



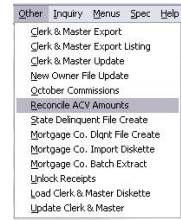
## Introduction

LGC's trustee software provides you with the ability to reconcile ACV's of your taxpayers. Reports give you the ability to print those that have been applied, unapplied, reconciled and unreconciled. This gives you the ability to know which of your ACV's submitted to the state for payment have and have not been received.

## Reconciling ACV's

Before the reports will be of any value you first need to reconcile those ACV's that have been received from the state. As the state pays your office they also provide a listing of ACV's being paid. The Trustee software provides a simple way to reconcile those.

From the **Trustee** menu, select the **Other** panel, then select **Reconcile ACV Amounts**.



From there you will be taken to the screen shown here.

TRF025 - Master

	Di	Map	Ctl	Gp	Parcel	SI		
	1	2	1	2	No	ID		
Tax Year:	2007	Receipt Number:	0000019	04	020	020	091.01	000
ACV Reconcile Date:		Name 1:	YR-2007; RCPT NO-0000019					
ACV Applied:	01	YES	Sort Key:	YR-2007; RCPT NO-0000019				
ACV Amount:	164.00		Name 2:					
			Address:	6656 HWY 100				
			City, State:	COLUMBIA, TN				
			Zip Code:	38401				
Total Taxes:	794.00		Prop Addr:	HWY 100 6656				

Exit (Esc)    Lookup (F2)    Update (F4)

Enter the *Tax Year* and *Receipt Number* for the ACV to be reconciled. If necessary, use **F2 – Lookup** to access your options for looking up the receipt.



After entering the information the cursor will go to the *ACV Reconcile Date* field. Enter the date the report was received from the state.

After entering the date, press **F4 - Update** to complete the entry. You will not be asked to confirm your entry. The cursor will return to the *Tax Year* field. Continue in the same manner until all ACV receipts for the report from the state have been entered.

Should you make a mistake and enter a reconciled date for an ACV not reconciled, simply enter the *Tax Year and Receipt Number* again and press the **space bar** to clear the date, and then press **F4 – Update** again to complete the process.





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## Reconciling ACV's

If you choose *Unapplied*, you are then prompted to confirm your selection. For *Unapplied* ACV's there is no need to enter either an *Applied Date* or a *Reconciled Date*. The *Unapplied ACV Listing* lists ACV's for which the taxes have yet to be paid or for which the ACV was not applied against the payment of taxes. It is a good idea to print an *Unapplied ACV Listing* at the beginning of each tax year as a permanent record. It should match the totals you get from the state.

Receipt No	Parcel ID/Property Address	Name	Total Taxes	ACV Amount	Applied	Reconciled
2007-0016433	04-019- -019- - -061.00- -000 OLD HILLSBORO RD 9567	YR-2007; RCPT NO-0016433 9340 MCFARLIN RD COLUMBIA, TN 38401	509.00	164.00	NO	
2007-0016447	05-021- -021- - -028.00- -000 HWY 100 5723	YR-2007; RCPT NO-0016447 5723 HWY 100 COLUMBIA, TN 38401	653.00	164.00	NO	
2007-0017338	04-020- -020- - -024.00- -000 EDNEY LANE 9925	YR-2007; RCPT NO-0017338 9925 EDNEY LANE COLUMBIA, TN 38401	335.00	164.00	NO	
2007-0017392	04-039- -039- - -021.00- -000 N LICK CREEK RD 8230	YR-2007; RCPT NO-0017392 8230 N LICK CREEK RD COLUMBIA, TN 38401	251.00	164.00	NO	
2007-0017944	05-038-0 -045-B -A -025.00- -000 WILSON RD 8312	YR-2007; RCPT NO-0017944 8312 WILSON RD COLUMBIA, TN 38401	203.00	164.00	NO	
2007-0018182	05-021- -021- - -011.01- -000 PONDER RD 9317	YR-2007; RCPT NO-0018182 9317 PONDER RD COLUMBIA, TN 38401	567.00	164.00	NO	
Tax Year: 2007			12,084.00	5,205.00		
Beginning Receipt Number: 00000000						
Ending Receipt Number: 99999999						
Beginning Paid Date:						
Ending Paid Date:						
Beginning Reconciled Date:						
Ending Reconciled Date:						

When printing ACV listings for *Applied* ACV's, you have two additional choices: *Reconciled* or *Unreconciled*. In addition, the software also allows you to print *All* or both *Reconciled* and *Unreconciled* ACV's.

An *Applied Reconciled ACV Listing* is a good way to make sure you have reconciled the same amount of ACV's as payment you've received from the state. As above, the software reacts differently depending on your response to the questions that follow. For instance, if you choose *Applied* and *Unreconciled*, the software will not allow you to enter a *Reconciled Date* range.

An *Applied Unreconciled ACV Listing* is a good way to see the remaining ACV's to be remitted to your office by the state. This listing may be printed for the entire *Applied Date* range or by a specific month to allow you to determine any submitted ACV's that may require further attention. Running this report by month also allows you to see the ACV's you have submitted for remittance from the state during that month.

The *Applied All ACV Listing* will provide you with a listing of both *Reconciled* and *Unreconciled* ACV's.



Using the *ACV Listing by Receipt Number* selection as an example, let's discuss the Applied and Reconciled option described above.

After selecting *Receipt* from the lookup options, the *Tax Year* will automatically fill with your current tax year. As stated previously, in most instances, you will leave the *Beginning and Ending Receipt Number* fields as they are by simply pressing the **Enter** key through both.

For an *Applied Reconciled ACV Listing*, select *Applied* from the *Select* pop-up box, then choose *Reconciled* from the next *Select* pop-up box.

