

TXB010
TX-BILL PRINTPROGRAM FUNCTION:

This program prints the tax notices to be sent to the taxpayers. The answers to the following prompts determine the format and content of the tax notices. If there are any questions, call the Technical Support office.

REQUIRED RESPONSES SUPPLIED BY OPERATOR:**Screen 1:**

- 01 Tax year (YYYY)
- 02 Sort by Parcel, Alpha, Zip, or Bank? (P, A, Z, or B)
(If you select Alpha or Zip, when you hit enter when done with all selections another screen will appear: "Enter 'Y' to sort by care of name" ____.)
- 03 Do you want bank notices to print? (Y or N)
- 04 (If "Y") Select only those parcels with a bank code? (Y or N)
- 05 (If "Y") If you want specific bank codes only, enter the bank codes (10 max)
- 06 Do you want the bill number to print? (Y or N)
- 07 Do you want zero value market notices to print? (Y or N)
(Parcels with a special amount due will still print.)
- 08 Do you want zero net due notices to print? (Y,N or C=print 0 due paid by PTR.)
(Parcels with no net due tax and/or specials will not print)
- 09 Is this an office copy? (Y or N)
- 10 Do you want the market values broken down into:
land, improvement, and personal? (Y or N)
- 11 Do you want a total of acres and/or lots? (Y or N)
- 12 Do you want a separate total for wasteland acres? (Y or N)
- 13 Do you want the date paid block on the bottom to print? (Y or N)
- 14 Is this a subroll run? (Y or N)
- 15 (If "Y") Key in 1st half date due as you want it to print in
the date paid block (e.g. March 5th 2002)
- 16 Is this a demand payment, with only one stub? (Y or N)
- 17 Do you want to print applicable market value? (Y, N or U=only UR districts)
Caution: make sure you have less than 25 lines if you select "Y" or "U".
- 18 Do you want to print Taxing Districts with a 0 levy? (Y or N)
- 19 Include all PTR, Exclude 0 due PTR, or Only 0 due PTR? (I, E, O)

Screen 2:

- 20 What type of printer will the demand bills be printing on?
Select one of the following:
Non-bar Coded:
 - 1. Print bills without bar code on any printer
 - 8. Print bills without bar code on PC Laser Printer.Bar Coded:
 - 2. IBM 6262

3. IPDS printers (IBM 4224, 4234-12)
or Decision Data printers with IPDS)
4. Decision Data printers with magnum graphics (**CONTACT US if you use this**)
5. OTC Trimatrix 888XL printers (**CONTACT US if you use this**)
6. Lexmark 2380/2381/2390/2391 PC Printer
7. PC Laser Printer (see instructions below to configure a printer session)
Enter: 1, 2, 3, 4, 5, 6, 7 or 8
21. Enter "Y" to adjust Address if using Forever Envelopes (Y or N)
22. Enter Y to print Treasurer's address on the stubs. (Y or N).
23. Optional: enter 2 lines of comments to print under the "monthly payments are accepted" line.
24. Limits
25. Location codes, parcel types and printer prompts

COMMENTS:

We suggest you run bank code tax notices first.

OUTPUT SUMMARY (or NA):

This program prints the tax bill data as requested above. The total parcels processed, total tax charged, and the limits will print on a separate tax bill at the end of each run.

SPECIAL CONSIDERATIONS:

The program remains on the print spool until the prompts "Change to forms number TXNT" and "Align the forms" have been responded to from the System Console.

If you have a 48 character print belt, you will not have all of the underlining on the tax bills.

NOTE: Segregated tax bills will NOT print any market values or land values other than total market They will also NOT have a bill number.

Prompt #2: If you select to sort Alpha and then by "Sort by care of name", the program will look for a "C/O" in the Address 1 and Address 2 line. If it finds one, it will print that name. If it does not find a C/O in address 1 or 2 then it will print the PMSORT name.

Prompt #08: If you want to print 0 due PTR but **not** the 0 due PP parcels, select "C" and then select "1" on prompt #19. If you don't want either to print, select "N".

If you had TAs pay parcels in full and want those to print, you will need to answer "Y" to the print 0 net due bills prompt – OR - run those bills separately with the "Y" if you know which ones they are. OR you can run all PP parcels in a separate run and select the "N" to print 0 net due.

Prompt #17 allows you the option to print the market value on the tax bill. This option does not refer to the total market value on the top right hand side of the tax bill, as this value will always print. Prompt #17 is referring to your option to print the applicable market value for each taxing district that does not equal the total market value. (The levy status would not be *1=all categories*.)

