

# **CRAWFORD COUNTY TAX COLLECTOR SOFTWARE**

## **TRAINING AND USER MANUAL**

Software Developed by Government Software and Services (GSS)



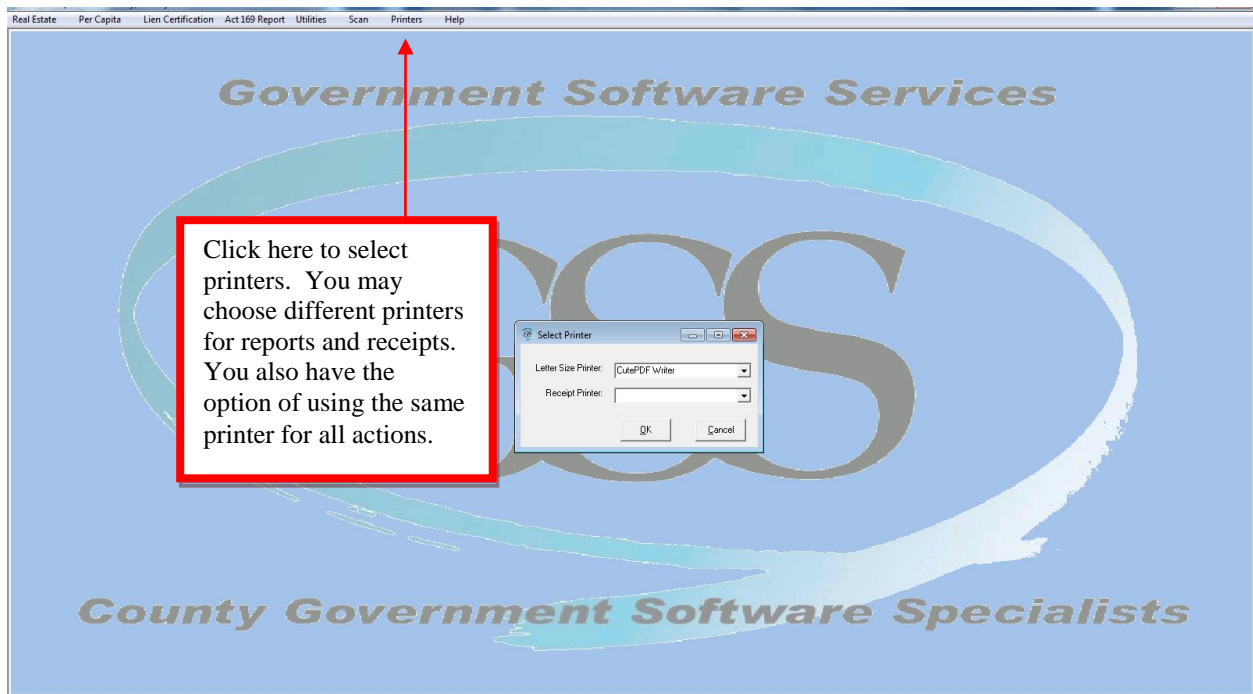
## ***Working with your Software***

### **1. Setting up your printer(s)**

It is important to do this task before working on anything else.



Double click on the GSS Icon on your computer desktop. This is the screen that you will see.



## 2. Opening the software

Click on your “Tax Collector” icon on the desktop to enter the software. Since this software is designed for home use we did not include any security features on it. This is for your convenience and reduces the time to start working. However, this will allow anyone in your household to enter the software just as easily. **To ensure your data integrity you need to make sure that other members of your household know that this software is off-limits unless they are assisting you in maintaining it!**

To begin entry you must select the module you want to work in. Both Real Estate and Per Capita operate nearly identically. In the example below I have selected the Real Estate module and clicked on it.



**Note:** that this pulls down a selection screen. You will select the operation you want to do from the dropdown; let's start with the first function “Payments”.

## PAYMENTS

Move the cursor over the “Payments” selection and a second window will appear giving you the selections you can make in Payments, there are four functions; let’s start with receiving a payment.

### Receive Payment

Notice that the first thing on the screen is the Date Received area. When the screen is first pulled up this date will reflect the date on your computer system clock. However, once changed you may receive multiple payments and it will hold the date you set until you leave the screen.

2021 Crawford County Tax Collector - Athens Township - Version 21.0.1

Real Estate Per Capita Tax Certification Act 169 Report Utilities Scan Printers

**Receive Payment**

Date Received: 8/25/2021 Change Date Bill #: Ad #:

**Property Description**

Control #: Homestead/Farmstead Map #:

Name: Description 1:

Co Owner: Description 2:

Address 1: Description 3:

Address 2: Deed Ref:

City: Land Use: Acreage:

State: Zipcode: HS Exclusion: FS Exclusion:

Assessed Land: Assessed Imps: Assessed Total:

**PENALTY**

County: Township:

Library:

Tot County: Tot Twps:

Grand Total:

**Payment Information**

☒ County Payment ☒ Twsp/Boro/City Payment

Payor: Address 1: Address 2: City: State: Zipcode:

Check #/Cash: Previous Check #: Amount:

Payment Due:

Accept Print A Receipt Comments

Hint: use the “tab” key to move between fields!

The collection portion of the Tax Collector program revolves around Bill Numbers. This number is usually the shortest method of manually pulling up collection information. Just tab to the Bill # field and enter the bill number you wish to receive, when you hit the tab key the next time the system will then pull up all the remaining information and the system will move the cursor to the Payor field so you can begin entry of the payor.

**2021 Crawford County Tax Collector - Athens Township Version 21.0.1**

Real Estate   Per Capita   Tax Certification   Act 169 Report   Utilities   Scan   Printers

**Receive Payment**

Date Received: 8/25/2021   Change Date   Bill #: 1   Adj #:   Query   Clear Screen

**Property Description**

Control #: 000136   Homestead/Farmstead   Map #: T102-028

Name: ALLISON, THOMAS H. & SHARON S.   Description 1: T102-028-70001

Co Owner:   Description 2: 6 Acres & Bldg.   Print Screen

Address 1: 20496 Onglely Rd.   Description 3: 20496 Onglely Rd.

Address 2:   Deed Ref: 004870

City: Centerville   Land Use: 1000   Acreage: 6

State: PA   Zipcode: 16404   HS Exclusion: 0   FS Exclusion: 0   Exclusion: 0

Assessed Land: 1350   Assessed Imp: 27621   Assessed Total: 28971

**PENALTY**   **PENALTY**

County: \$674.01   Township: \$94.30

Library: \$22.31

Tot County: \$696.32   Tot Twp: \$94.30

Grand Total: \$790.62

**Payment Information**

☒ County Payment   Previous Payor Info   Check #/ Cash:   Previous Check #:   Accept

☒ Twp/Boro/City Payment   Payor:   Address 1:   Amount: \$790.62   Print A Receipt

Payment Info   Print Payment Info   Address 2:   City:   State:   Zipcode:   Comments

**County Government Software Specialists**

You have several fields where selections can be made and some that need filled in.  
Let's go over them!

**Unit Payments:** The system allows you to collect only full unit payments (legal requirement), red arrow #1 points to the selection area. By clicking these they turn on and off. If you turn a unit off, it automatically reduces the total being received by the unit tax amount. You can see this by viewing the totals in the "Amount" field (red arrow #2).

**2021 Crawford County Tax Collector - Athens Township Version 21.0.1**

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**Receive Payment**

Date Received: 8/25/2021   Change Date   Bill #: 1   Adj #:

**Property Description**

Control #: 000136   Homestead/Famstead   Map #: 1102-028

Name: ALLISON, THOMAS H. & SHARON S.   Description 1: 1102-028-70001

Co Owner:   Description 2: 6 Acres & Bldg.

Address 1: 20496 Ongley Rd.   Description 3: 20496 Ongley Rd

Address 2:   Deed Ref: 004870

City: Centerville   Land Use: 1000   Acreage: 6

State: PA   Zipcode: 16404   HS Exclusion: 0   FS Exclusion: 0

Assessed Land: 1350   Assessed Impr.: 27621   Assessed Total: 28971

Exclusion:   Exclusion: 0

**PENALTY**   **PENALTY**

County: \$674.01   Township: \$94.30

Library: \$22.31

Tot County: \$696.32   Tot Twp: \$94.30

Grand Total: \$790.62

**Payment Information**

☒ County Payment   ☒ Twp/Boro/City Payment

Previous Payer Info   Check #/ Cash   Previous Check #

Amount: \$790.62

Address 1:   City:   State:   Zipcode:

Payment Info   Print Payment Info   Accept   Print A Receipt   Comments



**Payee:** This area is where the payee is recorded. There are a few shortcuts you can use, to speed up receiving the payment. In the “Payee” field if the owner is the payee simply enter the letter “O” (red arrow #3) and then tab to the next line. This will load the owner information stored in the database. Also notice the “Previous Payor Info” button (red arrow #4). If someone has paid this parcel other than the owner in the past you can pull that information up by clicking this button.

The final shortcut to this area is the “Check#/Cash” field. If you enter the letter “C” here it automatically brings up the word CASH (red arrow #5). One final feature is the print receipt block, click in the box (red arrow #6) to activate this and when you accept the payment a receipt process will activate.

Accepting School Installment Payments is done on the right side of the screen as shown below.

(Note: only parcels that are Homestead/Farmstead eligible will display the Installment Payments box)

The Receive Payment screen defaults to a normal full payment mode until you select to receive an installment.

**Receive Payment**

Date Credited: 4/16/2014  County Bill #  Bill #:  Adj #:   
☐ School Bill #

**Property Description**

Control #:  Homestead/Farmstead ☐ Map #:   
 Name:  Description 1:   
 Co Owner:  Description 2:   
 Address 1:  Description 3:   
 Address 2:  Deed Ref: /  
 City:  Land Use:  Acreage:   
 State:  Zipcode:  HS Exclusion: ☐ FS Exclusion: ☐  
 Assessed Land:  Assessed Impr.:  Assessed Total:

**DISCOUNT** **DISCOUNT**

County:  Township:   
 Library:  FIRE TAX:   
 St Light:   
 Fire Hydr:   
 Tot County:  Tot Twp:   
 Grand Total:

**1** → **Installment Payments**

Pay  F/P Pd  
☐ Payment #1:   
☐ Payment #2:   
☐ Payment #3:   
 Payment Due:

**Payment Information**

☒ County Payment   
☒ Twp/Boro/City Payment   
 Payor:  Check #/ Cash:   
 Address 1:  Amount:   
 Address 2:   
 City:  State:  Zipcode:

☐ Print A Receipt

You must indicate which installment payment you want to accept by Clicking the payment number in the small Box indicated by Arrow # 1 above. If an installment payment is at face the color of the field will be green; if it is late it will be yellow, **if you try to take the first installment after the installment due date it will be red and you will not be able to accept it (this is per the school resolutions!)**. Also the area with the “DFP” above it indicates if the payment period is currently at Face by displaying an “F”, or at Penalty by displaying a “P”. Since there is no Discount period for installments a “D” will never be displayed.

*Overage/Underage*

This software allows you to accept overages and underages as full payment without the need to send a refund. The settings for this are in the Utilities Maintain Millages Twp/Boro/City screen. You may set the overage and underage for any amount that you wish to allow. We recommend that you not set it to more than \$1.00. Once set if you receive a payment that the amount of the check exceeds the taxes due by over \$1.00 the system will prompt you to apply an overage (or underage). (Please note that the County Treasurer does not allow collection of anything other than the full amount. So using this feature may result in an out-of-pocket expense for the Tax Collector when distributing funds to taxing entities.)

2021 Crawford County Tax Collector - Athens Township Version 21.0.1

Real Estate Per Capita Tax Certification Act 169 Report Utilities Scan Printers

**Maintain Township/Borough/City Millages**

District: 11 - 0 Athens Township

Township/Borough/City Millages

Millage / Tax Amount	Discount	Penalty
Twp/Boro/City R/E: 3.1	2	5
County Library: 0.7		
Twp/Boro/City P/C: 5		
Twp/Boro/City Occu: 0	2	5

County Millages

Millage / Tax Amount	Discount	Penalty
County R/E: 21.15	3	10
County Spec: 0		
County P/C: 5		
County Occu: 0	3	10

School Millages

Millage / Tax Amount	Discount	Penalty
School R/E: 0	0	0
School Spec: 0		
School P/C: 0		
School Occu: 0	0	0

Overage / Underage Tolerance: \$0.00 Certification Fee: \$0.00

**Accept**

Clear Screen

Delete

Exit

Print Screen

**Maintain Millages**

- Maintain Millages
- Zip and Email Data File To Crawford ITS
- Zip and Email Data File To GSS
- Create Left For Collection File
- Backup Database
- Restore Database
- Verify Data Integrity
- Late Billing Routine
- Import Comments From Prior Years

County

- Twp/Boro/City
- School

**Printers**

Frame - R/E

Twp/Boro/City Billing Time Frame - P/C

Bill Twp/Boro/City P/C Early

Bill Twp/Boro/City P/C Late

**Early Billing**

Line 1: Diana Wise

Line 2: 32896 State Hwy 77

Line 3: Centerville, PA 16404

Line 4: During March & April Tues 10AM to 12PM

Line 5: Thurs 5 to 7 PM; Face & Penalty by

Line 6: appointment only. Extra Hours April

Line 7: 21 & 30 from 6 to 7 PM (814) 967-4503

Phone #: (814) 967-4503

Print: If taxes are escrowed, forward bill to mort. holder.

**Real Estate Billing Dates**

Mail Date: 3/1/2021

Last Day Of Discount: 4/30/2021

First Day Of Face: 5/1/2021

Last Day Of Face: 6/30/2021

First Day Of Penalty: 7/1/2021

Last Day To Pay: 12/31/2021

Tax Claim Date: 1/1/2022

Figure Dates On Mail Date

**Late Billing**

Line 1: Diana Wise, Tax Collector

Line 2: 32896 State Hwy 77

Line 3: Centerville, PA 16404

Line 4: During Discount Aug & Sept Tues 10AM

Line 5: Thurs 6-7PM Extra Hrs: Sept 25 & 30 6-7

Line 6: Face & Penalty by appointment only

Line 7: Phone (814) 967-4503

Phone #: (814) 967-4503

Print: If taxes are escrowed, forward bill to mort. holder.

**Per Capita Billing Dates**

Mail Date: 3/1/2021

Last Day Of Discount: 4/30/2021

First Day Of Face: 5/1/2021

Last Day Of Face: 6/30/2021

First Day Of Penalty: 7/1/2021

Last Day To Pay: 12/31/2021

Tax Claim Date: 1/1/2022

Figure Dates On Mail Date

The screenshot shows the 'Receive Payment' window. At the top, there are fields for 'Date Credited' (4/15/2014), 'County Bill #', 'Bill #' (15), and 'Adj #'. Below this is the 'Property Description' section with fields for 'Control #', 'Name', 'Co-Owner', 'Address 1', 'Address 2', 'City', 'State', 'Zipcode', 'Assessed Land', 'Map #', 'Description 1', 'Description 2', 'Description 3', 'Deed Ref', 'Land Use', and 'Acreage'. A 'DISCOUNT' section shows 'County' (\$738.48), 'Library' (\$52.02), 'Tot County' (\$850.50), and 'Grand Total' (\$1,526.66). The 'Payment Information' section includes checkboxes for 'County Payment' and 'Twp/Boo/City Payment', 'Payor' (ACHUFF, CHARLES B JR), 'Check #/ Cash', 'Previous Check #', 'Amount' (\$1,527.00), and 'Print A Receipt'. An 'Apply Overage' dialog box is open in the center, asking 'Do you want to apply an overage of \$0.34?' with 'Yes' and 'No' buttons.

If the amount of an overpayment/underpayment exceeds the amount you set for overages/underages the following will happen when you click the “Accept” button. If you receive more than the full payment then you will be asked if you want to apply a refund. If you respond “Yes” you will be taken directly to the screen to apply the refund. Responding “No” will cancel the payment on the property. On the “Apply Refunds” screen you must make a few choices. First you must determine the amount to refund. Normally the system will load the full amount into this field for you. However, you can change this amount if necessary. The second thing you must do is validate the person and address to whom you will send the refund. The system loads the Payor information on the Payment screen automatically for you since this is normally where the refund will be sent, however you may change this information if necessary. Additionally, you may also pull the owners information into the field by clicking on “Display Owners Address” button. The final thing you must before applying a refund is to give a reason for the refund

The screenshot shows the 'Apply Refunds' window. At the top, there are fields for 'Control #', 'Map #', 'Bill #', and 'Adj #'. Below this is the 'Refund Information' section with fields for 'Refund Amount' (\$5.67), 'Refund Amount Left To Be Distributed' (\$5.67), 'Name' (Finn, William D. & Martha P.), 'Address 1', 'Address 2' (4404 Cherry Valley Dr.), 'City' (Rockville), 'State' (MD), 'Zipcode' (20853), and 'Reason for Refund'. There are buttons for 'Display Owner's Address' and 'APPLY REFUND'.

Additionally, if you accept a payment for less than one dollar over the tax payment amount you will be asked to accept the payment. The remaining amount will be set in an overages and underages account in the system. Similarly, if you receive a payment for less than \$1.00 under the tax due you can receive it as full payment. The only decision here is to accept the action.

The offsetting nature of this process is auditable in the system and normally results in a nominal difference in the amount collected and the Tax Duplicate amount. **This does not relieve the Tax Collector of turning in the appropriate tax amount to the taxing entities.**

**Note: The County will load both the County and the Township information for all districts during the Early billing cycle. This allows Tax Collectors to accept payments for trailers needing moving permits even if they have not been sent a bill.**

## Adjust Tax Bill

This area is used to make all adjustments to the real estate tax bill. Note that you can select to adjust tax amounts for units by turning on or off units in the “Adjust Tax Amounts For:” area (red arrow #1). Select the type of adjustment by clicking on the arrow in the large blank field on the top right (red arrow #2).

The screenshot shows the 'Adjust Tax Bill' window within the '2021 Crawford County Tax Collector - Athens Township - Version 21.0.1' application. The window has a menu bar with options: Real Estate, Per Capita, Tax Certification, Act 169 Report, Utilities, Scan, and Printers. A sidebar on the left contains a tree view with 'Payments' selected, showing sub-options: Receive Payment, Adjust Tax Bill, Change Address, Void Receipt, and Reprint Receipt. The main area is titled 'Adjust Tax Bill' and contains the following fields and buttons:

- Adjust Tax Amounts For:** A dropdown menu with 'County Payment' and 'Twp/Boro/City Payment' options. A red arrow labeled '1' points to this section.
- Buttons:** 'Query', 'Clear Screen', 'Exit', 'Payment Info', and 'Print Screen'.
- Property Description:** Fields for Control R#, Name, Co Owner, Address 1, Address 2, City, State, Zipcode, Assessed Land, Assessed Impr., Assessed Total, Reason, Map R#, Description 1, Description 2, Description 3, Situs Desc, Deed Ref, Land Use, and Acreage.
- County/Township:** Fields for County, Library, Township, Tot County, Tot Twp, and Grand Total.
- Instalment Payments:** Fields for Payment #1, Payment #2, and Payment #3.
- Buttons:** 'ACCEPT', 'Print A New Tax Bill', 'Reportable to Assessment', 'USPS Address Change', and 'Calculate Payment Amounts'.

