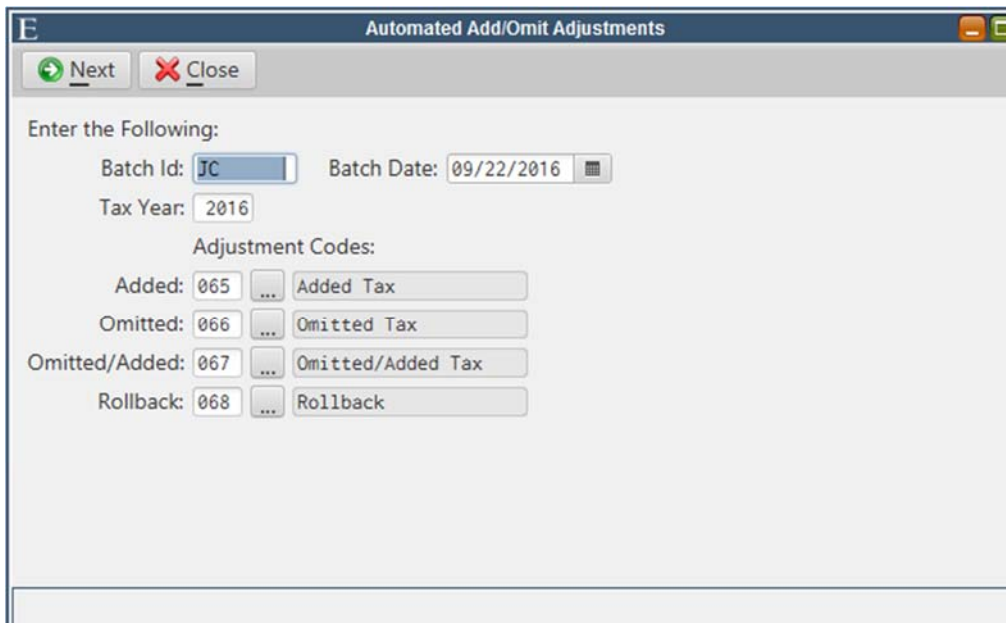# Manually Update & Print Added/Omitted Taxes

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

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

- 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