

## KellPro Treasurers System





# **KellPro Treasurers System**

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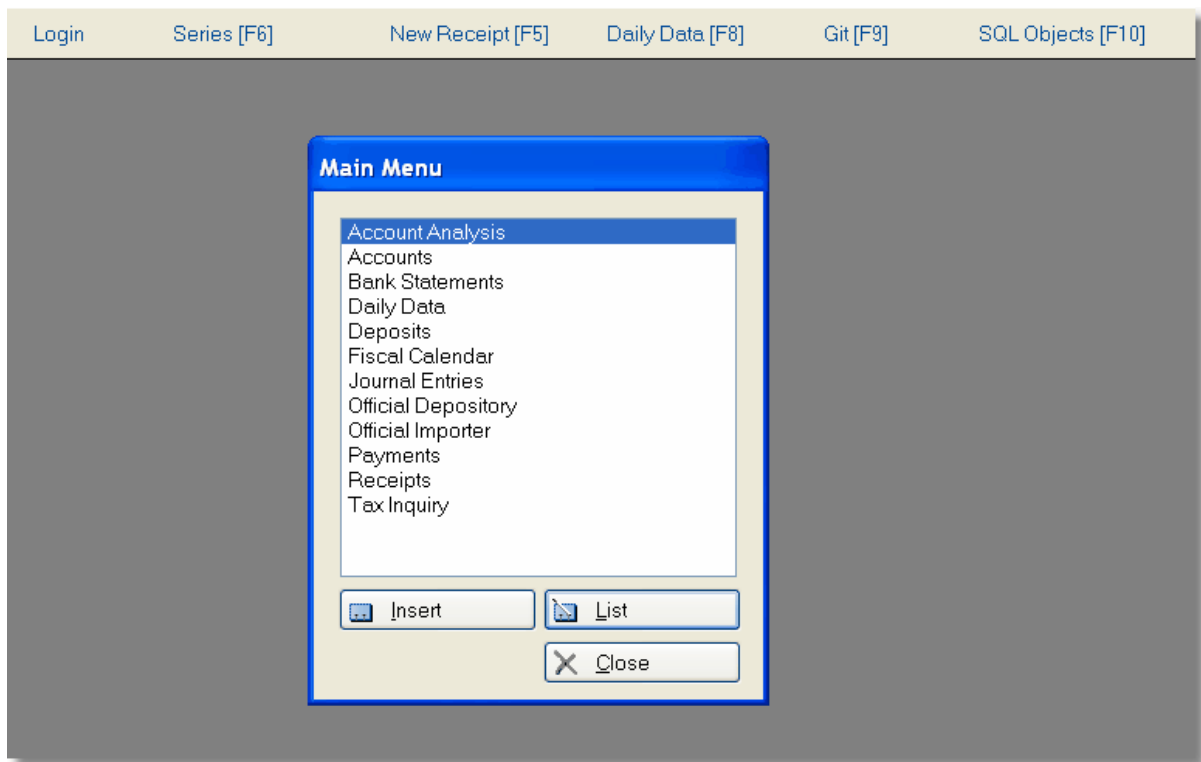
## 1 Welcome to the KellPro Treasurers System

The KellPro Treasurers System (or KTS) provides a simple, comprehensive approach to bookkeeping for County Treasurers. KTS is built to save the Treasurer time by automating many of the bookkeeping processes plus providing automated reporting and tracking of all monies. Recognizing that the primary responsibility of the County Treasurer is to administer county monies, KTS assists the Treasurer as they receive and distribute all county monies by giving real-time visibility of all receipts, disbursements, and allocations.

KTS is a Windows based program that maintains full security of all county information. KTS is designed to be a bookkeeping system that is easy to use while imposing minimal restrictions on the user. If you have any questions about KTS, please contact a KellPro representative at 888.535.5776 or please send us a question to [sales@kellpro.com](mailto:sales@kellpro.com).

## 2 Accessing the Treasurers System

The KellPro Treasurers System is accessed by clicking on the desktop icon provided by KellPro. The opening screen requires entering the Username and Password provided by KellPro. Upon entering the correct credentials, the main screen will appear as shown:



In addition to the Main Menu, there are six (6) shortcuts as follows:

- Login - a single-click means of logging-out of KTS if you need to step away from your computer

- Series - selects the series of receipts you wish to view
- New Receipt - used to create a new receipt
- Daily Data - a real-time snapshot of the Collections, Deposits, Suspense Accounts, and Pending Deposits
- Git - the tool used to update KTS - Beta system only
- SQL Objects - the tool used to convert the data into KTS - Beta system only

NOTE: If there is a problem accessing KTS, please contact a KellPro representative at 888.535.5776.

## 3 KTS Bookkeeping

The KTS Bookkeeping system provides the following features:

- Creating and viewing Miscellaneous Receipts, Mortgage Tax Receipts, Individual Redemption Receipts, Trust Receipts, and Official Receipts.
- Receipts have standard features such as auto number, auto date, Deputy name, Treasurer name, received from, comment field, method of payment, amount due, amount paid, auto calculate interest, etc.
- Automatically calculates taxes and fees, ability to change tax and fee amounts, etc.
- Ability to search and run reports on all primary data fields.
- Ability to handle tax certificates.
- Voucher and warrant import tools, voucher and warrant registers, Payment Register showing vouchers, warrants, checks, and Treasurer's checks, register reports, etc.
- Full double-entry General Ledger accounting
- Real-time apportionment of funds received.
- Journal entries and report.
- Official Depository allows search for vouchers by any field including the comments section, Official Depository Report, etc.
- Daily and General Ledger Report showing monies received, deposits, etc.
- Month-End General Ledger Report, Auditor's Report, School/City Report, Apportionment Report, etc.
- Alignment with SA&I Report forms.

