

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/By/By	Description	Amount	Paid	Unpaid	Count
Paid					
	County Tax				2
	State Tax				
	Borough Tax	\$15.00			
	Total	\$15.00	\$15.00		
Unpaid					
	County Tax				176
	State Tax				
	Borough Tax	\$200.00			
	Total	\$200.00	\$200.00		
Per Cap/By/By/By	Description	Amount	Paid	Unpaid	Count
Unpaid					
	County Tax	\$17,704.00			187
	State Tax	\$1,063.40			
	Borough Tax	\$13,268.00			
	Total	\$19,995.40	\$19,995.40		
Real Estate Total		\$19,995.40	\$19,995.40		187
21 Prompton		\$19,995.40	\$19,995.40		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/By/By	Description	Face	Total Assessment	Count
21 Prompton				
Per Cap/By/By/By	Description	Face	Total Assessment	Count
	Per Capita	\$600.00	24,750	101
	County Total			
	Municipal Tax	\$600.00		
	Total	\$600.00		
Real Estate	County Tax	\$67,736.00	11,909,400	177
	State Tax	10,240.00		
	Borough Tax	\$13,268.00		
	County Total	\$88,688.00		
	Municipal Tax	\$13,268.00		
	Total	\$101,956.00		
21 Prompton		\$101,956.00		

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

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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