

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

**PROGRAMS**

**MSO099C - Attention Key Program**

**TXO062C - Treasurer's Miscellaneous Receipt Printing and Journal Program**

**TXB067JC & TXB067L - Miscellaneous Receipt Journal Report**

**PURPOSE**

**MSO099C is used as the attention key program to establish the current job as a group job and create an additional group job, which executes the Treasurer's Miscellaneous Receipt Printing and Journal Program TXO062C. TXO062C provides functionality to print miscellaneous receipts and create journal receipt records that can later be reviewed, voided, and later reported for a specific journal date via the program TXB067.**

## IDAHO STATE TAX COMMISSION "DEMAND RECEIPT" SETUP

**Step 01 - Type the command CHGUSRPRF. (This is specific for each user id and the setup will need to be done for each profile wanting to use the demand receipt.) Once the CHGUSRPRF screen comes up, hit your F10 key (for additional parameters) and page down 3 times until you see the "Attention program" option. Change the "Attention Program" to the values highlighted below and press enter.**

Change User Profile (CHGUSRPRF)

Type choices, press Enter.

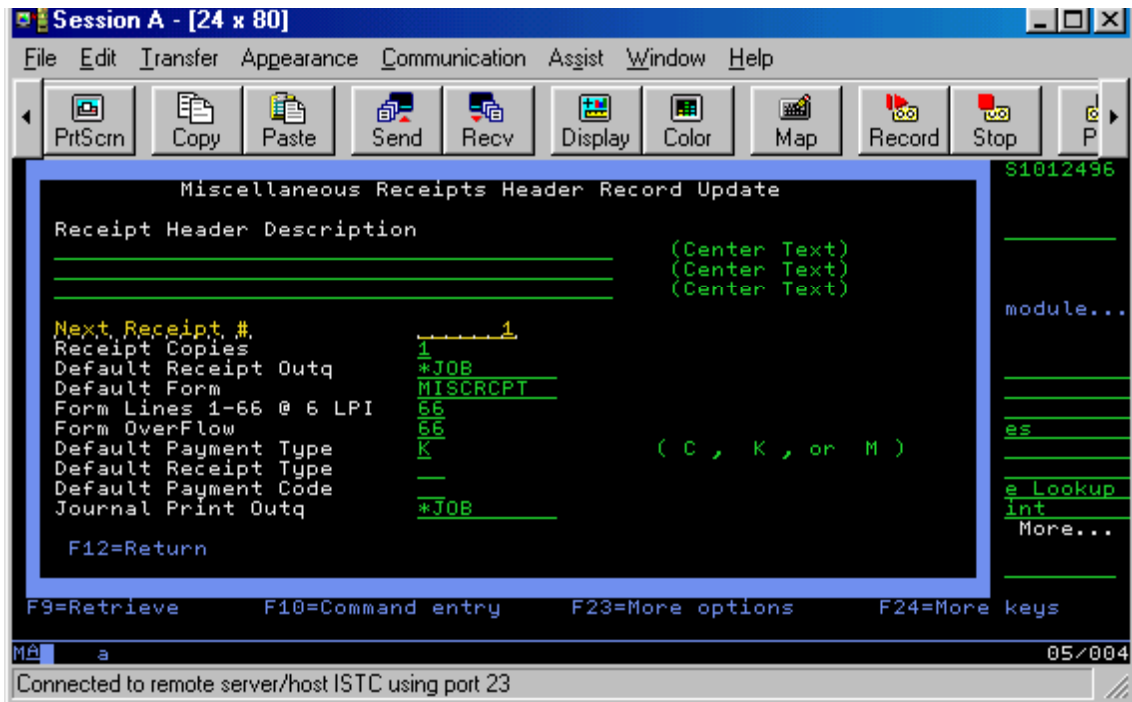
Owner . . . . .	*GRPPRF	*SAME, *USRPRF, *GRPPRF
Group authority . . . . .	*NONE	*SAME, *NONE, *ALL...
Group authority type . . . . .	*PRIVATE	*PRIVATE, *PGP, *SAME
Supplemental groups . . . . .	*NONE	Name, *SAME, *NONE
+ for more values		
Accounting code . . . . .	*BLANK	
Document password . . . . .	*SAME	Name, *SAME, *NONE
Message queue . . . . .	PATS	Name, *SAME, *USRPRF
Library . . . . .	QUSRSYS	Name, *LIBL, *CURLIB
Delivery . . . . .	*NOTIFY	*SAME, *NOTIFY, *BREAK...
Severity code filter . . . . .	0	0-99, *SAME
Print device . . . . .	*WRKSTN	Name, *SAME, *WRKSTN, *SYSVAL
Output queue . . . . .	PATS	Name, *SAME, *WRKSTN, *DEV
Library . . . . .	QGGL	Name, *LIBL, *CURLIB
<b>ATTENTION PROGRAM</b> . . . . .	<b>MSO099C</b>	Name, *SAME, *SYSVAL...
<b>LIBRARY</b> . . . . .	<b>*LIBL</b>	Name, *LIBL, *CURLIB

More...

