

Montgomery County Government

Department of Finance



Tax Assessment System (TAS)

Operations Guide

Appendix A - Division of Treasury

Version 1

05/15/2014

Table of Contents

- Document Structure 3
- Treasury Roles & Responsibilities..... 3
 - General Data Flow 3
 - General Activity Flow 3
 - Annual Billing..... 4
 - Full State file* 4
 - Home Owner Credit file* 4
 - Monthly Billing Activities 4
 - Real Property..... 4
 - Personal Property 5
 - Public Utility*..... 5
- Finance IT (FIN-IT) Roles & Responsibilities 5
 - Manage User/Roles 5
 - File Handling – Upload & Download 5
 - User Set Up & Change Requests..... 5
 - Contributor Inputs 6
 - Fetch From External Server..... 6
 - Drop to county assigned network folder..... 8
 - County E-mail..... 9
 - Database to TAS Database Import 11
 - Extracts for contributors..... 11
- System Access & Security 12
 - Security..... 12
 - Role-based access..... 12
- Handling Operational Issues 12
 - Contributor infrastructure issues 12
 - Extract Issues..... 12
 - Bad Data*..... 12
 - Input issues 13

| | |
|---|-------------------------------------|
| <i>No File</i> | 13 |
| <i>Bad Data</i> | 13 |
| General Operations Issues | 13 |
| How Does Treasury use their GUI interface..... | Error! Bookmark not defined. |
| Logging In | 14 |
| Home Page | 15 |
| Batch Job Overview..... | 16 |
| Real Property Tax Annual Billing Dashboard..... | 17 |
| Agency Contact Information | 18 |
| View Property | 19 |
| Select Treasury Functions – Treasury Assessment..... | 23 |
| Manage Special Charges | 24 |
| Manage Special Credits | 35 |
| Recapture Home Owner Credit | 39 |
| View Pending Revised Bills | 45 |
| Manage Public Utility..... | 46 |
| Manage Lenders | 62 |
| Select Treasury Functions – Treasury Operations | 66 |
| <i>Operation Functions</i> | 66 |
| <i>Manage Look Up Tables</i> | 66 |
| <i>View Reports</i> | 66 |
| Glossary | 67 |
| Real Property Codes in MUNIS (County / Municipality)..... | 67 |
| Glossary of Terms | 70 |

Document Structure

The Treasury Appendix is an extension of the TAS Operations Guide. The appendix describes TAS-related business rules, system functions, and roles and responsibilities for Montgomery County Department of Finance, Division of Treasury (Treasury) and Division of Finance IT (FIN-IT). For a high level overview of content provided in this document, please refer to the TAS Operations Guide.

Treasury Roles & Responsibilities

The Department of Finance is responsible to manage and oversee all data collection, staging, and consolidation pertaining to tax billing. Treasury manages the billing processes and performs the operational functions of triggering various applications to produce the tax bill. Billing activities include annual, supplemental and revised billing. Annual billing focuses on processing the original assessments, exemptions and credits. Revised billing focuses on adjusting assessments, credits, exemptions, charges, and other items to reflect any changes on the property tax record that occur subsequent to the last billing. Both personal property and public utility tax billing are included in this process.

The State of Maryland Department of Assessments and Taxation (SDAT) and Montgomery County Department of Finance are key players in the processes described above. Other data contributors to TAS include the Cities of Rockville, Gaithersburg, and Takoma Park, the County Department of Environmental Protection Solid Waste (DEP Refuse) and Water Quality Protection Charges (DEP Storm Water), the Washington Suburban Sanitation Commission (WSSC), Mortgage Lenders, and the County Department of Housing and Community Affairs (DHCA).

General Data Flow

The data flow activities start with import data from the State and/or contributors which then gets placed into TAS. Data can be loaded from any contributor at any time, but only during annual billing is all of the data aggregated. Once data has been processed by TAS for billing, real property will flow through ePilot and personal property and public utility will flow to MUNIS directly.

The process for transferring data files is now facilitated by the Enterprise Service Bus (ESB) which automates file delivery and retrieval. In addition, ESB applies business rules to validate the data before it is processed (further detailed in subsequent sections). The contributors to TAS also load data through the TAS Graphical User Interface (GUI). This data in many cases comes from separate systems used by contributors.

General Activity Flow

Tax activities begin with an annual tax bill which is produced at the beginning of a Levy year. During this annual billing, all real properties are billed for the annual State, County and Municipal taxes. Fees and charges applied by other contributors are included as well.

There are revisions to Real and Personal Property tax bills that occur during the Levy year. Contributors either make updates using the provided GUIs or batch file uploads. Public Utility billing also occurs during the Levy year and is described in more detail below.

Annual Billing

The annual billing process performed by Treasury is a substantial activity in which State, County, & Municipal data is aggregated to produce 340,000+ annual property bills. The process is initiated with the SDAT01 & SDAT02 files.

Full State file

The SDAT01 file is a monthly file that contains all of the Real Properties for Montgomery County. Throughout the Levy year, after Rollover, this file updates critical information within the MUNIS system but does not generate revised bills that go to property owners.

However, during the period between the Annual bill and before the State Rollover these files are processed with information that could generate real property revised bills. This is the only time of the year when the SDAT01 file is processed in this manner to create revised bills.

Home Owner Credit file

Twice a month the SDAT02 file is received from the State. These home owner credits are applied to TAS and revised bills are generated to reflect the monetary change.

Monthly Billing Activities

Monthly billing activities performed by Treasury include Personal Property, Public Utility, and Real Property revised bills. Each of these billing processes has activities that flow through TAS and in some cases through ePilot. Ultimately all billing data flows to MUNIS.

In TAS, Treasury is responsible to manage Special Charges and Credits, Bay Restoration fees, Home Owner Credits, and Public Utilities. Treasury will also manage information pertaining to the mortgage lenders. In addition to these functions, Treasury also manages ePilot and MUNIS to ensure that the data has been processed successfully. The Division of Finance IT (FIN-IT) is responsible for the actual movement of data into and between these systems.

Real Property

New Construction supplemental billing occurs quarterly as triggered by the SDAT04 file. This file contains information related to improvements added to real properties during the last quarter. The new construction files are issued four times a year, three of which are processed to create what are called supplemental bills. The fourth is rolled into the annual processing and it appears with all the other items on the annual bill.

In addition, contributors use the TAS GUI to update and modify data for processing. One of the key elements of the New Construction billing process is that both WSSC and DEP Refuse make updates based on changes caused by the construction activity (DEP Refuse via GUI, WSSC via batch files). In order to accomplish this, both WSSC and DEP Solid Waste require extracts from the SDAT04 file.

From TAS the revised bill data file is sent to ePilot via the ESB. Once ePilot has completed processing it generates two files: 'P' for pilot files and 'NP' for non-pilot files. After these files are created the ESBs will move them to MUNIS for processing. MUNIS will then process the 'P' and 'NP' files as separate revised billing events.

Personal Property

The Personal Property file, issued by the State, represents specific taxable business assets that have been reported on annual personal property tax returns. Personal Property billing activities are triggered by the State file (SDAT03). Twice a month, ESB will pick up these files from the State and put them into the TAS to generate the output file. The output file is then picked up by ESB and delivered directly to MUNIS for processing.

Public Utility

Treasury uses the TAS GUI to enter the Public Utility assessment information based on certifications from the State. This process triggers a billing request and generates a file for the public utility assessments. ESB will then pick up and deliver to MUNIS directly for processing.

Finance IT (FIN-IT) Roles & Responsibilities

With the implementation of a new system, the roles of the Division of Treasury and the Division of FIN-IT have been clearly defined. The outline below identifies FIN-IT's responsibilities. Issues related to the following are handled by FIN-IT and should be triaged accordingly:

Manage User/Roles

- Setting up and modifying various role-based groups and individual users
- Setting up and modifying system wide parameters and tables for data processing
- Setting up and modifying system wide notifications messages, notifications groups and users/recipients, frequency of notifications, etc.
- Locking and unlocking the system for users
- Initiating and generating extract files and reports
- Importing files from data contributors

File Handling – Upload & Download

Oversee the ESB transportation process and resolve any related issues to import and extract files.

User Set Up & Change Requests

- New Master User(s) Profile Set up
- Assign Master User(s) Role(s)
- Deactivate/Activate Master User(s)
- New Contributor User Profile Set up
- Assign Contributor User(s) Roles
- Deactivate/Activate Contributor User(s)
- Generate Specific User/Contributor Report(s)

Contributor Inputs

There is a method and process by which data is received by TAS.

Method

“Method” is the way in which data is retrieved and moved into the system.

Process

“Process” is what happens to data when it has been ingested into the TAS. All data destined for the TAS database will go through a staging location where the data is held until it has been checked for errors.

Depending on the contributor, data files are either sent or placed somewhere inside the data infrastructure whereby it is retrieved and moved into the TAS environment. ESB is the actual mechanism that moves the data, which has built-in intelligence and the ability to notify of success or failure.

Below are the processes by which each contributor inputs data into TAS. There are four methods outlined, “Fetch From External Server”, “Drop to County Assigned Network Folder”, “County E-mail”, and “Database to TAS Database Import”. Based on the method, each contributor provides data files following detailed specifications.

Fetch From External Server

In this method the ESB looks for data to be placed on an external server. Once data is detected, and based on the filename of the data, the ESB will route it to one of many staging areas for the TAS system.

State of Maryland

SDAT 01 (Real Property)

1. The SDAT01 file must be named “**RLFILE16.zip**” and placed into the designated folder located on the SDAT server: **vol1\outside\PDR**.
2. A member of the FIN-IT team will manually retrieve this file from SDAT’s FTP server and place this file in the designated folder on the County’s network for ESB to process.
3. ESB unzips the file and places it into the SDAT01 Staging Table in TAS. Business logic and rules are applied as the data goes from the Staging Table into Production.
4. TAS will process as much of the data as possible, even if errors are found in the file.
5. A notification is sent to FIN-IT to indicate success or failure of the input process.

SDAT 02 (Homeowner Credit)

1. The SDAT02 file must be named using the **current date (yyyymmdd.htc)** and placed into the designated folder located on the SDAT server: **vol1\outside\month\HTC**.
2. A member of the FIN-IT team will manually retrieve this file from SDAT’s FTP server and place this file in the designated folder on the County’s network for ESB to process. ESB unzips the file and places it into the SDAT02 Staging Table in TAS. Business logic and rules are applied as the data goes from the Staging Table into Production.

3. TAS will process as much of the data as possible, even if errors are found in the file
4. A notification is sent to FIN-IT to indicate success or failure of the input process

SDAT03 (Personal Property)

1. The SDAT03 file must be named using the **current date (yyyymmdd.pdt)** and placed into the designated folder located on the SDAT server: **voll\outside\mont\mbes\county**
2. A member of the FIN-IT team will manually retrieve this file from SDAT's FTP server and place this file in the designated folder on the County's network for ESB to process. ESB unzips the file and places it into the SDAT03 Staging Table in TAS. Business logic and rules are applied as the data goes from the Staging Table into Production.
3. TAS will process as much of the data as possible, even if errors are found in the file.
4. A notification is sent to FIN-IT to indicate success or failure of the input process. **Note:* Only the data (pdt.) file is needed; the report file (.prp) can be excluded from this process. This interface may be created at a later date if required by Treasury.

SDAT04 (New Construction)

1. The SDAT04 file must be named using the **current date (yyyymmdd.NCP)** and placed into the designated folder located on the SDAT server: **voll\outside\mont\real.**
2. A member of the FIN-IT team will manually retrieve this file from SDAT's FTP server by the 5th of March, June, and September and place this file in the designated folder on the County's network for ESB to process. ESB unzips the file and places it into the SDAT04 Staging Table in TAS. Business logic and rules are applied as the data goes from the Staging Table into Production.
3. TAS will process as much of the data as possible, even if errors are found in the file.
4. A notification is sent to FIN-IT to indicate success or failure of the input process.

WSSC

1. The WSSC txt. file must be placed into the designated folder located on WSSC's server
2. ESB logs onto WSSC's server and retrieves the txt. file annually and quarterly. The file is then renamed to indicate that the file has been processed by ESB.
3. ESB picks up the summary txt. file and moves it to a location on MCG's server
4. FIN-IT reviews and manually copies the file into the WSSC input folder
5. ESB picks up the file from the input folder and places it into the TAS Staging Table. Business logic and rules are applied as the data goes from the Staging Table into Production.
6. TAS will process as much of the data as possible, even if errors are found in the file.
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

Drop to county assigned network folder

In this method data is copied in an assigned County network folder. ESB will monitor this network folder for the presence of this data. When the data is found, the ESB will import the data into the corresponding contributor Staging Table.

DEP Storm Water

1. The DEP Storm Water file is placed into the designated folder located on the MCG server
2. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
3. TAS only ingests the file if it does not contain any errors.
4. A notification is sent to FIN-IT to indicate success or failure of the input process.

Treasury Special Credits

1. Using the naming conventions below, Treasury will email the file to TAS.Intake@montgomerycountymd.gov

| Special Credit | Naming Convention |
|-----------------------|-------------------|
| Swim Club Credits | sc_sw_yyyymmdd |
| Energy Conservation | sc_ec_yyyymmdd |
| Renewable Energy | sc_re_yyyymmdd |
| New Job | sc_nj_yyyymmdd |
| Arts & Entertainment | sc_ae_yyyymmdd |
| Green Building | sc_gb_yyyymmdd |
| Enterprise Zone | sc_ez_yyyymmdd |
| Fallen Officer | sc_fo_yyyymmdd |
| Business Incubator | sc_bi_yyyymmdd |
| Historic Preservation | sc_hp_yyyymmdd |
| Brownfield County | sc_bc_yyyymmdd |
| Brownfield State | sc_bs_yymmdd |
| Land Conservation | sc_lc_yymmdd |

2. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
3. TAS will process as much of the data as possible, even if errors are found in the file.
4. A notification is sent to FIN-IT to indicate success or failure of the input process.

County E-mail

Rockville Charges

1. The Rockville Charges file emailed to TAS.Intake@montgomerycountymd.gov
2. Finance receives the file in the TAS Intake mailbox that is docked in Outlook.
3. Treasury reviews the file to ensure that the data is in the required format.
4. Treasury manually copies the file onto the MCG server.
<\\mcg-f03\mcg\TAS Intake\Production\Rockville Charges>
5. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
6. TAS will process as much of the data as possible, even if errors are found in the file
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

Rockville Storm Water

1. The Rockville Charges files emailed to TAS.Intake@montgomerycountymd.gov
2. Finance receives the file in the TAS Intake mailbox that is docked in Outlook.
3. Treasury reviews the file to ensure that the data is in the required positional text format.
4. Treasury manually copies the file onto the MCG server.
<\\mcg-f03\mcg\TAS Intake\Production\Rockville Storm Water>
5. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
6. TAS will process as much of the data as possible, even if errors are found in the file
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

Gaithersburg Storm Water

1. The Gaithersburg Storm Water emailed to TAS.Intake@montgomerycountymd.gov
2. Treasury receives the file in the TAS Intake mailbox that is docked in Outlook.
3. Treasury reviews the file to ensure that the data is in positional text format.
4. Treasury manually copies the file onto the MCG server
<\\mcg-f03\MCG\TAS Intake\Production\Gaithersburg Storm Water>
5. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
6. TAS will process as much of the data as possible, even if errors are found in the file.
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

Takoma Park Charges

1. The Takoma Park Charges file emailed to TAS.Intake@montgomerycountymd.gov
2. Treasury receives the file in the TAS Intake mailbox that is docked in Outlook.
3. Treasury reviews the file to ensure that the data is in the required text format.
4. Treasury manually copies the file onto the MCG server
<\\mcg-f03\MCG\TAS Intake\Production\Takoma Park Charges>
5. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.

6. TAS will process as much of the data as possible, even if errors are found in the file.
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

Mortgage Companies

1. Files from mortgage companies must be named according to the chart below using the current date, and emailed to TAS.Intake@montgomerycountymd.gov

| Mortgage Company | File Naming Convention |
|-------------------------|--------------------------------|
| BAC | mc_bac_yyyymmdd |
| Letera | mc_letera_yyyymmdd |
| Wells Fargo | mc_wellsfargo_yyyymmdd |
| QBE | mc_qbe_yyyymmdd |
| Core Logic | mc_corelogic_yyyymmdd |
| Colonial | mc_colonial_yyyymmdd |
| National Tax Service | mc_nationaltaxservice_yyyymmdd |

2. Treasury receives the file in the TAS Intake mailbox that is docked in Outlook.
3. Treasury reviews the file to ensure that the data is in the required positional text file format.
4. Treasury manually copies the file onto the MCG server
<\\mcg-f03\MCG\TAS Intake\Production\Mortgage Companies>
5. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
6. TAS will process as much of the data as possible, even if errors are found in the file.
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

Database to TAS Database Import

In this method data is copied from the contributor's database directly into the TAS database directly into the corresponding contributor's Staging Table via ESB.

DEP Solid Waste

1. DEP Solid Waste will enter data that they would like to submit to TAS in their SCOOPY application. Listed below are the fields that will be sent to the TAS database.

| Column Name | Data Type | Description |
|-------------------------|-----------|---|
| User Name or Dept. Name | VARCHAR2 | User name of the account that uploaded data |
| ACCOUNT | NUMBER | Account Number |
| REF_AREA | VARCHAR2 | Ref Area of the account |
| REF_UNITS | NUMBER | Ref Units of the Account |
| RECYC_AREA | VARCHAR2 | Recycle Area of the account |
| RECYC_UNITS | NUMBER | Recycle unit of the Account |
| LEVY_YEAR | NUMBER | Levy Year, must go back up to 5 previous levy years |
| REVISED_BILL_FLAG | NUMBER | Triggers a revised bill |
| DATE_UPLOADED | DATE | date/time uploaded to TAS |
| Quarter | VARCHAR 2 | Quarter where DEP-SWS wants to apply the change |

2. DEP Solid Waste will initiate the data submission by selecting a button on their application. ESB will then copy this data from the DEP Solid Waste database to the corresponding contributor's table in the TAS database.
3. Business logic and rules are applied as the data moves from the staging table into production.
4. TAS only ingests the file if it does not contain errors
5. A notification is sent to FIN-IT to indicate success or failure of the input process

Extracts for contributors

Several contributors rely on extracts to feed directly into their data systems to allow them to process properties for their own purposes.

