Montgomery County Government

Department of Finance

Tax Assessment System (TAS)

Operations Guide

Appendix F – WSSC

Version 1

05/15/2014

Table of Contents

Document Structure

The Washington Suburban Sanitary Commission (WSSC) appendix is an extension of the TAS Operations Guide. The appendix describes TAS-related business rules, system functions, and roles and responsibilities for WSSC. For a high level overview of content provided in this document, please refer to the TAS Operations Guide.

Roles & Responsibilities

Washington Suburban Sanitary Commission (WSSC) provides water and sewer connections to all portions of the County. The only exceptions are those properties with wells and septic systems.

There are two different charges, one for front footage and the other for the connection charge. These charges are prorated over a 23 year period and collected on the real property tax bill. The WSSC Charge listed on the tax bill is the payment against the remainder. The unpaid balance is displayed on the tax bill.

As a key contributor in the tax billing processes, WSSC is responsible to provide the Montgomery County Department of Finance with data pertaining to the aforementioned charges on a quarterly basis.

General Data Flow

The process for transferring data is 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). As WSSC contributes data and provides updates, the information is imported into the TAS database by ESB. Once this import occurs, WSSC data can be reviewed and validated via the TAS Graphical User Interface (GUI).

Data flow activities begin as WSSC makes a large contribution during Annual billing. Additional data contributions are concurrent with supplemental billing (new construction). WSSC can also make frequent updates in TAS in which revisions are reflected on monthly revised bills.

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.

In addition, there are revisions to Real property tax bills that occur during the Levy year. The Department of Finance process these revisions in TAS as contributors make updates using the GUIs or batch file uploads.

Annual Activities

The process for WSSC annual contribution starts with Treasury requesting that all contributors provide contributions by a certain date based on the predetermined deadline.

Before WSSC can prepare their annual data contribution they receive an extract based on the SDAT01 file. This extract updates the WSSC database in order for the annual contribution to be sent for loading.

Quarterly & Monthly Activities

WSSC makes data contributions each quarter (one of which is used in conjunction with the annual billing activities). The other three contributions occur during the levy year and in concert with the quarterly new construction billing. These data contributions are provided to the Department of Finance in two files, one with front footage charges and the other with connection charges.

WSSC Data Inputs

There is both a method and a process by which data is received by TAS. "Method" is the way in which data is retrieved and moved into the system. "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 it is 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.

WSSC data is contributed via the "Fetch from External Server" method by which ESB looks for data to be placed on a WSSC (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. The complete process is outlined below. In the case that ESB identifies errors, TAS will accept as much of the data as possible, even if errors are found; In other words, the "all we can get" process applies.

1. The WSSC text file must be placed into the designated folder located on WSSC's server
2. ESB logs onto WSSC's server and retrieves the text 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 WSCC 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 many data records as possible, even if errors are found on some records in the file.
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

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.).

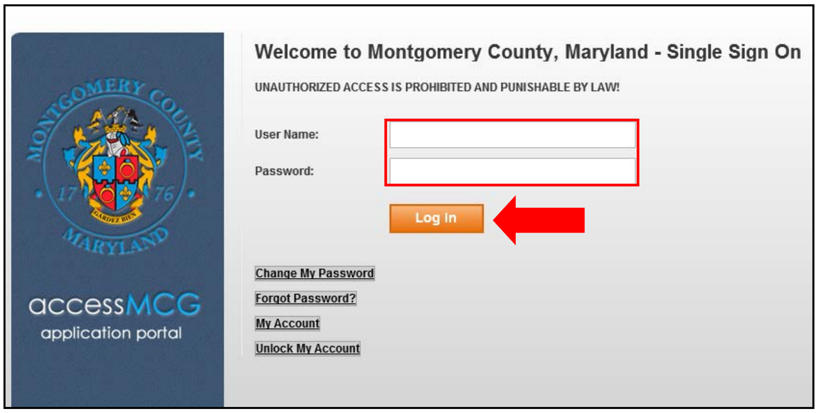
[1] *This rule does not apply to DEP SWS, DEP Storm Water, DHCA, & WSSC. These contributors will be responsible to handle the issue independently.*

Navigating the WSSC GUI Screens

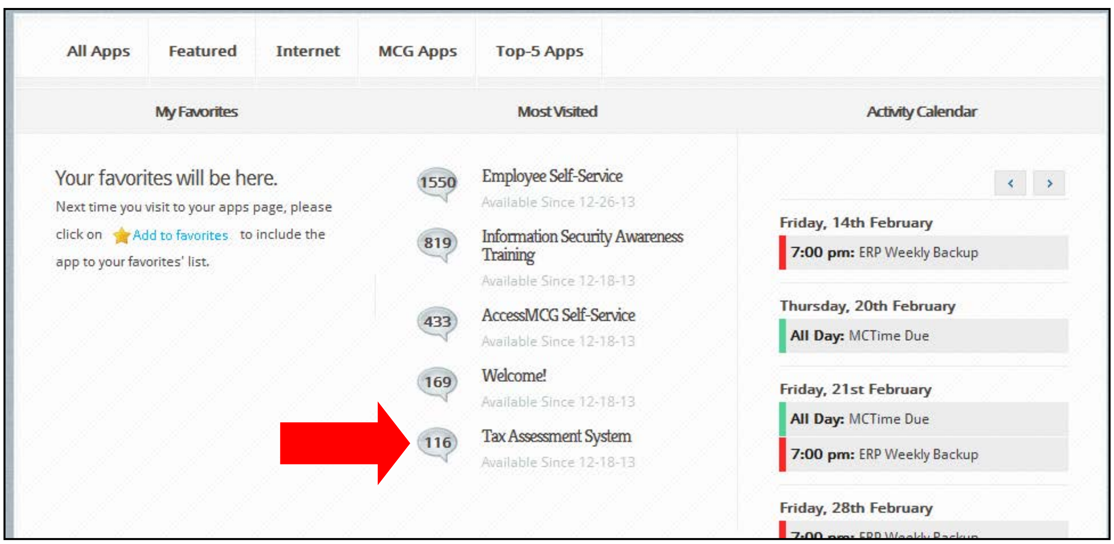
The WSSC interface is focused on viewing and managing front footage and connection charges as well as reviewing transaction logs. WSSC users will also have the ability to view property assessments.

Logging In

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



4. Select Tax Assessment System from the Apps section.



Home Page

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

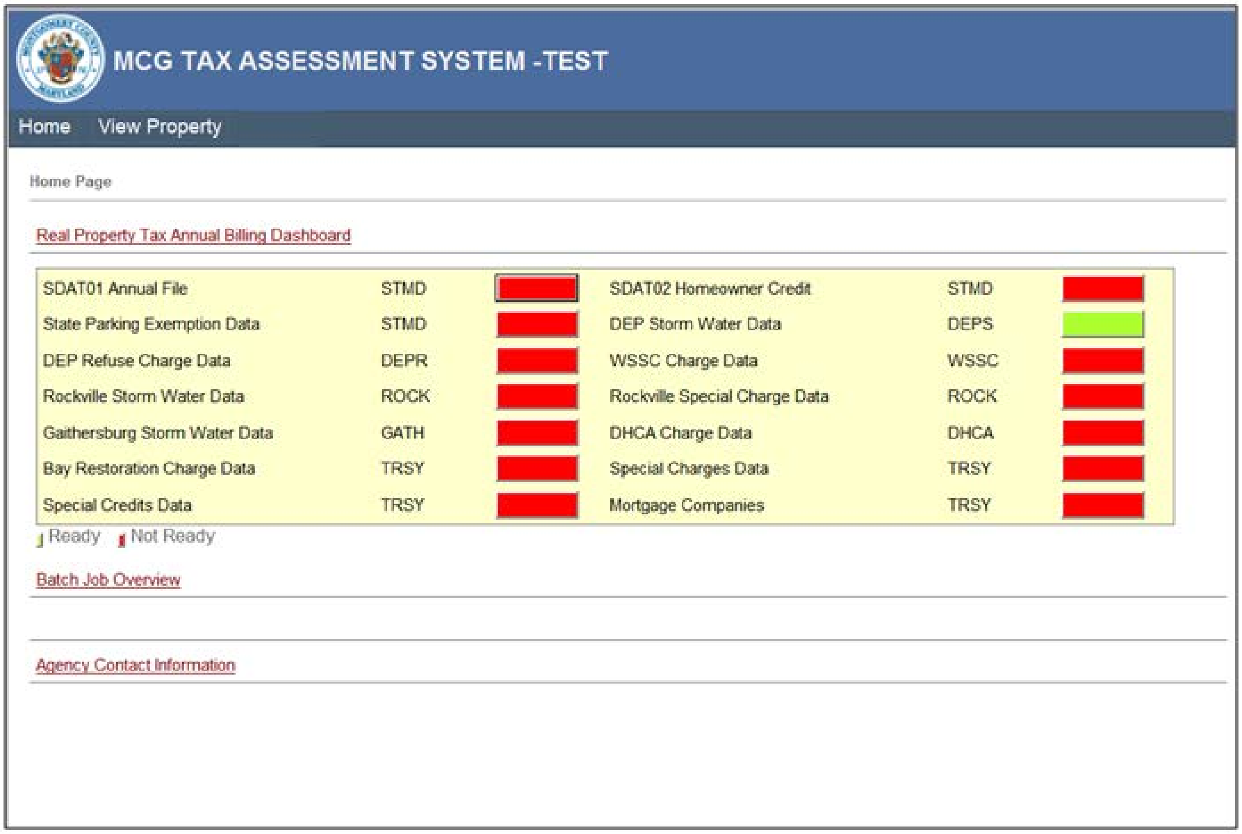


Figure 1 – WSSC Home Page

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	Ru
01	SDAT01 - Real Property TAX Annual Billing	RPTAX	STMD	An
02	SDAT01 - Real Property TAX Monthly Revised Billing	RPTAX	STMD	Mo
03	SDAT01 - Real Property TAX Monthly Update	PPTAX	STMD	Mo
04	SDAT01 - Real Property TAX Monthly File Export	RPTAX	STMD	Mo
05	SDAT04 - New Construction	RPTAX	STMD	Qu
06	SDAT02 - Home Owner Credit	RPTAX	STMD	Bi-
07	SDAT03 - Personal Property Tax	PPTAX	STMD	Bi-
08	PU - Public Utility	PUTAX	TRSY	Dai
09	DEP Solid Waste Charges	RPTAX	DEPR	Dai
10	DEP Storm Water Charges	PPTAX	DEPS	An
11	WSSC Charges	RPTAX	WSSC	Qu
12	Real Property Tax Special Charges	RPTAX	TRSY	An
13	Lenders	RPTAX	TRSY	An
14	Real Property Tax Special Credit	RPTAX	TRSY	An
15	SDAT01 - Real Property TAX Rollover	RPTAX	STMD	An

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.

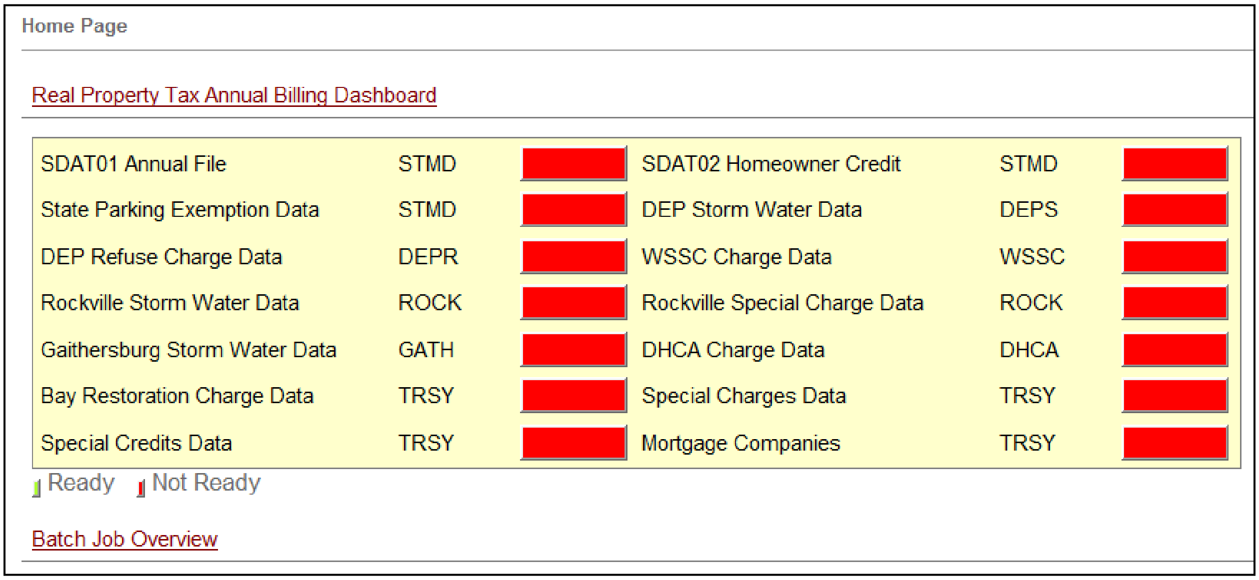


Figure 3A - Data Contribution Change Indication – Before

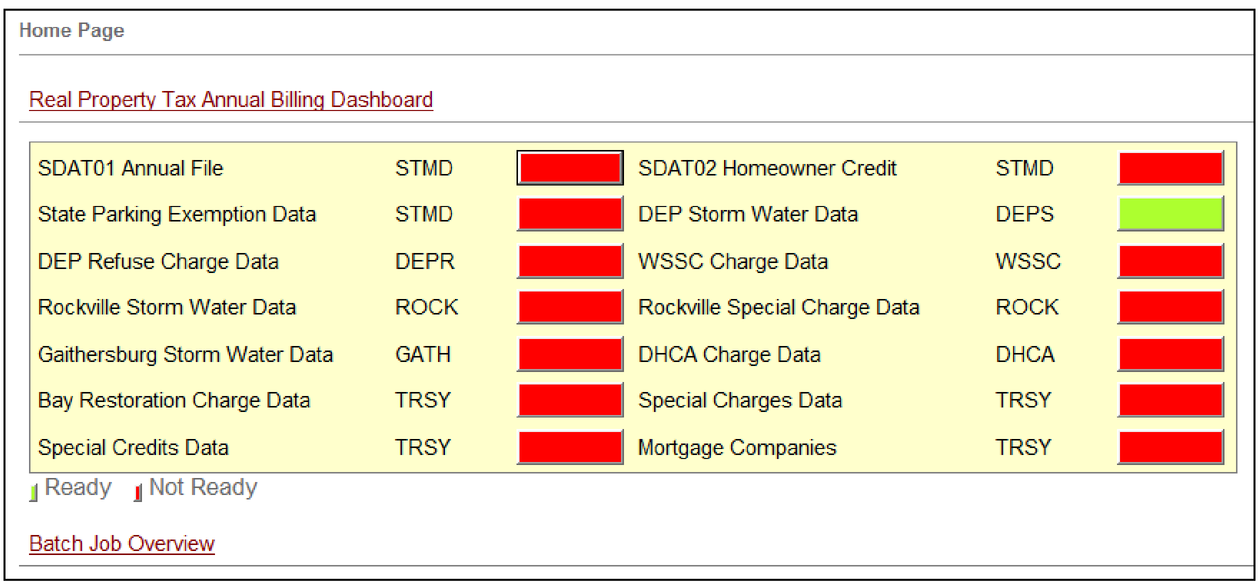


Figure 3B - Data Contribution Change Indication – After

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.

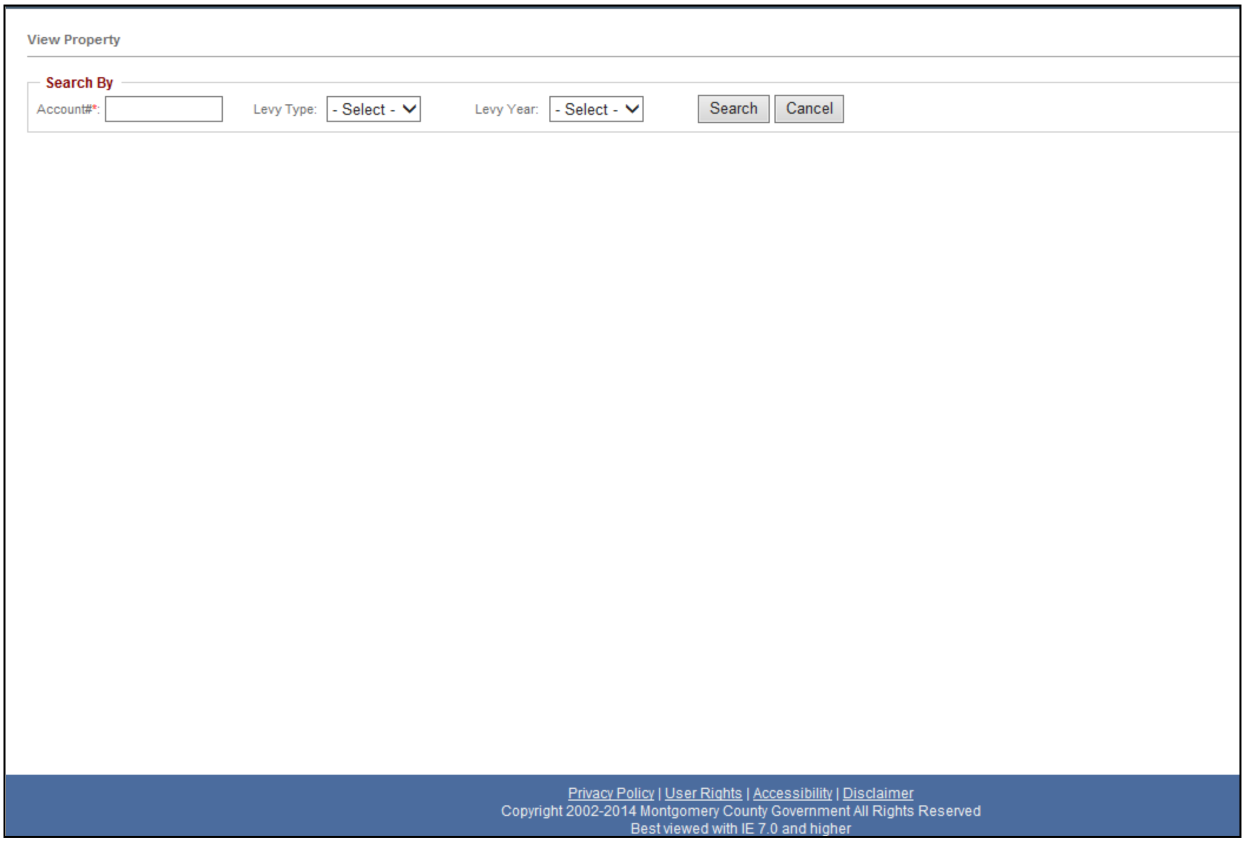
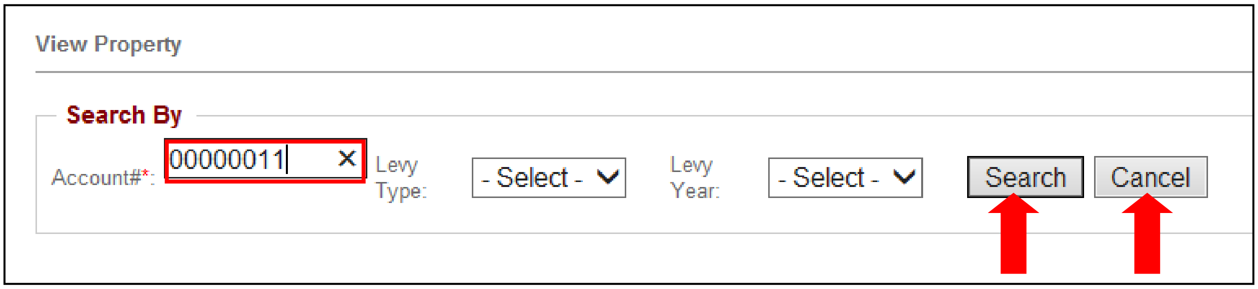


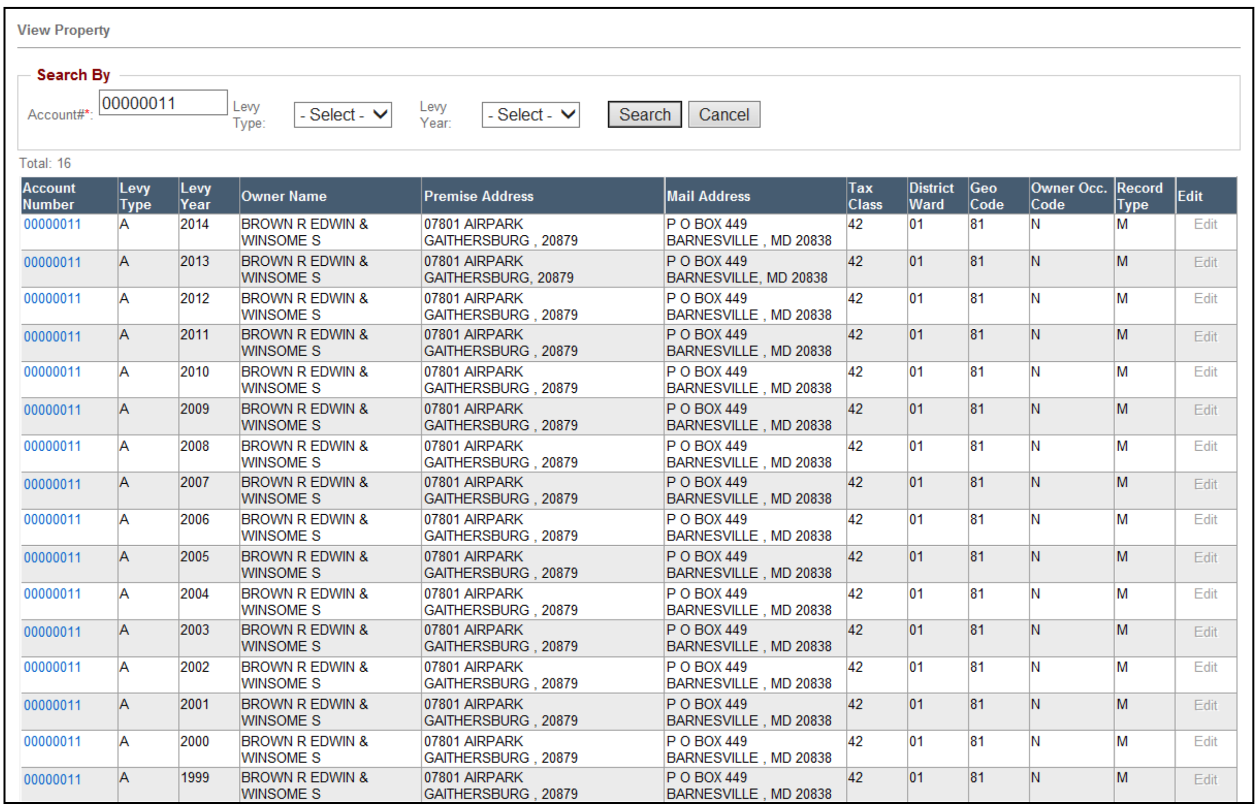
Figure 5 – View Property

To Search for an Account

1. From the View Property screen, enter a eight digit account number into the Account Number field.
2. Click Search. **To clear your search and start over, click "Cancel"—*

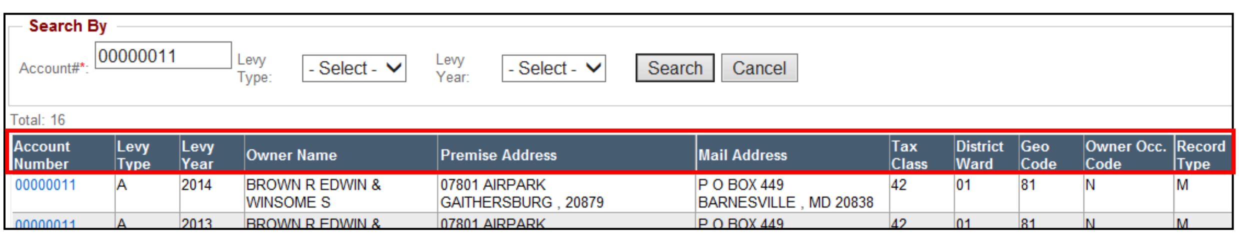


In this example, upon searching for Account #00000011, a table populates with the account records for each levy year (dating back to 1999).



Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Address	Tax Class	District Ward	Geo Code	Owner Occ. Code	Record Type	Edit
00000011	A	2014	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2013	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG, 20879	P O BOX 449 BARNESVILLE, MD 20838	42	01	81	N	M	Edit
00000011	A	2012	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2011	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2010	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2009	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2008	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2007	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2006	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2005	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2004	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2003	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2002	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2001	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2000	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	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.

