

# Installing the Mod IV Master File

From the Keyprompt go to "TAX" ---> "TAX PROFFING" ---> "DUPLICAT MAINT"

Next select "Compare Duplict" and select the printer.

A screen similar to figure 1 will appear, put your "caps lock" key on



Figure 1

Select "D" for Define Fields and figure 2 will be displayed

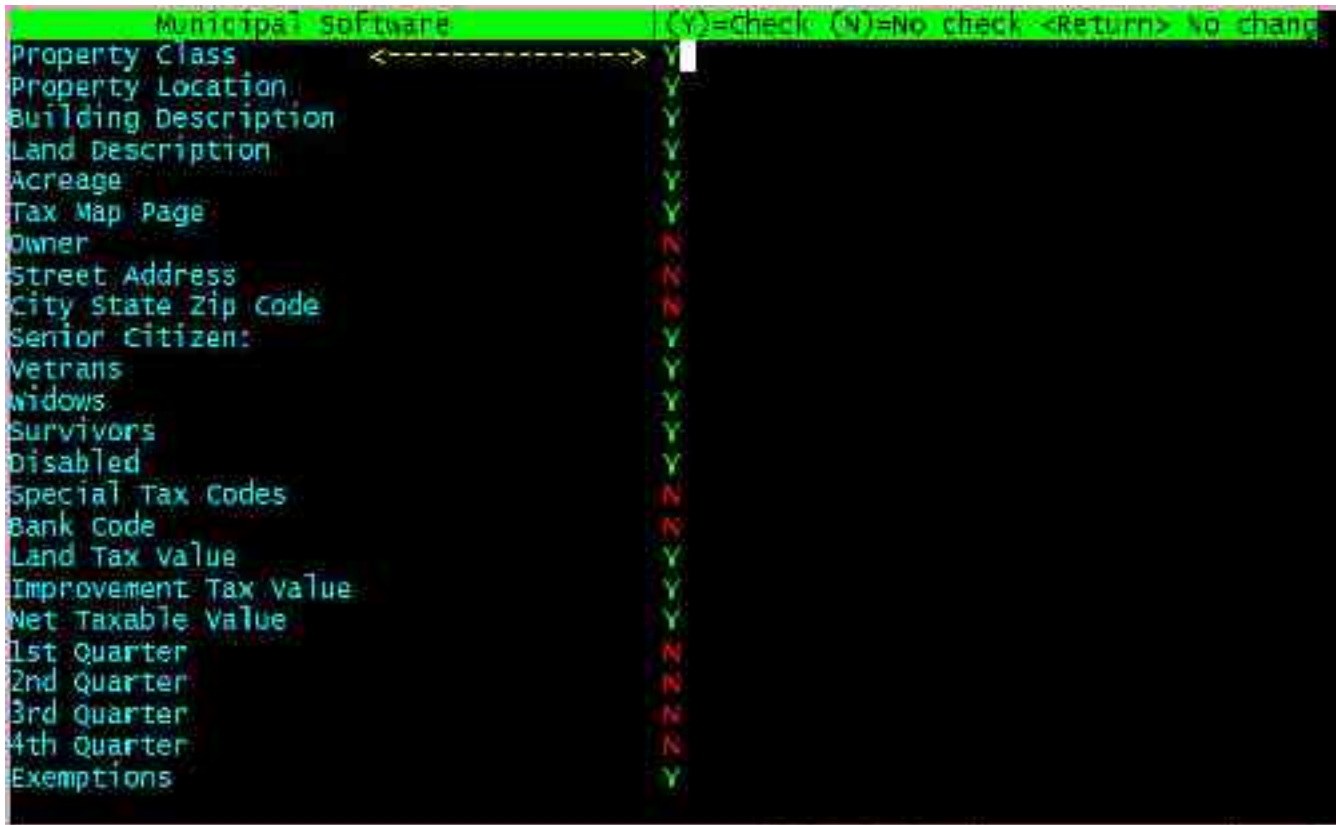


figure 2

Selecting "Y" (yes check this field) or "N" (do not check this field) will define which fields will be copied from the county data base it is recommended that the following fields be copied from the county data base as in figure 2. Its up to the individual Tax Collector if they want to accept the name and address changes as they may be a few weeks old. After selecting "Y" or "N" to the "Exemptions" field the main menu see figure 1 will be displayed.