Example: Total market value = 15000

Applicable market value for Syringa Fire District = 7500

(The taxing district levies a tax on improvements only, and the applicable market value will print below the Syringa Fire District levy, if you select 'Y' on prompt #17.)

If you say "Y" (#17), it will print market value for all parcels **and** it will print any urban renewal district breakdown. If you answer "U", it will print the UR districts on any applicable parcels, but it will not print the applicable market on the other parcels. **This option will only work if there are less than 13 taxing districts. If you have more than 13 districts in a code area, the program will stop and send an error msg. (More than 13 would send the tax bill onto 2 pages.) If you get the error, cancel and rerun the program without the option to print application market value.

Transient (migratory) property (TP or T1's) should be printed separately when running the sub or missed property roll. The program allows the user the option to select whether the tax bill is a "demand payment with only one stub". When printing TP or T1 parcels, we suggest you choose "yes" on this option.

The Tax Notice has a limited amount of lines for taxing districts. Specifically there are 25 lines. This coincides with having only 25 lines on the screen for taxing district numbers when you are updating a **Code Area**. However, we do **NOT** want you to use all 25 lines for taxing districts in a code area. That's because parcels also have specials (fees) that can be put on them and those fees are put into the 25 taxing district "buckets" on the tax master record. You need to be aware of how many specials a parcel could potentially have. If there is a possibility that a parcel could have 4 specials, then the code areas should not have more than 21 taxing districts in them. We know that some of you have additional Judgments (PacifiCorp) for this year. If you had a Judgment in 2013 that you separated out as its own taxing district and you have an additional new Judgment for 2014, the best thing would be to consolidate the two Judgments so their combined levy will show on one line.

Configuring a PC printer to print the Tax Notices:

Your pc printer must be attached via Client Access, and the Client Access version must be version V5R0 or higher. If you wonder which version you have, start an AS/400 session and click on the “Help” menu, then the “About...” option. Then look on the window for the version number. Since all AS/400’s must now be on a Software subscription, you can upgrade your software for no additional charge. (Note: discuss this with your hardware/software maintenance company, as they may charge an installation fee.)

NOTE: After you have configured a printer session for laser printing you must change your settings for demand bill printing for each workstation that uses demand bill printing. Call TXO070C and change your preferences to point to the new printer session AND select the PC Laser print option. You must do this on ALL workstations that use demand bill printing. If you do not want to print demand bills on a laser printer, then do NOT make this change.

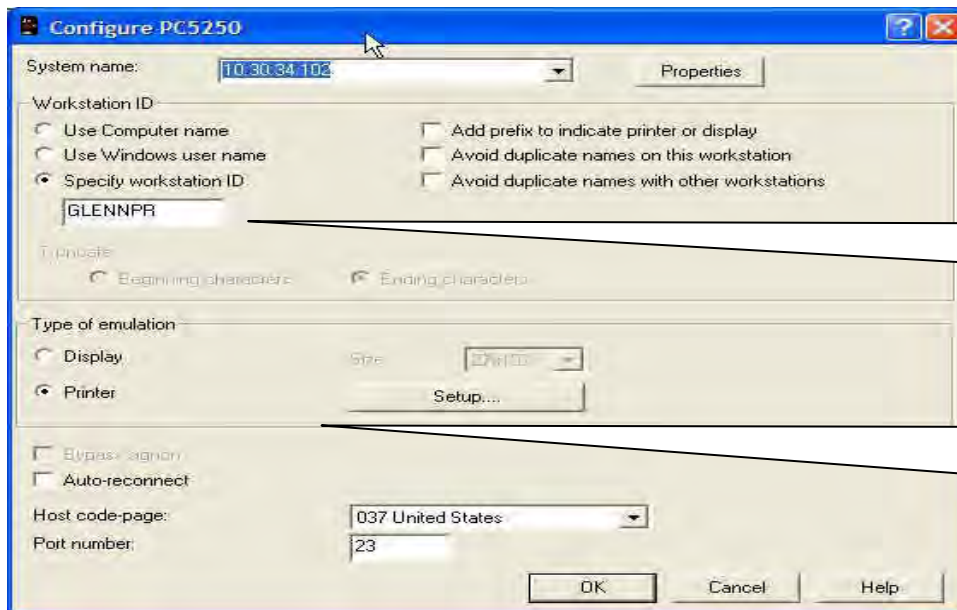
If you have an up-to-date version, follow the steps below to configure your printer:

Create a new session. Go to the Start menu, find the **IBM AS400 Client Access Express**, and then select **Emulator**, and then select **Configure a session**.

