SOFTWARE REQUIREMENT SPECIFICATION

For

Rate Management Kandy MC

Version 1.3

Document Acceptance

Deliverable	Software Requirement Specification for Rate Management
Deliverable Date	
Client	Kandy Municipal Council

DOCUMENT AMENDMENT REGISTER

Version	Date	Author	Reviewer
Version 1.1	18/11/2022	M.M.H.Ruwanthi	
Version 1.2	23/11/2022	M.M.H.Ruwanthi	
Version 1.3	13/03/2023	M.M.H.Ruwanthi	

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RATE MANAGEMENT

This system provide Rate management functionality. That each feature has described as follows.

1. Property Master Data
2. New assessment feature
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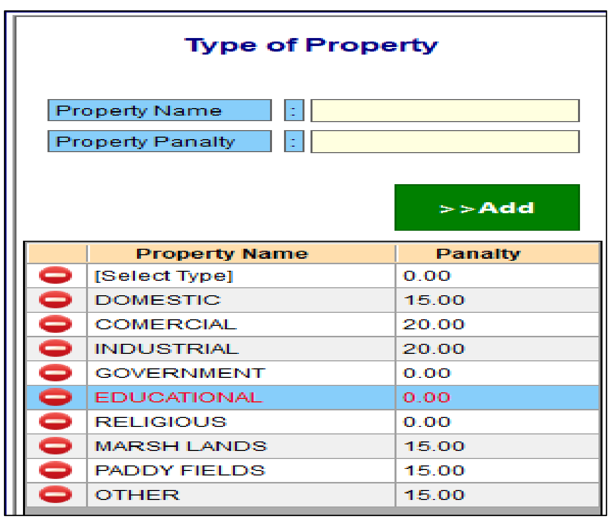
4. Edit the Assessment feature
5. Balance before the feature
6. Quarter calculation feature
7. Other special feature
8. Rates Payment feature
9. SMS for Rate
10. Rates Report

1. PROPERTY MASTER DATA

This property Master module cover-up the following functionality.

- Property type management (Add new property Type)
- Divisions Management (Add new Division)
- Streets Management (Add new street)

1.1. Property type management


Type of Property

Property Name :

Property Panalty :

>>Add

	Property Name	Panalty
	[Select Type]	0.00
	DOMESTIC	15.00
	COMERCIAL	20.00
	INDUSTRIAL	20.00
	GOVERNMENT	0.00
	EDUCATIONAL	0.00
	RELIGIOUS	0.00
	MARSH LANDS	15.00
	PADDY FIELDS	15.00
	OTHER	15.00

Figure 1- Add property Type

- This form for add new property type.
- User can insert “Property Name” and “Property Penalty”.

- After click on add button newly added property type will shows in following grid.
- If user need to remove property type, he can click on delete button and remove that property type. (Note! If there has any relational data with this property type, user cannot delete that property type).

1.2. Divisions Management

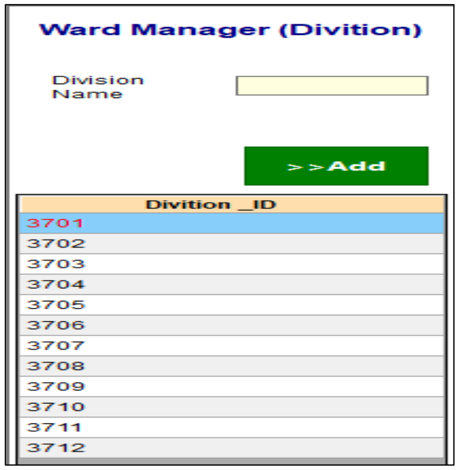


Figure 2- Add new division

- This form for add new divisions.
- User can insert “Divisions Name”.
- After click on “Add” button newly added division and it will shows in following grid.

1.3. Streets Management

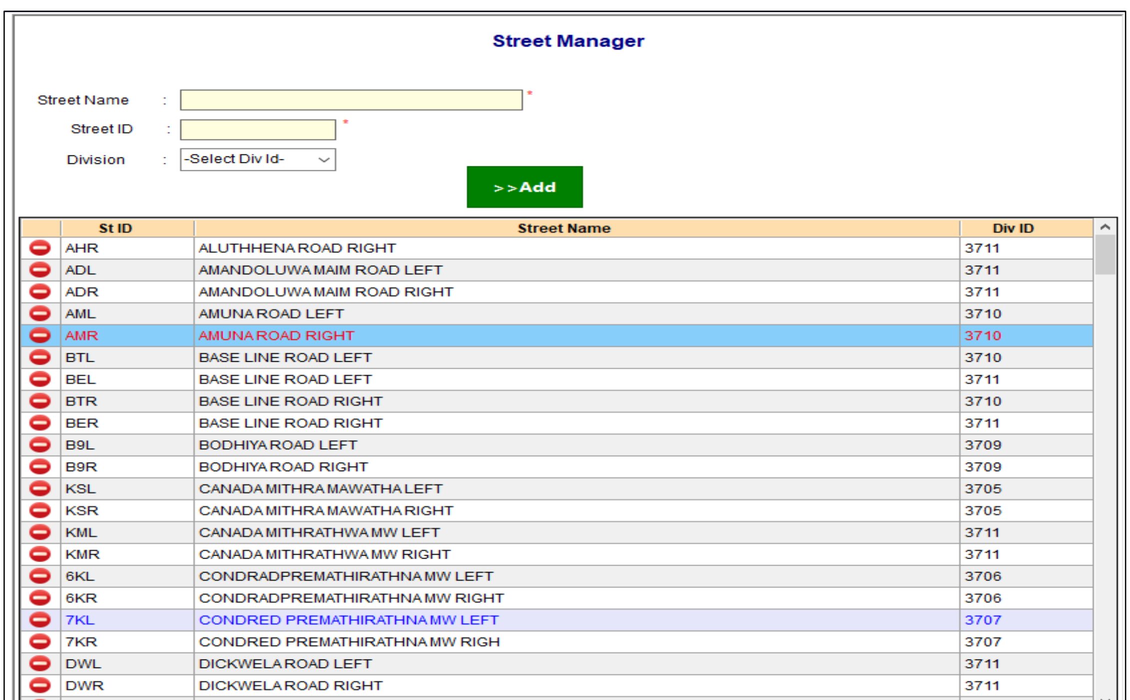


Figure 3-Street Management

- This form for add new Streets.
- User can insert “Street Name”, “Street ID” and select “Divisions”.
- After click on “Add” button newly added streets will shows in following grid.
- If user need to remove streets, he can click on delete button and remove that street names (Note! If there has any relational data with this street, user cannot delete that street.).

2. NEW ASSESSMENT FEATURE

- The new assessment feature facilitates to add new property.
- In this module user can do following functionality.

1. Add for the current quarter
    i. Add new property details
    ii. Add owner details
2. Add for a future quarter
    i. Add new property details
    ii. Add owner details

2.1. Add for the current quarter.

2.1.1. Add new Property details

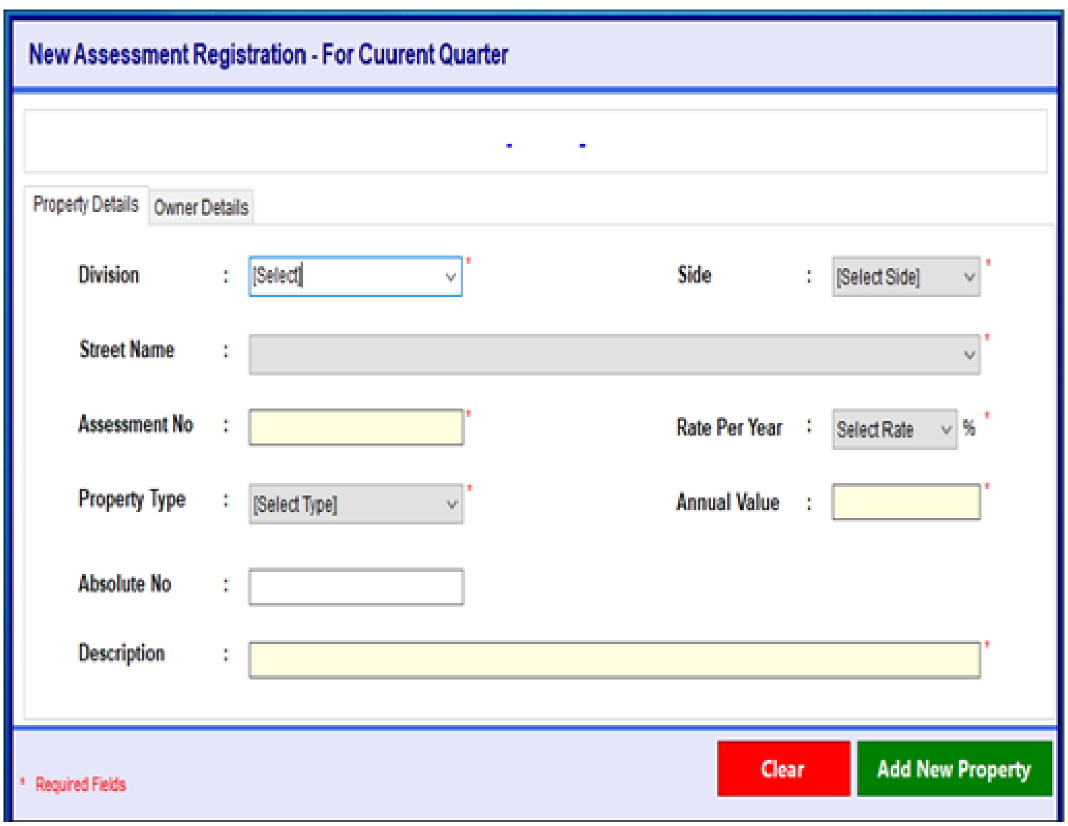


Figure 4- New Assessment Registration for current quarter- Property details

- This form for add new property details for current quarter new assessment registration.
- User can insert the “Annual Value”, ”Absolute No”, “Description” and select the “Division”, “Side”, “Street Name”, ”Rate Per Year” and “Property Type”.
- When the user click the clear button entered whole data will be disappears.
- Then the user click the “Add new property”, user can add to the new property details.
- The “*”mean required data, that data should be wanted and user not filling that data he can’t go to the next step.

2.1.2. Add new Owner details

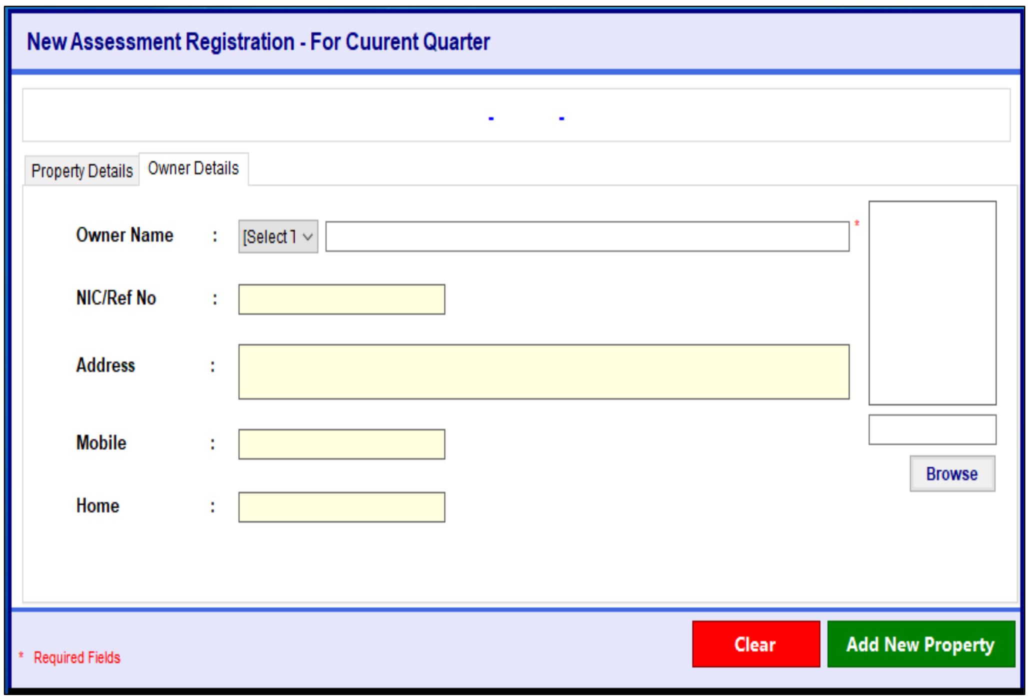


Figure 5-New Assessment Registration for current quarter- Owner details

- This from for add owner details
- The user can select the honorary title and insert the “Owner Name”, “NIC/Ref No”, “Address”, “Mobile” and “Home” and upload the picture of the owner.
- When the user click the clear button whole data will be cleared.
- Then the user click the “Add new property”, user can add to the new property details.
- The “ * ”mean required data, that data should be wanted and user not filling that data he can’t go to the next step

2.2. Add for a future quarter

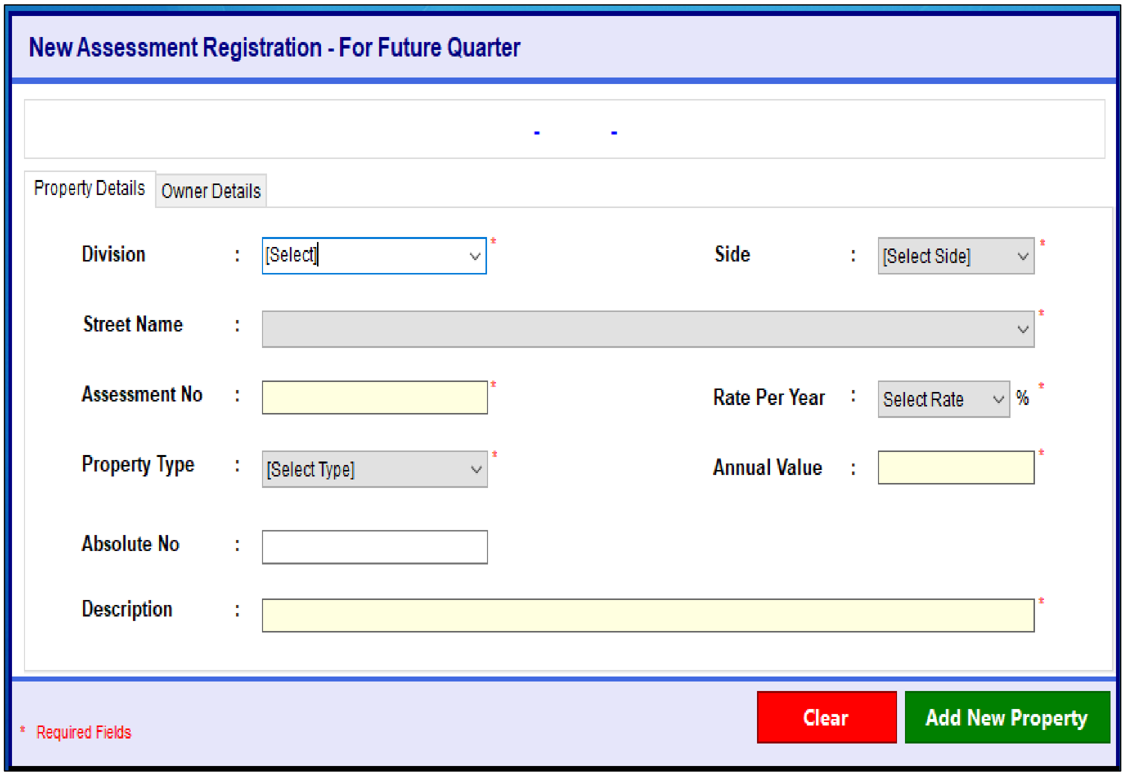


Figure 6-New Assessment Registration for future quarter- Property details

- This form for add new property details for current quarter new assessment registration.
- User can insert the “Annual Value”, ”Absolute No”, “Description” and select the “Division”, “Side”, “Street Name”, ”Rate Per Year” and “Proper Type”.
- When the user click the clear button entered whole data will be disappear.
- Then the user click the “Add new property”, user can add to the new property details.
- The “*”mean required data, that data should be wanted and user not filling that data he can’t go to the next step.
- System facilitate to add the property details for the future quarter and no billing will be done.
- Add for future quarter function features are the same as the current quarter.
- But not calculate the quarter amount.