The sources for these extracts are SDAT01 and SDAT04. FIN-IT is responsible to ensure that DEP Solid Waste, DEP Storm Water, DHCA, WSSC, and the cities of Gaithersburg and Rockville receive their extracts as schedule.

System Access & Security

Security

Because of the financial nature of the system, TAS has a high level of security. The responsibilities in the system are role-based. This means that access is provisioned and may vary depending on one's role within the department and within the system itself.

Role-based access

TAS is a role-based system. Roles will be assigned only after appropriate training has been completed and confirmed.

Every individual will have at least one role referred to as a 'home role'. These roles are assigned based on the user's primary activity. During events such as annual billing, additional roles may be assigned to an individual to facilitate their access to other features and capabilities that they require.

Handling Operational Issues

User issues generally fall into four major areas.

- Contributor infrastructure issues
- Extract issues
- Input issues
- General Operational issues

Each of these issues has a unique set of characteristics and requires specific troubleshooting and resolution.

Contributor infrastructure issues

Should the contributor use their own FTP server, the physical environment must be available when the County ESB needs to download or deliver a file.

The passwords and access must be correct and the files being picked up need to be in the specific location with the correct naming convention. Should any of these not be the case, the County will not be able to retrieve or provide data to that environment.

Extract Issues

When an extract is created, the contributor will receive a notification which includes a link providing the location of the data.

Bad Data

The only category of error is bad data in the file. As TAS is creating the extracts there should be no issues. However, if data becomes corrupted during the process, the files could contain bad data.

FIN-IT will work directly with the contributor and their technical resources to resolve these issues. Extracts are formatted with specifications from contributors. Therefore there should be no

file with bad data unless it was corrupted in the process of creation. In that case, the new file would need to be created and then sent to the contributor.

Input issues

There are two major conditions which cause upload issues: (1) There is no file upload or (2) During the process in which ESB applies the TAS Business rules against the data content, the file is found to contain bad information.

No File

The ESB jobs will indicate when there is no file. Because the ESB jobs are triggered on the presence of files, they will remain in continual wait mode.

If there are issues with loading the files, FIN-IT will receive notification and contact the contributor to identify and resolve the issue.

Bad Data

Bad data in the file can be detected in two areas:

- (1) When the ESB transports files from the source to the staging tables of TAS where business rules are applied. The contributor, FIN-IT, and Treasury will receive a success or failure notice indicating the status of the data load.

- (2) When TAS processes data from the staging tables and applies the business rules associated. The business rules dictate whether the data will be saved in the TAS database or rejected. Contributors are required to enter new data to replace that which is rejected.

If there are errors in the file, it will be returned to the sender for correction. Depending on the rule being applied, TAS will either reject the file entirely, or it will ingest error-free data and return the remainder to be corrected.

Should there be a failure indication, FIN-IT and the Division of Treasury will be notified. FIN-IT will coordinate with the contributor to resolve the issue.¹

General Operations Issues

There are a number of general areas where contributors may need assistance. These are generally centered on items such as access, log-ins, passwords, user set-up, etc. Should a contributor have issues in these areas, they should contact the MCG Help Desk at **240-777-2828**.

TAS users who do not work for Montgomery County Government must have an Active Directory (AD) account in order to receive support from the MCG Help Desk. In the case that a new employee (internal or external) requires an AD account for access to TAS, the MCG Help Desk must be notified. The same process applies if an employee no longer requires access (for example, if they transfer to a different position, terminate employment, etc.).

¹ This rule does not apply to DEP SWS, DEP Storm Water, DHCA, & WSSC. These contributors will be responsible to handle the issue independently.

Navigating the Treasury GUI Screens

Treasury will use their GUI to manage bay restoration, public utility, special charges and credits, homeowner credits, and more.

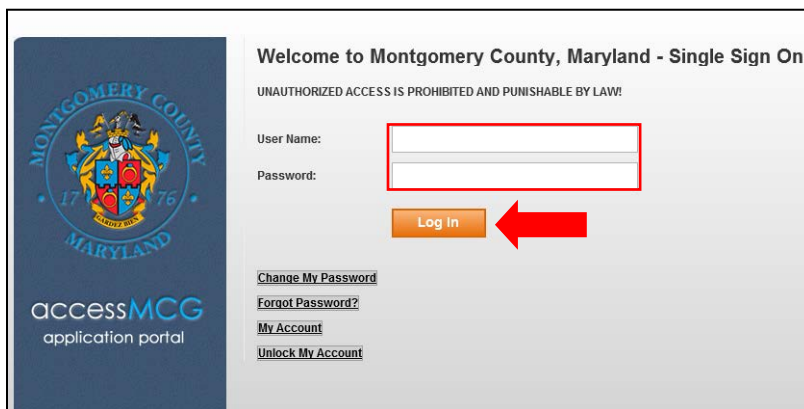
Finance staff with TAS-related responsibilities will be assigned one of two roles:

1. Treasury Operations
2. Treasury Assessments

Since specific responsibilities in TAS are assigned to each role, user access varies depending on which role they are assigned to. The available screens, actions, and instructions specific to each role are outlined in the sections that follow.

Logging In

1. Access the MCG ePortal at: <https://eportal.montgomerycountymd.gov>
2. Enter your user name and password.
3. Click Log In.



Welcome to Montgomery County, Maryland - Single Sign On

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

User Name:

Password:

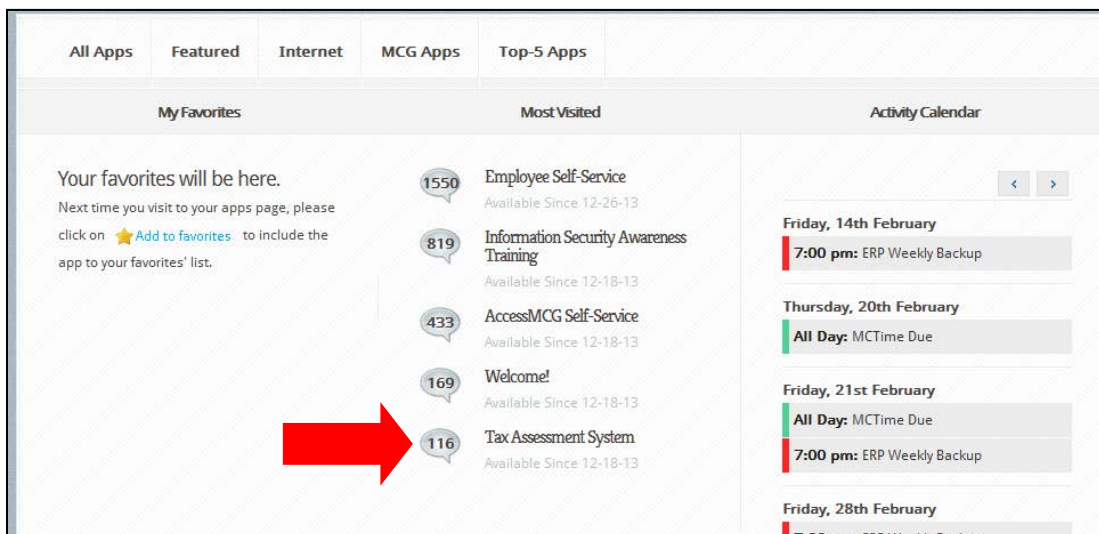
[Change My Password](#)

[Forgot Password?](#)

[My Account](#)

[Unlock My Account](#)

4. Select Tax Assessment System from the Apps section.



All Apps Featured Internet MCG Apps Top-5 Apps

My Favorites Most Visited Activity Calendar

Your favorites will be here.
Next time you visit to your apps page, please click on [★ Add to favorites](#) to include the app to your favorites' list.

1550 Employee Self-Service
Available Since 12-26-13

819 Information Security Awareness Training
Available Since 12-18-13

433 AccessMCG Self-Service
Available Since 12-18-13

169 Welcome!
Available Since 12-18-13

116 Tax Assessment System
Available Since 12-18-13

Friday, 14th February
7:00 pm: ERP Weekly Backup

Thursday, 20th February
All Day: MCTime Due

Friday, 21st February
All Day: MCTime Due
7:00 pm: ERP Weekly Backup

Friday, 28th February
7:00 pm: ERP Weekly Backup

Home Page

Treasury will launch all activities from the TAS Home Page. The home page houses a TAS system overview, the data contribution status indications for annual billing, agency contact information, and a batch job overview.

Home Page

[Real Property Tax Annual Billing Dashboard](#)

| | | | | | |
|-------------------------------|------|--|-------------------------------|------|--|
| SDAT01 Annual File | STMD | | SDAT02 Homeowner Credit | STMD | |
| State Parking Exemption Data | STMD | | DEP Storm Water Data | DEPS | |
| DEP Refuse Charge Data | DEPR | | WSSC Charge Data | WSSC | |
| Rockville Storm Water Data | ROCK | | Rockville Special Charge Data | ROCK | |
| Gaithersburg Storm Water Data | GATH | | DHCA Charge Data | DHCA | |
| Bay Restoration Charge Data | TRSY | | Special Charges Data | TRSY | |
| Special Credits Data | TRSY | | Mortgage Companies | TRSY | |

Ready Not Ready

[Batch Job Overview](#)

[Agency Contact Information](#)

Figure 1 – Treasury (Assessment) TAS Home Page

Batch Job Overview

The Batch Job Overview table provides an overview of the daily, monthly, bi-monthly, quarterly, and annual batch jobs that are scheduled to run. The information includes the batch code, name, category, agency, and run frequency. The email groups listed in the table will receive a notification upon success or failure of the batch job.

| Batch Job Overview | | | | |
|------------------------------------|--|----------|--------|------|
| Total: 15 | | | | |
| Batch Code | Batch Name | Category | Agency | Run |
| 01 | SDAT01 - Real Property TAX Annual Billing | RPTAX | STMD | Ann |
| 02 | SDAT01 - Real Property TAX Monthly Revised Billing | RPTAX | STMD | Mon |
| 03 | SDAT01 - Real Property TAX Monthly Update | PPTAX | STMD | Mon |
| 04 | SDAT01 - Real Property TAX Monthly File Export | RPTAX | STMD | Mon |
| 05 | SDAT04 - New Construction | RPTAX | STMD | Qua |
| 06 | SDAT02 - Home Owner Credit | RPTAX | STMD | Bi-M |
| 07 | SDAT03 - Personal Property Tax | PPTAX | STMD | Bi-M |
| 08 | PU - Public Utility | PUTAX | TRSY | Dai |
| 09 | DEP Solid Waste Charges | RPTAX | DEPR | Dai |
| 10 | DEP Storm Water Charges | PPTAX | DEPS | Ann |
| 11 | WSSC Charges | RPTAX | WSSC | Qua |
| 12 | Real Property Tax Special Charges | RPTAX | TRSY | Ann |
| 13 | Lenders | RPTAX | TRSY | Ann |
| 14 | Real Property Tax Special Credit | RPTAX | TRSY | Ann |
| 15 | SDAT01 - Real Property TAX Rollover | RPTAX | STMD | Ann |















Figure 2 – Batch Job Overview



Real Property Tax Annual Billing Dashboard

The Real Property Tax Annual Billing Dashboard serves to display a “Ready” or “Not Ready” status for each data contributor during the annual billing process. Once a contributor’s data is ready for processing, they will simply click on the red button next to their agency name. The button will turn green to indicate that the data is ready for processing.

Home Page

[Real Property Tax Annual Billing Dashboard](#)

| | | | | | |
|-------------------------------|------|---|-------------------------------|------|---|
| SDAT01 Annual File | STMD |  | SDAT02 Homeowner Credit | STMD |  |
| State Parking Exemption Data | STMD |  | DEP Storm Water Data | DEPS |  |
| DEP Refuse Charge Data | DEPR |  | WSSC Charge Data | WSSC |  |
| Rockville Storm Water Data | ROCK |  | Rockville Special Charge Data | ROCK |  |
| Gaithersburg Storm Water Data | GATH |  | DHCA Charge Data | DHCA |  |
| Bay Restoration Charge Data | TRSY |  | Special Charges Data | TRSY |  |
| Special Credits Data | TRSY |  | Mortgage Companies | TRSY |  |















 Ready
  Not Ready



[Batch Job Overview](#)

Figure 3A - Data Contribution Change Indication – Before

Home Page

[Real Property Tax Annual Billing Dashboard](#)

| | | | | | |
|-------------------------------|------|---|-------------------------------|------|---|
| SDAT01 Annual File | STMD |  | SDAT02 Homeowner Credit | STMD |  |
| State Parking Exemption Data | STMD |  | DEP Storm Water Data | DEPS |  |
| DEP Refuse Charge Data | DEPR |  | WSSC Charge Data | WSSC |  |
| Rockville Storm Water Data | ROCK |  | Rockville Special Charge Data | ROCK |  |
| Gaithersburg Storm Water Data | GATH |  | DHCA Charge Data | DHCA |  |
| Bay Restoration Charge Data | TRSY |  | Special Charges Data | TRSY |  |
| Special Credits Data | TRSY |  | Mortgage Companies | TRSY |  |

 Ready
  Not Ready

[Batch Job Overview](#)

Figure 3B - Data Contribution Change Indication – After

Agency Contact Information

The Agency Contact Information table provides each agency name and code in addition to the names, email addresses, and phone numbers of primary contacts from each group.

| Batch Job Overview | | | | | |
|--|-----------------------------------|------------|-----------|-------|-------|
| Agency Contact Information | | | | | |
| Total: 11 | | | | | |
| Agency Code | Agency Name | First Name | Last Name | Phone | Email |
| DEPR | MC - DEP Refuse | Melissa | Nolin | | |
| DEPS | MC - DEP Stormwater | Vicky | Wang | | |
| DHCA | MC - DHCA | | | | |
| GATH | Gaithersburg | | | | |
| MCDT | MC - Department of Transportation | | | | |
| MGIS | MC - GIS | | | | |
| ROCK | Rockville City | | | | |
| STMD | State of Maryland | Amy | | | |
| TKPK | Takoma Park | | | | |
| TRSY | MC - Treasury | Phavane | | | |
| WSSC | WSSC | | | | |

Figure 4 – Agency Contact Information

View Property

The View Property screen is an inquiry screen available to all TAS users. From this screen, users can look up information for a given property to include: record information, mailing address, legal description, premise address, cycle data, prior assessment year, and more.

Montgomery County Maryland

MCG TAS ASSESSMENT SYSTEM - Test

Welcome: TESTPCAP4
Tuesday, February 11, 2014

Home View Property Treasury Logout

View Property

Search By

Account#: Levy Type: - Select - v Levy Year: - Select - v Search Cancel

Privacy Policy | User Rights | Accessibility | Disclaimer
Copyright 2002-2014 Montgomery County Government All Rights Reserved
Best viewed with IE 7.0 and higher

Figure 5 – View Property

To Search for an Account

1. Enter a nine digit account number into the Account Number field.
2. Click Search. **To clear your search and start over, click "Cancel"*

View Property

Search By

Account#: Levy Type: Levy Year:

In this example, upon searching for Account #0000011, a table populates with the account records for each levy year (dating back to 1999).

View Property

Search By

Account#: Levy Type: Levy Year:

Total: 16

| Account Number | Levy Type | Levy Year | Owner Name | Premise Address | Mail Address | Tax Class | District Ward | Geo Code | Owner Occ. Code | Record Type | Edit |
|----------------|-----------|-----------|---------------------------|------------------------------------|------------------------------------|-----------|---------------|----------|-----------------|-------------|------|
| 0000011 | A | 2014 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2013 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2012 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2011 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2010 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2009 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2008 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2007 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2006 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2005 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2004 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2003 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2002 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2001 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 2000 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |
| 0000011 | A | 1999 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M | Edit |

For each account, the table displays the account number, levy type, levy year, owner name, premise address, mail address, tax class, district ward, geo code, owner occupancy code, and record type.

Search By

Account#: Levy Type: Levy Year:

Total: 16

| Account Number | Levy Type | Levy Year | Owner Name | Premise Address | Mail Address | Tax Class | District Ward | Geo Code | Owner Occ. Code | Record Type |
|----------------|-----------|-----------|---------------------------|------------------------------------|------------------------------------|-----------|---------------|----------|-----------------|-------------|
| 0000011 | A | 2014 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M |
| 0000011 | A | 2013 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42 | 01 | 81 | N | M |

Additional Notes:

The Account Number field is required as demarcated by the red asterisk (*).

Users may also opt to provide Levy Type and Levy Year by selecting from the drop down menus.

