November Abstract User Guide

For the

Division of Property Valuation Requirements



Prepared by the Abstract Section

Kansas Department of Revenue Division of Property Valuation 300 SW 29th St. Topeka, KS 66601-3506

NOVEMBER ABSTRACT CERTIFICATION	1
INSTRUCTIONS	
GENERAL INSTRUCTIONS	
CHANGE PASSWORD	
MAIN MENU	8
WINDOW OVERVIEW	
NOVEMBER UPLOAD INSTRUCTIONS	
UPLOAD NOVEMBER PERSONAL PROPERTY FILE	
UPLOAD NOVEMBER REAL PROPERTY FILE	
UPLOAD NOVEMBER HEAVY TRUCK FILE	
UPLOAD NOVEMBER STATE AND COUNTY FILE	
UPLOAD NOVEMBER CITY FILE	
UPLOAD NOVEMBER TOWNSHIP FILE	
UPLOAD NOVEMBER SCHOOLS FILE	
UPLOAD NOVEMBER MISCELLANEOUS DISTRICTS FILE	
UPLOAD NOVEMBER SPECIALS FILE	
UPLOAD NOVEMBER TABLE 2 FILE	
UPLOAD NOVEMBER TAX DISTRICT FILE	
UPLOAD NOVEMBER WATERCRAFT FILE	
NOVEMBER VIEW REPORTS	
SUMMARY SIGNOFF	
HEAVY TRUCKS SIGNOFF	
HEAVY TRUCKS	
WATERCRAFT SIGNOFF	
WATERCRAFT	
FINAL REVEW	
STATE AND COUNTY REPORT	
CITY REPORT	
TOWNSHIP REPORT	
SCHOOLS REPORT	
MISCELANEOUS DISTRICTS REPORT	
TABLE 1 REPORT	
SPECIAL ASSESSMENTS REPORT	
TABLE 2 REPORT	
TAXING DISTRICTS REPORT	
NOVEMBER EDIT INSTRUCTIONS	
EDIT NOVEMBER HEAVY TRUCKS FILE	
EDIT NOVEMBER STATE AND COUNTY FILE	
EDIT NOVEMBER CITY FILE	
EDIT NOVEMBER TOWNSHIP FILE	
EDIT NOVEMBER SCHOOLS FILE	
EDIT NOVEMBER MISCELLANEOUS DISTRICT FILES	
EDIT NOVEMBER TABLE 1 FILE	
EDIT NOVEMBER SPECIALS FILE	
EDIT NOVEMBER TABLE 2 FILE	
EDIT TAX DISTRICT FILE	
EDIT NOVEMBER WATERCRAFT FILE	
ERROR INSTRUCTIONS	
BUSINESS CONTACTS	
NOVEMBER CHECKLIST	

Contents

Checklist for NOVEMBER SUMMARY SIGNOFF	91
Check List for FUND DISTRIBUTION	
Check List for TABLE 1 – DISTRICT DISTRIBUTION	
Checklist for TABLE 2 – COLLECTIONS	
Checklist for TAX DISTRICTS	96
CERTIFICATION REQUIREMENTS	
CERTIFICITIES (TELEVIE)	

The Kansas Property Valuation Division exercise general supervision over ad-valorem policies and procedures, conducts valuation of state appraised properties and provides concise and timely property tax information. Property is appraised by county appraisers and taxes are collected at the county level.

Abstract information is used to create The Statistical Report of Property Assessment and Taxation. This report is published annually by the State Department of Revenue, Division of Property Valuation for the purposes of reporting information that pertains to assessment and tax. This report is divided into 3 sections, statewide statistics, county statistics and valuation and tax comparisons for the current and previous year.

PLEASE REVIEW THIS DOCUMENTS IN ITS ENTIRETY BEFORE BEGINNING TO USE THE PROGRAM.

NOVEMBER ABSTRACT CERTIFICATION

The November abstract is the ad valorem tax levy, the in lieu of tax and the special assessments report that the county clerk is required to submit to the Division of Property Valuation. K.S.A. 79-1806 requires the county clerk to transmit to the Director of Property Valuation, on forms to be prepared and supplied by the director, a statement showing the total amount of taxes levied in the county for all purposes. This abstract will report the valuation used to compute the final tax levy rate pursuant to K.S.A. (1996 Supp.) 79-1803 that included the late filing personal property penalty (pursuant to K.S.A. (1996 Supp.) 79-332a, 79-1422, and 79-1427a) and the total taxes assessed on the tax roll (before removing the cancelled tax under \$5).

The deadline for certification of the November abstract is <u>on or before November 15th</u> of each year pursuant to K.S.A. 79-1806. If you are unable to meet the deadline for submitting your abstract, please contact the director in writing before November 15th. State your reason(s) for the delay and the date you expect to certify. K.S.A. (1996 Supp.) 79-1605 states, "If any county clerk shall refuse or neglect to properly prepare an abstract of the assessment roll of the county and forward the same to the Director of Property Valuation, as required by law, he or she hall forfeit to the state the sum five hundred dollars..."

CERTIFICATION REQUIREMENTS

- ➢ 16/20M Distribution Abstract (Excel)
- Statement of Taxes Levied Against Public Utility Property *Abstract* (LAPUP) (Excel)
- Neighborhood Revitalization Program Abstract (NRA) On-line version. Sign, date and affix your official seal
- > Value, Tax, and Levy *Abstract* Summary Signoff. Sign, date, and affix your official seal.
- > 16/20M Tagged Vehicle Summary *Abstract* Sign, date, and affix your official seal
- Watercraft Summary *Abstract* Sign, date, and affix your official seal.
- Fund Distribution *Reports*
 - o State and County
 - o City
 - o Township
 - o Schools
 - o Miscellaneous Districts
 - o Table 1
 - o Special Assessments
 - o Table 2
- Tax District Report
- Final Review
- Levy Sheet (10 copies)

Mail in the following documents to the address below:

- ✓ Summary Signoff
- ✓ Heavy Trucks Signoff (16/20M Tagged Vehicle Abstract)
- ✓ Watercraft Signoff
- ✓ State and County Report
- ✓ City Report
- ✓ Township Report
- ✓ Schools Report
- ✓ Miscellaneous District Report
- ✓ Table 1
- ✓ Special Assessment Report
- ✓ Table 2
- ✓ First and last pages of the Tax District Report
- ✓ Fina Review (final copy after all errors are corrected)
- ✓ Levy Sheet (10 copies)
- ✓ Neighborhood Revitalization Abstract (on-line version)

MAILING ADDRESS:

Kansas Department of Revenue Division of Property Valuation Abstract Section PO Box 3506 Topeka, KS 66601-3506

Email the following Excel documents to veronica.dean@ks.gov

o 16/20M Distribution Abstract (Excel)

Email the following Excel documents to Jamie.cox@ks.gov

o Statement of Taxes Levied Against Public Utility Property Abstract (LAPUP) (Excel)

After your November abstract files have been audited and any necessary corrections received, you will be notified by phone or email that the division is releasing your November abstract files.

INSTRUCTIONS

GENERAL INSTRUCTIONS

This program requires that you have Microsoft Internet Explorer. Access to the on-line November Abstract program is found on the Abstract Section's home page that is accessed from the KDOR website. The website is www.ksrevenue.org/pvdabstract.html. You are encouraged to add this website to your favorites by setting up a bookmark.

The user guides for July and November are available under 'Abstract Guides' should you wish to read through them before beginning the abstract process.

To close any window on your PC, click on the '**X**' in the upper right-hand corner of the window. Another method is to pull down on the '**File**' menu and click on '**Close**'.

Clicking on the 'Back' button at the upper left-hand corner of the window returns you to the previous screen.

To log into the abstract on-line application, go to "Abstracts Used to Collect Data from County Officials' and click on 'July and Nov. Abstracts'.

HOME ABOUT NEWS CONTACT CUSTOMER SERVICE CENTER Search
PVD HOME ABSTRACT AGRICULTURALUSE EDUCATION RATIO STUDY PERSONAL PROPERTY CAMA FORMS CONTACT PVD
Property Valuation Abstract Section
The Abstract Section of the Division of Property Valuation establishes the uniform reporting of value, taxes and levies from the county officials to the Division. The reporting of the value, taxes and levies by the Director of the Division of Property of Valuation to the Governor and the members of the Legislature each year is required by K.S.A. 79-1806 and 79-1404, Fourteenth. The section also compiles and publishes the information received on statewide value, tax and levy annually.
Statistics
Value, Tax, and Levy
Abstracts used to collect data from county officials:
Iuly and November Abstracts Article 51 Motor Vehicle Abstracts Mortgage Registration Abstract
16/20M motor vehicle tax distribution abstract:
<u>16/20 Form</u> (Excel download) <u>16/20 Instructions</u>
Neighborhood revitalization abstract:
Neighborhood Revitalization Abstract Instructions
Abstract guides
July Abstract User Guide November Abstract User Guide County Clerk's Handbook
Education for county clerks
2020 Class Description / Schedule Registration County Clerk's Deadlines.

This loads the On-line Application Login Welcome screen. To log in, you must enter the username and password which you have used in the past.

Initially, a username and password was assigned by KDOR. This was you County Number and County Name. The box titled '**Username**' is clicked and the County Number (Example: 030) is entered as the Name. The box titled '**Password**' may be tabbed to or clicked on your current password is entered. If you have not changed your password. It would be your county name. If the username (county#)/password combination is invalid, an error message is displayed.

The Navigation Menu is at the top of the screen after you have logged in. Return to the Main Menu from any other menu by clicking on '**Home**'. Help information is available by clicking on '**Help**'. The July and November User

Guides are available at this location. KDOR contact information may be found by clicking on '**Contact Us**'. The password may be changed by clicking on '**Change Password**'. Clicking on the '**Logout**' button returns you to the PVD online applications log-in page.

Enter you Username and Password, then click on 'Login' to login to the July and November Abstracts.

PERSONAL TAX	BUSINESS TAX	VEHICLES	ALCOHOLIC BEVERAGE CONTROL	PROPERTY VALUATION	CONTACT US	OTHER	٩
Welcome to PVD o	nline applications						
Username:							
Password:							
Login							
Copyright © 2017 Ka	nsas Department of Re	venue. All Rights	Reserved.			KSRevenue.org	homepage

CHANGE PASSWORD

For security, purposes the department-assigned password should be changed, but changing the password is not required. To change the password, click on the '**Change Password**' button in the Navigation Menu.

To change the password:

- 1. Enter the current password in the box titled '**Original password**'. An error message is returned if the password does not match the current password.
- 2. Enter the new password in the box titled '**New password**'. The new password must be at least 4 characters long and must consist of only numbers and letters. Error messages appear to advise of password composition mistakes.
- 3. Enter the new password again in the box titled 'Confirm new password'.
- 4. Click on the 'Change Password' button to save the new password.
- 5. To start over or correct errors, click on the 'Clear' button to clear what has been entered and begin again.

A confirmation screen is displayed when the password has been changed and successfully. Remember your username and password for future use. However, if you forget the password, you may call the PVD Abstract Section for the password or to reset it if you have been locked out.

Because the county appraiser also uses the secure log-in site, please inform your county appraiser if the password is changed.

HOME HELP CONTACT US CHANGE PASSWORD LOG OUT	٩
Original password:	
Copyright © 2017 Kanses Department of Revenue. All Rights Reserved.	omepage

HOME	HELP	CONTACT US	CHANGE PASSWORD	LOG OUT	٩
				PASSWORD CHANGED	
		been changed succ to the main menu.	cessfully. Please make a note	of your new password for future reference.	
Copyrigh	nt © 2017 Ka	nsas Department of R	Revenue. All Rights Reserved.		KSRevenue.org homepage

Click on 'Home' on Navigation Menu at the top of the screen to continue.

MAIN MENU

You are now at the On-line Application Menu. There are '**Tax Unit Boundary Certification**', '**November**', '**Neighborhood Revitalization**' and '**Ratio**' radio button as well as a red '**Continue**' button remain available until all counties have successfully uploaded their November abstracts. It is then closed until the following October.

The 'July' radio button is visible here because this is the test site. Normally, 'July' is only visible during the months of June, July, and August.

The 'November Abstract Users Guide' and the 'July Abstract Users Guide' are available by clicking on 'Help' on the Navigation Menu. Instructions are also available on the 'Help' page for 'Tax Unit Boundary Certification' and 'Neighborhood Revitalization'. The 'Ratio' radio button is to upload information for the Ratio Studies complied by your county appraiser and its use will not be addressed here.

The Navigation Menu is available at the top of the menu screen. Throughout your work, you may logout and return to the On-line Application Login Welcome screen by clicking on 'Logout'. You may return to this main menu page at any time by clicking on 'Home'.

HOME	HELP	CONTACT US	CHANGE PASSWORD	LOG OUT		
					Main Menu	
⊖ Jul ● No ○ Ra	y vember tio ighborhood	dary Certifications Revitalization				
Copyrigh	nt © 2017 Kar	nsas Department of R	tevenue. All Rights Reserved.			# ≝ ¥ f

Click on the 'November' radio button then click the 'Continue' button.

WINDOW OVERVIEW

<u>RADIO</u> <u>BUTTON</u>	DESCRIPTION
Upload November Personal Property File	The files necessary for execution of the 'Upload November Personal Property' button are the pn1.txt and the pn2.txt. The path names are on the upload screen. Click on the first 'Browse' button to open the 'Choose file' dialogue box and find pn1.txt on your computer using the path name on the upload screen. Double click on the file to select it and it appears in the first box on the upload screen. Click on the second 'Browse' button to open the 'Choose file' dialogue box and find the pn2.txt. Double click on the file to select it and it appears in the second box on the upload screen. Now click the 'Upload' button to upload both files simultaneously. Click 'Back' to return to the menu.
Upload November Real Property File	The files necessary for execution of the 'Upload November Real Property' button are the rn1.txt and the rn2.txt. The path names are on the upload screen. Click on the first 'Browse' button to open the 'Choose file' dialogue box and find rn1.txt on your computer using the path name on the upload screen. Double click on the file to select it and it appears in the first box on the upload screen. Click on the second 'Browse' button to open the 'Choose file' dialogue box and find the rn2.txt. Double click on the file to select it and it appears in the second box on the upload screen. Now click the 'Upload' button to upload both files simultaneously. Click 'Back' to return to the menu.
Upload November Heavy Truck File	The file necessary for the execution of the 'Upload November Heavy Truck File' button is the pvhtn.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose file' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click the 'Back' button to return to the menu.
Upload November State and County File	The file necessary for the execution of the 'Upload November State and County File' button is the steenty.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November City File	The file necessary for the execution of the 'Upload City File' button is the city.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Township File	The file necessary for the execution of the 'Upload November Township File' button is the township.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.

Upload November Schools File	The file necessary for the execution of the 'Upload November Schools File' button is the schools.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Miscellaneous Districts File	The file necessary for the execution of the 'Upload November Miscellaneous Districts File' button is the miscdist.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Table 1 File	The file necessary for the execution of the 'Upload November Table 1 File' button is the table1.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Specials File	The file necessary for the execution of the 'Upload November Specials File' button is the specials.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Table 2 File	The file necessary for the execution of the 'Upload November Table 2 File' button is the table2.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Tax District File	The file necessary for the execution of the 'Upload November Tax District File' button is the taxdst.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Watercraft File	The file necessary for the execution of the 'Upload November Watercraft File' button is the pvwtrcftn.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.

	After the twelve files have been uploaded, click on the 'View Reports' button. This opens the 'PVD Abstracts
	Reports Menu' window.
View Reports	 Click the 'Summary Signoff' then 'Show Report' to open and print your 'Summary Signoff'. Verify the information on your 'Summary Signoff'. Click the 'Heavy Trucks Signoff' and 'Show Report' to open and print your 'November Abstract of 16/20M Heavy Trucks.' Verify the information on the abstract. Click the 'Watercraft Signoff' and 'Show Report' to open and print your 'November Abstract of Watercraft.' Verify the information on the abstract. Click the 'Heavy Trucks' and 'Show Report' a dialog box opens offering to 'Open', 'Save', or 'Save As' the file. It is <u>not</u> necessary to mail in this report. Click 'Final Review' to check for errors in the distribution reports, Table 1 and Table 2. After all errors are corrected the 'Final Review' is printed to mail in. Click on the 'State and County' and 'Show Report' to open and print your 'State and County Report'. Verify the information on this sreport: the distributions, the SAC codes, and the K.S.A. numbers Click on the 'Gity' and 'Show Report' to open and print your 'Currity the information on this report, the distributions, the SAC codes, and the K.S.A. numbers. Click on the 'Township' and 'Show Report' to open and print your 'Township Report'. Verify the information on this report, the distributions, the SAC codes, and the K.S.A. numbers. Click on the 'Schools' and 'Show Report' to open and print your 'Miscellaneous Districts Report'. Verify the information on this report, the distributions, the SAC codes, and the K.S.A. numbers. Click on the 'Table 1' and 'Show Report' to open and print your 'Miscellaneous Districts Report'. Verify the information on this report, the distributions, the SAC codes, and the K.S.A. numbers. Click on the 'Table 1' and 'Show Report' to open and print your 'Showlare Assessments' Report'. Verify the information on this report. Click on the 'Table 1' and 'Show Report' to open and print your 'Showlare Assessments' Report'. Verify the i
Edit November Heavy Trucks File	Click on the 'Edit November Heavy Trucks File' button to view and edit the Heavy Truck file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November State/County	Click on the 'Edit November State and County File' button to view and edit the State and County file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November City File	Click on the 'Edit November City File' button to view and edit the City file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Township File	Click on the 'Edit November Township File' button to view and edit the Township file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.

