

# Winter Billing Checklist (.NET)

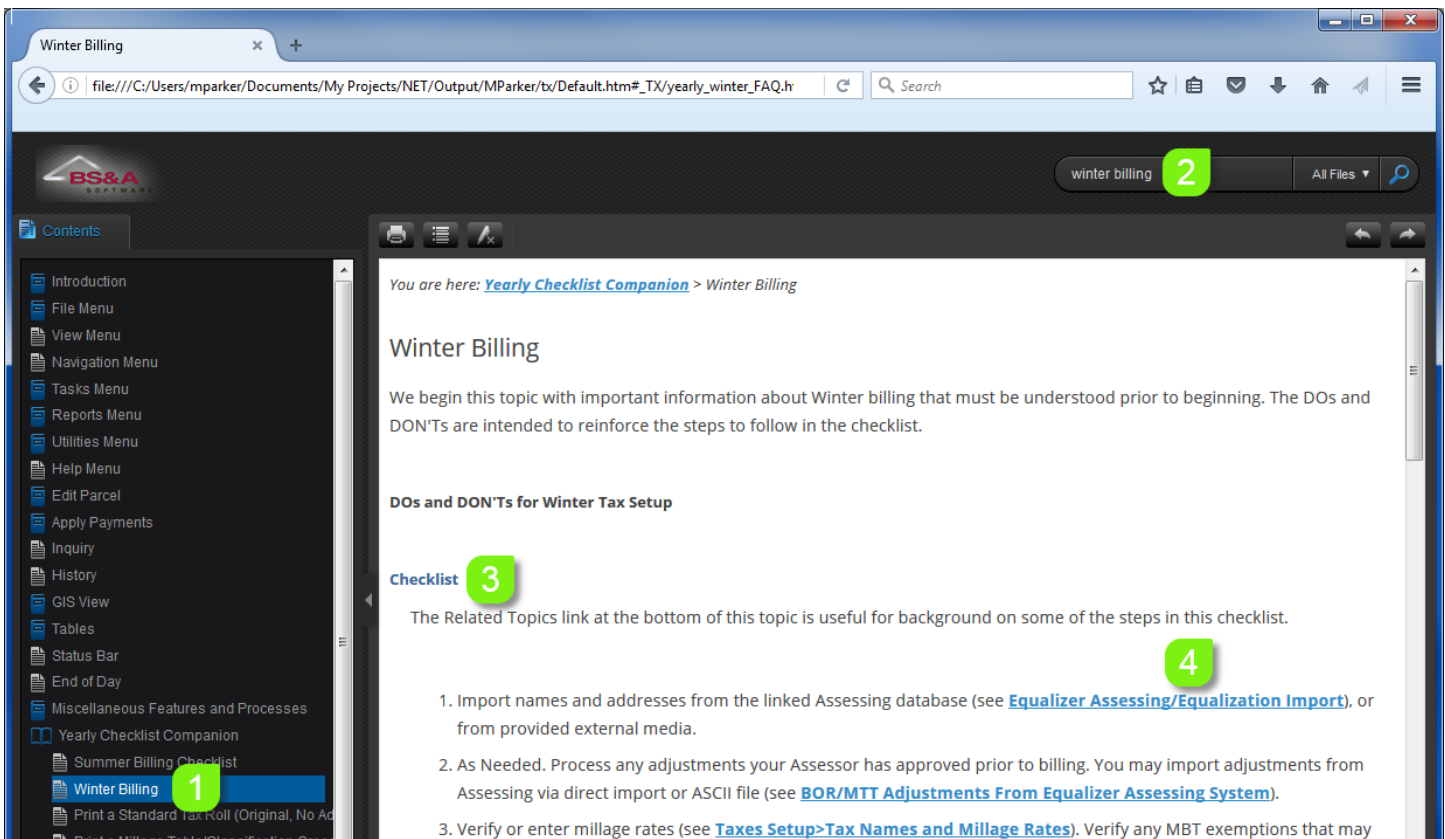
Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or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

## Last Updated February 2018

The Winter Billing Checklist provided in your electronic manual (Help>View Documentation>Manual) is especially helpful, in that it contains links to the topics referenced in the steps.

Open the *Yearly Checklist Companion* book in the Contents pane and click *Winter Billing* **(1)**. Another option is to use the Search tool in the upper right **(2)**. For example, you could enter "winter billing" (without the quotes) and the search results list appears, headed by the Winter Billing topic; click this topic.