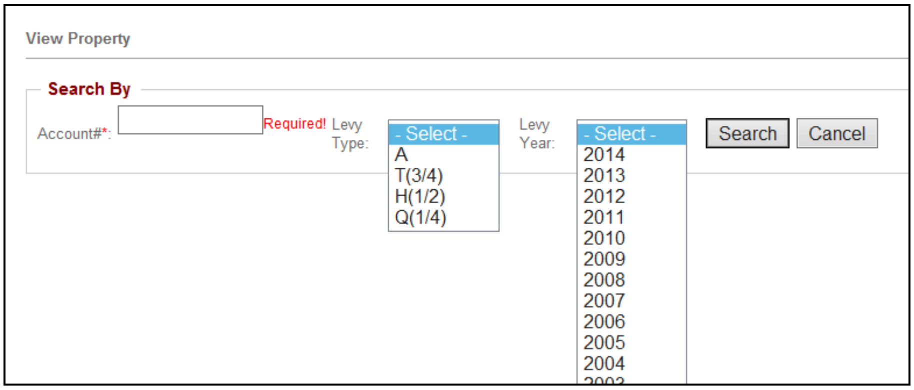


Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Address	Tax Class	District Ward	Geo Code	Owner Occ. Code	Record Type
00000011	A	2014	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M
00000011	A	2013	BROWN R EDWIN &	07801 AIRPARK	P O BOX 449	42	01	81	N	M

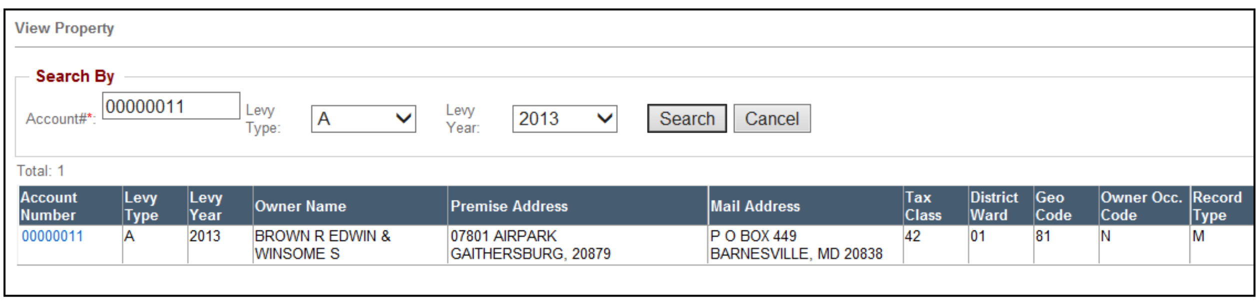
<u>Additional Notes:</u>

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. From the search results in the previous example, click the hyperlink in the Account Number column.

Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Addre
00000011	A	2014	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 44 BARNESVIL
00000022	A	2014	CASSIS JOHN D ET AL TR	18970 WOODFIELD GAITHERSBURG , 20879	701 HERITA GEORGETO
00000033	A	2014	O'DONNELL JOHN P	21411 WOODFIELD GAITHERSBURG , 20882	21411 WOO GAITHERSB

Upon clicking the hyperlink for account number "00000011", a new screen appears displaying the full record.

Search Property >> View Property

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:	AIRI
Type:	RD	City:	GAITHERSBURG	Zip:	20879-2333	Condo Unit:	
Deed Reference							

Select WSSC Functions

From the TAS Home Page, WSSC users have three options located under the "WSSC" tab:

1. View Charge Summary/Manage Charges
2. View Batch Error Log
3. View Transaction Change Log

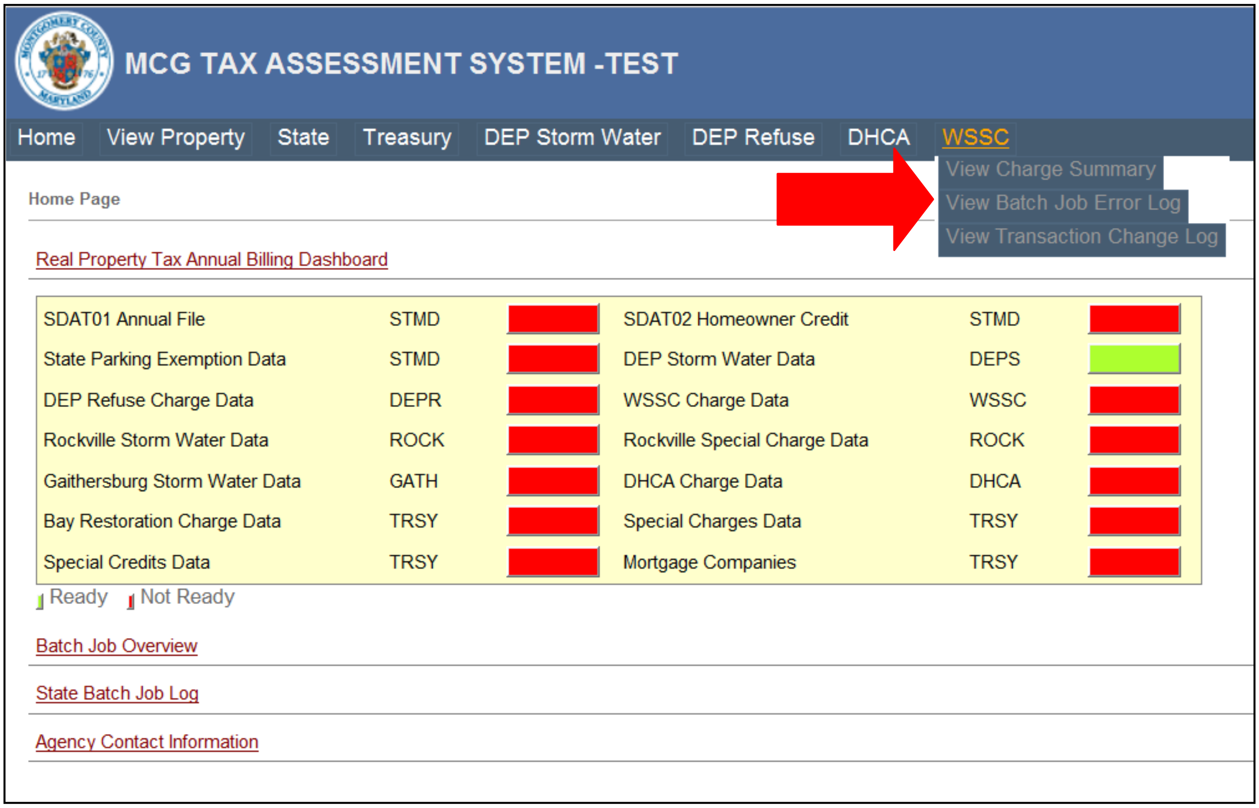
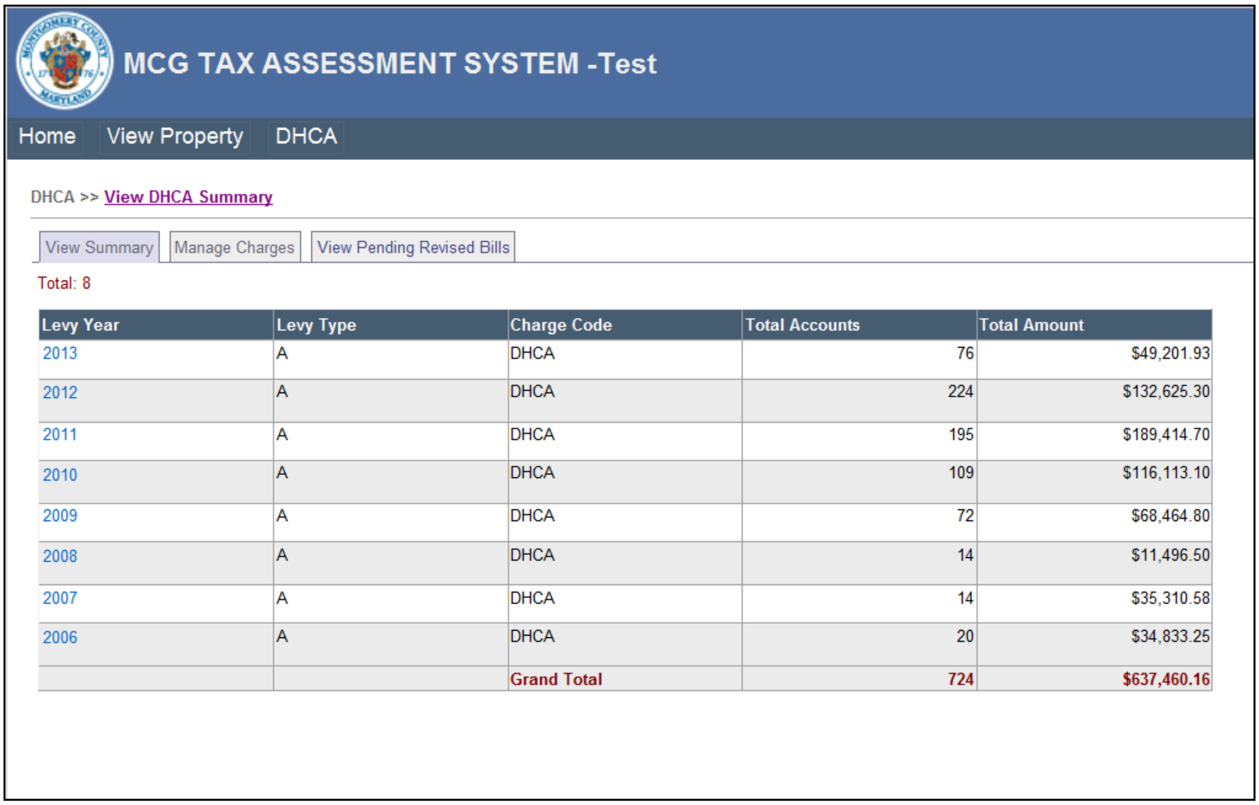