Edit November Schools File	Click on the 'Edit November Schools File' button to view and edit the Schools file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Miscellaneous Districts File	Click on the 'Edit November Miscellaneous Districts File' button to view and edit the Miscellaneous Districts file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Table 1 File	Click on the 'Edit November Table 1 File' button to view and edit the Table 1 file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November/ Specials File	Click on the 'Edit November Specials File' button to view and edit the Specials file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Table 2 File	Click on the 'Edit November Table 2 File' button to view and edit the Table 2 file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Tax District File	Click on the 'Edit November tax District File' button to view and edit the Tax District file. Each page is a taxing unit. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each change. Use the page number drop-down box to go to another taxing unit. Click 'Add' to add a new taxing district. Enter the tax unit number where the new tax district belongs; click 'Continue'. Enter information on new tax district then click 'Submit'. Click the 'Back' button to return to the menu.
Edit November Watercraft File	Click on the 'Edit November Watercraft File' button to view and edit the Watercraft file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.

NOVEMBER UPLOAD INSTRUCTIONS

This section gives a list of the fifteen files that need to be uploaded to KDOR for November, as well as optional edit buttons. The button, '**View Report**', is used for printing the three signoffs and ten reports necessary for the November Abstract.

- o Upload November Personal Property File
- Upload November Real Property File
- o Upload November Heavy Truck File
- Upload November State and County File
- o Upload November City File
- Upload November Township File
- Upload November Schools File
- Upload November Miscellaneous Districts File
- o Upload November Table 1 File
- o Upload November Specials File
- Upload November Table 2 File
- o Upload November Watercraft File

- o (unused)
- o View Report
- o Edit November Heavy Truck File
- o Edit November State and County File
- o Edit November City Files
- o Edit November Township File
- o Edit November Schools File
- o Edit November Miscellaneous District File
- o Edit November Table 1 File
- o Edit November Specials File
- o Edit November Table 2 File
- o Edit November Tax District File
- Edit November Watercraft File

When any of the first thirteen selections are chosen, an upload screen appears. As this point in the process, the correct file must be selected that corresponds to the file to be uploaded. The upload process will not complete successfully if the selected file does not correspond with the upload button selected. Only files pertinent to your county are visible and able to be selected. Printing a list of the files and checking them off as you upload them will help you to keep track of where you are in the upload process.

HOME HELP CONTACT US CHANGE F	ASSWORD LOG OUT	
	November Abstracts	
 Upload November Personal Property File Upload November Real Property File Upload November Heavy Truck File Upload November State and County File Upload November City File Upload November Township File Upload November Schools File Upload November Miscellaneous Districts File Upload November Table1 File Upload November Table2 File 	 View Reports Edit November Heavy Trucks File Edit November State and County File Edit November City File Edit November Township File Edit November Schools File Edit November Table 1 File Edit November Table 1 File Edit November Table 2 File Edit November Table 2 File Edit November Tax District File Edit November Watercraft File 	
Copyright © 2017 Kansas Department of Revenue. All Rig	hts Reserved.	# 1 ¥ f

For each upload, find and select the file on your computer, locating it with its pathname. Clicking on the '**Browse**' button in the upload window opens the '**Choose File to Upload**' dialog box (shown below). Using this dialog box:

- Click on Documents in Libraries to locate the 'Abstracts' folder.
- The files are available for selection from the 'Abstracts' folder. After finding this path for the first time, you are returned to this folder when 'Browse' is clicked again.

HOME HELP CONTACT US CHANGE PASSWORD LOG OUT	and the second se
November Personal Property File	$ \begin{array}{c} \hline \ensuremath{ \ensurem$
Please load both files then click 'Upload' The file to be uploaded is called pn1.txt. It is located at c:\abstracts\pn1.txt. The file to be uploaded is called pn2.txt. It is located at c:\abstracts\pn2.txt. Back Upload	Organize ▼ New folder ✓ Quick access ■ Desktop ● Downloads ■ Documents ■ Pictures ■ 2019 Revision # ■ LABUB Computer
Copyright © 2017 Kansas Department of Revenue. All Rights Reserved.	File name: PN1

The Kansas Department of Revenue (KDOR) On-line November Abstract program allows Kansas Counties to upload and edit their data on-line. Each county must have the following files created by a vendor before executing the November Abstract Program.

The personal property file names for November are **pn1.txt** and **pn2.txt**. The November real property files are identified as **rn1.txt** and **rn2.txt**. These four files are used when generating the '**Summary Signoff**'.

Additionally, eleven (11) more files are required to create the remaining signoff reports. A vendor must create these files. The files and their corresponding signoff and reports are listed below.

FILE NAME	REPORT NAME
Pvhtn.txt	Heavy Truck (16/20M) Signoff
SteCnty.txt	State and County Report
City.txt	City Report
Township.txt	Township Report
Schools.txt	Schools Report
MiscDisc.txt	Miscellaneous Districts Report
Table1.txt	Table 1 Report
Specials.txt	Specials Report
Table2.txt	Table 2 Report
TaxDst.txt	Tax District Report
Pvwtrcftn.txt	Watercraft Signoff

When a file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. Any file may be uploaded as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.

<u>Remember to upload the files in order listed.</u> If the file does not exist when you click on the '**Upload**' button, an error message is displayed. This message tells you that the file does not exist.

If the county number identifying the data on the file does not match the county number used to log in, an error message will be received when any file is uploaded. This error message reads 'Invalid County Number' and warns you that the two county numbers are mismatched. You should contact your vendor to correct the county identifier on the files.

<u>NOTE</u>: If an error is found in your real and/or personal property files, you must make the correction in your tax administration file and recreate the file or files in error using the instructions provided by your vendor. For the remaining files, you may make corrections from the edit screens in the program. However, this only changes the files that you are sending to KDOR and **not your original files.**

It is important that you proceed through the buttons in order in which they appear on the screen to ensure that the built-in edits work correctly.

UPLOAD NOVEMBER PERSONAL PROPERTY FILE

Choose the "**Upload November Personal Property File**' radio button to upload the personal property files for November. The two files to be uploaded are the **pn1.txt** and the **pn2.txt**, their paths, <u>**abstracts\pn1.txt**</u> and <u>**abstracts\pn2.txt**</u> and their upload boxes are displayed on the screen.

Click on the '**Browse**' button next to the second box to open the '**Choose File to Upload**' dialog box to locate the **pn2.txt** file and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the first box on the upload screen.

Click on the '**Browse**' button next to the second box to open the '**Choose File to Upload**' dialog box to locate the **pn2.txt** file. The '**Choose file to Upload**' should open to folder containing the abstract files this time. Double click on the file to select it and it appears in the second box on the upload screen. When the correct pathnames are displayed in <u>both</u> boxes, click on the '**Upload**' button to upload the files. Both file paths must be displayed in the upload boxes to upload successfully.

HOME HE	.P CONTACT US	CHANGE PASSWORD LOG OUT		
		November Perso	onal Property File	
	th files then click 'Uploac	f The file to be uploaded is called pn1.txt. It is located at c:\abstracts\pn1.txt. The file to be uploaded is called pn2.txt. It is located at c:\abstracts\pn2.txt.	Browse	
Copyright © 201	7 Kansas Department of R	tevenue. All Rights Reserved.		₩ m ¥ f

If no file, an incorrect file or only one of the two files is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the correct files. After a successful upload, you will see a message that files have been uploaded successfully and informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

The on-line program scans the files for errors. If any problems are encountered in the upload process, and error message is displayed advising you of the problem. In this case make the correction to the tax administration file, re-extract the data following your vendor's instructions, and upload the corrected filed.

Please contact the KDOR Software Administrator if you have any have any problems with the upload process. The number may be under '**Contact Us**' on the Navigation Menu.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.

HO	ME	H	LP	ço	NTACT	us i	CHANGE	PASSW	ORD	LOG CL	л													٩
[N	OVE	MBEF	R PE	RS	ONAL	PRC	PE	RTY	FILE							
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44	001	1101	342	U	Ö	0	0	0	0	0	0	0	1,025	119	9,011	0	1.628	0	0	0	186120	0.00	0.00	20
44	001	1161	342	U	13,104	0	0	0	0	0	0	0	0	0	0	0	3,788	0	0	13,104	166120	0.00	0.00	2
14	001	1165	342	U	11,130	0	0	0	0	0.	0	0	0	٥	0	0	0	0	0	5,673	186120	0.00	0.00	2
4	100	2000	342	U I	0	a	0	0	0	0	0	0	1,650	4,006	0	0	785	0	0	0	186120	0.00	0.00	2.4
4	001	2101	342	U I	0	0	0	0	0	0	0	0	0	9,428	0	0	0	0	0	0	186120	0.00	0.00	2
4	001	2102	342	U	0	0	0	0	0	0	0	0	0	208	0	0	0	0	0	0	186120	0.00	0.00	2
14	001	2152	342	U I	0	0	0	0	0	0	0	0	0	4,073	0	0	0	0	0	0	186120	0.00	0.00	2
4	001	2172	342	U I	0	0	0	0	0	0	0	0	0	85	0	0	0	0	0	0	186120	0.00	0.00	2
4	001	2800	342	U	0	0	0	0	0	0	0	0	0	85	0	0	43	0	0	0	186120	0.00	0.00	2
4	001	3115	342	U I	0	0	0	0	0	0	0	0	0	118	0	0	0	Ũ.	0	0	186120	0.00	0.00	2
4	001	4000	342	U	0	0	0	0	0	0	0	0	0	5,069	0	0	0	0	0	0	186120	0.00	0.00	2
4	001	7100	342	U	0	0	0	0	0	0	0	0	0	15,952	0	0	0	0	0	0	186120	0.00	0.00	2
4	001	9050	342	U	0	0	0	0	0	0	0	0	75	0	609	0	38	0	0	0	186120	0.00	0.00	2
4	002	1101	01.0	11	1.462	0	0	0	0	0	in.	n	8.968	n	8,939	0	1 237	0	n	1.462	199727	0.00	0.00	2

UPLOAD NOVEMBER REAL PROPERTY FILE

Choose the '**Upload November Real Property File**' radio button to upload the real property files for November. The two files to be uploaded are the **rn1.txt** and the **rn2.txt**, their paths, <u>**abstractsrn1.txt**</u> and <u>**abstractsrn2.txt**, and their upload boxes are displayed on the screen.</u>

Click on the '**Browse**' button next to the first box to open the '**Choose File to Upload**' dialog box to locate the **rn1.txt** file and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the first box on the upload screen.

Click on the '**Browse**' button next to the first box to open the '**Choose File to Upload**' dialog box to locate the **rn2.txt** file. The '**Choose File to Upload**' should open to the folder containing the abstract files this time. Double click on the file to select it and it appears in the second box on the upload screen. When the correct pathnames are displayed in <u>both</u> boxes, click on the '**Upload**' button to upload the files. Both file paths must be displayed in the upload boxes to upload successfully.

HOME HELP CONTACT U	IS CHANGE PASSWORD LOG OUT		٩
	NOVEMBER REAL PROP	ERTY FILE	
Please load both files then click 'Up Back Upload	The file to be uploaded is called m1.bt . It is located at clabstractsim1.bt . The file to be uploaded is called m2.bt . It is located at clabstractsim2.txt .	Browse Browse	
Copyright @ 2017 Kansas Department	of Revenue. All Rights Reserved	KSRevenue org home	page

If no file, an incorrect file or only one of the two files is selected and the **'Upload**' button is clicked, an error message is displayed. Try again to select the correct files. After a successful upload, you will see a message that the files have been uploaded successfully and an information table of the data that was uploaded is displayed (see the screen print of an example on the next page). You may scroll through the data using the scroll bars on the right side and the button of the table.

The on-line program scans the files for errors. If any problems are encountered in the upload process, an error message is displayed advising you of the problem. In this case make the correction to the tax administration file, re-extract the data following your vendor's instructions, and upload the corrected file.

Please contact the KDOR Software Administration if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.

	Bat		d and	m2.txt ha	we been t	been success	stully up i		NC.	EME	BER	REAL	PRC	PE	RTY	FILE										
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1	001	1101	542 U	297	583,784	2,548,251	0	2,770	0	0	0	0	0	0	0	0	0	0	0	0	0	160,550	0	0	674,548	ş
1	001	1102	142 U	9	21,638	85,996	Q	0	0	0	0	0	0	0	0	0	0	0	9	0	0	0	Q	0	29,700	ļ
	001	1155	542 U	1	2,444	3,840	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,300	1
1	001	1160	342 U	3	5,099	3,771	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,900	1
	001	1185	342 U	5	13,101	23,438	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11,500	1
1	001	1170	342 U	1	2,289	31,228	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,300	1
ŧ	001	1180	342 U	1	3,007	14,728	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	a	0	2,300	1
	001	1199	342 U	3	1,121	217	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17,080	0	0	0	1
1	001	2101	342 U	10	683	5,660	0	0	0	0	0	0	0	0	0	26,104	112,660	0	0	0	0	54,150	0	0	2,300	1
		2102	342 U	1	0	0	0	0	0	0	0	0	0	0	0	7.118	2,560	0	0	0	0	0	0	0	0	1
ş	001		42U	2	0	0	0	0	0	0	0	0	0	0	0	10,001	71,441	0	0	0	0	0	0	0	0	
1		2117		-	0	0	0	0	0	0	0	0	0	0	0	3,313	60,203	0	0	0	0	0	a	0	0	1
4	001	2117	_	1			0	h	0	0		_														h

UPLOAD NOVEMBER HEAVY TRUCK FILE

Choose the '**Upload November Heavy Truck File**' radio button to upload the heavy truck file for November. The heavy truck's file name. **pvhtn.txt**, and its path **abstracts\pvhtn.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer using the pathname shown above is displayed, click on the '**Upload**' button to upload the file. *It is not necessary to enter the levy in the 'Levy:' box to upload the Heavy Truck File.*

HOME HELP CONTACT US CHANGE PASSWORD LOG DUT	Q
NOVEMBER HEAVY TRUCK FILE	
LEVY. Enter current levy without decimal, example 123456	
The file to be uploaded is called pvhtn.txt. Browse It is located at chabstracts/pvhtn.txt.	
Back Upload	
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If no file or an incorrect file is selected and the '**Upload**' button is clicked, and error message is displayed. Try again to select the correct file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side of the bottom of the table. Verify the information in the file, especially the levy. If you need to edit the levy, enter the correct levy without a decimal in the '**Levy:**' box. Click '**Update**' to update the file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. The number may be found under '**Contact Us**' on the Navigation Menu.

When the file has been successfully upload, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.

				NOVEMBER HEAVY TRUCK FILE
The file	has been succ	essfully	uploaded.	
		L	EVY	* Enter current levy without decimal, example 123456
	100			
Back U	pdate			
Catelland	Init Colum Day		Lovy File Year	
dit044 001	13,186303	0.00	1235412017	
dit044 001	4,308 797	0.00	1235412017	
dit 044 002	6,781 795	0.00	1235412017	
dit044 004	8,921 97	0.00	1235412017	
	1,542 97	0.00	1235412017	
dtt044 005	8,180 1,85		1235412017	
	P1.00 1,00	0.00	1235412017	
dit044 006	19.816645			
dit 044 006	19,816645	0.00	1235412017	
dit 044 006 dit 044 007 dit 044 008	16,454236	0.00	1235412017	
dit 044 006 dit 044 007 dit 044 008 dit 044 009	16.454236 4,675 0	0.00	1235412017	
dit 044 006 dit 044 007 dit 044 008 dit 044 009 dit 044 017	16,454236 4,675 0 45,0811,412	0.00	1235412017 1235412017	
Edit044 005 Edit044 006 Edit044 007 Edit044 008 Edit044 009 Edit044 017 Edit044 018 Edit044 019	16.454236 4,675 0	0.00	1235412017	

UPLOAD NOVEMBER STATE AND COUNTY FILE

Choose the '**Upload November State and County File**' radio button to upload the State and County file for November. The file's name, **stecnty.txt**, and its path's name, **<u>abstracts\stecnty.txt</u>**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it and it appears in the upload box. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

HOME HELP CONTACT US CHANGE PASSWORD LOG OUT	٩
NOVEMBER STATE	AND COUNTY FILE
The file to be uploaded is called steenty.txt It is located at c:\abstracts\steenty.txt Back Upload	Browse
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If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an information table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is a combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank. Please write a detailed information on the '**State/County**' report of each fund which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combined funds. See the section in this manual, '**Edit November State and County File**', for information for making changes to this file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

NOVEMBER STATE AND COUNTY FILE

The file has been successfully uploaded.

