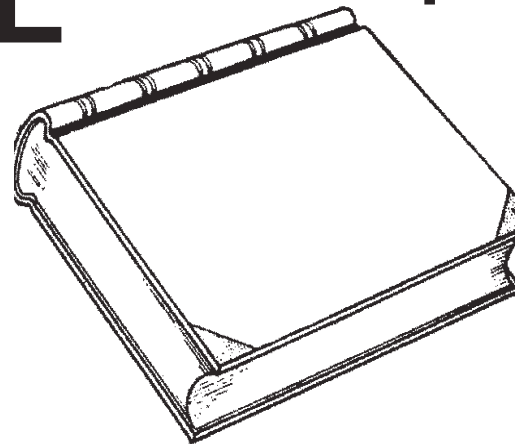# PROPERTY TAX for CITIES

USER MANUAL

Additional information is available in
Property Tax User User Reference

Version 3.0

Table of Contents

Reports

ACV

Accounting

Trustee Release 07.08

For the latest release notes see the page of our website.

3/19/2012

Release SCL – TR0708

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
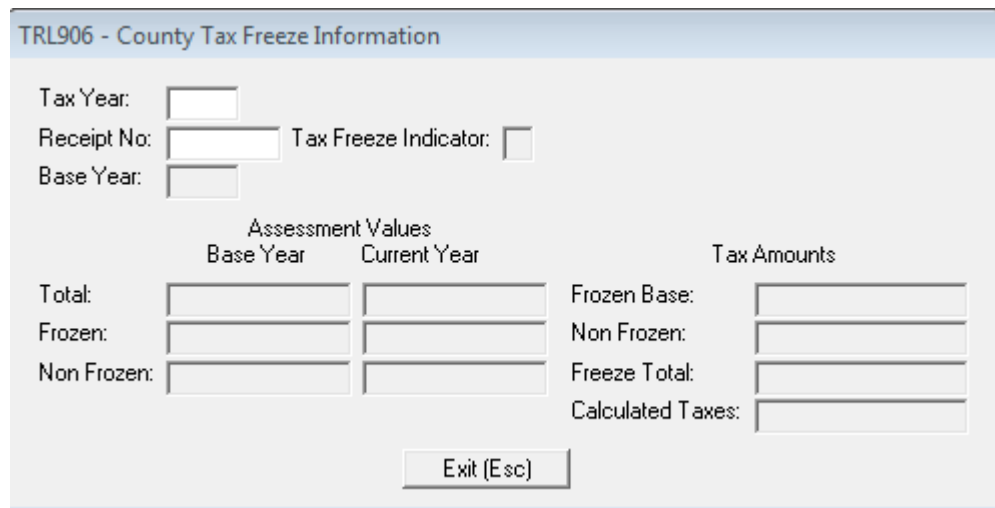
Master Inquiry changes

- 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.

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
```

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 Deliquent 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.

The Process

Summary

The daily process describes the processes that are generally used each day.

Step 1: **Select process**

After selecting 'Daily', a pull down menu will appear that allows you to select the type of process to be performed.

Property Tax Receipting

Summary

This option allows you to take full or partial payments on property taxes.

Daily Process
Property Tax Receipting

Step 1:   **Select process**

Select 'Daily' and Property Tax Receipts 'Property Tax Receipting'.

Step 2:   **Select receipt**

Enter the tax year and receipt number to be accessed. The 'Lookup' option is available. Press the 'Exit' key to return to the Trustee System main menu. When a receipt is selected, it will tell you if there are prior year taxes or if they are eligible for tax relief.

```
Hel:  09.00.14              MLV 1st Screen Maint.           Path: dev

   Tax Year:   1999       Name: Don and Donna Donelson
   ACV Number: 000000001   Already Verified:  2 NO
   Ready To Transmit:  1 YES

   County Number:  16 COFFEE        Transmit Date:
   City Number:                     File Extension:

            New Information                  Current Information

   Had Personal Contact:     1 YES    Life Estate:        2 NO
   Resides At Property:      1 YES    Recertification:    2 NO
   Temporarily Relocated:    2 NO     Applicant Type:     2 ELDERLY
   Applicant Moved:          2 NO     Maximum Income:         11,320.00
   OK To Issue TR Payment:   1 YES    Total Income:            1,623.00
   Pay TR To:                1 APPLICANT  Number of Parcels:  1
   Life Estate Add/Drop:              Number of Owners:   2
   Life Estate:              2 NO     State Comments:     1 YES
```

Field Descriptions:

    Tax Year   This field contains the tax year of the receipt. Format is century and year (CCYY). 'Lookup' is available to select year and receipt number.

    Receipt No   This contains the receipt number assigned by the state. 'Lookup' is available.

The remaining information is for display purposes only.

Step 3:   **Confirm**

The information for the receipt selected will be displayed and you will be prompted by "Continue?". Enter 'Y' to continue to the receipt amounts screen or 'N' to return to the tax year field.

Step 4: Enter receipt amounts

The amounts currently on the receipt will be displayed. You can enter the Amount Tendered, Payment Amount, Received Of, Payment Type, Payment No (depending on the Payment Type), Payment Method, Initials, Drawer No, and Group Code. The Receipt Date, Penalty Percent, and Discount Percent can be accessed by using the arrow keys.

```
Prog: TRF401        Local Government Data Processing Corporation      Date: 07/01/99
Rel: 03.00.43                 Property Tax Receipting                 Path: Will

  Tax Year: 1999              Receipt Number: 0000001            Trans Number: 0001

  Receipt Date:        07/01/1999       Payment Type:    01 CASH
  Penalty Percent:        0.0000        Payment No:
  Discount Percent:       0.0000        Payment Method: 01 MAIL
                                        Overpayment:     02 NO
  Taxes Due:              299.00
- ACV Amount:               0.00        Initials:        AKB
- COUNTY TAX RELIEF:                    Drawer No:       0001 DRW1
- Discount Amount:          0.00        Group Code:
+ Penalty Amt:              0.00
                       _____         To Balance:           299.00
= Amount Owed:           299.00         Discount Amount:        0.00
                                        Penalty Amount:         0.00
  Amount Tendered:       299.00
- Payment Amount:        299.00         New Balance:            0.00
= Change Due:              0.00
                                        Notes: 02 NO
  Received Of: AABBCCC CONSTRUCTION INC
```

<u>Field Descriptions:</u>

Receipt Date	This field contains the date the receipt was written. Enter month, day, century, and year. The system will automatically insert edit characters after pressing the 'enter' key.
Penalty Percent	This field contains the penalty percent amount that will be applied toward total taxes.
Discount Percent	This field contains the discount percent amount that will be applied toward total taxes.
Amount Tendered	This field contains the total amount of payment the customer is making. If the customer gives you more than the amount due, the excess will show as change due.
Payment Amount	This field contains the payment amount that is to be applied at this time. This amount does not include the ACV amount. This may be changed for partial payments.
Received Of	This field contains the name of the person making the payment. If necessary, enter the name of the person making the payment.
Payment Type	This field contains the code for the instrument (cash, check, etc.) used when receipting. Multiple payment types can be entered by using the applicable action (PayDet) key. 'Lookup' is available.
Payment No	If the payment code (check, money order) requires an identification number, enter it in this field.
Payment Method	This field contains the flag which indicates whether this receipt was paid over the counter, mailed in, etc. 'Lookup' is available.
Overpayment	this is used if the amount paid exceeds the taxes due and change cannot be given immediately. By setting this field to 'Yes', the amount in the Change Due field is posted to 22200 so that a refund check can be issued.

Initials	This field contains the initials of the cashier processing this receipt.
Drawer No	This field contains the cash drawer number. 'Lookup' is available.
Group Code	This field contains the group code which is used to group multiple payments together by one payment for the deposit ticket.
To Balance	This field is used for partial payments. The amount displayed here is taxes left to be paid after this payment.

Step 5:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Xit". Select 'Yes' if the information is correct and the process should proceed, 'No' to go back and re-enter the information, 'Can' to cancel the current information, or 'Xit' to exit the routine.

Step 6:   Enter distribution information

The receipt distribution screen will be displayed. If necessary, enter the information to show how the receipt monies are to be distributed.

```
Prog: TRF405       Local Government Data Processing Corporation    Date: 07/01/99
Rel:  01.00.03                 Receipt Distribution Maint.         Path: Will

  Tax Year:    1999   Receipt Number: 0000001     Trans Number: 0001
  City Number: 156    Tax Rate:       2.9100      Receipt Amt:         299.00
-----------------------------------------------------------------------------
  Item   Tax                                               Rev   Alc   Comm
  No     Code  Description     Amount Due   Receipt Amount Code  Tbl   Percent
  0001   01    PROP
  0002   01    PROP              299.00           299.00   40110  490    2.00




-----------------------------------------------------------------------------
                                       Total:     299.00
```

Field Descriptions:

Rev Code	This field contains the Chart of Accounts revenue code that receives this amount. The number must be on the Revenue Distribution Table. 'Lookup' is available.
Alc Tbl	This field contains the allocation table number which shows how the money received will be prorated between departments. 'Lookup' is available.
Comm Percent	This field shows the percent of payment to be taken as commission.

The remaining fields are for display purposes only.

Step 7:   Confirm distribution information

You will be prompted by "Continue?". Select 'Yes' to continue to the next step or 'No' to make changes.

Step 8:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Xit". Select 'Yes' if the information is correct and the process should proceed, 'No' to go back and re-enter the information, 'Can' to cancel the current information, or 'Xit' to exit the routine.

Step 9:   Print Receipt?

After all information has been entered, you will be prompted by "Print Receipt?". Enter the appropriate response.
       Yes - Goes to the default set up for your user login.
       Select Printer - Brings up a list of printers and you can choose the one to be used.
       No - Doesn't print receipt.
When the entire process has been completed, you will be returned to Step 2.

Change Property Tax Receipt

Summary

This option allows you to change the receipt information. Use this option to change anything not related to an amount. If an amount is incorrect, you must void the receipt. After the receipt is selected, the payment type, distribution, and note information can be selected for maintenance. Also, if distribution or commission you would void then re-receipt.

Daily Process (Property Tax Receipts)
Change Property Tax Receipt

Step 1:   **Select process**

Select 'Daily' and Property Tax Receipts 'Change Property Tax Receipt'.

Step 2:   **Select receipt**

Enter the tax year, receipt number, and transaction number to be accessed. Various selection criteria is available with the 'Lookup' option. Press the 'Exit' key for the tax year to return to the Trustee System main menu.

```
Prog: INP12B        Local Government Data Processing Corporation     Date: 07/01/99
Rel:  03.00.43               Change Property Tax Receipt             Path: Will

  Tax Year:   1999                           Di   Map  C11-Mp Gp   Parcel    SI
  Receipt No: 0000001                         1    2    1    2     No   ID
  Trans No:   0001                           15-011-G -011-B -C -015.00-P -003
```

Field Descriptions:

Tax Year   This field contains the tax year of the receipt. Format is century and year (CCYY). 'Lookup' is available to select year and receipt number.

Receipt No   This contains the receipt number assigned by the state. 'Lookup' is available.

Trans No   (display only) When the receipt information is changed, the original transaction number will be voided and the transaction number will be incremented. i.e., #0001 will be voided and the new changed receipt #0002 will be written. This is also affected by partial payments (1st payment - #0001, 2nd payment - #0002, etc.).

Step 3:   **Reverse Deposit Entries?**

When the information is displayed, you will be prompted by this question.

If it has been deposited and will be receipted on the same day, and the receipt amount doesn't change, select 'No'. If the amount changes, select 'Yes'.

If you select 'Y' you will be prompted to enter the 'Bank Of Deposit'. The system will then reverse the bank and cash entries in the General Ledger.

Step 4: **Make necessary changes**

The information for the receipt selected will be displayed and you can make any necessary changes/ updates. Various action keys are available. Enter the appropriate selection.

Action Keys Available:

Exit	Cancel current information and returns to the Trustee main menu.
Help	View help message about the field.
Lookup	'Lookup' selections for the field.
DataOk	All changes have been made. Confirm and continue.
Add	(for Rsn For Chg field) Go to the 'Add/Change Void Rcpt Rsn Code' screen.
PayTyp	Maintain the payment type information for the receipt.
RctDist	Maintain the tax receipt payment information.
Notes	Maintain the notes/comments about the receipt.

Field Descriptions:

Rsn For Chg	This field contains the reason for the change/void. 'Lookup' is available. Additional reasons can be added by using the 'Add' action key.
Payment Type	This field contains the code that identifies the type of payment used when receipting.
Payment No	This field contains the payment number if necessary for the type of payment (check, money order, etc.).
Received Of	This field contains the name of the person making the payment.
Payment Method	This field contains the flag which indicates whether this receipt was paid over the counter, mailed in, etc. 'Lookup' is available.
Initials	This field contains the initials of the cashier processing this receipt.
Drawer Number	This field contains the cash drawer number. 'Lookup' is available.
Group Code	This field contains the group code which is used to group multiple payments.
Receipt Date	This contains the month, day, century, and year the payment was receipted. The system will automatically insert slashes (MM/DD/CCYY) after entering the date. This field will default to the user date.

When all changes have been made, you will be returned to the Tax Year field in Step 2.

Void Property Tax Receipts

Summary

This option allows you to void a property tax receipt from the Receipt or Receipt History File. This process also makes the appropriate entry to the general ledger.

Daily Process (Property Tax Receipts)
Void Property Tax Receipts

Step 1: **Select process**

Select 'Daily' and Property Tax Receipts 'Void Property Tax Receipts'.

Step 2: **Select receipt**

Enter the tax year, receipt number, and transaction number to be selected. Various selection criteria is available with the 'Lookup' option. Press the 'Exit' key for the tax year to return to the Trustee System main menu.

```
Prog: TRF460        Local Government Data Processing Corporation       Date: 07/01/99
Rel:  03.00.43                 Void Property Tax Receipts              Path: Hill

Tax Year:          1999                          Di  Map  Ctl-Mp Gp    Parcel   SI
Receipt No:        0000001                        1   2    1    2       No   ID
Trans No:          0001                          15-011-G -011-D -C -015.00-P -003


Void Reason:       01  Request By Clerk & Master

Name 1:            AABBCCC CONSTRUCTION INC       Initials:      AKB
Name 2:                                           Drawer No:     0001 DRW1
Address:           PO BOX 1234                     Group Code:
City, State:       COLUMBIA, TN                    Overpayment:   02 NO
Zip Code:          38401-                          Batch Name:
Property Addr:     110 MAIN ST

Payment Type:      01 CASH                         Receipt Date:  07/01/1999
Payment No:
Received Of:       AABBCCC CONSTRUCTION INC        Total Payment:        299.00
Pay Method:        01 MAIL
```

Step 3: **Reverse Deposit Entries?**

When the information is displayed, you will be prompted by this question.

If you do not use LGDPC's deposit process, select 'No'. If you use LGDPC's deposit process and the receipt has been deposited, select 'Yes'. But, if it hasn't been deposited, select 'No.'

If you select 'Y' you will be prompted to enter the 'Bank Of Deposit'. The system will then reverse the bank and cash entries in the General Ledger.

Step 4: **Enter reason for void**

Enter the code associated to the reason for voiding the receipt. The 'Lookup' option is available. The codes are user defined but new reasons can be added by using the 'AddChg' action key.

Step 5:   Confirm

You will be prompted by "Void: Are You Sure?". Enter the appropriate response. If you enter 'N', you will be returned to Step 4.

If you enter 'Y', you will be prompted by "Do You Wish To Re-Receipt?". If you enter 'N', you will be returned to the Tax Year in Step 1. If you enter 'Y', you will go to the 'Property Tax Receipting' screen and then to the 'Receipt Distribution Maint.' screen. You will then have the opportunity to print the receipt.

When the process has completed, you will be returned to the Tax Year in Step 1.

Batch Property Tax Receipting

Summary

This option allows you to select and process receipts in a batch. Batches may consist of receipts of individual property owners or mortgage companies.

Daily Process (Batch Receipts)
Batch Property Tax Receipting

Step 1:   **Select process**

Select 'Daily' and Batch Receipts 'Batch Property Tax Receipting'.

Step 2:   **Select batch**

Enter the batch name, description, and date of the batch to be entered/selected. The 'Lookup' option is available. The 'Payment Date' will default to the user date. Press the 'Exit' key for the batch name to return to the Trustee System main menu.

Step 3:   **Select process**

The total information for the batch selected will be displayed and you will have various options available as described as follows.

Select_Receipts   This will allow you to select receipts to be placed in the batch.

You will be prompted by "Check For Prior Year Taxes?". Select 'Yes' if the receipts should be checked to see if prior year taxes exist. Otherwise, select 'No'.

You will then the prompted for the method by which to select the receipts. After making the option selection, the receipts on file will be shown. Follow the screen instructions to select the receipts for processing. The totals are updated as receipts are selected.

```
Prog: TRF450        Local Government Data Processing Corporation    Date: 07/01/99
Rel:  04.00.00              Batch Property Tax Receipting           Path: Will

   Yr  Receipt  Name                        Property Addr           Amount
   1998-0000045  A O M -P L C M GROUP        WESTPARK DR 101          22.00
   1998-0000051  A PLUS TOWING & RECOVERY    MOORES LM 0007            4.00
   1998-0000053  A R D CO/DENNY L VANCE DBA  PEWITT RD 7641          204.00
   1998-0000055  A T & T                     POWELL PL 209            53.00
   1998-0000066  A T M PRO SERVICES          WEDGEWOOD DR 11          15.00
   1998-0000129  ABOOMA TARIG M              CROW CUT RD NW        1,000.00
   1998-0000137  ABSOLUTE RECORDS            CROSSROADS BLVD          14.00
   1998-0000144  ACCESSIBLE VAN INC          WELLINGTON GREE          54.00
   1998-0000147  ACCU SEW INC                WARREN HOLLOW R           5.00
   1998-0000167  ACTION ENGINEERING          CENTURY CT 206        1,045.00

   Total Taxes      ---
 - ACV Amount       ---                    ┌──────────────────────────┐
 - Total Discounts  ---                    │ + = Selected/Unpaid      │
 + Total Penalties  ---                    │ / = Selected/Partially Paid │
 = Amount Due       )))                    │   = Unselected           │
                                           └──────────────────────────┘
```

When selecting receipts by pressing the 'Select' action key, unpaid receipts will be marked with an asterisk and partially paid receipts will be marked with a slash. Receipts may be taken out of a batch by highlighting the receipt with the cursor and pressing the 'Select' action key.

After all receipts have been selected, press the 'DataOk' key. This will prompt you to confirm that you have correctly selected the receipts. Enter the appropriate response. When you select 'Yes', you will be returned to the Receipt Selection Options menu.

Note: Receipts which are in a batch awaiting payment, may not be selected for payment in the regular receipting procvess.

Batch Options   This will allow you to process, print, or view the receipts selected in this batch. After you select this option, a menu will be displayed where you can select the process to be performed.

• **Process Receipts** - Allows payment information to be keyed in for this batch. The system uses this information for marking receipts paid. This must be completed before receipts can be printed. This step marks all receipts in the batch as paid.

Field Descriptions:

```
Prog: TRF451        Local Government Data Processing Corporation    Date: 07/01/99
Rel:  04.00.00              Batch Process Receipts                  Path: Will

   Batch Name:  AKB0701              Receipt Date: 07/01/1999

   Description: RECEIPTS FOR JULY 1, 1999

   Total Taxes:          79.00       Payment Type:   02 CHECK
 - Total ACV:             0.00       Payment No:     32156548
 - Total Discounts:       0.00       Rcvd Of: KAREN BROOKS
 + Total Penalties:       0.00
 ------------------------------      Payment Method: 01 MAIL
 = Amount Due:           79.00       Initials:       AKB
                                     Drawer Number:  0001 DRW1
 - Amount Tendered:      79.00       Group Code:
 ------------------------------
 = Change Due:            0.00
   Overpayment:   02 NO
```

Amount Tendered This field contains the total amount of payment the customer is making. If the customer gives you more than the amount due, the excess will show as change due.

Overpayment This field indicates whether or not this transaction involves an overpayment. If the 'Change Due' needs to be a refund back to the customer as an overpayment, enter '01' for 'Yes'. At the end of the day when you prorate your receipts, it is going to automatically make an entry for the overpayment.

Payment Type This contains the code for the instrument (cash, check, etc.) used when receipting. Multiple payment types can be entered by using the applicable action key. 'Lookup' is available.

Payment No If the payment code (check, money order) requires an identification number, enter it in this field.

Received Of This contains the name of the person making the payment.

> Caution: All receipts in a batch will contain the name in this field. If payment is being made by a financial institution, this field _must_ be changed or all receipts will have the name of the first receipt in the batch.

Payment Method This contains the flag which indicates whether this receipt was paid over the counter, mailed in, etc. 'Lookup' is available.

Initials This contains the initials of the cashier processing this receipt.

Drawer No This contains the cash drawer number. 'Lookup' is available.

Group Code This contains the group code which is used to group multiple payments together by one payment for the deposit ticket.

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Continue? No Yes Exit". Enter the appropriate response. When the process has completed, you will be returned to the Batch Name field.

- **Print Receipts** - If the receipts have already been printed, you will be asked if you want to print duplicate reports. You will be prompted to select the options that relate to where the receipts will be printed.

  When the receipts are finished, you will be prompted by "Delete Batch?". If the batch should _not_ be deleted, select 'No'. Otherwise, select 'Yes' and you will be prompted by "Delete: Are You Sure?". Enter the appropriate confirmation response.

  When the process has completed, you will be returned to the Batch Name field.

- **Display/Print Batch** - This shows all receipts that have been selected and totals the report. When this option is selected, you will be prompted by "Options: Display Print Select_Printer File Exit". Select 'Display' to display the batch receipts on the terminal screen, 'Print' to print the receipts on the printer, 'Select_Printer' to select the printer to print the report, or 'Exit' to exit the process. (You will probably never use the 'File' option.)

  When the process has completed, you will be returned to the Batch Options menu.

Day End Process

Summary

This option contains the processes that would be used at day end.

Daily Process (Day End)
Day End Process

Step 1:   **Select process**

Select 'Daily' and Day End 'Day End Process'. A menu will be displayed where you can select the process to be performed.

```
99/08/16                    City Day End                    TRM012
  1.Day End
  ┌─────────────────────────────────┐
  │ A. Drawer Checkout              │
  │ B. Drawer Non-COH Checkout      │
  │ C. Receipt Listing              │
  │ D. Prorate Receipts             │
  │ E. Deposit                      │
  │ F. Unprorated Receipts Report   │
  └─────────────────────────────────┘
```
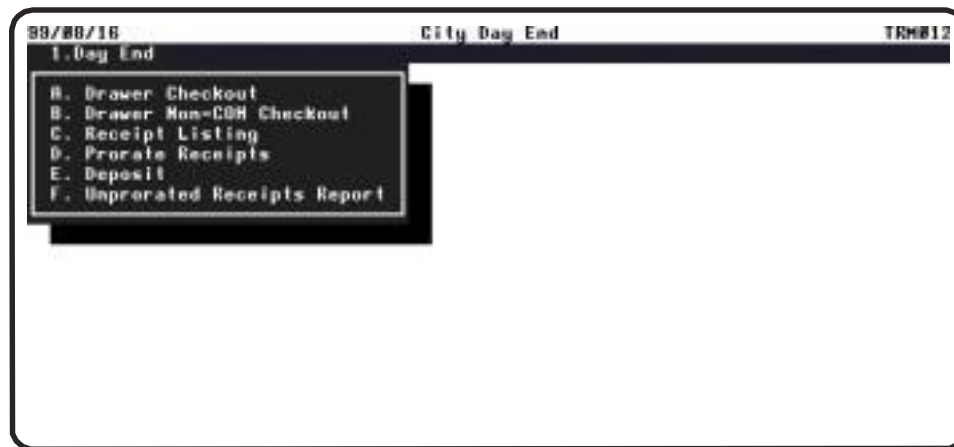
Drawer Checkout

Summary

This option allows you to process the closing of a drawer at the end of the day. This will generate a separate report for each user. The report lists individual receipts and the amounts tendered. Totals include cash taken, change given, total cash (including beginning cash drawer total), checks, money orders, etc. and total for the cash drawer.

Daily Process (Day End)
Day End
Drawer Checkout

Step 1:   **Select process**

Select 'Daily', Day End 'Day End Process', 'Day End', and 'Drawer Checkout'.

Step 2:   **Enter date**

Enter the beginning and end date to be processed for the drawer. If this is only for one day, the beginning and ending date will be the same. The beginning date is defaulted information. Pressing 'enter' will fill the same information in the ending date field. Press the 'Exit' key for the beginning date to return to the Day End Process Menu.

```
Prog: TRF470      Local Government Data Processing Corporation      Date: 05/02/96
Rel:  01.00.00                     Drawer Checkout                  Path: SHEILA




                    Beginning Date: 05/02/1996

                    Ending Date:    05021996
```

Step 3:   **Select drawer**

After the dates are entered, a menu will be displayed and you will select the drawer number to be processed. Use the process keys at the bottom of the screen to select the drawer number(s). 'Select' will select the current drawer and 'Select All' selects all drawers.

```
                     Select Drawer(s)

  Tag │ Drawer │            Description
      │  0     │ BOOKKEEPING
      │ 0003   │ JANE
      │ 0004   │ JOHN
      │ 0005   │ JOHN
      │ 0006   │ TRUSTEE1
```

Step 4:   Confirm

After selecting the drawer(s), press the 'Esc' key. You will be returned to the date screen and prompted by "Is This Screen Correct?". Enter the appropriate response. If you answer 'yes' the drawer information will be processed.

Step 5:   Process report

After the drawer information has been processed, a report may be printed. You will be prompted by "Drawer Checkout Report: Continue Exit". Enter the appropriate response. Select 'Exit' to return to the date screen (Step 2).

If you select 'Continue', you will be prompted to select to display the information on the terminal screen or print the report on the printer. Enter the appropriate response.

When the report has completed, you will be returned to the confirmation prompt in this step. Select 'Exit' and you will be returned to the date selection screen. Press 'Esc/Exit' to return to the Day End Processing Menu.

Note: The information on this report is used to check cash drawer totals. Therefore, amounts given for reciepts are for the amount tendered on that receipt and not necessarily the amount of the receipt.

```
TRQ470     97/04/25 11:14:31                    LGDPC Development System                     FlexGen4(4.0A)     Page:     1

                                                  Drawer Checkout Report


DRAWER:       0001 AFB
RECEIPT TYPE: 02    PROPERTY TAX
   YEAR   RECEIPT    TRANS     RCPT DATE    GROUP      RECEIVED OF                 TYPE      PAYMENT NUMBER      AMOUNT TENDERED

   1995   0000047    0003     04/02/1997             AARON GEORGE F ETUX          CASH                                   454.09
                                                     AARON GEORGE F ETUX          ACV                                    100.00
   1995   0000048    0001     04/03/1997             AARON GLORIA DEAN            CASH                                   221.38
                                                     AARON GLORIA DEAN            ACV                                     50.00
   1995   0000049    0001     04/03/1997             AARON HOSIE ETUX             CASH                                    56.37
                                                     AARON HOSIE ETUX             ACV                                     15.00
   1995   0000050    0001     04/03/1997             AARON HUGH W                 CASH                                   289.29
                                                     AARON HUGH W                 ACV                                    100.00
   1995   0000051    0001     04/03/1997             AARON JAMES                  CASH                                   243.21
                                                     AARON JAMES                  ACV                                     50.00
   1995   0000070    0001     04/04/1997             AARON WARREN C JR            CASH                                   110.82
   1995   0000071    0001     04/04/1997             AARON WARREN C SR            CASH                                   150.00
   1995   0000200    0001     04/23/1997             ANDERSON DANIEL              CASH                                    50.00
   1995   0000500    0002     04/07/1997             BROOKS MARCUS L              CHECK     123                           78.68
                                                                                                      TOTAL:           1,968.84

TRQ470     97/04/25 11:14:31                    LGDPC Development System                     FlexGen4(4.0A)     Page:     2

                                                  Drawer Checkout Report



                                                                                AFB

                                                                                CASH
                                                                                  BEGINNING BALANCE:         250.00
                                                                                  RECEIVED:                1,575.16
                                                                                  ENDING BALANCE:          1,825.16
                                                                                CHECK TOTAL:                  78.68

                                                                                *** SUB TOTAL:             1,903.84

                                                                                ACV TOTAL:                   315.00

                                                                                *** DRAWER TOTAL:          2,218.84

                                                                                REVENUE 40110 TOTAL:       1,876.59
                                                                                REVENUE 40120 TOTAL:          92.25
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Drawer Non-COH Checkout

Summary

This option will list all payment types for each receipt type that do not hit 11120 (cash on hand account). This report can help you see all transactions per drawer that did not go through your cash on hand account.

Daily Process (Day End)
Day End
Drawer Non-COH Checkout

Step 1:   **Select process**

Select 'Daily', Day End 'Day End Process', 'Day End', and 'Drawer Non-COH Checkout'.

Step 2:   **Enter date**

Enter the beginning and end date to be processed for the drawer. If this is only for one day, the beginning and ending date will be the same. The beginning date is defaulted information. Pressing 'enter' will fill the same information in the ending date field. Press the 'Exit' key for the beginning date to return to the Day End Process Menu.

Step 3:   **Select drawer**

After the dates are entered, a menu will be displayed and you will select the drawer number to be processed. Use the process keys at the bottom of the screen to select the drawer number(s). 'Select' will select the current drawer and 'Select All' selects all drawers.

Step 4:   Confirm

After selecting the drawer(s), press the 'Esc' key. You will be returned to the date screen and prompted by "Is This Screen Correct?". Enter the appropriate response. If you answer 'yes' the drawer information will be processed.

Step 5:   Process report

After the drawer information has been processed, a report may be printed. You will be prompted by "Drawer Non COH Checkout Report: Continue Exit". Enter the appropriate response. Select 'Exit' to return to the date screen (Step 2).

If you select 'Continue', you will be prompted to select to display the information on the terminal screen or print the report on the printer. Enter the appropriate response.

When the report has completed, you will be returned to the confirmation prompt in this step. Select 'Exit' and you will be returned to the date selection screen. Press 'Esc/Exit' to return to the Day End Processing Menu.

Note: The information on this report is used to check cash drawer totals. Therefore, amounts given for reciepts are for the amount tendered on that receipt and not necessarily the amount of the receipt.

```
TRQ475     1999/07/01 16:03:55              LGDPC Development System              FlexGen4(5.3U)     Page:    1
                                          Drawer Non COH Checkout Report


DRAWER:        0001 BOOKEEPING
RECEIPT TYPE: 02   PROPERTY TAX
 YEAR RECEIPT TRANS RCPT DATE     RECEIVED OF                  TYPE                 PAYMENT NUMBER      AMOUNT TENDERED

 1998 0000050 0003  06/10/1999 A PLUS TOWING & RECOVERY       NO NEW MONEY                                     204.00
                                                                                            TOTAL:             204.00
```
```
TRQ475     1999/07/01 16:03:55              LGDPC Development System              FlexGen4(5.3U)     Page:    2
                                          Drawer Non COH Checkout Report


                                                                              BOOKEEPING

                                                                              NO $ TOTAL:              204.00

                                                                              *** DRAWER TOTAL:        204.00

* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Receipt Listing

Summary

This option allows you to print a Receipt Listing. The receipts are selected by a range of receipt dates and miscellaneous receipts, property tax receipts, or both types can be selected. Totals include commissions, ACV's, and receipts by type. The report also includes revenue breakdowns.

Daily Process (Day End)
Day End
Receipt Listing

Step 1:   Select process

Select 'Daily', Day End 'Day End Process', 'Day End', and 'Receipt Listing'.

Step 2:   Select date

Enter the tax year and then beginning and ending receipt dates that will be selected for the report. When the dates are entered, press the 'Update' key.

```
Prog: TRE780        Local Government Data Processing Corporation      Date: 07/01/99
Rel:  03.00.33                    Receipt Listing                    Path: Mill




                            Receipt Listing

              Tax Year:               1998

              Beginning Receipt Date: 07/01/1998
                                      MMDDCCYY
              Ending Receipt Date:    12/31/1998
                                      MMDDCCYY
```

Step 3:   Select receipt type

You will be prompted by "Receipt Type? Both Miscellaneous Property Tax". Enter the appropriate response for the receipts to be processed.

Step 5:   Confirm

When the selections have been made, you will be prompted by "Is This Screen Correct?". Select 'yes' to continue or 'no' to go back and make changes or corrections.

Step 6:   Print Report?

When all selection information is correct, you will be prompted by "Misc/Prop Receipts Listing: Continue Exit". Select 'Continue' and then select to print or display the listing or select 'Exit' to exit the process and return to the Day End Process menu.

When the process has been completed, you will be returned to the beginning date field in Step 3.

```
TRQ780     1999/07/01 16:16:12                 LGDPC Development System                  FlexGen4(5.3U)    Page:    1

                                               Misc/Prop Receipts Listing

Receipt Type: 03 VOID MISC
_____
Receipt No: 1998-0000509-0001  Date: 10/09/1998  RECREATION-23980            Void Date: 01/15/1999   Total Taxes:        0.00
                                                                                                     Dis/Pen:            0.00
  GL Prc: YES   Group:      Method: CNTER   Init: BM    Drawer: 0007   Overpayment: 02 NO            ACV Amount:         0.00
                                                                                                                    _____
  Revenue  Obj  CC   Tax Code  Alc   Commission %   Commission Amt    Payment Amt     Change Due     Total Due:          0.00
   43340                       101   PRCNT  1.00           0.85          85.00            0.00        Payment Amt:       85.00
                                                                                                                    _____
                                                                                                     New Balance:        0.00
  Received Of                 Pay Type        Payment Number         Payment Received
  C CALLICOTT                 OTHER                                        85.00
  Comm Total:        0.85     ACV Total:        0.00    Payment Total:     85.00    Overpayment Total:       0.00
```

Prorate Receipts - Property Tax *or* Miscellaneous Receipt

Summary

This option allocates the receipts to the General Ledger using the tables listed on each receipt.
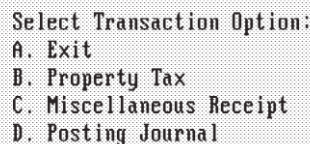
Daily Process (Day End)
> **Day End**
>> **Prorate Receipts Property**
>>> **Tax Miscellaneous**
>>> **Receipt**

Step 1: **Select process**

Select 'Daily', Day End 'Day End Process', 'Day End', and then 'Prorate Receipts'.

Step 2: **Select option**
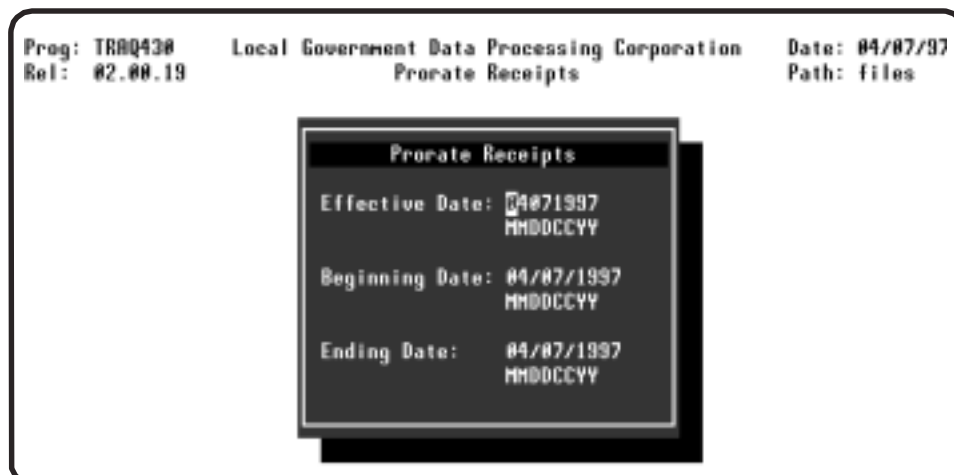
A menu will be displayed and select either Property Tax, Miscellaneous Receipt, or Posting Journal. Enter the appropriate response.

```
Select Transaction Option:
A. Exit
B. Property Tax
C. Miscellaneous Receipt
D. Posting Journal
```

Step 3: **Select date range**

Enter the effective date and the beginning and ending receipt dates that will be selected. When the dates are entered, press the 'Update' key.   The dates are defaulted based on the user date. The effective date is the date the entry will be posted on the General Ledger. It is recommended that you use the same date as the receipts you are prorating.

```
Prog: TRAQ430      Local Government Data Processing Corporation    Date: 04/07/97
Rel:  02.00.19                    Prorate Receipts                 Path: files


                          Prorate Receipts

                Effective Date: 04071997
                                MMDDCCYY

                Beginning Date: 04/07/1997
                                MMDDCCYY

                Ending Date:    04/07/1997
                                MMDDCCYY
```

Step 4:   Confirm selection criteria

After the dates have been selected, you will be prompted by "Is This Screen Correct?". Enter the appropriate response.

Step 5:   Confirm process

'Property Tax' or 'Miscellaneous Receipt':
   You will be prompted by "Print Pre-Post Report: No Yes". Enter the appropriate response. Select 'Exit' to return to the Transaction Option menu. If you select 'Continue', you will be prompted to select if the information should be displayed on the terminal screen, printed on the printer, or if you need to exit the routine. Enter the appropriate response. When the process has completed, you will be returned to the confirmation question at the beginning of this step.

'Posting Journal':
   After you confirm that the information is correct, you will be prompted by "Print Pre-Post Report?". Enter the appropriate response. When the process has completed, you will be returned to the Transaction Option menu.

```
TRAQ060    1999/07/01 07:56:38                   LGDPC Development System                    FlexGen4(5.3U)     Page:    2

                                                 Pre-Posted Transaction Rpt

Trans Fnd Funct Obj Dept Cost  Bnk    Trans  Description                   Effective   Debit Amount   Credit Amount  Control Post
Type                      Centr Num   Number                               Date                                     Number

RF    999-11120                        35722  Refund Receipt #: 1998-0035722 07/01/1999      89.68           0.00         NO
RF    999-22200                        35722  Refund Receipt #: 1998-0035722 07/01/1999       0.00          89.68         NO
                                                                                         _____        _____
                            35722 Total                                                       89.68          89.68

RF    999-11120                        46036  Refund Receipt #: 1998-0046036 07/01/1999      61.83           0.00         NO
RF    999-22200                        46036  Refund Receipt #: 1998-0046036 07/01/1999       0.00          61.83         NO
                                                                                         _____        _____
                            46036 Total                                                       61.83          61.83

                               RF    Total                                                   219.51         219.51

                        Batch Total                                                      112965.87      112965.87
                        Number Of Transactions    58
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Prorate Receipts - Posting Journal

Summary

This option allows you to generate a Posting Journal for the prorated receipts.

Daily Process (Day End)
Day End
Prorate Receipts
Posting Journal

Step 1:   **Select process**

Select 'Daily', Day End 'Day End Process', 'Day End', 'Prorate Receipts', and then 'Posting Journal'.

Step 2:   **Confirm**

You will be prompted by "Posting Journal - Process Type: Continue Exit". Select 'Continue' to continue with the process or 'Exit' to exit the routine.

If you select to 'Continue', you will then be prompted to select to display the information on the terminal screen, print the information on the printer, or to exit the process. Enter the appropriate response. When the process has completed, you will be returned to the confirmation question in this step.

```
TRAQ070B   97/04/25 11:50:01                    LGDPC Development System              FlexGen4(4.0A)     Page:    1

                                            Posting Journal - Process Type

Proc Tran     Trans     Fnd Fct   Obj Dep Cost  Bnk    Description/Remarks        Trans Date    Debit Amount    Credit Amount
Type Type     Number                      Centr Num

 02  CO     10000015   999-29900                        Prorate Property Receipts   04/01/1997        0.00           59.36
 02  CO     10000015   999-58900-510-101                Prorate Property Receipts   04/01/1997       23.86            0.00
 02  CO     10000015   999-65000-510-131                Prorate Property Receipts   04/01/1997        4.51            0.00
 02  CO     10000015   999-72310-510-141                Prorate Property Receipts   04/01/1997       20.64            0.00
 02  CO     10000015   999-81100-510-151                Prorate Property Receipts   04/01/1997       10.35            0.00
                                                                                                  _____        _____
                                                                                                     59.36           59.36

 02  CR     10000015   999-11120                        Prorate Property Receipts   04/01/1997     2968.25            0.00
 02  CR     10000015   999-40110-     -101              Prorate Property Receipts   04/01/1997        0.00         1114.90
 02  CR     10000015   999-40110-     -131              Prorate Property Receipts   04/01/1997        0.00          210.68
 02  CR     10000015   999-40110-     -141              Prorate Property Receipts   04/01/1997        0.00          965.67
 02  CR     10000015   999-40110-     -151              Prorate Property Receipts   04/01/1997        0.00          482.83
 02  CR     10000015   999-40120-     -101              Prorate Property Receipts   04/01/1997        0.00           78.03
 02  CR     10000015   999-40120-     -131              Prorate Property Receipts   04/01/1997        0.00           14.74
 02  CR     10000015   999-40120-     -141              Prorate Property Receipts   04/01/1997        0.00           67.59
 02  CR     10000015   999-40120-     -151              Prorate Property Receipts   04/01/1997        0.00           33.81
                                                                                                  _____        _____
                                                                                                   2968.25         2968.25

 02  CO     10000016   999-29900                        Prorate Property Receipts   03/12/1997        0.00            0.75
 02  CO     10000016   999-58900-510-101                Prorate Property Receipts   03/12/1997        0.30            0.00
 02  CO     10000016   999-65000-510-131                Prorate Property Receipts   03/12/1997        0.05            0.00
 02  CO     10000016   999-72310-510-141                Prorate Property Receipts   03/12/1997        0.26            0.00
 02  CO     10000016   999-81100-510-151                Prorate Property Receipts   03/12/1997        0.14            0.00
                                                                                                  _____        _____
                                                                                                      0.75            0.75

                                                                                                  _____        _____
                                            *** Total Transmitted                                  3028.39         3028.39
                                            *** Total Posted To G/L                                3028.39         3028.39
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Deposit Process

Summary

This option allows you to perform the processes necessary for a bank deposit.

Daily Process (Day End)
Day End
Deposit

Step 1: **Select process**

Select 'Daily Proc', Day End 'Day End Process', 'Day End', and 'Deposit'.

Step 2: **Select option**

A menu will be displayed and you will select the deposit process to be performed.
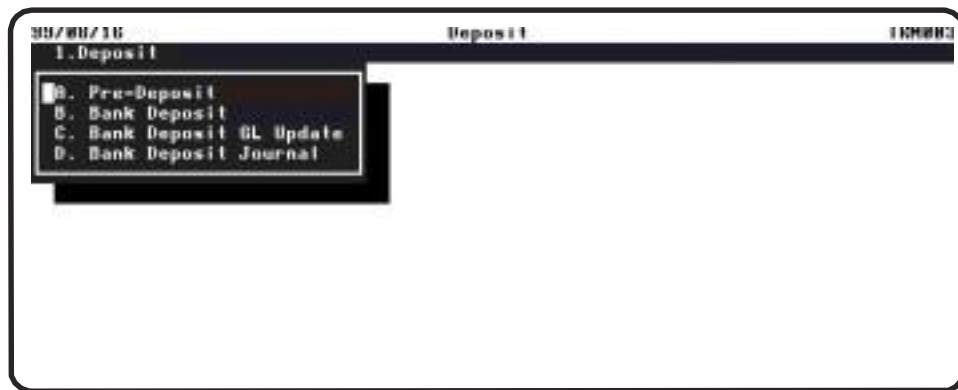
Deposit Process - Pre-Deposit

Summary

This option allows you to process and print the receipts that will be included in the deposit. The report shows the totals for each transaction type. This Pre-Deposit Report can be used to determine if the bank deposit is in balance before actually creating the bank deposit slips.

Daily Process (Day End)
Day End
Deposit
Pre-Deposit

Step 1: **Select process**

Select 'Daily Proc', Day End 'Day End Process', 'Day End', 'Deposit', and 'Pre-Deposit'.

Step 2: **Select date range**

Enter the beginning and ending receipt dates that will be selected. When the dates are entered, press the 'Update' key.

```
Prog: TRF471      Local Government Data Processing Corporation      Date: 05/02/96
Rel:  01.00.00                      Pre-Deposit                     Path: SHEILA




                         Beginning Date: 04/01/1996

                         Ending Date:    05/31/1996
```

Step 3:   Select drawers

After the dates have been selected, a menu will be displayed where you will select the drawers to be processed for the deposit. Use the process keys to select the drawers. When all drawers have been selected, press the 'Exit' key to continue.

```
Prog: TRF471      Local Government Data Processing Corporation   Date: 05/02/96
Rel:  01.00.00                     Pre-Deposit                  Path: SHEILA




                              ╔══════════════════════════════╗
                              ║        Select Drawer(s)       ║
                              ╟──────────────────────────────╢
                              ║  Tag   Drawer    Description   ║
                              ║   *    1         AFB           ║
                              ║   *    0002      JWJ           ║
                              ║   *    0003      MRC           ║
                              ║   *    0004      PWA           ║
                              ║                                ║
                              ╚══════════════════════════════╝
```
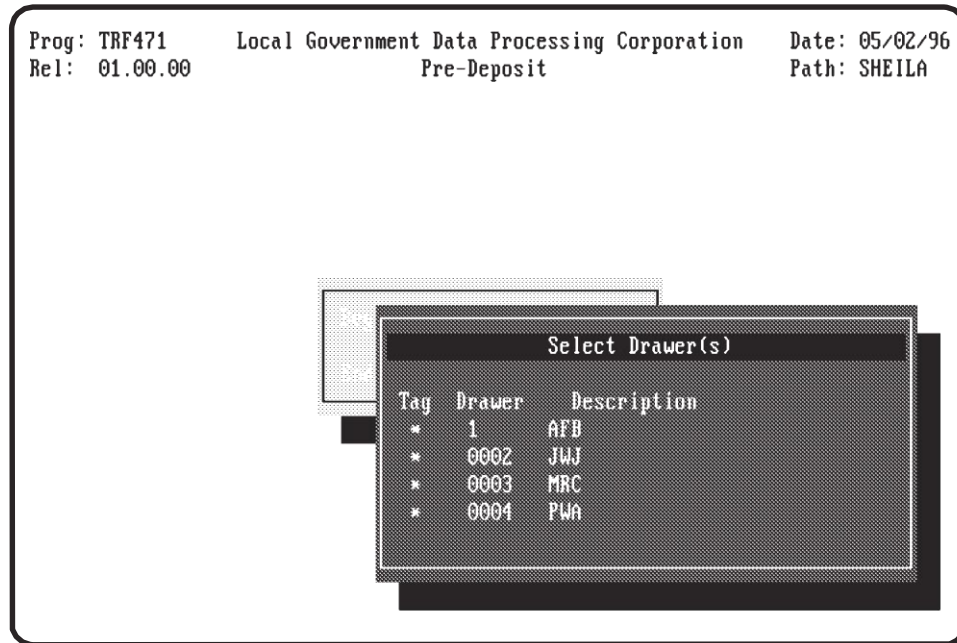
Step 4:   Confirm selections

When the selections have been made, you will be prompted by "Is This Screen Correct?". Select 'yes' to continue or 'no' to go back and make changes or corrections.

When you select 'yes' the process will begin. As the receipts are processed, they will be displayed on the screen.

Step 5:   Continue report process

You will be prompted by "Pre-Deposit Report: Continue Exit". Select 'Continue' to begin the report process or 'Exit' to exit the routine.

Step 6:   Select report option

You will be prompted to select if the report should be printed to the printer or displayed on the terminal screen. Enter the appropriate response.

When the process has completed and the report printed, you will be returned to the selection fields in Step 2.

Pre-Deposit Report

RECEIPT TYPE: 02	PROPERTY TAX							
YEAR	RECEIPT	TRANS	RCPT DATE	GROUP	RECEIVED OF	TYPE	PAYMENT NUMBER	AMOUNT
1998	0051446	0001	01/11/1999		SISCO	CHECK	4584	1,229.00
1998	0051583	0001	01/29/1999		CENTENNIAL MED	CHECK	9655	313.00
1998	0051674	0001	01/12/1999		HUNTINGTON FUN CO	CHECK	942260	1,630.00
1998	0051782	0003	05/17/1999		ABCD PROPERTIES LLC	CHECK	11118	11.24
1998	0051864	0002	01/11/1999		HERITAGE MANOR	CHECK	19345	1,140.66
1998	0051955	0001	05/03/1999		JIM SMITH ETUX	CHECK	2701	169.69
1999	0000001	0001	07/01/1999		AABBCCC CONSTRUCTION INC	CASH		299.00
1996	0000159	0001	03/01/1999	BRB	ANUITY CORP	CHECK	1002	106.12
1998	0000174	0001	03/01/1999	BRB	ANUITY CORP	CHECK	1002	209.00
1998	0000341	0001	06/01/1999	BRB	ADAMS MORTISHA S ETAL	CHECK	35	250.00
1998	0000342	0001	06/01/1999	BRB	ADAMS MORTISHA S ETAL	CHECK	35	45.00

```
                                                    CASH
                                                      RECEIVED:                17,273.58
                                                      CHANGE GIVEN:               257.66
                                                      ENDING BALANCE:          17,015.92
```

Pre-Deposit Report

```
                                                    CHECK TOTAL:            753,034.17
                                                    MORDR TOTAL:                441.00
                                                    VISA TOTAL:                 787.00
                                                      TOTAL:                    653.00
                                                      TOTAL:                    822.00

                                                    RECEIPT TYPE TOTAL:     772,753.09
```

Pre-Deposit Report

```
                                                    GRAND TOTALS

                                                    CASH
                                                      RECEIVED:                17,273.58
                                                      CHANGE GIVEN:               257.66
                                                      ENDING BALANCE:          17,015.92
                                                    CHECK TOTAL:            762,261.13
                                                    MORDR TOTAL:                441.00
                                                    OTHER TOTAL:          8,526,874.86
                                                    VISA TOTAL:                 787.00
                                                      TOTAL:                    653.00
                                                      TOTAL:                    822.00

                                                    **** GRAND TOTAL        9,308,854.91
```

* End of Report: LOCAL GOVERNMENT DATA DEMO *

Deposit Process - Bank Deposit

Summary

This option allows you to create bank deposit slips for each bank selected. All payment types with a payment number, such as checks, will be itemized. Totals for each payment will be printed at the bottom of a bank deposit slip. If a previous GL update process failed, this process cannot be run until the previous run has been resubmitted and updated successfully.

Daily Process (Day End)
    Day End
        Deposit
            Bank Deposit

Step 1:   **Select process**

Select 'Daily Proc', Day End 'Day End Process', 'Day End', 'Deposit', and 'Bank Deposit'.

Step 2:   **Select dates and bank**

Enter the beginning and ending receipt dates and the bank number that will be selected. The 'Lookup' option is available to select an existing bank. To add a new bank, use the 'Add' option key.

```
Prog: TRF472      Local Government Data Processing Corporation     Date: 05/02/96
Rel:  01.00.00                      Bank Deposit                   Path: SHEILA




                          Beginning Date: 05/02/1996
                          Ending Date:    05/02/1996

                          Bank: 300  FIRST FARMERS & MERCHANTS
```

Step 3:   **Select drawers**

Next, a menu will be displayed where you will select the drawers to be processed for the deposit. Use the process keys to select the drawers. When all drawers have been selected, press the 'Exit' key to continue.

```
                  Select Drawer(s)

Tag  Drawer     Description
 *    1     AFB
 *   0002   JWJ
 *   0003   MRC
 *   0004   PWA
```

Step 4:   Select payment types

After the drawers have been selected, a menu will be displayed where you will select the payment type to be processed for the deposit. Use the process keys to select the type(s). When all selections have been selected, press the 'Exit' key to continue.

```
Prog: TRF472     Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00                     Bank Deposit                  Path: SHEILA




                                    Select Payment Type(s)

                              Tag   Type      Description
                               1     CASH
                               02    CHECK
                   300         03    MONEY ORDER
                               05    OTHER
```

Step 5:   Confirm

When the selections have been made, press the 'Exit' key. You will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' to go back and make changes or corrections.

When you select 'yes' the process will begin. As the receipts are processed, they will be displayed on the screen.

Step 6:   Select another bank?

When the process has completed, you will be asked if you want to select another bank. Make the appropriate choice and go through the selection process.

Step 7:   Print Bank Deposit Slips

You will be asked if you want to print the Bank Deposit Slips. Make the appropriate choice.

After the process has completed, you will be returned to the Deposit Process menu.

Deposit Process - Bank Deposit GL Update

Summary

This option will post to the General Ledger and update the deposit date on the Payment Type File. The 'Bank Deposit' option must be processed before this option. Another bank deposit process cannot be run until this one is complete. In case of posting failure, check the Posting Journal. Errors can be corrected through the manual entry process, but posting must be done by resubmitting this process.

Daily Process (Day End)
Day End
Deposit
Bank Deposit GL Update

Step 1:   **Select process**

Select 'Daily Proc', Day End 'Day End Process', 'Day End', 'Deposit', and 'Bank Deposit GL Update'.

Step 2:   **Confirm**

An explanation of what this process does is displayed and you are prompted by "Update General Ledger?". Enter the appropriate selection.

```
Prog: TRF473    Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00              Bank Deposit GL Update              Path: SHEILA


              ** Take Note **
       1. This Process Will:
          a. Make The Appropriate General Ledger Entries
             Based On The Selection Criteria Entered In
             The Option 'Bank Deposit'.
          b. Update The Deposit Date On The Payment Type
             File.
```
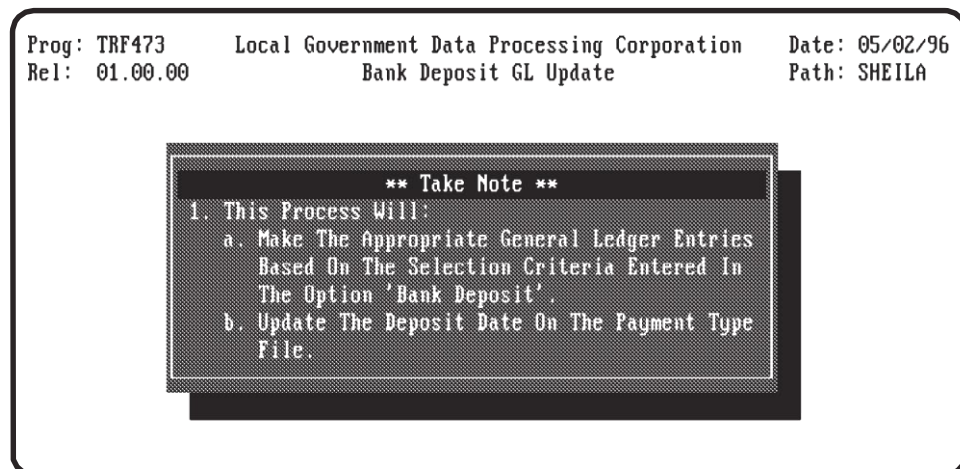
Deposit Process - Bank Deposits Journal

Summary

This option produces a report of transactions that have been sent to the G/L for posting. This report is user specific and includes only bank deposit entries. An '*' will appear before any unposted entries. It will list any errors that occurred before posting.

Daily Process (Day End)
Day End
Deposit
Bank Deposits Journal

Step 1:   **Select process**

Select 'Daily Proc', Day End 'Day End Process', 'Day End', 'Deposit', and 'Bank Deposits Journal'.

Step 2:   **Confirm**

You will be prompted by "Bank Deposits Journal: Continue Exit". Enter the appropriate selection. To return to the Deposit Process menu, select 'Exit'.

If you select to 'continue', you will then be prompted to select to display the information on the terminal screen, print the information on the printer, or to exit the process. Enter the appropriate response. When the process has completed, you will be returned to the confirmation question in this step.

```
TRAQ070D   97/04/25 11:52:33              LGDPC Development System                FlexGen4(4.0A)    Page:    1

                                            Bank Deposits Journal

  Proc Tran    Trans    Fnd Fct   Obj Dep Cost  Bnk   Description/Remarks      Trans Date    Debit Amount    Credit Amount
  Type Type    Number                    Centr Num

   07 DP        12    999-11120                        BANK DEPOSIT - CASH ON HAND   02/21/1997        0.00          796.07
   07 DP        12    999-11130-   -   -    -100       BANK DEPOSIT - CASH ON HAND   02/21/1997      796.07            0.00
                                                                                               _____       _____
                                                                                                  796.07          796.07

   07 DP        13    999-11120                        BANK DEPOSIT - CASH ON HAND   02/21/1997        0.00         1392.20
   07 DP        13    999-11130-   -   -    -100       BANK DEPOSIT - CASH ON HAND   02/21/1997     1392.20            0.00
                                                                                               _____       _____
                                                                                                 1392.20         1392.20

                                                                                               _____       _____
                                        *** Total Transmitted                                    2188.27         2188.27
                                        *** Total Posted To G/L                                  2188.27         2188.27
  * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Unprorated Receipts Report

Summary

This option prints or displays a listing of any unprorated receipts.

Daily Process (Day End)
Day End Process
Unprorated Receipts Report

Step 1: **Select process**

Select 'Daily Proc', Day End 'Day End Process', and then 'Unprorated Receipts Report'.

Step 2: **Select dates**

Enter the beginning and ending receipt dates that will be selected. To select all dates, press <enter> for both dates. To exit the process and return to the Day End Process Menu, press the 'Exit' option key.

Step 3: **Confirm**

You will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' to enter a different date range.

If you select 'Yes', you will then be prompted to select to display the information on the terminal screen, print the information on the printer, or to exit the process. Enter the appropriate response. When the process has completed, you will be returned to Step 2.

Unprorated Receipts Report

Receipt Type	Tax Year	Receipt Number	Trans Number	Receipt Date	Name	Prorate Message	Total Payment
02 PROP	1996	0026485	0001	01/21/1997	LINCOLN ABRAHAM	VOID REVERSAL POSTING FAILURE	42.92
02 PROP	1996	0012128	0002	01/23/1997	ELMLINGER ELMER E	RECEIPT NOT POSTED	1,277.71
02 PROP	1996	0039188	0001	01/24/1997	STEPHENS DAREN	VOID REVERSAL POSTING FAILURE	829.54
02 PROP	1996	0011253	0001	02/03/1997	ABC MTG	VOID REVERSAL POSTING FAILURE	279.72
02 PROP	1996	0095007	0003	02/28/1997	AVERITT EXPRESS	RECEIPT NOT POSTED	7,164.88
02 PROP	1995	0003539	0004	03/20/1997	WESSIE BESSIE M	RECEIPT NOT POSTED	584.67
02 PROP	1996	0001396	0003	04/06/1997	PILLOW PAUL B	RECEIPT NOT POSTED	1,353.46
02 PROP	1996	0029368	0004	04/06/1997	BROWN JOE BOB	RECEIPT NOT POSTED	283.42
02 PROP	1996	0031491	0004	04/06/1997	TINKER TOMMY T	RECEIPT NOT POSTED	500.24
02 PROP	1996	0044106	0003	04/06/1997	REGIONS BANK MTG	RECEIPT NOT POSTED	992.34
02 PROP	1996	0046187	0004	04/06/1997	KAY KROSS	RECEIPT NOT POSTED	403.18
02 PROP	1996	0007215	0002	04/26/1997	A-Z PROJECTS INC	RECEIPT NOT POSTED	569.80
							—————
							65,708.77

■ *Maintenance*

The Process

Summary

The Maintenance describes various maintenance, inquiries, and processes that are directly related to the Trustee System.

