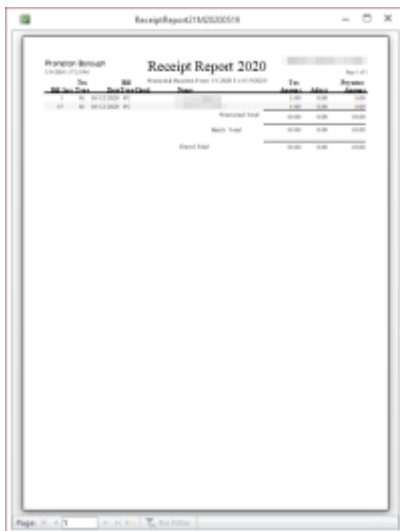


## Reports Menu

When you Export Payments you should also create the New Bills report, Assessment Report and Treasurer Report on the same schedule. This will insure that your records and those of the taxing bodies will remain in synch and will avoid many problems.

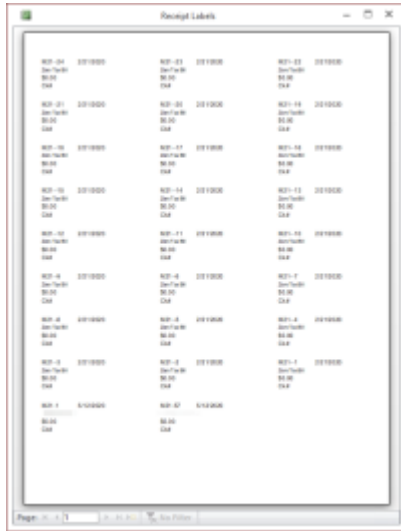
When you create some of these reports for a school district, the program will prompt you for the name. If you have only one school district it will fill in automatically. This provides the ability to run separate reports for the tax collectors that have more than one school district.

Most reports include the date in the title bar of the preview. If you print the report to PDFCreator this becomes the default name for report making it easy to keep and identify multiple copies of the same report.



## Receipt Report

In order to create one of these reports you must enter the start and end dates that you entered the receipts in the program and the order in which you wish to view the report. Receipt order prints the receipts in the order you entered them in the program, bill order prints them sorted by the bill number and Tax Map prints them in order by the parcel number. The receipts are grouped by batch and tax type, Municipal or School. Grouping payments by batch is optional but may be helpful during periods when you receive a large number of payments. This report includes the payer's name, bill number, check number, date the receipt was entered in the computer, taxes received and any adjustment required to reconcile with the total amount paid by the taxpayer. This report is intended to help the tax collector reconcile the amounts posted in the computer with the payments received.



## Receipt Labels

This process creates labels that you can use to post payment to the paper duplicate. The program will print on either standard address labels, 30 to sheet or on smaller labels that come 80 to a sheet and correspond to Avery 5167 or 8167. The program creates labels for both the municipal and school taxes at the same time. The first line starts with an M or S for the bill type, then the district number, bill number and payment date. The second line has the name of the payee. The third lists the payment amount and the fourth displays the check number. The program will prompt you for the number of labels to skip. This will allow you to use the remainder of partially used sheets of labels. If you are using a new sheet of labels, then enter 0 labels to skip.

## Refund Report

This report lists payments that have overages that exceed the refund level established in the program settings. It includes the payment date, tax type, bill number, payer and any information you entered in the PaidBy field when posting the payment.



## Distribution Report

In order to create one of these reports you must enter the start and end dates that you entered the receipts in the program and the tax authority, county, municipal or school. It is important to remember the ending date of the report you submit so that you do not overlap or leave a time gap the next time you run the report. Using an incorrect date could result in under or over remitting taxes. This system

allows the tax collector to collect taxes for two different payment periods at the same time and to remit them together. These reports show the payer's name and bill number along with the amounts to remit to the respective taxing bodies grouped by bill type and payment period in bill number order. Voids appear as negative numbers on the distribution report for the void date. This means that if a check fails to clear after remitting the payment to the taxing authority, the program will reduce total amount to remit on a subsequent report by the amount of the returned payment.