Back

	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	2	1 KS Educ. Building Fund	033	76	6b01	159,686.87	201
Edit		2 State Inst. Building Fund	035	76	6b04	79,844.08	201
Edit	-	3 State General Fund	142	76	6b11	.00	201
		4 Total Stale Tax				239,530.95	201
Edi		5 General	135	79	1946	6,050,995.90	201
Edit		6 Bond & Interest	021	10	113	396,162.39	201
Edit		7 Bond & Interest Special	1			.00	201
Edit		8 Arts				.00	201
Edit		9 Activity Center Maintaince				.00	201
Edit	1	0 Ag. Extension Council				.00	201
Edit	1	1 Airport				.00	201
Edit	1	2 Alcohol & Drug Abuse				.00	201
Edit	1	3 Ambulance	009	65	6113	479,041.48	201
Edit	1	4 Appraisers Cost	011	19	436	370,610.66	201
Edit	1	5 Building Fund				.00	201

q

UPLOAD NOVEMBER CITY FILE

Choose the '**Upload November City File**' radio button to upload the City file for November. This file's name, **city.txt**, and its path <u>abstracts\city.txt</u>, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it and it appears in the upload box. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

HOME	HELP	CONTACT US	CHANGE PASSWORD	LOGIOUT				٩
				NOVEMBER	R CITY FILE			
Back	Upload			ploaded is called city.txt. d al c:\@bətrectə\city.txt.		Browse		
Copyrigh	t © 2017 Kar	isas Department of R	levenue. All Rights Reserved.				KSRevenue org home	epage

If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is a combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank. Please write detailed information on the '**City**' report of each fund which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combined funds. See the section in this manual, '**Edit November City File**', for information for making changes to the file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Mean is again available at the top of the screen.

NOVEMBER CITY FILE

The file has been successfully uploaded.

Back

Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1 General	135	12	101a	1,201,059.93	201
Edit	2Bond & Interest	021	10	113	71,184.98	201
Edit	3 Airport				.00	201
Edit	4Ambulance				.00	201
Edit	5 Audit				.00	201
Edit	6Building Fund				00	201
Edit	7 Capital Impr. (Multi-Year)				.00	201
Edit	8 Cemetery				.00	201
Edit	9 Community Building				.00	201
Edit	10 Emergency Equipment				.00	201
Edit	11 Employee Benefits	097	12	16,102	61,221.07	201
Edit	12Fair				.00	201
Edit	13Fire Department	131	12	1 10b	15,536.63	201
Edit	14 Flood Protection				.00	201

November User's Guide

a

UPLOAD NOVEMBER TOWNSHIP FILE

Choose the '**Upload November Township File**' radio to upload the Township file for November. This file's name, **township.txt**, and its path, **<u>abstracts</u>(township.txt</u>), are displayed on the screen. Click on the 'Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

HOME	HELP CONT	ACT US	CHANGE PASSWORD	LOG OUT				۹
				NOVEMBER T	OWNSHIP FILE			
Back	Upload			d is called township.txt abstracts/township.txt		Browse		
Copyright	t © 2017 Kansas Dep	artment of Re	venue. All Rights Reserved.				KSRevenue org home	page

If no file or an incorrect file is selected and the '**Upload**' button is clicked, and error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank, please write detailed information on the '**Township**' report of each fund which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combined funds. See the section in this manual, '**Edit November Township File**', for information for making changes to the file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.

NOVEMBER TOWNSHIP FILE

The file has been successfully uploaded.

Back

	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit		1 General	135	79	1962	117,447.69	2017
Edit		2 Bond & Interest				.00	2017
Edit		3 Ambulance				.00	2017
Edit		Building (TWP, Etc.)	027	80	115	9,283.80	2017
Edit	1	5 Cemetery				.00	2017
Edit	1	6 Community College Tut FD				.00	2017
Edit		7 Employee Benefits				.00	2017
Edit	1	Fire Protection				.00	2017
Edit	1	l Library	217	12	1220	68,543.39	2017
Edit	10	Library Employee Benefits				.00	2017
Edit	1	No-Fund Warrants				.00	2017
Edit	1:	2 Noxious Weeds				.00	2017
Edit	1	3 Park				.00	2017
Edit	1.	4 Praire Dog				.00	2017
Edit	1:	5 Recreation				.00	2017
Edit	10	6 Road				.00	2017

UPLOAD NOVEMBER SCHOOLS FILE

Choose the '**Upload November Schools File**' radio button to upload the Schools file for November. This file's name, **schools.txt**, at its path, <u>**abstracts**</u>, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

HOME	HELP	CONTACT US	CHANGE PASSWORD	LOG OUT				٩
				NOVEMBER S	CHOOLS FILE			
Back	Upload	1		ed is called schools.txt. :labstracts\schools.txt		Browse		
Copyrigh	nt © 2017 Kar	nsas Department of R	evenue. All Rights Reserved.				KSRevenue	org homepage

If no file or an incorrect file is selected and the **'Upload'** button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of data that was uploaded is displayed. (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is a combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank. Please write detailed information on the '**Schools**' report of each fun which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combination funds. See the section in this manual, '**Edit November School File**', for information for making changes to this file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.

			NO	VEMB	ER SCI	HOOLS FILE		
Т	he file h	as been successfully uploaded.						
	1							
Back								
L	ine	Name	SAC	KSA1	KSA2	Amount	File Year	
Edit	1	General				.00	2017	
Edit	2	Bond & Interest				.00	2017	
Edit	3	Adult Education	0			.00	2017	
Edit	4	Capital Outlay	-			.00	2017	
Edit	5	Employee Benefits				.00	2017	
Edit	6	Special Assessment				.00	2017	
Edit	7	Vocational Education	2			.00	2017	
Edit	8	Misc				.00	2017	
	9	Sub Total				.00	2017	
Edit	10	MNCPL General	6			.00	2017	
Edit	11	MNCPL Bond & Interest				.00	2017	
	12	MNCPL Employee Benefits	1			.00	2017	
Edit						.00	2017	
_	13	MNGPL Special Liability						
Edit Edit Edit	13		-	-	-	.00	2017	1

UPLOAD NOVEMBER MISCELLANEOUS DISTRICTS FILE

Choose the "**Upload November Miscellaneous Districts File**" to upload the Miscellaneous Districts file for November. This's files name, **miscdst.txt**, and its path, **<u>abstracts</u>**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double Click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

HOME	HELP	CONTACT US	CHANGE PASSWORD	LOG OUT			۹
			NOVEME	BER MISCELLAI	NEOUS DISTRI	CTS FILE	
Back	Upload			ed is called MiscDsttxt Sabstracts/MiscDsttxt		Browse	
Copyrigh	it © 2017 Kan	isas Department of R	evenue. All Rights Reserved.				KSRevenue.org homepage

If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank. Please write detailed information on the '**Miscellaneous**' report of each fund which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combined funds. See the section in this manual, '**Edit November Miscellaneous Districts File**', for information for making changes to this file.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.
NOVEMBER MISCELLANEOUS DISTRICTS FILE

The file has been successfully uploaded.

Lin	ne Na	lame	SAC	KSA1	KSA2	Amount	File Year
Ectr	1	01 Airport General				.00	2017
di	2	01 Airport Bond & Interest				.00	2017
di	3	01 Airport No-Fund Warrants	2			.00	2017
dif	- 4	01 Airport Employee Benefits	5			.00	2017
di.	5	01 Arport Other				.00	2017
	6	01 Airport Sub Total				.00	2017
it.	7	02 Ambulance General		-		.00	2017
dit	8	02 Ambulance Bond & Interest				.00	2017
dit	9	02 Ambulance No-Fund Warrants	2			.00	2017
hb	10	02 Ambulance Employee Benefits				.00	2017
dit	11	02 Ambulance Other				.00	2017
	12	02 Ambulance Sub Total				.00	2017
dil	13	03 Cemetery General	045	1	5 101	103,066.50	2017
dit	14	03 Cemetery Bond & Interest	-			.00	2017
dit	15	03 Cemetery No-Fund Warrants	8			.00	2017
		And the second sec					

UPLOAD NOVEMBER TABLE 1 FILE

Choose the '**Upload November Table 1 file**' radio button to upload the Table 1 file for November. This file's name, **table1.txt**, and its path <u>abstracts\table1.txt</u>, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

HOME	HELP	CONTACT US	CHANGE PASSWORD	LOGIOUT			٩
				NOVEMBER 1	ABLE 1 FILE		
Back	Upload			aded is called table1.txt t c:\abstracta\table1.txt		Browse	
Copyrigh	t © 2017 Kar	nsas Department of R	evenue. All Rights Reserved.				KSRevenue.org homepage

If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The navigation menu is again available at the top of the screen.

NOVEMBER TABLE 1 FILE

			loaded.	

	Line Name	General	Penalty	General Total	Local	I.R.B.	Econ Dev	All Other	Other Total	Special Asamt	Grand Total	File Year
		(1)	(2)	(1+2)	(4)	(6)	(7)	(8)	(4+6+7+8)	(10)	(3+9+10)	
Edit	1 State	239259.64	271.31	239530 95	0.00	0.00	0.00	0.00	0.00	0.00	239530.95	2017
Edit	2County	11880693.85	13469.29	11894163.14	0.00	0.00	0.00	0.00	0.00	18300.00	11912463.14	2017
Edit	3City	1454416.16	1959.65	1456415.81	0.00	0.00	0.00	0.00	0.00	34431.68	1490547.49	2017
Edit	4 Township	256027 51	237.12	256264 63	0.00	0.00	0.00	0.00	0.00	0.00	256264.63	2017
Edit	5School	7962486.49	9129.05	7971615.54	0.00	0.00	0.00	0.00	0.00	0.00	7971015.54	2017
Edit	6Cemetery	102962.38	104.12	103066.50	0.00	0.00	0.00	0.00	0.00	0.00	103066.50	2017
Edit	7Drainage	18488.02	10.14	18496,10	0.00	0.00	0.00	0.00	0.00	0.00	18498.10	2017
Edit	SFire	629969.47	644.00	630613.47	0.00	0.00	0.00	0.00	0.00	0.00	630613.47	2017
Edit	SHospital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	10 mprovement	97507.91	5.54	97513.45	0.00	0.00	0.00	0.00	0.00	703608.68	801122.13	2017
Edit	11Library	374714.51	412.58	375127.10	0.00	0.00	0.00	0.00	0.00	0.00	375127.10	2017
Edit	12Lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	13Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	14Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	284308.16	284308.16	2017
C.die	i # http://www.hungi	120505.05	64.43	100761.37	0.00	0.00	0.00	0.00	0.00	0.00	120751 37	2043

q

UPLOAD NOVEMBER SPECIALS FILE

Choose the '**Upload November Specials File**' radio button to upload the Specials file for November. This file's name, **specials.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

HOME	HELP CONTACT US	CHANGE PASSWORD LOG-OUT		٩
		NOVEMBER S	PECIALS FILE	
Back	Upload	The file to be uploaded is called specials.txt . It is localed at c:\abstracts\specials.txt.	Browse	
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If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.

AE F	IELP	CONTACT US CHANGE PASSWOR	D LOG OUT			
			NOVEMBER	SPECIALS FII	.E	
The f	file has be	en successfully uploaded.				
lack						
Lir	ne	Name			File Year	
Edit	1		01 Urbain Demolition	32,651.39	2017	
Edit	2					
			02 Urban Drainage	.00	2017	
Edit	3		03 Urban Sidewalks	.00	2017	
Edit Edit	3	04	03 Urban Sidewalks Urban Paving & Curbing	00. 00.	2017 2017	
Edit Edit Edit	3 4 5		03 Urban Sidewalks Urban Paving & Curbing 05 Urban Sewer	.00 00 1,780.29	2017 2017 2017 2017	
Edit Edit Edit Edit	3 4 5 6		03 Urban Sidewalks Urban Paving & Curbing 05 Urban Sewer 6 Urban Sewor Del. Fee	.00 00 1,780,29 .00	2017 2017 2017 2017 2017	
Edit Edit Edit Edit Edit	3 4 5 6 7		03 Urban Sidewalks Urban Paving & Curbing 05 Urban Sewer 6 Urban Sewor Del. Fee 07 'Urban Water	.00 00 1,780.29 .00 .00	2017 2017 2017 2017 2017 2017 2017	
Edit Edit Edit Edit Edit Edit	3 4 5 6 7 8		03 Urban Sidewalks Urban Paving & Curbing 05 Urban Sewer 6 Urban Sewor Del. Foo 07 Urban Water 08 Urban Whiteway	.00 00 1,780.29 .00 .00	2017 2017 2017 2017 2017 2017 2017 2017	
Edit Edit Edit Edit Edit Edit Edit	3 4 5 6 7 8 9 9	0	03 Urban Sidewalks Urban Paving & Curbing 05 Urban Sewer 6 Urban Sewer Del. Foo 07 'Urban Water 08 Urban Whiteway 09 Urban Solid Waste	.00 .00 1,780.29 .00 .00 .00	2017 2017 2017 2017 2017 2017 2017 2017	
Edit Edit Edit Edit Edit Edit Edit	3 4 5 6 7 8 9 10	0	03 Urban Sidewalks Urban Paving & Curbing 05 Urban Sewer 6 Urban Sewor Del. Fee 07 Urban Water 08 Urban Whiteway 09 Urban Solid Waste an Solid Waste Del. Fee	.00 .00 1,780,29 .00 .00 .00 .00	2017 2017 2017 2017 2017 2017 2017 2017	
Edit Edit Edit Edit Edit Edit Edit Edit	11	0 10 Urb	03 Urban Sidewalks Urban Paving & Curbing 05 Urban Sewer 6 Urban Sewer Del. Foe 07 Urban Water 08 Urban Whiteway 09 Urban Solid Waste an Solid Waste Del. Fee 11 Urban Weeds	.00 00 1,780,29 .00 00 00 00 00 00 00	2017 2017 2017 2017 2017 2017 2017 2017	
Edit Edit Edit Edit Edit Edit Edit Edit	11 12	0 10 Urb	03 Urban Sidewalks Urban Paving & Curbing 05 Urban Sewer 6 Urban Sewer Del. Fee 07 Urban Water 08 Urban Whiteway 09 Urban Whiteway 09 Urban Solid Waste an Solid Waste Del. Fee 11 Urban Ground Water	00 000 1,780,28 000 000 000 000 000 000 000 000	2017 2017 2017 2017 2017 2017 2017 2017	
Edit Edit Edit Edit Edit Edit Edit Edit	11	0 10 Urb	03 Urban Sidewalks Urban Paving & Curbing 05 Urban Sewer 6 Urban Sewer Del. Foe 07 Urban Water 08 Urban Whiteway 09 Urban Solid Waste an Solid Waste Del. Fee 11 Urban Weeds	.00 00 1,780,29 .00 00 00 00 00 00 00	2017 2017 2017 2017 2017 2017 2017 2017	

UPLOAD NOVEMBER TABLE 2 FILE

Choose the '**Upload November Table 2 File**' radio button to upload the Table 2 file for November. This file's name, **table2.txt**, and its path <u>abstracts\table2.txt</u>, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

HOME	HELP	CONTACT US	CHANGE PASSWORD	LOG OUT				۹
				NOVEMBER	ABLE 2 FILE			
Back	Upload			aded is called table2.txt c:labstractsitable2.txt	•	Browse		
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If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload. The Navigation Menu is again available at the top of the screen.