F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=How to use this display  
F24=More keys

**Sign off of your session and then sign back on.**

**Press the System Attention Key (ESC on a PC), and the following should appear:**



**When the program is run, it determines if there is a header record in the file**

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

**UAMRHD00.** If the header record is not there the program automatically adds a new header record and presents this screen to allow the user to modify the header record fields to establish the correct environment for generating miscellaneous receipts. **Warning !** After the initial header configuration you can return to this screen by pressing keys Shift and F4 (F16). This function key is not described on the receipt screen and should be used only when absolutely necessary to change the configuration and ideally when other users are not using the Miscellaneous Receipts System. If you must re-configure the header record while others are using the system do not leave the configuration window open for an unduly length of time because you will be locking out the users from obtaining new receipt numbers and their programs will hang until you exit the configuration screen. So make your changes and get out.

There are three free form receipt header description fields that allow the entry of the Treasurer's Name (1), Title (2), and/or County Receipt descriptor (3). The value entered into these fields should be centered.

The Next Receipt field is initially set to one (1) when the record is created. You cannot change this field at any time. This field is used to assign a sequential and unique receipt number to each receipt generated. This is an incremental field adding the value of one (1) each time a receipt is generated.

The Receipt Copies field allows you to define the number of receipts that will be generated from 1 to 9.

The Default Receipt Outq field allows you to define where the receipts will be generated. Do not use the same outq name as you used for the Journal Report unless you are using standard paper.

The Default Form Name allows you to define a forms name for the receipts to ensure that the system printing will allow for a change of forms and/or alignment.

The Forms Lines allows you to define the length of the receipt from 1 to 66 lines.

The Form Overflow field allows you to set the forms overflow line from 1 to 66. Normally this is set the same as the forms lines.

The Default Payment Type field allows you to define the value (i.e. "K" = Check, "C" = Cash, or "M" = Money Order) that will appear automatically when the receipt screen is displayed.

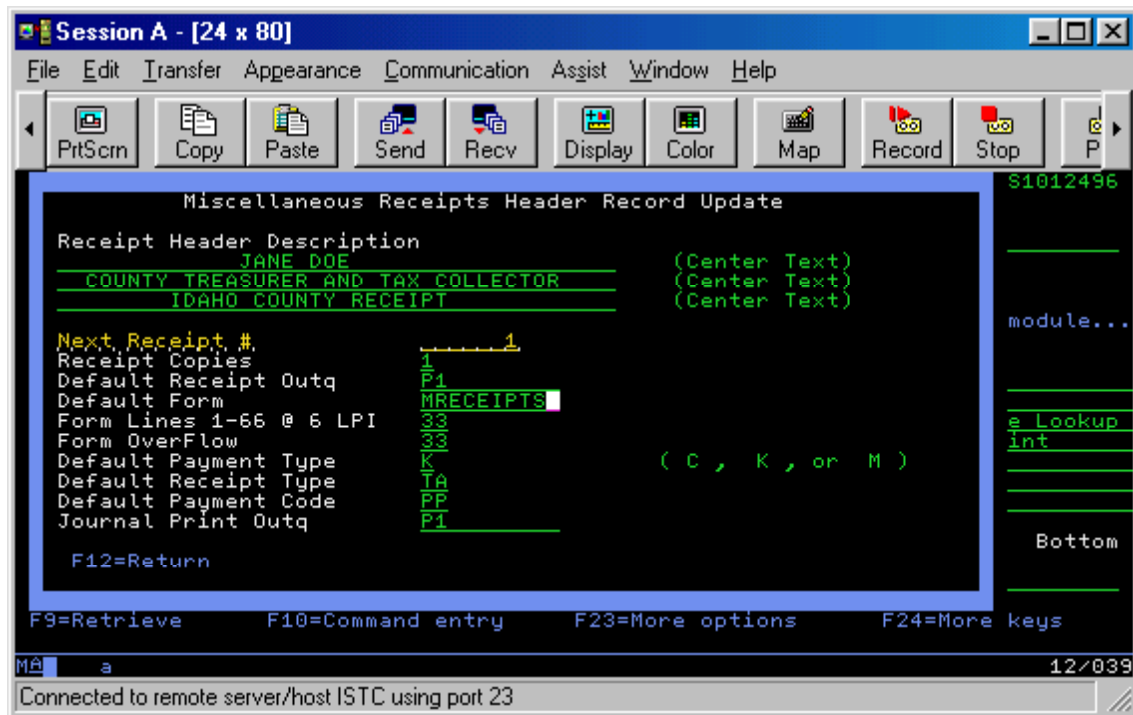
The Default Receipt Type Fields allows you to define one of the values you have, or will define in the Receipt Type Table, that will appear automatically when the receipt screen is displayed. (eg. TA= Tax Anticipation; DF = Deferred; PT = Property Tax.)

