



DAWeb

Auditor Controller

Auditor-Controller Direct Assessment Web Application (DAWeb)

Agency Manual

July 1, 2012

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INTRODUCTION

DAWeb was created to support the high volume of Direct Assessments (DA) during the annual roll build-up process. In the past, agencies saved DA files on diskettes or compact disks and sent them through the mail to the Auditor-Controller to process. A lot of time was spent waiting for the files to arrive, loading and processing each diskette or CD and sending reports to the agencies.

DAWeb is a web-based application that enables the agencies to submit DA, Public Utility (PU), Correction files, and corresponding legal documents via the web and retrieve Parcel Change, History/Detail and Data Transmittal reports immediately after the files are uploaded and validated. The new application eliminates the time that it takes to create and mail CDs to the Auditor and receive reports from the Auditor. The new application improves accuracy, privacy and security since the information is prepared and submitted by each agency. It will provide a faster turnaround and will make the Roll Build-up process more efficient.

DAWeb is to be used only during the Roll Build-up process and should not be used to submit corrections during the rest of the year.

RETRIEVING THE PARCEL CHANGE REPORT

IMPORTANT MESSAGE

New agencies can not retrieve the Parcel Change report in this section until the current year transaction file is uploaded to DAWeb. Please proceed to section 2 (CREATING THE EXCEL FILE INPUT TO DAWEB, P. 10) or section 3 (CREATING THE TEXT FILE INPUT TO DAWEB, P. 20).

Only returning agencies can retrieve the Parcel Change Report in this section.

1A. Open Internet Explorer



1B. Log onto DAWeb: <http://daweb.auditor.lacounty.gov/>

The screenshot shows the DAWeb Auditor Controller login page. At the top left is the County of Los Angeles seal. The main header features the 'DAWeb' logo in large, stylized yellow and white letters, followed by 'Auditor Controller' and 'v 1.9.0.8'. On the right, it says 'Welcome, User'. The central area contains a login form with a red border. The form has a 'User Name' field with 'auser1' entered, a 'Password' field with six dots, a 'Remember me' checkbox which is checked, and a 'Forgot Password' link. A 'Log In' button is at the bottom of the form.

NOTE: Always check for new messages from the Auditor in the blue message area in the Inbox. The Message Box (highlighted in blue) will display important announcements regarding DA Processing. Click anywhere on the blue highlighted area to expand the message box.

The screenshot shows the DAWeb Auditor Controller interface. At the top left is the County of Los Angeles logo. The main header features the 'DAWeb' logo in large yellow and white text, followed by 'Auditor Controller' and version 'v 1.9.1.2'. On the right, there are links for 'Options | Log Out | Help' and a welcome message 'Welcome, Agency User'. Below the header is a navigation bar with buttons for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue message box is highlighted with a red border, containing the text: 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)'. Below the message box is the 'Inbox' section with a search panel and a table. The table has columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table content is empty, with the text 'There are no records available.' and pagination controls showing 'Records: 0 - 0 of 0 - Pages: 1'.

NOTE: Click anywhere on the blue highlighted area to collapse the message box.

This screenshot is identical to the one above, but the blue message box is expanded. The expanded message box contains the following text: 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Hide Details...)', 'FISCAL YEAR 2012-13 DA PROCESSING', '- PROCESSING BEGINS ON 8/01/2012', and 'TAX EXTENSION WILL BE ON 9/22/2012'. The rest of the interface, including the navigation bar, search panel, and empty table, remains the same.

- 1C. The **Parcel Change file** for the new fiscal year becomes available at the **end of June**. Returning Agencies will retrieve the new Parcel Change Report by **locating the previous year's Direct Assessment and Public Utility files** by clicking on the **Open Search Panel** tab in the **Inbox**.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the text "DAWeb Auditor Controller v 1.9.1.2", and navigation links "Options | Log Out | Help". Below the header is a navigation bar with "Inbox", "Upload File", "Document Management", and "Upload Document". A blue banner indicates "FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)". The main content area is titled "Inbox" and contains a search bar with "Open Search Panel" and "Submit" buttons. Below the search bar is a table with columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table is currently empty, displaying "There are no records available." and "Records per page: 100".

- 1D. Enter the previous **Fiscal Year** (enter 2011 in FY 2012) and click on the **Search** button to retrieve all of your previous year files.

The screenshot shows the DAWeb Auditor Controller interface with the "Search Panel" dialog box open. The "Fiscal Year" field is set to "2011" and is highlighted with a red box. The "Search" button is also highlighted with a red box. The dialog box includes fields for "Agency Number", "File Type" (set to "All"), "Valid" (set to "All"), "Status" (set to "All"), and "Upload Date" (with "From" and "To" date pickers). The background shows the same "Inbox" page as in the previous screenshot, but it is partially obscured by the dialog box.

NOTE: More specific searches can be done by entering any combination of the **Fiscal Year, Agency Number, File Type, Valid, Status and Upload Date** ranges.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the City of Los Angeles logo, the text 'DAWeb Auditor Controller v 1.9.1.2', and user options like 'Options | Log Out | Help' and 'Welcome, Agency User'. Below the header is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Inbox' and contains a search panel (highlighted with a red border) and a table. The search panel has fields for Fiscal Year (2012), Agency Number (999.99), File Type (Direct Assessment File), Valid (All), Status (Sent to Mainframe), and Upload Date (From 7/1/2011 to 8/31/2011). The table below has columns for 'Total DA AMT', 'Valid', 'Status', 'Upload Date', 'Docs', 'Report', and 'Action', and contains the message 'There are no records available.'

SEARCH FEATURES

1	Fiscal Year	Fiscal Year that the Agency Number was processed.
2	Agency #	Direct Assessment Agency Number assigned to each agency by the Auditor-Controller.
3	File Type	File Type submitted for STR processing. The three file types are as follows: <ul style="list-style-type: none"> • Direct Assessment • Public Utility • Correction
4	Valid	Indicates if the file submitted is valid (Valid = 'yes') or invalid (Valid = 'no').
5	Status	Tracks the progress of the agency number throughout the DA process. The status options are as follows: <ul style="list-style-type: none"> • Work In Progress (Agency) • Work In Progress (Auditor User) • Pending Review • Pending Approval • Supervisor Approved • Batched • Sent to Mainframe • Failed in Batchng
6	Upload Date From: & To:	- Indicates the date the file was uploaded to DAWeb. - Date Range of when the file was uploaded.

1E. Click on the **PCL CHG RPT** link under the **Report** column for each of your previous year's DA and PU files. The current Parcel Change file will be run against the previous year's files to produce the Parcel Change Report. **NOTE: It is not needed to run parcel change for correction files.**

Inbox

Open Search Panel Submit

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2011	999.99	DA	6,115	\$2,329,208.68	yes	SENT TO MAINFRAME	08/30/2011	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2011	999.99	COR v2	7	\$6,100.00	yes	SENT TO MAINFRAME	08/30/2011	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2011	999.99	COR v1	5	\$3,628.57	yes	SENT TO MAINFRAME	08/25/2011	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2011	999.90	DA	1,120	\$74,760.00	yes	SENT TO MAINFRAME	08/09/2011	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2011	888.88	DA	5,988	\$151,062,450.01	yes	SENT TO MAINFRAME	08/09/2011	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2011	099.99	DA	5,987	\$51,062,900.00	yes	SENT TO MAINFRAME	08/08/2011	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2011	009.90	DA	5,986	\$912,750.00	yes	SENT TO MAINFRAME	08/04/2011	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100 Records: 1 - 7 of 7 - Pages: 1

1F. **Blank Parcel Change Report** means that there are **no parcel changes from the previous year**. This is normal and should not be a concern. **Close** the document and continue checking other agency numbers for parcel changes.

http://qa4.auditor.lacounty.gov/dawebacpt/Rpt_PCLCHG.aspx?FileID=16&DocumentID=1169 - Microsoft Internet Explorer pr...

Find... 1 of 1 100%

Main Report

2012	PARCEL CHANGE FILE	PARCEL CHANGE REPORT	RUN DATE	05/08/2012
		AGENCY NUMBER 999.99	UPLOAD DATE	08/25/2011

TOTAL OLD PARCEL CNT: 4
TOTAL NEW PARCEL CNT: 5
FILE TYPE: Direct Assessment File
FILE NAME: DA_2012_99999.xls

ID	PCL	FORMAT	STATUS	AGENCY NUMBER	DA AMOUNT
----	-----	--------	--------	---------------	-----------

Done Trusted sites 100%

1G. Export or Print the Parcel Change report for your reference. The file can be exported to PDF or Excel format. The report will be used in the following section: **Creating the Excel Input to DAWeb (P. 10) or Creating the Text File Input to DAWeb (P. 20)**

http://qa4.auditor.lacounty.gov/dawebacpt/Rpt_PCLCHG.aspx?FileID=16&DocumentID=1180 - Microsoft Internet Explorer provi...

1 of 1 100%

Main Report

1 2012 PARCEL CHANGE FILE 2 PARCEL CHANGE REPORT 4 RUN DATE 05/07/2012
 3 AGENCY NUMBER 999.99 5 UPLOAD DATE 08/25/2011

6 TOTAL OLD PARCEL CNT: 4
 7 TOTAL NEW PARCEL CNT: 5
 8 FILE TYPE: Direct Assessment File
 9 FILE NAME: DA_2012_99999.xls

10 ID	11 PCL	12 FORMAT	13 STATUS	14 AGENCY NUMBER	15 DA AMOUNT
211020202002003	5308032028	M1	O	999.99	604.8
211020202002003	5308032040	M1	N		0
211062802011001	5314020012	1M	O	999.99	288
211062802011001	5314020013	1M	T		0
211062802011001	5314020014	1M	N		0
211062802011002	5314020008	M1	O	999.99	604.8
211062802011002	5314020013	M1	T		0
211062802011002	5314020015	M1	N		0

NOTE: Listed below are the fields on the **Parcel Change Report**.

1	YYYY Parcel Change File	YYYY = year of the Parcel Change File used in generating this report
2	Parcel Change Report	Report Heading
3	Agency Number	Displays the Agency Number used in generating this report
4	Run Date	Date the report was generated
5	Upload Date	Date that the file was uploaded onto DAWeb
6	Total Old Parcel Count	Total count of parcels with status = O (Old)
7	Total New Parcel Count	Total count of parcels with status = N (New)
8	File Type	Direct Assessment File, Public Utility File or Correction File
9	File Name	File name uploaded by agency
10	ID	Assessor ID number used to track parcel changes
11	Parcel No	Property identification number
12	Format	Indicates how many parcels were affected during the parcel change <ul style="list-style-type: none"> • M1 (many to one) – two or more (old + temp) parcels got converted into one new parcel. • 1M (one to many) – one old parcel got converted to two or more (temp + new) parcels. • 11 (one to one) – one old parcel got converted to one new parcel.
13	Status	Indicates the status of the parcel: N (New), O (Old) or T (Temporary) <ul style="list-style-type: none"> • Add parcels with 'N' status to the new roll and assign assessment amount • Delete parcels with 'O' status for the new roll. • Do Not Add parcels with 'T' status to the new roll
14	Agency Number	Agency number associated with the Parcel Change Report.
15	DA Amount	Assessment Amount listed on the input file. New and temporary parcels have \$0.00 assessments since they were not assessed on the previous year's input file.

1K. Proceed to the next step once all of the Parcel Change Reports have been retrieved:

- **Creating the Excel File Input to DAWeb (P. 10)**
- **Creating the Text File Input to DAWeb (P. 20)**

CREATING THE EXCEL FILE INPUT TO DAWEB

2A. Open Microsoft Excel



2B. Enter the fields in the following format:

- Column **A** – **Parcel Number** – 10 digits only (**no spaces, dashes or letters**)
- Column **B** – **Assessment Amount** – maximum amount is 99,999,999.99
- Column **C** – **Agency Number** – enter one occurrence in cell C1 only

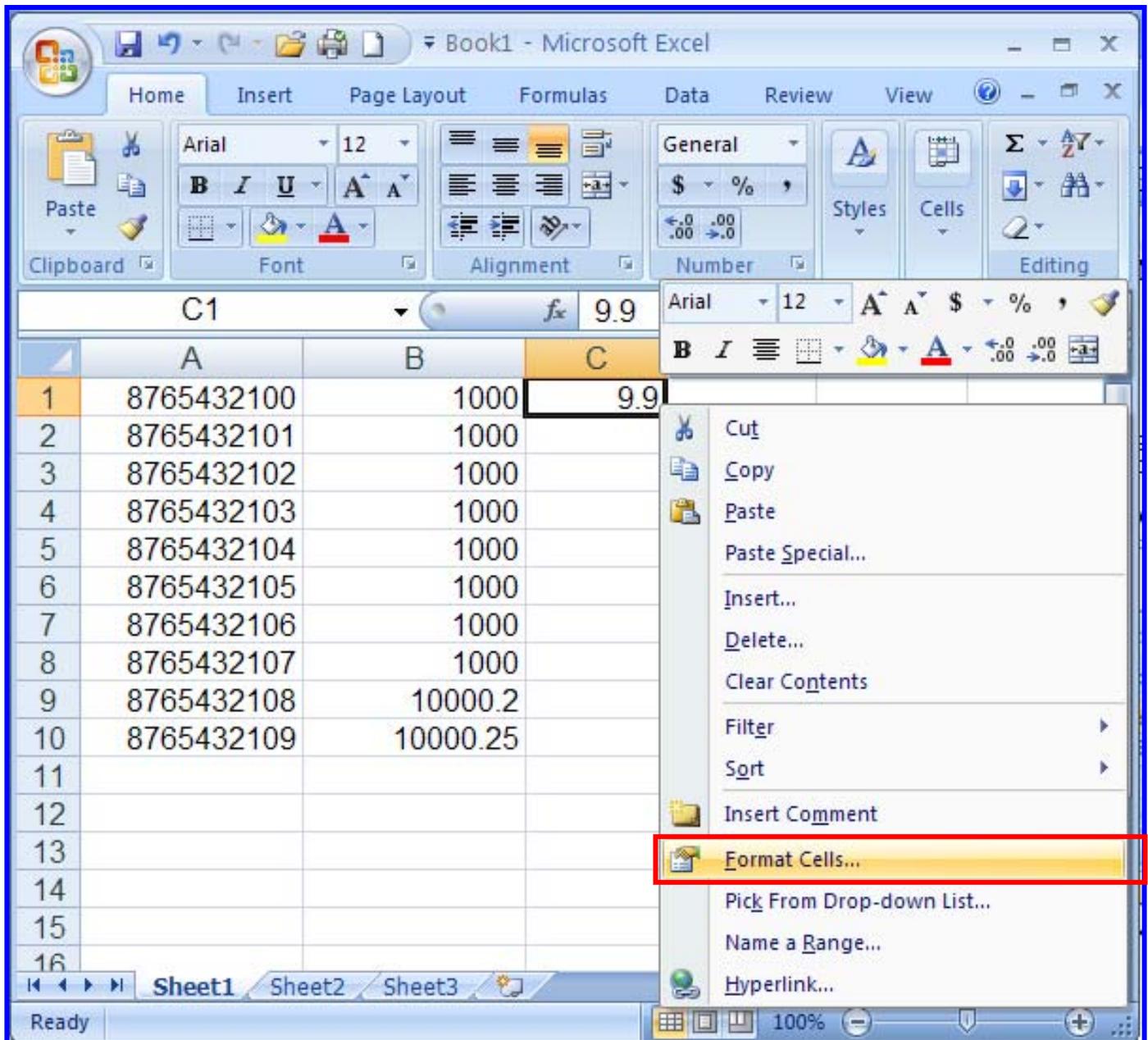
	A	B	C	D	E
1	8765432100	1000	999.99		
2	8765432101	1000			
3	8765432102	1000			
4	8765432103	1000			
5	8765432104	1000			
6	8765432105	1000			
7	8765432106	1000			
8	8765432107	1000			
9	8765432108	10000.2			
10	8765432109	10000.25			
11					

NOTE: For Agency Numbers with **leading or ending zeros**, cell C1 must be set to **Text format** before entering the agency number. This will ensure that leading and ending zeros are displayed and not cut off by Excel auto formatting. Agency Numbers with leading or ending zeros must make sure that the Agency number is **5 digits and in 2 decimal format**.

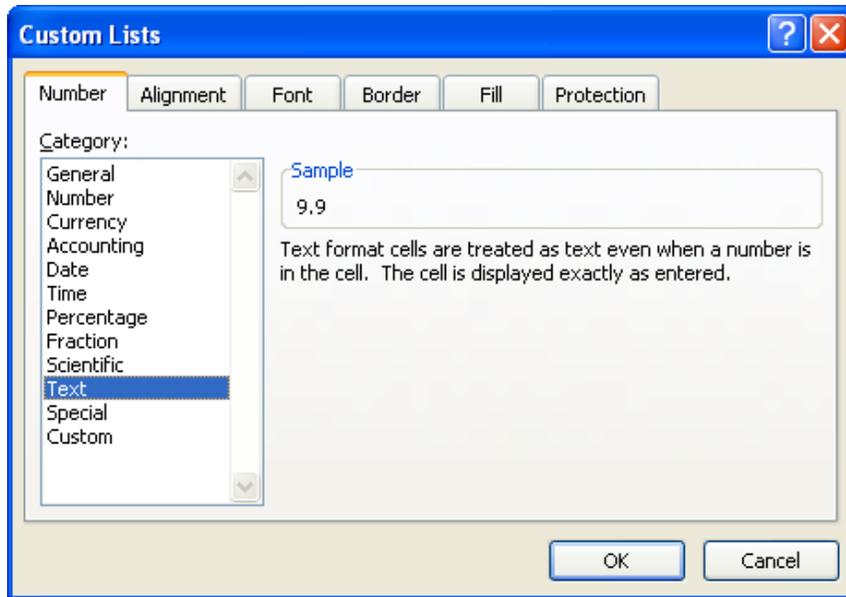
For example, **agency number 009.90** should not be displayed on the Excel file as **9.9** or **9.90** as it will **result in an invalid agency number**.

Follow the steps below to format cell C1 to Text format:

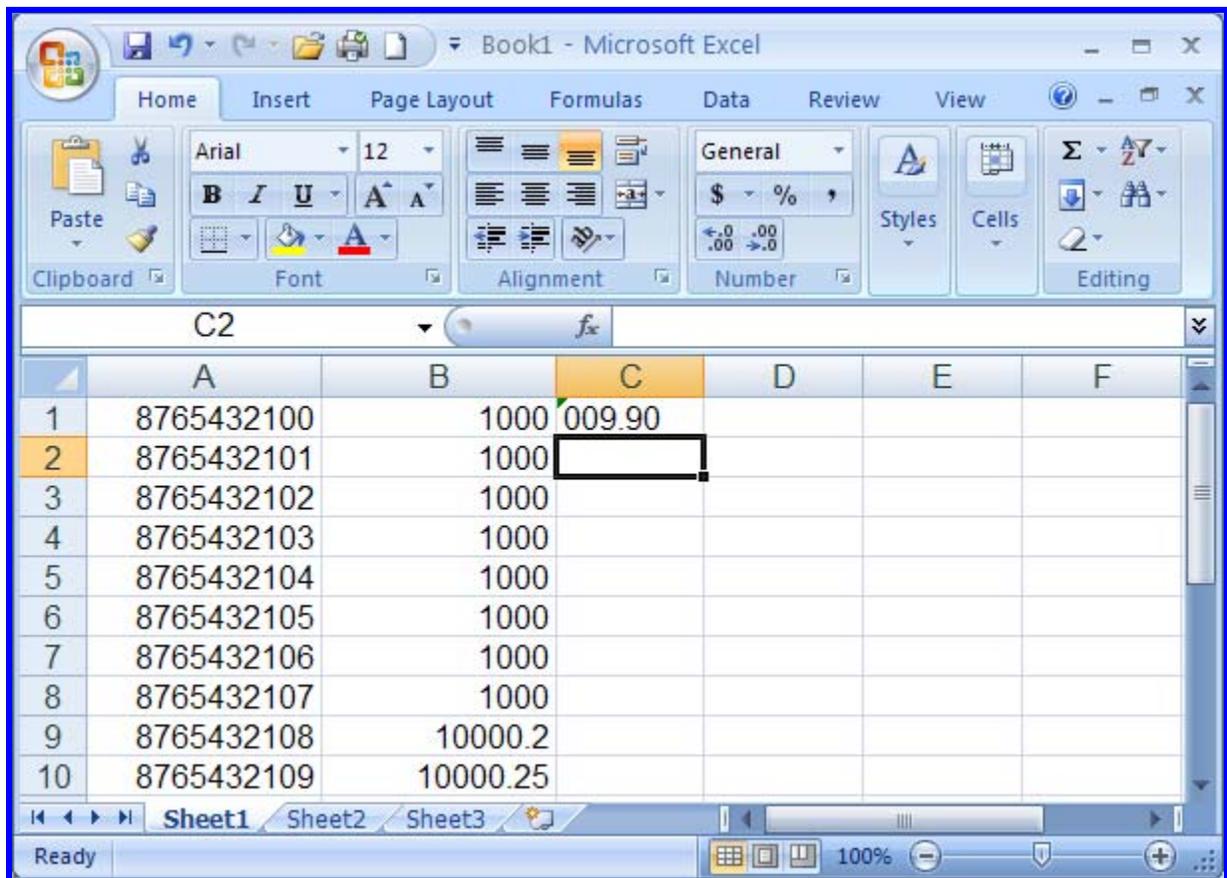
- **Right click** on cell C1 and select **Format Cells...** from the pop-up menu.



- On the Number tab under Category, select **Text** format and click the **OK** button.

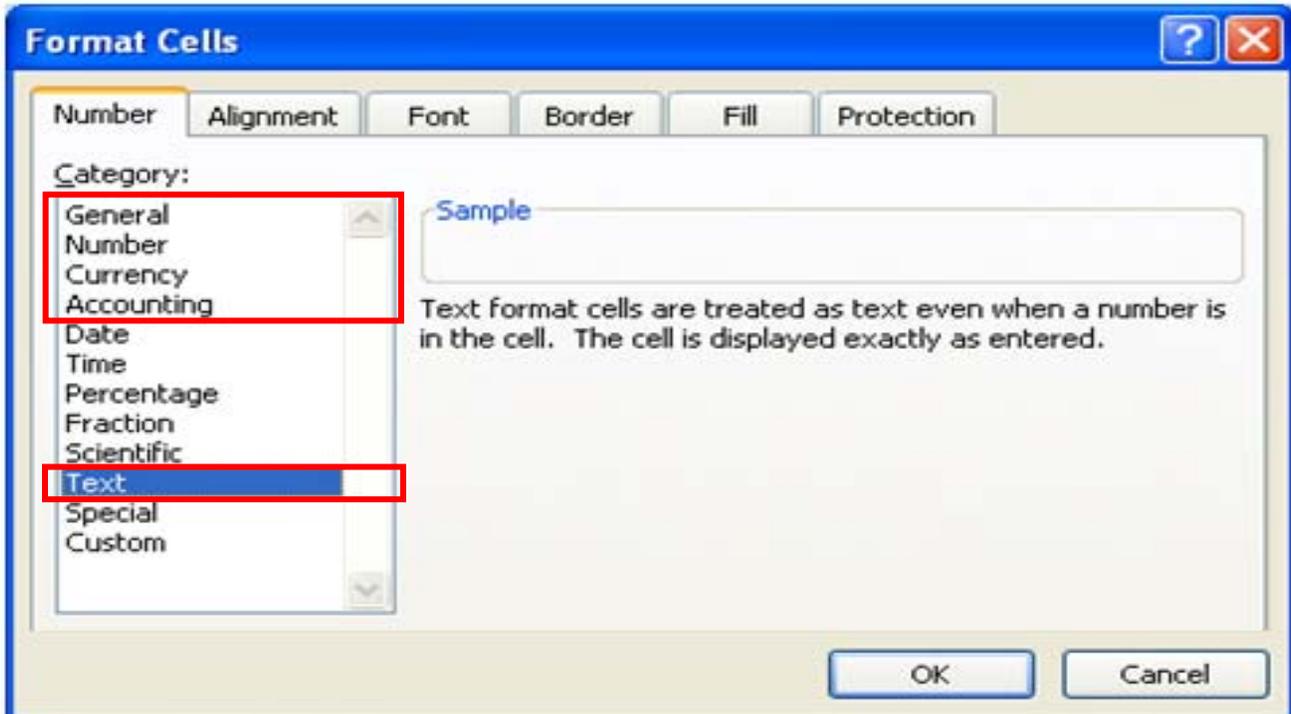


- Re-enter the agency number in cell **C1** including leading and ending zeros. **Agency number must be 5 digits and in 2 decimal format.**



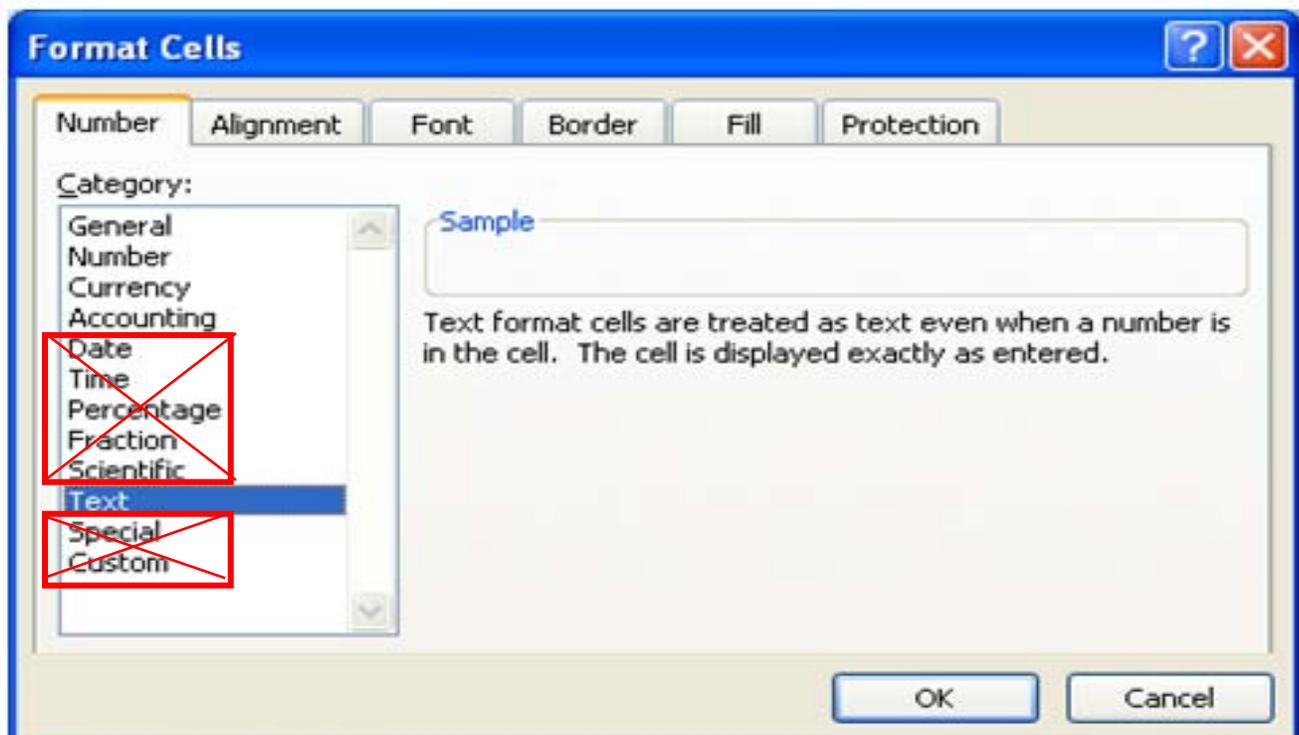
NOTE: The following **formats are accepted:**

- **General** – Used for Parcel Number, Assessment Amount, Agency Number
- **Number** – Used for Assessment Amount only
- **Currency** – Used for Assessment Amount only
- **Accounting** – Used for Assessment Amount only
- **Text** – Used for Agency Numbers with leading and ending zeros.



NOTE: Do not use the following formats:

- **Date, Time, Percentage, Fraction, Scientific, Special, Custom**



NOTE: Enter the Parcel Number, Assessment Amount and Agency number only.

Do **not** include the following:

- **Headings**
- **Totals/Sum**
- **Calculated cells**
- **Hidden columns or rows**

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	F	G
1	PARCEL	AMOUNT	AGENCY #			
2	8765432100	1000.00	099.90			
3	8765432101	1000.00				
4	8765432102	1000.00				
5	8765432103	1000.00				
6	8765432104	1000.00				
7	8765432105	1000.00				
8	8765432106	1000.00				
9	8765432107	1000.00				
10	8765432108	10000.20				
11	8765432109	10000.25				
12	TOTAL	28000.45				
13						

A callout box points to column E with the text: "Column 'E' should not be hidden".

NOTE: Please **exclude** parcels where the **first four digits** are less than **'8900'** **AND** the **last three digits** end between **('800'-'999')**. These **Non-assessable parcels** are government owned, which are exempt from Direct Assessments.

The screenshot shows a Microsoft Excel spreadsheet with the following data in column A:

	A	B	C	D	E
1	8759459848				
2	8794526999				
3	8888888888				
4	8900000801				
5	8940222999				
6	8950333894				
7	9876543800				
8	9876543859				
9	9876544984				
10					
11					
12					
13					
14					
15					
16					
17					

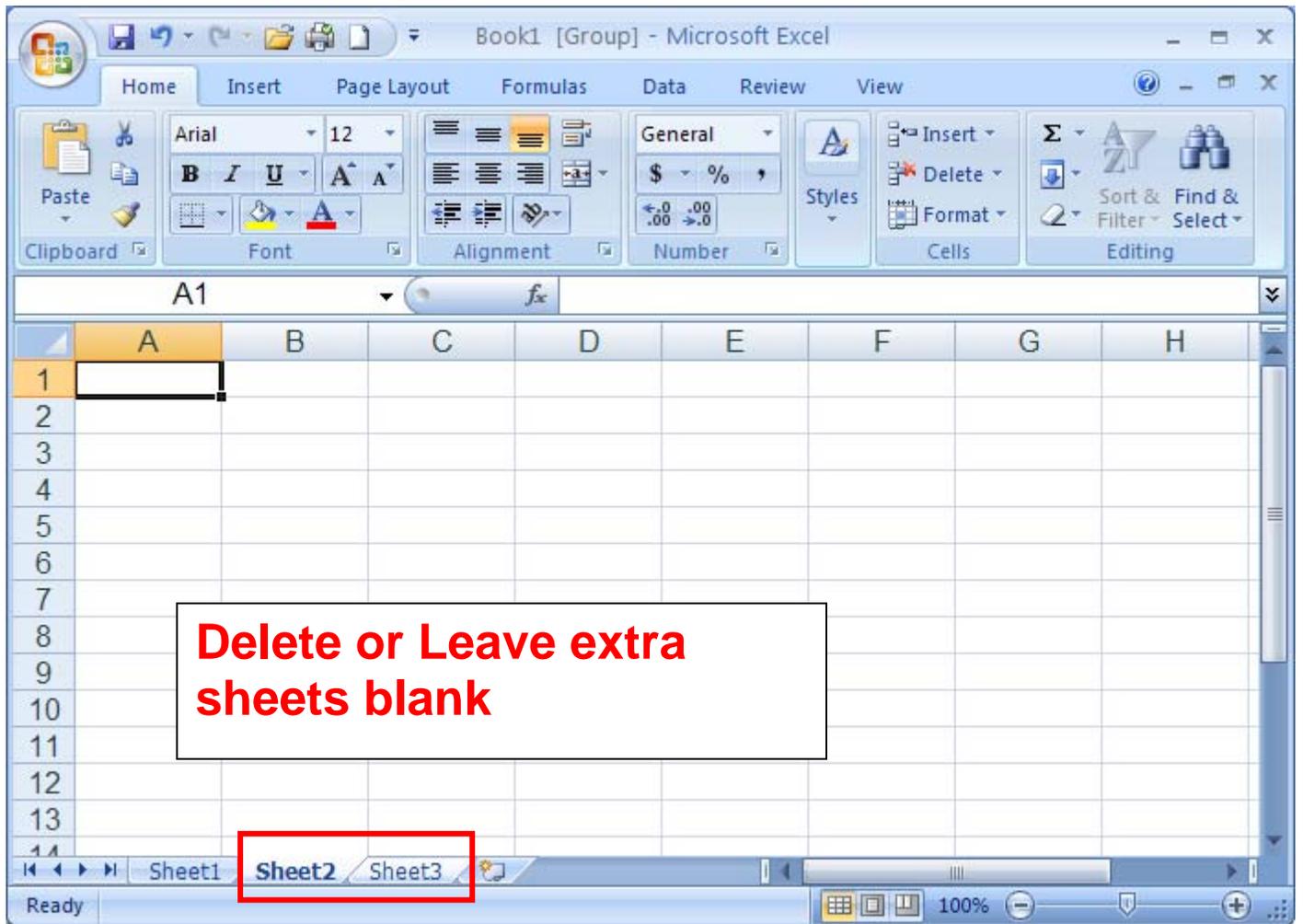
Callout for rows 1-3 (Non-Assessable):

NON-ASSESSABLE:
1st four digits < '8900' and last three digits between ('800'-'999')

Callout for rows 4-9 (Assessable):

ASSESSABLE:
1st four digits >= '8900' and last three digits between ('800'-'999')

NOTE: Populate only one sheet. The extra sheets must be deleted or left blank.



2C. Listed below is a **Table of the Formatting Guidelines:**

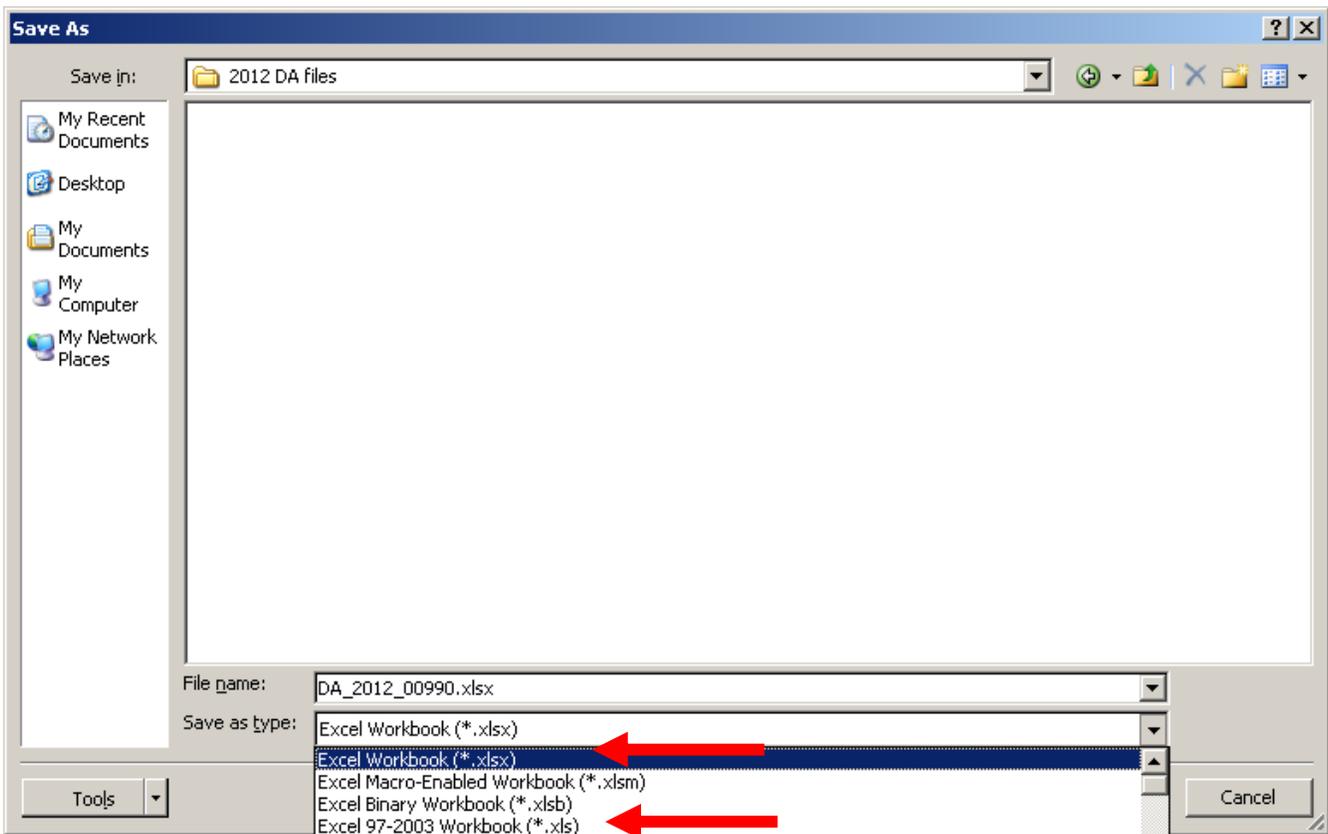
FIELD:	GUIDELINE:	EXAMPLE OF ERROR:
PARCEL	If the first four digits of the Parcel number is less than '8900' then the last 3 digits must not end in 800-999 . Those are exempt and can not be assessed.	5934820 883 8584827 999
	Must be 10 digits long	876543210 (9 digits) 87654321089 (11+ digits)
	Must be all numeric (No spaces, dashes, letters or special characters such as \$,&,%,* , !, #, @, etc.)	8765 432 100 8765-432-100 8765432 K 00 8765 % 32100 876543210 @
	Must not contain duplicate parcels	8765432100 8765432100
	Direct Assessment Parcels must not start with '9'	9 876543210
	Public Utility Parcels must start with '9'	8 765432100
	ASSESSMENT AMOUNT	Must not exceed 99,999,999.99
Must be all numeric (No letters or special characters such as \$,&,%,* , !, #, @, etc.)		1,234.5 H \$1234.50 1234.50* 12 & 4.50
Must be positive amount		-1234.50
Must not be more than two decimal format		1,234.56 7
DA and PU files must not contain \$0 assessment amount		0.00 or 0 not accepted
Only Correction files can have \$0 assessment amount		\$0 DA or PU amount
AGENCY NUMBER		Must be entered in cell C1 on the Excel file
	Must be in two decimal format (XXX.XX)	9999.9
		99.999
		9.9999 .99999

AGENCY NUMBER		9999
		999.9
		9.999
		99.9
		99.9
	Must be all numeric (No letters or special characters such as \$,&,%,* , !, #, @, etc.)	99 F .99

2D. Save and name the Excel file with the following **naming convention**:

File Type:	Naming Convention:	Notes:
Direct Assessment	DA_20YY_XXXX	YY = Fiscal Year, XXXX = Agency #
Public Utility	PU_20YY_XXXX	YY = Fiscal Year, XXXX = Agency #
Correction (DA or PU)	COR1_20YY_XXXX COR2_20YY_XXXX COR3_20YY_XXXX COR4_20YY_XXXX	YY = Fiscal Year, XXXX = Agency #

NOTE: 'Save as type:' can be either Excel 2010 or 2007 Workbook (*.xlsx) or Excel 97-2003 Workbook (*.xls)

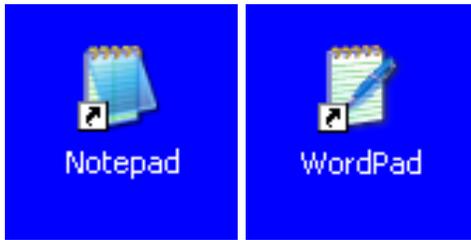


2E. Proceed to the following sections after the files have been formatted and saved.

- **Upload Original Direct Assessment File (P. 25)**
- **Upload Public Utility File (P. 44)**
- **Upload Correction File (P. 59)**

CREATING THE TEXT FILE INPUT TO DAWEB

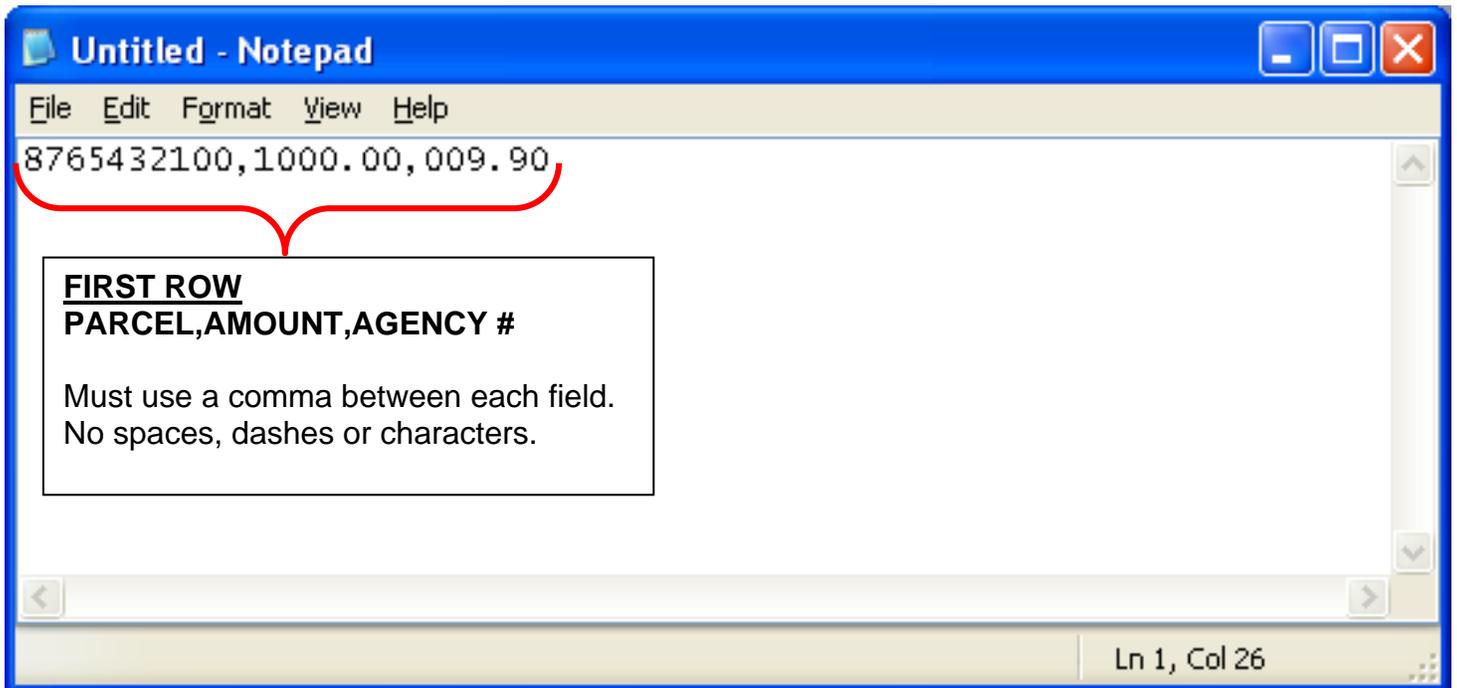
3A. Open Notepad or WordPad



3B. Enter the following fields on the first row:

- **Parcel Number** – 10 digits only (no spaces, dashes or letters)
- **Assessment Amount** – max is 99,999,999.99
- **Agency Number** – enter one occurrence in row 1 only. Must be 5 digits and in 2 decimal format.

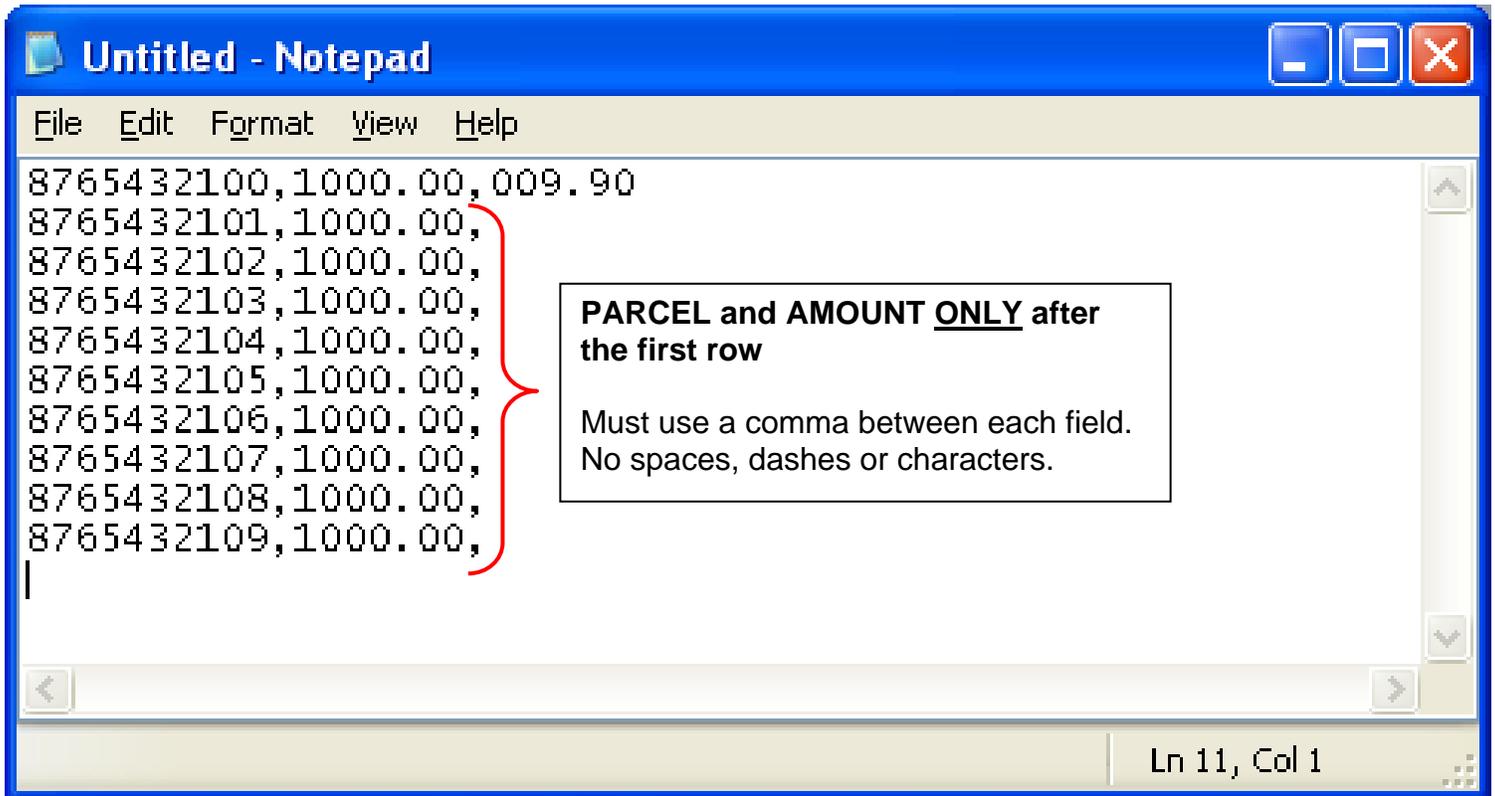
NOTE: Must use a comma between each field. Use commas only. Also, do **not** use any spaces, letters, dashes or special symbols or characters (!, @, #, \$, %, ^, &, *, etc)



3C. Enter the following fields after the first row:

- **Parcel Number** – 10 digits only (no spaces, dashes or letters)
- **Assessment Amount** – max is 99,999,999.99
- **Do not enter Agency Number after the first row.**

NOTE: Must use a comma between each field. Use commas only. Also, do **not** use any spaces, letters, dashes or special symbols or characters (!, @, #, \$, %, ^, &, *, etc)



3D. Listed below is a **Table of the Formatting Guidelines:**

FIELD:	GUIDELINE:	EXAMPLE OF ERROR:	
PARCEL	If the first four digits of the Parcel number is less than '8900' then the last 3 digits must not end in 800-999 . Those are exempt and can not be assessed.	5934820 883 8584827 999	
	Must be 10 digits long	876543210 (9 digits) 87654321089 (11+ digits)	
	Must be all numeric (No spaces, dashes, letters or special characters such as \$,&,%,* , !, #, @, etc.)	8765 432 100 8765-432-100 8765432 K 00 8765 % 32100 876543210 @	
	Must not contain duplicate parcels	8765432100 8765432100	
	Direct Assessment Parcels must not start with '9'	9 876543210	
	Public Utility Parcels must start with '9'	8 765432100	
	ASSESSMENT AMOUNT	Must not exceed 99,999,999.99	123,456,789.01
		Must be all numeric (No letters or special characters such as \$,&,%,* , !, #, @, etc.)	1,234.5 H \$1234.50 1234.50* 12 & 4.50
Must be positive amount		-1234.50	
Must not be more than two decimal format		1,234.56 7	
DA and PU files must not contain \$0 assessment amount		0.00 or 0 not accepted	
Only Correction files can have \$0 assessment amount		\$0 DA or PU amount	
AGENCY NUMBER		Must be entered in cell C1 on the Excel file	
		Must be in two decimal format (XXX.XX)	9999.9
	99.999		
	9.9999 .99999		

AGENCY NUMBER		9999
		999.9
		9.999
		99.9
		99.9
	Must be all numeric (No letters or special characters such as \$,&,%,* , !, #, @, etc.)	99 F .99

3E. Save and name the Text file with the following **naming convention**:

File Type:	Naming Convention:	Notes:
Direct Assessment	DA_20YY_XXXXX	YY = Fiscal Year, XXXXX = Agency #
Public Utility	PU_20YY_XXXXX	YY = Fiscal Year, XXXXX = Agency #
Correction (DA or PU)	COR1_20YY_XXXXX COR2_20YY_XXXXX COR3_20YY_XXXXX COR4_20YY_XXXXX	YY = Fiscal Year, XXXXX = Agency #

NOTE: 'Save as type:' should be Text Documents (*.txt) and click the **Save** button.



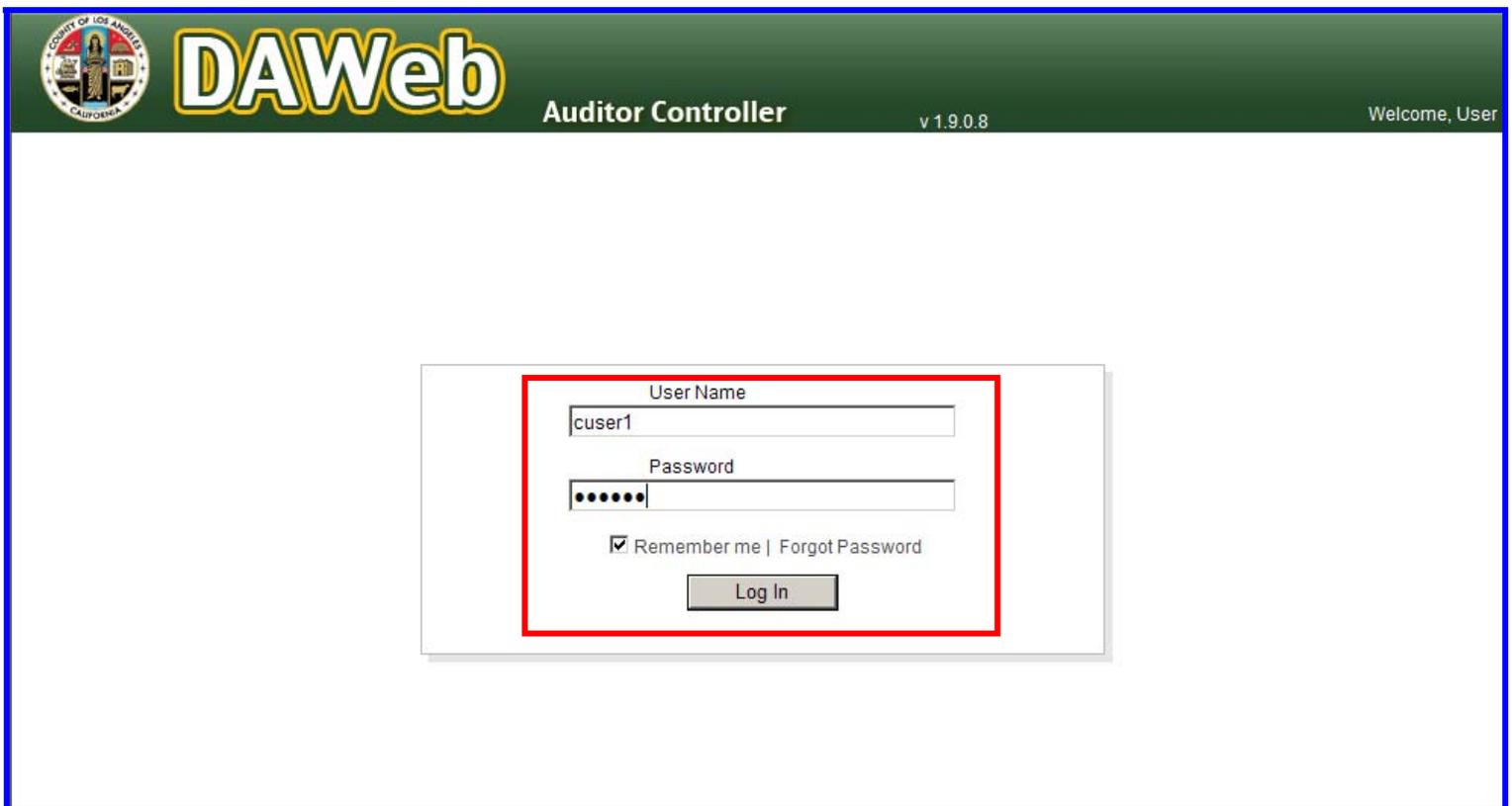
- 3F.** Proceed to the next step after the files have been formatted and saved.
- **Upload Original Direct Assessment File (P. 25)**
 - **Upload Public Utility File (P. 44)**
 - **Upload Correction File (P. 59)**

UPLOAD ORIGINAL DIRECT ASSESSMENT FILE

4A. Open Internet Explorer



4B. Log onto DAWeb: <http://daweb.auditor.lacounty.gov/>

The screenshot shows the DAWeb Auditor Controller login page. The page has a green header with the County of Los Angeles seal on the left, the "DAWeb" logo in large yellow and white letters, the text "Auditor Controller" in white, the version number "v 1.9.0.8" in small white text, and "Welcome, User" on the right. The main content area is white and contains a login form. The form is enclosed in a red rectangular box. It has two input fields: "User Name" with the text "cuser1" and "Password" with six black dots. Below the password field is a checkbox labeled "Remember me" and a link "Forgot Password". At the bottom of the form is a "Log In" button.

4C. To upload a file, click on the **Upload File** tab.

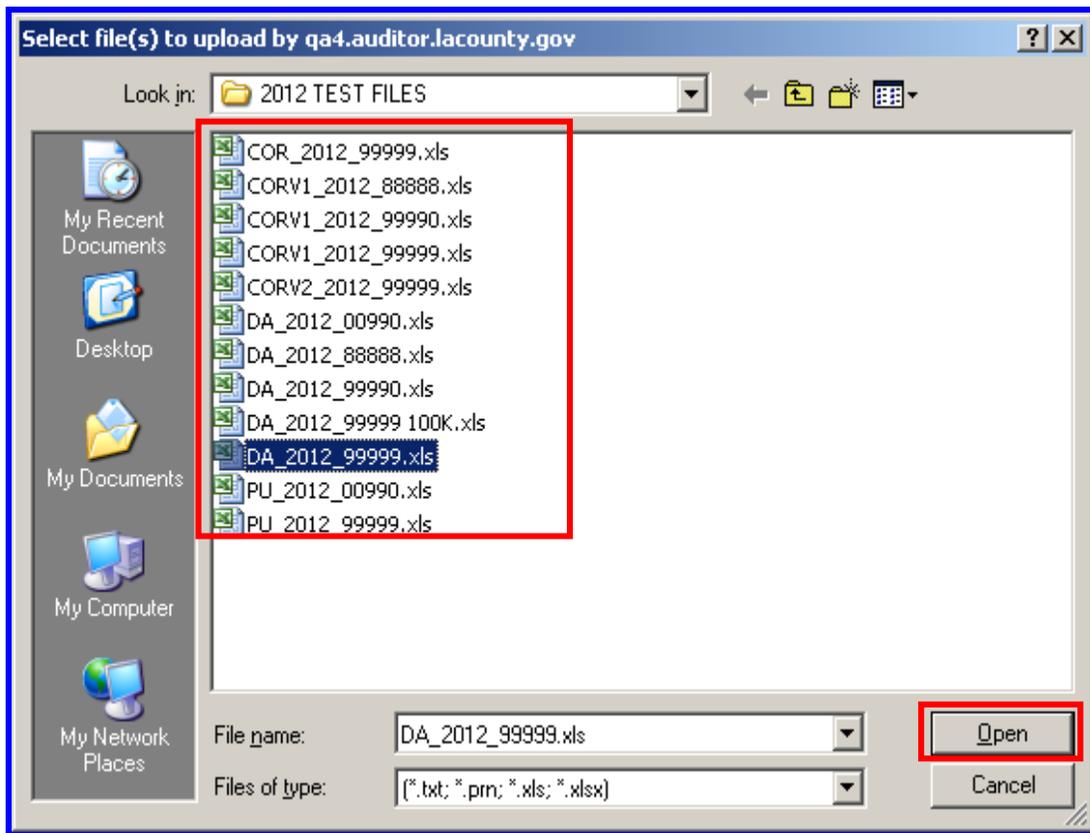
The screenshot shows the DAWeb Auditor Controller interface. The header includes the County of Los Angeles logo, the 'DAWeb Auditor Controller' title, version 'v 1.9.0.8', and user information 'Welcome, Consultant User'. The navigation bar has tabs for 'Inbox', 'Upload File' (highlighted with a red box), 'Document Management', and 'Upload Document'. Below the navigation bar is an 'Inbox' section with a search panel and a table. The table has columns for Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table content shows 'There are no records available.' and a pagination control for 1 page.

4D. Perform the following upload steps:

1. **Select the type of file** (Direct Assessment file) to upload.
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Browse** button and **select file** to upload.

The screenshot shows the 'Upload File' form in the DAWeb Auditor Controller. The header is the same as in the previous screenshot. The navigation bar has 'Upload File' selected. The form has four steps: 1. 'Select File Type:' with radio buttons for 'Direct Assessment File' (selected and highlighted with a red box), 'Public Utility File', and 'Correction File'. 2. 'Enter agency number to upload:' with a text input field containing '999.99' (highlighted with a red box) and a note 'Must be 5 digits and in 2 decimal format (xxx.xx)'. 3. 'Select File to upload:' with a file selection area showing '[no files selected]' and a 'Browse' button (highlighted with a red box). 4. 'Press upload:' with an 'Upload' button.

4E. Select a file to upload and click the **open** button.



Note: Below are the average Excel and Text file upload times during peak hours of DAWeb access. Files with more than 150,000 records will be part of the nightly upload cycle and will be ready for processing the following day.

NUMBER OF RECORDS IN FILE	AVERAGE UPLOAD TIME FOR EXCEL FILES
5,000 or less	Less than 1 minute
5,001 – 10,000	1 minute
10,001 – 30,000	1 – 2 minutes
30,001 – 40,000	2 – 3 minutes
40,001 – 50,000	3 – 5 minutes
50,000 – 75,000	5-10 minutes
75,000 – 100,000	10-15 minutes
100,001 – 150,000	25-30 minutes
150,001 or more	Overnight

4F. Click on the **Upload** button after the file has been added.

NOTE: Hold pointer over the white file area to display file name

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.0

Welcome, Consultant User

Inbox Upload File Document Management Upload Document

Upload File

1. Select File Type:

Direct Assessment File

Public Utility File

Correction File

2. Enter agency number to upload:

999.99

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Select File to upload:

DA_2012_99999.xls 345.50kB

Browse

4. Press upload:

Upload

Hold pointer over the white area to display the file name

4G. A message will pop up under the Upload button after the file loaded successfully. To load additional file(s), repeat steps 4D – 4G.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.0

Welcome, Consultant User

Inbox Upload File Document Management Upload Document

Upload File

1. Select File Type:

Direct Assessment File

Public Utility File

Correction File

2. Enter agency number to upload:

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Select File to upload:

[no files selected]

Browse

4. Press upload:

Upload

Successfully uploaded files:
DA_2012_99999.xls

NOTE: Large files (approximately over 150,000 transactions, .xlsx or .txt files greater than 2 MB or .xls files greater than 5 MB) will be imported to DAWeb after business hours and will appear in the Inbox the following morning and a large file message will display at the bottom of the upload page. If the large file is uploaded before 10:00 p.m., it will be available the following day.

The screenshot shows the 'Upload File' page with the following elements:

- Navigation tabs: **Inbox**, **Upload File**, **Document Management**, **Upload Document**
- Section: **Upload File**
- 1. Select File Type:
 - Direct Assessment File
 - Public Utility File
 - Correction File
- 2. Enter agency number to upload:
 - Input field: [Empty]
 - Text: Must be 5 digits and in 2 decimal format (xxx.xx)
- 3. Select File to upload:
 - File selection area: [no files selected]
 - Button: **Browse**
- 4. Press upload:
 - Button: **Upload**
- Confirmation message (highlighted in red):

Successfully uploaded files:
DA99999_150001.txt
Large files will be imported today after business hours. Check DAWeb for your file tomorrow.

NOTE: If the Agency Number entered on the Upload page **does not match** the Agency Number on the uploaded file, then a pop-up message will ask you to **select the correct Agency Number**.

The screenshot shows the 'Upload File' page with an error dialog box overlaid. The page elements are the same as in the previous screenshot, but with the following additions:

- Page header: **DAWeb Auditor Controller**, v 1.9.1.0, Options | Log Out | Help, Welcome, Consultant User
- 2. Enter agency number to upload:
 - Input field: **999.99**
 - Text: Must be 5 digits and in 2 decimal format (xxx.xx)
- Error Dialog Box:

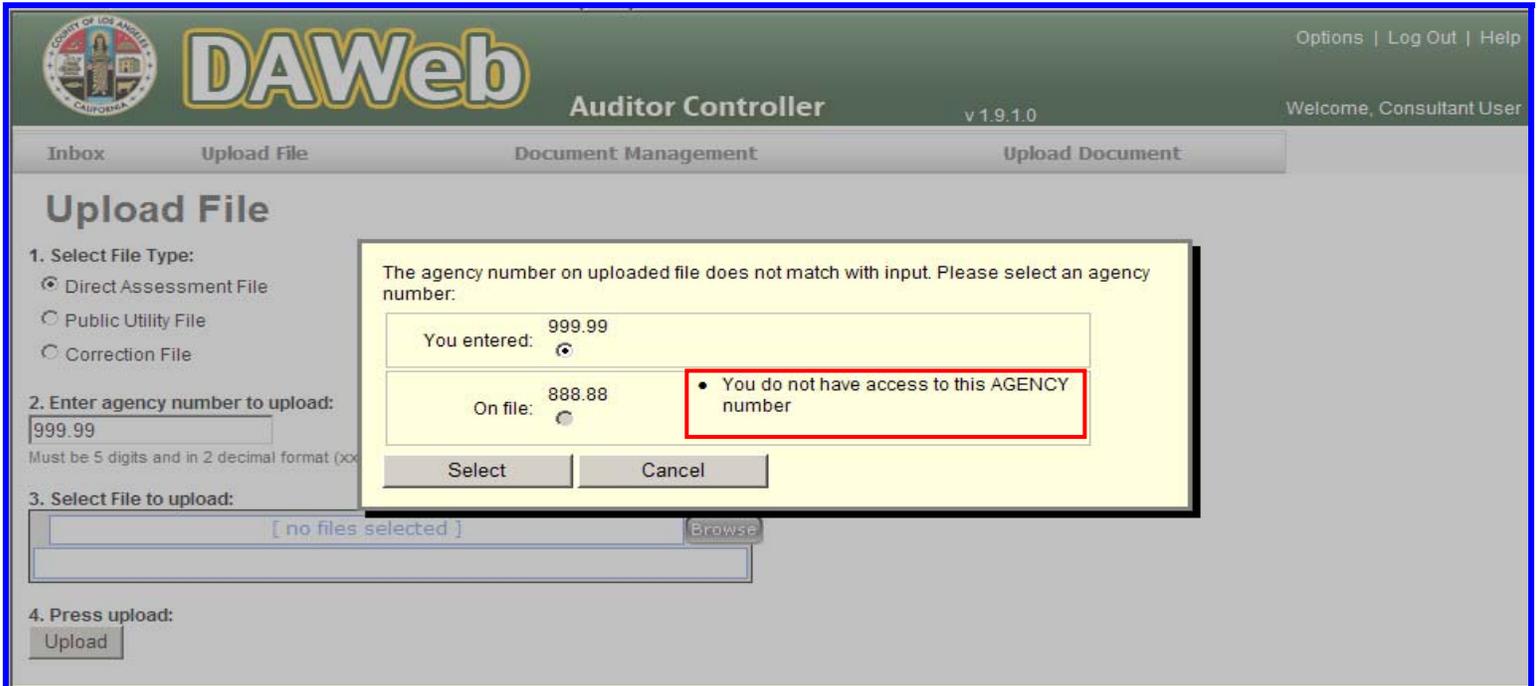
The agency number on uploaded file does not match with input. Please select an agency number:

You entered:	999.99
On file:	999.90

Buttons: **Select**, **Cancel**

NOTE: If the uploaded file contains an **invalid Agency number** that you do not have access to, the **invalid Agency number can not be selected** and the pop-up message will state that **‘You do not have access to this Agency number’**.