			1	NOVEM	BER T	ABLE 2 FI	LE		
fiel	has been successfully uplo	aded.							
Bac									
Bat	ĸ								
l	ine Name	General Tax Roll	General Tax Signoff	Difference	In Lieu of	Special Assmnt	Total Tax	File Year	
		(1)	(2)	(3)	(4)	(5)	(6)		
dit	1Rural Real Estate	14673178.74	0.00	14673178.74	0.00	1006216.84	15679395.58	2017	
dit	2Urban Real Estate	5487690.20	0.00	5487690.20	0.00	34431.68	5522121.88	2017	
	3Total Real Estate	20160868.94	0.00	20160868.94	0.00	1040648-52	21201517.46	2017	
dit	4Rural Tangible Pers	358675.52	0.00	350675.52	0.00	0.00	350075.52	2017	
dit	5Urban Tangible Pers	156821.50	0.00	156821.50	0.00	0.00	156821.50	2017	
	GTotal Tangible Pers	515497.02	0.00	515497.02	0.00	0.00	515497.02	2017	
dit	7Rural State Assessd	2328805.16	0.00	2328805.16	0.00	0,00	2328805.16	2017	
dit	SUiban State Assessd	584307.38	0.00	584307.38	0.00	0.00	584307.38	2017	
	9Total Slate Assessd	2913112.54	0.00	2913112.54	0.00	0.00	2913112.54	2017	
	10Total Rural	17360650.42	0.00	17360650.42	0.00	1006216.84	18366876.26	2017	
	11 Total Urban	6228819.08	0.00	6226819.08	0.00	34431.68	6263250.76	2017	
	12Grand Total	23589478.50	0.00	23589478 50	0.00	1040648.52	24630127 02	2017	

UPLOAD NOVEMBER TAX DISTRICT FILE

Choose the '**Upload November Tax District file**' radio button to upload the Tax District File for November. This file's name, **taxdst.txt**, and its path, <u>abstracts\taxdst.txt</u>, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

HOME	HELP CONTACT US	CHANGE PASSWORD LOG OUT		۵
		NOVEMBER TAX D	ISTRICT FILE	
Back	Upload	The file to be uploaded is called taxdsttxt It is located at c:\abstracta\taxdsttxt	Browse	
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If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may page through the data – each page is a new taxing unit. Verify all joined district codes (see *County Clerk's Handbook* 'Appendix C' for the list of these codes that are correct. Reoccurring coding errors to look for are:

- Recreation commissions which are not listed separately
- School bonds which are not listed separately
- > Third-class cities paying into township which is not listed separately

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to print reports or edit files. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.

	The file	has bee	n success	fully uploa	ded.										
Back	A	dd													
Lin	Tax Unit	Amnt PP	Amnt RP	Amnt Other	Code	Dist ID	Name	Levy PP	Levy RP	Levy Other	Amnt PPSG	Amnt RPSG	File Year		
Edit1	001	75,747	4,365,611	506,083	ST	ST100	State of Kansais	0.001500	0.001500	0.001500	56,970	3,632,512	2017		
Edit2	001	75,747	4,365,611	506,083	CT	CT200	Jefferson County	0.074488	0.074488	0.074488	56,970	3,632,512	2017		
Edit 3	001	75,747	4,365,611	506,083	CZ	CZ001	Melouth City	0.053691	0.053691	0.053691	56,970	3,632,512	2017		
Edit4	001	75,747	4,365,611	506,083	TW	TW020	Union Township	0.000178	0.000178	0.000178	56,970	3,632,512	2017		
Edit5	001	75,747	4,365,611	506,083	SB	SB342	USD 342-Bond & Interest	0.005280	0.005280	0.005280	56,970	3,632,512	2017		
Edit6	001	75,747	4,365,611	506,083	SD	SD342	USD 342	0.024006	0.024006	0.024006	56,970	3,632,512	2017		
Edit7	001	75,747	4,365,611	506,083	SG	SG342	USD 342-General	0.020000	0.020000	0 020000	56,970	3,632,512	2017		
Edit8	001	75,747	4,365,611	506,083	RC	RC342	USD 342-Recreation	0.002000	0.002000	0.002000	56,970	3,632,512	2017		
Edit9	001	75,747	4,365,611	506,083	CM	CM029		0.001566				3,632,512	2017		
Edit10	001	75,747	4,365,61	506,083	EN	EN906	Meadowlark Extension District	0.002033	0.002033	0.002033	56,97 <mark>0</mark>	3,632,512	2017		
Edit11	001	75,747	4,365,611	506,083	RL	RL706DG	NEK Regional Library	0.001378	0.001378	0.001378	56,970	3,632,512	2017		

UPLOAD NOVEMBER WATERCRAFT FILE

Choose the '**Upload November Watercraft File**' radio button to upload the watercraft file for November. The watercraft file's name, **pvwtrcftn.txt**, and its path, <u>abstracts\pvwtrcftn.txt</u>, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload the file. When the correct pathname is displayed, click on the '**Upload**' button to upload the file. When the correct pathname is displayed, click on the '**Upload**' button to upload the file. When the correct pathname is displayed, click on the '**Upload**' button to upload the file. When the correct pathname is displayed, click on the '**Upload**' button to upload the file. When the correct pathname is displayed, click on the '**Upload**' button to upload the file. When the correct pathname is displayed, click on the '**Upload**' button to upload the file. When the correct pathname is displayed, click on the '**Upload**' button to upload the file. When the correct pathname is displayed, click on the '**Upload**' button to upload the file. *It is not necessary to enter the levy in the 'Levy:' box in order to upload the Watercraft file.*

HOME HELP CONTACT US CHANGE PASSWORD LOG OUT	٩
NOVEMBER WATERCRAFT FILE	
LEVY: * Enter current levy without decimal, example 123456	
The file to be uploaded is called Pvwtrcftn.txt. It is located at c:\abstracts\Pvwtrcftn.txt. Back Upload	
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If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table. Verify the information in the file, especially the levy. If you need to edit the levy, enter the correct levy without a decimal in the 'Levy:' box. *Remember the Watercraft levy is the county average levy from the previous year*. Click '**Upload**' to update the file.

When the file has been successfully upload, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload <u>overwrites</u> the data from the last upload from the last upload. The Navigation Menu is again available at the top of the screen.

OME HELF	co	NTACT	us	CHAN	GE PASSI	WORD LOG OUT	٩
						NOVEMBER WATERCRAFT FILE	
The file h	as been	success	fully up	loaded.			
			LE	VY:		* Enter current levy without decimal, example 123456	
	_						
Back Upo	late						
Cnty Tax Un	t /alua	Donalt	Canao	II ann	File Year		
dit044 001	3.425		0.00	.146794			
dit044 002	9.821	-	0.00	146794			
dit044 003	1,387		0.00	146794			
dit044 004	4,665	469	0.00	.146794	2017		
dit044 005	12,188	1,056	0.00	.146794	2017		
dit044 006	4,418	265	0.00	146794	2017		
dit044 007	7,315	780	0.00	.146794	2017		
dit044 008	163	82	0.00	.146794	2017		
dit 044 009	1,566	304	0.00	.146794	2017		
dit044 015	61	-	0.00	146794	2017		
dit044 016	343	97	0.00	.146794	2017		
dit044 017	3,524	-	0.00	.146794			
dit044 018	556	-	0.00	.146794			
dit044 019	168		0.00	146794			
dit 044 024	587	-	0.00	.146794			
dit044 028	59		0.00	.146794			
dit044 029	1,341	581	0.00	.146794	2017		

NOVEMBER VIEW REPORTS

The '**View Reports**' radio button accesses the certification and reports for the November Abstract. When the button is clicked a new screen is opened with the following fifteen options:

- Summary Signoff
- o Heavy Trucks Signoff
- Watercraft Signoff
- o Heavy Trucks Signoff
- o Watercraft
- Final Review
- o State/County
- o City

- 0 Township
- o Schools
- o Misc. Districts
- o Table 1
- o Special Assessments
- o Table 2
- o Taxing Districts

Under these options is the '**Show Report**' button. Printing a list of the reports and checking them off as you print them will help you to keep track of when you are printing the reports. Note that the '**Heavy Trucks**' (Detail) and the '**Watercraft**' (Detail) do not need to be mailed in.

HOME HELP	CONTACT US CHANGE PASSWORD LOG OUT		٩
	PVD ABS	TRACT REPORTS MENU	
FILING YEAR:			
2017			
SELECT A REP			
Summary Signoff	OTownship		
OHeavy Trucks Sign	ffOSchools		
OWatercraft Signoff	OMisc Districts		
OHeavy Trucks	OTable1		
OWatercraft	OSpecial Assessments		
OFinal Review	OTable2		
OState/County	OTaxing Districts		
OCity			
,			
Back Show F	leport		
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SUMMARY SIGNOFF

When the 'Summary Signoff' button is selected and the 'Show Report' button is clicked, the on-line program opens a document which is created from the pn1.txt, the pn2.txt, the rn1.txt, and the rn2.txt 'files. The error reports which previously was generated in the 'Edit November' are now shown in the 'Upload Personal Property File' and 'Upload Real Property File'.

It is important to verify the information in the 'Summary Signoff', especially the following:

- o State Assessed real and other values by LUC/LBCS with the State's certification form (PV-AD-20).
- Compare State Assessed taxes with certification for (PV-AD-18). The tax dollars should be close.
- Check Oil and Gas royalty and working interest.
- o Public Utilities Locally Assessed for both real and personal property should have zero value.
- Check for value in the Boat, Marine, and Boat Trailers Field.
- Check that the cancellations under \$5 (the cancelled tax for royalty oil and gas and personal property) are included.
- Verify that penalty value is included.
- o Compare EDX/IRB and exempt values to July exempt values. Note the reason for any large shift in value.
- Check the USD CapOut EDX/IRB. The values should only be EDX and IRBX values that are taxable according to SB 19. If they are values in these fields, CapOut Tax should have a calculated tax.
- Check that the values balance with the tax administration reports. The tax dollars may not balance but should be very close.

When the information has been verified, print a copy of the signoff to sign and certify, then mail it to the address listed on Page 2. The document may also be saved to your computer. To return to the '**Reports Menu**', click on the '**Back**' button on the Internet Explorer task bar.



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044 - Jeffers			November Abi	stract Sumary 21;	most second		01	122/12 08:23:51
Contraction of the	Insensed	Approximated	Arpraised	Approximat	inscated.	Appraised.	insecond	Assessed.
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HEAVY TRUCKS SIGNOFF

When the 'Heavy Trucks Signoff' button is selected and the 'Show Report' button is clicked, the on-line program opens the 'November Abstract of 16/20M Tagged Vehicles' which is created from the **pvhtn.txt** file.

It is important to *verify the levy, the value, the tax dollars, and the cancelled tax* on the **'Heavy Trucks Signoff'** before certification. The value should match the value on the 16/20M Distribution Abstract (Excel) and the taxes should be close.

This file may be edited in the '**Edit Heavy Truck File**'. Print a copy of the '**Heavy Truck Signoff**' to certify and mail to the address listed on Page 2. The document may also be saved to your computer. To return to the '**Reports Menu**', click the '**Back**' button on the Internet Explorer task bar.

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	16/208 Tagged V	chicles		
044 - Jefferous				
2017 Motor Vehi	ele tevy .123541			
Assess	of Value 124,911	Tas Doliogu	3.82., 357.43	
Penalty	Value 51,401	Peralty Tax	6,360.26	
Total V	678,399	Total Tas	100,317.67	
Tax Car	acellation Under #5	3.96		
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prepared and	tify that this Abstract rads furnished to the Sirector o DDE SUFF.) 75-53351.			
Witness my b	and and official seal, this	day c	f 2017	
		Cave.	anty člark	
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19551-A8-01) ∂'uue 1950			$ \circ \circ \mathbf{i} n - + $	

HEAVY TRUCKS (No lon0ger needs to be submitted)

Opening the '**Heavy Trucks**' produces an Excel file of the 'PVD Heavy Trucks Detail' which was formally called the '16/20M Heavy Trucks Report'. When the '**Heavy Trucks**' button is selected and the '**Show Report**' button is clicked, and Internet Explorer box with the question 'What do you want to do with HeavyTrucks.xls?' (see screen print of example below) opens offering to '**Open**', '**Save**', '**Save** As' or '**Cance**I',

If the option '**Open**' is selected the Excel file is opened in the Internet Explorer window for viewing and printing purposes. Open the file to review the information, especially before certifying the '**Heavy Truck Signoff**'. Click the '**Back**' button on the Internet Explorer task bar to return to the Reports Menu.

If 'Save' or 'Save As' is clicked, you may save the Excel file to computer. If 'Cancel' is clicked the dialog box closes.

It is no longer necessary to print and mail this report to PVD but you may want to print a copy for your files.

Kansas Department of Revenue	PVD Abstracts and Ratio County Site
	Home Help Contact Us Change Password Log Out
PVD Abstract Reports Menu	Filing Year: 2017 Select a report: Summary Signoff Tow Heavy Trucks Signoff Tow Heavy Trucks Signoff Nice Heavy Trucks Table Watercraft Sepec Final Review Table State/County Table Back Stow Report

WATERCRAFT SIGNOFF

When the 'Watercraft Signoff' button is selected and the 'Show Report' button is clicked, the on-line program opens the 'November Abstract of Watercraft' which is created from the **pvwtrcftn.txt** file.

It is important to *verify the levy, the value, the tax dollars and the cancelled tax* on the 'Watercraft Signoff' before certification.

This file may be edited in the 'Edit Watercraft File'. Print a copy of the 'Watercraft Signoff' to certify and mail to the address listed on Page 2. The document may also be saved to your computer. To return to the 'Reports Menu', click the 'Back' button on the Internet Explorer task bar.

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County Appraiser Cert	ification Date:		
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WATERCRAFT (Does not need to be submitted)

Opening the '**Watercraft**' produces an Excel file of the 'PVD Watercraft Detail'. When the '**Watercraft**' button is selected and the '**Show Report**' button is clicked, an Internet Explorer box asking, 'What do you want to do with Watercraft.xls?' (see screen print of example below) opens offering the '**Open**', '**Save**', '**Save** As', or '**Cance**l'.

If the option '**Open**' is selected the Excel file is opened in the Internet Explorer window for viewing and printing purposes. Open the file to review the information, especially before certifying the '**Watercraft Signoff**'. Click the '**Back**' button on the Internet Explorer task bar to return to the Reports menu.

If 'Save' or 'Save As' is clicked, you may save the Excel file to your computer. If 'Cancel' is clicked the dialog box closes.

It is not necessary to print and mail this report to PVD but you may want to print a copy for your files.

Kansas Department of Revenue	PVD Abstracts and Ratio County Site
	Home Help ContactUs Change Password Log Out
PVD Abstract Reports Menu	Filing Year: 2017 Select a report: Summary Signoff Township Heavy Trucks Signoff Store Watercraft Signoff Misc Districts Watercraft Signoff Misc Districts Heavy Trucks Table! Watercraft Special Assessments Final Review Table! Citax Taxing Districts

FINAL REVEW

After the fund distribution files, 'Table 1', 'Specials', and 'Table 2' have been uploaded successfully, open the 'Final Review'. 'Final Review' compares the distributions in 'State and County'. 'City'. 'Township', 'Schools', and 'Miscellaneous' with the taxes plus penalties (column 3) in 'Table 1'. It also checks for these discrepancies between 'Table 1', 'Specials', and 'Table 2'.

Total amount in column 3 of Table 1 = Grand Total of column 1 of Table 2

Total amount in column 9 of Table 1 = Grand Total of column 4 of Table 2

Total amount in column 10 of Table 1 = Grand Total of column 5 of Table 2

Total amount in column 11 of Table 1 = Grand Total of column 6 of Table 2

Special Assessment Total of Tax Amount = Grand Total of column 5 of Table 2

If there are any discrepancies, you will receive a detailed error message. Correct the listed errors then check '**Final Review**'. You must continue to run this report and correct the errors reported until **no errors** are found. See screen print on the next page.

A copy of the '**Final Review**', *the final copy without any errors*, *(see screen print below)* must be mailed in with your abstracts and reports to the address on page 2. Click on '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape rather portrait. To return to the '**Back**' button on the Internet Explorer task bar.

HOME HELP CONTACT US CHANGE PASSWORD LOG OUT	٩
FINAL REVIEW OF TABLES 1 AND 2	
Great Job! County 044 has no errors.	
Copyright @ 2017 Kansas Department of Revenue. All Rights Reserved.	KSRevenue.org homepage

STATE AND COUNTY REPORT

Open the '**State/County**' report when your state and county information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that fund distribution included the cancelled and penalty tax. The State distribution should be figured to the penny by multiplying the value including the penalty by each fund levy. Verify the totals for each county fund that are on the appropriate lines and that the SAC numbers and K.S.A. are correct.

Click on the '**File**' then '**Print**' the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Report Menu**', click the grey '**Back**' button.

REMEMBER, if the miscellaneous fund is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and write the breakdown on this report after its printed.

