Offline Remittance Processing Standalone, Service-Based, Multi-Client, Attorney Options

Home	Remittance	Check-Out	Settings	Employees	Location	THE TOTAL TAX GAPPICE SOLUTION
Connected	with central tax sy	stem@ACTT		N.	EL PASO	CINDY <u>(Reset</u>
Report		Daily Repo	rt			
Send	Dun D	aport		1		
Backup	Employ	vee - All - 💌				
Connec	t <u>Depo</u>	osit				
	From d	ate	today			
	<u>To d</u>	ate	today			

User Manual



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Offline Remittance Module

The Offline Remittance module can be installed either **on local computers** or can be accessed **from a network server**. If installed locally on standalone PCs, the program allows tax office employees to take payments, print temporary receipts, and save the data on their local computers if the ACT Tax Collection System (TCS) is temporarily out of service. Account numbers can be verified if the TCS database is available. Payments taken through the Offline Remittance program can be sent back to the ACT system by just clicking a button.

For **server-based installations**, accounts are validated automatically and payments can be transmitted to the Tax Collection System if desired for posting there. Payments can be made for multiple tax offices (**Multi-Client option**) and for jurisdictions associated with a specific attorney (**Attorney option**)

The installation process for working locally is given below. For server-based use, a URL will be provided by ACT.

Installing Offline Remittance from an FTP Server (Standalone)

If you will be using the Offline Remittance module from your local computer, you can install it from ACT's FTP server or from a CD, DVD, or flash drive provided by ACT. The following steps assume you are using the FTP site.

1. From a browser go to this URL: https://sftp.publicans.com/FTP_[tax office name]_OFFICE. A browser window similar to the picture below appears. The latest version of Offline Remittance is kept in a zip file at this location.

Name 🔺	Size	Туре	Modified
a_README_install.txt	546 bytes	Text Document	1/14/2010 6:00 PM
🗐 a_README_upgrade.txt	517 bytes	Text Document	1/15/2010 8:33 AM
Qoffline_remittance1dot2.zip	383 MB	WinZip File	11/10/2009 3:26 PM
Qoffline_remittance1dot3.zip	468 MB	WinZip File	1/15/2010 8:43 AM
🖳 upgrade1dot2.zip	74.2 KB	WinZip File	11/6/2009 9:50 AM
🖳 upgrade1dot3.zip	6.32 MB	WinZip File	1/14/2010 5:55 PM

2. If you are installing Offline Remittance for the first time or you do not have version 1.2 or later installed, you must do a full install of the program. Double-click the .zip file for the version you need (for ex., offline_remittance1dot2.zip or offline_remittance1dot3.zip).

If you have version 1.2 or later, you can do an upgrade instead of a full installation. Note: If you have previously installed Offline Remittance, you can skip to step 4.

The download begins. You can place the zip file anywhere on your hard drive, or you may unzip it from the popup window. The contents of the zip file must be placed at the top (root) level of any drive (for ex., C: or D:).

- 3. After the unzip has completed, open File Explorer or My Computer and locate the directory called **ol_remit** on the drive that you used for the preceding step.
- 4. Look in the directory and follow the **readme.txt** for installation instructions, or you can go to the next section, **Installing Offline Remittance from a CD/DVD**, step 5.

Installing Offline Remittance from a CD/DVD/Flash Drive (Standalone)

To load the Offline Remittance Program from a CD, DVD, or flash drive (USB thumb drive), the following must be done on each computer being used to take payments:

- 1. Insert the disk into the CD/DVD drive on the computer being used. If the software is loaded on a flash drive, insert it into a USB port.
- 2. Unzip the contents of the zip file. The ol_remit directory and all of its files must be placed at the top (root) level of any drive (for ex., C: or D:).
- 3. Open File Explorer or My Computer and locate the directory called **ol_remit** on the drive that you used for the preceding step. A screen similar to the following appears.



Note: If you have previously installed Offline Remittance, you can skip step 4 and go directly to step 5.

- 4. Respond to the following prompts:
 - a. Click Next.
 - b. Accept the license agreement and click Next
 - c. Leave the default drive and folder as c:\oraclexe and click Next
 - d. Enter a **Password** of your choice, re-enter it in the next field, and click **Next**. (This password is not used again, despite what the screen says.)
 - e. Click Install. The installation will take about 15 minutes.
 - f. When the installation is complete, uncheck **'Launch the Database Home Page'** and click **Finish**. (If you do NOT uncheck the Launch option, you may experience problems using the application later.)
- 5. Double-click **StopDB.bat** on the CD/DVD or flash drive.
 - a. Press any key when it completes. This takes several seconds.
- 6. Double-click **load_remit.bat** on the CD/DVD or flash drive.
 - a. Press any key when it completes. This takes several minutes.
- 7. Double-click **StartDB.bat** on the CD/DVD or flash drive.
 - a. Press any key when it completes. This takes several seconds.
- 8. Drag the **Offline Remittance Login** icon from the CD or flash drive to the desktop.

** Installation is complete ***

Initial Administrative Login/Create Admin User

The first time you open Offline Remittance, no employees are assigned. You must assign at least one employee to be an administrator, who will be able to set up locations, enter tax office information for receipts, and transmit payments to the Tax Collection System. This user should also have an existing user name in the Tax Collection System.

- 1. Double-click the **Offline Remittance** icon on your desktop or enter the URL provided by ACT into an Internet browser.
- 2. Enter the administrative user name and password provided by ACT. Note: for server-based remittance systems, the screen may say Remittance Capture.

AC	THE TOTAL TAX OFFICE SOLUTION
APPRAISAL & COLLECTION TECHNOL	logies ¥
Offline Rer	mittance Version 1.8.2
Offline Rer	mittance Version 1.8.2
Offline Rer	mittance Version 1.8.2 Password

1. Click Login. The following screen appears:

Home Blair	Aarger Goggan & Sampson, LLP
	Establish Client
Submit <u>User Nar</u>	ne f601 Password
Report	Daily Report
Send	Daily Report is not enabled.
Send Backup	Daily Report is not enabled.

- 2. Enter a valid User Name and Password from the Tax Collection System.
- 3. Click Submit.

Adding Users through the Administration Screen

1. The next step is to enter the employees authorized to take payments. Click the **Employees** tab at the top of the page. The following screen appears.

A	dd Employee
	Search string
	<u>Username</u> ▼
	Employees yet to be entered.