Figure 6 – Select WSSC Functions

Manage Charges

Upon selecting “View Charge Summary” from the WSSC menu, users are directed to a page with three tabs:

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



Levy Year	Levy Type	Charge Code	Total Accounts	Total Amount
2013	A	DHCA	76	$49,201.93
2012	A	DHCA	224	$132,625.30
2011	A	DHCA	195	$189,414.70
2010	A	DHCA	109	$116,113.10
2009	A	DHCA	72	$68,464.80
2008	A	DHCA	14	$11,496.50
2007	A	DHCA	14	$35,310.58
2006	A	DHCA	20	$34,833.25
		Grand Total	724	$637,460.16

Figure 7 – View Charge Summary/Manage Charges

View Summary

The first tab on the View/Manage WSSC screen is “View Summary”. The table within this tab displays total accounts, total Front Charge (CFF) Principle and Connection Charge (CCF) balances per levy year and type.

By clicking on the hyperlink in the “Levy Year” column, users are directed to the “Manage Charges” tab which will only provide data for the selected year.

WSSC >> Manage WSSC

View Summary | Manage Charges | View Pending Revised Bills

Total: 16

Levy Year	Levy Type	Total Accounts	Total CFF Principle	Total CFF Balance
2014	A	34447	$12,791,611.50	$52,229,280.02
2013	A	87708	$15,844,715.40	$52,354,444.72
2012	A	86897	$19,365,099.96	$64,400,030.74
2011	A	93600	$21,620,252.50	$79,005,923.65
2010	A	98805	$23,798,897.70	$94,692,848.92
2009	A	105787	$26,041,712.44	$111,189,711.71
2008	A	96044	$29,034,422.37	$128,527,705.34
2007	A	104427	$31,927,916.99	$147,720,717.53
2006	A	111897	$33,999,713.13	$167,916,407.10
2005	A	101180	$35,908,764.26	$187,681,257.69
	Grand Total	**920792**	**$250,333,106.25**	**$1,085,718,327.42**

Figure 8 – View Summary

Manage Charges

The second tab on the "Manage Charges" screen is "Manage WSSC Charges". Here, WSSC users may search for by a specific account number to view the charges on that accounts. Users can also search by charge type to review all accounts with either a front or connection charge in a given levy year.

In addition, users can add, edit, or remove a front or connection charge on a given account, and flag the bills for revision.

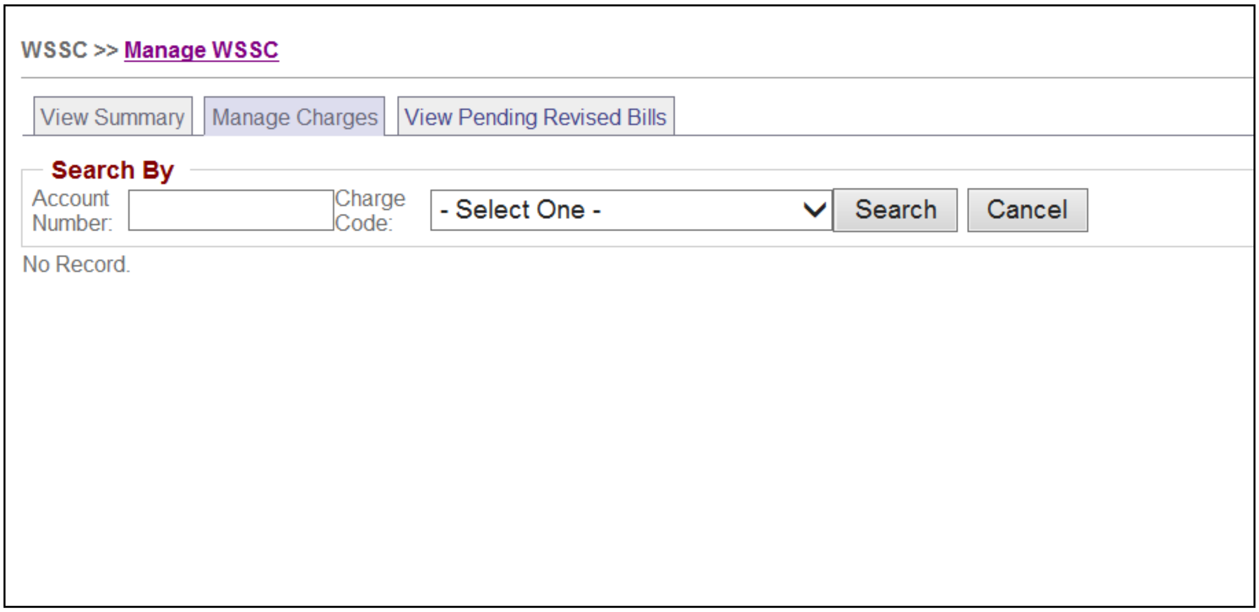
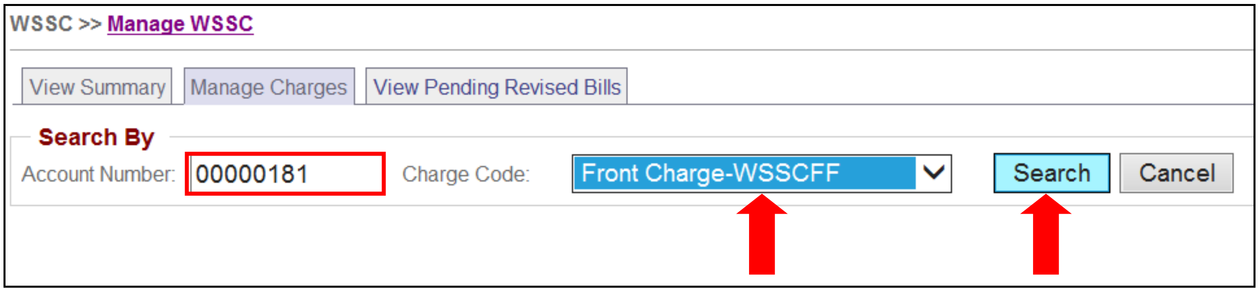