A red arrow labeled '2' points to a large blank field on the top right of the window.

Hint: If you make an error hit the “Clear Screen Button”

The window at red arrow #1 will pull down the 2 choices for adjusting a tax bill, they are:

Adjust an Existing Tax Bill  
Add a New Tax Bill to the Duplicate

The screenshot shows a software window titled "Adjust Tax Bill". At the top left, there is a section "Adjust Tax Amounts For:" with three checked checkboxes: "County Payment", "Twp/Boro/City Payment", and "School Payment". To the right of this is a dropdown menu. A red arrow points to this dropdown menu, and a small box with the number "1" is next to the arrow. The dropdown menu is open, showing two options: "Adjust An Existing Tax Bill" and "Add A New Tax Bill To The Duplicate". Below the dropdown are fields for "Bill #:" and "Adj #:". To the right of the dropdown are buttons labeled "Query", "Payment Info", "Exit", "Clear Screen", "Print Screen", and "ACCEPT". Below the dropdown menu is a section titled "Property Description" containing various input fields: "Control #:", "Homestead/Farmstead" (checkbox), "Map #:", "Name:", "Description 1:", "Co Owner:", "Description 2:", "Address 1:", "Description 3:", "Address 2:", "Deed Ref:", "City:", "Land Use:", "Acreage:", "State:", "Zipcode:", "Reportable to Assessment" (checkbox), "USPS Address Change" (checkbox), "Assessed Land:", "Assessed Impr.:", "Assessed Total:", "Reason:", and "Print A New Tax Bill" (checkbox). At the bottom of the window are fields for "County:", "Township:", "School:", "Library:", "Tot County:", "Tot Twp:", "Tot School:", and "Grand Total:".

Once you have selected the type of adjustment you are going to make then, as in the receive payments screen, you enter the bill number to bring up the remaining information on the parcel. You will see the Bill# field after you select the type of adjustment you need to make. Once the data is up you need to specify a reason for making an adjustment (required by the software) for auditing purposes. Enter the reason in the “Reason” field and then tab out (red arrow #1). You can select to print a new tax bill, which will automatically print the bill when you complete the adjustment, and send it to the selected printer (red arrow #2)

You can change values for assessed land or building, or you can change values for the taxable amounts for the units. Tab to the field you wish to change and type in the value or amount. Fields that can be changed are not subdued and/or have the typeface in **bold**.

**Note: the system automatically computes changes to totals after any adjustment is made.**

**Note: to exonerate a parcel set the values to zero and type Exoneration in the “Reason Field”**

Once you’ve made the adjustment press the “ACCEPT” button to enter the change into the system. The system will prompt you that the change has been entered with the following screen. Click “OK” to acknowledge the change!

If you are adding a parcel you should select Reportable to Assessment so that the addition shows on the Address change report. This version adds the ability to mark a property as Homestead/Farmstead. The homestead/farmstead values are automatically removed when adjusting tax bills. You will have to manually add the H/F values back in if the property qualifies for the exclusion

**Adjust Tax Bill**

Adjust Tax Amounts For:  
☒ County Payment  
☒ Twp/Boro/City Payment

Adjust An Existing Tax Bill

Bill #: 1 Adj #:

Query Clear Screen  
 Payment Info Print Screen Exit

**Property Description**

Control #: 000136 Homestead/Farmstead ☒ Map #: 1102-028 AA ☐  
 Name: ALLISON, THOMAS H. & SHARON S. Description 1: 1102-028-70001  
 Co Owner: Description 2: 6 Acres & Bldg.  
 Address 1: 20496 Ongley Rd. Description 3: 20496 Ongley Rd  
 Address 2: Situs Desc: 20496 Ongley Rd  
 City: Centerville Deed Ref: 0048/0940  
 State: PA Zipcode: 16404 Land Use: 1000 Acreage: 6  
 Assessed Land: 1350 Assessed Impr.: 27621 Assessed Total: 28971  
 Reason: ☐ Print A New Tax Bill ☐ Reportable to Assessment  
☐ USPS Address Change

**ACCEPT**

Exclusion  
 HS Exclusion: 0  
 FS Exclusion: 0  
 Exc. Amount: 0

County: \$612.74 Township: \$89.81  
 Library: \$20.28

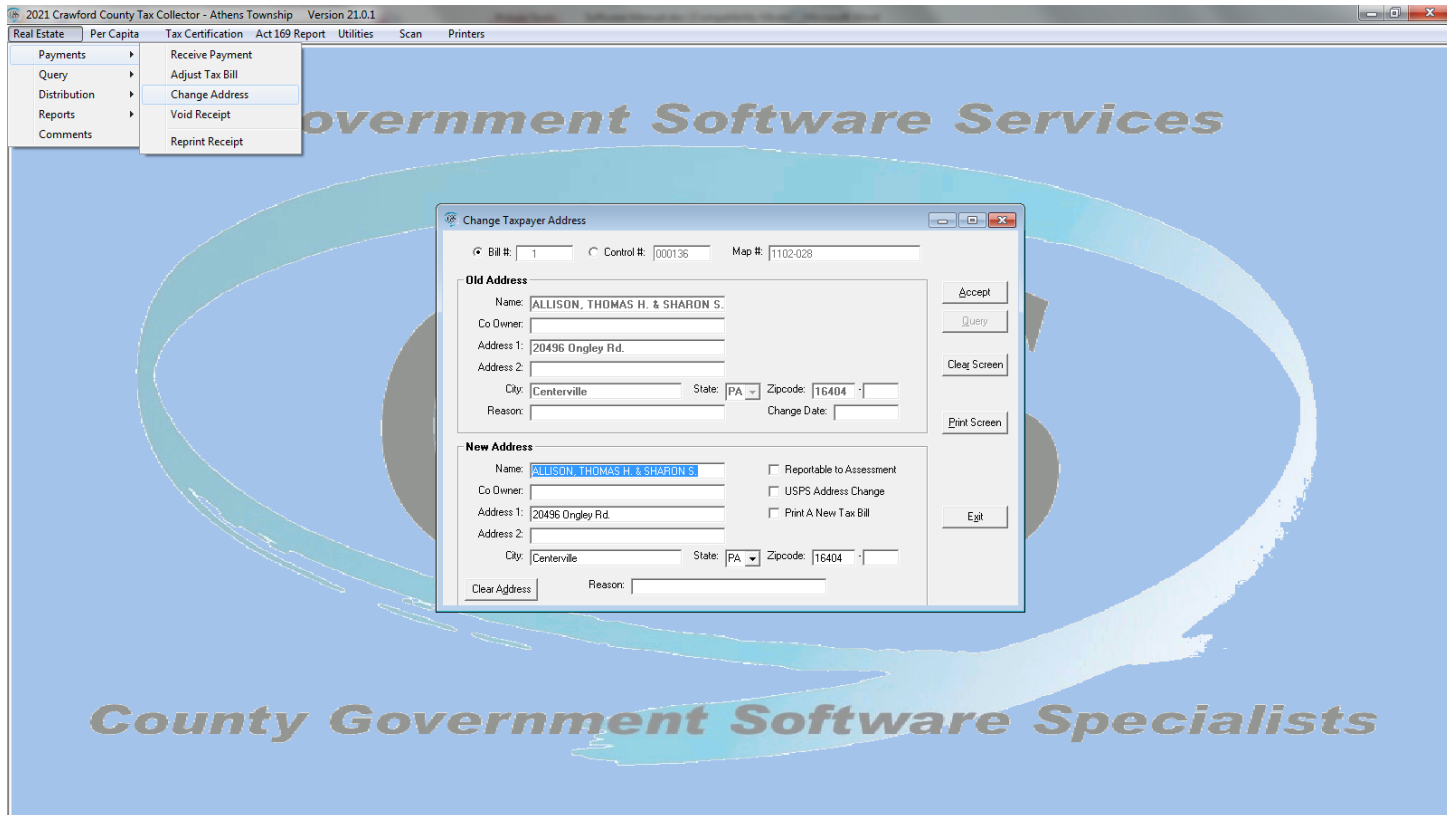
Tot County: \$633.02 Tot Twp: \$89.81  
 Grand Total: \$722.83

Installment Payments  
 Payment #1: \$.00  
 Payment #2: \$.00  
 Payment #3: \$.00  
 Calculate Payment Amounts



## Change Address

The following screen allows you to enter changes to addresses stored in the database. This software stores all addresses recorded to a parcel thereby keeping a “history” of address changes. Later in the reports module you will see how to get a report with all the addresses.




This Address Change screen allows you pull information by entering either the Bill Number or the Control Number. Since this is the first place that we discuss the control number it is important you understand where to get the number from the bill. Each of the bills contains several numbers:

Control # (Current Assessment Parcel ID #)  
 Bill # (Sequence for printing a taxing district)  
 Map # (# used for finding map in Assessment Office)

See red  
arrows

The **Control number** represents the Parcel ID number currently being used by the system.

SCHOOL REAL ESTATE TAX NOTICE FOR TAX YEAR 2021 - Athens Township				
<b>Payable To:</b> Athens Twp Tax Coll. Diana Wise, Tax Collector 32896 State Hwy 77 Centerville, PA 16404		<b>Office Hours:</b> During Discount Aug & Sept Tues 10AM-12PM & Thurs 6-7PM Extra Hrs. Sept 25 & 30 6-7PM Face & Penalty by appointment only Phone (814) 967-4503		<b>Crawford County, Pennsylvania</b> <b>BILL # 1</b>  * 3 0 2 1 1 1 0 0 1 3 6 *
TAXES	TAX RATE	DISCOUNT AMOUNT Until	FACE AMOUNT Between And	PENALTY AMOUNT Starting
TOTAL TAX DUE		.00	.00	.00
<b>MAILING DATE:</b> Discount: School @ 0% Penalty: School @ 0% <b>Control #: 11-0-000136</b> Map #: 1102-028-70001 Athens Township Penncrest School District 6 Acres & Bldg. 20496 Ongley Rd Acreage: 6 Deed Ref: 0048/0940 ASSESSED LAND - 1350 ASSESSED IMPR - 27621 ASSESSED TOTAL - 28971				
Taxes are due and payable and payment is requested from: <b>ALLISON, THOMAS H. &amp; SHARON S.</b> 20496 Ongley Rd. Centerville PA 16404				
Pay Tax Collector before On or after , taxes are payable to Tax Claim Bureau, 903 Diamond Square, Meadville, PA. 16335				
If taxes are escrowed, forward bill to mortgage holder for payment				
<b>TAXPAYER OR MORTGAGE HOLDER COPY</b>				
Return both copies with a self addressed stamped envelope for receipt				
Amount Paid		Date		Tax Collector

In the address change area you can choose between entering Bill #s and Control #s by selecting the circle next to the field. In the example below the Bill # field is selected (red arrow).

If you choose the Control # for entry you will only need to enter the last 6 digits of the control number to the field, and then tab out to populate the remaining information.

The example below shows that I selected Bill #205 and then tabbed out. The top pane shows the **Old Address**, the bottom is where you make the change(s) and create the **New Address**.

Note that this page has a button to help you print labels (red arrow #1) for re-labeling after an address has been changed, and a button to clear the New Address field (red arrow #2) if you make a mistake and need to clear it quickly.

**Change Taxpayer Address**

☒ Bill #: 205    ☐ Control #: 033616    Map #: 4602 - 024 - 00005

**Old Address**

Name: Bodenmiller, Thayne W. & Earlyne

Address 1:

Address 2: 151 Jacob St.

City: Berea    State: OH    Zipcode: 44017 -

Reason:    Change Date:

**New Address**

Name: Bodenmiller, Thayne W. & Earlyne    ☐ Reportable to Assessment

Address 1:    ☐ USPS Address Change

Address 2: 151 Jacob St.    ☐ Print A New Tax Bill

City: Berea    State: OH    Zipcode: 44017 -

   Reason:

County Government Software Specialists

**NOTE: Please enter names in this format:**

**(Last Name, First Name & Additional First Names)**

## Void Receipt

The best method to void a receipt is to select the query button on the Void Receipt screen (red arrow) and perform a query by name, control number, map number or date. You may need to do this if you receive a check that is NSF or if you issued a receipt in error, or for an incorrect amount.

If you select query the screen below becomes available. I recommend using a partial last name in the name field and letting the system pull up records that match the criteria.

2021 Crawford County Tax Collector - Athens Township - Version 21.0.1

Real Estate | Per Capita | Tax Certification | Act 169 Report | Utilities | Scan | Printers

Payments  
Query  
Distribution  
Reports  
Comments

Query Taxpayers  
Query Individual Taxpayer  
Query Receipts

**Government Software Services**

**Query Real Estate Tax Receipts**

Search Type: ☐ Search By Receipt # ☐ Search By Date ☐ Search By Name ☐ Search By Control # ☒ Search By Map #

Receipt Number:  Date Received:  Name Criteria:  Control # Criteria:  Map # Criteria:

Search Master File

Control	Bill #	Name	Map	Receipt Number	Payment	Date	Voided	C Pd	M Pd	S Pd	P1	P2	P3

Search  
Search  
Clear Screen  
Print Screen  
Void Receipt  
Reprint Receipt  
Exit

**County Government Software Specialists**

2021 Crawford County Tax Collector - Athens Township Version 21.0.1

Real Estate Per Capita Tax Certification Act 169 Report Utilities Scan Printers

Payments > Receive Payment  
Query > Adjust Tax Bill  
Distribution > Change Address  
Reports > Void Receipt  
Comments > Reprint Receipt

**Government Software Services**

**County Government Software Specialists**

**Void Receipt**

Receipt #: \_\_\_\_\_ Reason: \_\_\_\_\_ Void Date: \_\_\_\_\_

**Account Information**

Control #: \_\_\_\_\_ Bill #: \_\_\_\_\_ Adj #: \_\_\_\_\_

Map #: \_\_\_\_\_

Name: \_\_\_\_\_

**Payment Information**

Date Received: \_\_\_\_\_ Check #/Cash: \_\_\_\_\_ County Distribution #: \_\_\_\_\_

Amount: \_\_\_\_\_ Township Distribution #: \_\_\_\_\_

Payor: \_\_\_\_\_ School Distribution #: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_ School: \_\_\_\_\_

Library: \_\_\_\_\_

Tot County: \_\_\_\_\_ Tot Twp: \_\_\_\_\_ Tot School: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Accept Query Print Screen  
Clear Screen Exit

This other method to void a receipt allows you to void receipts for payments you have previously received. This window exposes you to a new number, the Receipt Number. This number is unique for each receipt printed but has a standard format. The receipt number is made up of the year, the month, the day and a sequential four digit number assigned by the computer for example 201403060002 which equates to Year 2014, Month 03, Day 06, and the four digits. Each day could therefore have 9,999 receipts theoretically! This also makes this a 12 digit number to enter to populate the screen.

Real Estate   Per Capita   Act 169 Report   Utilities   Scan   Printers   Help

Payments >   Receive Payment  
Query >   Adjust Tax Bill  
Distribution >   Change Address  
Reports >   Void Receipt  
Reprint Receipt  
Update From Mortgage Companies

**Void Receipt**

Receipt #: 201403060002   Reason: NSF   Void Date: 4/15/2014

**Account Information**

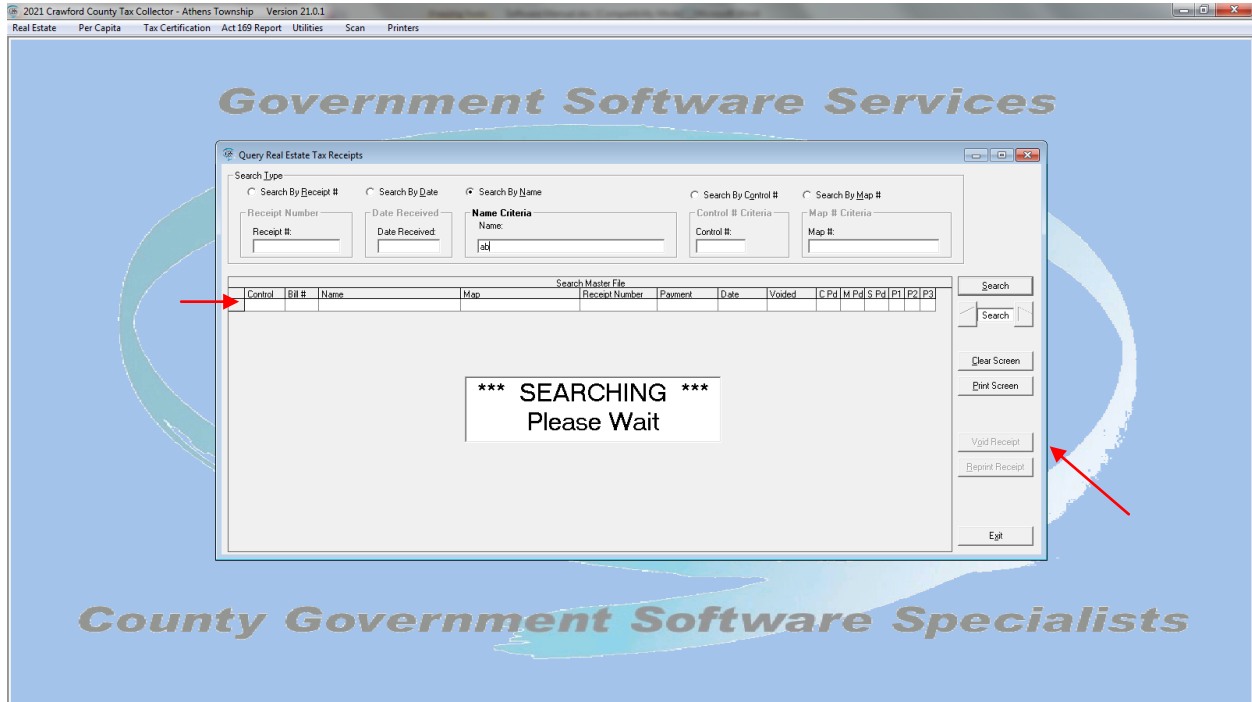
Control #: 42004217   CT Bill #: 54   Adj #: 0   **Accept**  
Map #: 42-30-2110-079   SC Bill #:   **Query**   **Print Screen**  
Name: ALDINGER, SUZANNE   **Clear Screen**   **Exit**

**Payment Information**

Date Received: 2/28/2014   Check #/ Cash: 4280   County Distribution #: 201401  
Amount: \$501.35   Township Distribution #: 201401  
Payor: ALDINGER, SUZANNE   School Distribution #:

County:	\$262.22	Township:	\$191.14	School:	\$0.00
Library:	\$17.08	FIRE TAX:	\$23.89		
County Lib:	\$0.00	St Light:	\$0.00		
		Fire Hydr:	\$7.02		
Tot County:	\$279.30	Tot Twp:	\$222.05	Tot School:	\$0.00
		Grand Total:	\$501.35		

In this example I selected the “Search by Name” option and entered “Alb” for the search. The system will pull up and mark the closest record that meets the criteria. Note that the marker is a pointer on the left side of the screen



By clicking on the marked record over the pointer you will select the record

With the record highlighted select a function button on the right side to execute the operation on the highlighted record. For example select the “Void Receipt” button on the right side of the screen to load the selected record into the Void Receipt module.