Maintenance

Step 1: **Select process**

After selecting 'Maintenance', a pull down menu will appear that allows you to select the type of process to be performed.
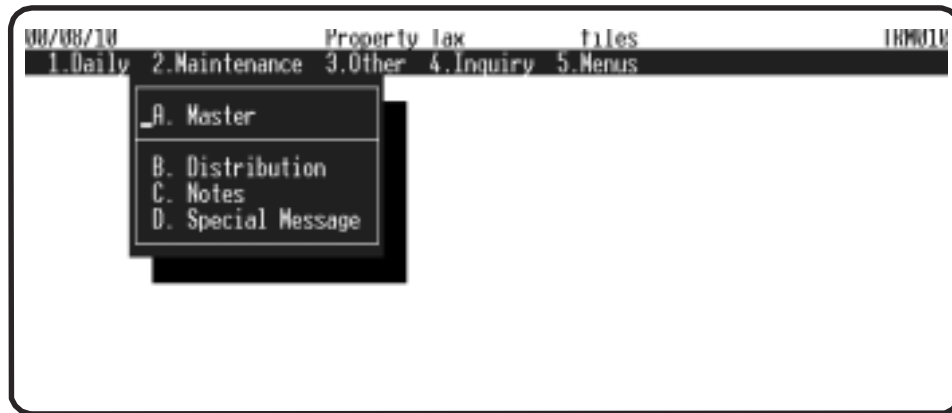
```
00/08/10              Property Tax         tiles              IHMUIV
  1.Daily  2.Maintenance  3.Other  4.Inquiry  5.Menus

       _A. Master

       B. Distribution
       C. Notes
       D. Special Message
```

Master

Summary

This option allows you to maintain the trustee master information such as the changes requested by the tax assessor, the Clerk & master indicator, or the ACV amounts if they didn't come down from the State.

Maintenance
Master

Step 1: **Select process**

Select 'Maintenance' and then 'Master'.

Step 2: **Select receipt**

The tax year will automatically be displayed. It can be changed if necessary. Enter the receipt number to be accessed. The 'Lookup' option is available to select receipts by various criteria.

Step 3: **Make necessary changes**

The receipt information will be displayed and you can make any necessary changes. Some fields will automatically be recalculated if the related amounts fields are changed. If the receipt has already been paid, it will display a message that the money fields are not accessible. When all changes have been made, press the 'DataOk' key.

Exit	Returns to the Trustee main menu.
Help	View help message about the field.
Lookup	'Lookup' selections for the field.
DataOk	All changes have been made. Confirm and continue.
OthPrc	The 'OthPrc' key can be used to change additional information about the receipt since not all information can be contained on one screen.

- Deed Information - Contains the deed and plat book information
- Other Information - Contains information such as mortgage code, mobile home information, green belt information, and delinquent tax information.
- Tax Distribution - Contains the tax distribution detail items.
- Notes - Contains any comments or additional information about the receipt.
- Payment History - You would use this if you need to know what has or has not been paid on the receipt.

Note -   'OthPrc' can be used for a new parcel where the tax distribution needs to be changed to reflect pickup status or SSD/Fire Tax.

Field Descriptions:

Di	This field contains the district number.
Map 1	This contains the map 1 number which is used to locate this piece of property.
Map 2	This contains the map 2 number which is used to locate this piece of property.
Ctl 1	This contains the control map 1 number used to locate this piece of property.
Ctl 2	This contains the control map 2 number used to locate this piece of property.
Gp	This field contains the group code.
Parcel No	this field contains the parcel number. This is a unique number assigned to this piece of property.
Parcel ID	This contains the parcel ID. 'Lookup' is available.
SI	This contains the special interest code.
Name 1	This contains the name of the primary property owner.
Name 2	This contains the name of the secondary property owner.
Address	This contains the address of the property owner.
City, State	This contains the city and state name.
Zip Code	This contains the zip code along with the four digit extension.
Prop Addr	This contains the property address.
County No	This contains the county number. 'Lookup' is available.
City No	This contains the city number. 'Lookup' is available.
Bankrupt	This field contains the flag which indicates whether this parcel is in bankruptcy. 'Lookup' is available.

Clerk & Mst	This field contains the flag which indicates whether this parcel has been turned over to the Clerk & Master's office or paid at the Clerk & Master's office. 'Lookup' is available.
Date Turned Over	(if Clerk & Mst field is entered) This field contains the date (MMDDCCYY) that the receipt was turned over to the Clerk & Master. The system will automatically insert slashes when the date is entered.
State Appeal	This field contains the state appeal flag. 'Lookup' is available.
ACV Amount	This field contains the total amount of tax relief due the land owner.
ACV Applied	(if ACV Amount is entered) This field indicates whether the ACV amount has been claimed by the tax payer.
Reconcile Date	(if ACV Amount is entered) This contains the date (MMDDCCYY) a master ACV amount was reconciled. The system will automatically insert slashes when the date is entered.
Deeded Acres	This contains the amount of deeded acres.
Calculated Acres	This field contains the amount of calculated acres.
Tax Rate	This field contains the property tax rate.
Land Value	This contains the land value amount.
Improvement Value	This contains the improvement value amount.
Personal Property	This contains the personal property value amount.
Total Property	This field contains the total property value amount. This is a calculated field.
Assessed Percent	This field contains the amount of the assessment percentage.
Assessed Value	This field contains the assessed value amount. This is a calculated field.
Net Taxes	This field contains the net property taxes amount. This is a calculated field.

Step 4:   Confirm

You will be prompted by "Data Ok: Yes No Can Del Xit". Select 'Yes' for the information to be updated to the file, 'No' to go back and make additional changes, 'Can' to cancel the process and return to the receipt tax year, 'Del' to delete the receipt, or 'Xit' to exit the process. If you select 'Del', you will be prompted to confirm that the delete should be performed.

Step 5:   Enter reason for change

If your Control File has the audit option 'turned on', this screen will be displayed. In order to keep the tax aggregate in balance, this information is logged. When completed, you will be returned to the tax year field.

```
Prog: TRF60000    Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00                  Master Audit Form                 Path: SHEILA




          * Note: The Master Or Distribution Record Has Been
                  Added, Deleted, Or Changed. Please Enter The
                  Following Audit Information.
          --------------------------------------------------------
          Year Receipt
          1995-0000033
          Reason For Change:    __
          Certification Number:
```

Field Descriptions:

Reason For Change   This field contains a code that references a description which tells the reason why a change is being made to a master record.

Certification Number   This field contains a certification number that signifies authorization to make a change on a master record. This number ties back to the number entered from the Tax Assessor's office.

■ *Maintenance*

Distribution

Summary

This option allows you to maintain the receipt distribution information which is the tax items per parcel.

Maintenance
Distribution

Step 1:   **Select process**

Select 'Maintenance' and then 'Distribution'.

Step 2:   **Select document**

The tax year will be displayed, but it can be updated if necessary. Then, enter the receipt number to be accessed. 'Lookup' is available to select from receipts on file.

Field Descriptions:

Tax Year   This field contains the tax century and year of the receipt.

Receipt Number   This field contains the receipt number.

Step 3:   **Enter/change information**

If the document is already on file, the remaining information will be displayed and you can make any necessary changes. If this is new, enter all of the distribution information for the receipt. The tax totals at the bottom of the screen will be updated as distribution lines are added, deleted, or updated. When the information is correct and complete, press the 'DataOk' key.

```
Prog: IKP21W        Local Government Data Processing Corporation        Date: N8/N2/98
Rel:  03.00.43                  Distribution Maintenance                Path: Mill

Tax Year: 1998     Receipt Number: 0000001     Name:  AABBCC CONSTRUCTION INC
Last Date Paid: 03/01/1999                      Notes: 02 MO
Discount:                 Penalty Amount:                ACV Amount:
------------------------------------------------------------------------------------
Item:           0001
Tax Type Code: 01  NET PROPERTY TAX
Tax Rate:       2.9100
SSD Code:
Fire Tax:      02  MO   Code:
Tax Amount:            268.00     Paid:          0.00     Due:         268.00

Item:           0002
Tax Type Code:
Tax Rate:
SSD Code:
Fire Tax:              Code:
Tax Amount:              0.00     Paid:          0.00     Due:           0.00
------------------------------------------------------------------------------------
Total Taxes:           268.00     Paid:          0.00     Due:         268.00
```

Exit	Returns to the Trustee main menu.
Help	View help message about the field.
Lookup	'Lookup' selections for the field.
DataOk	All changes have been made. Confirm and continue.
OthInf	This allows you to access the notes or payment history information.
InsLin	Insert a line item in front of the line where the cursor resides.
DelLin	Delete the line item where the cursor resides.
AddLin	Add a line item after the line where the cursor resides.
Prev	If there is more than one screen of information, return to the previous screen.
Next	If there is more than one screen of information, go to the next screen.

Field Descriptions:

Tax Type Code	This field identifies the type of taxes that are being charged to the land owner. 'Lookup' is available.
Tax Rate	This field contains the tax rate for this distribution line.
SSD Code	This field identifies the special school district code that applies to this particular tax amount. This code should be entered when the tax type code is '02 SSD Tax' or '05 Fire Tax'. 'Lookup' is available.
Fire Tax	This field indicates if you want to enter a fire tax code. If '01' for 'Yes', then a fire tax code must be entered.
Tax Amount	This field contains the amount that is to be paid for this particular tax type code.

Step 4:   Confirm

You will be prompted by "Data Ok: Yes No Can Prv Nxt Xit". Select 'Yes' for the information to be updated, 'No' to go back and make additional changes, 'Can' to cancel the process and return to the Tax Year field, 'Prv' or 'Nxt' to move between multiple distribution screens, or 'Xit' to exit the process.

Step 5:   Enter reason for change

If your Control File has the audit option 'turned on', this screen will be displayed. In order to keep the tax aggregate in balance, this information is logged. When completed, you will be returned to the tax year field.

```
Prog: TRF60000    Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00                 Master Audit Form                   Path: SHEILA




      ┌─────────────────────────────────────────────────────────┐
      │ * Note: The Master Or Distribution Record Has Been        │
      │         Added, Deleted, Or Changed. Please Enter The      │
      │         Following Audit Information.                       │
      │ ───────────────────────────────────────────────────────── │
      │ Year Receipt                                              │
      │ 1995-0000033                                              │
      │ Reason For Change:      __                                │
      │ Certification Number:                                     │
      └─────────────────────────────────────────────────────────┘
```

<u>Field Descriptions:</u>

Reason For Change   This field contains a code that references a description which tells the reason why a change is being made to a master record.

Certification Number   This field contains a certification number that signifies authorization to make a change on a master record. This number ties back to the number entered from the Tax Assessor's office.

Notes

Summary

This option allows you to maintain the comment entries for a receipt. The comments can be any information that needs to be recorded along with the receipt. This information does not display on a printed receipt.

Maintenance
Notes

Step 1:   Select process

Select 'Maintenance' and then 'Notes'.

Step 2:   Select receipt type

The receipt types will automatically be scrolled on the screen for your selection. Make a selection from the types on file. If you press the 'Exit' key, you will be returned to the receipt type field where a code can be entered.

Step 3:   Select receipt

The tax year will be displayed and you can make changes if necessary. Then, select the receipt number to be accessed. The 'Lookup' option is available.

Field Descriptions:

Rcpt Type   This contains the receipt type.

Tax Year   This contains the century and year of the tax date.

Rcpt No   This contains the receipt number.

Step 4:   Enter comments/notes

If there are comments/notes already on file, this information will be displayed and you can make any additions or changes. Otherwise, enter the comments to be attached to the receipt selected.

Exit	Returns to the Trustee main menu.
Help	View help message about the field.
Lookup	'Lookup' selections for the field.
DataOk	All changes have been made. Confirm and continue.
OthInf	This allows you to access the notes or payment history information.
InsLin	Insert a line item in front of the line where the cursor resides.
DelLin	Delete the line item where the cursor resides.
AddLin	Add a line item after the line where the cursor resides.
Prev	If there is more than one screen of information, return to the previous screen.
Next	If there is more than one screen of information, go to the next screen.

Field Descriptions:

Notes   This field contains the comments for the receipt.

Step 5:   **Confirm**

You will be prompted by "Data Ok: Yes No Can Prv Nxt Xit". Select 'Yes' for the information to be updated to the file, 'No' to go back and make additional changes, 'Can' to cancel the process and return to the receipt type field, 'Prv' or 'Nxt' to move back and forth when there are multiple comment screens, or 'Xit' to exit the process.

■ *Maintenance*

Special   Message

Summary

This option allows you to add and maintain special messages that can be attached to a master record.

Maintenance
Special Message

Step 1:   **Select process**
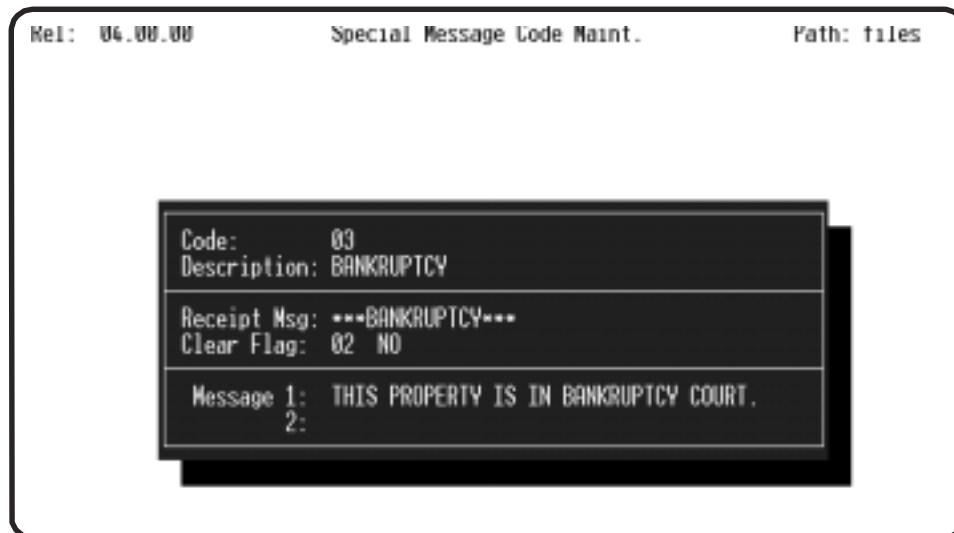
Select 'Maintenance' and then 'Special Message'.

Step 2:   **Select special message code**

Enter the code number to be accessed. 'Lookup' is available to select from special message codes on file.

Step 3:   **Enter/change information**

If the special message is already on file, the remaining information will be displayed and you can make any necessary changes. If this is new, enter all of the information for the special message. When the information is correct and complete, press the 'DataOk' key.

```
Rel:  U6.UU.UU           Special Message Code Maint.          Path: files



        Code:       03
        Description: BANKRUPTCY

        Receipt Msg: ***BANKRUPTCY***
        Clear Flag:  02  NO

          Message 1:   THIS PROPERTY IS IN BANKRUPTCY COURT.
                  2:
```

Action Keys Available:

Exit	Returns to the Trustee main menu.
Help	View help message about the field.
Lookup	'Lookup' selections for the field.
DataOk	All changes have been made. Confirm and continue.
Delete	Delete the special message selected.
Prev	Go to the previous record on file.
Next	Go to the next record on file.

<u>Field Descriptions:</u>

Description   This contains a description of the special message and will be displayed when a receipt is being entered.

Receipt Msg   This field contains a message that will replace the "--- Paid In Full ---" message on the receipt when printed on a post card.

Clear Flag   This field is used to indicate if the message code on the master record is to be cleared if the receipt process is continued after viewing the message. 01=Yes, 02=No

Message   This contains a message that will be displayed on the screen when a receipt is being entered.

Step 4:   Confirm

You will be prompted by "Data Ok: Yes No Can Prv Nxt Xit". Select 'Yes' for the information to be updated, 'No' to go back and make additional changes, 'Can' to cancel the process and return to the Code field, 'Prv' or 'Nxt' to move between special message codes, or 'Xit' to exit the process.

■ *Other*

The Process

Summary

The Other describes various maintenance, inquiries, and processes that are directly related to the Trustee System.

Other

Step 1: **Select process**

After selecting 'Other', a pull down menu will appear that allows you to select the type of process to be performed.

■ *Other*
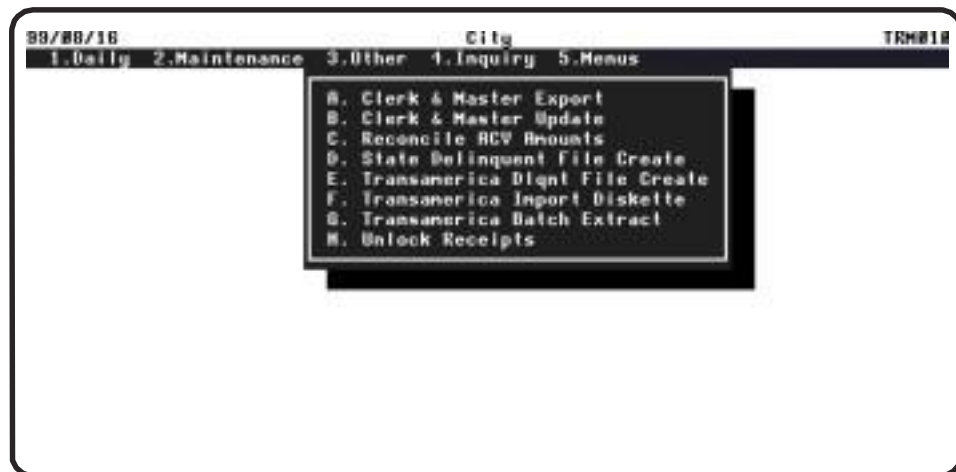
Clerk & Master Export

Summary

This option performs the process that will export the delinquent taxes when you are ready to turn them over to the Clerk & Master's office. Records in bankruptcy are not included.

Note: A diskette will be created for the Clerk & Master office if the option is activated on your Control File. If you don't report a diskette to the Clerk & Master, you can still use this option to update the Clerk & Master indicator on the Master File that shows that the taxes have been turned over.

Other
Clerk & Master Export

Step 1:   Select process

Select 'Other' and then 'Clerk & Master Export'.

Step 2:   Enter selection criteria

You will have the option to select real and/or personal property taxes for a selected year. When all of the information has been entered, press the 'DataOk' key to confirm.
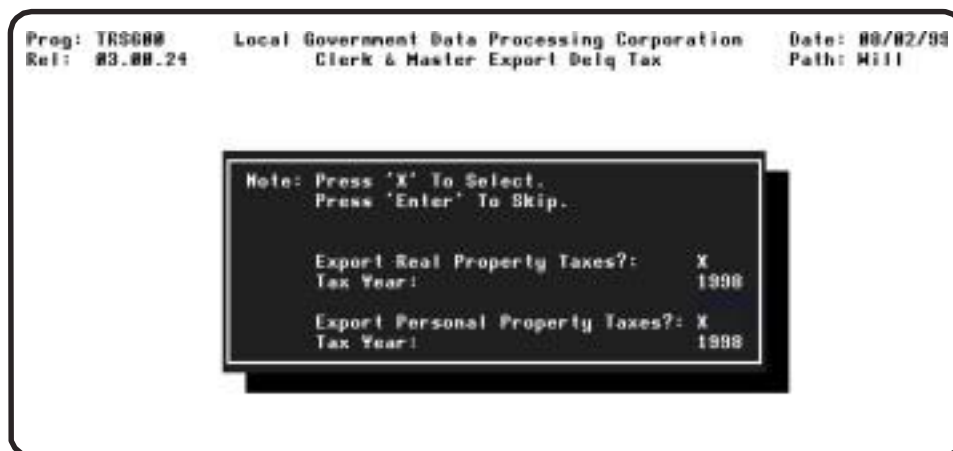
```
Prog: TRSGA#      Local Government Data Processing Corporation    Date: 08/02/99
Rel:  #3.##.24              Clerk & Master Export Delq Tax        Path: Mill




               Note: Press 'X' To Select.
                     Press 'Enter' To Skip.


                     Export Real Property Taxes?:      X
                     Tax Year:                       1998

                     Export Personal Property Taxes?: X
                     Tax Year:                       1998

```

Step 3:   Confirm

You will be prompted by "Data Ok: Yes No Can Xit". Select 'Yes' if all information is correct and the extract should begin, 'No' to make changes, 'Can' to cancel, or 'Xit' to exit the routine.

If you are using a diskette, you will be prompted for the diskette type. You will then be prompted to insert the diskette and asked 'Continue?'. Enter 'Y' to continue or 'N' to exit the process. You are prompted to 'Continue' or 'Exit' for each property type before being prompted for the diskette. If both types are being turned over, the file is created once, then placed on diskette. As the information is processed, it will be displayed on the terminal screen.

The diskette will first be formatted to insure that it is a good diskette and contains no other files. The file will then be copied to the diskette.

■ *Other*

Clerk & Master Update

Summary

This option allows you to update the master file with information received from the Clerk & Master's office. This information lists receipt information for delinquent property taxes that have been paid in the Clerk & Master's office.

Other
Clerk & Master Update

Step 1: **Select process**

Select 'Other' and then 'Clerk & Master Update'.

Step 2: **Select receipt**

The receipt year will be displayed. You can change the year if necessary. Then, enter the receipt number to be accessed. The 'Lookup' option is available to select a receipt. When all of the information is correct, press the 'DataOk' key to confirm.

```
Prog: TRF150        Local Government Data Processing Corporation    Date: 08/02/9
Rel:  01.00.00             Clerk & Master Manual Update             Path: Will


                                         Di   Map  Ctl-Mp Gp   Parcel   SI
                                          1    2    1    2     No   ID
Tax Year: 1998  Receipt Number: 0000152  09-009-G -009-G -J -004.00-  -000

Name 1:      ACME ROAD CO
Name 2:
Address:     P O BOX 654321
City, St:    COLUMBIA, TN
Zip Code:    38401-

Prop Addr:   110 COYOTE LANE            Clerk & Master:   02 PAID @ C&M
                                        Date Turned Over:
Total Taxes:          256.00            Date Paid:         07/01/1999
```

Field Descriptions:

Tax Year   This field contains the tax year of the receipt. Format is century and year (CCYY). 'Lookup' is available to select year and receipt number.

Receipt No   This contains the receipt number assigned by the state. 'Lookup' is available.

Clerk & Master   This field contains the flag which indicates whether this parcel has been turned over to the Clerk & Master's office or paid at the Clerk & Master's office.

Date Turned Over   (if turned over to the Clerk & Master) This field contains the month, day, century, and year that the receipt was turned over to the Clerk & Master. The system will automatically insert slashes (MM/DD/CCYY) after entering the date.

Date Paid   (if paid the Clerk & Master's office) This field contains the month, day, century, and year of the last date that a payment was made on this receipt. The system will automatically insert slashes (MM/DD/CCYY) after entering the date.

Step 3:   **Confirm**

You will be prompted by "Data Ok: Yes No Can Xit". Select 'Yes' if all information is correct, 'No' to make additional changes, 'Can' to cancel the changes made and return to the tax year field, or 'Xit' to exit the routine to the Trustee System menu. If you select 'Yes', you will be returned to the tax year field.

◼ *Other*

Reconcile ACV Amounts

Summary

This option allows you to access and then reconcile any receipts that have ACV amounts which have been applied for payment. This option reconciles those receipts which have been paid by the State.

Other
Reconcile ACV Amounts

Step 1: **Select process**

Select 'Other' and 'Reconcile ACV Amounts'.

Step 2: **Select receipt**

The tax year will automatically be displayed. It can be changed if necessary. Enter the receipt number to be accessed. The 'Lookup' option is available to select from receipts on file.

```
Prog: TRF025        Local Government Data Processing Corporation     Date: 08/02/99
Rel:  01.00.00                 Reconcile Master ACV Maint            Path: Mill



                                     Di   Map   Ctl  Gp    Parcel   SI
                                      1    2    1    2     No   ID
    Tax Year: 1998  Receipt Number: 0000348    20-141- -141- - -005.01- -000

    ACV Reconcile Date: 08/02/1999      Name 1:    ADAMS JOHN Q
    ACV Applied:        01 YES          Sort Key:  ADAMS JOHN Q
    ACV Amount:               200.00    Name 2:    ETUX PRESIDENT
                                        Address:   110 WHITE HOUSE LANE
                                        City, State: COLUMBIA, TN
                                        Zip Code:  38401-
    Total Taxes:              867.00    Prop Addr: 110 WHITE HOUSE LANE
```

Step 3: **Enter reconcile information**

Enter the date the receipt is being reconciled. Enter the date as MMDDCCYY. The system will automatically insert slashes when the date is entered.

Step 4: **Confirm**

You will be prompted by "Data Ok: Yes No Can Xit". Select 'Yes' to continue the process or 'No' to return to Step 3, 'Can' to cancel the process, or 'Xit' to exit the routine.

When the process has completed, you will be returned to the receipt number field.

■ *Other*

State Delinquent File Create

Summary

This option selects all receipts that are delinquent based on the criteria entered and puts them on a diskette for the State.

Other
State Delinquent File Create
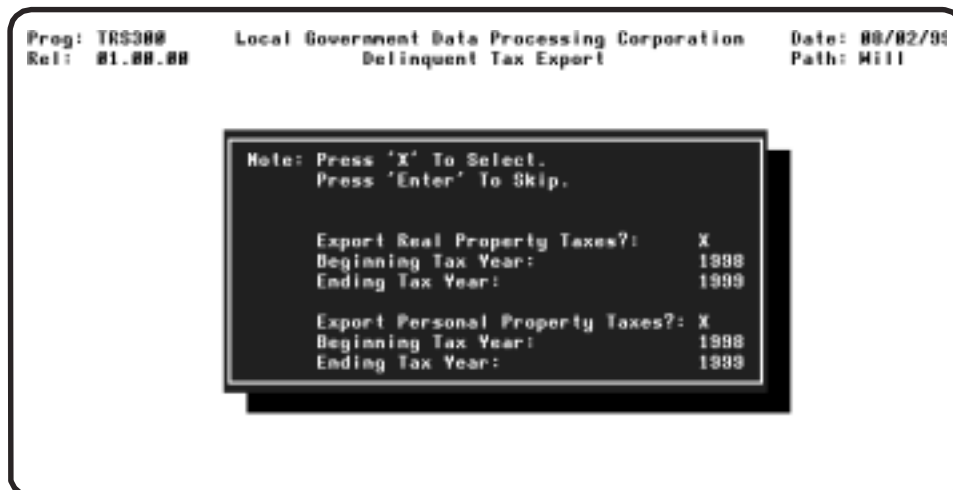
Step 1:   Select process

Select 'Other' and then 'State Delinquent File Create'.

Step 2:   Select selection criteria

You have the option to process real and/or personal property taxes and to select the tax year range. Enter the appropriate responses. After entering the selections, press the 'DataOk' key.

```
Prog: TRS300        Local Government Data Processing Corporation      Date: 08/02/99
Rel:  01.00.00                  Delinquent Tax Export                 Path: Will


        Note: Press 'X' To Select.
              Press 'Enter' To Skip.


              Export Real Property Taxes?:        X
              Beginning Tax Year:                 1998
              Ending Tax Year:                    1999

              Export Personal Property Taxes?: X
              Beginning Tax Year:                 1998
              Ending Tax Year:                    1999
```

Step 3:   Confirm selection criteria

You will be prompted by "Data Ok: Yes No Can Xit". Select 'Yes' to continue the process or 'No' to return to Step 2, 'Can' to cancel the process, or 'Xit' to exit the routine.

Step 4:   Confirm process

You will be prompted by "State Delinquent Export - *(tax type)*: Continue Exit". Select 'Continue' to begin the export process or 'Exit' to exit the routine.

As the information is processed, it will be displayed on the terminal screen.

Step 5:   Select diskette type

A pop-up menu will be displayed that allows you to select the type of diskette that will be used for the export file. Make the appropriate selection. When the process has completed, you will be returned to the Trustee System menu.

```
                        Local Government Data Processing
SCL:  TRP3Z0            Copy Delinquent Tax File To Disk        Rei:  01.00.00



                Please  Use  A 3  liZ  Inch  Diskette  If  Possible.
                If  You  Cannot  Use  A 3  liZ  Inch  Diskette,  Then
                A 5  114  Inch  Diskette  Is  Allowed.
```

■ *Other*

Create Transamerica Delinquent File

Summary

This option allows you to create the transamerica delinquent tax file. This selects records prior to and through the year selected and puts them on a diskette to be sent to Transamerica or any company able to read this file format.

Other
Transamerica Delinquent File Create

Step 1: **Select process**

Select 'Other' and then 'Transamerica Dlqnt File Create'.

Step 2: **Select tax year**

Enter the tax year to be processed. Enter as CCYY. This will select records prior to and through the year entered. After entering the year, press the 'Update' action key. This information will only be accurate if the receipts paid in the Clerk & Master's Office are being updated.

```
Prog: TRE610       Local Government Data Processing Corporation      Date: 05/02/96
Rel:  01.00.00                  Transamerica File Create             Path: SHEILA




                           ┌─────────────────────────────────┐
                           │     Transamerica File Create     │
                           │                                  │
                           │  Enter Tax Year To Process: 1995 │
                           │                        CCYY      │
                           └─────────────────────────────────┘
```

Transamerica File Format

1	-	16	Parcel Number
17	-	18	Tax Year
19	-	29	Base Tax
30	-	40	Tax Amount Paid
41	-	47	Receipt Number
48	-	53	Payment Date (MMDDYY)
54	-	60	Blank (Filler)

Tape Blocked	60 x 1
9-Track	1600 BPI
EBCDIC	No Label
12" Reel	

Import Transamerica Diskette

Summary

This option allows you to load the information from any company using the Transamerica file format. This information is used to create a batch for tax receipting purposes.

Other
Transamerica Import Diskette

Step 1:   Select process

Select 'Other' and then 'Transamerica Import Diskette'.

Step 2:   Select diskette type

Insert the diskette and select the type of diskette that contains the transamerica information.

```
Select Disk Type:
A. Exit
B. 5 1/4  HD - High Density
C. 5 1/4  DD - Double Density
D. 3 1/2  HD - High Density
E. 3 1/2  DD - Double Density
```
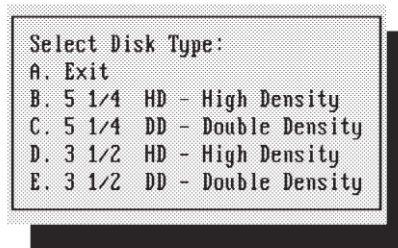
Step 3:   Confirm

You will be prompted to confirm that you have selected the correct type of diskette and that the process should begin. When the process has completed, you will be returned to the Trustee System menu. You will need to perform the Transamerica Batch Extract following this option.

```
                        Local Government Data Processing
SCL:   TRP200         Import Transamerica Diskette For Trustee      Rel:  01.00.00



                   Please Insert The Transamerica Floppy Disk
                      Into The Drive And Select Disk Type.




        You Have Selected A 3 1/2 High Density Diskette.



                              Continue:
                              A. Exit
                              B. Yes
```

■ *Other*
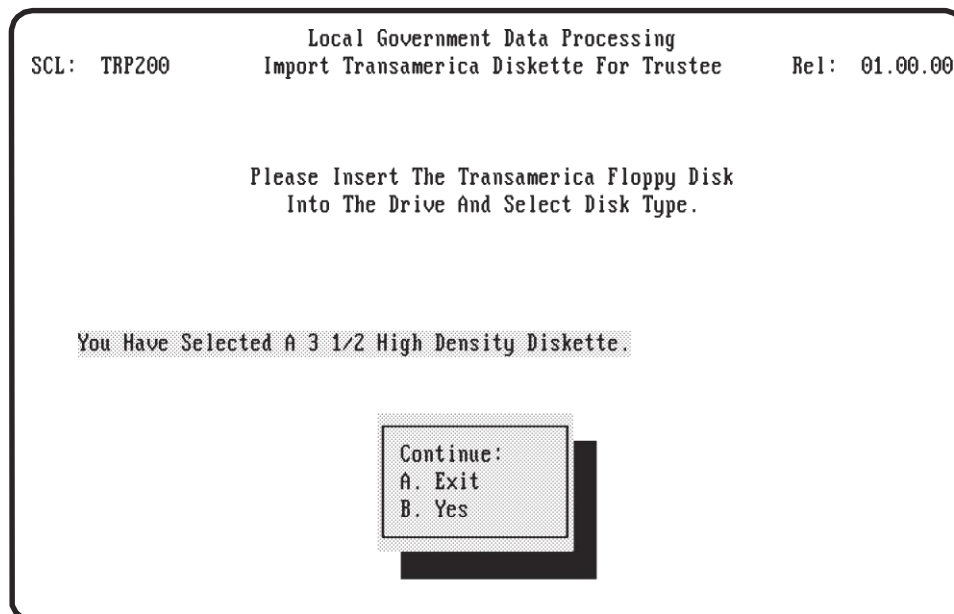
Transamerica Batch Extract

Summary

This option takes the file created from 'Import Transamerica Diskette' and creates batches of information. When this is completed, you can select the appropriate option and pay the receipts or print the information in the batch created.
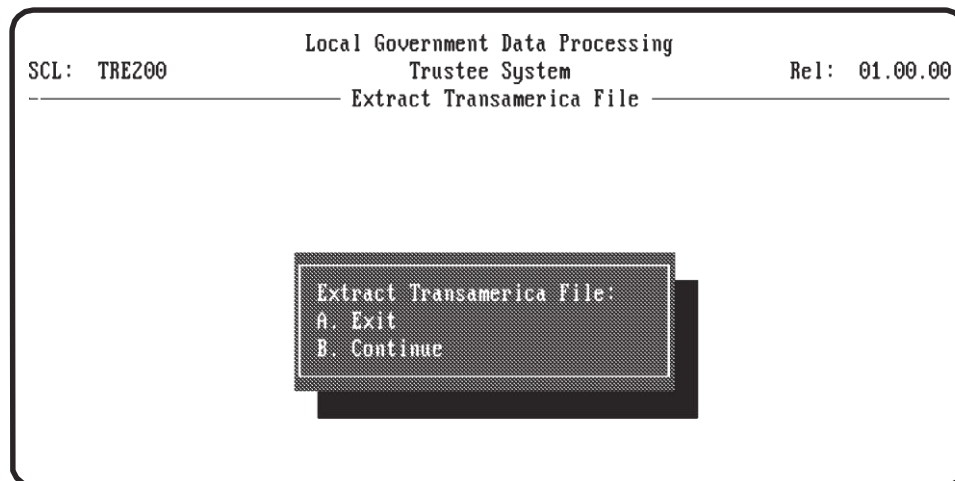
Other
Transamerica Batch Extract

Step 1: **Select process**

Select 'Other' and then 'Transamerica Batch Extract'.

Step 2: **Confirm**

You will be prompted to confirm that the process should begin. Enter the appropriate response.

```
                          Local Government Data Processing
 SCL:  TRE200                    Trustee System                  Rel:  01.00.00
 ────────────────────────── Extract Transamerica File ──────────────────────────




                       ┌─────────────────────────────────┐
                       │ Extract Transamerica File:      │
                       │ A. Exit                         │
                       │ B. Continue                     │
                       └─────────────────────────────────┘


```

Step 3: **Confirm printing**

You will be prompted by 'Batch Error Listing: Continue Exit'. Select the appropriate response. To exit back to the main menu, select 'Exit'.

If you select 'Continue', you will then have the option to display the information on the terminal screen or print to the printer. Select the appropriate response. When the process is complete, you will be returned to the beginning of this step.

Unlock Receipts

Summary

This option allows you to unlock a receipt. A receipt can become locked when interruptions happen such as power failure or program error.

Other
Unlock Receipts

Step 1:   Select process

Select 'Other' and then 'Unlock Receipts'.

Step 2:   Select receipt

Enter the receipt type, year, and number for the receipt to be accessed. The 'Lookup' option is available. The program and locked information will be displayed. You can scroll the locked receipts by using the 'Prev' and 'Next' action keys.


```
Prog: TRF190        Local Government Data Processing Corporation    Date: 08/02/99
Rel:  01.02.00                      Unlock Receipts                 Path: Will


        Receipt Type:          02
        Receipt Year:          1998
        Receipt No:            0000129

        Program Description:   Property Tax Re-Receipting
        Program Name:          TRF100H
        User:                  KEITH
        Terminal Number:       6L
        Time Locked:           08:51:27
        Date Locked:           08/06/1999
```

Step 3:   Confirm

You will be prompted by "Unlock This Receipt?". Enter the appropriate response. You will be returned to the receipt type field.

◼ *Inquiry*

The Process

Summary

The Inquiry Processes allow you to view the information on various files in the Trustee System. The information cannot be changed, just viewed.

Step 1: **Select process**

After selecting 'Inquiry', a pull down menu will appear that allows you to select the type of process to be performed.
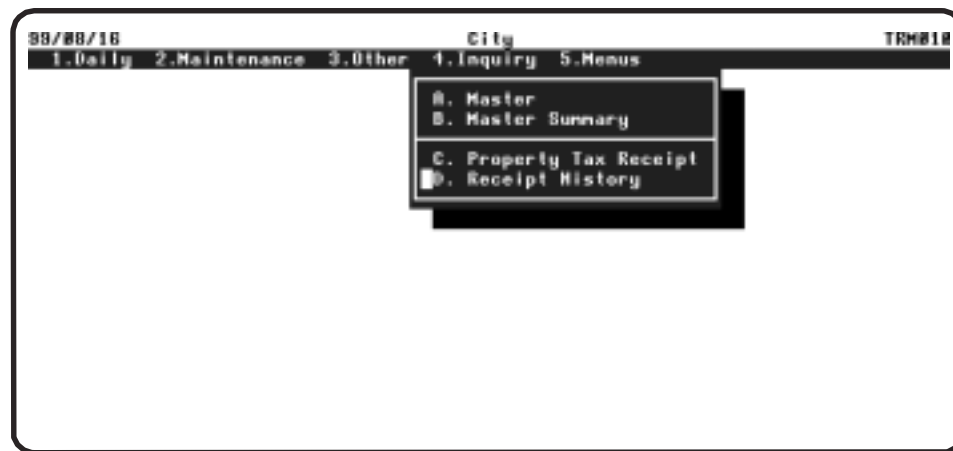
Master

Summary

This option allows you to inquire on the records on the Master File.

Inquiry
Master

Step 1: Select process

Select 'Inquiry' and then 'Master'.

Step 2: Select receipt

The tax year will automatically be displayed. It can be changed if necessary. Enter the receipt number to be accessed. The 'Lookup' option is available to select receipts by various criteria.

If the 'Lookup' option is selected, you will have the option of selecting 'Paid', 'Unpaid', or 'All' receipts. Then, you can select the order in which the information can be selected. (See Step 2 and 3 of the Master Summary Inquiry.)

```
Prog: TRF031      Local Government Data Processing Corporation    Date: 00/02/95
Rel:  02.00.49                 Master Inquiry                     Path: Mill

                                           Di   Map    Ctl  Gp   Parcel  SI
                                            1    2      1    2     No    ID
Tax Year: 1998   Receipt Number: 0000452   09-009-G -009-G -J -001.00-  -000

Name 1:            ACME ROAD CO            Deeded Acres:              0.00
Sort Key:          ACME ROAD CO            Calculated Acres:           0.0
Name 2:                                    Tax Rate:                 3.6100
Address:           P O BOX 654321          Land Value:              28,400
City, State:       COLUMBIA, TN            Improvement Value:            0
Zip Code:          38401-                  Personal Property:            0
Prop Addr:         110 COYOTE LANE         Total Property:          28,400
County No:         060 MAURY               Assessed Percent:           25 %
City No:                                   Assessed Value:           7,100
Bankrupt:          02 NO                   Net Taxes:               191.00
Clerk & Mst:       02 PAID @ C&M           Other Taxes:              65.00
Date Turned Over:                                                ---------------
State Appeal:      02 NO                   Total Taxes:             256.00
ACV Applied: 02 NO  Reconcile Date:        Date Paid:      07/01/1999 FULL
ACV Amount:                                Notes: 02 NO
```

Step 3: View Information

The receipt information will be displayed. No changes can be made to the information while you are in the 'inquiry' process. Various action keys will be available for your use. The 'OthPrc' key can be used to view different types of information for the receipt selected. When you have finished viewing the receipt, press the 'DataOk' key and you will be returned to the receipt number field where another receipt can be selected.

Exit   Returns to the Trustee main menu.

Help   View help message about the field.

Lookup   'Lookup' selections for the field.

DataOk   All changes have been made. Confirm and continue.

OthPrc   The 'OthPrc' key can be used to lookup additional information about the receipt since not all information can be contained on one screen.

- Deed Information - Contains the deed and plat book information
- Other Information - Contains information such as mortgage code, mobile home information, green belt information, and delinquent tax information.
- Tax Distribution - Contains the tax distribution detail items.
- Notes - Contains any comments or additional information about the receipt.
- Tax Year Scroll - This shows all receipts for the selected parcel number. It contains information such as how much was paid and still owed, penalty amount, and ACV amounts.
- Payment History - You would use this if you need to know what has or has not been paid on the receipt. This lists each transaction for the receipt including partial payments, changes, and voids. Also available is receipt distribution, payment detail, and receipt information.

Master Summary

Summary

This option allows you to inquire on the tax and payment amounts for a receipt. The information is displayed in summary form only. You will be prompted to choose the type of receipts to select and the order in which they are to be processed. Depending on the order chosen, you will enter that information for the record to select or as a starting point for the selection. For example: If you want to begin selecting by the name 'BROOKS', select 'Name' order and then enter 'BROOKS' in the name field.
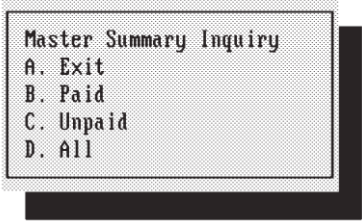
Inquiry
Master Summary

Step 1:   **Select process**

Select 'Inquiry' and then 'Master Summary'.

Step 2:   **Select receipt type**
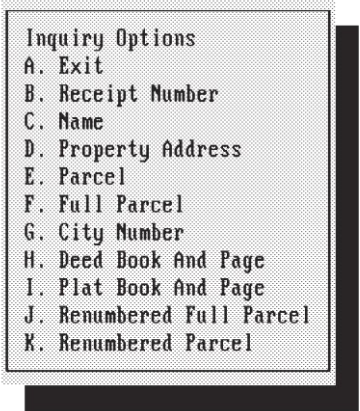
A pop-up menu will be displayed and you can select paid, unpaid, or all receipts to be processed for the inquiry. Enter the appropriate selection.

```
Master Summary Inquiry
A. Exit
B. Paid
C. Unpaid
D. All
```

Step 3:   **Select inquiry order**

A pop-up menu will be displayed and you will select the order in which the information will be selected. Enter the appropriate selection.

```
Inquiry Options
A. Exit
B. Receipt Number
C. Name
D. Property Address
E. Parcel
F. Full Parcel
G. City Number
H. Deed Book And Page
I. Plat Book And Page
J. Renumbered Full Parcel
K. Renumbered Parcel
```

Step 4: **Enter selection information**

Depending on the order chosen, enter the field information for the inquiry. You can either enter the entire field or enter the information for a starting point.

For example: If you want to begin the inquiry with the names that begin with 'B', select the 'Name' order and then enter 'B' in the name field. If you want to inquire on the record for 'John Doe', select the 'Name' order and then enter 'JOHN DOE' in the name field.

Step 5: **View Information**

The receipt information will be displayed. No changes can be made to the information while you are in the 'inquiry' process. The receipts can be scrolled by pressing the action key 'Prev' to go the previous receipt displayed or 'Nxt' to go to the next receipt on file. When you have finished the inquiry process, press the 'Exit' key and you will be returned to the Master Summary Inquiry menu in Step 2.

Property Tax Receipt

Summary

This option allows you to inquire on the property taxes that have already been receipted. After the receipt is selected, the detail, distribution, history, and note information can be selected for inquiry.

Inquiry
Property Tax Receipt

Step 1:   Select process

Select 'Inquiry' and then 'Property Tax Receipt'.

Step 2:   Select receipt

Enter the tax year, receipt number, and transaction number to be accessed. 'Lookup' is available. Press the 'Exit' key for the tax year to return to the Trustee System main menu.

```
Prog: TRF425      Local Government Data Processing Corporation    Date: 08/02/9!
Rel:  01.00.00              Property Tax Receipt Inquiry          Path: Hill


  Tax Year:    1999                    Di   Map  Ctl-Mp Gp    Parcel    SI
  Receipt No: 0000001                   1    2    1    2      No    ID
  Trans No:    0001                    15-011-G -011-B -C -015.00-P -003


  Name 1:      AABBCCC CONSTRUCTION INC      Initials:    AKB
  Name 2:                                    Drawer No:   0001 DRW1
  Address:     PO BOX 1234                   Group Code:
  City, St:    COLUMBIA, TN                  Overpayment:  02 NO
  Zip Code:    30401-                        Batch Name:
  Prop Addr:   110 MAIN ST
                                             Receipt Date: 07/01/1999

  Payment Type: 01 CASH
  Payment No:                                Void Date:
  Received Of:  AABBCCC CONSTRUCTION INC     Prorate Flag: 01 YES 07/01/1999
  Pay Method:    01 MAIL

                                             Total Payment:       299.00

  Notes:          02 NO
```

Note: The transaction number is in relation to the amount of maintenance or payments that have been made to the receipt. For example: A new receipt will have transaction number 0001. When a change is made to the receipt, the transaction number will be changed to 0002, etc.

Step 3:   Select process

The information for the receipt selected will be displayed and you will be prompted by "Options: **P**ayDet **R**ctDist **H**istory **N**otes **C**ancel **E**xit". Enter the appropriate selection.

PayDet	Receipt detail lines inquiry. This shows who paid on the receipt and the type of payment.
RctDist	Distribution information inquiry. This shows the revenues in which the money is distributed.
History	Payment history inquiry. This shows all payment history for the receipt (partial and voids).
Notes	Notes inquiry. This will show any notes attached to the parcel.
Cancel	Returns to the tax year field.
Exit	Returns to the Trustee main menu.

PayDet

Payment Detail
Inquiry

RctDist

Receipt Distribution
Inquiry

History

Receipt History
Inquiry

```
Prog: TRF425     Local Government Data Processing Corporation     Date: 08/02/99
Rel:  01.00.00              Property Tax Receipt Inquiry          Path: Will

 Receipt Number    Name                        Parcel/Property Address
  1999-A000001     AABBCCC CONSTRUCTION INC     15-011-G -011-B -C -015.00-P -003
                   PO BOX 1234                  110 MAIN ST
                   COLUMBIA, TN 30401           City/County: COLUMBIA
                                                Current Balance:          0.00
-----------------------------------------------------------------------------
Tran No:               1
Rcpt Date:       07/01/1999
Taxes Due:            299.00              0.00              0.00          0.00
Penalty:     +          0.00              0.00              0.00          0.00
Pay Amt:     -        299.00              0.00              0.00          0.00
ACV:         =          0.00              0.00              0.00          0.00
Discounts:   -          0.00              0.00              0.00          0.00
Balance:     =          0.00              0.00              0.00          0.00
Void Date:
```

Notes

Receipt Notes
Inquiry

```
Prog: TRF201     Local Government Data Processing Corporation     Date: 08/02/99
Rel:  01.00.00                  Notes Maintenance                Path: Will

 Tax Year: 1999      Receipt Number: A000001      Name: AABBCCC CONSTRUCTION INC
-----------------------------------------------------------------------------
 Notes:

 PAST DUE BACK TAXES
```

Receipt History

Summary

This option allows you to inquire into the history information about a receipt which has been written to the receipt history. The Receipt History File retains all of the information on the Receipt File.

Inquiry
Receipt History

Step 1: **Select process**

Select 'Inquiry' and then 'Receipt History'.

Step 2: **Select receipt**

Enter the tax year, receipt number, and transaction number to be selected. Various selection criteria is available with the 'Lookup' option. Press the 'Exit' key for the tax year to return to the Trustee System main menu.

```
Prog: TRF700        Local Government Data Processing Corporation      Date: 08/02/99
Rel:  01.00.00                  Receipt History Inquiry               Path: Will

Tax Year:   1997                        Di   Map  Ctl-Mp Gp    Parcel    SI
Receipt No: 0000170                      1    2    1    2       No    1D
Trans No:   0001                        00-052-0 -052-0 -0 -029.00-P -001

Name 1:     ACME FOOD SUPPLY            Initials:     VE
Name 2:     % COYOTE                    Drawer No:    0003 DRW3
Address:    100 ROADRUNNER WAY          Group Code:
City, St:   COLUMBIA, TN                Overpayment:  02 NO
Zip Code:   38401-                      Batch Name:
Prop Addr:  100 ROADRUNNER WAY
                                        Receipt Date: 09/01/1998
Payment Type: 02 CHECK
Payment No:   3900                      Void Date:
Received Of:  ACME BRICK COMPANY        Prorate Flag: 01 YES 09/01/1998
Pay Method:   02 CNTER
                                        Total Payment:       22.10
Notes:        02 NO
```

Step 3: **Select process**

The information for the receipt selected will be displayed and you will be prompted by "Options: **P**ayDet **R**ctDist **H**istory **N**otes **C**ancel **E**xit". Enter the appropriate selection.

PayDet	Receipt detail lines inquiry. This shows who paid on the receipt and the type of payment.
RctDist	Distribution information inquiry. This shows the revenues in which the money is distributed.
History	Payment history inquiry. This shows all payment history for the receipt.
Notes	Notes inquiry. This will show any notes attached to the parcel.
Cancel	Returns to the tax year field.
Exit	Returns to the Trustee main menu.

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Control Code

Summary

The Control File section allows you to maintain all of the file information contained on the various trustee control files along with the system control files.

Menus
Control Code

Step 1:   Select process

After selecting 'Menus' and then Control 'Control Code', a pull down menu will appear that allows you to select the type of process to be performed. After selecting 'Control Code', the Control Code pull down menu will appear and you can choose an individual process.

```
08/08/18              Property Tax       Files              THM010
 1.Daily  2.Maintenance  3.Other  4.Inquiry  5.Menus

                                       Control
                                    A. Control Code
                                    B. System Admin
                                    C. System Control

                                    D. Reports

                                    E. ACV
                                    F. Accounting
```

```
99/00/06                     Control Code              TRM005
 1.Control Code

  A. Audit Change Reason Code
  B. Bank
  C. Mortgage Code
  D. Payment Type
  E. Receipt Void Reason Code
  F. Title Type
  G. Warrant Type
  H. Warrant Void Reason Code
```

Audit Change Reason Code

Summary

This option allows you to maintain the reason code. This code is entered when a change is made to the tax aggregate information and the change needs to be recorded on the Audit File.

Menus
Control Code
Audit Change Reason Code

Step 1:   Select process

Select 'Menus', Control 'Control Code', 'Control Code', and 'Audit Change Reason Code'.

Step 2:   Select information

Enter the reason code to be accessed. The 'Lookup' option is available to select from records already on file.

Step 3:   Maintain information

If the record selected already exists, the information will be displayed and the description can be changed. If this is new, enter a brief description of the code.

```
Prog: GBTRF610      Local Government Data Processing Corporation     Date: 08/02/99
Rel:  01.00.00                 Audit Change Reason Code Maint          Path: Mill




                 Code:          01

                 Description: REQUEST BY CLERK & MASTER
```

Action Keys Available:

Exit	Return to the Control Code menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Code field.

Bank

Summary

This option allows you to maintain the bank number assignment information.

Menus
Control Code
Bank

Step 1:   **Select process**

Select 'Menus', Control 'Control Code', 'Control Code', and 'Bank'.

Step 2:   **Select information**

Enter the bank number to be accessed. The 'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and any changes can be made. If this is new, enter all necessary information.

```
Prog: TRF100       Local Government Data Processing Corporation     Date: 08/02/93
Rel:  01.00.00                     Bank Maintenance                 Path: Mill




                Bank Number: 010

                Bank Name:   REGULAR ACCOUNT

                Acct Number: 123456-01

```

Action Keys Available:

Exit	Return to the Control Code menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Bank Name   This field contains the name of the bank assigned to the bank number.

Acct Number   This field contains the bank account number.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Bank Number field.

Mortgage Code

Summary

This option allows you to maintain the mortgage code information which identifies the lending institution holding the mortgage.

Menus
Control Code
Mortgage Code

Step 1: **Select process**

Select 'Menus', Control 'Control Code', 'Control Code', and 'Mortgage Code'.

Step 2: **Select information**

Enter the mortgage code to be accessed. The mortgage code is the trustee mortgage code which identifies the lending institution holding the mortgage on the property taxes. The 'Lookup' option is available to select from records already on file.

Step 3: **Maintain information**

If the record selected already exists, the information will be displayed and any changes can be made. If this is new, enter all necessary information.

```
Prog: TRF290        Local Government Data Processing Corporation      Date: 08/02/99
Rel:  01.00.00               Mortgage Code Maintenance                 Path: Will




         Mortgage Code:   01

         Description:     FIRST MORTGAGE

         Screen Desc:     FIRST
```

Action Keys Available:

Exit	Return to the Control Code menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Description   This field contains the description of the mortgage company tied to the mortgage code.

Screen Desc   This field contains a shortened version of the trustee mortgage code description and is used for screen display.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Mortgage Code field.

Payment Type

Summary

This option allows you to maintain the information which identifies the type of payment used when receipting.

Menus
Control Code
Payment Type

Step 1: Select process

Select 'Menus', Control 'Control Code', 'Control Code', and 'Payment Type'.

Step 2: Select information

Enter the payment type code to be accessed. The 'Lookup' option is available to select from records already on file. The payment type code identifies the type of payment used when receipting.

> 01 = Cash
> 02 = Check
> 03 = Money Order

Step 3: Maintain information

If the record selected already exists, the information will be displayed and any changes can be made. If this is new, enter all necessary information.

```
Prog: GBTRF030    Local Government Data Processing Corporation    Date: 08/02/99
Rel:  03.00.00              Payment Type Maintenance              Path: Mill


     Payment Type:    01

     Description:     CASH
     Screen Desc:     CASH

     Bank Number:     010
     Bank Name:       REGULAR ACCOUNT
     Payment Number:  02 NO
     Authorization:   02 NO

     Non COM Flag:    02 NO
     Non COM Funct:
```

Action Keys Available:

Exit	Return to the Control Code menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
Add	If the cursor is in the bank number field, this will take you to the 'Add/Change Bank' screen.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Field Descriptions:

Description	This contains a payment type description. For example: Cash, Check, Money Order.
Screen Description	This contains a payment type screen description. This description is a shortened version of the full description, is user defined, and is used in certain areas where space is limited. Examples might be:

> CASH = Cash CHECK =
> Check MORDR = Money
> Order

Bank Number	This field contains the bank number assigned to a particular payment type. This is used when a bank collects taxes for the Trustee. 'Lookup' is available.
Bank Name	(display only) This is the name of the bank associated with the Bank Number.
Payment Number Required	The entry in this field determines whether the payment number is required. 'Lookup' is available.
Authorization Required	The entry in this field determines whether payment authorization information is required. Values are 01 = Yes or 02 = No. 'Lookup' is available.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Payment Type field.

Receipt Void Reason Codes

Summary

This option allows you to maintain the codes which identify the reason the receipt was changed or voided.

Menus
Control Code
Receipt Void Reason Codes

Step 1:   **Select process**

Select 'Menus', Control 'Control Code', 'Control Code', and 'Receipt Void Reason Codes'.

Step 2:   **Select information**

Enter the void code to be accessed. The code identifies the reason the receipt has been changed or voided. The 'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and any changes can be made. If this is new, enter all necessary information.

```
Prog: GBTRF160      Local Government Data Processing Corporation      Date: 08/02/99
Rel:  01.00.00                 Void Rcpt Rsn Code Mnt.               Path: Will



        Void Code:          01

        Reason For Void:    Request By Clerk & Master

        Screen Description: Clk & Mast

        Refund Required:    02 NO
```

Action Keys Available:

Exit	Return to the Control Code menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Field Descriptions:

Reason For Void   This contains the description for the reason the receipt was changed or voided.

Screen Description   This contains the void reason screen description. This description is a shortened version of the full description, is user defined, and is used in certain areas where space is limited.

Refund Required   This field indicates whether a refund should be issued when the receipt is voided. Examples: 01-Yes, 02-No. 'Lookup' is available.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Void Code field.

■ *Controlling Information - Control Code*

Title Type

Summary

This option allows you to maintain the title type code information in reference to the office collecting taxes.

Menus
Control Code
Title Type

Step 1: **Select process**

Select 'Menus', Control 'Control Code', 'Control Code', and 'Title Type'.
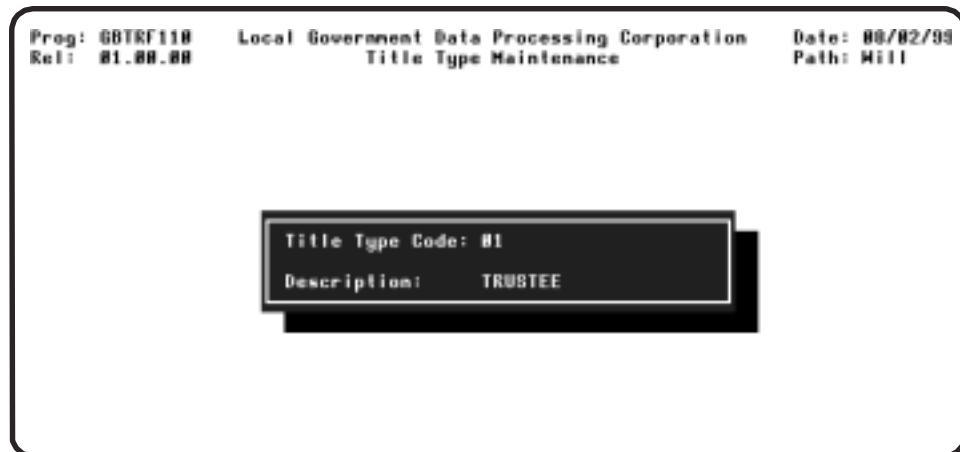
Step 2: **Select information**

Enter the title type code to be accessed. The 'Lookup' option is available to select from records already on file. Values are:

01 = Trustee
02 = City Treasurer
03 = City Tax Collector

Step 3: **Maintain information**

If the record selected already exists, the information will be displayed and the description can be changed. If this is new, enter the title type description.

```
Prog: GBTRF110     Local Government Data Processing Corporation     Date: 08/02/99
Rel:  01.00.00                 Title Type Maintenance                Path: Mill




                    Title Type Code: 01

                    Description:     TRUSTEE

```

Action Keys Available:

Exit	Return to the Control Code menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Title Type Code field.

Warrant Type

Summary

This option allows you to maintain the warrant type code information.

Menus
Control Code
Warrant Type

Step 1: **Select process**

Select 'Menus', Control 'Control Code', 'Control Code', and 'Warrant Type'.

Step 2: **Select information**

Enter the warrant type code to be accessed. The 'Lookup' option is available to select from records already on file.

