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 and tax accounting for County Treasurers. KTS is built to save the Treasurer time by automating many of the bookkeeping and accounting processes. KTS provides automated reporting and tracking of all 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 makes every effort to align with SA&I as applicable.

KTS is a Windows® based program that maintains full security of all county information. KTS is designed to be a system that is easy to use while imposing minimal restrictions on the user, something very unique with accounting software. For this reason, the user is urged to review this manual to receive maximum benefit from the features built into KTS. 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.

2   Using the KTS System Environment

The KTS System is built using the KellPro proprietary Key environment which utilizes the Windows® operating system.

2.1   Basic Functions - Overview

Every KellPro Key System has a few basic functions that users need to be aware of to experience all of the benefits of the Key operating environment.

Login
Each user should have a unique username and password for the KellPro System. Each time a person enters KTS, 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. Once inside KTS, the first button at the top left side of the screen (the one that looks like a key - see below) will be the Login button. When the user is finished using KTS, they should click this button to log out of KTS. This will allow another user to log in using their own username and password.

Focus
KTS is windows-based which allows many windows to be open at the same time. Focus determines which box is actively receiving keyboard and/or mouse commands. Notice the two menu boxes below. The 'Main Menu' has a bright color band at the top while the other box is much lighter in color. The bright colored box has focus; its the active box on the screen. Clicking the mouse at the top of a box will change the focus to that box. Additionally, clicking the mouse at the top of a box and holding down the left mouse button will allow the user to drag each box to a different position on the KTS screen.
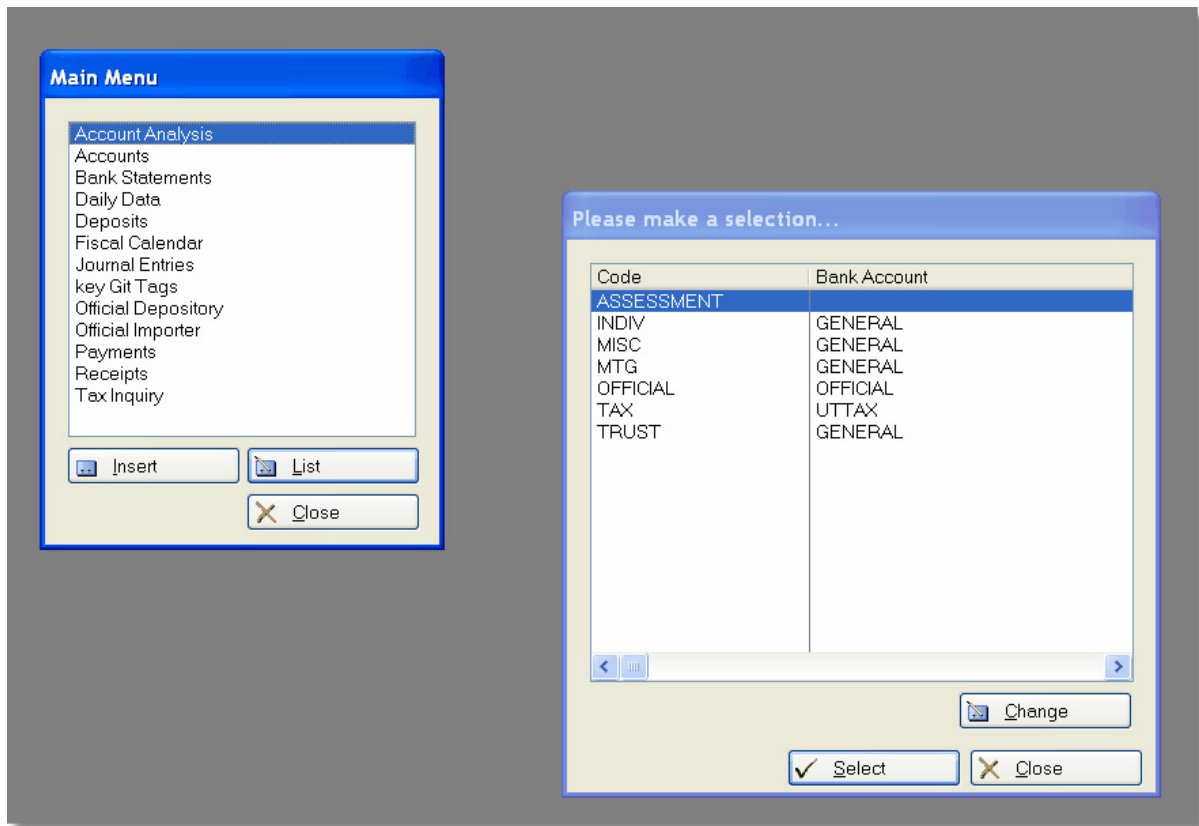
When a menu box has focus, typing the first letter of a menu item takes the user to that menu item.

ALT+Letter Shortcuts

The KTS environment is optimized to use the keyboard as well as the mouse, depending upon user preference. Since data has to be entered via the keyboard, special effort has been made to use the keyboard to operate KTS, allowing for faster, easier use of KTS.
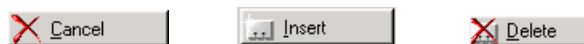
Button on the screens that have an underlined letter indicate that the keyboard combination of ALT+the letter operates the same as the button. As an example, clicking on the Cancel button with a mouse does the sale things as pressing ALT+C on the keyboard.

Keyboard Shortcuts

KTS utilizes specific keyboard keys for different functions as follows:

Insert: Clicking on the Insert button does the same thing as pressing the Insert key on the keyboard. This function will add a record to the list of records that is open.
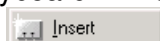
Delete: Clicking on the Delete button does the same thing as pressing the Delete key on the keyboard. This function will delete the record currently highlighted.

Esc: The Escape key located at the upper left-hand side of the keyboard allows the user to leave the current screen without saving any changes. The Esc key does the same thing as clicking on the Cancel button.

F12: The F12 key located at the upper right-hand side of the keyboard allows the user to leave the current screen and will save any changes made. The F12 key does the same thing as clicking on the OK button. Additionally, F12 will close the window that is currently open, then return to the previous window. Pressing F12 until all windows are closed, then pres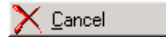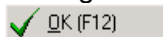sing it again will bring up a message verifying that the user wants to exit KTS. Pressing Yes on this message will close the program.

F2: The F2 key is used to unlock fields that will not accept user changes. KTS will lock certain data fields to prevent the user from accidentally entering data in the wrong place. However, F2 will unlock these fields. Additionally, the F2 key will refresh any list of records while the list is open.

F3: Sometimes a double-click is required in KTS to activate a button or bring up a pick-list. Pressing the F3 button will do the same thing.

Opening Menus or Screens
There are typically three (3) ways to open a menu or a screen:
1. Highlighting a record and pressing Enter
2. Clicking the List or Change button
3. Double-clicking on the record will open the menu option or the record

Pick-Lists / Pop-Lists
KTS manages several lists of user data to improve the accuracy and speed of entering user data. These lists are identified by a **blue** colored label as shown.

The list is accessed by highlighting the pick-list field and pressing the F3 key on the keyboard or by double-clicking in the pick-list field.

ENTER and TAB Keys
Rather than mouse clicking on each field to enter data, KTS allows the user to use the TAB key on the keyboard to progress through the data entry fields. If the user skips a field,

pressing the SHIFT+TAB keys on the keyboard will back the user up by one data field. Typically in KTS, the TAB key functions the same as the ENTER key and it is recommended that the TAB key be used in KTS. When the ENTER key is specifically needed, it will be mentioned in the instructions.

2.2   Date Fields

The date fields used in KTS have unique behavior that allows for easy 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.

- Entering a single digit or two digits will be read as the day of the current month and year. For example, if the current year and month is March 2012, entering a 4 in the date field and pressing TAB or ENTER keyboard key will set the date to 3/4/2012.

- Entering the day and month are read as the day and month of the current year. For example, if the current year 2012, entering a 6-12 or 6.12 in the date field and pressing TAB or ENTER keyboard key will set the date to 6/12/2012.

- When entering dates, dashes, periods, slashes and backslashes may be used as delimiters between the day, month and year. For example, 3-14-2012, 3.14.2012, 3/14/2012 and 3\14\2012 are all valid entries for the same date. KTS 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 + keyboard key will add one day to the date. Pressing the - keyboard key will subtract one day from the date.

- 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. For example, entering a date of 11/31/2012 will be read as 11/30/2012.

- Double-clicking in the date field or pressing the F3 keyboard key on a date field will bring up a small calendar, where the month, day and year may be selected.

2.3   Reports

KTS provides many kinds of reports, all compliant with SA&I where possible. All KTS reports have a set of controls in the upper left hand corner of the report as shown below.

1 of 1
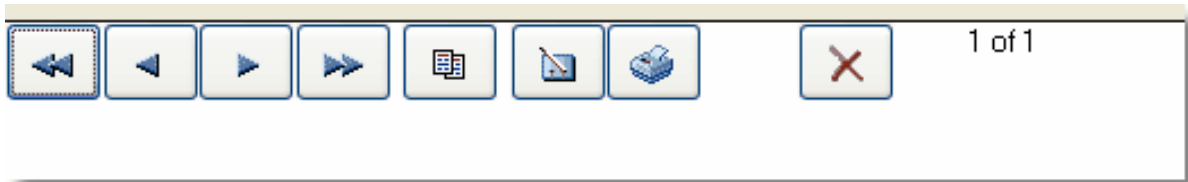
Note that the number of pages in the report is shown on the right-hand side of the controls. These controls provide the following functionality:

Page Navigation - allows the user to move quickly through multi-page reports.

Copy To Clipboard - copies the report to the Windows® clipboard.

Print By Selection - allows the user to choose the destination printer.

Print - prints to the Windows® printer.

Exit - closes the Report. Pressing the F12 key on the keyboard does the same thing.

3   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:
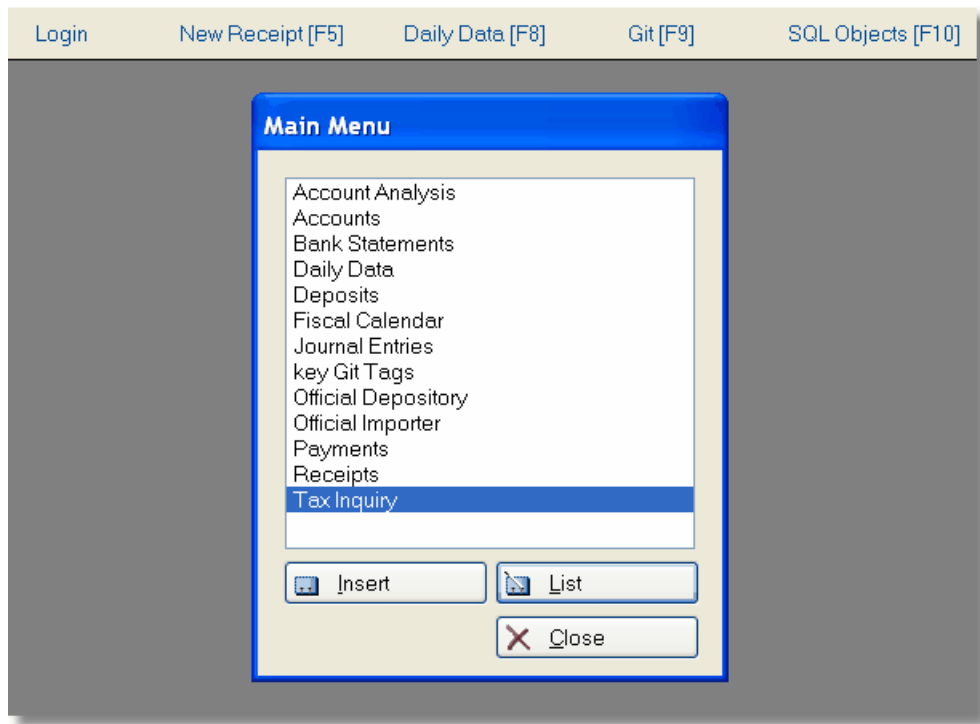
In addition to the Main Menu, there are five (5) shortcuts located above the menu item as follows:
- Login - a single-click means of logging-out of KTS if you need to step away from your computer
- New Receipt - used to create a new receipt
- Daily Data - a real-time snapshot of the Collections, Deposits, Suspense Accounts, and Pending Deposits, etc.
- Git - Beta use only
- SQL Objects - Beta use only

These shortcuts can be accessed by clicking on them or by using the keyboard key indicated.

