November Abstract User Guide

For the

Division of Property Valuation

Requirements

Prepared by the
Abstract Section

Kansas Department of Revenue
Division of Property Valuation
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The Kansas Property Valuation Division exercise general supervision over ad-valorem policies and procedures, conducts valuation of state appraised properties and provides concise and timely property tax information. Property is appraised by county appraisers and taxes are collected at the county level.

Abstract information is used to create The Statistical Report of Property Assessment and Taxation. This report is published annually by the State Department of Revenue, Division of Property Valuation for the purposes of reporting information that pertains to assessment and tax. This report is divided into 3 sections, statewide statistics, county statistics and valuation and tax comparisons for the current and previous year.

PLEASE REVIEW THIS DOCUMENTS IN ITS ENTIRETY BEFORE BEGINNING TO USE THE PROGRAM.

NOVEMBER ABSTRACT CERTIFICATION

The November abstract is the ad valorem tax levy, the in lieu of tax and the special assessments report that the county clerk is required to submit to the Division of Property Valuation. K.S.A. 79-1806 requires the county clerk to transmit to the Director of Property Valuation, on forms to be prepared and supplied by the director, a statement showing the total amount of taxes levied in the county for all purposes. This abstract will report the valuation used to compute the final tax levy rate pursuant to K.S.A. (1996 Supp.) 79-1803 that included the late filing personal property penalty (pursuant to K.S.A. (1996 Supp.) 79-332a, 79-1422, and 79-1427a) and the total taxes assessed on the tax roll (before removing the cancelled tax under $5).

The deadline for certification of the November abstract is on or before November 15th of each year pursuant to K.S.A. 79-1806. If you are unable to meet the deadline for submitting your abstract, please contact the director in writing before November 15th. State your reason(s) for the delay and the date you expect to certify. K.S.A. (1996 Supp.) 79-1605 states, "If any county clerk shall refuse or neglect to properly prepare an abstract of the assessment roll of the county and forward the same to the Director of Property Valuation, as required by law, he or she hall forfeit to the state the sum five hundred dollars…"

CERTIFICATION REQUIREMENTS

- 16/20M Distribution *Abstract* (Excel)
- Statement of Taxes Levied Against Public Utility Property *Abstract* (LAPUP) (Excel)
- Neighborhood Revitalization Program *Abstract* (NRA) – On-line version. Sign, date and affix your official seal
- Value, Tax, and Levy *Abstract* – Summary Signoff. Sign, date, and affix your official seal.
- 16/20M Tagged Vehicle Summary *Abstract* – Sign, date, and affix your official seal
- Watercraft Summary *Abstract* – Sign, date, and affix your official seal.
- Fund Distribution *Reports*
    - County
    - City
    - Township
    - Schools
    - Miscellaneous Districts
    - Table 1
    - Special Assessments
    - Table 2
- Tax District Report
- Final Review
- Levy Sheet (10 copies)

EMail in the following documents to the address below:

- ✓ Summary Signoff
- ✓ Heavy Trucks Signoff (16/20M Tagged Vehicle Abstract)
- ✓ Watercraft Signoff
- ✓ State and County Report
- ✓ City Report
- ✓ Township Report
- ✓ Schools Report
- ✓ Miscellaneous District Report
- ✓ Table 1
- ✓ Special Assessment Report
- ✓ Table 2
- ✓ First and last pages of the Tax District Report
- ✓ Fina Review (final copy after all errors are corrected)
- ✓ Levy Sheet (10 copies)
- ✓ Neighborhood Revitalization Abstract (on-line version)

EMAIL ADDRESS:

KDOR_PVD.ABSTRACT@KS.GOV

MAILING ADDRESS:

Kansas Department of Revenue
Division of Property Valuation
Abstract Section
PO Box 3506
Topeka, KS 66601-3506

Email the following Excel documents to KDOR_PVD.ABSTRACT@KS.GOV

- o 16/20M Distribution *Abstract* (Excel)

Email the following Excel documents to KDOR_PVD.ABSTRACT@KS.GOV

- o Statement of Taxes Levied Against Public Utility Property *Abstract* (LAPUP) (Excel)

After your November abstract files have been audited and any necessary corrections received, you will be notified by phone or email that the division is releasing your November abstract files.

INSTRUCTIONS

GENERAL INSTRUCTIONS

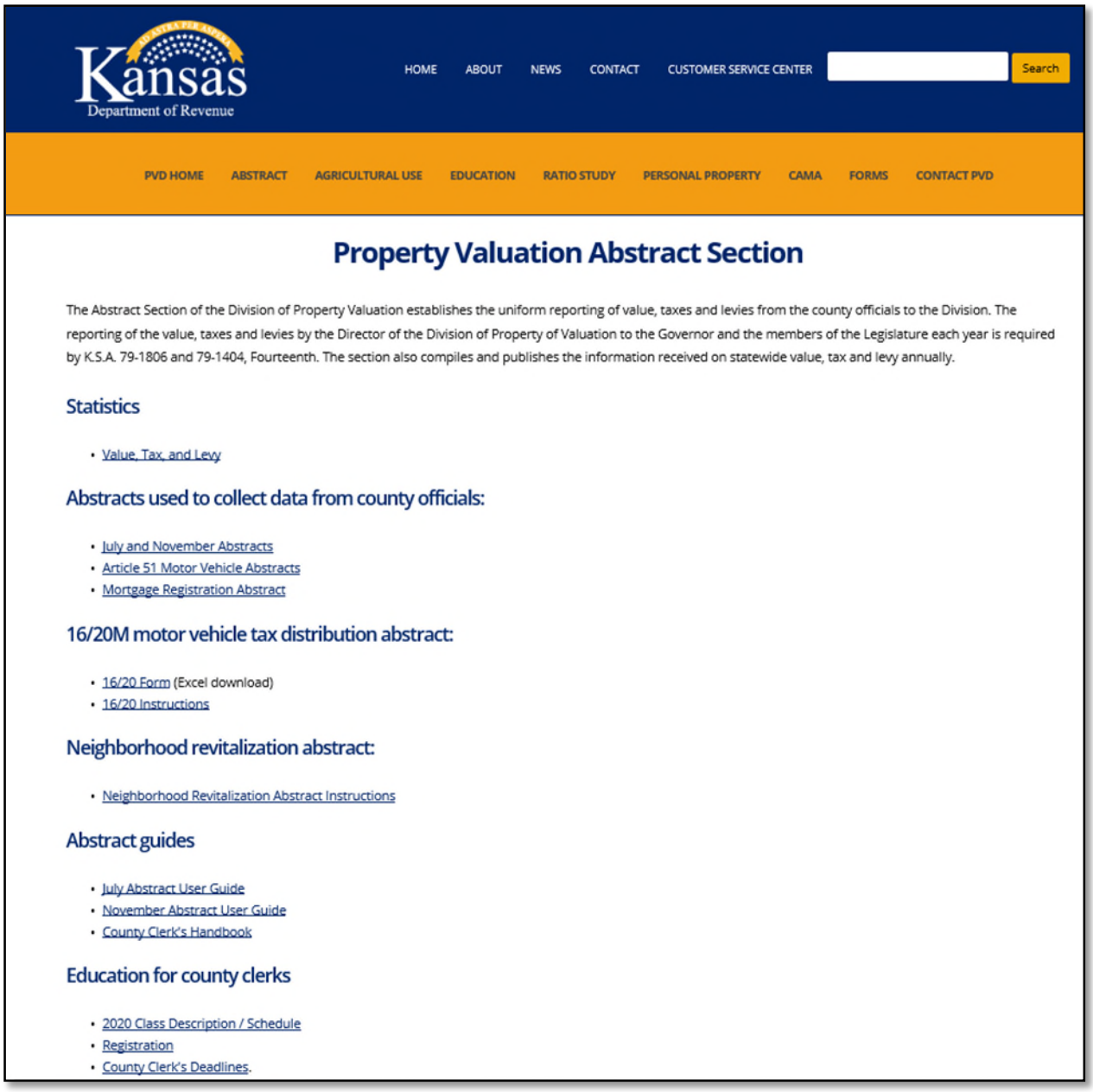
This program requires that you have Microsoft Internet Explorer. Access to the on-line November Abstract program is found on the Abstract Section's home page that is accessed from the KDOR website. The website is www.ksrevenue.org/pvdabstract.html. You are encouraged to add this website to your favorites by setting up a bookmark.

The user guides for July and November are available under '**Abstract Guides**' should you wish to read through them before beginning the abstract process.

To close any window on your PC, click on the '**X**' in the upper right-hand corner of the window. Another method is to pull down on the '**File**' menu and click on '**Close**'.

Clicking on the '**Back**' button at the upper left-hand corner of the window returns you to the previous screen.

To log into the abstract on-line application, go to "**Abstracts Used to Collect Data from County Officials**' and click on '**July and Nov. Abstracts**'.



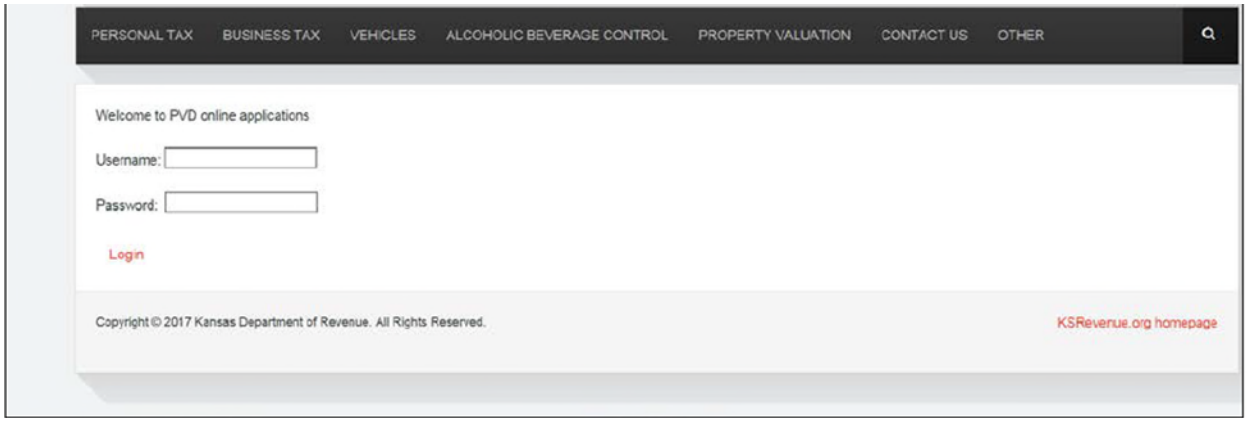
This loads the On-line Application Login Welcome screen. To log in, you must enter the username and password which you have used in the past.

Initially, a username and password was assigned by KDOR. This was you County Number and County Name. The box titled '**Username**' is clicked and the County Number (Example: 030) is entered as the Name. The box titled '**Password**' may be tabbed to or clicked on your current password is entered. If you have not changed your password. It would be your county name. If the username (county#)/password combination is invalid, an error message is displayed.

The Navigation Menu is at the top of the screen after you have logged in. Return to the Main Menu from any other menu by clicking on '**Home**'. Help information is available by clicking on '**Help**'. The July and November User

Guides are available at this location. KDOR contact information may be found by clicking on '**Contact Us**'. The password may be changed by clicking on '**Change Password**'. Clicking on the **'Logout**' button returns you to the PVD online applications log-in page.

Enter you Username and Password, then click on '**Login**' to login to the July and November Abstracts.



CHANGE PASSWORD

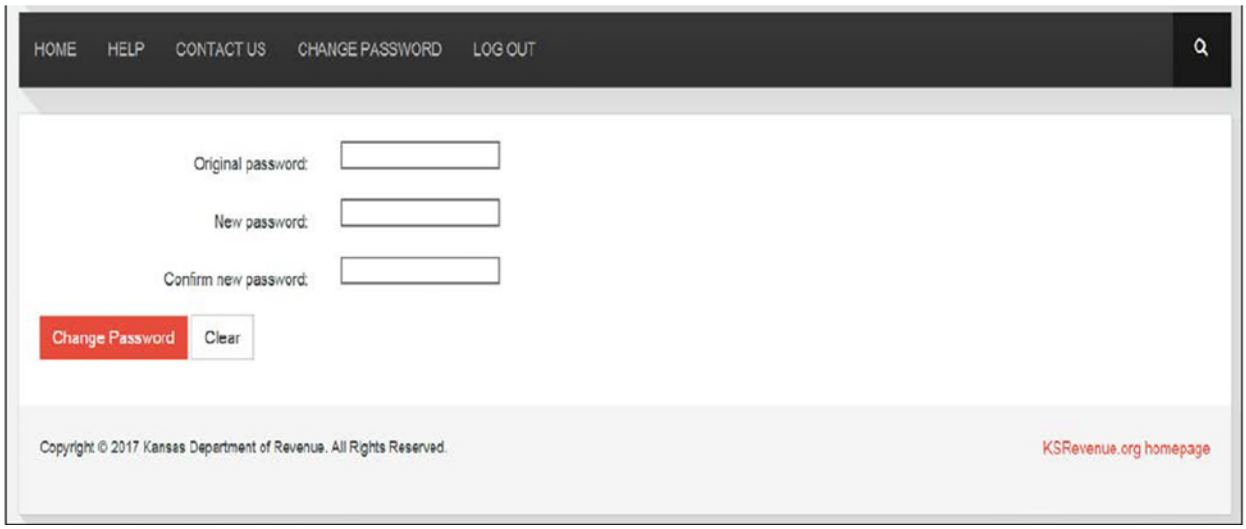
For security, purposes the department-assigned password should be changed, but changing the password is not required. To change the password, click on the '**Change Password**' button in the Navigation Menu.

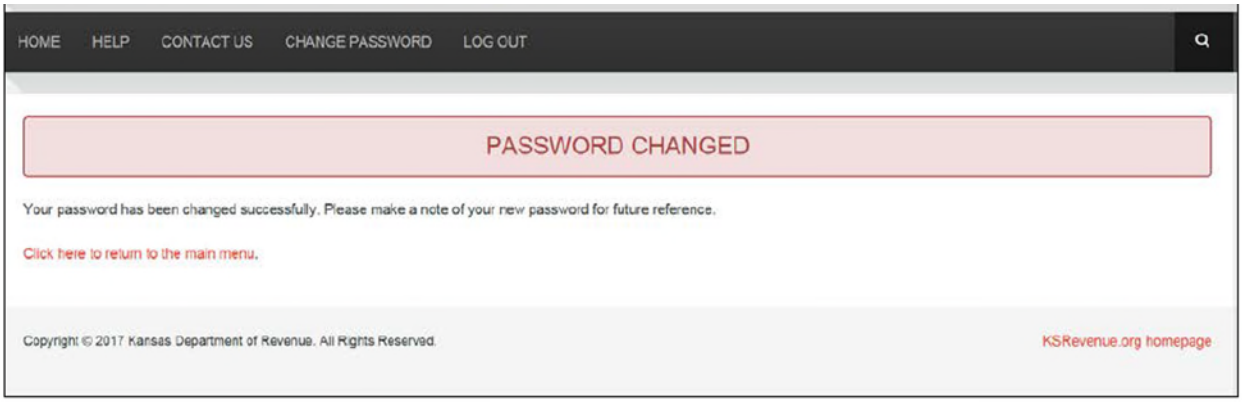
To change the password:

1. Enter the current password in the box titled '**Original password**'. An error message is returned if the password does not match the current password.
2. Enter the new password in the box titled '**New password**'. The new password must be at least 4 characters long and must consist of only numbers and letters. Error messages appear to advise of password composition mistakes.
3. Enter the new password again in the box titled '**Confirm new password**'.
4. Click on the '**Change Password**' button to save the new password.
5. To start over or correct errors, click on the '**Clear**' button to clear what has been entered and begin again.

A confirmation screen is displayed when the password has been changed and successfully. Remember your username and password for future use. However, if you forget the password, you may call the PVD Abstract Section for the password or to reset it if you have been locked out.

Because the county appraiser also uses the secure log-in site, please inform your county appraiser if the password is changed.





Click on '**Home**' on Navigation Menu at the top of the screen to continue.

MAIN MENU

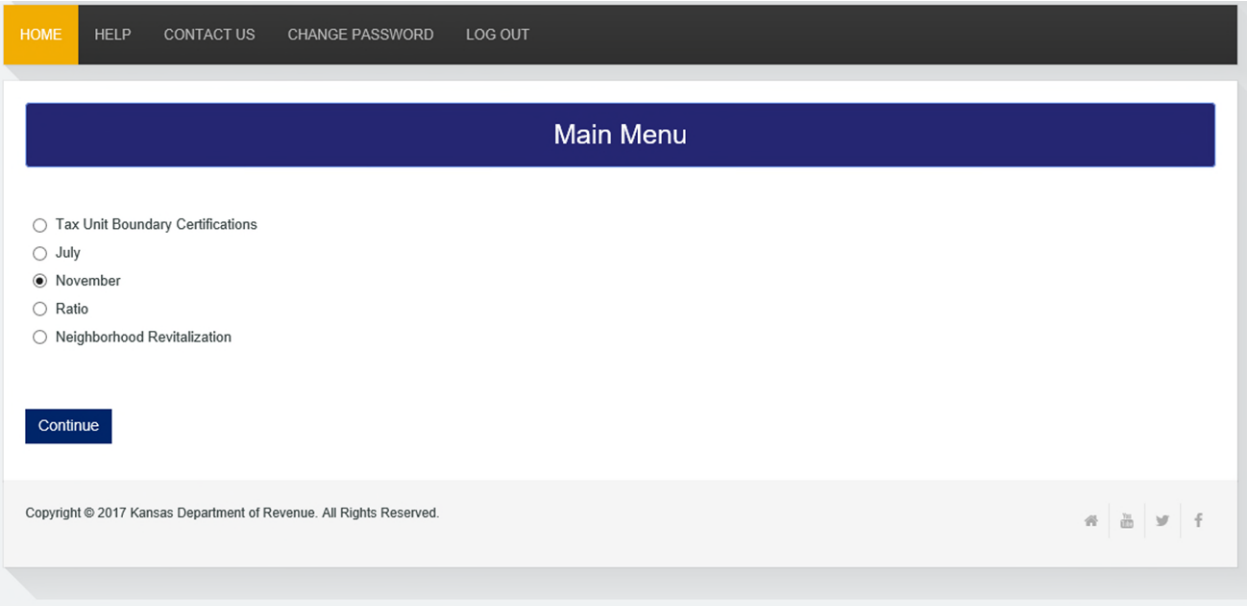
You are now at the On-line Application Menu. There are '**Tax Unit Boundary Certification**', '**November**', '**Neighborhood Revitalization**' and '**Ratio**' radio button as well as a red '**Continue**' button remain available until all counties have successfully uploaded their November abstracts. It is then closed until the following October.

The '***July***' *radio button is visible here because this is the test site. Normally, '**July**' is only visible during the months of June, July, and August.*

The '**November Abstract Users Guide'** and the '**July Abstract Users Guide**' are available by clicking on '**Help**' on the Navigation Menu. Instructions are also available on the '**Help**' page for '**Tax Unit Boundary Certification**' and '**Neighborhood Revitalization**'. The '**Ratio**' radio button is to upload information for the Ratio Studies complied by your county appraiser and its use will not be addressed here.

The Navigation Menu is available at the top of the menu screen. Throughout your work, you may logout and return to the On-line Application Login Welcome screen by clicking on '**Logout**'. You may return to this main menu page at any time by clicking on '**Home**'.

Click on the '**November**' radio button then click the '**Continue**' button.



WINDOW OVERVIEW

RADIO BUTTON	DESCRIPTION
Upload November Personal Property File	The files necessary for execution of the 'Upload November Personal Property' button are the pn1.txt and the pn2.txt. The path names are on the upload screen. Click on the first 'Browse' button to open the 'Choose file' dialogue box and find pn1.txt on your computer using the path name on the upload screen. Double click on the file to select it and it appears in the first box on the upload screen. Click on the second 'Browse' button to open the 'Choose file' dialogue box and find the pn2.txt. Double click on the file to select it and it appears in the second box on the upload screen. Now click the 'Upload' button to upload both files simultaneously. Click 'Back' to return to the menu.
Upload November Real Property File	The files necessary for execution of the 'Upload November Real Property' button are the rn1.txt and the rn2.txt. The path names are on the upload screen. Click on the first 'Browse' button to open the 'Choose file' dialogue box and find rn1.txt on your computer using the path name on the upload screen. Double click on the file to select it and it appears in the first box on the upload screen. Click on the second 'Browse' button to open the 'Choose file' dialogue box and find the rn2.txt. Double click on the file to select it and it appears in the second box on the upload screen. Now click the 'Upload' button to upload both files simultaneously. Click 'Back' to return to the menu.
Upload November Heavy Truck File	The file necessary for the execution of the 'Upload November Heavy Truck File' button is the pvhtn.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose file' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click the 'Back' button to return to the menu.
Upload November State and County File	The file necessary for the execution of the 'Upload November State and County File' button is the stecnty.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November City File	The file necessary for the execution of the 'Upload City File' button is the city.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Township File	The file necessary for the execution of the 'Upload November Township File' button is the township.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November	The file necessary for the execution of the 'Upload November Schools File' button is the schools.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on

Schools File	the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Miscellaneous Districts File	The file necessary for the execution of the 'Upload November Miscellaneous Districts File' button is the miscdist.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Table 1 File	The file necessary for the execution of the 'Upload November Table 1 File' button is the table1.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Specials File	The file necessary for the execution of the 'Upload November Specials File' button is the specials.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Table 2 File	The file necessary for the execution of the 'Upload November Table 2 File' button is the table2.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Tax District File	The file necessary for the execution of the 'Upload November Tax District File' button is the taxdst.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
Upload November Watercraft File	The file necessary for the execution of the 'Upload November Watercraft File' button is the pvwtrcftn.txt and its path name is on the upload screen. Click on the 'Browse' button to open the 'Choose File' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the 'Upload' button to upload the file. Click on the 'Back' button to return to the menu.
View Reports	After the twelve files have been uploaded, click on the 'View Reports' button. This opens the 'PVD Abstracts Reports Menu' window. ➢ Click the ‘Summary Signoff’ then ‘Show Report’ to open and print your ‘Summary Signoff’. Verify the

	information on your 'Summary Signoff'. ➢ Click the 'Heavy Trucks Signoff' and 'Show Report' to open and print your 'November Abstract of 16/20M Heavy Trucks.' Verify the information on the abstract. ➢ Click the 'Watercraft Signoff' and 'Show Report' to open and print your 'November Abstract of Watercraft.' Verify the information on the abstract. ➢ Click the 'Heavy Trucks' and 'Show Report' a dialog box opens offering to 'Open', 'Save', or 'Save As' the file. It is <u>not</u> necessary to mail in this report. ➢ Click 'Final Review' to check for errors in the distribution reports, Table 1 and Table 2. After all errors are corrected the 'Final Review' is printed to mail in. ➢ Click on the 'State and County' and 'Show Report' to open and print your 'State and County Report'. Verify the information on this report: the distributions, the SAC codes, and the K.S.A. numbers ➢ Click on the 'City' and 'Show Report' to open and print your 'City Report'. Verify the information on this report: the distributions, the SAC codes, and the K.S.A. numbers. ➢ Click on the 'Township' and 'Show Report' to open and print your 'Township Report'. Verify the information on this report, the distributions, the SAC codes, and the K.S.A. numbers. ➢ Click on the 'Schools' and 'Show Report' to open and print your 'Schools Report'. Verify the information on this report, the distributions, the SAC codes, and the K.S.A. numbers. ➢ Click on the 'Misc. Districts' and 'Show Report' to open and print your 'Miscellaneous Districts Report'. Verify the information on this report, the distributions, the SAC codes, and the K.S.A. numbers. ➢ Click on the 'Table 1' and 'Show Report' to open and print your 'Table 1'. Verify the information on this report – that the distributions match the individual distribution reports. ➢ Click on the 'Special Assessments' and 'Show Reports' to open and print your 'Special Assessments Report'. Verify the information on this report. ➢ Click on the 'Table 2' and 'Show Report' to open and print your 'Table 2'. Verify the information. ➢ Click on the 'Taxing Districts' and 'Show Report' to open and print your 'Taxing Districts Report'. Verify the information on this report: that total value matches summary signoff and total taxes are very close.
Edit November Heavy Trucks File	Click on the 'Edit November Heavy Trucks File' button to view and edit the Heavy Truck file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November State/County	Click on the 'Edit November State and County File' button to view and edit the State and County file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November City File	Click on the 'Edit November City File' button to view and edit the City file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Township File	Click on the 'Edit November Township File' button to view and edit the Township file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Schools File	Click on the 'Edit November Schools File' button to view and edit the Schools file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.

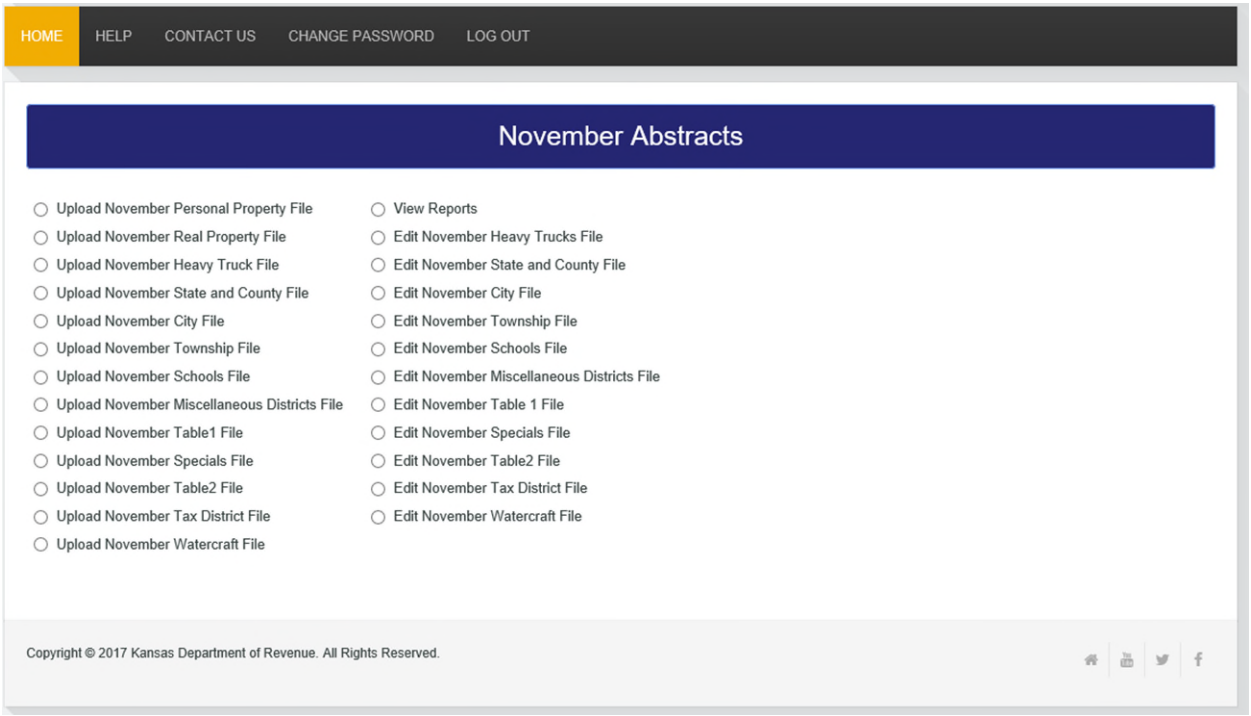
Edit November Miscellaneous Districts File	Click on the 'Edit November Miscellaneous Districts File' button to view and edit the Miscellaneous Districts file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Table 1 File	Click on the 'Edit November Table 1 File' button to view and edit the Table 1 file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November/ Specials File	Click on the 'Edit November Specials File' button to view and edit the Specials file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Table 2 File	Click on the 'Edit November Table 2 File' button to view and edit the Table 2 file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.
Edit November Tax District File	Click on the 'Edit November tax District File' button to view and edit the Tax District file. Each page is a taxing unit. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each change. Use the page number drop-down box to go to another taxing unit. Click 'Add' to add a new taxing district. Enter the tax unit number where the new tax district belongs; click 'Continue'. Enter information on new tax district then click 'Submit'. Click the 'Back' button to return to the menu.
Edit November Watercraft File	Click on the 'Edit November Watercraft File' button to view and edit the Watercraft file. Click on the 'Edit' to edit information on that line. Click on the 'Update' button to update the file with each line/record edited. Click 'Add' to add a new taxing record (taxing unit); click 'Add' again to include new taxing unit. Click the 'Back' button to return to the menu.

NOVEMBER UPLOAD INSTRUCTIONS

This section gives a list of the fifteen files that need to be uploaded to KDOR for November, as well as optional edit buttons. The button, '**View Report**', is used for printing the three signoffs and ten reports necessary for the November Abstract.

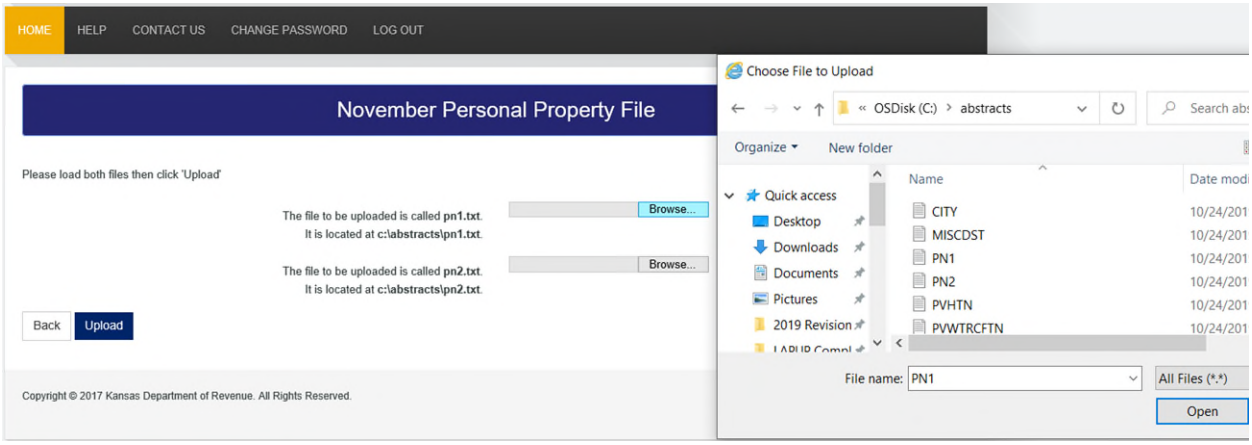
- Upload November Personal Property File
- Upload November Real Property File
- Upload November Heavy Truck File
- Upload November State and County File
- Upload November City File
- Upload November Township File
- Upload November Schools File
- Upload November Miscellaneous Districts File
- Upload November Table 1 File
- Upload November Specials File
- Upload November Table 2 File
- Upload November Watercraft File
- (unused)
- View Report
- Edit November Heavy Truck File
- Edit November State and County File
- Edit November City Files
- Edit November Township File
- Edit November Schools File
- Edit November Miscellaneous District File
- Edit November Table 1 File
- Edit November Specials File
- Edit November Table 2 File
- Edit November Tax District File
- Edit November Watercraft File

When any of the first thirteen selections are chosen, an upload screen appears. As this point in the process, the correct file must be selected that corresponds to the file to be uploaded. The upload process will not complete successfully if the selected file does not correspond with the upload button selected. Only files pertinent to your county are visible and able to be selected. Printing a list of the files and checking them off as you upload them will help you to keep track of where you are in the upload process.



For each upload, find and select the file on your computer, locating it with its pathname. Clicking on the '**Browse**' button in the upload window opens the '**Choose File to Upload**' dialog box (shown below). Using this dialog box:

- Click on Documents in Libraries to locate the '**Abstracts**' folder.
- The files are available for selection from the '**Abstracts**' folder. After finding this path for the first time, you are returned to this folder when '**Browse**' is clicked again.



The Kansas Department of Revenue (KDOR) On-line November Abstract program allows Kansas Counties to upload and edit their data on-line. Each county must have the following files created by a vendor before executing the November Abstract Program.

The personal property file names for November are **pn1.txt** and **pn2.txt**. The November real property files are identified as **rn1.txt** and **rn2.txt**. These four files are used when generating the '**Summary Signoff**'.

Additionally, eleven (11) more files are required to create the remaining signoff reports. A vendor must create these files. The files and their corresponding signoff and reports are listed below.

FILE NAME	REPORT NAME
Pvhtn.txt	Heavy Truck (16/20M) Signoff
SteCnty.txt	State and County Report
City.txt	City Report
Township.txt	Township Report
Schools.txt	Schools Report
MiscDisc.txt	Miscellaneous Districts Report
Table1.txt	Table 1 Report
Specials.txt	Specials Report
Table2.txt	Table 2 Report
TaxDst.txt	Tax District Report
Pvwtrcftn.txt	Watercraft Signoff

When a file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. Any file may be uploaded as often as is necessary. Each successful upload **overwrites** the data from the last upload. The Navigation Menu is again available at the top of the screen.

Remember to upload the files in order listed. If the file does not exist when you click on the '**Upload**' button, an error message is displayed. This message tells you that the file does not exist.

If the county number identifying the data on the file does not match the county number used to log in, an error message will be received when any file is uploaded. This error message reads 'Invalid County Number' and warns you that the two county numbers are mismatched. You should contact your vendor to correct the county identifier on the files.

NOTE: If an error is found in your real and/or personal property files, you must make the correction in your tax administration file and recreate the file or files in error using the instructions provided by your vendor. For the remaining files, you may make corrections from the edit screens in the program. However, this only changes the files that you are sending to KDOR and **not your original files.**

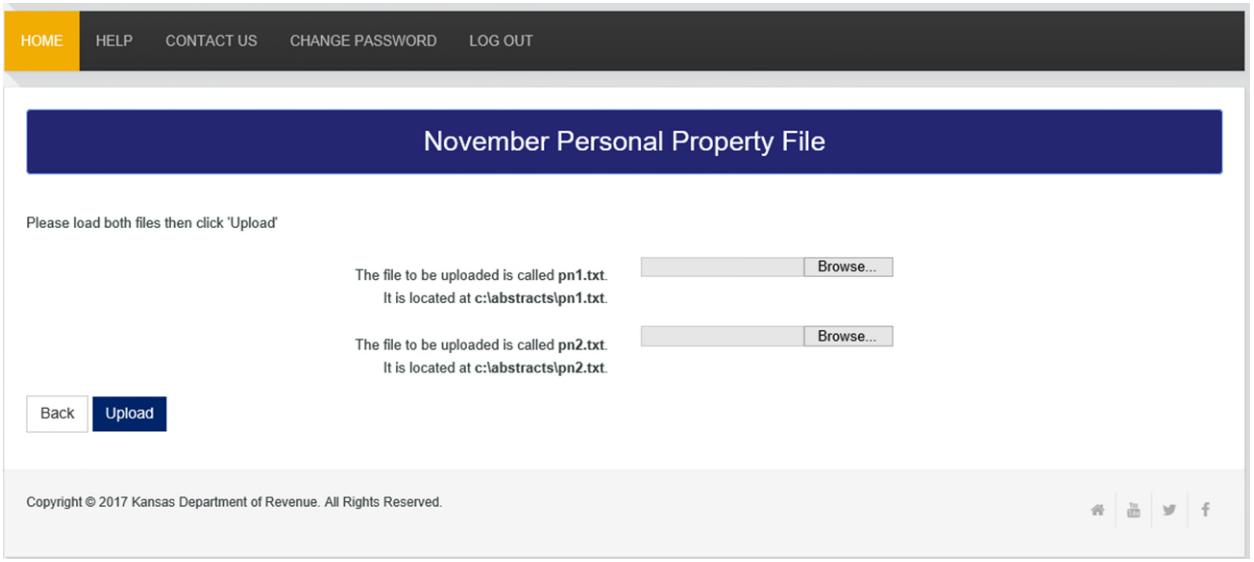
It is important that you proceed through the buttons in order in which they appear on the screen to ensure that the built-in edits work correctly.

UPLOAD NOVEMBER PERSONAL PROPERTY FILE

Choose the "**Upload November Personal Property File**' radio button to upload the personal property files for November. The two files to be uploaded are the **pn1.txt** and the **pn2.txt**, their paths, **abstracts\pn1.txt** and **abstracts\pn2.txt** and their upload boxes are displayed on the screen.

Click on the '**Browse**' button next to the second box to open the '**Choose File to Upload**' dialog box to locate the **pn2.txt** file and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the first box on the upload screen.

Click on the '**Browse**' button next to the second box to open the '**Choose File to Upload**' dialog box to locate the **pn2.txt** file. The '**Choose file to Upload**' should open to folder containing the abstract files this time. Double click on the file to select it and it appears in the second box on the upload screen. When the correct pathnames are displayed in both boxes, click on the '**Upload**' button to upload the files. Both file paths must be displayed in the upload boxes to upload successfully.

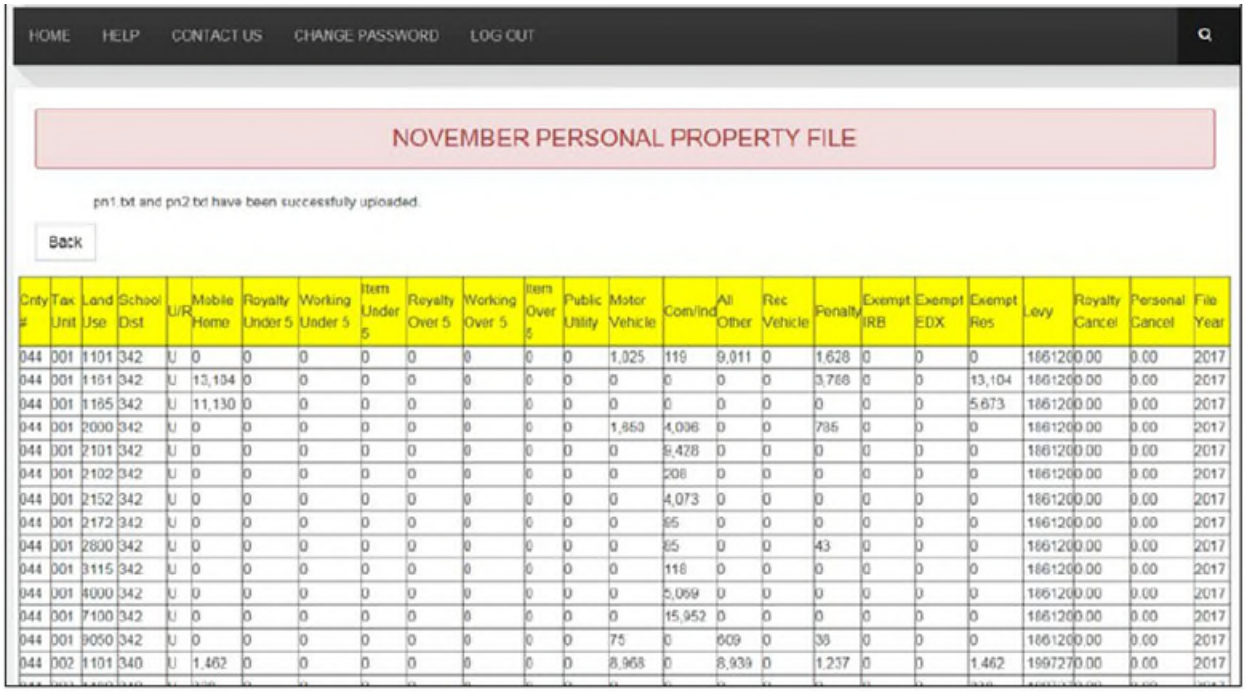


If no file, an incorrect file or only one of the two files is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the correct files. After a successful upload, you will see a message that files have been uploaded successfully and informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

The on-line program scans the files for errors. If any problems are encountered in the upload process, and error message is displayed advising you of the problem. In this case make the correction to the tax administration file, re-extract the data following your vendor's instructions, and upload the corrected filed.

Please contact the KDOR Software Administrator if you have any have any problems with the upload process. The number may be under '**Contact Us**' on the Navigation Menu.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.



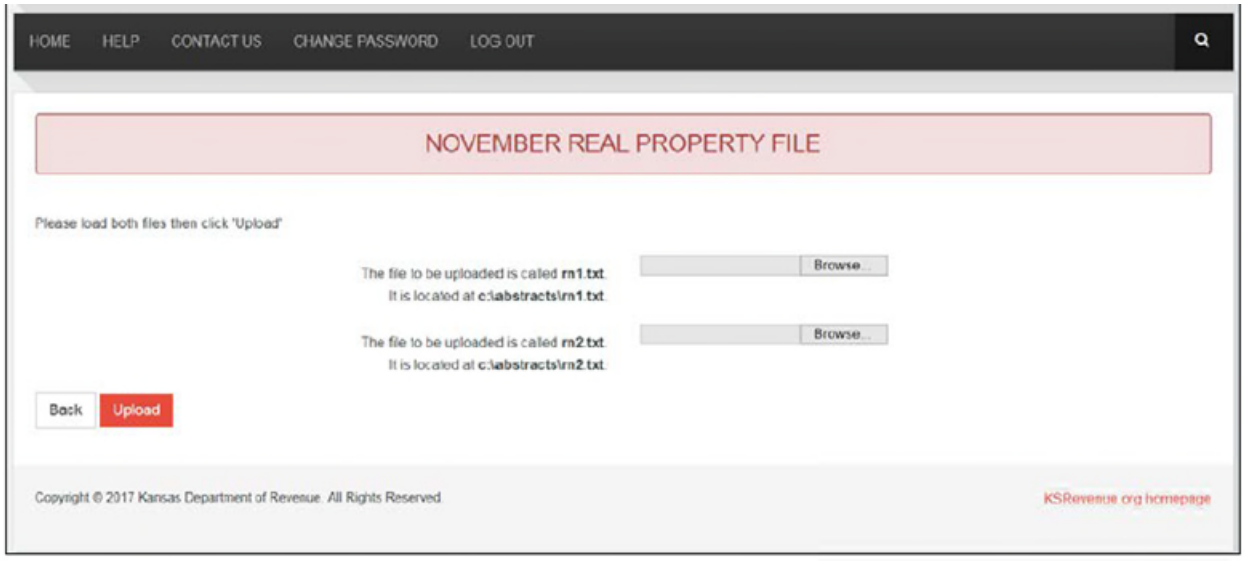
Cnty #	Tax Unit	Land Use	School Dst	U/R	Mobile Home	Royalty Under 5	Working Under 5	Item Under 5	Royalty Over 5	Working Over 5	Item Over 5	Public Utility	Motor Vehicle	Com/Ind	All Other	Rec Vehicle	Penalty	Exempt IRB	Exempt EDX	Exempt Res	Levy	Royalty Cancel	Personal Cancel	File Year
044	001	1101	342	U	0	0	0	0	0	0	0	0	1,025	119	9,011	0	1,628	0	0	0	1661200	0.00	0.00	2017
044	001	1161	342	U	13,104	0	0	0	0	0	0	0	0	0	0	0	3,768	0	0	13,104	1661200	0.00	0.00	2017
044	001	1165	342	U	11,130	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,673	1661200	0.00	0.00	2017
044	001	2000	342	U	0	0	0	0	0	0	0	0	1,859	4,036	0	0	785	0	0	0	1661200	0.00	0.00	2017
044	001	2101	342	U	0	0	0	0	0	0	0	0	0	9,428	0	0	0	0	0	0	1661200	0.00	0.00	2017
044	001	2102	342	U	0	0	0	0	0	0	0	0	0	208	0	0	0	0	0	0	1661200	0.00	0.00	2017
044	001	2152	342	U	0	0	0	0	0	0	0	0	0	4,073	0	0	0	0	0	0	1661200	0.00	0.00	2017
044	001	2172	342	U	0	0	0	0	0	0	0	0	0	95	0	0	0	0	0	0	1661200	0.00	0.00	2017
044	001	2800	342	U	0	0	0	0	0	0	0	0	0	85	0	0	43	0	0	0	1661200	0.00	0.00	2017
044	001	3115	342	U	0	0	0	0	0	0	0	0	0	116	0	0	0	0	0	0	1661200	0.00	0.00	2017
044	001	4000	342	U	0	0	0	0	0	0	0	0	0	5,059	0	0	0	0	0	0	1661200	0.00	0.00	2017
044	001	7100	342	U	0	0	0	0	0	0	0	0	0	15,952	0	0	0	0	0	0	1661200	0.00	0.00	2017
044	001	9050	342	U	0	0	0	0	0	0	0	0	75	0	609	0	38	0	0	0	1661200	0.00	0.00	2017
044	002	1101	340	U	1,462	0	0	0	0	0	0	0	8,968	0	8,939	0	1,237	0	0	1,462	1697270	0.00	0.00	2017

UPLOAD NOVEMBER REAL PROPERTY FILE

Choose the '**Upload November Real Property File**' radio button to upload the real property files for November. The two files to be uploaded are the **rn1.txt** and the **rn2.txt**, their paths, **abstracts\rn1.txt** and **abstracts\rn2.txt**, and their upload boxes are displayed on the screen.

Click on the '**Browse**' button next to the first box to open the '**Choose File to Upload**' dialog box to locate the **rn1.txt** file and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the first box on the upload screen.

Click on the '**Browse**' button next to the first box to open the '**Choose File to Upload**' dialog box to locate the **rn2.txt** file. The '**Choose File to Upload**' should open to the folder containing the abstract files this time. Double click on the file to select it and it appears in the second box on the upload screen. When the correct pathnames are displayed in both boxes, click on the '**Upload**' button to upload the files. Both file paths must be displayed in the upload boxes to upload successfully.

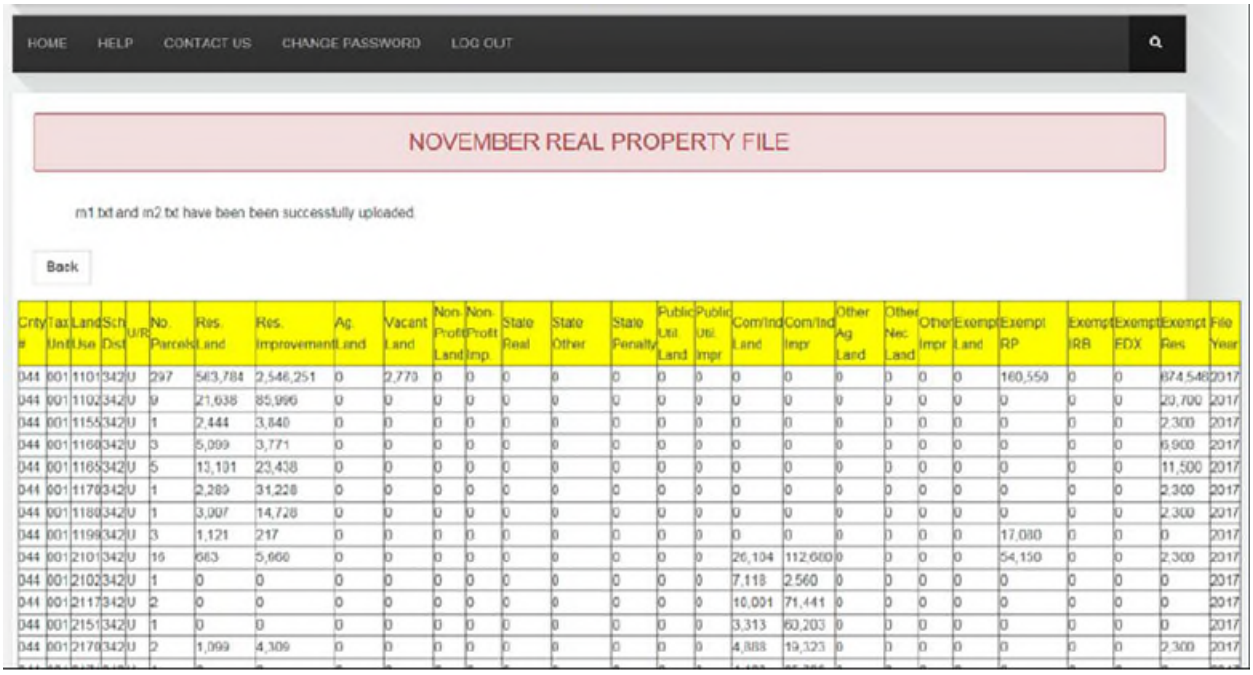


If no file, an incorrect file or only one of the two files is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the correct files. After a successful upload, you will see a message that the files have been uploaded successfully and an information table of the data that was uploaded is displayed (see the screen print of an example on the next page). You may scroll through the data using the scroll bars on the right side and the button of the table.

The on-line program scans the files for errors. If any problems are encountered in the upload process, an error message is displayed advising you of the problem. In this case make the correction to the tax administration file, re-extract the data following your vendor's instructions, and upload the corrected file.

Please contact the KDOR Software Administration if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

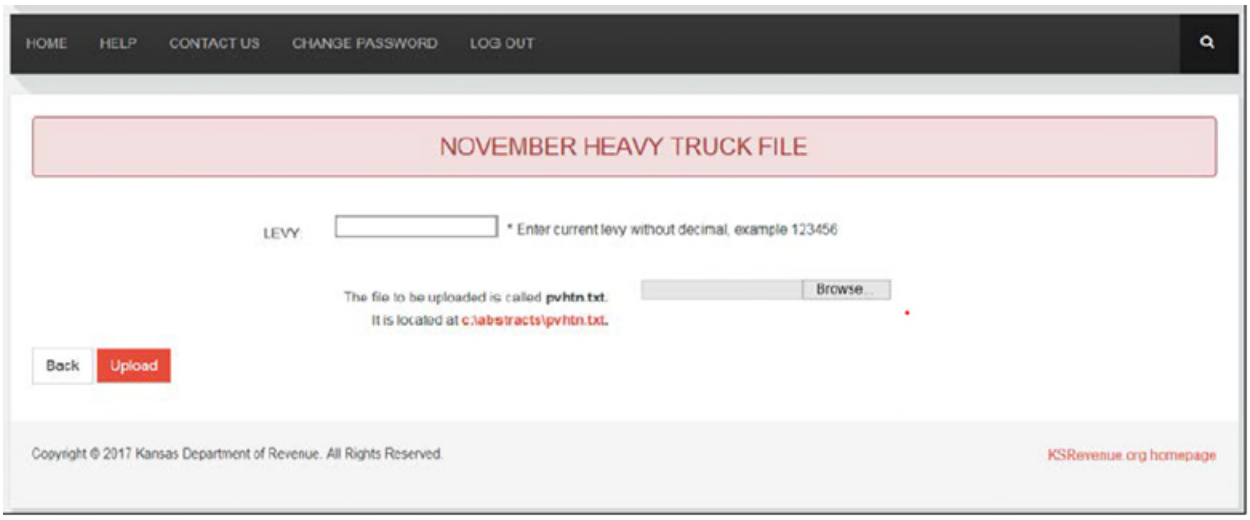
When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.



Cnty #	Tax Unit	Land Use	Sch Dist	U/R	No. Parcels	Res. Land	Res. Improvemant	Ag. Land	Vacant Land	Non-Profit Land	Non-Profit Imp.	State Real	State Other	State Penalty	Public Util. Land	Public Util. Impr	Com/Ind Land	Com/Ind Impr	Other Ag Land	Other Nec. Land	Other Impr	Exempt Land	Exempt RP	Exempt IRB	Exempt FDX	Exempt Res	File Year
044	001	1101	342	U	297	583,784	2,546,251	0	2,770	0	0	0	0	0	0	0	0	0	0	0	0	0	160,550	0	0	874,548	2017
044	001	1102	342	U	9	21,638	85,996	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29,700	2017
044	001	1155	342	U	1	2,444	3,840	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,300	2017
044	001	1160	342	U	3	5,099	3,771	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,900	2017
044	001	1165	342	U	5	13,101	23,438	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11,500	2017
044	001	1170	342	U	1	2,289	31,228	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,300	2017
044	001	1180	342	U	1	3,097	14,728	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,300	2017
044	001	1199	342	U	3	1,121	217	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17,080	0	0	0	2017
044	001	2101	342	U	16	663	5,660	0	0	0	0	0	0	0	0	0	26,104	112,660	0	0	0	0	54,150	0	0	2,300	2017
044	001	2102	342	U	1	0	0	0	0	0	0	0	0	0	0	0	7,118	2,560	0	0	0	0	0	0	0	0	2017
044	001	2117	342	U	2	0	0	0	0	0	0	0	0	0	0	0	10,001	71,441	0	0	0	0	0	0	0	0	2017
044	001	2151	342	U	1	0	0	0	0	0	0	0	0	0	0	0	3,313	60,203	0	0	0	0	0	0	0	0	2017
044	001	2170	342	U	2	1,099	4,309	0	0	0	0	0	0	0	0	0	4,888	19,323	0	0	0	0	0	0	0	2,300	2017

UPLOAD NOVEMBER HEAVY TRUCK FILE

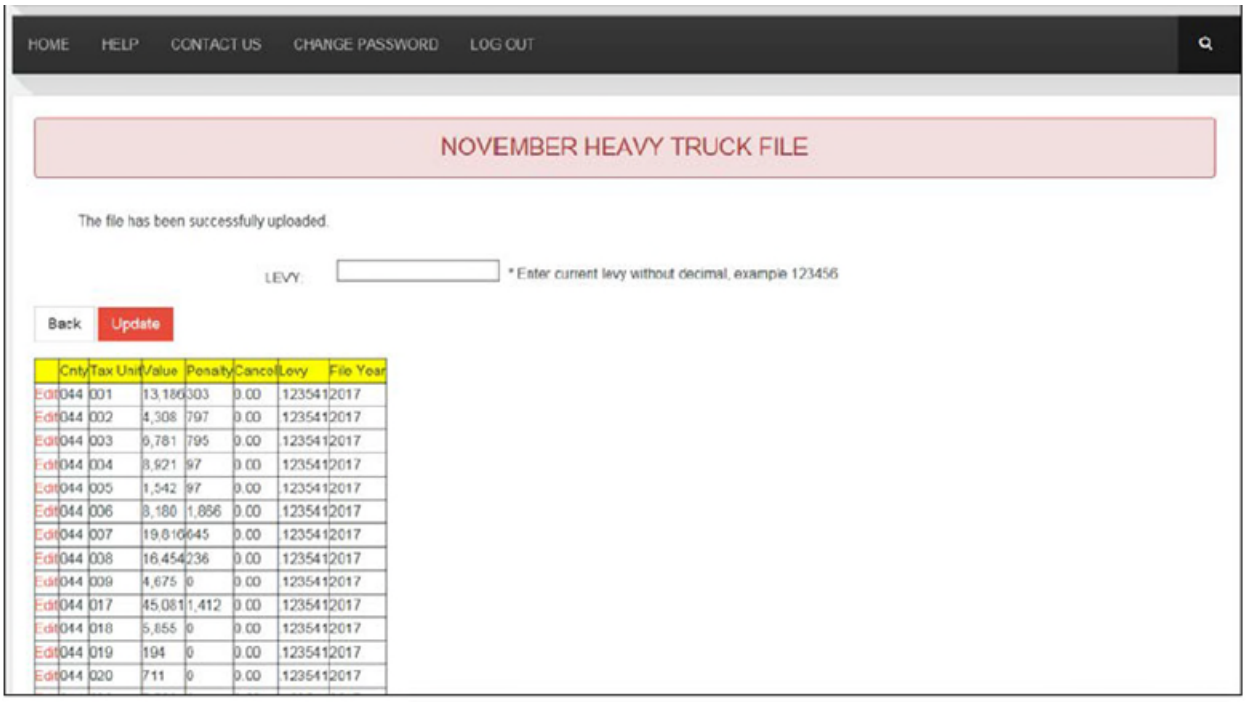
Choose the '**Upload November Heavy Truck File**' radio button to upload the heavy truck file for November. The heavy truck's file name. **pvhtn.txt**, and its path **abstracts\pvhtn.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer using the pathname shown above is displayed, click on the '**Upload**' button to upload the file. *It is not necessary to enter the levy in the '**Levy:**' box to upload the Heavy Truck File.*



If no file or an incorrect file is selected and the '**Upload**' button is clicked, and error message is displayed. Try again to select the correct file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side of the bottom of the table. Verify the information in the file, especially the levy. If you need to edit the levy, enter the correct levy without a decimal in the '**Levy:**' box. Click '**Update**' to update the file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. The number may be found under '**Contact Us**' on the Navigation Menu.

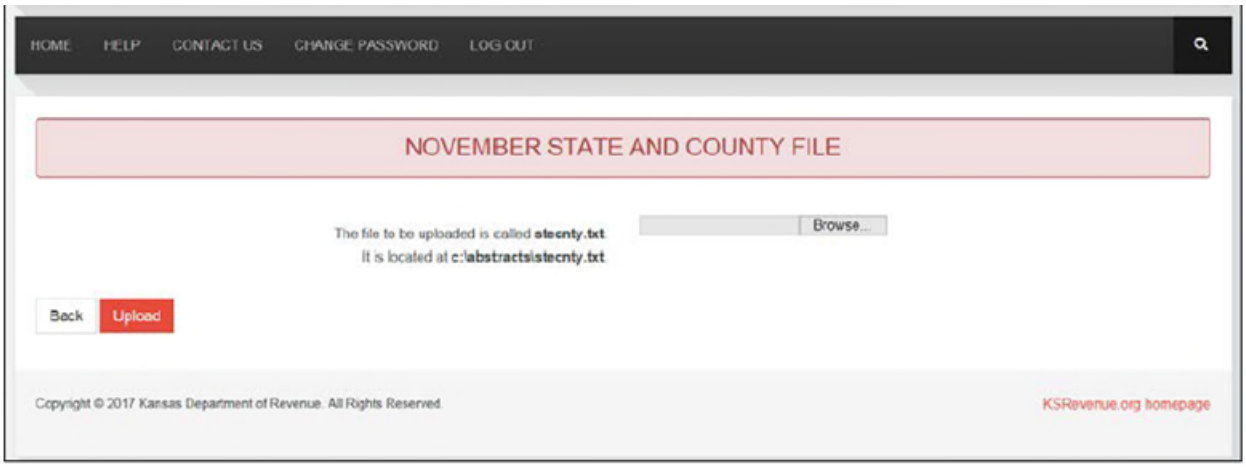
When the file has been successfully upload, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.



	Cnty	Tax Unit	Value	Penalty	Cancel	Levy	File Year
Edit	044	001	13,186	303	0.00	123541	2017
Edit	044	002	4,308	797	0.00	123541	2017
Edit	044	003	9,781	795	0.00	123541	2017
Edit	044	004	8,921	97	0.00	123541	2017
Edit	044	005	1,542	97	0.00	123541	2017
Edit	044	006	3,180	1,856	0.00	123541	2017
Edit	044	007	19,816	645	0.00	123541	2017
Edit	044	008	16,454	236	0.00	123541	2017
Edit	044	009	4,675	0	0.00	123541	2017
Edit	044	017	45,081	1,412	0.00	123541	2017
Edit	044	018	5,855	0	0.00	123541	2017
Edit	044	019	194	0	0.00	123541	2017
Edit	044	020	711	0	0.00	123541	2017

UPLOAD NOVEMBER STATE AND COUNTY FILE

Choose the '**Upload November State and County File**' radio button to upload the State and County file for November. The file's name, **stecnty.txt**, and its path's name, **abstracts\stecnty.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it and it appears in the upload box. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.



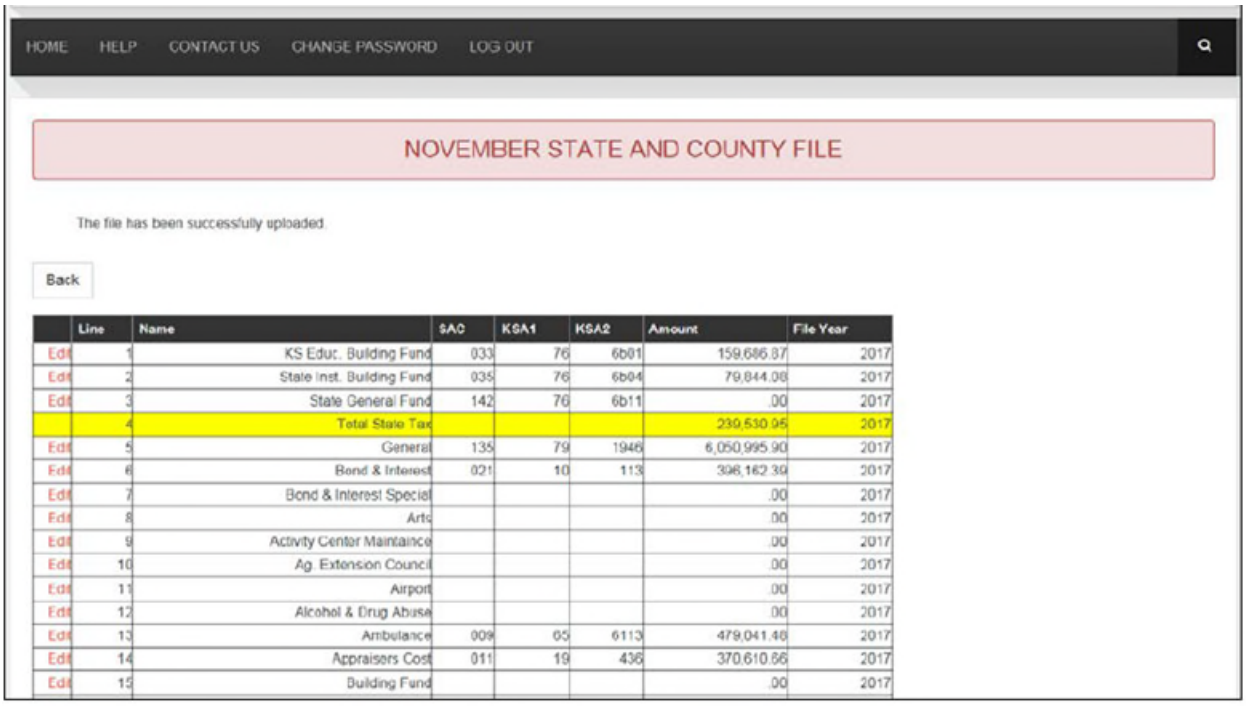
If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an information table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is a combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank. Please write a detailed information on the '**State/County**' report of each fund which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combined funds. See the section in this manual, '**Edit November State and County File**', for information for making changes to this file.

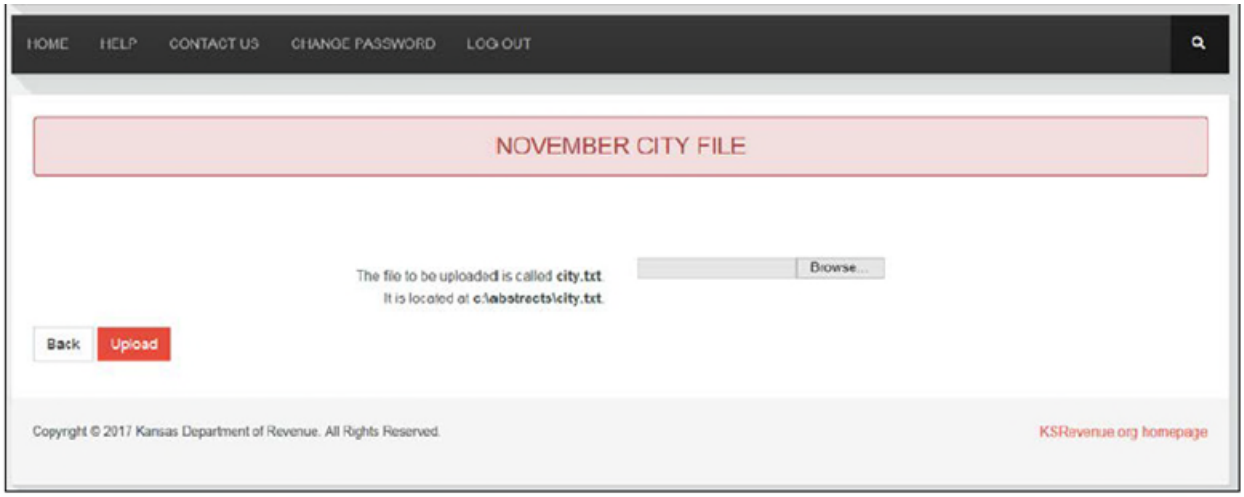
Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	KS Educ. Building Fund	033	76	6b01	159,686.87	2017
Edit	2	State Inst. Building Fund	035	76	6b04	79,844.08	2017
Edit	3	State General Fund	142	76	6b11	.00	2017
	4	Total State Tax				239,530.95	2017
Edit	5	General	135	79	1946	6,050,995.90	2017
Edit	6	Bond & Interest	021	10	113	398,162.39	2017
Edit	7	Bond & Interest Special				.00	2017
Edit	8	Arts				.00	2017
Edit	9	Activity Center Maintaince				.00	2017
Edit	10	Ag. Extension Council				.00	2017
Edit	11	Airport				.00	2017
Edit	12	Alcohol & Drug Abuse				.00	2017
Edit	13	Ambulance	009	05	6113	479,041.46	2017
Edit	14	Appraisers Cost	011	19	436	370,610.66	2017
Edit	15	Building Fund				.00	2017

UPLOAD NOVEMBER CITY FILE

Choose the '**Upload November City File**' radio button to upload the City file for November. This file's name, **city.txt**, and its path **abstracts\city.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it and it appears in the upload box. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.



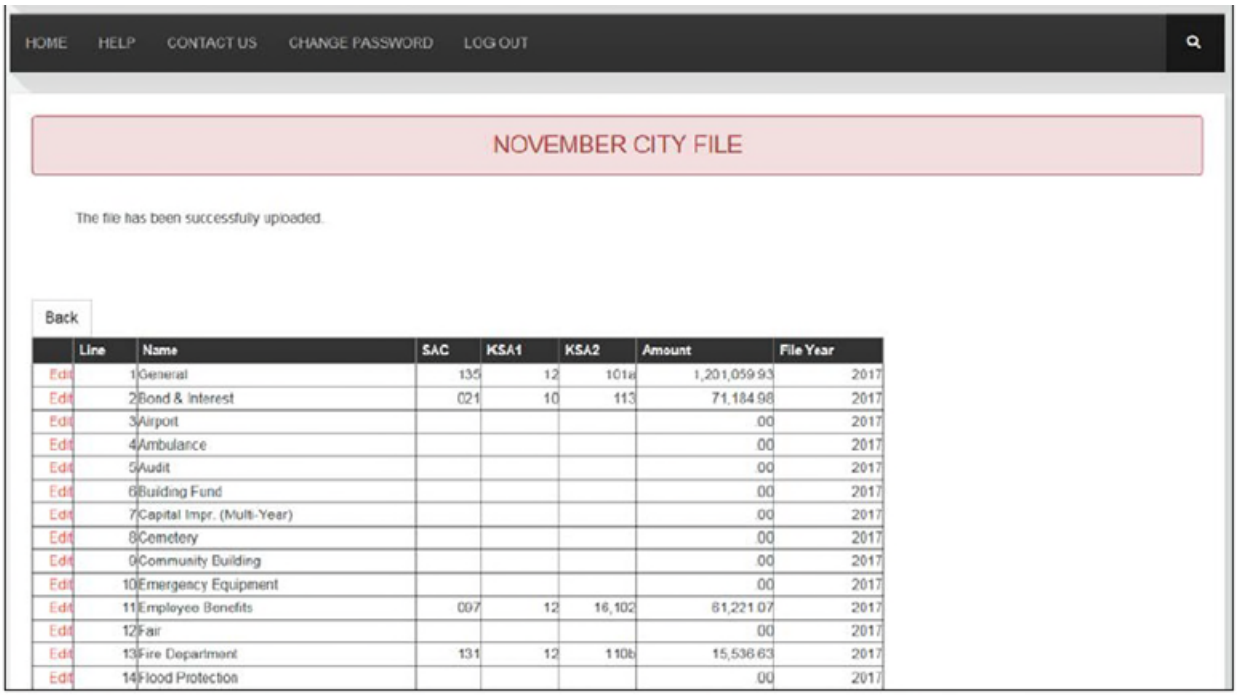
If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is a combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank. Please write detailed information on the '**City**' report of each fund which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combined funds. See the section in this manual, '**Edit November City File**', for information for making changes to the file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

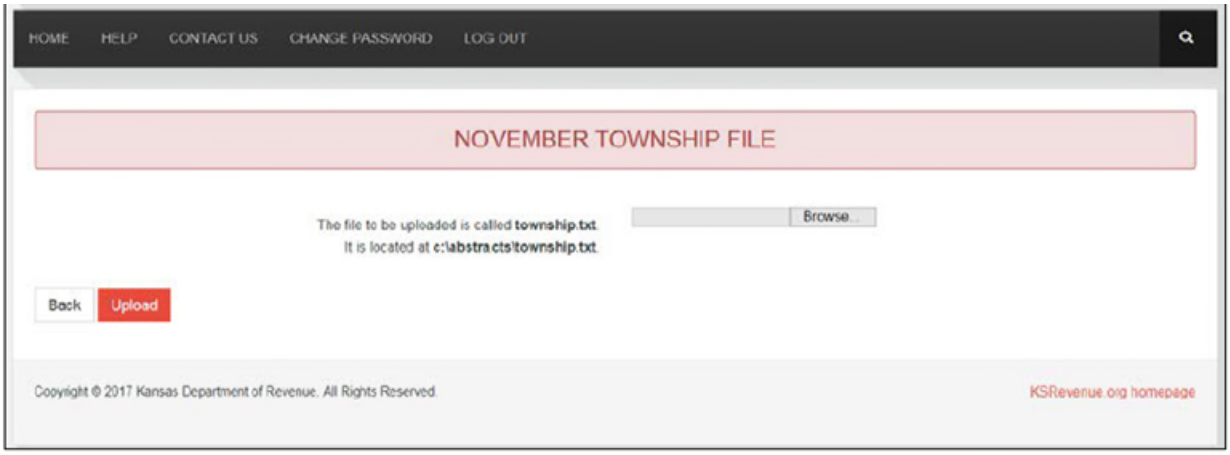
When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Mean is again available at the top of the screen.



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General	135	12	101a	1,201,059.93	2017
Edit	2	Bond & Interest	021	10	113	71,184.98	2017
Edit	3	Airport				.00	2017
Edit	4	Ambulance				.00	2017
Edit	5	Audit				.00	2017
Edit	6	Building Fund				.00	2017
Edit	7	Capital Impr. (Multi-Year)				.00	2017
Edit	8	Cemetery				.00	2017
Edit	9	Community Building				.00	2017
Edit	10	Emergency Equipment				.00	2017
Edit	11	Employee Benefits	097	12	16,102	61,221.07	2017
Edit	12	Fair				.00	2017
Edit	13	Fire Department	131	12	110b	15,536.63	2017
Edit	14	Flood Protection				.00	2017

UPLOAD NOVEMBER TOWNSHIP FILE

Choose the '**Upload November Township File**' radio to upload the Township file for November. This file's name, **township.txt**, and its path, **abstracts\township.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.