Step 3: **Maintain information**

If the record selected already exists, the information will be displayed and any changes can be made. If this is new, enter all necessary information.

```
Prog: GBTRF060     Local Government Data Processing Corporation    Date: 08/02/99
Rel:  01.00.00                 Warrant Type Maintenance            Path: Will

           Warrant Type:       01

           Description:        PAYROLL

           Screen Description: PAYRL
```

Action Keys Available:

Exit	Return to the Control Code menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

<u>Field Descriptions:</u>

Description   This contains the warrant type description. Example: Coupon, Payroll, Vendor.

Screen Description   This contains a warrant type screen description. This description is a shortened version of the full description, is user defined, and is used in certain areas where space is limited. Examples might be:

Coup = Coupon
Payrl = Payroll
Vend = Vendor

Step 4:   **Confirm**

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Warrant Type field.

Warrant Void Reason Codes

Summary

This option allows you to maintain the reason codes which identify the reason the warrant was changed or voided.

Menus
Control Code
Warrant Void Reason Codes

Step 1:   Select process
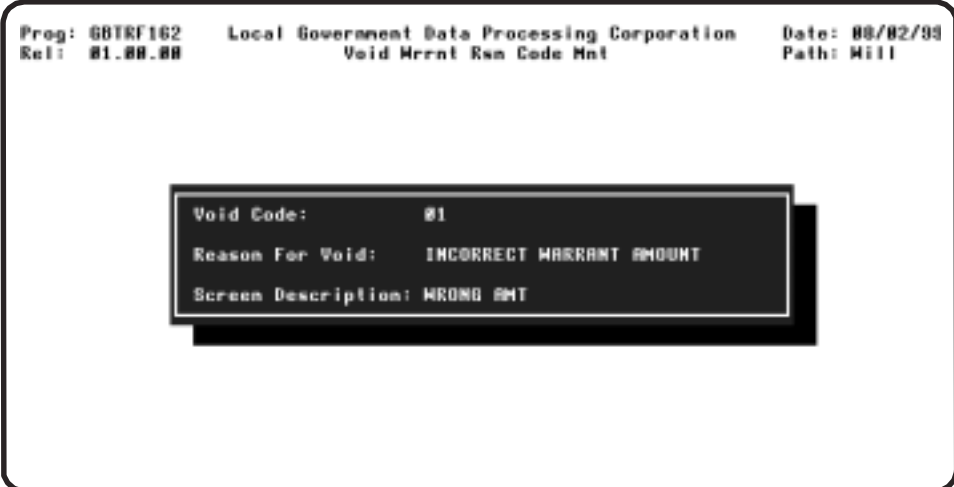
Select 'Menus', Control 'Control Code', 'Control Code', and 'Warrant Void Reason Codes'.

Step 2:   Select information

Enter the void code to be accessed. The code identifies the reason the receipt has been changed or voided. The 'Lookup' option is available to select from records already on file.

Step 3:   Maintain information

If the record selected already exists, the information will be displayed and any changes can be made. If this is new, enter all necessary information.

```
Prog: GBTRF162    Local Government Data Processing Corporation    Date: 08/02/99
Rel:  01.00.00              Void Wrrnt Rsn Code Mnt                Path: Hill




          Void Code:            01

          Reason For Void:      INCORRECT WARRANT AMOUNT

          Screen Description: WRONG AMT
```

Action Keys Available:

Exit	Return to the Control Code menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Reason For Void   This contains the description for the reason the receipt was changed or voided.

Screen Description   This contains the void reason screen description. This description is a shortened version of the full description, is user defined, and is used in certain areas where space is limited.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Void Code field.

Control File

Summary

The System Administration section allows you to maintain all of the file information contained on the various trustee control files along with the system control files.

Menus
System Admin
Control Code

Step 1:   **Select process**

After selecting 'Menus', a pull down menu will appear that allows you to select the type of process to be performed. After selecting 'System Admin', another menu screen will appear and you can choose an individual process. Select 'Control Code' to access the Trustee's Control Code information.

Trustee Control

Summary

This option allows you to maintain the information on the Trustee's System Parameter File.
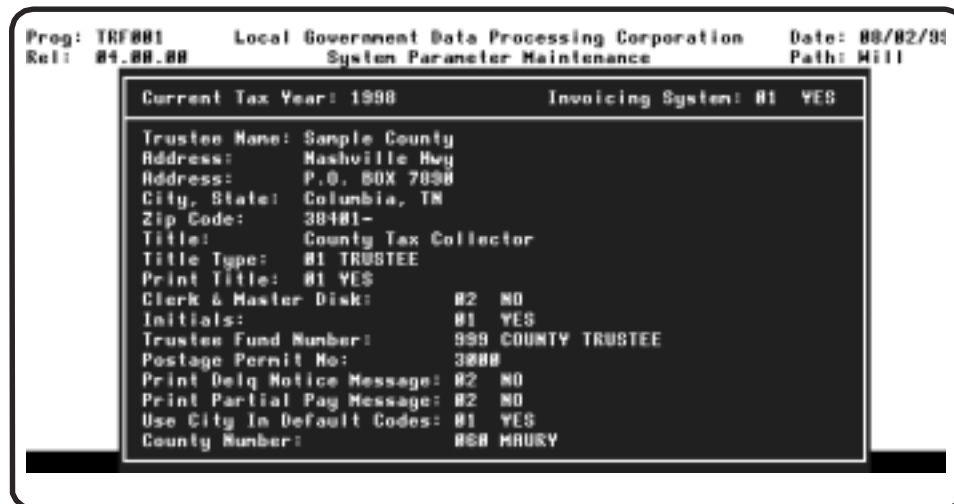
Menus
System Admin
Control File
Trustee Control

Step 1: Select process

Select 'Menus', 'System Admin', 'Control File', and System Control 'Trustee Control'.

Step 2: Maintain information on first screen

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: TRF001        Local Government Data Processing Corporation      Date: 08/02/95
Rel:  04.00.00                  System Parameter Maintenance          Path: Will

  Current Tax Year: 1998                     Invoicing System: 01   YES

  Trustee Name: Sample County
  Address:      Nashville Hwy
  Address:      P.O. BOX 7090
  City, State:  Columbia, TN
  Zip Code:     38401-
  Title:        County Tax Collector
  Title Type:   01 TRUSTEE
  Print Title:  01 YES
  Clerk & Master Disk:        02   NO
  Initials:                   01   YES
  Trustee Fund Number:        999 COUNTY TRUSTEE
  Postage Permit No:          3000
  Print Delq Notice Message:  02   NO
  Print Partial Pay Message:  02   NO
  Use City In Default Codes:  01   YES
  County Number:              060 MAURY
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.

Field Descriptions:

Current Tax Year	This contains the current tax century and year.
Trustee Name	This contains the name of the Trustee (office name).
Address	This contains the first and second line of the Trustee's address.

City, State	This contains the city and state of the Trustee's address.
Zip Code	This contains the zip code (XXXXX-XXXX) of the Trustee's address.
Title	This contains the Trustee's title. This title will be printed if you answer 'Yes' to 'Print Title'. This is normally the Trustee's name.
Title Type	This contains the office title type. 'Lookup' is available.
Print Title	This field indicates whether this office wants to print the Trustee's title on the receipts. 'Lookup' is available.
Clerk & Master Disk	This field contains the default indicating if a diskette is to be created when sending the delinquent taxes to the Clerk & Master. 'Lookup' is available. 01 = Yes 02 = No
Initials	This field indicates if this office will be using initials. 'Lookup' is available.
Trustee Fund Number	This field contains the Trustee's fund number. 'Lookup' is available.
Postage Permit No	This field contains the mailing permit number for printing delinquent tax notices.
Print Delq Notice Message	This indicates whether the Trustee wants the special delinquent tax notice message printed on their Delinquent Tax Notices.
Print Partial Pay Message	This indicates whether the Trustee wants the partial payment message printed on their Partial Payment Receipts.
Use City In Default Codes	This indicates whether to use the city number when entering default codes.
County Number	This contains the number assigned to the county.

Step 3:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can   Xit". Enter the appropriate response.

Step 4:   Maintain information on second screen

After you confirm that the information on the first screen is correct, you will be prompted by "Next Screen?". Select 'Yes' to continue to the second screen, or 'No' to return to the System Administration Menu.

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.

```
Prog: TRF002          Local Government Data Processing Corporation     Date: 08/02/99
Rel:  03.00.25                 System Parameter Maintenance             Path: Will

┌──────────────────────────────────────────────────────────────────────────┐
│ Discounts:          02 NO        Max Months To Post Past Acct Date:  1     │
│ Print Receipts:     01 YES       Receipt Type: 01 DETAILED                 │
│ Receipt Distribution Method:     01 PERCENTAGE                             │
│ Min Partial Payment Percent:     100 %                                     │
│ Additional Disc. Tax Code:       06 COUNTY TAX RELIEF                      │
│ Tax Relief Payment Type:         04 TAX RELIEF                             │
│ 28310 Payment Type:              88 NO NEW MONEY                           │
│ Compute Taxes Rounded:           01 YES                                    │
│ Auto Misc Receipt Numbering:     01 YES                                    │
│ Last Misc Receipt Number Used: 0000442                                    │
│ Summarized Entry Number:         10000007                                  │
│ Warrant Form Flag:               01 BOTH                                   │
│ Default Commission Object:       539 OTHER CHARGES                         │
│ Beginning Tax Aggregate:              171,167.28                           │
│ Engage Audit Facility:           02 NO                                     │
│ Deposit Collateral Percent:      100.00 %                                  │
│ Prior Year Date: 03/01/1999      ACV Expiration Date:                      │
│ Purge In Progress == Receipts: 02 NO     Warrants: 02 NO                   │
└──────────────────────────────────────────────────────────────────────────┘
```

Field Descriptions:

Discounts   This field indicates if this office uses discounts. 'Lookup' is available.

Max Months To Post Past Acct Date

This contains the maximum number of months past the accounting date posting can occur.

Print Receipts   This field indicates if this office will be printing receipts. 'Lookup' is available.

Receipt Type   This field is used to identify the type of property tax receipt to be printed. 'Lookup' is available.
        01 = Detailed Receipt (new format)
        02 = Summary Receipt (old format)

Receipt Distribution Method   This field indicates the method of receipt distribution for parcel payments. 'Lookup' is available.
        01 = Percentage - Calculates percent of payment going to each department
        02 = Top to Bottom - Puts all money toward 1st distribution line, then 2nd line, 3rd line, etc. until all money is distributed.

Min Partial Payment Percent   This field contains the minimum partial payment percent amount. If a payment under this amount is entered, a message appears on the receipting screen.

Additional Disc. Tax Code   This field contains the tax code that is used to reference the additional discount. This is used for county tax relief. 'Lookup' is available.

Tax Relief Payment Type   This contains the payment type code for tax relief (ACV). 'Lookup' is available.

28310 Payment Type   This contains the payment type code for 28310 entries. If the payment type is chosen, the debit entry for the receipt will be made to 28310.

Compute Taxes Rounded   This field contains the code indicating if the state taxes are to be rounded to the nearest dollar. 'Lookup' is available.
        01 = Yes
        02 = No

Auto Misc Receipt Numbering   This field indicates if this office will be using the automatic miscellaneous receipt numbering process. 'Lookup' is available.

Last Misc Receipt Number Used

This field contains the last miscellaneous receipt number used in the automatic miscellaneous receipt numbering process.

Summarized Entry Number

This field contains the last number used to make summarized entries to the General Ledger. To insure that this number is unique, entries begin with 10000000.

Warrant Form Flag

This field contains the code indicating if a check form, warrant form, or form for both is to be used in the Trustee's office for entering and reconciling checks and/or warrants. 'Lookup' is available.
    01 = Form for both checks and warrants
    02 = Form for checks only
    03 = Form for warrants only

Default Commission Object

This field contains the default commissions object code from the Chart of Accounts. This code will automatically be brought up during the 'Add Allocation Table' process. 'Lookup' is available.

Beginning Tax Aggregate

This field contains the beginning tax aggregate amount that is calculated when the state file is loaded into the Trustee System.

Engage Audit Facility

This field contains a code used to indicate whether or not the audit facility will be used. 'Lookup' is available.

Deposit Collateral Percent

This field contains the deposit collateral percentage.

Prior Year Date

This field contains the date (MM/DD/CCYY) when current taxes become prior year taxes. The system will automatically insert slashes in the date when the date is entered.

ACV Expiration Date

This contains the ACV expiration date. Enter as MMDCCYY. ACV's will not be allowed after this date. This may be left blank.

Purge In Progress == Receipts

This contains a code used to indicate whether or not the receipt purge process is in progress. 'Lookup' is available.

Warrants

This contains a code used to indicate whether or not the warrant purge process is in progress. 'Lookup' is available.

Step 5:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Administration Menu.

Administrator Parameter

Summary

This option allows you to maintain the information pertaining to the administrator that is currently logged on.

Menus
  System Admin
    Control File
      Administrator Parameter

  Step 1: **Select process**

    Select 'Menus', 'System Admin', 'Control File', and System Control 'Administrator Parameter'.

  Step 2: **Maintain information**

    The current information will be displayed and you can make any necessary changes.

```
Prog: GBF004      Local Government Data Processing Corporation      Date: 08/02/99
Rel:  01.00.00              Administrator Parameter Maint.          Path: Will


        User Name:     KAREN

        Terminal ID:   1N

        System Date:   06/30/1999

        User Type:     01 COUNTY

        Begin Fiscal:  07/01/1999
        End Fiscal:    06/30/2000

        How Many Months To Post To Next Fiscal Year (0-6)? 01
        Next Fiscal Year Posting May Not Be On Or Past:    08/01/2000
```

Action Keys Available:

    Exit   Exit routine, return to the main menu.
    Help   View the help message for the field.
    Lookup   'Lookup' information available for the field.
    DataOk   All information has been entered. Confirm and continue.

Field Descriptions:

    System Date This date (MM/DD/CCYY) is the default for this particular system. The system will automatically insert slashes when the date is entered.

    User Type This field defines the type of user. This will be used to drive specific applications.
          01 = County (default)
          02 = City
          03 = None

Begin Fiscal This field is the beginning accounting fiscal date used for marking the beginning of an accounting year.

End Fiscal This field is the ending accounting fiscal date used for marking the ending of an accounting year.

How Many Months To Post To Next Fiscal Year

This field tells each application's posting program how many months into the next fiscal year a transaction may be posted.

Next Fiscal Year Posting May Not Be On Or Past

(display only) This is the calculated date based on the number of months to post to the next fiscal year.

Step 3:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response.

Step 4:   Update All User's Dates?

If the dates have been changed, you will be prompted by this date. Make the appropriate selection. If 'Yes', this will update the date into all systems (Trustee, General Ledger, etc.).   When the process is complete, you will be returned to the System Administration Menu.

Administrator Date Change

Summary

This option allows the administrator to change the date for their login or all logins.

Control File
> **System Administration Menu**
> > **Control File**
> > > **Administrator Date Change**

Step 1:   Select process

Select 'Menus', 'System Admin', 'Control File', and System Control 'Administrator Date Change'.

Step 2:   Maintain information

The current login information will be displayed and you can enter a new default date.

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.

Field Descriptions:

Default Date   This date (MM/DD/CCYY) is the default for this particular system. The system will automatically insert slashes when the date is entered.

Step 3: **Confirm**

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Administration Menu.

Step 4: **Update All User's Dates?**

If the dates have been changed, you will be prompted by this date. Make the appropriate selection. When the process is complete, you will be returned to the System Administration Menu.

User Parameter

Summary

This option allows you to maintain the user parameter information. The information defaults in certain applications throughout the system.

Menus
System Admin
Control File
User Parameter

Step 1: **Select process**

Select 'Menus', 'System Admin', 'Control File', and System Control 'User Parameter'.

Step 2: **Select information**

Enter the user name to be accessed. This name is used to create the Trustee System user profile. The 'Lookup' option is available to select from records already on file.

Step 3: **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.

<u>Field Descriptions:</u>

User Name   This contains the name of the user for use on the system. This must also be setup in the operating system (UNIX/XENIX or FlexGen).

User Initials   This field contains the three letters of the user's initials.

Run Date   This field contains the system run date (MM/DD/CCYY) for a particular user. The system will automatically insert slashes when the date is entered.

Payment Method   This field contains the default payment method used for each transaction entered when you are processing miscellaneous or property tax receipts. 'Lookup' is available.

Drawer Number   This field will be used to hold the cash drawer number assigned to a cashier. The value entered will be used for balancing and closing out of the cash drawer. Deposit Tickets can be printed by drawer number.   'Lookup' is available.

Step 4:   **Confirm**

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the User Name field.

Drawer Code

Summary

This option allows you to add or change cash drawer information. This includes the description and beginning cash drawer amount.

Control File
    System Administration Menu
      Control File
        Drawer Code

Step 1:   **Select process**
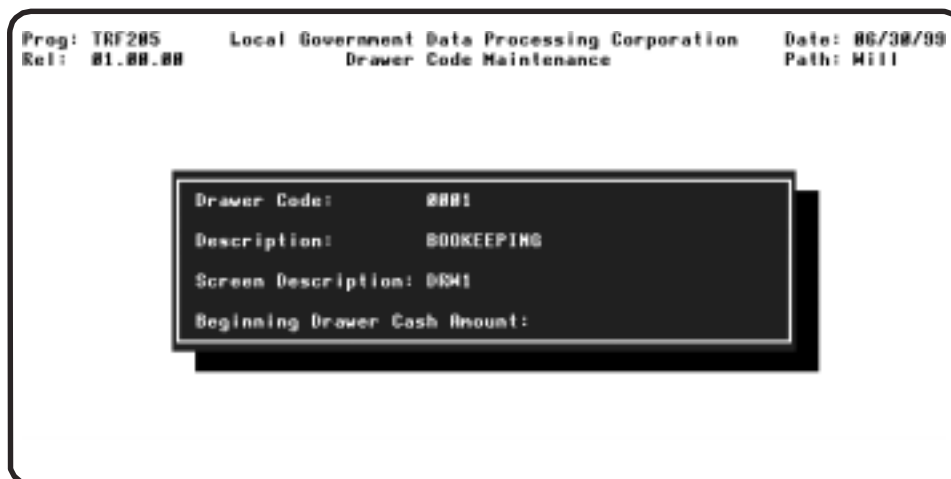
Select 'Menus', 'System Admin', 'Control File', and Other Control 'Drawer Code'.

Step 2:   **Select information**

Enter the drawer code to be accessed. The 'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.

Description   This field contains the description of the trustee drawer code.

Screen Description   This field contains a shortened version of the trustee drawer code description and is used for screen display.

Beginning Drawer Cash Amount

This field contains the amount of cash that the drawer contains at the beginning of the day for change purposes. This will be used on the drawer check out process.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response. When the process is complete, you will be returned to the Drawer Code field.

Initials

Summary

This option allows you to maintain the user's initials on file.

Control File
> **System Administration Menu**
>> **Control File**
>>> **Initials**

Step 1:   **Select process**
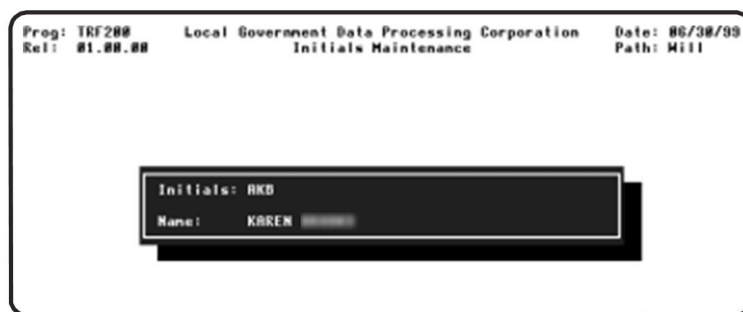
Select 'Menus', 'System Admin', 'Control File', and Other Control 'Initials'.

Step 2:   **Select information**

Enter the operator's initials to be accessed. The 'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the name will be displayed and can be changed. If this is new, enter the operator's name.

```
Prog: TRF288        Local Government Data Processing Corporation      Date: 86/38/99
Rel:  81.88.88                  Initials Maintenance                  Path: Hill




         ┌─────────────────────────────────────────┐
         │ Initials: AKB                            │
         │                                          │
         │ Name:     KAREN                          │
         └─────────────────────────────────────────┘
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Step 4:   **Confirm**

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Initials field.

Control Code

Summary

The Control File section allows you to maintain all of the file information contained on the various trustee control files along with the system control files. This information would be used in maintaining a parcel.

Menus
    System Admin
        Control Code

   Step 1:   **Select process**

After selecting 'Menus', a pull down menu will appear that allows you to select the type of process to be performed. After selecting 'System Admin', another menu screen will appear and you can choose an individual process. Select 'Control Code' to access the Trustee's Control Code information.

Assessment Type

Summary

This option allows you to maintain the assessment type codes.

Menus
System Admin
    Control Code
        Assessment Type

Step 1:   **Select process**

Select 'Control File','System Admin','Control Code', and 'Assessment Type'.

Step 2:   **Select information**

Enter the assessment type code to be accessed. Examples: A=Adjusted, F=Forced, R=Regular. The 'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: GBTRF010    Local Government Data Processing Corporation    Date: 06/30/99
Rel:  01.00.00              Assessment Type Maintenance           Path: Will


            Assessment Type:     A

            Description:         ADJUSTED

            Screen Description: ADJ
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

<u>Field Descriptions:</u>

Description   This contains the assessment type description. Examples: Adjusted, Forced, Regular

Screen Description   This description is a shortened version of the full description, is user-defined, and is used in certain areas where spaces is limited. Examples might be:
        Adjst = Adjusted
        Forcd = Forced
        Reg = Regular

Step 4:   **Confirm**

When the information has been entered, press the'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

City Code

Summary

This option allows you to maintain the city code information. These codes are assigned by the state and used in some offices to discern where a parcel of property is located.

Menus
System Admin
Control Code
City Code

Step 1: **Select process**

Select'Control File','System Admin','Control Code', and 'City Code'.

Step 2: **Select information**

Enter the county code and the city code to be accessed. The'Lookup' option is available to select from records already on file.

Step 3: **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Field Descriptions:

Description   This contains the city code description.

Step 4:   **Confirm**

When the information has been entered, press the'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

County Code

Summary

This option allows you to maintain the county code information. These are numbers which are assigned by the state.

Menus
     System Admin
          Control Code
               County Code

   Step 1:   **Select process**

              Select'Control File','System Admin','Control Code', and 'County Code'.

   Step 2:   **Select information**

              Enter the county code to be accessed. The'Lookup' option is available to select from records already
              on file.

   Step 3:   **Maintain information**

              If the record selected already exists, the information will be displayed and the information can be
              changed. If this is new, enter the necessary information.

```
Prog: GBTRF070    Local Government Data Processing Corporation    Date: 06/30/99
Rel:  01.00.00              County Code Maintenance               Path: Will




                County Code: 060

                Description: MAURY


```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.

Field Descriptions:

Description   This contains the county code description.

Step 4:   Confirm

When the information has been entered, press the'DataOk' key. You will then be prompted by "Data Ok: Yes No Can   Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

Fire Tax Code

Summary

This option allows you to maintain the fire tax code information. A default revenue code and allocation table may be assigned for each fire code.

Menus
System Admin
Control Code
Fire Tax Code

Step 1:   **Select process**

Select'Control File','System Admin','Control Code', and 'Fire Tax Code'.

Step 2:   **Select information**

Enter the fire tax code to be accessed. The'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: GBTRF022     Local Government Data Processing Corporation     Date: 06/30/99
Rel:  01.00.00                  Fire Tax Code Maintenance           Path: Mill




        Fire Tax Code:              020

        Description:                CITY LIMITS

        Screen Description:         CITY LIMIT
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Description   This contains the name of the fire tax.

Screen Description   This field contains the fire tax screen description. This description is a shortened version of the full description, is user-defined, and is used in certain areas where space is limited.

Step 4:   Confirm

When the information has been entered, press the'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

Parcel ID Type

Summary

This option allows you to maintain the parcel identifier code descriptions. Existing codes and descriptions have been designated by the state. These should not be changed unless authorized by the state.

Menus
System Admin
Control Code
Parcel ID Type

Step 1:   **Select process**

Select'Control File','System Admin','Control Code', and 'Parcel ID Type'.

Step 2:   **Select information**

Enter the parcel identifier code to be accessed. Examples: B=Intangible Personal Property, C=Condominium, L= Leasehold. The'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: GBTRF@50    Local Government Data Processing Corporation    Date: 06/30/99
Rel:  01.00.00              Parcel ID Type Maintenance            Path: Will




        Parcel ID:          B

        Description:        INTANGIBLE PERSONAL PROPERTY

        Screen Description: INT
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Description This contains the parcel identifier description. Examples: Intangible Personal Property, Condominium, Leasehold.

Screen Description This field contains the parcel identifier screen description. This description is a shortened version from the full description, is user-defined, and is used in certain areas where space is limited. Examples: CONDO=Condominium, LHOLD=Leasehold, MIN=Mineral

Step 4: **Confirm**

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

Payment Method

Summary

This option allows you to maintain the payment method code information. This identifies how the payment came into your office.

Menus
    System Admin
        Control Code
            Payment Method

Step 1:   **Select process**

Select'Control File','System Admin','Control Code', and 'Payment Method'.

Step 2:   **Select information**

Enter the payment method code to be accessed. The'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: GBTRF120     Local Government Data Processing Corporation     Date: 06/30/99
Rel:  01.00.00              Payment Method Maintenance              Path: Mill



          Payment Method Code: 02

          Description:         OVER THE COUNTER

          Screen Description:  CNTER
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Field Descriptions:

Description   This contains a payment method description.

Screen Description   This field contains the payment method screen description. This description is a shortened version of the full description, is user-defined, and is used in certain areas where space is limited.

Step 4:   Confirm

When the information has been entered, press the'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

Property Type

Summary

This option allows you to maintain the property type code information. These codes are used in maintaining parcel information.

Menus
System Admin
Control Code
Property Type

Step 1: **Select process**

Select 'Control File', 'System Admin', 'Control Code', and 'Property Type'.

Step 2: **Select information**

Enter the property type code to be accessed. Examples: 00=Residential, 01=County Exempt, 02=City Exempt. The 'Lookup' option is available to select from records already on file.

Step 3: **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: GBTRF010      Local Government Data Processing Corporation    Date: 06/30/99
Rel: 01.00.00                  Property Type Maintenance            Path: Mill




            Property Type:      00

            Description:        RESIDENTIAL

            Screen Description: RESID
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Description This contains a property type description. Examples: Residential, County Exempt, City Exempt

Screen Description This field contains the property type screen description. This description is a shortened version of the full description, is user-defined, and is used in certain areas where space is limited. Examples: RESID=Residential, COEXE=County Exempt, CIEXE=City Exempt

Step 4: Confirm

When the information has been entered, press the'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

Special School District Code

Summary

This option allows you to maintain the special school district code information. These codes are assigned by the state and caution should be used in changing any of the information. This information is also used when setting up default codes, if applicable.

Menus
System Admin
Control Code
SSD Code

Step 1:   **Select process**

Select'Control File','System Admin','Control Code', and 'SSD Code'.

Step 2:   **Select information**

Enter the special school district code to be accessed. The'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

Action Keys Available:

Exit   Exit routine, return to the main menu.
Help   View the help message for the field.
Lookup   'Lookup' information available for the field.
DataOk   All information has been entered. Confirm and continue.
Delete   Delete the selected information. You will be prompted to confirm the process.

Description   This contains the name of special school district.

Screen Description   This field contains the special school district screen description. This description is a shortened version of the full description, is user-defined, and is used in certain areas where space is limited.

Step 4:   Confirm

When the information has been entered, press the'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

Tax Type

Summary

This option allows you to maintain the tax type code information. This information is used when maintaining the distribution lines for parcels.

Menus
System Admin
Control Code
Tax Type

Step 1:   Select process

Select'Control File','System Admin','Control Code', and 'Tax Type'.

Step 2:   Select information

Enter the tax type code to be accessed. This code identifies the type of taxes that are being charged to the land owner. The'Lookup' option is available to select from records already on file.

Step 3:   Maintain information

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: GDTRF13H     Local Government Data Processing Corporation     Date: 06/30/99
Rel:  01.00.00                  Tax Type Maintenance                Path: Mill




        Tax Type Code:      01

        Description:        NET PROPERTY TAX

        Screen Description: PROP
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Field Descriptions:

Description This contains a tax type description.

Screen Description This field contains the tax type screen description. This description is a shortened version of the full description, is user-defined, and is used in certain areas where space is limited.

Step 4:   Confirm

When the information has been entered, press the'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

Transaction Entry Type

Summary

This option allows you to maintain the transaction entry type code information. Transactions are described and set for auto numbering.

Menus
System Admin
Control Code
Transaction Entry Type

Step 1:   **Select process**

Select'Control File','System Admin','Control Code', and 'Transaction Entry Type Maint'.

Step 2:   **Select information**

Enter the transaction entry type code to be accessed. This is used to identify the type of transaction for the General Ledger system. The'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: GBACF01G    Local Government Data Processing Corporation    Date: 06/30/9!
Rel:  01.00.00                Transaction Entry Type Maint          Path:


   Trans Type:     BB

   Description:    BEGINNING BALANCE

   Auto Number:    1 YES
   Next Trans No:        2

   Journal Name:   Beginning Balance Journal

   Process Code:   2
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Field Descriptions:

Description	This contains the entry type description.
Auto Number	This contains a code that determines whether automatic numbering will be used.
Next Trans No	This contains the next available sequence number to be used in automatic numbering. On existing codes, this number should not be changed.
Journal Name	This contains the name of the journal.
Process Code	(display only)

Step 4:   Confirm

When the information has been entered, press the'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Admin.

Transaction Type Account

Summary

This option allows you to maintain valid account numbers for each transaction type.

Menus
System Admin
Control Code
Transaction Type Account

Step 1:   **Select process**

Select'Control File','System Admin','Control Code', and 'Transaction Type Account'.

Step 2:   **Select information**

Enter the transaction entry type code to be accessed. This is used to identify the type of transaction for the General Ledger system. The'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: GBTRF017    Local Government Data Processing Corporation   Date: 06/30/99
Rel:  04.00.00                Trans Type Account Maint.            Path: Mill

                     Enter the range of valid account
                     numbers for this transaction type.

             Trans Type: DB BEGINNING BALANCE

                     Item      Beginning        Ending
                     No        Account          Account
                     01        11110            39000
                     02
                     03
                     04
                     05
                     06
                     07
                     08
                     09
                     10
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Property Tax

Summary

The Property Tax section allows you to maintain all of the file information contained on the various trustee control files that are related to the property tax information.

Menus
System Admin
Property Tax

Step 1:   **Select process**

After selecting 'Menus', a pull down menu will appear that allows you to select the type of process to be performed. After selecting 'Admin', another menu screen will appear and you can choose an individual process. Select 'Property Tax' to access the Property Tax Control File information.

```
00/00/10              Property Tax       files            IRM010
 1.Daily  2.Maintenance  3.Other  4.Inquiry  5.Menus

                               Control
                           A. Control Code
                           B. System Admin
                           C. System Control

                           D. Reports

                           E. ACV
                           F. Accounting
```

```
00/00/10                      System Admin                IRMS01
 1.Control File  2.Control Code  3.Property Tax  4.Menus

                   A. Annual Load Of State Info
                   B. State Public Utility Report
                   C. State Public Utility Extract
                   D. Delinquent Tax Extract

                      Warrants
                   E. Delete Warrants
                   F. Delete Range Of Warrants
```

Annual Load of Property Tax State Information

Summary

This option creates the file for the state extract. When the information has processed, the totals can be displayed.

Menus
System Admin
Property Tax
Annual Load of State Info Maintenance

Step 1: **Select process**

Select 'Menus', 'System Admin', 'Property Tax', and then 'Annual Load Of State Info'.

Step 2: **Select information**

Enter the tax year and the other criteria for the information to be processed.

```
Prog: TRS500          Local Government Data Processing Corporation      Date: 08/01/99
Rel:  03.00.39                    Input Form For State Extract          Path: Will


    Tax Year:   1998
    Misc Fees:  01   YES
    State Tape: 01   YES
    Fire Tax:   02   NO

    Land:                              Net Prop Taxes:
    Improvement:                       SSD1 Amount:
    Per Prop:                          SSD2 Amount:
    Total Prop:                        Rollback Amt:
    Assessed:                          Misc Fee:
                                       Total Taxes:
                                       ACV Amount:
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.

Field Descriptions:

Tax Year	This contains the tax century and year.
Misc Fees	This field indicates whether the office has miscellaneous fees. 'Lookup' is available.
State Tape	This field indicates whether this tape is from the state. 'Lookup' is available.

Fire Tax   This field indicates whether the office has fire taxes.   'Lookup' is available.

Control Totals   Enter the totals for the value counts and amounts.

Step 3:   **Confirm**

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Xit". Enter the appropriate response.

If you select 'Yes', you will then be prompted by "Extract State Information: Continue Exit". Make the appropriate selection.

Step 4:   **Display totals**

The totals from the process will be displayed and you will be prompted by "Continue?". Select 'Yes' when you have finished viewing the information. You will be returned to the System Administration Menu.

State Public Utility Report

Summary

This option lists the contents of the State Public Utilities File. A company count, assessment total, and a taxes due total is given at the end of the report.

Menus
System Admin
Property Tax
State Public Utility Report

Step 1:   Select process

Select 'Menus', 'System Admin', 'Property Tax', and then 'State Public Utility Report'.

Step 2:   Confirm process

You will be prompted by "State Public Utility: Continue Exit". Select 'Continue' to go to the next step, or 'Exit' to return to the System Administration menu.

Step 3:   Select print option

You will be prompted to select how the report will be processed. Select 'Display' to display the information on the terminal screen, 'Print' to print the report to the default printer, 'Select Printer' to select the printer that will print the report, or 'Exit' to exit the routine. You will probably never need to use the 'File' option. When the process has completed, you will be returned to Step 2.

```
TRQ501     1999/08/01      LGDPC Development System    FlexGen 4(C) Page:   20

                              State Public Utility

**************************************************
County Number:  060
City Number:    034
Company Code:   YS101234
Name 1 & Add:   YELLOW SUBMARINE CO
                1000 BEATLE ROAD
                SCARBORO FIELDS    TN 31234
Assessment:               8,711
Tax Rate:                 2.9600
Taxes Amount:             258.00
Tax Year:       1998
Receipt Number: 95056


**************************************************
Total Records:        80
Total Assessment:       142,087,916
Total Taxes:          4,290,736.00
```

State Pubic Utility Extract

Summary

This option will load the contents of the State Public Utilities File into the Trustee Master File and the Distribution File.

Menus
System Admin
Property Tax
State Public Utility Extract

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Property Tax', and then 'State Public Utility Extract'.

Step 2:   **Confirm process**

You will be prompted by "Extract St Public Utility: Continue Exit". Select 'Continue' to go to begin the extract process, or 'Exit' to return to the System Administration menu.

When the extract is complete, you will be returned to the System Administration menu.

Delinquent Tax Extract

Summary

This option will load the delinquent tax information into a file that can be used with some third party software packages.

Menus
System Admin
Property Tax
Delinquent Tax Extract

Step 1: **Select process**

Select 'Menus', 'System Admin', 'Property Tax', and then 'Delinquent Tax Extract'.

Step 2: **Confirm process**

You will be prompted by "Delinquent Tax Extract: Continue Exit". Select 'Continue' to go to begin the extract process, or 'Exit' to return to the System Administration menu.

When the extract is complete, you will be returned to the System Administration menu.

Delete Warrants

Summary

This option allows you to delete warrants by department and type. This will delete all warrants with the department and type entered regardless of whether the warrants are reconciled or distributed.

Menus
System Admin
Property Tax
Delete Warrants

Step 1:   Select process

Select 'Menus', 'System Admin', 'Property Tax', and then 'Delete Warrants'.

Step 2:   Select department and type

Enter the department and type for the warrants to be deleted. The 'Lookup' option is available. To exit the routine and return to the System Administration menu, press the 'Exit' option key.

```
Prog: TRQ165        Local Government Data Processing Corporation     Date: 08/01/99
Rel:  01.00.31                    Delete Warrants                    Path: Hill



                        Delete Warrants

                        Department: 146

                        Type:        2
```

Step 3:   Confirm

When the information has been entered, you will then be prompted by "Is This Screen Correct?". Enter the appropriate response. When the process has finished, you will be returned to Step 2.

Delete Range of Warrants

Summary

This option allows you to delete a range of warrants by department and type. This will delete all warrants within the department and type entered regardless of whether the warrants are reconciled or distributed.

Menus

System Admin
Property Tax
Delete Range Of Warrants

Step 1:   Select process

Select 'Menus', 'System Admin', 'Property Tax', and then 'Delete Range Of Warrants'.

Step 2:   Select deletion criteria

Enter the department, type, and beginning and ending range of warrants to be deleted. The 'Lookup' option is available. To exit the routine and return to the System Administration menu, press the 'Exit' option key.

Step 3:   Confirm

When the information has been entered, you will then be prompted by "Is This Screen Correct?". Enter the appropriate response. When the process has finished, you will be returned to Step 2.

▮ *Controlling Information - System Administration*

Menus

Summary

The Menus section of the System Administration contains the processes that are used as part of the General Ledger interface with the Trustee System.

Menus
    System Admin
        Menus

   Step 1:   **Select process**

After selecting 'Menus', a pull down menu will appear that allows you to select the type of process to be performed. After selecting 'System Admin', another menu screen will appear and you can choose an individual process. Select 'Menus' to access the Trustee General Ledger System Admin.

Accounting Admin - Control Files

Summary

This section of the Accounting Administration allows you to maintain the General Ledger control files.

Menus
    System Admin
        Menus
            Accounting Admin
                Control

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', and then 'Control'.

```
99/00/09                 Accounting Admin                  TRANSA1
   1.Control  2.Other  3.Posting
      Report Control
 ▌A. Report/Process
  B. New G/L Accounts Listing

      Period-End Process Control
  C. Reset ME Process Flags & Date
  D. Reset ME/YE Flags & Roll Dates
  E. Reset ME Proc Flag To Complete
  F. Reset ME/YE Proc Flag Per Step
  G. Reset Posted Trans Print Flag
  H. Process
```

NOTE: *These files should only be maintained at the direction of LGDPC Representatives.*

Control File - Report/Process

Summary

This option allows additions and maintenance on the Standard Reports File. Once reports are added to this file, they can then be run through the standard reports and the period end processes.

Menus
  System Admin
    Menus
      Accounting Admin
        Control
          Report/Process

Step 1: **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Control', and then Report Control 'Report/Process'.

Step 2: **Select and update information**

Enter the system type to be accessed. The system will default to 'TR' for Trustee. You can change this if necessary. 'Lookup' is available. To exit the routine and return to the Accounting Admin menu, press the 'Exit' key.

The information currently on file will be displayed. Make any necessary changes. Use the function keys at the bottom of the screen as necessary. When you are finished, press the 'DataOk' key.

```
Prog: AFF002      Local Government Data Processing Corporation     Date: 08/01/99
Rel:  01.00.00              Report/Process Maintenance              Path: Hill

                              System: TR
         Program/Description              Period      Print Only  Print Order
      1  AFE001                           02 YEAR END   01 YES
         Copy G/L And Posted Trans Files To Hist
      2  AFE975Y                          02 YEAR END   01 YES
         Create STATEPC Audit File
      3  AFQ015M                          03 ME AND YE  01 YES
         Scan For Unposted Transactions
      4  AFQ910Y                          02 YEAR END   01 YES
         Copy Files To LGDPWORK
      5  AFQ920Y                          02 YEAR END   01 YES
         Roll G/L Balances
      6  AFQ501M                          01 MONTH END  01 YES
         Clear Accounting Flags
      7  TRAQ310                                        02 NO       1 REGULAR
         General Ledger Listing
      8  TRAQ310A                                       01 YES      1 REGULAR
         General Ledger Listing PR
```

Step 3: **Confirm**

You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response. When the process is complete, you will be returned to Step 2.

Control File - New General Ledger Accounts Listing

Summary

This option allows you to process a listing that contains the new accounts that have been added to the General Ledger File.

Menus
System Admin
Menus
Accounting Admin
Control
####### New G/L Accounts Listing

Step 1:   Select process

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Control', and then Report Control 'New G/L Accounts Listing'.

Step 2:   Confirm process

You will be prompted by "New G/L Accounts Journal: Continue Exit". Select 'Continue' to continue with the process or 'Exit' to exit back to the Accounting Admin menu.

Step 3:   Select listing process

You will have the option to 'Display' the information on the terminal screen, 'Print' the information to the printer, 'Select_Printer' where the listing will be printed, or 'Exit' the routine. Make the appropriate selection. When the process is completed, you will be returned to Step 2.

```
AFQ510     97/04/30 10:00:16              LGDPC Development System              FlexGen4(4.0A)     Page:     1

                                         New G/L Accounts Journal

    Funct Obj Sub Cost   Sub        Title
              Fnd Centr  Obj

999 COUNTY TRUSTEE
EXPENDITURES

    51100-110-999-     -            COUNTY COMMISSION
    52100-101-999-     -            ACCOUNTING AND BUDGETING
    53100-101-999-     -            CIRCUIT COURT

* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Control File - Reset Month End Process Flags and Date

Summary

This option allows the month-end processing flags and the date to be reset.

Menus
    System Admin
        Menus
            Accounting Admin
                Control
                    Reset ME Process Flags & Date

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Control', and then Period-End Process Control 'Reset ME Process Flags & Date'.

Step 2:   **Confirm process**

You will be prompted by "Reset ME Process Flags & Date: Continue Exit". Select 'Continue' to continue with the process or 'Exit' to exit back to the Accounting Admin menu.

When the process is completed, you will be returned to the confirmation step.

Control File - Reset Month-End/Year-End Flags & Roll Dates

Summary

This option allows the month-end and year-end flags to be reset and the dates to be rolled to the period year.

Menus
   System Admin
      Menus
         Accounting Admin
            Control
               Reset ME/YE Flags & Roll Dates

Step 1:   **Select process**

      Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Control', and then Period-End Process Control 'Reset ME/YE Flags & Roll Dates'.

Step 2:   **Confirm process**

      You will be prompted by "Reset YE Flags & Roll Dates: Continue Exit". Select 'Continue' to continue with the process or 'Exit' to exit back to the Accounting Admin menu.

      When the process is completed, you will be returned to Step 2.

Control File - Reset Month-End Process Flag to Complete

Summary

This option will change the process flag for month-end to 'complete'.

Menus
    System Admin
        Menus
            Accounting Admin
                Control
                    Reset ME Process Flag To Complete

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Control', and then Period-End Process Control 'Reset ME Process Flag To Complete'.

Step 2:   **Confirm process**

You will be prompted by "Reset ME Proc Flag To Complete: Continue Exit". Select 'Continue' to continue with the process or 'Exit' to exit back to the Accounting Admin menu.

When the process is completed, you will be returned to Step 2.

Control File - Reset Month-End/Year-End Process Flag Per Step

Summary

This option allows the process flag for the month-end and year-end to be reset for each step.

Menus
    System Admin
        Menus
            Accounting Admin
                Control
                    Reset ME/YE Process Flag Per Step

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Control', and then Period-End Process Control 'Reset ME/YE Proc Flag Per Step'.

Step 2:   **Select and update information**

Enter the period end code to be accessed (1=Month-End, 2=Year-End, 3=Month-End & Year-End). To exit the routine and return to the Accounting Admin menu, press the 'Exit' key.

The information currently on file will be displayed. Make any necessary changes to the process status. Use the function keys at the bottom of the screen as necessary. When you are finished, press the 'Update' key.

```
Prog: RFF007        Local Government Data Processing Corporation    Date: 08/01/99
Rel:  01.00.00                Reset ME/YE Process Flag               Path: Will

                        Period End:  1 MONTH END

                                                              Process
        Step    Program    Description                        Status
         1      RFQ015M    SCAN FOR UNPOSTED TRANSACTIONS      1 -
         2                 TRUSTEE REPORTS                     1 -
         3                 ACCOUNTING REPORTS                  1 -
         4      RFQ501M    CLEAR ACCOUNTING FLAGS              3 INCOMPLETE
         5
         6
         7
         8
         9
        10
        11
        12
```

Step 3:   **Confirm**

You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response. When the process is complete, you will be returned to Step 2.

Control File - Reset Posted Transaction Print Flag

Summary

This option resets the posted transaction print flag.

Menus
    System Admin
        Menus
            Accounting Admin
                Control
                    Reset Posted Transaction Print Flag

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Control', and then Period-End Process Control 'Reset Posted Trans Print Flag'.

Step 2:   **Process**

The process will automatically begin when the option is selected. No other information will be prompted for or displayed. When the process is completed, you will be returned to the Accounting Admin menu.

Control File - Process

Summary

This option sets up the steps that will take place at month-end or year-end. Each step may have sub steps.

Menus
  System Admin
    Menus
      Accounting Admin
        Control
          Process

Step 1:   Select process

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Control', and then Period-End Process Control 'Process'.

Step 2:   Select and update information

Enter the period end code to be accessed (1=Month-End, 2=Year-End, 3=Month-End & Year-End). To exit the routine and return to the Accounting Admin menu, press the 'Exit' key.

The information currently on file will be displayed. Make any necessary changes to the process status. Use the function keys at the bottom of the screen as necessary. When you are finished, press the 'Update' key.

```
Prog: AFF005        Local Government Data Processing Corporation    Date: 08/01/99
Rel:  01.00.00              Period End Process Maintenance           Path: Hill

                      Period End:   1 MONTH END

                                                    Depends  Req'd   Allow
     Step Program   Description                     On Step  Step    Rerun
        1 AFQ015M   SCAN FOR UNPOSTED TRANSACTIONS           1 YES   1 YES
        2           TRUSTEE REPORTS                          2 NO    1 YES
        3           ACCOUNTING REPORTS                       2 NO    1 YES
        4 AFQ501M   CLEAR ACCOUNTING FLAGS             3     1 YES   2 NO
        5
        6
        7
        8
        9
       10
       11
       12
```

Step 3:   Confirm

You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response. When the process is complete, you will be returned to Step 2.

Accounting Admin - Other

Summary

This section of the Accounting Administration allows you to maintain the beginning balance transactions and the information on the chart of accounts.

Menus
    System Admin
        Menus
            Accounting Admin
                Other

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', and then 'Other'.

Other - Beginning Balance Maintenance

Summary

This option will allow adjustments to an account's beginning balance (BB) amount. Debits are added to the beginning balance and credits are subtracted from the beginning balance. A Pre-Post Transaction Report and a Manual Entry Transaction Report are available. All BB transactions or individual BB transactions may be posted. If the automatic transaction number is turned on, a number will automatically be assigned.

NOTE: Beginning balances are normally only maintained once, at the time your office goes on the computer. Please refer all questions concerning beginning balances to LGDPC before using this option.

Menus
> **System Admin Menu**
>> **Menus**
>>> **Accounting Admin**
>>>> **Other**
>>>>> **Beginning Balance**

Step 1: **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then 'Beginning Balance'.

Step 2: **Select transaction option**

A menu will be displayed and you can select the type of transaction option that is to be processed. Make the necessary selection.
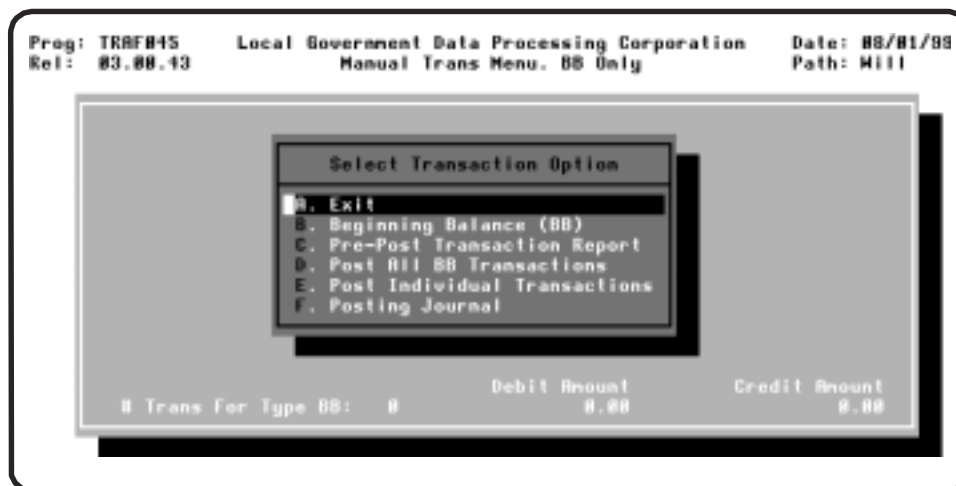
Other - Beginning Balance

Summary

This option will allow adjustments to an account's beginning balance (BB) amount. Entries here affect your fiscal year beginning balance will then affect balances throughout the year. Contact LGDPC before making any beginning balance entries.

Menus
System Admin Menu
Menus
Accounting Admin
Other
####### Beginning Balance
######## Beginning Balance (BB)

Step 1: **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then 'Beginning Balance'. From the pop-up transaction menu, select 'Beginning Balance (BB)'.

Step 2: **Select transaction**

Enter the transaction number to access/add. 'Lookup' is available. To exit the routine, press the 'Exit' key.

If the transaction is already on file, the information will be displayed and you can make any necessary changes. Otherwise, enter the information as prompted. Use the function keys at the bottom of the screen as necessary. When you are finished, press the 'Update' key.

```
Prog: TRAFB45A     Local Government Data Processing Corporation     Date: 08/01/99
Rel:  03.00.43               Manual Trans Maint. BB Only             Path: Will

  Transaction Type:    BB   BEGINNING BALANCE
  Fund:                999  COUNTY TRUSTEE
  Transaction Number:  B0000002            Transaction Date: 08/01/1999
  Description:         TEST BEGINNING BALANCE

  Line                     Cost    Bnk      Debit             Credit          Post
  Number   Funct  Obj Dep  Centr   Num      Amount            Amount          Flag
    1      24118                            10000.00
           COUNTY BUSINESS TAX

    2      11148                                              10000.00
           CASH WITH TRUSTEE

    3


                     Transaction Total       10000.00          10000.00
  # Trans:   1            Batch Total         10000.00          10000.00
```

Step 3: **Confirm**

You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response. When the process is complete, you will be returned to Step 2.

Other - Pre-Post Transaction Report

Summary

This option allows you to process a listing that contains the pre-posted transactions.

Menus

System Admin Menu
   Menus
      Accounting Admin
         Other
            Beginning Balance
               Pre-Post Transaction Report

Step 1:   Select process

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then 'Beginning Balance'. From the pop-up transaction menu, select 'Pre-Post Transaction Report'.

Step 2:   Confirm process

You will be prompted by "Pre-Posted Beginning Balances: Continue Exit". Select 'Continue' to continue with the process or 'Exit' to exit the process.

After selecting 'Continue', you will be prompted to select to 'Display' the information on the terminal screen, 'Print' the information on the printer, 'Select_Printer' that will print the listing, or 'Exit' the routine. Make the appropriate selection.

When the process is completed, you will be returned to the beginning of this step.

```
TRAQ060A   97/04/25 12:17:39              LGDPC Development System              FlexGen4(4.0A)     Page:    1

                                        Pre-Posted Beginning Balances

Trans Fnd Funct Obj Sub Cost  Sub    Trans  Description              Effective   Debit Amount   Credit Amount  Control Post
Type                Fnd Cntr  Obj    Number                            Date                                     Number

BB    999-11160-  -   -       -300       9  CONTRACTED SERVICES      05/01/1997          0.00          150.00
BB    999-11150-  -   -       -300       9  CONTRACTED SERVICES      05/01/1997        150.00            0.00

                              9 Total                                                  150.00          150.00

BB    999-11150-  -   -       -300      10  CONTRACTED SERVICES      05/01/1997        100.00            0.00
BB    999-11110                         10  CONTRACTED SERVICES      05/01/1997          0.00          100.00

                              10 Total                                                 100.00          100.00

                              BB Total                                                 250.00          250.00

                        Batch Total                                                    250.00          250.00
                        Number Of Transactions       4

* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Other - Post All BB Transactions

Summary

This option allows you to post all of the beginning balance (BB) transactions.

Menus
    System Admin Menu
        Menus
            Accounting Admin
                Other
                    Beginning Balance
                        Post All BB Transactions

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then 'Beginning Balance'. From the pop-up transaction menu, select 'Post All BB Transactions'.

Step 2:   **Process**

The process will automatically begin when the option is selected. No other information will be prompted for or displayed. When the process is completed, you will be returned to the beginning balance menu.

Other - Post Individual Transactions

Summary

This option allows you to select individual transactions to be posted.

Menus
   System Admin Menu
      Menus
         Accounting Admin
            Other
               Beginning Balance
                  Post Individual Transactions

Step 1: **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then 'Beginning Balance'. From the pop-up transaction menu, select 'Post Individual Transactions'.

Step 2: **Select transaction**

The outstanding transactions will be displayed. From the transactions displayed, select the transaction(s) to be posted by pressing the 'Post' key. To exit the routine, press the 'Exit' key.

```
Prog: TRRF045      Local Government Data Processing Corporation      Date: 04/07/97
Rel:  01.00.00                Manual Trans Menu. BB Only             Path: files




          Fund  Trans #  Dep          Description          Effective Date
          999   2        101   TEST TRANSACTION              05/15/1997



```

Other - Posting Journal

Summary

This option allows you to process a Posting Journal that contains the transactions that have been posted.

Menus
    System Admin Menu
        Menus
            Accounting Admin
            Other
                Beginning Balance
                Posting Journal

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then 'Beginning Balance'. From the pop-up transaction menu, select 'Posting Journal'.

Step 2:   **Confirm process**

You will be prompted by "Posting Journal - BB: Continue Exit". Select 'Continue' to continue with the process or 'Exit' to exit the process.

After selecting 'Continue', you will be prompted to select to 'Display' the information on the terminal screen, 'Print' the information on the printer, 'Select_Printer' that will print the listing, or 'Exit' the routine. Make the appropriate selection.

When the process is completed, you will be returned to the beginning of this step.

```
TRAQ070A   97/04/25 12:18:39              LGDPC Development System              FlexGen4(4.0A)    Page:    1

                                           Posting Journal - BB

   Proc Tran    Trans   Fnd Funct Obj Dep Cost Bnk  Description/Remarks        Trans Date    Debit Amount    Credit Amount
   Type Type    Number                  Centr Num

   10 BB          9     999-11150-  -   -     -300  CONTRACTED SERVICES        05/01/1997       150.00            0.00
   10 BB          9     999-11160-  -   -     -300  CONTRACTED SERVICES        05/01/1997         0.00          150.00
                                                                                              --------         --------
                                                                                               150.00          150.00

   10 BB         10     999-11110                   CONTRACTED SERVICES        05/01/1997         0.00          100.00
   10 BB         10     999-11150-  -   -     -300  CONTRACTED SERVICES        05/01/1997       100.00            0.00
                                                                                              --------         --------
                                                                                               100.00          100.00

                                                                                              --------         --------
                                            *** Total Transmitted                              250.00          250.00
                                            *** Total Posted To G/L                            250.00          250.00
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Other - Function Type Maintenance

Summary

This option will allow you to maintain the function type codes that relate to the Chart of Accounts. This should only be maintained under the direction of LGDPC.

Menus
   System Admin Menu
      Menus
         Accounting Admin
            Other
               Function Type

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then 'Function Type'.

Step 2:   **Select function type**

Enter the function type code to access/add. 'Lookup' is available. To exit the routine, press the 'Exit' key.

If the code is already on file, the information will be displayed and you can make any necessary changes. Otherwise, enter the information as prompted. Use the function keys at the bottom of the screen as necessary. When you are finished, press the 'Update' key.


```
Prog: ACF013        Local Government Data Processing Corporation    Date: 08/01/99
Rel:  01.00.00               Function Type Maintenance              Path: Will



        Function Type: 1

        Description:    ASSETS

        Uses Objects: 02   NO
```
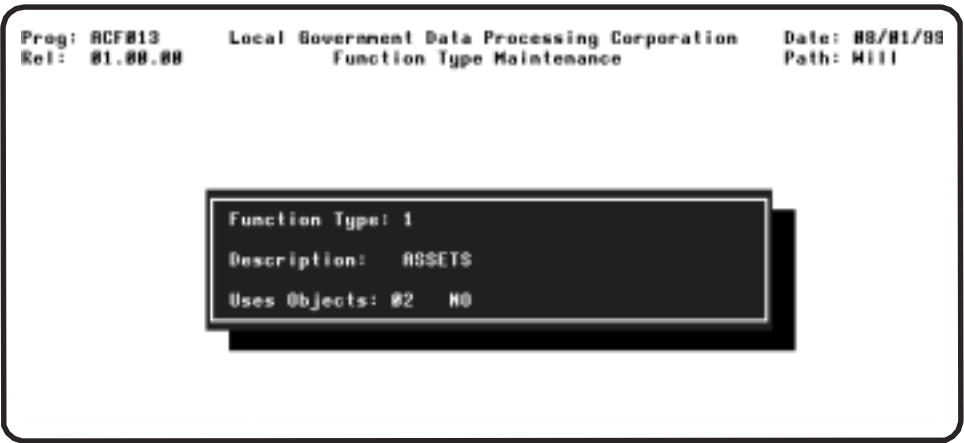
Step 3:   **Confirm**

You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response. When the process is complete, you will be returned to Step 2.

Other - COA Fund Report

Summary

This option will allow you to process a listing that contains all of the funds on the Chart of Accounts. You will be prompted to enter a range of funds to be processed.

Menus
   System Admin Menu
      Menus
         Accounting Admin
            Other
               COA Fund Report

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then C.O.A. Reports 'COA Fund Report'.

Step 2:   **Select range**

Enter a beginning and ending fund number to be processed. 'Lookup' is available. To exit the routine, press the 'Exit' key. When you are finished, press the 'Update' key.

