

DA EXCEPTION REPORT PROCEDURES

Perform the following steps to retrieve your DA Exception Report on Mondays and Thursdays after your agency file is sent to mainframe.

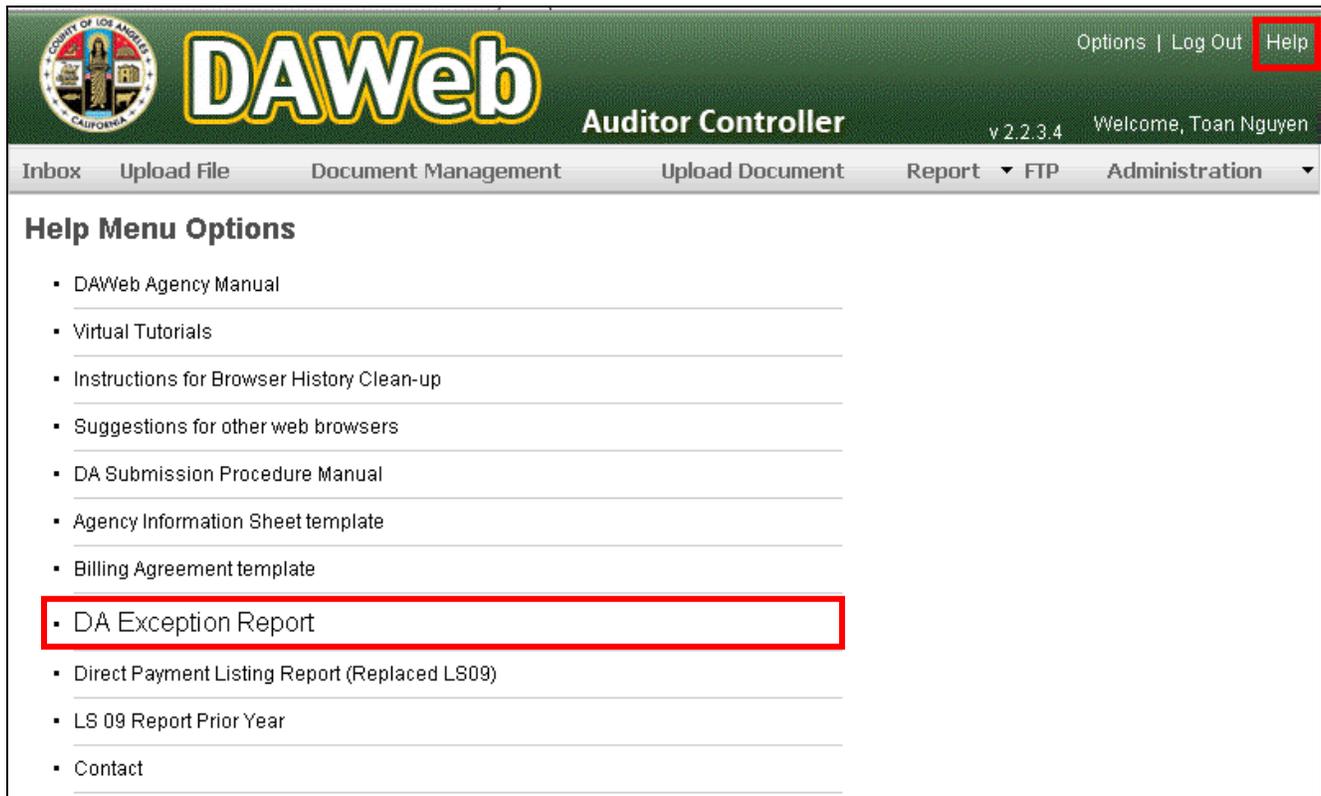
1A. On the Login page, click the **DA Exception Report** link under the Help Menu Options.



The screenshot shows the DAWeb Auditor Controller login page. The header includes the County of Los Angeles seal, the DAWeb logo, the text 'Auditor Controller', the version number 'v 2.2.3.4', and a user greeting 'Welcome, User'. The main content area contains a login form with 'User Name' and 'Password' input fields, a 'Log In' button, and a 'Forgot Password' link. To the right, the 'Help Menu Options' section lists several links, with 'DA Exception Report' highlighted by a red rectangular box.

- 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
- **DA Exception Report**
- DA Payment Listing Report (Replaced LS09)
- LS 09 Report Prior Year
- Contact

NOTE: To access the DA Exception Report link after logging into DAWeb, click the **Help** link to go to the Help Menu Options page.



The screenshot shows the DAWeb Auditor Controller Help Menu Options page. The header includes the County of Los Angeles seal, the DAWeb logo, the text 'Auditor Controller', the version number 'v 2.2.3.4', and a user greeting 'Welcome, Toan Nguyen'. The navigation bar contains links for 'Inbox', 'Upload File', 'Document Management', 'Upload Document', 'Report', 'FTP', and 'Administration'. The 'Help Menu Options' section lists several links, with 'DA Exception Report' highlighted by a red rectangular box. A 'Help' link in the top right corner of the header is also highlighted with a red box.

- 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
- **DA Exception Report**
- Direct Payment Listing Report (Replaced LS09)
- LS 09 Report Prior Year
- Contact

1B. The DA Exception Report is stored on the Department of Auditor-Controller website. Begin the process by clicking on Exception Report tab on the menu screen. Then enter your agency number and click the **Submit** button.

The screenshot shows the Auditor-Controller website for Los Angeles County. The header includes the logo and a fraud hotline number. The navigation menu has several items, with 'PROPERTY TAX' underlined. A large banner for 'Direct Assessments' is present. Below the banner is a horizontal menu with five tabs: 'Contact List', 'DA Manual and Forms', 'Exception Report', 'DA Payment - Secured Master', and 'DA Payment - Secured Defaulted'. The 'Exception Report' tab is highlighted. Below the tabs is a form with the label 'Enter Your Agency Number' and an empty input field. A 'SUBMIT' button is located below the input field. A note at the bottom explains the format for the agency number.

Auditor-Controller
Los Angeles County

LA County Fraud Hotline
1-800-544-6861

ABOUT THE AUDITOR PROPERTY TAX REPORTS CAREERS UNCLAIMED CHECKS LINKS OF INTEREST

Direct Assessments

Contact List DA Manual and Forms **Exception Report** DA Payment - Secured Master DA Payment - Secured Defaulted

Enter Your Agency Number

SUBMIT

Agency Number should NOT contain decimal and should include leading zeroes, i.e. acct 36.92 = 03692.

NOTE: Exception reports will be available every Monday and Thursday after 11:00AM during the current year DA Roll Build-Up season.

1C. To access the report, click on a date that does not display 'No exceptions occurred'.

Auditor-Controller
Los Angeles County

LA County Fraud Hot
1-800-544-6861

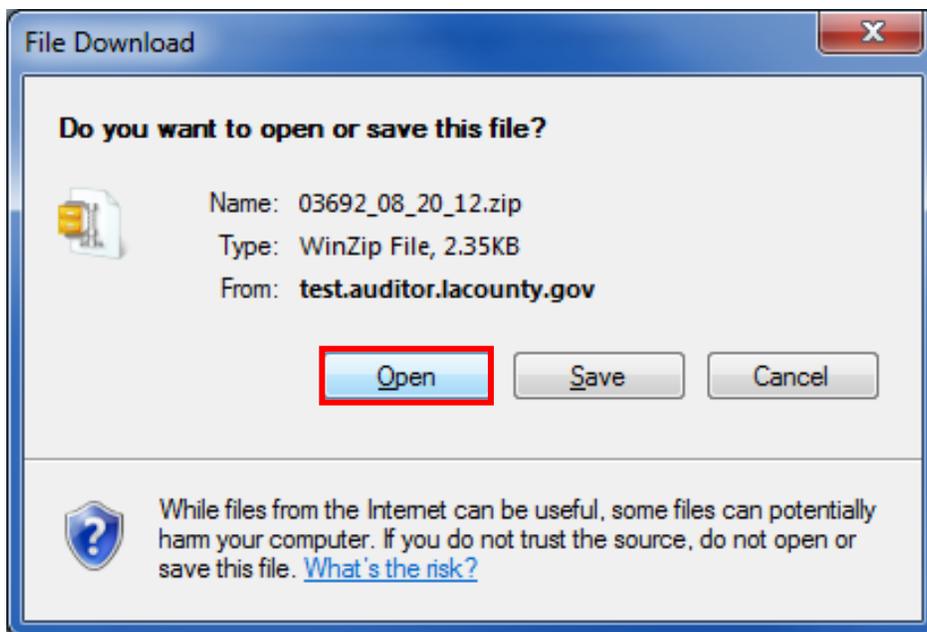
ABOUT THE AUDITOR PROPERTY TAX REPORTS CAREERS UNCLAIMED CHECKS LINKS OF INTEREST

Agency Number: 03692

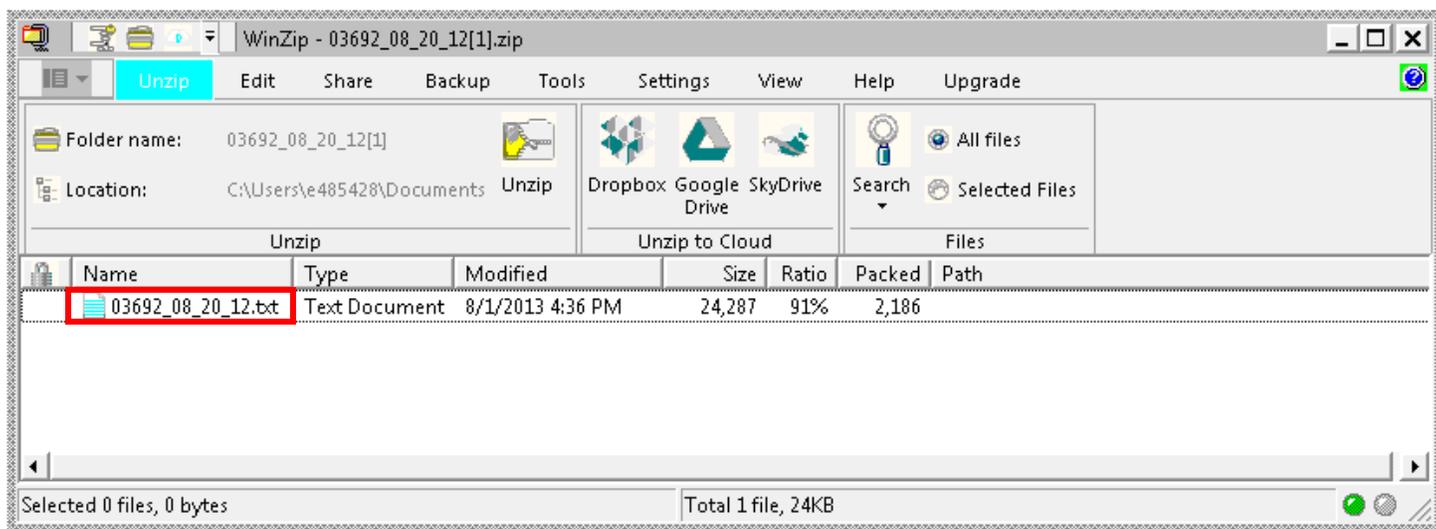
| Update Number | Run Dates |
|---------------|-----------------------------------|
| 1 | 08/08/16 (No exceptions occurred) |
| 2 | 08/11/16 (No exceptions occurred) |
| 3 | 08/15/16 (No exceptions occurred) |
| 4 | 08/18/16 (No exceptions occurred) |
| 5 | 08/22/16 (No exceptions occurred) |
| 6 | 08/25/16 (No exceptions occurred) |
| 7 | 08/29/16 |
| 8 | 09/01/16 (No exceptions occurred) |
| 9 | 09/06/16 (No exceptions occurred) |
| 10 | 09/08/16 (No exceptions occurred) |
| 11 | 09/12/16 (No exceptions occurred) |
| 12 | 09/15/16 (No exceptions occurred) |
| 13 | 09/19/16 (No exceptions occurred) |
| 14 | 09/22/16 (No exceptions occurred) |

[Exception Report Viewing Instructions](#)

1D. When the File Download pop-up message appears, click the **Open** button



1E. When the WinZip window appears, double-click the file name.



1F. Displayed below is a sample of a DA Exception Report. The report can be saved or printed for your records. To **print** the report, proceed to steps **1G to 1M**.

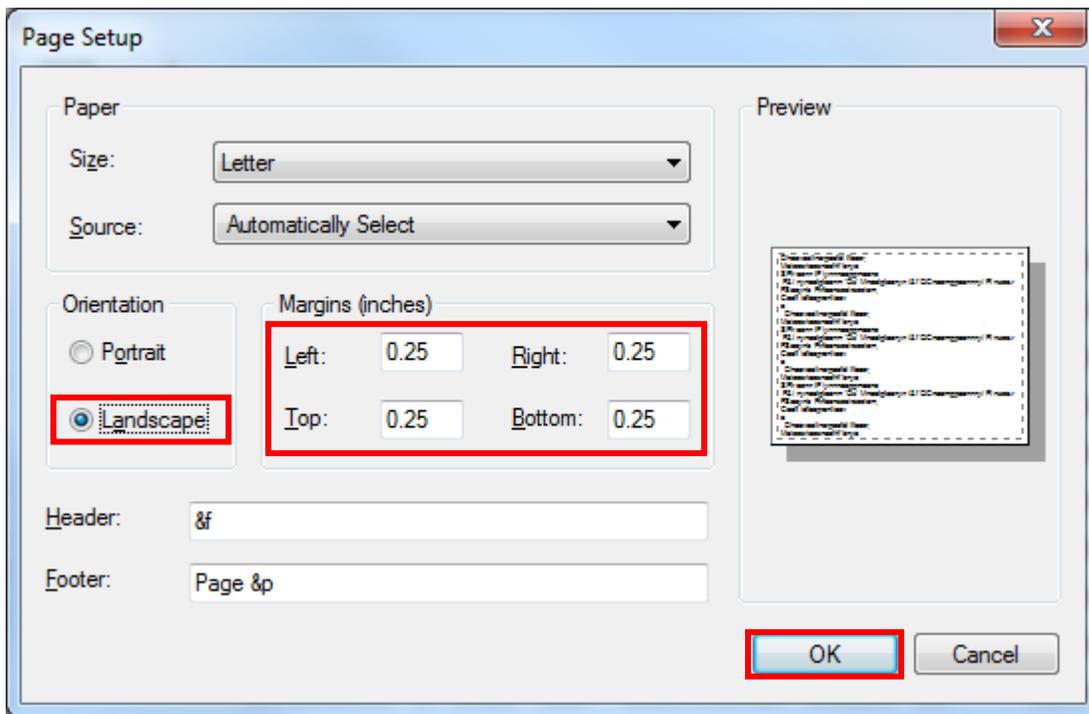
| ACCT NUM | BATCH NUMBER | PARCEL NUM | C | D | YR | SEQ | RECYCLE LINE NUMBER | AUTH # | REASON ORIGIN | DA AMOUNT | HASH TOTAL | ERROR CODES |
|----------|--------------|------------|---|---|------|-----|---------------------|--------|---------------|---------------|----------------|-------------|
| 03692 | I03692 | 8940021001 | 1 | | 2012 | 000 | 23104691104 | 000153 | LC | 0000000005574 | 00000000005574 | 280 |
| | | 8940038018 | 6 | | 2012 | 000 | 23104691125 | 000153 | LC | 0000000001564 | 00000000001564 | 220 |
| | | 8940065015 | 2 | | 2012 | 000 | 23104691214 | 000153 | LC | 0000000009955 | 00000000009955 | 280 |
| | | 8940109003 | 2 | | 2012 | 000 | 23104691261 | 000153 | LC | 0000000001227 | 00000000001227 | 280 |
| | | 8940109004 | 1 | | 2012 | 000 | 23104691262 | 000153 | LC | 0000000001227 | 00000000001227 | 280 |
| | | 8940133029 | 2 | | 2012 | 000 | 23104691342 | 000153 | LC | 0000000001917 | 00000000001917 | 280 |
| | | 8940133032 | 7 | | 2012 | 000 | 23104691345 | 000153 | LC | 0000000000409 | 00000000000409 | 280 |
| | | 8940141004 | 4 | | 2012 | 000 | 23104691355 | 000153 | LC | 0000000001851 | 00000000001851 | 280 |
| | | 8940161002 | 4 | | 2012 | 000 | 23104691409 | 000153 | LC | 0000000003197 | 00000000003197 | 280 |
| | | 8940161003 | 3 | | 2012 | 000 | 23104691410 | 000153 | LC | 0000000007156 | 00000000007156 | 280 |
| | | 8940161008 | 8 | | 2012 | 000 | 23104691412 | 000153 | LC | 0000000005795 | 00000000005795 | 280 |

1G. To format the report, click **File** then click **Page Setup...**

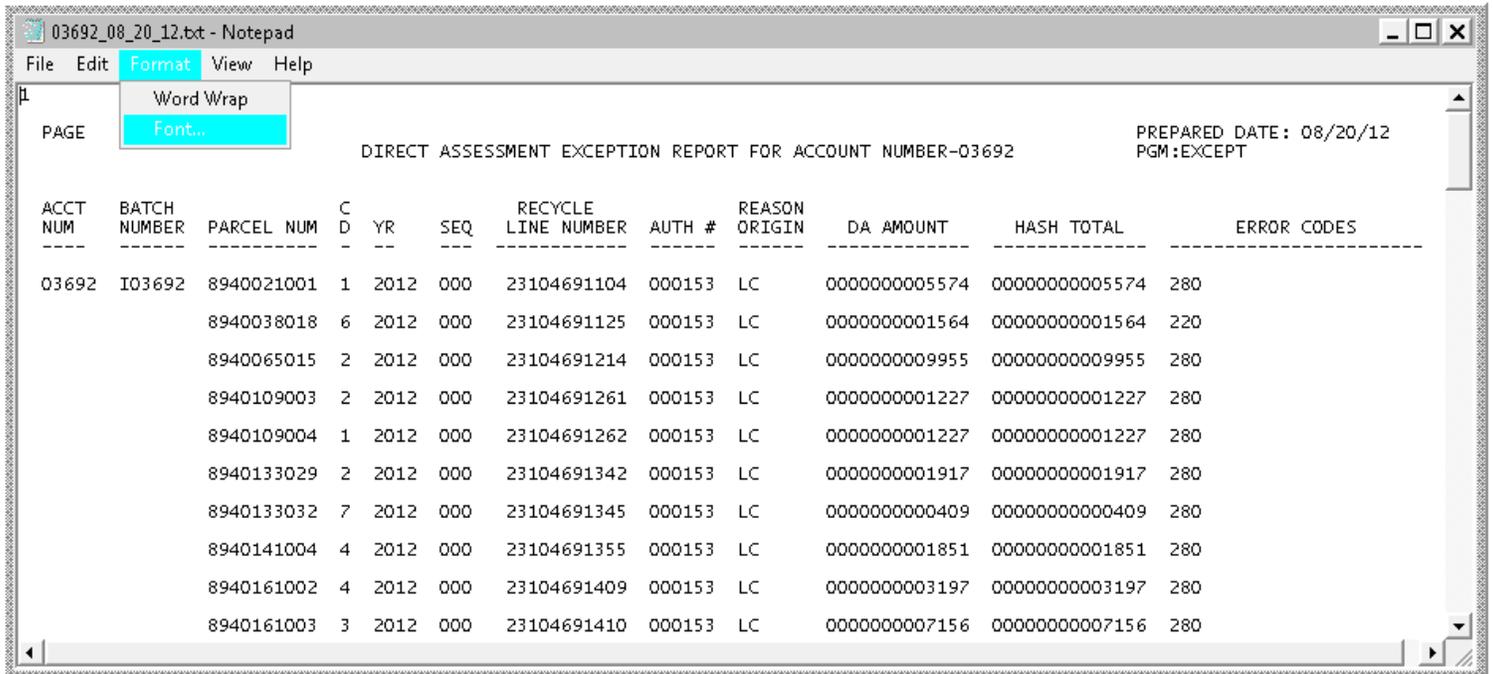
| ACCT NUM | BATCH NUMBER | PARCEL NUM | C | D | YR | SEQ | RECYCLE LINE NUMBER | AUTH # | REASON ORIGIN | DA AMOUNT | HASH TOTAL | ERROR CODES |
|----------|--------------|------------|---|---|------|-----|---------------------|--------|---------------|---------------|----------------|-------------|
| 03692 | I03692 | 8940021001 | 1 | | 2012 | 000 | 23104691104 | 000153 | LC | 0000000005574 | 00000000005574 | 280 |
| | | 8940038018 | 6 | | 2012 | 000 | 23104691125 | 000153 | LC | 0000000001564 | 00000000001564 | 220 |
| | | 8940065015 | 2 | | 2012 | 000 | 23104691214 | 000153 | LC | 0000000009955 | 00000000009955 | 280 |
| | | 8940109003 | 2 | | 2012 | 000 | 23104691261 | 000153 | LC | 0000000001227 | 00000000001227 | 280 |
| | | 8940109004 | 1 | | 2012 | 000 | 23104691262 | 000153 | LC | 0000000001227 | 00000000001227 | 280 |
| | | 8940133029 | 2 | | 2012 | 000 | 23104691342 | 000153 | LC | 0000000001917 | 00000000001917 | 280 |
| | | 8940133032 | 7 | | 2012 | 000 | 23104691345 | 000153 | LC | 0000000000409 | 00000000000409 | 280 |
| | | 8940141004 | 4 | | 2012 | 000 | 23104691355 | 000153 | LC | 0000000001851 | 00000000001851 | 280 |
| | | 8940161002 | 4 | | 2012 | 000 | 23104691409 | 000153 | LC | 0000000003197 | 00000000003197 | 280 |
| | | 8940161003 | 3 | | 2012 | 000 | 23104691410 | 000153 | LC | 0000000007156 | 00000000007156 | 280 |
| | | 8940161008 | 8 | | 2012 | 000 | 23104691412 | 000153 | LC | 0000000005795 | 00000000005795 | 280 |

1H. Perform the following steps on the Page Setup window:

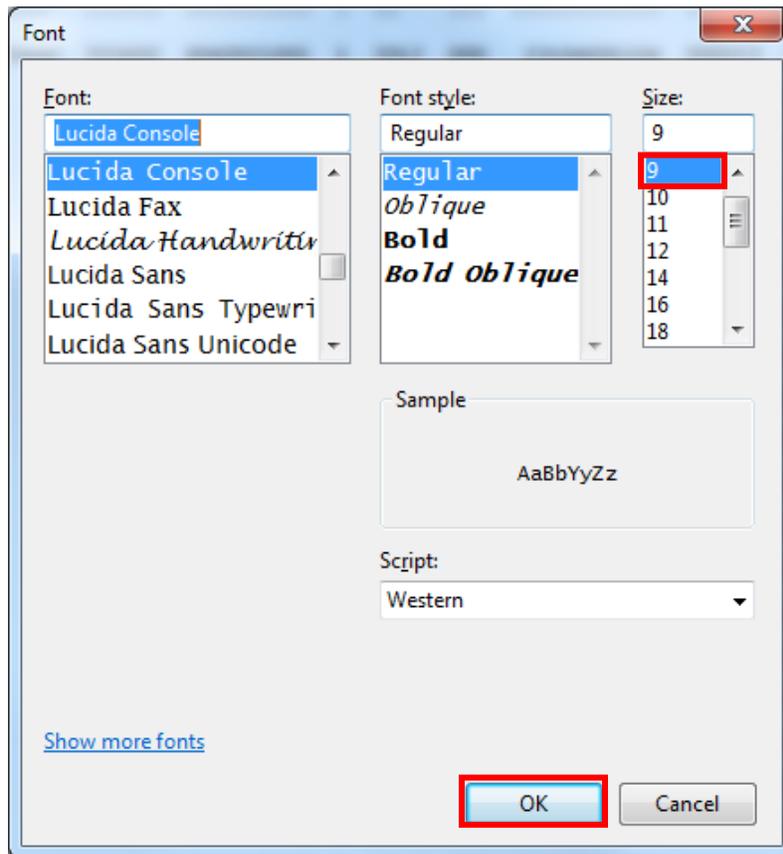
- Select **Landscape** under Orientation.
- Set all Margins to **0.25**.
- Click the **OK** button.



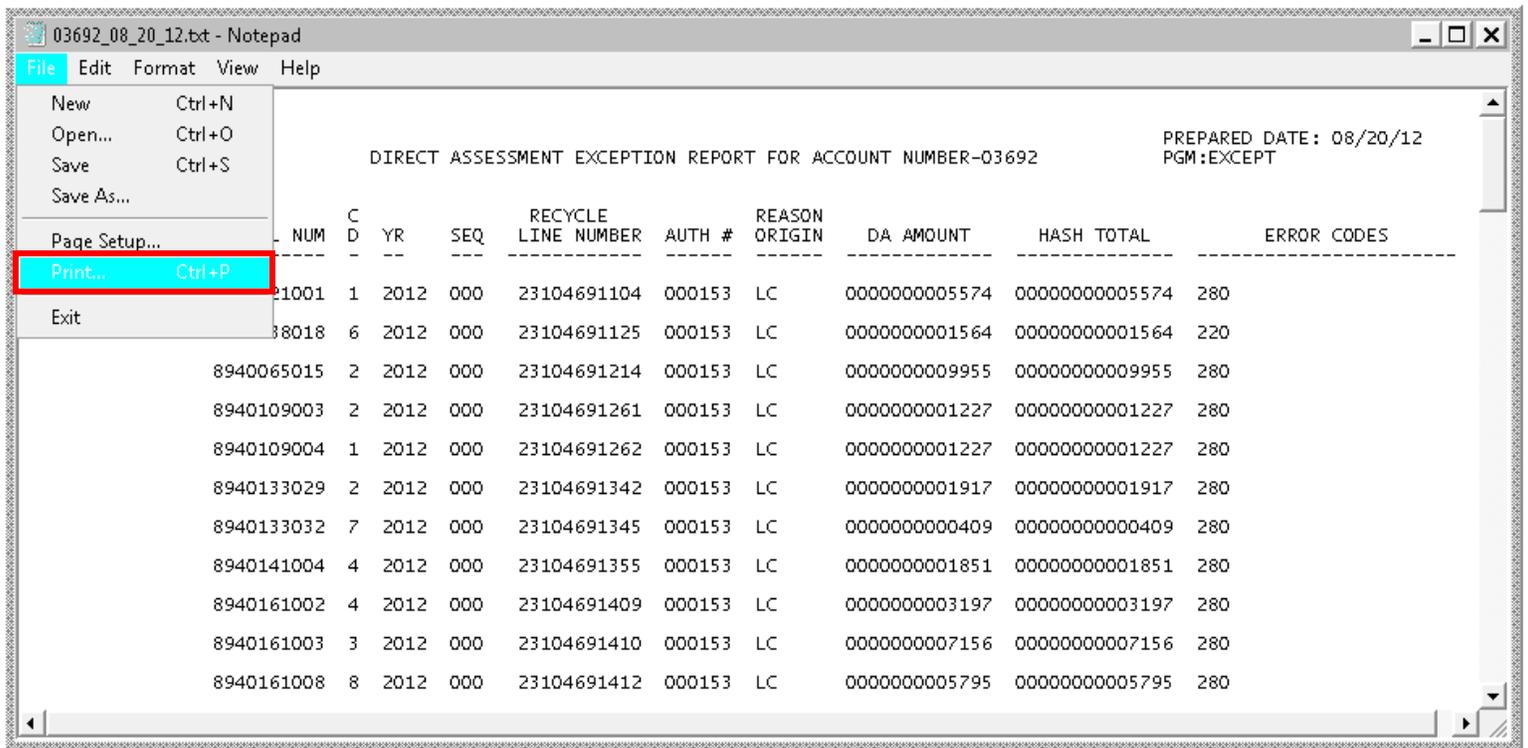
1I. For additional formatting, click **Format** then click **Font**.



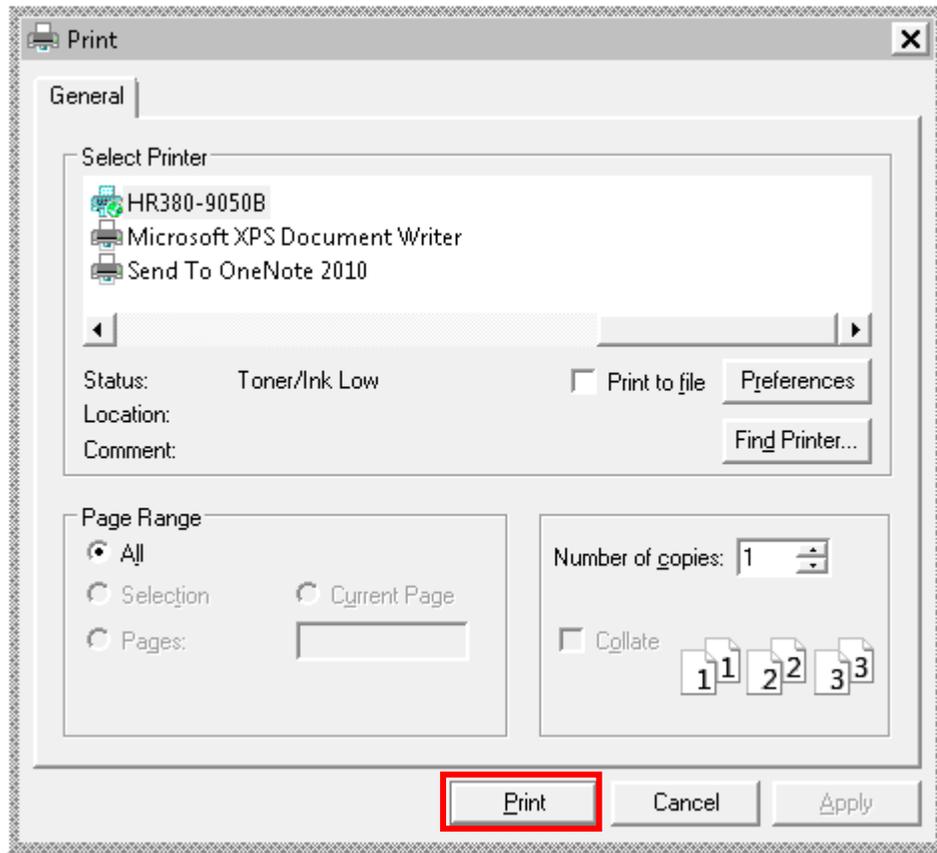
1J. Change the font size to **9** and click the **OK** button



1K. To print the report, click **File** then click **Print**.



1L. Click the **Print** button and the report will print to your assigned printer.



1M. Click the 'x' button to close the document.

The image shows a Notepad window titled '03692_08_20_12.txt - Notepad'. The window has a menu bar with 'File', 'Edit', 'Format', 'View', and 'Help'. The text content is as follows:

PAGE 1

DIRECT ASSESSMENT EXCEPTION REPORT FOR ACCOUNT NUMBER-03692

PREPARED DATE: 08/20/12
PGM:EXCEPT

| ACCT NUM | BATCH NUMBER | PARCEL NUM | C D | YR | SEQ | RECYCLE LINE NUMBER | AUTH # | REASON ORIGIN | DA AMOUNT | HASH TOTAL | ERROR CODES |
|-------------|-----------------|---------------|--------|------|-----|---------------------------|-----------|------------------|---------------|---------------|----------------|
| 03692 | I03692 | 8940021001 | 1 | 2012 | 000 | 23104691104 | 000153 | LC | 0000000005574 | 0000000005574 | 280 |
| | | 8940038018 | 6 | 2012 | 000 | 23104691125 | 000153 | LC | 0000000001564 | 0000000001564 | 220 |
| | | 8940065015 | 2 | 2012 | 000 | 23104691214 | 000153 | LC | 0000000009955 | 0000000009955 | 280 |
| | | 8940109003 | 2 | 2012 | 000 | 23104691261 | 000153 | LC | 0000000001227 | 0000000001227 | 280 |
| | | 8940109004 | 1 | 2012 | 000 | 23104691262 | 000153 | LC | 0000000001227 | 0000000001227 | 280 |
| | | 8940133029 | 2 | 2012 | 000 | 23104691342 | 000153 | LC | 0000000001917 | 0000000001917 | 280 |
| | | 8940133032 | 7 | 2012 | 000 | 23104691345 | 000153 | LC | 0000000000409 | 0000000000409 | 280 |
| | | 8940141004 | 4 | 2012 | 000 | 23104691355 | 000153 | LC | 0000000001851 | 0000000001851 | 280 |
| | | 8940161002 | 4 | 2012 | 000 | 23104691409 | 000153 | LC | 0000000003197 | 0000000003197 | 280 |
| | | 8940161003 | 3 | 2012 | 000 | 23104691410 | 000153 | LC | 0000000007156 | 0000000007156 | 280 |
| | | 8940161008 | 8 | 2012 | 000 | 23104691412 | 000153 | LC | 0000000005795 | 0000000005795 | 280 |