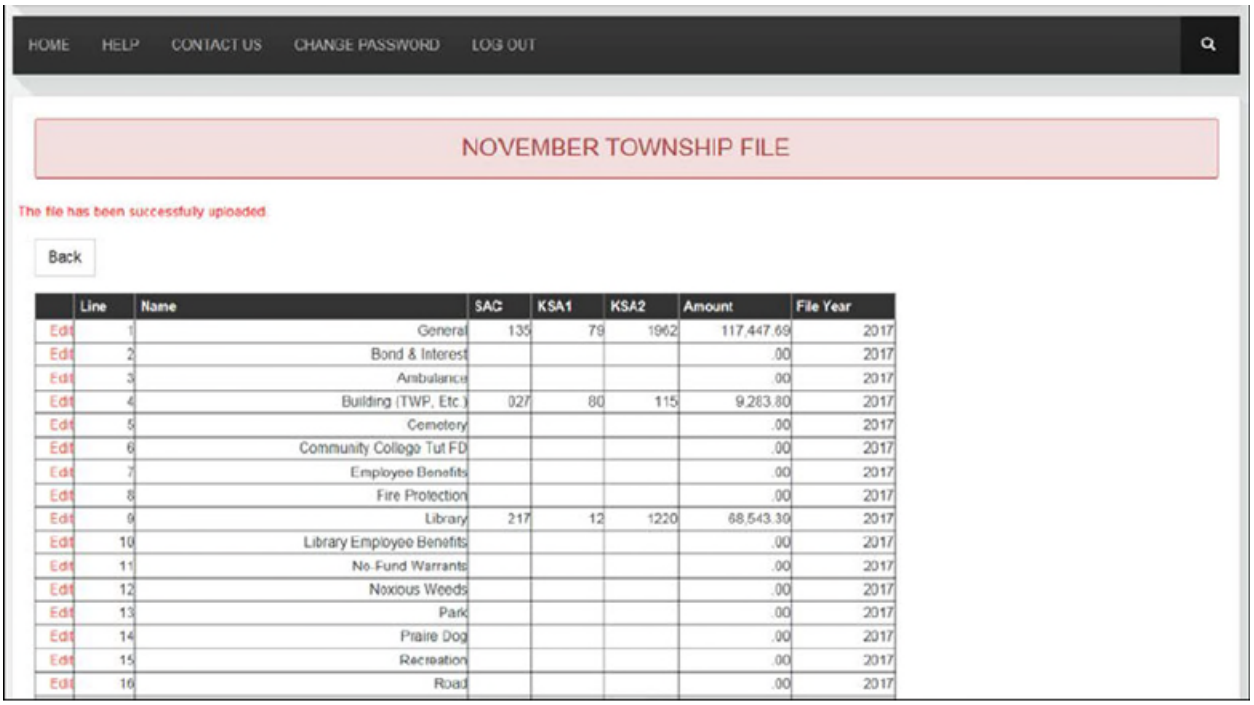
If no file or an incorrect file is selected and the '**Upload**' button is clicked, and error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank, please write detailed information on the '**Township**' report of each fund which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combined funds. See the section in this manual, '**Edit November Township File**', for information for making changes to the file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

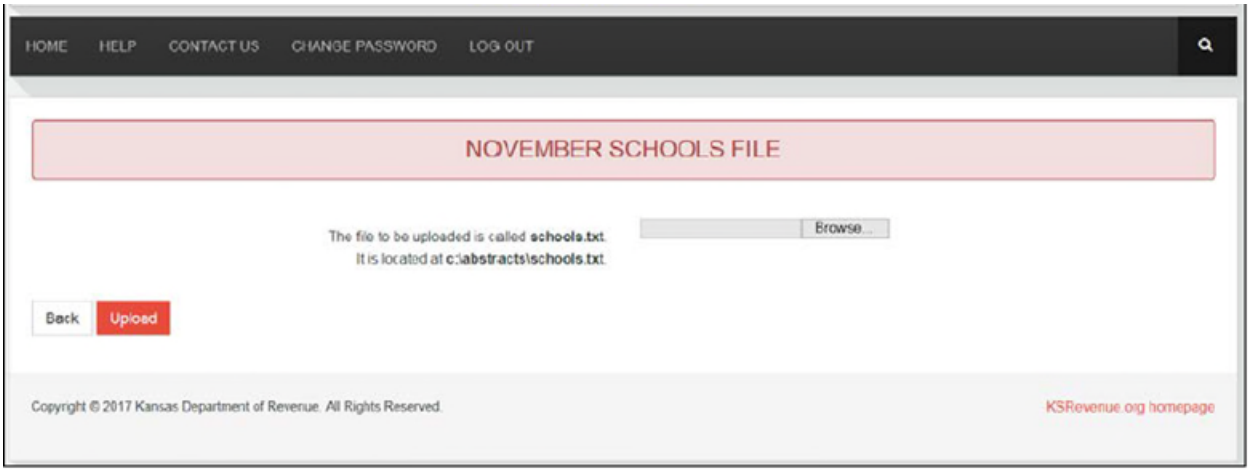
When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General	135	79	1962	117,447.69	2017
Edit	2	Bond & Interest				.00	2017
Edit	3	Ambulance				.00	2017
Edit	4	Building (TWP, Etc.)	027	80	115	9,283.80	2017
Edit	5	Cemetery				.00	2017
Edit	6	Community Collogo Tut FD				.00	2017
Edit	7	Employee Benefits				.00	2017
Edit	8	Fire Protection				.00	2017
Edit	9	Library	217	12	1220	68,543.30	2017
Edit	10	Library Employee Benefits				.00	2017
Edit	11	No Fund Warrants				.00	2017
Edit	12	Noxious Weeds				.00	2017
Edit	13	Park				.00	2017
Edit	14	Prairie Dog				.00	2017
Edit	15	Recreation				.00	2017
Edit	16	Road				.00	2017

UPLOAD NOVEMBER SCHOOLS FILE

Choose the '**Upload November Schools File**' radio button to upload the Schools file for November. This file's name, **schools.txt**, at its path, **abstracts\schools.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.



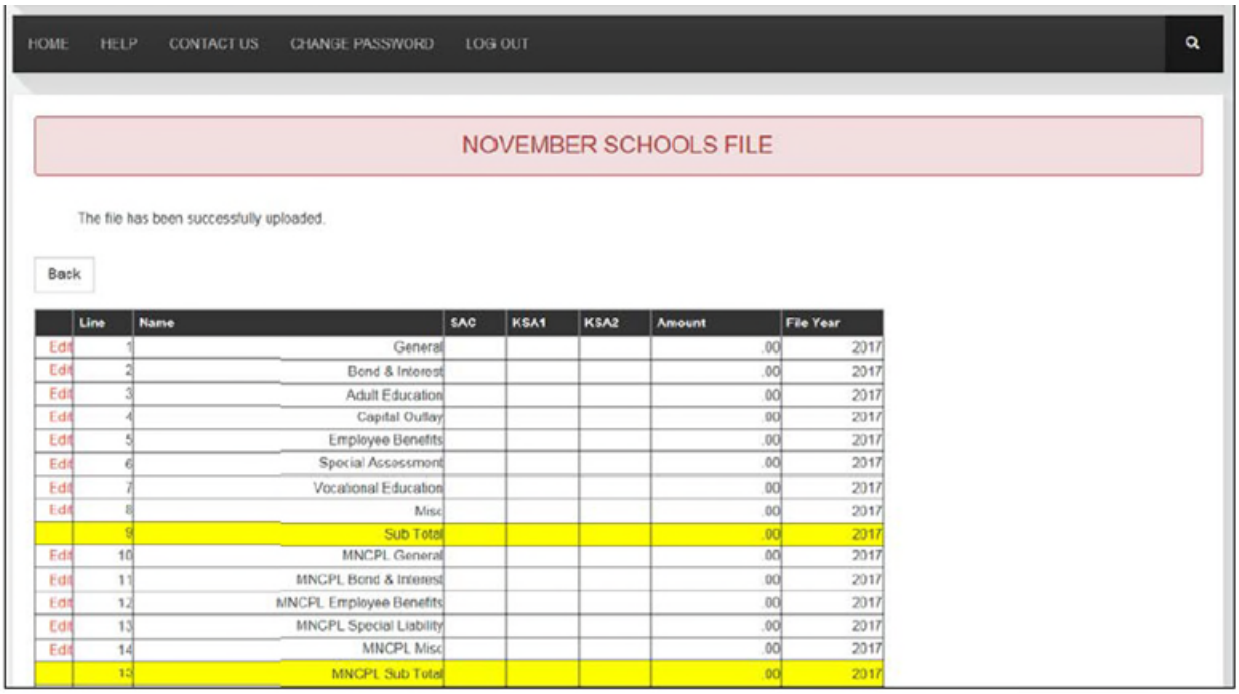
If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of data that was uploaded is displayed. (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is a combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank. Please write detailed information on the '**Schools**' report of each fun which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combination funds. See the section in this manual, '**Edit November School File**', for information for making changes to this file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

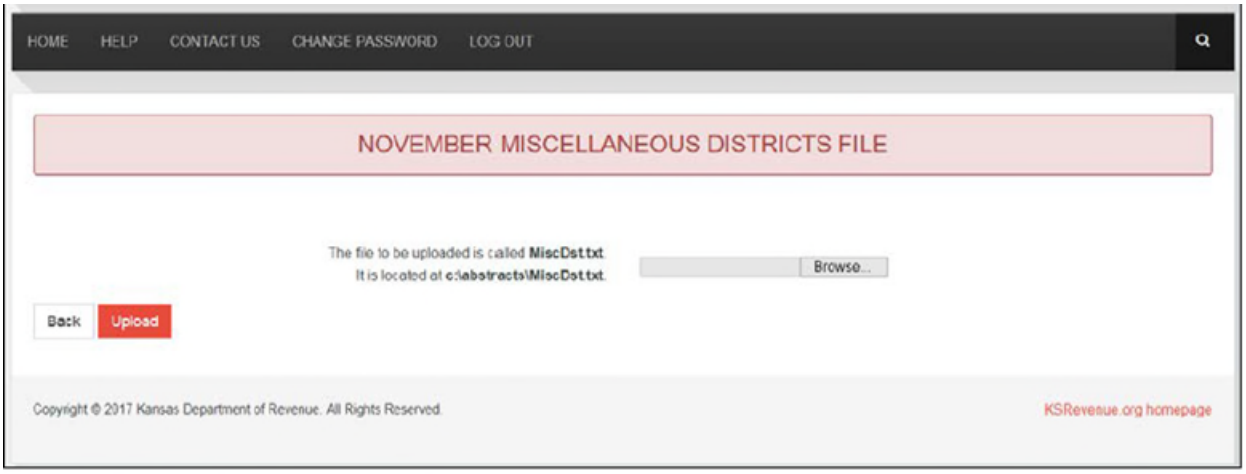
When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General				.00	2017
Edit	2	Bond & Interest				.00	2017
Edit	3	Adult Education				.00	2017
Edit	4	Capital Outlay				.00	2017
Edit	5	Employee Benefits				.00	2017
Edit	6	Special Assessment				.00	2017
Edit	7	Vocational Education				.00	2017
Edit	8	Misc				.00	2017
	9	Sub Total				.00	2017
Edit	10	MNCPL General				.00	2017
Edit	11	MNCPL Bond & Interest				.00	2017
Edit	12	MNCPL Employee Benefits				.00	2017
Edit	13	MNCPL Special Liability				.00	2017
Edit	14	MNCPL Misc				.00	2017
	15	MNCPL Sub Total				.00	2017

UPLOAD NOVEMBER MISCELLANEOUS DISTRICTS FILE

Choose the **"Upload November Miscellaneous Districts File"** to upload the Miscellaneous Districts file for November. This's files name, **miscdst.txt**, and its path, **abstracts\miscdst.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double Click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

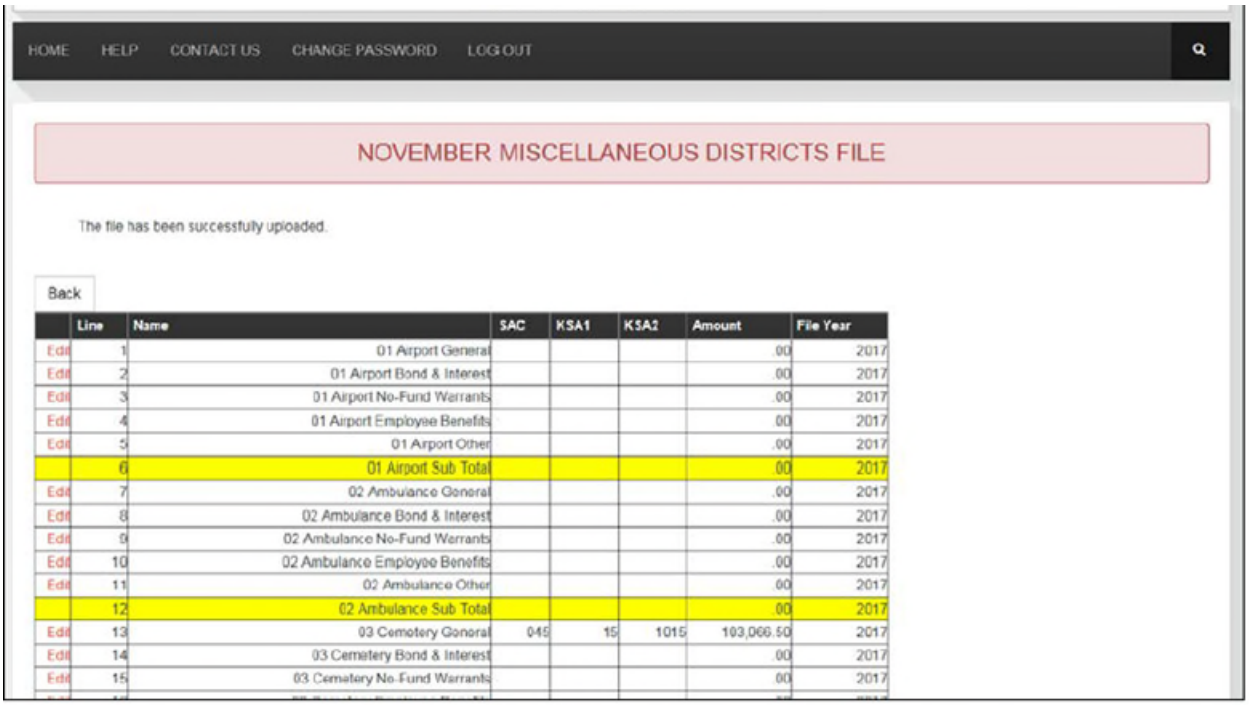


If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

Please verify that the distribution amount, the State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers are correct. 'Appendix E' in the *County Clerk's Handbook* contains a table with the relevant SAC and K.S.A. numbers.

If the miscellaneous fund line is combination of two or more funds, it should have a SAC number of 999 and the K.S.A. fields should be blank. Please write detailed information on the '**Miscellaneous**' report of each fund which is included in the combined miscellaneous fund. Include in the detail the SAC numbers, the K.S.A. numbers and the tax dollar amounts of the combined funds. See the section in this manual, '**Edit November Miscellaneous Districts File'**, for information for making changes to this file.

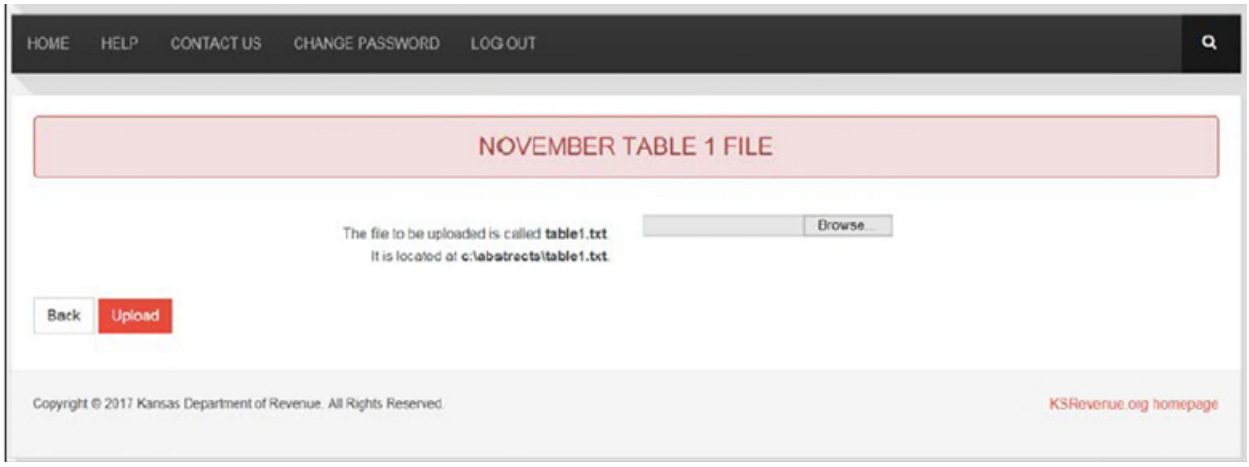
When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	01 Airport General				.00	2017
Edit	2	01 Airport Bond & Interest				.00	2017
Edit	3	01 Airport No-Fund Warrants				.00	2017
Edit	4	01 Airport Employee Benefits				.00	2017
Edit	5	01 Airport Other				.00	2017
	6	01 Airport Sub Total				.00	2017
Edit	7	02 Ambulance General				.00	2017
Edit	8	02 Ambulance Bond & Interest				.00	2017
Edit	9	02 Ambulance No-Fund Warrants				.00	2017
Edit	10	02 Ambulance Employee Benefits				.00	2017
Edit	11	02 Ambulance Other				.00	2017
	12	02 Ambulance Sub Total				.00	2017
Edit	13	03 Cemetery General	049	15	1015	103,066.50	2017
Edit	14	03 Cemetery Bond & Interest				.00	2017
Edit	15	03 Cemetery No-Fund Warrants				.00	2017

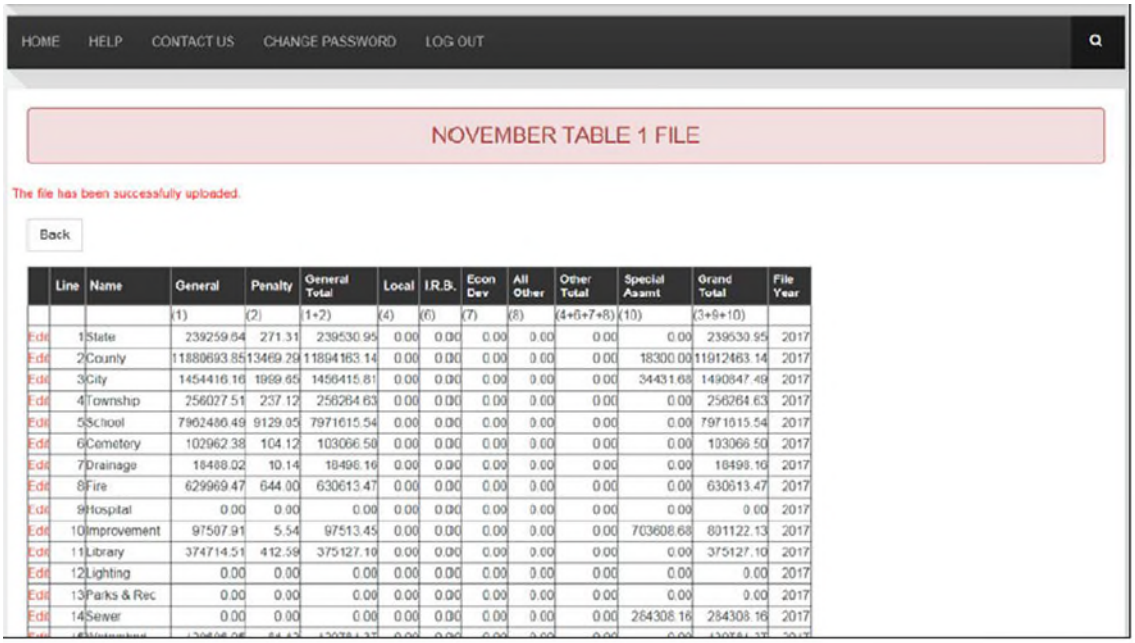
UPLOAD NOVEMBER TABLE 1 FILE

Choose the '**Upload November Table 1 file**' radio button to upload the Table 1 file for November. This file's name, **table1.txt**, and its path **abstracts\table1.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.



If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

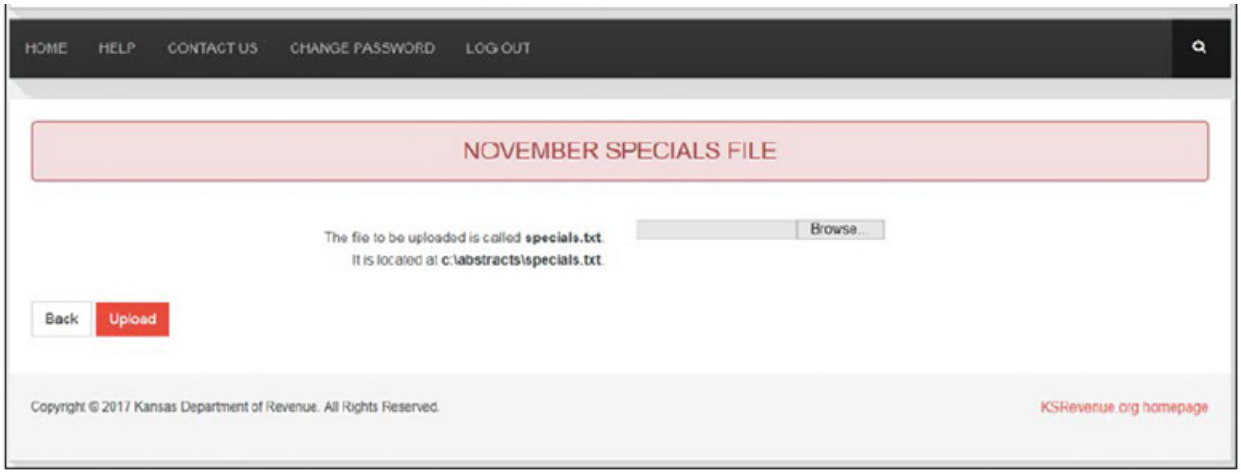
When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The navigation menu is again available at the top of the screen.



	Line	Name	General	Penalty	General Total	Local	I.R.B.	Econ Dev	All Other	Other Total	Special Asamt	Grand Total	File Year
			(1)	(2)	(1+2)	(4)	(6)	(7)	(8)	(4+6+7+8)	(10)	(3+9+10)	
Edit	1	State	239259.64	271.31	239530.95	0.00	0.00	0.00	0.00	0.00	0.00	239530.95	2017
Edit	2	County	11888693.85	13469.29	11894163.14	0.00	0.00	0.00	0.00	0.00	18300.00	11912463.14	2017
Edit	3	City	1454416.16	1969.65	1456415.81	0.00	0.00	0.00	0.00	0.00	34431.68	1490847.49	2017
Edit	4	Township	256027.51	237.12	256264.63	0.00	0.00	0.00	0.00	0.00	0.00	256264.63	2017
Edit	5	School	7962486.49	9129.05	7971615.54	0.00	0.00	0.00	0.00	0.00	0.00	7971615.54	2017
Edit	6	Cemetery	102962.38	104.12	103066.50	0.00	0.00	0.00	0.00	0.00	0.00	103066.50	2017
Edit	7	Drainage	18488.02	10.14	18498.16	0.00	0.00	0.00	0.00	0.00	0.00	18498.16	2017
Edit	8	Fire	629969.47	644.00	630613.47	0.00	0.00	0.00	0.00	0.00	0.00	630613.47	2017
Edit	9	Hospital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	10	Improvement	97507.91	5.54	97513.45	0.00	0.00	0.00	0.00	0.00	703608.68	801122.13	2017
Edit	11	Library	374714.51	412.59	375127.10	0.00	0.00	0.00	0.00	0.00	0.00	375127.10	2017
Edit	12	Lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	13	Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	14	Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	284308.16	284308.16	2017

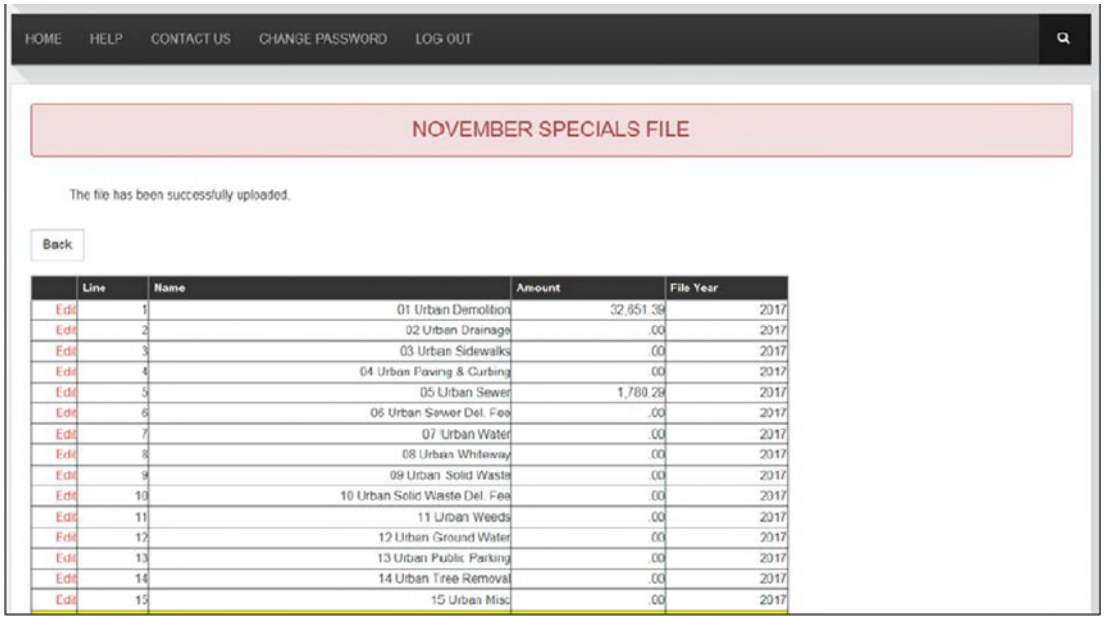
UPLOAD NOVEMBER SPECIALS FILE

Choose the '**Upload November Specials File**' radio button to upload the Specials file for November. This file's name, **specials.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the **'Upload**' button to upload the file.



If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

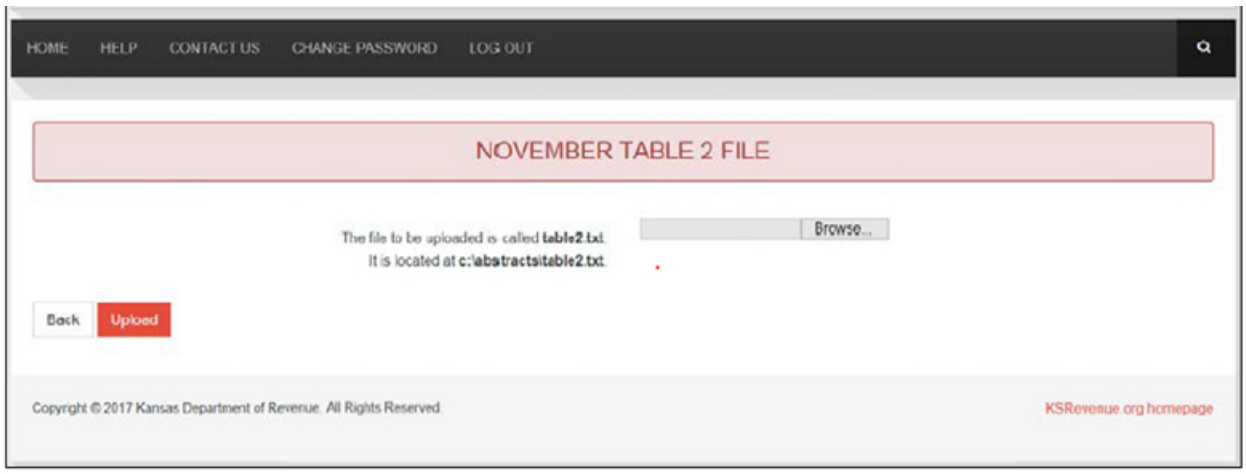
When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to choose another file to upload. You may upload a file as often as necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.



	Line	Name	Amount	File Year
Edit	1	01 Urban Demolition	32,651.39	2017
Edit	2	02 Urban Drainage	.00	2017
Edit	3	03 Urban Sidewalks	.00	2017
Edit	4	04 Urban Paving & Curbing	.00	2017
Edit	5	05 Urban Sewer	1,788.29	2017
Edit	6	06 Urban Sewer Del. Fee	.00	2017
Edit	7	07 Urban Water	.00	2017
Edit	8	08 Urban Whiteway	.00	2017
Edit	9	09 Urban Solid Waste	.00	2017
Edit	10	10 Urban Solid Waste Del. Fee	.00	2017
Edit	11	11 Urban Weeds	.00	2017
Edit	12	12 Urban Ground Water	.00	2017
Edit	13	13 Urban Public Parking	.00	2017
Edit	14	14 Urban Tree Removal	.00	2017
Edit	15	15 Urban Misc	.00	2017

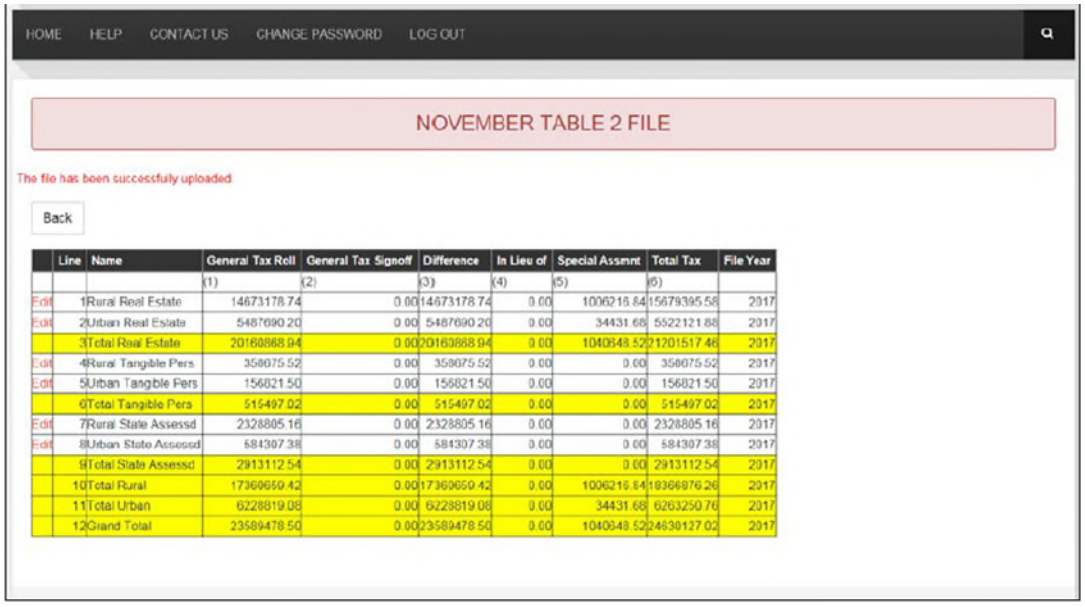
UPLOAD NOVEMBER TABLE 2 FILE

Choose the '**Upload November Table 2 File**' radio button to upload the Table 2 file for November. This file's name, **table2.txt**, and its path **abstracts\table2.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.



If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

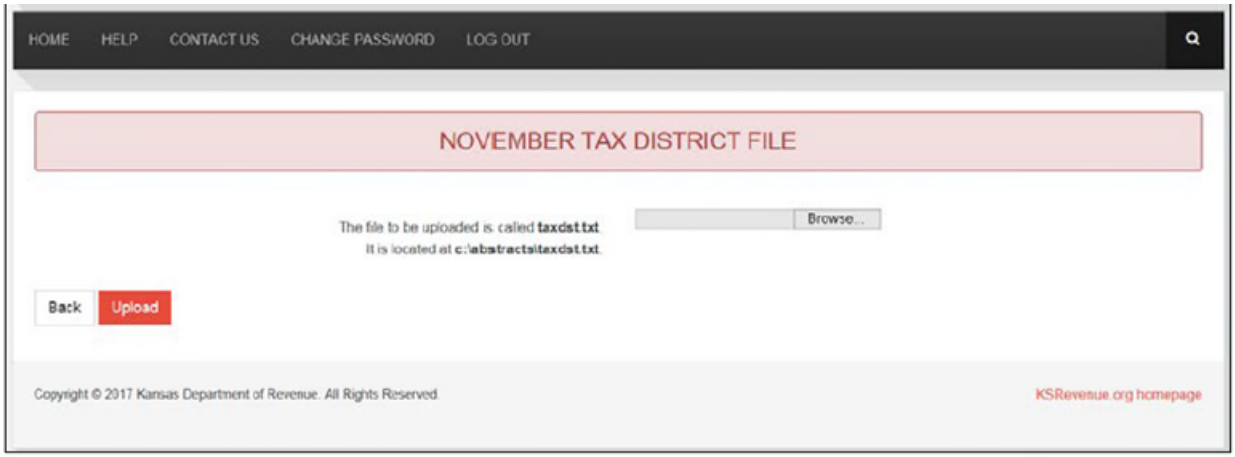
When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.



	Line	Name	General Tax Roll	General Tax Signoff	Difference	In Lieu of	Special Assmnt	Total Tax	File Year
			(1)	(2)	(3)	(4)	(5)	(6)	
Edit	1	Rural Real Estate	14673178.74	0.00	14673178.74	0.00	1006216.84	15679395.58	2017
Edit	2	Urban Real Estate	5487690.20	0.00	5487690.20	0.00	34431.68	5522121.88	2017
	3	Total Real Estate	20160868.94	0.00	20160868.94	0.00	1040648.52	21201517.46	2017
Edit	4	Rural Tangible Pers	358075.52	0.00	358075.52	0.00	0.00	358075.52	2017
Edit	5	Urban Tangible Pers	156821.50	0.00	156821.50	0.00	0.00	156821.50	2017
	6	Total Tangible Pers	515497.02	0.00	515497.02	0.00	0.00	515497.02	2017
Edit	7	Rural State Assessd	2328805.16	0.00	2328805.16	0.00	0.00	2328805.16	2017
Edit	8	Urban State Assessd	584307.38	0.00	584307.38	0.00	0.00	584307.38	2017
	9	Total State Assessd	2913112.54	0.00	2913112.54	0.00	0.00	2913112.54	2017
	10	Total Rural	17360659.42	0.00	17360659.42	0.00	1006216.84	18366876.26	2017
	11	Total Urban	6228819.08	0.00	6228819.08	0.00	34431.68	6263250.76	2017
	12	Grand Total	23589478.50	0.00	23589478.50	0.00	1040648.52	24630127.02	2017

UPLOAD NOVEMBER TAX DISTRICT FILE

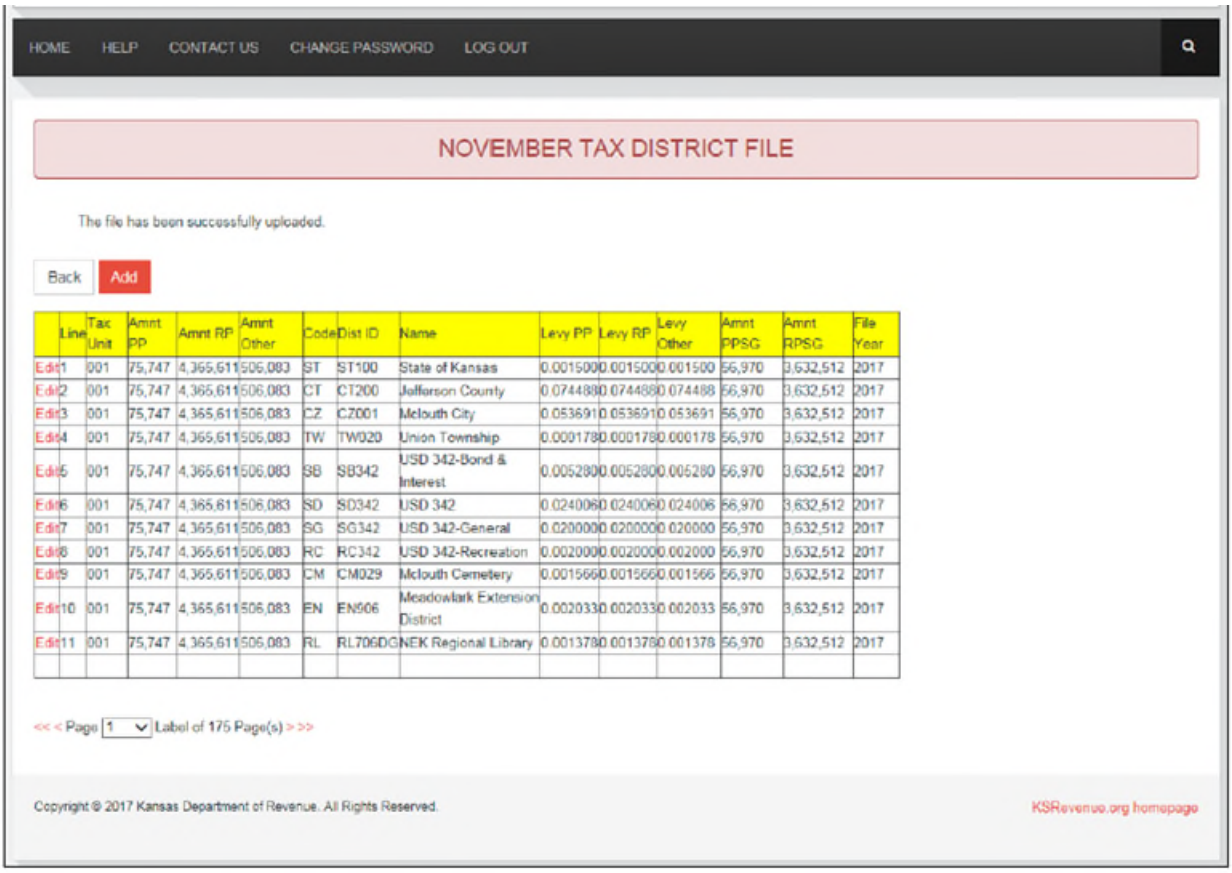
Choose the '**Upload November Tax District file**' radio button to upload the Tax District File for November. This file's name, **taxdst.txt**, and its path, **abstracts\taxdst.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose File to Upload**' dialog box and find the file on your computer. Double click on the file to select it. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.



If no file or an incorrect file is selected and the '**Upload**' button is clicked, an error message is displayed. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen print on the next page). You may page through the data – each page is a new taxing unit. Verify all joined district codes (see *County Clerk's Handbook* 'Appendix C' for the list of these codes that are correct. Reoccurring coding errors to look for are:

- Recreation commissions which are not listed separately
- School bonds which are not listed separately
- Third-class cities paying into township which is not listed separately

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to print reports or edit files. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the top of the screen.

