

Homestead Credit Billing Process

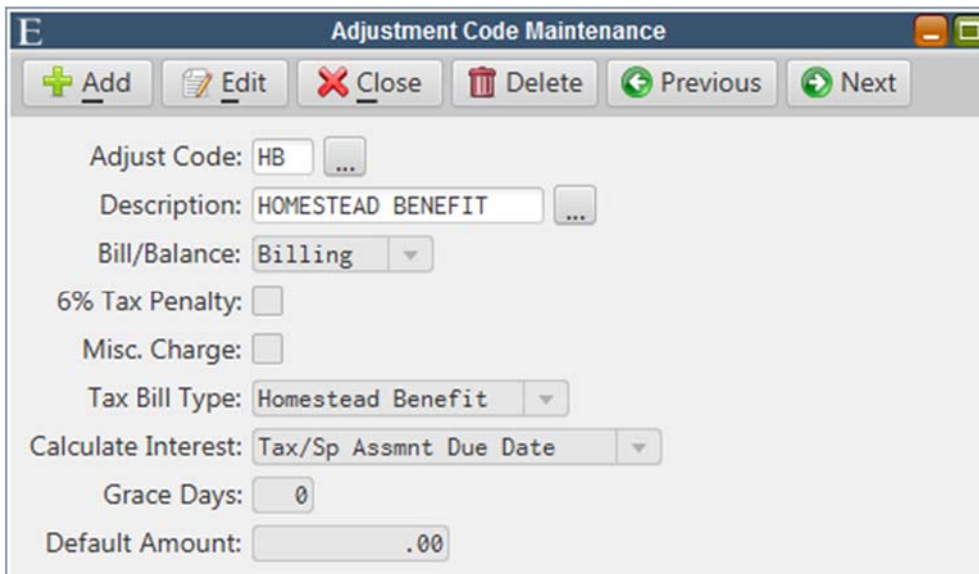
Create the Adjustments

1. Create Adjustment Code

Note: This step is not necessary if a Homestead Credit adjustment code already exists.

Go to *Billing/Collections > Tax Collection > Adjustments > Adjustment Code Maintenance*

Click the **Add** button. Type in a Code and Description. Select *Billing* in the Bill/Balance dropdown. Select *Homestead Benefit* in the Tax Bill Type dropdown. Select *Tax/Sp Assessment Due Date* in the Calculate Interest dropdown. Click the **Save** button.



