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## ADD A NEW INSTRUMENT TYPE


Example: You need to add a new Transaction Code on instruments

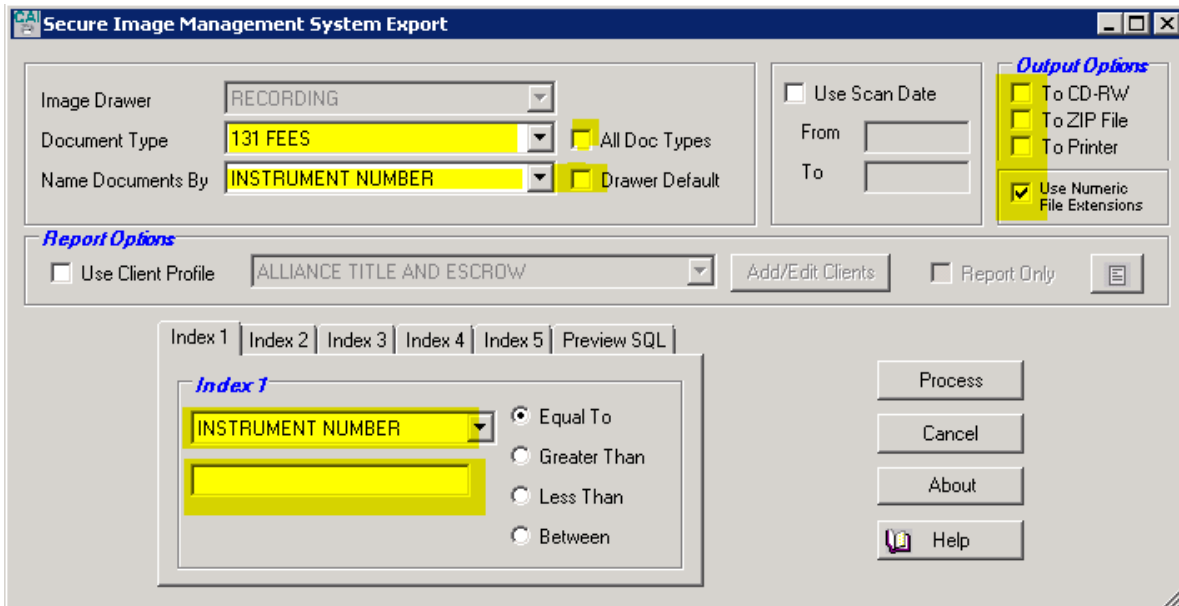
- **Recording Control Menu > Maintain Instrument types**
- Determine what Transaction code number to use (that is not already used)
- Select **Add** - Enter New Transaction Code / Description / Short Description / select UCC type / Check if Release (if this refers to a transaction code with a Lien that this will release)
- Select Lien Code
- Select a corresponding Cash Code- double click or [F4]

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## EXPORT IMAGES

The Title Co. or Client that you are exporting to needs to be setup on Imaging Control prior to exporting.


- From **Recording Main > List Instrument**. Select  **Export Images**.  
Make your selections on the panel according to the Client, Documents, and indexing.  
Also select how the export will be created in the 'Output Options' section of the panel.  
Select '**Process**' to export the images.  
The images will be exported and saved according to your selection.  
The reports will appear on the screen (this may take a while. The images are exporting and the report is being created.)



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## ENTER A SKIPPED INSTRUMENT NO.


*Example: When Simplifile skips an instrument no. (the next instrument no. is 39902 and it came over from Simplifile as 39903-stamped). You can add a manually recorded instrument as instrument no. 39902.*

- From the **List Instrument** grid select **Enter Old Instrument**  .
- Enter instrument information and select **Add instrument**.

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## DELETE AN INSTRUMENT

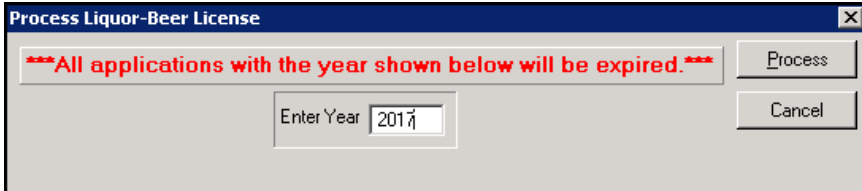
*Example: If you entered an instrument in error or it came from Simplifile with wrong instrument no.*

- You can delete the instrument if you have the  **Delete** icon on your menu bar.
- If you do not have that icon available, call Computer Arts. (208-385-9338)

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## EXPIRE LIQUOR LICENSES

- To Expire the entire list of Liquor Licenses for the whole year - from the **List Liquor Licenses** grid, select  **Expire Applications for the Year**. Enter the year to expire licenses in the panel and select **Process**.