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

4 KTS Bookkeeping

The KTS Bookkeeping system provides an intuitive, easy way to track the receipt and disbursement of County monies. In addition collecting tax payments, the Treasurer disburses monies to the agencies, cities, towns and schools within the County. All warrants and vouchers are registered and maintained through the Treasurer's office. To track all of this, the KTS Bookkeeping system provides the following features:
1. MISC Receipts:

- Auto-Number starting with 1.
- Auto-Date with the current date.
- Provide pick-lists for quick data entry.
- Auto-fill Treasurer and Deputy names.
- Search feature for existing receipts.
- Ability to cancel, void and refund a receipt at a later date if necessary. This includes making appropriate journal entries to reverse the transaction automatically.
- Print receipt in compliance with SA&I Form 126.

2. MORTGAGE (TAX) Receipts:
- Auto-Number starting with 1.
- Auto-Date with the current date.
- Provide picklists for quick data entry.
- Auto-fill fees, but with the ability to zero out.
- Auto-fill Treasurer and Deputy names.
- Search feature for existing receipts.
- Ability to cancel, void and refund a receipt at a later date if necessary. This includes making appropriate journal entries to reverse the transaction automatically.
- Print receipt in compliance with SA&I Form 146.

3. TRUST Receipts:
- Auto-Number starting with 1.
- Auto-Date with the current date.
- Provide picklists for quick data entry.
- Auto-fill Treasurer and Deputy names.
- Search feature for existing receipts.
- Ability to cancel, void and refund a receipt at a later date if necessary. This includes making appropriate journal entries to reverse the transaction automatically.
- Provide a report to satisfy SA&I Form 140.
- Print receipt in compliance with SA&I Form 310.

4. INDIVIDUAL REDEMPTION:
- Auto-Number starting with 1.
- Auto-Date with the current date.
- Provide picklists for quick data entry.
- Auto-fill Treasurer and Deputy names.
- Search feature for existing receipts.
- Ability to cancel, void and refund a receipt at a later date if necessary. This includes making appropriate journal entries to reverse the transaction automatically.
- Calculate interest and add to amount.
- Auto-fill fees, but with the ability to zero out.
- Ability to run "unclaimed" redemption funds report.

5. Journal Entry & Journal Report:
- Provide picklists for quick data entry.
- Double-entry Journal Entries to ensure accurate accounting.
- Specify Journal Entry Corrections and annotate Journal Report per auditor request.

6. Daily Report:
- Provide a County Treasurer's Daily Report in compliance with SA&I Form 173.
- This should also provide a place for the official to verify they are adequately pledged.

7. General Ledger:
- Provide a County Treasurer's General Ledger in compliance with SA&I Form 1172.

8. Warrants:
- Ability to import warrants from the County Clerk.
- Provide a County Treasurer's Warrant Register in compliance with SA&I Form 185.
- Ability to export payment numbers and payment dates to the County Clerk.
- Provide a Payment Register in compliance with SA&I Form 2211.

9. Official Depository:
- Import and register vouchers from County Officials.
- Provide an Official Depository Ledger in compliance with SA&I Form 257.

10.Daily Deposit:
- Provide for separate collection accounting, allow clerks to balance an individual cash drawer.
- Provide a Daily Deposit report in compliance with SA&I Forms 196 and 197.

11.Monthly Apportionment:
- Ability to do Special Apportionments and Month-End Apportionments to all entities necessary.
- Auto-insert double-sided Journal Entries to ensure proper balancing.
- Provide County Treasurer's Monthly Apportionment Report in compliance with SA&I Form 236 which shows how county monies are to be apportioned for the month.

12.Monthly Auditors Report:
- Provide a Monthly Report to be filed with the Office of the State Auditors and Inspectors in compliance with SA&I Form 139.
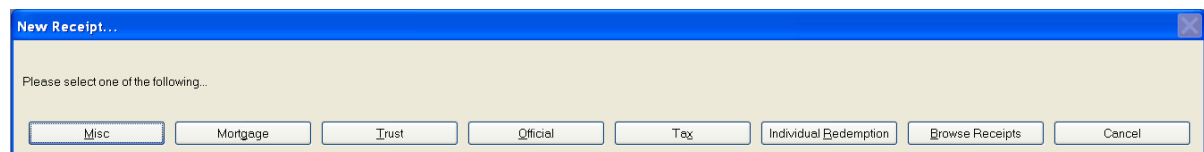
4.1 Receipts

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.

4.1.1 Creating New Receipts

Creating a new receipt is very easy with KTS. Referring to the shortcuts across the top of the main screen, press the F5 key on your keyboard to bring up the following receipt selection screen.

This screen allows you to select the type of receipt you wish to create. This section covers Miscellaneous, Mortgage, Trust, Official, and Individual Redemption receipts. Tax receipts are explained the Tax Module section, covered later in this manual.

4.1.1.1　**Miscellaneous Receipts**

Other than Ad Valorem taxes or Trust Deposits, receipts for transfer payments, fee collections, rental payments, etc. are recorded as miscellaneous receipts. From the KTS main screen, pressing the F5 key on the keyboard brings up the new receipt selection screen. Pressing the M key on the keyboard brings up the MISC receipt form shown below.

The following information is automatically filled-in:
- Receipt Number - initially 00000; a sequential number is assigned only when the receipt is posted.
- Deposit Date - date that the monies applied to this receipt are deposited
- Receipt Date & Type - today's date; Receipt Type = MISC
- Status - blank means the receipt is new
- Deputy creating the receipt
- The Treasurer name

Entering Receipt Information
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, pressing the F3 key on the keyboard in this field will bring up a list of Officials from which to choose from (use the up / down arrow keys on the keyboard to highlight the entry and press ALT+S on the keyboard to add the information to the receipt form).
- Comments - alphanumeric field of 250 characters - type in any miscellaneous comments that need to be made about this receipt.
- New Detail - the four (4) fields next to the New Detail button are used to add information about the expense item to the receipt form. All four (4) 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

When the MISC receipt form is opened, the Received From field is highlighted allowing the user to type in this information first. Pressing the TAB key takes the user directly to the Description field. Use the TAB key after entering the description to move to the Source, Fund, and Amount fields. Using the F3 key on the keyboard after highlighting the Source or Fund fields will bring up a pick-list of accounts to choose from. After the Amount is entered, press the ENTER key to transfer the information into the receipt form. The Description field is now highlighted again, allowing the user to enter another expense item to the receipt, as many times as needed.

Any comment that needs to be added to the receipt can be added by pressing ALT+C on the keyboard to highlight the Comment field and typing in the information.

KTS remembers each of the Description/Source/Fund combinations entered into the system to help speed-up data entry and promote data accuracy. Pressing the F3 key when the Description field is highlighted brings up the selection chart shown below.

- If an expense entry that is needed is already listed, use the up / down arrow keys on the keyboard to highlight the entry and press ALT+S on the keyboard to add the information to the receipt form.

- If a particular expense entry is close to what is needed and the users wishes to revise the existing entry, use the up / down arrow keys on the keyboard to highlight the item and press ALT+C on the keyboard to revise the information.
- To create a new expense entry, press the Insert key on the keyboard. The following edit screen appears.

Edit Tax Descriptions

Description		✓ OK (F12)
Source		✗ Cancel
Fund		
Receipt Type	MISC	

Enter the Description, Source account (use F3 for pick-list, ALT+S to select), and Fund account (use F3 for pick-list, ALT+S to select). Make certain that the Receipt Type shows MISC and correct it if needed. Press the F12 key on the keyboard to create the new expense item. The new expense item is automatically added to the receipt form and the chart is closed.

Editing Receipt Information
- If an expense item is added to the receipt in error, highlight the item (single-click with mouse) and press the Delete key on the keyboard to remove the expense item from the receipt.
- If an expense item added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and press the ENTER key to update the expense item information.

Applying a Payment
To apply a payment to the receipt, press ALT+A on the keyboard after all of the expense items have been entered onto the receipt. This will highlight the Paycode field located at the lower left side of the receipt form. Multiple payment types may be added to the receipt form as needed.

The user should fill in the following information:
- Paycode - the payment type such as Cash, Check, Money Order, Voucher, etc.
- Amount Paid - the dollar amount paid
- Check # - if the payment method is numbered (e.g. check), enter the number here.
- Bank Drawn On - if the payment method is drawn on a financial institution (e.g. check), enter the institution here.
- Location - enter the location of the Bank Drawn On field as applicable.

From the highlighted Paycode field, enter the type of payment method and use the TAB key to move to the amount, check #, bank drawn on, and location fields. For Cash and Coin type of payments, no other entry is needed other than the amount. When the information entry is completed, press the ENTER key to transfer the payment to the receipt. The Paycode field is now highlighted again, allowing the user to enter another payment item to the receipt, as many times as needed until the amount due is $0.00.

KTS remembers each of the Paycode/Account combinations entered into the system to help

speed-up data entry and promote data accuracy. Pressing the F3 key on the keyboard when the Paycode field is highlighted brings up the selection chart shown below.

This chart allows the user to set up multiple cash drawers, credit card stations, etc. as the Treasurer deems necessary.

- If an entry that is needed is already listed, use the up / down arrow keys on the keyboard to highlight the entry and press ALT+S on the keyboard to add the information to the receipt form.
- If a particular Paycode is close to what is needed and the users wishes to revise the existing entry, use the up / down arrow keys on the keyboard to highlight the entry and press ALT+C on the keyboard to revise the information.
- To create a new Paycode item, press the Insert key on the keyboard. The following edit screen appears.

Enter the Paycode description, Point-of-Sale Terminal description (e.g. Brian's Cash Drawer), Account Code (use F3 for pick-list, ALT+S to select), and Account Description (auto-fills based on Account Code). Press the F12 key on the keyboard to create the new Paycode. The new Paycode information is automatically added to the receipt form and the chart is closed. Additional information will have to be added as described above.

Editing a Payment
- If a Paycode is added to the receipt in error, highlight the item (single-click with mouse)

and press the Delete key on the keyboard to remove the Paycode from the receipt.
• If a Paycode added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and use the ENTER key to update the Paycode information.

Posting the Receipt
When all of the information has been entered into the receipt and monies received, press ALT+P on the keyboard to post the receipt to the General Ledger. Answer Yes to the question box to post the receipt. The miscellaneous receipt report form will appear with all of the receipt information listed. The user may print this form if desired using the report controls (see Section 2.3 Reports in this manual) and close the report when finished by pressing the F12 key on the keyboard.

NOTE: KTS will allow you to save the receipt without posting the receipt. To do this, press the F12 key on the keyboard instead of posting the receipt. All of the details on the receipt will be saved, but no expense / payment will be applied to the G/L and the receipt number will remain at 0000.

Special Apportionment
KTS allows miscellaneous receipts to be apportioned, but only after the receipt has been posted to the General Ledger. When creating a new miscellaneous receipt, it is best to do the apportionment after all entries have been made to the receipt. Single-clicking on the Special Apportion button will require the user to post the receipt before any apportionment can be made.

4.1.1.1.1 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. Press the M key on the keyboard.
2. A blank MISC receipt form appears. In this example, Bob Brown is paying $225.00 for the mowing of his property by the County.
3. The form opens on the Received From field, so enter Bob's name on the receipt and press the TAB key on the keyboard.
4. Press the F3 key on he keyboard. Since Bob isn't on the pick-list, press the Insert button on the keyboard 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). Press the F12 key on the keyboard to transfer the information to the receipt.

