

Tax Assessors Users Manual

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Table of Contents

	Page
Login Instructions	4
Fast Command Line	5
Special Keys.....	7
Help Screen.....	8
Tax Assessor’s Menu.....	9
m4 - Mod IV	9
How to Search by Block/Lot.....	10
How to Search by Name	11
How to Search by Street	11
How to See the Next Screen	11
How to Update Information.....	12
How to Delete a Record.....	13
How to Establish a Record.....	14
aa - Mod IV Added Assessments.....	15
How to Create an Added Assessment.....	15
How to Change an Existing Added Assessment.....	16
sr - SR1-A System	17
How to Complete an Sr1a.....	18
Sr1a Search Shortcuts	20
Sr1a Cheat Sheet.....	21
ap - Tax Appeals	22
sum - Mod IV Summary	22
his - Tax List History	24
ahis - AA List History.....	24
bank - Bank Code Batch Update.....	25
m4b - Bank Code Update Screen.....	25
m4v - Assessment Only Update Screen.....	26
m4t - Tax Field Only Update Screen	26
reap - Add/Remove Reap R01 Code.....	27
id - ID Change Program (Block/Lot Change).....	27
inq - County-Wide Inquire.....	28
srq - County-Wide Inquire Sr1a.....	29
data - Download Data Menu	30
Reports	31
Mod IV Transactions	31
Added Assessment Transactions.....	32
Accepted Transactions.....	32
Tax Rate History.....	32
Create Block/Lot List Entry.....	33
Print Report from B/L List.....	33
Print with Assessments	33
Print Labels from B/L List.....	33
Owner Address List (batch).....	34
Mailing Labels (batch).....	35

Outstanding Sr1a List	36
Totals Reports	36
How to do a 200' List	36

Login Instructions

Click on “MicroSystems” on the Windows Desktop

Password:

Type your password and press Enter.

Welcome to Sussex County Board of Taxation

DATES TO REMEMBER.....

Press Enter:

Press Enter.

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> or <Ctrl> and <Backspace> or <F8>	Abort – Use this to “Get out of trouble”

Help Screen

```
QUERY:  ESC executes.  DEL aborts.  CTRL C clears all.  CTRL W 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:
CTRL X   :  Deletes a character
CTRL A   :  Toggles in and out of character insertion mode
CTRL D   :  Clears to the end of the field
backspace :  Backspace
right    :  Forward space
up       :  Traverse backwards through the fields
CTRL F   :  'Fast-forward' through the fields
CTRL B   :  'Fast-reverse' through the fields
CTRL C   :  Clears all fields in the current file (Query mode only)
CTRL P   :  Brings in most recent field value of the record
CTRL W   :  Display help message
CR       :  Next field
CTRL I   :  Next field
down     :  Next field
ESC      :  Entry Complete
DEL      :  Abort Command
```

Press RETURN to continue.

```
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.

Tax Assessor's Menu

```

*****
*          COUNTY TAX BOARD INFORMATION SYSTEM          *
*****
m4  -  Mod IV
aa  -  Mod IV Added Assessments
sr  -  SR1-A System
ap  -  Tax Appeals

sum -  Mod IV Summary
his -  Tax List History
ahis - AA List History
bank - Bank Code Batch Update
m4b - Bank Code Update Screen
m4v - Assessment Only Update Screen
m4t - Tax Field Only Update Screen
reap - Add/Remove Reap R01 Code
id   - ID Change Program (Block/Lot Change)
inq  - County-Wide Inquire
srq  - County-Wide Inquire Sr1a
rpts - Reports Menu
data - Download Data Menu
cama - Appraisal Program Menu          q   - Quit this Menu

Please Type a Command and Press Enter:

```

m4 - Mod IV

```

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:                40 WRIGHTSTOWN BORO, 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          2002          Taxes 2002          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:
Bldg Desc:             BldgClass:          SF: 0
Addl Lots:             Type/Use:          PrcSF 0          UCd: 0
                       Style:              Zone:          Map:

```

Use the "Query" command to search for records in the database. For example: To find Block/Lot 105/21, press Q, Type the Block/Lot and press <Esc>.

How to Search by Block/Lot

Press Q (do not press <Enter>).

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

Type the Block Press TAB. Type the Lot.

```

QUERY:  ESC executes. DEL aborts.  CTRL C clears all.  CTRL W for help.
                                             ** 1: prc file**
-----Screen:1 of 2
      Block: 103      Lot: 1      Q:
  Prior Block:      Lot:      Q:
Loc:                40 ANYTOWN, NJ      07111
Owner:              Billing Code:
Street:            Account Num:
Town:              Mtg Acct#:
Class:      Deductions:S      V      W      R      D      Own:      Amt:
SaleD:      Bk:      Pg:      Price:      NU#:      Cd:      R:      0.00

      0      2003      Taxes 2002      Exemptions/Abatements
Land:      0      (57):      1
Impr:      0      2003      2
      0      0      (58):      3      NetCalc
Net:      0      Partial:      4      0

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

How to Search by Name

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*

This example will find the property located on 123 Main Street or 123 Main St. It will also find 123 Main Avenue if it exists.

Multiple asterisks can be used in a street or owner search. For example:

26*MAIN*

This will find 26-28 Main Street.

*28*MAIN*

The asterisk in the beginning is required since the 28 is after the 26 in the property location.

The above examples show the asterisk can be used many times. Also, please note that spaces were not used.

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.