In the Void Receipt module you must complete a few fields before you can void the receipt. You must enter a reason (red arrow #1) for the void and then set the date (red arrow #2) to the date the receipt is being voided. The void date will automatically reflect the current computer clock setting unless you change it. When finished making the changes, select the "Accept" button to complete the void.

**Void Receipt**

Receipt #: 201403060007 Reason: NSF 1 Void Date: 4/16/2014 2

**Account Information**

Control #: 42004723 CT Bill #: 316 Adj #: 0

Map #: 42-31-2151-221 SC Bill #:

Name: BAROSI, RALPH A

**Payment Information**

Date Received: 2/28/2014 Check #/ Cash: 2636 County Distribution #: 201401

Amount: \$802.41 Township Distribution #: 201401

Payor: BAROSI, RALPH A School Distribution #:

County: \$419.68 Township: \$305.92 School: \$0.00

Library: \$27.34 FIRE TAX: \$38.24

County Lib: \$0.00 St Light: \$0.00

Fire Hydr: \$11.23

Tot County: \$447.02 Tot Twp: \$355.39 Tot School: \$0.00

Grand Total: \$802.41

**Buttons:** Accept, Query, Print Screen, Clear Screen, Exit



## Reprint Receipts

This module allows you to reprint receipts. You will probably find that the quickest way to find receipts is to use the Query function (red arrow).

The screenshot shows the 'Government Software Services' application window. The 'Payments' menu is open, and 'Reprint Receipt' is selected. The 'Reprint A Receipt' dialog box is displayed, featuring a 'Query' button highlighted with a red arrow. The dialog contains the following sections:

- Receipt Information:** Receipt #, Bill #, County Pd., T/B/C Pd., School Pd., and a 'Query' button.
- Account Information:** Control #, Map #, CT Bill #, and SC Bill #.
- Property Description:** Name, Co Owner, Address 1, Address 2, City, State, Zipcode, Description 1, Description 2, Description 3, Assessed Land, and Assessed Impr.
- Payment Information:** Payor, County Dist. #, Check #/ Cash, Address 1, Address 2, City, State, Zipcode, T/B/C Dist. #, School Dist. #, and PAYMENT AMOUNT.
- County Totals:** County, Library, Township, Impact Fee, Building, Equipment, Fire Protection, Police, Tot County, Tot Twp, Grand Total, and Tot School.

Buttons at the bottom of the dialog include 'PRINT', 'Print Screen', 'Clear Screen', and 'Exit'.

On this screen I hit the “Search” button (red arrow #1) and the records were brought up in Receipt # sequence since that was the sort selected (red arrow #2).

**Note: This screen only displays properties that have receipts for payments, don’t confuse it with the general Query screens!**

Query Real Estate Tax Receipts

Search Type

Search By Receipt # Search By Date Search By Name Search By Control # Search By Map # Search By Bill #

Receipt # Date Received Name Criteria Control # Map # Bill #

Search

Search Master File

Control	CT Bill	SC Bill	Name	Map	Receipt Number	Payment	Date	Voided	C	Pd	M	Pd	S	Pd	P1	P2	P3
42007275	17		ACKER, WILL & JOAN	42-30-2110-079	201403060001	\$1,007.64	2/28/2014		D	D							
42004217	54		ALDINGER, SUZANN	42-10-0256-018	201403060002	\$501.36	2/28/2014		D	D							
42000021	62		ALLEMAN, DAVID T	42-31-2151-021	201403060003	\$1,110.32	2/28/2014		D	D							
42004511	63		ALLEMAN, FREDERICK L	42-30-2108-083	201403060004	\$711.43	2/28/2014		D	D							
42003717	91		AMIG, NANCY L	42-28-2417-065	201403060005	\$813.92	2/28/2014		D	D							
42002260	153		ARMBRUST, KEITH D & PATRICIA	42-31-2151-021	201403060006	\$1,380.26	2/28/2014		D	D							
42004723	316		BAPOSI, RALPH A	42-28-0247-029	201403060007	\$802.41	2/28/2014		D	D							
42001631	347		BATHON, PATRICK F & DONNA M	42-27-1886-059	201403060008	\$1,446.53	2/28/2014		D	D							
42001699	352		BAUER, WILLIAM J & PAMELA J	42-30-2108-062	201403060009	\$751.00	2/28/2014		D	D							
42003636	354		BAUGHMAN, JAMES M & ANNA M	42-28-0245-065	201403060010	\$624.50	2/28/2014		D	D							
42001569	413		BELAND, MICHAEL J	42-31-2151-030	201403060011	\$671.61	2/28/2014		D	D							
42004709	489		BOLER, CLAYTON S & LAUREL E	42-28-2421-097	201403060012	\$730.43	2/28/2014		D	D							
42002549	493		BITTING, SAMUEL GED	42-28-2423-422	201403060013	\$732.48	2/28/2014		D	D							
42003173	500		BJORKMAN, GERALD W & PATRICIA	42-28-0245-003A	201403060014	\$674.48	2/28/2014		D	D							
42001522	595		BORDNER, JEREMIAH G & YVONNE	42-27-1880-195	201403060015	\$812.28	2/28/2014		D	D							
42002119	630		BOYER, JEFFREY A & MARIA E JR	42-31-2153-045	201403060016	\$1,170.41	2/28/2014		D	D							
42003174	663		BRANDT, SHIRLEY	42-24-0792-041-U1074-4	201403060017	\$676.96	2/28/2014		D	D							
42004796	735		BROWN, M VICTOR III	42-11-0276-126	201403060018	\$714.80	2/28/2014		D	D							
42000813	934		CARLISLE, JOHN WESLEY		201403060019	\$306.17	2/28/2014		D	D							
42005307	938		CARMEAN, DAVID W & MAY M		201403060020	\$1,266.57	2/28/2014		D	D							

Tot County: Tot Twp: Tot School: Grand Total:

As the screen below shows the data selected is now loaded and ready to be printed. You only need to select the “Print” button, another window will come up to ask how many copies you want, enter the number and “OK” the screen to complete the action.

**Reprint A Receipt**

Receipt #: 201403060001 Bill #: 17 County Pct: 0 T/B/C Pct: 0 School Pct: 0

Control #: 00507275 TOWNSHIP OF UPPER ALLEN CT Bill #: 17  
Map #: 42-10-0256-155 SC Bill #: 0

**Property Description**


Name: ACKER, WILL & JOANNA Description 1: Assessed Land: 65000  
Co Owner: Description 2: WINDING HILLS  
Address 1: 920 MACDUN DRIVE Description 3: LOT 90 STG 1 PB 90 PG 92 Assessed Impr: 100000  
Address 2: City: MECHANICSBURG State: PA Zipcode: 17055

**Payment Information**

Payer: ACKER, WILL & JOANNA County Dist. #: 201401 Check #/Cash: 110  
Address 1: 920 MACDUN DRIVE T/B/C Dist. #: 201401 PAYMENT AMOUNT: \$1,007.64  
Address 2: School Dist. #: City: MECHANICSBURG State: PA Zipcode: 17055

County:	\$527.02	Twp:	\$384.16
Library:	\$34.34	FIRE TAX:	\$48.02
		St Light:	\$0.00
		Fire Hydr:	\$14.10
Tot County:	\$561.36	Tot Twp:	\$446.28
		Tot School:	\$0.00
Grand Total:		\$1,007.64	

\*This is an example of the Reprinted Receipt\*

Diana Wise <b>Athens Township Tax Collector</b> 32896 State Hwy 77 Centerville, PA 16404						
Payor:  ALLISON 20496 ONGLEY RD CENTERVILLE, PA. 16404				Receipt #: 2021-08-30-0001 Payment For Tax Year 2021  DATE: 08/30/2021 		
Owner:  ALLISON, THOMAS H. & SHARON S. 20496 Ongley Rd. Centerville, PA. 16404  Check #/Cash: 1				Control #: 11-0-000136      Bill #: 1 Map #: 1102-028 Athens Township 1102-028-70001 6 Acres & Bldg. 20496 Ongley Rd  Land: 1,350 Impr: 27,621 Total: 28,971		
<b>REAL ESTATE TAX PAYMENT - TAX YEAR 2021</b>						
YEAR	DESCRIPTION	MILLS	FACE	DISCOUNT	PENALTY	TOTAL
2021	COUNTY	21.850	\$639.02		\$63.30	\$696.32
2021	LIBRARY					
2021	TOWNSHIP	3.100	\$89.81		\$4.49	\$94.30
					<b>TOTAL PAYMENT:</b>	<b>\$790.62</b>
Your payment was credited on 08/30/21. (County paid at Penalty. Township paid at Penalty.)   Received Payment: _____ Tax Collector _____  <p style="text-align: center;"><i><u>Thank you for your payment!</u></i></p>						

**Query****Query Taxpayers**

This module allows you to look up information on the taxpayers in your database. There are several methods to look up the data:

Red arrow below

Name  
Situs  
Map#  
Control#  
Bill#

to use this screen enter the type search you want to do, then in the appropriate field enter your criteria and then select the “Search” key to conduct the search.

The screenshot shows the 'Query Tax Collector Master File' window. It has a menu bar with 'File', 'Edit', 'Reports', 'Utilities', 'Scan', 'Printers', and 'Help'. A sidebar on the left contains 'Payments', 'Query', 'Distribution', and 'Reports'. The main area has search criteria fields: 'Name Criteria' (Name), 'Situs Criteria' (Situs), 'Map # Criteria' (Map #), 'Control # Criteria' (Control #), and 'Bill # Criteria' (CT Bill #, SC Bill #). There are 'Search' and 'Search' buttons. Below the criteria is a table titled 'Search Master File' with columns: Control, CT Bill, SC Bill, Name, Situs, Map, Discount, Face, Penalty, C, M, S, P1, P2, P3, Ad, AdH, H/F. At the bottom are buttons: 'Receive Payment', 'Adjust Amount', 'Address Change', 'Print Tax Bill', 'Payment Info', 'Display Amounts', and 'Exit'.

This is an annotated version of the same screenshot. A red arrow points to the 'Search Type' dropdown menu, which is currently set to 'Name'. A bracket groups the 'Name', 'Situs', 'Map #', 'Control #', and 'Bill #' options under the 'Search Type' label.

In the example below I searched by Bill # 1 and the system returned the following results:

Query Tax Collector Master File

Search Type

☐ Name

☐ Control #

☐ Map #

☒ Bill #

Name Criteria

Name:

Control # Criteria

Control #:

Map # Criteria

Map #:

Bill # Criteria

Bill #:

Search

Clear Screen

Print Screen

Sort Criteria

Search Master File

Control	Bill #	Name	Map	Discount	Face	Penalty	C.Pd	M.Pd	S.Pd	P1	P2	P3	Adj	Addr	H/F
000074	1	A & K REAL ESTATE HOLDINGS	04-21-0320-027-	\$3,615.61	\$3,689.40	\$4,058.34									
000376	2	A W SKEBA LLC	03-22-0485-004-	\$11,449.44	\$11,683.10	\$12,851.41									
001165	3	AARESTAD, JAMES H & MARY JC	04-22-0479-024-	\$1,644.34	\$1,677.89	\$1,845.68									
000829	4	AARHUS, ROBERT T & AUDREY	06-19-1645-009-	\$724.27	\$739.05	\$812.95									
502198	5	ABBRUZZESE, JOHN A III	50-21-0324-130-	\$1,142.34	\$1,165.66	\$1,282.23									
000209	6	ABELN, GREGORY B & MARY C	03-21-0320-056A-	\$877.50	\$895.41	\$984.95									
000144	7	ABELN, GREGORY B & MARY C	05-19-1647-147-	\$1,423.05	\$1,452.09	\$1,597.30									
001819	8	ABERMAN, HUGH M & KATHRYN	04-23-0600-081-	\$1,036.23	\$1,057.38	\$1,163.12									
000983	9	ABRAMS, LORNA S	06-20-1798-058-	\$278.39	\$284.08	\$312.48									
000823	10	ABRAMS, RICHARD L	04-21-0322-142-	\$976.15	\$996.07	\$1,095.68									
000060	11	ABU-ALADEH, ANIS	05-19-1647-061-	\$1,197.84	\$1,222.29	\$1,344.52									
000682	12	ACKLEY, CHRISTOPHER W	04-21-0320-640-	\$824.72	\$841.55	\$925.70									
000658	13	ADAMS, ANGELA K & PETER	05-20-1798-214-	\$325.11	\$331.74	\$364.91									
000216	14	ADAMS, DAVID M & BRENDA L	06-19-1641-055-	\$639.67	\$652.72	\$718.00									
000403	15	ADAMS, GLENN R & MARGIE M	06-19-1643-009B-	\$781.58	\$797.53	\$877.23	D	D							
000428	16	ADAMS, GLENN R & MARGIE M	06-19-1643-030-	\$702.03	\$716.36	\$788.00									
000447	17	ADAMS, JAMES L & TERESA M	02-21-0318-060-	\$349.51	\$356.64	\$392.30									
001144	18	ADAMS, JENNIFER	06-20-1798-224-	\$544.44	\$555.56	\$611.13									
001963	19	ADAMS, KATHRYN G	04-23-0602-005-U16---1	\$866.90	\$884.59	\$973.05									

Receive Payment   Adjust Amount   Address Change   Print Tax Bill   Payment Info   Exit

Note that in this screen whatever your selection criteria, the system pulls the records up sorted to the criteria.

This screen provides numerous details and since you can jump to most payment modules, this is a good screen to work from if you have to perform several different functions in a short period of time. Let's look at the details provided in this screen:

Real Estate   Per Capita   Act 169 Report   Utilities   Scan   Printers

Query Tax Collector Master File

Search Type

Name Criteria  
☐ Name  
☐ Control #  
☐ Map #  
☒ Bill #

Name:

Control # Criteria  
Control #:

Map # Criteria  
Map #:  -  -

Bill # Criteria  
Bill #:

Search   Search

Clear Screen   Print Screen

Control	Bill #	Name	Map3	Map4	Map5	Discount	Face	Penalty	C Pd	M Pd	S Pd	P1	P2	P3	Adj	Addr
007315	1	Abbott, Earl L., Jr. & Carol A.	1913	015	70003	\$935.99	\$964.95	\$1,061.45	D	D						
007324	2	Abbott, Earl L., Jr. & Carol A.	1913	015	70012	\$192.26	\$198.19	\$218.01	D	D						
006611	3	Ahola, Joan	1909	003	70001	\$85.09	\$87.72	\$96.50	D	D						
007114	4	Akin, Leonard Bernard	1910	017	70001	\$381.34	\$393.13	\$432.45	D	D						
006590	5	Albert, Nancy C.	1908	007	70002	\$636.61	\$656.30	\$721.93	D	D		F	F	P		
006121	6	Aldrich, Gerald L.	1901	023	70001	\$1,531.64	\$1,579.01	\$1,736.91	D	D						
007129	7	Allen, Thomas T. & Ann G.	1910	027	70001	\$85.09	\$87.72	\$96.50	D	D						
007093	8	Aller, Francene	1910	008	70047	\$192.26	\$198.19	\$218.01	D	D						
006423	9	Ammons, Robert W.	1905	080	70001	\$422.31	\$435.37	\$478.91								
006310	10	Anderson, Jane M.	1905	033	70001	\$40.98	\$42.24	\$46.47	D	D						
006311	11	Anderson, Jane M.	1905	034	70001	\$167.03	\$172.20	\$189.43	D	D						
006316	12	Anderson, Jane M.	1905	038	70002	\$40.98	\$42.24	\$46.47	D	D						
007053	13	Anderson, Keith A. & Tiffany G.	1910	003	70001	\$40.98	\$42.24	\$46.47	F	F						
007025	14	Anderson, Richard A. & Joanne E.	1909	034	70127	\$532.61	\$549.08	\$604.00	D	D						
007335	15	Angelo, Donald J., Jr.	1913	018	70007	\$560.27	\$577.60	\$635.36	D	D						
056638	16	Angelo, Donald J., Jr.	1913	020	70002	\$340.36	\$350.89	\$385.98	D	D						
007341	17	Angelo, Michael	1913	019	70001	\$1,764.86	\$1,819.44	\$2,001.38	D	D	I	F	P	P		
007342	18	Angelo, Michael	1913	020	70001	\$85.09	\$87.72	\$96.50	D	D						
057887	19	Ankenbauer, Glenda & Brielle Lynn	1907	040	70005	\$233.21	\$240.43	\$264.47	D	D						

Receive Payment   Adjust Amount   Address Change   Print Tax Bill   Payment Info   Exit

**Bold Area** – indicates payment and what units were paid

**Bold Area** – indicates adjustments applied to parcel

Real Estate   Per Capita   Act 169 Report   Utilities   Scan   Printers

Query Tax Collector Master File

Search Type

☐ Name   Name Criteria:

☐ Control #   Control #:

☐ Map #   Map # Criteria:

☒ Bill #   Bill # Criteria:

Search   Search

Clear Screen   Print Screen

Search Master File																
Control	Bill #	Name	Map3	Map4	Map5	Discount	Face	Penalty	C Pd	M Pd	S Pd	P1	P2	P3	Adj	Addr
058356	143	Brooks, Brian A. & Amy Chronister E	1911	024	70002	\$1,822.65	\$1,879.02	\$2,066.94	D	D						
006582	144	Brothers, Thomas E. & Kathleen B.	1908	003	70001	\$1,065.22	\$1,098.16	\$1,207.97	D	D						
006583	145	Brothers, Thomas E. & Kathleen B.	1908	003	70002	\$214.30	\$220.93	\$243.02	D	D						
006585	146	Brothers, Thomas E. & Kathleen B.	1908	004	70002	\$126.06	\$129.96	\$142.96	D	D						
006577	147	Brown, Jane L. & Thomas D.	1907	055	70001	\$1,232.25	\$1,270.36	\$1,397.40								
006180	148	Brown, Jean	1903	003	70001	\$1,701.82	\$1,754.46	\$1,929.91	D	D						
007126	149	Brown, Levi E. & Shirley A.	1910	025	70001	\$1,021.10	\$1,052.68	\$1,157.95								
006318	150	Brown, Raymond T.	1905	039	70001	\$63.03	\$64.98	\$71.48	D	D						
006255	151	Brown, Raymond T. & Carol A.	1905	002	70001	\$148.12	\$152.70	\$167.97	D	D						
006256	152	Brown, Raymond T. & Carol A.	1905	002	70002	\$1,129.20	\$1,164.12	\$1,280.54	D	D						
006273	153	Brown, Raymond T. & Carol A.	1905	013	70001	\$1,106.19	\$1,140.40	\$1,254.44	D	D						
007106	154	Brown, Robert T. & Sarah J.	1910	011	70007	\$2,309.68	\$2,381.12	\$2,619.23							A	
070038	155	Brown, Sherry	1910	025	70003	\$980.13	\$1,010.44	\$1,111.49								
006983	156	Brumbaugh, Norman & Margaret	1909	034	70084	\$255.29	\$263.17	\$289.49	D	D						
006987	157	Brumbaugh, Norman A. & Margaret	1909	034	70088	\$107.16	\$110.47	\$121.52	D	D						
006988	158	Brumbaugh, Norman A. & Margaret	1909	034	70089	\$85.09	\$87.72	\$96.50	D	D						
006961	159	Bryan, James & Ruth	1909	034	70062	\$466.43	\$480.85	\$528.93	D	D						
006956	160	Bryan, James A. & Ruth A.	1909	034	70057	\$85.09	\$87.72	\$96.50	D	D						
006751	161	Buchan, Larry Allen, Lee Michael, &	1909	032	70011	\$40.98	\$42.24	\$46.47								

Receive Payment   Adjust Amount   Address Change   Print Tax Bill   Payment Info   Exit



**Bold Area** – indicates address change applied to parcel

Real Estate   Per Capita   Act 169 Report   Utilities   Scan   Printers

Query Tax Collector Master File

Search Type

☐ Name   ☐ Control #   ☐ Map #   ☒ Bill #

Name Criteria: Name:

Control # Criteria: Control #:

Map # Criteria: Map #:  -  -

Bill # Criteria: Bill #:

Search   Search

Clear Screen   Print Screen

Search Master File																
Control	Bill #	Name	Map3	Map4	Map5	Discount	Face	Penalty	C Pd	M Pd	S Pd	P1	P2	P3	Adj	Addr
006898	100	Bolharsky, Walter A.	1909	033	70107	\$1,254.31	\$1,293.10	\$1,422.41								
058826	101	Bolharsky, Walter A.	1909	033	70111	\$214.30	\$220.93	\$243.02								
007229	102	Bortles, James R. & Terri E.	1911	049	70003	\$2,956.14	\$3,047.56	\$3,352.31	D	D						
006089	103	Bortnick, Donald L. & Judy A.	1901	002	70002	\$636.61	\$656.30	\$721.93								A
006092	104	Bortnick, Donald L. & Judy A.	1901	003	70003	\$636.61	\$656.30	\$721.93								A
006094	105	Bortnick, Donald L. & Judy A.	1901	005	70001	\$255.29	\$263.17	\$289.49								A
006142	106	Bortnick, Donald L. & Judy A.	1901	035	70001	\$469.58	\$484.10	\$532.52								A
006254	107	Bortnick, Donald L. & Judy A.	1905	001	70002	\$895.03	\$922.72	\$1,014.99								A
006269	108	Bortnick, Donald L. & Judy A.	1905	011	70001	\$255.29	\$263.17	\$289.49								A
006106	109	Bortnick, Donald L. & Judy Ann	1901	012	70001	\$1,402.44	\$1,445.81	\$1,590.40								A
006107	110	Bortnick, Donald L. & Judy Ann	1901	013	70001	\$40.98	\$42.24	\$46.47								A
006108	111	Bortnick, Donald L. & Judy Ann	1901	013	70002	\$488.49	\$503.60	\$553.97								A
006113	112	Bortnick, Donald L. Sr., & Judy Ann	1901	016	70002	\$214.30	\$220.93	\$243.02								A
006097	113	Bortnick, Donald Lynn & Judy Ann	1901	007	70001	\$296.25	\$305.41	\$335.95								A
006098	114	Bortnick, Donald Lynn & Judy Ann	1901	008	70001	\$362.43	\$373.64	\$411.01								A
006109	115	Bortnick, William G. & Cynthia L.	1901	013	70003	\$999.02	\$1,029.93	\$1,132.93	D	D						
006530	116	Bortnick, William G. & Cynthia L.	1907	028	70002	\$532.61	\$549.08	\$604.00	D	D						
006593	117	Bowser, Edwin F.	1908	009	70002	\$1,723.89	\$1,777.20	\$1,954.92	D	D						
006757	118	Bowser, Richard S. & Donna L.	1909	032	70017	\$40.98	\$42.24	\$46.47	D	D						

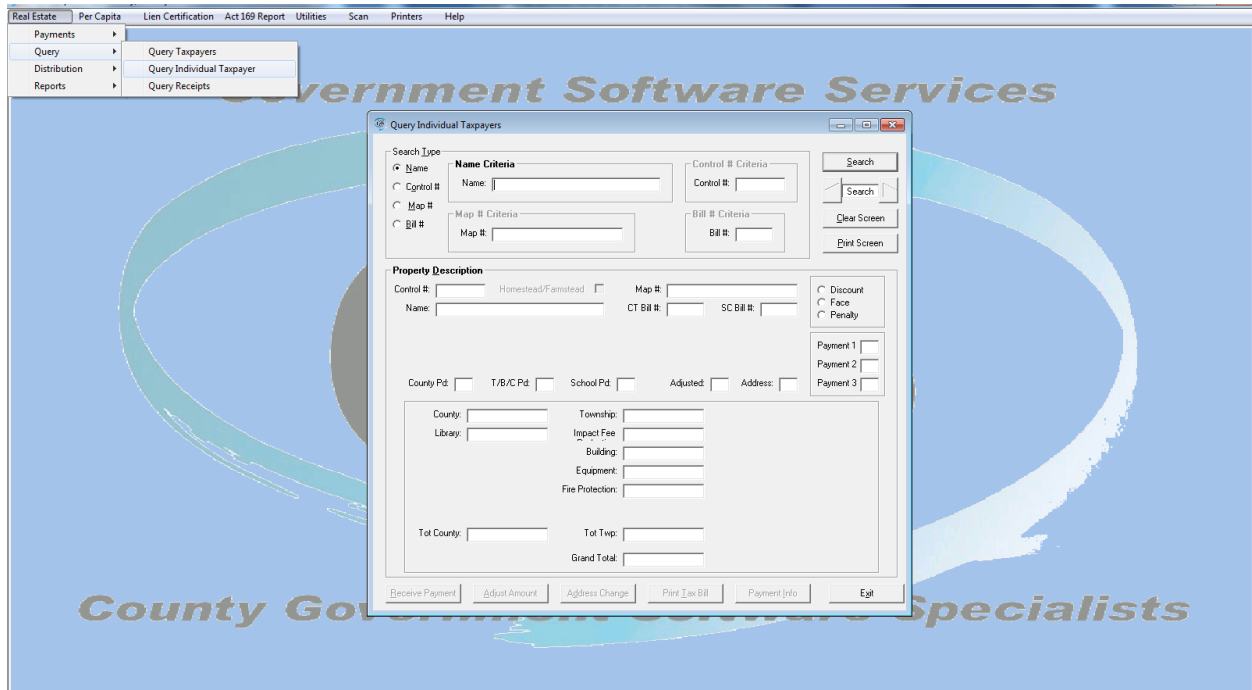
Receive Payment   Adjust Amount   Address Change   Print Tax Bill   Payment Info   Exit

The Query Screen gives you the ability to jump to other modules directly. You can:

Receive Payments, Adjust Amount, Address Change, Print Tax Bill, and view any Payment Information details. Please see the appropriate directions elsewhere in this manual that explain each function. The Payment Information button will provide detail on receipts, dates payments were credited, check numbers etc.... This is useful when speaking to mortgage companies, banks, and the taxpayer if they call about a particular parcel.

## Query Individual Taxpayer

This module is similar to the last except it shows detail for one taxpayer at a time. Searching is done the same as the Query Taxpayer module. This module also lets you select periods so that you can see payment amounts for each period (red arrow).



**Query Individual Taxpayers**

**Search Type**

☒ Name **Name Criteria** Name:

☐ Control # **Control # Criteria** Control #:

☐ Map # **Map # Criteria** Map #:

☐ Bill # **Bill # Criteria** Bill #:

**Search** **Search** **Clear Screen** **Print Screen**

**Property Description**

Control #:  Homestead/Farmstead ☐ Map #:

Name:  CT Bill #:  SC Bill #:

County Pd: ☐ T/B/C Pd: ☐ School Pd: ☐ Adjusted: ☐ Address:

County:  Township:

Library:  Impact Fee:

Building:

Equipment:

Fire Protection:

Tot County:  Tot Twp:

Grand Total:

☐ Discount ☐ Face ☐ Penalty

Payment 1 ☐

Payment 2 ☐

Payment 3 ☐

**Receive Payment** **Adjust Amount** **Address Change** **Print Tax Bill** **Payment Info** **Exit**

## Query Receipts

This module allows you to search quickly for receipts and take all necessary actions involving them. The query receipts module has several columns of information focused just on receipts. Let's take a look at them:

**Bold Area** - indicates the payment amount of each receipt.

**Note:** The Payment column does not show adjusted amounts, it only reflects the original amount loaded to the database when it was issued by the county.

Query Real Estate Tax Receipts

Search Type

☐ Search By Receipt #   
 ☐ Search By Date   
 ☒ Search By Name   
 ☐ Search By Control #   
 ☐ Search By Map #

Receipt Number:    
 Date Received:    
 Name Criteria:    
 Control # Criteria:    
 Map # Criteria:

Receipt #:    
 Date Received:    
 Name:    
 Control #:    
 Map #:

Search Master File

Control	Bill #	Name	Map	Receipt Number	Payment	Date	Voided	C Pd	M Pd	S Pd	P1	P2	P3
000766	6166	135 ASSOCIATES LLC	02-21-0320-017-	201003280001	\$692.03	3/28/2010	3/28/2010	D	D				
000403	15	ADAMS, GLENN R & MARGIE M	06-19-1643-009B-	201004060006	\$781.58	4/5/2010		D	D				
000565	45	ADLER, J MICHAEL	05-20-1798-118B-	201003280002	\$336.98	3/28/2010		D	D				
000567	46	ADLER, J MICHAEL	05-20-1798-118D-	201003280003	\$362.34	3/28/2010	4/6/2010	D	D				
001610	99	ALLIANCE HOME OF CARLISLE PA	04-22-0483-131-	201003280004	\$11,449.44	3/28/2010		D	D				
505268	100	ALLISON, EDWARD W JR	06-18-1371-002-U215	201003280005	\$548.55	3/28/2010		D	D				
000230	123	ANACAN, CAROLYN	02-20-1800-213-	201004060008	\$392.84	4/6/2010		D	D				
000487	234	BAKER, BARABRA L	05-20-1798-036-	201004060007	\$554.70	4/6/2010		D	D				

Search

Search

Clear Screen

Print Screen

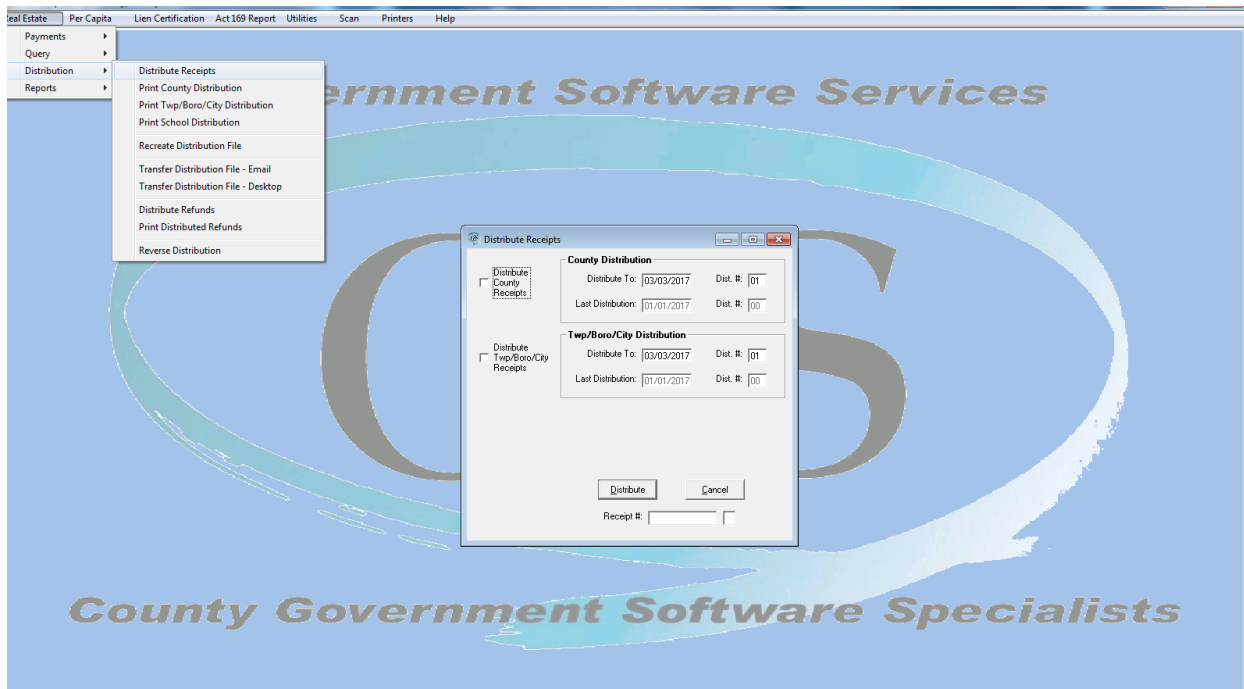
Void Receipt

Reprint Receipt

Exit

## ***Distribution***

This module takes your database information and applies it to the separate taxing entities. It also records the number of distributions you make and all disbursement detail for each distribution. Per request of the MONTAIG County Tax Collectors, this module was modified to allow separate distributions to occur for each taxing entity. This allows the tax collector to match a distribution with a check for turn-in.



## Distribute Receipts

Let's take a look at the first selection in the module. As you can see by the screen below you must specify what dates to distribute to for each taxing entity. The distribution numbers (Dist. # on the screen) are automatically loaded by the system so you will not need to enter those. On the left side of the screen you can select or de-select the taxing entities that a distribution applies to.

**Distribute Receipts**

☒ Distribute County Receipts

☐ Distribute Twp/Boro/City Receipts

**County Distribution**

Distribute To: 04/16/2014 Dist. #: 03

Last Distribution: 03/14/2014 Dist. #: 02

**Twp/Boro/City Distribution**

Distribute To: 04/16/2014 Dist. #: 03

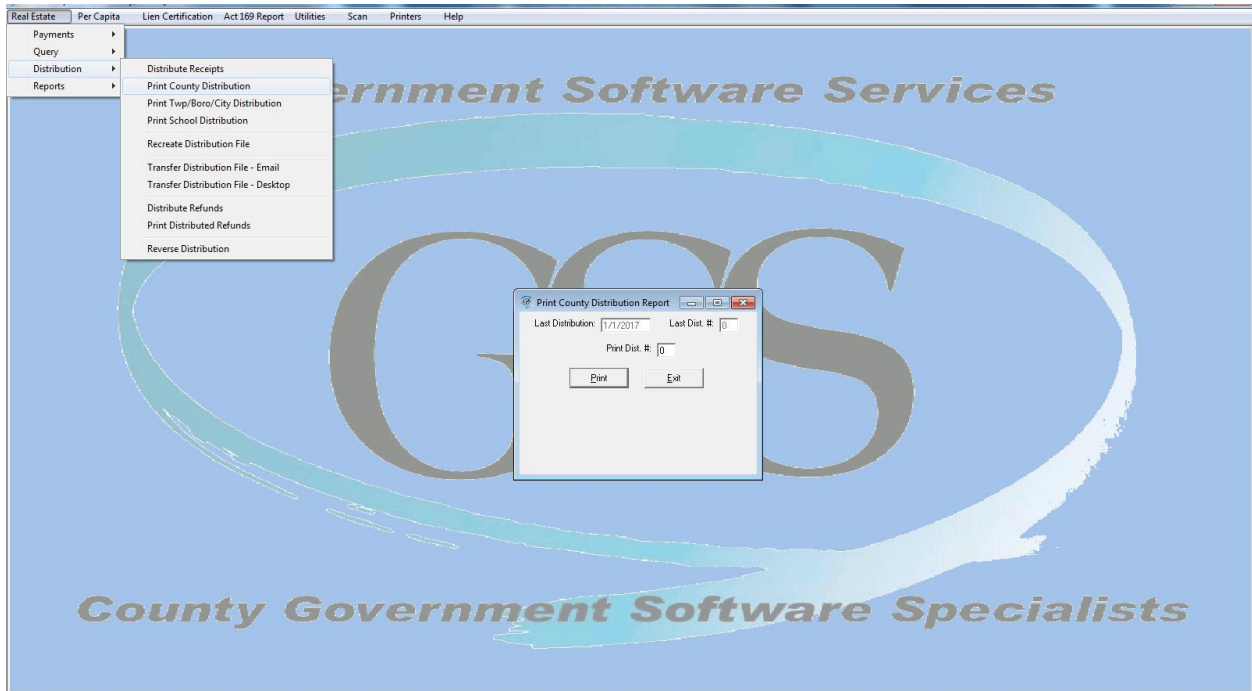
Last Distribution: 03/14/2014 Dist. #: 02

Receipt #:  ☐

**NOTE:** You can change the Distribution # back by 1 to extend a distribution. Example is that you could change the Dist # for the Township to 01 in this screen. Therefore if you ran a distribution but did not have time to turn it in, you could run the same distribution for different dates by setting the Dist# back.