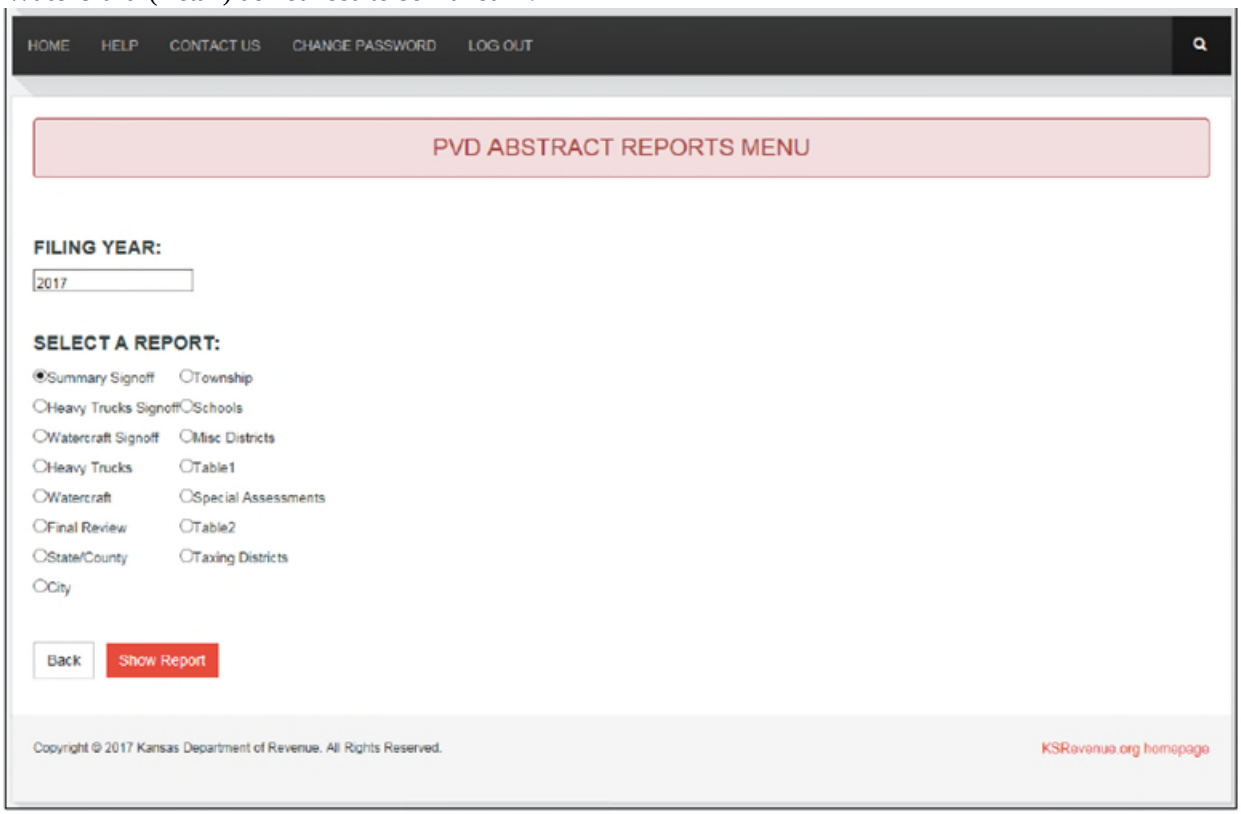

HOME
HELP
CONTACT US
CHANGE PASSWORD
LOG OUT
NOVEMBER TAX DISTRICT FILE
The file has been successfully uploaded.
Back
Add
Edit 1 001 75,747 4,365,611 506,083 ST ST100 State of Kansas 0.001500 0.001500 0.001500 56,970 3,632,512 2017
Edit 2 001 75,747 4,365,611 506,083 CT CT200 Jefferson County 0.074488 0.074488 0.074488 56,970 3,632,512 2017
Edit 3 001 75,747 4,365,611 506,083 CZ CZ001 Mclouth City 0.053691 0.053691 0.053691 56,970 3,632,512 2017
Edit 4 001 75,747 4,365,611 506,083 TW TW020 Union Township 0.000178 0.000178 0.000178 56,970 3,632,512 2017
Edit 5 001 75,747 4,365,611 506,083 SB SB342 USD 342-Bond & Interest 0.005280 0.005280 0.005280 56,970 3,632,512 2017
Edit 6 001 75,747 4,365,611 506,083 SD SD342 USD 342 0.024006 0.024006 0.024006 56,970 3,632,512 2017
Edit 7 001 75,747 4,365,611 506,083 SG SG342 USD 342-General 0.020000 0.020000 0.020000 56,970 3,632,512 2017
Edit 8 001 75,747 4,365,611 506,083 RC RC342 USD 342-Recreation 0.002000 0.002000 0.002000 56,970 3,632,512 2017
Edit 9 001 75,747 4,365,611 506,083 CM CM029 Mclouth Cemetery 0.001566 0.001566 0.001566 56,970 3,632,512 2017
Edit 10 001 75,747 4,365,611 506,083 EN EN506 Meadowlark Extension District 0.002033 0.002033 0.002033 56,970 3,632,512 2017
Edit 11 001 75,747 4,365,611 506,083 RL RL706DG NEK Regional Library 0.001378 0.001378 0.001378 56,970 3,632,512 2017
<< < Page 1 Label of 175 Page(s) > >>
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KSRevenue.org homepage

NOVEMBER VIEW REPORTS

The '**View Reports**' radio button accesses the certification and reports for the November Abstract. When the button is clicked a new screen is opened with the following fifteen options:

- Summary Signoff
- Heavy Trucks Signoff
- Watercraft Signoff
- Heavy Trucks Signoff
- Final Review
- State/County
- City
- Township
- Schools
- Misc. Districts
- Table 1
- Special Assessments
- Table 2
- Taxing Districts

Under these options is the '**Show Report**' button. Printing a list of the reports and checking them off as you print them will help you to keep track of when you are printing the reports. Note that the '**Heavy Trucks**' (Detail) and the '**Watercraft**' (Detail) do not need to be mailed in.



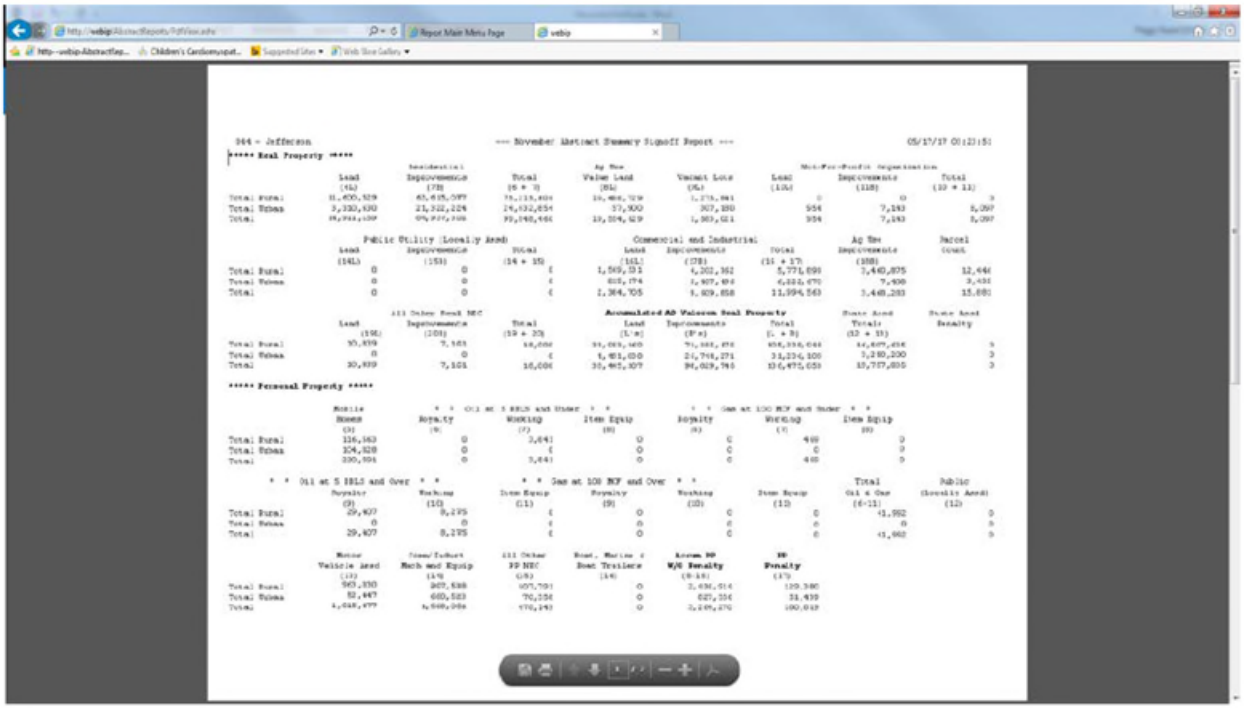
SUMMARY SIGNOFF

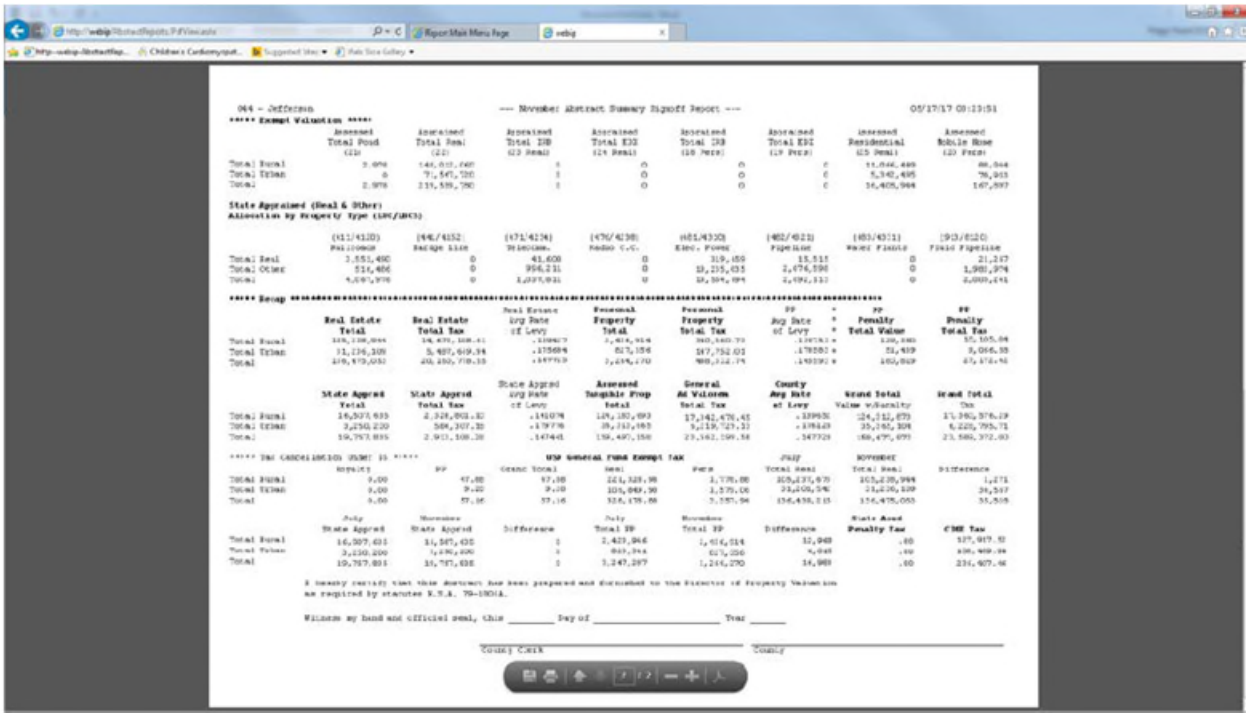
When the '**Summary Signoff**' button is selected and the '**Show Report**' button is clicked, the on-line program opens a document which is created from the **pn1.txt**, the **pn2.txt**, the **rn1.txt**, and the **rn2.txt** 'files. The error reports which previously was generated in the '**Edit November**' are now shown in the '**Upload Personal Property File**' and '**Upload Real Property File**'.

It is important to verify the information in the '**Summary Signoff**', especially the following:

- State Assessed real and other values by LUC/LBCS with the State's certification form (PV-AD-20).
- Compare State Assessed taxes with certification for (PV-AD-18). The tax dollars should be close.
- Check Oil and Gas – royalty and working interest.
- Public Utilities – Locally Assessed for both real and personal property should have zero value.
- Check for value in the Boat, Marine, and Boat Trailers Field.
- Check that the cancellations under $5 (the cancelled tax for royalty oil and gas and personal property) are included.
- Verify that penalty value is included.
- Compare EDX/IRB and exempt values to July exempt values. Note the reason for any large shift in value.
- Check the USD CapOut EDX/IRB. The values should only be EDX and IRBX values that are taxable according to SB 19. If they are values in these fields, CapOut Tax should have a calculated tax.
- Check that the values balance with the tax administration reports. The tax dollars may not balance but should be very close.

When the information has been verified, print a copy of the signoff to sign and certify, then mail it to the address listed on Page 2. The document may also be saved to your computer. To return to the '**Reports Menu**', click on the '**Back**' button on the Internet Explorer task bar.





044 - Jefferson --- November Abstract Summary Signoff Report --- 05/17/17 08:13:51

***** Exempt Valuation *****

	Assessed Total Prod (22)	Appraised Total Real (23)	Appraised Total IRB (23 Real)	Appraised Total EIC (24 Real)	Appraised Total IRB (26 Pers)	Appraised Total EIC (29 Pers)	Assessed Residential (25 Real)	Assessed Mobile Home (25 Pers)
Total Rural	2,974	144,010,040	0	0	0	0	11,046,480	48,044
Total Urban	4	71,547,720	0	0	0	0	5,340,495	79,953
Total	2,978	215,557,760	0	0	0	0	16,405,964	127,997

State Appraised (Real & Other)
Allocation by Property Type (LPC/LRC)

	(411/4120) Railroads	(44/4152) Badge Line	(471/4234) Telecom.	(476/4238) Radio C.C.	(481/4310) Elec. Power	(482/4311) Pipeline	(483/4311) Water Plants	(913/4120) Fluid Pipeline
Total Real	2,551,490	0	41,608	0	319,659	15,515	0	21,217
Total Other	514,486	0	954,231	0	10,215,015	2,476,596	0	1,980,974
Total	3,065,976	0	1,037,931	0	10,534,674	2,492,111	0	2,002,191

***** Recap *****

	Real Estate Total	Real Estate Total Tax	Real Estate Avg Rate of Levy	Personal Property Total	Personal Property Total Tax	PP Avg Rate of Levy	PP Penalty Total Value	PP Penalty Total Tax
Total Rural	159,136,044	26,670,308.41	.166867	3,814,914	960,160.73	.167813	136,440	22,885.04
Total Urban	71,734,305	5,987,649.34	.175684	917,156	157,752.01	.176550	31,419	5,066.35
Total	230,870,031	40,250,778.15	.157759	3,634,170	988,312.74	.149392	167,859	27,951.41

	State Apprsd Total	State Apprsd Total Tax	State Apprsd Avg Rate of Levy	Assessed Tangible Prop Total	General Ad Valorem Total Tax	County Avg Rate of Levy	Grand Total Value w/Penalty	Grand Total Tax
Total Rural	16,507,655	2,328,801.32	.141078	129,180,693	17,142,476.41	.132653	24,312,673	17,360,376.29
Total Urban	3,250,220	506,307.32	.155776	39,312,163	5,119,725.21	.130249	35,165,308	4,220,795.71
Total	19,757,855	2,911,108.32	.147348	158,497,158	23,162,199.58	.147328	188,477,979	23,580,372.00

***** Tax Cancellation Sheet is *****

	Reports	PP	Grand Total	Real	Pers	July Total Real	November Total Real	Difference
Total Rural	0.00	47.88	47.88	221,328.98	1,775.08	305,231,673	305,230,998	1,471
Total Urban	0.00	9.28	9.28	105,849.30	1,575.06	21,458,548	21,436,109	22,517
Total	0.00	57.16	57.16	326,178.28	3,350.94	156,436,215	156,475,053	55,505

	July State Apprsd	November State Apprsd	Difference	July Total PP	November Total PP	Difference	State Aval Penalty Tax	CME Tax
Total Rural	16,507,655	16,507,655	0	3,629,846	1,614,514	12,948	.00	127,917.32
Total Urban	3,250,220	1,250,220	0	963,344	917,256	4,048	.00	28,469.34
Total	19,757,855	19,757,855	0	3,247,287	1,214,270	16,988	.00	234,407.46

I hereby certify that this document has been prepared and furnished to the Director of Property Valuation as required by statutes K.S.A. 79-1801.

Witness my hand and official seal, this _____ Day of _____ Year _____

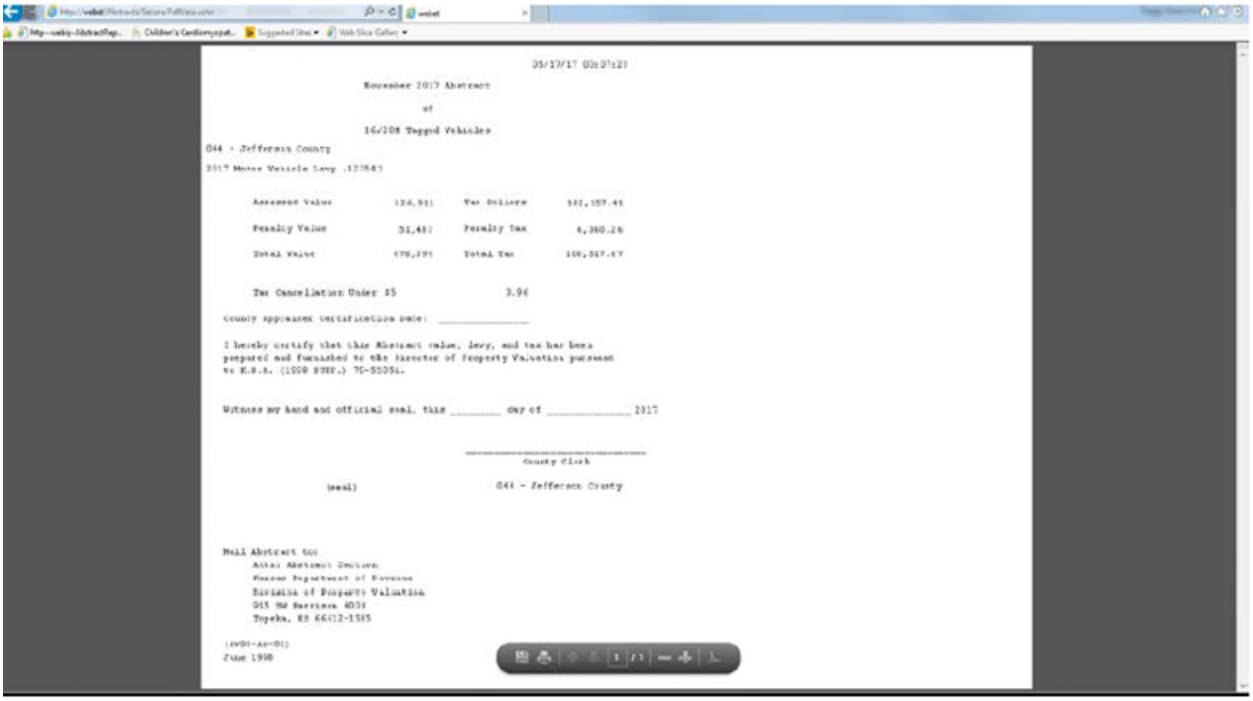
County Clerk County

HEAVY TRUCKS SIGNOFF

When the '**Heavy Trucks Signoff**' button is selected and the '**Show Report**' button is clicked, the on-line program opens the 'November Abstract of 16/20M Tagged Vehicles' which is created from the **pvhtn.txt** file.

It is important to *verify the levy, the value, the tax dollars, and the cancelled tax* on the '**Heavy Trucks Signoff**' before certification. The value should match the value on the 16/20M Distribution Abstract (Excel) and the taxes should be close.

This file may be edited in the '**Edit Heavy Truck File**'. Print a copy of the '**Heavy Truck Signoff**' to certify and mail to the address listed on Page 2. The document may also be saved to your computer. To return to the '**Reports Menu**', click the '**Back**' button on the Internet Explorer task bar.



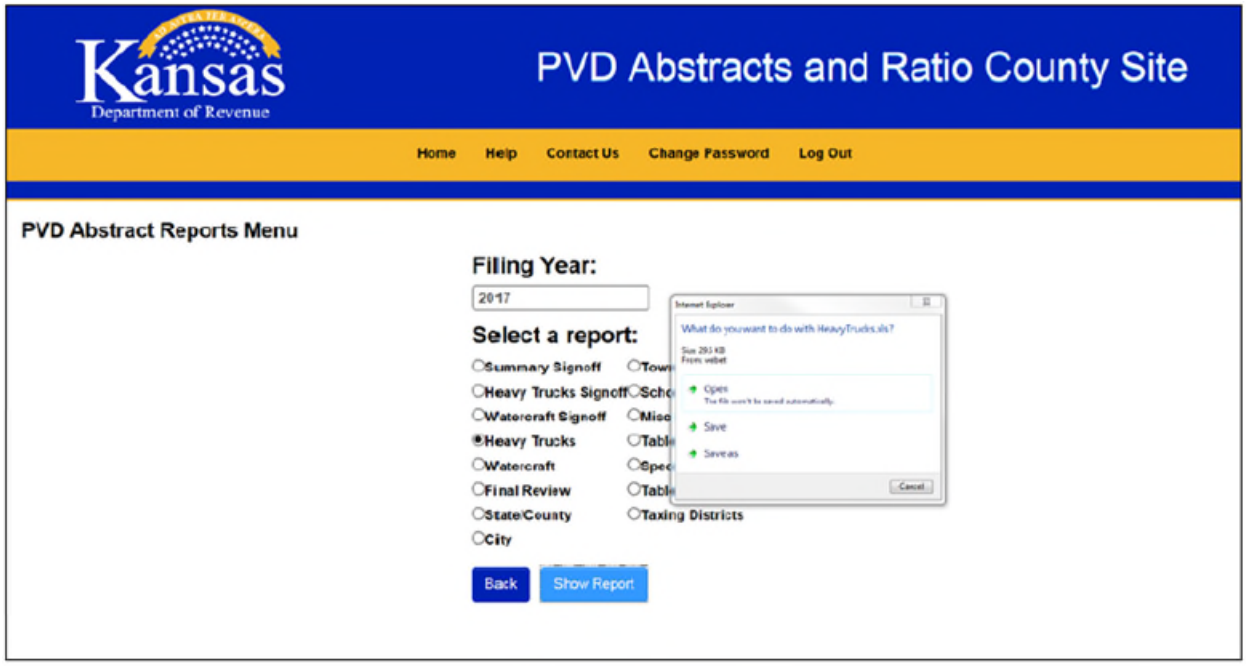
HEAVY TRUCKS (No longer needs to be submitted)

Opening the '**Heavy Trucks**' produces an Excel file of the 'PVD Heavy Trucks Detail' which was formally called the '16/20M Heavy Trucks Report'. When the '**Heavy Trucks**' button is selected and the '**Show Report**' button is clicked, and Internet Explorer box with the question 'What do you want to do with HeavyTrucks.xls?' (see screen print of example below) opens offering to '**Open**', '**Save**', '**Save As**' or '**Cancel**',

If the option '**Open**' is selected the Excel file is opened in the Internet Explorer window for viewing and printing purposes. Open the file to review the information, especially before certifying the '**Heavy Truck Signoff**'. Click the '**Back**' button on the Internet Explorer task bar to return to the Reports Menu.

If '**Save**' or '**Save As**' is clicked, you may save the Excel file to computer. If '**Cancel**' is clicked the dialog box closes.

It is no longer necessary to print and mail this report to PVD but you may want to print a copy for your files.



FINAL REVEW

After the fund distribution files, '**Table 1**', '**Specials**', and '**Table 2**' have been uploaded successfully, open the '**Final Review**'. '**Final Review**' compares the distributions in '**State and County**'. '**City**'. '**Township**', '**Schools**', and '**Miscellaneous**' with the taxes plus penalties (column 3) in '**Table 1**'. It also checks for these discrepancies between '**Table 1**', '**Specials**', and '**Table 2**'.

Total amount in column 3 of Table 1 = Grand Total of column 1 of Table 2

Total amount in column 9 of Table 1 = Grand Total of column 4 of Table 2

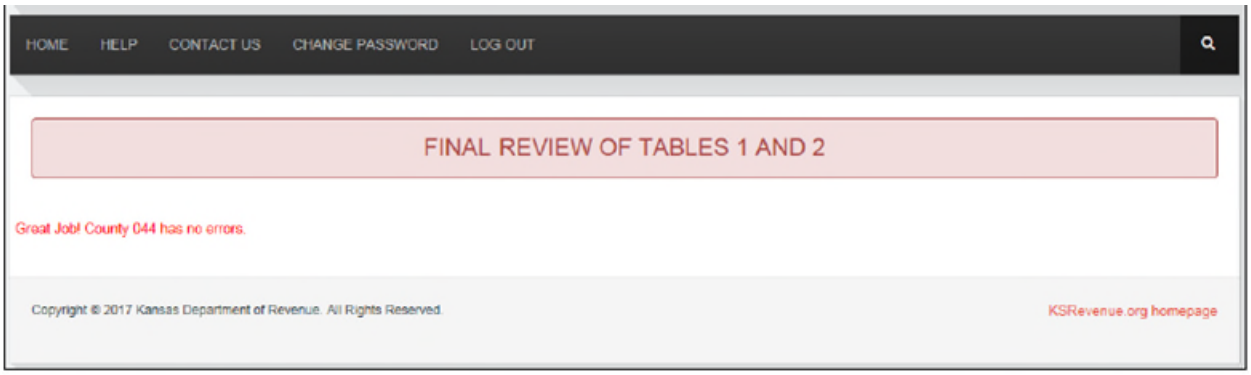
Total amount in column 10 of Table 1 = Grand Total of column 5 of Table 2

Total amount in column 11 of Table 1 = Grand Total of column 6 of Table 2

Special Assessment Total of Tax Amount = Grand Total of column 5 of Table 2

If there are any discrepancies, you will receive a detailed error message. Correct the listed errors then check '**Final Review**'. You must continue to run this report and correct the errors reported until **no errors** are found. See screen print on the next page.

A copy of the '**Final Review**', *the final copy without any errors**, (see screen print below***) must be mailed in with your abstracts and reports to the address on page 2. Click on '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape rather portrait. To return to the '**Back**' button on the Internet Explorer task bar.



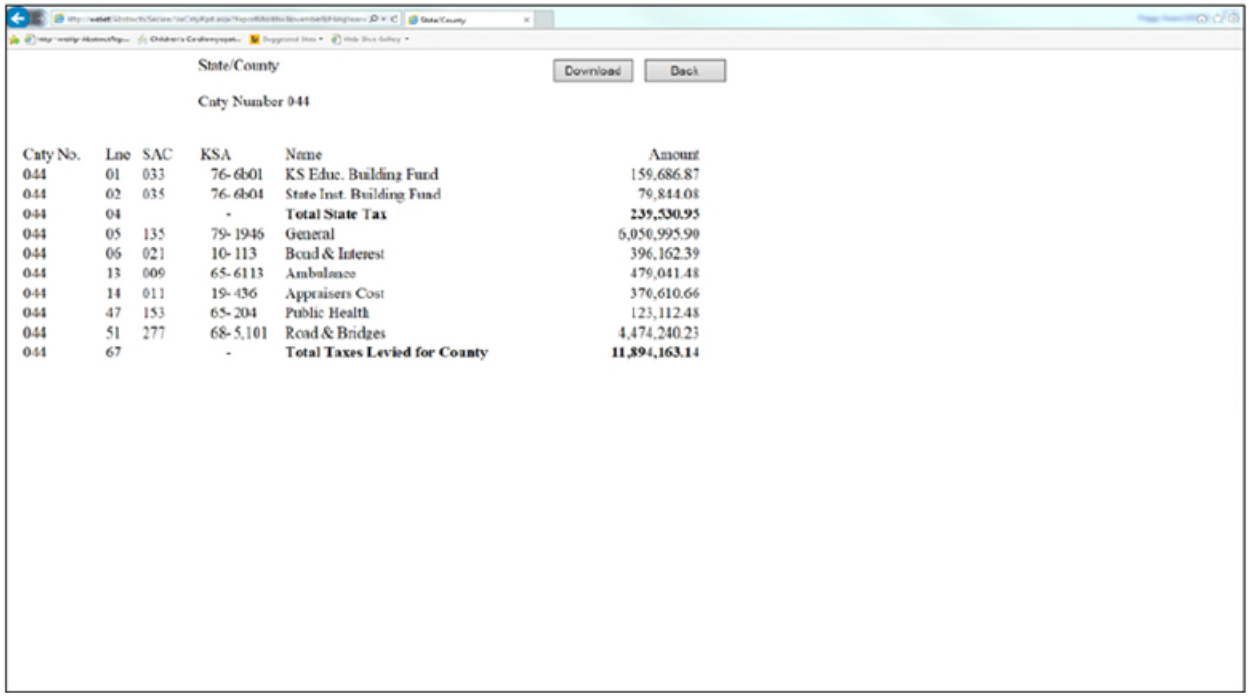
STATE AND COUNTY REPORT

Open the '**State/County**' report when your state and county information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that fund distribution included the cancelled and penalty tax. The State distribution should be figured to the penny by multiplying the value including the penalty by each fund levy. Verify the totals for each county fund that are on the appropriate lines and that the SAC numbers and K.S.A. are correct.

Click on the '**File**' then '**Print**' the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Report Menu**', click the grey '**Back**' button.

REMEMBER, if the miscellaneous fund is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must individually identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and write the breakdown on this report after its printed.

This document must be mailed with your November Abstracts to the address listed on Page 2.



State/County

Download Back

Cnty Number 044

Cnty No.	Lne	SAC	KSA	Name	Amount
044	01	033	76-6b01	KS Educ. Building Fund	159,686.87
044	02	035	76-6b04	State Inst. Building Fund	79,844.08
044	04		-	**Total State Tax**	**239,530.95**
044	05	135	79-1946	General	6,050,995.90
044	06	021	10-113	Bond & Interest	396,162.39
044	13	009	65-6113	Ambulance	479,041.48
044	14	011	19-436	Appraisers Cost	376,610.66
044	47	153	65-204	Public Health	123,112.48
044	51	277	68-5,101	Road & Bridges	4,474,240.23
044	67		-	**Total Taxes Levied for County**	**11,894,163.14**

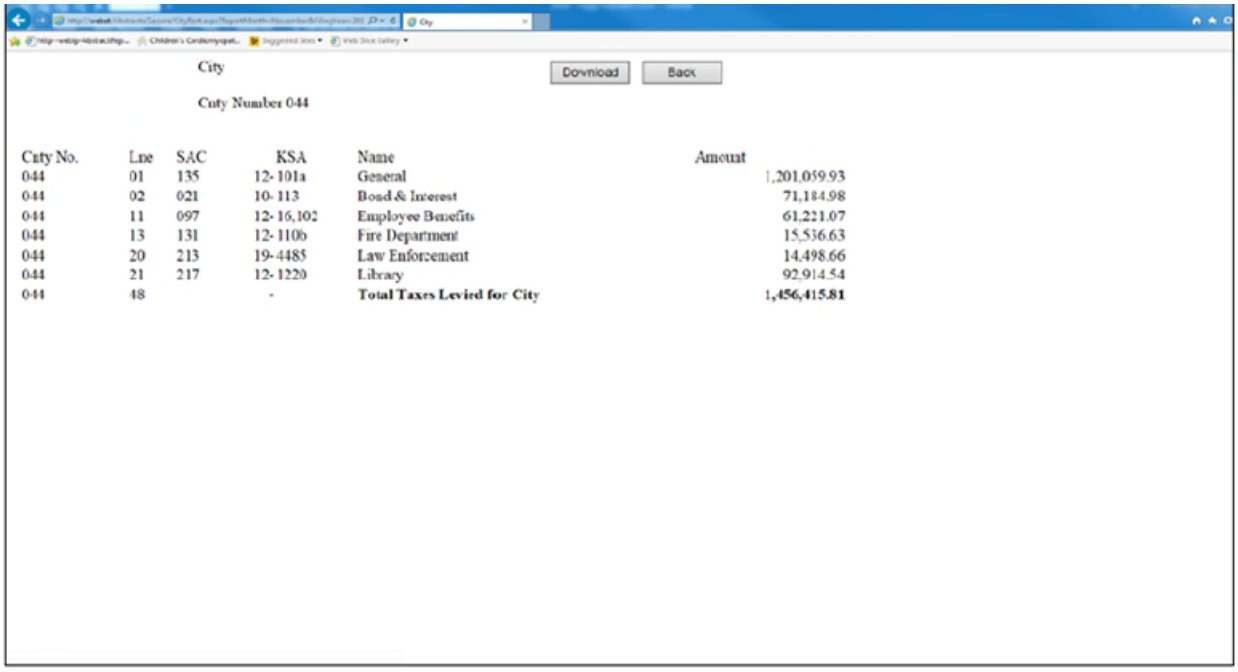
CITY REPORT

Open the '**City**' report when your city information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that the totals for each city fund are on the appropriate lines and that the SAC numbers and the K.S.A. is correct.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click on the gray '**Back**' button.

REMEMBER, if the miscellaneous fund line is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must individually identify each fund by its SAC number, K.S.A. numbers and tax dollar amounts and write the breakdown on this report after its printed.

This document must be mailed with your November abstracts to the address listed on Page 2.



City

Dovnload Back

City Number 044

City No.	Line	SAC	KSA	Name	Amount
044	01	135	12-101a	General	1,201,059.93
044	02	021	10-113	Bond & Interest	71,184.98
044	11	097	12-16,102	Employee Benefits	61,221.07
044	13	131	12-110b	Fire Department	15,536.63
044	20	213	19-4485	Law Enforcement	14,498.66
044	21	217	12-1220	Library	92,914.54
044	48		-	**Total Taxes Levied for City**	**1,456,415.81**

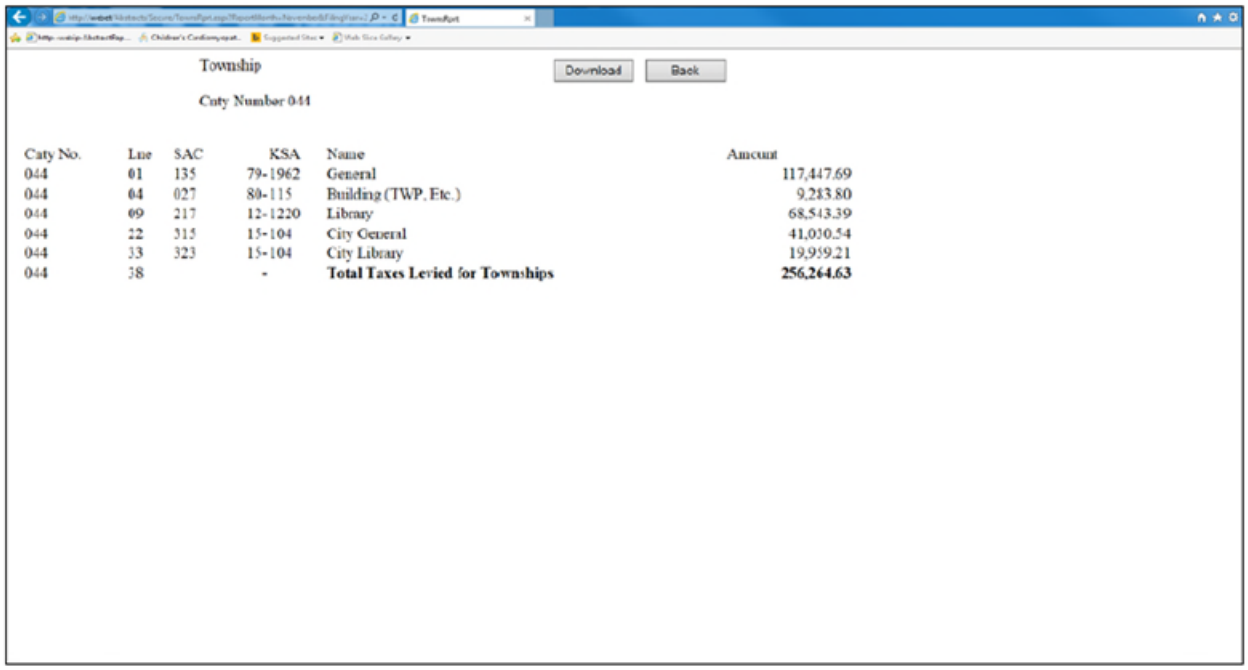
TOWNSHIP REPORT

Open the '**Township**' report when your township information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that the totals for each township fund are on the appropriate lines and that the SAC numbers and the K.S.A. numbers are correct.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click on the gray '**Back**' button.

REMEMBER, if the miscellaneous fund line is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must individually identify each fund by its SAC number, K.S.A. numbers and tax dollar amounts and write the breakdown on this report after its printed.