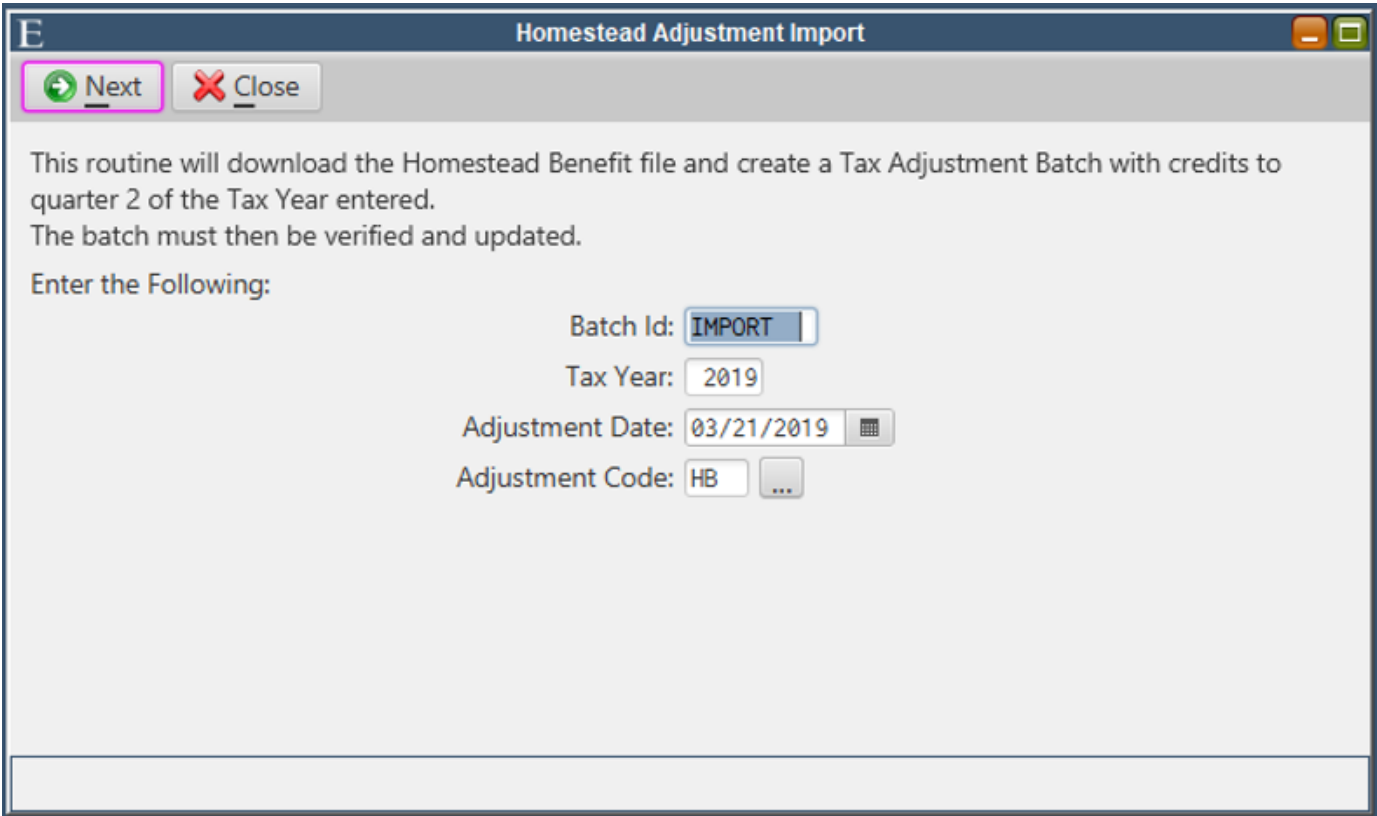
The screenshot shows a software window titled "Adjustment Code Maintenance". At the top, there are six buttons: "Add" (green plus), "Edit" (pencil), "Close" (red X), "Delete" (trash), "Previous" (green left arrow), and "Next" (green right arrow). Below the buttons are several input fields and dropdown menus:

- Adjust Code: HB
- Description: HOMESTEAD BENEFIT
- Bill/Balance: Billing
- 6% Tax Penalty:
- Misc. Charge:
- Tax Bill Type: Homestead Benefit
- Calculate Interest: Tax/Sp Assmnt Due Date
- Grace Days: 0
- Default Amount: .00



2. Download/Import Credit Adjustments

Go to *Billing/Collections > Tax Collection > Adjustments > Homestead Adjustment Import*

Type in a Batch Id and enter 2019 as the Tax Year. The Adjustment Date will default to the current date. Select the Homestead Benefit Adjustment Code. Click the **Next** button to download and import the adjustments into an Adjustment Batch.



E Homestead Adjustment Import


 


This routine will download the Homestead Benefit file and create a Tax Adjustment Batch with credits to quarter 2 of the Tax Year entered.
The batch must then be verified and updated.

Enter the Following:

Batch Id:

Tax Year:

Adjustment Date: 

