

**County Board of Taxation
Users Manual**

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```
*****
*
*           COUNTY TAX BOARD INFORMATION SYSTEM           *
*
*****

      m4  - Mod IV

      sr  - SR1-A System

      ap  - Tax Appeals

      eq  - Equalization

      me  - Edit Login Message

      q   - Quit

Please Type a Number and Press Enter:
```

m4 - Mod IV

```
*****
*                               Mod IV System                               *
*****
1 - Enter/Edit Mod IV Information      20 - Difference Report
2 - Update Mod IV Master              21 - Mod 4 Summary / Class Totals
3 - Print Accepted Transactions        22 - Edit Ace Report
4 - Print Rejected Transactions        23 - Run Ace Report
5 - ModIV Master File Statistics      24 - After Jan10 Menu
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9 - Batch Program                    28 - 3B Assessment Report
10 - ID Change Program                29 - Tax List History Xref
11 - Change Transaction Report         30 - Preliminary Reconciliation
12 - Owner/Address Report              31 - AA Final Index
13 - Added Assessments                32 - Highest Assessed for County
14 - AA Transaction Report             33 - Reap Report
15 - Owner/Street Index               34 - Sr3a Cards
16 - Proof Book                       35 - History Files
17 - AA Proof Book                    36 - AA History
18 - AA Final Book
19 - Exempt Proof Book                Q - Quit this Menu

Please Type a Number and Press Enter:
```

Type "1" and press Enter.

1 - Query Mod IV Information

SUSSEX COUNTY TAXING DISTRICTS

01 ANDOVER BORO	13 LAFAYETTE TWP
02 ANDOVER TWP	14 MONTAGUE TWP
03 BRANCHVILLE BORO	15 TOWN OF NEWTON
04 BYRAM TWP	16 OGDENSBURG BORO
05 FRANKFORD TWP	17 SANDYSTON TWP
06 FRANKLIN BORO	18 SPARTA TWP
07 FREDON TWP	19 STANHOPE BORO
08 GREEN TWP	20 STILLWATER TWP
09 HAMBURG BORO	21 SUSSEX BORO
10 HAMPTON TWP	22 VERNON TWP
11 HARDYSTON TWP	23 WALPACK TWP
12 HOPATCONG BORO	24 WANTAGE TWP

q - Quit

Please Type a Number and Press Enter: **01**

Type a district number and press Enter, the following screen will be displayed:

```

PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: prc file**
-----Screen:1 of 2
      Block:           Lot:           Q:
Prior Block:         Lot:           Q:           00/00/00
Loc:                 11 HARDYSTON TWP, NJ
Owner:               Billing Code:
Street:              Account Num:
Town:                Zip:            Mtg Acct#:
Class:               Deductions:S 0   V 0   W 0   R 0   D 0   Own: 0   Amt: 0
SaleD: 00/00/00 Bk:   Pg:           Price: 0           NU#:   Cd:   R:   0.00

      0           2005           Taxes 2003           Exemptions/Abatements
Land:           0           0           (57):           0.00           1           0
Impr:           0           0           (58):           0.00           2           0
Net:            0           0           Partial:           4           0 0

Land Dim:                Class4Cd:           YrBlt:           Neigh:
Bldg Desc:                BldgClass:           SF:           0
Addl Lots:                Type/Use:           PrcSF           0           UCd: 0
                        Style:           Zone:           Map:
  
```

Press Q (do not press <Enter>).

You will see the top line change to "QUERY:Press <ESC> to ..."

Press the <F6> key to move the cursor to the owner's name.

Type the last name followed by an asterisk. For example:

SMITH*

Press the <ESC> key.

There will be a message on the bottom of the screen with the number of records found

Press the letter N to go forward through the records. Use the letter P to go backward through the list.

An asterisk can be used in the beginning. For example:

SMITH

This will find records having SMITH as the 2nd owner's name.

How to Search by Street

The asterisk should be used for all street name searches. For example:

123 MAIN*

26*MAIN*

*28*MAIN*

How to See the Next Screen

Press the letter S to see the next screen. The white 1S, 2S, 3S... buttons on the toolbar can also be used to change screens.

sr - SR1-A System

