BOS AGREEMENT # 15-056

MASTER AGREEMENT FOR LICENSED SOFTWARE, HARDWARE, AND SERVICES

Effective as of the date that this Agreement is last signed by either party (the "**Effective Date**").

By and Between	**And**
Manatron, Inc. – A Thomson Reuters Business 510 E. Milham Avenue Portage, Michigan 49002 **("Thomson Reuters Tax & Accounting, Government" or "TRTA Gov")**	**MENDOCINO COUNTY, CALIFORNIA** 841 Low Gap Road Ukiah, CA 95482 **("Customer")**
Attention: Matthew Henry, Lead Contract Administrator Telephone No.: (866) 471-2900 Fax No.: (269) 567-2930 E-mail Address: Matt.Henry@ThomsonReuters.com	Attention: Telephone No.: Fax No.: E-mail Address:

This Master Agreement for Licensed Software, Hardware, and Services sets forth the terms and conditions under which TRTA Gov shall license the software programs, sell the hardware, and/or provide the support and other services described in the attached Schedules CA2014.002.01 and all future Schedules that reference the Master Agreement No. CA2014.002. The term "Agreement" means this Signature Page, the attached General Terms and Conditions, and all Schedules attached hereto or subsequently signed by the parties.

The parties have executed this Agreement as of the dates set forth below their respective signatures.

TRTA GOV

By: [signature]
(Signature)

Joe Jackson

Its: Managing Director Government
(Typed or Printed Position)

Date: 6.5.2015

Witnessed: [signature]
(Signature)

By: Matthew Henry
(Typed or Printed Name)

MENDOCINO COUNTY, CALIFORNIA

By: Carmel J. Angelo
(Signature)

Its: Chief Executive Officer
(Typed or Printed Position)

Date: 6/9/15

By: ______
(Signature)

Its: ______
(Typed or Printed Position)

Date: ______

By: ______
(Signature)

Its: ______
(Typed or Printed Position)

Date: ______

Witnessed: [signature] DEPUTY
(Signature)

Date: 6/9/15

GENERAL TERMS AND CONDITIONS

1. DEFINITIONS.

As used in this Agreement:

"**Acceptance**" shall have the meaning set forth in Section 3.2.2.

"**Compliance Update**" means a change made to the Software to reflect a mandated change in an applicable Law.

"**Computer System**" means the digital computer processor(s), random access memory, disk subsystem, network software, Database Software, operating system software, and other hardware or software components or programs that are used in conjunction with the Hardware and/or Software.

"**Customization**" means any improvement, derivation, extension or other change to the Software made by TRTA Gov at the request of Customer, including any that result from the joint efforts or collaboration of TRTA Gov and Customer. TRTA Gov may, from time to time and in its sole discretion, incorporate Customizations into the Software as "Enhancements."

"**Database Software**" means relational database management systems (RDMS), such as Microsoft SQL Server, Oracle, or similar Third-Party Software that is utilized by the Software to store Customer data on a disk sub-system as part of the operation of the Software.

"**Designated Processor**" means the computer processing device that provides the primary control for the interpretation and execution of the Software and is designated on the applicable Schedule or, if not so identified, on which the Software is initially installed or, if a software activator device is required, the computer processing device within which the software activator is properly installed.

"**Documentation**" means any standard operator and user manuals, product specifications, glossary, index, training materials, and other similar materials generally made available and provided by TRTA Gov for use with the Software.

"**End User**" means the Customer or any employee(s), affiliate(s), agent(s), representative(s), or any other person under the direction or control of the Customer that uses the Software to perform certain functions or tasks as required by the Customer.

"**Enhancement**" means any modification or addition that, when made or added to the Software, changes its utility, efficiency, functional capability, or application. TRTA Gov may, in its sole discretion, designate an Enhancement as minor or major.

"**Error**" means any failure of the Software to conform in any material respect to the functional specifications contained in the Documentation, as published from time to time by TRTA Gov.

"**Error Corrections**" means a modification or an addition that, when made or added to the Software, establishes material conformity of the Software to the Documentation, or a procedure or routine that, when implemented in the regular operation of the Software, eliminates the practical adverse effect on Customer of such nonconformity.

"**Hardware**" means the Computer System components and equipment, other than the Database Software, Software, and Third-Party Software as listed in the applicable schedule.

"**Implementation Plan**" means a detailed description of the tasks to be performed by each party in connection with the implementation of the Software, the deliverables for each task, and the commencement and completion dates for each task.

"**Installation**" means all preparation, processing, and other tasks necessary to install the Database Software, Software, or Third-Party Software on the Designated Processor to make it operational.

"**Installation Date**" means the date on which TRTA Gov completes Installation of the Hardware at a location specified by Customer, or of the Software or Third-Party Software on the Designated Processor or, in the case where Customer requests or causes a material delay in the performance of installation, the date set forth in the Implementation Plan for commencement of installation (if for Hardware) or acceptance testing (if for Software or Third-Party Software).

"**Law**" means any state, county, or local statute, law, ordinance, or code applicable to a party in the performance of its obligations under this Agreement.

"**Minimum Requirements**" means the minimum requirements for the Computer System as set forth on the associated Schedules. The Software may operate on a Computer System that is below the Minimum Requirements, but such operation is not warranted by TRTA Gov.

"**Notice of Completion**" means: (a) if TRTA Gov is to provide implementation services, a written notice from TRTA Gov stating that installation and implementation of all Hardware, Software, and/or Third-Party Software at Customer's site has been completed and that the Software is available for acceptance testing; or (b) in all other cases, a written notice from TRTA Gov stating that all Hardware, Software, and/or Third-Party Software has been delivered.

"**Professional Services**" means any Installation, Implementation Service(s), Software configuration, training, consulting, Support Service(s), Customization, and other similar service(s) performed by TRTA Gov under the terms of this Agreement.

"**Project Management**" means the process of planning, scheduling, and controlling certain activities in order to meet project objectives.

"**Release**" means an adaptation of the Software denoted by the numbers to the left of the right decimal point (as compared to a change in the number to the right of the right decimal point). For example, 9.05.00 and 9.05.01 are the same Release but different Versions; 9.05.00 and 9.06.00 are two different Releases. Releases include major Enhancements and the incorporation of any Version developed after the Release immediately preceding the most current Release.

"**Schedule**" and "**Schedules**" shall have the meanings set forth in Section 2.1.

"**Seat**" means a unique physical device, such as a terminal, microcomputer, or similar computing device that is part of the Computer System at which an End User has access to some or all of the Software or Third-Party Software.

"**Site**" means a single physical location and single database for which the Software is licensed. The number of Sites for which Customer is licensed to use the Software shall be specified in the applicable Schedule.

"**Software**" means the software program(s) (in object code format only) identified on the applicable Schedule, and includes Error Corrections, Compliance Updates, Statutory Reports, and new Versions and Releases of such program(s) that may be provided under this Agreement. The term "Software" excludes any Third-Party Software.

"**Software Modification**" has the same meaning as "Customization" if made at the request of Customer under the terms of this Agreement, and as "Enhancement" when made by TRTA Gov as part of the development or enhancement of the Software or Third-Party Software.

"**Statutory Reports**" means those reports provided by TRTA Gov that must be: a) automated compiled data reports (not forms, transmittals, cover letters, or correspondence. b) specifically mandated by State Law (not optional or desirable.). c) have all data content and format described in complete detail by mandating authority and d) all report data content must already be contained within GRM's standard database by means of in-scope data conversion and/or generated by standard application features.

"**Support Services**" shall have the meaning set forth in Section 5.1.

"**Test Period**" means the thirty (30) day period following (a) Customer's receipt of the Notice of Completion or (b) in the case where Customer requests or causes a material delay in the performance of implementation services, the date set forth in the Implementation Plan for commencement of acceptance testing.

"**Third-Party Software**" means any third-party software program(s) provided to Customer under this Agreement and listed on the applicable Schedule.

"**Version**" means a new adaptation of the Software that includes minor Enhancements, Error Corrections, and/or Compliance Updates, which is indicated by a different number to the right of the right decimal point. For example, 9.05.00 and 9.05.01 are different Versions of Release 9.05.

"**Web Hosting**" means providing the infrastructure, such as the hardware, software, and communication lines necessary to enable a computer system to communicate with a designated server.

2. SCHEDULES.

2.1 **Schedule(s)**. TRTA Gov shall license the Software, provide the Hardware, and perform the services described in the schedules designated on the Signature Page and such additional schedules as the parties may execute from time to time (individually and collectively referred to as the "Schedule" and "Schedules").

2.2 **Conflicting Terms**. Each Schedule shall be a part of and governed by the terms and conditions of this Agreement. If there is a conflict between these General Terms and Conditions and any Schedule, the terms of the Schedule shall control unless otherwise noted in any Schedule.

3. SOFTWARE LICENSE.

3.1 **Grant**. TRTA Gov grants to Customer a perpetual, nontransferable (except as otherwise provided in Section 18.9), nonexclusive license to use the Software and Documentation solely on the terms and conditions set forth in this Agreement.

3.2 **Acceptance Testing.**

3.2.1 During the Test Period, Customer may test the Software to verify that it conforms in all material respects to the Documentation. If the Software does not so conform, Customer shall promptly notify TRTA Gov in writing, and TRTA Gov shall work diligently to correct all nonconformities free of charge to Customer. If after a reasonable period of time TRTA Gov is unable to correct nonconformity in the Software, Customer may, as its sole and exclusive remedy, return the Software and Documentation to TRTA Gov and receive a refund of any payments received for the license fee.

3.2.2 The Software shall be considered accepted for all purposes ("Acceptance") upon the earlier of: (a) notification by Customer that the Software is in compliance; (b) expiration of the Test Period if Customer fails to notify TRTA Gov of any material nonconformity during that period; or (c) use of the Software by Customer for any purpose other than testing.

3.3 **Scope of Rights**. Customer may:

3.3.1 Install the Software on the Designated Processor and may, upon prior written notice to TRTA Gov, move the Software to a different processor, or, in the event of a disaster, run the Software on a back-up processor.

3.3.2 If the Software is licensed on a Seat basis, use and execute the Software only on the licensed number of Seats designated on the applicable Schedule. Unless otherwise provided on the applicable Schedule, Customer must purchase a license for each Seat that has access to the Software.

3.3.3 If the Software is licensed on a Site basis, use and execute the Software only in connection with the operations of the Site(s). Unless otherwise provided in the applicable Schedule, Customer must purchase a license for each site for which the Software is used.

3.3.4 Make copies of the Software for backup and archival purposes only, provided that (a) no more than two (2) copies of the Software are in existence at any one time, and (b) TRTA Gov's copyright and other proprietary legends are reproduced on each copy. Customer shall keep appropriate records of the number and location of all copies and make such records available to TRTA Gov upon request. All copies that are made by Customer shall be the property of TRTA Gov.

3.3.5 Make copies of the Documentation for Customer's internal use only, provided that TRTA Gov's copyright and other proprietary legends are reproduced on each copy.

3.4 **Restrictions**. In addition to other restrictions set forth in this Agreement, Customer may not:

3.4.1 Use, copy, modify, or distribute the Software (electronically or otherwise) or any copy, adaptation, transcription, or merged portion thereof except as expressly authorized under this Agreement;

3.4.2 Use the Software for any purpose for the benefit of any third party (including any body of government other than the entity that executes this Agreement) in a commercial, retail, service bureau, or similar enterprise;

3.4.3 Translate, reverse engineer, decompile, recompile, update, enhance, or create derivations of all or any part of the Software, or merge any Software with any other software or program, including, without limitation, the structure and sequence of any database and/or database files, including those created by Customer under this Agreement; or

3.4.4 Without prior written approval of TRTA Gov, modify or manipulate the data maintained in the standard database structure schema that is documented as part of the Software, except by those provided in the Software.

3.4.5 Without prior written approval of TRTA Gov, modify, extend, or add tables, including, without limitation, the structure and sequence of any database or database files that are used by the Software, including those created by or for Customer under this Agreement; or

3.4.6 Remove the labels or any proprietary legends from the Software or its Documentation.

3.5 **Title**. TRTA Gov reserves all rights not expressly granted to Customer hereunder. Customer understands that the license granted herein transfers neither title nor proprietary rights to Customer with respect to the Software or Documentation. Any data supplied by Customer shall remain the property of Customer.

3.6 **Right to Audit**. TRTA Gov shall have the right, within ten (10) days of TRTA Gov's written request, during normal business hours and at times mutually agreed upon by TRTA Gov and Customer, to audit Customer's use of the Software to monitor compliance with this Agreement. If an audit reveals that Customer has exceeded the restrictions on use, Customer shall be responsible for the reimbursement of all costs related to the audit and prompt payment by Customer to TRTA Gov of the underpayment.

3.7 **Third-Party Software**. Customer acknowledges and agrees that each Third-Party Software product is the property of the respective third-party owner or licensor and that Customer has no right or title, nor will it assert any right or title, in the same except as expressly granted in writing by the terms and conditions of such third-party license or purchase agreement. All Third-Party Software provided to Customer under this Agreement shall be used only in accordance with the applicable license agreement from the third-party owner or licensor.

3.8 **Tools; Customizations**. Customer shall not have any right to independently make such changes to the underlying code of the Software. Customer may develop, and shall retain ownership of, hooks, interfaces, or similar tools for use with the Software, provided that the hook, interface, or tool does not use any part of the Software or require any modification or alteration of the underlying code of the Software. TRTA Gov shall own all right, title, and interest (including all associated intellectual property rights) in and to any Customizations to the Software.

4. HARDWARE.

4.1 **Delivery**. If Hardware is provided to Customer under this Agreement, TRTA Gov shall coordinate delivery of the Hardware to Customer. TRTA Gov shall deliver all Hardware to Customer FOB Customer's location.

5. SUPPORT SERVICES.

5.1 **Scope**. Provided that Customer is current in the payment of the applicable support fee, TRTA Gov shall provide the following support services (collectively referred to as "**Support Services**"):

5.1.1 **Telephone Support**. TRTA Gov shall provide Customer with telephone support services for Hardware and Software from 8:00 a.m. to 5:00 p.m. local Customer time, Monday through Friday, excluding the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the immediately succeeding Friday, Christmas Eve, and Christmas Day. TRTA Gov may from time to time amend its holiday schedule upon at least sixty (60) days' prior notice to Customer.

5.1.2 **Web Site**. TRTA Gov shall maintain a web site that contains information concerning the Software and Support Services.

5.1.3 **Error Corrections**. TRTA Gov will respond to any Errors reported by Customer in accordance with its response policy attached hereto as Appendix A. TRTA Gov may from time to time amend its response policy upon at least sixty (60) days' prior notice to Customer.

5.1.4 **Compliance Updates.** TRTA Gov shall exercise due diligence and provide Customer, in a timely manner, with Compliance Updates, provided that Customer actively monitors changes in applicable laws and provides TRTA Gov with timely written notification of such changes. Customer understands and agrees that TRTA Gov's ability to meet its obligations under this Section 5.1.4 is contingent upon publication of the change by the applicable regulatory agency and notification to TRTA Gov in a manner that provides TRTA Gov sufficient time to prepare and distribute the Compliance Update before the effective date of the change. TRTA Gov shall not be responsible for and assumes no liability for any failure by any agency to provide sufficient advance notice of any change or any errors or omissions contained in any information provided by any agency. Some compliance updates may require a nominal technical effort by TRTA Gov. In such case, those updates will be included in the maintenance fees at no additional cost. All other compliance update effort by TRTA Gov shall be spread on an equitable basis across TRTA Gov's affected customer base, on a time and materials basis.

5.1.5 **Versions**. TRTA Gov shall provide Customer with new Versions of the Software. Customer understands that its implementation of a new Version may require Customer to upgrade its Computer System.

5.2 **Supported Software**. TRTA Gov's obligation to provide Support Services for a Release shall extend for eighteen (18) months after the initial general issuance of that Release. If Customer wants support for a Release after the eighteen months, such support may be treated by TRTA Gov as additional services.

5.3 **Customer Obligations.**

5.3.1 Customer shall designate one or more persons, depending on the size and complexity of Customer's application, through whom requests by Customer for Support Services shall be made. TRTA Gov shall not be required to accept calls or requests from anyone other than a designated contact person. Customer may change its designated contact person at any time upon notice to TRTA Gov.

5.3.2 Customer shall implement and follow the reasonable written instructions of TRTA Gov regarding operation of the Software.

5.3.3 Customer shall purchase, install, and maintain a Computer System that complies with the Minimum Requirements.

5.4 **Third-Party Software Support**. TRTA Gov shall provide Customer with telephone assistance for the Third-Party Software during the hours set forth in Section 5.1.1. If TRTA Gov is unable to resolve a problem with the Third-Party Software, it shall contact the appropriate vendor on Customer's behalf and coordinate and monitor correction efforts by the vendor.

5.5 **Hardware Maintenance**. TRTA Gov may provide maintenance services for Hardware or third-party hardware and equipment as set forth in the applicable Schedule ("Hardware Maintenance"). Hardware Maintenance shall not include standard supplies such as ribbons, paper, forms, media, print heads, toner, or laser drums. TRTA Gov is not responsible or liable for any problems associated with Customer's installation or use of any third-party hardware, equipment, or system or application software not purchased by Customer from TRTA Gov or the attachment of third-party hardware or equipment to the Customer's Computer System. TRTA Gov is not obligated to repair damage to any Hardware or third-party hardware or equipment caused either directly or indirectly by nuclear radiation, accident, negligence or abuse, electrical power fluctuation, fire, windstorm, acts of terrorism, or acts of God.

5.6 **Services Outside Scope**. The exclusions set forth in Section 10.4 shall apply to TRTA Gov's obligations to provide Support Services under this Section 5. Services provided by TRTA Gov that are not within TRTA Gov's obligations under this Agreement shall only be performed after the execution of, or an amendment to, a Professional Services Schedule or an approved change control and shall be billed at TRTA Gov's then-current time-and-material charges, including travel and all other out-of-pocket expenses. TRTA Gov shall bill Customer a minimum charge of two (2) hours for all services provided under this Section 5.6.

6. OTHER SERVICES.

6.1 **Description**. TRTA Gov shall provide Services (other than Support Services) as set forth in the applicable Schedule.

6.2 **Implementation Services**. The terms set forth in this Section shall apply if the applicable Schedule provides for the provision of implementation services by TRTA Gov:

6.2.1 **Joint Development**. TRTA Gov and Customer shall jointly develop the Implementation Plan using TRTA Gov's standard implementation methodology. The Implementation Plan shall be made part of the applicable Schedule without any further action.

6.2.2 **Amendments.** TRTA Gov and Customer contemplate that the Implementation Plan will from time to time be amended during the project. All amendments to the Implementation Plan shall be made in writing on a change control request form and signed by the Project Manager for each party (as defined below). Services requested of and provided by TRTA Gov that are not within TRTA Gov's obligations under this Agreement shall be subject to the payment provisions set forth in Section 8.3.

6.2.3 **Performance Dates.**

6.2.3.1 **Interdependencies of Dates.** Each party understands that any variation from the performance dates set forth in the Implementation Plan may adversely impact project milestones and completion dates, including, without limitation, the date of completion of the project.

6.2.3.2 **Efforts.** Each party agrees to use commercially reasonable efforts to fulfill its obligations under the Implementation Plan and to meet the performance dates set forth in the Implementation Plan.

6.2.3.3 **Adjustments.** To the extent that either party fails to perform its obligations in accordance with the performance schedule that is set forth in the Implementation Plan, the parties may negotiate an adjustment to the schedule in accordance with Section 6.2.2.

6.2.4 **TRTA Gov Project Manager**. TRTA Gov shall, as soon as practicable following the execution of the applicable Schedule, assign a project manager (the "TRTA Gov Project Manager") who shall have the principal responsibility for overseeing and managing the performance of obligations of TRTA Gov under the Schedule and who shall be the primary point of contact for TRTA Gov. TRTA Gov may not substitute other persons in this position without the prior written approval of Customer, which approval shall not be unreasonably withheld. TRTA Gov agrees that the TRTA Gov Project Manager shall dedicate such time as needed to perform the services in accordance with the performance schedule set forth in the Implementation Plan.

6.2.5 **Customer Project Manager**. Customer shall, as soon as practicable following the execution of the Schedule, assign a project manager (the "Customer Project Manager") who shall have the principal responsibility for overseeing and managing the performance of obligations of Customer under the Schedule and who shall be the primary point of contact for Customer. Customer may replace the person serving as its Customer Project Manager upon prior written notice to TRTA Gov.

7. INSURANCE

7.1 **Insurance Coverage**. During the term of this Agreement, TRTA Gov shall maintain insurance coverage covering its operations as follows:

Insurance Type	Maximum Coverage Amount (per occurrence)
Workers' Compensation and Employer Liability.	No less than the limits of liability required by law.
Automobile Liability.	No less than $1,000,000
Data Processing Errors & Omissions.	$3,000,000
Commercial General Liability:	
General Aggregate	$ 2,000,000
Products	2,000,000
Personal/Advertising Injury	1,000,000
Each Occurrence	1,000,000
Fire Damage	1,000,000
Medical Expenses	10,000

7.2 **Certificate.** Upon request by Customer, TRTA Gov shall provide Customer with certificate(s) of insurance. TRTA Gov shall use all commercially reasonable efforts to provide Customer with at least thirty (30) days written notice prior to the expiration or cancellation of coverage afforded under the applicable policies.

8. FEES AND PAYMENT TERMS.

8.1 **License Fees**. Customer shall pay TRTA Gov the license fees set forth in the applicable Schedule. Unless otherwise provided in the applicable Schedule, the license fees shall be payable in full by Customer upon the earlier of (i) execution of this Agreement, (ii) execution of the applicable Schedule, or (iii) delivery of Software to Customer.

8.2 **Support Fees**. Customer agrees to pay TRTA Gov the support fees set forth in the applicable Schedule. Unless otherwise stated in the applicable Schedule, support fees shall be invoiced annually in advance, commencing on the first day of the month next following the date of installation. TRTA Gov shall have the right to increase the annual support fees for existing Software Releases upon prior written notice. Support fee increases will not be arbitrary or unreasonable. In the event TRTA Gov provides Customer with any new software product or Release, TRTA Gov may publish and apply a revised Support Services fee schedule that shall not be subject to the aforementioned price increase limitations. The annual support fee shall be adjusted to reflect any purchases of additional Seat licenses by Customer.

8.3 **Other Services Fees**. Unless otherwise stated in the applicable Schedule, Customer shall pay all fees for Services (other than Support Services) on a time-and-material basis based on TRTA Gov's then-current rates and charges for the Services. TRTA Gov will bill other Services as used.

8.4 **Hardware Fees**. Customer agrees to pay TRTA Gov the fees for Hardware set forth in the applicable Schedule. Unless the applicable Schedule states otherwise, Hardware fees shall be due and payable in full by Customer upon Customer's receipt of the Hardware.

8.5 **Reimbursable Expenses**. Customer agrees to reimburse TRTA Gov for all reasonable and customary out-of-pocket expenses, including, but not limited to, travel, tolls, parking, lodging, and communication expenses incurred by TRTA Gov in connection with the performance of Services. Meal expenses shall not exceed TRTA Gov's then-current per-diem amount.

8.6 **Invoices/Acceptance**. All invoices shall be paid in accordance with the terms set forth in the applicable Schedule. If Customer delays an invoice payment for any reason, Customer shall promptly notify TRTA Gov in writing the reasons for such delay. Unless otherwise agreed by both parties, TRTA Gov may apply any payment received to any delinquent amount outstanding.

8.7 **Taxes.** The fees set forth in this Agreement do not include any amounts for taxes. Unless Customer provides TRTA Gov with proof of exemption therefrom, Customer shall pay all applicable taxes levied by any tax authority based upon this Agreement, the Software, Hardware, and/or any Professional Services performed by TRTA Gov, excluding any taxes based upon TRTA Gov's income. It shall be Customer's sole obligation to challenge the applicability of any tax. If Customer shall become subject to tax at any time following the execution of this Agreement, TRTA Gov shall have the right to assess the tax liability applicable under this Agreement to Customer, and Customer agrees to pay TRTA Gov for such tax liability within thirty (30) days after receiving written notice of such tax liability from TRTA Gov.

8.8 **Penalties for Delay**. Neither Customer nor TRTA Gov shall be subject to any delay penalty, contract fee adjustment, offset or liquidated damages as a result of any delay, except for the delay of payment(s) as set forth in Section 8, unless specifically set forth in the applicable Schedule.

8.9 **Price Changes**. If TRTA Gov utilizes a third-party Hardware Maintenance services provider, TRTA Gov shall be entitled to change any price charged to Customer for Hardware Maintenance services upon thirty (30) days prior (to the next invoicing cycle) written notice in order to pass through to the Customer any price increases or decreases which the Hardware Maintenance services provider may from time to time make. TRTA Gov shall be entitled to increase any price charged to Customer for Third-Party Software and/or Hardware Maintenance services provided by TRTA Gov upon thirty (30) days prior written notice to Customer, but no more than once every twelve (12) month period under this Agreement.

9. ADDITIONAL CUSTOMER RESPONSIBILITIES.

9.1 **Communications Equipment.** At a minimum, Customer is required to provide TRTA Gov with access to their network over the Internet. Internet-based connections must be secured using the Microsoft Windows or Cisco VPN client. All other VPN clients are not supported.

9.2 **Site Condition**. Customer shall maintain site conditions that conform to common industry standards for all computer systems and/or media devices.

9.3 **Records**. Customer shall create and maintain timely, accurate, and readable electronic back-ups of all data and program and system files.

9.4 **Computer Virus Protection**. Customer shall, at its own expense, install and periodically update a computer virus program to protect its Computer System and database from computer viruses that may, from time to time, be transmitted or downloaded. TRTA Gov shall not be responsible for any computer virus and expressly disclaims any liability for loss or damage caused by any computer virus on Customer's computer platform or database.

9.5 **Security**. Customer shall, at its own expense, protect the security of its Computer System and prohibit unauthorized access to the Computer System. TRTA Gov shall not be responsible for any security breach and expressly disclaims any liability for loss or damage caused by the unauthorized access to Customer's Computer System.

10. WARRANTIES.

10.1 **Software**. TRTA Gov warrants that the Software will conform in all material respects to the functional specifications contained in its then-current Documentation for a period of thirty (30) days after the Acceptance Date. TRTA Gov agrees to correct or replace, at no charge, any nonconformity of which it receives notice during the warranty period. In addition, TRTA Gov warrants that any Enhancement, Customization, Compliance Update, and/or Error Correction will conform in all material respects to the functional specifications contained in the then-current Documentation. The warranty for any Enhancement, Compliance Update, and/or Error Correction shall expire simultaneously with the expiration of the Software warranty. TRTA Gov's sole obligation to Customer, and Customer's exclusive remedy for breach of warranty under this Section 10.1, is the correction or replacement of any nonconformity. Customer shall provide TRTA Gov with written notice that nonconformity exists, and TRTA Gov shall have a reasonable period of time, based on the severity of the nonconformity, to correct the Software. TRTA Gov warrants that the Software does not contain any disabling devices that would allow TRTA Gov to terminate operation of the Software. TRTA Gov further warrants that, to the best of its knowledge, the Software does not contain any viruses.

10.2 **Services**. TRTA Gov warrants that all Services provided under this Agreement will be performed in a workmanlike manner. Customer shall notify TRTA Gov in writing of any breach of this warranty within thirty (30) days after completion of the Service. TRTA Gov's sole obligation to Customer, and Customer's exclusive remedy for breach of this warranty, is re-performance of the Service.

10.3 **Third-Party Software; Hardware**. TRTA GOV MAKES NO WARRANTY WITH RESPECT TO ANY HARDWARE OR THIRD-PARTY SOFTWARE, AND WHATEVER WARRANTY MAY APPLY TO ANY HARDWARE OR THIRD-PARTY SOFTWARE PRODUCT, IF ANY, IS ONLY AS IS EXPRESSLY STATED BY THE THIRD-PARTY MANUFACTURER, OWNER, OR LICENSOR OF THE HARDWARE OR THIRD-PARTY SOFTWARE. TRTA GOV EXPRESSLY DISCLAIMS ALL WARRANTIES FOR THE HARDWARE AND THIRD-PARTY SOFTWARE, WHETHER EXPRESSED OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE.

10.4 **Exclusions**. TRTA Gov's warranty obligations and other obligations under this Agreement with respect to the Hardware and Software are expressly conditioned upon Customer's proper use and do not include:

10.4.1 Support or correction of errors or increases in service time that result from (a) accident, neglect, misuse, or use other than ordinary use; (b) failure of electrical power, air conditioning, or humidity controls that cause a computer failure; and (c) modifications made to the Software by other than a representative of TRTA Gov;

10.4.2 Problems and errors that TRTA Gov and/or Customer cannot reproduce;

10.4.3 Problems relating to or caused by (a) any hardware, third-party software, Internet Service Provider (ISP), or software that was not supplied by TRTA Gov, or (b) use of a Computer System that does not meet the Minimum Requirements; or

10.4.4 Problems relating to or caused by changes in, or modifications to, the operating characteristics of any computer hardware or operating system for which the Software is procured.

10.5 Corrections of errors, defects, and malfunctions that are traceable to any of the foregoing or to any Customer errors or system changes, any ISP, or any third-party hardware and/or software shall be billed at TRTA Gov's then-current time-and-material rates, including out-of-pocket expenses.

10.6 **Disclaimer**. THE WARRANTIES SET FORTH IN THIS SECTION 10 ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. TRTA GOV EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY, TITLE, AND FITNESS FOR A PARTICULAR PURPOSE.

11. CONFIDENTIAL INFORMATION.

11.1 **Defined**. As used in this Section 11, "Confidential Information" includes the Software and Customizations in any embodiment, the terms, conditions, and pricing of this Agreement, and either party's technical and business information relating to inventions or software, research and development, future product specifications, engineering processes, costs, profit or margin information, marketing, and future business plans, as well as any and all internal customer and employee information, and any information exchanged by the parties that is clearly marked with a confidential, private, or proprietary legend. Information that is conveyed orally shall be designated as confidential at the time of disclosure and shall be reduced to writing within ten (10) business days. Notwithstanding any provision in this Section 11.1, Customer specifically acknowledges that the Software, including without limitation the database architecture and sequence and Documentation, comprise Confidential Information and know-how that are the exclusive property of TRTA Gov.

11.2 **Nondisclosure**. The parties agree, unless otherwise provided in this Agreement or required by law, not to use or make each other's Confidential Information available to any third party for any purpose other than as necessary to perform under this Agreement. To the extent that any document is considered to be a public record, and is not exempt from disclosure, Mendocino County will fully and completely comply with any requests made pursuant to the California Public Records Act. If TRTA Gov believes any document the County is intending to disclose is exempt from disclosure and the County has given TRTA prompt written notice of any request for disclosure of such document, it is TRTA Gov's responsibility to notify the County of TRTA's position. The recipient shall protect the Confidential Information from disclosure by using the same degree of care, but no less than a reasonable degree of care, that it uses to protect its own confidential information of a like nature to prevent its unauthorized use, dissemination, or publication by its employees or agents. Customer further agrees that it will not allow any form or variation of the Software to enter the public domain. Both parties acknowledge that any breach of its obligations with respect to Confidential Information may cause the other irreparable injury for which there are inadequate remedies at law, and that the non-disclosing party shall be entitled to equitable relief in addition to all other remedies available to it. Customer shall not disclose the results of any performance or functionality tests of the Software to any third party without TRTA Gov's prior written approval.

11.3 **Exceptions**. A party's Confidential Information shall not include information that (a) is or becomes publicly available through no act or omission of the recipient; (b) was in the recipient's lawful possession prior to the disclosure and was not obtained by the recipient either directly or indirectly from the disclosing party; (c) is lawfully disclosed to the recipient by a third party without restriction on recipient's disclosure, and where recipient was not aware that the information was the confidential information of discloser; (d) is independently developed by the recipient without violation of this Agreement; or (e) is required to be disclosed by law.

12. INTELLECTUAL PROPERTY INDEMNIFICATION.

12.1 **Scope**. TRTA Gov agrees to indemnify and defend Customer against any claim or action brought by any third-party for actual or alleged infringement of any United States patent, copyright, or trade secret based upon Customer's own internal use of the Software in accordance with this Agreement and to pay any damages and costs finally awarded against Customer or paid in settlement. TRTA Gov shall have the sole right to conduct the defense of any claim or action and all negotiations for its settlement, unless the parties to this Agreement agree otherwise in writing.

12.2 **Notice**. Customer shall give TRTA Gov prompt written notice of any threat, warning, or notice of any claim or action that could have an adverse impact on TRTA Gov's rights in the Software. Customer will provide TRTA Gov reasonable cooperation in the defense of such claim or action or negotiations for its settlement.

12.3 **Alternatives.** TRTA Gov shall not be responsible for any settlement entered into without its consent. In the event of a claim or action under Section 12.1, TRTA Gov may, in its sole discretion, (a) procure for Customer the right to continue using the Software; (b) provide a substitute, non-infringing Software; or (c) terminate this Agreement and refund the license fees paid by Customer, less depreciation, using a five-year, straight-line method of calculation.

12.4 **Exclusions**. TRTA Gov shall have no obligation under this Section 12 with respect to any claim or action that is based upon (a) Customer's use of the Software in breach of any term or condition of this Agreement; (b) the use or combination of the Software with any third-party product, software, hardware, or system; (c) modification of the Software other than by a representative of TRTA Gov; (d) use of a Version of the Software other than the most current Version of the Software, where use of the most current Version would have avoided the claim of infringement.

12.5 **Sole Remedy**. This Section 12 states TRTA Gov's sole responsibility and obligation, and Customer's sole and exclusive remedy for any infringement claim.