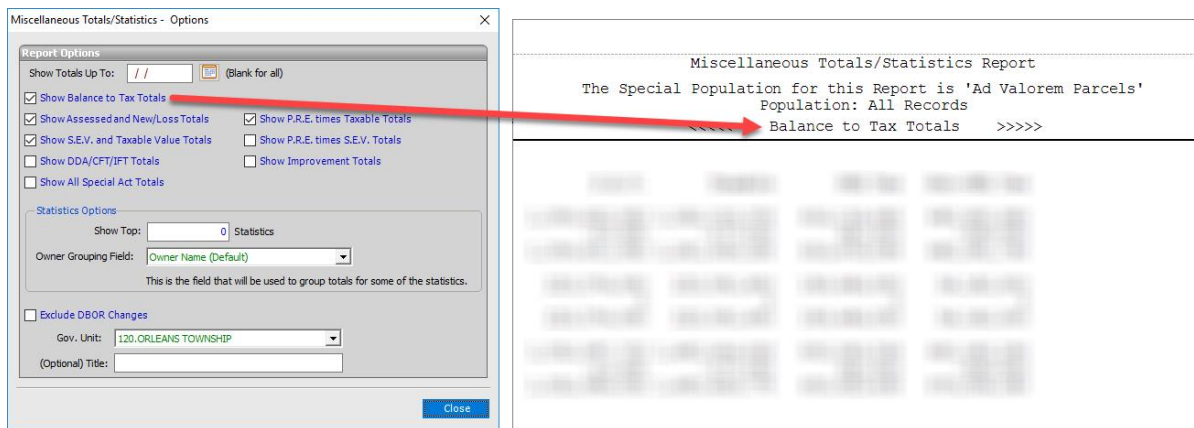
It is recommended that you first review the DOs and DON'Ts for Winter Tax Setup section before you click the Checklist dropdown **(3)**. When viewing the checklist, text in blue is a cross reference to the relevant topic **(4)**. Click the blue text to jump to the topic.



We have provided this help doc for those who would like to print the checklist and mark off the items as they are completed. It is recommended you use this in conjunction with the electronic manual, so you may utilize the helpful cross references.

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

- 1  Import names and addresses from the linked Assessing database, or from provided external media.
- 2  As needed. Process any adjustments your Assessor has approved prior to billing.
- 3  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.**
- 4  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/Classification Cross Reference Report.
- 5  Suggested. Get an approval of millage rate report from the County Treasurer.
- 6  Print a Standard Tax Roll (Adjusted), using the same population settings as used on your Assessor's Miscellaneous Totals/Statistics report or Assessing Warrant. For example, the picture below shows how the population appears at the top of the report: All Records: Ad Valorem Parcels.



- 7  Print a Standard Warrant and compare it to Assessing's Miscellaneous Totals/Statistics report or Assessing Warrant.
- 8  Regarding Parcels Delinquent in Previous Year, erase and import a new file provided by your County to flag parcels that have unpaid taxes as of March 1st. Review the message being used in Program Setup>Program Settings>Prior Year Delinquent Message.
- 9  Review your tax bill format and update as necessary for spelling and layout:
  - i  Go to Taxes Setup>Entry of Tax Bill Messages and verify that your messages are clear and spelled correctly.
  - ii  Click Report Options, enter the correct Win Tax Bill Due Date, and click Close. Click Close again to exit the report.
- 10  Verify interest/penalty dates and calculations for Winter.

- 11  Optional. Mortgage Codes:
  - i  You can erase and re-import files provided by mortgage companies to update mortgage codes on parcels – OR – you can manually update mortgage code changes.
  - ii  Print the Mortgage Code/Parcel Number Cross Reference report.
  
- 12  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.
  
- 13  Print a Settlement Report as a baseline. Use this report to ensure you are in balance with the Warrant and/or Miscellaneous Totals/Statistics report provided by your Assessor.
  
- 14  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.
  
- 15  **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%W.
  
- 16  Optional. Number the tax bills.
  
- 17  Create a backup of your balanced database. Be sure to keep the backup file in a safe place.
  
- 18  Commit calculated tax amounts.
  
- 19  Run the Write Floating Values utility (if linked with Assessing .NET or Pervasive Assessing).
  
- 20  Print or export **tax bills** (see step 14 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).
  
- 21  Optional. Print Tax Rolls.

- 22  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.
- 23  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.
- 24  Verify that Receipt Messages are entered or modified to fit your receipting needs in Tax and/or in Cash Receipting.