

## Year-End Real Estate Closeout - Auditor

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**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 for assistance.

Please read all instructions before you begin.

Communication between the Auditor, Treasurer, and Delinquent Tax Collector helps this process run smoothly. Please read all instructions before you begin. Complete each step in order. If a step should be performed by an office other than your own, check with the other office before going to the next step. If you have questions, call PUBLIQ.

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### Rollover Instructions for the Auditor:

#### 1. Update addresses from Assessor.

To print correct addresses for old and new owners on Execution Notices, you must update addresses from the Assessor system before the Treasurer's Office prints Execution Notices in Step 11 (see the **Update Addresses** instructions).

#### 2. a. Auditor: Process MFGR/MPVE reimbursement.

To avoid unnecessary problems, complete all manufacturer reimbursement processing. Do not wait until after the rollover. See separate instructions on the **Manufacturer Depreciation Reimbursement** request.

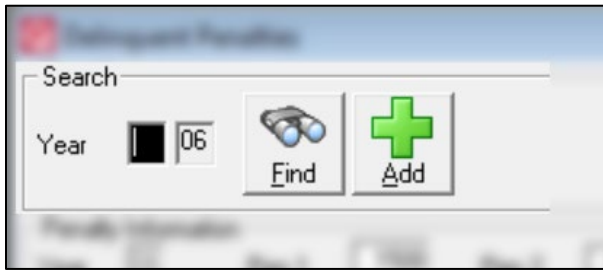
#### b. Treasurer: Mark MFGR/MPVE Records Paid.

#### 3. Set a cut-off date.

Set a cut-off date when all activity on the Current file will stop. All offices must agree on the cut-off date.

#### 4. Auditor: Add a 15% penalty to the Delinquent Penalty Table.

- a. From the menu bar, select **Control Information > Penalties and Interest > Delinquent Penalties**.
- b. Enter **23** in the **Year** field.
- c. Select **Find**. The detail for that year's entry displays in the Penalty Information section.



- If you do not see the year **23**, use the **Previous/Next** buttons at the top to move through the table.
  - If year **23** is not on another screen, add it. Select **Add** in the top right corner of the window. Next, type **23** in the Year field and **.1500** in the Pen 1 field.
- d. The value in Pen 1 should be **.1500**. If it is not, enter **.1500**.
- e. Select **Save**.
5. **Delinquent Tax Collector: If cost prints on execution notices, add cost to the Delinquent Penalty Table.**
  6. **Treasurer: If you print your own Notices of Execution, print a few samples.**
  7. **Treasurer: Payments from the Current file no longer need to be collected.**
  8. **Treasurer: If necessary, set an option to roll the fee over.**
  9. **Treasurer: Mark zero homestead notices paid.**
  10. **Treasurer: Finish processing refunds in the Refund System, if applicable.**
  11. **Treasurer: If you choose, you may print Execution Notices from the Current file now.**
  12. **Auditor: Decide how to handle supplementals issued after the cut-off date but before the rollover.**
- If you have any supplementals to issue after the cut-off date ([Step 3](#)), but before the rollover, we recommend that you handle these notices manually (outside the system) until the rollover is finished. After the Closeout, enter them in the Delinquent file.

### 13. Balance by running various reports.

One of the most critical goals in balancing is to determine if the computed unpaids equal the reported unpaids. When you compare computed unpaids (unpaids printed on reports), are they the same?

There are several reports you can run to help you balance. For example, to receive fast totals for errors, collections, supplementals, and unpaids, print Tax File Totals. Some reports, such as Tax File Totals, can be printed from either the Auditor or Treasurer system.

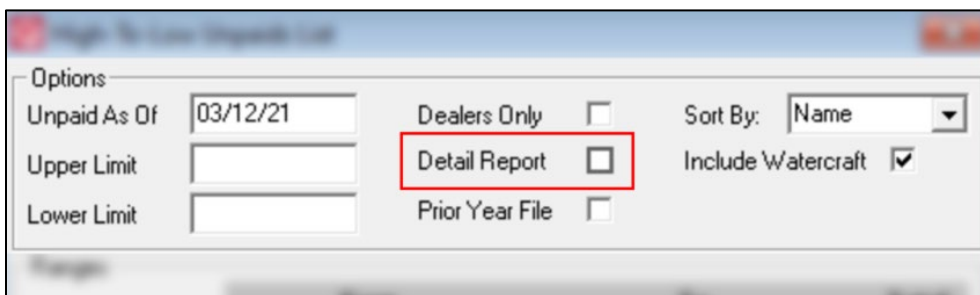
#### Tax File Totals:

- a. From Auditor or Treasurer, select **Reports > File Editing > Tax File Totals**.
- b. Select **Current Year** from the drop-down list.
- c. Select **OK**.