5. Fill in the amount being paid as 225 and press ENTER on the keyboard. The information is transferred to the receipt as shown below. Note that the expense information is listed in the receipt and the amount due is shown in the lower right-hand portion of the receipt.

6. Mr. Brown is paying $100 in cash and the rest by check. Press ALT+A on the keyboard. Type in CASH and press the TAB key on the keyboard. Enter the amount of 100 in the amount field and press ENTER on the keyboard. The receipt form now shows the $100 cash payment above the expense item with $125 still due shown in the lower right-hand portion of the receipt. The Paycode field is highlighted.

Edit Receipts

Receipt Number	00000	Status
Deposit Date		Deputy: Steve Skinner
Receipt Date Type	9/11/2012 MISC	Treasurer: Sharon Trigg

✓ OK (F12)
✗ Cancel

Received From: BOB BROWN

Comments: MOWING OF LOT AT 15TH STREET AND CROSS STREET

New Detail   0.00

Print

Delete

		Amount
mowing the grass	c&m/treacash	225.00
Payment(s)		
CASH		-100.00
GL Detail (staged)		
TREACASH Accrued Receivable	accrued receivable	100.00
Miscellaneous Tax	fund	-100.00
MISCTAX Receivable	receivable	125.00
Z CLEANING & MOWING	source	-225.00
SUSCASH	suspense	100.00

Special Apportion
TestCheck=

Due	125.00
Paid	100.00

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

7. Press the F3 key on the keyboard to enter another payment, use the down-arrow key to move the highlight to the CHECK entry and press ALT+S on the keyboard. Enter the amount of the payment, the check #, the bank and location of the check using the TAB key to move from field to field. After entering the location, press ENTER on the keyboard to transfer the payment info to the receipt form.
8. The receipt form now shows that $225.00 has been paid with a balance due of $0.00 in the lower right-hand portion of the form. All of the expense and payment information is on the receipt form.

Edit Receipts

Receipt Number	00000	Status
Deposit Date		Deputy — Steve Skinner
Receipt Date Type	9/11/2012 — MISC	Treasurer — Sharon Trigg
Received From	BOB BROWN	
Comments	MOWING OF LOT AT 15TH STREET AND CROSS STREET	

OK (F12)
Cancel

New Detail | | | | 0.00

Delete

		Amount
mowing the grass	c&m/treacash	225.00
Payment(s)		
CASH		-100.00
CHECK	2256/BANCFIRST/DUNC,	-125.00
GL Detail (staged)		
TREACASH Accrued Receivable	accrued receivable	225.00
Miscellaneous Tax	fund	-225.00
Z CLEANING & MOWING	source	-225.00
SUSCASH	suspense	100.00
SUSCHECK	suspense	125.00

Special Apportion
TestCheck=

Due	0.00
Paid	225.00

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

9. Press ALT+P on the keyboard 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. See Section 2.3 Reports in this manual for more info on how to use the reports.

Printed: 9/11/2012 1:04PM	Stephens COUNTY TREASURER Sharon Trigg		Page: 1

MISCELLANEOUS RECEIPTS

OFFICE OF THE TREASURER
Stephens COUNTY Oklahoma

RECEIVED OF: BOB BROWN

THE SUM OF:

NO. 00003
Breckenridge Oklahoma, 9/11/2012

Item	Source	Fund Name	Total
mowing the grass	C&m / Z Cleaning & Mowing	Treacash / Treasurer'S Cash	$225.00
			$225.00

Paycode	Reference	Amount		Deputy
CASH		$-100.00		Steve Skinner
CHECK	5569/HEFCU/DUNCAN, OK	$-125.00		
		$-225.00		

4.1.1.2 Mortgage Tax Receipts

A real estate mortgage tax is charged on all property transfers. 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.

From the KTS main screen, pressing the F5 key on the keyboard brings up the new receipt selection screen. Pressing the G key on the keyboard brings up the MTG receipt form shown below.

The following information is automatically filled-in:
- Receipt Number - initially 00000; a sequential number is assigned only when the receipt is posted.
- Deposit Date - date that the monies applied to this receipt are deposited
- Receipt Date & Type - today's date; Receipt Type = MTG
- Status - blank means the receipt is new
- Deputy creating the receipt
- The Treasurer name

Entering Mortgage Expense Information:
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 of 250 characters - 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 (see Section 2.2 Date Fields in this manual).
- 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 that the Mortgagor field is highlighted. KTS allow multiple Mortgagor / Mortgagee / legals / lenders to be added to the receipt. Pressing ENTER on the keyboard when in the Lender field transfers the information to the receipt.

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.

Editing Receipt Information
- If an expense item is added to the receipt in error, highlight the item (single-click with mouse) and press the Delete key on the keyboard to remove the expense item from the

receipt.
- If an expense item added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and press the ENTER key to update the expense item information.

Applying a Payment
To apply a payment to the receipt, press ALT+A on the keyboard after the mortgage information has been entered onto the receipt. This will highlight the Paycode field located at the lower left side of the receipt form. Multiple payment types may be added to the receipt form as needed.

The user should fill in the following information:
- Paycode - the payment type such as Cash, Check, Money Order, Voucher, etc.
- Amount Paid - the dollar amount paid
- Check # - if the payment method is numbered (e.g. check), enter the number here.
- Bank Drawn On - if the payment method is drawn on a financial institution (e.g. check), enter the institution here.
- Location - enter the location of the Bank Drawn On field as applicable.

From the highlighted Paycode field, enter the type of payment method and use the TAB key to move to the amount, check #, bank drawn on, and location fields. For Cash and Coin type of payments, no other entry is needed other than the amount. When the information entry is completed, press the ENTER key to transfer the payment to the receipt. The Paycode field is now highlighted again, allowing the user to enter another payment item to the receipt, as many times as needed until the amount due is $0.00.

KTS remembers each of the Paycode/Account combinations entered into the system to help speed-up data entry and promote data accuracy. Pressing the F3 key on the keyboard when the Paycode field is highlighted brings up the selection chart shown below.
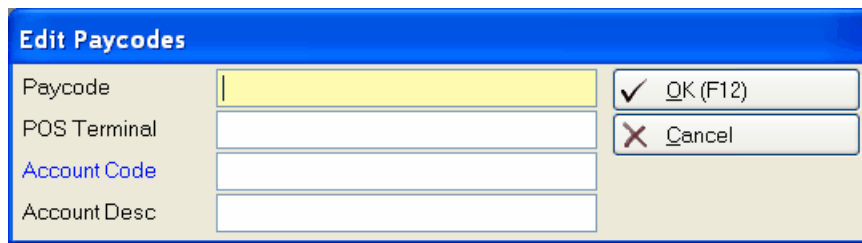

This chart allows the user to set up multiple cash drawers, credit card stations, etc. as the

Treasurer deems necessary.

• If an entry that is needed is already listed, use the up / down arrow keys on the keyboard to highlight the entry and press ALT+S on the keyboard to add the information to the receipt form.
• If a particular Paycode is close to what is needed and the users wishes to revise the existing entry, use the up / down arrow keys on the keyboard to highlight the entry and press ALT+C on the keyboard to revise the information.
• To create a new Paycode item, press the Insert key on the keyboard. The following edit screen appears.

Enter the Paycode description, Point-of-Sale Terminal description (e.g. Brian's Cash Drawer), Account Code (use F3 for pick-list, ALT+S to select), and Account Description (auto-fills based on Account Code). Press the F12 key on the keyboard to create the new Paycode. The new Paycode information is automatically added to the receipt form and the chart is closed. Additional information will have to be added as described above.

Editing a Payment
• If a Paycode is added to the receipt in error, highlight the item (single-click with mouse) and press the Delete key on the keyboard to remove the Paycode from the receipt.
• If a Paycode added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and use the ENTER key to update the Paycode information.

Posting the Receipt
When all of the information has been entered into the receipt and monies received, press ALT+P on the keyboard to post the receipt to the General Ledger. Answer Yes to the question box to post the receipt. The mortgage receipt report form will appear with all of the receipt information listed. The user may print this form if desired using the report controls (see Section 2.3 Reports in this manual) and close the report when finished by pressing the F12 key on the keyboard.

NOTE: KTS will allow you to save the receipt without posting the receipt. To do this, press the F12 key on the keyboard instead of posting the receipt. All of the details on the receipt will be saved, but no expense / payment will be applied to the G/L and the receipt number will remain at 0000.

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 payments received amounts. Refer to the end of the Miscellaneous Receipts Section 4.1.1 of this manual.

4.1.1.3 Individual Redemption Receipts

The property owner, an agent of the owner, or a person having an 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 information in the same manner as the other receipt types. Both methods will be explained below.

From the KTS main screen, pressing the F5 key on the keyboard brings up the new receipt selection screen. Pressing the R key on the keyboard brings up the INDIV receipt form shown below.

The following information is automatically filled-in:
- Receipt Number - initially 00000; a sequential number is assigned only when the receipt is posted.
- Deposit Date - date that the monies applied to this receipt are deposited
- Receipt Date & Type - today's date; Receipt Type = INDIV
- Status - blank means the receipt is new
- Deputy creating the receipt
- The Treasurer name

Entering Individual Redemption Information:
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, pressing the F3 key on the keyboard in this field will bring up a list of Officials from which to choose from (use the up / down arrow keys on the keyboard to highlight the entry and press ALT+S on the keyboard to add the information to the receipt form).
- Comments - alphanumeric field of 250 characters - type in any miscellaneous notes that need to be made about this receipt.
- New Detail - the four (4) fields next to the New Detail button are used to add information about the expense item to the receipt form. All four (4) 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

When the INDIV receipt form is opened, the Received From field is highlighted allowing the user to type in this information first. Pressing the TAB key takes the user directly to the Description field. Use the TAB key after entering the description to move to the Source, Fund, and Amount fields. Using the F3 key on the keyboard after highlighting the Source or Fund fields will bring up a pick-list of accounts to choose from. After the Amount is entered, press the ENTER key to transfer the information into the receipt form. The Description field is now highlighted again, allowing the user to enter another expense item to the receipt, as many times as needed.

Any comment that needs to be added to the receipt can be added by pressing ALT+C on the keyboard to highlight the Comment field and typing in the information.

KTS remembers each of the Description/Source/Fund combinations entered into the system to help speed-up data entry and promote data accuracy. Pressing the F3 key when the Description field is highlighted brings up the selection chart shown below.

- If an expense entry that is needed is already listed, use the up / down arrow keys on the

keyboard to highlight the entry and press ALT+S on the keyboard to add the information to the receipt form.
- If a particular expense entry is close to what is needed and the users wishes to revise the existing entry, use the up / down arrow keys on the keyboard to highlight the item and press ALT+C on the keyboard to revise the information.
- To create a new expense entry, press the Insert key on the keyboard. The following edit screen appears.

Enter the Description, Source account (use F3 for pick-list, ALT+S to select), and Fund account (use F3 for pick-list, ALT+S to select). Make certain that the Receipt Type shows INDIV and correct it if needed. Press the F12 key on the keyboard to create the new expense item. The new expense item is automatically added to the receipt form and the chart is closed.

Editing Receipt Information
- If an expense item is added to the receipt in error, highlight the item (single-click with mouse) and press the Delete key on the keyboard to remove the expense item from the receipt.
- If an expense item added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and press the ENTER key to update the expense item information.

Entering the Certificate Number:
If the redemption certificate number is available, that number may be used to pull the redemption amount from the tax roll into the receipt form as an alternative to entering the information by hand. To do this, use the TAB key in succession until the Cert# field is highlighted. 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.

Applying a Payment
To apply a payment to the receipt, press ALT+A on the keyboard after all of the expense

items have been entered onto the receipt. This will highlight the Paycode field located at the lower left side of the receipt form. Multiple payment types may be added to the receipt form as needed.