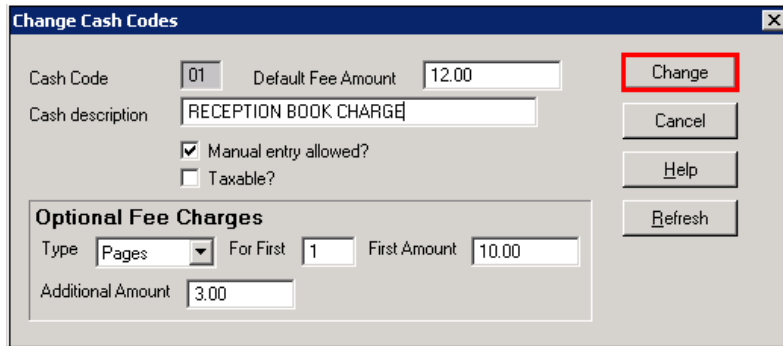
\*Remember to update the Recording Control / Liquor Licenses to the next year.

- This will change the status of all the Liquor Licenses with the year that was entered, and change to a status of 'Expired'.

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## UPDATE RECORDING FEES

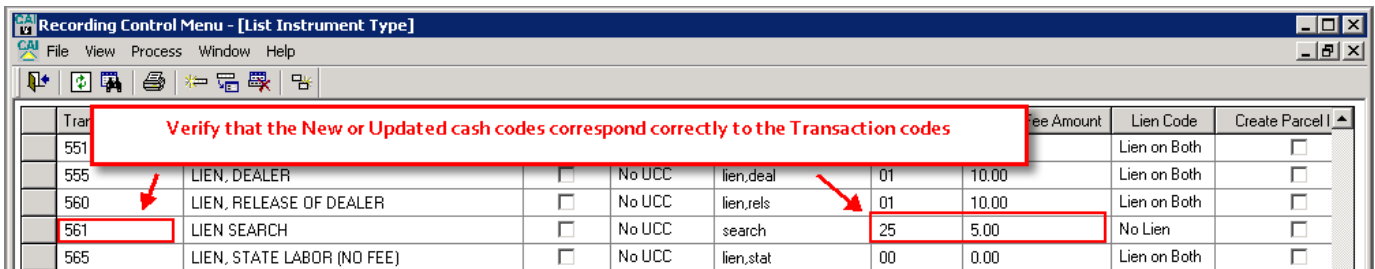
- To change a recording fee or add a new recording fee - from the **Recording Control Menu** select the **Maintain Cash Codes** button .
- Select **Add** to add a new Cash Code or select the cash code from the grid that you are only updating.
- Select  **Change**.
- Make changes to the existing cash code and select **Change** to save.



The dialog box titled "Change Cash Codes" contains the following fields and controls:

- Cash Code: 01
- Default Fee Amount: 12.00
- Cash description: RECEPTION BOOK CHARGE
- Manual entry allowed?:
- Taxable?:
- Optional Fee Charges section:
  - Type: Pages
  - For First: 1
  - First Amount: 10.00
  - Additional Amount: 3.00
- Buttons: Change (highlighted with a red box), Cancel, Help, Refresh.

- Since the cash codes are referenced by an Instrument type (transaction code), you will need to verify that the correct transaction code are pointing to the correct cash codes, after making your changes.
- Check in the **Maintain Instrument type** panel. Locate the Transaction codes reference the cash codes you added or changed and determine that this *Transaction code* is correctly referring to the appropriate cash code.




