

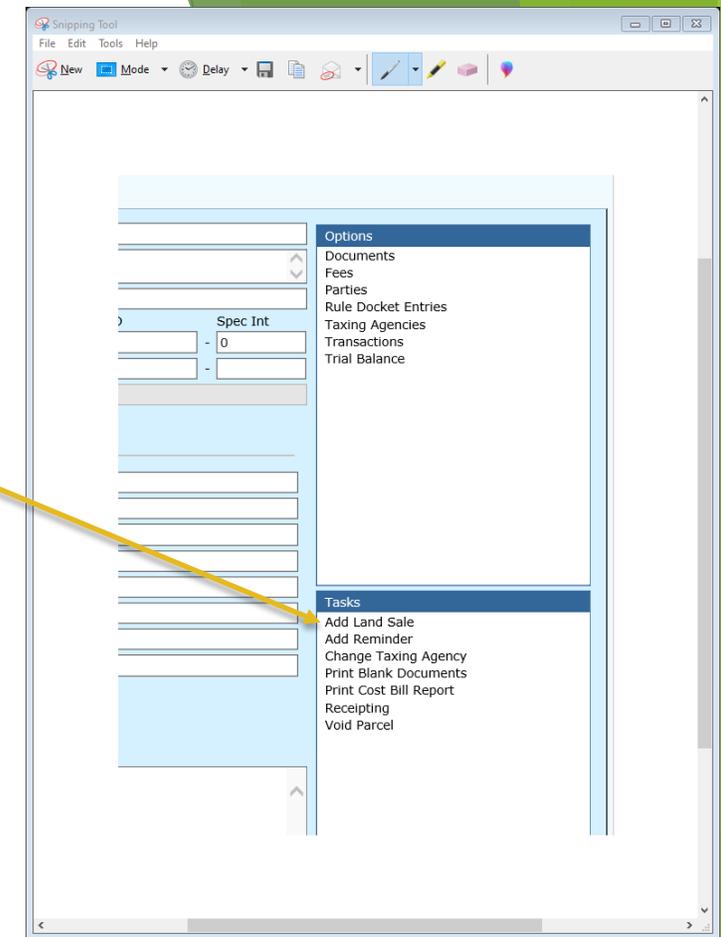
Delinquent Taxes

Add a Land Sale

- ▶ Delinquent Taxes
- ▶ Parcels
 - ▶ Search by Party Name, Control Map Number, etc
 - ▶ Click Find Now
 - ▶ Double click on Parcel which will be sold

Task>Add Land Sale

- ▶ Enter Sold Date
- ▶ Amount Owed Defaults from amount due on Parcel including Title Search fee, etc you may have added
- ▶ Bid Amount: Amount of Bid on day of sale
- ▶ Redeem By Date: Enter the last day to redeem parcel from Land Sale
- ▶ Redemption Amount: Defaults based on amount of taxes due on Parcel at the time of sale, plus the overage bid, if any on the parcel



Bidder Information

- ▶ **Business Name:** Enter if bidder has a business
- ▶ **Individual Name:** Enter if bidder was an individual
- ▶ **Address:** Enter the bidder address, you will need if parcel is redeemed
- ▶ **Phone Number:** Enter bidder's number
- ▶ **Click the Parcels Tab** to select or deselect all years included in the sale
- ▶ **When you click OK** the Land Sale will now be an Option instead of a Task

General **Parcels**

Land Sale Number:

Sold Date: *

Land Sale has been redeemed

Amount Owed:

Bid Amount: *

Redeem By Date: *

Redemption Amount:

Bidder Information

Business Name:

Individual Name: *

Address: Phone Type:

Business Mailing Phone Number:

This is the mailing address

Notes

OK Cancel

General **Parcels**

Select All	Parcel Number	Taxing Agency	Tax Year	Owner
<input checked="" type="checkbox"/>	00-000 - -000 -869.95- -000	Claiborne Co. Delinquent Taxes	2016	Franjo Systems C/O Robert Perricone
<input checked="" type="checkbox"/>	00-000 - -000 -869.95- -000	Claiborne Co. Delinquent Taxes	2015	Franjo Systems C/O Robert Perricone

- 
- ▶ You have successfully entered a Land Sale
 - ▶ Now we will Receipt a Land Sale

Receipting Land Sale

- ▶ **If the BID amount was more than Taxes due, you will add DT Land Sale Overage line to the fees with amount of Overage as Total Assessed**

Options > Fees

- ▶ **Scroll to the bottom of Fees**
- ▶ **Add DT Land Sale Overage**
- ▶ **Total Assessed: Enter Land Sale Overage amount**
- ▶ **Reason: DT Land Sale Overage - if this is not a reason click on Reason hyperlink and add New Reason**

Total Assessed and Total Due Amount should equal amount of bid

Save and Close More Options

General Audit

If Paid By Date: 1/26/2018

Taxing Agency
Bledsoe Co. Delinquent Tax - 4

	Fee	Pay To	Total Assessed	Total Paid	Total Due
+ x ...	Clerk DT Parcel Filing Fee	(None)	\$44.00	\$0.00	\$44.00
x ...	County DT Base Tax	Bledsoe Co. Delinquent Tax	\$105.00	\$0.00	\$105.00
x ...	County DT Attorney Fee	Highland G. Pendergrass	\$10.50	\$0.00	\$10.50
x ...	County DT Interest/Penalty	Bledsoe Co. Delinquent Tax	\$55.13	\$0.00	\$55.13
x ...	DT Land Sale Overage	(None)	\$285.37	\$0.00	\$285.37
x ...	(Select one)		\$0.00	\$0.00	\$0.00

Total Assessed Amount: **\$500.00**
Total Paid Amount: **\$0.00**
Total Due Amount: **\$500.00**

Reason: DT Land Sale Overage

Clear Fees

Options > Land Sale > Receipt Land Sale

- ▶ Batch: Confirm Batch date is correct
- ▶ Type: Default to Land Sale
- ▶ Receipt Date: Defaults to date of the receipt batch
- ▶ Parcel Defaults Parcel # listed in Land Sale
- ▶ Calculation Date: Defaults to the land sale date
- ▶ Disposition: Defaults to NONE
- ▶ Receipt Amount: Either enter Total Amount Due in Receipt Amount field or check the Fee box and it will enter the Total Due Amount in this field
- ▶ NEXT

Total Amount Due and Total Amount Receipted should be same amount

Receipt Type Selection

Select a batch and the type of receipt. If this is a case receipt, select one or more cases for this receipt. If this is a miscellaneous receipt, select the fee(s) and amount(s) for this receipt. Click Next to continue.

Batch:	tn-1/3/2018	*	Warnings
Type:	DT Land Sale	*	
Receipt Date:	1/3/2018	*	
Parcel:	06-103 - -103 -023.08- -000	*	
Calculation Date:	1/26/2018		
Disposition:	(None)		
Receipt Amount:	\$500.00		Edit Clerks Notes

Fees					
<input checked="" type="checkbox"/> +	Parcel Number	Tax Year	Taxing Agency	Total Amount Due	Total Receipt Amount
<input checked="" type="checkbox"/> +	... 06-103 - -103 -023.08- -000	2014	Bledsoe Co. Delinquent Tax	\$500.00	\$500.00


Total Amount Due: **\$500.00**
Total Receipt Amount: **\$500.00**

Receipt Information

Enter Receipt Information

Enter the amount tendered for this receipt. Click the Edit icon to add or edit payment methods or banks and choose from the menu. To remove a payment method from this receipt, click the Delete icon of the line to remove. Click Next to continue.

	Payment Method	Amount Tendered	Additional Information	
X	 Business Check	\$500.00	Check Number: 357951	Bank: (None)
X	 (Select one)			

Total Amount Tendered: **\$500.00**
Receipt Amount: **\$500.00**
Change Due: **\$0.00**

Receipt Type: Regular

Received Of: John Q Public

Receipt Date: 1/3/2018

Due Date: 1/3/2018

Print this receipt

Receipt Printer: HP Officejet 4630 series (Network)

This is a manual receipt

* Notes

< Back Next > Cancel

Confirm Completing Receipt screen is correct

Completing Receipt

You have successfully specified the information required to add a receipt transaction. Review the information below and click Finish to execute.

Summary

Receipt Type: Regular
Received Of: John Q Public
Receipt Date: 1/3/2018
Due Date: 1/3/2018

Payment Method Information

Payment Method	Amount Tendered	Additional Information		
Business Check	\$500.00	Check Number:	357951	Bank: (None)
Total Amount Tendered:	\$500.00			
Change Due:	\$0.00			

< Back Finish Cancel

Receipting Land Sale Complete

Receipt Has Been Created

Click the task you wish to perform. Click Close to return to the main menu.

Receipt Number: **10590**

Receipt has been created and accounting entries have been made.

Tasks

- Reprint Receipt
- Add Another Receipt
- Open Receipt Batch

Close

The End