

Bills and Dups Menu



The image shows a screenshot of a software window titled "Bills And Dups Menu 2020". The window has a dark red background and a grid of buttons. The buttons are arranged in a 6x3 grid, with the last row containing a "Close" button. The buttons are labeled as follows:

2020		
Unpaid Bills	Unpaid Labels/Env	
Paid/Unpaid Totals	Tax Totals	
Collection Total	Homestead Totals	Late Receipts
	Debt Report	
Clear Print Flag	Set Print Flag	Mort Co Report
Print Flagged Bills	Labels/ Envelopes	Flagged Receipts
Close		



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- [illegible]

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.

6/16/2025 2:02:03 PM Paid/Unpaid Taxes at Face 6/16/2025

21 Prompton				
Per Capita/County	Description	Amount	Paid	Unpaid
Paid	County Tax			2
	State Tax			
	Sanitary Tax	\$75.00		
	Total	\$75.00	\$75.00	
Unpaid	County Tax			176
	State Tax			
	Sanitary Tax	\$880.00		
	Total	\$880.00		\$880.00
Per Capita/County Total		\$955.00	\$75.00	\$880.00
Per Capita/County				181
Real Estate				
Per Capita/County	Description	Amount	Paid	Unpaid
Unpaid	County Tax	\$61,794.00		147
	State Tax	\$3,040.00		
	Sanitary Tax	\$13,040.00		
	Total	\$77,874.00		\$77,874.00
Real Estate Total		\$77,874.00		\$77,874.00
21 Prompton		\$78,829.00	\$75.00	\$78,829.00

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.

6/16/2025 2:02:02 PM Tax Totals 6/16/2025

21 Prompton			
Per Capita/County	Description	Amount	Count
Paid	County Tax	\$61,794.00	147
	State Tax	\$3,040.00	
	Sanitary Tax	\$13,040.00	
	Total	\$77,874.00	
Real Estate		\$77,874.00	147
Unpaid	County Tax	\$880.00	176
	State Tax		
	Sanitary Tax	\$880.00	
	Total	\$880.00	
21 Prompton		\$78,754.00	

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.

6/16/2025 2:02:02 PM Collection Totals 6/16/2025 Page 1

Per Capita/County	Description	Amount	Count
Paid	County Tax	\$61,794.00	147
	State Tax	\$3,040.00	
	Sanitary Tax	\$13,040.00	
	Total	\$77,874.00	
Real Estate		\$77,874.00	147
Unpaid	County Tax	\$880.00	176
	State Tax		
	Sanitary Tax	\$880.00	
	Total	\$880.00	
21 Prompton		\$78,754.00	

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.

[illegible]

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.

PAYEE: UNITED STATES OF AMERICA TAX COLLECTOR: OFFICE 1000		DATE: 11/09/2023 PERIOD: 11/01/2023 - 11/30/2023	
PRINCIPAL: PA 1600		BILL #: 24	
PHONE: 202-242-5000 CREDIT: YES/NO: YES/NO MAIL: YES/NO: YES/NO		MAILING DATE: 11/01/2023	
Payment Details			
Before: 10/01/2023 2.00% Churnout 0.00 Balance: 10/01/2023 Amt 210.0000 0.00 Payments: 10/01/2023 2.00% Penalty 0.00		Interest: 11/01/2023 2.00% Churnout 0.00 Balance: 11/01/2023 Amt 210.0000 0.00 Payments: 11/01/2023 2.00% Penalty 0.00	
Amount Due: 210.00 Term: 11/01/2023 - 11/30/2023 Due Date: 11/30/2023		For The Collector: 210.00 For The Collector: 210.00	
If no media forms may be received without first obtaining a permit from the tax collector.			
Taxes are due and payable and payment is requested from			
UNITED STATES OF AMERICA WASHINGTON, DC 20540-0001			
Signature: _____ Date: _____		Signature: _____ Date: _____	
TAX COLLECTION COPY - MAIL WITH PAYMENT FOR PROPER CREDIT BILL # 24			
UNITED STATES OF AMERICA WASHINGTON, DC 20540-0001			
Before: 10/01/2023 2.00% Churnout 0.00 Balance: 10/01/2023 Amt 210.0000 0.00 Payments: 10/01/2023 2.00% Penalty 0.00		Interest: 11/01/2023 2.00% Churnout 0.00 Balance: 11/01/2023 Amt 210.0000 0.00 Payments: 11/01/2023 2.00% Penalty 0.00	
For The Collector: 210.00 For The Collector: 210.00		For The Collector: 210.00 For The Collector: 210.00	
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Signature: _____ Date: _____		Signature: _____ Date: _____	
TAX COLLECTION COPY - MAIL WITH PAYMENT FOR PROPER CREDIT BILL # 24			
UNITED STATES OF AMERICA WASHINGTON, DC 20540-0001			
Before: 10/01/2023 2.00% Churnout 0.00 Balance: 10/01/2023			

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.



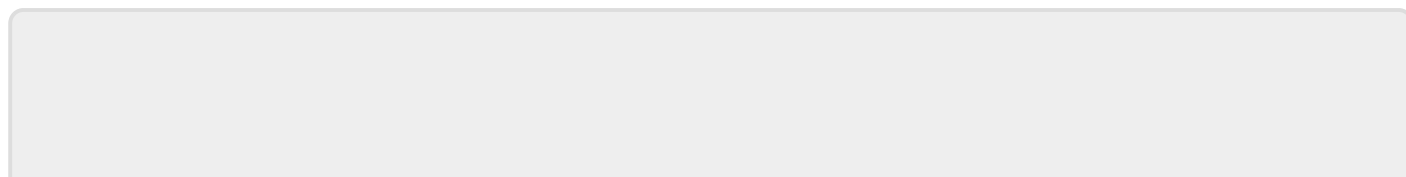
Labels/Envelopes

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.

Receipt
PROMPTON BOROUGH REAL ESTATE
TAX NOTICE FOR 2020
PROMPTON BOROUGH, WAYNE COUNTY, PA
Central 026286 BILL # 124 Tax Map 21-0-0245.0086
Owner: UNITED STATES OF AMERICA
WASHINGTON, DC 20240-0881
Received By: PROMPTON, PA 18486
Total Bill at Face: \$0.00
Date: 2/24/2020 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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