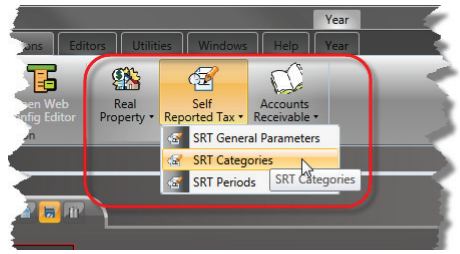
1. In the GNA ribbon, select the *Application Configurations* tab.
2. In the *Govern Tax* group, click the **Self Reported Tax** icon to display the available forms.



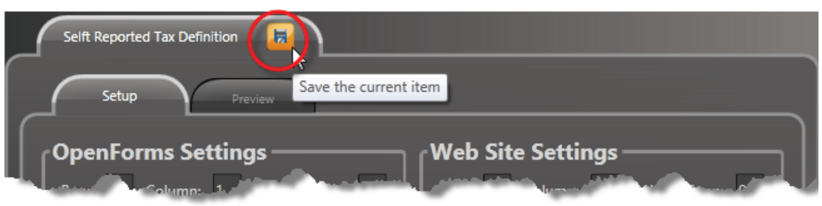
Options include:

- *SRT Parameters*
- *SRT Categories*
- *SRT Periods*

3. Select the **SRT Parameters** option.
4. Note the **Next Account Number** field.
5. If an increment value is required for each new account number, it can be entered in the **Increment** parameter.
6. Click the **Check Link to Permits** and / or the **Check Change Date** options.
7. Click the **Save** icon or use the **Ctrl + S** keyboard combination, to save your settings.

Self Reported Tax Editor Command Buttons

Save: Click **Save** to save any changes made to the form.



Self Reported Tax Editor Parameters

OpenForms Settings group

The following parameters are used to control the positioning of the parameters that are filled out on an SRT form.

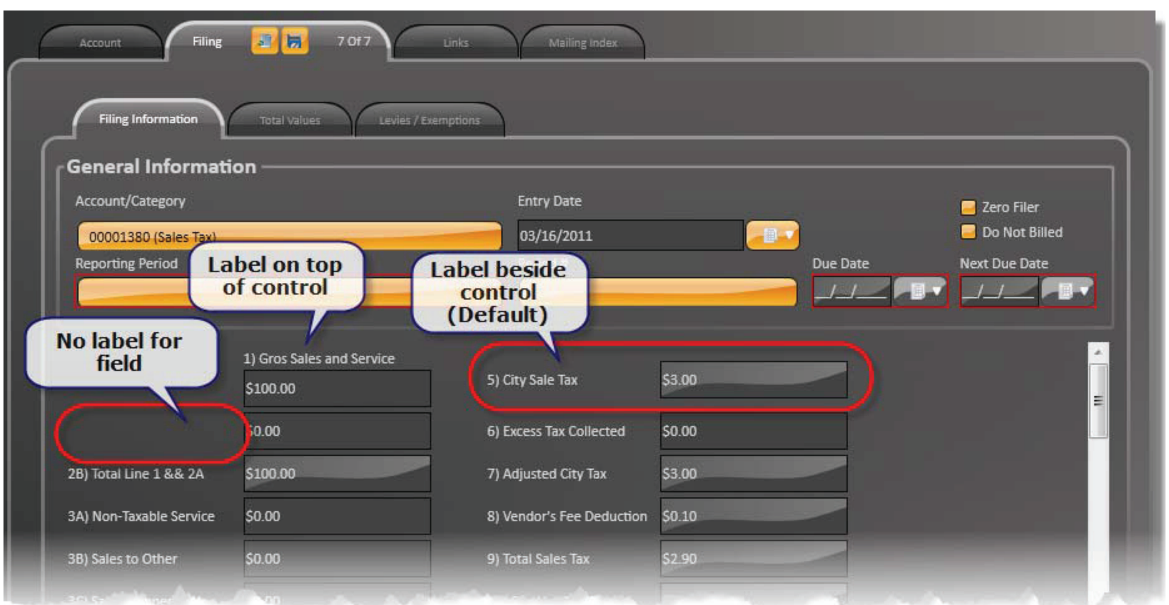
Row / Column: The *Row* and *Column* parameters are used to specify the horizontal / vertical positions of the field.

> **WARNING:** Always assign a **Row** and **Column** position value otherwise the values in these fields will not be computed. This can lead to errors in calculated values. This rule is regardless of whether the field is hidden or not.

Column Span: Column Span allows you to specify the number of columns that the field will spread over.

Show label on top of the control: When this option is selected, the text label of the field will be presented on top of the field.

No label for this field: Select this option to display the field without any text label.



Is Hidden: Select the Is Hidden option to hide the row; *see Adding Blank Spaces and Columns in a Layout on page 19*.

Tab Sequence: Enter a tab sequence number to control the order that the fields are cycled through when the user presses the Tab key. *See Changing a*

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Form Tab Sequence on page 20.

Note: The default for the appearance of labels is on the left hand side of the parameter.

Web Site Settings group

Users of the eComponents that provide *Self Reporting Tax*, (i.e. eRemittance), reporting functionality to their clients can also control the presentation of these forms. These parameters will help to specify how the forms will appear through a web browser. Refer to the *eRemittance* section of the *Govern eGovern - Public Self Service Portal release 5.1* user guide for additional details.

Row / Column: The *Row* and *Column* parameters are used to specify the horizontal / vertical positions of the field.

WARNING: Always assign a **Row** and **Column** position value otherwise the values in these fields will not be computed. This can lead to errors in calculated values. This rule is regardless of whether the field is hidden or not.

Column Span: Column Span allows you to specify the number of columns that the field will spread over.

Note: Column widths when specifying spans values are determined by the width of the largest object in each of the columns.

Show label on top of the control: When this option is selected, the text label of the field will be presented on top of the field.

No label for this field: Select this option to display the field without any text label.

Required control on the web site page: There are instances when a field may be required to be completed prior to proceeding to the next page or section. This could be a **Completed By** field that acts as a signature, or a mandatory date.

Customizing Address fields with the SRT Editor

For an SRT report, part of the report will require the entry of the users address. An address can usually require a *Street* address, a secondary *Apartment* or *Suite* number and possibly a third field. Additional fields would be needed for the City, State, and Zip Code. These fields can be lined up in the same

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