The system name should default to your correct AS400 name.

Check the “Specify workstation ID” and then enter a name up to 6 characters long. (The UAD system limits the printer ID to 6 characters, but you can enter anything you want up to 6 characters.) **DO NOT NAME IT THE SAME AS ANY OF YOUR 400 LASER PRINTERS!** This will be the AS/400 printer ID. In emulation, select printer, then click setup.

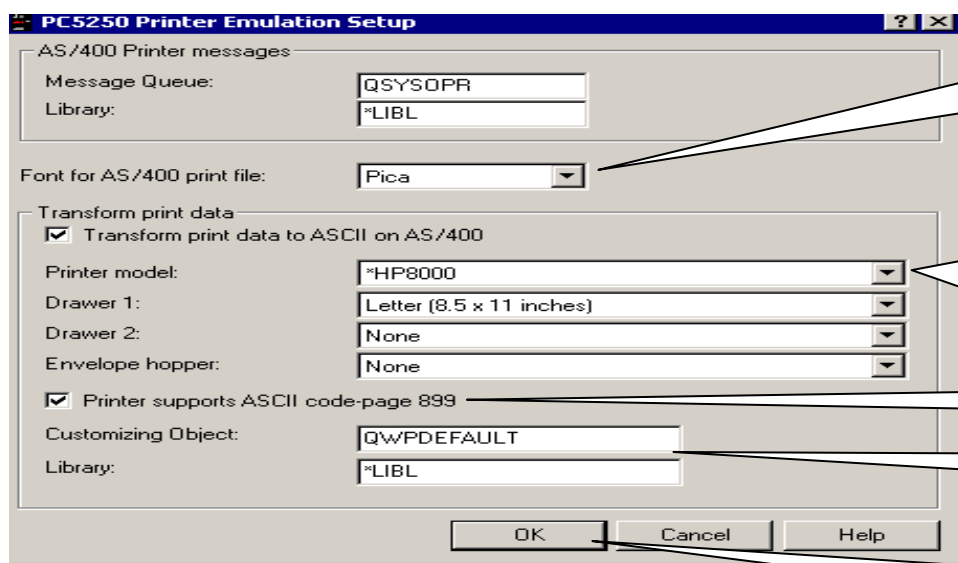
This screen is where you actually tell the AS/400 what type of PC printer you are using. It is VERY important to select the correct one.



Choose a Printer Session name that works for you... keep it at 6 characters or less.

Choose "Printer" and then click the "Setup" button.

You must select "transform print data to ASCII on AS/400". Then select the actual printer model. If you do not see your printer model (the list is NOT alphabetical, be sure to scroll through ALL of the choices), choose one that may be the previous model. (Most printers do emulate some sort of HP printer, if you need to, you can find out which one and choose that HP Mode.) Then click OK and OK



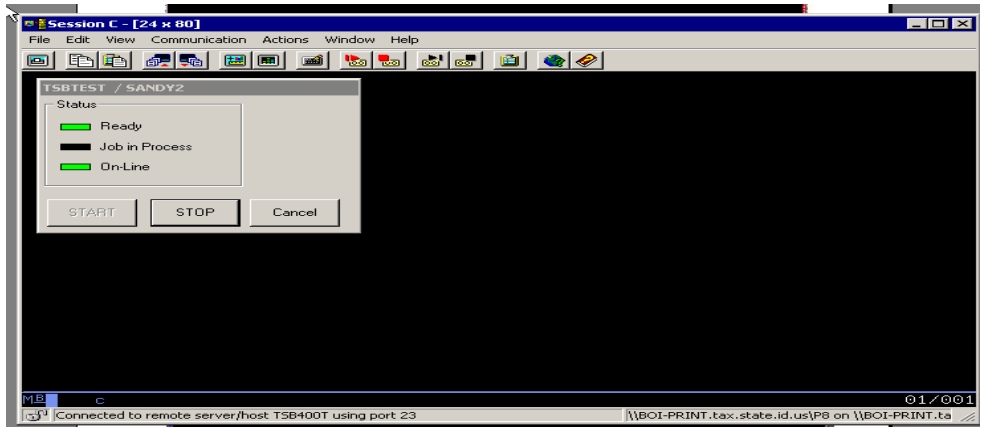
Change Font for AS/400 print file to Pica.

Choose your Printer or a printer close to yours and choose the Drawer settings.

