



Zortec Audit Parameter Change Request

Please indicate next to appropriate parameter what you request to change with explanation for the need:

General Ledger

- Change to Budget Entries packet: Yes No
- Change to Beginning Balance packet: Yes No
- Change to Journal Entries packet: Yes No
- Change to Payroll Entries packet: Yes No
- Change to Cash Disbursement packet: Yes No
- Change to Cash Receipt packet: Yes No
- Change to Encumbrance Entries packet: Yes No

Property Tax

- Require Log of Bill Deletions? Yes No
- Allow Change/Delete of Rcpts? Yes No
- Allow Delete of Rcpt Session? Yes No
- Require Void Rcpts to Print? Yes No

Valid Accounting Periods Open:

- Number Months Prior to Current: (1 - 99)
- Number Months After Current: (1 - 99)
- Allow Re-open of Closed Period? Yes No
- Allow Direct Entry Mode? Yes No
- Allow Delete of Void AP Checks? Yes No

Payroll

- Allow Delete of Void PP Checks? Yes No
- Allow Change to PP Checks Yes No
- Allow Purge of Prior Year Emps? Yes No
- Temporary Change? Yes No

Additional Notes:

By signing this document you are allowing an employee at Local Government Corporation to perform this change as indicated above. It is up to the undersigned to confirm with LGC employee when this change has been made and, if necessary, notify us that change is to be returned to original setting.

Official Requesting Login Change

Office Name

Date

**Fax Completed Form to (931) 380-1258
Attn: Customer Resources**