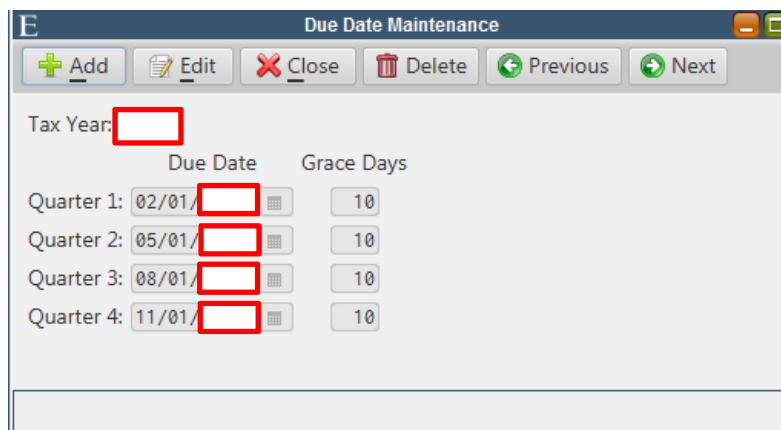


NJ Tax Bill Printing

Estimated Bills

1. Check Grace Days

- Billing/Collections> Tax Collection> Update Taxes> Due Date Maintenance
- The number of grace days can be changed, due dates ALWAYS remain the same



	Due Date	Grace Days
Quarter 1:	02/01/ <input type="text"/>	10
Quarter 2:	05/01/ <input type="text"/>	10
Quarter 3:	08/01/ <input type="text"/>	10
Quarter 4:	11/01/ <input type="text"/>	10

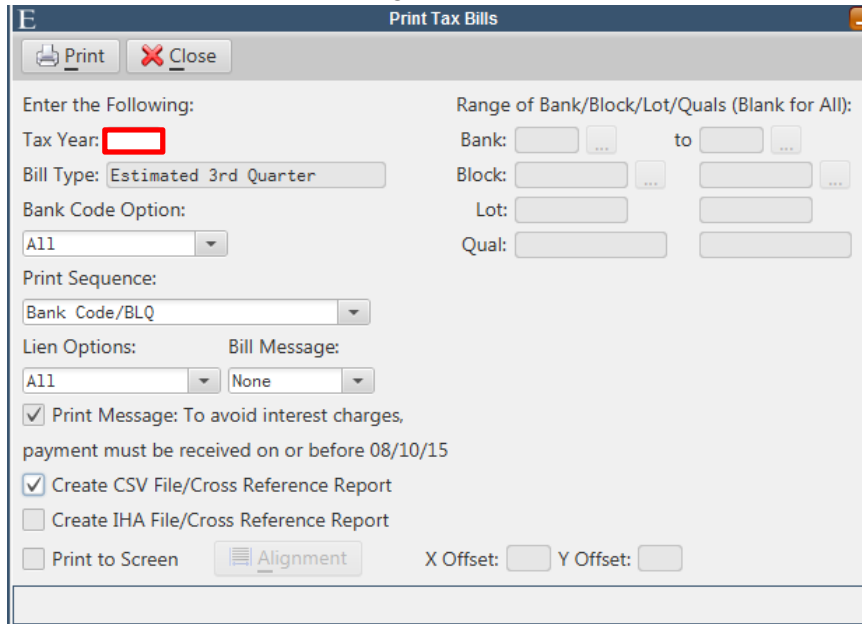
2. Create Tax Bill Extract

- Billing/Collections> Tax Collection> Billing> Create Tax Bill Extract
- Confirm the current tax year is correct
- Bill Option: Estimated 3rd Quarter

' and 'Prelim Tax Year: ', both with red boxes around them. Below that is a 'Bill Options:' dropdown menu with 'Estimated 3rd Quarter' selected. Below that is an 'Adjust Code:' field with a small icon." data-bbox="273 628 714 862"/>

3. Create Bill Printing File

- Billing/Collections> Tax Collection> Billing> Print Tax Bills
- Bank Code Option: All
- Print Sequence: Bank Code/BLQ
- Check the box to Print Message and Create CSV File/Cross Reference Report

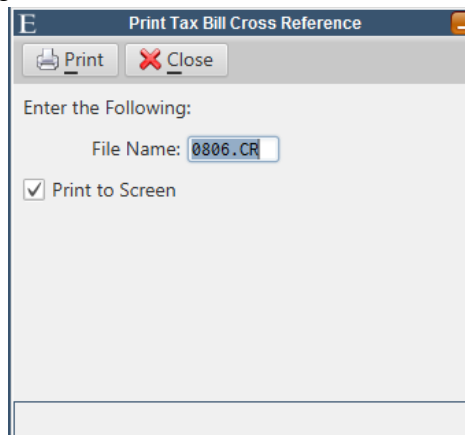


The screenshot shows the 'Print Tax Bills' dialog box with the following fields and options:

- Enter the Following:**
 - Tax Year:
 - Bill Type:
 - Bank Code Option:
 - Print Sequence:
 - Lien Options:
- Range of Bank/Block/Lot/Quals (Blank for All):**
 - Bank: to
 - Block:
 - Lot:
 - Qual:
- Bill Message:**
- Print Message: To avoid interest charges, payment must be received on or before 08/10/15
- Create CSV File/Cross Reference Report
- Create IHA File/Cross Reference Report
- Print to Screen
-
- X Offset: Y Offset:

4. Print Tax Bill Cross Reference Report

- Billing/Collections> Tax Collection > Billing > Print Tax Bill Cross Reference
- File Name defaults to the clients City ID.CR
- This report associates each BLQ with a bill number that will be used in the Print Bills from CSV File Routine

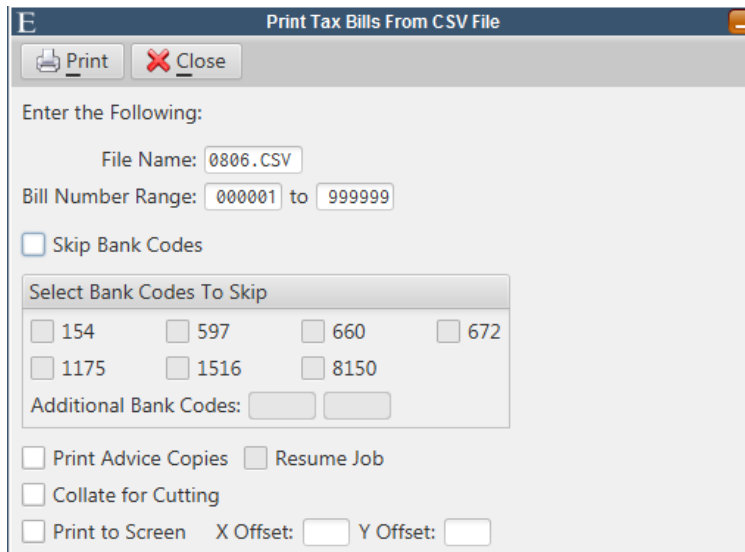
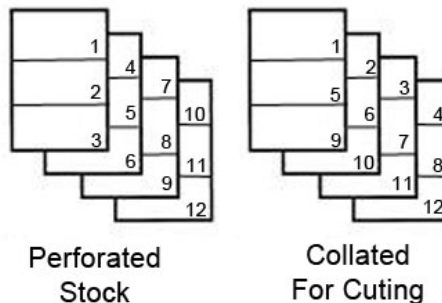


The screenshot shows the 'Print Tax Bill Cross Reference' dialog box with the following fields and options:

- Enter the Following:**
 - File Name:
- Print to Screen

5. Print Tax Bills from CSV FILE

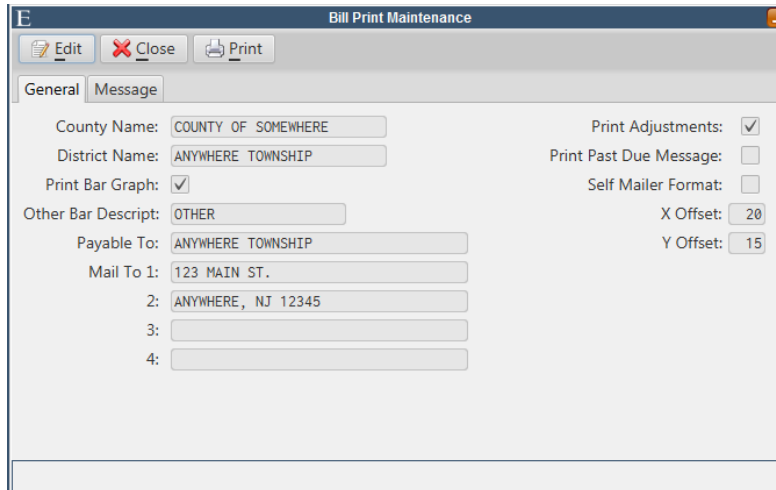
- Billing/Collections> Tax Collection > Billing > Print Tax Bills From CSV File
- File Name defaults to the clients City ID.CSV
- Bill Number Range:
 - For Original Bills select the first Bill Number through the last Bill Number on the Cross Reference Report or fill field with all 9's
 - For Advice Bills select the first Advice Bill Number (listed on the bottom of the Cross Reference Report) through the last Bill Number or fill field with all 9's
- Skip Bank Codes should be checked when printing Original Bills and any applicable bank codes to be skipped should be checked or entered in the open fields
- Print Advice Copies should be checked when printing Advice Bills
- Collate for Cutting should only be checked when the condensed bill paper is not perforated (see diagram of perforated bill stock vs. non-perforated bill stock sent to get cut)