Doing so limits the search criteria to one levy type and one levy year as opposed to doing a more comprehensive search.

| Account Number | Levy Type | Levy Year | Owner Name | Premise Address | Mail Address | Tax Class | District Ward | Geo Code | Owner Occ. Code | Record Type |
|----------------|-----------|-----------|---------------------------|-----------------------------------|-----------------------------------|-----------|---------------|----------|-----------------|-------------|
| 00000011 | A | 2013 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG, 20879 | P O BOX 449 BARNESVILLE, MD 20838 | 42 | 01 | 81 | N | M |

To View the Complete Record

1. Click the hyperlink in the Account Number column.

| Account Number | Levy Type | Levy Year | Owner Name | Premise Address | Mail Address |
|--------------------------|-----------|-----------|---------------------------|---|---------------------------------|
| 00000011 | A | 2014 | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 44 BARNESVILLE |
| 00000022 | A | 2014 | CASSIS JOHN D ET AL TR | 18970 WOODFIELD GAITHERSBURG , 20879 | 701 HERITAGE GEORGETOWN |
| 00000033 | A | 2014 | O'DONNELL JOHN P | 21411 WOODFIELD GAITHERSBURG , 20882 | 21411 WOODFIELD GAITHERSBURG |

In this example, upon clicking the hyperlink for account number “00000011”, a new screen appears displaying the full record.

| Record Information | | | | | | | |
|-----------------------|---------------------------|----------------------|----------------------|----------------------|---------------------------|-----------------------|---------|
| Account Number: | 00000011 | Levy Year: | 2014 | Levy Type: | A | Tax Class: | 42 |
| Owner Name: | BROWN R EDWIN & WINSOME S | Owner Name2: | | Name Key: | BROWN R EDWIN & WINSOME S | Owner Occupancy Code: | N |
| County Code: | 16 | District Ward: | 01 | Geographic Code: | 81 | Town Code: | 000 |
| Subdivision Code: | 0009 | Plat Number: | | Section: | | Block: | |
| Lot: | | Map: | GU21 | Grid: | 0000 | Parcel: | 000 |
| Zoning Code: | I4 | Land Use Code: | I | MultiParentAcct Ind: | | BPRUC: | 500 |
| County Property Code: | 637 | County Service Code: | | Utility Sewer: | Public | Utility Water: | N/A |
| Mailing Address | | | | | | | |
| Street Address: | P O BOX 449 | Street Address2: | | Mailing City: | BARNESVILLE | Mailing State: | MD |
| Mailing Zip: | 20838- | | | | | | |
| Legal Description: | | | | | | | |
| Legal Desc1: | PAR O MONTGOMERY AIR | Legal Desc2: | PARK INDUSTRIAL PARK | Legal Desc3: | | Legal Desc3: | |
| Premise Address | | | | | | | |
| Number: | 07801 | Number Suffix: | | Direction: | | Name: | AIRPARK |
| Type: | RD | City: | GAITHERSBURG | Zip: | 20879-2333 | Condo Unit: | |
| Deed Reference | | | | | | | |
| Deed Book: | | Deed Page: | 21204 | Deed File: | 0200 | | |

Select Treasury Functions – Treasury Assessment

From the TAS home screen, users with the Treasury Assessment responsibility will have the option to select six functions from the Manage Assessments sub-tab under the Treasury tab.

1. Manage Special Charges
2. Manage Bay Restoration
3. Manage Special Credits
4. Recapture Homeowner Credit
5. Manage Public Utility
6. Manage Lenders

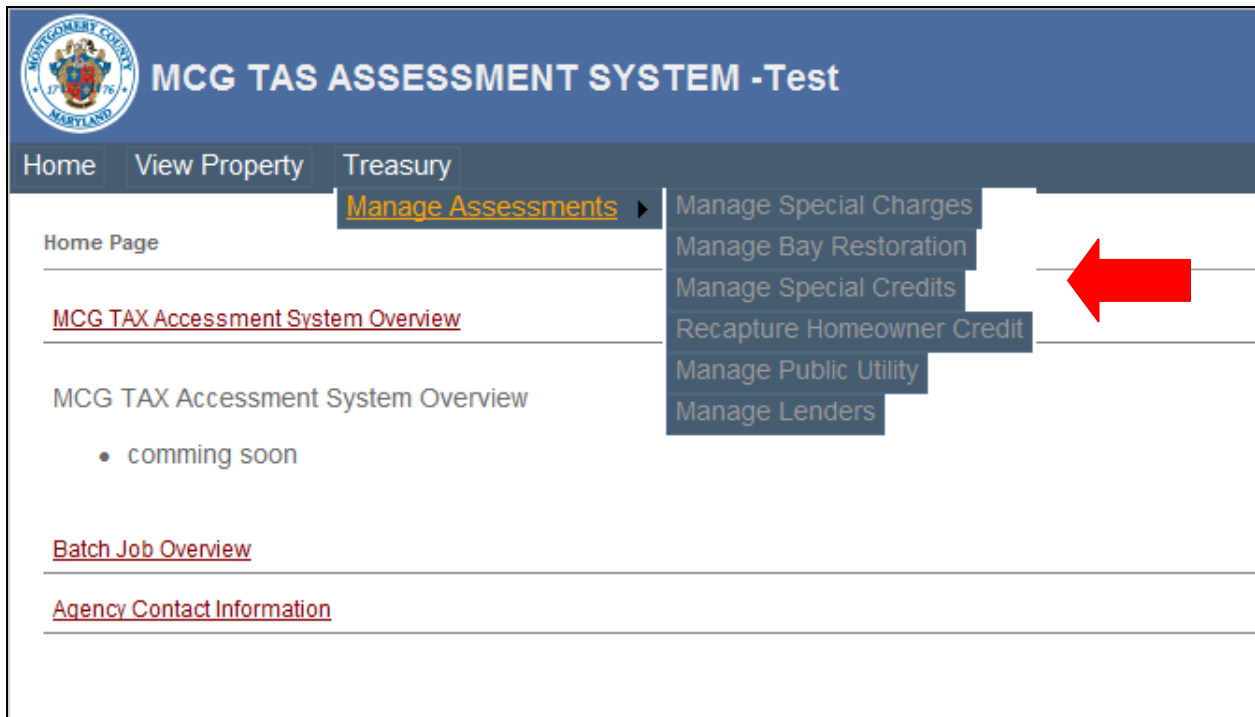


Figure 6 – Treasury (Manage Assessments) Functions

The subsequent section provides instructions for the Manage Special Charges function. Since the Manage Bay Restoration and Manage Special Credits functions act similarly, screen shots are provided without step-by-step instructions. Users can refer to Manage Special Charges instructions for searching, adding, and editing accounts.

Manage Special Charges

Upon selecting Manage Special Charges from the Manage Assessments menu, users are directed to a page with three tabs:

1. View Summary
2. Manage Charges
3. View Pending Revised Bills

The screenshot shows the 'MCG TAS ASSESSMENT SYSTEM -Test' interface. At the top right, it says 'Welcome TESTPCAP4 Wednesday, January 22, 2014'. The navigation bar includes 'Home', 'View Property', 'Treasury', and 'Logout'. The main content area has tabs for 'View Summary', 'Manage Charges', and 'View Pending Revised Bills'. A 'Search By' section has a dropdown menu for 'Levy Year' set to '2013'. Below this, it says 'Total: 4'. The table below contains the following data:

| Levy Year | Levy Type | Charge Code | Charge Desc | Total Accounts | Total Charges |
|--------------------|-----------|-------------|------------------------------|----------------|-----------------------|
| 2013 | A | ROCK | Rockville Special Charge | 153 | \$78,818.83 |
| 2013 | A | SWGASW | Gaithersburg Storm Water | 16027 | \$1,383,286.53 |
| 2013 | A | SWROSW | Rockville Storm Water Charge | 19039 | \$3,714,065.31 |
| 2013 | A | TKPARK | Takoma Park Special Charge | 244 | \$75,718.11 |
| Grand Total | | | | 35463 | \$5,251,888.78 |

At the bottom of the page, there is a footer with links for 'Privacy Policy | User Rights | Accessibility | Disclaimer', copyright information for 2002-2014 Montgomery County Government, and a note that the page is best viewed with IE 7.0 and higher.

Figure 7 – Manage Special Charges

View Summary

The first tab on the Manage Special Charges screen is View Summary. This tab displays a table which provides total accounts and total charges per charge code in a given levy year. The table shows the select levy year, levy type, charge code and description, and total accounts and charges.

Users can manage a specific charge in the table by clicking on the links in the Charge Code column.

| Levy Year | Levy Type | Charge Code | Charge Desc | Total Accounts | Total Charges |
|--------------------|-----------|------------------------|------------------------------|----------------|---------------|
| 2013 | A | ROCK | Rockville Special Charge | 153 | |
| 2013 | A | SWGASW | Gaithersburg Storm Water | 16027 | |
| 2013 | A | SWROSW | Rockville Storm Water Charge | 19039 | |
| 2013 | A | TKPARK | Takoma Park Special Charge | 244 | |
| Grand Total | | | | 35463 | |

Figure 8 – View Summary (Special Charges)

Additional Notes:

Levy year is set to default and will populate the corresponding table when users arrive on the page. To view a summary for another levy year, select the year of choice via the drop down menu in the “Search By” box. The table will auto-populate.

| Levy Year | Levy Type | Charge Code | Charge Desc | Total Accounts | Total Charges |
|-----------|-----------|------------------------|------------------------------|----------------|---------------|
| 2013 | A | ROCK | Rockville Special Charge | 153 | |
| 2013 | A | SWGASW | Gaithersburg Storm Water | 16027 | |
| 2013 | A | SWROSW | Rockville Storm Water Charge | 19039 | |

Manage Charges

The Manage Charges tab allows users to search for accounts by account number and/or charge code, add accounts, view account information, and edit charge amounts for a given account.

| Home View Property Treasury | | | | | | | | | | | |
|--|-------------|--------------|-----------|-------------|---------------|------------|-----------------------|------------|-----------------------|----------|------|
| Treasury >> Manage Assessments >> Manage Special Charges | | | | | | | | | | | |
| View Summary Manage Charges View Pending Revised Bills | | | | | | | | | | | |
| Search By | | | | | | | | | | | |
| Account Number: | | Charge Code: | | ROCK | | Search | | Cancel | | | |
| Total: 154 | | | | | | | | | | | |
| 1 2 3 4 5 6 7 8 9 10 ... >> | | | | | | | | | | | |
| Account Number | Agency Code | Levy Type | Levy Year | Charge Code | Charge Amount | Created By | Date Created | Updated By | Date Updated | Revised? | Edit |
| 00112233 | ROCK | A | 2013 | ROCK | 10.00 | TESTPCAP4 | 1/23/2014 10:09:23 AM | TESTPCAP4 | 1/23/2014 11:03:08 AM | | Edit |
| 00146625 | ROCK | A | 2013 | ROCK | 9.00 | | | LIYING01 | 1/23/2014 9:51:02 AM | | Edit |
| 00145186 | ROCK | A | 2013 | ROCK | 736.64 | | | LIYING01 | 1/22/2014 2:37:45 PM | | Edit |
| 00143746 | ROCK | A | 2013 | ROCK | 80.00 | | | lily | 1/15/2014 10:35:07 AM | | Edit |
| 00146990 | ROCK | A | 2013 | ROCK | 61.17 | | | | | | Edit |
| 00154248 | ROCK | A | 2013 | ROCK | 0.00 | | | | | | Edit |
| 00155527 | ROCK | A | 2013 | ROCK | 378.34 | | | | | | Edit |

Figure 9 – Manage Charges

To Search by Account Number

1. Click in the account number field at the top of the screen.
2. Enter in the eight-digit account number.
3. Check that the correct charge code is selected.*
4. Click Search.

View Summary | Manage Charges | View Pending Revised Bills

Search By

Account Number: 00143746 X Charge Code: ROCK Search Cancel

Total: 153

| Account Number | Agency Code | Levy Type | Levy Year | Charge Code | Charge Amount |
|----------------|-------------|-----------|-----------|-------------|---------------|
| 00143746 | ROCK | A | 2013 | ROCK | 80.00 |
| 00145186 | ROCK | A | 2013 | ROCK | 736.64 |

Notice the charge code auto-populates based on the link you clicked on the previous screen. If you need to search by another charge code, select the code of choice from the drop down menu next to account number.

View Summary | Manage Charges | View Pending Revised Bills

Search By

Account Number: 00143746 Charge Code: ROCK Search Ca

Total: 153

| Account Number | Agency Code | Levy Type | Levy Year | Charge Code | Charge Am |
|----------------|-------------|-----------|-----------|-------------|-----------|
| 00143746 | ROCK | A | 2013 | ROCK | 80.00 |
| 00145186 | ROCK | A | 2013 | ROCK | 736.64 |

If the account exists, it will appear on the screen along with the corresponding details. If the account does not exist, a “No Record” error message will appear. To reset the screen for a new search, click Cancel.

Treasury >> Manage Assessments >> Manage Special Charges

View Summary | Manage Charges | View Pending Revised Bills

Search By

Account Number: 00143746 Charge Code: ROCK Search Cancel

Total: 1

| Account Number | Agency Code | Levy Type | Levy Year | Charge Code | Charge Amount | Created By | Date Created | Updated By | Date Updated | Revised? | Edit |
|----------------|-------------|-----------|-----------|-------------|---------------|------------|--------------|------------|-----------------------|--------------------------|--------|
| 00143746 | ROCK | A | 2013 | ROCK | 80.00 | | | illy | 1/15/2014 10:35:07 AM | | Edit |
| | ROCK | A | 2013 | ROCK | | | | | | <input type="checkbox"/> | Insert |

To Add an Account

1. Navigate to the bottom of the Manage Charges table to find an empty Account Number field.

| Account Number | Agency Code | Levy Type | Levy Year | Charge Code | Charge Amount | Created By | Date Created | Updated By |
|----------------|-------------|-----------|-----------|-------------|---------------|------------|--------------|------------|
| 00143746 | ROCK | A | 2013 | ROCK | 80.00 | | | lily |
| 00145186 | ROCK | A | 2013 | ROCK | 736.64 | | | |
| 00146625 | ROCK | A | 2013 | ROCK | 238.94 | | | |
| 00146990 | ROCK | A | 2013 | ROCK | 61.17 | | | |
| 00154248 | ROCK | A | 2013 | ROCK | 0.00 | | | |
| 00155527 | ROCK | A | 2013 | ROCK | 378.34 | | | |
| 00156418 | ROCK | A | 2013 | ROCK | 873.79 | | | |
| 00156806 | ROCK | A | 2013 | ROCK | 524.98 | | | |
| 00156863 | ROCK | A | 2013 | ROCK | 555.05 | | | |
| 00160524 | ROCK | A | 2013 | ROCK | 64.92 | | | |
| 00160832 | ROCK | A | 2013 | ROCK | 1129.81 | | | |
| 00162317 | ROCK | A | 2013 | ROCK | 357.27 | | | |
| 00163100 | ROCK | A | 2013 | ROCK | 90.00 | | | |
| 00163103 | ROCK | A | 2013 | ROCK | 63.92 | | | |
| 00163104 | ROCK | A | 2013 | ROCK | 981.78 | | | |
| | ROCK | A | 2013 | ROCK | | | | |

2. Click in the empty Account Number field (left) and add the eight-digit account number.
3. Click on the empty Charge Amount field (right) and enter in the charge total.

| | | | | | | | | |
|----------|------|---|------|------|--------|--|--|--|
| 00169774 | ROCK | A | 2013 | ROCK | 981.78 | | | |
| 00112233 | ROCK | A | 2013 | ROCK | 5.00 | | | |

4. Click "Insert" in the Edit column to the right of the charge amount.

| | | | | | | | | |
|----|------|--------|--|--|--|--|--|--------|
| 3 | ROCK | 981.78 | | | | | | Edit |
| 13 | ROCK | 5.00 | | | | | | Insert |

The page will update with the new account at the top of the table.

| Account Number | Agency Code | Levy Type | Levy Year | Charge Code | Charge Amount | Created By | Date Created | Updated By |
|----------------|-------------|-----------|-----------|-------------|---------------|------------|-----------------------|------------|
| 00112233 | ROCK | A | 2013 | ROCK | 5.00 | TESTPCAP4 | 1/23/2014 10:09:23 AM | |
| 00146625 | ROCK | A | 2013 | ROCK | 238.94 | | | |

To Edit an Account:

1. Identify the account that needs to be modified and click “Edit” in the far right column.

View Summary | Manage Charges | View Pending Revised Bills

Search By

Account Number: Charge Code:

Total: 154

1 2 3 4 5 6 7 8 9 10 ... >>

| Account Number | Agency Code | Levy Type | Levy Year | Charge Code | Charge Amount | Created By | Date Created | Updated By | Date Updated | Revised? | Edit |
|----------------|-------------|-----------|-----------|-------------|---------------|------------|-----------------------|------------|-----------------------|----------|------|
| 00112233 | ROCK | A | 2013 | ROCK | 5.00 | TESTPCAP4 | 1/23/2014 10:09:23 AM | | 1/23/2014 10:09:23 AM | | Edit |
| 00146625 | ROCK | A | 2013 | ROCK | 9.00 | | | LIYING01 | 1/23/2014 9:51:02 AM | | Edit |
| 00146186 | ROCK | A | 2013 | ROCK | 736.64 | | | LIYING01 | 1/22/2014 2:37:45 | | Edit |

1 2 3 4 5 6 7 8 9 10 ... >>

| Levy Year | Charge Code | Charge Amount | Created By | Date Created | Updated By | Date Updated | Revised? | Edit |
|-----------|-------------|---------------|------------|-----------------------|------------|-----------------------|--------------------------|------|
| 13 | ROCK | 5.00 | TESTPCAP4 | 1/23/2014 10:09:23 AM | | 1/23/2014 10:09:23 AM | <input type="checkbox"/> | Edit |
| 13 | ROCK | 9.00 | | | LIYING01 | 1/23/2014 9:51:02 AM | <input type="checkbox"/> | Edit |

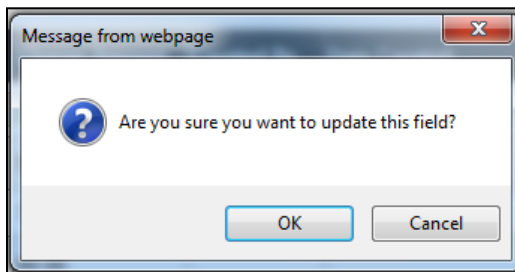
2. The Charge Amount field will unlock and provide an option to flag for revision in the “Revised” column.