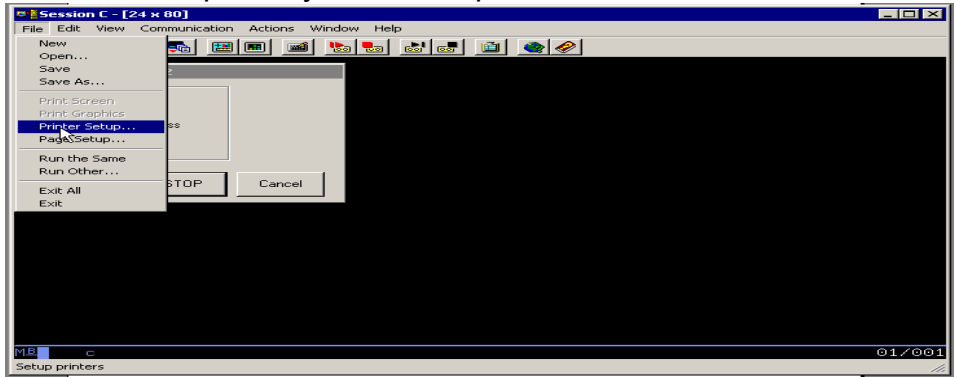
Click this check box

Enter as shown.

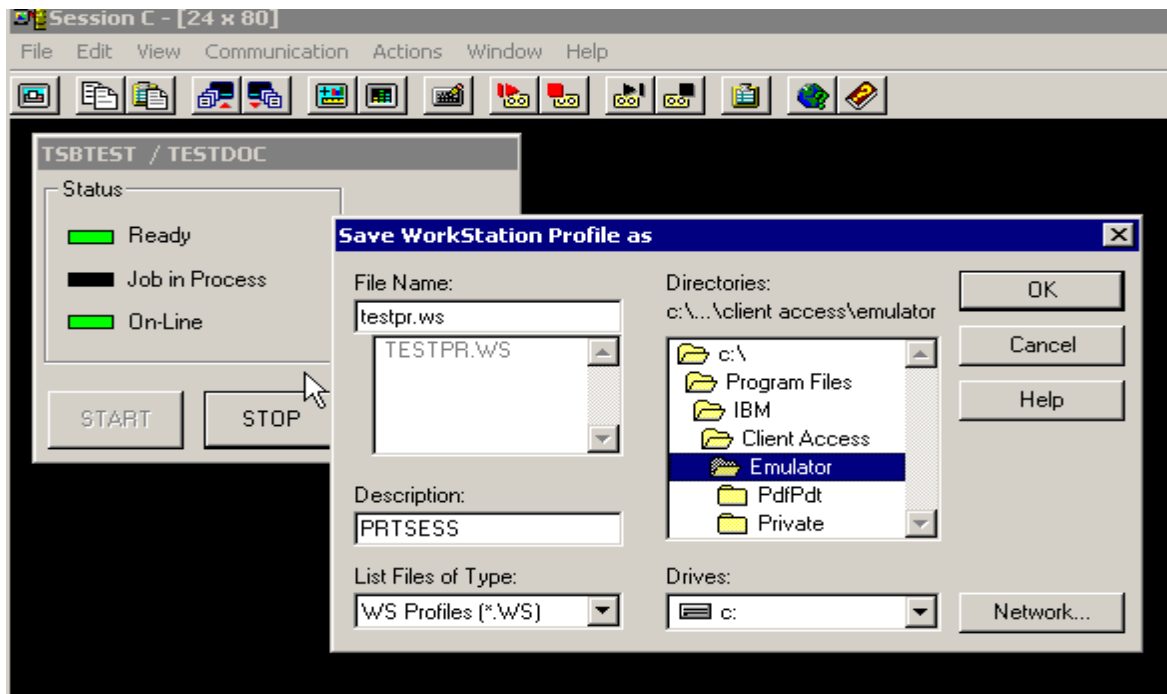
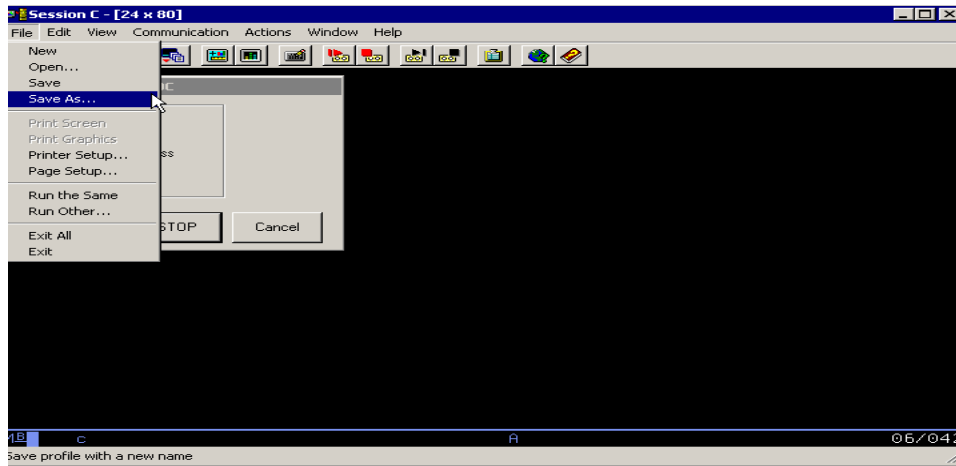
Review your entries before clicking 'OK'



