

Homestead Reimbursement

Important: Before you begin, verify that you have a good backup with no errors from the previous night. If you do not have a good backup or are unsure how to check your backup, please call PUBLIQ Client Services for assistance at 800.235.0762.

Please read all instructions before you begin. If you anticipate needing assistance with the instructions, please call PUBLIQ as soon as possible.

1. Check the county STARS code on the Treasurer's Identification screen.

To verify the county STARS code, ask a qualified individual in the Treasurer's Office to complete the following:

- a. Sign in to **Treasurer** and select **Control Information**.
- b. Enter your initials and password when prompted.
- c. Select **Office Identification**.
- d. Verify that the county **STARS #** is correct.

The screenshot shows the 'Office Identification' window with the following sections:

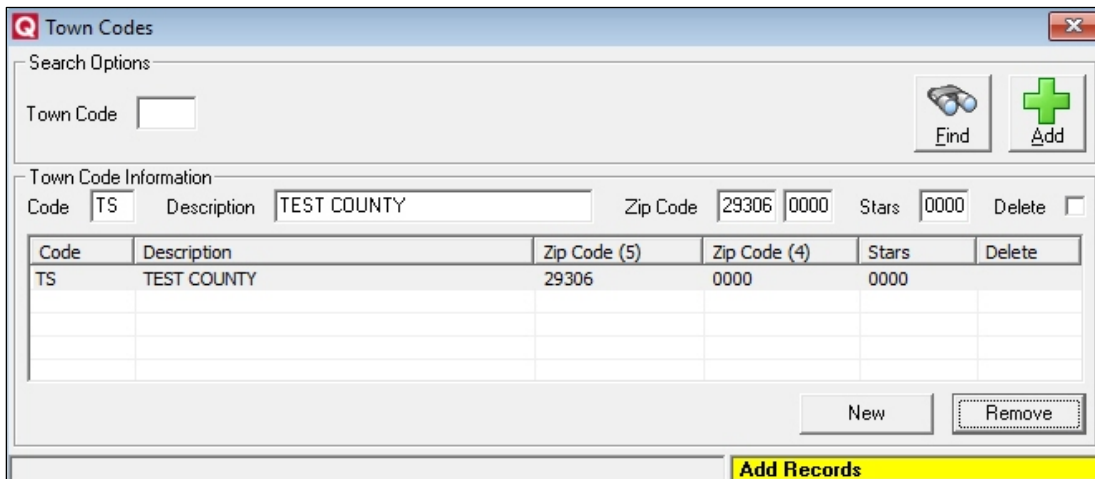
- Office Information:** Office Name: COUNTY TREASURER; Officer: []; Address 1: []; Address 2: []; City: []; State: SC; Zip Code: 99999; Phone: []; County ID: []; STARS #: 5385.
- Miscellaneous:** Form: 33; Line Count: 33; Roll Fee To Delinquent File: ; Collect Real/Personal: ; Require Drawer Number: ; Combined Current and Delinquent: ; Use Payment Change Window: ; SKIP MHs On Delinquent Check: ; Report All Types as FILOT: ; Auto Apply Refund: ; Bad Check Fee: .00.
- Start Dates:** YTD Vehicle Collect: 09/05/17; Last Purge: 09/05/17.
- Decal Issuance:** Decal Fee: Payment Amount: 1.00; Decal Print: Walk-In Mailer ; DMV Print Mail Receipt Charge All Fee ; Suppress Decal Window ; Server IP: 172.16.8.213; Port Number: 1180.
- Bar Code Processing:** Automatically Mark Paid ; Vehicle Fee Paid Default .
- Lockbox:** Payment File: C:QS1; Post Delinquent ; Require DMV Fee .
- Path:** Internet Export File Path: C:\QS1\TAX\EXPORT.TXT; Billing Export FTP Batch: C:\QS1.
- Block Payments:** Table with columns: Real, Watercraft, Other Personal, Vehicle, FILOT, Installments. Rows: Dynamic, Manual, Allow Override. All checkboxes are checked.
- General Ledger Entries:** Post Payments by Method ; Post Deposits by Facility ; Disburse Cash by Entity ; Post Receivables ; Separate Real/Personal Accounts ; Accounts By: Tax Year; Rollback: Levy Year.
- Help:** Help Center Address: https://help.sprbrk.com/publiq/

Important: If necessary, change the STARS #, then select **Save**. Do not change anything else.

2. City Homestead: Check the city STARS codes in the Auditor's Control File, Town Codes/Descriptions.

If the cities report their own homestead, skip this step and proceed to [Step 4](#). If the county reports city homestead, ask someone with access to the Auditor's Control File to complete the following:

- a. Sign in to **Auditor** and select **Control Information > Codes > Town Codes**.
- b. Enter your initials and password when prompted.
- c. Verify that city **Stars codes** are correct for your county.