## IDAHO STATE TAX COMMISSION "DEMAND RECEIPT" SETUP

The Default Payment Code allows you to define one of the values, you have or will define in the Payment Code Table, that will appear automatically when the receipt screen is displayed. (eg. FP = Full Payment; PP = Partial; FH = 1<sup>st</sup> Half; SH = 2<sup>nd</sup>.)

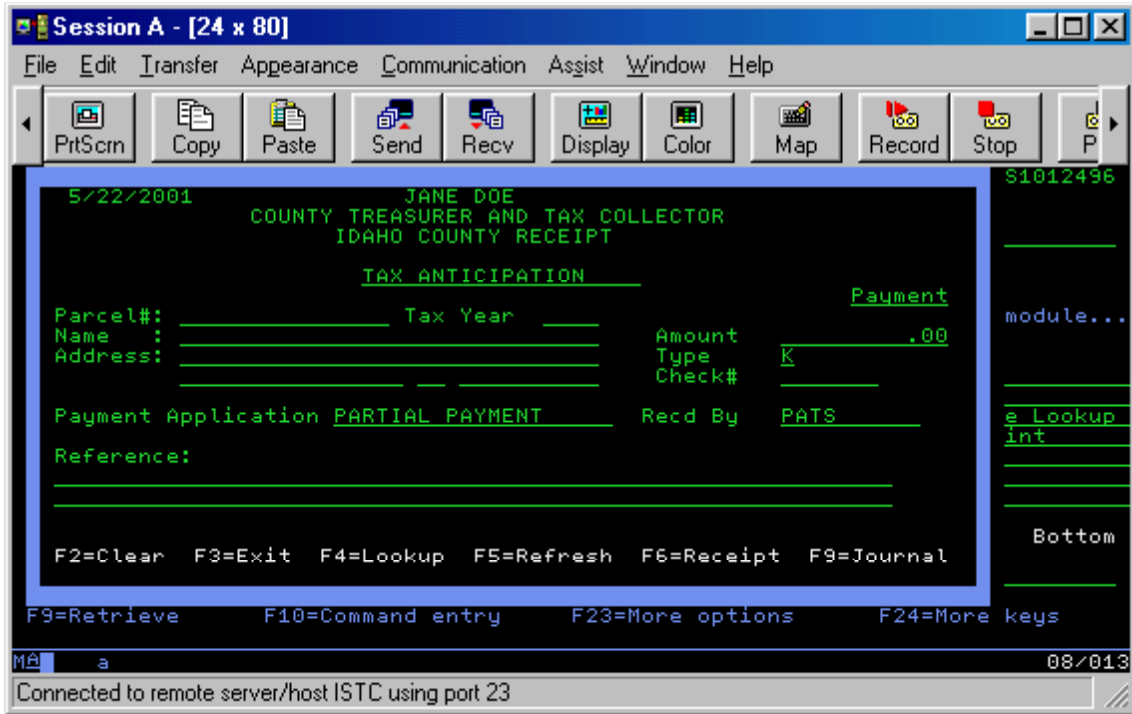
The default Journal Outq field allows you to define what print outq the Receipts Journal will go to. Do not use the same outq name as you used for the Receipts unless you are using standard paper.

When you are done configuring, the screen should appear similar to the screen shown below:



Press Enter to update the Configuration record. The Receipts screen should appear similar to below:

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**



After you have initially configured the miscellaneous receipts header you can press the ESC (System Attention) key from within your window session and a screen, similar to the one above, will be displayed to allow you to enter and generate miscellaneous receipts.

To learn more about the functionality of the Miscellaneous Receipts system, follow the steps below:

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

TAX MASTER INQUIRY

```

PMPKEY: RP 001900100085 A YEAR 2001 BILL# 5164
TXPKY: RP001900100085A BILLED TO: MITCHELL, ROSE M
NAME MITCHELL, ROSE M CODE AREA 2600 ACCOUNT TYPE
BANK FATS FLB OWNER PUP

ADDRESS PO BOX 140 MARKET VALUE 69,767
ST MARIES ID 83861 HARDSHIP
HOMEOWNER 26,084
NET MARKET 43,683
TAX AMOUNT 458.78
LEGAL EVERGREEN TERRACE LESS: CIRCUIT
PT LOT 8 PLUS: SPECIALS 90.00
S25 T46N R2W NET TAX BILLED 548.78
TAX PAYMENTS
TAX CANCELLED
SPEC CANCELLED
REMAINING TAX DUE 548.78

EVERGREEN TERRCE

NEXT PARCEL# RP A OR NEXT BILL# RP 1998
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE
    
```