After you click OK, the printer session will start up. Click File then Printer Setup and select the laser printer you want to print on. Then click OK.

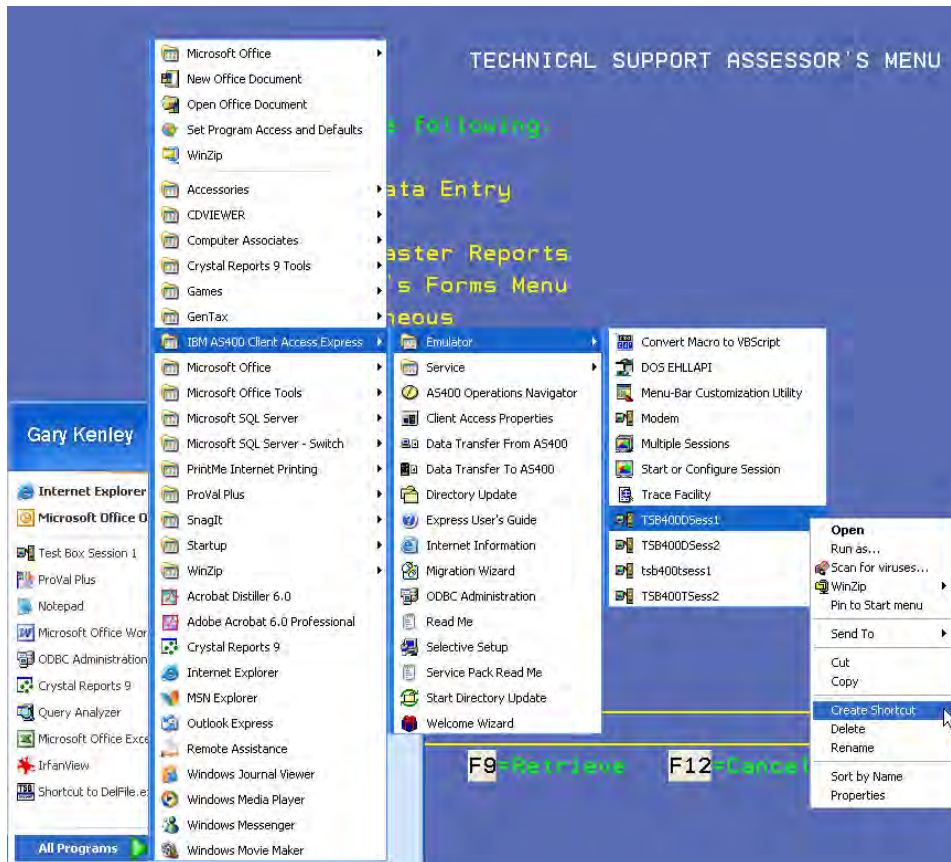


Now you need to save the session. Click File then Save As.



Name the file in the file name section (name.WS – remove the *). You can call it whatever you want, up to 6 characters. Then type in a description. Go to directories and decide where you want to save it. I just saved mine in emulator. Then click OK.

Go to the file (wherever you saved it above), click on it once to highlight it and then right click and select Create Shortcut. It will ask you if you want to create a shortcut to your desktop. Answer “yes”. Then whenever you want to use it, you can start it from the icon on your desktop.



Anyone can use this print session once it has been started. They will need to put their reports/forms on hold, go to their spool file and change the printer name to your new workstation ID. (eg change 'P1' to (for example) 'GlennPR' – see example on page 2.)

Remember, this printer session must be started before the tax notices will print. (Double click on your new desktop icon each day before you print the notices.)

THIS PRINTER SESSION MUST BE RUNNING IN ORDER FOR YOUR TAX NOTICES TO PRINT ON A PC LASER PRINTER!!!!