Item	Taxable	Status	Gross	Net
Item 1	1000	Open	1000	1000
Item 2	2000	Open	2000	2000
Item 3	3000	Open	3000	3000
Item 4	4000	Open	4000	4000
Item 5	5000	Open	5000	5000
Item 6	6000	Open	6000	6000
Item 7	7000	Open	7000	7000
Item 8	8000	Open	8000	8000
Item 9	9000	Open	9000	9000
Item 10	10000	Open	10000	10000
Item 11	11000	Open	11000	11000
Item 12	12000	Open	12000	12000
Item 13	13000	Open	13000	13000
Item 14	14000	Open	14000	14000
Item 15	15000	Open	15000	15000
Item 16	16000	Open	16000	16000
Item 17	17000	Open	17000	17000
Item 18	18000	Open	18000	18000
Item 19	19000	Open	19000	19000
Item 20	20000	Open	20000	20000
Item 21	21000	Open	21000	21000
Item 22	22000	Open	22000	22000
Item 23	23000	Open	23000	23000
Item 24	24000	Open	24000	24000
Item 25	25000	Open	25000	25000
Item 26	26000	Open	26000	26000
Item 27	27000	Open	27000	27000
Item 28	28000	Open	28000	28000
Item 29	29000	Open	29000	29000
Item 30	30000	Open	30000	30000
Item 31	31000	Open	31000	31000
Item 32	32000	Open	32000	32000
Item 33	33000	Open	33000	33000
Item 34	34000	Open	34000	34000
Item 35	35000	Open	35000	35000
Item 36	36000	Open	36000	36000
Item 37	37000	Open	37000	37000
Item 38	38000	Open	38000	38000
Item 39	39000	Open	39000	39000
Item 40	40000	Open	40000	40000
Item 41	41000	Open	41000	41000
Item 42	42000	Open	42000	42000
Item 43	43000	Open	43000	43000
Item 44	44000	Open	44000	44000
Item 45	45000	Open	45000	45000
Item 46	46000	Open	46000	46000
Item 47	47000	Open	47000	47000
Item 48	48000	Open	48000	48000
Item 49	49000	Open	49000	49000
Item 50	50000	Open	50000	50000
Item 51	51000	Open	51000	51000
Item 52	52000	Open	52000	52000
Item 53	53000	Open	53000	53000
Item 54	54000	Open	54000	54000
Item 55	55000	Open	55000	55000
Item 56	56000	Open	56000	56000
Item 57	57000	Open	57000	57000
Item 58	58000	Open	58000	58000
Item 59	59000	Open	59000	59000
Item 60	60000	Open	60000	60000
Item 61	61000	Open	61000	61000
Item 62	62000	Open	62000	62000
Item 63	63000	Open	63000	63000
Item 64	64000	Open	64000	64000
Item 65	65000	Open	65000	65000
Item 66	66000	Open	66000	66000
Item 67	67000	Open	67000	67000
Item 68	68000	Open	68000	68000
Item 69	69000	Open	69000	69000
Item 70	70000	Open	70000	70000
Item 71	71000	Open	71000	71000
Item 72	72000	Open	72000	72000
Item 73	73000	Open	73000	73000
Item 74	74000	Open	74000	74000
Item 75	75000	Open	75000	75000
Item 76	76000	Open	76000	76000
Item 77	77000	Open	77000	77000
Item 78	78000	Open	78000	78000
Item 79	79000	Open	79000	79000
Item 80	80000	Open	80000	80000
Item 81	81000	Open	81000	81000
Item 82	82000	Open	82000	82000
Item 83	83000	Open	83000	83000
Item 84	84000	Open	84000	84000
Item 85	85000	Open	85000	85000
Item 86	86000	Open	86000	86000
Item 87	87000	Open	87000	87000
Item 88	88000	Open	88000	88000
Item 89	89000	Open	89000	89000
Item 90	90000	Open	90000	90000
Item 91	91000	Open	91000	91000
Item 92	92000	Open	92000	92000
Item 93	93000	Open	93000	93000
Item 94	94000	Open	94000	94000
Item 95	95000	Open	95000	95000
Item 96	96000	Open	96000	96000
Item 97	97000	Open	97000	97000
Item 98	98000	Open	98000	98000
Item 99	99000	Open	99000	99000
Item 100	100000	Open	100000	100000

## Export Payments

These processes create files containing receipt information that corresponds to the Disbursement Report. When you export data, the program will ask you the start and end dates to export. The program will create this file in the TaxCollection folder for this tax year and your designated Export Drive, if it is different than C. The county export file will have the name County##YYYYMMDD.txt where ## is your district number and YYYYMMDD is the ending date for the exported payments. Similarly, the files for the township will be named Muni##YYYYMMDD.txt. The school file will be named School##SYYYYMMDD.txt where the S before the date identifies the school district. This provides for the tax collectors who remit to multiple school districts. If a file by this name already exists, the program will replace it with a new file. The export process also produces a summary report of the data in the export file. You should print this report and submit it with the data. You may submit this file to the county on CD or by email. When you close the Export Report the program will ask you if you want to create ledger entries for this report. If you choose yes it will create the collection records that correspond to the amounts that appear on the report. It will also create a remittance record for the amount on the report. If you choose to create the collection records this way you will not need to use the Create Collection Records button on the Ledger Menu. When you run this process the program will automatically run the reports below named New Bills and Treasurer Report. You should send in any files and reports created by these processes along with the receipts file created by this process.

