

2007 Legislative Update

Manual Steps for Creating a New Penalty Schedule

Step1: Create New Penalty Schedule

Step 1A) AZTEC Navigation: Main Menu > Table Management > Money Management > Surcharge Schedule

With cursor in Penalty Schedule Number field, select F5. Tab through the Penalty Number and Surcharge Number fields. Scroll through to the bottom in order to locate the highest Schedule # (Penalty). Make a note of the number in the grid below*. Also note the corresponding Schedule ID. Please note: there will be at least two (2) schedule ID's for every schedule #. In the example below, Schedule # (penalty) 19 has schedule ID 200601 for receivable types 2S, 6E and LC. Schedule #19 also has a schedule ID 200602 for receivable types 2S, LC and TL.

Example:

Schedule ID	Schedule # (Penalty)	Receivable Type	Effective Start Date	Effective End Date
200601	18	LC	09/21/2006	12/30/2099
200601	19	2S	09/21/2006	12/30/2099
200601	19	6E	09/21/2006	12/30/2099
200601	19	LC	09/21/2006	12/30/2099
200602	18	2S	09/21/2006	12/30/2099
200602	18	LC	09/21/2006	12/30/2099
200602	18	TL	09/21/2006	12/30/2099
200602	19	2S	09/21/2006	12/30/2099
200602	19	LC	09/21/2006	12/30/2099
200602	19	TL	09/21/2006	12/30/2099

Make note of your results here for easy reference as you will need this information for the next step as well as for the step for creating a new Surcharge Schedule.

Current Schedule ID	Current Schedule # (Penalty)
200601 (example)	19 (example)
200602 (example)	19 (example)
WRITE YOUR RESULTS BELOW	WRITE YOUR RESULTS BELOW
*	*
*	*

Step 1B) AZTEC Navigation: Main Menu > Table Management > Case Management Tables > Penalty Sch Option

Enter the result from step 1A above (Current Penalty Schedule#) in the “Old penalty schedule number” field. (The next corresponding “New Penalty Schedule No.” should display. i.e. **20** will auto fill, if **19** is entered). Enter **09/19/2007** as the “Beginning Effective Date.” Enter **12/30/2099** as the “Ending Date.” Click “yes” to create a new penalty schedule. **Wait for the new one to be created. This may take a few minutes. There will be no screen message advising the transaction completed.**

The screenshot shows the 'Penalty Schedule Options' window. At the top, the 'Mode' is set to 'Create'. The 'Old Penalty Schedule No.' field contains '19'. The 'New Penalty Schedule No.' field contains '20'. The 'Effective Beginning Date' is '09-19-2007' and the 'Effective Ending Date' is '12-30-2099'. Below the main form, a 'Case Message' dialog box is open, displaying a question mark icon and the text: 'Create new Penalty Schedules with schedule number 20 from schedule 19 ? (Y/N)'. The 'Yes' button is highlighted with a red circle.

****Please note the new schedule number here: _____ (You will need it for the manual steps for creating a new Surcharge Schedule)**