

Reports Menu



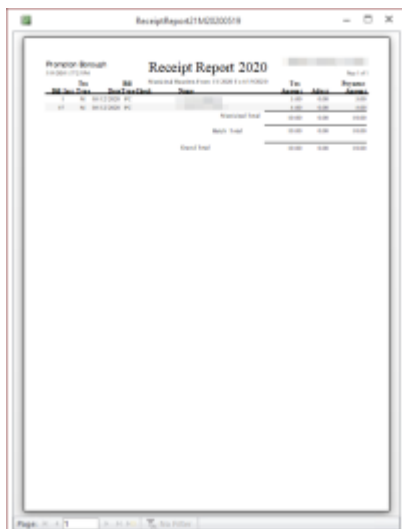
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When you Export Payments you should also create the New Bills report, Assessment Report and Treasurer Report on the same schedule. This will insure that your records and those of the taxing bodies will remain in synch and will avoid many problems.

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

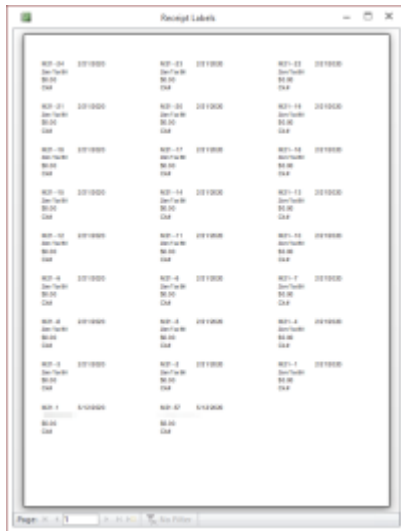
reports for the tax collectors that have more than one school district.

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.

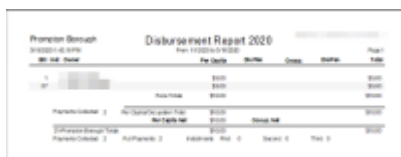


Receipt Labels

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 2020				
Payer Name	Bill No.	Date	Amount	Status
XXXXXXXXXX	123456789	12/31/2019	100.00	PAID
XXXXXXXXXX	987654321	01/31/2020	200.00	PAID
XXXXXXXXXX	111111111	02/28/2020	-50.00	VOID

Export Report

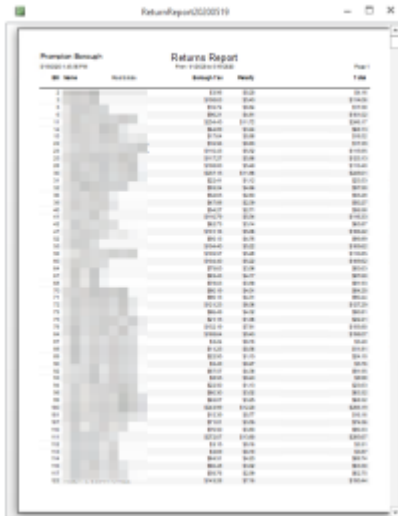
These processes create files containing receipt information that corresponds to the Disbursement Report. When you export data, the program will ask you the start and end dates to export. The program will create this file in the TaxCollection folder for this tax year and your designated Export Drive, 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.

Municipal New Bills Report		
XXXXXXXXXX	XXXXXXXXXX	Page 1

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 'Returns Report' with a table of unpaid tax bills. The table has columns for 'Bill Number', 'Amount', and 'Due Date'. The data is organized into sections for different taxing districts, with a subtotal for each section. The bills are listed in descending order of amount within each section.

Bill Number	Amount	Due Date
20001	1000.00	06/01/2026
20002	800.00	06/01/2026
20003	600.00	06/01/2026
20004	400.00	06/01/2026
20005	200.00	06/01/2026
20006	100.00	06/01/2026
20007	50.00	06/01/2026
20008	25.00	06/01/2026
20009	12.50	06/01/2026
20010	6.25	06/01/2026
20011	3.125	06/01/2026
20012	1.5625	06/01/2026
20013	0.78125	06/01/2026
20014	0.390625	06/01/2026
20015	0.1953125	06/01/2026
20016	0.09765625	06/01/2026
20017	0.048828125	06/01/2026
20018	0.0244140625	06/01/2026
20019	0.01220703125	06/01/2026
20020	0.006103515625	06/01/2026
20021	0.0030517578125	06/01/2026
20022	0.00152587890625	06/01/2026
20023	0.000762939453125	06/01/2026
20024	0.0003814697265625	06/01/2026
20025	0.00019073486328125	06/01/2026
20026	0.000095367431640625	06/01/2026
20027	0.0000476837158203125	06/01/2026
20028	0.00002384185791015625	06/01/2026
20029	0.000011920928955078125	06/01/2026
20030	0.0000059604644775390625	06/01/2026
20031	0.00000298023223876953125	06/01/2026
20032	0.000001490116119384765625	06/01/2026
20033	0.0000007450580596923828125	06/01/2026
20034	0.00000037252902984619140625	06/01/2026
20035	0.000000186264514923095703125	06/01/2026
20036	0.0000000931322574615478515625	06/01/2026
20037	0.00000004656612873077392578125	06/01/2026
20038	0.000000023283064365386962890625	06/01/2026
20039	0.0000000116415321826934814453125	06/01/2026
20040	0.00000000582076609134674071875	06/01/2026
20041	0.000000002910383045673370359375	06/01/2026
20042	0.0000000014551915228366851796875	06/01/2026
20043	0.00000000072759576141834258984375	06/01/2026
20044	0.000000000363797880709171294921875	06/01/2026
20045	0.0000000001818989403545856474609375	06/01/2026
20046	0.00000000009094947017729282373046875	06/01/2026
20047	0.000000000045474735088646411865234375	06/01/2026
20048	0.0000000000227373675443232059326171875	06/01/2026
20049	0.00000000001136868377216160296630859375	06/01/2026
20050	0.00000000000568434188608030148315234375	06/01/2026
20051	0.000000000002842170943040150741576171875	06/01/2026
20052	0.0000000000014210854715200753707880859375	06/01/2026
20053	0.00000000000071054273576003768539404296875	06/01/2026
20054	0.000000000000355271367880018842697021484375	06/01/2026
20055	0.0000000000001776356839400094213485107221875	06/01/2026
20056	0.000000000000088817841970004710674256103609375	06/01/2026
20057	0.0000000000000444089209850023553371280518046875	06/01/2026
20058	0.00000000000002220446049250117766856402590234375	06/01/2026
20059	0.000000000000011102230246250588834280012951171875	06/01/2026
20060	0.0000000000000055511151231252944171400064755890625	06/01/2026
20061	0.0000000000000027755575615626472070700032377953125	06/01/2026
20062	0.000000000000001387778780781323603535001618895625	06/01/2026
20063	0.0000000000000006938893903906618017675008094478125	06/01/2026
20064	0.00000000000000034694469519533090088375040472390625	06/01/2026
20065	0.0000000000000001734723475976654504418752023619375	06/01/2026
20066	0.0000000000000000867361737988327252209376101180625	06/01/2026
20067	0.0000000000000000433680868994163626104688050590625	06/01/2026
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20070	0.0000000000000000054210108624270453263086006323828125	06/01/2026
20071	0.00000000000000000271050543121352266315300031619140625	06/01/2026
20072	0.000000000000000001355252715606761331576500158095703125	06/01/2026
20073	0.0000000000000000006776263578033806657882500790478515625	06/01/2026
20074	0.000000000000000000338813178901690332894125039523928125	06/01/2026
20075	0.0000000000000000001694065894508451664470625197619640625	06/01/2026
20076	0.00000000000000000008470329472542258322353125988098203125	06/01/2026
20077	0.0000000000000000000423516473627112916117656299404910625	06/01/2026
20078	0.0000000000000000000211758236813556458058781449702453125	06/01/2026
20079	0.0000000000000000000105879118406777729029390724851171875	06/01/2026
20080	0.00000000000000000000529395592033888645146953624255890625	06/01/2026
20081	0.000000000000000000002646977960169443225734768121279453125	06/01/2026
20082	0.0000000000000000000013234889800847221638673840606397265625	06/01/2026
20083	0.000000000000000000000661744490042361081933692030319865625	06/01/2026
20084	0.0000000000000000000003308722450211805409668460151599328125	06/01/2026
20085	0.00000000000000000000016543612251059027048342300757996640625	06/01/2026
20086	0.000000000000000000000082718061255295135241711503789983203125	06/01/2026
20087	0.0000000000000000000000413590306276475676208557518949916015625	06/01/2026
20088	0.00000000000000000000002067951531382378381042787594749580625	06/01/2026
20089	0.000000000000000000000010339757656911891905214437973747903125	06/01/2026
20090	0.0000000000000000000000051698788284559454761072189868739515625	06/01/2026
20091	0.0000000000000000000000025849394142279727380536094934397578125	06/01/2026
20092	0.00000000000000000000000129246970711398836902680474671987890625	06/01/2026
20093	0.000000000000000000000000646234853556994345013402373359939453125	06/01/2026
20094	0.0000000000000000000000003231174267784997172506701186799697265625	06/01/2026
20095	0.000000000000000000000000161558713389249858625335059339984865625	06/01/2026
20096	0.0000000000000000000000000807793566946249293126675296699924328125	06/01/2026
20097	0.000000000000000000000000040389678347312464656333764834996221640625	06/01/2026
20098	0.000000000000000000000000020194839173656232328166871674998110703125	06/01/2026
20099	0.000000000000000000000000010097419586828116164083435837499005515625	06/01/2026
20100	0.0000000000000000000000000050487097934140580820417179187495027578125	06/01/2026

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 TlyyyyyynnS, 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 TlyyyyyynnB.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.



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 ensure 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.

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