This document must be mailed with your November abstracts to the address listed on Page 2.



SCHOOLS REPORT

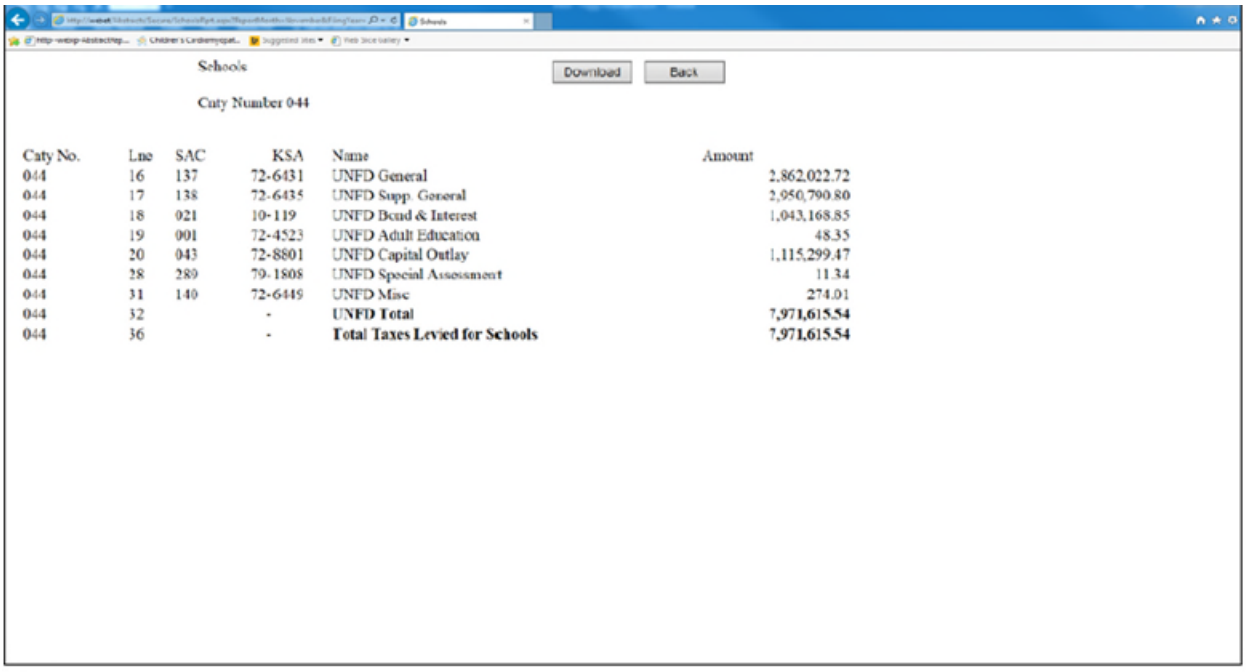
Open the '**Schools**' report when your schools information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that the totals for each school fund, including the Community Junior College (lines 1-8 on the School file), are on the appropriate lines that the SAC numbers and K.S.A. is correct.

New in 2018 is line 33 (*Capital Outlay SB19*) which will indicate the funds for the USD capital outlay from IRBX and EDX values that are taxable according to SB 19. The amount on line 33 should be very close to the CapOut Tax on the Summary Signoff. The *Total Taxes Levied for Schools* should include line 33.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click on the gray '**Back**' button.

REMEMBER, if the miscellaneous fund line is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must individually identify each fund by its SAC number, K.S.A. numbers and tax dollar amounts and write the breakdown on this report after its printed.

This document must be mailed with your November abstracts to the address listed on Page 2.



Schools

Download Back

Cnty Number 044

Cnty No.	Lne	SAC	KSA	Name	Amount
044	16	137	72-6431	UNFD General	2,862,022.72
044	17	138	72-6435	UNFD Supp. General	2,950,790.80
044	18	021	10-119	UNFD Bond & Interest	1,043,168.85
044	19	001	72-4523	UNFD Adult Education	48.35
044	20	043	72-8801	UNFD Capital Outlay	1,115,299.47
044	28	289	79-1808	UNFD Special Assessment	11.34
044	31	140	72-6449	UNFD Misc	274.01
044	32		-	**UNFD Total**	**7,971,615.54**
044	36		-	**Total Taxes Levied for Schools**	**7,971,615.54**

MISCELANEOUS DISTRICTS REPORT

Open the '**Misc. Districts**' report when your miscellaneous districts information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen. Verify that the totals for each miscellaneous fund are on the appropriate lines for the specific districts and that the SAC numbers and the K.S.A. is correct.

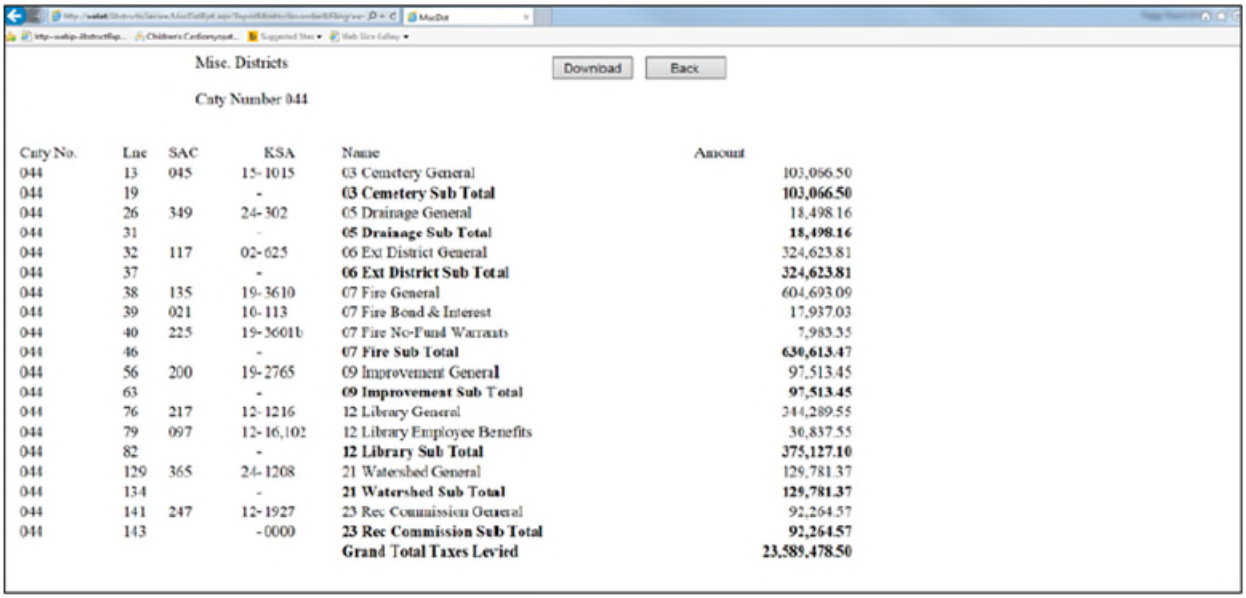
Make certain that any recreation commission funds are reported on lines 141 and 142 of the Miscellaneous Districts report, not on the City or Schools reports.

The 'Grand Total Taxes Levied' must agree with the 'General Tax' calculated on Table 1 column 3 and Table 2 Column 9. Any errors will result in an error report on the '**Final Report**' and will need to be corrected.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click on the gray '**Back**' button.

REMEMBER, if the miscellaneous fund line is a combination of two or more funds, it should have the SAC number of 999 and the K.S.A. fields should be blank. You must <u>individually</u> identify each fund by its SAC number, K.S.A. numbers and tax dollar amounts and write the breakdown on this report after its printed.

This document must be mailed with your November abstracts to the address listed on Page 2.



Misc. Districts

Download Back

City Number 044

City No.	Line	SAC	KSA	Name	Amount
044	13	045	15-1015	03 Cemetery General	103,066.50
044	19		-	**03 Cemetery Sub Total**	**103,066.50**
044	26	349	24-302	05 Drainage General	18,498.16
044	31		-	**05 Drainage Sub Total**	**18,498.16**
044	32	117	02-625	06 Ext District General	324,623.81
044	37		-	**06 Ext District Sub Total**	**324,623.81**
044	38	135	19-3610	07 Fire General	604,693.09
044	39	021	10-113	07 Fire Bond & Interest	17,937.03
044	40	225	19-3601b	07 Fire No-Fund Warrants	7,983.35
044	46		-	**07 Fire Sub Total**	**630,613.47**
044	56	200	19-2765	09 Improvement General	97,513.45
044	63		-	**09 Improvement Sub Total**	**97,513.45**
044	76	217	12-1216	12 Library General	344,289.55
044	79	097	12-16,102	12 Library Employee Benefits	30,837.55
044	82		-	**12 Library Sub Total**	**375,127.10**
044	129	365	24-1208	21 Watershed General	129,781.37
044	134		-	**21 Watershed Sub Total**	**129,781.37**
044	141	247	12-1927	23 Rec Commission General	92,264.57
044	143		-0000	**23 Rec Commission Sub Total**	**92,264.57**
				Grand Total Taxes Levied	**23,589,478.50**

TABLE 1 REPORT

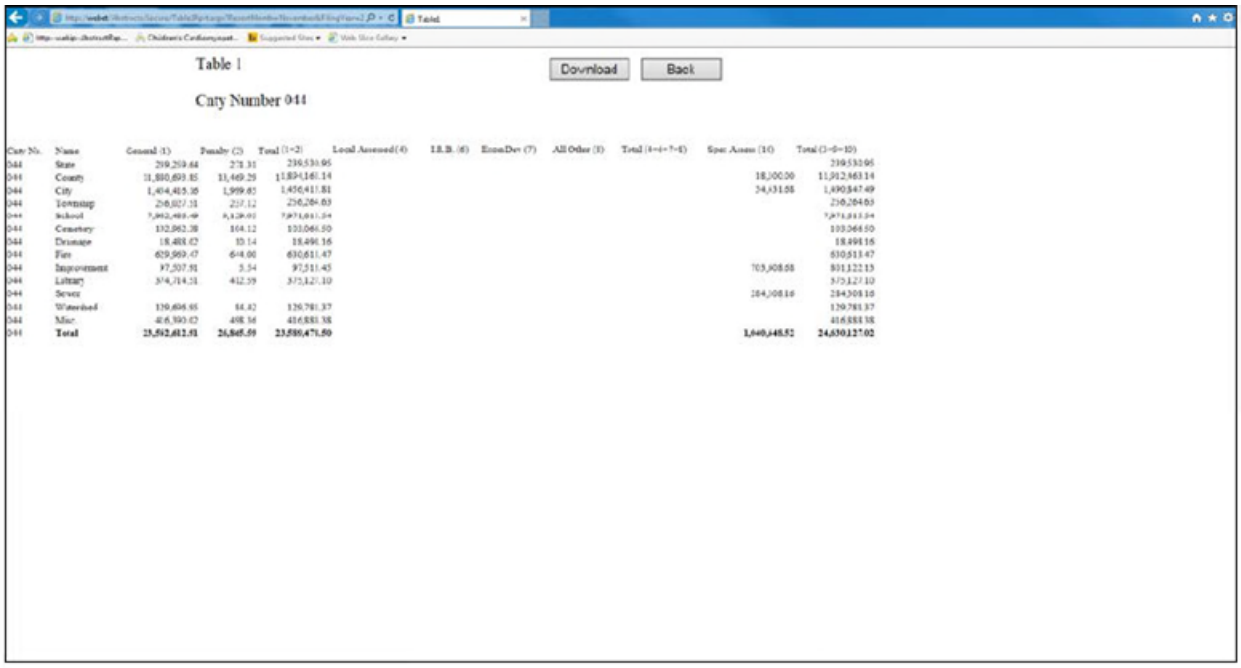
Open the '**Table 1**' report when your '**Table 1**' information is uploaded. Verify that the amount in column 2 is the total penalty tax. Then verify the amount in column 2 is the total penalty tax. Then verify that the column 3 equals the total tax amount for each district and the total of this column must match 'Grand Total Taxes Levied' which is printed at the bottom of the '**Miscellaneous Report**'.

Column 4, 'Locally Assessed Intangibles', is the money and credits collected according to resolutions adopted by the county and townships, and by city ordinances. Column 10, 'Special Assessments', should match the 'Special Assessments Report'. Verify that the Ground Water Management is entered on line 19.

The '**Final Review**' will list any discrepancies between the distribution reports and Table 1. You **must** correct all errors. You should determine if the fund distribution is incorrect or the data in column 1 and 2 of '**Table 1**' is incorrect. Go to the appropriate edit screen and make adjustments accordingly.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click on the gray '**Back**' button.

This document must be mailed with your November abstracts to the address listed on Page 2.



SPECIAL ASSESSMENTS REPORT

Open the '**Special Assessments**' report when your special assessment information is uploaded. If the amount in the special assessments total tax amount does not match the 'Total' amount in column 10 of '**Table 1**' or the 'Spec. Assessment. Tax (10)' of '**Table 2**', the '**Final Review**' will display an error message. Determine the source of the error and return to the appropriate edit screen to make adjustments accordingly.

Verify that Ground Water Management is listed in urban and rural categories. Verify that the 'Total Inside City' and 'Total Outside City' corresponds to Table 2, Column 5, line 8. Urban (inside cities) and line 7, Rural (outside cities).

You may scroll through the data using the scroll bar on the right side of the screen. Click on '**File**' then return to the '**Report Menu**', click on the grey '**Back**' button.

This document must be mailed with your November abstract to the address listed on Page 2.

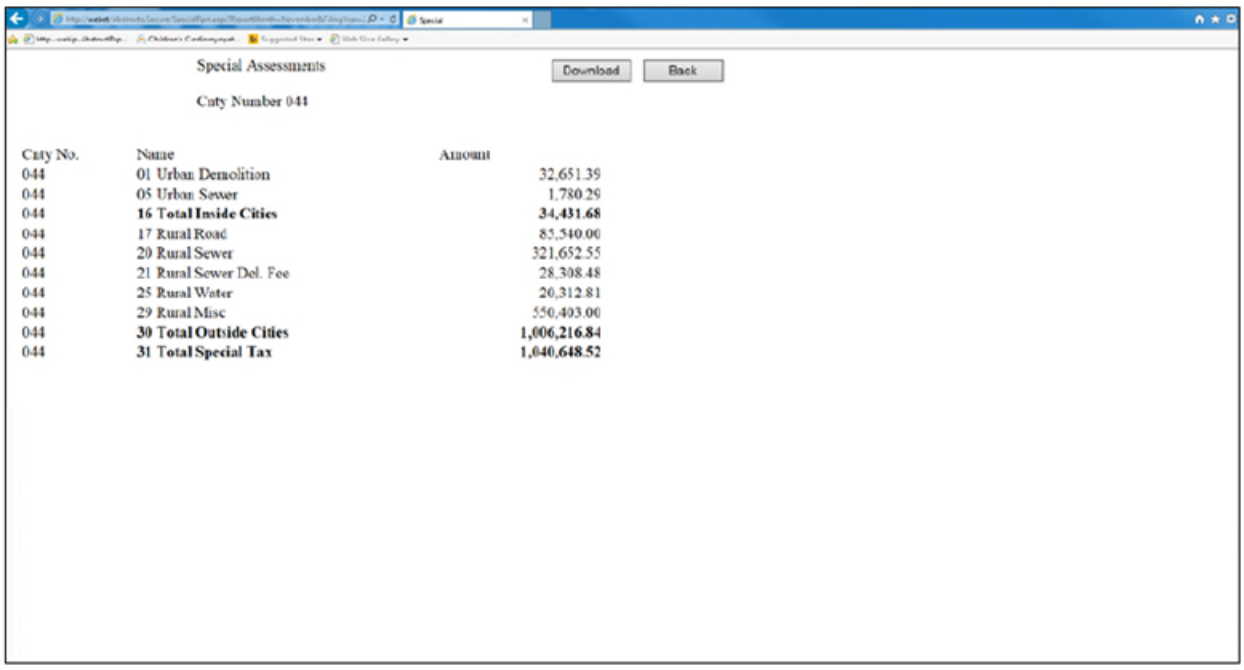


TABLE 2 REPORT

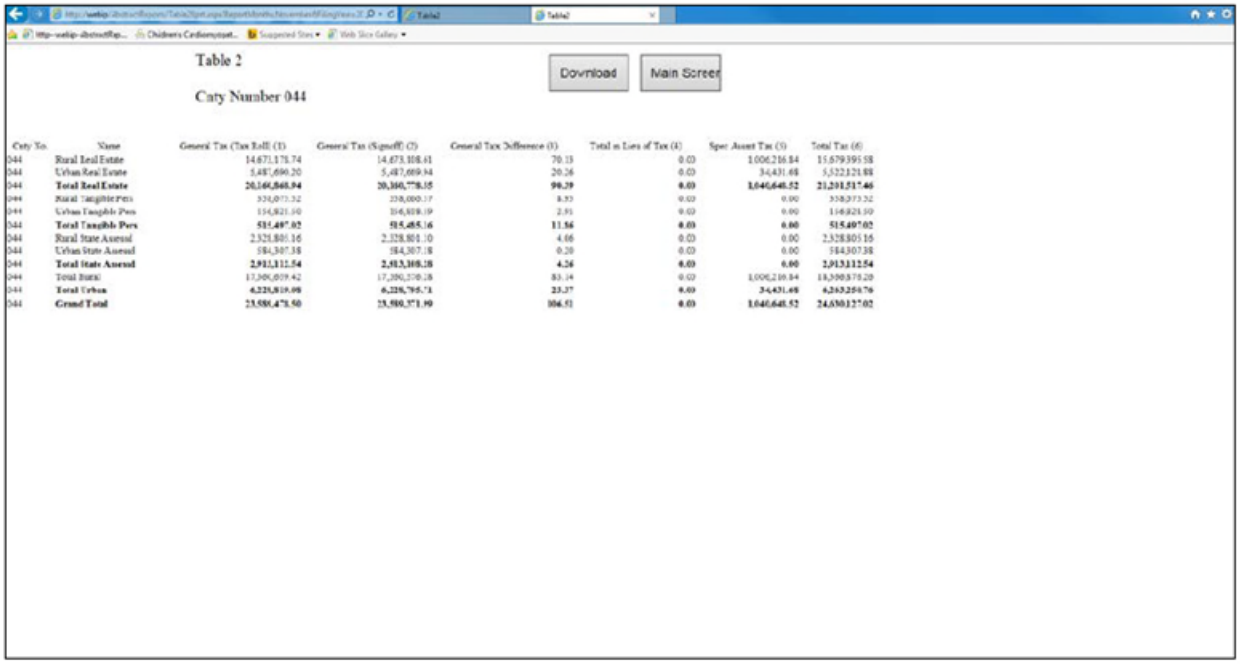
Open the '**Table 2**' report when your Table 2 information is uploaded. If your vendor does not populate 'General Tax (Signoff) (2)', you will need to go on to '**Edit November Table 2 File**' and enter the tax dollars from your summary signoff.

If any of the following discrepancies relating to '**Table 2**' are found, the '**Final Review**' displays the error messages indicating the mismatch and you **must** correct these errors.

- Column 2, 'General Tax Signoff', will need to be data entered if it is not populated by your vendor. The amounts are found on the 'Summary Signoff' (recap section on page 2). The capital outlay tax on the Summary Signoff will need to be added to the real property tax for lines 1 and 2. The personal property tax will need to be added to the personal property for lines 4 and 5. Also the state assessed penalty tax will need to be added to the state assessed tax for lines 7 and 8.
- Column 4, 'in lieu of real and personal collections, must be data entered.
- Total amount in column 3 of Table 1 – Total amount in column 1 of Table 2
- Total amount in column 9 of Table 1 – Total amount in column 4 of Table 2
- Total amount in column 10 of Table 1 – Total amount in column 5 of Table 2
- Total amount in column 11 of Table 1 – Total amount in column 6 of Table 2
- Total Special Tax on Special Assessments Report – Total amount in column 5 of Table 2

You may scroll through the data using the scroll bar at the bottom of the screen. Click on '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Report Menu**', click the grey '**Back**' button.

This document must be mailed with your November abstract to the address listed on Page 2.



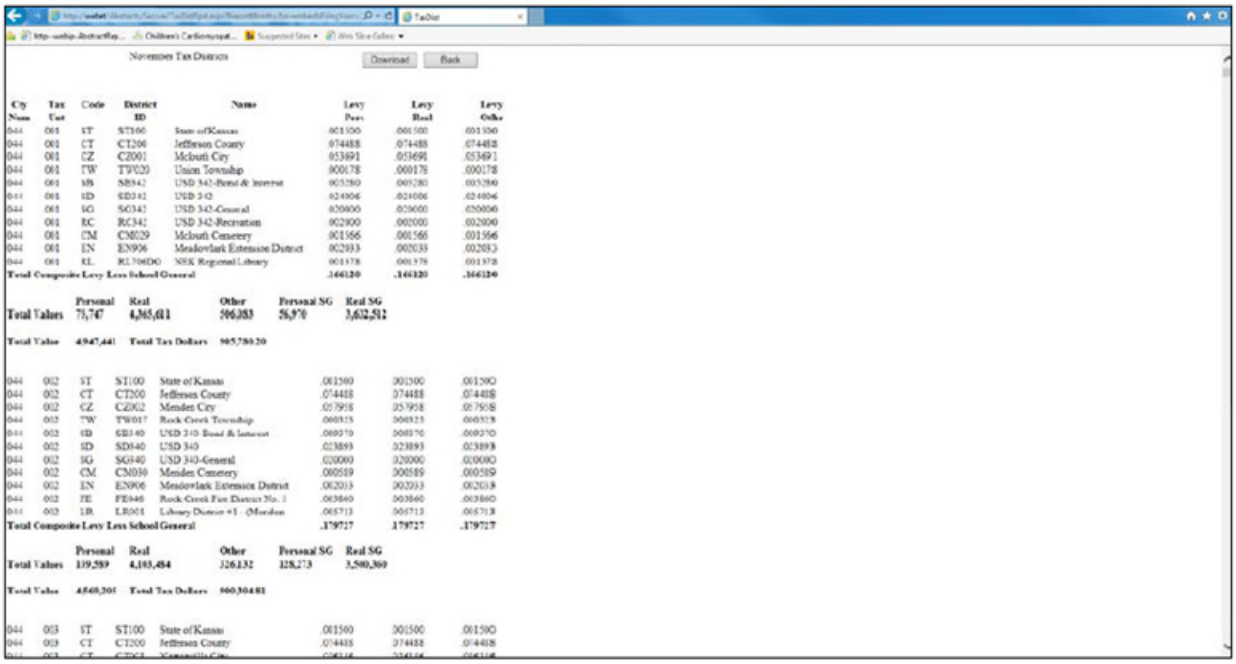
TAXING DISTRICTS REPORT

Open the '**Taxing Districts**' report when your Tax District information is uploaded and correct. You may scroll through the data using the scroll bar on the right side of the screen.

Verify that the '**Total Value**' matches the 'Assessed Tangible Property Total' field on the '**Summary Signoff**' (page 2 of 'Summary Signoff'). The 'Total Tax Dollars' may not match exactly but should be very close.

Click on the '**File**' then '**Print**' to print the report. It will be necessary to go into your print options and set to print landscape. To return to the '**Reports Menu**', click the grey '**Back**' button.

This document must be mailed with your November abstract to the address listed on Page 2.



NOVEMBER EDIT INSTRUCTIONS

EDIT NOVEMBER HEAVY TRUCKS FILE

Choose the '**Edit November Heavy Trucks File**' radio button to edit or make corrections to the heavy truck file for November. This button opens the screen showing the upload Heavy Truck File (see below for a screen print) with levy box for editing the levy and red '**Back**', '**Update**' and '**Add**' buttons. If the levy must be edited, enter the levy in the '**Levy:**' box without the decimal and click '**Update**'.

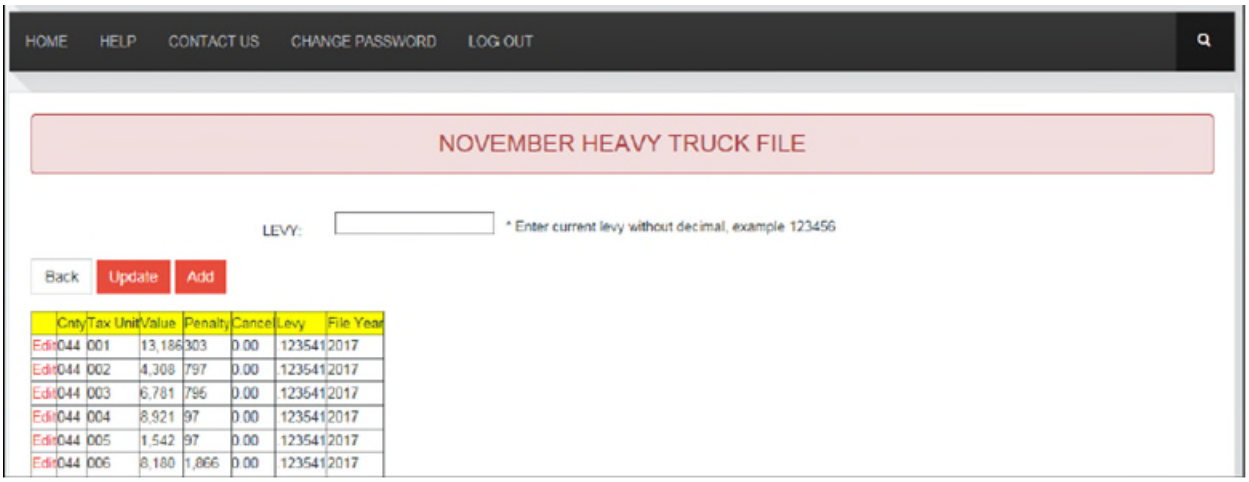
Clicking the underline, red 'Edit' opens a dialog box which allows that record/line to be edited (see next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, they type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified. When editing the files, please follow the data manipulation rules below.

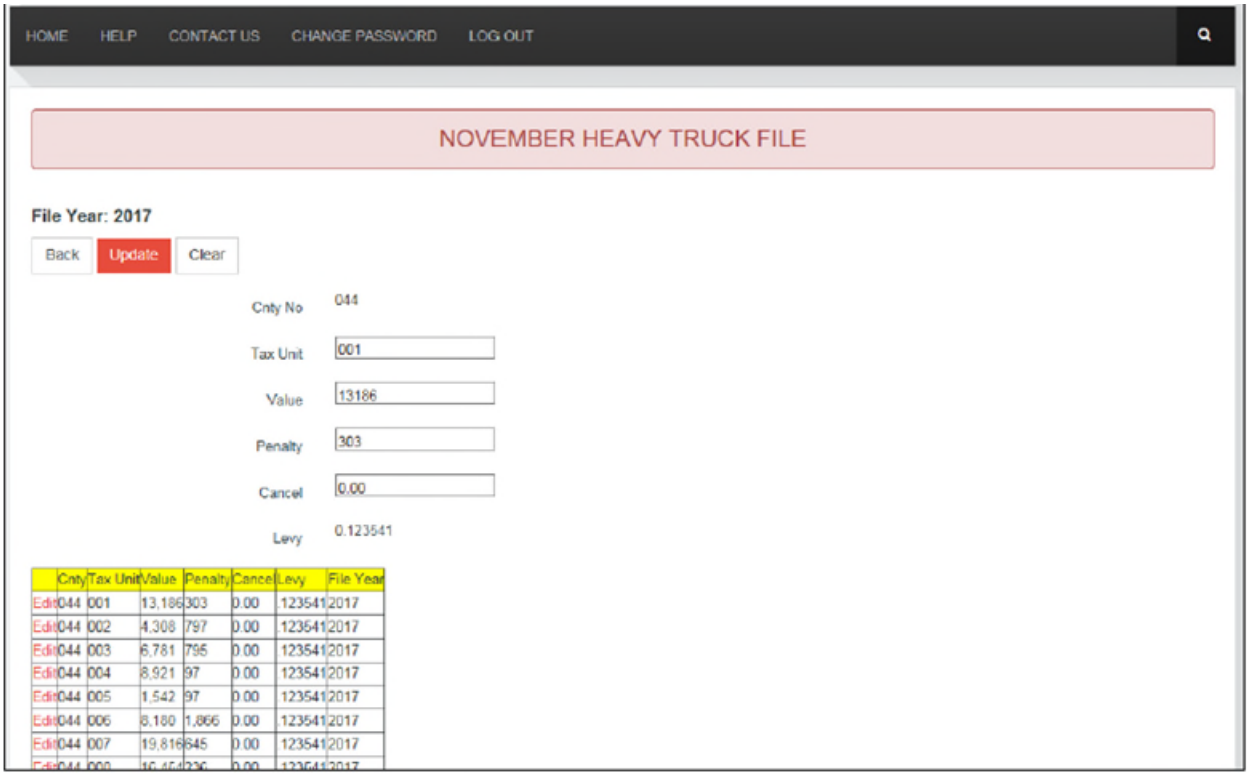
To add a new record/line, click the red '**Add**' button and a blank dialog box opens (see screen print). Each field will need information. Follow the data manipulation rules below when entering the information. When the information for that record is entered, the '**Add**' button is clicked again and a message in red appears stating the file has been added (see screen print).

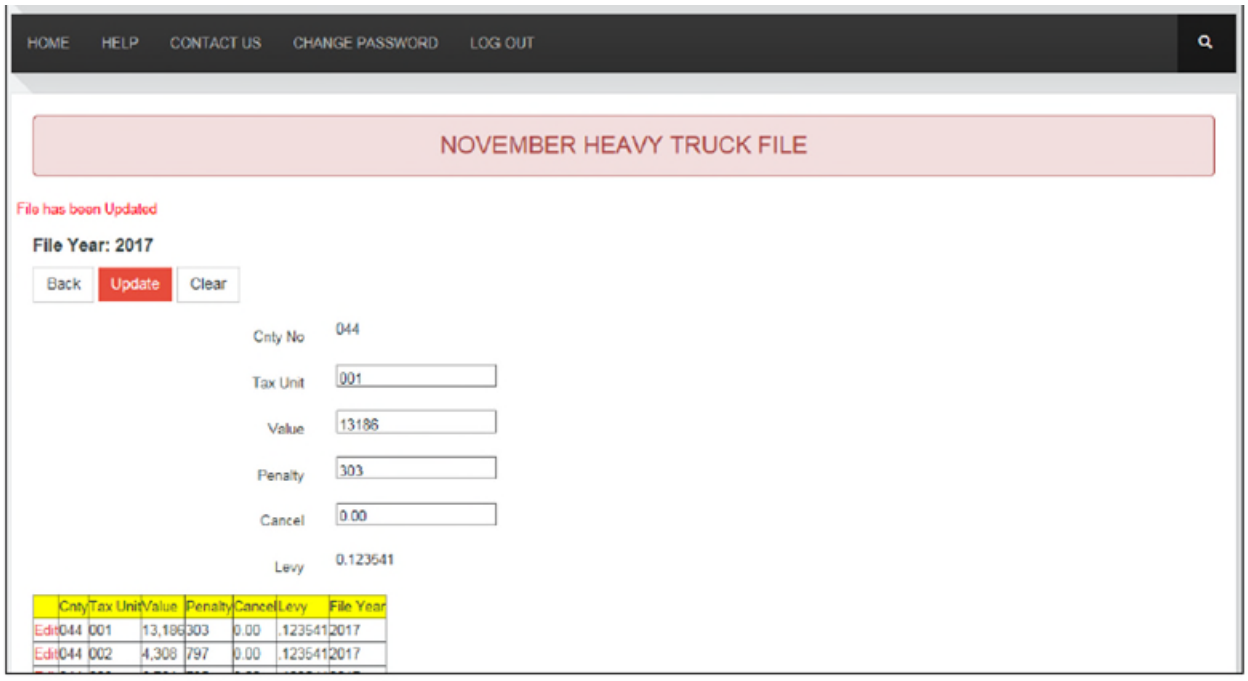
DATA MANIPULATION RULES:

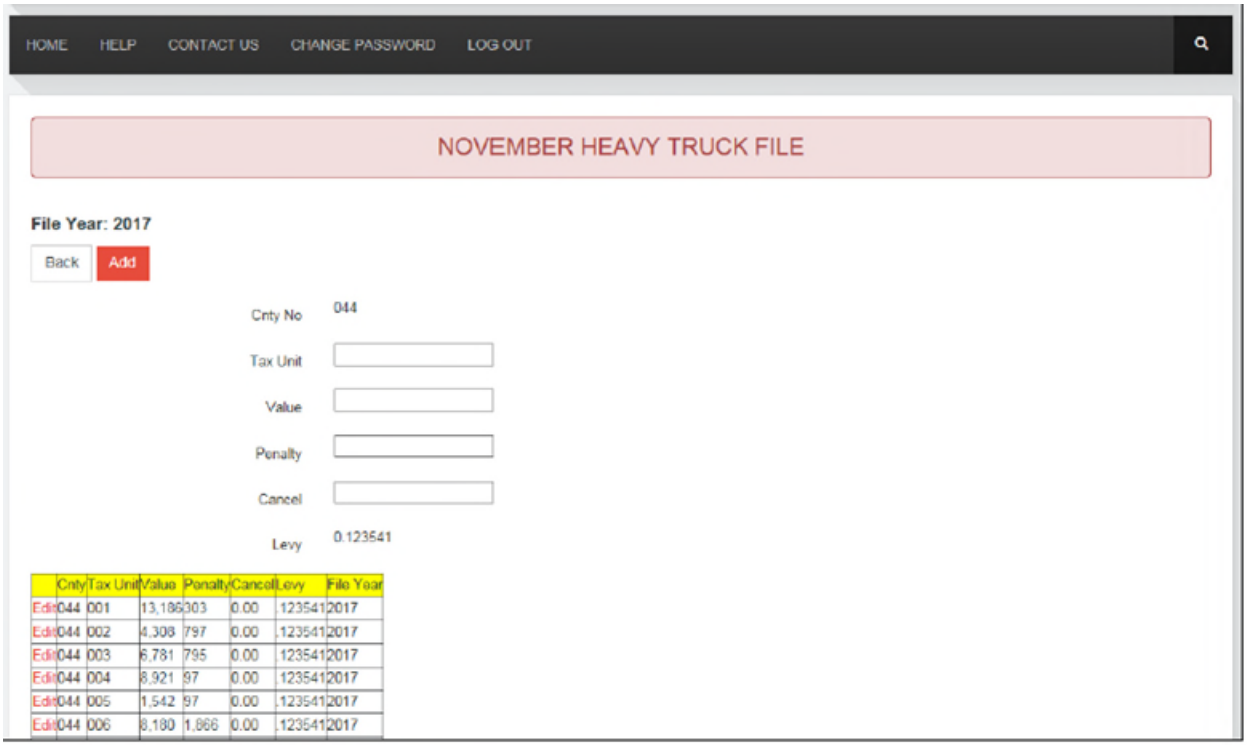
- Boxes that you may use to enter your data, if applicable, are 'Tax Unit', 'Assessed Value', 'Penalty' and 'Cancel'.
- Values for 'Tax Unit', 'Assessed Value' and 'Penalty' should be entered as whole numbers without commas or decimals. If 'Penalty' is zero, '0' should be entered.
- You may enter amounts in the 'Cancel' fields/boxes, the Cancelled Tax field, as dollars without commas and cents to the nearest cent. This column represents your 'Cancelled Tax' amount. If the dollar amount is zero, '0.00' needs to be entered.
- IF 'Assessed Value' or 'Penalty' needs to be changed to zero, select the field and key a '0' in the space.
- You may use the 'Tab' key to scroll across the boxes.