3. VIEW PREMISES FEATURE

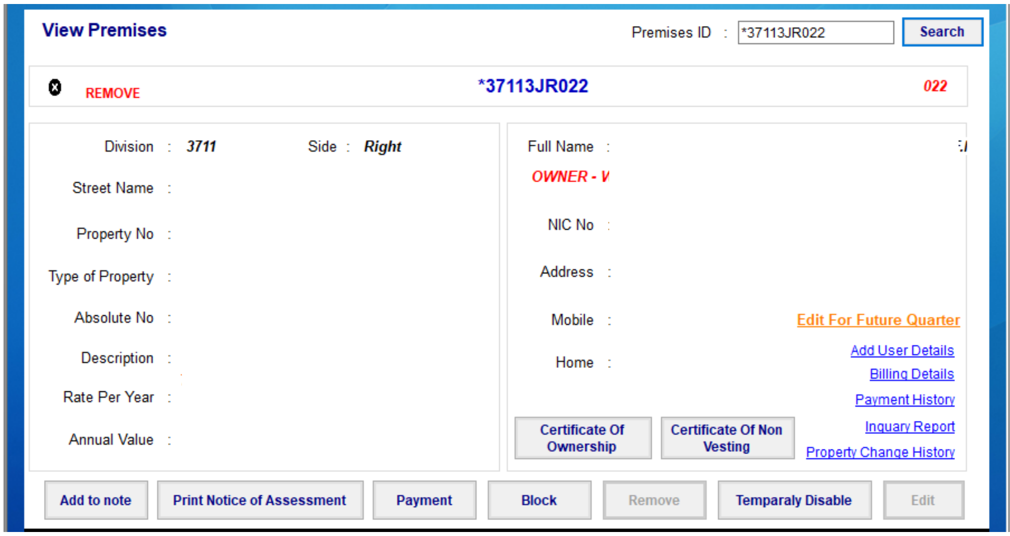


Figure 7-New Assessment Registration for current quarter- Owner details

- In this section user can view the property and owner details of the particular owner already exists.
- User can view premises details by searching the "Premises ID".
- System provides the following facilities with this section.
  - View payment history
  - Inquiry Report
  - View property change history
  - Edit for future Quarter
  - Add user details
  - View billing details
  - Print certificate of ownership
  - Print certificate of Non vesting
  - Add to note
  - Print notice of Assessment
  - Blok Property
  - Remove property
  - Temporary disable property

3.1. View Payment history

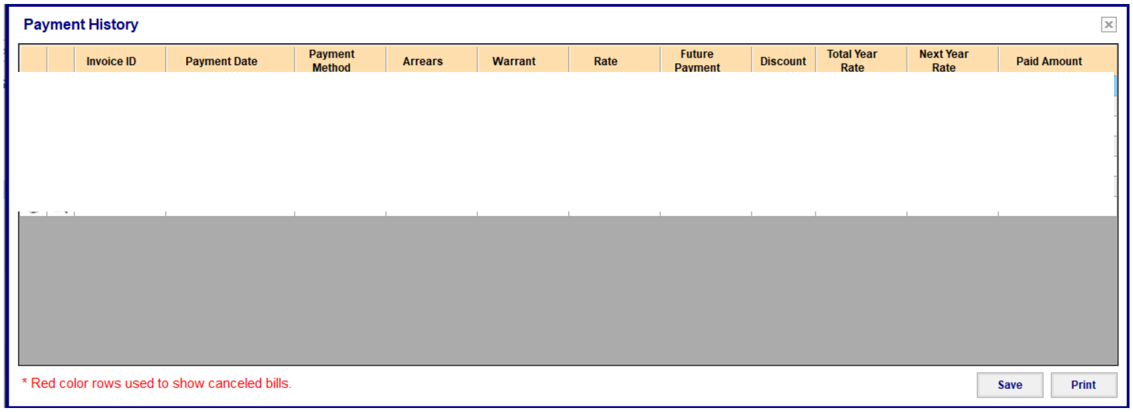


Figure 8-View property history

- Using this frame user can view the payment history.
- Following details displays in the each payment history list .(Invoice Id, Payment ,Date Payment Method, Arrears ,Warrant ,Rate ,Future Payment ,Discount ,Total year rate ,Next year rate ,Paid Amount)
- User can view the "Daily receipt Tax Overview" using the view icon.
- Using the "Print" button and print icon user can print the list of payment history reports.
- User can save the document using "Save" button.

3.2. View Inquiry Report

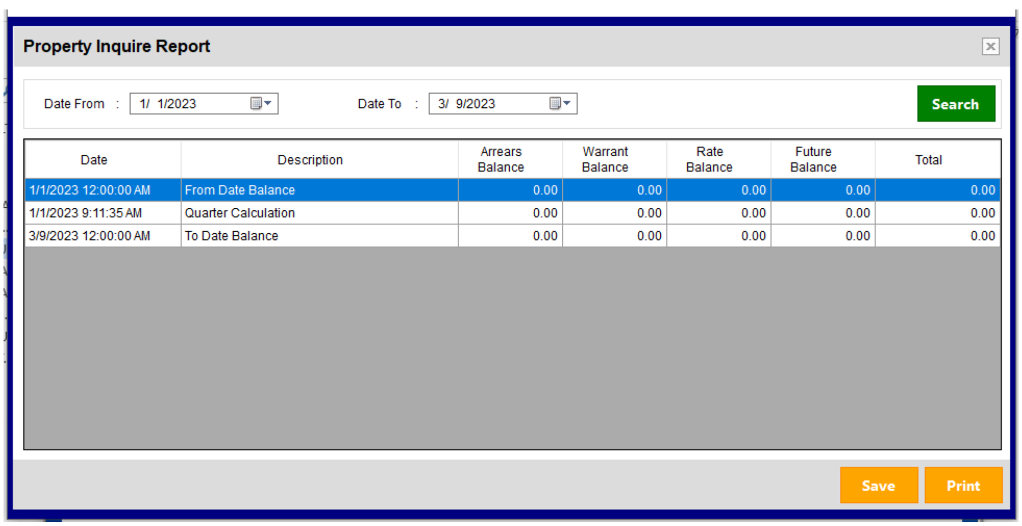


Figure 9-View property inquiry report

- User can view the property inquiry report using this interface.
- User can get a list of details by selecting the particular date (System shows the calendar – From date -, To Date) duration from searching.
- User can save inquiry report.

- Using the print button and print icon user can print the list of inquiry reports.
- Following details displays in the inquiry report details list.(Date ,Description ,Arrears Balance ,Warrant Balance ,Rate Balance ,Future Balance ,Total)

3.3. View Changed property payment History

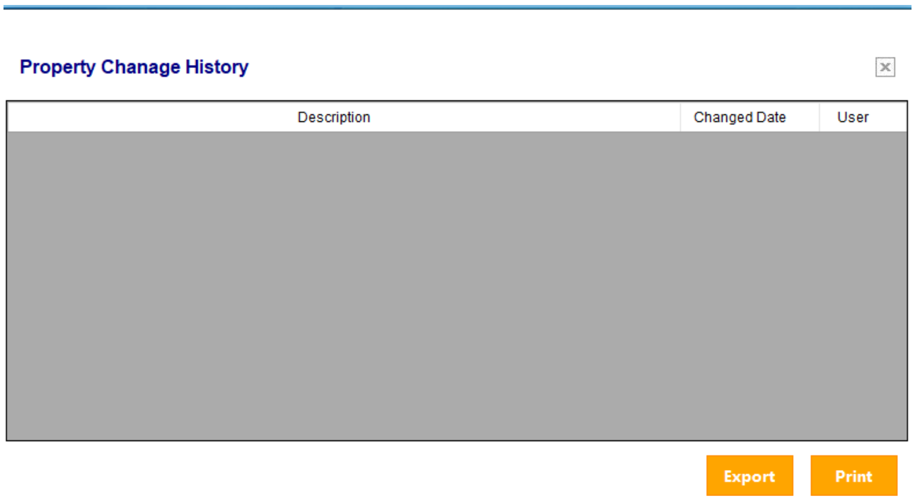


Figure 10- Change property history

- This interface for view of property change history.
- User can view Description, Changed Date, and User Name.
- User can export the report of property change details.
- User can print the list of changed property details report.

3.4. Disable or Enable Property.

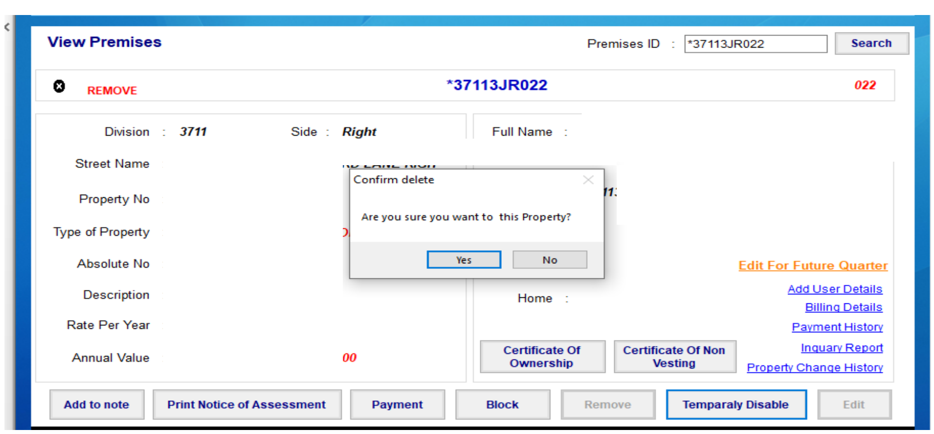


Figure 11-Confirm disable

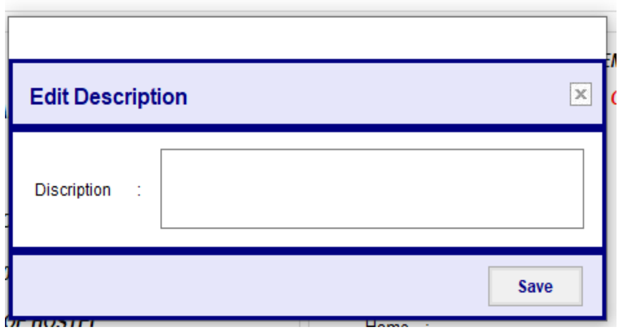


Figure 12- Edit Description

- There is option for the temporary hold billing process of the property by clicking the temporary disable button.
- User can add description for the disable.
- After saved the disable, user can view the details in property change history.
- Also there is an option for enable the disabled property (Same as the enable process).

3.5. Remove Property

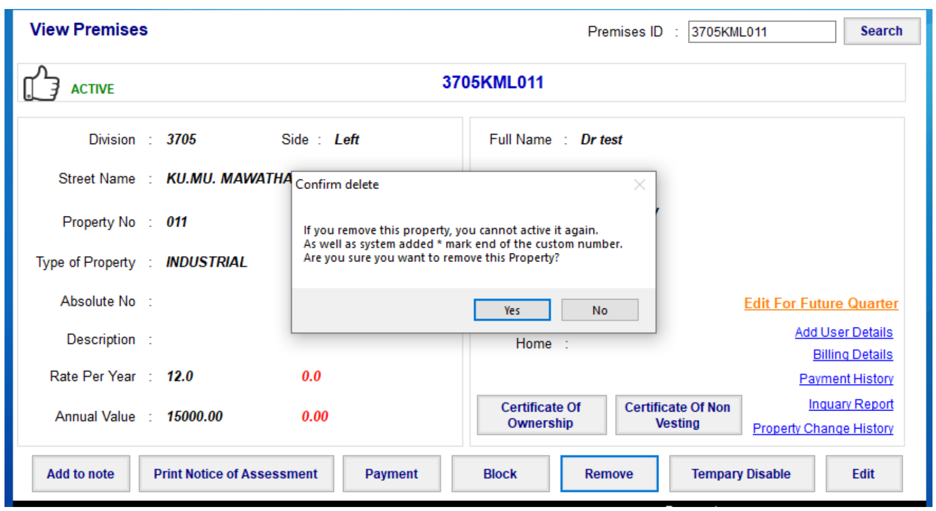


Figure 13- Remove property

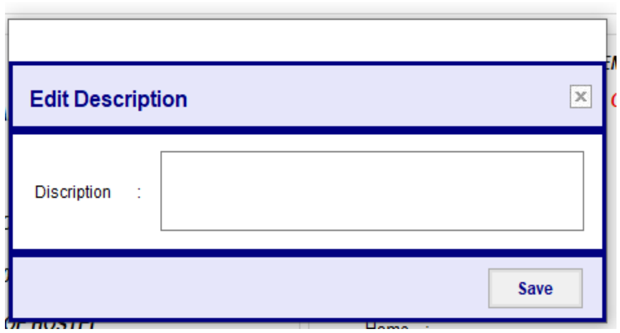


Figure 14-Remove description

- User can remove the property details using "Remove" button, and then, before the execution, remove the system and display the confirmation box.
- User cannot activate removed property.
- Also system will not process the bill of removed property.

3.6. Print notice of assessment (KFORM)

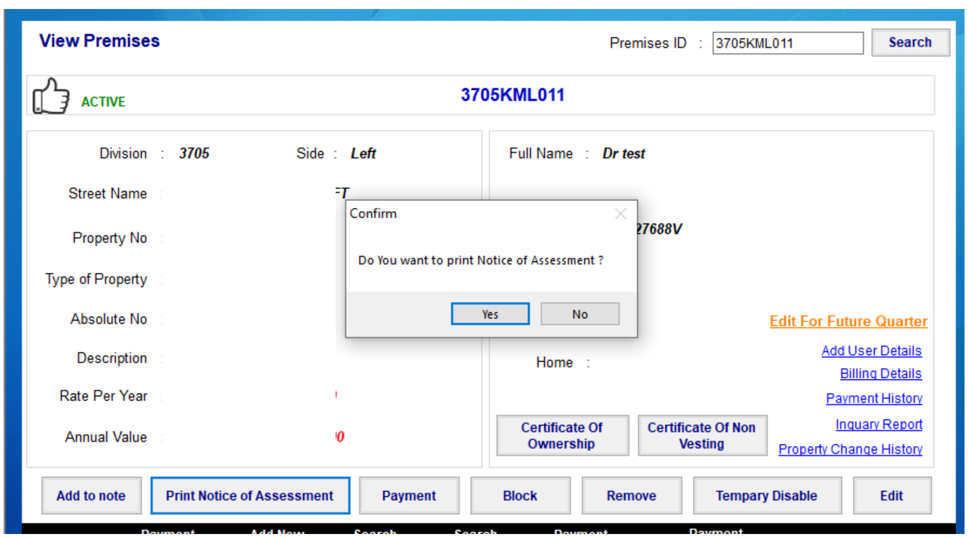


Figure 15- Print notice Assessment Confirmation

- Users can print notice of assessment using the "Print notice of assessment (KFORM)" icon.