- If both Agency numbers are incorrect, then click **Cancel** and **repeat steps 4D – 4G**.

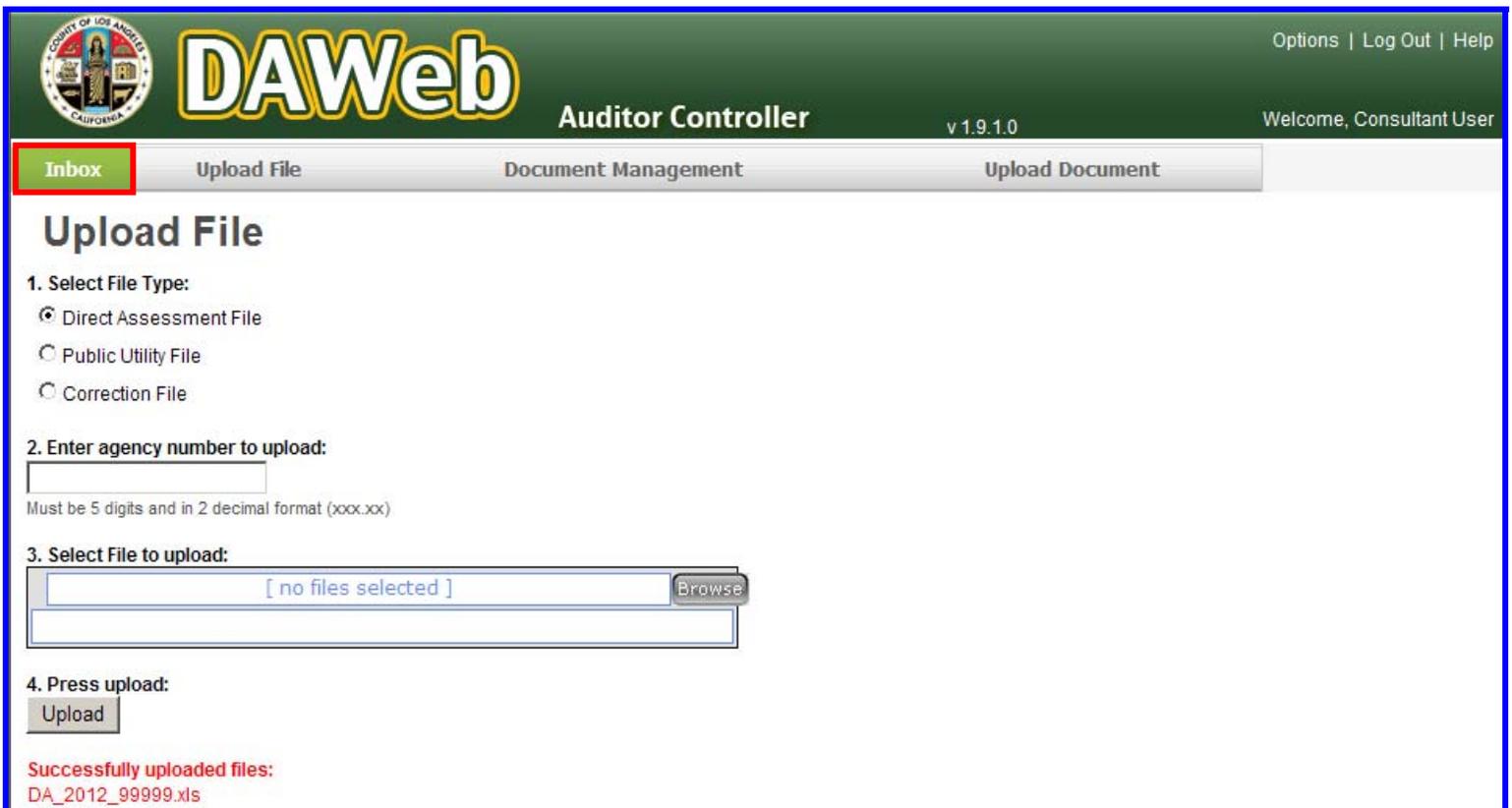


The screenshot shows the DAWeb Auditor Controller interface. The top navigation bar includes the County of Los Angeles logo, the text "DAWeb Auditor Controller v 1.9.1.0", and links for "Options | Log Out | Help" and "Welcome, Consultant User". Below the navigation bar are tabs for "Inbox", "Upload File", "Document Management", and "Upload Document". The "Upload File" tab is active, displaying a form with the following steps:

- 1. Select File Type:** Radio buttons for "Direct Assessment File" (selected), "Public Utility File", and "Correction File".
- 2. Enter agency number to upload:** A text input field containing "999.99". Below it, a note says "Must be 5 digits and in 2 decimal format (xxx.xx)".
- 3. Select File to upload:** A file selection area showing "[no files selected]" and a "Browse" button.
- 4. Press upload:** An "Upload" button.

A yellow error message box is overlaid on the form, containing the text: "The agency number on uploaded file does not match with input. Please select an agency number:". Below this text, it shows "You entered: 999.99" and "On file: 888.88". A red-bordered box highlights a message: "• You do not have access to this AGENCY number". At the bottom of the error box are "Select" and "Cancel" buttons.

4H. To view the uploaded files, click on the **Inbox** tab.



The screenshot shows the DAWeb Auditor Controller interface with the "Inbox" tab selected. The top navigation bar is identical to the previous screenshot. The "Inbox" tab is highlighted with a red border. Below the navigation bar are tabs for "Inbox", "Upload File", "Document Management", and "Upload Document". The "Inbox" tab is active, displaying the "Upload File" form. The form is identical to the previous screenshot, but the error message box is no longer present. At the bottom of the page, there is a red text notification: "Successfully uploaded files: DA_2012_99999.xls".

4I. Sample of the **Inbox**.

NOTE: Listed below are **descriptions of the Inbox fields**.

1	Fiscal Year	Fiscal Year that the Agency Number was processed.
2	Agency #	Direct Assessment Agency Number assigned to each agency by the Auditor-Controller.
3	File Type	File Type submitted for STR processing. 3 file types: Direct Assessment (DA), Public Utility (PU) and Correction (COR, COR v1 – v5) files.
4	TXN Count	Total transaction count on the input file
5	Total DA AMT	Total assessment amount on the input file
6	Valid	Indicates if the file submitted is valid (Valid = 'yes') or invalid (Valid = 'no'). Invalid files must be fixed before proceeding.
7	Status	Tracks the progress of the agency number throughout the DA process.
8	Upload Date	Indicates the date the file was uploaded to DAWeb
9	Docs	The number of legal documents submitted by an agency (ie: Resolution, Agency Information Sheet, Billing Agreement, and Data Transmittal).
10	Report	PCL CHG RPT: Generates the Parcel Change Report by clicking on the link. Data Transmittal: Generates the Data Transmittal by clicking on the link. History: The status of the agency number throughout the DA process. Detail RPT: Generates the Detail Report by clicking on the link.
11	ACTION	Check In / Check Out: Check In allows other users with access to the same Agency number to access, edit or submit the file. Check out allows a user to lock the file and keeps other users with access to the file from accessing, editing or submitting the file. Edit: Click on the 'Edit' link to correct errors in the Edit mode. Delete: Click on the 'Delete' link to delete the file from the Inbox.

4J. Fields #1– 9 can also be sorted by clicking on each column header. Ascending sort is indicated by ▲. Click the same field again for descending sort ▼. The example below is sorted by Agency #.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Consultant User

Inbox Upload File Document Management Upload Document

FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)

Inbox

1	2	3	4	5	6	7	8	9	10	11
Fiscal Year	Agency # ▲	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.90	DA	1,120	\$74,760.00	no	WORK IN PROGRESS	04/27/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	WORK IN PROGRESS	05/02/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100 Records: 1 - 2 of 2 - Pages: 1

4K. The example shows the Inbox with **Fiscal Year (2012)**, **Agency number**, **File Type (DA)** and **Status (Work in Progress)**. One file is valid (Valid = 'yes') and one is not valid (Valid = 'no'). **Proceed to the next step if Valid = 'yes'. If Valid = 'no' then proceed to 'Correcting a File in Edit Mode' (P.72).**

NOTE: THE PARCEL CHANGE REPORT AND HISTORY/DETAIL REPORT LINK ARE DISABLED WHEN VALID = 'NO'. TO FIX THE FILE IN EDIT MODE PROCEED TO (P. 72).

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Consultant User

Inbox Upload File Document Management Upload Document

FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)

Inbox

Fiscal Year	Agency # ▲	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.90	DA	1,120	\$74,760.00	no	WORK IN PROGRESS	04/27/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	WORK IN PROGRESS	05/02/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100 Records: 1 - 2 of 2 - Pages: 1

- 4L. For the **valid** file, click on the **PCL CHG RPT** link under the Report column to retrieve the Parcel Change Report. The report can be exported to PDF or Excel.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the text "DAWeb Auditor Controller v 1.9.1.2", and user information "Welcome, Consultant User". Below the header is a navigation bar with tabs: "Inbox", "Upload File", "Document Management", and "Upload Document". A blue banner indicates "FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)".

The main content area is titled "Inbox" and contains a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. Two rows are visible:

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.90	DA	1,120	\$74,760.00	no	WORK IN PROGRESS	04/27/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	WORK IN PROGRESS	05/02/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

At the bottom of the table, there is a "Records per page:" dropdown set to "100" and "Records: 1 - 2 of 2 - Pages: 1".

- 4M. Blank **Parcel Change Report** means that there are no parcel changes for the respective agency.

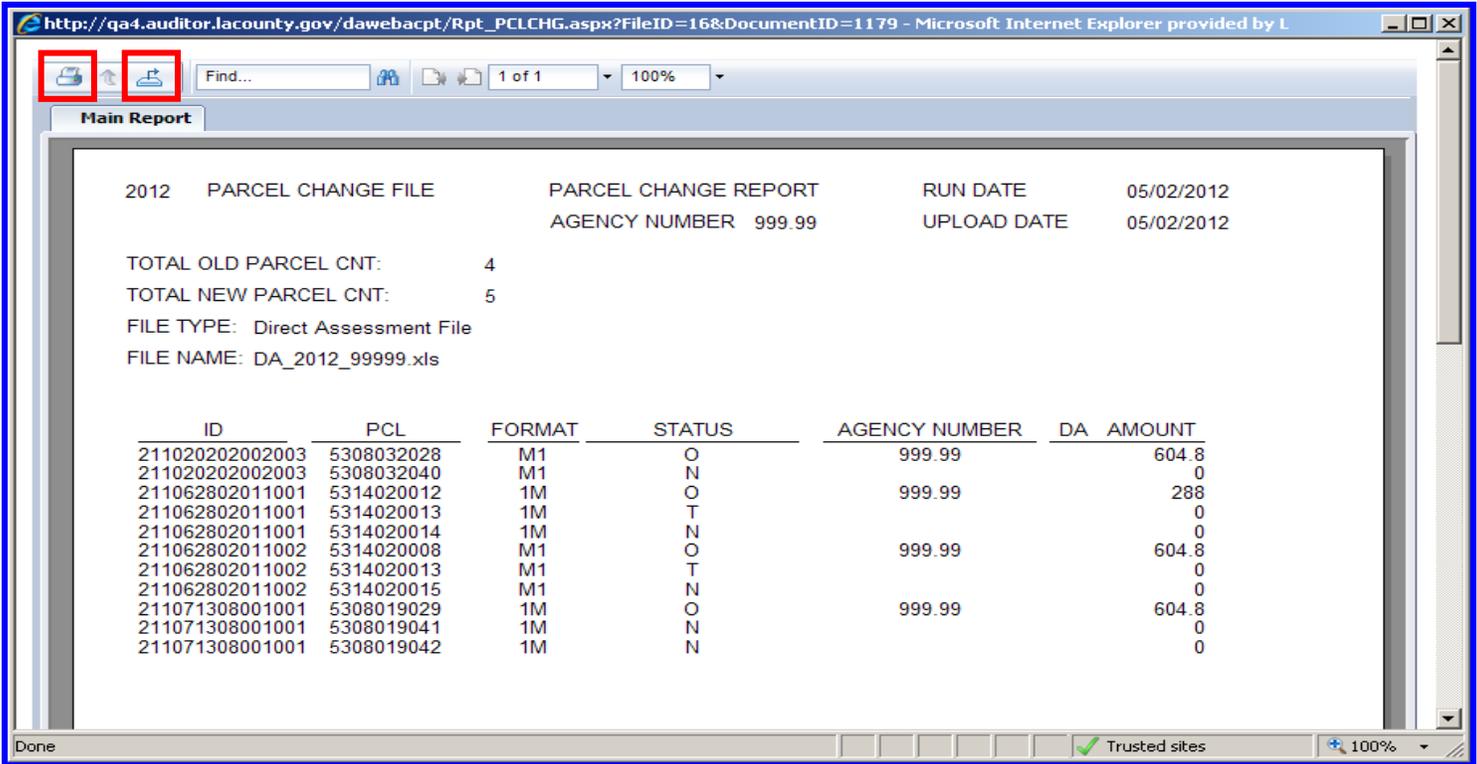
The screenshot shows a web browser window displaying a "Main Report" for a 2012 Parcel Change File. The report details are as follows:

2012	PARCEL CHANGE FILE	PARCEL CHANGE REPORT	RUN DATE	05/02/2012
		AGENCY NUMBER 999.99	UPLOAD DATE	05/02/2012
TOTAL OLD PARCEL CNT:	0			
TOTAL NEW PARCEL CNT:	0			
FILE TYPE:	Direct Assessment File			
FILE NAME:	DA_2012_99999.xls			

Below the report details is a table header with the following columns: ID, PCL, FORMAT, STATUS, AGENCY NUMBER, DA, and AMOUNT.

NOTE: Export or Print the Parcel Change Report if it is **not blank and proceed with the following options:**

<ul style="list-style-type: none"> Delete the current file from the Inbox and upload new file with parcel changes included in the file 	Go to Creating the Excel File Input (P.10) or Creating the Text File Input (P. 20)
<ul style="list-style-type: none"> Add New Parcels and delete old parcels in Edit mode 	Go to Correcting a File in Edit Mode (P. 72)
<ul style="list-style-type: none"> Complete Upload Original DA file process AND Submit parcel changes as corrections 	Go to Upload Correction File (P. 59)



4N. Click on the **History/Detail Report** link under the **Report** column to see the parcel and amount detail in the uploaded file. The Detail Report can be **Exported** as .csv file for accounts with 150,000 transactions or less.

NOTE: Contact the DA Unit if you need to export a file larger than 150,000 transactions.



40. To export the Detail Report as .csv file, click the **Export Transactions to File** button.

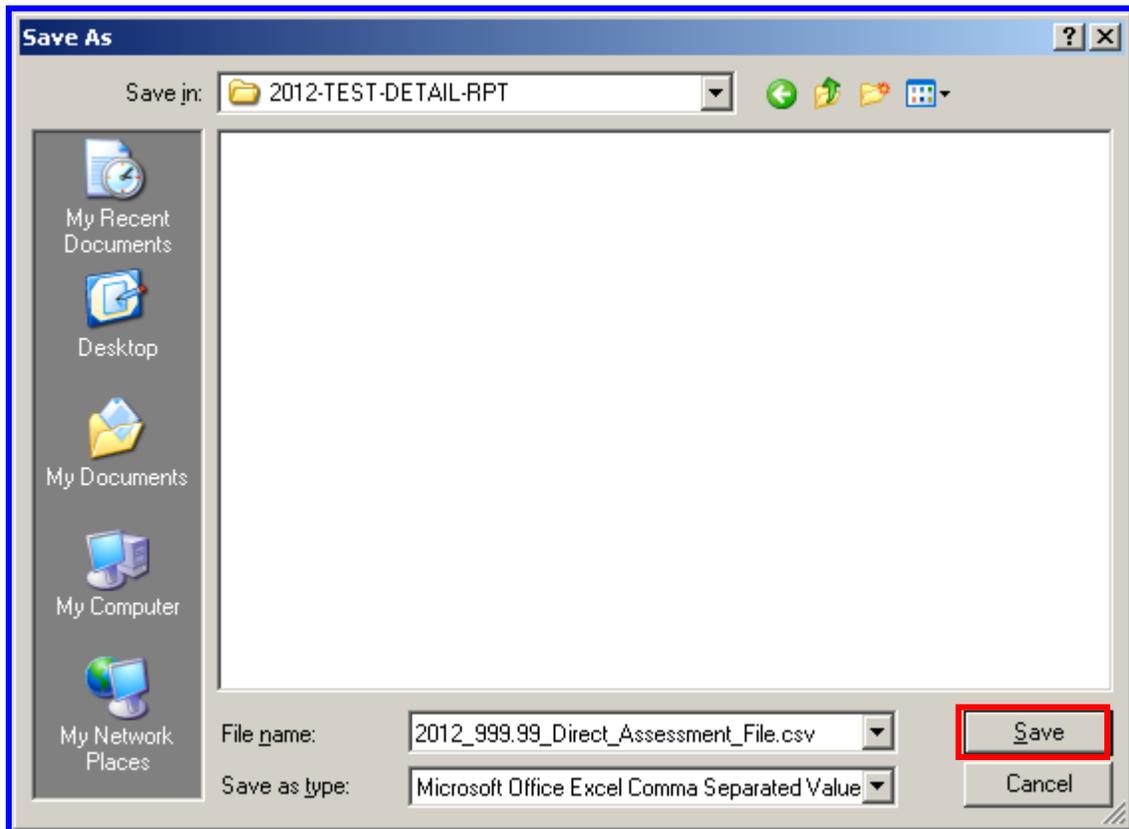
The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the DAWeb logo and 'Auditor Controller v 1.9.1.2'. Below the header, there are navigation tabs: 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'File History/Detail Report'. There is a 'Back' button and several fields: 'Fiscal Year 2012', 'Agency Number 999.99', 'File Type Direct Assessment File', and 'File Name DA_2012_99999.xls'. Below this is a 'File History' table with columns 'History', 'Updated By', and 'Updated Date'. The table shows one record: 'File has been uploaded', 'User, Consultant', and '05/02/2012'. Below the table is a 'Detail Report' section. A button labeled 'Export Transactions to File' is highlighted with a red box. Below the button is a table with columns '#', 'Parcel Number', 'Amount', and 'Comment'. The table contains 10 rows of data.

#	Parcel Number	Amount	Comment
1	5301028035	288	
2	5301028036	288	
3	5301028051	288	
4	5301028052	288	
5	5301028054	288	
6	5306006001	288	
7	5306006024	288	
8	5306006025	288	
9	5306006048	604.8	
10	5306006052	288	

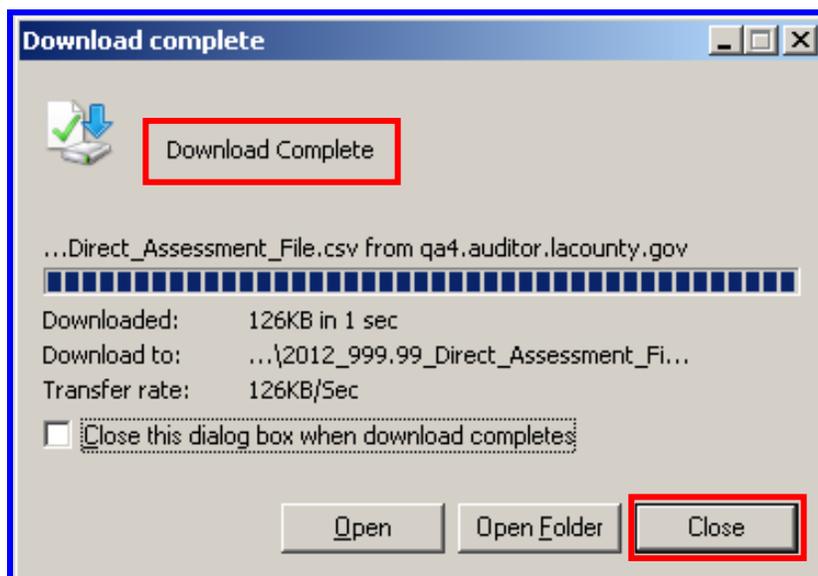
4P. Click the **Save** button to save the file.

The screenshot shows a 'File Download' dialog box. The title bar says 'File Download'. The main text asks 'Do you want to open or save this file?'. Below this is a file icon and the following information: 'Name: 2012_999.99_Direct_Assessment_File.csv', 'Type: Microsoft Office Excel Comma Separated Values Fil...', and 'From: qa4.auditor.lacounty.gov'. At the bottom, there are three buttons: 'Open', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box. Below the buttons is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

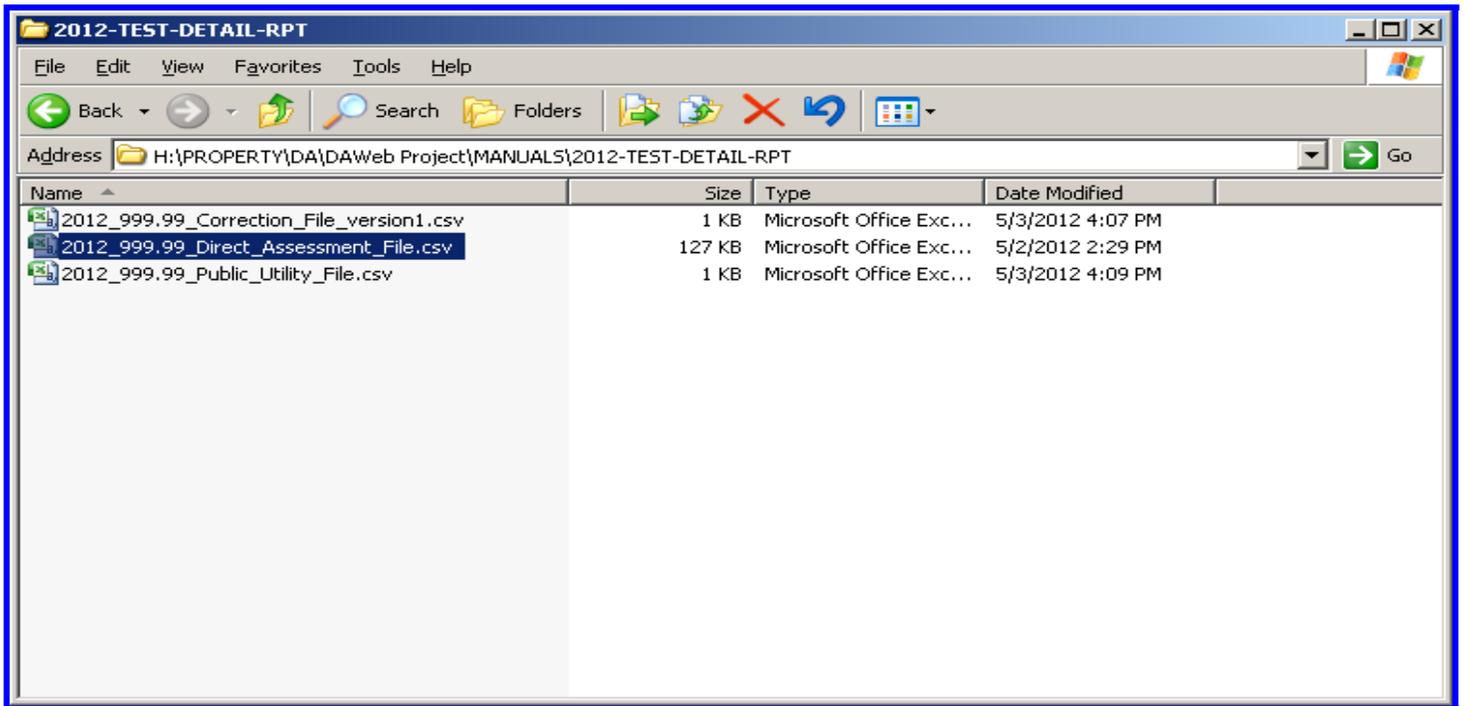
4Q. Choose the location you want to save the file to and click the **Save** button.



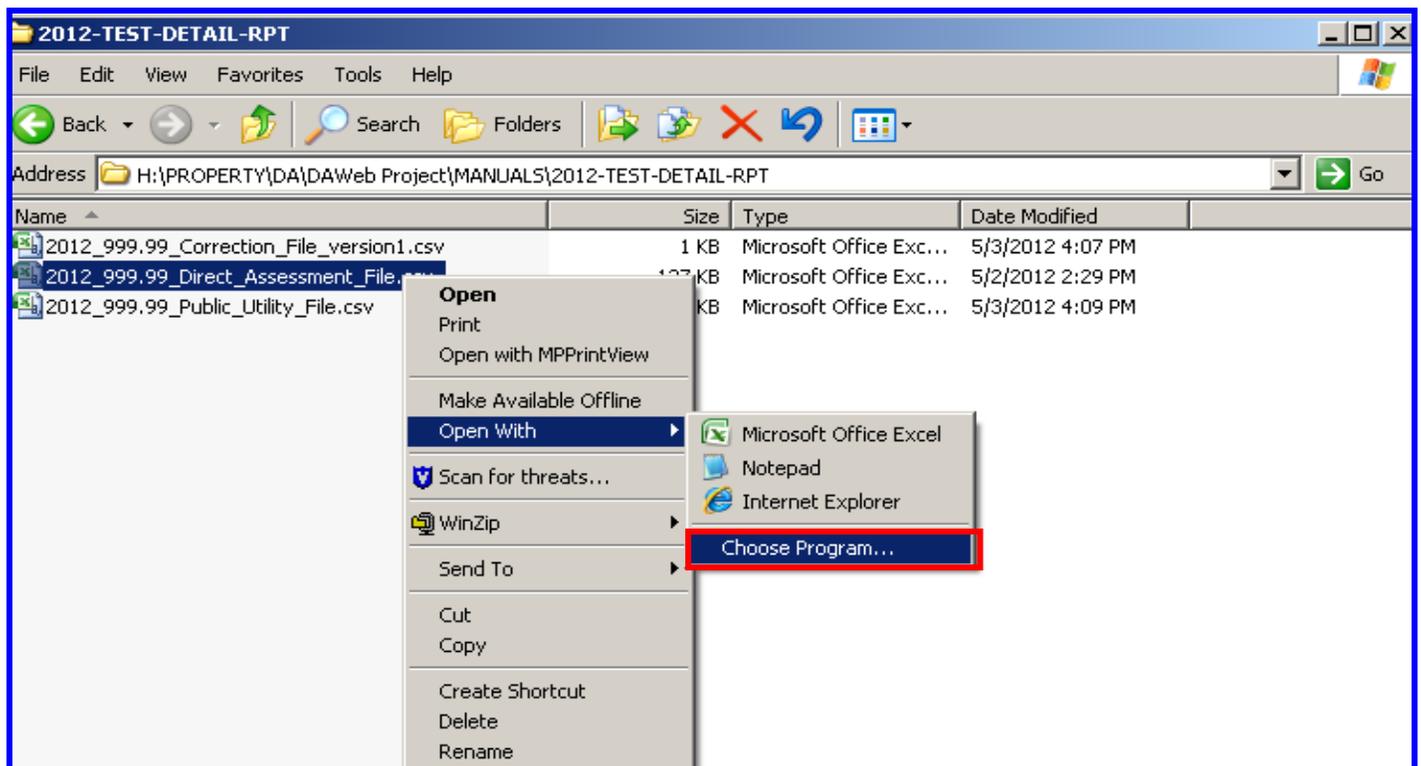
4R. Click the **Close** button once the file is downloaded completely.



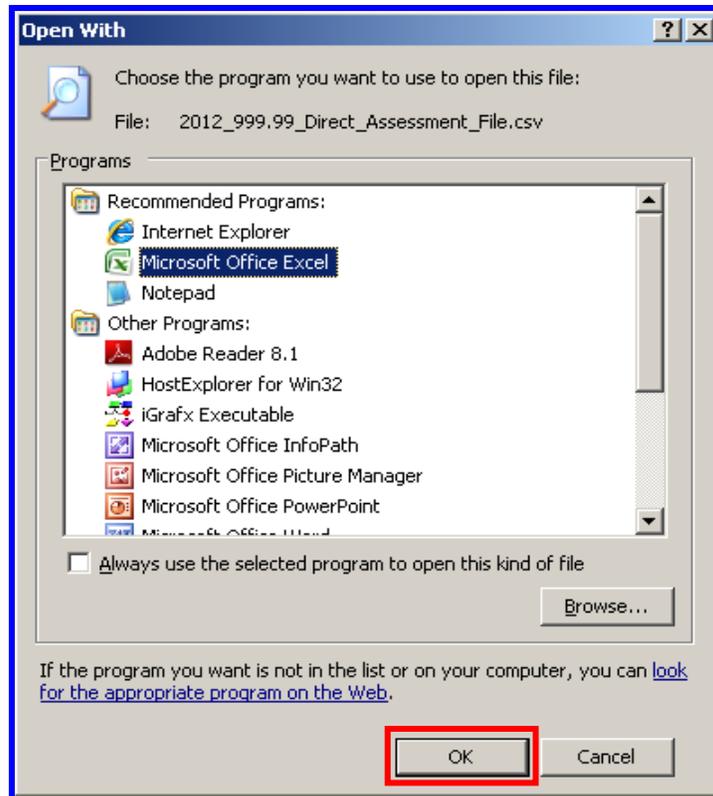
4S. Locate the .CSV file on your network.