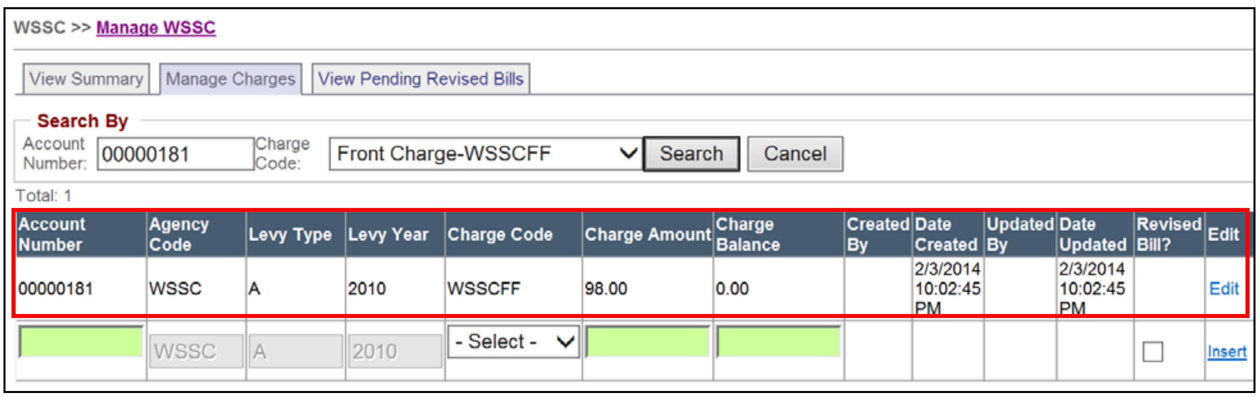
Figure 9 – Manage Charges

To search by Account Number

1. Enter an eight digit account number into the Account Number field.
2. Select a charge code from the drop down menu to narrow your search.



In this example, upon searching for Account #00000181, a table populates showing the charges on the account for the levy year selected on the View Summary screen (2010).



For each account, the table displays the account number, agency code, levy type and year, charge code and amount, balance, and history log.

Additional Notes:

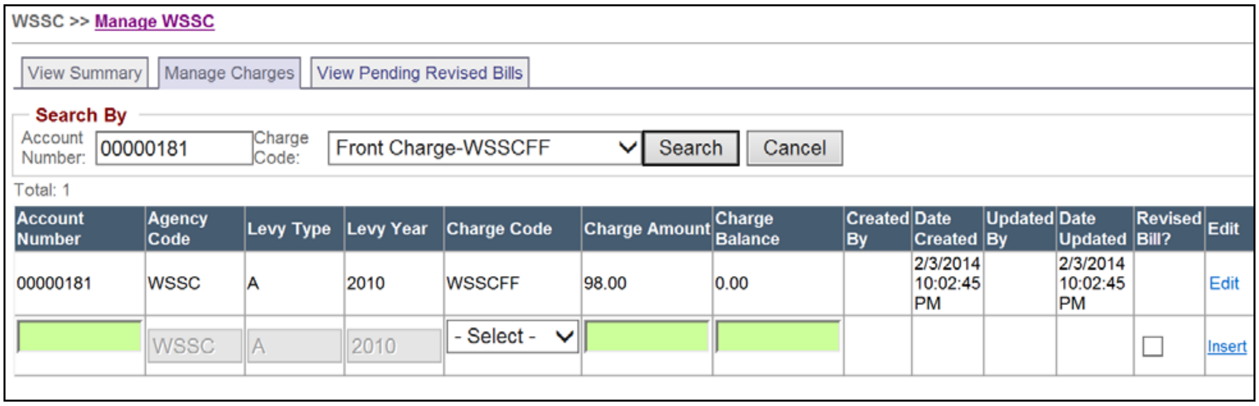
While this example used both, users may search by only one criterion: account number or charge code.

If users opt to provide only an account number, search results will include all charge codes pertaining to that account for the select levy year.

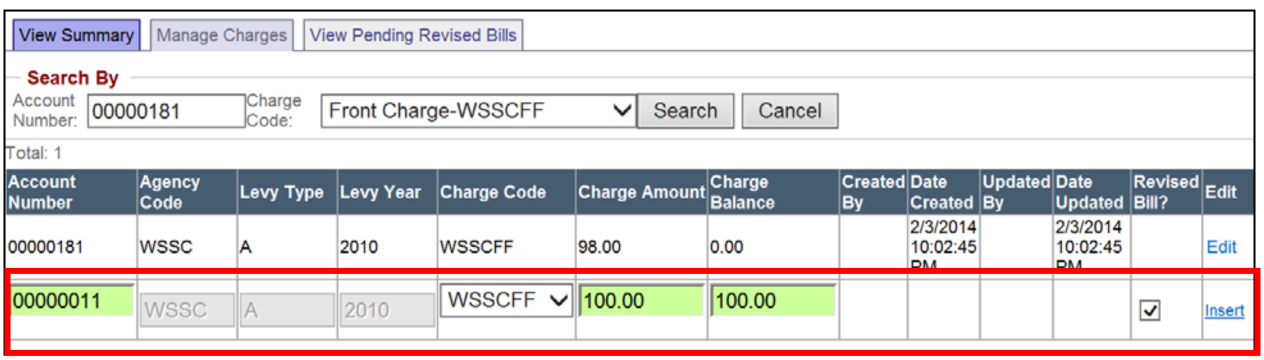
If users opt to provide only a charge code, search results will include all account records with that charge code in a given levy year.

To Add a Charge

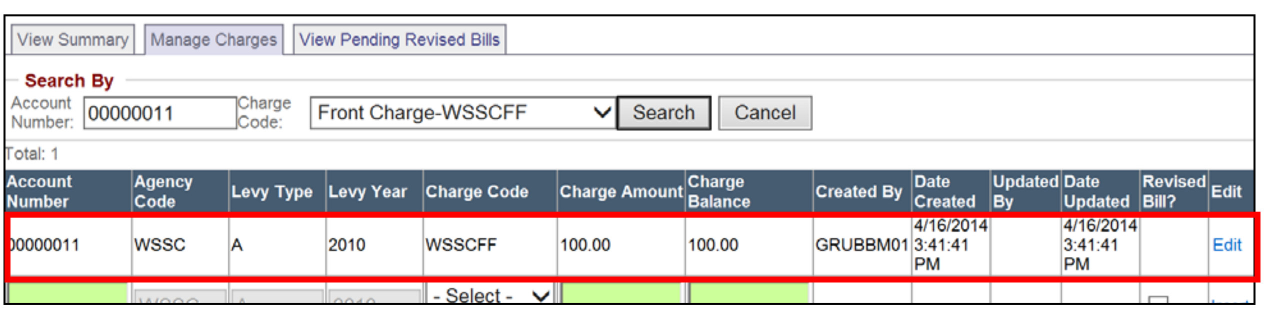
1. Navigate to the bottom of the “Manage Charges” table to find empty fields in the Account Number and Charge Amount and Charge Balance columns.



2. Click in the empty Account Number field and add the account number.
3. Select the appropriate Charge Code.
4. Click in the empty Charge Amount field and add the charge for that account.
5. Click in the empty Charge Balance field and add the charge for that account.
6. Check the box in the “Revised Bill?” column to flag for revision.
7. Click on the “Insert” hyperlink in the Edit column.

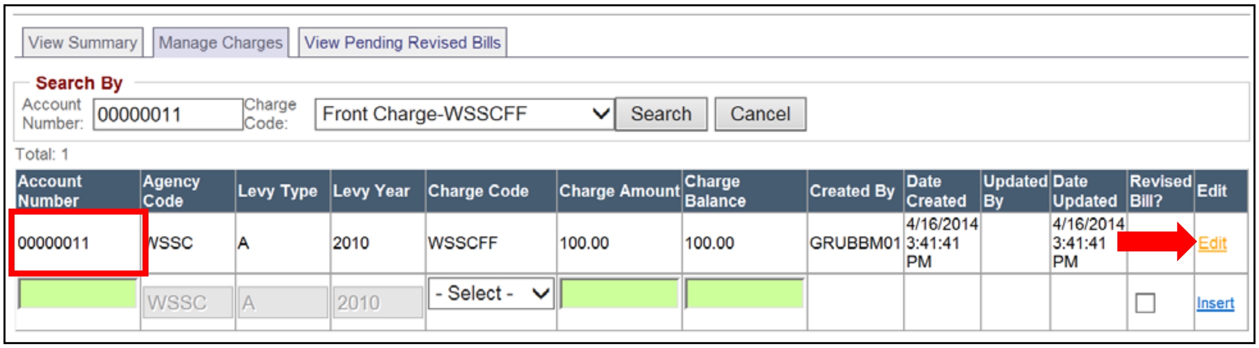


The new charge is added but does not populate in the table. Users must clear the search criteria by clicking “Cancel” in the search box and then search by account number. In this example we added a $100.00 front charge to Account #00000011.

