



**DAWeb**

Auditor Controller

# Auditor-Controller Direct Assessment Web Application (DAWeb)

Agency Manual

July 1, 2013

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## INTRODUCTION

DAWeb was created to support the high volume of Direct Assessments (DA) during the annual property tax roll build-up process. In the past, agencies saved DA files on CDs and mailed them to the Auditor-Controller to process. A lot of time was spent waiting for the CD's to arrive, loading and processing each CD and sending reports back to every agency.

DAWeb is a web-based application that enables agencies to upload and submit Direct Assessment (DA), Public Utility (PU) and Correction (COR) files, along with the corresponding legal documents. Agencies will have the ability to retrieve Parcel Change, History/Detail and Data Transmittal reports immediately after their data files are uploaded and validated via DAWeb. The new application provides a faster turnaround and makes the roll build-up process more efficient. For instance, DAWeb eliminates the agencies' time to create and mail their CDs and legal documents to the Auditor and to receive reports from the Auditor. DAWeb also improves accuracy, privacy and security since the information is prepared, submitted and controlled by each agency.

**NOTE: 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.**

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# LOGIN PAGE

A. Open an Internet Browser. The following browsers are compatible:

**NOTE:** Internet Explorer 7 thru 9 are compatible with DAWeb.



Apple  
Safari



Mozilla  
Firefox



Windows  
Explorer



Google  
Chrome

B. Type the following in the address bar: <http://daweb.auditor.lacounty.gov/> and press Enter. On the login screen is a list of Help Menu Options.

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

http://daweb.auditor.lacounty.gov/

File Edit View Favorites Tools Help

DAWEB

DAWeb Auditor Controller v 2.2.3.2 Welcome, User

User Name

Password

Log In

Forgot Password

### Help Menu Options

- DAWeb Agency Manual
- Virtual Tutorials
- Instructions for Browser History Clean-up
- Suggestions for other web browsers
- DA Submission Procedure Manual
- Agency Information Sheet template
- Billing Agreement template
- Direct Payment Listing Report (Replaced LS09)
- LS 09 Report Prior Year
- Contact

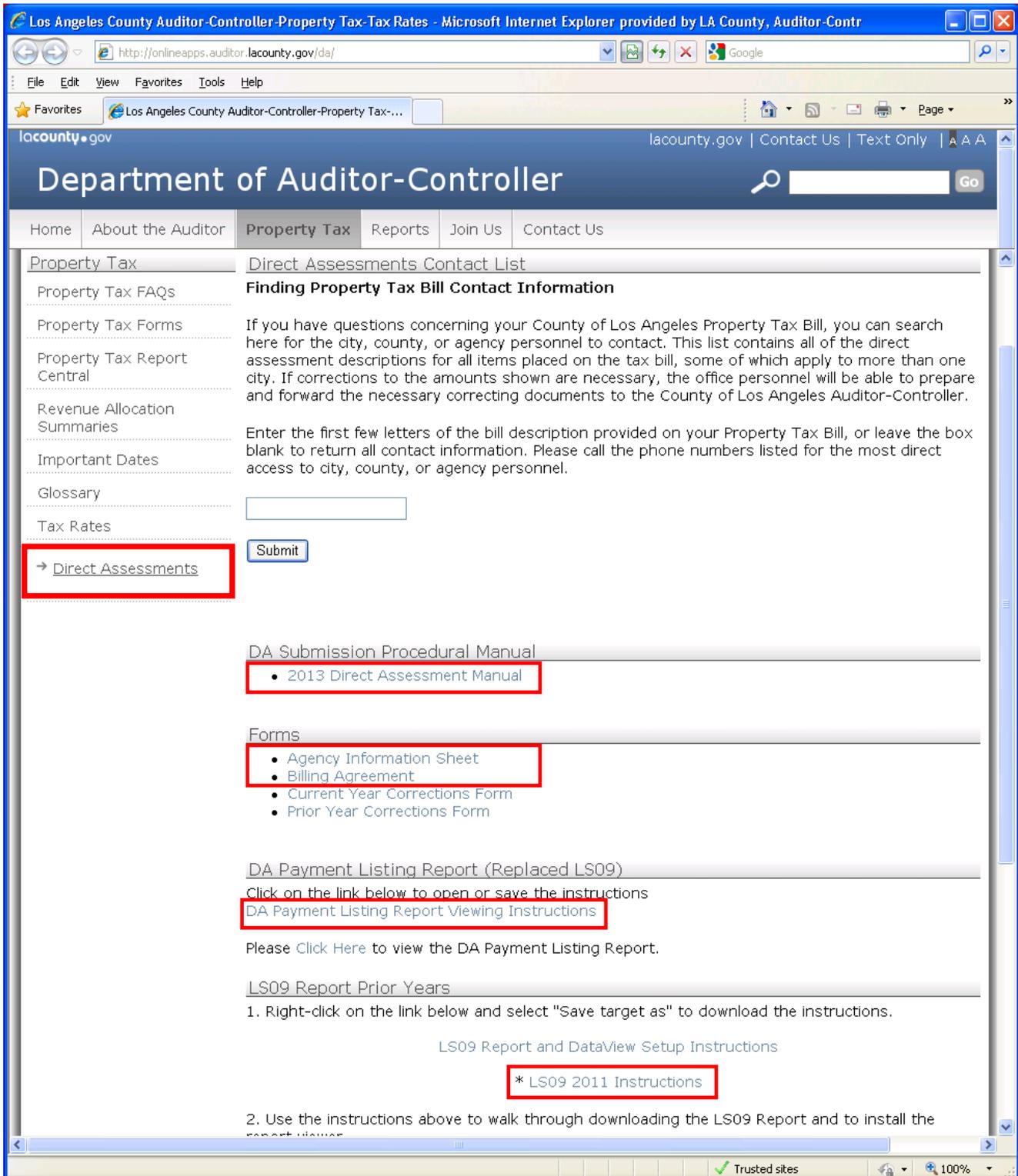
Trusted sites 100%

**NOTE: Help Menu Options and Descriptions:**

<b>DAWeb Agency Manual</b>	Step-by-step instructions of the DAWeb process. It is important to save or print a copy and reference the latest version. The process and features may change from year to year as we make enhancements to improve your DAWeb experience. The date indicated on the cover page will change if there are any updates made to the manual.
<b>Virtual Tutorials</b>	Virtual training lessons for each section of the DAWeb process. From here, you can select and play each training lesson directly from your PC.
<b>Instructions for Browser History Clean-up</b>	Your web browser automatically saves browser history and Cookies that may interfere with logging in. The link will display instructions on how to clear your browser history and Cookies.
<b>Suggestions for other web browsers</b>	Internet Explorer has security controls that may compromise the functionality of DAWeb. The link provides instructions for installing a different web browser if technical issues are encountered while running the DAWeb application with Internet Explorer.
<b>DA Submission Procedure Manual</b>	The annual submission manual that DA Unit provides to all agencies before DA roll build-up season starts. Important DA processing dates are included
<b>Agency Information Sheet template</b>	This is one of the four legal documents that agencies submit to inform the Auditor whether an agency will or will not be submitting direct assessments for the current Fiscal Year along with the agency contact Information. The link will open the template as a Word document.
<b>Billing Agreement template</b>	This is also one of the four legal documents that agencies submit. It is a standard agreement between the LA County Auditor-Controller and the Agency for billing and collection of fees for the placement of direct assessments on the Secured Tax Roll (STR). The link will open the template as a Word document.
<b>Direct Payment Listing Report (replaced LS09 Report)</b>	This report contains the current fiscal year's parcels and DA amounts that were placed on the Secured Tax Roll (STR) for each agency. The link will bring you to the Department of Auditor-Controller website where you can search the report by agency number. For instructions on how to search for your agency's DA Payment Listing report, click the Direct Assessments link on the left panel. Scroll down and click the DA Payment Listing Report Viewing Instructions link.
<b>LS09 Report Prior Year</b>	This report contains prior year parcels and DA amounts that were placed on STR for each agency. This link will also bring you to the Department of Auditor-Controller website. For instructions on how to search for your agency's LS09 Report Prior Year, scroll down and click the LS09 2011 Instructions link. <b>Note: The year on the instructions link will increment each year.</b>
<b>Contact</b>	Click the link to expand the contact information of the DA Unit Supervisor who is in charge of all direct assessments and DAWeb inquiries.

**NOTE:** The following links are also located on the Department of Auditor-Controller's website under the Direct Assessments link:

- DA Submission Procedure Manual
- Agency Information Sheet template
- Billing Agreement template
- DA Payment Listing Report Viewing Instructions
- LS09 2011 Instructions



C. To log in, enter your **User Name** and **Password** and click the **Log In** button.

**DAWeb Auditor Controller** v2.2.3.2 Welcome, User

**User Name**  
auser

**Password**  
●●●●●●●●

[Log In](#)

[Forgot Password](#)

### Help Menu Options

- [DAWeb Agency Manual](#)
- [Virtual Tutorials](#)
- [Instructions for Browser History Clean-up](#)
- [Suggestions for other web browsers](#)
- [DA Submission Procedure Manual](#)
- [Agency Information Sheet template](#)
- [Billing Agreement template](#)
- [Direct Payment Listing Report \(Replaced LS09\)](#)
- [LS 09 Report Prior Year](#)
- [Contact](#)

D. If you do not remember your password, click the **Forgot Password** link.

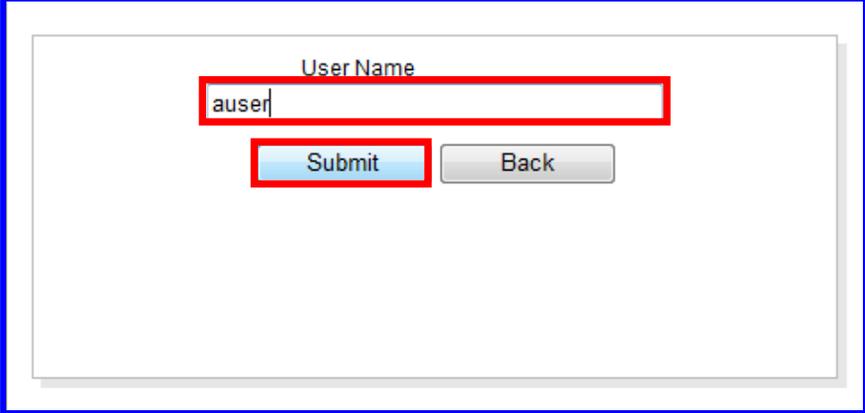
**User Name**

**Password**

[Log In](#)

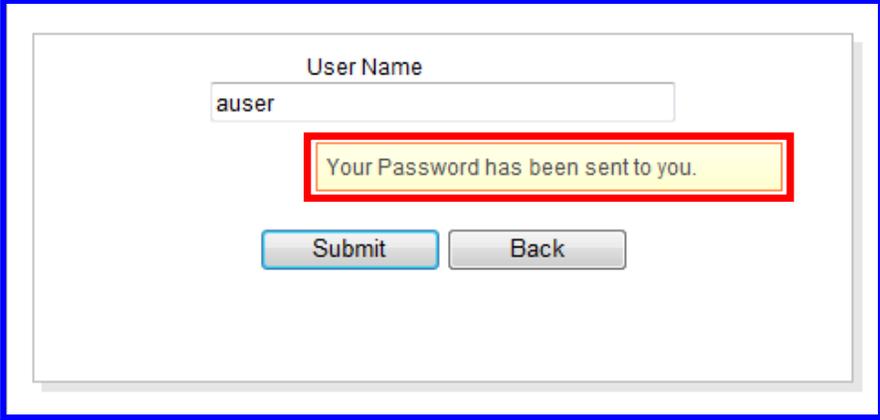
[Forgot Password](#)

**E.** Enter your **user name** and click the **Submit** button.



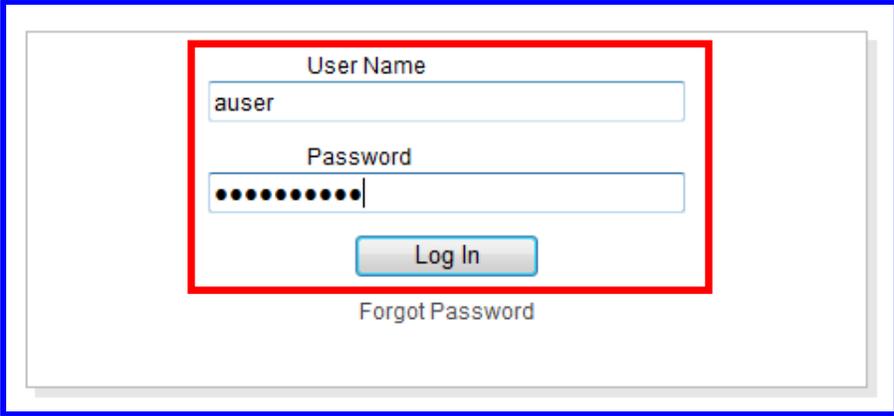
A screenshot of a web form with a white background and a light gray border. At the top, the text "User Name" is centered. Below it is a text input field containing the text "auser". A red rectangular box highlights the input field. Below the input field are two buttons: a blue "Submit" button and a gray "Back" button. The "Submit" button is also highlighted with a red rectangular box.

**F.** A temporary password will be sent via email. Check the Junk or Spam folder if it does not appear in your Inbox.



A screenshot of the same web form as in step E. The "User Name" input field now contains "auser". Below the input field, a yellow message box with a red border contains the text "Your Password has been sent to you.". Below the message box are the "Submit" and "Back" buttons. The message box is highlighted with a red rectangular box.

**G.** Enter your **User Name** and **Temporary Password** and click the **Log In** button.



A screenshot of the login form. The "User Name" input field contains "auser" and the "Password" input field contains ten black dots. A red rectangular box highlights both input fields. Below the input fields is a gray "Log In" button. Below the "Log In" button is the text "Forgot Password".

- H. A new window will prompt you to change the temporary password. Enter your **new password**, confirm the password and click the **Update** button. DAWeb will take you directly to the Inbox.

The system indicates that you have a temporary password. Please change your password:

Old Password  
mqfq#NAqU!

New Password  
●●●●●●  
(New Password must contain at least one Uppercase, one Lowercase, one Number, at least 4 characters long.)

Confirm Password  
●●●●●●

Update Reset

- I. Always check for new messages from the Auditor in the blue message area in the Inbox. The Message area will display important announcements regarding DA Processing.

Options | Log Out | Help

City of Los Angeles  
**DAWeb**  
Auditor Controller v2.2.3.2 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Welcome to the DAWeb Training We hope that you enjoy the training and find it useful.... (Hide Details...)

Welcome to the DAWeb Training

We hope that you enjoy the training and find it useful.

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 0 - 0 of 0 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
There are no records available.										

Records per page: 100

Records: 0 - 0 of 0 - Pages: 1

J. Click anywhere on the blue message bar to collapse 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 Auditor Controller' logo and version 'v2.2.3.2'. On the top right, there are links for 'Options | Log Out | Help' and a user greeting 'Welcome, Agency User'. Below the header is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. A blue message bar is highlighted with a red border, containing the text: 'Welcome to the DAWeb Training We hope that you enjoy the training and find it useful.... (Show Details...)'. Below the message bar is the 'Inbox' section with a red note: 'NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file'. There are buttons for 'Open Search Panel', 'Submit', and 'Refresh'. A table header is visible with columns: '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 'Records per page' dropdown set to '100'. Navigation controls for records and pages are also present.

K. Click the **Options** link if you wish to change your password at any time.

The screenshot shows the DAWeb Auditor Controller interface with the 'Options' link highlighted in a red box in the top right corner. The main header and navigation bar are the same as in the previous screenshot. The main content area displays a password change form with three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the 'New Password' field is a note: '(New Password must contain atleast one Uppercase, one Lowercase, one Number, at least 4 characters long.)'. At the bottom of the form are two buttons: 'Update' and 'Reset'.

L. Click the **Help** link to access the Help Menu Options from inside DAWeb.



The screenshot shows the DAWeb Auditor Controller interface. The header includes the County of Los Angeles logo, the DAWeb logo, the title "Auditor Controller", version "v2.2.3.2", and user information "Welcome, Agency User". Navigation links include "Options", "Log Out", and "Help" (highlighted with a red box). Below the header is a menu bar with "Inbox", "Upload File", "Document Management", and "Upload Document". The main content area is titled "Help Menu Options" and contains a list of links:

- DAWeb Agency Manual
- Virtual Tutorials
- Instructions for Browser History Clean-up
- Suggestions for other web browsers
- DA Submission Procedure Manual
- Agency Information Sheet template
- Billing Agreement template
- Direct Payment Listing Report (Replaced LS09)
- LS 09 Report Prior Year
- Contact

M. Click the **Log Out** link to log out of DAWeb.



The screenshot shows the DAWeb Auditor Controller interface. The header includes the County of Los Angeles logo, the DAWeb logo, the title "Auditor Controller", version "v2.2.3.2", and user information "Welcome, Agency User". Navigation links include "Options", "Log Out" (highlighted with a red box), and "Help". Below the header is a menu bar with "Inbox", "Upload File", "Document Management", and "Upload Document". A blue banner reads "Welcome to the DAWeb Training We hope that you enjoy the training and find it useful.... (Show Details...)". Below this is the "Inbox" section with a red note: "NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file". There are buttons for "Open Search Panel", "Submit", and "Refresh". A table header is visible with columns: Fiscal Year, Agency #, File Type, TXII Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. Below the table, it says "There are no records available." and "Records per page: 100".

# RETRIEVE THE PARCEL CHANGE REPORT

\*\*\*IMPORTANT MESSAGE\*\*\*

**New agencies can not retrieve the Parcel Change report until the current year data file is uploaded to DAWeb. Please proceed to 'Create the Excel Input Data File' section (P. 19) or 'Create the Text Input Data File' section (P. 28).**

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

**1A.** 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 navigation bar with the DAWeb logo, 'Auditor Controller v 2.2.0.2', and 'Welcome, Agency User'. Below the navigation bar, there are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Inbox' tab is active, and a red note states: 'NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file'. Below the note, there are three buttons: 'Open Search Panel' (highlighted with a red box), 'Submit', and 'Refresh'. A table header is visible with columns: 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 'Records per page: 100' dropdown menu.

**1B.** Enter the **previous Fiscal Year** (enter 2012 in FY 2013) and click 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 '2012' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. The dialog box contains the following fields: 'Fiscal Year' (text input), 'Agency Number' (text input), 'File Type' (dropdown menu), 'Valid' (dropdown menu), 'Status' (dropdown menu), and 'Upload Date' (date range input). The background shows the same 'Inbox' page as in the previous screenshot, with the 'Open Search Panel' button now disabled.

**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.

Click the **Reset** button to clear the search criteria and reset the Inbox back to the default search (current fiscal year). Click the **Close Search Panel** button to close the Search Panel.

## SEARCH FEATURES

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

1C. Click the **PCL CHG RPT** link under the **Report** column for each of your previous year's files. The previous year's files will be run against the current year's Parcel Change file to produce the Parcel Change Report.

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	SENT TO MAINFRAME	07/09/2012	4	<a href="#">PCL CHG RPT</a> Data Transmittal History/Detail Report	Edit Check Out Delete
2012	999.99	COR v2	7	\$6,100.00	yes	SENT TO MAINFRAME	07/09/2012	4	<a href="#">PCL CHG RPT</a> Data Transmittal History/Detail Report	Edit Check Out Delete
2012	999.99	COR v1	5	\$3,628.57	yes	SENT TO MAINFRAME	07/09/2012	4	<a href="#">PCL CHG RPT</a> Data Transmittal History/Detail Report	Edit Check Out Delete
2012	999.90	DA	1,120	\$74,760.00	yes	SENT TO MAINFRAME	07/09/2012	4	<a href="#">PCL CHG RPT</a> Data Transmittal History/Detail Report	Edit Check Out Delete
2012	888.88	DA	5,988	\$151,062,450.01	yes	SENT TO MAINFRAME	07/10/2012	4	<a href="#">PCL CHG RPT</a> Data Transmittal History/Detail Report	Edit Check Out Delete
2012	099.99	DA	5,987	\$51,062,900.00	yes	SENT TO MAINFRAME	07/10/2012	4	<a href="#">PCL CHG RPT</a> Data Transmittal History/Detail Report	Edit Check Out Delete
2012	009.90	DA	5,986	\$912,750.00	yes	SENT TO MAINFRAME	07/10/2012	4	<a href="#">PCL CHG RPT</a> Data Transmittal History/Detail Report	Edit Check Out Delete

1D. **Blank Parcel Change Report** means that there are **no parcel changes from the previous year**. This is normal and should not be a concern. **Click** the **X** to close the document and continue checking other files for parcel changes.

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

Find... 1 of 1 100%

**Main Report**

2013 PARCEL CHANGE FILE PARCEL CHANGE REPORT RUN DATE 05/29/2013  
 AGENCY NUMBER 999.99 UPLOAD DATE 06/21/2012

TOTAL OLD PARCEL CNT: 0  
 TOTAL NEW PARCEL CNT: 0  
 FILE TYPE: Direct Assessment File  
 FILE NAME: DA\_2012\_99999.xls

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

Done Trusted sites 100%

1E. **Print** or **Export** the Parcel Change report for your reference. The file can be exported to PDF or Excel format. This report will be used in the following sections: **'Create the Excel Input Data File' (P. 19)** or **'Create the Text Input Data File' (P. 28)**

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

Find... 1 of 1 100%

**Main Report**

1 2013 PARCEL CHANGE FILE      2 PARCEL CHANGE REPORT      4 RUN DATE      05/30/2013  
 3 AGENCY NUMBER 999.99      5 UPLOAD DATE      06/21/2012

6 TOTAL OLD PARCEL CNT:      4  
 7 TOTAL NEW PARCEL CNT:      4  
 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
212041008002001	5318006014	M1	O	999.99	288
212041008002001	5318006020	M1	T		0
212092606001001	5308027031	1M	O	999.99	288
212092606001001	5308027039	1M	T		0
212092606001001	5308027040	1M	T		0
212092606001002	5308027032	1M	O	999.99	288
212092606001002	5308027041	1M	T		0
212092606001002	5308027042	1M	T		0
212092606001003	5308027039	M1	T		0

Done Trusted sites 100%

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

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

1F. To Export and Save as PDF, click the **Export icon**, select **PDF** from the File Format drop down box and click the **Export** button. To Export and Save as Excel, skip to step 1J (P. 17)

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

Find... 1 of 1 100%

Main Report

2013 PARCEL CHANGE FILE PARCEL CHANGE REPORT RUN DATE 05/30/2013  
DATE 06/21/2012

TOTAL OLD PARCEL CNT:  
TOTAL NEW PARCEL CNT:  
FILE TYPE: Direct Assessment  
FILE NAME: DA\_2012\_99999.9

ID	PCL	DA	AMOUNT
212041008002001	531800601	288	0
212041008002001	531800602	288	0
212092606001001	530802703	288	0
212092606001001	530802703	0	0
212092606001001	530802704	288	0
212092606001002	530802703	0	0
212092606001002	530802704	288	0
212092606001002	530802704	0	0
212092606001003	530802703	0	0
212092606001003	5308027041	0	0
212092606001003	5308027043	0	0
212092606001004	5308027040	0	0
212092606001004	5308027042	0	0
212092606001004	5308027044	0	0
212113008004001	5318006020	0	0
212113008004001	5318006023	0	0
213020502012001	5319007060	999.99	288
213020502012001	5319007900	11	0

Export

File Format: PDF

Page Range: All Pages

Export

1G. Click the **Save** button to save the file.

File Download

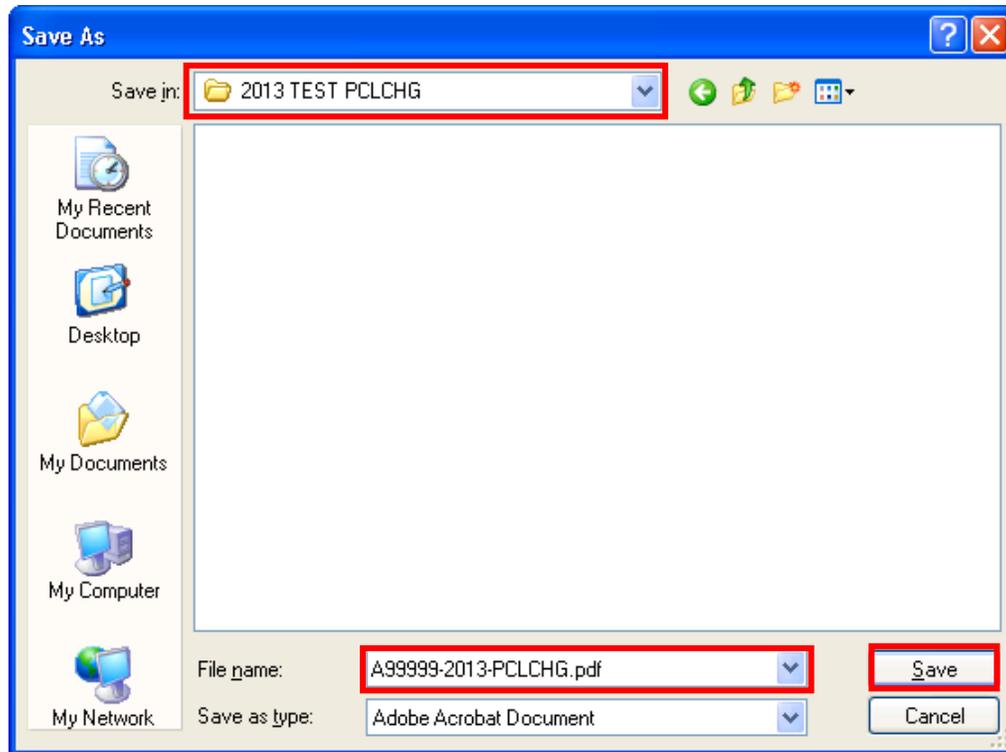
Do you want to open or save this file?

Name: CrystalReportViewer1.pdf  
Type: Adobe Acrobat Document, 21.0KB

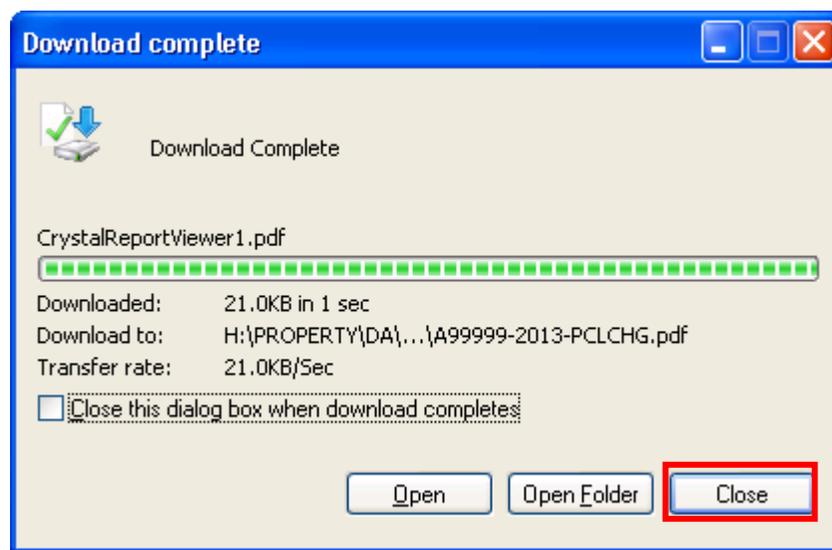
Open Save Cancel

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?](#)

- 1H. Choose the location where you want to save the file, rename the file in the File name drop down box and click the **Save** button.



- 1I. Click the **Close** button once the file downloads completely.



1J. To Export and Save as **Excel**, click the **Export icon**, select **Microsoft Excel (97-2003)** from the File Format drop down box and click the **Export** button.

The screenshot shows a Microsoft Internet Explorer window titled "DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller". The browser address bar shows "Find...". The main content area displays a report titled "Main Report" with the following information:

2013 PARCEL CHANGE FILE PARCEL CHANGE REPORT RUN DATE 05/30/2013  
DATE 06/21/2012

TOTAL OLD PARCEL CNT:  
TOTAL NEW PARCEL CNT:  
FILE TYPE: Direct Assessment  
FILE NAME: DA\_2012\_99999.9

An "Export" dialog box is open over the report, with a red box highlighting the "File Format" dropdown menu. The dropdown menu is open, showing "Microsoft Excel (97-2003)" selected. Below the dropdown, the "Page Range" section has "All Pages" selected. The "Export" button is also highlighted with a red box.

ID	PCL	DA	AMOUNT
212041008002001	531800601	288	0
212041008002001	531800602	288	0
212092606001001	530802703	288	0
212092606001001	530802703	0	0
212092606001001	530802704	288	0
212092606001002	530802703	0	0
212092606001002	530802704	288	0
212092606001002	530802704	0	0
212092606001003	530802703	0	0
212092606001003	5308027041	M1	T
212092606001003	5308027043	M1	N
212092606001004	5308027040	M1	T
212092606001004	5308027042	M1	T
212092606001004	5308027044	M1	N
212113008004001	5318006020	11	T
212113008004001	5318006023	11	N
213020502012001	5319007060	11	O
213020502012001	5319007900	11	N

1K. Click the **Save** button to save the file.