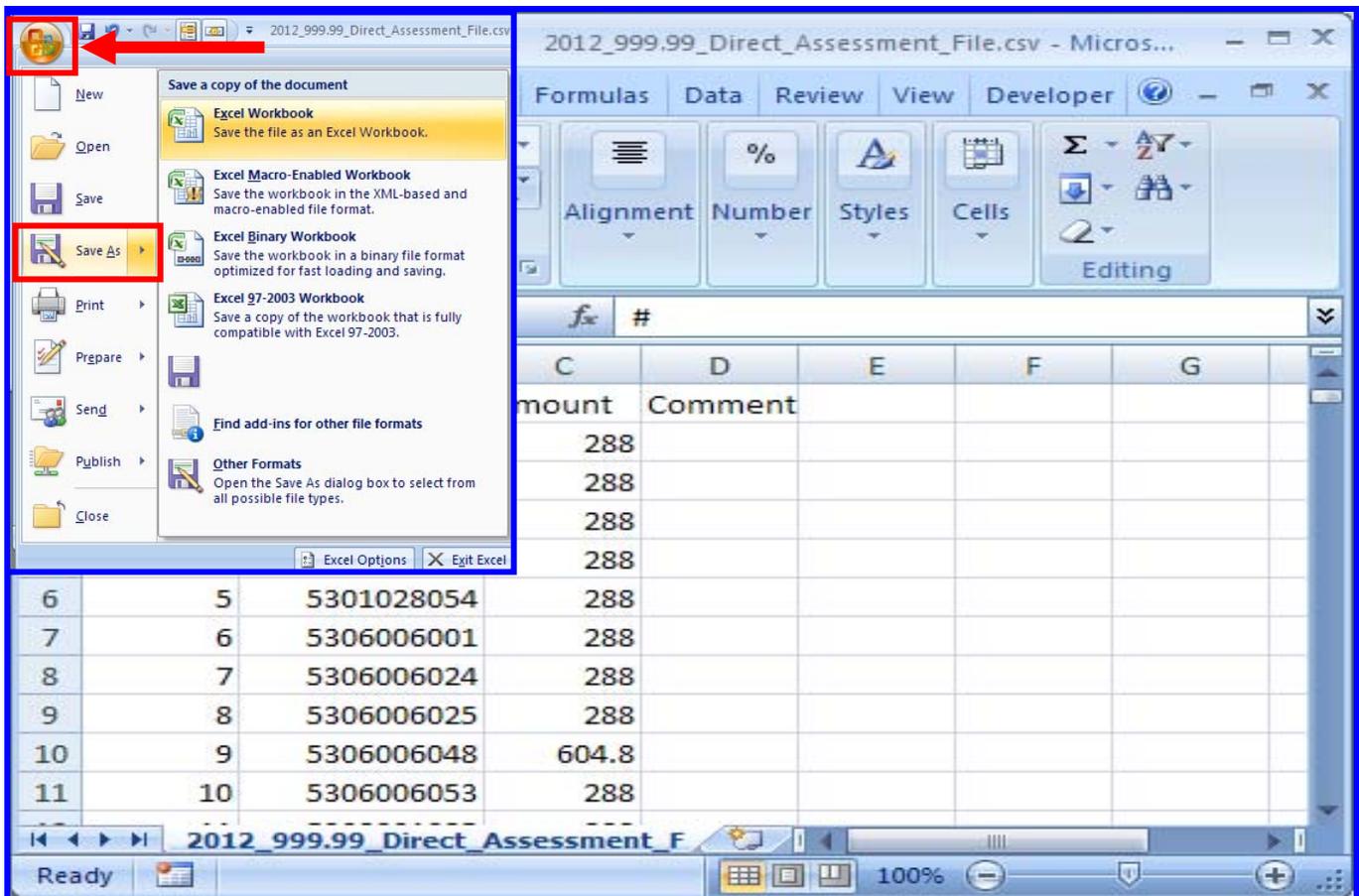
4T. Right click on the file and select **Open With, Choose Program...** from the drop down menu.



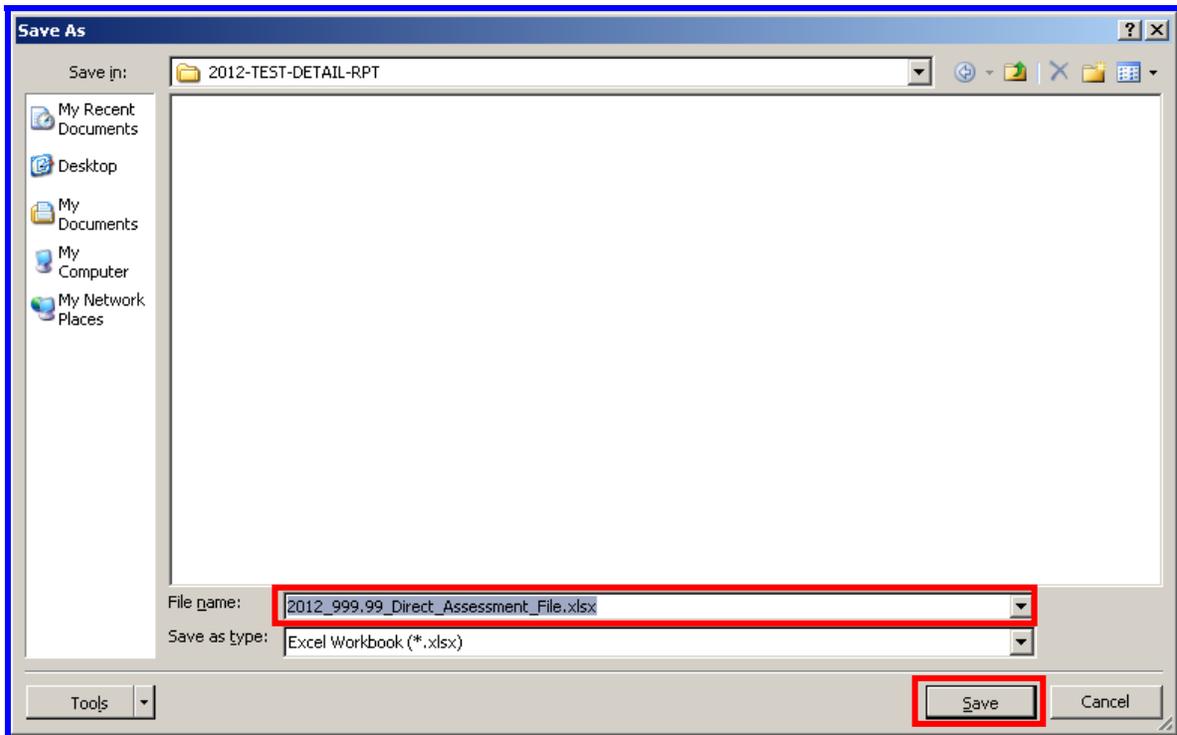
4U. Select **Excel** or **Notepad** from the list and click the **OK** button. The .CSV file can be saved as Excel (97-2003, 2007, or 2010) or Text file. Excel 2007 will be used in this example.



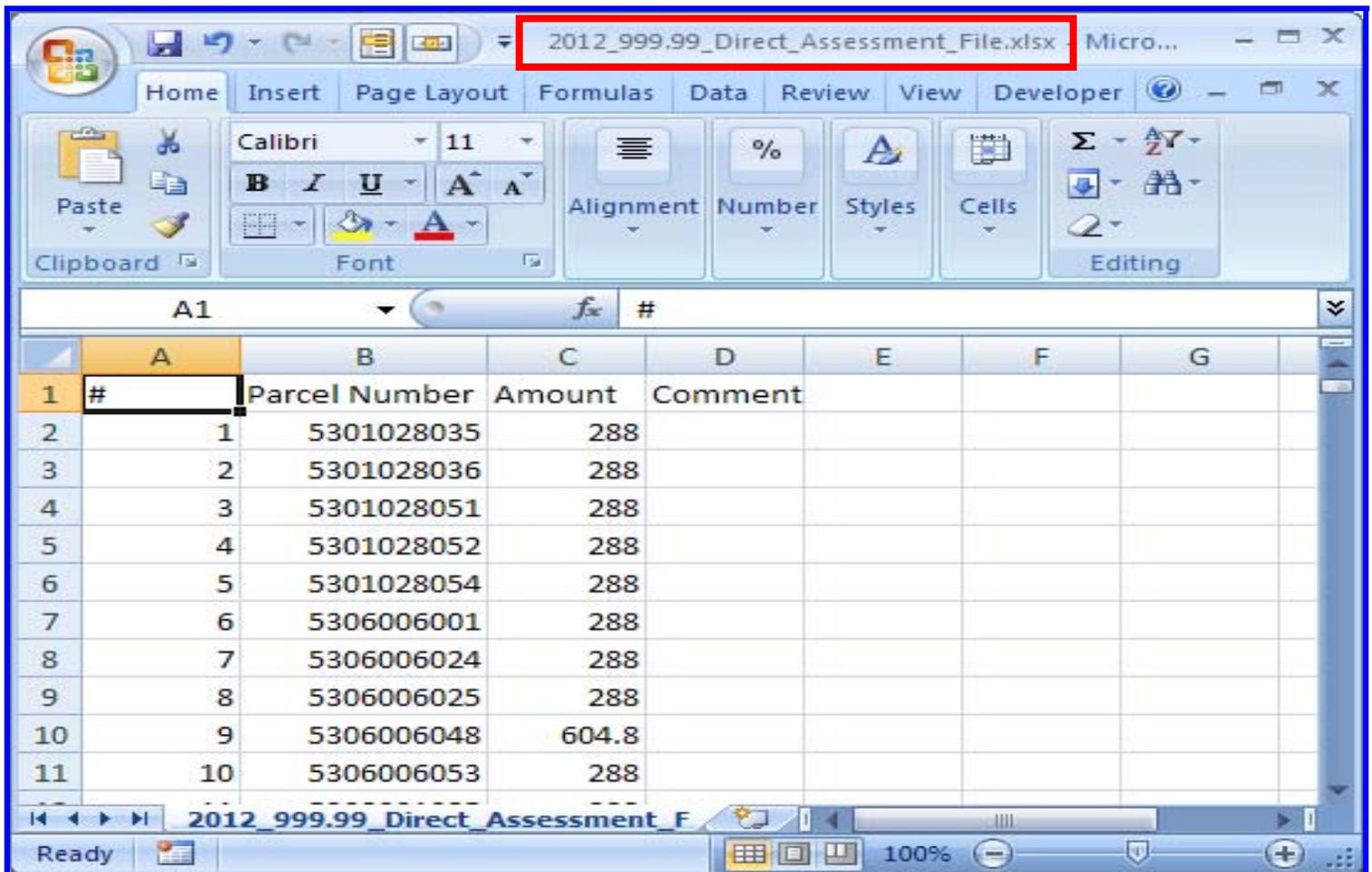
Click on the **Office** button and select **Save As**.



4V. Set 'Save as type' as Excel Workbook (.xls or .xlsx) and click the **Save** button.



4W. The Detail file extension has been updated to .xlsx in the example below.



4X. Click the **Data Transmittal** link under the **Report** column to verify the Total Parcel Count and DA Amount.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the DAWeb logo, 'Auditor Controller v 1.9.1.2', and user information 'Welcome, Consultant User'. Below the header is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue banner indicates 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)'. The main area is titled 'Inbox' and contains a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. Two rows are visible in the table. The 'Report' column for the second row is highlighted with a red box. Below the table, there are controls for 'Records per page' (set to 100) and 'Records: 1 - 2 of 2 - Pages: 1'.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.90	DA	1,120	\$74,760.00	no	WORK IN PROGRESS	04/27/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	WORK IN PROGRESS	05/02/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

4Y. The **Data Transmittal amounts must match** your expected totals. If they do not match then the input file should be reviewed to make sure all parcels are assessed properly and re-upload a corrected file or make corrections to existing file in Edit Mode (**P. 72**).

- Click one of the icons below to **Print** or **Save** the Data Transmittal.
- The Auditor requires a signed Data Transmittal as 1 of the 4 Legal Documents.
- The Data Transmittal must be signed, scanned as PDF and uploaded to DAWeb (**see Upload Legal Documents, P. 93**).

The screenshot shows a web browser window displaying a Data Transmittal report. The browser address bar shows 'http://qa4.auditor.lacounty.gov/dawebacpt/Rpt_DataTransmittal.aspx?DocumentID=1179'. The report form includes the following information:

DATE: May 02, 2012

TO: Department of Auditor-Controller
Property Tax Division
Direct Assessment Unit
ATTN: Aquilla Ivery-Simmons

FILE TYPE: Direct Assessment File

AGENCY ACCOUNT NUMBER: 999.99

AGENCY DESCRIPTION: LA test

TOTAL ASSESSMENT AMOUNT: \$2,329,208.68

TOTAL PARCEL COUNT: 6,115

This is to certify that the Total Assessment Amount and Total Parcel Count for our Agency Account Number listed above is correct and that we are authorized to add this Direct Assessment amount onto the Fiscal Year 2012-2013 Secured Tax Roll (STR).

Authorized By: _____ Signature _____ Date Signed _____

Name and Title: _____

If there are any problems relating to the data provided, please call:

Name and Title: _____

- 4Z. If the file(s) are **valid** and the Data Transmittal amounts are correct, then **check** the **check box** in the **Inbox** tab associated with the file and click the **submit** button (submit to Auditor). Next, print, sign and upload the Data Transmittal under the **Upload Document** tab (**P. 93**).
NOTE: Multiple valid files can be checked and submitted simultaneously.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document' tabs. Below this is a blue banner for 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012...'. The main content area is titled 'Inbox' and contains a search panel with a 'Submit' button highlighted in red. Below the search panel is a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table contains two rows. The second row, for Agency # 999.99, has a checked checkbox in the first column and the word 'yes' in the 'Valid' column, both highlighted with red boxes. The 'Status' column for this row shows a 'WORK IN PROGRESS' icon.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.90	DA	1,120	\$74,760.00	no	WORK IN PROGRESS	04/27/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	WORK IN PROGRESS	05/02/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- 4AA. A pop up **message** will ask if you want to submit the following file(s). Press **OK** to submit or **Cancel** to cancel the submission.

The screenshot shows the same DAWeb Auditor Controller interface as above, but with a yellow confirmation pop-up message overlaid. The message text reads: 'Are you sure you want to submit the following file(s)? 999.99'. At the bottom of the pop-up are two buttons: 'Ok' and 'Cancel'.

4BB. Once submitted, a pop up message will state 'Files(s) submitted' and the Status icon will change to 'Pending Review'.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. Below this is a blue banner for 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012...'. The main content area is titled 'Inbox' and contains a search panel with 'Open Search Panel' and 'Submit' buttons. A yellow notification box with a red border displays 'File(s) submitted'. Below the notification is a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. Two records are visible in the table. The second record has a 'PENDING REVIEW' status icon highlighted with a red box.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.90	DA	1,120	\$74,760.00	no	WORK IN PROGRESS	04/27/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	PENDING REVIEW	05/02/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100
Records: 1 - 2 of 2 - Pages: 1

4CC. Auditor staff will review the submitted file(s) and will *submit the file(s) through to the STR Update if the DA count and Amount match the Data Transmittal. If there is anything wrong with the file or if the counts do not match then Auditor staff may also reject the file back to the Agency for editing.*

NOTE: Log onto DAWeb to check the **status of your Agency file(s)**.

- **Work in Progress** – Agency is working on the file before it is submitted to the Auditor.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	DA	6,115	\$2,329,208.68	yes		05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Pending Review** – User submitted agency file to Auditor and waiting for Auditor staff to review.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	DA	6,115	\$2,329,208.68	yes		05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

- **Pending Approval** – Auditor staff reviewed and submitted agency file to Auditor supervisor for approval.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	DA	6,115	\$2,329,208.68	yes		05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Auditor Rejected File Back to Agency** – A red flag with status of ‘Work in Progress’ indicates that Auditor staff or supervisor rejected the file back to the Agency Inbox.
 - This action can not be done after the Supervisor approves the file.
 - Any corrections after the Supervisor approves the file must be sent in as a correction (COR) file

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	DA	6,115	\$2,329,208.68	yes		05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Supervisor Approved** – Auditor supervisor approved and submitted agency file to Batching.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	DA	6,115	\$2,329,208.68	yes		05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Batched** – The approved agency file has been processed/formatted and is ready to be batched into a Mainframe file for STR processing.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	DA	6,115	\$2,329,208.68	yes		05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Sent to Mainframe** – The agency file has been sent to the Mainframe and will be processed in the STR Update.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	DA	6,115	\$2,329,208.68	yes		05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

UPLOAD PUBLIC UTILITY FILE

5A. Log onto DAWeb: <http://daweb.auditor.lacounty.gov/>



DAWeb Auditor Controller v 1.9.0.8 Welcome, User

User Name
auser1

Password
•••••

Remember me | [Forgot Password](#)

Log In

5B. To upload a file, click on the **Upload File** tab.



DAWeb Auditor Controller v 1.9.0.8 Options | Log Out | Help Welcome, Agency User

Inbox **Upload File** Document Management Upload Document

Inbox

Open Search Panel Submit

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	DA	6,115	\$2,329,208.68	yes		04/23/2012	0	PCL CHG RPT Data Transmittal History/Detail Repor	Edit Check In Delete
2012	009.90	DA	5,986	\$912,750.00	yes		04/23/2012	0	PCL CHG RPT Data Transmittal History/Detail Repor	Edit Check In Delete

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

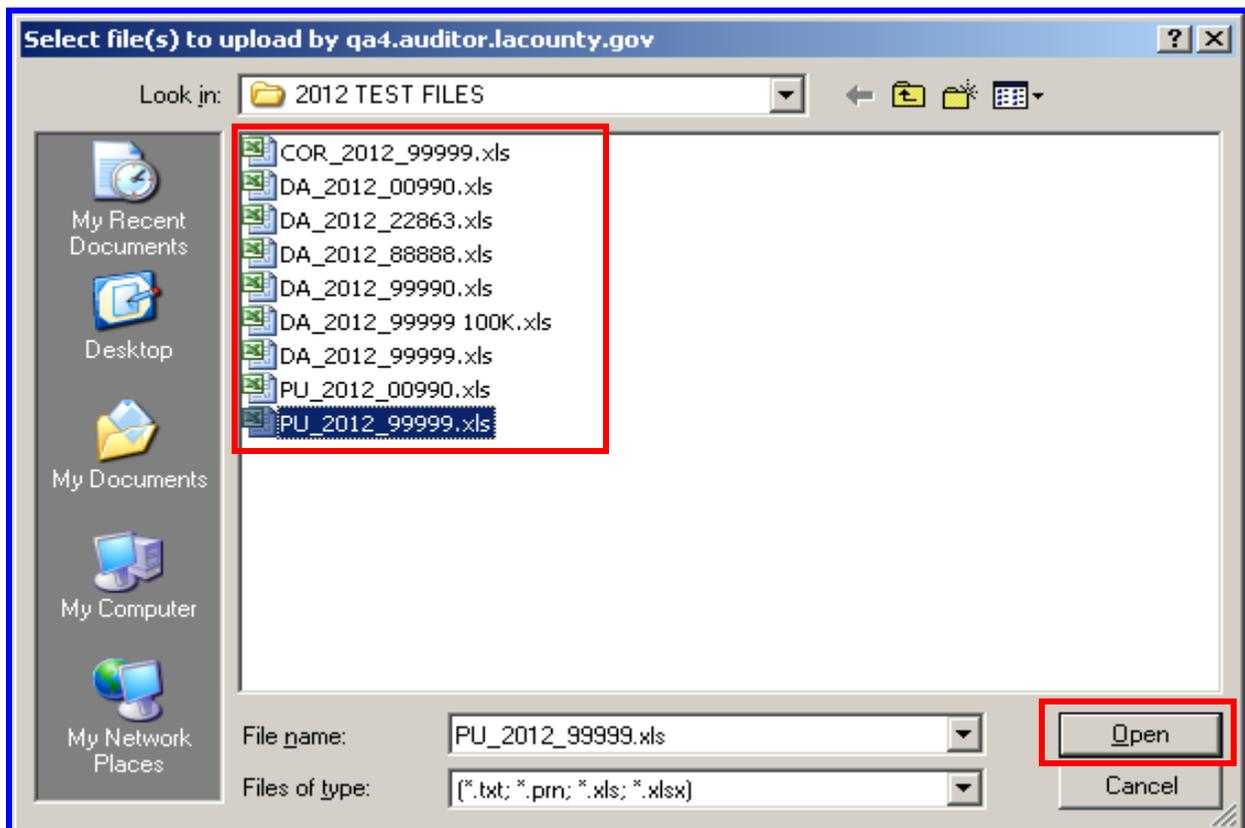
5C. Perform the following upload steps:

1. **Select the type of file** (Public Utility file) to upload.
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Browse** button and **select file** to upload.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Upload Files' and contains the following steps:

1. Select File Type:
 - Direct Assessment File
 - Public Utility File
 - Correction File
2. Enter agency number to upload:
999.99
Must be 5 digits and in 2 decimal format (xxx.xx)
3. Select File to upload:
[no files selected]
4. Press upload:

5D. Select a file to upload and click the **open** button.



5E. Click on the **Upload** button after the file has been added.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the text 'DAWeb Auditor Controller', and version 'v 1.9.1.0'. On the right, there are links for 'Options | Log Out | Help' and a user greeting 'Welcome, Agency User'. Below the header is a navigation bar with tabs: 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Upload File' and contains the following steps:

- 1. Select File Type:**
 - Direct Assessment File
 - Public Utility File
 - Correction File
- 2. Enter agency number to upload:**

999.99

Must be 5 digits and in 2 decimal format (xxx.xx)
- 3. Select File to upload:**

[one file selected]

31.50kB

Browse
- 4. Press upload:**

Upload

5F. A **message** will pop up under the Upload button after the file has been loaded successfully. To load additional file(s), repeat steps 5C – 5F.

The screenshot shows the DAWeb Auditor Controller interface after a successful upload. The layout is identical to the previous screenshot, but with the following changes:

- The 'Upload' button is no longer highlighted.
- Step 3 shows '[no files selected]'.
- A red-bordered message box at the bottom left contains the text: 'Successfully uploaded files: PU_2012_99999.xls'.

NOTE: If the Agency Number entered on the Upload page **does not match** the Agency Number on the uploaded file, then a pop-up message will ask you to **select the correct Agency Number**.



Options | Log Out | Help

DAWeb Auditor Controller v1.9.1.0 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Upload File

1. Select File Type:

- Direct Assessment File
- Public Utility File
- Correction File

2. Enter agency number to upload:
999.99
Must be 5 digits and in 2 decimal format (xxx.xx)

3. Select File to upload:
[no files selected] Browse

4. Press upload:
Upload

The agency number on uploaded file does not match with input. Please select an agency number:

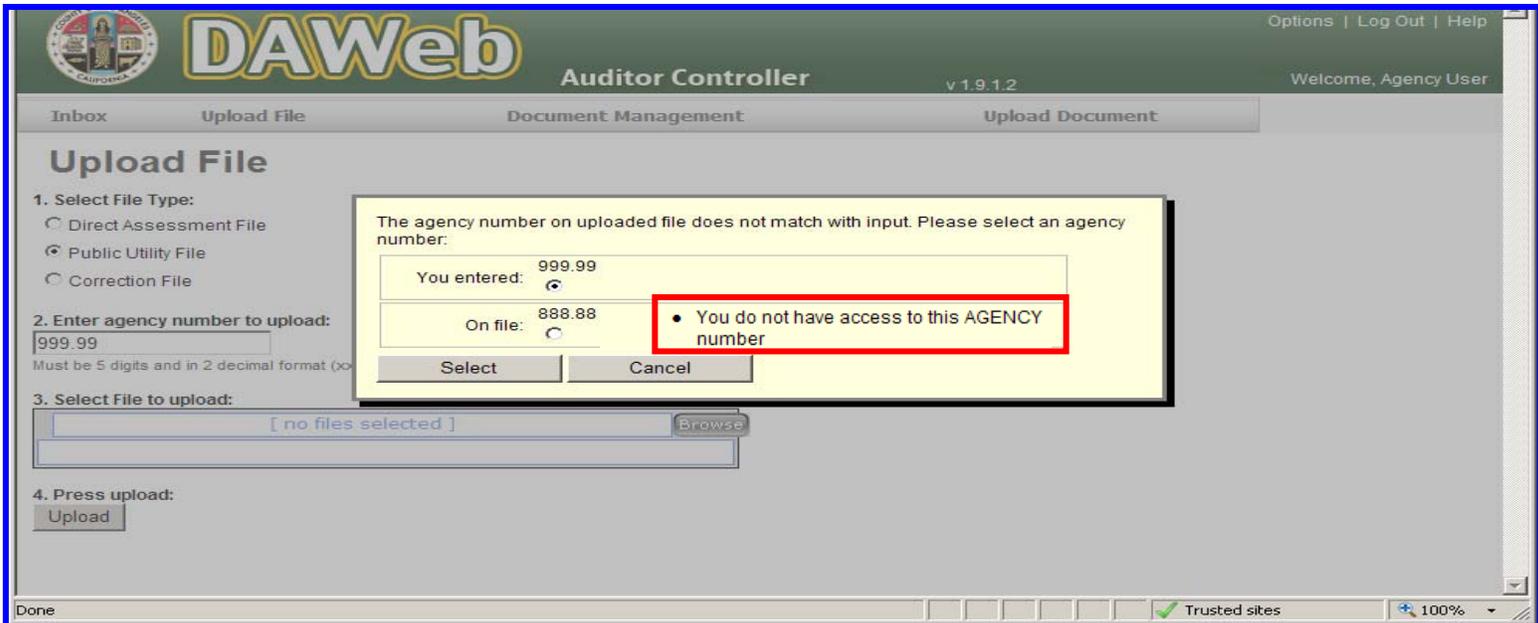
You entered: 999.99

On file: 009.90

Select Cancel

NOTE: If the uploaded file contains an **invalid Agency number** that you do not have access to, the **invalid Agency number can not be selected** and the pop-up message will state that **'You do not have access to this Agency number'**.

- If both Agency numbers are incorrect, then click **Cancel** and **repeat steps 5C – 5F**.



Options | Log Out | Help

DAWeb Auditor Controller v1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Upload File

1. Select File Type:

- Direct Assessment File
- Public Utility File
- Correction File

2. Enter agency number to upload:
999.99
Must be 5 digits and in 2 decimal format (xxx.xx)

3. Select File to upload:
[no files selected] Browse

4. Press upload:
Upload

The agency number on uploaded file does not match with input. Please select an agency number:

You entered: 999.99

On file: 888.88

You do not have access to this AGENCY number

Select Cancel

5G. To view the uploaded file(s), click on the **Inbox** tab.

DAWeb Auditor Controller v 1.9.1.0
Options | Log Out | Help
Welcome, Agency User

Inbox | Upload File | Document Management | Upload Document

Upload File

1. Select File Type:

- Direct Assessment File
- Public Utility File
- Correction File

2. Enter agency number to upload:

 Must be 5 digits and in 2 decimal format (xxx.xx)

3. Select File to upload:

4. Press upload:

Successfully uploaded files:
 PU_2012_99999.xls

5H. The example below shows the Inbox with the **Fiscal Year** (2012), **Agency number**, **File Type** (PU) and **Status** (Work in Progress). **Proceed to the next step if Valid = 'yes'**. If Valid = 'no' then proceed to 'Correcting a File in Edit Mode' (P. 72).

DAWeb Auditor Controller v 1.9.1.0
Options | Log Out | Help
Welcome, Agency User

Inbox | Upload File | Document Management | Upload Document

FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)

Inbox

	Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
<input type="checkbox"/>	2012	999.99	PU	19	\$12,396.84	yes	WORK IN PROGRESS	04/24/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2012	999.99	DA	6,115	\$2,329,208.68	yes	WORK IN PROGRESS	05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2012	999.90	DA	1,120	\$74,760.00	no	WORK IN PROGRESS	04/27/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2012	009.90	DA	5,986	\$912,750.00	yes	WORK IN PROGRESS	04/23/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

5I. Click on the **PCL CHG RPT** link under the **Report** column to retrieve the Parcel Change Report.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the text 'DAWeb Auditor Controller v 1.9.1.0', and user options like 'Options | Log Out | Help' and 'Welcome, Agency User'. Below the header is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue banner indicates 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)'. The main area is titled 'Inbox' and contains a search panel with 'Open Search Panel' and 'Submit' buttons. Below this is a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The 'Report' column is highlighted with a red box. The table contains four rows of data, each with a 'PCL CHG RPT' link in the Report column and 'Edit', 'Check Out', and 'Delete' links in the Action column.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	PU	19	\$12,396.84	yes	WORK IN PROGRESS	04/24/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	WORK IN PROGRESS	05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2012	999.90	DA	1,120	\$74,760.00	no	WORK IN PROGRESS	04/27/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2012	009.90	DA	5,986	\$912,750.00	yes	WORK IN PROGRESS	04/23/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

5J. **Blank Parcel Change Report** means that there are no parcel changes for the respective agency.

The screenshot shows a web browser window displaying a 'Main Report' for a blank parcel change report. The report details are as follows:

2012	PARCEL CHANGE FILE	PARCEL CHANGE REPORT	RUN DATE	04/25/2012	
		AGENCY NUMBER	999.99	UPLOAD DATE	04/24/2012
TOTAL OLD PARCEL CNT:	0				
TOTAL NEW PARCEL CNT:	0				
FILE TYPE:	Public Utility File				
FILE NAME:	PU_2012_999999.xls				

Below the report details is a table header with the following columns: ID, PCL, FORMAT, STATUS, AGENCY NUMBER, DA, and AMOUNT.

NOTE: Export or Print the Parcel Change Report if it is not blank and proceed with the following options:

<ul style="list-style-type: none"> Delete the current file from the Inbox and upload new file with parcel changes included in the file 	Go to Creating the Excel File Input (P. 10) or Creating the Text File Input (P. 20)
<ul style="list-style-type: none"> Add New Parcels and delete old parcels in Edit mode 	Go to Correcting a File in Edit Mode (P. 72)
<ul style="list-style-type: none"> Complete Upload Original DA file process AND Submit parcel changes as corrections 	Go to Upload Correction File (P. 59)

2012 PARCEL CHANGE FILE PARCEL CHANGE REPORT RUN DATE 04/25/2012
 AGENCY NUMBER 999.99 UPLOAD DATE 04/24/2012

TOTAL OLD PARCEL CNT: 0
 TOTAL NEW PARCEL CNT: 0
 FILE TYPE: Public Utility File
 FILE NAME: PU_2012_99999.xls

ID	PCL	FORMAT	STATUS	AGENCY NUMBER	DA	AMOUNT
211020202002003	9010100001	M1	O	999.99		604.8
211020202002003	9014800001	M1	N			0
211062802011001	9014900001	1M	O	999.99		288
211062802011001	9027900001	1M	T			0
211062802011001	9080405207	1M	N			0
211062802011002	9080409853	M1	O	999.99		604.8
211062802011002	9084300580	M1	T			0
211062802011002	9084301626	M1	N			0
211071308001001	9084304251	1M	O	999.99		604.8
211071308001001	9084304256	1M	N			0
211071308001001	9084304259	1M	N			0

5K. Click on the **History/Detail Report** link under the **Report** column to see all the parcels on the uploaded file.

NOTE: The Detail Report can be exported as .csv file for accounts with 150,000 transactions or less. Contact the DA Unit if you need to export a file larger than 150,000 transactions.

Options | Log Out | Help
 Welcome, Agency User

Inbox Upload File Document Management Upload Document

FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)

Inbox

Open Search Panel Submit

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	PU	19	\$12,396.84	yes	WORK IN PROGRESS	04/24/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	WORK IN PROGRESS	05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

5L. To export the Detail Report as .csv file, click the **Export Transactions to File** button

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. Below this is the 'File History/Detail Report' section. It includes a 'Back' button and metadata for the file: Fiscal Year 2012, Agency Number 999.99, File Type Public Utility File, and File Name PU_2012_99999.xls. A 'File History' table shows the file was updated on 05/02/2012. Below that is a 'Detail Report' table with 11 rows of data. At the bottom left, the 'Export Transactions to File' button is highlighted with a red box.