### 3.1 Receipts

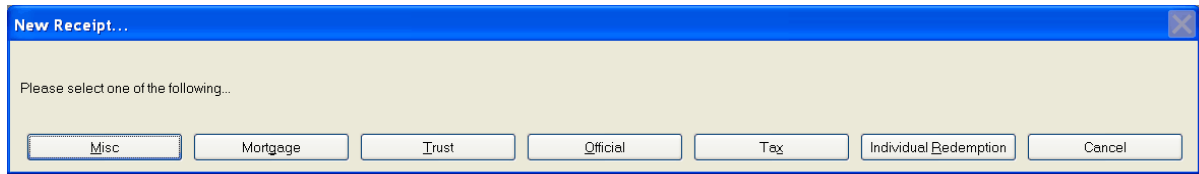
Creating new receipts and viewing existing receipts are common activities in the Treasurer's office. KTS Bookkeeping supports the following types of receipts:

- Miscellaneous Receipt
- Mortgage Tax Receipt
- Trust Deposit Receipt
- Official Receipt
- Individual Redemption Receipt

This section describes how to create new receipts and how to view existing receipts in KTS.

### 3.1.1 Creating New Receipts

Creating a new receipt is very easy with KTS. Locating the shortcuts across the top of the main screen, single-click on the Receipt [F5] button or press F5 on your keyboard to bring up the following screen.



This screen allows you to select the series of receipt you wish to create. Except for Tax receipts, single-clicking on the type of receipt brings up a receipt form. Clicking on Tax will take the user to the optional Tax Module, covered later in this manual.

#### 3.1.1.1 Miscellaneous Receipts

Other than Ad Valorem taxes or Trust Deposits, receipts for transfer payments, fee collections, rental payments, etc. are recorded as miscellaneous receipts.

Single-clicking on the Misc button brings up the following form.



**Edit Receipts**

Receipt Number	00000	Status		<input checked="" type="checkbox"/> OK (F12)
Receipt Date	8/07/2012	Deputy	Bob Johnson	<input type="checkbox"/> Cancel
Receipt Type	MISC	Treasurer	JANETTE CORNELIUS	
Received From		<input type="button" value="Print"/>		
Comments				
<input type="button" value="New Detail"/>				0.00
<input type="button" value="Delete"/>	Amount			
				<input "="" type="button" value="TestCheck="/>
				Due 0.00
				Paid 0.00
<input type="button" value="Apply Payment"/>	Paycode	Amount Paid	Check #	Bank Drawn On Location
		0.00		

The following information is automatically filled-in:

- Receipt Number - initially 00000; a sequential number is assigned when the receipt is posted.
- Receipt Date - today's date
- Receipt Type = MISC
- Deputy creating the receipt
- The Treasurer name

### Entering Expense Items

The user should fill in the following information:

- Received From - enter the name of the person or firm paying money. If the person is an Official, double-clicking in this field will bring up a list of Officials from which to choose from.
- Comments - alphanumeric field - type in any miscellaneous notes that need to be made about this receipt.
- New Detail - single-clicking the New Detail button allows information about the expense item to be entered into the receipt and positions the cursor next to the button. The four fields next to the New Detail button are used to add entries to the receipt. All four fields must be populated to apply an expense item to the receipt. The entries consist of the following:

1. Description of the expense item
2. Source - the reason or entity causing the expense item to occur
3. Fund - the fund that gets credited with the payment
4. Amount - the dollar amount of the expense item

KTS remembers each of the Description/Source/Fund combinations entered into the system to help speed-up data entry. Double-click in the field next to the New Details button; this will bring up the selection screen shown below.

Please make a selection...

Description	Source	Fund	Receipt Type
Mowing of Mr. Brown's yard	C&M	CTTREA	MISC
Transfer of Funds by Treas	CBRIF103	TREACASH	MISC

If an entry that is needed is already listed, just double-click and the information will populate the receipt form. If a particular expense item is close to what is needed and the users wishes to revise the existing entry, highlight the item and single-click the Change button to revise the information. Otherwise, click on the Insert button to add a new Description/Source/Fund combination. Once an entry has been added to the receipt form, click on the Close button to return to the receipt form. Enter the dollar amount of the expense item in the rightmost field and press ENTER on the keyboard. The ENTER key is used to transfer the information to the receipt.

At this point, another expense item may be added to the receipt, as many as is needed. For each entry, the receipt form will show the expense amount along with the sub-account information. If an expense item is added in error, highlight the item and single-click the Delete button to remove the expense item from the receipt.

### Applying a Payment

To apply the payment being made to the receipt, locate the Apply Payment button at the lower left side of the form and click on the button which will highlight the Paycode field. Double-clicking the Paycode field brings up the paycode selection as shown below.

Please make a selection...

Paycode	POS Terminal	Account Code	Account Desc
CASH		SUSCASH	SUSCASH
CC		SUSCC	SUSCC
CHECK		SUSCHECK	SUSCHECK
COIN		SUSCOIN	SUSCOIN
ETR		SUSETR	SUSETR
MO		SUSMO	SUSMO
VOUCHER		SUSVOUCHER	SUSVOUCHER
WARRANT		SUSWARRANT	SUSWARRANT

Change

Select Close

Locate the type of payment being made and double-click to transfer to the receipt form. Once an entry has been added to the receipt form, click on the Close button to return to the receipt form. Enter the dollar amount of the payment. Depending upon the type of payment selected, additional information will be required. Press the ENTER key to move from field to field. When the required information has been entered and the ENTER key pressed, the payment information will be added to the receipt and the payment amount automatically deducted from the amount due, shown in the lower right side of the receipt form. Additional payments and/or paycodes may be added as needed. Payments may be removed from the receipt by highlighting the payment and pressing the Delete button.