The screenshot shows a "File Download" dialog box with the following information:

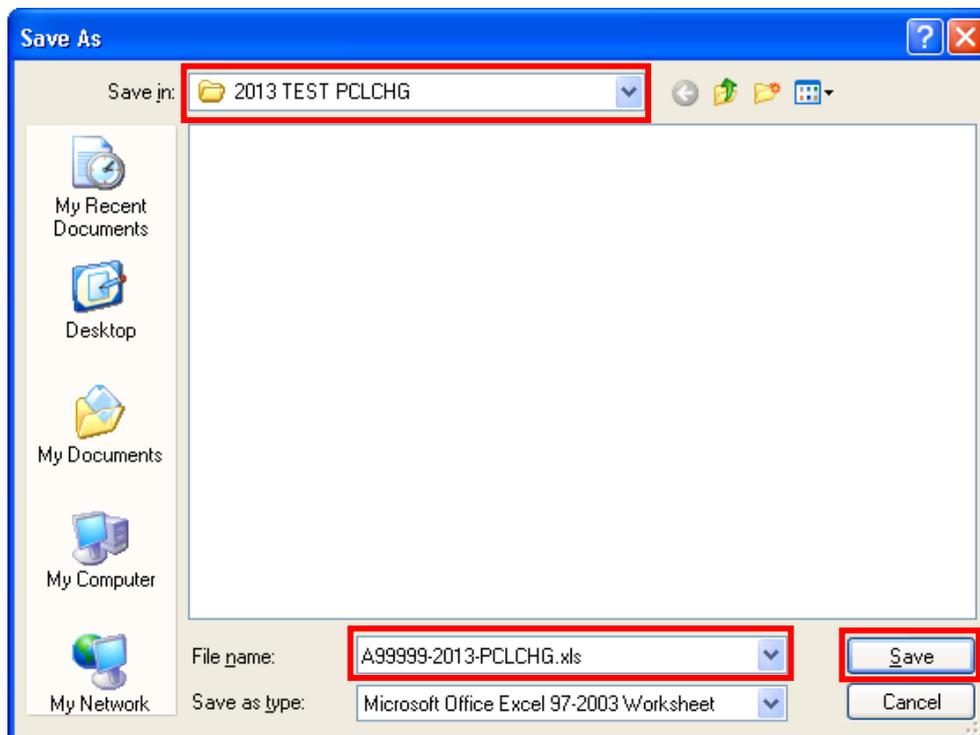
Do you want to open or save this file?

Name: CrystalReportViewer1.xls  
Type: Microsoft Office Excel 97-2003 Worksheet, 17.0KB

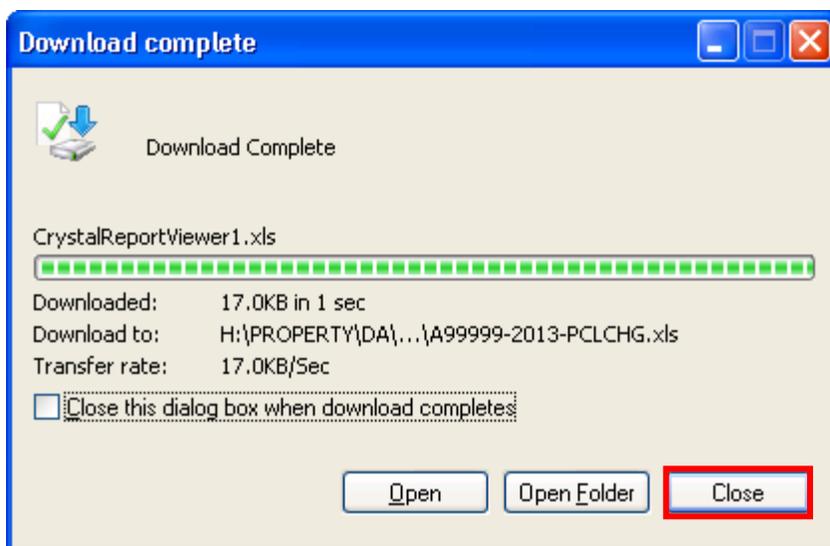
Buttons: Open, Save, Cancel

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?](#)

- 1L. Choose the location that you want to save the file, rename the file in the File name drop down box and click the **Save** button.



- 1M. Click the **Close** button once the file is downloaded completely.



- 1N. Proceed to the following sections once all of the Parcel Change Reports have been retrieved:

- **Create the Excel Input Data File (P. 19) or**
- **Create the Text Input Data File (P. 28)**

## CREATE THE EXCEL INPUT DATA FILE

### 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 screenshot of the Microsoft Excel interface. The title bar reads 'Book1 - Microsoft Excel'. The ribbon is set to 'Home', showing the 'Clipboard', 'Font', 'Alignment', 'Number', 'Styles', 'Cells', and 'Editing' groups. The active cell is C1, and the formula bar displays '999.99'. The spreadsheet contains the following data:

	A	B	C	D	E	F
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						

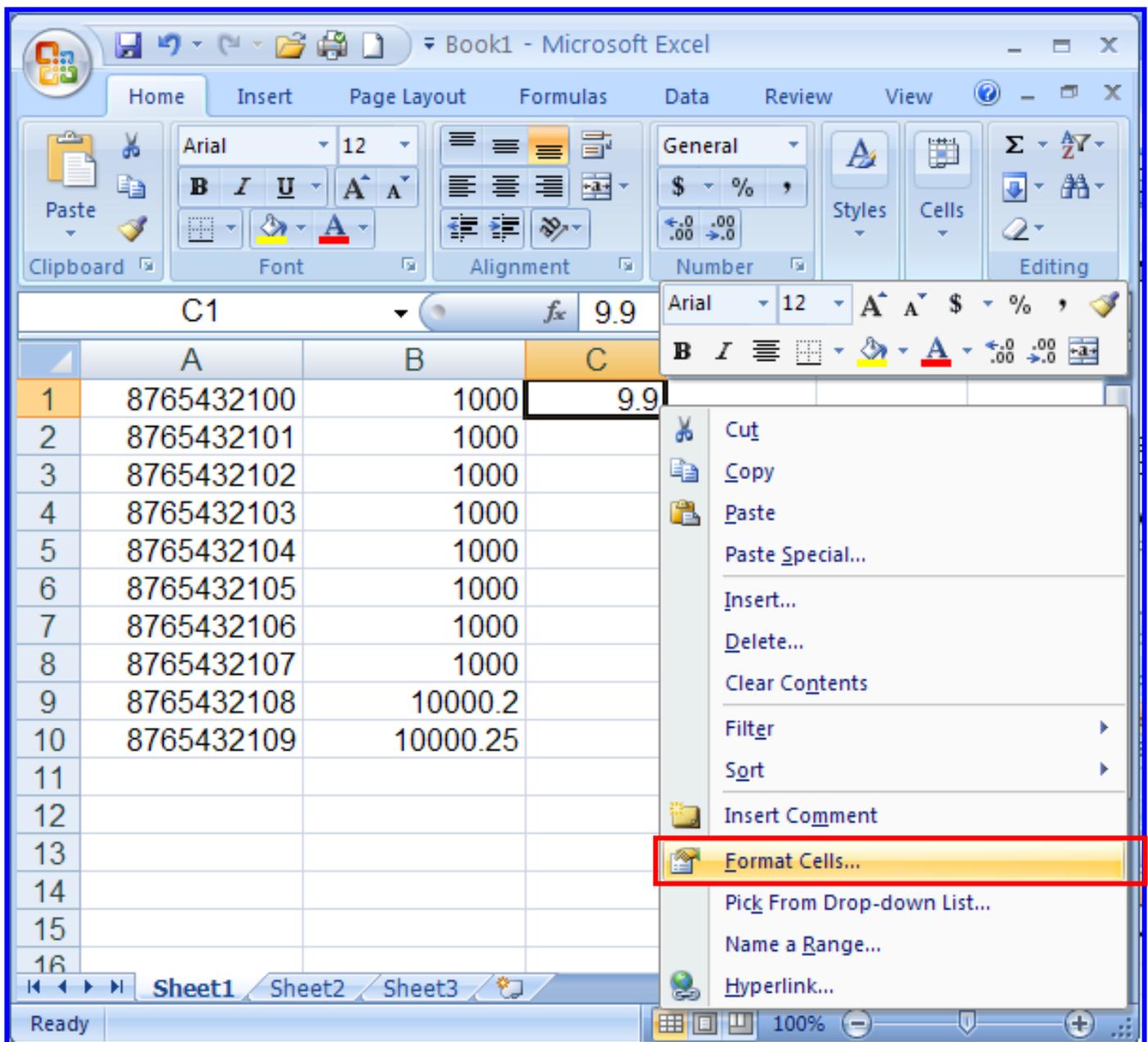
The cells from row 1 to 10, columns A to C are highlighted with a red border. The status bar at the bottom shows 'Ready', 'Sheet1', 'Sheet2', 'Sheet3', and '100%' zoom.

**NOTE:** For Agency Numbers with **leading and/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. Please make sure that the Agency number is **5 digits and in 2 decimal format**.

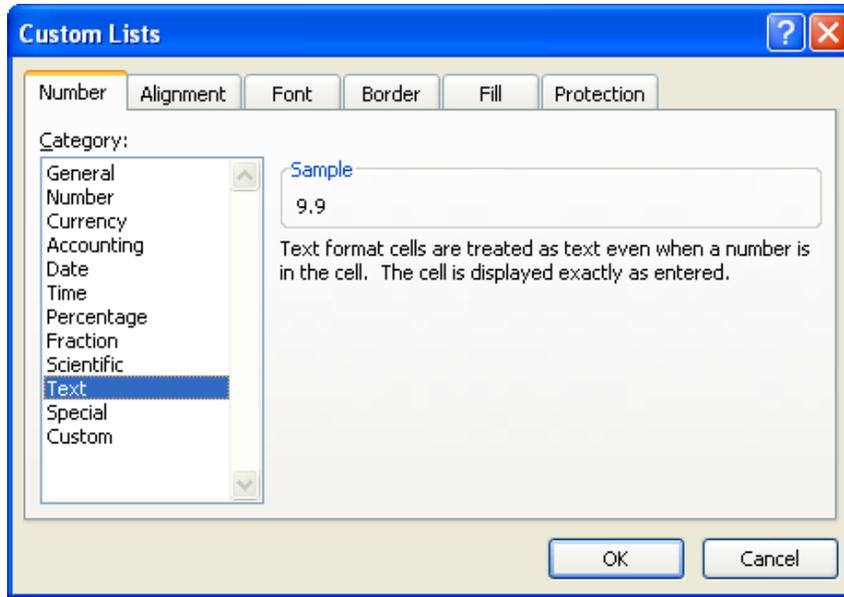
For example, **agency number 009.90 should not** be displayed on the Excel file as **9.9 or 9.90** as it will **result in an invalid agency number**.

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

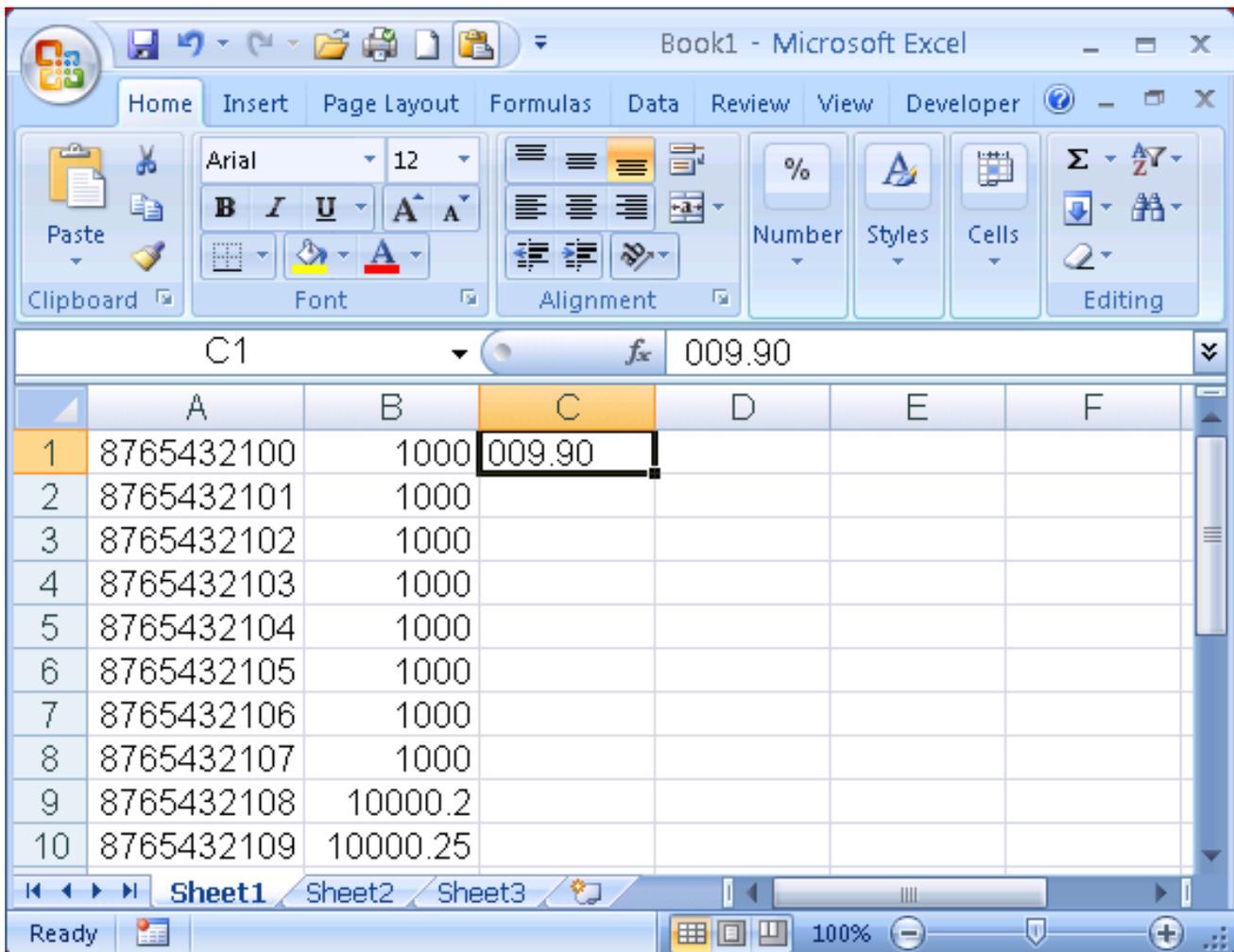
- **Right click** on cell C1 and select **Format Cells...** from the pop-up menu.



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

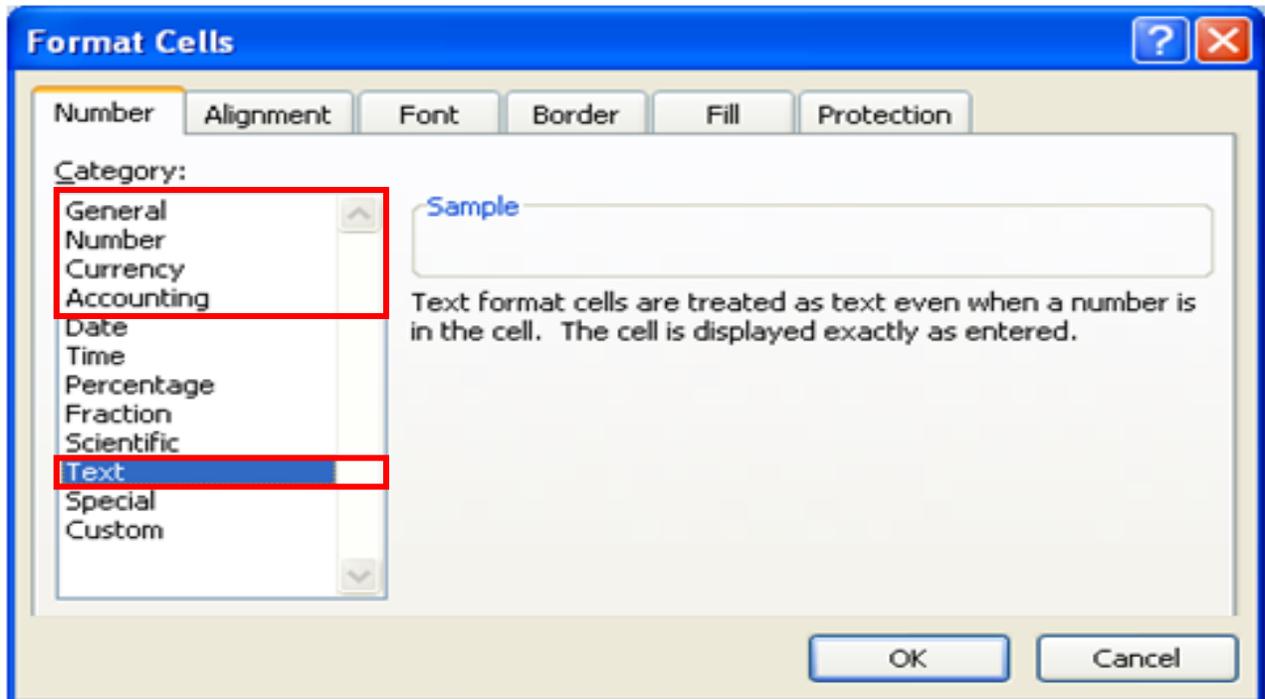


- Re-enter the agency number in cell **C1** including leading and ending zeros. **Agency number must be 5 digits and in 2 decimal format.**



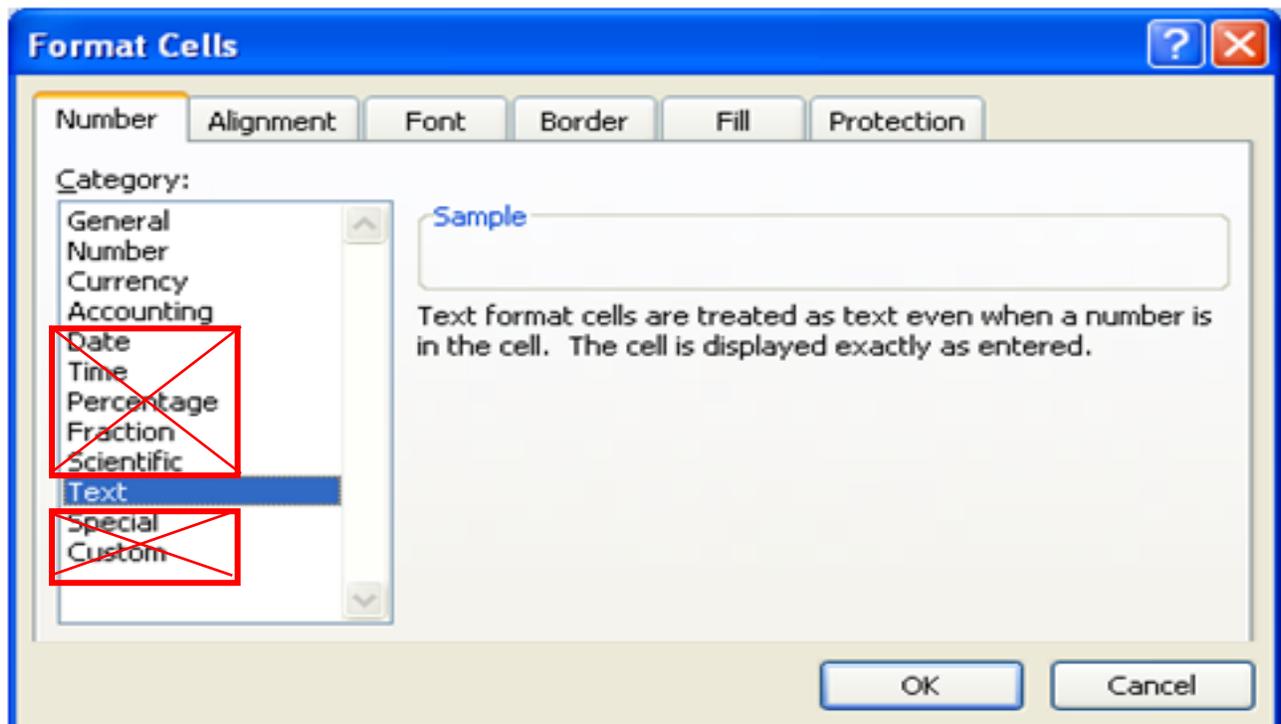
**NOTE:** The following **formats are accepted:**

- **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/or ending zeros.



**NOTE:** Do not use the following formats:

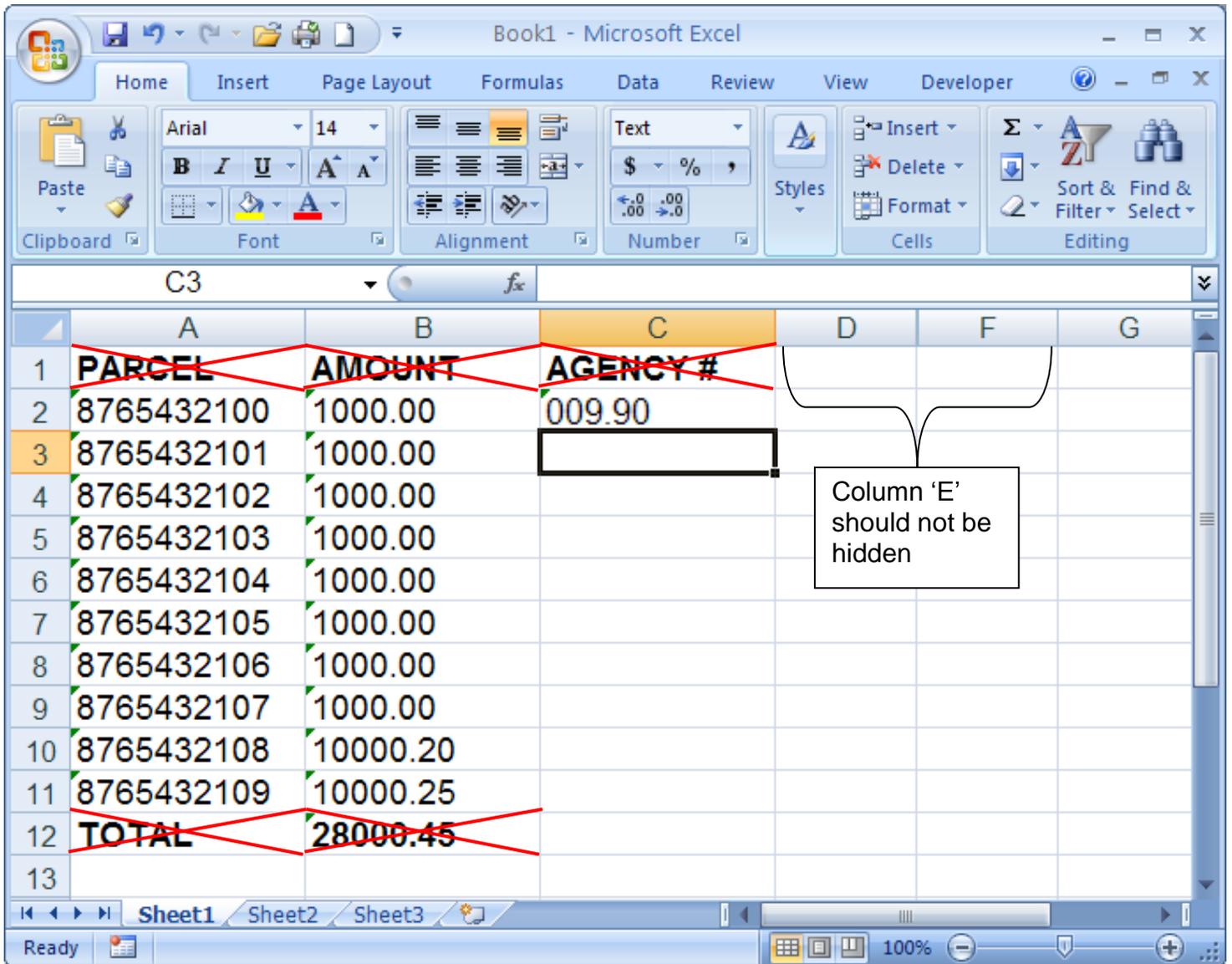
- **Date, Time, Percentage, Fraction, Scientific, Special, Custom**



**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**

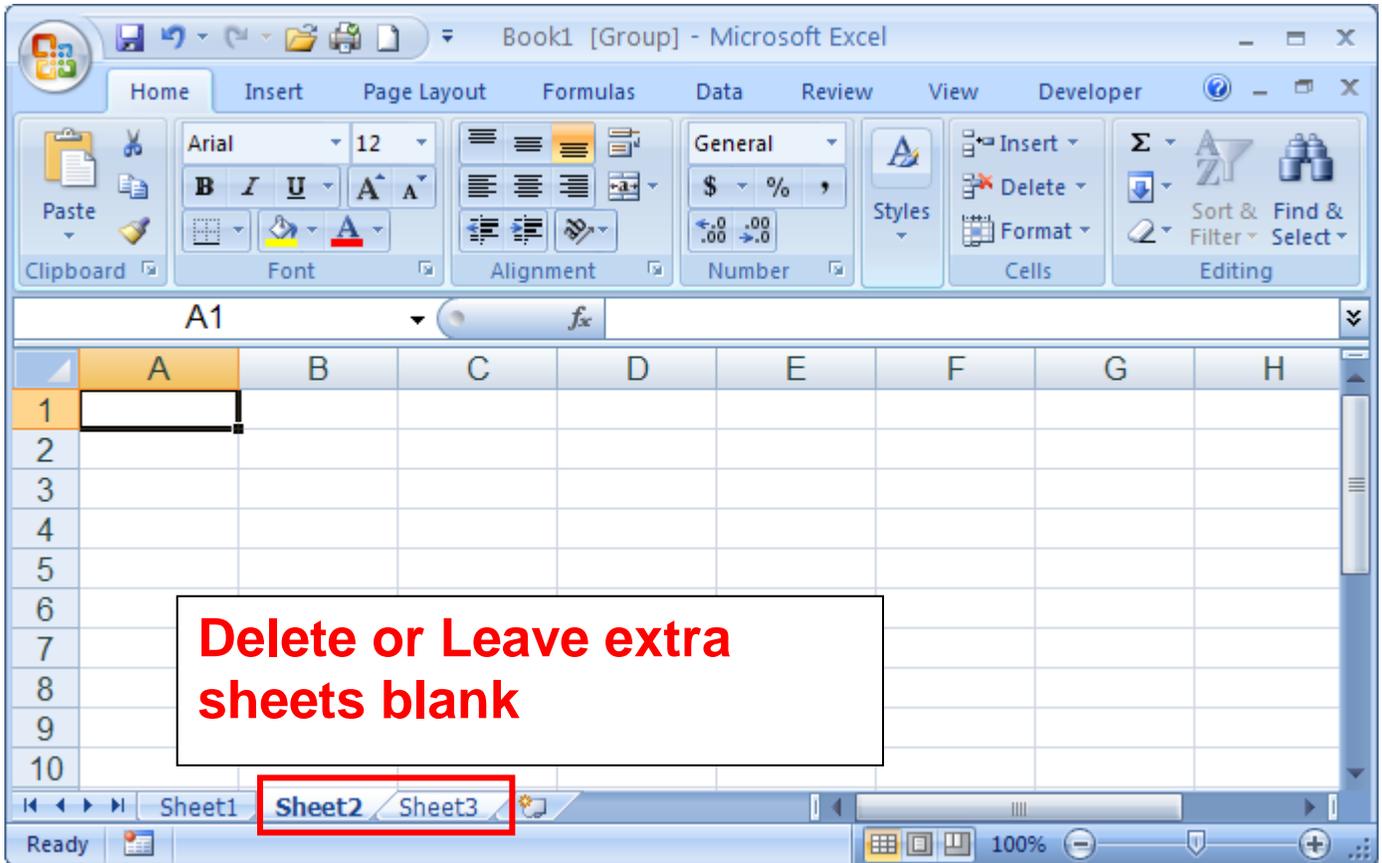


**NOTE: Exclude parcels where the first four digits are less than '8900' AND the last three digits end between ('800'-'999').** These **Non-assessable parcels** are government owned, and are exempt from Direct Assessments.

