers may be added during this process or from their own menu option in the General Ledger.

Enter the correct **Allocation Table**. Remember, this determines where the money will be distributed at the time of proration.

By entering the **Commission Code** and **Commission Amount**, it ensures that the commission will be taken at the time of receipt. Use the 'Lookup' option to see the different types of commissions available. Leave these fields blank if no commission is to be taken.



MAINTENANCE PENALTY FILE MAINTENANCE

Summary

Maintaining the Penalty File is a simple procedure described below. This file will need to be maintained once. Doing this will ensure proper calculation of interest and penalty once it becomes necessary to collect this on current year taxes. It is recommended to set this up for your Current Year (new year's) taxes at the same time you set up the new Allocation Table. Follow the instructions below to set up penalty.

The Process:

← Select 'Menus', 'System Control', and then 'Penalty File Maintenance'

Enter the **Tax Year** to select.

Enter the **Percent Per Month**. This is the amount that the penalty will increase each month. This amount is normally 1.5% and would be entered as 1.5 .

Enter the **Base Percent**. This is an amount which is charged as a result of the taxes becoming delinquent. *In counties, this should be left blank.*

In the **Maximum Months** field, enter the amount of months you will collect interest on these taxes. If you do not want to specify a certain amount of months, this field can be left blank.

The **Effective Date** is the date that this penalty becomes effective. In other words, this is the date that you begin charging interest and penalty on delinquent taxes. This is normally March 1 of the following year. Keep in mind, that in the event you need to collect a tax with interest and penalty after this date, that you can clear the amount in the receipting option.

When the information has been entered, press the 'DataOk' key and confirm.

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MAINTENANCE SETTING OR CHANGING DEFAULT CODES

Summary

It is necessary at the end of the Fiscal Year to change the Default Codes for Current Year Property Taxes. This should take place before collections begin for July 1st. It will also be necessary to add Default Codes for all new taxes to be collected in the coming tax year. Follow the instructions below to change or add **all** default codes.

The Process:

← Select 'Menus', 'System Control', and then 'Default Codes Maintenance'

You may use the 'Lookup' option to find **all** applicable default codes that must be changed. When using the 'Lookup' option, press the 'Update' option key to select a particular Default Code record. Then change the Default Revenue Code from **40110** (County Taxes) or **40610** (City or SSD Taxes) to **40120** or **40620** respectively. There should be no reason to change the Default Allocation Table. Otherwise, you may use the steps described below to make the changes.

The following must be performed to set up *new* default code information for your next year's taxes. This could be done after tax rates have been set by your governing board.

- Enter the appropriate Tax **Year**.
- If Special **School Districts** are involved, enter '**01**' for Yes.
 - When the cursor stops on **Code**, press the 'Lookup' option key and find the appropriate school district.
- If Fire Taxes are involved, enter '**01**' for Yes.

- When the cursor stops on **Code**, press the 'Lookup' option key and find the appropriate fire tax.
- Enter '**01**' for **Tax Type Code**. This is for 'Net Property Tax'. The 'Lookup' option is available to select any other tax types.
- Enter the appropriate **Tax Rate**.
- Enter the appropriate **City Number**, if applicable. The 'Lookup' option is available.
- At **Default Revenue Code**, enter **40110** for current county if you are setting up a new default code, or **40120** for prior county taxes. Enter **40610** for current City or SSD if you are setting up a new default code, or **40620** for prior City or SSD taxes. There should be no changes to the default allocation table if you are changing current revenue to prior revenue. If these are new taxes, and you need to add a new Default Allocation Table, press the 'Add' option key when the cursor stops in the Default Allocation Field.
- Press the 'DataOk' option key and confirm.

When finished adding or changing Default Codes, press the 'Exit' option key in the Tax Year field to return to the System Control menu.



MAINTENANCE SETTING OR CHANGING BANK NUMBERS

Summary

Bank Numbers allow you to define the name of the institution and the bank's account number. This information displays in several places. When you print a Trial Balance or Balance Sheet, the account description will display the name of the bank in this field. Also, when printing the deposit slips, the bank name and account number appear at the top of each deposit slip. Anytime you use the 'Lookup' option on the bank field, the bank's number, as well as its description, will display in the Lookup box.