2. Click Add Employee.

Iser Name	Employee Name		Password	texas1	texas1 Administrate? YES
		Employees			
earch string crystal					
earch string crystal					

- 3. Enter the following information in the Add Employees screen (above):
 - User Name a name of your choice.
 - **Employee Name** enter the employee's name
 - **Password** click 'texas1' to use that as your password, or enter a password of your choice. (Once saved, the password can only be changed by deleting the user and entering it again with a new password).
 - Administrate Select YES from the drop-down list to set this user as an administrator or leave the default of NO to not allow this user to be an administrator.
- 4. Click Save Changes. The following screen appears.
- 5. The password is set to automatically expire when this user first logs in. He/she will be able to choose a new password at that time. To avoid doing this, change the selection to '**Password Not Expired**'.
- 6. Click **Entitlements** at the far right of the screen above. Entitlements are privileges given to specific users to perform certain activities in Offline Remittance. When a new user is added, he/she has no entitlements; all of them default to **N**.
- 7. To grant an entitlement to a user, change the N to a Y in the User Entitlement box:

Set User Entitlem	ients fo	r CINDYB	
(
SAVE CHANGES			
REOPEN DEPOSIT	N		
REPRINT RECEIPT	N		
UNIVERSAL CHECKOUT	N		[
UNIVERSAL REMIT	N		
VOID PAYMENTS	N		
		1-5	
	11000		

- **Reopen Deposit** allows user to re-open (unlock) cash drawers and deposits. The deposit cannot be re-opened if it has been transmitted to ACT or if the operator for that deposit has another open deposit.
- **Reprint Receipt** allows users to reprint receipts. All users can print a receipt immediately after locking the payment.
- Universal Checkout allows users to check out deposits for themselves and other employees.
- Universal Remit allows users to complete payments started by others and to take payments in deposits opened by others
- Void Payments allows users to void payments
- 8. Click Save Changes.
- 9. Click the blue arrow () to return to the Employees screen.
- 10. To add another user, repeat steps 3-10.
- 11. To search for a user, enter a user name in the Search box, press Enter.
- 12. Click **Logout** at the top right of the screen when you have entered all of the users and their entitlements.

Employee Login

1. To open the Offline Remittance program, double-click the icon (

	Offline Re	mittance Version 1.7
User Name	ndyb	Password
		Login

- 2. In the Logon window, enter your User Name.
- 3. Enter the **Password** for this user assigned when the user name was created.

Note: User Name and Password are case sensitive. These should be entered exactly as they were set up.

4. Click **Login**. If you are logging in for the first time or have just had your password reset, a password expiration screen appears. If not, skip to step 7.

Your password has expired !	
New Password	
Re-enter Password	
Set Password	

- 5. Enter a New Password and then Re-Enter it. It must be at least six characters.
- 6. Click Set Password.
- 7. The **Home** screen appears.
- 8. Non-Administrative employees should click Remittance next.

If the user is an administrator, he/she will see these icons:

Home	Remittance	Check-Out	Settings	Employees	Location
Connected	with central tax sy	stem@ACTD			i.
Report		Dai	ly Report		
Send	Due D	anart			1
Backup		ee - All E	or date	toda	IY.
Connec	t				

If the user is not an administrator, he/she will see only the Home, Remittance and Check Out tabs. Non-administrator employees can enter remittances, but cannot transmit what they enter. Once a non-administrator employee has completed entering remittances, an administrator must login to the same machine that the remittances were taken on in order to transmit the data.

Restoring a Backup (standalone PC version only)

If a newer version of the Offline Remittance program needs to be re-installed on a machine, you can use the Restore feature after completing the re-install. This feature will re-install the users and settings that you had created in the previous installation. A restore also contains any payments that have been taken, but not sent to the Tax Collection System before the backup was done. **This Restore assumes that you have created a backup of your data prior to doing a re-install.** Instructions on creating a backup will be discussed in the Settings section.

- 1. To restore a backup of the data after a reinstall is done, you must log on as the administrator (the login name used in the preceding section).
- 2. Click **Backup** on the left side of the screen.

Report	Restore
Send	Restore from Backup
Backup	1-1
Connect	BackupWhen122 hours ago

- 3. Click **Restore from Backup**.
- 4. This message will appear. Click **OK** to proceed with the restore.



Resetting a Password

You can reset your password at any time by clicking the **Reset My Password** link at the top right of the Home page. The same Password setting page as shown on the previous page appears.



Note: If you have logged in as an administrative user (the 'remittance' login), you can also reset any user's password by choosing the Password Expired option in the Employees tab.

Changing the Database (Server-Based, Multi-Client, Attorney options)

The database connection needs to be set only once, after you have installed the program but before you begin taking payments or changing other settings. Only administrators can change the database, which is where the payment data will be sent.

1. From the **Home** screen, click **Connect**.



2. From the drop-down list of databases, select the correct one (normally ACTPROD). If you do not want to, or do not the ability to connect to an ACT database, choose **No Central Database** from the list.

Note: If you change the database, you must log out after saving in order for the changes to take effect.

Changing the Settings

The Settings screen is where the client preference information and the name and address to be printed on the receipts are selected. Only administrators can make changes on this screen. Settings should be checked and corrected before you print receipts or transmit remittances.

1. To view this screen, click the **Settings** tab on the **Home** screen. The Settings screen appears:

lient ID	92000000
Attorney ID	8300
Client Description	Hidalgo County
Multi Client	N
Accept Checks Only?	N
Minimum Account Length	1
Maximum Account Length	34
Starting Drawer Amount	0
Drawer Unit	AMOUNT
Default City Name	
Receipt Title	Tax Receipt
Collector Title	TAX ASSESSOR - COLLECTOR
Collector Name	PAUL VILLARREAL JR., RTA
Collector Address1	PO BOX 178
Collector Address2	EDINBURG, TEXAS 78540
Collector Phone	(956) 318-2157
Collector Fax	(958) 318-2157
Collector Web Address	www.webaddress.com
Second Collector Title	
Second Collector Name	
Second Collector Address1	
Second Collector Address2	
Second Collector Phone	
Second Collector Fax	
Second Collector Web Address	

Save Changes	
Previous 26 - 39	
Count: Rolled Pennies	50
Count: Rolled Nickles	40
Count: Rolled Dimes	50
Count: Rolled Quarters	40
Count: Rolled Half Dollars	20
Count: Rolled Dollar Coins	20
Count: Rolled One Dollar Bills	40
Count: Rolled Two Dollar Bills	40
Count: Rolled Five Dollar Bills	40
Count: Rolled Ten Dollar Bills	40
Count: Rolled Twenty Dollar Bills	40
Count: Rolled Fifty Dollar Bills	40
Count: Rolled Hundred Dollar Bills	40
Count: Rolled Thousand Dollar Bills	40

