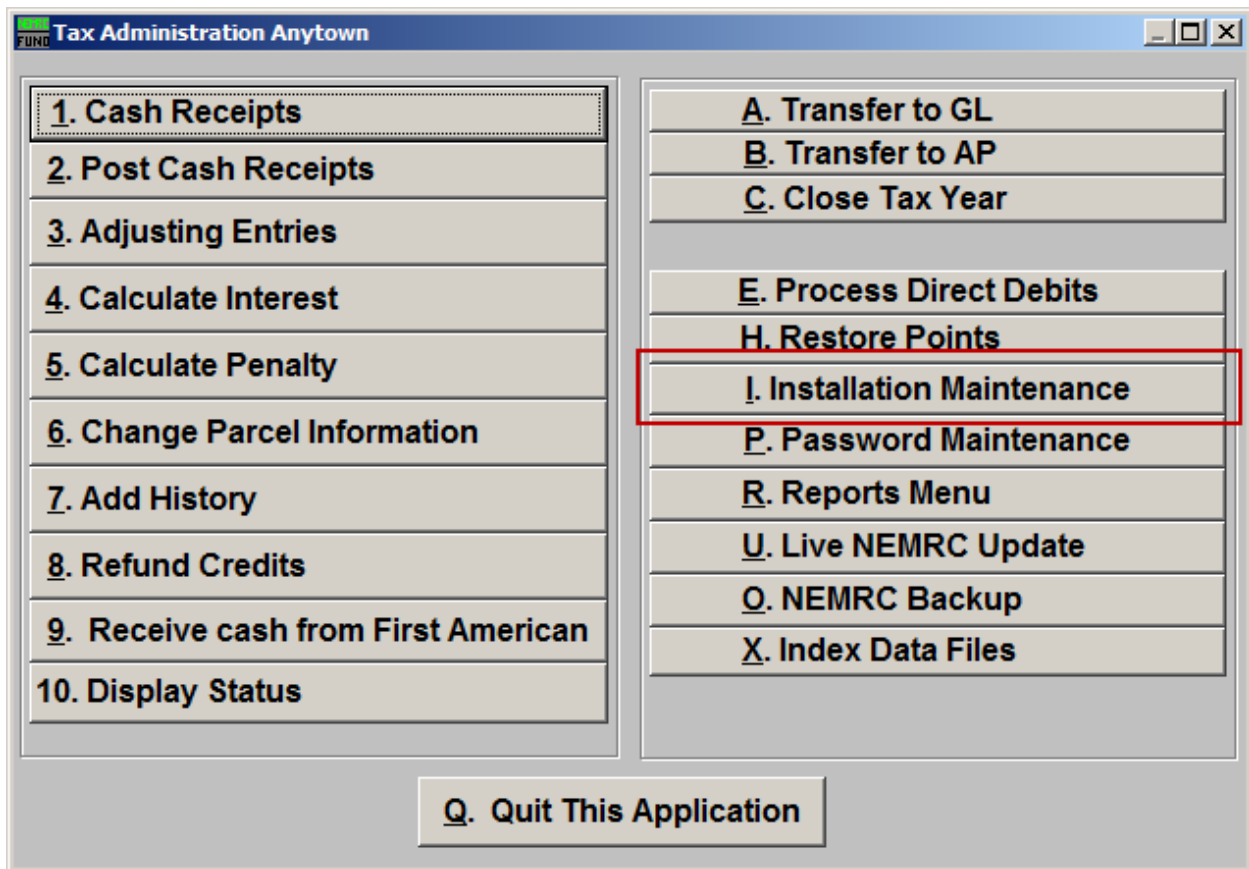


# Tax Administration

## I. Installation Maintenance

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Click on “I. Installation Maintenance” off the Main Menu and the following window will appear:

# Tax Administration

## Installation Maintenance

**Tax Administration Options: TOWN OF ROCKINGHAM**

**Tax Administration Options**

General and Default Options | Function Keys | Addresses | Cash Receipting Options | Tax Years | Default Tax Rates

