



BAS Tip Sheet

✓ Creating a TSO Billing file

At the start of the tax collection season, several Tax Service Organizations (TSO's) will request a file containing all bill information. This file will contain every parcel in your municipality, which can be sent to all banks or agencies to process payments.

CREATING THE TSO FILE:

1. Go to UTILITIES> CREATE TSO BILLING FILE
2. Click the SELECT TSO button
3. The BANKS & AGENCIES window will appear and must be completed

The screenshot shows the 'Banks & Agencies' window with several input fields: Name, Code, Address, City, State, Zip, Phone, Contact, and Notes. The 'Name' and 'Code' fields are highlighted with red boxes. A red arrow points to the 'New' button at the bottom right.

The screenshot shows the 'Create TSO Billing Disk' window. The 'Name' field is highlighted with a red arrow. The 'Code' field contains the value '100'. The 'File Name' field is empty. The 'Output To' field is empty. The 'Expanded File Format' checkbox is unchecked, and the 'Zip the File' checkbox is checked. The 'Create File' and 'Close' buttons are at the bottom.

BANKS AND AGENCIES

1. Click NEW
2. Enter NAME of Bank or Agency
3. Enter CODE (Can be any numeric value, does not have to be the actual bank code)
4. Click SAVE and OK

SAVING THE FILE:

1. The FILE NAME will automatically populate
2. Browse to the OUTPUT path by clicking on the folder
3. Click CREATE FILE

The screenshot shows the 'Create TSO Billing Disk' window. The 'Name' field contains 'WELLS FARGO' and the 'Code' field contains '100'. The 'File Name' field contains '062400100.TXT'. The 'Output To' field is set to 'A:'. A red arrow points to the 'Output To' field. Another red arrow points to the 'Create File' button at the bottom.

Note: Once the billing file has been created, this one file may be sent to all banks that require the bill information to send payments to your municipality.

If you have any questions, please contact a Customer Service Representative at 518.371.6869 or Support@EdmundsGovTech.com.

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