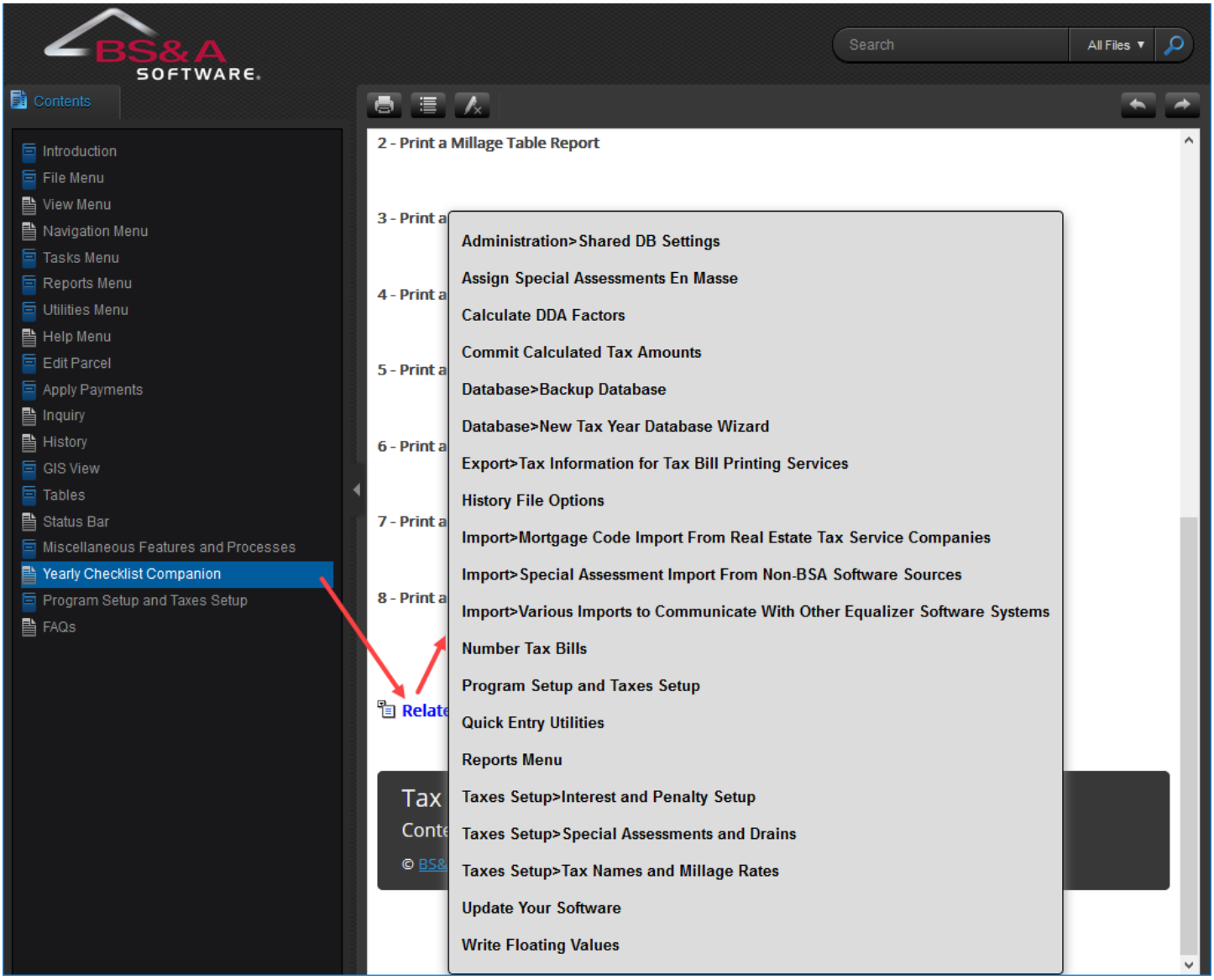
Summer Billing Checklist (.NET)

*Questions? From within BS&A, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support team. Questions for our I.T. team may be submitted by phone (same number), or by emailing itsupport@bsasoftware.com.*

Last Updated: 08/11/2021

Preparing your Tax Roll involves numerous processes and report printing, all of which should be followed in a recommended order. We have prepared this checklist to assist you in conjunction with the instructions in your software manual. The Related Topics link at the bottom of the manual's Yearly Checklist Companion topic offers a list of topics referenced in the checklist, and is provided to let you quickly jump to the necessary instructions.



