## Manually Entering Appeals

## Bring up the B&L

A	ACTION: 1=Post	: 2=Int 3=Modi	ify <b>4=D</b> etail !	5=Adj 6=A/O 7=BLQ 8=eXit 9:	=DT ?=Help
1	BLOCK	DIMENSION	PROP.CLASS.	PROPERTY OWNER'S NAME	
2	LOT	BLDG.DESCR.	BANK CODE	STREET ADDRESS	ZONING
3	QUALIF.	ADD.LOTS	SUB-BANK	CITY, STATE	ZIP
4	TAX I.D.	ACREAGE	REC-STATUS	LOCATION	TMP TXSRCH#
1	5	3.0000	2	DOPP, PAUL R	
2	6	1.5SST		RUE TENBOSCH 19, M.BOX 9	RR50
3				1000 BRUSSELS, BELGIUM	00000
4	258	3.0000 TAX		65 SIDNEY ROAD	1
2	LAND VALUE	2014 NET.TAX	DC TOTAL TAX	PAYER (IF NOT OWNER)	<u> — Due Today</u> <sub> </sub>
2	IMPROVMNTS	SP TAX	DO DEDUCTNS	INCARE (IF NOT OWNER)	
(	EXEMPTIONS	CO EXMPT.AMT	UD ZOIS NETX	PURCHASER   DEED DATE	
2	NET TAX VAL	DE SPLTX.AMT	CE PENALTYTX	FACILITY NAME	
2	185000	85/6./0	8200.41		
2	154000	0.00	0.00	1/17/11	
6	220000	-01 202 40	0403.01	1/1//11	
2		2 2 144 17	2 2 057 72	4 2 057 72 1 2 100 06	2 2 100 05
	2,144.10	2 2,144.17	2,057.73		2 2,100.95
2/			2,037.73	2,037.75 2,100.96	2,100.95
	2 144 18	2 144 17			
ť	(D	2,177.1/			
5	2 144 18	2 144 17			
	)TF ·	2,277.2/			
					the second se

Select 5=Adj

						ADJ	JSTM	EN	TS T	го	PE	250	NAL	PRC	PE	RTY	R	ECOR	D	67	30/1	5				
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#	IN	A٦	URE	OF	AD:	JUST	AS	SE	SSM	IT/	DA	YS	TOTA	L A	MT	1	st	QTR		2nd	QTR	3	rd (	TR	4th	QTR
										Т	OT/	ALS		0.	00		(	0.00	)	(	0.00		0.	00		0.00
#		NA	TUR	E 0	FAL	ววบรา	Г #	Ν,	ATU	RE	OF	AD	JUST	#	N.	٩TU	RE	OF	AD:	วบรา	Г #	NA	TURE	E OF	ADJ	UST
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	21	Ct	:y_A	ppe	al		12	Α	llov	N S	urv	v. s	р	22	ျင	anc	e I	Ove	er I	Paro	32					
	3	Re	em i t	tan	ce.		13	D	isa	110	w s	sur	v. sp	23							33					
	41	<u>A</u> !	ION	sr	. C11	C.	14	A	10	N D	158	abl	ed	124							34					
	21	23	sai	IOW	_sr.	. C1τ.	. 12	<u>р</u>	isa_	10	W L		able	123							35					
	잌	A	IOW	ve	tera	an	117		orc	IOS	ure	2		26	2						136					
	6	Y,	sa	IOW	-ver	cerai	1 10		O NO	25	US	2		2/							3/					
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	۶I	23	sai	IOW	ver	2	120	H	omes	ste	aq	ве	neti	29							39					
t	۷I	AI	IOW	WI	aow		20	١٢	ΓΥΓ	רט	SA	110	w Sr	120	'I						140					

Select 2 Cty Appeal press <enter>, enter the **New Assessment** press <enter> (for this example original is 339000 New Assessment is 300000)

The total Adjusted will be calculated for you (the date will be entered when you finish the adjustment)