- Enter the updated charge into the charge amount field.
- Check the box in the “Revised” column.
- Click the Update hyperlink in the “Edit” column.

| Account Number | Agency Code | Levy Type | Levy Year | Charge Code | Charge Amount | Created By | Date Created |
|----------------|-------------|-----------|-----------|-------------|---------------|------------|-----------------------|
| 00112233 | ROCK | A | 2013 | ROCK | 10.00 | TESTPCAP4 | 1/23/2014 10:09:23 AM |
| 00146625 | ROCK | A | 2013 | ROCK | 9.00 | | |

| Charge Amount | Created By | Date Created | Updated By | Date Updated | Revised? | Edit |
|---------------|------------|-----------------------|------------|-----------------------|-------------------------------------|------------------|
| 10.00 | TESTPCAP4 | 1/23/2014 10:09:23 AM | | 1/23/2014 10:09:23 AM | <input checked="" type="checkbox"/> | Update Cancel |
| 9.00 | | | LIYING01 | 1/23/2014 9:51:02 AM | <input type="checkbox"/> | Edit |

3. Click OK when the prompt “Are you sure you want to update this field?” appears.



View Pending Revised Bills

Once an account has been modified and flagged for revision, it will appear in the table located under the Pending Revised Bills tab. The table displays all accounts that have been flagged for revised billing due to a modified charge.

In the example above, a revision was made to the charge amount on account number 00112233 from \$5.00 to \$10.00. The pending revision is reflected in the table below along with other pending revisions pertaining to Rockville charges only. This data will remain in the table until the revisions are processed.

| View Summary Manage Charges View Pending Revised Bills | | | | | | | | | | |
|--|-----------|-----------|--------------------|-----------------|----------------|------------|-----------------------|------------|--------------|--|
| Search By | | | | | | | | | | |
| Charge Code: <input type="text" value="ROCK"/> | | | | | | | | | | |
| Review all pending revised bill(s): | | | | | | | | | | |
| Total: 4 | | | | | | | | | | |
| Account Number | Levy Year | Levy Type | Charge Code | Charge Amount | Charge Balance | Created By | Date Created | Updated By | Date Updated | |
| 00112233 | 2013 | A | ROCK | \$10.00 | \$0.00 | TESTPCAP4 | 1/23/2014 10:09:23 AM | TESTPCAP4 | 1/23/2014 | |
| 00146625 | 2013 | A | ROCK | \$9.00 | \$0.00 | | | LIYING01 | 1/23/2014 | |
| 00145186 | 2013 | A | ROCK | \$736.64 | \$0.00 | | | LIYING01 | 1/22/2014 | |
| 00162762 | 2012 | A | ROCK | \$75.01 | \$0.00 | | | AKINOA01 | 1/22/2014 | |
| | | | Grand Total | \$830.65 | \$0.00 | | | | | |

Figure 10 – View Pending Revised Bills (Special Charges)

Additional Notes:

To view pending revisions for another charge code, select the desired code from the drop down menu located in the search box at the top of the tab.

| View Summary Manage Charges View Pending Revised Bills | | | | | | | | | | |
|--|-----------|-----------|--------------------|-----------------|-------|--|--|--|--|--|
| Search By | | | | | | | | | | |
| Charge Code: <input type="text" value="ROCK"/> | | | | | | | | | | |
| Review all pending re | | | | | | | | | | |
| Total: 4 | | | | | | | | | | |
| Account Number | Levy Year | Levy Type | Charge Code | Charge Amount | Charg | | | | | |
| 00112233 | 2013 | A | ROCK | \$10.00 | | | | | | |
| 00146625 | 2013 | A | ROCK | \$9.00 | | | | | | |
| 00145186 | 2013 | A | ROCK | \$736.64 | | | | | | |
| 00162762 | 2012 | A | ROCK | \$75.01 | | | | | | |
| | | | Grand Total | \$830.65 | | | | | | |

Manage Bay Restoration

Upon selecting Manage Bay Restoration from the Manage Assessments menu, users are directed to a page with three tabs:

1. View Summary
2. Manage Charges
3. View Pending Revised Bills

Treasury >> Manage Assessments >> [Manage Bay Restoration](#)

[View Summary](#) | [Manage Charges](#) | [View Pending Revised Bills](#)

Total: 8 [Add 2014's Data](#)

| Levy Year | Levy Type | Charge Code | Total Accounts | Total Amount |
|--------------------|-----------|-------------|----------------|-----------------------|
| 2013 | A | BRFCHG | 15247 | \$914,760.00 |
| 2012 | A | BRFCHG | 15309 | \$915,120.00 |
| 2011 | A | BRFCHG | 17036 | \$457,470.00 |
| 2010 | A | BRFCHG | 15329 | \$458,340.00 |
| 2009 | A | BRFCHG | 15340 | \$457,770.00 |
| 2008 | A | BRFCHG | 15349 | \$457,680.00 |
| 2007 | A | BRFCHG | 15332 | \$457,200.00 |
| 2006 | A | BRFCHG | 16996 | \$801,202.50 |
| Grand Total | | | 125938 | \$4,919,542.50 |

[Privacy Policy](#) | [User Rights](#) | [Accessibility](#) | [Disclaimer](#)
 Copyright 2002-2014 Montgomery County Government All Rights Reserved
 Best viewed with IE 7.0 and higher

Figure 11 – Manage Bay Restoration

View Summary

The first tab on the Manage Bay Restoration screen is View Summary. This tab displays a table which provides total accounts and total charges for the Bay Restoration charges in a given levy year. The table shows the select levy year, charge code, and total accounts and credits.

Users can manage a specific credit in the table by clicking on the links in the levy year column.

| Treasury >> Manage Assessments >> Manage Bay Restoration | | | | |
|--|--------------------------------|--|----------------|---------------------------------|
| View Summary | Manage Charges | View Pending Revised Bills | | |
| Total: 8 | | | | Add 2014's Data |
| Levy Year | Levy Type | Charge Code | Total Accounts | Total Amount |
| 2013 | A | BRFCHG | 15247 | \$914,760.00 |
| 2012 | A | BRFCHG | 15309 | \$915,120.00 |
| 2011 | A | BRFCHG | 17036 | \$457,470.00 |
| 2010 | A | BRFCHG | 15329 | \$458,340.00 |
| 2009 | A | BRFCHG | 15340 | \$457,770.00 |
| 2008 | A | BRFCHG | 15349 | \$457,680.00 |
| 2007 | A | BRFCHG | 15332 | \$457,200.00 |
| 2006 | A | BRFCHG | 16996 | \$801,202.50 |
| Grand Total | | | 125938 | \$4,919,542.50 |

Figure 12 – View Summary (Bay Restoration)

Manage Charges

The Manage Charges tab allows users to search for accounts by account number and/or charge code, add charges to an account, view charge information, and edit charge amounts.

Treasury >> Manage Assessments >> [Manage Bay Restoration](#)

View Summary | **Manage Charges** | View Pending Revised Bills

Search By
 Account Number: Search Cancel (Ex. 02466913, 00000033, 02688185)

Total: 15247

1 2 3 4 5 6 7 8 9 10 ... >>

| Account Number | Agency Code | Levy Type | Levy Year | Charge Code | Charge Amount | Created By | Date Created | Updated By | Date Updated | Revised? | Edit |
|----------------------|-----------------------------------|--------------------------------|-----------------------------------|-------------------------------------|------------------------------------|------------|--------------|------------|----------------------|--------------------------|------------------------|
| 00000033 | TRSY | A | 2013 | BRFCHG | 60.00 | | | lily | 1/16/2014 3:40:57 PM | | Edit |
| 00000055 | TRSY | A | 2013 | BRFCHG | 60.00 | | | lily | 1/16/2014 3:41:18 PM | | Edit |
| 00000066 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000088 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000102 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000113 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000124 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000157 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000204 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000215 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000237 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000294 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000306 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000374 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| 00000385 | TRSY | A | 2013 | BRFCHG | 60.00 | | | | | | Edit |
| <input type="text"/> | <input type="text" value="TRSY"/> | <input type="text" value="A"/> | <input type="text" value="2013"/> | <input type="text" value="BRFCHG"/> | <input type="text" value="60.00"/> | | | | | <input type="checkbox"/> | Insert |

Figure 13 – Manage Charges (Bay Restoration)

**Note: Please refer to instructions in the Manage Special Charges section for searching by account number, adding an account, and editing an account.*

View Pending Revised Bills

Once an account has been modified and flagged for revision, it will appear in the table located under the Pending Revised Bills tab. The table displays all accounts that have been flagged for revised billing due to a modified charge.

For Bay Restoration, the charge amounts can only be added to an account at the previously determined rate for a given levy year, or removed from an account by making the balance zero.

| Treasury >> Manage Assessments >> Manage Bay Restoration | | | | | | | | |
|--|-----------|-----------|--------------------|---------------|---------------|--------------|------------|----------------------|
| View Summary Manage Charges View Pending Revised Bills | | | | | | | | |
| Total Pending Revised Bill(s): 1 | | | | | | | | |
| Account Number | Levy Year | Levy Type | Charge Code | Charge Amount | Created By | Date Created | Updated By | Date Updated |
| 00000033 | 2011 | A | BRFCHG | \$0.00 | | | GRUBBM01 | 2/5/2014 10:16:21 AM |
| | | | Grand Total | 1 | \$0.00 | | | |

Figure 14 – View Pending Revised Bills (Bay Restoration)

Manage Special Credits

Upon selecting Manage Special Credits from the Manage Assessments menu, users are directed to a page with three tabs:

1. View summary
2. Manage Credits
3. View Pending Revised Bills

The screenshot displays the 'MCG TAS ASSESSMENT SYSTEM - Test' interface. At the top right, it says 'Welcome: TESTPCAP4 Friday, January 24, 2014'. The navigation bar includes 'Home', 'View Property', 'Treasury', and 'Logout'. The main content area shows the breadcrumb 'Treasury >> Manage Assessments >> Manage Special Credits' and three tabs: 'View Summary', 'Manage Credits', and 'View Pending Revised Bills'. A search filter is set to 'Levy Year: 2013'. Below this, a table lists 10 special credit items with columns for Levy Year, Levy Type, Charge Code, Charge Desc, Total Accounts, and Total Credit. A 'Grand Total' row is at the bottom of the table.

| Levy Year | Levy Type | Charge Code | Charge Desc | Total Accounts | Total Credit |
|--------------------|-----------|-------------|-----------------------------------|----------------|-----------------------|
| 2013 | A | ARTENT | Arts & Entertainment Credit | 3 | \$6,501.69 |
| 2013 | A | BRFCRE | BROWNFIELDS COUNTY TAX CREDIT | 99 | \$1,130,342.69 |
| 2013 | A | BRFSTA | BROWNFIELDS STATE TAX CREDIT | 100 | \$139,837.70 |
| 2013 | A | CONSCR | CONSERVATION LAND TAX CREDIT | 3 | \$727.99 |
| 2013 | A | EZMUNI | Municipal Enterprise Zone credit | 8 | \$36,038.84 |
| 2013 | A | EZTCRE | County ENTERPRISE ZONE TAX CREDIT | 68 | \$1,421,283.00 |
| 2013 | A | FALOFF | FALLEN OFFICER/RESCUE CREDIT | 5 | \$21,246.17 |
| 2013 | A | GRECRE | GREEN BUILDING TAX CREDIT | 38 | \$2,778,310.56 |
| 2013 | A | HISCRE | HISTORIC PRESERVATION CREDIT | 61 | \$113,481.87 |
| 2013 | A | RENCRE | RENEWABLE ENERGY CREDIT | 120 | \$372,041.75 |
| Grand Total | | | | 505 | \$6,019,812.46 |

At the bottom of the page, there is a footer with links for 'Privacy Policy', 'User Rights', 'Accessibility', and 'Disclaimer'. It also contains the text: 'Copyright 2002-2014 Montgomery County Government All Rights Reserved. Best viewed with IE 7.0 and higher.'

Figure 15 – Manage Special Credits

View Summary

The first tab on the Manage Special Credits screen is View Summary. This tab displays a table which provides total accounts and total credits per charge code in a given levy year. The table shows the select levy year, levy type, credit code and description, and total accounts and credits.

Users can manage a specific credit in the table by clicking on the links in the Credit Code column.

Treasury >> Manage Assessments >> [Manage Special Credits](#)

View Summary | Manage Credits | View Pending Revised Bills

Search By
Levy Year: 2014

Total: 13

| Levy Year | Levy Type | Credit Code | Credit Desc | Total Accounts | Total Credit |
|--------------------|-----------|------------------------|-------------------------------|----------------|--------------------|
| 2014 | A | ARTENT | ARTS & ENTERTAINMENT CREDIT | 54 | \$7,348.34 |
| 2014 | A | BRFCRE | BROWNFIELDS COUNTY TAX CREDIT | 44 | \$5,309.31 |
| 2014 | A | BRFSTA | BROWNFIELDS STATE TAX CREDIT | 50 | \$6,528.14 |
| 2014 | A | BUSINC | BUSINESS INCUBATOR TAX CREDIT | 51 | \$6,529.14 |
| 2014 | A | CONCRE | CONSERVATION ENERGY CREDIT | 54 | \$7,348.34 |
| 2014 | A | CONSCR | CONSERVATION LAND TAX CREDIT | 52 | \$6,530.14 |
| 2014 | A | EZTCRE | ENTERPRISE ZONE TAX CREDIT | 47 | \$5,647.31 |
| 2014 | A | FALOFF | FALLEN OFFICER/RESCUE CREDIT | 53 | \$6,532.14 |
| 2014 | A | GRECRE | GREEN BUILDING TAX CREDIT | 54 | \$7,348.34 |
| 2014 | A | HISCRE | HISTORIC PRESERVATION CREDIT | 52 | \$6,530.14 |
| 2014 | A | NJTCRE | NEW JOBS TAX CREDIT | 54 | \$7,348.34 |
| 2014 | A | RENCRE | RENEWABLE ENERGY CREDIT | 54 | \$7,348.34 |
| 2014 | A | SWMCRE | SWIM CLIB CREDIT | 54 | \$7,348.34 |
| Grand Total | | | | 673 | \$87,696.36 |

Figure 16 – View Summary (Special Credits)

Additional Notes:

The levy year is set to default and will populate the corresponding table when users arrive on the page. To view a summary for another levy year, select the year of choice via the drop down menu in the “Search By” box. The table will auto-populate.

Home | View Property | Treasury

Treasury >> Manage Assessments >> [Manage Special Credits](#)

View Summary | Manage Credits | View Pending Revised Bills

Search By
Levy Year: 2013
2012
2011

Total: 10

| Levy Year | Levy Type | Charge Code | Char |
|-----------|-----------|------------------------|------|
| 2013 | A | ARTENT | Arts |

Manage Credits

The Manage Credits tab allows users to search for accounts by account number and/or credit code, add credits to an account, view credit information, and edit credit amounts.

Home View Property Treasury

Treasury >> Manage Assessments >> [Manage Special Credits](#)

View Summary Manage Credits View Pending Revised Bills

Search By

Account Number: Credit Code: ARTENT

Total: 3

| Account Number | Agency Code | Levy Type | Levy Year | Credit Code | Credit Amount | Created By | Date Created | Updated By | Date Updated | Revised? | Edit |
|----------------|-------------|-----------|-----------|-------------|---------------|------------|-----------------------|------------|-----------------------|--------------------------|------------------------|
| 03449071 | TRSY | A | 2013 | ARTENT | 2500.00 | | 1/13/2014 10:39:01 AM | LILY | 1/24/2014 2:30:04 PM | | Edit |
| 03449140 | TRSY | A | 2013 | ARTENT | 2143.07 | | 1/13/2014 10:39:01 AM | | 1/13/2014 10:39:01 AM | | Edit |
| 03449173 | TRSY | A | 2013 | ARTENT | 1858.82 | | 1/13/2014 10:39:01 AM | | 1/13/2014 10:39:01 AM | | Edit |
| | TRSY | A | 2013 | ARTENT | | | | | | <input type="checkbox"/> | Insert |

Figure 17 – Manage Credits (Special Credits)

**Note: Please refer to instructions in the Manage Special Charges section for searching by account number, adding an account, and editing an account. In the case that an actual charge code needs added or revised, please contact FIN-IT.*

View Pending Revised Bills

Once an account has been modified and flagged for revision, it will appear in the table located under the Pending Revised Bills tab. The table displays all accounts that have been flagged for revised billing due to a modified credit.

| View Summary Manage Credits View Pending Revised Bills | | | | | | | | |
|--|-----------|-----------|-------------|------------------------|------------|-----------------------|------------|-----------|
| Search By | | | | | | | | |
| Credit Code: <input type="text" value="ARTENT"/> ▼ | | | | | | | | |
| Review all pending revised bill(s): | | | | | | | | |
| Total: 3 | | | | | | | | |
| Account Number | Levy Year | Levy Type | Charge Code | Credit Amount | Created By | Date Created | Updated By | Date Upd |
| 03449071 | 2013 | A | ARTENT | \$2,500.00 | | 1/13/2014 10:39:01 AM | LILIY | 1/24/2014 |
| 03449071 | 2011 | A | ARTENT | \$9,999,999.09 | | 1/13/2014 10:39:01 AM | LIYING01 | 1/23/2014 |
| 03449140 | 2011 | A | ARTENT | \$1,222.00 | | 1/13/2014 10:39:01 AM | LIYING01 | 1/23/2014 |
| Grand Total | | | | \$10,003,721.09 | | | | |

Figure 18 - View Pending Revised Bills (Special Credits)

Additional Notes:

Data will remain in the table until the revisions are processed. To view pending revisions for another credit, select the desired code from the drop down menu located in the search box at the top of the tab.

| View Summary Manage Credits View Pending Revised Bills | | | | | | | | |
|--|-----------|-----------|-------------|----------------|------------|-----------------------|------------|-----------|
| Search By | | | | | | | | |
| Credit Code: <input type="text" value="ARTENT"/> ▼ | | | | | | | | |
| Review all pending re | | | | | | | | |
| Total: 3 | | | | | | | | |
| Account Number | Levy Year | Levy Type | Charge Code | Credit Amount | Created By | Date Created | Updated By | Date Upd |
| 03449071 | 2013 | A | ARTENT | \$2,500.00 | | 1/13/2014 10:39:01 AM | LILIY | 1/24/2014 |
| 03449071 | 2011 | A | ARTENT | \$9,999,999.09 | | 1/13/2014 10:39:01 AM | LIYING01 | 1/23/2014 |
| 03449140 | 2011 | A | ARTENT | \$1,222.00 | | 1/13/2014 10:39:01 AM | LIYING01 | 1/23/2014 |

Recapture Home Owner Credit

Upon selecting Manage Home Owner Credits from the Manage assessments menu, users are directed to a page with three tabs:

1. View Summary
2. Manage Credits
3. View Pending Revised Bills

The screenshot displays the 'MCG TAS ASSESSMENT SYSTEM - Test' interface. The header includes the Montgomery County logo and the text 'MCG TAS ASSESSMENT SYSTEM - Test'. The user is logged in as 'TESTPCAP4' on 'Wednesday, January 29, 2014'. The navigation menu shows 'Home', 'View Property', and 'Treasury'. The current page is 'Treasury >> Manage Assessments >> Manage Home Owner Credits'. There are three tabs: 'View Summary', 'Manage Credits', and 'View Pending Revised Bills'. The 'View Summary' tab is active. Below the tabs, it says 'Total Levy Year(s): 3'. A table shows the following data:

| Levy Year | Total Active Accounts | Total State Credits | Total County Credits | Total Munciple Credits |
|--------------------|-----------------------|---------------------|----------------------|------------------------|
| 2013 | 110 | \$330,924.00 | \$0.00 | \$52,558.00 |
| 2012 | 5 | \$0.00 | \$2,804.00 | \$0.00 |
| 2011 | 6 | \$3,461.46 | \$8,133.00 | \$0.00 |
| Grand Total | 121 | \$334,385.46 | \$10,937.00 | \$52,558.00 |

At the bottom of the page, there is a footer with links for 'Privacy Policy', 'User Rights', 'Accessibility', and 'Disclaimer'. It also contains the text: 'Copyright 2002-2014 Montgomery County Government All Rights Reserved. Best viewed with IE 7.0 and higher.'