3.7. Add Notes

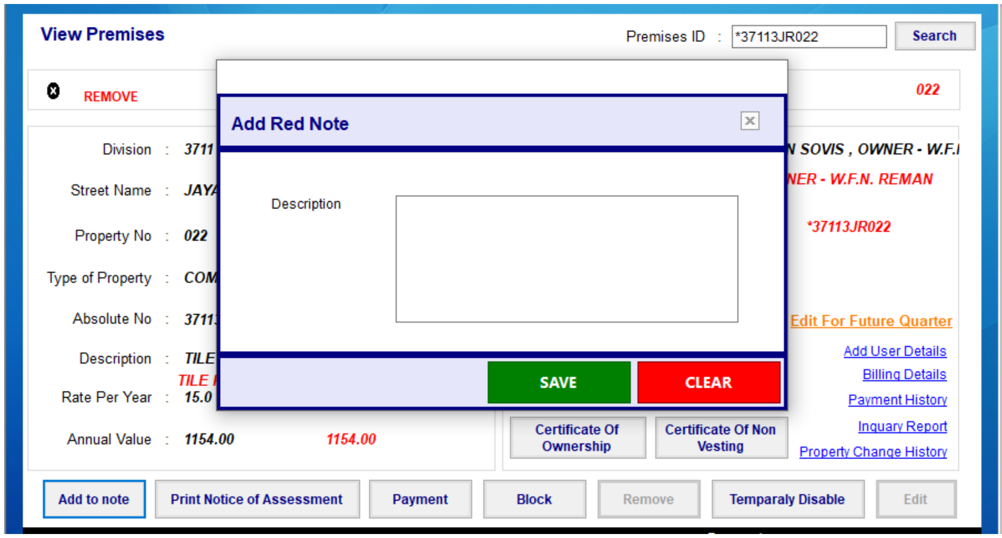


Figure 16-Add red note

- Users can add a note for a selected property using the "Add to note" option.
- After clicking the options system displays the Box to add to the red note.
- Users can describe red notes and have options of saving and clear the note.

3.8. View Notes

- After the user add the note click the property overview and then open the details of the customer property.
- After clicking the" Attention Red Note," the user can edit and delete the description of the red note.
- Red note description includes details of User name and Date.

3.9. View Created User Details

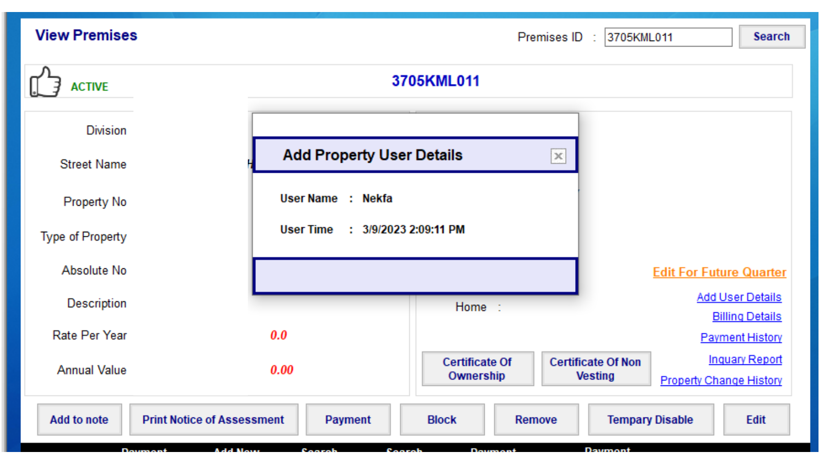


Figure 17- View created user details

- User can view the details of the created user details.
- System displays add user details as User name and User Time.

3.10. Previous Approval Details

- System facilitates to view the list of previous approvals for the selected property.
- System facilitates the get soft copy and hard copy.

4. EDIT ASSESSMENT FEATURE

4.1. Change all property details (refer: 2.1.1.Property details)

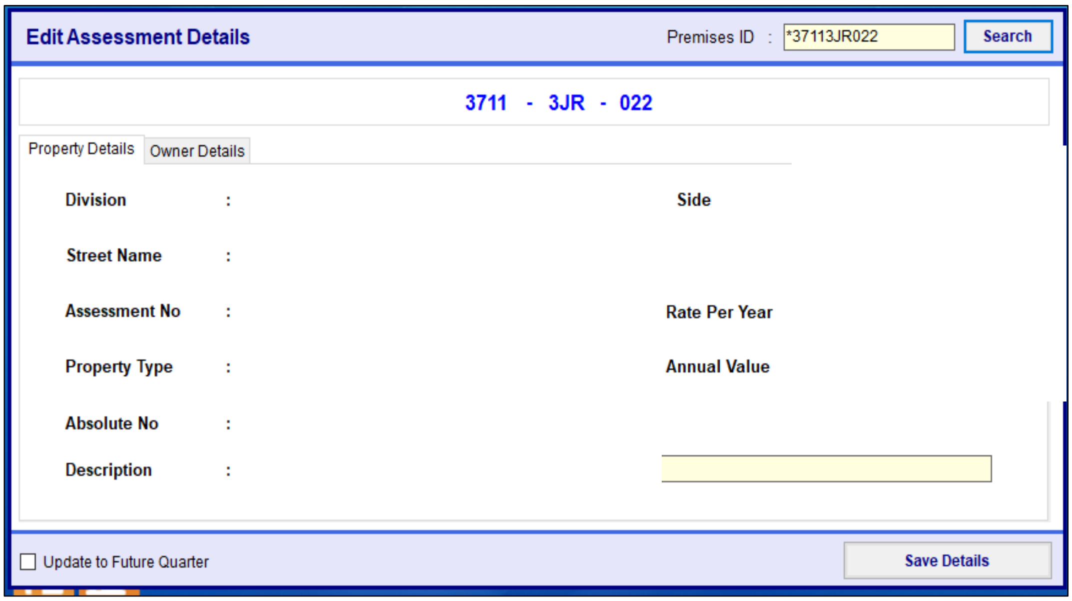


Figure 18-Edit assessment details

- User can change the property details already added, using this interface.
- User cannot add the duplicate property number.
- User can view the changed property details through property changes history.
- System automatically gather the information for “A sheet” and generate that sheet.
- User can get the soft copy or hard copy from the system.
- User can save the edited details.

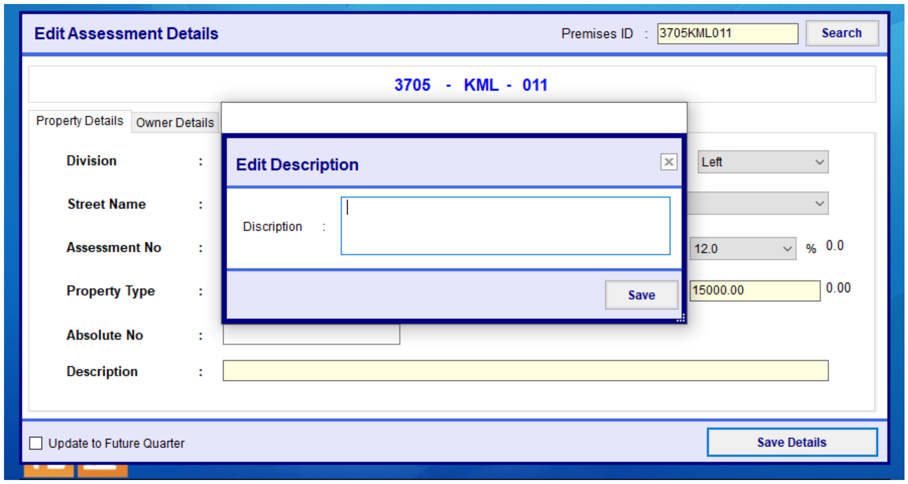


Figure 19- Add edit Assessment description

- User can add the description about the edit details using this interface.

4.2. Setup for edit option for the approval status

- System facilitates to approve the user edited details.
- User clicks the Rate approval and opens the “Rate approval Manager window.”
- There is four approval.
  - ➢Checking officer approval
  - ➢CC Approval
  - ➢AO Approval
  - ➢Account Department Approval.
- To complete the approval process above four people must have to approve.

4.3. Pending list for approvals

- According to the approval, system adjust the amount of debit and credit related property number.
- Also user can view the details of approval through the payment history.
- Following details are displayed in the pending list.
  - ➢ Premise ID
  - ➢ Property Number
  - ➢ Owner ID
  - ➢ Full Name
  - ➢ Address
  - ➢ Division
  - ➢ Street
  - ➢ Property

- **Checking Office Approval**
- When the user edits the property details, those details are moved into a pending approval for the Checking Office Approval
- Then Checking Office can view the pending approval list.
- User can approve or reject the approval request.
- If the user clicks the approve user has to add a comment for approval.
- **CC Approval**
- After Checking Office Approved the property details that details are moved in to as pending approval for the CC Approval
- Then, CC can view the pending approval list.
- There is an options for approve or reject the approval request.
- If the user clicks the approve user has to add a comment for approval.
- **AO Approval**
- After CC approves the property details, details are moved in as pending approval for the AO Approval.
- Then, AO can view the pending approval list.
- After selecting an approval request can make Approve or Reject.
- If the user clicks the approve user has to add a comment for approval.
- **Account Department Approval.**
- After AO approves the property details, details are moved in as pending approval for the Account Department Approval.
- Then Account Department can view the pending approval list.
- After selecting an approval request can make Approve or Reject.
- If the user clicks the approve user has to add a comment for approval.
- After Account Department approves the edited property details approval process is completed.

5. BALANCE BEFORE FEATURE

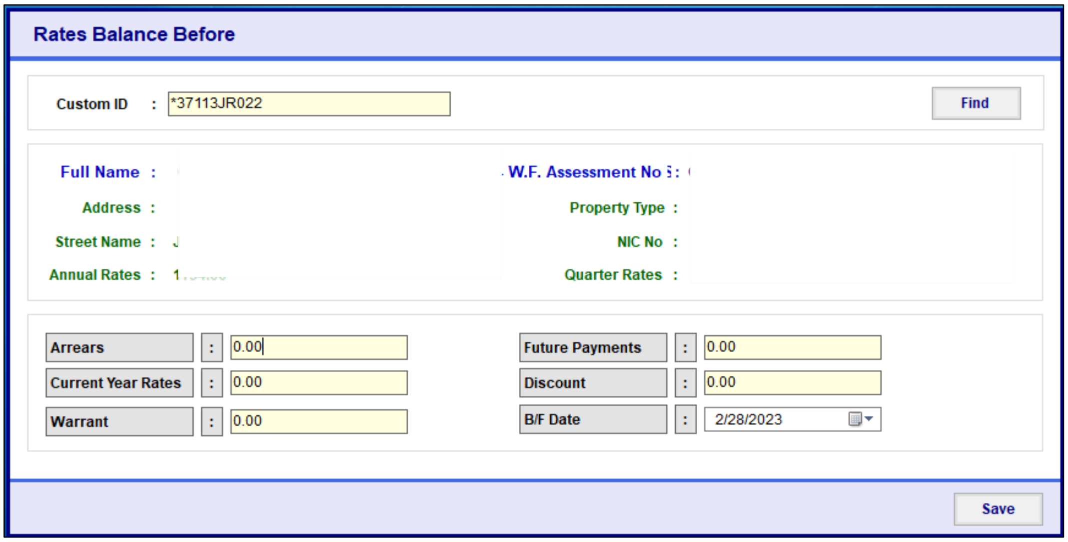


Figure 20- Add Rate Balance Before

- This form for add balance before feature.
- User enter the “Customer ID” and click the “Find” button, then the system display the details according to this part.
- This data will already display the form “Customer Id”, “Full Name”, “Address”, “Street Name”, “Annual Rates”, “Assessment Number”, “Property type, NIC number” and “Quarter Rates”.
- Users can add this data “Attribute”, “Arrears”, “Current year Rates”, “warrants”, “Future payments”, “discounts” and “B/F date”.
- After finishing filling out this form user can save the data by clicking the “Save” button.

6. QUARTER CALCULATION FEATURE

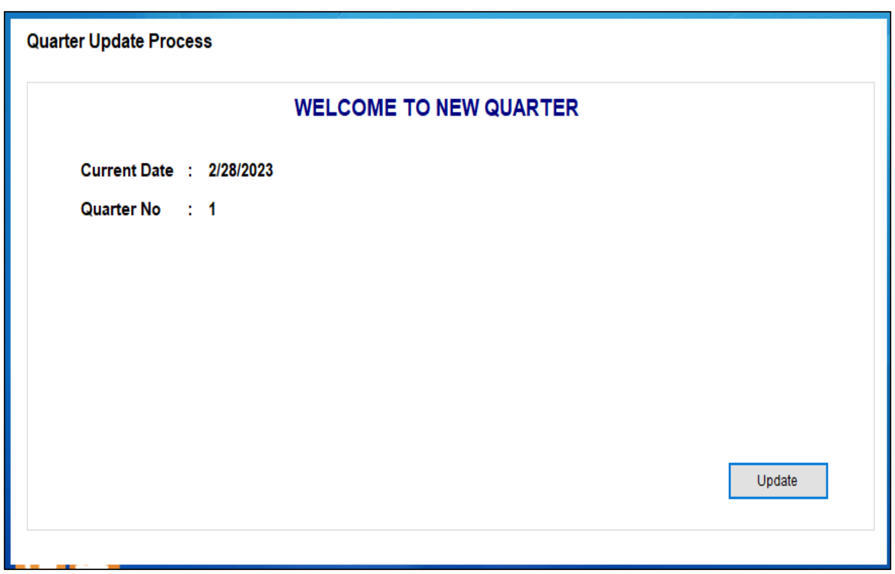


Figure 21-Quarter Update Process

- This form for quarter calculation feature
- User can calculate quarter for the start of the new quarter.
- User cannot reverse after done that process and all other account reports of quarter update when quarter calculation.
- When the clicking the “Update” button

7. OTHER SPECIAL FEATURE

7.1. Mange fields officers

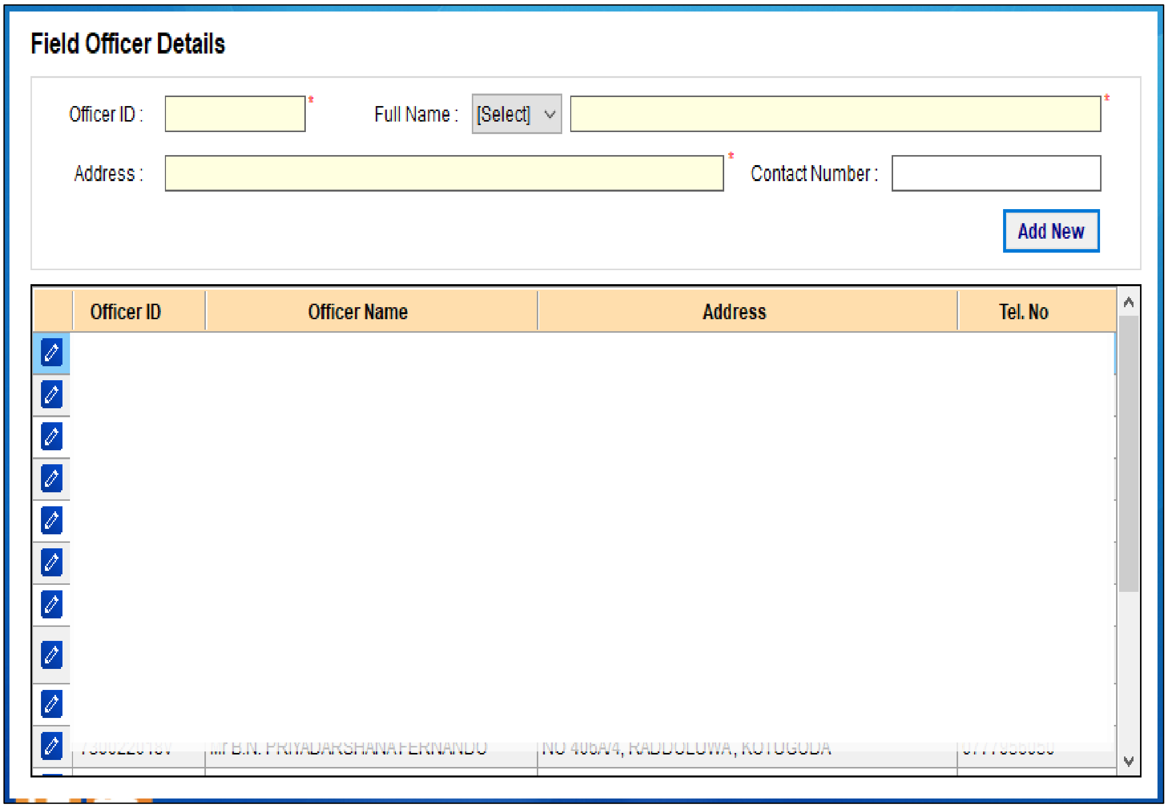


Figure 22-Add field Officer Details

- This form for manage fields officers.
- Then the user enter to the “Officer ID”, “Full Name”, “Address”, “Contact Number” and the select the honorary title with the “Full Name”.
- When the user click the “Add New” that data will be save.

