



Ministry of Finance
Property Taxation Branch

TUTORIAL

COLLECT ARREAR CLIENT TRANSACTIONS FOR UTILITY SERVICES (CACTUS)

The CACTUS program allows for the transfer of outstanding utility fees or charges unpaid at December 31st to the taxpayers' property tax account for collection.

There are two ways to transfer the charges:

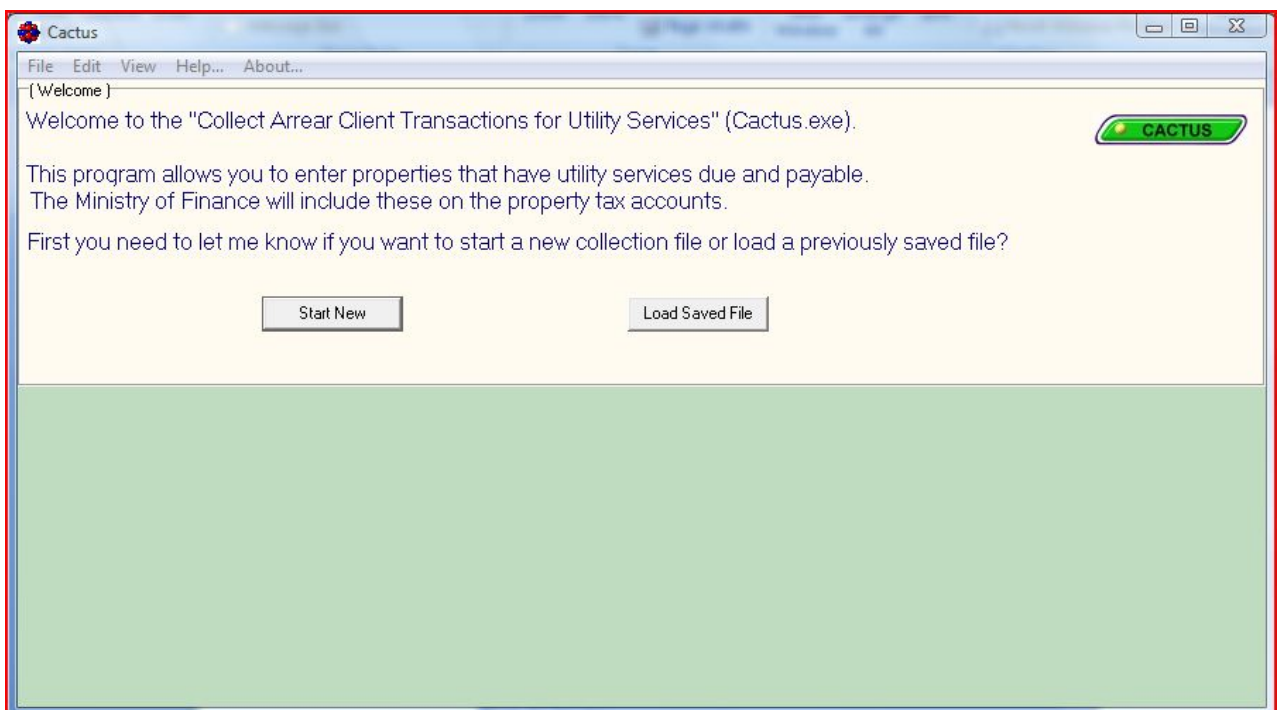
- A. ENTERING INDIVIDUAL DETAILS** (see below), or
- B. LOADING A SAVED FILE** (see page 9).

This program runs in Windows XP, Windows Vista and Windows 7.

If you should encounter any problems with the software or require assistance in using the program contact the Property Taxation Branch at 250 356-5495 for assistance or email ptbcacpr@victoria1.gov.bc.ca

A. ENTERING INDIVIDUAL DETAILS:

When you enter the CACTUS Program, select **START NEW**



Select whether you represent a Regional District or a Municipality and select your Regional District or Municipality from the drop down menu. Click OK.

Cactus: Regional District / Municipality Maintenance

Please identify your Regional District or Municipality

< Regional District or Municipality >

I am a Regional District

I am a Municipality

< Regional District >

Regional District 02 BULKLEY-NECHAKO

Let me manually enter the Regional District Code (Override)

Regional District Code 02

Regional District Name BULKLEY-NECHAKO

OK Cancel

All Regional Districts and Municipalities should be listed, if your Regional District or Municipality is not listed, select *Let me manually enter the Regional District Code (Override)* and enter your Regional District or Municipality Code and Name. Click OK.

Cactus: Regional District / Municipality Maintenance

Please identify your Regional District or Municipality

< Regional District or Municipality >

I am a Regional District

I am a Municipality

< Regional District >

Regional District 27 SUNSHINE COAST

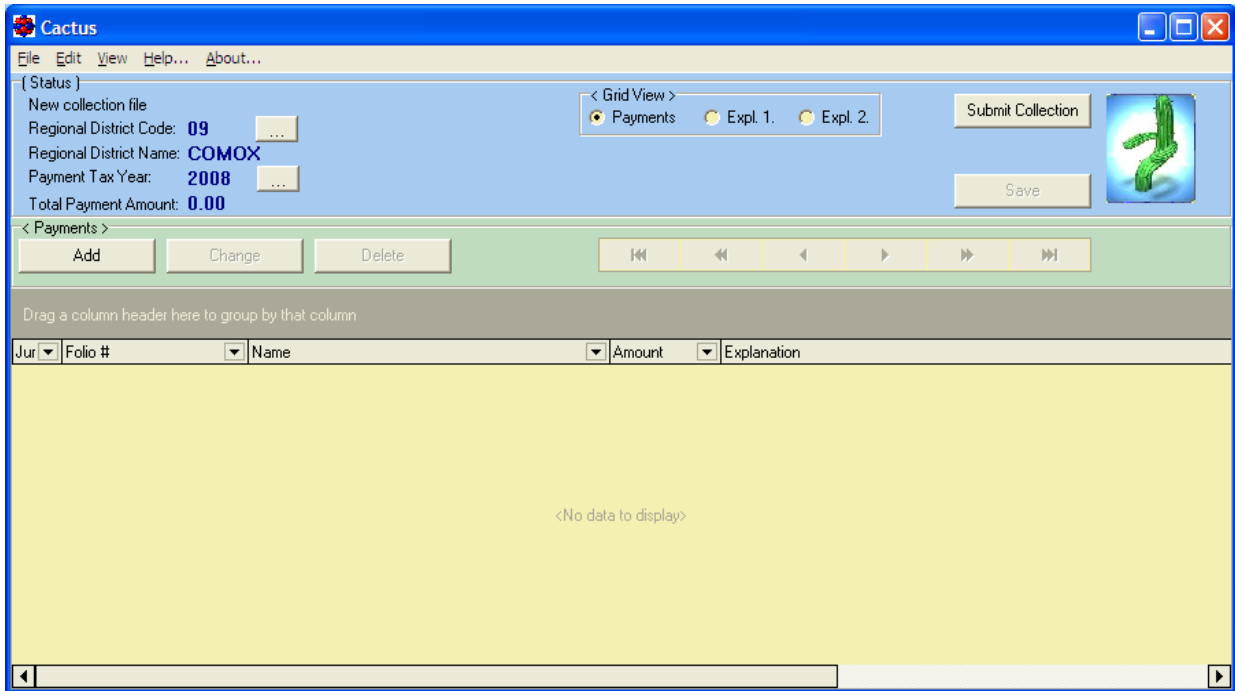
Let me manually enter the Regional District Code (Override)

Regional District Code

Regional District Name

OK Cancel

Make sure the Code and Name on the top left of the screen are correct. If correct, select ADD, if incorrect, close the window by clicking the X at the top right of screen and start again.



You have two options for entering the charges:

1. *Filter Jurisdiction by Collection District* (this will give you only those jurisdictions for the collection district), or
2. *Display ALL Jurisdictions* (this will display the full list) and select the correct jurisdiction from the drop down list.

Enter the details in the four fields:

Folio Number

Name (no comma)

Amount

Charge Explanation

Note: All fields are mandatory

For various types of charges:

The *Charge Explanation* field requires the name of the service if Garbage, Sewer or Water is selected, for example: CRANBROOK. If you select Other, you need to enter the type of service, for example: UNSIGHTLY PREMISES

If you have several of the same charge types:

Select *Remember the 'Explanation' from this add and 'Pre Populate' the Explanation for the next Add* and select the type of service (Garbage, Sewer, Water or Other). If the service type selected is OTHER, enter the service name.

See example below:

Cactus: Add a Charge

< Property Information >

Filter Jurisdiction by Collection District Display ALL Jurisdictions

Collection District: 02 VICTORIA *Required*

Remember the Collection District from this add and "Pre-Populate" the Collection District for the next Add

Jurisdiction: 702 CRANBROOK RURAL *Required*

Remember the Jurisdiction from this add and "Pre-Populate" the Jurisdiction for the next Add

Folio Number: 12345 .000 *Required* (BC Assessment Authority Folio Format is: 000000000012345000)

Surname First Name
 Name: SMITH JOHN *Required*

< Amount of Utility Service that is submitted for collection as taxes in arrear >

Amount: 250.00 *Required*

< Charge Explanation >

CRANBROOK

Remember the "Charge Explanation" from this add and "Pre-Populate" the Charge Explanation for the next Add

Garbage
 Sewer
 Water
 Other

Charge Explanation: CRANBROOK GARBAGE

Click ADD.

Entries added will be displayed in a list.

Cactus

File Edit View Help... About...

[Status]

New charge file

Regional District Code: 02

Regional District Name: BULKLEY-NECHAKO

Utility Debt Tax Year: 2010

Total Amount: 295.00

< Grid View >

Amounts Expl. 1. Expl. 2.

Submit Collection

Save

NOTE: There are changes that are NOT saved!

< Charges >

Add Change Delete

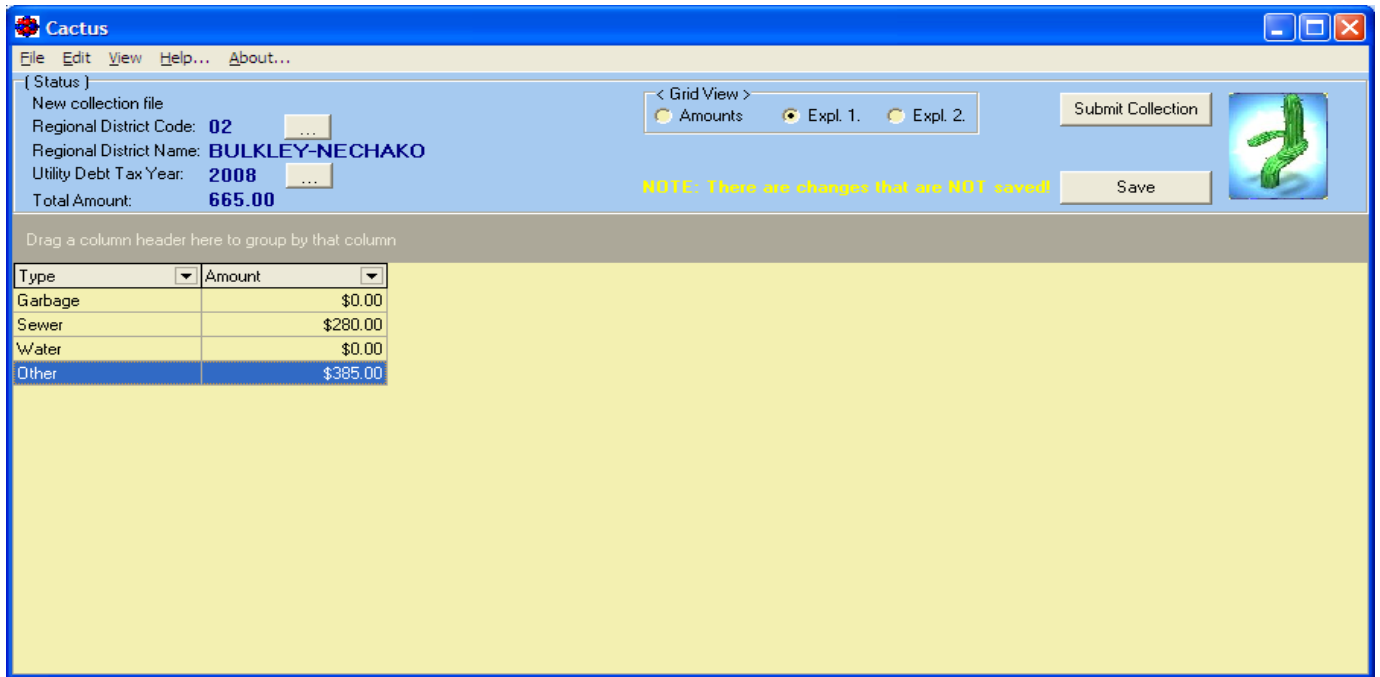
Drag a column header here to group by that column

Jur	Folio #	Name	Amount	Explanation
702	12345.000	SMITH JOHN	\$25.00	FT FRASER WTR/SwR
702	01234.567	THOMAS ALLAN	\$55.00	FT FRASER WTR/SWR
702	04567.000	MA REGINA	\$140.00	FT FRASER SEWER
702	14567.000	KABATOFF KEVIN	\$75.00	FT FRASER SEWER

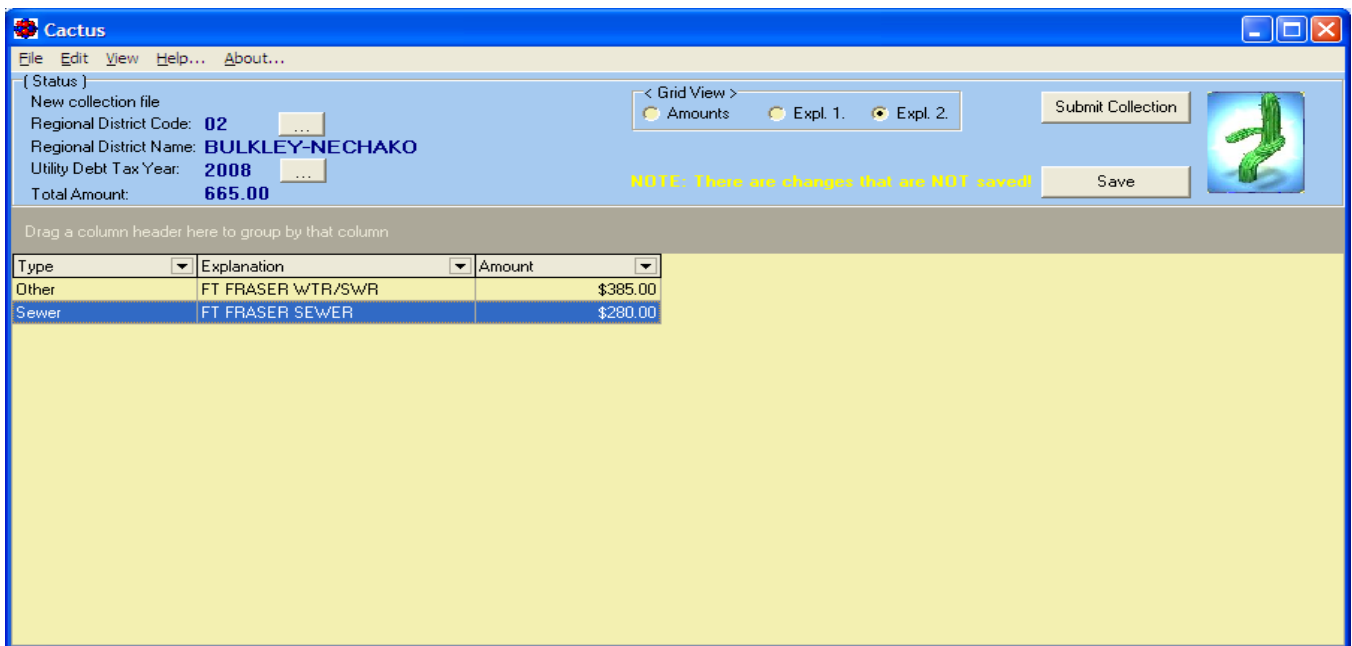
You can change or delete an item in the list by selecting the row (Click on row) and click CHANGE or DELETE.

The <Grid View> options located at the top of the screen will allow you to view the total for each charge type.

Expl 1: Summary by Type and Amount



Expl 2: Summary by Explanation Name:

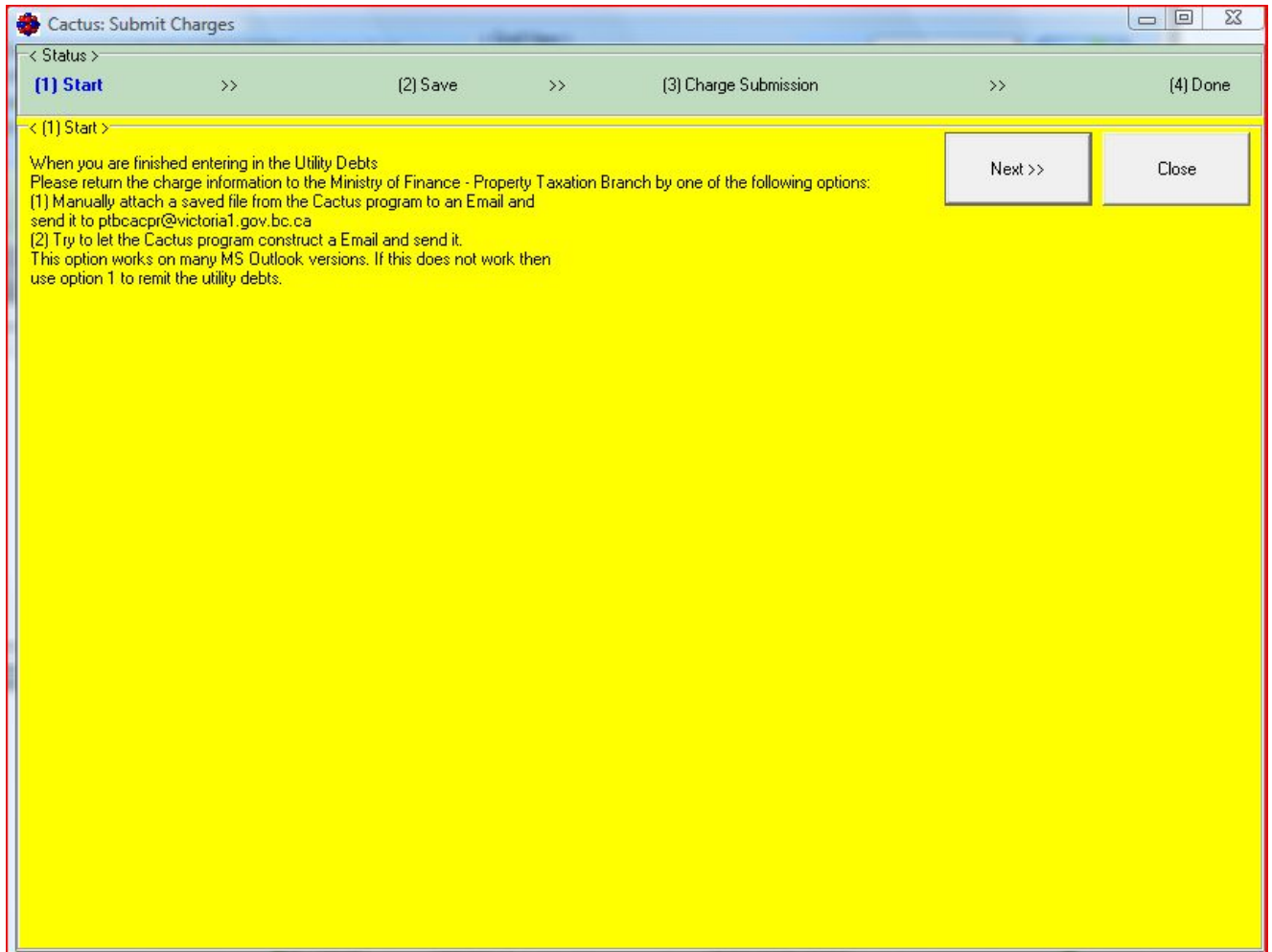


Return to the list of charges by selecting the AMOUNTS in the <Grid View> box.

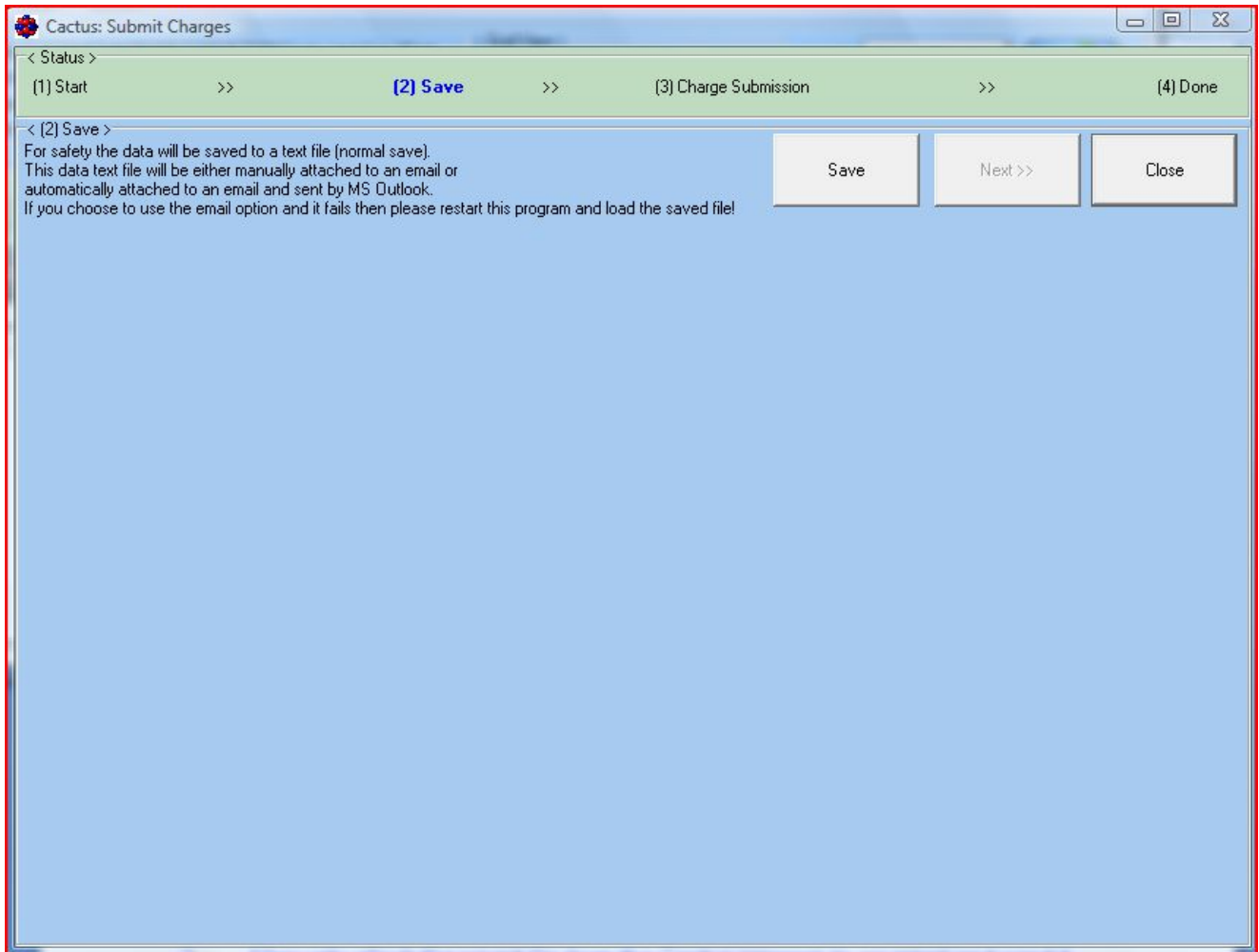
Save your entries by clicking SAVE. This will prompt you to save your file in your directory.

Click SUBMIT COLLECTION and follow the 4 step process for submitting your file.

(1) Start screen, click NEXT to complete step 1 and move to step 2.

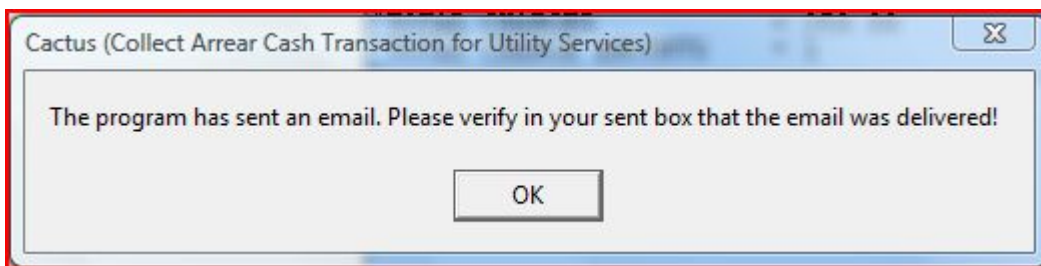


(2) Save screen, click SAVE. This will save your file in your chosen directory and will display the file name. Click NEXT to move to step 3.



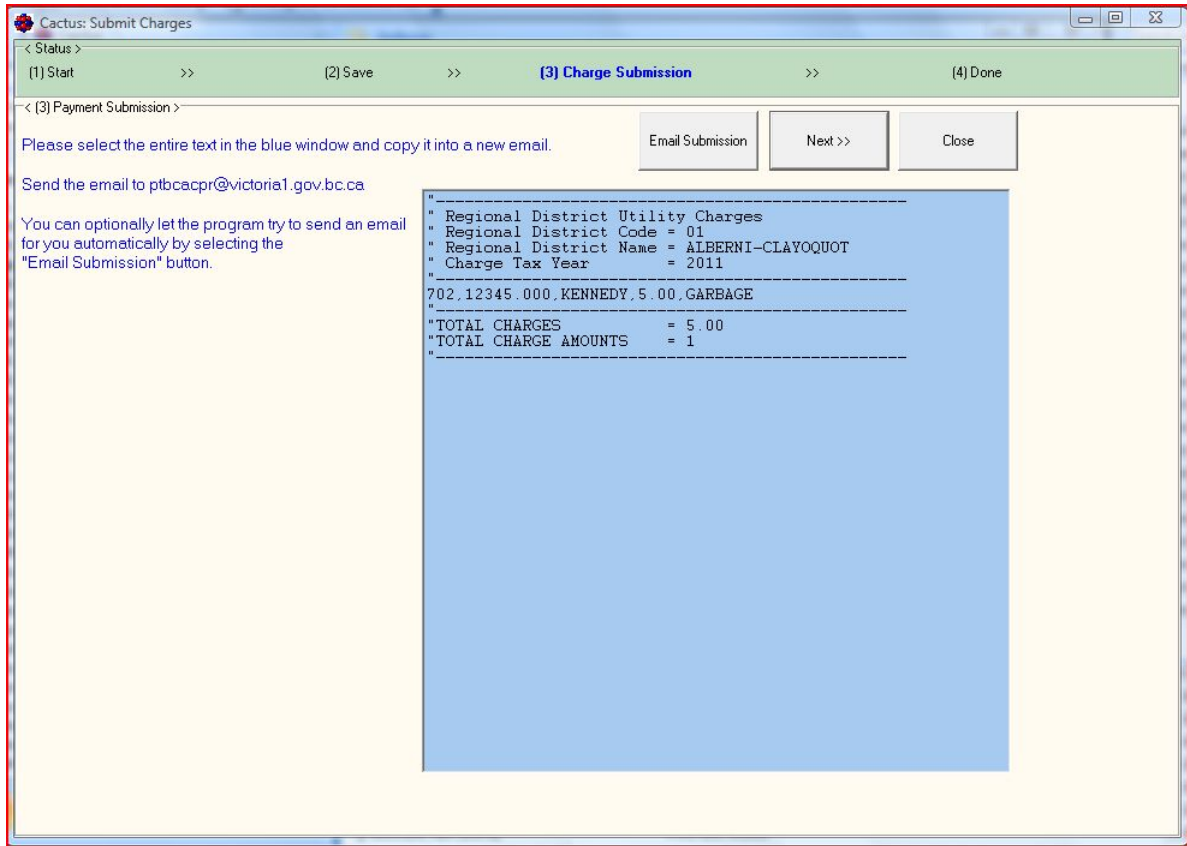
(3) Charge Submission screen. Email your file to the Property Taxation Branch by choosing one of the following two options:

1. CACTUS will automatically send an email with your list of charges when you select EMAIL SUBMISSION. This window will appear, please check your email sent box to confirm your email was sent.

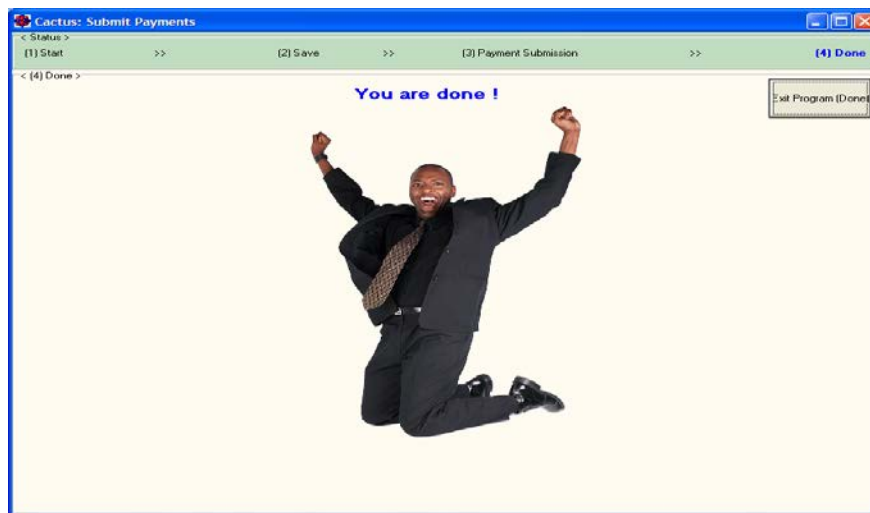


Note: If the automatic email option is unsuccessful, please use option 2 to manually submit your file.

2. Select blue highlighted text by right clicking and choose Select All, Copy and Paste your data into the body of your email and send it to ptbcacpr@victoria1.gov.bc.ca



Select NEXT and EXIT PROGRAM (DONE).



B. LOADING A SAVED FILE

When you enter the CACTUS Program, select LOAD SAVED FILE

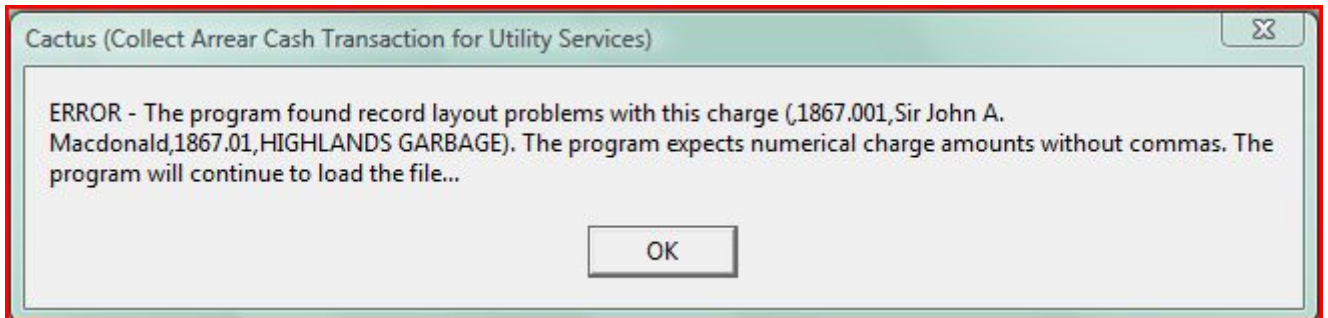
If your file was originally created in Excel, ensure the information includes the following five mandatory headings/columns:

JUR FOLIO NUMBER NAME AMOUNT SERVICE NAME

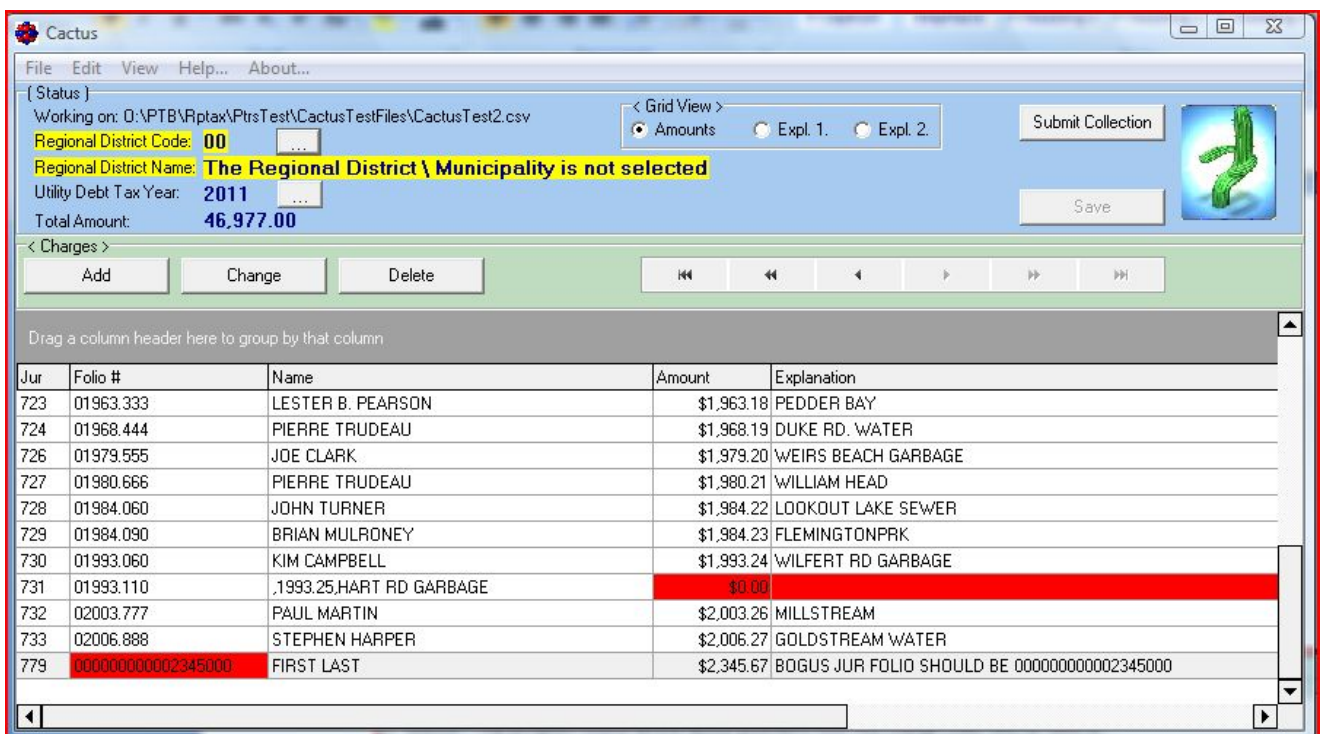
Ensure your file is a .csv (comma delimited) format prior to loading your file.

Note: Keep your service name explanation to a maximum of 19 characters. When the file is uploaded, only 19 characters will be displayed on the Notice.

You may encounter error messages when loading the data if you are missing information from one of the five mandatory heading/columns as indicated above.



Continue to click OK as the error messages appear and load your file. Once the file is loaded, you must correct all highlighted errors prior to saving the file. Click ADD, CHANGE OR DELETE to make your corrections (highlighted in red), use "..." buttons to correct the Code and/or Name field (highlighted in yellow).



Change Charge Screen:

Cactus: Change Charge

< Property Information >

Collection District 27 CRANBROOK

Jurisdiction 702 CRANBROOK RURAL

Folio Number 12245.000

Surname First Name
Name SMITH JOHN *Required*

< Amount of Utility Service that is submitted for collection as taxes in arrear >

0.00
Amount 250 *Required*

< Charge Explanation >

Garbage
 Sewer
 Water
 Other

Charge Explanation: **GARBAGE**

Change Cancel

If your file loads without errors, follow the 4 step process (page 6) for submitting your file.