```
Prog: ACQ241     Local Government Data Processing Corporation     Date: 04/07/97
Rel:  01.00.00                  COA Fund Report                   Path: files




                          ┌─────────────────────────┐
                          │     COA Fund Report      │
                          │                          │
                          │  Beginning Fund: 101     │
                          │                          │
                          │  Ending Fund:    101     │
                          └─────────────────────────┘
```

Step 3:   **Confirm**

You will then be prompted by "Is This Screen Correct?". Enter 'Y' to continue with the process or 'N' to return to Step 2.

Step 4:   **Select listing option**

You will be prompted to 'Display' the information on the terminal screen, 'Print' the listing on the printer, 'Select_Printer' to print the information, or 'Exit' the routine. Make the appropriate selection. When the process has completed, you will be returned to Step 2.

COA Fund Report

Fund	Title
101	GENERAL
111	**** THIS FUND IS NO LONGER IN USE ****
112	COURTHOUSE & JAIL MAINTENANCE
113	JUVENILE SERVICES
114	LAW LIBRARY
115	PUBLIC LIBRARY
116	SOLID WASTE/SANITATION
117	HEALTH DEPARTMENT
118	AMBULANCE SERVICE
119	INDUSTRIAL/ECONOMIC DEVELOPMENT
120	LOCAL PURPOSE TAX
121	SPECIAL PURPOSE TAX
128	OTHER SPECIAL REVENUE FUND
129	CONSTITUTIONAL OFFICERS - FEES
131	HIGHWAY/PUBLIC WORKS
132	BRIDGE
141	GENERAL PURPOSE SCHOOL
142	SCHOOL FEDERAL PROJECTS
143	CENTRAL CAFETERIA
144	SCHOOL TRANSPORTATION
145	OTHER EDUCATION SPECIAL REVENUE
151	GENERAL DEBT SERVICE
152	RURAL DEBT SERVICE
153	INDUSTRIAL DEBT SERVICE
154	SPECIAL DEBT SERVICE
155	HOSPITAL DEBT SERVICE
156	EDUCATION DEBT SERVICE
157	SCHOOL BOND TRUST
171	GENERAL CAPITAL PROJECTS
172	COMMUNITY DEVELOPMENT/INDUSTRIAL PARK
173	SANITATION PROJECTS
174	NURSING HOME PROJECTS
175	HUD GRANT PROJECTS
176	HIGHWAY CAPITAL PROJECTS
177	EDUCATION CAPITAL PROJECTS
189	OTHER PROJECTS

Beginning Fund: 101
Ending Fund: 200
* End of Report: LOCAL GOVERNMENT DATA DEMO *

Other - COA Function Report

Summary

This option will allow you to process a listing that contains all of the functions on the Chart of Accounts. You will be prompted to enter a range of functions/account numbers to be processed.

Menus
    System Admin Menu
        Menus
            Accounting Admin
                Other
                    COA Function Report

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then C.O.A. Reports 'COA Function Report'.

Step 2:   **Select range**

Enter a beginning and ending function number to be processed. 'Lookup' is available. To exit the routine, press the 'Exit' key. When you are finished, press the 'Update' key.

Step 3:   **Confirm**

You will then be prompted by "Is This Screen Correct?". Enter 'Y' to continue with the process or 'N' to return to Step 2.

Step 4:   **Select listing option**

You will be prompted to 'Display' the information on the terminal screen, 'Print' the listing on the printer, 'Select_Printer' to print the information, or 'Exit' the routine. Make the appropriate selection. When the process has completed, you will be returned to Step 2.

```
ACQ240A    97/04/25           LGDPC Development System      FlexGen 4(C) Page:    1

                              COA Function Report


      11000       CURRENT ASSETS
        11100       CASH
          11110       PETTY CASH
          11120       CASH ON HAND
          11130       CASH IN BANK
          11140       CASH WITH TRUSTEE
          11150       CASH WITH PAYING AGENTS
          11160       CASH WITH STATE - PUBLIC HEALTH
          11170       CASH EQUIVALENTS
          11180       CASH WITH CLERKS, REGISTER, AND SHERIFF
          11190       CASH WITH BOARDS, AGENCIES, & COMMISSION
        11200       INVENTORIES
        11300       INVESTMENTS
        11400       RECEIVABLES
          11410       ACCOUNTS RECEIVABLE
          11420       ALLOWANCE FOR UNCOLLECTIBLES-CONTRA ACCT
          11430       DUE FROM OTHER GOVERNMENTS
          11440       DUE FROM OTHER FUNDS
            11441        DUE FROM PRIMARY GOVERNMENT
            11442        DUE FROM COMPONENT GOVERNMENT
          11450       BOND PROCEEDS RECEIVABLE
          11460       NOTE PROCEEDS RECEIVABLE
          11470       DUE FROM JOINT VENTURES (GOVT FUNDS ONLY
        11500       TAXES RECEIVABLE
          11510       ALLOWANCE FOR UNCOLLECTIBLE TAXES-CONTRA
        11600       PREPAID EXPENSES
        11700       TRAVEL ADVANCES
        11800       NOTES RECEIVABLE - CURRENT
          11810       ACCRUED INTEREST RECEIVABLE
          11820       CASH DEFICIT
          11850       INVESTMENT IN JOINT VENTURE (PROP FUNDS)
          11890       OTHER CURRENT ASSETS
        11900       ADVANCES TO INTERNAL SERVICE FUNDS


Beginning Function:
Ending Function:    19999
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Other - COA Object Report

Summary

This option will allow you to process a listing that contains all of the object codes on the Chart of Accounts. You will be prompted to enter a range of object codes to be processed.

Menus
   System Admin Menu
      Menus
         Accounting Admin
            Other
               COA Object Report

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Other', and then C.O.A. Reports 'COA Object Report'.

Step 2:   **Select range**

Enter a beginning and ending object code to be processed. 'Lookup' is available. To exit the routine, press the 'Exit' key. When you are finished, press the 'Update' key.

```
Prog: ACQ242      Local Government Data Processing Corporation    Date: 04/07/97
Rel:  01.00.00                COA Object Report                   Path: files




                        ┌────────────────────────┐
                        │   COA Object Report     │
                        │                         │
                        │ Beginning Object: 001   │
                        │                         │
                        │ Ending Object:    999   │
                        │                         │
                        └────────────────────────┘
```

Step 3:   **Confirm**

You will then be prompted by "Is This Screen Correct?". Enter 'Y' to continue with the process or 'N' to return to Step 2.

Step 4:   **Select listing option**

You will be prompted to 'Display' the information on the terminal screen, 'Print' the listing on the printer, 'Select_Printer' to print the information, or 'Exit' the routine. Make the appropriate selection. When the process has completed, you will be returned to Step 2.

COA Object Report

Object Title

```
100      OBJECT NOT IN USE
101      COUNTY OFFICIAL/ADMINISTRATIVE OFFICER
102      JUDGE(S)
103      ASSISTANT(S)
104      PRINCIPALS
105      SUPERVISOR/DIRECTOR
106      DEPUTY(IES)
107      DETECTIVE(S)
108      INVESTIGATOR(S)
109      CAPTAIN(S)
110      LIEUTENANT(S)
111      PROBATION OFFICER
112      YOUTH SERVICE OFFICER
113      INTERNAL AUDIT PERSONNEL
114      OBJECT NOT IN USE
115      SERGEANT(S)
116      TEACHERS
117      CAREER LADDER PROGRAM
118      SECRETARY TO BOARD
119      ACCOUNTANTS/BOOKKEEPERS
120      COMPUTER PROGRAMMER(S)
121      DATA PROCESSING PERSONNEL
122      PURCHASING PERSONNEL
123      GUIDANCE PERSONNEL
124      PSYCOLOGICAL PERSONNEL
125      TELEVISION INSTRUCTIONAL PERSONNEL
126      CAREER LADDER EVALUATORS
127      CAREER LADDER EXTENDED CONTRACTS
128      HOMEBOUND TEACHERS
129      LIBRARIANS
130      SOCIAL WORKERS
131      MEDICAL PERSONNEL
132      MATERIALS SUPERVISOR
133      PARAPROFESSIONALS
134      PUPIL PERSONNEL
135      ASSESSMENT PERSONNEL
136      AUDIOVISUAL PERSONNEL
137      EDUCATION MEDIA PERSONNEL
138      INSTRUCTIONAL COMPUTER PERSONNEL
139      ASSISTANT PRINCIPALS
140      SALARY SUPPLEMENTS
141      FOREMEN
142      MECHANIC(S)
143      EQUIPMENT OPERATORS
144      EQUIPMENT OPERATORS-HEAVY
145      EQUIPMENT OPERATORS-LIGHT
146      BUS DRIVERS
147      TRUCK DRIVERS
148      DISPATCHERS/RADIO OPERATORS
149      LABORERS
150      NIGHTWATCHMEN
```

```
Beginning Object: 100
Ending Object:    150
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Other - Posting Process

Summary

This section of the Accounting Administration allows you to maintain and control the transactions that are to be posted.

Menus
    System Admin Menu
        Menus
            Accounting Admin
                Posting Proc

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', and then 'Posting Proc'.

```
99/88/89                 Accounting Admin                    TRANSB1
 1.Control   2.Other   3.Posting
                          H. Posting Deselection Process
```

Other - Posting Deselection Process

Summary

This option will allow you to deselect receipts or warrants that have previously been selected for processing. Deselection is no longer possible after the transaction has been recorded in the Posting Journal. If posting fails to complete after transactions have reached the Posting Journal, they must be corrected through the manual transaction maintenance process. They can then be resubmitted through the same process that created them.

Menus
System Admin Menu
Menus
Accounting Admin
Posting Proc
####### Posting Deselection Process

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Accounting Admin', 'Posting Proc', and then 'Posting Deselection Process'.

Step 2:   **Select transaction type**

You will be prompted to select to either process miscellaneous receipts, property tax receipts, or warrants. Make the appropriate selection. To exit the routine, select the 'Exit' option.

```
Prog: TRRF100      Local Government Data Processing Corporation      Date: 08/01/99
Rel:  01.00.00                    De-Selection Process                Path: Mill




                        ┌─────────────────────────────┐
                        │      De-Select Options       │
                        │                              │
                        │ A. Exit                      │
                        │ B. Miscellaneous Receipts    │
                        │ C. Property Receipts         │
                        │ D. Warrants                  │
                        └─────────────────────────────┘
```
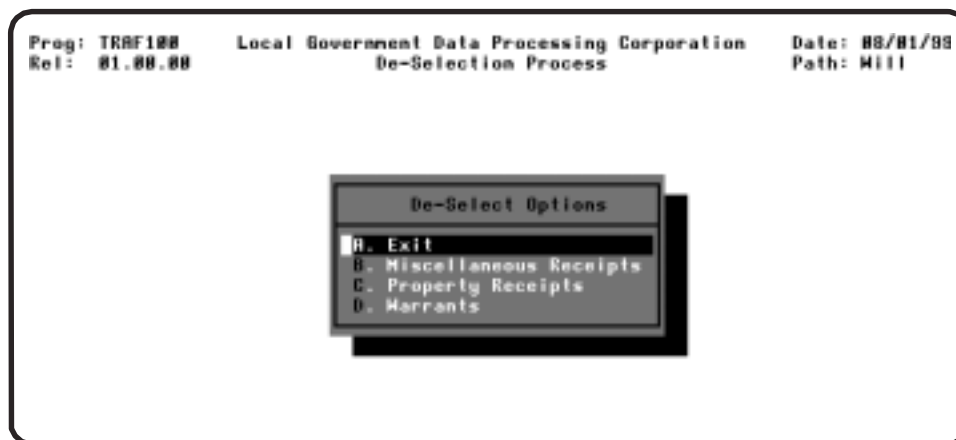
Step 3:   **Select transactions**

The transactions on file will be displayed and you can select the ones that you want to deselect. Use the function keys at the bottom of the screen as needed. When the process has completed, you will be returned to Step 2.

Purge

Summary

The Purge section allows you to purge inactive records from various files.

NOTE: It is recommended that you have made a recent backup before beginning any purge routine.

Menus
    System Admin
        Menus
            Purge
                Purge

Step 1:   **Select process**

After selecting 'Menus', a pull down menu will appear that allows you to select the type of process to be performed. After selecting 'System Admin', another menu screen will appear and you can choose an individual process. Select 'Purge' from the System Admin menu and then 'Purge' from the Purge menu to access the purge options.

Purge - Audit File

Summary

This option allows you to purge the records on the Audit File. The Audit File contains changes/additions made to the property tax master records. **Use caution when performing this option.**

Menus
>   **System Admin**
>>   **Menus**
>>>   **Purge**
>>>>   **Purge**
>>>>>   **Audit File**

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Purge', 'Purge', and then 'Audit File'.

Step 2:   **Select criteria**

Enter the beginning and ending range of years (century and year) that are to be purged.

```
Prog: TRE620      Local Government Data Processing Corporation      Date: 06/10/96
Rel:  01.00.00                Purge Master Audit Records              Path: files




                    ┌──────────────────────────────┐
                    │ Purge Master Audit Records    │
                    │                               │
                    │    Beginning Year: 1996       │
                    │                    CCYY       │
                    │    Ending Year:    1996       │
                    │                    CCYY       │
                    └──────────────────────────────┘
```

Step 3:   **Confirm**

When the information has been entered, press the 'Update' key. You will then be prompted by "Is This Screen Correct?". Enter the appropriate response. When the process is complete, you will be returned to the Purge menu.

Purge - Audit History File

Summary

This option allows you to purge the records on the Audit History File. The Audit History File contains changes/ additions made to the property tax master records. **Use caution when performing this option.**

Menus
 System Admin
  Menus
   Purge
    Purge
     Audit History File

Step 1: **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Purge', 'Purge', and then 'Audit History File'.

Step 2: **Select criteria**

Enter the beginning and ending range of years (century and year) that are to be purged.


```
Prog: TRE621        Local Government Data Processing Corporation      Date: 00/01/99
Rel:  03.00.49            Purge Mast Audit Hist Records                Path: Will



                         Purge Mast Audit Hist Records

                         Beginning Year:  1996
                                          CCYY
                         Ending Year:      1996
                                          CCYY
```

Step 3: **Confirm**

When the information has been entered, press the 'Update' key. You will then be prompted by "Is This Screen Correct?". Enter the appropriate response. When the process is complete, you will be returned to the Purge menu.

Purge - Master File

Summary

This option allows you to purge the records on the Master File.

Menus
   System Admin
      Menus
         Purge
            Purge
               Master File

Step 1: **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Purge', 'Purge', and then 'Master File'.

Step 2: **Select criteria**

Enter the tax year (century and year) that is to be purged.

```
Prog: TRE720      Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00                 Purge Master Records               Path: SHEILA




                        Purge Master Records

                        Tax Year To Purge: 1990
                                           CCYY
```

Step 3: **Confirm**

When the information has been entered, press the 'Update' key. You will then be prompted by "Is This Screen Correct?". Enter the appropriate response. As the information is being processed, it will be displayed on the screen. When the process is complete, you will be returned to the Purge menu.

Purge - Receipt File

Summary

This option allows you to purge the records on the Receipt File. This purge normally takes place during the month-end process. Records purged are retained in the Receipt History File.

Menus
> **System Admin**
>> **Menus**
>>> **Purge**
>>>> **Purge**
>>>>> **Receipt File**

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Purge', 'Purge', and then 'Receipt File'.

Step 2:   **Select criteria**

Enter the beginning and ending range of dates (MM/DD/CCYY) that are to be purged. The system will automatically insert slashes when the date is entered.

```
Prog: TRE700      Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00              Create Receipt History Files          Path: SHEILA




                    ┌─────────────────────────────────────┐
                    │   Create Receipt History Files      │
                    │                                       │
                    │ Beginning Date: 01/01/1985            │
                    │                 MMDDCCYY              │
                    │ Ending Date:    12/31/1995            │
                    │                 MMDDCCYY              │
                    │                                       │
                    └─────────────────────────────────────┘
```

Step 3:   **Confirm**

When the information has been entered, press the 'Update' key. You will then be prompted by "Is This Screen Correct?". Enter the appropriate response. When the process is complete, you will be returned to the Purge menu.

Purge - Receipt History File

Summary

This option allows you to purge the records on the Receipt History File.

Menus
    System Admin
        Menus
            Purge
                Purge
                    Receipt History File

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Purge', 'Purge', and then 'Receipt History File'.

Step 2:   **Select criteria**

Enter the beginning and ending range of dates (MM/DD/CCYY) that are to be purged. The system will automatically insert slashes when the date is entered.

```
Prog: TRE710      Local Government Data Processing Corporation      Date: 05/02/96
Rel:  01.00.00              Purge Receipt History Records           Path: SHEILA




                     Purge Receipt History Records

                     Beginning Date: 01/01/1985
                                     MMDDCCYY
                     Ending Date:    12/31/1985
                                     MMDDCCYY
```

Step 3:   **Confirm**

When the information has been entered, press the 'Update' key. You will then be prompted by "Is This Screen Correct?". Enter the appropriate response. When the process is complete, you will be returned to the Purge menu.

Purge - Warrant File

Summary

This option allows you to purge the warrant records. This option is normally performed during the month-end profess. If you are using the checking system, it is recommended that you keep two months on warrants on file.

Menus
System Admin
Menus
Purge
Purge
####### Warrant File

Step 1:   **Select process**

Select 'Menus', 'System Admin', 'Menus', 'Purge', 'Purge', and then 'Warrant File'.

Step 2:   **Select criteria**

Enter the beginning and ending range of dates (MM/DD/CCYY) that are to be purged. The system will automatically insert slashes when the date is entered.

```
Prog: TRE160      Local Government Data Processing Corporation      Date: 05/02/96
Rel:  01.00.00                 Purge Warrant Records                Path: SHEILA




                        Purge Warrant Records

            Beginning Effective Date: 01/01/1985
                                      MMDDCCYY
            Ending Effective Date:    12/31/1985
                                      MMDDCCYY
```

Step 3:   **Confirm**

When the information has been entered, press the 'Update' key. You will then be prompted by "Is This Screen Correct?". Enter the appropriate response. When the process is complete, you will be returned to the Purge menu.

System Control

Summary

The System Control section allows you to maintain all of the file information contained on the various trustee control files along with the system control files.

Note: These files will initially be set up by your LGDPC Representative.

Menus
> **System Control**
>> **Sys Control**

> **Step 1:** **Select process**

> After selecting 'Menus', a pull down menu will appear that allows you to select the type of process to be performed. After selecting 'System Control', the System Control pull down menu will appear and you can choose an individual process.
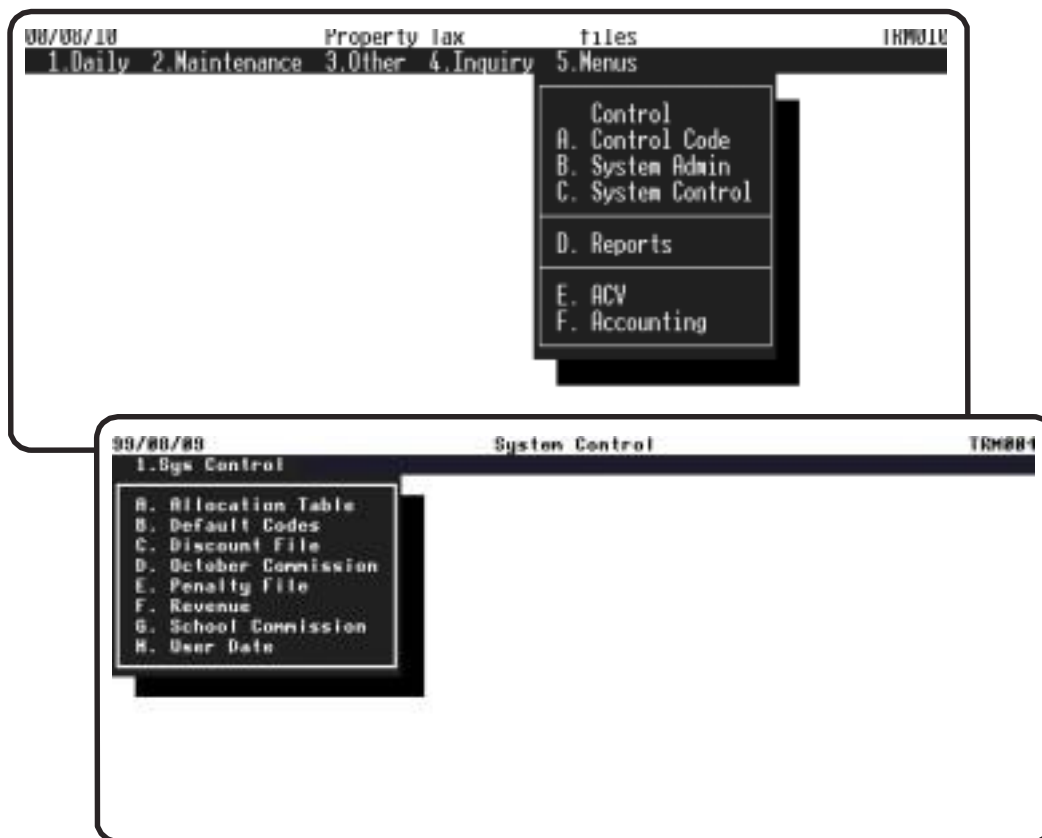
Allocation Table

Summary

This option allows you to maintain the information on the allocation table. The allocation shows how the money received will be split between departments when receipting. You will have the option to maintain manual or automatic percents. The manual percents will be used when you are using only one department or when percentage splits are not based on a tax rate.

The Manual Percents requires you to enter the percentage amounts. On Automatic Percents, you enter the total tax dollars and then you enter the amount that each departments receives. The computer will then automatically calculate the percentages.
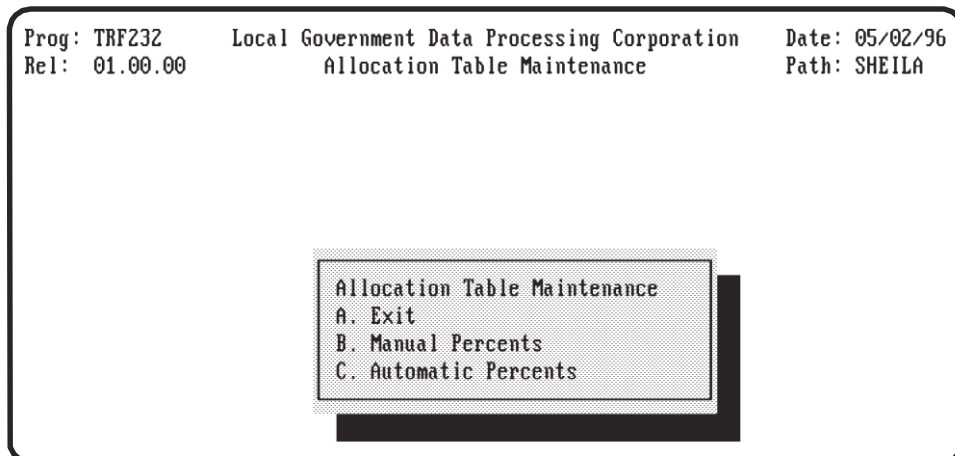
Menus
System Control
Sys Control
Allocation Table

Step 1:   Select process

Select 'Menus', 'System Control', 'Sys Control', and then 'Allocation Table'.

Step 2:   Select type

A menu will be displayed that allows you to select to maintain manual percents or automatic percents. Enter the appropriate response.

```
Prog: TRF232      Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00              Allocation Table Maintenance          Path: SHEILA




                         Allocation Table Maintenance
                         A. Exit
                         B. Manual Percents
                         C. Automatic Percents
```

Step 3:   Select/Enter table number

Enter the number of the allocation table to be added/maintained. Press the 'Exit' key to return to the main menu. The 'Lookup' option is available to select from tables already on file.

Step 4:   Maintain information

If the table selected already exists, the table information will be displayed and any changes can be made. If this is a new table, enter all necessary information.

Manual
Percents

```
Prog: TRF230      Local Government Data Processing Corporation    Date: 00/01/99
Rel:  04.00.00              Allocation Table Maintenance           Path: Mill

              Table Number: 101
              Description:  100% COUNTY GENERAL

                              Commission
              Dept        Function  Object           Percent
              101         58300     510              100.0000








                                                    _____
                                        Total: 100.0000
```

Automatic
Percents

```
Prog: TRF231      Local Government Data Processing Corporation    Date: 00/01/99
Rel:  04.00.00              Allocation Table Maintenance           Path: Mill

              Table Number: 101
              Description:  100% COUNTY GENERAL
              Tax Rate:        1.0500

                              Commission
              Dept        Function  Object     Dept Tax        Percent
              101         58300     510                        100.0000






                                            _____
                                        Total:
```

<u>Action Keys Available:</u>

Exit	Return to the Allocation Table menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
Add	(Dept field) Go to the 'Department' screen.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected allocation table. You will be prompted to confirm the process.
InsLin	Insert a line before the line where the cursor is currently located.
DelLin	Delete the line where the cursor is currently located.
AddLin	Add an additional line after the last line.
Prev	If there are multiple screens, go to the previous screen.
Next	Go to the next screen (if available).

<u>Field Descriptions:</u>

Description	This field contains a description of the allocation table.
Tax Rate	(Automatic Percents only) This contains the <u>total</u> tax amount for this allocation table. The total of the tax amounts for the departments must equal this amount.

Dept   This field contains the allocation department code. (Usually this is the fund number.) 'Lookup' is available.

Function   This field contains the allocation department's commission expenditure function.

Object   This field contains the allocation department's commission object.

Dept Tax   (Automatic Percents only) This field is the amount of the total tax that has been allocated to this department.

Percent   This field contains the percent of the total allocation that goes to this department. The total must equal 100%. If you select 'Automatic Percents', this field will automatically be calculated.

Step 5:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response.

Default Codes

Summary

This option allows you to maintain the information used in receipting to automatically default the revenue and allocation tables based on a particular tax code. <u>All</u> tax codes and tax rates *must* be maintained for information to default at time of receipt.

Menus
System Control
Sys Control
Default Codes

Step 1:   **Select process**

Select 'Menus', 'System Control', 'Sys Control', and then 'Default Codes'.

Step 2:   **Select information**

Enter the year (century/year), tax type code, and the property tax rate to be accessed. The tax type code identifies the type of taxes that are being charged to the land owner. The 'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and any changes can be made. If this is new, enter all necessary information.

This information will need to be maintained with each new tax year. Default codes will be needed for each tax type code and tax rate. Also, any taxes receipted as 'current revenue' will need to be changed to 'prior revenue' before receipting for July 1.

```
Prog: TRF270      Local Government Data Processing Corporation    Date: 08/01/99
Rel:  04.00.00                Default Codes Maintenance            Path: Mill

     Year:                     1998

     School District:          02 NO  Code:

     Fire Tax:                 02 NO  Code: 000

     Tax Type Code:            01    NET PROPERTY TAX

     Tax Rate:                  2.6900

     City Number:

     Default Revenue Code:     40110 CURRENT PROPERTY TAX

     Default Allocation Table: 498   1998 PROPERY TAXES
```

Action Keys Available:

Exit	Return to the Allocation Table menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
Add	Depending on where the cursor is located, this will take you to the 'Add/Change Revenues' screen or the 'Allocation Table' menu.
Delete	Delete the selected current default code. You will be prompted to confirm the process.

Field Descriptions:

Default Revenue Code   This field contains the default revenue code that will automatically be brought up during receipting for this tax century, year, and type code. 'Lookup' is available.

Default Allocation Table   This field contains an allocation table number which shows how the money will be split among departments. 'Lookup' is available.

Step 5:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Year field.

Discount File

Summary

This option allows you to maintain the discount percent for the tax year and month.

Menus
System Control
Sys Control
Discount File

Step 1:   **Select process**

Select 'Menus', 'System Control', 'Sys Control', and then 'Discount File'.

Step 2:   **Select information**

Enter the year (century/year) and the month of the discount to be accessed. The 'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the discount percent can be changed. If this is new, enter the discount percent.

If the tax is paid in the month entered, then the discount listed is defaulted. The discounts are not cumulative. You must list the full discount available in that month.

```
Prog: TRF210        Local Government Data Processing Corporation    Date: 08/01/99
Rel:  01.00.00                Discount File Maintenance             Path: Mill




                    Year:     1998

                    Month:    01

                    Percent:   2.000
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Year field.

October Commission

Summary

This option allows you to maintain the October commissions, percentages, and ranges.

Note: While this option is called October Commissions, the actual month may be set to any month.

Menus
System Control
Sys Control
October Commission

Step 1: **Select process**

Select 'Menus', 'System Control', 'Sys Control', and then 'October Commission'.

Step 2: **Select information**

Enter the month of the Trustee commission to be accessed. The 'Lookup' option is available to select from records already on file.

Step 3: **Maintain information**

If the record selected already exists, the information will be displayed and any changes can be made. If this is new, enter the necessary information.

```
Prog: TRF162      Local Government Data Processing Corporation    Date: 00/01/99
Rel:  01.00.00                October Commission Maintenance       Path: Hill




      Month: 10 October

      Commission Available: 01 YES
      Commission Applied:   01 YES
      Percentage 1:             4.00
      Percentage 2:             2.00
      Range 1:              10,000.00
      Range 2:              20,000.00


```
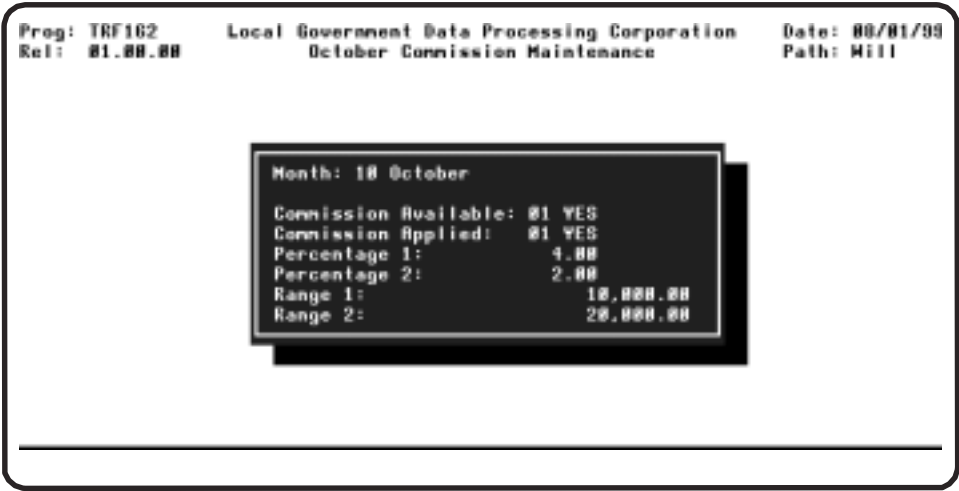
Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.

Commission Available   This contains the code indicating whether the extra Trustee commission is available for this month. 'Lookup' is available.

Commission Applied   This contains the code indicating whether the extra Trustee commission has been applied. 'Lookup' is available.

This will automatically be updated to 'Yes' when you run this option so that it is not mistakenly run more than one time.

Percentage 1   This field contains the extra percentage rate of commission that is to be applied to receipts until the accumulative receipt is greater than range 1. This relates to 'Range 1'. i.e., 4.00% will be taken on the first $10,000.00.

Percentage 2   This field contains the extra percentage rate of commission that is to be applied to receipts when the accumulative receipt amount is greater than range 1 but less than range 2. This relates to 'Range 2'.

Range 1   This corresponds to the 'Percentage 1' field. Percent 1 is the rate of commission applied to receipts until the accumulative receipt amount exceeds range 1.

Range 2   This corresponds to the 'Percentage 2' field. Percent 2 is the rate of commission applied to receipts when the accumulative receipt mount is greater than range 1 but is less than range 2.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Month field.

Penalty File

Summary

This option allows you to maintain the information on the Penalty File. Penalty information should be set for each year. A good time to set this up is at the time the new year's allocation table is set up.

Menus
    System Control
      Sys Control
         Penalty File

Step 1:   **Select process**

Select 'Menus', 'System Control', 'Sys Control', and then 'Penalty File'.

Step 2:   **Select information**

Enter the year (century/year) of the penalty information to be accessed. The 'Lookup' option is available to select from records already on file.

Step 3:   **Maintain information**

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: TRF220        Local Government Data Processing Corporation    Date: 08/01/99
Rel:  01.00.00                  Penalty File Maintenance            Path: Mill




               Tax Year:               1998

               Percent Per Month:       1.500
               Base Percent:
               Maximum Months:            13
               Effective Date:     03/01/1998
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Field Descriptions:

Percent Per Month   This field contains the penalty percent amount that is incremented monthly. (Usually 1.5)

Base Percent   This field contains the base percent amount that will be included in the total penalty percent amount.

Maximum Months   This field contains the maximum number of months that penalties should be calculated. This field should be left blank if there is no maximum.

Effective Date   This field contains the beginning effective date for calculating penalties for this tax year. The system will automatically insert slashes after you enter the date.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Year field.

Revenue

Summary

This option allows you to maintain the revenue code/account information that will be used in the receipting process. In order to use an account number in the receipting process, it must be added to this file.

Menus
System Control
Sys Control
Revenue

Step 1: Select process

Select 'Menus', 'System Control', 'Sys Control', and then 'Revenue'.

Step 2: Select information

Enter the entire account number for the revenue account to be accessed. Enter as function/account, object code (if expenditure account), and cost center (if applicable). The 'Lookup' option is available for each field to select from records already on file. If 'Lookup' is used in the revenue field, you will be prompted for the existing revenue or Chart of Accounts.

Step 3: Maintain information

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: TRF250        Local Government Data Processing Corporation    Date: 08/01/99
Rel:  03.00.11                  Revenue Maintenance                 Path: Hill


    Revenue Code:      11410 ACCOUNTS RECEIVABLE
    Object Code:
    Cost Center:

    Allocation Table:  101   100% COUNTY GENERAL

    Commission Code:   01    PERCENT AMOUNT

    Commission Amount:         5.00
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Add	Go to the Add/Change Allocation Table menu.
Delete	Delete the selected information. You will be prompted to confirm the process.

Field Descriptions:

Allocation Table
This field contains a default allocation table number which shows how the money will be split between departments. 'Lookup' is available.

Commission Code
This field contains the flag which indicates how commissions will be taken.
Values: 01 = Percent Amount
            02 = Flat Amount per Receipt
            03 = Flat Amount per Month
'Lookup' is available.
If no commission is to be taken, this field should be left blank.

Commission Amount
This field contains the amount or percent of commissions to be taken.

Step 4:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response. When the process is complete, you will be returned to the Revenue account number field.

<u>City Property Tax</u>
<u>page 5-107</u>

School Commission

Summary

This option allows you to maintain the flat amount of commission per month for a school.

Menus
System Control
Sys Control
School Commission

Step 1:   Select process

Select 'Menus', 'System Control', 'Sys Control', and then 'School Commission'.

Step 2:   Select information

Enter the numeric month for the school commission to be accessed. The 'Lookup' option is available to select from records already on file.

Step 3:   Maintain information

If the record selected already exists, the information will be displayed and the information can be changed. If this is new, enter the necessary information.

```
Prog: IKF161      Local Government Data Processing Corporation      Date: 08/01/99
Rel:  01.00.00               School Commission Maintenance          Path: Hill



        Commission Month:      02 February

        Commission Available:  01 YES

        Commission Amount:          10,003.32

        Allocation Table:      141 100% PUBLIC SCHOOL

        Commission Applied:    02 NO
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Prev	Return to the previously displayed screen of information.
Next	Go to the next month's screen of information.

<u>Field Descriptions:</u>

Commission Available This field contains code showing if school commission is available for this month.
Code: 01 = Yes
           02 = No
'Lookup' is available.

Commission Amount This field contains the amount of flat rate school commission paid in a particular month.

Allocation Table This field contains the allocation table to be used when applying school commissions for a particular month.

Commission Applied This field shows if the school commission has been applied for this month.
Code: 01 = Yes
           02 = No
'Lookup' is available.

Initially, this is set to 'No'. Then, when commissions are taken, this will automatically be set to 'Yes'. This flag will be reset to 'No' during the year-end process.

Step 4:   **Confirm**

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Prv Nxt Xit". Enter the appropriate response. When the process is complete, you will be returned to the Commission Month field.

User Date

Summary

This option allows you to maintain the user date which will be used as the default date throughout the Trustee System. The date is held for each user login name and should be maintained at the close of business each day.

Menus
System Control
Sys Control
User Date

Step 1: **Select process**

Select 'Menus', 'System Control', 'Sys Control', and then 'User Date'.

Step 2: **Maintain information**

The user name and date will be displayed. This is the same information you see when you log on to the system. If necessary, enter a new date in the format MMDDCCYY (month, day, century, year).

Step 3: **Confirm**

When the information has been entered and is correct, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Xit". Enter the appropriate response. When the process is complete, you will be returned to the System Control menu.

Receipting

Summary

The Reports section allows you to print various types of reports. This section contains the printing of receipt listings.

Step 1:   Select process

After selecting 'Menus' and then 'Reports', it will take you to the Reports menu where you can select different categories of report information to print. Select 'Receipting' reports. A pull down menu will appear and you can choose an individual receipt report.

```
00/08/10                        City Reports                        INMULL
  1.Receipting  2.Master  3.Audit  4.Other

        Print Receipts
  A. Property Tax Receipts
  B. Property Tax Receipt History

        Receipt Listings
  C. Receipt Listing Detail
  D. Receipt Listing Print
  E. Receipt Listing Summary
  F. Receipt History Listing

        Other Listings
  G. Batch Listings
  H. Locked Receipt Report
  I. Partial Payment Listings
  J. Partial Payment Combined
  K. Unprinted Receipts
```
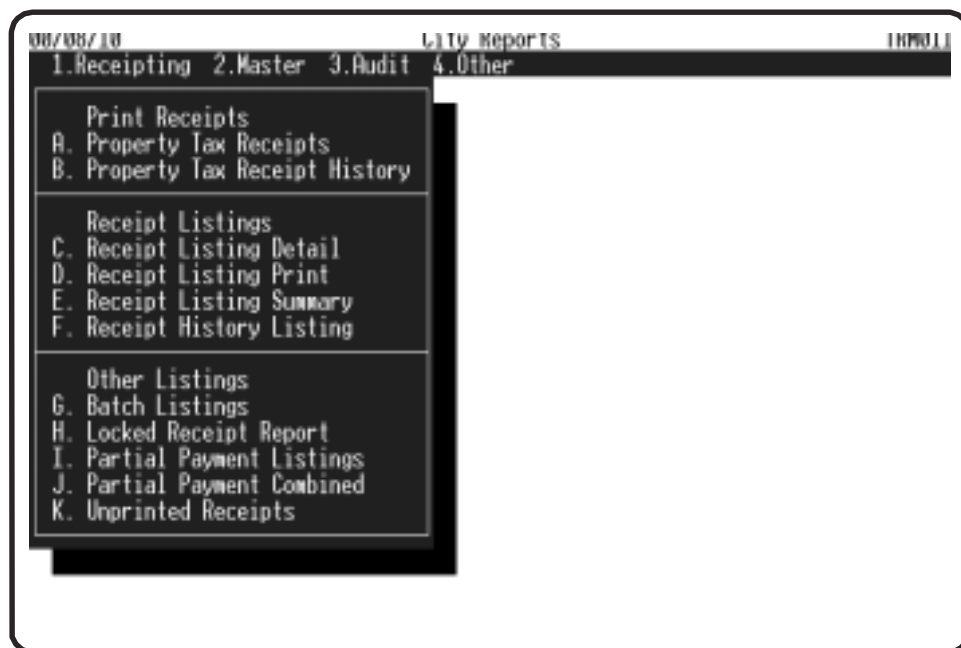
Property Tax Receipts

Summary

This option allows you to process the property tax receipt forms. These can be printed by receipt number, date, or initials. You can also select unprinted receipts, reprint receipts, or all receipts. After selecting the options, you will enter a beginning and ending range for the information to be processed.

Menus
Reports
Receipting
Property Tax Receipts

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Receipting', and then Print Receipts 'Property Tax Receipts'.

Step 2:   **Select receipt option**

A menu will be displayed that allows you to select the type of receipts to be processed. Enter the appropriate response.

```
Prog: TRF461      Local Government Data Processing Corporation   Date: 05/02/96
Rel:  01.00.00              Print Property Tax Receipts          Path: SHEILA




              Print Receipt Options
              A. Exit
              - Unprinted Receipts -
              B. By Number
              C. By Date
              D. By Initials
              - Reprint Receipts -
              E. By Number
              F. By Date
              G. By Initials
              - All Receipts -
              H. By Number
              I. By Date
              J. By Initials
```

Note: Unprinted Receipts are those which the user choose not to print during the receipting process. They are not receipts which did not print as a result of printer malfunction.

Step 3:   Enter range

Enter the beginning and ending range of information to be selected. If you selected 'By Number' you will enter a beginning and ending tax year, receipt number, and transaction number. If you selected 'By Date', you will enter a beginning and ending transaction date. If you selected 'By Initials', you will enter beginning and ending initials.   When the information is entered, press the 'Update' key.

```
┌─────────────────────────────┐     ┌─────────────────────────────┐     ┌─────────────────────────────┐
│ All Property Tax Receipts   │     │ All Property Tax Receipts   │     │ All Property Tax Receipts   │
│         Tax   Rcpt  Trans   │     │                             │     │                             │
│         Year   No    No     │     │ Beginning Date: 04/01/1995  │     │ Beginning Initials: AAA     │
│ Beginning: 1995-0000000-0000│     │                 MMDDCCYY    │     │                             │
│            CCYY             │     │ Ending Date:    04/30/1995  │     │ Ending Initials:    ZZZ     │
│ Ending:    1995-9999999-9999│     │                 MMDDCCYY    │     │                             │
│            CCYY             │     │                             │     │                             │
└─────────────────────────────┘     └─────────────────────────────┘     └─────────────────────────────┘
```

Step 4:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

```
1995 Property Tax Receipt                           Receipt Number
Receipt Date: 01/06/1997                              1995-0000004
— Duplicate Receipt —                         Transaction No: 0002
                               Di   Map  Ctl-Mp Gp   Parcel  SI
Prop Addr:   HWY 100           01-110-  -110-  -  -001.00-  -000
Subdivision:                   Deed Bk:   347  Pg:   520 Date: 06/12/91
Dimensions:                    Plat Bk:      Pg:    Blk:    Lot:
Pay Method: CNTER      *    ********* ********* *********  Receipt Amount
Initials:    AKB       *    *      * *     * *               316.52
Drawer No:   001       *    *      * *     * *
Group Code:            *    *      * *     * *      Penalty @  33.333%
County:      014       *    ********* ********* *********     79.13
City:                  *         *       *        *
Mortgage:              *         *       *        *        ACV Amount
SSD1:                  *         *       *        *          100.00
SSD2:                  *         *       * *********
Tax Rate:     2.6900
Land Value:  35,300
Impmt Value:
Per Prop Value:                NET PROPERTY TAX              237.39
Total Value:  35,300     Total:                              237.39
Assessed @ 25%:  8,825
                         INTEREST & PENALTY                   79.13
Deeded Acres: 133.74     TAX RELIEF                          100.00
Calc Acres:     0.0       Total Due:                         216.52

                         Amount Tendered:                    216.52
                         Change Due:                           0.00

                         Rcv Of: SCOTT PERTY
   KAREN BROOKS             CASH                             216.52
   6767 DENHAM AVENUE    Rcv Of: TAXPAYER
   COLUMBIA, TN 38401-      TAX RELIEF                       100.00

                           — Paid In Full —
                         Balance Owed:                         0.00
                       SAMPLE COUNTY TRUSTEE                Page 01
```

Property Tax Receipt History

Summary

This option allows you to print receipts which have been previously purged. You will enter a beginning and ending range for the information to be processed.

Menus
Reports
Receipting
Property Tax Receipt History
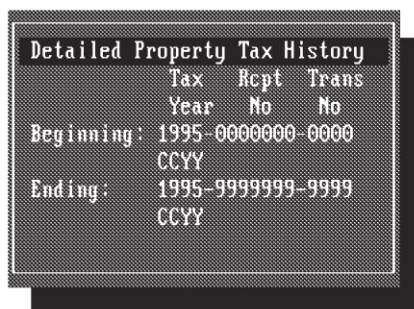
Step 1: **Select process**

Select 'Menus', 'Reports', 'Receipting', and then Print Receipts 'Property Tax Receipt History'.

Step 2: **Enter range**

Enter the beginning and ending range of tax years, receipt numbers, and transaction numbers to be selected.   When the information is entered, press the 'Update' key.

```
Detailed Property Tax History
                  Tax    Rcpt   Trans
                  Year   No     No
Beginning: 1995-0000000-0000
                  CCYY
Ending:    1995-9999999-9999
                  CCYY
```

Step 3: **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

Receipt Listing Detail

Summary

This option allows you to display or print a receipt listing by date range.

Menus
Reports
Receipting
Receipt Listing Detail

Step 1: **Select process**

Select 'Menus', 'Reports', 'Receipting', and then Receipt Listings 'Receipt Listing Detail'.

Step 2: **Enter selection criteria**

Enter the range of receipt dates to be included on the listing. When the information is entered, press the 'Update' key. To exit the routine and return to the Receipt Listings menu, press the 'Exit' option key.

```
Rel:  03.00.26            Misc/Prop Receipts Listing            Path: files




                          ┌─────────────────────────────┐
                          │      Receipt Listing         │
                          │                              │
                          │ Beginning Receipt Date: 01/01/2000 │
                          │                         MMDDCCYY   │
                          │ Ending Receipt Date:    03/31/2000 │
                          │                         MMDDCCYY   │
                          └─────────────────────────────┘
```

Step 3: **Select receipt type**

You will be prompted by "Receipt Type? Both Miscellaneous Property Tax". Select the type of receipt to be processed.

Step 4: **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and make new selections.

If you select 'Yes' the information will be processed and you will be prompted by "Misc/Prop Receipts Listing: Continue Exit". Select 'Continue' to continue with the listing or 'Exit' to exit the process and return to Step 2.

Step 5:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection. When the process has completed, you will be returned to Step 4.

```
TRQ780    2000/08/01 15:11:25              LGDPC Development System                FlexGen4(5.3U)    Page:   12

                                        Misc/Prop Receipts Listing

Receipt Type: 04 VOID PROP
_____
Receipt No: 2000-0018572-0001  Date: 01/31/2000               Void Date: 03/23/2000    Total Taxes:     1,277.00
                                                                                       Dis/Pen:             0.00
  GL Prc: YES   Group:        Method: MAIL   Init: VE   Drawer: 0003  Overpayment: 02 NO   ACV Amount:       0.00
                                                                                                       _____
  Revenue  Obj  CC    Tax Code  Alc  Commission %   Commission Amt   Payment Amt    Change Due  Total Due:    1,277.00
  40110              01 PROP  198  PRCNT  2.00          18.76         938.00         0.00   Payment Amt:   1,277.00
  40610              02 SSD   354  PRCNT  2.00           6.78         339.00                           _____
                                                                                       New Balance:       0.00
  Received Of              Pay Type        Payment Number        Payment Received
  HALL CONNIE W            CHECK           1529                        1,277.00
_____
Receipt No: 2000-0044068-0001  Date: 01/31/2000               Void Date: 03/28/2000    Total Taxes:     1,792.00
                                                                                       Dis/Pen:             0.00
  GL Prc: YES   Group:        Method: MAIL   Init: VE   Drawer: 0003  Overpayment: 02 NO   ACV Amount:       0.00
                                                                                                       _____
  Revenue  Obj  CC    Tax Code  Alc  Commission %   Commission Amt   Payment Amt    Change Due  Total Due:    1,792.00
  40110              01 PROP  198  PRCNT  2.00          19.36         967.91         0.00   Payment Amt:   1,317.00
  40610              02 SSD   354  PRCNT  2.00           6.98         349.09                           _____
                                                                                       New Balance:     475.00
  Received Of              Pay Type        Payment Number        Payment Received
  STOCKSTILL JULIET G      CHECK           1615                        1,317.00
  Comm Total:     1,150.85   ACV Total:      476.00    Payment Total:     58,129.40
_____

TRQ780    2000/08/01 15:11:25              LGDPC Development System                FlexGen4(5.3U)    Page:   13

                                        Misc/Prop Receipts Listing
                          Miscellaneous Total:          0.00

                          Property Total:           12,181.00
                                                    _____
                          Payment Total:            12,181.00

                          Overpayment Total:             0.00
                                                    _____
                          Total:                    12,181.00

                          Void Miscellaneous Total:      85.00

                          Void Property Total:       58,129.40
                                                    _____
                          Void Totals:              58,214.40
_____

TRQ780    2000/08/01 15:11:25              LGDPC Development System                FlexGen4(5.3U)    Page:   14

                                        Misc/Prop Receipts Listing
              Rev Code        Alc Tbl        Rcpt Amount        Comm Amount
                40110           198              837.00              16.74
                40110           398           11,042.00             220.84
                                              _____
      Total For Revenue Code: 40110           11,879.00             237.58

                40120           097               37.00               0.74
                                              _____
      Total For Revenue Code: 40120               37.00               0.74

                40140           097                3.89               0.08
                                              _____
      Total For Revenue Code: 40140                3.89               0.08

                40610           354              302.00               6.04
                                              _____
      Total For Revenue Code: 40610              302.00               6.04

                          Total:              12,221.89             244.44
                                              _____           _____
_____

TRQ780    2000/08/01 15:11:25              LGDPC Development System                FlexGen4(5.3U)    Page:   15

                                        Misc/Prop Receipts Listing
              Tax Year            Amount            ACV Amount
                1998           12,181.00               0.00
                1997               40.89               0.00
                              _____
              Totals:         12,221.89               0.00
                              _____           _____
```

■ *Reports - Receipting*

Receipt Listing Print

Summary

This option allows you to display or print a receipt listing by date range.

Menus
Reports
Receipting
Receipt Listing Print

Step 1: **Select process**

Select 'Menus', 'Reports', 'Receipting', and then Receipt Listings 'Receipt Listing Print'.

Step 2: **Enter selection criteria**

Enter the range of receipt dates to be included on the listing. When the information is entered, press the 'Update' key. To exit the routine and return to the Receipt Listings menu, press the 'Exit' option.

Step 3: **Select receipt type**

You will be prompted by "Receipt Type? Both Miscellaneous Property Tax". Select the type of receipt to be processed.

Step 4: **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and make new selections.

Step 5: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, or 'Exit' to cancel the process. Make the appropriate selection. When the process has completed, you will be returned to Step 4.

■ *Reports - Receipting*

Receipt Listing Summary

Summary

This option allows you to display or print a summarized receipt listing by date range. The date range is defaulted to the first and last day of the current accounting month.

Menus
Reports
Receipting
Receipt Listing Summarized

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Receipting', and then Receipt Listings 'Receipt Listing Summarized'.

Step 2:   **Enter selection criteria**

Enter the range of receipt dates to be included on the listing.   When the information is entered, press the 'Update' key. To exit the routine and return to the Receipt Listings menu, press the 'Exit' option.

```
Rel:  03.00.08          Summarized Receipt Listing          Path: files




              ┌─────────────────────────────────────────┐
              │      Summarized Receipt Listing          │
              │                                          │
              │ Beginning Receipt Date: 01/01/2000       │
              │                         MMDDCCYY         │
              │ Ending Receipt Date:    03/31/2000       │
              │                         MMDDCCYY         │
              │                                          │
              └─────────────────────────────────────────┘
```

Step 3:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and make new selections.

If you select 'Yes' the information will be processed and you will be prompted by "Misc/Prop Receipts Listing: Continue Exit". Select 'Continue' to continue with the listing or 'Exit' to exit the process and return to Step 2.

Step 4: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection. When the process has completed, you will be returned to Step 4.

```
TRQ415    2000/08/10 14:57:34              CITY OF SAMPLEVILLE                    FlexGen4(5.3U)    Page:   86

                                       Summarized Receipt Listing


Property Tax Receipts
Receipt            Receipt                         Paymt     Payment      Rev   Obj Cost Alc   Distribution    Commission
Number             Date      Received Of           Type      Amount       Code  Cod Centr Tbl     Amount         Amount
2000 0001049 0001                           Change:          0.00  Overpayment: 02 NO  Prorate: 02 NO

            01/05/2000  BETTS BARRY BLACKSTONE ETUX  CHECK      109.00
                                                                        31100          099         109.00
                                                                                               _____
                                  Total For Receipt                                                109.00

2000 0001054 0001                           Change:          0.00  Overpayment: 02 NO  Prorate: 02 NO

            02/28/2000  FAMILY HEALTH GROUP INC    CHECK      124.00
                                                                        31100          099         124.00
                                                                                               _____    _____
                                  Total For Receipt                                                124.00

2000 0001057 0001                           Change:          0.00  Overpayment: 02 NO  Prorate: 02 NO

            02/07/2000  PROUD MANUFACTURING        CHECK       42.00
                                                                        31100          099          42.00
                                                                                               _____    _____
                                  Total For Receipt                                                 42.00

2000 0001059 0001                           Change:          0.00  Overpayment: 02 NO  Prorate: 02 NO

            01/18/2000  HAPPY HILLS VETERINARY     CHECK       15.00
                                                                        31100          099          15.00
                                                                                               _____    _____
                                  Total For Receipt                                                 15.00
                                                                                               _____    _____
                                  Total Property Tax Receipts                                   89,488.67
                                                                                               _____    _____
                                  Total All Receipts                                            89,488.67
                                  Total Overpayments
* End of Report: Local Government Data Demo *
```

City Property Tax

Receipt History Listing

Summary

This option allows you to process a receipt history listing. You will enter a beginning and ending range for the information to be processed.

Menus
Reports
Receipting
Receipt History Listing

Step 1: **Select process**

Select 'Menus', 'Reports', 'Receipting', and then Receipt Listings 'Receipt History Listing'.

Step 2: **Enter range**

Enter the beginning and ending range of receipt types, tax years, receipt numbers, and transaction numbers to be selected. 'Lookup' is available. When the information is entered, press the 'Update' key.

```
Rel: 04.00.61          Receipt History Report          Path: files




                     ┌─────────────────────────────────┐
                     │     Receipt History Report       │
                     │                                  │
                     │        Rcpt  Tax   Rcpt   Tran   │
                     │        Type  Year  No     No     │
                     │ Beginning: 00  2000-0000000-0000 │
                     │            CCYY                   │
                     │ Ending:    99  2000-9999999-9999 │
                     │            CCYY                   │
                     │                                  │
                     └─────────────────────────────────┘
```

Step 3: **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection. When the process has completed, you will be returned to Step 2.

```
TRQ700      00/08/10 12:52:12                    LGDPC Development System                      FlexGen4(4.0A)     Page:    37

                                                  Receipt History Report

     Receipt Type         Year Rcpt No Tran   Receipt Date    Description      Pay Method Initials Grp Cde   Drawer    Dsc/Pen %    Overpay
PROPERTY TAX             2000-0010013-0001  01/30/2000                            MAIL     SJE              0001 AFB     0.000      02 NO


    Total Tax Due     Total Tax Paid    Paid On Balance    New Balance    Amount Tendered    Change Due      ACV Amount   Dsc/Pen Amount
         535.64            535.64            535.64            0.00            535.64            0.00            0.00            0.00

Distribution:                Tax Code    Description      Amount Due    Receipt Amount    Rev Code    Alc Tbl    Comm Percent

              0001              01        PROP              208.48            208.48        40110        095          2.00
              0002              03        PICK              327.16            327.16        40110        101          2.00
                                                          _____          _____
                                                           535.64            535.64


Payment Type:                    Name                      Type       Desc        Payment No                    Amount

              0001        BROOKS DANIEL E                   02        CHECK         18596                        535.64
                                                                                                               _____
                                                                                                                535.64


Beginning Receipt Type:    00
Beginning Tax Year:        2000
Beginning Receipt Number:  0000000
Beginning Trans Number:    0000
Ending Receipt Type:       99
Ending Tax Year:           2000
Ending Receipt Number:     9999999
Ending Trans Number:       9999
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Batch Listings

Summary

This option allows you to process listings containing receipts included in a batch. You will select the report order and then enter a beginning and ending range of information to be processed.

Menus
Reports
Receipting
Batch Listings

Step 1: **Select process**

Select 'Menus', 'Reports', 'Receipting', and then 'Batch Listings'.

Step 2: **Select listing type**

A menu will be displayed that allows you to select to have the listing in batch name, received of, receipt number, or parcel number order. Enter the appropriate response.

```
Select Report Order
A. Exit
B. Batch Name
C. Received Of
D. Receipt
E. Parcel
```

Step 3: **Enter ranges**

Depending on the order selected, you enter either a beginning and ending range of batch names, received of names, receipt numbers, or parcel numbers. When the information is entered, press the 'Update' key.

```
Batch Listing By Batch Name

Beginning Batch Name:

Ending Batch Name:     ZZZZZZZZZZ
```

```
Batch Listing By Received Of

Beginning Received Of Name:

Ending Received Of Name:     ZZZZZZZZZZZZZZZZZZZZZZZZZ
```

```
Batch Listing By Receipt No

Beginning Receipt No: 1995-0000000
                      CCYY
Ending Receipt No:    1995-9999999
                      CCYY
```

```
Batch Listing By Parcel No

Beginning Parcel No: 00-000-  -000- - -000.00- -000

Ending Parcel No:    99-999-ZZ-999-ZZ-ZZ-999.99-ZZ-999
```

Step 4:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5:   Confirm printing

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

By Batch Name:

```
TRQ453    97/04/25 12:54:20                    LGDPC Development System                FlexGen4(4.0A)    Page:   10

                                            Batch Listing By Batch Name


Batch Name           Paid Received Of
──────────           ──── ───────────
TEST-DEL             YES  G&S AUTO SALE
        Receipt No        Parcel Number
                                Total Taxes      ACV Amount      Disc Amount     Pen Amount      Amount Due      Paid Amount
                          ──────────────────────────────────────────────────────────────────────────────────────────────────

        1995-0004000    01-111- -111- -  -016.01- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004001    09-124-E -124-E -A -006.00- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004002    01-090-B -090-B -A -011.00- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004003    05-035- -035- -  -065.00- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004004    12-170- -170- -  -063.00- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004005    12-170- -170- -  -064.00- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004006    06-018- -018- -  -020.01- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004007    12-158- -158- -  -017.00- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004008    14-119- -119- -  -026.00- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004009    06-019- -019- -  -026.00- -000
                                0.00            0.00            0.00            0.00            0.00            0.00

        1995-0004010    06-019- -019- -  -026.00- -001
                                0.00            0.00            0.00            0.00            0.00            0.00
                          ──────────────────────────────────────────────────────────────────────────────────────────────────

Totals ..........               0.00            0.00            0.00            0.00            0.00            0.00


Beginning Batch Name:  0001
Ending Batch Name:     ZZZZZZZZZZ
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Locked Receipt Report

Summary

This option allows you to process a listing that shows any receipts that have been locked.

Menus
    Reports
        Receipting
            Locked Receipt Report

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Receipting', and then 'Locked Receipt Report'.

Step 2:   **Confirm processing**

You will be prompted by "Locked Receipt Report: Continue Exit". Select 'Continue' to continue or select 'Exit' to exit the back to the Reports menu.

Step 3:   **Confirm printing**

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to the Reports menu.

```
TRQ490     1999/08/01 08:10:01             LGDPC Development System                FlexGen4(5.3U)    Page:    1
                                            Locked Receipt Report

 Rct    Tax    Rct No    Program Name    Program Desc              User         Term      Time        Date
 Type   Year                                                                   No

  02    1998   0000129   TRF400A         Property Tax Re-Receipting   KEITH       6L     08:51:27   08/06/1999
```

Partial Payment Listings

Summary

This option allows you to process a list of the partial payments by receipt number, name, parcel number, or full parcel. You will enter a beginning and ending range of information to be processed.

Menus
Reports
Receipting
Partial Payment Listings

Step 1: **Select process**

Select 'Menus', 'Reports', 'Receipting', and then 'Partial Payment Listings'.

Step 2: **Select listing type**

A menu will be displayed that allows you to select the order in which the information will be processed.. Enter the appropriate response.

```
Select Report Order
A. Exit
B. Receipt
C. Name
D. Parcel
E. Full Parcel
```

Step 3: **Enter ranges**

Depending on the order selected, enter either a range of receipt numbers, names, parcel numbers, or full parcel numbers.   When the information is entered, press the 'Update' key.