#### High-to-Low Unpaids List:

Run this report from the Auditor or Treasurer system as follows:

- a. From the Auditor's Office menu, select **Reports > Lists and Special Reports > High-To-Low Unpaids List**.
- b. Adjust the Options section.
  - For **Unpaid As Of**, enter the last activity date on the Current file for paid, errors, and supplemental.
  - Uncheck **Detail Report**.
  - Uncheck **Include Watercraft**.



Options	
Unpaid As Of	03/12/21
Upper Limit	
Lower Limit	
Dealers Only	<input type="checkbox"/>
Detail Report	<input type="checkbox"/>
Prior Year File	<input type="checkbox"/>
Sort By:	Name
Include Watercraft	<input checked="" type="checkbox"/>

- c. Adjust the Ranges section.
  - For **Tax Year**, type **2023** in the From column and **2023** in the To column.
  - For **Receipt Type**, select **3** in the From column and **9** in the To column.
- d. Select **Save**.

Ensure the unpaids on the report are the same as the computed unpaids (i.e., total supplementals plus original abstract figure minus errors and collections). The following worksheet can help you balance.

High-to-Low Unpays Balance Worksheet			
1 Unpays printed on report (s).....4			1
2 Original Abstract figure	2		
3 Total Supplementals	3		
4 Add Lines 2 and 3.....4	4		
5 Errors	5		
6 Collections	6		
7 Add Lines 5 and 6	7		
8 Subtract Line 7 from Line 4 to get the computed unpays			
<p>9 Compare Lines 1 and 8. Are they the same?            If <b>Yes</b>, continue doing the Closeout instructions.            If <b>No</b>, do not go any further until you have resolved the problem. Run detailed reports. Call PUBLIQ, if necessary.</p>			

Auditor's Activity Log:

To run the Activity Log for the Auditor, log in to Auditor.

- a. From the menu bar, go to **Reports > Transaction Reporting > Auditors Activity Log**.
- b. Adjust the Options section.
  - Uncheck **Detail Report**.
  - Uncheck **Include Watercraft**.
- c. Adjust the Ranges section.
  - For **Tax Year**, type **2023** in the From column and **2023** in the To column.
  - For **Receipt Type**, select **3** in the From column and **9** in the To column.
  - For **Receipt Date**, enter **ALL** in both columns.
- d. Select **Save**.

The printed report includes all errors and supplementals, types 3-9, with totals by day and month, no detail. Compare the monthly totals with the totals from the Auditor's Activity Log you run each month (i.e., the monthly checkout totals). They should match.

If the totals do not balance, find the incorrect month or day and re-run this report in detail for that day (type the date in Receipt Date and type **Y** next to Detail Print). Compare to the monthly report to resolve the difference. If you cannot solve the problem yourself, please narrow it down as much as possible and fax the relevant pages of the reports to the attention of PUBLIQ Software Customer Support at 864.253.8692.

**14. Treasurer: When the real estate balances, put current taxes into execution (roll unpaids to Delinquent file).**

**15. Auditor: Set an option to stop supplementals for tax year 2023 from being issued in the Current file.**

Since unpaids have now been rolled over to the Delinquent file, no one should issue year **2023** supplementals from the Current file. You can set an option on the Auditor's Office Identification screen to display an error if anyone attempts to issue a year **2023** supplemental on the Current file:

- a. Select **Control Information > Office Identification**.
- b. In **Current R/P Tax Year**, type **24**.
- c. Select **Save**.

Make sure that everyone knows to enter supplementals for tax year **2023** on the Delinquent file.

**16. Delinquent Tax Collector: Print the Delinquent High-to-Low Unpaids List for tax year 2023 to verify that the correct totals reached the Delinquent file.**

When using this report to balance, remember:

- Subtract supplementals added since the rollover from the totals printed on the Delinquent High-to-Low Unpaids List.
- Subtract MFGR figures printed on the execution totals ([Step 14](#)) from the current unpaids ([Step 13](#)) before comparing current unpaids with delinquent unpaids. The Delinquent High-to-Low Unpaids List does not include unpaid MFGR or MPVE notices, but the current High-to-Low Unpaids List does. Therefore, you must subtract MFGR and MPVE notices from the current unpaids before balancing the unpaids.

After adjusting for supplementals added since the rollover and MFGR/MPVE notices, the totals should equal. If they do not, try to find the source of the problem. Then fax the relevant pages of the reports to the attention of PUBLIQ Software Customer Support at 864.253.8692. Call 800.235.0762 to request assistance.

### **17. Auditor: Run the Penalty Calculate for 2023.**

The Penalty Calculate program applies the 15% penalty entered in [Step 4](#) to year **2023** notices in the Delinquent file.

Ask everyone to stop working until the program finishes. You may want to wait until the end of the day or the beginning of the next day to run this program. Once everyone has stopped working, sign in to Auditor.