- 2. Enter or change the following information:
 - **Client ID** your Client ID for ACT 7.
 - Attorney ID (Attorney option only) enter an attorney unit number from the Tax Collection System if payments are accepted for a law firm office instead of a tax office. Only jurisdictions associated with that law firm are to be paid; remaining money can be assigned to an escrow unit. The receipt will show the law firm logo.
 - **Client Description** enter your office name In the **Client Description** field (for ex., Brazoria County). The receipt will show the tax office seal. Leave this blank if you accept payments for more than one tax office.
 - Multi Client (Multi-Client option only) If you will be accepting payments that will be sent to more than one tax office, set this to Y; otherwise, set this to N.
 - Accept Checks Only enter Y to only accept checks or N to accept all payment types.
 - Minimum Account Length and Maximum Account Length (for ex., 4 and 20 enter the values to be used when entering account numbers on the Payment screen
 - **Starting Drawer Amount** enter the amount of money in your cashiers' drawers at the beginning of the day.
 - (server-based users only) **Drawer Unit** enter **AMOUNT** to allow actual amounts to be put in the Drawer Amount column of the deposit check out screen) or **CURRENCY** to allow the number of bills to be entered in the same column instead of the actual amount. The Currency setting is what is used by standalone users (non-server based).
 - **Default City Name** the city where the tax office is located
 - **Receipt Title -** enter the words you want at the top of the receipt, for ex., Offline Tax Receipt.
 - **Collector Title -** enter the tax collector's title to use for receipts.

- **Collector Name** enter the name of your tax collector (to use for receipts)
- Collector Address 1 and 2, enter the mailing address for the tax office. This will be the address that appears on receipts.
- Collector Phone, Fax and Web Address enter these three fields.
- Second Collector Name enter the name of a second tax collector or assessor if needed for receipts
- Second Collector Title enter the name of a second tax collector or assessor if needed for receipts.
- Second Collector Address 1 and 2 enter a second mailing address if needed for the tax office. This will be the address that appears on receipts.
- Second Collector Phone, Fax and Web Address in the next three fields.
- **Count**: In each of Count fields, enter the number of items (pennies, etc.) in each roll of coins or currency to match what you receive or send to the bank.
- 3. Click Save Changes when you are done.
- 4. Click the **Home** tab.

Setting Up Multi-Client Offices (Multi-Client option)

If you will be accepting payments for more than one tax office (not substations, but central tax offices), you need to create those 'clients', as they are called in Offline Remittance.

- 1. Click the My Clients tab.
- 2. If no clients have been entered or if you need enter another one, click Add New Client.
- 3. The following screen appears:

		My Client	s	
Save Chang	es ID Description	Checks Assessor Collector Only? Title	Assessor Collector Name	Account Verified At
7900000	Fort Bend County			ACTT
92000000	Hidalgo County			ACTT

- 4. Enter the ACT 7 Client ID for the office.
- 5. Enter the tax office name, the **Assessor Collector Title** and the **Assessor Collector Name**. These will be used for the payment receipts for this client instead of the information entered in the Settings tab.
- 6. Check the **Checks Only** box if the client can accept only checks. Uncheck it if this client can accept both checks and cash.
- 7. In the **Accounts Verified At** field, select the ACT 7 database that hosts the data for this client. This information will be used to verify account numbers when taking payments.
- 8. Click Save Changes.

Setting Up Payments for Attorney Jurisdictions (Attorney option)

If you will be accepting payments for jurisdictions associated with a specific attorney or other escrow unit, you must specify the attorney jurisdiction from the Tax Collection System as well as any other escrow unit. The Offline Remittance will allocate money only to the taxing jurisdictions associated with the Default Attorney. Other monies can be allocated only to units designated in the Offline Remittance module, as follows.

- 1. Click the **Tax Units** tab.
- 2. Tax Unit 8300 is assigned as the Default Attorney. The unit number can be changed if needed. It must match the Attorney ID entered in the Settings screen.
- 3. To enter additional units, enter a Tax Unit and Name (for ex., 8060, Attorney Escrow).
- 4. Click **Save Changes**.

Changing the Location

The location identifies the specific machine being used to create remittances. In the Location screen, a number and name are given to the machine. There can only be one entry per machine. This information is included in the transmission process to allow these offline remittances to be tracked to the machine it was created on. To use this as a way to see remote office transactions, use the same description for all machines, but give each machine a different number.

1. To view this screen, click the Location tab. The following screen appears:



- 2. Enter the desired name in the gray field.
- 3. Click Save Changes.

Creating a Backup (Standalone PC Option only)

Creating a backup of your users, settings, and payments is necessary if you want to be able to restore this information when installing a newer version of the Offline Remittance program. When backing up your system using the backup facility on the Home page. The files are placed in the following directory: 'C:\oraclexe\app\oracle\flash_recovery_area\XE'. Safeguard your data by copying these files to another media.

1. From the **Home** tab, click **Backup**.

Report	Back	up
Send	Create Nev	v Backup
Backup	and the second	1-1
Connect	Backup	When conds ago

- 2. Click Create New Backup.
- 3. When the backup is complete, information about it will appear on the screen.

Entering a Payment

- 1. Click the **Remittance** tab.
- 2. If you have made no payments yet, the following screen appears. (Multi-client option only: a search field for My Client's ID is also available.)

lince	
	Deposit

- 3. Click **New Remittance**. If you do not have an open deposit or you want to open a new deposit, skip to the **Deposit** section below.
- 4. If this user has made payments already, the screen similar to what is shown below appears.

				Remit	tance			
New F	Remittanc	e Sent <u>Search :</u>	string		Depos	<u>sit</u>		
row(s) 1 - 3 of 3							
Deposi	t Status	Validation No.	Account	Payer Name	Payment Da	te Amount Employ	<u>vee</u> Details	
CINDY	LOCKED	5555	082700023190059	smith george	06/14/2011	\$125.00 CINDY	в 🖉	
	LOCKED	5557	1234567890	smith george	06/13/2011	\$50.00 CINDY	в 🖉	
none	VOIDED	5556	1234567890	clown bozo	06/14/2011	\$10.00 CINDY	в 🖉	

- 5. To limit the transactions displayed, click either the **Unsent** (not transmitted) or **Sent** (transmitted) radio buttons.
 - a. Search string field to find specific payments, enter the account number or payer name.
 - b. To limit the payments further, enter a **Deposit** name or a user name in the **Employee** field, then press **Enter**. All remittances either in that deposit or entered by that user will be retrieved.
- 6. Click **New Remittance**.

Deposits

1. If no deposits have been opened by the person logged in or you want to open a new deposit, the **Open a Deposit** window appears:



- 2. Enter the following information for a new deposit:
 - a. Deposit No.—Enter the name of the deposit.
 - b. Date—Enter the desired deposit date..
 - c. Click Save Changes.
 - d. The deposit screen reappears as follows:

Open a Deposit						
SAVE CHANG	ES					
Deposit No.	Date	Employe	e Stat	us Default		
		CINDY	-	-		
TESTOFF	09/27/2011	CINDY	0			
				1000		

- Status: O Open
- **Default**: Check the Default box to have this deposit appear by default in the Remittance screen
- 3. To return to the Remittance screen, click the **Back** button (**Solution**). The Deposit No. will be in the Deposit Control field.

If a deposit has already been opened, the Remittance window appears instead of the Open a Deposit window. Either the last deposit created or the 'default' deposit appears in the **Deposit No.** drop down. If you want to use a different deposit, choose one from the drop-down list in the Deposit No. field.

Payments

Save Changes			
Client	Fort Bend County 💌		
Validation No.		* <u>Deposit No.</u> TESTOFF - Open a Dep	osit
* <u>Account</u>	0058027800000908	Get Payer	
Parcel Address	WICKS RD		
* Payer Name	JOHNSON FRANK & GERT	Name/Address line 2 C/O JEAN LEWIS	
Name/Address line 3	1236 MCCARY ST	Name/Address line 4	*City CEDAR HILL
*State	TEXAS -	*Zip Code 751048148	Phone
Email Address		*Payment Date 10/16/2013	
Location	Central Tax System 💌		
Comments			
		*	
Amount Being Paid		Amount Remitted	Change Due
Accounts will be verifie	d here at the central tax system.		

- 1. Enter the Account number.
- 2. (Attorney option only) The **Default Attorney** is named at the top of the screen.
- 3. (Multi-Client option only) Select the correct **Client** from the drop-down list.
- 4. To auto-populate the certified owner's name and address in the Payer and Owner sections of the screen, click **Get Payer**. If the message 'Accounts will be verified here at the central tax system...' is displayed, the tax account number will be validated, although an invalid number will still be accepted for payment. You cannot get the owner information if you are not connected to an ACT database, that is, if 'No Central Database' was your database choice in the Settings tab.
- 5. Enter or change the following payer information in the fields:
 - a. **Payer Name (required)** Change this from the certified owner's name if necessary. Enter the first and last name of the person who is actually making the payment.
 - b. Name/Address Line 2, 3 or 4 (at least one line is required) The payer's address (if different from the certified owner's).
 - c. City, State, and Zip Code (required) A continuation of the payer's address information. (Change it if it is different from the certified owner's).
 - d. Phone Enter the taxpayer's phone number.
 - e. Email Address Enter the taxpayer's email address.
 - f. **Payment Date (required)** Defaults to the current date. To change it, enter the payment date or select a date by clicking the calendar icon, or click today to assign the current date and time. If you use the calendar, after you click on the desired date, the calendar will disappear and that date will be inserted into the Payment Date field.

Note: The Payment Date is the date sent to the Tax Collection System for this transaction. The Deposit Date is for local balancing only.

- g. Location (required, Standalone PC version only)—Choose your tax office location from the drop-down menu if it is different from the default location.
- h. **Comments**—Add any comments or notes concerning the payment. June 13, 2016 © Appraisal & Collection Technologies, LLC

4. Click **Apply Changes**. A Validation No. is auto-generated. You are now ready to enter the payment information in the fields at the bottom of the screen.

		Action Processed
	Remittance (CRYSTALW	n
Apply Changes		
Validation No. 0100	Deposit No. PRC105083	Open a Deposit
* Account 091399911171745	Parcel Address MISC FILE NO	42
* Parer Name US BANCORP OLIVER-ALL	NamelAddress line 2	
NamelAddress line 3 801 LARKSPUR LANDING	NamelAddress line 4	CARKSPUR
*State CALIFORNIA	*Zip.Code 949391705	Phone
Email Address	* Payment Date 02/07/2012	Location Central Tax System
Commenta		
Amount Being Paid	Amount Remitted	Change Due
Year(s) Being Paid		Payment Method(s)
Y Year Amount	×	Turne Check lin Amount
2010 50.75		
I have been a	1. 100	and two

(Attorney option view):

×	Year	Amount Being Paid	Amount Due	Attorney or Tax Unit
F	2012	149.62	\$149.62	Default Attorney
F			4	
Due:			\$149.62	
Apply (hannes			

(Multi-Client option view):

Account	Amount	Particulars
L630602000012300	100	
Г		

a. In the **Payment Method(s)** box, select **Cash**, **Check**, **Money Order**, or **Cashiers Check** from the **Type** drop-down menu.

Note: The payment types listed appear only if the Accept Checks Only field in the Settings screen is set to N.

- b. Enter the Check No. to be used for check payments.
- c. Enter the Amount in dollars and cents, using a decimal point
- d. (Attorney option only) Click Distribute Payment.

- e. Click **Apply Changes** to save this information. (Multi-client option only; the street address is populated in the Particulars box.)
- f. In the Years Being Paid box, enter the Year to pay.
- g. Enter the **Amount**.
- h. (Attorney option only) Select the **Attorney or Tax Unit**. If the Default Attorney is selected, only jurisdictions associated with that attorney in the Tax Collection System will be paid. The entire remittance amount must be assigned to either an attorney and/or tax unit. Each attorney or tax unit must exist in the Tax Collection System for the year being paid.

Note: To delete a year or a payment method, click the checkbox to the left of that information, then click the red X.

- i. If needed, enter another year/amount or another payment type/check no./amount, then click **Apply Changes**. If the amounts in the Payment Method(s) columns do not equal the amount in the Year(s) Being Paid area, a red 'Short:' message appears giving the amount that you are short. (A similar message appears for overages.)
- j. At this point, you can lock the payment if you are sure no additional changes need to be made to it. To do this, click **Lock this remittance** at the top of the screen
- k. A confirmation message appears. Click **OK** to lock the payment.



1. The screen now appears as it does below, with additional options.

New Payer Same Payer Receipt	Remittance (CINDY)	
Client EL PASO - Validation No. 5565 *Account 082700023190059 *Paver Name B & B MOTORS Name/Address line 3 11139 ALAMEDA AVE *State LOUISIANA - e-mail Address Comments	*Deposit Control TESTOFF Open a Parcel Address 11139 ALAMEDA AVE Name/Address line 2 % BALDEMAR BEJARAN Name/Address line 4 *Zip Code 799271290 Payment Date 09/27/2011	Deposit O City SOCORRO Phone Location ACT Office
Amount Being Paid \$175.00 Void Payment	Amount Remitted \$185.00	Change Due \$10.00
Year(s) Being Paid	Payment Method(s)	
Year Amount 2010 125 2009 50	Type Check No. CHECK - CASH - MONEY ORDER 999	Amount 100 25 60

m. To print a receipt, click **Receipt**. Below is a sample receipt. For multi-client and attorney versions of Offline Remittance, the receipts will not have the tax office seal on them.

Collector Name		Offline Tax Receipt	
Collector Address1		120 <u>1</u> 0	
Collector Address2			
Phone: (000)000-0000		LEXAS	
Fax: (000)000-0000			
www.webaddress.com		EL PASO	
Account : 08270002319005	9 Parcel :11139 AL	AMEDA AVE	
	Payer		
B	& B MOTORS	Operator Code : 0	CINDY
% BALDEMAR	R BEJARANO	LOCATION : A	ACT Office(1)
11139 A	LAMEDA AVE		
SOCORRO,L	A 799271290	VALIDATION NUMBER :	5565
		DEPOSIT NO :	TESTOFF
		RECEIPT DATE : (09/27/2011
		PRINT DATE : (09/27/2011
		Payment Type	Amount
Tax Year	Amount	CASH	\$25.00
		CHECK 123	\$100.00
2009	\$50.00	MONEY ORDER 999	\$60.00
2010	\$125.00		
	\$175.00	TOTAL:	\$185.00
		Change Due:	\$10.00
COMMENTS:			

n. To print the receipt, right-click and select **Print**.

- o. To take another payment, you can click New Payer or Same Payer button,.
 - If you click **Same Payer**, the owner and address, deposit number and payment date of the previous payment is auto-populated. The account number fields at the top are empty.
 - If you clicked **New Payer**, the Remittance screen appears with only the Deposit No., Payment Date and Location auto-filled.

Voiding a Payment

If a payment has been made in error and you have already locked it, you can void it as follows. The deposit must still be open to do this.

- 1. From the **Remittance** screen, which appears after you lock a payment (see above), click **Void Payment**
 - From the drop-down list below the Comments box, select a reason for the void. Choices include Incorrect Taxing Entity, Incorrect Payment Amount, Incorrect Payment Type, Incorrect Payment Instrument No. and Other.
 - (optional) Enter a **Manual Void Reason**, which could be any note about the voided payment.
 - Click Confirm Void.
- 2. To copy the payment information again, perhaps in order to change the account number or amount only, click **Reproduce**, which appears after the void is done.
- 3. Change any information needed, then click Apply Changes. You can then lock the new payment.

Reviewing Payment Data

1. To view payment that have been saved, locked, or voided, click the **Remittance** tab. All of the remittances not yet transmitted to the Tax Collection System will be displayed.

New Re	mittanoo	und.					
	millance						
Uns	ent C s	Sent Search str	ring		Deposit		Employee
row(s) 1	- 5 of 5						
Deposit	Status	Validation No.	Account	Payer Name	Payment Date	Amount Employe	<u>ee</u> Details
CINDY	LOCKED	5555	082700023190059	smith george	06/14/2011	\$125.00 CINDYB	1 🖉
none	VOIDED	5556	1234567890	clown bozo	06/14/2011	\$10.00 CINDYB	1 🖉
TESTOFF	OPEN	5566		B&BMOTORS	09/27/2011	\$0.00 CINDY	Ø
	LOCKED	5565	082700023190059	B & B MOTORS	09/27/2011	\$175.00 CINDY	Ø
							-0

- 2. To search for particular payments, use the fields at the top of the screen.
 - Click the **Sent** radio button to find payments that have already been sent to the Tax Collection System

- In the Search string field, enter the account number or payer name.
- In the **Deposit** field, enter a deposit no.
- In the **Employee** field, enter the **user name** of the employee who created the payments.
- Press **Enter** after entering this information.
- 3. To sort the transactions, click on any of the underlined column headings (for ex., Deposit or Account).
- 4. To view the details of a payment, click the **pencil** next to the payment (
 - For locked payments, the following screen appears. You can click **Receipt** to print another receipt, click **Void Payment** to void the payment, or, to add another payment, click **New Payer** or **Same Payer**.

Details

	Remittance (CINDY)	
Client EL PASO		
Validation No. 5565	*Deposit Control TESTOFF - Open a De	posit
*Account 082700023190059	Parcel Address 11139 ALAMEDA AVE	
*Payer Name B & B MOTORS Na	me/Address line 2 % BALDEMAR BEJARANO	
Name/Address line 3 11139 ALAMEDA AVE Na	me/Address line 4	*City SOCORRO
*State LOUISIANA	*Zip Code 799271290	Phone
e-mail Address	Payment Date 09/27/2011	Location ACT Office
Comments		
Comments Amount Being Paid \$175.00 Void Payment	Amount Remitted \$185.00	Change Due \$10.00
Comments Amount Being Paid \$175.00 Void Payment Year(s) Being Paid	Amount Remitted \$185.00 Payment M	<u>Change Due</u> \$10.00 lethod(s)
Comments Amount Being Paid \$175.00 Void Payment Year(s) Being Paid Year Amount	Amount Remitted \$185.00 Payment M	<u>Change Due</u> \$10.00 lethod(s) Check No. Amount
Comments Amount Being Paid \$175.00 Void Payment Year(s) Being Paid Year Amount 2010 125	Amount Remitted \$185.00 Payment N Type CHECK 123	Change Due \$10.00 lethod(s) Check No. Amount 100
Comments Amount Being Paid \$175.00 Void Payment Year(s) Being Paid Year Amount 2010 125 2009 50	Amount Remitted \$185.00 Payment M Type CHECK 123 CASH 1	Change Due \$10.00 lethod(s) Check No. Amount 100 25

• For unlocked payments, the following screen appears. Make changes as needed then click **Apply Changes** to save the data. You can then lock the payment.

Lock this remittance	Remittance (CINDYB)	_
Apply Changes <u>Client</u> EL PASO • <u>Amount Being Paid</u> \$50.00 Validation No. <u>5557</u> * <u>Account</u> 1234567890	Amount Remitted \$50.00 *Depost Control CINDY Open a Deposit Parcel Address **NOT FOUND**	Change Due \$.00
* <u>Paver Name</u> smith george <u>Name/Address line 3</u> 123 main st * <u>State</u> TEXAS <u>e-mail Address</u>	Name/Address line 2 Name/Address line 4 *Zip Code 33333 *Payment Date 06/13/2011	* <u>City</u> el apso <u>Phone</u> Location ACT Office -
Comments	×	
Year(s) Being Paid	Payment	Method(s)
Year Amount 2008 50	X Type MONEY ORDER CHECK	Check No. Amount 50

Generating a Daily Report

At the end of each day, Offline Remittance administrators should print a report of the locked payments that have been taken. The steps below must be performed on each computer that has the Offline Remittance program.

1. The Daily Report is available from the **Home** tab. The Client ID field in the picture below appears only for multi-client offices.

Report	Daily Report
Send	Run Report
Backup	Employee All
Connect	Deposit
	From date 10/16/2013
	To date 10/17/2013

- 2. Use the drop down menu to select a specific **Employee** or leave 'All' for a report for all employees on that machine.
- 3. Click **today** to populate the **From Date** and **To Date** fields with today's date, or click on the **calendar** () to select the beginning and ending date for the report.
- 4. Click **Run Report** to produce the report. The report shows the payments made, accounts, validation numbers, and the totals and payment type for each transaction. The account number is

omitted on the Voided transaction section of the report. (Standalone PC Version only: The report also gives a summary by location for each unique location entered by this employee.) A sample report is given below.

- 5. Use the browser's **Print** button to print the report. A sample is shown on the next page
- 6. To exit the report, click the **blue arrow** (

TESTOFF / CINDY					
Payment Date	Validation No.	Account No.	Paid	Distribution of P	ayment
09/27/2011	5566		-\$10.00	Payment Type	Amount
				TOTAL:	\$.00
				Change Due:	\$10.00
	5565	082700023190059	\$175.00	Payment Type	Amount
				CASH	\$25.00
				CHECK 123	\$100.00
				MONEY ORDER 999	\$60.00
				TOTAL:	\$185.00
				Change Due:	\$10.00
Payment Date totals :			\$165.00		
Deposit / Employee totals :			\$165.00		
Total			\$165.00		

Printed on 09/27/2011 13:14 by CINDY at ACT Office(1)

Summary of Remit Types by Employee

Employee	Remit Type	Count	Total
CINDY	CASH	1	\$15.00
	CHECK		\$100.00
	MONEY ORDER		\$60.00

Voided Remittances

no voided remittances.

Checking Out a Deposit

To balance your cash drawer with the deposit information in the Offline Remittance system, use the Check Out feature. The deposit check out procedures in Offline Remittance are similar to those used in the Tax Collection system.

All payments in the deposit to be checked out must be locked first.

1. On the **Home** page, click the **Check-Out** tab.



- 2. (Multi-Client option only) Select a client from the **Client ID** drop-down list or leave **ALL** to see payments for all clients.
- 3. If you want to see a list of the checks in users' drawers, select **ALL** in the Employee list. The Check Out button changes to read **Verification Report**. Check the **Select** box(es) next to the **Deposit Nos.** for the deposits you want to review, then click the **Verification Report** button.

A sample of the Verification Report is shown below. The top portion gives the total deposit amounts. The central section lists the checks in ascending check number order. Voided remittances are shown above the signature area.

	De	posit Ve	EL PASO	n Repor	t
Deposit Summary					
Deposit Remit Amt TESTOFF \$185.00	Total Total Chash Amt. Check Amt. \$25.00 \$100.00	Total Money Order Amt. \$60.00	Total Cashier's Check Amt. \$0.00	Employee CINDY	
Deposit Transaction #	# Amount				
TESTOFF 999 TESTOFF 123 Total # of Transaction	\$60.00 📄 \$100.00 📄 hs: 2				
Today's voided rem no voided remittance	nittances s today.				
I certify that all pay have been entered on	ments received h this log.	I c a	ertify that I and all checks	received this listed therei	a log in.
Customer Service Perso	onal Signiture Date	Acc	counting Person	al Signiture	Date

4. To begin the check out process, select an **Employee** from the drop-down list. You can only check out one employee at a time. You must also have the entitlement called **Universal Check Out** to see anything other than your own deposits. See the **Adding Users** section for more information on entitlements.

- 5. Check the **Check Out** box(es) next to the **Deposit Nos.** you want to balance. You should select all of the deposits for any particular employee, since that person's cash drawer is what is being balanced.
- 6. Click the **Check Out** button. If you have unlocked payments in any of the selected deposits, you will receive a warning message. All payments must be locked before checking out a deposit.

CINDY :	27-SEP-2011		5	ave Changes			
ACT Office	\$175.01		CL	rrency (bills) Count	Total	Drawer	Deposit
Deposit(s)	Starting Drawer			\$100	\$0.00		\$0.00
TESTOFF	\$50.00			\$50	\$0.00		\$0.00
Cash Received	\$25.00			\$20	\$0.00		\$0.00
Change Given:	\$10.00			\$10	\$0.00		\$0.00
Net Cash:	\$15.00			\$5	\$0.00		\$0.00
	Shortaga	Overage		\$2	\$0.00		\$0.00
Cash	so oo	S0 00		\$1	\$0.00		\$0.00
Check	\$0.00	\$0.00		Total:	\$0.00	\$0.00	\$0.00
Money Order	S0 00	\$0.00				_	_
Cashiers Check	50.00	50.00		Cash Total:	\$0.00	\$0.00	\$0.00
Cashiers Check	\$0.00	\$0.00					

7. The Check Out screen appears:

- 8. The **Starting Drawer Amount** field at the top left shows the amount entered in the Settings.
- 9. The **Cash Received** and **Change Given** fields (on the left side of the screen) show the amount of cash entered and change given out as you were taking payments. The **Net Cash** is the difference between these two fields.
- 10. In the **Currency** section (which appears by default), enter any amounts for bills on hand in the two left most **Currency** columns, then click **Save Changes**. You will see a 'Deposit out of balance' message in red if you have other types of payments to enter. Shortage amounts are shown in red and overage amounts are in blue.

ency (bills)				
Save Changes				
Currency (bills) Count		Total	Drawer	Deposit
\$100		\$0.00		\$0.00
\$50		\$0.00		\$0.00
\$20	1	\$20.00		\$20.00
\$10	0	\$0.00		\$0.00
\$5	1	\$5.00		\$5.00
\$2		\$0.00		\$0.00
\$1		\$0.00		\$0.00
Total:		\$25.00	\$0.00	\$25.00

11. Click the **Coin** line.

Save Changes			
olled Coins Count	Total	Drawer	Deposit
\$0.25	\$0.00		\$0.00
\$0.10	\$0.00		\$0.00
\$0.05	\$0.00		\$0.00
\$0.01	\$0.00		\$0.00
Total:	\$0.00	\$0.00	\$0.00
ose Coins Count	Total	Drawer	Deposit
\$0.25	\$0.00		\$0.00
\$0.10	\$0.00		\$0.00
\$0.05	\$0.00		\$0.00
\$0.01	\$0.00		\$0.00
Total:	\$0.00	\$0.00	\$0.00
Cach Total:	\$25.00	\$0.00	\$25.00

- 12. Enter any amounts for coins on hand in the **Rolled Coins** and/or **Loose Coins** fields, then click **Save Changes**.
- 13. Click the Check, Money Order and Cashiers Check line.

