

# Bills and Dups Menu







## Unpaid Labels/Env

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

3/16/2026 2:02:03 PM      Paid/Unpaid Taxes at Face

Per Capita/Occupation	Description	Amount	Paid	Unpaid	Count
Per Capita/Occupation Total	County Tax				2
	State Tax				
	Special Tax	275.00		275.00	
	Total	275.00		275.00	
Unpaid	County Tax				179
	State Tax				
	Special Tax	3895.00		3895.00	
	Total	3895.00		3895.00	
Real Estate	County Tax	361,764.00		361,764.00	187
	State Tax	33,040.00		33,040.00	
	Special Tax	113,982.75		113,982.75	
	Total	508,786.75		508,786.75	
<b>Real Estate Total</b>					
		508,786.75		508,786.75	187
<b>3/16/2026</b>					
		878,907.75		878,907.75	366

## 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.

3/16/2026 2:02:02 PM      Tax Totals

Per Capita/Occupation	Per Capita	Total Assessment	Count
Per Capita	3600.00	24,750	151
County Total			
Municipal Total	3600.00		
Total	3600.00		
Real Estate	County Tax	361,764.00	179
	State Tax	33,040.00	
	Special Tax	113,982.75	
	Total	508,786.75	
<b>3/16/2026</b>			
		878,907.75	330

## 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.

3/16/2026 2:02:02 PM      Collection Totals

Source	Bill Number	Bill Amount	PAID	UNPAID	TOTAL
Transfer Service	2	State of Pa.	0.00	0.00	0.00
Transfer Service	2	Per Capita/Occupation	3600.00	0.00	3600.00
State Paid	2	Per Capita/Occupation	3600.00	0.00	3600.00
3/16/2026			7200.00	0.00	7200.00

## 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.

## 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.



## Print Flagged Bills

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.



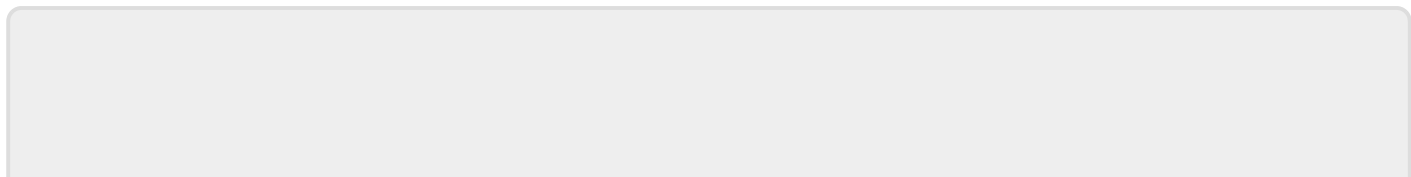
## Labels/Envelopes

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.



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