The user should fill in the following information:
• Paycode - the payment type such as Cash, Check, Money Order, Voucher, etc.
• Amount Paid - the dollar amount paid
• Check # - if the payment method is numbered (e.g. check), enter the number here.
• Bank Drawn On - if the payment method is drawn on a financial institution (e.g. check), enter the institution here.
• Location - enter the location of the Bank Drawn On field as applicable.

From the highlighted Paycode field, enter the type of payment method and use the TAB key to move to the amount, check #, bank drawn on, and location fields. For Cash and Coin type of payments, no other entry is needed other than the amount. When the information entry is completed, press the ENTER key to transfer the payment to the receipt. The Paycode field is now highlighted again, allowing the user to enter another payment item to the receipt, as many times as needed until the amount due is $0.00.

KTS remembers each of the Paycode/Account combinations entered into the system to help speed-up data entry and promote data accuracy. Pressing the F3 key on the keyboard when the Paycode field is highlighted brings up the selection chart shown below.

This chart allows the user to set up multiple cash drawers, credit card stations, etc. as needed while keeping each one tied to separate accounts.

• If an entry that is needed is already listed, just double-click the entry to add the information to the receipt form.
• If a particular Paycode is close to what is needed and the users wishes to revise the existing entry, highlight the item (single-click with mouse) and press ALT+C on the keyboard to revise the information.

- To create a new Paycode item, press the Insert key on the keyboard. The following edit screen appears.

Enter the Paycode description, Point-of-Sale Terminal description (e.g. Brian's Cash Drawer), Account Code (use F3 for pick-list, ALT+S to select), and Account Description (auto-fills based on Account Code). Press the F12 key on the keyboard to create the new Paycode. The new Paycode information is automatically added to the receipt form and the chart is closed. Additional information will have to be added as described above.

Editing a Payment
- If a Paycode is added to the receipt in error, highlight the item (single-click with mouse) and press the Delete key on the keyboard to remove the Paycode from the receipt.
- If a Paycode added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and use the ENTER key to update the Paycode information.

Posting the Receipt
When all of the information has been entered into the receipt and monies received, press ALT+P on the keyboard to post the receipt to the General Ledger. Answer Yes to the question box to post the receipt. The individual redemption receipt report form will appear with all of the receipt information listed. The user may print this form if desired using the report controls (see Section 2.3 Reports in this manual) and close the report when finished by pressing the F12 key on the keyboard.

NOTE: KTS will allow you to save the receipt without posting the receipt. To do this, press the F12 key on the keyboard instead of posting the receipt. All of the details on the receipt will be saved, but no expense / payment will be applied to the G/L and the receipt number will remain at 0000.

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 payments received amounts. Refer to the end of the Miscellaneous Receipts Section 4.1.1 of this manual.

4.1.1.4 Trust Receipts

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

From the KTS main screen, pressing the F5 key on the keyboard brings up the new receipt

selection screen. Pressing the T key on the keyboard brings up the TRUST receipt form shown below.

The following information is automatically filled-in:
- Receipt Number - initially 00000; a sequential number is assigned only when the receipt is posted.
- Deposit Date - date that the monies applied to this receipt are deposited
- Receipt Date & Type - today's date; Receipt Type = TRUST
- Status - blank means the receipt is new
- 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, pressing the F3 key on the keyboard in this field will bring up a list of Officials from which to choose from (use the up or down-arrow key on the keyboard to highlight the entry and press ALT+S on the keyboard to add the information to the receipt form).
- Comments - alphanumeric field of 250 characters - type in any miscellaneous notes that need to be made about this receipt.
- New Purpose - the three (3) fields next to the New Purpose button are used to add information about the purpose to the receipt form. All three (3) fields must 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

When the TRUST receipt form is opened, the Received From field is highlighted allowing the

user to type in this information first. Pressing the TAB key takes the user directly to the Purpose Account field. Use the TAB key after entering the Account information to move to the Description and Amount fields. Using the F3 key on the keyboard when in the Account field will bring up a pick-list of accounts and descriptions to choose from. After the Amount is entered, use the ENTER key to transfer the information into the receipt form. The Account field is now highlighted again, allowing the user to enter another purpose item to the receipt, as many times as needed.

KTS remembers each of the purpose account/description combinations entered into the system to help speed-up data entry. Pressing the F3 key on the keyboard when in the Account field brings up the selection screen shown below.

- If a purpose entry that is needed is already listed, use the up / down arrow keys on the keyboard to highlight the entry and press ALT+S on the keyboard to add the information to the receipt form.
- If a particular purpose entry is close to what is needed and the users wishes to revise the existing entry, use the up / down arrow keys on the keyboard to highlight the item and press ALT+C on the keyboard to revise the information. Use the TAB key on the keyboard to highlight the Change Account # field (shown at the top-center below), then type in the new Account # and press the F12 key on the keyboard.
- To create a new purpose entry, press the Insert key on the keyboard. The following edit screen appears.

Creating a new purpose in KTS is simple. Only the following three (3) entries are needed:
1. Account # - alphanumeric field of 20 characters. Enter a name that best describes the purpose.
2. Description - description of the purpose
3. Type - enter PURPOSE

Use the TAB key on the keyboard to move from the Account # field to the Description field and the Type field. Press the F12 key on the keyboard after entering the Type. The newly created purpose is automatically added to the receipt form and the chart is closed.

Editing Receipt Information
• If a purpose item is added to the receipt in error, highlight the item (single-click with mouse) and press the Delete key on the keyboard to remove the purpose item from the receipt.
• If an expense item added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and use the ENTER key to update the expense item information.

Tracking the Details:
There are many purposes that may be used with a Trust Receipt. For this reason KTS allows optional information about the purpose to be recorded on the right side of the receipt as shown below. All of these fields are searchable to aid in linking the trust receipt to the tax item being paid for. Of special note is the In Trust field. This field shows the dollar value of the purpose item that is being held in trust. This field is populated when the receipt is posted. The user may add information to any of these fields as is appropriate using the TAB key on the keyboard to move from field to field.

Applying the Deposit:

To apply the monies being deposited in trust to the receipt once all of the purpose items have been entered, press ALT+A on the keyboard. This will highlight the Paycode field located at the lower left side of the receipt form. Multiple payment types may be added to the receipt form as needed.

The user should fill in the following information:
- Paycode - the payment type such as Cash, Check, Money Order, Voucher, etc.
- Amount Paid - the dollar amount deposited
- Check # - if the payment method is numbered (e.g. check), enter the number here.
- Bank Drawn On - if the payment method is drawn on a financial institution (e.g. check), enter the institution here.
- Location - enter the location of the Bank Drawn On field as applicable.

From the highlighted Paycode field, enter the type of payment method and use the TAB key to move to the amount, check #, bank drawn on, and location fields. For Cash and Coin payments, no other entry is needed other than the amount. When the information entry is completed, press the ENTER key to transfer the payment to the receipt. The Paycode field is now highlighted again, allowing the user to enter another payment item to the receipt, as many times as needed until the amount due is $0.00.

KTS remembers each of the Paycode/Account combinations entered into the system to help speed-up data entry and promote data accuracy. Pressing the F3 key on the keyboard when in the Paycode field brings up the selection chart shown below.

This chart allows the user to set up multiple cash drawers, credit card stations, etc. as needed while keeping each one tied to separate accounts.

- If an entry that is needed is already listed, just double-click the entry to add the information to the receipt form.
- If a particular Paycode is close to what is needed and the users wishes to revise the existing entry, highlight the item (single-click with mouse) and press ALT+C on the keyboard to revise the information.
- To create a new Paycode item, press the Insert key on the keyboard. The following edit screen appears.

Enter the Paycode description, Point-of-Sale Terminal description (e.g. Brian's Cash Drawer), Account Code (use F3 for pick-list, ALT+S to select), and Account Description (auto-fills based on Account Code). Press the F12 key on the keyboard to create the new Paycode. The new Paycode information is automatically added to the receipt form and the chart is closed. Additional information will have to be added as described above.

Editing a Payment
- If a Paycode is added to the receipt in error, highlight the item (single-click with mouse) and press the Delete key on the keyboard to remove the Paycode from the receipt.
- If a Paycode added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and use the ENTER key to update the Paycode information.

Posting the Receipt
When all of the information has been entered into the receipt and monies received, press ALT+P on the keyboard to post the receipt to the General Ledger. Answer Yes to the question box to post the receipt. The trust receipt form will appear with all of the receipt information listed. The user may print this form if desired using the report controls (see Section 2.3 Reports in this manual) and close the report when finished by pressing the F12 key on the keyboard.

NOTE: KTS will allow you to save the receipt without posting the receipt. To do this, press the F12 key on the keyboard instead of posting the receipt. All of the details on the receipt will be saved, but no expense / payment will be applied to the G/L and the receipt number will remain at 0000.

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 payments received amounts. Refer to the end of the Miscellaneous Receipts Section 4.1.1 of this manual.

4.1.1.5   Official Receipts

All county officers must deposit with the County Treasurer all monies received by 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.

From the KTS main screen, pressing the F5 key on the keyboard brings up the new receipt selection screen. Pressing the O key on the keyboard brings up the OFFICIAL receipt form shown below.

The following information is automatically filled-in:
• Receipt Number - a sequential number is assigned
• 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. Pressing the F3 key
  on the keyboard in this field will bring up a list of Officials from which to choose from (use
  the up / down arrow keys on the keyboard to highlight the entry and press ALT+S on the
  keyboard to add the information to the receipt form).
• Official Account - these two (2) fields are used to add information about the deposit to the
  receipt form. Both fields must be populated to apply the deposit. The entries consist of
  the following:
    1. Official Depository Account Number
    2. Description of the official depository account

When the OFFICIAL receipt form is opened, the Received From field is highlighted allowing
the user to type in this information or use the F3 key on the keyboard to pull up a picklist of
Officials. Pressing the TAB key takes the user to the Account Number field. Pressing the
F3 key on the keyboard after highlighting the Account Number field brings up a picklist of

Accounts to choose from.

KTS remembers each of the Account Number / Description combinations entered into the system to help speed-up data entry and promote data accuracy. Pressing the F3 key when the Account Number field is highlighted brings up the selection chart shown below.

- If an account entry that is needed is already listed, use the up / down arrow keys on the keyboard to highlight the entry and press ALT+S on the keyboard to add the account information to the receipt form.
- If a particular account entry is close to what is needed and the users wishes to revise the existing entry, use the up / down arrow keys on the keyboard to highlight the item and press ALT+C on the keyboard to revise the information.
- To create a new account entry, press the Insert key on the keyboard. The following edit screen appears.

Creating a new account in KTS is simple. Only the following three (3) entries are needed:
1. Account # - alphanumeric field of 20 characters. Enter a name that best describes the purpose.
2. Description - description of the purpose
3. Type - enter OFFICIAL

Use the TAB key on the keyboard to move from the Account # field to the Description field and the Type field. Press the F12 key on the keyboard after entering the Type. The newly created account and description is automatically added to the receipt form and the chart is closed.

Editing Receipt Information
• If an account is added to the receipt in error, highlight the item (single-click with mouse) and press the Delete key on the keyboard to remove the account from the receipt.
• If an account added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and use the ENTER key to update the account information.

Applying the Deposit:
To apply the monies being deposited to the receipt once all of the accounts have been entered, press ALT+A on the keyboard. This will highlight the Paycode field located at the lower left side of the receipt form. Multiple payment types may be added to the receipt form as needed.

The user should fill in the following information:
• Paycode - the payment type such as Cash, Check, Money Order, Voucher, etc.
• Amount Paid - the dollar amount deposited
• Check # - if the payment method is numbered (e.g. check), enter the number here.
• Bank Drawn On - if the payment method is drawn on a financial institution (e.g. check),

enter the institution here.
- Location - enter the location of the Bank Drawn On field as applicable.

From the highlighted Paycode field, enter the type of payment method and use the TAB key to move to the amount, check #, bank drawn on, and location fields. For Cash and Coin payments, no other entry is needed other than the amount. When the information entry is completed, press the ENTER key to transfer the payment to the receipt. The Paycode field is now highlighted again, allowing the user to enter another payment item to the receipt, as many times as needed until the amount due is $0.00.

KTS remembers each of the Paycode/Account combinations entered into the system to help speed-up data entry and promote data accuracy. Pressing the F3 key on the keyboard when in the Paycode field brings up the selection chart shown below.

This chart allows the user to set up multiple cash drawers, credit card stations, etc. as needed while keeping each one tied to separate accounts.

- If an entry that is needed is already listed, just double-click the entry to add the information to the receipt form.
- If a particular Paycode is close to what is needed and the users wishes to revise the existing entry, highlight the item (single-click with mouse) and press ALT+C on the keyboard to revise the information.
- To create a new Paycode item, press the Insert key on the keyboard. The following edit screen appears.

Enter the Paycode description, Point-of-Sale Terminal description (e.g. Brian's Cash Drawer), Account Code (use F3 for pick-list, ALT+S to select), and Account Description (auto-fills based on Account Code). Press the F12 key on the keyboard to create the new Paycode. The new Paycode information is automatically added to the receipt form and the chart is closed. Additional information will have to be added as described above.

Editing a Payment
- If a Paycode is added to the receipt in error, highlight the item (single-click with mouse) and press the Delete key on the keyboard to remove the Paycode from the receipt.
- If a Paycode added to the receipt form needs to be revised, double-click the item which will move it into the data fields. Change the information as needed and use the ENTER key to update the Paycode information.

Posting the Receipt
When all of the information has been entered into the receipt and monies received, press ALT+P on the keyboard to post the receipt to the General Ledger. Answer Yes to the question box to post the receipt. The deposit form will appear with all of the receipt information listed. The user may print this form if desired using the report controls (see Section 2.3 Reports in this manual) and close the report when finished by pressing the F12 key on the keyboard.

NOTE: KTS will allow you to save the receipt without posting the receipt. To do this, press the F12 key on the keyboard instead of posting the receipt. All of the details on the receipt will be saved, but no expense / payment will be applied to the G/L.

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 payments received amounts. Refer to the end of the Miscellaneous Receipts Section 4.1.1 of this manual.

4.1.2   View Existing Receipts

The following receipt types may be accessed using powerful search tools to aid the user in finding an existing receipt, even if the receipt is not posted.
- Miscellaneous Receipt
- Mortgage Tax Receipt
- Trust Deposit Receipt
- Individual Redemption Receipt
- Tax

From the KTS main screen, pressing the F5 key on the keyboard brings up the new receipt selection screen. Pressing the B key on the keyboard brings up the receipt browse screen shown below.

An alternate way to view the receipts is available. From the Main Menu, use the up / down arrow keys to highlight the Receipts menu item and press ENTER on the keyboard.

Viewing Receipts
The following information is displayed on the receipt browse screen:
1. Type - the following types of receipts are available:
  - Ad Valorem Tax Receipt (TAX)
  - Miscellaneous Receipt (MISC)
  - Mortgage Tax Receipt (MTG)
  - Trust Deposit Receipt (TRUST)
  - Individual Redemption (INDIV)
2. Receipt # - KTS maintains a separate numerical register of sequential numbers for each type of posted receipt. Unposted receipts are assigned 0000.
3. Receipt Date -
4. Received Of - the name of the person or company that provided the funds
5. Amount - the dollar amount of the receipt

6. Comments - any comments entered onto the receipt
7. Status - the status of the receipt
   - posted - receipts posted to the General Ledger
   - blank - receipts that have been created but have not been posted to the General Ledger

Using the Filters
The receipts browse screen provides two (2) filter drop-boxes located in lower left corner of the browse screen. These filters are used to sort all of the receipt records and show only those records that fit the filter criteria. Also, once the filters are changed, KTS will remember the filter settings the next time this browse screen is accessed.

Upper filter dropbox:
- All - displays all receipt records in KTS
- All Unposted - displays all of the receipt records that have a status = Unposted
- All Query - allows an alphanumeric search of all the receipt records in KTS
- Miscellaneous - displays all of the receipt records that have a type = MISC
- Mortgage - displays all of the receipt records that have a type = MTG
- Tax - displays all of the receipt records that have a type = TAX
- Trust - displays all of the receipt records that have a type = TRUST
- Individual Redemption - displays all of the receipt records that have a type = INDIV

Lower filter dropbox:
- Receipt No Only - sorts the records returned by the upper filter by receipt number
- Date Newest on Top - sorts the records returned by the upper filter by the newest date at the top

Clicking on the down arrow allows selection of the filter as shown below. When using All Query filter or any of the receipt type filters, an additional blank field is provide to type in alphanumeric search criteria. Enter the search information criteria as a single phrase (no spaces).

4.2   Fiscal Calendar

KTS maintains fiscal accounting periods (typically months) using an annual calendar. From the Main Menu, use the up / down arrow keys to highlight the Fiscal Calendar menu item and press ENTER on the keyboard.
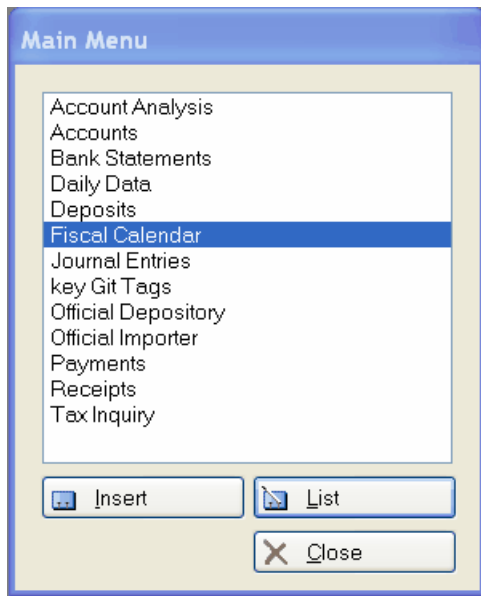
The fiscal calendar browse screen is shown below. This screen allows the user to create a fiscal periods, lock existing fiscal periods, edit existing fiscal periods, and create new fiscal periods.

WARNING: The user is cautioned when editing existing fiscal periods with regard to changing the start or ending dates. KTS will allow the user to edit these fields, but there can be unintended consequences to the General Ledger.

Creating a New Fiscal Year
A new fiscal year is easily created in KTS by using the Create FY button which brings up the screen below. KTS defines a fiscal year as starting in July and ending in June of the following year. Enter the four digit year (e.g. 2012) and KTS will create twelve (12) months in the system ending on June of the four (4) digit year entered.

For example, entering 2012 and clicking on OK will create the months of July 2011 through June 2012.

Creating a New Fiscal Period
From the Fiscal Calendar browse screen, a new fiscal period is created by using the Insert key on the keyboard which brings up the screen below. The new fiscal period cannot overlap an existing fiscal period or the accuracy of the General Ledger may be impaired.

The user should enter the following information:
• Code - an alphanumeric field of 20 characters. Enter a code that best describes the fiscal period. Typically this will be month/year (e.g. 032012 = March, 2012).
• Description - user description of the fiscal period being created.
• Start Date - starting date of the fiscal period in MM/DD/YYYY format. When this field is highlighted, press the F3 key on the keyboard to bring up the calendar tool (see Section 2.2 Date Fields in this manual).
• End Date - ending date of the fiscal period in MM/DD/YYYY format. When this field is highlighted, press the F3 key on the keyboard to bring up the calendar tool (see Section 2.2 Date Fields in this manual).
• Working Days - no entry; this field will auto populate.
• Lock Period - click on this box to lock the fiscal period being created.

Use the TAB key on the keyboard to move from the Code field to the Description field and the Date fields. Press the F12 key save the new fiscal period record.

Editing Existing Fiscal Periods
An existing fiscal period may be edited as needed by the user. The typical reason to edit an existing fiscal period is to lock the period from accepting financial transactions. However, KTS does allow the user to edit the Code, Description, Start Date and Ending Date. From the Fiscal Calendar browse screen, press ALT+T on the keyboard to edit the current fiscal period or use the up / down arrow keys to highlight the fiscal period to be edited and press the ENTER key on the keyboard. The edit screen shown below will appear.

The following entries may be edited:
- Code - an alphanumeric field of 20 characters. Typically this will be month/year (e.g. 032012 = March, 2012).
- Description - user description of the fiscal period being created.
- Start Date - starting date of the fiscal period in MM/DD/YYYY format. When this field is highlighted, press the F3 key on the keyboard to bring up the calendar tool (see Section 2.2 Date Fields in this manual).
- End Date - ending date of the fiscal period in MM/DD/YYYY format. When this field is highlighted, press the F3 key on the keyboard to bring up the calendar tool (see Section 2.2 Date Fields in this manual).
- Working Days - no entry; this field will auto populate.
- Lock Period - click on this box to lock the fiscal period being created.

WARNING: The user is cautioned when editing existing fiscal periods with regard to

changing the start or ending dates. KTS will allow the user to edit these fields, but there can be unintended consequences to the General Ledger.

Locking a Fiscal Period
An existing fiscal period can be locked by using the Lock Period button located in the lower center portion of the screen. Locking a period prohibits financial transactions from occurring during the locked period.

Code	Description	Start	End	Locked	
201301	July 2012	7/01/12	7/31/12		
201302	August 2012	8/01/12	8/31/12		
201303	September 2012	9/01/12	9/30/12	X	
201304	October 2012	10/01/12	10/31/12	X	
201305	November 2012	11/01/12	11/30/12	X	
201306	December 2012	12/01/12	12/31/12		

From the Fiscal Calendar browse screen, use the up / down arrow keys to highlight a fiscal period and press ALT+L on the keyboard to lock that period. An 'X' will appear in the Locked column on the screen as shown above. This indicates that the period is locked.

Deleting a Fiscal Period
An existing fiscal period can be deleted but may cause unintended consequences to the General Ledger, so use caution when deleting fiscal periods. From the Fiscal Calendar browse screen, use the up / down arrow keys to highlight the fiscal period to be deleted and press the Delete key on the keyboard. The question box shown below appears.

Delete...

Are you sure you wish to delete this Fiscal Period?

Yes   No

Click on Yes to delete the highlighted fiscal period.

4.3   Managing Accounts

KTS allows the Treasurer's office to easily view their account information. KTS provides automated tracking of all monies and assists the Treasurer's office by giving real-time visibility of all receipts, disbursements, and allocations.

KTS provides the following account management:
• Provides a listing of all accounts by type
• Gives a summary of all financial collections for a given day or range of days
• Gives a summary of financial collections within a specific fiscal period

4.3.1 Listing of Accounts

Accounts Listing
KTS uses the Accounts browse screen listed in the Main Menu to set up the system accounts. From the Main Menu, use the up / down arrow keys to highlight the Accounts menu item (as shown below) and press ENTER on the keyboard.
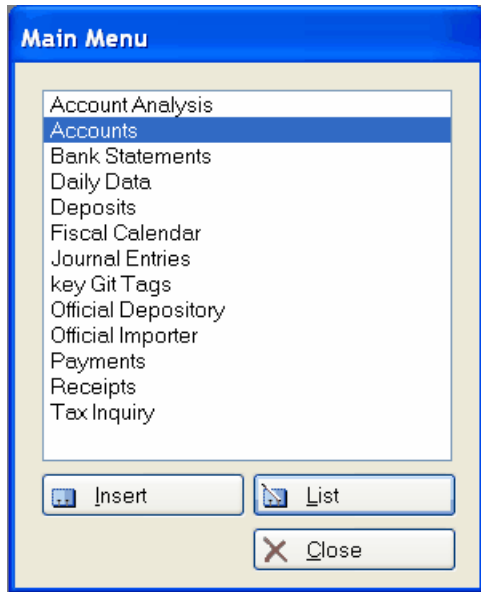
The accounts browse screen is used to set up the KTS system accounts and provides the user easy access to the many hundreds of accounts typically used in the Treasurer's office.

