

## Bills and Dups Menu

<b>PAYEE'S NAME</b> RALPHSON FA 1400		<b>City</b> WASHINGTON, DC 20004-1205		<b>BILL #</b> <b>3</b>	
<b>Phone</b> (202) 555-1234		<b>County</b> DISTRICT OF COLUMBIA		<b>City</b> WASHINGTON, DC 20004-1205	
<b>Country</b> US		<b>Zip</b> 20004-1205		<b>State</b> DC	
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<b>Phone</b> (202) 555-1234		<b>Country</b>			

## 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.

PROMPTON, PA 19359-3216

PROMPTON, PA 19359-3216

PROMPTON, PA 19359-3216

PROMPTON, PA 19359-3003

## Unpaid Labels/Env

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

3/19/2020 2:02:05 PM

Paid/Unpaid Taxes at Face

3/19/2020

Per Capita/Single	Description	Amount	Paid	Unpaid	Count
21 Promotion	County Tax				2
	State Tax				
	Summ. Tax	\$10.00			
	Total	\$10.00	\$10.00		
Unpaid	County Tax				159
	State Tax				
	Summ. Tax	\$100.00			
	Total	\$100.00		\$100.00	
Per Capita/Single Total		\$110.00	\$110.00	\$110.00	161
Real Estate					
21 Promotion	County Tax	\$1,764.00			187
	State Tax	\$1,080.00			
	Summ. Tax	\$12,000.00			
	Total	\$14,844.00		\$14,844.00	
Real Estate Total		\$14,844.00		\$14,844.00	187
21 Promotion		\$14,954.00	\$110.00	\$14,844.00	205

## 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 2:02:02 PM

Tax Totals

3/19/2020

Per Capita/Single	Description	Amount	Paid	Total Payments	Count
21 Promotion	County Tax	\$10.00			2
	State Tax				
	Summ. Tax	\$10.00			
	Total	\$10.00	\$10.00	\$10.00	
Per Capita/Single Total		\$10.00	\$10.00	\$10.00	2
Real Estate	County Tax	\$1,764.00			187
	State Tax	\$1,080.00			
	Summ. Tax	\$12,000.00			
	Total	\$14,844.00		\$14,844.00	
Real Estate Total		\$14,844.00		\$14,844.00	187
21 Promotion		\$14,854.00	\$10.00	\$14,844.00	205

## 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 2:02:02 PM

Collection Totals

3/19/2020

Per Capita/Single	Description	Amount	Paid	Total Payments	Count
21 Promotion	County Tax	\$10.00			2
	State Tax				
	Summ. Tax	\$10.00			
	Total	\$10.00	\$10.00	\$10.00	
Per Capita/Single Total		\$10.00	\$10.00	\$10.00	2
Real Estate	County Tax	\$1,764.00			187
	State Tax	\$1,080.00			
	Summ. Tax	\$12,000.00			
	Total	\$14,844.00		\$14,844.00	
Real Estate Total		\$14,844.00		\$14,844.00	187
21 Promotion		\$14,854.00	\$10.00	\$14,844.00	205

## 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.



[illegible]

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.



## 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**  
PROCTOR BOROUGH REAL ESTATE  
TAX NOTICE FOR 2020  
PROCTOR BOROUGH WAYNE COUNTY PA

Control 026298 BILL # 024 Tax Map 21-0-0243-0098

Owner: UNITED STATES OF AMERICA  
WASHINGTON, DC 20540-0001

Received By: [Redacted]

PROCTOR, 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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