

Manufacturer Depreciation Reimbursement – Treasurer

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

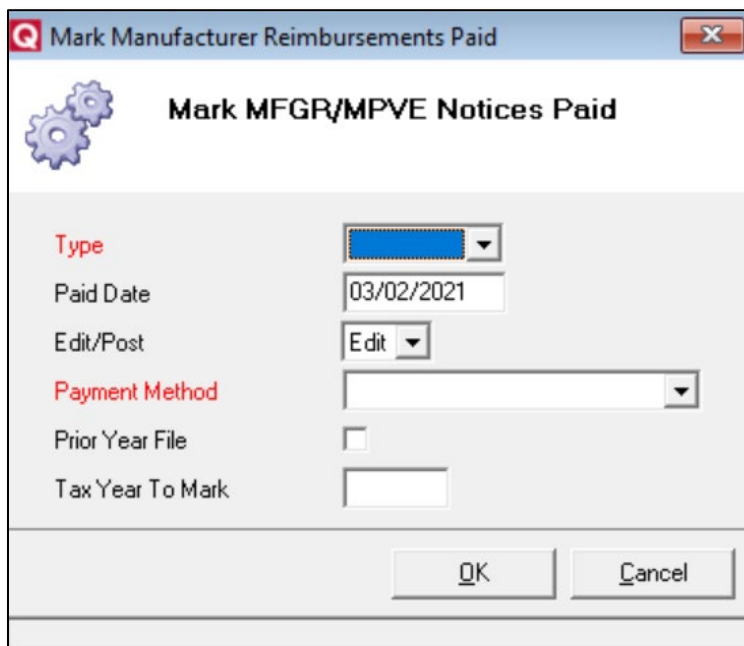
Treasurer's Instructions

Once the manufacturer depreciation reimbursement request has been sent to the Comptroller General, run the program that marks the notices coded MFGR and MPVE paid. The following procedure explains how to run this program. You must mark MFGR and MPVE notices paid before you can apportion the money. These directions also include important facts about apportionment.

Complete this procedure after the Auditor has completed the MFGR/MPVE Reimbursement procedures. Please check with the Auditor to make sure this has been done BEFORE marking records paid.

1. Mark manufacturer reimbursement notices paid.

- i. From Treasurer (Current), select **Reports > Reimbursement Reporting > Mark Manufacturer Reimbursements Paid**. The Mark Manufacturer Reimbursements Paid screen displays.



- In the Type drop-down menu, select whether to mark notices paid for **MFGR Only**, **MPVE Only**, or **Both**.

- Next to **Paid Date**, enter the date the notices were paid before the rollover date.
 - In the **Payment Method** drop-down list, select the payment type.
- ii. Click **Save**. You will be able to identify these records with operator initials once they are marked paid.

2. Apportion the money.

After marking the notices paid, you may apportion the money using the MFGR/MPVE select option on the Tax Apportionment Report.

- From Treasurer (Current), go to **Reports > Apportionment Reporting > Tax Apportioning**.
- Set up the Tax Apportionment Report screen as usual.
- To apportion MFGR/MPVE notices, go to the Options section at the top of the screen and find the **MFGR/MPVE** drop-down list.

The screenshot shows the 'Tax Apportionment Report' window with the following options:

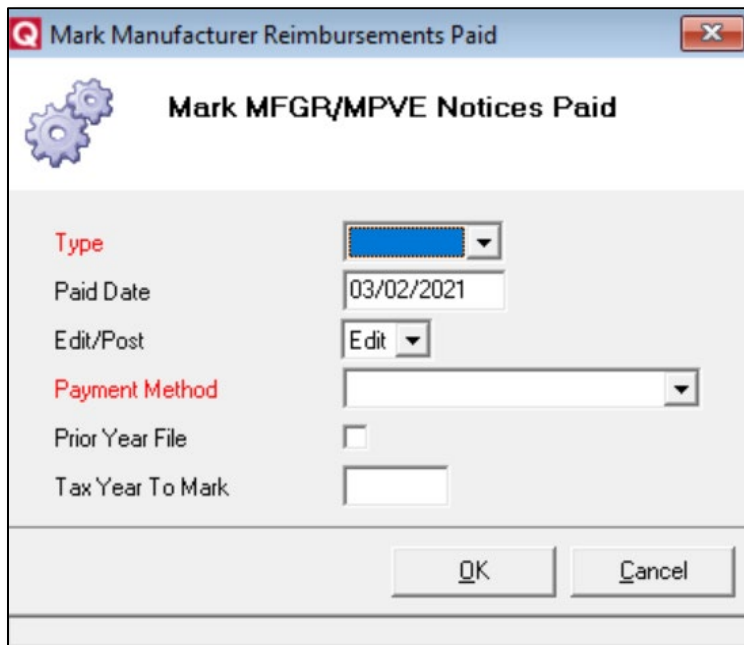
Report Type	A	Receipt Type	All
Refunds	No	Partial Refunds	No
Include	Current & Delq	Adjustments	No
MFGR/MPVE	Yes	Rollbacks	Yes(Combined)
Dealers	Yes	FILOT	Yes(Separate)
Sort Options	Detail	Report All Types As FILOT	<input type="checkbox"/>
Detail Report	<input checked="" type="checkbox"/>	Landscape Print	<input type="checkbox"/>
City Penalty	<input checked="" type="checkbox"/>	Include Prior Refunds	<input type="checkbox"/>
City Fee	<input type="checkbox"/>		

- To include MFGR/MPVE notices with other notices in the report, select **Yes**.
 - To include only MFGR/MPVE notices in the report, select **Only**.
- iv. Click **Save**.

3. Mark Manufacturer Reimbursement notices paid on Prior Year file (Optional).

If MFGR notices were marked paid before moving the Current file to the Prior Year file, skip this step. If MFGR notices are on the Prior Year file unpaid, these can be marked paid.

- i. Go to **Reports > Reimbursement Reporting > Mark Manufacturer Reimbursements Paid**. The MFGR Notices Paid screen displays.
 - Next to **Paid Date**, type a paid date to mark notices for that year in the prior year file.



Mark Manufacturer Reimbursements Paid

Mark MFGR/MPVE Notices Paid

Type [dropdown]

Paid Date 03/02/2021

Edit/Post Edit [dropdown]

Payment Method [dropdown]

Prior Year File

Tax Year To Mark [text box]

OK Cancel

- Select **Prior Year File**.
- ii. Click **OK**. You will be able to identify these records with operator initials MFG once they are posted.