- a. From the menu bar, select **Control Information > Penalties and Interest > Penalty Calculate**.
- b. For **File Type**, select **Delinquent**.
- c. For **Tax Year**, enter **2023** in the From column and the To column.
- d. Leave Interest as **No**.
- e. Select **Save**.

After running Penalty Calculate, you may want to apply a 15% penalty to the Current file so the same penalty displays on both Delinquent and Current notices.

To apply a 15% penalty to the Current file, set up a 15% penalty on the Auditor's Office Identification screen and run Penalty Calculate as follows:

- a. Select **Control Information > Office Identification**.
- b. For **Current Penalty Percentage**, type **15.00** and select **Save**. Close the window.
- c. Select **Control Information > Penalties and Interest > Penalty Calculate**. Ask everyone to stop working while Penalty Calculate runs.
- d. Choose the current file from the **File Type** drop-down menu.
- e. In Tax Year, type **2023** in the FROM column and **2023** in the TO column.
- f. Leave Interest as **No**.
- g. Select **Save**.

### **18. If PUBLIQ processes your taxes, complete the forms and notify PUBLIQ that your data is ready to be retrieved.**

Complete the form at the bottom of this document and mail it to the PUBLIQ Software office.

### **19. If advance mobile homes are collected on the Current file year-round, re-open the Current file.**

If you collect for advance (moving) mobile homes on the Current file year-round, a special procedure must be performed in order to re-open the Current file and handle mobile home notices on the current side. The instructions that follow describe the typical steps to re-open the Current file.

**Important:** If you handle advance mobile homes differently or need more detailed instructions, contact PUBLIQ.

Auditor: Set the Current Penalty to Zero:

- a. From the menu bar, select **Control Information > Office Identification**.
- b. For **Current Penalty Percentage**, type a zero (0) and press the space bar until no numbers remain.
- c. Look at the **R/P Supplemental # By Year** option. Notice if the box is selected for this option. What you do later depends on whether **R/P Supplemental # By Year** is selected.
- d. Select **Save**.

Auditor: Set the Yearly Legal Residential Exempt Maximum:

- a. From the menu bar, select **Control Information > Miscellaneous > Yearly Legal Res Exempt Maximums**.
- b. Make sure the yearly legal residential exemption maximum is correct for tax year **2024**. Use the **Previous/Next** buttons at top to scroll.
  - If you do not find the tax year **24**, select **Add**. Enter **24** in Year and enter the correct amount in Max Appraised Value. Select **Save**.

Auditor: Set the Starting Supplemental Number:

Remember whether the box was checked beside R/P Supplemental # By Year option on the Auditor Office Identification screen. Ask everyone to stop issuing supplementals while you do the steps below:

If R/P Supplemental # Year is checked...	If R/P Supplemental # by Year is NOT checked...
<p><b>Ask everyone to stop issuing supplemental of any type.</b></p> <p>A. From the Control Information menu, select <b>Supplemental Numbers &gt; Yearly Supplemental Numbers</b>.</p> <p>B. Under Year, look for the year <b>24</b>. If you do not see it, use the Previous/Next buttons to scroll.</p>	<p><b>Ask everyone to stop issuing supplemental of any type.</b></p> <p>A. From the Control Information menu, select <b>Supplemental Numbers &gt; Sequence Numbers</b>.</p> <p>B. Check the number displayed in the Real/Pers - Current box is correct. This number will be assigned to the next supplemental that is issued.</p>

<p>C. If you see the year, select that line in the table. The detail will be presented in the fields above the table. Make sure the Real/Pers field contains the correct supplemental number. If not, type the correct number.</p> <p>D. If you do not see this year, you must add it. Select <b>Add</b>. Enter <b>24</b> for the year and enter the starting Real/Pers supplemental number.</p>	<p>C. If it is correct, close the window. If it is NOT correct, enter the correct number and select <b>Save</b>.</p>
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Treasurer: Allow Collections on the Current File:

The Treasurer sets an option on the Treasurer's Office Identification screen to allow collections on the Current file.

**20. If you have the Prior Year File, you may want to move the Current Year File into the Prior Year File. Please refer to the *Move the Current Tax File to Prior Year* instructions.**

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**Final Considerations:**

Any time you alter anything in the Control file, ask everyone to log out and sign in again to make the change(s) effective. When you complete the instructions described in this step, remember to log out and sign on again.

When issuing supplementals for advance mobile homes on the Current file, use the next tax year (**24**) along with this year's (**23**) levy year. You can also enter an Auditor's Code on these notices and select advance mobile homes on reports.

When you get ready to load next year's tax file, you must unload the advance mobile homes first and then re-load them after the next year tax file is loaded. Please contact PUBLIQ at that time for further instructions.