**Step 02 - Execute the Tax Inquiry Program, enter a Parcel #, and press enter.**

**Step 03 - Press the Attention Key (Escape Key on PCs). The following Miscellaneous Receipt window should appear:**

2002-06-14		JANE DOE		5164
		TREASURER & TAX COLLECTOR		
		IDAHO COUNTY RECEIPT		
Tax Anticipation				TYPE
		Payment		PUP
Parcel#:	RP001900100085A	Tax Year	2001	69,767
Name :	MITCHELL, ROSE M	Amount	.00	
Address:	PO BOX 140	Type	K	26,084
	ST MARIES ID 83861	Check#		43,683
Payment Application	Partial Payment	Recd By	PATS	458.78
Reference:				90.00
				548.78
F2=Clear F3=Exit F4=Lookup F5=Refresh F6=Receipt F9=Journal				548.78
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE				

**Step 04 - Ensure that the Receipt Date field in the upper left hand corner is the current date and in MM/DD/YYYY format.**

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

**Step 05 - Ensure that the following highlighted field values are the same as those displayed on the tax inquiry screen when the attention key was pressed.**

**Parcel #  
Name  
Address  
Tax Year**

**None of the fields listed above can be changed, except for the Tax Year field.**

**Step 06 - Ensure that the Recd By field contains the AS/400 User ID of the user signed on.**

**Step 07 - Ensure that the cursor is initially positioned in the Payment Amount field.**

2002-06-14	<b>JANE DOE TREASURER &amp; TAX COLLECTOR IDAHO COUNTY RECEIPT</b>	5164
	<b>Tax Anticipation</b>	YPE
		PUP
Parcel#: RP001900100085A Tax Year 2001	Payment	69,767
Name : MITCHELL, ROSE M	Amount .00	26,084
Address: PO BOX 140	Type <b>K</b>	43,683
ST MARIES ID 83861	Check#	458.78
Payment <b>Application Partial Payment</b>	Recd By PATS	90.00
Reference:		548.78
		548.78
F2=Clear F3=Exit F4=Lookup F5=Refresh F6=Receipt F9=Journal		
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE		

**Step 08 - Ensure that the above highlighted fields correspond to the default codes that were previously entered in the UAMRHD00 file shown below. These defaults can be changed by pressing the Shift F4 keys (See Warning on Header Configuration mentioned earlier).**

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

2002-06-14	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164
	<b>Tax Anticipation</b>	Y P E
		P U P
	Payment	
Parcel#: RP001900100085A Tax Year 2001		69,767
Name : MITCHELL, ROSE M	Amount .00	
Address: PO BOX 140	Type K	26,084
ST MARIES ID 83861	Check#	43,683
		458.78
Payment Application Partial Payment	Recd By PATS	
Reference:		90.00
		548.78
		548.78
F2=Clear F3=Exit <b>F4=Lookup</b> F5=Refresh F6=Receipt F9=Journal		
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE		

**Step 09 - Position the cursor over any character in the Receipt/Journal Type field highlighted using the tab key or press F04. Now press F04. The following window should appear:**



**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

2002-06-14	JANE DOE											
Parcel#: RP0019	<table border="1"> <tr><td>Receipt Types</td></tr> <tr><td>Tax Anticipation</td></tr> <tr><td>Second Type</td></tr> <tr><td>Third Type</td></tr> <tr><td>Fourth Type</td></tr> <tr><td><b>Fifth Type</b></td></tr> <tr><td>Sixth Type</td></tr> <tr><td>Seventh Type</td></tr> <tr><td>Eighth Type</td></tr> <tr><td>Ninth Type</td></tr> <tr><td>Tenth Type</td></tr> </table>	Receipt Types	Tax Anticipation	Second Type	Third Type	Fourth Type	<b>Fifth Type</b>	Sixth Type	Seventh Type	Eighth Type	Ninth Type	Tenth Type
Receipt Types												
Tax Anticipation												
Second Type												
Third Type												
Fourth Type												
<b>Fifth Type</b>												
Sixth Type												
Seventh Type												
Eighth Type												
Ninth Type												
Tenth Type												
Name : MITCHE	nt .00											
Address: PO BOX	K											
ST MAR	k#											
Payment Applica	By PATS											
Reference:												
F2=Clear F3=Ex	F6=Update receipt F9=Journal											