Regular Bills

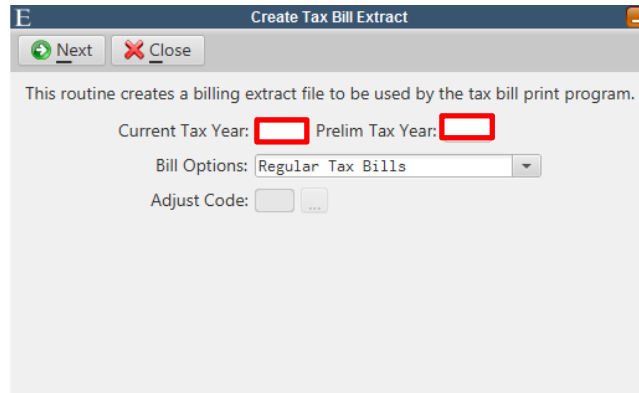
1. Edit Bill Message and check Grace Days

- Edit Bill Message: Billing/Collections > Tax Collection > Billing > Bill Print Maintenance
 - Check to Print Adjustments for the Homestead Rebates to print on the bill
- Grace Days: Billing/Collections> Tax Collection> Update Taxes> Due Date Maintenance
- The number of grace days can be changed, due dates ALWAYS remain the same



2. Create Bill Extract

- Billing/Collections > Tax Collection > Billing > Create Tax Bill Extract
- Confirm the current tax year is correct
- Bill Option: Regular Tax Bills



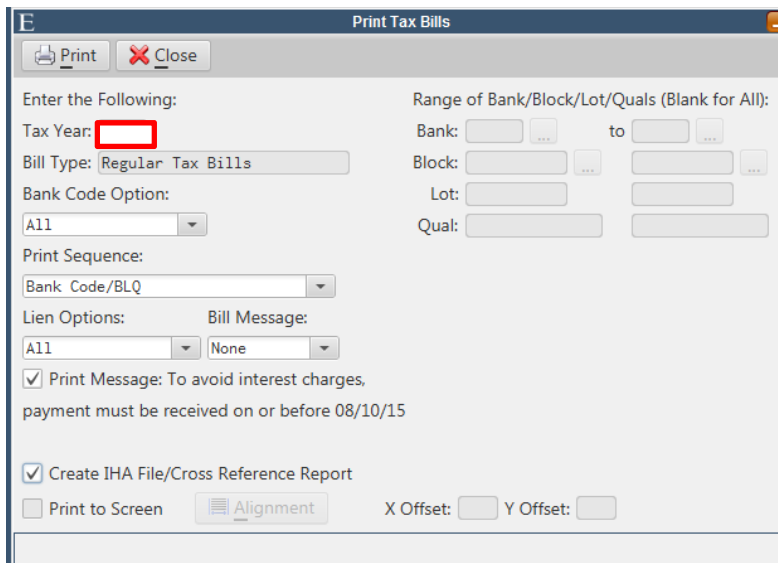
3. Print Tax Bills

Option 1:

- Billing/Collections > Tax Collection> Billing > Print Tax Bills
- Bank Code Option:
 - For Original Bills select Non-Banks Only
 - For Advice Bills select Banks Only
- Print Sequence: Choice of BLQ or Zip Code/BLQ

Option 2:

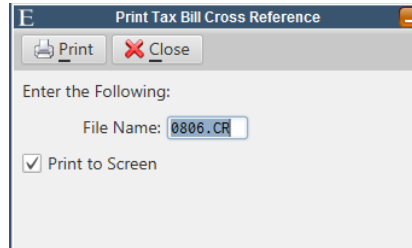
- Billing Collections > Tax Collection > Billing > Print Tax Bills
- Bank Code Option: All
- Print Sequence: Bank Code/BLQ
- Check box to Print Message and Create IHA File/Cross Reference Report



The screenshot shows a software dialog box titled "Print Tax Bills". It contains several input fields and checkboxes. The "Tax Year" field is highlighted with a red box. The "Bill Type" is set to "Regular Tax Bills". The "Bank Code Option" is set to "All". The "Print Sequence" is set to "Bank Code/BLQ". The "Lien Options" is set to "All" and the "Bill Message" is set to "None". There are two checked checkboxes: "Print Message: To avoid interest charges, payment must be received on or before 08/10/15" and "Create IHA File/Cross Reference Report". There are also unchecked checkboxes for "Print to Screen" and "Alignment", and "X Offset" and "Y Offset" input fields.

4. Print Tax Bill Cross Reference Report

- Billing/Collections > Tax Collection > Billing > Print Tax Bill Cross Reference
- File Name defaults to client's City ID.CR
- This report associates each BLQ with a bill number that will be used in the Print Bills from CSV File Routine



5. Print Tax Bills From IHA File

- Billing/Collections > Tax Collection > Billing > Print Tax Bills From IHA File
- File Name defaults to the clients City ID.CB
- Bill Number Range:
- For Original Bills select the first Bill Number through the last Bill Number on the Cross Reference Report or fill field with all 9's
- For Advice Bills select the first Advice Bill Number (listed on the bottom of the Cross Reference Report) through the last Bill Number or fill field with all 9's
- Skip Bank Codes should be checked when printing Original Bills and any applicable bank codes to be skipped should be checked or entered in the open fields
- Print Advice Copies should be checked when printing Advice Bills

