

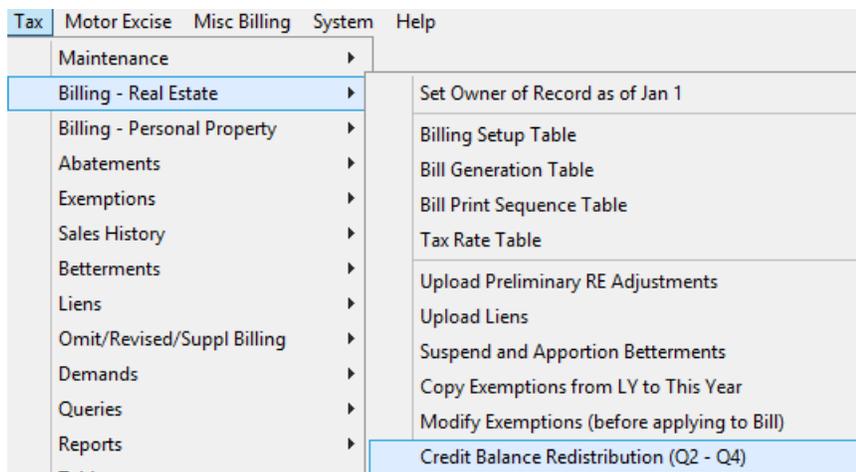


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## 1. CREDIT BALANCE RE-DISTRIBUTION PROCESS

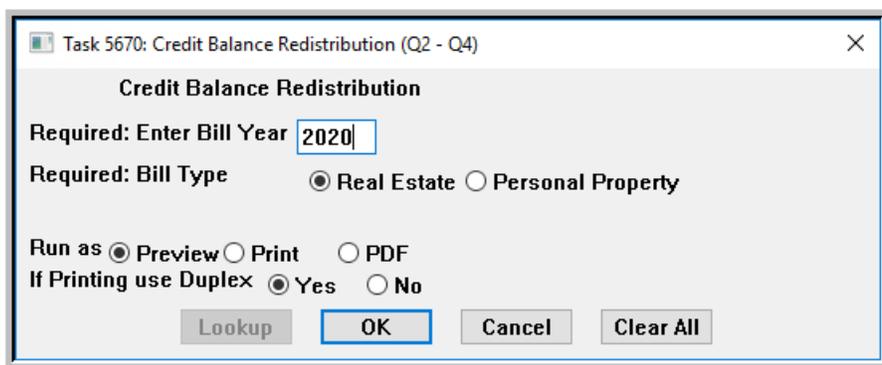
This document describes the Credit Balance Re-Distribution process, which should be run prior to the billing for Quarters 2 and 4. The intent is to move any credit balance amounts and apply them to outstanding amounts.

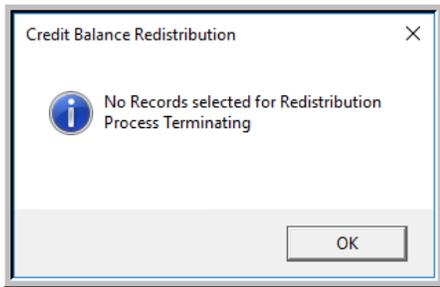


Note: if there are no **payments** to move then an adjustment must be made on the bill; this process will not handle situations where Q3/Q4 charges are negative due to the preliminary bills being in excess of the total tax due, resulting in credit balances.

### 1.1. Run the command

To begin, select **Tax > Billing-Real Estate > Credit Balance Redistribution (Q2-Q4)**; enter the bill year at the prompt and select the  **Real Estate** or  **Personal Property** Bill Type. This example shows the Real Estate bill type.





If no bills have credit balances, the system will pop up a message that indicates that No Records were selected for Redistribution and the process will terminate.

If bills with credit balances are found, a list of bill #s with credit amounts that are available for redistribution will be produced, as shown in Figure 1

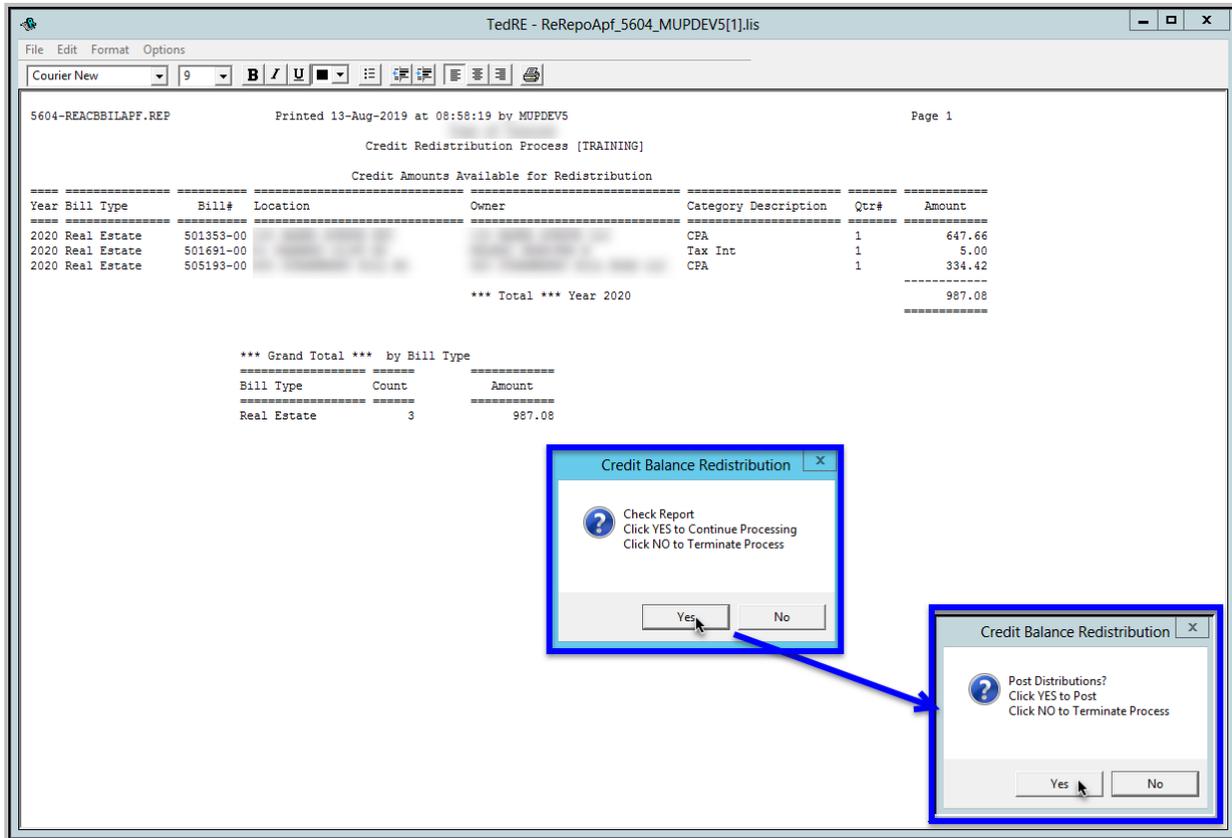


Figure 1 Report #5604 List of Credit Amounts Available for Redistribution

### 1.2. Review the Report of Bills with Credit Amounts

Review the report, and click on [Yes] to continue with the posting. Click on [No] to terminate the process if there are bills that require investigation or correction before proceeding.

When clicking on [Yes] to continue with the posting, the next prompt will popup, to confirm posting the distribution. Click on [Yes] to continue.



### 1.3. Report of Re-Distributed Credits

Year	Bill Type	Bill#	Location	Owner	Category Description	Qtr#	Amount
2020	Real Estate	501353-00			Tax	1	644.68
2020	Real Estate	501353-00			Tax Int	1	2.98
2020	Real Estate	505193-00			Tax	1	5.00
2020	Real Estate	505193-00			Tax	1	332.88
2020	Real Estate	505193-00			Tax Int	1	1.54
*** Total *** Year 2020							987.08

*** Grand Total *** by Bill Type		
Bill Type	Count	Amount
Real Estate	5	987.08

The system generates a report of the redistributed credits.

Figure 2 Report of Redistributed Credits

### 1.4. Seeing the Effect on the Bill Query Screen

Three bills were affected by the redistribution; one is shown in the Bill Query screen capture in Figure 3.

#### 1.4.1. Redistribution within the Same Quarter

In this example for bill #505193 the quarter 1 tax is delinquent, and the \$167.21 of CPA had been overpaid (three payments total, so had been overpaid by \$334.42). The CPA overpayment is applied to the tax and tax interest for quarter one.

Description	Trx Date	Charges	Payments	Other	Display - Transaction Desc
Qtr 1 Tax	01-Jul-2019	11516.46			BILL Q1 Due 01-Aug-2019
Qtr 1 CPA	01-Jul-2019	167.21			BILL Q1 Due 01-Aug-2019
Qtr 1 CPA	28-Jul-2019		167.21		TAX UNIBANK,Real Estate,TUB-17,LRC072971
Qtr 1 Tax	28-Jul-2019		4832.79		TAX UNIBANK,Real Estate,TUB-17,LRC072971
Qtr 1 CPA	28-Jul-2019		167.21		TAX UNIBANK,Real Estate,TUB-18,LRC072971
Qtr 1 Tax	28-Jul-2019		4832.79		TAX UNIBANK,Real Estate,TUB-18,LRC072971
Qtr 1 CPA	28-Jul-2019		167.21		TAX UNIBANK,Real Estate,TUB-20,LRC072971
Qtr 1 Tax	28-Jul-2019		1516.46		TAX UNIBANK,Real Estate,TUB-20,LRC072971
Qtr 1 CPA	13-Aug-2019		-334.42		Credit Balance Redistribution
Qtr 1 Tax	13-Aug-2019		332.88		Credit Balance Redistribution
Qtr 1 Tax Int	13-Aug-2019		1.54	1.54	Credit Balance Redistribution
Qtr 2 Tax	01-Oct-2019	11516.46			BILL Q2 Due 01-Nov-2019
Qtr 2 CPA	01-Oct-2019	167.21			BILL Q2 Due 01-Nov-2019

**CY DELINQ**

Figure 3 Bill # 505193 showing the overpayment to CPA moved to Tax and Tax Interest

If the quarter 1 tax was fully paid, the credit would have been applied to quarter 2. The system applies payments according to the site's established rules, as defined on the bill category table posting order.



### 1.5. System Created GL Batch

The system creates a revenue collections batch, which will be found in the GL unposted file. Notify the accountant or finance director that the process was run so that they may post the batch.

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Credit Redistribution Process [TRAINING]

GL Batch# : 66167  
 Pay Trx Date : 13-Aug-2019  
 GL Effective Date: 13-Aug-2019  
 Deposit Date : N/A

Real Estate Credit Balance Redistribution

User Batch#	Trx#	Bill Year	Payment Date	Bill Number	Owner	Bill Category	Credit To Distribute	Distributed Amount
CAT57	1344467	2020	13-Aug-2019	501353-00		Q1 01-Tax		644.68
CAF56	1344467	2020	13-Aug-2019	501353-00		Q1 02-CPA	-647.66	
CAT57	1344467	2020	13-Aug-2019	501353-00		Q1 40-Tax Int		2.98
CAT57	1344468	2020	13-Aug-2019	501691-00		Q1 01-Tax		5.00
CAF56	1344468	2020	13-Aug-2019	501691-00		Q1 40-Tax Int	-5.00	
CAT57	1344469	2020	13-Aug-2019	505193-00		Q1 01-Tax		332.88
CAF56	1344469	2020	13-Aug-2019	505193-00		Q1 02-CPA	-334.42	
CAT57	1344469	2020	13-Aug-2019	505193-00		Q1 40-Tax Int		1.54
*** Grand Total ***							-987.08	987.08

#### 1.5.1. Finance Posts the Batch

This batch is necessary, for example, as payments are moved from tax to interest, or from cpa to tax, even though the payments are moved within the same bill.

Post GL Transactions [TRAINING]

Goto... Actions 1 Select All 2 Deselect All 3 Edit List 4 Post to GL

Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By
2020	66167		4925.88	4925.88			MUPDEV5	Revenue Receipt	Lines	

Line Detail for General Ledger Batch 66,167

UserBch#	Ref#	Line	GLLn	TrxDate	Account#	Amount	GLCode	Type	SubTyp	Tof
CAF56	50135300	21	2	13-Aug-2019	0010-000-000-0000-1040-0000	647.66	RC01	DR		
CAF56	50135300	21	2	13-Aug-2019	0010-000-000-0000-1250-2019	647.66	RC01	DR		
CAF56	50135300	21	2	13-Aug-2019	0010-000-000-0000-2625-0000	647.66	RC01	DR		
CAF56	50135300	21	2	13-Aug-2019	0010-000-000-0000-4750-2019	647.66	RC01	DR		
CAF56	50135300	2521	2	13-Aug-2019	0010-000-000-0000-3910-0000	647.66	RC01	DR		
Ref# Total:						3238.30				
CAF56	50169100	51	40	13-Aug-2019	0001-000-000-0000-1040-0000	5.00	RC01	DR		
CAF56	50169100	51	40	13-Aug-2019	0001-000-000-0000-4172-0000	5.00	RC01	DR		
CAF56	50169100	2551	40	13-Aug-2019	0001-000-000-0000-3910-0000	5.00	RC01	DR		
Ref# Total:						15.00				
CAF56	50519300	71	2	13-Aug-2019	0010-000-000-0000-1040-0000	334.42	RC01	DR		
CAF56	50519300	71	2	13-Aug-2019	0010-000-000-0000-1250-2019	334.42	RC01	DR		
CAF56	50519300	71	2	13-Aug-2019	0010-000-000-0000-2625-0000	334.42	RC01	DR		
CAF56	50519300	71	2	13-Aug-2019	0010-000-000-0000-4750-2019	334.42	RC01	DR		
CAF56	50519300	2571	2	13-Aug-2019	0010-000-000-0000-3910-0000	334.42	RC01	DR		
Ref# Total:						1672.10				
CAT57	50135300	11	1	13-Aug-2019	0001-000-000-0000-1040-0000	644.68	RC01	DR		
CAT57	50135300	11	1	13-Aug-2019	0001-000-000-0000-1220-2019	644.68	RC01	DR		
CAT57	50135300	11	1	13-Aug-2019	0001-000-000-0000-2610-0000	644.68	RC01	DR		

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