F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE

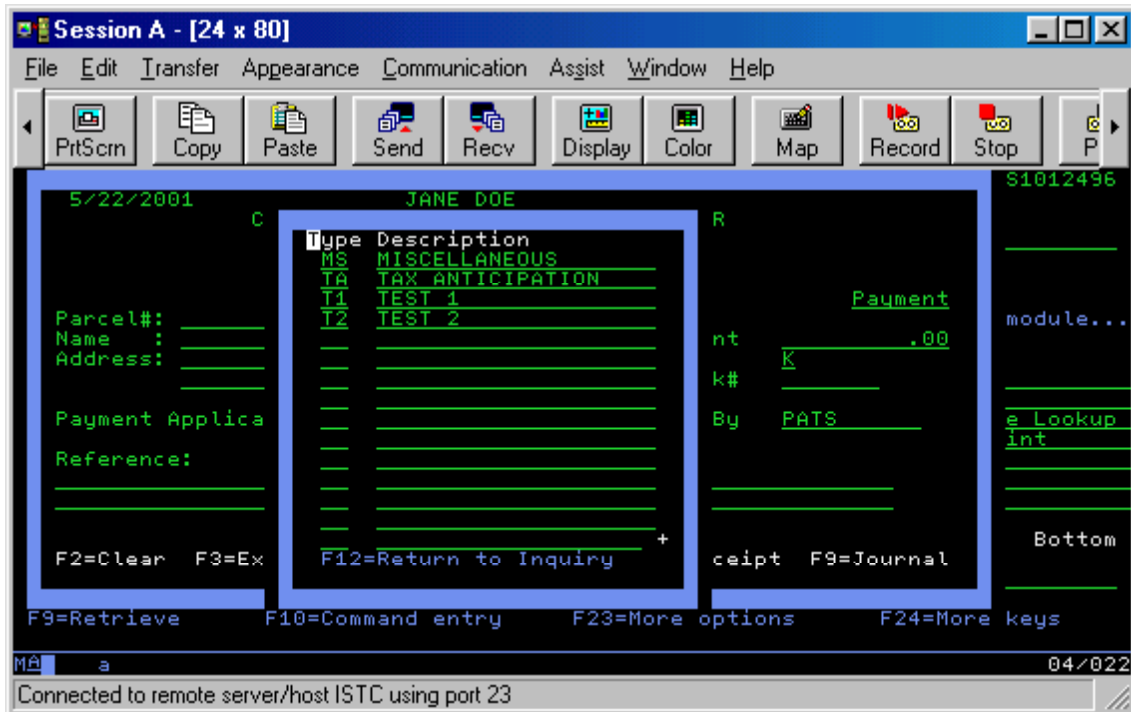
**Step 10 - Position the cursor using the up and down arrow keys to the Highlighted Choice show above and press enter. The selected choice should appear as below:**

2002-06-14	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164
	<b>Fifth Type</b>	Y P P
Parcel#: RP001900100085A Tax Year 2001	Amount .00	69,767
Name : MITCHELL, ROSE M	Type K	26,084
Address: PO BOX 140	Check#	43,683
ST MARIES ID 83861		458.78
Payment Application Partial Payment	Recd By PATS	90.00
Reference:		548.78
F2=Clear F3=Exit <b>F4=Lookup</b> F5=Refresh F6=Receipt F9=Journal		548.78

F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE

**If Receipt Types do not appear in the lookup window (F4), press F6=Update on the lookup window and you will be allowed to enter and/or delete Receipt Types via the following window:**

IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP



Enter a unique type and description and press enter. To delete the type, blank out the type code and press enter. When finished, press the F12 key to return to the Receipt Type Lookup.

The reason for the lookup capability is to allow the county to select pre-defined receipt/journal types. These receipt/journal types can optionally be added to differentiate between different types of miscellaneous receipts for later processing.

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

2002-06-14	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164	
	Fifth Type		YPE PUP
Parcel#: RP001900100085A	Tax Year 2001	Payment	69,767
Name : MITCHELL, ROSE M	Amount	.00	
Address: PO BOX 140	Type K		26,084
ST MARIES	ID 83861	Check#	43,683
Payment Application <b>Partial Payment</b>	Recd By PATS		458.78
Reference:			90.00
			548.78
			548.78
F2=Clear F3=Exit <b>F4=Lookup</b> F5=Refresh F6=Receipt F9=Journal			
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE			

**Step 11 - Now Position the cursor over any character in the Payment Application field using the arrow keys as depicted above and press F04. The following window should appear:**

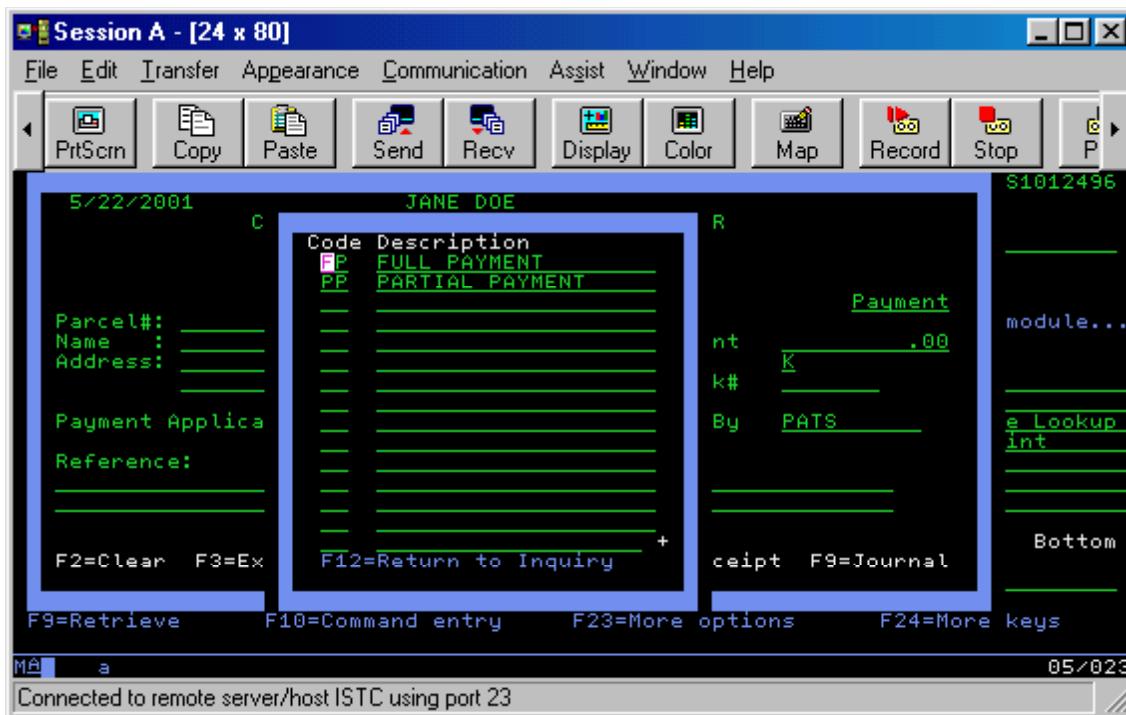
2002-06-14	JANE DOE	5164	
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <u>Payment Application Codes</u>            First Half Payment  <b>Full Payment</b>            Partial Payment            Second Half Payment         </div>		YPE PUP
Parcel#: RP0019		Payment	69,767
Name : MITCHE	nt	.00	
Address: PO BOX	K		26,084
ST MAR	k#		43,683
Payment Applica	By PATS		458.78
Reference:			90.00
			548.78
			548.78
F2=Clear F3=Ex receipt F9=Journal			
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE			

**Step 12 - Position the cursor using the up and down arrow keys to the Highlighted Choice shown above and press enter. The selected choice should appear as displayed below:**

## IDAHO STATE TAX COMMISSION "DEMAND RECEIPT" SETUP

2002-06-14	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164
	Fifth Type	YPE PUP
Parcel#: RP001900100085A	Tax Year 2001	Payment 69,767
Name : MITCHELL, ROSE M	Amount .00	26,084
Address: PO BOX 140	Type K	43,683
ST MARIES ID 83861	Check#	458.78
Payment Application <b>Full Payment</b>	Recd By PATS	90.00
Reference:		548.78
		548.78
F2=Clear F3=Exit F4=Lookup F5=Refresh F6=Receipt F9=Journal		
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE		

If Payment Codes do not appear in the look up window (F4), press the F6=Update on the lookup window and you will be allowed to enter and/or delete Payment Codes via the following window:



Enter a unique payment code and description and press enter. To delete the payment code, blank out the code and press enter. When finished, press the F12 key to return to the Payment Code Lookup.

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

2002-06-14	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164
	Fifth Type	YPE PUP
	Payment	
Parcel#: RP001900100085A Tax Year 2001		69,767
Name : MITCHELL, ROSE M	Amount .00	
Address: PO BOX 140	Type K	26,084
ST MARIES ID 83861	Check#	43,683
		458.78
Payment Application Partial Payment	Recd By PATS	
Reference:		90.00
		548.78
		548.78
F2=Clear F3=Exit F4=Lookup F5=Refresh <b>F6=Receipt</b> F9=Journal		
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE		

**Step 13 - Press F6 to print a receipt. A message should be displayed in the lower left hand corner of the window as shown below. The amount field should be highlighted.**

2002-06-14	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164
	Fifth Type	YPE PUP
	Payment	
Parcel#: RP001900100085A Tax Year 2001		69,767
Name : MITCHELL, ROSE M	Amount <b>.00</b>	
Address: PO BOX 140	Type K	26,084
ST MARIES ID 83861	Check#	43,683
		458.78
Payment Application Partial Payment	Recd By PATS	
Reference:		90.00
		548.78
		548.78
F2=Clear F3=Exit F4=Lookup F5=Refresh F6=Receipt F9=Journal <b>An Amount was not entered</b>		
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE		

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

**Step 14 - Now enter a payment amount (decimal not needed) and enter any value other than "K", "C", or "M" into the Payment Type Field and press F6. The following message will appear in the lower left hand corner of the window:**

2002-06-14	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164	
	Fifth Type		YPE PUP
	Payment		
Parcel#: RP001900100085A Tax Year 2001			69,767
Name : MITCHELL, ROSE M	Amount	<b>500.00</b>	
Address: PO BOX 140	Type	<b>A</b>	26,084
ST MARIES ID 83861	Check#		43,683
			458.78
Payment Application Partial Payment	Recd By	PATS	
Reference:			90.00
			548.78
			548.78
F2=Clear F3=Exit F4=Lookup F5=Refresh F6=Receipt F9=Journal <b>Payment Type must be either "C" = Cash, "K" = Check or "M" = Mo...</b>			
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE			