```
*****
*
*                      SR1A SYSTEM                      *
*
*****
1 - Enter/Edit SR1A S           15 -
2 - Assign SR1A Numbers        16 - View Srla Number Assignment Dates
3 - Print Test Pattern         17 - Prepare File for State
4 - Print SR1A Forms on Dot Matrix 18 - Print Srla on Laser/Srla Report
5 -                             19 - Global Inquire Srla
6 - Worksheet Report           20 -
7 - Print Worksheets           21 - Mod4 Inquire Only
8 - Coefficient of Deviation Report 22 - Progress Report
9 -                             23 - County Clerk Interface
10 -
11 - Move SR to a Different Town
12 - Edit Town Name
13 - Outstanding Summary Report
14 - Outstanding Srla Report           q - Quit this Menu

Please Type a Number and Press Enter:
```

23 - County Clerk Interface

```
*****
*
*                      COUNTY CLERK INTERFACE SYSTEM      *
*
*****
1 - Add/Modify Srla Records
2 - Available Recorded Dates
3 -
4 -
5 -
6 -
7 -
8 -
9 - Test Server
10 -
11 -
12 -
13 -
14 -                             q - Quit this Menu

Please Type a Number and Press Enter:
```

To view the available recorded dates, type "2" and press Enter.

2 - Available Recorded Dates

Recorded	Quan	Trans
-----	-----	-----
00/00/00	1	0
08/03/15	58	0
08/04/15	86	0
08/05/15	67	0
08/06/15	129	0
08/07/15	109	0
08/10/15	92	1
PRESS ENTER:		

Press Enter to return to the Menu.

Choose "1 - Add/Modify Sr1a Records" to enter a SR1A.

```

PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
      (S)creen                               ** 1: acsclerk file**
-----Screen 1 of 1
Book/Page:      /                               0201
District:              0   MOD-IV LOOKUP
Block:              Owner:
Lot:                Street:                      L: 0
Qual:              Town:                          N: 0
Deed Date: 00/00/00   Loc:                          Z:
Recorded: 00/00/00 EY: 0   CLERK DATA
Price:              0   Instrument#: 0
RT Fee:            0.00 Cd:   Added: 00/00/00   Updated: 00/00/00
GRANTOR                                GRANTOR                                #: 0
                                1
                                2
                                Z:
GRANTEE                                GRANTEE
                                1
                                2
                                Z:
Rem:              :
NU#:      Transfer:                                Update: 00/00/00
  
```

Press "Q" to search for records.

```

QUERY:  ESC executes.  Ctrl-C aborts.  Ctrl-C clears all.      F1 for help.
                                ** 1: acsclerk file**
-----Screen 1 of 1
Book/Page:      /                               0201
District:              0   MOD-IV LOOKUP
Block:              Owner:
Lot:                Street:                      L: 0
Qual:              Town:                          N: 0
Deed Date:              Loc:                          Z:
Recorded:            EY:   CLERK DATA
...
  
```

Move the cursor using Enter, Tab or Down Arrow to "Recorded: ". Type the recorded date using the "mmddyy" or "m/d/y" format. The year is entered as 2 digits.

Next press the Esc key.

```
-----Screen 1 of 1
Book/Page: 2011 / 689          FAIR LAWN, NJ          07410      0217
District: 17                    2015 MOD-IV LOOKUP
Block: 4506                     Owner: DIPALMA SR, PAUL & PAUL JR
Lot: 7                           Street: 2424 HAMBURG TPKE FL 2      L: 164500
Qual:                             Town: WAYNE, NJ                    N: 157200
Deed Date: 07/22/15             Loc: 19-01 ELLIS AVE 1X            Z: 07470
Recorded: 08/03/15 EY: 2016      CLERK DATA
Price: 555000                   Instrument#: 0
RT Fee: 4708.00 Cd:              Added: 00/00/00 Updated: 00/00/00
GRANTOR                          GRANTOR                          #: 0
DIPALMA SR, PAUL & PAUL JR      1 DIPALMA PAUL SR
64 ROOSEVELT AVE                 2
NORTH HALEDON, NJ               Z: 07508
GRANTEE                          GRANTEE
SCIRE, STEFANIE                 1 SCIRE STEFANIE
19-01 ELLIS AVE                 2
FAIR LAWN, NJ                   Z: 07470
Rem:                               :
NU#: Transfer: N                               Update: 08/11/15

58 record(s) found
```

The above example shows there are 58 records having a recording date of 8/3/15. The first record displayed has been completed. To view the next record, press the letter "N".