The Process:

← Select 'Menus', 'Control Code Maintenance', and then 'Bank Maintenance'

- If **adding** a new bank:
 - Enter the new number in the **Bank Number** field.
 - Enter a **Description** for the institution. This description might include instead the purpose of this particular bank account.
 - Enter the bank's **Account Number**. This is the account number issued by the bank and not the account number used from the Chart of Accounts.
 - When the information is entered, press the 'DataOk' option key and confirm.
- If **changing** an existing bank:
 - Enter the **Bank Number** or use the 'Lookup' option to select a number.

- Make any necessary changes to the bank name and account number.
- When the necessary changes have been made, press the 'DataOk' option key and confirm.

This option is also available under 'File Maintenance' in the General Ledger.



MAINTENANCE SETTING OR CHANGING DEPARTMENT NUMBERS

Summary

Departments are simply the various funds for which the Trustee's office tracks money. Set up or change is simple and quick. This information displays in several places; On the Trial Balance or Balance Sheet, Trustee's Report, RDB Report, and in the Lookup box when used on the Department field.

The Process:

← Select 'Menus', 'Accounting', and then 'Department'.

Enter the **Department Number** you are adding or changing. The 'Lookup' option is available to select a department on file.

Note: The department *must* be an existing fund number on the Standard Chart of Accounts.

Enter a **Description** for the department.

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MAINTENANCE ALLOCATION TABLES

Summary

An allocation table, simply stated, is used to automatically distribute revenue to departments based on a set percentage or tax rate. Items defined in the allocation table include the various departments and commission functions and objects.

Where are Allocation Tables Used?

Allocation tables are used in several places. By placing the allocation table in the *Default Codes* allows the software to determine the correct revenue distribution for different tax years and rates. Also, the allocation table is set in the *Revenue Codes* regarding where revenue is most commonly receipted or distributed. This can be changed at the time of receipt on the distribution screen.

It is necessary when the new tax year begins to establish a new Allocation Table for the new year's taxes. This should be done even in the event that there is no change in the tax rate or the allocation of money to the various departments. The table should be numbered incorporating the last two digits of the year into the Allocation Table Code. For example, for 1997 taxes, the table number should be **097**; for 1998, **098**; etc.

The Process:

← Setting Allocation Tables

There are two methods for setting up a new Allocation Table: Manual or Automatic. First, we will discuss the automatic method. This method allows you to enter the total tax rate and then the tax breakdown for each department. Using this method, the computer will calculate the percentages for you.

← Allocation Tables - Automatic Percents

Select '**Control File**', '**System Control**', '**Allocation Table Maintenance**', and then '**Automatic Percents**'.

- Enter the **Table Number**. For example: For 1997, enter 097. The 'Lookup' option is available to select from tables on file.
- Enter a brief **Description**. For example: 1997 Property Taxes
- Enter the **Tax Rate**. Be sure to use the decimal in your tax rate. For example: 2.31
- Enter your first **Department** number. For example: 101
- The cursor will jump to the **Commission Function**. Enter the appropriate commission function (account) number. If you are not sure of these, use the Recommended Commission Accounts table (following) as a guide or call LGDPC for guidance.
- The cursor will jump to the **Commission Object**. The system will display your Default Commission Object. Your default commission object has been entered previously during the initial set up on the Trustee Control File. In most instances, this should be **510**. If this number is different, use the number that displays. Press <enter> to continue to the next field.
- In the **Dept Tax**, enter the portion of the Tax Rate that is to be used for this Department. Once the amount has been entered, press <enter> and the Percent field will be calculated and displayed automatically. The cursor returns to the next **Dept** field.
- Continue in the same manner until all departments and their corresponding tax rates have been entered. After all have been entered, press the '**DataOk**' option key. Select 'Yes' to accept the entry. After you have finished the maintenance on the table(s), press the 'Exit' option key to return to the Allocation Table Maintenance screen. Choose '**A. Exit**' to return to the System Control menu.

← Allocation Tables - Manual Percents

Select '**Control File**', '**System Control**', '**Allocation Table Maintenance**', and then '**Manual Percents**'.

- Enter the **Table Number**. The 'Lookup' option is available to select from tables on file.
 - If all money is to be distributed to one department, use the Department Number.
 - For Miscellaneous Prorations, number tables from 500 to 549.
 - For 50 Percent Prorations, number tables 550 - 559
- Enter a brief **Description** that adequately describes where the money will be distributed.
- Enter your first **Department** number. For example: 101
- Enter the **Commission Function**. If you are not sure of these, use the Recommended Commission Accounts table (following) as a guide or call LGDPC for guidance. The **Commission Object** will be defaulted.
- Enter the **Percent** to be distributed to this department.
- Continue in the same manner until all departments and their corresponding tax rates have been entered. After all have been entered, press the '**DataOk**' option key. Select 'Yes' to accept the entry. After you have finished the maintenance on the table(s), press the 'Exit' option key to return to the Allocation Table Maintenance screen. Choose '**A. Exit**' to return to the System Control menu.