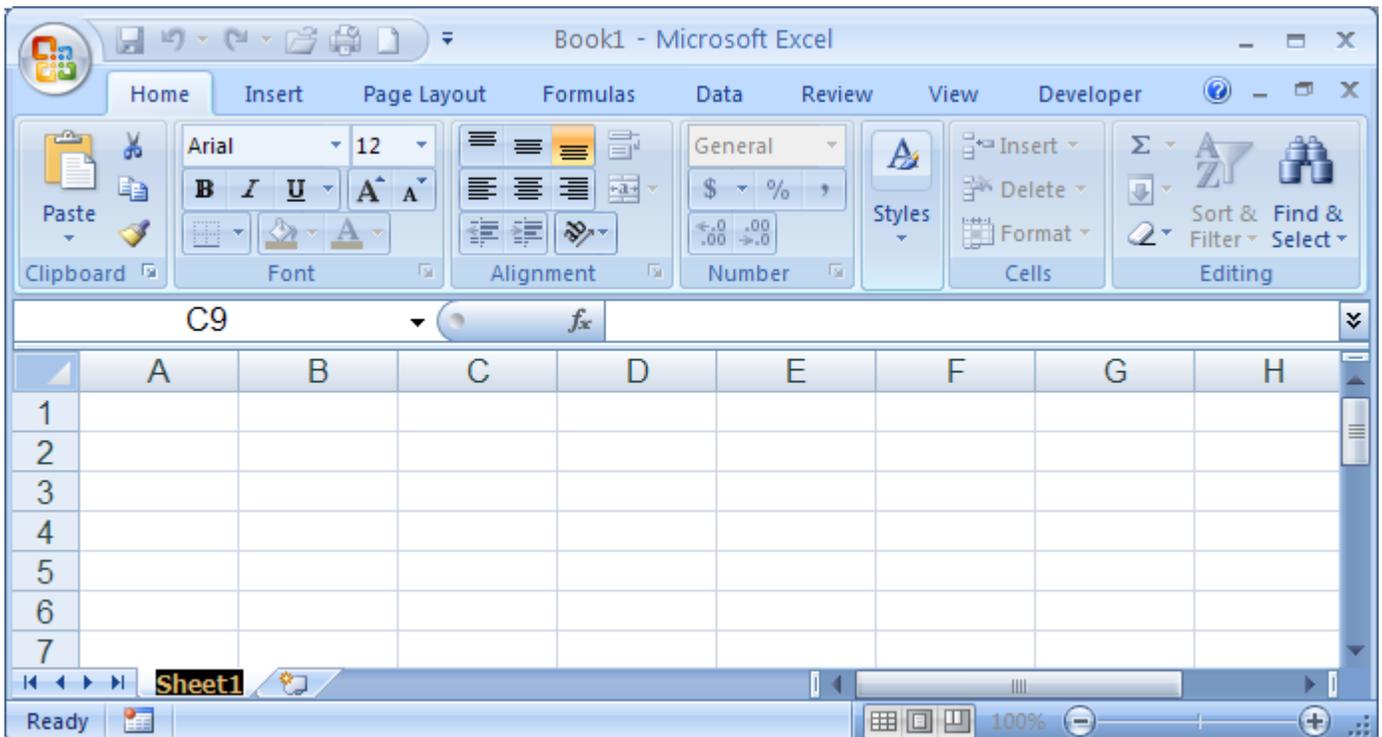
The screenshot shows an Excel spreadsheet with the following data in column A:

	A	B	C	D	E
1	<del>8759459848</del>	<b>NON-ASSESSABLE:</b> 1 <sup>st</sup> four digits < '8900' and last three digits between ( '800'-'999')			
2	<del>8794526999</del>				
3	<del>8888888888</del>				
4	8900000801	<b>ASSESSABLE:</b> 1 <sup>st</sup> four digits >= '8900' and last three digits between ( '800'-'999')			
5	8940222999				
6	8950333894				
7	9876543800				
8	9876543859				
9	9876544984				
10					
11					
12					
13					
14					
15					
16					
17					

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



**NOTE: The tab name must be less than 17 characters or the file will not upload correctly.**



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

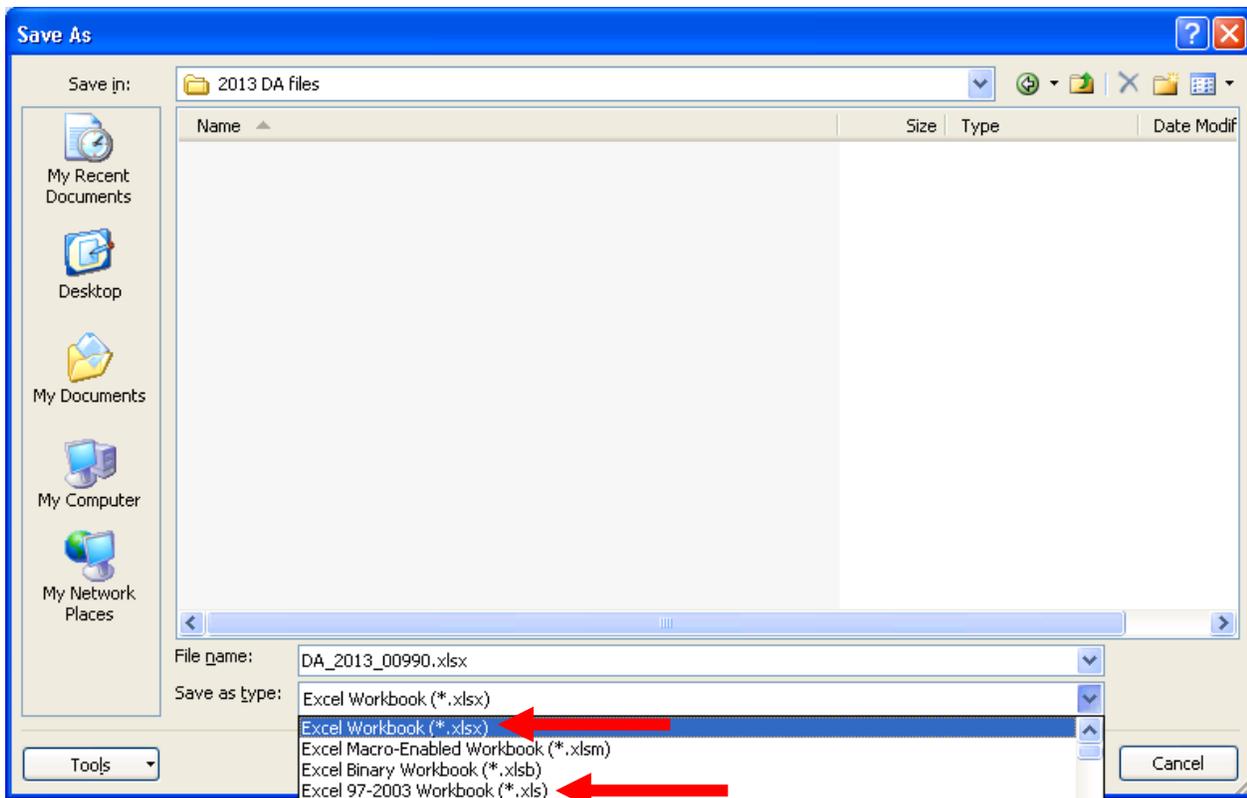
FIELD:	GUIDELINE:	EXAMPLE OF ERROR:	
<p align="center"><b>PARCEL</b></p>	<p>If the first four digits of the Parcel number is less than '8900' then <b>the last 3 digits must not end in 800-999</b>. Those are exempt and can not be assessed.</p>	<p align="center">5934820<b>883</b> 8584827<b>999</b></p>	
	<p>Must be <b>10 digits long</b></p>	<p align="center">876543210 (9 digits) 87654321089 (11+ digits)</p>	
	<p>Must be <b>all numeric</b> (No spaces, dashes, letters or special characters such as \$,&amp;,%,* , !, #, @, etc.)</p>	<p align="center">8765 432 100 8765-432-100 8765432<b>K</b>00 8765<b>%</b>32100 876543210<b>@</b></p>	
	<p>Must not contain <b>duplicate</b> parcels</p>	<p align="center">8765432100 8765432400</p>	
	<p>Direct Assessment Parcels <b>must not</b> start with '9'</p>	<p align="center"><b>9</b>876543210</p>	
	<p>Public Utility Parcels <b>must</b> start with '9'</p>	<p align="center"><b>8</b>765432100</p>	
	<p align="center"><b>ASSESSMENT AMOUNT</b></p>	<p>Must not exceed <b>99,999,999.99</b></p>	<p align="center"><b>1</b>23,456,789.01</p>
		<p>Must be <b>all numeric</b> (No letters or special characters such as \$,&amp;,%,* , !, #, @, etc.)</p>	<p align="center">1,234.5<b>H</b> <b>\$</b>1234.50 1234.50<b>*</b> 12<b>&amp;</b>4.50</p>
<p>Must be <b>positive</b> amount</p>		<p align="center"><b>-</b>1234.50</p>	
<p>Must not be more <b>than two decimal format</b></p>		<p align="center">1,234.56<b>7</b></p>	
<p><b>DA</b> and <b>PU files</b> must not contain <b>\$0</b> assessment amount</p>		<p align="center">0.00 or 0 <b>not accepted</b></p>	
<p>Only <b>Correction files</b> can have <b>\$0</b> assessment amount</p>		<p align="center">\$0 DA or PU amount</p>	
<p align="center"><b>AGENCY NUMBER</b></p>		<p>Must be entered in <b>cell C1 on the Excel file</b></p>	
		<p>Must be in <b>two decimal format (XXX.XX)</b></p>	<p align="center">9999.9 99.999 9.9999 .99999</p>

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

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

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

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

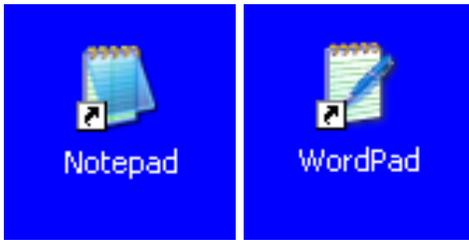


**2E.** Proceed to the following sections after the files have been formatted and saved.

- **Upload Original Direct Assessment and Public Utility Files (P. 32)**
- **Upload Correction File and Correction Data Transmittal (P. 87)**

## CREATE THE TEXT INPUT DATA FILE

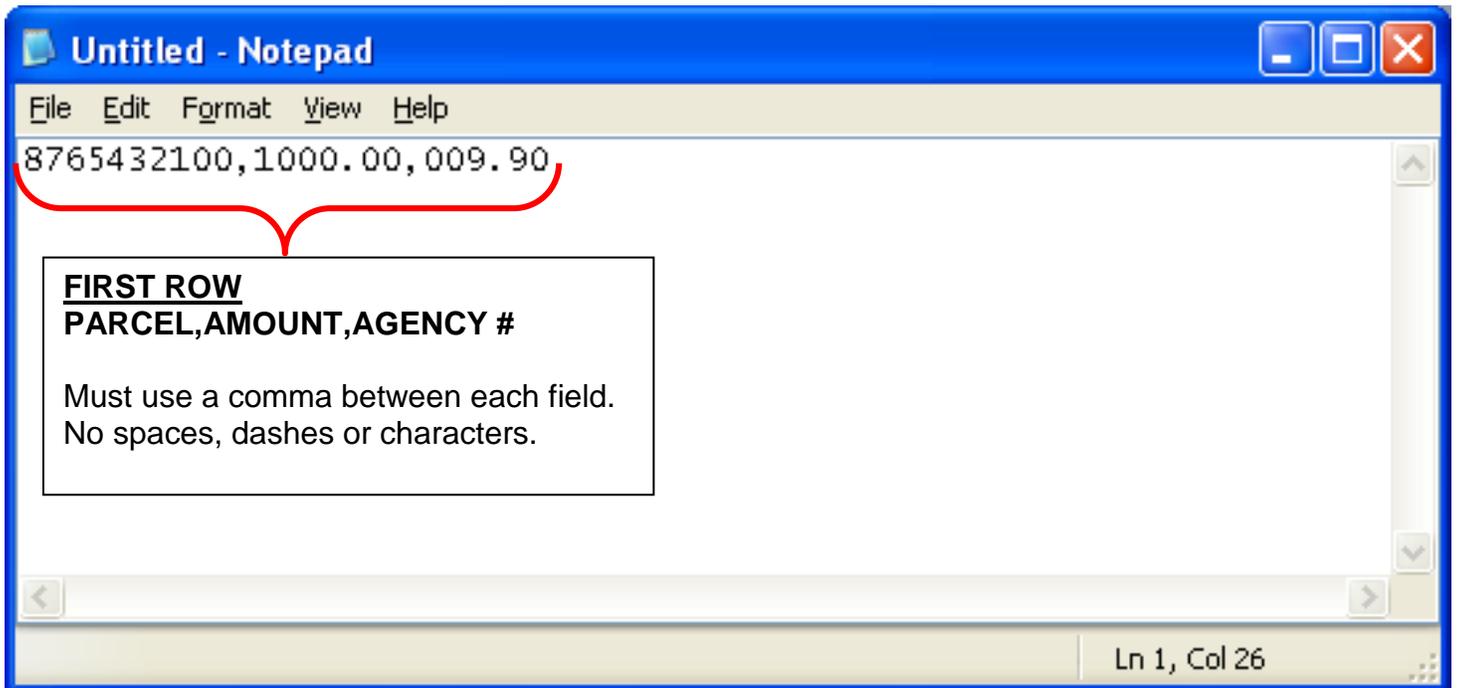
### 3A. Open **Notepad** or **WordPad**



### 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.

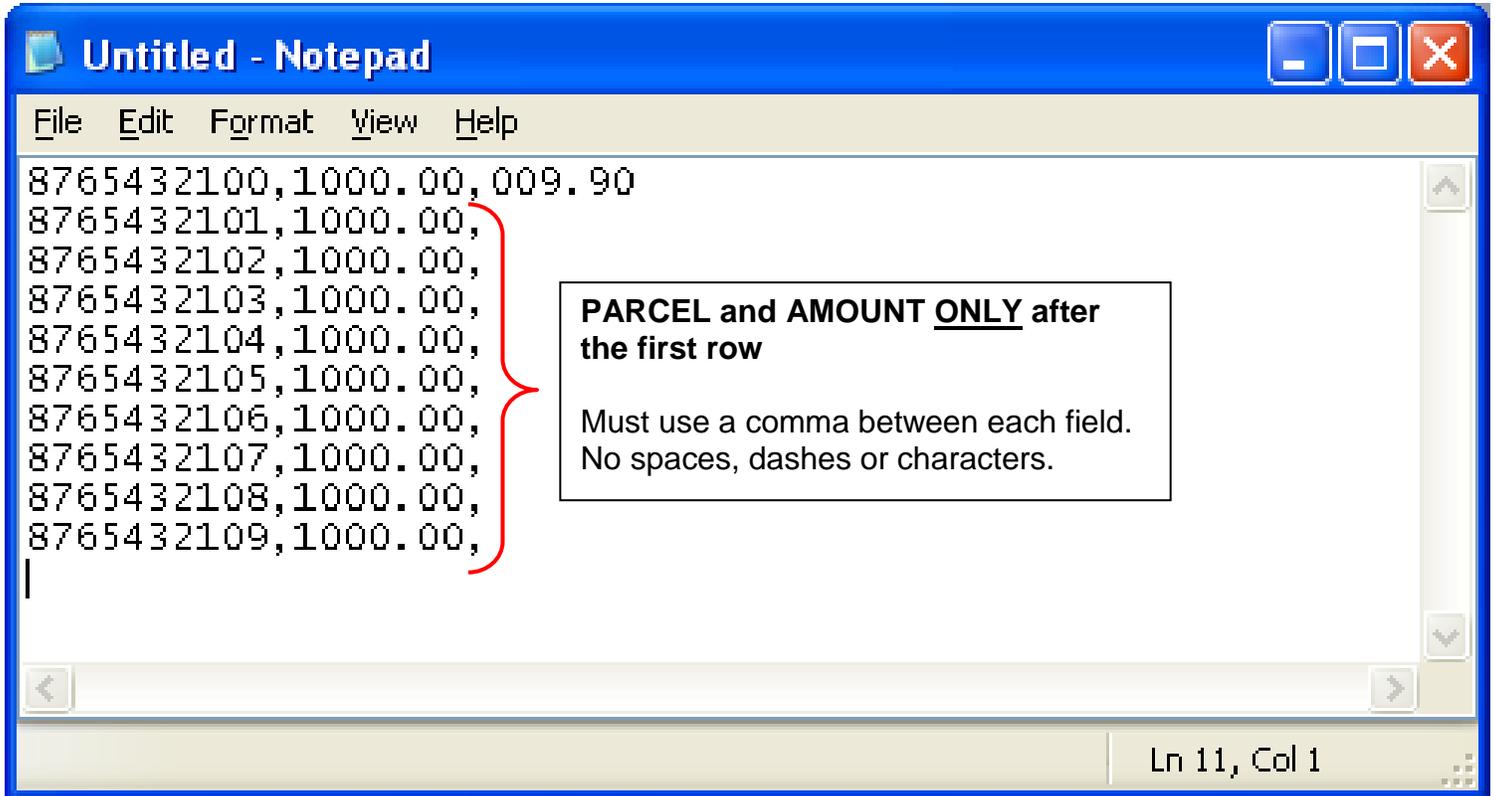
**NOTE: Must use a comma between each field. Use commas only.** Also, do **not** use any spaces, letters, dashes or special symbols or characters (!, @, #, \$, %, ^, &, \*, etc)



**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:**

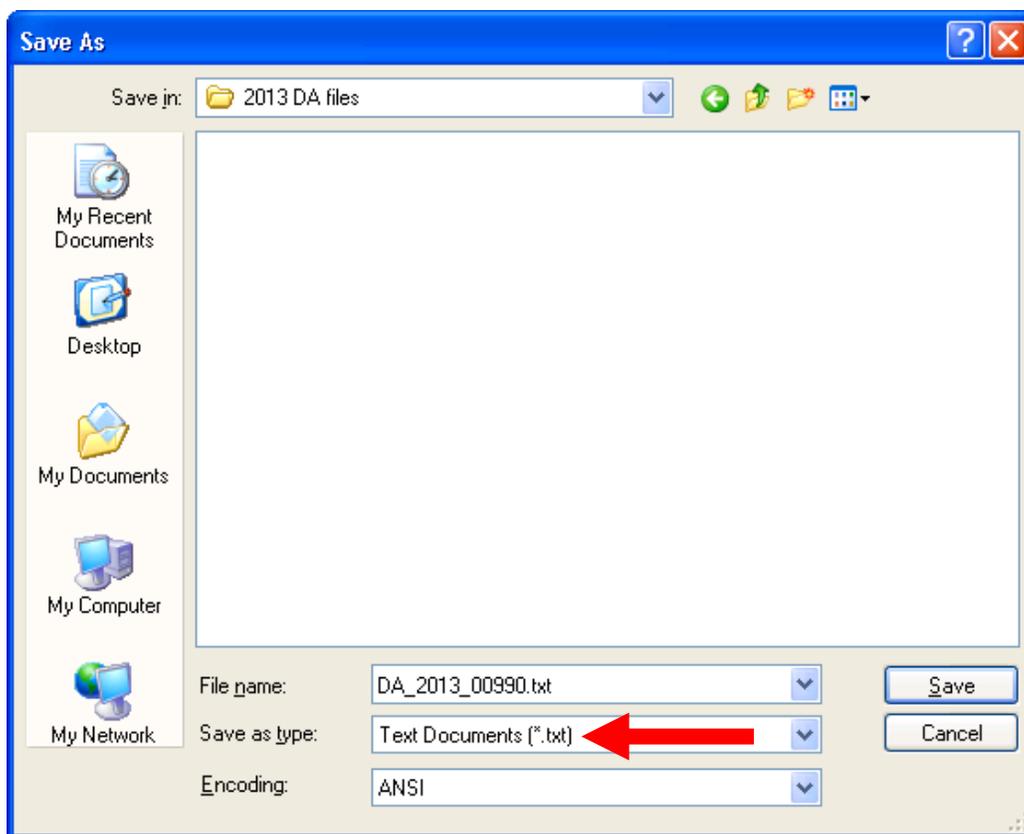
FIELD:	GUIDELINE:	EXAMPLE OF ERROR:	
PARCEL	If the first four digits of the Parcel number is less than '8900' then <b>the last 3 digits must not end in 800-999</b> . Those are exempt parcels and cannot be assessed.	5934820 <b>883</b> 8584827 <b>999</b>	
	Must be <b>10 digits long</b>	876543210 (9 digits)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

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

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

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

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



3F. Proceed to the following sections after the files have been formatted and saved.

- **Upload Original Direct Assessment and Public Utility Files (P. 32)**
- **Upload Correction File and Correction Data Transmittal (P. 87)**

# UPLOAD ORIGINAL DIRECT ASSESSMENT AND PUBLIC UTILITY FILES

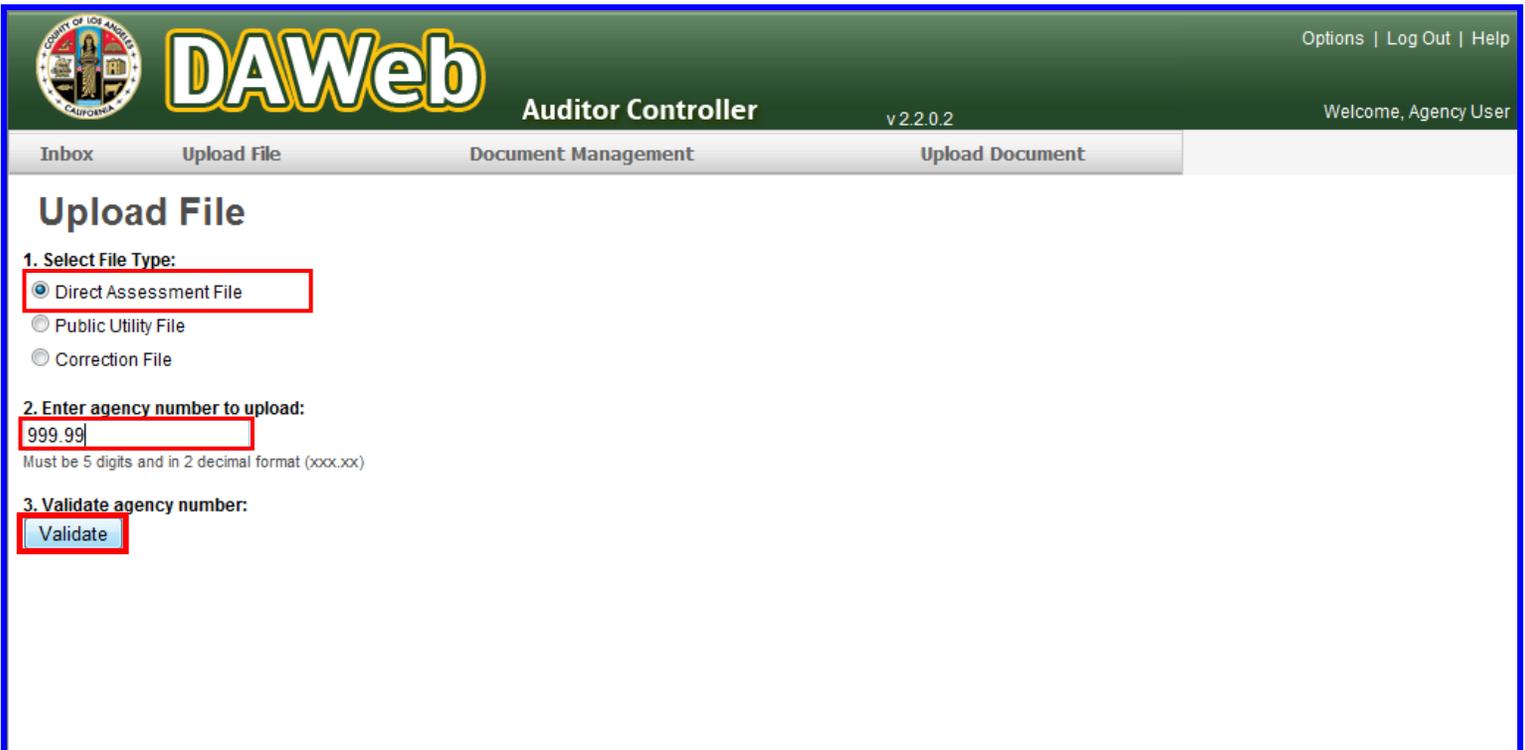
4A. To upload a file, click the **Upload File** tab.



The screenshot shows the DAWeb Auditor Controller interface. The header includes the County of Los Angeles logo, the 'DAWeb' logo, and the text 'Auditor Controller v 2.2.0.2'. The user is logged in as 'Welcome, Agency User'. The navigation tabs are 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload File' tab is highlighted with a red box. Below the tabs, the 'Inbox' section displays a message: 'NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file'. There are buttons for 'Open Search Panel', 'Submit', and 'Refresh'. A table with columns for Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action is shown, but it contains no records. The page also shows 'Records: 0 - 0 of 0 - Pages: 1' and 'Records per page: 100'.

4B. Perform the following upload steps:

1. **Select the type of file** to upload.
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Validate** button and steps 4 and 5 will appear.



The screenshot shows the 'Upload File' form in the DAWeb Auditor Controller interface. The header is the same as in the previous screenshot. The 'Upload File' tab is selected. The form has three main sections: 1. 'Select File Type:' with three radio button options: '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 (xxxx.xx)'. 3. 'Validate agency number:' with a 'Validate' button (highlighted with a red box).

**NOTE: An original Direct Assessment or Public Utility file must be uploaded before a Correction file can be uploaded for the same agency number. To upload a correction file, go to 'Upload Correction File and Correction Data Transmittal' section (P. 87).**

Inbox    Upload File    Document Management    Upload Document

## Upload File

1. Select File Type:

Direct Assessment File

Public Utility File

Correction File

 An original DA or PU file must be uploaded

2. Enter agency number to upload:

999.99

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

3. Validate agency number:

**4C.** Click the **Browse** button in step 4, select a file to upload and click the **open** button or double-click on a file to upload.

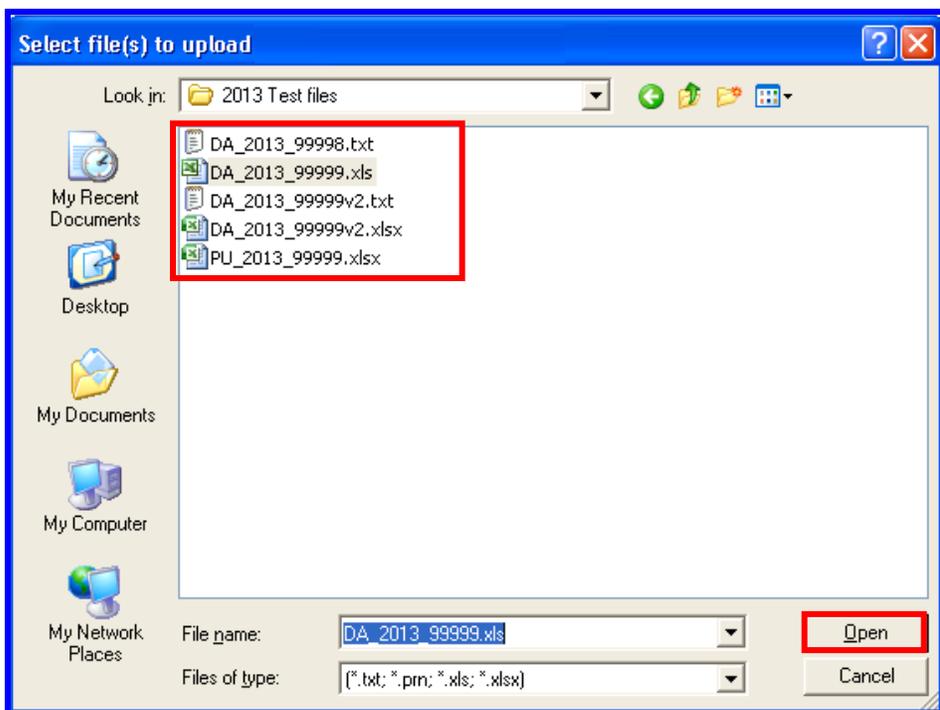
3. Validate agency number:

4. Select File to upload:

[ no files selected ]

5. Press upload:

(Note: Press on Reset to choose a new file type and agency number)



Controller Intranet    Auditor Controller Web Email

Options | Log Out | Help

v 2.2.0.2    Welcome, Agency User

**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
<b>150,001 or more</b>	<b>Overnight</b>

**4D.** Move the cursor over the white file area to display the file name. If the file name is correct, then click the **Upload** button in step 5.

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. Validate agency number:**

**4. Select File to upload:**

✘ DA\_2013\_99999.xls  
505.00kB

**5. Press upload:**

(Note: Press on Reset to choose a new file type and agency number)

**Move the cursor over the white area to display the file name**

4E. A message will pop up under the Upload button after the file loaded successfully. To load additional file(s), click the Reset button and repeat steps 4B to 4G.

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

- Navigation tabs: **Inbox**, **Upload File**, **Document Management**, **Upload Document**
- Section: **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: **Validate agency number:**
  - Button: Validate
- Step 4: **Select File to upload:**
  - File list: [ no files selected ]
  - Button: Browse
- Step 5: **Press upload:**
  - Note: (Note: Press on Reset to choose a new file type and agency number)
  - Buttons: Upload, Reset
- Success message (highlighted in red):  
**Successfully uploaded files:**  
DA\_2013\_99999.xls

4F. To upload a Public Utility File, select Public Utility file in step 1 and repeat steps 4B to 4G.

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

- Navigation tabs: **Inbox**, **Upload File**, **Document Management**, **Upload Document**
- Section: **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: **Validate agency number:**
  - Button: Validate

**NOTE:** Large files (over approximately 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. **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. Contact the DA Unit if you need to upload a data file larger than 150,000 transactions.**

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: 999.99
  - Text: Must be 5 digits and in 2 decimal format (xxx.xx)
- 3. **Validate agency number:**
  - Button: Validate
- 4. **Select File to upload:**
  - File selection area: [ no files selected ]
  - Button: Browse
- 5. **Press upload:**
  - Note: (Note: Press on Reset to choose a new file type and agency number)
  - Buttons: Upload, Reset
- Success message (highlighted in red):

Successfully uploaded files:  
DA\_2013\_99999\_150K.txt  
Large files (approximately over 150,000 transactions, .xlsx or .txt files > 2 MB or .xls files > 5 MB) 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 a pop-up error message:

- 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: 999.99
  - Text: Must be 5 digits and in 2 decimal format (xxx.xx)
- 3. **Validate agency number:**
  - Button: Validate
- 4. **Select File to upload:**
  - File selection area: [ no files selected ]
  - Button: Browse
- 5. **Press upload:**
  - Note: (Note: Press on Reset to choose a new file type and agency number)
  - Buttons: Upload, Reset
- Pop-up message:

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 4B to 4G**.

