

Manufacturer Depreciation Reimbursement – Auditor

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 Customer Support for assistance at 800.235.0762.

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

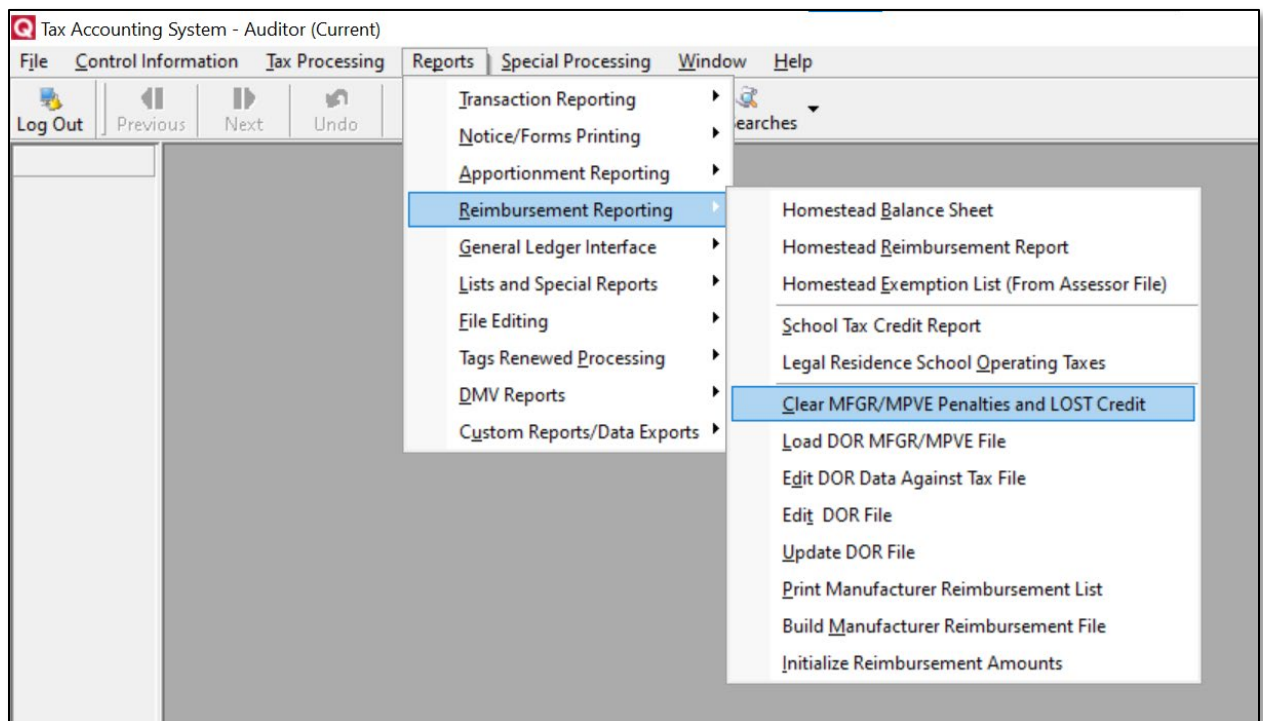
The following instructions explain how to process your manufacturer depreciation reimbursement request. Please follow these instructions carefully since the amount of your county's reimbursement depends on the accuracy of this information.

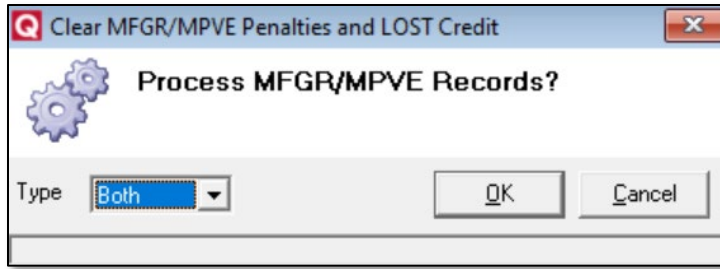
1. Clear MFGR/MPVE Penalties and LOST Credit.

This program clears penalties and, if applicable, local option sales tax on all MFGR and MPVE records. It also checks for any real estate notices coded with MFGR that are not personal and prints an error if any are found.