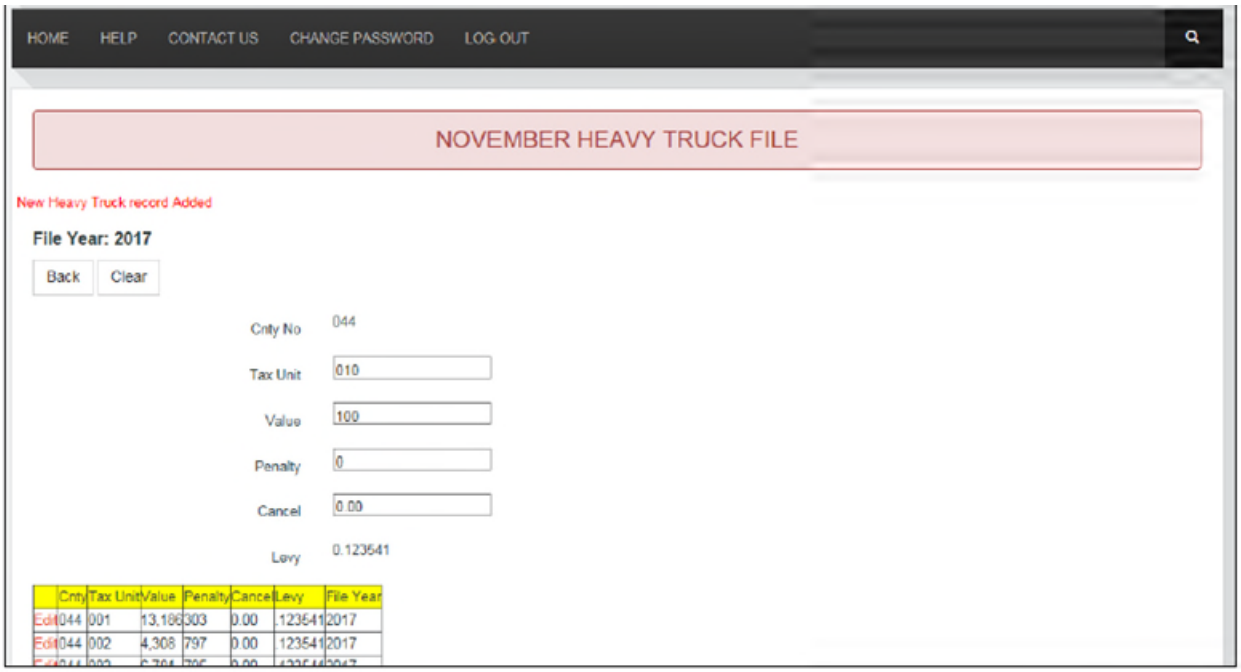
Click on the '**Back**' button to return to the November Abstract menu. *Do not use the browser arrows to go back as that may undo edits which has been made.*


HOME
HELP
CONTACT US
CHANGE PASSWORD
LOG OUT
NOVEMBER HEAVY TRUCK FILE
LEVY:
* Enter current levy without decimal, example 123456
Back
Update
Add
Cnty Tax Unit Value Penalty Cancel Levy File Year
Edit 044 001 13,186 303 0.00 123541 2017
Edit 044 002 4,308 797 0.00 123541 2017
Edit 044 003 6,781 795 0.00 123541 2017
Edit 044 004 8,921 97 0.00 123541 2017
Edit 044 005 1,542 97 0.00 123541 2017
Edit 044 006 8,180 1,866 0.00 123541 2017


HOME
HELP
CONTACT US
CHANGE PASSWORD
LOG OUT
NOVEMBER HEAVY TRUCK FILE
File Year: 2017
Back
Update
Clear
Cnty No 044
Tax Unit 001
Value 13186
Penalty 303
Cancel 0.00
Levy 0.123541
Cnty Tax Unit Value Penalty Cancel Levy File Year
Edit 044 001 13,186 303 0.00 123541 2017
Edit 044 002 4,308 797 0.00 123541 2017
Edit 044 003 6,781 795 0.00 123541 2017
Edit 044 004 8,921 97 0.00 123541 2017
Edit 044 005 1,542 97 0.00 123541 2017
Edit 044 006 8,180 1,866 0.00 123541 2017
Edit 044 007 19,816 845 0.00 123541 2017


HOME
HELP
CONTACT US
CHANGE PASSWORD
LOG OUT
NOVEMBER HEAVY TRUCK FILE
File has been Updated
File Year: 2017
Back
Update
Clear
Cnty No
044
Tax Unit
001
Value
13186
Penalty
303
Cancel
0.00
Levy
0.123541
Cnty
Tax Unit
Value
Penalty
Cancel
Levy
File Year
Edit 044 001 13,186 303 0.00 .123541 2017
Edit 044 002 4,308 797 0.00 .123541 2017


HOME
HELP
CONTACT US
CHANGE PASSWORD
LOG OUT
NOVEMBER HEAVY TRUCK FILE
File Year: 2017
Back
Add
Cnty No
044
Tax Unit
Value
Penalty
Cancel
Levy
0.123541
Cnty
Tax Unit
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Penalty
Cancel
Levy
File Year
Edit 044 001 13,186 303 0.00 .123541 2017
Edit 044 002 4,308 797 0.00 .123541 2017
Edit 044 003 6,781 795 0.00 .123541 2017
Edit 044 004 8,921 97 0.00 .123541 2017
Edit 044 005 1,542 97 0.00 .123541 2017
Edit 044 006 8,180 1,866 0.00 .123541 2017


HOME
HELP
CONTACT US
CHANGE PASSWORD
LOG OUT
NOVEMBER HEAVY TRUCK FILE
New Heavy Truck record Added
File Year: 2017
Back
Clear
Cnty No
044
Tax Unit
010
Value
100
Penalty
0
Cancel
0.00
Levy
0.123541
Cnty Tax Unit Value Penalty Cancel Levy File Year
Edit 044 001 13,186 303 0.00 .123541 2017
Edit 044 002 4,308 797 0.00 123541 2017

EDIT NOVEMBER STATE AND COUNTY FILE

Choose the '**Edit November State and County File**' radio button to edit or make corrections to the state and county file for November. This button opens the screen showing the uploaded file (see the next page for a screen print).

Clicking the underlined, red 'Edit' opens a dialog box which allows that record/lines to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' button is clicked, these totals will be updated to include any tax changes made.

The 4th line (*Total State Taxes*) and the 67th line (*Total Taxes Levied for County*) are high-lighted in yellow indicating that they are system-calculated. When the '**Update**' button clicked, these totals will be updated to include any tax changes made.

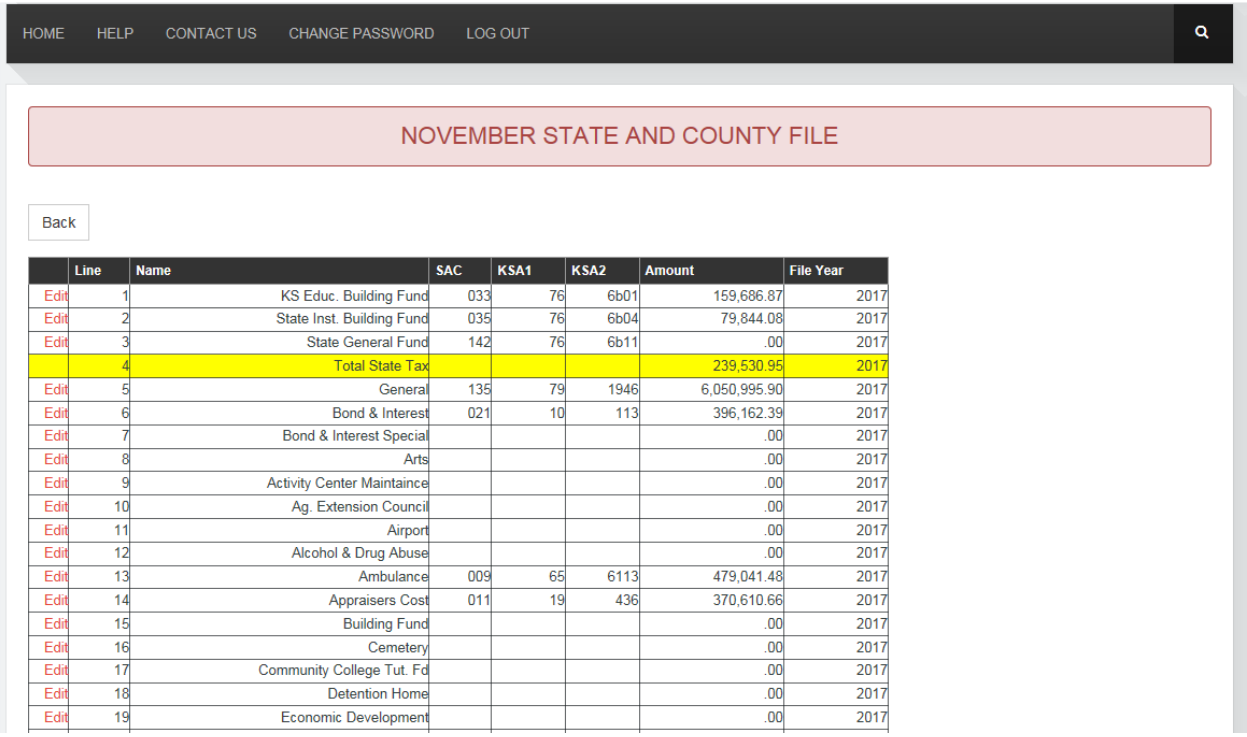
The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen, enter this information on line 66 titled '*Misc.*' using its appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 888 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to individually identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper reports.

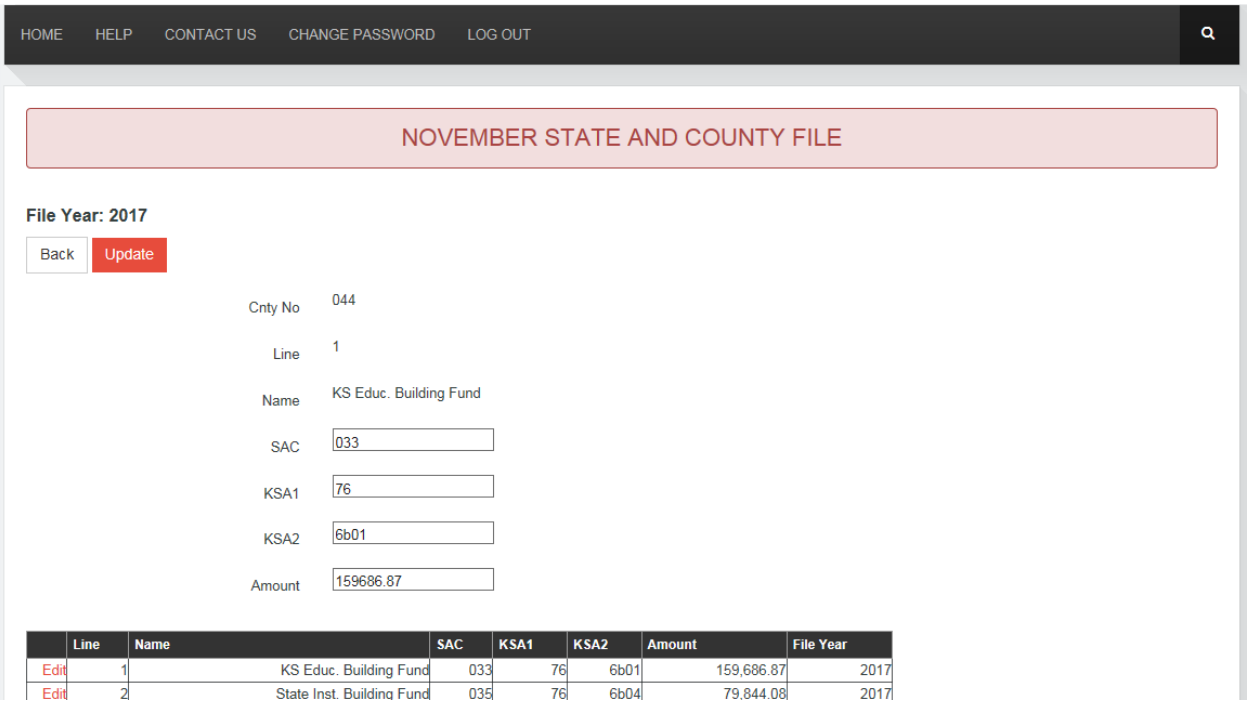
DATA MANIPULATION RULES FOR DISTRITBUTION REPORTS:

- Boxes that you may use to edit your data are 'SAC', 'KSA1','KSA2' and 'Amount'.
- 'SAC' is limited to three digits
- 'KSA1', the K.S.A. chapter number, is a two-digit number and 'KSA2', the K.S.A. article number is alpha-numeric.
- 'Amount', the tax distribution amount, is to be entered with two decimal places and no commas. If the distribution needs to be changed to zero, select the field and key '0.00' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	KS Educ. Building Fund	033	76	6b01	159,686.87	2017
Edit	2	State Inst. Building Fund	035	76	6b04	79,844.08	2017
Edit	3	State General Fund	142	76	6b11	.00	2017
	4	Total State Tax				239,530.95	2017
Edit	5	General	135	79	1946	6,050,995.90	2017
Edit	6	Bond & Interest	021	10	113	396,162.39	2017
Edit	7	Bond & Interest Special				.00	2017
Edit	8	Arts				.00	2017
Edit	9	Activity Center Maintaince				.00	2017
Edit	10	Ag. Extension Council				.00	2017
Edit	11	Airport				.00	2017
Edit	12	Alcohol & Drug Abuse				.00	2017
Edit	13	Ambulance	009	65	6113	479,041.48	2017
Edit	14	Appraisers Cost	011	19	436	370,610.66	2017
Edit	15	Building Fund				.00	2017
Edit	16	Cemetery				.00	2017
Edit	17	Community College Tut. Fd				.00	2017
Edit	18	Detention Home				.00	2017
Edit	19	Economic Development				.00	2017



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	KS Educ. Building Fund	033	76	6b01	159,686.87	2017
Edit	2	State Inst. Building Fund	035	76	6b04	79,844.08	2017

EDIT NOVEMBER CITY FILE

Choose the '**Edit November City File**' radio button to edit or make corrections to the city file for November. This button opens the screen showing the uploaded file (see the next page for a screen print).

Clicking the underlined, red 'Edit' opens a dialog box which allows that record/line to be edited (see the next page for screen print of an example). Click in the fields/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Upload**' button is clicked and a message in red appears stating that the file has been uploaded. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified.

The 48th line (*Total Taxes Levied for City*) is high-lighted in yellow indicating that it is system-calculated. When the '**Update**' button is clicked, these totals will be updated to include any tax changes made.

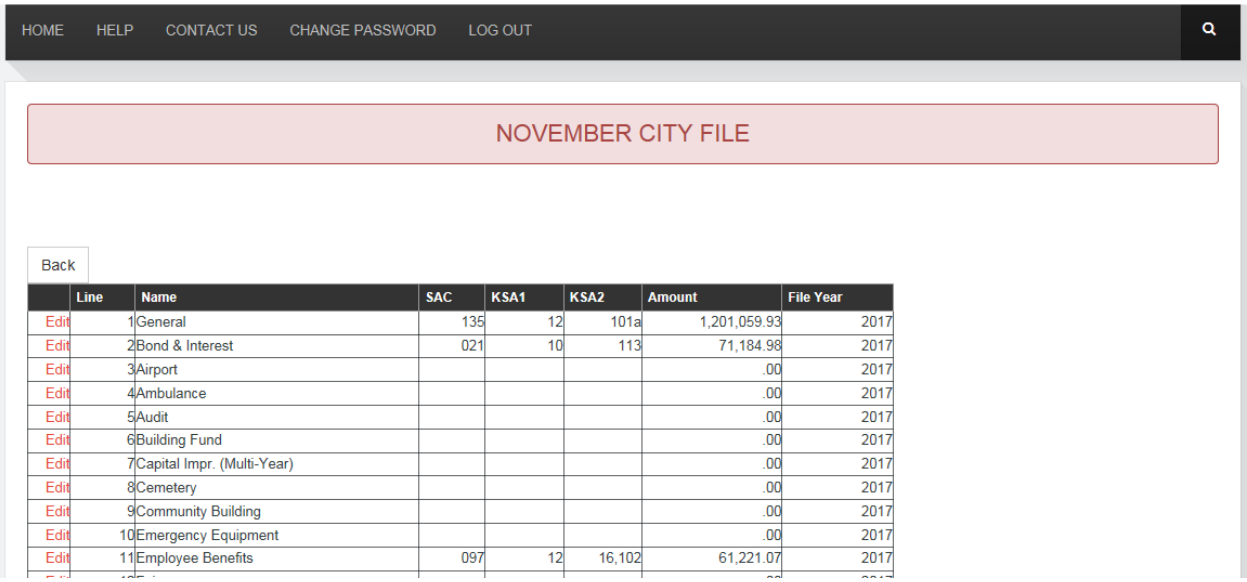
The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen, enter this information on the line 47 titled '*Misc.*' using its appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 999 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to individually identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper reports.

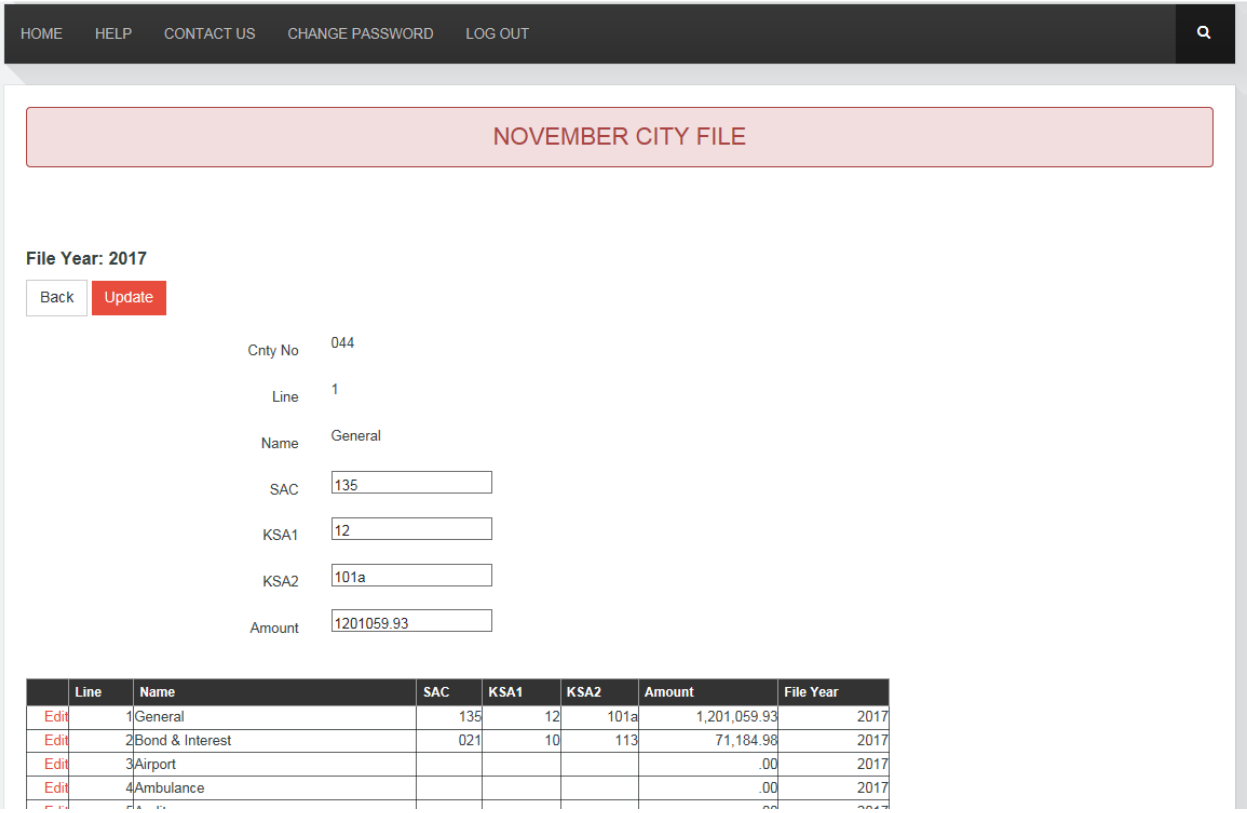
DATA MANIPULATION RULES FOR DISTRIBUTION REPORTS:

- Boxes that you may use to edit your data are 'SAC', 'KSA1', 'KSA2', and 'Amount'.
- 'SAC' is limited to three digits.
- 'KSA', the K.S.A. chapter number, is a two-digit number and 'KSA2', the K.S.A. article number, is alpha-numeric.
- 'Amount', the tax distribution amount, is to be entered with two decimal places and no commas. If the distribution needs to be changed to zero, select the field and key '0.00' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General	135	12	101a	1,201,059.93	2017
Edit	2	Bond & Interest	021	10	113	71,184.98	2017
Edit	3	Airport				.00	2017
Edit	4	Ambulance				.00	2017
Edit	5	Audit				.00	2017
Edit	6	Building Fund				.00	2017
Edit	7	Capital Impr. (Multi-Year)				.00	2017
Edit	8	Cemetery				.00	2017
Edit	9	Community Building				.00	2017
Edit	10	Emergency Equipment				.00	2017
Edit	11	Employee Benefits	097	12	16,102	61,221.07	2017



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General	135	12	101a	1,201,059.93	2017
Edit	2	Bond & Interest	021	10	113	71,184.98	2017
Edit	3	Airport				.00	2017
Edit	4	Ambulance				.00	2017

EDIT NOVEMBER TOWNSHIP FILE

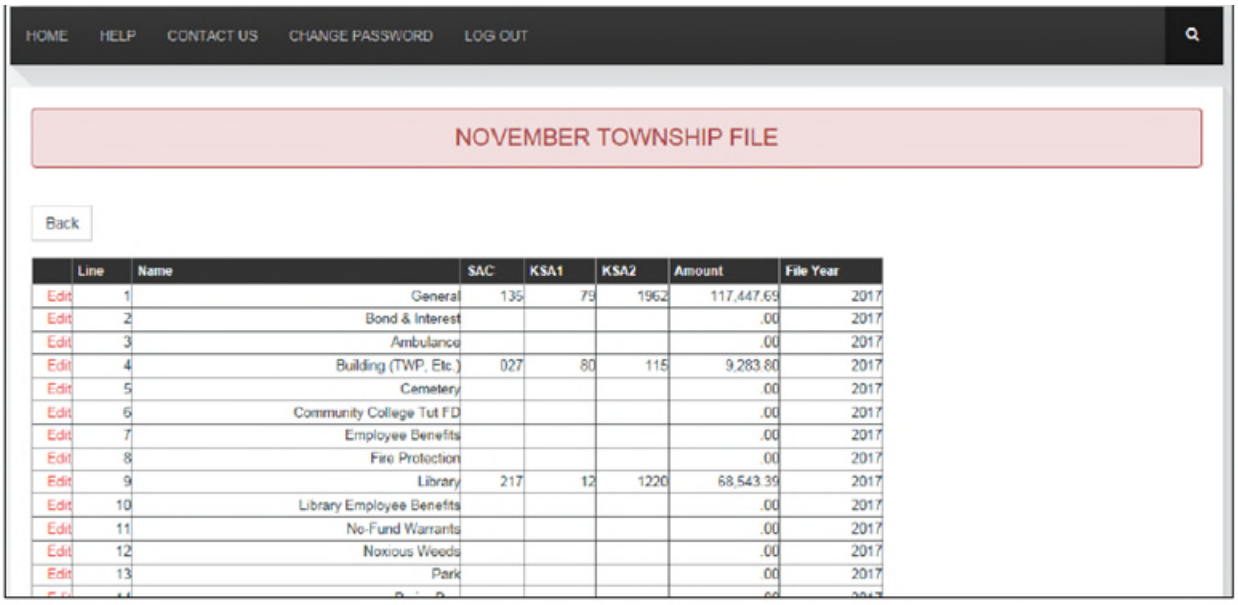
Choose the '**Edit November Township File**' radio button to edit or make corrections to the township file for November. This button opens the screen showing the uploaded file (see the next page for a screen print).

Clicking the underlined, red 'Edit' opens a dialog box which allows that record/line to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears, stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' button is clicked, these totals will be updated to include any tax changes made.

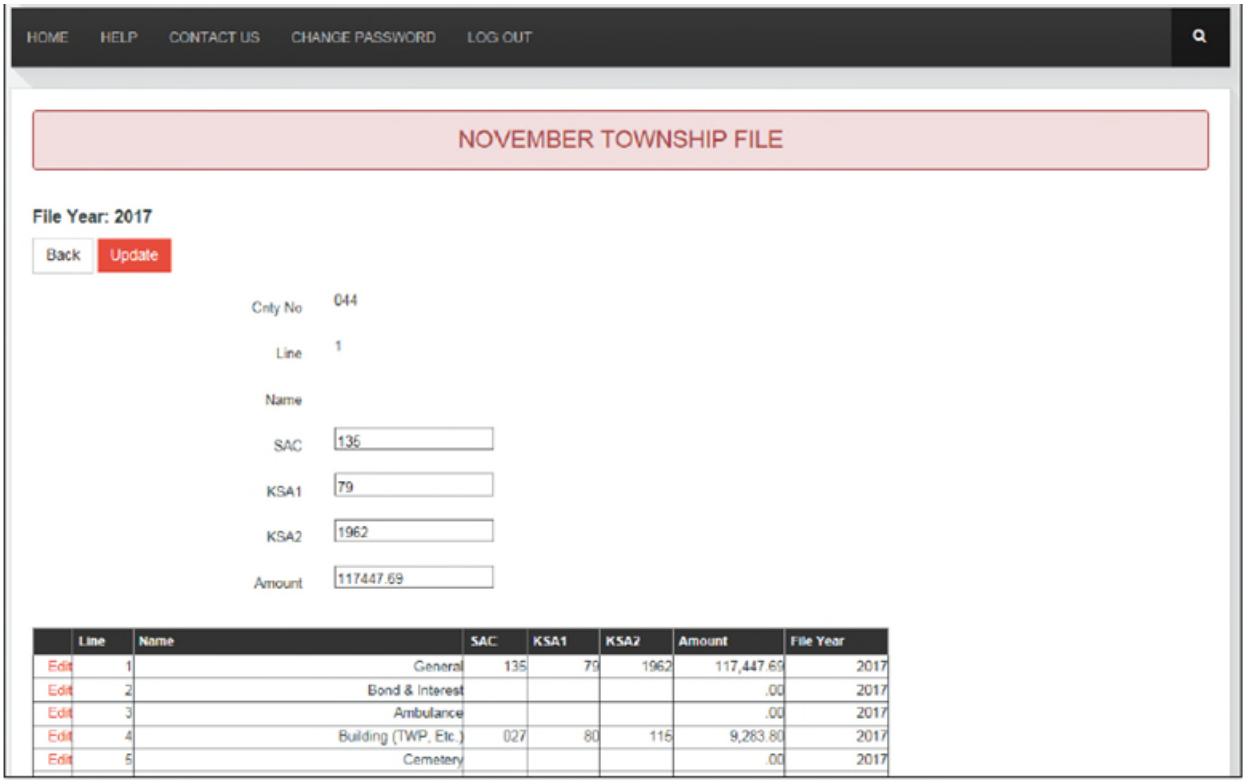
The information for the township begins on line 1 titled '*General*'. The information for third class cities that pay into a township fund all begin with the word City and begin on line 22 titled '*City General*'. The 38th line (*Total Taxes Levied for Township*) is high-lighted in yellow indicating that it is system-calculated. When the '**Update**' button is clicked, these totals will be updated to include any tax changes made.

The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen, enter this information on line 21 titled '*Misc.*' for miscellaneous in the township and on line 37 titled '*City Misc.*' for miscellaneous paid into the township by a third-class city using the appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 999 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to individually identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper report.



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General	135	79	1962	117,447.69	2017
Edit	2	Bond & Interest				.00	2017
Edit	3	Ambulance				.00	2017
Edit	4	Building (TWP, Etc.)	027	80	115	9,283.80	2017
Edit	5	Cemetery				.00	2017
Edit	6	Community College Tut FD				.00	2017
Edit	7	Employee Benefits				.00	2017
Edit	8	Fire Protection				.00	2017
Edit	9	Library	217	12	1220	68,543.39	2017
Edit	10	Library Employee Benefits				.00	2017
Edit	11	No-Fund Warrants				.00	2017
Edit	12	Noxious Weeds				.00	2017
Edit	13	Park				.00	2017



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General	135	79	1962	117,447.69	2017
Edit	2	Bond & Interest				.00	2017
Edit	3	Ambulance				.00	2017
Edit	4	Building (TWP, Etc.)	027	80	115	9,283.80	2017
Edit	5	Cemetery				.00	2017

EDIT NOVEMBER SCHOOLS FILE

Choose the '**Edit November Schools File**' radio button to edit or make corrections to the schools file for November. This button opens the screen showing the uploaded file (see the next page for a screen shot).

Clicking the underlined, red 'Edit' opens a dialog box which allows that record/line to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears, stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' button is clicked, these totals will be updated to include any tax changes made.

Lines 01 through 08 are pertinent to community college data. Municipal university data is entered on lines 10 through 14. Unified school district data is entered on lines 16 through 31. The 9th and 15th lines are subtotal lines for the community college and municipal college sections. The 32nd line (*UNFD Total)* is the total for the unified school district taxes. The 36th line (*Total Taxes Levied for Schools*) should be include the capital outlay taxes on line 33. The sub-totals lines (9 and 15) and the total lines (32,35, and 36) are high-lighted in yellow indicating that it is system-calculated. When the '**Update**' button is clicked, these totals will be updated to include any tax changes made.

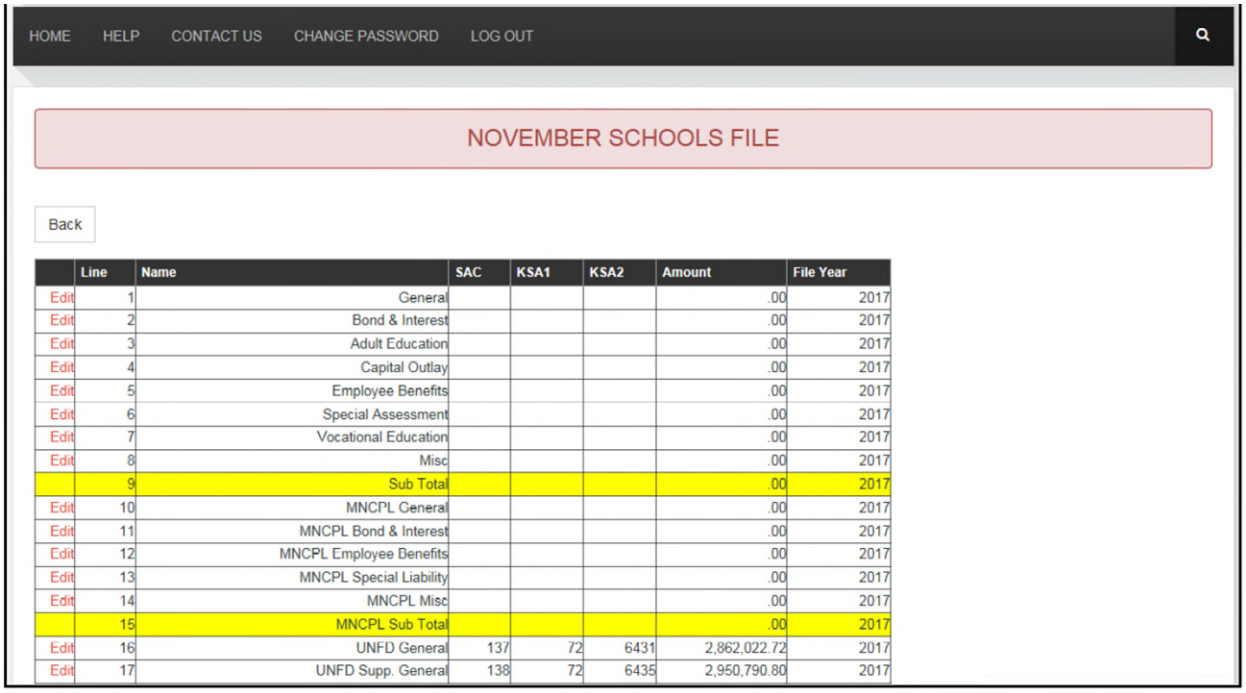
The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen for either community colleges or for municipal universities, enter this information on line 8 titled '*Misc.*' for community college or line 14 titled '*MNCPL Misc.*' for municipal universities using the appropriate SAC code and K.S.A. numbers. If you have a fund that is not listed on the screen for unified school districts, enter this information on the line 31 titled '*UNFD Misc.*' using its appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 999 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to individually identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper report.

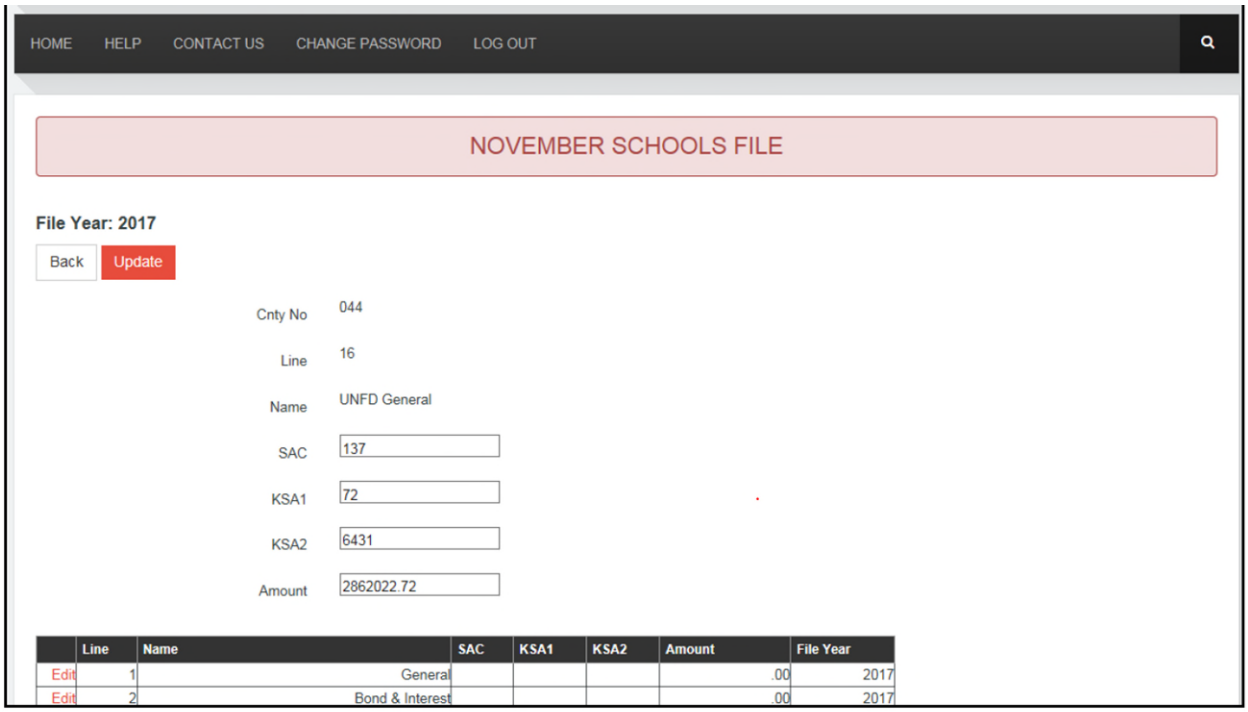
DATA MANIPULATION RULES FOR DISTRIBUTION REPORTS:

- Boxes that you may use to edit your data are 'SAC', 'KSA1', KSA2' and 'Amount'
- 'SAC' is limited to three digits
- 'KSA1, the K.S.A. chapter number, is a two-digit number and 'KSA2', the K.S.A. article number, is alpha-numeric.
- 'Amount', the tax distribution amount, is to be entered with two decimal places and no commas. If the distribution needs to be changed to zero, select the field and key '0.00' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that might undo edits which have been made.*



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General				.00	2017
Edit	2	Bond & Interest				.00	2017
Edit	3	Adult Education				.00	2017
Edit	4	Capital Outlay				.00	2017
Edit	5	Employee Benefits				.00	2017
Edit	6	Special Assessment				.00	2017
Edit	7	Vocational Education				.00	2017
Edit	8	Misc				.00	2017
	9	Sub Total				.00	2017
Edit	10	MNCPL General				.00	2017
Edit	11	MNCPL Bond & Interest				.00	2017
Edit	12	MNCPL Employee Benefits				.00	2017
Edit	13	MNCPL Special Liability				.00	2017
Edit	14	MNCPL Misc				.00	2017
	15	MNCPL Sub Total				.00	2017
Edit	16	UNFD General	137	72	6431	2,862,022.72	2017
Edit	17	UNFD Supp. General	138	72	6435	2,950,790.80	2017



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	General				.00	2017
Edit	2	Bond & Interest				.00	2017

EDIT NOVEMBER MISCELLANEOUS DISTRICT FILES

Choose the '**Edit November Miscellaneous Districts Files**' radio button to edit or make corrections to the miscellaneous fie for November. This button opens the screen showing the uploaded file (see the next page for a screen print).

Clicking the underlined, red 'Edit' opens a dialog box which allows that record/line to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears, stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' button is clicked, these totals will be updated to include any tax changes made.

There are 23 miscellaneous district categories, Airport, Ambulance, Cemetery, Community Building, Drainage, Extension District, Fire, Hospital, Improvement, Industrial, Irrigation, Library, Light, Metro Transit, Parks & Recreation, Rural Highway, Sewer, Sewer Maintenance, Tax Increment, Water, Watershed, Miscellaneous and Recreation Commission.

There is a subtotal field after each of the 23 categories. These are highlighted in yellow indicating that the amounts are system calculated.