- d. Select the **Previous** and **Next** buttons at the top to scroll from page to page, verifying the codes.
- e. To change incorrect codes, select the code in the table. This brings the information into the top line. Enter the new code, then select **Save**.

3. City Homestead: Enter city apportionment levies in the Treasurer's District File.

If the cities report their own homestead, skip this step, and proceed to [Step 4](#). If the county reports city homestead, ask an individual with access to the Treasurer's Control File to complete the following:

- a. Sign in to **Treasurer**, then select **Control Information > District File Maintenance > Apportionment Levies**.
- b. Scroll for a city apportionment levy.
 - Enter the year in **Year**.

- Enter the town code in **District**.
 - Select either **Vehicle** or **Real/Pers** from the **Type** drop-down menu.
 - Select the **Find** icon.
- e. Add the record, if it does not already exist (you will see **Record Not On File - Okay to Add** if it doesn't already exist):
- Choose **Town** for town from the D/T drop-down menu, then select **New**.
 - Choose **town codes** from the **Code** drop-down menu and enter **millages** in the **Mills** field.
 - Select **Save**.
- f. Scroll for any other city apportionment levies (use the Previous and Next buttons at the top), adding records as needed.

4. Verify the levy type codes in the Treasurer's Apportionment Districts.

Each taxing entity within a district, such as a school, is assigned a particular levy code and type. While levy codes are used to identify taxing entities, levy type codes describe the same taxing entities in a broader sense. For instance, the levy type code for school bonds should be S for school.

Note: Since type codes are used to disburse taxes on the Homestead Reimbursement Report, it is important to ensure that the type codes are correct.

To check levy type codes, ask someone with access to the Treasurer's Control File to complete the following:

- a. Sign in to **Treasurer**.
- b. Select **Control Information > District File Maintenance > Apportionment Levies**.
- c. Enter your initials and password when prompted.
- d. Select **Previous** and **Next** at the top to scroll through the district records. Check the levy type codes. If you find any incorrect codes, contact PUBLIQ Client Services for instructions.

Note: To search for a particular district record, enter the **Year**, choose the district/town code in **District**, and **Real/Pers** in Type. Select the **Find** icon.

5. Run the Homestead Reimbursement Report.

The Homestead Reimbursement Report is available in both the Auditor and Treasurer applications, and you can run it from either office. To run the Homestead Reimbursement Report, complete the following:

- a. Select these options from either Auditor or Treasurer: **Reports > Reimbursement Reporting > Homestead Reimbursement Report.**
- b. Complete the screen.

Important: Please see the [Explanation of Options for the Homestead Reimbursement Report](#) table on the next page for option details.

Homestead Reimbursement Report

Options

Tax Year	<input type="text" value="2021"/>	Skip Bad Checks	<input type="checkbox"/>
Detail Report	<input checked="" type="checkbox"/>	Sort By File	<input checked="" type="checkbox"/>
Include Delinquent	<input type="checkbox"/>	Sort By Levy Year	<input type="checkbox"/>
Include Prior	<input type="checkbox"/>	Build DOS File	<input type="checkbox"/>
Current Rolled To Prior	<input type="checkbox"/>	School Operating Report	<input type="checkbox"/>
Include Negatives	<input type="checkbox"/>		
DDS File Path	<input type="text" value="C:\QS1\HERQST"/>		

Ranges

	From	To	Sort
District	<input type="text" value="ALL"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Municipality	<input type="text" value="ALL"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Issue Date	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Note: We recommend running this report twice. When running it first, do not check the Build File option. Check the Edit List and correct any errors, then run the report again, this time checking the Build File option.

- c. Select **Save**.
- d. When Records Processed displays, select **OK**.

Each time you run this report, an **Edit List** prints. Cancel the report if errors print on the Edit List indicating the following:

- Zero STARS codes and levies - Repeat Steps 1-5 in these instructions.
- Class Codes not found - Check the Class Codes table of the Control File.

Some market value/homestead assessment adjustment messages may print. Do not cancel the report unless you receive several of these messages.

Note: If you must cancel the report, try to resolve the problem - read the error message, review these instructions, look up records in your system, etc. For assistance, call PUBLIQ Client Services at 800.235.0762.

Build to DOS File

When you are ready to build to the DOS File, select the **Build DOS File** options. The default drive letter and file name can be changed if needed, otherwise, send file name **C:\QS1\HEROST** to the DOS.

