Year-End Real Estate Closeout - 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 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.

Rollover Instructions for the Treasurer:

1.   Update addresses from Assessor.

If you would like to print the old and new owner information on Execution Notices, the Treasurer's Office should ensure the addresses have been updated from the Assessor system (see the *Update Addresses* instructions).

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

b. Treasurer: Mark MFGR/MPVE Records Paid.

Once the Auditor has completed MFGR/MPVE Processing, the Treasurer's Office can mark MFGR records paid. See separate *Manufacturer Depreciation Reimbursement* instructions.

3.   Set a cut-off date.

Set a cut-off date for activity on the Current file 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 Table.

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.

Display an unpaid notice. Make sure your printer is ready to print.

a. From the menu bar, select **Functions > Special Duplicate**.

b. For Print ID Character, enter **F**.

c. Select **OK**.

d. Check the notice that prints. If it does not print correctly, call PUBLIQ at 800.235.0767.

e. Repeat this test with several different types of notices - personal and real estate, homestead, legal residence exemption, and industrial abatements, if applicable. Check the dates, taxes, and penalty amounts. Do not print all the notices now! Only print a few samples. The earliest you can print notices is in Step 11.

STOP: DO NOT CONTINUE WITH THESE INSTRUCTIONS UNTIL YOU HAVE PRINTED A FEW SAMPLE NOTICES OF EXECUTION. If you find any problems, call PUBLIQ now! You may need a programming change, which may take some time to complete.

## 7. Treasurer: Stop payments from being collected on records in the Current file.

a. In Treasurer, select **Control Information > Office Identification**.

b. Deselect **Collect Real/Personal**, then select **Save**.

8. Treasurer: If necessary, set the option to roll the fee over.

On the same Treasurer Office Identification screen described in Step 7, you can set the option to roll the fee over if the fee should remain on unpaid records that are going to the Delinquent file. Select **Roll Fee To Delinquent File**, then select **Save**.

9. Treasurer: Mark zero homestead notices paid.

a. From the menu bar, select **Reports > Reimbursement Reporting > Mark Zero Homesteads Paid**. The Mark Homesteads Paid screen displays.
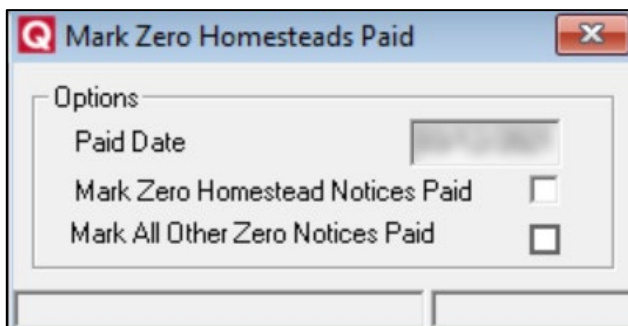
b. For **Paid Date**, enter the date you want notices to show as the paid date. Be sure to use a date prior to the rollover.

c. Select **Save**.

The program marks Paid all notices with no taxes owed due to homestead. When finished, the total number of records processed displays on the screen.

10. Treasurer: Finish processing refunds in the Refund system, if applicable.

If you use the PUBLIQ Refund system, complete all current tax refunds at this time.

11. Treasurer: If you choose, you may print Execution Notices from the Current file now.

Print Execution Notices from the Current file or wait until later. If you print them now, a penalty will be computed and printed according to the penalty set up in Step 4. Before printing notices, make sure all the following conditions have been met:

- Addresses were updated from the Assessor system in Step 1, if you chose to do this step (See **Update Addresses instructions**).

- The 15% penalty was added in Step 4.

- Sample Execution Notices were printed in Step 6, and the sample notices printed correctly.

- Zero homesteads were marked paid in Step 9.

If even one of these items has not been done, don't print Execution Notices now. When all four items are complete, you can print Execution Notices from the Current file as follows:

    a. In Treasurer, select **Reports > Receipt/Forms Printing > Execution Notices**.

    b. Complete the screen (see Table 1).

Table 1: **Set Options on the Print Execution Notices Screen**	
Field	**Explanation/Possible Entries**
Tax Year	Type the year **2023** in both the FROM and the TO columns.
Alpha/Zip	**Alpha**: Print notices in alphabetical order. **Zip**: Print notices in zip code order. Whether printing notices for both old and new owners, old owners only, or new owner only, the Alpha and Zip select and sort options will use the appropriate name and address when selecting and sorting records.
Print Old Owner Notices	**Selected**: Print notices for the old owner; show old owner's name and address on the notice. (In the past, before this option was added, these were the only notices printed.) **Not Selected**: Do not print notices for the old owner.
Print New Owner Notices	**Yes**: Print notices for the new owner; show new owner's name and address on the notice. **No**: Do not print notices for the new owner.

	Only: Print only notices for the new owner.

