

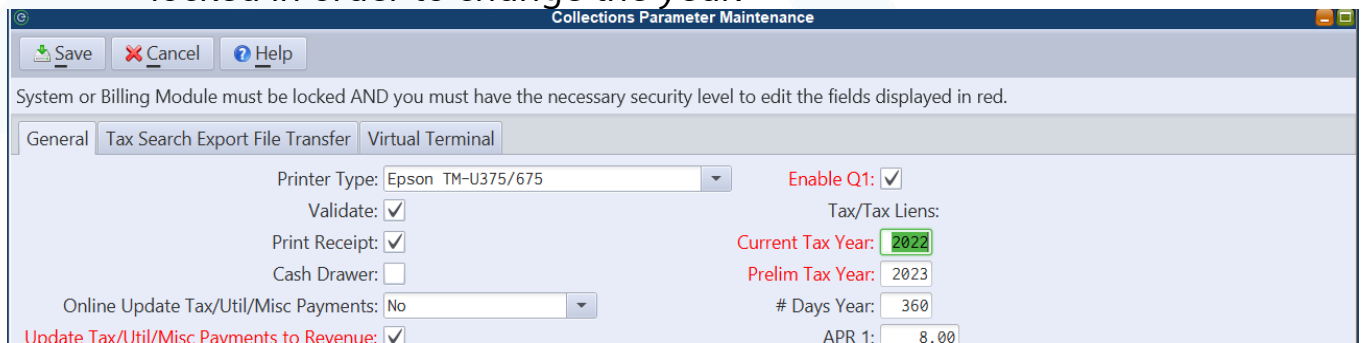
Homestead Credit Billing Process

Collections Parameters

The current tax year affects the default years on this routine and should be changed in the Collections Parameters.

Select System Utilities > Collections Parameter Maintenance.

- Edit and change the Tax years. The Billing Module must be locked in order to change the year.

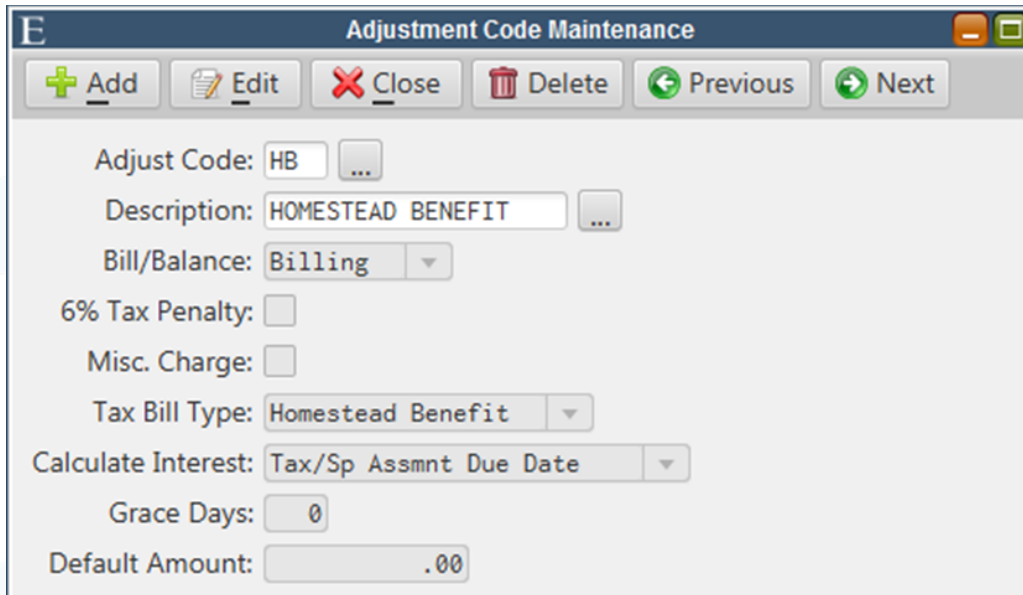
A screenshot of the 'Collections Parameter Maintenance' software window. The window title is 'Collections Parameter Maintenance'. It has a menu bar with 'Save', 'Cancel', and 'Help'. Below the menu bar is a warning message: 'System or Billing Module must be locked AND you must have the necessary security level to edit the fields displayed in red.' There are three tabs: 'General', 'Tax Search Export File Transfer', and 'Virtual Terminal'. The 'General' tab is active. The form contains several fields: 'Printer Type' (Epson TM-U375/675), 'Validate' (checked), 'Print Receipt' (checked), 'Cash Drawer' (unchecked), 'Online Update Tax/Util/Misc Payments' (No), 'Update Tax/Util/Misc Payments to Revenue' (checked), 'Enable Q1' (checked), 'Tax/Tax Liens' (empty), 'Current Tax Year' (2022, highlighted in red), 'Prelim Tax Year' (2023), '# Days Year' (360), and 'APR 1' (8.00).

Create the Adjustments

Create Adjustment Code ONLY if a Homestead Credit adjustment code does not already exist.

Select Billing/Collections> Tax Collection> Adjustments> Adjustment Code Maintenance

- Click the Add button. Enter Adjust Code and click OK.
 - Enter a Description.
 - Select 'Billing' in the Bill/Balance dropdown.
 - Select 'Homestead Benefit' in the Tax Bill Type field.
 - Select Tax/Sp Assessment Due Date in the Calculate Interest field.
 - Click Save.



E Adjustment Code Maintenance

Adjust Code:

Description:

Bill/Balance:

6% Tax Penalty:

Misc. Charge:

Tax Bill Type:

Calculate Interest:

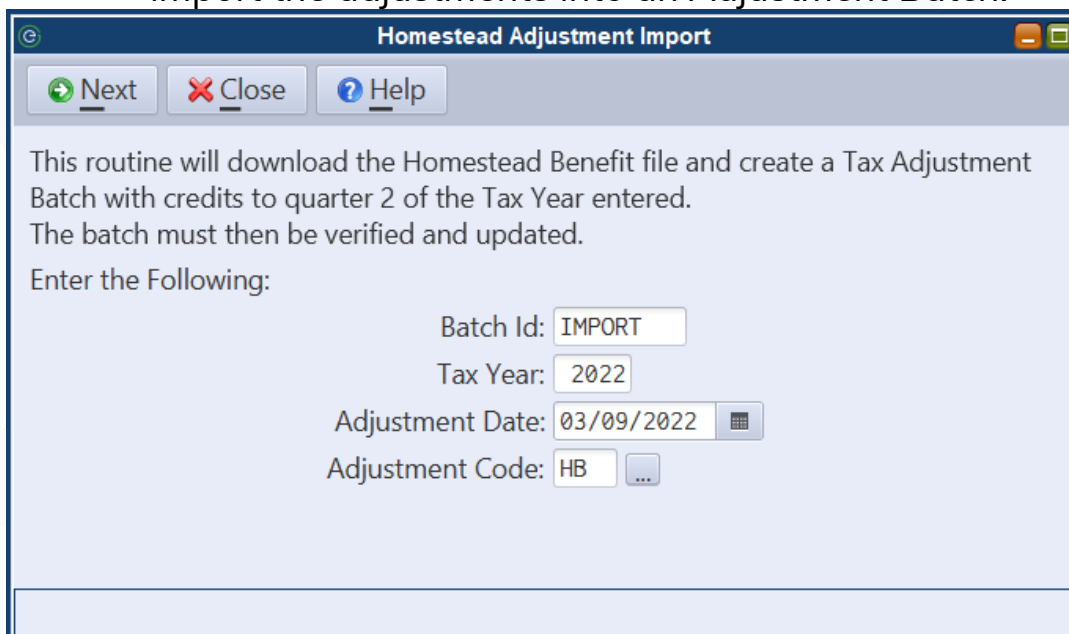
Grace Days:

Default Amount:

Download/Import Credit Adjustments

Select Billing/Collections> Tax Collection> Adjustments>Homestead Adjustment Import

- Enter a Batch Id and 2022 as the Tax Year. *The Adjustment Date will default to the current date.* Enter the Homestead Benefit Adjustment Code and click Next to download and import the adjustments into an Adjustment Batch.



Homestead Adjustment Import

This routine will download the Homestead Benefit file and create a Tax Adjustment Batch with credits to quarter 2 of the Tax Year entered. The batch must then be verified and updated.

Enter the Following:

Batch Id:

Tax Year:

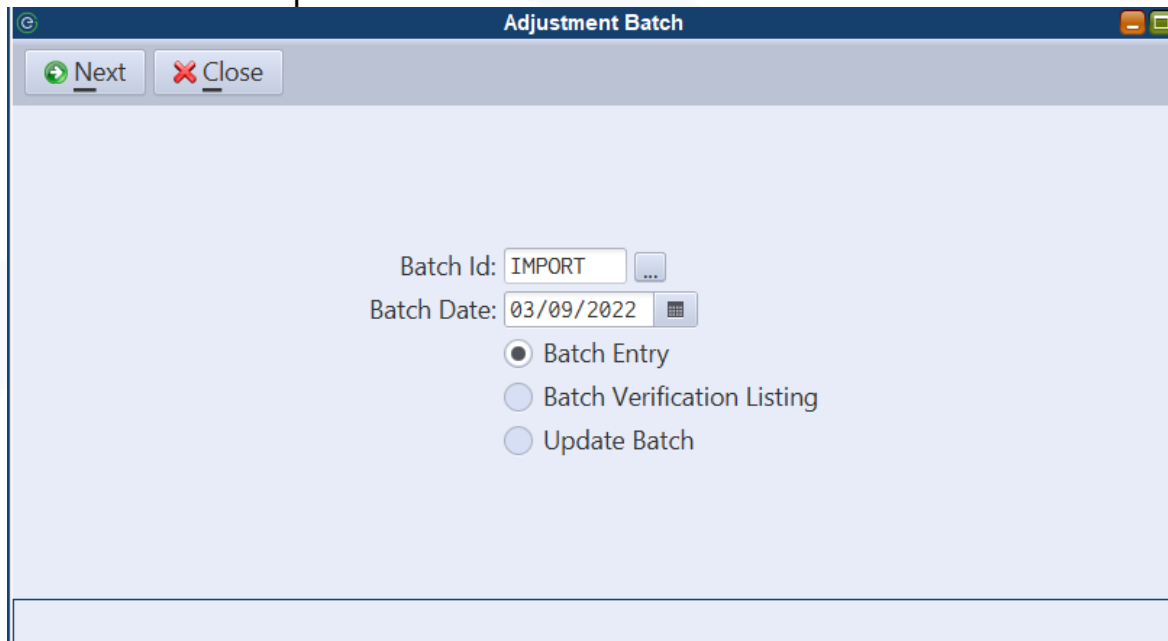
Adjustment Date:

Adjustment Code:

Verify and Update Adjustment Batch

Select Billing/Collections> Tax Collection> Adjustments> Adjustment Batch

- Select Batch Verification Listing to print and verify your totals.
- Select Update batch once verified.

A screenshot of a web application window titled 'Adjustment Batch'. The window has a dark blue header with the title and standard window controls. Below the header, there are two buttons: 'Next' with a green arrow icon and 'Close' with a red 'X' icon. The main content area is light blue and contains the following fields and options:

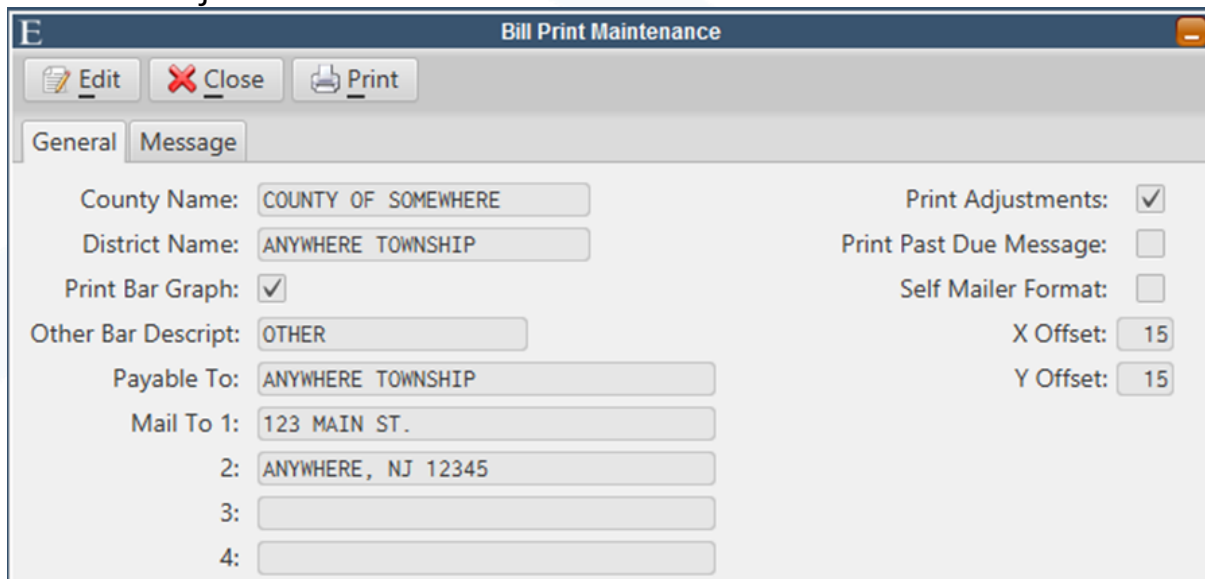
- 'Batch Id:' followed by a text input field containing 'IMPORT' and a small dropdown arrow icon.
- 'Batch Date:' followed by a text input field containing '03/09/2022' and a calendar icon.
- Three radio button options:
 - Batch Entry
 - Batch Verification Listing
 - Update Batch

Note: Tax Collectors can log in to GovConnect (My New Jersey – <http://Portal.NJ.Gov>) and access a PDF verification form named "2021 Homestead Benefit Credits" that is posted in the Tax Collector Document Library. The information on the PDF should be compared to the Adjustment Batch verification listing to ensure that all the eligible properties are correctly credited. If you need assistance with your GovConnect access to the Document Library please email egg@dca.state.nj.us.

Printing Bills

Select Billing/Collections>Tax Collection>Billing>Bill Print Maintenance

- Verify District Name, Payable To information and Print Adjustment is checked.

A screenshot of a software window titled 'Bill Print Maintenance'. The window has a title bar with 'E' on the left and standard window controls on the right. Below the title bar are three buttons: 'Edit' (with a pencil icon), 'Close' (with a red X icon), and 'Print' (with a printer icon). The main area has two tabs: 'General' (selected) and 'Message'. The 'General' tab contains several fields and checkboxes. On the left side, there are: 'County Name: COUNTY OF SOMEWHERE', 'District Name: ANYWHERE TOWNSHIP', 'Print Bar Graph: ', 'Other Bar Descript: OTHER', 'Payable To: ANYWHERE TOWNSHIP', and 'Mail To 1: 123 MAIN ST.'. On the right side, there are: 'Print Adjustments: ', 'Print Past Due Message: ', 'Self Mailer Format: ', 'X Offset: 15', and 'Y Offset: 15'. Below the 'Mail To 1' field are four more empty input fields labeled '2:', '3:', and '4:'.

Confirm Grace Days

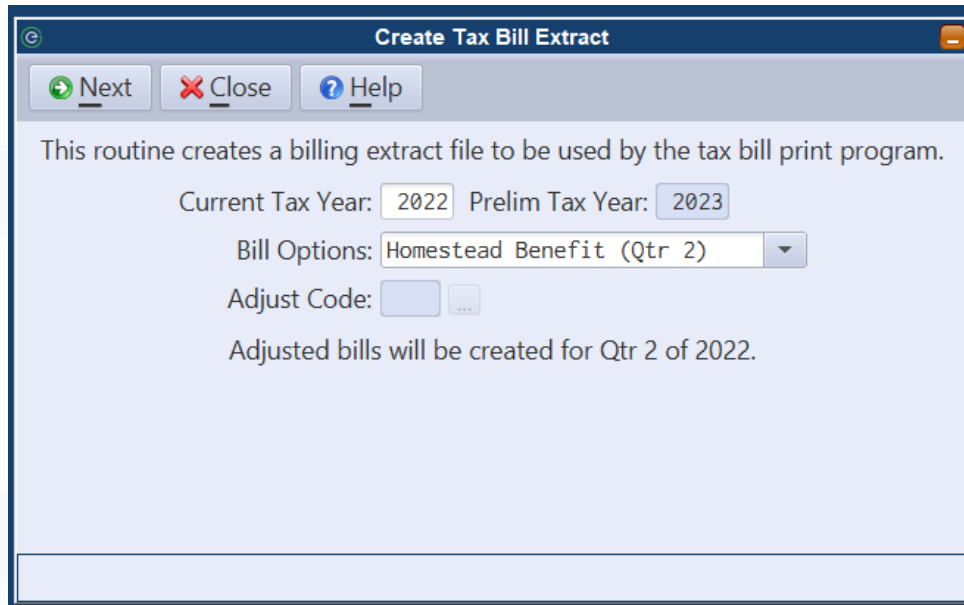
Select Billing/Collections>Tax Collection>Update Taxes>Due Date Maintenance

- Verify grace days

Create Tax Bill Extract

Select Billing/Collections>Tax Collection>Billing>Create Tax Bill Extract

- Select Homestead Benefit from the Bill Options field.
- Click Next to create the extract.



*If the Current Tax Year is defaulted to 2021, you will need to change the Year to 2022 and select Enter or Tab to auto correct the Prelim Tax Year field to display 2023.

Print Tax Bills

Select Billing/Collections>Tax Collection>Billing>Print Tax Bills

- Select the desired 'Bank Code Option' to print original bills and/or advice bills.