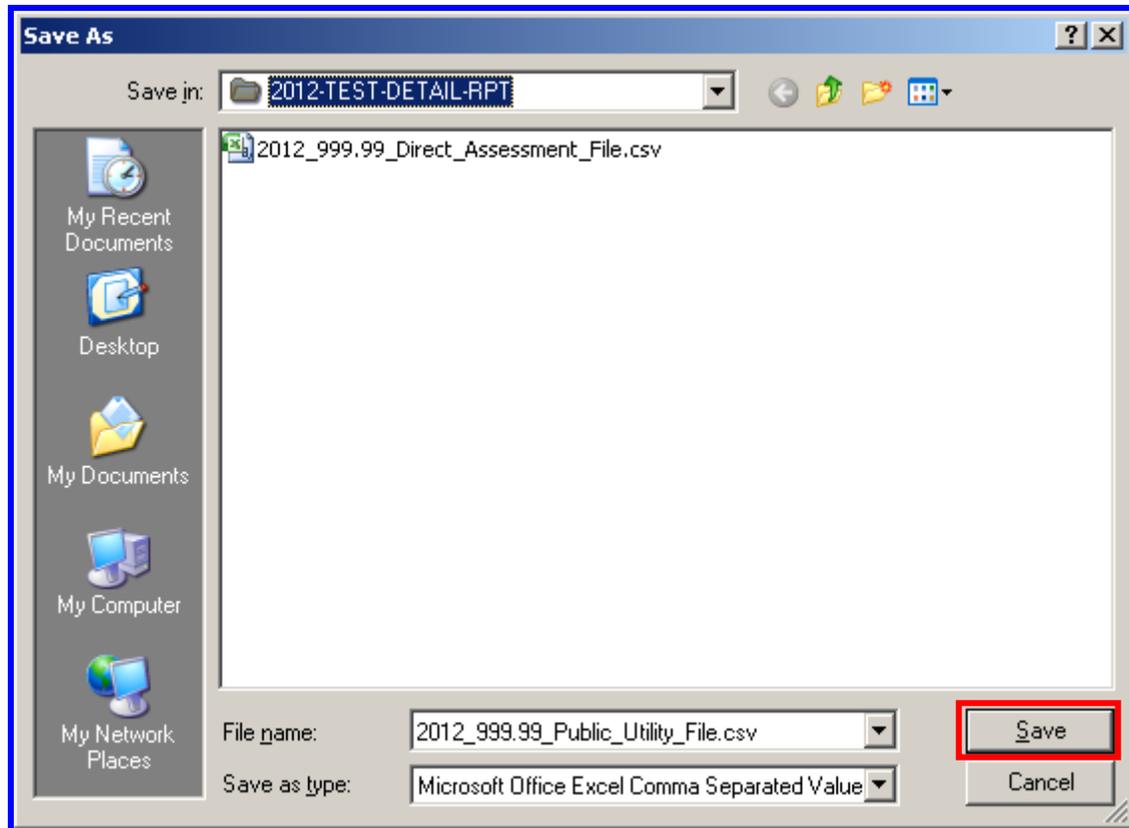
History	Updated By	Updated Date
File has been uploaded	User, Agency	05/02/2012

#	Parcel Number	Amount	Comment
1	9010100001	992.68	
2	9014800001	3560.37	
3	9014900001	672.6	
4	9027900001	1145.14	
5	9080405207	270.94	
6	9080409853	273.6	
7	9084300580	326	
8	9084301626	219.6	
9	9084304251	140.6	
10	9084304256	190.96	
11	9084304259	571.21	

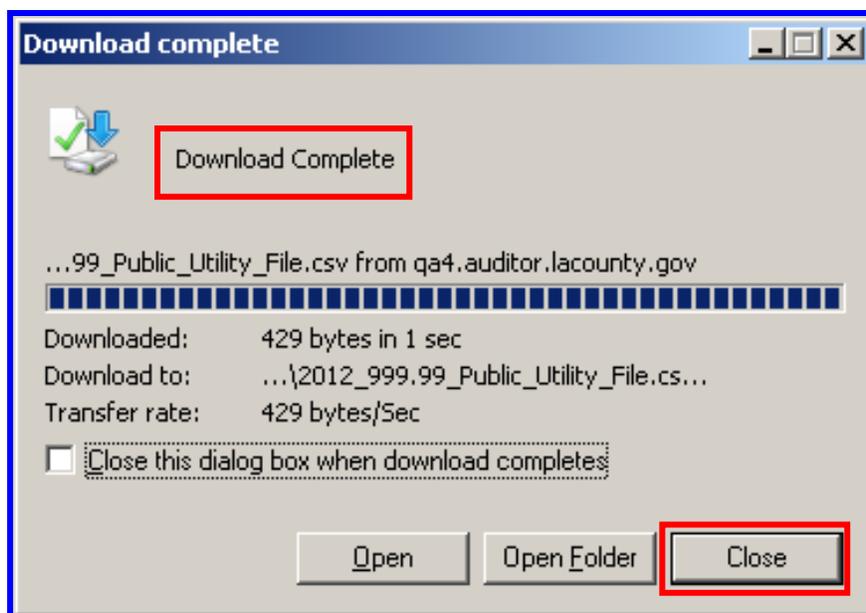
5M. Click on the **Save** button to save the file as .csv.

The screenshot shows a 'File Download' dialog box. It asks 'Do you want to open or save this file?'. The file details are: Name: report.xlsx, Type: Microsoft Office Excel Worksheet, and From: qa4.auditor.lacounty.gov. There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box. At the bottom, there is a checkbox labeled 'Always ask before opening this type of file' which is checked. A warning message at the bottom states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

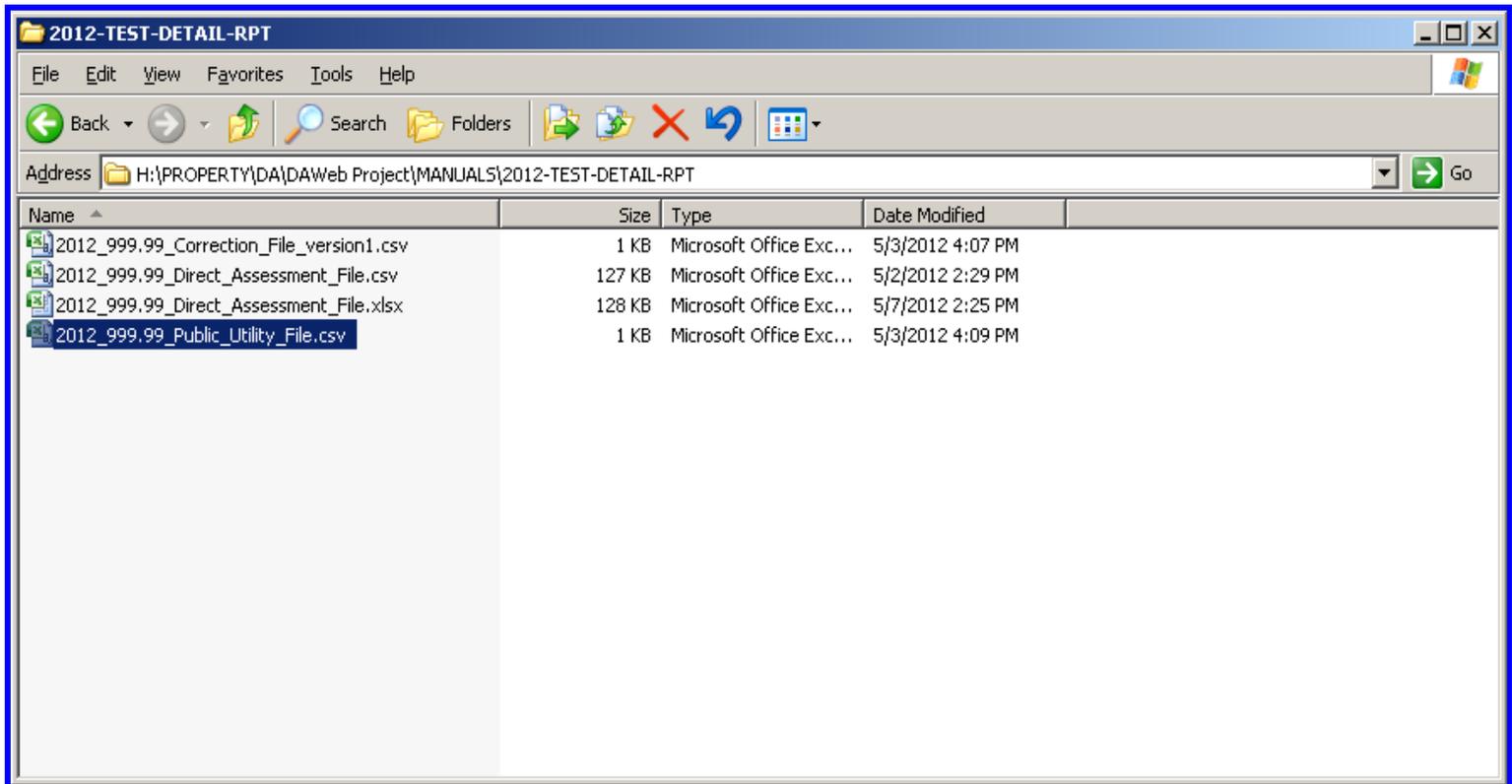
5N. Choose the location that you want to save the file to and click the **Save** button.



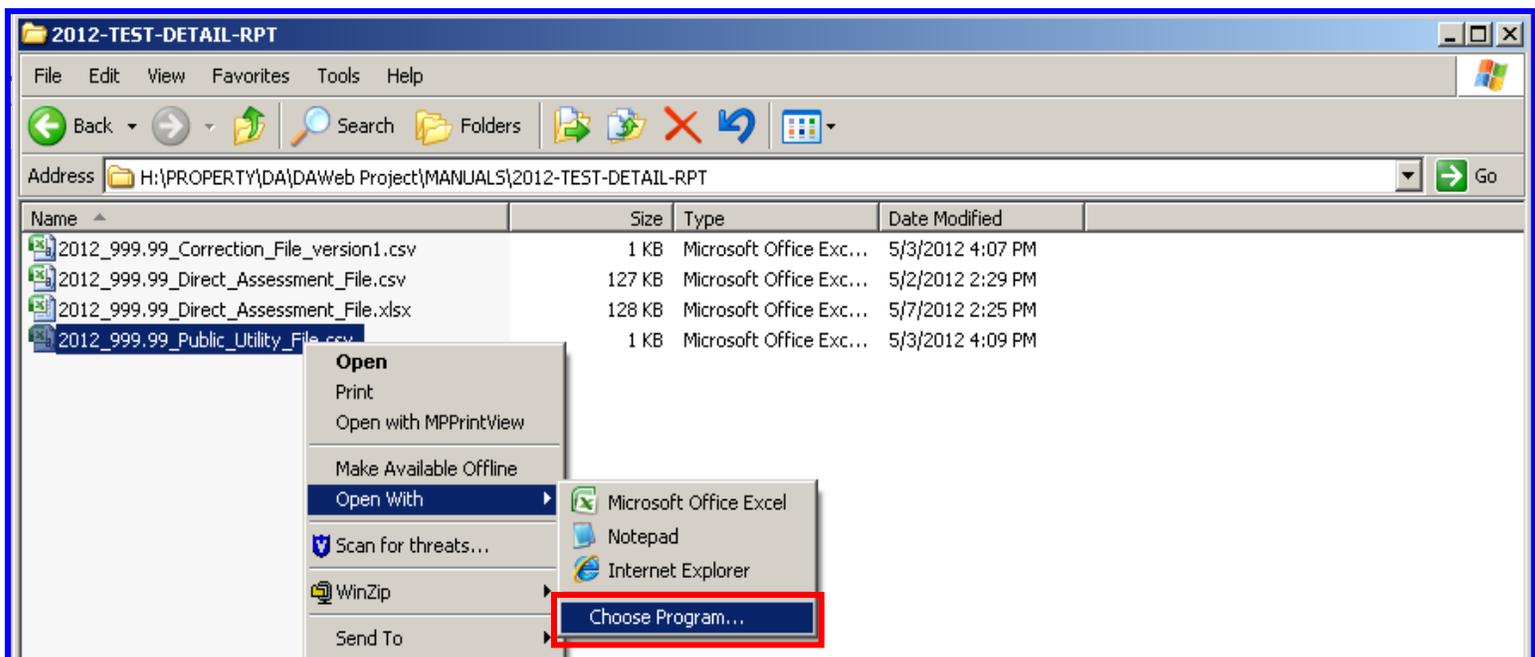
5O. Click the **Close** button once the file has downloaded completely.



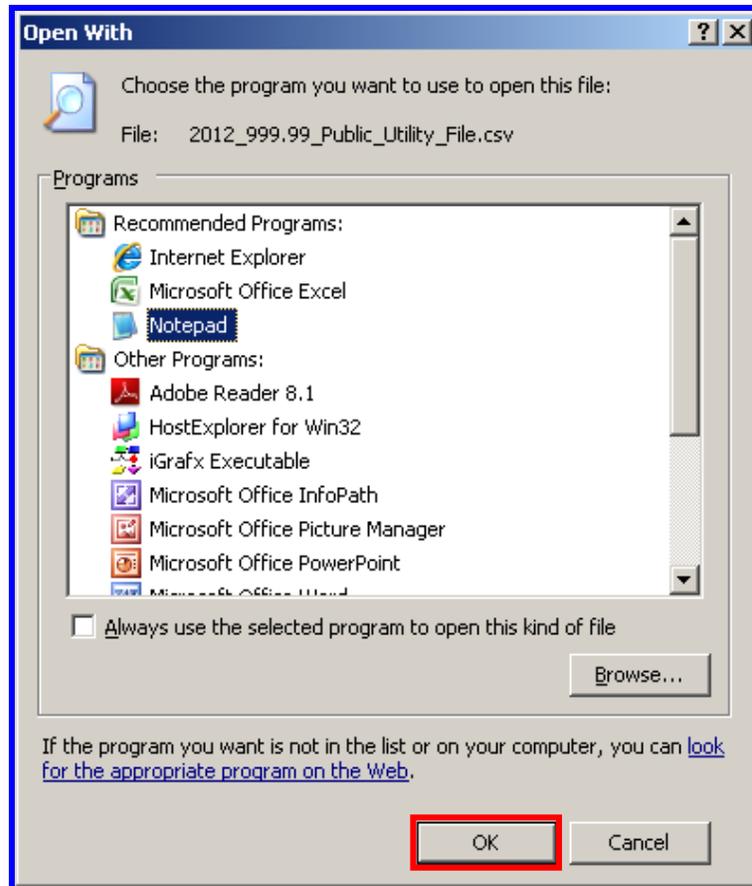
5P. Locate the .CSV file on your network.



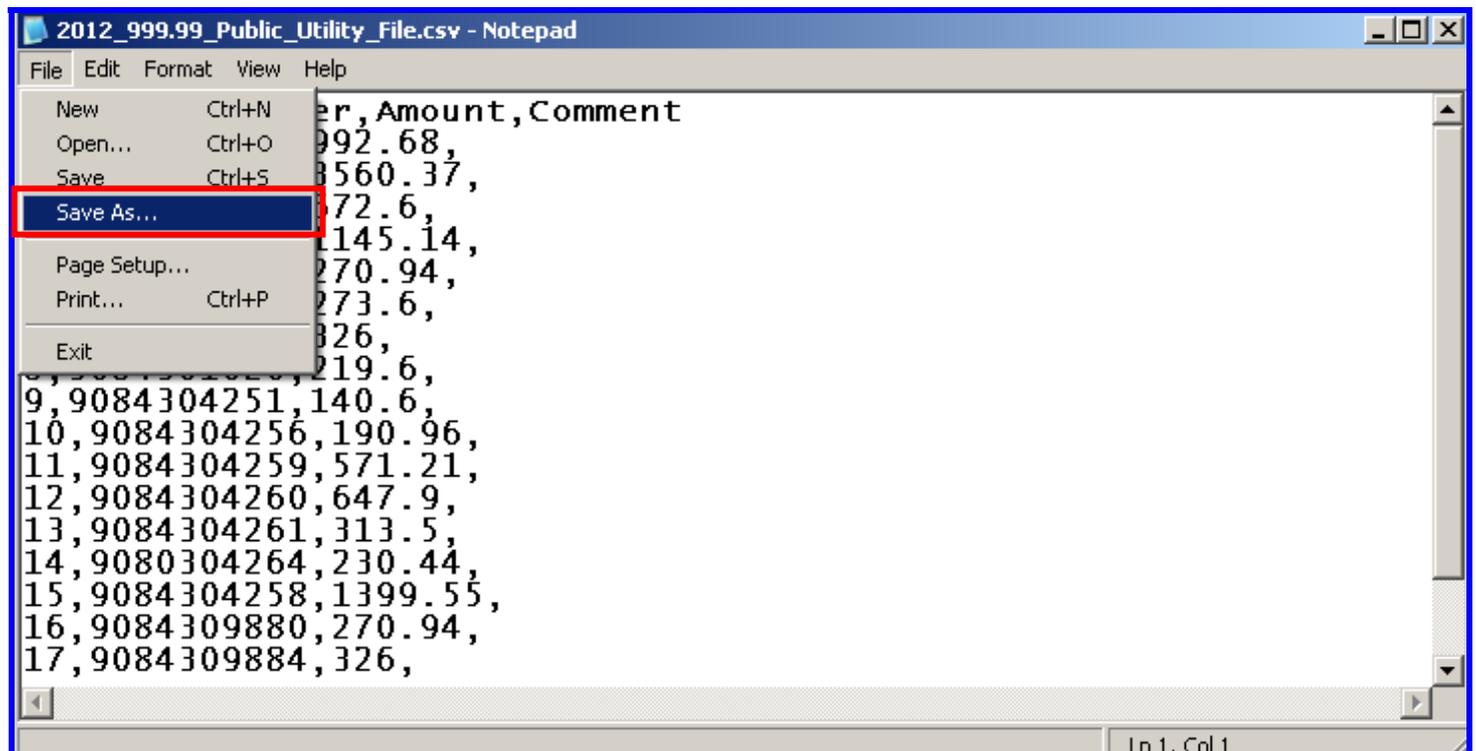
5Q. Right click on the file and select **Open With**, Choose Program... from the drop down menu.



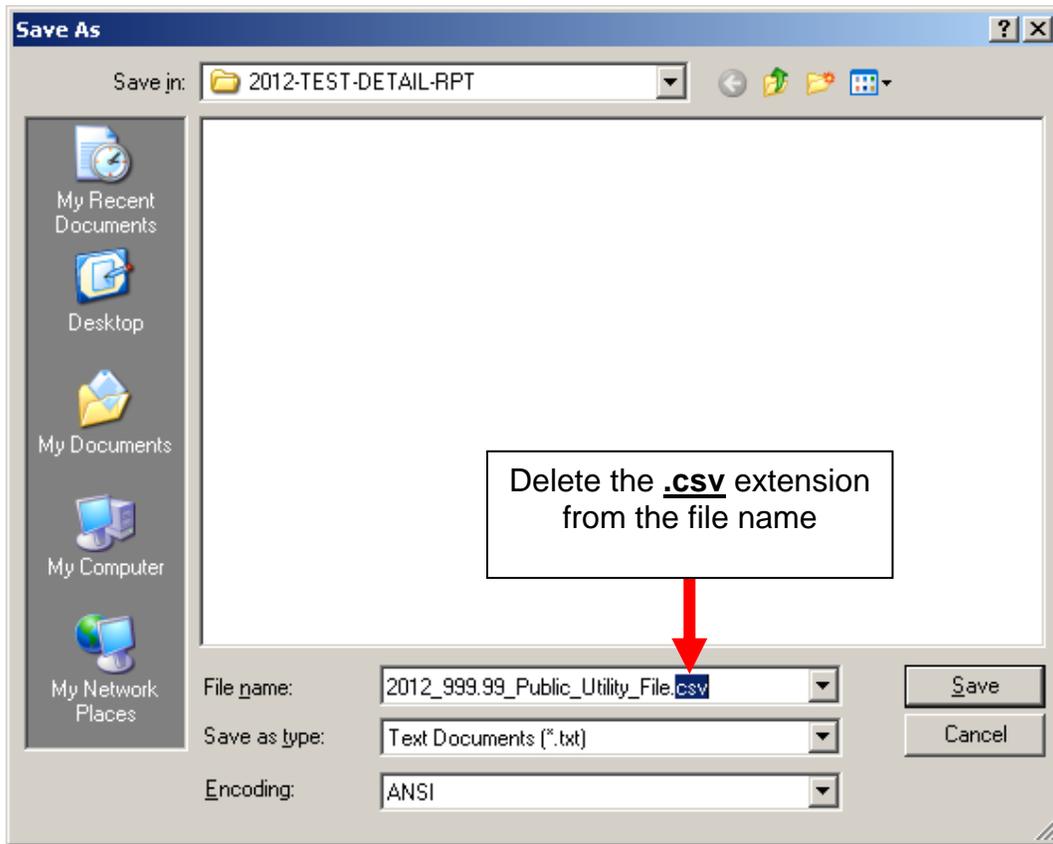
- 5R. Select **Excel or Notepad** from the list and click the **OK** button. The .CSV file can be saved as Excel (97-2003, 2007, or 2010) or Text File. **Notepad** (save as text) will be used in this example.



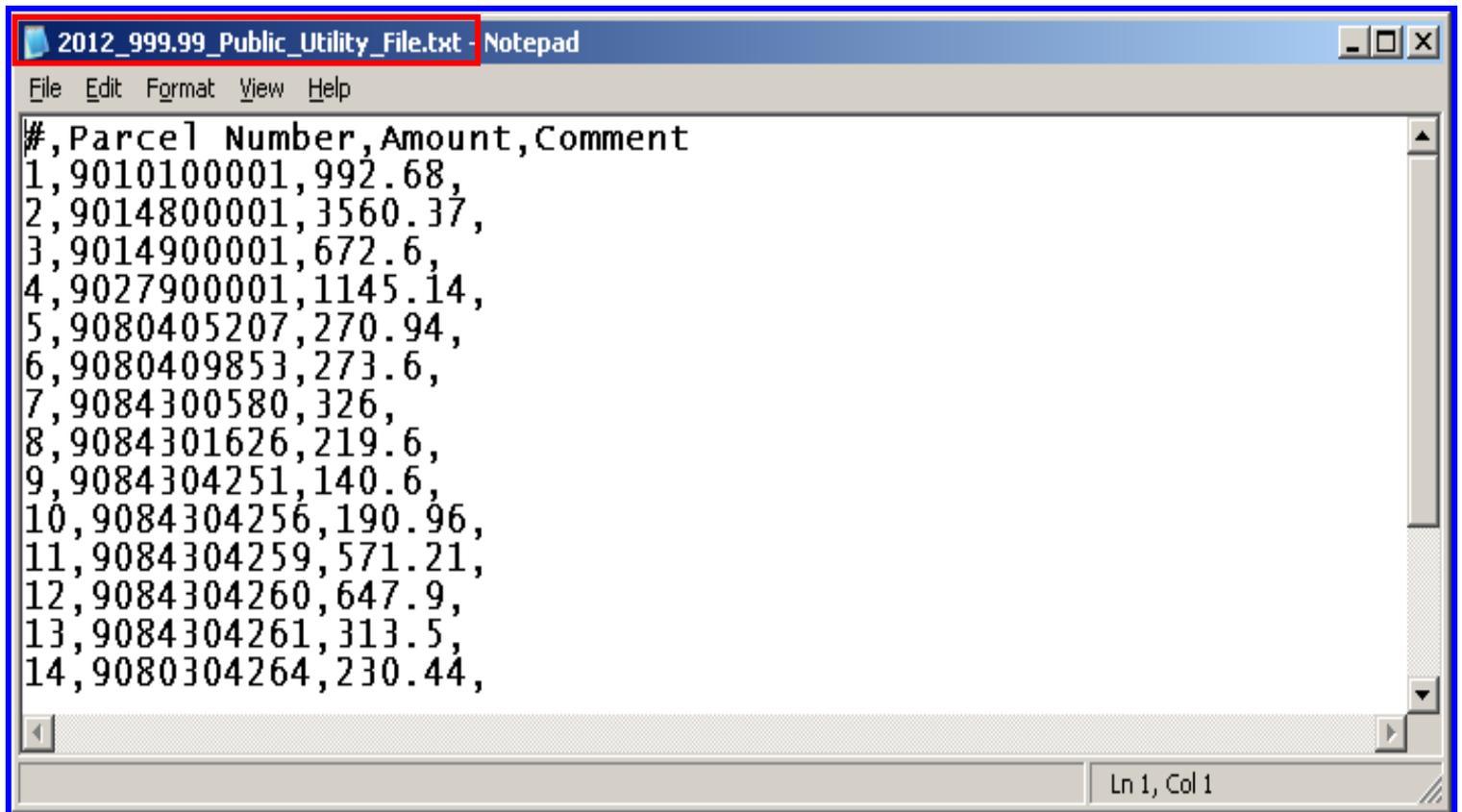
- 5S. Click **File, Save As...**



5T. Delete the .csv extension from the file name.



5U. The Detail file extension has been updated to .txt in the example below.



5V. Click the **Data Transmittal** link under **Report** to verify the Total Parcel Count and DA Amount.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	PU	19	\$12,396.84	yes	WORK IN PROGRESS	04/24/2012	0	Data Transmittal	Edit Check In Delete
2012	999.90	DA	1,120	\$74,760.00	no	WORK IN PROGRESS	04/27/2012	0	Data Transmittal History/Detail Report	Edit Check In Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	PENDING REVIEW	04/23/2012	0	Data Transmittal History/Detail Report	Edit Check Out Delete
2012	009.90	DA	5,986	\$912,750.00	yes	WORK IN PROGRESS	04/23/2012	0	Data Transmittal History/Detail Report	Edit Check Out Delete

5W. The Data Transmittal displays the Total Parcel Count and DA Amount that will be submitted to the Auditor for STR Update. The Data Transmittal **amounts must match** your expected totals. If they do not match then, the input file should be reviewed to make sure all parcels are assessed properly and reload a corrected file or make corrections to existing file in **Edit Mode (P. 72)**.

- Click one of the icons below to print or save the Data Transmittal.
- The Auditor requires a signed Data Transmittal as 1 of the 4 Legal Documents.
- The Data Transmittal must be signed, scanned as PDF and uploaded to DAWeb (see **Upload Legal Documents, P. 93**).

DATE: April 25, 2012

TO: Department of Auditor-Controller
Property Tax Division
Direct Assessment Unit
ATTN: Aquilla Ivery-Simmons

FILE TYPE: Public Utility File

AGENCY ACCOUNT NUMBER: 999.99

AGENCY DESCRIPTION: LA test

TOTAL ASSESSMENT AMOUNT: \$12,396.84

TOTAL PARCEL COUNT: 19

This is to certify that the Total Assessment Amount and Total Parcel Count for our Agency Account Number listed above is correct and that we are authorized to add this Direct Assessment amount onto the Fiscal Year 2012-2013 Secured Tax Roll (STR).

Authorized By: _____
Signature Date Signed

Name and Title: _____

If there are any problems relating to the data provided, please call:

5X. If the file(s) are valid and the Data Transmittal amounts are correct, then **check** the **check box** in the **Inbox** tab associated with the file and **press** the **submit** button (submit to Auditor).

NOTE: Multiple files can be checked and submitted simultaneously.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the text "DAWeb Auditor Controller", version "v 1.9.1.2", and user information "Welcome, Agency User". Below the header is a navigation bar with tabs: "Inbox", "Upload File", "Document Management", and "Upload Document". A blue banner below the navigation bar reads "FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)". The main content area is titled "Inbox" and contains a search panel with "Open Search Panel" and "Submit" buttons. Below the search panel is a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The first row of the table is highlighted with a red box around the checkbox, and the "Valid" column for that row contains the text "yes".

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	PU	19	\$12,396.84	yes	WORK IN PROGRESS	05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

5Y. A pop up **message** will ask if you want to submit the following file(s). Click the **OK** button to submit or **Cancel** to cancel the submission.

The screenshot shows the DAWeb Auditor Controller interface with a confirmation dialog box overlaid. The dialog box is yellow and contains the text "Are you sure you want to submit the following file(s)? 999.99". Below the text are two buttons: "Ok" and "Cancel". The background interface is dimmed, showing the same "Inbox" table as in the previous screenshot.

5Z. Once submitted, a pop up **message** will state 'Files(s) submitted' and the Status icon will change to 'Pending Review'.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the text 'DAWeb Auditor Controller v 1.9.1.2', and user options like 'Options | Log Out | Help' and 'Welcome, Agency User'. Below the header is a navigation bar with tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue banner indicates 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)'. The main area is titled 'Inbox' and contains a search panel with 'Open Search Panel' and 'Submit' buttons. A yellow message box with a red border displays 'File(s) submitted'. Below this is a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table contains one row with the following data: Fiscal Year: 2012, Agency #: 999.99, File Type: PU, TXN Count: 19, Total DA AMT: \$12,396.84, Valid: yes, Status: PENDING REVIEW (indicated by a yellow folder icon with the text 'PENDING REVIEW'), Upload Date: 05/01/2012, Docs: 0, Report: PCL CHG RPT Data Transmittal History/Detail Report, and Action: Edit Check Out Delete.

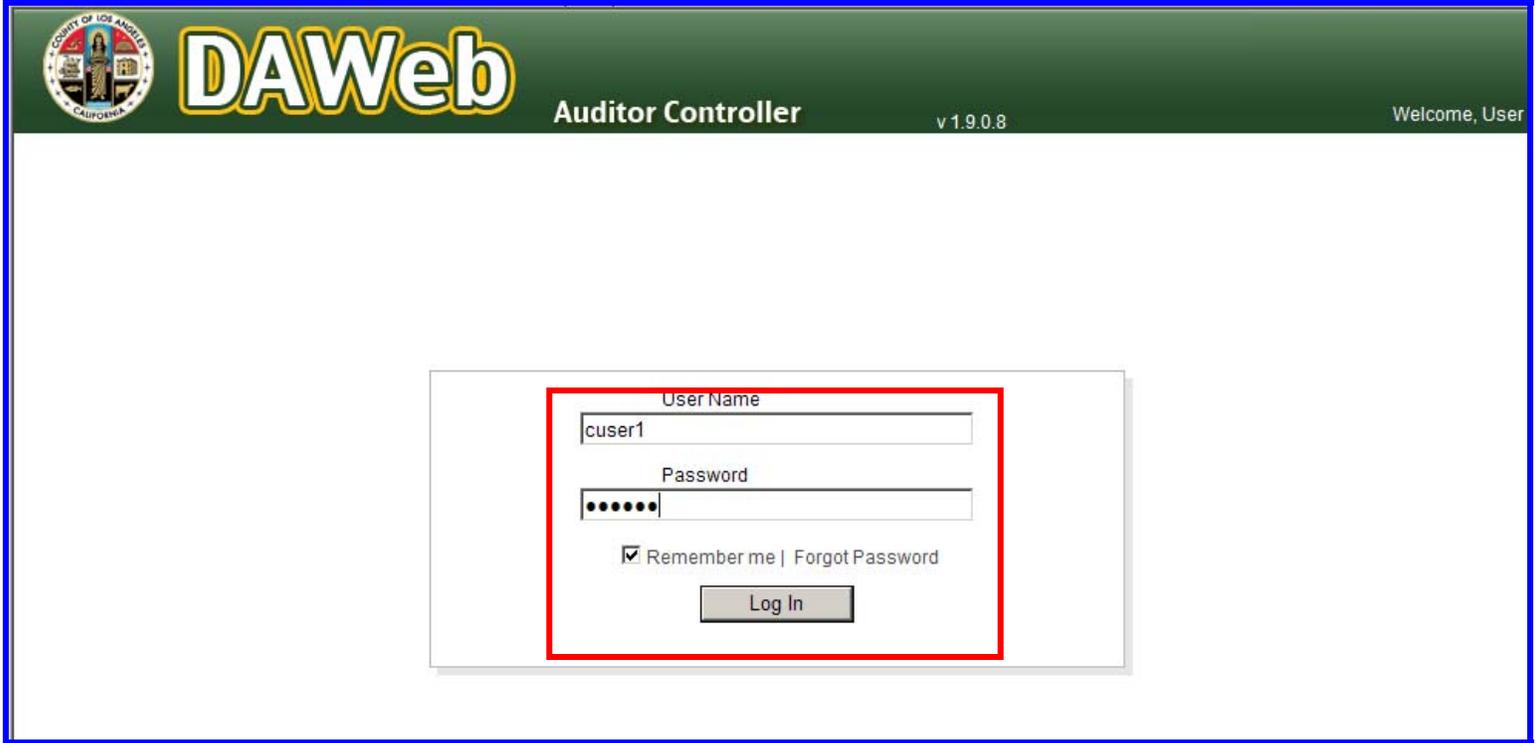
Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	PU	19	\$12,396.84	yes	PENDING REVIEW	05/01/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

5AA. Auditor staff will review the submitted file(s) and will **submit the file(s) through to the STR Update if the DA count and Amount match the amounts on the Data Transmittal. If there is anything wrong with the file or if the counts do not match then Auditor staff may also reject the file back to the Agency for editing.**

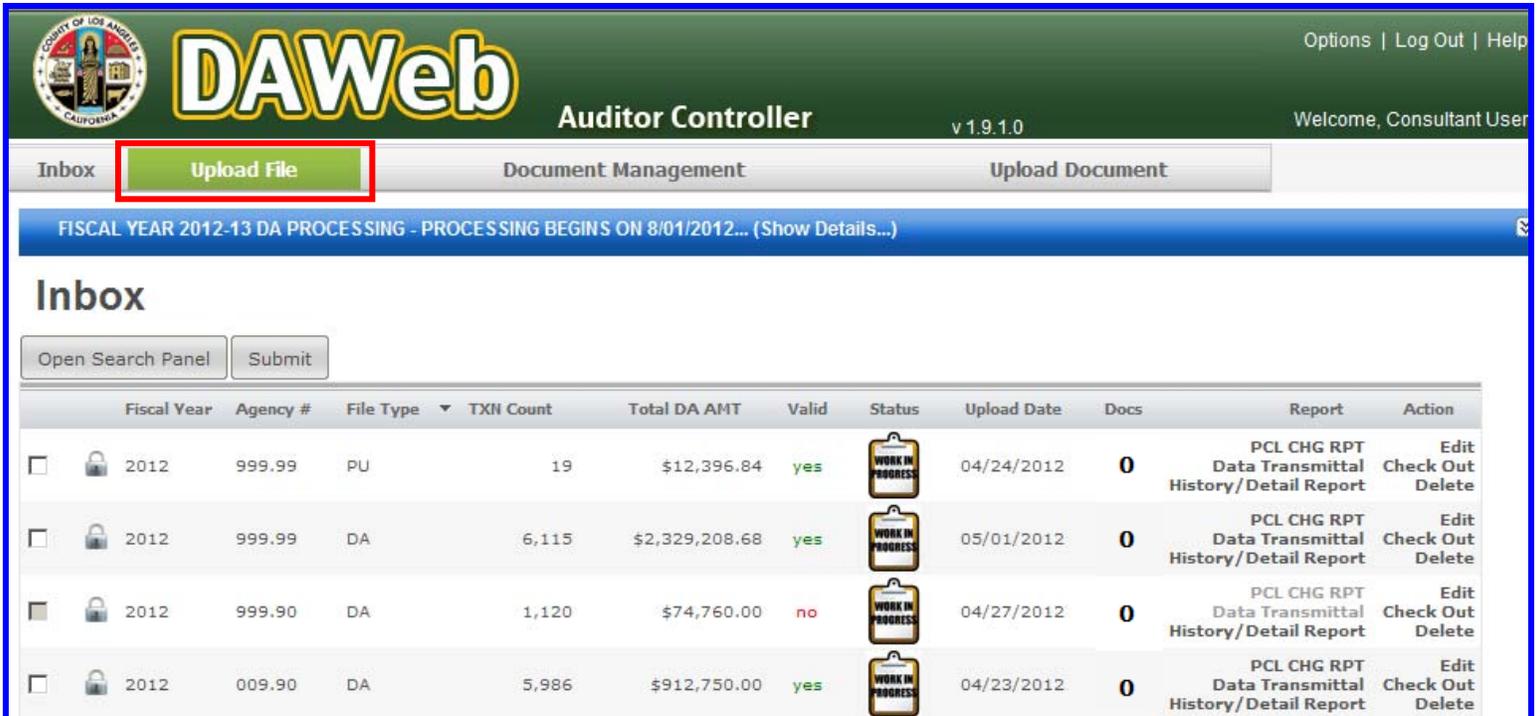
UPLOAD CORRECTION FILE

IMPORTANT MESSAGE: Only current year corrections may be submitted during this period. August 31st is the last date to submit corrections without getting charged. Corrections submitted after will be charged \$13 per parcel. Only one correction file per Agency number should be submitted to each STR Update.

