

Class: Posting and Balancing

Duration: 1 Day Session

Overview: This class is geared toward the student that will be responsible for entering tax payments and balancing. Students will learn how to enter payments, void payments, adjustments to roll and reporting. At the end of class, students will be able to perform task associated with posting and balancing their roll.

Who Should Attend:

All BSA-Tax users that are responsible for posting payments and balancing the tax roll.

Outline:

Lesson 1: Posting.

- Entering tax payments
- Receipt Options/summary
- Void payments
- Entering and Tracking batch numbers
- Over/under account
- Interest/Penalty
- History

Lesson 2: Adjustments

- How to make adjustments to roll
- Audit Report

Lesson 3: Reporting

- Printer set up & fonts
- Receipt Printing & Receipt Text
- Distribution
- Daily Reporting
- Special Assessment Reporting
- Reprints of tax bills

Pre-requisite(s) – Introduction to BSA-Tax.