The next three modules:

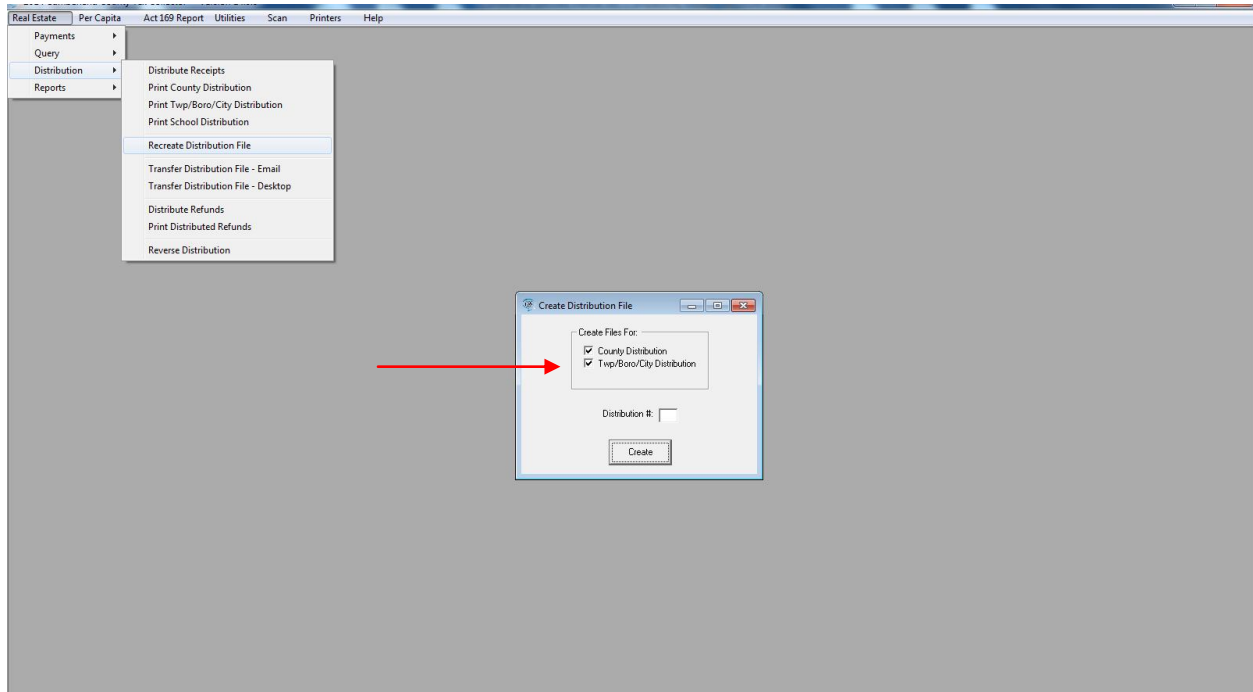
**Print County Distribution, Print Twp/City/Boro, Print School Distribution**, are very limited and identical except they address taxing entities individually. For the purpose of brevity I will only address one; the process is replicated for the remaining two entities.



Also you may now select the Preview of the Distribution report and review the report on your system before you print it!

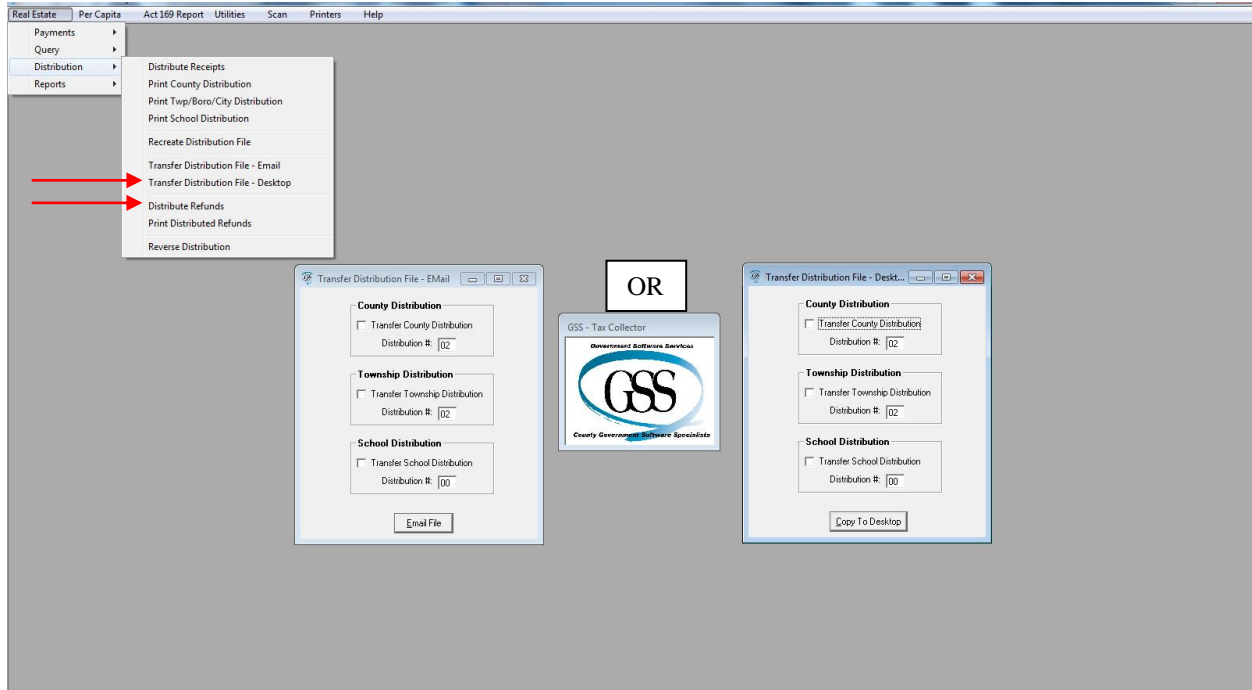
## Recreate Distribution File

This module recreates your distribution file. Enter in the desired Distribution # and hit Create. Select or deselect the municipality you will be creating the distribution for (red arrow).



## Transfer Distribution File

This module allows you to transfer files to email or desktop. The process for both is the same. Select the taxing entity that you want to transfer and then select the “Distribute” button on the bottom of the screen. This module will become important once the Treasurer receives the Collection Module. Then you will turn in a distribution report and bring in a disk with the data.





## Distribute Refunds

In the Receive Payments module you learned that you can apply refunds. This screen can be used if you don't apply the refund at the time of payment receipt.

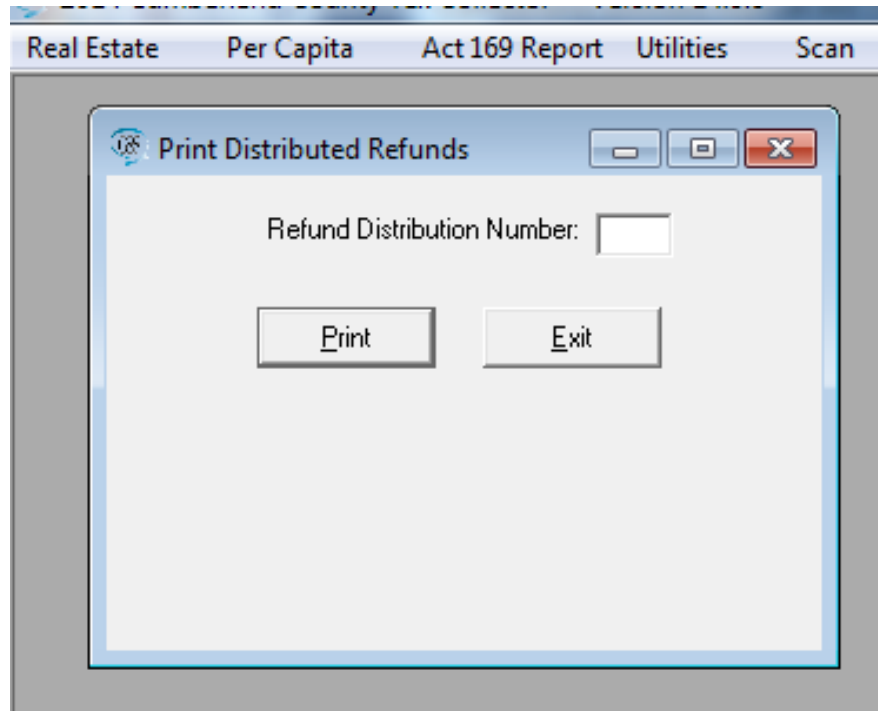
The screenshot shows a software application window with a menu bar (Real Estate, Per Capita, Act 169 Report, Utilities, Scan, Printers, Help) and a menu. The 'Distribution' menu is open, showing options like 'Distribute Receipts', 'Print County Distribution', 'Print Twp/Boro/City Distribution', 'Print School Distribution', 'Recreate Distribution File', 'Transfer Distribution File - Email', 'Transfer Distribution File - Desktop', 'Distribute Refunds', 'Print Distributed Refunds', and 'Reverse Distribution'. The 'Distribute Refunds' option is selected, opening a dialog box.

The 'Distribute Refunds' dialog box has the following fields and controls:

- Control #:
- Map #:
- BB #:
- Aq #:
- Refund Amount:
- REFUND DISTRIBUTION #:
- Name:
- Address 1:
- Address 2:
- City:
- State:
- Zipcode:
- Reason for Refund:
- A button labeled 'DISTRIBUTE REFUNDS'.
- A button labeled 'Cancel'.

## Print Distributed Refunds

In this screen you will put in a refund distribution to run. The distributions here are tied to the distributions you create to distribute receipts.



**Note:** You may now preview the distributed refunds on your system before printing them!

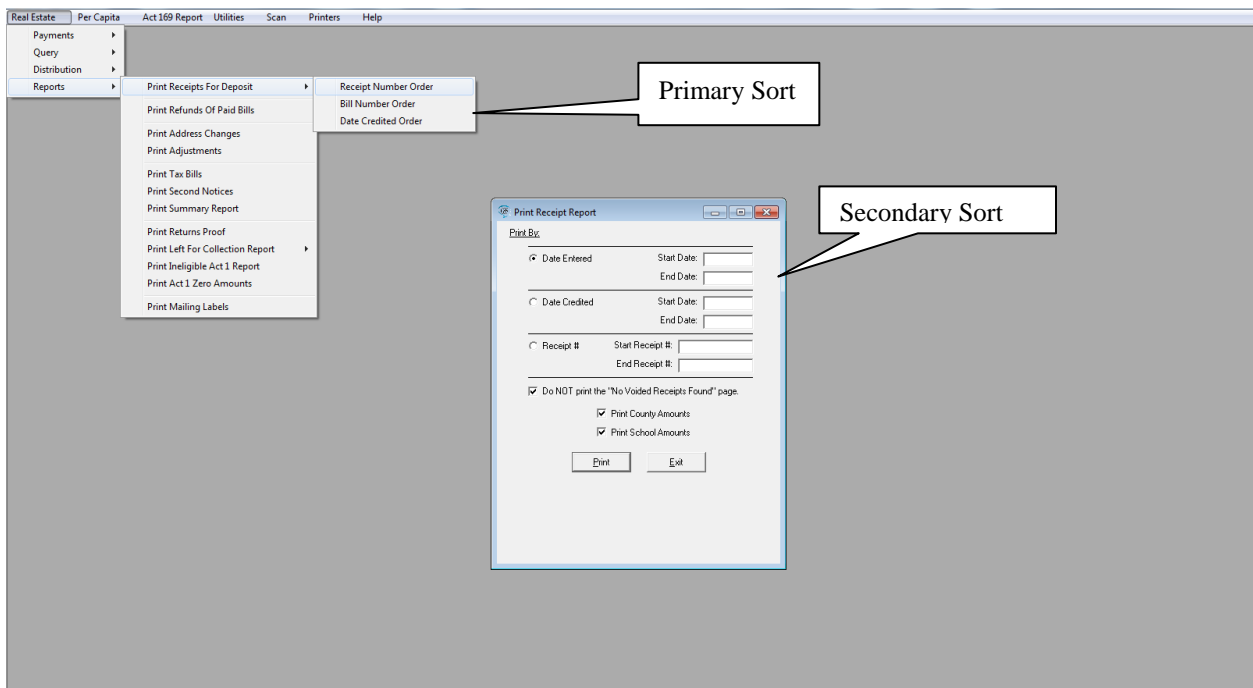
Once you enter a distribution number and hit the “OK” button the distribution will run. This will bring up several fields and you will see data scrolling through the fields. When finished the “Print Distributed Refunds” window will display. Click the “OK” button to finish the transaction

## Reports

This is one of the largest modules in the program since reporting to several entities is required. However, the reports to the taxing entities are the same except the titles, or they are contained in one report.

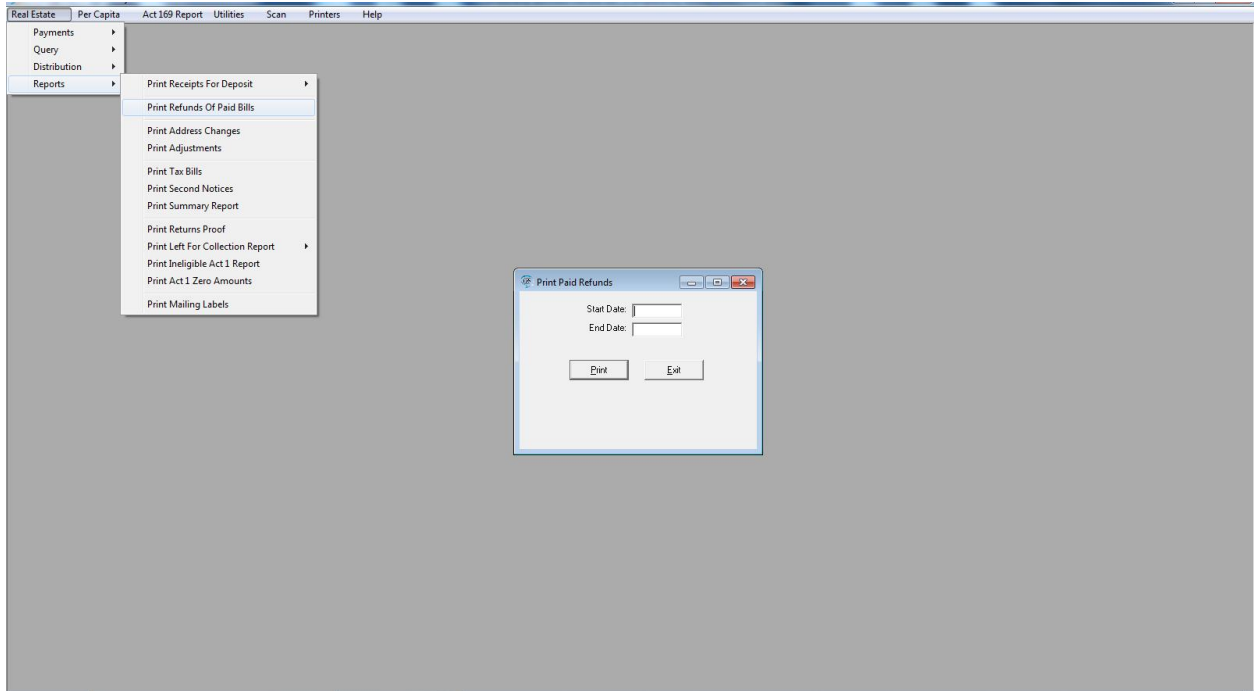
### ***Print Receipt for Deposit Report***

There are three primary sorts available for this report and three sub-sorts. This allows you to pick the type of report and then sort to your liking. I would suggest that you don't use Date Credited format to turn in to a banking facility. This report is used to report the turn-in of funds a bank. Even if you don't use this report at the banking facility you should balance your deposit to it. This will ensure that all payments are in the database.



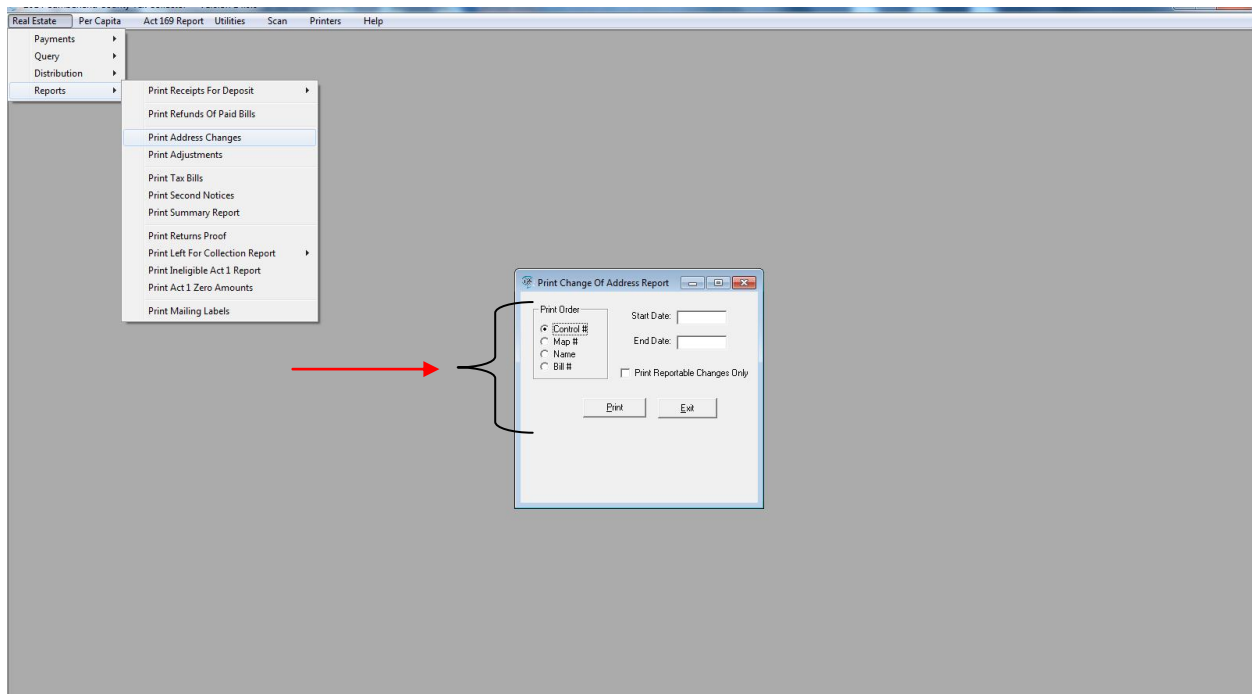
## ***Print Refunds of Paid Bills***

This module allows you to print the Paid Refunds Report. This runs by starting and ending dates.



## ***Print Address Change***

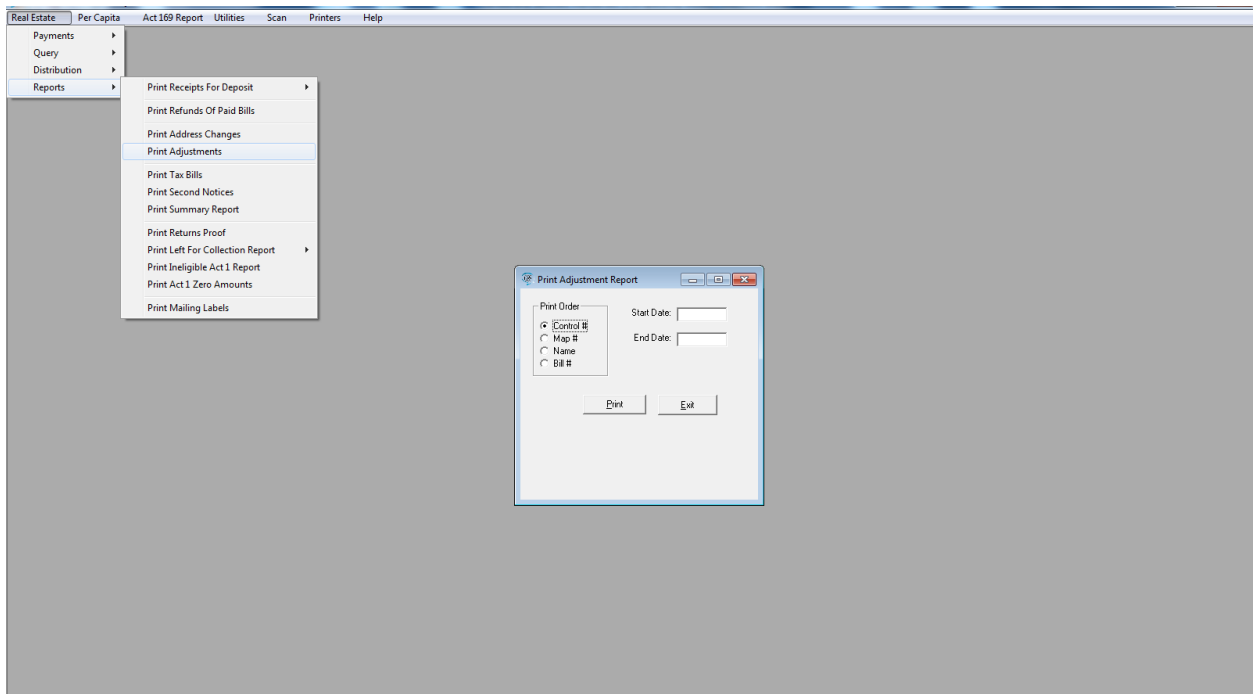
This is a simple report but plays an important part of the overall system. It provides the mechanism to report changes to the Assessment Office based upon the reports to you from the U.S. Postal Service. The report can be sorted in several different formats (red arrow) and runs by starting and ending dates. When you are running this report the properties that have changes will be seen scrolling through the field at the bottom of the screen. You can print all address changes or just the reportable (legal) changes by selecting the box “Print Reportable Changes Only”.



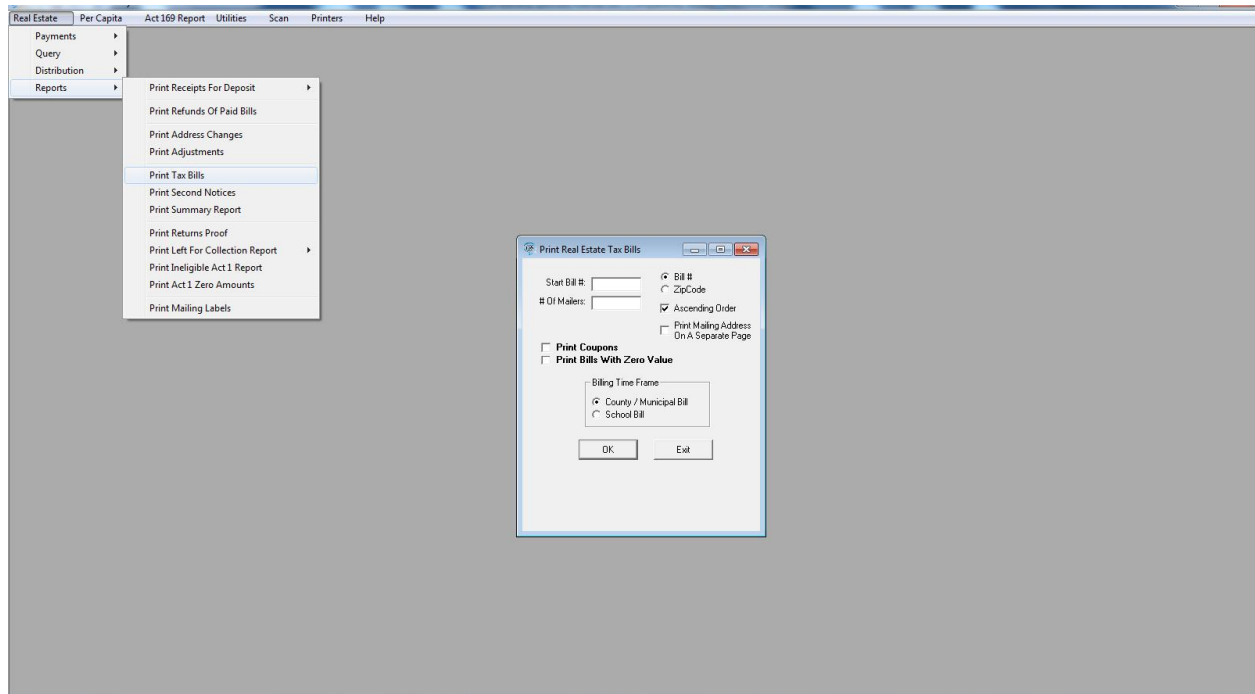
## ***Print Adjustments***

This report records the changes received from the Assessment Office. Just like the Address Changes above, the report can be sorted in several different formats and runs by starting and ending dates.

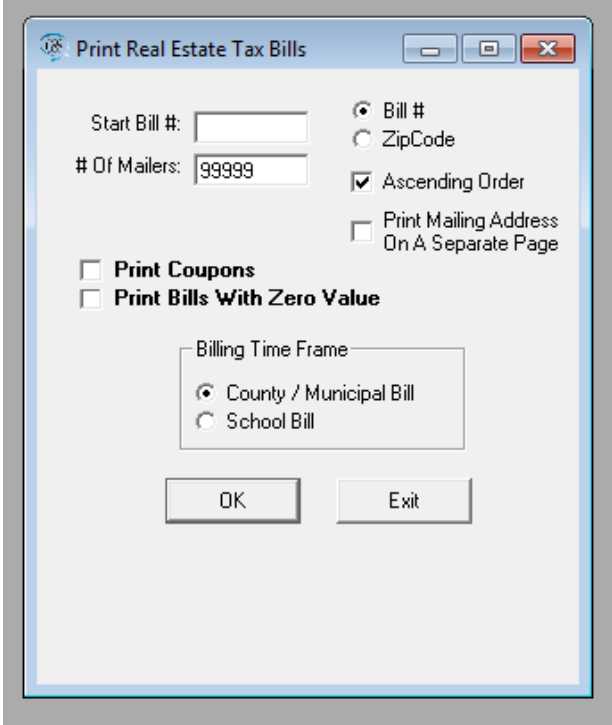
## Print Tax Bills



This module has a slightly different selection screen as seen below. Note that this query for reports is driven by either Bill # or Zip code. This affects the order in which the printing is done, this does not affect the range selection which is done by Bill # and ends by specifying the # of Mailers (Quantity) that you want to print. Bills can be printed in Ascending Order or Descending order by choosing the block next to Ascending Order or not. The default for the software is to print them in Ascending Order. The Billing Time Frame selection is very important. **The system automatically selects Early Billing before July 1<sup>st</sup>, and late Billing after that date.** It gets that information from your computer automatically! So be sure you verify that the correct time frame is selected.



The Margin field is used mostly by GSS on their production machines. I recommend that you leave this field alone. To print your entire district, just enter a number in # of Mailers that is higher than the total number of parcels you have in the district. I use 99999 when printing the entire county.



The image shows a Windows-style dialog box titled "Print Real Estate Tax Bills". It contains several input fields and checkboxes. The "Start Bill #" field is empty. The "# Of Mailers:" field contains the value "99999". There are two radio buttons: "Bill #" (selected) and "ZipCode". There are two checkboxes: "Ascending Order" (checked) and "Print Mailing Address On A Separate Page" (unchecked). Below these are two more checkboxes: "Print Coupons" and "Print Bills With Zero Value", both of which are unchecked. A "Billing Time Frame" section contains two radio buttons: "County / Municipal Bill" (selected) and "School Bill" (unchecked). At the bottom are "OK" and "Exit" buttons.

Print Real Estate Tax Bills

Start Bill #:

# Of Mailers:

☒ Bill #  
☐ ZipCode

☒ Ascending Order  
☐ Print Mailing Address On A Separate Page

☐ Print Coupons  
☐ Print Bills With Zero Value

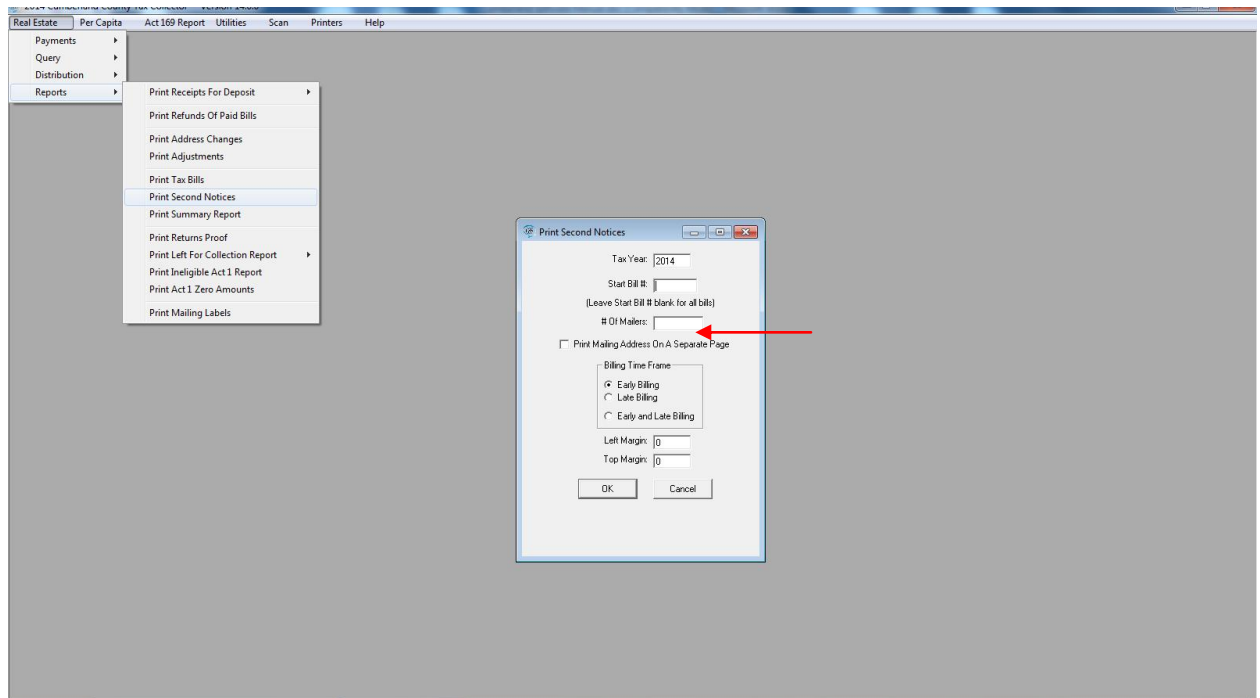
Billing Time Frame  
☒ County / Municipal Bill  
☐ School Bill

OK Exit



## Print Second Notices

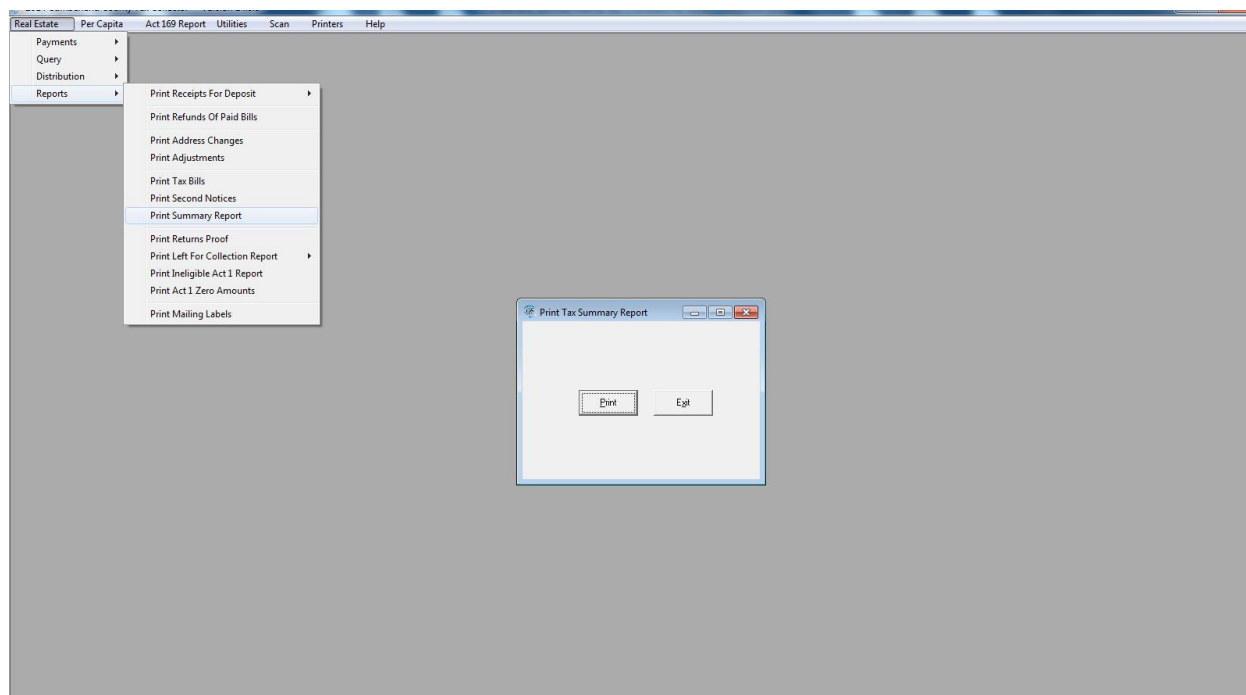
Changed for 2008 the 2<sup>nd</sup> Notices are now a letter that prints out. This reduces the number of printed pages and contains the legally required verbiage in 18 pitch font that the state mandated. Below is the path to the module:



The module in all other respects looks much like the print tax bills module. However, in this module **do not enter a Bill #**, just the number of mailers as red arrow indicates, (remember to do your whole district specify a number larger than the total bills in your district!). **You now also may choose between three options for printing: early, late, and both combined. The combined option is useful if wanting to notify owners in December of all remaining unpaid taxes,**

## Print Summary Report

This module provides the Summary Report

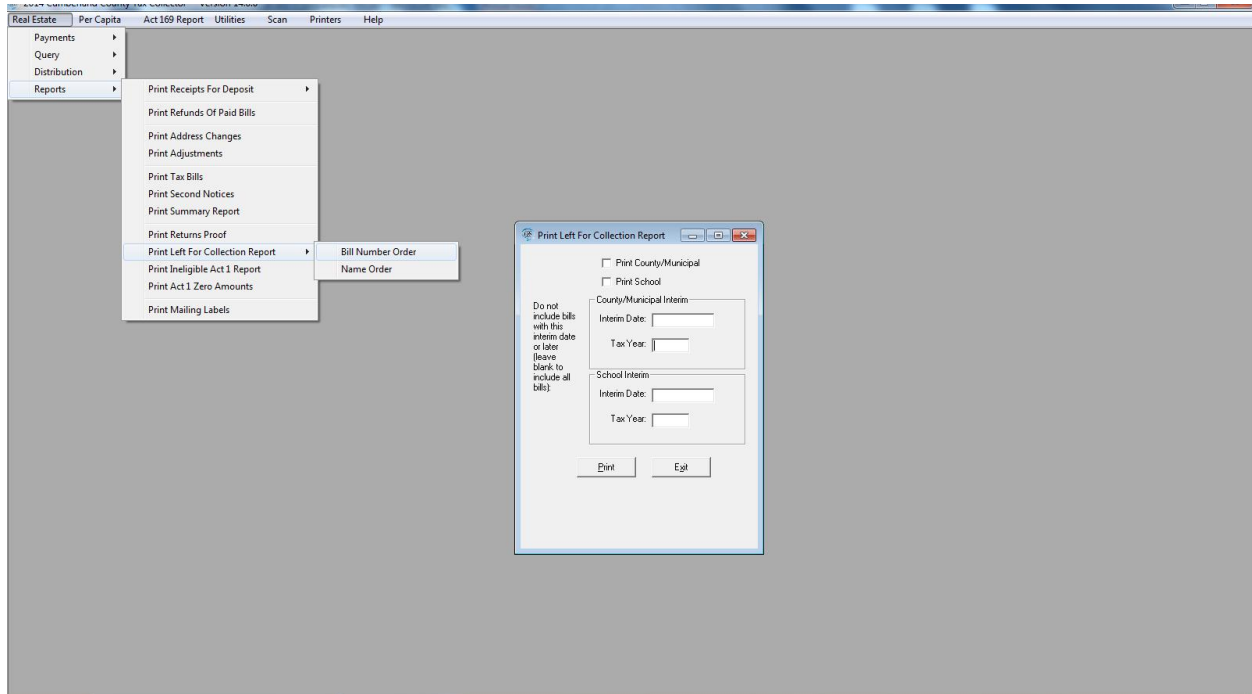


\*Sample page of Summary report\*

42 TOWNSHIP OF UPPER ALLEN		Tax Collector Real Estate Balance Summary Report For COUNTY			Page: 1
04/17/2014		Number Of Bills	Taxes At Face	Discounts Allowed	Penalties Collected
Tax Duplicate As Originally Billed - Taxable		7,050	\$4,070,621.65		
Tax Duplicate As Originally Billed - Non Taxable		(77)			
New Bills Added To Tax Duplicate		0	\$0.00		
Adjustments Made To Tax Duplicate			-\$62.27		
Bills Exonerated From Tax Duplicate		-1	-\$330.71		
Current Net Duplicate Total To Be Collected		7,049	\$4,070,228.67		
Receipts Taken					
	Face	0	\$0.00		
	Discount	782	\$374,491.06	-\$7,489.90	
	Penalty	0	\$0.00		\$0.00
Voided Receipts					
	Face	0	\$0.00		
	Discount	-2	-\$1,317.00	\$26.34	
	Penalty	0	\$0.00		\$0.00
Current Net Receipts Taken		780	\$373,174.06	-\$7,463.56	\$0.00
Exonerated Bills Marked As Paid (Zero Value)		0			
Current Duplicate Balance Yet To Be Collected		6,269	\$3,697,054.61		
Receipts Reported As Distributed					
	Face	0	\$0.00		
	Discount	554	\$266,685.01	-\$5,333.82	
	Penalty	0	\$0.00		\$0.00
Voided Receipts Reported As Distributed					
	Face	0	\$0.00		
	Discount	-2	-\$1,317.00	\$26.34	
	Penalty	0	\$0.00		\$0.00
Current Net Receipts Disbursed		552	\$265,368.01	-\$5,307.48	\$0.00
Receipts Yet To Be Disbursed		228	\$107,806.05		

## ***Print Left for Collection Report***

This is the report you will turn in to the Treasurer Office when you settle for Delinquent Taxpayers. You will find a utility (described in the manual in the Utilities chapter) that creates a file that imports the data to the county system. The path below is how to select the report.