13. LIMITATIONS OF LIABILITY.

13.1 **Limitation and Disclaimer**. TRTA GOV'S LIABILITY FOR DAMAGES OF ANY KIND, REGARDLESS OF THE FORM OF ACTION OR THEORY OF LIABILITY, SHALL NOT EXCEED: (A) IN THE EVENT OF DAMAGES ASSOCIATED WITH A SERVICE OR HARDWARE PRODUCT, THE FEE PAID BY CUSTOMER FOR THAT SERVICE OR HARDWARE PRODUCT UNDER THE APPLICABLE SCHEDULE; OR (B) IN ALL OTHER CASES, THE LICENSE FEE PAID BY CUSTOMER FOR USE OF THE SOFTWARE. IN NO EVENT SHALL TRTA GOV BE LIABLE UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER LEGAL OR EQUITABLE THEORY FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, OR EXCESS COSTS OF REPROCUREMENT ("COVER COST"), INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING DAMAGES RESULTING FROM INTERRUPTION OF USE, LOSS OR CORRUPTION OF DATA, LOST REVENUE, LOSSES RESULTING FROM SYSTEM SHUTDOWN, FAILURE TO ACCURATELY TRANSFER, READ, OR TRANSMIT INFORMATION, FAILURE TO UPDATE OR PROVIDE CORRECT INFORMATION, STOLEN OR MISUSED PASSWORDS, SYSTEM INCOMPATIBILITY OR PROVIDING INCORRECT COMPATIBILITY INFORMATION, OR BREACHES IN SYSTEM SECURITY, WHETHER OR NOT TRTA GOV HAS, OR SHOULD HAVE HAD, ANY KNOWLEDGE, ACTUAL OR CONSTRUCTIVE, OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT.

14. THIRD-PARTY SERVICE DISCLAIMER. Unless otherwise stated in the applicable Schedule, TRTA Gov shall not be liable for, and Customer hereby assumes the risk of and shall indemnify and hold harmless TRTA Gov against, any claim, injury, loss, damage, or expense (including attorneys' fees), either direct or indirect, incurred, made, or suffered by Customer in connection with or in any way arising out of the furnishing, performance, or use of services provided by any third party contracted by Customer to perform services in connection with the Software.

15. TERM.

15.1 **Agreement**. This Agreement shall begin on the Effective Date and shall remain in full force and effect until the last Schedule has expired or has been terminated, unless sooner terminated in accordance with the terms of Section 16.

15.2 **Software and Third-Party Software Support Services.** Unless otherwise provided in the applicable Schedule, Support Services for Software and Third-Party Software shall commence on the first of the month next following Installation and shall continue for an initial period of thirty-six (36) months ("Software Support Services"). Software Support Services shall renew automatically for additional terms of twelve (12) months unless either party provides the other written notice of termination ninety (90) days prior to the expiration date of the initial term or any subsequent twelve-month term. If Software Support Services are discontinued by Customer or terminated for any period, and Customer desires to reinstate such services, Customer shall pay all annual support fees in arrears, in addition to the then-current annual support fee.

15.3 **Hardware Maintenance Services**. Unless specifically identified in the Support Services Schedule, all Hardware Maintenance will default to "Manufacturer Warranty Only."

15.4 **Other Services**. The term for Services (other than Support Services) provided under this Agreement, excluding support services, shall terminate upon completion of the services or shall remain in effect for the period specified in the applicable Schedule.

16. TERMINATION.

16.1 **By Either Party**. Either party may, at its option, terminate a Schedule immediately upon written notice to the other party if the other party:

16.1.1 Breaches its confidentiality obligations under this Agreement;

16.1.2 Materially breaches this Agreement and fails to cure the breach or develop a plan to cure the breach within thirty (30) days after written notice of the breach from the other party;

16.1.3 Ceases conducting business in the normal course, admits its insolvency, or makes an assignment for the benefit of creditors;

16.1.4 Becomes the subject of any judicial or administrative proceedings in bankruptcy, receivership, or reorganization, and such proceeding is not dismissed within ninety (90) days after it is commenced.

16.2 **By Customer.** In the event the proper appropriation of funds for the continuation of this Agreement is not available for any fiscal year after the first fiscal year, then this Agreement may be terminated. To effect the termination of this Agreement, Customer shall, within thirty (30) days following the beginning of the fiscal year for which the proper appropriation is not available, provide TRTA Gov with written notice of the failure to obtain the proper appropriation of funds. Such notice shall be accompanied by the payment of all sums then owed TRTA Gov under this Agreement, if any. No penalty shall accrue to Customer in the event of exercise of termination due to non-appropriation. If this Agreement is terminated pursuant to this Section 16.2, Customer agrees to grant TRTA Gov a right of first refusal to continue under the terms of this contract for a period of two (2) years from the date of exercising this Section 16.2. If funds should not become available with two (2) years of said date, Customer shall be free to contract with TRTA Gov or any other available source when they do become available.

16.3 **Effect of Termination**. The termination of this Agreement shall not affect the Customer's rights to the Software pursuant to Section 3.1 provided that Customer has paid all Software license fees set forth in the applicable Schedule(s) and Customer is not in breach of any provision of this Agreement or the Schedules. If Customer terminates this Agreement prior to the payment of all Software license fees, or if Customer is in breach of this Agreement, Customer shall immediately cease using the Software and shall either destroy or return the original and all copies, in whole or in part, in any form, of the Software and related materials. Customer shall certify such action in writing to TRTA Gov within one (1) month after the termination date. If Customer terminates a Schedule for Support Services under Section 16.1 above, Customer shall receive a prorated credit of the annual support fee paid for the then-current term to be applied to future services. Upon termination of a Schedule, Customer shall, within thirty (30) days of termination, pay all amounts due and owing under that Schedule. Upon termination of the applicable Schedule and upon request by Customer, TRTA Gov shall return all data supplied by Customer in a format reasonably requested by Customer (other than TRTA Gov's proprietary format) upon payment of TRTA Gov's then- current fee for this service.

16.4 **Survival of Certain Obligations**. Obligations and rights in connection with this Agreement which by their nature would continue beyond the termination of this Agreement, including without limitation, Section 11, shall survive termination of this Agreement until fulfilled.

17. DISPUTE RESOLUTION.

17.1 **Informal Dispute Resolution**. If a dispute, controversy, or claim arises between the parties relating to this Agreement, the parties shall promptly notify one another of the dispute in writing. Each party shall promptly designate a representative to resolve the dispute. The representatives shall meet within ten (10) days following the first receipt by a party of such written notice and shall attempt to resolve the dispute within fifteen (15) days.

18. GENERAL.

18.1 **Customer List; Publicity**. Customer authorizes TRTA Gov to use Customer's name in its list of Customers. The parties agree that either party or both may issue a mutually acceptable news release regarding Customer's use of the applicable Software and Support Services. Each party's approval of such news release will not be unreasonably withheld or delayed. Once a press release has been issued, TRTA Gov may publicly refer to Customer (by name only) as being a customer of TRTA Gov, and only in relation to this Agreement except as otherwise authorized by Customer.

18.2 **Amendments**. No provision of this Agreement may be amended or modified except by a written document signed by duly authorized representatives of both parties.

18.3 **Notices.**

18.3.1 **Delivery**. Except as otherwise provided herein, any notice or other communication between the parties hereto regarding the matters contemplated by this Agreement may be sent by United States mail (first class, airmail, or express mail), commercial courier, facsimile, or electronic mail, in each case delivered to the address specified for the recipient. Any written notice required to be sent under Section 16 ("Termination") or Section 17 ("Dispute Resolution") must be sent by U.S. mail (first class, airmail, or express) or commercial courier.

18.3.2 **Receipt**. Communications shall be deemed received, if by mail, on the earlier of receipt or the third calendar day after deposit in the mail with postage prepaid; if by courier, when delivered as evidenced by the courier's records; if by facsimile, upon confirmation of receipt by the sending telecopier; and if by electronic mail, when first available on the recipient's mail server. If received on a day other than a business day, or on a business day but after 4:30 p.m., recipient's local time, the communication will be deemed received at 9:00 a.m. the next business day.

18.3.3 **Contact Person**. Notices shall be addressed to the attention of the contact person listed on the Signature Page. Any party may change its contact person or address for purposes hereof by delivering a notice thereof to each other party hereto, but any element of such party's address which is not specified in that notice shall not be deemed changed.

18.4 **Technology Life Expectancy**. Customer understands, acknowledges, and agrees that the technology upon which the Hardware, Software, and Third-Party Software is based changes rapidly. Customer further acknowledges that TRTA Gov will continue to improve the functionality and features of the Software to improve legal compliance, accuracy, functionality, and usability. As a result, TRTA Gov does not represent or warrant that the Hardware, Software, and/or Third-Party Software provided to Customer under this Agreement or that the Computer System recommended by TRTA Gov will function for an indefinite period of time. Rather, TRTA Gov and Customer may, from time to time, analyze the functionality of the Hardware, Software, Third-Party Software, and Computer System in response to changes to determine whether Customer must upgrade the same. Customer upgrades may include, without limitation, the installation of a new Release, additional disk storage and memory, and workstation and/or server upgrades. Customer upgrades may also include the installation and/or removal of Third-Party Software. Customer is solely responsible for all costs associated with future resources and upgrades.

18.5 **Excusable Delays**. Neither party shall incur liability to the other party on account of any loss or damage resulting from any delay or failure to perform all or any part of this Agreement, excluding payment obligations, where such failure is caused in whole or in part by events, occurrences, or causes beyond the reasonable control of the party, provided that such party has taken reasonable steps to mitigate the effects of such delay.

18.6 **Statute of Limitations**. No party may commence an action under this Agreement more than two (2) years after the expiration of its term, or, in the event of a breach, more than two (2) years after the occurrence of the breach, or, in the event the breach is not discovered by the injured party when it has occurred, more than two (2) years after the breach could, in the exercise of due diligence, have been discovered by such party.

18.7 **Injunctive Relief**. TRTA Gov and Customer agree that in the event of any breach of Section 11, monetary damages may not be a sufficient remedy or protection for the aggrieved party, and that the aggrieved party shall be entitled to seek injunctive or other relief as may be deemed proper or necessary by a court of competent jurisdiction.

18.8 **Governing Law**. This Agreement shall be governed by and construed in accordance with the laws of Customer's state of domicile.

18.9 **Assignment.** Neither party may assign or transfer (by operation of law or otherwise) any right or obligation under the Agreement without the other party's prior written consent, which may not be unreasonably withheld or delayed. Any assignment in violation of this clause shall be null and void. However, TRTA Gov may, without Client's consent, assign the Agreement or any rights granted in the Agreement, in whole or part, either (a) to an Affiliate; (b) in connection with TRTA Gov's or an Affiliates' sale of a division, product or service; or (c) in connection with a reorganization, merger, acquisition or divestiture of TRTA Gov or any similar business transaction.

18.10 **Severability**. If any provision of this Agreement is prohibited or unenforceable by any applicable law, the provision shall be ineffective only to the extent and for the duration of the prohibition of unenforceability, without invalidating any of the remaining provisions.

18.11 **Counterparts**. This Agreement may be executed simultaneously, in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

18.12 **Subcontractors**. TRTA Gov reserves the right to subcontract work, as it deems necessary, to perform the Services under this Agreement. TRTA Gov shall be fully responsible for the acts of all subcontractors to the same extent it is responsible for the acts of its own employees.

18.13 **Independent Contractor**. The relationship of TRTA Gov to Customer shall be that of an independent contractor. No principal-agent or employer-employee relationship is created by this Agreement.

18.14 **Waiver**. No delay or failure by either party to take any action or assert any right or remedy hereunder shall be deemed to be a waiver of such right or remedy, nor shall any express waiver constitute a continuing waiver. The waiver by either party at any time, expressed or implied, of any breach or attempted breach of the obligations set forth in this Agreement shall not be deemed a waiver of or consent to any subsequent breach or attempted breach of the same or any other type..

18.15 **Executable by Facsimile.** Any signature of this Agreement or any Schedule through facsimile shall constitute execution of the Agreement or Schedule by such party.

18.16 **Non-Discrimination**. TRTA Gov, to the extent required by law, shall not discriminate against an employee or applicant for employment with respect to the hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

18.17 **Entire Agreement**. This Agreement embodies the entire agreement and understanding between TRTA Gov and Customer with respect to the subject matter of this Agreement and supersedes all prior oral or written agreements and understandings relating to the subject matter of this Agreement. No statement, representation, warranty, covenant, or agreement of any kind not expressly set forth in this Agreement, including without limitation any representations concerning: (i) estimated completion dates, hours, or charges to provide any Service; (ii) performance or function of any Product or system, other than as expressly warranted in Section 10 (Warranties); (iii) the experiences or recommendations of other parties; or (iv) results or savings Customer may achieve, shall affect, or be used to interpret, change, or restrict, the express terms and provisions of this Agreement. The terms and conditions of any purchase order or other instrument issued by Customer which are in addition to or inconsistent with this Agreement shall be of no effect and shall not be binding on TRTA Gov.

APPENDIX A

RESPONSE POLICY

TRTA Gov shall respond to any Errors reported by Customer based on the priority code assigned to such Error. Customer shall identify the priority code when it initially reports the Error to TRTA Gov. TRTA Gov may, in its reasonable discretion, re-classify the Error after its initial investigation. If Customer requests, in writing, that the Error be resolved with a priority code higher than the assigned level, Customer will pay TRTA Gov for that support on a time-and-materials basis at TRTA Gov's then current rates. The priority codes and responses are as follows:

Priority	Definition/Impact	TRTA Gov's Responses
1	The problem causes an immediate major impact on Customer's business. The problem has caused Customer's use of the software, or a significant component thereof, to stop or substantially deviate from the Documentation. No timely workaround exists.	TRTA Gov will use all commercially reasonable efforts to: (i) respond to Customer within one hour, indicating that TRTA Gov has received the report of the error; (ii) provide an initial status report to Customer within two hours, and regularly communicate thereafter the status of a reported incident; and (iii) provide the appropriate modifications, bug fixes, and other changes to the software as soon as reasonably possible.
2	The problem causes an impact on Customer's business. A workaround is not available; however, processing can still continue but in a restricted manner.	TRTA Gov will use all commercially reasonable efforts to: (i) acknowledge receipt of the error within four hours of the report; (ii) verify the reported error and regularly communicate the status to Customer; and (iii) provide the appropriate modifications, bug fixes, and other changes to the software within ten days, or to continue its efforts indefinitely beyond this period when an error remains unresolved.
3	The problem has a minor impact on Customer's business. The problem does not prevent operation of the software.	TRTA Gov will use all commercially reasonable efforts to: (i) acknowledge receipt of the error within one business day of the report; and (ii) respond to the error within thirty days.
4	The problem has no business impact.	TRTA Gov will use all commercially reasonable efforts to: (i) acknowledge receipt of the error within one business day of the report; and (ii) consider addressing the issue in a future version or release.

IN WITNESS WHEREOF, the parties hereto have executed Agreement # CA2014.002, CA2014.002.01, and CA2014.002.01-SOW as of _________________________.

DEPARTMENT FISCAL REVIEW:

____

DEPARTMENT HEAD DATE

Budgeted: ☐ Yes ☐ No
Budget Unit:
Line Item: ________________________

____

Grant: ☐ Yes ☐ No

Grant No.: ________________________

COUNTY OF MENDOCINO

By: ________________________
CARRE BROWN, Chair
BOARD OF SUPERVISORS

Manatron, Inc. – A Thomson Reuters Business
("Thomson Reuters Tax & Accounting, Government" or "TRTA Gov")

By: ________________________

TRTA Gov:
510 East Milham Avenue
Portage, MI 49002

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

ATTEST:
CARMEL J. ANGELO, Clerk of said Board

By: ________________________
Deputy

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: ________________________
Deputy

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

DOUGLAS L. LOSAK, Interim County Counsel

By: ________________________
Deputy

INSURANCE REQUIREMENTS:

____
Alan D. Flora
Assistant CEO/Risk Manager

FISCAL REVIEW:

By: ________________________
Deputy CEO/Fiscal

EXECUTIVE OFFICE REVIEW:
APPROVAL RECOMMENDED

By: ________________________
CARMEL J. ANGELO, Chief Executive Officer

Signatory Authority: $0-25,000 Department; $25,001- 50,000 Purchasing Agent; **$50,001+ Board of Supervisors**
Exception to Bid Process Required/Completed ☐ ________________

SCHEDULES FOR MASTER AGREEMENT FOR LICENSED SOFTWARE, HARDWARE, AND SERVICES

The attached Schedules numbered CA2014.002.01 are made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. CA2014.002 between Manatron, Inc. and the undersigned Customer (the "Agreement").

By and Between	And
MANATRON, INC. – A Thomson Reuters Business 510 E. Milham Avenue Portage, Michigan 49002 ("**Thomson Reuters Tax & Accounting, Government**" or "**TRTA Gov**")	**MENDOCINO COUNTY, CALIFORNIA** 841 Low Gap Road Ukiah, CA 95482 ("**Customer**")
Attention: Matthew Henry, Lead Contract Administrator Telephone No.: (269) 388-2633 Fax No.: (269) 567-2930 E-mail Address: Matt.Henry@ThomsonReuters.com	Attention: Telephone No.: Fax No.: E-mail Address:

The parties have executed these Schedules as of the dates set forth below their respective signatures.

TRTA Gov

By: ______________________ (Signature)

Its: Managing Director Government (Title)

Date: 6.5.2015

Witnessed: Matthew Henry (Signature)

By: Matthew Henry (Printed or Typed Name)

MENDOCINO COUNTY, CALIFORNIA

By: Carmel J. Angelo (Signature)

Its: Chief Executive Officer (Title)

Date: 6/9/15

By: ______________________ (Signature)

Its: ______________________ (Title)

Date: ______________________

By: ______________________ (Signature)

Its: ______________________ (Title)

Date: ______________________

Witnessed: ______________________ (Signature) **DEPUTY**

Date: 6/9/15

SIGNATURE PAGE

Date: March 21, 2015 P.M.

SOFTWARE SCHEDULE FOR MENDOCINO COUNTY, CALIFORNIA

Schedule No. CA2014.002.01 to the Master Agreement for Licensed Software, Hardware, and Services. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. CA2014.002 between TRTA Gov and the undersigned Customer (the "Agreement").

SOFTWARE				
Software Description	**Quantity**	**Unit Price**	**Total Price**	**Comments**
Aumentum Records Enterprise Edition	1			
Aumentum Valuation	1			
Aumentum Personal Property	1			
Aumentum Assessment Administration	1			
Aumentum Levy Management	1			
Aumentum Tax	1			
Aumentum Case Management	1			
Aumentum Business Revenue	1			
Total Software Fees:			$ 595,200.00	

SOFTWARE USE RESTRICTIONS: Site license(s).

TERM OF SOFTWARE SCHEDULE: This Schedule shall expire upon the completion of the installation of the Software and the payment of all fees specified in this Schedule.

Date: March 21, 2015 P.M.

MAINTENANCE AND SUPPORT SERVICES (Collectively referred to as "Support Services") SCHEDULE FOR MENDOCINO COUNTY, CALIFORNIA

Schedule No. CA2014.002.01 to the Master Agreement for Licensed Software, Hardware, and Services. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. CA2014.002 between TRTA Gov and the undersigned Customer (the "Agreement").

SOFTWARE SUPPORT SERVICES		
Software Product	**Annual Price**	**Comments**
Aumentum Records Enterprise Edition		
Aumentum Valuation		
Aumentum Personal Property		
Aumentum Assment Administration		
Aumentum Levy Management		
Aumentum Tax		
Aumentum Case Management		
Aumentum Business Revenue		
Total Annual Software Support Services Fees - Year #1	$ 142,461.00	

CUSTOMER MAY BE REQUIRED TO PROVIDE ON-SITE ASSISTANCE VIA TELEPHONE FOR REMEDIAL HARDWARE AND/OR SOFTWARE MAINTENANCE OR SUPPORT.

TERM OF SUPPORT SERVICES SCHEDULE: Support Services shall commence on Go-Live and shall continue for an initial period of sixty (60) months subject to termination as defined in the Master Agreement. This Schedule shall renew automatically for additional terms of twelve (12) months unless either party provides the other with written notice of termination ninety (90) days prior to the expiration date of the initial term or any subsequent twelve-month term. If Support Services are discontinued by Customer or terminated for any period and Customer desires to reinstate such services, Customer shall pay all annual support fees in arrears, in addition to the then-current annual support fees.

Date: March 21, 2015 P.M.

PROFESSIONAL SERVICES SCHEDULE FOR MENDOCINO COUNTY, CALIFORNIA

Schedule No. CA2014.002.01 to the Master Agreement for Licensed Software, Hardware, and Services. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. CA2014.002 between TRTA Gov and the undersigned Customer (the "Agreement").

PROFESSIONAL SERVICES						
General Description of Services	**Model Number**	**Days/ Quantity**	**Unit Price**	**One-Time Fees**	**Comments**	**Estimated Completion Date**
Implementation	INSAPP	1				TBD
Conversion	CONV	1				TBD
Project Management	PROJM	1				TBD
Additional Interfaces - 100-Hours Additional Reporting - 100-Hours	CUSTOM	200	$ 200.00	$ 40,000.00	Billed As Used	TBD
Training - Days	TRNG	35	$ 1,600.00	$ 56,000.00	Billed As Used	TBD
Total Professional Services Fees:				**$ 1,001,429.00**		

Billed As Used Hours for Additional Interfaces and Additional Reports

o Work will performed at the request of the customer.
o Work delivery will be conducted upon a mutually agreed upon schedule.
o Work will not be initiated until we have mutual agreement on schedule, as well as specification that includes objectives and acceptance criteria

PROFESSIONAL AND CONSULTATION/TRAINING SERVICES PAYMENT TERMS: Professional and Consultation/Training Services fees are due and payable after TRTA Gov performs such services in accordance with the Statement of Work and TRTA Gov's invoice(s) that shall be sent to the Customer. Customer is responsible for all travel-related expenses associated with TRTA Gov's Professional and Consultation/Training Services.

ADDITIONAL PROFESSIONAL AND CONSULTATION/TRAINING SERVICES PAYMENT TERMS: TRTA Gov shall provide Professional and Consultation/Training Services to Customer in the amounts identified above. Any additional Professional or Consultation/Training days requested by Customer shall be billed as used at the rate in effect at the time of service. Customer is responsible for all travel-related expenses associated with TRTA Gov's additional Professional and Consultation/Training Services.

GENERAL PROVISIONS:

(1) Customer shall provide a suitable room or space where training can be conducted in an uninterrupted manner;
(2) All Customer personnel to be trained should have adequate job coverage to ensure uninterrupted training sessions;
(3) Up to six hours of training are included in a "full day" of training;
(4) Customer acknowledges the importance of receiving the training provided herein and shall use all commercially reasonable efforts to ensure that said training is fully completed;
(5) TRTA Gov recommends one (1) person per PC / terminal; and
(6) Class size should not exceed twelve (12) trainees.

Date: March 21, 2015 P.M.

SUMMARY SCHEDULE FOR MENDOCINO COUNTY, CALIFORNIA

Schedule No. CA2014.002.01 to the Master Agreement for Licensed Software, Hardware, and Services. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. CA2014.002 between TRTA Gov and the undersigned Customer (the "Agreement").

ONE-TIME FEES	
Description	**Price**
SOFTWARE	$ 595,200.00
PROFESSIONAL SERVICES (billed as used)	$ 1,001,429.00
Total One-Time Fees - Plus Freight:	**$ 1,596,629.00**

Payment Terms for One-Time Fees: Manatron will invoice the County per the following Schedule. Fees are due and payable after Manatron performs such services in accordance with the Billing Milestone Acceptance forms in the Statement of Work and Manatron's invoice(s) that shall be sent to the Customer. All invoices are due within 30 days of receipt.

Milestone Number & Description	Software Milestone Fee	Professional Services Milestone Fee
Milestone #1, Project Start Up	$ 89,280.00	$ -
Milestone #2, Base System Installation and Setup	$ 505,920.00	$ -
Milestone #3, Initial Data Conversion	$ -	$ 90,542.94
Milestone #4, Business Process Analysis	$ -	$ 90,542.94
Milestone #5, Client Specific Configuration	$ -	$ 90,542.94
Milestone #6, Full Conversion	$ -	$ 90,542.94
Milestone #7, UAT Configuration	$ -	$ 90,542.94
Milestone #8, UAT Conversion	$ -	$ 90,542.94
Milestone #9, Implementation Engineering	$ -	$ 90,542.94
Milestone #10, UAT	$ -	$ 90,542.94
Milestone #11, Client Training - Billed As Used	$ -	$ 56,000.00
Milestone #12, Go-Live	$ -	$ 90,542.94
Milestone #13, Interfaces and Reports - Billed As Used	$ -	$ 40,000.00
Milestone #14, Final Acceptance / Retention	$ -	$ 90,542.94
Software & Professional Services Total Billing MileStone Fees	**$ 595,200.00**	**$ 1,001,429.40**
Total One-Time Billing MileStone Fees	**$1,596,629.40**	

ONGOING FEES	
Description	**Annual Price**
SOFTWARE SUPPORT SERVICES - Years 1	**$ 142,461.00**
SOFTWARE SUPPORT SERVICES - Years 2	**$ 144,675.00**
SOFTWARE SUPPORT SERVICES - Years 3	**$ 149,015.00**
SOFTWARE SUPPORT SERVICES - Years 4	**$ 153,486.00**
SOFTWARE SUPPORT SERVICES - Years 5	**$ 158,090.00**
MARSHALL AND SWIFT (Not included in the fees listed herein.)	Estimated fees listed in Appendix A

Payment Terms for Ongoing Fees: Ongoing Fees are due and payable in advance of each annual term and after Year #5 are subject to increases as defined in Section 8.2 of the Master Agreement.

Taxes: The fees set forth in this Agreement do not include any amounts for taxes. Unless Customer provides Manatron with proof of exemption therefrom, Customer shall pay all applicable taxes levied by any tax authority based upon this Agreement, the Software, Hardware, and/or any Professional Services performed by Manatron, excluding any taxes based upon Manatron's income. It shall be Customer's sole obligation to challenge the applicability of any tax. If Customer shall become subject to tax at any time following the execution of this Agreement, Manatron shall have the right to assess the tax liability applicable under this Agreement to Customer, and Customer agrees to pay Manatron for such tax liability within thirty (30) days of receiving written notice of such tax liability from Manatron.

Date: March 21, 2015 P.M.

APPENDIX A

Manatron, Inc. - A Thomson Reuters Business

Approved Marshall & Swift Reseller

2014 END USER LICENSE AGREEMENT (EULA)

The End User listed below has been granted the right to use the Marshall & Swift Cost Data in Reseller's CAMA Program for a period of one (1) calendar year. The End User agrees to pay the appropriate fees for the use of the data each year the End User uses the M&S Cost Data in the Reseller's CAMA Program. If the End User listed below does not pay the appropriate fees, the End User agrees to cease using and to erase, destroy, or disable the M&S Data in the CAMA Program, and that Reseller may erase, destroy, or disable all M&S Cost Data found in the CAMA Program.

I, the End User, have read and agree to all the terms listed above.

PLEASE FILL IN COMPLETELY

Fill in the number of parcels for calendar year 2014
(January 1, 2014 - December 31, 2014) using the Marshall & Swift Tables

End User's Name: ______________________________

Signature: ______________________________

Jurisdiction/Company: ______________________________

Address: ______________________________

City: ______________________________

State: ____________________ Zip Code: ____________________

Improved Residential Parcels ______________________________ $0.20/parcel

Improved Commercial/Industrial Parcels ______________________________ $0.23/parcel

Improved Agricultural Parcels ______________________________ $0.18/parcel

Mobile/Manufactured Homes Parcels ______________________________ $0.21/parcel

Improved Other/Miscellaneous Parcels ______________________________ $0.18/parcel

TOTAL NUMBER OF ALL PARCELS (Improved/Unimproved) ______________________________

Please return to Manatron as soon as possible by mailing to 510 East Milham, Portage, MI 49002, faxing to Barbara Fitzgerald at 269-567-2930, or emailing to barbara.fitzgerald@thomsonreuters.com.

THOMSON REUTERS

AUMENTUM

STATEMENT OF WORK
CA2014.002.01

Mendocino County, CA

THOMSON REUTERS™

DOCUMENT INFORMATION

Document Title	Statement of Work # CA2014.002.01-SOW	
Author	Project Management Office	
To Be Approved By	TRTA Gov Project Manager – TBD	Mendocino County, CA Project Manager -
Comments		
File Name	Mendocino County CA2014.002.01-SOW	

REVISION HISTORY

Rev	Section	Type	Date	Author	Remarks
0.1					
0.2					
0.3					
.04					
.05					
.06					
.07					
1.0					
1.01					

Table of Contents

1 STATEMENT OF WORK (SOW) INTRODUCTION

1.1 DOCUMENT PURPOSE

This Statement of Work (SOW) will be an addendum to Schedules for Master Agreement No. CA2014.002.01 pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. CA2014.002 by and between Manatron, Inc. – A Thomson Reuters Business (hereafter referred to as "Thomson Reuters Tax & Accounting, Government" or "TRTA Gov") and Mendocino County, California (hereafter referred to as Client) all the terms and conditions of those agreements will pertain. It is intended to define the work requirements and responsibilities between Thomson Reuters Tax and Accounting, Government and the Client on deliverables related to the project implementation.

1.2 PURPOSE STATEMENT

The purpose of this project is to implement the TRTA Gov Aumentum solution into the Client's office. This Statement of Work describes the project that TRTA Gov is responsible for implementing as well as the responsibilities of both parties. During the project planning phase, a subsequent Project Management Plan (or Execution Plan) and project schedule will be jointly agreed upon by the TRTA Gov and Client project managers. The Project Management Plan will detail how the project will be managed, including communication, risk, and more specific scheduling plans related to the project.

The TRTA Gov Aumentum software implementation project will facilitate the installation of the most recent standard configuration of the software (as demonstrated to the Client) into the Client's process scheme.

1.2.1 eGOVERNMENT

This statement of work assumes that the eGovernemnt module and components for items such as eBilling, eFiling, ePayment is excluded from the scope of this project. The Client may integrate with other systems by extracting the needed data.

1.3 PROJECT PHASES

The project will be administered in the following 14 phases which will be further outlined in the following sections:

1. Project Start Up;
2. Base System Installation and Setup;
3. Initial Data Conversion;
4. Business Process Analysis; ;
5. Client Specific Configuration;
6. Full Conversion;
7. User Acceptance Testing (UAT) Configuration;
8. User Acceptance Testing (UAT) Conversion;
9. Implementation Engineering(includes any contracted custom report/interface scope);
10. User Acceptance Testing;
11. Client Training – Billed As Used;
12. Go-Live

Within each of these 12 project phases, the Thompson Reuters implementation team will institute a methodology of providing interim deliverables in the form of workshops. Workshops help breakdown the larger milestones into smaller units of work to be delivered to the Client. They include discreet inputs and outputs with acceptance criteria for each. The intent is for both parties to agree upon the completion of each of these workshops during a project phase so that leading into a project milestone; all deliverables will have been clearly met or notes if off track. Below and included in Attachment A is a sample of available workshops the TRTA Gov professional services can offer.

1.4 DEFINITIONS/ABBREVIATIONS

The following abbreviations are employed in the Statement of Work:

Acceptance Plan	A high level set of criteria for the final acceptance of the system.
BPA (Business Process Analysis)	A Workshop process for reviewing the functional requirements and review how Aumentum COTS will be configured to meet the Client business rules.
Business Scenario	A high level UML or equivalent use case.
Change Control Plan	A change control template and list of situations/activities that will require a duly authorized Change Order to be considered valid.
Communication Plan	A high level description of the communication procedures that will be used in communications between TRTA Gov and the Client for project management and critical issue resolution.
COTS	Commercial off the Shelf software - for the purposes of this document, COTS refers to the current, generally available releases of Thomson Reuter's software products.
Customer/Client	The Client
DAS	Deliverable Acceptance Statement/Project Acceptance Forms
Issue Management Plan	An issues register and high level description of how issues will be classified registered and resolved.
OJT	On the Job Training
PCR or CR	Project Change Request or Change Request. The formal document used to submit desired project changes.
PMC	Project Management Committee which consists of the working members of the project management team.
PMP	Project Management Plan document (AKA Project Execution Plan)
Project Plan Schedule	Microsoft Project is used to provide mutually agreed upon scheduled activities necessary for project completion.
Risk Management Plan	A high level description of activities TRTA Gov and the Client will implement to mitigate identified areas of risk to the successful completion of the project. The risk plan will also include a Risk Register which will track identified risks and risk management.
SOW	Statement of Work
TFS	Team Foundation Server, an internal system used by TRTA Gov to track and process software modification requests generated through the Connect Care Support system.
UAT	User Acceptance Testing
UML	Unified Modeling Language

1.5 SCOPE DEFINITION

This SOW describes the TRTA Gov tasks and activities involved in the implementation of the project as set forth in this document. The project includes defined milestones, deliverables, a payment schedule and project plan (schedule) to manage the implementation process. Once the actions described in the following work and deliverable sections are successfully completed, the scope of this project will end. Each milestone, to be defined in the project schedule, will require timely acceptance by the Client for that specific deliverable upon completion.

All TRTA Gov personnel resources, as well as products proposed to be furnished during the delivery of services under this SOW, will be detailed herein. Only TRTA Gov personnel and products specifically described in this SOW will be furnished.

Project requirements or services not explicitly included in the TRTA Gov contract, SOW or in the Functional Requirements set forth below in Appendix [A] will be considered out-of-scope, and will be handled through the TRTA Gov change control process.