7.2. Bill issue for the Field officers

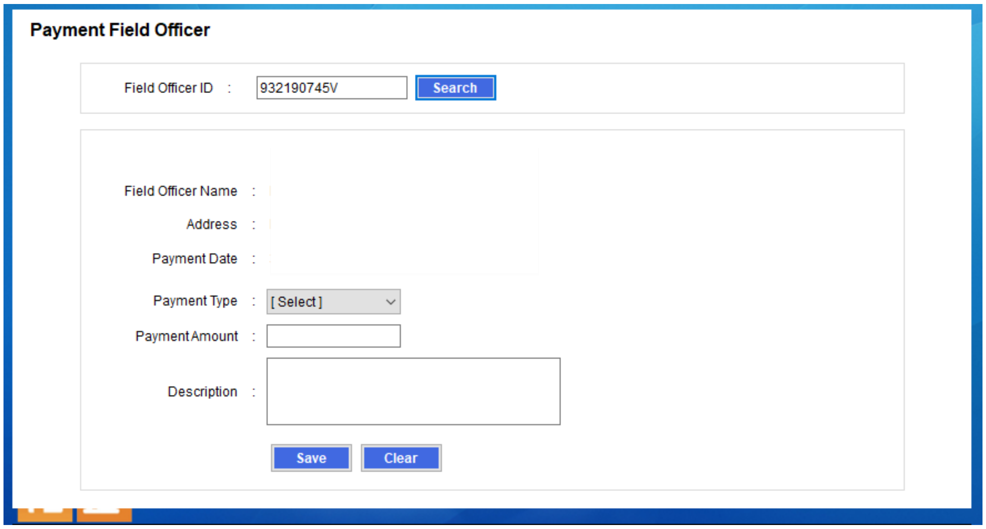


Figure 23- Payment Field Officer

- System facilitates the user to issue a bill for the field officer.
- User searches field office details by searching the field Officer ID.
- Then the system displays the Field officer details, and the user has to select the Payment Type, Payment amount, and Description of the payment.
- User can save the details.

7.3. Update Credits for property

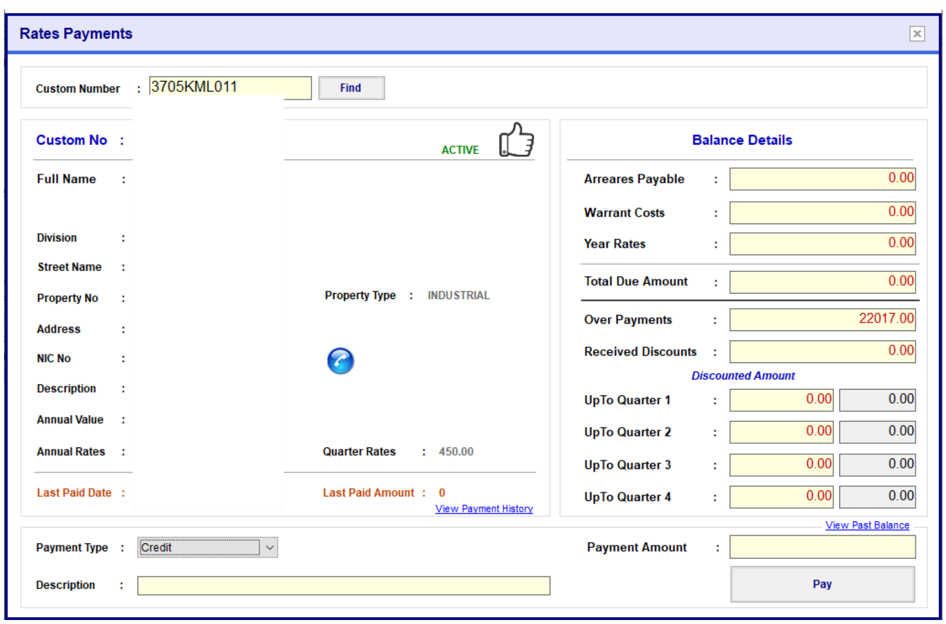


Figure 24- Update credit for property

- User can update payment type as Credit using this interface.
- User clicks the payment.

- Then open the Rates Payment overview.
- User can select the payment type as credits.
- Also can add the Description and Payment amount.
- Then clicks the “Pay button.”

7.4. Update Debit for property

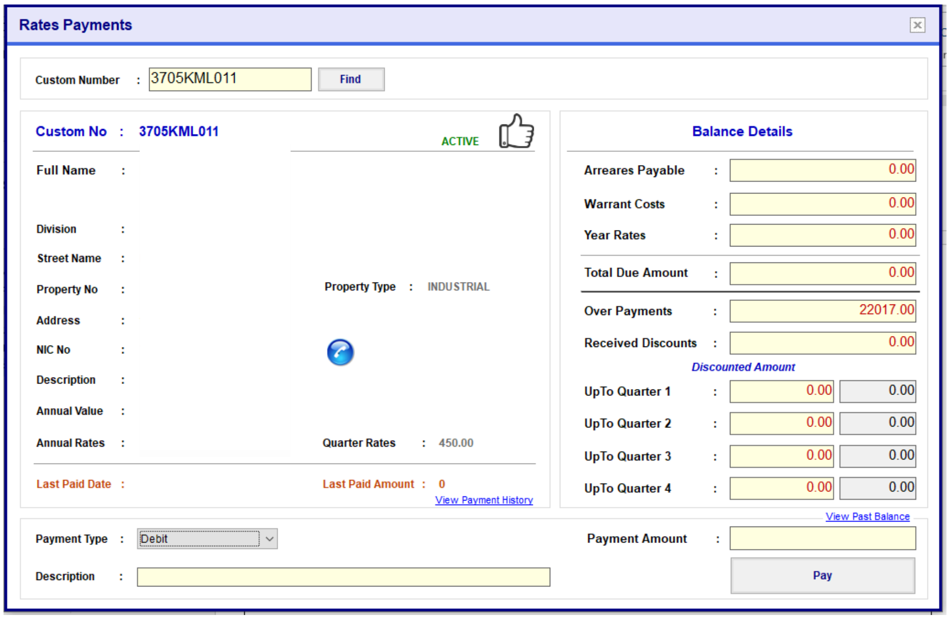


Figure 25- Update debit for property

- User can update payment type as debit using this interface.
- User clicks the payment.
- Then open the Rates Payment overview.
- User can select the payment type as debits.
- Also can add the Description and Payment amount.
- Then clicks the “Pay button.”

7.5. Cancel receipt

Figure 26-Daily Receipt Summery

- This form for daily receipt summery for canceled receipt.
- User can get the cancel receipt summary report.
- User can search the cancel recipe by selecting the Location, Date Duration, Account Year, user, Receipt Order (Ascending, Descending), and category.
- User can Save, Print, and view the Cancel Receipt report.

7.6. Property Search

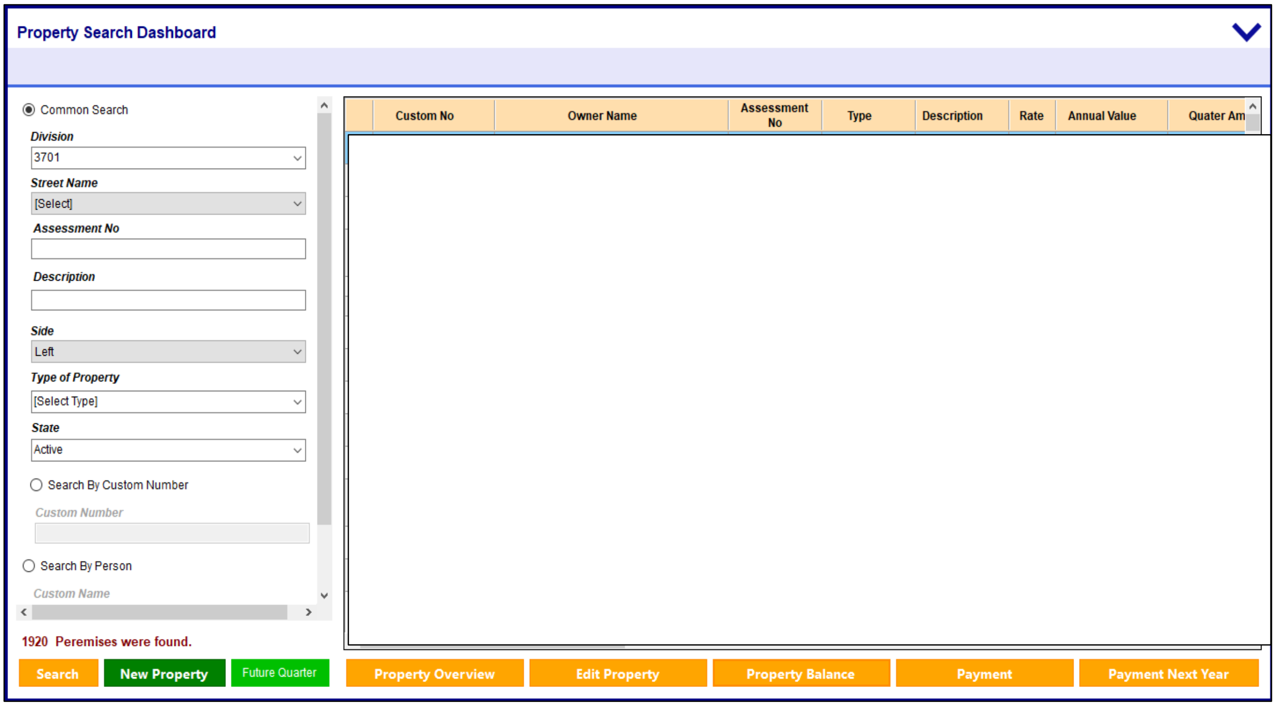


Figure 27- Property search Dashboard

- This form for property search
- There are three ways to the property searching

➢ common search

- The user selects the "Division", "Street Name", "Side", "Type of Property" and "State" Users insert the "Assessment No" and "description" on the form and click the "Search button" you can find the information for each person.
- If you don't need to fill everything, only "Division" and "Street Name" are enough for the finding system

➢ search by customer number

- The "Customer Number" is the only inserting option in this field
- After the insert the customer number you can search the details by clicking the "Search" button.

➢ search by person

- The user enters the "Customer Name" and "NIC".
- When the user doesn't know the full name he can write between the percentage marks and the knowing name (ex :- %Perera%).
- After user finish filling in relevant data user can clicking the "Search" button and find the data.

By Division, street, property no

- User can search the property details list using division (a dropdown box within the option of division number), street name, and property Number.

By Customer number.

- User can search property details using Customer Number.
- Then system displays the property details regarding the customer.

By Owner Name / NIC

- Using the customer name and NIC number user can search the property.
- Also, users can search property details click by the standard search option.

By Description

- System facilitates the user to get the result of property details searching by the Description.

By Property Type

- System facilitates the user to get the result of property details searching by the Property Type.
- Property Types are included in the drop-down menu.

BY Property Status

7.7. Add Manual Warrant for Properties

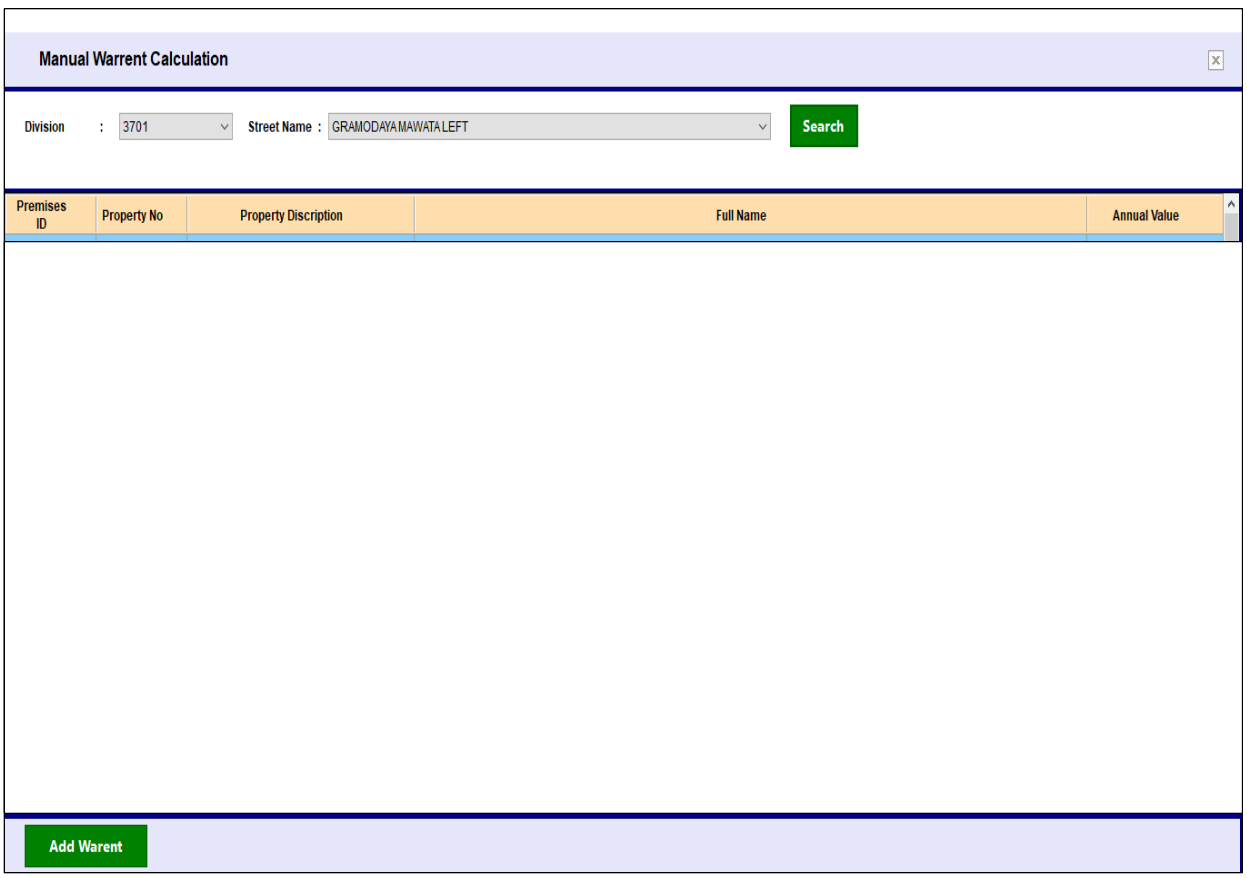


Figure 28-Add manual warrant for property

- This form for add manual warrant for properties
- The user insert the “Division” and “Street Name
- After click on a “Search button” user can find the property information by using the chart.
- Then the system displays the list of property details (Premises ID, Property No, Property description, Full Name, Annual value.
- When the user clicking the “Add Warrant” he can add the warrant for the form.

7.8. Manage Bill Printer Settings

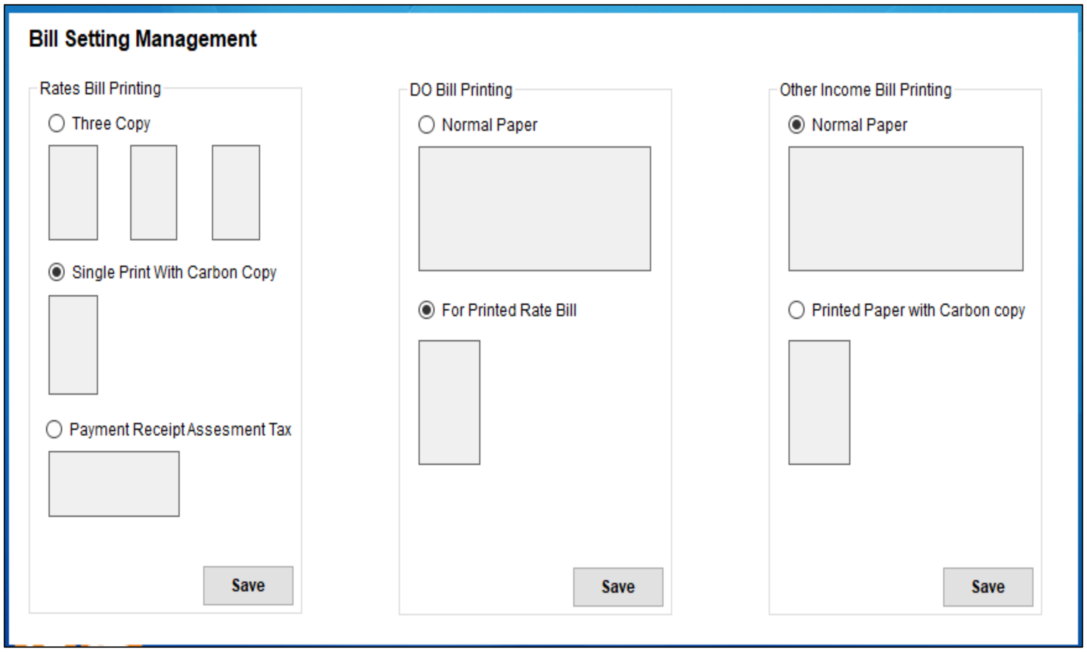


Figure 29- Bill setting Management

- System allow the user to manage the bill printer settings. There are options to print bills.
  - Rates bill printing
  - Do Bill printing
  - Other income bill printing
- After setting the bill printing option user has to save settings using the “Save” button.

7.9. Manage K Form Printer Settings

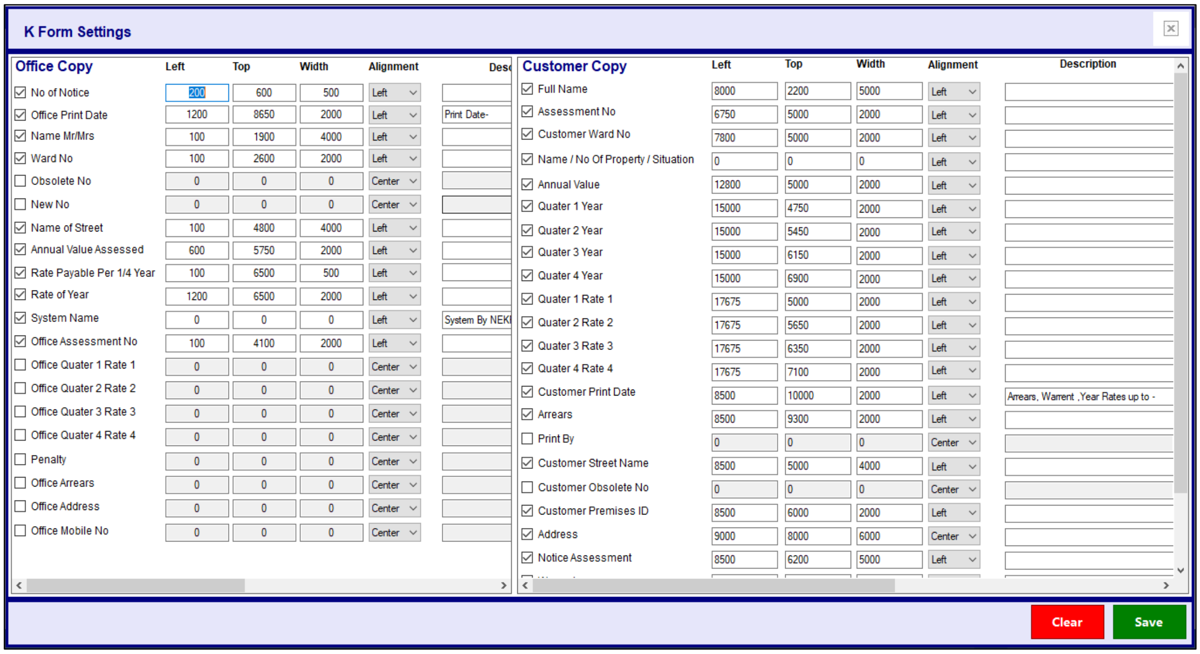


Figure 30- K form settings

- This form for the K-Form printing setting.
- The system facilitates managing Office copy and Customer copy of K form printer settings.
- The user has to mark the available details.
- After setting the details user can save, and if not needed to save user can clear the details.

7.10. Manage Red Notice Printer Settings

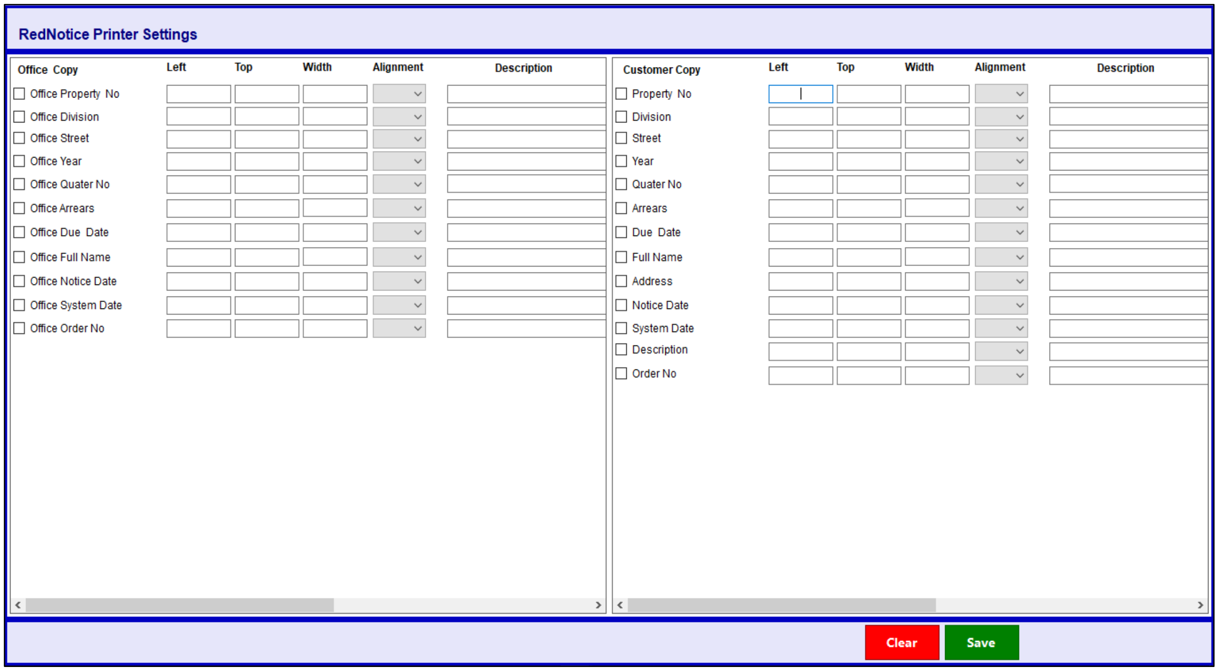


Figure 31-Red Notice Printer settings

- User can manage the Red notice printer settings; in this functionality, the user has to mark each related detail as available.
- Also user has to settings each property. (Left, Top, Width, Alignment (Dropdown box), and Description).
- Then, the user can save or clear the setting data using the Clear and Save buttons.

7.11. Rate validation

- User can get the rate validation details by using the following details.
  - Division – Drop -down
  - Street- Drop -down
  - Year- Drop -down
  - Quarter- Drop -down

- Following details are displayed in the details of the Rate validation process.
  - Customer Number
  - Customer
  - Property
  - Balance
  - Warranties

8. RATES PAYMENT FEATURE

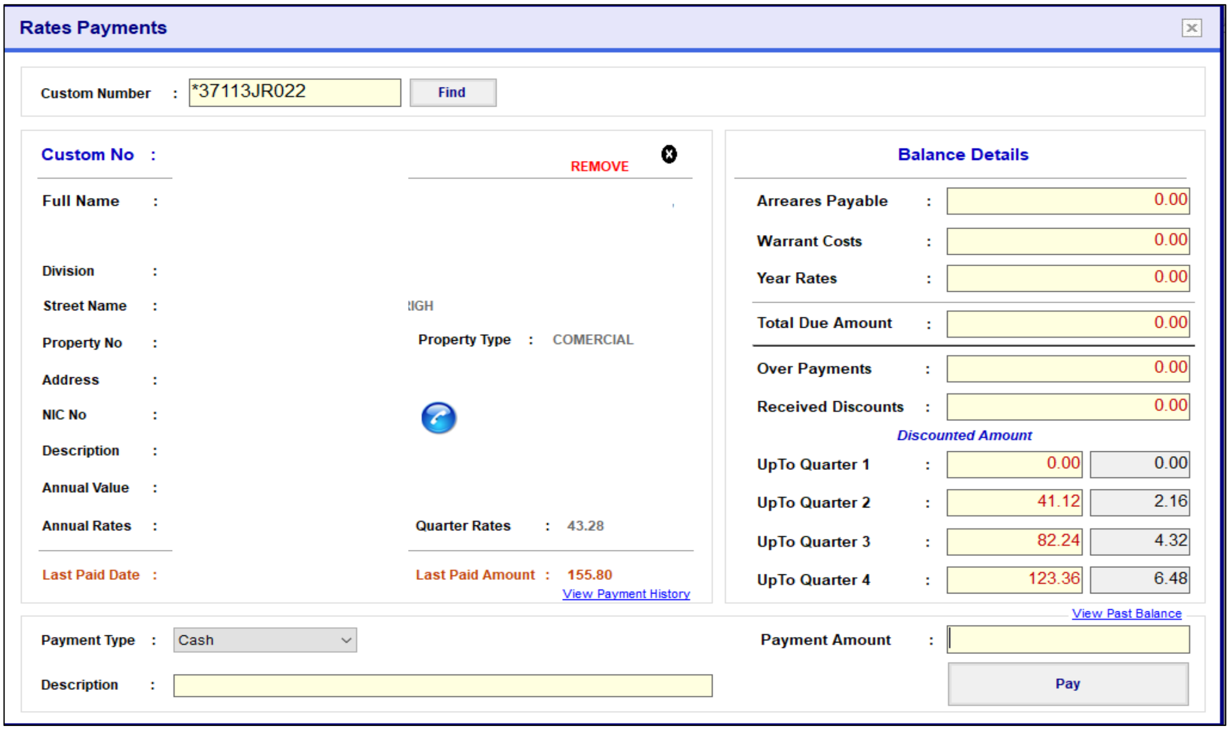


Figure 32- Rates Payments

- User can view the payment window by searching the Customer Id.
- If user enter invalid customer number, system displays the error message.
- When user enter valid customer ID user can view the basic details of the rate payments.
- User can view the last payment information.
- There is an option for the view payment history details.
- As well as system calculate the discount amount automatically considering the current rate.
- Following arrears details are displays by the system.
    - Arrears payable
    - Warrant cost
    - Year Rates
    - Total Due Amount
    - Over payment
    - Receive discount.
- System facilitates following payment types for the payment.
- Payment by cash
- Payment by cheque
- Payment by credit card
- User has to enter the payment amount to the system.
- After save, payment is successful system generate the invoice and send SMS to the customer.

8.1. Auto discount calculation.

8.2. Ability to pay any amount

- In the rate payment section, the user can search customer details by searching Customer ID.
- The system displays the customer details and Balance details.
- Also, the system facilitates paying payment amounts by cash, cheque, or credit card.

8.3. Payment between Branches

- System facilitates to user to payment between two branches.
  Location – Drop-down menu
- System update report daily in related branches.

8.4. Check Online Receive Payment

- System facilitates the user to check the details of online received payment.

8.5. Multiple Property Payment

- User searches property details of the customer.
- System displays the multiple payments overview.
- User selects the Payment Type.
- User clicks the 'Go to multiple payments ".
- Following details are displays in the multiple payment list view.
  - Premises ID
  - Payable Amount for end of Q4
  - Discount for end of Q4
  - Pay amount
- System displays the following details.
  - Total due amount
  - Total Pay amount
- User can select the payment method using the drop-down menu.
- Then system displays the following details
  - Receipt Number
  - Amount
- System facilitates to display the all receipt.

8.6. Payment for Upcoming year tax

- System facilitates users to pay for the upcoming years.
- System displays the following details
  - Customer Details
  - Balance Details
  - Discount
  - Amount for each quarter.
- User can view the payment history and Past Balance.
- User has to select the Payment Type, Description, and Payment amount for the pay.

8.7. Re-copy function

- If user cannot to do bill some reason, user can print again that bill without change the details.

9. SMS FOR RATE

- System sends Discount details to the Owner
- System sends Arrears details to the Owner
- System sends SMS API based.
- User can view sent SMS using SMS portal.

10. RATES REPORT

10.1. Daily Receipts

➢ **View Daily Paid Receipts**

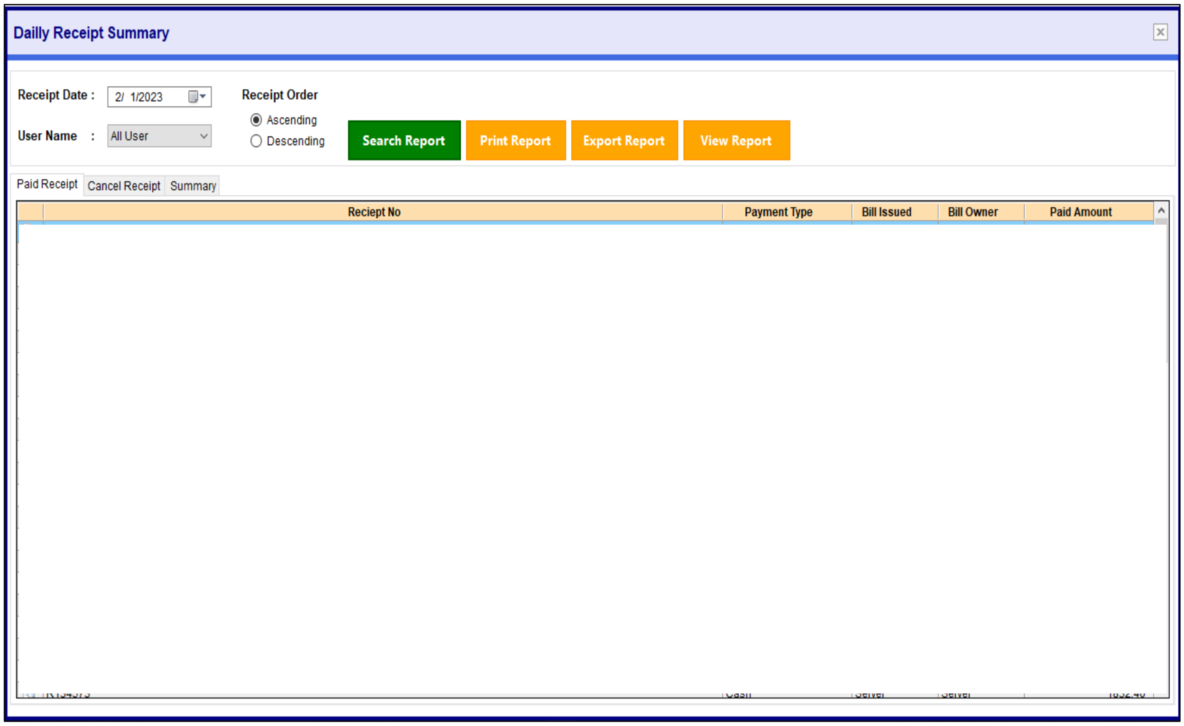


Figure 33-Daily Receipt Summery

- This form for view daily paid receipt
- When the user select the "Receipt date", "User Name" and "Receipt Oder"
- After doing this step user can click the "search report" button user can get the data according to this.
- Also, users can search, view, print, and export reports.

➢ View Daily Cancel Receipts

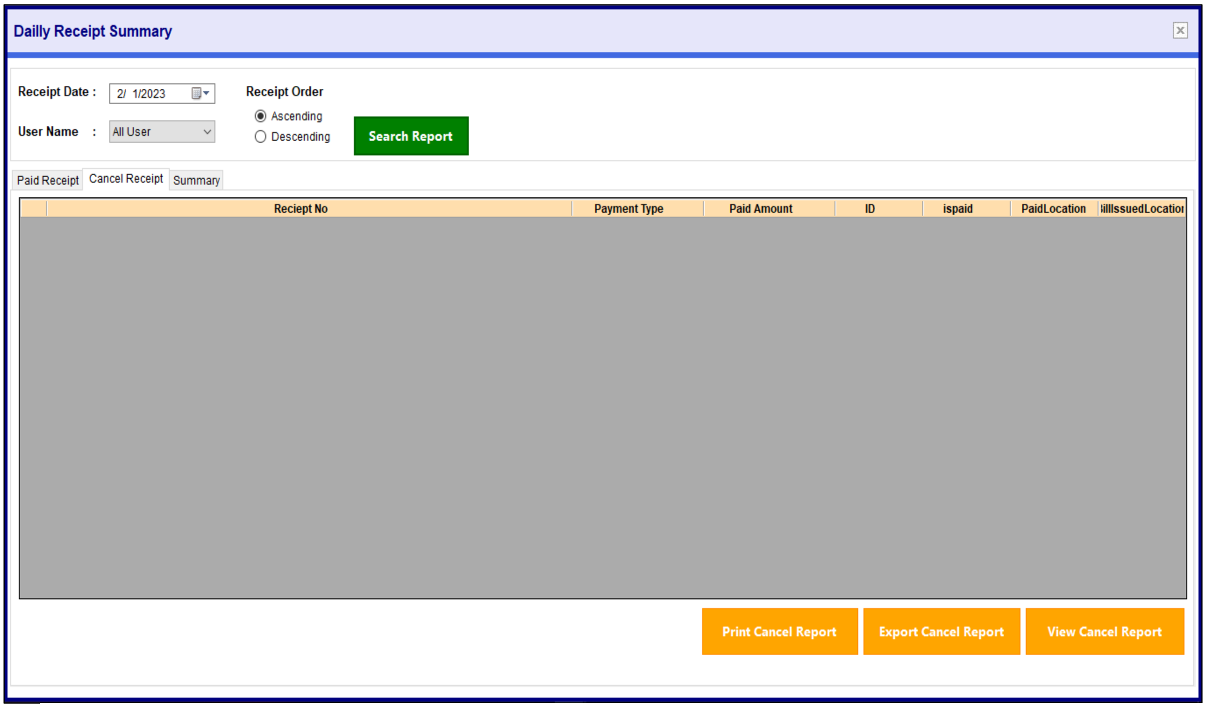


Figure 34-Daily cancel Receipt summery

- User can select the receipt date and search the details of the canceled receipt on the particular date.
- There is a facility to get receipt details in ascending or descending order.
- User can print the cancel report, export the cancel report, and view the cancel report.

➢ View Daily Receipt Summary Report

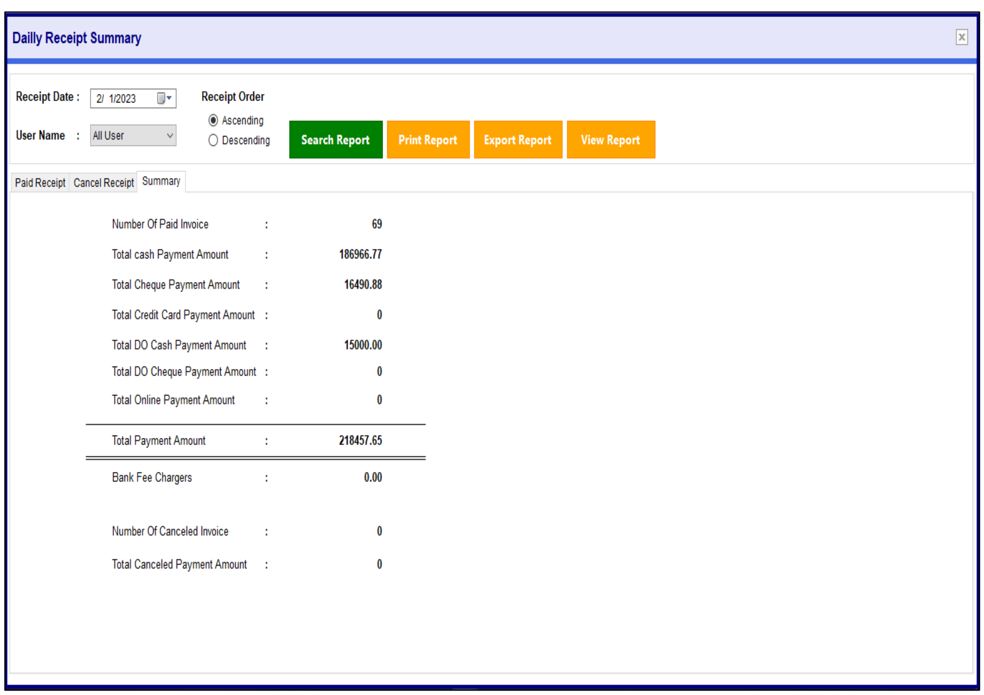


Figure 35- daily Receipt summery report

- In this section, the user can gets a summary of all types of payment summary details on a particular date.
- System facilitates print, search, export, and view the summary report.

10.2. View Rate Tax Daily Credit Report

- User has to select the payment type (Multiple select) using the drop-down menu, date duration, and division.
- Then, the user has to select the type of category.
- System fetches the search result and displays it as a list.
- User can search, view, export, and print the daily credit summary report according to the particular time. Also, the system has facilitated changes in the payment type.
- System facilitates to search, view, and print, export, save the Rate Tax Daily credit report.

10.3. Credit Summary Report

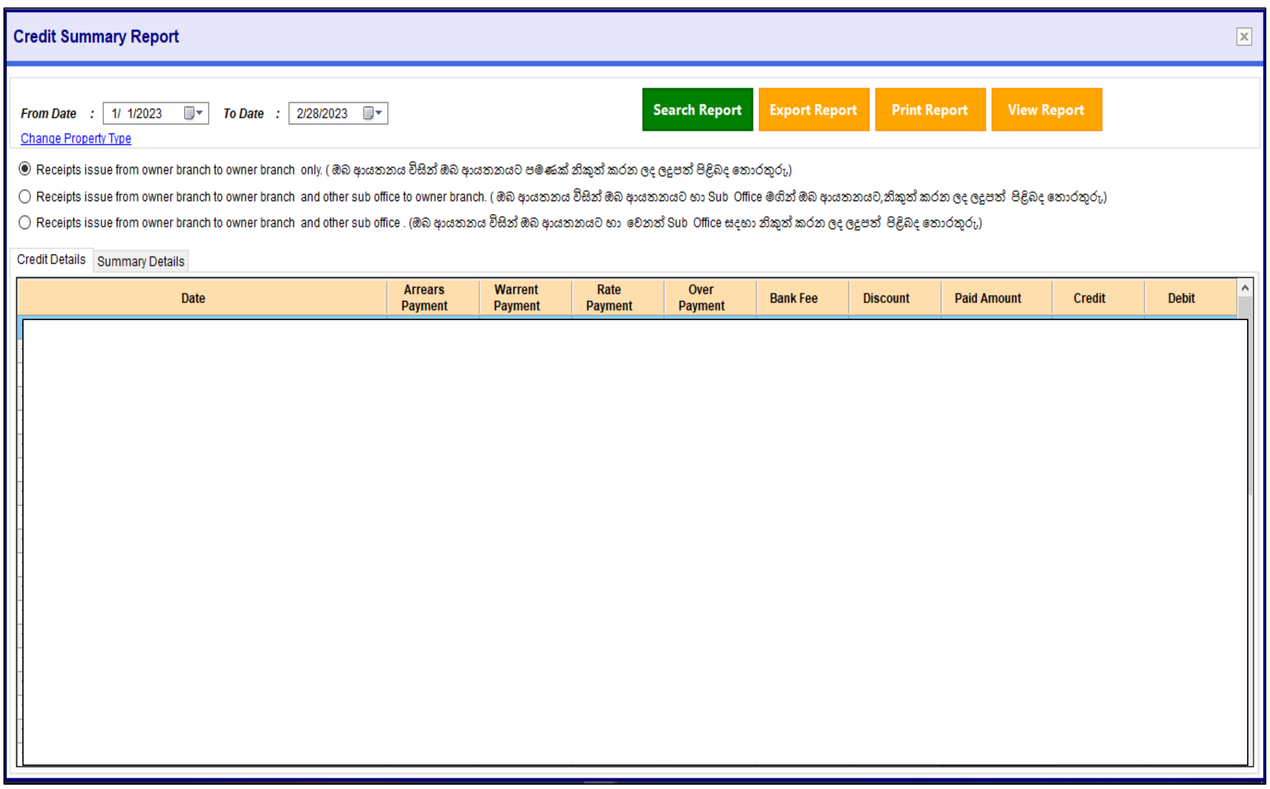


Figure 36-credit Summery report

- User can view all credit summary report details.
- User can get the details by searching the following options.
  - Time duration

- Change Property Type
- Receipt issue category

- The Following section is included in the Credit summary report.

- **Credit Details**

  Following details are include in the credit details report
  - Date
  - Arrears Payment
  - Warrant Payment
  - Rate payment
  - Overpayment
  - Bank Fee
  - Discount
  - Paid Amount
  - Credit
- **Summery details report**

  Following details are include in the summary details report.
  - Total Arrears
  - Total warrant
  - Total Yearly Rate
  - Future Payment
  - Total Bank fee
  - Total Discount
  - Total Credit

- Total Debit System facilitates the user to Export, Print, and View the Credit details and Summary details report.

10.4. Get Credit Summary Report Division wise

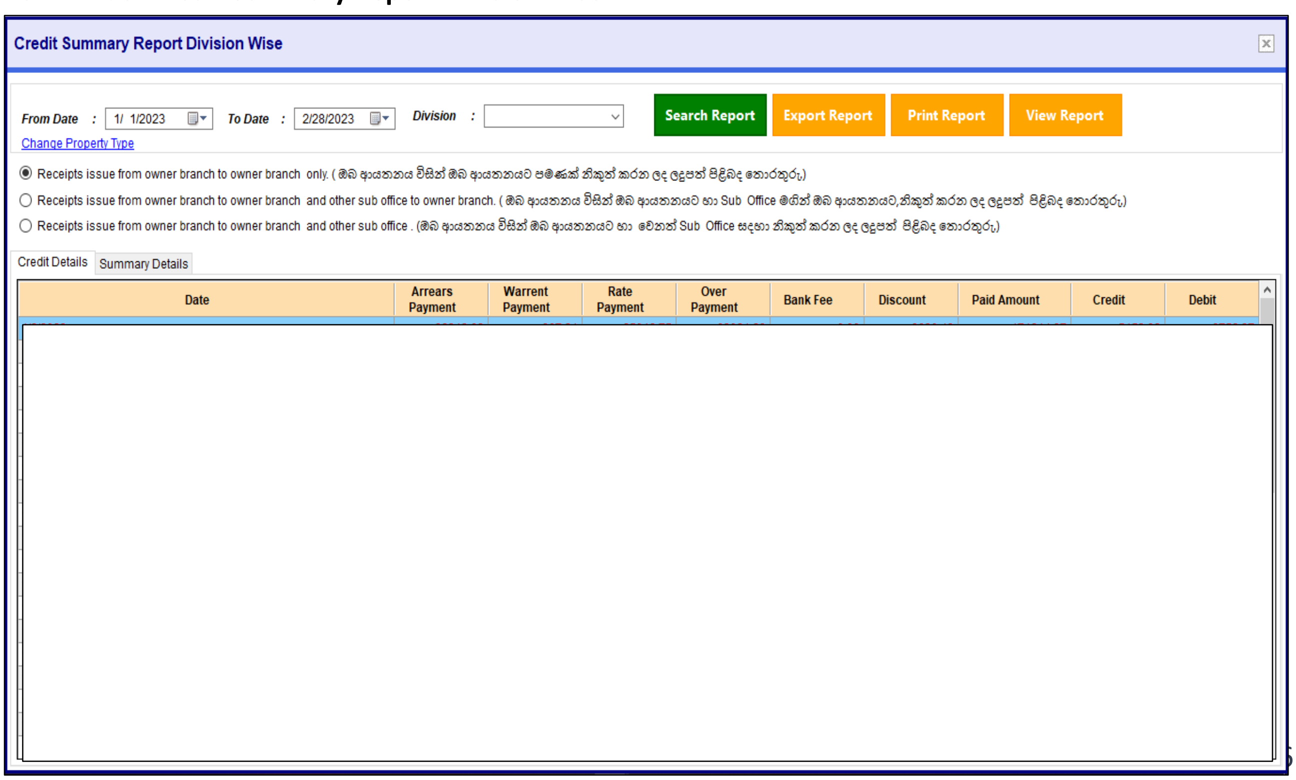


Figure 37-Get credit summery division wise

- User can get the credit summary report Division wise.
- Also, users can search the details in a particular time period and division.
- There is an option for export, print, and view the search summary report.

