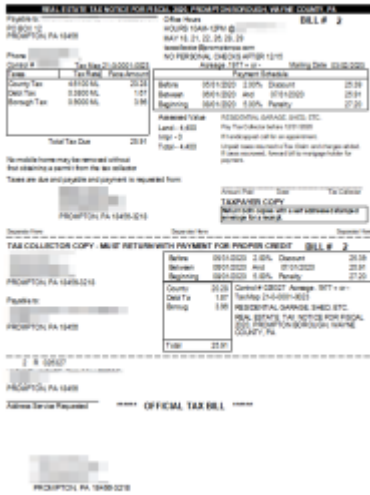


## Bills and Dups Menu



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## Unpaid Bills

The Unpaid Bills button will print bills for those that remain unpaid. Real Estate and PerCapita/Occupation print separately. We have placed the address on the bill to show through a window envelope after folding.

An asterisk (\*) appears next to the bill number for properties that are for sale by Tax Claim. Unpaid bills can be selected by zip code, leave this field blank to print all unpaid bills.



## Unpaid Labels/Env

Unpaid Labels/Env will print labels or envelopes for unpaid bills.

9/16/2024 2:02:03 PM **Paid/Unpaid Taxes at Face** 9/16/2024

21 Promotion	Per Control/Description	Description	Amount	Paid	Unpaid	Count
		County Tax				2
		State Tax				
		<b>Total</b>	<b>\$13.00</b>	<b>\$13.00</b>		
		UPaid				129
		County Tax				
		State Tax				
		<b>Total</b>	<b>\$885.00</b>	<b>\$885.00</b>		
		Per Control/Description Total	<b>\$898.00</b>	<b>\$910.00</b>	<b>\$885.00</b>	<b>131</b>
		Real Estate				187
		County Tax	\$1,764.00			
		State Tax	\$3,024.00			
		Municipal Tax	\$13,087.75			
		<b>Total</b>	<b>\$17,875.75</b>	<b>\$17,875.75</b>		
		Real Estate Total	<b>\$17,875.75</b>	<b>\$17,875.75</b>		<b>187</b>
		<b>21 Promotion</b>	<b>\$18,773.75</b>	<b>\$18,785.75</b>	<b>\$17,875.75</b>	<b>218</b>

## Paid/Unpaid Totals

Paid/Unpaid Totals prints a summary report of the current amounts of paid and unpaid tax bills. The amounts on this report will correspond to your duplicate when you receive the data file but will change as you add bills or change amounts.

9/16/2024 2:02:02 PM **Tax Totals**

21 Promotion	Per Control/Description	Per Control	Total Amount	Count
		Per Capita	\$608.00	151
		County Total		
		Municipal Total	\$608.00	
		<b>Total</b>	<b>\$608.00</b>	
		County Tax	\$81,796.00	171
		State Tax	\$6,240.00	
		Municipal Tax	\$12,088.00	
		County Total	\$88,034.00	
		Municipal Total	\$12,088.00	
		<b>Total</b>	<b>\$100,122.00</b>	
		<b>21 Promotion</b>	<b>\$106,750.00</b>	

## Tax Totals

Tax Totals also produces a summary report. The amounts on this report will correspond to your duplicate when you receive the data file but will change as you add bills or change amounts.

9/16/2024 2:02:02 PM **Collection Totals** Page 1

REPORT	DATE	PERIOD	PER CONTROL	TOTAL	PAID	UNPAID	COUNT
Property Billing	9/16/2024	9/16/2024 - 9/16/2024	2	\$13.00	\$13.00	\$0.00	2
Property Billing	9/16/2024	9/16/2024 - 9/16/2024	129	\$885.00	\$885.00	\$0.00	129
Real Estate	9/16/2024	9/16/2024 - 9/16/2024	187	\$17,875.75	\$17,875.75	\$0.00	187
<b>Total</b>			<b>218</b>	<b>\$18,773.75</b>	<b>\$18,785.75</b>	<b>\$0.00</b>	<b>218</b>

## Collection Total

Collection Total provides you with tax totals collected between dates that you specify.

## Homestead Totals

Homestead Totals provides counts of the paid/unpaid bills entitled to the Homestead exemption.





## Labels/Envelopes

The Labels/Envelopes button will print labels and envelopes based on the status of the print flag. The program is setup to use labels 1 x 2 5/8; this corresponds to Avery number 5160.

**Receipt**  
PROPTON BOROUGH REAL ESTATE  
TAX NOTICE FOR 2020  
PROPTON BOROUGH WAYNE COUNTY PA

Control 028286 BILL # 04 Tax Map 21-0-0043-0086  
Owner: UNITED STATES OF AMERICA  
WASHINGTON, DC 20540-0001  
Received By: [REDACTED]  
PROPTON, PA 15468

Total Bill at Face: \$0.00

Date: 3/21/2020 From: Zero Tax Bill

Payment Received at Face	
Amount	\$0.00
Check	
Refund	\$0.00
Payment	\$0.00

Face Amount Satisfied: \$0.00  
Face Amount Due: \$0.00

## Flagged Receipts

The Flagged Receipts button will prompt you to select a mortgage company and tax type (Municipal or School), and then print receipts for all bills of that tax type for the selected mortgage company. If the mortgage company is left blank, then the program will print receipts for the bills with the print flag set.

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