Recommended Commission Functions/Accounts

Description	Function
General Fund	58400
Solid Waste	58400
Highway	65000
School Funds	72310
Debt Service	81100

Elderly Tax Freeze

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Elderly Tax Freeze

Summary

Tax Records that have the property tax amount “frozen” will have a “99” in the “WARD” Field. This will be loaded with the State Tax record. “99” in the ward field makes the property tax amount not changeable. It also drives the messages indicating the tax amount is frozen. Trustee/Property Tax Menu, Maintenance, Master, F9 OthPrc, Other Information. Currently the “99” can be removed by the customer and that will remove the “frozen” status and allow the property tax amount to be changed.

The following options will display a message stating that the “Property Tax Amount is Frozen”:

- o Master Maintenance

- o Master Inquiry – this option will also include in the message the “Total Un-frozen Tax Amount” for that receipt. This refers to what the tax amount would be if it were not frozen, plus any other taxes (SSD, Fire, Misc.)

- o Property Tax Receipting (for individual receipts only. Not included in batch receipting)

Validate Elderly Tax Freeze

← **Select 'Menus', 'System Admin', 'Control Fine', and then 'Trustee System Control'**

This screen includes flag to 'Validate Elderly Tax Freeze' – when set to 'YES', certain fields of the Elderly Tax Freeze Maintenance screens will require an entry.

Fields that validation flag effects:

Ownership
Life Estate
Remainder Live On Property
Mobile Home
More Than Two Owners
Living on Property
Residence (N,R,O)
Property Is Rented

Elderly Tax Freeze Maintenance

← Select 'Trustee Menu', 'Maintenance' and then 'Elderly Tax Freeze Maintenance'

Elderly Tax Freeze maintenance option is available from Property Tax Receipting. With YEAR selected, before the Receipt number is selected, choose F5 Options, Tax Freeze. This will call the Tax Freeze Maintenance screens. Upon exiting the Tax Freeze Maintenance, you will be back at the same location on the Property Tax Receipting screen. When using the Lookup to select an applicant, there is the option to Re-Qualify.

An Application can be printed, after all information has been entered or if changes are made to existing record.

ImageEase can be accessed from this screen (optional - setup required). Contact LGC Marketing Department for pricing information.

Master Inquiry contains inquiry of Tax Freeze records. Select Receipt, F9 Other Procedures.

Elderly Tax Freeze Applicants Report

← **Select 'Menus', 'Reports', 'Other A-N', and then 'Elderly Tax Freeze'**

This report lists applicants by Qualifying year and by status (Qualified, Pending, Disqualified). In order to run this report for Pending or Disqualified, the Beginning Date must be left blank (00/00/0000).

Tax Freeze Re-qualify Notice

← **Select 'Menus', 'Reports', 'Forms', and then 'Tax Freeze Re-qualify Notices'**

This is a generic user defined form to print to inform applicants that they need to come in and re-qualify. Fields have been defined for use on this form. Set this path in the System Parameters Maint. Menus, System Admin, Control File, Trustee System Control

Tax Freeze Impact Report

← **Select 'Menus', 'Reports', 'Other A-N', and then 'Tax Freeze Impact Report'**

This report will show receipts with frozen tax amounts, by tax year, the amount of the Assessed Value, Actual Tax Amount, Frozen Tax Amount and difference in the two tax amounts. Has totals of all fields.

Elderly Tax Freeze Re-qualify

← **Select 'Trustee Menu', 'Maintenance' and then 'Elderly Tax Freeze Maintenance'**

To re-qualify an applicant, from the qualifying tax year field, select Lookup. Highlight the Name and select Re-qualify (F5). Key in the tax year the applicant is re-qualifying for. This will copy all of the previous year application information to the new qualifying year. Maintenance can be done to any of the information.

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Support and Navigation

Contacting Tech Support

Local Government Corporation Tech Support:

800-737-1826

7:00 - 5:00 p.m.

Central Standard Time

[Request Support Online](#)