Bill Number	Description	Amount
1000	Item 1	1000
2000	Item 2	2000
3000	Item 3	3000
4000	Item 4	4000
5000	Item 5	5000
6000	Item 6	6000
7000	Item 7	7000
8000	Item 8	8000
9000	Item 9	9000
10000	Item 10	10000
11000	Item 11	11000
12000	Item 12	12000
13000	Item 13	13000
14000	Item 14	14000
15000	Item 15	15000
16000	Item 16	16000
17000	Item 17	17000
18000	Item 18	18000
19000	Item 19	19000
20000	Item 20	20000
21000	Item 21	21000
22000	Item 22	22000
23000	Item 23	23000
24000	Item 24	24000
25000	Item 25	25000
26000	Item 26	26000
27000	Item 27	27000
28000	Item 28	28000
29000	Item 29	29000
30000	Item 30	30000
31000	Item 31	31000
32000	Item 32	32000
33000	Item 33	33000
34000	Item 34	34000
35000	Item 35	35000
36000	Item 36	36000
37000	Item 37	37000
38000	Item 38	38000
39000	Item 39	39000
40000	Item 40	40000
41000	Item 41	41000
42000	Item 42	42000
43000	Item 43	43000
44000	Item 44	44000
45000	Item 45	45000
46000	Item 46	46000
47000	Item 47	47000
48000	Item 48	48000
49000	Item 49	49000
50000	Item 50	50000
51000	Item 51	51000
52000	Item 52	52000
53000	Item 53	53000
54000	Item 54	54000
55000	Item 55	55000
56000	Item 56	56000
57000	Item 57	57000
58000	Item 58	58000
59000	Item 59	59000
60000	Item 60	60000
61000	Item 61	61000
62000	Item 62	62000
63000	Item 63	63000
64000	Item 64	64000
65000	Item 65	65000
66000	Item 66	66000
67000	Item 67	67000
68000	Item 68	68000
69000	Item 69	69000
70000	Item 70	70000
71000	Item 71	71000
72000	Item 72	72000
73000	Item 73	73000
74000	Item 74	74000
75000	Item 75	75000
76000	Item 76	76000
77000	Item 77	77000
78000	Item 78	78000
79000	Item 79	79000
80000	Item 80	80000
81000	Item 81	81000
82000	Item 82	82000
83000	Item 83	83000
84000	Item 84	84000
85000	Item 85	85000
86000	Item 86	86000
87000	Item 87	87000
88000	Item 88	88000
89000	Item 89	89000
90000	Item 90	90000
91000	Item 91	91000
92000	Item 92	92000
93000	Item 93	93000
94000	Item 94	94000
95000	Item 95	95000
96000	Item 96	96000
97000	Item 97	97000
98000	Item 98	98000
99000	Item 99	99000
100000	Item 100	100000

## New Bills

After you click this button, the program will prompt you for a start and end date and a tax type. It will then create a file containing the bills that you created between the specified dates. The program will name the file for the county NewBillsXXMuniYYYYMMDD.txt and the file for the school NewBillsXXSchoolYYYYMMDDZ.txt where XX is your district number, Z is the school district letter and YYYYMMDD is the ending date. When the export is complete, the program will display a report showing the bills stored in the file. It is important that the treasurer and schools have your new bills before they receive payments for those bills. If you always Export Payments and Export New Bills at the same time with the same start and end dates, you will have fewer dates to keep track of and the taxing bodies will always have the bills ahead of the payments. This export only exports the bills the tax collector creates,



The screenshot shows a window titled 'Return Report' with a table of unpaid tax bills. The table has columns for 'Bill No.', 'Amount', and 'Date'. The data is organized into sections, likely corresponding to different taxing districts as mentioned in the text. The bills are listed in descending order of amount.

## Return Report

This report lists all of the unpaid tax bills as separate reports for the county, municipality and school district. You can run separate reports for real estate and per capita. You also have an option to put the taxpayer's address on the report. Which reports you need to create and in which formats depends on the reporting requirements of your taxing districts. The prompts for this report include a receipt cutoff date. When printing the list of unpaid bills the program will only consider receipts up to and including the cutoff date. This will allow you to create the same report as you did at an earlier date even after you post additional payments. The bills for which you have requested exoneration, but have not exempted, appear at the end of the Per Capita/Occupation section of the Return Report. Their listing includes the reason that you requested exoneration. These bills have their own subtotal as well as being included in the total of all unpaid Per Capita/Occupation bills.

