

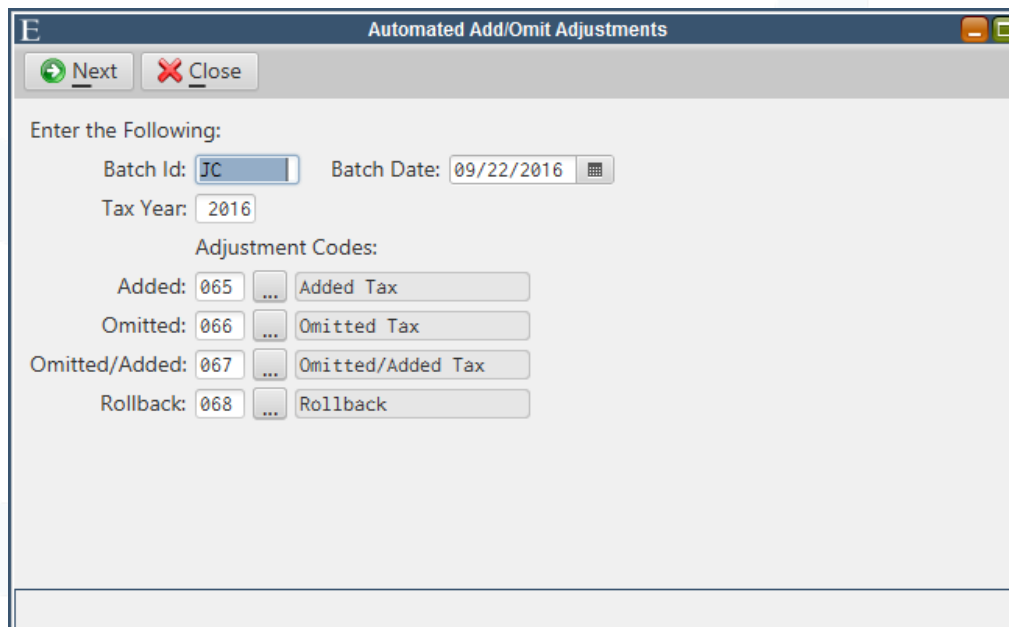
Manually Update & Print Added/Omitted Taxes

1. Enter the added/omitted properties in Added/Omitted Maintenance

- Go to Billings/Collections > Tax Collection > Update Taxes > Added/Omitted Maintenance
- Click **ADD** and enter the first blq. The Sequence Number will default. Click **OK** and enter the information from the Assessment Tax List
- Always enter the current year as the *Tax Year* and the year the added/omitted taxes are for as the *List Year*
- Input only the improvement value
- Click **SAVE** then repeat these steps for each property

2. Use the Automated Adjustment Routine to create the added/omitted adjustments from the information entered in Step 1

- Go to Billings/Collections > Adjustments > Automated Add/Omit Adjustments
- Enter a Batch ID, the current year as the **Tax Year** and the Adjustment Date
- Verify that all Adjustment Codes are filled out. Adjustment Codes can be added in Adjustment Code Maintenance if necessary
- Click **NEXT** to generate the batch

A screenshot of a software window titled 'Automated Add/Omit Adjustments'. The window has a title bar with 'E' on the left and standard window controls on the right. Below the title bar are 'Next' and 'Close' buttons. The main area contains the following fields:
Enter the Following:
Batch Id: JC Batch Date: 09/22/2016
Tax Year: 2016
Adjustment Codes:
Added: 065 Added Tax
Omitted: 066 Omitted Tax
Omitted/Added: 067 Omitted/Added Tax
Rollback: 068 Rollback

3. Verify and update the Adjustment Batch

- Go to Billings/Collections > Tax Collection > Adjustments > Adjustment Batch
- Select the Batch ID entered in Step 2, select *Batch Verification Listing* and click **NEXT**
- Verify that the current year's tax totals match the assessor's records. If the totals are the same, update the batch

4. Update the bill message

- Go to Billing/Collections > Tax Collection > Billing > Bill Print Maintenance
- **Reminder:** NJ state law requires a property tax relief statement be printed on the bill

"For information about State Property Tax Relief Programs, including eligibility criterion and potential deduction or credit amounts, please visit the Division of Taxation's website at <https://www.state.nj.us/treasury/taxation/relief.shtml>"

OPTIONS for required message:

- Shorten your regular message and add the required verbiage
 - Newer versions of MCSJ have the option to eliminate the tax bill graph and replace with the required message by updating code to be 9/12/19
- Click **EDIT**, enter the message on the *Message* tab and **SAVE** when done

5. Create the billing extract

- Go to Billings/Collections > Tax Collection > Billing > Create Add/Omit Bill Extract
- Verify that the tax year is correct and click **NEXT**

6. Print A/O bills

- Go to Billings/Collections > Tax Collection > Billing > Print Add/Omit Tax Bills
- It is recommended that you print a few sample bills before printing all bills. This can be done by selecting *Block/Lot/Qual* as the **Print Sequence** and entering individual blq's in the Block/Lot/Qual range
- Use the X and Y offsets to adjust the alignment, if needed. The *X Offset* will adjust the left/right alignment and the *Y Offset* will adjust the up/down alignment