

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 2:02:03 PM Paid/Unpaid Taxes at Face 5/19/2020

Zip	Description	Amount	Paid	Unpaid	Count
21 Prompton					
PA					
	County Tax				2
	State Tax				
	Severalty Tax	\$15.00			
	Total	\$15.00	\$15.00		
Unpaid					
	County Tax				179
	State Tax				
	Severalty Tax	\$885.00			
	Total	\$885.00	\$885.00		
	Per Capita/Occupation Fee	\$955.00	\$10.00	\$945.00	107
Real Estate					
Unpaid					
	County Tax	\$81,764.00			107
	State Tax	\$2,000.00			
	Severalty Tax	\$13,862.25			
	Total	\$97,626.25	\$76,802.25		
	Real Estate Total	\$97,626.25	\$76,802.25		107
22 Prompton					
	Total	\$75,807.25	\$75,807.25		202

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.

8/16/2026 2:02:02 PM

Tax Totals

	Face	Total Assessment	Count
21 Promissory			
Per Capita Assessment		24,750	101
Per Capita	\$247.50		
County Total	\$247.50		
Municipal Total	\$247.50		
Total	\$495.00		
Real Estate			
County Tax	\$81,796.50	11,805,400	101
State Tax	\$5,046.50		
Storage Tax	\$12,086.00		
County Fee	\$88,930.00		
Municipal Tax	\$12,086.00		
Total	\$101,965.00		
21 Promissory		\$119,925.00	

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

REPORT	PER PERIOD	PER MONTH	PER YEAR	PER YEAR	PER YEAR	PER YEAR	Page 1
Payment Group	2	County of State	\$10.00				\$10.00
Payment Period	2	Per Capita Assessment	\$10.00				\$10.00
Bill Type	2	Homestead	\$10.00				\$10.00
Bill Period	2	Installment	Year 1	Year 2	Year 3		

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.

The screenshot shows a 'Municipal Tax List' report. The header includes 'MUNICIPAL TAX LIST' and 'MUNICIPAL TAX LIST, Tax Colls 2020'. The table has columns for 'Bill', 'Parcel', 'Name', 'Description', 'Tax', 'Discount', 'Face', and 'Penalty'. The rows list various tax items such as 'UNIFIED TAXES OF VARIOUS', 'PROPERTY TAX', 'SCHOOL TAX', and 'COMMERCIAL TAX'. The bottom of the table shows a summary of totals for 'Total Tax', 'Total Discount', 'Total Face', and 'Total Penalty'.

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.

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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