10.5. View Current Arrears Report

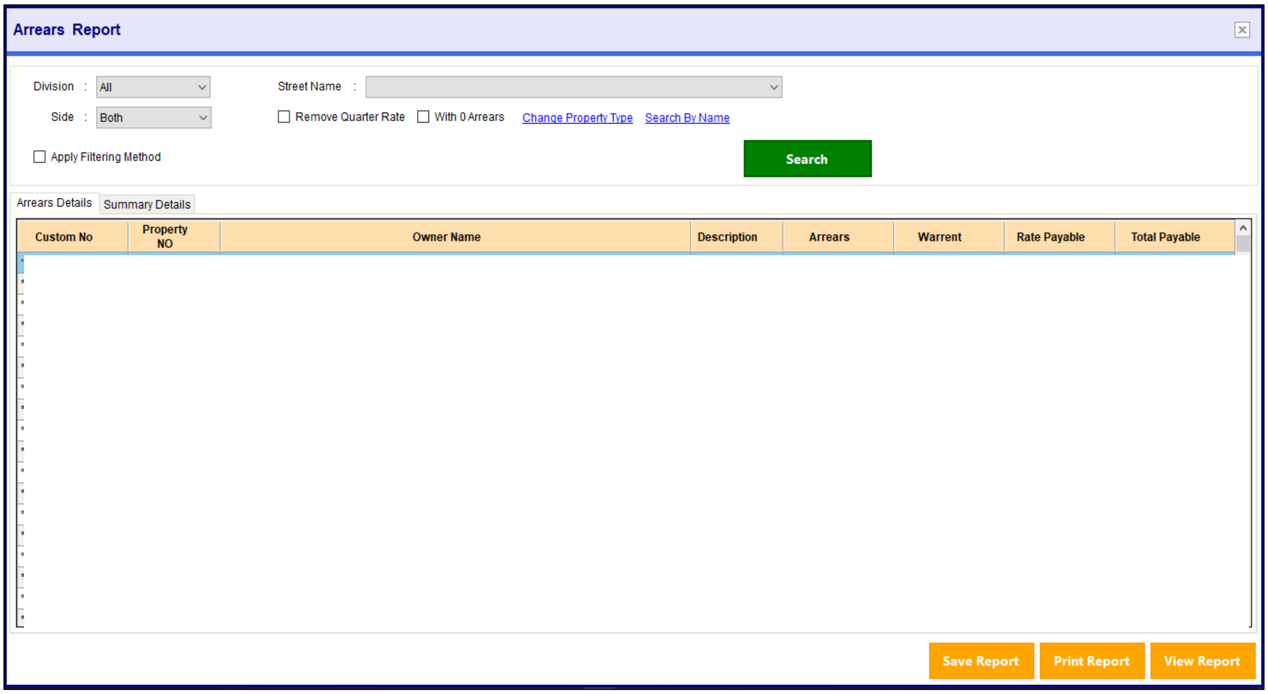


Figure 38- View current Arrears report

- System has given the option to search using division, street, side, owner name, and property type.
- User can get details less than, more than, or between wise arrears details.
- Also, users can Save, Print, and view the report.

10.6. Current Arrears Summary Report

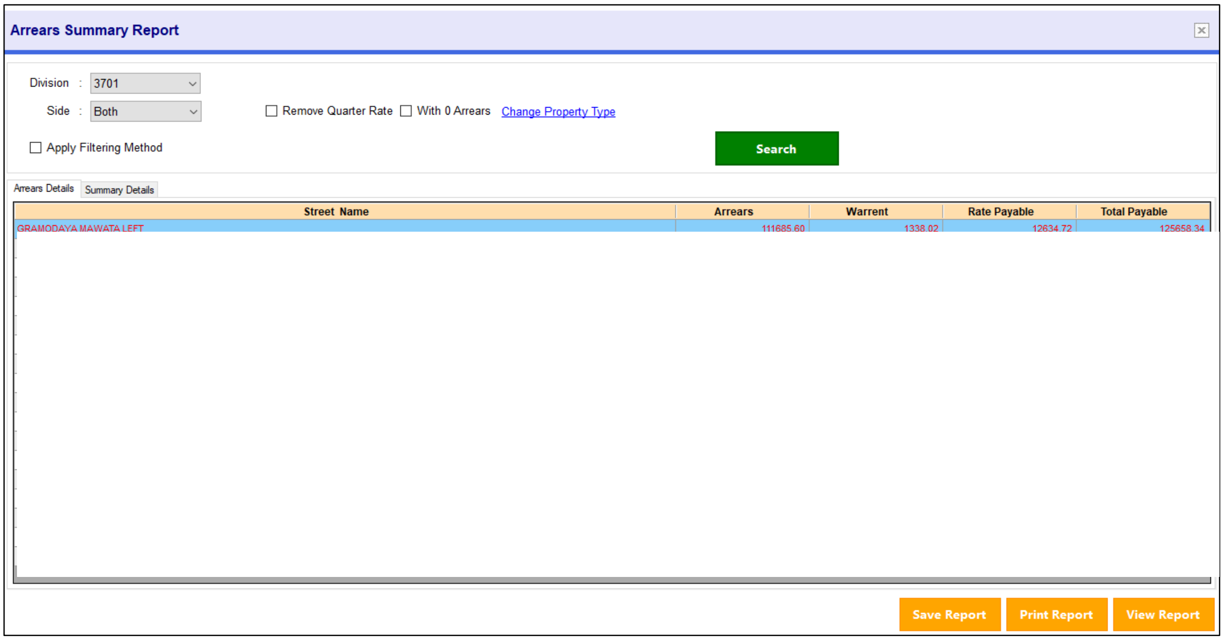


Figure 39- Current arrears summery report

- System has given the option to search using division, side, and property type.
- User can get details less than, more than, between wise arrear reports.
- Also there is option for get the last year's arrears report.
- System has given the option to export, print, and view the summary report.

10.7. Past Arrears Report Management

- User can search using division, street, side, owner name, and property type.
- Apply less than, more than, between arrears
- After getting the report user can View, print, Export, or Export to the excel sheet.

10.8. Rate Tax Current Balance Report Management

- User can get the Rate Tax Current Balance Report by searching the division, Street Name, and Side.
- Also, the system has facilitated the printing, saving, and viewing of the report using each icon.

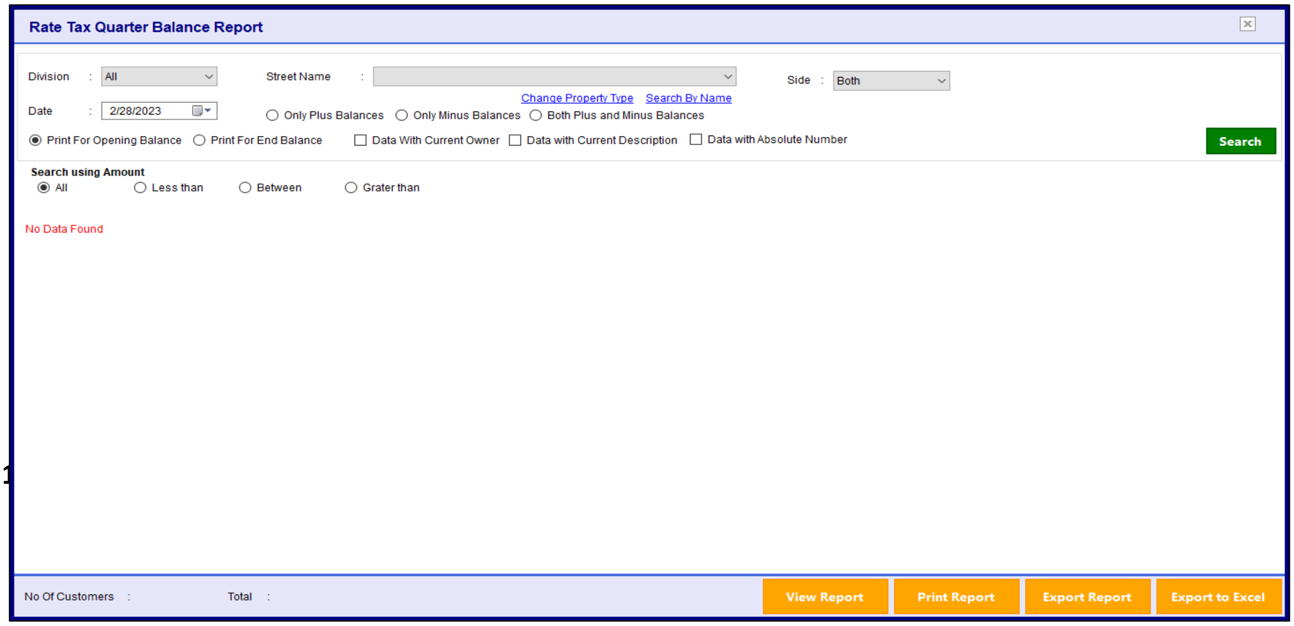


Figure 40-Rate tax Quarter Balance report

- System facilitates giving current balance summary report division-wise.
- System displays the total Arrears, Warrant, Rate, Future amount, and Total.
- User can Print, Export, and View the balance summary.

10.10. Rate Tax Current Balance Summary Report

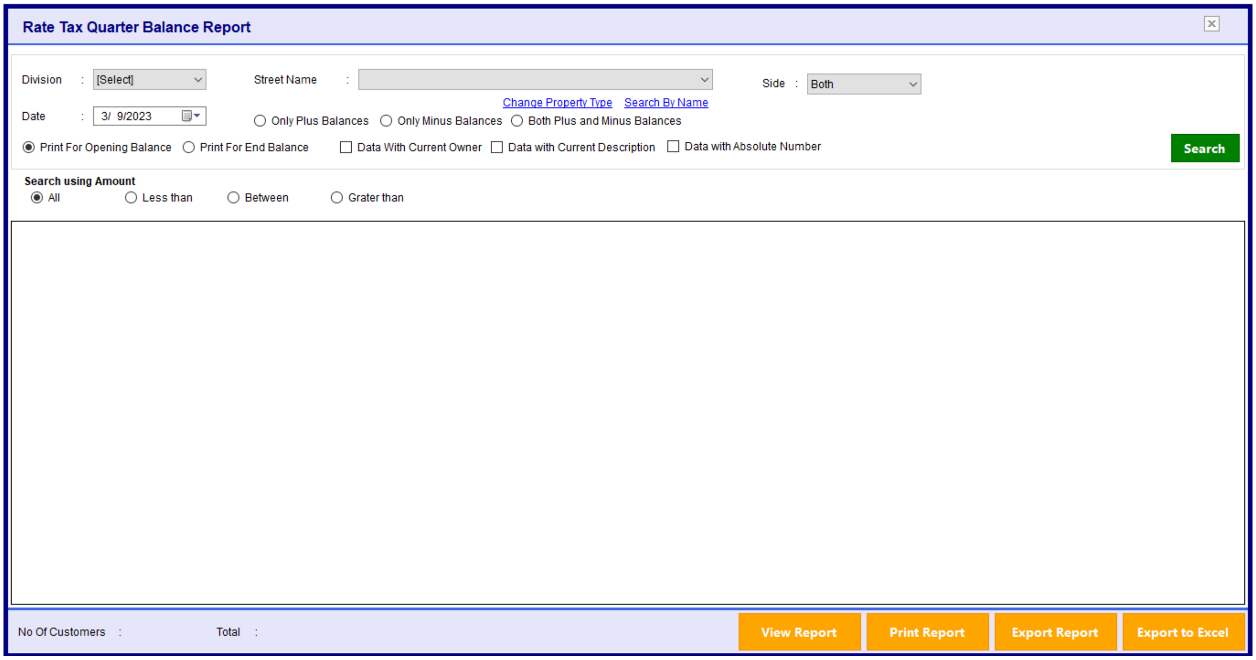


Figure 41- Rate tax current Balance summary report

- User can search the details of Rate Tax current Balance summary report by searching the Division, Street name, and Side.
- Then, the system displays the list of details for each Customer.
- Also system facilitates the print, save, and View the Current balance Summary.

10.11. Current Arrears Summary Report (Streetwise) Management

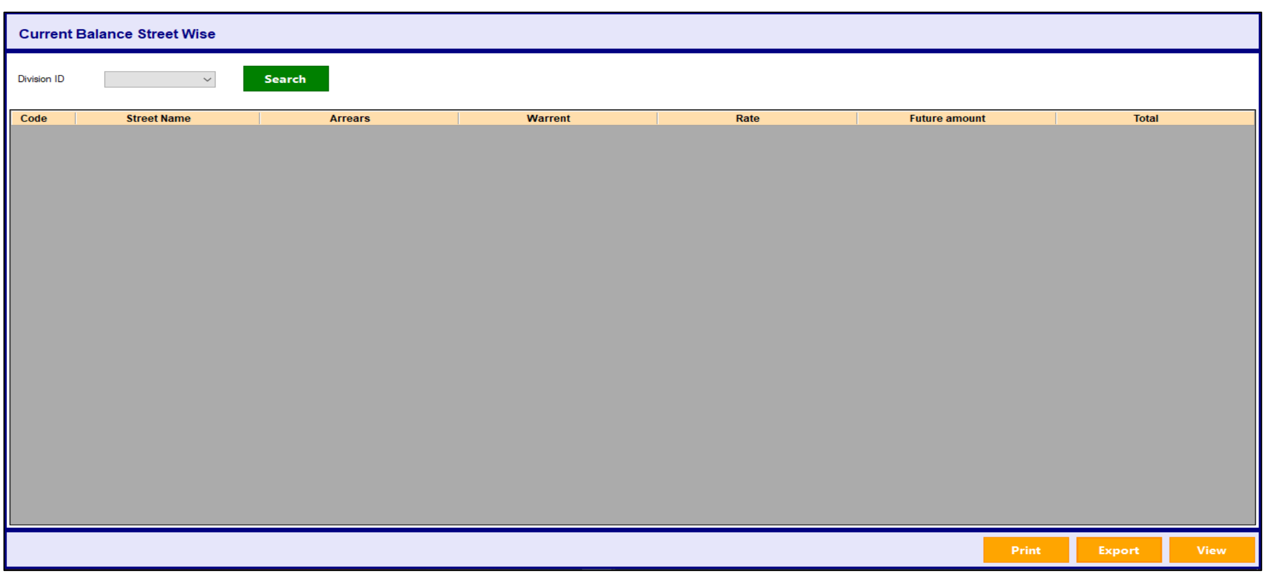


Figure 41 -Current Balance Summary (Streetwise)

- User can search the current balance streetwise using Division ID.
- User can print, export, and view the streetwise current balance report using Print, Export, and View icons.

