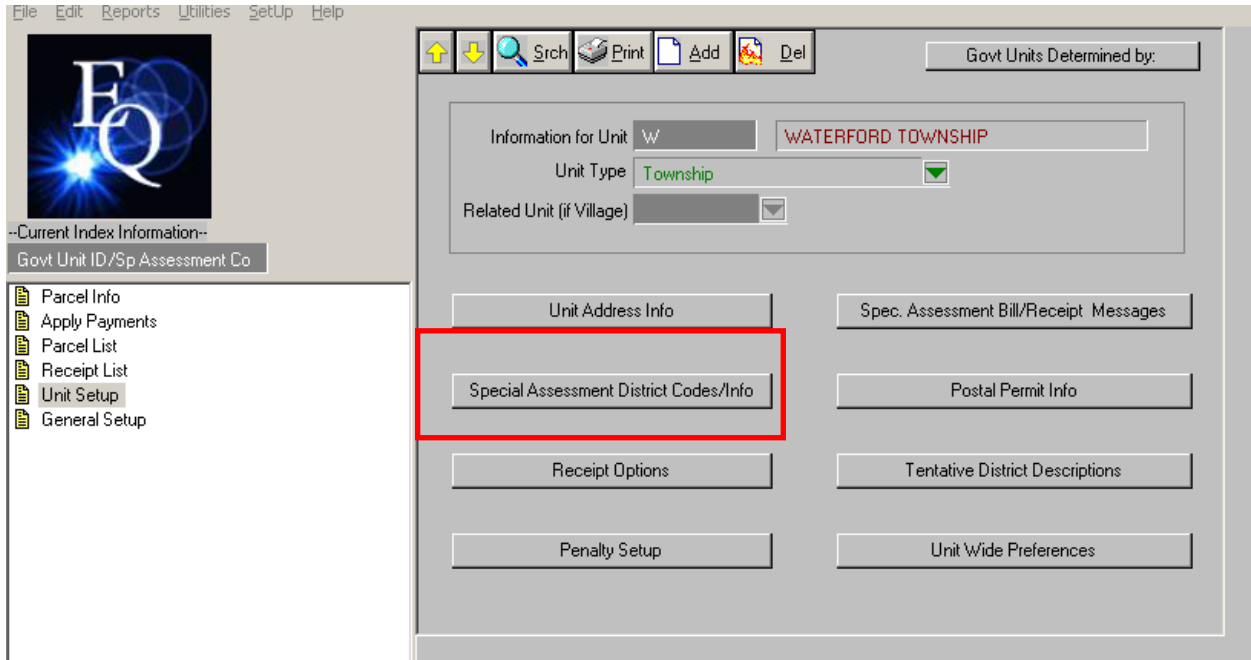



How to create a Multi Year Special Assessment District

1. From Unit Set up, click on the Special Assessment District Codes/Info button.



2. This will open up the Special Assessment Information Window. Click the ADD button 

3. Once the ADD button is selected the following pop up window will appear. Make sure your unit Id is selected and enter in the special assessment code and description. Click CONTINUE



4. You will now need to provide the following information:

- Taxpayer's share
- APR Interest Rate
- Months to charge interest the first year
- Number of years the district will be billed
- Starting year
- Due Date
- Month/Day to begin charging interest for payoff calculation (MM/DD format)
- Interest method
- Pay ahead options
- District Status (Active, Inactive, Tentative, paid off)

Special Assessment Information

Sp Assessment Code: 500 Sp District Codes for Unit: W

Sp Assessment Name: STREET LIGHTING Desc. 1: Desc. 2: Desc. 3:

Project Estimated Cost	0.00	* Information Only *
Project Actual Cost	0.00	* Information Only *
Govt Unit Share	0.00	* Information Only *
TaxPayers' Share	0.00	* Important *

Misc. Miscellaneous Fields

APR Interest Rate: 0.0000000 Interest Method: Declining Balance

Months to Charge 1st Yr: 0 Payahead Options: Keep installment amount same

of Years: 0 Comments:

Starting Year: 0 Status: Active

Due Date: // If Tentative:

Month/Day to Begin Charging Interest For Payoff Calculation (MM/DD): Override Unit Wide Penalty Setup