**Step 14 - Now enter a "K" into the Payment Type field and press F6. The following message will appear in the lower left hand corner of the window. The Check # field should be highlighted.**

2002-06-14	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164	
	Fifth Type		YPE PUP
	Payment		
Parcel#: RP001900100085A Tax Year 2001			69,767
Name : MITCHELL, ROSE M	Amount	<b>500.00</b>	
Address: PO BOX 140	Type	<b>K</b>	26,084
ST MARIES ID 83861	Check#		43,683
			458.78
Payment Application Partial Payment	Recd By	PATS	
Reference:			90.00
			548.78
			548.78
F2=Clear F3=Exit F4=Lookup F5=Refresh F6=Receipt F9=Journal <b>Check # and "K" Payment Type are mutually required</b>			
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE			

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

2002-06-16	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164
	Tax Anticipation	YPE PUP
	Payment	
Parcel#: RP001900100085A	Tax Year <b>2001</b>	69,767
Name : MITCHELL, ROSE M	Amount <b>9999999.99</b>	
Address: PO BOX 140	Type K	26,084
ST MARIES ID 83861	Check# <b>9999999</b>	43,683
		458.78
Payment Application Partial Payment	Recd By PATS	
		90.00
Reference:		548.78
XX		
XX		
F2=Clear F3=Exit F4=Lookup F5=Refresh <b>F6=Receipt</b> F9=Journal		548.78
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE		

**Step 15 - Enter the tax year, payment amount, check number, and reference information shown above and press command key F6. The following should be displayed:**

2002-06-16	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	5164
	Tax Anticipation	YPE PUP
	Payment	
Parcel#:	Tax Year	69,767
Name :	Amount .00	
Address:	Type K	26,084
	Check#	43,683
		458.78
Payment Application Partial Payment	Recd By PATS	
		90.00
Reference:		548.78
<b>Receipt # 35 Printed and Journalled.</b>		548.78
F2=Clear F3=Exit F4=Lookup F5=Refresh F6=Receipt F9=Journal		
F3=EXIT F14=OTHER TAXES F5=PAYMNT ACTIVITY F6=TRANS ACTIVITY F24=MORE		

**The highlighted message should appear as shown above indicating that the receipt has been printed and journaled (your receipt # may be a different number). The window fields should also be blank allowing the entry of the next receipt. At this point, a printed receipt should exist on your outq (or the outq designated in the receipt header file UAMRHD00), and a journal record should exist with the appropriated receipt # and corresponding information in the receipt journal file UAMRCP00. The receipt generated on your outq should appear as follows:**

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

2002-06-16	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	0000035
Tax Anticipation		
Parcel #: RP001900100085A	Tax Year: 2001	Payment
Name: MITCHELL, ROSE M		Amount: \$9,999,999.99
Address: PO BOX 140		Type : K
ST MARIES	ID 83861	Check#: 9999999
Payment Application: Partial Payment		Received By: PATS
Reference: XX XX		

**Step 16 - Review the above highlighted information for correctness, as compared to the displayed or entered information on the receipt screen.**

**Step 17 - Press Command Key F3 to exit the receipt program, and then F3 again at the Tax Inquiry screen to exit the program. Now press the System Attention Key. The Miscellaneous Receipt Screen should appear with blank fields for Parcel #, Tax Year, Name, and Address as shown below:**

2002-06-16	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	S1012496
Tax Anticipation		
Parcel#:	Tax Year	Payment
Name :		Amount .00
Address:		Type K
		Check#
Payment Application Partial Payment		Recd By PATS
Reference:		
F2=Clear F3=Exit F4=Lookup F5=Refresh F6=Receipt F9=Journal		
F3=Exit F4=Prompt F9=Retrieve F12=Cancel		
Bottom		

**Step 18 - The cursor should be positioned at the Parcel # field and you should be able to type information into the Parcel #, Tax Year, Name, and Address fields along with the other input capable fields to generate a receipt.**

**Step 19 - Generate several receipts executing the receipt program from the Tax Inquiry program and outside the Tax Inquiry Program testing the previously listed steps. Then, proceed to step 20.**



**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

2002-06-16	JANE DOE TREASURER & TAX COLLECTOR IDAHO COUNTY RECEIPT	S1012496
	Tax Anticipation	PM0100
		TXO040
		TXO050
		TXO060
		TAO671
		TXO030
		PP0100
		LDO372
Parcel#:                      Tax Year	Amount                      .00	
Name :	Type                      K	
Address:	Check#	
Payment Application Partial Payment	Recd By                      PATS	
Reference:		
F2=Clear   F3=Exit   F4=Lookup   F5=Refresh   F6=Receipt <b>F9=Journal</b>		Bottom

F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel

**Step 20 - Press command key F9 and the following window will appear displaying a summary of the journal receipt transactions for the current day:**

