



**Harris Government Recording Sales
Confirmation**

PACS Ver.10
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Govern Support

Toll-free: 1.972-265-7300

Phone lines are open from 7:30am to 7pm **Central Time**, Monday through Friday.

Support Website: <http://www.trueautomation.com/index.php/Support>

About Govern

True Automation aspires to make your organization more efficient.

True Automation is the nation's premier provider of property tax and appraisal solutions.

Since 1990, we've enjoyed revolutionary growth due to our unrivaled understanding of the property tax and appraisal process, and our aggressive commitment to meeting the needs of our customers. We are the fastest-growing tax and appraisal Software Company in the nation. In 2009, True Automation was named one of the Tech Titans Fast Tech companies as recognized by the Metroplex Technology Business Council (MTBC), the largest technology trade organization in Texas.

We employ experienced tax and appraisal industry professionals in order to develop innovative and comprehensive solutions to industry problems, and in order to deliver a customer experience that's second to none. We understand your problems, because we've faced those same problems ourselves and we've built a company out of a genuine desire to build a better and more efficient process so you can get more done with the time and resources that you have.

We place a high value on our customer relationships. We want our customers to be customers for life, and we focus on developing collaborative, mutually-beneficial partnerships where we work together to ensure we understand and meet the needs of our clients today and in the future. At True Automation our customers aren't just clients, they're colleagues and friends.

We have been part of the Harris Computer Systems group of companies since 2012.

For More Information visit Govern's webpage at <http://www.trueautomation.com/>

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Introduction

What is Harris Govern PACS?

It is the nation's premier provider of property tax and appraisal solutions.

Since 1990, True Automation has enjoyed revolutionary growth due to our unrivaled understanding of the property tax and appraisal process, and our aggressive commitment to meeting the needs of our customers.

Our suite of software solutions and services enables us to bring comprehensive, innovative technology solutions to county governments nationwide.

What is Recording Sales Confirmation in PACS?

Recording Sales Confirmation is used to update the ownership history of a property after the confirmation of a sale.

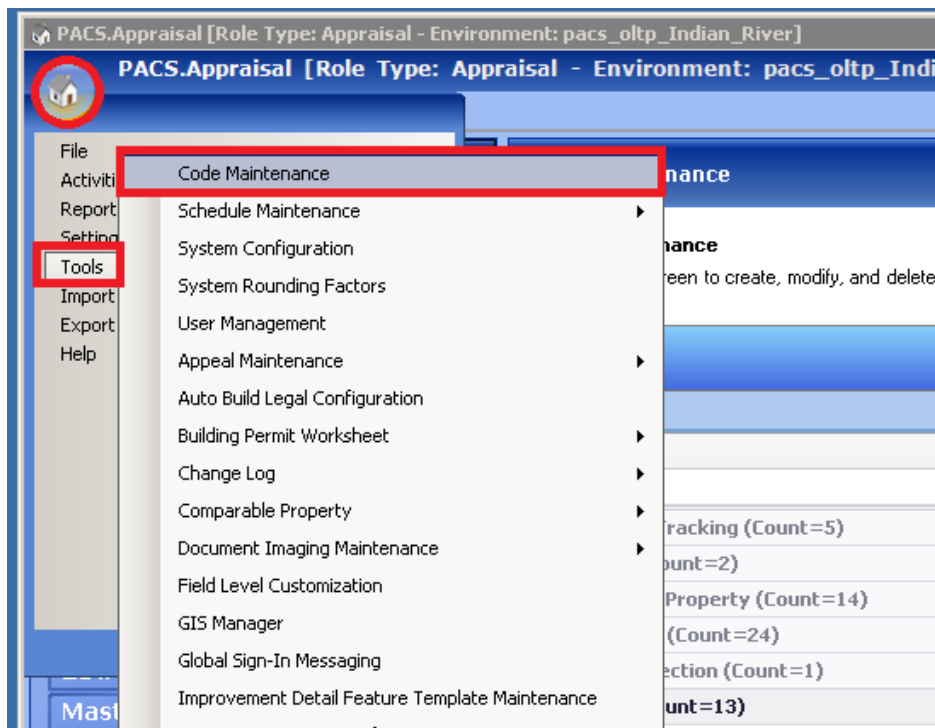
Recording Sales Confirmation

Purpose

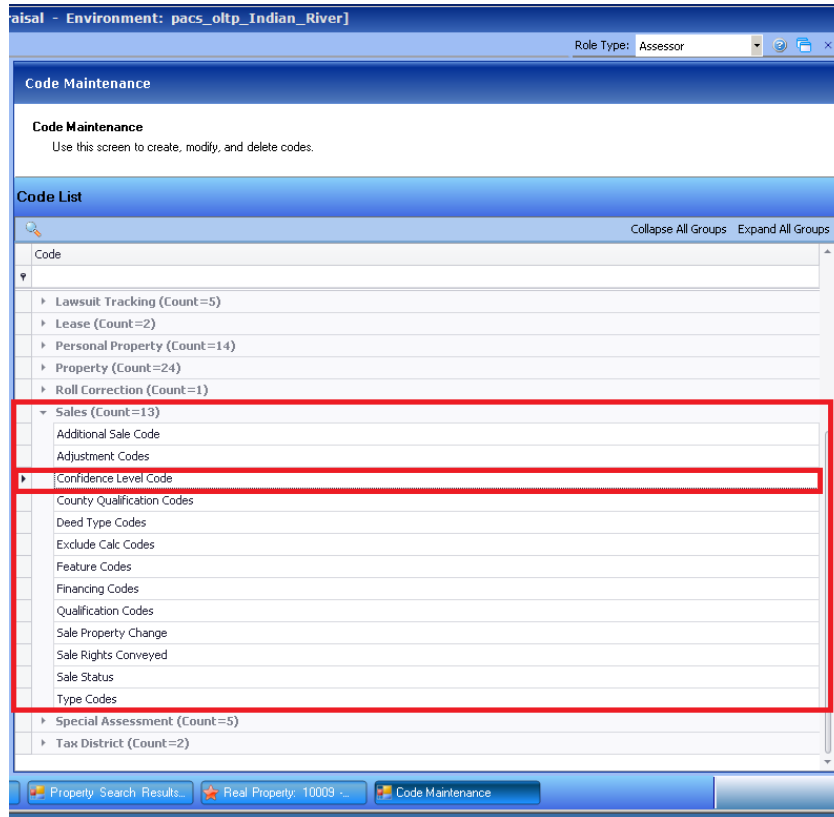
Use this procedure to update the ownership history of a property after the confirmation of a sale.

Prerequisites

- In order to perform this procedure, the following user right is required:
 - **Property > Property Ownership > Record Sales**
- Sales Confidence Level codes have been set up in PACS Application Menu, (**Tools > Code Maintenance > Sales > Confidence Level Code**).

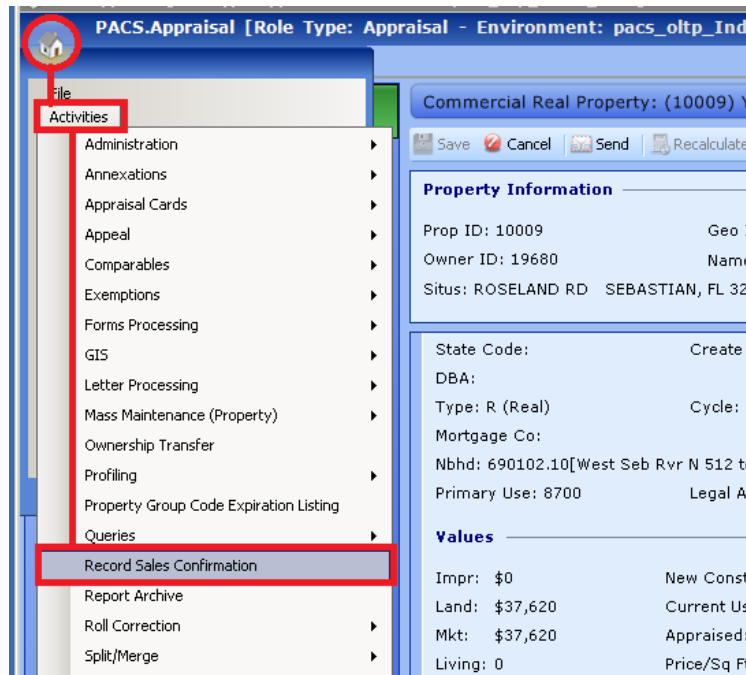


Click on **Code Maintenance**, and select **Sales**, scroll down to the **Confidence Level Code**:



Procedure

1. In PACS Application Menu, choose **Activities > Record Sales Confirmation**.



2. In the **Property Search** dialog box, search for the property that is included in the confirmation of sale by entering **Property Information, Geo & Ref Information** and/or **Taxpayer Information**. Use the **Search Options** to narrow or broaden the results based on preference. Click the **Secondary Criteria** and **Other Criteria** buttons to search for the property using situs, abstract/division or previous taxpayer information.

Confirmation of Sale Wizard 2014

Property Search

Search for the Property that is included in the confirmation of sale:

Property Information

Property ID: [] Type: [] Year: 2011

Geo & Ref Information

Geo: [] B C S Ref 1: [] Ref 2: []

Exact Match

Taxpayer Information

File As: [] B S Taxpayer ID: []

Include Linked Owner Account First Name: [] B C S

XRef: [] Last Name: [] B C S

Search Options

Include Deleted and Reference Properties Max Rows to Return: 100

Include Preliminary Properties

Secondary Criteria Other Criteria

Help Cancel < Back Next > Finish

3. Click **Next**.
4. In the **Property Search Results** dialog box, select the property that is included in the confirmation of sale and click **Next**.
5. In the **Ownership History Record Position** dialog box, select the owner record to be associated with the confirmation of sale and click **Next**.
6. In the **Sale Confirmation Page** dialog box, complete the following options as required:
 - **By**
The person that confirmed the sale.
 - **Date**
The date the sale was confirmed.
 - **Source**

The method by which the sale is confirmed.

- **Sale Price**

The sale price.

- **Buyer Confidence Level**

The reliability of the source of sales information.

- **Seller Confidence Level**

The reliability of the source of sales information.

- **Comments**

Any comments regarding the sales confirmation.

Result

Information about the sale of the property records selected, which are associated with a deed, is stored in the system.