```
Partial Payment List By Rct No

Tax Year:              1995
                       CCYY

Beginning Receipt #: 0000000
Ending Receipt #:    9999999
```

```
Partial Payment List By Name

Beginning Name:

Ending Name:     ZZZZZZZZZZZZZZZZZZZZZZZZZZ
```

```
Partial Payment List By Name

Beginning Name:

Ending Name:     ZZZZZZZZZZZZZZZZZZZZZZZZZZ
```

```
Partial Pymnt Lst By Full Prcl

Beginning Parcel #:   -   -  -  -  -  -      -

Ending Parcel #:     99-999-ZZ-999-ZZ-ZZ-999.99-ZZ
```

Step 4: **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5: **Confirm printing**

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to the Reports menu.

By Receipt Number:

```
TRQ200     97/04/25 12:55:45                       LGDPC Development System                     FlexGen4(4.0A)     Page:    1

                                                 Partial Payment List By Rct No


                                                        Name                      Parcel ID/Property Address
   Receipt No:  1995-0000071                       AARON WARREN D JR              02-070-  -070-  -  -018.00-  -000
                                                   12345 HWY 64                   DENHAM AVENUE
                                                   COLUMBIA, TN 38401
          Rcpt Date   Total Taxes Due - Payment Amount  -   ACV Amount - Discount Amount + Penalty Amount   =   Amount Due

          04/04/1997          289.18          150.00              0.00           0.00             9.81           148.99


   Tax Year: 1995
   Beginning Receipt Number: 0000071
   Ending Receipt Number:    0000071
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Partial Payment Combined

Summary

This option allows you to print or display a listing of partially paid receipts. This report will include all receipt numbers on the receipt file and the receipt history file. Report order selections include receipt number, name, and parcel.

Menus
    Reports
        Receipting
            Partial Payment Combined

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Receipting', and then Receipt Listings 'Partial Payment Combined'.

Step 2:   **Enter report order**

A pop-up menu will be displayed and you will select the appropriate report order. To exit the process and return to the Reports menu, select the 'Exit' option.

```
        Report Order Options
A. Exit
B. Receipt
C. Parcel
D. Name
```
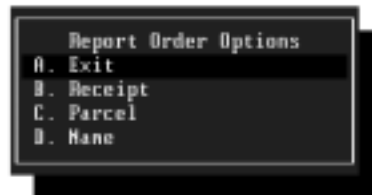
Step 3:   **Enter selection criteria**

Depending on the order selected, enter a beginning and ending range of receipt numbers, parcel number, or names. The 'Lookup' option is available.

```
Prog: IN520J    Local Government Data Processing Corporation    Date: 02/11/00
Rel:  03.00.65           Combined Partial Payment               Path: will


        Tax Year: 1999

        Beginning Receipt:      1
        Beginning Parcel:   -  -  -  -  -    -  -
        Beginning Name:

        Ending Receipt:       100
        Ending Parcel:      -  -  -  -  -    -  -
        Ending Name:
```

Step 4: Confirm selection

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5: Confirm process

If the selection information is correct, the records will be processed. When complete, you will be prompted by "Combined Partial Payment: Continue Exit". Select 'Continue' to proceed or 'Exit' to exit the process and return to the Reports menu.

Step 6: Confirm printing

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 5.

```
TRQ203    2000/02/11 09:04:25              LGDPC Development System              FlexGen4(5.3U)    Page:  1

                                          Combined Partial Payment

  Receipt No      Name / Address              Parcel / Property Address
  1999-0000002    A & A CONSTRUCTION INC      15-011-G -011-B -C -015.00-P -003
                  P O BOX 2345                WILSON PIKE CIR 321
                  SAMPLEVILLE, TN 38123

     Rcpt Date         Taxes Due  (-)   Payment Amt   (-)    ACV Amt  (-)   Discount Amt  (+)   Penalty Amt   (=)   Amt Due

     04/13/2000          189.00         189.00             0.00            0.00              0.00               0.00
     05/02/2000          189.00         100.00             0.00            0.00              0.00              89.00

  Receipt No      Name / Address              Parcel / Property Address
  1999-0000021    A B C PRINTING & SIGNS      09-079-K -079-F -B -015.00-P -005
                  1212 HOLIDAY CT             HOLIDAY CT 1212
                  SAMPLEVILLE, TN 38123

     04/20/2000           74.00          50.00             0.00            0.00              0.00              24.00
     04/20/2000           24.00          24.00             0.00            0.00              0.00               0.00

  Receipt No      Name / Address              Parcel / Property Address
  1999-0000023    A B S SERVICES             15-035-I -035-I -E -019.00-P -001
                  1234 PARKER PLACE           PARKER PL 1234
                  SAMPLEVILLE, TN 38123

     04/20/2000          133.00         100.00             0.00            0.00              0.00              33.00
     04/20/2000           33.00          33.00             0.00            0.00              0.00               0.00

  Receipt No      Name / Address              Parcel / Property Address
  1999-0000062    A TOUCH OF RAIN            10-105-D -105-D -B -004.00-P -001
                  2222 CREEKSIDE LANE         CREEKSIDE LN 2222
                  SAMPLEVILLE, TN 38123

     05/04/2000           35.00          15.00             0.00            0.00              0.00              20.00
     05/04/2000           20.00           5.00             0.00            0.00              0.00              15.00
     05/04/2000           15.00           5.00             0.00            0.00              0.00              10.00
     05/04/2000           10.00           5.00             0.00            0.00              0.00               5.00
     05/04/2000            5.00           1.00             0.00            0.00              0.00               4.00
     05/04/2000            4.00           1.00             0.00            0.00              0.00               3.00
     05/04/2000            3.00           1.00             0.00            0.00              0.00               2.00
     05/04/2000            2.00           1.00             0.00            0.00              0.00               1.00
     05/04/2000            1.00           0.50             0.00            0.00              0.00               0.50
     05/04/2000            0.50           0.25             0.00            0.00              0.00               0.25
     05/04/2000            0.25           0.10             0.00            0.00              0.00               0.15
     05/04/2000            0.15           0.10             0.00            0.00              0.00               0.05
     05/04/2000            0.05           0.02             0.00            0.00              0.00               0.03
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Unprinted Receipts

Summary

This option allows you to print a list of the unprinted receipts by receipt number, date, drawer number, or user initials. You will enter a beginning and ending range of information to be processed.

Menus
Reports
Receipting
Unprinted Receipts

Step 1: **Select process**

Select 'Menus', 'Reports', 'Receipting', and then 'Unprinted Receipts'.

Step 2: **Select listing type**

A menu will be displayed that allows you to select the order in which the information will be processed.. Enter the appropriate response.

```
Select Report Order
A. Exit
B. Receipt
C. Date
D. Drawer
E. Initials
```
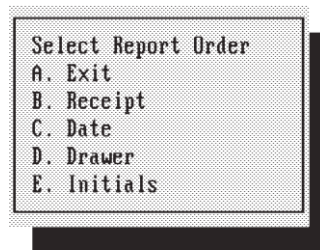
Step 3: **Enter ranges**

Depending on the order selected, enter either a range of receipts, dates, drawer numbers, or initials. When the information is entered, press the 'Update' key.

```
Unprinted Receipts Report

               Rcpt   Tax    Rcpt
               Type   Year    No
Beginning:      00    1995  0000000
                      CCYY
Ending:         99    1995  9999999
                      CCYY
```

```
Unprinted Receipts Report

Beginning Rcpt Date: 01/01/1996
                     MMDDCCYY
Ending Rcpt Date:    12/31/1996
                     MMDDCCYY
```

```
Unprinted Receipts Report

Beginning Drawer: 0001

Ending Drawer:    9999
```

```
Unprinted Receipts Report

Beginning Initials:  AAA

Ending Initials:     ZZZ
```

Step 4:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5:   Confirm printing

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to the Reports menu.

By Receipt Number:

```
TRQ460      97/04/25 13:06:37                  LGDPC Development System              FlexGen4(4.0A)    Page:    1

                                               Unprinted Receipts Report

   Tax      Rcpt     Trans     Rcpt                                      Date                              Total
   Year     No       No        Type          Name                       Paid       Initials  Drawer       Amount

   2000     0000005  0001      MISCELLANEOUS  KAREN BROOKS               05/01/1997    AFB     0001        100.00

 Beginning Receipt Type:    00
 Beginning Tax Year:        1995
 Beginning Receipt Number: 0000000
 Ending Receipt Type:       99
 Ending Tax Year:           1995
 Ending Receipt Number:     9999999
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Master

Summary

The Reports section allows you to print various types of reports. This section contains the printing of master listings.

Menus
Reports
Master

Step 1:   **Select process**

After selecting 'Menus', a pull down menu will appear and you will Select 'Menus'. This will now take you to the Reports menu where you can select different categories of report information to print. Select 'Master' reports. A pull down menu will appear and you can choose an individual report.


```
00/06/11                        City Reports                        TAXROLL
  1.Receipting  2.Master  3.Audit  4.Other
                 A. Address Changes Report
                 B. Address Labels
                 C. Bankruptcy
                 D. Delinquent Tax Notices
                 E. Master Listings
                 F. Property Tax List By Parcel ID
                 G. Property Tax
                 H. Reassessment Grace Period
                 I. Tax Year Scroll Reports
                 J. Unpaid Distribution
                 K. Unpaid Taxes
                 L. Pentaly/Interest Tax Due
                 M. Special Message
                 N. State Appeal
                 O. Tax Roll Reports
```
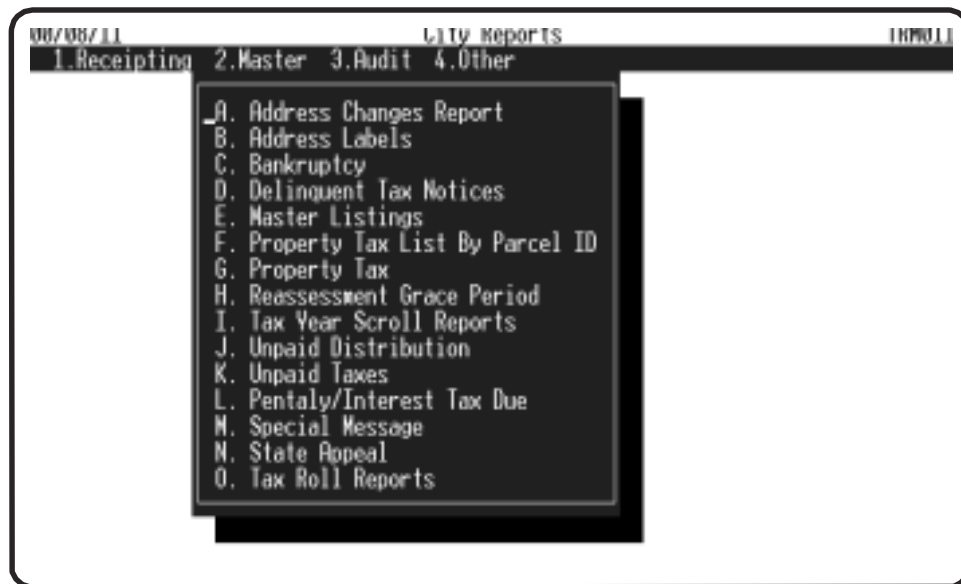
Address Changes Report

Summary

This option allows you to process a listing that contains receipts that have had an address change. You can select the tax year and then enter a beginning and ending range of receipt numbers to be processed.

Menus
   Reports
      Master
         Address Changes Report

Step 1:   **Select process**

        Select 'Menus', 'Reports', 'Master', and then 'Address Changes Report'.

Step 2:   **Enter range**

        The current tax year will be displayed and you can change it if necessary. Then, enter the beginning and ending range of receipt numbers to be selected. When the information is entered, press the 'Update' key.


```
Change Address Report

Tax Year:              1995
                       CCYY

Beginning Receipt #: 0000000

Ending Receipt #:    9999999
```

Step 3:   **Confirm**

        When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   **Select process**

        When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

        When the process has completed, you will be returned to Step 2.

```
TRQ020     97/04/25 13:08:12              LGDPC Development System                    FlexGen4(4.0A)    Page:    1

                                          Change Address Report

     Tax     Record
     Year     No      Name                         Address                 City,   State       Zip Code

     1996    0000001   SCOTT                    102 CREEKVIEW DR         COLUMBIA, TN         38401 0000
     1996    0000002   SCOTT                    102 CREEKVIEW DR         COLUMBIA, TN         38401 0000
     1996    0000003   SCOTT PERTY              PO BOX 6543              COLUMBIA, TN         38401-6543
     1996    0000004   SCOTT                    102 CREEKVIEW DR         COLUMBIA, TN         38401 0000
     1996    0000005   SCOTT                    102 CREEKVIEW DR         COLUMBIA, TN         38401 0000
     1996    0000006   SCOTT PERTY              102 CREEKVIEW DR         COLUMBIA, TN         38401 0000
     1996    1111111   SCOTT                    PO BOX 123               SUMMERTOWN, TN       38483-0123
     1996    2222222   SCOTT                    CREEKVIEW                COLUMBIA, TN         38401 0000

 Tax Year:              1995
 Beginning Receipt #: 0000000
 Ending Receipt #:    9999999
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Address Labels

Summary

This option allows you to process address labels. The labels can be selected in name, parcel, or receipt number order. After selecting the order, you will enter a tax year and a beginning and ending range for the information to be processed.

Menus
> **Reports**
> > **Master**
> > > **Address Labels**

Step 1:   Select process

Select 'Menus', 'Reports', 'Master', and then 'Address Labels'.

Step 2:   Select order

A menu will be displayed that allows you to select the order in which the labels will be processed. Enter the appropriate response. Then, select 'Paid', 'Unpaid', or 'All' receipts.

Step 3:   Enter selection criteria

The tax year will be displayed and you can enter a new year if necessary. Depending on the order selected, you will then enter either a beginning and ending range of names, parcel numbers, or receipt numbers to be selected. When the information is entered, press the 'Update' key.

```
Address Labels - Name Order

Tax Year:         1995
                  CCYY

Beginning Name: A
Ending Name:    ZZZZZZZZZZZZZZZZZZZZZZZZZZ
```

```
Address Labels - Parcel Order

Tax Year:          1995
                   CCYY

Beginning Parcel #:   -  -  -  -  -      -
Ending Parcel #:    99-999-ZZ-999-ZZ-ZZ-999.99-ZZ
```

```
Address Labels - Receipt Order

Tax Year:          1995
                   CCYY


Beginning Receipt #: 0000000
Ending Receipt #:    9999999
```
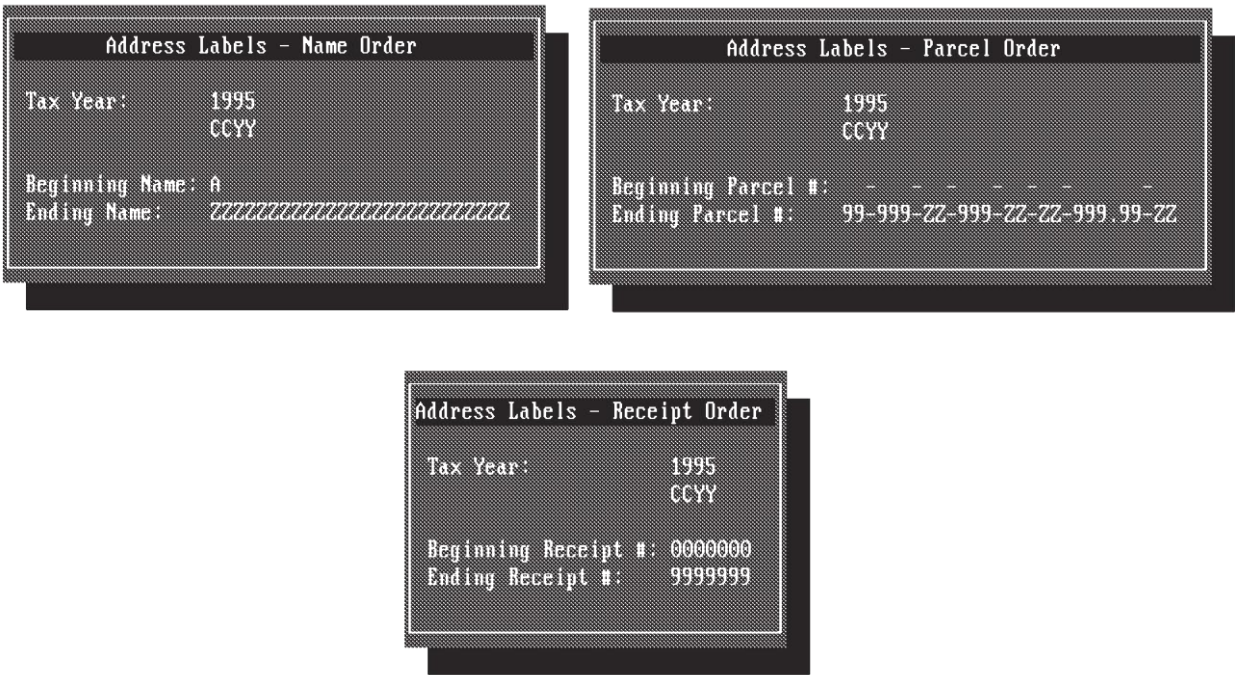
Step 4:   **Select type to process**

You will be prompted by "Process? Paid Unpaid All". Select the appropriate type.

Step 5:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter new criteria.

Step 6:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

Bankruptcy

Summary

This option allows you to process a listing that contains all persons in bankruptcy. You can select the report order along with the tax year and a beginning and ending range of information to be processed.

Menus
Reports
Master
Bankruptcy

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Master', and then 'Bankruptcy'.

Step 2:   **Select report order**

A menu will be displayed and you will select to have the report in receipt, parcel, or name order. To exit the process and return to the Reports menu, select the 'Exit' option.

```
       Report Order Options
A. Exit
B. Receipt
C. Parcel
D. Name
```

Step 3:   **Enter selection criteria**

Enter the tax year to be processed. Then, depending on the order selected, you will then be prompted to enter a beginning and ending range of receipt numbers, parcels, or names.

```
Tax Year: 1999

Beginning Receipt:        1
Beginning Parcel:     -    -    -    -    -       -  -
Beginning Name:

Ending Receipt:         100
Ending Parcel:        -    -    -    -    -       -  -
Ending Name:
```

Step 4:   **Confirm selection**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5:   Confirm process

As the information is being processed, the receipt numbers will be displayed. When the processing has completed, you will be prompted by "Bankruptcy Listing: Continue Exit". Select 'Continue' to proceed with the reporting or 'Exit' to exit the process and return to the Reports menu.

Step 6:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 5.

```
TRQ320     2000/02/11 10:04:11              LGDPC Development System                     FlexGen4(5.3U)     Page:    1

                                              Bankruptcy Listing

   Tax  Receipt   Di   Map  Ctl-Mp Gp    Parcel  SI
   Year Number     1   2  1   2      No   ID     Name                    Property Address              Amount Owed

   1999-0000003   04-120-  -120-  -  -022.02-  -000  A & B FARMS         BOVINE RD 3456                       0.00
                                                                                                     _____
                                                                                         Total:              0.00
                                                                                                     ===============
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Delinquent Tax Notices

Summary

This option allows you to process the delinquent tax notices. The notices can be selected in receipt, parcel, or name order. After selecting the order, you will enter a various selection criteria for the information to be processed.

Menus
Reports
Master
Delinquent Tax Notices

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Master', and then 'Delinquent Tax Notices'.

Step 2:   **Select order**

A menu will be displayed that allows you to select the order in which the notices will be processed. Enter the appropriate response.
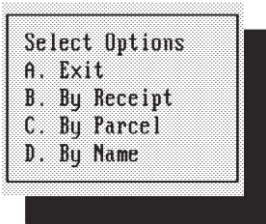
```
Select Options
A. Exit
B. By Receipt
C. By Parcel
D. By Name
```

Step 3:   **Enter selection criteria**

The tax year will be displayed and you can enter a new year if necessary. Depending on the order selected, you will then enter either a beginning and ending range of names, parcel numbers, or receipt numbers to be selected. When the information is entered, press the 'Update' key.

By Receipt

```
Prog: IKP750       Local Government Data Processing Corporation      Date: 08/01/99
Rel:  01.00.35                Print Delinquent Tax By Rct No          Path: Hill

        Beginning Receipt Number: 1995-0000001
        Ending Receipt Number:    1995-0001000

        Date Range Through Which Taxes Are Payable
        Without Penalty.
                    Beginning Date: 01/01/1995
                    Ending Date:    12/31/1995

                    Penalties Thru: 12/1995
                                    MM/CCYY

        Sort By Zip Code?: 01 YES
```
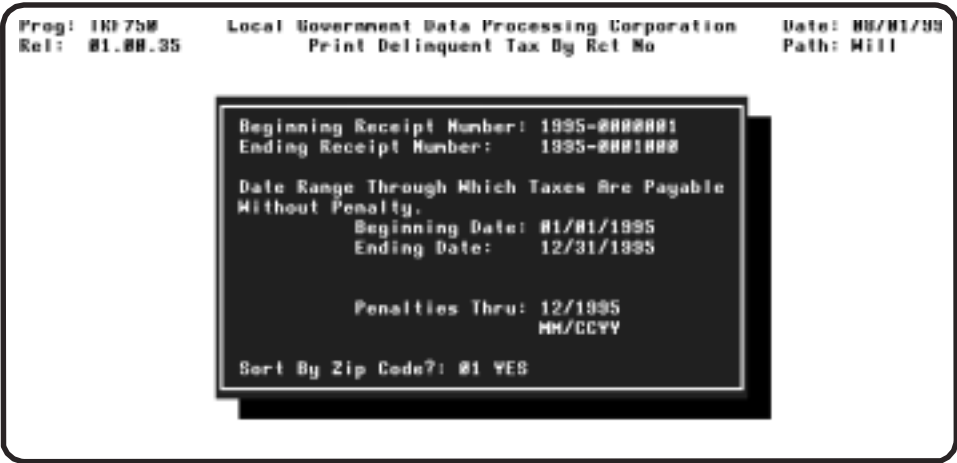
By Parcel

```
Prog: TRF750B      Local Government Data Processing Corporation      Date: 08/01/99
Rel:  01.00.35               Print Delinquent Tax By Parcel         Path: Hill

     Beginning Receipt Year: 1995
     Ending Receipt Year:    1995

     Beginning Parcel No:       -   -  -   -   -       -  -
     Ending Parcel No:          -   -  -   -   -       -  -

     Date Range Through Which Taxes Are Payable
     Without Penalty.
                  Beginning Date: 01/01/1995
                  Ending Date:    12/31/1995

                  Penalties Thru: 12/1995
                                  MM/CCYY

                  Sort By Zip Code?: 01 YES
```


By Name

```
Prog: TRF750N      Local Government Data Processing Corporation      Date: 08/01/99
Rel:  01.00.36               Print Delinquent Tax By Name           Path: Hill

     Beginning Tax Year:   1995
     Ending Tax Year:      1995

     Beginning Name:
     Ending Name:

     Date Range Through Which Taxes Are Payable
     Without Penalty.

          Beginning Date: 01/01/1995
          Ending Date:    12/31/1995

          Penalties Thru: 12/1995
                          MM/CCYY

     Sort By Zip Code?:  01 YES
```

The 'Penalties Thru' calculate and print on the notice the amount of accrued penalty thru this date.

Step 4: **Select property type**

You will be prompted by "Property? Both Personal Real". Make the appropriate selection of the type of property to process.

Step 5: **Confirm**

When the information has been entered, you will be prompted by "Continue?". Select 'Yes' to continue or 'No' to go back and enter new criteria.

Step 6: **Confirm process**

When the information has been entered, you will be prompted by "Print Delinquent Tax Notices: Continue Exit". Select 'Continue' to continue or 'Exit' to exit to Step 3.

Step 7: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

Step 8:   Use Alignment Routine?

You will be prompted as to if you want to use the alignment routine to align the forms. Select 'Yes' to use the routine or 'No' to print the information directly. It is recommended that you select 'Y' and align your forms before continuing with the print routine.

When the process has completed, you will be returned to Step 6.

By Receipt:

```
10 180     180   005.09 000 000 024    FIRST CLASS MAIL
                                           U.S. POSTAGE
SAMPLE COUNTY TENNESSEE                       PAID
714 ARMSTRONG LANE           1995          COLUMBIA, TN
                                           PERMIT NO.
     COLUMBIA, TN
              38401        0000052
HWY 57                                 RECORDS INDICATE
                                       BACK TAXES ARE
                           00000       OWED ON THIS PROPERTY.
                                       PLEASE CONTACT THIS
             1.16                      OFFICE IMMEDIATELY AS
             0.0         00            YOUR PROPERTY MAY BE
                                       SUBJECT TO A TAX SALE
                                       BY THE COURTS.
                           2.6900
          01/01/1995
              6400
            5370001/01/1995
               0            AARON JAMES
            6010001/31/1995
    25       15025           1234 HWY 57
            404.17          COLUMBIA, TN 38401-
0.00     00
             0.00
            404.17      00
PENALTY $      0.00 THRU 12-1995
TOTAL   $    404.17
```

Master Listings

Summary

This option allows you to process various detailed or summarized listings containing master information. You will select the order and enter a beginning and ending range for the information to be processed.

Menus
    Reports
        Master
            Master Listings

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Master', and then 'Master Listings'.

Step 2:   **Select listing type**

A menu will be displayed and you will either select to have detailed or summarized information. Make the appropriate selection. Summary Master listing provides a one page/screen report containing totals. Note, if you collect partial payments, the paid and unpaid fields will both contain data regardless of the option (paid/unpaid/all) you selected.

```
Select
A. Exit
B. Detailed
C. Summary
```
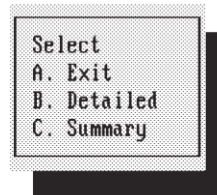
Step 3:   **Select order**

A menu will be displayed and you will select the order in which the master information will be processed. Make the appropriate selection.
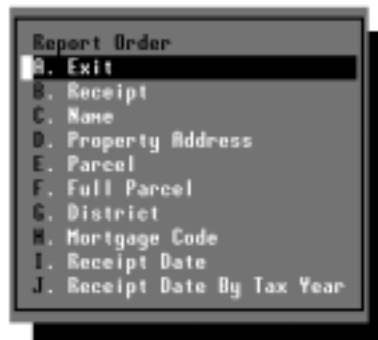
```
Report Order
A. Exit
B. Receipt
C. Name
D. Property Address
E. Parcel
F. Full Parcel
G. District
H. Mortgage Code
I. Receipt Date
J. Receipt Date By Tax Year
```

Step 4:   **Enter selection criteria**

The tax year will be displayed and you can enter a new tax year if necessary. Depending on the order selected, you will then be prompted to enter various types of selection criteria. Enter the appropriate selections.

Report Order - **Receipt**

```
     Det Master Listing By Receipt

  Tax Year:              1995
                         CCYY


  Beginning Receipt Number: 0000000
  Ending Receipt Number:    9999999
```

Report Order - **Name**

```
      Det Master Listing By Name

  Tax Year:              1995
                         CCYY

  Beginning Name:
  Ending Name:      ZZZZZZZZZZZZZZZZZZZZZZZZZZZ
```

Report Order - **Property Address**

```
          Det Master Listing By Prop Adr

  Tax Year:              1995
                         CCYY

  Beginning Property Address:
  Ending Property Address:   ZZZZZZZZZZZZZZZZZZZZZZZZZ
```

Report Order - **Parcel**

```
       Det Master Listing By Parcel

  Tax Year:              1995
                         CCYY

  Beginning Parcel #:    -  -  -     -
  Ending Parcel #:     999-ZZ-ZZ-999.99-ZZ
```

Report Order - **Full Parcel**

```
       Det Mstr Lsting By Full Parcel

  Tax Year:              1995
                         CCYY

  Beginning Parcel #:    -  -  -  -  -  -     -
  Ending Parcel #:     99-999-ZZ-999-ZZ-ZZ-999.99-ZZ
```

Report Order - **District**

```
  Det Mstr Lsting By District

  Tax Year:              1995
                         CCYY

  Beginning District: 01
  Ending District:    99
```

Report Order - **Mortgage Code**

```
  Select Report Order
  A. Exit
  B. Name
  C. Parcel
  D. Property Address
```

Note: This sub menu will not be
   displayed for a summarized report.

```
  Det Mortgage Code Rpt By Name

     Tax Year:        1995
                      CCYY

     Mortgage Code: FM
```

Report Order - **Receipt Date**

```
     Sum Master Listing By Rct Date

  Beginning Receipt Date:    01/01/1997

  Ending Receipt Date:       03/31/1997
```

Report Order - **Receipt Date By Tax Year**

```
     Sum Master Listing By Tax Year

  Tax Year:              1996
                         CCYY

  Beginning Receipt Date:    01/01/1996
  Ending Receipt Date:       12/31/1996
```

Step 5:   Select receipt type

You will be prompted by "Process? Paid Unpaid All". Make the appropriate selection.

Step 6:   Select property type

You will be prompted by "Property? Both Personal Real". Make the appropriate selection of the type of property to process.

Step 7:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 8:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 4.

Detail by Receipt:

```
TRQ301    97/04/25 13:18:35              LGDPC Development System              FlexGen4(4.0A)    Page:    1

                                       Det Master Listing By Receipt

_____
Receipt Number: 1995-0000001           A + A CONSTRUCTION COMPANY      Land Value:           0  Rate:   2.6900
                                       2845 HWY 57                     Improvement Value:    0  City:    000
Parcel: 10-180-  -180-  - -005.08-P -000   ROSSVILLE, TN 38066         Personal Property:  7,548  County: 024
Property Address: HWY 57 8245                                          Total Property:     7,548
                                                                       Assessed Value:     2,264

    Code   Description              Rate        Amount        Paid         Unpaid    SSD Code    Fire Code
     01  NET PROPERTY TAX          2.6900        60.90        60.90         0.00
                                               _____      _____      _____
Date Paid: 12/18/1996 Full                      60.90        60.90         0.00
_____
Receipt Number: 1995-0000002           A ALPHA BAIL BOND AGENCY        Land Value:           0  Rate:   2.6900
                                       105 KAY DR                      Improvement Value:    0  City:    680
Parcel: 01-090-B -090-B -B -015.03-P -000   SOMERVILLE, TN 38068       Personal Property:  9,375  County: 024
Property Address: KAY DR 105                                           Total Property:     9,375
                                                                       Assessed Value:     2,813

    Code   Description              Rate        Amount        Paid         Unpaid    SSD Code    Fire Code
     01  NET PROPERTY TAX          2.6900        75.67        75.67         0.00
                                               _____      _____      _____
Date Paid: 12/18/1996 Full                      75.67        75.67         0.00
_____
```

Summary by Receipt:

```
TRQ300     97/04/25          LGDPC Development System       FlexGen 4(C) Page:    1

             Summary Master Listing In Receipt Number Order
                         All Receipts

                 Land Value:            35,300
                 Improvement:                0
                 Personal Property:     23,051
                 Total Property:        58,351
                 Assessed:              15,741
                 Total Taxes:           423.43
                 Total Paid:            423.43
                 Total Unpaid:            0.00
  Tax Year: 1995
  Beginning Receipt Number: 0000000
  Ending Receipt Number:    0000005
  * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Property Tax List By Parcel ID

Summary

This option allows you to process a property tax listing in parcel ID order. You will enter a beginning and ending range of receipts to be processed for a particular parcel ID.
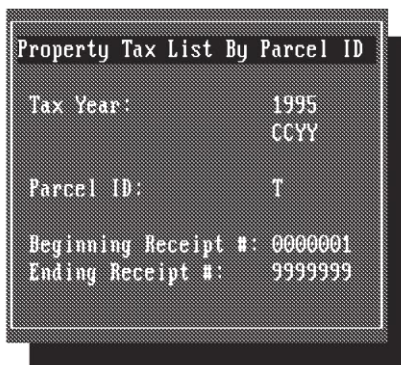
Menus
Reports
Master
Property Tax List By Parcel ID

Step 1:   Select process

Select 'Menus', 'Reports', 'Master', and then 'Property Tax List By Parcel ID'.

Step 2:   Enter range

The tax year will be displayed and you can enter a new tax year if necessary. Then, enter the parcel ID and the beginning and ending range of receipt numbers selected.   When the information is entered, press the 'Update' key. Then, select either 'Paid', 'Unpaid', or 'All' receipts.

```
Property Tax List By Parcel ID

Tax Year:              1995
                      CCYY

Parcel ID:            T

Beginning Receipt #: 0000001
Ending Receipt #:     9999999
```

Step 3:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRQ170     97/04/25        LGDPC Development System    01.00.00    Page:    1

                         Property Tax List By Parcel ID


Rcpt No: 1995-0001842                   Di   Map  Ctl-Mp Gp   Parcel  SI
Name:    KAREN BREENS                   15-112-  -112-  -  -030.07-T -001
Address: 7330 DENHAM AVE                Date Paid:
City/St: COLUMBIA, TN 38401             Mort Code:
Prp Adr: DENHAM AVE                     Int Code:     00000
County:  MAURY                          Delinquent:
City:                                   Bankruptcy:    NO
Subdiv:                                 Clerk/Master:
Dimens:                                 State Appeal: NO
Deed Bk:      Pg:      Date:            ACV Applied:  NO            0.00
Plat Bk:      Pg:      Blk:     Lot:    ACV Reconciled Date:
Land Value:          0                  Imprvment Value:       49,600
Total Value:      49,600                Pers Prop Value:            0
Deeded Acres:      0.00                 Assessed @ 25%:        12,400
Calc Acres:        0.0                  Tax Rate:              2.6900
   Tax Type                 Total Taxes     Paid Amount       Taxes Due

NET PROPERTY TAX              333.56 -          0.00 =          333.56
                             _____        _____        _____
                              333.56            0.00           333.56
```

Property Tax Listing

Summary

This option allows you to process various property tax listings which are either in standard or state format. You will select the order and enter a beginning and ending range for the information to be processed.

Menus
   Reports
      Master
         Property Tax Listing

Step 1:   Select process

Select 'Menus', 'Reports', 'Master', and then 'Property Tax Listing'.

Step 2:   Select listing type

A menu will be displayed and you will either select to have a standard or state format. Make the appropriate selection.
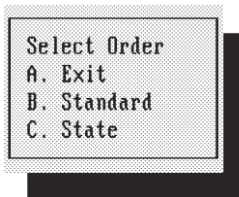
```
Select Order
A. Exit
B. Standard
C. State
```

Step 3:   Select order

A menu will be displayed and you will select the order in which the property information will be processed. Make the appropriate selection.

```
Select Order
A. Exit
B. Receipt
C. Name
D. Parcel
```
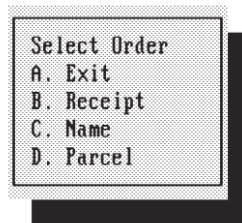
Step 4:   Enter selection criteria

The tax year will be displayed and you can enter a new tax year if necessary. Depending on the order selected, you will then be prompted to enter various types of selection criteria. Enter the appropriate selections.

Order - **Receipt**

Order - **Name**

```
 Property Tax Listing By Rcpt

Tax Year:              1995
                       CCYY

Beginning Receipt Number: 0000000
Ending Receipt Number:   9999999
```

```
 Property Tax Listing By Name

Tax Year:              1995
                       CCYY

Beginning Name:
Ending Name:    ZZZZZZZZZZZZZZZZZZZZZZZZZZZ
```

Order - **Parcel**

```
    Property Tax Listing By Parcel

Tax Year:           1995
                    CCYY

Beginning Parcel #:  -   -   -   -   -   -
Ending Parcel #:    99-999-ZZ-999-ZZ-ZZ-999.99-ZZ
```

Step 5:   Select parcel

You will be prompted by "Parcel ID: Yes No". To select the information by parcel ID, select 'Yes'. If you select 'Yes', you will be prompted to enter the parcel ID to select and then confirm the selection. If you select 'No', you will continue to the next step.

Step 6:   Select receipt type

You will be prompted by "Process? Paid Unpaid All". Make the appropriate selection of the type of receipt to process.

Step 7:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 8:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 4.

Standard by Receipt:

```
TRQ310      97/04/25 13:31:05                LGDPC Development System               FlexGen4(4.0A)    Page:    1

                                   Property Tax Listing In Receipt Number Order
                                                  All Receipts
```

```
TRQ310      97/04/25 13:31:05                LGDPC Development System               FlexGen4(4.0A)    Page:    2

                                   Property Tax Listing In Receipt Number Order
                                                  All Receipts

                                               Totals By Parcel ID
                              Parcel ID            Total Count            Total Amount
                                                      00001                   237.39

                                  P                   00004                   186.04

                              Final Totals            00005                   423.43

 Tax Year:  1995
 Parcel ID:
 Beginning Receipt Number: 0000000
 Ending Receipt Number:    0000005
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Reassessment Grace Period

Summary

This option allows you to process a listing that contains all persons in the reassessment grace period for the date range entered. You can select the report order along with the tax year and a beginning and ending range of dates to be processed.

Menus
    Reports
        Master
            Reassessment Grace Period

Step 1: **Select process**

Select 'Menus', 'Reports', 'Master', and then 'Reassessment Grace Period'.

Step 2: **Select report order**

A menu will be displayed and you will select to have the report in receipt, name, parcel, property address, or expiration date order. To exit the process and return to the Reports menu, select the 'Exit' option.

```
        Report Order Options
A. Exit
B. Receipt Number
C. Name
D. Parcel Number
E. Property Address
F. Expiration Date
```

Step 3: **Enter selection criteria**

Enter the tax year to be processed and a beginning and ending range of expiration dates.
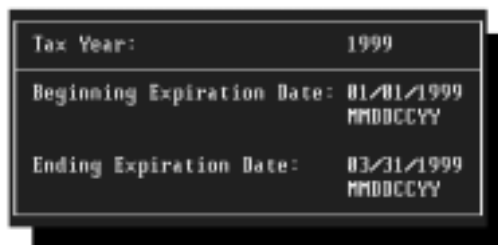
```
Tax Year:                    1999

Beginning Expiration Date: 01/01/1999
                           MMDDCCYY

Ending Expiration Date:    03/31/1999
                           MMDDCCYY
```

Step 4: **Confirm selection**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5: **Confirm process**

As the information is being processed, the receipt numbers will be displayed. When the processing has completed, you will be prompted by "Reassessment Grace Period Listing: Continue Exit". Select 'Continue' to proceed with the reporting or 'Exit' to exit the process and return to the Reports menu.

Step 6: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 5.

```
TRQ371    2000/05/01 06:59:51                LGDPC Development System                    FlexGen4(5.3U)     Page:    1

                                               Reassessment Grace Period

                                                                Di    Map  Ctl-Mp Gp    Parcel  SI
   Year Receipt    Name                    Property Address       1    2    1    2     No    ID      St Apl   Exp Date

   1999-0000002   A & A CONSTRUCTION INC   WILSON PIKE CIR 230    15-011-G -011-B -C -015.00-P -003   02 NO   04/15/1999
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Tax Year Scroll Reports

Summary

This option allows you to process various property tax year listings by either receipt number, parcel ID, name, or property address. You will select the order and enter a beginning and ending range for the information to be processed. Information contained here is in regard to a single parcel of property including all years on your computer system.

Menus
Reports
Master
Tax Year Scroll Reports
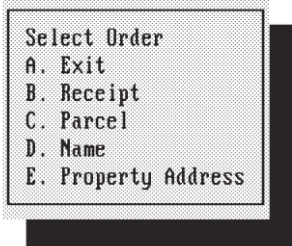
Step 1: **Select process**

Select 'Menus', 'Reports', 'Master', and then 'Tax Year Scroll Reports'.

Step 2: **Select order**

A menu will be displayed and you will select the order in which the information will be processed. Make the appropriate selection.
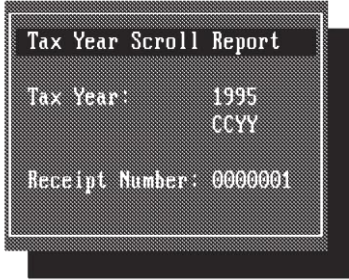
```
Select Order
A. Exit
B. Receipt
C. Parcel
D. Name
E. Property Address
```

Step 3: **Select beginning range**
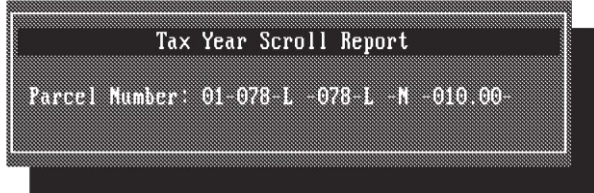
The tax year will be displayed but you can enter a new tax year if necessary. Depending on the order selected, you will either select a beginning receipt number, parcel number, name, or property address. 'Lookup' is available.

Order - **Receipt**

```
Tax Year Scroll Report

Tax Year:        1995
                 CCYY

Receipt Number: 0000001
```

Order - **Parcel**

```
Tax Year Scroll Report

Parcel Number: 01-078-L -078-L -N -010.00-
```

```
Tax Year Scroll Report          Tax Year Scroll Report

Name: BROOKS HOBBY SHOP         Property Address: 714 ARMSTRONG LANE
```

Step 4:   Select receipt type

You will be prompted by "Process? Paid Unpaid All". Make the appropriate selection of the type of receipt to process.

Step 5:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new beginning range.

Step 6:   Select process

Note: The option for 'Name' order does not have this option. The information will only be displayed on the terminal screen.

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

Receipt Order:

```
TRQ030    97/04/25        LGDPC Development System    FlexGen 4(C) Page:   1

                          Tax Year Scroll Report


Di   Map   Ctl  Gp   Parcel  SI            —— Name & Address ——
  1   2   1    2    No   ID                A + B CONSTRUCTION COMPANY
10-180-  -180-  -  -005.08-P -000          1234 HWY 100
Deed Bk:       Pg:       Date:             COLUMBIA, TN 38401
Plat Bk:       Pg:       Blk:     Lot:     Assessed Value:      2,264
Property Adr: HWY 57 8245                  City Number: 000

Year Receipt         Taxes - Amount Paid x Pen %    + Pen/Int = Amount Due

1995-0000001         60.90        60.90  7.0000         0.00          0.00
     Date Paid: 12/18/1996


Tax Year:      1995
Receipt Number: 0000001
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Unpaid Distribution

Summary

This option allows you to process a listing that contains all unpaid property taxes. You can select the report order along with the tax year and a beginning and ending range of information to be processed.

Menus
>   **Reports**
>>   **Master**
>>>   **Unpaid Distribution**

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Master', and then 'Unpaid Distribution'.

Step 2:   **Select report order**

A menu will be displayed and you will select to have the report in receipt, parcel, or name order. To exit the process and return to the Reports menu, select the 'Exit' option.

```
       Report Order Options
│A. Exit
 B. Receipt
 C. Parcel
 D. Name
```

Step 3:   **Enter selection criteria**

Enter the tax year to be processed. Then, depending on the order selected, you will then be prompted to enter a beginning and ending range of receipt numbers, parcels, or names.

```
Tax Year:          1999

Beginning Receipt:        1
Beginning Parcel:   -   -   -   -   -    -  -
Beginning Name:

Ending Receipt:         100
Ending Parcel:      -   -   -   -   -    -  -
Ending Name:
```

Step 4:   **Select report type**

You will be prompted by "Report? Summary Detail". Select either a summarized report or one that is detailed.

Step 5: Confirm selection

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 6: Confirm process

As the information is being processed, the receipt numbers will be displayed. When the processing has completed, you will be prompted by either "Unpaid Distribution Detail: Continue Exit" or "Unpaid Distribution Summary: Continue Exit'. Select 'Continue' to proceed with the reporting or 'Exit' to exit the process and return to the Reports menu.

Step 7: Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 6.

```
TRQ303     2000/05/01 11:11:14              LGDPC Development System                   FlexGen4(5.3U)     Page:     9

                                           Unpaid Distribution Detail


Tax   Receipt    Di   Map  Ctl-Mp Gp    Parcel  SI
Year  Number      1   2  1   2       No   ID     Name                      Property Address
1999-0000093    09-062-I -062-I -E -071.00-  -000   ABBA DABA DO              CHESTNUT LN 224
                                                 Tax Type                  Taxes Due   (-)   Taxes Paid   (=)   Taxes Owed

                                                 01 NET PROPERTY TAX            757.00                            757.00
                                                 02 SSD TAX                     282.00                            282.00
                                                                            _____    _____           _____
                                                                             1,039.00                          1,039.00
Tax   Receipt    Di   Map  Ctl-Mp Gp    Parcel  SI
Year  Number      1   2  1   2       No   ID     Name                      Property Address
1999-0000100    21-142-  -142-  -  -009.01-  -000   ABEL ARNOLD A             ABEL RD 6623
                                                 Tax Type                  Taxes Due   (-)   Taxes Paid   (=)   Taxes Owed

                                                 01 NET PROPERTY TAX            262.00                            262.00
                                                                            _____    _____           _____
                                                                              262.00                            262.00


TRQ303     2000/05/01 11:11:14              LGDPC Development System                   FlexGen4(5.3U)     Page:    10

                                           Unpaid Distribution Detail


                                                Grand Totals

                                    01 NET PROPERTY TAX        55,684.00
                                    02 SSD TAX                    665.49
                                    04 MISCELLANEOUS FEE           23.54
                                                               _____
                                                               56,373.03
                                                               _____
```

Unpaid Taxes Report

Summary

This option allows you to process a listing of all unpaid taxes. You will select a tax year and the type of property to be processed.

Menus
Reports
Master
Unpaid Taxes Report

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Master', and then 'Unpaid Taxes Report'.

Step 2:   **Enter tax year**

The current tax year will be displayed and you can enter a new tax year if necessary. When the information is entered, press the 'Update' key.

```
                        Unpaid Taxes Report

Tax Year:               1995
                        CCYY

Beginning Parcel #:     -    -   -    -   -   -       -
Ending Parcel #:        99-999-ZZ-999-ZZ-ZZ-999.99-ZZ
```

Step 3:   **Select property type**

You will be prompted by "Property? Both Personal Real". Make the appropriate selection of the type of property to process.

Step 4:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

Unpaid Taxes Report

Parcel ID/Property Address	Name	Land/Imprv	Per Prop/Total Prop	Assessed/Total Owed
01-067- -067- - -004.00- -000	FOSTER MARTHA J ETAL			
LEACH DR	%THOMAS H FOSTER	53,900	0	13,475
Receipt Number: 1995-0003845	123 OLD FIFTY-FIVE HWY	0	53,900	362.48
— No Payment —	SAMPLEVILLE, TN 38401			
01-067- -067- - -004.01- -000	BEACH WILLIAM			
LEACH DR	1350 BEACH DR	5,000	0	19,625
Receipt Number: 1995-0013279	SAMPLEVILLE, TN 38401	73,500	78,500	527.91
— No Payment —				
01-067- -067- - -004.02- -000	BEACH BARDLEY			
LEACH DR	1400 BEACH DR	5,000	0	12,825
Receipt Number: 1995-0010529	SAMPLEVILLE, TN 38401	46,300	51,300	344.99
— No Payment —				
01-068- -068- - -011.00- -000	MILLER MARY MARTIN			
CATRON RD	408 EAST ST	216,700	0	57,500
Receipt Number: 1995-0008590	SAMPLEVILLE, TN 38401	13,300	230,000	1,546.75
— No Payment —				
01-068- -068- - -012.00- -000	BREENS CHARLES RAY			
HWY 76	ETUX KAREN	87,500	0	21,875
Receipt Number: 1995-0002252	806 S MAYFIELD	0	87,500	588.44
— No Payment —	SAMPLEVILLE, TN 38401			

Penalty/Interest Tax Due

Summary

This option allows you to process a listing that contains the penalty amount, interest amount, and total due amount based on percentages entered for a specified tax year.
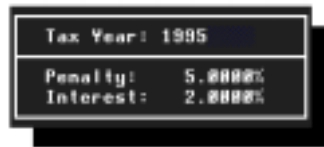
Menus
> **Reports**
>> **Master**
>>> **Penalty/Interest Tax Due**

Step 1:   Select process

Select 'Menus', 'Reports', 'Master', and then 'Penalty/Interest Tax Due'.

Step 2:   Enter tax year and percentages

Enter the tax year to be selected along with the penalty and interest percentage. When the information is entered, press the 'Update' key. To exit the process and return to the Reports menu, press the 'Exit' option key.

Step 3:   Confirm selection

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   Confirm process

You will be prompted by "Penalty/Interest Tax Due: Continue Exit". Select 'Continue' to proceed or 'Exit' to exit the process and return to Step 2.

Step 5:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 4.

```
TRQ340    1999/08/01 11:25:38              LGDPC Development System                FlexGen4(5.3U)    Page:    5

                           Penalty, Interest, and Taxes Due for Tax Year: 1995

Penalty:    5.0000%    Interest:    2.0000%
                           Di   Map    Ctl  Gp    Parcel  SI
    Name                    1   2    1    2    No    ID        Rct #      Tax Amount   Penalty Amt  Interest Amt    Total Due

WILDWOOD WINTER TENNIS INC  08-009-M -007-M -A -005.00-P -004  0042074       274.33        13.72         5.49        293.54
WILLIAMS JOHN               18-066-  -056-  -  -063.02-  -000  0042279       169.00         8.45         3.38        180.83
WILLIAMS THOMAS ETUX        18-066-  -056-  -  -124.00-  -000  0042355       282.23        14.11         5.64        301.98
WILLIAMSON WILLIE           21-168-F -158-F -B -006.00-T -001  0042454        40.56         2.03         0.81         43.40
WILLIAMSON HEATING & AIR    08-068-I -078-I -E -004.00-P -001  0042460       210.75        10.54         4.22        225.51
WORTHINGTON CHILD CARE      15-091-H -071-A -B -005.00-  -000  0043101       169.00         8.45         3.38        180.83
ROBERTS, MARY A             02-080-  -070-  -  -016.00-  -000  0043920       152.75         7.64         3.06        163.45
WHITT, BEA ETUX BERTHA      05-163-  -153-  -  -008.02-  -000  0043941        45.59         2.28         0.91         48.78
BURLINGTON CARPETS CARRIER  00-000-  -000-  -  -000.00-  -000  0044022     3,382.58       169.13        67.65      3,619.36
Y & Z WRECKER SERVICE       00-000-  -000-  -  -000.00-  -000  0044054       489.00        24.45         9.78        523.23
KINGS TRANSPORTATION, INC   00-000-  -000-  -  -000.00-  -000  0044069     3,423.00       171.15        68.46      3,662.61
SOUTHERN CARRIAGE COMPANY   00-000-  -000-  -  -000.00-  -000  0044073       760.56        38.03        15.21        813.80
                                                                          _____   _____   _____   _____
Totals for Tax Year:  1995    Number of Parcels:   00000231              46,674.89      2,333.81       933.51     49,942.21
                                                                        =============  ============  ============  ============
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Special Message

Summary

This option allows you to process a listing that contains all persons with special messages attached. You can select the report order along with the tax year and a beginning and ending range of information to be processed.

Menus
Reports
Master
Special Message

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Master', and then 'Special Message'.

Step 2:   **Select report order**

A menu will be displayed and you will select to have the report in receipt, parcel, or name order. To exit the process and return to the Reports menu, select the 'Exit' option.

```
        Report Order Options
A.  Exit
B.  Receipt
C.  Parcel
D.  Name
```

Step 3:   **Enter selection criteria**

Enter the tax year to be processed and a beginning and ending range of either receipts, parcels, or names. The 'Lookup' option is available.

```
Tax Year: 1999

Beginning Receipt:        1
Beginning Parcel:      -    -    -    -    -      -  -
Beginning Name:

Ending Receipt:         100
Ending Parcel:         -    -    -    -    -      -  -
Ending Name:
```

Step 4:   **Confirm selection**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5:   **Confirm process**

As the information is being processed, the receipt numbers will be displayed. When the processing has completed, you will be prompted by "Special Message Listing: Continue Exit". Select 'Continue' to proceed with the reporting or 'Exit' to exit the process and return to the Reports menu.

Step 6:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 5.

```
TRQ330     2000/05/01 11:30:06                   LGDPC Development System                      FlexGen4(5.3U)     Page:    1

                                                  Special Message Listing

 Tax   Receipt      Di   Map  Ctl-Mp Gp    Parcel  SI
 Year  Number            1   2 1    2      No   ID      Name

Special Message:  03 BANKRUPT                        Rct Msg: BANKRUPT            Msg: 1999 BANKRUPTCY


 1999-0000002     15-011-G -011-B -C -015.00-P -003     A & A CONSTRUCTION INC

Special Message:  04 APPEAL PENDING                  Rct Msg: APPEAL PENDING      Msg: APPEAL PENDING


 1999-0000005     09-078-F -078-F -F -033.00-  -000     A & B INVESTMENTS
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

State Appeal

Summary

This option allows you to process a listing that contains all persons in state appeal. You can select the report order along with the tax year and a beginning and ending range of information to be processed.
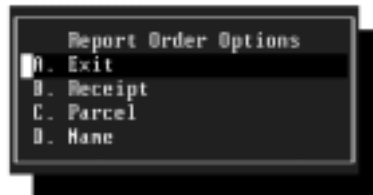
Menus
Reports
Master
State Appeal

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Master', and then 'State Appeal'.

Step 2:   **Select report order**

A menu will be displayed and you will select to have the report in receipt, parcel, or name order. To exit the process and return to the Reports menu, select the 'Exit' option.

```
        Report Order Options
A. Exit
B. Receipt
C. Parcel
D. Name
```

Step 3:   **Enter selection criteria**

Enter the tax year to be processed and a beginning and ending range of either receipts, parcels, or names. The 'Lookup' option is available.

```
Tax Year: 1999

Beginning Receipt:       1
Beginning Parcel:     -  -  -  -  -    -  -
Beginning Name:

Ending Receipt:        100
Ending Parcel:        -  -  -  -  -    -  -
Ending Name:
```

Step 4:   **Confirm selection**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5: **Confirm process**

As the information is being processed, the receipt numbers will be displayed. When the processing has completed, you will be prompted by "State Appeal Listing: Continue Exit". Select 'Continue' to proceed with the reporting or 'Exit' to exit the process and return to the Reports menu.

Step 6: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 5.

```
TRQ370    2000/05/01 11:32:55              LGDPC Development System                  FlexGen4(5.3U)    Page:    1

                                            State Appeal Listing

  Tax  Receipt   Di   Map  Ctl-Mp Gp   Parcel  SI
  Year  Number        1   2  1   2     No    ID    Name                    Property Address          Amount Owed

  1999-0000003   04-120-  -120-  -  -022.02-  -000   A & B FARMS           PICKENS RD 3773                  0.00
                                                                                                    _____
                                                                                          Total:           0.00
                                                                                                    ===============
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Tax Roll Reports

Summary

This option allows you to process a listing of tax rolls. You will have the choice to select by receipt number, name, or full partial order and to have a detailed or summarized report.

Menus
    Reports
        Master
            Tax Roll Reports

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Master', and then 'Tax Roll Reports'.

Step 2:   **Select order**

A menu will be displayed and you will select the order in which the property information will be processed. Make the appropriate selection.

Step 3:   **Enter selection criteria**

The tax year will be displayed and you can enter a new tax year if necessary. Depending on the order selected, you will then be prompted to enter various types of selection criteria. Enter the appropriate selections. To exit and return to Step 2, press the 'Exit' option key.

Order - **Receipt**

Order - **Name**

Order - **Full Parcel**

Step 4: **Select receipt type**

You will be prompted by "Process? Paid Unpaid All". Make the appropriate selection of the type of receipt to process.

Step 5: **Select report type**

You will be prompted by "Report? Detailed Summary". Make the appropriate selection of the type of report.

Step 6: **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 7: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

```
TRQ351    1999/08/01 11:48:30              LGDPC Development System                FlexGen4(5.3U)    Page:   15
                                        Detailed Tax Roll Report for 1995
_____
Name1: ABERNATHY JAMES D ETUX    Di   Map  Gp   Ctl     Parcel  Si   Land Value:     22,500 Taxes Due:        190.13  Date Paid
Name2: ERIN C                    01-023-  -  -023-  -072.00-  -000  Bldg Value:          0  SSD Taxes:          0.00  10/16/1995
Subd: MELTON PROP                Deed Bk:   137      Pg:    463     Pers Prop:           0                    ———————
Prop: OLD HARDING RD             Deeded Acres:        4.50          Total Value:    22,500  Total Due:        190.13  Comments
Receipt: 0000099                 Calculated Acres:    0.0           Assess: 25%      5,625  Paid Amt:         190.13  Full
Bl:    Lt:    Bl:    Lt:         Class: RESIDENTIAL                 Tax Rate:       3.3800                    ———————  SKP
City: 000 Mort:    Int: 00000    SSD Rate:  2.8100                                          Balance:           0.00
_____
Name1: ABERNATHY JOANIE L ATTY   Di   Map  Gp   Ctl     Parcel  Si   Land Value:          0  Taxes Due:        69.86  Date Paid
Name2:                           09-078-C -G -078-C -007.00-P -009  Bldg Value:          0  SSD Taxes:         28.84  06/07/1996
Subd:                            Deed Bk:            Pg:           Pers Prop:        8,288                    ———————
Prop: 4TH AVE S 136              Deeded Acres:        0.00          Total Value:     8,288  Total Due:         98.70  Comments
Receipt: 0000100                 Calculated Acres:    0.0           Assess: 30%      2,486  Paid Amt:          98.70  Full
Bl:    Lt:    Bl:    Lt:         Class: COMMERCIAL                  Tax Rate:       2.8100                    ———————  SKP
City: 263 Mort:    Int: 00000    SSD Rate:  3.2600                                          Balance:           0.00
_____
TRQ351    1999/08/01 11:48:30              LGDPC Development System                FlexGen4(5.3U)    Page:   16
                                        Detailed Tax Roll Report for 1995


                      Report Totals:     Land Value:              1,334,300
                                         Building Value:          2,875,300
                                         Personal Property Value: 3,687,536
                                         Total Value:             7,897,136
                                         Assessed Value:          2,128,449
                                         Taxes Due:                  67,729.62
                                         SSD Taxes:                   6,751.61
                                         Total Taxes Due:            74,481.23
                                         Paid Amount:                74,400.11
                                         Balance:                        81.12


                      Beginning Receipt Number: 0000001
                      Ending Receipt Number:    0000100
```

Audit

Summary

The Reports section allows you to print various types of reports. This section contains the printing of Audit listings.

Menus
Reports
Audit

Step 1:   Select process

After selecting 'Menus', a pull down menu will appear and you will select 'Reports'. This will now take you to the Reports menu where you can select different categories of report information to print. Select 'Audit' reports. A pull down menu will appear and you can choose an individual report.

```
99/00/16                    City Reports                          TRM011
 1.Receipting  2.Master  3.Audit  4.Other

                    A.  Audit Reports
                    B.  Tax Aggregate Report
```

Audit Reports

Summary

This option allows you to process various audit listings by the type of change that was made to the information. You will select the order and enter a beginning and ending range for the information to be processed.

Menus
    Reports
        Audit
            Audit Reports

Step 1: **Select process**

    Select 'Menus', 'Reports', 'Audit', and then 'Audit Reports'.

