

How to manually enter added omit bills

1. I highly recommend getting a add/omit Master File if you have more that 10 or 15 added bills.

To manually enter A/O's print up the B&L.

| ACTION: 1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=eXit 9=DT ?=Help | | | | | | | |
|---|-------------|--------------|-------------|-----------------------|-----------------------|-------------|-----------|
| 1 | BLOCK | DIMENSION | PROP.CLASS. | PROPERTY OWNER'S NAME | | | |
| 2 | LOT | BLDG.DESCR. | BANK CODE | STREET ADDRESS | | ZONING | |
| 3 | QUALIF. | ADD.LOTS | SUB-BANK | CITY, STATE | | ZIP | |
| 4 | TAX I.D. | ACREAGE | REC-STATUS | LOCATION | | TMP TXSRCH# | |
| 1 | 16 | 53X154 | 2 | WILLIAMS, CATHERINE | | | |
| 2 | 9 | 2SFD | 00660 | 9 HIGH ST | | 07821 | |
| 3 | | | | ANDOVER, NJ | | 6 | |
| 4 | 1526 | 0.1874 | | 9 HIGH ST | | 6 | |
| 5 | LAND VALUE | 2014 NET.TAX | DC | TOTAL TAX | PAYER (IF NOT OWNER) | | |
| 6 | IMPROVMNTS | SP Tax | DO | DEDUCTNS | INCARE (IF NOT OWNER) | | |
| 7 | EXEMPTIONS | CO EXMPT.AMT | UD | 2015 NETX | PURCHASER DEED DATE | | |
| 8 | NET TAX VAL | DE SPLTX.AMT | CE | PENALTYTX | FACILITY NAME | | |
| 5 | 84400 | 3897.29 | | 4590.36 | HUNTINGTON MORTGAGE | | |
| 6 | 78900 | | | 0.00 | CORELOGIC | | |
| 7 | | 0.00 | | 4590.36 | 4/30/12 | | |
| 8 | 163300 | 0.00 | | 0.00 | | | |
| DUE1 | 974.33 | 2 974.32 | 3 1,320.86 | 4 1,320.85 | 1 1,147.59 | 2 1,147.59 | Due Today |
| BAL | | | | 1,320.85 | 1,147.59 | 1,147.59 | |
| ADJ | | | | | | | |
| TAX | 974.33 | 974.32 | 1,320.86 | | | | |
| I/D | | | | | | | |
| PD | 974.33 | 974.32 | 1,320.86 | | | | |
| NOTE: NEW OWNER - CATHERINE WILLIAMS (6/2012) | | | | | | | |

Select 6=A/O, you will have a blank added record on the screen.

| ACTION: 1=Pay 2=Int 3=Mod 4=Detail 5=adj >=Next <=Prev V=Void A=New Added 8=Exit | | | | | | |
|--|-------------|-----------------|-----------------|-----------------------|--------------|------------|
| 1 | BLOCK | BLDG.DESCR. | PROP.CLASS. | PROPERTY OWNER'S NAME | | |
| 2 | LOT | ADD.LOTS | | STREET ADDRESS | | BILL CODE |
| 3 | QUALIF. | | | CITY, STATE | | ZIP |
| 4 | TAX I.D. | | | LOCATION | | TAX MAP PG |
| 1 | 16 | | 2 | WILLIAMS, CATHERINE | | |
| 2 | 9 | | | 9 HIGH ST | | |
| 3 | | | | ANDOVER, NJ | | 07821 |
| 4 | 1526 | | | 9 HIGH ST | | 6 |
| 5 | LAND VALUE | MONTHS ASSESSED | COMPLETION DATE | PRORATED ASSESSMENT | RECORD TYPE | |
| 6 | IMPROVMNTS | SPECIAL CODE | TOTAL TAX | | TOTAL NUMBER | |
| 7 | EXEMPTIONS | SPEC TAX AMT | NET TAX | | A/O RECORDS | |
| 8 | NET TAX VAL | | | | | |
| 5 | 0 | 0 | | 0 | | |
| 6 | 0 | | | | | |
| 7 | | | 0.00 | | | |
| 8 | 0 | 0.00 | 0.00 | | | |
| DUE | | | | 4 0.00 | 1q | 2q |
| BAL | | | | | | |
| ADJ | | | | | | |
| TAX | | | | | | |
| I/D | | | | | | |
| PD | | | | | | |

2. Select "A" = New Added

ACTION: 1=Pay 2=Int 3=Mod 4=Detail 5=adj >=Next <=Prev V=Void A=New Added 8=Exit

| 1 | BLOCK | BLDG.DESCR. | PROP.CLASS. | PROPERTY OWNER S NAME | |
|---|----------|-------------|-------------|-----------------------|------------|
| 2 | LOT | | | STREET ADDRESS | BILL CODE |
| 3 | QUALIF. | ADD.LOTS | | CITY, STATE | ZIP |
| 4 | TAX I.D. | | | LOCATION | TAX MAP PG |

Next enter the "description" of the added billing, press <enter>

| 1 | BLOCK | BLDG.DESCR. | PROP.CLASS. | PROPERTY OWNER S NAME | |
|---|----------|-------------|-------------|-----------------------|------------|
| 2 | LOT | | | STREET ADDRESS | BILL CODE |
| 3 | QUALIF. | ADD.LOTS | | CITY, STATE | ZIP |
| 4 | TAX I.D. | | | LOCATION | TAX MAP PG |
| 1 | 16 | POOL | 2 | WILLIAMS, CATHERINE | |
| 2 | 9 | | | 9 HIGH ST | |
| 3 | | | | ANDOVER, NJ | 07821 |
| 4 | 1526 | | | 9 HIGH ST | 6 |

If this is not a rollback skip the "land value field" by pressing <enter> or enter the assessed value with out comma's or decimal points, I'm skipping this since this is a 2015 Added record for a POOL.

| 1 | BLOCK | BLDG.DESCR. | PROP.CLASS. | PROPERTY OWNER S NAME | |
|---|-------------|--------------|-------------|-----------------------|--------------|
| 2 | LOT | | | STREET ADDRESS | BILL CODE |
| 3 | QUALIF. | ADD.LOTS | | CITY, STATE | ZIP |
| 4 | TAX I.D. | | | LOCATION | TAX MAP PG |
| 1 | 16 | POOL | 2 | WILLIAMS, CATHERINE | |
| 2 | 9 | | | 9 HIGH ST | |
| 3 | | | | ANDOVER, NJ | 07821 |
| 4 | 1526 | | | 9 HIGH ST | 6 |
| 5 | LAND VALUE | MONTHS | COMPLETION | PRORATED | RECORD |
| 6 | IMPROVMENTS | ASSESSED | DATE | ASSESSMENT | TYPE |
| 7 | EXEMPTIONS | SPECIAL CODE | TOTAL TAX | | TOTAL NUMBER |
| 8 | NET TAX VAL | SPEC TAX AMT | NET TAX | | A/O RECORDS |
| 5 | | 0 | | 0 | |
| 6 | 0 | | | | |
| 7 | | | 0.00 | | |
| 8 | 0 | 0.00 | 0.00 | | |

Enter the improvement value, as a number with out comma's or decimals in this case the value is 10000 (\$10,000.00), press <enter>, next enter the number of months assessed (12) <enter>

| 1 | BLOCK | BLDG.DESCR. | PROP.CLASS. | PROPERTY OWNER S NAME | |
|---|-------------|--------------|-------------|-----------------------|--------------|
| 2 | LOT | | | STREET ADDRESS | BILL CODE |
| 3 | QUALIF. | ADD.LOTS | | CITY, STATE | ZIP |
| 4 | TAX I.D. | | | LOCATION | TAX MAP PG |
| 1 | 16 | POOL | 2 | WILLIAMS, CATHERINE | |
| 2 | 9 | | | 9 HIGH ST | |
| 3 | | | | ANDOVER, NJ | 07821 |
| 4 | 1526 | | | 9 HIGH ST | 6 |
| 5 | LAND VALUE | MONTHS | COMPLETION | PRORATED | RECORD |
| 6 | IMPROVMENTS | ASSESSED | DATE | ASSESSMENT | TYPE |
| 7 | EXEMPTIONS | SPECIAL CODE | TOTAL TAX | | TOTAL NUMBER |
| 8 | NET TAX VAL | SPEC TAX AMT | NET TAX | | A/O RECORDS |
| 5 | 0 | 12 | | 0 | |
| 6 | 10000 | | | | |
| 7 | | | 0.00 | | |
| 8 | 0 | 0.00 | 0.00 | | |

Enter a two digit year from the list at the bottom of the screen, press <enter>

| BLOCK LOT QUALIF. TAX I.D. | BLDG.DESCR. ADD.LOTS | PROP.CLASS. | PROPERTY OWNER S NAME STREET ADDRESS CITY, STATE LOCATION | BILL CODE ZIP TAX MAP PG |
|--|---|-----------------------------------|--|--------------------------------------|
| 169 | POOL | 2 | WILLIAMS, CATHERINE 9 HIGH ST ANDOVER, NJ 9 HIGH ST | 07821 6 |
| 1526 | | | | |
| LAND VALUE IMPROVMNTS EXEMPTIONS NET TAX VAL | MONTHS ASSESSED SPECIAL CODE SPEC TAX AMT | COMPLETION DATE TOTAL TAX NET TAX | PRORATED ASSESSMENT | RECORD TYPE TOTAL NUMBER A/O RECORDS |
| 0 10000 | 12 | | 0 | 15 |
| 0 | 0.00 | 0.00 | | |
| DUE | | | 4 0.00 | 1Q 2Q |
| BAL | | | | |
| ADJ | | | | |
| TAX | | | | |
| I/D | | | | |
| PD | | | | Enter: 12, 13, 14, or 15 |

Enter the type of record select A, 1, 2 or 3 (see below)

A=Current year added, assessment will be added to the main record and added billing for the first and second quarter will carry in to the next fiscal year

1=Added only the fourth quarter of the current fiscal year will be billed.

2=Rollback of farmland assessed values

3=Omitted, prior year omitted

| BLOCK LOT QUALIF. TAX I.D. | BLDG.DESCR. ADD.LOTS | PROP.CLASS. | PROPERTY OWNER S NAME STREET ADDRESS CITY, STATE LOCATION | BILL CODE ZIP TAX MAP PG |
|--|---|-----------------------------------|--|--------------------------------------|
| 169 | POOL | 2 | WILLIAMS, CATHERINE 9 HIGH ST ANDOVER, NJ 9 HIGH ST | 07821 6 |
| 1526 | | | | |
| LAND VALUE IMPROVMNTS EXEMPTIONS NET TAX VAL | MONTHS ASSESSED SPECIAL CODE SPEC TAX AMT | COMPLETION DATE TOTAL TAX NET TAX | PRORATED ASSESSMENT | RECORD TYPE TOTAL NUMBER A/O RECORDS |
| 0 10000 | 12 | | 0 | 2015 |
| 0 | 0.00 | 0.00 | | |
| DUE | | | 4 0.00 | 1Q 2Q |
| BAL | | | | |
| ADJ | | | | |
| TAX | | | | |
| I/D | | | | |
| PD | | | | A=CY ADD 1=ADDED, 2=ROLL, 3=OMT |

The record should look similar to the screen below

ACTION: 1=Pay 2=Int 3=Mod 4=Detail 5=adj >=Next <=Prev V=Void A=New Added 8=Exit

| BLOCK | BLDG.DESCR. | PROP.CLASS. | PROPERTY OWNER S NAME | BILL CODE |
|------------|-----------------|-------------------|-----------------------|--------------------------|
| LOT | ADD.LOTS | | STREET ADDRESS | ZIP |
| QUALIF. | | | CITY, STATE | TAX MAP PG |
| TAX I.D. | | | LOCATION | |
| 16 | POOL | 2 | WILLIAMS, CATHERINE | |
| 9 | | | 9 HIGH ST | 07821 |
| | | | ANDOVER, NJ | 6 |
| 1526 | | | 9 HIGH ST | |
| LAND VALUE | MONTHS ASSESSED | COMPLETION DATE | PRORATED ASSESSMENT | RECORD TYPE |
| EXEMPTIONS | SPECIAL CODE | TOTAL TAX NET TAX | | TOTAL NUMBER A/O RECORDS |
| 0 | 12 | 1/01/15 | 10,000 | |
| 10,000 | | | | 15 ADDED |
| | | 281.10 | | 1 of 1 a/o |
| 10,000 | 0.00 | 281.10 | | |
| DUE | | | 4 281.10 | 1 70.28 |
| BAL | | | 281.10 | 2 70.27 |

You can add a second record by selecting "A" New Added or exit by selecting "8" for exit

- When finished adding records exit the main tax system and at the key prompt select F7 Tax Proofing, then select F4 A/O Duplicate. Check the report to your book if they match (+/-) a few pennies you are good to go. See sample report on next page