2 PRE PROJECT START UP – PHASE 0

Phase 0 Pre Project Start-up Data Extraction Overview Workshops:

- This phase is meant to provide is an overview to assist the County with understanding the effort involved with conversion readiness, work toward creating the extracts, become familiar with Thomson Reuters conversion templates and begin working on their data (any data manipulation that may be identified, i.e.). The intent for this phase is for the County to be able to populate the intermediate table file formats and get an understanding of client readiness in regards to the legacy data, for leading into subsequent project phases.

Activities/Expectations:

- A one-day onsite conversion overview and import file tables workshop.
- Includes one follow up on-site workshop and monthly remote workshops (via WebEx/conference calls) to address county questions concerning the import files as they arise. Each workshop should focus on a particular set of tables for each module (i.e. Records tables or Valuation tables, etc).

Assumptions:

- Thomson Reuters will provide data mapping import file layout templates to the Client. These templates provide guidance and specific information outlining the legacy data to Aumentem;
- Thomson Reuters will provide a one-day data mapping import file overview and high level presentation on the conversion phases and process and one follow up on-site trip. All travel and expenses are billable to the client, as as incurred.
- Thomson Reuters will provide examples of legacy system data extracts for guidance.
- Thomson Reuters will establish a conversion discussion call, once a month. This meeting is intended to be used as a Q&A session only.
- Thomson Reuters validations scripts will be executed and provided to report initial results. The County will then execute any subsequent validation runs as adjustments are needed.
- The table of services and resources recommended are a not-to-exceed limit on a per/month basis for the duration of Phase 0.

- This Phase 0 is not a billable project milestone.

Exclusions:

- Thomson Reuters does not intend to establish a working Aumentum environment for analysis, testing or configuration. This occurs post Project Kickoff (Phase 1).
- Thomson Reuters does not intend to establish a CLZ (Client Landing Zone for testing/validation) for actual conversion extraction validation or importing of data during this phase.

TRTA Gov Required Resources:

- Project Manager, Conversion Manager, Aumentum Technical Consultants

Customer Responsibilities:

- The County will identify and document the data sources to be included in the system conversion;
- The County will provide and document the list of data sources to be included in the conversion including file size and record counts;
- The County will capture and document screen print examples of the different types of records;
- The County will obtain or create file layout descriptions or database dictionaries for any systems which are not documented;
- The County will execute validation scripts to successful completion.

Acceptance Criteria:

- Completion of the Thomson Reuters data mapping overview and import file review workshop.
- Thomson Reuters establishes and provides the agreed upon support as outlined.
- County populates intermediate file tables and executes validation scripts without error, per module as described in more detail within each workshop.

3 PROJECT START UP – PHASE 1

3.1 PROJECT WORK DEFINITIONS

TRTA Gov will utilize its Project Methodology as detailed in the PMP to manage the project. Through the use of this discipline TRTA Gov will provide overall project management, as well as provide software licenses, software integration, implementation, acceptance test support, training, conversion management, consulting services, and associated deliverables, and the application software as documented in this SOW. The Client will promptly assign a project manager and also provide required technical and domain expertise in accordance with a preliminary work plan developed by TRTA Gov, and the Client.

3.2 PROJECT MANAGEMENT

TRTA Gov and the Client project managers will manage the overall project effort and supervise each project subgroup tasked with all key project deliverables. TRTA Gov will appoint a project manager for the duration of the project that will be the primary point of contact with Client. The TRTA Gov project manager will be responsible for all aspects of project implementation. The TRTA Gov project manager will be fully knowledgeable of the goals of the project, with an objective to provide access to customer resources (such as personnel, documents, and physical areas) and be responsible for all administrative and technical decisions on the project, in conjunction with the Client project manager. Furthermore, the project managers will coordinate all TRTA Gov on-site and off-site personnel working on the project. The TRTA Gov Project Manager will schedule implementation team resources and work with the Client Project Manager to ensure that the Client team resources are available for planned activities.

3.3 DEFINE AND INITIATE PROJECT COMMUNICATIONS PROCESSES

The objective of this activity is to define the communication needed and orchestrate it effectively for the project as defined below. The project manager will perform several tasks at the beginning of the project including:

- Define, agree, and initiate the project communication plan
- Agree upon and establish a project management library and / or portal
- Define the Escalation Process incorporated in the PMP, including specific named stakeholders
- Initiate Issues Register
- Initiate Risk Register

3.4 ESCALATION PROCESS

Project issues, that cannot be resolved by the TRTA Gov and Client Project Managers or by the Project Management Team, will be managed through the Escalation Process, including written notification to the Project Steering Committee.

The committee will be responsible to resolve or make final recommendations on issues that are escalated by the Project Managers to the Project Steering Committee. The committee members will also be responsible for review of any change controls involving cost, schedule requiring approval TRTA Gov and client senior management.

Table 1: Project Steering Committee

Name	Title	Role	Contact Information
First Name, Last Name	Auditor	Project sponsor	Email Phone #
First Name, Last Name	Treasurer	Project sponsor	Email Phone #
First Name, Last Name	County PM	Oversee the activities performed by the staff within the county	Email Phone #
First Name, Last Name	TRTA Gov PM	Manage all aspects of the project	Email Phone #

3.5 PROJECT PLANNING

TRTA Gov will provide the initial Project Planning tools including a proposed detailed project schedule and estimated project staffing resource requirements. The TRTA Gov Project Manager and the Client Project Managers shall conduct a joint review of the proposed project schedule during the planning phase. Once the schedule is agreed by the project management team it will become the primary tool used to guide the project team, monitor, and control the project.

The schedule will be reviewed and updated by the project management team on a biweekly basis, or as mutually agreed upon, in response to changing circumstances, actual progress and as more detailed planning becomes possible. Any material changes to the accepted project schedule which affect the schedule of milestone tasks or that are considered to be of significant impact by either project manager will be processed using the defined change control procedures.

TRTA Gov will identify resources required to sufficiently staff the project during project initiation and planning. Thomson Reuter's resources are assumed to be shared with other activities outside of this project unless otherwise specified here as a dedicated project resource. The Client is responsible for providing the required staff at the appropriate times throughout the project (as identified in the project schedule).

TRTA Gov will create a Project Management Plan (PMP) to define the details of how the project will be executed, monitored, controlled and closed. It documents the collections of outputs of the planning process. It may include the following components, as deemed necessary: project organizational charts, project schedule, risk management plan, resource plan, communication plan, change control plan, issue management plan, acceptance and quality management plan. The PMP further defines roles and responsibilities for executing the project. It may also reference separate documentation to be delivered in future project phases. Both parties will mutually agree upon a final PMP.

3.6 CHANGE MANAGEMENT PROCESS

The Change Management Process is put in place to control scope. If processes are not set to handle change in a structured manner, projects will fail to meet expectations and goals, such as budgets, estimates, and schedules.

Change Management is a formal procedure to manage changes to project deliverables (including requirements, specifications, resources and project plans). Through this process the impact of proposed change(s) on functionality, performance, cost, schedule, and quality objectives will be analysed, evaluated, and reported. A Project Change Request (PCR) shall be the vehicle for communicating changes.

A Change of Scope is defined as a change to any of the following:

- Hardware configuration affecting the performance or capacity of the system;
- Third-party software configuration affecting the performance or capacity of the system;
- A change in the software or hardware configuration;
- A change in the form or functionality of the TRTA Gov application software that deviates from the mutually agreed upon final software requirements; or
- Any other change that could affect the project schedule, resources, scope or budget.

Changes to the project, such as delays, changes in scope, change in estimates, etc., will be documented through Thomson Reuter's Change Management System. The Client or TRTA Gov can initiate these Change Requests. Both parties shall identify the nature of the proposed change and reasons for the proposed change. The Client acknowledges that the process of scoping a Change Request may include a substantial amount of work effort. For any Change Request that TRTA Gov believes will require more than a nominal effort (5-10 Hours) to define TRTA Gov will provide an estimate of how long it will take to define the changes requested. The estimate can be provided in written form, communicated via e-mail, verbally, or as mutually agreed upon between both parties. The estimate will include the number of hours associated with estimating the Change Request as well as any expected Travel Related expenses. Based on the estimate provided, the Client can then choose to have TRTA Gov move forward with defining the Change Request or cancel their request.

TRTA Gov shall evaluate the effect of the change set forth in the Change Request (CR) with respect to the feasibility, usability, price, training, acceptance criteria and implementation date of the project. The results of Thomson Reuter's evaluation shall be added to and become part of the Change Request. If Thomson Reuter's evaluation of the request is positive, TRTA Gov will propose a specific implementation and specify any additional time and charges necessary for the implementation of the scope change. If Thomson Reuter's evaluation is negative, TRTA Gov will provide their rationale for not recommending the change.

TRTA Gov will work jointly with the Client to determine mutual interest in pursuing the Change Request. The Client may accept or reject the proposed solution. Should mutual agreement be reached, TRTA Gov shall submit feedback to the Client, including impact to timing and price of implementation and maintenance.
If TRTA Gov does not agree that functionality requested by the Client is in scope, then the Client initiates a change request. TRTA Gov will complete an estimate of the work effort to define the Change Request as listed above or if nominal effort is required to verify the change request, defining potential impact and risk, a cost proposal and a statement of work. The Client Project Management and Steering Committee will review the change request. If the parties decide to cancel the CR the process ends and any fees that were mutually agreed upon will be invoiced to the Client for the evaluation and analysis of the change request. If Client approves the change request then mutually agreeable payment and delivery terms will be further defined.

3.7 RISK MANAGEMENT

Risk management and control consists of keeping risks within agreed to bounds. It includes the identification, reporting and assessment of the status of each project risk at the appropriate management levels. The set of identified project risks is monitored via project cost, schedule, resource, and requirements management systems. New risks may be identified when any or all of the project control areas have significant deviation from the project plan. Risk reviews identify the status and the effectiveness of avoidance and contingency actions for each risk. This process will continually be reassessed, during the reporting/status updates for the project. Details on procedures in place for managing risk during the implementation process can be found in the Project Management Plan.

3.8 PROJECT REPORTING

- **Regularly scheduled status reports -** TRTA Gov shall develop a regular status report for the Client in conjunction with the agreed upon schedule for status review meetings. The status reports will include a list of completed tasks, a schedule of tasks to be completed, and verification of milestone/billing completion dates, issues, problems, concerns, and procedure changes. The specific content of the client status report is defined in the Project Management Plan.
- **Risk Register -** During the initial planning meetings the risk register will be formally established and tracked as well as updated throughout the project.
- **Change control register -** The status of formal Project Change Requests will be tracked on the Change Control Register.
- **Project Schedule -** Progress will be measured against and tracked on the project schedule by the TRTA Gov project manager. The schedule will be published by TRTA Gov biweekly throughout the project.
- **Project Reviews -** TRTA Gov and the Client will conduct regularly scheduled meetings quarterly to review and update overall project status, report on activities and recommendations from the Project Steering Committee, and report the status of compliance to the Project Team.

- **Project Document Library –** TRTA Gov will make a library of project documentation available to the Client. The Client shall have the option of posting all items from the library to their intranet SharePoint site, provided all documents are treated as confidential and proprietary, and not a matter of public record.

4 BASE CONFIGURATION - PHASE 2

There are two primary activities during this phase. First is the establishment of an Aumentum environment for the purpose of providing the client with access to the Aumentum product suite albeit, without any client specific configuration information or data. The second purpose of the base environment is for use by the TRTA Gov Business Analyst during the Business Process Analysis Phase.

The installed system will be an Aumentum version that is production released at the time of execution of the contract. The version installed will use sample data from another County which may not be from the same state as the client. The client may install additional copies of the system on its network for other non-production uses, such as disaster recovery testing. Installation will be complete when TRTA Gov' personnel verify that the system is functioning as intended.

TRTA Gov Roles and Responsibilities – Base System Install

- Deliver the appropriate base system Aumentum software as scheduled per the project plan;
- All base system COTS components required to execute the analysis phase for the project have been installed;
- All base system COTS components are operable, but not necessarily integrated with the external systems, in the development environment;
- Deliver installation documentation and release notes; and
- Provide On the Job Training (OJT), as defined in the Training Plan for technical personnel, on the installation of Aumentum software.

Client Roles and Responsibilities – Base System Install

- Provide technical staff personnel for OJT training;
- Insure hardware environment is installed, in place, and certified as ready for use in the installation of the Aumentum software;
- Installations to other instances (test, conversion, production, etc.) will be the responsibility of the Mendocino County.
- Install all future releases of software; and
- Provide remote access for TRTA Gov to access client installed Aumentum systems.

There will be a variety of environments that could be installed at the County or ont the Client Landing Zone (CLZ) hosted by TRTA Gov. They could include:

- **TEST**: Aumentum for Mendocino County's testing where the county can modify data;
- **DEV**: Aumentum for Mendocino County's review of converted data, no modification of the data;
- **PROD**: Master configuration for Aumentum; and
- **MVP**: that includes the data that was provided to TRTA Gov.

5 INITIAL DATA CONVERSION – PHASE 3

5.1 CONVERSION PROCESS

The conversion process purpose is to extract data from the legacy system and prepare it for input into the Aumentum database tables in support of the software delivery of the project.

The data to be converted will be provided by the Client in the TRTA Gov standard import format in a mutually agreed upon media and schedule. This data will be loaded into a SQL database based on application requirements. TRTA Gov standard import processes will then be used to convert the data from the import format into Aumentum production tables. The Client will be provided appropriate delivery and signoff documentation on the successful completion of the data conversion effort.

Upon receiving the data, TRTA Gov will review the data and provide the Client with feedback on the data. The feedback will describe data discrepancies which impact the quality of the converted data. The data will be reviewed to ensure that the data is valid for further processing. Pre-conversion verification and balancing will occur and the Client is responsible to correct and repeat the extract activity if the threshold of error is not acceptable. A maximum of one (1) to four (4) subset extracts and three (3) full data extracts, which will be converted by TRTA Gov, under the scope of this work. Any additional conversion runs required or requested by the County further extracts, will be subject to a billable Change Request.

Data cleansing is a significant part of the Client conversion activities. The conversion activities will uncover many discrepancies that the Client will likely choose not to address as part of the project implementation process due to time and/or budget constraints. Those data cleansing activities can be performed by the Client as a post implementation phase. Data cleansing is not included in the scope of TRTA Gov project work. Any data cleansing activities performed by the Client during the project implementation, after data conversion has been completed and accepted by the County, that require additional conversion cycles, resources, or scheduling by the TRTA Gov team will be subject to a billable Change Request.

TRTA Gov will review the target database with the Client to ensure a common understanding of the new storage structures for the data. TRTA Gov will provide data mapping templates, as part of the conversion strategy/plan, to the Client which outlines where the legacy data can be imported into the new target database. Various utilities, conversion software and scripts may be utilized to perform this data restructuring as necessary.

Both parties will agree to an acceptable margin of tolerance for values associated with the conversion, during the planning phase. This range of tolerance will be documented in the conversion strategy plan. The margin will establish the range in which converted values must fall in order to be accepted and is necessary due to the insufficiency of the data that exists on most historical records. If the Client requests data which does not exist and requests a calculation to derive data, the project will handle this through the Change Control process.

Workshops will be defined and developed after the start of the project. The Workshops will be agreed to by all parties prior to the commencement of the Workshops and will also approve DAS for the Workshop.

Unless explicitly contracted, TRTA Gov will convert active characteristics only.

5.2 STRATEGY/PLAN

This strategy/plan establishes the guidelines, process, and conceptual conversion plan for all phases of the project.

The Conversion Strategy/Plan will form the basis for the conversion of the legacy data received into the targeted database structures to be used in the new production systems. Please note for multi phased projects the final agreed upon strategy/plan may be broken out into two (2) documents; 1) Strategy, and 2) Conversion Plan. In this case there would be one (1) conversion plan for each phase.

TRTA Gov Roles and Responsibilities

- Provide an overview description of the approach to conversion;
- Participate in defining the data conversion process, conversion team, facilities and platforms in which the conversion will take place and the conversion schedule;
- Provide mapping requirements (IFL's) of existing files to TRTA Gov import tables;
- Define intermediate import file layouts to be used by providing mapping templates;
- Document data conversion approach for current and historical data;
- Define roles and responsibilities for executing the plan;
- Develop and document the conversion process including the sequence of file processing;
- Develop and document the conversion balancing and verification report requirements;
- Prepare the Conversion Plan Document; and
- Present the Conversion Plan Document for review and approval.

Client Roles and Responsibilities

- Lead Client meetings for the purpose of database information exchange;
- Participate in meetings to provide information regarding source file mapping;
- Provide clarifications for issues raised by TRTA Gov;
- Define the process of legacy system data source analysis;
- Provide documentation on legacy databases where needed;
- Provide resources for the conversion planning process as defined in the project schedule;
- Review the Conversion Plan Document;
- Provide feedback on the Conversion Plan Document; and
- Approve the Conversion Plan Document.
- Optionally – data cleansing documented plan (for a post go live activity).

5.3 CONVERSION DATA SOURCE ANALYSIS & MAPPING

One of the key aspects of data conversion is the identification of data sources and mapping. Only data that is required for Aumentum COTS system functionality and within the scope of the current contract will be converted. All data not within the current COTS scope will either not be converted, converted by the Client, or will be converted per the Change Control process.

TRTA Gov Roles and Responsibilities

- Participate in defining the data mapping criteria and process;
- Participate with the Client in the development of the data mapping templates;

- Present the mapping document templates for review ;
- Consult with the client regarding mapping the data from source systems/files to Aumentum modules/tables;
- Determine the use of standard import programs versus development of custom conversion programs;
- Define the data elements required for summary level reconciliation and balancing reports;
- Definition of Reconciliation Report development requirements;
- Documentation of source files to Aumentum mapping at a module level for modules requiring development;
- Provide SOW amendment for the source analysis and mapping phase Workshop;
- Provide Workshop for the source analysis and mapping phase of the conversion; and
- Provide Deliverable Acceptance Statement (DAS) for the source analysis and mapping phase Workshop.

Client Roles and Responsibilities

- Participate in defining the data mapping criteria and process;
- Provide the Client subject matter experts to participate in mapping source data to target data structures;
- Review and approve mapping document templates;
- Identify the data sources to be included in the system conversion;
- Provide the list of data sources to be included in the conversion including file size and record counts;
- Capture screen print examples of the different types of records;
- Obtain or create file layout descriptions or database dictionaries for any systems which are not documented;
- Input legacy field names into the mapping templates to map the data elements from the source system to the import files and custom extract files;
- Define custom extract files;
- Provide definition of Extract Reconciliation Report development requirements;
- Define the data elements required for summary level reconciliation and balancing reports;
- Deliver and approve the mapping documents;
- Approve the SOW amendment for the source analysis and mapping phase Workshop;
- Provide resources and attend the Workshop for the source analysis and mapping phase; and
- Approve the Deliverable Acceptance Statement (DAS) for the source analysis and mapping phase Workshop.

5.4 DATA EXTRACT/CONVERSION DEVELOPMENT AND TEST

The actual development and testing of data conversion programs and files is performed during this segment for each conversion phase. This begins after the project initiation and conversion mapping and consists of two parallel efforts. TRTA Gov will develop and test the programs to load the client provided data from the intermediate files into the Aumentum database, and the Client will develop and test the programs to extract the data from the current file structures.

During data extract, the Client will execute the extract programs and load the data into the intermediate file format. These intermediate files should be database tables in the project specific database format or can be flat ASCII file formats with no packed data as specified by TRTA Gov. This task will be done to create a sub-set of the data for initial testing as well as to extract the entire full set of data.

TRTA Gov will host the converted Aumentum database so that the Client can conduct acceptance testing in accordance with the mutually agreed upon test plan. Hosting will only be available for the first iteration (subset) cycle of the conversion. At conversion time, the Client will be responsible for extracting data from the legacy database, for the purification of the data in the intermediate format, and for providing support during the process for extracting the purified data from the intermediate format. TRTA Gov will be responsible for loading the test data into the Aumentum database.

TRTA Gov Roles and Responsibilities

- Develop the import and conversion programs necessary to populate the Aumentum database as defined during the Data Mapping;
- Develop the required related Reconciliation Reports;
- Process extract files with the import and conversion programs and create a Aumentum database;
- Balance and reconcile the database at a high level and verify a sampling of detail data;
- Document any data issues encountered; and
- Provide Aumentum converted database to the client.

Client Roles and Responsibilities

- Develop custom extract files necessary to pull the data from the Client legacy systems and populate the Thomson Reuters import files as designed during the mapping phase;
- Verify that all extract production files are correct and balanced;
- Balance and reconcile the final database and verify a sampling of detail data;
- Develop custom extract files if required;
- Document extract file issues;
- Document report; and
- Decision to pass extracts to TRTA Gov or correct extracts and repeat file extraction.

6 BUSINESS PROCESS ANALYSIS – PHASE 4

Through the course of the project, TRTA Gov and the Client will execute a business process Workshop in order to review the functional requirements set forth in Appendix [A] and review how Aumentum COTS will be configured to meet the Client business rules.

These sessions will be informal in nature, but will serve a dual purpose as preliminary training on the system. The purpose of these sessions is to identify all business processes changes required to be adopted by the Client in order to deploy the software, and to familiarize Client resources with the software for ultimate production usage.

The results from the analysis are categorized as below:

- System performs this function without modification
- Aumentum COTS system requires modification to perform this function; this will require a change request. Change Requests are required to document all changes regardless of impact, cost to the Client, etc.
- Process Change - A requirement is met by a combination of Aumentum COTS software and modifications to the Client business process.
- Configuration - Requirement is met with the COTS product, however requires specific configuration for the client.

If the teams identify possible changes to the software as a result of this analysis, all software modifications will be handled according to the Change Control process and will be subject to additional Client funding.

TRTA Gov Roles and Responsibilities

- Provide Workshop(s) to review functional requirements and configuration;
- Provide document on the results of the Workshop; and
- Provide DAS for the acceptance of the functional requirements Workshop.

Client Roles and Responsibilities

- Develop Business Processes to be used in conjunction with Aumentum application;
- Participate in Workshop; and
- Accept functional requirements Workshop DAS.

7 CLIENT CONFIGURATION – PHASE 5

Due to the highly configurable nature of the Aumentum COTS application, Client specific configuration is required for the valid function of the software and for using the application to test converted data. No holistic utility exists to extract logical configuration information from one Aumentum database and port it to another database ensuring background key information maintains integrity.
The TRTA Gov conversion team is not responsible for moving configuration data across disparate instances. A master configuration database will be maintained and will be delivered as the input to every conversion iteration. During the time of conversion processing and subsequent integration application testing which can be significant, configuration activities will have to cease or their actions will have to be recorded (screen prints or scripts) and repeated after the conversion is delivered.
This phase involves designing, configuring and testing the specific application features to match the client needs. This, Informal UAT, will kick-off the process of the Client identifying and writing Test Scripts that will ultimately be used in UAT.

TRTA Gov Roles and Responsibilities

- Document the initial set of configurations based on workshop sessions with the client;
- Create and maintain the client configuration database;
- Test the base applications functionality based on the initial configuration prior to client testing;
- Review the Application with the client based on the initial configuration; and
- Make any mutually agreed upon corrective changes based on client feedback and contracted severity levels.

Client Roles and Responsibilities

- Resulting from the data mapping workshops provide all of the requested codes and system settings and account codes required to populate Aumentum;
- Using business process and or Functional Requirements identified in, Phase 4 – Business Process Analysis; provide the necessary information to facilitate completion of the appropriate configuration;
- Test application's initial configuration results using the Clients test scripts and data; and
- Report any configuration faults in the TRTA Gov prescribed format.

8 FULL CONVERSION – PHASE 6

Following the successful completion of one or more subset conversions, a full conversion of all data elements for all modules will be completed. The full conversion phase is the project team's first opportunity for a full client dataset extraction and migration to Aumentum. This phase begins after the concepts and extract programs/scripts required in the subset conversion have been mastered.

TRTA Gov Roles and Responsibilities

- Process extract files with the import and conversion programs and create a Aumentum database;
- Balance and reconcile the database at a high level and verify a sampling of detail data;
- Document any data issues encountered;
- Provide Aumentum converted database to the client; and
- Provide DAS for the delivery of the full database conversion.

Client Roles and Responsibilities

- Verify that all extract production files are correct and balanced;
- Balance and reconcile the final database and verify a sampling of detail data;
- Develop custom extract files if required;
- Document extract file issues;
- Document report requirements;
- Decision to pass extracts to TRTA Gov or correct extracts and repeat file extraction; and
- Accept DAS for the delivery of the full database conversion within ten (10) days of delivery.

9 UAT CONFIGURATION – PHASE 7

The purpose of UAT configuration is to provide a fully configured Aumentum COTS test environment to the Client. While earlier phases may have had configuration for another jurisdiction, this phase includes client-specific configuration based on reviews of the client's business processes. During this phase, the client will test the system as if it was a production environment. All configurations should support this effort.

Client Roles and Responsibilities

- Configure and test all configuration based on business process.

10 UAT CONVERSION – PHASE 8

UAT conversion is the final conversion testing prior to go-live conversion. In this phase, the Technical Consultants (TC's) work with the Client to refine or complete data mapping and state or Client-specific configurations, as well as, address any anomalies documented in previous conversion iterations. Activities are finalized in preparation for TRTA Gov internal and Client testing. TRTA Gov' implementation resources are working with the Client to validate the extracts and finalize creation of the database.

TRTA Gov Roles and Responsibilities

- Provide Workshop for the finalization of data mapping, configuration, and validation of extracts;
- Process extract files with the import and conversion programs and create a Aumentum database;
- Balance and reconcile the database at a high level and verify a sampling of detail data;
- Document any data issues encountered;
- Provide Aumentum converted database to the client; and
- Provide DAS for the delivery of the full UAT database conversion.

Client Roles and Responsibilities

- Verify that all extract production files are correct and balanced;
- Balance and reconcile the final database and verify a sampling of detail data;
- Develop custom extract files if required;
- Document extract file issues;
- Complete final data mapping and configuration;
- Document report requirements;
- Decision to pass extracts to TRTA Gov or correct extracts and repeat file extraction;
- Accept DAS for the UAT conversion Workshop within 5 days of Workshop completion; and
- Accept DAS for the delivery of the full UAT database conversion within ten (10) days of delivery.

11 IMPLEMENTATION ENGINEERING – PHASE 9

TRTA Gov will successfully implement our COTS solution consisting of all system modules and capabilities necessary to meet the Client requirements as defined in the SOW. Moreover; TRTA Gov will deliver the specified interfaces and the defined reports in the contractual documents.

Inevitably a few modifications to the COTS software may be required. Required and agreed modifications will follow the change order process and must be approved as such before work commences on the changes.

11.1 AUMENTUM REPORTING

This project assumes the implementation of standard Aumentum COTS reports, without any further customizations or modifications required. TRTA Gov will provide samples of these standard reports for the purposes of the Client to determine where custom reports might be required. The Client will be responsible for all custom reports outside of the contracted 100 hours of TRTA Gov Professional Services as outlined below. TRTA Gov will be responsible for any contracted state required reports following the below definition.

Statutory reports are defined by TRTA Gov as those that must be a) automated compiled data reports (not forms, transmittals, cover letters or correspondence), b) specifically mandated by State law (not optional or desirable), c) have all data content and format described in complete detail by mandating authority and d) all report data content must be already contained within Aumentum's standard database by means of in-scope data conversion and/or generated by standard Aumentum application features. Under this definition, TRTA Gov will be responsible for providing any statutory reports that are not already included in the standard Aumentum core reporting capabilities.

11.2 CUSTOM REPORTS

- TRTA Gov will provide a maximum of 100 hours of custom reporting services included with the scope of this project.
- Any further services for reports creation or modifications will follow the change management process;
- Report requirements and formats will be defined in a process that is separate from the Business Analysis process which defines functional application requirements;
- Definition of report requirements will not be performed until the Client has received UAT familiarization training or before the first successful full-Client data conversion has been completed; and
- It is expected that the Client will modify its business practices to best utilize pre-existing Aumentum reports and minimize the number of custom reports through change requests.

11.3 INTERFACES

TRTA Gov will provide a maximum of 100 hours of additional interface services included with the scope of this project. TRTA Gov and the Client will review each interface requirement. Often times the number of interfaces are reduced by the new features and integration of the Aumentum solution. TRTA Gov will provide either API's, utilized by our import/export utilities, or design and build new interfaces as specified and priced in the RFP response. Any additional interfaces requests will follow the Change Order process.

TRTA Gov will track all hours in TFS and provide a detailed report to the County on a bi-weekly or monthly basis as hours are incurred (or upon request). The report will include TFS number, detailed description, delivery dates, hours incurred against the budget, remaining hours per item, and any other pertinent detail for properly tracking the usage of these hours for custom reports and interfaces.

Engineering efforts may naturally fluctuate throughout the progression of development and QA efforts for custom reports, as typical in a development cycle for the types of changes. TRTA Gov will notify the County if an item is at risk of exceeding the original estimate. Jointly, the project managers will review options in response to any such changes in estimates. Mitigation options for exceeding estimates may include:

- Reduction in scope of the work item
- Reprioritization of other items, ensuring the most critical are addressed first
- Discuss options for alternative business process/solutions
- Change Request for additional work

In the event that the sum of the work completed is less than 200 hours total for reports and interfaces, the remaining hours will expire twelve (12) months following the date of Go-Live.

Support and Maintenance:

- Support and Maintenance will not be included for the reports and interfaces included in this project. Any future changes to the delivered custom reports or interfaces whether as a result of future maintenance and support releases and deliveries or otherwise will be managed through the Change Request process.

11.4 DOCUMENTATION

User documentation may be provided via online resources, embedded in the software, and accessible with the Help icon. It can be printed by the Client on demand. It features both Content & Index and "What's this?" capabilities. Basic processes and procedures are included with the online help. Online help is available for all screens with the standard product. User-defined online help is also available. This allows all users to include their own personalized help documentation. It is retained in the system and is not destroyed by subsequent updates to the standard product documentation.

12 USER ACCEPTANCE TESTING (UAT) – PHASE 10

User Acceptance Testing is primarily concerned with testing the functionality of the delivered software against the contracted requirements and configurations as identified in the analysis phase. The Client has the primary responsibility for conducting this testing. Acceptance of the converted data is not a part of UAT testing – it is addressed during the conversion process. Additional levels of user testing, such as system testing may be conducted at the discretion of the Client.

Interface Integration Testing is Part of User Acceptance Testing process which ensures that the system properly connects to external systems as agreed upon during the Configuration Workshop.

This project scope assumes one UAT cycle. The following activities will take place prior to during UAT.

TRTA Gov Roles and Responsibilities

- Validate test scripts for faults submitted against requirements;
- Provide sample documents and procedures which support the testing process;
- Respond to reported faults and questions as they arise throughout the testing process; and
- Provide guidelines for level of detail required for submitting test results back to TRTA Gov.

Client Roles and Responsibilities

- Development of the test strategy/plan document;
- Development of test scripts;
- Execution of testing scripts;
- Management, documentation, reporting of test results back to TRTA Gov;
- Rank, prioritize or otherwise note level of severity of each item found; and
- Acceptance of DAS for the completion of UAT testing.

13 CLIENT TRAINING – PHASE 11

Training of personnel is critical to the immediate and long-term success of any system. TRTA Gov will define and implement a training strategy in consultation and with approval of the Client to provide education appropriate to the Client staff. TRTA Gov assumes that the project users are knowledgeable in the operation of workstations in a Windows® environment.

Included in the cost of this project is a maximum of 35 training days, which is intended to occur over a series of trips and/or remote sessions throughout the project and may include various topics such as the application, conversion mapping, interface/reporting, UAT training, etc.

The general provisions for client training include:

1. Client shall provide a suitable room or space where training can be conducted in an uninterrupted manner;
2. All Client personnel to be trained should have adequate job coverage to ensure uninterrupted training sessions;
3. Up to six hours of training are included in a "full day" of training;
4. Client acknowledges the importance of receiving the training provided herein and shall use all commercially reasonable efforts to ensure that said training is fully completed;
5. TRTA Gov recommends one (1) person per PC/Terminal; and
6. Class size not to exceed twelve (12) trainees.

TRTA Gov Roles and Responsibilities

- With the Client Project Manager, define and implement a mutually agreed upon training strategy;
- Provide comprehensive training in all aspects of system usage, administration and problem resolution to key designated Client "Trainers", Key Users, Managers/Supervisors and Technical Users.

Client Roles and Responsibilities

- Provide training location and setup as described in section 12.5;
- With the TRTA Gov Project Manager, define mutually agreed upon training sessions (types of training);
- Identify the appropriate users for each training session;
- Ensure the employees attend the training sessions; and
- Provide planning, vacation and Holiday schedules.

13.1 NEEDS ASSESSMENT

A training "Needs Assessment" will be performed by the Client for the purpose of confirming who needs training and what areas of training the Client staff member needs to carry out specific job responsibilities. The Client will provide planning, vacation and Holiday schedules, and classroom space as required for all Client user Workshops. Class sizes will have a maximum of 12 staff.

13.2 TYPES OF TRAINING

TRTA Gov will provide comprehensive training in all aspects of system usage, administration and problem resolution. TRTA Gov is proposing an approach of "train-the-trainer" for long term self-sustaining delivery of training to the Client staff and end-users. Using this approach, Thomson Reuter's instructors will provide training to key designated Client "Trainers". After receiving the TRTA Gov conducted training Workshops, these Client "Trainers" will possess the ability to train other staff and end-users for the purposes of daily use of the system prior to go live. It will be the on-going responsibility of the Client designated "Trainers" to assist the other users in on-going use and increased proficiency of the system.