How to Update Information

The record MUST be displayed on the screen first.

```

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: 103      Lot: 1      Q:      M
  Prior Block: 3      Lot: 1      Q:      07/31/02
Loc:  UNION AVE      40 ANYTOWN, NJ      07111
Owner:  PASSAIC VALLEY WATER COMM      Billing Code:
Street: BOX 230      Account Num:
Town:  CLIFTON, NJ      Zip: 07015      Mtg Acct#:
Class: 1  Deductions:S 0  V 2  W 1  R 0  D 0  Own: 2  Amt: 750
Saled: 00/00/00 Bk:      Pg:      Price: 0      NU#:  Cd:  R:  0.00

      2000      2003      Taxes 2002  Exemptions/Abatements
Land:  1680000  1680000  (57):  0.00  1      0
Impr:  0      0      2003  2      0
      0      0  (58):  0.00  3      0 NetCalc
Net:  1680000  1680000  Partial:  4      0  0

Land Dim:  2.80 ACRES      Class4Cd:      YrBlt:
Bldg Desc:      BldgClass:      SF:  0
Addl Lots:      Type/Use:  1  PrcSF  0      UCd:  2
      Style:      Zone:  B20  Map:
  
```

Press the letter "U" to update the record (do not press <Enter>). The cursor will go to the Owners Name field and the top line will change to look like the following:

```

UPDATE:  ESC executes.  DEL aborts.  CTRL P for original.  CTRL W for help.
** 1: prc file**
-----Screen:1 of 2
      Block: 103      Lot: 1      Q:      M
  Prior Block: 3      Lot: 1      Q:      07/31/02
Loc:  UNION AVE      40 ANYTOWN, NJ      07111
Owner:  PASSAIC VALLEY WATER COMM      Billing Code:
Street: BOX 230      Account Num:
Town:  CLIFTON, NJ      Zip: 07015      Mtg Acct#:
Class: 1  Deductions:S 0  V 2  W 1  R 0  D 0  Own: 2  Amt: 750
Saled: 00/00/00 Bk:      Pg:      Price: 0      NU#:  Cd:  R:  0.00

      2000      2003      Taxes 2002  Exemptions/Abatements
Land:  1680000  1680000  (57):  0.00  1      0
Impr:  0      0      2003  2      0
      0      0  (58):  0.00  3      0 NetCalc
Net:  1680000  1680000  Partial:  4      0  0

Land Dim:  2.80 ACRES      Class4Cd:      YrBlt:
Bldg Desc:      BldgClass:      SF:  0
Addl Lots:      Type/Use:  1  PrcSF  0      UCd:  0
      Style:      Zone:  B20  Map:
  
```

Press the <ESC> key to save the changes.

How to Delete a Record

The record MUST be displayed on the screen first.

```
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: 103      Lot: 1      Q:      M
  Prior Block: 3      Lot: 1      Q:      07/31/02
Loc:  UNION AVE      40 ANYTOWN, NJ      07111
Owner: PASSAIC VALLEY WATER COMM      Billing Code:
Street: BOX 230      Account Num:
Town:  CLIFTON, NJ      Zip: 07015      Mtg Acct#:
Class: 1  Deductions:S 0  V 2  W 1  R 0  D 0  Own: 2  Amt: 750
Saled: 00/00/00 Bk:      Pg:      Price: 0      NU#:      Cd:      R:      0.00

      2000      2003      Taxes 2002      Exemptions/Abatements
Land: 1680000      1680000      (57):      0.00      1      0
Impr:      0      0      2003      2      0
      0      0      (58):      0.00      3      0      NetCalc
Net: 1680000      1680000      Partial:      4      0      0

Land Dim: 2.80 ACRES      Class4Cd:      YrBlt:
Bldg Desc:      BldgClass:      SF:      0
Addl Lots:      Type/Use: 1      PrcSF 0      UCd: 2
      Style:      Zone: B20      Map:
```

Press the letter "R" to remove the record (do not press <Enter>). The top line will change to look like the following:

```
Delete: (Y or N) ?
                               ** 1: prc file**
-----Screen:1 of 2
.
.
.
```

If you are sure you want to delete the record, Press the letter, Y (you do not need to press <Enter>).

How to Establish a Record

The following command line must be on the top line of the screen:

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

Press the letter "A" to add a new record (do not press <Enter>). The top line will change to look like the following:

```
ADD:  ESC executes.  DEL aborts.  CTRL P for ditto.  CTRL W for help.
                                           ** 1: prc file**
-----Screen:1 of 2
      Block:           Lot:           Q:           M
Prior Block:         Lot:           Q:           00/00/00
Loc:                 40 ANYTOWN, NJ    07111
Owner:               Billing Code:
Street:              Account Num:
Town:                Zip: 00000        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           2003           Taxes 2002           Exemptions/Abatements
Land:   0           0           (57):   0.00  1           0
Impr:   0           0           2003   2           0
      0           0           (58):   0.00  3           0 NetCalc
Net:    0           0           Partial: 4           0 0

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

Type in the information for each field. When done, press the <Esc> key to save the record.

aa - Mod IV Added Assessments
How to Create an Added Assessment

```

PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                                     ** 1: addedu file**
-----Screen:1 of 2
      Block:          Lot:          Q:          Card: M
-----
  40 ANYTOWN, NJ          ADDED and/or OMITTED INFORMATION
List-Type:                Increment:          Class:
List Year:    0          Compl Month: 0    Day: 0          AA Months: 0
Building Desc:          Transfer Code:          Special Tax  :
Land:                0          Rollback Code:
Impr:                0 Pro-Rated:                *To Correct an Increment
Totl:                0          0          Please Use Mod4 Screen
-----
Owner's Name:                Partial:
Prop Loc:                Tax List Year:  2003
Building Desc:          Class:
      0          0          Tax List          PRC Values
Land:                0          0          0          0
Impr:                0          0          0          0
      0          0
NET:                0          0          0          0
                                          0          Query Total: 0

```

Press "A" to add the record. Next fill in each field as requested. When complete, press the <Esc> key to save the record.

How to Change an Existing Added Assessment

The record MUST be displayed on the screen first.

First, press "Q" for Query. Next type the Block/Lot. Then Press the <Esc> key.