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State/Count	У	Download Back	
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Caty Numb SAC KSA 033 76-6b01 035 76-6b01 021 10-113 009 65-6113 011 19-436 153 65-204 277 68-5,101	er 044 Name KS Educ. Building Fund State Inst. Building Fund Total State Tax General Bond & Interest Ambulance Appraisers Cost Public Health Road & Bridges Total Taxes Levied for County	Amount 159,686.87 79,844.08 239,530.95 6,050,995.90 396,162.39 479,041.48 370,610.66 123,112.48 4,474,240.23 11,894,163.14	
	State/Count Caty Numb SAC KSA 033 76-6b01 035 76-6b01 135 79-1946 021 10-113 009 65-6113 011 19-436 153 65-204 277 68-5,101	033 76-6b01 KS Educ. Building Fund 035 76-6b04 State Inst. Building Fund - Total State Tax 135 79-1946 General 021 10-113 Bcnd & Interest 009 65-6113 Ambulance 011 19-436 Appraisers Cost 153 65-204 Public Health 277 68-5,101 Road & Bridges	State/County Download Daok Caty Number 044 SAC KSA Name Amount 033 76-6b01 KS Edue. Building Fund 159,686.87 035 76-6b04 State Inst. Building Fund 79,844.08 - Total State Tax 239,530.95 135 79-1946 General 6,050,995.90 021 10-113 Bond & Interest 396,162.39 009 65-6113 Ambulance 479,041.48 011 19-436 Appraisers Cost 370,610.66 133 65-204 Public Health 123,112.48 277 68-5,101 Road & Bridges 4,474,240.23

CITY REPORT

Open the '**City**' report when your city information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that the totals for each city fund are on the appropriate lines and that the SAC numbers and the K.S.A. is correct.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click on the gray '**Back**' button.

REMEMBER, if the miscellaneous fund line is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amounts and write the breakdown on this report after its printed.

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Cnty No. 044 044 044 044 044 044	Lne 01 02 11 13 20 21 48	SAC 135 021 097 131 213 217	KSA 12-101a 10-113 12-16,102 12-110b 19-4485 12-1220	Name General Bond & Interest Employee Benefits Fire Department Law Enforcement Library Total Taxes Levied for City	71, 61, 15, 14, 92,	01,059 93 71,184.98 51,221.07 5,536.63 4,498.66 2,914.54 56,415.81	

TOWNSHIP REPORT

Open the '**Township**' report when your township information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that the totals for each township fund are on the appropriate lines and that the SAC numbers and the K.S.A. numbers are correct.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click on the gray '**Back**' button.

REMEMBER, if the miscellaneous fund line is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amounts and write the breakdown on this report after its printed.

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		Cnt	y Number 044			
Caty No.	Lne	SAC	KSA	Name	Amcunt	
044	01	135	79-1962	General	117,447.69	
044	04	027	80-115	Building (TWP, Etc.)	9,283.80	
044	09	217	12-1220	Library	68,543.39	
044	22	315	15-104	City General	41,030.54	
044	33	323	15-104	City Library	19,959.21	
044	38		-	Total Taxes Levied for Townships	256,264.63	

SCHOOLS REPORT

Open the '**Schools**' report when your schools information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that the totals for each school fund, including the Community Junior College (lines 1-8 on the School file), are on the appropriate lines that the SAC numbers and K.S.A. is correct.

New in 2018 is line 33 (*Capital Outlay SB19*) which will indicate the funds for the USD capital outlay from IRBX and EDX values that are taxable according to SB 19. The amount on line 33 should be very close to the CapOut Tax on the Summary Signoff. The *Total Taxes Levied for Schools* should include line 33.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click on the gray '**Back**' button.

REMEMBER, if the miscellaneous fund line is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amounts and write the breakdown on this report after its printed.

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MISCELANEOUS DISTRICTS REPORT

Open the 'Misc. Districts' report when your miscellaneous districts information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that the totals for each miscellaneous fund are on the appropriate lines for the specific districts and that the SAC numbers and the K.S.A. is correct.

Make certain that any recreation commission funds are reported on lines 141 and 142 of the Miscellaneous Districts report, not on the City or Schools reports.

The 'Grand Total Taxes Levied' must agree with the 'General Tax' calculated on Table 1 column 3 and Table 2 Column 9. Any errors will result in an error report on the '**Final Report**' and will need to be corrected.

Click on the 'File' then 'Print' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the 'Reports Menu', click on the gray 'Back' button.

REMEMBER, if the miscellaneous fund line is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amounts and write the breakdown on this report after its printed.

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		Cnt	y Number 044				
Cuty No.	Lne	SAC	KSA	Name	Amount		
044	13	045	15-1015	03 Cemetery General	103	3,066.50	
044	19		-	03 Cemetery Sub Total	10.	3,066.50	
044	26	349	24-302	05 Drainage General	11	8,498.16	
044	31		-	05 Drainage Sub Total	11	8,498.16	
044	32	117	02-625	06 Ext District General	324	4,623.81	
044	37		-	06 Ext District Sub Total	32-	4,623.81	
044	38	135	19-3610	07 Fire General	60-	4,693.09	
044	39	021	10-113	07 Fire Bond & Interest	17	7,937.03	
044	40	225	19-36016	07 Fire No-Fund Warrants		,983.35	
044	46		-	07 Fire Sub Total	630	0,613.47	
044	56	200	19-2765	09 Improvement General	9	7,513.45	
044	63		-	09 Improvement Sub Total	9	,513.45	
044	76	217	12-1216	12 Library General	34-	1,289.55	
044	79	097	12-16,102	12 Library Employee Benefits	30	0,837.55	
044	82		-	12 Library Sub Total	37:	5,127.10	
044	129	365	24-1208	21 Watershed General	129	9,781.37	
044	134		-	21 Watershed Sub Total	129	9,781.37	
044	141	247	12-1927	23 Rec Commission General	93	2,264.57	
044	143		- 0000	23 Rec Commission Sub Total	93	2,264.57	
				Grand Total Taxes Levied	23.58	9,478.50	

TABLE 1 REPORT

Open the '**Table 1**' report when your '**Table 1**' information is uploaded. Verify that the amount in column 2 is the total penalty tax. Then verify the amount in column 2 is the total penalty tax. Then verify that the column 3 equals the total tax amount for each district and the total of this column must match 'Grand Total Taxes Levied' which is printed at the bottom of the '**Miscellaneous Report**'.

Column 4, 'Locally Assessed Intangibles', is the money and credits collected according to resolutions adopted by the county and townships, and by city ordinances. Column 10, 'Special Assessments', should match the 'Special Assessments'. Verify that the Ground Water Management is entered on line 19.

The '**Final Review**' will list any discrepancies between the distribution reports and Table 1. You <u>must</u> correct all errors. You should determine if the fund distribution is incorrect or the data in column 1 and 2 of '**Table 1**' is incorrect. Go to the appropriate edit screen and make adjustments accordingly.

Click on the 'File' then 'Print' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the 'Reports Menu', click on the gray 'Back' button.

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aty Na. 4 14 14 14 14 14 14 14	Name State County City Townshap School Cemetury Dramage	Centeral (1) 5 299,259,64 11,880,693,15 1,464,415,16 256,027,11 7,942,485,49 132,962,38 18,483,42	Venalty (2) T 273.31 13,469.29 1,999.65 237.12 8,129.05 104.12 10.14	otal (1-2) 239,530,95 11,894,161.14 1,450,411.81 250,264.03 7,971,011.54 103,066,50 18,491.16	.ccal Amessed(4)	13.B.(6)	EconDet (7)	All Other (I)	Total (4=4=?=6)	Spec Assess (10) 18,1000 34,1315		
	Fire Improvement Library Sever Watershed Mist	629,969,47 97,507,51 5/4,714,21 129,695,55 42,6,390,62	644.00 5.54 412.39 \$4.42 498.36	630,611,47 97,511,45 575,127,10 129,781,37 416,881 38						103,508.d 284,308.1	610,511,47 8 801,122,13 575,127,10 6 254,305,15 129,781,37 416,388,38	
	Total	23,562,612.51	26,845.59	23,589,471,50						1,640,648.5	24,630127.02	

SPECIAL ASSESSMENTS REPORT

Open the '**Special Assessments**' report when your special assessment information is uploaded. If the amount in the special assessments total tax amount does not match the 'Total' amount in column 10 of '**Table 1**' or the 'Spec. Assessment. Tax (10)' of '**Table 2**', the '**Final Review**' will display an error message. Determine the source of the error and return to the appropriate edit screen to make adjustments accordingly.

Verify that Ground Water Management is listed in urban and rural categories. Verify that the 'Total Inside City' and 'Total Outside City' corresponds to Table 2, Column 5, line 8. Urban (inside cities) and line 7, Rural (outside cities).

You may scroll through the data using the scroll bar on the right side of the screen. Click on 'File' then return to the '**Report Menu**', click on the grey '**Back**' button.

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	Cnty Number 044		
Cuty No.	Name	Amount	
044	01 Urban Demolition	32,651.39	
044	05 Urban Sewer	1.780.29	
044	16 Total Inside Cities	34,431.68	
044	17 Rural Road	85,540.00	
044	20 Rural Sewer	321,652.55	
044	21 Rural Sewer Del. Fee	28,308.48	
044	25 Rural Water	20,312.81	
044	29 Rural Misc	550,403.00	
044	30 Total Outside Cities	1,006,216.84	
044	31 Total Special Tax	1,040,648.52	
11			

TABLE 2 REPORT

Open the '**Table 2**' report when your Table 2 information is uploaded. If your vendor does not populate 'General Tax (Signoff) (2)', you will need to go on to '**Edit November Table 2 File**' and enter the tax dollars from your summary signoff.

If any of the following discrepancies relating to '**Table 2**' are found, the '**Final Review**' displays the error messages indicating the mismatch and you **<u>must</u>** correct these errors.

- Column 2, 'General Tax Signoff', will need to be data entered if it is not populated by your vendor. The amounts are found on the 'Summary Signoff' (recap section on page 2). The capital outlay tax on the Summary Signoff will need to be added to the personal property tax for lines 4 and 5. Also the state assessed penalty tax will need to be added to state assessed tax for lines 7 and 8.
- Column 4, 'in lieu of real and personal collections, must be data entered.
- Total amount in column 3 of Table 1 Total amount in column 1 of Table 2
- Total amount in column 9 of Table 1 Total amount in column 4 of Table 2
- Total amount in column 10 of Table 1 Total amount in column 5 of Table 2
- Total amount in column 11 of Table 1 Total amount in column 6 of Table 2
- > Total Special Tax on Special Assessments Report Total amount in column 5 of Table 2

You may scroll through the data using the scroll bar at the bottom of the screen. Click on '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Report Menu**', click the grey '**Back**' button.

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		Table 2		Day	mioad Main Sor			
		Cnty Number 044			main ou	CC.		
		Cuty Number 044						
ety No.	Name	General Tax (Tax Roll (1)	General Tax (Signoff) (2)	General Tax Difference (3)	Total in Lieu of Tax (4)	Spec Assent Tax (5)	Total Tax (6)	
	Rural Leal Estate	14,673,178,74	14,673,108,61	70.13	0.00	1.006.216.84	15,67939558	
1	Urban Real Estate	5,481,690.20	5,487,669.94	20.36	0.00	34,431.68	5,522,121,88	
	Total Real Estate	20,164,868.94	20, 160, 778.55	99.29	0.0)	1,040,648.52	21,201,517.46	
	Kural Tangible Pen	\$32,073.32	338,000.17	8.93	9.09	0.00	538,073.32	
	Usbas Taughle Pers	154,921.50	156,818,19	2.91	0.00	0.00	15692150	
	Total Tangible Pers	514,497,02	515,485,16	11.56	0.03	0.00	515,497.02	
	Rural State Assessi	2.325.805.16	2.328.801.10	4.66	0.00	0.00	2,328,805,16	
	Urban State Assessd	\$\$4,307.3\$	984,307.18	0.20	0.00	0.00	584,307.38	
	Total State Amend	2,912,112.54	2,513,168.18	4.36	6.03	0.00	2,913,112.54	
	Total Bural	17,300,009,42	17,200,570.18	83.14	0.00	1,006,210.34	18,300,575,20	
	Total Urban	6,221,819.05	6,226,795.11	23.37	0.03	34,431.65	6,263,258,76	
	Grand Total	23,586,478,50	23, 589, 371, 19	106.51	0.03	1.040,643.52	24,630127.02	

TAXING DISTRICTS REPORT

Open the '**Taxing Districts**' report when your Tax District information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen.

Verify that the '**Total Value**' matches the 'Assessed Tangible Property Total' field on the '**Summary Signoff**' (page 2 of 'Summary Signoff'). The 'Total Tax Dollars' may not match exactly but should be very close.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click the grey '**Back**' button.

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			Novem	oer Tax Districts	0	lownioad I	Sark.
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0-6-6	001		ST100	State of Kassas	001500	.001500	001500
044	001		CT200 C2001	Jeffreson County Melouth City	074488 053691	.074488	.074483 .053691
044	001	TW	C2001 TW020	Union Township	000178	.003691	.000178
0-44	001	38	SB342	USD 342-Bend & Interest	005280	.005280	.0052810
0-6-1	001	5D	SD342	USD 342-DOBI & JUST 342	024006	.021006	.0240046
044	001		50341	USD 342-Omeral	020000	.029000	.020000
044	001		RC342	USD 342-Recreation	002900	.002000	.002000
044	001		CM029	Mclouth Cemetery	001566	.001566	0015545
044	001		EN906	Meadowlark Extension District	002933	.002033	.002053
044	001	RE.	RL706DK	NEK Regional Library	001378	001378	.0013728
Total C		ite Levy L	ss School	General	.166120	.166120	.1661240
T		Personal 75,747	Real 4,365,6	Other Person 11 506.083 56.970			
Tetal T	ants	121141	absoch	11 croyos cap v	10000		
Total V		49.47 441	Total 7	as Dollars 905780.20			
044	012	ST	STI00	State of Kansas	.001500	.001500	.001500
044	032	CT	CT200	Jefferson County	.074488	074488	014488
044	002	CZ	CZ902	Menden City	.057958	057958	.057958
044	012	TW	TW017	Rock Creek Township	.000313	000323	.000323
0.64	002			USD 340-Doad & Interest	.069310	.009370	.009270
044	012			USD 340	023893	023893	.013893
044	032			USD 340-General	.020000	020000	.010000
044	012			Menden Cemetery	.000589	.000589	.000589
044	002			Meadowlark Extension District	.002033	.002033	.002033
044	002			Rock Creek Fire District No. 3	.063860	.003860	.003860
0.64	012			Library District #1 (Meriden	.065713	005713	.005713
Total C	ompos	ite Levy L	ss School	General	.179717	179727	.119717
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	abse 003			fax Dollary 90030481 State of Kansas	.001500	001500	.001500
Total V		ST	5T100		.001500	001500 074488	.001500

NOVEMBER EDIT INSTRUCTIONS

EDIT NOVEMBER HEAVY TRUCKS FILE

Choose the 'Edit November Heavy Trucks File' radio button to edit or make corrections to the heavy truck file for November. This button opens the screen showing the upload Heavy Truck File (see below for a screen print) with levy box for editing the levy and red 'Back', 'Update' and 'Add' buttons. If the levy must be edited, enter the levy in the 'Levy:' box without the decimal and click 'Update'.

Clicking the underline, red '<u>Edit</u>' opens a dialog box which allows that record/line to be edited (see next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, they type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified. When editing the files, please follow the data manipulation rules below.

To add a new record/line, click the red '**Add**' button and a blank dialog box opens (see screen print). Each field will need information. Follow the data manipulation rules below when entering the information. When the information for that record is entered, the '**Add**' button is clicked again and a message in red appears stating the file has been added (see screen print).

DATA MANIPULATION RULES:

- Boxes that you may use to enter your data, if applicable, are 'Tax Unit', 'Assessed Value', 'Penalty' and 'Cancel'.
- Values for 'Tax Unit', 'Assessed Value' and 'Penalty' should be entered as whole numbers without commas or decimals. If 'Penalty' is zero, '0' should be entered.
- You may enter amounts in the 'Cancel' fields/boxes, the Cancelled Tax field, as dollars without commas and cents to the nearest cent. This column represents your 'Cancelled Tax' amount. If the dollar amount is zero, '0.00' needs to be entered.
- IF 'Assessed Value' or 'Penalty' needs to be changed to zero, select the field and key a '0' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Click on the '**Back**' button to return to the November Abstract menu. *Do not use the browser arrows to go back as that may undo edits which has been made.*

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					NOVEMBER HEAVY TRUCK FILE	
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			L	evy:	* Enter current levy without decimal, example 123456	
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NOVEMBER HEAVY TRUCK FILE	
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File Year: 2017	
Back Clear	
Cnty No 044	
Tax Unit 010	
Value 100	
Penalty 0	
Cancel 0.00	
Levy 0.123541	
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C01044 002 4,308 737 0.00 1235412017	

EDIT NOVEMBER STATE AND COUNTY FILE

Choose the 'Edit November State and County File' radio button to edit or make corrections to the state and county file for November. This button opens the screen showing the uploaded file (see the next page for a screen print).

Clicking the underlined, red '<u>Edit</u>' opens a dialog box which allows that record/lines to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' button is clicked, these totals will be updated to include any tax changes made.