- **Trainers** - General end-user "train-the-trainer" training will target designated Client "Trainers". This training will be conducted during the pre-installation period. The information the Client "Trainers" acquire will then be used as they train the end users. Several different "train the trainer" classes will be taught prior to live implementation.
- **Key Users** - Staff members identified by management who will be working with TRTA Gov as a part of the installation and implementation team. This includes the Client designated Support Team which will be providing on-going Tier 1 support for this project. This training will be conducted prior to live implementation.
- **Supervisors/Managers** – Staff members who need to understand and facilitate the system at the operation level will train in a classroom setting. These users will learn how to manage the specifics of daily, weekly, and monthly operations as they pertain to facilitating the program as a whole system. This training will be conducted prior to live implementation.
- **Technical Users** - Staff members serving as database administrators, system administrators and application administrators will be trained in backup, recovery, and advanced application features such as interface maintenance, table maintenance, data management and manipulation, archiving and error recovery.
- **Technical Users (Optional)** – Some clients see benefit in some additional training on the data model. This usually coincides with a greater need for integration and custom report or interface development. In these cases, a course can be added at an additional cost. The Change request procedures outlined in the Project Management plan would govern this process, if required.

13.3 TRAINING DATABASE

Data used during training will be the converted data. TRTA Gov has discovered from previous data conversions that training on the converted data has significant benefits such as:

- Immediate familiarity with accounts and geography of their jurisdiction;
- Identifies conversion issues;
- Eases office procedures and timing issues;
- Eases environmental problems and security issues;
- Tests staff knowledge of the system; and
- Provides specific training to departments and the public.

In addition to training with the converted data, mock "live" sessions may be run. The actions currently performed by each department can be simulated on the new system. This process allows personnel to become familiar with operating the software application.

System navigation Workshop will be conducted using non-Client converted data. The purpose of this Workshop is to provide the Client a high level knowledge of navigating the Aumentum system.

13.4 TRAINING CURRICULUM

Standard curriculum for end users is based on no more than 12 users per class with one user per PC. A training day is not to exceed 6 hours. Final curriculum will be decided after conducting the analysis phase and working with the Client Project Manager.

Training will combine classroom lectures and interactive program training in concert with the Online Help/User Manual. Key Users and Supervisors/Managers should also participate in the "Trainer" sessions as a precursor to their specific training classes.

All classes are delivered with prescribed user-oriented objectives. Focus on training with emphasis on instructional objectives involves the student as an active participant with the responsibility of accomplishing the objective set forth.

13.5 TRAINING LOCATION/FACILITIES

TRTA Gov will provide training at the Client offices. For all training locations the Client will provide the following training facilities:

- Classroom equipped for a maximum of 12 students;
- One PC per user with access to the training system;
- Overhead projector (compatible with instructor's PC), projector screen, white board and flip charts; and
- Application environment and training database – a computing environment consisting of a stable release of the application software, a training database containing converted data and the required network access.

13.6 TRAINING MATERIALS

TRTA Gov will provide or make available course materials to be used by trainers and trainees during TRTA Gov conducted training classes. TRTA Gov will also provide PDF electronic copies of the materials to the Client for duplication and distribution.

14 GO-LIVE – PHASE 12

Initiate Production and Business Process Cutover – This process lasts between one and three weeks, depending on the Client, and it involves the transition of the system from a test environment to the daily usage in production operations.

14.1 PROJECT COMPLETION

Detailed project schedule and completion dates will be mutually agreed upon during the project planning phase.

14.2 PLACE OF PERFORMANCE

TRTA Gov will perform all project work at Thomson Reuter's locations and/or the Client offices unless otherwise noted in the SOW. Most TRTA Gov project work will be performed at its offices; however work on the following tasks may be performed partially at the Client offices.

- System Installation and related training;
- Business process analysis;
- Data mapping and testing;
- Application software configuration;
- End user training; and

- Production cutover.

15 MILESTONE DELIVERABLES ACCEPTANCE

15.1 MILESTONE DELIVERABLES ACCEPTANCE APPROACH

For each of the key milestone deliverables identified in this SOW there will be a formal acceptance process in place. By virtue of completing an acceptance process, the Client Project Manager is providing TRTA Gov with assurance that the Client is satisfied that the deliverable in question and it can be marked complete. Likewise, by not completing (or rejecting) the acceptance process, the Client Project Manager claims the project is off track and should not proceed to the next phase of the implementation until further review can be completed to determine a process for issue resolution. This may impact the overall project schedule.

15.2 MILESTONE DELIVERABLES ACCEPTANCE PROCEDURE

The procedure for formal acceptance of a deliverable will have the following steps, in conformance with the contract section on Approval/Acceptance of Deliverables:

- Each deliverable milestone in the project schedule will be completed and presented to the Client;
- For the major project deliverables as defined in this SOW, TRTA Gov will schedule a "Deliverable Overview" conference call with the Client Project Manager to outline the content of the deliverable and provide any points of clarification. This conference call will be scheduled to coincide with the completion of the deliverable;
- A Deliverable Acceptance Statement (DAS) will be presented by the TRTA Gov Project Manager to the Client Project Manager;
- The Client Project Manager will review the DAS; confer with the appropriate team members and return the signed DAS indicating acceptance. OR, in the case of non-acceptance the Client will document the reasons in detail for the non-acceptance and provide such reasoning in a timely manner. Acceptance or rejection of a DAS will be completed within the specified project schedule timeline to avoid any delays to subsequent project phases;
- In the case of non-acceptance of a deliverable, TRTA Gov will confirm receipt of the Client's non-acceptance and provide a written response detailing the plan to address the non-acceptance issue(s);
- The TRTA Gov Project Manager will catalog the response on the Deliverable Register and if the deliverable is not accepted the effects on the project in the next Project Status Report (PSR). Effects of non-acceptance may include changes in the critical path schedule; and
- Please Note: It is the responsibility of the Client to maintain appropriate archival and back-up copies of all deliverables.

15.3 NONCONFORMING DELIVERABLE

If the Client determines that a deliverable does not meet in all material respects the contractual requirement, the Client shall notify TRTA Gov in writing of the Client's rejection of the Software and Services by utilizing the project acceptance sign off forms at the end of this SOW document. The Client must attach further instruction that specifies the contract requirement (language, page, section), and describe with reasonable detail the non-conformance that forms the Client's basis for rejection of the deliverable.

Upon receipt of notice of non-acceptance, TRTA Gov shall reply within 10 business days with a documented plan to modify or improve the Software and Services at TRTA Gov's sole expense so that the deliverable meets, in all material respects the contracted Acceptance Criteria.

16 THE CLIENT RESPONSIBILITIES

16.1 INFRASTRUCTURE PLANNING

It is the Client responsibility to meet the IT infrastructural needs of the project. TRTA Gov will provide a document that discusses the infrastructure requirements to the Client as necessary to assist them in the implementation of the infrastructure. Before any non-contract Technical Services charges are incurred by the Client, TRTA Gov will supply a formal quote for said services.

16.2 OFFICE FACILITIES

The Client shall provide timely access during their regular business hours (M-F 8:00am-5:00pm) to office facilities for TRTA Gov personnel while they are on-site. If after-hours access is necessary it can be pre-arranged with the Client. These facilities shall include work areas, desks and chairs, telephones and wireless access, copier machines, and access to a facsimile machine. All arrangements will be coordinated prior to arriving on site.

16.3 FACILITIES ACCESS

The Client shall provide timely access to all required areas of their premises for TRTA Gov to perform our duties within the requirements of this SOW. Access to restricted areas of the Client premises (including the server room, wiring closets, and so forth) must include an authorized escort from the Client IT.

16.4 DATA

The Client shall provide access to business, operational, and technical data for their environment, as necessary to meet the objectives of this project. The Client shall provide the necessary extracted data required to complete the data conversion. Data and data access will be provided under a mutually agreed security policy. The Client is responsible for any necessary data cleansing.

16.5 PROCUREMENT

The Client shall procure and fully license all hardware and software products, other than the software provided by TRTA Gov, required for the project.

16.6 STAGING AREAS

The Client shall provide staging areas for the purpose of hardware and software configuration, and operational state testing before installing upgraded or new equipment at the end-user site.

16.7 BACKUP EQUIPMENT

The Client shall provide all the necessary hardware and software to perform software backup activities.

16.8 SOFTWARE SOLUTION LAB

The Client shall provide a facility that will serve as the lab where computer stations will be set up for interfacing with the test and development database.

16.9 NETWORK INFRASTRUCTURE AND TRTA GOV ACCESS

The Client will provide the network environment to support the necessary hardware. In addition the client will provide TRTA Gov with network access to its Aumentum applications. To include:

- Remote desktop access to project servers;
- VPN to project services;
- Project documentation site, such as SharePoint;
- Network access authorization for its core project team, of up to 8 individuals, to be named; and
- Additional TRTA Gov' staff will need system access during times of high activity, such as go-live and testing.

16.10 TRAVEL

All on site travel will be mutually agreed upon prior to making any travel arrangements, and the Client will authorize all travel. The Client will be expected to reimburse for all travel expenses according to the agreed upon contract pricing. Any travel deemed necessary outside of the estimated contracted budget will require a billable change request. All TRTA Gov travel will require a 15 day advance booking, per corporate policy.

16.11 CLIENT EXPERTISE AND PERSONNEL

The TRTA Gov solution offering leverages Client technical expertise in several areas. Replacing legacy system experience, access to systems and to coordinate with Client system, policies and processes is costly. TRTA Gov can contract for additional services in the areas of system conversion and installation on a time and materials basis in addition to our standard implementation methodology.

The Client will ensure all project personnel with the appropriate skill level will be available according to the project scheduled dates. Any personnel changes that effect critical project milestones will be addressed through the Change Management Process.

17 ASSUMPTIONS AND CONSTRAINTS

Prior to beginning this project, the Client will have had the opportunity to view a demonstration of the Aumentum suite of software products. All issues concerning outstanding functionality will be resolved prior to beginning this project or will be addressed through the Change Management Process.

This project includes the delivery of the current state standard configuration and setup of the Aumentum COTS software suite. Aumentum functionality described in this SOW or any related contract and proposal documents will be provided as part of this project. The analysis phase may reveal necessary changes in workflow, office set-up, or software functionality that could affect the hardware required, project timeline, or standard software functionality.

The Client is responsible for any necessary software training or testing with all third party agents.

18 AGREEMENT TO SOW

STATEMENT OF WORK AGREED AND ACCEPTED:

We, the undersigned, accept this document as a stable work product to be used in the delivery of the project described herein. Any deviation from this Statement of Work is to be handled through TRTA Gov's Change Management Process.

This Statement of Work will confirm all requests for software and services as outlined and at the prices indicated. This will be an addendum to Schedules for Master Agreement No. CA2014.002.01 pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Licensed Software, Hardware, and Services No. CA2014.002 between the Client and TRTA Gov, and all the terms and conditions of those agreements will pertain.

BILLING MILESTONES FOR AUMENTUM IMPLEMENTATION (SEE FOLLOWING PAGES FOR DETAILED ACCEPTANCE CRITERIA):

Milestone #	**Project Phase**	Software Billing	**Services Milestone**
Milestone #1	Project Start Up	$89,280.00	$0.00
Milestone #2	Base Configuration	$505,920.00	$0.00
Milestone #3	Initial Data Conversion	NA	$100,542.90
Milestone #4	Business Process Analysis	NA	$100,542.90
Milestone #5	Client Specific Configuration	NA	$100,542.90
Milestone #6	Full Conversion	NA	$100,542.90
Milestone #7	UAT Configuration	NA	$100,542.90
Milestone #8	UAT Conversion	NA	$100,542.90
Milestone #9	Implementation Engineering	NA	$100,542.90
Milestone #10	UAT	NA	$100,542.90
Milestone #11	Client Training – **Billed As Used**	NA	$60,800.00
Milestone #12	Go Live	NA	$100,542.90
Milestone #13	Customizations (reports, interfaces, workflows)	NA	$40,000.00
Milestone #14	Final Acceptance	NA	$100,542.90

The total amount of one-time fees that will be billed to the Client for software and services is $1,701,429.00. The above fees do not include travel expenses. Support fees are specified in Schedule No. CA2014.002.01. Maintenance and Support shall commence on Go Live as referenced in Schedule No. CA2014.002.01.

Mendocino County, CA:	**TRTA Gov:**
Signature: Carmel J. Angelo	Signature: [signature]
Printed Name: Carmel J. Angelo	Printed Name: Joe Jackson
Title: CEO	Title: Managing Director, Government
Date: 6.9.15	Date: 6.5.2015

19 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 1 – PROJECT START-UP - (BILLING MILESTONE #1)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the project start-up phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov has conducted a project kick-off meeting with the Client (remotely or on site).
2. TRTA Gov has delivered a draft Project Management Plan (PMP) for Client review and mutual agreement.
3. Both parties have made project assignments for resources, with key resources and stakeholders identified in the PMP.
4. TRTA Gov has delivered a draft project schedule for Client review and mutual agreement.
5. TRTA Gov has installed a preliminary version of the COTS products for demo purposes only, in a hosted environment.

This service was completed on: ______________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$89,280.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐ **Accepted** ☐ **Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

20 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 2 – BASE CONFIGURATION - (BILLING MILESTONE #2)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the base configuration phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov has provided for the deployment of the Aumentum COTS system software either, in a hosted development environment for use in business analysis and data conversion development or provided OJT for the clients technical staff to install on the local environment designated by the client. This version does not imply the completion of system wide configurations, Client specific settings, or any contracted custom reports/interfaces.
2. All base system COTS components required to execute the analysis phase for the project has been installed in a development environment.
3. All base system COTS components are operable, but not necessarily integrated with the external systems, in the development environment.
4. TRTA Gov has provided OJT for Client technical personnel for the installation of the Aumentum COTS system.
5. TRTA Gov has provided standard TRTA Gov installation instructions and release notes of the COTS system software.

This service was completed on: ______________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$505,920.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

21 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 3 – INITIAL DATA CONVERSION - (BILLING MILESTONE #3)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the initial data conversion phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov has provided a conversion plan.
2. TRTA Gov has provided extract guidance and data mapping templates to the Client.
3. The Client has loaded a subset of the data into a SQL database, based on requirements provided.
4. TRTA Gov has completed the standard import process for converting the subset of data into the Aumentum table format, within the defined COTS scope of work. Errors in this phase are to be expected and should not deter from acceptance. Errors in each iteration of conversion will be documented and addressed in the following phase.
5. TRTA Gov has identified known data anomalies for Client follow-up.

This service was completed on: ______________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

22 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 4 – BUSINESS PROCESS ANALYSIS - (BILLING MILESTONE #4)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the business process analysis phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

a. TRTA Gov has completed a product overview of the COTS Aumentum system modules.
b. All contracted functional requirements as contracted have been reviewed through remote or on site sessions.
c. TRTA Gov has provided documentation to the confirm analysis phase and categorize all findings.

This service was completed on: ______________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

23 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 5 – CLIENT SPECIFIC CONFIGURATION - (BILLING MILESTONE #5)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the Client specific configuration phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov created and delivered a master configuration database in a mutually agreeable location. (This may not be available to the client)
2. TRTA Gov created and delivered a database in a mutually agreeable location, which reflects the updated, client-specific configuration.
3. TRTA Gov has provided training for Client configurations as identified in the business process analysis.

This service was completed on: ______________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

24 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 6 – FULL CONVERSION - (BILLING MILESTONE #6)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the full conversion phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov has provided a full conversion instance based on the findings of the initial conversion and the Client's full extraction deliverable.
2. TRTA Gov has identified any known data anomalies for Client follow-up.

This service was completed on: ______________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

25 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 7 – UAT CONFIGURATION - (BILLING MILESTONE #7)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the UAT configuration phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov fully configured the COTS system based on contracted requirements and analysis findings.
2. All state and Client specific requirements as contracted are available for Client testing.
3. TRTA Gov has identified any known software issues and severity level for follow-up.

This service was completed on: ______________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

26 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 8 – UAT CONVERSION - (BILLING MILESTONE #8)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the UAT conversion phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov and the Client have jointly validated the final extracts for the creation of the UAT conversion.
2. TRTA Gov has provided a final conversion for Client testing prior to Go-Live, based on agreed upon conversion plans and known data anomalies.
3. TRTA Gov has identified any known data anomalies for Client follow-up.
4. The Client has actively participated in all conversion sessions and will follow up to resolve all conversion anomalies which are their responsibility and critical for go-live.

This service was completed on: ________________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

27 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 9 – IMPLEMENTATION ENGINEERING - (BILLING MILESTONE #9)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the implementation engineering phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov has installed all COTS system modules and any client specific contracted requirements.
2. TRTA Gov has completed the initial work for interface testing, as required by contracted agreements.
3. TRTA Gov has completed the initial custom reports, as required by contracted agreements.
4. TRTA Gov has delivered all online product information resources as defined in section 10.4 of this SOW.
5. TRTA Gov has identified any known software issues and severity level for follow-up.

This service was completed on: ______________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

28 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 10 – USER ACCEPTANCE TESTING (UAT) - (BILLING MILESTONE #10)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the UAT phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov has provided sample test scripts to the Client, as needed.
2. TRTA Gov has supported the client's testing process by answering questions and addressing faults, as reported.
3. TRTA Gov has provided guidelines for the level of detailed required for submitting test results back to TRTA Gov.
4. The Client developed test strategies and scripts.
5. The Client has conducted UAT.
6. The Client has provided test results and all related detail back to TRTA Gov for further analysis and follow-up.
7. All agreed upon faults at the conclusion on UAT are documented, prioritized, and assigned a delivery schedule.
8. Not included in this acceptance criteria is any data conversion items, as those are addressed through other DAS forms in this SOW.

This service was completed on: ________________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to **TRTA** Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

29 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 11 – CLIENT TRAINING - (BILLING MILESTONE #11)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the client training phase, agree that TRTA Gov should proceed to the next phase through the life cycle of this project, and accept billing for this phase. The intent of this form is to be submitted periodically throughout the project life cycle as training sessions are conducted. This form will be used multiple times to bill in increments, until all 35 training days are accounted for.

Acceptance Criteria:

1. TRTA Gov has provided assistance in the training needs assessment.
2. TRTA Gov has provided on-site or remote training to identified key personnel ("Train the Trainers").
3. TRTA Gov has provided training to Client supervisors, super-users and technical users.
4. TRTA Gov has provided soft copies of any pertinent training materials.

This service was completed on: ________________________________.

TRTA Gov has completed the following # of days of on-site or remote Training, as required by contracted agreements.

a. Days used for Billed As Used Training thus far: ____________________________.
b. Remaining Billed As Used days for Training, per contract: ______________________.

Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that TRTA Gov will provide up to 38-Days of Training @ $1,600/Day plus Travel related expenses this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01 and Master Agreement CA2014.002, the County will be billed $_________ upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

30 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 12 – GO LIVE AUTHORIZATION - (BILLING MILESTONE #12)

Purpose:
The purpose of this acceptance form is for the Client to authorize Go Live, agree that TRTA Gov should proceed to create a transition to support plan for the week of Go Live, and accept billing for this phase.

Acceptance Criteria:

1. TRTA Gov has provided a production cutover plan, identifying resource needs and timeline expectations.
   a. Any associated travel and travel expenses have been authorized by both parties, with at least 15 days advance notice booking.
   b. Both TRTA Gov and Client personnel are available for Go Live work.
2. The Client and TRTA Gov agree the system is ready for production.
3. The Client has provided an updated list of any known software issues and severity rankings.
4. All system training has been completed.
5. TRTA Gov and the Client have mutually agreed upon:
   a. Fault items required for Go Live - see Attachment A (*attach detailed list to this DAS*).
   b. The final list of items and delivery dates which will be used for Final Acceptance – see Attachment B (*attach detailed list to this DAS*). The project team will be responsible for the delivery of all Go Live and Final Acceptance items.
   c. The Go Live and Final Acceptance lists will address all items ranked as Severity 1 or 2 (Critical and High) as defined by the contract terms.
   d. All other project issues ranked as Severity 3 or 4 will be transferred to Product Development for consideration in future maintenance releases. Those items, once released will be documented in release notes.
6. System Go Live and Transition to Support is set for: ____________________ (*insert date*).
7. Any newly identified items from the point of transition date at Go Live will be submitted to and resolved by the TRTA Gov Customer Operations (Support) team.
8. With this sign off, it is expected that all project DAS milestone sign offs are accepted as complete and billed as applicable, exception being Final Acceptance.

Client response period is 5 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

☐ **Accepted** ☐ **Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

31 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

31.1 INTERFACES AND REPORTS (BILLING MILESTONE # 13)

Purpose:
The purpose of this acceptance form is for the Client to sign off on the final delivery for interface and report work as contracted, and accept billing for this effort. The intent of this form is to be submitted periodically throughout the project life cycle as reporting and interface work progresses. This form will be used multiple times to bill in increments, until all hours are accounted for.

Acceptance Criteria:

1. TRTA Gov has completed the following # of hours for additional Interface work, as required by contracted agreements.
   a. Hours used for Billed As Used Interface work thus far: ______________________________.
   b. Remaining Billed As Used hours for Interface work, per contract: ____________________.
2. TRTA Gov has completed the following # of hours for additional Report work, as required by contracted agreements.
   a. Hours used for Billed As Used Report work thus far: ______________________________.
   b. Remaining Billed As Used hours for Report work, per contract: ____________________.

This service was completed on: ______________________________.
Client response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that TRTA Gov will provide up to 200-Hours for Additional Interfaces and Additional Reporting and that this portion of the contracted work is complete as documented above and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01 and Master Agreement CA2014.002, the County will be billed $________________ (insert cost of final hours used for reports and interfaces @ $200/hour and not to exceed 200 hours) upon signing this acceptance. In the event that the sum of the work completed is less than 200 hours, those remaining hours will expire 12 months from the date of Go-Live.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

32 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

32.1 FINAL ACCEPTANCE - (BILLING MILESTONE #14)

Purpose:
The purpose of this acceptance form is for the Client to sign off on Final System Acceptance.

Acceptance Criteria:

3. The system is in a production environment
4. TRTA Gov has delivered all Final Acceptance items attached to the Deliverable Acceptance Statement, Go Live Authorization - (BILLING MILESTONE).

This service was completed on: ______________________________. (*insert date*).

Client response period is 5 business days. This timeframe supersedes other contractual references to response periods. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to TRTA Gov with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work, Schedules for Master Agreement # CA2014.002.01, and Master Agreement # CA2014.002, the County will be billed **$100,542.90** upon signing this acceptance. It is agreed that with this Final Acceptance, the project is complete.

☐**Accepted** ☐**Rejected**

Mendocino County, CA:	**TRTA Gov:**
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

Mendocino County CA2014.002.01-SOW - Appendix Aumentum Feature List

Records	Records contains functions to maintain legal parties (people) and revenue objects (things) and tracks the association of the two over time (effective dating) Records data consists of non-value information such as: Names and addresses Legal or Property descriptions Geographic locations Ownership Document information Relationships of People to People, People to Parcels, Parcel to Parcel
Legal Party Maintenance	Add or Edit legal parties Add or maintain multiple mailing addresses Maintain Alias information for a party Maintain identification numbers

Revenue Object Maintenance-

Create revenue objects, change the ownership of a revenue object, create associations between revenue objects and legal parties, merge or split real property parcels, maintain situs (location) . addresses, descriptions, and account information for revenue objects, and create an official document. These tasks may or may not be available depending on your jurisdiction. Some are automatically handled by an API (application program interface). Tasks from menu include:

- Transfer of Ownership- including CA interests and LEOPS
- Maintain Sales Information including CA PCOR items. This UI is configurable.
- Splits and Merges
- Plats
- Change Descriptions
- Build and Maintain Subdivisions
- Create new Revenue Objects
- Timeshares
- RelatedRevenue Object maintenance
- Associate non owner legal parties to revenue objects
- TAG (TRA in CA) changes

Other Revenue Object Maintenance includes:

Maintain revenue object information such as
PIN
AIN
Geocode
X, Y, Z coordinates
Rights
County
Class Code
User-Defined Fields
Revenue Object Lists- used in many criteria groups for all modules of Aumentum to describe a set list of pins
Revenue Account Contacts- Revenue accounts are user-defined collections of one or more associated legal parties and revenue objects that are related for convenience. They group revenue objects of an owner or legal party to facilitate tracking the movement of money in Aumentum
Mass PIN maintenance- used to change existing PIN numbers for a group of parcels at one time.

Addresses	Mailing Address Maintenance Situs Address Maintenance Mailing Address Search setup Batch mailing address update based on search setup- tells Aumentum what address to use for what correspondence when there are multiple addresses per PIN
Geo Entities	You can use geographic entities (geo-entities) within Aumentum Records to group revenue objects together. Other Aumentum modules can then use the grouping for whatever purpose required (e.g., taxation, analysis, reporting). You can define geo-entities for your installation as well as attach and remove revenue objects from them with the Geo-Entity Maintenance task.
TAG Boundary Change*	Specific to CA to track LAFCO Study Requests and resulting jurisdictional changes from the Board of Equalization. Provides log tracking as well as preliminary and final boundary changes.
Records Configuration	Address Validation configuration (for specific jurisdictions County Maintenance- maintain list of all counties within your State Mailing Address barcode setup- used with intelligent barcodes and certified mail Sales Information Form setup-used with Transfer process to define sales data collected during transfer process. Configured using user defined fields. Tax Authority Groups- also found in Levy Management, A Tax Authority Group (TAG), sometimes called a tax district, is a geographic area shared by a group of tax authorities. Property in a TAG is taxed by the same taxing units and at the same total rate. Set up the identifying information for your tax authority groups. Use the Levy Management module to associate tax authorities with TAGs
Records Corrections	Use the corrections tasks to change effective dates, instrument/document numbers, and other data-entry errors. Options may be different depending on version of Aumentum. Official Document- you can change certain attributes about an official document under certain circumstances. Those items include Document/sale date Legal date/time received

		Document source
		Document type
		Document sub-type
		Document number
		Book
		Page
		Half page
		Retire/Survive
		Final Transfer Page Edit
		Transfer Undo
		Beneficial Interest Details Edit
		Transfer Detail Correction- maps to Sales Information Form in some jurisdictions
		Revenue Object Status Change- can change as of user entered effective date and sets revenue object Active or Inactive
		Primary Owner no Document
		Consideration Edit- if this field is used, it can be edited with correction
	Reports	Audit Reports-some are for specific jurisdictions
CA		Mobile Home import Report* for CA HCD import
		Legal Party Audit Report-
		Legal Party Mailing Address Comparison Report
		Parcel Audit Report
		Productivity Report
CA		Reconcile TRA Change Notice to Lafco Study Request

Correspondence

Ability to configure letters/mailings to run against Aumentum Datasources use merge functionality
Ability to run single one off or mass correspondence
Certified mail funcitonality for some correspondence

Data Services

Ability to configure and register Data Services with Aumentum for use in Search, Correspondence, Reports and data viewers

Attachments

Ability to attachobjects to Aumentum objects ie - attach a picture to a PIN, or a .wav file to a PIN

Document Mgmt

Ability to communicate via standard web services to a 3rd party document management system for inbound and outbound document traffic.

Workflow

Ability to configure workflows within the system including routing, queue maintenance, accept/reject * (Requires billable contract with Professional Services group for configuration)

Links

Ability to configure links (external links) to external systems or websites to be launched in a separate window from Aumentum. Parameters such as PIN can be passed in the link. Examples may be to a DMV site.

Real Property Characteristic Maintenance

Manage Characteristics

Ability to add, edit and delete Market and Use Land lines
Ability to add multiple situs address per appraisal site
Ability to add, copy, move, edit and delete Buildings
Ability to add, copy, move, edit and delete Features
Ability to sketch Buildings and Features
Ability to add, edit and delete Appraisal Sites
Ability to add multiple PINs to an appraisal sites
Abilty to add multiple appraisal sites to an Account
Ability to define multiple size types for each object (appraisal site, land, building, features)
Ability to create user defined fields
Ability to add adjustments at the appraisal site, land, buildings and feature levels
Ability to add flags at the appraisal site and building level
Ability to add notes at the appraisal site, land, buildings and feature levels
Ability to view consolidated notes on one screen
Ability to assign a Change Reason to edit sessions

Characteristics Rules

Ability to assign structural elements by category to building and feature types
Ability to assign size types to each appraisal class code, land, building and feature type
Ability to assign a default size type for each appraisal class code, land, building and feature type
Ability to assign land, building and feature types by appraisal class code
Ability to assign use, quality, condition, framing, shape, size and structural elements, codes by Improvement Type and Style
Ability to assign quality, condition, size and structural elements by feature type
Ability to configure the Above Grade Sketch Label to include Story Height, and Framing Code
Ability to configure the Below Grade sketch Label to include levels below grade
Ability to configure the sketch's default area display: Base Polygon Area or Gross Polygon Area
Ability to configure size type records to be maintained by sketch values but editable by the user
Ability to configure size type records to be maintained only by users
Ability to configure size type records to be maintained by Smart Sketch; so sizes are not editable by users
Ability to create user defined edit checks for data validation
Ability to assign user defined fields by appraisal class code, land, building and feature type
Ability to assign adjustments by appraisal class code, land, building and feature type
Ability to set flag start date, tickler date and expiration date
Ability to configure Change Reasons to Value Types to track values and value deltas

Real Property Valuation - Land

Land Model Maintenance

Ability to add, edit and delete land models
Ability to add multiple rate definitions per land model
Ability to value land using the following Calculation Methods:
* Per Unit
* Per Unit By Another Unit
* Per Unit By Size Range
* Per Unit By Attribute Data
* Constant + Rate Per Unit
* Constant + Rate Per Unit By Size Range
* Per Unit By Production Capacity
* Flat Value
Ability to add land models to valuation models

Customer Inquiry

Ability to add, edit and delete Customer Inquiry records
Ability to track:
- Inquiry Reason
- Inquiry Method
- PIN
- Inquirer
- Status
- Inquirer Home Phone
- Inquirer Work Phone
- Inquiry Date
- Received By
- Value as of Inquiry Date
- Resolution Value

Real Property Search

Ability to search for parcels using simple search (PIN, AIN, Geo Code, TAG, Street Number, Street Name, Legal Party Name)
Ability to search for parcels using Advanced Search (PIN, AIN, Site Number, Geo Code, Sub Market Area, Market Area, Appraisal Site Name, TAG, Subdivision, Street Number, Street Name, Appraisal Class, Legal Party Name)
Ability to use Custom Search capabilities allow search by:
- Appraisal Site Flag
- Real Property Complex (combination of real property attributes available)
- Real Property Audit Trail Search
- Permits Complex Search
- Real Property Adjustment Search
- Real Property Value History Complex Search
- Real Property Permit User Defined Field Search
Ability to search using GIS
Ability to save queries

California Cost Manual AH531

Manage California Cost Manual AH531

Ability to import California Rates and depreciation for residential buildings in Excel Spreadsheet format
Ability to maintain an unlimited number of California Cost Models
Ability to maintain Model Code, Name and Status within a California Cost Model
Ability to maintain Depreciation Base Year within a California Cost Model
Ability to maintain a local Cost modifier within a California Cost Model
Ability to maintain structural element flat rates within a California Cost Model
Ability to maintain structural element breakpoint rates within a California Cost Model

Ability to maintain unit count rates within a California Cost Model
Ability to maintain cost model adjustments by quality within a California Cost Model
Ability to maintain cost model adjustments by improvement model within a California Cost Model
Ability to maintain cost model adjustments by neighborhood codes within a California Cost Model
Ability to maintain cost model adjustments for residential structures based on the number of floors (uses Floor Key Code)
Ability to configure California Rates and depreciation for use with Improvement Type and Style combinations
Ability to configure California Rates and depreciation for use with Features
Ability to value using Shape, Framing, Quality and Size attributes
Ability to create a cost model from scratch
Ability to add California Cost models to valuation models
Ability to maintain unlimited notes within a California Cost Model

California Cost Manual AH531 Algorithms

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Workflow Splits & Merge Wizard

Manage Parcel Redescription

Ability to add parcels to appraisal sites
Ability to name appraisal sites
Ability to assign Appraisal Class Code and Neighborhood to child parcels
Ability to copy user defined fields from parent parcels to child parcels
Ability to divide or move land from parent parcels to child parcels
Ability to combine land lines if more than one on child parcels
Ability to move buildings and features from parents parcel to child parcels
Ability to set the distribution percentage on child parcels
Ability to review the split or merge before finalizing details

Land Model Maintenance

Neighborhood Maintenance

Ability to search for Neighborhood records
Ability to add new Neighborhoods
Ability to add an Adjustment Model to a Neighborhood
Ability to add default characteristics to a Neighborhood
Ability to set value allocation methods for a Neighborhood
Ability to add unlimited Valuation Models to a Neighborhood
Ability to use Valuation Models to value parcels in a Neighborhood
Ability to add a default size record to a Neighborhood
Ability to use default size records in conjunction with Land Models
Ability to add user defined field to Neighborhoods

Model Control

Ability to maintain an unlimited number of Valuation Models
Ability to clone Valuation Models
Ability to maintain a Model Code for a Valuation Model
Ability to maintain a Description for a Valuation Model
Ability to maintain a Value Method for a Valuation Model (Cost, Comps, Regression, Income, Other, Reconcile)
Ability to maintain a Model Status for a Valuation Model
Ability to define an unlimited number of Engine Control Records within a Valuation Model
Ability to define the order that the valuation engines (defined in each valuation control record) will be used in the overall calculation)
Ability to maintain an Engine Name within each Engine Control Record
Ability to maintain what objects will be calculated by the Engine associated with each Engine Control Record
Ability to maintain what rate set will be used by the Engine associated with each Engine Control Record

Property Record Card

Ability to maintain an unlimited number of Property Record Card Templates each tailored to differing Property Types
Ability to maintain a Code with each PRC Template
Ability to maintain a Name with each PRC Template
Ability to maintain a Status with each PRC Template
Ability to maintain a Level with each PRC Template
Ability to maintain a description with each PRC Template
Ability to maintain an unlimited number of Notes with each PRC Template
Ability to define one or many Appraisal Site Class codes to a PRC template(defining which template will be used for each Appraisal Site when the PRC is printed for it)
Ability to design layout and content of each PRC template using the PRC Designer Wizard
Ability to define the orientation of each page for each PRC template using the PRC Designer Wizard
Ability to define how many pages each template will have
Ability to add and delete pages from each template
Ability to add Labels to each PRC template, orient them on the PRC Design Canvas and format the text
Ability to drag and drop "Data" objects onto PRC Design Canvas, select their orientation and the fields that will be shown for each data object
Ability to drag and drop Parcel Data Object onto PRC Design Canvas, select the orientation and the Parcel Data fields that will be shown on the PRC for each PRC Template
Ability to drag and drop Legal Party Data Object onto PRC Design Canvas, select the orientation and the Legal Party fields that will be shown on the PRC for each PRC template
Ability to drag and drop Appraisal Site Data Object onto PRC Design Canvas, select the orientation and the Appraisal Site fields that will be shown on the PRC for each PRC Template
Ability to drag and drop Building Data Object onto PRC Design Canvas, select their orientation and the Building Data fields that will be shown on the PRC for each PRC Template
Ability to drag and drop Feature Data Object onto PRC Design Canvas, select their orientation and the Feature Data fields that will be shown on the PRC for each PRC Template
Ability to drag and drop Permits Data Object onto PRC Design Canvas, select their orientation and the Permit Data fields that will be shown on the PRC for each PRC Template
Ability to drag and drop Land Data Object onto PRC Design Canvas, select their orientation and the Land Data fields that will be shown on the PRC for each PRC Template
Ability to drag and drop Land Use Data Object onto PRC Design Canvas, select their orientation and the Land Use Date fields that will be shown on the PRC for each PRC Template
Ability to drag and drop Sales History Data Object onto PRC Design Canvas, select their orientation and the Sales History fields that will be shown on the PRC for each PRC Template

Ability to drag and drop Valuation Data Object onto PRC Design Canvas, select their orientation and the fields that will be shown for each data object
Ability to drag and drop Map Widget onto PRC Design Canvas, select their orientation and the data that will be shown on the PRC for each PRC Template
Ability to drag and drop Photo Widget onto PRC Design Canvas, select their orientation and the data that will be shown on the PRC for each PRC Template
Ability to drag and drop Sketch Widget onto PRC Design Canvas, select their orientation and the data that will be shown on the PRC for each PRC Template

Ability to Print Property Record Cards one at a time at the Appraisal Site or PIN level
Ability to Print Property record cards in batch using User defined selection criteria for what PINs or Appraisal Sites will be included

Value Correlation

Ability ta view all valuations perfarmed on a praperty
Ability ta add an Override Valuatian Method
Ability to add a User Defined Reconciled Valuation Method based an percentages of ather valuations performed on the subject
Ability to make a valuation method the Primary Valuation method for a proper

Value Distribution

Ability to assign value distribution percentages at the summary object level for multi PIN appraisal sites
Ability to assign value distribution percentages at the detailed object level for multi PIN appraisal sites
Ability to assign multiple Valuation Codes and distribution percentages to the same object
Ability to allocate summary value (Comp Sales, Income) to the object level
Ability to set default allocation method at the neighborhood level
Ability to specify cost model to be used as allocation reference
Ability to select method of allocation:
- Proportional
- Building Residual

Mineral Configuration

Ability to configure Reserve Elements
Ability to define Reserve Element Data Types
Ability to Configure Mineral types Oil, Gas, and Hard
Ability to Configure Mineral sub-types for each Mineral type
Ability to Configure Mineral grades
Ability to Configure Mineral size types
Ability to Configure Production Detail Elements
Ability to Configure Production Unit Types
Ability to Configure Production Report Sources
Ability to Configure Reserve estimation methods
Ability to Configure Mineral Unit of Measure
Ability to Configure Mineral Reporting basis; annual, quarterly, monthly, daily
Ability to Configure Mineral Adjustment Reason Codes
Ability to Configure Well and Mine Types
Ability to Configure Well and Mine Use Codes
Ability to Configure Well and Mine Status
Ability to Configure Well and Mine Basin Names
Ability to Configure Mineral Expense Templates
Ability ta Configure Mineral Expense Categories
Ability ta Configure Mineral Expense Items
Ability to Configure an unlimited number of User Defined fields associated with a Mineral Appraisal Site
Ability to Configure an unlimited number of User Defined fields associated with Mineral Production
Ability to Configure an unlimited number of User Defined fields associated with Wells or Mines
Ability to Configure an unlimited number of User Defined fields associated with Mineral Reserves
Ability to Configure an unlimited number of User Defined fields associated with Production Detail
Ability to map which Production Unit Types will be available for each Appraisal Site Type
Ability to map which Mineral Sub-types will be available for each Mineral Type
Ability to map which Mineral Grades will be available for each Mineral Type
Ability to map which Mineral types will be available for each Production Unit Type
Ability to map which Mineral Expenses will be available for each Mineral Expense Template
Ability to map which Reserves User Defined fields will be available for each Appraisal site type
Ability to map which Production Unit User Defined fields will be available for each Production Unit type
Ability to map which Production Detail User Defined fields will be available for each Appraisal Site Type
Ability to map which Well and Mine User Defined fields will be available for each Appraisal Site type
Ability to configure whether land will be tracked and valued on a Mineral Appraisal site
Ability to configure whether buildings will be tracked and valued on a Mineral Appraisal site
Ability to configure whether features will be tracked and valued on a Mineral Appraisal site

Mineral Search

Ability to search for Mineral Appraisal Sites by PIN
Ability to search for Mineral Appraisal Sites by AIN
Ability to search for Mineral Appraisal Sites by Geocode
Ability to search for Mineral Appraisal Sites by TAG
Ability to search for Mineral Appraisal Sites by Street Number
Ability to search for Mineral Appraisal Sites by Street Name
Ability to search for Mineral Appraisal Sites by Legal Party
Ability to search for Mineral Appraisal Sites by Legal Party
Ability to search for Mineral Appraisal Sites by Appraisal Site Number
Ability to search for Mineral Appraisal Sites by Market Area
Ability to search for Mineral Appraisal Sites by Sub-Market Area
Ability to search for Mineral Appraisal Sites by Appraisal Class
Ability to search for Mineral Appraisal Sites by Production Unit Type
Ability to search for Mineral Appraisal Sites by Subdivision
Ability to search for Mineral Appraisal Sites by Neighborhood
Ability to search for Mineral Appraisal Sites by Production Detail Type
Ability to search for Mineral Appraisal Sites by Production Detail Sub-Type
Ability to search for Mineral Appraisal Sites by Appraisal Site Name
Ability to search for Mineral Appraisal Sites by Well or Mine ID
Ability to search for Mineral Appraisal Sites by Well or Mine Name
Ability to search for Mineral Appraisal Sites by Mineral Site Flags
Ability to search for Mineral Appraisal Sites busing GIS mapping
Ability to save Mineral searches

Mineral Characteristics

Ability to maintain Mineral Appraisal site Characteristics
Ability to Maintain a Market area on a Mineral Appraisal site
Ability to Maintain a Market sub-area on a Mineral Appraisal site
Ability to Maintain a Neighborhood on a Mineral Appraisal site
Ability to Maintain a Site Class on a Mineral Appraisal site
Ability to Maintain unlimited Flags on a Mineral Appraisal site

Ability to Maintain unlimited Notes on a Mineral Appraisal site
Ability to Maintain unlimited User Defined Fields on a Mineral Appraisal site
Ability to Maintain unlimited Area Data on a Mineral Appraisal site
Ability to Maintain Adjustments and Obsolescence on a Mineral Appraisal site
Ability to associate an unlimited number of PINs with an Mineral Appraisal Site
Ability to associate an unlimited number of situs addresses with an Mineral Appraisal Site
Ability to associate an unlimited number of land lines with an Mineral Appraisal Site if available through Mineral Configuration
*Ability to value an unlimited number of land lines with an Mineral Appraisal Site if available through Mineral Configuration
Ability to associate an unlimited number of buildings with an Mineral Appraisal Site if available through Mineral Configuration
*Ability to value an unlimited number of buildings with an Mineral Appraisal Site if available through Mineral Configuration
Ability to associate an unlimited number of features with an Mineral Appraisal Site if available through Mineral Configuration
*Ability to value an unlimited number of features with an Mineral Appraisal Site if available through Mineral Configuration
Ability to associated an unlimited number of Wells and/or Mines on a Mineral Appraisal site
Ability to maintain Wells and/or Mine IDs on a Mineral Appraisal site
Ability to maintain Wells and/or Mine Descriptions on a Well or Mine
Ability to maintain Wells and/or Mine Type on a Well or Mine
Ability to maintain Wells and/or Mine Status on a Well or Mine
Ability to maintain Wells and/or Mine API or alternate ID numbers on a Well or Mine
Ability to maintain Wells and/or Mine Basin Names on a Well or Mine
Ability to maintain Wells and/or Mine Depth on a Well or Mine
Ability to maintain Wells and/or Mine Initial Production Date on a Well or Mine
Ability to maintain associated Production Units with Wells and/or Mine on a Well or Mine
Ability to maintain unlimited Wells and/or Mine User Defined Fields on a Well or Mine
Ability to maintain unlimited Wells and/or Mine Notes on a Well or Mine
Ability to associated an unlimited number of Production Units on a Mineral Appraisal site
Ability to copy Production Units on a Mineral Appraisal site to the same site or a new site
Ability to move Production Units on a Mineral Appraisal site to a new site
Ability to maintain Production Unit IDs on a Production Unit
Ability to maintain Production Unit Descriptions on a Production Unit
Ability to maintain Production Unit Type on a Production Unit
Ability to maintain Production Unit Information report date on a Production Unit
Ability to maintain Production Unit Information report source on a Production Unit
Ability to maintain unlimited Production Unit User Defined Fields on a Production Unit
Ability to maintain unlimited Production Unit notes on a Production Unit
Ability to associated an unlimited number of Reserves on a Production Unit
Ability to maintain Reserve Type on a Reserve
Ability to maintain Reserve Sub-Type on a Reserve
Ability to maintain Reserve grade on a Reserve
Ability to maintain Reserve cut-off grade on a Reserve
Ability to maintain Reserve unit of measure on a Reserve
Ability to maintain Reserve Date of Estimation of measure on a Reserve
Ability to maintain Reserve Estimation Method on a Reserve
Ability to maintain Reserve Proved Reserves on a Reserve
Ability to indicate whether reported reserves are considered "New" for the appraisal cycle.
Ability to associated an unlimited number of Reserve Elements associated with an individual reserve
Ability to associated an unlimited number of User Defined Fields associated with an individual reserve
Ability to associated an unlimited number of Production Details on a Production Unit
Ability to maintain Production Detail Type on a Production Detail
Ability to maintain Production Detail Sub-Type on a Production Detail
Ability to maintain Production Detail grade on a Production Detail
Ability to maintain Production Detail unit of measure on a Production Detail
Ability to maintain Production Detail report basis on a Production Detail (Annual, quarterly, monthly, or daily)
Ability to maintain Production Detail amount produced on a Production Detail
Ability to maintain Production Detail amount sold on a Production Detail
Ability to maintain Production Detail Price per Unit on a Production Detail
Ability to maintain Production Detail Royalty per Unit on a Production Detail
Ability to associated related Reserve to a Production Detail
Ability to associated an unlimited number of Production Elements associated with a Production Detail
Ability to associated an unlimited number of User Defined Fields associated with a Production Detail
Ability to associated an unlimited number of Mineral Expenses with a Production Unit
Ability to maintain Expense Description on a Mineral Expense
Ability to maintain Reported Expense Value on a Mineral Expense
Ability to maintain Reported Expense Percentage on a Mineral Expense
Ability to maintain a Reconstructed (or Appraiser Adjusted) Expense Value on a Mineral Expense
Ability to maintain a Reconstructed (or Appraiser Adjusted) Expense Percentage on a Mineral Expense
Ability to maintain a Reconstructed (or Appraiser Adjusted) Adjustment Reason on a Mineral Expense
Ability to maintain Validity Codes for Reported Expenses on a Mineral Expense Report
Ability to maintain Validity Codes for Reconstructed (or Appraiser Adjusted) Expenses on a Mineral Expense Report

Mineral Valuation - DCF Royalty Method

* Ability to Calculate Production Value using California DCF Royalty method - Hard Minerals

Mineral Valuation - Claim Fee Capitalization

* Ability to Calculate Value of a Claim using California Claim Fee Capitalization Method - Hard Minerals

Cost Model Import - Floor Stratified Cost

Ability to import Floor Stratified Cost Model Excel Spreadsheet if provided in accepted format
Ability to indicate model type for Import of Floor Stratified Cost Model (Craftsman or Marshall & Swift)
Ability to view rate settings for Import of Floor Stratified Cost Model (By section or By Building)
Ability to view whether incoming model is stratified by quality when importing Floor Stratified Cost Model
Ability to view depreciation settings for incoming model when importing Floor Stratified Cost Model (By Quality, By Condition, By Framing, Percent Good)
Ability to define a Model Code for incoming model for Import of Floor Stratified Cost Model
Ability to define a Model Name for incoming model for Import of Floor Stratified Cost Model
Ability to define a Model Status for incoming model for Import of Floor Stratified Cost Model
Ability to define a Model Depreciation Base Year for incoming model for Import of Floor Stratified Cost Model
Ability to view import error and warning messages for incoming model for Import of Floor Stratified Cost Model
Ability to map incoming improvement type model codes to Configured codes within the Real Property system when importing a Floor Stratified Cost Model
Ability to map incoming feature model codes to Configured codes within the Real Property system when importing a Floor Stratified Cost Model

Ability to map incoming structural element model codes to Configured codes within the Real Property system when importing a Floor Stratified Cost Model
Ability to map incoming quality model codes to Configured codes within the Real Property system when importing a Floor Stratified Cost Model

Ability to map incoming condition model codes to Configured codes within the Real Property system when importing a Floor Stratified Cost Model

Ability to map incoming group rate model codes to Configured codes within the Real Property system when importing a Floor Stratified Cost Model
Ability to delete code mappings
Ability to add code mappings
Ability to edit code mappings
Ability to review incoming building a feature breakpoint rates when importing a Floor Stratified Cost Model
Ability to review incoming two dimensional rates when importing a Floor Stratified Cost Model
Ability to review all incoming structural element rates when importing a Floor Stratified Cost Model

Cost Model Maintenance - Floor Stratified Cost

Ability to maintain an unlimited number of Floor Stratified Cost Models
Ability to maintain Model Code within a Floor Stratified Cost Model
Ability to maintain Model Name within a Floor Stratified Cost Model
Ability to maintain Model Status within a Floor Stratified Cost Model
Ability to maintain Model Rate Settings within a Floor Stratified Cost Model (By section, By Building)
Ability to maintain indicator whether rates are stratified by quality within a Floor Stratified Cost Model (By section, By Building)
Ability to maintain depreciation settings within a Floor Stratified Cost Model (By Quality, By Condition, By Framing, Percent Good)
Ability to maintain Depreciation Base Year within a Floor Stratified Cost Model
Ability to maintain a local Cost modifier within a Floor Stratified Cost Model
Ability to maintain unlimited notes within a Floor Stratified Cost Model
Ability to maintain rate definitions for all Improvement Types and Feature Codes configured in the system within a Floor Stratified Cost Model
Ability to define breakpoint sizes for one and two dimensional rates within a Floor Stratified Cost Model
Ability to maintain base model breakpoint rates for each floor level within a Floor Stratified Cost Model
Ability to maintain structural element breakpoint rates within a Floor Stratified Cost Model
Ability to maintain structural element flat rates within a Floor Stratified Cost Model
Ability to maintain structural element flat rates within a Floor Stratified Cost Model
Ability to maintain unit count rates within a Floor Stratified Cost Model
Ability to maintain cost model adjustments by quality within a Floor Stratified Cost Model
Ability to maintain cost model adjustments by improvement model within a Floor Stratified Cost Model
Ability to maintain cost model adjustments by neighborhood code within a Floor Stratified Cost Model
Ability to maintain depreciation by quality within a Floor Stratified Cost Model
Ability to maintain depreciation by condition within a Floor Stratified Cost Model
Ability to maintain depreciation by framing code within a Floor Stratified Cost Model
Ability to maintain depreciation by depreciation factor or by percent good value within a Floor Stratified Cost Model
Ability to maintain depreciation by depreciation factor or by percent good value within a Floor Stratified Cost Model
Ability to view chart showing age vs.. depreciation factor or percent good within a Floor Stratified Cost Model

Floor Level Stratified Cost Model Valuation

*Ability to value buildings and features using the Floor level stratified Cost approach

Edit Checks

Ability to define and configure an unlimited number of User Defined Edit checks for data maintenance of Real Property and Mineral Appraisal Sites
Ability to associate each Edit Check definition to an Edit Check Group
Ability to maintain an Edit Check Name with each Edit Check
Ability to maintain an Edit Check Description with each Edit Check
Ability to maintain which objects the edit check will be associated with for each Edit Check
Ability to maintain a Caption Text that will show in the User Interface when each Edit Check is run
Ability to maintain a Help Text that will show in the User interface when each Edit Check is run
Ability to indicate whether an edit check is currently enabled for each Edit Check
Ability to indicate whether an edit check will block a User from performing an action when the edit check fails or if it will just be a warning
Failed edit checks are stored in a log for all Edit Checks
Ability to indicate whether an Edit check that doesn't fail should be stored in the log
Ability to maintain the order in which edit checks should be run in the even that more than one is defined for an object type
Ability to maintain an unlimited number of Conditions for each edit check (Conditions are checks that are run to determine whether the edit check tests should be run or not)
Ability to maintain an unlimited number of Tests for each edit check (Tests are the checks that are run to determine if an edit check fails or not)

Permit Configuration

Ability to configure Permit Types
Ability to configure Permit Status
Ability to configure Permit Issuing Agencies
Ability to configure Permit Intended Property Use
Ability to configure unlimited number of User Defined fields to associate to a permit
Ability to map which User Defined fields will be associated to each Permit Type

Permit Import

Ability to configure import mapping for a fixed length or comma delimited permit file
Ability to maintain a description for the configured import file mapping
Ability to define mapping of incoming file fields to Real Property permit fields within the Aumentum (including User Defined Fields)
Ability for User with the correct security to initiate an import at any time

Permit Search

Ability to search for Permits by PIN
Ability to search for Permits by Permit Number
Ability to search for Permits by Permit Type
Ability to search for Permits by Permit Status
Ability to search for Permits by Issuing Agency
Ability to search for Permits by Neighborhood
Ability to search for Permits by Owner Name
Ability to search for Permits by Situs Address
Ability to search for Permits by Property Use
Ability to search for Permits by Issue Date
Ability to search for Permits by CO (Certificate of Occupancy) Date
Ability to search for Permits by Renewal Date

Permit Data Maintenance

Ability to associate an unlimited number of Permits to a PIN
Ability to associate an unlimited number of Permits to an Appraisal site
Ability to optionally associate each Permit to a particular building
Ability to optionally associate each Permit to a particular building section
Ability to optionally associate each Permit to a particular Feature
Ability to maintain a Permit Number for a Permit
Ability to maintain an Issuing Agency for a Permit
Ability to maintain a Permit Type for a Permit
Ability to maintain an Intended Property Use for a Permit
Ability to maintain a Situs Address for a Permit
Ability to maintain a Description for a Permit
Ability to maintain a Value for a Permit
Ability to maintain an Issue Date for a Permit
Ability to maintain a CO (Certificate of Occupancy) Date for a Permit
Ability to maintain a Renewal Date for a Permit
Ability to maintain a Status for a Permit
Ability to maintain an unlimited number of User Defined fields for a Permit

Condominium Project Search

Ability to Search for Condominium Projects by PIN
Ability to Search for Condominium Projects by Project Description
Ability to Search for Condominium Projects by Subdivision Code
Ability to Search for Condominium Projects by Subdivision Phase
Ability to Search for Condominium Projects by Subdivision Name
Ability to Search for Condominium Projects by Project Code
Ability to Search for Condominium Projects by Project Code

Condominium Project Configuration

Ability to create an overall definition of a condominium Project and its default attributes
Ability to utilize configured Condo Minimum Project information to streamline data entry for Condominiums and allow for rapid data entry
Ability to maintain a Stated Number of Units for a Condominium Project (Total Units for Project)
Ability to maintain a Defined Number of Units for a Condominium Project (Count of Units that have been defined in Project)
Ability to maintain an Assigned Number of Units for a Condominium Project (number of units that have been assigned to a Condo Unit type)
Ability to maintain a Project Class Code for a Condominium Project
Ability to maintain a Neighborhood Code for a Condominium Project
Ability to maintain a Neighborhood Description for a Condominium Project
Ability to maintain a Subdivision Code for a Condominium Project
Ability to maintain a Subdivision Description for a Condominium Project
Ability to maintain an unlimited number of Condo User Defined fields (Building configuration having "is Condo" attribute set to true)
Ability to associate an unlimited number of Condo User Defined fields for a Condominium Project
Ability to select which User Defined Categories will be associated with a Condominium Project
Ability to select which User Defined Codes will be available within each User Defined Category for a Condominium Project
Ability to maintain an unlimited number of notes for a Condominium Project
Ability to maintain an unlimited number of Condo Unit Types for each Condominium Project
Unit Type Template Wizard allows for quick and easy Unit Type definitions
Ability to maintain a Unit Type code for a Unit Type
Ability to maintain a Unit Type Description for a Unit Type
Ability to maintain a Count for a Unit Type
Ability to maintain a Percent Common Area for a Unit Type
Ability to maintain a Class Code for a Unit Type
Ability to maintain Appraisal site information for a Unit Type
Ability to maintain Land information for a Unit Type
Ability to maintain Building information for a Unit Type
Ability to maintain Feature information for a Unit Type
Ability to maintain Feature information for a Unit Type
Ability to copy a Unit Type

Condominium Maintenance

Ability to maintain information for a Condominium Project
Ability to maintain Appraisal Site level information for the Common Area of a Condominium Project
Ability to maintain Land information for the Common Area of a Condominium Project
Ability to maintain Building information for the Common Area of a Condominium Project
Ability to maintain Feature information for the Common Area of a Condominium Project
Ability to maintain an unlimited number of Notes for the Common Area of a Condominium Project
Ability to maintain an unlimited number of Unit Types on a Condominium Project
Ability to maintain Unit Type Code on a Unit Type
Ability to maintain Unit Type Code on a Unit Type
Ability to maintain Unit Type Description on a Unit Type
Ability to maintain Unit Type Building Type on a Unit Type
Ability to maintain Unit Type Effective Year on a Unit Type
Ability to maintain Unit Type Detail on a Unit Type
Ability to assign individual PINs to Unit Types within the Condominium Project
Ability to edit detailed Appraisal site level information for each unit type assigned to each PIN
Ability to edit detailed Land level information for each unit type assigned to each PIN
Ability to edit detailed Land information for each individual condo assigned to each PIN
Ability to edit detailed Building information for each individual condo assigned to each PIN
Ability to edit detailed Feature information for each individual condo assigned to each PIN
Ability to edit Note information for each individual condo assigned to each PIN
Ability to maintain Description for a Timeshare
Ability to maintain Developer for a Timeshare
Ability to maintain Parent PIN number for a Timeshare
Ability to maintain Timeshare Type for a Timeshare
Ability to maintain PIN count for a Timeshare
Ability to maintain Comments for a Timeshare
Ability to maintain Area Code for a Timeshare
Ability to maintain Unit for a Timeshare
Ability to maintain Season for a Timeshare
Ability to maintain Week Number for a Timeshare
Ability to maintain Interval Type for a Timeshare
Ability to maintain Interval Duration for a Timeshare

Ability to Assign PINs to Timeshares
Ability to edit detailed Appraisal site level information for each Time Share assigned to each PIN
Ability to edit detailed Land level information for each Time Share assigned to each PIN
Ability to edit detailed Land information for each Time Share assigned to each PIN
Ability to edit detailed Building information for each Time Share assigned to each PIN
Ability to edit detailed Feature information for each Time Share assigned to each PIN
Ability to edit Note information for each Time Share assigned to each PIN

Adjustment Configuration

Ability to configure an unlimited number of Adjustments
Ability to maintain an Adjustment Code for each Adjustment
Ability to maintain an Adjustment Description for each Adjustment
Ability to maintain an Adjustment Type for each Adjustment
Ability to maintain Fixed Lump Sum Adjustments
Ability to maintain Fixed Base Rate Adjustments
Ability to maintain Percent Base Rate Adjustments
Ability to maintain Depreciation Adjustments
Ability to maintain Percent Adjustments
Ability to maintain Percent Difference Adjustments
Ability to maintain Discounted Cash Flow Adjustments
Ability to define whether the Adjustment is Overrideable for each Adjustment
Ability to define the Marshall and Swift Adjustment Type for each Adjustment
Ability to Map which Adjustments will be available by Appraisal Site Class Code
Ability to Map which Adjustments will be available by Improvement Type
Ability to Map which Adjustments will be available by Building Style
Ability to Map which Adjustments will be available by Feature Code
Ability to Map which Adjustments will be available by Land Type

Adjustment Models

Ability to maintain an unlimited number of Adjustment Models
Ability to maintain a Model Code for Each Adjustment model
Ability to maintain a Model Name for Each Adjustment model
Ability to maintain a Model Status for Each Adjustment model
Ability to maintain a Model Description for Each Adjustment model
Ability to maintain an unlimited number of Adjustments for each Adjustment Model
Ability to define the Valuation Model that will be effected by the Adjustment defined within the Adjustment Model
Ability to maintain an Adjustment Code for each Adjustment defined within the Adjustment Model
Ability to maintain an Adjustment Type for each Adjustment defined within the Adjustment Model
Ability to maintain an Adjustment Rate for each Adjustment defined within the Adjustment Model
Ability to define the order of calculation for all of the adjustments associated with an Adjustment Model

Ad hoc Adjustments

Ability to apply an unlimited number of Ad Hoc adjustment to an Appraisal site at the Appraisal site Level
Ability to apply an unlimited number of Ad Hoc adjustment to an Appraisal site at the Building Level
Ability to apply an unlimited number of Ad Hoc adjustment to an Appraisal site at the Building Section Level
Ability to apply an unlimited number of Ad Hoc adjustment to an Appraisal site at the Land Line Level
Ability to override the rate defined in the Adjustment Model for an adjustment if it has been configured as "Overrideable"

User Defined Rounding

Ability to maintain an unlimited number of User defined Rounding rules
Ability to maintain the Object Type for which the Rounding will occur for each Rounding Rule (Appraisal Site, Land Line, Land Use Detail, Building, and Feature)
Ability to maintain separate rounding rules for each Appraisal Site Class Code
Ability to maintain separate rounding rules for each Land Type
Ability to maintain separate rounding rules for each Improvement Type
Ability to maintain separate rounding rules for each Feature Code
Ability to round using "Asymmetric Rounding" method
Ability to round using "Banker's Rounding" method
Ability to round using "Always Round Up" method
Ability to round using "Always Round Down" method
Ability to maintain a low value for each rounding rule
Ability to maintain precision for each rounding rule

Benchmark Comparables

*Ability to value Appraisal Sites and Buildings using the Benchmark Comparables valuation method
Ability to refine search for existing Comparables Reports to be revalued by the Benchmark method by an unlimited number of parameters

Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Appraisal Site information as filtering parameters
Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Appraisal Site Inspection information as filtering parameters
Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Building information as filtering parameters

Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Comparable information as filtering parameters
Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Expense information as filtering parameters
Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Feature information as filtering parameters
Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Land information as filtering parameters

Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Neighborhood information as filtering parameters
Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Permit information as filtering parameters
Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Sale information as filtering parameters
Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Value information as filtering parameters
Ability to search for existing Comparables Reports to be revalued by the Benchmark method using Valuation information as filtering parameters
Ability to edit the default filtering criteria for Benchmark comparable candidates by Appraisal Site Class Code
Ability to edit the default filtering criteria for Benchmark comparable candidates by Improvement Type
Ability to edit the default filtering criteria for Benchmark comparable candidates by Effective Year
Ability to edit the default filtering criteria for Benchmark comparable candidates by Neighborhood
Ability to edit the default filtering criteria for Benchmark comparable candidates by Quality
Ability to edit the default filtering criteria for Benchmark comparable candidates by PIN
Ability to select an unlimited number of Benchmark Comparables
System gives confirmation step to ensure that User wants to revalue Appraisal Sites using the selected Benchmark Comparables

Ability to indicate that the values determined during the Benchmark Comparable valuation will become the Primary Working Values for the Appraisal sites being revalued
Ability to indicate that a Value Conclusion (posting of values to the Administrative module) should be done for each Appraisal site being revalued with the Benchmark Comparables
Ability to indicate a Change Reason Code for the re-appraisal of all Appraisal sites being revalued using the Benchmark Comparable method

Mass Update

Ability to update characteristics of one or more appraisal sites through a single process
Ability to perform a Mass update against a pre defined pin list
Ability to update characteristics on a group of appraisal sites based upon pre-defined criteria and profile constraints
Ability to stratify mass update by Appraisal Site entity
Ability to stratify mass update by Building entity
Ability to stratify mass update by building section entity
Ability to stratify mass update by feature entity
Ability to stratify mass update by land entity
Ability to stratify mass update by working value summary entity
Ability to stratify mass update by value site detail entity
Ability to stratify mass update by value site history entity
Ability to stratify mass update by working Value detail entity
Ability to add adjustments through mass update process
Ability to remove adjustments through mass update process
Ability to add account flags through mass update process
Ability to remove flags through mass update process
Ability to add a begin date for adjustments or flags through a mass process
Ability to add reminder date tickler through mass process
Ability to add comments through mass process
Ability to create a mass update definition to be saved for future use
Ability to create a report to review after mass process has completed for review
Ability to set time and date to run mass update immediately or at a future date or time
Ability to view both Old and New values of characteristics
Ability to run in Report Only mode

Mass Calculation

Ability to select accounts by market area, Sub Market Area, Neighborhood, Tag, PIN list
Ability to filter account options by Constraints
Ability to select multiple methods for recalculation*
Ability to set effective date for recalculation*
Ability to report warnings based on percentage value difference (high or low) from initial value
Ability to filter out (ignore) new construction and demolition changes
Ability to run recalculate in 'Report Only' mode *
Ability to generate three report types: Value Differential, Value Change By Property Type, Value Change By Change Reason
Ability to set the Primary Method of Valuation for recalculation*
Ability to delay report start time, or run immediate

Mass Value Conclusion

Ability to conclude valuations filtered by Market area
Ability to concude valuations filtered by Sub Market Area
Ability to conclude valuations filtered by Neighborhood
Ability to conclude valuations filtered by TAG
Ability to conclude valuations filtered by Revenue Object
Ability to conclude valuations filtered by Other criteria
Ability to conclude valuations by applying additional constraint filters
Ability to select a value change reason to be applied to pins in the conclude process
Ability to delay start time for batch process or run immediately

Income Configuration

Income configuration used in Reported Income, Asking Rents and Modeled Income modules
Ability to configure income types
Ability to configure income Sub types
Ability to configure income Classes
Abililty to configure Analysis codes
Ability to configure Income basis
Ability to configure Lease Types
Ability to configure Finish Types
Ability to configure information Sources
Ability to configure Expense Categories.
Ability to configure Adjustement Reasons
Ability to configure Income Forms
Ability to configure Expense Template
Ability to configure Expense Header
Ability to configure Expense item
Ability to configure User defined fields for Lease space detail
Ability to map Income class by income sub type
Ability to map Income basis by income sub type
Ability to map Lease type by income sub type
Ability to map Finish type by income sub type
Ability to map Income forms for income sub type
Ability to map expense template by expense header
Ability to map expense template and header by expense item
Ability to map building characteristics to improvement types UDF to improvement type codes
Ability to map Income characteristics to income forms to Income Form Codes to Income Sub type codes

Modeled Income

Ability to create Income models using Direct Capitalization approach
Ability to create Income models using Gross Income Multiplier approach
Ability to create Income models using Effective Gross Income Multiplier approach
Ability to stratify Income models by Income Type and Income Sub type
Ability to stratify Income models using Per size type
Ability to stratify Income models using Per size type by range
Ability to stratify Income models using Per unit count
Ability to stratify Income models using Per unit count by Range

Ability to stratify Income models using Per unit count by unit type
Ability to stratify Income models using Year group ranges
Ability to stratify Income models using Income Class
Ability to assign Income models to one or many neighborhoods
Ability to assign Income Models to Land, Building and feature level
Ability to assign Income Models to Appraisal site level
Ability to assign various stages of status to models, new, available, pending, locked
Ability to calculate Income valuation based upon method and Income type and sub type*
Ability to add New model groupings
Ability to copy an income model
Ability to select Calculation method as Market, Use or both
Ability to store all income and expense rates created in tables for future use
Ability to apply income basis on annual, daily or month amount
Ability to apply vacancy and collection as % of Potential Gross Income
Ability to apply vacancy and collection as $ Rate per Unit of Comparison
Abillity to apply Misc. Income as % of Potential gross income
Abillity to apply Misc. Income as $Rate per unit of comparison
Ability to apply Pass Throughs as % of Potential gross income
Ability to apply pass throughs as $ Rate per unit of comparison
Ability to apply Expenses as % of Effective Gross income
Ability to apply Expenses as $Rate per Unit of Comparison
Abillity to enter , calculate and store Potential gross income
Ability to enter, calculate and store Vacancy and Collection Loss both as percentage amount or dollar amount
Ability to enter, calculate and store Miscellaneous Income both as percentage amount or dollar amount
Ability to enter, calculate and store Pass through Income both as a percentage amount or dollar amount
Ability to enter, calculate and store Operating expenses both as percentage amount or dollar amount
Ability to enter, calculate and store Direct Capitalization rate, Gross Income Multiplier or Effective gross income multiplier
Ability to edit all Income model rates on existing models

Asking Rents

Ability to enter Income rental data based on Income type and Subtype
Ability to enter income rental data based on Income class
Ability to enter income rental data based on Effective year of income
Ability to enter income rental data based on Income source
Ability to enter income rental data based upon space size
Ability to enter income rental data based upon Space type
Ability to enter income rental data associating a Analysis code
Ability to enter ranges of effective dates for income rental history
Ability to enter income rental data for rental rates
Ability to enter income rental data for income basis
Ability to enter income rental data for income type
Ability to enter income rental data for Lease term
Ability to enter income rental data for finish type
Ability to enter income rental data for allowances
Ability to enter income rental data for CAM charges
Ability to add new rental information for single tenanant or multiple tenants
Ability to edit existing rental information
Ability to delete existing rental information
Ability to select user configured Selected units of comparison
Abilty to enter user defined Amenities
Ability to select asking rent from Common Actions and Valuation menu

Income History

Ability to enter income and expense data at time of sale based on Income Type
Ability to enter income and expense data at time of sale based on Income Sub type
Ability to enter income and expense data at time of sale based on Income classification
Ability to enter income and expense data at time of sale based on Effective year
Ability to flag the income and expense data where the property is a mixed use property
Ability to enter both actual and proforma income and expense data at time of sale
Ability to calculate the actual and proforma GIM- Gross Income Multiplier
Ability to calculate the actual and proforma EGIM- Effective Gross Income Multiplier
Ability to calculate the actual and proforma of the OAR- Overall Rate
Ability to assign a Income analysis code

Reported Income

Ability to enter add New income statement data
Ability to copy income statement data
Ability to delete income statement data
Ability to enter Income rental data based on Income type and Subtype
Ability to enter income rental data based on Income class
Ability to enter income rental data based on Effective year of Income
Ability to enter income rental data based on Income source
Ability to enter income rental data based upon space size
Ability to enter income rental data based upon Space type
Ability to enter income rental data associating a Analysis code
Ability to enter ranges of effective dates for income rental history
Ability to enter income rental data for rental rates
Ability to enter income rental data for income basis
Ability to enter income rental data for income type
Ability to enter income rental data for Lease term
Ability to enter income rental data for finish type
Ability to enter income rental data for allowances
Ability to enter income rental data for CAM charges
Ability to add new rental information for single tenanant or multiple tenants
Ability to edit existing rental information
Ability to delete existing rental information
Ability to select user configured Selected units of comparison
Abilty to enter user defined Amenities
Ability to select Reported Income from either Common actions or Valuation>Data Maintenance>Real Property reported Income
Ability to enter actual and reconstructed vacancy and collection loss
Ability to enter actual and reconstructed other income

Ability to enter actual and reconstructed Pass through information
Ability to calculate actual and reconstructed Effective gross income*
Ability to assign Validity codes to actual and reconstructed Income details
Ability to assign Adj reason for reconstructed income details
Ability to configure expense details
Ability to enter actual and reconstructed expense details
Ability to enter Adjustment reasons for Reconstructed expense details
Ability to enter Validity codes for actual or reconstructed details
Ability to calcuate actual and reconstructed Net operating income*
Ability to add notes attached to Reported income statement
Ability to calculate Direct capitalization value*
Ability to apply adjustments to capitalization value and calculate final indicated value*
Ability to export statement details to excel spreadsheet
Ability to export statement details to PDF format
Ability to view statement report
Ability to calculate a yield capitalization value based on a Discounted Cash flow method
Ability to calculate a yield capitalization value based on a Discounted Cash flow Band of Investment method
Ability to calculate a yield capitalization value based on a Discounted Cash flow Tax Credit method
Ability to calculate a yield capitalization value based on a Market Terminal Rate method
Ability to calculate a yield capitalization value based on a Modified Mortgage Equite Terminal Rate method
Ability to calculate a yield capitalization value based on a Debt Coverage Ratio Terminal Rate Method
Ability to calculate a yield capitalization value based on a Remediation Only Terminal Rate Method
Ability to calculate a yield capitalization value including reversion
Ability to calculate a yield capitalzation value excluding reversion
Ability to add Discount Rate to be applied to yield capitalization value
Ability to add Terminal Capitalization rate to be applied to Yield Capitalization value
Ability to add Cost of Sale percentage to be applied to Yield Capitalization value
Ability to select 1-99 year holding period to be used in Yield Capitalization value
Ability to view and edit Yield Capitalization worksheet
Ability to add notes to Yield Capitalization approach
Ability to view Statement summary Report Income and Expense
Ability to view Statement summary Report Reconstructed income and Expense
Ability to view Statement summary Reported income and expense Ratios
Ability to view Statement summary Reconstructed income and expense ratios
Ability to select reported income values as a Primary valuation in Valuation Correlation using any method

Marshall & Swift Valuation

Ability to run Marshall and Swift import process immediately or at a future date and time
Ability to calculate a cost value using Marshall & Swift MVP on a building or feature
Ability to run a mass calculation using Marshall & Swift MVP
Ability to group models in model control to be run in mass for Cost and Land valuation for a total cost value
Ability to assign models to various neighborhoods
Ability to map value type to summary group of building value
Ability to apply Marshall & Swift cost based upon locational postal code
Ability to map default size type to improvement type
Ability to map framing class to a Marshall & Swift framing class
Abililty to map qualities to Marshall & Swift quality codes
Ability to map building use to Marshall & Swift floor map and Marshall & Swift occupancy
Ability to map Improvement size type to M&S improvement Size Types
Ability to configure Structural Element Category and map to M&S system codes
Ability to determine which historical cost dataset to use
Ability to round the bottom line total cost to a given dollar amount
Ability to calculate the effective age and apply appropriate depreciation amount
Ability to adjust costs for physical or combined physical/functional depreciation
Ability to round the Assessed Values to a given dollar amount
Ability to view errors where configuration is incomplete in the calculation process

Common Actions

Ability to view links to various views and task associated with the currently displayed screen
Abiiiity to easily select a link to the " Audit trail " module in any area of the valuation module from the sidebar
Ability to easily select a link to the" Info center appraisal module" in any area of the valuation module from the sidebar
Ability to easily select a link to the "Records transfer history module" in any area of the valuation module from the sidebar
Abiliity to easily select a link to the ability to"Copy a building" in any area of the valuation module from the sidebar
Ability to easily select a link for the ability to "Move a building" in any area of the valuation module from the sidebar
Ability to easily select a link for the ability to "Move a feature" in any area of the valuation module from the sidebar
Ability to easily select a link to the ability to "Add an appraisal site" in any area of the valuation module from the sidebar
Ability to easily select a link to the"Neighborhood control" module from any area of the valuation module from the sidebar
Ability to easily select a link for the ability to "Add an appraisal site from a template" from any area of the valuation module from the sidebar
Ability to easily select a link to the"Asking rent "module from any area of the valuation module from the sidebar
Ability to easily select a link to the"Customer inquiry" module from any area of the valuation module from the sidebar
Ability to easily select a link to the "Reported Income" module from any area of the valuation module from the sidebar
Ability to to expand and display whenever clicking an icon
Ability to pin/unpin the sidebar to/from the screen by clicking the stick pin in the title bar for continuous view
Ability to close the sidebar by clicking the X to remove the screen from view

Active Tasks

Abiity to show all open tasks in addition to the task which you are working on from the sidebar within all areas in valuation
Ability to easily select the "Home page" link from the sidebar within all areas in valuation

Worklist

Abilty to choose multiple revenue objects to work with creating a work list of your selection from all areas of Valuation
Ability to select a particular revenue object from the list of items to work with from dropdown selection from all areas of Valuation

Analysis
Study Group

Ability to include Study Groups (to identify sales) in all analysis tools
Ability to create & organize Study Groups by Analysis Group Definition
Ability to define and change status (New, Pending, Locked, etc)
Ability to copy a study group
Ability to edit a study group
Abiity to add detailed description

Ability to define multiple start and end dates to be used to identify sale date range
Ability to proportion sales to be included in analysis group and used for model comparison (by percentage)
Ability to filter sales by Validity Codes
Ability to set 'point in time' data filter: As of Sale Date, As of Verified Date, As of Current Date
Ability to filter sales based upon constraints

Cost Model Analysis

Ability to effective date cost model analysis
Ability to define and change status (New, Pending, Locked, etc)
Ability to add detailed description
Ability to identify cost models available for analysis
Ability to identify land models available for analysis
Ability to abstract land value from analysis
Ability to abstract feature value from analysis
Ability to define sales for analysis based on Study Group
Ability to analyze using: All Sales, Control Group Sales, Analysis Group Sales
Ability to select report type: Analysis, Validation
Ability to delay report start time, or run immediate
Ability to view tabular data: Type, Descr, Count, Median Group Ratio, COD, Mean Group Ratio, SD, AAD, Derived Adj Median, Derived Adj Mean for each analysis type
Ability to directly navigate to Cost Model included in analysis

Analysis Types:

Local Cost Analysis
Ability to analyze local market conditions and determine adjustment factor that needs to be applied to the cost tables to bring their estimates into line with known local costs
Ability to view data for Local Cost Analysis as scatter chart (sale ratio/building area)

Quality Analysis
Ability to analyze local market conditions and detrmine quality factors that need to be added to the cost model to account for differences in the quality of construction
Ability to view datat for Quality Analysis using a bubble chart (sale ratio/quality)

Depreciation Analysis
Ability to analyze local market conditions and determine the amount of indicated depreciation based on the known sales prices, calculated local cost modifier and Quality Adjustments
Ability to view data for Depreciation Analysis as a series of line charts (adj %/year)

Style Analysis
Ability to analyze local market conditions and determine the differences in value based on house styles
Ability to view data for Style Analysis as a bubble chart (sale ratio/style)

Location Analysis
Ability to analyze local market conditions determine how the location of a property affects the value a buyer is willing to pay
Ability to view final statistical report of sale data grouped by size group
Ability to view data for Location Analysis as a bubble chart (sale ratio/neighborhood)

Sales Ratio Analysis

Ability to create & organize Sale Ratios by Analysis Group Definition
Ability to define and change status (New, Pending, Locked, etc)
Ability to edit a Sales Ratio
Ability to delete a Sales Ratio
Ability to add detailed description
Ability to identify sales to be included in the analysis using Study Group functionality

Ability to filter sales to omit: partially complete buildings, inactive accounts, accounts with more than 1 building, multiple parcel sales and/or sites
Ability to filter sales to include: only vacant parcels, only improved parcels
Ability to apply time adjustments to sales
Ability to select value to compare to sale: Value at Time of Sale, Current Appraised Market Value, Primary Working Value, Working Value By Select Value Method
Ability to stratify results by defined primary and/or secondary strata
Ability to delay analysis start time
Ability to view data in grid format
Ability to sort sales based on column head selection
Ability to view number of outliers removed from sale (as a count and percentage)
Ability to view statistics based upon several measure selections (Mean, Median, Weighted Mean)
Ability to select chart type to view results (Histogram, Scatter Plot)
Ability to select X/Y data to be used to define scatter plot
Ability to display Linear Trendline for Scatter Plot
Ability to select data to populate Histogram
Ability to define number of bins for Histogram
Ability to display Normal Distribution Curve on Histogram
Ability to add/remove sales from analysis by visual reivew and grid selection
Ability to remove outliers based on high and low threshold (by percentage), 3 Standard Deviations, Interquartile Range
Ability to define a detailed view of data grouped by: Market Area, Sub Market Area, Neighborhood, Class Code, Tax Authority Group
Ability to produce a Summary Report or Detailed Report
Ability to review analysis by user defined number of quantiles
Ability to include list of outliers with report
Ability to include/exclude chart with report
Ability to view Analysis Report as Excel® spreadsheet

GIS Analysis

Ability to search & identify data by map layers
Ability to define themes for map display (ex: neighborhood, parcel size, total value)
Ability to select map data by point, rectangle, polygon, defined buffer layer/distance
Ability to generate statistical display of selected data

External Rates

Ability to define and maintain third party rates (i.e., mortgate, vacancy, price index)
Ability to configure user defined rate types and rate sources
Ability to export rates to Excel ® spreadsheet
Ability to calculate market average rate

Neighborhood Analysis

Ability to perform high-level analysis by neighborhood(s)
Ability to define sales by date range, sales validity codes, market area, sub market area, multiple or single neighborhood
Ability to delay start time
Ability to export analysis to Excel ® spreadsheet

Land Analysis

Ability to define land value from sales, then analyze resulting data to determine and import land rates into model for land pricing
Ability to define land value to be analyzed based on abstraction or user defined allocation percentage

Ability to stratify restults based on location and land type
Ability to perform time adjustments on sales
Ability to delay start time for batch process
Ability to view scatter plot of analysis
Ability to select land pricing method to be used for analysis
Ability to set rounding options for land rate
Ability to further filter analysis by excluding sales with multiple land types and/or multiple size types
Ability to define rates based on mean, median, weighted mean and reconciled selections
Ability to assign the newly developed rates to Aumentum land models without re-entry of data

Visual Analysis

Ability to define query directly from GIS map and view selected records on map as well as tabular results
Ability define tabular columns for display
Ability to define query selection display as symbol or label
Ability to limit returned search results
Ability to export returned results using Excel® spreadsheet
Ability to select/identify record by map and view Aumentum database details
Ability to view legend

Time Adjustments (Time Period Config.)

* Ability to define time period adjustments to be applied as per month percentage adjustments
Ability to futher define adjustments based on combinations of neighborhood, Market Area, Sub-Market Area, Class Group, Class Code
Ability to test defined adjustments from within module

Variable Configuration

Ability to define standard data elements (variables) so they may be associated in other modules (analysis, comp sales, etc)
* Ability to define Transformation Variables using standard variables (ex: Sale Price Per Square Foot)
Ability to define Value Variables to include values generated from specified model (ex: Feature Values, Land Values, etc)
Ability to use above variables as information item or as calculation item
Ability to define a Variable Index
Ability to view report of all defined variables

Comparable Sales Calibration Model

Ability to define a table of factors (adjustments) that may be referenced by a Comp Sale Model to calibrate the indicated value
Ability to configure & maintain multiple calibration models
Ability to define factors by variable (ex: class code, neighborhood, quality class)
Ability to clone (copy) model
Ability to export model to Excel ®

Comp Selection

Ability to configure & maintain multiple comp selection criteria models
Ability to configure the order of precedence to be used in the escalation process
Ability to reference variables (data elements) as source for definition of selection criteria
Ability to configure the variable as required or not required
Ability to define code type variable (ex: Improvement Type) evaluation measure (function) as: Equal, Not Equal, Subject, List
Ability to define value type variable (ex: living area) evaluation measure (function) as: Subject, Equal, Not Equal, Range, Greater, Greater Than, Less, Less Than
Ability to view selection criteria as an expression ("Select When SaleDate Greather 1/1/2011") or tabular format

Comp Index

Ability to configure & maintain multiple com index models
Ability to configure weighting parameters to be used to evaluate sales (order of precedence from best to worst fit)
Ability to configure & maintain multiple comp index models
Ability to define weighting parameters with user-defined variables
Ability to use various weighting method: Match, Difference, Ratio

Comp Adj. Maintenance

Ability to configure & maintain multiple comp adjustment models
Ability to configure adustments based on user-defined variables as its datasource
* Abililty to configure adjustments using methods: Calculation, Difference, Difference x %Percent Rate, Difference in Rate x $ Value
Ability to define an order of precedent for adjustments

Comp Model Maintenance

Ability to configure model as separate components (comp selection, comp index, comp adjustment) presented using a wizard tool
Ability to maintain numerous comp models
Ability to apply status levels (ex: available, pending, locked)
Ability to clone (copy) model
Ability to set initial variable
Ability to define datasource (query) to collect required sale information
Ability to define datasource (query) to collect requiredsubject information
Ability to select an initial model selection filter (ex: neighborhood, comparable neighborhoods, market area, distance from subject
Ability to include subject as a comparable
Ability to filter sales by date range based upon valuation date
Ability to filter sales by validity codes
Ability to define thresholds for each definition type (Selection, Comparability, Adjustment) (ex: minimum number of comparables must be greater than X)
Ability to define escalation Paths (ex: Iteratively drop Non-Required Search Parameters)
* Ability to select calculation method:
- Mean Value
- Mean Value after Trimming Outliers
- Median Value
- Inversely Proportional index Weighting
- Weighted Value
- Value Range
Ability to define the number of comparables to be used to calculate value
Ability to allow override on the number of comparables used to calculate value
* Ability to build user-defined calculation process using Expression Builder
Ability to define and order additional required characteristics to be displayed in addition to those defined in the Adjustment Definition
Ability to define and order characteristics to be displayed in header of Comparable grid
Ability to define and order characteristics to be displayed in footer of Comparable grid

Ability to define and order characteristic information to be returned on all sales for comparable selection purpose
Ability to include photo or sketch display
Ability to limit the maximum number of comparables to display
Ability to display (or not display):
- Adjustment Rates
- Adjustment Amounts
- Adjusted Comparable Value / Range of Value
- Indicated Subject Value
Ability to allow Selection and Comparability override options:
- Allow User to Change Selection Parameters
- Allow User Selection of Comparables from Definition Generated List
- Allow Insertion of Out of Jurisdiction Comparables
- Allow Insertion of User Specified Comparables
- Allow User to Specify Number of Displayed Comparables
Ability to allow Comparables Grid Options:
- Allow User Override of Adjustment Rates
- Allow User Override of Adjustment Amounts
- Allow Dverride of Calculation Method
- Allow Override of Value Conclusion
Ability to select reason for override

Comp Sales Process

Ability to calculate multiple models on records
Ability to view subject and comparables on flyout map
Ability to print Comparable Sales Report
Ability to mass calculate comparable sales model
Ability to print Property Record Cards for subject and comparables
Ability to add notes to the calculated comparable sale report
Ability to apply indicated value as selected valuation method
Ability to revise presentation settings at parcel level
Ability to revise cacluation settings at parcel level
Ability to view: Index Values, Net Adjustments, Gross Adjustments on comparable grid

Proprietary Sale Data

Ability to maintain proprietary sale data and include in analysis tools
Ability to 'flag' proprietary sale data
Ability to configure message alerts to notify prescence of proprietary sales

Confidential Sale Data

Ability to identify sale as confidential and obfuscate sale amount
Ability to include confidential sale data in analysis while obfuscating sale amount
Ability to configure message alerts to notify prescence of confidential sales

Notes

Ability to create notes and relate to:
- Appraisal Site
- Land
- Buildings
- Features
- Permits
- Neighborhoods
- Valuation Models
- Condominiums

Templates

Ability to create template to hold default characteristic data that may then be copied to create a new:
- Appraisal Site
- Buildings
- Features
- Land
Ability to associate by subdivision
Ability to combine multiple PINs to define characteristics of a single template
Ability to select all or some data characteristics to create template (ex: Land, Buildings, Features)

Inspection Management

Ability to maintain inspection history for appraisal site
Ability to define Inspection Reasons
Ability to define Inspection Type
Ability to track: date, inspector, reason and include characteristic (ex: land, building, feature)

Preview Changes

Ability to preview characteristic changes (object tree view) prior to value conclusion

Accounts

Ability to search and open Accounts in given Tax Year - May select one or many Search Criteria: PIN, Legal party name, Legal party ident by Type, Prop ident by Type, Situs Address by Type, Asset ident, Registration month, Revenue Account, Mailing Address, Tag Range, PIN Range, Postal code Range, PIN status, AIN, Cycle Status, Business Use code, Business Master Number, TAG, Geocode, Class code, Well name, Well Number, Appeal Number
Ability to select to show Account or Asset page when Account is opened
Ability to sort results of search: PIN, AIN, Status, Identifiers, Legal Party, Situs Address
Ability to create a new Account - Process uses the Records task of F - Create new Filing Type Revenue Object
Ability to view Account *Header data* information: PIN, AIN, Date Filed, Last Updated by, Owner, TAG, Last updated on Date, Tax Year, Class, Status, Last Posted

Ability to edit *Tax Cycle Information* : Date Annual returned File Cycle Status, Worked by, Worked by Date, Reviewed by, Reviewed by Date, Filing Method, Full asset list filed date, Need to Post checkbox, Override Type, Override Reason, Override Appraised, Needs Notice checkbox, Notice Type, Last Notice Date, Filing Extended Date, Filing Extended Date Approved by, Cycle Optional Reference Note
Ability to view *Tax Cycle Information* : Working Appraised, Working Assessed, Override Assessed

Ability to view *Summary Group and Account Totals* information including: Group, Appraised, Exempt, Assessed, Penalty, Fee, Taxable
Ability to add, Edit or delete *Modifiers* from an Account
Ability to view *Modifiers* information: Modifiers, Amt/Pcnt, Docket Number, Effective Date, Expiration Date, Status
Ability to view and edit *Property Information:* Sq footage, Revenue, Business License, Business Use Code, NAICS, Date in Business, Date out of Business. View only data includes Revenue Object ID and Revenue Account Number
Ability to add, edit and delete *Audit Information* : Needs Audit checkbox, Status, Assigned To, Audited Date, Audit Type, Audited By
Ability to view *Appeal Information* : Appeal Number, Appeal Year, Date Received, Appeal Type, Appeal Status, Resulting Value, Finding, Notice Date, Hearing Date
Ability to view Attributes. Attributes are defined on the Maintain Attributes screen and are associated with the account class code.

Ability to view *Identifiers.* Identifiers are defined on the Maintain Attributes screen and are associated with the account class code.
Ability to add, edit and delete *Parties* : Name, Role, Primary checkbox, Primary Address, Attention, Phone No, Email. There is always at least one owner party. In addition taxpayer, lender, interested third party or others could be an associated party. Legal party associations are established in Aumentum Records using the Legal Party Associations Task
Ability to view *Situs Addresses* : Primary, Address, Type
Ability to add, edit and delete *Related Revenue Objects* : Parcel PIN, Relationship, Property Class, Owner, Situs, TAG, Phone
Ability to open Related Revenue Object - Revenue Object Detail Information screen in Info Center is open when select Parcel PIN hyperlink
Ability to add *Personal Account Notes* : Action Date, Note Text, Keywords(s) (can select up to 3 Keywords)
Ability to filter *Personal Account Notes* by a Keyword for viewing
Ability to view all *Personal Account Notes* : Action Date, Note, Keywords, User, Date Entered
Ability to Roll Account - Open an Account in a Tax Year were it is not yet available. Selecting the Roll Account will roll select Account and Asset data from the previous Tax Year
Ability to Reactivate or Deactivate an Account
Ability to Post values - The Worksheet value will be posted and the values will then be used by Asmt Admin and/or Tax Modules
Ability to Save - Saving will trigger the value process that will update the Worksheet value
Ability to go to the Maintain Assets screen
Ability to select Common Actions - Can initiate processes or take you to other screens within Personal Property or other modules

Assets

Ability to search and open Assets in given Tax Year - The Account will be opened displaying the Asset selected and all Assets for the Account in the Tax Year. May select one or many Search Criteria: Asset Id, Identifier by Type, PIN, AIN, Legal party name, Legal party ident by Type, Situs Address by Type, Mailing Address, Revenue Account, Asset Id Status, PIN Status, Lease RefNmbr, Lease Contract, Description, Summary Group, Asset Category, Class Code, Well Name, Well Number, Registration Month, Lessor Name, Lessor Mailing Address, Lease Relation, Lease Tax Obligation, Lease Type Code, Lease Description, Lease Year of Acquisition, Lease Year of Manufacturing, Lease Purchase Cost New, Lease Annual Rent
Ability to select to show Account or Asset page for selected Asset
Ability to sort results of search: Asset Id, PIN, Identifier, Legal Party, Situs Address
Ability to view Account *Header data* information: PIN, AIN, Date Filed, Last Updated by, Owner, TAG, Last updated on Date, Tax Year, Class, Status, Last Posted
Ability to utilize Tabs on Maintain Assets. The *Tabs* (e.g., Business PP, Leased Equipment, Fixed Assets, Racehorses, Other Equipment, Land Improvements, Supplies, Fixtures, LAN Equipment and Mainframes, etc.) displayed depend on the assets for the account. Assets may include Business Personal Property, Leased Equipment, and Summary. Other tabs, for example, might include Production (for business assets in production), BEL (Basic Equipment List), Additional Installed Equipment, and Stored Equipment. The Default Schedule tab displays, if applicable. The Summary tab is included for all accounts. The Total Cost, Qty, Appraised, and Exempt columns also include totals at the bottom. NOTE: Tab names are customized by Thomson Reuters Implementation to accommodate your jurisdiction's requirements
Ability to group Assets by whichever column you select. Click and drag any column header to the top of the grid (above New Asset Line button) to group the select column. You can click and drag as many column headers as desired. For example you could group first by Category and then subgroup by Quantity. While grouped you can collapse groups by clicking on the white down pointer to collapse that particular group and display the remaining groups. Click and drag the column heading back to the grid to remove the grouping
Ability to add, edit, cancel or delete an Asset
Ability to add, edit or delete data for an Asset on the *General* tab: Category, Model, body, Serial #, Filing Status, Model Year, Description, Nickname, Inventory #, Late File Date, Make, Quantity, Original Qty, Lease Relation, Leasing Company
Ability to add, edit or delete data for an Assets on the *Valuation* tab: Do not revalue check box, Roll Appraised check box, Retail Cost when new (RCWN), Use Class Value override check box, value method, value basis, Replacement cost new (RCN), Economic Life, Override Reason, Override Duration, Industry code, State Value Code (Kansas only), Valuation code, Recommended Max Override check box, Fixture Split Ratio, Override amount, Prorate Amount
Ability to add, edit or delete Modifiers for an Asset on the *Modifier* tab: Modifier, Amt/Pcnt, Docket Number, Effective Date, Expiration Date, Status
Ability to add, edit or delete data of an Asset on the *Acquired* tab: Acquired Date, Acquired Type, First Estimate Date, Acquired Hours, New/Used, Acquired Cost, Acquired Condition, Moved in Date, Miles, Original Acquired Cost, Age. The Prior Acquired Cost field is display only
*Ability to set up personal property class code to associate with a specific functional calendar. For valuation methods that use depreciation schedules the functional calendar determines the first year the asset is taxable. The first taxable year, in conjunction with the acquired date, determines the age of the asset for valuation
Ability to add, edit or delete data for an Asset on the *Registration* tab: Registration #, Insurance Required check box, Vehicle Class, Titled Date, Plate Class, Renewal Fee, Permit, Registration Date, Title #, Mileage, Plate #, Plate Expiration, Decal, Origin Code. The information in this section of the panel pertains to registered assets, such as motor vehicles and watercraft.
*Ability to utilize DMV transmittal with the configuration set up

Ability to add, edit or delete data for an Asset on the *Details* tab: Units Sold, Length, CC HP, Hours, Miles, Gross Amount, Weight, Use Weight, Brake Type. The Average Price and Average Flow are display fields only. The Details panel Length can be configured to inches or feet for your jurisdiction.

Ability to view the Account Situs or add an Asset Situs on Maintain Assets on the *Situs* tab. The asset assumes the situs address of the revenue object unless a situs address is defined at the asset level

Ability to add, edit or delete data for an Asset on the ***Community*** tab: Location Group type, Located At, Block, Lot. The information in this section of the panel is for manufactured homes to identify the mobile home community, block and lot where the home is located.
Ability to add, edit or delete data for an Asset on the ***Components*** tab: Code, Description, Number, Width, Length, Units, Rate, Value. If you have selected the Show Components checkbox to display component information about a manufactured home asset on the Maintain Asset Categories screen, this panel is displayed.
Ability to edit data for an Asset on the ***Attributes*** tab - the fields in this section of the screen are specific to each jurisdiction and are asset level fields that are user defined during implementation
Ability to add or edit notes for an asset on the ***Notes*** tab: Action Date, Note Text, Privacy Type, Keywords(s) (can select up to 3 Keywords)
Ability to filter Asset Notes by a Keyword for viewing
Ability to view notes for an Asset on the ***Notes*** tab: Action Date, Note, Keywords, User, Date Entered
Ability to Post values - The Worksheet value will be posted and the values will then be used by Asmt Admin and/or Tax Modules
Ability to Value All - Value process will update the Worksheet value
Ability to Save - Saving will trigger the value process that will update the Worksheet value
Ability to go to the Maintain Accounts screen
Ability to select Common Actions - Can initiate processes or take you to other screens within Personal Property or other modules

Search

Personal Account

Ability to search in Advanced Search under the General Tab for Personal Property Accounts by Tax Year, Class code, TAG, Date Filed, Cycle States, Worked By, Worked Date, Review By, Review Date, First Tax Year, PIN Status, PIN Status as of Date, PIN, AIN, Geo Code, Revenue Acct, Appeal No, Legal Party Name, Mailing Address, Situs, NAICS, BUC, Acct Appd, Acq Cost, Acct Appd Last Yr By, Acq Cost Last Yr By, Valued Current Year, Posted Current Year
Ability to search in Advanced Search under the Modifiers Tab selecting the Modifiers to include and/or the Modifiers to Exclude
Ability to search in Advanced Search under the Flags Tab selecting the Flags to include and/or the Flags to Exclude
Ability to save your Queries
Ability to select the column Options for your returned results
Ability to select the Max results returned from a list
Ability to export the search results to Excel and CSV
Ability to run searches and append to add the additional PINs to the Selected Results
Ability to save the returned PIN list
The ability to search for Personal Property Accounts by creating your own custom query.
Ability to save your Queries
Ability to select the column Options for your returned results
Ability to select the Max results returned from a list

GIS

Ability to search by Layers available in your jurisdiction (I.e. Railroads, Condominiums, Parcels, School Districts, etc.)
Ability to save your GIS Queries
Ability to select the column Options for your returned results

Landlords and Tenants

Ability to search on the Advanced Search for landlords and facility operators by Facility Type, Landlord/Facility Operator Name, Facility Name, Facility Situs Address, Landlord/Facility Operator Code or Facility Code
Ability to search on the Advanced Search for Landlords and Tenants by Tax Year, include Vacant Units, Facility Type, Landlord/Facility Operator Name, Landlord/Facility Operator Code, Contact Name, Facility Name, Facility Code, Facility Location Address, Class Code, PIN Status, PIN Status as of Date, PIN, AIN, Business Use Code, NAICS, Tenant Name/DBA, Asset Description, Asset identifiers, Contract #
Ability to save your Queries
Ability to select the column Options for your returned results
Ability to select the Max results returned from a list
Ability to export the search results to Excel and CSV
Ability to run searches and append to add the additional PINs to the Selected Results

Busin ess Masters

Ability to search by Business Master using criteria of Business Name, Legal Party Name, Business Master Number, Revenue Account Number, Primary Personal PIN, Primary Real PIN, Organization Type, Identification Type, Identification Value, communication Type, Communication Value, Mailing Address or Situs Address.
Ability to save your Queries
Ability to select the column Options for your returned results
Ability to select the Max results returned from a list
Ability to export the search results to Excel and CSV
Ability to run searches and append to add the additional PINs to the Selected Results

Discovery

Ability to review imported data before updating the Account and/or Asset
Ability to indicate missing or mismatched data between import data and Account/Asset data
Ability to assign Discovery Worklist item to an Appraiser
Ability to set Status of the Discovery Worklist item
Ability to use import data, existing data and/or other data to be updated to Account/Asset

Audits

Audit Lead List Maintenance

Ability to group personal accounts by common owner name, Revenue Account, etc. (audit leads)
Ability to search and identify audit leads based on various criteria
Ability to compile lists of audit leads to organize audit candidates and groups of audit candidates
Ability to review various metrics concerning audit lead lists, audit leads, and audit lead component personal accounts
Ability to navigate to component personal accounts for further inspection and analysis
Ability to compare separate audit lead lists to determine variances between audit leads contained (such as between years, between selection criteria, etc.)
Ability to lock a list and its contents to prevent unintended changes
Ability to create audits from the audit leads, either individually or in groups

Audit Administration

Ability to search and identify audits
Ability to perform reviews of each component personal account of the audit and administer audit adjustments as appropriate
Ability to navigate to component personal accounts for further inspection and analysis
Ability to review summary of component personal accounts, sum total of audit adjustments on cost and value
Ability to track project time by appraiser, activity, and role
Ability to review all administrative details concerning the audit
Ability to track audit status, type and various key dates in the life-cycle of an audit
Ability to make, retain, and track notes concerning the audit

Reports

SRS Personal Property Reports

Ability to select various stored reports
Ability to search and identify personal accounts to which the selected report will apply

		Ability to enter certain parameters concerning the report Ability to generate the report pdf and other formats Ability to view generated report on-screen
	PDF Forms	Ability to take any pdf template and make a fillable form or report out of it Ability to specify the data to be entered in the fillable fields of the pdf template
	Batch Processes	
Electronic Filing	Export	Ability to export Account renditions to Excel Ability to select export layout Ability to indicate on the Account that the file was created
Electronic Filing	Validation	Ability to validate TAG (Tax Authority Group) from spreadsheet against Aumentum Records Ability to validate Situs address from the spreadsheet against Aumentum Records
Electronic Filing	Import	Ability to import renditions from Excel Ability to select import layout Ability to set Cycle Status on Accounts that were updated Ability to create new Accounts Ability to determine how to match Assets form incoming Excel to Accounts Ability to add Modifiers
Electronic Filing	Landlord-Tenant Reconciliation	Ability to Import a Landlord-Tenant spreadsheet. Ability to compare a Landlord-Tenant spreadsheet to existing system data. Ability to reconcile a Landlord-Tenant spreadsheet to existing system data in the account.
Electronic Filing	Landlord-Tenant Import	Ability to import Landlord-Tenant data list (a file of landlords and associated tenants).
	Import Unit Loader	Ability to prepare import files to be imported using the Interface Queue Processors
	Interface Queue Processors	Ability to import data for Accounts and/or Assets Ability to send all incoming data to Discovery or only if fail a Command Action
	Posting	Ability to schedule the batch process. to post values for a group of personal property accounts. Ability to post values for a group of personal property accounts via a batch process.
	Valuation	Ability to schedule personal property valuation via a batch process (must be more than one account). Ability to apply values via a batch process to a defined group of personal property accounts.
	Modeled Value Update	Ability to allow an appraiser to compare applied values in personal property account to other similar accounts in the county based on reported data. Ability to compare previous years values to current year in an account
	Statutory Valuation	Ability to Override Accounts in batch Ability to select an Override Type and Reason Ability to set the Cycle Status
	Group Roll Forward	Ability to roll a group of assets forward to the next year so that they are available for valuation and taxation. This is typically the first task performed after processing the year-end tax roll. Personal Property accounts must be rolled to the new tax year before you can process and value them. Ability to select not to include Motor Vehicles in the Batch Group Roll Forward process
	Modifier Update	Ability to apply Modifiers en masse to a group of accounts. (i.e. Failure to file Penalty or accounts that fall below the appraised value threshold making them exempt)
	Ownership Update	Ability to select Personal Property Accounts by Account Search, Comma Delimited PIN List, Criteria Groups or Revenue Object List. Ownership Update Options are Effective date of ownership change processing and Schedule the update en masse to a group of accounts
	Account Creation	Ability to create personal property appraisal accounts Ability to Define the Processing Options: Receipt Date, Cycle Status, Class Code and Notes Ability to view the generated Confirmation Detail Report when the process is finished
	Account Export	Ability to export Account data to XML file to be utilized with eGov Ability to provide eGov with contents of Account/Asset dropdown fields
	ABOS Import	Ability to import ABOS Marine Blue Book data to use in automated valuation. (i.e. import valuation tables for Boat trailers).
	Field Update	Ability to batch update select fields on Accounts. Fields that can be updated: Appraisal Area, Cycle Status, Map Code, Neighborhood, Reviewed By, Worked By
	Non-Filer Export	Ability to export a list of Accounts of Non-Filers to Excel Ability to edit the Excel file with override value that can be then imported using Statutory Valuation process
	Bulk Processes	
	Appeals Processing	Ability to search for an appeal by defining criteria. Ability to create workflow event once selected. Ability to navigate to maintain appeals.
	Returns Processing	Ability to record date return received (manually or OCR). Auto update following: date field, Filing Status. Be setup to auto apply Late Filing Penalty Ability to automatically update date field. Ability to automatically update Filing Status. Ability to be setup to automatically apply Late Filing Penalty
	TAG Assignment	Ability to assign TAGs (tax authority groups) to a group of properties - It can be used any time, but it is typically used after a data import
	Business Master	Ability to Search for a "Business Master". Ability to save a query for a business master search.

