

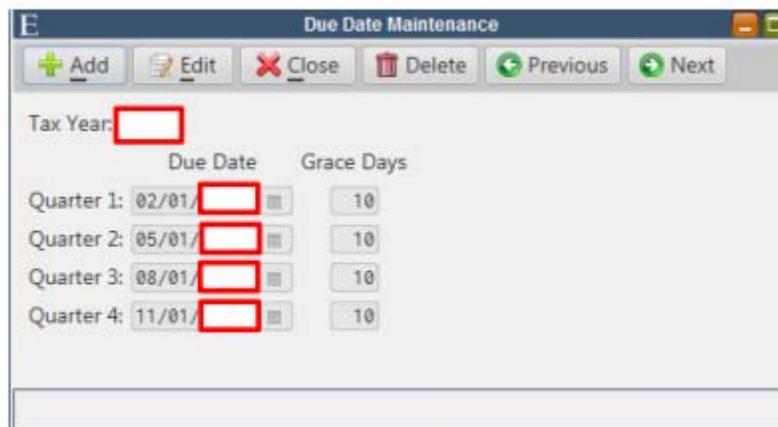
## NJ Tax Bill Printing

Estimated | Regular

### Estimated Bills

#### 1. Check Grace Days

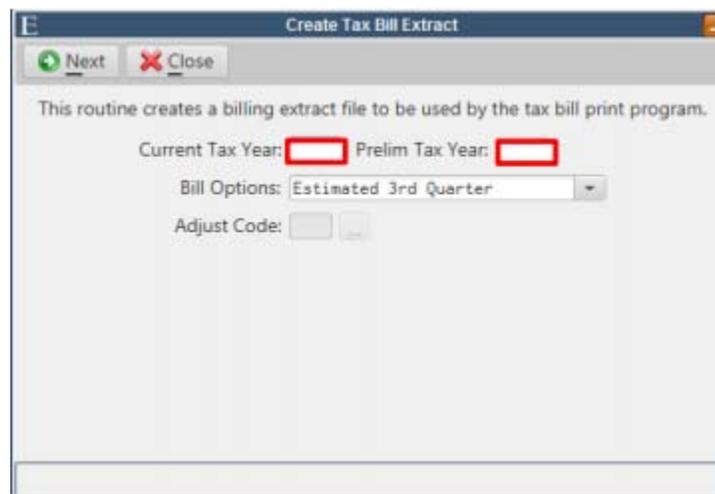
- Billing/Collections> Tax Collection> Update Taxes> Due Date Maintenance
- The number of grace days can be changed, due dates ALWAYS remain the same



	Due Date	Grace Days
Quarter 1:	02/01/	10
Quarter 2:	05/01/	10
Quarter 3:	08/01/	10
Quarter 4:	11/01/	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 3<sup>rd</sup> Quarter



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

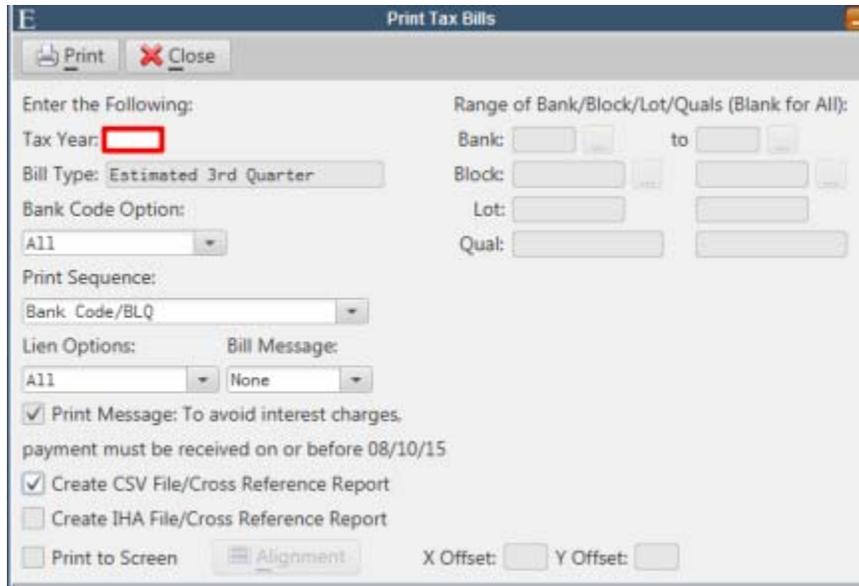
Current Tax Year:  Prelim Tax Year:

Bill Options: Estimated 3rd Quarter

Adjust Code:

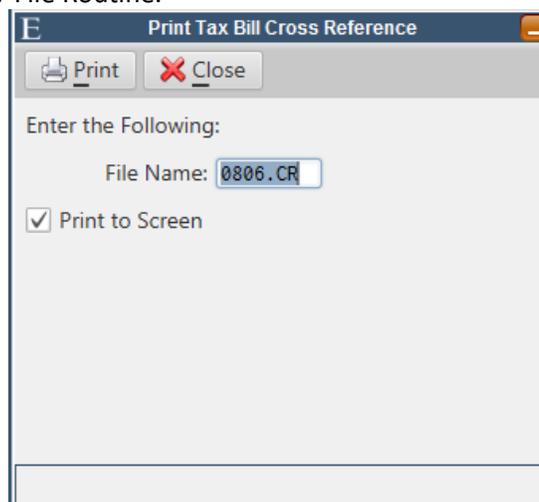
### 3. Create Bill Printing File

- 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



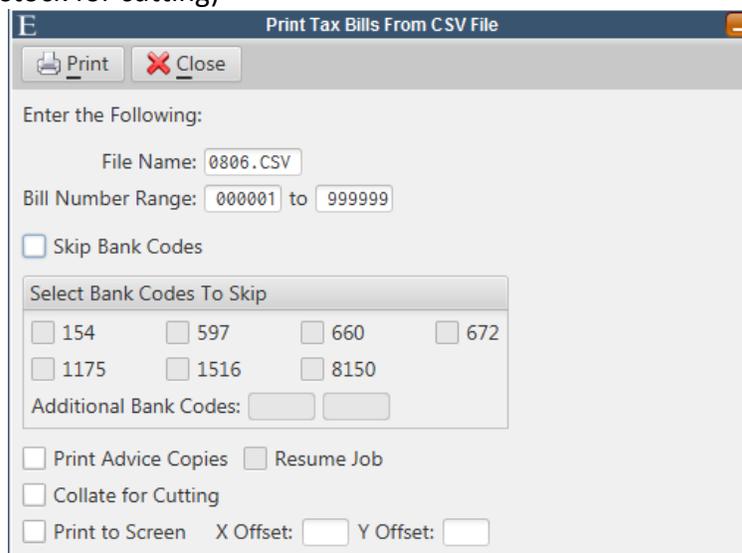
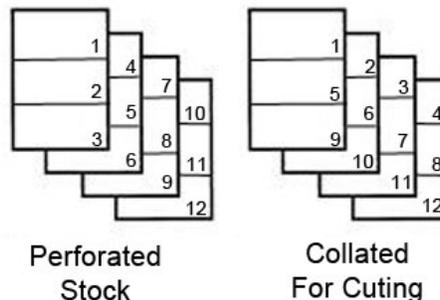
### 4. Print Tax Bill Cross Reference Report

- 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.



## 5. Print Tax Bills from CSV File

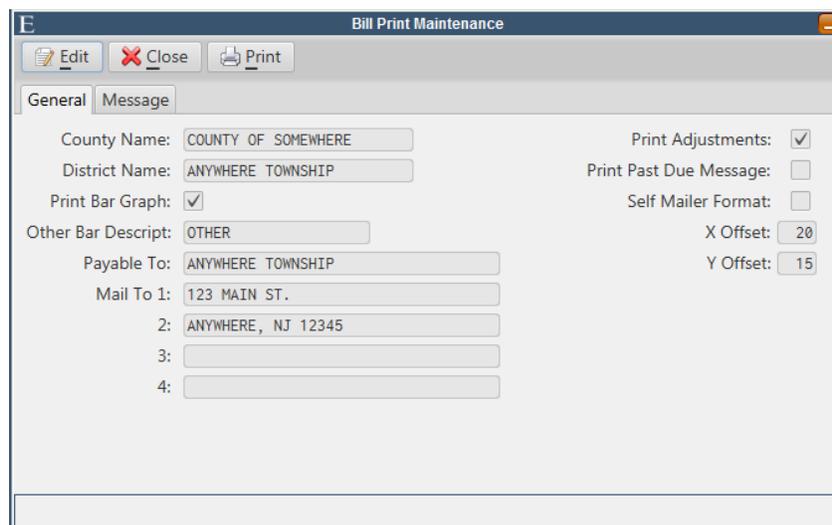
- Billing/Collections> Tax Collection > Billing > Print Tax Bills from CSV File
- File Name defaults to the clients City ID.CSV
- Bill Number Range:
  - For Original Bills select the first Bill Number through the last Bill Number on the Cross Reference Report or fill field with all 9's
  - For Advice 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)

## Regular Bills

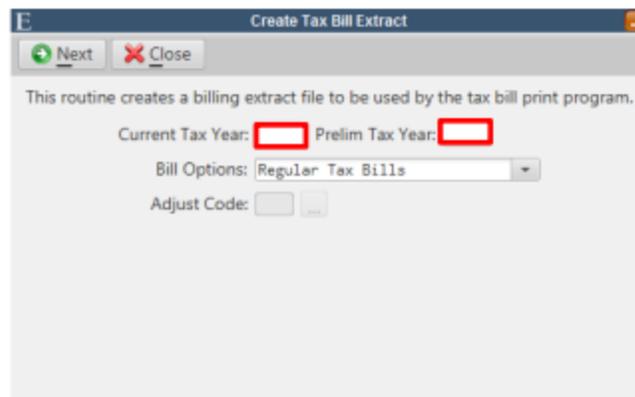
### 1. Edit Bill Message and check Grace Days

- 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



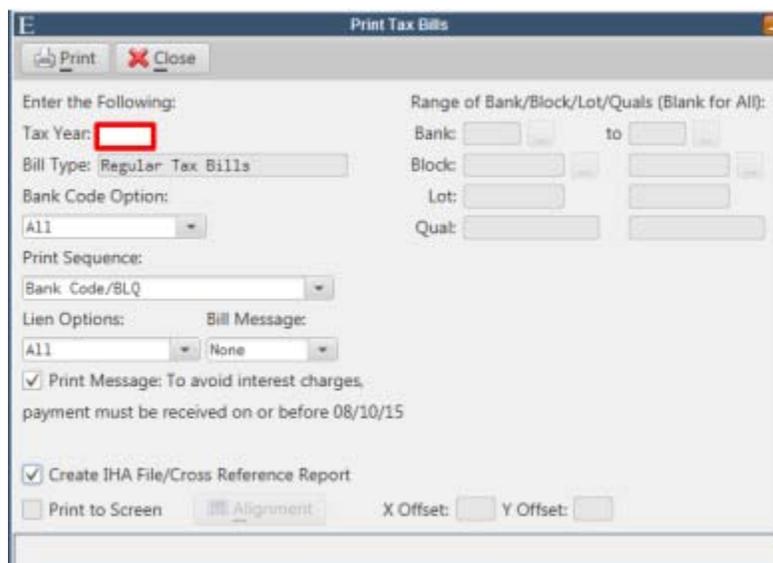
### 3. Print Tax Bills

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

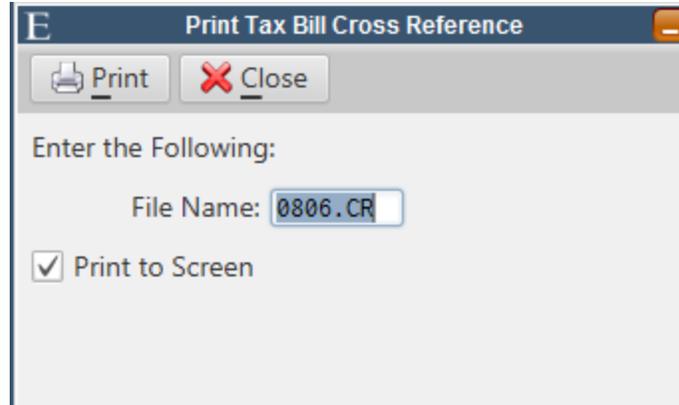
Option 2:

- 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



### 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 the Advice Bills