Important: Print Old Owner Notices and Print New Owner Notices are both checked/Yes, meaning notices will print for both the old owner if a new owner exists. Leave these options checked/Yes to comply with legislative mandates that call for sending notices to both old and new owners. Print new owner notices option is only relevant if you have updated addresses from the Assessor (Step 1). If you have not completed this step, there will be no new owners from which to select.

Print ID	**FXXX**: Default Print ID (the Xs represent the county ID).
	E686: Prints warrant letters.
	E687: Prints green certified mail cards.
	E686, **E687**, **E688**, **E689**: Other available print options for certified mail cards. If you're not sure which one to use, fax a sample of your form (864.253.8692 to the attention of PUBLIQ Software Customer Support), and PUBLIQ can help determine what ID is correct.

Note: Visit the Treasurer Product Guide for more information on this screen.

    c. Select **Save**.

12. Auditor: Decide how to handle supplementals issued after the cut-off date but before the rollover.

13. Balance by running various reports.

One of the most important goals in balancing is to determine if the computed unpaids equal the reported unpaids. When you compare unpaids (total supplementals plus original abstract figure, minus errors and collections) with report 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 the **Tax File Totals** report. Some reports, such as the Tax File Totals, can be printed from either the Auditor or the Treasurer system.

Tax File Totals

    a. In Treasurer, select **Reports > File Editing Options > Tax File Totals**.

    b. Select **Current Year** from the drop-down list.
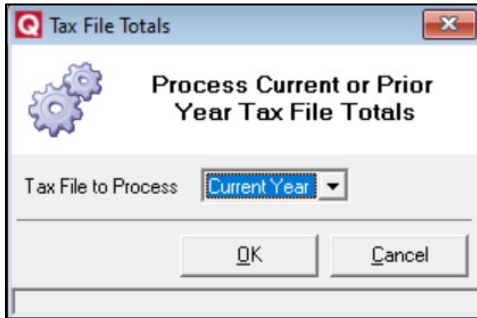
c. Select **OK**.

<u>High-to-Low Unpaids List</u>

Run this report as follows:

a. In Treasurer, 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 paids, errors, and supplemental.

- To run this report with no detail, 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.

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 Unpaids Balance Worksheet				
1 Unpaids 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 unpaids			**8**	
9 Compare Lines 1 and 8. Are they the same? If **Yes**, continue doing the Closeout instructions. If **No**, do not go any further until you have resolved the problem. Run detailed reports. Call PUBLIQ, if necessary.				

Daily Collections Report

This step must be completed in the Treasurer application.

    i. From the menu bar, select **Reports > Transaction Reporting > Daily Collections Report**.

   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**.

Compare the monthly totals that print with the monthly apportionment totals you have been running all along. They should match.

If the totals do not balance, find the incorrect month and/or day and re-run this report in detail, selecting the incorrect receipt date (type the date in Receipt Date and check the box next to Detail Report). Compare to the monthly report to find the problem. For assistance, please fax all relevant report pages to the attention of PUBLIQ Software Customer Support at 864.253.8692, and call PUBLIQ at 800.235.0762.

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

In this step, unpaid notices are rolled from the Current file to the Delinquent file. Rolled notices can be viewed in the Current file after the rollover, but they can only be updated in the Delinquent file.

To put current taxes into execution:

    a. From the menu bar, select **Reports > File Editing Options > Put Current Taxes Into Execution**.

    b. Select **OK** to roll unpaids to the Delinquent file.

The system prints listing values added to the Delinquent file. Be aware that these printouts will include the count, assessment, and taxes for notices coded MFGR and MPVE that did not go into the Delinquent file. Remember to adjust for these figures when balancing the current High/Low Unpaids Report to the Delinquent Unpaids Report after execution (Step 19).

15. Auditor: Set an option to stop supplementals for tax year 2023 from being issued in the Current 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/Low Unpaids List.

- Subtract MFGR and MPVE 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 and MPVE notices, but the current High-to-Low Unpaids List does. Therefore, you must subtract MFGR and MPVE notices from current unpaids before you balance 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.

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

Fill out the form at the end 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

The Auditor sets the current penalty percent to **zero** in the Auditor Control File.

Auditor: Set the Yearly Legal Residential Exempt Maximum

From the Auditor's Control Information menu, the Auditor selects the **Yearly Legal Res Exempt Maximums** option and makes sure the yearly legal residential exemption maximum is correct for tax year **2024**.

Auditor: Set the Starting Supplemental Number

The Auditor sets the starting supplemental number in the Auditor Control File.

Treasurer: Allow Collections on the Current File

    a. From the menu bar, select **Control Information > Office Identification**.

    b. Select **Collect Real/ Personal**.

    c. Select **Save**.

Important: When collecting payments for advance mobile homes, if you receive the message *Real/Personal are Now Delinquent*, ensure that Collect Real/Personal on the Treasurer Office Identification screen is checked. If it does not, update the screen. Then ask everyone to log out and sign on to Treasurer again.

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.

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.