Figure 19 – Recapture Home Owner Credits

View Summary

The first tab on the Manage Home Owner Credits screen is View Summary. This tab displays a table which provides the total active accounts and total State, County, & Municipality homeowner credits per levy year.

Users can manage credits for a given levy year by clicking on the links in the Levy Year column.


| Home View Property Treasury | | | | |
|--|-----------------------|---------------------|----------------------|----------------------------|
| Treasury >> Manage Assessments >> Manage Home Owner Credits | | | | |
| View Summary Manage Credits View Pending Revised Bills | | | | |
| Total Levy Year(s): 3 | | | | |
| Levy Year | Total Active Accounts | Total State Credits | Total County Credits | Total Municipality Credits |
| 2013 | 110 | \$330,924.00 | \$0.00 | \$52,558.00 |
| 2012  | 5 | \$0.00 | \$2,804.00 | \$0.00 |
| 2011 | 6 | \$3,461.46 | \$8,133.00 | \$0.00 |
| Grand Total | 121 | \$334,385.46 | \$10,937.00 | \$52,558.00 |

Figure 20 – View Summary (Home Owner Credits)

Manage Credits

The Manage Credits tab allows users to search for accounts by account number in the selected levy year and deactivate credits to an account.

Home View Property Treasury

Treasury >> Manage Assessments >> [Manage Home Owner Credits](#) >> Manage Credits

View Summary Manage Credits View Pending Revised Bills

Search By

Account Number: Search Cancel (Ex.00000011)

Total: 6

| Account Number | Levy Year | State Credit | County Credit | Municipal Credit | Updated By | Date Updated | Is Active? | To Revise? | Edit |
|----------------|-----------|--------------|---------------|------------------|------------|-----------------------|-------------------------------------|------------|----------------------|
| 00042367 | 2012 | 0.00 | 560.80 | 0.00 | lily | 1/26/2014 10:17:51 PM | <input type="checkbox"/> | | Edit |
| 00106620 | 2012 | 0.00 | 560.80 | 0.00 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |
| 00904188 | 2012 | 0.00 | 560.80 | 0.00 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |
| 01040626 | 2012 | 0.00 | 560.80 | 0.00 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |
| 01326264 | 2012 | 0.00 | 560.80 | 0.00 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |
| 03380490 | 2012 | 0.00 | 560.80 | 0.00 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |

Figure 21 – Manage Credits (Home Owner Credits)

To Search for an Account

1. Click in the account number field at the top of the screen.
2. Enter in the eight-digit account number.
3. Click “Search”.

Treasury >> Manage Assessments >> [Manage Home Owner Credits](#) >> Manage Credits

View Summary Manage Credits View Pending Revised Bills

Search By

Account Number: × (Ex.00000011)

Total: 111

| Account Number | Levy Year | State Credit | County Credit | Municiple Credit | Updated By | Date Updated | Is Act |
|----------------|-----------|--------------|---------------|------------------|------------|-----------------------|-------------------------------------|
| 00010497 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/26/2014 10:01:56 PM | <input type="checkbox"/> |
| 00104871 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> |
| 00111273 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> |
| 00159560 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> |

If the account exists, it will populate on the screen along with the corresponding details. If the account does not exist, a “No Record” error message will appear.

Treasury >> Manage Assessments >> [Manage Home Owner Credits](#) >> Manage Credits

View Summary Manage Credits View Pending Revised Bills

Search By

Account Number: (Ex.00000011)

Total: 1

| Account Number | Levy Year | State Credit | County Credit | Municiple Credit | Updated By | Date Updated | Is Active? | To Revise? | Edit |
|----------------|-----------|--------------|---------------|------------------|------------|----------------------|-------------------------------------|------------|----------------------|
| 00111273 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |

To Edit an Account (deactivating a home owner credit)

1. Identify the account that needs to be modified. Click “Edit” in the far right column.

Treasury >> Manage Assessments >> **Manage Home Owner Credits** >> Manage Credits

View Summary | Manage Credits | View Pending Revised Bills

Search By

Account Number: (Ex.00000011)

Total: 111

| Account Number | Levy Year | State Credit | County Credit | Municiple Credit | Updated By | Date Updated | Is Active? | To Revise? | Edit |
|-----------------|-----------|--------------|---------------|------------------|------------|-----------------------|-------------------------------------|------------|------|
| 00010497 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/26/2014 10:01:56 PM | <input type="checkbox"/> | | Edit |
| 00104871 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |
| 00111273 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |
| 00159560 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |
| 00168837 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |

| | | | | | | | | | |
|------|---------|------|--------|------|----------------------|-------------------------------------|--------------------------|---|------|
| 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | | |
| 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  | Edit |
| 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | | Edit |

2. The option to revise appears along with two links to in the “Edit” column: Update or Cancel.

| Account Number | Levy Year | State Credit | County Credit | Municiple Credit | Updated By | Date Updated | Is Active? | To Revise? | Edit |
|----------------|-----------|--------------|---------------|------------------|------------|-----------------------|-------------------------------------|--------------------------|------------------|
| 00010497 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/26/2014 10:01:56 PM | <input type="checkbox"/> | | Edit |
| 00104871 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |
| 00111273 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Update Cancel |
| 00159560 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |

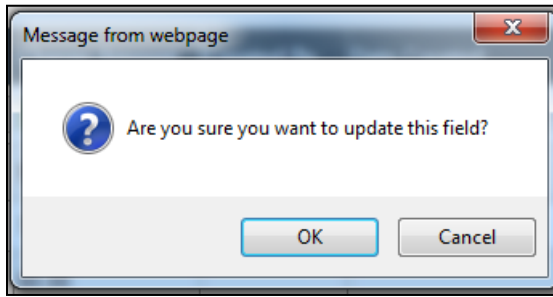
First, uncheck the box in the “Is Active?” column.

Second, check the box in the “To Revise” column.

Click Update. **you may select cancel if you do not wish to remove this credit.*

| Account Number | Levy Year | State Credit | County Credit | Municiple Credit | Updated By | Date Updated | Is Active? | To Revise? | Edit |
|----------------|-----------|--------------|---------------|------------------|------------|-----------------------|-------------------------------------|-------------------------------------|------------------|
| 00010497 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/26/2014 10:01:56 PM | <input type="checkbox"/> | | Edit |
| 00104871 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |
| 00111273 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Update Cancel |
| 00159560 | 2013 | 3008.40 | 0.00 | 477.80 | lily | 1/21/2014 4:49:41 PM | <input checked="" type="checkbox"/> | | Edit |

4. Click OK when the prompt “Are you sure you want to update this field?” appears.



The page will update with the inactive account at the top of the table.

Treasury >> Manage Assessments >> **Manage Home Owner Credits** >> Manage Credits

View Summary | Manage Credits | View Pending Revised Bills

Search By

Account Number: Search Cancel (Ex.00000011)

Total: 111

1 2 3 4 5 6 7 8

| Account Number | Levy Year | State Credit | County Credit | Municiple Credit | Updated By | Date Updated | Is Active? | To Revise? | Edit |
|----------------|-----------|--------------|---------------|------------------|------------|-----------------------|--------------------------|------------|------|
| 00111273 | 2013 | 3008.40 | 0.00 | 477.80 | TESTPCAP4 | 1/29/2014 11:05:57 AM | <input type="checkbox"/> | | Edit |

Additional Notes:

In this screen “editing” means that you are removing, or deactivating, a home owner credit from an account for a given levy year. This will trigger a revised bill and the change will be reflected on the bill print file once it goes into Munis.

View Pending Revised Bills

Once an account has been modified and a charge code is removed (deactivated), it will also appear in the table located under the Pending Revised Bills tab. The table displays all accounts with a modified credit (added or removed).

In the example above, the home owner credits (State \$1867.06, County \$1080.04, & Municipal 0.00) applied to account number 00111273 have been revised by deactivation. The pending revision is reflected in the table below along with any pending revisions pertaining to home owner credits. The data will remain in the table until the revisions are processed.

| Treasury >> Manage Assessments >> Manage Home Owner Credits | | | | | | |
|--|-------------|-------------------|-------------------|------------------|------------|----------------------|
| View Summary Manage Credits View Pending Revised Bills | | | | | | |
| Review all pending revised bill(s): | | | | | | |
| Total Pending Revised Bill(s): 1 | | | | | | |
| HOCR ACCT | CREDIT YEAR | State Credit | County Credit | Municiple Credit | Updated By | Date Updated |
| 00111273 | 2013 | 1867.06 | 1080.04 | 0.00 | GRUBBM01 | 2/5/2014 10:33:21 AM |
| Grand Total | | \$1,867.06 | \$1,080.04 | \$0.00 | | |

Figure 22 – View Pending Revised Bills (Home Owner Credit)

Manage Public Utility

Upon selecting Manage Public Utility from the Manage Assessments menu, users are directed to a page with four tabs:

1. View Accounts
2. View Assessment Summary
3. View Assessment Detail
4. Generate Munis File

Home View Property Treasury Logout

Treasury >> Manage Assessments >> **Manage Public Utility**

View Accounts View ASMT Summary View ASMT Detail Generate Munis File

Search By

Account Number: Entity Name: Search Cancel

Total 196 accounts Add New Acct

| Acct# | Type | Entity Name | Mail Line1 | Mail Line2 | Mail Line3 | Mail City | Mail State | Mail Zip | Created By | Date Created | Updated By | Date Updated | Active | View ASMT |
|-----------|------|--------------------------------|--------------------------------|--------------------------|------------|---------------------|------------|----------|------------|--------------|------------|--------------|-------------------------------------|----------------------|
| 600000001 | P | test | jhjh | test | test2 | test | md | 20850 | Lily | 5/15/2013 | GRUBBM01 | 1/28/2014 | <input type="checkbox"/> | View |
| 600000012 | P | test | test | test | | test | MD | 20123 | Lily | 1/27/2014 | | 1/27/2014 | <input checked="" type="checkbox"/> | View |
| 600400001 | P | POTOMAC ELECTRIC POWER COMPANY | CORPORATE TAX DEPT, 5TH FLOOR | 701 NINTH STREET, NW | | WASHINGTON | DC | 20068 | Lily | 2/11/2013 | Lily | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 600400060 | P | WESTERN UNION CORPORATION | TAX DEPT., ROOM 4-17 | ONE LAKE STREET | | UPPER SADDLE RIVER, | NJ | 07458 | | 3/27/2013 | Lily | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 600400065 | P | TDX SYSTEMS, INC | 1920 ALINE AVENUE | | | VIENNA, | VA | 22180 | | 3/27/2013 | Lily | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 600400070 | P | COLUMBIA GAS TRANSMISSION | 200 CIVIC CENTER DRIVE | ATTN: TAX DEPARTMENT | | COLUMBUS | OH | 43215 | Lily | 1/28/2013 | | 1/28/2013 | <input checked="" type="checkbox"/> | View |
| 600400073 | P | TRAILWAY LINES, INC | 13760 NOEL ROAD | DALLAS, TEXAS | | DALLAS, | TX | 75240 | | 3/27/2013 | | 3/27/2013 | <input checked="" type="checkbox"/> | View |
| 600400074 | P | TRANSCONTINENTAL GAS PIPELINE | AD VALOREM TAX DEPT | PO BOX 2400, MD 46-4 | | TULSA | OK | 74102 | | 3/27/2013 | | 3/27/2013 | <input checked="" type="checkbox"/> | View |
| 600400075 | P | COLONIAL PIPELINE COMPANY | 1185 SANCTUARY PKWY, SUITE 100 | ATTN: MR TOM FETZER | | ALPHARETTA | GA | 30009 | | 3/27/2013 | | 3/27/2013 | <input checked="" type="checkbox"/> | View |
| 600400100 | P | WASHINGTON GAS LIGHT COMPANY | ATTN: TAX DEPARTMENT | 101 CONSTITUTION AVE, NW | | WASHINGTON | DC | DC200 | Lily | 2/11/2013 | | 2/11/2013 | <input checked="" type="checkbox"/> | View |

1 2 3 4 5 6 7 8 9 10 ...

[Privacy Policy](#) | [User Rights](#) | [Accessibility](#) | [Disclaimer](#)
 Copyright 2002-2014 Montgomery County Government All Rights Reserved
 Best viewed with IE 7.0 and higher

Figure 23 – Manage Public Utility

View Accounts

The first tab on the Manage Public Utility screen is View Accounts. This tab displays a table which provides information for a given account to include Account Number and type, name and address, active status, and more.

From this screen, users can opt to add a new account, edit an existing account, or view the assessment summary for a given account.

| Home View Property Treasury Logot | | | | | | | | | | | | | | |
|--|------|--------------------------------|--------------------------------|--------------------------|------------|---------------------|------------|----------|------------|--------------|------------|------------------------------|-------------------------------------|----------------------|
| Treasury >> Manage Assessments >> Manage Public Utility | | | | | | | | | | | | | | |
| View Accounts View ASMT Summary View ASMT Detail Generate Munis File | | | | | | | | | | | | | | |
| Search By | | | | | | | | | | | | | | |
| Account Number: | | Entity Name: | | | | | Search | | Cancel | | | | | |
| Total 196 accounts | | | | | | | | | | | | Add New Acct | | |
| Acct# | Type | Entity Name | Mail Line1 | Mail Line2 | Mail Line3 | Mail City | Mail State | Mail Zip | Created By | Date Created | Updated By | Date Updated | Active | View ASMT |
| 600000001 | P | test | jhkjh | test | test2 | test | md | 20850 | Liliy | 5/15/2013 | GRUBBM01 | 1/28/2014 | <input type="checkbox"/> | View |
| 600000012 | P | test | test | test | | test | MD | 20123 | lily | 1/27/2014 | | 1/27/2014 | <input checked="" type="checkbox"/> | View |
| 600400001 | P | POTOMAC ELECTRIC POWER COMPANY | CORPORATE TAX DEPT, 5TH FLOOR | 701 NINTH STREET, NW | | WASHINGTON | DC | 20068 | Liliy | 2/11/2013 | Liliy | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 600400060 | P | WESTERN UNION CORPORATION | TAX DEPT., ROOM 4-17 | ONE LAKE STREET | | UPPER SADDLE RIVER, | NJ | 07458 | | 3/27/2013 | Liliy | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 600400065 | P | TDX SYSTEMS, INC | 1920 ALINE AVENUE | | | VIENNA, | VA | 22180 | | 3/27/2013 | Liliy | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 600400070 | P | COLUMBIA GAS TRANSMISSION | 200 CIVIC CENTER DRIVE | ATTN: TAX DEPARTMENT | | COLUMBUS | OH | 43215 | Liliy | 1/28/2013 | | 1/28/2013 | <input checked="" type="checkbox"/> | View |
| 600400073 | P | TRAILWAY LINES, INC | 13760 NOEL ROAD | DALLAS, TEXAS | | DALLAS, | TX | 75240 | | 3/27/2013 | | 3/27/2013 | <input checked="" type="checkbox"/> | View |
| 600400074 | P | TRANSCONTINENTAL GAS PIPELINE | AD VALOREM TAX DEPT | PO BOX 2400, MD 46-4 | | TULSA | OK | 74102 | | 3/27/2013 | | 3/27/2013 | <input checked="" type="checkbox"/> | View |
| 600400075 | P | COLONIAL PIPELINE COMPANY | 1185 SANCTUARY PKWY, SUITE 100 | ATTN: MR TOM FETZER | | ALPHARETTA | GA | 30009 | | 3/27/2013 | | 3/27/2013 | <input checked="" type="checkbox"/> | View |
| 600400100 | P | WASHINGTON GAS LIGHT COMPANY | ATTN: TAX DEPARTMENT | 101 CONSTITUTION AVE, NW | | WASHINGTON | DC | DC200 | Liliy | 2/11/2013 | | 2/11/2013 | <input checked="" type="checkbox"/> | View |
| 1 2 3 4 5 6 7 8 9 10 ... | | | | | | | | | | | | | | |

Figure 24 – View Accounts (Public Utility)

To Add an Account

1. Click the “Add New Account” hyperlink located above the View Accounts table.

Treasury >> Manage Assessments >> [Manage Public Utility](#)

[View Accounts](#)
[View ASMT Summary](#)
[View ASMT Detail](#)
[Generate Munis File](#)

Search By

Account Number: Entity Name:

> accounts

| | Type | Entity Name | Mail Line1 | Mail Line2 | Mail Line3 | Mail City | Mail State | Mail Zip | Created By | Date Created | Updated By | Date Updated | Active | View ASMT |
|----|------|--------------------------------|-------------------------------|----------------------|------------|---------------------|------------|----------|------------|--------------|------------|--------------|-------------------------------------|----------------------|
| 01 | P | test | | test | test | test | md | 20850 | Liliy | 5/15/2013 | Liliy | 5/15/2013 | <input type="checkbox"/> | View |
| 61 | P | dd | dd | dd | | dd | dd | 6454 | lilyy | 2/3/2014 | | 2/3/2014 | <input checked="" type="checkbox"/> | View |
| 01 | P | POTOMAC ELECTRIC POWER COMPANY | CORPORATE TAX DEPT, 5TH FLOOR | 701 NINTH STREET, NW | | WASHINGTON | DC | 20068 | Liliy | 2/11/2013 | Liliy | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 60 | P | WESTERN UNION CORPORATION | TAX DEPT., ROOM 4-17 | ONE LAKE STREET | | UPPER SADDLE RIVER, | NJ | 07458 | | 3/27/2013 | Liliy | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 65 | P | TDX SYSTEMS, INC | 1920 ALINE AVENUE | | | VIENNA, | VA | 22180 | | 3/27/2013 | Liliy | 5/15/2013 | <input checked="" type="checkbox"/> | View |

[Add New Acct](#)

2. Fill in all required fields, demarcated by a red asterisk (*), with the correct information.

Treasury >> Manage Assessments >> [Manage Public Utility](#)

[View Accounts](#)
[View ASMT Summary](#)
[View ASMT Detail](#)
[Generate Munis File](#)

Account Number*:

Account Type*:

Entity Name*:

Name Key*:

Mailing Address1*:

Mailing Address2*:

Mailing Address3:

Mailing City*:

Mailing State*:

Mailing Zip*:

Active?*:

Account numbers must be 9 digits and always begin with a 6, 7, or 8. The first integer will determine the account type, which auto-populates after you provide the full account number.