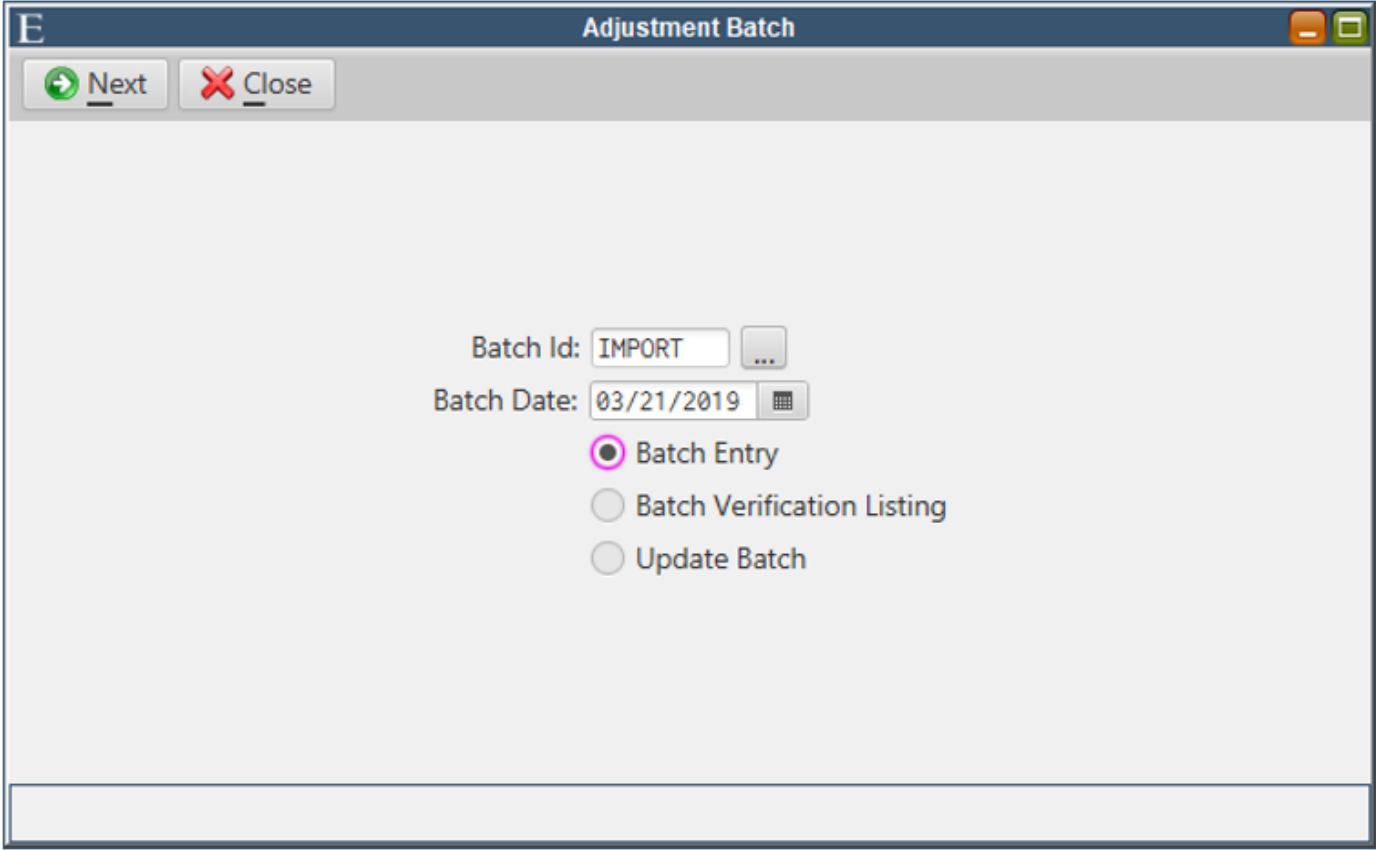
Adjustment Code: 

3. Verify and Update Adjustment Batch

Note: Tax Collectors can log in to GovConnect (My New Jersey – <http://Portal.NJ.Gov>) and access a PDF verification form named "2019 Homestead Benefit Credits" that is posted in the Tax Collector Document Library. The information on the PDF should be compared to the Adjustment Batch verification listing to ensure that all the eligible properties are correctly credited. If you need assistance with your GovConnect access to the Document Library please email egg@dca.state.nj.us.

Go to *Billing/Collections > Tax Collection > Adjustments > Adjustment Batch*

Print the Batch Verification Listing and verify your totals. If the totals are correct, update the batch.