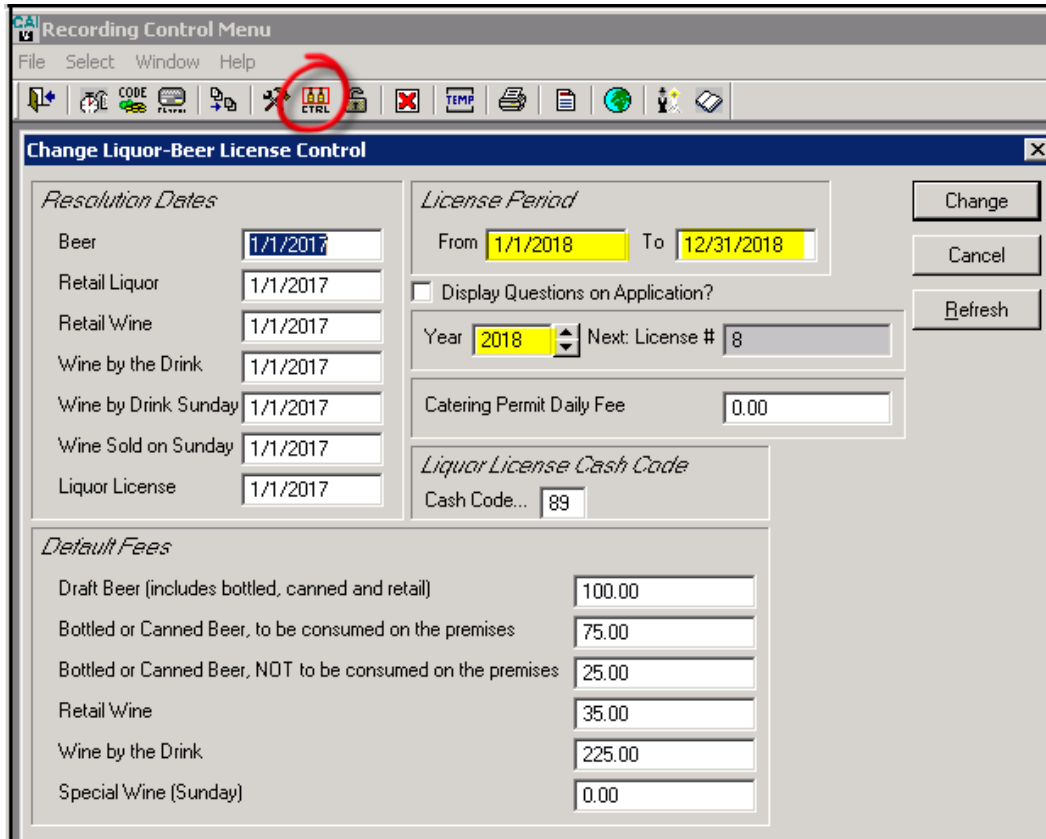
The screenshot shows the "Recording Control Menu - [List Instrument Type]" window with a table of instrument types. A red box highlights the transaction code "25" in the "Transaction Code" column for the "LIEN SEARCH" row. A red arrow points from this box to the "Cash Code" column of the same row. Another red arrow points from the "Cash Code" column of the "LIEN, DEALER" row to the "Transaction Code" column of the "LIEN, RELEASE OF DEALER" row. A red text box at the top of the table reads: "Verify that the New or Updated cash codes correspond correctly to the Transaction codes".

Tran	Description	UCC	Instrument Type	Cash Code	Fee Amount	Lien Code	Create Parcel I
551						Lien on Both	<input type="checkbox"/>
555	LIEN, DEALER	<input type="checkbox"/>	No UCC lien,deal	01	10.00	Lien on Both	<input type="checkbox"/>
560	LIEN, RELEASE OF DEALER	<input type="checkbox"/>	No UCC lien,rels	01	10.00	Lien on Both	<input type="checkbox"/>
561	LIEN SEARCH	<input type="checkbox"/>	No UCC search	25	5.00	No Lien	<input type="checkbox"/>
565	LIEN, STATE LABOR (NO FEE)	<input type="checkbox"/>	No UCC lien,stat	00	0.00	Lien on Both	<input type="checkbox"/>

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## RENEW LIQUOR LICENSES FOR FOLLOWING YEAR

- From **Recording Control** > *Liquor Control*. Change License period date range and year.
- Select  Change.



Resolution Dates	
Beer	1/1/2017
Retail Liquor	1/1/2017
Retail Wine	1/1/2017
Wine by the Drink	1/1/2017
Wine by Drink Sunday	1/1/2017
Wine Sold on Sunday	1/1/2017
Liquor License	1/1/2017

License Period	
From	1/1/2018
To	12/31/2018
<input type="checkbox"/> Display Questions on Application?	
Year	2018
Next: License #	8
Catering Permit Daily Fee	0.00

Liquor License Cash Code	
Cash Code...	89

Default Fees	
Draft Beer (includes bottled, canned and retail)	100.00
Bottled or Canned Beer, to be consumed on the premises	75.00
Bottled or Canned Beer, NOT to be consumed on the premises	25.00
Retail Wine	35.00
Wine by the Drink	225.00
Special Wine (Sunday)	0.00

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