6 = (P) 7 = (D) 8 = (O)

Use the name key field to provide a key word to use when searching.

The account will be added to the table which maintains numerical order. If it does not appear on the first page of the table because of this, search via the page links or the “Search By” feature.


Treasury >> Manage Assessments >> **Manage Public Utility**

[View Accounts](#) | [View ASMT Summary](#) | [View ASMT Detail](#) | [Generate Munis File](#)

Search By
 Account Number:  Entity Name:

Total 197 accounts [Add New A](#)

| Acct# | Type | Entity Name | Mail Line1 | Mail Line2 | Mail Line3 | Mail City | Mail State | Mail Zip | Created By | Date Created | Updated By | Date Updated | Active | View ASM |
|-----------|------|--------------------------------|--------------------------------|--------------------------|------------|---------------------|------------|----------|------------|--------------|------------|--------------|-------------------------------------|----------------------|
| 600000001 | P | test | | test | test | test | md | 20850 | Liliy | 5/15/2013 | Liliy | 5/15/2013 | <input type="checkbox"/> | View |
| 600011461 | P | dd | dd | dd | | dd | dd | 6454 | liliy | 2/3/2014 | | 2/3/2014 | <input checked="" type="checkbox"/> | View |
| 600400001 | P | POTOMAC ELECTRIC POWER COMPANY | CORPORATE TAX DEPT. 5TH FLOOR | 701 NINTH STREET, NW | | WASHINGTON | DC | 20068 | Liliy | 2/11/2013 | Liliy | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 600400060 | P | WESTERN UNION CORPORATION | TAX DEPT., ROOM 4-17 | ONE LAKE STREET | | UPPER SADDLE RIVER, | NJ | 07458 | | 3/27/2013 | Liliy | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 600400065 | P | TDX SYSTEMS, INC | 1920 ALINE AVENUE | | | VIENNA, | VA | 22180 | | 3/27/2013 | Liliy | 5/15/2013 | <input checked="" type="checkbox"/> | View |
| 600400070 | P | COLUMBIA GAS TRANSMISSION | 200 CIVIC CENTER DRIVE | ATTN: TAX DEPARTMENT | | COLUMBUS | OH | 43215 | Liliy | 1/28/2013 | | 1/28/2013 | <input checked="" type="checkbox"/> | View |
| 600400073 | P | TRAILWAY LINES, INC | 13760 NOEL ROAD | DALLAS, TEXAS | | DALLAS, | TX | 75240 | | 3/27/2013 | | 3/27/2013 | <input checked="" type="checkbox"/> | View |
| 600400074 | P | TRANSCONTINENTAL GAS PIPELINE | AD VALOREM TAX DEPT | PO BOX 2400, MD 46-4 | | TULSA | OK | 74102 | | 3/27/2013 | | 3/27/2013 | <input checked="" type="checkbox"/> | View |
| 600400075 | P | COLONIAL PIPELINE COMPANY | 1185 SANCTUARY PKWY, SUITE 100 | ATTN: MR TOM FETZER | | ALPHARETTA | GA | 30009 | | 3/27/2013 | | 3/27/2013 | <input checked="" type="checkbox"/> | View |
| 600400100 | P | WASHINGTON GAS LIGHT COMPANY | ATTN: TAX DEPARTMENT | 101 CONSTITUTION AVE, NW | | WASHINGTON | DC | DC200 | Liliy | 2/11/2013 | | 2/11/2013 | <input checked="" type="checkbox"/> | View |

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) 

To Edit an Existing Account

1. Identify the account number of your choice in the “View Accounts” table.
2. Click on the account hyperlink in the far left column labeled “Account Number”.

| Acct# | Type | Entity Name | Mail Line1 | Mail Line2 | Mail Line3 | Mail City | Mail State | Mail Zip | Created By | Date Created |
|---------------------------|------|--------------------------------|-------------------------------|------------------------|------------|------------|------------|----------|------------|--------------|
| 800000002 | | TEST ACCOUNT | MR. TEST | 100 New Account Street | Apt. D | Rockville | MD | 20850 | TESTPCAP4 | 2/5/20 |
| 800300001 | O | BALTIMORE GAS & ELEC CO | TAX ACCOUNTING UNIT | P O BOX 1475 | | BALTIMORE, | MD | 21203 | | 3/27 |
| 800300005 | O | VERIZON - MARYLAND | ATTN: PROPERTY TAX DEPT | P.O. BOX 152206 | | IRVING | TX | 75015 | | 3/27 |
| 800300100 | O | POTOMAC ELECTRIC POWER COMPANY | CORPORATE TAX DEPT, 5TH FLOOR | 701 NINTH STREET NW | | WASHINGTON | DC | 20068 | Liliy | 2/11 |
| 800300120 | O | COLUMBIA GAS TRANSMISSION | 200 CIVIC CENTER DRIVE | ATTN: TAX DEPARTMENT | | COLUMBUS | OH | 43215 | | 3/27 |

3. Users are directed to a page in which the account name and address fields unlock for editing.
4. Make any desired changes and click “Save/Update”.

Treasury >> Manage Assessments >> [Manage Public Utility](#)

[View Accounts](#) | [View ASMT Summary](#) | [View ASMT Detail](#) | [Generate Munis File](#)

Account Number*:

Account Type*:

Entity Name*:

Name Key*:

Mailing Address1*:

Mailing Address2*:

Mailing Address3*:

Mailing City*:

Mailing State*:

Mailing Zip*:

Active?*:

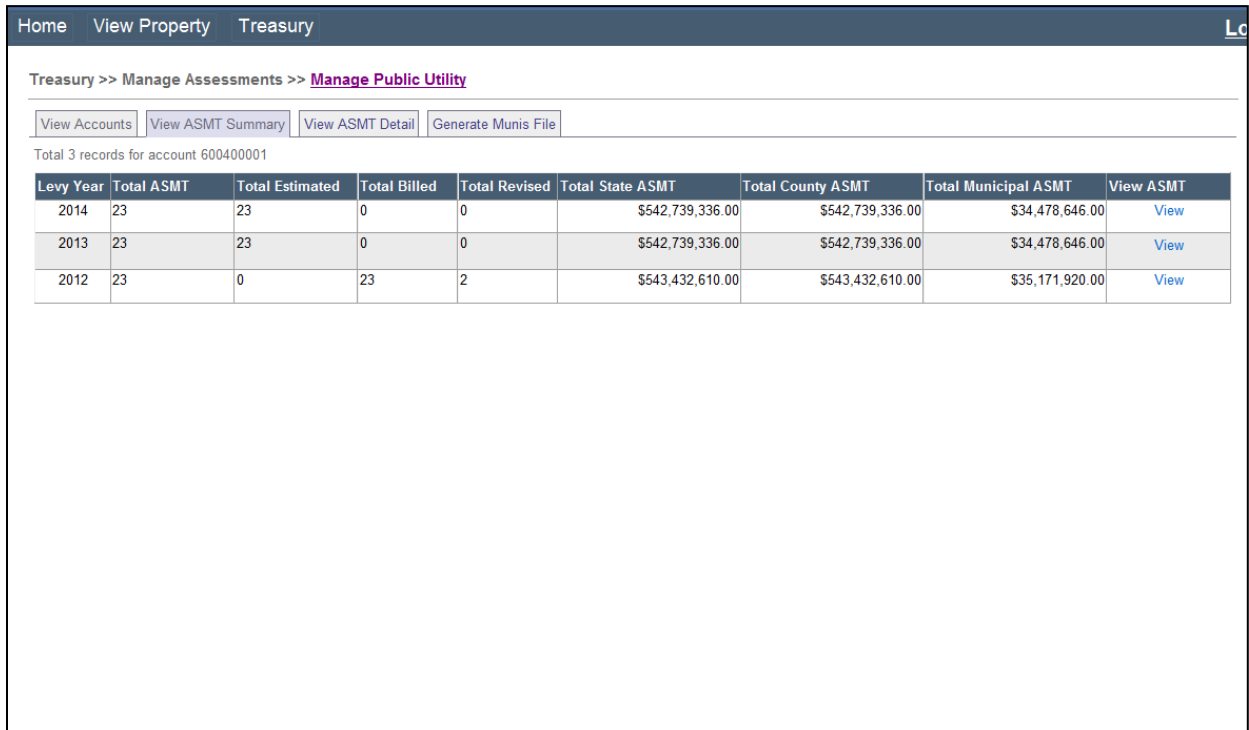
Any changes made will be reflected in the view accounts table. The accounts remain in numerical order. In this example, the account name was changed from “TEST ACCOUNT” to “TEST NAME *Edited*” which is displayed in the Entity Name column.

| View Accounts | View ASMT Summary | View ASMT Detail | Generate Munis File | | | | | |
|--------------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|------------------------|------------|------------|---------------------------------------|----------|
| Search By | | | | | | | | |
| Account Number: <input type="text"/> | | Entity Name: <input type="text"/> | | | | | <input type="button" value="Search"/> | |
| Total 197 accounts | | | | | | | | |
| Acct# | Type | Entity Name | Mail Line1 | Mail Line2 | Mail Line3 | Mail City | Mail State | Mail Zip |
| 800000002 | O | TEST NAME *Edited* | MR. TEST | 100 New Account Street | Apt. D | Rockville | MD | 2085 |
| 800300001 | O | BALTIMORE GAS & ELEC CO | TAX ACCOUNTING UNIT | P O BOX 1475 | | BALTIMORE, | MD | 2120 |
| 800300005 | O | VERIZON - MARYLAND | ATTN: PROPERTY | P O BOX 152206 | | IRVING | TX | 7501 |

View Assessment Summary

The second tab on the Manage Public Utility screen is View Assessment Summary. The assessment summary of an account displays totals for the State, County, and Municipal assessments for each levy year.

Users can navigate to the View Assessment Summary tab from the View Accounts Tab.



| Levy Year | Total ASMT | Total Estimated | Total Billed | Total Revised | Total State ASMT | Total County ASMT | Total Municipal ASMT | View ASMT |
|-----------|------------|-----------------|--------------|---------------|------------------|-------------------|----------------------|----------------------|
| 2014 | 23 | 23 | 0 | 0 | \$542,739,336.00 | \$542,739,336.00 | \$34,478,646.00 | View |
| 2013 | 23 | 23 | 0 | 0 | \$542,739,336.00 | \$542,739,336.00 | \$34,478,646.00 | View |
| 2012 | 23 | 0 | 23 | 2 | \$543,432,610.00 | \$543,432,610.00 | \$35,171,920.00 | View |

Figure 25 – View Assessment Summary (Public Utility)

To View Assessment Summary

1. From the View Accounts tab, identify the account number in the table.
2. Click on the hyperlink in the “View ASMT” column.

Treasury >> Manage Assessments >> [Manage Public Utility](#)

[View Accounts](#) | [View ASMT Summary](#) | [View ASMT Detail](#) | [Generate Munis File](#)

Search By
 Account Number: Entity Name: [Search](#) [Cancel](#)

Total 196 accounts [Add New Account](#)

| Acct# | Type | Entity Name | Mail Line1 | Mail Line2 | Mail Line3 | Mail City | Mail State | Mail Zip | Created By | Date Created | Updated By | Date Updated | Active | View ASMT |
|-----------|------|--------------------------------|-------------------------------|----------------------|------------|------------|------------|----------|------------|--------------|------------|--------------|-------------------------------------|----------------------|
| 600000001 | P | test | jhkh | test | test2 | test | md | 20850 | Lily | 5/15/2013 | GRUBBM01 | 1/28/2014 | <input type="checkbox"/> | View |
| 600000012 | P | test | test | test | | test | MD | 20123 | lily | 1/27/2014 | | 1/27/2014 | <input checked="" type="checkbox"/> | View |
| 600400001 | P | POTOMAC ELECTRIC POWER COMPANY | CORPORATE TAX DEPT, 5TH FLOOR | 701 NINTH STREET, NW | | WASHINGTON | DC | 20068 | Lily | 2/11/2013 | Lily | 5/15/2013 | <input checked="" type="checkbox"/> | View |

In this example, upon clicking the View Assessment hyperlink assigned to account number “60040001”, a new screen appears displaying a summary of the totals for the State, County, and Municipal assessments for each levy year.

Treasury >> Manage Assessments >> [Manage Public Utility](#)

[View Accounts](#) | [View ASMT Summary](#) | [View ASMT Detail](#) | [Generate Munis File](#)

Total 1 records for account 600400001

| Levy Year | Total ASMT | Total Estimated | Total Billed | Total Revised | Total State ASMT | Total County ASMT | Total Municipal ASMT | View ASMT |
|-----------|------------|-----------------|--------------|---------------|------------------|-------------------|----------------------|----------------------|
| 2012 | 23 | 1 | 23 | 1 | \$542,739,336.00 | \$542,739,336.00 | \$34,478,646.00 | View |

View Assessment Detail

The third tab on the Manage Public Utility screen is View Assessment Detail. The assessment detail of an account displays assessment details for all records pertaining to a given account for each levy year. In this tab, users can view the assessment detail of a given summary, edit a record, add a new record, delete a record, and add an estimated assessment for the next levy year.

Users can navigate to the View Assessment Detail tab from the View Assessment Summary tab.

Home View Property Treasury Logout

Treasury >> Manage Assessments >> **Manage Public Utility**

View Accounts View ASMT Summary View ASMT Detail Generate Munis File

Search By
Levy Year: 2014

Total 23 records for account 600400001

| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Delete |
|------------|---------------|-----------|-------------|-------------|--------------|-----------------|--------------------------|--------------------------|--------------------------|--------|--------|
| 09 | | 2014 | 029 | 1931880 | 1931880 | 10 | True | False | False | Edit | Delete |
| 14 | | 2014 | 029 | 154970 | 154970 | 154970 | True | False | False | Edit | Delete |
| 15 | | 2014 | 029 | 129140 | 129140 | 129140 | True | False | False | Edit | Delete |
| 16 | | 2014 | 029 | 786145 | 786145 | 786145 | True | False | False | Edit | Delete |
| 17 | | 2014 | 029 | 103310 | 103310 | 103310 | True | False | False | Edit | Delete |
| 19 | | 2014 | 029 | 1311150 | 1311150 | 1311150 | True | False | False | Edit | Delete |
| 20 | | 2014 | 029 | 558140 | 558140 | 558140 | True | False | False | Edit | Delete |
| 21 | | 2014 | 029 | 1574680 | 1574680 | 1574680 | True | False | False | Edit | Delete |
| 22 | | 2014 | 029 | 256720 | 256720 | 256720 | True | False | False | Edit | Delete |
| 23 | | 2014 | 029 | 718330 | 718330 | 718330 | True | False | False | Edit | Delete |
| 24 | | 2014 | 029 | 258280 | 258280 | 258280 | True | False | False | Edit | Delete |
| 25 | | 2014 | 029 | 7861110 | 7861110 | 0 | True | False | False | Edit | Delete |
| 26 | | 2014 | 029 | 475150 | 475150 | 475150 | True | False | False | Edit | Delete |
| 27 | | 2014 | 029 | 3404950 | 3404950 | 3404950 | True | False | False | Edit | Delete |
| 28 | | 2014 | 029 | 76726 | 76726 | 76726 | True | False | False | Edit | Delete |
| 29 | | 2014 | 029 | 869630 | 869630 | 869630 | True | False | False | Edit | Delete |
| 35 | | 2014 | 029 | 680110 | 680110 | 680110 | True | False | False | Edit | Delete |
| 38 | | 2014 | 029 | 135003430 | 135003430 | 0 | True | False | False | Edit | Delete |
| 42 | | 2014 | 029 | 360970930 | 360970930 | 0 | True | False | False | Edit | Delete |
| 44 | | 2014 | 029 | 324130 | 324130 | 324130 | True | False | False | Edit | Delete |
| 47 | | 2014 | 029 | 53870 | 53870 | 0 | True | False | False | Edit | Delete |
| 48 | | 2014 | 029 | 2639480 | 2639480 | 0 | True | False | False | Edit | Delete |
| 49 | | 2014 | 029 | 22797075 | 22797075 | 22797075 | True | False | False | Edit | Delete |
| - Select - | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert | |

Figure 26 – View Assessment Detail (Public Utility)

To View Assessment Detail

1. From the View Assessment Summary tab, identify the desired summary in the table.
2. Click the “View ASMT” hyperlink.

Treasury >> Manage Assessments >> [Manage Public Utility](#)

Total 2 records for account 600400001

| Levy Year | Total ASMT | Total Estimated | Total Billed | Total Revised | Total State ASMT | Total County ASMT | Total Municipal ASMT | View ASMT |
|-----------|------------|-----------------|--------------|---------------|------------------|-------------------|----------------------|----------------------|
| 2013 | 23 | 23 | 0 | 0 | \$542,739,336.00 | \$542,739,336.00 | \$34,478,646.00 | View |
| 2012 | 23 | 1 | 23 | 1 | \$542,739,336.00 | \$542,739,336.00 | \$34,478 | View |

In this example, upon clicking on the View Assessment hyperlink for account number “6004001” (Levy Year 2012), a new screen appears displaying State, County, & Municipal assessment details for records in levy year 2012.

