



A Division of Harris Computer Systems

TAX BILLING: SUPPLEMENTAL BILLS

This information sheet covers the steps necessary in running and printing Supplemental Bills through the TRIO Tax Billing module. In addition to creating the amount due in Tax Collections, the process allows for the printing of a new commitment book page and the supplemental bills, if needed.

NOTE: The assessment amounts listed on the Short Maintenance screen in Windows Real Estate are what will be used for the Supplemental Bills – **Please verify this information before continuing.**

1. Audit
2. Apply Pre-Payment Interest
3. Transfer New Billing Data
4. Commitment Book
5. Bills
6. Supplemental Bills
7. Printing
8. Account Associations
M. File Maintenance
X. Exit Billing

Creating the Supplemental

1. From the **General Entry** menu select **3. Tax Billing > 6. Supplemental Bills**.
2. Select if this bill is going to be for *Real Estate* or *Personal Property* taxes.
3. Select if the bill amount should be *Calculated* or *Entered*. *Calculated* bases the amount of the bill on the billing value in **Real Estate** of the selected account. *Entered* allows for the specification of the exact amount of tax to apply to the account. If using *Entered*, fill out the amount of the tax in the *Tax* field.
4. Enter the account number to bill and click *Add*. If this is the first bill being entering this session, the next screen that comes up will be used to select a rate record for the supplemental billing. If there is not a correct rate record available to use, go to the *File* menu and select *New*. Typically, it is recommended to create a new rate record for each batch of supplemental bills as the billing, due, and interest dates are going to be different if done on different days.
5. If creating a new rate record, the next screen that comes up will be a blank rate record. Enter all the information onto this screen, including interest rate, due date, number of periods, and the interest date.
 - **NOTE** – If using an existing rate record, do not change the information on the rate record unless all of the bills currently using that record should also be affected.

6. When all of the information in the rate record is correct, press **F12** or select *File* and *Save & Continue*. A message box will pop up asking to verify the name on the account and the amount of the bill. If all the information looks correct, click *Yes*.
7. The program will then return to the first screen and any supplemental bills that have been created this session will show in the box to the right.
8. If another bill for a different account needs to be created, make the appropriate selections and enter the needed information again and click *Add*. This will add another supplemental to the list on the right.

The screenshot shows the 'Supplemental Type' section with radio buttons for 'Real Estate' and 'Personal Property'. Below it is the 'Tax from' section with radio buttons for 'Calculated' and 'Entered', and a text input field for 'Tax'. At the bottom, there is an 'Account' input field and an 'Add' button. On the right side, there is a table with the following data:

Type	Account	Tax	Entered
RE	1	500.00	Yes
PP	1	1,000.00	Yes

Tax Billing: Supplemental Bills *CONTINUED*

9. Once all of the bills have been added, press **F12**. A message will pop up stating "This will process the list of bills and clear the list. Do you wish to Continue?" If bills are ready to process, click *Yes*.
 - **NOTE** - If also using the TRIO Budgetary System, a message stating that the automatic journal should be run in the near future will display. Click *OK* to continue the process.

Printing the Supplemental Bills and Commitment Book Page

1. The next screen prompts for the page size of the commitment book. Select the proper size and press **F12**. A print preview of the commitment book for these bills will come up, which can then be printed.
2. Once this is closed, the program will ask if the bills should be printed or not. If so, click *Yes*. This will load a bill setup screen where selections such as what order the bills are going to print in are made. Once those options are set up, press **F12** to print the bills. If *No* was selected, then the process in Tax Billing is complete.
 - **NOTE** – The supplemental bills can be printed/reprinted at a later time by selecting **3. Tax Billing > 5. Bills**. During the billing process, if supplemental bills have been done for a tax year, the system will allow for the selection of the rate record to print bills for. Simply select the Supplemental Rate Record as the one to use and the supplemental bills will be printed.

Posting the Journal

1. If using the TRIO Budgetary System, the last step to run through is to post the journal. To do so, from the **General Entry** menu select **9. Budgetary System > 3. Posting**. This screen will show a listing of all the journals that can be posted. Select the journal or journals to post and press **F12**. A report showing the posted journal will then display and can be printed.
 - **NOTE** – It is possible to view journals *before* they are posted by selecting **4. Printing > 8. Unposted Journal** from the Budgetary main menu.