Next select "R" run from the main menu and the file will be processed and a print out of the changes will be sent to the printer and will look similar to figure 3

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ADDED RECORD 6      2      QFARM  NEW ID 25171
ADDED RECORD 7     10.01  QFARM  NEW ID 25189
ADDED RECORD 17    11.01  NEW ID 25196
ADDED RECORD 17    11.01  QFARM  NEW ID 25206
ADDED RECORD 19     2.07  NEW ID 25213
ADDED RECORD 19     2.08  NEW ID 25220
ADDED RECORD 19     2.08  QFARM  NEW ID 25238
ADDED RECORD 35     5.01  QFARM  NEW ID 25245
ADDED RECORD 35.09  13      X      NEW ID 25252
ADDED RECORD 39     2.02  NEW ID 25260
ADDED RECORD 59     1.02  NEW ID 25277
ADDED RECORD 64     2.04  QFARM  NEW ID 25284
ADDED RECORD 76    34.01  NEW ID 25291
ADDED RECORD 81     8      QFARM  NEW ID 25301
ADDED RECORD 84     2.01  NEW ID 25319
  
```

```

CAN'T DELETE      6      2      Has Transactions Transfer Them First
CAN'T DELETE      7     10     QFARM Has Transactions Transfer Them First
DELETED          17     11     QFARM
DELETED          19     2
DELETED          35.09  8
DELETED          39     2.02  QFARM
CAN'T DELETE     63     64     Has Transactions Transfer Them First
CAN'T DELETE     63     65     Has Transactions Transfer Them First
CAN'T DELETE     63     66     Has Transactions Transfer Them First
CAN'T DELETE     63     67     Has Transactions Transfer Them First
CAN'T DELETE     76    34.01  QFARM Has Transactions Transfer Them First
DELETED          81     9      QFARM
DELETED          86     3.06  QFARM
DELETED          86     3.07  QFARM
DELETED          86     3.08  QFARM
DELETED          86     3.09  QFARM
DELETED
DELETED          3     6.02  QFARM
DELETED          19     2.07  QFARM
DELETED
  
```

Figure 3

If there are any messages "Can't Delete" you must "Z" Transfer the transaction (from the action line when you have the tax record on the screen) to another block and lot, then repeat this process until there are no more additions or deletions.

Next print a "page summary" from the key prompt "TAX" ---> "TAX PROOFING" ---> "Pagesum Report" The report should look similar to figure 4

Figure 4

Hopewell Township Tax Department Audit Report Summary For Month Ending  
January 2004 Mon Jan 19 12:38:43 EST 2004

Total Taxable Assessment		\$221,607,500.00
Total Util Taxable Assessment		\$ 1,090,464.00
Total Taxable A/O Assessment		\$ 0.00
Total Util A/O Assessment		\$ 0.00
Total Assesment		\$222,697,964.00
Total Tax Due Current Year		\$ 3,098,320.60
Special Taxes		\$ 0.00
Special Taxes Added/Omtt		\$ 0.00
Deductions		\$ 92,250.00-
Total Net Tax Due		\$ 3,006,070.60
Total Taxes Due Quarter 1	: \$	1,503,041.51
Total Taxes Due Quarter 2	: \$	1,503,029.09
Total Taxes Due Quarter 3	: \$	0.00
Total Taxes Due Quarter 4	: \$	0.00
Total Taxes Due Added/Omitted	: \$	0.00
Total Net Taxes Due By Quarter	: \$	3,006,070.60
Total Taxes Due 1st Half 2005	\$	0.00
Total Taxes Paid 1st Half 2005	\$	0.00
Total Taxes Paid Regular 2004	\$	44,406.64
Total Taxes Paid Added/Omitted	\$	0.00
Total Taxes Paid in 2004	\$	44,406.64
Total Prepaid Taxes in 2003	\$	69,200.29
Total Overpaid Records Applied to Curr Year	\$	7,376.63
Total Overpaid Refunded Current year Only	\$	0.00
Total Overpaid Transfer Current Year	\$	0.00
Total Current Year Tax Paid	\$	120,983.56

If your assessments and deductions are in "Proof" you are done, if not check them page by page until they are in proof.

**If your assessments and deductions are not correct your TAX BILLS will not be correct.**