

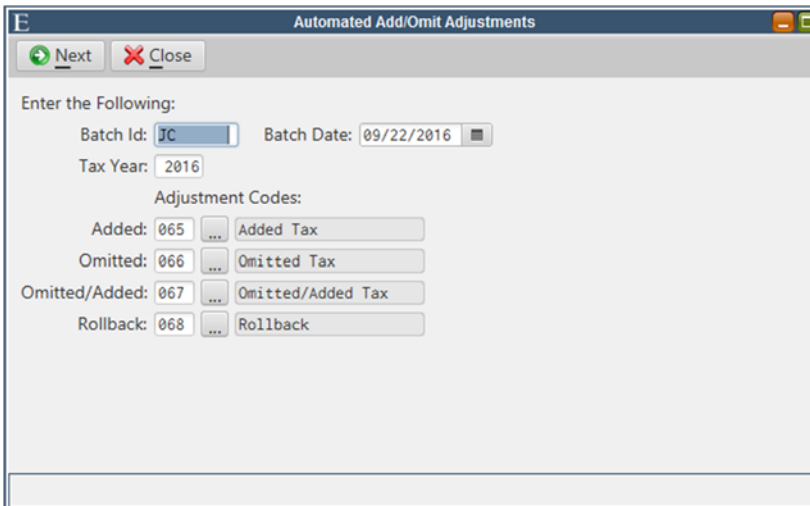
NJ Added/Omitted Tax Billing

1. If E&A will be updating the Added/Omitted information, fill out the necessary Tax Update form

- Go to www.ea411.com, select Support>Forms> Tax Update Request Form

2. Run the Tax Update Routine & create Added/Omitted adjustments

- An E&A rep will complete this step unless you are entering AO information manually
- Select *Added/Omitted* as the **Billing Option**
- The update options (i.e. owner information, bank codes) will be selected based on the Tax Update form submitted to E&A
- Once the update is run, the Change Transaction Inquiry can be run to see any changes made from the A/O update
- Run the Automated Adjustment Routine to create the added/omitted adjustments.



3. Verify and update the Adjustment Batch

- Go to Billings/Collections > Tax Collection > Adjustments > Adjustment Batch
- Enter AO as the Batch Id, select Batch Verification Listing and click **NEXT**.
- Verify that the **current year's** tax totals match the assessor's records. If the totals are the same, update the batch.

4. Update the bill message

- Go to Billing/Collections > Tax Collection > Billing > Bill Print Maintenance
- Click **EDIT**, enter the message on the *Message* tab and **SAVE** when done.

5. Create the billing extract

- Go to Billings/Collections > Tax Collection > Billing > Create Add/Omit Bill Extract
- Verify that the tax year is correct and click **NEXT**

6. Print A/O bills

- Go to Billings/Collections > Tax Collection > Billing > Print Add/Omit Tax Bills
- It is recommended that you print a few sample bills before printing all bills. This can be done by selecting *Block/Lot/Qual* as the **Print Sequence** and entering individual blq's in the Block/Lot/Qual range.
- Use the X and Y offsets to adjust the alignment, if needed. The *X Offset* will adjust the left/right alignment and the *Y Offset* will adjust the up/down alignment.