Treasury >> Manage Assessments >> [Manage Public Utility](#)

Search By

Levy Year:

Total 23 records for account 600400001

| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Delete |
|-----------|---------------|-----------|-------------|-------------|--------------|-----------------|-----------|---------|----------|----------------------|------------------------|
| 28 | 28 | 2012 | 029 | 76726 | 76726 | 76726 | True | True | True | Edit | Delete |
| 09 | 09 | 2012 | 029 | 1931880 | 1931880 | 10 | False | True | False | Edit | Delete |
| 27 | 27 | 2012 | 029 | 3404950 | 3404950 | 3404950 | False | True | False | Edit | Delete |
| 26 | 26 | 2012 | 029 | 475150 | 475150 | 475150 | False | True | False | Edit | Delete |

To Edit a Record

1. Identify the record that needs to be modified. Click “Edit” in the far right column.

| View Accounts | View ASMT Summary | View ASMT Detail | Generate Munis File | | | | | | | | |
|--|-----------------------------------|----------------------------------|-------------------------------------|-------------|--------------|-----------------|-----------|---------|-------------------------------------|----------------------|------------------------|
| Search By | | | | | | | | | | | |
| Levy Year: | 2012 | | | | | | | | | | |
| Total 23 records for account 600400001 | | | | | | | | | | | |
| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Delete |
| 28 | 28 | 2012 | 029 | 76726 | 76726 | 76726 | True | True | <input checked="" type="checkbox"/> | Edit | Delete |
| 09 | 09 | 2012 | 029 | 1931880 | 1931880 | 10 | False | True | False | Edit | Delete |

Tax class, cert number, and State, County, or Municipal assessment fields unlock for editing. Users can also select Estimated and/or revised to flag the change for revised billing.

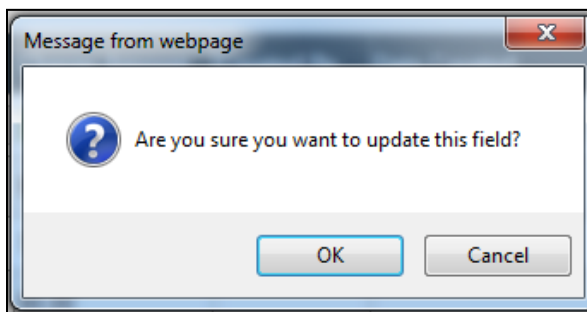
Notice the “estimated” and” revised” options are already selected. In the case that the modification does not apply to one or either of these options, uncheck the box to remove the flag.

| View Accounts | View ASMT Summary | View ASMT Detail | Generate Munis File | | | | | | | | |
|--|-----------------------------------|----------------------------------|-------------------------------------|-------------|--------------|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------|------------------------|
| Search By | | | | | | | | | | | |
| Levy Year: | 2012 | | | | | | | | | | |
| Total 23 records for account 600400001 | | | | | | | | | | | |
| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Delete |
| 28 | 28 | 2012 | 029 | 76726 | 76726 | 76726 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Update | Delete |
| 09 | 09 | 2012 | 029 | 1931880 | 1931880 | 10 | False | True | False | Edit | Delete |

2. Make any desired changes, chose to flag as estimated and/or revised, and Click Update.

| View Accounts | View ASMT Summary | View ASMT Detail | Generate Munis File | | | | | | | | |
|--|-----------------------------------|----------------------------------|-------------------------------------|-------------|--------------|-----------------|--------------------------|-------------------------------------|-------------------------------------|------------------------|------------------------|
| Search By | | | | | | | | | | | |
| Levy Year: | 2012 | | | | | | | | | | |
| Total 23 records for account 600400001 | | | | | | | | | | | |
| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Delete |
| 28 | 28 | 2012 | 029 | 770000 | 770000 | 770000 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Update | Delete |
| 09 | 09 | 2012 | 029 | 1931880 | 1931880 | 10 | False | True | False | Edit | Delete |

5. Click “OK” when the prompt “Are you sure you want to update this field?” appears.



The page will update to reflect the revision in the View Assessment Detail table. In this example, the state assessment for the Tax Class 28 record on account “600400001” (levy year 2012) was changed from \$76,726 to \$77,000.

| View Accounts | View ASMT Summary | View ASMT Detail | Generate Munis File | | | | | | | | |
|--|-----------------------------------|----------------------------------|-------------------------------------|-------------|--------------|-----------------|-----------|---------|----------|------|-----|
| Search By | | | | | | | | | | | |
| Levy Year: | 2012 | | | | | | | | | | |
| Total 23 records for account 600400001 | | | | | | | | | | | |
| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Del |
| 28 | 28 | 2012 | 029 | 770000 | 770000 | 770000 | False | True | True | Edit | Del |
| 00 | 00 | 2012 | 029 | 1021880 | 1021880 | 1021880 | False | True | False | Edit | Del |

To Add a Record

1. Navigate to the bottom of the View Assessment Details table to find the empty fields.

| View Accounts View ASMT Summary View ASMT Detail Generate Munis File | | | | | | | | | | |
|--|---------------|-----------|-------------|-------------|--------------|-----------------|--------------------------|--------------------------|--------------------------|--------|
| Search By | | | | | | | | | | |
| Levy Year: <input type="text" value="2012"/> | | | | | | | | | | |
| Total 23 records for account 600400001 | | | | | | | | | | |
| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit |
| 28 | 28 | 2012 | 029 | 770000 | 770000 | 770000 | False | True | True | Edit |
| 09 | 09 | 2012 | 029 | 1931880 | 1931880 | 10 | False | True | False | Edit |
| 27 | 27 | 2012 | 029 | 3404950 | 3404950 | 3404950 | False | True | False | Edit |
| 26 | 26 | 2012 | 029 | 475150 | 475150 | 475150 | False | True | False | Edit |
| 48 | 48 | 2012 | 029 | 2639480 | 2639480 | 0 | False | True | False | Edit |
| 49 | 49 | 2012 | 029 | 22797075 | 22797075 | 22797075 | False | True | False | Edit |
| 47 | 47 | 2012 | 029 | 53870 | 53870 | 0 | False | True | False | Edit |
| 44 | 44 | 2012 | 029 | 324130 | 324130 | 324130 | False | True | False | Edit |
| 42 | 42 | 2012 | 029 | 360970930 | 360970930 | 0 | False | True | False | Edit |
| 38 | 38 | 2012 | 029 | 135003430 | 135003430 | 0 | False | True | False | Edit |
| 35 | 35 | 2012 | 029 | 680110 | 680110 | 680110 | False | True | False | Edit |
| 29 | 29 | 2012 | 029 | 869630 | 869630 | 869630 | False | True | False | Edit |
| 25 | 25 | 2012 | 029 | 7661110 | 7661110 | 0 | False | True | False | Edit |
| 24 | 24 | 2012 | 029 | 258280 | 258280 | 258280 | False | True | False | Edit |
| 23 | 23 | 2012 | 029 | 718330 | 718330 | 718330 | False | True | False | Edit |
| 22 | 22 | 2012 | 029 | 256720 | 256720 | 256720 | False | True | False | Edit |
| 21 | 21 | 2012 | 029 | 1574680 | 1574680 | 1574680 | False | True | False | Edit |
| 20 | 20 | 2012 | 029 | 558140 | 558140 | 558140 | False | True | False | Edit |
| 19 | 19 | 2012 | 029 | 1311150 | 1311150 | 1311150 | False | True | False | Edit |
| 17 | 17 | 2012 | 029 | 103310 | 103310 | 103310 | False | True | False | Edit |
| 16 | 16 | 2012 | 029 | 786145 | 786145 | 786145 | False | True | False | Edit |
| 15 | 15 | 2012 | 029 | 129140 | 129140 | 129140 | False | True | False | Edit |
| 14 | 14 | 2012 | 029 | 154970 | 154970 | 154970 | False | True | False | Edit |
| -Select- | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert |

2. Click on the tax class drop-down menus and select a tax class. The old tax class will auto-populate.
3. Enter in Levy Year, Cert Number, and State assessment only. County and Municipal assessments auto-populate based on tax class and assessment details.
4. If it applies, flag the record as estimated by checking the box in the “Estimated” column. You may choose to leave this box unchecked.

| | | | | | | | | | | |
|----|----|------|-----|--------|--------|--------|--------------------------|--------------------------|--------------------------|--------|
| 14 | 14 | 2012 | 029 | 154970 | 154970 | 154970 | False | True | False | Edit |
| 85 | | 2012 | 029 | 100000 | 100000 | 0 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert |

5. Click “Insert” in the Edit column to the right of the assessment amount.

| | | | | | | | | | | |
|----|----|------|-----|--------|--------|--------|--------------------------|--------------------------|--------------------------|--------|
| 4 | 14 | 2012 | 029 | 154970 | 154970 | 154970 | False | True | False | Edit |
| 85 | | 2012 | 029 | 100000 | 100000 | 0 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert |

The page will update with the new record at the top of the table.

Total 24 records for account 600400001

| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Delete |
|-----------|---------------|-----------|-------------|-------------|--------------|-----------------|-----------|---------|----------|------|--------|
| 85 | 85 | 2012 | 029 | 100000 | 100000 | 0 | False | False | False | Edit | Delete |
| 28 | 28 | 2012 | 029 | 770000 | 770000 | 770000 | False | True | True | Edit | Delete |
| 09 | 09 | 2012 | 029 | 1931880 | 1931880 | 10 | False | True | False | Edit | Delete |
| 27 | 27 | 2012 | 029 | 3404950 | 3404950 | 3404950 | False | True | False | Edit | Delete |
| 26 | 26 | 2012 | 029 | 475150 | 475150 | 475150 | False | True | False | Edit | Delete |

To Delete a Record

1. Identify the desired record. Click “Delete”.

View Accounts View ASMT Summary View ASMT Detail Generate Munis File

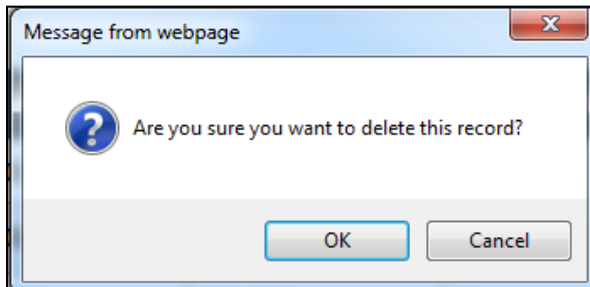
Search By

Levy Year: 2012

Total 24 records for account 600400001

| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Delete |
|-----------|---------------|-----------|-------------|-------------|--------------|-----------------|-----------|---------|----------|------|--------|
| 85 | 85 | 2012 | 029 | 100000 | 100000 | 0 | False | False | False | Edit | Delete |
| 28 | 28 | 2012 | 029 | 770000 | 770000 | 770000 | False | True | True | Edit | Delete |
| 09 | 09 | 2012 | 029 | 1931880 | 1931880 | 10 | False | True | False | Edit | Delete |

2. Click “OK” when the prompt “Are you sure you want to delete this record” appears.



The table will update to reflect that the record was removed. Notice, the record with Tax Class 85 which was added in the previous example is no longer displayed in the table.

View Accounts View ASMT Summary View ASMT Detail Generate Munis File

Search By

Levy Year: 2013

[Add 2014's Estimated ASMTs](#)

Total 23 records for account 600400001

| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Delete |
|-----------|---------------|-----------|-------------|-------------|--------------|-----------------|-----------|---------|----------|------|--------|
| 09 | | 2013 | 029 | 1931880 | 1931880 | 10 | True | False | False | Edit | Delete |
| 14 | | 2013 | 029 | 154970 | 154970 | 154970 | True | False | False | Edit | Delete |
| 15 | | 2013 | 029 | 129140 | 129140 | 129140 | True | False | False | Edit | Delete |
| 16 | | 2013 | 029 | 786145 | 786145 | 786145 | True | False | False | Edit | Delete |
| 17 | | 2013 | 029 | 103340 | 103340 | 103340 | True | False | False | Edit | Delete |

To Add Estimated Assessments for Next Levy Year


1. Click the “Add 2014’s Estimated Assessments” link located above the table.

Treasury >> Manage Assessments >> [Manage Public Utility](#)

[View Accounts](#) | [View ASMT Summary](#) | [View ASMT Detail](#) | [Generate Munis File](#)

Search By

Levy Year:

 [Add 2014's Estimated ASMTs](#)

Total 23 records for account 600400001

| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit |
|-----------|---------------|-----------|-------------|-------------|--------------|-----------------|-----------|---------|----------|----------------------|
| 09 | | 2013 | 029 | 1931880 | 1931880 | 10 | True | False | False | Edit |
| 14 | | 2013 | 029 | 154970 | 154970 | 154970 | True | False | False | Edit |
| 15 | | 2013 | 029 | 129140 | 129140 | 129140 | True | False | False | Edit |
| 16 | | 2013 | 029 | 786145 | 786145 | 786145 | True | False | False | Edit |
| 17 | | 2013 | 029 | 103310 | 103310 | 103310 | True | False | False | Edit |
| 19 | | 2013 | 029 | 1311150 | 1311150 | 1311150 | True | False | False | Edit |

2. Users will be directed to Levy Year 2014 records associate with the select account and can add a new record following the previous instructions “To Add a Record”.

Treasury >> Manage Assessments >> [Manage Public Utility](#)

[View Accounts](#) | [View ASMT Summary](#) | [View ASMT Detail](#) | [Generate Munis File](#)

Search By

Levy Year:

Total 23 records for account 600400001

| Tax Class | Old Tax Class | Levy Year | Cert Number | State Assmt | County Assmt | Municipal Assmt | Estimated | Billed? | Revised? | Edit | Delete |
|---|---------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------|--------------------------|--------------------------|------------------------|------------------------|
| 09 | | 2014 | 029 | 1931880 | 1931880 | 10 | True | False | False | Edit | Delete |
| 14 | | 2014 | 029 | 154970 | 154970 | 154970 | True | False | False | Edit | Delete |
| 15 | | 2014 | 029 | 129140 | 129140 | 129140 | True | False | False | Edit | Delete |
| 16 | | 2014 | 029 | 786145 | 786145 | 786145 | True | False | False | Edit | Delete |
| 17 | | 2014 | 029 | 103310 | 103310 | 103310 | True | False | False | Edit | Delete |
| 19 | | 2014 | 029 | 1311150 | 1311150 | 1311150 | True | False | False | Edit | Delete |
| 20 | | 2014 | 029 | 558140 | 558140 | 558140 | True | False | False | Edit | Delete |
| 21 | | 2014 | 029 | 1574680 | 1574680 | 1574680 | True | False | False | Edit | Delete |
| 22 | | 2014 | 029 | 256720 | 256720 | 256720 | True | False | False | Edit | Delete |
| 23 | | 2014 | 029 | 718330 | 718330 | 718330 | True | False | False | Edit | Delete |
| 24 | | 2014 | 029 | 258280 | 258280 | 258280 | True | False | False | Edit | Delete |
| 25 | | 2014 | 029 | 7661110 | 7661110 | 0 | True | False | False | Edit | Delete |
| 26 | | 2014 | 029 | 475150 | 475150 | 475150 | True | False | False | Edit | Delete |
| 27 | | 2014 | 029 | 3404950 | 3404950 | 3404950 | True | False | False | Edit | Delete |
| 28 | | 2014 | 029 | 76726 | 76726 | 76726 | True | False | False | Edit | Delete |
| 29 | | 2014 | 029 | 869630 | 869630 | 869630 | True | False | False | Edit | Delete |
| 35 | | 2014 | 029 | 680110 | 680110 | 680110 | True | False | False | Edit | Delete |
| 38 | | 2014 | 029 | 135003430 | 135003430 | 0 | True | False | False | Edit | Delete |
| 42 | | 2014 | 029 | 360970930 | 360970930 | 0 | True | False | False | Edit | Delete |
| 44 | | 2014 | 029 | 324130 | 324130 | 324130 | True | False | False | Edit | Delete |
| 47 | | 2014 | 029 | 53870 | 53870 | 0 | True | False | False | Edit | Delete |
| 48 | | 2014 | 029 | 2639480 | 2639480 | 0 | True | False | False | Edit | Delete |
| 49 | | 2014 | 029 | 22797075 | 22797075 | 22797075 | True | False | False | Edit | Delete |
| <input type="text" value="- Select -"/> | | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insert | |

Generate Munis File

The final tab on the Manage Public Utility screen is Generate Munis File. The table on this page displays all pending assessments to include revised transactions.