(Currency (bills)		
(Coin		
. (Check, Money Order and Ca	ashiers Check	
	Save Changes		
	Save Changes Check	Money Order	Cashiers Check
	Save Changes Check Receipted: \$100.01	Money Order \$60.00	Cashiers Check

- 14. Enter the total amount of the checks, money orders and cashiers check on hand, then click **Save Changes**.
- 15. To account for your **Starting Drawer** amount, enter the Count and the Drawer amount (for ex., 1 in the Count field for a fifty-dollar bill and 50 in the Drawer field. These fields are in the Currency, Coin, and Check/Money Order and Cashier Check sections.

en Doposit	ndly				
ose Deposit Printer The	indiy				
Cashier					
CINDY 27-SEP-20	11	Save Changes			
Location Deposit An	nt				
ACT Office \$175.01		Currency (bills) Count	Total	Drawer	Deposit
Deposit(s) Starting Dra	awer	\$100	\$0.00		\$0.00
TESTOFF \$50.00		\$50	\$0.00		\$0.00
Cash Received: \$25.00		\$20	2 \$40.00	\$40.00	\$0.00
Change Given: \$10.00		\$10	2 \$20.00	\$10.00	\$10.00
Net Cash: \$15.00		\$5	1 \$5.00		\$5.00
Shortago	Overage	\$2	\$0.00		\$0.00
Cash S0.00	S0.00	\$1	\$0.00		\$0.00
Check S0.00	\$0.00	Total:	\$65.00	\$50.00	\$15.00
Money Order \$0.00	\$0.00				
Cashiers Check 50.00	\$0.00	Cash Tot	al: \$65.00	\$50.00	\$15.00

- 16. Click Save Changes.
- 17. If a **Drawer out of balance** message appears on the left side of the screen, you should adjust the Drawer amounts and Count amounts.

If a **Deposit out of balance** message appears, you should adjust the Counts amounts that were entered.

- 18. After all of the money on hand has been counted and entered into this screen, click Save Changes. You can also exit from the Check Out screen and return later to complete the check out.
- 19. Once the deposit is in balance or you choose to finalize the checkout without balancing it, click **Close Deposit**.

Note: Although it is possible to lock (or close) an unbalanced deposit, but ACT does not recommend this.

20. A confirmation message will be displayed. Click **OK** to lock the deposit



21. Click the **Printer Friendly** button to show the data in a printable format.

4				
Cashler CINDY	27-SEP-2011			
Location ACT Office	Deposit Amt \$175.01			
Deposit(s) TESTOFF	Starting Drawer \$50.00			
Cash Received:	\$25.00			
Change Given:	\$10.00			
Net Cash:	\$15.00			
Currency (bills)	Count	Total	Drawer	Deposit
Hundreds		\$0.00		\$0.00
Fiftles		\$0.00		\$0.00
Twentles	2	\$40.00	\$40.00	\$0.00
Tens	2	\$20.00	\$10.00	\$10.00
Files	1	\$5.00		\$5.00
Twos		\$0.00		\$0.00
Ones		\$0.00		\$0.00
	Total:	\$85.00	\$50.00	\$15.00
Rolled Coins	Count	Total	Drawer	Deposit
Quarters		\$0.00		\$0.00
Dimes		\$0.00		\$0.00
Nickles		\$0.00		\$0.00
Pennles		\$0.00		\$0.00
	Total:	\$0.00	\$0.00	\$0.00
Loose Coins	Count	Total	Drawer	Deposit
Quarters		\$0.00		\$0.00
Dimes		\$0.00		\$0.00
Nickles		\$0.00		\$0.00
Pennies		\$0.00		\$0.00
	Total:	\$0.00	\$0.00	\$0.00
	Cash Total:	\$05.00	\$50.00	\$15.00
	Check	Money Order	Cashiers Check	
Receipted:	\$100.01	\$60.00	\$0.00	
Counted:	\$100.01	\$60.00		
	Shortage	Overage		
Cash	\$0.00	\$0.00		
Check	\$0.00	\$0.00		
Money Order	\$0.00	\$0.00		
Cashlers Check	\$0.00	\$0.00		

Unlocking a Deposit

You can re-open, or unlock, a deposit if three conditions are met:

- The deposit has not been transmitted to the ACT database yet
- The operator for the deposit has no other open deposits
 - June 13, 2016 © Appraisal & Collection Technologies, LLC

- The user has the entitlement 'Reopen Deposit'.
- 1. On the Home page, click Check Out.
- 2. For the deposit you want to unlock (re-open), click the Check Out icon (\mathbb{R}).
- 3. The Check Out screen appears. Click Re-Open Deposit

Deposit Proof Report

- 1. To print a Deposit Proof Report, click Check Out.
- 2. On the Closed Deposits side of the screen, click the page icon () on the row for the deposit you want to see. A sample report is below:

(printed on	09/27/2011 1	4:27 BY CINDY)					D	eposit	Proc	of
Deposit TES	TOFF		·								
Operator	Transactio Count	n Cash Receiv	Cash ved (less change	Calcul Check	ated	Calo Mon	ulated ey Order	Calculated Cashiers Check	Total Deposi	t	
CINDY	2	\$25.00	\$15.00	\$100.01	1	\$60.	00	\$0.00	\$175.01	_	
TESTOFF											
Valida Num	ation ber	Account	Payment Date	Payment Amt.	Cash (less char	n i nge)	Checks	Check Details		Money Orders	Cashiers Checks
5585	0	32700023190059	09/27/2011	\$175.00	\$15.0	00	\$100.00	Check No. 123 S	Amount 100.00	\$60.00	\$0.00
5566	1	111	09/27/2011	\$0.01	\$0.00	D	\$0.01	Check No. 111	Amount \$.01	\$0.00	\$0.00
Deposit N	lo. Total:				\$15.0	00	\$100.01			\$60.00	\$0.00
Total					\$15.(00	\$100.01			\$60.00	\$0.00

3. Click the **blue house** (**1**) to return to the **Home** screen.

Exiting the Offline Remittance Program

At the end of each day or session of the Offline Remittance program, you should close the program.



- 1. Click **Logout** (Logout) on the upper right corner of the page.
- 2. If you need to open the program again the next day, double-click the Offline Remittance icon on your desktop.

Sending Payments to the ACT System

After the ACT Tax Collection System is back in service, Offline Remittance administrators can send the payments taken in Offline Remittance back to the ACT system. The steps below will need to be performed on each computer that has the Offline Remittance program.

Only locked payments will be sent back to ACT. You can do a search on the Remittance screen for Unsent payments to see which payments still need to be locked.

Deposits that have not been checked out can be transmitted.

- 1. If you want to keep a copy of the data in a spreadsheet, do the following **BEFORE** transmitting the payments (or you do not plan to transmit the data automatically):
 - a. From the Home screen, click Send.

Report	Send Remittances to Central Office
Send	
Backup	Confirm Spreadsheet Export
Connect	Deposit No. CINDY
	Select a deposit.

- b. **IMPORTANT**! Do **NOT** click **Confirm Spreadsheet Export** if you plan to use the Transmit via Network option to send deposit data to the Tax Collection automatically.
- c. DO click **Confirm Spreadsheet Export** if you have e-mailed the spreadsheet to a designated recipient at ACT for further processing
- d. (Multi-Client option only) Select a Client from the drop-down list.
- e. From the drop-down list next to **Deposit No.**, select the deposit to send to a spreadsheet.
- f. Click Spreadsheet Export.
- g. Select **Open** from the popup. An Excel file will open. At this time, the column headings are not available, but the data is.
- h. Select File from the Excel toolbar; in the drop down menu select Save As.
- i. Select where to save the file to and what to name it, and change the **Save As** type to .xls then click **Save**. This will save the file as a spreadsheet.
- 2. To send the payments to the Tax Collection System automatically, go to the **Home** tab and click **Send**.
- 3. Choose a deposit from the **Deposit No**. drop-down list.
- 4. Click Transmit via Network.
- 5. A completion message appears confirming the number of years and payments sent.
- 6. If for some reason, the transmission fails, click **Spreadsheet Export** to create a comma delimited (CSV) file that can be emailed to a designated recipient at ACT.
 - a. Select **Save** and save the file.
 - b. A standard **Save As** window appears. Save the file on your computer. Remember the location and name (including the .CSV extension). Click **Save**. On the next popup window, select **Close** instead of Open.

Posting the Remittances to the ACT Tax Collection System

These offline remittances will be posted via a lockbox inside the Tax Collection System. At least two steps are required. **If you did NOT create a CSV file, skip to step 2 below**.

- 1. If you created a CSV file, you must first transfer the data from the CSV file to the database. To do this,
 - a. Log in to the ACT Tax Collection System
 - b. From the Batch Menu, click File Upload.



- c. On the File Upload screen, click Browse.
- d. Locate the CSV file you created in Offline Remittance and select it.
- e. Click **Press** to move the file to the ACT 7 server.
- f. Run batch menu no. 10023, Load CSV File from Offline Remittance.

CINDYB BATCHMENU	v1.100		10/09/2014 08:31:57 ACTT
 Parameters 	10023	Load CSV File from Offline Remittance	
	CSV File Name	155260A.csv	
Pr	eviously Loaded Deposit?	N	

- g. Enter the CSV File Name (case sensitive, include the extension).
- h. If you have loaded this file before (that is, if you have loaded the deposit number in the file previously), enter **Y** in the **Previously Loaded Deposit** field. If this is new data, enter **Y**. If you enter N, the file must still be renamed and re-uploaded using the File Upload button.
- i. Click **Submit Job**, and then click **OK** to the confirmation message. If a payment was taken with the same year entered twice on the payment screen, this process will be terminated.

LOAD CSV 573568.log 04/29/20	09 10:58:33 TAX COLLECTION SYSTEM	
	FORT BEND COUNTY	
==		
MODULE NAME : MODULE VERSION : BATCH MENU ITEM # : REQUESTING USER : PROCESS START TIME : REQUEST SEQUENCE NO :	Load CSV File from Offline Remittance v1.2 10023 FB01 04/29/2009 10:58:32 573568	
Parameters CSV File Name in /usr2/uploa 	d 4282009 Transmit Test 1.csv	
PROCESS END TIME :	04/29/2009 10:58:34	

2. After batch menu no. 10023 finishes successfully or if you did not create a csv file, run batch menu no. 10024, **Produce Lockbox File from Offline Remittance**. This puts the data in the correct format for a lockbox. It selects all payment transactions that have not been retrieved previously by this same process.



- a. (optional) In the **Deposit No.** field, enter a deposit number only if you need to process one of the deposits in the batch of remittances you transmitted. For example, a tax office may have multiple deposits open in Offline Remittance during a day. These will all be uploaded via batch menu no. 10023. Then a discovery is made that a transaction in one of the deposits is incorrect. The other deposits can still be processed by using the deposit no. parameter on batch menu no. 10024. Once the incorrect deposit is corrected, it is reloaded using a different file name on batch menu no. 10023 (setting the Previously Loaded File to Y) and then a lockbox file for that deposit can be created by using the Deposit No. field on batch menu no. 10024.
- 3. Write down the Request Sequence No. that is on the log file, which is available in the Batch Request screen:

PRODUCE LOCKBOX FILE 576902.log	08/19/200	9 09:	49:05										
т	А Х	с о	L L	E C	ті	0	N	s	Y	s	т	Е	м
			EL	PASO									
=====						====			===	===	===	===	
MODULE NAME : MODULE VERSION : BATCH MENU ITEM # : REQUESTING USER : PROCESS START TIME : REQUEST SEQUENCE NO :	Produce v1.3 10024 EP01 08/19/20 576902	Lockb	ox F1] :49:03	le from	0ffl	ine	Remitt	anc	e				
Parameters Client ID	9400000)											
Lock Box file name : ol remit lo Lock Box Year records written : Lock Box Payment records written	2kbox.5769 5 : 7	02											
PROCESS END TIME :	08/19/20	09 09	:49:09	5									

4. Run batch menu no. 115, **Offline Remittance Lockbox**, to post the transactions. The Batch Request Sequence No. was generated during the previous step. Use the normal lockbox posting procedures for your tax office. The deposit number cannot be longer than 8 digits. ACT recommends running the edit (E) option first to see the changes to be made.

Alternate payers are assigned when the lockbox is run in update mode.

(Attorney option only) If a lockbox created from Offline Remittance payments has an attorney unit number in the header record (the first row of the file), only the units associated with that attorney will be paid. Remaining money will be put in the escrow unit specified at the time of the payment.

(Attorney option only) The Special Rule field must be set to **11** (pay coupon year, with remaining money being put in the escrow unit specified at the time of the payment), **12** (pay coupon year, then oldest year, with remaining money being put in the specified escrow unit), **14** (pay coupon year, current year, oldest year, then next oldest year), or **22** (pay all of the amounts due for units and years associated with the attorney ID listed in the header of the file (coupon year first, then oldest year, next oldest year, etc.), then begin paying years and units associated with a second attorney (coupon year first, then oldest year, next oldest year, etc.).

EP01 BATCHMENU v1.70			08/19/2009 09:48:37 ELPASO_TEST
Parameters			
	115	Offline Remittance Lockbox	
	_		
Batch Request Sequence No	576902		
Depusit No.	IESICB		
Depusit Date (MM/DD/TTTT)	08/19/2009		
Receipt Date (MM/DD/TTTT)	00/ 9/1009		
Report Option Posting Option	5		
Onerator	CIND		
Deposit Override	N		
Postmark Override	N		
Funds Source	0		
Pavee Code	0		
Special Rule	00		
Deposit Type	LB		
Do Not Use	N		
Request Sequence No.	0		
Portfolio Login Name			
Portfolio Lock ID	0		