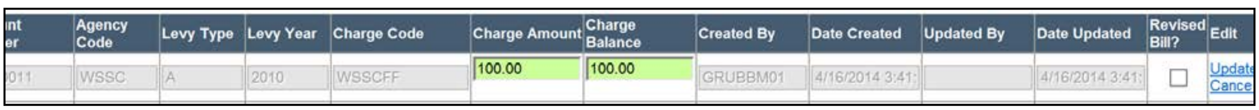


To Edit a Charge

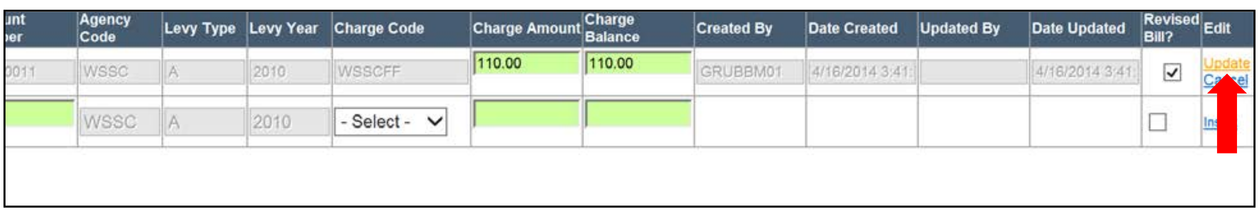
1. Identify the record you wish to modify. Click the "Edit" hyperlink in the Edit column in that row.



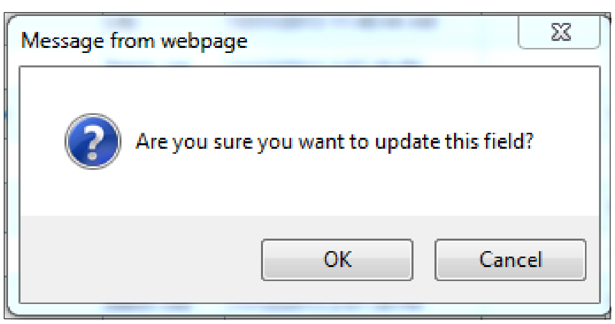
The Charge Amount field, Charge Balance field, and "Revised" checkbox will unlock for editing.



2. Edit the charge amount and check the box in the "Revised Bill" column to flag the revision for billing. Click the "Update" hyperlink in the Edit column. *Or select cancel.*



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



The changes process and are reflected in the table. In this example, we revised the charge amount and balance on Account #00000011 from $100 to $110.

The update history is also logged within the table.

Note: The modificaiton also appears in the susequent “View Pending Revised Bills” tab.

View Summary | Manage Charges | View Pending Revised Bills

Search By

Account Number: 00000011 Charge Code: Front Charge-WSSCFF [Search] [Cancel]

Total: 1

Account Number	Agency Code	Levy Type	Levy Year	Charge Code	Charge Amount	Charge Balance	Created By	Date Created	Updated By	Date Updated	Revised Bill?	Edit
00000011	WSSC	A	2010	WSSCFF	110.00	110.00	GRUBBM01	4/16/2014 3:41:41 PM	GRUBBM01	4/16/2014 3:57:25 PM		Edit
	WSSC	A	2010	- Select -							☐	Insert

To Remove a Charge

1. Follow the steps to edit a charge, except change the charge amount to $0.00, flag for revision, and select “Update”.

nt r	Agency Code	Levy Type	Levy Year	Charge Code	Charge Amount	Charge Balance	Created By	Date Created	Updated By	Date Updated	Revised Bill?	Edit
011	WSSC	A	2010	WSSCFF	0.00	0.00	GRUBBM01	4/16/2014 3:41:	GRUBBM01	4/16/2014 3:57:	☑	Update Cancel
	WSSC	A	2010	- Select -							☐	Insert

The change will be reflected in this table and in the subsequent “Pending Revised Bills” tab.

View Summary | Manage Charges | View Pending Revised Bills

Review all pending revised bill requests:

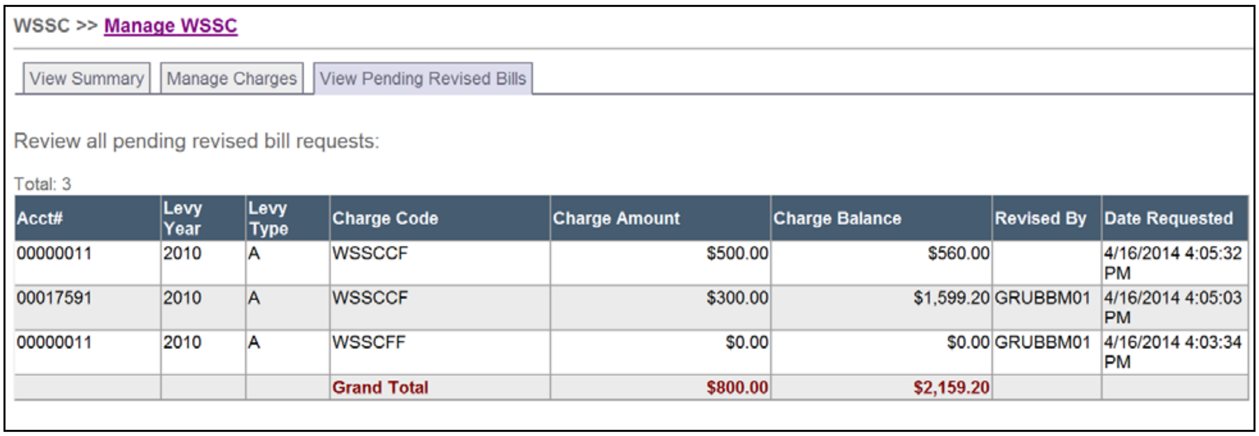
Total: 1

Acct#	Levy Year	Levy Type	Charge Code	Charge Amount	Charge Balance	Revised By	Date Requested
00000011	2010	A	WSSCFF	$0.00	$0.00	GRUBBM01	4/16/2014 4:03:34 PM
			Grand Total	$0.00	$0.00		

View Pending Revised Bills

The final tab on the “Manage Charges” screen is “View Pending Revised Bills”. When data is modified (i.e. account added, charge removed, charge edited) the pending revisions applicable to all levy years and charge codes are displayed here until processed.

Information in this table includes the account number, levy year and type, charge code and amount, and update information. It also provides a grand total of the pending revised charge amounts.



WSSC >> Manage WSSC

View Summary | Manage Charges | View Pending Revised Bills

Review all pending revised bill requests:

Total: 3

Acct#	Levy Year	Levy Type	Charge Code	Charge Amount	Charge Balance	Revised By	Date Requested
00000011	2010	A	WSSCCF	$500.00	$560.00		4/16/2014 4:05:32 PM
00017591	2010	A	WSSCCF	$300.00	$1,599.20	GRUBBM01	4/16/2014 4:05:03 PM
00000011	2010	A	WSSCFF	$0.00	$0.00	GRUBBM01	4/16/2014 4:03:34 PM
			Grand Total	$800.00	$2,159.20		

Figure 10 – View Pending Revised Bills

<u>Additional Notes:</u> If a charge code was edited, but was not flagged for revision, this change will not be picked up for revised billing (and therefore will not appear in this table).

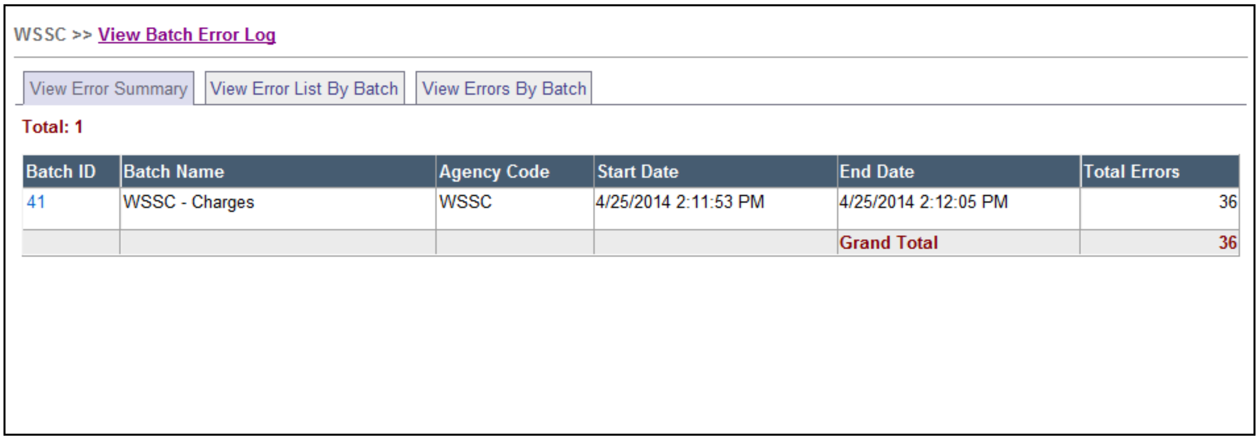
Only the most recent revision will appear in this table and be applied to the revised billing process.