10.12. Get Past Arrears Street-wise Summary Report

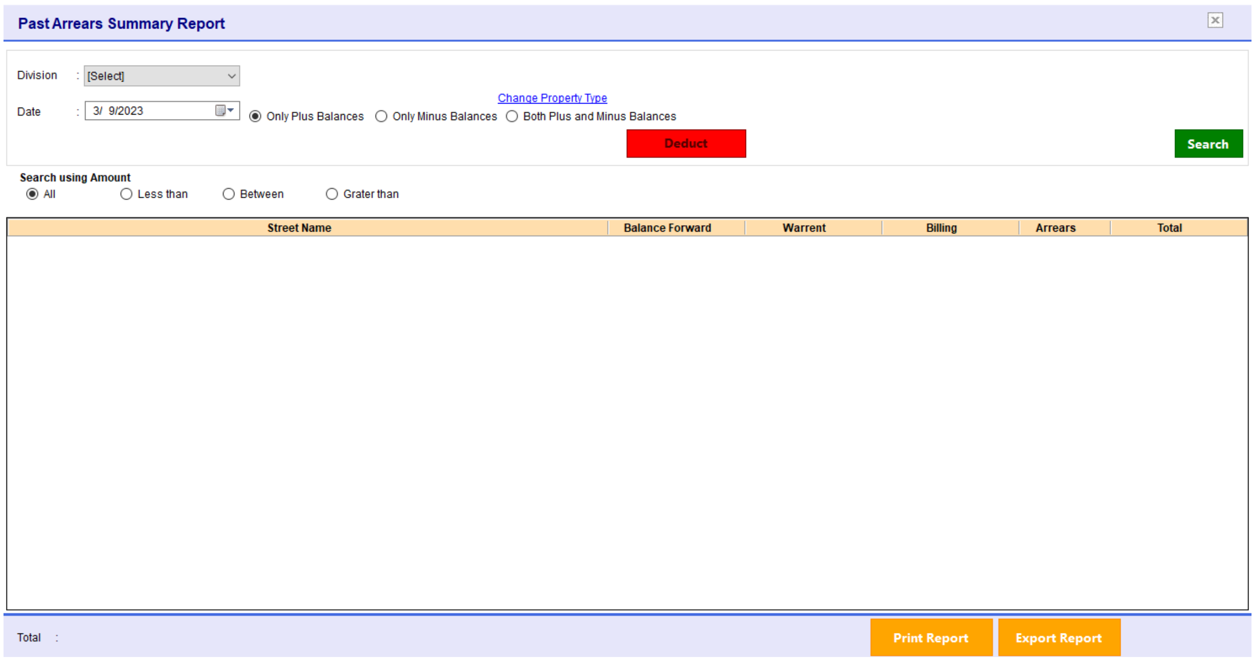


Figure 42- Past Arrears summary report

- Following options have to select by the customer.
  - Only plus Balance
  - Only Minus Balance
  - Both plus and Minus Balance.
- User can search amount all, less than, greater than, or between.
- User can change the property type.
- System facilitates user to Search, Export, and Print the past Arrears summary report by search division and Date.

10.13. Manage Rate forecast report

- User can search the forecast rate using the Division, Street Name, and side.
- Also, after the search system fetched and displayed the result.
- User can export the report to the excel sheet.

10.14. Manage Arrears Division-wise Summary Report

- System displays the Total arrears according to each Division ID.
- User can Save and print the report using the Save and Print icons.

10.15. Mange Warrant division-wise Summary Report

- System displays the current and past total warrant after the calculation.
- Use can select the options current or past warrant.
- System facilitates the user to search current warrant and save or print option.

10.16. Manage current Billing Rate division-wise Report

- System displays the rate for the current billed report details.
- For quarter open bill.
- User can search current arrears, save the report, and print the report.

10.17. Get Print Current future payment report

- System facilitates user to get details reports of current future payments.
- User must select Division number, Side, Street Name, and Property Type.
- System fetches the result from the database and displays it for the user.
- User can save or print the report.

10.18. Manage Rate Accounting Listing Report

- System facilitates the user to list the rate account selected by the year.
- System displays the total amount of the follows in each quarter.
  - Forward Balance
  - Warrant
  - Rate Billing
  - Debit
  - Future payment
  - Payments
  - Discount
  - Credit
- User can search, export, and print the rate Account List.

10.19. View Discount Summary Report

- User can get the Discount Summary Report by searching the Start Date, End Date, and Discount Limit.
- Also system displays the Number of Discount Invoices and Total Discounts.
- System facilitates the user to print or save the summary report.

10.20. View the Property Book Report

- User can search the Property Book by searching the Division, Side, and Street Name.
- System filters the result and displays it to the user
- User can Export, Print, and View the report.

10.21. View Property Summary Report division wise

- System facilitates the user to get the Property Summary Report division-wise by searching the Division.
- Following details are consistent in the summary report for each Division.
    - ➢ Division
    - ➢ Street Code
    - ➢ Street Name
    - ➢ Number of Property
    - ➢ Total Annual Value
- System facilitates the user to Export, Print, and View the report.

10.22. View Property Annual Value Report

- User can search details report of the Property Annual Value Report using division, street, side, type of property
- Annual value can filter less than, greater than, and between.
- Following details are consistent in the Property Annual Value Report.
    - ➢ Customer Number
    - ➢ Property Number
    - ➢ Owner Name
    - ➢ Address
    - ➢ Property Type.
    - ➢ Value.
    - ➢ Rate
    - ➢ Street Name
    - ➢ Division
- Also, user can save, print, and view the report

10.23. View Temporarily Disabled Property Value Report

- User can get the Temporary Disable Property Value Report by searching using division, street, side, type of property
- User can get the report result less than, greater than, between wise the Annual report.
    - ➢ Following details are displayed as a result.
    - ➢ Customer Number
    - ➢ Property Number
    - ➢ Owner Name
    - ➢ Address
    - ➢ Property Type
    - ➢ Value
    - ➢ Rate
- Also user can save, Print, and View the Temporarily Disable Property Value Report.

10.24. View Remove Property in duration Report

- User can search the report of Remove property in time duration.

- Also system facilitates the user to select a particular date duration using the calendar.
- If there is no result system displays the message “No records were found.”
- Also user can save or print the Remove Property in the duration Report.

10.25. Get Disable Property in duration Report

- User can get the Disable property report in time duration by searching the Type (Enable or Disable), From Date to date.
- System facilitates the user to select date duration using the calendar.
- Also, Users can search, Save and print the report.

10.26. View Property Book Report

- User can get the Property Book report by searching the Division, Street Name, and Side.
- Following details are included in the Property Book Report.
  - Oid Number
  - Premisses Number
  - Owner Name
  - Property Type
  - Property Value
  - Entered By
  - Ented date.

10.27. View Property Registration Report

- User can get the Property Registration Report by searching the Division and time duration.
- Following details are displayed in the report.
  - Premises ID,
  - Registered Date
  - Rate.
- Also system gives the option to the user to Search, Print, and Save the report.

10.28. View Register of rate Tax

- User can get the report of Register of Rate Tax.
- Following details are required to search the report details.
  - Year
  - Quarter
  - Division
  - Rate
- Also user can get the details by searching by the Owner’s Name.
- User can Export, print, and Export to an excel sheet of the report.

10.29. Register of rate Tax Street summary

- System facilitates to user to get details of Rate Tax Street summary report by searching division, year, and quarter
- Also user can export or print the report.

10.30. View Property Change Report

- User can search the Property change report by searching the date duration and Division; also, the user can select the change types.
- Change type listed as follows.
- Owner name change
- Property Description change
- Property Type change
- Annual value change
- Year Rate change
- Property Number change
- Following details are displayed in the Property change Report.
  - Property Number
  - Description
  - Previous Value
  - New Value
  - Date
  - User

- User can View, Export, and Print the Property change Report.

10.31. Make payment

- User can get the list of paid property searches by the Field office ID.

10.32. Make payments for the duration

- User can get the Do payments report by searching the Field office ID and selecting the time duration.

10.33. Do Summary report

- System facilitates the user to get payment details summary report by searching the Field office ID and selecting the time duration.

10.34. Do analyze the report

- System facilitates user to analyze report by searching the Field office ID and selecting the time duration.

10.35. View Notice of assessment

- User can search the notice of Assessment by Division, Street name, Side, Year, and Property Type.
- Then, the system displays the following details.
  - Id
  - Premises Id
  - Division Street Name
  - Full Name
  - Address

- Annual value
- Notice Assessment
- Year

- User can Export and Print the Notice Assessment

10.36. Get Daily Receipt Summary report

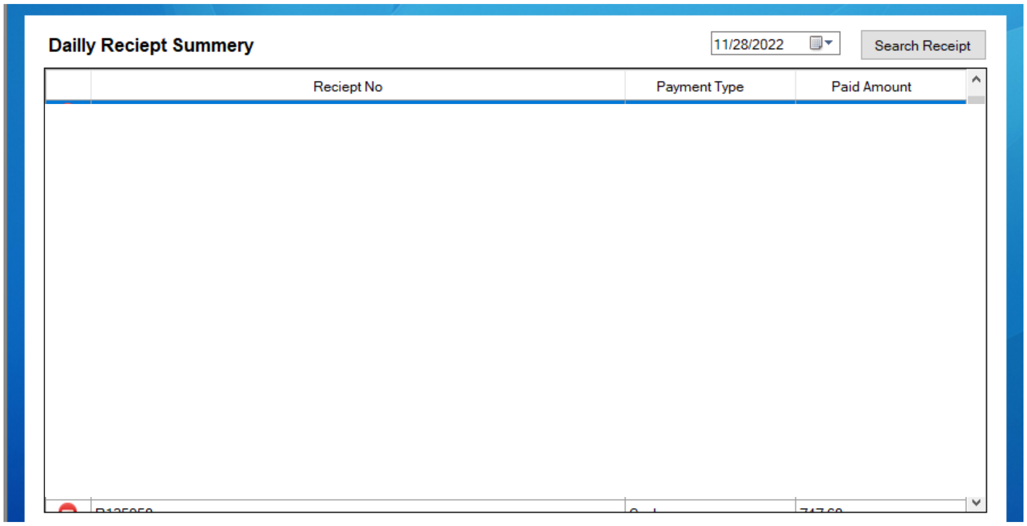


Figure 43- Daily receipt summary

- User can get the summary report of Daily receipts by selecting the Search by Date or Receipt Number option.
- Then, the system displays the details of the Daily Receipt summary.
- Also system facilitates the user to View, Export, and Print the report.

10.37. View Receipt details overview

- System facilitates users to get paid Receipts, Cancel Receipts, and Receipt summary reports.
- User has to select the time duration, Account Year, User, and Recipe Order (Ascending, Descending).
- User can Save, Print, and View the Summary Report.

10.38. View Daily receipt overview summary

- User can get the daily Receipt summary report by searching the date or Receipt number.
- After getting the Daily receipt list user clicks raw of details.
- Then, the system displays the Daily Rate Tax summary overview.

10.39. View Red note

- User can search the Red Notice by selecting the following details.

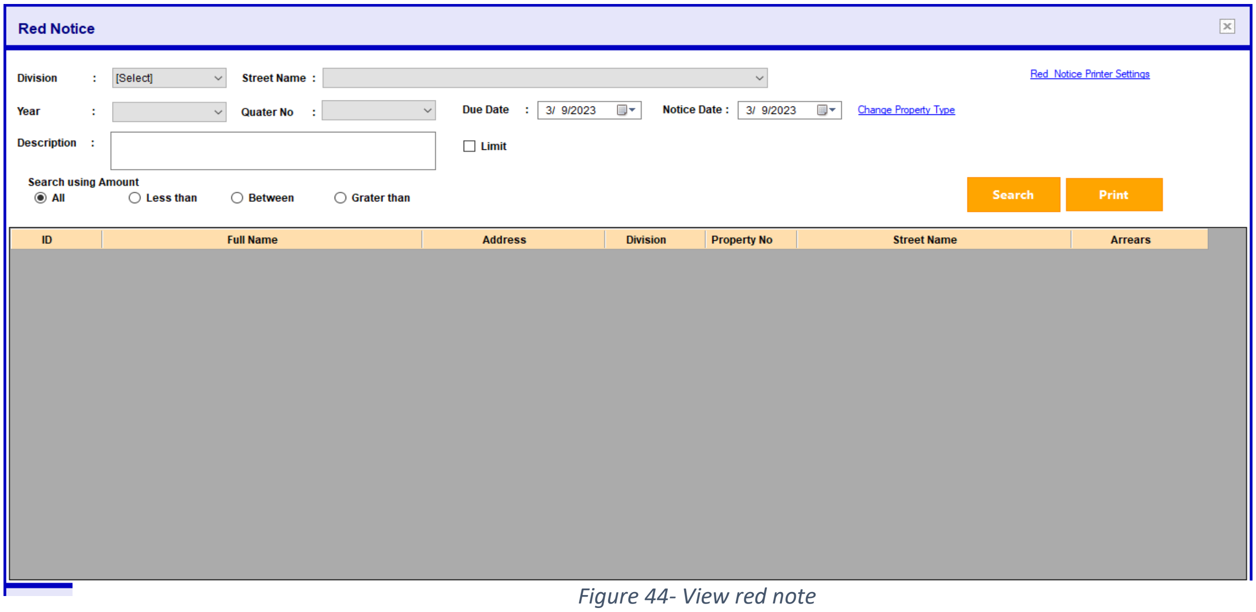


Figure 44- View red note

- ➢ Division
- ➢ Street Name,
- ➢ Year
- ➢ Quarter
- ➢ Due Date
- ➢ Notice Date

- Amount (Has given the option select to All, Less than, Greater than, between)
- Also user can change the property type.
- User can direct into print setting by clicking the “Red Notice Printer Settings.”

10.40. Get Credit/Debit details

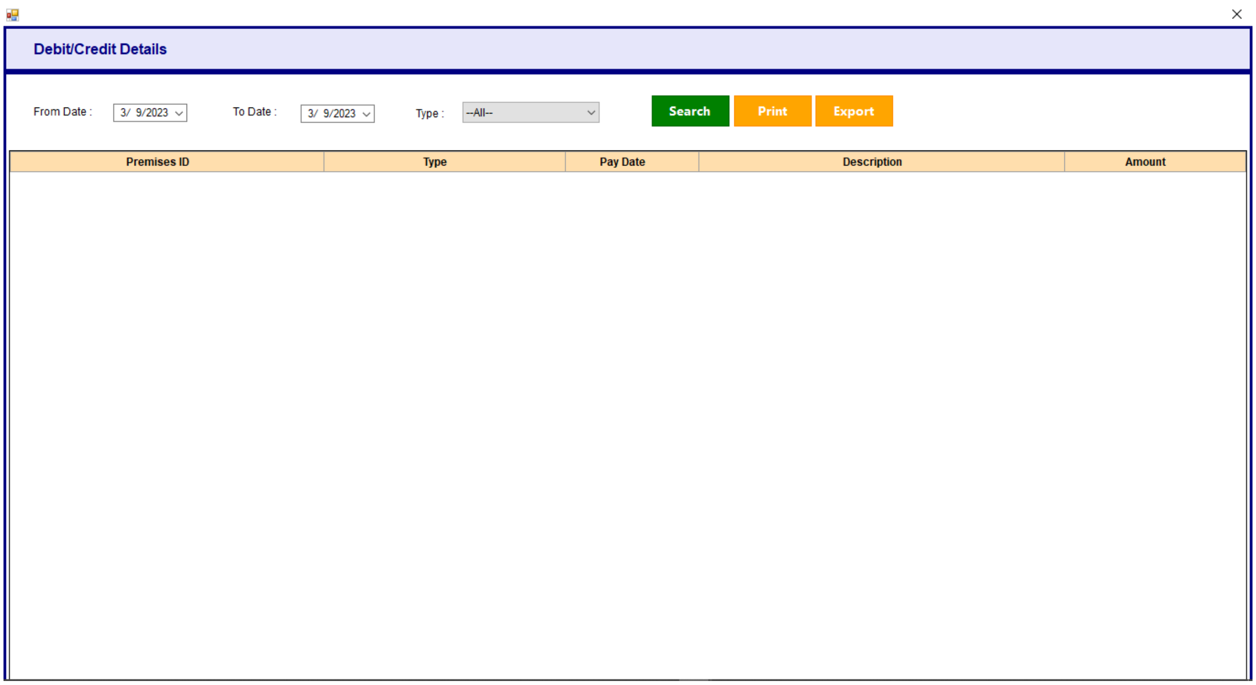


Figure 45- Credit/ Debit Details

- System facilitates to user get details of credit and debit details report by selecting the "From date", "To date" and "Type".
- Also, the user can search, export, and print the details report of credit and Debit.