Step 2: **Select change type**

    A menu will be displayed and you will select the type of change that was made to the information. Make the appropriate selection.
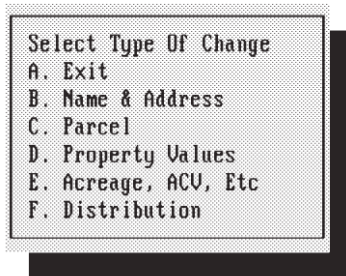
```
Select Type Of Change
A. Exit
B. Name & Address
C. Parcel
D. Property Values
E. Acreage, ACV, Etc
F. Distribution
```

Step 3: **Select order**

    A menu will be displayed and you will select the order in which the property information will be processed. Make the appropriate selection.

```
Select Order
A. Exit
B. Certificate
C. Receipt
D. Change Date
E. Change Reason
```
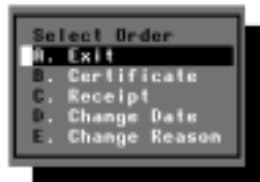
Step 4: **Enter selection criteria**

    Depending on the order selected, you will then be prompted to enter either a range of certification numbers, receipt numbers, or receipt dates. Enter the appropriate selections.

Order - **Certificate**

```
     Name & Add Aud Rpt By Cert

Tax Year:                        1998
                                 CCYY
Beginning Certification Number: 1

Ending Certification Number:     100
```

Order - **Receipt**

```
    Name & Add Aud Rpt By Receipt

Tax Year:                        1995
                                 CCYY

Beginning Receipt Number:
Ending Receipt Number:       9999999
```

Order - **Change Date**

```
    Name & Add Aud Rpt By Chg Date

Tax Year:                     1995
                              CCYY
Beginning Change Date: 01/01/1995
                          MMDDCCYY
Ending Change Date:    06/30/1995
                          MMDDCCYY
```

Order - **Change Reason**

```
  Name & Add Aud Rpt By Chg Code

Tax Year:                     1995
                              CCYY
Beginning Change Code: 01

Ending Change Code:    02
```

Step 5:   Select audit type

You will be prompted by "Audit Type: Add Delete Change All". Make the appropriate selection of the type of audit process.

Step 6:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 7:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 4.

```
TRQ640A     97/04/25 14:14:18                 LGDPC Development System                FlexGen4(4.0A)    Page:    1

                                             Distribution Audit Report

Tax         Cert                      File                                         Change         Paid      Distribution
Year Receipt Number      Audit Type   Seq  User Name     Reason For Change         Date  Time     Amount         Amount

1995-0000018 09340983   03 BEFORE CHANGE 0001 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00         25.56
    Tax Code: 01  Tax Rate:  2.6900  SSD Code:           Fire Code:                3:43 PM

1995-0000018 09340983   04 AFTER CHANGE  0001 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00         25.56
    Tax Code: 01  Tax Rate:  2.6900  SSD Code:           Fire Code:                3:43 PM

1995-0000018 09340983   04 AFTER CHANGE  0002 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00        100.00
    Tax Code: 02  Tax Rate:  1.0000  SSD Code: 040 ATWOOD Fire Code:               3:43 PM

1995-0000018 09340983   04 AFTER CHANGE  0003 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00        150.00
    Tax Code: 03  Tax Rate:  1.0000  SSD Code:           Fire Code:                3:43 PM

1995-0000018 09340983   04 AFTER CHANGE  0004 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00        140.00
    Tax Code: 05  Tax Rate:  1.0000  SSD Code:           Fire Code: 000 CITY LIMIT 3:43 PM

1995-0000018 09340983   04 AFTER CHANGE  0005 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00        310.00
    Tax Code: 07  Tax Rate:  1.0000  SSD Code:           Fire Code:                3:43 PM

1995-0000018 09340983   04 AFTER CHANGE  0006 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00        110.00
    Tax Code: 04  Tax Rate:  1.0000  SSD Code:           Fire Code:                3:43 PM

1995-0000018 09340983   04 AFTER CHANGE  0007 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00        230.00
    Tax Code: 02  Tax Rate:  1.0000  SSD Code: 040 ATWOOD Fire Code:               3:43 PM

1995-0000018 0450980349 03 BEFORE CHANGE 0001 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00         25.56
    Tax Code: 01  Tax Rate:  2.6900  SSD Code:           Fire Code:                3:46 PM

1995-0000018 0450980349 03 BEFORE CHANGE 0002 JANA       01 REQUEST BY CLERK & MASTER 02/24/1996      0.00        100.00
    Tax Code: 02  Tax Rate:  1.0000  SSD Code: 040 ATWOOD Fire Code:               3:46 PM

 Tax Year: 1995
 Beginning Receipt Number: 0000000
 Ending Receipt Number:    0000100
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Tax Aggregate Report

Summary

This option allows you to process the Current Tax Aggregate Report. You will select a beginning and ending range of receipt dates to be processed. This report uses the beginning tax aggregate from the Trustee Control File and includes any additions, deletions, or changes.

Menus
Reports
Audit
Tax Aggregate Report

Step 1:   Select process

Select 'Menus', 'Reports', 'Audit', and then 'Tax Aggregate Report'.

Step 2:   Enter date range

Enter the beginning and ending range of receipt dates (MMDDCCYY) to be selected. The system will automatically insert slashes when the date is entered. When the dates are entered, press the 'Update' key.

```
Current Tax Aggregate Report

Beginning Date: 01/01/1995
                MMDDCCYY

Ending Date:    04/30/1995
                MMDDCCYY
```

Step 3:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

Other

Summary

The Reports section allows you to print various types of reports. This section contains the printing of miscellaneous listings not associated with the Receipting, Other, or Audit.

Step 1:   Select process

After selecting 'Menus', a pull down menu will appear and you will select 'Reports'. This will now take you to the Reports menu where you can select different categories of report information to print. Select 'Other' reports. A pull down menu will appear and you can choose an individual report.

```
08/08/11                    City Reports                    TRM011
 1.Receipting  2.Master  3.Audit  4.Other

                    A. ACV Listing
                    B. Allocation Report
                    C. Bank Report
                    D. Check Number
                    E. City Code Report
                    F. Collateral Report
                    G. Comment File Report
                    H. County Code Report
                    I. Mortgage Code Report
                   _J. Printer Alignment
                    K. Revenue Report
                    L. Special School District Report
                    M. Voided Receipts Report
```

ACV Listing

Summary

This option allows you to process the information for the ACV listing. The information is selected by entering a tax year and a beginning and ending range for the information to be processed. Then, you can choose to have information selected by paid/unpaid and reconciled/unreconciled/all.

Menus
Reports
Other
ACV Listing

Step 1: **Select process**

Select 'Menus', 'Reports', 'Other', and then 'ACV Listing'.

Step 2: **Select order**

A menu will be displayed that allows you to select the order in which the listing will be processed. Select either receipt, name, or parcel order. Make the appropriate selection.

Step 3: **Enter selection criteria**

The tax year will be displayed and you can enter a new year if necessary. Depending on the order selected, you will then enter either a beginning and ending range of receipt numbers, names, or parcel numbers to be selected. When the information is entered, press the 'Update' key.

```
 ACV Listing By Receipt No

Tax Year:           1995
                    CCYY


Beginning Receipt #: 0000000
Ending Receipt #:    9999999
```

```
          ACV Listing By Name

Tax Year:           1995
                    CCYY

Beginning Name:
Ending Name:    ZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
```

```
          ACV Listing By Parcel

Tax Year:           1995
                    CCYY


Beginning Parcel #:   -   -  -   -  -  -   .  -
Ending Parcel #:   99-999-ZZ-999-ZZ-ZZ-999.99-ZZ
```

Step 4:   **Paid or unpaid?**

You will be prompted by "Select - Paid Unpaid". Select 'Paid' for receipts that have been paid or 'Unpaid' for receipts that are still unpaid.

Step 5:   **Reconciled or Unreconciled?**

You will be prompted by "Select - Reconciled Unreconciled All". Select 'Reconciled' for receipts that have been reconciled, 'Unreconciled' for receipts that have not been reconciled, or 'All' for all receipts.

Step 6:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter new criteria.

Step 7:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

Receipt Order

```
TRQ190     97/04/07 08:59:59                 LGDPC Development System               FlexGen4(4.0A)    Page:    1

                                             ACV Listing By Receipt No

  Receipt No        Parcel ID/Property Address        Name                 Total Taxes       ACV Amount  Applied  Reconciled

1995-0000005   01-110-  -110-  -  -001.00-  -000   ABBEY DIANE               237.39            100.00    YES
               HWY 66                              7766 ABBEY LAWNS CV
                                                   LAWRENCE, TN 38401

1995-0000018   02-070-  -070-  -  -014.04-  -000   ARRBUCKLE WILLIAM R      1,065.56            400.00    YES
               HWY 64-EAST                         1234 N W 4TH
                                                   MOORE, OK 73160

1995-0000023   13-171-  -171-  -  -004.09-  -000   ADAIR JESSE               151.31             10.52    YES
               FORTY FIVE RD                       100 ADAIR WAY
                                                   LAWRENCE, TN 38401

1995-0000028   13-171-  -171-  -  -004.14-B -000   ADAIR WILLIAM             811.05             35.00    YES
               FORTY FOUR RD                       125 ADIAR WAY
                                                   LAWRENCE, TN 38401

1995-0000029   01-109-  -109-  -  -024.10-  -000   ADAIR DANIEL              791.87             35.00    YES
               ASH DR - HWY 195                    PO BOX 543
                                                   NASH TOWN, TN 38214

1995-0000030   02-070-  -070-  -  -010.01-  -000   ADAIR KAREN               667.19             35.00    YES
               WESTSIDE DR                         320 WEST SIDE RD
                                                   NASH TOWN, TN 38214
_____

1995-0000051   10-167-  -167-  -  -014.05-  -000   ADAMS JOHN                297.39             50.00    YES
               SOUTHERN RAILWAY                    8765 HWY 66
                                                    KNOXBURO, TN 38111
                                                                          _____          _____
  Tax Year: 1995                                                          5,454.29            955.52
  Beginning Receipt Number: 0000000
  Ending Receipt Number:    0000100
  * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Allocation Report

Summary

This option allows you to process a allocation listing by selecting a range of allocation table numbers.   This will list individual breakdowns for each Allocation Table.

Menus
Reports
Other
Allocation Report

Step 1: **Select process**

Select 'Menus', 'Reports', 'Other', and then 'Allocation Report'.

Step 2: **Enter range**

Enter the beginning and ending range of allocation tables to be selected.   When the information is entered, press the 'Update' key.

```
      Allocation Report

Beginning Table Number:

Ending Table Number:    ZZZ
```

Step 3: **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRQ230      97/04/07           LGDPC Development System      01.00.00      Page:     1

                                  Allocation Report

                   Dept    Comm       Comm    Dept Tax      Percent
                           Function   Object

  Table Number:   001 INTEREST
  Total Tax Rate:  0.0000

                   101     58900      510     0.0000      062.0000
                   131     65000      510     0.0000      016.0000
                   141     72310      510     0.0000      019.0000
                   151     81100      510     0.0000      003.0000

  Table Number:   050 1/2 COUNTY 1/2 SCHOOL
  Total Tax Rate:  0.0000

                   101     58900      510     0.0000      050.0000
                   141     72310      510     0.0000      050.0000

  Table Number:   093 1993 PROPERTY TAXES
  Total Tax Rate:  0.0000

                   101     58900      510     0.0000      040.1899
                   131     65000      510     0.0000      007.5949
                   141     72310      510     0.0000      034.8102
                   151     81100      510     0.0000      017.4050

  Beginning Table Number:
  Ending Table Number:     ZZZ
  * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Bank Report

Summary

This option allows you to process a bank listing by selecting a range of bank numbers.

Menus
    Reports
        Other
            Bank Report

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Other', and then 'Bank Report'.

Step 2:   **Enter range**

Enter the beginning and ending range of bank numbers to be selected. When the information is entered, press the 'Update' key.

```
┌─────────────────────────────────┐
│         Bank Report             │
│                                 │
│ Beginning Bank Number:          │
│                                 │
│ Ending Bank Number:      ZZZ    │
│                                 │
└─────────────────────────────────┘
```

Step 3:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRQ100      97/04/07        LGDPC Development System      01.00.00    Page:    1

                                  Bank Report

            Bank      Bank Name                       Account Number
            Number

            100       SUNTRUST BANK
            200       NATIONS BANK
            300       FIRST FARMERS & MERCHANTS
            400       COMMUNITY BANK & TRUST
            500       FED. RES. MORGAN KEEGAN ACT.
            600       TNB FED. RES. ACCT T BILLS
            700       BOATMENS BANK
            800       NATIONS SECURITIES T BILLS
            CBT       COMMUNITY BANK & TRUST - INV


 Beginning Bank Number:
 Ending Bank Number:     ZZZ
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

■ *Reports - Other*

Check Number

Summary

This option allows you to process a listing that contains property tax check information for the date range entered.

Menus
    Reports
        Other A-M
            Check Number

Step 1:   **Select process**

    Select 'Menus', 'Reports', 'Other A-M', and then 'Check Number'.

Step 2:   **Select report order**

    A menu will be displayed and you will select to have the report in check number, name, or receipt number order. To exit the process and return to the Reports menu, select the 'Exit' option.
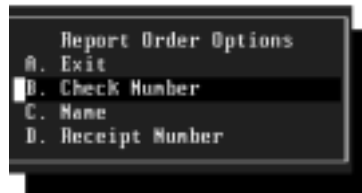

```
        Report Order Options
 A.  Exit
 B.  Check Number
 C.  Name
 D.  Receipt Number
```

Step 3:   **Enter selection criteria**

    Enter the beginning and ending range of receipt dates to be processed.


```
Beginning Receipt Date:  04/01/1999

Ending Receipt Date:     04/30/1999
```
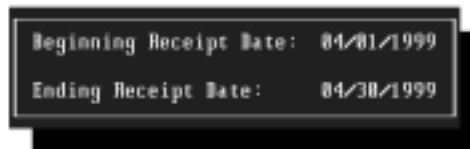
Step 4:   **Confirm selection**

    When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5:   **Confirm process**

    As the information is being processed, the receipt numbers will be displayed. When the processing has completed, you will be prompted by "Check Number Listing: Continue Exit". Select 'Continue' to proceed with the reporting or 'Exit' to exit the process and return to the Reports menu.

Step 6:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

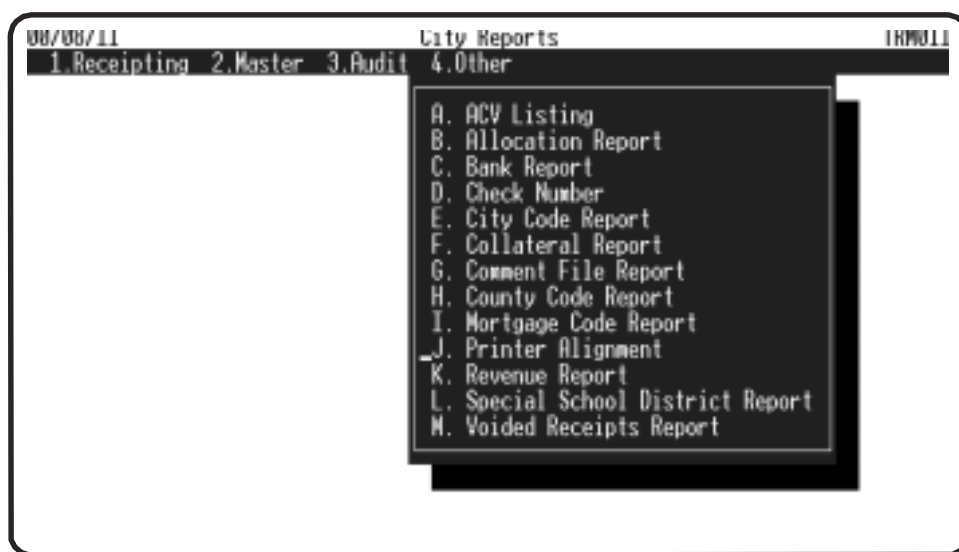When the process has completed, you will be returned to Step 5.

```
TRQ380     2000/05/01        LGDPC Development System     FlexGen 4(C) Page:    18

                              Check Number Listing

        Check Number Name                       Year Receipt Tran        Amount

            83776377 USDA RURAL LAND SERVICE     1998-0029937-0001         491.31
            83776405 USDA RURAL LAND SERVICE     1998-0014612-0001         522.21
           153903101 LIBERTY FINANCE             1998-0009006-0001       1,113.00
          2316,1678 DAVIS DONALD                 1998-0011179-0002       1,041.33
           420807334 TOWN FINANCE CO             1998-0008921-0001       1,774.64
           420807334 TOWN FINANCE CO             1998-0008921-0003       1,774.64
           420807334 TOWN FINANCE CO             1998-0008921-0004       1,774.64
           420807334 TOWN FINANCE CO             1998-0008921-0005       1,774.64
           651843325 THORNTON THEO & THELMA      1998-0045757-0001       2,018.80
           761549813 WILLHITE WILL W             1998-0049898-0001       1,016.02
          3420463263 FORTNER FRANK               1998-0014816-0001         102.00
          4717971358 GOODGAME GRAHAM             1998-0009107-0001         348.14
          4717971358 GOODGAME GRAHAM             1998-0017110-0001         867.01
          4717971359 GOODGAME GRAHAM JR          1998-0017111-0001         909.49
          9338645900 OWENS OLLIE                 1998-0034416-0001         372.51
         42293478940 UNGER FELIX JR              1998-0046557-0001         680.83
         83235352094 ANDERSON ANDREW A           1998-0001330-0001          60.00
324379-326927-327450 SUNTRUST MTG/TRANSAMERICA   1998-0039379-0001       1,982.00
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

City Code Report

Summary

This option allows you to process a city code report by selecting a range of county numbers.
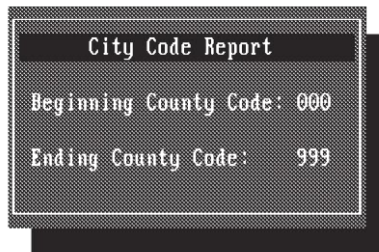
Menus
Reports
Other
City Code Report

Step 1:   Select process

Select 'Menus', 'Reports', 'Other', and then 'City Code Listing'.

Step 2:   Enter range

Enter the beginning and ending range of county numbers to be selected.   When the information is entered, press the 'Update' key.

```
                 ┌─────────────────────────────┐
                 │       City Code Report       │
                 ├─────────────────────────────┤
                 │  Beginning County Code: 000  │
                 │                              │
                 │  Ending County Code:    999  │
                 │                              │
                 └─────────────────────────────┘
```

Step 3:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
GBTRQ080   97/04/07          LGDPC Development System    01.00.00    Page:    1

                              City Code Report

                        City  Description
                        Code

               County Number: 001  CARROWAY


                         144  CLINTON
                         398  LAKE CITY
                         539  NORRIS
                         549  OAK RIDGE
                         554  OLIVER SPRINGS

               County Number: 002  BEDLAMB


                         057  BELL BUCKLE
                         536  NORMANDY
                         659  SHELBYVILLE
                         755  WARTRACE

               County Number: 003  BENSON


                         075  BIG SANDY
                         108  CAMDEN

               County Number: 004  BLEDSOW


                         578  PIKEVILLE

               County Number: 005  BLOWNT


                         012  ALCOA
                         269  FRIENDSVILLE
                         433  LOUISVILLE
                         464  MARYVILLE
                         616  ROCKFORD
                         725  TOWNSEND

               County Number: 006  BRADKEY


                         126  CHARLESTON
                         138  CLEVELAND

 Beginning County Code: 000
 Ending County Code:    100
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Collateral Report

Summary

This option allows you to process the information for collateral. The information is processed by the selected order and by entering a range of bank numbers and dates. The type of date entered is dependent on the order selected.
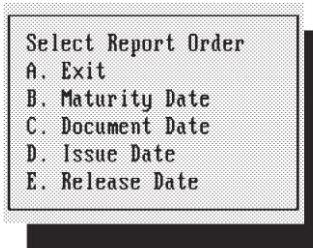
Menus
    Reports
        Other
            Collateral Report

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Other', and then 'Collateral Report'.

Step 2:   **Select order**

A menu will be displayed that allows you to select the order in which the listing will be processed. Enter the appropriate response.
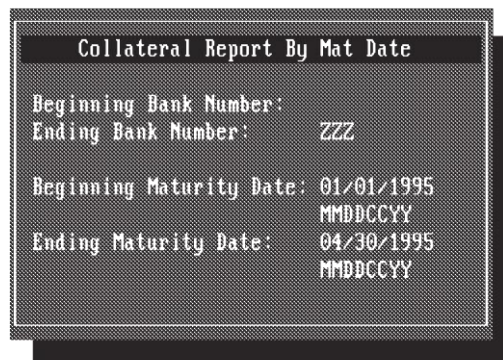
```
Select Report Order
A. Exit
B. Maturity Date
C. Document Date
D. Issue Date
E. Release Date
```

Step 3:   **Enter selection criteria**

Depending on the order selected, you will then enter either a beginning and ending range of collateral maturity dates, document dates, issue dates, or release dates to be selected. Enter the date as MMDDCCYY and the system will automatically insert the slashes when the date is entered. The example below is for maturity dates. When the information is entered, press the 'Update' key.

```
       Collateral Report By Mat Date

Beginning Bank Number:
Ending Bank Number:      ZZZ

Beginning Maturity Date: 01/01/1995
                         MMDDCCYY
Ending Maturity Date:    04/30/1995
                         MMDDCCYY
```

By Maturity Date

```
TRQ260      97/04/07         LGDPC Development System      01.00.00     Page:    1

                          Collateral Report By Mat Date


   Bank #:           200 NATIONS BANK
   Document #:       91282791                    Document Date: 09/20/1994
   Repurchase #:     00000000                    Maturity Date: 08/31/1995
   CL Description: T NOTE                         Issue Date:    09/20/1994
   Holding Bank:                                  Release Date:  08/08/1995
   Amount:                  1,830,000.00          Cusip #:
   Bank Balance:           11,087,204.61
   Max Balance:             1,830,000.00
  _____

   Beginning Bank Number:
   Ending Bank Number:       ZZZ
   Beginning Maturity Date:  01/01/1995
   Ending Maturity Date:     12/31/1995
   * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Comment File Report

Summary

This option allows you to process a report containing the comment file information by selecting a range of receipt type, tax year, and receipt number combinations. These are notes which would have been attached to a receipt by the user.
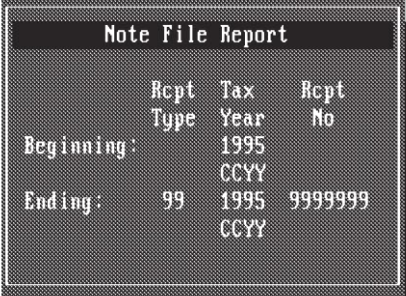
Menus
    Reports
        Other
            Comment File Report

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Other', and then 'Comment File Report'.

Step 2:   **Enter range**

Enter the beginning and ending range of receipt type, tax year, and receipt number combinations to be selected.   When the information is entered, press the 'Update' key.

```
            Note File Report

                  Rcpt   Tax    Rcpt
                  Type   Year    No
      Beginning:         1995
                         CCYY
      Ending:     99     1995    9999999
                         CCYY
```

Step 3:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRQ210      97/04/07          LGDPC Development System      01.00.00      Page:     1

                                    Note File Report


                 Receipt Type: PROP      Tax Year: 1994    Receipt No: 0008004

TESSTING A BLANK LINE
 Beginning Receipt Type:   00
 Beginning Tax Year:       1995
 Beginning Receipt Number: 0000000
 Ending Receipt Type:      99
 Ending Tax Year:          1995
 Ending Receipt Number:    9999999
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

County Code Report

Summary

This option allows you to process a county code report by selecting a range of county numbers.
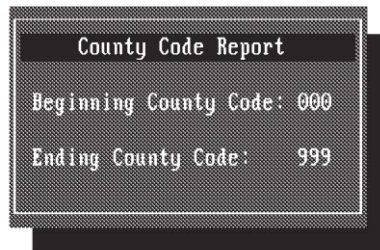
Menus
Reports
Other
County Code Report

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Other', and then 'County Code Listing'.

Step 2:   **Enter range**

Enter the beginning and ending range of county numbers to be selected.   When the information is entered, press the 'Update' key.

```
┌────────────────────────────────────┐
│         County Code Report         │
│                                    │
│  Beginning County Code: 000        │
│                                    │
│  Ending County Code:    999        │
│                                    │
└────────────────────────────────────┘
```

Step 3:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
GBTRQ070    97/04/25         LGDPC Development System    01.00.00    Page:    1

                             County Code Report

                    County     Description
                    Code

                    001        ANDERSON
                    002        BEDFORD
                    003        BENTON
                    004        BLEDSOE
                    005        BLOUNT
                    006        BRADLEY
                    007        CAMPBELL
                    008        CANNON
                    009        CARROLL
                    010        CARTER
                    011        CHEATHAM
                    012        CHESTER
                    013        CLAIBORNE
                    014        CLAY
                    015        COCKE
                    016        COFFEE
                    017        CROCKETT
                    018        CUMBERLAND
                    019        DAVIDSON
                    020        DECATUR
                    021        DEKALB
                    022        DICKSON
```

Mortgage Code Report

Summary

This option allows you to process a mortgage code report by selecting a range of mortgage codes.

Menus
   Reports
      Other
      Mortgage Code Report

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Other', and then 'Mortgage Code Report'.

Step 2:   **Enter range**

Enter the beginning and ending range of mortgage codes to be selected. When the information is entered, press the 'Update' key.

```
        Mortgage Code Report

Beginning Mortgage Code:

Ending Mortgage Code:      ZZ
```

Step 3:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection. When the process has completed, you will be returned to Step 2.

```
TRQ220     97/04/30        LGDPC Development System     01.00.00     Page:    1

                         Mortgage Code Report

              Mortgage     Mortgage Code Desc     Screen
              Code                                Desc

              01           30 YEAR                30YR
              02           20 YEAR                20YR
              03           THDA MORTGAGE          THDA
              04           VA GOVERNMENT          VA

 Beginning Mortgage Code:
 Ending Mortgage Code:    ZZ
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Printer Alignment

Summary

This option allows you to print a sample to help with the printer alignment.

Menus
    Reports
        Other
            Printer Alignment

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Other', and then 'Printer Alignment'.

Step 2:   **Confirm**

When the information has been entered, you will be prompted by "Printer Alignment". Select 'Continue' to continue or 'Exit' to return to the Reports menu.

Step 3:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

Revenue Report

Summary

This option allows you to process a revenue report by selecting a range of revenue account numbers. Information includes default allocation, commission type, commission amount, object, and cost center.

Menus
Reports
Other
Revenue Report

Step 1: Select process

Select 'Menus', 'Reports', 'Other', and then 'Revenue Report'.

Step 2: Enter range

Enter the beginning and ending range of revenue account numbers to be selected.   When the information is entered, press the 'Update' key.

```
              Revenue Report

              Revenue  Object  Cost Center
Beginning:        -       -
Ending:       ZZZZZ  -  ZZZ  -  ZZZZZ
```

Step 3: Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4: Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRQ250      97/04/25 14:50:26              LGDPC Development System              FlexGen4(4.0A)    Page:    1

                                               Revenue Report

   Rev    Obj   Cost   Alloc  Description                Comm  Description                    Comm Amt
   Code   Cde   Ctr    Table                             Code

   11410               999    ACV PAYMENT                01    PERCENT AMOUNT                     0.00
   11430               141    GENERAL PURPOSE SCHOOL     01    PERCENT AMOUNT                     0.00
   11440               141    GENERAL PURPOSE SCHOOL     01    PERCENT AMOUNT                     0.00
   11460               151    GENERAL DEBT SERVICE       00                                      0.00
   21500               141    GENERAL PURPOSE SCHOOL     01    PERCENT AMOUNT                     0.00
   28310               999    ACV PAYMENT                00                                      0.00
   28610               141    GENERAL PURPOSE SCHOOL     01    PERCENT AMOUNT                     0.00
   28620               141    GENERAL PURPOSE SCHOOL     01    PERCENT AMOUNT                     0.00
   28630               141    GENERAL PURPOSE SCHOOL     01    PERCENT AMOUNT                     0.00
   28640               141    GENERAL PURPOSE SCHOOL     01    PERCENT AMOUNT                     0.00
   28650               141    GENERAL PURPOSE SCHOOL     01    PERCENT AMOUNT                     0.00
   29900               999    ACV PAYMENT                00                                      0.00
   40110               095    1995 PROPERTY TAXES        01    PERCENT AMOUNT                     2.00
   40120               095    1995 PROPERTY TAXES        01    PERCENT AMOUNT                     2.00
   40130               095    1995 PROPERTY TAXES        01    PERCENT AMOUNT                     1.00
   40140               095    1995 PROPERTY TAXES        01    PERCENT AMOUNT                     2.00
   40150               095    1995 PROPERTY TAXES        01    PERCENT AMOUNT                     2.00
   40161               101    COUNTY GENERAL FUND        01    PERCENT AMOUNT                     1.00
   40162               101    COUNTY GENERAL FUND        01    PERCENT AMOUNT                     1.00
   40163               095    1995 PROPERTY TAXES        01    PERCENT AMOUNT                     2.00
   40210               122    SALES TAX CITIES           01    PERCENT AMOUNT                     1.00
   40220               101    COUNTY GENERAL FUND        01    PERCENT AMOUNT                     1.00
   40240               151    GENERAL DEBT SERVICE       01    PERCENT AMOUNT                     1.00
   40250               101    COUNTY GENERAL FUND        01    PERCENT AMOUNT                     1.00
   40260               112    COURTHOUSE & JAIL          01    PERCENT AMOUNT                     1.00
   40270               101    COUNTY GENERAL FUND        01    PERCENT AMOUNT                     1.00
   40280               131    HIGHWAY                    00                                      0.00
   40320               101    COUNTY GENERAL FUND        01    PERCENT AMOUNT                     1.00
   40330               131    HIGHWAY                    01    PERCENT AMOUNT                     1.00
   41110               050    1/2 COUNTY 1/2 SCHOOL      01    PERCENT AMOUNT                     1.00
   41140               101    COUNTY GENERAL FUND        01    PERCENT AMOUNT                     1.00
   41150               101    COUNTY GENERAL FUND        01    PERCENT AMOUNT                     1.00
   41510               101    COUNTY GENERAL FUND        01    PERCENT AMOUNT                     1.00

 Beginning Revenue Code:
 Beginning Object Code:
 Beginning Cost Center:
 Ending Revenue Code:     ZZZZZ
 Ending Object Code:      ZZZ
 Ending Cost Center:      ZZZZZ
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Special School District Report

Summary

This option allows you to process a report containing special school districts by selecting a range of special school district codes.
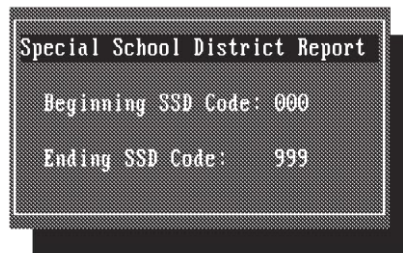
Menus
>   **Reports**
>>   **Other**
>>>   **Special School District Report**

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Other', and then 'Special School District Report'.

Step 2:   **Enter range**

Enter the beginning and ending range of special school district codes to be selected.   When the information is entered, press the 'Update' key.

```
Special School District Report

 Beginning SSD Code: 000

 Ending SSD Code:    999
```

Step 3:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 4:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
GBTRQ020   97/04/25          LGDPC Development System     01.00.00    Page:    1

                        Special School District Report

  Code   Description        Screen
                            Description

   040   ATWOOD                 ATWOOD
   085   BRADFORD               BRADFORD
   097   BRUCETON HOLLOW ROCK   BRUCETON
   175   CROCKETT MILL          CROCKETT
   219   LEXINGTON              LEXINGTON
   222   DYER                   DYER
   264   FRANKLIN 9TH           FRANKLIN 9
   273   GADSDEN                GADSDEN
   294   GIBSON                 GIBSON
   354   HUNTINGDON             HUNTINGDON
   378   KENTON                 KENTON
   405   LEBANON                LEBANON
   447   MCKENZIE               MCKENZIE
   450   MCLEMORESVILLE         MCLEMORESV
   487   MILAN                  MILAN
   558   ONEIDA                 ONEIDA
   567   PARIS                  PARIS
   600   RICHARD CITY           RICHARD CI
   627   RUTHERFORD             RUTHORFORD
   681   SOUTH CARROLL COUNTY   S CARROLL
   732   TRENTON                TRENTON
   735   TREZEVANT              TREZEVANT
   765   WEST CARROLL           W CARROLL
   950   WILSON                 WILSON
   955   KINGSPORT              KINGSPORT
   956   BRISTOL                BRISTOL
   958   HUMBOLDT               HUMBOLDT
   960   JOHNSON CITY           JOHNSON CI


 Beginning SSD Code: 000
 Ending SSD Code:    999
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Voided Receipts Report

Summary

This option allows you to process the a report that contains receipts that have been voided. The receipts will be processed in receipt number, name, or receipt date order and you will enter a beginning and ending range of information to be selected.

Menus
Reports
Other
Voided Receipts Report

Step 1:   **Select process**

Select 'Menus', 'Reports', 'Other', and then 'Voided Receipts Report'.

Step 2:   **Select order**

A menu will be displayed that allows you to select the order in which the listing will be processed. Select either receipt number, name, or receipt date order. Enter the appropriate response.

Step 3:   **Enter selection criteria**

Depending on the order selected, you will then enter either a beginning and ending range of receipt types/tax years/receipt numbers/transaction numbers, names, or voided receipt date to be selected. When the information is entered, press the 'Update' key.

```
Void Receipt Report By Rct No
              Rcpt   Tax   Rcpt   Trans
              Type   Year   No     No
Beginning:    00 – 1995-0000000-0000
                     CCYY
   Ending:    99 – 1995-9999999-9999
                     CCYY
```

```
Void Receipt Report By Name

Beginning Name:

Ending Name:    ZZZZZZZZZZZZ
```

```
Void Receipt Report By Date

Beginning Void Date: 01/01/1995
                     MMDDCCYY
Ending Void Date:    04/30/1995
                     MMDDCCYY
```

Step 4: **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter new criteria.

Step 5: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

By Receipt Number:

```
TRQ180     1999/08/01 15:01:23                    LGDPC Development System                   FlexGen4(5.3U)    Page:    3

                                                  Void Receipt Report By Rct No

 Tax   Receipt  Trans  Rcpt                                                                    Receipt              Receipt
 Year  Number   No     Type   Void Date   Void Time   User Name   Void Reason                  Date                 Amount

 1998  0001135  0001   MISC   01/11/1995  09:14 AM    TRUSTEE     10                           01/11/1999             83.48

 1998  0001159  0001   MISC   01/20/1995  02:42 PM    TRUSTEE     11 RETURNED CHECK            01/14/1999        177,288.48

 1998  0001212  0001   MISC   01/22/1995  11:50 AM    TRUSTEE     09                           01/22/1999        130,606.98

 1998  0001256  0001   MISC   01/29/1995  06:21 PM    TRUSTEE     01 Request By Clerk & Master 01/29/1999        605,997.91

 1998  0001271  0001   MISC   01/29/1995  02:01 PM    TRUSTEE     03 WRONG PAYMENT TYPE INFO   01/29/1999             45.08

 1998  0001274  0001   MISC   01/11/1995  09:44 AM    TRUSTEE     01 Request By Clerk & Master 01/11/1999             83.48
                                                                                                            _____
                                                                                              Total:      2,599,673.93

 Beginning Receipt Type:     0
 Beginning Tax Year:         1998
 Beginning Receipt Number: 0000000
 Beginning Trans Number:    0000
 Ending Receipt Type:        99
 Ending Tax Year:            1998
 Ending Receipt Number:     9999999
 Ending Trans Number:       9999
```

Maintenance

Summary

The maintenance process allows you to enter and maintain all information pertaining to the applicant.

Menus
ACV
Maintenance

Step 1:   Select process

After selecting 'Menus', 'ACV', and 'Maint.' pull down menu will appear that allows you to select the type of process to be performed.

```
08/05/24              Trustee        will              TRM001
  1.Daily  2.Warrants  3.Maintenance  4.Other  5.Inquiry  6.Menus

                                            Control
                                         A. Control Code
                                         B. System Admin
                                         C. System Control

                                         D. Reports

                                         E. Accounting
                                         F. ACV
                                         G. Broad Base
                                         H. Invoicing
                                         I. Banking Services
```

```
01/07/25                     ACV                    AVM010
  1.Maint.  2.Reports  3.Files  4.Control

  A. Master
```

Master Maintenance

Summary

This option provides access to the main elements of the ACV process. From the ACV screen, you can maintain the owner and parcel information. Also, Income Verification Cards can be printed. Each element is accessible by activating the 'OthInf' pop-up menu and selecting the appropriate option. If an applicant does not exist on the ACV file, his/her application must be completed manually.

Menus
ACV
Maintenance
Master

Step 1: **Select process**

Select 'Menus', 'ACV', 'Maint.', and then 'Master'.

Step 2: **Enter/Select person for ACV**

Enter the tax year and the ACV number to be entered/accessed. The 'Lookup' option is available to select from ACV numbers on file. The 'Lookup' option will display a pop-up menu and you can select by 'Tax Year/ACV & Mailing Name', 'Tax Year/SSN & Owner Name', or 'Tax Year/Act & Prop Address'. Press the 'Exit' key to exit the process and return to the ACV menu.

ACV 1st Screen

Step 3: **Enter 1st screen of information**

If the ACV number is already on file, the existing information will be displayed. Enter the information as prompted. The 'Lookup' option is available on most of the fields and the 'Help' option is available.

```
Rel:  1J06              HCV Verification Maint.            Path: TRUSTEE

 Tax Year:   2000      Name: LUCKER, GLORIA
 ACV Number: 000000381
 Ready To Transmit:  5 TRANSMITTED        Receipt No:         15153

 County Number:  27 CLISON      Transmit Date:  02/02/2001
 City Number:    350 HUMBOLDT   File Extension: 01033

          New Information                  Current Information

 OK To Issue TR Payment:  1 YES    Life Estate:        2 NO
 Issue TR Payment To:     2 JURISDICTI   Recertification:    2 NO
 Had Personal Contact:    1 YES    Applicant Type:     2 ELDERLY
 Resides At Property:     1 YES    Maximum Income:        11,510.00
 Temporarily Relocated:   2 NO     Total Income:
 Applicant Moved:         2 NO     Number of Parcels:  1
 Life Estate:             2 NO     Number of Owners:   1
 Lives With Applicant:             State Comments:     1 YES
```

<u>Field Descriptions:</u> *The fields not listed are for display purposes only.*

OK To Issue TR Payment This indicates if a payment can be issued by the Tax Relief department.

Issue TR Payment To This determines who will receive the tax relief payment

Had Personal Contact This indicates if personal contact has been made with the applicant.

Resides At Property This indicates if the applicant resides at the property.

Temporarily Relocated This indicates if the applicant has temporarily relocated.

Applicant Moved This indicates if the applicant has moved.

Life Estate This indicates if a Life Estate deed is attached.

<u>Option Keys Available</u>: *See Steps 7-15 for an explanation of other information screens*

NewInf This will take you to the 'ACV 2nd Screen Maint.' screen.

StCmts (display only) This contains any comments about this ACV sent from the state.

TrCmts This will take you to the screen where ACV comments can be added and maintained.

OthInf This will display a pop-up menu where you can go to the owner, parcel, or verification card process, or print a voucher.

```
          Other Information
_A. Exit
 B. Owner
 C. Parcel
 D. Verification Card
 E. Voucher
```
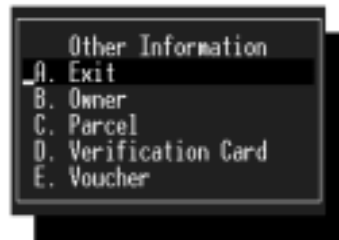
Step 4:   Confirm

When information is initially being entered, you will be prompted by "Next Screen? No Yes". If not, you will be prompted by "Data OK: Yes No Can Xit" if you pressed the 'DataOk' option key. Enter the appropriate response.

ACV 2nd Screen

Step 5:   Enter 2nd screen of information

Enter any 'New Information' that is not correct under the 'Current Information'. The 'Lookup' option is available on some of the fields and the 'Help' option is available. The 'Return' option key will take you to Step 6.

```
Rel: 04.00.14         Address/Tax Information Maint.         Path: TRUSTEE

Tax Year: 2000    ACV Number: 000000381

                New Information                 Current Information

Mailing Name:   LUCKEY, IMA                     LUCKEY, GLORIA
         Adr:   100 4 ACES LANE                 1023 OSBORNE STREET
        City:   LOS ANGELAS                     HUMBOLDT
          St:   CA                              TN
         Zip:   12345-                          38343-0000
 Home Phone:    931-381-1155    Ext:            901-704-9007
 Other Phone:                   Ext:
 Phone Contact:
 Phone Type:
 Tax Rate:
 Assessed Value:                                    12,250
 Appraisal Ratio:                                   25,0000
 Tax Relief Amt:                                    36.00
 Total Tax:                                         97.00
```

Field Descriptions: *The fields not listed are for display purposes only.*

Mailing Name, Adr, City, St, Zip	This is the mailing address for the applicant. Enter any information that is not correct as displayed under 'Current Information'.
Home Phone	This is the applicant's home telephone number. It contains the area code, prefix, and phone number. The extension can also be entered.
Other Phone	This contains an alternate telephone number. It contains the area code, prefix, and phone number. The extension can also be entered.
Phone Contact	This is the name of the person that is the telephone contact.
Phone Type	This code identifies the type of telephone. Example: 01 = Tone
Tax Rate	This contains the applicant's tax rate.
Assessed Value	This is the applicant's assessed value.
Appraisal Ratio	This is the applicant's appraisal ratio.
Tax Relief Amt	This is the applicant's tax relief amount.
Total Tax	This is the total tax for the applicant.

Step 6:   Confirm

The information has been entered, you will be prompted by "Is This Screen Correct?". Enter the appropriate response.

The following steps describe the option keys that are available on the 1st screen in Step 3.

'TrCmts' option key

Step 7: Enter 2nd screen of information

Enter the comments that apply to this applicant. Enter as many lines as applicable and hit <enter> through the remaining lines until you get to the confirmation prompt. The 'Return' option key prompts you for "Is This Correct?". 'Yes' will save the changes. The 'Exit' option exits without saving.

Step 8: Confirm

The information has been entered, you will be prompted by "Is This Screen Correct?". Enter the appropriate response. Enter 'No' to return to Step 7 where the information can be re-entered. Enter 'Yes' to update the information and return to Step 3.

'OthInf' option key and then menu option 'Owner'

Step 9: Select owner

The available owners will be displayed and you will select the owner to access by pressing the 'Maint' option key. To exit the process and return to the Other Information pop-up menu, press the 'Exit' option key.

Step 10:   Enter 1st screen of information

The information from the prior year's income will be displayed and you will be prompted to enter the current year's income. Enter the information as prompted. The 'Help' option key is available.

When the information has been entered, press the 'DataOk' option key. You will be prompted by "Data Ok: Yes No Can Xit". Enter 'Yes' to update the information and proceed to the next step, 'No' to return to the screen where additional changes can be made, 'Can' or 'Xit' to exit the process. If you select 'Can' or 'Xit', you will be prompted by "Cancel All Screens? No Yes". Select 'No' to be returned to the screen or 'Yes' to cancel the information and return to Step 9.

```
Prog: HVF020      Local Government Data Processing Corporation   Date: 07/23/01
Rel:  04.00.14              Owner Income Information Maint         Path: TRUSTEE

Tax Year:   2000              SSN:  154-07-1342      ID Number:    551
ACV Number: 000000381         Name: LUCKEY, GLORIA

Zero Income:  2 NO                  Date Of Death:

Monthly SSA:                        SSA Cnv:              SSA Year:

              Current Year's Income:           Prior Year's Income:
SSA:                  8,356.00
SSI:
Retirement:
VA Benefits:
WC Benefits:
Wages:
Div/Int:                620.00
Other:
Other Desc:
Total Income:         8,976.00                       0.00
```

Field Descriptions: *The fields not listed are for display purposes only.*

Zero Income   This required field indicates if the owner has a zero income amount.

Date Of Death   If applicable, this is the owner's date of death. Format: MMDDCCYY

Monthly SSA   This is the owner's monthly amount of social security.

SSA Cnv   This is the SSA conversion factor.

SSA Year   This is the SSA century and year. Format: CCYY
SSA   This is the owner's social security amount of income.

SSI   This is the owner's supplement security income.

Retirement   This is the owner's amount of retirement benefits income.

VA Benefits   This is the owner's amount of veteran's benefits income.

WC Benefits   This is the owner's amount of workman's compensation income.

Wages   This is the amount of wages the owner is receiving.

Div/Int   This is the owner's amount of dividend and interest.

Other   This is the amount of any other type of income not categorized above.

Other Desc   This is a description of the type of income entered as 'Other'.

Step 11:   Enter 2nd screen of information

To get to this second screen, press the 'NewInf' option key. Or, you can get to this screen by entering all of the fields on the 1st screen or pressing <enter> through the last field. You will be prompted by "Next Screen? No Yes" where you will select 'Yes'.

The owner's current information will be displayed and you can enter the new or changed information. Enter the information as prompted where necessary. The 'Help' option key is available.

When the information has been entered, press the 'Return' option key or go through all fields on the screen. You will be prompted by "Is This Screen Correct? Yes No". Enter 'Yes' to update the information and return to the 1st screen, 'No' to return to the screen where additional changes can be made.

```
Prog: AVI-021      Local Government Data Processing Corporation    Date: 07/23/01
Rel:  04.00.14            Owner Name/Adr Information Mnt           Path: TRUSTEE

T   Tax Year: 2000    ACV Number: 000000381
A
Z                   New Information                    Current Information
    Gender (M,F):     F    Birthday: 08/20/1956
M   SSA First Name:                              GLORIA
    SSA Middle Name:
    SSA Last Name:                               LUCKEY
    SSN:              154-07-1742                154-07-1742
S   Medicare #:
S   Common Fst Name:
R         Mdl Name:
V         Lst Name:
M   Living At Adr:
M          City:
D          St/Zip:             -
O          ICO:
O          Status:
T   Surviving Spouse:
```

Field Descriptions: *The fields not listed are for display purposes only.*

Gender (M,F)   This is the code for the gender of the owner.

SSA First Name   This is the owner's new/changed first, middle, and last name.
SSA Middle Name
SSA Last Name

SSN   This is the owner's new social security number.

Medicare #   This is the owner's medicare number.

Common Fst Name   This is the first, middle, and last name that is commonly used for the owner.
Mdl Name
Lst Name

Living At Adr   This is the address where the owner is living. It also contains an 'In Care Of' field
City   and a status code. The status code indicates if the owner's 'Living At...'
St/Zip   information is temporary or permanent.
ICO
Status

Surviving Spouse   This is the name of the non-owner surviving spouse.

'OthInf' option key and then menu option 'Parcel'

Step 12: Select parcel

The available parcels will be displayed and you will select the receipt number of the parcel to access by pressing the 'Maint' option key on the appropriate line. To exit the process and return to the Other Information pop-up menu, press the 'Exit' option key.

```
Prog: HVFW11        Local Government Data Processing Corporation    Date: 07/23/01
Rel: 1306                    ACV Verification Maint.                Path: TRUSTEE

 Tax Year:    2000      Name: LUCKEY, GLENN
 ACV Number: 000000381
 Ready                                                                    53
              ┌─────────────────────────────────────────────────────┐
 Count        │             Select Parcel For Maint.                 │
 City         │  Tax Year:    2000                                    │
              │  ACV Number: 000000381                               │
              │                                                       │
              │  Completed │ Receipt # │       Parcel #              │
              │      *     │ 15153     │ 03-170-G -170-G -G -009.01-  - │
 OK To        │            │           │  -  -  -  -  -    -  -       │
 Issue        │            │           │  -  -  -  -  -    -  -       │
 Had P        │            │           │  -  -  -  -  -    -  -       │
 Resid        │            │           │  -  -  -  -  -    -  -    0.00 │
 Tempo        │                                                       │
 Appli        │   * = Parcel information has been completed.          │
 Life         │   Press <ENTER> or <Select> to select for Maintenance.│
 Lives        │   Press <Esc> when you are ready to exit this screen. │
              └─────────────────────────────────────────────────────┘
```

Step 13: Enter parcel information

The parcel information and the current information about the parcel will be displayed and you will be prompted to enter the current owner code, date paid, and amount paid. You can also enter any new information for the taxes amount, assessed value, property location, tax rate and effective rate. Enter the information as prompted. The 'Help' option key is available.

When the information has been entered, press the 'DataOk' option key. You will be prompted by "Data Ok: Yes No Can Xit". Enter 'Yes' to update the information and return to Step 12, 'No' to return to the screen where additional changes can be made, 'Can' or 'Xit' to exit the process.

```
Prog: HVFW30        Local Government Data Processing Corporation    Date: 07/23/01
Rel: 04.00.14                   Parcel Maint.                       Path: TRUSTEE

 Tax Year:    2000       Receipt: 0000015153       Amt Owed:
 ACV Number: 000000381   Name:    LUCKEY, GLENN

 Di   MAP  Ctl-Mp Gp   Parcel   SI
  1    2    1    2      No   ID
 03-170-G -170-G -G -009.01- -          Current Owner:  1 YES

 Date Paid: 02/01/2001    ACV Amt:        36.00    Amt Paid:        61.00

            New Information                    Current Information
 Tax Amount:                                        97.00
 Assessed Value:                                12,250.00
 Property Street No:
          Street Name:                        OSBORNE ST 1823
          Street City:
          Street Zip:         -
 Tax Rate:                                           0.7900
 Effective Rate:
```

Field Descriptions: *The fields not listed are for display purposes only.*

Current Owner	This indicates if the applicant has been verified as the current owner. 01=Yes, 02=No
Date Paid	This is the date the applicant's taxes were paid.
ACV Amt	This contains the ACV amount that has been applied. If the ACV amount has not been applied, this field should be blank.
Amt Paid	This is the amount of taxes that were paid on the 'Date Paid'.
Tax Amount	This is the applicant's new tax amount.
Assessed Value	This the applicant's new assessed value for the property.
Property Street No Street Name Street City Street Zip	This is the complete address for the property.

'OthInf' option key and then menu option 'Verification Card'

Step 14:   Confirm

You will be prompted by "Options: Print Select Printer Exit". Select 'Print' to print the verification card, 'Select Printer' to select the printer that will be used to print the verification card, or 'Exit' to exit the process and return to the Other Information menu.

'OthInf' option key and then menu option 'Voucher'

Step 15:   Confirm

You will be prompted by "Options: Print Select Printer Exit". Select 'Print' to print the voucher, 'Select Printer' to select the printer that will be used to print the voucher, or 'Exit' to exit the process and return to the Other Information menu.

■ *ACV*

Reports

Summary

The reporting process allows you to process listings that contain the applicant information.

Menus
  ACV
    Reports

Step 1: Select process

After selecting 'Menus', 'ACV', and 'Reports' pull down menu will appear that allows you to select the type of listing to be processed.
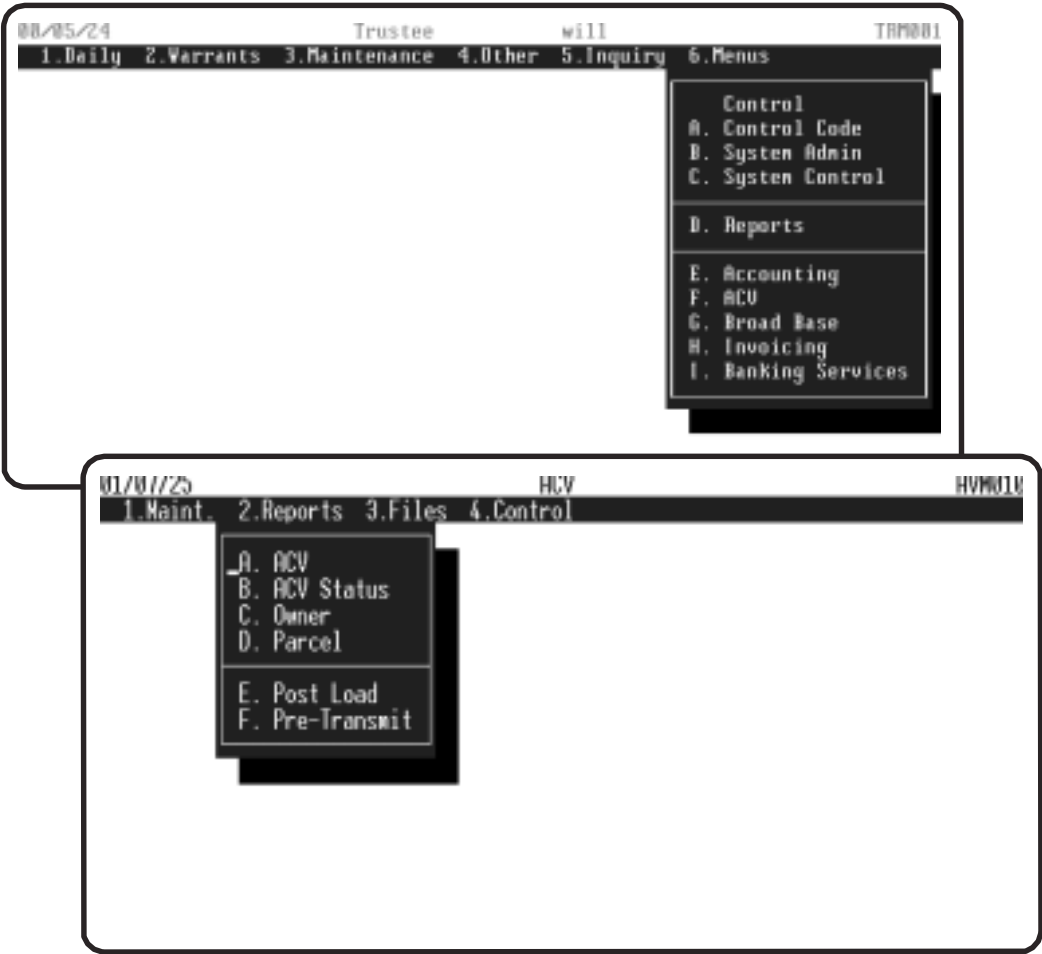
ACV Report

Summary

This option allows you to print or display a listing that contains the applicant's ACV number, date of transmission, and the transmit flag status. You can produce the listing in ACV number, name, transmit date, or transmit flag order.

Menus
    ACV
        Reports
            ACV

Step 1:   **Select process**

Select 'Menus', 'ACV', 'Reports', and then 'ACV'.

Step 2:   **Select order**

A pop-up menu will be displayed and you can select the order in which the information will be selected and listed. Select the appropriate option. To edit the process and return to the ACV menu, select the 'Exit' option.

```
        Report Order Options
█A. Exit
 B. ACV Number
 C. Name
 D. Transmit Date
 E. Transmit Flag
```

Step 3:   **Enter range**

Enter the tax year to be processed. Then, depending on the order selected, enter the beginning and ending range to be selected. To select all records, press <enter> through each field.

```
Tax Year:              1999

Beginning ACV Number:



Ending ACV Number:     999999999
```

Step 4:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
AVQ010    2000/05/01 11:46:18              LGDPC Development System                    FlexGen4(5.3U)    Page:    1

                                        ACV Listing - Ordered By ACV Number

       Tax        ACV                                                 Transmit
       Year       Number     Name                                     Date      Transmit Flag

       1999       000000001  Don and Donna Donson                               01 YES
       1999       000000002  John Jonesely                                      02 NO
       1999       000000003  Abe and Abby Apples                                02 NO
       1999       000000004  Mori and Maureen Marton                            02 NO
       1999       000000005  Shelley and Sheldon Shilten                        02 NO
       1999       000000006  Carl and Carol Carls                               02 NO
       1999       000000007  Earl and Evelyn Eberheart                          02 NO
       1999       000000008  Zemma and Zerro Zywilckey                          01 YES
       1999       000000009  Mary and Gary Larsmore                             02 NO
       1999       000000010  Bob and Barbara Buggers                            02 NO
       1999       000000011  Charles Chase                                      03 INCOMPLETE
       1999       000000012  Dolly Digler                                       02 NO
       1999       000000013  Ema Emeranta                                       02 NO
       1999       000000014  Fanny Funtowith                                    02 NO
       1999       000000015  Grant U Woshis                                     02 NO
       1999       000000016  Holly Treetaker                                    02 NO
       1999       000000017  Ima Heres                                          02 NO
       1999       000000018  Justin Tymer                                       02 NO
       1999       000000019  Kelly Greenlick                                    02 NO
       1999       000000020  Louise Luisby                                      02 NO
     * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

■ *ACV*

ACV Status Report

Summary

This option allows you to print or display a listing that contains the applicant's ACV status information.

Menus
    ACV
        Reports
            ACV Status

Step 1:   **Select process**

        Select 'Menus', 'ACV', 'Reports', and then 'ACV Status'.

Step 2:   **Select status codes**

        Use the option keys to select the status codes to be included in the listing.
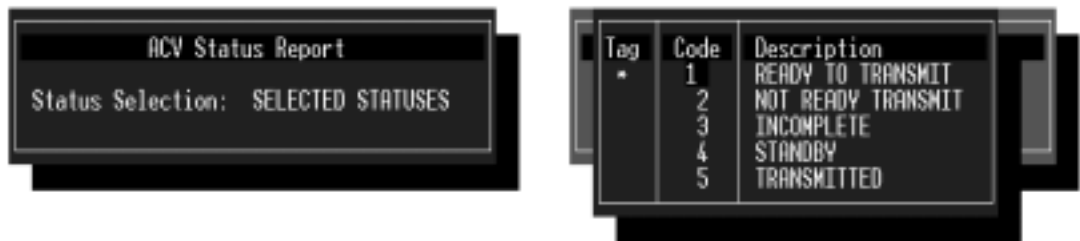
```
        ACV Status Report                Tag  Code  Description
                                          .    1    READY TO TRANSMIT
 Status Selection:  SELECTED STATUSES          2    NOT READY TRANSMIT
                                               3    INCOMPLETE
                                               4    STANDBY
                                               5    TRANSMITTED
```

Step 3:   **Confirm**

        When the information has been selected, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and make other selections.

Step 5:   **Select process**

        When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

        When the process has completed, you will be returned to the ACV menu.

```
AVQ015     2001/07/23 09:05:40              Local Government Data Demo                FlexGen4(5.3U)    Page:  15
                                               ACV Status Report

           Tax                           [—— TRMS ——]  [- Verified Amounts -]  Transmit      Pending      No Action
           Year    ACV No  Mailing Name    ACV_Amt  Apl    Issue    No Issue     Date         Amount        Amount

ACV Status: 05  TRANSMITTED

           2000 000000692  WILLIAMS, IMA I       99.00  YES     99.00     0.00  01/02/2001      0.00          0.00
           2000 000000699  WILSIN, SUSAN S       36.00  YES     36.00     0.00  02/07/2001      0.00          0.00
           2000 000000702  WILLAMSON, WILLIAM W  99.00  YES     99.00     0.00  02/20/2001      0.00          0.00
           2000 000000704  WOODSON, MARY M       98.00  YES     98.00     0.00  12/04/2000      0.00          0.00
           2000 000000707  WORKMEN, WILL         99.00  YES     99.00     0.00  02/09/2001      0.00          0.00
           2000 000000708  WRIGHT, WAYANET W    104.00  YES    104.00     0.00  03/05/2001      0.00          0.00
           2000 000000712  YANCIE, YVONNE         0.00  NO       0.00     0.00  01/30/2001      0.00          0.00
                                               _____        _____  _____        _____   _____
Total TRANSMITTED           413              31,278.00        31,230.00   202.00                0.00          0.00
                                             ==========        ========== ==========        ==========   ==========
Total Count:   714                           53,224.00        31,266.00   202.00               36.00     26,240.00
* End of Report: Local Government Data Demo *
```

■ *ACV*

Owner Report

Summary

This option allows you to print or display a listing that contains the owner's social security number, income flag, and date of death by tax year and ACV number. You will have the option to select the report to be in ACV number, social security number, or name order.

