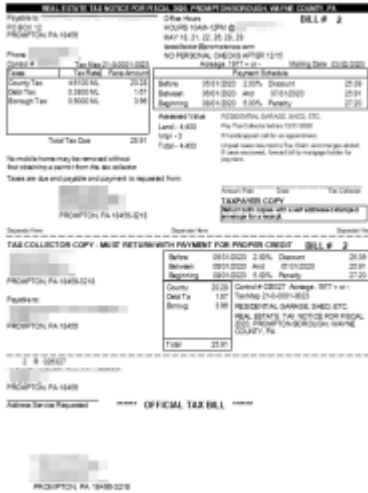


Bills and Dups Menu



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.

3/19/2020 2:02:03 PM **Paid/Unpaid Taxes at Face**
3/19/2020

21 Promotion	Per Capita/Occupation	Description	Amount	Paid	Unpaid	Count
Paid						
	County Tax					2
	State Tax					
	Sanitary Tax		210.00			
	Total		210.00	210.00		
Unpaid						
	County Tax					159
	State Tax					
	Sanitary Tax		3000.00			
	Total		3000.00		3000.00	
Per Capita/Occupation Total			3210.00	210.00	3000.00	161
Real Estate						
	County Tax					187
	State Tax					
	Sanitary Tax		376,862.70			
	Total		376,862.70		376,862.70	
Real Estate Total			376,862.70		376,862.70	187
21 Promotion			379,072.70	210.00	378,862.70	200

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.

3/19/2020 2:02:03 PM **Tax Totals**

21 Promotion	Face	Total Assessment	Count
Per Capita/Occupation		24,750	161
	Per Capita	3000.00	
	County Total	3000.00	
	Municipal Total	3000.00	
	Total	3000.00	
Real Estate		11,905,400	187
	County Tax	337,196.50	
	State Tax	35,200.00	
	Sanitary Tax	312,000.00	
	County Total	349,396.50	
	Municipal Total	312,000.00	
	Total	319,642.70	
21 Promotion		319,642.70	

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.

3/19/2020 2:02:03 PM **Collection Totals**
Page 1

21 Promotion	Per Capita/Occupation	Per Capita	Count	Unpaid	Total
Per Capita/Occupation	2	3000.00	161	0.00	3000.00
Per Capita/Occupation	2	3000.00	161	0.00	3000.00
Per Capita/Occupation	2	3000.00	161	0.00	3000.00

Collection Totals

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.



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

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