```
-----Screen 1 of 1
Book/Page: 2011 / 716          PARAMUS, NJ          07652      0246
District: 46                    2000 MOD-IV LOOKUP
Block: 3805                     Owner:
Lot: 11                          Street:                             L: 164500
Qual:                             Town:                             N: 157200
Deed Date: 00/00/00             Loc:                               Z:
Recorded: 08/03/15 EY: 0        CLERK DATA
Price: 0                         Instrument#: 0
RT Fee: 2054.00 Cd:              Added: 00/00/00 Updated: 00/00/00
GRANTOR                          GRANTOR                          #: 0
                                  1 LAVEZZI ARLENE C
                                  2
                                  Z:
GRANTEE                          GRANTEE
                                  1 FERNANDEZ OTNIEL
                                  2
                                  Z:
Rem:                               :
NU#: Transfer:                               Update: 00/00/00
```

Records that need to be completed will have "00/00/00" in the Deed Date.

Press the letter "U" to update the record.

Click on the green "Deed" button to display the Deed.

Verify the Book/Page, District, Block/Lot with the Deed. After the Deed Date has been entered, the Mod-IV Lookup will be displayed.

Book/Page: 2011 / 716	PARAMUS, NJ	07652	0246
District: 46	2015 MOD-IV LOOKUP		
Block: 3805	Owner: LAVEZZI, ARLENE C.		
Lot: 11	Street: 229 ADDISON PLACE		L: 286600
Qual:	Town: PARAMUS NJ	N: 250900	
Deed Date: 05/27/15	Loc: 229 ADDISON PLACE	Z: 07652	
Recorded: 08/03/15 EY: 0	CLERK DATA		

Enter the Price and verify the Realty Transfer Fee.

```

UPDATE:  ESC executes.  Ctrl-C aborts.      F3 for original.      F1 for help.
                                         ** 1: acsclerk file**
-----Screen 1 of 1
Book/Page: 2011 / 716          PARAMUS, NJ          07652          0246
District: 46                    2015 MOD-IV LOOKUP
Block: 3805                     Owner: LAVEZZI, ARLENE C.
Lot: 11                         Street: 229 ADDISON PLACE          L: 286600
Qual:                           Town: PARAMUS NJ          N: 250900
Deed Date: 05/27/15           Loc: 229 ADDISON PLACE          Z: 07652
Recorded: 08/03/15 EY: 0           CLERK DATA
Price: 529900                   Instrument#: 0
RT Fee: 2054.00 Cd:             Added: 00/00/00   Updated: 00/00/00
GRANTOR                          GRANTOR              #: 0
LAVEZZI, ARLENE C.             1 LAVEZZI ARLENE C
229 ADDISON PLACE              2
PARAMUS NJ                      Z: 07652
GRANTEE                          GRANTEE
FERNANDEZ OTNIEL              1 FERNANDEZ OTNIEL
229 ADDISON PLACE              2
PARAMUS, NJ                      Z: 07652
Rem:                             :
NU#: Transfer: Y                Update: 00/00/00

```

Enter "Y" in the Transfer field to send the SR1A to the Tax Assessor.

When the yellow blinking cursor is missing, use the mouse to click on the blue screen.

The "Tax Records Search" link on www.msnj.us/bergen can be used to lookup the Block/Lot.

Fast Command Line

All the data entry screens display the following on the first two lines of the computer terminal:

```
PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye  
(S)creen                ** 1: prc file**
```

These are commands which make the program do its work. They are usually called "fast commands" because all you have to do to use them is to press the first letter of the command and it will execute. For example, if you want to Add a record all you have to do is press the letter A and you will see that the screen will change slightly and give you directions on how to add that record. This is the command that you will use to enter your information into the system.

ADDING A RECORD

To add a record, press the letter A for Add. The Cursor will then position at the first field on the data entry screen. Now add the information in at the first field and press <Enter>. The cursor will then position at the next field. Type the information and press <Enter>. Follow this procedure until the last field has been entered and then press <Enter>. After the last field has been entered, press the <ESC> key, and the record will then be added.

FINDING A RECORD (Query)

To find a particular record press the letter Q for Query. The cursor will then position at the first field on the screen. Now type the information in at the first field and press <Esc>. If any records exist, the first will be displayed on the screen and a message indicating how many the computer found. If you want to view all the records it found, press the letter N for Next. Each time you press N, the next record will appear. If you would like to go back a record, press the letter P for Previous.

REMOVING A RECORD

To remove a record you must first find the record. Follow the directions under the heading "FINDING A RECORD". Once the record has been found press the letter R for Remove. A message will then appear asking you if you are sure you want to go through with it. If you want to remove the record, press the letter Y for Yes. A message will then appear indicating that the record has been deleted.

UPDATING A RECORD

To update a record you must first find the record. Follow the directions under the heading "FINDING A RECORD". Once the record has been found, press the letter U for Update. Now you can advance to any field you want by pressing <Enter>. Make your changes by typing over the old information with the new information. When all your changes have been made, press <Esc>. A message will appear indicating that the record has been changed.

EXITING THE SCREEN

Whenever you want to leave the screen to go back to the menu, press the letter B for Bye. Make SURE you always go back to the menu before turning off the computer!

ABORTING A COMMAND

Whenever you want to cancel a command, simply hold the <CTRL> key and press the <Backspace> key. You will then see a message indicating that the command has been aborted. This will not delete a record. This will return you to the "Fast Command Line". The key can also be used to abort.

VIEWING THE NEXT SCREEN

If your data entry screen has two or more screens to it, you can view the other screen(s) by pressing the letter S for Screen. After you press the letter S the next screen will appear. If there are more screens you can keep pressing S. If the last screen is displayed and you press S, the first screen will be displayed again.

Special Keys

The following keys will be useful when you are adding, or updating records:

<Ctrl> and <P> or <F3>	Ditto (Repeats Previous Information)
<Ctrl> and or <F5>	Up a Line
<Ctrl> and <F> or <F6>	Down a Line
<Ctrl> and <D> or <F9>	Clears Field
<Ctrl> and <A> or <Ins>	Insert Mode On (Allows Insertion of a Letter or Character)
<Ctrl> and <X> or 	Delete a Letter or Character
<Ctrl> and <W> or <F1>	Help Screen
<Ctrl> and <C>	Abort
<Backspace> or <Left Arrow>	Move to the Left

* When answering prompts for menus and reports, do NOT use:

<Up Arrow> or <Right Arrow>

WINDOWS SPECIAL KEYS:

<Alt> <Tab> - Switch Window

<Alt> <F4> - Exit

Help Screen

```
QUERY:  ESC executes.  DEL aborts.  CTRL C clears all.  F1 for help.  
.  .  .
```

When the top line displays “CTRL W” for help, you can hold CTRL and Hit the letter “W” to display a help screen.

```
FIELD EDITING CONTROL KEYS:  
DEL      :  Deletes a character  
INS      :  Toggles in and out of character insertion mode  
  F9     :  Clears to the end of the field  
backspace :  Backspace  
right    :  Forward space  
up       :  Traverse backwards through the fields  
F6       :  'Fast-forward' through the fields  
F5       :  'Fast-reverse' through the fields  
Ctrl-C   :  Clears all fields in the current file (Query mode only)  
  F3     :  Brings in most recent field value of the record  
  F1     :  Display help message  
CR       :  Next field  
Ctrl-I   :  Next field  
down     :  Next field  
ESC      :  Entry Complete  
Ctrl-C   :  Abort Command
```

```
QUERY COMPARISON SYMBOLS:  
<      Less than          <=     Less than or equal  
>      Greater than       >=     Greater than or equal  
=      Equal              <>     Not equal  
>>    Last value (only for indexed fields, without other comparisons)  
<<    First value (same conditions as last value)  
:      Range (inclusive)  
The colon for range comparison is typed between the desired range values  
  All other symbols are typed in front of the field value  
An asterisk (*) is used for wild card comparison of character fields  
A blank field means don't care  
  To match for a blank character field, use the equality symbol  
  
Press RETURN to continue.
```