This is an example of what the end product looks like, the last page provides totals by Taxing entity (County, Township, School) and shows total face and Penalty for each:

11-0 Athens Township Diana Wise		CRAWFORD COUNTY, PENNSYLVANIA REAL ESTATE LEFT FOR COLLECTION REPORT FOR TAX YEAR 2021 FULL PAYMENTS					Page: 51 09/30/2021
Map Number Name and Address	Control Number Property Description	R/E	Assessed Value	Unpaid Face	Unpaid Penalty	Total	
1105-01310001 WISE, CHARNICK R & DIANA 22998 State Hwy 77 Clematville, PA 16804	11-0-000292 1105-0131 Lot & Bldg	County R/E Twp R/E	8750 8750	191.19 27.13	19.12 1.38	210.31 28.51	
1105-02310005 WISE, CHARNICK R & DIANA L. 22998 State Hwy 77 Clematville, PA 16804	11-0-000129 1105-0231 Lot & Bldg	County R/E Twp R/E	32750 32750	727.44 104.83	73.74 5.23	811.18 109.98	
1105-00510002 WISE, CHARNICK R & DIANA L. 22998 State Hwy 77 Clematville, PA 16804	11-0-000191 1105-0051 Lot	County R/E Twp R/E	350 350	7.85 1.39	.77 .05	8.62 1.44	
1105-00510001 WISE, DIANA HOLCOMB & CHARNICK 22998 State Hwy 77 Clematville, PA 16804	11-0-000190 1105-0051 13.78 Acres & Bldg	County R/E Twp R/E	34719 34719	758.59 107.83	75.99 5.38	834.45 113.21	
1105-00510001 WISE, DIANA HOLCOMB & CHARNICK 22998 State Hwy 77 Clematville, PA 16804	11-0-000192 1105-0051 Lot	County R/E Twp R/E	850 850	14.21 2.02	1.43 .10	15.64 2.12	
1101-04410001 WOOD, ADRIAN L. 21140 S. Brown Hill Rd Clematville, PA 16804	11-0-000003 1101-0441 1 Acre & Bldg	County R/E Twp R/E	28300 28300	576.88 81.03	57.47 4.08	632.13 85.11	
1105-02510005 WOODLEY, GEORGE H. 26323 State Hwy 8 Clematville, PA 16804	11-0-070001 1105-0251-A 1.475 Acres & Bldg	County R/E Twp R/E	3857 3857	79.91 11.54	8.00 .57	87.91 11.91	
1101-02510002 WOODS, RONALD W & KATHY Y 19998 S Brown Hill Rd Clematville, PA 16804	11-0-000007 1101-0251 12.67 Acres & Bldg	County R/E Twp R/E	33982 33982	765.77 111.48	78.58 5.97	844.35 117.45	
112499 WOODS, RONALD W & KATHY Y 19998 S Brown Hill Rd Clematville, PA 16804	11-0-112499 1101-0251-A 32.68 Acres	County R/E Twp R/E	2962 2962	64.72 9.18	6.48 .48	71.20 9.66	
1101-01410001 WOODS, RONALD W & MCENTHRE, KAT 19998 S Brown Hill Rd Clematville, PA 16804	11-0-000004 1101-0141 2 Acres & Bldg	County R/E Twp R/E	14879 14879	325.74 45.50	32.08 2.28	362.82 47.78	
1101-02510001 WOODLEY, SUSAN R. 25940 Linn County Road Clematville, PA 16804	11-0-000002 1101-0201 8 Acres & Bldg	County R/E Twp R/E	15584 15584	340.51 48.31	34.05 2.42	374.56 50.73	
1104-05410005 WOLFEN, JOSEPH G & ANDERSON, J 35317 Jones Rd Clematville, PA 16804	11-0-000051 1104-0541 1.28 Acres & Bldg	County R/E Twp R/E	48483 48483	1,059.58 150.33	105.96 7.32	1,165.54 157.65	
Page Totals: 12		County R/E Twp R/E	4,894.97 750.17	493.54 35.02	5,428.51 785.19		

11-0 Athens Township  
Diana Wise

CRAWFORD COUNTY, PENNSYLVANIA  
REAL ESTATE  
LEFT FOR COLLECTION REPORT FOR TAX YEAR 2021  
ALL PAYMENTS - TOTALS

Page: 55  
09/30/2021

Map Number Name and Address	Control Number Property Description	R/E Tax	Assessed Value	Unpaid Face	Unpaid Penalty	Total
District Totals: 618		County R/E Twp R/E		201,787.53 26,851.04	20,181.18 1,431.78	221,938.69 28,282.82
Number Of Returns:	County	Township	School	Totals		
Face:	618	618	0	230,426.57		
Penalty:	201,787.53	26,851.04	.00	228,638.57		
Totals:	20,181.18	1,431.78	.00	21,612.94		
	221,978.89	30,082.82	.00	252,061.71		
Face:	County	Library	Totals			
Penalty:	195,331.83	6,485.96	201,817.79			
Totals:	20,181.18	847.18	21,028.36			
	214,865.83	7,113.06	221,978.89			

There are now 2 sections to this report, the Full Payment section and the Installment Payment section. The Installment Payment Section only deals with returns on School where the taxpayer elected and made payments under the Act 1 program. We broke this out so that auditors can separate reporting based upon the selected program the taxpayer followed. Each of the two sections is totaled individually and then the final page of the report shows the Grand Totals.

**Ineligible Act 1 Report:**

This report shows taxpayers who elected to make payments under the Act 1 program but were late with payments by more than 10 days on 2 or more payments. This will not cause the taxpayer to be ineligible for the installment payment program in 2008 since they have to be late on more than 2 payments (would require a school district to allow 4 payments instead of 3). However we did include some data on this report that both you and the School District should find interesting. Your total number of properties registered as Act 1 Eligible; the number paying by installments; the number of those using installments that are late with 2 or more payments by 10 days or more (will be changed for next year) and the resulting percentage of late payers.

District 65-0  
Vernon Township

School Installment Late Payer Report  
(Denial Of Priveleges For Next Year)

Page: 1  
2007-2008 Fiscal Year

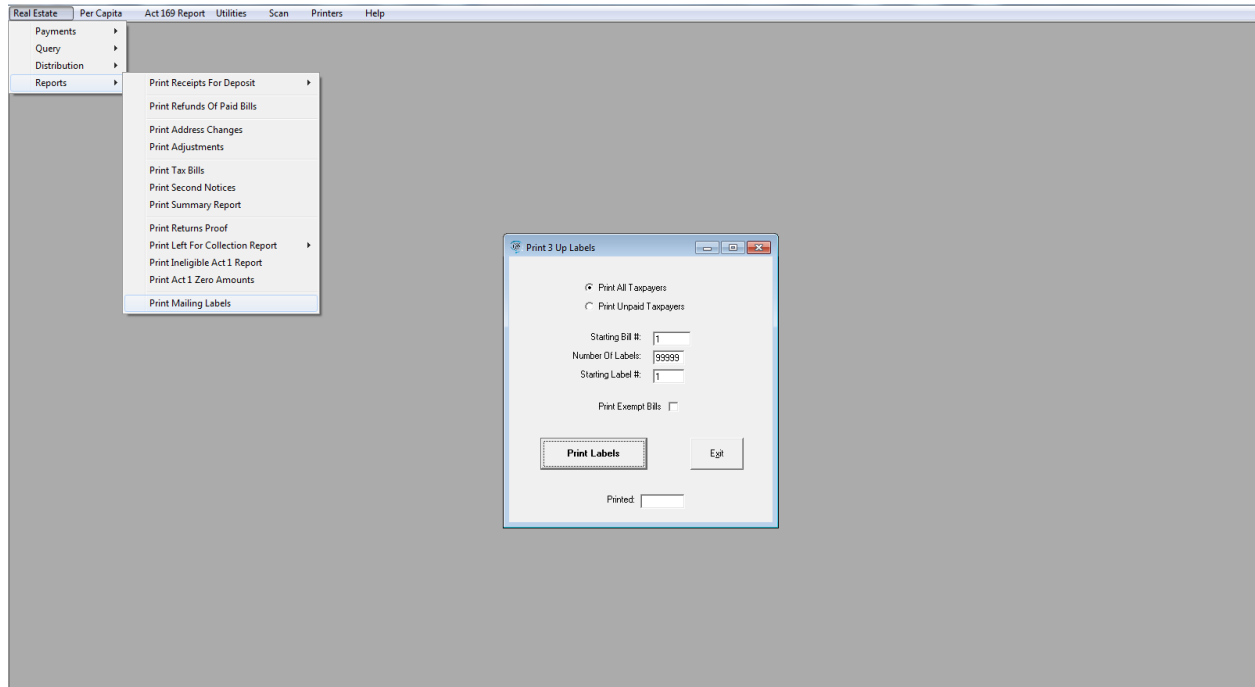
Bill #	Control #	Name
100	052114	Andromalos, Mary E.
1201	052358	Groover, William D. & Edna J.

**District 65-0 Act 1 Installment Payment Statistics**

Total Eligible Act 1 H/F Properties: <b>1550</b>	Number Paying By Installment: <b>72</b>
% Using Installments: <b>4.65%</b>	
Total Late Payers: <b>2</b>	% Late Payers: <b>2.78%</b>

## ***Print Mailing Labels***

This module provides the Tax Collector with the ability to print mailing labels on inkjet or laser printer (not dot matrix) using Avery Standard 5260 label sheets. The system is flexible enough to create labels for your entire district or individual labels. GSS has also added a feature to help you not waste sheets of labels if not all of them are used. Below is the path used to open the module and the working screen.



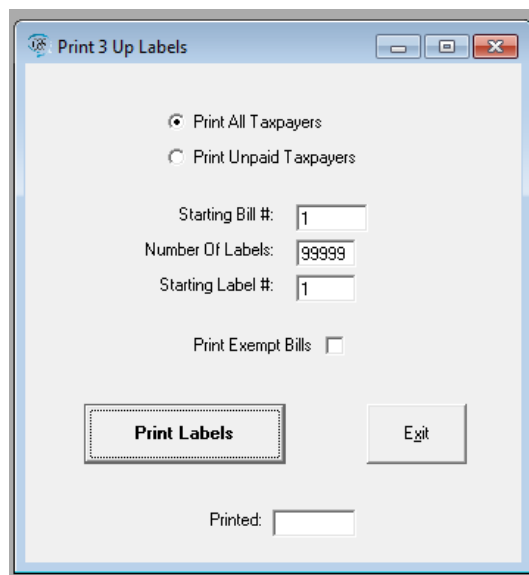
To start printing labels first make sure you have labels loaded in your printer properly. **I recommend using the Manual Feed tray so the printer doesn't roll the paper too many times.** Please read the manufacturers manual for how to load them for your printer. Next determine the type of label job you want to do. Each page of Avery 5260 label paper will give you 30 labels. If you are going to do your entire district I suggest that you break the job up in runs of 300 or 600 (10 or 20 pages at a time).

If you are using a LaserJet printer do 300 at a time and let your printer cool down shortly before continuing (the heat causes the labels to peel off in the rollers, trust me you don't want to see the repair bill for this!)

Inkjet printers can print indefinitely as they do not heat the paper but the heads should be cleaned if you see any lines or fading happening. I would check this after about 600 labels. However if everything looks good you can keep on printing! Your printer manual will give you directions on cleaning your inkjet printer heads.

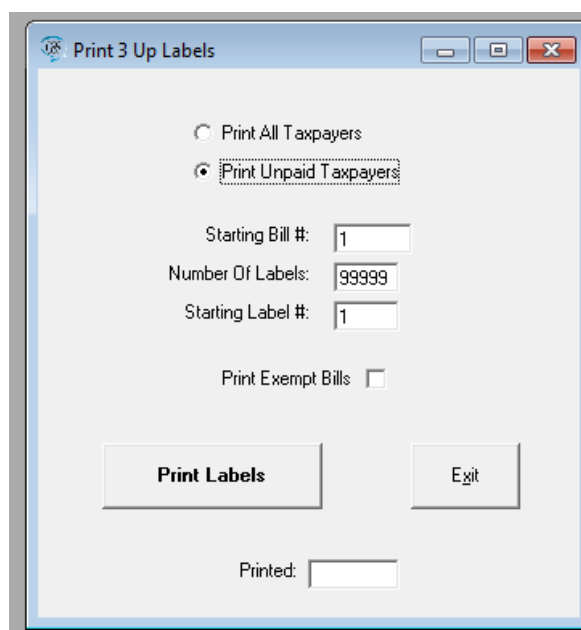
My recommendations on this page are on the cautious side, but if followed should let you print without major equipment issues! Please note that labels are sticky! If you see one coming off, stop the presses!!!!!! Do not use inferior quality label sheets as they will cause you issues! Most printer manufacturer's warranties do not cover printing problems caused by labels gumming up their equipment.

There are two pre-defined print jobs for you to use: **Print all Taxpayers** and **Print Unpaid Taxpayers**. The first job will print a label for every Real Estate parcel in your district. In the picture below you can see the system will automatically set the Starting Bill to #1, the Number of Labels to 99999 (this is set high to ensure all labels are captured, it won't print past the last bill in your district though!), and Starting Label # is set to 1.



The screenshot shows a window titled "Print 3 Up Labels". It contains two radio buttons: "Print All Taxpayers" (which is selected) and "Print Unpaid Taxpayers". Below these are three input fields: "Starting Bill #" with the value "1", "Number Of Labels:" with the value "99999", and "Starting Label #" with the value "1". There is a checkbox for "Print Exempt Bills" which is unchecked. At the bottom, there are two buttons: "Print Labels" and "Exit". A "Printed:" label is followed by an empty input field.

The second predefined job, Print Unpaid Taxpayers is used for making labels for 2<sup>nd</sup> notices. Remember, the system can also produce a full sheet mailer for this purpose as well when you print Tax Bills, so if you use labels make sure you do not print mailers when doing your 2<sup>nd</sup> notices. The initial settings are exactly the same as the ones used to print all taxpayers, the only difference is the system will look and find any taxpayer who stills owes taxes and print a label for them. Please note that for owners who have multiple Real Estate parcels will get one label per each parcel unpaid will be printed!

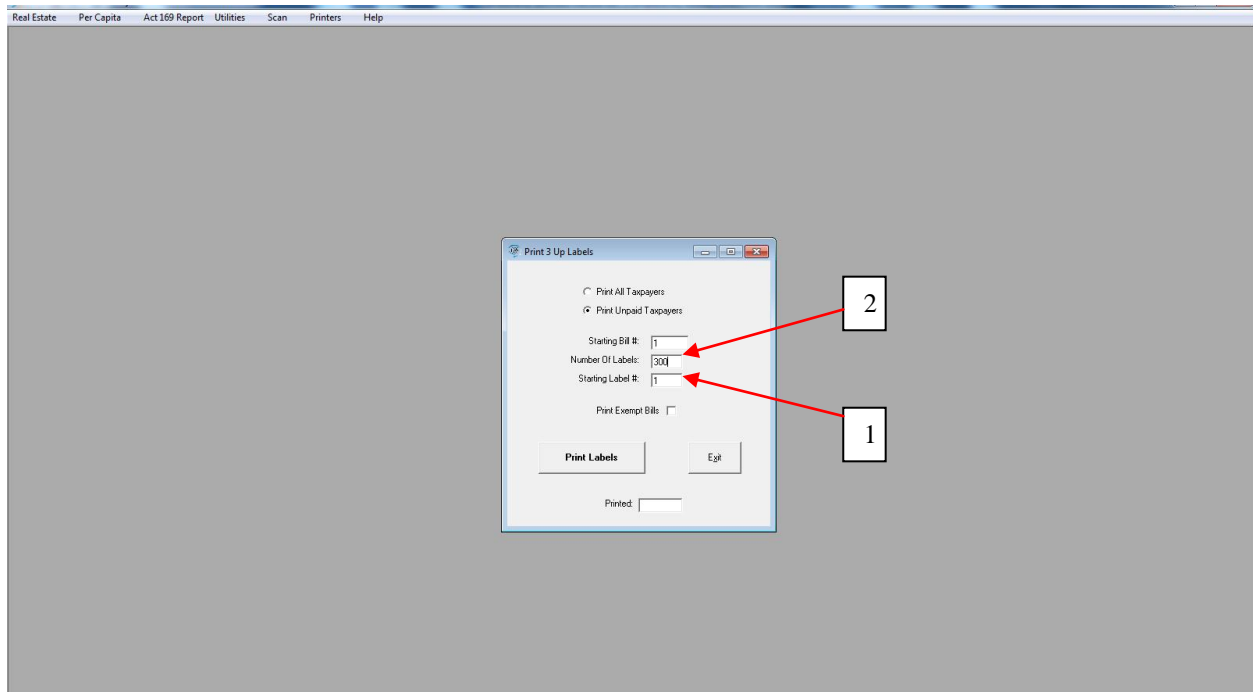


This screenshot is identical to the one above, but the "Print Unpaid Taxpayers" radio button is now selected. The other settings (Starting Bill #: 1, Number Of Labels: 99999, Starting Label #: 1, Print Exempt Bills unchecked, and the Print Labels/Exit buttons) remain the same.



The picture below shows that to print 300 labels I've changed the Number of Labels to print to 300 (Arrow #1). After each run this window will hold in place so you will only need to change the Starting Bill Number (Arrow #2) to begin the next run of 300. Change the number to the next Bill number (in this case 301) and then hit the "Print Labels" button.

You may also print labels for exempt parcels (will be included in the run) if you wish by placing your mouse cursor over the box marked "Print Exempt Bills" and clicking. You should see a checkmark if you selected it correctly.



The next picture shows that I've selected a Starting Label Number to print on (Arrow #1). Remember the Avery 5260 standard label page has 30 labels on it.