Before clearing MFGR/MPVE Penalties, ask everyone to stop working for a few minutes since this program locks the system while it runs. Make sure your printer is ready.

- i. From Auditor (Current), go to **Reports > Reimbursement Reporting > Clear MFGR/MPVE Penalties and LOST Credit.**





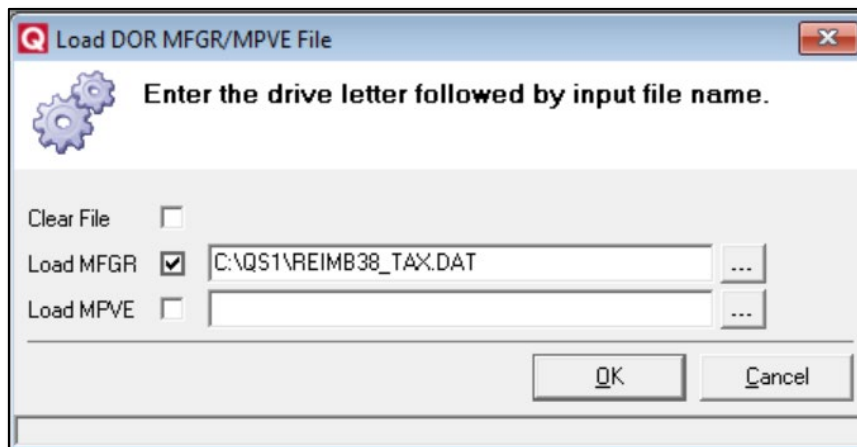
- ii. From the **Type** drop-down list, select whether to clear **MPVE** records, **MFGR** records, or **Both**.
- iii. Click **OK**.
- iv. When the program finishes, the system displays the message *Process Complete*. Click **OK**.
- v. Check your printer to see if there are any errors. Correct all errors before continuing.
If an error message indicates a notice is incorrectly coded with **MFGR**, remove this code. Open the notice in the system, enter your posting initials, delete the auditor code, and click **Save**.

STOP! DO NOT GO TO STEP 2 UNTIL AFTER YOU RUN STEP 1 AND CORRECT ALL ERRORS.

2. Load the DOR Reimbursement data.

The reimbursement files from the DOR must be saved in the QS/1 folder located on the C or D drive on your machine.

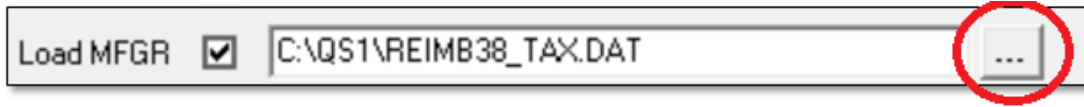
- i. Save the reimbursement files from the DOR in the QS/1 folder.
- ii. In Auditor (Current), go to **Reports > Reimbursement Reporting > Load DOR MFGR/MPVE File**.



NOTE: When you load a file for the first time each year, select **Clear File**. This removes all previous MFGR/MPVE data from the file.

- iii. The default path and file name are displayed on the screen. Select the checkbox for the file type to load, then enter the file path where the reimbursement file is located.

- To browse to the folder where you saved the DOR file, click the **ellipsis button** to the right of the file path field. When you locate the file, select it and click **Open**.



iv. Click **OK**.

3. Edit DOR data against the tax file.

Special Note about Reporting City Reimbursement Taxes:

To report city reimbursement taxes to the DOR, the Treasurer must enter town millages in the Treasurer's Control File, Apportionment Levy section. To report city reimbursements, if your county does not collect city taxes on real estate and your tax notices do not include town codes, you must enter the town codes on the Update DOR Data screen (See Step 5).