When all of the information has been entered and monies received, press the PRINT button located at the upper middle of the form to post the receipt to the General Ledger.

#### 3.1.1.1.1 EXAMPLE: Creating a Miscellaneous Receipt

**How to create a Miscellaneous Receipt for monies received for the mowing of property:**

1. From the Main Menu, press the F5 key on the keyboard to show the types of receipts. Click on the Misc button.
2. A blank Misc receipt form appears. In this example, Bob Brown is paying \$225.00 for the mowing of his property.
3. Enter Bob's name on the receipt and any appropriate comment.
4. Double-click the New Detail button. Since Bob isn't on the list, click the Insert button and fill in the information. As shown below, Cleaning & Mowing is the reason (source) for the payment and the money received is going into the County Treasurer Fund (CTTREA). Click on the OK button to transfer the information to the receipt.

Edit Tax Descriptions	
Description	Mowing of Mr. Brown's yard
Source	C&M
Fund	CTTREA
Receipt Type	MISC
<input checked="" type="button"/> OK (F12) <input type="button"/> Cancel	

5. Fill in the amount being paid as 225 and press ENTER. The information is transferred to the receipt as shown below.

Edit Receipts			
Receipt Number	00000	Status	
Receipt Date	8/10/2012	Deputy	Steve Skinner
Receipt Type	MISC	Treasurer	Bonita Stadler
Received From	Bob Brown	Print	
Comments	Mr. Bown's payment is late, but we are waiving the late fee.		
New Detail			0.00
Delete			
Mowing of Mr. Brown's yard		c&m/ctrea	Amount 225.00
GL Detail (staged)			
MISCTAX Receivable		receivable	225.00
Z CLEANING & MOWING		source	-225.00
Due			225.00
Paid			0.00
Paycode	Amount Paid	Check #	Bank Drawn On
Apply Payment	0.00		
			Location
			TestCheck=

- Mr Brown is paying \$200 in cash and the rest by check. Double-click on the Apply Payment button. Double-click on CASH and then enter the amount of 200 in the amount field and press ENTER. The receipt form now shows the \$200 payment with \$25 still due.
- Double-click on the Apply Payment button. Double-click on CHECK and enter the amount of 25 in the amount field and press ENTER. The receipt form now requires the check number and bank information. Fill these in and press ENTER to apply to the receipt.
- The receipt form now shows that \$225.00 has been paid with a balance of \$0.00 in the lower right-hand section of the form. All of the expense and payment information is on the

receipt form.

**Edit Receipts**

Receipt Number: 00000 Status:  ☒ OK (F12) ☒ Cancel

Receipt Date: 8/10/2012 Deputy: Steve Skinner

Receipt Type: MISC Treasurer: Bonita Stadler

Received From: Bob Brown

Comments: Mr. Bown's payment is late, but we are waiving the late fee.

	Amount
Mowing of Mr. Brown's yard c&m/ctrea	225.00
Payment(s)	
CASH //	-200.00
CHECK 4415/HEFCU/Duncan, OK	-25.00
GL Detail (staged)	
CTTREA Accrued Receivable accrued receivable	225.00
INTERBANK-SAYRE GENERAL bank	25.00
CASH bank	200.00
Miscellaneous Tax fund	-225.00
Z CLEANING & MOWING source	-225.00

Due: 0.00  
Paid: 225.00

Paycode:  Amount Paid: 0.00 Check #:  Bank Drawn On:  Location:

9. Press the PRINT button to post this receipt to the General Ledger. Answer Yes to the question and a receipt form will appear which can be printed. This is shown below.

Printed: 8/10/2012 4:45PM Payne COUNTY TREASURER Bonita Stadler Page: 1

**MISCELLANEOUS RECEIPTS**  
OFFICE OF THE TREASURER OF Payne COUNTY Oklahoma

RECEIVED OF: Bob Brown NO. 00001  
THE SUM OF: Stillwater Oklahoma, 8/10/2012

Item	Source	Fund Name	Total
Paycode	Reference	Amount	Deputy
CASH	4415	\$200.00	Steve Skinner
CHECK		\$25.00	
		\$225.00	

### 3.1.1.2 Mortgage Tax Receipts

A real estate mortgage tax is charged on all property transfers. SA&I Form No. 443 must accompany any mortgage document presented to the County Treasurer for payment of the mortgage registration tax. This form must be retained in the County Treasurer's office and must become a part of the same record as the mortgage tax receipt. The real estate mortgage tax must be paid before the County Clerk can record the mortgage or before any court judgment or final order can be made regarding the mortgage.

Single-clicking on the Mortgage button brings up the following form.

The following information is automatically filled-in:

- Receipt Number - initially 00000; a sequential number is assigned when the receipt is posted.
- Receipt Date - today's date
- Receipt Type = MTG
- Deputy creating the receipt
- The Treasurer name

#### Entering Mortgage Expense Item:

1. The user completes the upper left side of the form by providing the following information:
  - Received From - enter the name of the person or firm paying money. If the person is an Official, double-clicking in this field will bring up a list of Officials from which to choose from.
  - Comments - alphanumeric field - type in any miscellaneous notes that need to be made about this receipt.
2. KTS limits the mortgage tax receipt to one piece of property per receipt. That information is added in the upper center and upper right-hand side of the form.

- The Mortgage Date - enter the mortgage date into this field using MM/DD/YYYY format and pressing ENTER or use the date control box by double-clicking in the mortgage date field.
- The Mortgage Maturity Date field works in tandem with Term entry field. Entering the maturity date into this field using MM/DD/YYYY format will auto-calculate the Term of the mortgage. Alternately, leaving the Mortgage Maturity Date field blank and entering the length of the mortgage in years into the Term field will auto-calculate the Mortgage Maturity Date.
- The amount of money that is secured by the mortgage is entered into the Amount field.