View Batch Job Error Log

Upon selecting “View Batch Job Error Log” from the WSSC menu, users are directed to a page with three tabs:

1. View Error Summary
2. View Error List by Batch
3. View Errors by Batch

Each tab displays a table which provides information about errors related to the scheduled batch jobs. These inquiry screens serve only to provide information and do not have additional functionality built in.



Batch ID	Batch Name	Agency Code	Start Date	End Date	Total Errors
41	WSSC - Charges	WSSC	4/25/2014 2:11:53 PM	4/25/2014 2:12:05 PM	36
				Grand Total	36

Figure 11 – View Batch Job Error Log

View Error Summary

This table provides the batch ID, batch name, agency code, start & end date, and total amount of errors. By clicking on a hyperlink in the "Batch ID" column, users are directed to the "View Error List by Batch" tab.

WSSC >> View Batch Error Log

View Error Summary | View Error List By Batch | View Errors By Batch

Total: 1

Batch ID	Batch Name	Agency Code	Start Date	End Date	Total Errors
41	WSSC - Charges	WSSC	4/25/2014 2:11:53 PM	4/25/2014 2:12:05 PM	36
				Grand Total	**36**

Figure 12 – View Error Summary

View Error List by Batch

The "View Error List by Batch" tab displays all of the error lists pertaining to a given batch. Information in the table includes the batch ID and name, agency code, levy year, error code and description, error type, file name, creation date and total errors.

State >> View Batch Error Log

View Error Summary | View Error List By Batch | View Errors By Batch

Total: 3

Batch ID	Batch Name	Agency Code	Levy Type	Levy Year	Error Code	Error Desc	Error Type	Batch File	Date Created	Created By	Total Errors
41	WSSC - Charges	WSSC	A	2014	7002	Void Account Number	Critical	msummary.txt	4/25/2014 2:11:54 PM	ESB	19
41	WSSC - Charges	WSSC	A	2014	7003	Invalid Account Number	Critical	msummary.txt	4/25/2014 2:11:54 PM	ESB	11
41	WSSC - Charges	WSSC	A	2014	7005	No matching record on WSSC File	Non-Critical	msummary.txt	4/25/2014 2:11:57 PM	ESB	6
										Grand Total	**36**

Figure 13 – View Error List by Batch

In this example, Batch 41 has three associated batch error lists in TAS. By clicking on a hyperlink in the "Error Code" column, users are directed to the "View Error List by Batch"

Batch ID	Batch Name	Agency Code	Levy Type	Levy Year	Error Code	Error
41	WSSC - Charges	WSSC	A	2014	7002	Void Numb
41	WSSC - Charges	WSSC	A	2014	7003	Invalid Numb

View Errors by Batch

The “View Error by Batch” tab itemizes the errors pertaining to a specific error code. Information in the table includes the batch ID and name, account number, agency code, levy year, error code and description, error type, file name, and the date created.

State >> View Batch Error Log

View Error Summary | View Error List By Batch | View Errors By Batch

Total: 19

Batch ID	Account Number	Batch Name	Agency Code	Levy Type	Levy Year	Error Code	Error Desc	Error Type	Batch File	Date Created	Created By
41	00001755	WSSC - Charges	WSSC	A	2014	7002	Void Account Number	Critical	msummary.txt	4/25/2014 2:11:54 PM	ESB
41	00017990	WSSC - Charges	WSSC	A	2014	7002	Void Account Number	Critical	msummary.txt	4/25/2014 2:11:54 PM	ESB
41	00018004	WSSC - Charges	WSSC	A	2014	7002	Void Account Number	Critical	msummary.txt	4/25/2014 2:11:54 PM	ESB
41	00396897	WSSC - Charges	WSSC	A	2014	7002	Void Account Number	Critical	msummary.txt	4/25/2014 2:11:54 PM	ESB
41	00399903	WSSC - Charges	WSSC	A	2014	7002	Void Account Number	Critical	msummary.txt	4/25/2014 2:11:54 PM	ESB
41	00526548	WSSC - Charges	WSSC	A	2014	7002	Void Account	Critical	msummary.txt	4/25/2014	ESB

Figure 14 - View Errors by Batch

In this example, error code 7002 of batch 41 has nineteen associated errors. The same error (Void Account Number) has occurred on nineteen different accounts.

View Transaction Change Log

Upon selecting “View Transaction Change Log” from the WSSC menu, users are directed to an inquiry-only screen. The table on this page serves to provide WSSC with a full log of the transactions made to each account.

This screen displays the up-to-date information to include the account number, levy year and type, charge amounts, and charge codes. The log records the date created and updated in addition to the user who logged each change.

To search, users must provide the “Date From” and “Date To” as demarcated by the red asterisk (*). To narrow the search, users may also provide an account number and/or levy year.

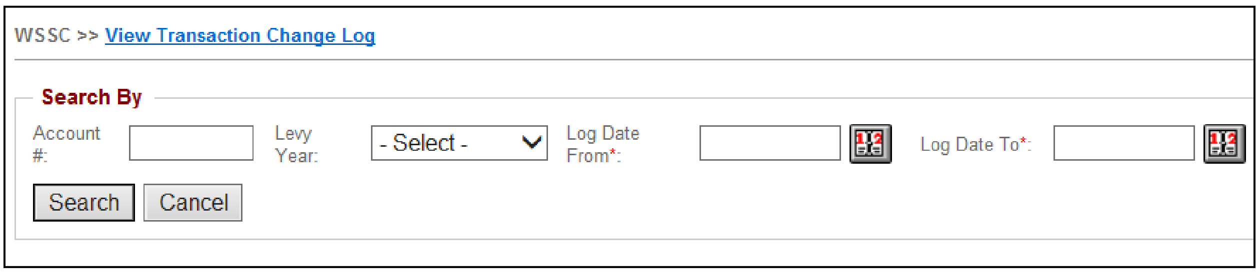
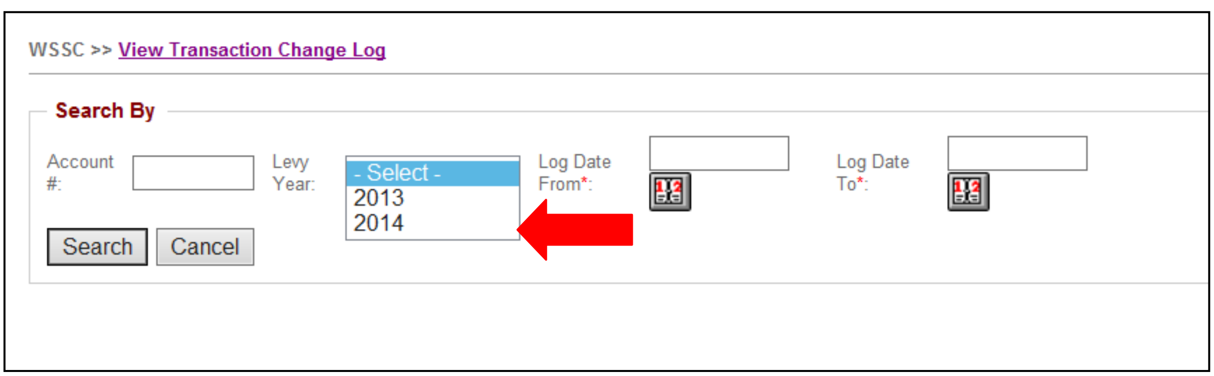


Figure 15 – View Transaction Change Log

<u>Additional Notes:</u> Users may preview data for another levy year by selecting from the drop down menu



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 1st to June 30th
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.

Acronym	Description
SDAT	The State of Maryland's "State Department of Assessment and 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