E Adjustment Batch

Next Close

Batch Id: IMPORT

Batch Date: 03/21/2019

Batch Entry

Batch Verification Listing

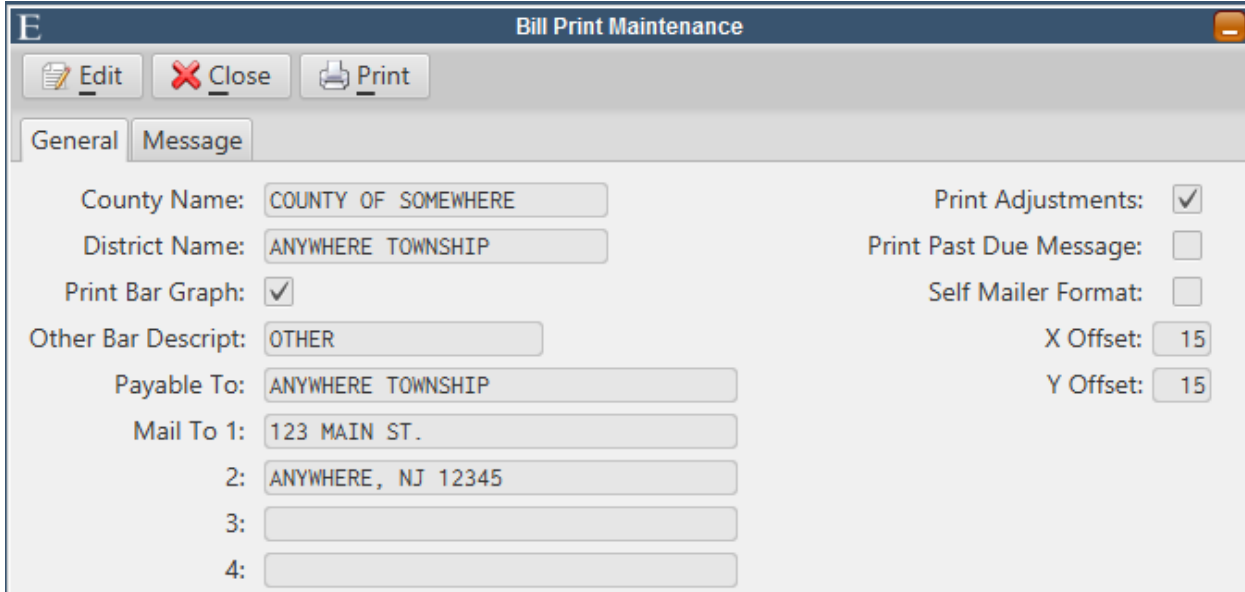
Update Batch

Printing the Bills

1. Complete Bill Print Maintenance

Go to *Billing/Collections>Tax Collection>Billing>Bill Print Maintenance*

Make sure the District Name, Payable To information is completed and the Print Adjustment checkbox is checked.



E Bill Print Maintenance

Edit Close Print

General Message

County Name: COUNTY OF SOMEWHERE Print Adjustments:

District Name: ANYWHERE TOWNSHIP Print Past Due Message:

Print Bar Graph: Self Mailer Format:

Other Bar Descript: OTHER X Offset: 15

Payable To: ANYWHERE TOWNSHIP Y Offset: 15

Mail To 1: 123 MAIN ST.

2: ANYWHERE, NJ 12345

3:

4:

2. Check Grace Days

Go to *Billing/Collections>Tax Collection>Update Taxes>Due Date Maintenance*

Make sure the grace days for the 2nd quarter of 2019 are correct.

3. Create Tax Bill Extract

Go to *Billing/Collections>Tax Collection>Billing>Create Tax Bill Extract*

Choose *Homestead Benefit* in the **Bill options** drop-down. Click the **Next** button to create the extract.

****Please note that if the Current Tax Year is defaulted to 2018, you will need to change the Year to 2019 and select Enter or Tab to auto-correct the Prelim Tax Year field to display 2020.***

E Create Tax Bill Extract

This routine creates a billing extract file to be used by the tax bill print program.

Current Tax Year: Prelim Tax Year:

Bill Options: ▼



Adjust Code: ...

Adjusted bills will be created for Qtr 2 of 2019.

4. Print Tax Bills

Go to *Billing/Collections>Tax Collection>Billing>Print Tax Bills*

E **Print Tax Bills**

 **Print**  **Close**

Enter the Following:

Tax Year:


Bill Type:

Bank Code Option:

Print Sequence:

Lien Options: Bill Message:

Create IHA File/Cross Reference Report

Print to Screen  **Alignment** X Offset: Y Offset:

Range of Bank/Block/Lot/Quals (Blank for All):

Bank: ... to ...

Block:

Lot:

Qual:

Note: Utilize the options in the **Bank Code Option** combo-box to print original and/or advice bills.