Follow these steps to disburse the Excise Tax up front when the Ledger has no funds, or not enough funds to cover the amount of the disbursement.

Before

Not enough funds to cover the disbursement.

Prepping for the Request/Reimbursement

1. Navigate to the **Statement Charges** screen

2. Locate the **Excise Tax** placeholder

3. Click the corresponding **Line** number link

4. From the **Fees** tab select the,

   a) Fee Schedule Type = City/County tax/stamps

   b) Document = Deed

   c) Fee Schedule = select the applicable entry

   d) Click the **Close** button

5. Click the **Payees** tab, verify the,

   a) **Code = A**

   b) **Bill Code = COT**

   c) Click the **Close** button

> NOTE: If you need to show the Government Contact name on the CSS, this can only be changed on the **Statement Charges** screen **NOT** the **Payees** tab.

Requesting Funds

6. Click the **Documents** button

7. Search for and select the **Excise Exchange Check Request** form

8. Click the **Preview** button

The calculated disbursement amount (from the **Statement Charges** screen) populates the amount requested.
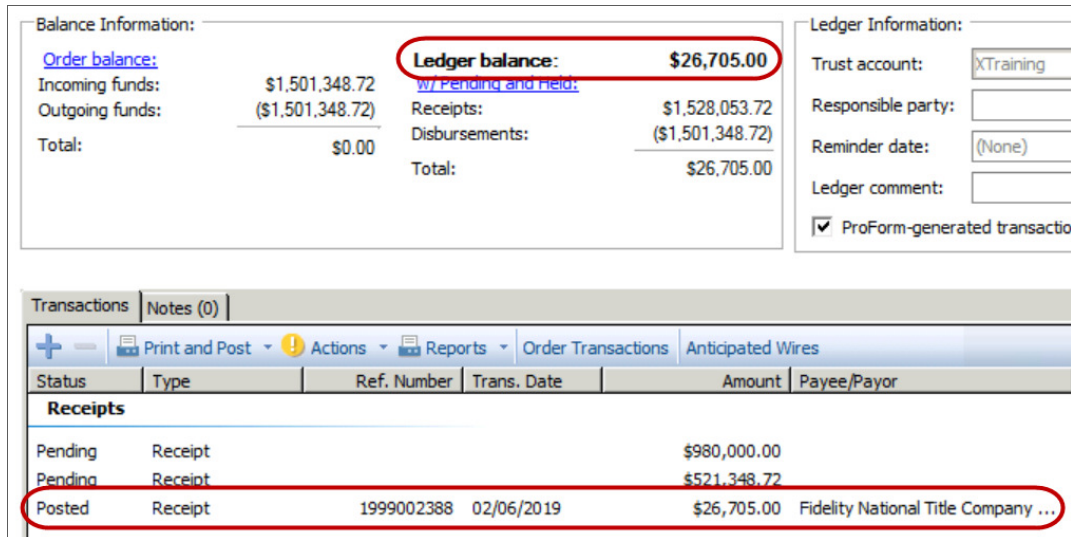

> NOTE: ALWAYS request the FULL amount of the disbursement from Accounting when disbursing an up-front payment (such as Excise Tax). NEVER request a partial payment from Accounting even if the order has a portion of the funds.

9. **Publish** to smartVIEW and send the request to Accounting

IMPORTANT: DO NOT PROCEED UNTIL ACCOUNTING HAS POSTED THE FUNDS**!** (Giving you enough money in the Ledger to cut the Excise Tax check.)
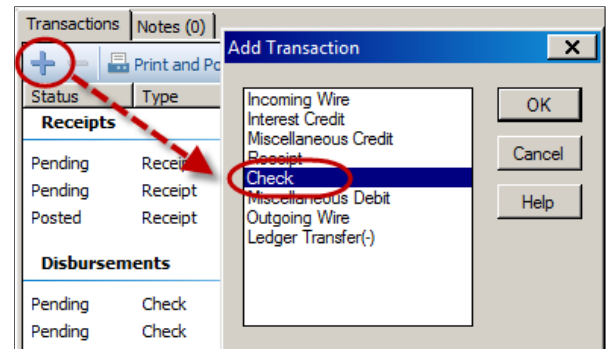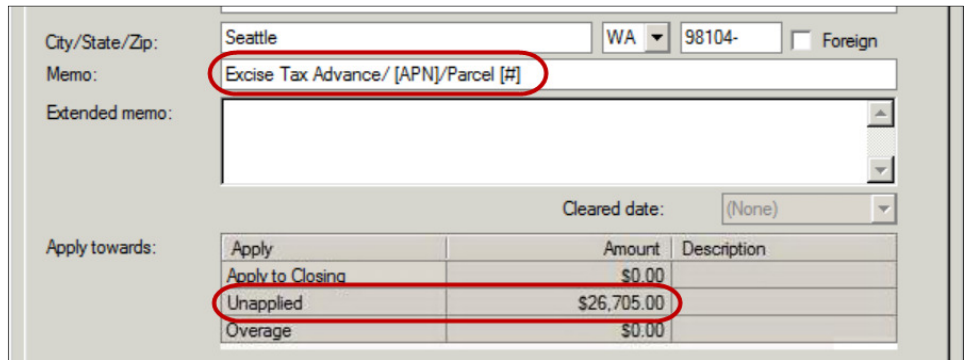
After
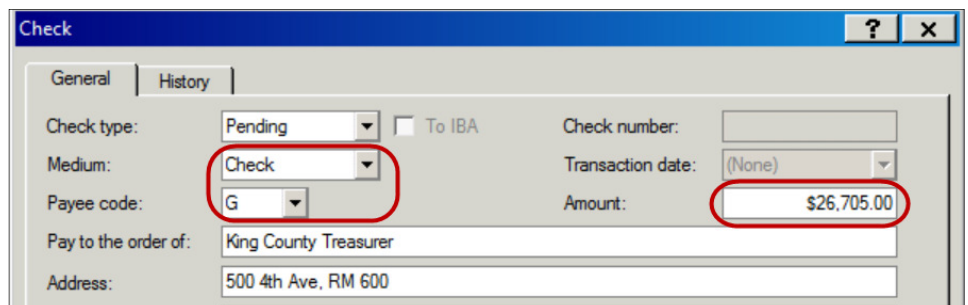
Disbursing the Advance

10. From the **Order** ribbon, click the **Register** button

11. Click the **Add Transaction** ➕ icon

12. Select **Check**

13. Click the **OK** button

14. From the **Check** window, enter/select the,

   a) **Medium** drop-down, select **Check**

   b) **Payee code** drop-down, select corresponding government Contact

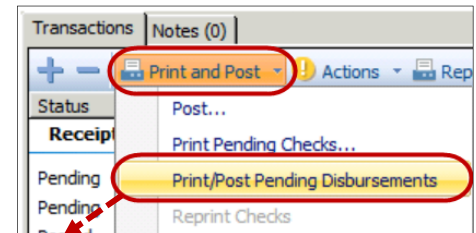   c) **Amount**, enter the total amount of the funds advanced

d) **Memo**, enter *Excise Tax Advance/ [APN]/ Parcel [#]*

e) In the **Apply towards** grid, verify the amount shows as **Unapplied**
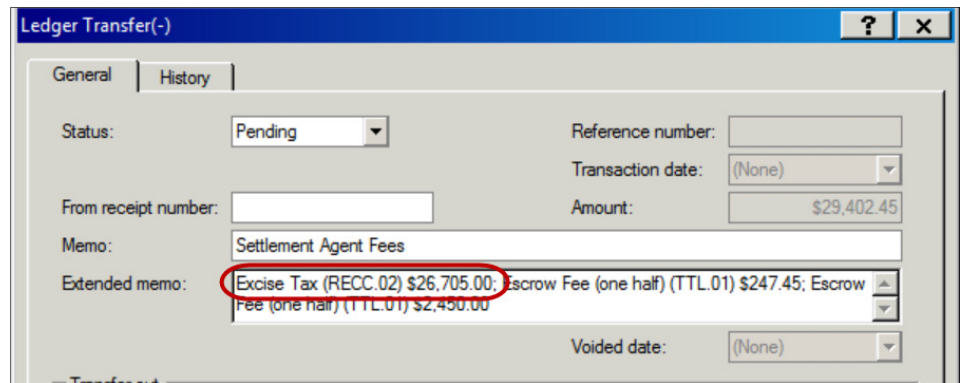
f) Click the **OK** button

15. Click the **Print and Post** button > select **Print Pending Checks**

16. From the **Disbursement Selection** window, check the corresponding check box for the advance

17. Click the **OK** button

The reimbursement of the Excise Tax advance is included in the **Ledger Transfer**.