

2009 Property Tax Load

WARNING: This entire process could take an hour or so to complete. This will depend on the size of your tax file and the speed of your computer.

1. Login as normal. Everyone else should be logged out of FlexGen.
2. At the Trustee System Menu (or Property Tax Menu for cities), choose: "**Menus**", "**System Admin**", "**Control File**", and then "**Trustee Control**".

Check the screens for the following information and make any necessary changes.

- You will not be able to change the Tax Year on this screen.
- Make any other changes to this screen if needed and
- Press the **DataOk/Update** option key.

3. At the Trustee System Menu (or Property Tax Menu for cities), choose: "**Menus**", "**System Admin**", "**Control File**", and then "**Trustee System Control**". Check screens for the following information and make any necessary changes.

Screen 1

- Change the Tax Year to 2009.
- Change the Misc Rcpt Year to 2009 if needed
- Change the Taxes Due Date to 02/28/2010.
- Press the **DataOk/Update** key. Answer **Yes** to prompt for next screen.

Screen 2

- **Prior Year Date** should be **07/01/2010**.
- **ACV Verification flag** should be **02 "NO"**
- Enter the **ACV Expiration Date**. (April 5, 2010)
- Press the **DataOk/Update** key. Answer **Yes** to prompt.

4. From the System Administration menu, choose: "Property Tax" and then "Annual Load of State Info".
5. Enter the appropriate state totals as listed in your blue book (or from the totals report provided with your tax tape). When the totals are entered, confirm that the information is correct or, if necessary, make any necessary changes. Update your screen to continue this process. If you receive an error message that your input totals do not match the State totals, print the error report and verify the numbers, if you have miskeyed the "input" numbers simply start step 5 over.

Note: The Tax Year will be the year in which you are reporting the taxes.

The dollar figures in this example are just random, you should **use the figures from your totals report or Blue Book**

EXAMPLE SCREEN

F64 TRS500 - Input Info For State Extract	
Tax Year:	2007
Misc Fees:	02 NO
State Tape:	01 YES
Fire Tax:	02 NO
Land:	1,234
Improvement:	12,345
Per Prop:	123,456
Total Prop:	1,234,567
Assessed:	12,345,678
Net Prop Taxes:	1.00
SSD1 Amount:	12.00
SSD2 Amount:	123.00
Rollback Amt:	1,234.00
Misc Fee:	123.00
Total Taxes:	1,234,567.00
ACV Amount:	12345.00
Exit (Esc)	Update (F4)

6. After the totals are entered, you will be prompted by "Extract State Information: Continue Exit". Select 'Continue' to begin the extract. As the information is processing, the records being processed are displayed.

This process could take an hour to complete. This will depend on the size of your tax file and the speed of your computer.

7. When the extract has completed, the totals will be displayed and you will be prompted by "Continue: Yes". Press <enter> to proceed.

NOTE: Do not be concerned about the number of receipts skipped.

8. The State Totals Report will list receipts skipped. You will be prompted by "State Totals Report: Continue/Exit". Select 'Continue' to begin the process of printing the report. Print this report for your records.

Next you will be prompted to print the Renumbered Parcel Report. Print this also

9. Run a Tax Aggregate by Tax Year Report to make sure the tax distributions balance with the taxes collectable. Menus > Reports > Audit > Tax Aggregate by Tax Year. Use the current date for a cut off. This should match your Tax Load numbers.

10. The update is now loaded, but you **MUST Proceed to Pages 4 and 5 to set your Property Tax Controls.** If you are a County office and choose to load the New Owner File, you will proceed to Page 3.

NEW OWNER FILE UPDATE

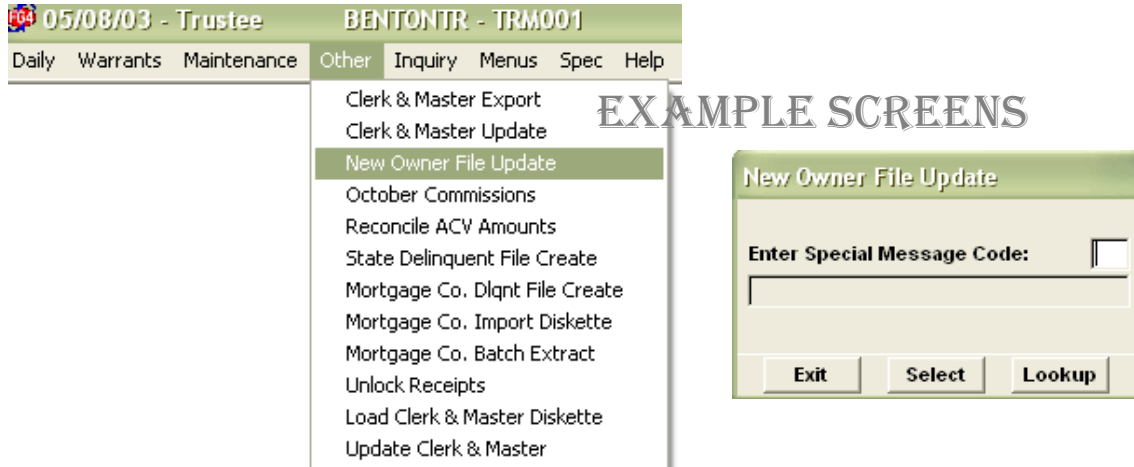
THIS PAGE IS FOR COUNTY USE ONLY. The State does not provide a New Owner file to Cities.