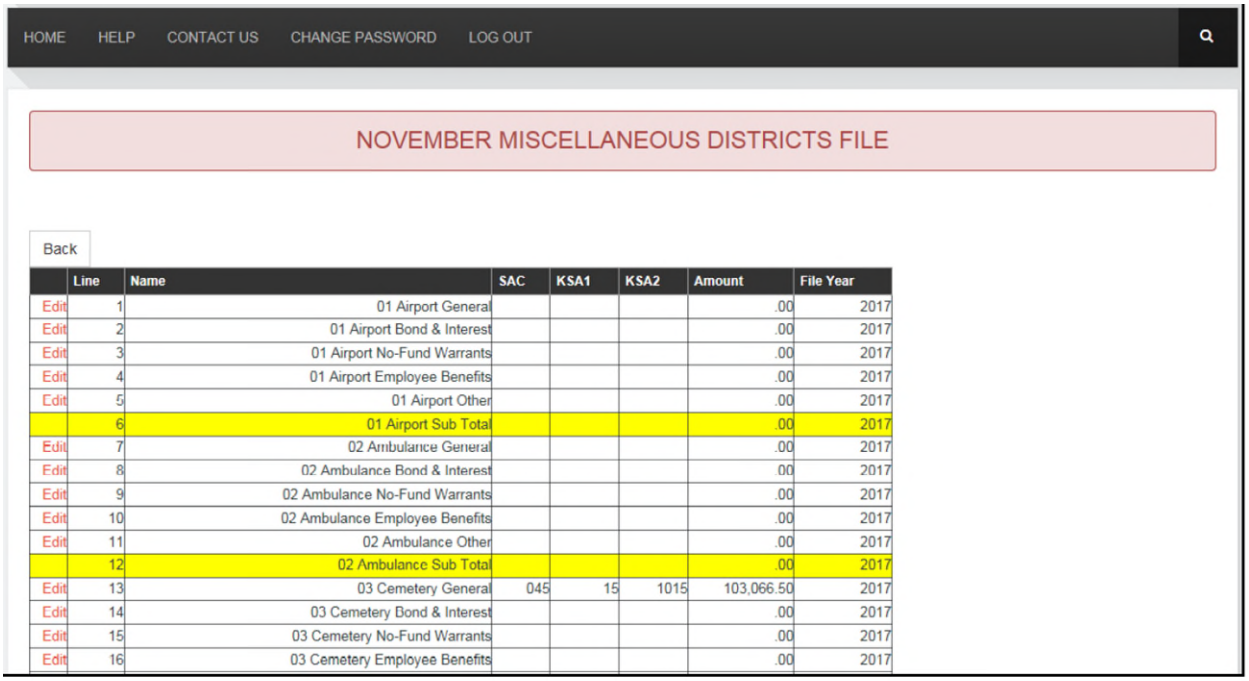
The State Statutory Authority Code (SAC) and the statute authorizing the levy (K.S.A.) numbers should be verified. 'Appendix E' in the *County Clerk's Handbook* has a table with the appropriate SAC numbers and the appropriate K.S.A. numbers.

If you have a fund that is not listed on the screen, enter this information on line titled '*Other*' using the appropriate SAC code and K.S.A. numbers. If the miscellaneous fund line is a combination of two or more funds, use a SAC code of 999 and leave the K.S.A. fields blank. Then combine the amount of tax dollars for these funds for data entry purposes. However, you will need to individually identify each fund by its SAC number, K.S.A. numbers and tax dollar amount and include it with your state and county paper report.

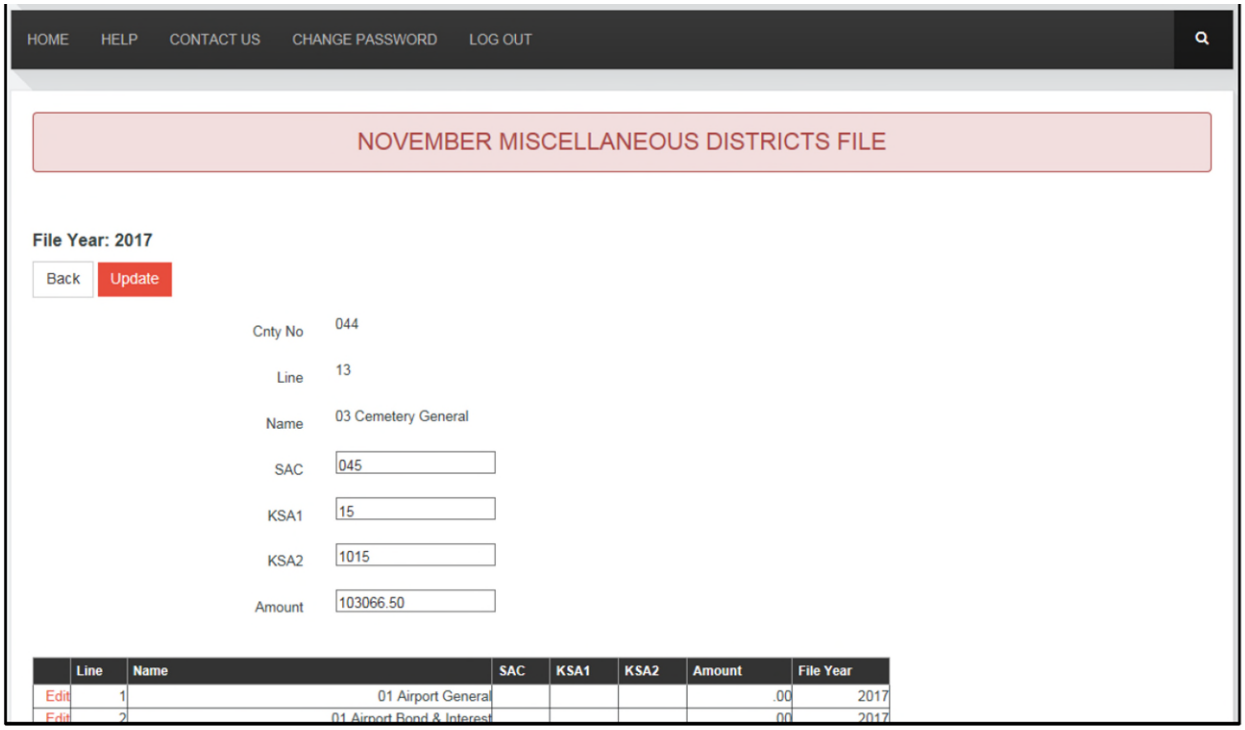
DATA MANIPULATION RUELS FOR DISTRIBUTION REPORTS:

- Boxes that you may use to edit your data are 'SAC', 'KSA1', 'KSA2' and 'Amount'.
- 'SAC' is limited to three digits.
- 'KSA1', the K.S.A. chapter number, is a two-digit number and 'KSA2', the K.S.A. article number, is alpha numeric.
- 'Amount', the tax distribution amount, is to be entered with two decimal places and no commas. If the distribution needs to be changed to zero, select the field and key '0.00' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	01 Airport General				.00	2017
Edit	2	01 Airport Bond & Interest				.00	2017
Edit	3	01 Airport No-Fund Warrants				.00	2017
Edit	4	01 Airport Employee Benefits				.00	2017
Edit	5	01 Airport Other				.00	2017
	6	01 Airport Sub Total				.00	2017
Edit	7	02 Ambulance General				.00	2017
Edit	8	02 Ambulance Bond & Interest				.00	2017
Edit	9	02 Ambulance No-Fund Warrants				.00	2017
Edit	10	02 Ambulance Employee Benefits				.00	2017
Edit	11	02 Ambulance Other				.00	2017
	12	02 Ambulance Sub Total				.00	2017
Edit	13	03 Cemetery General	045	15	1015	103,066.50	2017
Edit	14	03 Cemetery Bond & Interest				.00	2017
Edit	15	03 Cemetery No-Fund Warrants				.00	2017
Edit	16	03 Cemetery Employee Benefits				.00	2017



	Line	Name	SAC	KSA1	KSA2	Amount	File Year
Edit	1	01 Airport General				.00	2017
Edit	2	01 Airport Bond & Interest				.00	2017

EDIT NOVEMBER TABLE 1 FILE

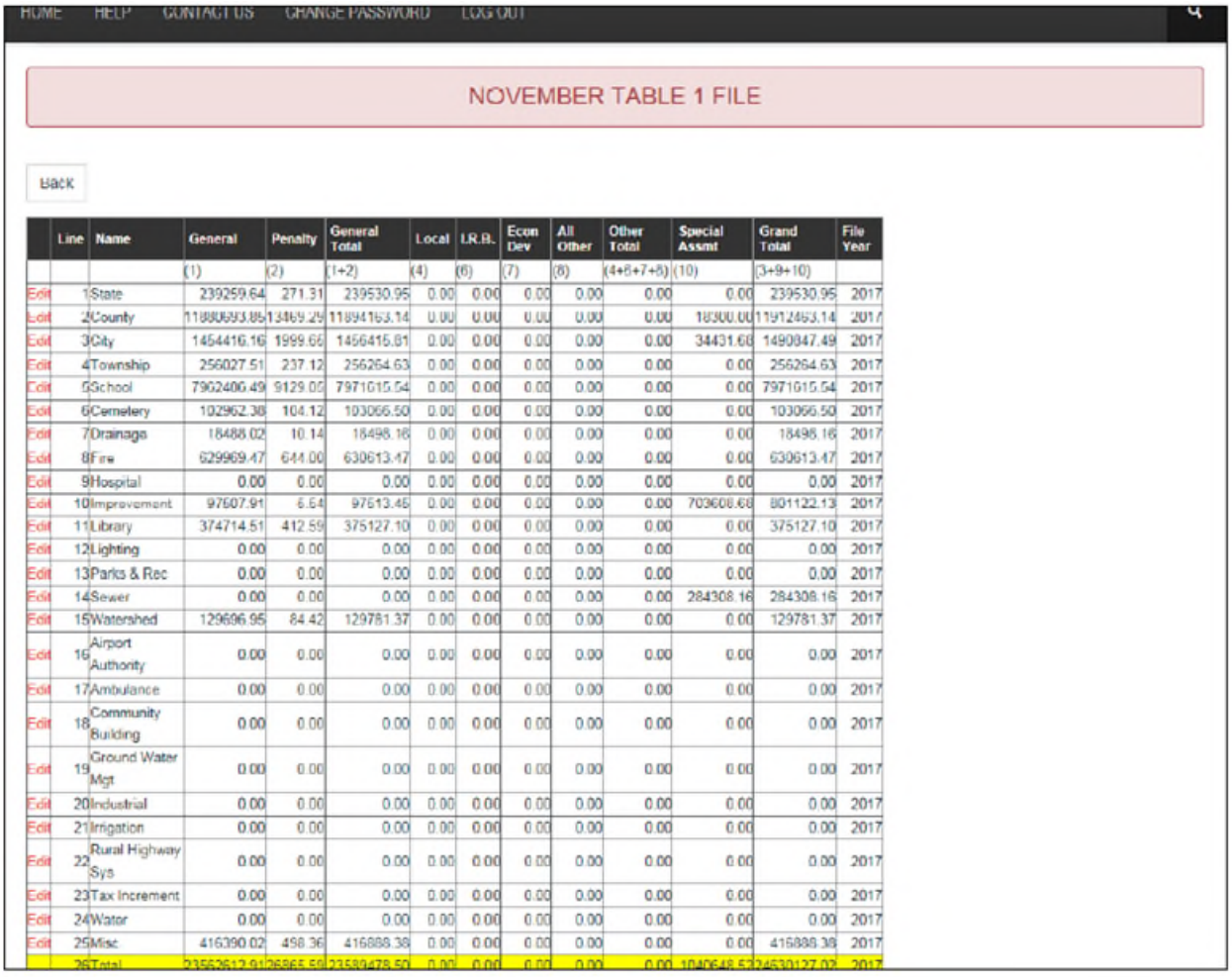
Click on the '**Edit November Table 1 File**' radio button to edit the District Distribution (Table 1) data for your county. The uploaded '**Table 1**' file is displayed (see screen print below). Error messages from the '**Final Review**' list the corrections which need to be made to this file or to the district file. If there is a discrepancy between an amount in column 3 of Table 1 and the total tax amount for that district, the error message will appear on the '**Final Review**'. Correct the errors listed on the '**Final Review**', then open the '**Final Review**' again to verify all errors have been corrected. Also, any fields not populated by your vendor will need to be entered.

When the file is created by your vendor, columns 1 and 2 will be populated. You may need to enter data in columns 4,6,7,8, and 10. Enter applicable amounts in the lines that pertain to your county. The last line titled '*Total*' is highlighted in yellow and is system-calculated. Columns 3, 9, and 11 are also system calculated totals.

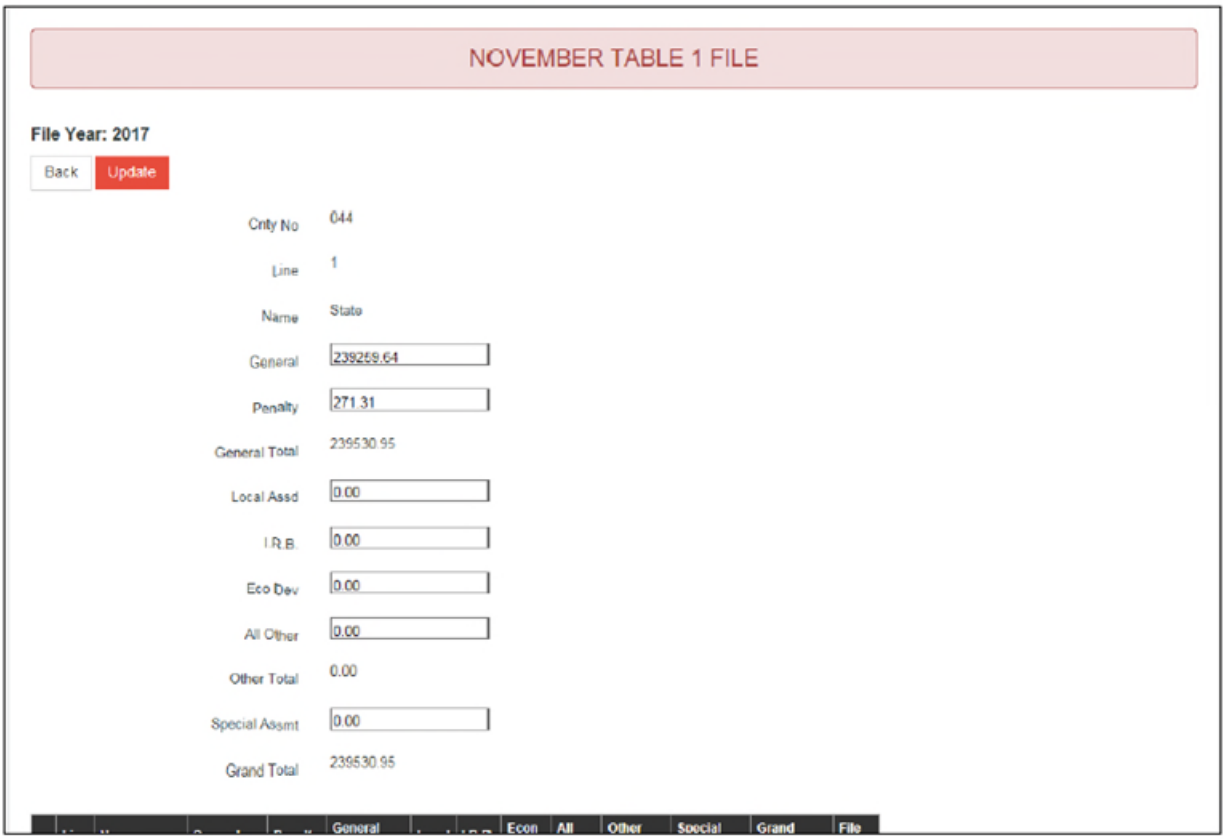
Clicking the underlined, red 'Edit' opens a dialog box which allows the record/line to be edited (see the next page for a screen print). Click in the field/box to be corrected and delete the incorrect information, then type in the correction. You may tab to the next field or again click on it to make another correction. Enter correction with two decimal places but without commas.

When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified. The system calculated fields are updated when '**Update**' is clicked.

When the editing is done, click the '**Back**' button to return to the November Abstract menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*



	Line	Name	General	Penalty	General Total	Local	I.R.B.	Econ Dev	All Other	Other Total	Special Assmt	Grand Total	File Year
			(1)	(2)	(1+2)	(4)	(6)	(7)	(8)	(4+6+7+8)	(10)	(3+9+10)	
Edit	1	State	239259.64	271.31	239530.95	0.00	0.00	0.00	0.00	0.00	0.00	239530.95	2017
Edit	2	County	11880693.85	13469.29	11894163.14	0.00	0.00	0.00	0.00	0.00	18300.00	11912463.14	2017
Edit	3	City	1454416.16	1999.66	1456415.81	0.00	0.00	0.00	0.00	0.00	34431.68	1490847.49	2017
Edit	4	Township	256027.51	237.12	256264.63	0.00	0.00	0.00	0.00	0.00	0.00	256264.63	2017
Edit	5	School	7962400.49	9129.05	7971615.54	0.00	0.00	0.00	0.00	0.00	0.00	7971615.54	2017
Edit	6	Cemetery	102962.38	104.12	103066.50	0.00	0.00	0.00	0.00	0.00	0.00	103066.50	2017
Edit	7	Drainage	18488.02	10.14	18498.16	0.00	0.00	0.00	0.00	0.00	0.00	18498.16	2017
Edit	8	Fire	629969.47	644.00	630613.47	0.00	0.00	0.00	0.00	0.00	0.00	630613.47	2017
Edit	9	Hospital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	10	Improvement	97607.91	6.64	97613.45	0.00	0.00	0.00	0.00	0.00	703608.68	801122.13	2017
Edit	11	Library	374714.51	412.59	375127.10	0.00	0.00	0.00	0.00	0.00	0.00	375127.10	2017
Edit	12	Lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	13	Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	14	Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	284308.16	284308.16	2017
Edit	15	Watershed	129696.95	84.42	129781.37	0.00	0.00	0.00	0.00	0.00	0.00	129781.37	2017
Edit	16	Airport Authority	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	17	Ambulance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	18	Community Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	19	Ground Water Mgt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	20	Industrial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	21	Irrigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	22	Rural Highway Sys	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	23	Tax Increment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	24	Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2017
Edit	25	Misc	416390.02	498.36	416888.38	0.00	0.00	0.00	0.00	0.00	0.00	416888.38	2017
	26	Total	23562612.91	26865.59	23589478.50	0.00	0.00	0.00	0.00	0.00	1040648.52	24630127.02	2017


NOVEMBER TABLE 1 FILE
File Year: 2017
Back
Update
Cnty No
044
Line
1
Name
State
General
239259.64
Penalty
271.31
General Total
239530.95
Local Assd
0.00
I.R.B.
0.00
Eco Dev
0.00
All Other
0.00
Other Total
0.00
Special Assmt
0.00
Grand Total
239530.95
General
Econ
All
Other
Special
Grand
File

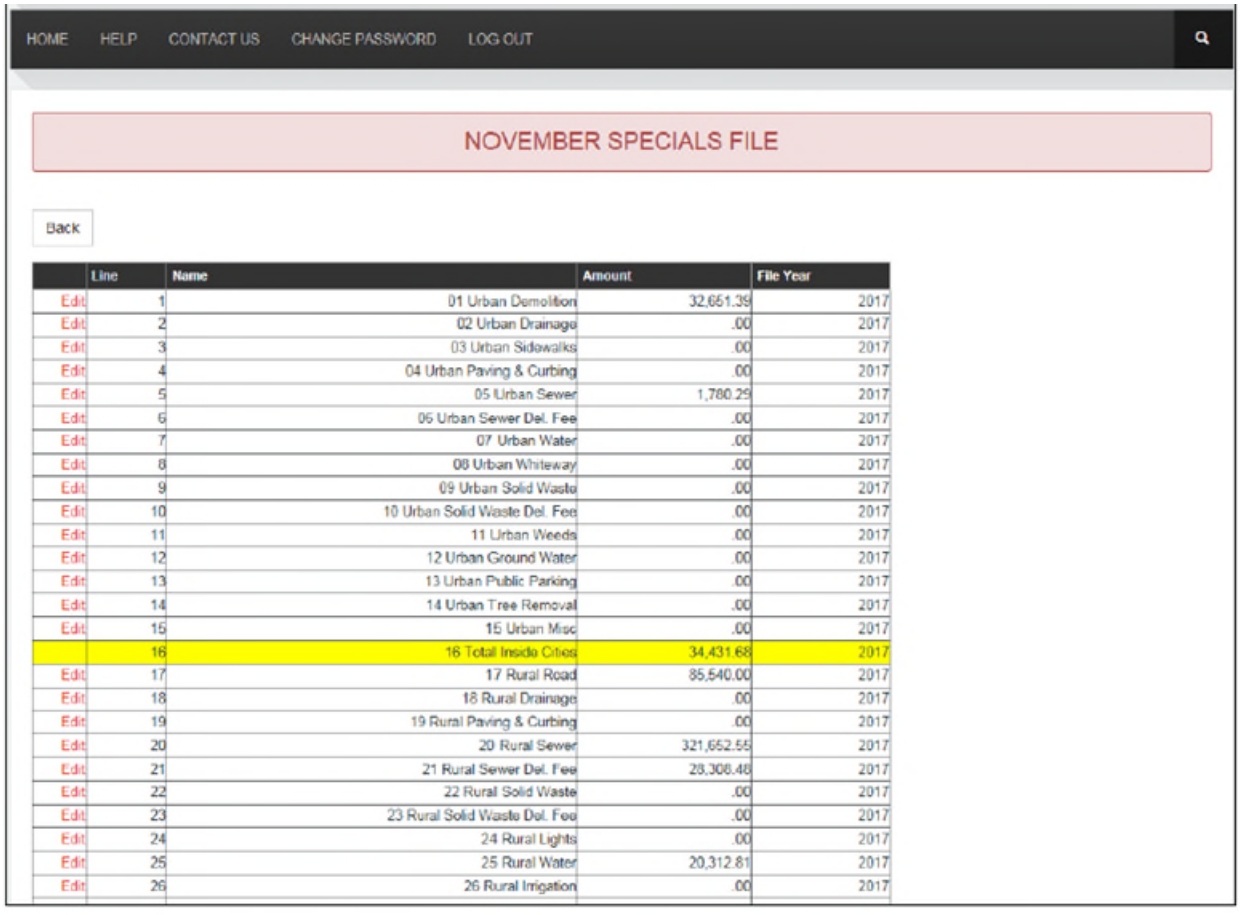
EDIT NOVEMBER SPECIALS FILE

When you click the '**Edit November Specials File**' radio button, the uploaded file is displayed (see screen print below). Error messages from the '**Final Review**' will indicate if there is a discrepancy between the special assessment total tax, the 'Total' om column 10 of '**Table 1**' and the 'Special Assessment of '**Table 2**'. If there is a discrepancy, you **must** correct the error.

There are subtotal lines for total assessments inside cities on line 16, titled '*16 Total Inside Cities*' and outside cities on line 30, titled '*31 Total Outside Cities*', along with a cumulative total on line 31, titled '*31 Total Special Tax*'. The subtotal and total lines are highlighted in yellow indicating that they are system-calculated.

Clicking the underlined, red 'Edit' opens a dialog box which allows that record/line to be edited (see the screen print on the next page). Click in the 'Amount' box and delete and edit the amount with two decimal places and no commas. If 'Amount' needs to be changed to zero, select the field and key '0.00' in the space.

When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified. They system-calculated fields are updated when '**Update**' is clicked. When the editing is done, click the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*



	Line	Name	Amount	File Year
Edit	1	01 Urban Demolition	32,651.39	2017
Edit	2	02 Urban Drainage	.00	2017
Edit	3	03 Urban Sidewalks	.00	2017
Edit	4	04 Urban Paving & Curbing	.00	2017
Edit	5	05 Urban Sewer	1,780.29	2017
Edit	6	06 Urban Sewer Del. Fee	.00	2017
Edit	7	07 Urban Water	.00	2017
Edit	8	08 Urban Whiteway	.00	2017
Edit	9	09 Urban Solid Waste	.00	2017
Edit	10	10 Urban Solid Waste Del. Fee	.00	2017
Edit	11	11 Urban Weeds	.00	2017
Edit	12	12 Urban Ground Water	.00	2017
Edit	13	13 Urban Public Parking	.00	2017
Edit	14	14 Urban Tree Removal	.00	2017
Edit	15	15 Urban Misc	.00	2017
	16	16 Total Inside Cities	34,431.68	2017
Edit	17	17 Rural Road	85,540.00	2017
Edit	18	18 Rural Drainage	.00	2017
Edit	19	19 Rural Paving & Curbing	.00	2017
Edit	20	20 Rural Sewer	321,652.55	2017
Edit	21	21 Rural Sewer Del. Fee	28,308.48	2017
Edit	22	22 Rural Solid Waste	.00	2017
Edit	23	23 Rural Solid Waste Del. Fee	.00	2017
Edit	24	24 Rural Lights	.00	2017
Edit	25	25 Rural Water	20,312.81	2017
Edit	26	26 Rural Irrigation	.00	2017

EDIT NOVEMBER TABLE 2 FILE

Click on the '**Edit November Table 2 File**' to edit the Urban/Rural Collections (Table 2) data for your county. The uploaded '**Table 2**' file is displayed (see screen print below). Error messages from the '**Final Review**' list the corrections which need to be made to this file. Correct the errors listed on the '**Final Review**', then open '**Final Review**' again to verify all errors have been corrected.

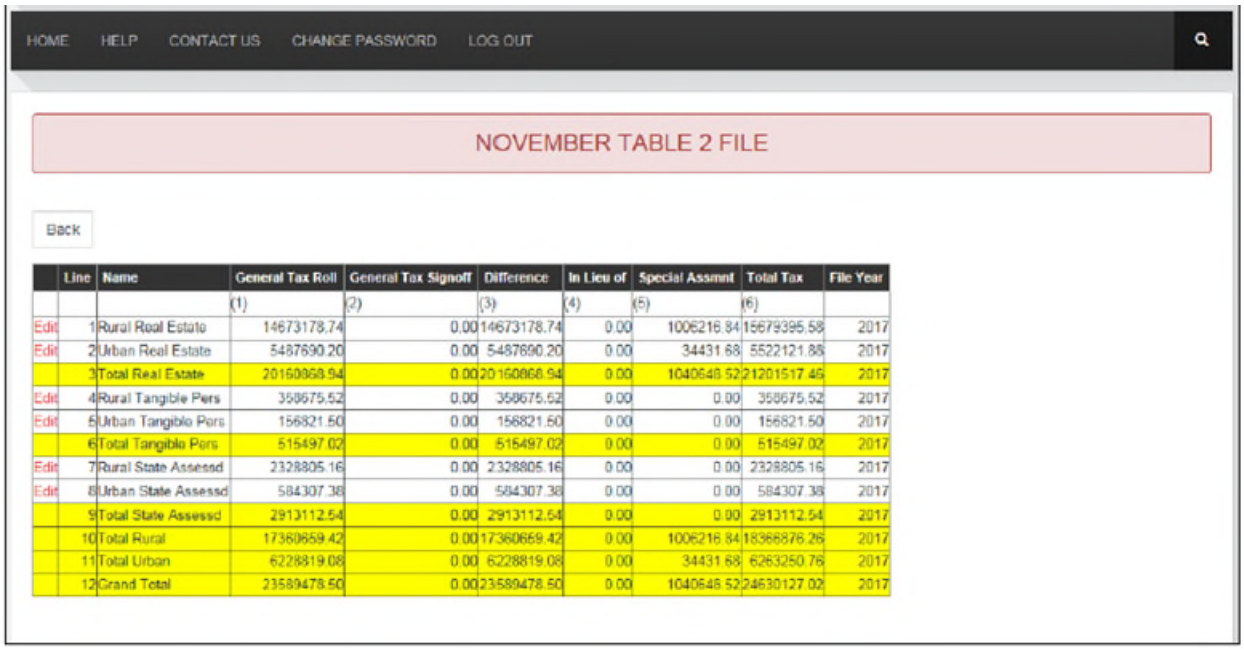
If there is a discrepancy between any of the following amounts, you must make the correction:

- Total amount in column 3 of Table 1 = Grand Total of column 1 of Table 2
- Total amount in column 9 of Table 1 = Grand Total of column 4 of Table 2
- Total amount in column 10 of Table 1 = Grand Total of column 5 of Table 2
- Total amount in column 11 of Table 1 = Grand Total of column 6 of Table 2
- Special Assessment Total Tax Amount = Grand Total of column 5 of Table 2

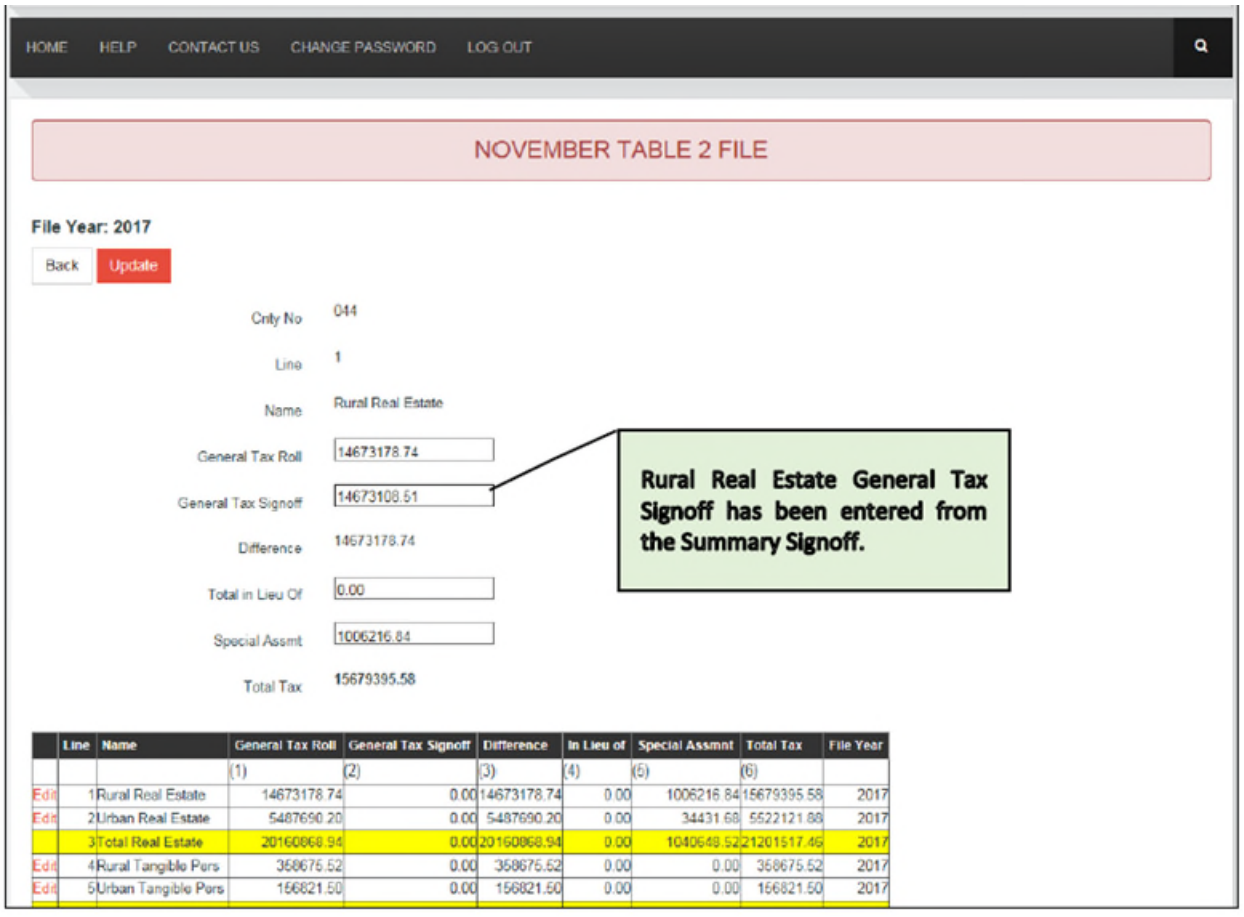
The column titled 'General Tax Signoff' will need to be data entered if it is not populated by your vendor. The amounts are found on the second page of the 'Summary Signoff' in the Recap section. Remember that the CapOut Tax will need to be added to the real property tax for lines 1 (*Rural Real Estate*) and 2 (*Urban Real Estate*). The Personal Property Penalty Total Tax will need to be added to the personal property tax for lines 4 (*Rural Tangible Pers.*) and 5 (*Urban Tangible Pers.*). Also, the State Assessed Penalty Tax will need to be added to State Appraised Total Tax for lines 7 (*Rural State Assessed.*) and 8 (*Urban State Assessed*). See image of Summary Signoff on next page showing location of these fields.

Clicking the underlined, red 'Edit' opens a dialog box which allows that record/line to be edited (see the next page for a screen print). Click in the field/box to be edited and either delete the incorrect information or highlight the incorrect information with your cursor, then type in the correction (the screen print on the next page shows the general tax signoff box for line 1 being entered). You may tab to the next field or again click on it to make another correction. When the editing for that record is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another record may then be chosen to be edited. '**Update**' must be clicked each time a new record is selected and modified. The system-calculated fields are updated when '**Update**' is clicked.

Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser to go back as that may undo edits which have been made.*



	Line	Name	General Tax Roll	General Tax Signoff	Difference	In Lieu of	Special Assmnt	Total Tax	File Year
			(1)	(2)	(3)	(4)	(5)	(6)	
Edit	1	Rural Real Estate	14673178.74	0.00	14673178.74	0.00	1006216.84	15679395.58	2017
Edit	2	Urban Real Estate	5487690.20	0.00	5487690.20	0.00	34431.68	5522121.88	2017
	3	Total Real Estate	20160868.94	0.00	20160868.94	0.00	1040648.52	21201517.46	2017
Edit	4	Rural Tangible Pers	358675.52	0.00	358675.52	0.00	0.00	358675.52	2017
Edit	5	Urban Tangible Pers	156821.50	0.00	156821.50	0.00	0.00	156821.50	2017
	6	Total Tangible Pers	515497.02	0.00	515497.02	0.00	0.00	515497.02	2017
Edit	7	Rural State Assessd	2328805.16	0.00	2328805.16	0.00	0.00	2328805.16	2017
Edit	8	Urban State Assessd	584307.38	0.00	584307.38	0.00	0.00	584307.38	2017
	9	Total State Assessd	2913112.54	0.00	2913112.54	0.00	0.00	2913112.54	2017
	10	Total Rural	17360869.42	0.00	17360869.42	0.00	1006216.84	18366876.26	2017
	11	Total Urban	6228819.08	0.00	6228819.08	0.00	34431.68	6263250.76	2017
	12	Grand Total	23589478.50	0.00	23589478.50	0.00	1040648.52	24630127.02	2017



	Line	Name	General Tax Roll	General Tax Signoff	Difference	In Lieu of	Special Assmnt	Total Tax	File Year
			(1)	(2)	(3)	(4)	(5)	(6)	
Edit	1	Rural Real Estate	14673178.74	0.00	14673178.74	0.00	1006216.84	15679395.58	2017
Edit	2	Urban Real Estate	5487690.20	0.00	5487690.20	0.00	34431.68	5522121.88	2017
	3	Total Real Estate	20160868.94	0.00	20160868.94	0.00	1040648.52	21201517.46	2017
Edit	4	Rural Tangible Pers	358675.52	0.00	358675.52	0.00	0.00	358675.52	2017
Edit	5	Urban Tangible Pers	156821.50	0.00	156821.50	0.00	0.00	156821.50	2017

EDIT TAX DISTRICT FILE

When you click on the '**Edit Tax District File**' radio button, the uploaded file, the '**Tax District File**', is displayed (see the next page for screen print). Each taxing unit is a different page and each line within the taxing unit is a tax district. Edits must be made on one tax district at a time and the '**Update**' button must be clicked to save the edits within the taxing district. The '**Add**' button is clicked to add a new tax district to the tax unit. The following table describes the columns on the tax district screen.

FIELD	DESCRIPTION
Line	Line number within the record.
Tax Unit	Tax unit of record.
Amnt PP	The personal valuation amount (do not include penalty valuation).
Amnt RP	The real valuation amount (do not include penalty valuation).
Amnt Other	The state assessed other value.
Code	This field uses a 2-digit alpha code that identifies the type of taxing district. You **MUST** use the alpha codes prescribed by the division. Reference the list provided in Appendix C of the *County Clerk's Handbook.*
Dist ID	This field consists of the 2-digit alpha code plus a combination of alpha/numeric digits to further identify the type of taxing district. **DO NOT** leave a blank space before or after a single alpha character
Name	This field describes the code listed in the two previous fields, such as state, county, city, township, etc. Include the name under which the taxing subdivision was chartered for an accurate description.
Levy PP	The personal property tax levy.
Levy RP	The real property tax levy.
Levy Other	The state assessed tax levy.
Amnt PPSG	The school general fund value that is ***taxable*** pursuant to K.S.A. 72-6431
Amnt RPSG	The school general fund value that is ***taxable*** pursuant to K.S.A. 72-6431
CapOut IRB	The IRB value that is taxable for the school capital outlay according to SB 19.
CapOut EDX	The EDX value that is taxable for the school capital outlay according to SB 19.

