

Bulk Import Form

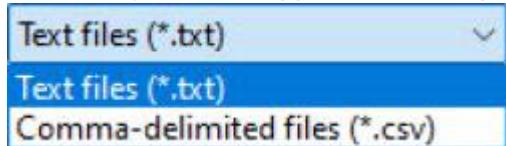
The screenshot shows the 'Bulk Payment Import' window. At the top, there is a file selection field containing the path '- Documents\10795\ TestData\importnoheaders17.txt' with a 'Browse...' button. Below it is a checked checkbox labeled 'File has header row'. The main area contains fields for 'Identifier Type' (dropdown menu) and 'Check Number' (text input). Below these are three groups of sample data:

Identifier	Pmt Amt	Owner Name
Column: 393	Column: HONESDALE	Column: 054290
Sample Data: 393	HONESDALE	Sample Data: 054290
205	HONESDALE	104349
280	JACKSON HEIGHTS	105893

At the bottom left is a 'Import Payments' button, and at the bottom is a navigation bar with 'Record: 14' and '1 of 1'.

Select New File

Click [Browse...] to choose the file you received from the mortgage company. If you have a .csv file, you can change the file type via the drop-down in file explorer.



File Has Header Row

File has header row

Checking this box will skip importing data from the first row in the file during the import process. This is to handle electronic files that have a "header" row.

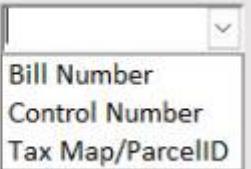
For example:

- CtlNumber,PaidBy,Bill,PaymentAmount

Would be examples of column names if a file had a "header row."

If in doubt, you can see how checking/unchecking the box will affect the options in the identifier combo boxes. If you don't see any header row, you can leave this box unchecked.

Identifier Type

Identifier Type: 

- Bill Number
- Control Number
- Tax Map/ParcelID

Based on what you see in the data file, choose one of the three identifier "types" to match on:

1. Bill Number
2. Control Number
3. Tax Map/Parcel ID

Check Number

Check Number:

Enter the check number for the payments you are importing (separate with commas if multiple checks for one file)

Selecting Identifying Information

The identifying information is necessary to import the payments. This helps link the electronic file information to the data in *TaxColl2k*.

Identifier

Identifier: 393 

Column: 393

Sample Data: 393
205
280

This should be either a:

- Bill Number
- Control Number
- Tax Map/Parcel ID

Make sure to identify the data correctly using the "Identifier Type" dropdown above the "Check

Number" field.

Pmt Amt

Pmt Amt

Column:

Sample Data:
1590.55
1962.76

Identify the column using the sample data that most likely is the Payment Amount of the bills.

Owner Name

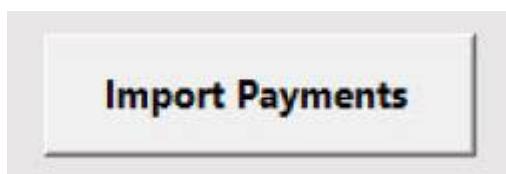
Owner Name

Column:

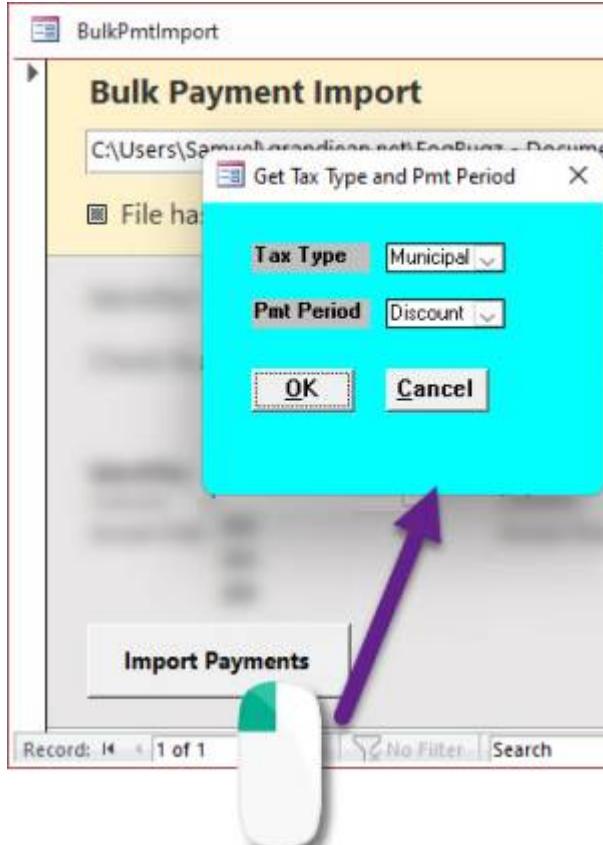
Sample Data:

While not mandatory to select, try to identify using the sample data what is most likely the owner name column

Import Payments



Clicking the [Import Payments] button will begin the import process. If the identifier and payment amount have been selected, you will be prompted to provide the Tax Type and Payment Period this electronic file was made for:



Once the payments have been imported, the "Pending Payments" report will open and display any payments categorized as one of the following:

- **Overpayment** (partial refund; bill will be PAID)
- **Underpayment** (full refund; bill will remain UNPAID)
- **Already paid** (full refund)
- **Parcel not found** (full refund)

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