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. Validate agency number:  
Validate

4. Select File to upload:  
[ no files selected ]

5. Press upload:  
(Note: Press on Reset to choose a new file type and agency number)  
Upload Reset

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

**4G.** To view the uploaded file, click the **Inbox** tab.

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. Validate agency number:  
Validate

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

5. Press upload:  
(Note: Press on Reset to choose a new file type and agency number)  
Upload Reset

Successfully uploaded files:  
PU\_2013\_99999.xlsx

4H. Shown below is a sample of the **Inbox**.

**NOTE:** Listed below are **descriptions of the Inbox fields**. **Fields #1 to 9 can be sorted by clicking on each column header**. Ascending order sort is indicated by ▲. Click the same field again for descending order sort ▼. The example above is sorted by Upload Date.

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

- 4I. The example shows the Inbox with **Fiscal Year (2013)**, **Agency number (999.99)**, **File Type (DA and PU)** and **Status (Work in Progress)**. One file is not valid (Valid = 'no') and one is valid (Valid = 'yes'). **If Valid = 'no' then proceed to Correct the Data File in Edit Mode section (P. 53). Proceed to the next step if Valid = 'yes'.**

**NOTE:** The Parcel Change Report AND Data Transmittal links are disabled when **VALID = 'no'**.

Options | Log Out | Help

**DAWeb** Auditor Controller v 2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2013	999.99	DA	5,988	\$151,047,600.01	no	WORK IN PROGRESS	06/05/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
2013	999.99	PU	1,200	\$120,000.00	yes	WORK IN PROGRESS	04/18/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

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

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

Options | Log Out | Help

**DAWeb** Auditor Controller v 2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

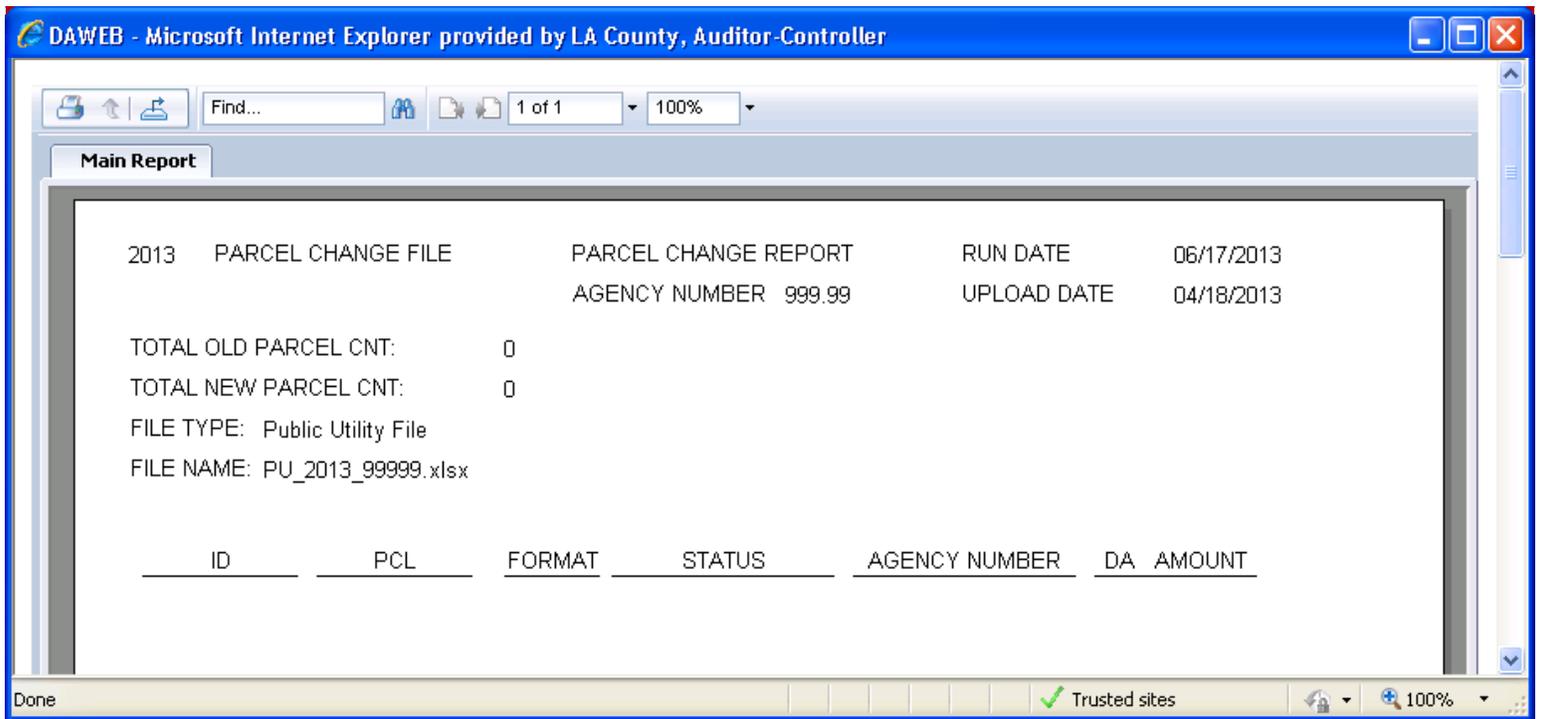
Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2013	999.99	DA	5,988	\$151,047,600.01	no	WORK IN PROGRESS	06/05/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
2013	999.99	PU	1,200	\$120,000.00	yes	WORK IN PROGRESS	04/18/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

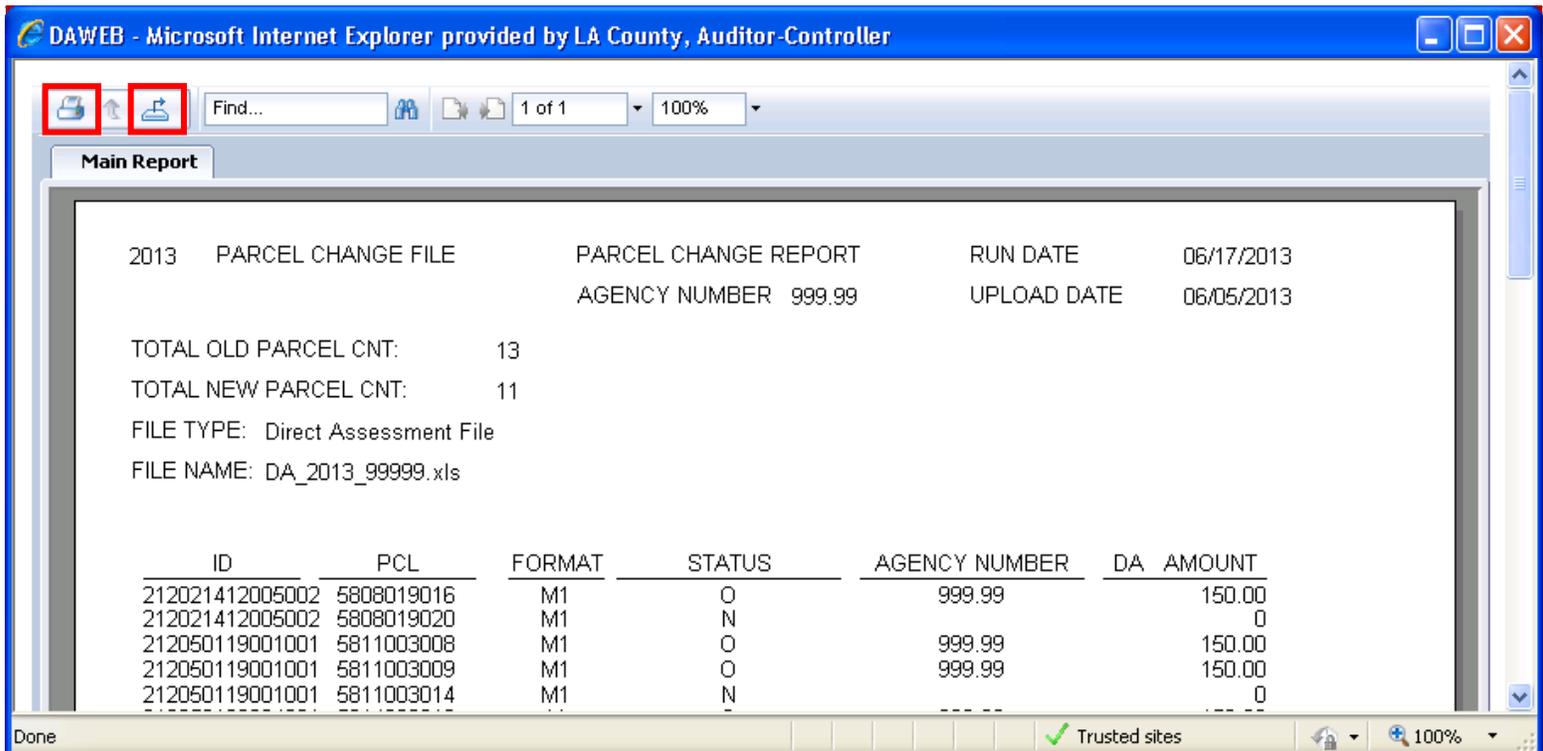
Records per page: 100 Records: 1 - 2 of 2 - Pages: 1

**4K. Blank Parcel Change Report** means that there are no parcel changes for the selected file.



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

<ul style="list-style-type: none"> <li>Delete the current file from the Inbox and upload new file with parcel changes included in the file</li> </ul>	Go to <b>'Create the Excel File Input' (P.19)</b> OR <b>'Create the Text File Input' (P. 28)</b>
<ul style="list-style-type: none"> <li>Add new parcels and delete old parcels in Edit mode</li> </ul>	Go to <b>'Correct a File in Edit Mode' (P. 53)</b>
<ul style="list-style-type: none"> <li>Complete Upload Original DA file process AND</li> <li>Submit parcel changes as corrections</li> </ul>	Go to <b>'Upload Correction File and Correction Data Transmittal' (P.87)</b>



4L. Click 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.**

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	DA	5,988	\$151,047,600.01	no		06/05/2013	0	<a href="#">PCL CHG RPT Data Transmittal History/Detail Report</a> <a href="#">PCL CHG RPT Data Transmittal History/Detail Report</a>	<a href="#">Edit</a> <a href="#">Check In</a> <a href="#">Delete</a>
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes		04/18/2013	0	<a href="#">PCL CHG RPT Data Transmittal History/Detail Report</a> <a href="#">PCL CHG RPT Data Transmittal History/Detail Report</a>	<a href="#">Edit</a> <a href="#">Check In</a> <a href="#">Delete</a>

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

4M. The **File History** tracks and logs the status of the file as it goes through the Direct Assessment process. The **Detail Report** is a copy of the file uploaded by the agency. The **Comment** column displays error messages for parcel numbers and/or amounts that are incorrectly formatted.

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

**File History/Detail Report**

Back

Fiscal Year 2013  
 Agency Number 999.99  
 File Type Public Utility File  
 File Name PU\_2013\_99999.xlsx

**File History**

History	Updated By	Updated Date
File has been checked out	User, Agency	05/03/2013
File has been uploaded	User, Agency	04/18/2013

Records: 1 - 2 of 2

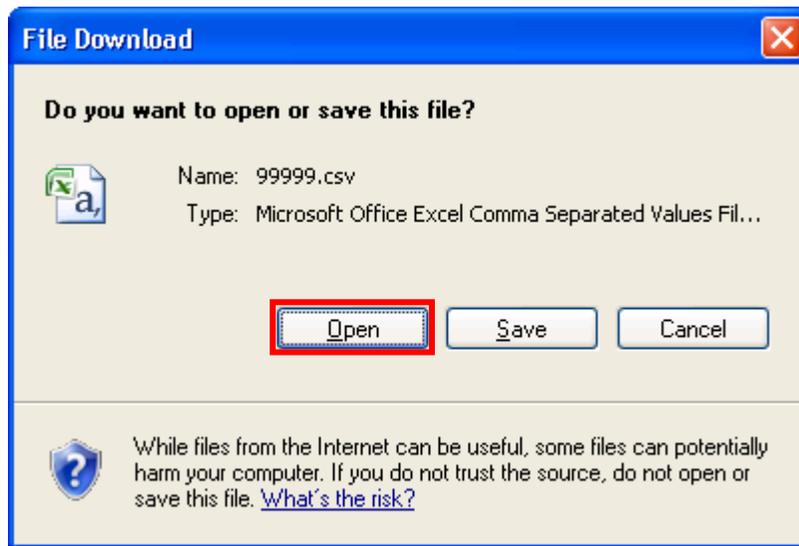
**Detail Report**

[Export Transactions to File](#)

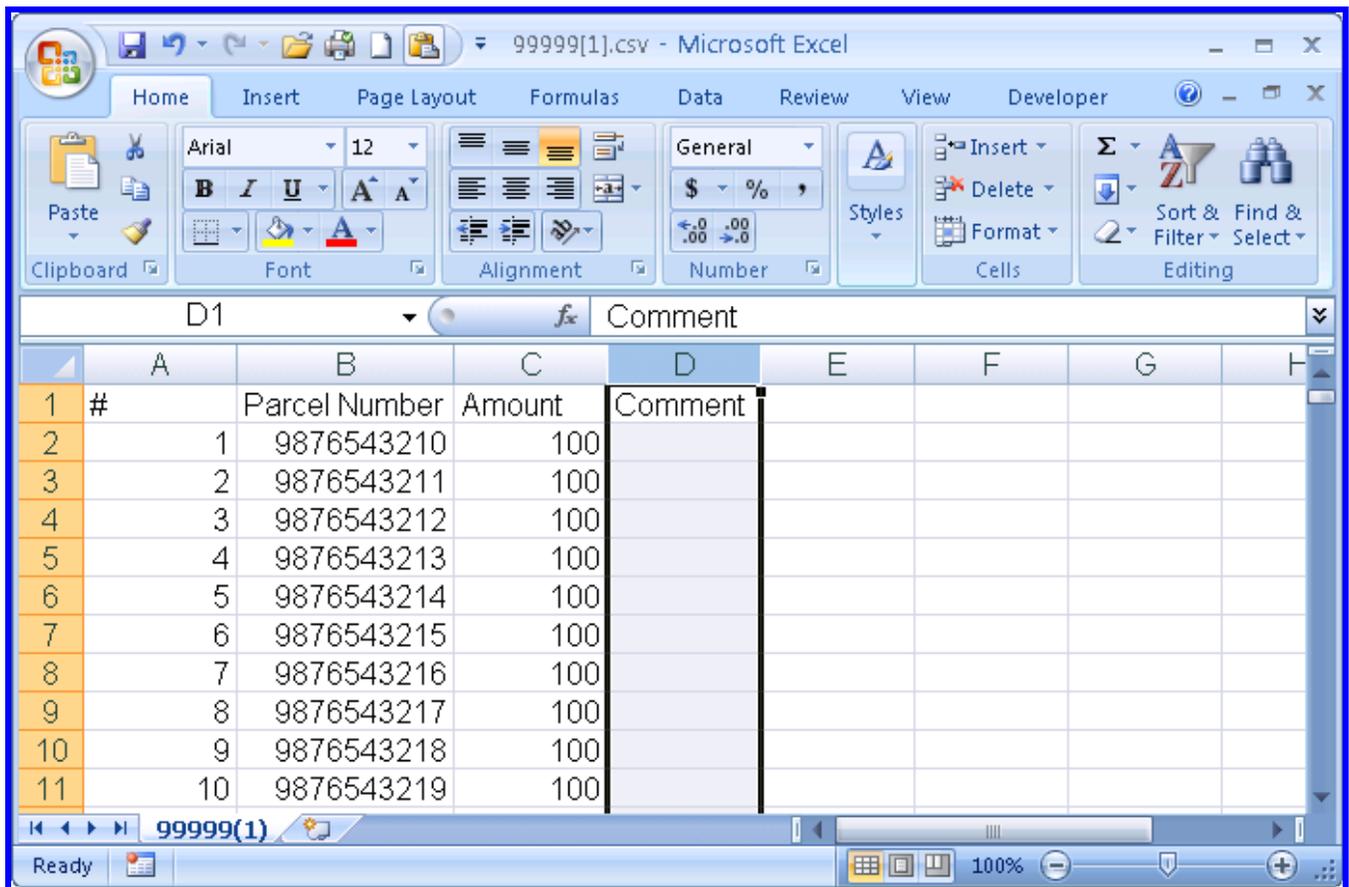
Show Filter - Records: 1 - 50 of 1200 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment
1	9876543210	100	
2	9876543211	100	
3	9876543212	100	
4	9876543213	100	

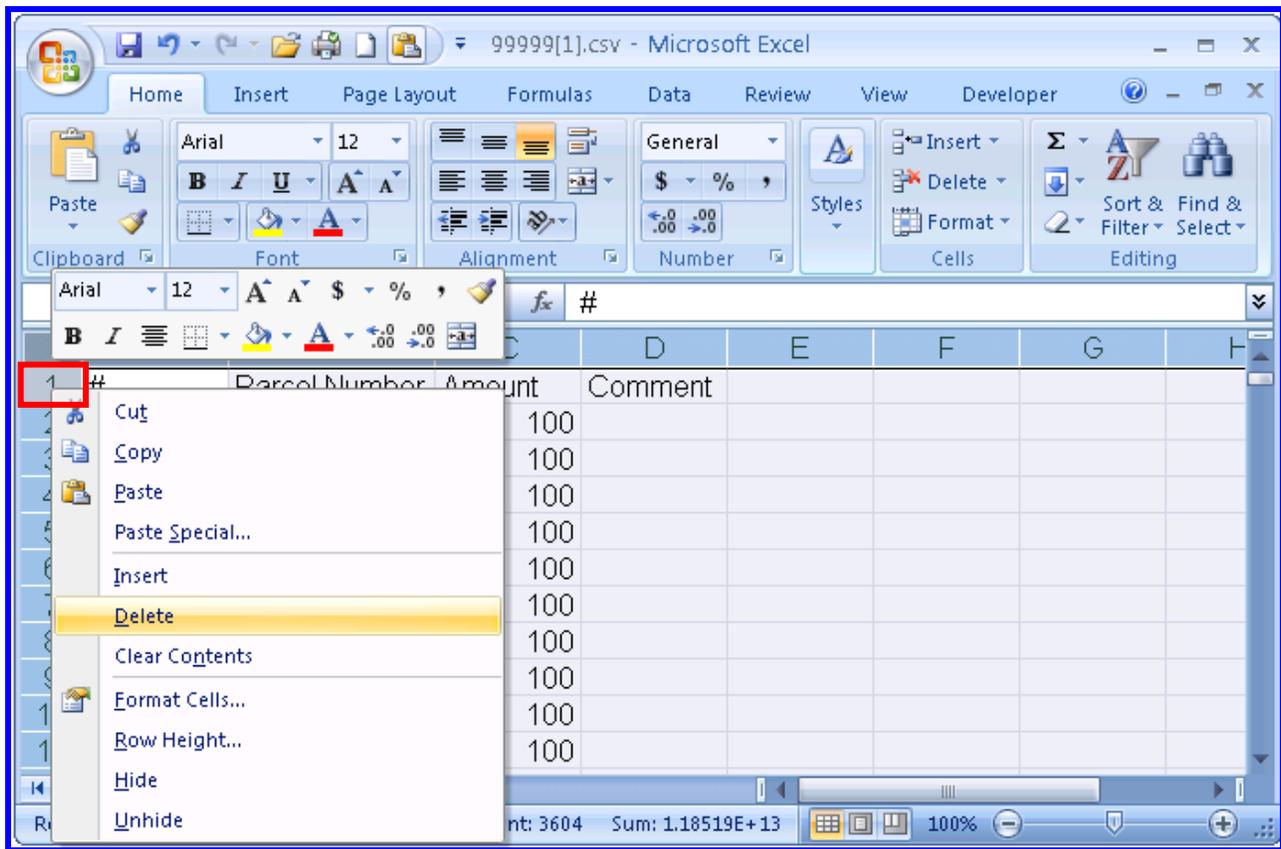
4N. Click the **Open** button to view the file.



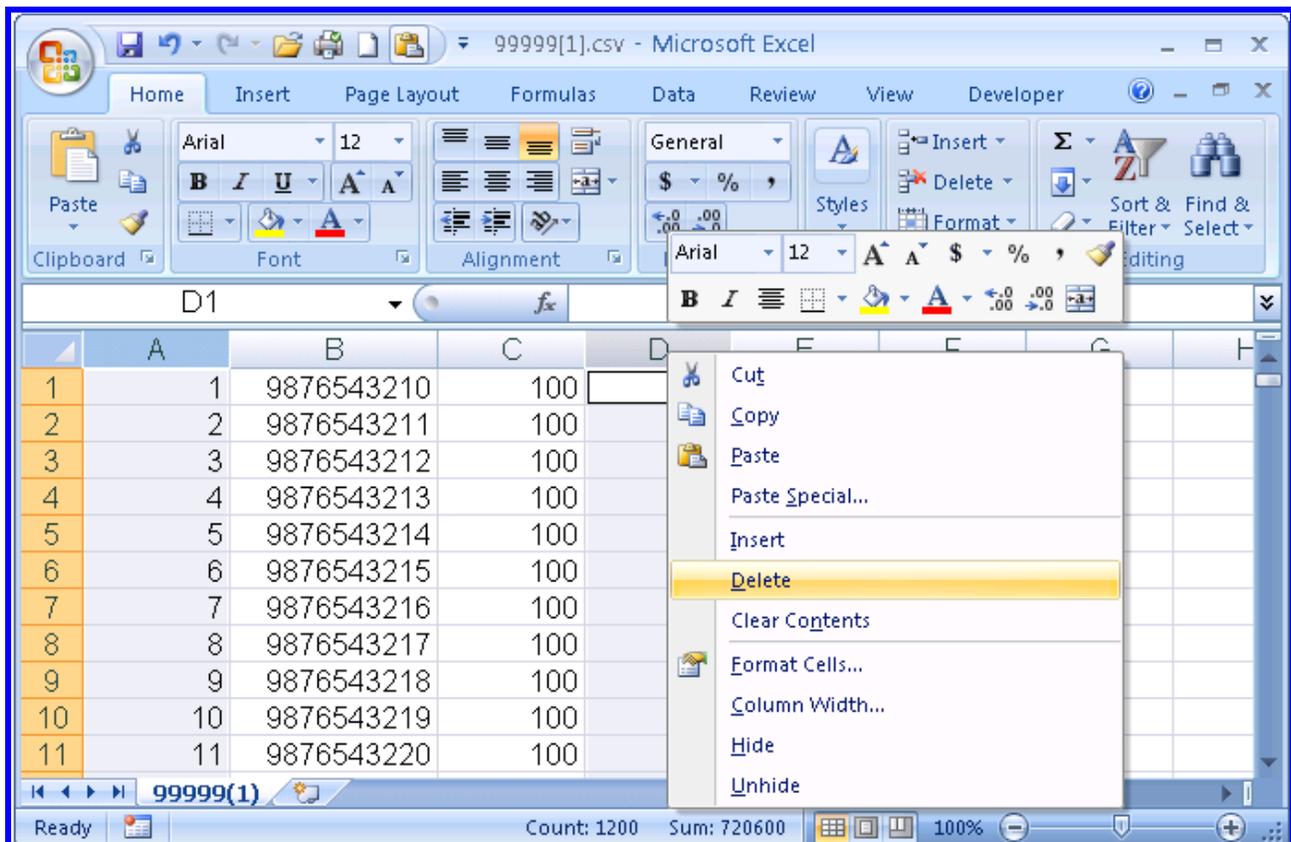
4O. Locate the rows that have comments/error messages and update the parcel number and/or amount containing the error.



4P. To delete the heading row, right click on row '1' and select **Delete** from the pop-up window.

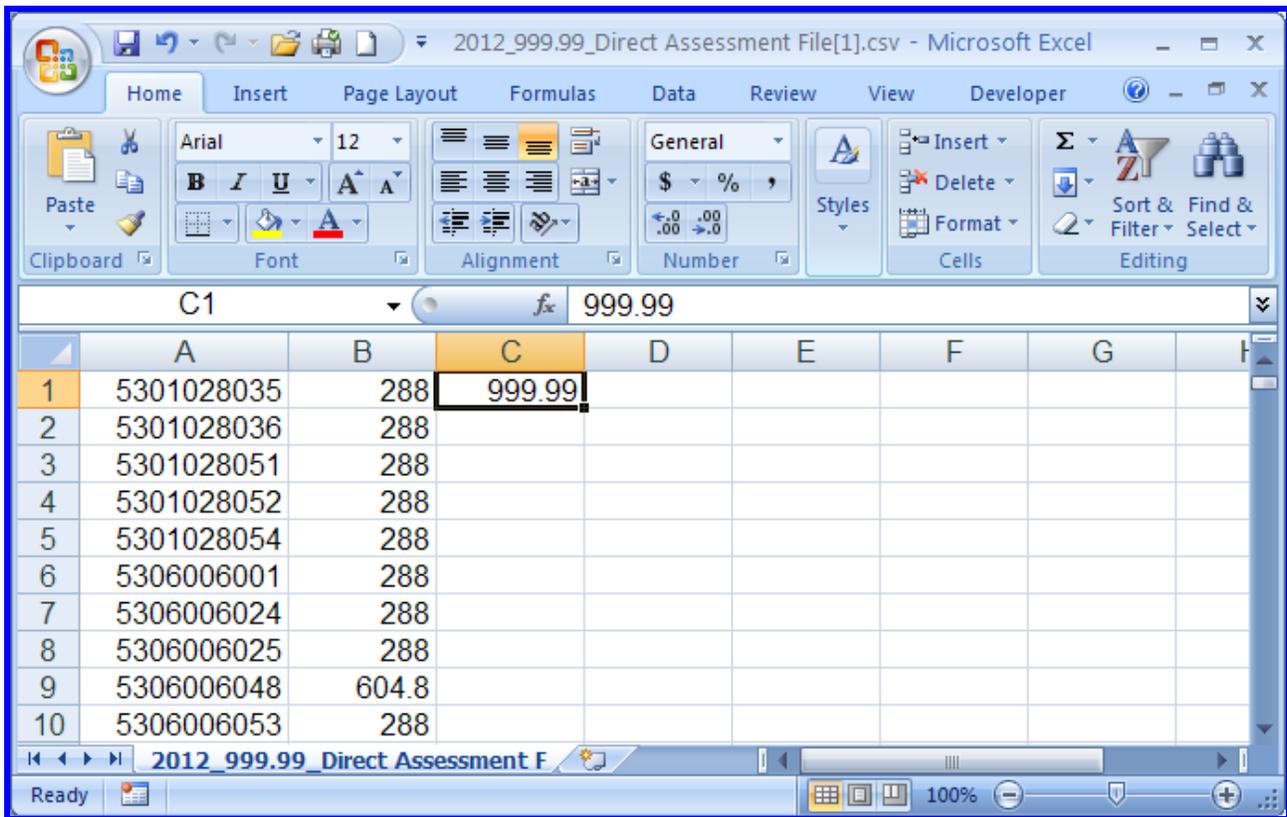


4Q. To delete the Line number and Comment columns, right click on columns 'A' and 'D' and select **Delete** from the pop-up window.

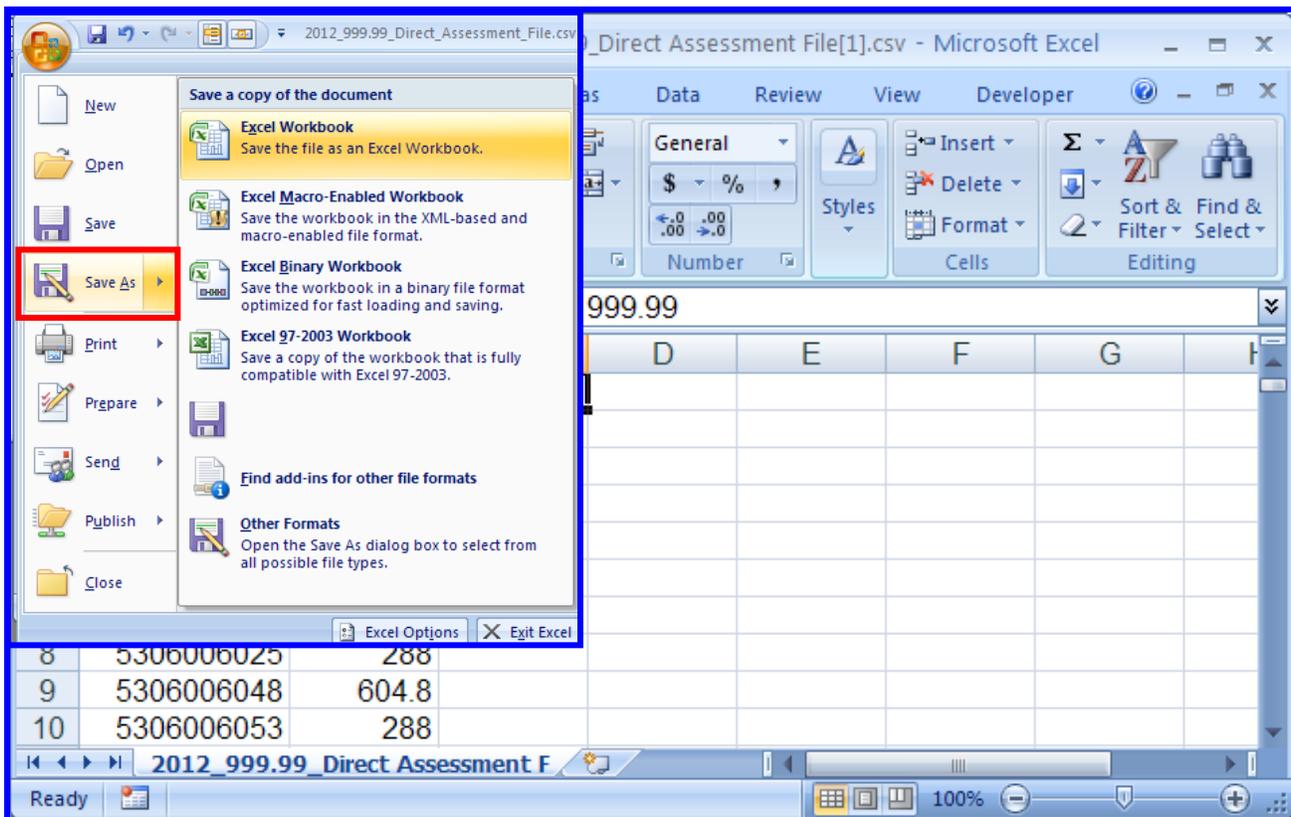


4R. Enter the agency number in cell 'C1'.

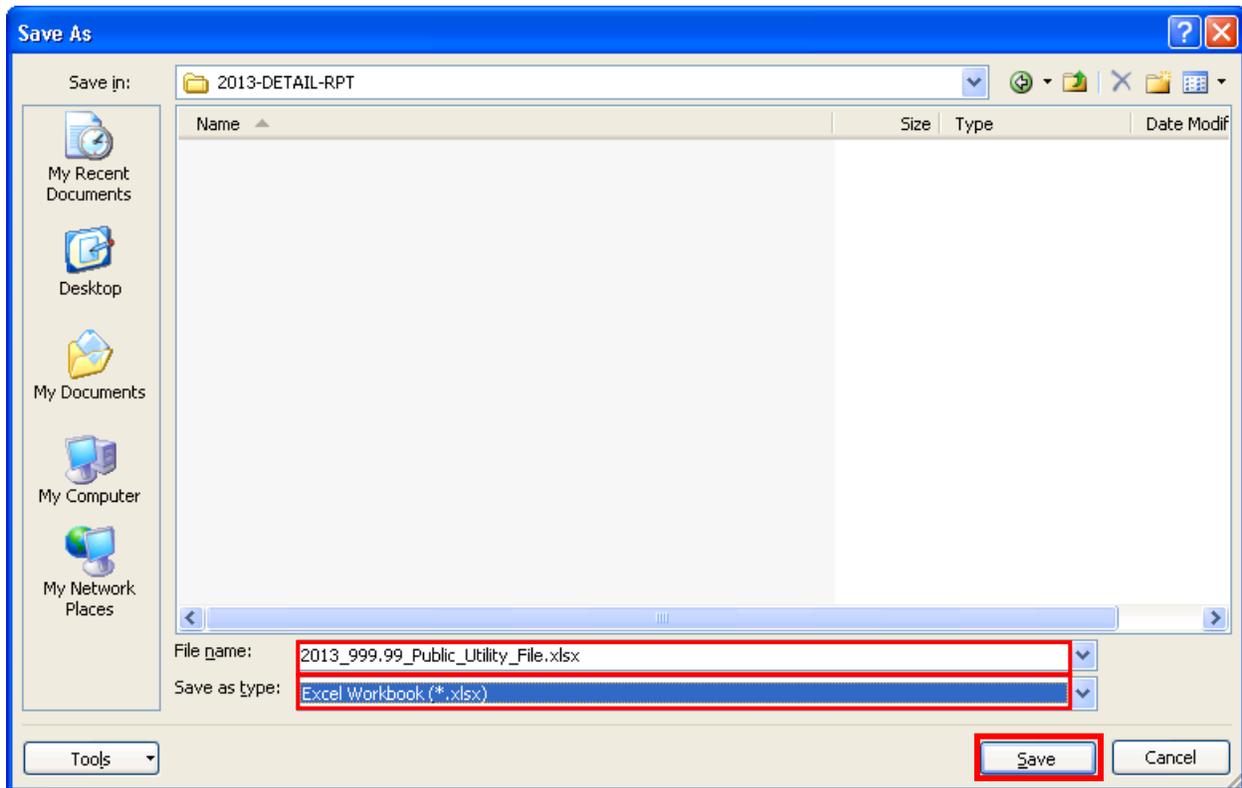
**NOTE:** Format cell C1 to Text format if your account number contains leading and/or ending zeros.



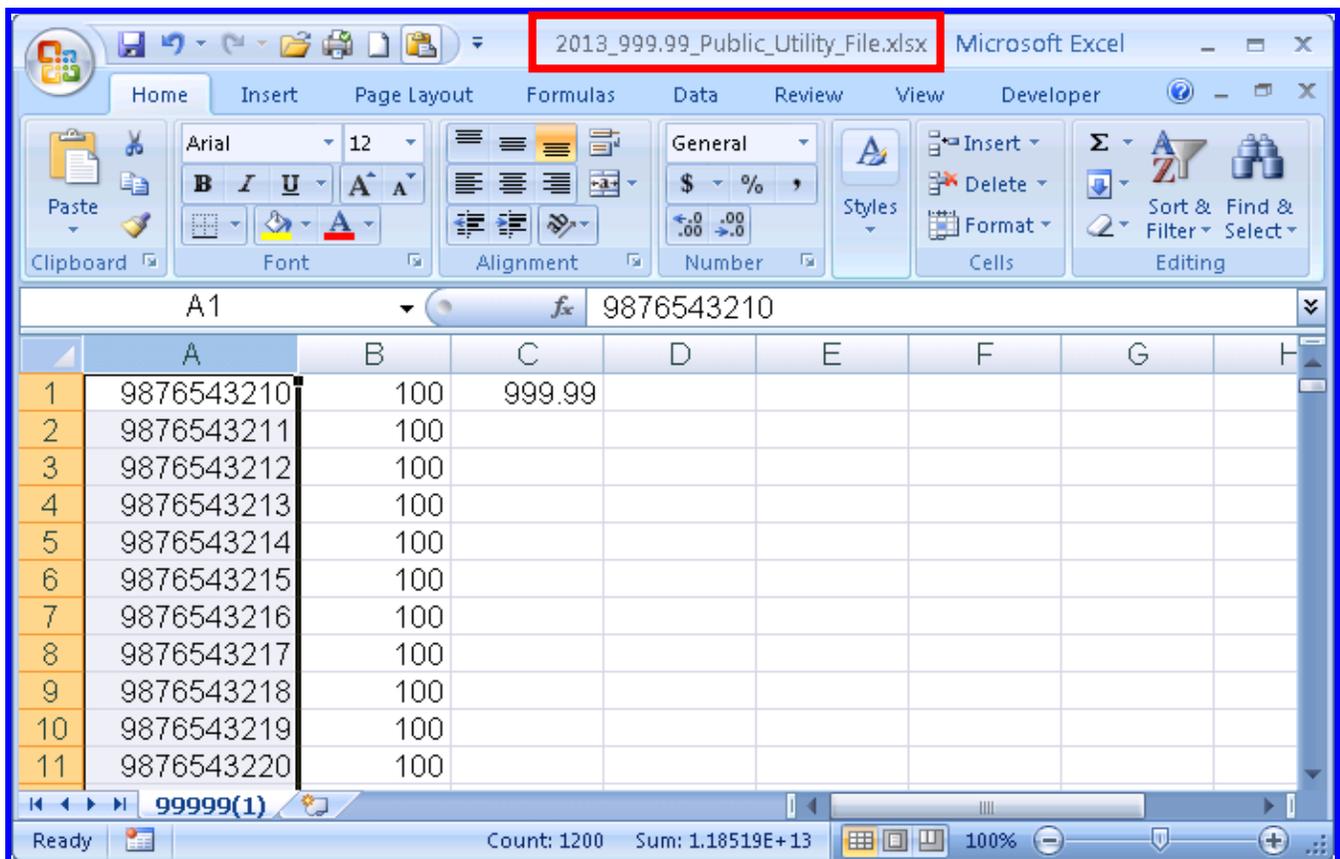
4S. From the menu bar, select **File**, **Save As**.



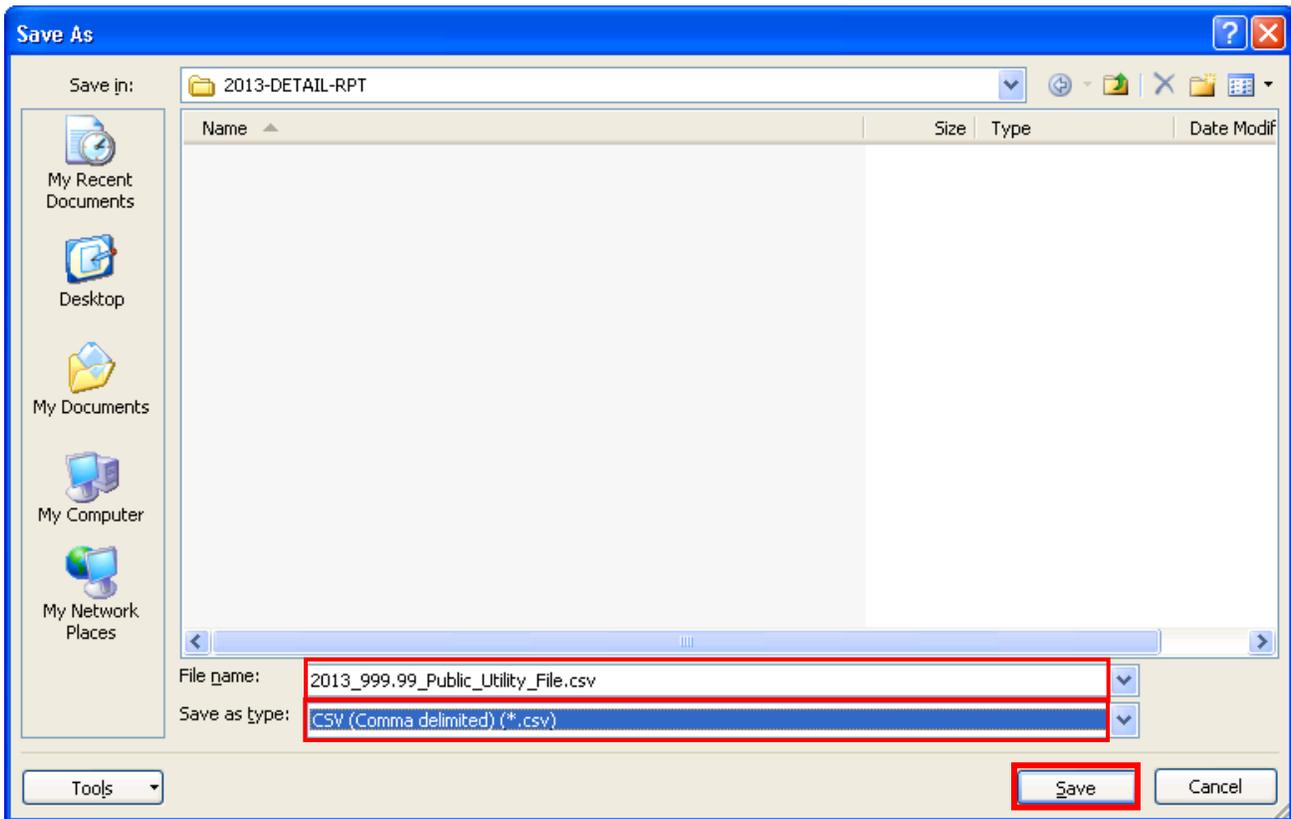
- 4T. To save as Excel file, choose a location where you want to save the file, rename the file, in the drop-down menu select 'Save as type' as Excel Workbook (.xls or .xlsx) and click the **Save** button. To save as a Text file, skip to **step 4V**.



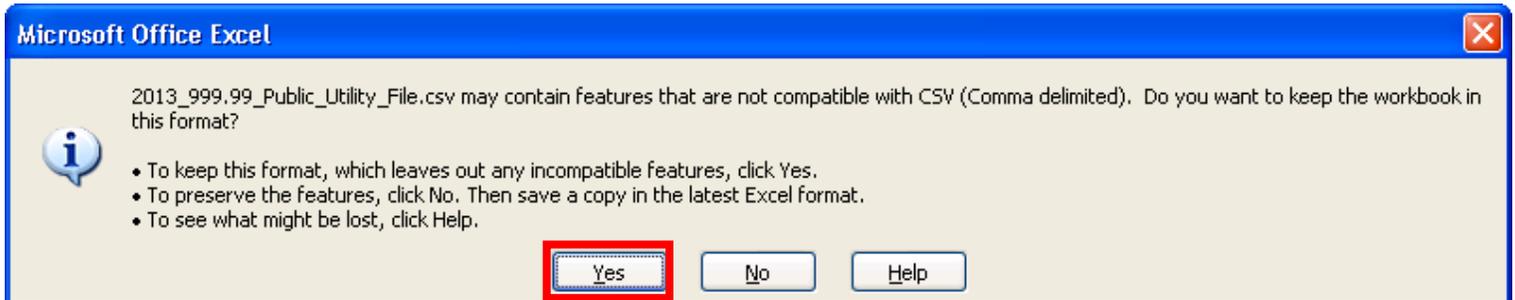
- 4U. The Detail file extension has been updated to .xlsx in the example below.



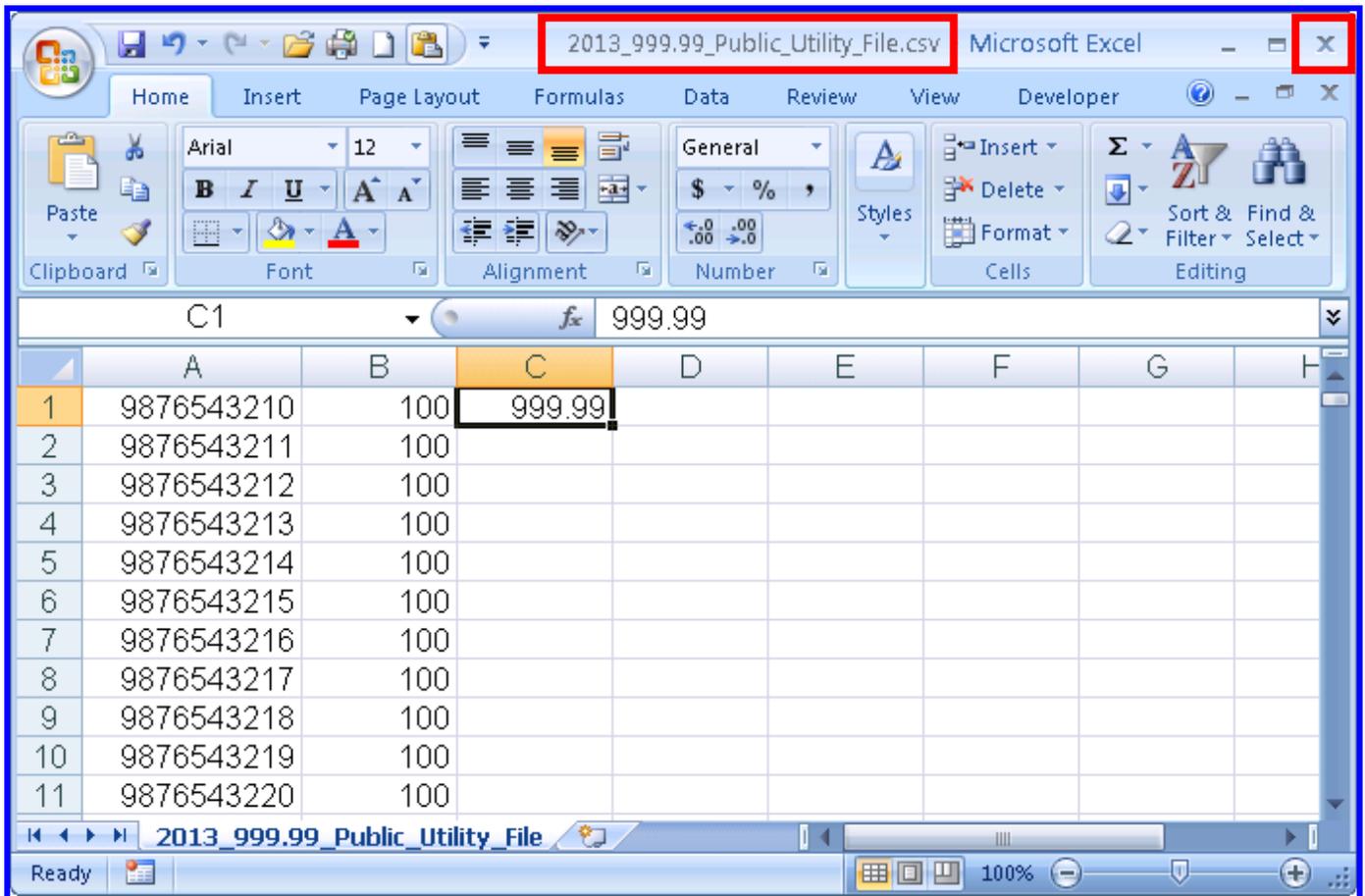
4V. To save as Text file, choose a location where you want to save the file, rename the file, select **CSV (Comma delimited)(\*.csv)** in the 'Save as type' drop-down box and click the **Save** button.



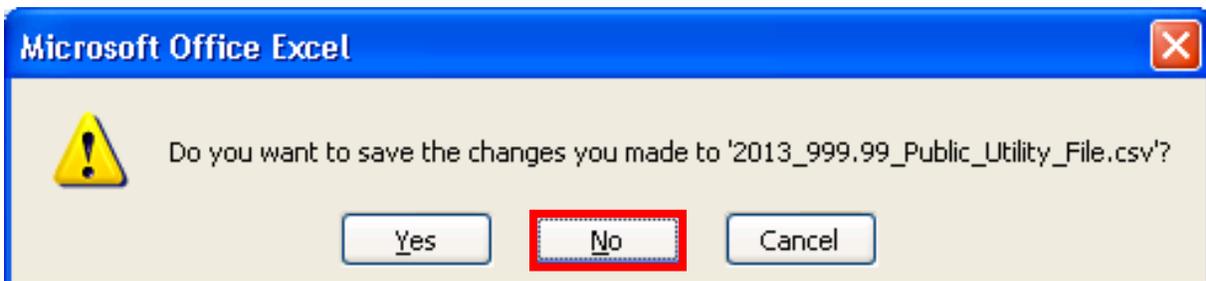
4W. Click the **Yes** button when the pop-up message appears.



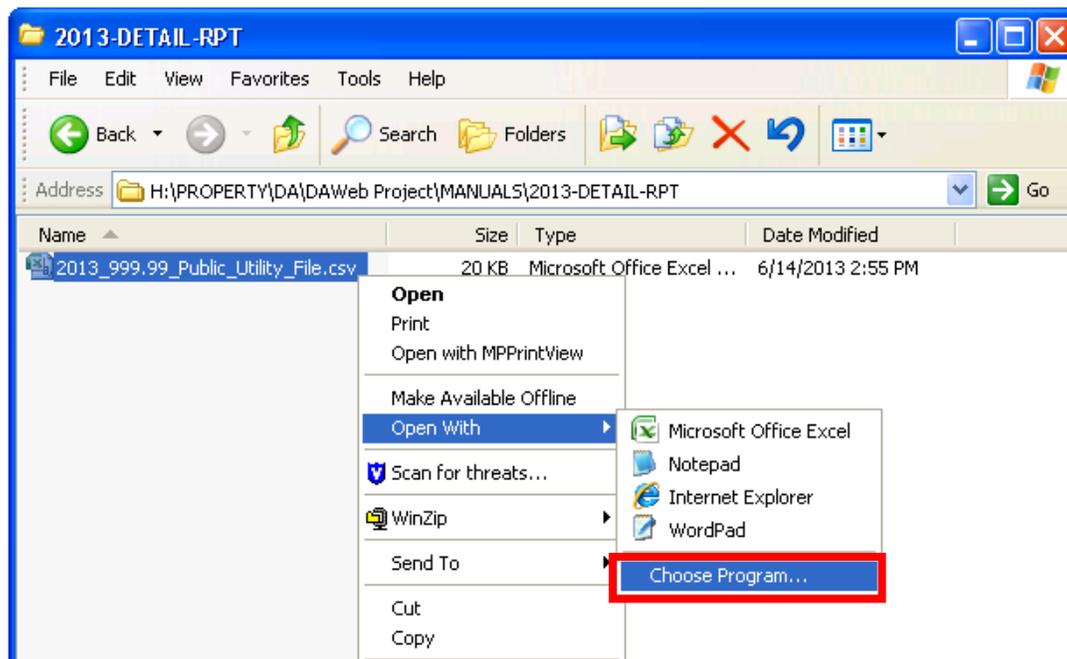
4X. The Detail file extension has been updated to **.csv** in the example below. Click the 'X' to close the application.



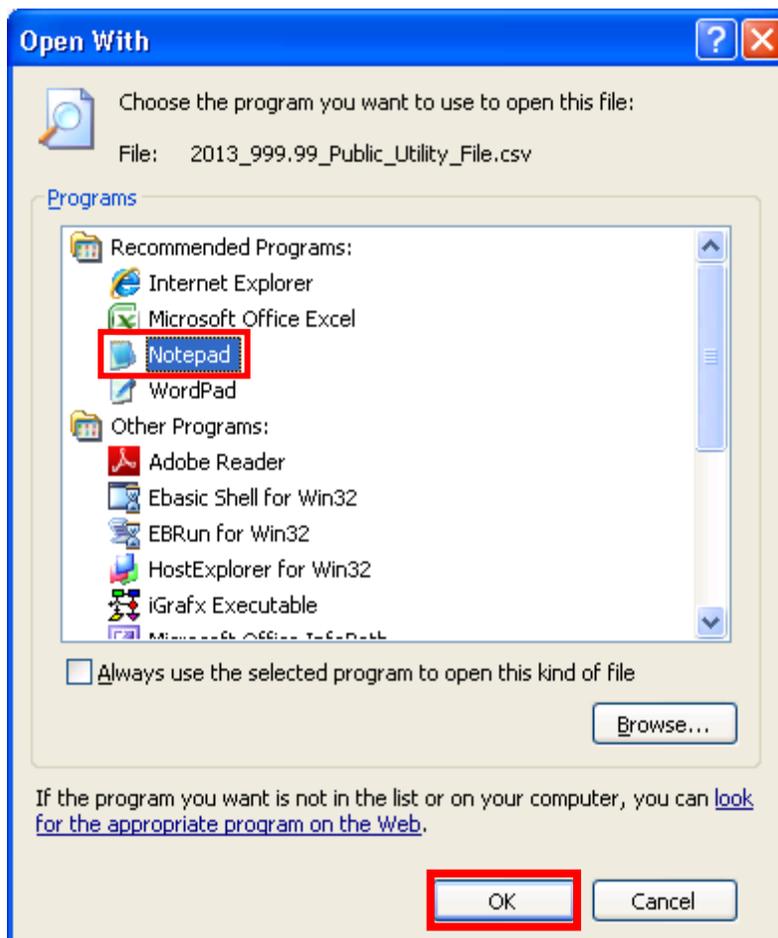
4Y. Click the **NO** button when the pop-up message appears.



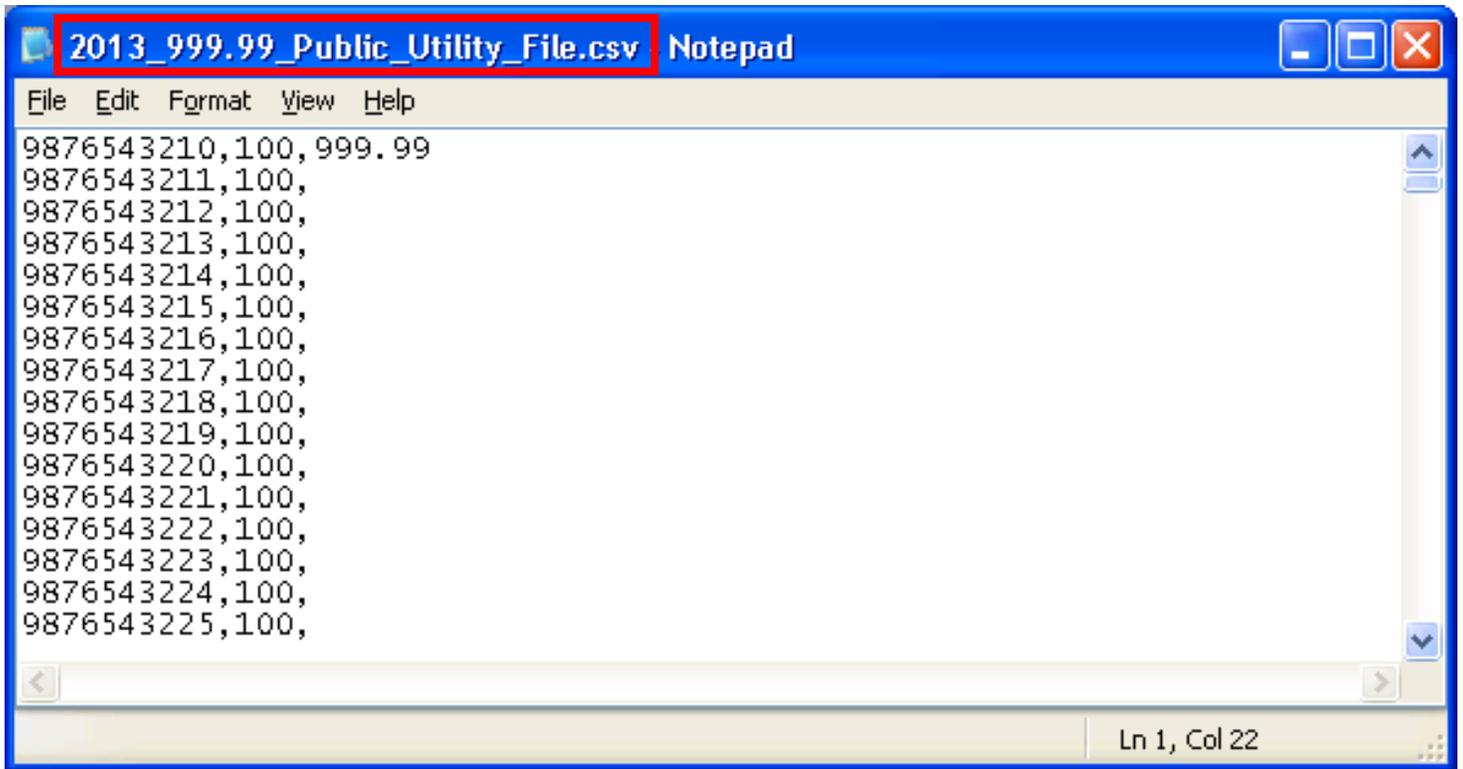
- 4Z. Locate the folder where you saved the .csv file, right click on the file and select **Open With, Choose Program...**



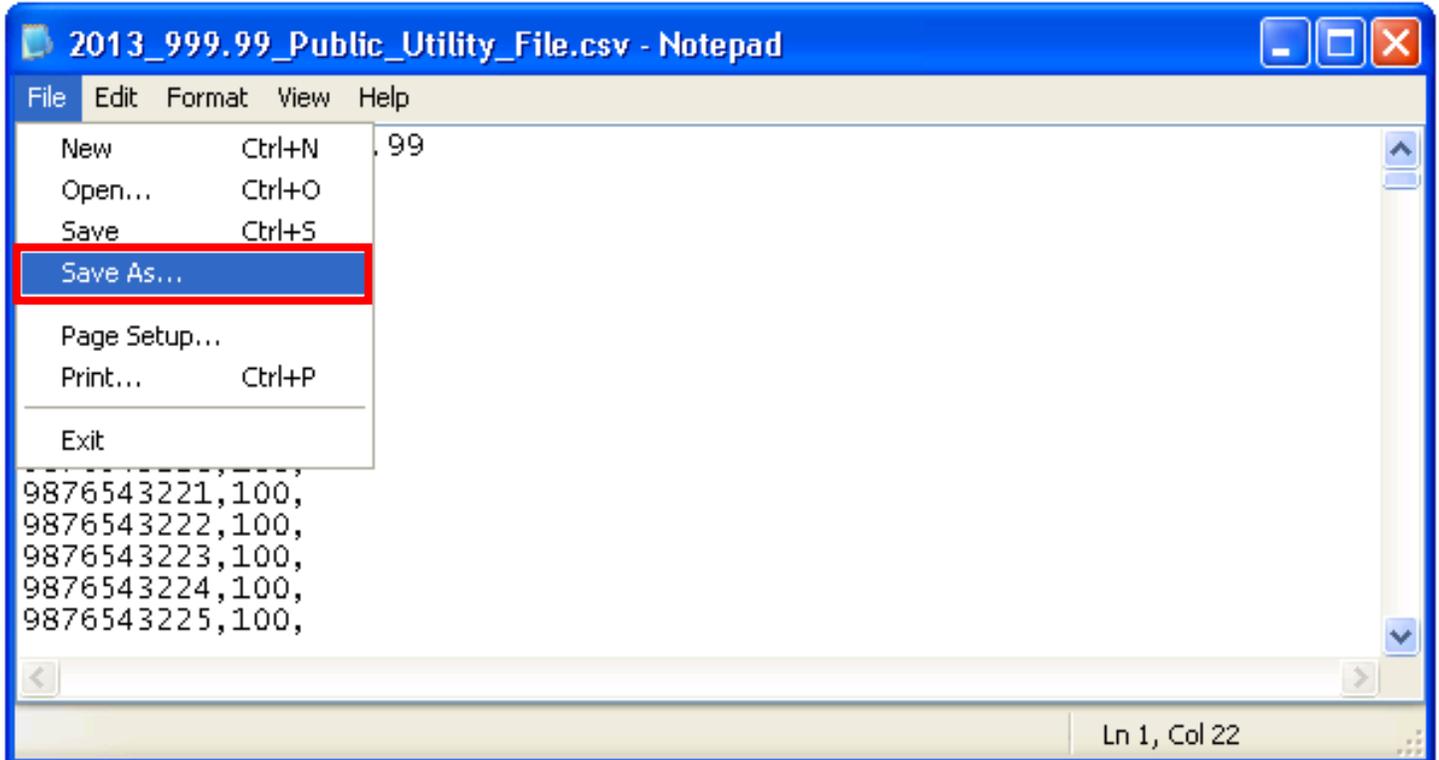
- 4AA. Select **Notepad** and click the **OK** button.