This checklist is intended for units that prepare their own Tax Roll. Print these pages and check off the items as you go.

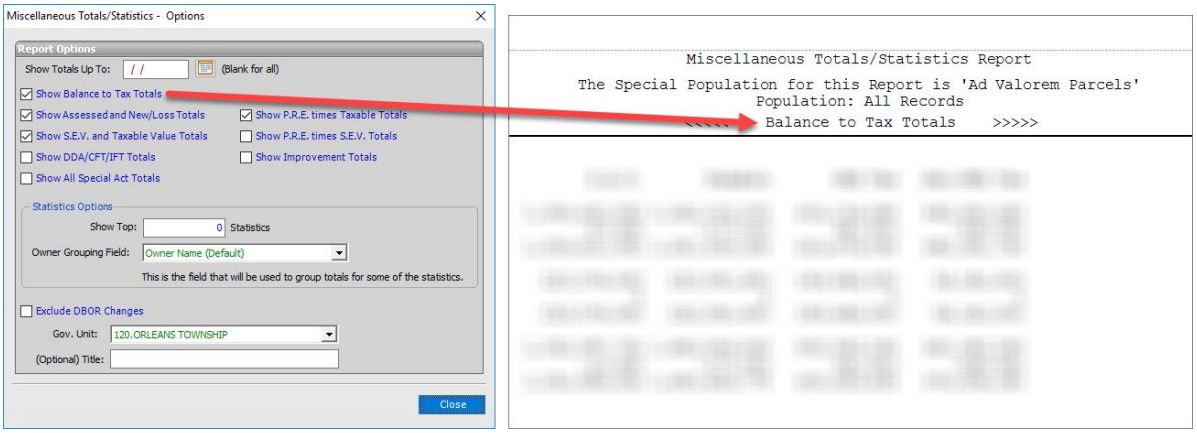
1 ☐ Update the Tax Program to the latest version.

2 ☐ Create the new tax year database using the New Tax Year Database Wizard.

3 ☐ If the new Tax database is to be linked with other BS&A programs, please do so now.

The Shared Database Group will typically link your Assessing, General Ledger, Accounts Payable, and/or Cash Receipting databases with Tax (subject to your installation).

4 ☐ Import values, names, and addresses from Assessing. This can be done either from a direct import or from an ASCII file provided by the Assessor. Have your Assessor provide you with a Miscellaneous Totals/Statistics report from the Assessing database, and request that they toggle the option to "Show Balance to Tax Totals":



5 ☐ Print a Standard Warrant Report (Original Roll) or a Standard Tax Roll (Original Roll, No Adjustments) using the same population settings as used on your Assessor's Miscellaneous Totals/Statistics report. For example, the picture above shows how the population appears at the top of the report. All Records: Ad Valorem Parcels.

6 ☐ Balance Taxable Value, Assessed Value, SEV, PRE, and Non-PRE Values with the above two reports.

7 ☐ Verify/enter millage rates. Verify any MBT exemptions that may apply, and be sure to review all classification millage tables that apply (Ad Valorem; IFT; DNR; Land Bank; etc.). **Note: Incorrectly levied millages will result in tax billing errors. Intervention from Support to assist in fixing the millages and affected parcels may be subject to a fee**.

8 ☐ Review parcels with special classifications to ensure taxes are being billed correctly. A report is available to help ensure all classifications that need to be billed have a corresponding millage table. Go to Reports>Balancing/Settlement Reports and select Millage Table Report.

9 ☐ Suggested. Get an "approval of millage rate" report from the County Treasurer.

10 ☐ Regarding Parcels Delinquent in Previous Year, import the file provided by your County to flag parcels that have unpaid taxes as of March 1st. Verify that the prior year delinquent message has been set up - either the default message or one of your own - and added to your tax bill format (step 12.v). The message will appear on tax bills for flagged parcels only.

11 ☐ Go to Program Setup > Program Settings > General Settings > and make sure your parcel number formatting is correct.

12 ☐ Review your tax bill format and update as necessary for spelling and layout:

i ☐ Go to Taxes Setup>Fiscal Year Setup and verify/enter the years.

ii ☐ Go to Taxes Setup>Unit Address Information and verify that your unit address is entered correctly.

iii ☐ Go to Taxes Setup>Entry of Tax Bill Messages and verify that your messages are clear and spelled correctly.

iv ☐ Verify the Send Bill To information. Go to Reports>Parcel Reports and select Owner/Address Report. Click Report Options and set the Address Options setting to Send Tax Bill Address. Run the report.

v ☐ Go to Reports>Bills and select your bill format. Click the Edit button to get the Report Designer. Look for a field called **priorYrDlqMessage** somewhere on the layout. If you don't see it, go to the Field List and search for "prior." The results take you directly to the field you need.