Menus
ACV
Reports
Owner

Step 1:   Select process

Select 'Menus', 'ACV', 'Reports', and then 'Owner'.

Step 2:   Select order

A pop-up menu will be displayed and you can select the order in which the information will be selected and listed. Select the appropriate option. To edit the process and return to the ACV menu, select the 'Exit' option.

```
        Report Order Options
  A. Exit
  B. ACV Number
  C. SSN
  D. Name
```

Step 3:   Enter range

Enter the tax year to be processed. Then, depending on the order selected, enter the beginning and ending range to be selected. To select all records, press <enter> through each field.

```
Tax Year:              1999

Beginning ACV Number:


Ending ACV Number:     999999999
```

Step 4:   Confirm

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
AVQ020    2000/05/01 11:50:29              LGDPC Development System              FlexGen4(5.3U)    Page:    1

                                        Owner Listing -  Ordered By ACV

    Tax        ACV                                                           Zero
    Year       Number       SSN          Name                               Income      DoD

    1999       000000001    222-33-5555  Donalson, Donna D                  01 YES
    1999       000000002    222-33-4444  Donalson, Don D
    1999       000000002    333-44-5555  Janes, John J
    1999       000000003    123-45-6770  Appletons, Abe A
    1999       000000003    123-45-6789  Appletons, Abby A
    1999       000000004    321-65-9874  Morten, Maureen M
    1999       000000004    654-32-1879  Morten, Mori M
    1999       000000005    111-22-3333  Sheltin, Sheldon S
    1999       000000005    987-65-4321  Sheltin, Shelly S
    1999       000000006    111-22-4444  Carlten, Carl C
    1999       000000006    111-22-5555  Carlten, Carol C
    1999       000000007    111-22-1111  Eberhort, Evelyn E
    1999       000000007    111-22-6666  Eberhort, Earl E
    1999       000000008    111-22-2222  Zywocky, Zerro Z
    1999       000000008    111-22-7777  Zywocky, Zemma Z
    1999       000000009    111-22-8888  Larrymores, Mary M
    1999       000000009    111-33-0000  Larrymores, Gary G
    1999       000000010    111-22-9999  Boggers, Bob B
    1999       000000010    111-33-1111  Boggers, Barbara B
    1999       000000011    111-22-0000  Chase, Charles C                   02 NO
    1999       000000012    111-33-2222  Dugler, Dolly D
    1999       000000013    111-33-3333  Emerant, Ema E
    1999       000000014    111-33-4444  Funtobewith, Fanny F
    1999       000000015    111-33-5555  Wishes, Grant U
    1999       000000016    111-33-6666  Tree, Holly H
    1999       000000017    111-33-7777  Here, Ima I
    1999       000000018    111-33-8888  Tyme, Justin J
    1999       000000019    111-33-9999  Green, Kelly K
    1999       000000020    111-44-0000  Luis, Louise L
    1999       000000021    111-44-1111  Bull, Mandi M
    1999       000000022    111-44-2222  Secondia, Nanna N
    1999       000000023    111-44-3333  Potts, Olivia P
    1999       000000024    111-44-4444  Partaker, Otto Rama
    1999       000000025    111-44-5555  Foradae, Queen F
    1999       000000026    111-44-6666  Porthman, Richard M
    1999       000000027    111-44-7777  Survivor, Susan B
    1999       000000028    111-44-8888  Darker, Tanya Moore
    1999       000000029    111-44-9999  Underwoo, Ullysis Sandy
    1999       000000030    111-55-0000  Wontee, Willie Orr
    1999       000000031    111-55-1111  Rhee, Victor V
    1999       000000032    111-55-2222  Werum, Xavier X
    1999       000000034    111-55-3333  Laquery, Zachary Emmanual
    1999       000000035    111-55-4444  Happy, Marvin G
    1999       000000036    111-55-5555  Shorter, Tablert S
    1999       000000037    111-55-6666  Thannery, Bigger B
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

■ *ACV*

Parcel Report

Summary

This option allows you to print or display a listing that contains the applicant's receipt number, parcel number, and property address by tax year and ACV number. You will have the option to select the report to be in ACV number, receipt number, parcel number, or property tax order.

Menus
ACV
Reports
Parcel

Step 1:   **Select process**

Select 'Menus', 'ACV', 'Reports', and then 'Parcel'.

Step 2:   **Select order**

A pop-up menu will be displayed and you can select the order in which the information will be selected and listed. Select the appropriate option. To edit the process and return to the ACV menu, select the 'Exit' option.

```
          Report Order Options
     A. Exit
     B. ACV Number
     C. Receipt Number
     D. Parcel Number
     E. Property Address
```

Step 3:   **Enter range**

Enter the tax year to be processed. Then, depending on the order selected, enter the beginning and ending range to be selected. To select all records, press <enter> through each field.

```
Tax Year:            1999

Beginning ACV:

                    -   -   -   -   -   -  -

Ending ACV:          999999999

                    -   -   -   -   -   -  -
```

Step 4:   **Confirm**

When the information has been entered, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or enter 'N' to go back and enter a new range.

Step 5:   Confirm report

You will be prompted by "Parcel Listing: Continue Exit". Enter 'Continue' to proceed or enter 'Exit' to exit the process and return to Step 3.

Step 6:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 5.

```
AVQ030     2000/05/01 11:53:51                LGDPC Development System                   FlexGen4(5.3U)     Page:    1

                                        Parcel Listing - Ordered By ACV Number

     Tax        ACV         Receipt     Di   Map  Ctl-Mp Gp   Parcel  SI
     Year      Number       Number           1   2   1   2    No   ID      Property Address

     1999     000000001    0000000046    09- 10-9K- 10-9K- C- 02.40-0 -000     101 Main St
     1999     000000002    0000000048    09- 10-9B- 10-9B- B- 00.40-0 -000     102 Main St
     1999     000000003    0000000050    09- 12-4B- 12-4B- B- 00.80-8 -000     103 Main St
     1999     000000004    0000000051    09- 12-4F- 12-4F- A- 01.30-0 -000     104 Main St
     1999     000000005    0000000053    09- 10-9 - 10-9 -  - 05.70-7 -000     105 Main St
     1999     000000006    0000000054    09- 08-5A- 08-5A- F- 00.60-0 -000     106 Main St
     1999     000000007    0000000055    09- 08-5G- 08-5G- C- 02.70-0 -000     107 Main St
     1999     000000007    0000000057    09- 10-6K- 10-6K- A- 01.90-0 -000     107 Main St
     1999     000000008    0000000058    09- 10-90- 10-90- A- 00.50-0 -000     108 Main St
     1999     000000008    0000000059    09- 04-90- 04-90- B- 02.00-0 -000     108 Main St
     1999     000000009    0000000060    09- 10-9H- 10-9H- E- 05.70-0 -000     109 Main St
     1999     000000009    0000000061    09- 05-8I- 05-8I- A- 06.00-0 -000     109 Main St
     1999     000000010    0000000062    09- 12-6E- 12-6E- A- 01.30-0 -000     110 Main St
     1999     000000011    0000000064    09- 12-6D- 12-6D- J- 02.10-0 -000     111 Main St
     1999     000000012    0000000066    09- 12-5M- 12-5M- J- 01.30-0 -000     112 Main St
     1999     000000013    0000000068    09- 12-6D- 12-6D- J- 02.60-0 -000     113 Main St
     1999     000000014    0000000070    09- 10-9K- 10-9K- C- 03.50-0 -000     114 Main St
     1999     000000015    0000000086    09- 04-9H- 04-9H- A- 01.40-0 -000     115 Main St
     1999     000000016    0000000087    09- 10-90- 10-90- A- 01.20-0 -000     116 Main St
     1999     000000017    0000000088    09- 12-6D- 12-6D- D- 03.90-0 -000     117 Main St
     1999     000000018    0000000089    09- 12-0 - 12-0 -  - 01.80-1 -000     118 Main St
     1999     000000019    0000000090    09- 10-9F- 10-9F- A- 01.60-0 -000     119 Main St
     1999     000000020    0000000091    09- 12-6D- 12-6D- J- 02.90-3 -000     120 Main St
     1999     000000021    0000000112    09- 12-5M- 12-5M- B- 01.10-0 -000     121 Main St
     1999     000000022    0000000137    09- 10-9H- 10-9H- E- 03.50-0 -000     122 Main St
     1999     000000023    0000000140    09- 12-7B- 12-7B- K- 02.60-0 -000     123 Main St
     1999     000000024    0000000141    09- 10-9J- 10-9J- E- 01.40-0 -000     124 Main St
     1999     000000025    0000000142    09- 12-5M- 12-5M- K- 01.70-0 -000     125 Main St
     1999     000000026    0000000143    09- 10-9F- 10-9F- O- 02.20-0 -000     126 Main St
     1999     000000027    0000000144    09- 05-9B- 05-9B- A- 08.20-0 -000     127 Main St
     1999     000000028    0000000145    09- 08-7P- 08-7P- C- 01.10-0 -000     128 Main St
     1999     000000029    0000000146    09- 12-7H- 12-7H- A- 00.10-0 -000     129 Main St
     1999     000000030    0000000148    09- 11-0H- 11-0H- A- 00.30-0 -000     130 Main St
     1999     000000031    0000000169    09- 12-4J- 12-4J- D- 01.00-0 -000     131 Main St
     1999     000000032    0000000174    09- 10-9L- 10-9L- A- 02.20-0 -000     132 Main St
     1999     000000033    0000000176    09- 12-6D- 12-6D- J- 02.90-2 -000     133 Main St
     1999     000000034    0000000178    09- 05-2 - 05-2 -  - 02.70-0 -000     134 Main St
     1999     000000035    0000000180    09- 12-7A- 12-7A- G- 03.70-0 -000     135 Main St
     1999     000000036    0000000185    09- 10-9H- 10-9H- E- 05.40-0 -000     136 Main St
     1999     000000037    0000000186    09- 12-4G- 12-4G- E- 04.60-0 -000     137 Main St
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

■ *ACV*

Post Load Report

Summary

This option allows you to print or display a listing that contains all applicants, owners, and parcel for the tax year selected.

Menus
    ACV
        Reports
            Post Load

Step 1:   **Select process**

Select 'Menus', 'ACV', 'Reports', and then 'Post Load'.

Step 2:   **Enter tax year**

Enter the tax year to be processed. To exit the process and return to the ACV menu, press the 'Exit' option key.

Tax Year: 1999

Step 3:   **Confirm report**

You will be prompted by "Post Load Listing: Continue Exit". Enter 'Continue' to proceed or enter 'Exit' to exit the process and return to Step 2.

Step 4:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

Post Load Listing

| | | | | | | | Di | Map | | Ctl-Mp | Gp | Parcel | SI |
Year	ACV #	Mailing Name	Mailing Address	Owner SSN	Owner Name	Receipt #		1	2	1	2	No	ID
1999	000000027	Susan Survivor	127 Main St	111-44-7777	Survivor, Susan B	0000000144	09-	05-9B-	05-9B-	A-	08.20-0	-
1999	000000028	Tanya Darker	128 Main St	111-44-8888	Darker, Tanya Moor	0000000145	09-	08-7P-	08-7P-	C-	01.10-0	-
1999	000000029	Ullysis Underwood	129 Main St	111-44-9999	Underwood, Ullysis	0000000146	09-	12-7H-	12-7H-	A-	00.10-0	-
1999	000000030	Willie Wontee	130 Main St	111-55-0000	Wontee, Willie Orr	0000000148	09-	11-0H-	11-0H-	A-	00.30-0	-
1999	000000031	Victor Rhee	131 Main St	111-55-1111	Rhee, Victor V	0000000169	09-	12-4J-	12-4J-	D-	01.00-0	-
1999	000000032	Xavier Xerum	132 Main St	111-55-2222	Werum, Xavier X	0000000174	09-	10-9L-	10-9L-	A-	02.20-0	-
1999	000000033	Yovonne Meavon	133 Main St			0000000176	09-	12-6D-	12-6D-	J-	02.90-2	-
1999	000000034	Zachary Laquery	134 Main St	111-55-3333	Laquery, Zachary E	0000000178	09-	05-2 -	05-2 -	-	02.70-0	-
1999	000000035	Marvin Happy	135 Main St	111-55-4444	Happy, Marvin G	0000000180	09-	12-7A-	12-7A-	G-	03.70-0	-
1999	000000036	Talbert Shorter	136 Main St	111-55-5555	Shorter, Tablert S	0000000185	09-	10-9H-	10-9H-	E-	05.40-0	-
1999	000000037	Bigger Thannery	137 Main St	111-55-6666	Thannery, Bigger B	0000000186	09-	12-4G-	12-4G-	E-	04.60-0	-

* End of Report: LOCAL GOVERNMENT DATA DEMO *

Pre-Transmit Report

Summary

This option allows you to print or display a listing of all applicants that are ready to be transmitted.

Menus
ACV
Reports
Pre-Transmit

Step 1: **Select process**

Select 'Menus', 'ACV', 'Reports', and then 'Pre-Transmit'.

Step 2: **Confirm report**

You will be prompted by "Pre-Transmit Listing: Continue Exit". Enter 'Continue' to proceed or enter 'Exit' to exit the process and return to the ACV menu.

Step 3: **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this one), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
AVQ070    2000/05/01 11:56:11              LGDPC Development System              FlexGen4(5.3U)    Page:    1

                                           Pre-Transmit Listing

   Year      ACV #    Name                            Address                        Transmit Flag

   1999    000000001   Don and Donna Donelsen          101 Main St                    01 YES
                                                        Thistown, TN 37000

   1999    000000008   Zemma and Zerro Zylwicky         108 Main St                    01 YES
                                                        Thistown, TN 37000

* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

■ *ACV*

Files

Summary

The reporting process allows you to create, maintain, and load the files for the state ACV processing.

Menus
  ACV
    Files

Step 1:   Select process

After selecting 'Menus', 'ACV', and 'Files' pull down menu will appear that allows you to select the appropriate file process.

■ *ACV*
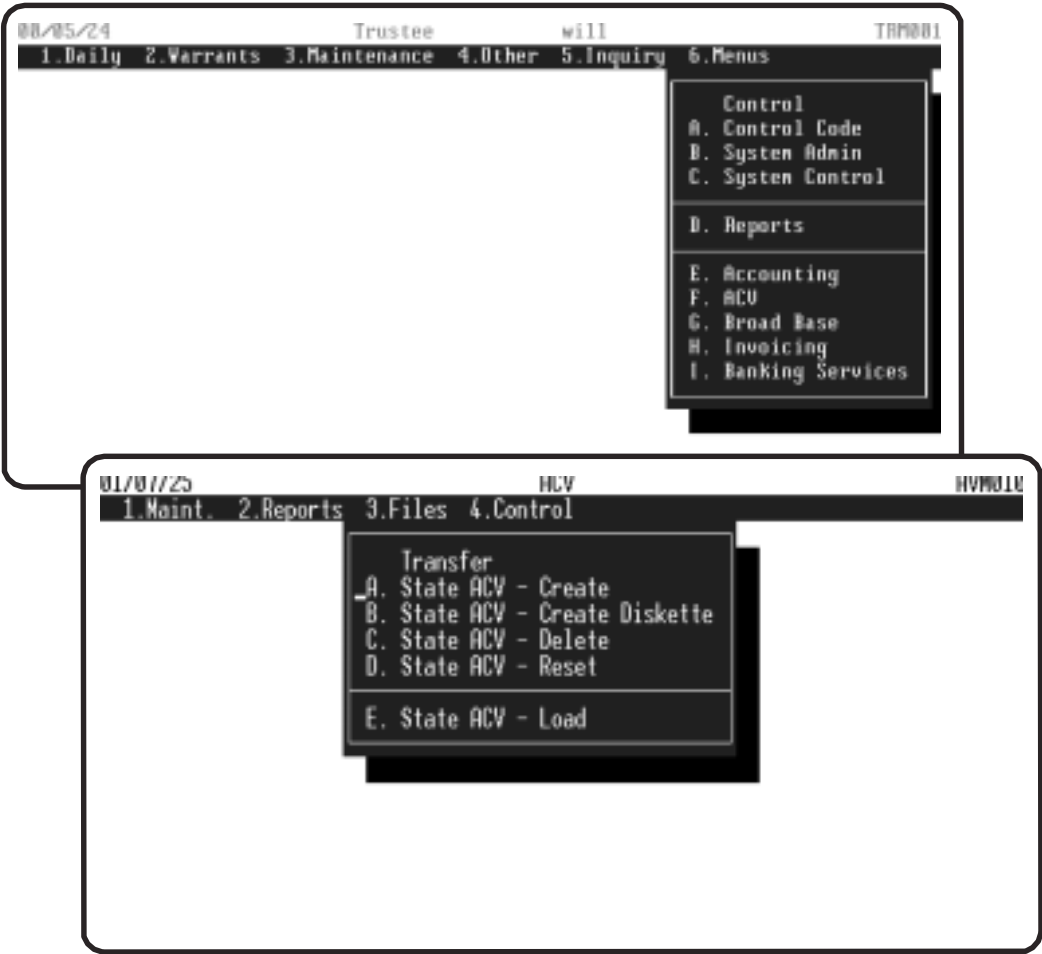
State ACV - Create

Summary

This option allows you to create the state ACV transfer files that will be transmitted to the state. This process should be run daily. Files can only be transmitted to the state once per day. You will be prompted for a transmit date. The system will assign the julian date as the file's extension. For example: 123456A.yyddd (123 = county number, 456 = city number, A = file type, yyddd = julian date)

Menus
    ACV
        Files
            State ACV - Create

Step 1:   **Select process**

Select 'Menus', 'ACV', 'Files', and then Transfer 'State ACV - Create'.

Step 2:   **Enter transfer date**

Enter the transfer date of the file. To exit the process and return to the ACV menu, press the 'Exit' option key.

Step 3:   **Confirm**

You will be prompted by "Is This Screen Correct?". Select 'Yes' to proceed, or 'No' to go back to Step 2.

Step 4:   **Process**

When you select 'Yes' to the confirmation prompt, the file information will be processed. When the process is complete, you will be returned to the ACV menu.

State ACV - Create Diskette

Summary

This option allows you to copy the state ACV transfer files to a diskette. You will be prompted for a transmit date or a file extension.

For UNIX operating systems: A DOS batch file will also be contained on the diskette. Before transmitting the state ACV files, the DOS batch file process will need to be executed on a Windows platform. The DOS batch file will rename the state ACV files to the correct format.

Menus
ACV
Files
State ACV - Create Diskette

Step 1:   Select process

Select 'Menus', 'ACV', 'Files', and then Transfer 'State ACV - Create Diskette'.

Step 2:   Enter selection information

Enter the transmit date. When the date is entered, the file extension will be displayed.   To exit the process and return to the ACV menu, select the 'Exit' option.
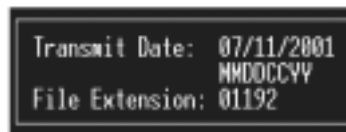
```
Transmit Date:  07/11/2001
                MMDDCCYY
File Extension: 01192
```

Step 3:   Confirm

When the entry has been made, you will be prompted by "Is This Screen Correct?". Select 'Yes' to proceed, or 'No' to go back to Step 2.

Step 4:   Load to diskette

A pop-up menu will be displayed and you will select the option to use a 3 ½" high density diskette. To exit the process and return to Step 2, select the 'Exit' option.

```
     Select Diskette Type
A. Exit
B. 3 1/2  HD
```
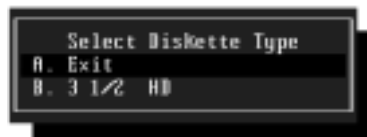
Put a pre-formatted 3 ½" high density into the diskette drive and follow the instructions given. The file will be loaded to the diskette. When the process is complete, you will be returned to the ACV menu.

◼ *ACV*

State ACV - Delete

Summary

This option allows you to delete the ACV files that have been transmitted to the state. This process should be run at least once per month. You will be prompted to enter the deletion date. The program will subtract 14 days from the date entered leaving two weeks of current files. Files that were transmitted prior to this date will be removed.

Menus
ACV
Files
State ACV - Delete

Step 1:   **Select process**

Select 'Menus', 'ACV', 'Files', and then Transfer 'State ACV - Delete'.

Step 2:   **Enter deletion date**

A warning message about the deletion process will be displayed and you will be prompted to enter the deletion date. To exit the process and return to the ACV menu, press the 'Exit' option key.

```
Prog: NVP12B          Local Government Data Processing Corporation       Date: 05/30/00
Rel:  04.00.14                  Delete State ACV Transfer File           Path: will

                              Warning!
                      This process will remove all
                      transferred ACV files two
                      weeks prior to the date entered.


                      Delete Date: 01/01/2000
                                   MMDDCCYY
```

Step 3:   **Confirm**

You will be prompted by "Is This Screen Correct?". Select 'Yes' to proceed, or 'No' to go back to Step 2.

Step 4:   **Delete file**

The ACV file will be deleted and you will be returned to the ACV menu.

■ *ACV*

State ACV - Reset

Summary

This option resets the 'Ready To Transmit' flag from '05 Transmitted' to '01 Yes'. You will be prompted to enter the transmit date or a file extension. When the 'State ACV - Create' process is executed, all applicants with a 'Ready To Transmit' flag of '01 Yes' will be transferred to the state.

Menus
ACV
Files
State ACV - Reset

Step 1:   **Select process**

Select 'Menus', 'ACV', 'Files', and then Transfer 'State ACV - Reset'.

Step 2:   **Select option**

A pop-up menu will be displayed and you will select to enter either the transfer date or the file extension of the file to reset. To exit the process and return to the ACV menu, select the 'Exit' option.

Step 3:   **Enter information**


```
      Reset Options
A. Exit
B. Transmit Date
C. File Extension
```

Depending on the selection in Step 2, enter either the transfer date or the file extension.

Step 4:   **Process**

The file will be processed and a message will be displayed when the process is complete. You will be returned to Step 2.

ACV

State ACV - Load

Summary

This option will load the state ACV files into the Trustee System. The state files should be loaded before the state ACV files.

Menus
    ACV
        Files
            State ACV - Load

Step 1:   **Select process**

Select 'Menus', 'ACV', 'Files', and then 'State ACV - Load'.

Step 2:   **Enter county and city numbers**

You will be prompted to enter a county and city number to the loaded. The 'Lookup' option is available to select from existing counties and cities. To exit the process and return to the ACV menu, select the 'Exit' option.

Step 3:   **Confirm**

When the entry has been made, you will be prompted by "Data OK: Yes No Can Xit". Select 'Yes' to proceed, or 'No' to go back to Step 2, or 'Can' or 'Xit' to exit the routine and return to the ACV menu.

If you select 'Yes' to proceed, the file will be loaded. When the process is complete, you will be returned to the ACV menu.

Control - Parameter Maintenance

Summary

The maintenance process allows you to enter and maintain the ACV parameter information.

Menus
ACV
Control
Parameter Maint.

Step 1: **Select process**

After selecting 'Menus', 'ACV', and 'Maint.' pull down menu will appear that allows you to select the parameter maintenance option.

Step 2:   **Enter year and conversion factor**

Enter the ACV tax year and the SSA conversion factor. The year will default into the information on the ACV maintenance screen and the conversion factor will default into the information on the owner screen. To exit the process and return to the ACV menu, select the 'Exit' option.

```
ACV Tax Year:      2001

SSA Cnv Factor:    5.2500
```

Step 3:   **Confirm**

When the entries has been made, you will be prompted by "Data OK: Yes No Can Xit". Select 'Yes' to proceed, or 'No' to go back to Step 2, or 'Can' or 'Xit' to exit the routine. When the process is complete, you will be returned to the ACV menu.

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▪ *Accounting - Maintenance*

The Process

Summary

The Maintenance section of the Accounting describes the maintenance that can be performed on the different controlling and account files included with the accounting process.

Menus
Accounting
Maintenance

Step 1: **Select process**

After selecting 'Menus' and 'Accounting', a pull down menu will appear that allows you to select the type of maintenance to be performed.

```
00/00/11                    Accounting                    IRHMOU1
 1.Maintenance  2.Reports  3.Transactions  4.Period End  5.Audit

 A. System Control

    Account
 B. Add New G/L Account
 C. Fund Control
 D. Department
 E. Cost Center
 F. Bank
```

System Control

Summary

This option allows you to maintain the system parameters for the Accounting processing. Changes to this information should only be done under the guidance of LGDPC.

Accounting
    Maintenance
        System Control Maintenance

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Maintenance', and 'System Control'.

Step 2:   **Make necessary changes**

The information will be displayed and you can make any necessary changes to the Accounting Date, Block Transactions code, and the Year-End Complete code. The 'Lookup' option is available. Press the 'Exit' key to return to the Accounting menu.

```
Prog: AFF011        Local Government Data Processing Corporation      Date: 08/01/9?
Rel:  01.00.00                 System Control Maintenance             Path: Mill



                    User Name:            KAREN
                    Terminal Number:      4L

                    Last Updated By:      KAREN

                    Accounting Date:      ▯0011999

                    Block Transactions:   2   NO
                    Year-End Complete:    2   NO
```

Field Descriptions:

Accounting Date   This holds the system accounting date.

Block Transactions   This contains a period end process indicator. This indicator is normally set to '2-No'. The system will set the indicator to '1-Yes' during period end processing to block posting of transactions until the period end processing has been completed. 'Lookup' is available.

Year-End Complete   This field indicates if the year end processing has been completed. 'Lookup' is available.

The remaining information is for display purposes only.

Step 3:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response.

Add New G/L Account

Summary

This option allows you to add new records to the General Ledger File. This file contains records that are active account numbers. Only new accounts can be added. Maintenance cannot be performed with this option.

Accounting
  Maintenance
    Add New G/L Account

Step 1:   Select process

Select 'Menus', 'Accounting', 'Maintenance', and 'Add New G/L Account'.

Step 2:   Enter account information

Enter the appropriate fund, function, object, department, cost center, and bank number fields for the account to be added to the General Ledger File. The 'Lookup' option is available. To exit the process and return to the Accounting menu, press the 'Exit' option key.

```
Prog: TRAF01Z      Local Government Data Processing Corporation     Date: 05/01/00
Rel:  01.00.00                  Add New G/L Account                 Path: will

    Fund:        999   COUNTY TRUSTEE

    Function:    11120

    Object:

    Department:

    Cost Center: 001   CO GEN

    Bank Number:

             999-11120-   -   -001 -
```

Step 3:   Confirm

When the information has been entered, you will be prompted by "Add Account To The G/L? No Yes". Enter the appropriate response. You will be returned to the fund number in Step 2.

Fund Control

Summary

This option allows you to maintain the fund controlling accounts. Changes to this information should only be done under the guidance of LGDPC.

Accounting
   Maintenance
      Fund Control

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Maintenance', and Account 'Fund Control'.

Step 2: **Select fund and group**

Enter the fund number for the controlling accounts. The default fund will be displayed but another fund can be entered if necessary. When the fund is entered, the description will be displayed. The 'Lookup' and option is available. Press the 'Exit' key to return to the Accounting menu.

Enter the group number of the control accounts to be accessed. The first one on file will be displayed but another group can be entered if necessary. When the group number is entered, the description will be displayed along with all of the account information for the fund and group number.

Step 3: **Make necessary changes**

Make any necessary changes to the information on the screen.

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Group	Go to the Fund Group Maintenance screen.
Delete	Delete the selected information. You will be prompted to confirm the process.
Prev	Return to the previously displayed screen of information.
Next	Go to the next group of information.

Field Descriptions:

Use Dept/Sub-Fund   This flag is used in fund control to set the option of using departments on Accounting account numbers. 'Lookup' is available.

Use Cost Center   This flag is used in fund control to set the option of using cost centers on Accounting account numbers. 'Lookup' is available.

Use Bank Number   This flag is used in fund control to set the option of using bank numbers on Accounting account numbers. 'Lookup' is available.

Step 3:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response.

■ *Accounting - Maintenance*

Department

Summary

This option allows you to maintain the department accounts on the Chart of Accounts.

Accounting
Maintenance
Department

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Maintenance', and Account 'Department'.

Step 2: **Select department number**

Enter the department number to be changed. The 'Lookup' and 'Help' option is available. Press the 'Exit' key to return to the Accounting menu.

```
Prog: TRAF017        Local Government Data Processing Corporation     Date: 08/01/9!
Rel:  01.00.00                  Department Maintenance                Path: Will




            Department: 101

            Title:      GENERAL
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Prev	Return to the previously displayed screen of information.
Next	Go to the next department number on file.

Field Descriptions:

Department	This contains the department number which must be a valid fund number. 'Lookup' is available.
Title	This contains the description of the department code.

Step 3: **Confirm**

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response.

Accounting - Maintenance

Cost Center

Summary

This option allows you to maintain the cost center accounts on the Chart of Accounts.

Accounting
> **Maintenance**
> > **Cost Center**

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Maintenance', and Account 'Cost Center'.

Step 2:   **Select cost center**

Enter the cost center to be changed. The 'Lookup' and 'Help' option is available. Press the 'Exit' key to return to the Accounting menu.

```
Prog: AFF010      Local Government Data Processing Corporation      Date: 08/01/95
Rel:  01.00.00                Cost Center Maintenance               Path: Will




        Cost Center: 021

        Description: HIGHWAY CONST
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.
Prev	Return to the previously displayed screen of information.
Next	Go to the next cost center on file.

Field Descriptions:

Cost Center   This is user defined and will be associated with the Accounting account number. 'Lookup' is available.

Description   This contains the description of the cost center code.

Step 3:   **Confirm**

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Prv Nxt Xit". Enter the appropriate response.

■ *Accounting - Maintenance*

Bank

Summary

This option allows you to maintain the bank account numbers on the Chart of Accounts.

Accounting
Maintenance
Bank

Step 1:   Select process

Select 'Menus', 'Accounting', 'Maintenance', and Account 'Bank'.

Step 2:   Select bank number

Enter the bank number to be changed. The 'Lookup' and 'Help' option is available. Press the 'Exit' key to return to the Accounting menu.

```
Prog: TRF100        Local Government Data Processing Corporation    Date: 00/01/99
Rel:  01.00.00                     Bank Maintenance                 Path: Will




              Bank Number: 001

              Bank Name:    SCHOOL CAFETERIA

              Acct Number: 123456-12
```

Action Keys Available:

Exit	Exit routine, return to the main menu.
Help	View the help message for the field.
Lookup	'Lookup' information available for the field.
DataOk	All information has been entered. Confirm and continue.
Delete	Delete the selected information. You will be prompted to confirm the process.

Field Descriptions:

Bank Number	This bank number is used to identify a particular bank. 'Lookup' is available.
Bank Name	This contains the name of the bank.
Acct Number	This contains the account number for the bank.

Step 3:   Confirm

When the information has been entered, press the 'DataOk' key. You will then be prompted by "Data Ok: Yes No Can Del Xit". Enter the appropriate response.

The Process

Summary

The Reports section of the Accounting describes the reports that can be produced through the Trustee System that contain the accounting information.

Menus
Accounting
Reports

Step 1:   Select process

After selecting 'Menus', 'Accounting', and then 'Reports', a pull down menu will appear that allows you to select the type of report to be produced.

General Ledger Listing

Summary

This option allows you to process the General Ledger Listing. The report will be processed for a selected month and a range of account numbers.

Accounting
> **Reports**
>> **General Ledger Listing**

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Reports', and then 'General Ledger Listing'.

Step 2:   **Select criteria**

The default information will be displayed but changes can be made. Enter the general ledger month to be processed and then enter a beginning and ending range of account numbers. The 'Lookup' option is available. When the information has been entered, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

```
Prog: TRAQ310     Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00                 General Ledger Listing             Path: SHEILA




                           General Ledger Listing

                       G/L Month:  7 July
                                                         Cost  Bnk
                                          Fnd-Funct-Obj-Dep-Centr-Num
                  Beginning Account: 999-     -    -    -     -
                  Ending Account:    999-ZZZZZ-ZZZ-ZZZ-ZZZZZ-ZZZ
```

Step 3:   **Confirm**

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

Step 4:   **Select process**

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRAQ310    97/04/25 14:52:37              LGDPC Development System              FlexGen4(4.0A)    Page:    7

                                          General Ledger Listing
                                             May 31, 1997
999 COUNTY TRUSTEE
                                                    Beginning
              Cost  Bnk      Account           Prior     Fiscal         Y-T-D          Y-T-D         Ending
Funct-Obj-Dep-Centr-Num        Name            Year      Balance        Debit          Credit        Balance

99998-590-101          GENERAL                1,117.94-     0.00           111.00         322.49         211.49-
99998-590-115          PUBLIC LIBRARY         1,117.94      0.00           322.49           0.00         322.49
99998-590-131          HIGHWAY/PUBLIC WORKS  12,077.87-     0.00             0.00           0.00           0.00
99998-590-141          GENERAL PURPOSE SCHOOL 8,259.31      0.00             0.00           0.00           0.00
99998-590-176          HIGHWAY CAPITAL PROJECTS 3,182.26    0.00             0.00           0.00           0.00
99998-599-101          GENERAL            7,607,737.42      0.00     5,257,152.23         111.00     5,257,041.23
99998-599-115          PUBLIC LIBRARY       347,570.61      0.00       111,421.76           0.00       111,421.76
99998-599-131          HIGHWAY/PUBLIC WORKS 3,328,350.12    0.00     2,521,566.50           0.00     2,521,566.50
99998-599-141          GENERAL PURPOSE SCHOOL 20,142,916.03 0.00    15,431,454.44          0.00    15,431,454.44
99998-599-142          SCHOOL FEDERAL PROJECTS 1,366,671.56 0.00       987,610.72          0.00       987,610.72
99998-599-143          CENTRAL CAFETERIA   2,054,056.12     0.00     1,536,273.12           0.00     1,536,273.12
99998-599-145          OTHER EDUCATION SPECIAL R 56,953.43  0.00        43,378.18           0.00        43,378.18
99998-599-151          GENERAL DEBT SERVICE 11,895,750.04   0.00     4,300,257.96           0.00     4,300,257.96
99998-599-171          GENERAL CAPITAL PROJECTS 2,075.40    0.00       374,423.05           0.00       374,423.05
99998-599-176          HIGHWAY CAPITAL PROJECTS 55,120.78   0.00       450,639.46           0.00       450,639.46
99998-599-177          EDUCATION CAPITAL PROJECT 796,640.23 0.00     1,624,311.39           0.00     1,624,311.39
99998-599-180                               25,521.62       0.00       256,302.25           0.00       256,302.25
99998-599-307          JUDICIAL DISTRICT DRUG 158,448.30    0.00       109,990.85           0.00       109,990.85
                                          _____    _____    _____   _____   _____
           TOTAL EXPENDITURES          51,498,591.81      0.00    36,195,286.22     128,316.03    36,066,970.19

                                          _____    _____    _____   _____   _____
           TOTAL COUNTY TRUSTEE         8,919,077.91-     0.00   230,495,596.90  230,495,596.90           0.00


G/L Month:         05  May
                                     Cost  Bnk
                    Fnd-Funct-Obj-Dep-Centr-Num
Beginning Account: 101-      -   -   -
Ending Account:    999-ZZZZZ-ZZZ-ZZZ-ZZZZZ-ZZZ
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Bank Analysis Report

Summary

This option allows you to process the Bank Analysis Listing. The report will be processed for a selected fund and through a selected ending month. It provides running totals for selected banks or all banks.

Accounting
Reports
Bank Analysis Report

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Reports', and then 'Bank Analysis Report'.

Step 2: **Select criteria**

The default information will be displayed but changes can be made. Enter the fund to be processed and then an ending month. The 'Lookup' option is available. When the information has been entered, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

Step 3: **Select bank(s)**

```
Prog: TRAF300      Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00                    Bank Analysis                   Path: SHEILA




                         Trustee Fund:        999

                         Process Thru Month: 05  MAY
```

The banks on file will be displayed and you will select the ones to be included on the report. Use the action keys at the bottom of the screen to make the appropriate selections.

Step 4: **"Select All YTD Transactions?"**

You will be prompted by "Select All YTD Transactions? No Yes". Enter the appropriate selection.

Step 5: **Confirm**

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

The selected information will be displayed as it is being processed.

Step 6: Continue?

When the information has completed processing, you will be prompted by "Bank Analysis Report: Continue Exit". Select 'Continue' to continue to the next step or 'Exit' to return to the Step 2.

Step 7: Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 6.

```
TRAQ300    97/04/25 14:53:57              LGDPC Development System                FlexGen4(4.0A)    Page:    1

                                            Bank Analysis Report

Bank:    100  SUNTRUST BANK                                        Beginning Bank Balance:    1,334,230.05
Account: 11130  CASH IN BANK

                                                                    Individual          Total
   Type      Trans      Date      Description                Amount   Account Balance    Bank Balance

   DP        250    12/18/1996   BANK DEPOSIT - CASH IN BANK    200.00          200.00    1,334,430.05
   DP        251    12/18/1996   BANK DEPOSIT - CASH IN BANK    700.00          900.00    1,335,130.05
   DP        252    12/19/1996   BANK DEPOSIT - CASH IN BANK  2,957.66        3,857.66    1,338,087.71
   DP        253    12/19/1996   BANK DEPOSIT - CASH IN BANK  2,000.00        5,857.66    1,340,087.71
   DP        254    01/03/1997   BANK DEPOSIT - CASH IN BANK    820.30        6,677.96    1,340,908.01
   DP         34    02/06/1997   Void Prop Rct No: 95 0000034   154.68-       6,523.28    1,340,753.33
   DP         47    02/06/1997   Void Prop Rct No: 95 0000047   446.55-       6,076.73    1,340,306.78
   DP         12    02/21/1997   BANK DEPOSIT - CASH ON HAND    796.07        6,872.80    1,341,102.85
   DP         13    02/21/1997   BANK DEPOSIT - CASH ON HAND  1,392.20        8,265.00    1,342,495.05
   CD          1    05/01/1997   TESTING RDB & TRT REPORTS      200.00-       8,065.00    1,342,295.05
   DP         14    05/01/1997   TESTING RDB & TRT REPORTS      500.00        8,565.00    1,342,795.05
   DP         15    05/01/1997   TESTING DP                   1,000.00        9,565.00    1,343,795.05

                                                                   Ending Bank Balance:    1,343,795.05


TRAQ300    97/04/25 14:53:57              LGDPC Development System                FlexGen4(4.0A)    Page:    2

                                            Bank Analysis Report

Bank:    300  FIRST FARMERS & MERCHANTS                            Beginning Bank Balance:      761,785.16
Account: 11150  CASH WITH PAYING AGENTS

                                                                    Individual          Total
   Type      Trans      Date      Description                Amount   Account Balance    Bank Balance

   BB          9    05/01/1997   CONTRACTED SERVICES            150.00          150.00      761,935.16
   BB         10    05/01/1997   CONTRACTED SERVICES            100.00          250.00      762,035.16


Account: 11160  CASH WITH STATE - PUBLIC HEALTH

   BB          9    05/01/1997   CONTRACTED SERVICES            150.00-         150.00-     761,885.16

                                                                   Ending Bank Balance:      761,885.16

* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Daily Transaction Report

Summary

This option allows you to process the Daily Transaction Report. The report will be processed for a selected range of transaction dates.

Accounting
Reports
Daily Transaction Report

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Reports', and then 'Daily Transaction Report'.

Step 2: **Select criteria**

The default information will be displayed but changes can be made. Enter the beginning and ending range of transaction dates to be selected. When the information has been entered, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

```
Prog: TRAQ330     Local Government Data Processing Corporation   Date: 05/02/96
Rel:  01.00.00                 Daily Transactions Report          Path: SHEILA




                    Daily Transactions Report

                    Beginning Date:  05/02/1996
                                     MMDDCCYY
                    Ending Date:     05/02/1996
                                     MMDDCCYY
```

Step 3: **Confirm**

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

Step 4: Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRAQ330    97/04/25 14:54:32              LGDPC Development System              FlexGen4(4.0A)    Page:    1
                                          Daily Transactions Report

Effective Date: 04/01/1997


     Transction        Fnd Funct Obj Dep Cost  Bnk    Description                      Debits          Credits
       Number                             Cntr
     10000015         999-29900                       Prorate Property Receipts          0.00            59.36
     10000015         999-58900-510-101               Prorate Property Receipts         23.86             0.00
     10000015         999-65000-510-131               Prorate Property Receipts          4.51             0.00
     10000015         999-72310-510-141               Prorate Property Receipts         20.64             0.00
     10000015         999-81100-510-151               Prorate Property Receipts         10.35             0.00
     10000015         999-11120                        Prorate Property Receipts       2968.25             0.00
     10000015         999-40110-    -101               Prorate Property Receipts          0.00          1114.90
     10000015         999-40110-    -131               Prorate Property Receipts          0.00           210.68
     10000015         999-40110-    -141               Prorate Property Receipts          0.00           965.67
     10000015         999-40110-    -151               Prorate Property Receipts          0.00           482.83
     10000015         999-40120-    -101               Prorate Property Receipts          0.00            78.03
     10000015         999-40120-    -131               Prorate Property Receipts          0.00            14.74
     10000015         999-40120-    -141               Prorate Property Receipts          0.00            67.59
     10000015         999-40120-    -151               Prorate Property Receipts          0.00            33.81
                                                                                     _____          _____
                                                       Transaction Totals:           3027.61           3027.61
                                                                                     _____          _____
                                                       Daily Totals:                 3027.61           3027.61

Effective Date: 04/07/1997


         91           999-14310                        Distribute Warrants                0.00           111.00
         91           999-99998-590-101                Distribute Warrants              111.00             0.00
                                                                                     _____          _____
                                                       Transaction Totals:            111.00            111.00



        500           999-21500                        Void Prop Rct No: 95 0000500       1.57             0.00
        500           999-58900-510-101                Void Prop Rct No: 95 0000500       0.00             0.63
        500           999-65000-510-131                Void Prop Rct No: 95 0000500       0.00             0.12
        500           999-72310-510-141                Void Prop Rct No: 95 0000500       0.00             0.55
        500           999-81100-510-151                Void Prop Rct No: 95 0000500       0.00             0.27
        500           999-11120                        Void Prop Rct No: 95 0000500       0.00            78.68
        500           999-40110-    -101               Void Prop Rct No: 95 0000500      31.62             0.00
        500           999-40110-    -131               Void Prop Rct No: 95 0000500       5.98             0.00
        500           999-40110-    -141               Void Prop Rct No: 95 0000500      27.39             0.00
        500           999-40110-    -151               Void Prop Rct No: 95 0000500      13.69             0.00
                                                                                     _____          _____
                                                       Transaction Totals:             80.25            80.25
                                                                                     _____          _____
                                                       Daily Totals:                  191.25           191.25
                                                                                     _____          _____
                                                       Grand Totals:                 3218.86           3218.86
                                                                                     _____          _____

Beginning Date: 04/01/1997
Ending Date:    04/30/1997
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Month-To-Date Trustee's Report

Summary

This option allows you to process the Trustee's Month-To-Date Report. The report will be processed for a selected month or range of months and fund number.

Accounting
  Reports
    Month-To-Date Trustee's Report

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Reports', and then 'M-T-D Trustee's Report'.

Step 2:   **Select criteria**

The default information will be displayed but changes can be made. Enter the beginning and ending range of fund numbers to be processed. The 'Lookup' option is available.

After entering the fund, a pop-up menu will display where you can select the departments to be processed. Use the action keys at the bottom of the screen to make the appropriate selection(s).

You will be returned to the original where you will select the report month to be processed. When all information has been selected, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

```
Prog: TRAQ340     Local Government Data Processing Corporation     Date: 04/03/97
Rel:  02.00.27              M-T-D Trustee's Report                 Path: files




              ┌─────────────────────────────────────────┐
              │         M-T-D Trustee's Report           │
              │                                          │
              │  Beginning Month: 3   March      1997    │
              │                                          │
              │  Ending Month:    3   March      1997    │
              │                                          │
              │  Trustee Fund: 999                       │
              │                                          │
              └─────────────────────────────────────────┘
```

Step 3:   **Confirm**

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

The information will be displayed as it is processed.

Step 4:   Select process

When all information for the report has been processed, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

```
TRAQ340    97/04/25 14:55:18                   LGDPC Development System                   FlexGen4(4.0A)     Page:    1

                           M-T-D Trustee's Report -  For The Period April 1997 Thru May 1997
                                      (A Minus Sign Denotes A Credit Balance)

                           Department: 101 GENERAL
                                                         Receipts
                        Cost
             Funct Obj Centr        Description                                       Amount

             40110                  CURRENT PROPERTY TAX                            1,383.28-
             40120                  TRUSTEE'S COLLECTIONS - PRIOR                       78.03-

                                    Total Receipts:                                 1,461.31-
```

```
TRAQ340    97/04/25 14:55:18                   LGDPC Development System                   FlexGen4(4.0A)     Page:    2

                           M-T-D Trustee's Report -  For The Period April 1997 Thru May 1997
                                      (A Minus Sign Denotes A Credit Balance)

                           Department: 101 GENERAL
                                                          Recap
```

```
TRAQ340    97/04/25 14:55:18                   LGDPC Development System                   FlexGen4(4.0A)     Page:    1

                           M-T-D Trustee's Report -  For The Period April 1997 Thru May 1997
                                      (A Minus Sign Denotes A Credit Balance)

                           Department: 112 COURTHOUSE & JAIL MAINTENANCE
                                                          Recap
                                                                      Amount         Balance

                           Trustee's Beginning Balance:                            1,545.25-

                           Trustee's Ending Balance:                               1,545.25-

    * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Year-To-Date Trustee's Report

Summary

This option allows you to process the Trustee's Year-To-Date Report. The report will be processed through a selected month and fund number.

Accounting
    Reports
        Year-To-Date Trustee's Report

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Reports', and then 'Y-T-D Trustee's Report'.

Step 2:   **Select criteria**

The default information will be displayed but changes can be made. Enter the fund number to be processed. The 'Lookup' option is available.

After entering the fund, a pop-up menu will display where you can select the departments to be processed. Use the action keys at the bottom of the screen to make the appropriate selection(s).

You will be returned to the original where you will select the report month to be processed. When all information has been selected, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

```
Prog: TRAQ345      Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00                  Y-T-D Trustee's Report             Path: SHEILA




                         Y-T-D Trustee's Report

                      Report Month:  7 July      1995

                      Trustee Fund: 999

```

Step 3:   **Confirm**

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

The information will be displayed as it is processed.

Step 4: **Select process**

When all information for the report has been processed, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

```
TRAQ345    97/04/25 14:56:21              LGDPC Development System              FlexGen4(4.0A)    Page:    1

                          Y-T-D Trustee's Report -  For The Period Ending Funct Obj Centr
                                      (A Minus Sign Denotes A Credit Balance)

                          Department: 101 GENERAL
                                                      Receipts
                   Cost
          Funct Obj Centr        Description                                       Amount

          40110              CURRENT PROPERTY TAX                              12,799.20-
          40120              TRUSTEE'S COLLECTIONS - PRIOR                         81.60-

                             Total Receipts:                                  12,880.80-
```

```
TRAQ345    97/04/25 14:56:21              LGDPC Development System              FlexGen4(4.0A)    Page:    2

                          Y-T-D Trustee's Report -  For The Period Ending
                                      (A Minus Sign Denotes A Credit Balance)

                          Department: 101 GENERAL
                                                      Recap
```

```
TRAQ345    97/04/25 14:56:21              LGDPC Development System              FlexGen4(4.0A)    Page:    1

                          Y-T-D Trustee's Report -  For The Period Ending
                                      (A Minus Sign Denotes A Credit Balance)

                          Department: 112 COURTHOUSE & JAIL MAINTENANCE
                                                      Recap
                                                         Amount        Balance

                    Trustee's Beginning Balance:                          0.00

                    Trustee's Ending Balance:                             0.00

* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Posted Transactions Report

Summary

This option allows you to process the Posted Transactions Report. The report will be processed for a selected date and a range of account numbers.

Accounting
> **Reports**
>> **Posted Transactions Report**

Step 1:   Select process

Select 'Menus', 'Accounting', 'Reports', and then 'Posted Transactions Report'.

Step 2:   Select criteria

The default information will be displayed but changes can be made. Enter the beginning and ending range of account numbers and transaction dates to be selected. The 'Lookup' option is available. When the information has been entered, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

```
Prog: AFQ320      Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00                Posted Transactions Report          Path: SHEILA



                         Posted Transactions Report
                                                        Cost   Bnk
                                          Fnd-Funct-Obj-Dep-Centr-Num
        Beginning Account Number: 999-     -    -    -
        Ending Account Number:    999-ZZZZZ-ZZZ-ZZZ-ZZZZZ-ZZZ

        Beginning Date:           07/01/1995
        Ending Date:              06/30/1996
```

Step 3:   Confirm

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

Step 4: Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

```
AFQ320      97/04/25 14:57:18              LGDPC Development System                FlexGen4(4.0A)    Page:  217

                                          Posted Transactions Report
                                        January 01, 1995 Thru June 30, 1997
      Seq  Trans Trans              Sub Cost  Sub                         Effective
      No.  Type  Number Fnd-Funct-Obj-Fnd-Centr-Obj        Description      Date           Debit           Credit

                        999 COUNTY TRUSTEE
WARRANT DISTIBUTION

   10067 WA     11901 999-99998-599-307      DISTRIBUTE WARRANTS      01/19/1996        24.63
   10068 WA     12301 999-99998-599-307      DISTRIBUTE WARRANTS      01/23/1996       356.56
   10069 WA     12401 999-99998-599-307      DISTRIBUTE WARRANTS      01/24/1996         5.76
   10070 WA     12901 999-99998-599-307      DISTRIBUTE WARRANTS      01/29/1996       454.84
   10071 WA     13001 999-99998-599-307      DISTRIBUTE WARRANTS      01/30/1996     5,444.91
   10072 WA     13101 999-99998-599-307      DISTRIBUTE WARRANTS      01/31/1996       598.37
   10073 WA     20101 999-99998-599-307      DISTRIBUTE WARRANTS      02/01/1996       358.40
   10074 WA     20501 999-99998-599-307      DISTRIBUTE WARRANTS      02/05/1996       278.45
   10075 WA     20601 999-99998-599-307      DISTRIBUTE WARRANTS      02/06/1996       277.20
   10076 WA     20701 999-99998-599-307      DISTRIBUTE WARRANTS      02/07/1996        80.88
   10077 WA     22001 999-99998-599-307      DISTRIBUTE WARRANTS      02/20/1996       700.00
   10078 WA     22201 999-99998-599-307      DISTRIBUTE WARRANTS      02/22/1996       155.29
   10079 WA     22601 999-99998-599-307      DISTRIBUTE WARRANTS      02/26/1996       156.60
   10080 WA     22801 999-99998-599-307      DISTRIBUTE WARRANTS      02/28/1996       481.71
   10081 WA     22901 999-99998-599-307      DISTRIBUTE WARRANTS      02/29/1996        91.68
   10082 WA     30501 999-99998-599-307      DISTRIBUTE WARRANTS      03/05/1996        93.00
   10083 WA     30601 999-99998-599-307      DISTRIBUTE WARRANTS      03/06/1996        14.69
   10084 WA     31101 999-99998-599-307      DISTRIBUTE WARRANTS      03/11/1996       200.00
   10085 WA     31301 999-99998-599-307      DISTRIBUTE WARRANTS      03/13/1996     1,089.07
   10086 WA     31501 999-99998-599-307      DISTRIBUTE WARRANTS      03/15/1996        22.78
   10087 WA     31901 999-99998-599-307      DISTRIBUTE WARRANTS      03/19/1996       800.00
   10088 WA     32001 999-99998-599-307      DISTRIBUTE WARRANTS      03/20/1996       294.00
   10089 WA     32501 999-99998-599-307      DISTRIBUTE WARRANTS      03/25/1996       253.53
   10090 WA     32601 999-99998-599-307      DISTRIBUTE WARRANTS      03/26/1996        76.89
   10091 WA     32701 999-99998-599-307      DISTRIBUTE WARRANTS      03/27/1996       371.21
   10092 WA     32801 999-99998-599-307      DISTRIBUTE WARRANTS      03/28/1996       324.35
   10093 WA     32901 999-99998-599-307      DISTRIBUTE WARRANTS      03/29/1996       814.24
                                                                                  _____
Grand Total:                                                                       230,496,346.90   230,496,346.90
                                                                                  ================================

Beginning Account:  101
Ending Account:     999 ZZZZZ ZZZ ZZZ ZZZZZ ZZZ
Beginning Date:      1/ 1/1995
Ending Date:        06/30/1997
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Standard Report Selection

Summary

This option allows you to process the standard reports available in the Trustee's Accounting System. Various reports can be selected in either regular account order or in department order. When the reports are selected, you can then enter more detailed selection criteria.

Note: This differs from the 'Standard Reports Print' in that you can print (one copy) or display and can only select only report at a time.

Accounting
Reports
Standard Report Selection

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Reports', and then 'Standard Report Selection'.

Step 2: **Select report order**

You have the option to process the reports in regular account number order or department order. Make the appropriate selection. The 'Lookup' option is available. When the information has been entered, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

Step 3: **Select report**

The reports shown to be selected are dependant on the report order selected. Use the function keys at the bottom of the screen to select the report to be processed. Press the 'Exit' key to return to Step 2.

```
Prog: TRAF340      Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00               Standard Report Selection            Path: SHEILA


          Enter Desired Report Order:


                        Select Desired Report
             Program    Description
             TRAQ310    General Ledger Listing
             TRAQ320    Journal Listings
             TRAQ360    Account Analysis Report By Account
             TRAQ360B   Account Analysis By Transaction Number
             TRAQ360C   Account Analysis By Function
             TRAQ605    Balance Sheet
             TRAQ745    Trial Balance
```

Regular
Report Order

4

Step 4:   Enter selection criteria

You will be prompted to enter the selection criteria for the information to be processed. Enter the appropriate information. 'Lookup' may be available.

Step 5:   Confirm

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

Step 6:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

Regular Order - Report Descriptions

Accounting Listing - This lists active accounts including activity and balance which are associated with the fund.

Journal Listings - These allow the user to select information to be reported in transaction type order (CR-Cash Receipts, CD-Cash Disbursements, DP-Deposits, etc.).

Account Analysis - This allows the user to specify a data range and account or transaction order depending on the option chosen. The report lists detailed entries for accounts.

   by Account - You will specify a beginning date and full account number.

   by Transaction - You will specify date and transaction number.

   by Function - You will specify the fund and function number. The department is not used in the selection criteria. The report shows detailed entries and produces totals by function.

Balance Sheet - This lists those accounts (assets, liabilities, 'control') which currently have an existing balance.

Trial Balance - This lists those accounts (assets, liabilities, 'control') which currently have or have had activity during the current fiscal year.

Standard Reports Print

Summary

This option allows you to process the standard reports available in the Trustee's Accounting System. Various reports can be selected in either regular account order or in department order. When the reports are selected, you can then enter more detailed selection criteria.

Note: This differs from the 'Standard Report Selection' in that you can select multiple reports to print (not display), can print multiple copies, and can select the reports in a certain order.

Accounting
Reports
Standard Reports Print

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Reports', and then 'Standard Reports Print'.

Step 2: **Select selection criteria**

Enter the information to use in selecting the information to process for the report(s). The 'Lookup' option is available. When the information has been entered, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

```
Prog: TRAF341      Local Government Data Processing Corporation     Date: 08/01/99
Rel:  04.00.00                 Standard Reports Print               Path: Will


        Report Order:      01 REGULAR

        Beginning Date:    08/01/1999
        Ending Date:       08/01/1999
                                                           Cost
                                       Fnd-Funct-Obj-Dep-Cnter-Bnk
        Beginning Account:      -     -   -   -     -
        Ending Account:    999-ZZZZZ-ZZZ-ZZZ-ZZZZZ-ZZZ
```

Step 3: **Confirm**

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

Step 4:   Select report(s), order, and copies

The reports shown to be selected are dependant on the report order selected. First, position the cursor on the report you want to print first and press <enter>. You will then enter the number of copies to be printed. After entering the number of copies, the report order will be automatically assigned. If you want to process more reports, follow the same routine. Remember to select the reports in the order in which you want them to be printed and refer to the function keys at the bottom of the screen for instructions.

When all reports have been selected, press the 'Update' key to begin the processing. As each report processes, the information will be displayed on the screen. After the information is processed, the report(s) will print. When finished, you will be returned to Step 2.