Ability to define columns in search results.
Ability to create an "account" that links related PINs in one location (i.e. links a single legal party to multiple owned accounts).
Ability to edit a "Business Master Account".
Ability to in activate a "Business Master Account"
Ability to add PINs to a "Business Master Account".

Lease Relationships

Lease Contract Maintenance

Ability to retrieve leases by reference numbers.
Ability to modify leases by reference numbers

Landlords/Facility Operators

Ability to search by Landlords/Facility Operators.
Ability to save a search query in Landlords/Facility Operators.
Ability to define column in search results in Landlords/Facility Operators.
Ability to open individual PINS in search results in Landlords/Facility Operators.
Ability to export search results to Excel
Ability to export search results to a CSV file
Ability to open a Facility operator account
Ability to create a new Facility.
Ability to edit a Facility
Ability to access common actions
Ability to add tenants to a Facility
Ability to edit tenants in a Facility

Tenants

Abilities: search tenants by facility type or all types, save a search query, define column in search results, open search results, open individual PINs
Ability to search by Tenants.
Ability to save a search query in Tenants.
Ability to define column in search results in Tenants.
Ability to open individual PINS in search results in Tenants.
Ability to export search results to Excel
Ability to export search results to a CSV file
Ability to open a Facility operator account that the tenant is a member of.
Ability to edit Tenant location details
Ability delete Tenant location details
Ability to access common actions
Ability to access the Landlord/Facility Operator

Setup

Appraisers

Ability to maintain appraisers. For each appraiser you will define their name, e-mail address, telephone number and type
Ability to maintain appraiser by tax year
Ability to view a list of existing appraisers, add a new appraiser, edit an existing appraiser, inactivate or reactivate an appraiser

Ability to select Type: Appraisal only, Audit only. If both checkboxes are left blank the appraiser can perform both appraisal and auditor functions
Ability to select for each appraiser Can Auto Assign - if checked the appraiser can be automatically assign to property statements based on configuration in Filing Assignment Rules

Asset Categories

Ability to define asset categories (i.e. Motor vehicles) for use in valuation.

Attributes

Ability to create user-defined fields to be used on Accounts and Assets
Ability to view available user-defined fields used as Attributes on Accounts and Assets

Modifier Definitions

Ability to Maintain Modifiers used in Personal Property Appraisal.
Ability to update Status: Active or Inactive
Ability to update Description
Ability to update Use: Exemption, Fee, Penalty, Appraised, Flag, Preferential
Ability to update Value type used: None, Amount, Percent
Ability to update Level: Account, Asset
Ability to update if the modifier will roll to the next Tax Year: Yes, No
Ability to update the Method: increase, Decrease, Replace
Ability to indicate how the modifier can be added: interactive Only, Batch Only, Both
Ability to update the Default Value
Ability to update Batch Process: None, Non-filer, Minimum Value

Systypes

Ability to view, add or edit Systypes - The available SysType Categories are only those used in Personal Property. The list is pulled from Configuration > Systypes

Value Methods

Ability to define rules to govem Personal Property valuation.
Ability to define formula for valuation.
Ability to assign a depreciation schedule
Ability to edit formula for valuation for personal property.

Value Schedules

Ability to define deprecation schedules for Value methods
Ability to define deprecation schedules for Value methods by percentage.
Ability to define deprecation schedules for Value methods by dollar amount).
Ability to edit the value schedule.
Ability to assign the value schedule to tax years
Ability to copy a value schedule
Ability to copy a value schedule to another tax year
Ability to edit the value factor in an individual value schedule.

Value Schedule Data Upload

The ability to upload value schedules for use in value methods.
The ability to upload value schedules provide by the State for use in value methods.

Landlords/Facility Operators

Ability to search by Landlords/Facility Operators.
Ability to save a search query in Landlords/Facility Operators.
Ability to define column in search results in Landlords/Facility Operators.
Ability to open individual PINS in search results in Landlords/Facility Operators.
Ability to export search results to Excel
Ability to export search results to a CSV file

Ability to open a Facility operator account
Ability to create a new Facility.
Ability to edit a Facility
Ability to access common actions
Ability to add tenants to a Facility
Ability to edit tenants in a Facility

Filing Assignment Rules

Ability to indicate what Appraiser will be assigned to items sent to Discovery
Ability to indicate what Appraiser will be assigned during Return Processing

Rules Maintenance

Ability to add, edit, copy, inactivate, reactivate rules
Ability to create rules per Module
Ability to view the Rules inventory, including the ability to filter the view by Module
Ability to create ***Rule Components*** to route to a Workflow queue
Ability to select a priority for the ***Rule Components*** created
*The System will find the first rule which matches the item in question and route the item per that rule. It will not go through the rest of the rules in the list
The ability to define the Rule Components by the data service linked to the rule. The data services that appear in the drop-down list are those defined in Aumentum for the Personal Property module

The ability for business rules to be executed by a variety of Aumentum tasks: i.e. ***Aumentum Workflow*** - a decision node or routing activity with a workflow may need to execute a rule to determine staff assignment and routing. ***Aumentum Events*** - an event may need to execute a rule to determine staff assignment and/or routing. ***PPA Bulk Processing*** - This process may execute a staff assignment rule to assign an appraiser to an incoming paper filing. ***PPA Discovery*** - This process may execute a staff assignment rule to assign an appraiser to the incoming online filing. It may also execute a criteria evaluation rule to determine if the account needs to be reviewed in Discovery or automatically updated without review. ***PPA Generote Audit*** - This process may execute a staff assignment rule to assign an auditor to a newly generated audit.
Ability for supervisors to view the history to determine when rules have been run and the result of the rule. (i.e. a rule is created to determine conditions in which accounts are automatically routed for supervisor review. When the supervisor opens the workflow item he/she can see the reason the workflow item has been routed for their review.
Security to prevent a user from changing a data service for a rule that has components

Auditors

Ability to view a list of existing auditors
Ability to Add or Delete an Auditor - Available User Names are from Configuration > Security and User Maintenance > Users

Common Actions

Context Reports

Available on Maintain PPA Accounts and Maintain Assets screens
Ability to run a SRS Report for the Account

Tax Detail

Available on Maintain PPA Accounts and Maintain Assets screens
Ability to open the Info Center > Tax Detail screen for the Account

View Posting History

Available on Maintain PPA Accounts and Maintain Assets screens
Ability to view Posting History for the Account
Ability to Post values

Error Log

Available on many screens
Ability to view and copy errors generated on the screen

Manage Property Flags

Available on Maintain PPA Accounts and Maintain Assets screens
Ability to view, add or edit Property Flags for the Account and Tax Year

Appeal History

Available on Maintain PPA Accounts and Maintain Assets screens
Ability to view Appeal History for the Account
Ability to Filter Appeals by Status
Ability to group available columns

Event History

Available on Maintain PPA Accounts screen
Ability to open the Info Center > Event History screen for the Account

Open Related Revenue Object

Available on Maintain PPA Accounts screen
Ability to view Related Revenue Objects

Ability to Open Real Property PINs in Valuation > Property Characteristics screen - Must have at least view access to Property Characteristics screen
Ability to open Personal Property PINs in Info Center > Revenue Object Detail screen

Info Center - View Related Revenue Objects

Available on Maintain Assets screen
Ability to open Info Center > Related Revenue Objects information screen

Copy Assets

Available on Maintain PPA Accounts and Maintain Assets screens
Ability to copy one or more Assets from one PIN to another PIN
Ability to copy one or more Assets on one PIN to the same PIN
Ability to copy Assets to other Tax Years
Ability to copy Asset Notes, Attributes, Modifiers, Lease Relationships
Ability to copy a % of the Asset value
Ability to Overwrite existing Assets
Ability to copy Assets to Subsequent Years

Move Assets

Available on Maintain PPA Accounts and Maintain Assets screens
Ability to move one or more Assets from one PIN to another PIN
Ability to move Assets to other Tax Years
Ability to move Asset Notes, Attributes, Modifiers, Lease Relationships, Facility Relationship
Ability to move Assets to Subsequent Years

Open PPA Account

Available on Manage Discovery Worklist
Ability to open Maintain PPA Account screen for the Account

Asset Search

Available on Manage Discovery Worklist
Ability to open Search for Assets screen

Cases

Add Case

Ability to choose case creation template by case class, case level and case type.
Ability to specify account and year of the appeal, date received, opinion of value and reason for protesting.
Ability to specify any user defined fields for the appeal.
Ability to automate adding cases with information from web service.

Edit Case

Ability to edit status, assigned appraiser.
Ability to maintain accounts in case.
Ability to manually schedule hearing date for case.
Ability to create evidenced packet.

Search By Case

Ability to set search criteria including PIN range, AIN range, Geocode range, Group Number range, Case Number range, Owner Name, ID Type and Number (e.g. drivers license number), Additional Address Line, Street Number, Suffix, Pre-directional, Street Name, Street Type, Post-directional, City, State, Postal Code, Unit Type and Unit.
Ability to search by scanning a code.
Ability to select candidates from search results.

Search By Group

Ability to set search criteria including PIN range, AIN range, Geocode range, Group Number range, Case Number range, Owner Name, ID Type and Number (e.g. drivers license number), Additional Address Line, Street Number, Suffix, Pre-directional, Street Name, Street Type, Post-directional, City, State, Postal Code, Unit Type and Unit.
Ability to search by scanning a code.
Ability to display results by Parcel or Filing.
Ability to select candidates from search results.

Calendars

Availability

Ability to set/view availability for participants, agencies, locations and panels.
Ability to specify availability as start/end time (or all day) with start/end times for AM break, PM break and lunch.
Ability to specify availability by case class, level and type and also by center hearing codes.
Ability to specify availability separately for auto and manual scheduling.
Ability to specify availability with daily, weekly or monthly recurrence.
Ability to view availability on daily, weekly or custom five day range.

Scheduling Wizard

Ability to prioritize cases by received date or appraised value with a percent value variance.
Ability to establish cases to schedule by session type, party, case status, appraiser, panel, agency, location, case class, level and type and also center hearing code and area code.
Ability to review/approve cases selected to schedule.
Ability to specify start/end date, start/end time (or all day) with daily, weekly or monthly recurrence.
Ability to organize schedule by location or appraiser.
Ability to validate availability.
Ability to view scheduling results and accept as tentative schedule.

Hearing Calendar

Ability to upon initial access, see the Tentative and Finalized scheduled hearings for the current date.
Ability to navigate to specific dates and date ranges to view upcoming or past scheduled hearing events.
Ability to navigate to specific resources and participants to view only those scheduled hearings relevant to that participant.
Ability to print scheduled hearings by specific date or date range, by specific individuals or for all participants.
Ability to, security permitting, Clear Tentatively scheduled hearings by specific date or date range, by specific individuals or for all participants.
Ability to, security permitting, finalize tentative scheduled by specific date or date range, by specific individuals or for all participants.
Ability to advance workflow on completion of either Clear of Tentative schedule or Finalize schedule events.

Manual Scheduling

Ability to search for a specific hearing or group of hearings to establish a tentative schedule.
Ability to automatically recommend hearing dates based on participant availability and user defined baseline dates.
Ability to override a recommended hearing date by allowing navigation to different participants, selection of different dates/times.
Ability to include additional resources to scheduled hearings (such as a specific room).
Ability to advance workflow on completion of a successfully created Tentative Scheduled event.

Hearing Processing

Ability to identify on initial access if Flags exist specific to the case being heard.
Ability to track start and end times of hearing sessions, supporting multiple occurrences of 'start/stop' times.
Ability to save recordings as attachments to the hearing detail.
Ability to add notes specific to the hearing process.
Ability to view all case history, tracking lineage and scheduling history.
Ability to accept Appellant or Appellant's Representative's signatures as part of the hearing process.
Ability to accept and track Board signatures during the hearing process.
Ability to conclude by PIN and tax year, establishing Conclude reason and value correlation, each PIN/tax year included in an appeal.
Ability to print Disclosure and Signature documents, providing detail and signatures established during the hearing.
Ability to access all attachments associated with the appeal.
Ability to advance workflow based on results of hearing.

Evidence Packet Creation

Ability to specify search criteria by case or PIN to determine which evidence packets to create and display results by parcel or filing.
Ability to search by case setting criteria including PIN range, AIN range, Class Code, Group Number range, Case Number range, Owner Name, ID Type and Number (e.g. drivers license number), Additional Address Line, Street Number, Suffix, Pre-directional, Street Name, Street Type, Post-directional, City, State, Postal Code, Unit Type and Unit.
Ability to search by PIN setting criteria including PIN range, AIN range, Class Code, Owner Name, ID Type and Number (e.g. drivers license number), Additional Address Line, Street Number, Suffix, Pre-directional, Street Name, Street Type, Post-directional, City, State, Postal Code, Unit Type and Unit.
Ability to select candidates from search results.
Ability to schedule date of batch run to create evidence packets for selected candidates.
Ability to monitor established batch run.

Agency Maintenance

Ability to access Legal Party maintenance to maintain agency detail, if required.
Ability to associate specific Agents (legal party identified) as Agency representatives.

Ability to identify those PINs represented by the Agency, as well as the powers the Agency posses for the specific PIN, including Effective Start Date and End Date.
Ability to identify a specific Agent (Agency representative) that will represent this PIN.
Ability to identify by configuration whether single Agency representation will automatically expire powers or allow multiple Agencies identified with different powers to represent PIN.
Ability to establish resource availability for hearing scheduling consideration.

Configuration

Agency Powers

Ability to define specific powers identifying what legal rights an agency may practice specific to PIN representation.
Ability to identify what mailings an Agency may receive on behalf of a PIN.

Cases

Ability to establish case class, level and type information.
Ability to establish case status values and associate each with an internal status.
Ability to map all acceptable combinations of class, level and type.
Ability to establish the data entry template used for each combination of case class, level and type.
Ability to establish permitted access to Filing, NonAdValorem and Parcel objects by role and case class.

Codes

Ability to identify key Center Code areas for appeal case grouping consideration by main class code definition.
Ability to further define by Center Code specific Hearing groupings to identify estimated duration expectations for routing of cases by workflow/rules definition to facilitate efficient scheduling.

Locations

Ability to establish specific building locations where hearings appeals will be scheduled.
Ability to identify specific rooms within establish locations where hearings will be scheduled.

Participants

Ability to build Appraiser and Board member listing from existing User and Legal Party records, identifying the individuals role within the hearing process.
Ability to establish which location(s) a participant is intended to appear.
Ability to define the skillset of individual participants for consideration in scheduling hearings.
Ability to identify Panels needed, by location for hearing scheduling.

General

Ability to establish default availability start/end times for work hours, AM break, PM break and lunch.
Ability to establish default days in the work week for availability.
Ability to establish default scheduling wizard options to prioritize cases by received date or appraised value with a percent value variance.
Ability to establish default for number of minutes to buffer between hearing sets.
Ability to establish barcode data locations for case creation, case maintenance and hearing processing.

Evidence Packet

Ability to establish by class code which reports are available to be included in evidence packet.

Rules Maintenance

Ability to specify rules used to determine the destination workflow queue for the created workflow activity.
Ability to set effective date for rule.
Ability to activate and inactivate a rule.
Ability to copy a rule.

Ability to select a data service containing the components needed to determine the destination workflow queue for the created workflow activity.
Ability to establish logic for the substance of the rule using the data service components with operators against entered values.

InfoCenter

TaxDetail

Use Tax Detail to view the Aumentum Tax and CAMA information from a revenue object perspective. Print a single tax bill. Apply or remove flags. Link to many other functions or common actions with security.
Provides a consolidated view of most attributes associated with a Revenue Object.
Provides links to other pertinent information attached to the Revobj including Legal Party, Dates, Receipt information, Transfer information, Situs and Mailing addresses, Values, etc.
Provides information about all of the bills associated with the RevObj, including charge and payment information
Ability to print one-off bills and tax statements for the RevObj, including delinquent bills and statements.
Provides at a glance view of the total due for the Revenue Object
Provides an 'as of date' option to allow the user to view the amount due based on different dates.
Provides a full transaction history of the revenue object, including surplus information.
Provides a link to view Delinquent Taxes Due and all delinquent information.
Ability to process a tax deed application
Provides a link to view Official Document information
Provides a link to view Event History
Provides a link to view related revenue objects
Provides a link to view Special Assessment information
Ability to change Lender information
Ability to view edit addresses
Ability to view and manage Flags associated with the Revenue Object
Ability to print delinquent bills and statements
Ability to view information pertaining to the lien/certificates that have been created for this PIN
Ability to link directly to the Payment Collections page with the displayed record loaded and ready to be paid.

Records Search-Search by a wide range of search criteria, including identification numbers (PIN, AIN, Geo code, name, mailing or situs address, phone, property description, value qualifier, or recording information. New enhanced search options are available on certain UI's including Simple, Advanced, Custom Search, and ability to Save Search criteria.
Revenue Object Balances

Tax information-serves as the hub of the Info Center including idemtification, owner, situs, billing information, due amounts, value and modifier information. Users can navigate to many other areas of information via links and Common Actions
Appraisal Information
Bill Date information
Bill Information
Value detail
Chain of Title information
Deferred Tax Viewer for jurisdictions that have deferred taxes
Delinquent information including lien and tax sale information
Event History
Legal Party information
Manage Flags
Ownership History- (CA view of ownership)
Property Description information
Related Revenue Object information (includes CA Personal Secured by Real bills)
Situs Address information
Special Assessment information
Tax Bill Viewer
Tax Sale information
Transaction History by PIN over all years in history
Process Corrections on a bill (with security)

Revenue Object Detail

View all of the information about a revenue object at a point in time. You can go back through time to see the data prior to an event that changed any of the information. Changes occur, for example, when there are splits, merges, corrections, and redescriptions.

Real Property Information

Use this task to search for real property revenue objects in Info Center and then view the appraisal details for the selected revenue objects

Mineral Appraisal Info

Use this task to search for mineral information.

Legal Party

View all information associated with a legal party, including identification, communication, address, and related legal parties. Additional information such as flags, related revenue objects, document history, and editing of the legal party information is available via links on this screen.

Personal Property

Use this task to view personal property information in Info Center. Account, asset, and total due information is accessible. In addition, using the Common Action links, other information about the personal property is also available and includes bill detail, cadastre viewer, event history, flags, and transaction history.
NOTE: This task is only available to jurisdictions who have the Aumentum Personal Property Appraisal (PPA) module installed
Santa Cruz County uses Aumentum PPA and enhancements have been made for Riverside County as well.

Business Detail

NOTE: This menu item is available only if you have the Business Revenue module. (San Francisco, CA)
View the business summary information, including name and owner, class and type, identification numbers, relevant dates, etc., as well as location information and communication, and billing information for business licenses, trustee tax, or personal property.
View related user-defined information. Access to the business information is controlled through Role security and can be limited to a revenue source or roll type.

Batch Processes

You can check the status of current processes from the Info Center menu. The batch process manages all batch processing in Aumentum. You can schedule and view batches processes on screens specific to the module.
Once the batch is scheduled for the process you are running, you can access the following screens via the Batch Processes option of the Info Center menu:
Search For and Monitor Batch Processes
Batch History
View Batch Process Details
View Scheduled Batches

Manage Batch Schedule

NOTE: Batch Job processing can be configured to run sequentially; by default, processing runs in tandem

Workflow Status and History

View the Status and details of a workflow process

Public Inquiry

View the Aumentum Tax and Real Property information for a revenue object. Print a single bill, apply or remove flags based on role security. Public Inquiry is most like Tax Detail but can be greater controlled with security options and some maintenance options are not available.

Custom Batch Jobs

Use this task to execute user-specific generic batch jobs to perform common tasks. The types of generic batch jobs include:
Add a flag to any object type.
Remove a flag from any object type.
Add a revenue object to a revenue object list.
Remove a revenue object from a revenue object list.
Start/execute correspondence.

Business Detail

Provides a consolidated view of the Business Revenue Account, it's locations, and the licenses/trust tax associated.
Provides links to associated legal parties, and business account
Ability to add Notes to the Revenue Object
Provides a link to the location to allow easy edit of the location address.
Provides a link to allow view of additional information for the location.
Provides a view of all licenses and amounts due for those licenses
Provides an 'as of date' option to allow the user to view the amount due based on different dates.
Provides a link to Trust Tax data and amounts due, if the user has security to view it.
Provides a view of event history
Provides the ability to view and manage flags on the business
Provides a link to detailed transaction history for the Business
Provides a link to view related revenue objects.

Assessment Administration

	Assessment History	
		Provides a history of assessments and values by pin over specified time frame.
	Assessment Event Maintenance	
		Ability to process assessment events that trigger Base Value recalculation
CA		Ability to maintain base value segments and beneficial interests
		Ability to apply value overrides
	Modifier Maintenance	
		Ability to search for existing modifiers
		Ability to add or maintain modifiers
	Exclusion Maintenance	
		Ability to search for existing exclusions
		Ability to add or maintain exclusions
CA		Parent-Child Exclusions
CA		Base Year Exclusions
CA		Builder's Exclusions
	Assessment Roll Processing	
		Compiles inventory and value data to create cadastres, or assessment rolls
		Ability to compile annual roll
CA		Ability to compile supplemental rolls (unlimited occurances)
CA		Ability to complile correction rolls (unlimited occurances)
	Correspondence	
		Ability to generate correspondence based on criteria and predefined data services and reports/extracts.
	Assessment Notices	
		Ability to generate assessment notices that are sent to taxpayers to notify them of the current assessed value of their property.
	Reports & Extracts	
		Ability to run Assessment Administration Reports through sql server reporting services
		Ability to run Dyn Calc Processes to produce reports and extracts
		Create or Edit Import File Types
		Import Assessment Administration Files
		Setup Report Criteria Groups to be used for Tax Roll Processing and Notices
		Create or Edit Report messages for Notices
		Create or Edit Sorting and Grouping rules for Notices
		Setup formats and reports for Assessment Notices
		Setup value mapping for Roll Castes and Roll Types
	Setup	
		Map class codes to revenue object attributes for determining how a revenue object will be valued and taxed
		Setup change reasons used in processing roll corrections
		Create or Edit value modifiers, such as exemptions, that are used to change the assessed value of revenue objects
		Define value types and the attributes used in calculating and tracking during processing Assessment Roll Processing and other calculatinos
		Create or Edit various types of application used value modifiers
		Create or Edit value criteria groups for the purpose of grouping different property components together for valuation purposes
	Application Processing	
		Ability to process various types of applications for value modifiers

Levy

CA	Jurisdictional Change	Ability to create and to track jurisdictional changes from external requests, such as the State or directly from a requesting district
CA		Support to load the BOE Code Chart files and reconcile differences to existing Aumentum TAG-TAF or TAG-TIF (TRA-District) configuration
CA		Capacity to load and attach supporting documentation to log and related items
CA		Facility to validate TAG make up to ensure school, fire, library and water memberships meet CA standards
CA		Ability to define funds and related attributes
CA		Support to define a taxing authority and associate 1:N funds to the taxing authority
CA		Ability to capture contact information at both the Taxing Authority and associated fund levels
CA	TIF Districts	Support to define Tax Increment Financing (TIF) Districts (aka RDAs and IFDs), their formation and contact information
CA		Capacity to associate projects and agencies
CA		Ability to indicate to which pass throughs the project is subject down to the impacted tax authority fund level
CA		Support all pass through calculations with the exception of contractual negotiations
CA	Levy Maintenance	Ability to define various groups for different levy maintenance requirements, such as debt service rate calculation, unitary debt service rate calculation; and bonding capacity determination
CA		Facility to calculate delinquency rates by tax authority fund
CA		Support to accept a final rate or calculate a rate; specific to CA ability to calculate regular and unitary debt rates
CA		Capacity to set rate limits
CA		Facility to set a variance threshold and if threshold exceeded generate correspondence for taxing authority
CA		Support submitting debt rates for approval
CA	Tax Rates	Ability to view tax rates and TAG ratios by TAG by Year
CA		Support for copying rates from one year to the next
	Annual Extension	Support to load the State assessed roll
CA		Capacity to calculate aggregates at the TAG and tax authority levels
CA		Ability to extend tax rates
CA		Support to apply special assessments and assemble all taxes and charges to go on each bill
CA		Ability to proof taxes and charges
CA		Support to individually or in mass approve (post) taxes and charges to Accounts Receivable
CA		Ability to define installment schedules utilized in billing that determine by user defined criteria groups what types of bills are subject to what calendar period defined due and penalty impositions dates when generated.
CA	Original Charges	Ability to view original charges and to-date adjustments by taxing authority fund
CA	Supplemental	Facility to process supplemental assessments, extending taxes, proofing bills and finally posting to Accounts Receivable

CA	Annual Corrections & Escapes:	Ability to process roll change assessments - both upward and downward - extending taxes, proofing bills and finally posting to Accounts Receivable
CA		Support generating new owner bills with extended due dates
CA		Facility to map value reason codes to tax reason codes for special processing
CA		Capacity to define flags imposed during tax roll processing
		Support to create groupings of value type selection criteria to retrieve records for use in various tasks and modules.
CA	Tax Bill Transfers	Ability to transfer and/or divide bills of undivided interests into multiple bills based on ownership in a property. The multiple bill divide can be based on either a percentage of the bill or a flat amount.
CA	Tax Estimation	Provides a process to bill for the portion of a property being split, prorated over the remaining months in the current tax year. Use this task for a property split due to eminent domain and the need to collect an estimated tax bill for the split portion prior to the annual roll being available from the property appraiser
CA	AB 8 Factor Calculation	Capacity to adjust values and ATI TAG ratios due to jurisdictional changes
CA		Ability to adjust prior year and base revenue values
CA		Support to calculate ERAF shifts by ratio or amount
CA		Capacity to forecast ERAF revenue
CA		Ability to calculate AB8 1% apportionment factors and publish to Distribution when finalized
CA	Timber tax	Support to manage Timber Tax by TAG and Taxing Authority
CA	Supplemental Factor Calculation	Support to calculate the ADA percentages from the State-provided counts
CA		Ability to calculate Supplemental AB8 1% apportionment factors and publish to Distribution when finalized
CA	HOX Apportionment Factors	Capacity to generate the Homeowners Reimbursement Apportionment Factors
CA	Major Report	Ability to generate the BOE 822 report
	Tax Rates	Fully Configurable Rate Tables
	Tax Rate Calculations	Tax Rate Calculations
	Estimated Taxes	Abiliuty to estimate taxes based ased on updated data or next years estimates
	Tax Increment Financing	Wholly supported TIF configuration and pIN associations
	Deferred Tax Processing	Ability to defer taxes for certain types of valuations (Farms, Homestead, etc) and to charge back (recoup) those taxes upon removal from the appropriate exemption program.
	Calendar / Installment Schedules	Fully configurable calendars to define installment schedules and rounding per the various property types.
	Rate Import	Easily programmable rate import to input via data file tax rates received from the state or other entity. Thus saving date entry for the users.
	Tax Bill Types	Ability to define tax bill options (corrections, supplemental, new bills, etc.) for tax changes based on user definable tax change reason codes.

Split Bills	Ability to move charge amounts from an existing bill to another or a new bill to accommodate split bill transactions
Auxillary Information	Auxiliary information such as out of county taxes or values, state reimbursement amount can be defined by the user, maintained and be available for calculations, distribution or other needs through the use of Aggregate Values
Charges calculated to Fund Level	Charges calculated to the fund level with payments allocated to those charges to allow display of amounts due to the lowest charge level
Move Charges	Ability to move special assessment charges and other charges/fess from a tax bill or to write-off individual charges when those need to be moved from the primary bill to support jurisdictional needs such as tax sale requirements.
Tax Calulation Types	Ability to maintain different levels of tax calculations. Preliminary, Estimated and Actual taxes or any other such types of tax calculations required to be performed and compared

Special Assessments

Configuration

Create early payoff method. The payoff method is used when paying off an amortized special assessment ahead of schedule.

Set up the information for bonds. After setting up a bond, you can associate it with an amortized special assessment
Edit existing special assessment fees and discounts. Fees and discounts can be charged with a special assessment, charged and bill separately from the special assessment, or can be included in the amount to amortize
Create and maintain details for the special assessment.

Special Assessment Inventory

Import a text file of special assessment data. You can import information for fixed special assessments, rate table special assessments, amortized special assessments, and amortization schedules.
Associate properties to a special assessment based on Aumentum data
Manual association of special assessments and properties

Calculation

Apply fees to special assessment charges
Calculate special assessment charges using rate table formulas
Calculate special assessment charges using amortization schedules
*Deferral of amortized special assessment charges
Write off unpaid special assessment charges

Reports

Amortization Report. The report includes the amortization type, interest rate, years to run, year started, extra interest days, deferred status, deferred type, start date, number, status, and calculation status.
Balance Due Report. The report shows the balance due for an amortized special assessment.
Certificate of Tax Status Report. The report shows the current installment due for each special assessment, shows the remaining principal for each special assessment, and includes a message that the amounts on the report may change over time. This report is organized by parcel
Collections Report. This report lists the amount collected for selected special assessments for a given date range. The report lists, grouped by special assessment, each receipt for each revenue object and the amount of special assessment charges, including tax, fees, penalty, and interest, collected on the receipt.
Data File List. Print a report that includes information about amortized special assessments.

Principal and Interest Collection. A detailed report of principal and interest collections for selected amortized special assessments.
Receivables Report. This report lists all revenue objects associated with selected special assessments and the amount of special assessment charges owed (after any payments that have been made). Charge information includes tax, fees (if applicable), penalty, and interest.
Special Assessment Calculation Report. The report shows total dollar amount of current secured property taxes collected and the total dollar amount of property taxes collected from any fiscal year that has closed all tax collection periods and is now considered a prior fiscal year.
Special Assessment Deferral Report. The report lists special assessments that meet the selected criteria. The report includes PIN, Owner's Name, Deferral Value, SA Code, SA Description, Deferral Status, Deferral Type, and Deferral Years.
Special Assessment Expiration. Print a report listing special assessments and the associated bond. Only special assessments with an end year matching the end year selected in the report criteria are included.
Special Assessment to Levy Audit Report. This report compares the special assessment data to the data available in Levy Management.
Special Assessment Value. Print a report listing posted values, unposted values and errors, or errors only. The listing also includes owner information.
TAG Membership. Print a report listing TAG-Special Assessment associations. This report includes TAG Code, TAG Description, Tax Authority, Fund, Special Assessment, TAG PIN Count, and TAG-SA PIN Count.