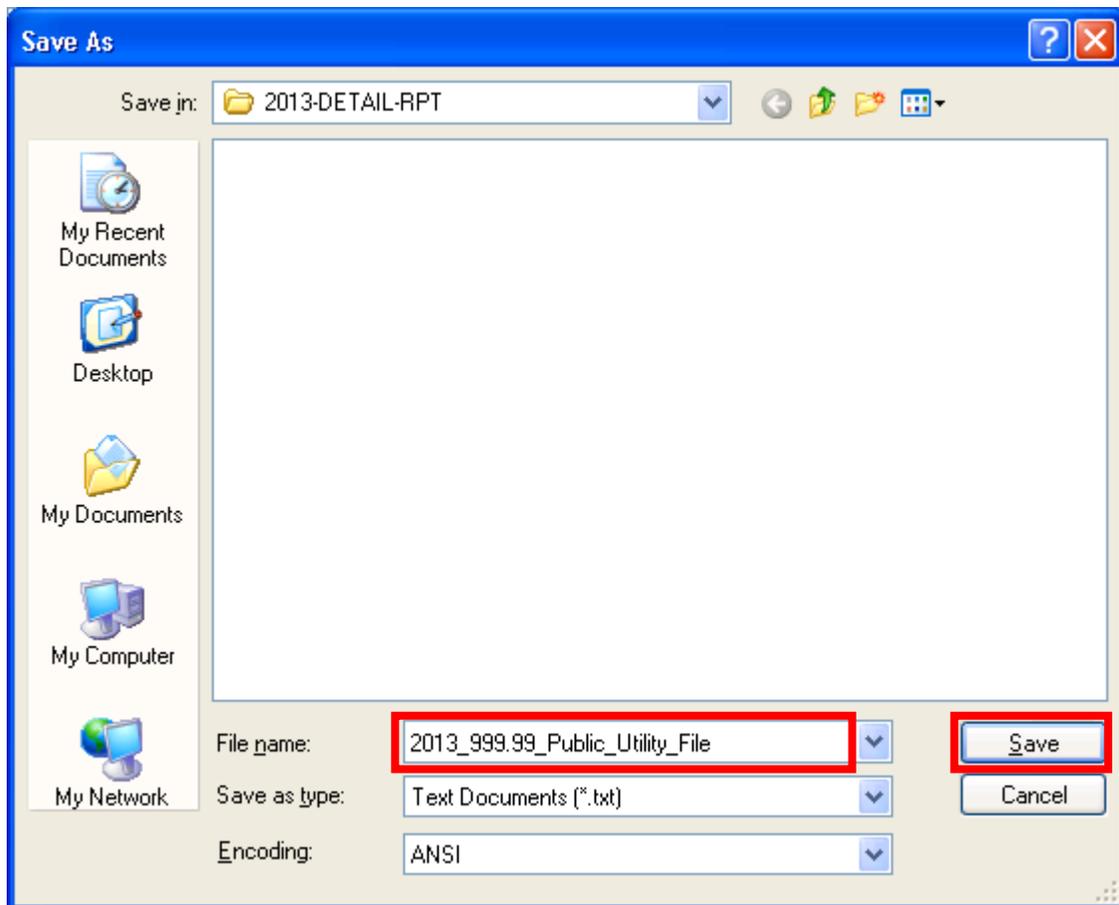
**4BB.** The .csv file will open in **Notepad**.



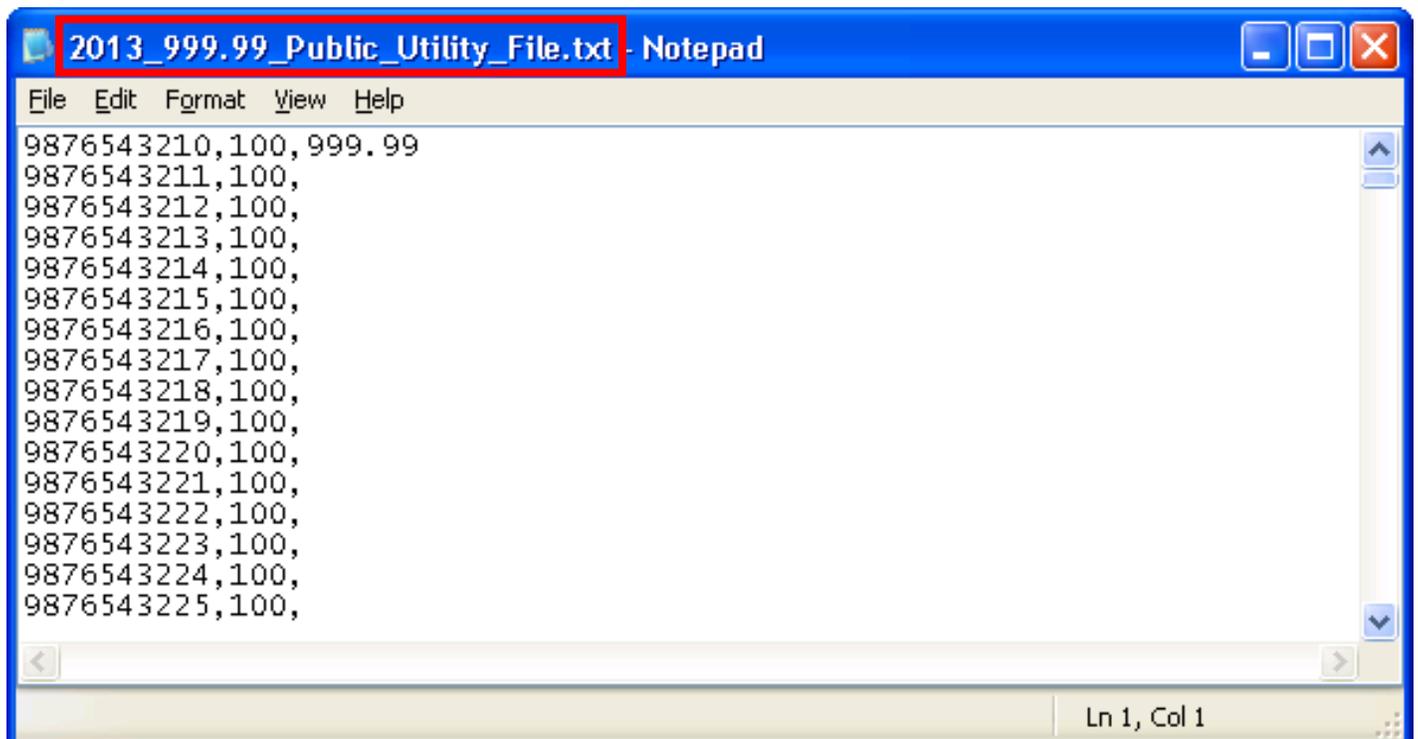
**4CC.** To save as .txt file, click **File, Save As...**



**4DD.** Delete the .csv extension from the File Name and click the **Save** button.



**4EE.** The file extension has been updated to .txt.



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

Inbox		Upload File		Document Management		Upload Document					
<b>Inbox</b> <span style="color: red;">NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file</span>											
Open Search Panel		Submit		Refresh							
Records: 1 - 2 of 2 - Pages: 1											
Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	DA	5,988	\$151,047,600.01	no		06/05/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes		04/18/2013	0	PCL CHG RPT <b>Data Transmittal</b> History/Detail Report	Edit Check In Delete
Records per page: 100								Records: 1 - 2 of 2 - Pages: 1			

**4GG.** The **Data Transmittal amounts must match** your expected totals. If they do not match then the input file should be reviewed to ensure all parcels are assessed properly. Re-upload a corrected file or make corrections to an existing file in **‘Correct the Data File in Edit Mode’** section (P. 53).

- **Print** the Data Transmittal, **sign** and **date** it, **fill in all blanks**, **scan** it as a PDF and **upload** the signed version to DAWeb. To upload documents, go to **‘Upload Legal Documents’** section (P. 74).
- The Auditor requires a signed Data Transmittal as 1 of the 4 Legal Documents.

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

DATE: June 18, 2013

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
BILL DESCRIPTION:	LA County test account
TOTAL ASSESSMENT AMOUNT:	\$120,000.00
TOTAL PARCEL COUNT:	1,200

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 2013-2014 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:	_____	
Phone Number:	_____	
If there are any exceptions to the input, please call or fax:		
Contact Name:	_____	
Phone Number:	_____	
Fax Number:	_____	
Email Address:	_____	

Done Unknown Zone | Protected Mode: Off

**NOTE:** The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file.

- To fix the invalid file, proceed to **'Correct the Data File in Edit Mode'** section (P. 53).
- To upload documents, proceed to **'Upload Legal Documents'** section (P. 74).



DAWeb

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

Auditor Controller
v 2.2.2.4
Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

**NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file**

Open Search Panel
Submit
Refresh

Records: 1 - 2 of 2 - Pages: 1

	Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
<input type="checkbox"/>	2013	999.99	DA	5,988	\$151,047,600.01	no		06/05/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes		04/18/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

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

## CORRECT THE DATA FILE IN EDIT MODE

**5A.** If Valid = 'no', click the **Edit** link under the **Action** column to locate and fix the error(s). If the file has **150,000 transactions or less** the entire file will display in edit mode. If it has **more than 150,000 transactions**, you can **only** edit the records with errors. The two options for making corrections are as follows: (1) make corrections on the **Edit** page; (2) **export** the Detail Report, make changes on your exported file, **delete** the file from DAWeb and **re-upload** the updated file.

**DAWeb Auditor Controller** v 2.2.2.4 Welcome, Agency User

Inbox | Upload File | Document Management | Upload Document

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel | Submit | Refresh

Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	DA	5,988	\$151,047,600.01	no	WORK IN PROGRESS	06/05/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	WORK IN PROGRESS	04/18/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

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

**5B.** Click the **Action** drop-down box to view a list of menu options.

**DAWeb Auditor Controller** v 2.2.2.4 Welcome, Agency User

Inbox | Upload File | Document Management | Upload Document

**Edit DA File**

Action: [Select One] (dropdown menu open showing: [Select One], Go Back to Inbox/Check In, Delete, Reset)

Fiscal Year: 2013

Agency Number: 999.99

File Type: Direct Assessment File

File Name: DA\_2013\_99999.xls

Remark:

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

<b>Go Back to Inbox/Check In</b>	Brings you back to the Inbox with the file checked in and allows other users who have access to the agency number to edit, delete and submit the file.
<b>Delete</b>	Deletes the agency file.
<b>Reset</b>	Resets changes on File type and Agency Number (must be done before clicking on the <b>Update</b> link).

5C. 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 data file(s) will be placed in the **Remark** box. Remarks can only be entered by the Auditor after your file has been submitted to the Auditor.
- Important Message in red font: **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.**
- All **red error messages** under the **Comment** section must be fixed in order to validate the file. For a 'Table of Error Messages and Solutions', refer to **P. 56**.

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

## Edit DA File

Action [Select One] ▼

Fiscal Year 2013  
 Agency Number 999.99  
 File Type Direct Assessment File  
 File Name DA\_2013\_99999.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	Edit   Delete
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
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	Edit   Delete
14	5812006021	150.00		Edit   Delete

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


DAWeb
Options | Log Out | Help

Inbox
Upload File
Document Management
Upload Document

## Edit DA File

Action: [Select One] ▼

Fiscal Year: 2013  
 Agency Number: 999.98  
 File Type: Direct Assessment File  
 File Name: DA\_2013\_99998.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	
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	233202301G	24.85	• Parcel number must be all numeric	Edit   Delete

Records per page: 50 ▼
Add New

Table of **Error Messages and Solutions:**

<b>ERROR MESSAGE</b>	<b>REASON</b>	<b>EXAMPLE</b>	<b>SOLUTION</b>
Duplicate Parcel	Duplicate parcels are not allowed	8765432100 8765432100	Delete or change one of the duplicate records
Parcel number cannot 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 <u>883</u> 8584827 <u>999</u>	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 <u>K</u> 00 876 <u>\$</u> 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'	<u>9</u> 876543210	8765432100
Parcel number must start with '9' for PU file	PU file must start with '9'	<u>8</u> 765432100	9876543210
Direct Assessment Amount exceeds the limit of 99,999,999.99	Must not exceed <b>99,999,999.99</b>	<u>1</u> 23,456,789.01	23,456,789.01
Invalid Direct Assessment Amount	Not all numeric	1,234.5 <u>H</u>	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 <u>7</u>	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

5D. 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 to the top of the list.



DAWeb

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Auditor Controller

v 2.2.2.4

Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

## Edit DA File

Action

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA\_2013\_99999.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 <span style="float: right;">▼</span>	
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
5511	5819008987	150.00	• Parcel number cannot be non-assessable parcels	Edit   Delete
3090	5657017002	150.00		Edit   Delete
3194	5821004027	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

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Auditor Controller

v2.2.2.4

Welcome, Agency User

Inbox
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## Edit DA File

Action [Select One]

Fiscal Year 2013  
 Agency Number 999.99  
 File Type Direct Assessment File  
 File Name DA\_2013\_99999.xls  
 Remark

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.

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
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	Edit   Delete

5E. 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 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main header includes the 'DAWeb Auditor Controller' logo and version 'v2.2.2.4', along with user options like 'Options | Log Out | Help' and a welcome message 'Welcome, Agency User'.

The 'Edit DA File' section contains a form with the following fields:

- Action: [Select One] (dropdown menu)
- Fiscal Year: 2013
- Agency Number: 999.99
- File Type: Direct Assessment File
- File Name: DA\_2013\_99999.xls
- Remark: (text area)

Below the form, a red warning message states: "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." A red box highlights the "Show Filter" link next to the record count "Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5".

The table below lists assessment records with their respective error messages:

#	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
5511	5819008987	150.00	• Parcel number cannot be non-assessable parcels	Edit   Delete
3090	5657017002	150.00		Edit   Delete

5F. Type in the duplicate parcel number and click the **Apply Filter** link or press the **Enter** button.

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

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

## Edit DA File

Action [Select One] ▼

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA\_2013\_99999.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 - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	
	Equal To 5812006020	Equal To		
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

**5G.** Duplicate parcels may have **different amounts**. Determine which duplicate parcels need to be deleted, click the **Delete** link or click the **Edit** link and update the parcel number(s) so they are no longer duplicates.

Inbox Upload File Document Management Upload Document

## Edit DA File

Action [Select One] ▾

Fiscal Year 2013  
 Agency Number 999.99  
 File Type Direct Assessment File  
 File Name DA\_2013\_99999.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	
	<input type="text" value="5812006020"/>	<input type="text" value=""/>		
6	5812006020	150.00	• Duplicate Parcel	<a href="#">Edit</a> <a href="#">Delete</a>
5	5812006020	300.00		<a href="#">Edit</a> <a href="#">Delete</a>

Records per page: 50 ▾ Add New

**NOTE:** If the **Duplicate Parcel** error message did not clear after one of the duplicates was deleted or edited, click the **Edit** link and then click the **Update** link to clear out the comment.

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

#	Parcel Number	Amount	Comment	
	<input type="text" value="5812006020"/>	<input type="text" value=""/>		
6	5812006020	150.00	• Duplicate Parcel	<a href="#">Edit</a> <a href="#">Delete</a>

Records per page: 50 ▾ Add New

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

#	Parcel Number	Amount	Comment	
	<input type="text" value="5812006020"/>	<input type="text" value=""/>		
6	<input type="text" value="5812006020"/>	<input type="text" value="150.00"/>	• Duplicate Parcel	<a href="#">Update</a> <a href="#">Cancel</a>

Records per page: 50 ▾ Add New

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

#	Parcel Number	Amount	Comment	
	<input type="text" value="5812006020"/>	<input type="text" value=""/>		
6	5812006020	150.00		<a href="#">Edit</a>   <a href="#">Delete</a>

Records per page: 50 ▾ Add New

5H. Click the **Remove Filter** link to bring back the list of errors.

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 header includes the 'DAWeb Auditor Controller' logo and version 'v2.2.2.4', along with 'Options | Log Out | Help' and 'Welcome, Agency User'. The page title is 'Edit DA File'. Below the title, there is an 'Action' dropdown menu set to '[Select One]'. The file details are: Fiscal Year 2013, Agency Number 999.99, File Type Direct Assessment File, and File Name DA\_2013\_99999.xls. A 'Remark' text area is present. A red error message states: '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.' Below this, there is a table with columns '#', 'Parcel Number', 'Amount', and 'Comment'. The table has a filter panel with 'Equal To' dropdowns for both 'Parcel Number' and 'Amount', with '5812006020' entered in the first. A 'Records per page' dropdown is set to 50. The 'Remove Filter' link is highlighted with a red box. The table shows one record with ID 6, Parcel Number 5812006020, and Amount 150.00. The 'Edit | Delete' link is visible for this record.

5I. Click the **Hide Filter** link to hide the parcel filter panel.

The screenshot shows the DAWeb Auditor Controller interface, similar to the previous one. The 'Hide Filter' link in the filter panel is highlighted with a red box. The table now displays four records with error messages:

#	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	9806019009	150.00	• Parcel number cannot start with 9 for DA file	Edit   Delete

5J. To edit an amount, click on the Amount field, enter the updated amount in the text box and click the Update link.

**DAWeb** Auditor Controller v2.2.2.4  
 Options | Log Out | Help  
 Welcome, Agency User

Inbox Upload File Document Management Upload Document

### Edit DA File

Action [Select One] ▼

Fiscal Year 2013  
 Agency Number 999.99  
 File Type Direct Assessment File  
 File Name DA\_2013\_99999.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	150.00	• Direct assessment amount exceeds the limit of 99,999,999.99	<a href="#">Update</a> Cancel
8	5808009024	150.0A	• Invalid Direct Assessment Amount	<a href="#">Edit</a>   <a href="#">Delete</a>
9	5812014024	0.00	• Only corrections can have \$0 value	<a href="#">Edit</a>   <a href="#">Delete</a>
10	9806019009	150.00	• Parcel number cannot start with 9 for DA file	<a href="#">Edit</a>   <a href="#">Delete</a>
11	5657004002	-150.00	• Direct assessment amount must be positive	<a href="#">Edit</a>   <a href="#">Delete</a>
12	5657004003	150.005	• Amount cannot exceed two decimals:150.005	<a href="#">Edit</a>   <a href="#">Delete</a>
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	<a href="#">Edit</a>   <a href="#">Delete</a>
3	581200601	150.00	• Parcel number must be 10 digits	<a href="#">Edit</a>   <a href="#">Delete</a>
4	581200601G	150.00	• Parcel number must be all numeric	<a href="#">Edit</a>   <a href="#">Delete</a>
5511	5819008987	150.00	• Parcel number cannot be non-assessable parcels	<a href="#">Edit</a>   <a href="#">Delete</a>
3812	5812025052	150.00		<a href="#">Edit</a>   <a href="#">Delete</a>

5K. Row #7 (from the previous screen) has been updated and **no longer appears at the top of 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

v2.2.2.4

Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

## Edit DA File

Action [Select One] ▼

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA\_2013\_99999.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	581200601G	150.00	• Parcel number must be all numeric	Edit   Delete
5511	5819008987	150.00	• Parcel number cannot be non-assessable parcels	Edit   Delete
3812	5812025052	150.00		Edit   Delete

5L. To edit a parcel number, **click on the Parcel Number field, enter the updated parcel in the text box and click the Update link.**

The screenshot displays the DAWeb Auditor Controller interface. At the top, there is a navigation bar with the County of Los Angeles logo, the 'DAWeb Auditor Controller' title, version 'v2.2.2.4', and user information 'Welcome, Agency User'. Below this is a menu bar with options: 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Edit DA File' and includes a form with the following fields:

- Action: [Select One] (dropdown menu)
- Fiscal Year: 2013
- Agency Number: 999.99
- File Type: Direct Assessment File
- File Name: DA\_2013\_99999.xls
- Remark: (text area)

Below the form, a red warning message states: "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." Below this is a table of records with the following columns: #, Parcel Number, Amount, Comment, and actions (Edit | Delete). The table contains 14 rows of data. The 10th row is highlighted, and its 'Parcel Number' field (7806019009) and 'Amount' field (150.00) are highlighted with red boxes. The 'Update' button in the actions column of this row is also highlighted with a red box.

#	Parcel Number	Amount	Comment	Actions
8	5808009024	150.0A	Invalid Direct Assessment Amount	Edit   Delete
9	5812014024	0.00	Only corrections can have \$0 value	Edit   Delete
10	7806019009	150.00	Parcel number cannot start with 9 for DA file	<b>Update</b>   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
3	581200601	150.00	Parcel number must be 10 digits	Edit   Delete
4	581200601G	150.00	Parcel number must be all numeric	Edit   Delete
5511	5819008987	150.00	Parcel number cannot be non-assessable parcels	Edit   Delete
3812	5812025052	150.00		Edit   Delete
3813	5817033042	150.00		Edit   Delete

5M. Please ensure all comments/error messages are completed and removed by clicking the Comment header twice. The agency file will only show valid = 'yes' after all of the errors are fixed.

The screenshot displays the DAWeb Auditor Controller interface. At the top left is the City of Los Angeles logo. The main header includes 'DAWeb Auditor Controller' and version 'v2.2.2.4'. 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 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Edit DA File' and contains a form with the following fields:

- Action: [Select One] (dropdown menu)
- Fiscal Year: 2013
- Agency Number: 999.99
- File Type: Direct Assessment File
- File Name: DA\_2013\_99999.xls
- Remark: (text area)

Below the form, a red message states: "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." Below this is a table with the following columns: #, Parcel Number, Amount, Comment, and Edit | Delete. The table contains 28 rows of data, with the 'Comment' column highlighted by a red border.

#	Parcel Number	Amount	Comment	Edit   Delete
3812	5812025052	150.00		Edit   Delete
3813	5817033042	150.00		Edit   Delete
3814	5816023020	150.00		Edit   Delete
3815	5817029019	150.00		Edit   Delete
3816	5812008035	150.00		Edit   Delete
3817	5815025010	150.00		Edit   Delete
3818	5806021006	150.00		Edit   Delete
3819	5812023032	150.00		Edit   Delete
3820	5812023033	150.00		Edit   Delete
3821	5812023018	150.00		Edit   Delete
3822	5812023019	150.00		Edit   Delete
3823	5812023020	150.00		Edit   Delete
3824	5810022010	150.00		Edit   Delete
3825	5658005007	150.00		Edit   Delete
3826	5864037008	150.00		Edit   Delete
3827	5658011010	150.00		Edit   Delete
3828	5816004003	150.00		Edit   Delete

5N. To add a new row, scroll to the bottom of the Edit page and click the **Add New** link.

The screenshot shows a web application interface with a table of records. The table has columns for ID, Parcel Number, Amount, and Action. The 'Add New' button is highlighted with a red box.

ID	Parcel Number	Amount	Action
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

Grand Total: Total TXN CNT: 5,987, Total Amount: \$898,050.00

Records per page: 50 | **Add New** | Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

5O. Enter the parcel number and amount and click the **Save** link to save or **Cancel** to cancel the entry.

The screenshot shows a web application interface with a table of records. The 'Save' and 'Cancel' buttons are highlighted with red boxes. The input fields for the new row are also highlighted with red boxes.

ID	Parcel Number	Amount	Action
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

Grand Total: Total TXN CNT: 5,987, Total Amount: \$898,050.00

Records per page: 50 | **Save** **Cancel** | Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

5P. Once the data file has been saved, the new record is added to the end of the list and assigned the next row number.

The screenshot shows the DAWEB application interface. At the top, there is a navigation bar with the DAWEB logo and several icons. Below the navigation bar is a table of records. The table has four columns: ID, TXN ID, Amount, and Action. The records are numbered from 5974 to 5991. The record with ID 5991 and TXN ID 8777777777 is highlighted with a red border. Below the table, there is a summary section with the following information: Grand Total, Total TXN CNT (5,988), and Total Amount (\$898,200.00). At the bottom, there is a footer with the text "Records per page: 50" and "Add New - Records: 5951 - 5988 of 5988 - Pages: 116 | 117 | 118 | 119 | 120".

ID	TXN ID	Amount	Action
5974	5812019011	150.00	Edit   Delete
5975	5806007006	150.00	Edit   Delete
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	5806017704	150.00	Edit   Delete
5991	8777777777	150.00	Edit   Delete

Grand Total      Total TXN CNT: 5,988      Total Amount: \$898,200.00

Records per page: 50      Add New - Records: 5951 - 5988 of 5988 - Pages: 116 | 117 | 118 | 119 | 120

5Q. To **delete** a record, click the **Delete** link associated with the row that needs to be deleted.

The screenshot shows the DAWEB application interface, identical to the one in 5P. The record with ID 5991 and TXN ID 8777777777 is highlighted with a red border. In this screenshot, the "Delete" link in the Action column for this record is also highlighted with a red border.

ID	TXN ID	Amount	Action
5974	5812019011	150.00	Edit   Delete
5975	5806007006	150.00	Edit   Delete
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	5806017704	150.00	Edit   Delete
5991	8777777777	150.00	Edit   <b>Delete</b>

Grand Total      Total TXN CNT: 5,988      Total Amount: \$898,200.00

Records per page: 50      Add New - Records: 5951 - 5988 of 5988 - Pages: 116 | 117 | 118 | 119 | 120

5R. 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 has "OK" and "Cancel" buttons. The table contains the following data:

ID	Parcel ID	Amount	Action
5974	5812019011	150.00	Edit   Delete
5975	5806007006	150.00	Edit   Delete
5976	5812011027		Edit   Delete
5977	5816005009		Edit   Delete
5978	5817030035		Edit   Delete
5979	5821012001		Edit   Delete
5980	5815013058		Edit   Delete
5981	5811016032		Edit   Delete
5982	5864022013		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	5806017704	150.00	Edit   Delete
5991	8777777777	150.00	Edit   Delete

Grand Total: Total TXN CNT: 5,988; Total Amount: \$898,200.00

5S. After all of the errors are fixed, new parcels added and old parcels deleted, **click the action drop-down menu** and **select Go Back to Inbox/Check In** to bring you back to the Inbox and automatically check in the file. **Clicking** on the **Inbox** tab will also take you back to the Inbox, but the file will remain checked out. The file can be manually checked in from the Inbox.

The screenshot shows the DAWEB Auditor Controller interface. The "Inbox" tab is highlighted. The "Edit DA File" form is visible, with the "Action" dropdown menu open. The "Go Back to Inbox/Check In" option is highlighted with a red box and a red arrow pointing to it. The form contains the following information:

Fiscal Year: 2013  
Agency Number: 999.99  
File Type: Direct Assessment File  
File Name: DA\_2013\_99999.xls  
Remark: [Text Area]

5T. If **Valid = 'yes'** then proceed to the next step. In addition, the Parcel Change Report and Data Transmittal can be accessed. If **Valid = 'no'** then **repeat steps 5A to 5S**.

Options | Log Out | Help

DAWeb Auditor Controller v2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	WORK IN PROGRESS	06/05/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	WORK IN PROGRESS	04/18/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

5U. Click the **PCL CHG RPT** link under the **Report** column to view the Parcel Change Report.