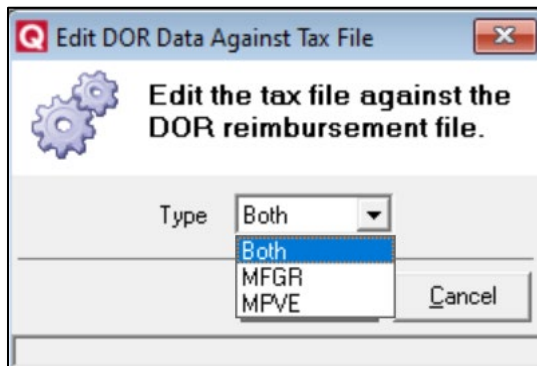
- If your county collects city taxes on real estate, the city figures from your tax notices are automatically copied to the DOR records.
- If your county does not collect city taxes on real estate but your notices have town codes on them, the city reimbursement amount is calculated using the millages in the Treasurer's Apportionment Levies.

For more information on edits, including information on items updated/edited, see the section entitled Explanation of Edits Performed in the step below.

IMPORTANT: The report prints when you complete step 3. Make sure your printer is ready.

To edit DOR data against the tax file:

- i. In Auditor (Current), go to **Reports > Reimbursement Reporting > Edit DOR Data Against Tax File**.
- ii. Select whether to run the edit for **MFGR** data, **MPVE** data, or **Both**.



iii. Wait while the edit program runs. Error messages may print.

IMPORTANT: If any error messages print, do **not** correct them until after you finish Step 4, since errors could print during the edit performed in Step 4. After both edits finish (Steps 3 and 4), investigate all errors and make corrections as needed.

Explanation of Edits Performed in this Step

This step edits the records in the DOR file against current tax records with Auditor code **MFGR** and/or **MPVE**, depending on which files you have selected to run. The program performs the following actions:

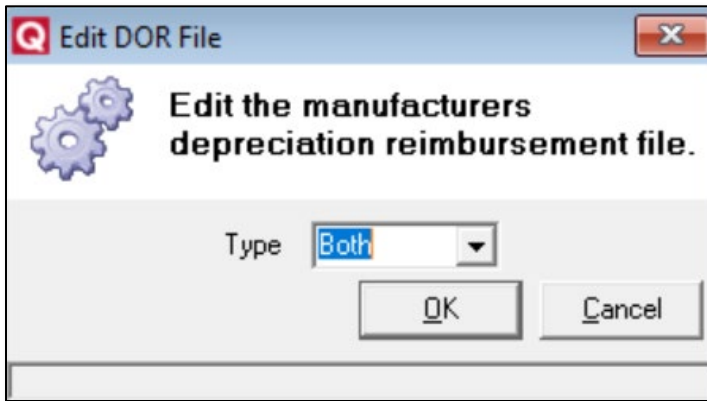
- **Matches records from the current tax file to records on the DOR file.** To find a match, the account number and the schedule ID on current tax notices are compared with records on the DOR file, skipping notices that are errored or approved for refund. Matching notices must contain the same account number, schedule ID, and assessment.
- **Copies the millage and tax dollars from tax notices to DOR records.** For each match, the system copies the millage and tax dollars from the tax notice to the DOR record.
- **Updates the district and town code on DOR records.** The district and town codes on a DOR record are updated to match these codes on the corresponding tax record.
- **Changes city assessment on DOR records if applicable.** City assessment on DOR records may be updated to match the city assessment on corresponding tax records, but the program does not alter the assessment on DOR records otherwise.
- **Prints error messages for various conditions.** Error messages print if the edit finds (1) a record on the tax file that is incorrectly coded as **MFGR** or **MPVE** (i.e., not a personal notice, receipt type 4 or 6); (2) a schedule ID, account number, and/or assessment on the tax file does not match any records in the DOR file; (3) a duplicate record.
- **Prints an alert if the districts do not match.** If the district on the current tax notice does not match the district on the corresponding DOR record, a message prints, stating the DOR district is invalid and the DOR reimbursement record has been updated to match the district on the tax record. This message is not an error. It simply alerts you in case you want to update incorrect districts in the DOR computer.

4. Edit the DOR file.

This edit checks the records on the DOR reimbursement file for necessary information. Once the edit prints, check the file for errors. If the file contains any errors, correct the errors and run the edit again. This edit will be run often throughout the reimbursement process to ensure that your files are correct.

To run this edit:

- i. In Auditor (Current), go to **Reports > Reimbursement Reporting > Edit DOR File.**



- ii. Select whether to run the edit for **MFGR Only**, **MPVE Only**, or **Both**.
- iii. Click **OK**, then wait while the edit runs. Error messages may print.