```
Prog: TRAF341     Local Government Data Processing Corporation     Date: 05/02/96
Rel:  01.00.00                  Standard Reports Print              Path: SHEILA


                          Select Desired Report
      Report
      Order   Copies  Report Description
        1       1     Account Analysis By Function PR
        2       1     Account Analysis Report By Account PR
        3       1     Audit Adjustments Journal PR
        4       1     Balance Sheet PR
                      Cash Deposits Journal PR
                      Cash Disbursements Journal PR
                      Cash Receipts Journal PR
                      Commissions Journal PR
                      General Journal PR
                      General Ledger Listing PR
                      Refunds Journal PR
                      Transfers Journal PR
```

Month Range R-D-B Report

Summary

This option allows you to process the Month-To-Date Receipts, Disbursements, and Balances Report. The report will be processed for a selected month or range of months.

Accounting
> **Reports**
>> **Month Range R-D-B Report**

Step 1:   Select process

Select 'Menus', 'Accounting', 'Reports', and then 'Month Range R-D-B Report'.

Step 2:   Select criteria

Enter the month of the transactions to be processed. When the information has been entered, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

```
Prog: TRAQ710A    Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00                 Month Range R-D-B Report           Path: SHEILA




                          Month Range R-D-B Report

                       Beginning Month: 07 July      1995
                       Ending Month:    07 July      1995
```

Step 3:   Confirm

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

Step 4:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

```
TRAQ710A   97/04/25 14:59:24              LGDPC Development System              FlexGen4(4.0A)    Page:    1

                Trustee's M-T-D Cash Receipts, Disbursements And Balances - January 1997 Thru May 1997
                                      (A Minus Sign Denotes A Credit Balance)

        Description/                                  Transfers                   Transfers   Commission      Ending
Acct #  Beg Balance      Adjustments     Receipts        In      Disbursements      Out       Transfers       Balance
        _____


  101 GENERAL
       219,773.32-        500.00-       7,415.65-       333.00      1,211.00       111.00-      257.72-     226,513.69-
  112 COURTHOUSE & JAIL MAINTENANCE
          150.00-           0.00           0.00           0.00         0.00          0.00         0.00         150.00-
  115 PUBLIC LIBRARY
        10,075.13           0.00           0.00           0.00         0.00          0.00         0.00       10,075.13
  131 HIGHWAY/PUBLIC WORKS
       126,826.43-          0.00       1,344.70-        111.00         0.00          0.00        26.94      128,033.19-
  141 GENERAL PURPOSE SCHOOL
     1,189,230.56-          0.00       6,163.22-          0.00         0.00          0.00       123.23    1,195,270.55-
  142 SCHOOL FEDERAL PROJECTS
        65,662.94-          0.00           0.00           0.00         0.00          0.00         0.00       65,662.94-
  143 CENTRAL CAFETERIA
        88,524.24           0.00           0.00           0.00         0.00          0.00         0.00       88,524.24
  145 OTHER EDUCATION SPECIAL REVENUE
          383.49-           0.00           0.00           0.00         0.00          0.00         0.00         383.49-
  151 GENERAL DEBT SERVICE
     2,779,702.56         500.00       3,081.63-        333.00-        0.00          0.00        61.66    2,776,849.59
  171 GENERAL CAPITAL PROJECTS
       200,484.29           0.00           0.00           0.00         0.00          0.00         0.00      200,484.29
  176 HIGHWAY CAPITAL PROJECTS
       373,139.46           0.00           0.00           0.00         0.00          0.00         0.00      373,139.46
  177 EDUCATION CAPITAL PROJECTS
       476,540.39           0.00           0.00           0.00         0.00          0.00         0.00      476,540.39
  180
       115,117.40           0.00           0.00           0.00         0.00          0.00         0.00      115,117.40
  301 DRUG CONTROL
         7,558.95           0.00           0.00           0.00         0.00          0.00         0.00        7,558.95
  304 DISTRICT ATTORNEY GENERAL
          911.76-           0.00           0.00           0.00         0.00          0.00         0.00         911.76-
  307 JUDICIAL DISTRICT DRUG
           51.16            0.00           0.00           0.00         0.00          0.00         0.00          51.16
21500 DUE TO OTHER FUNDS
    15,053,544.56-          0.00           0.00           0.00         0.00          0.00         1.57   15,053,542.99-
                    _____  _____  _____  _____  _____  _____  _____

    12,605,289.48-          0.00      18,005.20-        111.00      1,211.00       111.00-       44.32-  12,622,128.00-
    =============== =============== =============== =============== =============== =============== =============== ===============
                                                 January                                                  May
Summary Of Assets                           Beginning Balance                                       Ending Balance

11110 PETTY CASH                                    100.00-                                               100.00-
11120 CASH ON HAND                               10,025.56                                             27,762.57
11130 CASH IN BANK                            4,623,552.47                                          7,011,740.83
11150 CASH WITH PAYING AGENTS                       250.00                                                250.00
11160 CASH WITH STATE - PUBLIC HEALTH               150.00-                                               150.00-
11300 INVESTMENTS                             7,968,299.34                                          8,568,299.34
11410 ACCOUNTS RECEIVABLE                        24,403.00                                             39,043.23
14310 UNDISTRIBUTED WARRANTS                          0.00                                              1,011.00-
21500 DUE TO OTHER FUNDS                              0.00                                                  0.00
                                              _____                                      _____
    Total                                    12,626,280.37                                         15,645,834.97
                                              ===============                                       ===============
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Year-To-Date R-D-B Report

Summary

This option allows you to process the Year-To-Date Receipts, Disbursements, and Balances Report. The report will be processed for a selected month.

Accounting
Reports
Year To Date R-D-B Report

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Reports', and then 'Year To Date R-D-B Report'.

Step 2: **Select criteria**

Enter the month of the transactions to be processed. When the information has been entered, press the 'Update' key to continue. Press the 'Exit' key to return to the Accounting menu.

```
Prog: TRAQ710    Local Government Data Processing Corporation   Date: 05/02/96
Rel:  01.00.00              Year To Date R-D-B Report           Path: SHEILA




                        Year To Date R-D-B Report

                    Report Month: 07 July      1995
```

Step 3: **Confirm**

When the selection criteria has been entered, you will be prompted by "Is This Screen Correct?". Select 'Yes' to continue or 'No' go back and enter new criteria.

Step 4:   Select process

When all information for the report has been selected, you will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

```
TRAQ710    97/04/25 15:00:03              LGDPC Development System              FlexGen4(4.0A)   Page:    1

                     Trustee's Y-T-D Cash Receipts, Disbursements And Balances - April 1997
                                      (A Minus Sign Denotes A Credit Balance)

          Description/                             Transfers                     Transfers     Commission      Ending
Acct #  Beg Balance     Adjustments      Receipts      In       Disbursements       Out        Transfers       Balance


  101 GENERAL
          50.00-           0.00       12,880.80-      0.00         111.00          0.00          257.58      12,562.22-
  112 COURTHOUSE & JAIL MAINTENANCE
         150.00-           0.00            0.00       0.00           0.00          0.00            0.00         150.00-
  115 PUBLIC LIBRARY
         300.00            0.00            0.00       0.00           0.00          0.00            0.00         300.00
  131 HIGHWAY/PUBLIC WORKS
           0.00            0.00        2,372.33-      0.00           0.00          0.00           47.47       2,324.86-
  141 GENERAL PURPOSE SCHOOL
         100.00-           0.00       10,873.27-      0.00           0.00          0.00          217.45      10,755.82-
  151 GENERAL DEBT SERVICE
           0.00            0.00        5,436.68-      0.00           0.00          0.00          108.78       5,327.90-
21500 DUE TO OTHER FUNDS
  15,053,544.56-           0.00            0.00       0.00           0.00          0.00            1.57   15,053,542.99-
  _____    _____     _____  _____   _____   _____   _____   _____

  15,053,544.56-           0.00       31,563.08-      0.00         111.00          0.00          632.85   15,084,363.79-
  =============    ============     ============  ===========   ============   ===========   ============   ============


TRAQ710    97/04/25 15:00:03              LGDPC Development System              FlexGen4(4.0A)   Page:    2

                     Trustee's Y-T-D Cash Receipts, Disbursements And Balances - April 1997
                                      (A Minus Sign Denotes A Credit Balance)

                                            Fiscal Year                                    April
Summary Of Assets                       Beginning Balance                             Ending Balance

11110 PETTY CASH                               100.00-                                        100.00-
11120 CASH ON HAND                           1,000.00                                      27,962.57
11130 CASH IN BANK                         6,805,259.04                                  7,010,440.83
11150 CASH WITH PAYING AGENTS                  250.00                                        250.00
11160 CASH WITH STATE - PUBLIC HEALTH          150.00-                                        150.00-
11300 INVESTMENTS                          8,268,299.34                                  8,568,299.34
11410 ACCOUNTS RECEIVABLE                      380.00                                      39,043.23
14310 UNDISTRIBUTED WARRANTS                     0.00                                        111.00-
21500 DUE TO OTHER FUNDS                         0.00                                          0.00
                                          _____                                    _____

       Total                              15,074,938.38                                 15,645,634.97
                                          ============                                    ============


This Report Is Submitted In Accordance With Requirements Of Section S-8-505,
And/Or 67-5-1902, Tennessee Code Annotated, And To The Best Of My Knowledge
And Belief Accurately Reflects Transactions Of This Office For The Year Ended
April 1997.


     _____   _____
     (Signature)                          (Date)


     _____
     (Title)
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Accounting - Transactions

The Process

Summary

The Transactions section of the Accounting allows you to manually maintain and post transactions to the Accounting and also print various transaction reports.

Menus
Accounting
Transactions

Step 1: **Select process**

After selecting 'Menus', 'Accounting', and then 'Transactions', a pull down menu will appear that allows you to select the type of process to be produced.
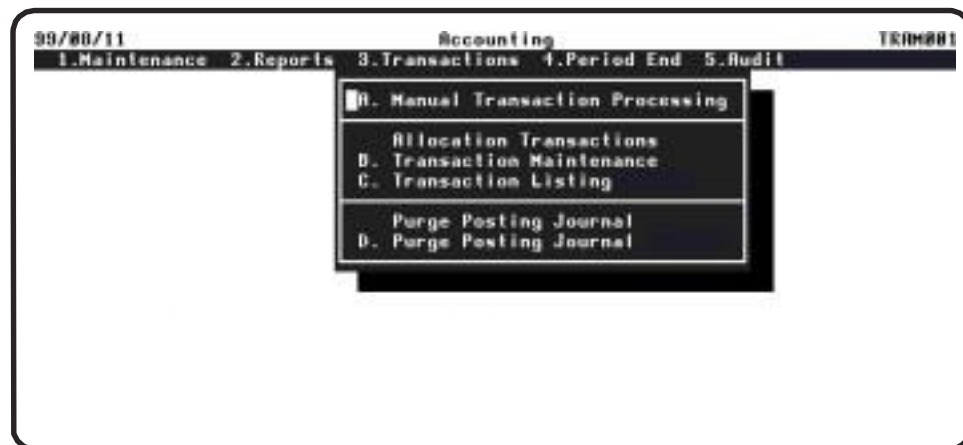
Manual Transaction Processing - Transaction Maintenance

Summary

This option allows you to manually maintain transactions.

Accounting
Transactions
Manual Transaction Processing

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Transactions', 'Manual Transaction Processing', and then 'Transaction Maintenance'.

Step 2: **Select transaction type**

A pull-down menu will display and you will select the type of transaction that is to be added or accessed. Make the appropriate selection. Select 'Exit' to return to the Accounting menu.

```
Prog: TRAF040    Local Government Data Processing Corporation   Date: 05/02/96
Rel:  01.00.00            Manual Transaction Processing         Path: SHEILA


           1.Transaction Maintenance  2.Posting Options

           A. Exit
           B. AJ - Audit Adjustments
           C. CD - Cash Disbursements
           D. CR - Cash Receipts
           E. CO - Commissions
           F. DP - Deposits
           G. JE - Journal Entries
           H. RF - Refunds
           I. TR - Transfers
           J. WA - Warrants
```

Step 3: **Enter transaction information**

Enter the Transaction Type, Fund, and Transaction Number. When adding a transaction, the transaction number is assigned automatically on all entries except cash disbursements.

If the transaction is already on file, the information will be displayed and you can make any necessary changes. Otherwise, enter the information for the new transaction. Use the function keys at the bottom of the screen. As the transaction lines are entered, the transaction and batch total at the bottom of the screen will be updated.

When all the transaction is correct and complete, press the 'DataOk' key.

```
Prog: TRAF040A      Local Government Data Processing Corporation      Date: 08/01/99
Rel:  04.00.00              Manual Transaction Maintenance            Path: Will

   Transaction Type:    CD   CASH DISBURSEMENTS
   Fund:                999  COUNTY TRUSTEE
   Transaction Number:                   Transaction Date: 08/01/1999
   Description:         MISCELLANEOUS

   Line                      Cost   Bnk      Debit          Credit         Post
   Number  Funct  Obj Dep   Centr   Num      Amount         Amount         Flag
     1     11110                    300         99.98
           PETTY CASH

     2     11110                    005                         99.98
           PETTY CASH

     3


                        Transaction Total        99.98          99.98
   # Trans:                 Batch Total          99.98          99.98
```

Step 3:   **Confirm**

When the transaction has been entered and you press the 'DataOk' key, you will be prompted by "Data Ok: Yes No Can Prv Nxt Xit". Select 'Yes' to update, 'No' go back and make changes, 'Can' to completely cancel the changes made to the transaction, 'Prv' to go to the previously selected transaction, 'Nxt' to go to the next transaction on file, or 'Xit' to exit the routine.

When the transaction is updated, you will be returned to the transaction number field.

Manual Transaction Processing - Posting Options

Summary

This contains the Posting Option processes.

Accounting
  Transactions
    Manual Transaction Processing
      Posting Options

Step 1: Select process

Select 'Menus', 'Accounting', 'Transactions', 'Manual Transaction Processing', and then 'Posting Options'.

Step 2: Select process

A pull-down menu will display and you will select the type of process to be performed. Make the appropriate selection. Select 'Exit' to return to the Accounting menu.
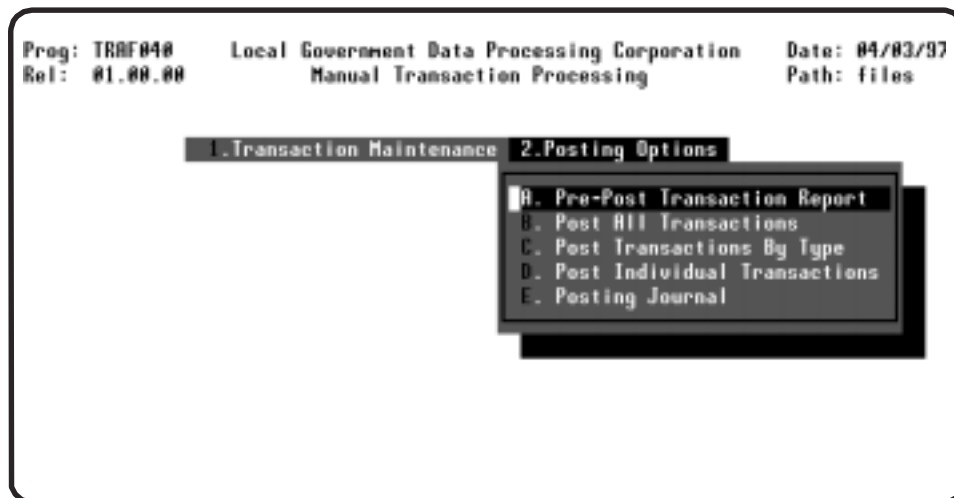
```
Prog: TRAF040      Local Government Data Processing Corporation    Date: 04/03/97
Rel:  01.00.00              Manual Transaction Processing           Path: files


              1.Transaction Maintenance  2.Posting Options
                                        ┌─────────────────────────────┐
                                        │A. Pre-Post Transaction Report│
                                        │B. Post All Transactions      │
                                        │C. Post Transactions By Type  │
                                        │D. Post Individual Transactions│
                                        │E. Posting Journal            │
                                        └─────────────────────────────┘
```

Manual Transaction Processing - Posting Options
Pre-Post Transaction Report

Summary

This option allows you to process the transaction report before posting. This is used for checking to be sure all transactions are correct before they are posted.

Accounting
> **Transactions**
>> **Manual Transaction Posting**
>>> **Posting Options**
>>>> **Pre-Post Transaction Report**

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Transactions', 'Manual Transaction Posting', 'Posting Options', and then 'Pre-Post Transaction Report'.

Step 2:   **Continue?**

You will be prompted by "Pre-Posted Transaction Rpt: Continue Exit". Select 'Continue' to continue to the next step or 'Exit' to return to the Posting Options menu.

Step 3:   **Select process**

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRAQ060    97/04/25 15:08:00              LOCAL GOVERNMENT DATA DEMO                  FlexGen4(4.0A)    Page:    1

                                           Pre-Posted Transaction Rpt

Trans Fnd Funct Obj Dept Cost  Bnk    Trans  Description              Effective    Debit Amount   Credit Amount   Control Post
Type                  Centr Num    Number                              Date                                        Number

AJ    999-40110-  -101              8  TEST                          05/14/1997       100.00          0.00
AJ    999-40110-  -151              8  TEST                          05/14/1997         0.00        100.00
                                                                                     _____       _____
                         8 Total                                                      100.00        100.00

                         AJ Total                                                     100.00        100.00

                      Batch Total                                                     100.00        100.00
                      Number Of Transactions    2
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Manual Transaction Processing - Posting Options
Post All Transactions

Summary

This option posts all existing transactions to the Accounting.

Accounting
    Transactions
        Manual Transaction Posting
            Posting Options
                Post All Transactions

Step 1:   **Select process**

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

Step 2:   **Post transactions**

No information will be displayed and you will not be prompted for any kind of information. When the posting process has completed, you will be returned to the Posting Options menu.

Manual Transaction Processing - Posting Options
Post Transactions By Type

Summary

This option allows you to post the transactions by selecting a transaction type.

Accounting
   Transactions
      Manual Transaction Posting
         Posting Options
            Post Transactions By Type

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Transactions', 'Manual Transaction Posting', 'Posting Options', and then 'Post Transactions By Type'.

Step 2: **Select transaction type**

The transaction types available will be displayed and you will use the arrow keys to move the cursor to the transaction type to be posted. When the appropriate line is highlighted, press the 'Post' key.

```
Prog: TRAF040      Local Government Data Processing Corporation      Date: 05/02/96
Rel:  01.00.00              Manual Transaction Processing            Path: SHEILA


                    ╔════════════════════════════════════╗
                    ║     Select Transaction Type To Post ║
                    ║  Type      Description              ║
                    ║  AJ        AUDIT ADJUSTMENTS        ║
                    ║  CD        CASH DISBURSEMENTS       ║
                    ║  CO        COMMISSIONS              ║
                    ║  CR        CASH RECEIPTS            ║
                    ║  DP        DEPOSITS                 ║
                    ║  JE        JOURNAL ENTRIES          ║
                    ║  RF        REFUNDS                  ║
                    ║  TR        TRANSFERS                ║
                    ║  WA        WARRANTS                 ║
                    ╚════════════════════════════════════╝
```

Step 3: **Post transactions**

The transactions for the transaction type will be posted. You will not have to enter any additional information and no other information will be displayed. When the process is complete, you will be returned to the Posting Options menu.

Manual Transaction Processing - Posting Options
Post Individual Transactions

Summary

This option allows you to post a specific transaction to the Accounting.

Accounting
  Transactions
    Manual Transaction Posting
      Posting Options
        Post Individual Transactions

Step 1:   Select process

Select 'Menus', 'Accounting', 'Transactions', 'Manual Transaction Posting', 'Posting Options', and then 'Post Individual Transactions'.

Step 2:   Select transactions to post

The unposted transactions will be displayed. Use the arrow keys to select the transaction number to be posted. Then, press the 'Post' key.

```
Prog: TRAF040        Local Government Data Processing Corporation    Date: 08/01/99
Rel:  04.00.00               Manual Transaction Processing          Path: Will

              ┌─────────────────────────────────────────────────────────────┐
              │           Select Individual Transaction To Post               │
              ├──────┬──────┬──────────┬───────────────────────┬─────────────┤
              │ Type │ Fund │ Trans #  │     Description        │    Date     │
              │  GD  │ 999  │ 00000002 │ MISCELLANEOUS          │ 08/01/1999  │
              │      │      │          │                        │             │
              │      │      │          │                        │             │
              │      │      │          │                        │             │
              └──────┴──────┴──────────┴───────────────────────┴─────────────┘
```

Step 3:   Post transaction

The transaction will be posted. You will not have to enter any additional information and no other information will be displayed. When the process is complete, you will be returned to the Posting Options menu.

Manual Transaction Processing - Posting Options
Posting Journal

Summary

This option allows you to process the transactions that have been posted. This is used for checking to be sure all transactions were posted correctly.

Accounting
    Transactions
        Manual Transaction Posting
            Posting Options
                Posting Journal

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Transactions', 'Manual Transaction Posting', 'Posting Options', and then 'Posting Journal'.

Step 2:   **Continue?**

You will be prompted by "Posting Journal: Continue Exit". Select 'Continue' to continue to the next step or 'Exit' to return to the Posting Options menu.

Step 3:   **Select process**

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection. When the process has completed, you will be returned to Step 2.

```
TRAQ070    97/04/25 15:08:36              LGDPC Development System              FlexGen4(4.0A)    Page:    1

                                              Posting Journal

 Proc Tran    Trans     Fnd Funct Obj Dep Cost  Bnk  Description/Remarks        Trans Date    Debit Amount    Credit Amount
 Type Type    Number                    Centr Num

   02 CO   10000015   999-29900                        Prorate Property Receipts  04/01/1997         0.00            59.36
   02 CO   10000015   999-58900-510-101               Prorate Property Receipts  04/01/1997        23.86             0.00
   02 CO   10000015   999-65000-510-131               Prorate Property Receipts  04/01/1997         4.51             0.00
   02 CO   10000015   999-72310-510-141               Prorate Property Receipts  04/01/1997        20.64             0.00
   02 CO   10000015   999-81100-510-151               Prorate Property Receipts  04/01/1997        10.35             0.00
                                                                                                 _____         _____
                                                                                                    59.36            59.36

   02 CR   10000015   999-11120                        Prorate Property Receipts  04/01/1997      2807.89             0.00
   02 CR   10000015   999-40110-    -101               Prorate Property Receipts  04/01/1997         0.00          1114.90
   02 CR   10000015   999-40110-    -131               Prorate Property Receipts  04/01/1997         0.00           210.68
   02 CR   10000015   999-40110-    -141               Prorate Property Receipts  04/01/1997         0.00           965.67
   02 CR   10000015   999-40110-    -151               Prorate Property Receipts  04/01/1997         0.00           482.83
   02 CR   10000015   999-40120-    -151               Prorate Property Receipts  04/01/1997         0.00            33.81
                                                                                                 _____         _____
                                                                                                  2807.89          2807.89

                                                                                                 _____         _____
                                          *** Total Transmitted                                   2867.25          2867.25
                                          *** Total Posted To G/L                                 2867.25          2867.25
 * End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Allocation Transaction Maintenance

Summary

This option allows you to maintain the account allocation or detail lines for a selected transaction. Account lines can be added, deleted, or changed. Also, you can directly post the transaction to the Accounting.

Accounting
   Transactions
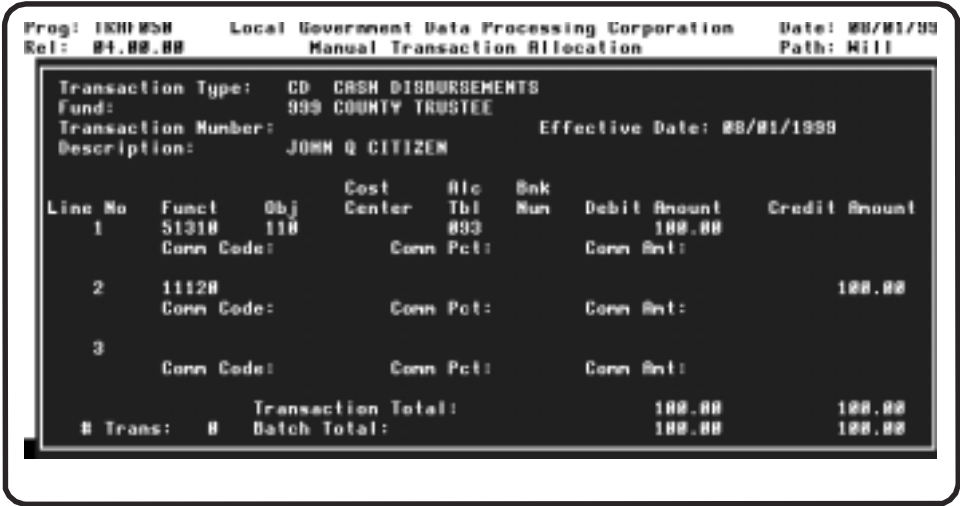   **Allocation Transaction Maintenance**

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Transactions', and Allocation Transactions 'Transaction Maintenance'.

Step 2: **Select transaction**

Enter the Transaction Type, Fund, and Transaction Number of the transaction. The 'Lookup' option is available. The 'Exit' key will return you to the Accounting menu.

Step 3: **Make necessary changes**

The remaining information for the transaction will be displayed. Make any necessary changes to the transaction. You can add, delete, or change the line items. Use the function keys at the bottom of the screen.

```
Prog: IKHIMSH      Local Government Data Processing Corporation      Date: 08/01/99
Rel:  04.00.00                Manual Transaction Allocation          Path: Will

Transaction Type:    CD  CASH DISBURSEMENTS
Fund:                999 COUNTY TRUSTEE
Transaction Number:                             Effective Date: 08/01/1999
Description:         JOHN Q CITIZEN

                                 Cost     Alc    Bnk
Line No     Funct     Obj     Center    Tbl    Num    Debit Amount    Credit Amount
   1        51310     110               093           100.00
            Conn Code:           Conn Pct:       Conn Amt:

   2        11120                                                        100.00
            Conn Code:           Conn Pct:       Conn Amt:

   3
            Conn Code:           Conn Pct:       Conn Amt:

                        Transaction Total:            100.00          100.00
   # Trans:  0  Batch Total:                          100.00          100.00
```

Step 4: **Post transaction**

When the information is correct and you want to go ahead and post the transaction, press the 'Post' key. The transaction will be posted to the Accounting and you will be returned to Step 2.

Accounting - Transactions

Allocation Transaction Listing

Summary

This option allows you to process a Manual Allocation listing.

Accounting
    Transactions
        Posting Options
            Posting Journal

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Transactions', and Allocation Transactions 'Transaction Listing'.

Step 2:   **Continue?**

You will be prompted by "Manual Allocation Listing: Continue Exit". Select 'Continue' to continue to the next step or 'Exit' to return to the Posting Options menu.

Step 3:   **Select process**

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRAQ055    97/04/25 15:11:54              LGDPC Development System           FlexGen4(4.0A)    Page:   1

                                          Manual Allocation Listing

Trans Type: CD CASH DISBURSEMENTS

Fund    Trans   Seq    Effective    Funct Obj Alc Cost  Bnk    Description              Debit Amt      Credit Amt
        Number  No       Date                 Tbl Cntr

999     12345 00001   05/01/1997    11130               300    KAREN BREENS               100.00           0.00
999     12345 00002   05/01/1997    21352                      KAREN BREENS                 0.00         100.00
                                                                                        _____       _____
Total For: CD                                                                             100.00         100.00
                                                                                        _____       _____
Total For All Transactions:                                                               100.00         100.00
                                                                                        ============   ============
* End of Report: LOCAL GOVERNMENT DATA DEMO *
```

Purge Posting Journal

Summary

This option reports information which has been posted to the Accounting and then purges the contents of the file. This option should be printed daily.

Accounting
    Transactions
        Posting Options
            Purge Posting Journal

Step 1:   **Select process**

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

Step 2:   **Continue?**

You will be prompted by "Purge Posting Journal: Continue Exit". Select 'Continue' to continue to the next step or 'Exit' to return to the Posting Options menu.

Step 3:   **Select process**

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

■ *Accounting - Period End*
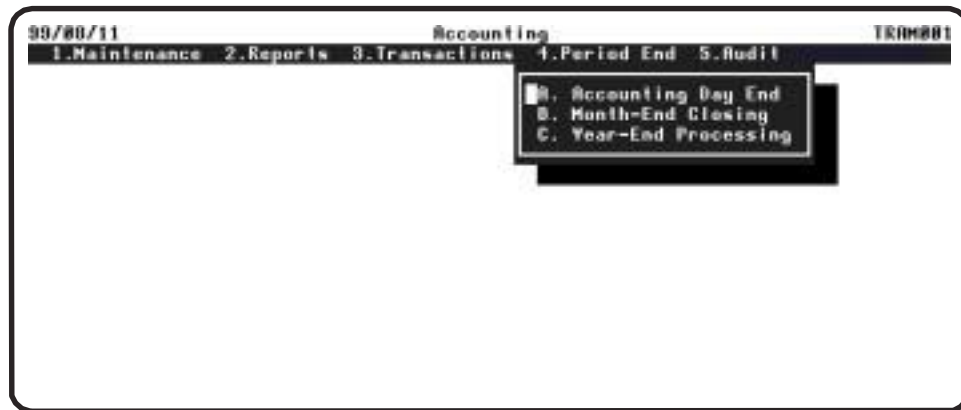
The Process

Summary

The Period End section of the Accounting allows you to perform the processes to close out a day, month, or year.

Menus
Accounting
Period End

Step 1: Select process

After selecting 'Menus', 'Accounting', and then 'Period End', a pull down menu will appear that allows you to select the type of process to be produced.

Day End Processing

Summary

The Day End Processing section of Period End allows you to perform the processes to close out a day, month, or year.

Menus
Accounting
Audit File
Period End
Accounting Day End

Step 1:   **Select process**

After selecting 'Menus', 'Accounting', 'Period End', and then 'Accounting Day End', a pull down menu will appear that allows you to select the type of day end process to be produced.
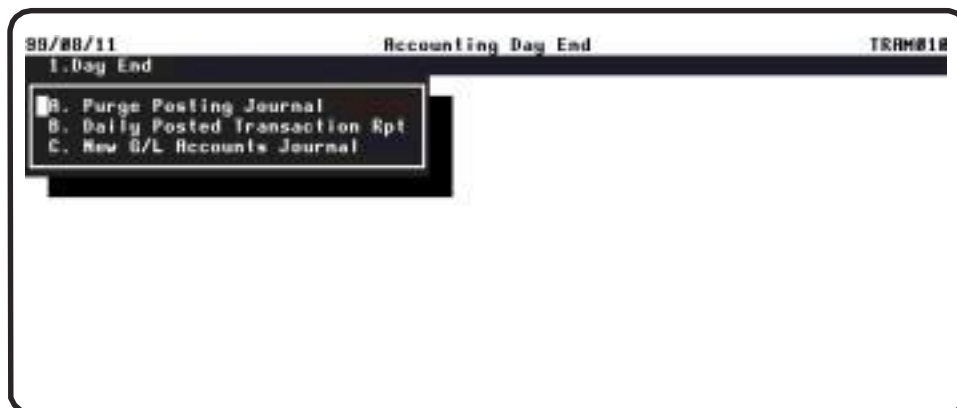
```
99/88/11              Accounting Day End            TRAM81B
 1.Day End
  A. Purge Posting Journal
  B. Daily Posted Transaction Rpt
  C. New G/L Accounts Journal
```

Day End - Purge Posting Journal

Summary

This option reports information which has been posted to the Accounting and then purges the contents of the file. This option should be run daily.

Accounting
  Period End
    Day End Processing
      Accounting Day End
        Purge Posting Journal

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Day End Processing', 'Accounting Day End', and then 'Purge Posting Journal'.

Step 2:   **Continue?**

You will be prompted by "Purge Posting Journal: Continue Exit". Select 'Continue' to continue to the next step or 'Exit' to return to the Accounting Day End menu.

Step 3:   **Select process**

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

Day End - Daily Posted Transaction Report

Summary

This option allows you to process a listing that contains the transactions by day that have been posted.

Accounting
    Period End
        Day End Processing
            Accounting Day End
                Daily Posted Transaction Report

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Day End Processing', Accounting 'Day End', and then 'Daily Posted Transaction Report'.

Step 2:   **Print report**

You will not be prompted to enter any information. The report will automatically print. When it is completed, you will be returned to the Accounting Day End menu.

Day End - New General Ledger Accounts Journal

Summary

This option allows you to process a listing that contains the new accounts made on the Accounting.

Accounting
  Period End
    Day End Processing
      Accounting Day End
        New G/L Accounts Journal

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Day End Processing', 'Accounting Day End', and then 'New G/L Accounts Journal'.

Step 2:   **Continue?**

You will be prompted by "New G/L Accounts Journal: Continue Exit". Select 'Continue' to continue to the next step or 'Exit' to return to the Accounting Day End menu.

Step 3:   **Select process**

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

Month-End Processing

Summary

The Month-End Processing section of Period End allows you to perform the processes for the Month-End in addition to handling commissions.

Menus
Accounting
Period End
Month-End Closing

Step 1: **Select process**

After selecting 'Menus', 'Accounting', 'Period End', and then 'Month-End Closing', a pull down menu will appear that allows you to select the type of month-end process to be produced.

```
99/88/11              Month-End Closing            TRAM828
1.Special Comm  2.Month-End
┌─────────────────────────┐
│█A. October Commissions  │
│ B. School Commissions   │
└─────────────────────────┘
```

```
99/88/11              Month-End Closing            TRAM828
1.Special Comm  2.Month-End
        ┌──────────────────────────────┐
        │█A. Warrant Listing           │
        │ B. Summarized Receipt Listing│
        │ C. Voided Receipts Report    │
        │ D. Purge Warrant File        │
        │ E. Purge Receipt Files       │
        │                              │
        │    G/L Process               │
        │ F. Month-End Closing         │
        └──────────────────────────────┘
```

Month-End - October Commissions

Summary

This option calculates the October commission amount. This calculated amount is allocated and posted to the Accounting when this program is executed.

Menus
Accounting
Period End
Month-End Closing
Special Commissions
####### October Commissions

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Period End', 'Month-End Closing', 'Special Comm', and then 'October Commissions'.

Step 2:   **Select month**

Enter the appropriate month to be used as the commission month and then press the 'Update' key. 'Lookup' is available. Press the 'Exit' key to return to the Month-End Closing menu.

```
Prog: TRQ710        Local Government Data Processing Corporation      Date: 08/01/99
Rel:  03.00.43                    October Commissions                 Path: Mill




                         ┌──────────────────────────┐
                         │ October Commissions       │
                         │                           │
                         │ Commission Month:    10   │
                         └──────────────────────────┘
```

Step 3:   **Confirm**

After entering the month, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or 'N' to enter another month.

Step 4:   **Process commissions**

As the information is being processed, the information is displayed on the screen. When the process is complete, you will be returned to the Month-End Closing menu.

Month-End - School Commissions

Summary

This option applies school commissions for a selected month. The month defaults to the current accounting month but can be changed. A lookup for the commission information for all months is available. If the process does not complete, it will restart at the point of failure. Posting errors may be corrected through the manual entry process.
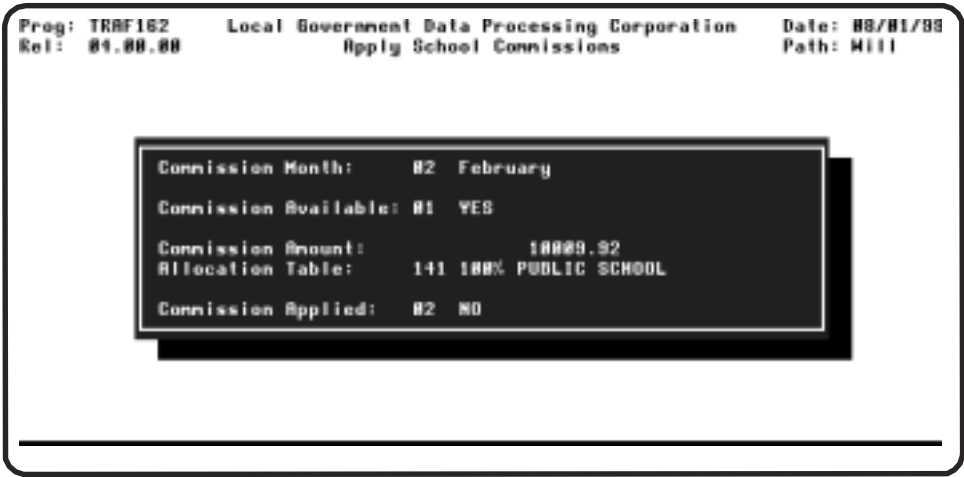
Menus
  Accounting
    Period End
      Month-End Closing
        Special Commissions
          School Commissions

Step 1:   Select process

Select 'Menus', 'Accounting', 'Period End', 'Month-End Closing', 'Special Comm', and then 'School Commissions'.

Step 2:   Select criteria

Enter the appropriate month of the Trustee commission. Then, press the 'Update' key. 'Lookup' is available. Press the 'Exit' key to return to the Month-End Closing menu.

```
Prog: TRAF162      Local Government Data Processing Corporation      Date: 08/01/99
Rel:  04.00.00                 Apply School Commissions              Path: Will



        Commission Month:      02  February

        Commission Available:  01  YES

        Commission Amount:              10009.92
        Allocation Table:      141 100% PUBLIC SCHOOL

        Commission Applied:    02  NO
```

Step 3:   Confirm

After entering the month, you will be prompted by "Continue?". Enter 'Y' to continue or 'N' to enter different selection criteria.

Step 4:   Confirm report

You will be prompted by "Special Commissions Journal: Continue Exit". Select 'Continue' to continue to the next step or 'Exit' to return to the Month-End Closing menu.

Step 5:   Select process

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 3.

Month-End - Warrant Listing

Summary

This option allows you to process a listing that contains warrants for a selected expense month and range of departments.

Menus
   Accounting
     Period End
       Month-End Closing
         Month-End
           Warrant Listing

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Period End', 'Month-End Closing', 'Month-End', and then 'Warrant Listing'.

Step 2:   **Select criteria**

Enter the beginning and ending range of expense dates and departments to process. Then, press the 'Update' key. 'Lookup' is available. Press the 'Exit' key to return to the Month-End Closing menu.

```
Prog: TRQ110        Local Government Data Processing Corporation    Date: 08/01/99
Rel:  02.00.35                 Monthly Warrant Listing              Path: Will




                       ┌─────────────────────────────────────┐
                       │        Monthly Warrant Listing       │
                       │                                      │
                       │  Beginning Expense Date: 07/01/1997  │
                       │                          MMDDCCYY     │
                       │  Ending Expense Date:    07/31/1997  │
                       │                          MMDDCCYY     │
                       │                                      │
                       │  Beginning Department:               │
                       │  Ending Department:      ZZZ          │
                       │                                      │
                       └─────────────────────────────────────┘
```

Step 3:   **Confirm**

After entering the month, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or 'N' to enter different selection criteria.

Step 4:   Select process

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRQ110    1999/08/01 11:50:50               LGDPC Development System                    FlexGen4(5.3U)    Page:  8

                                            Monthly Warrant Listing

Dept: 307 JUDICIAL DISTRICT DRUG
Type:  02 VENDOR

     Warrant  Seq  Warrant                         Reconciled      Unreconciled   Bnk                  Check     Reconcile
     Number   Num  Date     Description              Amount          Amount       Num  Bank Name       Number    Date

     00001356 01   07/01/1996 A B C                     122.04          0.00                           00060796 07/07/1997
     00001357 01   07/01/1996 MY CO PAYROLL             430.69          0.00                           00060796 07/07/1997
     00001358 01   07/01/1996 A-PLUS HATS               267.00          0.00                           00062496 07/14/1997
     00001359 01   07/01/1996 BELLSOUTH                  63.36          0.00                           00062496 07/14/1997
     00001360 01   07/04/1996 CITY OF SAMPLE          14,439.37         0.00                           00062496 07/14/1997
     00001361 01   07/04/1996 FULL SERVICE GAS          212.00          0.00                           00062196 07/16/1997
     00001362 01   07/04/1996 BATMAN OIL                 39.90          0.00                           00062196 07/18/1997
     00001363 01   07/04/1996 SHELL OIL                  38.09          0.00                           00062896 07/18/1997
     00002223 01   07/15/1999 UNITED CITIES GAS CO       55.05          0.00   400 FIRST NATIONAL 02021999 07/21/1997
     00002224 01   07/15/1999 WALMART STORE 123          42.06          0.00   400 FIRST NATIONAL 02021999 07/21/1997
     00002225 01   07/15/1999 SAMPLE CO PAYROLL ACCOUNT 842.05          0.00   400 FIRST NATIONAL 02011999 07/22/1997
     00002226 01   07/15/1999 BELLSOUTH                 211.62          0.00   400 FIRST NATIONAL 02041999 07/24/1997
                                                     _____      _____
                          Total:      20,045.43       20,045.43          0.00

Total For Department:
307 JUDICIAL DISTRICT DRUG             20,045.43       20,045.43          0.00
_____
 ***************  Grand Total:    11,881,076.13    11,881,054.51         21.62 ***************
Beginning Expense Date: 07/01/1997
Ending Expense Date:    07/31/1997
Beginning Warrant Dept:
Ending Warrant Dept:    ZZZ
Total Number Warrants:        96
Total Reconciled Warrants:    95
Total Unreconciled Warrants:   1
```

Month-End - Summarized Receipt Listing

Summary

This option allows you to process a Summarized Receipt Listing.

Menus
Accounting
Period End
Month-End Closing
Month-End
####### Summarized Receipt Listing

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Period End', 'Month-End Closing', 'Month-End', and then 'Summarized Receipt Listing'.

Step 2: **Select criteria**

Enter the beginning and ending range of receipt dates to process. Then, press the 'Update' key. 'Lookup' is available. Press the 'Exit' key to return to the Month-End Closing menu.

```
Prog: TRQ415      Local Government Data Processing Corporation   Date: 05/02/96
Rel:  01.00.00              Summarized Receipt Listing           Path: SHEILA




                        Summarized Receipt Listing

                  Beginning Receipt Date: 07/01/1995
                                          MMDDCCYY
                  Ending Receipt Date:    07/31/1995
                                          MMDDCCYY
```

Step 3: **Confirm**

After entering the month, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or 'N' to enter different selection criteria.

Step 4:   Select process

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection.

When the process has completed, you will be returned to Step 2.

```
TRQ415    97/04/25 15:21:09              LGDPC Development System              FlexGen4(4.0A)    Page:    1
                                         Summarized Receipt Listing


Miscellaneous Receipts
Receipt           Receipt                    Paymt    Payment    Rev  Obj Cost  Alc   Distribution   Commission
Number            Date     Received Of       Type     Amount     Code Cod Centr Tbl     Amount         Amount

1995 0000001 0003  SHEILA JANETTE EVANS     Change:       0.00  Overpayment: 02 NO  Prorate: 02 NO

                  02/04/1997  SHEILA JANELLE EVANS    CHECK       125.00
                                                                        40110          095          125.00          2.50
                                                                                                    _____         _____
                                             Total For Receipt                                     125.00          2.50

1995 0000002 0001  LAST NUMBER - 0000000    Change:       0.00  Overpayment: 02 NO  Prorate: 02 NO

                  01/21/1997  SCOTT                   CHECK         1.00
                                                                        40110          095            1.00          0.02
                                                                                                    _____         _____
                                             Total For Receipt                                       1.00          0.02
```

Month-End - Voided Receipts Report

Summary

This option allows you to process a listing that contains either voided property tax receipts or voided miscellaneous receipts. The reports can be processed in either date or receipt number order.

Menus
    Accounting
        Period End
            Month-End Closing
                Month-End
   **Voided Receipts Report**

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Period End', 'Month-End Closing', 'Month-End', and then 'Voided Receipts Report'.

Step 2:   **Select order**

You will have the option of processing the information in either date or receipt number order. Make the appropriate selection. Press the 'Exit' key to return to the Month-End Closing menu.

Step 3:   **Select order**

You will have the option of processing the information in either receipt number, name, or receipt number order. Make the appropriate selection. Select the 'Exit' option to return to the Month-End Closing menu.
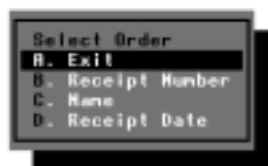
Step 4:   **Enter selection criteria**

Depending on the order selected, enter the criteria to be used in selecting the information for the report. Then, press the 'Update' key. 'Lookup' is available. Press the 'Exit' key to return to the Month-End Closing menu.

Void Receipt Report By Rct No

Void Receipt Report By Name

Void Receipt Report By Date

Step 5: Confirm

After entering the month, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or 'N' to enter different selection criteria.

Step 6: Select process

You will be prompted for what to do with the information. Select 'Display' to display the information on the terminal screen, 'Print' to print the information to the assigned printer, 'Select Printer' to select the printer to print the listing, 'File' to send the information to a file (you probably won't use this), or 'Exit' to cancel the process. Make the appropriate selection. When the process has completed, you will be returned to Step 3.

```
TRQ182    1999/08/01 13:44:13              LGDPC Development System              FlexGen4(5.3U)    Page:    2

                                          Void Receipt Report By Date

Tax   Receipt  Trans  Rcpt                                                       Receipt          Receipt
Year  Number   No     Type  Void Date   Void Time   User Name   Void Reason     Date             Amount

1996  0022274  0001   MISC  07/15/1997  10:13 AM    SHARON      09              07/15/1997          150.00
1996  0046292  0001   PROP  07/16/1997  03:46 PM    BRENDA      03 WRONG PAYMENT TYPE INFO  07/14/1997   20.38
1996  0034061  0003   PROP  07/21/1997  07:52 AM    JENY        03 WRONG PAYMENT TYPE INFO  01/07/1997  1,787.85
1996  0008735  0001   PROP  07/22/1997  08:11 AM    SHARON      09              07/22/1997          228.87
1996  0039877  0001   PROP  07/24/1997  03:43 PM    JUDY        09              07/24/1997          424.00
1996  0003742  0002   PROP  07/24/1997  09:48 AM    SHARON      03 WRONG PAYMENT TYPE INFO  07/24/1997  2,036.48
1996  0022311  0001   MISC  07/25/1997  02:02 PM    SHARON      09              07/25/1997      263,762.08
1996  0038325  0001   PROP  07/27/1997  09:54 AM    BRENDA      06 WRONG DRAWER CODE   07/10/1997        4.61
1996  0022329  0001   MISC  07/31/1997  09:35 AM    SHARON      02 WRONG RECEIPT      07/30/1997   26,505.67
                                                                                          _____
                                                                                 Total:    415,165.73
Beginning Void Date: 07/01/1997
Ending Void Date:    07/31/1997
```

Month-End - Purge Warrant File

Summary

This option purges the check/warrant records from the file. Records to be purged are selected by entering a beginning and ending check/warrant date. Records may be selected for purging only if they have been reconciled and updated to the Accounting. The exception would be a voided warrant which may not have been reconciled or prorated. If no records within the selected date range are eligible for purging, a message will be displayed stating that no records were purged. After records have been purged, an option is given to print the Purged Warrant Report.

Menus
   Accounting
      Period End
         Month-End Closing
            Month-End
               Purge Warrant File

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Period End', 'Month-End Closing', 'Month-End', and then 'Purge Warrant File'.

Step 2: **Select criteria**

Enter the beginning and ending range of effective dates to process. Then, press the 'Update' key. 'Lookup' is available. Press the 'Exit' key to return to the Month-End Closing menu.

```
Prog: TRE160      Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00              Purge Warrant Records                 Path: SHEILA




                         Purge Warrant Records

            Beginning Effective Date: 07/01/1995
                                      MMDDCCYY
            Ending Effective Date:    07/01/1995
                                      MMDDCCYY
```
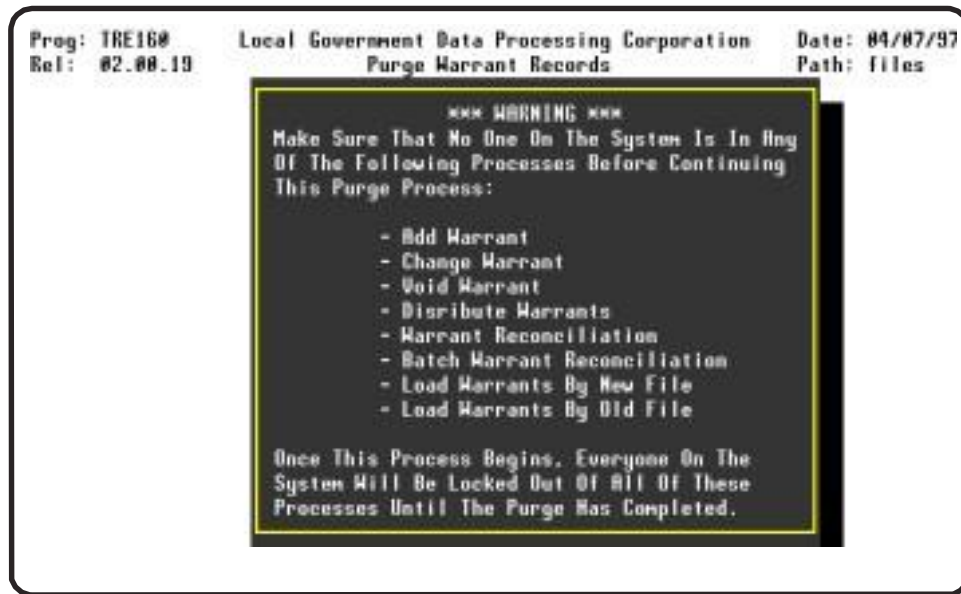
Step 3: **Confirm**

After entering the month, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or 'N' to enter different selection criteria.

Step 4:   Warning message display

A warning message will be displayed. After reading it, make the selection to continue.

```
Prog: TRE160        Local Government Data Processing Corporation    Date: 04/07/97
Rel:  02.00.19                  Purge Warrant Records                Path: files

                          *** WARNING ***
              Make Sure That No One On The System Is In Any
              Of The Following Processes Before Continuing
              This Purge Process:

                        - Add Warrant
                        - Change Warrant
                        - Void Warrant
                        - Disribute Warrants
                        - Warrant Reconciliation
                        - Batch Warrant Reconciliation
                        - Load Warrants By New File
                        - Load Warrants By Old File

              Once This Process Begins, Everyone On The
              System Will Be Locked Out Of All Of These
              Processes Until The Purge Has Completed.
```

When the process has completed, you will be returned to Step 2.

Month-End - Purge Receipt Files

Summary

This option removes records from the Receipt File and writes them to a Receipt History File. You will be prompted to enter a date range to select the records to be deleted. Records may be purged only if they have been prorated.

Menus
    Accounting
        Period End
            Month-End Closing
                Month-End
                    Purge Receipt Files

Step 1: **Select process**

Select 'Menus', 'Accounting', 'Period End', 'Month-End Processing', 'Month-End Closing', and then 'Purge Receipt Files'.

Step 2: **Select criteria**

Enter the beginning and ending range of receipt dates to process. Then, press the 'Update' key. 'Lookup' is available. Press the 'Exit' key to return to the Month-End Closing menu.

```
Prog: TRE700     Local Government Data Processing Corporation    Date: 05/02/96
Rel:  01.00.00              Create Receipt History Files         Path: SHEILA




                   Create Receipt History Files

                   Beginning Date: 01/01/1995
                                   MMDDCCYY
                   Ending Date:    01/01/1995
                                   MMDDCCYY
```
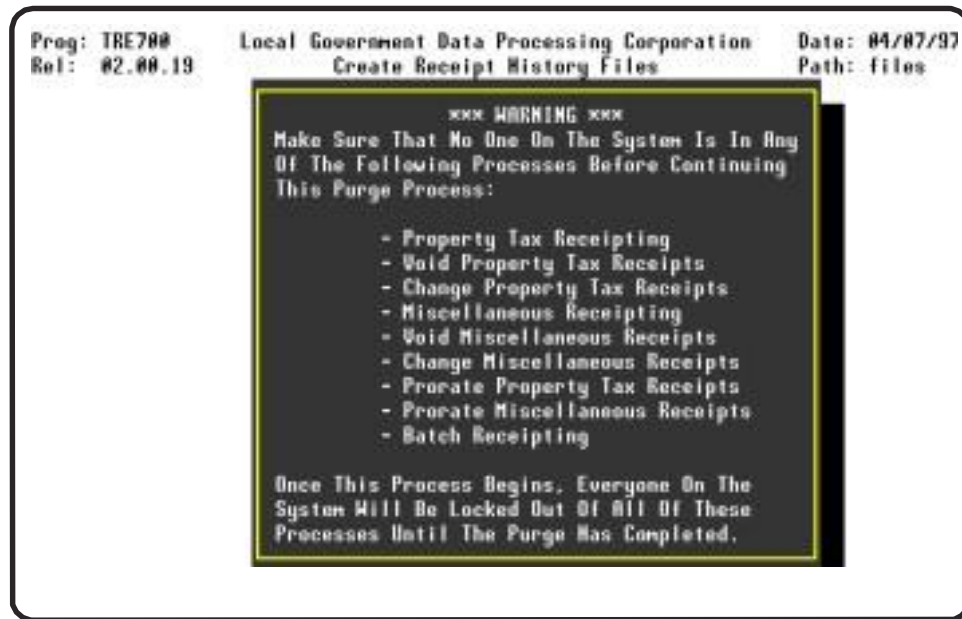
Step 3: **Confirm**

After entering the month, you will be prompted by "Is This Screen Correct?". Enter 'Y' to continue or 'N' to enter different selection criteria.

Step 4:   Warning message display

A warning message will be displayed. After reading it, make the selection to continue.

```
Prog: TRE700      Local Government Data Processing Corporation    Date: 04/07/97
Rel:  02.00.19              Create Receipt History Files          Path: files

                              *** WARNING ***
                 Make Sure That No One On The System Is In Any
                 Of The Following Processes Before Continuing
                 This Purge Process:

                         - Property Tax Receipting
                         - Void Property Tax Receipts
                         - Change Property Tax Receipts
                         - Miscellaneous Receipting
                         - Void Miscellaneous Receipts
                         - Change Miscellaneous Receipts
                         - Prorate Property Tax Receipts
                         - Prorate Miscellaneous Receipts
                         - Batch Receipting

                 Once This Process Begins, Everyone On The
                 System Will Be Locked Out Of All Of These
                 Processes Until The Purge Has Completed.
```

When the process has completed, you will be returned to Step 2.

Month-End - Month-End Closing

Summary

This option allows the processing of reports and updating of necessary information for the month-end close. A menu will be displayed allowing selection from steps previously defined in the Period-End Control Transaction Maintenance form.

Menus
Accounting
Period End
Month-End Closing
Month-End
####### Month-End Closing

Step 1:   Select process

Select 'Menus', 'Accounting', 'Period End', 'Month-End Processing', 'Month-End Closing', and then 'Month-End Process'.

Step 2:   Select steps for processing

Select the steps to be processed during the month-end. Begin with step 1 and continue through step 4. When you have completed the month-end processing, you will be returned to the Month-End Closing menu.
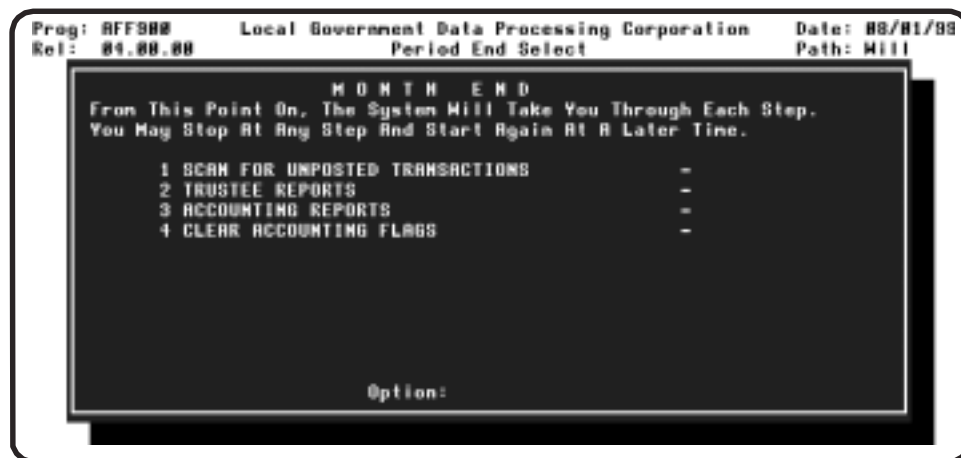
1 SCAN FOR UNPOSTED TRANSACTIONS - This looks for transactions which may not have been posted.

2 TRUSTEE REPORTS - This prints the M-T-D Trustee's Report and M-T-D RDB Report.

3 ACCOUNTING REPORTS - This prints the reports including the Journal Listings, Department Reports, Trial Balance, and M-T-D Account Analysis.

4 CLEAR ACCOUNTING FLAGS - This sets the accounting month to the correct month and year and updates the year-to-date totals with the current month's information along with setting the appropriate flags for the next month's activity.

■ Accounting - Period End

Year End

Summary

This option allows the processing of reports and updating of necessary information for the year-end close. A menu will be displayed allowing selection from steps previously defined in the Period-End Control Transaction Maintenance form. This step must follow the close of the last month of the fiscal year.
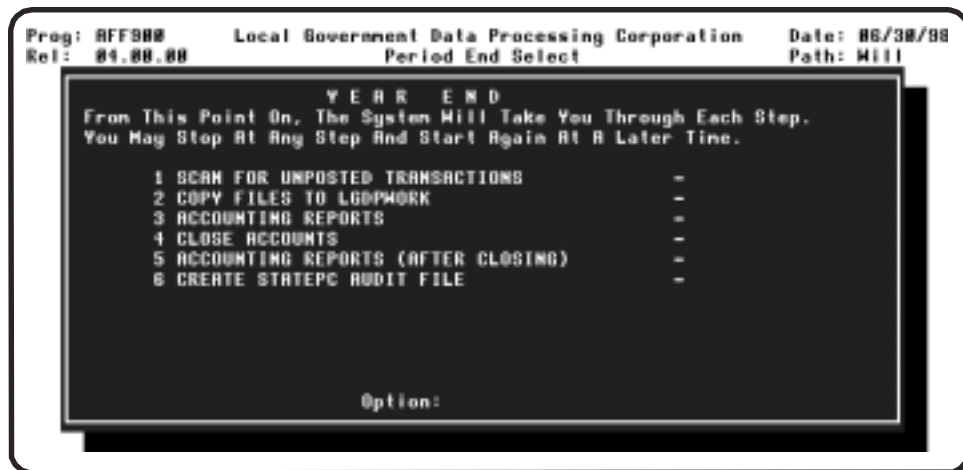
Menus
Accounting
Period End
Year End Processing

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Period End', and then 'Year End Processing'.

Step 2:   **Select steps for processing**

Select the steps to be processed during the year-end. Begin with step 1 and continue through step 6. When you have completed the year-end processing, you will be returned to the Accounting menu.

1 **SCAN FOR UNPOSTED TRANSACTIONS** - This looks for transactions which may not have been posted.

2 **COPY FILES TO LGDPWORK** - This copies specific files before the close process begins.

3 **ACCOUNTING REPORTS** - This prints the appropriate accounting reports. This option could take a long time to process. Please allow yourself adequate time to finish this step.

4 **CLOSE ACCOUNTS** - This will clear balances for revenue and expenditure accounts.

5 **ACCOUNT REPORTS (AFTER CLOSING)** - This will print the appropriate account report after the close process. These should be compared to the reports before the close process (Step 3) and checked for accuracy.

6 **CREATE STATEPC AUDIT FILE** - This will create the file to be downloaded for audit.

Audit

Summary

The Audit section of Period End allows you to perform the processes to load an audit diskette and the YTD Audit File.

Menus
Accounting
Audit File

Step 1:   Select process

After selecting 'Menus', 'Accounting', and then 'Audit', a pull down menu will appear that allows you to select the type of process to be performed.

Write STATEPC File to Diskette

Summary

This option allows you to create a diskette containing the STATEPC audit file. The STATEPC audit file is created during the year-end process. So, this option should not be chosen until the year-end process has been completed. When this option is chosen, you will be prompted for your diskette type (5 ¼" or 3 ½"), and you will be prompted to insert the diskette.

Accounting
Audit
Write STATEPC File to Diskette

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Audit', and then 'Write STATEPC File To Diskette'.

Step 2:   **Select diskette type**

Enter the appropriate selection for the type of diskette that will be used for the file. Select 'Exit' to return to the Accounting menu.

Step 3:   **Confirm**

You will be prompted to insert the diskette into the drive and then to select to continue. Follow the instructions given. When the process has completed, you will be returned to the Accounting menu.

Create YTD Audit File

Summary

This option allows you to create the Year-To-Date Audit Account Analysis File. You will enter a beginning and ending month range and a beginning and ending account number range for the information to be processed.

Accounting
> **Audit**
>> **Create YTD Audit File**

Step 1:   **Select process**

Select 'Menus', 'Accounting', 'Audit', and then 'Create Y-T-D Audit File'.

Step 2:   **Enter selection criteria**

Enter the beginning and ending range of dates and account numbers to be processed. 'Lookup' is available for the account number fields. Press the 'Exit' key to return to the Accounting menu.

Step 3:   **Confirm**

You will be prompted by "Is This Screen Correct?". Select 'Yes' if the selection criteria is correct and the process should begin or 'No' to return to Step 2. When the process has completed, you will be returned to Step 2.