Manually Entering Appeals

Bring up the B&L

```
ACTION:  1=Post 2=Int 3=Modify 4=Detail 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
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 DATE
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
DUE1  2,144.18  2   2,144.17  3  2,057.73 4  2,057.73 1  2,100.96 2  2,100.95
BAL                            2,057.73    2,057.73    2,100.96    2,100.95
ADJ
TAX   2,144.18      2,144.17
I/D
PD    2,144.18      2,144.17
NOTE:
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Select 5=Adj

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           ADJUSTMENTS TO PERSONAL PROPERTY RECORD   6/30/15
ACTION :       Enter Adj # or R=Remove Adj M=Modify Adj Qtr D=Date <Enter> Exit
#|NATURE OF ADJUST  |ASSESSMNT|DAYS|TOTAL AMT| 1st QTR| 2nd QTR| 3rd QTR| 4th QTR




                        TOTALS    0.00       0.00      0.00      0.00      0.00

# |NATURE OF ADJUST |# |NATURE OF ADJUST|# |NATURE OF ADJUST|# |NATURE OF ADJUST
 1|St Appeal         11|Disallow Widow   21|Cancel Delinq   31
 2|Cty Appeal        12|Allow Surv.Sp    22|Cancel Over Paid 32
 3|Remittance        13|Disallow Surv.Sp 23                 33
 4|Allow Sr.Cit.     14|Allow Disabled   24                 34
 5|Disallow Sr.Cit.  15|Disallow Disable 25                 35
 6|Allow Veteran     16|Forclosure       26                 36
 7|Disallow Veteran  17|Do Not Use       27                 37
 8|Allow Vet2        18|Trans to OVPaid  28                 38
 9|Disallow Vet2     19|Homestead Benefi 29                 39
10|Allow Widow       20|PrYr DisAllow Sr 30                 40
```

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)

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)

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Adjust 1st 1/2 Billing (Y/N)
 ACTION : 2   Enter Adj # or R=Remove Adj M=Modify Adj Qtr D=Date <Enter> Exit
#|NATURE OF ADJUST |ASSESSMNT|DAYS|TOTAL AMT| 1st QTR| 2nd QTR| 3rd QTR| 4th QTR
1 Cty Appeal 0/00/00   300000        966.81                    483.41   483.40




                        TOTALS    0.00     0.00     0.00     0.00     0.00

# |NATURE OF ADJUST|# |NATURE OF ADJUST|# |NATURE OF ADJUST|# |NATURE OF ADJUST
 1|St Appeal        |11|Disallow Widow  |21|Cancel Delinq   |31|
 2|Cty Appeal       |12|Allow Surv.Sp   |22|Cancel Over Paid|32|
 3|Remittance       |13|Disallow Surv.Sp|23|                |33|
 4|Allow Sr.Cit.    |14|Allow Disabled  |24|                |34|
 5|Disallow Sr.Cit. |15|Disallow Disable|25|                |35|
 6|Allow Veteran    |16|Forclosure      |26|                |36|
 7|Disallow Veteran |17|Do Not Use      |27|                |37|
 8|Allow Vet2       |18|Trans to OVPaid |28|                |38|
 9|Disallow Vet2    |19|Homestead Benefi|29|                |39|
10|Allow Widow      |20|PrYr DisAllow Sr|30|                |40|
```

Press <enter> to exit the adjustment screen

```
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4   258          3.0000  TAX              65 SIDNEY ROAD            1
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7   EXEMPTIONS   CO EXMPT.AMT|UD|2015 NETX PURCHASER  | DEED DATE
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6       154000                       0.00
7                        0.00     8403.81                    1/17/11
8       339000   F01    203.40        0.00
DUE1  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
TAX   2,144.18      2,144.17        0.00         0.00
I/D
PD    2,144.18      2,144.17        0.00         0.00
NOTE:
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Note the 3rd and 4th quarters.
The 1st 1/2 is changed but you will not see an adjustment since its just preliminary billing.