Options | Log Out | Help

DAWeb Auditor Controller v2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

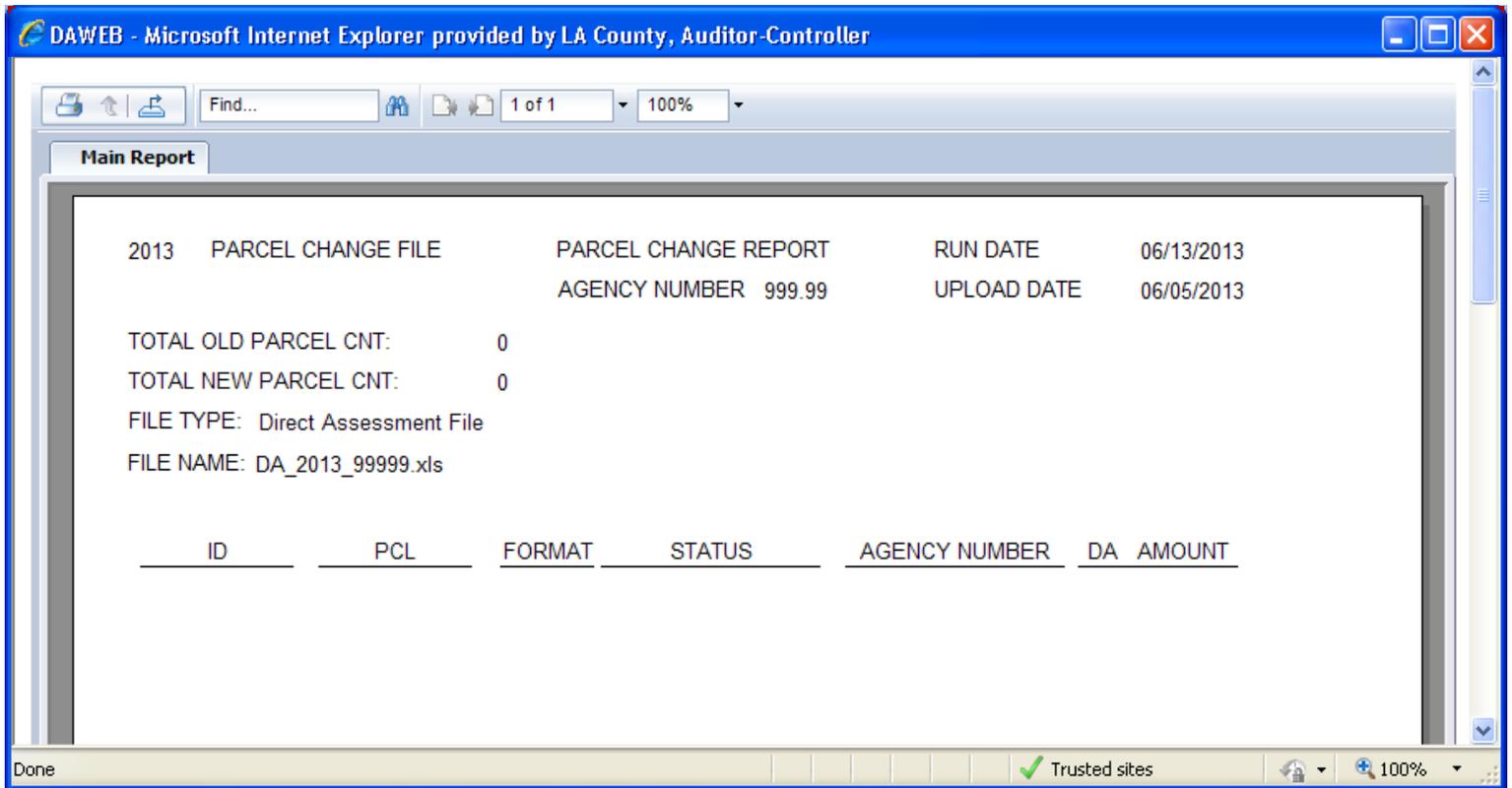
Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	WORK IN PROGRESS	06/05/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	WORK IN PROGRESS	04/18/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

**5V. Blank Parcel Change Report** means that there are no parcel changes for the selected file.



**NOTE:** Print or Export (refer to P. 15) the **Parcel Change Report** if it is not blank and proceed with the following options:

<ul style="list-style-type: none"> <li>• Delete the current file from the Inbox and re-upload new file with parcel changes included in the file</li> </ul>	Go to <b>Create the Excel Input Data File (P. 19)</b> or <b>Create the Text Input Data File (P. 28)</b>
<ul style="list-style-type: none"> <li>• Add new parcels and delete old parcels in Edit mode</li> </ul>	Go to <b>Correct the Data File in Edit Mode (P. 53)</b>
<ul style="list-style-type: none"> <li>• Complete Upload Original DA File process AND</li> <li>• Submit parcel changes as corrections</li> </ul>	Go to <b>Upload Correction File and Correction Data Transmittal (P. 87)</b>

**5W.** Click the Data Transmittal link under the Report column to view the document and verify the Total Parcel Count and DA Amount.



5X. The **Data Transmittal** displays the **File Type, Agency Account Number, Bill Description, 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. Re-upload a corrected file or make corrections to the existing file in '**Correct the Data File in Edit Mode**' section (P. 53).

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

- **Print** the document, **sign and date, fill in all blanks, scan** the document as .PDF format and **upload** the signed document to DAWeb (refer to '**Upload Legal Documents**' section (P.74)).

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

DATE: June 18, 2013

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
BILL DESCRIPTION:	LA County test account
TOTAL ASSESSMENT AMOUNT:	\$898,050.00
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 2013-2014 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: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If there are any exceptions to the input, please call or fax:

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Done Unknown Zone | Protected Mode: Off

**NOTE:** The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file. Proceed to the next section: **'Upload Legal Documents'** section (P.74).

Options | Log Out | Help

DAWeb Auditor Controller v2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	WORK IN PROGRESS	06/05/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	WORK IN PROGRESS	04/18/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

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

## UPLOAD LEGAL DOCUMENTS

6A. 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, agency information will not appear in the Inbox until a data file for the respective agency number has been uploaded. All documents will appear on the Document Management page, which will be covered in the 'Check the status of Legal Documents' section (P. 100).**

6B. To upload legal documents, click the **Upload Document** tab.

Options | Log Out | Help

DAWeb Auditor Controller v2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management **Upload Document**

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	WORK IN PROGRESS	06/05/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	WORK IN PROGRESS	04/18/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

6C. 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.

Options | Log Out | Help

DAWeb Auditor Controller v2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management **Upload Document**

### Upload Document

1. Select document type:

[Select One] ↑

[Select One]

Billing Agreement

Resolution/Ordinance

Agency Information Sheet

Data Transmittal

Engineer's / Misc. Report [Supporting doc]

- 6D. Once the document type is selected, **steps 2 to 3** 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, Resolution/Ordinance and Engineer's/Miscellaneous 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 the **Validate** button to validate the agency number(s).

Options | Log Out | Help

**DAWeb** Auditor Controller v2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

## Upload Document

1. Select document type:  
Billing Agreement

2. Select agency number to upload:

444.44	555.55	666.66	777.77	888.88	> 999.90
> 999.95	> 999.97	> 999.98	> 999.99		

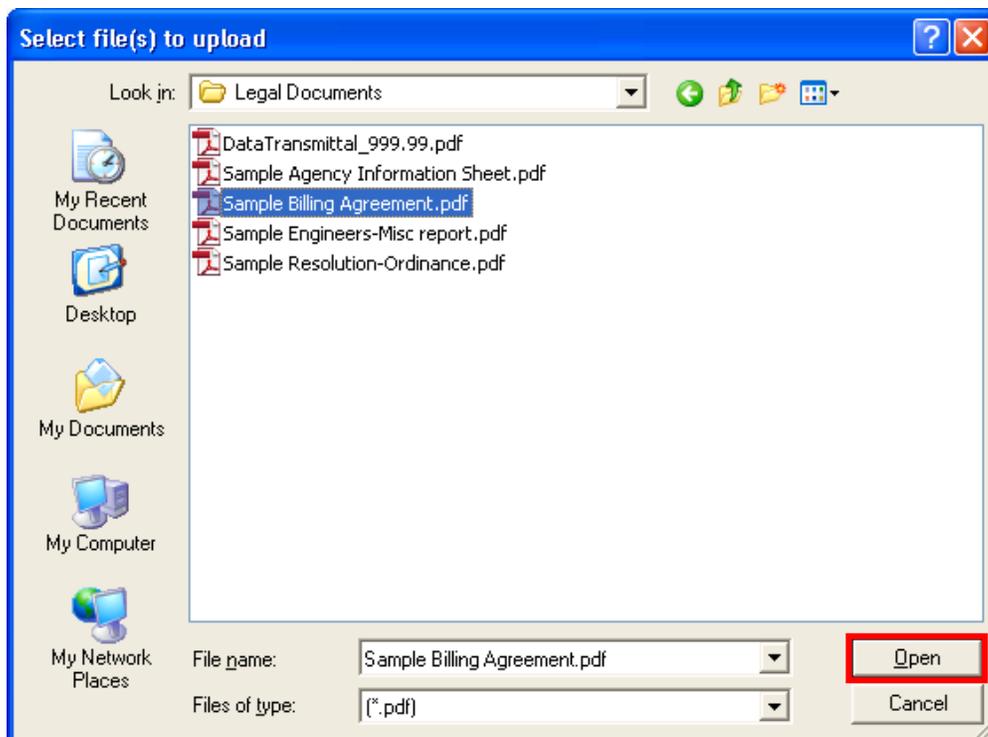
3. Validate selected agency number  
Validate

6E. Under **step 4**, click the **Browse** button to upload the document.

The screenshot shows a web interface for uploading a document. At the top, there are navigation tabs: 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main heading is 'Upload Document'. Below this, there are five steps:

- 1. Select document type:** A dropdown menu is set to 'Billing Agreement'.
- 2. Select agency number to upload:** A row of buttons with agency numbers: 444.44, 555.55, 666.66, 777.77, 888.88, and 999.90. Below this, another row of buttons shows 999.95, 999.97, 999.98, and 999.99.
- 3. Validate selected agency number:** A 'Validate' button.
- 4. Select Document to upload: PDF Format Only:** A text box containing '[ no files selected ]' and a 'Browse' button highlighted with a red box.
- 5. Press upload:** 'Upload' and 'Reset' buttons. A note below says: '(Note: Press on Reset to choose a new agency number and file type)'

6F. Select a .PDF document to upload and click the **Open** button or double click on that document. **Documents must be in .PDF format.**



6G. Under **step 5**, click the **Upload** button to upload the document to DAWeb.

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 logo and the text 'Auditor Controller'. On the top right, there are links for 'Options | Log Out | Help' and a user greeting 'Welcome, Agency User' with the version number 'v 2.2.2.4'. Below the header is a navigation bar with tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Upload Document' and contains five numbered steps:

- 1. Select document type:** A dropdown menu is set to 'Billing Agreement'.
- 2. Select agency number to upload:** A grid of agency numbers is shown, with '999.90' selected. The numbers are: 444.44, 555.55, 666.66, 777.77, 888.88, 999.90, 999.95, 999.97, 999.98, 999.99.
- 3. Validate selected agency number:** A 'Validate' button is present.
- 4. Select Document to upload: PDF Format Only**  
A file named 'Sample Billing Agreement.pdf' (523.16kB) is selected, with a 'Browse' button to the right.
- 5. Press upload:** An 'Upload' button is highlighted with a red box, and a 'Reset' button is also visible.

6H. A message will display at the bottom of the page that the file was successfully uploaded. To continue uploading documents, click the **Reset** button and repeat **steps 6D to 6G**.

Options | Log Out | Help

**DAWeb** Auditor Controller v2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

## Upload Document

1. Select document type:  
Billing Agreement

2. Select agency number to upload:  
444.44 555.55 666.66 777.77 888.88 > 999.90  
> 999.95 > 999.97 > 999.98 > 999.99

3. Validate selected agency number  
Validate

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

5. Press upload:  
(Note: Press on Reset to choose a new agency number and file type)  
Upload Reset

**Successfully uploaded file:**  
Sample Billing Agreement.pdf

6l. 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, Resolution/Ordinance** and **Engineer's/Misc report** document type. To deselect the group of selected agency numbers, click on any agency number without holding down the Control (CTRL) button.

The screenshot shows the DAWeb Auditor Controller interface. At the top left is the City of Los Angeles logo. The main header features the 'DAWeb Auditor Controller' logo and the version 'v2.2.2.4'. On the top 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 for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload Document' tab is active, displaying a form with the following steps:

- 1. Select document type:** A dropdown menu is set to 'Resolution/Ordinance'.
- 2. Select agency number to upload:** A grid of agency numbers is shown, with '999.90' selected. The numbers are: 444.44, 555.55, 666.66, 777.77, 888.88, 999.90, 999.95, 999.97, 999.98, 999.99.
- 3. Validate selected agency number:** A 'Validate' button is present.
- 4. Select Document to upload: PDF Format Only:** A file selection area shows '[ one file selected ]' with a 'Browse' button. Below it, the file name 'Sample Resolution-Ordinance.pdf' and size '212.93kB' are displayed.
- 5. Press upload:** An 'Upload' button and a 'Reset' button are shown. A note says '(Note: Press on Reset to choose a new agency number and file type)'. Below this, a red-bordered box contains the text: 'Successfully uploaded file: Sample Resolution-Ordinance.pdf'.

- 6J. 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

Options | Log Out | Help

v2.2.2.4 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:

444.44	555.55	666.66	777.77	888.88	999.90
999.95	999.97	999.98	> 999.99		

3. Validate selected agency number

Validate

4. Select Document to upload: PDF Format Only

Sample Agency Information Sheet.pdf 173.67kB

5. Press upload:

(Note: Press on Reset to choose a new agency number and file type)

Upload Reset

**Successfully uploaded file:**  
Sample Agency Information Sheet.pdf

6K. 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.
- The specific Data Transmittal has to be linked to the co-responding agency number and file type.

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 and the text 'Auditor Controller'. On the top right, there are links for 'Options | Log Out | Help' and a version number 'v 2.2.2.4'. Below the header is a navigation bar with tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Upload Document' and contains the following steps:

- 1. Select document type:** A dropdown menu is set to 'Data Transmittal'.
- 2. Select agency number and file type to upload:** A table with columns 'Fiscal Year', 'Agency #', and 'File Type'. The first row is selected, showing '2013', '999.99', and 'DA'.

Fiscal Year	Agency #	File Type
> 2013	999.99	DA
2013	999.99	PU
- 3. Validate selected agency number and file type:** A 'Validate' button is present.
- 4. Select Document to upload: PDF Format Only:** A file selection box shows 'DataTransmittal\_999.99\_DA.pdf' with a 'Browse' button. Below the file name, the size '37.68kB' is displayed.
- 5. Press upload:** A note says '(Note: Press on Reset to choose a new agency number and file type)'. There are 'Upload' and 'Reset' buttons.

A red-bordered box at the bottom of the interface contains the text: 'Successfully uploaded file: DataTransmittal\_999.99\_DA.pdf'.

6L. The **Engineer's/Miscellaneous report** is a supporting document that provides additional information to the Auditor. **It is not a required legal document to submit your file. However, agencies will need to upload an Engineer's/Miscellaneous report if the Resolution/Ordinance does not clearly state how the amounts being billed are derived.**

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' logo and navigation links for 'Options | Log Out | Help'. A user greeting 'Welcome, Agency User' and version 'v 2.2.2.4' are visible. A navigation bar includes 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload Document' section is active, showing a form with the following steps:

- 1. Select document type:** A dropdown menu is set to 'Engineer's / Misc. Report [Supporting doc]'.
- 2. Select agency number to upload:** A grid of agency numbers is shown, with '999.90' selected. The numbers are: 444.44, 555.55, 666.66, 777.77, 888.88, 999.90, 999.95, 999.97, 999.98, 999.99.
- 3. Validate selected agency number:** A 'Validate' button is present.
- 4. Select Document to upload: PDF Format Only:** A file selection box shows 'Sample Engineers-Misc report.pdf' (212.93kB) with a 'Browse' button.
- 5. Press upload:** 'Upload' and 'Reset' buttons are shown. A note states: '(Note: Press on Reset to choose a new agency number and file type)'. A red-bordered box at the bottom indicates: 'Successfully uploaded file: Sample Engineers-Misc report.pdf'.

6M. Click the **Inbox** tab to go back to the Inbox.

**Inbox** Upload File Document Management Upload Document

## Upload Document

1. Select document type:  
 Engineer's / Misc. Report [Supporting doc] ↓

2. Select agency number to upload:  
 444.44 555.55 666.66 777.77 888.88 > 999.90  
 > 999.95 > 999.97 > 999.98 > 999.99

3. Validate selected agency number  
 Validate

6N. If the file(s) are valid and the document counter under the Docs column is equal to '4', then check the checkbox and click the **Submit** button. Multiple files can be checked and submitted simultaneously.

**NOTE:** The Inbox only shows agency number 999.99 even though other agencies numbers were selected in the upload document page. **Agency information will not appear in the Inbox until a data file for the respective agency number has been uploaded. All documents will appear on the Document Management page, which will be covered in the 'Check Legal Documents' section (P. 100).**

Also, The Engineer's/Miscellaneous report is not included in the counter since it is not a required legal document.

Options | Log Out | Help

DAWeb Auditor Controller v 2.2.2.4 Welcome, Agency User

**Inbox** Upload File Document Management Upload Document

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel **Submit** Refresh

Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input checked="" type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	WORK IN PROGRESS	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete
<input checked="" type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	WORK IN PROGRESS	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check In Delete

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

60. Press **OK** to submit or **Cancel** to cancel the submission.

The screenshot shows the DAWeb Auditor Controller interface. A yellow confirmation dialog box is centered on the screen, asking: "Are you sure you want to submit the following file(s)?" with the list "999.99 DA" and "999.99 PU". Below the text are "Ok" and "Cancel" buttons. In the background, the "Inbox" section is visible with a table of files and a "Submit" button.

Fiscal Year	Agency #	File Type
2013	999.99	DA
2013	999.99	PU

6P. A pop-up message states 'File(s) submitted', the status icons changed to 'Pending Review' and the links under the Action column have been disabled. Submitted files cannot be edited, checked out or deleted while under review. Contact the Auditor if you notice that the file needs to be edited or deleted and they will reject the file back to you.

The screenshot shows the DAWeb Auditor Controller interface after submission. A yellow message box at the top left says "File(s) submitted". The "Inbox" table now includes columns for "TXN Count", "Total DA AMT", "Valid", and "Status". The status for both files is "PENDING REVIEW", indicated by a yellow folder icon. The "Action" column links are disabled.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2013	999.99	DA	5,987	\$898,050.00	yes	PENDING REVIEW	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2013	999.99	PU	1,200	\$120,000.00	yes	PENDING REVIEW	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

6Q. Auditor staff will review the submitted file(s) and uploaded documents. If everything is approved the file will be submitted into the Wednesday or Saturday STR Updates. If there is anything wrong with the file and/or legal documents then the Auditor staff will reject the file and/or documents back to the Agency for editing.

**NOTE:** Log onto DAWeb to check the **status of your Agency data 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	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes		06/05/2013	4	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	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes		06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out 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	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes		06/05/2013	4	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. Click the **Edit** link to read the Auditor comments inside the **Remark box**.
  - This action cannot 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		
<input type="checkbox"/>		2013	999.99	DA	5,987	\$898,050.00	yes		06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	<b>Edit</b> 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	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes		06/05/2013	4	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	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes		06/05/2013	4	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	
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes		06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

**NOTE:** Click the **Refresh** button periodically to update the **Status** and **Docs** columns. The Status and Docs columns will not update if you are in the Inbox while the Auditor is updating the status of your files and/or documents.

**DAWeb Auditor Controller** v2.2.2.4  
Options | Log Out | Help  
Welcome, Agency User

Inbox Upload File Document Management Upload Document

**Inbox** **NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file**

Open Search Panel Submit **Refresh**

Records: 1 - 2 of 2 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
<input type="checkbox"/> 2013	999.99	DA	5,987	\$898,050.00	yes		06/05/2013	<b>4</b>	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/> 2013	999.99	PU	1,200	\$120,000.00	yes		04/18/2013	<b>4</b>	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

## UPLOAD CORRECTION FILE AND CORRECTION DATA TRANSMITTAL

**IMPORTANT MESSAGE:** Only current year corrections may be submitted during this period. The last Thursday in August is the last date to submit corrections without getting charged **\$13 per parcel**. Only one correction file per Agency number should be submitted before each Wednesday and Saturday STR Update.

**7A.** To upload a correction (COR) file, click the **Upload File** tab.

**NOTE:** The Inbox below already contains one COR file (COR v1) to show you what happens when multiple COR files are submitted for the same agency number.

Inbox		Upload File		Document Management		Upload Document							
<b>Inbox</b> NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file								Open Search Panel		Submit		Refresh	
										Records: 1 - 3 of 3 - Pages: 1			
Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action			
<input type="checkbox"/>	2013	999.99	COR v1	6	\$1,400.00	yes	SENT TO MAINFRAME	06/11/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete		
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete		
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	SENT TO MAINFRAME	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete		
Records per page: 100										Records: 1 - 3 of 3 - Pages: 1			

**7B.** 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 **Validate** button.

Inbox		Upload File		Document Management		Upload Document	
<b>Upload File</b>							
<b>1. Select File Type:</b>							
<input type="radio"/> Direct Assessment File							
<input type="radio"/> Public Utility File							
<input checked="" type="radio"/> Correction File							
<b>2. Enter agency number to upload:</b>							
<input type="text" value="999.99"/>							
Must be 5 digits and in 2 decimal format (xxx.xx)							
<b>3. Validate agency number:</b>							
<input type="button" value="Validate"/>							

7C. Click the **Browse** button in step 4, select a correction file to upload and click the **Open** button.

The image shows a file selection dialog box on the left and a web application interface on the right. The dialog box is titled 'Look in: 2013 Test files' and contains a list of files. Two files, 'COR\_2013\_99999.xlsx' and 'COR\_2013\_99999v2.xlsx', are highlighted with a red box. The 'Open' button is also highlighted with a red box. The web application interface on the right shows a navigation bar with 'Options | Log Out | Help' and a version number 'v 2.2.2.4'. Below the navigation bar is a 'Welcome, Agency User' message and an 'Upload Document' button.

Look in: 2013 Test files

- COR\_2013\_99999.xlsx
- COR\_2013\_99999v2.xlsx
- DA\_2013\_99990-Invalid.xls
- DA\_2013\_99998.txt
- DA\_2013\_99999.xls
- DA\_2013\_99999v2.txt
- DA\_2013\_99999v2.xlsx
- PU\_2013\_99999.xlsx

File name: [ ]

Files of type: (\*.txt; \*.prn; \*.xls; \*.xlsx)

Open Cancel

4. Select File to upload:

[ one file selected ] Browse

10.77kB

5. Press upload:

(Note: Press on Reset to choose a new file type and agency number)

Upload Reset

7D. Click the **Upload** button after the file has been selected.

The image shows the 'Upload File' web application interface. The navigation bar includes 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main heading is 'Upload File'. The interface is divided into five steps:

- 1. Select File Type:** Radio buttons for 'Direct Assessment File', 'Public Utility File', and 'Correction File'. 'Correction File' is selected.
- 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. Validate agency number:** A 'Validate' button.
- 4. Select File to upload:** A text input field containing 'COR\_2013\_99999v2.xlsx' and a 'Browse' button. Below it, a note says '10.77kB'.
- 5. Press upload:** 'Upload' and 'Reset' buttons. The 'Upload' button is highlighted with a red box.

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. Validate agency number:

Validate

4. Select File to upload:

COR\_2013\_99999v2.xlsx Browse

10.77kB

5. Press upload:

(Note: Press on Reset to choose a new file type and agency number)

Upload Reset

7E. A **message** will pop up under the Upload button after the file loaded successfully. To view the uploaded file(s), click the **Inbox** tab.

**WARNING: Only one correction file per Agency number should be submitted before each Wednesday and Saturday STR Update.**

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 2.2.2.4'. On the right, there are links for 'Options | Log Out | Help' and a 'Welcome, Agency User' message. A navigation bar includes 'Inbox' (highlighted in red), 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload File' section contains five steps: 1. Select File Type (radio buttons for Direct Assessment File, Public Utility File, and Correction File, with Correction File selected); 2. Enter agency number to upload (text box with '999.99' and a note 'Must be 5 digits and in 2 decimal format (xxx.xx)'); 3. Validate agency number (button labeled 'Validate'); 4. Select File to upload (file selection box showing '[ no files selected ]' and a 'Browse' button); 5. Press upload (note: 'Press on Reset to choose a new file type and agency number') with 'Upload' and 'Reset' buttons. A red-bordered box at the bottom left shows 'Successfully uploaded files: COR\_2013\_99999v2.xlsx'.

7F. The example below shows the Inbox with the **Fiscal Year (2013)**, **Agency number**, **File Type (COR v2)** and **Status (Work in Progress)** and **Docs** counter is '3'. The **File Type** version for each additional correction file will increment by 1. Proceed to the next step if Valid = 'yes'. If Valid = 'no,' then proceed to 'Correct the Data File in Edit Mode' section (P. 53)

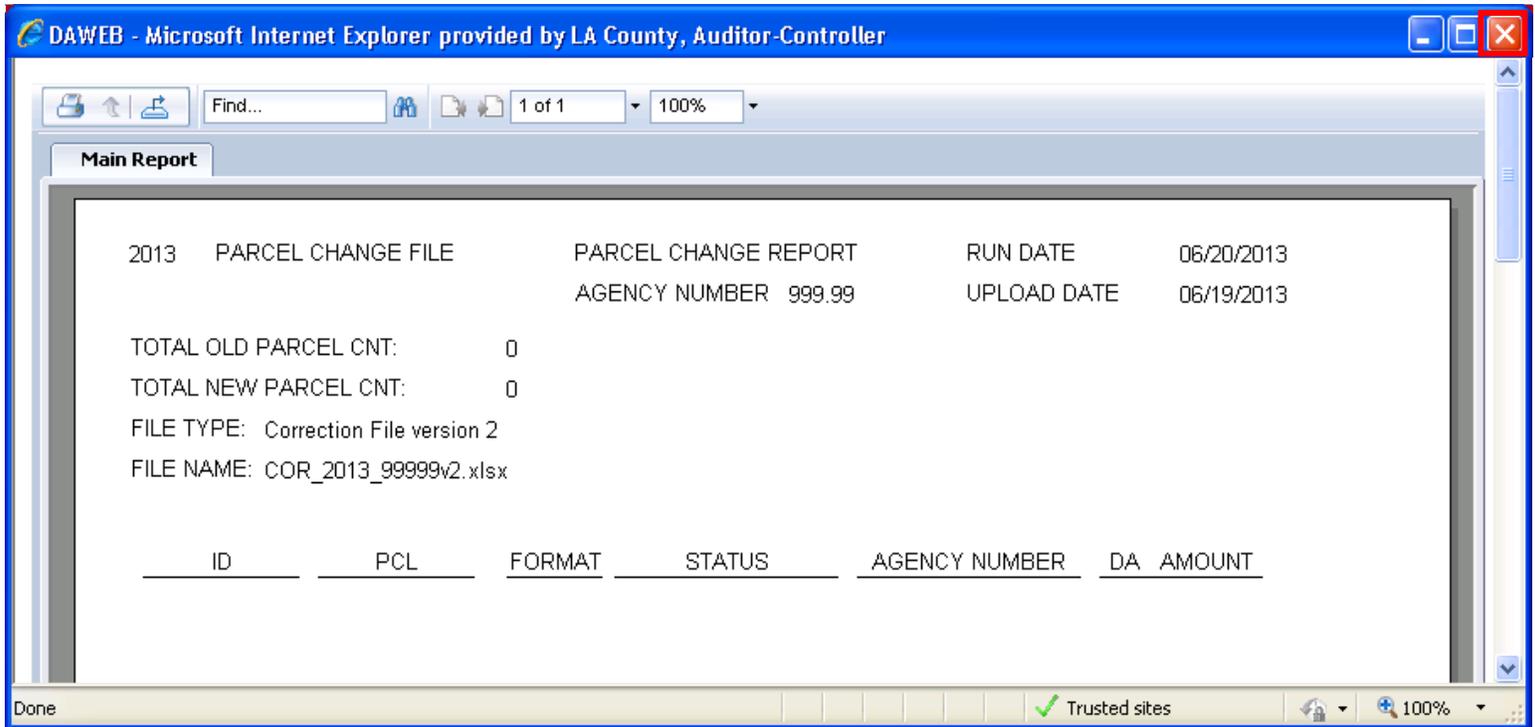
**NOTE:** The **Billing Agreement**, **Resolution/Ordinance**, **Agency Information Sheet** and **Engineer's/Miscellaneous report** documents do not need to be re-uploaded since they were already uploaded to the original D.A. or P.U. files. These documents will be automatically linked to the COR files.

Inbox		Upload File	Document Management			Upload Document					
<b>Inbox</b>		NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file									
Open Search Panel		Submit	Refresh		Records: 1 - 4 of 4 - Pages: 1						
Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	COR v2	7	\$1,150.00	yes	WORK IN PROGRESS	06/19/2013	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	COR v1	6	\$1,400.00	yes	SENT TO MAINFRAME	06/11/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	SENT TO MAINFRAME	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

7G. Click the **PCL CHG RPT** link under **Report** to retrieve the Parcel Change Report.

Inbox		Upload File	Document Management			Upload Document					
<b>Inbox</b>		NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file									
Open Search Panel		Submit	Refresh		Records: 1 - 4 of 4 - Pages: 1						
Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	COR v2	7	\$1,150.00	yes	WORK IN PROGRESS	06/19/2013	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	COR v1	6	\$1,400.00	yes	SENT TO MAINFRAME	06/11/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	SENT TO MAINFRAME	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
Records per page: 100		Records: 1 - 4 of 4 - Pages: 1									

7H. A blank **Parcel Change Report** means that there are no parcel changes for the respective agency. Click the 'X' to close the report window and proceed to the next step.



**NOTE:** Print or Export (refer to P. 15) the **Parcel Change Report** if it is not blank and proceed with the following options:

<ul style="list-style-type: none"> <li>• Delete the current file from the Inbox and re-upload new file with parcel changes included in the file</li> </ul>	Go to <b>Create the Excel Input Data File (P. 19)</b> or <b>Create the Text Input Data File (P. 28)</b>
<ul style="list-style-type: none"> <li>• Add new parcels and delete old parcels in Edit mode</li> </ul>	Go to <b>Correct the Data File in Edit Mode (P. 53)</b>
<ul style="list-style-type: none"> <li>• Complete Upload Original DA File process AND</li> <li>• Submit parcel changes as corrections</li> </ul>	Go to <b>Upload Correction File and Correction Data Transmittal (P. 87)</b>

7I. Click the **Data Transmittal** link under **Report** to verify the Total Parcel Count and DA Amount.



7J. The **Data Transmittal** displays the **File Type, Agency Account Number, Bill Description, 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 (see **Correct the Data File in Edit Mode** section, **P. 53**).

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

- **Print** the document, **sign and date**, **fill in all blanks**, **scan** the document as .PDF format and **upload** the signed document to DAWeb.