					ADJU	JSTM	ENT	sт	0 P	ERS	ONA	LP	ROF	PER	TY R	ECO	٢D	6/3	0/1	5				
P	\CT	ION	: 2	Er	nter	Adj	#	or	R=R	emo	ve	Adj	M=	=Mo	dify	/ Adj	j Q1	tr C	)=Da1	te -	<ent< td=""><td>er&gt;</td><td>Exi</td><td>t</td></ent<>	er>	Exi	t
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£	N	ATUR		F AD	) TUST	- #	NA	TUR	FΟ	FΔ	חרס	ST	#	NA	TURF	OF	AD.	ามรา	- #	NA	TURF	OF	AD 1	IST
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5		tv 2	nne:	al I		12	41	low	Su	rv.	Sp		22	Ca	ncel	01	er F	aic	32					
	3 R	emit	tan	ce		13	Di	sal	low	Su	rv.	Sp	23						33					
4	A	11ov	v Sr	.cit		14	AI	low	Di	sab	led		24						34					
5	5 D	isal	low	Sr.	Cit.	15	Di	sa]	low	Di	sab	le	25						35					
e	5 A	11ov	v Ve	tera	เท	16	Fo	rc1	osu	re			26						36					
7	7 D	isal	llow	Vet	era:	n 17	Do	No	tυ	se			27						37					
8	3   A	11 ov	v Ver	t2		18	Tr	ans	to	ov	Pai	d	28						38					
9	) D	isal	llow	Vet	:2	19	Но	mes	tea	dВ	ene	fi	29						39					
LC	)   A	11ov	v Wie	dow		20	Pr	Yr	Dis	A]]	ow	Sr	30						40					

You can split the 966.81 between the 3rd and 4th if you wish or the whole amount can be put in the 4th. I recommend splitting 3rd and 4th. (you have to divide the 966.81 by 2 yourself)

Press <enter> till you get to the 3rd Q and type in 483.41, press <enter> the remainder will automatically be placed in the 4th and press <enter>.

If you want the 1st half of 2016 adjusted answer "Y" to Adjust 1st 1/2 Billing (Y/N)

Ad A #  1	JUST 1ST 1/2 Bill CTION : <mark>2 Enter /</mark> NATURE OF ADJUST Cty Appeal 0/00/00	ng Adj ASS	(Y/N) # or   ESSMN 300000	R=Remo T DAYS 0	ve Adj <mark> TOTAL</mark> 96	M= AM 6.8	Modify T  1st 1	⁄Adj QTR	Qtr [ 2nd	O=Dat	e <enter> 3rd QTR 483.41</enter>	Exit 4th QTR 483.40
				TOTAL	s	0.0	0	0.00	C	).00	0.00	0.00
#12345678910	NATURE OF ADJUST St Appeal Cty Appeal Remittance Allow Sr.Cit. Disallow Sr.Cit. Allow Veteran Disallow Veteran Allow Vet2 Disallow Vet2 Allow Widow	# 1   11 1   12 1   13 1   14 1   15 1   16 1   17 1   18 1   19 1   20 1	NATURI Disal Allow Disal Allow Disal Forclo Do Not Trans Homest PrYr I	E OF A low Wi Surv.: low Su Disab low Di: soure t Use to OV tead B DisAll	DJUST dow Sp rv.Sp led sable Paid enefi ow Sr	# 21 22 23 24 25 26 27 28 29 30	NATURE Cancel Cancel	OF A Deli Over	DJUS inq · Paic	# 31 32 33 34 35 36 37 38 39 40	NATURE OF	ADJUST

Press <enter> to exit the adjustment screen

AC	TION: 1=Post	: 2=Int 3=Modi	ify 4=Detail !	5=Adj 6=A/O 7=BLQ 8=eXi	t 9=DT ?=Help
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3				1000 BRUSSELS, BELGIU	м 00000
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5	LAND VALUE	2014 NET.TAX	DC TOTAL TAX	PAYER (IF NOT OWNER)	Due Today_
6	IMPROVMNTS	SP TAX	DO DEDUCTNS	INCARE (IF NOT OWNER)	
7	EXEMPTIONS	CO EXMPT.AMT	UD 2015 NETX	PURCHASER   DEED DAT	E
8	NET TAX VAL	DE SPLTX.AMT	CE PENALTYTX	FACILITY NAME	
5	185000	8576.70	8200.41		
6	154000		0.00		
7		0.00	8403.81	1/17/	11
8	339000	F01 203.40	0.00		
DUE	1 2,144.18	2 2,144.17	3 2,057.73	4 2,057.73 1 1,859.	25 2 1,859.25
BAL			1,574.32	1,574.33 1,859.	25 1,859.25
ADJ			483.41	483.40	
ТАХ	2,144.18	2,144.17	0.00	0.00	
I/D					
PD	2,144.18	2,144.17	0.00	0.00	
ΝΟΤ	E:				

Note the 3rd and 4th quarters.

The 1st 1/2 is changed but you will not see an adjustment since its just preliminary billing.