The 4th line (*Total State Taxes*) and the 67th line (*Total Taxes Levied for County*) are high-lighted in yellow indicating that they are system-calculated. When the '**Update**' button clicked, these totals will be updated to include any tax changes made.

The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen, enter this information on line 66 titled '*Misc.*' using its appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 888 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper reports.

DATA MANIPULATION RULES FOR DISTRITBUTION REPORTS:

- Boxes that you may use to edit your data are 'SAC', 'KSA1', 'KSA2' and 'Amount'.
- 'SAC' is limited to three digits
- 'KSA1', the K.S.A. chapter number, is a two-digit number and 'KSA2', the K.S.A. article number is alphanumeric.
- 'Amount', the tax distribution amount, is to be entered with two decimal places and no commas. If the distribution needs to be changed to zero, select the field and key '0.00' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*

NOVEMBER STATE AND COUNTY FILE

Back

	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	KS Educ. Buil	ding Fund 03	3 76	6b01	159,686.87	201
Edit	2	State Inst. Buil	ding Fund 03	5 76	6b04	79,844.08	201
Edit	1	State Ger	eral Fund 14	2 76	6b11	.00	201
	4	Total	State Tax			239,530.95	201
Edit	ŧ		General 13	5 79	1946	6,050,995.90	201
Edit	6	Bond	& Interest 02	1 10	113	396,162,39	20
Edit	7	Bond & Intere	st Special			.00	20
Edit	8		Arts			.00	20
Edit	9	Activity Center N	laintaince			.00	20
Edit	10	Ag. Extensio	n Council			.00	20
Edit	11		Airport			.00	20
Edit	12	Alcohol & Di	ug Abuse			.00	20
Edit	13	A	mbulance 00	9 65	6113	479,041.48	20
Edit	14	Appra	sers Cost 01	1 19	436	370,610.66	20
Edit	15	Buil	ding Fund			.00	20
Edit	16		Cemetery			.00	20
Edit	17	Community Colleg	ge Tut. Fd			.00	20
Edit	18	Deten	ion Home			.00	20
Edit	19	Economic Dev	elopment			.00	20

HOME HELP CONTACT US CHANGE PASSWORD LOG OUT



Q

EDIT NOVEMBER CITY FILE

Choose the 'Edit November City File' radio button to edit or make corrections to the city file for November. This button opens the screen showing the uploaded file (see the next page for a screen print).

Clicking the underlined, red '<u>Edit</u>' opens a dialog box which allows that record/line to be edited (see the next page for screen print of an example). Click in the fields/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Upload**' button is clicked and a message in red appears stating that the file has been uploaded. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified.

The 48th line (*Total Taxes Levied for City*) is high-lighted in yellow indicating that it is system-calculated. When the '**Update**' button is clicked, these totals will be updated to include any tax changes made.

The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen, enter this information on the line 47 titled '*Misc*.' using its appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 999 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper reports.

DATA MANIPULATION RULES FOR DISTRIBUTION REPORTS:

- Boxes that you may use to edit your data are 'SAC', 'KSA1', 'KSA2', and 'Amount'.
- 'SAC' is limited to three digits.
- 'KSA', the K.S.A. chapter number, is a two-digit number and 'KSA2', the K.S.A. article number, is alphanumeric.
- 'Amount', the tax distribution amount, is to be entered with two decimal places and no commas. If the distribution needs to be changed to zero, select the field and key '0.00' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*

NOVEMBER CITY FILE

Back

Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1 General	135	12	101a	1,201,059.93	2017
Edit	2Bond & Interest	021	10	113	71,184.98	2017
Edit	3 Airport				.00	2017
Edit	4Ambulance				.00	2017
Edit	5Audit				.00	2017
Edit	6Building Fund				.00	2017
Edit	7Capital Impr. (Multi-Year)				.00	2017
Edit	8 Cernetery				.00	2017
Edit	9Community Building				.00	2017
Edit	10Emergency Equipment				.00	2017
Edit	11Employee Benefits	097	12	16,102	61,221.07	2017
-	tor -	1	1			0.012

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File Year: 2	047							
	odate							
			044					
		ty No	1					
		Line						
	N	Name	General					
		SAC	135					
	,	KSA1	12					
	,	KSA2	101a					
	Ал	nount	1201059.93					
Line	Name			SAC	KSA1	KSA2	Amount	File Year
Edit	1General			135	12	2 101a	1,201,059.93	2017
Edit	2Bond & Interest			021	10	113		
Edit	3Airport						.00	
Edit	4Ambulance						.00	
EDIT NOVEMBER TOWNSHIP FILE

Choose the 'Edit November Township File' radio button to edit or make corrections to the township file for November. This button opens the screen showing the uploaded file (see the next page for a screen print).

Clicking the underlined, red '<u>Edit</u>' opens a dialog box which allows that record/line to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears, stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' button is clicked, these totals will be updated to include any tax changes made.

The information for the township begins on line 1 titled '*General*'. The information for third class cities that pay into a township fund all begin with the word City and begin on line 22 titled '*City General*'. The 38th line (*Total Taxes Levied for Township*) is high-lighted in yellow indicating that it is system-calculated. When the '**Update**' button is clicked, these totals will be updated to include any tax changes made.

The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen, enter this information on line 21 titled '*Misc.*' for miscellaneous in the township and on line 37 titled '*City Misc.*' for miscellaneous paid into the township by a third-class city using the appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 999 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper report.

NOVEMBER TOWNSHIP FILE

Back

	Line	Name	1	SAC:	KSA1	KSA2	Amount	File Year
Edit	1		General	135	79	1962	117,447.69	2017
Edit	2	Bon	d & Interest				.00	2017
Edit	3		Ambulance				.00	2017
Edit	4	Building	(TWP, Etc.)	027	80	115	9,283,80	2017
Edit	5		Cemetery				.00	2017
Edit	e	Community Col	lege Tut FD				.00	2017
Edit	7	Employ	ee Benefits				.00	2017
Edit	8	Fin	e Protection				.00	2017
Edit	9		Library	217	12	1220	68,543.39	2017
Edit	10	Library Employ	ee Benefits				.00	2017
Edit	11	No-Fur	nd Warrants				.00	2017
Edit	12	Nox	ious Weeds				.00	2017
Edit	13		Park				.00	2017
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			N	IOVE	MBER	TOWN	SHIP FILE			
File Y	'ear: 2017									
Bac	k Update									
		Cnty No	044							
		Line	1							
		Name								
		SAC	135							
		KSA1	79							
		KSA2	1962							
		Amount	117447.69							
	Line Nai	me		SAC:	KSA1			File Year		
Edit	1		General	135	79	1962				
Edit	2		Bond & Interest Ambulance				00. 00.			
Edit	3		Building (TWP, Etc.)	027	80	115		2017		
Edit	5		Cemetery	021	00	110	5,203.00			
			,							

EDIT NOVEMBER SCHOOLS FILE

Choose the 'Edit November Schools File' radio button to edit or make corrections to the schools file for November. This button opens the screen showing the uploaded file (see the next page for a screen shot).

Clicking the underlined, red '<u>Edit</u>' opens a dialog box which allows that record/line to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears, stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' button is clicked, these totals will be updated to include any tax changes made.

Lines 01 through 08 are pertinent to community college data. Municipal university data is entered on lines 10 through 14. Unified school district data is entered on lines 16 through 31. The 9th and 15th lines are subtotal lines for the community college and municipal college sections. The 32nd line (*UNFD Total*) is the total for the unified school district taxes. The 36th line (*Total Taxes Levied for Schools*) should be include the capital outlay taxes on line 33. The sub-totals lines (9 and 15) and the total lines (32,35, and 36) are high-lighted in yellow indicating that it is system-calculated. When the '**Update**' button is clicked, these totals will be updated to include any tax changes made.

The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen for either community colleges or for municipal universities, enter this information on line 8 titled '*Misc.*' for community college or line 14 titled '*MNCPL Misc.*' for municipal universities using the appropriate SAC code and K.S.A. numbers. If you have a fund that is not listed on the screen for unified school districts, enter this information on the line 31 titled '*UNFD Misc.*' using its appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 999 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper report.

DATA MANIPULATION RULES FOR DISTRIBUTION REPORTS:

- Boxes that you may use to edit your data are 'SAC', 'KSA1', KSA2' and 'Amount'
- 'SAC' is limited to three digits
- 'KSA1, the K.S.A. chapter number, is a two-digit number and 'KSA2', the K.S.A. article number, is alphanumeric.
- 'Amount', the tax distribution amount, is to be entered with two decimal places and no commas. If the distribution needs to be changed to zero, select the field and key '0.00' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that might undo edits which have been made.*

NOVEMBER SCHOOLS FILE

Back

	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General				.00	201
Edit	2	Bond & Interest	t			.00	201
Edit	3	Adult Education				.00	201
Edit	4	Capital Outlay	r			.00	201
Edit	5	Employee Benefits				.00	201
Edit	6	Special Assessment	t			.00	201
Edit	7	Vocational Education				.00	201
Edit	8	Misc				.00	201
	g	Sub Tota				.00	201
Edit	10	MNCPL General				.00	201
Edit	11	MNCPL Bond & Interest	t			.00	201
Edit	12	MNCPL Employee Benefits				.00	201
Edit	13	MNCPL Special Liability	1			.00	201
Edit	14	MNCPL Misc				.00	201
	15	MNCPL Sub Tota				.00	201
Edit	16	UNFD General	137	72	6431	2,862,022.72	201
Edit	17	UNFD Supp. General	138	72	6435	2,950,790.80	201

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		NO	VEMBE	R SCH	IOOLS FILE			
File Year: 201	7							
Back Upda	ate							
	Cnty No	044						
	Line	16						
	Name	UNFD General						
	SAC	137						
	KSA1	72						
	KSA2	6431						
	Amount	2862022.72						
Line	Name	SAC	KSA1	KSA2	Amount	File Year		
Edit 1		General			.0			
Edit 2		Bond & Interest			.0			

EDIT NOVEMBER MISCELLANEOUS DISTRICT FILES

Choose the 'Edit November Miscellaneous Districts Files' radio button to edit or make corrections to the miscellaneous fie for November. This button opens the screen showing the uploaded file (see the next page for a screen print).

Clicking the underlined, red '<u>Edit</u>' opens a dialog box which allows that record/line to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears, stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' button is clicked, these totals will be updated to include any tax changes made.

There are 23 miscellaneous district categories, Airport, Ambulance, Cemetery, Community Building, Drainage, Extension District, Fire, Hospital, Improvement, Industrial, Irrigation, Library, Light, Metro Transit, Parks & Recreation, Rural Highway, Sewer, Sewer Maintenance, Tax Increment, Water, Watershed, Miscellaneous and Recreation Commission.

There is a subtotal field after each of the 23 categories. These are highlighted in yellow indicating that the amounts are system calculated.

The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen, enter this information on line titled '*Other*' using the appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 999 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper report.

DATA MANIPULATION RUELS FOR DISTRIBUTION REPORTS:

- Boxes that you may use to edit your data are 'SAC', 'KSA1', 'KSA2' and 'Amount'.
- 'SAC' is limited to three digits.
- 'KSA1', the K.S.A. chapter number, is a two-digit number and 'KSA2', the K.S.A. article number, is alpha numeric.
- 'Amount', the tax distribution amount, is to be entered with two decimal places and no commas. If the distribution needs to be changed to zero, select the field and key '0.00' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*

NOVEMBER MISCELLANEOUS DISTRICTS FILE

	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	01 Airport General				.00	2017
Edit	2	01 Airport Bond & Interest				.00	2017
Edit	3	01 Airport No-Fund Warrants				.00	2017
Edit	4	01 Airport Employee Benefits				.00	2017
Edit		01 Airport Other				.00	2017
	6	01 Airport Sub Total				.00	2017
Edit	ī	02 Ambulance General				.00	2017
Edit	8	02 Ambulance Bond & Interest				.00	2017
Edit	9	02 Ambulance No-Fund Warrants				.00	2017
Edit	10	02 Ambulance Employee Benefits				.00	2017
Edit	11	02 Ambulance Other				.00	2017
	12	02 Ambulance Sub Total				.00	2017
Edit	13	03 Cemetery General	045	15	1015	103,066.50	2017
Edit	14	03 Cemetery Bond & Interest				.00	2017
Edit	15	03 Cemetery No-Fund Warrants				.00	2017
Edit	16	03 Cemetery Employee Benefits				.00	2017

NOVEMBER MISCELLANEOUS DISTRICTS FILE File Year: 2017 Back Update Cnty No 044 Line 13 Name 03 Cemetery General SAC 045 KSA1 15 KSA2 1015	HOME HELP CONTAG	CT US CHA	NGE PASSWORD	LOG OUT							۹
File Year: 2017 Back Update Cnty No 044 Line 13 Name 03 Cemetery General SAC 045 KSA1 15											
Back Update Cnty No 044 Line 13 Name 03 Cemetery General SAC 045 KSA1 15			NOVEMB	ER MISC	CELLA	NEOU	S DISTR	ICTS FI	LE		
Back Update Cnty No 044 Line 13 Name 03 Cemetery General SAC 045 KSA1 15											
Line 13 Name 03 Cemetery General SAC 045 KSA1 15											
Name 03 Cemetery General SAC 045 KSA1 15		Cnty No	044								
SAC 045		Line	13								
KSA1 15		Name	03 Cemetery Genera	al							
		SAC	045								
KSA2 1015		KSA1	15								
		KSA2	1015								
Amount 103066.50		Amount	103066.50								
Line Name SAC KSA1 KSA2 Amount File Year	Line Name			SAC	KSA1	KSA2	Amount	File Year			
Edit 1 01 Airport General 00 2017 Erif 2 01 Airport Bond & Interest 00 2017	Edit 1		01 Airport Ge					.00			

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EDIT NOVEMBER TABLE 1 FILE

Click on the 'Edit November Table 1 File' radio button to edit the District Distribution (Table 1) data for your county. The uploaded 'Table 1' file is displayed (see screen print below). Error messages from the 'Final Review' list the corrections which need to be made to this file or to the district file. If there is a discrepancy between an amount in column 3 of Table 1 and the total tax amount for that district, the error message will appear on the 'Final Review'. Correct the errors listed on the 'Final Review', then open the 'Final Review' again to verify all errors have been corrected. Also, any fields not populated by your vendor will need to be entered.

When the file is created by your vendor, columns 1 and 2 will be populated. You may need to enter data in columns 4,6,7,8, and 10. Enter applicable amounts in the lines that pertain to your county. The last line titled '*Total*' is highlighted in yellow and is system-calculated. Columns 3, 9, and 11 are also system calculated totals.

Clicking the underlined, red '<u>Edit</u>' opens a dialog box which allows the record/line to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. Enter correction with two decimal places but without commas.

When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified. The system calculated fields are updated when '**Update**' is clicked.

When the editing is done, click the '**Back**' button to return to the November Abstract menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*

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NOVEMBER TABLE 1 FILE

1	ine Name	General	Penalty	General Total	Local	I.R.B.	Econ Dev	All Other	Other Total	Special Assmt	Grand Total	File Year
		(1)	(2)	(1+2)	(4)	(6)	(7)	(8)	(4+8+7+8)	(10)	(3+9+10)	
Edit	1 State	239259.64	271.31	239530.95	0.00	0.00	0.00	0.00	0.00	0.00	239530.95	2017
Edit	2County	11880693.85	13469.29	11894163.14	U.UU	0.00	0.00	0.00	0.00	18300.00	11912463.14	2017
Edit	3 Gity	1454416.16	1999.66	1456415.81	0.00	0.00	0.00	0.00	0.00	34431.68	1490847.49	2017
Edit	4Township	256027.51	237.12	256264.63	0.00	0.00	0.00	0.00	0.00	0.00	256264.63	2017
Ccit	School	7962406.49	9129.05	7971615.54	0.00	0.00	0.00	0.00	0.00	0.00	7971615.54	2017
Edit	6Cemetery	102952.38	104.12	103066.50	0.00	0.00	0.00	0.00	0.00	0.00	103065.50	2017
Edit	7Drainage	18488.02	10.14	18498.16	0.00	0.00	0.00	0.00	0.00	0.00	18498.16	2017
Edit	8Fire	629969,47	644.00	630613.47	0.00	0.00	0.00	0.00	0.00	0.00	630613.47	2017
Edit	9Hospital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edil	10Improvement	97507.91	5.64	97613.45	0.00	0.00	0.00	0.00	0.00	703608,68	801122.13	2017
Edil	11 Library	374714.51	412.59	375127.10	0.00	0.00	0.00	0.00	0.00	0.00	375127.10	2017
Edit	12Lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	13Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edil	14Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	284308.16	284308.16	2017
Edit	15Watershed	129696.95	84.42	129781.37	0.00	0.00	0.00	0.00	0.00	0.00	129781.37	2017
Edit	Airport 16 Authority	0.00	0.00	0.00	0.00	0.00	0,00	0.00	0.00	0.00	0.00	2017
Edit	17 Ambulance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0,00	2017
Edit	18 Community Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	19 Ground Water Mgt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	20Industrial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	21 Irrigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	22 Rural Highway Sys	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	23Tax Increment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	24Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	25Misc	416390.02	498.36	416888.38	0.00	0.00	0.00	0.00	0.00	0.00	416888.38	2017
	26Total	23562612.91	26865 59	23589478 50	0.00	0.00	0.00	0.00	0.00	1040648 52	24630127.02	2017

LOG OUT

	NOVEMBER TABLE 1 FILE
File Year: 2017	
Back Update	
Cnty No	044
Line	1
Name	State
General	239259.64
Penalty	271.31
General Total	239530.95
Local Assd	0.00
LR.B.	0.00
Eco Dev	0.00
All Other	0.00
Other Total	0.00
Special Assmt	0.00
Grand Total	239530.95
	General Econ All Other Special Grand File

EDIT NOVEMBER SPECIALS FILE

When you click the 'Edit November Specials File' radio button, the uploaded file is displayed (see screen print below). Error messages from the 'Final Review' will indicate if there is a discrepancy between the special assessment total tax, the 'Total' om column 10 of 'Table 1' and the 'Special Assessment of 'Table 2'. If there is a discrepancy, you must correct the error.