1 2 3 4 5 6

Parcel Number Length: 9  
Sub-Parcel Length: 3  
Default Interest %: 1.00  
Default Penalty %: 8.00  
Method: ☒ Monthly ☐ Daily ☐ Copy interest rate to all tax years?  
Link to General Ledger: ☒ Yes ☐ No Method: ☐ Cash ☒ Accrual  
Default General Ledger Accounts ☐ Change all tax years to the default account numbers?  
Link to Accounts Payable: ☒ Yes ☐ No Credit Vendor:  Find  
Number of Payments: ☐ 1 ☐ 2 ☐ 3 ☒ 4  
Misc. Field Descriptions: 1   
2   
3   
4   
5   
OK Cancel

1. The “General and Default Options” tab: Click on this tab to modify basic Tax Administration options.
2. The “Function Keys” tab: Click on this tab to edit key phrases that are linked to the function keys on your keyboard.
3. The “Addresses” tab: Click on this tab to edit the Treasurers and the Collectors address(es).
4. The “Cash Receipting Options” tab: Click on this tab to set the standards for cash processing with in this entity and module.
5. The “Tax Years” tab: Click on this tab to establish and maintain all the Tax Years being tracked in this application.
6. The “Default Tax Rates” tab: Click on this tab to maintain a standard set of tax rates. This is used when detail reporting of tax rates to the general ledger is required.

Refer to the section below that relates to your choice.

# Tax Administration

The “General and Default Options” tab

If you chose the “General and Default Options” tab, the following window will appear:

**Tax Administration Options: TOWN OF ROCKINGHAM**

**Tax Administration Options**

General and Default Options | Function Keys | Addresses | Cash Receipting Options | Tax Years | Default Tax Rates

Parcel Number Length **1**

Sub-Parcel Length **2**

Default Interest % **3**  Method **4** ☒ Monthly **5** ☐ Daily **6** ☐ Copy interest rate to all tax years?

Default Penalty % **7**

Link to General Ledger **8** ☒ Yes ☐ No Method **9** ☐ Cash **10** ☒ Accrual

Default General Ledger Accounts **11** ☐ Change all tax years to the default account numbers? **12**

**13** Link to Accounts Payable ☒ Yes ☐ No Credit Vendor **14**  Find

**15** Number of Payments ☐ 1 ☐ 2 ☐ 3 ☒ 4

**16** Misc. Field Descriptions

1	
2	
3	
4	
5	

**17** OK **18** Cancel

- 1. Parcel Number Length:** The maximum number that you choose to use to define your customer account number. Max of ten (10) characters
- 2. Sub-Parcel Length:** The maximum number that you choose to use to define your customer sub-account number. Max of ten (10) characters
- 3. Default Interest %:** Default value of interest to be calculated on each payment. This is modifiable during the interest calculation process.
- 4. Method: Monthly:** Interest calculated once monthly (most common in Vermont.)
- 5. Method: Daily:** Interest calculated based on the number of days with an annual rate (most common in New Hampshire.)
- 6. Copy interest rate to all Tax Years?:** Check this box to automatically apply the interest rate to all years defined under the “Tax Years” tab.

## Tax Administration

- 7. Default Penalty %:** Default value of penalty to be calculated on each payment. This is modifiable during the penalty calculation process
- 8. Link to General Ledger:** This module can be linked to post to the NEMRC General Ledger.
- 9. Method: Cash:** Post only cash related activity to the General Ledger when selected and the link is turned on.
- 10. Method: Accrual:** Post all activity to the General Ledger when selected and link is turned on.
- 11. Default General Ledger Accounts:** This opens a window to define all the default accounts to be used for new Tax Years.
- 12. Change all Tax Years...:** It is possible to define the accounts above and have them apply to all items defined in the “Tax Years” tab.
- 13. Link to Accounts Payable:** Allows a link to Accounts Payable for over payment refund processing.
- 14. Credit Vendor:** This is the vendor number in Accounts Payable to transfer refund information into, when the above link is turned on.
- 15. Number of Payments:** Default number of payments to display and report. The system has a limit of 1 to 4 payments. Use the maximum for any single billing here.
- 16. Misc. Field Descriptions:** User defined fields to allow tracking information your site would like to maintain. These can be found in “6. Change Parcel Information” off the Main Menu.
- 17. OK:** Click “OK” to save changes and return to the previous menu.
- 18. Cancel:** Click “Cancel” to cancel and return to the previous menu.