```

PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: addedu file**
-----Screen:1 of 2
      Block: 105      Lot: 21      Q:      Card: M
-----
40 ANYTOWN, NJ      ADDED and/or OMITTED INFORMATION
List-Type:      3 Added      Increment: Y      Class:      2
List Year:      2002      Compl Month: 1      Day: 15      AA Months: 11
Building Desc: DECK      Transfer Code:      Special Tax :
Land:      0      Rollback Code:
Impr:      5000 Pro-Rated:      *To Correct an Increment
Totl:      5000      4583      Please Use Mod4 Screen
-----
Owner's Name: SMITH, ANDREW R & LAURA J      Partial:
Prop Loc:      9 FERN RIVER AVE      Tax List Year: 2003
Building Desc: 1S-CAPE      Class: 2
      1999      2000      Tax List      PRC Values
Land:      50400      50400      50400      50400
Impr:      74800      74800      74800      74800
      0      0
NET:      125200      125200      125200      125200
      0      Query Total: 0

1 record(s) found
    
```

Verify that the bottom of the screen displays, "1 record(s) found". If it finds more than one record, press the letter, "N", to access the next record. This is common with Added Assessments because there will be one record for Current-Year Added Assessments and one record for Prior-Year Added Assessments.

To change the record, press "U" for Update. When the desired changes are complete, press the <Esc> key to save the changes.

To delete the record, you can use the "R" command to "remove" the record.

When the transaction is processed in Mod-IV, there will be an automatic Delete/Establish transaction created if the Block/Lot, List Type, or Completion Date is changed.

sr - SR1-A System

“sr” screen:

```
PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                                     ** 1: srla file**
-----Screen 1 of 6
Press MQ for Mod IV Search, Press DA to Add SR1A Information
-----
                          SR1A INFORMATION (Detail)
Block:          Lot:          Q:          40 ANYTOWN, NJ          07111
Book/Page:     /           Deed Date: 00/00/00   Recorded: 00/00/00   EY: 0
Sale Price: 0   RT Fee: 0.0   AddlRT Fee: 0.0   RTF:
                GRANTOR                                GRANTEE

                Z:                                     Z:

Condo:   Year: 0   Over-Ride:   Property Class:
Land:    0         Impr:         0   Net:         0   Ratio:     0.00
Property Loc:   Assessed:
Addl Lots:      Conveyed:
NU#:   SqFt: 0   YrBlt: 0   Class4Code:   CompCd:
Rem:                                     :
OkByAssessor:   M4 Update:   Bank:   Deductions:   SR#: 0
Wksht/Deed: 00/00/00   Assessor: 00/00/00   Assgnd/Printed: 00/00/00
```

Choose “sr2” from the menu to use the split screen version.

The split screen version is also found on the cama menu. Choose “3 - Historical Sale Information”, then “2 - SR1A Data Entry Screen”.

How to Complete an Sr1a

Press "Q" for Query. The following screen will be displayed:

```

QUERY:  ESC executes. DEL aborts. CTRL C clears all. CTRL W for help.
                                         ** 1: srla file**
-----Screen 1 of 6
Press MQ for Mod IV Search, Press DA to Add SR1A Information
-----
                                SR1A INFORMATION (Detail)
Block:           Lot:           Q:           40 ANYTOWN, NJ           07111
Book/Page:      /           Deed Date:           Recorded:           EY:
Sale Price:     GRANTOR           RT Fee:           AddlRT Fee:           RTF:
                                GRANTEE

                                Z:           Z:

Condo:   Year:           Over-Ride:           Property Class:
Land:    Impr:           Net:           Ratio:
Property Loc:           Assessed:
Addl Lots:           Conveyed:
NU#:    SqFt:           YrBlt:           Class4Code:           CompCd:
Rem:
OkByAssessor:           M4 Update:           Bank:   Deductions:   SR#:
Wksht/Deed:           Assessor:           Assgnd/Printed:
    
```

Move the cursor down to the Book/Page. Type the Book, press tab and type the Page. Press the <Esc> key to search for the record. When the record is found, 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: srla file**
-----Screen 1 of 6
Press MQ for Mod IV Search, Press DA to Add SR1A Information
-----
                        SR1A INFORMATION (Detail)
Block: 502           Lot: 1           Q:           40  ANYTOWN, NJ           07111
Book/Page: 5736 / 851  Deed Date: 10/07/99   Recorded: 11/19/99   EY: 2000
Sale Price: 1           RT Fee: 0.0           AddlRT Fee: 0.0           RTF: E
                        GRANTOR                               GRANTEE
SPANO, CHAD R           SPANO, CHAD R & PHILLIPS, CHRISTINE
103 EAST MAIN ST       103 EAST MAIN ST
WRIGHTSTOWN, NJ       Z: 08562           WRIGHTSTOWN, NJ       Z: 08562

Condo: N  Year: 1999   Over-Ride:           Property Class: 2
Land:      33500       Impr:      73600     Net:      107100     Ratio:      0.00
Property Loc: 103 E MAIN ST   Assessed:
Addl Lots:                   Conveyed:
NU#: 1   SqFt: 0           YrBlt: 0           Class4Code:           CompCd:
Rem:                               :
OkByAssessor: Y           M4 Update: Y           Bank: Y  Deductions: Y SR#: 0
Wksht/Deed: 01/05/00     Assessor: 00/00/00   Assgnd/Printed: 00/00/00

1 record(s) found

```

Next, press "U" for Update. Use the <Tab> key to move the cursor to each field. You can make changes to most fields on the screen. Press the <Esc> key to save the changes.