Daily Miscellaneous Receipts Journal						5164
Date	Jrn Receipt	PT	Amount	PA Clerk	Void Flag	YPE
2002-06-16	TA 0000035	K	9,999,999.99	PP PATS		PUP
2002-06-16	TA 0000036	K	199.00	PP PATS		
2002-06-16	TA 0000037	K	80.00	PP PATS		
2002-06-16	TA 0000038	K	699.00	PP PATS		69,767
						26,084
						43,683
						458.78
						90.00
						548.78
Journal Date	06-16-2002					548.78
F3=Exit	F4=Load Journal	<b>F6=Print Journal</b>				
						24=MORE

**You can page up or down to review the current day's receipts.**

**Step 21 - Enter a "V" in the Void Flag Column for the top line and press enter. This will void the transaction. Voided transactions will appear on the receipts journal but will not be included in the valid receipts total.**

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

**Step 22 - Press Command Key F6 to print the Miscellaneous Receipts Journal.  
The highlighted message should appear in the corner of the window.**

Daily Miscellaneous Receipts Journal							5164
Date	Jrn	Receipt	PT	Amount	PA Clerk	Void Flag	YPE
2002-06-16	TA	0000035	K	9,999,999.99	PP PATS	<b>V</b>	PUP
2002-06-16	TA	0000036	K	199.00	PP PATS		69,767
2002-06-16	TA	0000037	K	80.00	PP PATS		26,084
2002-06-16	TA	0000038	K	699.00	PP PATS		43,683
							458.78
							90.00
							548.78
Journal Date 06-16-2002							548.78
F3=Exit F4=Load Journal F6=Print Journal							
<b>Journal Report Submitted</b>							24=MORE

**Step 23 - Review the report on your outq (or the outq specified in the Receipts Header File UAMRHD00). It should look like the following:**

6/16/02	C O M P U T E R   A S S I S T E D   T A X   S Y S T E M										
Page 1	MISCELLANEOUS RECEIPTS JOURNAL FOR 2002-06-16										
RECEIPT DATE NAME REFERENCE	RECEIPT NBR	RECEIPT TYPE	RECEIPT AMOUNT ADDRESS	PAYMENT TYPE	CHECK NBR	PAY APPL	CLERK ID CITY	VOID FLAG	VOID CLERK STATE	PARCEL NUMBER ZIP	TAX YEAR
2002-06-16 MITCHELL, ROSE M XX XX	35	TA	9,999,999.99 PO BOX 140	K	43535	PP	PATS ST MARIES	V	PATS ID	RP001900100085A 83861	2001
2002-06-16 MITCHELL, ROSE M	36	TA	199.00 PO BOX 140	K	10000	PP	PATS ST MARIES		ID	RP001900100085A 83861	2001
2002-06-16 MITCHELL, ROSE M	37	TA	80.00 PO BOX 140	K	32323	PP	PATS ST MARIES		ID	RP001900100085A 83861	2001
2002-06-16 MITCHELL, ROSE M	38	TA	699.00 PO BOX 140	K	43535	PP	PATS ST MARIES		ID	RP001900100085A 83861	2001
Total Receipts			978.00								
Total Receipts Voided			9,999,999.99								

**IDAHO STATE TAX COMMISSION  
"DEMAND RECEIPT" SETUP**

**Step 24 - To Load a different journal date, enter the date you want loaded, and press command key F4. The receipt transactions for the date entered should be loaded for review as shown below:**

Daily Miscellaneous Receipts Journal							S1012496
Date	Jrn	Receipt	PT	Amount	PA Clerk	Void Flag	
2002-06-11	TA	0000025	K	2,999,999.99	PP PATS	V	
2002-06-11	TA	0000026	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000027	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000028	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000029	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000030	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000031	K	2,999,999.00	PP PATS		
2002-06-11	TA	0000032	K	2,999,999.00	PP PATS		
2002-06-11	TA	0000033	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000034	K	1,000.00	PP PATS	V	
 Journal Date <b>06-11-2002</b>							
F3=Exit <b>F4=Load Journal</b> F6=Print Journal							tant

**Step 25 - Enter a date for journal receipts you know is not there, press command key F4, and the following message should be displayed:**

Daily Miscellaneous Receipts Journal							S1012496
Date	Jrn	Receipt	PT	Amount	PA Clerk	Void Flag	
2002-06-11	TA	0000025	K	2,999,999.99	PP PATS	V	
2002-06-11	TA	0000026	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000027	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000028	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000029	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000030	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000031	K	2,999,999.00	PP PATS		
2002-06-11	TA	0000032	K	2,999,999.00	PP PATS		
2002-06-11	TA	0000033	K	2,999,999.99	PP PATS		
2002-06-11	TA	0000034	K	1,000.00	PP PATS	V	
 Journal Date <b>06-01-2002</b>							
F3=Exit <b>F4=Load Journal</b> F6=Print Journal							
<b>No Transactions found for Date entered</b>							