# Tax Administration

The “Function Keys” tab

If you chose the “Function Keys” tab, the following window will appear:

Tax Administration Options: TOWN OF ROCKINGHAM	
Tax Administration Options	
General and Default Options   <b>Function Keys</b>   Addresses   Cash Receipting Options   Tax Years   Default Tax Rates	
<b>F5</b>	Change due to Grievance
<b>F6</b>	PRIOR YEAR CREDIT TO CURREN
<b>F7</b>	RECLASS CREDIT FROM PRIOR Y
<b>F8</b>	LAND USE ADJUSTMENTS
<b>F9</b>	Errors & Omissions-10/5/01
<b>F10</b>	
<b>F11</b>	
<b>F12</b>	

1 OK 2 Cancel

**Function Keys:** These are used to set shortcuts for common phrases for easy use, and to save you from having to retype something multiple times. When a value is assigned then from the point of the cursor placement the function key with the assignment can be used to populate fields.

Each of these fields are linked to the “Function key” that is to its left. This means that when you hit the “F\_” key on the keyboard, the text you entered for that “Function key” will appear.

1. **OK:** Click “OK” to save changes and return to the previous menu.
2. **Cancel:** Click “Cancel” to cancel and return to the previous menu.

# Tax Administration

The “Addresses” tab

If you chose the “Addresses” tab, the following window will appear:

**Tax Administration Options: TOWN OF ROCKINGHAM**

**Tax Administration Options**

General and Default Options | Function Keys | **Addresses** | Cash Receipting Options | Tax Years | Default Tax Rates

**Treasurers Address**  
**1**

PO BOX 370  
BELLOWS FALLS VT 05101

**Collectors Address**  
**2**

PO BOX 370  
BELLOWS FALLS VT 05101

**3 OK** **4 Cancel**

- 1. Treasurers Address:** Enter the mailing address for the Treasurer. This is used for interest due notices.
- 2. Collectors Address:** Enter the mailing address for the Collectors. This is used for delinquent tax notices.
- 3. OK:** Click “OK” to save changes and return to the previous menu.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous menu.

# Tax Administration

The “Cash Receipting Options” tab

If you chose the “Cash Receipting Options” tab, the following window will appear:

**Tax Administration Options: TOWN OF ROCKINGHAM**

**Tax Administration Options**

General and Default Options | Function Keys | Addresses | **Cash Receipting Options** | Tax Years | Default Tax Rates

