

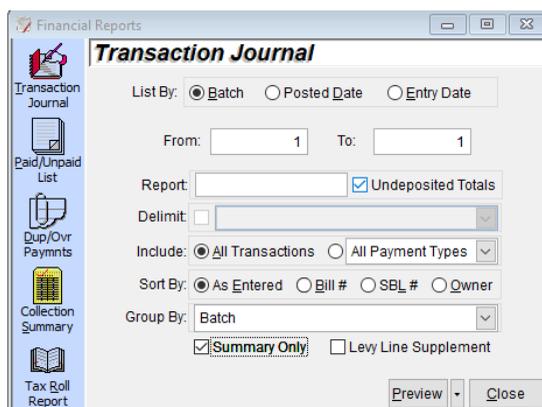
BAS Tax - Batch Processing/Tips and Tricks

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



The screenshot shows the 'Financial Reports' window with the 'Transaction Journal' report selected. The window title is 'Financial Reports' and the report title is 'Transaction Journal'. The interface includes a sidebar with icons for 'Transaction Journal', 'Paid/Unpaid List', 'Dup/Ovr Paymnts', 'Collection Summary', and 'Tax Roll Report'. The main area contains the following settings:

- List By: Batch Posted Date Entry Date
- From: To:
- Report: Undeposited Totals
- Delimit:
- Include: All Transactions All Payment Types
- Sort By: As Entered Bill # SBL # Owner
- Group By:
- Summary Only Levy Line Supplement

Buttons for 'Preview' and 'Close' are located at the bottom right of the window.

- Batch Cash Out
 - Set Deposit Date
 - Verify totals

Balancing Warrant vs Financial Report

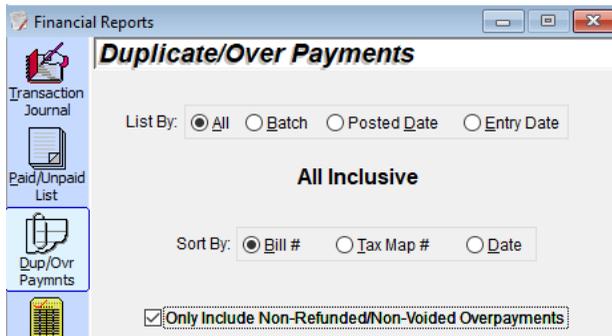
- Go to Reports > Financial Reports > Collection Summary
- Taxes Collected + Remaining Uncollected = Warrant Total

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

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 Paid:	Pen. Paid:	Surchg Paid:	Not. Fee Paid:	Total Paid:	Last Paid:	Uncollected:
\$368.30	\$7.37	\$0.00	\$1.00	\$376.67	9/3/2021	\$0.00

Parcel Selection Method:
 Load Payment File Select by Bank Code

Bank Code: 777

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

Date:	Check #:	Paid To:	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
 - 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

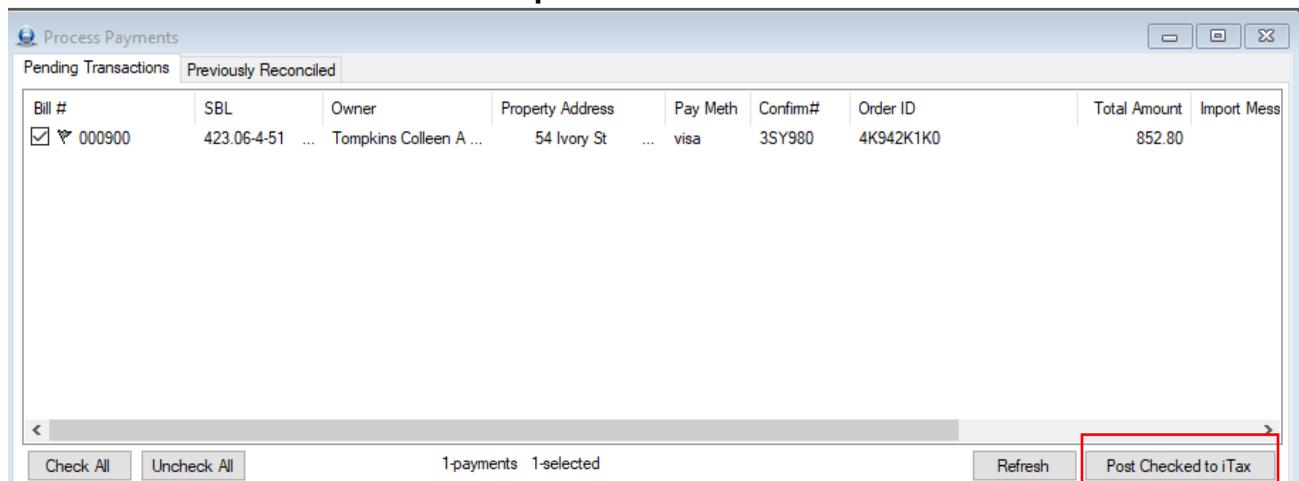
- Paid Status
- Bank Code
- And many more
- Print a report, bills or receipts from the results

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



- 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