STOP! Before continuing, correct errors that print after completing Step 3 and Step 4. Run both edits again to ensure all errors were corrected.

Correcting Errors

Type of Error	Action to Take
Errors on the Current Tax file ONLY	Run the process to Initialize Reimbursement Amounts (see step 8), then repeat steps 3 and 4.
Errors with the DOR data ONLY	Correct the errors by updating the DOR data in Step 5. Repeat Steps 4 and 5 until there are no errors.
Errors with both the current tax file and the DOR data	Run the process to Initialize Reimbursement Amounts (see step 8), then repeat steps 3 and 4

Example: If an error states that a match is not found on the tax file for a DOR reimbursement record, refer to your DOR certifications, error the incorrect tax notice, and issue a corrected supplemental. Be sure that the new notice contains **MFGR** or **MPVE** as appropriate in the Auditor code.

Remember: If you correct any records on the Current Tax file, run the process to Initialize Reimbursement Amounts (see step 8), then repeat steps 3 and 4. If there are no errors in the Current Tax file, but there are errors in the DOR data, correct the errors in Step 5. Repeat Steps 4 and 5 until there are no errors.

5. Update DOR data.

This step allows you to manually correct as many records as necessary on the DOR reimbursement file:

To correct the records:

- i. In Auditor (Current), go to **Reports > Reimbursement Reporting > Update DOR File**.

Search DOR Data	
Tax Year	2019
MFGR	MFGR
State ID/Suffix	4059296000
Schedule ID	A00001

Update DOR Data	
Posting Initials	
Owner	YANFENG US AUTOMOTIVE INTERIOR SYSTEMS I
Certified Date	02072019
County CD Code	1030
Levy Year	18
Municipality Code	
Tax District	30
State School Dist	66
Town Code	

Personal Exempt		Personal Non-Exempt	
Cnty Assessment		Cnty Assessment	10290
Cnty Millage	.000	Cnty Millage	406.800
Cnty Reimbursement	.00	Cnty Reimbursement	600.00
City Assessment		City Assessment	
City Millage	.000	City Millage	.000
City Reimbursement	.00	City Reimbursement	.00

- ii. To select the DOR File type to update, go to the Search DOR Data section at the top of the screen, click the drop-down list, and select **MFGR** or **MPVE**.
- iii. Change information as necessary.
 - You cannot alter the county assessment.
 - You can update the city assessment, provided the amount is equal to or less than the county assessment.

- Since the municipality code updates itself when you enter a town code, you do not have to type both a town code and municipality code. Likewise, the state school district automatically changes when you type a tax district.

iv. Click **Save**.

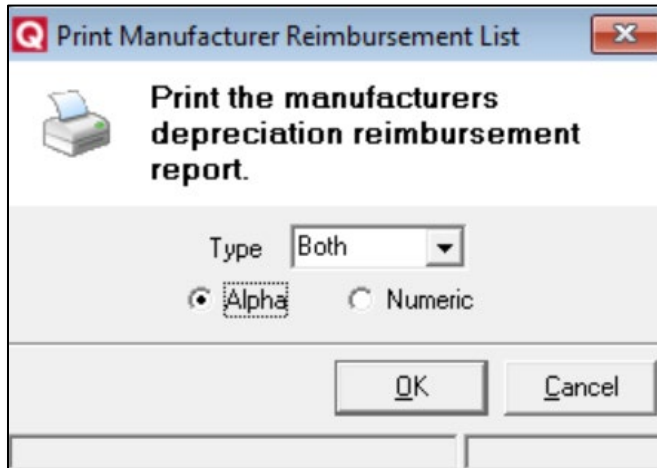
IMPORTANT: If you use separate notices for exempt and non-exempt millages for the county and the city, check the exempt money carefully.

6. Print the Manufacturer Reimbursement List.

The Manufacturer Reimbursement List prints all records in the DOR file along with assessments, millages, tax dollars, and more.

To print this list:

- i. In Auditor (Current), go to **Reports > Reimbursement Reporting > Print Manufacturer Reimbursement List**.