There are subtotal lines for total assessments inside cities on line 16, titled '16 Total Inside Cities' and outside cities on line 30, titled '31 Total Outside Cities', along with a cumulative total on line 31, titled '31 Total Special Tax'. The subtotal and total lines are highlighted in yellow indicating that they are system-calculated.

Clicking the underlined, red '<u>Edit</u>' opens a dialog box which allows that record/line to be edited (see the screen print on the next page). Click in the 'Amount' box and delete and edit the amount with two decimal places and no commas. If 'Amount' needs to be changed to zero, select the field and key '0.00' in the space.

When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified. They system-calculated fields are updated when '**Update**' is clicked. When the editing is done, click the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that may undo edits which have been made*.

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			NOVEMBER S	PECIALS FILE		
Back						
	Line	Name	Amour	It File Ye	ar	
Edit		1	01 Urban Demolition	32,651.39	2017	
Edit		2	02 Urban Drainage	.00	2017	
Edit		3	03 Urban Sidewalks	.00	2017	
Edit		4	04 Urban Paving & Curbing	.00	2017	
Edit		5	05 Urban Sewer	1,780.29	2017	
Edit		6	05 Urban Sewer Del. Fee	.00	2017	
Edit		7	07 Urban Water	.00	2017	
Edit		8	08 Urban Whiteway	.00	2017	
Edit		9	09 Urban Solid Waste	.00	2017	
Edit	1	10	10 Urban Solid Waste Del. Fee	.00	2017	
Edit	1	11	11 Urban Weeds	.00	2017	
Edit	1	12	12 Urban Ground Water	.00	2017	
Edit	1	13	13 Urban Public Parking	.00	2017	
Edit	1	4	14 Urban Tree Removal	.00	2017	
Edit	1	15	15 Urban Misc	.00	2017	
	1	16	16 Total Inside Cities	34,431.68	2017	
Edit		17	17 Rural Road	85,540.00	2017	
Edit		18	18 Rural Drainage	.00	2017	
Edit		19	19 Rural Paving & Curbing	.00	2017	
Edit	1	20	20 Rural Sewer	321,652.55	2017	
Edit		21	21 Rural Sewer Del. Fee	28,308.48	2017	
Edit		22	22 Rural Solid Waste	.00	2017	
Edit	-	23	23 Rural Solid Waste Del. Fee	.00	2017	
Edit	1	24	24 Rural Lights	.00	2017	
Edit	1	25	25 Rural Water	20,312.81	2017	
Edit		26	26 Rural Irrigation	.00	2017	

EDIT NOVEMBER TABLE 2 FILE

Click on the 'Edit November Table 2 File' to edit the Urban/Rural Collections (Table 2) data for your county. The uploaded 'Table 2' file is displayed (see screen print below). Error messages from the 'Final Review' list the corrections which need to be made to this file. Correct the errors listed on the 'Final Review', then open 'Final Review' again to verify all errors have been corrected.

If there is a discrepancy between any of the following amounts, you must make the correction:

- Total amount in column 3 of Table 1 = Grand Total of column 1 of Table 2
- Total amount in column 9 of Table 1 = Grand Total of column 4 of Table 2
- > Total amount in column 10 of Table 1 = Grand Total of column 5 of Table 2
- > Total amount in column 11 of Table 1 = Grand Total of column 6 of Table 2
- Special Assessment Total Tax Amount = Grand Total of column 5 of Table 2

The column titled 'General Tax Signoff' will need to be data entered if it is not populated by your vendor. The amounts are found on the second page of the 'Summary Signoff' in the Recap section. Remember that the CapOut Tax will need to be added to the real property tax for lines 1 (*Rural Real Estate*) and 2 (*Urban Real Estate*). The Personal Property Penalty Total Tax will need to be added to the personal property tax for lines 4 (*Rural Tangible Pers.*) and 5 (*Urban Tangible Pers.*). Also, the State Assessed Penalty Tax will need to be added to State Appraised Total Tax for lines 7 (*Rural State Assessed.*) and 8 (*Urban State Assessed*). See image of Summary Signoff on next page showing location of these fields.

Clicking the underlined, red '<u>Edit</u>' opens a dialog box which allows that record/line to be edited (see the next page for a screen print). Click in the field/box to be edited and either delete the incorrect information or highlight the incorrect information with your cursor, then type in the correction (the screen print on the next page shows the general tax signoff box for line 1 being entered). You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified. The system-calculated fields are updated when '**Update**' is clicked.

Click on the 'Back' button to return to the November Abstract Menu. *Do not use the browser to go back as that may undo edits which have been made.*

NOVEMBER TABLE 2 FILE

	Line	Name	General Tax Roll	General Tax Signoff	Difference	In Lieu of	Special Assmnt	Total Tax	File Year
			(1)	(2)	(3)	(4)	(5)	(6)	
Edit	1	Rural Real Estate	14673178.74	0.00	14673178.74	0.00	1006216.84	15679395.58	2017
Edit	2	Urban Real Estate	5487690.20	0.00	5487690.20	0.00	34431.68	5522121.88	2017
	3	Total Real Estate	20160868.94	0.00	20160868.94	0.00	1040648.52	21201517.46	2017
Edit	4	Rural Tangible Pers	358675.52	0.00	358675.52	0.00	0.00	356675.52	2017
Edit	5	Urban Tangible Pers	156821.50	0.00	156821.50	0.00	0,00	156821.50	2017
	6	Total Tangible Pers	515497,02	0.00	515497.02	0.00	0.00	515497.02	2017
Edit	7	Rural State Assessd	2328805.16	0.00	2328805.16	0.00	0.00	2328805.16	2017
Edit	8	Urban State Assessd	584307.38	0.00	584307.38	0.00	0.00	584307.38	2017
	9	Total State Assessd	2913112,54	0.00	2913112.54	0.00	0.00	2913112.54	2017
	10	Total Rural	17360659,42	0.00	17:360659.42	0.00	1006216,84	18366876.26	2017
	11	Total Urban	6228819.08	0.00	6228819.08	0.00	34431.68	6263250.76	2017
	12	Grand Total	23589478.50	0.00	23589478.50	0.00	1040648.52	24630127.02	2017

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				NC	OVEM	BER T	ABLE 2 FI	LE			
File Y	'ear: 2017										
Back	Update										
		Cnty No	044								
		Line	1								
		Name	Rural Real Estate	•		-				_	
	Gene	eral Tax Roll	14673178.74				Rural Re-	al Ectato	e General Tax		
	General	Tax Signoff	14673108.51	1					entered from		
		Difference	14673178.74				the Summ	nary Sign	off.		
	Tot	al in Lieu Of	0.00			L					
	Sp	ecial Assmt	1006216.84								
		Total Tax	15679395.58								
u	ne Name	General Tax R	toll General Tax Si	gnoff Dir	terence		Special Assmnt	Total Tax	File Year		
		(1)	(2)	(3)				(6)			
Edit	1 Rural Real Estate	14673178			73178.74			15679395.58	2017		
Edit	2Urban Real Estate	5487690			87690.20			5522121.88	2017		
E. .0	3 Total Real Estate	20160868			60868.94 58675.52			21201517.46	2017		
Edit Edit	4Rural Tangible Pers 5Urban Tangible Pers	358675			56821.50			358675.52 156821.50	2017 2017		

November User's Guide

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EDIT TAX DISTRICT FILE

When you click on the '**Edit Tax District File**' radio button, the uploaded file, the '**Tax District File**', is displayed (see the next page for screen print). Each taxing unit is a different page and each line within the taxing unit is a tax district. Edits must be made on one tax district at a time and the '**Update**' button must be clicked to save the edits within the taxing district. The '**Add**' button is clicked to add a new tax district to the tax unit. The following table describes the columns on the tax district screen.

FIELD	DESCRIPTION
Line	Line number within the record.
Tax Unit	Tax unit of record.
Amnt PP	The personal valuation amount (do not include penalty valuation).
Amnt RP	The real valuation amount (do not include penalty valuation).
Amnt Other	The state assessed other value.
Code	This field uses a 2-digit alpha code that identifies the type of taxing district. You MUST use the alpha codes prescribed by the division. Reference the list provided in Appendix C of the <i>County Clerk's Handbook</i> .
Dist ID	This field consists of the 2-digit alpha code plus a combination of alpha/numeric digits to further identify the type of taxing district. DO NOT leave a blank space <u>before or after</u> a single alpha character
Name	This field describes the code listed in the two previous fields, such as state, county, city, township, etc. Include the name under which the taxing subdivision was chartered for an accurate description.
Levy PP	The personal property tax levy.
Levy RP	The real property tax levy.
Levy Other	The state assessed tax levy.
Amnt PPSG	The school general fund value that is <i>taxable</i> pursuant to K.S.A. 72-6431
Amnt RPSG	The school general fund value that is <i>taxable</i> pursuant to K.S.A. 72-6431
CapOut IRB	The IRB value that is taxable for the school capital outlay according to SB 19.
CapOut EDX	The EDX value that is taxable for the school capital outlay according to SB 19.

To revise levies or amounts that were populated by your vendor, click the underlined, red '<u>Edit</u>' which opens a dialog box which allows that tax district within that tax unit to be edited (see screen print on the next page). Amounts are edited or entered without commas. Levies are edited or entered with a leading zero and six decimal places for example: 0.123456.

Click in the field to be edited and delete the incorrect information, then type in the correction. Tab to the next field or again click on it to make another correction. Every box must have a value even if it is a zero. When the editing for tax district is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. If the value (Amnt PP. Amnt RP, Amnt Other, Amnt PPSG, Amnt RPSG, CapOut IRB, CapOut EDX) is

edited and updated in line 1, it will be updated for the whole tax unit. Another tax district may then be chosen to be edited. **'Update'** must be clicked each time a new tax district is selected and modified.

Click 'Add' to enter a new tax district to the tax unit. You will receive a request to enter the tax unit of the new tax district (see screen print). Enter the tax unit as a three-digit number with leading zeros, for example 001 (see screen print). Click 'Continue' to display the edit boxes for the new tax district (see screen print). You will not need to enter the value amounts. When the new tax district information is entered, click 'Submit' and you will receive a message that a new tax district has been added (see screen print). Click 'Add' to enter another new tax district to the tax unit.

Go to the '**Taxing Districts**' report screen in the '**Reports Menu**' to view or print the resulting tax dollars for the edited tax unit. Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow* to go back as that may undo edits which have been made.

								NOVEMB	ER T	AX DI	STRIC	T FIL	E		
В	ack	A	dd												
	Line	Tax	Amnt PP	Amnt RP	Amnt Other	Code	eDist ID	Name	Levy PP	Levy RP	Levy Other	Amnt PPSG		File Year	
dit	1	001	75,747	4,365,611	506,083	ST	ST100	State of Kansas	0.001500	0.001500	0.001500	56,970	3,632,512	2017	
dit	2	001	75,747	4,365,611	506,083	CT	CT200	Jefferson Counity	0.074468	0.074488	0.074488	56,970	3,632,512	2017	
dif	3	001	75,747	4,365,611	506,083	CZ	C2001	Mclouth City	0.053691	0.053691	0.053691	56,970	3,632,512	2017	
dit	4	001	75,747	4,365,611	506,083	TW	TW020	Union Township	0.000178	0.000178	0.000178	56,970	3,632,512	2017	
dit	5	001	75,747	4,365,611	506,083	SB	SB342	USD 342-Bond & Interest	0.005280	0.005280	0 005280	56,970	3,632,512	2017	
dit	6	001	75,747	4,365,611	506,083	SD	SD342	USD 342	0.024006	0.024006	0.024006	56,970	3,632,512	2017	
dit	7	001	75,747	4,365,611	506,083	SG	SG342	USD 342-General	0.020000	0.020000	0.020000	56,970	3,632,512	2017	
dit	8	001	75,747	4,365,611	506,083	RC	RC342	USD 342-Recreation	0.002000	0.002000	0.002000	56,970	3,632,512	2017	
dit	9	001	75,747	4,365,611	506,083	CM	CM029	Mclouth Cemetery	0.001566	0.001566	0.001566	56,970	3,632,512	2017	
di	10	001	75,747	4,365,611	506,083	EN	EN906	Meadowlark Extension District	0.002033	0.002033	0.002033	56,970	3,632,512	2017	
dit	11	001	75,747	4,365,611	506,083	RL	RL706DG	NEK Regional Library	0.001378	0.001378	0.001378	56,970	3,632,512	2017	
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Amnt PP 76747 Amnt RP 4365611 Amnt Other 506083 Code	Amnt PP 75747 Amnt RP 4365611 Amnt Other 506083 Code						Name					
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Amit Other 506083 Code Dist ID Levy PP	Amnt Other 606083 Code	Amnt PP 75747			5747	7	Amnt PP	A				
Code Dist ID Levy PP	Code Dist ID Levy PP Levy RP Levy Other Amt PP SG 56970	Amnt RP 4365611			365611	4	Amnt RP	A				
Dist ID	Dist ID Levy PP Levy RP Levy Other Amt PP SG 56970	Amnt Other 506083			06083	5	nnt Other	Am				
Levy PP	Levy PP Levy RP Levy Other Amt PP SG 56970	Code					Code					
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2022		2020					Levy RP	I				
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Amt RP SG 30.32012		Amt BD SC 3932912					Levy RP avy Other nt PP SG	Lev Am				

	NOVEMBER TAX DISTRICT FILE
New Tax Dist Added	
File Year:2017	
Back Add	
Cnty No	D44
Line	12
Name	Union Fire
Tax Unit	001
Amnt PP	75747
Amnt RP	4365611
Amnt Other	506083
Code	FE
Dist ID	FE020
Levy PP	0.000123
Levy RP	0.000123
Levy Other	0.000123
Amt PP SG	56970
Amt RP SG	3632512
Tax Amnt Amnt	ll.evu Amnt Amnt File

EDIT NOVEMBER WATERCRAFT FILE

Choose the 'Edit November Watercraft File' radio button to edit or make corrections to the watercraft file for November. This button opens the screen showing the uploaded Watercraft File (see below for a screen shot). To edit the levy, enter your county's previous year's county average levy *without any decimals* in the 'LEVY:' box, then click the 'Update' button.

Clicking the underlined, red '<u>Edit</u>' opens a dialog box which allows that record/line to be edited (see the next page for a screen shot). When the editing for that record/line is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record/line may then be chosen to be edited. When editing the records, please follow the '**Data Manipulation Rules**' below.

To add a new record/line, click the red '**Add**' button and a blank dialog box opens. Each filed will need information. Follow the '**Data Manipulation Rules**' below when entering the information. When the information for that record is entered, click the '**Add**' button again and a message is displayed stating that the record has been added.

Clicking the '**Clear**' button above the dialog box allows a new record/line to be added (see the next page for a screen shot). Each field will need information. Follow the '**Data Manipulation Rules**' below when entering the information. When the information for that record is entered, click the '**Add**' button again and a message is displayed stating that the record has been added. When the editing is done, the '**Back**' button is clicked to return to the November Abstract Menu.