You must put a "Y" next to "OkByAssessor" to allow the Sr1a to be printed and then transmitted to the Division of Taxation. You can put a "N" to hold the record.

If you put a "Y" next to "M4 Update", the Mod-IV record will be updated with the Grantee's Name and Address. If you put a "Y" next to "Bank", the Bank-Code will be cleared.

Sr1a Search Shortcuts

To find all records that are outstanding, press Q, type =, then hit the <Esc> key. This will find all records that have no Block/Lot entered.

```
QUERY:  ESC executes. DEL aborts. CTRL C clears all. CTRL W for help.
                                             ** 1: srla file**
-----Screen 1 of 6
Press MQ for Mod IV Search, Press DA to Add SR1A Information
-----
                SR1A INFORMATION (Detail)
Block: =          Lot:          Q:          40 ANYTOWN, NJ          07111
.
.
.
```

To find all records that have not been satisfied by the Assessor, press Q, move the cursor to “OkByAssessor:”, type =, then hit the <Esc> key. This will find all records that have no entry in that field.

```
.
.
.
Rem:
OkByAssessor: =          M4 Update:          :          Bank:          Deductions:          SR#:
Wksht/Deed:          Assessor:          Assgnd/Printed:
[=                                                                ]
```

To find new outstanding srla’s, Press Q, type =, then hit ESC.

Press N for the next record.

Over-Ride is used for deed dates more than 3 years old and where there are more than 5 additional block/lots.

Sr1a Cheat Sheet

q	*Query
<f6>	Down a Line
(book)	Type the Book of the Deed
<tab>	Tab to the next Field
(page)	Type the Book of the Deed
<esc>	Submit (Execute) - Shows the Record

u	Update
(Block)	Type the Block
<tab>	
(Lot)	Type the Lot
<f6>	Down to the "NU#"

y	"OkByAssessor:" - must be a Yes
y/n	"M4 Update:"

<esc>	Submit (Execute) - Shows the Record
-------	-------------------------------------

To go to the Next one, Repeat from the Top*

If you get on the "Additional Block/Lot Information", press Backspace to go back to the first screen.

ap - Tax Appeals

```

PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: appeals file**
-----Screen:1 of 4
Press MQ for Mod IV Search, Press DA for Detail (Appeal Information)
----- 40 WRIGHTSTOWN BORO, NJ  -APPEAL INFORMATION-(Detail)-----
Block:           Lot:           Qual:
-----
T.L.  Eff.      Added/      C.T.B.      T.C.  T.C.
Year  Year       Assessed   Omitted    Judged   Date   y/n  Judged   Date
-----
-----
Appeal Num:           Scheduled: 00/00/00   Time:      :
T.L. Yr:      0      EffYr(Db/Cr Constant): 0      FilingFee:  $ 0      # 0
Owner:           Attorney:
(Continued on Next Screen....)
  
```

sum - Mod IV Summary

TAXING DISTRICT 40 WRIGHTSTOWN BORO						DATE 03/03/03
CLASS	----- 2 0 0 4 S U M M A R Y -----					
CODE	COUNT	LAND VAL	IMPR VAL	EXMPTNS	NET VALUE	
1	25	599850	0	0	599850	
2	109	2226950	7781700	0	10008650	
3A	0	0	0	0	0	
3B	2	12450	0	0	12450	
4A	46	2749700	7129300	0	9879000	
4B	2	68250	234250	0	302500	
4C	8	460800	2990350	0	3451150	
*RATABLES	192	6118000	18135600	0	24253600	
5A	0	0	0	0	0	
5B	0	0	0	0	0	
*RAILROAD	0	0	0		0	
6A	1	1455953	10000		1455953	
6B	0	0	0	0	0	
6C	0	0	0	0	0	
*PUB UTIL	1	1455953			1455953	
15A	2	207750	2834200	0	3041950	
15B	0	0	0	0	0	
:						

PRESS SPACE BAR

15C	36	9203900	4007900	0	13211800	
15D	4	159250	437250	0	596500	
15E	1	21200	0	0	21200	
15F	4	73650	270100	0	343750	
*EXEMPTS	47	9665750	7549450		17215200	
<p style="text-align: center;">-----DEDUCTIONS----- -----EXEMPTIONS-----</p>						
CODE	CNT	AMOUNT	CODE	VALUE	CODE	VALUE
S	4	1000	E	0	*	0
R	0	0	F	0	H	0
D	0	0	P	0	B	0
V	21	5250	*	0	W	0
W	5	1250	M	0	*	0
			G	0	I	0
			J	0	K	0
			L	0	N	0
			O	0	U	0
<p style="text-align: center;">CLASS 2 0 0 3 S U M M A R Y -----</p>						
CODE	COUNT	LAND VAL	IMPR VAL	EXMPTNS	NET VALUE	
1	25	599850	0	0	599850	

Press ENTER to move up one line at a time.