- a. From the **Type** drop-down list, select whether to print reports for **MFGR Only**, **MPVE only**, or **Both**.
- b. To list records in alphabetic order, select **Alpha**. To list records by SID number, **Numeric**.
- ii. Click **OK**. The reimbursement list prints.
- iii. Click **OK** when the report is complete.

Check the report carefully. This data determines your county's reimbursement from the DOR. You may want to print a list of all notices with codes with MFGR on the tax file to check against this list. You can print the Tax Digest Report or the Auditor's Activity Log by selecting the Auditor's code **MFGR** and/or **MPVE**.

- iv. To make any corrections to the records in the DOR file, repeat Steps 5 and 6.

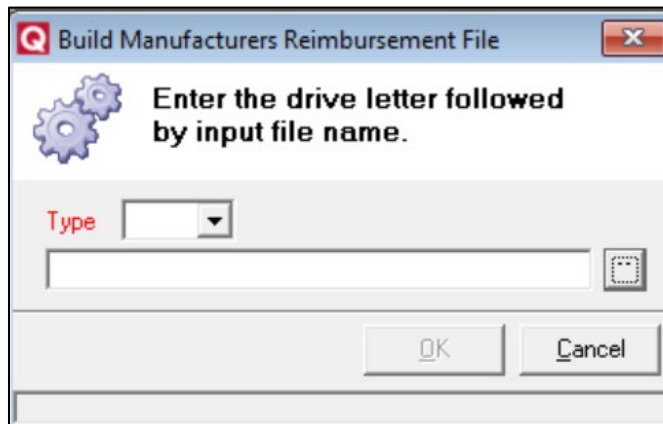
STOP! DO NOT GO TO STEP 7 UNTIL YOU ARE SATISFIED THAT THE DOR DATA PRINTED ON THE MANUFACTURER REIMBURSEMENT LIST IS CORRECT.

7. Build the DOR Reimbursement Files.

The manufacturer reimbursement file contains the data listed in the report printed in Step 6. The file will be written to the PUBLIQ folder on the hard drive of your machine as MTROST.

To build the Manufacturer Reimbursement data:

In Auditor (Current), go to **Reports > Reimbursement Reporting > Build Manufacturer Reimbursement File**.



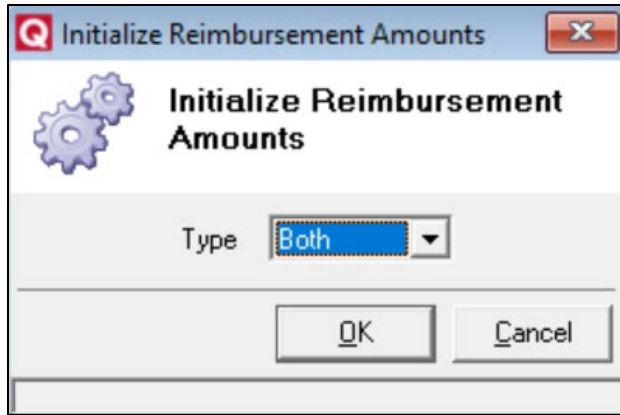
- i. From the **Type** drop-down list, select whether to build the **MFGR** file or the **MPVE** file.
- ii. Once you select the type of file to build, the default file path and file name display. If this file path is correct, click **OK**.
 - If your PUBLIQ folder is located on drive D, you must change the default path from C to D and enter the remaining information.
- iii. When the program finishes, the system displays a message stating the number of records written. Click **OK**. The MPVE file is written to your QS1 folder with the name you specified.
- iv. Send both files to the DOR.

8. Clear amounts in the tax file.

After you resolve errors from the tax file edits, use the Initialize Reimbursements Amounts option to clear the tax files. This option clears all amounts in the MFGR and/or MPVE tax files without requiring you to manually clear, upload, and run the files again.

To clear the tax files:

- i. In Auditor (Current), go to **Reports > Reimbursement Reporting > Initialize Reimbursement Amounts**.



- ii. From the drop-down list, select whether to clear tax files for **MFGR** files, **MPVE** files, or **Both**.
- iii. Click **OK**. When files are cleared, the system displays the message *Process Complete!*