Press **Enter** through the *Beginning Applied Date* field and key in the *Ending Applied Date* you wish to use. For instance, to see all ACV's that have been applied for payment through the month of December, you would enter the 12/31/2006. (You do not enter slashes in date fields in your LGC software.)

**ACV Listing By Receipt No**

**Tax Year:**  **CCYY**

**Beginning Receipt #:**

**Ending Receipt #:**

**Beginning Applied Date:**

**Ending Applied Date:**

**Beginning Reconciled Date:**

**Ending Reconciled Date:**

Next, enter the *Beginning Reconciled Date* and the *Ending Reconciled Date*. This date range represents the month for ACV's you wish to see that have been reconciled. For instance, to see all ACV's reconciled for the month of December, you would enter the first day of the month in the *Beginning Reconciled Date* field and the last day of the month in the *Ending Reconciled Date* field.

This will provide you with a report of any ACV's applied thru the month of December and any ACV's reconciled in the month of December. Adjusting your input to the above will provide you with the various reports shown next.

**Applied, All ACV Listing by Receipt Number**

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ACV Listing By Receipt No							
Receipt No	Parcel ID/Property Address	Name	Total Taxes	ACV Amount	Applied	Reconciled	
2007-0000139	05-038- -038- - -102.01- -000 WRIGLEY RD 7603 Applied Date: 10/02/2007	YR-2007; RCPT NO-0000139 7603 WRIGLEY RD COLUMBIA, TN 38401	262.00	164.00	YES	01/15/2007	
2007-0000142	09-127- -127- - -003.03- -000 HMY 438 SW Applied Date: 10/01/2007	YR-2007; RCPT NO-0000142 P O BOX 421 COLUMBIA, TN 38401	846.00	164.00	YES	01/15/2007	
2007-0000201	04-044- -044- - -045.00- -000 CAVENDERS BRANCH RD 7520 Applied Date: 11/27/2007	YR-2007; RCPT NO-0000201 7520 CAVENDERS BRANCH RD COLUMBIA, TN 38401	831.00	164.00	YES		
2007-0000317	05-038-D -038-D -A -003.00- -000 CROSS CREEK DR 7023 Applied Date: 12/28/2007	YR-2007; RCPT NO-0000317 7023 CROSS CREEK DR COLUMBIA, TN 38401	453.00	164.00	YES		
2007-0000423	01-086- -086- - -037.03- -000 HMY 230 6588 Applied Date: 10/01/2007	YR-2007; RCPT NO-0000423 6588 HMY 230 COLUMBIA, TN 38401	162.00	162.00	YES		
2007-0000431	01-107- -107- - -058.00- -000 GRINDERS SWITCH RD 741 Applied Date: 10/22/2007	YR-2007; RCPT NO-0000431 733 GRINDERS SWITCH RD COLUMBIA, TN 38401	166.00	164.00	YES	01/15/2007	



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## Reconciling ACV's

### Applied, Reconciled ACV Listing

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ACV Listing By Receipt No							
Receipt No	Parcel ID/Property Address	Name	Total Taxes	ACV Amount	Applied	Reconciled	
2007-0000184	01-119- -119- - -072.00- -000 CEDAR PARK RD 178 Applied Date: 2/19/2008	YR-2007; RCPT NO-0000184 178 CEDAR PARK RD COLUMBIA, TN 38401	324.00	164.00	YES	12/19/2006	
2007-0000489	14-141- -141- - -004.00- -000 BONDS RD 1069 Applied Date: 10/05/2007	YR-2007; RCPT NO-0000489 1069 BONDS RD COLUMBIA, TN 38401	994.00	164.00	YES	12/15/2006	
2007-0000697	03-135- -135- - -027.00- -000 MOBLEY RIDGE RD 2231 Applied Date: 2/25/2008	YR-2007; RCPT NO-0000697 2231 MOBLEY RIDGE RD COLUMBIA, TN 38401	545.00	164.00	YES	12/15/2006	
Tax Year: 2007			-----	-----			
Beginning Receipt Number: 0000000			1,863.00	492.00			
Ending Receipt Number: 9999999							
Beginning Paid Date:							
Ending Paid Date: 12/31/2008							
Beginning Reconciled Date: 12/01/2006							
Ending Reconciled Date: 12/31/2006							

### Applied, Unreconciled ACV Listing

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ACV Listing By Receipt No							
Receipt No	Parcel ID/Property Address	Name	Total Taxes	ACV Amount	Applied	Reconciled	
2007-0000201	04-044- -044- - -045.00- -000 CAVENDER BRANCH RD 7520 Applied Date: 11/27/2007	YR-2007; RCPT NO-0000201 7520 CAVENDER BRANCH RD COLUMBIA, TN 38401	831.00	164.00	YES		
2007-0000317	05-038-D -038-D -A -003.00- -000 CROSS CREEK DR 7023 Applied Date: 12/28/2007	YR-2007; RCPT NO-0000317 7023 CROSS CREEK DR COLUMBIA, TN 38401	453.00	164.00	YES		
2007-0000423	01-086- -086- - -037.03- -000 HWY 230 6588 Applied Date: 10/01/2007	YR-2007; RCPT NO-0000423 6588 HWY 230 COLUMBIA, TN 38401	162.00	162.00	YES		
2007-0000544	04-019- -019- - -016.01- -000 OLD COX PIKE RD 10755 Applied Date: 12/14/2007	YR-2007; RCPT NO-0000544 10755 OLD COX PIKE RD COLUMBIA, TN 38401	404.00	164.00	YES		
2007-0000579	07-059-L -059-L -D -001.00- -000 HWY 48 N 3373 Applied Date: 11/27/2007	YR-2007; RCPT NO-0000579 3373 HWY 48 N COLUMBIA, TN 38401	342.00	164.00	YES		