

Reports Menu



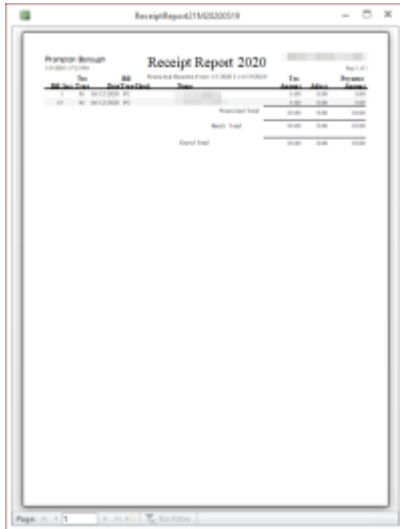
- [Receipt Report](#)
- [Receipt Labels](#)
- [Refund Report](#)
- [Distribution Report](#)
- [Export Report](#)
- [New Bills](#)
- [Return Report](#)
- [Tax Claim Report](#)
- [Late Notice](#)
- [Exoneration Requests](#)
- [Check Lookup](#)
- [Assessment Report](#)
- [Treasurer Report](#)
- [Misc Change Report](#)

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

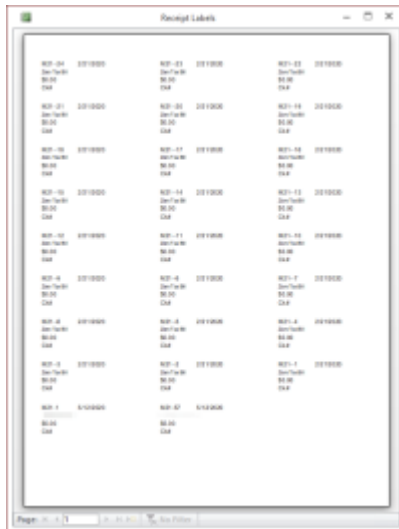
reports for the tax collectors that have more than one school district.

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.

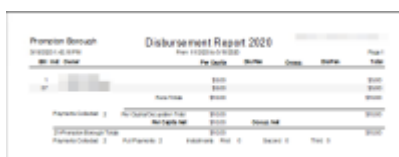


Receipt Labels

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.

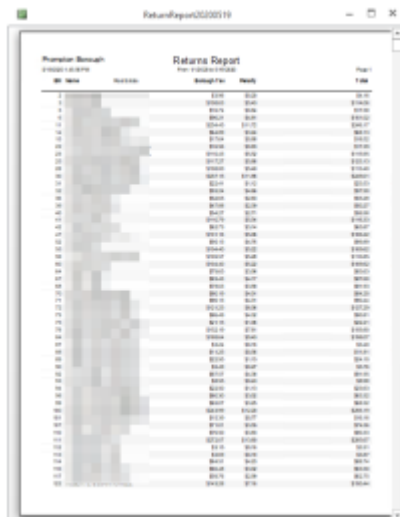
Export Report

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.

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.



The screenshot shows a window titled 'ReturnReport02000119'. It contains a table with the following columns: 'Bill Number', 'Amount', and 'Date'. The table lists numerous unpaid tax bills, with the first few rows showing bill numbers like 20001, 20002, 20003, etc., and amounts in dollars. The table is scrollable, and the data is organized into sections for different taxing districts.

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 TlyyyyynnS, 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 TlyyyyynnB.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.

BILL	BAL	MONTHLY	YEAR	QUARTER	YEAR	TOTAL TAX
Current Bill	100.00	25.00	100.00	25.00	100.00	100.00
Previous Bill	100.00	25.00	100.00	25.00	100.00	100.00
Total Tax	200.00	50.00	200.00	50.00	200.00	200.00

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.