When you create the Return Report the program will also export the data to a CSV (text) file. When it completes it will display a message box with the location and name of the file. CSV files can be opened by a variety of programs including Excel which may be helpful to some users.

## Tax Claim Return

The return consists of two reports, a summary sheet and the sheets reporting the unpaid bills and amounts. When you create the municipal return the program will create a file on your export drive named TCyyyynnM.txt, where nn is your district number. When you create the school return the program will create two files on your export drive named TCyyyynnS.txt and TlyyyynnS, where yyyy is the tax year and nn is your district number. These files contain the information printed on the return and must be turned in to the Tax Claim office. If you turn in both taxes together the program will create files named TCyyyynnB.txt and TlyyyynnB.txt. Providing these files to the Tax Claim office electronically dramatically decreases the time and effort required to process the new claims. If the tax collector turns in the tax claim information electronically the Tax Claim Office will handle printing the return. The tax collector will check this printed report before submitting it to the Tax Claim Office.

When you close the Tax Claim Summary the program will ask if you want to have lien records created for

the ledger. Lien records will bring the final balance on the Monthly Report to zero, reflecting that you have turned the taxes in to Tax Claim. If, for any reason, you do not want the program to create the lien records then click No.



## Late Notice

This process creates a late notice for each unpaid bill. You may create late notices for real estate bills, per capita/occupation bills or both together. You may create the notices for municipal taxes, school taxes or both together. You have the option to print in either alphabetic or zip code order. If you fold on the dotted line the address block at the top should appear in a window envelope. You can also add additional text to the basic notice (refer to the Settings section for details). If you prefer to design your own notice, the program also creates a file named LateNotice.txt and puts it in the Tax Year folder so that you can use it with a word processor to do a mail merge. When you print late notices for a school tax, the program will prompt you for a Tax Claim Year so that you can create late notices for interim school bills mailed after the first of the year without printing notices for the prior year bills.

If a taxpayer owns multiple parcels the program will combine the bills onto a single notice. It will not combine real estate bills with per capita/occupation bills, however if you create the notices together they will print relatively close together. If you intend to print both kinds of notice and put them in the same envelope this makes the job of hand collating them a little easier.

## Transfer School Taxes

This process is used only by some School Districts in Adams County. Please contact your school district to determine whether or not to perform the transfer. If you are going to perform the Transfer School Tax process you must do it before importing your regular school tax file. This process will transfer unpaid school taxes with a mail date after the first of the year from the current file to the file for the following year. For instance if you are transferring unpaid school bills from the 2009 file to the 2010 file you would open the 2009 file and click on Transfer School Taxes. The program will prompt you for a date. All unpaid bills and any bills paid on or after the date you enter, with a Mail Date after the first of the year, will be copied to the 2010 file. If you only want to transfer unpaid bills leave the date blank. If you have chosen to copy any paid bills, their receipts will also be copied to the new file so they will still be marked as paid. The program will also create starting balance ledger entries for the total of the bills transferred in the new file and deduction records in the old file. If you have already created collection records for the paid

bills in the old file you will have to create them again in the new file. After you have transferred the taxes to the next year you will be unable to accept payments for them in the old year. If you transfer the unpaid taxes to the next year and they remain unpaid they will be turned in to Tax Claim when you do the return for that year. If you do not transfer them, you will need to create a Tax Claim return from both files.

Normally this transfer will take place immediately after unpaid taxes are turned in to Tax Claim so your records should match the school district's records. It is especially important that you coordinate the transfer with your school district as they will have to transfer the records in their system too and we want to insure that the same records are transferred in each system. School districts please note that your transfer process works one district at a time. In this way you can make sure your records match before performing the transfer. It is important that once you have transferred the first district that you do not create or import any new bills until the last district is transferred. This should not be a problem but you need to be aware of it.

## Misc Change Form

This form allows you to report changes not related to a bill. For example if you identify a new resident you can report their name and address on this form. The program will report these changes on the Assessment Report.

From:  
<https://grandjean.net/wiki/> - **Grandjean & Braverman, Inc**

Permanent link:  
[https://grandjean.net/wiki/tax\\_coll/reports\\_menu\\_form?rev=1590001252](https://grandjean.net/wiki/tax_coll/reports_menu_form?rev=1590001252)

Last update: **2020/05/20 19:00 UTC**