<p style="text-align: center;">CLASS 2 0 0 3 S U M M A R Y -----</p>					
CODE	COUNT	LAND VAL	IMPR VAL	EXMPTNS	NET VALUE
1	25	599850	0	0	599850
2	109	2226950	7781700	0	10008650
3A	0	0	0	0	0
3B	2	12450	0	0	12450
4A	46	2749700	7129300	0	9879000
4B	2	68250	234250	0	302500
4C	8	460800	2990350	0	3451150
*RATABLES	192	6118000	18135600	0	24253600
5A	0	0	0	0	0
5B	0	0	0	0	0
*RAILROAD	0	0	0		0
6A	1	1455953	10000		1455953
6B	0	0	0	0	0
6C	0	0	0	0	0
*PUB UTIL	1	1455953			1455953
15A	2	207750	2834200	0	3041950
15B	0	0	0	0	0
15C	36	9203900	4007900	0	13211800

his - Tax List History

1= 2001
Enter Number and Press Enter:

PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen ** 1: history1 file**

MOD-IV HISTORY

Block: 101 Lot: 1 Qual: WRIGHTSTOWN BORO, NJ

Property Loc: JULIUSTOWN-LEWISTOWN RD 2002 Tax List

Owner: BAUMGARTNER, JON A & ALESHIRE, TINA L	Land: 3950
Street: 447 LEWISTOWN ROAD	Improvement: 0
Town: COLUMBUS, NJ 08022	Exemption: 0
	NET: 3950

Class: 1

Addl: L4

Deductions: S: 0 V: 0 W: 0 R: 0 D: 0 Owners: 00 Deduction Amount: 000

SaleD: 05/28/99 Bk: 05694 Pg: 00948 Price: 167000 NU#: 26

240 record(s) found

ahis - AA List History

-----Screen: 1 of 2

Block: 302 Lot: 33 Q: Card: M

40 WRIGHTSTOWN BORO, NJ ADDED and/or OMITTED INFORMATION

List-Type: 3 Added	Increment:	Class: 2
List Year: 2002	Compl Month: 7 Day: 22	AA Months: 5
Building Desc: RENOVATIONS	Transfer Code:	Special Tax :
Land: 0	Rollback Code:	
Impr: 2000	Pro-Rated:	
Totl: 2000	833	

Owner's Name: TRONCO, PAMELA & DANIEL Partial:

Prop Loc: FORT DIX ST Tax List Year: 2004

Building Desc: 1S-F-C Class: 2

	0	2002	Tax List	PRC Values
Land:	0	21050	21050	0
Impr:	0	45950	47950	0
	0	0		
NET:	0	67000	69000	0
		2000		Query Total: 2000

bank - Bank Code Batch Update

```

Block:101
Lot: 1
Qual:
Bank Code (Press Enter for Default= ): 1175
Updated B/L: 101      1      Bank:01175

Would you like to update more? (Press Enter for Yes):
Block:101
Lot: 2
Qual:
Bank Code (Press Enter for Default=01175):
Updated B/L: 101      2      Bank:01175

Would you like to update more? (Press Enter for Yes):
    
```

m4b - Bank Code Update Screen

```

UPDATE: ESC executes. DEL aborts. CTRL P for original. CTRL W for help.
** 1: prc file**
-----Screen:1 of 2
      Block: 101      Lot: 1      Q:      M
Prior Block:      Lot:      Q:      03/27/03
Loc: JULIUSTOWN-LEWISTOWN RD      40 WRIGHTSTOWN BORO, NJ
Owner: BAUMGARTNER, JON A&ALESHIRE, TINA L      Billing Code: 01175
Street: 447 LEWISTOWN ROAD      Account Num:
Town: COLUMBUS, NJ      Zip: 08022      Mtg Acct#:
Class: 1      Deductions:S 0      V 0      W 0      R 0      D 0      Own: 0      Amt: 0
Saled: 05/28/99 Bk: 05694 Pg: 00948 Price: 167000      NU#: 26 Cd: A R: 2.37

      2002      2004      Taxes      Exemptions/Abatements
Land:      3950      3950      (57):      80.78      1      0
Impr:      0      0      (58):      0.00      2      0
      0      0      3      0      NetCalc
Net:      3950      3950      Partial:      4      0      0

Land Dim: 1.515 AC      Class4Cd:      YrBlt:
Bldg Desc:      BldgClass:      SF: 0
Addl Lots: L4      Type/Use:      PrcSF 0      UCd: 0
      Style:      Zone:      Map:
    
```

The cursor will go to the bank code only. Enter key will execute.

m4v - Assessment Only Update Screen

```

UPDATE:  ESC executes.  DEL aborts.  CTRL P for original.  CTRL W for help.
                                         ** 1: prc file**
-----Screen:1 of 2
      Block: 101          Lot: 1          Q:          M
Prior Block:          Lot:          Q:          03/27/03
Loc:  JULIUSTOWN-LEWISTOWN RD          40 WRIGHTSTOWN BORO, NJ
Owner: BAUMGARTNER, JON A&ALESHIRE, TINA L          Billing Code: 01175
Street: 447 LEWISTOWN ROAD          Account Num:
Town:  COLUMBUS, NJ          Zip: 08022          Mtg Acct#:
Class: 1  Deductions:S 0  V 0  W 0  R 0  D 0  Own: 0  Amt: 0
SaleD: 05/28/99 Bk: 05694 Pg: 00948 Price: 167000  NU#: 26 Cd: A R: 2.37

      2002          2004          Taxes          Exemptions/Abatements
Land:  3950          3950          (57):  80.78  1          0
Impr:   0          0          (58):  0.00  2          0
      0          0          3          0  NetCalc
Net:  3950          3950  Partial:  4          0  0

Land Dim:  1.515 AC          Class4Cd:          YrBlt:
Bldg Desc:          BldgClass:          SF:  0
Addl Lots: L4          Type/Use:          PrcSF 0          UCd: 0
          Style:          Zone:          Map:
  
```

The cursor will go to the land and improvement only. Enter key will execute.

m4t - Tax Field Only Update Screen

```

ENTER PASSWORD FOR TAX CHANGE SCREEN:
  
