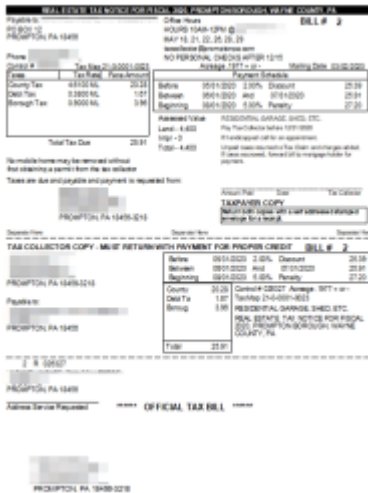


# Bills and Dups Menu



## 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.

5/19/2020 2:02:05 PM **Paid/Unpaid Taxes at Face** 5/19/2020

Per Cap/By/Code	Description	Amount	Paid	Unpaid	Count
<b>Paid</b>					
	County Tax				2
	State Tax				
	Borough Tax	\$15.00			
	<b>Total</b>	\$15.00	\$15.00		
<b>Unpaid</b>					
	County Tax				179
	State Tax				
	Borough Tax	\$200.00			
	<b>Total</b>	\$200.00	\$200.00		
<b>Per Cap/By/Code</b>	<b>Description</b>	<b>Amount</b>	<b>Paid</b>	<b>Unpaid</b>	<b>Count</b>
<b>Real Estate</b>					
	County Tax	\$74,794.00			187
	State Tax	\$1,093.40			
	Borough Tax	\$13,082.70			
	<b>Total</b>	\$78,969.10	\$78,969.10		
<b>Real Estate Total</b>		\$78,969.10	\$78,969.10	\$78,969.10	187
<b>21 Prompton</b>		\$78,969.10	\$78,969.10	\$78,969.10	209

## 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.

5/19/2020 2:02:02 PM **Tax Totals**

Per Cap/By/Code	Description	Face	Total Assessment	Count
<b>21 Prompton</b>				
<b>Per Cap/By/Code</b>	<b>Description</b>	<b>Face</b>	<b>Total Assessment</b>	<b>Count</b>
	Per Capita	\$920.00	24,750	101
	County Total			
	Municipal Tax	\$650.00		
	<b>Total</b>	\$920.00		
<b>Real Estate</b>	County Tax	\$67,794.00	11,909,400	177
	State Tax	10,933.40		
	Borough Tax	\$13,082.70		
	County Total	\$88,809.10		
	Municipal Tax	\$13,082.70		
	<b>Total</b>	\$101,891.80		
<b>21 Prompton</b>		\$101,891.80		

## 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.

Collection Totals							Page 1
DATE	NO. DEDUCTIBLE	NO. TAXES	NO. PAID	NO. UNPAID	NO. PAID	NO. UNPAID	NO.
Transfer Charge	0	0	0	0	0	0	0
Transfer Fee	0	0	0	0	0	0	0
Other Fee	0	0	0	0	0	0	0
Administrative	0	0	0	0	0	0	0

## 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.

## Late Receipts

Late Receipts displays payments recorded between two user specified dates that were posted after their due date. Everyone realizes that some payments will be recorded after the due date because of mail delays or for other reasons so the inputs include a Grace Period that will cause the report to ignore payments recorded within that many days of the due date. The report displays payments where the Payment Date is after the Start of Face for discount payments, after the End of Face for face payments, or after the respective installment due date for face installment payments.

## Debt Report

[todo](#)

## Set Print Flag

The set print flag button sets or the print flag for every record of a selected tax type. The print flag for an individual bill can be turned off and on from either the Receipt Form or the Change Form.

## Clear Print Flag

The clear print flag button clears the print flag for every record of a selected tax type. The print flag for

an individual bill can be turned off and on from either the Receipt Form or the Change Form.

Page 1 of 10  
Municipal Tax List

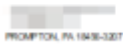
Bill #	Bill Name	Description	Rate	Amount	Other	Total
01	010000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
02	020000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
03	030000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
04	040000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
05	050000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
06	060000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
07	070000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
08	080000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
09	090000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
10	100000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
11	110000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
12	120000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
13	130000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
14	140000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
15	150000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
16	160000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
17	170000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
18	180000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
19	190000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
20	200000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
21	210000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
22	220000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
23	230000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
24	240000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
25	250000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
26	260000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
27	270000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
28	280000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
29	290000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
30	300000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
31	310000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
32	320000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
33	330000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
34	340000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
35	350000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
36	360000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
37	370000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
38	380000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
39	390000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
40	400000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
41	410000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
42	420000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
43	430000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
44	440000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
45	450000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
46	460000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
47	470000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
48	480000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
49	490000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
50	500000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
51	510000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
52	520000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
53	530000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
54	540000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
55	550000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
56	560000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
57	570000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
58	580000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
59	590000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
60	600000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
61	610000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
62	620000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
63	630000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
64	640000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
65	650000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
66	660000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
67	670000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
68	680000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
69	690000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
70	700000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
71	710000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
72	720000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
73	730000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
74	740000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
75	750000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
76	760000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
77	770000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
78	780000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
79	790000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
80	800000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
81	810000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
82	820000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
83	830000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
84	840000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
85	850000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
86	860000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
87	870000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
88	880000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
89	890000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
90	900000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
91	910000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
92	920000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
93	930000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
94	940000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
95	950000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
96	960000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
97	970000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
98	980000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
99	990000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000
100	1000000000	UNIFIED TAXES OF AMERICA	1.000	1000	0.000	1000

## Mort Co Report

The Mort Co Report button will prompt you to select a mortgage company and tax type (Municipal or School) then list each bill with the bill number, tax map number, owner name, description of the tax and the taxes at discount, face and penalty 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.

## Print Flagged Bills

todo



## 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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