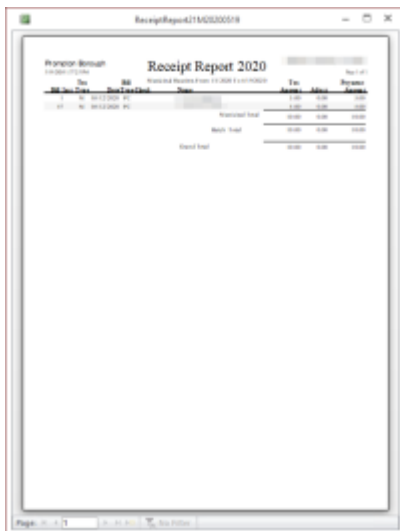


## Reports Menu

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.

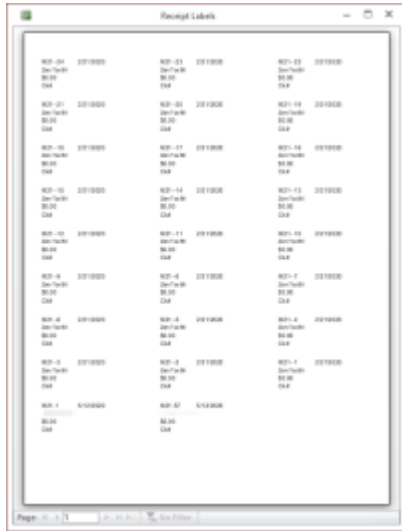
When you create some of these reports for a school district, the program will prompt you for the name. If you have only one school district it will fill in automatically. This provides the ability to run separate reports for the tax collectors that have more than one school district.

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.

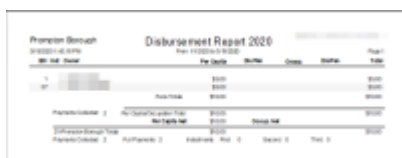


## Receipt Labels

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		1000	1000
Item 2	2000		2000	2000
Item 3	3000		3000	3000
Item 4	4000		4000	4000
Item 5	5000		5000	5000
Item 6	6000		6000	6000
Item 7	7000		7000	7000
Item 8	8000		8000	8000
Item 9	9000		9000	9000
Item 10	10000		10000	10000
Item 11	11000		11000	11000
Item 12	12000		12000	12000
Item 13	13000		13000	13000
Item 14	14000		14000	14000
Item 15	15000		15000	15000
Item 16	16000		16000	16000
Item 17	17000		17000	17000
Item 18	18000		18000	18000
Item 19	19000		19000	19000
Item 20	20000		20000	20000
Item 21	21000		21000	21000
Item 22	22000		22000	22000
Item 23	23000		23000	23000
Item 24	24000		24000	24000
Item 25	25000		25000	25000
Item 26	26000		26000	26000
Item 27	27000		27000	27000
Item 28	28000		28000	28000
Item 29	29000		29000	29000
Item 30	30000		30000	30000
Item 31	31000		31000	31000
Item 32	32000		32000	32000
Item 33	33000		33000	33000
Item 34	34000		34000	34000
Item 35	35000		35000	35000
Item 36	36000		36000	36000
Item 37	37000		37000	37000
Item 38	38000		38000	38000
Item 39	39000		39000	39000
Item 40	40000		40000	40000
Item 41	41000		41000	41000
Item 42	42000		42000	42000
Item 43	43000		43000	43000
Item 44	44000		44000	44000
Item 45	45000		45000	45000
Item 46	46000		46000	46000
Item 47	47000		47000	47000
Item 48	48000		48000	48000
Item 49	49000		49000	49000
Item 50	50000		50000	50000

## 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

## 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 ones numbered 20,001-29,999. The program will not export bills imported from the assessment office. The location of the file depends on your setting for the export drive. If the export drive is set to C, the program will write the file to the TaxCollection folder for this tax year where you can burn it to a CD or send it as an email attachment.

Assessment Report  
Date: 11/02/20 to 11/02/20 Page 1

**Changes**

Date	Type	Value	Amount
<b>Total</b>			
Change Total			

## Assessment Report

This report produces a list of changes made between two specified dates for reporting to the Assessor’s office. These include changes of name and address and deletion and exoneration requests. Do not report changes made from Transfer Listings or letters sent by the Assessor’s office. See the section titled Changing Bill Information for more information on including items in this report. When the program produces this report it also creates a file named AssessorDDYYYYMMDD.txt in the TaxCollection folder for this tax year which contains the same information. Wayne County tax collectors should send this file to the Assessment Office.

Municipal Treasurer Report  
Date: 11/02/20 to 11/02/20 Page 1

Nothing to Report for These Dates - District 21

## Treasurer Report

This report produces a list of all changes made between two specified dates that affect the amount of tax the taxing bodies should expect to receive. Send the municipal Treasurer’s report to the office responsible for receiving your county taxes and the school Treasurer’s report to the School Districts. The Treasurer’s Report will include bill amount changes so it is important that they receive it before they receive the payments for the effected bills. If you send these reports in each time you do a distribution, it will ensure they receive them in a timely manner.

## Check Lookup

This provides a way to lookup a payment based on the check number used to pay it.

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 TCyyyyynnM.txt, where nn is your district number. When you create the school return the program will create two files on your export drive named TCyyyyynnS.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 TCyyyyynnB.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.

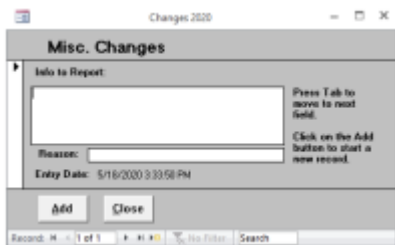
If a taxpayer owns multiple parcels the program will combine the bills onto a single notice. It will not combine real estate bills with per capita/occupation bills, however if you create the notices together they will print relatively close together. If you intend to print both kinds of notice and put 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.

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