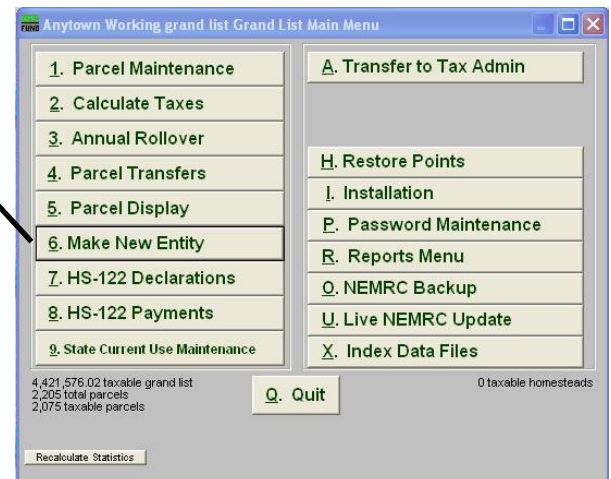


Creating Grand List Entities and Annual Rollover

NEMRC 1 of 2

To create an as billed grand list when you are ready to print your tax bills follow the steps below. Most municipalities print tax bills between July and October. So the Listers will create an As billed grand list close to the time the bills are due to be printed. Remember any errors & omission issues that occur must be corrected in the current Grand list as well as the 'As Billed' grand list for that year. Failure to maintain the data in the new entities will cause you to have the same errors in your next year's grand list. You should make others aware of this procedure.

- **DO NOT** create more than 1 As Billed grand list per year or the Sales Study file and Current Use file will not perform properly. If you are a municipality that creates more than 1 as billed grand list per year contact NEMRC support for assistance through the process.
- **DO NOT** create and 'As Billed' grand list from an 'As Billed' grand list



1. From the 'MAIN MENU' select number '6 Make as Billed Entity' A Backup will automatically be created when you click this option.

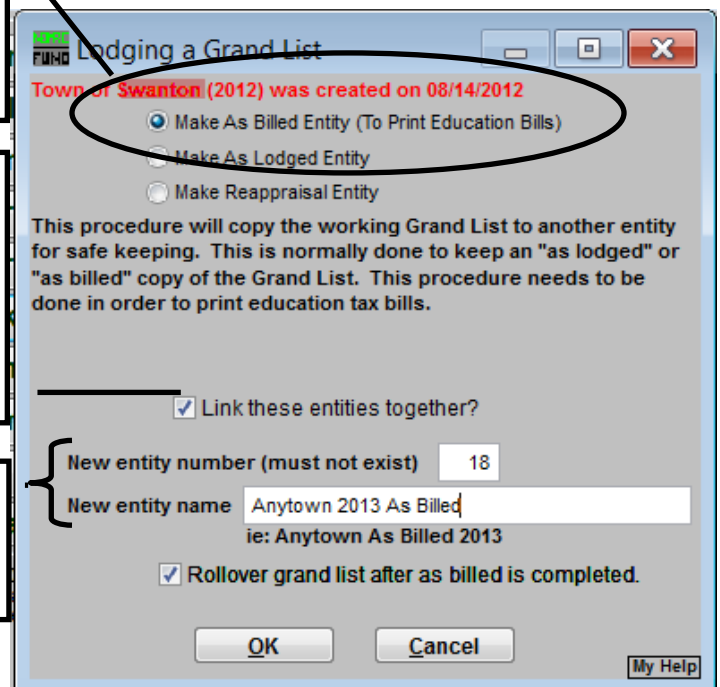
Note: Once a new entity is created make a unique password for that entity so people don't access the wrong grand list by mistake. Refer to the Password tutorial at <http://www.nemrc.com/support>

2. Then choose one of the following:

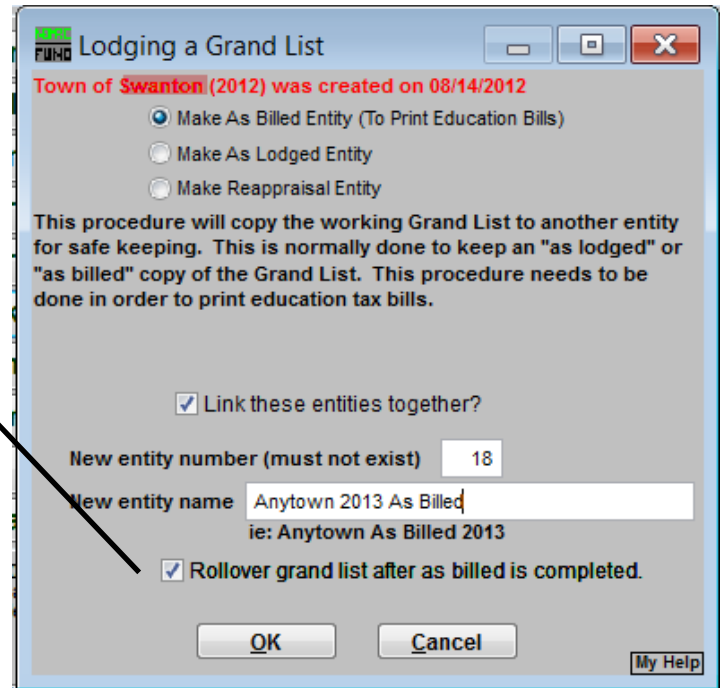
A. **Make As Billed Entity** - (To Print Education Tax bills). The Current Use button will be locked in the working grand list at this time. Refer to www.nemrc.com/support/grandList current use document on the NEMRC website for more details.

3. Link this new entity with your Working Grand List? This will allow you to send changes from the new entity back to the Working grand list. As well as add a new parcel to an as billed in the event one was missed at the time of billing. This option maybe turned off at any time by going to 'Installation' on the Main Menu and uncheck the box labeled 'Link to As Billed Grand List' This step must also be done in the as billed grand list entity. See step 5 on the next page for more details.

4. Enter an NEW entity number and Name. The Name and number should relate to existing entities. In this example our entity # will be '18' and the name is 'Anytown 2013 As Billed' which is sequentially the next number available on your Entity screen.



Creating Grand List Entities and Annual Rollover



5. Rollover Grand list after as billed is completed. This will automatically run option '2 Annual Rollover' on the 'Main Menu' (see the picture below) so you can begin entering your new transfers and subdivisions in your 'Working Grand List'. Generally labeled '01 Town of Anytown'.

6. You can see the Annual Rollover screen has been updated with the date you created your '2013 As billed grand list'. All of the options are 'greyed' out so you can't run the process a second time until the summer of 2014 in this example.

