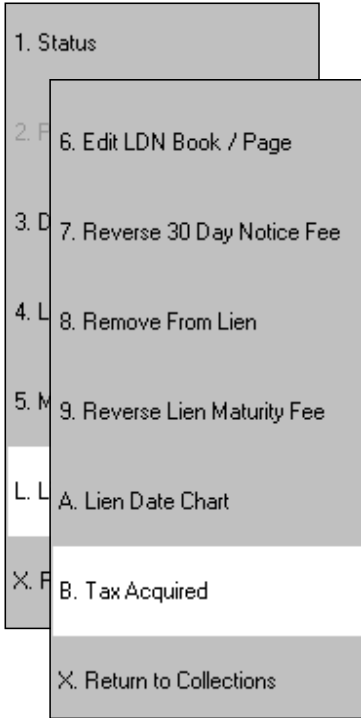




A Division of Harris Computer Systems

UTILITY BILLING: TAX ACQUIRED PROCESS

This tip sheet covers the Tax Acquired Process for the TRIO Utility Billing program. It assumes that the TRIO Cash Receipting and Budgetary modules are also being used. If Cash Receipting and/or Budgetary are not being used, the information regarding those modules should be disregarded.



Tax Acquired Properties

The Lien Process in the Windows Utility Billing program includes a Tax Acquired Process. This process can be used in cases where the municipality or district has foreclosed and acquired lien properties. Note that unlike liens, the Tax Acquired Process does not affect just a specific bill or bills, but the whole account. Once an account is Tax Acquired, all activity (payments, bills, etc.) for that account, even against non-liened bills, will be considered Tax Acquired activity.

To access the Tax Acquired Process, from the main menu in Utility Billing, select **3. Collection Process > L. Lien Process > B. Tax Acquired**. Once selected, a prompt to select the bill will display. This refers to the bill number and date of the lien accounts in question. Select the bill and press **F12** to process. Next, the program will display a list of eligible accounts, which includes all lien accounts with a positive balance. Check off the accounts to process, and press **F12** to continue.

Once the process is complete, the system will generate a list of the transferred accounts, create a Budgetary journal moving amounts from the Water/Sewer Receivable to the Tax Acquired accounts, and flag the account as Tax Acquired. It is recommended that this report be printed for recordkeeping purposes. The

journal will credit the Utility/Lien Receivable accounts for all outstanding bills on the accounts being acquired, and will debit the Water and/or Sewer Tax Acquired/Lien Tax Acquired Receivable accounts for those same years. The accounts that were acquired will display **T** in red at the top of their Account Master and Collection Status screens and will show **TA** next to them on Status Lists.

The names on the tax accounts will not change, any outstanding amounts will still show due, and billing will continue. The system will automatically put the monies for any new bills into the Tax Acquired Receivable account(s) in Budgetary, as opposed to the regular Water/Sewer Receivable account. Payments made to a Tax Acquired Property can be made as normal with receipt types 93-96. However, Cash Receipting will automatically process the payments as type 893 – *Tax Acquired Water Payment*, 894 – *Tax Acquired Sewer Payment*, 895 – *Tax Acquired Sewer Lien Payment*, or 896 – *Tax Acquired Water Lien Payment*. **These receipt types will need to be set up with the correct Budgetary accounts before any Utility payments can be taken.** If Tax Acquired is not going to be used, these receipt types can be set up with manual M accounts instead of actual Budgetary accounts – M Principal or M Interest, for example.

Removing an Account from Tax Acquired

Currently, there is only one way to remove an account from Tax Acquired – by selecting **M. File Maintenance > G. Remove from Tax Acquired**. This option will remove the tax acquired flag from the account, but will *NOT* create a Budgetary journal to move the balance from the Tax Acquired account to the Taxes Receivable account. This will need to be done manually in Budgetary with a General Journal.