3. KTS calculates the following:

- The Rate field calculates the percent based on the Term of the mortgage.
- The Amount field shows the total mortgage tax plus the \$5.00 fee.

4. The user completes the upper right side of the form by providing the following information:

- Enter the Mortgagor name and the Mortgagee name in their respective fields.
- Enter the general description of the property in the Description field.
- Enter the legal description of the property in the Section/Lot, Township, and Range/Blk fields respectively.
- Enter the name of the lender or lending institution in the Lender field. Pressing Enter on the keyboard transfers this information to the receipt form.

Note in the example below that the mortgage tax details are shown on the left side of the form while the property details are shown on the right side of the form. Also note that the tax amount due is shown at the bottom of the form.

**Edit Receipts**

Receipt Number	00000	Status		Mortgage Date	8/13/2012	Mortgagor		<input checked="" type="checkbox"/> QK (F12)
Receipt Date	8/14/2012	Deputy	Steve Skinner	Maturity Date	8/10/2027	Mortgagee		<input type="checkbox"/> Cancel
Receipt Type	MTG	Treasurer	Bonita Stadler	Term	15.0	Description		
Received From	Jack Jognson, Jr.			Amount	20000	Sec/Lot		
Comments	Paid in person			Rate	0.10	Township		
				Total Amount	25.00	Range/Blk		
						Lender		

	Amount
Mortgage Fee	5.00
Mortgage Tax	20.00
GL Detail (staged)	25.00
MORTTAX Receivable	-20.00
CO. TREASURER'S FEES	-5.00

Due	25.00
Paid	0.00

Paycode: Amount Paid: 0.00 Check #: Bank Drawn On: Location:

Apply Payment

### Applying Payment:

To pay the tax due, click on the Apply Payment button which highlights the Paycode field.

Double-click in the Paycode field to bring up the paycode selection as shown below.

Please make a selection...

Paycode	POS Terminal	Account Code	Account Desc
CASH		SUSCASH	SUSCASH
CC		SUSCC	SUSCC
CHECK		SUSCHECK	SUSCHECK
COIN		SUSCOIN	SUSCOIN
ETR		SUSETR	SUSETR
MO		SUSMO	SUSMO
VOUCHER		SUSVOUCHER	SUSVOUCHER
WARRANT		SUSWARRANT	SUSWARRANT

Change

Select Close

Locate the type of payment being made and double-click to transfer to the receipt form. Once an entry has been added to the receipt form, click on the Close button to return to the receipt form. Enter the dollar amount of the payment. Depending upon the type of payment selected, additional information will be required. Press the ENTER key to move from field to field. When the required information has been entered and the ENTER key pressed, the payment information will be added to the receipt and the payment amount automatically deducted from the amount due, shown in the lower right side of the receipt form. Additional payments and/or paycodes may be added as needed. Payments may be removed from the receipt by highlighting the payment and pressing the Delete button.

When all of the information has been entered and monies received, press the PRINT button located at the upper middle of the form to post the receipt to the General Ledger.

It may be helpful to follow along the step-by-step example for creating a Miscellaneous Receipt to better understand how to enter expense amounts and payment received amounts. Refer to the end of the Miscellaneous Receipts section of this manual.

### 3.1.1.3 Individual Redemption Receipts

The property owner, an agent of the owner, or a person having a legal and equitable interest in the property can redeem a Tax Certificate at any time before execution of the Deed of Conveyance by the Treasurer. To redeem a Tax Lien held by an individual, the property owner must pay to the County Treasurer all taxes and costs together with interest at the annual rate of 8%. The County Treasurer collects a \$5.00 fee for each certificate of redemption processed.

KTS handles redemption of certificates in two ways. One way is to enter the certificate



number on the right-hand side of the screen which transfers the monies due directly into the receipt. The other way is to enter the expense items in the same manner as the other receipt types. Both methods will be explained below.

Single-clicking on the Individual Redemption button brings up the following form.

The screenshot shows the 'Edit Receipts' window. The form is divided into several sections. At the top, there are fields for 'Receipt Number' (00000), 'Receipt Date' (8/14/2012), 'Receipt Type' (INDIV), and 'Received From' (a blank field). To the right of these are 'Status' (a blank field), 'Deputy' (Steve Skinner), and 'Treasurer' (Bonita Stadler). There are 'OK (F12)' and 'Cancel' buttons in the top right. Below the 'Received From' field is a 'Comments' section with a 'New Detail' button and a 'Delete' button. A large yellow rectangular area occupies the center of the form. To the right of this area are fields for 'Cert#' and 'Parcel#'. Below these are 'Redeem Amount' and 'TestCheck\*' buttons. At the bottom, there are fields for 'Due' (0.00) and 'Paid' (0.00). Below these are fields for 'Paycode', 'Amount Paid' (0.00), 'Check #', 'Bank Drawn On', and 'Location'. There is an 'Apply Payment' button on the bottom left.