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

DATE: June 20, 2013

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

FILE TYPE:	Correction File version 2
AGENCY ACCOUNT NUMBER:	999.99
BILL DESCRIPTION:	LA County test account
TOTAL ASSESSMENT AMOUNT:	\$1,150.00
TOTAL PARCEL COUNT:	7

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 2013-2014 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: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If there are any exceptions to the input, please call or fax:

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Done Unknown Zone | Protected Mode: Off

7K. To upload the Data Transmittal, click the **Upload Document** tab.

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management **Upload Document**

### Inbox

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 4 of 4 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	COR v2	7	\$1,150.00	yes	WORK IN PROGRESS	06/19/2013	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	COR v1	6	\$1,400.00	yes	SENT TO MAINFRAME	06/11/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	SENT TO MAINFRAME	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100

Records: 1 - 4 of 4 - Pages: 1

7L. Under step 1, click the '**Select document type:**' drop down box and select **Data Transmittal**. Once the document type is selected, steps 2 to 3 will appear on the Upload Document page.

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

## Upload Document

1. Select document type:

[Select One] ↑

- [Select One]
- Billing Agreement
- Resolution/Ordinance
- Agency Information Sheet
- Data Transmittal**
- Engineer's / Misc. Report [Supporting doc]

**7M.** Perform the following steps:

- Under step 2, select the agency number and file type to upload.
- Under step 3, click the **Validate** button.

NOTE: Make sure that the agency number and file type on the Data Transmittal matches the agency number and file type you are selecting.

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 and the text 'Auditor Controller'. On the top right, there are links for 'Options | Log Out | Help' and the version 'v2.2.2.4' along with a user greeting 'Welcome, Agency User'. Below the header is a navigation bar with four tabs: 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload Document' tab is active. The main content area is titled 'Upload Document' and contains three steps:

- 1. Select document type:** A dropdown menu is shown with 'Data Transmittal' selected.
- 2. Select agency number and file type to upload:** A table is displayed with the following data:

Fiscal Year	Agency #	File Type
> 2013	999.99	COR v2

The row containing '2013', '999.99', and 'COR v2' is highlighted with a red border.
- 3. Validate selected agency number and file type:** A 'Validate' button is shown, highlighted with a red border.

**7N.** Under **step 4**, click the **Browse** button, select a .PDF document to upload and click the **Open** button or double click the document selected. **Documents must be in .PDF format.**

Inbox      Upload File      Document Management      Upload Document

**Select file(s) to upload**

Look in: Legal Documents

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network Places

- DataTransmittal\_999.99.pdf
- DataTransmittal\_999.99\_CORV1.pdf
- DataTransmittal\_999.99\_CORV2.pdf**
- Sample Agency Information Sheet.pdf
- Sample Billing Agreement.pdf
- Sample Engineers-Misc report.pdf
- Sample Resolution-Ordinance.pdf

File name: DataTransmittal\_999.99\_CORV2.pdf      **Open**

Files of type: (\*.pdf)      Cancel

**3. Validate selected agency number and file type**

Validate

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

[ no files selected ]      Browse

**5. Press upload:**

(Note: Press on Reset to choose a new agency number and file type)

Upload      Reset

70. Under **step 5**, click the **Upload** button to upload the document to DAWeb.

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' logo and version 'v 2.2.2.4'. On the top right, there are links for 'Options | Log Out | Help' and a user greeting 'Welcome, Agency User'. A navigation bar contains 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Upload Document' and is divided into five steps:

- 1. Select document type:** A dropdown menu is set to 'Data Transmittal'.
- 2. Select agency number and file type to upload:** A table with columns 'Fiscal Year', 'Agency #', and 'File Type' is shown. The first row is selected, showing '2013', '999.99', and 'COR v2'.
- 3. Validate selected agency number and file type:** A 'Validate' button is present.
- 4. Select Document to upload: PDF Format Only**  
A file selection box shows 'DataTransmittal\_999.99\_CORV2.pdf' with a 'Browse' button. Below the box, the file size '38.01kB' is displayed.
- 5. Press upload:** Two buttons, 'Upload' and 'Reset', are shown. The 'Upload' button is highlighted with a red border.

- 7P. A message will display at the bottom of the page that the file was successfully uploaded. Click the **Inbox** tab to go back to the Inbox.



# DAWeb

Auditor Controller

Options | Log Out | Help

v 2.2.2.4 Welcome, Agency User

**Inbox** Upload File Document Management Upload Document

## Upload Document

1. Select document type:

Data Transmittal

2. Select agency number and file type to upload:

Fiscal Year	Agency #	File Type
> 2013	999.99	COR v2

3. Validate selected agency number and file type

Validate

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

[ no files selected ] Browse

5. Press upload:

(Note: Press on Reset to choose a new agency number and file type)

Upload Reset

**Successfully uploaded file:**  
DataTransmittal\_999.99\_CORV2.pdf

7Q. If the file(s) are **Valid = 'yes'** and the document counter under the **Docs** column is equal to **'4'**, then check the checkbox and click the **Submit** button. Multiple files can be checked and submitted simultaneously.

Options | Log Out | Help

DAWeb Auditor Controller v 2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel **Submit** Refresh

Records: 1 - 4 of 4 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input checked="" type="checkbox"/>	2013	999.99	COR v2	7	\$1,150.00	yes	WORK IN PROGRESS	06/19/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	COR v1	6	\$1,400.00	yes	SENT TO MAINFRAME	06/11/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	SENT TO MAINFRAME	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100 Records: 1 - 4 of 4 - Pages: 1

7R. Press **OK** to submit or **Cancel** to cancel the submission.

Options | Log Out | Help

DAWeb Auditor Controller v 2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

**Inbox** NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Are you sure you want to submit the following file(s)?  
999.99 COR v2

Ok Cancel

Records: 1 - 4 of 4 - Pages: 1

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	999.99	COR v2	7	\$1,150.00	yes	WORK IN PROGRESS	06/19/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	COR v1	6	\$1,400.00	yes	SENT TO MAINFRAME	06/11/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	SENT TO MAINFRAME	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100 Records: 1 - 4 of 4 - Pages: 1

7S. A pop-up message states 'File(s) submitted', the status icon changed to 'Pending Review' and the links under the Action column have been disabled. Submitted files cannot be edited, checked out or deleted while under review. Contact the Auditor if you notice that the file needs to be edited or deleted and they will reject the file back to you.

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, a message states: 'NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file'. A yellow notification box with a red border displays 'File(s) submitted'. Below the notification 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 is highlighted with a red box, showing a 'PENDING REVIEW' status icon and disabled action links (Edit, Check Out, Delete). The other three rows show 'SENT TO MAINFRAME' status icons and active action links.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
2013	999.99	COR v2	7	\$1,150.00	yes	PENDING REVIEW	06/19/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2013	999.99	COR v1	6	\$1,400.00	yes	SENT TO MAINFRAME	06/11/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2013	999.99	DA	5,987	\$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
2013	999.99	PU	1,200	\$120,000.00	yes	SENT TO MAINFRAME	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

7T. Auditor staff will review the submitted file(s) and will process into the STR Update if the Data Transmittal's count and amount match the file's count and amount. If there is anything wrong with the file or if the count and amount do not match, then the Auditor staff will reject the file back to the Agency for editing.

## CHECK THE STATUS OF LEGAL DOCUMENTS

**8A.** Go to the **Inbox** to check on uploaded documents. Document management can also be used and will be explained in this section (**step 8D, P. 103**).

- The **Docs** column displays the number of documents uploaded 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 four 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 page.

Inbox											
NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file											
<input type="button" value="Open Search Panel"/> <input type="button" value="Submit"/> <input type="button" value="Refresh"/>											
Records: 1 - 7 of 7 - Pages: 1											
Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	888.88	DA	10,000	\$363,566.29	yes	WORK IN PROGRESS	06/25/2013	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	777.77	DA	30,000	\$1,137,225.66	yes	WORK IN PROGRESS	06/25/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	666.66	DA	5,000	\$194,079.90	yes	WORK IN PROGRESS	06/25/2013	2	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	COR v2	7	\$1,150.00	yes	PENDING REVIEW	06/19/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	COR v1	6	\$1,400.00	yes	SENT TO MAINFRAME	06/11/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	DA	5,987	\$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	999.99	PU	1,200	\$120,000.00	yes	SENT TO MAINFRAME	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
Records per page: 100											
Records: 1 - 7 of 7 - Pages: 1											

**8B.** Click on any number under the 'Docs' column to go to the 'Document Detail' page.

Inbox											
NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file											
<input type="button" value="Open Search Panel"/> <input type="button" value="Submit"/> <input type="button" value="Refresh"/>											
Records: 1 - 7 of 7 - Pages: 1											
Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action	
<input type="checkbox"/>	2013	888.88	DA	10,000	\$363,566.29	yes	WORK IN PROGRESS	06/25/2013	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	777.77	DA	30,000	\$1,137,225.66	yes	WORK IN PROGRESS	06/25/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
<input type="checkbox"/>	2013	666.66	DA	5,000	\$194,079.90	yes	WORK IN PROGRESS	06/25/2013	2	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

8C. The 'Document Detail' page shows the details of your document(s) and displays the **Required Legal Documents** and **Supporting Document** tables. Click the **link(s)** under the **Document Type** column to display the document. Click the **Back** button to go back to the Inbox.

**NOTE:** The **Required Legal Documents** table will be displayed regardless of whether documents are uploaded or not. However, the Supporting Document table will only appear if an Engineer/Miscellaneous report is uploaded.

Inbox
Upload File
Document Management
Upload Document

## Document Detail

Back

Fiscal Year 2013  
 Agency Number 888.88  
 Bill Description LA County test account  
 File Type Direct Assessment File  
 File Name DA\_2013\_88888.bt

**Required Legal Documents**

Document Type	Status	Comment	Uploaded By	Uploaded Date	Updated By	Updated Date
<a href="#">Agency Information Sheet</a>	Pending for Review		User, Agency	06/26/2013		
<a href="#">Billing Agreement</a>	Denied	Missing Account Number	User, Agency	06/25/2013	Supervisor, Auditor	06/26/2013
Data Transmittal	Not Uploaded					
<a href="#">Resolution/Ordinance</a>	Approved		User, Agency	06/25/2013	Supervisor, Auditor	06/26/2013

**Supporting Document**

Document Type	Status	Comment	Uploaded By	Uploaded Date	Updated By	Updated Date
<a href="#">Engineer/Misc</a>	Pending for Review		User, Agency	06/27/2013		

**NOTE:** Listed below are **descriptions of the Document Detail** page.

<b>Document Type</b>	List of the four required legal documents and supporting documents.
<b>Status</b>	<b>Not Uploaded, Pending Review, Approved, Denied</b> and <b>Not Required</b> . Not Required status only applies to a few agency account numbers that are not required to submit a Billing Agreement. These agencies will only need to submit the other three legal documents.
<b>Comment</b>	Reasons for documents denied by the Auditor.
<b>Uploaded By</b>	Displays the name of the person that uploaded the first document.
<b>Uploaded Date</b>	Displays the date the first document was uploaded.
<b>Updated By</b>	Displays the name of person that last uploaded a later document or updated the status.
<b>Updated Date</b>	Displays the date of the last upload or update.

8D. 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.

Options | Log Out | Help

DAWeb Auditor Controller v 2.2.3.2 Welcome, Agency User

Inbox Upload File **Document Management** Upload Document

## Document Management

Open Search Panel Export to Excel Refresh

Records: 1 - 16 of 16 - Pages: 1

Drag a column header here to group by that column.

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	666.66	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	666.66	LA County test account	Billing Agreement	Approved		View History	Delete
2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number	View History	Delete
2013	888.88	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	888.88	LA County test account	Agency Information Sheet	Pending for Review		View History	Delete
2013	888.88	LA County test account	Engineer/Misc	Pending for Review		View History	Delete
2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures	View History	Delete
2013	999.98	LA County test account	Resolution/Ordinance	Pending for Review		View History	Delete
2013	999.99	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	999.99	LA County test account	Agency Information Sheet	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - DA	Approved		View History	Delete
2013	999.99	LA County test account	Engineer/Misc	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - PU	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v2	Denied	Wrong File Type; Missing Required Signatures	View History	Delete
2013	999.99	LA County test account	Billing Agreement	Approved		View History	Delete

8E. Click the **View** link under the **Report** column link to display the uploaded document.

Inbox		Upload File		Document Management		Upload Document	
<h2>Document Management</h2> <p>Open Search Panel   Export to Excel   Refresh</p> <p>Records: 1 - 16 of 16 - Pages: &lt;&lt; 1 &gt;&gt;</p> <p>Drag a column header here to group by that column.</p>							
Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	999.99	LA County test account	Resolution/Ordinance	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Agency Information Sheet	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - DA	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Engineer/Misc	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - PU	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - COR v2	Denied	Wrong File Type; Missing Required Signatures	<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>

8F. To track the history of the document, click the History link.

Inbox		Upload File		Document Management		Upload Document	
<h2>Document Management</h2> <p>Open Search Panel   Export to Excel   Refresh</p> <p>Records: 1 - 16 of 16 - Pages: &lt;&lt; 1 &gt;&gt;</p> <p>Drag a column header here to group by that column.</p>							
Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	999.99	LA County test account	Resolution/Ordinance	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Agency Information Sheet	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - DA	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Engineer/Misc	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - PU	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - COR v2	Denied	Wrong File Type; Missing Required Signatures	<a href="#">View</a> <a href="#">History</a>	<a href="#">Delete</a>

**8G.** Shown below is the **Document History** page. To go back to the Document Management page, click the **Back** button.

Inbox
Upload File
Document Management
Upload Document

## Document History

Back

Fiscal Year: 2013  
 Agency #: 999.99  
 Bill Description: LA County test account  
 Document: Data Transmittal [View Document](#)

**Document History**

Version	History/Status	Comment	Updated By	Updated Date
3	Document has been denied	Wrong File Type Missing Required Signatures	Supervisor, Auditor	06/25/2013
<a href="#">3</a>	Document is pending for review		User, Agency	06/24/2013
2	Document has been deleted		User, Agency	06/24/2013
<a href="#">2</a>	Document is pending for review		User, Agency	06/20/2013
1	Document has been deleted		User, Agency	06/20/2013
<a href="#">1</a>	Document is pending for review		User, Agency	06/19/2013

Records: 1 - 7 of 7

**8H.** To delete a document with a **'Denied'** or **'Pending Review'** status, click 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 your document.

Inbox
Upload File
Document Management
Upload Document

## Document Management

Open Search Panel
Export to Excel
Refresh

Records: 1 - 16 of 16 - Pages: ⏪ ⏩ 1 ⏪ ⏩

Drag a column header here to group by that column.

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	999.99	LA County test account	Resolution/Ordinance	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Agency Information Sheet	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - DA	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Engineer/Misc	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - PU	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - COR v2	Denied	Wrong File Type; Missing Required Signatures	<a href="#">View History</a>	<a href="#">Delete</a>

8I. A pop-up message will appear to confirm the delete. Click **OK** or **Cancel**.

The screenshot shows the 'Document Management' interface with a confirmation dialog box overlaid. The dialog box asks: 'Are you sure you want to delete the following document? Agency #: 999.99 Document: Data Transmittal'. Below the text are 'Ok' and 'Cancel' buttons. In the background, a table lists documents with columns for Fiscal Year, Agency #, Bill Description, Document, Status, and Action. The document 'Data Transmittal - COR v2' is highlighted in red with the error message 'Wrong File Type; Missing Required Signatures'.

Fiscal Year	Agency #	Bill Description	Document	Status	Report	Action
2013	999.99	LA County test account			View History	Delete
2013	999.99	LA County test account			View History	Delete
2013	999.99	LA County test account	Engineer/Misc	Approved	View History	Delete
2013	999.99	LA County test account	Data Transmittal - PU	Approved	View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved	View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v2	Denied	View History	Delete

8J. The Data Transmittal for agency number 999.99 has been deleted from the list. **Upload a corrected document.**

The screenshot shows the 'Document Management' interface after the deletion. The table now contains 7 records. The record 'Data Transmittal - COR v1' is highlighted with a red box. The 'Records: 1 - 15 of 15' indicator is visible at the top right.

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	999.99	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	999.99	LA County test account	Agency Information Sheet	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - DA	Approved		View History	Delete
2013	999.99	LA County test account	Engineer/Misc	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - PU	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		View History	Delete
2013	999.99	LA County test account	Billing Agreement	Approved		View History	Delete

8K. Click, drag and drop each column header to the area indicated in the example below to group by that column. The example below places a line break between each agency number and makes the page easier to look at. **Click, drag and drop the header back down before proceeding to the next step.**

**NOTE:** The **Comment, Report** and **Action** headers cannot be dragged to the top.

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", and user information "v 2.2.3.2" and "Welcome, Agency User". Below the navigation bar are tabs for "Inbox", "Upload File", "Document Management", and "Upload Document". The main heading is "Document Management".

Below the heading are three buttons: "Open Search Panel", "Export to Excel", and "Refresh". A pagination bar shows "Records: 1 - 15 of 15 - Pages: 1".

The main content is a table with the following columns: Fiscal Year, Agency #, Bill Description, Document, Status, Comment, Report, and Action. The table is grouped by agency number. A red box highlights the "Agency #" column header in the table, and an arrow points to it from the "Agency #" column header in the table below.

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
<b>Agency #: 666.66</b>							
2013	666.66	LA County test account	Billing Agreement	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	666.66	LA County test account	Resolution/Ordinance	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
<b>Agency #: 888.88</b>							
2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number	<a href="#">View History</a>	<a href="#">Delete</a>
2013	888.88	LA County test account	Resolution/Ordinance	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	888.88	LA County test account	Agency Information Sheet	Pending for Review		<a href="#">View History</a>	<a href="#">Delete</a>
2013	888.88	LA County test account	Engineer/Misc	Pending for Review		<a href="#">View History</a>	<a href="#">Delete</a>
<b>Agency #: 999.98</b>							
2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures	<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.98	LA County test account	Resolution/Ordinance	Pending for Review		<a href="#">View History</a>	<a href="#">Delete</a>
<b>Agency #: 999.99</b>							
2013	999.99	LA County test account	Resolution/Ordinance	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Agency Information Sheet	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - DA	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Engineer/Misc	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - PU	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		<a href="#">View History</a>	<a href="#">Delete</a>

8L. Multiple grouping can be done. For example, click, drag and drop the Document header followed by the Status header to sort by document and status.

Inbox Upload File Document Management Upload Document

## Document Management

Open Search Panel Export to Excel Refresh

Records: 1 - 15 of 15 - Pages: 1

**Document** — **Status**

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
<b>Document: Agency Information Sheet</b>							
<b>Status: Approved</b>							
2013	999.99	LA County test account	Agency Information Sheet	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
<b>Status: Pending for Review</b>							
2013	888.88	LA County test account	Agency Information Sheet	Pending for Review		<a href="#">View History</a>	<a href="#">Delete</a>
<b>Document: Billing Agreement</b>							
<b>Status: Approved</b>							
2013	666.66	LA County test account	Billing Agreement	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.99	LA County test account	Billing Agreement	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
<b>Status: Denied</b>							
2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number	<a href="#">View History</a>	<a href="#">Delete</a>
2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures	<a href="#">View History</a>	<a href="#">Delete</a>
<b>Document: Data Transmittal - COR v1</b>							
<b>Status: Approved</b>							
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
<b>Document: Data Transmittal - DA</b>							
<b>Status: Approved</b>							
2013	999.99	LA County test account	Data Transmittal - DA	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
<b>Document: Data Transmittal - PU</b>							
<b>Status: Approved</b>							
2013	999.99	LA County test account	Data Transmittal - PU	Approved		<a href="#">View History</a>	<a href="#">Delete</a>
<b>Document: Engineer/Misc</b>							
<b>Status: Approved</b>							

8M. Click 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.

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 2.2.3.2', and user information 'Welcome, Agency User'. Below this is a secondary navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main content area is titled 'Document Management' and includes buttons for 'Open Search Panel', 'Export to Excel', and 'Refresh'. A table of documents is displayed with columns: Fiscal Year, Agency #, Bill Description, Document, Status, Comment, Report, and Action. The 'Comment' column header is highlighted with a red box. The table contains 15 rows of data, with the first two rows having 'Denied' status and specific comments: 'Missing Required Signatures' and 'Missing Account Number'. At the bottom, there is a 'Records per page' dropdown set to 100 and a pagination control showing 'Records: 1 - 15 of 15 - Pages: 1'.

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures	View History	Delete
2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number	View History	Delete
2013	666.66	LA County test account	Billing Agreement	Approved		View History	Delete
2013	666.66	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	888.88	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	999.99	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	999.99	LA County test account	Agency Information Sheet	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - DA	Approved		View History	Delete
2013	999.99	LA County test account	Engineer/Misc	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - PU	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		View History	Delete
2013	999.99	LA County test account	Billing Agreement	Approved		View History	Delete
2013	888.88	LA County test account	Agency Information Sheet	Pending for Review		View History	Delete
2013	888.88	LA County test account	Engineer/Misc	Pending for Review		View History	Delete
2013	999.98	LA County test account	Resolution/Ordinance	Pending for Review		View History	Delete

**8N.** The **Open Search Panel** can be used to search for a specific **Agency Number** or it can be used in conjunction with an asterisk (\*). For example, click the **Open Search Panel** button and enter 999.9\* in the Agency Number box.

The screenshot shows the 'Document Management' interface with a search panel open. The search panel is highlighted with a red box and contains the following information:

- Fiscal Year: 2013
- Agency Number: 999.9\*
- Document Type: All
- Status: All
- Buttons: Search, Reset, Close Search Panel

The background table shows a list of records with columns: Status, Comment, Report, and Action. One record has a comment 'Missing Account Number'.

**8O.** Shown below is the search result for Agency Numbers 999.98 and 999.99.

The screenshot shows the search results for Agency Numbers 999.98 and 999.99. The results table is highlighted with a red box and contains the following data:

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures	View History	Delete
2013	999.98	LA County test account	Resolution/Ordinance	Pending for Review		View History	Delete
2013	999.99	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	999.99	LA County test account	Agency Information Sheet	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - DA	Approved		View History	Delete
2013	999.99	LA County test account	Engineer/Misc	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - PU	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		View History	Delete
2013	999.99	LA County test account	Billing Agreement	Approved		View History	Delete

The interface also shows a 'Records per page' dropdown set to 100 and a 'Records: 1 - 9 of 9 - Pages: 1' indicator.

8P. To go back to the full list, click the **Reset** button.

The screenshot shows the Document Management interface. At the top, there are navigation tabs: "Inbox", "Upload File", "Document Management", and "Upload Document". Below the tabs is the "Document Management" header. A search panel is open, showing filters for Fiscal Year (2013), Agency Number (999.9\*), Document Type (All), and Status (All). The "Reset" button is highlighted with a red box. The main table displays a list of records with columns for Status, Comment, Report, and Action.

Status	Comment	Report	Action
Denied	Missing Required Signatures	View History	Delete
Pending for Review		View History	Delete
Approved		View History	Delete
Approved		View History	Delete
Approved		View History	Delete

8Q. To search by document type, select the following on the **Document Type** drop down box: **Billing Agreement, Resolution/Ordinance, Agency Information Sheet, Data Transmittal or Engineer/Misc.**

The screenshot shows the Document Management interface. The search panel is open, and the "Document Type" dropdown menu is expanded, showing options: "All", "Billing Agreement", "Resolution/Ordinance", "Agency Information Sheet", "Data Transmittal", and "Engineer/Misc". The "Document Type" label is highlighted with a red box. The main table displays a list of records with columns for Status, Comment, Report, and Action.

Status	Comment	Report	Action
Approved		View History	Delete
Approved		View History	Delete
Denied	Missing Account Number	View History	Delete
Approved		View History	Delete
Pending for Review		View History	Delete
Pending for Review		View History	Delete
Denied	Missing Required Signatures	View History	Delete

**8R.** To search by document status, select the following on the **Status** drop down box: **Pending for Approval, Approved or Denied.**

The screenshot shows the Document Management interface. At the top, there are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. Below the tabs is the 'Document Management' title and three buttons: 'Open Search Panel', 'Export to Excel', and 'Refresh'. A search panel is open, showing filters for Fiscal Year (2013), Agency Number, Document Type (All), and Status (All). The Status dropdown menu is open, showing options: All, Pending for Approval, Approved, and Denied. The 'Status' dropdown is highlighted with a red box. Below the search panel, a table of records is visible, showing columns for Status, Comment, Report, and Action.

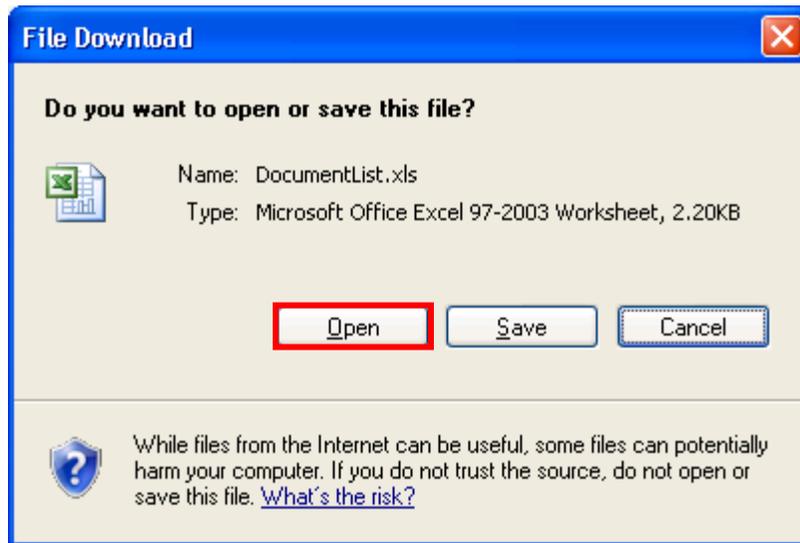
Status	Comment	Report	Action
Approved		View History	Delete
Approved		View History	Delete
Denied	Missing Account Number	View History	Delete
Approved		View History	Delete
Pending for Review		View History	Delete

**8S.** To convert the document list to Excel, click the **Export to Excel** button.

The screenshot shows the Document Management interface. At the top, there are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. Below the tabs is the 'Document Management' title and three buttons: 'Open Search Panel', 'Export to Excel', and 'Refresh'. The 'Export to Excel' button is highlighted with a red box. Below the buttons, a table of records is visible, showing columns for Fiscal Year, Agency #, Bill Description, Document, Status, Comment, Report, and Action.

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	666.66	LA County test account	Billing Agreement	Approved		View History	Delete
2013	666.66	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number	View History	Delete
2013	888.88	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	888.88	LA County test account	Agency Information Sheet	Pending for Review		View History	Delete
2013	888.88	LA County test account	Engineer/Misc	Pending for Review		View History	Delete
2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures	View History	Delete

8T. Click the **Open** button to view the file.



8U. Shown below is the document list in **Excel**.

**NOTE:** Under the 'Agency #' column, leading and/or ending zeros will be dropped.

	A	B	C	D	E	F
1	Fiscal Year	Agency #	Bill Description	Document	Status	Comment
2	2013	666.66	LA County test account	Billing Agreement	Approved	
3	2013	666.66	LA County test account	Resolution/Ordinance	Approved	
4	2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number
5	2013	888.88	LA County test account	Resolution/Ordinance	Approved	
6	2013	888.88	LA County test account	Agency Information Sheet	Pending for Review	
7	2013	888.88	LA County test account	Engineer/Misc	Pending for Review	
8	2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures
9	2013	999.98	LA County test account	Resolution/Ordinance	Pending for Review	
10	2013	999.99	LA County test account	Resolution/Ordinance	Approved	
11	2013	999.99	LA County test account	Agency Information Sheet	Approved	
12	2013	999.99	LA County test account	Data Transmittal - DA	Approved	
13	2013	999.99	LA County test account	Engineer/Misc	Approved	
14	2013	999.99	LA County test account	Data Transmittal - PU	Approved	
15	2013	999.99	LA County test account	Data Transmittal - COR v1	Approved	
16	2013	999.99	LA County test account	Billing Agreement	Approved	

8V. Click the **Refresh** button periodically to update the **Status** and **Comment** columns. The Status and Comment columns will not update if you are in the Document Management page while the Auditor is updating the status of your documents and comments.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a navigation bar with the DAWeb logo, the text 'Auditor Controller v 2.2.3.3', and user information 'Welcome, Agency User'. Below the navigation bar are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Document Management' tab is active.

Below the tabs, there is a section titled 'Document Management' with three buttons: 'Open Search Panel', 'Export to Excel', and 'Refresh'. The 'Refresh' button is highlighted with a red box.

Below the buttons, there is a pagination bar showing 'Records: 1 - 15 of 15 - Pages: 1'. Below the pagination bar, there is a table with the following columns: Fiscal Year, Agency #, Bill Description, Document, Status, Comment, Report, and Action.

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	666.66	LA County test account	Billing Agreement	Approved		View History	Delete
2013	666.66	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number	View History	Delete
2013	888.88	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	888.88	LA County test account	Agency Information Sheet	Pending for Review		View History	Delete
2013	888.88	LA County test account	Engineer/Misc	Pending for Review		View History	Delete
2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures	View History	Delete
2013	999.98	LA County test account	Resolution/Ordinance	Pending for Review		View History	Delete
2013	999.99	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	999.99	LA County test account	Agency Information Sheet	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - DA	Approved		View History	Delete
2013	999.99	LA County test account	Engineer/Misc	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - PU	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		View History	Delete
2013	999.99	LA County test account	Billing Agreement	Approved		View History	Delete

At the bottom of the table, there is a 'Records per page:' dropdown menu set to '100' and another pagination bar showing 'Records: 1 - 15 of 15 - Pages: 1'.