The accounts browse screen provides the following information:
• Account # - the account number
• Description - the description of the account
• Code - internal KTS system code used to track the account
• Type - type of account
• Description - the description of the type of account
• Report Code - internal KTS use

Using the Filters
The accounts browse screen provides two (2) filter drop-boxes located in lower left corner of the browse screen. These filters are used to sort all of the account records and show only those records that fit the filter criteria. Also, once the filters are changed, KTS will remember the filter settings the next time this browse screen is accessed.
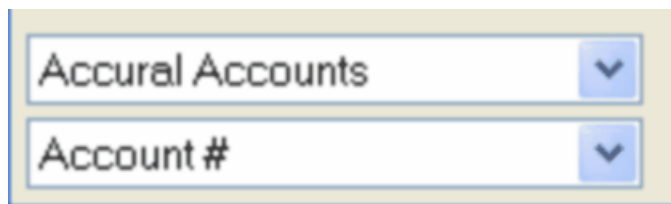
Clicking on the down arrow allows selection of the filter as described below.

Upper filter dropbox:
- All - displays all accounts records in KTS
- Bank Accounts - displays all of the account records that have a type = BANK
- Suspense Accounts - displays all of the account records that have a type = SUSPENSE
- Source Accounts - displays all of the account records that have a type = SOURCE
- Fund Accounts - displays all of the account records that have a type = FUND
- Accrual Accounts - displays all of the account records that have a type = ACCRUAL RECEIVABLE
- Official Accounts - displays all of the account records that have a type = OFFICIAL
- Trust Purposes - displays all of the account records that have a type = TRUST
- Schools - displays all of the account records that have a type = SCHOOL
- Cities - displays all of the account records that have a type = CITY

Lower filter dropbox:
- Account # - sorts the records returned by the upper filter by account number
- Description - sorts the records returned by the upper filter by the description in alphabetical order
- Report Order - sorts the records returned by the upper filter by the report code in alphabetical order

Creating a New Account
Creating a new account in KTS is simple. From the Accounts browse screen, press the Insert key on the keyboard. The following edit screen appears.

Only the following three (3) entries are needed:
1. Account # - alphanumeric field of 20 characters. Enter a name that best describes the purpose.
2. Description - description of the purpose

3. Type - enter the type of account
- Bank Accounts = BANK
- Suspense Accounts = SUSPENSE
- Source Accounts = SOURCE
- Fund Accounts = FUND
- Accrual Accounts = ACCRUAL RECEIVABLE
- Official Accounts = OFFICIAL
- Trust Purposes = TRUST
- Schools = SCHOOL
- Cities = CITY

Use the TAB key on the keyboard to move from the Account # field to the Description field and the Type field. Press the F12 key on the keyboard after entering the Type. The newly created account and description is automatically added to the browse screen.

...need to include the Collection Description field shown above - name will change

4.3.2   Daily Accounts

KTS provides real-time visibility of all receipts, disbursements, and allocations. The Daily Data browse screen gives a summary of all financial collections for a given day or range of days. From the Main Menu, use the up / down arrow keys to highlight the Daily Data menu item (as shown below) and press ENTER on the keyboard.
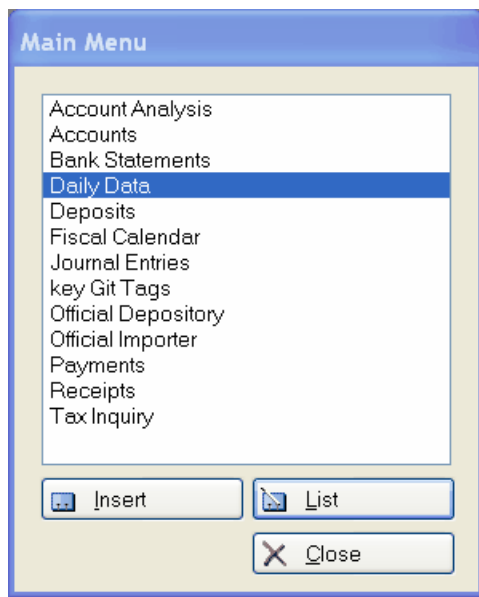
The daily data browse screen is used to provide a summary of collections and apportionment based on start-date and end-date parameters as shown below.

The daily data browse screen is much like the Treasurer's daily report in that it provides a real-time snapshot of the following information:
• Collections
• Deposits by Officers
• Suspense Accounts
• Pending Deposits

Using the Date Filters
The browse screen information is filtered by date which is entered as Start Date and End Date at the top of the screen as shown below:


After entering the daily data browse screen, pressing the TAB key on the keyboard highlights the Start Date field. The date can be typed into the filter box as Month/Day/Year or pressing the F3 key on the keyboard brings up the calendar tool (see Section 2.2 Date Fields in this manual).

After entry of the start date, pressing the TAB key on the keyboard highlights the Days field. The user may enter the number of calendar days and press ENTER on the keyboard to have KTS automatically determine the end date. Alternately, after entry of the start date, the user may press the TAB key on the keyboard twice to highlight the End Date field. The date can be typed into the filter box as Month/Day/Year or pressing the F3 key on the keyboard brings up the calendar tool (see Section 2.2 Date Fields in this manual).
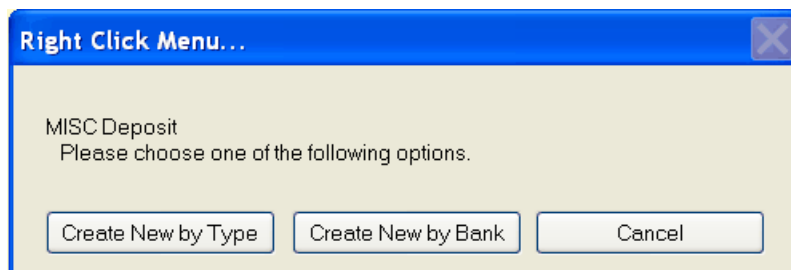
Using the Daily Data Browse Screen

Within the date range selected, the information presented is sorted by two checkboxes as shown below.
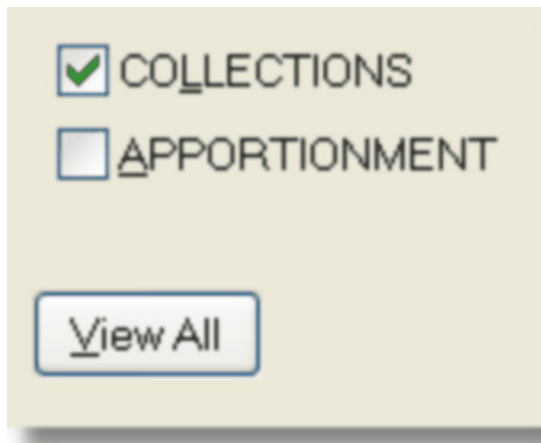
Pressing ALT+V on the keyboard is the same as checking both checkboxes.

Pending Deposits
When Pending Deposits are listed in the daily data browse screen, right-clicking on the type of deposit brings up the menu shown below.

For the type of deposit that is pending, the selection screen gives the user the option to create a new deposit by type or by bank.

Receipts
When receipts are listed in the daily data browse screen, right-clicking on the type of receipt brings up the menu shown below.
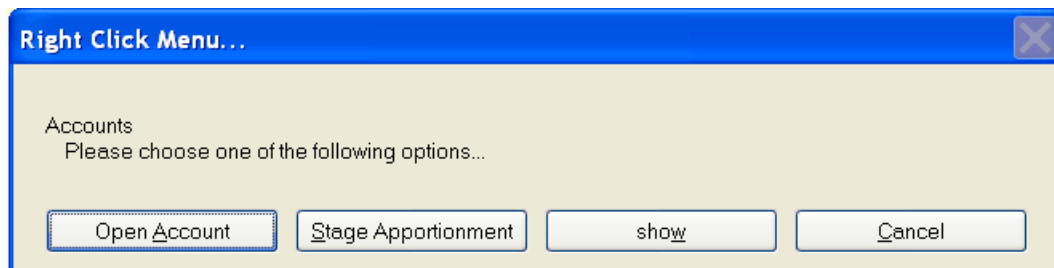
This menu provides a shortcut to drill down on the receipt information in case the user has any concerns about the receipt listed. This menu also allows the user to stage the apportionment for the receipt.

4.3.3 Fiscal Period Accounts

KTS provides real-time visibility of all receipts, disbursements, and allocations. The Account Analysis browse screen gives a summary of financial collections within a specific fiscal period. From the Main Menu, use the up / down arrow keys to highlight the Account Analysis menu item (as shown below) and press ENTER on the keyboard.
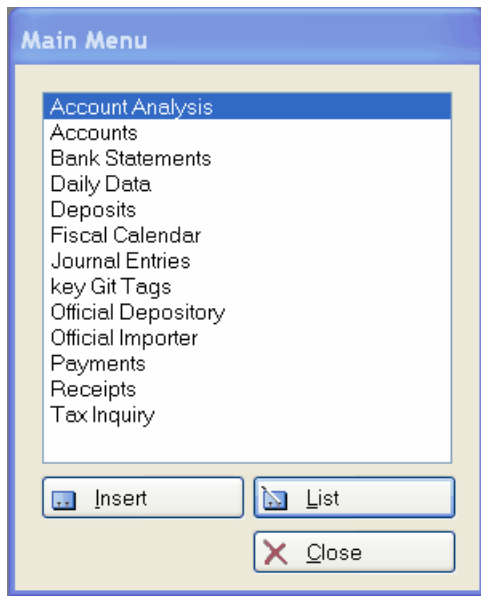
The account analysis browse screen is used to provide a summary of account activity for a given fiscal period as shown below.
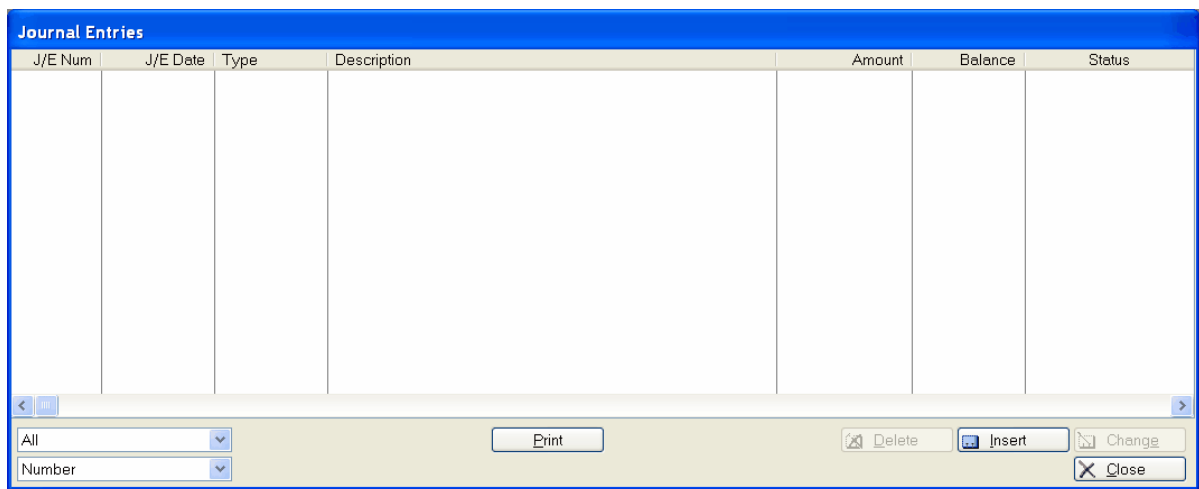
4.4   Journal Entries

The Journal Entries screen provides a method to make error corrections and transfers as needed within the Treasurer's office. KTS requires that a journal entry be a balanced transaction before it can be applied to the General Ledger.
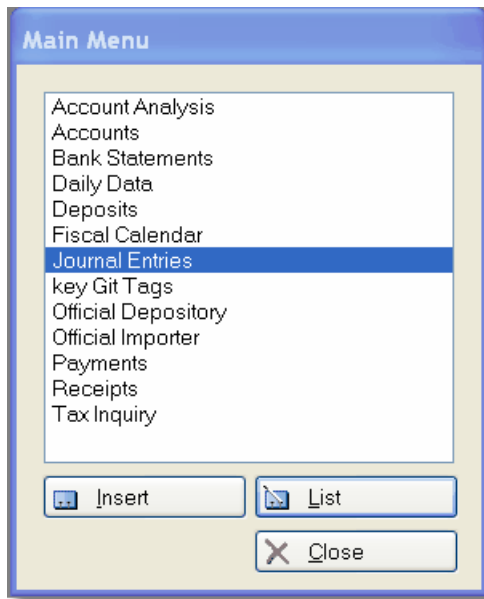
Clicking on the Journal Entries main menu item brings up the following screen.