The following information is automatically filled-in:

- Receipt Number - initially 00000; a sequential number is assigned when the receipt is posted.
- Receipt Date - today's date
- Receipt Type = INDIV
- Deputy creating the receipt
- The Treasurer name

### Entering Individual Expense Items:

The user should fill in the following information:

- Received From - enter the name of the person or firm paying money. If the person is an Official, double-clicking in this field will bring up a list of Officials from which to choose from.
- Comments - alphanumeric field - type in any miscellaneous notes that need to be made about this receipt.
- New Detail - single-clicking the New Detail button allows information about the expense item to be entered into the receipt and positions the cursor next to the button. The four fields next to the New Detail button are used to add entries to the receipt. All four fields must be populated to apply an expense item to the receipt. The entries consist of the

following:

1. Description of the expense item
2. Source - the reason or entity causing the expense item to occur
3. Fund - the fund that gets credited with the payment
4. Amount - the dollar amount of the expense item

KTS remembers each of the Description/Source/Fund combinations entered into the system to help speed-up data entry. Double-click in the field next to the New Details button; this will bring up the selection screen shown below.

Please make a selection...

Description	Source	Fund	Receipt Type
Individual Redemption Fee	IRFEES	INDFEE	INDIV
Individual Redemption Tax	INDREDMT	INDIV	INDIV

< >

Insert Change

Select Close

If an entry that is needed is already listed, just double-click and the information will populate the receipt form. If a particular expense item is close to what is needed and the users wishes to revise the existing entry, highlight the item and single-click the Change button to revise the information. Otherwise, click on the Insert button to add a new Description/Source/Fund combination. Once an entry has been added to the receipt form, click on the Close button to return to the receipt form. Enter the dollar amount of the expense item in the rightmost field and press ENTER on the keyboard. The ENTER key is used to transfer the information to the receipt.

### Entering the Certificate Number:

**Cert#** - Entering the Certificate number is an alternative to using the New Detail button if the certificate number is known. Entering the Certificate number brings up a list of parcels to select from. Select the parcel and click on the Redeem Amount button to transfer the tax and fees to the receipt.

KTS allows either one or both methods to be used to populate the receipt form, whichever is easiest. Additional expense items may be added to the receipt, as many as is needed. For each entry, the receipt form will show the expense amount along with the sub-account

information. If an expense item is added in error, highlight the item and single-click the Delete button to remove the expense item from the receipt.

### Applying Payment:

To apply the payment being made to the receipt, locate the Apply Payment button at the lower left side of the form and click on the button which will highlight the Paycode field. Double-clicking the Paycode field brings up the paycode selection as shown below.

The screenshot shows a dialog box titled "Please make a selection...". It contains a table with four columns: Paycode, POS Terminal, Account Code, and Account Desc. The first column (Paycode) is highlighted in blue and contains the following text: CASH, CC, CHECK, COIN, ETR, MO, VOUCHER, and WARRANT. The other columns are empty. At the bottom right of the dialog box, there are three buttons: "Change" (with a magnifying glass icon), "Select" (with a checkmark icon), and "Close" (with an X icon).

Paycode	POS Terminal	Account Code	Account Desc
CASH		SUSCASH	SUSCASH
CC		SUSCC	SUSCC
CHECK		SUSCHECK	SUSCHECK
COIN		SUSCOIN	SUSCOIN
ETR		SUSETR	SUSETR
MO		SUSMO	SUSMO
VOUCHER		SUSVOUCHER	SUSVOUCHER
WARRANT		SUSWARRANT	SUSWARRANT

Locate the type of payment being made and double-click to transfer to the receipt form. Once an entry has been added to the receipt form, click on the Close button to return to the receipt form. Enter the dollar amount of the payment. Depending upon the type of payment selected, additional information will be required. Press the ENTER key to move from field to field. When the required information has been entered and the ENTER key pressed, the payment information will be added to the receipt and the payment amount automatically deducted from the amount due, shown in the lower right side of the receipt form. Additional payments and/or paycodes may be added as needed. Payments may be removed from the receipt by highlighting the payment and pressing the Delete button.

When all of the information has been entered and monies received, press the PRINT button located at the upper middle of the form to post the receipt to the General Ledger.

It may be helpful to follow along the step-by-step example for creating a Miscellaneous Receipt to better understand how to enter expense amounts and payment received amounts. Refer to the end of the Miscellaneous Receipts section of this manual.

### 3.1.1.4 Trust Receipts

The County Treasurer issues an Acknowledgment of Trust Deposit Receipt for deposits into trust accounts. Trust receipts are created when monies are put into trust accounts. Additionally, each receipt is assigned a purpose for which the money is being held in trust. KTS Trust receipts are structured to help the Treasurer easily assign and track purpose information.

Single-clicking on the Trust button brings up the following form.

**Edit Receipts**

Receipt Number: 00000      Status:      Deputy: Steve Skinner      OK (F12)      Cancel

Receipt Date: 8/16/2012      Treasurer:      Print

Receipt Type: TRUST      Received From:      Comments:

**Purposes** →

Purposes	Amount
	0.00

Delete

Parcel#:      VIN#:      Title#:      In Trust: 0.00      Year: 0      Item:      Other:      TestCheck=

Paid: 0.00

Paycode:      Amount Paid: 0.00      Check #:      Bank Drawn On:      Location:      Apply Payment

The following information is automatically filled-in:

- Receipt Number - initially 00000; a number is assigned when the receipt is posted.
- Receipt Date - today's date
- Receipt Type = TRUST
- Deputy creating the receipt
- The Treasurer

#### Entering Expense Items:

The user should fill in the following information:

- Received From - enter the name of the person or firm paying money. If the person is an Official, double-clicking in this field will bring up a list of Officials from which to choose from.
- Comments - alphanumeric field - type in any miscellaneous notes that need to be made about this receipt.
- Purposes - double-clicking the purposes entry field (shown above in red) allows information about the purpose to be entered into the receipt. All three fields should be populated to apply a purpose to the receipt. The entries consist of the following:

1. Purpose Account Number
2. Description of the purpose
3. Amount - the dollar amount of the expense item

KTS remembers each of the Account/Description combinations entered into the system to help speed-up data entry. Double-clicking the purposes entry field brings up the selection screen shown below.

