

NJ Tax Bill Printing

Estimated | Regular

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

	-				
+ Add	<u>E</u> dit	× Close	T Delete	C Previous	Next
Tax Year:					
	Due Da	te Grace	e Days		
Quarter 1:	02/01/		10		
Quarter 2:	05/01/		10		
Quarter 3:	08/01/		10		
	C T C C C C C C C C C C C C C C C C C C	1223 1072	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

	Create Tax Bill Extract	
Next [X Close	
This routin	e creates a billing extract file to be used by the	tax bill print program
	Current Tax Year: Prelim Tax Year:	
	Bill Options: Estimated 3rd Quarter	-
	Adjust Code:	

301 Tilton Road, Northfield, NJ 08225 www.EdmundsGovTech.com | 609.645.7333 | Info@EdmundsGovTech.com

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

E				Print Tax Bills			j j
Print 🔀	lose						
Enter the Followin	g:			Range of	Bank/Blo	ck/Lot/Quals	(Blank for All)
Tax Year:				Bank		to	
Bill Type: Estimat	ed 3	rd Quarte	r 🔤	Block:			
Bank Code Option	E.			Lot:			
A11		1		Qual:			
Print Sequence:							
Bank Code/BLQ							
Lien Options:		Bill Mess	age:				
A11		None	+				
Print Message	To a	woid inter	est charge	5,			
payment must be	recei	ived on or	before 08	/10/15			
Create CSV File	e/Cro	ss Referen	ce Report				
Create IHA File	/Cro	ss Referen	ce Report				

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
- The report associates each BLQ with a bill number that will be used in the Print Bills from CSV File Routine.

E Print Tax Bill Cross Reference 🧧
Print KClose
Enter the Following:
File Name: 0806.CR
✓ 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 for cutting)

E Print Tax Bills From CS	V File 🧧
Print X Close	
Enter the Following:	
File Name: 0806.CSV Bill Number Range: 000001 to 999999	
Skip Bank Codes	
Select Bank Codes To Skip	
154 597 660	672
1175 1516 8150	
Additional Bank Codes:	
Print Advice Copies 📃 Resume Job	
Collate for Cutting	
Print to Screen X Offset: Y Offset:	
Perforated Stock F	$\frac{1}{2}$ $\frac{3}{4}$ $\frac{9}{7}$ $\frac{7}{8}$ $\frac{11}{12}$ Collated For Cuting

Regular Bills

1. Edit Bill Message and check Grace Days

- Edit Bill Message: Billing/Collections > Tax Collection > Billing > Bill Print Maintenance
 - o 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

General Message		
County Name:	COUNTY OF SOMEWHERE	Print Adjustments: 🗸
District Name:	ANYWHERE TOWNSHIP	Print Past Due Message:
Print Bar Graph:	\checkmark	Self Mailer Format:
Other Bar Descript:	OTHER	X Offset: 20
Payable To:	ANYWHERE TOWNSHIP	Y Offset: 15
Mail To 1:	123 MAIN ST.	
2:	ANYWHERE, NJ 12345	
3:		
4:		

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

E Create Tax Bill Extract
© <u>N</u> ext XClose
This routine creates a billing extract file to be used by the tax bill print program.
Current Tax Year: Prelim Tax Year:
Bill Options: Regular Tax Bills -
Adjust Code:

3. Print Tax Bills

Option 1:

- Billing/Collections > Tax Collection > Billing > Print Tax Bills
- Bank Code Option:
 - For Original Bills select Non-Banks Only
 - o 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

E		Prin	Tax Bills
Print 🔀	Close		
Enter the Followi	ng:		Range of Bank/Block/Lot/Quals (Blank fr
Tax Year:			Bank: to
Bill Type: Regula	r Tax Bills		Block
Bank Code Optic	in:		Lot:
A11			Quat
Print Sequence:			
Bank Code/BLQ			
Lien Options:	Bill Messa	ge:	
A11	* None		
Print Message payment must be	E: To avoid intere e received on or i	st charges, before 08/10/	115
Create IHA Fi	le/Cross Reference	e Report	

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

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E Print Tax Bill Cross Reference 🧧
Print Close
Enter the Following:
File Name: 0806.CR
✓ Print to Screen

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 the Advice Bills

E Print Tax Bills From IHA File 🧧
Print K Close
Enter the Following:
File Name: 0806.CB
Bill Number Range: 000001 to 999999
Skip Bank Codes
Select Bank Codes To Skip
154 597 660 672
1175 1516 8150
Additional Bank Codes:
Print to IHA File:
Print to IHA File:
Print to Screen X Offset: Y Offset: