

Class: Special Acts

Duration: 1/2 Day Session

Overview: This class will teach the students how special acts are handled in the BSA-Tax system. Students will learn how they interact with the assessing system, how to prepare for tax billing, posting payments and reporting geared to special acts parcels. At the end of this class students will be confident in all functions of handling special acts parcels.

Who Should Attend:

All BSA-Tax users that have special acts districts

Outline:

Lesson 1: Tax & Assessing

- How does Tax and Assessing communicate
- Parcel numbering
- Base Values & Districts

Lesson 2: Tax Rate Entry.

- DDA/LDFA/TIFA Mills
- Special Acts Rates
- Exclusions/factors
- Extra Mills
- Tax Names/Millage Reporting

Lesson 3: Balancing Special Acts Tax Roll

- Balancing Special Acts

Lesson 4: Exporting Tax Bill Data

- Exporting data to print vendor

Lesson 3: Posting & Balancing

- Posting Special Acts Payments
- Balancing Special Acts
- Reporting for Special Acts

Pre-requisite(s) – Preparing for tax billing & Posting and Balancing class and should have special acts districts in their unit.