TAX REVENUE RE–150 Credit Balance Redistribution

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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.

Tax	Motor Excise Misc Billing	System	Help
	Maintenance	×	
	Billing - Real Estate	•	Set Owner of Record as of Jan 1
	Billing - Personal Property	×	Billing Setup Table
	Abatements	•	Bill Generation Table
	Exemptions	•	Bill Print Sequence Table
	Sales History	•	Tax Rate Table
	Betterments	•	Upload Preliminary RE Adjustments
	Liens	•	Upload Liens
	Omit/Revised/Suppl Billing	•	Suspend and Apportion Betterments
	Demands	•	Copy Exemptions from LY to This Year
	Queries	•	Modify Exemptions (before applying to Bill)
	Reports	•	Credit Balance Redistribution (O2 - O4)
	T 11	. L	

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 ③ Real Estate or ④ Personal Property Bill Type. This example shows the Real Estate bill type.

Task 5670: Credit Balance Redistribution (Q2 - Q4)								
Credit Balance Redistribution								
Required: Enter Bill Year 2020								
Required: Bill Type								
Run as Preview Print PDF If Printing use Duplex Yes No								
Lookup OK Cancel Clear All								





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Credit Balance Redistribution No Records selected for Redistribution Process Terminating								
Credit Balance Redistribution No Records selected for Redistribution Process Terminating OK								
ОК]							

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

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5604-REACBBILAPF.REP	Printed 13-	-Aug-2019 at 08	:58:19 by MUPDEV5				Page 1
		Credit Amounts	Available for Red	istribution			
Year Bill Type	Bill# Location		Owner		Category Description	Qtr#	Amount
2020 Real Estate	501353-00				CPA	1	647.66
2020 Real Estate 2020 Real Estate	501691-00 505193-00				Tax Int CPA	1 1	5.00 334.42
			*** Total *** Y	ear 2020			987.08
	*** Grand Total	*** by Bill T	ype				
	Bill Type	Count	Amount				
	Real Estate	3	987.08				
			_				
				Credit Balar	nce Redistribution		
				Check Ret	oort		
				Click YES	to Continue Processing		
			_		Yes No		Credit Balance Redistribution ×
							Post Distributions?
							Click NO to Terminate Process
							Yes No

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

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	Credit Redistribution Process [TRAINING]								
		Ded	istributad Cradits						
		Red	istributed 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	501691-00			Tax	1	5.00			
2020 Real Estate	505193-00			Tax	1	332.88			
2020 Real Estate	505193-00			Tax Int	1	1.54			
			10tal *** lear 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.

TOC] 4136-Transactions [TRAINING] [mupdev5]									
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● 國 物 紙 ま + を 権 求 の ■ 配 詰 動									
2020 Real Estate Transactions [TRAINING]									
Goto Bill# 505193-00 Year 2020 X Search Action Owner Balance as of 13-Aug-2019 * 11685,21									
Account 1971 /1-2 / PerDiem [.0006] Parcel 1971 /1-2 /									
	Bill Payment Deta	il Payment Tran	sactions	Trx Summary	Attachments	Z MLCs (1) Y Parcel/Acct Notes	T Bill Notes-Tickler		
	Description	Trx Date	Charges	Payments	Other	Display - Transaction D	esc		
Bill Type	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	1.004000014		
	Utr 1 CPA	28-Jul-2019		167,21		TAX UNIBANK,Real Estate, TUB-17	LRU0/29/1		
	Utr 1 lax	28-Jul-2019		4832.79		LRC0/29/1			
History List	Utr 1 LPH	28-Jul-2019		167,21		THX UNIBHNK,Real Estate,TUB-18	LRC0/29/1		
	Utr 1 lax	28-Jul-2019		4832.79		LRC072971			
9 Summary List	Qtr 1 LPH	28-Jul-2019		167,21		THX UNIBHNK,Real Estate, TUB-20	LRC072971		
	Utr 1 lax	28-Ju1-2019		1516,46		THX UNIBHNK Real Estate TUB-20	LRC072971		
	QUT I LPH	13-Aug-2019 -334,42 Credit			Lredit Balance Redistribution				
	Wtr 1 Tax	13-Hug-2019	4 54	332,88		Credit Balance Redistribution			
	Utr 1 lax Int Otr 2 Tax Otr 2 CPA		1,54	1,54		Dill 00 Due 01 New 0040			
			11516,46			BILL U2 Due 01-Nov-2019			
			167.21		1	BILL Q2 DUE 01-NOV-2019			
							UP		

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# Pay Trx Dat GL Effectiv Deposit Dat	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 CAF56 CAT57	1344467 1344467	2020 2020 2020	13-Aug-2019 13-Aug-2019 13-Aug-2019	501353-00 501353-00 501353-00		Q1 01-Tax Q1 02-CPA Q1 40-Tax Int	-647.66	644.68 2.98				
CAT57 CAF56	1344468	2020 2020	13-Aug-2019 13-Aug-2019	501691-00 501691-00		Q1 01-Tax Q1 40-Tax Int	-5.00	5.00				
CAT57 CAF56 CAT57	1344469 1344469	2020 2020 2020	13-Aug-2019 13-Aug-2019 13-Aug-2019	505193-00 505193-00 505193-00		Q1 01-Tax Q1 02-CPA Q1 40-Tax Int	-334.42	332.88 1.54				
					*** G1	rand 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]													
G	oto.	o 1 Select All 2 Deselect All 3 Edit List 4 Post to GL												
Se	1	Year	GL Batch	Original Bal	Debits	Credits	Adjustm	ents Encumb	rance Entered By	Туре	Details Locke	d By		
\checkmark	2	2020	66167		4925,88	4925,88			MUPDEV5	Revenue Receip	t Lines			
	-	2020	66164					Lin	e Detail for Ger	neral Ledger Batch	66,167		X	
H	_	2020	66163		Hanna Dala #	D-C#	Line Cill	. Trav Data	On an unit it			On an anti-Cl Car	la Tuma CulaTum Tof	
		2020	66161		DOELSC	E0175700	21 1	17_0ue_2019	HCCOUNC#	0000-1040-0000				
		2020 2020 2020 2020 2020 2020 2020	66160 66157 66152 66151 66150 66150 66149 65920		CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF56 CAF57 CAF57 CAF57	50135300 50135300 50135300 50135300 50135300 50169100 50169100 50169100 50519300 50519300 50519300 50519300 50519300 50519300	21 21 21 21 2521 2521 2551 40 51 40 2551 40 71 2557 40 71 2557 40 71 2557 40 71 2557 40 71 2557 40 71 2557 40 71 2557 71 2577 71 2577 71 2577 71 2577 71 2577 71 2577 71 2577 71 71 2577 71 71 2577 71 71 71 71 71 71 71 71 71	13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019 13-Aug-2019	0010-000-000- 0010-000-000- 0010-000-000- 0010-000-000- 0001-000-000- 0001-000-000- 0001-000-000- 0010-000-000- 000-000-000-000- 000-000-00	0000-1250-2013 0000-4750-2013 0000-4750-2013 0000-4750-2013 0000-3310-0000 0000-3310-0000 0000-3310-0000 0000-1250-2013 0000-4750-2019 0000-3310-0000 0000-4750-2019 0000-3310-0000 0000-1202-2019		647,66 R001 647,66 R001 647,66 R001 647,66 R001 5,00 R001 5,00 R001 5,00 R001 5,00 R001 334,42 R001 334,42 R001 334,42 R001 334,42 R001 334,42 R001 334,42 R001 644,68 R001 644,68 R001	CR CR DR DR DR DR DR DR DR DR DR CR CR CR CR CR CR CR CR CR C	
					CAT57	50135300	11 :	13-Aug-2019	0001-000-000-	0000-2610-0000	OK Find	644,68 RC01	IR Y	