Check Lookup

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

Assessment Report		Page 1	
Version: 1.0.0.0 (2020-01-01)		Date: 2020-01-01	
Prerequisite Report			
Changes			
Item	Item	Item	Item
Item 1	Item 2	Item 3	Item 4
Item 5	Item 6	Item 7	Item 8
Item 9	Item 10	Item 11	Item 12
Item 13	Item 14	Item 15	Item 16
Item 17	Item 18	Item 19	Item 20
Item 21	Item 22	Item 23	Item 24
Item 25	Item 26	Item 27	Item 28
Item 29	Item 30	Item 31	Item 32
Item 33	Item 34	Item 35	Item 36
Item 37	Item 38	Item 39	Item 40
Item 41	Item 42	Item 43	Item 44
Item 45	Item 46	Item 47	Item 48
Item 49	Item 50	Item 51	Item 52
Item 53	Item 54	Item 55	Item 56
Item 57	Item 58	Item 59	Item 60
Item 61	Item 62	Item 63	Item 64
Item 65	Item 66	Item 67	Item 68
Item 69	Item 70	Item 71	Item 72
Item 73	Item 74	Item 75	Item 76
Item 77	Item 78	Item 79	Item 80
Item 81	Item 82	Item 83	Item 84
Item 85	Item 86	Item 87	Item 88
Item 89	Item 90	Item 91	Item 92
Item 93	Item 94	Item 95	Item 96
Item 97	Item 98	Item 99	Item 100
Item 101	Item 102	Item 103	Item 104
Item 105	Item 106	Item 107	Item 108
Item 109	Item 110	Item 111	Item 112
Item 113	Item 114	Item 115	Item 116
Item 117	Item 118	Item 119	Item 120
Item 121	Item 122	Item 123	Item 124
Item 125	Item 126	Item 127	Item 128
Item 129	Item 130	Item 131	Item 132
Item 133	Item 134	Item 135	Item 136
Item 137	Item 138	Item 139	Item 140
Item 141	Item 142	Item 143	Item 144
Item 145	Item 146	Item 147	Item 148
Item 149	Item 150	Item 151	Item 152
Item 153	Item 154	Item 155	Item 156
Item 157	Item 158	Item 159	Item 160
Item 161	Item 162	Item 163	Item 164
Item 165	Item 166	Item 167	Item 168
Item 169	Item 170	Item 171	Item 172
Item 173	Item 174	Item 175	Item 176
Item 177	Item 178	Item 179	Item 180
Item 181	Item 182	Item 183	Item 184
Item 185	Item 186	Item 187	Item 188
Item 189	Item 190	Item 191	Item 192
Item 193	Item 194	Item 195	Item 196
Item 197	Item 198	Item 199	Item 200
Item 201	Item 202	Item 203	Item 204
Item 205	Item 206	Item 207	Item 208
Item 209	Item 210	Item 211	Item 212
Item 213	Item 214	Item 215	Item 216
Item 217	Item 218	Item 219	Item 220
Item 221	Item 222	Item 223	Item 224
Item 225	Item 226	Item 227	Item 228
Item 229	Item 230	Item 231	Item 232
Item 233	Item 234	Item 235	Item 236
Item 237	Item 238	Item 239	Item 240
Item 241	Item 242	Item 243	Item 244
Item 245	Item 246	Item 247	Item 248
Item 249	Item 250	Item 251	Item 252
Item 253	Item 254	Item 255	Item 256
Item 257	Item 258	Item 259	Item 260
Item 261	Item 262	Item 263	Item 264
Item 265	Item 266	Item 267	Item 268
Item 269	Item 270	Item 271	Item 272
Item 273	Item 274	Item 275	Item 276
Item 277	Item 278	Item 279	Item 280
Item 281	Item 282	Item 283	Item 284
Item 285	Item 286	Item 287	Item 288
Item 289	Item 290	Item 291	Item 292
Item 293	Item 294	Item 295	Item 296
Item 297	Item 298	Item 299	Item 300
Item 301	Item 302	Item 303	Item 304
Item 305	Item 306	Item 307	Item 308
Item 309	Item 310	Item 311	Item 312
Item 313	Item 314	Item 315	Item 3

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
 Period: 8/1/2019 to 8/31/2019
 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.

Changes 2020

Misc. Changes

Info to Report:

Press Tab to move to next field.

Click on the Add button to start a new record.

Reason:

Entry Date: 5/16/2020 3:33:58 PM

Record: 1 of 1 | |

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.

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.

From:

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

Permanent link:

https://grandjean.net/wiki/tax_coll/reports_menu_form?rev=1590177648

Last update: **2020/05/22 20:00 UTC**

