Other Topics

Steps in Tax Roll Process

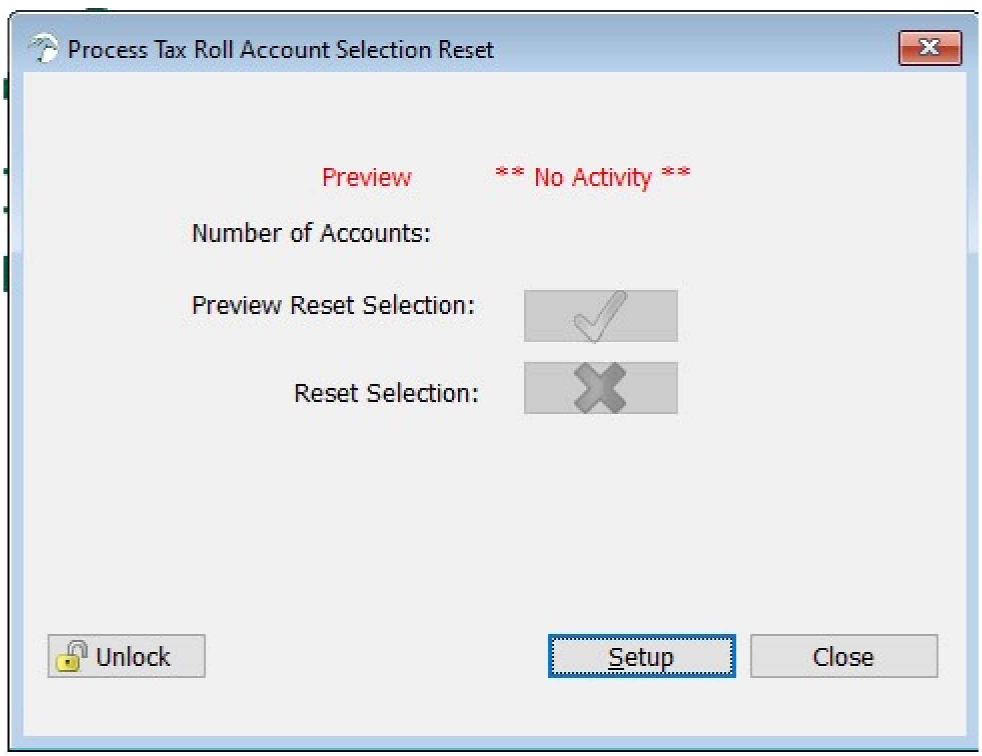
Some Municipalities:
- Run Tax Roll Notices i.e. Past Due Notices October 15
- Apply penalties November 1
- Send tax roll to county November 15

Others:
- Run Tax Roll Notices i.e. Past Due Notices October 15
- Apply penalties and send to county November 15

Neither incorrect- Note you would handle penalties at different times as you read instructions

1. Process Tax Roll
   - Notify customers
   - Give them a chance to pay by November 15 deadline

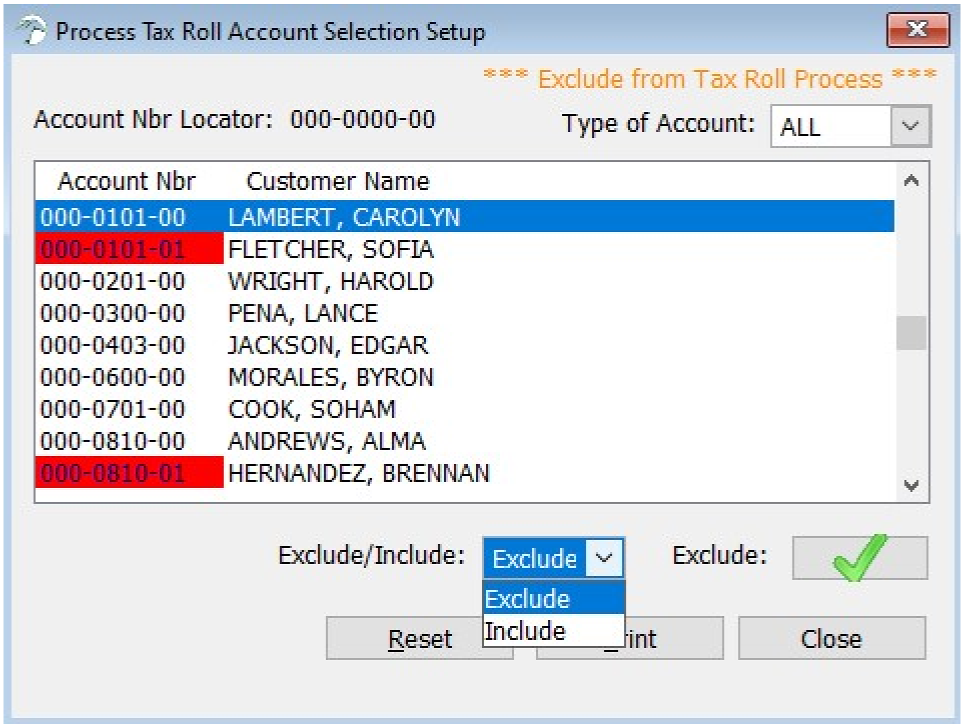
2. Click **Process**, **Tax Roll**, **Account Selection**, **Reset** on menu bar (Example 7-6)
   - Safety step to ensure *previous* Account selections are cleared



(Example 7-6)

3. From this go right into "**Setup**" *OR* back to **Process**, **Tax Roll**, **Account Selection**, **Setup**

Note
- Anyone set up in Maintain Accounts, Add'l Info Tab as "**EXCLUDE**" from tax roll process will show up here as Orange and be excluded (Example 7-7)



(Example 7-7)

4. Select “**Exclude**” in drop box

5. **Click** green check to select **all** accounts
   - Either **Exclude or Include** depending on drop down selection
   - **Include** all will **override** the “Exclude from Tax Roll” in Maintain Accounts, Add’l Info tab including DPA’s, so all accounts will be included in the Tax Roll Notice selection

6. **Double click** single account to take desired action (Exclude or Include)
   - Or hit F2

7. Accounts to be excluded from tax roll process are **highlighted orange**

8. Print a list of Included or Excluded accounts based on selection

Workhorse will determine accounts to send Tax Roll Notices based on criteria in next step.

Tax Roll Notices (Past Due) To Send To Customers

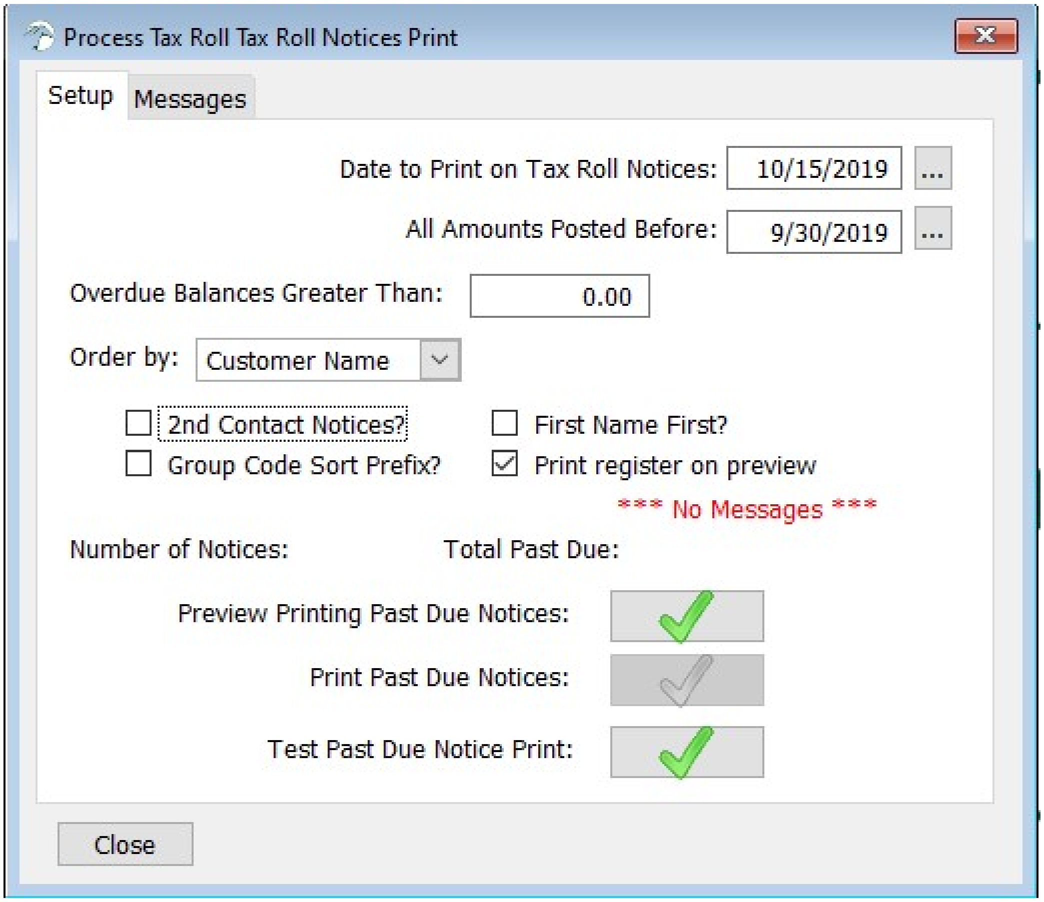
9. Done under **Process Tax Roll**, **Tax Roll Notices**, **Print** (Example 7-8)

10. Enter **Billing Date to Print on Tax Roll Notices**

11. Enter “**All Amounts Posted Before**” date
    - This date is after the last amounts billed to be included on tax roll
    - Usually BUT not always September 30th

- Receipts are not affected by this date and come off the balance at any time it is posted

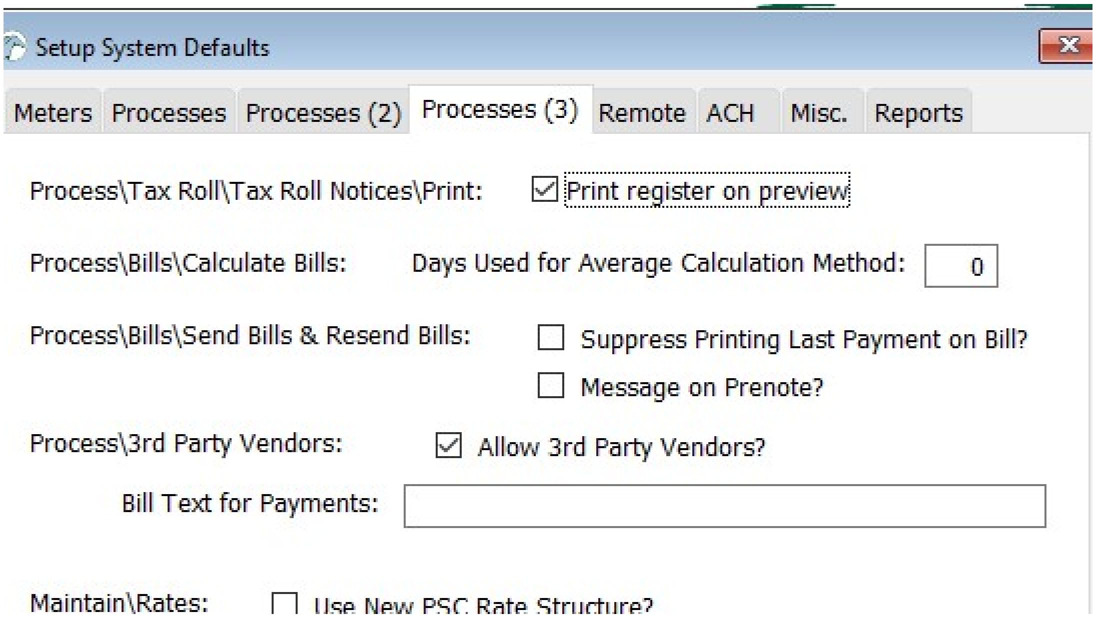
12. Enter minimum amount in "**Overdue Balances Greater Than**"



(Example 7-8)

Note.. Enter Message to print on bills on message tab

- Most Customers use deadline to pay taxes before placed on tax roll



(Example 7-9)

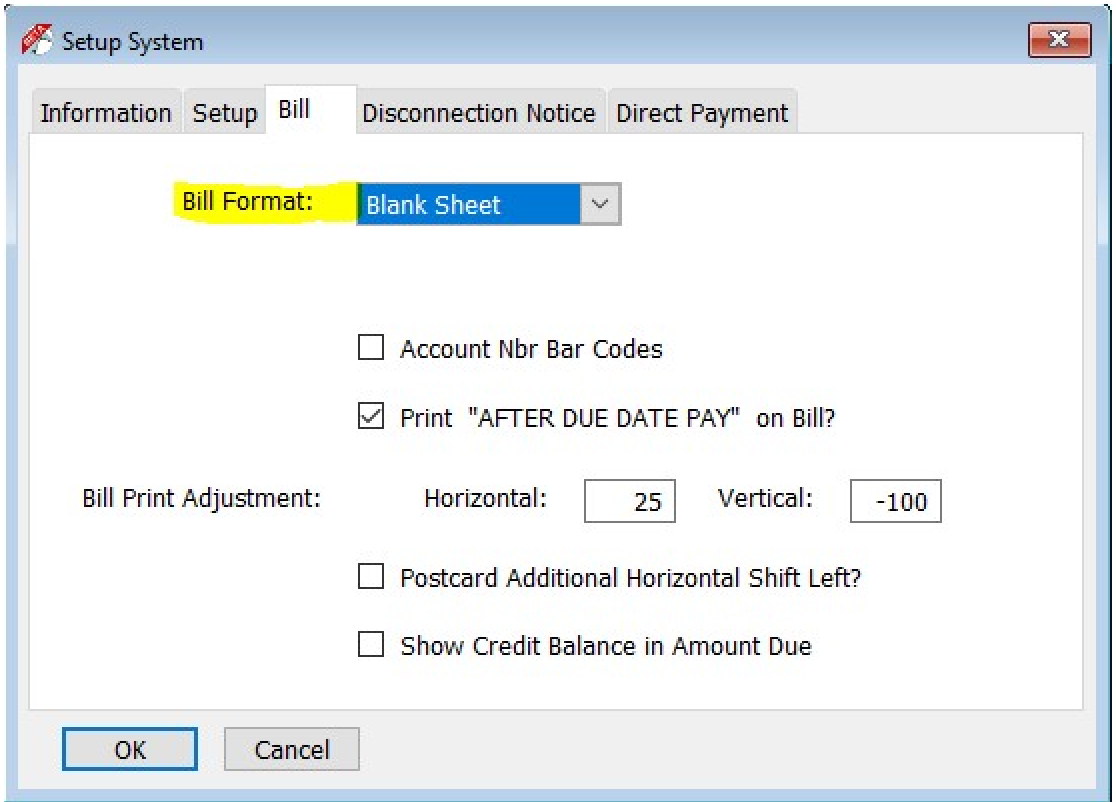
Note.. Set Up System Defaults (Example 7-9)

- Check box *Print register on preview*
- Tells Process Tax Roll Notices Print to print register on preview as default

Note.. May get a list of Questionable Balances that need to be fixed before account can be included in Tax Roll Notices

- Negative numbers cannot be included in Tax Roll Process
- A Balance Adjustment must be done to correct the negative dollar amount in any given service

13. To send **plain paper tax roll notice** when using post card bills (Example 7-10)
    - Change Setup/System/Bill/ Bill Format setting to “Blank Sheet”
    - Prints notice that can stuff into window envelope



(Example 7-10)

14. **Sample** notice:

VILLAGE OF BADGERVILLE
123 MAIN STREET
BADGERVILLE, WI 54321
(800)654-4892

ACCOUNT NUMBER
000-1028-00

ENTER AMOUNT PAID

ACCOUNT ID: 000-1028-00
GASPER, JOHN
415 E OAK STREET
BADGERVILLE WI 54321

BILLING DATE	AMOUNT DUE
10/15/2019	$113.28

DUE DATE	AFTER DUE DATE PAY
PAST DUE	$113.28

PLEASE RETURN TOP PORTION WITH YOUR PAYMENT

READING DATES

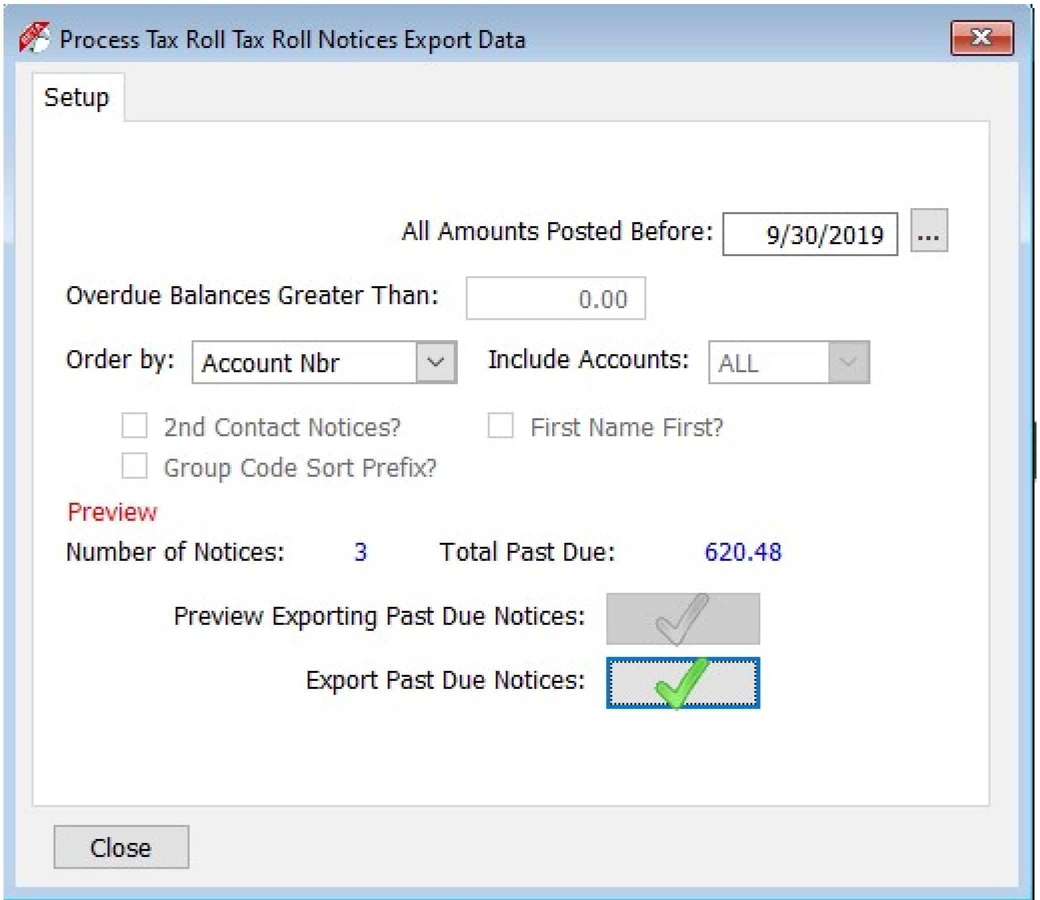
PREVIOUS	PRESENT	BILLING DATE	DUE DATE	ACCOUNT NUMBER
		10/15/2019	PAST DUE	000-1028-00

PREVIOUS	PRESENT	USAGE	DESCRIPTION	AMOUNT
			SEWER Past Due	63.82
			WATER Past Due	49.46
			AMOUNT DUE	113.28

Security Code: 3972
This amount due is to be paid by November 15, 2019
to avoid placement on the 2019 Tax Roll.
This is pursuant to WI State Statutes.......

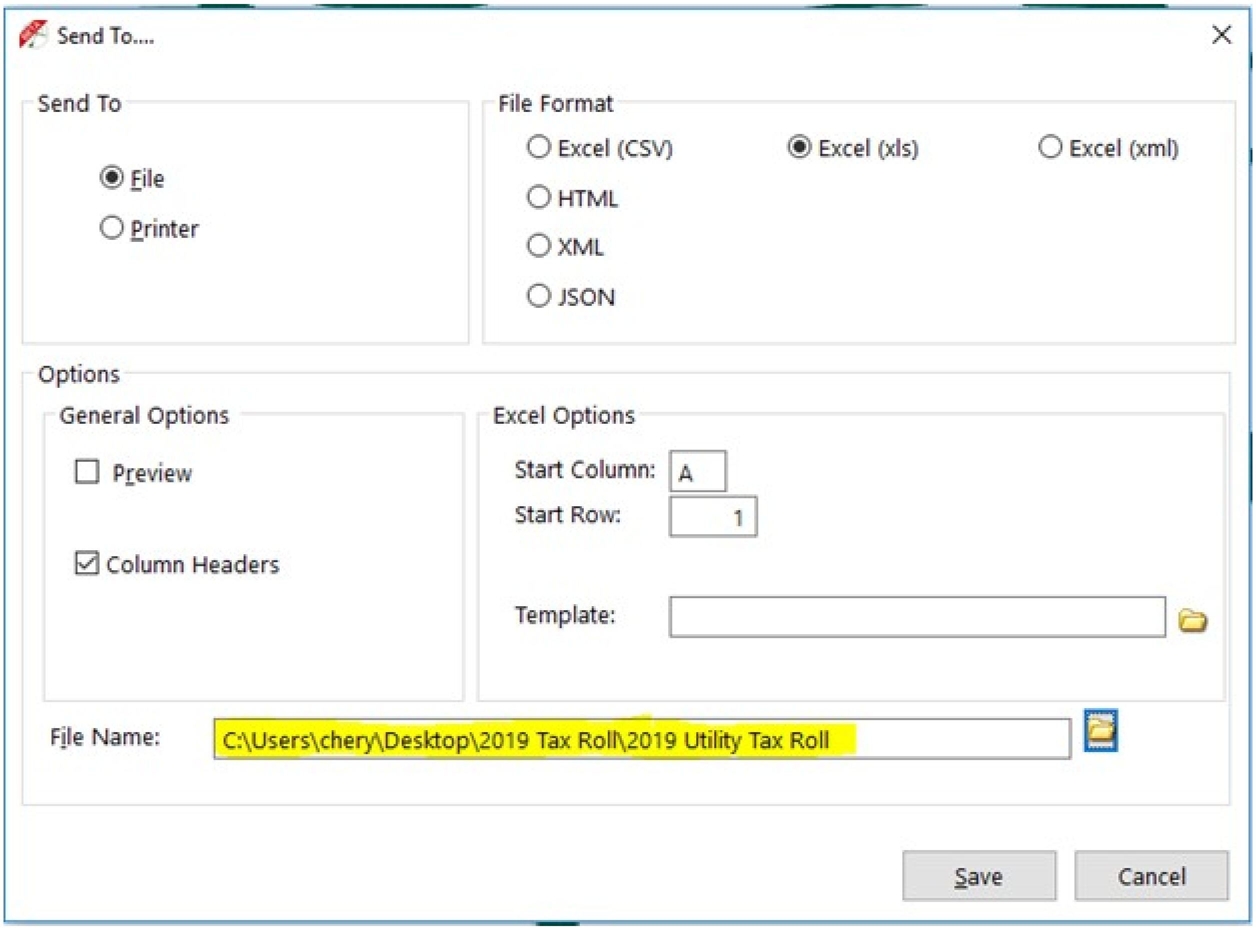
Customer That Creates Own Notice

15. Under **Process, Tax Roll Notices**, **Export Data** (Example 7-11)
    - **Export data** into Excel spreadsheet
    - **Mail merge** into own notice/document using Word and Excel



(Example 7-11)

16. Workhorse then creates "**Send to**" screen (Example 7-12)



(Example 7-12)

17. Create file by clicking on **file folder** by file name

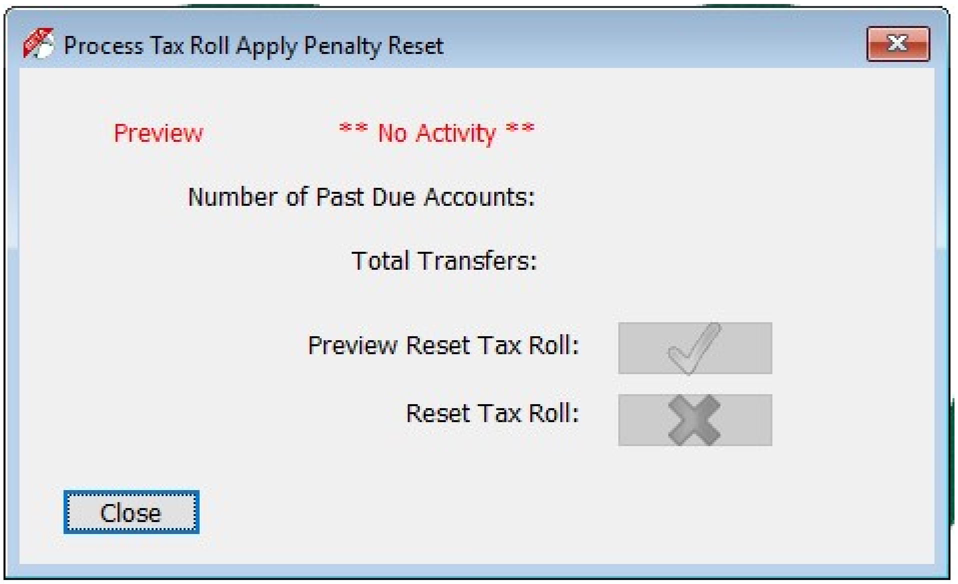
18. Name **document** and determine where to **save** it on computer

19. Excel **sheet** can be used as
    - List of customers
    - Amounts due
    - Notices to be sent
    - Parcel ID list

20. Once **Tax Roll (Past Due) Notices** Sent
    - Wait until either November 1st to apply penalties
    - OR apply when sent to county on or around November 15.
    - Either is fine (set by personal preference or as advised by local jurisdiction)

To Apply Penalties

21. Go to **Process Tax Roll, Apply Penalty**, **Reset** (Example 7-13)
    - Safety step to get rid of anything calculated but not posted



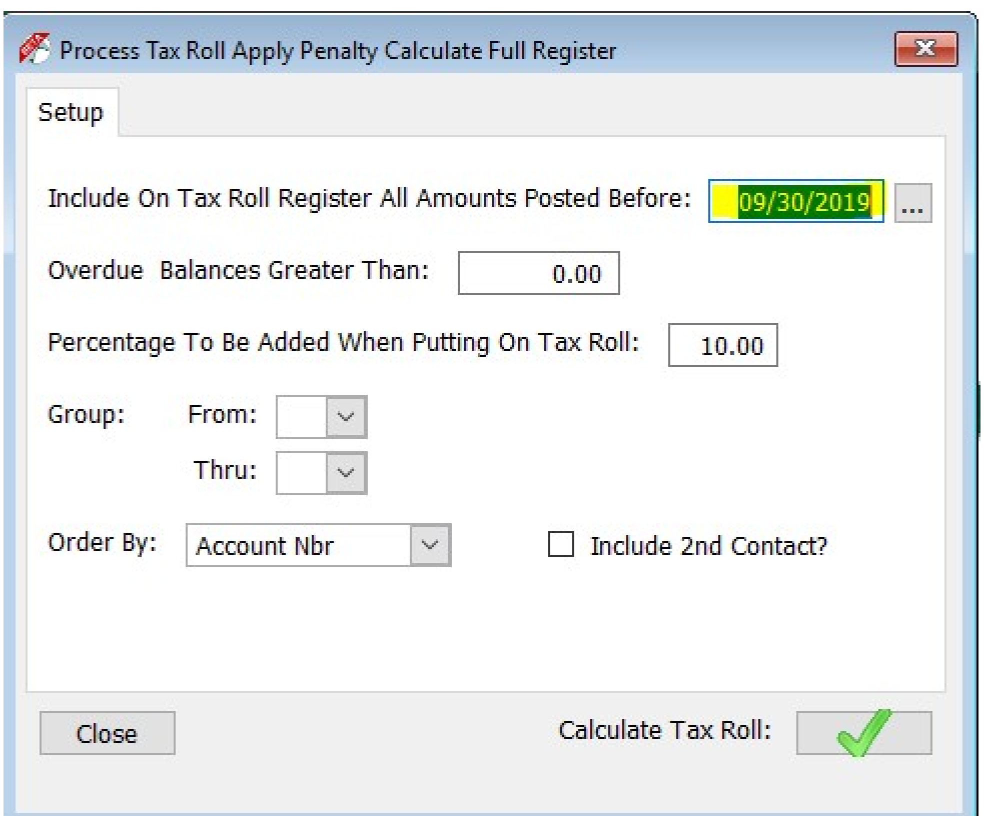
(Example 7-13)

22. Process **Tax Roll**, **Apply Penalty**, **Calculate** (Full or Quick) (Example 7-14)
    - Process penalties on unpaid customers

23. System defaults to the **SAME date** used to calculate tax roll notices

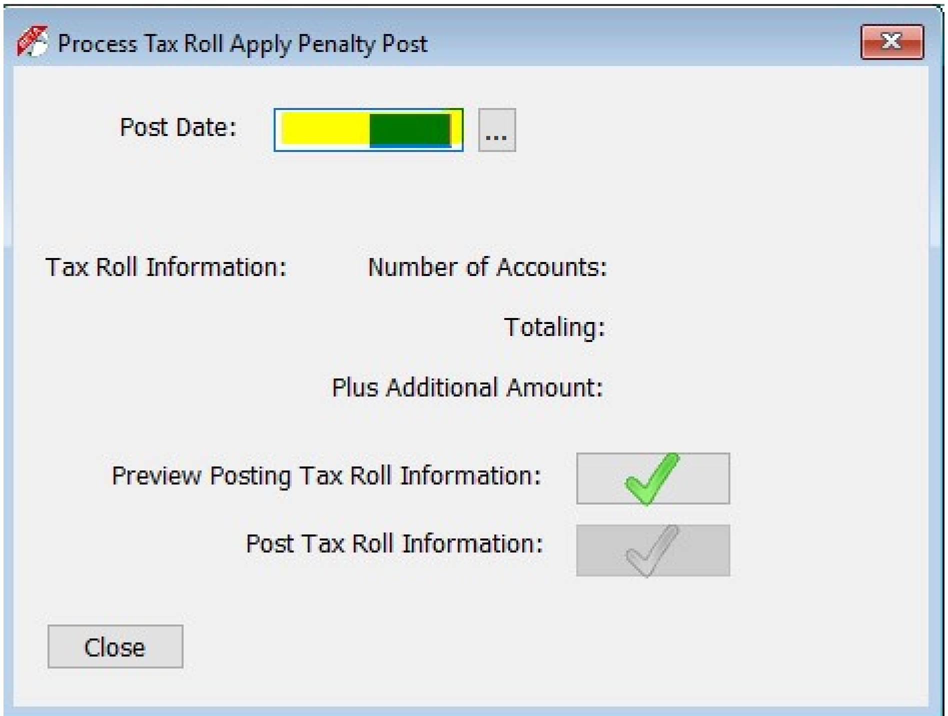
24. Enter **criteria** listed if you choose

25. Click **calculate**



(Example 7-14)

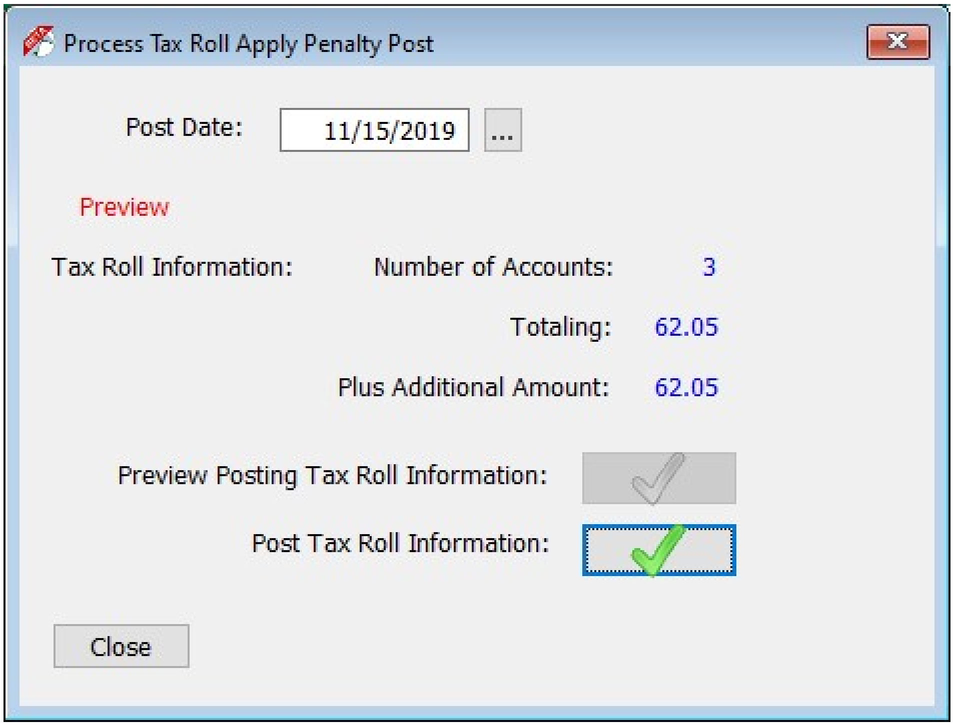
26. Once penalty register printed, post in **Process**, **Tax Roll**, **Apply Penalty**, **Post** (Example 7-15)
    - As in all Workhorse programs nothing is final until posted



(Example 7-15)

27. **Preview** will show:
    - **Number of account**s penalties were applied to
    - **Total amount** of penalty applying to customer accounts (Example 7-16)

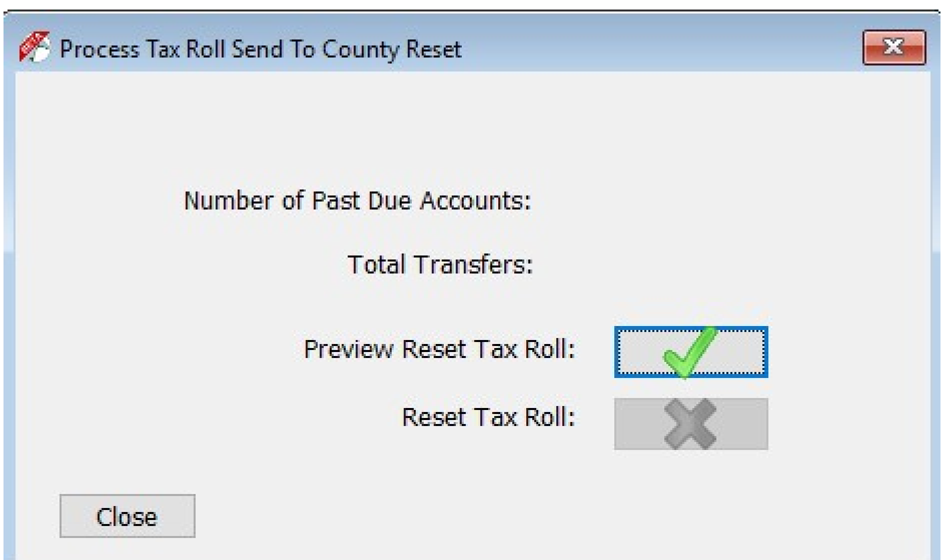
28. This **SHOULD** match **tax roll register/penalty report**



(Example 7-16)

29. Final step is **sending information** to county office for placement on tax bills

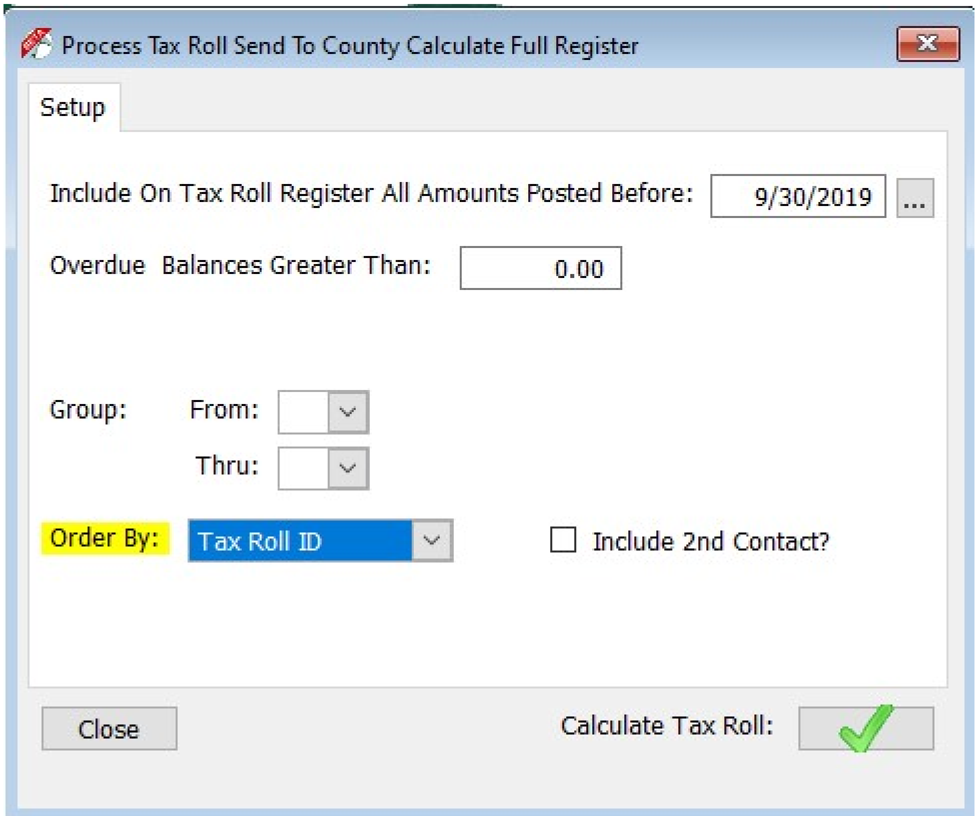
30. Go to **Process**, **Tax Roll**, **Send to County Reset** (Example 7-17)
    - Ensures nothing has been calculated in past and not dealt with



(Example 7-17)

31. Use Process, **Tax Roll**, **Send to County**, **Calculate Full** or **Quick** register (Example 7-18)
    Last Page of Register will show:
    - Amount of past due by service put on Tax Roll
    - Late charges

- 10% penalty for placing on tax roll
- Total amount put on tax roll

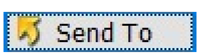


(Example 7-18)

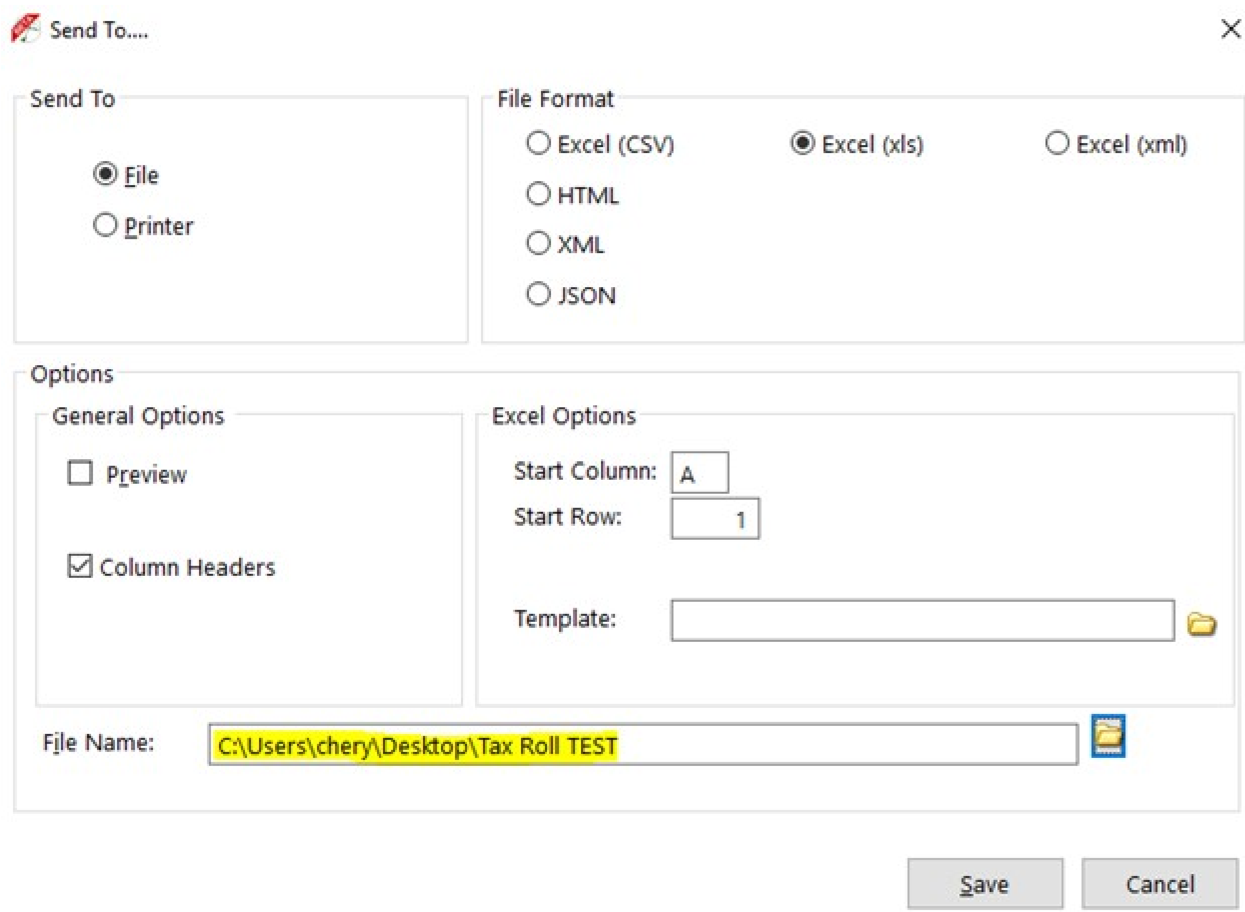
32. Enter "**Include on Tax Roll Register All Amounts Posted before**" date
    - Defaults to SAME date used throughout process

Once Register is Correct

33. **Process**, **Tax Roll**, **Send to County**, **Export Data** will create file

34. 

EXPORT FILE to send to county in excel format (Example 7-19)



(Example 7-19)

35. Click on **file folder**  to place file

36. Name **File**

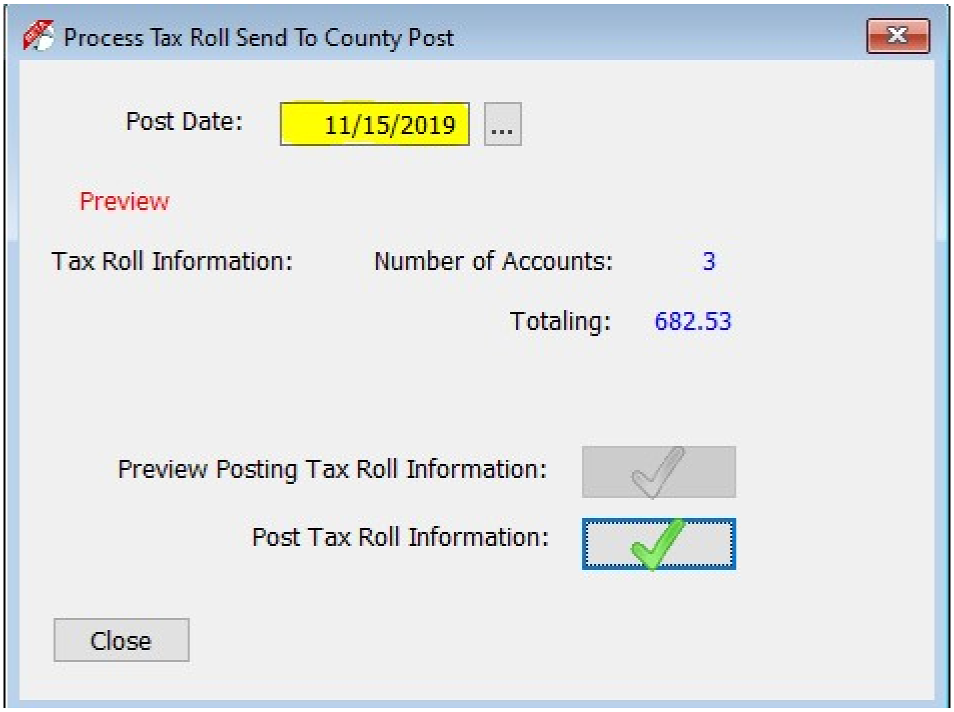
37. Click "**Save**"

38. **Excel file** will be created for you to manipulate and send to county

Once File Created - Post Tax Roll

- Once posted **CANNOT** be reversed
- VERY important file and totals are correct

39. Go to **Process**, **Tax Roll**, **Send to County**, **Post** (Example 7-20)



(Example 7-20)

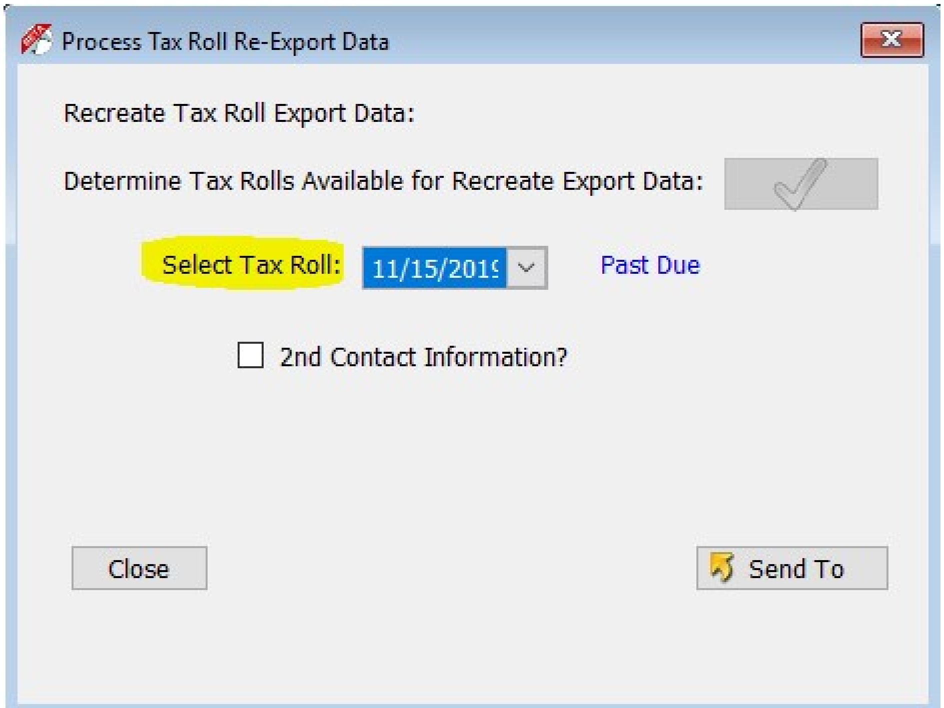
40. Enter **posting date**

41. **Preview** – note amounts and if correct

42. Hit **Post Tax Roll Information**

43. Once posted – go into Accounting module and **interface journal entries**

44. Once posted –if necessary **recreate export file** (Example 7-21)
    - Process, Tax Roll, Send to County, Re Export Data



(Example 7-21)

45. Click "**Determine Tax Rolls Available for Recreate Export Process**"
    - Drop down will give dates to pick from
    - Most recent date on top

Note

- Interface figures to accounting - likely in Tax Roll Receivable account
- IF customer pays AFTER tax roll is posted - do not enter payment in utility billing.
- Check with auditor or Workhorse to discuss what to do