6A. Log onto DAWeb: <http://daweb.auditor.lacounty.gov/>



6B. To upload a file, click on the **Upload File** tab.



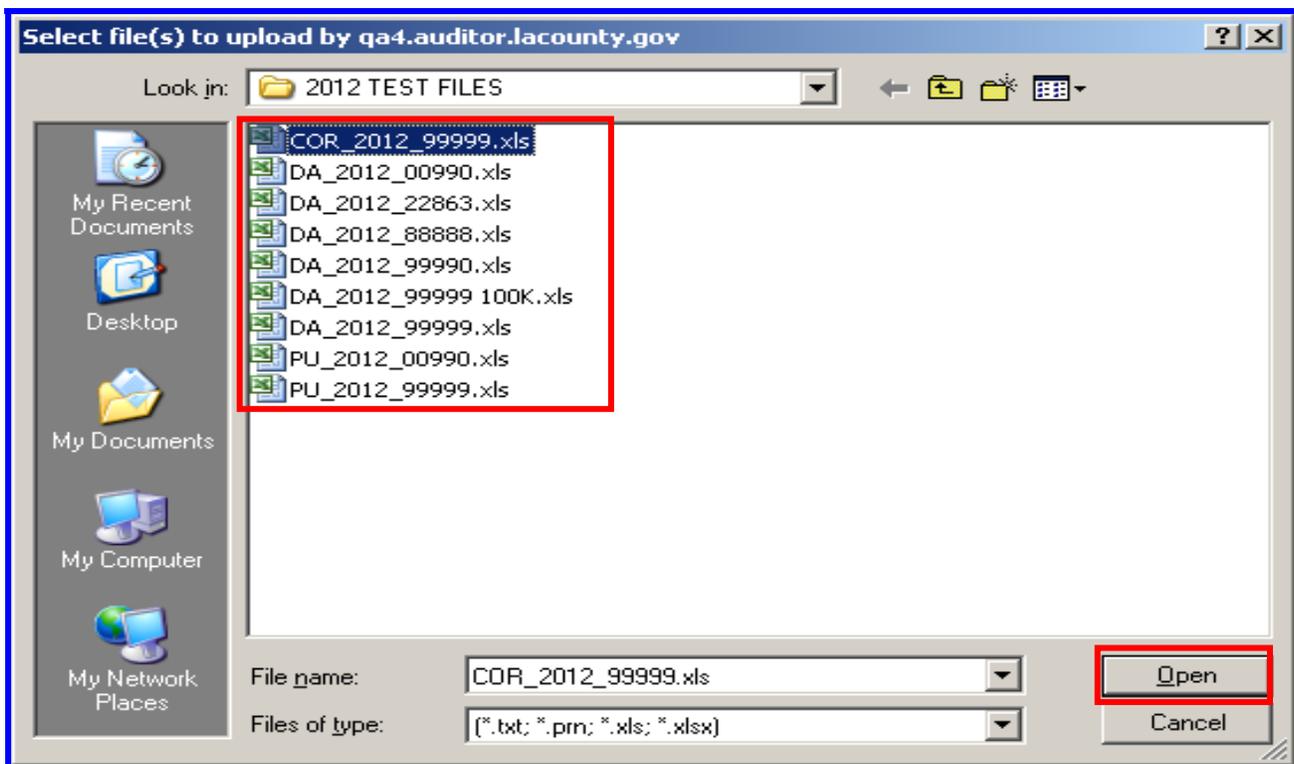
6C. Perform the following upload steps:

1. **Select the type of file** (Correction file) to upload.
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Browse** button and **select file** to upload.

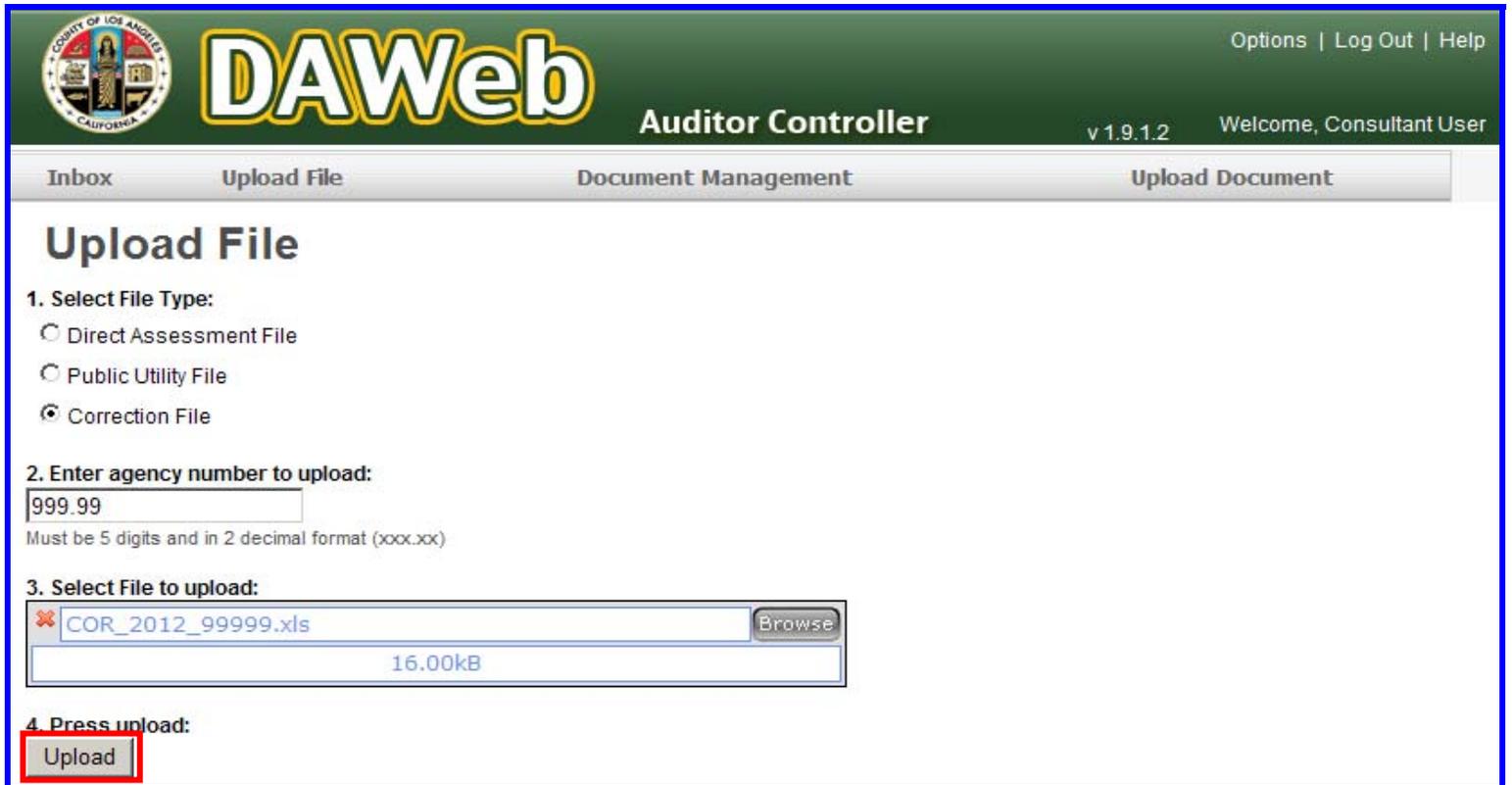
The screenshot shows the 'DAWeb Auditor Controller' interface. At the top, there is a navigation bar with 'Options | Log Out | Help' and 'Welcome, Consultant User'. Below this is a menu with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Upload File' and contains the following steps:

- 1. Select File Type:** Three radio buttons are present: 'Direct Assessment File', 'Public Utility File', and 'Correction File'. The 'Correction File' option is selected and highlighted with a red box.
- 2. Enter agency number to upload:** A text input field contains '999.99' and is highlighted with a red box. Below it, a note states: 'Must be 5 digits and in 2 decimal format (xxx.xx)'. The text '999.99' is also highlighted with a red box.
- 3. Select File to upload:** A file selection area shows '[no files selected]' and a 'Browse' button, both highlighted with red boxes.
- 4. Press upload:** An 'Upload' button is visible at the bottom left.

6D. Select a file to upload and click the **open** button.



6E. Click on the **Upload** button after the file has been added.



Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Consultant User

Inbox Upload File Document Management Upload Document

Upload File

1. Select File Type:

Direct Assessment File

Public Utility File

Correction File

2. Enter agency number to upload:

999.99

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Select File to upload:

COR_2012_99999.xls Browse

16.00kB

4. Press upload:

Upload

6F. A **message** will pop up under the Upload button after the file loaded successfully. You can upload as many correction files as you need. To load additional file(s), **repeat steps 6C – 6F**.



Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Consultant User

Inbox Upload File Document Management Upload Document

Upload File

1. Select File Type:

Direct Assessment File

Public Utility File

Correction File

2. Enter agency number to upload:

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Select File to upload:

[no files selected] Browse

4. Press upload:

Upload

Successfully uploaded files:
COR_2012_99999.xls

NOTE: Large files (approximately over 150,000 transactions or .xlsx, .txt, or .prn, files greater than 2 MB or .xls files greater than 5 MB) will be imported to DAWeb after business hours and will appear in the Inbox the following morning and a large file message will display at the bottom of the upload page.

The screenshot shows the 'Upload File' page with the following elements:

- Navigation tabs: **Inbox**, **Upload File**, **Document Management**, **Upload Document**
- Section Header: **Upload File**
- Step 1: **Select File Type:**
 - Direct Assessment File
 - Public Utility File
 - Correction File
- Step 2: **Enter agency number to upload:**
 - Input field: [Empty]
 - Text: Must be 5 digits and in 2 decimal format (xxx.xx)
- Step 3: **Select File to upload:**
 - File list: [no files selected]
 - Button: **Browse**
- Step 4: **Press upload:**
 - Button: **Upload**
- Confirmation Message (highlighted in red):

Successfully uploaded files:
COR99999_150001.txt
Large files will be imported today after business hours. Check DAWeb for your file tomorrow.

NOTE: If the Agency Number entered on the Upload page **does not match** the Agency Number on the uploaded file, then a pop-up message will ask you to **select the correct Agency Number**.

The screenshot shows the 'Upload File' page with an error message overlay:

- Page Header: **DAWeb Auditor Controller**, v 1.9.1.2, Welcome, Consultant User
- Navigation tabs: **Inbox**, **Upload File**, **Document Management**, **Upload Document**
- Section Header: **Upload File**
- Step 1: **Select File Type:**
 - Direct Assessment File
 - Public Utility File
 - Correction File
- Step 2: **Enter agency number to upload:**
 - Input field: 999.99
 - Text: Must be 5 digits and in 2 decimal format (xxx.xx)
- Step 3: **Select File to upload:**
 - File list: [no files selected]
 - Button: **Browse**
- Step 4: **Press upload:**
 - Button: **Upload**
- Error Message (highlighted in yellow):

The agency number on uploaded file does not match with input. Please select an agency number:

You entered:	999.99
On file:	999.90

Buttons: **Select**, **Cancel**

NOTE: If the uploaded file contains an **invalid Agency number** that you do not have access to, the **invalid Agency number can not be selected** and the pop-up message will state that **'You do not have access to this Account number'**.

- If both Agency numbers are incorrect, then click **Cancel** and **repeat steps 6C – 6F**.

The screenshot shows the DAWeb Auditor Controller interface. The top navigation bar includes the County of Los Angeles logo, the 'DAWeb Auditor Controller' title, and user options like 'Options | Log Out | Help' and 'Welcome, Consultant User'. Below the navigation bar are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload File' tab is active, displaying a form with four steps: 1. Select File Type (with radio buttons for Direct Assessment File, Public Utility File, and Correction File), 2. Enter agency number to upload (with a text input field containing '999.99' and a note 'Must be 5 digits and in 2 decimal format'), 3. Select File to upload: (with a file selection area showing '[no files selected]' and a 'Browse' button), and 4. Press upload: (with an 'Upload' button). A yellow error message box is overlaid on the form, stating: 'The agency number on uploaded file does not match with input. Please select an agency number:'. It shows 'You entered: 999.99' and 'On file: 888.88', followed by a bullet point: '• You do not have access to this AGENCY number'. At the bottom of the error box are 'Select' and 'Cancel' buttons.

6G. To view the uploaded file(s), click on the **Inbox** tab.

The screenshot shows the DAWeb Auditor Controller interface with the 'Inbox' tab selected and highlighted with a red box. The top navigation bar is the same as in the previous screenshot. The 'Upload File' tab is no longer active. The main content area shows the 'Upload File' form, but the error message box is no longer present. The form steps are: 1. Select File Type (with radio buttons for Direct Assessment File, Public Utility File, and Correction File), 2. Enter agency number to upload: (with an empty text input field and a note 'Must be 5 digits and in 2 decimal format (xxx.xx)'), 3. Select File to upload: (with a file selection area showing '[no files selected]' and a 'Browse' button), and 4. Press upload: (with an 'Upload' button). At the bottom of the form, there is a red message: 'Successfully uploaded files: COR_2012_99999.xls'.

6H. The example below shows the Inbox with the **Fiscal Year (2012)**, **Agency number**, **File Type (COR)** and **Status (Work in Progress)**. **Proceed to the next step if Valid = 'yes'**. If Valid = 'no,' then proceed to **'Correcting a File in Edit Mode'** (P. 72).

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with the DAWeb logo, 'Auditor Controller v 1.9.1.2', and user information 'Welcome, Consultant User'. Below this is a menu bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue banner indicates 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)'. The main section is titled 'Inbox' and contains a search panel with 'Open Search Panel' and 'Submit' buttons. Below the search panel is a table with the following data:

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	COR v1	5	\$3,628.57	yes	WORK IN PROGRESS	04/25/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

WARNING: Only one correction file per Agency number should be submitted to each STR Update. The File Type for each additional correction file will have a V (Version) and it will increment by 1. Below is an example (CORV1, CORV2).

The screenshot shows the DAWeb Auditor Controller interface with two entries in the inbox table:

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	COR v1	5	\$3,628.57	yes	PENDING REVIEW	04/25/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2012	999.99	COR v2	7	\$6,100.00	yes	WORK IN PROGRESS	04/26/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

6I. Click on the **PCL CHG RPT** link under **Report** to retrieve the Parcel Change Report.

6J. **Blank Parcel Change Report** means that there are no parcel changes for the respective agency.

NOTE: Export or Print the Parcel Change Report if it is not blank and proceed to with the following options:

<ul style="list-style-type: none"> • Delete the current file from the Inbox and re-upload new file with parcel changes included in the file 	Go to Creating the Excel File Input (P. 10) or Creating the Text File Input (P. 20)
<ul style="list-style-type: none"> • Add New Parcels and delete old parcels in Edit mode 	Go to Correcting a in Edit Mode (P. 72)
<ul style="list-style-type: none"> • Complete Upload Original DA file process AND • Submit parcel changes as corrections 	Go to Upload Correction File (P. 59)

6K. Click on the **History/Detail Report** link under the **Report** column to see all the parcels on the uploaded file. The **Detail Report can be exported as .csv file for accounts with 150,000 transactions or less.**

NOTE: Contact the DA Unit if you need to export a file larger than 150,000 transactions.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with 'Options | Log Out | Help' and 'Welcome, Consultant User'. Below this is a menu with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue banner indicates 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)'. The main section is titled 'Inbox' and contains a search panel with 'Open Search Panel' and 'Submit' buttons. Below the search panel is a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The 'Report' column contains links for 'PCL CHG RPT', 'Data Transmittal', and 'History/Detail Report'. The 'Action' column contains links for 'Edit', 'Check Out', and 'Delete'. A 'WORK IN PROGRESS' icon is visible in the Status column. The 'History/Detail Report' link is highlighted with a red box.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	COR v1	5	\$3,628.57	yes	WORK IN PROGRESS	04/25/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

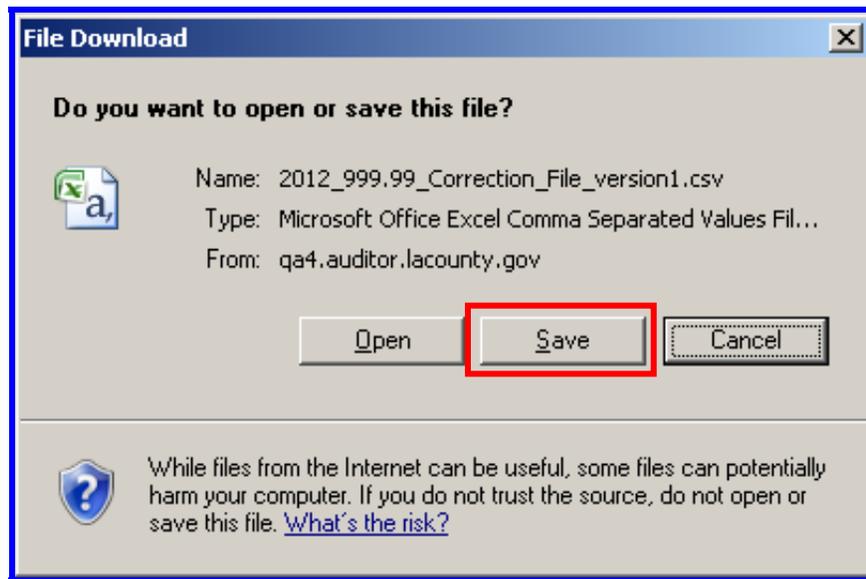
6L. To export the Detail Report, click the **Export Transactions to File** button.

The screenshot shows the DAWeb Auditor Controller interface for the 'File History/Detail Report' page. At the top, there is a navigation bar with 'Options | Log Out | Help' and 'Welcome, Consultant User'. Below this is a menu with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main section is titled 'File History/Detail Report' and contains a 'Back' button. Below the 'Back' button, there is a summary of the file: Fiscal Year 2012, Agency Number 999.99, File Type Correction File version1, and File Name COR_2012_99999.xls. Below the summary is a 'File History' table with columns for History, Updated By, and Updated Date. The 'Detail Report' section is below the 'File History' table and contains a button labeled 'Export Transactions to File', which is highlighted with a red box. Below the button is a table with columns for #, Parcel Number, Amount, and Comment. The table contains 5 records. At the bottom of the table, there is a 'Records per page' dropdown menu set to 50.

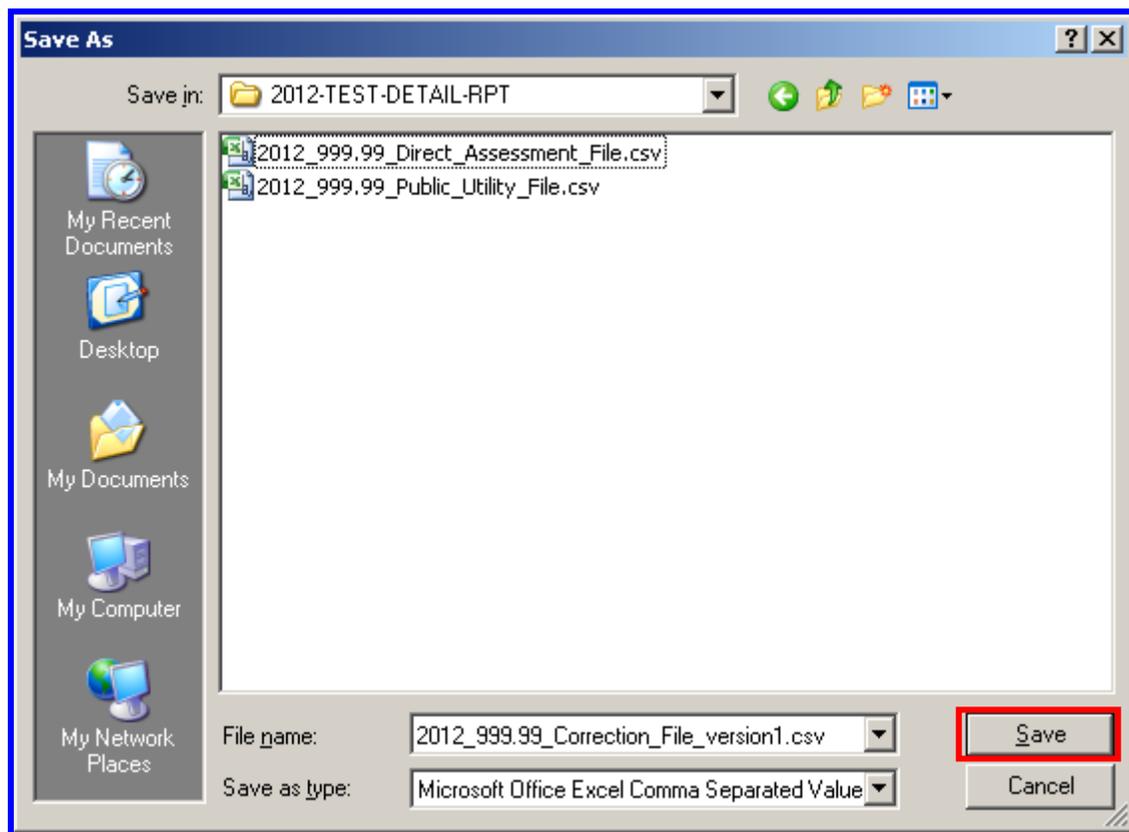
History	Updated By	Updated Date
file has been deleted	User, Agency	05/02/2012
file has been checked in	User, Agency	05/02/2012
file has been checked out	User, Agency	04/27/2012
file has been uploaded	User, Agency	04/25/2012

#	Parcel Number	Amount	Comment
1	5312020007	301.87	
2	5317021002	670	
3	5319004006	2251.15	
4	5324024046	405.55	
5	5324024047	0	

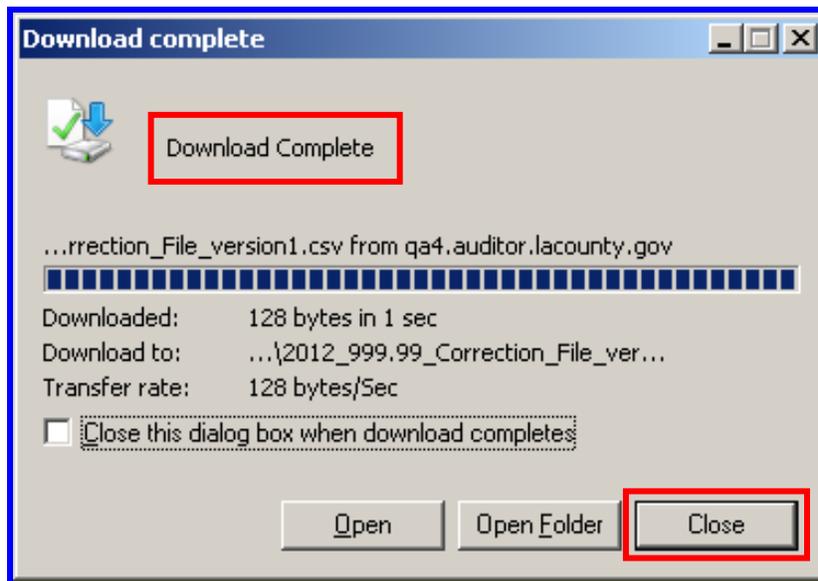
6M. Click the **Save** button to save the file as .csv.



6N. Choose the location you want to save the file to and click the **Save** button.



60. Click the **Close** button once the file has downloaded completely.



6P. Sample Detail Report.

2012_999.99_Correction_File_version1.csv - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Paste Clipboard Font Alignment Number Styles Cells Editing

A1 #

	A	B	C	D	E	F	G	H	I	J
1	#	Parcel Number	Amount	Comment						
2	1	5312020007	301.87							
3	2	5317021002	670							
4	3	5319004006	2251.15							
5	4	5324024046	405.55							
6	5	5324024047	0							
7										
8										
9										
10										

Ready 100%

6Q. Click the **Data Transmittal** link under **Report** to verify the Total Parcel Count and DA Amount.

6R. The **Data Transmittal** displays the Total Parcel Count and DA Amount that will be submitted to the Auditor for STR Update. The Data Transmittal **amounts must match** your expected totals. If they do not match then, the input file should be reviewed to make sure all parcels are assessed properly and reload a corrected file or make corrections to existing file in **Edit Mode (P. 72)**.

- Click one of the icons below to **Print** or **Save** the Data Transmittal.
- The Auditor requires a signed Data Transmittal as 1 of the 4 Legal Documents.
- The Data Transmittal must be signed, scanned as PDF and uploaded to DAWeb (**see Upload Legal Documents, P. 93**).

6S. If the file(s) are valid and the Data Transmittal amounts are correct, then **check** the **check box** associated with the file and click the **submit** button (submit to Auditor).

NOTE: Multiple files can be checked and submitted simultaneously.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Consultant User

Inbox Upload File Document Management Upload Document

FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)

Inbox

Open Search Panel **Submit**

	Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
<input checked="" type="checkbox"/>	2012	999.99	COR v1	5	\$3,628.57	yes		04/25/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

6T. A pop up **message** will ask if you want to submit the following file(s). Press **OK** to submit or **Cancel** to cancel the submission.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Consultant User

Inbox Upload File Document Management Upload Document

FISCAL YEAR 2012-13 DA PROCESSING - PRO

Inbox

Open Search Panel **Submit**

Are you sure you want to submit the following file(s)?
999.99

Ok Cancel

	Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
<input type="checkbox"/>	2012	999.99	COR v1	5	\$3,628.57	yes		04/25/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

6U. A pop up message will state 'Files(s) submitted' and Status icon will change to 'Pending Review'.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the 'DAWeb Auditor Controller' title, version 'v 1.9.1.2', and user information 'Welcome, Consultant User'. Below the header is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue banner indicates 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)'. The main area is titled 'Inbox' and contains a search panel with 'Open Search Panel' and 'Submit' buttons. A yellow notification box with a red border displays 'File(s) submitted'. Below this is a table with columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The first row of data shows: 2012, 999.99, COR v1, 5, \$3,628.57, yes, a 'PENDING REVIEW' icon, 04/25/2012, 0, 'PCL CHG RPT Data Transmittal History/Detail Report', and 'Edit Check Out Delete'.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	COR v1	5	\$3,628.57	yes	PENDING REVIEW	04/25/2012	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

6V. Auditor staff will review the submitted file(s) and will **submit the file(s) through to the STR Update if the DA count and Amount match the amounts on the transmittal. If there is anything wrong with the file or if the counts do not match then Auditor staff may also reject the file back to the Agency for editing.**

CORRECTING A FILE IN EDIT MODE

7A. If **Valid = 'no'**, then click on the **Edit** link under **Action** to locate and fix the error(s). If the file has **150,000 transactions or less** then the entire file will display in edit mode. Otherwise, if the has **more than 150,000 transactions** then you can **only** edit the records with errors. The three options on making corrections are as follows: (1) Make corrections on the **Edit** page; (2) **Export** the detail report and make the changes on your saved file; or (3) **Delete** the file from DAWeb and **Re-upload** the updated file.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there's a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. Below that, a blue banner indicates 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012...'. The main content area is titled 'Inbox' and contains a table with columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. A record is shown with 'Valid' set to 'no' and 'Status' as 'WORK IN PROGRESS'. The 'Action' column for this record is highlighted in red, showing options: 'Edit', 'Check Out', and 'Delete'.

7B. Click on the **Action drop-down box** to view a list of menu options.

The screenshot shows the 'Edit DA File' page in the DAWeb Auditor Controller. The page displays fields for Fiscal Year (2012), Agency Number (009.90), File Type (Direct Assessment), and File Name (DA_2012_0099). The 'Action' field has a drop-down menu open, which is highlighted with a red box. The menu options are: '[Select One]', 'Check In', 'Submit the File to the Auditor', 'Delete', 'Reset', and 'Go Back to Inbox'. There is also a 'Remark' text area at the bottom.

NOTE: The following options are listed under the **Action drop-down box**:

Check In	Allows for other users who have access to the agency number to edit and submit the file
Submit the File to Auditor	Submits the agency file to the Auditor
Delete	Deletes the agency file
Reset	Resets changes on File type and Agency Number (must be done before clicking on the Update link)
Go Back to Inbox	Brings you back to the Inbox

7C. Verify the following on the Edit page:

- Verify that the **Fiscal Year, Agency Number, File Type and File Name** are correct. If any of the information is incorrect then delete the file and re-upload.
- Comments left by the Auditor regarding your agency number will be placed in the **Remark** box.
- All **red error messages** under the **comment** section must be fixed to validate the file. Page 75 displays a table of all the error messages with examples and solutions.