Print 3 Up Labels

☐ Print All Taxpayers  
☒ Print Unpaid Taxpayers

Starting Bill #:

Number Of Labels:

Starting Label #:

Print Exempt Bills ☐

**Print Labels** **Exit**

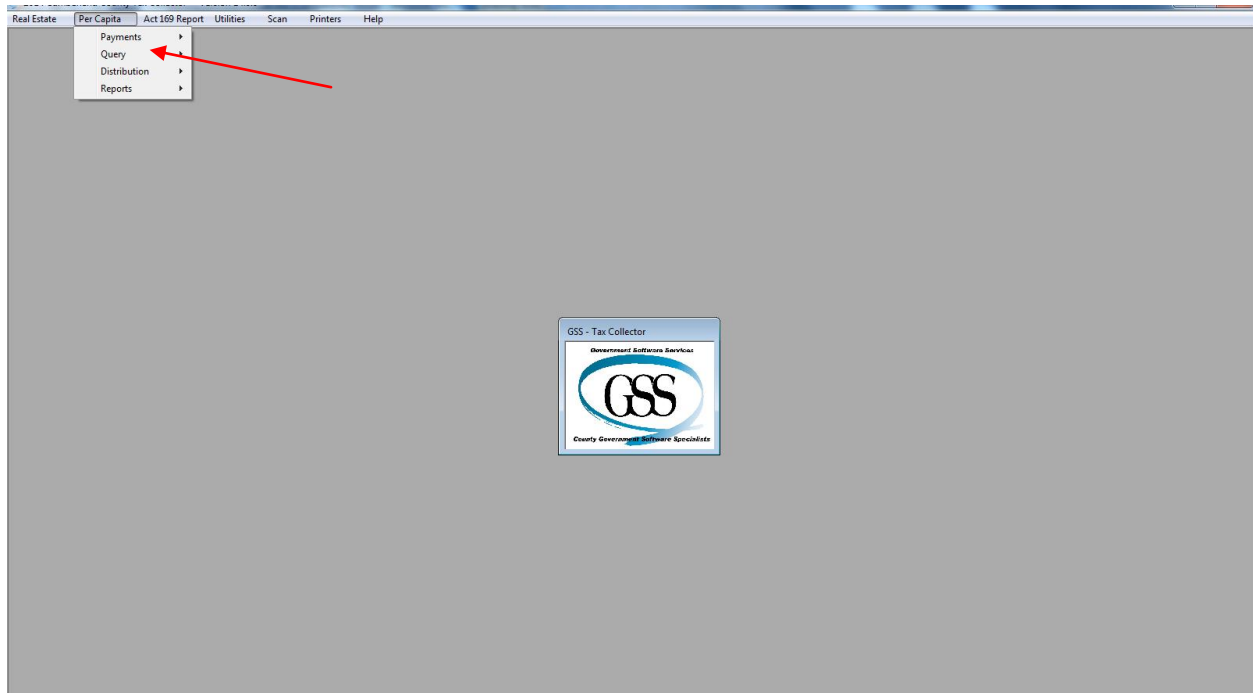
Printed:

To allow you the most efficient use of your labels you may select where on a page of labels to start printing. This setting is only set for the first page of the run, after that the printer will expect full sheets! Below is a picture of the layout of the Avery Labels Page. I suggest you copy this page of the manual and keep it handy as a reference when printing labels.

Label # 1	Label # 2	Label # 3
Label # 4	Label # 5	Label # 6
Label # 7	Label # 8	Label # 9
Label # 10	Label # 11	Label # 12
Label # 13	Label # 14	Label # 15
Label # 16	Label # 17	Label # 18
Label # 19	Label # 20	Label # 21
Label # 22	Label # 23	Label # 24
Label # 25	Label # 26	Label # 27
Label # 28	Label # 29	Label # 30

## ***Per Capita Module***

To begin entry you must select the module you want to work in. Both Real Estate and Per Capita operate nearly identically. The main difference between Real Estate and Per Capita is the color of the working screen. The Per Capita screens are aqua, which you will see in the following examples. In the example below I have selected the Per Capita module and clicked on it.



**Note:** that this pulls down a selection screen. You will select the operation you want to do from the dropdown; let's start with the first function "Payments".

Move the cursor over the “Payments” selection and a second window will appear giving you the selections you can make in Payments, there are four functions; let’s start with receiving a payment.

**NOTE: PER CAPITA SCREENS ARE AQUA TO DIFFERENTIATE THEM FROM REAL ESTATE!**

## Receive Payment

Notice that the first thing on the screen is the Date Received area. When the screen is first pulled up this date will reflect the date on your computer system clock. However, once changed you may receive multiple payments and it will hold the date you set until you leave the screen!

The screenshot shows the 'Receive Payment' window. A red arrow points to the 'Date Credited' field, which is set to 4/16/2014. The window is divided into several sections: 'Property Description' with fields for Control #, Name, Address 1, Address 2, City, State, Zipcode, Code, Description, Value, and Birthdate; a 'DISCOUNT' section with a 'Per Capita' field (highlighted in green) and a 'Tot County' field; and a 'Payment Information' section with a 'County Payment' checkbox, 'Payer' field, 'Address 1', 'Address 2', 'City', 'State', 'Zipcode', 'Check #/ Cash', and 'Amount' fields. There are also buttons for 'Query', 'Exit', 'Clear Screen', 'Print Screen', 'Print A Receipt', and 'Accept'.

**Hint: use the “tab” key to move between fields!**

The collection portion of the Tax Collector program revolves around Bill Numbers. This number is usually the shortest method of manually pulling up collection information. Just tab to the Bill # field and enter the bill number you wish to receive, the system will then pull up all the remaining information.

**Receive Payment**

Date Credited: 4/16/2014  ☒ County Bill # ☐ School Bill # Bill #: 1 Adj #:

**Property Description**

Control #: 00024544 Code: 85

Name: ABBE, ANDREA Description: SPECIALIST

Address 1:  Value: 500

Address 2: 442 STONEHEDGE LANE Birthdate:

City: MECHANICSBURG

State: PA Zipcode: 17055

**DISCOUNT**

Per Capita: \$0.00

Tot County: \$0.00

Grand Total: \$0.00 ☐ Print A Receipt

**Payment Information**

☒ County Payment

Payor:  Check #/ Cash:  Previous Check #:

Address 1:  Amount: \$0.00

Address 2:

City:  State:  Zipcode:

Tax Bill #  
1 entered!

You have several fields in receiving a payment where selections can be made and some that need filled in. Let's go over them!

**Unit Payments:** The system allows you to collect only full unit payments (legal requirement); red arrow #1 points to the selection area. By clicking these they turn on and off. If you turn a unit off, it automatically reduces the total being received by the unit tax amount. You can see this by viewing the totals in the "Amount" field (red arrow #2).

The screenshot shows the 'Receive Payment' window with the following details:

- Date Received:** 1/29/2006
- Bill #:** 1
- Adj #:**
- Property Description:**
  - Control #:** 002084
  - Name:** Abraham, George
  - Address 1:**
  - Address 2:** 9172 Reigleman
  - City:** Espyville
  - State:** PA
  - Zipcode:** 16424
  - Code:** TAX
  - Description:** TAXABLE
  - Value:** 0
  - Birthdate:**
- Payment Totals:**
  - Per Capita:** \$5.50 (PENALTY)
  - Tot County:** \$5.50
  - Per Capita:** \$5.50 (PENALTY)
  - Tot T/B/C:** \$5.50
  - Per Capita:** \$11.00 (PENALTY)
  - Tot T/B/C:** \$11.00
  - Total:** \$22.00
- Payment Information:**
  - ☒ County Payment
  - ☒ Twp/Boro/City Payment
  - ☒ School Payment
  - Payor:** (Red arrow #3 points to this field)
  - Address 1:**
  - Address 2:**
  - City:**
  - State:**
  - Zipcode:**
  - Check #/ Cash:** (Red arrow #5 points to this field)
  - Amount:** \$22.00
  - Previous Payor Info** button (Red arrow #4 points to this button)
  - Previous Check #** button

Red arrows and numbers indicate key features:

- 1:** Points to the 'Previous Payor Info' button.
- 2:** Points to the 'Amount' field showing \$22.00.
- 3:** Points to the 'Payor' field.
- 4:** Points to the 'Previous Payor Info' button.
- 5:** Points to the 'Check #/ Cash' field.

**Payee:** This area is where the payee is recorded. There are a few shortcuts you can use, to speed up receiving the payment. In the "Payee" field if the owner is the payee simply enter the letter "O" (red arrow #3) and then tab to the next line. This will load the taxpayer information stored in the database. Also notice the "Previous Payor Info" button (red arrow #4). If someone is paying for more than taxpayer you can pull that information to the next bill by clicking this button.

The final shortcut to this area is the "Check#/Cash" field. If you enter the letter "C" here it automatically brings up the word CASH (red arrow #5)

If you receive a payment that the amount of the check exceeds the taxes due by over \$1.00 the system will prompt you to apply a refund.

The screenshot shows the 'Receive Payment' window. At the top, 'Date Credited' is 4/6/2010, 'Bill #' is 39, and 'Adj #' is 0. The 'Property Description' section includes 'Control #' 004927, 'Code' 5, 'Name' ADAMS, MARY A, 'Description' PART TIME WORK, 'Value' 100, 'Address 1', 'Address 2' 901 HILLSIDE DR, 'City' CARLISLE, 'State' PA, and 'Zipcode'. A 'DISCOUNT' section shows 'Per Capita' \$4.00 and 'Tot County' \$4.00. The 'Grand Total' is \$4.90. The 'Payment Information' section has 'County Payment' checked. An 'Apply Refund' dialog box is open in the center, asking 'Do you want to apply a refund of \$5.00?' with 'Yes' and 'No' buttons.

If you respond "Yes" you will be taken directly to the screen to apply the refund. Responding "No" will cancel the payment on the tax. On the "Apply Refunds" screen you must make a few choices. First you must determine the amount to refund. Normally the system will load the full amount into this field (red arrow #1) for you. However, you can change this amount if necessary. The second thing you must do is validate the person and address to whom you will send the refund (red arrow #2). The system loads the Payor information on the Payment screen automatically for you since this is normally where the refund will be sent, however you may change this information if necessary. Additionally, you may also pull the taxpayer information into the field by clicking on "Display Account Address" button. The final thing you must before applying a refund is to give a reason for the refund (red arrow #3).

The screenshot shows the 'Apply Per Capita Refunds' window. At the top, 'Date Credited' is 4/6/2010, 'Bill #' is 39, and 'Adj #' is 0. The 'Refund Information' section includes 'Control #' 004927, 'Refund Amount' \$5.00, and 'Refund Amount Left To Be Distributed' \$5.00. There are buttons for 'Display Account Address' and 'APPLY REFUND'. The 'Payor' information is shown: 'Name' ADAMS, MARY A, 'Address 1', 'Address 2' 901 HILLSIDE DR, 'City' CARLISLE, 'State' PA, and 'Zipcode' 17013. A 'Reason for Refund' field is at the bottom. Red arrows and numbers indicate key steps: arrow 1 points to the 'Refund Amount' field, arrow 2 points to the 'Payor' information fields, and arrow 3 points to the 'Reason for Refund' field.



Additionally, if you accept a payment for less than one dollar over the tax payment amount you will be asked to accept the payment. The remaining amount will be set in an overages and underages account in the system. Similarly, if you receive a payment for less than \$1.00 under the tax due you can receive it as full payment. The only decision here is to accept the action.

**Receive Payment**

Date Credited: 4/6/2010  Bill #: 77 Adj #:

**Property Description**

Control #: 015645 Code: 81  
 Name: ALDRICH, MARK C. Description: ASSISTANT PROFESSOR  
 Address 1:  Value: 500  
 Address 2: PO BOX 1773 Birthdate: 2/4/1959  
 City: CARLISLE  
 State: PA Zipcode:

**DISCOUNT**

Per Capita:  \$  
 Tot County:  \$

Grand Total: \$4.90

**Payment Information**

☒ County Payment

Payor: ALDRICH, MARK C. Check #/Cash:  Previous Check #:   
 Address 1:  Check # 889  
 Address 2: PO BOX 1773 Amount: \$5.00  
 City: CARLISLE State: PA Zipcode: 17013

☐ Print A Receipt

**Apply Overage**

Do you want to apply an overage of \$0.10 ?

The offsetting nature of this process is auditable in the system and normally results in a nominal difference in the amount collected and the Tax Duplicate amount. This does not relieve the Tax Collector of turning in the appropriate tax amount to the taxing authorities.

## Adjust Tax Bill

This area is used to make all adjustments to the per capita tax bill. Note that you can select to adjust tax amounts for units by turning on or off units in the “Adjust Tax Amounts For:” area (red arrow #1). Select the type of adjustment by clicking on the arrow in the large blank field on the top right (red arrow #2).

The screenshot shows the 'Adjust Tax Bill' application window. It features a light blue background and a standard Windows-style title bar. The main interface is divided into several sections:

- Top Section:** Contains the 'Adjust Tax Amounts For:' label with a checkbox for 'County Payment' (checked). To the right is a large, empty rectangular field with a blue border and a small downward arrow on its right side. Below these are 'Bill #' and 'Adj #' input fields.
- Address Section:** A large area with multiple input fields for personal and address information, including Prefix, Control #, Status Code, First Name, Middle Name, Last Name, Suffix, Relationship, Name, Care Of, Street #, Zipcode, Street Name, City, State, Birthdate, Value, Description, and Print Name/Address. There are also checkboxes for 'Reportable to Assessment' and 'USPS Address Change', and a 'Reason:' text field.
- County Section:** Located at the bottom, it includes fields for 'Per Capita', 'Tot County', and 'Grand Total'.
- Right Sidebar:** A vertical column of buttons including 'Query', 'Payment Info', 'Exit', 'Clear Screen', 'Print Screen', and 'ACCEPT'.

Three red arrows with numbered boxes point to specific elements:
 

- Arrow 1 points to the 'Adjust Tax Amounts For:' checkbox area.
- Arrow 2 points to the large empty field on the top right.
- Arrow 3 points to the 'Clear Screen' button in the right sidebar.

Hint: If you make an error hit the “Clear Screen Button” (red arrow #3)

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The window at red arrow #1 will pull down 2 choices for adjusting a tax bill, they are:

Adjust an Existing Tax Bill  
Add a New Tax Bill to the Duplicate

Real Estate Per Capita Act 169 Report Utilities Scan Printers Help

Adjust Tax Bill

Adjust Tax Amounts For:

Adjust an Existing Tax Bill  
Add a New Tax Bill to the Duplicate

County Bill # School Bill # Bill # Adj #

Query Clear Screen  
Print Screen

1

Address

Prefix Control #: Status Code: Description: Value: Birthdate: Relationship: Name: Care Of: Street #: Street Name: Zipcode: City: State: Reason: Print A New Tax Bill

County/Municipal Interm  
Interim Date: Tax Year:

School Interm  
Interim Date: Tax Year:

Exonerations  
Check here to mark this bill as an exoneration. If this box is checked, this account will not print on the Left For Collection report.

ACCEPT  
Exit

Grand Total:

Once you have selected the type of adjustment you are going to make then, as in the receive payments screen, you enter the bill number to bring up the remaining information on the parcel. You will see the Bill# field after you select the type of adjustment you need to make. Once the data is up you need to specify a reason for making an adjustment (required by the software) for auditing purposes. Enter the reason in the “Reason” field and then tab out (red arrow #1). You can select to print a new tax bill, which will automatically print the bill when you complete the adjustment, and send it to the selected printer (red arrow #2)

You can change values for the County, Township or School Per Capita Rates by entering the amount or setting the amount shown to zero. Tab to the field you wish to change and type in the value or amount. Fields that can be changed are not subdued and/or have the typeface in **bold**.

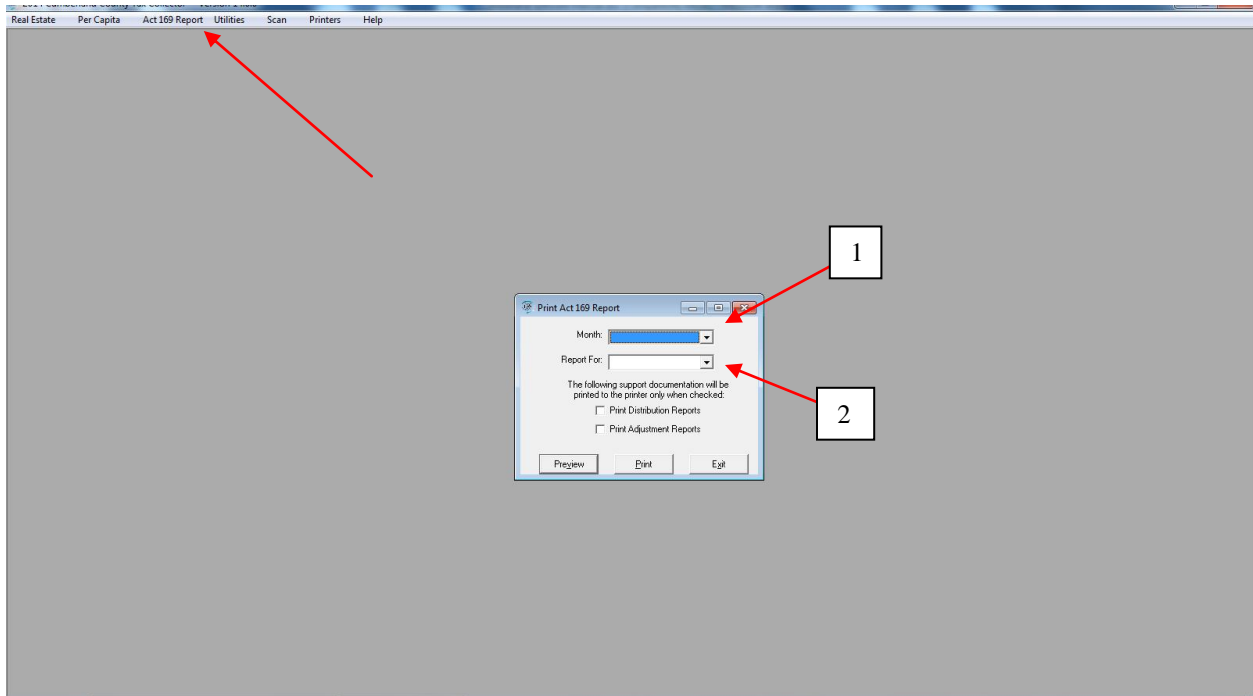
**Note: the system automatically computes changes to totals after any adjustment is made.**

Once you've made the adjustment press the "ACCEPT" button to enter the change into the system. The system will prompt you that the change has been entered with the following screen. Click "OK" to acknowledge the change!

The screenshot displays the 'Adjust Tax Bill' application window. At the top, there's a section for 'Adjust Tax Amounts For:' with a checked 'County Payment' option and a dropdown menu set to 'Adjust An Existing Tax Bill'. Below this are fields for 'Bill #' (27) and 'Adj #' (empty). The 'Address' section contains fields for Prefix, Control # (001311), Status Code (46), First Name (DEBRA), