BAS Tax - Batch Processing/Tips and Tricks

Outline

- Batch Cash Out Verification
- Balancing Warrant vs Financial Reports
- Transfer of Duplicate Payments
- Duplicate Overpayment Report
- Coding Bills for Small Bank Payments
- Batch Maintenance
- Bank Register Report
- Transaction Journal Options
- Advanced Search Features
- Return Payment Letter
- Online Payment Reconciliation

Batch Cash Out Verification

• Transaction Journal



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- Batch Cash Out
 - Set Deposit Date
 - \circ Verify totals

🖺 Batch C	ash Out			×					
K	Batch Cas	h Out Pro	cess						
Batch Cash	Batch	#:	Deposit Date: 09/07/2021 💌						
Out Process		1 🔛							
	Batch Totals	:	Deposit	Fotals:					
Make Bank	Cash:	0.00	Cash:	0.00					
Deposit	Check:	6539.40	Check:	6539.40					
	Other:	0.00	Other:	0.00					
Close Batch	Total:	6539.40	Total:	6539.40					
	Update Batch Number & Make Deposit								

Balancing Warrant vs Financial Report

- Go to Reports > Financial Reports > Collection Summary
- Taxes Collected + Remaining Uncollected = Warrant Total

Transfer of Duplicate Payments

- Call up a bill that has a duplicate payment
- Go to the Transactions tab
- Click on the non-duplicate payment then click on the Make Duplicate button

Tax Bill - Proctor Floyd													
Town / County	2021 🗸 Bil	l Numbe	r 🗸 000002	2		🚅 I	н 🗘 м	-					
Owner: Proctor Flovd TaxRoll#: 406.00-1-1 Bill#: 000002 Total Tax: \$368.3													
Tax Paid: \$368.30	Pen. Paid: Sur \$7.37	chg Paid \$0.00	Not. Fee Pa \$1	aid: Tota .00 \$3	I Paid: 376.67	Last Paid: Ur 9/3/2021	ncollect \$0	ed: .00					
Void Transacti	ion			Date	Rcpt	Payment	Batch	^					
Duplicate	Payment			09/03/2021	8	375.67	1						
Full Paym	nent			09/03/2021	7	1							
								V					
Taxes:	368.30	Cash:		0.00 Where Received: Mail									
Penalty:	Penalty: 7 37 Check:					376.67 Paid Under Protest							
Surcharge:	0.00	Other:		0.00									
Ret. Check Fee:	Ret. Check Fee: 0.00 Type: Transaction Note												
Notice Fee:	1.00	Paid By:	Proctor Floyd										
Make Duplicate Void Selected													
🐼 🖤 🛅 妃 Preview Receipt 🔹 Parcel Info Line Items Clear Close													

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Dup/Ovr Payments Report

- Reports > Financial Reports > Dup/Ovr Payments Report
- Utilize the Only Include Non-Refunded/Non-Voided Overpayments option to produce a list of all outstanding refunds that need to be Issued



Coding Bills for Small Bank Payments

- Call up a bill(s) from the Individual Bill screen
- Click on the blue Bank link
- Click New > Enter Bank Name and Code > Save
- Enter newly created code in the bank field for all bills to be paid
- Go to Bank Payments > Enter Bank Code > Click Next

🗩 Tax Bill - Proctor Floyd					- • ×
Town / County 2021 🖂 Bill Nur	mber 🗸 000	002		i	差 к 🗘 ж 🛱
Owner: Proctor Flovd	TaxRoll#: 406.0	00-1-1	Bill#: 00000	2 Total T	ax: \$368.30
Tax Paid: Pen. Paid: Surchg F \$368.30 \$7.37 \$	Paid: Not. Fee	e Paid: \$1.00	Total Paid: \$376.67	Last Paid: 9/3/2021	Uncollected: \$0.00
TaxRoll #:	Bill #:		Assessmer	t: Property C	lass:
406.00-1-1	00000	02	2600	0 720 Mi	ne/quarry
Owner:					
Proctor Floyd	F	Frontage:	500.00	Swiss	s: 062400
Proctor Slyvia		Depth:	1624.00	Schoo	l: 063801
585 Big Tree Rd Jamestown, NY 14701		Acres:	18.90	RollSec	+ 1
		Beele		Real	
Property Location:		Dalik.		5000	
Carlberg Rd		Agency:		Page	

Batch Maintenance



- Moving Payments to other batches
- Printing Receipts and Bills
- Transaction Journal for specific bills

Bank Register Report

- Report to manage a bank account balance
- Reports > Bank Register
- Incoming funds listed on the top of the report
- Outgoing Funds listed on the bottom
- Manual entries for checks written and interest earned

			From:	To:
Date:	Check #:	Paid To:	09/07/2021	Amount:
09/03/21	1506	Supervisor		1000.00

Transaction Journal Tips/Tricks

- Standard vs Abbreviated Detail version
- Delimit by and Group by options
- Include only specific transaction's
 - Payment Methods
 - o Voids only
 - Bounced Payments only
 - Refunds Only
 - Online Payments Only

Advanced Search

- Locate bills by using various special criteria such as
 - Tax Amount
 - Levy lines or exemptions

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- Paid Status
- o Bank Code
- And many more
- Print a report, bills or receipts from the results

Returned Payment Letter

- Search for a bill from the Individual bill search and click on Post Payment > Return Payment
- Select reason for returning the payment then click Save
- Ability to add custom reasons from Utilities > Returned Payment Letter Setup

Online Payment Reconciliation

- Open Egov app > Client > Data Synchronization > Reconcile ITax
- Select transactions to Import then click Post Checked into ITax

🧕 Process Payments									
Pending Transactions	Previously Reconcil	ed							
Bill #	SBL	Owner	Property Address	Pay Meth	Confirm#	Order ID		Total Amount	Import Mess
✓ ♥ 000900	423.06-4-51	Tompkins Colleen A	54 Ivory St	visa	3SY980	4K942K1K0		852.80	
<									<u> </u>
Check All Unch	neck All	1-payme	ents 1-selected				Refresh	Post Checke	d to iTax

- Log Into ITax with the Internet user
- Verify batch total and perform the standard Batch Cash Out process
- Log out of system with the Internet user and back with your standard login

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