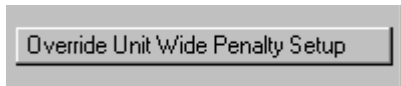
Hard Code Above Date: //

Close

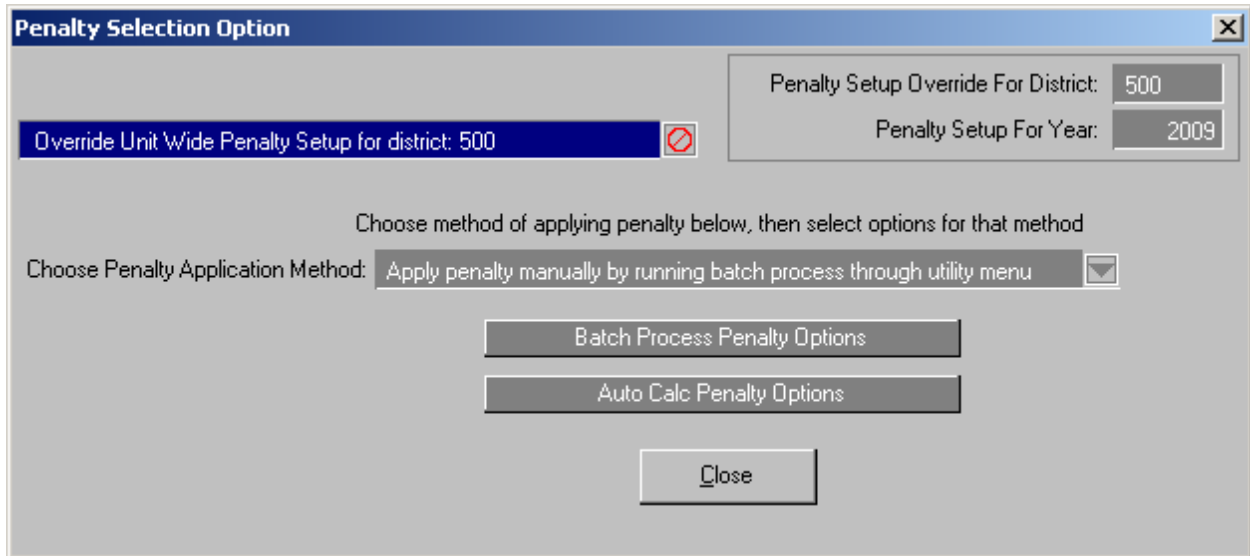
Optional Items that you might want to enter on the district information

- Descriptions Desc 1 & 2 – There are two lines you can use for additional information
- Project Estimated Cost, Actual Cost and Gov't Share are all information only fields.

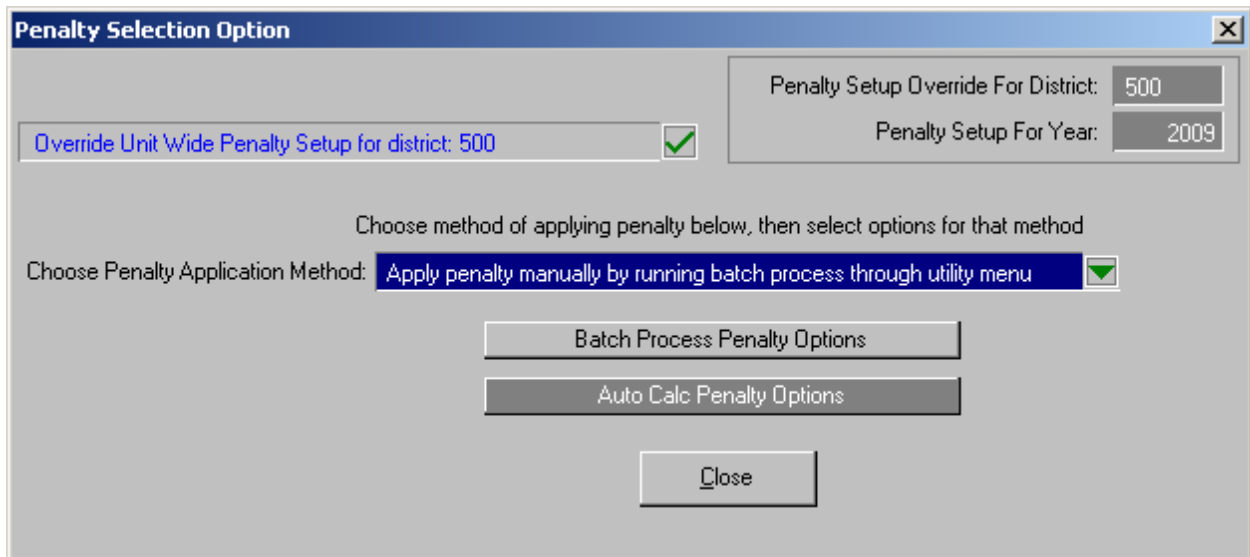
- Once you have your SAD district set up you need to set up your Interest/Penalty (if this applies for your unit) Click on the Override Unit Wide Penalty Setup button.



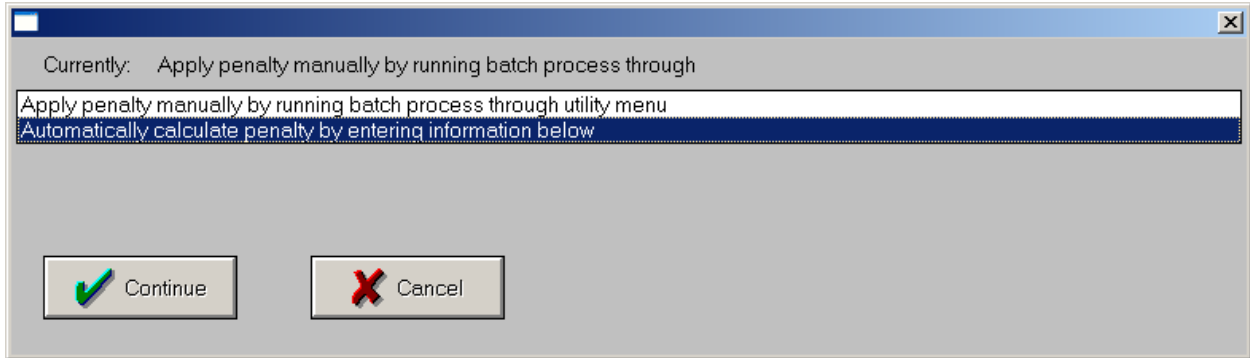
- The following window will appear



- When you first come into this window you will see that everything is grayed out with the exception of entering a check mark in the Override Unit Wide Penalty Setup for District 50. To have the system automatically calculate interest/penalty based on dates and rates provide you must enter a check mark in the override field.



- From the Choose Penalty Application Method drop down select Automatically calculate penalty by entering information below and click Continue.



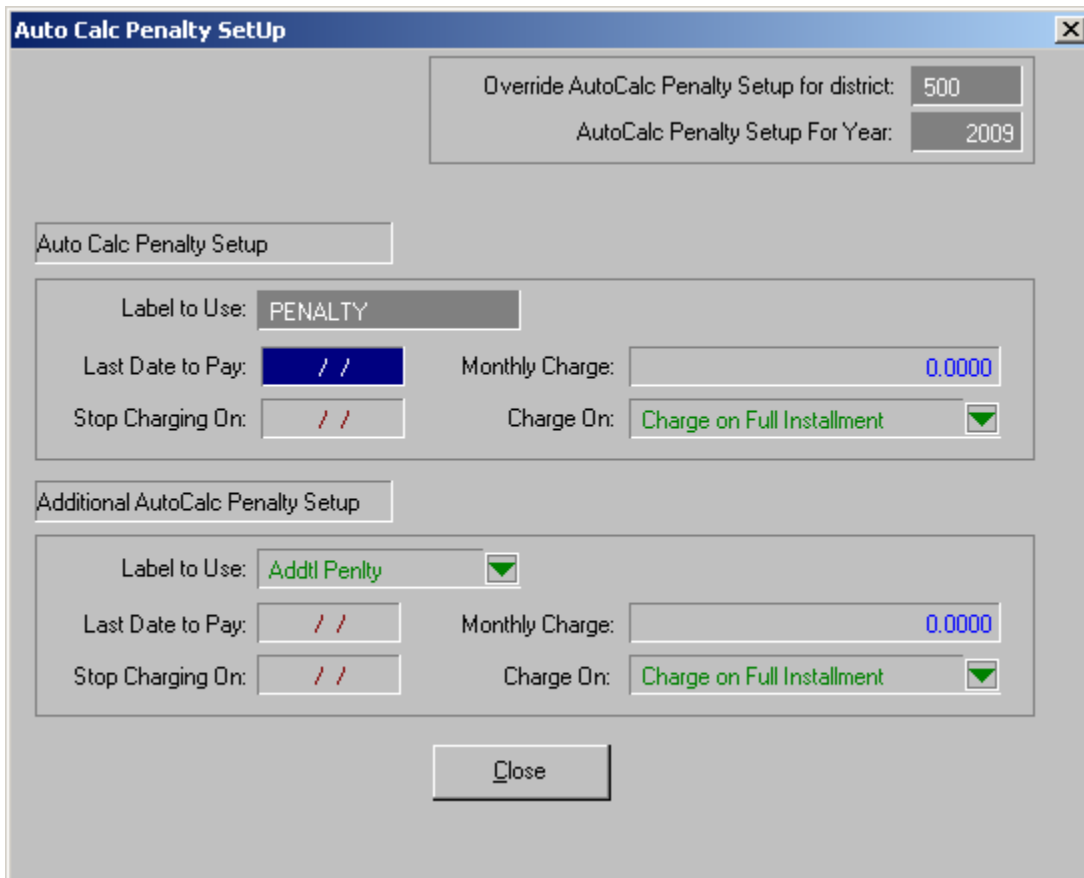
Currently: Apply penalty manually by running batch process through

Apply penalty manually by running batch process through utility menu

Automatically calculate penalty by entering information below

Continue Cancel

- Then click on the Auto Calc Penalty Options button and the following window will appear. Enter in the appropriate dates and interest/late fees rates. Remember this is the fee's that will be calculated if the installment is paid after the initial due date. Click the close button when completed.



Auto Calc Penalty Setup

Override AutoCalc Penalty Setup for district: 500

AutoCalc Penalty Setup For Year: 2009

Auto Calc Penalty Setup

Label to Use: PENALTY

Last Date to Pay: / / Monthly Charge: 0.0000

Stop Charging On: / / Charge On: Charge on Full Installment

Additional AutoCalc Penalty Setup

Label to Use: Addtl Penlty

Last Date to Pay: / / Monthly Charge: 0.0000

Stop Charging On: / / Charge On: Charge on Full Installment

Close