Billing

Bill Print & Export	This batch process allows for the creation of XML and/or Flat Files for external printing by third parties. This process also can create PDFs of the Tax Bills for internal printing or for external printing by third parties.
Lenders	The ability to maintain information about Mortgage/Lender companies and those tax bills they are responsible for. This also includes the ability to print bills or export files to process payments by Mortgage/Lender companies for those properties they are responsible and to produce "No Tax Due / Courtesy Copy" bills for the owners of the bills being processed by Mortgage/Lender companies
CASS Verification	The ability to interface with software vendors that provide and verify mailing addresses and postal code delivery point processes to get the best postage rates. VIA RECOREDS/BATCH PROCESSES
Bill Formatting	The great flexibility given to the user to determine the information to include in various groups of bills and the information on the bills.
Sort Options	The ability to define sort options for the bill generation
Bill Grouping	The ability to group the bills where multiple bills are to be sent to the same mailer.
Selection Criteria	The ability to determine basic criteria such as the roll castes, roll types, properties, Lenders, reason codes, and revenue object lists. This allows the users to define the set of bills to be printed. Also included are more specific choices to identify options such as including and excluding messages to print on the bills and properties to include based on flags, minimum and maximum installment amounts, and Legal Parties and Valuation criteria
Charge Mapping	Tax charge mapping allows the user great flexibility to determine how the charges will be grouped to appear on the bills and the descriptions that go with them. Charges can be separated out to the Fund level and combined all the way to the Tax Authority Group level and anywhere in between.
Bill Messages	Text message definitions allow the user the flexibility to define messages and by using a set of criteria to define form which bill attributes the message(s) will be printed but also the ability to define a date period for which the message applies.
Holiday Processing	Calendar intelligence for county specific holidays - Due dates automaticvally skip to next available date
Mailing Party	Ability to define the recipient of the bill whether it's the primary owner, a copy to other owners, or other designated parties.
Seasonal Addresses	Ability to define the mailing address for the mailing party as to seasonal addresses
Barcode / OCR Printing	The ability to print either a barcode or OCR code for use by high speed remittance scanners
Taxbill Flags	The ability to mass select a group of bills based on user defined selection criteria and to set a user designated flag on the property or tax bill related to those conditions.
E-Bills	With our latest and upcoming release. Via an interaction with our E-Gov product, the ability for electronic notification and viewing of those bills where users have elected to receive an electronic version vs. the standard paper bill.

Accounts Receivable

ACH Processing

- Ability to configure ACH payment cycles

Ability to associate taxpayers with ACH payment cycles
Ability to calculate and store ACH payment cycle amounts (estimated, actual, remaining)
Ability to create a pre-notification ACH export
Ability to create an ACH export (file sent to bank that deducts payment from taxpayer account and deposits it to county account)
Payment from ACH export will immediately and automatically be reflectected in Aumentum
Ability to create ACH reminder notices
Ability to create ACH taxpayer report

Manage Payments

Ability to reallocate payments from one bill to another on the same revenue object
Ability to reapply payments (from/to) when incorrect bill paid
Ability to cancel (void) posted payment - setting paid amount due again and putting remainder in surplus
Ability to add a fee when a payment is canceled (voided) for non-sufficient funds
Ability to flag legal parties, revenue objects, or bills involved in non-sufficient fund processing (and warn or restrict future payments based on the flag).
Ability to cancel (void) posted payment and not create surplus

Ability to search for payment or surplus by:
PIN
Tax Year
Paid By
Check Number (of payment)
Starting/Ending Business Date range
Receipt Number
Minimum/Maximum amount range
Bill Number
Surplus only:
Revenue Source
Surplus Number
Type of surplus
Reason for surplus
Flags on surplus
Ability to search for payments by payment date, by whom paid, payment amount, blah blah blah
Ability to refund (or partially refund) surplus to one or more recipients
Ability to refund surplus (excess monies) en masse
Ability to combine refunds for same recipient
Ability to automatcially calculate refund interest, allowing override if needed
Ability to automatically refund surplus based on criteria
Ability to designate surplus as requiring review before refunding, based on criteria
Ability to reverse a refund
Ability to en masse apply payments held as surplus (such as advance payments) to tax bills
Ability to modify the type of surplus or reason for surplus
Ability to associate a Note or a Flag to surplus
Ability to display payment images related to a surplus
Ability to control the default and specific refund recipient(s) of a surplus, as well as correspondence contacts
Ability to designate a surplus as requiring a Claim Form (CA only)
Ability to designate surplus claimants and manage claimant amount, claimant status, claim form sent/returned dates (CA only)
Ability to define default surplus claimants based on criteria (CA only)
Ability to generate a refund claim form notice (CA only)
Ability to designate surplus as a credit voucher (to be applied towards bills), including calculation of any added interest
Ability to manage (track, approve, deny) requests to suspend penalty/interest for a period of time

Payment Plans

- Ability to configure different types of payment plans (interest/no interest, down payment required, allow partial payments, charge startup or maintenance fee, etc...)

Ability to create a payment plan for one or more bills
Option to hold plan payments from distribution until plan is paid in full
Ability to en masse identify and designate plans as defaulted if plan rules are not followed

Protested Payments

Ability to designate all or portions of a tax bill as protested by the taxpayer
Ability to assign a Case Number to a protested bill
Ability to place a Flag on bills that are protested (and automatically remove the flag when the protest is resolved/released)
Ability to release certain protested payments to agencies requiring distribution before the protest is resolved
Ability to resolve a protested tax bill, either distributing the held payments or refunding to the taxpayer depending on the resolution judgment.
Ability to reconcile released protested payments once final resolution judgment is received.

Batch Collections

Ability to accept payment files from Remittance processing systems, Lockbox processors, interactive Voice Response systems, and county online web payment systems
Ability to accept payment file from eGov
Ability to accept payment files from Lending institutions and Service Companies
Ability to accept payment files in single row (1 row per payment) or multi-row (multiple tenders/multiple bills) format
Ability to accept payment files from Tax Sale Buyers
Ability to accept payment files for non-bill charges (Miscellaneous Source charges)
Ability to export data file for Remittance processors ('hotfile')
Ability to export data file for Lending institutions and Service Companies
Ability to export data file for interactive Voice Response and county online web payment systems

Daily Collections Activity

Ability to display a filtered summary/detail of a day's collections - based on user defined filtering criteria and grouping.
Ability to Print or export (Excel, PDF, XML, TIFF, Word) the displayed daily collections activity data

Reports

Report of Surplus activity
Surplus History Report
Payment Listing Report
Collections Summary Report
Payment Management Audit Report
Levy Book (MN only?)
Purchased Vehicle (120-Day) Report (SC only)
Lockbox Summary Report
Combined Refund Detail Report
Tax File Add On Reports (MO-specific)
Semi-Annual Settlement Report (CA only)

Collections Total Comparison Report
Payment Plan Listing
Property Tax Revenue Report

Correspondence

Refund and Surplus Notices
Refund Claim Notices (CA only)
Payment Notices
Payment Plan Notices

Escrow Accounts

Ability to configure Escrow Accounts, so that surplus may be associated with a specific Legal Party and used to pay bills for that Legal Party

Collection Type Transfer

Ability to en mass move unpaid charges from one collection type to another (i.e. Secured to Defaulted Secured) (CA only)

Payment Allocation Setup

* Ability to define how a payment is to be allocated with individual bills and across sets of bills. (Prorated, declining, fee first, etc...)
* Ability to designate a default payment allocation rule per type of process, and enable alternate rules for each process

Payment Terms Rules

* Ability to configure interest calculation as a percentage of the unpaid balance of charges
* Ability to configure penalty calculation as a percentage of the unpaid balance of charges (or flat amount)
* Ability to configure discount calculation as a percentage of the unpaid balance of charges
* Ability to cancel all or additional penalty or interest based on a Flag on the bill
* Ability to define an interest schedule for use in interest or penalty calculations

Batch Collections Setup

* Ability to define specific Flags, dates, tax authorities, value types, fees, or user defined fields for use in various imports and exports

Surplus/Refund Setup

* Ability to define criteria for use in surplus/refund routing
  Ability to configure routing rules for surplus based on criteria:
  Automatically refund
  Aging (wait before processing)
  Require review before refunding
* Start workflow (ex: route to use surplus on existing charges, etc...)
* Ability to configure rules used in refund interest calculation

Setup

* Ability to configure types of surplus that can be accepted as advance payments
* Ability to configure types of installment cycles for ACH processing
* Ability to configure export file default data for ACH processing
* Ability to configure payment import tender type mappings
* Ability to configure multiple surplus types based on the payment import process used
* Ability to configure Levy Book settings (MN only?)
* Ability to configure collection type settings (Secured to Unsecured) (CA only)
* Ability to configure protested payment reconciliation settings
* Ability to configure Non-sufficient Funds fees

Cashiering

General

Option for supervisor control of cashiering session creation
Ability to create collection sessions for day, cashier, till, location
Ability to collect payments towards tax bills or miscellaneous charges
Ability to collect payments towards payment plans
Ability to collect payments towards tax sale bills
Ability to accept advance payments
Ability to accept payments towards bankruptcy case/claims
Ability to void a receipt
Ability to reprint an individual receipt
Ability to en mass reprint receipts (based on a list, a range, or designation of 'receipt required' within a payment import file)
Ability to process the purchase of an Agency held tax sale item by an individual buyer

Balancing

Ability to reconcile checks in a collection session
Ability to reconcile individual cashiering sessions
Ability to reconcile sessions for an entire office location

Reports

Ability to create a Deposit Slip report
Ability to reprint a collections Session Reconciliation Report (summary or detail)
Ability to reprint a collections Back Office (Location) Reconciliation Report (summary or detail)
Ability to generate a Daily Balance Report (summary or detail)
Ability to generate a Mobile Home Decal Report **(GA only?)**

Cash Management

Ability to adjust the contents of a Till: Remove Cash, Add Cash, Cash a Check, Make Change
Ability to modify the Tender information for a payment (before reconciliation)
Ability to modify the Paid By name and address for a payment

Management Console

representation of the collection activities for a business day. Able to view the day(s) collections by source, location, and service in a pie chart representation. Able to see bar graph of tender details by session for

Setup

* Configuration of multiple cashiering Locations
* Configuration of multiple Cashiers
* Configuration of accepted types of credit cards
* Configuration of default settings for cashiering rules, including overrides, ability to alter payment dates, tolerance settings, etc...
* Configuration of Miscellaneous Sources (non-bill charges)
* Ability to group Miscellaneous Sources (example: by department)
* Ability to define when partial payments are allowed and if partial payment fees will be charged
* Ability to define system rules based on Flags on bills
* Ability to define messages that will print on receipts
* Ability to define the receipt number sequence pattern
* Ability to define the accepted types of tender (example: cash, check, money order, etc...)
* Ability to define multiple Tills within a cashiering Location
* Ability to define payment validation settings

Delinquents

Groups

- Ability to create groups of delinquent bills (or PINs) and then manage these groups.
- Ability to create groups by user-entered values for tax year ranges, date ranges, PIN range, bill number range, zip code, tax type, TAG, flags, criteria group, value criteria, documents, and events.
- Ability to run delinquent processes by group.
- Ability to copy or move items from one group to another.
- Ability to manage the items in a group by adding and/or removing items from the group.
- Ability to lock and unlock a group to prevent moving items to a new group or into a locked group.
- Ability to link to other detail from the item in the group to view flag information and owner information.
- Ability to apply and remove flags to items in a delinquent group.
- Ability to apply and remove fees to items in a delinquent group.
- Ability to assign or clear the book and page information by delinquent bill or by group.
- Ability to assign forfeiture amounts to a delinquent group prior to advertising the sale.
- Ability to create a task list for tasks that must be performed for the group.
- Ability to track removed items from the group and re-add them to the group, if necessary.
- Ability to recalculate the items in the group.

Document Maintenance

- Abiiilty to search by document type or Pin, plus a date range to see a list of recordable delinquent official documents.
- Ability to view PIN, tax year, bill number, document type, document identity, creation date, recorded date, recorded document number, and expiration date for recordable documents.
- Ability to update the recording date and number for indivudal documents or a series of documents.

Advertising

- Ability to create an advertising list in a format that is sent to the newspaper or other publication or webservice.
- Ability to produce the Tax Sale list based on advertised items.
- Ability to configure advertising reoffer factors for advertising a property multiple times.
- Ability to configure an advertising export file with only fields required for the receiving publication.
- Ability to create event history for the items on the advertising list.
- * For CA - ability to create an event for supervisor approval of the list prior to creating the tax sale.
- * For CA - ability to create an event and workflow for supervisor approval for every advertising list run, at the user's option.

Correspondence

- Ability to create mail-merge documents using system data services for delinquent or tax sale items or tax sale buyers.

Reports

- Ability to use built-in system reports for Delinquents, Cases, Fees, Flags, Groups, Litigation, Paid listing, and Summary reports.

User Defined Fields

- Ability to add user-defined data fields for site-specific custom data.

Warrants - Personal Property

- Ability to set up warrants for delinquent Personal Property.
- Ability to report on warrants for court appearances
- Ability to product warrant notices to be posted on proeprty.

Case Maintenance

- Ability to set up case maintenance for bankruptcy and litigation cases.
- Ability to attach property and outstanding debt to claims within the case.
- Ability to associate parties and print the proof of claim.
- Ability to apply flags to the tax bill and optionally to the primary owner legal party and revenue object.
- Ability to apply payment plan to bills in the case.
- Ability to view payment history from within the case.

Tax Write Off

- Ability to write-off amounts that are deemed uncollectible or below the minimum collectible amount.
- Ability to write-off the charges by delinquent group or individually.
- Ability to remove penalty or interest with the correct selection of charges for the selecton of the adjust-to-zero option.
- Ability to select items for write-off by group or flag.

Delinquent Billing

- Ability to print delinquent bills for a group.
- Ability to export delinquent bills for a group.

Delinquent File I/O

- Ability to export a delinquent file using File I/O configured file layouts.
- Ability to select items for export by tax year, amount, status, flags (include and exclude), and group.
- Ability to import Liens.

Newspaper/TAG Mapping

- Ability to map items to a specific advertising publication by TAG area.
- Ability to set up newspaper information for advertising lists.
- Ability to record information regarding newspaper contracts via user defined fields.
- Ability to record contact information for the newspapers.

Tax Sale

Property Sale

Reports

Ability to use built-in system reports for Property sale, Teeter Loss report, and IRS notification report.
Ability to run tax sale reports to balance the tax sale and buyer payments.

Property Sale Maintenance

Ability to create and maintain property sales.
Ability to generate context sensitive correspondence via the Correspondence sidebar task.
* For CA - ability to edit potential buyers and disqualify bids when bid amount less than minimum bid.
* For CA - ability to edit potential buyers and validate the reason when the buyer status has changed.
* For CA - ability to run the tax sale close-out process from the sidebar task menu.
* For CA - ability to receive Power to Sell documents via a Recording system.
* For CA - ability to set up Parties of Interest associated to the property sale items.
* For CA - ability to create parties of interest from associated legal parties.

Ability to filter the screen display by sequence number, bill number, buyer number, and minimum bid amount.
Ability to apply the sale collection typo, sale type, sale time, and sale location to the property sale group.
Ability to configure and enter various sales dates associated with the sale group.
Ability to do mass entry of the buyer information at the time of the sale.
* For CA - Ability for asset sales of business and personal property.

Property Sale Settings

Ability to configure the various settings for the Property Sale Module.
* for CA - Ability to configure settings for both secured and unsecured sales.

Ability to customize the application of reason codes and workflows for specific change reasons.
Ability to configure tax sale fees by sale, flag, and tax authority group (TAG).

Buyer Maintenance

Ability to search for and maintain the buyers for tax sale purchases.
Ability to search buyers by Name, Legal Party type, buyer number, delivery address, and communication type/number (such as phone, cell, etc)

Estimate Configuration

Ability to configure a property sale estimate using rules and criteria including prior year, current year, and 1st through 3rd future years.

*** For CA - Excess Proceeds**

* For CA - Ability to search and process excess proceeds.
* For CA - Ability for parties of interest to claim excess proceeds.
* For CA - Ability to maintain and manage excess proceeds.
* For CA - Ability to create correspondence for claimants of excess proceeds amounts.

*** For CA - Excess Proceeds Cost Allocation**

* For CA - Ability to define how to allocate excess proceeds costs.
* For CA - Ability to configure claimable excess process surplus subcode.
* For CA - Ability to select accounts for processing excess proceeds.
* For CA - Ability to enter manual allocation of excess proceeds from outside system and apply to system amounts.

Tax Sale Flags

Ability to apply and remove flags to tax sale properties.
Ability to configure flag payment rules for various cashiering functions.

Buyer Notices

Ability to print notices for buyers associated with a Property Sale.
Ability to configure correspondence using the system data services for buyer notices.

Property Sale Notices

Ability to print correspondence for Property Sales.
Ability to configure correspondence using the system data services for property sales.

Personal Contact Sheets

Ability to view personal contact information for property sales.
Ability to create personal contact templates and associated reports for correspondence.

Publication List

Ability to generate a publication list and print vendor list from an updated tax sale.
Ability to create history for the report creation.

Sale Item Corrections

Ability to process corrections to property sale items.
Ability to cancel or void a tax sale item.
Ability to apply a flag to items that are cancelled or voided.
Ability to write-off a tax sale item.

Tax Sale Export

Ability to search for taxsale export information.
Ability to use File I/O defined layout to export data for Internet property sale.

Export/Import

Ability to set up vesting type mappings for the Tax Sale Buyer payment Import process.
Ability to include vesting mappings to populate the Property Sales Screen with the information.
Ability to export buyer information.

Lien/Certificate Sale

Reports

Ability to use built-in system reports for Certificate Listings, Tax Sale Items with surplus, Auctioneer Report, Bidder activity, Certificate Corrections and Transfers, Bundled and Redemption information.
Ability to run tax sale reports to balance the tax sale and buyer payments.

Tax Sale Settings

Ability to configure the various settings for the Lien/Certificate Sale Module.
Ability to configure calendars relating to the sale item penalty/interest cycle and link those calendars to different types of sale and different types of Sale Items.
Ability to specify Redemption periods for various types and ranges of sale items.
Ability to configure "Virtual" fees to be charged at specific times during the sale cycle.
Ability to link to the common Fee setup page in order to create fees appropriate for jurisdiction.
Ability to configure the sale so that any items that remain unsold return to the normal delinquent status when the sale is finalized.

Tax Deed Settings

Ability to configure the various settings for Tax Deed Applications.
Ability to configure the fees associated with the Tax Deed process and how they will interact with the manual tax deed process and forms (FL only).

Tax Sale Flag Rule Setup

Ability to configure flag payment rules for various cashiering functions.

Tax Sale Certificate Search

Ability to search for and view pertinent information regarding a certificate/lien that exists in Aumentum.

Buyer Maintenance

Ability to search for and maintain the buyers for tax sale purchases.
Ability to search buyers by Name, Legal Party type, buyer number, delivery address, and communication type/number (such as phone, cell, etc)
Ability to set the buyer type in order to indicate if a Buyer is an individual, an Agency, or a Group Buyer.
Ability to Register a buyer and to link to the collections page in order to pay the registration fee
Ability to base registration fee on configured amounts and base it on a number of units (i.e. number of paddles to be used during the sale)
Ability to mark a buyer as banned, or checked in (eligibility for random selection)
Ability to create buyer deposits and configure the sale to use the deposit amount when determining whether the buyer is eligible to purchase items.
Ability to view information regarding the surplus created by the deposit and see the current balance of that surplus record.
Ability to add a accounting provider's vendor code for a buyer in order to communicate payment information to the accounting system.
Ability to add, edit and view contact information for the buyer.
Ability to assign paddle numbers to a buyer and also to use the paddle numbers in the Mass Entry screen to identify the buyer during the sale.
Ability to create Group Buyer Masters and then link other buyers to that group.

Buyer Notices

Ability to print notices for buyers associated with a Property Sale.
Ability to configure correspondence using the system data services for buyer notices.

Subsequent Endorsement Tax Notices

Ability to create correspondence to be sent to the buyer holding particular certificates regarding the existence of other unpaid taxes due on the PIN that are eligible to be endorsed on his/her certificate.

Tax Sale Maintenance

Ability to create and maintain Lien/Certificate sales.
Ability to Renumber Certificates.
Ability to Create Bundles of tax sale items to be sold together.
Ability to assign special items to Agency Buyer prior to the start of the sale
Ability to print the Sale Reconciliation Report.
Ability to edit the Buyer number and bid amount for individual items
Ability to base bidding for the sale on Interest Earned Percentage, Overbid Amount (Premium), or Percentage of Ownership on the property
Ability to filter the screen display by sequence number, bill number, buyer number, and minimum bid amount.
Ability to apply the sale year, sale date, sale description, sale type, sale time, and sale location to the property sale group.
Ability to do mass entry of the buyer information at the time of the sale.
Ability to do a traditional auction style manual sale or to do a random selection style sale.
Ability to use keyboard strokes to quickly move forward and backward through items during the mass entry process.
Ability to view previous two items, item being sold and next two items to be sold in the mass entry page.
Ability to quickly jump to a particular item for sale in the mass entry page by typing the item number in.
Ability to view Sequence number, PIN, Bill Year, Bill Number, Situs Address, Owner Name, and Minimum Bid Amount for each item in Mass Entry.
Ability to view the Buyer Name after the number is entered
Ability to create limitations around what bids will be accepted. Messages will be displayed if amounts and buyers entered do not meet established rules.
Ability to apply Agency type buyers to items that do not sell in order to mark them as "agency or county held" items.

Tax Sale Flags

Ability to apply and remove flags to tax sale properties.

Tax Sale Notices

Ability to print correspondence for Certificate/Lien Sales.
Ability to configure correspondence using the system data services for certificate/lien sales.

Form DR513

*FL Specific - Ability to print DR513 form for FL Tax Deed Application process.

Certificate Transfer

Ability to transfer liens/certificates one at a time or en masse from one buyer to another.
Ability to charge a fee per lien/certificate transferred if desired.
Ability to transfer items based on an uploaded file.

Certificate Corrections

Ability to cancel or void a lien/certificate.
Ability to apply a flag to items that are cancelled or voided.
Ability to write-off a tax sale item.
Cancel and Write-off will remove the amount due and will not create surplus. (used for items that are no longer collectible by statute)
Void is for removing lien/certificate attributes from items that were sold in error. It will return the record to the presale status allowing normal delinquent rules to apply to the original amount due. Surplus will be created for the amount due back to the buyer.

Mass Payment of Subsequent Taxes

Ability to find all records with an unpaid current amount due for a buyer who owns a lien/certificate on the record for a prior year
Ability to select all or some of those records and endorse the current year taxes on the buyers certificate.
Ability to pay the amount due for the endorsements.

Certificate Number Maintenance

Ability to configure certificate numbers by sale to contain an alphanumeric prefix, and to specify the starting sequence number.

Tax Sale Export

Ability to search for tax sale export information.
Ability to use File I/O defined layout to export data for Internet property sale.

Redemption Preparation

Ability to search for certificate redemptions that have been collected within a certain time period.
Ability to view a detail and/or Summary report of these items.
Ability to save and view the searches that have been created.
Ability to create redemption notice correspondence and set the redemptions as "Ready for Tax Accounting".

Distribution

Predistribution

Preliminary calculation (apportionment) of amounts that will be available for distribution
Applies distribution rules and apportionment factors* to allocate amounts
Allows user to group allocations for multiple tax authorities into a single agency
Allows user to select between distribution of collections or entitled charges*
Allows user to select entitled distribution processes configured in a schedule
Allows user to approve or reject predistribution results
Allows user to produce reports of predistribution results (PDF, HTML, Excel, Word, Text, Rich Text)
Archives all predistribution results for future reporting

Distribution

Posts amounts made available for distribution from the predistribution process
Allows filtering of available amounts so the user can post only what is needed
Applies commission (aka - Fees*) calculations to allocated agency amounts
Allows distribution process reports to see what will be distributed prior to posting (PDF, HTML, Excel, Word, Text, Rich Text)
Archives all posted transactions for future reporting
Produces distribution payment transaetions to agencies

Import Distribution Adjustments

Allows user to export a file of attributes to be used in the import file
Allows user to import a file of distribution adjustments
Allows user to save imported adjustments as pending for review
Allows user to define a user-defined import template
Allows user to create payment records from imported distribution adjustments

Manual Apportionment

Allows payments to be manually apportioned to a tax authority fund specified by the user
Allows payments to be manually apportioned to an agency specified by the user
Manual apportionments become part of the predistribution results and are included in predistribution reports (PDF, HTML, Excel, Word, Text, Rich Text)

Distribution Adjustments

Allows user to manually enter adjustments to distribution amounts
Allows user to save manually entered adjustments as pending for review
Allows user to enter balanced manual adjustments
Allows user to produce payment records from the adjustments
Archives all saved adjustments in distribution transaction history for reporting

Distribution Reversal

Allows posted distributions to be reversed
Reversed distributions become posted transactions in distribution history and are included in distribution history reports

Interest Distribution

Allows distribution of bank interest earned to taxing authorities based on average daily balance

Reports

Distribution Transaction Report - reports on all posted distribution transactions (PDF, HTML, Excel, Word, Text, Rich Text)
Distribution Rule Allocation Report - shows the calculation inputs and results of predistribution processes (PDF, HTML, Excel, Word, Text, Rich Text)
Agency Map Report - listing of distribution agencies
Distribution History Reports - shows summarized distribution history by agency, tax authority, fund, and miscellaneous (PDF, HTML, Excel, Word, Text, Rich Text)
J29 Report* (PDF, Excel)
SA Distribution Status Report - shows SA charges, payments and distributions (PDF, HTML, Excel, Word, Text, Rich Text)

Apportionment Factors*

Functions as advanced type of distribution rules with criteria and rates*
Allows user to creat groups with criteria that determines which transactions the rates will apply to during predistribution*
Allows a place for the levy module to publish various calculated apportionemnt factors*
Allows for the user to conduct zesearch to determine if all transactional attributes are accounted for in configuration*
Allows the user to define and utilize global tax authority funds (aka - Pseudo Funds) in criteria

Setup

Allows the user to configure rules that determine allocations and apportionments
Allow users to define some special rules used in custom reporting (J29 Report)*
Allow users ts define criteria that identify which charges will be treated as entitled charges (i.e. - advances)*
Allow users to define fail criteria that will alert the user to un-allocated amounts
Allow user to define secondary distrisution rules that perform additional allocation of initial results (i.e. - Pen/Int on Teeter, Net to TIF, Inactive TAFs)*
Allow the user to configure Agencies to receive distributed funds via Check, GL Journal Entry, EFT)
Allows the user to configure criteria, basis, and rates for how commissions will be calculated (i.e. - 5% supplemental*, .25 annual*, PTAC*)
Allows the user to configure the annual schedule of entitled distribution processes and they process types (i.e. - advance*, settlement to collections*, teeter settlement*, teeter buyout*, prior year corrections*)
Allows the user to configure criteria and format for producing correspondence to distribution agencies

Tax Accounting

General Ledger Export

Allows the user to generate general journal entries from transactions that originate in Aumentum
Allows the user to export the journal entries in a text file to imported into a third party accounting system
Exported entries can be filtered by transaction date and transactional attributes
Allows the user to report on unexported transactions to validate that all transactions have been exported
Exports can use a predefined or user entered filename and file export location
Transactions are marked as exported so journal entries are not duplicated
Allows the user to enter a batch name
Allows the user to select from multiple user-defined file formats
Allows the user to produce a report for validation of the generated journal entries before exporting (PDF, HTML, Excel, Word, Text, Rich Text)
Allows the user to schedule exports as automated recurring processes

General Ledger Export Re-Creation

Allows for recreation of an exported journal entry file, a journal entry report, or both
Users can choose to update the g/l mappings included in the re-created file if errors have been detected
Allows the uer to use a predefined or user entered filename and file export location
Allows the user to enter a batch name
Allows the user to schedule the file/report re-creation

Financial Detail Transaction Listing

Allows a user to report on the transaction level detail included in a general ledger export file (PDF, HTML, Excel, Word, Text, Rich Text)

Payment Export

Allows a user to export payment records (refunds, distributions, redemptions) to a third party accounts payable system
Exported payments can be filtered by date range and transactional attributes
Exports can use a predefined or user entered filename and file export location
Allows the user to select from multiple user-defined file formats
Allows the user to produce a report for validation of payments before exporting (PDF, HTML, Excel, Word, Text, Rich Text)
General ledger entries can be produced from the payment transactions
Allows the user to schedule exports as automated recurring processes
Allows a user to export pending payment records to a third party accounts payable system to be used in retrieving vendor numbers
Exported pending payments can be filtered by date range and transactional attributes
Exports can use a predefined or user entered filename and file export location
Allows the user to select from multiple user-defined file formats
Allows the user to produce a report for validation of pending payments before exporting (PDF, HTML, Excel, Word, Text, Rich Text)
Allows the user to schedule pending payment exports as automated recurring processes

Payment Import

Allows a user to import payment record details (check date, check number, reconciliation number) from a third party accounts payable system
Allows the user to select from multiple user-defined file formats
Allows the user to produce a report for validation of payments details (PDF, HTML, Excel, Word, Text, Rich Text)
Allows the user to schedule payment imports as automated recurring processes
Allows a user to import vendor numbers from a third party accounts payable system based on exported pending payment details for refunds
Allows the user to select from multiple user-defined file formats
Allows the user to produce a report for validation of vendors (PDF, HTML, Excel, Word, Text, Rich Text)
Allows the user to schedule vendor imports as automated recurring processes

Payment Listing Report

Allows user to produce payment listing report in detail or summary (PDF, HTML, Excel, Word, Text, Rich Text)

1D99 Processing

Allows user to produce report of 1099 report of redemption interest and refund interest paid
Allows user to produce 1099INT forms
Allows user to produce electronic file of 1099 records for IRS submission
Allows user to produce corrected 1099INT forms
Allows user to produce electronic file of corrected 1099 records for IRS submission

Setup

Allows user to configure general ledger mappings to tie transactions to their general ledger funds and accounts
General ledger mapping report can be produced to validate general ledger mapping configuration (PDF, HTML, Excel, Word, Text, Rich Text)
Configuration of general ledger export file format and summary level
Configuration of attributes to be used in general ledger mappings
Utilities to copy, find and replace mappings for ongoing mapping maintenance
Allows the user to configure funds and accounts (chart of accounts) to be used on exported journal entries
Allows user to configure bank accounts
Allows user to configure disbursement mappings that can include debit side general ledger funds and accounts on payment exports
Allows user to configure 1099 electronic file parameters

Business Revenue

Business Maintenance

- ability to search for a Business
- ability to create a Business Account
- ability to create business locations
- ability to create a business license
- ability to maintain a business license
- ability to correct a business license
- ability to create a trust tax account
- ability to maintain a trust tax account
- ability to correct a trust tax account
- ability to handle many to one license associations
- ability to create management companies based on location
- ability to do combined groups by business account level
- ability to add flags to business accounts or locations
- ability to add and view notes on business accounts or licenses

Discovery

- ability to manage discovery worklist
- ability to compare imported data against current account

Groups

- ability to create a business group
- ability to manage a business group
- ability to apply a flag to a group

Correspondence

- ability to create correspondence for group results

Business License

- ability to print business license renewals
- ability to renew a business license
- ability to renew a business license using barcode technology
- ability to use group results to print or export renewal licenses
- ability to export business renewal licenses
- ability to print a business license bill
- ability to export business license bills
- ability to print a business license certificates
- ability to export business license certificates
- ability to print delinquent notices
- ability to export delinquent notices
- ability to transfer business licenses in mass

Trust Tax

- ability to create a new trust tax roll
- ability to print trust tax returns
- ability to export trust tax returns
- ability to print a blank trust tax form
- ability to process trust tax returns
- ability to print a trust tax assessment
- ability to print a trust tax receipt
- ability to post a trust tax return
- ability to pay a trust tax return
- ability to correct a trust tax return
- ability to create a trust tax return worklist
- ability to maintain a trust tax account worklist

Decal and Stamp

- ability to maintain decal and stamp inventory
- ability to view decal and stamp transactions

Audit

ability to search for an audit
ability to view audit details
ability to maintain an audit
ability to create mass audits

Batch Processes

ability to create a new business tax receipt roll
ability to calculate charges for business tax receipts in batch
ability to post business tax receipt calculations in batch
ability to import a RISE file
ability to export a business license RISE file
ability to export a trust tax RISE file
ability to export business tax license in .csv file format
ability to schedule an Interface Queue Processor for importing data

Reports

ability to produce SRS reports for Business Revenue
ability to produce SRS reports for Business Licenses
ability to produce SRS reports for Trust Tax
ability to produce SRS reports for audits

Setup

ability to set up global business revenue settings
ability to set rules and rates for business license credits
ability to set rules and rates for business license exemptions
ability to set rules and rates for business license fees
ability to set rules and rates for business license
ability to set rules and rates for cashiering partial payments
ability to set rules and rates for decal discounts
ability to set rules and rates for decal fees
ability to set rules and rates for trust tax fees
ability to set rules and rates for trust tax
abilty to set rules and rates for credit card cashiering
ability to set rules and rates for delinquents
ability to set rules and rates for distribution
ability to set rules and rates for cashiering from miscellaneous sources
ability to set rules and rates for tax accounting
ability to set up business requirements
ability to set up business classes
ability to set up business exemptions and credits
ability to set up business types
ability to set up season codes
ability to set up trust tax types
ability to set up additional information fields
ability to set up decal and stamp types
ability to set up auditors
ability to set up investigators
ability to set up correspondence files
ability to configure periods, dates, and holidays through a calendar