The Journal Entries screen allows viewing of existing journal records and creation of new journal records.

To Insert a new Journal Entry:
Locate Journal Entries from the Main Menu.
Click Insert.

The system will automatically assign the J/E Number and the Current Date. You may enter a Description.
Select the Account, Source, Fund, Bank, etc that you wish to journal and hit Enter.
Type in the amount of the journal.
Repeat the above two steps as many times as needed for a balanced entry
If you make an error you may highlight the line that you wish to remove and click "Delete" on the right, or Alt+D.
Please Note: Once a Journal Entry has been posted to the General Ledger the line may not be deleted.

Click "Post to the G/L" or Alt+G on your keyboard and click Yes to the message "Are you sure you want to Post this to the General Ledger?" You will see the Status box marked with "Posted" once this process is complete.

You may also print a Journal Report by clicking Print on the bottom of the Journal Entries screen, or by opening a specific Journal Entry and clicking Print, or Alt+P.
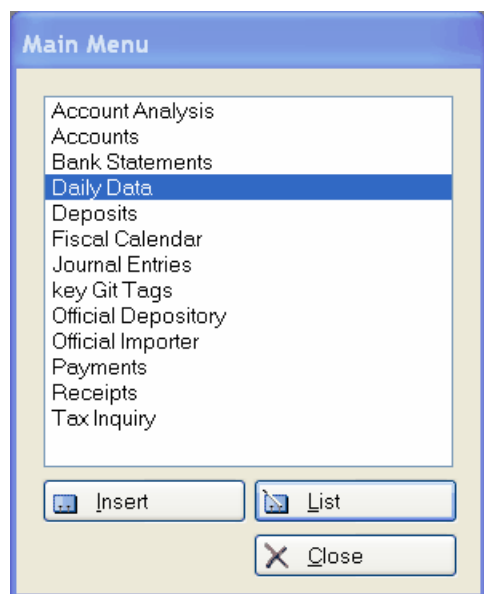
4.5   Daily Report

Daily Data Screen
The Daily Data screen is much like the Treasurer's daily report in that it provides a real-time snapshot of the following information:
Collections
Deposits by Officers
Suspense Accounts
Pending Deposits

The Daily Data screen is shown below:

4.6   Official Importer

Official Importer
The Vouchers Import screen allows the Treasurer to stage vouchers for mass import into KTS. The common use of spreadsheets and database programs to capture financial information enables the export of financial records in CSV format. KTS allows the import of a CSV file, displays the data for quick editing and transfers the voucher information with the click of a button.
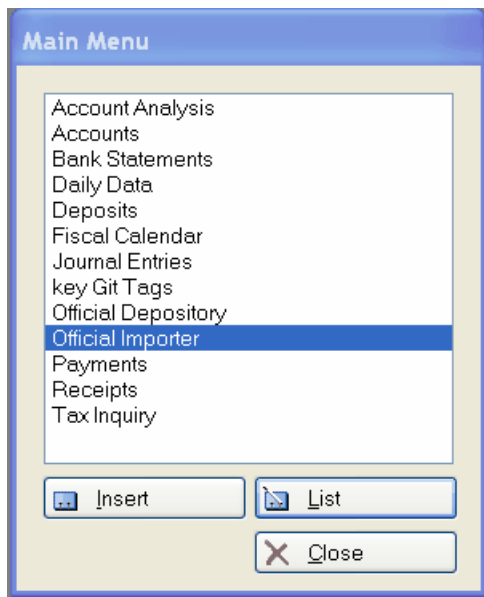
The Vouchers Import screen is shown below:
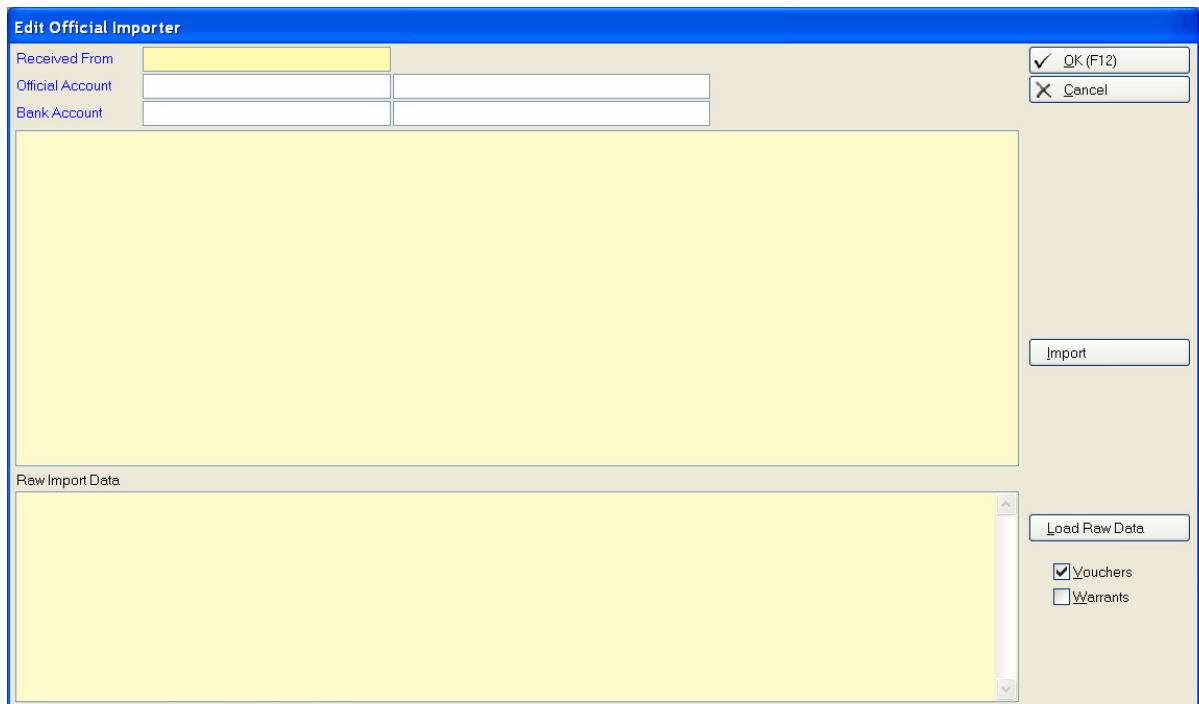
The data file containing the voucher information must be in CSV format with the data ordered as follows:
Voucher Number
Date
Payable To
Dollar Amount

Single-clicking the Load Raw Data (shown above) button brings up a Windows file search dialog box as shown below:

Locate the CSV file you wish to import into KTS and single-click on the Open button in the dialog box. This loads the CSV file information into KTS. An example file load is shown below:

Note that the first line of this data file is not usable by KTS because it is header information. This is common; data files often have to be edited before use. Single-clicking anywhere in the Raw Import Data field allows editing of the data as needed so that the data contains only the following information in the following order:
Voucher Number
Date
Payable To
Dollar Amount

Before importing the voucher information into KTS, it is necessary to identify who the vouchers belong to and what account is being drawn upon by the vouchers. The upper portion of the Vouchers Import screen is used to capture this information and is shown below:

Received From - Double-clicking the field or pressing F3 will bring up a list of possible choices to choose from. Single-click on the correct entry and press the ENTER key. If the owner of the vouchers is not on this list, add them by single-clicking the Insert button, filling in the information, and pressing the ENTER key.

Official Account - Double-clicking the field or pressing F3 will bring up a list of possible choices to choose from. Single-click on the correct entry and press the ENTER key. If the depository is not on this list, add them by single-clicking the Insert button, filling in the information, and pressing the ENTER key.

The final step is to insert the vouchers into KTS. To do this, click on the Insert Vouchers button to load the voucher information into KTS.

4.7 Official Depository

Various monies collected by county officers and placed in the Official Depository Account must be

transferred to the appropriate funds at the close of each month (on or before the second Monday following
the close of the calendar month). This money is transferred using a county officer's official voucher. Monies
accruing to a fund maintained by the county are transferred to the county's General Account.
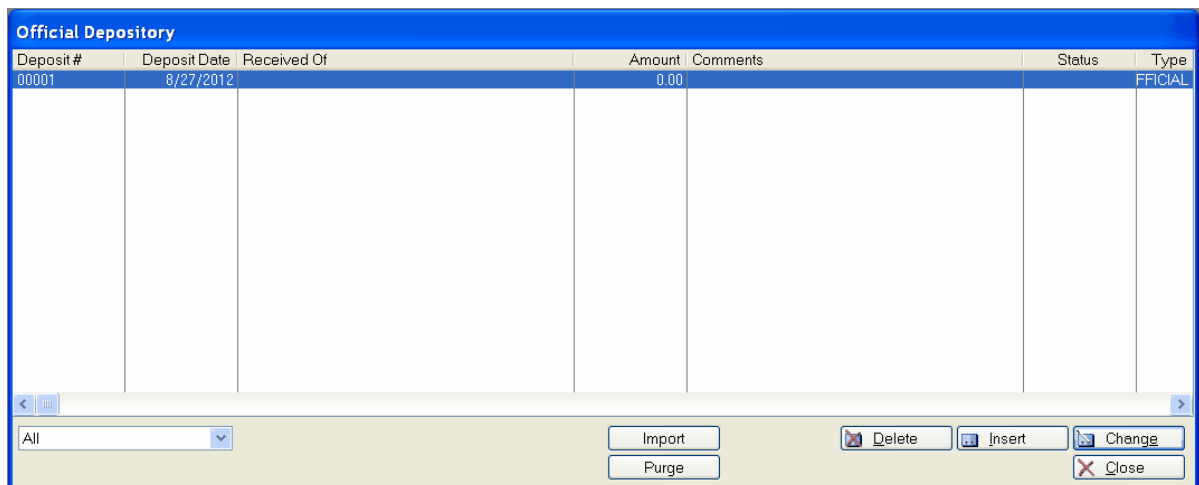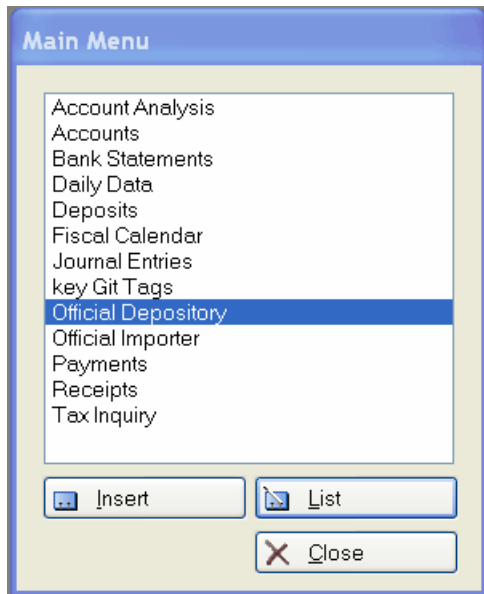
4.8 Payments

Enter topic text here.