```

Password is: updtax

```

UPDATE:  ESC executes.  DEL aborts.  CTRL P for original.  CTRL W for help.
                                         ** 1: prc file**
-----Screen:1 of 2
      Block: 101          Lot: 1          Q:          M
Prior Block:          Lot:          Q:          03/27/03
Loc:  JULIUSTOWN-LEWISTOWN RD          40 WRIGHTSTOWN BORO, NJ
Owner: BAUMGARTNER, JON A&ALESHIRE, TINA L          Billing Code: 01175
Street: 447 LEWISTOWN ROAD          Account Num:
Town:  COLUMBUS, NJ          Zip: 08022          Mtg Acct#:
Class: 1  Deductions:S 0  V 0  W 0  R 0  D 0  Own: 0  Amt: 0
SaleD: 05/28/99 Bk: 05694 Pg: 00948 Price: 167000  NU#: 26 Cd: A R: 0.00

      2002          2004          Taxes  2002          Exemptions/Abatements
Land:  3950          3950          (57):  80.78  1          0          20
Impr:   0          0          2003  2          0
      0          0          (58):  0.00  3          0  NetCalc
Net:  3950          3950  Partial:  4          0  0

Land Dim:  1.515 AC          Sp Tax Code:  2:  3:  4:
Bldg Desc:
Addl Lots: L4
  
```

reap - Add/Remove Reap R01 Code

```
Would you like to add or remove R01 codes? A=Add, R=Remove:r
R01 will be Removed.
Block:101
Lot: 1
Qual:
Error: Reap Does Not Exist:   :   :   :
Would you like to update more? (Press Enter for Yes):
```

id - ID Change Program (Block/Lot Change)

```
Mastfile Exists
```

```
Mastfile is RESTRICTED - ID Changes should only be made
when the file is NOT RESTRICTED. This is usually the time
between the close of the Added Assessments (October 1st)
and the printing of the following Tax List (January 10th)
```

```
Press Enter
```

```
Mastfile Exists
NOT RESTRICTED
Do you want to Use Qualifiers? (Y or N):
Current Block: 105
Current Lot: 21
Change to Block: 105
Change to Lot: 21.01
Updating from Property ID:105      21      M 00105      00021      M
to Property ID:105      21.01      M 00105      00021 01      M
Are You Sure: (Y or N):
```

inq - County-Wide Inquire

BURLINGTON COUNTY TAXING DISTRICTS

01 - BASS RIVER TWP	21 - MEDFORD LK BORO	XX - Xref
02 - BEVERLY CITY	22 - MOORESTOWN TWP	
03 - BORDENTOWN CITY	23 - MOUNT HOLLY TWP	
04 - BORDENTOWN TWP	24 - MT. LAUREL TWP	
05 - BURLINGTON CITY	25 - NEW HANOVER TWP	
06 - BURLINGTON TWP	26 - NO HANOVER TWP	
07 - CHESTERFIELD	27 - PALMYRA BORO	
08 - CINNAMINSON TWP	28 - PEMBERTON BORO	
09 - DELANCO TWP	29 - PEMBERTON TWP	
10 - DELRAN TWP	30 - RIVERSIDE TWP	
11 - EASTAMPTON TWP	31 - RIVERTON BORO	
12 - EDGEWATER PARK	32 - SHAMONG TWP	
13 - EVESHAM TWP	33 - SOUTHAMPTON TWP	
14 - FIELDSBORO BORO	34 - SPRINGFIELD TWP	
15 - FLORENCE TWP	35 - TABERNACLE TWP	
16 - HAINESPORT TWP	36 - WASHINGTON TWP	
17 - LUMBERTON TWP	37 - WESTAMPTON TWP	
18 - MANSFIELD TWP	38 - WILLINGBORO TWP	
19 - MAPLE SHADE TWP	39 - WOODLAND TWP	
20 - MEDFORD TWP	40 - WRIGHTSTOWN BORO	q - Quit

Please Type a Number and Press Enter:

-----Screen:1 of 2

Block: 101	Lot: 1	Q:	M	
Prior Block:	Lot:	Q:		03/27/03
Loc: JULIUSTOWN-LEWISTOWN RD	40 WRIGHTSTOWN BORO, NJ			
Owner: BAUMGARTNER, JON A&ALESHIRE, TINA L	Billing Code: 01175			
Street: 447 LEWISTOWN ROAD	Account Num:			
Town: COLUMBUS, NJ	Zip: 08022	Mtg Acct#:		
Class: 1	Deductions: S 0 V 0 W 0 R 0 D 0	Own: 0	Amt: 0	
SaleD: 05/28/99	Bk: 05694 Pg: 00948	Price: 167000	NU#: 26 Cd: A R: 2.37	

	2002	2004	Taxes	2002	Exemptions/Abatements
Land:	3950	3950	(57):	80.78 1	0
Impr:	0	0	(58):	2003 2	0
	0	0	Partial:	0.00 3	0 NetCalc
Net:	3950	3950		4	0 0

Land Dim: 1.515 AC	Class4Cd:	YrBlt:	Neigh:
Bldg Desc:	BldgClass:	SF: 0	
Addl Lots: L4	Type/Use:	PrcSF 0	UCd: 20
	Style:	Zone:	Map:

srq - County-Wide Inquire Sr1a

```

QUERY:  ESC executes. DEL aborts. CTRL C clears all. CTRL W for help.
                                         ** 1: sr1a file**
-----Screen 1 of 6
Press MQ for Mod IV Search, Press DA to Add SR1A Information
-----
                SR1A INFORMATION (Detail)
Block:          Lot:          Q:          40 WRIGHTSTOWN BORO, NJ
Book/Page:     /           Deed Date:      Recorded:      EY:
Sale Price:    RT Fee:      AddlRT Fee:      RTF:
                GRANTOR                                GRANTEE

                Z:                                     Z:

Condo:   Year:      Over-Ride:      Property Class:
Land:    Impr:      Net:                Ratio:
Property Loc:      Assessed:
Addl Lots:         Conveyed:
NU#:   SqFt:      YrBlt:      Class4Code:      CompCd:
Rem:                                     :
OkByAssessor:    M4 Update:      Bank:   Deductions:  SR#:
Wksht/Deed:     Assessor:      Assgnd/Printed:

```

Type the following to find sales in the last 6 months:

```

QUERY:  ESC executes. DEL aborts. CTRL C clears all. CTRL W for help.
                                         ** 1: sr1a file**
-----Screen 1 of 6
Press MQ for Mod IV Search, Press DA to Add SR1A Information
-----
                SR1A INFORMATION (Detail)
Block:          Lot:          Q:          40 WRIGHTSTOWN BORO, NJ
Book/Page:     /           Deed Date: 7/1/03:7   Recorded:      EY:
Sale Price:    RT Fee:      AddlRT Fee:      RTF:
                GRANTOR                                GRANTEE

                Z:                                     Z:

Condo:   Year:      Over-Ride:      Property Class:
Land:    Impr:      Net:                Ratio:
Property Loc:      Assessed:
Addl Lots:         Conveyed:
NU#:   SqFt:      YrBlt:      Class4Code:      CompCd:
Rem:                                     :
OkByAssessor:    M4 Update:      Bank:   Deductions:  SR#:
Wksht/Deed:     Assessor:      Assgnd/Printed:
[7/1/03:7/1/04                                     ]

```

data - Download Data Menu

```
*****  
*                                                                 *  
*              DOWNLOAD DATA MENU                             *  
*                                                                 *  
*****  
  
1 - Mod-IV Master File  
2 - Taxa File  
3 - Tab Delimited File for PC-Mod4  
4 - Srla.dat and .idx Files  
5 - Appeal.dat and .idx Files  
6 - All of the above  
7 - GIS File  
8 - Comma Seperated ascii file  
  
q   - Quit  
  
Please Type a Command and Press Enter:
```

Reports

Note: Use the red **PDF** button on the toolbar to print reports.

```
*****
*
*                               REPORTS MENU                               *
*
*****

1 - Mod IV Transactions
2 - Added Assessment Transactions
3 - Accepted Transactions
4 - Tax Rate History
5 - Create Block/Lot List Entry
6 - Print Report from B/L List
7 - Print with Assessments
8 - Print Labels from B/L List
9 - Owner Address List (batch)
10 - Mailing Labels (batch)
11 - Outstanding Srla List
12 -
13 - Totals Reports

q   - Quit

      Please Type a Command and Press Enter:
```

Mod IV Transactions

```
Transferred From Date: (Enter for All):
Transferred To   Date: (Enter for All):
Entered From Date: (Enter for All):1/1/03
Entered To   Date: (Enter for All):6/1/03
Do you Want Sales      Information to Print:
Do you Want Deduction Information to Print
Do You Wish to Review on Screen?:
Printer Type (1=Laser 2=DotMatrix q=Quit):
```

Added Assessment Transactions

```
Transferred From Date: (Enter for All):  
Transferred To Date: (Enter for All):  
Entered From Date: (Enter for All):1/1/03  
Entered To Date: (Enter for All):4/4/03  
Do You Wish to Review on Screen?: n  
Printer Type (1=Laser 2=DotMatrix q=Quit):
```

Accepted Transactions

```
-rw-rw-rw- 1 bill tax 7743 Feb 17 07:44 accept.1  
-rw-rw-rw- 1 bill tax 9085 Feb 13 07:26 accept.2  
-rw-rw-rw- 1 bill tax 9068 Jan 27 07:55 accept.3  
-rw-rw-rw- 1 bill tax 6337 Jan 8 20:20 accept.4  
-rw-rw-rw- 1 bill tax 11640 Jan 8 16:13 accept.5  
-rw-rw-rw- 1 bill tax 7720 Dec 23 07:49 accept.6  
-rw-rw-rw- 1 bill tax 7725 Dec 16 07:52 accept.7  
-rw-rw-rw- 1 bill tax 7620 Nov 25 08:00 accept.8  
-rw-rw-rw- 1 bill tax 10829 Nov 25 08:00 accept.9  
-rw-rw-rw- 1 bill tax 18694 Mar 3 07:41 accept.rpt  
Report File Name (accept.1-accept.9):
```

Type "accept.2" to print the Feb 13th report.

Tax Rate History

```
District# (nn): 40  
Do You Wish to Review on Screen?: y  
  
DISTRICT: 40 1999 (press RETURN)  
01 COUNTY TAX .5580  
02 COUNTY LIBRARY TAX .0380  
03 CTY FARMLAND/OPEN SPACE .0460  
04 REGIONAL SCHOOLS TAX 1.7660  
M5 MUNICIPAL PURPOSE .0000  
-----  
TOTAL TAX RATE: 2.4080
```


Create Block/Lot List Entry

```
PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: owner file**
-----
Number :1                               Desc :NEW ENTRY

Old BL Search Mode? (Y or N) :N         VALUES :C

                                REMARKS
:NEW OWNER SHIP
:IS NOT IN CAPS

      BLOCK      LOT FROM      TO(or Qual)      BLOCK      LOT FROM      TO(or Qual)
:101             :1             :9              :           :           :
:102             :1             :999            :           :           :
:203             :1             :999            :           :           :
:104             :1             :999            :           :           :
:105             :1             :999            :           :           :
:                :             :                :           :           :
:                :             :                :           :           :
:                :             :                :           :           :
:                :             :                :           :           :
:                :             :                :           :           :
```

Press "A" to add a record. Press ESC to save.