Pending assessments will remain in this table until the user opts to generate the Munis file.

| Home View Property Treasury | | | | | | | | | | |
|---|-----------|-----------|-----------|-------|--------------------------------|----------------|----------------|----------------|-------------------------------------|-------------------------------------|
| Treasury >> Manage Assessments >> Manage Public Utility | | | | | | | | | | |
| View Accounts View ASMT Summary View ASMT Detail Generate Munis File | | | | | | | | | | |
| Review all pending assessments (including revised transactions): | | | | | | | | | | |
| Total: 49 | | | | | | | | | | |
| Acct# | Levy Year | Acct Type | Tax Class | Cert# | Entity Name | State Asmt | County Asmt | Municipal Asmt | Estimated? | Revised? |
| 600000001 | 2013 | P | 20 | 111 | test | \$1.00 | \$1.00 | \$1.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 600000001 | 2013 | P | 47 | 111 | test | \$10.00 | \$10.00 | \$0.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2012 | P | 28 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$770,000.00 | \$770,000.00 | \$770,000.00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 600400001 | 2013 | P | 09 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$1,931,880.00 | \$1,931,880.00 | \$10.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 14 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$154,970.00 | \$154,970.00 | \$154,970.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 15 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$129,140.00 | \$129,140.00 | \$129,140.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 16 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$786,145.00 | \$786,145.00 | \$786,145.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 17 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$103,310.00 | \$103,310.00 | \$103,310.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 19 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$1,311,150.00 | \$1,311,150.00 | \$1,311,150.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 20 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$558,140.00 | \$558,140.00 | \$558,140.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 21 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$1,574,680.00 | \$1,574,680.00 | \$1,574,680.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 22 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$256,720.00 | \$256,720.00 | \$256,720.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 23 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$718,330.00 | \$718,330.00 | \$718,330.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 24 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$258,280.00 | \$258,280.00 | \$258,280.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 25 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$7,661,110.00 | \$7,661,110.00 | \$0.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 26 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$475,150.00 | \$475,150.00 | \$475,150.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 600400001 | 2013 | P | 27 | 029 | POTOMAC ELECTRIC POWER COMPANY | \$3,404,950.00 | \$3,404,950.00 | \$3,404,950.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Figure 27 – Generate Munis File (Public Utility)

Additional Notes:

If an account is created with the incorrect tax class, users must update the assessment by changing the value to zero and create a new account with the correct code.

If a value is entered with a decimal, it will be rounded up within the table.

Manage Lenders

Upon selecting Manage Lenders from the Manage Assessments menu, users are directed to a page with four tabs:

1. View Summary by Service Bureau
2. View Summary by Lender Code
3. Manage Lenders
4. View Pending Revised Bills

Treasury >> Manage Assessments >> **Manage Lenders Summary**

[View Summary By Service Bureau](#) [View Summary By Lender Code](#) [Manage Lenders](#) [View Pending Revised Bills](#)

Total: 6

| Levy Year | Levy Type | Mortgage Service Bureau | Total Property Accts | Total Lender Accts |
|-----------|-----------|-------------------------|----------------------|--------------------|
| 2014 | A | 019 | 20409 | 1 |
| 2014 | A | 051 | 10292 | 10131 |
| 2014 | A | 055 | 40927 | 40170 |
| 2014 | A | 149 | 260 | 256 |
| 2014 | A | 700 | 351 | 149 |
| 2014 | A | 800 | 10768 | 10629 |
| | | Grand Total | 83007 | 61336 |

Figure 28 – Manage Lenders

View Summary by Service Bureau

The first tab on the Manage Lender screen is View Summary by Service Bureau. This tab displays a table which provides total property accounts and lender accounts for a given Mortgage Bureau, by levy year and type.

Users can navigate to the View Summary by Lender Code tab, by clicking on the links in the Mortgage Service Bureau column.

| Treasury >> Manage Assessments >> Manage Lenders Summary | | | | |
|---|-----------|---|--------------------------------|--|
| View Summary By Service Bureau | | View Summary By Lender Code | Manage Lenders | View Pending Revised Bills |
| Total: 6 | | | | |
| Levy Year | Levy Type | Mortgage Service Bureau | Total Property Accts | Total Lender Accts |
| 2014 | A | 019 | 20409 | 1 |
| 2014 | A | 051 | 10292 | 10131 |
| 2014 | A | 055 | 40927 | 40170 |
| 2014 | A | 149 | 260 | 256 |
| 2014 | A | 700 | 351 | 149 |
| 2014 | A | 800 | 10768 | 10629 |
| Grand Total | | | 83007 | 61336 |

Figure 29 – View Summary by Service Bureau

View Summary by Lender code

The second tab on the Manage Lender screen is View Summary by Lender Code. This tab displays a table which provides the mortgage code, lender name, total property accounts, and total lender accounts for each lender within the select service bureau.

In this example, Service Bureau 800 was selected (from the previous tab), and the table populated the corresponding information for seven lenders. Users can navigate to the Manage Lenders tab by clicking on the links in the Mortgage Code column.

Treasury >> Manage Assessments >> [Manage Lenders Summary](#)

View Summary By Service Bureau | View Summary By Lender Codes | Manage Lenders | View Pending Revised Bills

Search By
Mortgage Service Bureau: 800

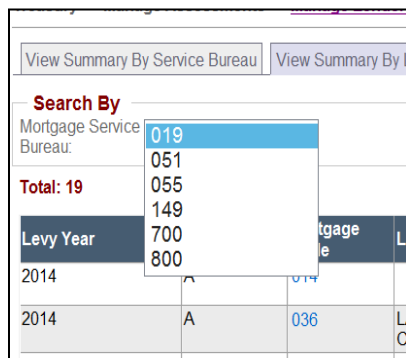
Total: 7

| Levy Year | Levy Type | Mortgage Code | Lender Name | Total Property Accts | Total Lender Accts |
|--------------------|-----------|---------------------|-------------------------------|----------------------|--------------------|
| 2014 | A | 050 | SETERUS | 1506 | 1480 |
| 2014 | A | 122 | ENVOY MORTGAGE LTD | 73 | 73 |
| 2014 | A | 124 | STATEBRIDGE COMPANY | 20 | 17 |
| 2014 | A | 132 | GREEN TREE | 159 | 154 |
| 2014 | A | 173 | VALUTREE REAL ESTATE SERVICES | 8985 | 8880 |
| 2014 | A | 800 | QBE FIRST | 11 | 11 |
| 2014 | A | 802 | HOMEWARD RESIDENTIAL INC | 14 | 14 |
| Grand Total | | | | 10768 | 10629 |

Figure 30 – View Summary by Lender Codes

Additional Notes:

Users can search by a different bureau by selecting from the drop down menu in the Search box.



Manage Lenders

The third tab on the Manage Lenders screen is Manage Lenders. From here, users can search by account number and lender code, activate and deactivate lender accounts, insert new accounts, edit the lender account number and/or lender code on a given record, and flag an account for revision.

| View Summary By Service Bureau View Summary By Lender Codes Manage Lenders View Pending Revised Bills | | | | | | | | | | | |
|---|----------------------|-------------------------------------|----------------------|----------------------|------------|-----------------------|------------|----------------------|-------------------------------------|--------------------------|-----------------------------|
| Search By | | | | | | | | | | | |
| Account Number: | | Lender Code for Service Bureau 800: | | 132 | | Search | | Cancel | | | |
| Total: 159 | | | | | | | | | | | 1 2 3 4 5 6 7 8 9 10 ... >> |
| Account Number | Levy Type | Levy Year | Lender Code | Lender Account | Created By | Date Created | Updated By | Date Updated | Active? | Revised? | Edit |
| 00043908 | A | 2014 | 132 | 0001097732 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00044242 | A | 2014 | 132 | 0001092147 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00102746 | A | 2014 | 132 | 0001068022 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00172921 | A | 2014 | 132 | 0001059260 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00224717 | A | 2014 | 132 | 0001038819 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00241016 | A | 2014 | 132 | 0001129014 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00243777 | A | 2014 | 132 | 0001041722 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00262612 | A | 2014 | 132 | 0001099852 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00298342 | A | 2014 | 132 | 0001140615 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00325300 | A | 2014 | 132 | 0001075381 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00361353 | A | 2014 | 132 | 0001040757 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00364208 | A | 2014 | 132 | 0001092758 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00499158 | A | 2014 | 132 | 0001116730 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00592793 | A | 2014 | 132 | 0001095520 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| 00623873 | A | 2014 | 132 | 0001030477 | ESB | 4/24/2014 11:03:31 AM | ESB | 4/24/2014 2:37:54 PM | <input checked="" type="checkbox"/> | | Edit |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | <input type="checkbox"/> | <input type="checkbox"/> | Insert |

Figure 31 – Manage Lenders

View Pending Revised Bills

The final tab on the Manage Lender screen is View Pending Revised Bills. Once an account has been modified, it will appear in the the table on this tab which displays the account number, levy year and type, lender code and account, along with a log of the revision. The data will remain in the table until the revisions are processed.

| Treasury >> Manage Assessments >> Manage Lenders Summary | | | | | | |
|--|-----------|------------------------------|-------------|----------------|----------------------------|-----------------------|
| View Summary By Service Bureau | | View Summary By Lender Codes | | Manage Lenders | View Pending Revised Bills | |
| Total Pending Revised Bill(s): 1 | | | | | | |
| Account Number | Levy Year | Levy Type | Lender Code | Lender Account | Revised By | Date Requested |
| 00180726 | 2014 | A | 171 | 820104245 | GRUBBM01 | 5/15/2014 12:03:21 PM |

Figure 32 – View Pending Revised Bills (Manage Lenders)

Select Treasury Functions – Treasury Operations²

Operation Functions

Manage Look Up Tables

View Reports

² As Fin-IT is currently responsible to manage these functions, instructions pertaining to “Treasury Operations” will not be covered in this guide.

Glossary

Real Property Codes in MUNIS (County / Municipality)

| Record number | Code | Year | Description | Type | Max Credit | Max Assessment |
|---------------|--------|------|--------------------------------|------|------------|----------------|
| 1 | ARTENT | 2012 | ART'S & ENTERTAINMENT CREDIT | C | 0.00 | 0 |
| 2 | BRFCRE | 2012 | BROWNFIELD'S COUNTY TAX CREDIT | C | 0.00 | 0 |
| 3 | BRFSTA | 2012 | BROWNFIELDS STATE TAX CREDIT | C | 0.00 | 0 |
| 4 | BUSINC | 2012 | BUSINESS INCUBATOR TAX CREDIT | C | 0.00 | 0 |
| 5 | COHOCR | 2012 | COUNTY HOMEOWNER'S CREDIT | C | 9,999.00 | 60,000 |
| 6 | COHSCR | 2012 | COUNTY HOMESTEAD CREDIT | C | 9,999.00 | 999,999 |
| 7 | CONCRE | 2012 | CONSERVATION ENERGY CREDIT | C | 250.00 | 999,999 |
| 8 | CONSCR | 2012 | CONSERVATION LAND TAX CREDIT | C | 0.00 | 0 |
| 9 | DAYCAR | 2012 | DAY CAR TAX CREDIT | C | 0.00 | 0 |
| 10 | EZTCRE | 2012 | ENTERPRISE ZONE TAX CREDIT | C | 0.00 | 0 |
| 11 | FALOFF | 2012 | FALLEN OFFICER/RESCUE CREDIT | C | 0.00 | 0 |
| 12 | FIRECR | 2012 | FIRE SPRINKLER TAX CREDIT | C | 0.00 | 0 |
| 13 | GRECRE | 2012 | GREEN BUILDING TAX CREDIT | C | 0.00 | 0 |
| 14 | HISCRE | 2012 | HISTORIC PRESERVATION CREDIT | C | 0.00 | 0 |
| 15 | MUHOCR | 2012 | MUNICIPAL HOMEOWNERS' CREDIT | M | 9,999.99 | 999,999 |
| 16 | MUHSCR | 2012 | MUNICIPAL HOMESTEAD CREDIT | M | 9,999.00 | 999,999 |
| 17 | NJTCRE | 2012 | NEW JOBS TAX CREDIT | C | 0.00 | 0 |
| 18 | PK1400 | 2012 | FULL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 19 | PK1500 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 20 | PK1510 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 21 | PK1520 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 22 | PK1525 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 23 | PK1530 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 24 | PK1540 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |

| Record number | Code | Year | Description | Type | Max Credit | Max Assessment |
|---------------|--------|------|----------------------------|------|------------|----------------|
| 25 | PK1550 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 26 | PK1560 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 27 | PK1570 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 28 | PK1575 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 29 | PK1580 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 30 | PK1590 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 31 | PK3400 | 2012 | FULL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 32 | PK3500 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 33 | PK3510 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 34 | PK3520 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 35 | PK3525 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 36 | PK3530 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 37 | PK3540 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 38 | PK3550 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 39 | PK3560 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 40 | PK3570 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 41 | PK3575 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 42 | PK3580 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 43 | PK3590 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 44 | PK5400 | 2012 | FULL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 45 | PK5500 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 46 | PK5510 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 47 | PK5520 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 48 | PK5525 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 49 | PK5530 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 50 | PK5540 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 51 | PK5550 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |

| Record number | Code | Year | Description | Type | Max Credit | Max Assessment |
|---------------|---------|------|--------------------------------|------|------------|----------------|
| 52 | PK5560 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 53 | PK5570 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 54 | PK5575 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 55 | PK5580 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 56 | PK5590 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 57 | PK7400 | 2012 | FULL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 58 | PK7500 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 59 | PK7510 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 60 | PK7520 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 61 | PK7525 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 62 | PK7530 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 63 | PK7540 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 64 | PK7550 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 65 | PK7560 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 66 | PK7570 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 67 | PK7575 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 68 | PK7580 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 69 | PK7590 | 2012 | PARTIAL PARKING LOT CREDIT | C | 9,999.99 | 999,999 |
| 70 | REBATE | 2012 | COUNTY PROPERTY TAX CREDIT | C | 692.00 | 999,999 |
| 71 | REBM12 | 2012 | ROCKVILLE PROPERTY TAX CREDIT | M | 0.00 | 0 |
| 72 | RELCRE | 2012 | RELIGIOUS ORGANIZATIONS CREDIT | C | 0.00 | 0 |
| 73 | RENCRE | 2012 | RENEWABLE ENERGY CREDIT | C | 5,000.00 | 999,999 |
| 74 | SAHSCR | 2012 | SPECIAL AREA HOMESTEAD CREDIT | C | 9,999.00 | 999,990 |
| 75 | STHO CR | 2012 | STATE HOMEOWNER'S CREDIT | S | 9,999.00 | 60,000 |
| 76 | STHSCR | 2012 | STATE HOMESTEAD CREDIT | S | 9,999.00 | 999,999 |

Glossary of Terms

| Acronym | Description |
|-------------------------------|---|
| Consolidated Tax Bill | The real or personal property tax bill that includes all taxes and charges from County and all STPs as applicable |
| DHCA | Department of Housing and Community affairs |
| DEP | Department of Environmental Protection |
| DTS | Division of Technology Services |
| ePilot | |
| ESB | Enterprise Service Bus |
| FIN | Finance – Department of Finance |
| Freeze Period | The system prevents any SDAT files received during the freeze period from posting to the Assessment master file. The freeze period occurs in the month of June. |
| IMS Assessment System | The legacy Tax Assessment System that is being replaced. |
| Initial Bill | The first real or personal property tax bill for an account generated at the beginning of a levy year and for the full year |
| Levy Year | The twelve month period the property tax is levied mandated by Maryland law and County code; the levy year is from July 1 st to June 30 th |
| MUNIS | The current COTS real and personal property tax billing and collection application used by the County |
| New Levy Year | |
| Original Bill | The initial annual bill. This can also be a ¾, ½, or ¼ bill. These three bills are considered supplemental to the original annual bill. |
| Pre-Billing | The annual billing cycle begins with the pre-billing process for a new levy year. The pre-billing process begins in early January and concludes in early June. |
| Pre-Billing Quality Assurance | TAS performs a quality assurance comparison of all SDAT full files received to the Assessment master file and will identify and report any exceptions between the two files. Full SDAT files are received in January, June, and July. |
| Prior Levy Year | TAS will support multiple prior tax years. Prior levy data will result in Subsequent Initial, Revised, or Supplemental bills being generated. |
| Revised Bill | A revised bill is an adjustment to an Initial bill. Revised bills are for Initial bills only (annual, ¾, ½, or ¼ bill type). These bills are for initial bills only and are generated on a monthly basis. |
| Rollover | TAS will initialize all files and tables in preparation for the new levy year. This process is referred to as the “rollover”. |
| RTP | Receiving Trading Partner - municipalities, MGC departments, the State of Maryland, and downstream systems, such as ePilot and MUNIS that receive files or reports from the Assessment system. |
| SDAT | The State of Maryland’s “State Department of Assessment and |

| Acronym | Description |
|--------------------|---|
| | Taxation". The county receives SDAT files up to three times a week. |
| SDAT Freeze Period | See Freeze Period above |
| SOA | Service Oriented Architecture |
| SSO | Single Sign-On |
| STP | Sending Trading Partner – municipalities, MGC departments, and the State of Maryland who provide the County with tax assessment data for input to the Assessment system. |
| Subsequent Bills | Bills that were not included in the Initial Billing process |
| Supplemental Bills | Bills that are for assessments above and beyond the initial bill. These are typically related to new construction. There can be up to 3 quarter year bills produced for a property. |
| TAS | The replacement Tax Assessment System. |
| WSSC | Washington Suburban Sanitary Commission – a tax partner |