4.9 Bank Statements

Enter topic text here.

5 KTS Tax System

The County Treasurer's primary function is to collect taxes certified by the County Assessor based on the valuations placed on real estate, personal property, and public utilities in each County. Approximately 95 percent of the tax collections are made by mail. Tax collections are balanced on a daily, monthly, and year-to-date basis. All special assessments, such as sewer, water, weed, cleaning, paving, and nuisance abatement taxes that are originally assessed by cities and towns in the County are certified to the County Treasurer for collection after they have become delinquent. They are placed as a lien on the real estate property account of the taxpayer. The Treasurer's office also manages County-owned property acquired at the annual sales of real estate for delinquent taxes. The Treasurer also may sell these pieces of property, upon approval of the Board of County Commissioners.

The KTS Tax System 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

5.1   Tax Inquiry Screen

The Tax Inquiry screen gives the Treasurer access to all of the tax invoice records (paid and unpaid) in the KTS system. While the Tax Inquiry screen is primarily used to select invoices for payment and issue a tax receipt for payment received, the Treasurer can add fees and assessments, view the G/L statement for a given record, and make corrections to the tax roll record. In doing this, KTS maintains real-time G/L tracking of monies received and account balances for each record.

The Tax Inquiry screen is divided into three sections as shown below.

Viewing Records
The Tax Inquiry screen provides a view of all the invoice records in the system as sorted by filters which are positioned directly above the upper section as shown below.

The filters operate as follows:
filter by year:
- the default entry is ALL which provides no filtering by tax year. Entering a four digit year limits the records displayed to the year entered. ALL is the only valid text command.

filter by paid / unpaid:
- The default setting is to show all records that have a balance due.
- Checking the Show Paid box displays records with a balance due and those invoices which are paid in full.

order by:
- name - orders the records by name, alphabetically.
- parcel number - orders the records by parcel number, numerically.

filter by keyword (search):
- The Filter allows alphanumeric entry, freeform and returns records with any match to either Name or Parcel.
- When using the filter box, upon entering text or numbers, you must hit the ENTER key or TAB key for the filter to take effect.

The upper section displays the first 1000 records that match the filter criteria. When a specific record is highlighted in the upper section, the center section provides an automatic search for similar Name or Parcel information as shown below.

Tax Screen1

The lower section will show any comments added to the record. Comments can be very useful for recording unique circumstances or communicating within the Treasurer's office to document special payment arrangements.

Records are identified by column headers as shown.

Tax Screen Header

The columns are defined as follows:

Name - the legal name of the property owner
Parcel - a number assigned by the County Assessor to real property for purposes of identification and record-keeping.
Year - the tax year of the invoice
Item - a number assigned by the County Assessor.
Ty - Type of item

Type R - real estate
Type I - individual personal property
Type B - business personal property

Tax - the amount of tax assessed per the invoice item
Unpaid - the amount of tax currently due
Fees - the amount of fees to be added to the invoice. Fees are added by the Treasurer as described below.
Penalty - the amount of penalties to be added to the invoice.
Sel - Select: identifies selected records by displaying an 'x' in the Sel column as shown below. Note that the Grand Total along with Fees and Penalties are displayed for the selected records.

Using the Function Buttons
The Tax Inquiry screen provides tools for the Treasurer to perform several operations on the tax invoice records directly from the Tax Inquiry screen or by right-clicking on a highlighted record. Each of these functions are accessed by the use of push buttons as described below.

The Tax Inquiry screen has the following buttons available:

Full Payment and Half Payment of Invoice Records
Tax invoices can be displayed in full or in half to aid the determination of how much money is due. This is especially helpful when several invoices are being paid at the same time. When the Half button is off (not illuminated as shown above), the amount due for the records selected will be the full amount due including fees and penalties. This is indicated by displaying an 'x' in the Sel column. When the Half button is on (illuminated as shown below), the amount due for the records selected will be the half of the full amount due, including fees and penalties.

Records flagged to be paid in half display '½' symbol in the Sel column as shown below.

KTS also allows records already selected to be changed from paid in full to paid in half and vise-versa by right-clicking on a selected highlighted record and single clicking the Toggle Half Pay button. The half pay tool is a convenience provided to assist the Treasurer; the receipt will only show the full amount due.

New Receipt
To create a tax receipt for payment of the selected records, single-click on the New Receipt button. NOTE: If no tax record has been selected (not just highlighted), pressing the New Receipt button will not cause any action to occur.

Add Comment
Adding comments to an invoice record provides an easy means of inter-office communication about a specific invoice record. Comments can be useful for recording unique circumstances or to document special payment arrangements.

To add a comment to a record, highlight a record and click on the Add Comment button. The data entry screen shown below will appear.

The Item Number, Parcel, Name, Tax Year, and Note Date will be pre-populated from the highlighted record. Complete the remaining fields as follows:

    Action Date -
    Comment - alphanumeric field to record the information.

When the comment is completed, press the OK button to save the comment.

Adding Omitted Tax Records
When the Assessor notifies the Treasurer of property that has been omitted from
assessment, the Treasurer makes the corrections to the tax roll. The Add Omitted button is
used for this purpose. Single-clicking the Add Omitted button will bring up a new tax roll
record which may be filled out and added to the KTS system.

Selecting Records for Payment
Receipts are issued when invoice records are paid. To pay an invoice record, the record(s)
must first be selected. KTS provides several methods to make selecting records quick and
easy.

   To select records individually, double-click on the record. When a record is selected, it is
moved to the top of the upper screen.
   To select all of the records for a given name, highlight one of the records with the correct
name and press the Select Name button.
   To select all of the records for a given parcel, highlight one of the records that has the
correct parcel number and press the Select Parcel button.
   If you accidentally select the wrong record(s), you can un-select individual records by
double-clicking on them or use the Un-Select All button to un-select all selected records.

Correcting Tax Roll Information
The Tax Inquiry screen allows the Treasurer to make corrections to the tax roll information
for a highlighted record by selecting the View/Correct button. This is shown below.

All pertinent information from the tax roll is listed on the form. A full audit-trail is maintained
for changes made to the tax roll. To make a change to a field, do the following:

   Single-click in the field you would like to change. Note that the field is now highlighted.
   Single-click on the Correct Info button. The following dialog box appears:

   Fill in the New Value field with the correct information and single-click on the OK button.
   You will need to do this same process for any changes made to a tax roll record.
   When all the changes are completed, single-click on the OK button.

Understanding Where the Money Went
The Tax Inquiry screen allows the Treasurer to see the apportionment for any invoice record
by highlighting the record and selecting the View G/L button. This is shown below.

Penalties, Fees and Assessments
Penalties are added to the invoice records automatically and calculated per the Site Settings
screen. The penalty description will appear on the tax receipt. Penalty Source & Penalty
Fund are the GL accounts that will be used to record the source of the money and what fund

it will be sent to.

Fees and Assessments are added to the invoice record by the Treasurer using the Add Fee button and the Add Assessment button. The record must be highlighted prior to using these buttons.

The Add Fee button opens the data entry screen shown below.

Fill in the requested information as follows:

   Date - date that the fee is to be applied to the record.
   Description - alphanumeric entry describing the reason for the fee
   Source - the type of fee. Double-clicking the field or pressing F3 will bring up a list of possible choices.
   Fund - the G/L fund account number that the fee money will be credited to. Double-clicking the field or pressing F3 will bring up a list of possible choices, or simply type the account number if you know it.
   Amount - the dollar amount of the fee.

The Add Assessment button opens the data entry screen shown below.

When the municipal clerk certifies to the Treasurer that a special assessment payment is delinquent, the Treasurer uses the Add Assessment button to create a new invoice record so payment can be collected by the Treasurer for the assessment. Note that the parcel and name/address information is copied in from the highlighted record. All of the fields can be edited as needed.

   Assess Type - the type of assessment. Double-clicking the field or pressing F3 will bring up a list of possible choices.
   Fund - the G/L fund account number that the assessment money will be credited to. Pressing F3 will bring up a list of possible choices or simply type the account number if you know it.

Printing the Tax Statement
The Print button is used to print a copy of the tax statement. Single clicking the button (or pressing the F9 key on the keyboard) bring up the following:

Multiple Addresses
The Address button is used for recording additional addresses for a given tax statement.

Right-Click Options
For records that have been selected for payment, right-clicking on the record brings up the screen below.

The View Receipts button provides the Treasurer the ability to view any existing receipts for the selected record. To view any existing receipts for a given record (e.g. partial payments), simply right-click on the highlighted record and single-click the View Receipts button. The following screen will appear:

The receipts screen filters the records displayed as defined in the lower left corner of the screen. The drop-down box allows for the following:

    All - displays all receipt records
    Posted - displays only those receipts posted to the General Ledger
    Un-Posted - displays only those receipts not yet posted to the General Ledger

The column headers describe the information provided. Additionally, buttons are provided in the lower right section of the screen as follows:

    The Delete button allows the Treasurer to delete a receipt.
    The Insert button allow the Treasurer to insert a new receipt record.
    The Change button allows the Treasurer to change an existing receipt record.
    The Close button closes the View_Receipts screen.

The Toggle Half Pay button allows the displayed total due for the selected record to be shown as full pay or half pay. See the Full Payment and Half Payment of Invoice Records section above.

Use the Cancel button to close the right-click screen.

Issuing a Receipt for Payment of Tax Invoice(s)
The Tax Inquiry screen is primarily used to select invoices for payment, add fees to an invoice, and create new invoices via special assessments. In doing this, KTS maintains real-time G/L tracking of monies received and account balances for each record.

Here is the process to follow:

    Tax Invoice records cannot be paid until they are selected for payment (see Selecting Records for Payment described above).
    Once selected, the records must be checked for full pay or half pay (see Full Payment and Half Payment of Invoice Records described above).
    Any Fees that need to be added should be added at this time (see Penalties, Fees and Assessments described above)
    Any of the selected records can be viewed for existing receipts (see Right-Click Options described above).
    Review the selected records for correct charges, full pay/half pay, noting the listed Grand Total along with Fees and Penalties displayed. When ready, singlr click on the New Receipt button..

The data entry screen shown below will appear to create a new receipt:

The following information is automatically filled in:

Receipt Number
Receipt Date
Receipt Type
Deputy creating the receipt
The Treasurer
Name of the selected record
Explanation of tax amount, fees, penalties, etc that comprise the total amount due

The following information should be provided to prior to posing the receipt:

Received From - enter the name of the person or firm paying the amount due.

Comments - alphanumeric field - type in any miscellaneous notes that need to be made.
New Detail - single-clicking the New Detail button positions the cursor next to the button. These four fields are used to add additional fees to the receipt as applicable. Double-clicking the field next to the New Details button brings up the following dialog box:

Double-clicking on a fee description auto populates the fee Description, Source and Fund into the receipt. Alternately, you may highlight a fee description and single-click the Select button.
If a particular fee description is not listed, single-click the Insert button to insert a new fee.
If a particular fee needs revision, single-click the Change button to revise the fee information.
The fee amount must be added to the receipt in the rightmost field.
Single-click the New Detail button (or press ENTER on the keyboard) to add the fee to the receipt.
If a fee is added in error, highlight the fee and single-click the Delete button to remove the added fee from the receipt.

Apply Payment - single-clicking the Apply Payment button puts the cursor in the paycode field. Double-clicking in the paycode field brings up the following payment methods and their accounts:

Double-clicking on a paycode auto populates the Paycode field in the receipt. Alternately, you may highlight a paycode and single-click the Select button.
If a particular paycode is not listed, single-click the Insert button to insert a new paycode.
If a particular paycode needs revision, single-click the Change button to revise the paycode information.

Amount Paid - enter the amount of money paid.
Check # - if a check is used as the paycode, then the check # is required.

When all of the information is complete, single-click the Print button to post the receipt payment. All of the receipt details will automatically be transferred to the G/L.