Please make a selection...

Account #	Description	Type	Code	Report	Report Description
PURPOSE1	Test Purpose #1	PURPOSE	001	P1	Trust Receipt Purpose
PURPOSE2	Test Purpose #2	PURPOSE	002	P1	Trust Receipt Purpose

Change

Select Close

If an entry that is needed is already listed, just double-click and the information will populate the receipt form. If a particular expense item is close to what is needed and the users wishes to revise the existing entry, highlight the item and single-click the Change button to revise the information. Otherwise, click on the Insert button to add a new Account / Description / Purpose combination. Once an entry has been added to the receipt form, click on the Close button to return to the receipt form. Enter the dollar amount of the expense item in the rightmost field and press ENTER on the keyboard. The ENTER key is used to transfer the information to the receipt.

At this point, another expense item may be added to the receipt, as many as is needed. For each entry, the receipt form will show the expense amount along with the sub-account information. If an expense item is added in error, highlight the item and single-click the Delete button to remove the expense item from the receipt.

### Tracking the Details:

There are many purposes used with a Trust Receipt. For this reason KTS allows optional information about the purpose(s) to be recorded on the right side of the receipt as shown below. All of these fields are searchable to aid in locating an existing trust receipt. Of special note is the In Trust field. This field shows the dollar value of the receipt that has yet to be dispersed. This field is populated when the receipt is posted.

Parcel#

VIN#

Title#

In Trust

Year

Item

Other

### Applying Payment:

To apply the payment being made to the receipt, locate the Apply Payment button at the lower left side of the form and click on the button which will highlight the Paycode field. Double-clicking the Paycode field brings up the paycode selection as shown below.

Please make a selection...

Paycode	POS Terminal	Account Code	Account Desc
CASH		SUSCASH	SUSCASH
CC		SUSCC	SUSCC
CHECK		SUSCHECK	SUSCHECK
COIN		SUSCOIN	SUSCOIN
ETR		SUSETR	SUSETR
MO		SUSMO	SUSMO
VOUCHER		SUSVOUCHER	SUSVOUCHER
WARRANT		SUSWARRANT	SUSWARRANT

Change

Select Close

Locate the type of payment being made and double-click to transfer to the receipt form. Once an entry has been added to the receipt form, click on the Close button to return to the receipt form. Enter the dollar amount of the payment. Depending upon the type of payment selected, additional information will be required. Press the ENTER key to move from field to

field. When the required information has been entered and the ENTER key pressed, the payment information will be added to the receipt and the payment amount automatically deducted from the amount due, shown in the lower right side of the receipt form. Additional payments and/or paycodes may be added as needed. Payments may be removed from the receipt by highlighting the payment and pressing the Delete button.

When all of the information has been entered and monies received, press the PRINT button located at the upper middle of the form to post the receipt to the General Ledger.

### 3.1.1.5 Official Receipts

All county officers must deposit with the County Treasurer all monies received by virtue of their offices. The County Treasurer is then responsible for depositing this money into the Official Depository Account and crediting each county officer's depository account for the amount deposited. The Official Receipt is used to document the deposit.

Single-clicking on the Official button brings up the following form.

**Edit Receipts**

Receipt Number	00000	Status		✓ OK (F12)
Receipt Date	8/20/2012	Deputy	Steve Skinner	✗ Cancel
Receipt Type	OFFICIAL	Treasurer	Sharon Trigg	
Received From			Print	
Comments				
Account				
Delete				

Amount

Paid 0.00

Paycode Amount Paid Check # Bank Drawn On Location

Apply Payment

TestCheck=

The following information is automatically filled-in:

- Receipt Number - initially 00000; a number is assigned when the receipt is posted.
- Receipt Date - today's date
- Receipt Type = OFFICIAL
- Deputy creating the receipt
- The Treasurer

### Entering Deposit Information:

The user should fill in the following information:

- Received From - enter the name of the Official making the deposit. Double-clicking in this field will bring up a list of Officials from which to choose from.
- Comments - alphanumeric field - type in any miscellaneous notes that need to be made about this receipt.
- Account - double-clicking the account entry field (shown above in red) allows information about the official depository account to be entered into the receipt. Both fields should be populated. The entries consist of the following:
  1. Official Depository Account Number
  2. Description of the official depository account

KTS remembers each of the Account/Description combinations entered into the system to help speed-up data entry. Double-clicking the accounts entry field brings up the selection screen shown below.

Please make a selection...

Account #	Description	Type	Code	Report	Report Description
BECK	Official Account	OFFICIAL		B2	Official Depository
CRTCLERK	Court Clerk Account	OFFICIAL		B2	Official Depository
CRTFUND	Court Fund Account	OFFICIAL		B2	Official Depository
GAYLA	Gayla Account	OFFICIAL		B2	Official Depository
HARTMAN	Hartman Account	OFFICIAL		B2	Official Depository
SHERIFF	Sheriff Account	OFFICIAL		B2	Official Depository
TREASACNT	Treasurers Account	OFFICIAL		B2	Official Depository

If an entry that is needed is already listed, just double-click and the information will populate the receipt form. If a particular expense item is close to what is needed and the users wishes to revise the existing entry, highlight the item and single-click the Change button to revise the information. Otherwise, click on the Insert button to add a new Account / Description combination. Once an entry has been added to the receipt form, click on the Close button to return to the receipt form. The ENTER key is used to transfer the information to the receipt.



### Applying the Deposit:

To apply the deposit being made to the receipt, locate the Apply Payment button at the lower left side of the form and click on the button which will highlight the Paycode field. Double-clicking the Paycode field brings up the paycode selection as shown below.

Please make a selection...