DATA MANIPULATION RULES:

- Boxes that you may use to enter your data, if applicable, are 'Tax Unit', 'Value', 'Penalty' and 'Cancel'.
- Values for 'Tax Unit', 'Value' (the assessed value) and 'Penalty' (the penalty value) should be entered as whole numbers without commas or decimals.
- You may enter amounts in the 'Cancel' column as dollars and cents to the nearest cent. This column represents your 'Canceled Tax' amount. If the dollar amount is zero, '0.00' needs to be entered.
- If a value needs to be changed to zero, select the field and key a '0' in the space. Do not attempt to leave box blank.
- <u>Do not leave any box blank</u>, key '0' or '0.00' in any blank box.
- You may use the 'Tab' key to scroll across the boxes.

HOME	HELP	CONT	CTUS	CHAN	GE PASSWOR	D LOG OUT	٩
						NOVEMBER WATERCRAFT FILE	
Back	Update	Add		EVY:		* Enter current levy without decimal, example 123456	
	Tax UnitVa		altyCance		File Year		
Edit044 Edit044		125 268 321 1.4	_	.146794			
Edit044		387 198		.146794			
Edit044		365 469	_	.146794			
Edit044		.188 1.0	_	.146794			
Edit044	006 4,4	418 265	0.00	.146794	2017		
Edit044	007 7,3	315 780	0.00	146794	2017		

HOME HELP CONTACT US CHANGE PASSWORD LOG OUT	٩
NOVEMBER WATERCRAFT FILE	
File Year: 2017	
Back Update Clear	
Cnty No 044	
Tax Unit 001	
Value 3425	
Penalty 268	
Cancel 0.00	
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CntyTax UnitValue PenaltyCanceLevy File Year	
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New Watercraft record Added		
File Year: 2017		
Back Clear		
Cnty No 044		
Tax Unit 010		
Value 100		
Penalty 0		
Cancel 0.00	0	
Levy 0.14	16794	
CntyTax UnitValue PenaltyCancelLevy File Edit044 001 3,425 268 0.00 .1467942017		

* CONGRATULATIONS *

YOU HAVE SUCCESSFULLY COMPLETED YOUR

NOVEMBER ABSTRACTS

ERROR INSTRUCTIONS

If the upload does not complete successfully or if any other problems are encountered that cannot be resolved, please contact:

BUSINESS CONTACTS

Veronica Dean Fax: E-mail:	785.296.2936 785.296.2320 <u>Veronica.dean@ks.gov</u>	Mailing Address: Kansas Department of Revenue Property Valuation Division Abstract Section Zibell State Office Building 300 SW 29 th Street PO Box 3506 Topeka, KS 66601-3506
Jamie Cox Fax: E-mail:	785.296.3225 785.296.2320 Jamie.cox@ks.gov	Mailing Address: Kansas Department of Revenue Property Valuation Division Abstract Section Zibell State Office Building 300 SW 29 th Street PO Box 3506 Topeka, KS 66601-3506

NOVEMBER CHECKLIST Checklist for NOVEMBER SUMMARY SIGNOFF

- 1. Run all the reports required for your tax administration program.
- 2. Sign in to the 'Kansas Department of Revenue On-line Applications' website and upload the 2 personal property files and the 2 real property files according to instructions in 'November Abstract Users Guide'. During the upload process the program looks for errors within the files and generates error messages.
- 3. Correct any errors in your tax admirative system and recreate the files. The corrected files will need to be uploaded.

The abstract edit program checks for the following errors:

- a. Tax unit for county as noted in the TaxSch.txt file
- b. Land use code for State Assessed Records
- c. Land use code for oil [913/8120] and gas [914/8110] personal property
- d. Negative numbers
- 4. Go to the 'PVD Abstract Reports Menu' and select 'Summary Signoff'. Click 'View Report' then print the report which is generated.
- 5. Check the generated Summary Signoff carefully. Compare the valuation and tax with the reports that are generated from your tax administration file.

Categories (not all inclusive)

- a. State Assessed real and other values by land use code with the State's certification from (PV-AD-20)
- b. State Assessed taxes compared with certification form (PV-AD-18). The tax dollars should be close;
- c. Oil & Gas royalty and working interest;
- d. Public Utility Locally Assessed for both real and personal should have zero value;
- e. Value in the Boat, Marine, and Trailer fields (formally Travel Trailers)
- f. The cancellations under \$5 (the cancelled tax for royalty oil and gas and personal property under \$5) are included;
- g. Verify that penalty value is included; and
- h. EDX/IRB and exempt values compared to July. Note the reason for any large shifts in value.
- **NOTE:** The valuation on this abstract should balance with your tax administration reports. The tax dollars may not balance because of the calculation used in the State's program; however, the difference should be minimal.

Check List for FUND DISTRIBUTION

(Total Tax Roll - includes cancelled and penalty tax)

- 6. Complete **Fund Distribution Statutory Authority Code (SAC)**. Enter the appropriate three-digit number. Reference your taxing district fund listing and the K.S.A. cross-reference document provided by the division in 'Appendix E' of the *County Clerk's Handbook*.
- 7. Complete **Fund Distribution K.S.A.** You may use the K.S.A. entries from the budget forms or use last year's November abstract to assist you in completing this column. Reference your taxing district fund listing and the K.S.A. cross-reference document provided by the division in 'Appendix E' of the *County Clerk's Handbook*.
- 8. Complete **Fund Distribution General Tax**. The distribution by each district fund <u>will include the</u> <u>cancelled and penalty tax</u>.
 - a. *State: State* tax should be figured to the penny. Verify state tax by multiplying the county value including penalty by each fund levy it should be close.
 - *NOTE*: If you have a fund that is not listed on the screen, use the line (*Misc.*) at the end of each section. Use a SAC of 999 when more than one fund is included on the '*Misc.*' line. Identify all the fund(s) and their respective tax amounts on the paper copy that you will mail. Remember to use only the fund names as provided in the Statutory Authority Laws reference document.
 - b. *County:* Verify the total for each *county* fund on the appropriate fund line.
 - c. *City:* Verify the total of each *city* fund on the applicable line. Total of all funds should total *city* tax.
 - d. *Township*: Verify the total for each *township* fund on the fund line applicable. All *township* funds levied in cities, i.e., general, bond and interest, building, cemetery, etc., should be posted in the township funds under <u>Township Levies in 3rd Class Cities.</u>
 - e. Schools: Verify total for Community Junior Colleges by fun on the appropriate line.
 - f. Miscellaneous Districts: Verify totals on the appropriate fund line for a specific district.
 - g. The abstract program will compare the total for each district to the corresponding taxing district line on Table 1, Column 3.
- 9. The 'Grand Total Taxes Levied for all Districts' (displayed on the *Miscellaneous Districts Report*) must agree with the 'General Tax' calculated on Table 1, Column 3, Line 26 and Table 2, Column 1, Line 12. The 'Final Review' must be run to verify that there are no errors.

Check List for TABLE 1 – DISTRICT DISTRIBUTION

Distribution of taxes by taxing districts

Ad Valorem Tax

10. Verify 'Total General Tax' to be collected for each taxing district. 'Taxes Levied Nov. 1, _____ for _____ Expenditures' is the total tax roll distribution by district fund, including the cancelled and property tax. The total for each of these districts is system-calculated. These totals are then compared to the fund distribution totals.

The following is a description of the columns for ad valorem tax.

- a. Column 1 'General Tax' includes cancelled tax, but excludes the personal property tax.
- b. Column 2 'Penalty' personal property, state assessed and oil/gas penalty tax.
- c. Column 3 'Total General Tax' <u>plus</u> penalty tax. Each district total displayed in column 3 is calculated by adding column 1 and column 2.
- 11. Verify that the 'Grand Total Taxes Levied for all Districts' agree with the 'General Tax' posted on Table 1, Column 3, Line 26 and Table 2, Column 1, Line 9. The 'Final Review' must be run to verify that there are no errors.
- 12. <u>All errors must be corrected before certification</u>. You will need to determine if the problem exists in the fund distribution or with Table 1 and make the corrections when necessary.
- 13. <u>Column 4, 'Locally Assessed Intangibles'</u> is the money and credits collected according to resolutions adopted by the county and townships, and by city ordinances pursuant to K.S.A. 12-1,101. Distribution on Table 1, Column 4 would be pursuant to K.S.A. 12-1,107. The total intangible tax collected is system-checked and displayed on line 26.

'In Lieu of Tax'

- 14. <u>Column 5, Financial Institution</u> tax has been repealed effectively January 1995. This column does not appear on the on-line abstract.
- 15. <u>Column 6, The Industrial Revenue Bond Property 'In Lieu-of' collections</u> are distributed according to the agreement that was filed with the city or county. The total tax collected is system-calculated and displayed on line 26.
- 16. <u>Column 7, The Economic Development Property 'In Lieu-of' collections</u> are distributed according to the agreement that was filed with the city or county. The total tax collected is system-calculated and displayed on line 26.
- 17. <u>Column 8, All Other 'In Lieu of Taxes</u> are listed as distributed. Payments to be included in this column are annotated under Table 1. The total tax collected is system-calculated and displayed on line 26.
- 18. <u>Column 9, Total</u> is the addition of columns 4, 6, 7, and 8. The total tax collected is system-calculated and displayed on line 26. Column 9, line 26 should agree with Table 2, column 4, line 12.

Special Assessments (Column 10)

19. The distribution on Table 1, Column 10 should be posted to the district that *receives* that money. The total tax collected is system-calculated and displayed on line 26 and should agree with Table 2, column 5, line 12.

Totals

20. The total on Table 1, column 11, line 26, and the total on Table 2, column 6, line 12 should balance. Any discrepancy will keep the data file from uploading.

Special Assessments – Urban/Rural Collections

- 21. Ground Water Management is listed in urban (inside cities) and rural (outside cities) category.
- 22. A separate line item has been added for solid waste assessments. Enter the amount to be collected.
- 23. The delinquent fees for solid waste are listed as in previous years. Enter any delinquent fees.
- 24. The subtotal-inside cities and subtotals-outside cities should correspond to Table 2, Column 5, line 10, Rural (outside cities) and line 8, Urban (inside cities).
- 25. The 'Total Special Tax' on line 31 should agree with Table 1, column 10, line 26 and Table 2, column 5, line 12.

Checklist for TABLE 2 – COLLECTIONS

26. Column 1, Total Tax Roll reflects the total taxes to be collected. Enter the information for Column 2 which comes directly from the <u>recap section of the November Abstract Summary Report</u> located on page 2 if your vendor does not populate it.

Remember that the Tangible Personal property section, line 4, rural; line 5, urban and the State Assessed property section, line 7, rural; line 8, urban <u>should include the penalty tax</u>. The Total Rural, Total Urban, and Grand Total (lines 10,11,12) are system calculated and will include the penalty taxes if the penalty taxes have been included in the Tangible Personal property section and the State Assessed property section.

State Assessed tax on the State's Tax Abstract (PV-AD-18) must agree with Table 2, column 1.

- 27. Column 3 is system-calculated and reflects the difference between column 1 and column 2. The calculation is as follows: Column 1 (total tax) minus Column 2 (Summary Signoff) = Column 3 (difference).
- 28. Enter the total 'in lieu of' real and personal taxes by real and urban collections in column 4. The 'Grand Total Tax' collected is system-calculated and displayed on line 12.
- 29. Enter the 'Special Assessment Tax' by rural and urban collections in column 5. The grand total tax collected is system-calculated and displayed on line 12. Any state assessed special assessment tax, should be entered in column 5, lines 1 and/or 2.
- 30. Calculate the Total Tax, Column 6, is the total of all lines, column 1, 4, and 5. The grand total tax collected is system-calculated and displayed on line 12.
- 31. The 'Grand Total Taxes Levied for all Districts' should agree with the 'General Tax' posted on Table 1, Column 3, Line 26 and Table 2, Column 1, Line 12.
- 32. The 'Final Review' must be run to verify that there are no errors. <u>All errors must be corrected before the</u> <u>file/files can be certified.</u>

Checklist for TAX DISTRICTS

- 33. Print the County Tax District Report.
- 34. Compare the total county value to the 'Total Assessed Tangible Property' value filed on the Summary Signoff. These values **must** match. However, the total tax dollar amount on the taxing district report will be 'close' to the 'Total General Ad Valorem Tax' field on the summary report. 'Close' will depend on the size of your county and your tax administration program. Real CapOut in the County Tax District report should match the combined totals of 'Assessed USD CapOut IRB Real' and 'Assessed 'USD CapOut EDX Real' on the Summary Signoff and the Total CapOut Tax should match or be within cents of the 'CapOut Tax' on the Summary Signoff.

If you are experiencing difficulty with the difference in the tax dollar amounts, reference the example on the next page using information from below which explains how you can perform calculations to determine if the school general taxable value may be the source of the problem.

044	175	SD	SD3435IN	USD 343				2295	.022295	.022293
044	175	SG	SG345SN	USD 345-0				0000	.020000	.020000
044	175	CM	CM026	Grantville	-		.000	0738	.000738	.000738
044	175	EN	EN906	Meadowla	rk Extension E	District	.002	2033	.002033	.002033
044	175	FE	FE042	Kaw Fire I	District No. 1		.003	3421	.003421	.003421
044	175	RL	RL706DG	NEK Regi	onal Library		.001	378	.001378	.001378
Total (Composi	te Levy 1	Less School G	General			.110	5847	.116847	.116847
		Persona			Other	Person	al SG	Real SG		
Total V	Values	9,780	1,485,57	78	206,607	9,780		1,303,878		
Total V	Value	1,701,90	5 Total T	ax Dollars	229,274.80					
/	_	Persor	nal Rea		Other	1	Person	alse Re	al SG	
County	y Totals	3,264,		424,584	15,808,3		3,096,3		4,015,640	
	5	-,,					.,		.,,)
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-	-									
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	on Assess		Appraised	November A	District Summary Si Repraised	gnoff Repo		Rooraland	Assessed	05/#5/17 09:49:31
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Exempt Va	Assess Total D	aed Pond 2,978 6	Total Real (22) 140,012,000 71,547,720	Appraised Total IRB (23 Real)	Appraised Total HDC (24 Real)	Apprai Total	ned IRD up)	Total HINK (19 Fers)	Assensed Residential (25 Real) 11,066,440 5,342,493	consed tobils Hors (20 Fers) 88,9 78,9
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Notice that the Real amount from the Summary Signoff is the total form the Real Estate Total from the recap section and the Real amount from the State Assessed Certification. The Other amount for the Summary Signoff also comes from the State Assessed Certification since it is not totaled separately on the Summary Signoff.

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23	****COUNTY TOTALS	3,264,270	140,424,584	15,808,304	3,096,373	124,015,640	> last pa;	ge of	
4	*****TOTAL VALUE	159,497,158	TOTAL	TAX DOLLARS	23,562,199.57	/	Tax Di	istrict Report	
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4	tax district enty total value	3,264,270	140,424,584	/	23,562,199.57	tax district report			
5	exempt sign-off value	167,897	16,408,944	/	23,562,199.58	sign-off tax dollar	7		
6	taxable school general	3,096,373	124,015,640	4	-0.01	difference			
7	and a state of the	after after to	10.10.0010.10		0.01				
8									

35. Manually verify the data even though your vendor/programmer populated the TaxDst.txt file. In addition to verifying all valuation totals; also scan the two-character codes, *i.e.* FE, HL, or TW. The 'Code' field is now a required two-character field. Reference Appendix C in the *County Clerk's Handbook* for a complete listing of the taxing district codes. **Errors will keep the data file from uploading.**

CERTIFICATION REQUIREMENTS

For E-mail and Snail Mail

- State Assessed Public Utilities Complete your 'Statement of Valuation and Taxes Levied Against State Assessed Public Service Companies' abstract. To certify the data, type your name and date at the end of the form (PV-AD-18).
 - *E-mail* abstract to: <u>Jamie.Cox@ks.gov</u>
- Summary Signoff Sign, date, and affix your official seal to the signature page
 - *Mail* a paper copy.
- \blacktriangleright <u>16/20M Distribution Abstract</u> To certify the data, type your name and date at the end of the form (PV-AD-76)
 - o *E-mail* abstract to: <u>Veronica.dean@ks.gov</u>
- <u>Reports</u> 1) Fund Distribution (State/County, City, Township, Schools, Misc. Districts); 2) Table 1; 3) Special Assessments; 4) Table 2; 5) first and last page of Tax District Report; and 6) Final Review
 - *Mail* a paper copy
- Neighborhood Revitalization Abstract Print on-line certification. Sign, date, and affix your official seal (PV-AD-74)
 - Mail or E-mail a paper copy
- Final Review and uploaded files have no errors, call the division that files are uploaded.
 - o Veronica Dean @ 785.296.2936 or Jamie Cox @ 785.296.3225
- ➢ Levy Sheets −
 - *Mail* Ten (10) copies of your current levy sheet.

Mailing Address

Kansas Department of Revenue Division of Property Valuation Abstract Section PO Box 3506 Topeka, KS 66601-3506

NOTE: After you November abstract files have been audited and any necessary corrections receive, you will be notified by phone or email releasing your November Abstract files.