Explanation of Options for the Homestead Reimbursement Report

Field	Explanation/Possible Entries
Tax Year	<p>Tax year being reported, used in the report header and for selecting records.</p> <p>How Tax Year Affects the Current File: Selects records starting with the tax year entered here and higher from the Current File.</p> <p>Example: If Tax Year is 2021, Current File records from tax years 2021 and 2022 are selected.</p> <p>How Tax Year Affects the Delinquent File: Selects records one year before this tax year and higher from the Delinquent File if Include Delinquent is Y for yes.</p> <p>Example: If Tax Year is 2021 and delinquents are included, records from tax year 2020 and above are selected.</p>
Detail Report	<p>Checked: Prints a detailed list of all homestead information being reported.</p> <p>Unchecked: Prints totals only for each district or town</p> <hr/> <p>Note: A report prints every time you run this program. If you are re-running the report in order to build the file, do NOT check this option to Detail Rpt Y/N to print totals only.</p>
Include Delinquent	<p>Check this box to include delinquents.</p> <p>Unchecked: Selects only these notices from the Current file (records that are unpaid or paid but not refunded as of the ending date).</p>

	<p>Checked: Selects the records from the Current file as stated above (unpaid and paid, not refunded as of the ending date). In addition, this option selects Delinquent file records with tax years starting one year before the Tax Year entered that have not been errored or refunded, as of the ending date. Unpaid records on the Current file that have been "put into execution" will be selected from the Delinquent file based on their current status.</p>
Include Prior	<p>Check this option to include records from the Prior or Last Year file.</p> <p>Unchecked: Does not select any records from the Last Year file.</p> <p>Checked: Selects records from the Last Year file with the year entered in Tax Year and higher.</p>
Current Rolled To Prior	<p>Check this option if Current file records have been rolled to the Prior Year file. Do NOT check if they have not been rolled.</p> <p>This option ensures that if the records have been rolled to Prior Year, they will not be duplicated on the report. If checked, only advanced mobile homes will be selected from the Current file (similar to the Property Tax Activity Report).</p>
Include Negatives	<p>Check this option to include negatives on the report. Records reported last year but errored or refunded this year are negatives. Negatives will not go on the file or be transmitted to the Comptroller General in any way.</p> <p>If you check this option to include negatives, then Charges - Negatives = Grand Total. However, the reimbursement you receive from the state will only be based on the charges. The negatives are for reference purposes only. You may send that portion of the printed report to the state if you choose.</p>
Skip Bad Checks	<p>Check this option to skip bad checks. What you enter here depends on whether you usually issue supplementals for those records that are flagged as a bad check notice.</p> <p>Checked: Records flagged as bad checks on the Current or Delinquent file will not be included on the report. If you normally issue a supplemental for a notice that is flagged as a bad check, you should answer Y.</p> <p>Unchecked: You flag notices as bad checks and do not issue supplementals.</p>
Sort By File	<p>Checked: Sort data from each file separately and print totals for each file (Current, Delinquent, Prior, as applicable).</p> <p>Unchecked: Combine the data for each file, without regard to file.</p> <hr/> <p>Note: Sort by File and Sort by Levy Year gives you the ability to check your data should questions arise regarding the reporting of certain records.</p> <hr/>
Sort By Levy Year	<p>Checked: Sort data by levy year and print totals by levy year.</p>

	Unchecked: Combine the data for each levy year.
Build DOS File	Check this option to build the DOS File; send this file directly to the Comptroller General.
DOS File Path	The DOS file path to send to the state. Defaults to C:\QS1\HEROST .
School Operating Report	Check this option to print the DOR School Operating Report.
District	<p>Leave as ALL unless reporting a range of districts - Type starting and ending district codes under FROM and TO.</p> <ul style="list-style-type: none"> Reporting city homestead only - Type NONE in the District select. <p>SORT - The sort column across from District defaults to Y, meaning records are sorted by district. To sort alphabetically, type N in this column.</p>
Municipality	<p>Leave as ALL unless reporting for a particular town range - Type starting and ending town codes under FROM and TO.</p> <ul style="list-style-type: none"> Reporting county homesteads only, no cities - type NONE in the Municipality select. <hr/> <p>Note: Counties that do not collect city tax, but have town codes on their Real Estate file, need to pay particular attention to this field.</p> <hr/> <p>SORT - The sort column across from Municipality defaults to Y, meaning records are sorted by town code. To sort alphabetically, type N in this column.</p> <hr/> <p>Note: If you report city homestead separate from the county, it may be beneficial to run this report twice, once for the city and once for the county. For city homestead only, type NONE in District and leave Municipality as ALL or type a range of town codes. For county homestead only, type NONE in Municipality and leave District as ALL or type a range of district code.</p> <hr/>
Issue Date (REQUIRED)	<p>Type the beginning and ending issue dates under FROM and TO. Records errored or approved for refund (abated) will be selected only if they were issued within the issue date range and abated after the issue date range.</p> <ul style="list-style-type: none"> Records issued during the issue date range and errored/approved for refund (abated) later will be included. Records issued during the issue date range and errored/approved for refund (abated) during the same period will be excluded.

	Everything issued that was errored or approved for refund after the issue date range will be included as a charge (these were previously skipped). Those reported last year and errored this year will print on the Negative List - see Include Negatives.
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