**Apply Cash to Oldest Year(s) First** **1** ☒ Yes ☐ No

**Allow Only Full Payments?** **2** ☐ Yes ☒ No

**Apply Currently Due Payments First?** **3** ☐ Yes ☒ No

**Apply Cash on a Pro-Rated Basis?** **4** ☐ Yes ☒ No

**Pro-Rate Only Penalty and Applications After Penalty?** **5** ☐ Yes ☒ No

**Apply Full Payments before Last Pro-Rated Payment?** **6** ☐ Yes ☒ No

**Apply Discount Only When Full Payment is Made?** **7** ☒ Yes ☐ No

**Application Order? P=Principal, I=Interest, N=Penalty, O=Other** **NIOP** **8**

**Apply Cash Across Applications First?** **9** ☒ Yes ☐ No

**Default Next Amount Due** **15** **Days After Last Payment?** **10**

**11 OK** **12 Cancel**

- 1. Apply Cash to Oldest Year(s) First:** Should automated payments transferred in apply the oldest Tax Year with a balance first?
- 2. Allow Only Full Payments?:** Do not allow recording payments unless it is a payment in full?
- 3. Apply Currently Due Payments First?:** Consider the most current due date in a multiple payment system before late payments in the same Tax Year?
- 4. Apply Cash on a Pro-Rated Basis:** Should cash be distributed by percentage of open balances when applied to a given Tax Year?
- 5. Pro-Rate Only Penalty and Applications after Penalty?:** If **4** is yes, then should proration be on penalty and items after penalty only? IE: if other cost should be paid before proration then item **8** will set the calculation method to apply.

## Tax Administration

- 6. Apply Full Payments before Last Pro-Rated Payment?:** Should all amounts for a given due date in a multiple due date year be paid before any application to the next due date.
- 7. Apply Discount Only When Full Payment is Made?:** Should a discount be calculated if it will result in full payment of principal?
- 8. Application Order?:** The order of cash application by the type of bill to apply payment to is controlled here. Default would be to prorate all types in the order of penalty, interest, other and lastly principal (NIOP).
- 9. Apply Cash Across Applications First?:** Should cash be applied by the type of bill (principal, interest, penalty, other) first, regardless of due dates in a multiple due date system.
- 10. Default Next Amount Due \_\_ Days After Last Payment?:** How many days past the last due date should the system wait before including the next due date amount in the posting balance? This is only used in a multiple due date system.
- 11. OK:** Click “OK” to save changes and return to the previous menu.
- 12. Cancel:** Click “Cancel” to cancel and return to the previous menu.



# Tax Administration

The “Tax Years” tab

If you chose the “Tax Years” tab, the following window will appear:

**Tax Administration Options: TOWN OF ROCKINGHAM**

**Tax Administration Options**

General and Default Options | Function Keys | Addresses | Cash Receipting Options | **Tax Years** | Default Tax Rates

Year <b>1</b>	Discounts <b>2</b>	Status <b>3</b>	
1992-1993	N	Delinquent	
1993-1994	N	Delinquent	
1994-1995	N	Delinquent	
1995-1996	N	Delinquent	
1996-1997	N	Delinquent	
1997-1998	N	Delinquent	
1998-1999	N	Delinquent	
1999-2000	N	Delinquent	
2000-2001	N	Delinquent	
2001-2002	N	Delinquent	
2002-2003	N	Delinquent	

**Edit Selected Year** **Add a New Tax Year**

**6 OK** **7 Cancel**

- 1. Year:** This entry is how a given Tax Year will be displayed back to you.
- 2. Discounts:** This will show a Y if the given Tax Year has a discount calculation. It is uncommon to have discounts on tax bills.
- 3. Status:** The status of a year is either Current or Delinquent. When the Tax Year has been closed, the status changes to Delinquent and the General Ledger accounts for delinquent processing are used when linked to NEMRC General Ledger.
- 4. Edit Selected Year:** Click this button to edit a selected year. The Tax Year Maintenance window shown below will appear.
- 5. Add a New Tax Year:** Click this button to create a new Tax Year, and the Tax Year Maintenance window shown below will appear.
- 6. OK:** Click “OK” to save changes and return to the previous menu.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous menu.

# Tax Administration

## Tax Year Maintenance: Edit Tax Year

Click “Edit Selected Year” and the following window will appear:

The “General” tab:

**1** Tax Year: 1990

**2** ☒ Use Discounts

**3** ☒ Allow Bill Removal

**4** ☐ Show 911 / Desc Info instead of Locations

<b>5</b>	<b>6</b> Due Date	<b>7</b> Interest	<b>8</b> Discount	<b>9</b> Discount Until
Payment 1	10/10/1989	1.50	0.00	/ /
Payment 2	10/10/1989	1.50	0.00	/ /
Payment 3	10/10/1989	1.50	0.00	/ /
Payment 4	10/10/1989	1.50	0.00	/ /