Paycode	POS Terminal	Account Code	Account Desc
CASH		SUSCASH	SUSCASH
CC		SUSCC	SUSCC
CHECK		SUSCHECK	SUSCHECK
COIN		SUSCOIN	SUSCOIN
ETR		SUSETR	SUSETR
MO		SUSMO	SUSMO
VOUCHER		SUSVOUCHER	SUSVOUCHER
WARRANT		SUSWARRANT	SUSWARRANT

Change

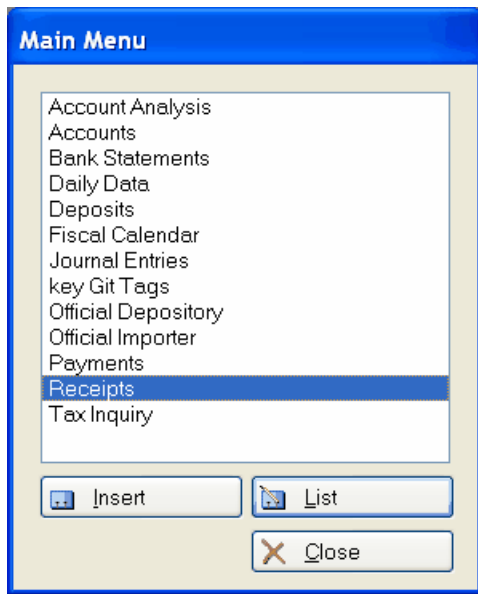
Select Close

Locate the type of deposit being made and double-click to transfer to the receipt form. Once an entry has been added to the receipt form, click on the Close button to return to the receipt form. Enter the dollar amount of the deposit. Depending upon the type of payment selected, additional information will be required. Press the ENTER key to move from field to field. When the required information has been entered and the ENTER key pressed, the deposit information will be added to the receipt and the payment amount automatically deducted from the amount due, shown in the lower right side of the receipt form. Additional deposits and/or paycodes may be added as needed. Deposits may be removed from the receipt by highlighting the deposit and pressing the Delete button.

When all of the information has been entered and monies received, press the PRINT button located at the upper middle of the form to post the receipt to the General Ledger.

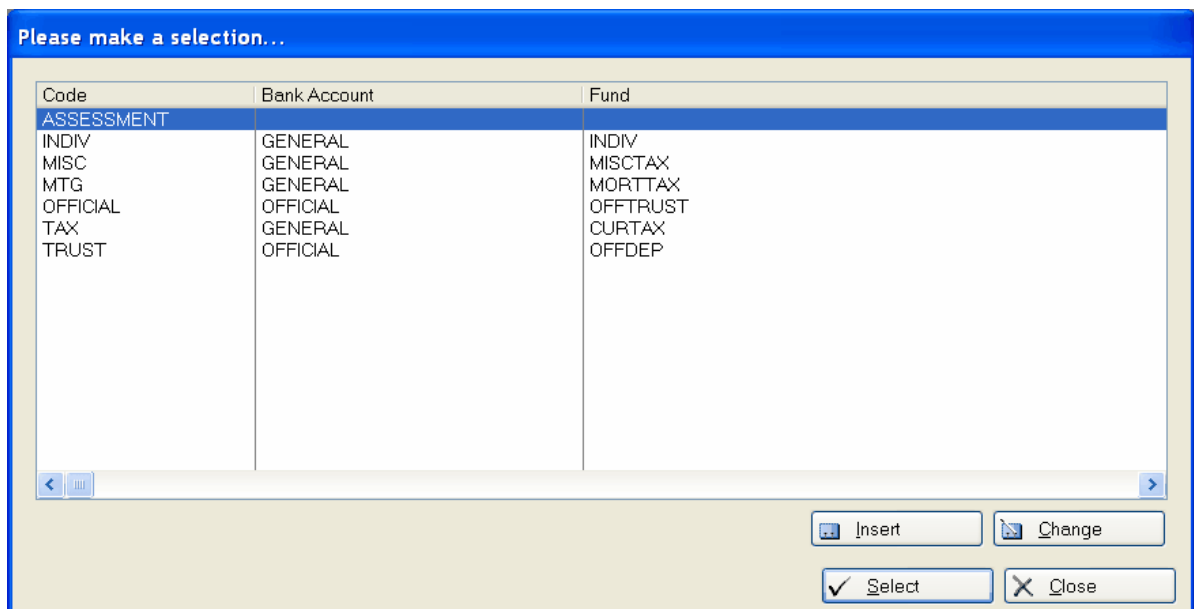
### 3.1.2 View Existing Receipts

To view existing receipts in KTS, go to the Main Menu screen and click on the Receipts menu item as shown below.



### Selection of Series

KTS groups receipts by their type or series (miscellaneous, mortgage, etc). Clicking on the Receipts menu item will bring up all of the receipts of the series that has been previously selected. If no series has been selected, the selection screen will appear as shown below. Highlight the series of receipt that you wish to view and click on the select button.



To change the series of receipt, click on the Series [F6] button located at the top of the screen (or press the F6 key on the keyboard). Select the new series by highlighting the series wanted and click on the select button.



Clicking on the down arrow allows selection of the filter. When using Type Query or All Query to search the receipt records, enter the search information criteria as a single phrase (no spaces) and can be alphanumeric.

### **3.2 Fiscal Calendar**

### **3.3 G/L Accounts**

### **3.4 Journal Entries**

## **4 KTS Tax Module**

The optional Tax Module provides powerful tax accounting tools that fully integrate with the bookkeeping functions. Some of the features provided are:

- Creating and viewing Ad Valorem Tax Receipts.
- Cannot create a new receipt if there is an existing receipt
- Ability to remove tax items from receipt or change the penalty or fee amounts
- Can append additional addresses
- Can add omitted tax items
- Automatically calculates penalties
- Allows tax roll corrections with full audit trail
- Provides Half-Pay calculations

**This module is currently disabled.**

## **5 Using the System Screens - KEY Basics**

### **5.1 Basic Functions - Overview**

Every KellPro Key System has a few basic functions that users need to be aware of. This chapter tells about a few of these functions.

