

## Taxing Body Addendum

This section of the manual describes functions intended for the taxing bodies that will import information supplied by the tax collectors.

When school districts start the program instead of entering a district number they will enter the letter that corresponds to their school district.

The Import Menu has two additional buttons for importing receipt files received from the tax collectors. When you click on Import Receipts the program will prompt you for:

- The number of the township/borough
- The end date that is printed on the top of the tax collector's export report.
- Import Drive, C if the file was received by email and saved in the TaxCollection folder for the tax year, or the drive letter of your CD drive if the file was sent on a CD.
- Print Detail. If you leave this box unchecked, the Import Report will contain only summary information. If you have a problem and want to know what receipts make up the total, check the Print Detail box to see individual receipt records.

After you enter this information, the program will produce the Import Report that should match the Tax Collector's Export Report. At the same time, the program will check for:

- Missing Bills. These would occur if the tax collector has created a new bill that you have not.
- Amount Mismatch. This would occur if the tax collector has entered an assessment change that you have not or vice versa.
- Check for Duplicate Payments. This would occur if you have already imported this file or if the tax collector has sent a file that include receipts that were previously reported.

If any of these events occur, the program will produce an additional report that will provide details of the problem. You should fix all problems before proceeding. After you have corrected any problems, click on Add Receipts. This will import all of the receipt information into your system and create payment records in your ledger.

The Ledger Menu includes a facility for producing a Ledger Report that may be helpful in tracking the collection of taxes by district. The Ledger Report prints each district starting on a separate page. This menu also provides access to a simple ledger and report for tracking Tax Collector Expenses.

The Ledger itself is also laid out differently than the tax collector's ledger. Real Estate and Per Capita/Occupation taxes appear separately and you can switch between them by changing the bill type at the bottom of the form. The Print button will create a Ledger Report just for the currently selected district.

The Settings form will allow you change the location of your data files. This may be useful particularly if you have multiple users who want to access the data or if you want to keep your data on a network for backup purposes. You should discuss the location file location with your network administrator. After you move the file you can specify the new location in the field at the top of the form.

The counties and schools have an additional report available on the Bills and Dups Menu. The button is

labeled Percent Collected and the report lists running totals of the amount owed, amount collected and percentage collected.

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