Click and drag it to your layout, then position and size it. Exit report designer and go to the next step.

vi ☐ Click Report Options, enter the correct Sum Tax Bill Due Date, and click Close. Click Close again to exit the report.

13 ☐ Print or export **sample tax bills** - from each millage table type - to review items such as millage calculations, dates, typos, return address, field placement, etc. Note: the program no longer prompts for the PRE Savings message when printing the Standard Laser bills. The PRE Savings message is now a selection in Report Options.

If you print your own tax bills, go to the Parcels table and set the sort index to the order you want to print (alpha/numeric).

If you use a printing company, send them an export.

14 ☐ **Verify that the barcode works on the printed samples**. Scan the barcode from a printed bill into a blank Word document or a blank text file. The barcode will contain the parcel number+%+the season code (S,W,V). For example, 00100100100%S.

15 ☐ Verify interest/penalty dates and calculations.

16 ☐ Optional. Mortgage Codes:

i ☐ In your current year database, run the Various Items import using the direct import option.

ii ☐ As an alternative to the Various Items Import, you can import files provided by mortgage companies to update mortgage codes on parcels.

iii ☐ Manually update mortgage code changes.

iv ☐ Print the Mortgage Code Compare report.

v ☐ Print the Mortgage Code/Parcel Number Cross Reference report.

17 ☐ As needed. Process any adjustments your Assessor has approved prior to billing:

i ☐ Import adjustments from Assessing via direct import or ASCII file.

ii ☐ Print a Standard Tax Roll (Adjusted Roll, All Adjustments).

iii ☐ Balance to Assessing again to a revised Miscellaneous Totals/Statistics Report.

18 ☐ As needed. Special Assessments:

i ☐ Import all special assessment files where electronic data is available. This may come from BS&A Special Assessment (direct transfer), from the prior year Tax database (via direct import), or from third-party software.

ii ☐ As an alternative to the import, manually enter special assessments on parcels.

iii ☐ Verify Special Assessment Codes are set up to charge/not charge Admin Fee and Interest/Penalty.

iv ☐ If you update your Special Assessment database when accepting payments in your Tax database, verify that you've triggered this setting in Program Setup.

v ☐ Print a Special Assessment Roll.

19 ☐ Optional. Number the tax bills.

20 ☐ Create a backup of your balanced database. Be sure to keep the backup file in a safe place.

21 ☐ Commit calculated tax amounts.

22 ☐ Run the Write Floating Values utility (if linked with Assessing .NET or Pervasive Assessing).

23 ☐ Print or export **tax bills** (see step 13 for options). If you use a printing company, and choose not to export the tax information, you can send them .PDFs of the bills (print them all to the screen, then save them as .PDF).

24 ☐ Optional. Print Tax Rolls.

25 ☐ If you use BS&A Online, make sure of the following:

i ☐ Verify that Update History Real Time is triggered.

ii ☐ Verify that you are displaying your new database online. Contact BS&A I.T. Support for assistance.

26 ☐ Optional. To ensure you are displaying accurate history on the Tax program's History screen for last year, go to the previous year database and check it.

27 ☐ Optional. If your unit has a DDA/TIFA, enter the necessary millage exclusions, then calculate factors. After calculating the factors, it is recommended you print the DDA Exclusion/Factor Report. Return to Taxes Setup>DDA/TIFA/Brownfield Districts and click the Exclusions/Factors button for each affected DDA. Within this window is a Print button. Click it to view a report to help you verify the figures.

28 ☐ If you use general ledger numbers, verify the numbers are entered correctly before taking any payments in Tax or Cash Receipting. Any new millage rates or expired rates can affect the GL tables.

29 ☐ Verify that Receipt Messages are entered or modified to fit your receipting needs in Tax and/or in Cash Receipting.

30. ☐ BSA Online – For municipalities that display property tax data on BSA Online and are ready to display the new, current tax database please visit https://www.bsasoftware.com/learning-center/bsaonline/help-documents/. Contact BSA Online Support for any additional questions.