**10** General Ledger Accounts   **11** OK   **12** Cancel

- 1. Tax Year:** This entry is how a given Tax Year will be displayed back to you.
- 2. Use Discounts:** Click the box next to “Use Discounts” to have the system prompt for discount deadlines (**9**) and percentages (**8**).
- 3. Allow Bill Removal:** Click the box next to “Allow Bill Removal” to have the system remove Parcels that are paid in full before a chosen date. This process is done during the “Year Close” from the Main Menu.
- 4. Show 911 /Desc Info instead of Locations:** Click the box next to “Show 911...” to have the system display 911 address information instead of the original location fields.
- 5. Payment #:** This will display according to the number of payments defined on the general tab in Installation Maintenance.

## Tax Administration

- 6. Due Date:** The actual due date for each payment would be entered here. This will be used in evaluation of default cash posting amounts and interest calculations.
- 7. Interest:** Enter the interest percentages to be used as default for this given Tax Year. These are modifiable during the actual interest calculation process from the Main Menu.
- 8. Discount:** Enter the percentage of discount to allow if paid on or before the discount deadline, if discounts are used.
- 9. Discount Until:** Enter the discount deadline date per each payment, if discounts are used.
- 10. General Ledger Accounts:** Click this to bring up the General Ledger Accounts for the selected year.
- 11. OK:** Click “OK” to save changes and return to the previous menu.
- 12. Cancel:** Click “Cancel” to cancel and return to the previous menu.

Click on the “Rates” tab and the following window will appear:

The “Rates” tab:

	1	2
Rate Description 0		0.0000
Rate Description 1		0.0000
Rate Description 2		0.0000
Rate Description 3		0.0000
Rate Description 4		0.0000
Rate Description 5		0.0000
Rate Description 6		0.0000
Rate Description 7		0.0000
Rate Description 8		0.0000
Rate Description 9		0.0000

3 General Ledger Accounts    4 OK    5 Cancel

- 1. Description fields:** Up to ten rates can be defined for the given Tax Year. This is not commonly done in Vermont due to split value billings.

## Tax Administration

- 2. Rate:** Enter the tax rate assigned to each of the rates you have defined.
- 3. General Ledger Accounts:** Click this to bring up the General Ledger Accounts for the selected year.
- 4. OK:** Click “OK” to save changes and return to the previous menu.
- 5. Cancel:** Click “Cancel” to return to the previous screen without saving changes.

### Tax Year Maintenance: New Tax Year

Click “Add a New Tax Year” and the following window will appear:

The “General” tab:

**Tax Year Maintenance**

General Rates

Tax Year  ☒ Use Discounts

☐ Show 911 / Desc Info instead of Locations

Order tax year after which tax year? (Blank for first year)

	Due Date	Interest	Discount	Discount Until
Payment 1	//	0.00	0.00	//
Payment 2	//	0.00	0.00	//
Payment 3	//	0.00	0.00	//
Payment 4	//	0.00	0.00	//

General Ledger Accounts OK Cancel

- 1. Tax Year:** This entry is how a given Tax Year will be displayed back to you.
- 2. Use Discounts:** Click the box next to “Use Discounts” to have the system prompt for discount deadlines (9) and percentages (8).
- 3. Show 911 /Desc Info instead of Locations:** Click the box next to “Show 911...” to have the system display 911 address information instead of the original location fields.

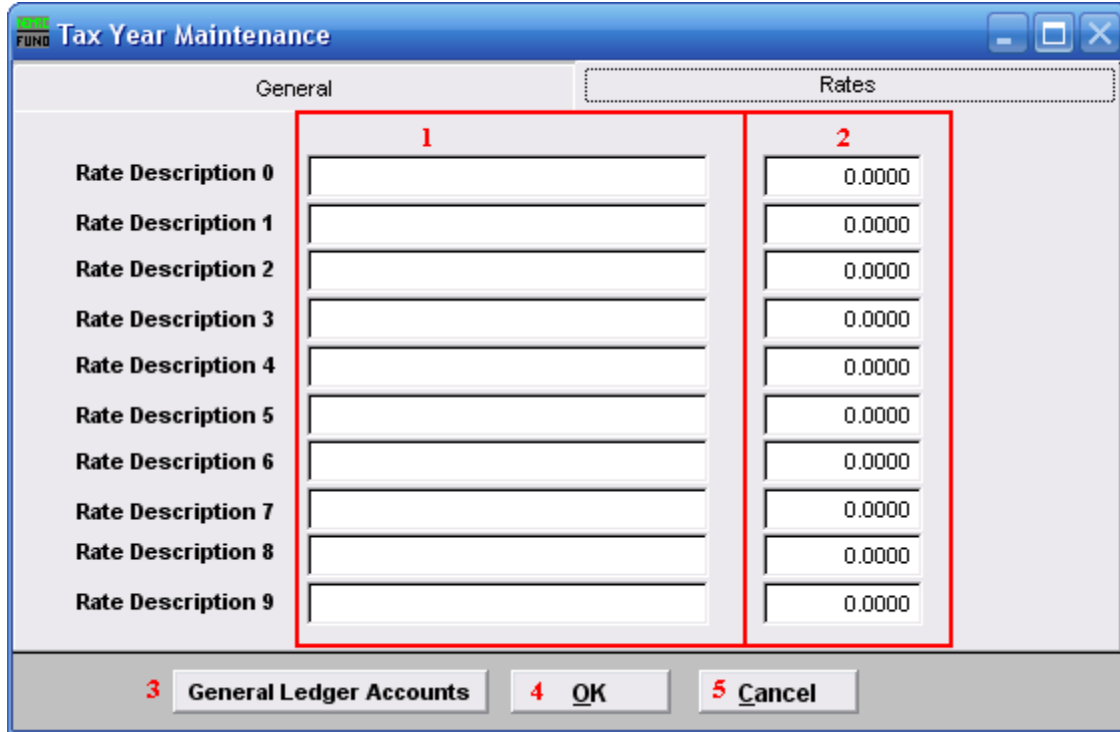
## Tax Administration

- 4. Order Tax Year after which Tax Year?:** Select the Tax Year that preceded the year you are adding. NEMRC defaults to most recent Tax Year defined.
- 5. Payment #:** This will display according to the number of payments defined on the general tab in Installation Maintenance.
- 6. Due date:** The actual due date for each payment would be entered here. This will be used in evaluation of default cash posting amounts and interest calculations.
- 7. Interest:** Enter the interest percentages to be used as default for this given Tax Year. These are modifiable during the actual interest calculation process from the Main Menu.
- 8. Discount:** Enter the percentage of discount to allow if paid on or before the discount deadline, if discounts are used.
- 9. Discount Until:** Enter the discount deadline date per each payment, if discounts are used.
- 10. General Ledger Accounts:** Click this to bring up the General Ledger Accounts for the selected year.
- 11. OK:** Click “OK” to save changes and return to the previous menu.
- 12. Cancel:** Click “Cancel” to cancel and return to the previous menu.

Click on the “Rates” tab and the following window will appear:

# Tax Administration

The “Rates” tab:



	1	2
Rate Description 0		0.0000
Rate Description 1		0.0000
Rate Description 2		0.0000
Rate Description 3		0.0000
Rate Description 4		0.0000
Rate Description 5		0.0000
Rate Description 6		0.0000
Rate Description 7		0.0000
Rate Description 8		0.0000
Rate Description 9		0.0000

3 General Ledger Accounts    4 OK    5 Cancel

1. **Description fields:** Up to ten rates can be defined for the given Tax Year. This is not commonly done in Vermont due to split value billings.
2. **Rate:** the tax rate assigned to each of the rates you have defined.
3. **General Ledger Accounts:** Click this to bring up the General Ledger Accounts for the selected year.
4. **OK:** Click “OK” to save changes and return to the previous menu.
5. **Cancel:** Click “Cancel” to cancel and return to the previous menu.