Inbox
Upload File
Document Management
Upload Document

Edit DA File

Action

Fiscal Year 2012

Agency Number 099.99

File Type Direct Assessment File

File Name DA_2012_00990-witherrors.xls

Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	
1	5658008017	150.00		Edit Delete
2	5657022011	15000		Edit Delete
3	581200601	150.00	• Parcel number must be 10 digits	Edit Delete
4	5812006016	150.00	• Parcel number must be all numeric	Edit Delete
5	5812006020	150.00		Edit Delete
6	5812006020	150.00	• Duplicate Parcel	Edit Delete
7	5820009014	150150150.00	• Direct assessment amount exceeds the limit of 99,999,999.99	Edit Delete
8	5808009024	150.0A	• Invalid Direct Assessment Amount	Edit Delete
9	5812014024	0.00	• Only corrections can have \$0 value	Edit Delete
10	9806019009	150.00	• Parcel number cannot start with 9 for DA file	Edit Delete
11	5657004002	-150.00	• Direct assessment amount must be positive	Edit Delete
12	5657004003	150.005	• Amount cannot exceed two decimals:150.005	Edit Delete
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	Edit Delete

NOTE: For files greater than 150,000 records, only the records with errors will display on the Edit page.

Options | Log Out | Welcome, Agency

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One]

Fiscal Year 2012
Agency Number 999.98
File Type Direct Assessment File
File Name DA_2012_00990-witherrors.xls
Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 7 of 7 - Pages: 1

#	Parcel Number	Amount	Comment	Edit Delete
149218	2331025017	-21.85	• Direct assessment amount must be positive	Edit Delete
149685	2332009013	21.07	• Duplicate Parcel	Edit Delete
149766	233201010	26.04	• Parcel number must be 10 digits	Edit Delete
149835	2332016019	12515222273.08	• Direct assessment amount exceeds the limit of 99,999,999.99	Edit Delete
149926	2332019019	31.113	• Amount cannot exceed two decimals:31.113	Edit Delete
149963	23320210377	5.14	• Parcel number must be 10 digits	Edit Delete
150002	2332023016	24.85	• Parcel number must be all numeric	Edit Delete

Records per page: 50 Add New

Table of **Error Messages and Solutions:**

ERROR MESSAGE	REASON	EXAMPLE	SOLUTION
Duplicate Parcel	Duplicate parcels are not allowed	8765432100 8765432100	Delete one of the duplicate records
Parcel number can not be non-assessable for DA file	If the first four digits of the Parcel number is less than '8900' then the last 3 digits must not end in 800-999 for DA file	5934820 883 8584827 999	Delete or update parcel
Parcel number must be 10 digits	Does not equal 10 bytes	876543210 87654321089	8765432100
Parcel number must be all numeric	Not all numeric	8765432 K 00 876 \$ 432100	8765432100
Parcel number must be 10 digits; Parcel number must be all numeric	No spaces or dashes allowed	8999 999 999 899-999-9999	8765432100
Parcel number can not start with '9' for DA file	DA file can not start with '9'	9 876543210	8765432100
Parcel number must start with '9' for PU file	PU file must start with '9'	8 765432100	9876543210
Direct Assessment Amount exceeds the limit of 99,999,999.99	Must not exceed 99,999,999.99	1 23,456,789.01	23,456,789.01
Invalid Direct Assessment Amount	Not all numeric	1,234.5 H	1234.52
Direct assessment amount must be positive	Amount can not be negative	- 1234.50	1234.50
Direct Assessment Amount can not exceed two decimal points: XX.XXX	Format is not XXXX.XX	1,234.56 Z	1234.57
Only corrections can have \$0 value	DA or PU files can not contain \$0 Amount	\$0 in DA/PU file	Update amount or delete record

7D. For parcel number and amount corrections, click the **'Comment'** header twice until there is a down arrow  to sort/display all of the error messages at the top of the list.



DAWeb

[Options](#) | [Log Out](#) | [Help](#)

Auditor Controller

v 1.9.1.2

Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

Edit DA File

Action [Select One] ▼

Fiscal Year 2012

Agency Number 099.99

File Type Direct Assessment File

File Name DA_2012_00990-witherrors.xls

Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5988 - Pages: ⏪ ⏩ 1 | 2 | 3 | 4 | 5 ⏪ ⏩

#	Parcel Number	Amount	Comment	
6	5812006020	150.00	• Duplicate Parcel	Edit Delete
7	5820009014	150150150.00	• Direct assessment amount exceeds the limit of 99,999,999.99	Edit Delete
8	5808009024	150.0A	• Invalid Direct Assessment Amount	Edit Delete
9	5812014024	0.00	• Only corrections can have \$0 value	Edit Delete
10	9806019009	150.00	• Parcel number cannot start with 9 for DA file	Edit Delete
11	5657004002	-150.00	• Direct assessment amount must be positive	Edit Delete
12	5657004003	150.005	• Amount cannot exceed two decimals:150.005	Edit Delete
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	Edit Delete
3	581200601	150.00	• Parcel number must be 10 digits	Edit Delete
4	581200601G	150.00	• Parcel number must be all numeric	Edit Delete
4201	5820001902	150.00	• Parcel number cannot be non-assessable parcels	Edit Delete
3502	5813004111	150.00		Edit Delete
2061	5817021005	150.00		Edit Delete
2062	5817033040	150.00		Edit Delete

NOTE: Row #, Parcel Number and Amount columns can also be sorted by clicking on the title bar of each heading.



DAWeb

[Options](#) | [Log Out](#) | [Help](#)

Auditor Controller
v 1.9.1.2
Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

Edit DA File

Action

Fiscal Year 2012

Agency Number 099.99

File Type Direct Assessment File

File Name DA_2012_00990-witherrors.xls

Remark

File cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Sorted by Row

[Show Filter](#) - Records: 1 - 50 of 5988 - Pages:

[1](#) | [2](#) | [3](#) | [4](#) | [5](#)

#	Parcel Number	Amount	Comment	
1	5658008017	150.00		Edit Delete
2	5657022011	15000		Edit Delete
3	581200601	150.00	• Parcel number must be 10 digits	Edit Delete
4	581200601G	150.00	• Parcel number must be all numeric	Edit Delete
5	5812006020	150.00		Edit Delete
6	5812006020	150.00	• Duplicate Parcel	Edit Delete
7	5820009014	150150150.00	• Direct assessment amount exceeds the limit of 99,999,999.99	Edit Delete
8	5808009024	150.0A	• Invalid Direct Assessment Amount	Edit Delete
9	5812014024	0.00	• Only corrections can have \$0 value	Edit Delete
10	9806019009	150.00	• Parcel number cannot start with 9 for DA file	Edit Delete
11	5657004002	-150.00	• Direct assessment amount must be positive	Edit Delete
12	5657004003	150.005	• Amount cannot exceed two decimals:150.005	Edit Delete

7E. The first error displayed on the list is a **duplicate parcel**. To search for the duplicate parcel number, click the **Show Filter** link.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with 'Options | Log Out | Help' and 'Welcome, Agency User'. Below this is a menu bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Edit DA File' and includes a dropdown menu for 'Action' set to '[Select One]'. Below this are fields for 'Fiscal Year 2012', 'Agency Number 099.99', 'File Type Direct Assessment File', and 'File Name DA_2012_00990-witherrors.xls'. A 'Remark' field is also present.

A red box highlights the 'Show Filter' link in the table's header area. Below the table, a red box highlights the first error message: 'Duplicate Parcel'.

The table below contains the following data:

#	Parcel Number	Amount	Comment	
6	5812006020	150.00	• Duplicate Parcel	Edit Delete
7	5820009014	150150150.00	• Direct assessment amount exceeds the limit of 99,999,999.99	Edit Delete
8	5808009024	150.0A	• Invalid Direct Assessment Amount	Edit Delete
9	5812014024	0.00	• Only corrections can have \$0 value	Edit Delete
10	9806019009	150.00	• Parcel number cannot start with 9 for DA file	Edit Delete
11	5657004002	-150.00	• Direct assessment amount must be positive	Edit Delete
12	5657004003	150.005	• Amount cannot exceed two decimals:150.005	Edit Delete
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	Edit Delete
3	581200601	150.00	• Parcel number must be 10 digits	Edit Delete
4	581200601G	150.00	• Parcel number must be all numeric	Edit Delete

7F. Type in the duplicate parcel number and press the Enter button.

NOTE: The filter drop-down box can be set to 'Equal To' or 'Starts With'.

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Apply Filter | Hide Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	
	Equal To 5812006020			
6	5812006020	150.00	• Duplicate Parcel	Edit Delete
7	5820009014	150150150.00	• Direct assessment amount exceeds the limit of 99,999,999.99	Edit Delete
8	5808009024	150.0A	• Invalid Direct Assessment Amount	Edit Delete
9	5812014024	0.00	• Only corrections can have \$0 value	Edit Delete
10	9806019009	150.00	• Parcel number cannot start with 9 for DA file	Edit Delete
11	5657004002	-150.00	• Direct assessment amount must be positive	Edit Delete
12	5657004003	150.005	• Amount cannot exceed two decimals:150.005	Edit Delete
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	Edit Delete
3	581200601	150.00	• Parcel number must be 10 digits	Edit Delete

7G. Duplicate parcels may have **different amounts**. Determine the duplicate to delete and click the **Delete** link.

Options | Log Out | Help

DAWeb Test Site - Auditor Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One] ▾

Fiscal Year 2012
Agency Number 099.99
File Type Direct Assessment File
File Name DA_2012_00990-witherrors.xls
Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Apply Filter | Hide Filter | Remove Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	
5	5812006020	300.00		Edit Delete
6	5812006020	150.00	• Duplicate Parcel	Edit Delete

Records per page: 50 Add New

7H. Click the **Remove Filter** link to bring back the list of errors.

Options | Log Out | Help

DAWeb Test Site - Auditor Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One] ▾

Fiscal Year 2012
Agency Number 099.99
File Type Direct Assessment File
File Name DA_2012_00990-witherrors.xls
Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Apply Filter | Hide Filter | Remove Filter - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	
5	5812006020	300.00	• Duplicate Parcel	Edit Delete

Records per page: 50 Add New

71. To edit an Amount, **click on the Amount field**, **enter the updated Amount** in the text box and click the **Update** link.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One] ▼

Fiscal Year 2012

Agency Number 099.99

File Type Direct Assessment File

File Name DA_2012_00990-witherrors.xls

Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	
7	5820009014	150150150.1	Direct assessment amount exceeds the limit of 99,999,999.99	Update Cancel
8	5808009024	150.0A	Invalid Direct Assessment Amount	Edit Delete
9	5812014024	0.00	Only corrections can have \$0 value	Edit Delete
10	9806019009	150.00	Parcel number cannot start with 9 for DA file	Edit Delete
11	5657004002	-150.00	Direct assessment amount must be positive	Edit Delete
12	5657004003	150.005	Amount cannot exceed two decimals:150.005	Edit Delete
13	5864 023 009	150.00	Parcel number must be 10 digits Parcel number must be all numeric	Edit Delete
3	581200601	150.00	Parcel number must be 10 digits	Edit Delete
4	581200601G	150.00	Parcel number must be all numeric	Edit Delete
3826	5864037008	150.00		Edit Delete
3827	5658011010	150.00		Edit Delete

7J. Row #7 (from the previous screen) has been updated and **no longer appears on the list** since it no longer contains an error message and the columns are **sorted by the Comment field**.



DAWeb

[Options](#) | [Log Out](#) | [Help](#)

Auditor Controller

v 1.9.1.2

Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

Edit DA File

Action [Select One] ▼

Fiscal Year 2012

Agency Number 099.99

File Type Direct Assessment File

File Name DA_2012_00990-witherrors.xls

Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	
8	5808009024	150.0A	• Invalid Direct Assessment Amount	Edit Delete
9	5812014024	0.00	• Only corrections can have \$0 value	Edit Delete
10	9806019009	150.00	• Parcel number cannot start with 9 for DA file	Edit Delete
11	5657004002	-150.00	• Direct assessment amount must be positive	Edit Delete
12	5657004003	150.005	• Amount cannot exceed two decimals:150.005	Edit Delete
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	Edit Delete
3	581200601	150.00	• Parcel number must be 10 digits	Edit Delete
4	5812006016	150.00	• Parcel number must be all numeric	Edit Delete
3826	5864037008	150.00		Edit Delete
3827	5658011010	150.00		Edit Delete
3828	5816004003	150.00		Edit Delete

7K. To edit a Parcel Number, **click on the Parcel field**, **enter the updated Parcel** in the text box and click the **Update** link.

Edit DA File

Action

Fiscal Year 2012
 Agency Number 099.99
 File Type Direct Assessment File
 File Name DA_2012_00990-witherrors.xls
 Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	
7	5820009014	150150150.00	• Direct assessment amount exceeds the limit of 99,999,999.99	Edit Delete
8	5808009024	150.0A	• Invalid Direct Assessment Amount	Edit Delete
9	5812014024	0.00	• Only corrections can have \$0 value	Edit Delete
10	<input type="text" value="706019009"/>	<input type="text" value="150.00"/>	• Parcel number cannot start with 9 for DA file	<input type="button" value="Update"/> Cancel
11	5657004002	-150.00	• Direct assessment amount must be positive	Edit Delete
12	5657004003	150.005	• Amount cannot exceed two decimals:150.005	Edit Delete
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	Edit Delete
2716	5815015816	150.00	• Parcel number cannot be non-assessable parcels	Edit Delete
3	581200601	150.00	• Parcel number must be 10 digits	Edit Delete
4	581200601G	150.00	• Parcel number must be all numeric	Edit Delete
3826	5864037008	150.00		Edit Delete
3827	5658011010	150.00		Edit Delete

7L. Repeat steps 7E-7K until all of the red comments/error messages are fixed. The agency file can only be a valid file after **all** of the errors are fixed. Example of screen after all errors are fixed below:

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One]

Fiscal Year 2012

Agency Number 099.99

File Type Direct Assessment File

File Name DA_2012_00990-witherrors.xls

Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 100 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	Edit Delete
2061	5817021005	150.00		Edit Delete
2062	5817033040	150.00		Edit Delete
2063	5816006001	150.00		Edit Delete
2064	5819012024	150.00		Edit Delete
2065	5819011001	150.00		Edit Delete
2066	5817023035	150.00		Edit Delete
2067	5819004006	150.00		Edit Delete
2068	5812025034	150.00		Edit Delete
2069	5819022033	150.00		Edit Delete
2070	5815008017	150.00		Edit Delete
2071	5815008018	150.00		Edit Delete
2072	5658005008	150.00		Edit Delete
2073	5812012024	150.00		Edit Delete
2074	5811019014	150.00		Edit Delete
2075	5817017052	150.00		Edit Delete
2076	5806004048	150.00		Edit Delete
2077	5812016028	150.00		Edit Delete

7M. To add a new row, scroll to the bottom of the Edit page and click on the **Add New** link.

The screenshot shows the DAWEB application interface. At the top, there is a navigation bar with the DAWEB logo and several menu items: Home, RSS, Email, Print, Page, Safety, and Tools. Below the navigation bar is a table with 18 rows of data. Each row contains a record number (33-51), a parcel number, an amount (150.00), and links for 'Edit' and 'Delete'. At the bottom left, there is a 'Records per page' dropdown menu set to 50. At the bottom right, there is a red-bordered button labeled 'Add New'.

Record #	Parcel Number	Amount	Actions
33	5657014014	150.00	Edit Delete
34	5657014013	150.00	Edit Delete
35	5811015013	150.00	Edit Delete
36	5657009013	150.00	Edit Delete
37	5816003010	150.00	Edit Delete
38	5657025001	150.00	Edit Delete
39	5817033032	150.00	Edit Delete
40	5813005035	150.00	Edit Delete
41	5815003002	150.00	Edit Delete
42	5806009003	150.00	Edit Delete
43	5806019008	150.00	Edit Delete
44	5808013011	150.00	Edit Delete
45	5817017051	150.00	Edit Delete
46	5864021016	150.00	Edit Delete
47	5814024001	150.00	Edit Delete
48	5864009021	150.00	Edit Delete
49	5822031033	150.00	Edit Delete
50	5817038011	150.00	Edit Delete
51	5813023015	150.00	Edit Delete

7N. Enter the Parcel Number and Amount and click on the **Save** link to save or **Cancel** to cancel the entry.

The screenshot shows the DAWEB application interface, similar to the previous one. The table now has 19 rows. The last row (record 51) has been updated with a new parcel number '8999999999' and an amount of '150.00', both of which are highlighted with red boxes. At the bottom right, there are two red-bordered buttons labeled 'Save' and 'Cancel'. The 'Records per page' dropdown menu is still set to 50.

Record #	Parcel Number	Amount	Actions
37	5816003010	150.00	Edit Delete
38	5657025001	150.00	Edit Delete
39	5817033032	150.00	Edit Delete
40	5813005035	150.00	Edit Delete
41	5815003002	150.00	Edit Delete
42	5806009003	150.00	Edit Delete
43	5806019008	150.00	Edit Delete
44	5808013011	150.00	Edit Delete
45	5817017051	150.00	Edit Delete
46	5864021016	150.00	Edit Delete
47	5814024001	150.00	Edit Delete
48	5864009021	150.00	Edit Delete
49	5822031033	150.00	Edit Delete
50	5817038011	150.00	Edit Delete
51	8999999999	150.00	Edit Delete

70. Once saved, the new record is added to the end of the list and assigned the next row number.

Row Number	ID	Value	Actions
5976	5812011027	150.00	Edit Delete
5977	5816005009	150.00	Edit Delete
5978	5817030035	150.00	Edit Delete
5979	5821012001	150.00	Edit Delete
5980	5815013058	150.00	Edit Delete
5981	5811016032	150.00	Edit Delete
5982	5864022013	150.00	Edit Delete
5983	5817030025	150.00	Edit Delete
5984	5864006023	150.00	Edit Delete
5985	5812017005	150.00	Edit Delete
5986	5822004004	150.00	Edit Delete
5987	5814013010	150.00	Edit Delete
5988	5806017004	150.00	Edit Delete
5989	8999999999	150.00	Edit Delete

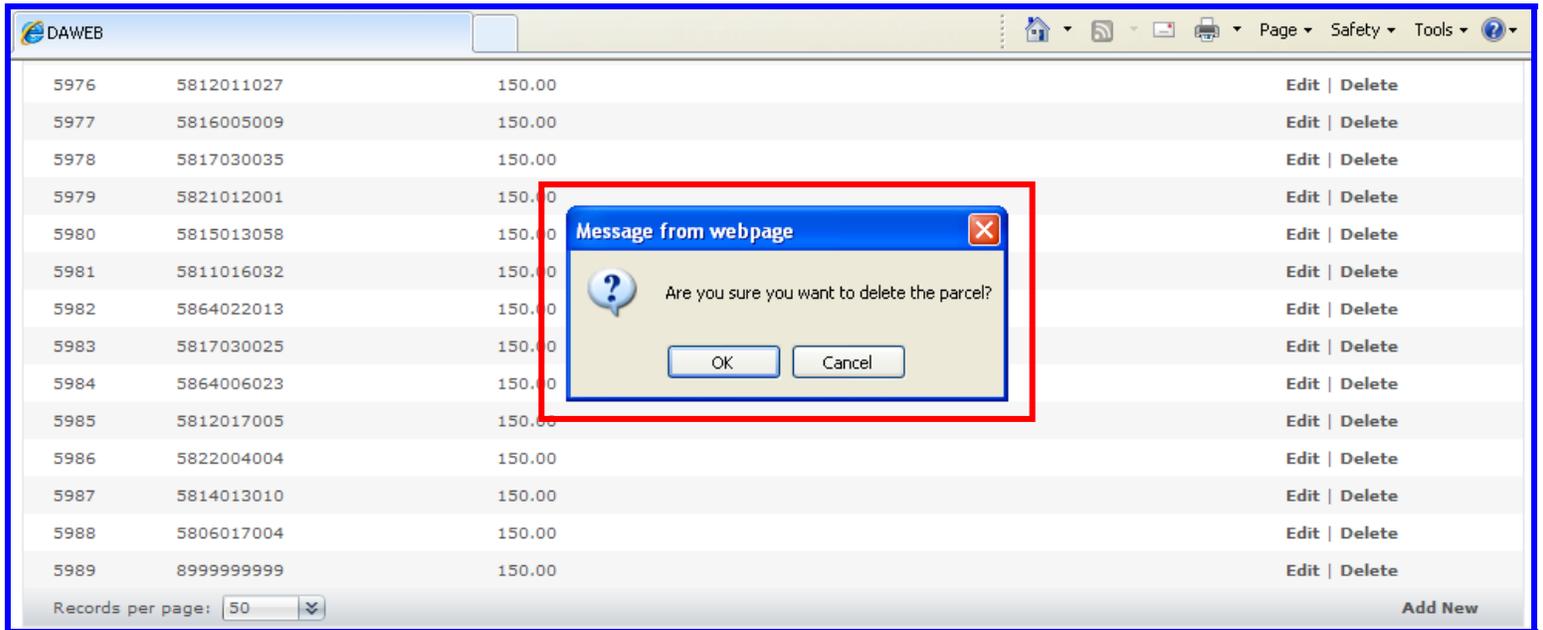
Records per page: 50 Add New

7P. To **delete** a record, click on the **Delete** link associated with the row that needs to be deleted.

Row Number	ID	Value	Actions
5976	5812011027	150.00	Edit Delete
5977	5816005009	150.00	Edit Delete
5978	5817030035	150.00	Edit Delete
5979	5821012001	150.00	Edit Delete
5980	5815013058	150.00	Edit Delete
5981	5811016032	150.00	Edit Delete
5982	5864022013	150.00	Edit Delete
5983	5817030025	150.00	Edit Delete
5984	5864006023	150.00	Edit Delete
5985	5812017005	150.00	Edit Delete
5986	5822004004	150.00	Edit Delete
5987	5814013010	150.00	Edit Delete
5988	5806017004	150.00	Edit Delete
5989	8999999999	150.00	Edit Delete

Records per page: 50 Add New

7Q. When the pop-up message appears, **click OK** to delete or **Cancel** to keep the record.



The screenshot shows the DAWEB interface with a table of records. A confirmation dialog box is overlaid on the table, asking "Are you sure you want to delete the parcel?". The dialog box has "OK" and "Cancel" buttons. The table contains the following data:

Parcel ID	Value	Action
5976	150.00	Edit Delete
5977	150.00	Edit Delete
5978	150.00	Edit Delete
5979	150.00	Edit Delete
5980	150.00	Edit Delete
5981	150.00	Edit Delete
5982	150.00	Edit Delete
5983	150.00	Edit Delete
5984	150.00	Edit Delete
5985	150.00	Edit Delete
5986	150.00	Edit Delete
5987	150.00	Edit Delete
5988	150.00	Edit Delete
5989	150.00	Edit Delete

7R. After all of the errors are fixed, new parcels added and old parcels deleted, **click on the action drop-down menu and select Go Back to Inbox** to bring you back to the Inbox. **Clicking on the Inbox tab** will also take you back to the Inbox.

NOTE: Your file is automatically checked out upon entering the Edit DA File page. Click on the **Check In** link to allow other users to access the file.



The screenshot shows the DAWEB Auditor Controller interface. The "Inbox" tab is highlighted. The "Edit DA File" page is displayed, showing a dropdown menu for "Action" with the following options: "Check In", "Submit the File to the Auditor", "Delete", "Reset", and "Go Back to Inbox". A red arrow points to the "Go Back to Inbox" option. The interface also shows the "DAWeb Auditor Controller" logo and version "v 1.9.1.2".

7S. If **Valid = 'yes'** then proceed to the next step. If **Valid = 'no'** then **repeat steps 7A–7R**.

NOTE: When going back to the Inbox, the file will still be checked out. Click on the **Check In** link to allow other users to access the file.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the text "DAWeb Auditor Controller", version "v 1.9.1.2", and user information "Welcome, Agency User". Below the header is a navigation bar with "Inbox", "Upload File", "Document Management", and "Upload Document". A blue banner indicates "FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)". The main content area is titled "Inbox" and contains a search panel with "Open Search Panel" and "Submit" buttons. Below the search panel is a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table contains one row with the following data: Fiscal Year: 2012, Agency #: 099.99, File Type: DA, TXN Count: 5,987, Total DA AMT: \$51,062,900.00, Valid: yes (highlighted in red), Status: WORK IN PROGRESS, Upload Date: 05/02/2012, Docs: 0, Report: PCL CHG RPT Data Transmittal History/Detail Report, and Action: Edit, Check In, Delete (with "Check In" highlighted in red). At the bottom of the table, there is a "Records per page: 100" dropdown and "Records: 1 - 1 of 1 - Pages: 1" navigation.

7T. Click on the **PCL CHG RPT** link under the 'Report' column to view the Parcel Change Report.

This screenshot is identical to the one above, showing the DAWeb Auditor Controller interface. The main difference is that the "PCL CHG RPT" link in the "Report" column of the table is highlighted in red. The "Valid" column is no longer highlighted.

7U. Blank Parcel Change Report means that there are no parcel changes for the respective agency.

2012 PARCEL CHANGE FILE PARCEL CHANGE REPORT RUN DATE 05/02/2012
 AGENCY NUMBER 099.99 UPLOAD DATE 05/02/2012

TOTAL OLD PARCEL CNT: 10
 TOTAL NEW PARCEL CNT: 5
 FILE TYPE: Direct Assessment File
 FILE NAME: DA_2012_00990-witherrors.xls

ID	PCL	FORMAT	STATUS	AGENCY NUMBER	DA AMOUNT
----	-----	--------	--------	---------------	-----------

NOTE: There are three options if the Parcel Change Report is not blank.

<ul style="list-style-type: none"> Delete the current file from the Inbox and re-upload new file with parcel changes included in the file 	Go to Creating the Excel File Input (P. 10) or Creating the Text File Input (P. 20)
<ul style="list-style-type: none"> Add New Parcels and delete old parcels in Edit mode 	Go to Correcting a file in Edit Mode (P. 72)
<ul style="list-style-type: none"> Complete Upload Original DA file process AND Submit parcel changes as corrections 	Go to Upload Correction File (P. 59)

7V. Click the **Data Transmittal** link under the 'Report' column to view the document and verify the Total Parcel Count and DA Amount.

Options | Log Out | Help

DAWeb Auditor Controller v1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)

Inbox

Open Search Panel Submit

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	099.99	DA	5,987	\$51,062,900.00	yes		05/02/2012	0	Data Transmittal PCL CHG RPT History/Detail Report	Edit Check In Delete

Records per page: 100 Records: 1 - 1 of 1 - Pages: 1

7W. The **Data Transmittal** displays the **File Type, Agency Information, Total Assessment Amount and Total Parcel Count** that will be submitted to the Auditor for **STR Update**. If the Data Transmittal does not match your expected totals then the input file should be reviewed to make sure all parcels are assessed properly and re-upload a corrected file or make corrections to the existing file in **Edit Mode (P. 72)**.

Perform the following steps if the information on the Data Transmittal meets your approval:

- **Print** the document
- **Sign** and **date** the document
- **Scan** the document as .PDF format
- **Upload** the signed document to DAWeb (refer to **Upload Legal Documents, P. 93**)

DATE: May 03, 2012

TO: Department of Auditor-Controller
Property Tax Division
Direct Assessment Unit
ATTN: Aquilla Ivery-Simmons

FILE TYPE:	Direct Assessment File
AGENCY ACCOUNT NUMBER:	099.99
AGENCY DESCRIPTION:	test
TOTAL ASSESSMENT AMOUNT:	\$51,062,900.00
TOTAL PARCEL COUNT:	5,987

This is to certify that the Total Assessment Amount and Total Parcel Count for our Agency Account Number listed above is correct and that we are authorized to add this Direct Assessment amount onto the Fiscal Year 2012-2013 Secured Tax Roll (STR).

Authorized By: _____
Signature Date Signed

Name and Title: _____

Done Unknown Zone

7X. If the files(s) are valid (**valid = yes**) and the Data Transmittal amounts are correct, then **check** the check box associated with the file and click the **submit** button (submit to Auditor). Multiple files can be checked and submitted simultaneously.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with 'Options | Log Out | Help' and a welcome message 'Welcome, Agency User'. Below this is a menu with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue banner indicates 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)'. The main section is titled 'Inbox' and contains an 'Open Search Panel' button and a 'Submit' button. Below the buttons is a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table contains one row with the following data: Fiscal Year: 2012, Agency #: 099.99, File Type: DA, TXN Count: 5,987, Total DA AMT: \$51,062,900.00, Valid: yes, Status: WORK IN PROGRESS, Upload Date: 05/02/2012, Docs: 0, Report: PCL CHG RPT Data Transmittal History/Detail Report, and Action: Edit Check In Delete. A checkbox in the first column of the table is checked. At the bottom, there is a 'Records per page: 100' dropdown and 'Records: 1 - 1 of 1 - Pages: 1'.

7Y. Click 'OK' or 'Cancel' to submit or cancel the submission of the file(s).

The screenshot shows the DAWeb Auditor Controller interface with a confirmation dialog box overlaid. The dialog box is yellow and contains the text 'Are you sure you want to submit the following file(s)? 099.99'. Below the text are two buttons: 'Ok' and 'Cancel'. The background interface is dimmed, showing the 'Inbox' section with the 'Submit' button and the table from the previous screenshot.

7Z. A pop up message will state 'File(s) submitted' and the Status icon will change to 'Pending Review'.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the text 'DAWeb Auditor Controller v 1.9.1.2', and user options like 'Options | Log Out | Help' and 'Welcome, Agency User'. Below the header is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue banner indicates 'FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)'. The main content area is titled 'Inbox' and contains a search panel with 'Open Search Panel' and 'Submit' buttons. A yellow notification box with a red border displays 'File(s) submitted'. Below this is a table with columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The first row shows data for Fiscal Year 2012, Agency # 099.99, File Type DA, TXN Count 5,987, Total DA AMT \$51,062,900.00, Valid yes, and Status PENDING REVIEW (indicated by a yellow folder icon with 'PENDING REVIEW' text). The table also includes report links like 'PCL CHG RPT', 'Data Transmittal', and 'History/Detail Report', and action links like 'Edit', 'Check Out', and 'Delete'. At the bottom, there is a 'Records per page: 100' dropdown and pagination information: 'Records: 1 - 1 of 1 - Pages: 1'.

7AA. Auditor staff will review the submitted file(s) and will **submit the file(s) through to the STR Update if the DA count and Amount match the amounts on the transmittal. If there is anything wrong with the file or if the counts do not match then Auditor staff may also reject the file back to the Agency for editing.**

UPLOAD LEGAL DOCUMENTS

8A. To begin this process, legal documents must be scanned and/or saved as .PDF format and saved onto your computer. **DAWeb only accepts .PDF format.**

NOTE: Uploading Documents can be done before or after a file is uploaded; however, the agency information will not appear in the Inbox until a file for the respective agency number has been uploaded.

8B. To upload legal documents, click on the **Upload Document** tab.

The screenshot shows the DAWeb Auditor Controller interface. The top navigation bar includes the County of Los Angeles logo, the 'DAWeb' logo, the title 'Auditor Controller', version 'v 1.9.0.8', and user information 'Welcome, Agency User'. Below the navigation bar are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document', with the 'Upload Document' tab highlighted in a red box. The main content area is titled 'Inbox' and contains a search panel with 'Open Search Panel' and 'Submit' buttons. Below the search panel is a table with the following columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table contains three rows of data, each with a 'WORK IN PROGRESS' status icon. At the bottom of the table, there is a 'Records per page' dropdown set to '100' and a pagination bar showing 'Records: 1 - 3 of 3 - Pages: 1'.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2012	999.99	PU	19	\$12,396.84	yes	WORK IN PROGRESS	04/24/2012	0	PCL CHG RPT Data Transmittal History/Detail Repor	Edit Check Out Delete
2012	009.90	DA	5,986	\$912,750.00	yes	WORK IN PROGRESS	04/23/2012	0	PCL CHG RPT Data Transmittal History/Detail Repor	Edit Check In Delete
2012	999.99	DA	6,115	\$2,329,208.68	yes	WORK IN PROGRESS	04/23/2012	0	PCL CHG RPT Data Transmittal History/Detail Repor	Edit Check In Delete

8C. Click on the drop down box under **Select document type:** and select the document type that you want to upload. For this example, **Billing Agreement** will be selected.