Please follow these instructions to import the New Owner File into your software.

The New Owner File is imported into the New Owner information on the master files. This will NOT change any of the original information on the master file.

To load the New Owner File:

Other, New Owner File Update.



Enter Special Message Code:

This field ONLY needs to be used if you want a special message code added to all master files that have a new owner file added during this update.

If you do not want to add a special message code, enter through that blank field.

Then Select YES to continue.

The new owner file will be updated. Once the update is complete, you can view and maintain new owner information in the following locations:

Maintenance, Master, NewOwn(F7)

Or Maintenance, New Owner Scroll

Or Inquiry, Master, OthPrc (F9), New Owner Screen

Continue to the next page to continue with Property Tax Control Settings specific to your location.

Property Tax- Control Settings

When you receive your Property Tax file from us there are many changes that need to be made to your system other than just loading the data. In order for your receipts and accounting processes to be correct there are controls that will need to be changed. It is suggested that you address each of these items listed in this document in the order they are listed.

****City offices may use only a few of these items, but since it varies by location all information has been included.**

ALLOCATION TABLES:

An Allocation Table is used to automatically distribute revenue to departments based on a set percentage or tax rate. Items defined in the allocation table include the various departments, commission function numbers and percentages.

➤ Menus > System Control > Allocation Table

- **Choosing An Allocation Table Number:**

To set an Allocation Table first you need to determine what the table number will be. For County offices we suggest trying to keep the table number in line with the tax year you are setting it for. Example; 2009 Property Taxes. If table #009 is not being used this would be what we suggest.

For offices that have multiple table numbers for the same tax year (IE: inside city, outside city, etc), perhaps it would be best to use 9IN for 2009 Inside City, and 9OT for 2009 Outside City. That's just an example, you need to decide what works best for your office.

Once a table number is used it should never be deleted, and it is rarely even changed. Realize that receipts from years past are linked to this table number and any tax assessor changes, bankruptcy, voids, etc. will be using the table number it was originally receipted to. Changing an allocation table could cause calculation errors on the accounting side.

- **Assigning the Commission/Expense Function Numbers:**

Each department set in an allocation table will also record the commission/expense account used for that department.

If you are unsure of these account numbers, looking at the previous year's table could help you as these seldom change from year to year, or review your Chart of Accounts.

- **Setting Allocation Tables:** There are 2 options in setting the Allocation Table; Automatic or Manual Percentage.

Automatic This screen is helpful if you have the Property Tax Rate and the Dollar/Cents distribution to each department but not the percentage breakdown. This will allow you to key in the distribution amount (Dept Tax) and the program will calculate the percentage for you, rounding it to a 4 point decimal.

Manual If you have the percentage and dollar amounts then choose the manual process.

➤ Run a report to check for accuracy > Menus > Reports > Other A-N > Allocation Table

- **CHANGE REVENUE CODE:**

Your current Revenue Maintenance for 40110 Current Property Tax (31100 for City) is probably set to last year's Allocation Table Number. This should be changed when the new tax year receipts are loaded.

Go to > Menus > System Control > Revenue. Change the Allocation Table for 40110 to the new table number, if you have multiple tables set it for the most commonly used allocation table. You may also want to change Alloc. Tables on other Revenue codes such as 40150, or 40162. (31200 city example)

- **SET DEFAULT CODES:**

Default Codes are set according to Criteria (*Tax Year, Tax Type, Tax Rate, City Number, SSD, & Fire Tax codes*) on the Master Record. The program compares the Default Code criteria to the Master Record and if it finds a match will pull this information into the receipting process to save you key strokes on the receipt.

Go to > Menus > System Control > Default Codes.

Set a Default Code for all the Master Record possibilities. Example; with a tax rate but without city number, or without a tax rate and without a city number, etc., for each Tax Type (Tax Types are 01=Net Property, 07=Ad Valorem, 098=Interest & Penalty, etc).

You can run a report to verify accuracy: > Menus > Reports > Other A-N >Default Code Report. It might be best to run a report before you start, and after.

- **SET EARLY PAYMENT DISCOUNT FILE:**

If you offer an Early Payment Discount go to;

- Menus > System Control > Discount and set this for the month or months that you will offer a discount.
- Also, change the TR Control Flag for Discounts to 01=Yes. Go to > Menus > System Admin >Trustee System Control > F4 and YES to the Next Page. Change Discount to 01=YES and then F4Update.
- Continue to the Penalty Control instruction below which must be set up in order for Discounts to apply.

- **SET PENALTY FILE:**

Set up the 1st day of the Month that your current year taxes will incur penalty. For most of you that will be March 1st. Go to > Menus > System Control > Penalty File.

(if you offer an Early Payment Discount, this Penalty control must be activated)

- **SET COMMISSIONS:** (Cities can skip this option)

Check your October Commission and School Commissions control.

Your Commissions Applied flag should be reset to "No" for any future months.

- Go to > Menus > System Control > Commissions. Hit F2 (lookup) to view and make changes.
- Go to > Menus > System Control > School Commission. Hit F2 (lookup) to view and make changes.

The 2009 Tax process is now complete, you are ready to begin receipting.