Print Report from B/L List

```
Number: 1
PRESS ENTER:
Do You Wish to Review on Screen?:
```

Print with Assessments

```
Number: 1
PRESS ENTER:
Do You Wish to Review on Screen?:
```

Print Labels from B/L List

```
Number: 1
PRESS ENTER:
Do You Wish to Review on Screen?:
```

Owner Address List (batch)

```
Sort Option: N=New BL(default) 1=Old BL, 2=Owner :
Starting Block (Press Return for First):
Printing will start from the First Record.

Do you want only ONE Record? (y or n)
Multiple Records will Print.

Stop After Block (Press Return for All Records):
All records will be printed.

All Having Class - ie: 1,2,3A,3B... (press return fo all):
All Classes will be Printed.

Print All From Neighborhood (press return for all):
Print All To Neighborhood (press return for all):
Neighborhoods From 0 to 9999 will be Printed.

Print All Having Update Date From (mmddyy):
Print All Having Update Date To: (mmddyy):
All Having Date From 00/00/00 Will Be Printed.
All Having Date To 12/31/99 Will Be Printed.

Print All Having Update Code:
All Update Codes Will Be Printed.

All Having Zip Code (press return fo all):
All Zip Codes Will Be Printed.

Do you want Assessments Printed? (y or n)
Assessments Will Not Be Printed.

Do you want the Owner Address to Print? (y or n)
Owner Address Will NOT Print.

Do you want the Old Block/Lot to Print? (y or n)
Old Block/Lot Will NOT Print.

Do you want to Swap the Old Block/Lot in the Heading? (y or n)
Old Block/Lot Will NOT Be Swapped.

Do you want the Neighborhood to Print? (y or n)
Neighborhood Will NOT Print.

Do you want the Building Desc to Print? (y or n)
Building Desc Will NOT Print.

Do you want to Indent the Left Margin? (y or n)
Left Margin Will NOT be Indented.

Do You Want Veteran/Widow Deductions Only (y or n):

Do You Want Seniors/Surviving Spouse/Disabled Only (y or n):

Use SPACE BAR to Interrupt this program....
Do You Wish to Review on Screen?:
```

Press ENTER for any question you do not need.

Mailing Labels (batch)

```
Sort Option: N=New BL(default) 1=Old BL, 2=Owner :
Starting Block (Press Return for First):
Printing will start from the First Record.

Do you want only ONE Record? (y or n)
Multiple Records will Print.

Stop After Block (Press Return for All Records):
All records will be printed.

All Having Class - ie: 1,2,3A,3B... (press return fo all):
All Classes will be Printed.

Print All From Neighborhood (press return for all):
Print All To Neighborhood (press return for all):
Neighborhoods From 0 to 9999 will be Printed.

Print All Having Update Date From (mmddy):
Print All Having Update Date To: (mmddy):
All Having Date From 00/00/00 Will Be Printed.
All Having Date To 12/31/99 Will Be Printed.

Print All Having Update Code:
All Update Codes Will Be Printed.

All Having Zip Code (press return fo all):
All Zip Codes Will Be Printed.

Do You Want To Use Notes for Name on Label?(y or n):

Do You Want Veteran/Widow Deductions Only (y or n):

Do You Want Seniors/Surviving Spouse/Disabled Only (y or n):

Are You Printing to a HP Laser Printer with 3-Up Labels? (y or n)
HP Laser Labels will be Used.

Select Font Size: (1=8pt 2=9pt 3=10pt 4=11pt)
Default (Courier) Selected.
Font Selection Will ONLY Work on HP III & HP IV Printers.

Do You Want New Block/Lot Info on Each Label? (y or n)
New Block/Lot Info will Print.

Do You Want Old Block/Lot Info on Each Label? (y or n)
Old Block/Lot Info will Print.

Do You Want Property Location on Each Label? (y or n)
Property Location will Print.

Do You Want Deduction Info on Each Label? (y or n)
Deduction Info will Print.

Use SPACE BAR to Interrupt this program....
Do You Wish to Review on Screen?:
```


Press TAB to advance to "Search Mode". Leave the N. Press TAB to advance to "Values". Enter "C" for Current Year Tax List. Press TAB to enter "REMARKS". The remarks will print on the report.

Next, Enter the Block and Lot-Range. If there is no lot-range, you do not need to enter the "LOT TO".

When complete, press the <ESC> key.

```
PRESS (Q) uery, (N) ext, (P) revious, (A) dd, (U) pdate, (R) emove, (O) utput (B) ye
(S) creen                                     ** 1: owner file**
-----
Number :3                               Desc :200' LIST FOR 100 MAIN ST

Old BL Search Mode? (Y or N) :N           VALUES :C

                                REMARKS
:SUBJECT PROPERTY: 100 MAIN STREET
:REQUESTED ON 6/1/2001

      BLOCK      LOT FROM      LOT TO      BLOCK      LOT FROM      LOT TO
:101           :1           :999         :           :           :
:102           :1           :2           :           :           :
:103           :5           :9           :           :           :
:104           :6           :           :           :           :
:              :           :           :           :           :
:              :           :           :           :           :
:              :           :           :           :           :
:              :           :           :           :           :
:              :           :           :           :           :
:              :           :           :           :           :
```

The computer will assign a number for this request. The above example was assigned number, "3". Press the letter "B" to return to the menu.

Next, Select "6 - Print Report from B/L List" and enter the request number (in the above example, the number 3). Enter "n" for the question, "Do you Wish to Review on Screen". Enter "1" for Laser.

The report can be generated with Assessments by selecting #7 on the menu.

Mailing labels can be generated by selecting #8 from the menu.