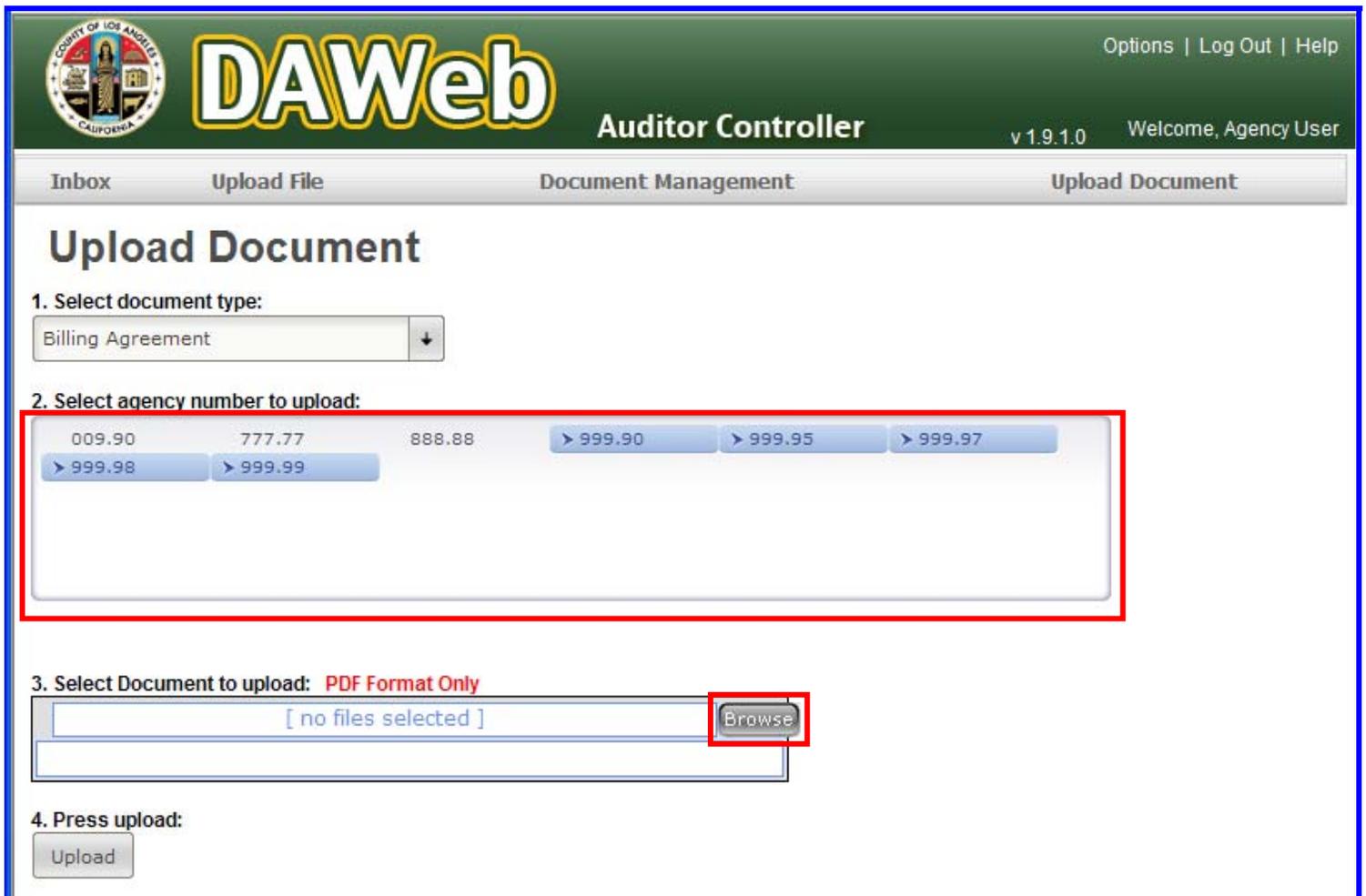
The screenshot shows the DAWeb Auditor Controller interface on the 'Upload Document' page. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Upload Document' and contains a section labeled '1. Select document type:'. Below this label is a dropdown menu with a red arrow pointing to the 'Billing Agreement' option. The dropdown menu is open, showing the following options: '[Select One]', 'Billing Agreement', 'Resolution/Ordinance', 'Agency Information Sheet', and 'Data Transmittal'.

8D. Once the document type is selected, **steps 2 – 4** will appear on the Upload Document page. Perform the following steps:

- Under **step 2**, click on agency number(s) to upload from the list of agency numbers.

NOTE: Selecting multiple accounts only works for Billing Agreement and Resolution/Ordinance document types. To select multiple agency numbers, click on each agency number while holding down the Control (CTRL) button on the keyboard. To deselect the group, click on any agency number without holding down the Control (CTRL) button.

- Under **step 3**, click on the '**Browse**' button and select a .PDF document to upload.



COUNTY OF LOS ANGELES
CALIFORNIA

DAWeb

Auditor Controller v 1.9.1.0 Welcome, Agency User

Options | Log Out | Help

Inbox Upload File Document Management Upload Document

Upload Document

1. Select document type:
Billing Agreement

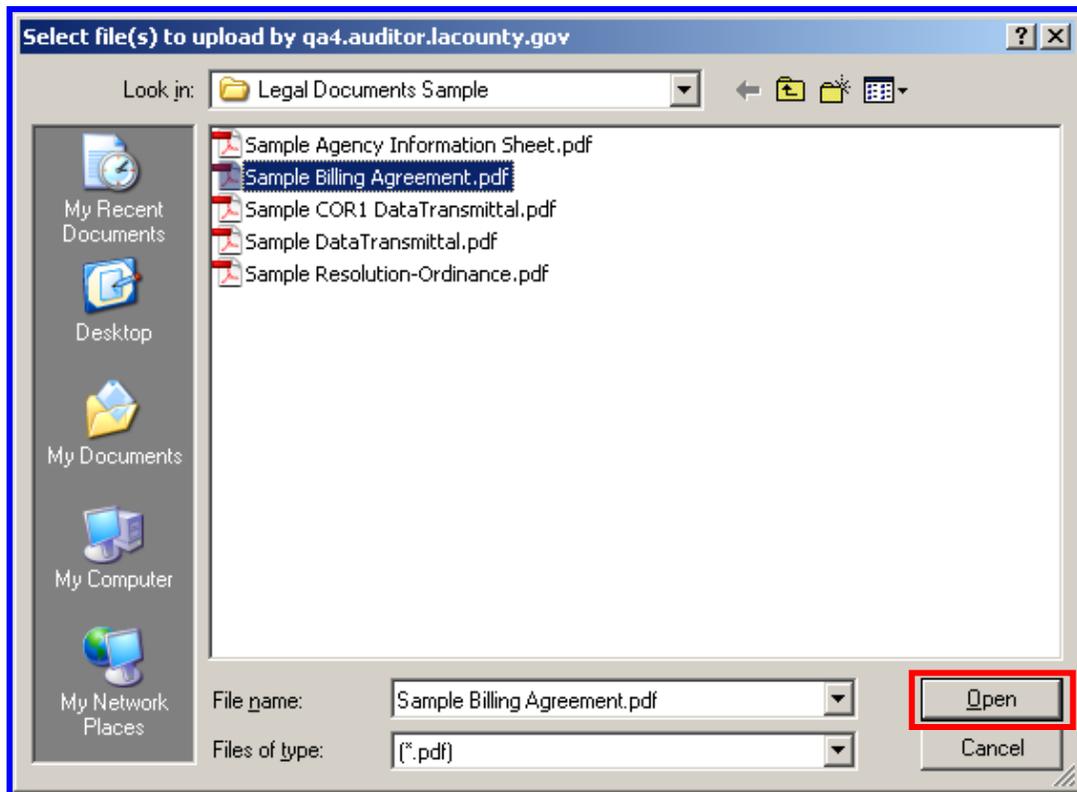
2. Select agency number to upload:

009.90 777.77 888.88 > 999.90 > 999.95 > 999.97
> 999.98 > 999.99

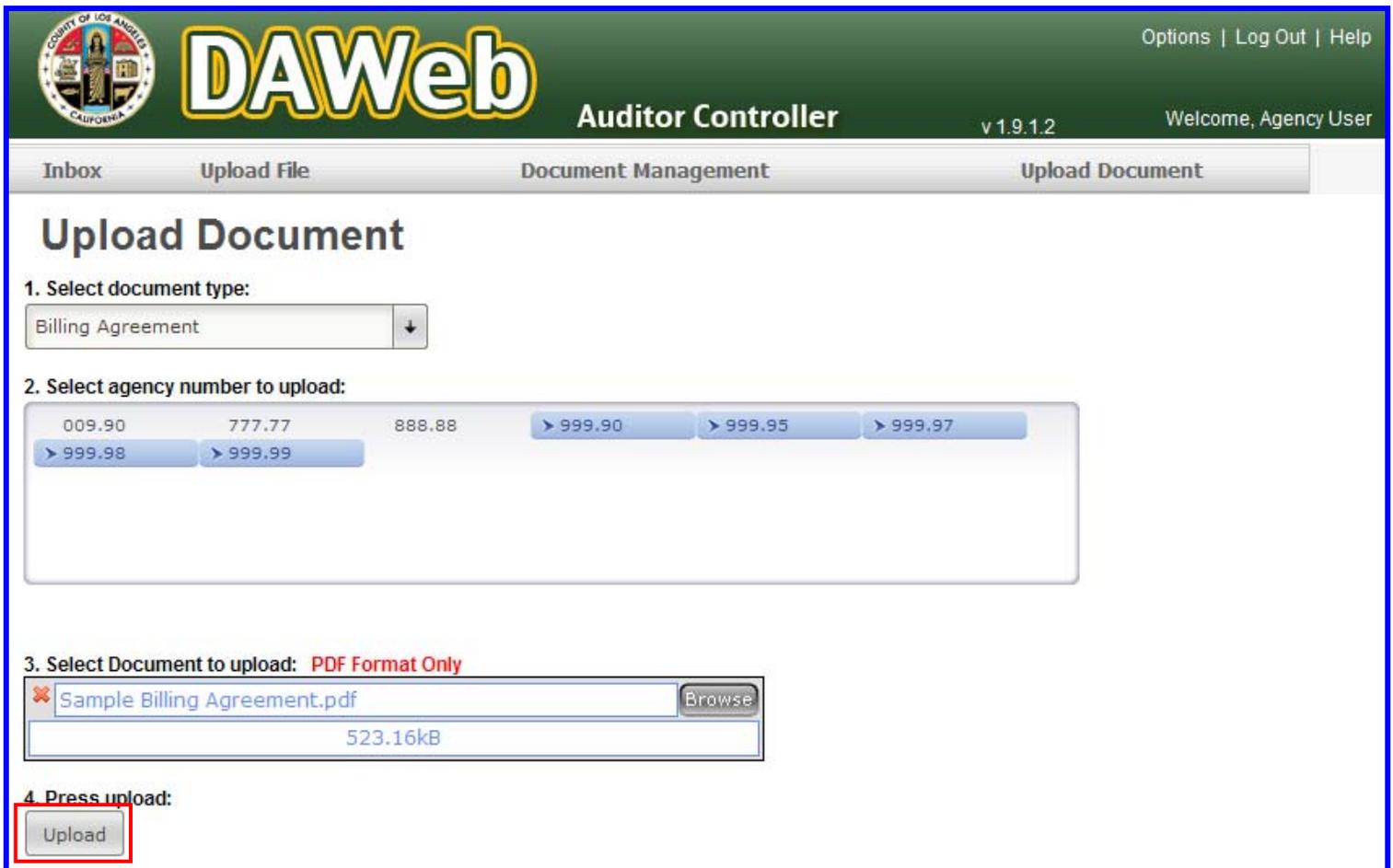
3. Select Document to upload: **PDF Format Only**
[no files selected] Browse

4. Press upload:
Upload

8E. Select a .PDF document to upload and click the **Open** button. **Documents must be in .PDF format.**



8F. Under **step 4**, click the **Upload** button to upload the document to DAWeb.



8G. A message will display at the bottom of the page that the file was successfully uploaded.

The screenshot displays the DAWeb Auditor Controller interface. At the top left is the County of Los Angeles logo. The main header features the 'DAWeb Auditor Controller' title and version 'v 1.9.1.0'. A navigation bar includes 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload Document' section is active, showing a dropdown menu for document type set to 'Billing Agreement'. Below this is a selection area for agency numbers, with '999.98' and '999.99' highlighted. A file selection step is labeled '3. Select Document to upload: PDF Format Only' and shows a file input field with '[no files selected]' and a 'Browse' button. The final step is '4. Press upload:', with an 'Upload' button. A red-bordered box at the bottom left contains the message: 'Successfully uploaded files: Sample Billing Agreement.pdf'. The browser's status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

8H. In this example, the document type is **Resolution/Ordinance** and only one agency number is selected. **To select multiple agency numbers, click on each agency number while holding down the Control (CTRL) button on the keyboard.**

NOTE: Selecting multiple accounts only works for **Billing Agreement** and **Resolution/Ordinance** documents. To deselect the group of selected agency numbers, click on any agency number without holding down the Control (CTRL) button.

DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Upload Document

1. Select document type:
Resolution/Ordinance

2. Select agency number to upload:
009.90 777.77 888.88 999.90 999.95 999.97
999.98 > 999.99

3. Select Document to upload: **PDF Format Only**
Sample Resolution-Ordinance.pdf Browse
212.93kB

4. Press upload:
Upload

Successfully uploaded files:
Sample Resolution-Ordinance.pdf

Done Trusted sites 100%

81. In this example, **Agency Information Sheet** is selected. **Only one agency number can be selected per upload since each agency number must have its own Agency Information Sheet.**

DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Upload Document

1. Select document type:
Agency Information Sheet

2. Select agency number to upload:

009.90	777.77	888.88	999.90	999.95	999.97
999.98	> 999.99				

3. Select Document to upload: **PDF Format Only**

Sample Agency Information Sheet.pdf 173.67kB

4. Press upload:
Upload

Successfully uploaded files:
Sample Agency Information Sheet.pdf

Done Trusted sites 100%

8J. A file must be uploaded and valid before uploading the Data Transmittal for the following reasons:

- **Data Transmittal document can only be generated** after the file has been uploaded and 'valid = yes'.
- **The specific Data Transmittal has to be linked to the correct agency number and file type.** For example, the Data Transmittal for agency number 999.99 correction version 1 has to be linked to the correction file version 1 for agency number 999.99.

DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User

Options | Log Out | Help

Inbox Upload File Document Management Upload Document

Upload Document

1. Select document type:
Data Transmittal

2. Select file to upload:

Fiscal Year	Agency #	File Type
2012	009.90	DA
2012	888.88	DA
2012	999.90	DA
2012	999.98	DA
2012	999.99	DA
▶ 2012	999.99	COR v1
2012	999.99	COR v2

3. Select Document to upload: **PDF Format Only**

Sample COR1 DataTransmittal.pdf 37.82kB

4. Press upload:
Upload

Successfully uploaded files:
Sample COR1 DataTransmittal.pdf

Done Trusted sites 100%

8K. The Upload Document process is complete once all documents have been uploaded to DAWeb. The next section will go over checking documents in the **Inbox, **Document Detail** and **Document Management** pages.**

CHECKING DOCUMENTS

9A. Go to the **Inbox** to check on uploaded documents. Document management can also be used and will be explained in this section (**Step 9E, P. 103**).

- The **Docs** column displays the number of documents submitted for each agency number. The font color comes in **black**, **green** or **red**.
- **Black** – the documents have been uploaded and are pending for Auditor review.
- **Green** – all documents have been approved
- **Red** – at least one document has been denied by the Auditor.

NOTE: Since the Inbox is file driven, it will not display documents uploaded if the files have not been uploaded. All documents are displayed on the Document Management tab.



DAWeb

Options | Log Out | Help

Auditor Controller

v 1.9.1.0

Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

FISCAL YEAR 2012-13 DA PROCESSING - PROCESSING BEGINS ON 8/01/2012... (Show Details...)

Inbox

	Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
<input type="checkbox"/>	2012	999.90	DA	1,120	\$74,760.00	no		04/27/2012	2	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2012	999.99	COR v2	7	\$6,100.00	yes		04/26/2012	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2012	999.99	COR v1	5	\$3,628.57	yes		04/25/2012	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2012	999.99	PU	19	\$12,396.84	yes		04/24/2012	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2012	999.99	DA	6,115	\$2,329,208.68	yes		04/23/2012	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2012	009.90	DA	5,986	\$912,750.00	yes		04/23/2012	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100
Records: 1 - 6 of 6 - Pages: 1

9B. Click on any number under the 'Docs' column to take you to the 'Document Detail' page.

Inbox		Upload File		Document Management		Upload Document					
FISCAL YEAR 2012-13 DA PROCESSING... (Show Details...)											
Inbox											
Open Search Panel		Submit									
Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2012	999.90	DA	1,120	\$74,760.00	no		04/27/2012	2	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2012	999.99	COR v2	7	\$6,100.00	yes		04/26/2012	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2012	999.99	COR v1	5	\$3,628.57	yes		04/25/2012	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2012	999.99	PU	19	\$12,396.84	yes		04/24/2012	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2012	999.99	DA	6,115	\$2,329,208.68	yes		04/23/2012	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2012	009.90	DA	5,986	\$912,750.00	yes		04/23/2012	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
Records per page: 100								Records: 1 - 6 of 6 - Pages: 1			

9C. The 'Document Detail' page shows the details of your document(s) and displays the **Document Type**, **Status**, **Comments**, **Uploaded By** and **Uploaded Date** for each document. Click the link(s) under the **Document Type** column to display the document. Click the **Back** button to go back to the Inbox.

Inbox		Upload File		Document Management		Upload Document	
DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User Options Log Out Help							
Document Detail							
<input type="button" value="Back"/>							
Fiscal Year 2012							
Agency Number 009.90							
File Type Direct Assessment File							
File Name DA_2012_99999.xls							
Document Type	Status	Comment	Uploaded By	Uploaded Date			
Agency Information Sheet	Denied	Missing Account Number	User, Agency	05/16/2012			
Data Transmittal	Approved		User, Agency	05/16/2012			
Billing Agreement	Approved		User, Agency	05/16/2012			
Resolution/Ordinance	Approved		User, Agency	05/16/2012			

9D. Sample Billing Agreement.

The screenshot shows a web browser window with the address bar containing the URL http://qa4.auditor.lacounty.gov/dawebacct/Form_Do.... The browser's menu bar includes File, Edit, Go To, Favorites, and Help. The Favorites bar lists several links: eBay, Auditor Controller Helpdesk, Auditor Controller Internet, Auditor Controller Intranet, Auditor Controller Web Email, and eCaps Helpdesk. The browser toolbar shows navigation buttons, a page indicator (1 / 3), a zoom level of 95.8%, and a search box. The document content is centered and reads:

DA Account #:

ATTACHMENT II
(NOTE: Please copy on agency letterhead)

AGREEMENT FOR BILLING OF DIRECT ASSESSMENTS

This agreement is made and entered into between the *Los Angeles County Auditor-Controller* and – **(Name of your Agency)**– to provide the service of placement of direct assessments on the Secured Tax Roll and distribution of collections to – **(Name of your Agency)**–.

I. PROPERTY TAX SERVICES

Los Angeles County will place direct assessments on the Secured Tax Roll and distribute collections to – **(Name of your Agency)**– at the same time and in the same manner as Los Angeles County property taxes are collected and distributed. – **(Name of your Agency)**– will adhere to the policies and procedures established by the Los Angeles County Auditor-Controller as outlined in the Direct Assessment Submission Procedure Manual.

Fee for Billing Services

For billing of direct assessments, the Los Angeles County Auditor-Controller shall collect the following charges:

Done

Unknown Zone

9E. The 'Document Management' page is another method of checking documents in a list format. The documents are automatically sorted by Agency number. This page has a delete function in case you need to delete and re-upload document(s) that have been denied.

NOTE: The Delete function is disabled on approved documents. Contact the Auditor staff if you need to delete an approved document; they must update the status to denied before you can delete.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main heading is 'Document Management - Fiscal Year 2012'. Below this is a search panel and a table of documents. The table has columns for Agency #, Document, Status, Comment, Uploaded By, and Uploaded Date. The 'Status' column contains 'Denied' and 'Approved'. The 'Delete' links are present for all rows, but they are disabled for 'Approved' documents. Red boxes highlight the 'Approved' status and the 'Delete' links for the first three rows.

Agency #	Document	Status	Comment	Uploaded By	Uploaded Date	View	Delete
009.90	Agency Information Sheet	Denied	Missing Account Number	User, Agency	05/16/2012	View	Delete
009.90	Data Transmittal - DA	Approved		User, Agency	05/16/2012	View	Delete
009.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
009.90	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
999.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
999.90	Resolution/Ordinance	Denied	Missing City Name	User, Agency	05/16/2012	View	Delete
999.95	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
999.95	Billing Agreement	Pending for Review		User, Agency	05/16/2012	View	Delete
999.97	Resolution/Ordinance	Pending for Review		User, Agency	05/15/2012	View	Delete
999.97	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
999.98	Billing Agreement	Denied	Missing Required Signatures	User, Agency	05/16/2012	View	Delete
999.98	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
999.99	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
999.99	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
999.99	Data Transmittal - DA	Approved		User, Agency	05/16/2012	View	Delete
999.99	Data Transmittal - COR v3	Approved		User, Agency	05/16/2012	View	Delete
999.99	Agency Information Sheet	Approved		User, Agency	05/16/2012	View	Delete

Records per page: 100 Records: 1 - 17 of 17 - Pages: 1

9F. Additional **sorting** can be done by clicking and dragging each column header to the area indicated in the example below. This puts a line break between each agency number and makes the page easier to look at.

NOTE: 'Comment' is the only header that can not be dragged to the top.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Document Management - Fiscal Year 2012

Open Search Panel

Agency #	Document	Status	Comment	Uploaded By	Uploaded Date		
[-] Agency #: 009.90							
009.90	Agency Information Sheet	Denied	Missing Account Number	User, Agency	05/16/2012	View	Delete
009.90	Data Transmittal - DA	Approved		User, Agency	05/16/2012	View	Delete
009.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
009.90	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
[-] Agency #: 999.90							
999.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
999.90	Resolution/Ordinance	Denied	Missing City Name	User, Agency	05/16/2012	View	Delete
[-] Agency #: 999.95							
999.95	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
999.95	Billing Agreement	Pending for Review		User, Agency	05/16/2012	View	Delete

9G. Click on the **Comment** header twice to sort all of the denied documents to the top of the list. This is a useful way to group all of the documents that you need to delete and re-upload.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Document Management - Fiscal Year 2012

Open Search Panel

Drag a column header here to group by that column.

Agency #	Document	Status	Comment	Uploaded By	Uploaded Date		
999.98	Billing Agreement	Denied	Missing Required Signatures	User, Agency	05/16/2012	View	Delete
999.90	Resolution/Ordinance	Denied	Missing City Name	User, Agency	05/16/2012	View	Delete
009.90	Agency Information Sheet	Denied	Missing Account Number	User, Agency	05/16/2012	View	Delete
009.90	Data Transmittal - DA	Approved		User, Agency	05/16/2012	View	Delete
009.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete

9H. The **Open Search Panel** can be used to search for a specific **Agency Number, Form Type or Status**. For example, click the **Open Search Panel** button, enter an agency number and click the **Search** button. The example below is searching for Agency Number 999.99.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with the County of Los Angeles logo, the text "DAWeb Auditor Controller", version "v 1.9.1.2", and user information "Welcome, Agency User". Below this is a secondary navigation bar with buttons for "Inbox", "Upload File", "Document Management", and "Upload Document". The main heading is "Document Management - Fiscal Year 2012".

A red box highlights the "Open Search Panel" button and the resulting search panel. The search panel contains the following fields:

- Agency Number:
- Form Type: (dropdown menu)
- Status: (dropdown menu)
- Buttons: "Search" and "Close Search Panel"

Below the search panel, a table displays search results. The table has columns for "Comment", "Uploaded By", and "Uploaded Date". The results are as follows:

Comment	Uploaded By	Uploaded Date	View	Delete
Missing Required Signatures	User, Agency	05/16/2012	View	Delete
Missing City Name	User, Agency	05/16/2012	View	Delete
Missing Account Number	User, Agency	05/16/2012	View	Delete
999.99 Billing Agreement	User, Agency	05/16/2012	View	Delete
009.90 Resolution/Ordinance	User, Agency	05/16/2012	View	Delete
999.90 Billing Agreement	User, Agency	05/16/2012	View	Delete
999.95 Resolution/Ordinance	User, Agency	05/16/2012	View	Delete
999.97 Billing Agreement	User, Agency	05/16/2012	View	Delete
999.98 Resolution/Ordinance	User, Agency	05/16/2012	View	Delete
999.99 Resolution/Ordinance	User, Agency	05/16/2012	View	Delete

9I. Listed below is the search result for Agency Number 999.99.

The screenshot shows the DAWeb Auditor Controller interface with the search results for Agency Number 999.99. The interface is similar to the previous screenshot, but the search panel is not open. The main heading is "Document Management - Fiscal Year 2012".

Below the heading, there is a table with the following columns: "Agency #", "Document", "Status", "Comment", "Uploaded By", and "Uploaded Date". The results are as follows:

Agency #	Document	Status	Comment	Uploaded By	Uploaded Date	View	Delete
999.99	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
999.99	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
999.99	Data Transmittal - DA	Approved		User, Agency	05/16/2012	View	Delete
999.99	Data Transmittal - COR v3	Approved		User, Agency	05/16/2012	View	Delete
999.99	Agency Information Sheet	Approved		User, Agency	05/16/2012	View	Delete

At the bottom of the page, there is a "Records per page" dropdown menu set to "100" and a "Records: 1 - 5 of 5 - Pages:" indicator with navigation arrows.

9J. To search for a specific status, click the **Open Search Panel** button and on the **Status** drop down box and select **Denied** to search for all denied documents and click the **Search** button.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with the DAWeb logo, the text "Auditor Controller", version "v1.9.1.2", and a user greeting "Welcome, Agency User". Below this is a secondary navigation bar with buttons for "Inbox", "Upload File", "Document Management", and "Upload Document". The main heading is "Document Management - Fiscal Year 2012".

A red box highlights the "Open Search Panel" button and the search panel itself. The search panel contains the following fields:

- Agency Number:
- Form Type:
- Status:
- Buttons: "Search" and "Close Search Panel"

Below the search panel is a table of document management records. The table has columns for "Comment", "Uploaded By", and "Uploaded Date". The visible rows are:

Comment	Uploaded By	Uploaded Date	View	Delete
Missing Required Signatures	User, Agency	05/16/2012	View	Delete
Missing City Name	User, Agency	05/16/2012	View	Delete
Missing Account Number	User, Agency	05/16/2012	View	Delete
	User, Agency	05/16/2012	View	Delete
	User, Agency	05/16/2012	View	Delete
	User, Agency	05/16/2012	View	Delete
	User, Agency	05/16/2012	View	Delete
	User, Agency	05/16/2012	View	Delete
	User, Agency	05/16/2012	View	Delete
	User, Agency	05/16/2012	View	Delete

9K. Listed below is the search result of **Denied** Status.

The screenshot shows the DAWeb Auditor Controller interface with search results for "Denied" status. The search panel is visible at the top, and the main heading is "Document Management - Fiscal Year 2012".

Below the search panel is a table of document management records. The table has columns for "Agency #", "Document", "Status", "Comment", "Uploaded By", and "Uploaded Date". The visible rows are:

Agency #	Document	Status	Comment	Uploaded By	Uploaded Date	View	Delete
999.98	Billing Agreement	Denied	Missing Required Signatures	User, Agency	05/16/2012	View	Delete
999.90	Resolution/Ordinance	Denied	Missing City Name	User, Agency	05/16/2012	View	Delete
009.90	Agency Information Sheet	Denied	Missing Account Number	User, Agency	05/16/2012	View	Delete

At the bottom of the table, there is a "Records per page:" dropdown set to "100" and a "Records: 1 - 3 of 3 - Pages:" indicator with navigation arrows.

9L. Click on the **View** link to view the uploaded document.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Document Management - Fiscal Year 2012

Open Search Panel

Drag a column header here to group by that column.

Agency #	Document	Status	Comment	Uploaded By	Uploaded Date	View	Delete
009.90	Agency Information Sheet	Denied	Missing Account Number	User, Agency	05/16/2012	View	Delete
009.90	Data Transmittal - DA	Approved		User, Agency	05/16/2012	View	Delete
009.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
009.90	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
999.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete

9M. A separate window will pop-up displaying the document.

County of Los Angeles
Auditor-Controller, Tax Division
500 W. Temple Street, Room 153
Los Angeles, CA 90012
C/O Aquilla Ivery-Simmons

AGENCY INFORMATION SHEET

(Print Account Number and 16 Character Bill Description)

Please be advised that for fiscal year 2012-2013 (Place initials next to the correct response(s)):

- We will **not** submit Direct Assessment Input for the above referenced account. (STOP here if initialed, and go to the last line and provide authorized signature).
- We will submit Direct Assessment Input for the above referenced direct assessment account on or before **August 1st** for manual input and **August 9th** for automated input.
- DIRECT ASSESSMENT SUBMISSION REQUIREMENTS**
 - Agreement for Billing Direct Assessments**
 - Signed agreement attached
 - Written Authority to Levy Assessments** (i.e. resolution, ordinance, certified election results)
 - Written authority attached
 - Ongoing authority/Resolution (expiration date (_____))

Done Unknown Zone

9N. To delete a denied document, click on the **Delete** link.

NOTE: The Delete function is disabled on approved documents. Contact the Auditor staff if you need to delete an approved document; they must update the status to 'denied' before you can delete.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Document Management - Fiscal Year 2012

Open Search Panel

Drag a column header here to group by that column.

Agency #	Document	Status	Comment	Uploaded By	Uploaded Date	View	Delete
009.90	Agency Information Sheet	Denied	Missing Account Number	User, Agency	05/16/2012	View	Delete
009.90	Data Transmittal - DA	Approved		User, Agency	05/16/2012	View	Delete
009.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
009.90	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
999.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete

9O. A pop-up message will appear to confirm the delete. Press either **OK** or **Cancel**.

Options | Log Out | Help

DAWeb Auditor Controller v 1.9.1.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Document Management

Open Search Panel

Drag a column header here to group by that column.

Agency #	Document	Status	Comment	Uploaded By	Uploaded Date	View	Delete
009.90	Agency Information Sheet	Denied	Missing Account Number	User, Agency	05/16/2012	View	Delete
009.90	Data Transmittal - DA	Approved		Supervisor, Auditor	05/16/2012	View	Delete
009.90	Billing Agreement	Approved		Supervisor, Auditor	05/16/2012	View	Delete
009.90	Resolution/Ordinance	Approved		Supervisor, Auditor	05/16/2012	View	Delete
999.90	Billing Agreement	Approved		Supervisor, Auditor	05/16/2012	View	Delete

Are you sure you want to delete the file?

Ok Cancel

9P. The Billing Agreement for agency number 009.90 has been deleted from the list.

NOTE: Re-upload corrected document(s) until all four documents are approved.



The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with the DAWeb logo, the title "Auditor Controller", version "v 1.9.1.2", and user information "Welcome, Agency User". Below the navigation bar are tabs for "Inbox", "Upload File", "Document Management", and "Upload Document". The main heading is "Document Management - Fiscal Year 2012". There is a search panel and a table of documents. The table has columns for Agency #, Document, Status, Comment, Uploaded By, and Uploaded Date. The first three rows are highlighted with a red box.

Agency #	Document	Status	Comment	Uploaded By	Uploaded Date		
009.90	Data Transmittal - DA	Approved		User, Agency	05/16/2012	View	Delete
009.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
009.90	Resolution/Ordinance	Approved		User, Agency	05/16/2012	View	Delete
999.90	Billing Agreement	Approved		User, Agency	05/16/2012	View	Delete
999.90	Resolution/Ordinance	Denied	Missing City Name	User, Agency	05/16/2012	View	Delete