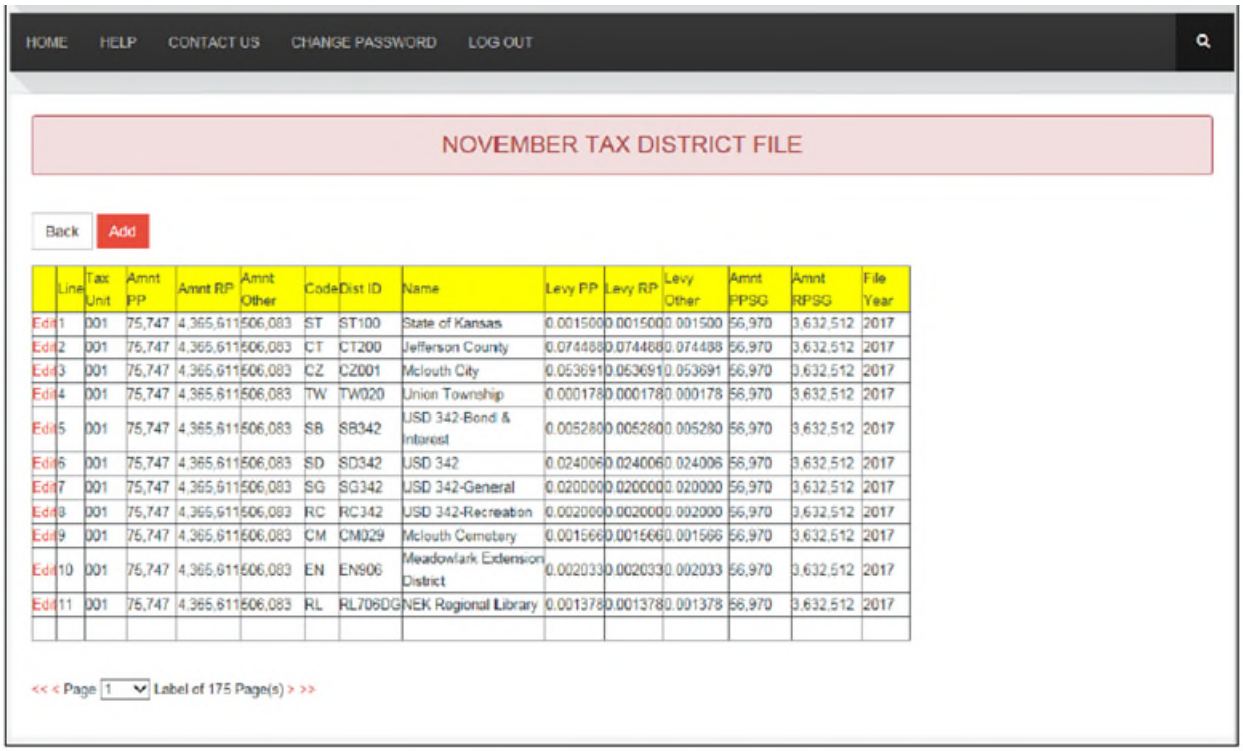
To revise levies or amounts that were populated by your vendor, click the underlined, red 'Edit' which opens a dialog box which allows that tax district within that tax unit to be edited (see screen print on the next page). Amounts are edited or entered without commas. Levies are edited or entered with a leading zero and six decimal places for example: 0.123456.

Click in the field to be edited and delete the incorrect information, then type in the correction. Tab to the next field or again click on it to make another correction. Every box must have a value even if it is a zero. When the editing for tax district is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. If the value (Amnt PP. Amnt RP, Amnt Other, Amnt PPSG, Amnt RPSG, CapOut IRB, CapOut EDX) is

edited and updated in line 1, it will be updated for the whole tax unit. Another tax district may then be chosen to be edited. '**Update**' must be clicked each time a new tax district is selected and modified.

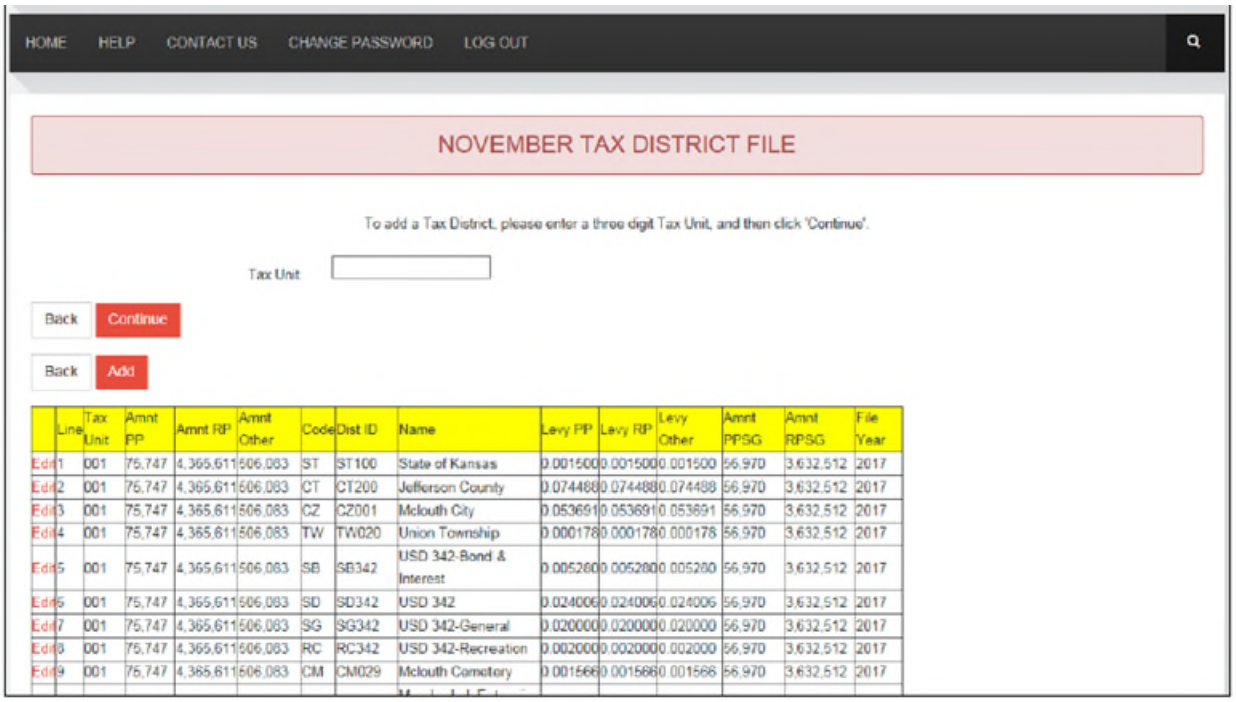
Click '**Add**' to enter a new tax district to the tax unit. You will receive a request to enter the tax unit of the new tax district (see screen print). Enter the tax unit as a three-digit number with leading zeros, for example 001 (see screen print). Click '**Continue**' to display the edit boxes for the new tax district (see screen print). You will not need to enter the value amounts. When the new tax district information is entered, click '**Submit**' and you will receive a message that a new tax district has been added (see screen print). Click '**Add**' to enter another new tax district to the tax unit.

Go to the '**Taxing Districts**' report screen in the '**Reports Menu**' to view or print the resulting tax dollars for the edited tax unit. Click on the '**Back**' button to return to the November Abstract Menu. *Do not use the browser arrow to go back as that may undo edits which have been made.*

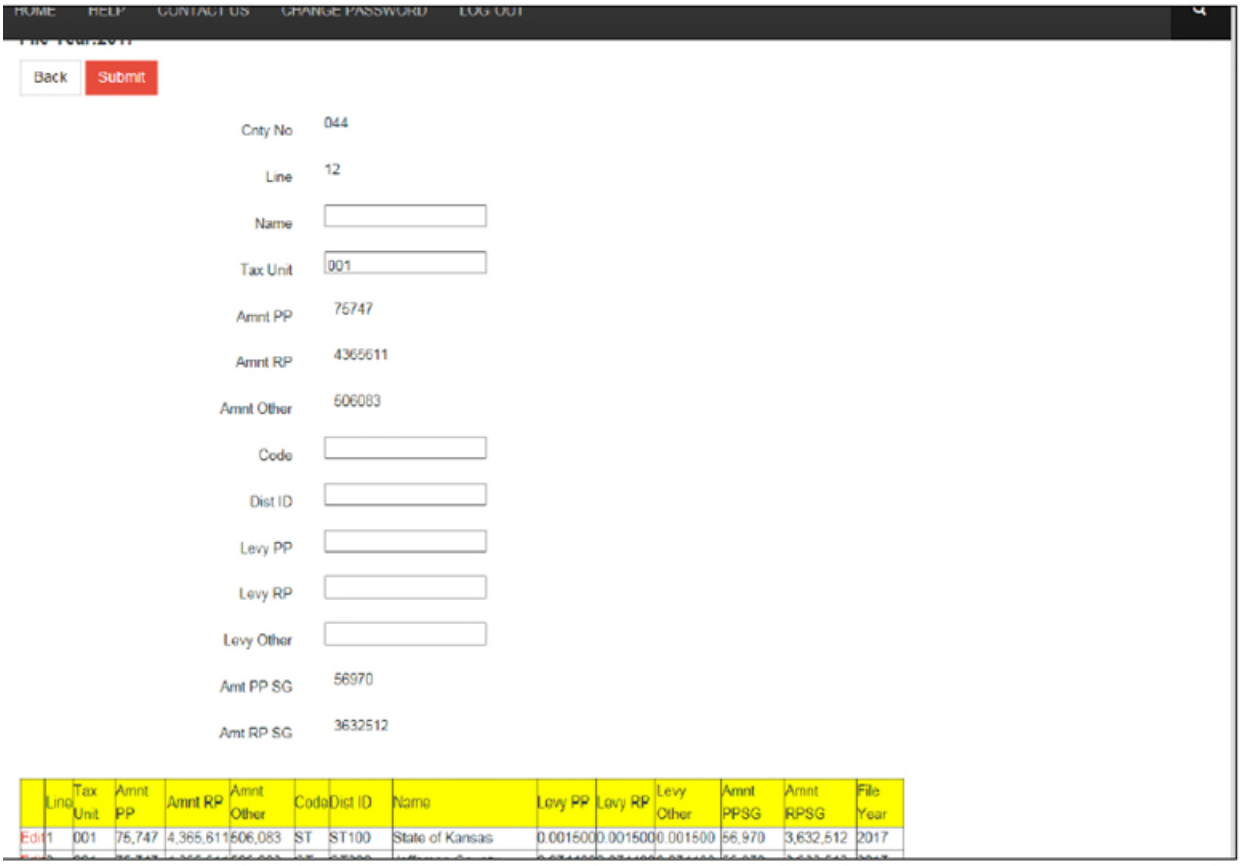


	Line	Tax Unit	Amnt PP	Amnt RP	Amnt Other	Code	Dist ID	Name	Levy PP	Levy RP	Levy Other	Amnt PPSG	Amnt RPSG	File Year
Edit	1	001	75,747	4,365,611	506,083	ST	ST100	State of Kansas	0.001500	0.001500	0.001500	56,970	3,632,512	2017
Edit	2	001	75,747	4,365,611	506,083	CT	CT200	Jefferson County	0.074488	0.074488	0.074488	56,970	3,632,512	2017
Edit	3	001	75,747	4,365,611	506,083	CZ	CZ001	Mclouth City	0.053691	0.053691	0.053691	56,970	3,632,512	2017
Edit	4	001	75,747	4,365,611	506,083	TW	TW020	Union Township	0.000178	0.000178	0.000178	56,970	3,632,512	2017
Edit	5	001	75,747	4,365,611	506,083	SB	SB342	USD 342-Bond & Interest	0.005280	0.005280	0.005280	56,970	3,632,512	2017
Edit	6	001	75,747	4,365,611	506,083	SD	SD342	USD 342	0.024006	0.024006	0.024006	56,970	3,632,512	2017
Edit	7	001	75,747	4,365,611	506,083	SG	SG342	USD 342-General	0.020000	0.020000	0.020000	56,970	3,632,512	2017
Edit	8	001	75,747	4,365,611	506,083	RC	RC342	USD 342-Recreation	0.002000	0.002000	0.002000	56,970	3,632,512	2017
Edit	9	001	75,747	4,365,611	506,083	CM	CM029	Mclouth Cemetery	0.001566	0.001566	0.001566	56,970	3,632,512	2017
Edit	10	001	75,747	4,365,611	506,083	EN	EN906	Meadowlark Extension District	0.002033	0.002033	0.002033	56,970	3,632,512	2017
Edit	11	001	75,747	4,365,611	506,083	RL	RL706DG	NEK Regional Library	0.001378	0.001378	0.001378	56,970	3,632,512	2017

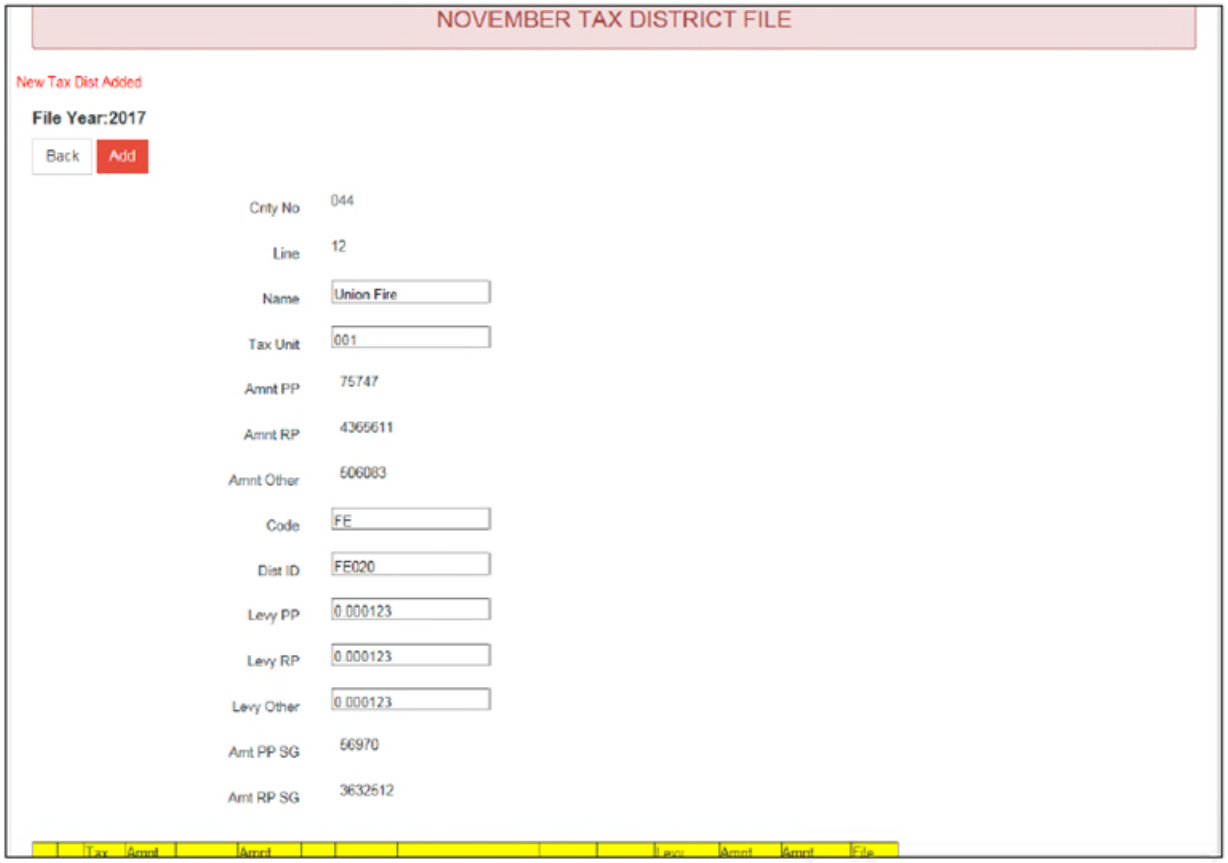
<< < Page 1 Label of 175 Page(s) > >>



	Line	Tax Unit	Amnt PP	Amnt RP	Amnt Other	Code	Dist ID	Name	Levy PP	Levy RP	Levy Other	Amnt PPSG	Amnt RPSG	File Year
Edit	1	001	75,747	4,365,611	506,083	ST	ST100	State of Kansas	0.001500	0.001500	0.001500	56,970	3,632,512	2017
Edit	2	001	75,747	4,365,611	506,083	CT	CT200	Jefferson County	0.074488	0.074488	0.074488	56,970	3,632,512	2017
Edit	3	001	75,747	4,365,611	506,083	CZ	CZ001	Mclouth City	0.053691	0.053691	0.053691	56,970	3,632,512	2017
Edit	4	001	75,747	4,365,611	506,083	TW	TW020	Union Township	0.000178	0.000178	0.000178	56,970	3,632,512	2017
Edit	5	001	75,747	4,365,611	506,083	SB	SB342	USD 342-Bond & Interest	0.005260	0.005260	0.005260	56,970	3,632,512	2017
Edit	6	001	75,747	4,365,611	506,083	SD	SD342	USD 342	0.024006	0.024006	0.024006	56,970	3,632,512	2017
Edit	7	001	75,747	4,365,611	506,083	SG	SG342	USD 342-General	0.020000	0.020000	0.020000	56,970	3,632,512	2017
Edit	8	001	75,747	4,365,611	506,083	RC	RC342	USD 342-Recreation	0.002000	0.002000	0.002000	56,970	3,632,512	2017
Edit	9	001	75,747	4,365,611	506,083	CM	CM029	Mclouth Cemetery	0.001566	0.001566	0.001566	56,970	3,632,512	2017



	Line	Tax Unit	Amnt PP	Amnt RP	Amnt Other	Code	Dist ID	Name	Levy PP	Levy RP	Levy Other	Amnt PPSG	Amnt RPSG	File Year
Edit	1	001	75,747	4,365,611	506,083	ST	ST100	State of Kansas	0.001500	0.001500	0.001500	56,970	3,632,512	2017


NOVEMBER TAX DISTRICT FILE
New Tax Dist Added
File Year:2017
Back
Add
Cnty No
044
Line
12
Name
Union Fire
Tax Unit
001
Amnt PP
75747
Amnt RP
4366611
Amnt Other
506083
Code
FE
Dist ID
FE020
Levy PP
0.000123
Levy RP
0.000123
Levy Other
0.000123
Amt PP SG
66970
Amt RP SG
3632512

* CONGRATULATIONS *

YOU HAVE SUCCESSFULLY COMPLETED YOUR

NOVEMBER ABSTRACTS

ERROR INSTRUCTIONS

If the upload does not complete successfully or if any other problems are encountered that cannot be resolved, please contact:

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NOVEMBER CHECKLIST

Checklist for NOVEMBER SUMMARY SIGNOFF

1. Run all the reports required for your tax administration program.

2. Sign in to the 'Kansas Department of Revenue On-line Applications' website and upload the 2 personal property files and the 2 real property files according to instructions in 'November Abstract Users Guide'. During the upload process the program looks for errors within the files and generates error messages.

3. Correct any errors in your tax admirative system and recreate the files. The corrected files will need to be uploaded.

   The abstract edit program checks for the following errors:

   a. Tax unit for county as noted in the TaxSch.txt file
   b. Land use code for State Assessed Records
   c. Land use code for oil [913/8120] and gas [914/8110] personal property
   d. Negative numbers

4. Go to the 'PVD Abstract Reports Menu' and select 'Summary Signoff'. Click 'View Report' then print the report which is generated.

5. Check the generated Summary Signoff carefully. Compare the valuation and tax with the reports that are generated from your tax administration file.

   Categories (not all inclusive)

   a. State Assessed real and other values by land use code with the State's certification from (PV-AD-20)
   b. State Assessed taxes compared with certification form (PV-AD-18). The tax dollars should be close;
   c. Oil & Gas – royalty and working interest;
   d. Public Utility – Locally Assessed for both real and personal should have zero value;
   e. Value in the Boat, Marine, and Trailer fields (formally Travel Trailers) should have zero value
   f. The cancellations under $5 (the cancelled tax for royalty oil and gas and personal property under $5) are included;
   g. Verify that penalty value is included; and
   h. EDX/IRB and exempt values compared to July. Note the reason for any large shifts in value.

NOTE: *The valuation on this abstract should balance with your tax administration reports. The tax dollars may not balance because of the calculation used in the State's program; however, the difference should be minimal.*

Check List for FUND DISTRIBUTION

(Total Tax Roll – includes cancelled and penalty tax)

6. Complete **Fund Distribution Statutory Authority Code (SAC)**. Enter the appropriate three-digit number. Reference your taxing district fund listing and the K.S.A. cross-reference document provided by the division in 'Appendix E' of the *County Clerk's Handbook.*

7. Complete **Fund Distribution K.S.A.** You may use the K.S.A. entries from the budget forms or use last year's November abstract to assist you in completing this column. Reference your taxing district fund listing and the K.S.A. cross-reference document provided by the division in 'Appendix E' of the *County Clerk's Handbook.*

8. Complete **Fund Distribution General Tax**. The distribution by each district fund will include the cancelled and penalty tax.

   NOTE: If you have a fund that is not listed on the screen, use the line (*Misc.*) at the end of each section. Use a SAC of 999 when more than one fund is included on the '*Misc.*' line. Identify all the fund(s) and their respective tax amounts on the paper copy that you will mail. Remember to use only the fund names as provided in the Statutory Authority Laws reference document.

   a. *County:* Verify the total for each *county* fund on the appropriate fund line.
   b. *City:* Verify the total of each *city* fund on the applicable line. Total of all funds should total *city* tax.
   c. *Township*: Verify the total for each *township* fund on the fund line applicable. All *township* funds levied in cities, i.e., general, bond and interest, building, cemetery, etc., should be posted in the township funds under Township Levies in 3rd Class Cities.
   d. *Schools*: Verify total for Community Junior Colleges by fun on the appropriate line.
   e. *Miscellaneous Districts*: Verify totals on the appropriate fund line for a specific district.
   f. The abstract program will compare the total for each district to the corresponding taxing district line on Table 1, Column 3.

9. The 'Grand Total Taxes Levied for all Districts' (displayed on the *Miscellaneous Districts Report*) must agree with the 'General Tax' calculated on Table 1, Column 3, Line 26 and Table 2, Column 1, Line 12. The 'Final Review' must be run to verify that there are no errors.

Check List for TABLE 1 – DISTRICT DISTRIBUTION

Distribution of taxes by taxing districts

Ad Valorem Tax

10. Verify 'Total General Tax' to be collected for each taxing district. 'Taxes Levied Nov. 1, ____ for _____ Expenditures' is the total tax roll distribution by district fund, including the cancelled and property tax. The total for each of these districts is system-calculated. These totals are then compared to the fund distribution totals.

    The following is a description of the columns for ad valorem tax.

    a. Column 1 – 'General Tax' includes cancelled tax, but excludes the personal property tax.
    b. Column 2 – 'Penalty' – personal property, state assessed and oil/gas penalty tax.
    c. Column 3 – 'Total General Tax' plus penalty tax. Each district total displayed in column 3 is calculated by adding column 1 and column 2.

11. Verify that the 'Grand Total Taxes Levied for all Districts' agree with the 'General Tax' posted on Table 1, Column 3, Line 26 and Table 2, Column 1, Line 9. The 'Final Review' must be run to verify that there are no errors.

12. **All errors must be corrected before certification**. You will need to determine if the problem exists in the fund distribution or with Table 1 and make the corrections when necessary.

13. **Column 4, 'Locally Assessed Intangibles'** is the money and credits collected according to resolutions adopted by the county and townships, and by city ordinances pursuant to K.S.A. 12-1,101. Distribution on Table 1, Column 4 would be pursuant to K.S.A. 12-1,107. The total intangible tax collected is system-checked and displayed on line 26.

'In Lieu of Tax'

14. Column 5, Financial Institution tax has been repealed effectively January 1995. This column does not appear on the on-line abstract.

15. Column 6, The Industrial Revenue Bond Property 'In Lieu-of' collections are distributed according to the agreement that was filed with the city or county. The total tax collected is system-calculated and displayed on line 26.

16. Column 7, The Economic Development Property 'In Lieu-of' collections are distributed according to the agreement that was filed with the city or county. The total tax collected is system-calculated and displayed on line 26.

17. Column 8, All Other 'In Lieu of Taxes are listed as distributed. Payments to be included in this column are annotated under Table 1. The total tax collected is system-calculated and displayed on line 26.

18. Column 9, Total is the addition of columns 4, 6, 7, and 8. The total tax collected is system-calculated and displayed on line 26. Column 9, line 26 should agree with Table 2, column 4, line 12.

Special Assessments (Column 10)

19. The distribution on Table 1, Column 10 should be posted to the district that ***receives*** that money. The total tax collected is system-calculated and displayed on line 26 and should agree with Table 2, column 5, line 12.

Totals

20. The total on Table 1, column 11, line 26, and the total on Table 2, column 6, line 12 should balance. Any discrepancy will keep the data file from uploading.

Special Assessments – Urban/Rural Collections

21. Ground Water Management is listed in urban (inside cities) and rural (outside cities) category.

22. A separate line item has been added for solid waste assessments. Enter the amount to be collected.

23. The delinquent fees for solid waste are listed as in previous years. Enter any delinquent fees.

24. The subtotal-inside cities and subtotals-outside cities should correspond to Table 2, Column 5, line 10, Rural (outside cities) and line 8, Urban (inside cities).

25. The 'Total Special Tax' on line 31 should agree with Table 1, column 10, line 26 and Table 2, column 5, line 12.

Checklist for TABLE 2 – COLLECTIONS

26. Column 1, Total Tax Roll reflects the total taxes to be collected. Enter the information for Column 2 which comes directly from the recap section of the November Abstract Summary Report located on page 2 if your vendor does not populate it.

    Remember that the Tangible Personal property section, line 4, rural; line 5, urban and the State Assessed property section, line 7, rural; line 8, urban should include the penalty tax. The Total Rural, Total Urban, and Grand Total (lines 10,11,12) are system calculated and will include the penalty taxes if the penalty taxes have been included in the Tangible Personal property section and the State Assessed property section.

    State Assessed tax on the State's Tax Abstract (PV-AD-18) must agree with Table 2, column 1.

27. Column 3 is system-calculated and reflects the difference between column 1 and column 2. The calculation is as follows: Column 1 (total tax) minus Column 2 (Summary Signoff) = Column 3 (difference).
28. Enter the total 'in lieu of' real and personal taxes by real and urban collections in column 4. The 'Grand Total Tax' collected is system-calculated and displayed on line 12.
29. Enter the 'Special Assessment Tax' by rural and urban collections in column 5. The grand total tax collected is system-calculated and displayed on line 12. Any state assessed special assessment tax, should be entered in column 5, lines 1 and/or 2.
30. Calculate the Total Tax, Column 6, is the total of all lines, column 1, 4, and 5. The grand total tax collected is system-calculated and displayed on line 12.
31. The 'Grand Total Taxes Levied for all Districts' should agree with the 'General Tax' posted on Table 1, Column 3, Line 26 and Table 2, Column 1, Line 12.
32. The 'Final Review' must be run to verify that there are no errors. **All errors must be corrected before the file/files can be certified.**

Checklist for TAX DISTRICTS

33. Print the County Tax District Report.
34. Compare the total county value to the ‘Total Assessed Tangible Property’ value filed on the Summary Signoff. These values **must** match. However, the total tax dollar amount on the taxing district report will be ‘close’ to the ‘Total General Ad Valorem Tax’ field on the summary report. ‘Close’ will depend on the size of your county and your tax administration program. Real CapOut in the County Tax District report should match the combined totals of ‘Assessed USD CapOut IRB Real’ and ‘Assessed ‘USD CapOut EDX Real’ on the Summary Signoff and the Total CapOut Tax should match or be within cents of the ‘CapOut Tax’ on the Summary Signoff.

If you are experiencing difficulty with the difference in the tax dollar amounts, reference the example on the next page using information from below which explains how you can perform calculations to determine if the school general taxable value may be the source of the problem.

044	175	SD	SD345SN	USD 345	.022293	.022293	.022293
044	175	SG	SG345SN	USD 345-General	.020000	.020000	.020000
044	175	CM	CM026	Grantville Cemetery	.000738	.000738	.000738
044	175	EN	EN906	Meadowlark Extension District	.002033	.002033	.002033
044	175	FE	FE042	Kaw Fire District No. 1	.003421	.003421	.003421
044	175	RL	RL706DG	NEK Regional Library	.001378	.001378	.001378
Total Composite Levy Less School General					**.116847**	**.116847**	**.116847**

	Personal	Real	Other	Personal SG	Real SG
Total Values	**9,780**	**1,485,578**	**206,607**	**9,780**	**1,303,878**

Total Value **1,701,965** **Total Tax Dollars** **229,274.80**

	Personal	Real	Other	Personal SG	Real SG
County Totals	**3,264,270**	**140,424,584**	**15,808,304**	**3,096,373**	**124,015,640**

Total Value **159,497,158** **Total Tax Dollars** **23,562,199.57**

- Jefferson --- November Abstract Summary Signoff Report --- 05/21/17 09:49:31

Exempt Valuation *****

	Assessed Total Pond (21)	Appraised Total Real (22)	Appraised Total IRB (23 Real)	Appraised Total EDX (24 Real)	Appraised Total IRB (18 Pers)	Appraised Total EDX (19 Pers)	Assessed Residential (25 Real)	Assessed Mobile Home (20 Pers)
Rural	2,978	148,012,060	0	0	0	0	11,066,449	88,944
Urban	0	71,547,720	0	0	0	0	5,342,495	78,953
	2,978	219,559,780	0	0	0	0	16,408,944	167,897

Appraised (Real & Other)
tion by Property Type (LUC/LACS)

	(411/4120) Railroads	(441/4152) Barge Line	(471/4234) Telecomm.	(476/4238) Radio C.C.	(481/4310) Elec. Power	(482/4321) Pipeline	(483/4331) Water Plants	(913/4120) Fluid Pipeline
Real	3,551,490	0	41,600	0	319,659	15,515	0	21,267
Other	516,486	0	996,211	0	10,235,035	2,076,598	0	1,983,974
	4,067,976	0	1,037,811	0	10,554,694	2,092,113	0	2,005,241

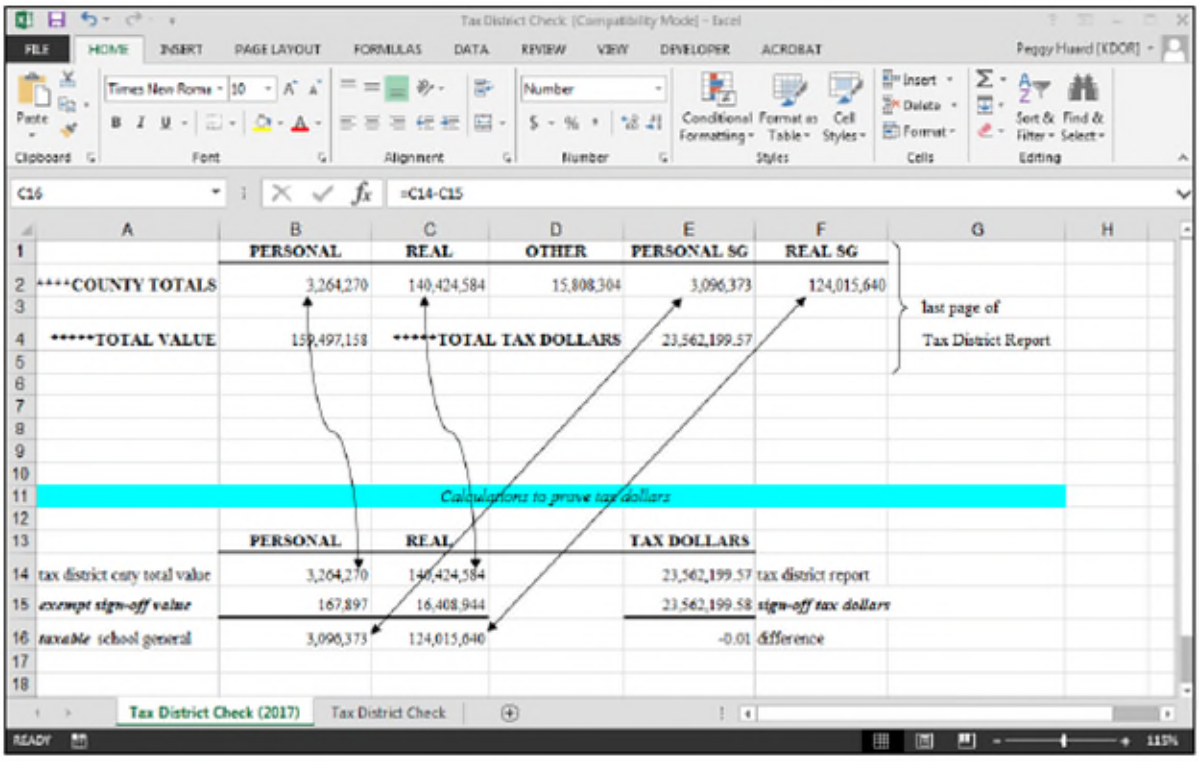
**Recap **

	Real Estate Total	Real Estate Total Tax	Real Estate Avg Rate of Levy	Personal Property Total	Personal Property Total Tax	PP Avg Rate of Levy *	PP Penalty Total Value	PP Penalty Total Tax
Rural	105,238,944	14,673,108.61	.139427	2,406,314	340,360.73	.139751 *	129,380	18,105.84
Urban	31,236,109	5,487,669.94	.175684	[illegible]	[illegible].61	.178583 *	51,435	9,066.58
	136,475,053	20,160,778.55	.147725	3,264,270	488,312.7[illegible]	.149593 *	180,815	27,172.42

	State Apprsd Total	State Apprsd Total Tax	State Apprsd Avg Rate of Levy	Assessed Tangible Prop Total	General Ad Valorem Total Tax	County Avg Rate of Levy	Grand Total Value w/Penalty	Grand Total Tax
Rural	16,507,635	2,328,801.10	.14[illegible]074	124,183,493	17,342,470.45	.139652	124,312,873	17,360,576.29
Urban	3,250,200	584,307.18	.17[illegible]776	35,313,665	6,219,729.13	.176129	35,365,104	6,228,795.71
	19,757,835	2,913,108.28	.147[illegible]	159,497,158	23,562,199.58	.147726	159,677,977	23,589,372.00

Tax Cancellation Under $5 ***** USD General Fund Exempt Tax July November

Notice that the Real amount from the Summary Signoff is the total form the Real Estate Total from the recap section and the Real amount from the State Assessed Certification. The Other amount for the Summary Signoff also comes from the State Assessed Certification since it is not totaled separately on the Summary Signoff.



35. Manually verify the data even though your vendor/programmer populated the TaxDst.txt file. In addition to verifying all valuation totals; also scan the two-character codes, *i.e.* FE, HL, or TW. The 'Code' field is now a required two-character field. Reference Appendix C in the *County Clerk's Handbook* for a complete listing of the taxing district codes. **Errors will keep the data file from uploading.**

CERTIFICATION REQUIREMENTS

For E-mail

- State Assessed Public Utilities – Complete your 'Statement of Valuation and Taxes Levied Against State Assessed Public Service Companies' abstract. To certify the data, type your name and date at the end of the form (PV-AD-18).
    - *E-mail* abstract to: KDOR_PVD.Abstract@ks.gov
- Summary Signoff – Sign, date, and affix your official seal to the signature page
    - *E-mail* a copy to KDOR_PVD.Abstract@ks.gov
- 16/20M Distribution Abstract – To certify the data, type your name and date at the end of the form (PV-AD-76)
    - *E-mail* abstract to: KDOR_PVD.Abstract@ks.gov
- Reports – 1) Fund Distribution (County, City, Township, Schools, Misc. Districts); 2) Table 1; 3) Special Assessments; 4) Table 2; 5) first and last page of Tax District Report; 6) Final Review and 7) Heavy Truck Signoff
    - *E-mail* a copy to KDOR_PVD.Abstract@ks.gov
- Neighborhood Revitalization Abstract – Print on-line certification. Sign, date, and affix your official seal (PV-AD-74)
    - *E-mail* a copy to KDOR_PVD.Abstract@ks.gov
- Levy Sheets –
    - *E-mail* a copy of your current levy sheet to KDOR_PVD.Abstract@ks.gov

NOTE: *After you November abstract files have been audited and any necessary corrections receive, you will be notified by phone or email releasing your November Abstract files.*