#### **Login**

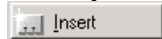
Each user should have a unique username and password for the KellPro System. Each time a person enters the system, they will have to supply their username and password. The login will determine the security access rights, the area the user starts in, and many other user-specific settings. When inside the Key System, the first button at the top of the screen (the one that looks like a key) will be the Login button. When the user is done using the computer, they should click this button to log their user out. This will allow the next user to log in using their own username and password.



### Insert, Delete, Change, and Close

These are the three most common buttons in the Key System. They will be on almost every list of records.

**Insert:** This will add a record to the list of records that is open. Pressing the Insert key on the keyboard or pressing Alt+I will do the same thing as clicking this button.



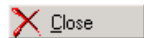
**Delete:** Delete will delete the record currently highlighted. Normally, the program will pop up a confirm message, verifying that the user does want to delete the record. Pressing the Delete key or Alt+D will do the same thing as clicking this button.



**Change:** Change will open the record currently highlighted, allowing the record to be edited or changed. Pressing Alt+E will also open the record for modification. When a browse is opened, the Change button is normally available by pressing the Enter key on the keyboard.

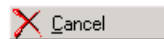


**Close:** Close the list currently open.



### OK (Save) and Cancel

Nearly every record in the Key program will have an OK and Cancel button. OK will save any changes made to the record and close it. Cancel will close the record without saving any changes that were made since it was last saved. F12 will also save and close the record, and ESC will cancel and close the record.



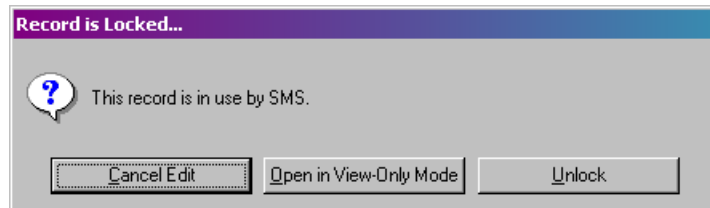
Note: Often there are processes that will save a record, such as running a report. If changes are made to the record, then one of these processes occurs, then the user cancels out of the record, changes made before the process was ran will be saved.

### Exiting your Key program

The program may be exited by pressing the Exit button on the top right of the screen or by pressing F12 when all other windows are closed. F12 will close the window that is currently open, then return to the previous window. Pressing F12 until all windows are closed, then pressing it again will bring up a message verifying that the user wants to exit key. Pressing Yes on this message will close the program.

### Unlocking Records

When a user opens a part of a system, the records that he or she is using are sometimes locked. That means that no other user can open the records in use and make changes to them. If a computer ever locks up while the first person is using a record, the record becomes locked and no one can go in and use it. Users will get a message like this.



Key will give this message to anyone who tries to open the record. In this case, the user with the initials of SMS was using the system and the computer locked up, and now when the user tries to return to what he was doing, this is the message that pops up. If another user with equal or lower security rights tries to open this record, the user will get a different message with no option to unlock.



To correct this problem, someone with high security clearance or the person who locked the record must unlock it. If a record is actually in use by a person and someone else unlocks the record, the changes made to the record may be lost.

## Refresh Lists

The F2 key will refresh any list of records when it is open.

## Opening Menus or Screens

There are normally three ways to open a menu or a screen. Highlighting a record and pressing Enter, clicking the List or Change button or double-clicking the record will open the menu option or the record.

## 5.2 Date Fields

Date fields have unique behavior that allows faster data entry. The shortcuts are listed below.

- pressing **C** on your keyboard will enter the [C]urrent date.
- pressing **Y** on your keyboard will enter [Y]esterday's date.
- pressing **T** on your keyboard will enter [T]omorrow's date.

- A single digit, or two digits, will enter the current month and year with the day of the digits you entered. If the current year and month is March, 2003, if 4 were entered onto a date field, the date would be set to 3/4/2003.
- If the day and month were to be entered, for example 3-4, it would enter the date as the day and month entered, with the current year.
- When entering dates, dashes, periods, slashes and backslashes may be used as delimiters between the day, month and year. For example, 3-4-2003, 3.4.2003, 3/4/2003 and 3\4\2003 are all valid entries. Key will automatically format whatever is entered with forward slashes after the focus leaves the field.
- If a date already exists on a field, pressing the + key will add one day to the date. The - key will subtract one day.
- Double-clicking or pressing F3 on a date field will bring up a small calendar, where the date may be selected.
- Entering a number in the day part of the date that is larger than the last day of the month will automatically default the day to the last day of the month. If you were to enter 11/31/2003, it would automatically change it to 11/30/2003.

## 5.3 Fields with Special Behavior

There are several types of behavior that fields in any key system may have.

A field may be required. This means that the field must be filled out before the record can be saved and closed. A required field's label will be red. If a user attempts to save and close a record without filling out a required field, the record will not close, and will place the cursor in the required field.

Req Dept

A field can be a lookup. This means that there is a list of available entries. Lookup fields will have a blue label. Some lookup fields are optional, allowing the user to type freeform into the field, or press F3 to bring up a list of available entries. All lookup fields will bring up a list of available entries if they are double-clicked or F3 is pressed while on the field.

Account

A field may be a summary of detail fields. Summary fields will have a maroon label. Double-clicking on a summary field will bring up a list of the records it is summing from.

Total Payments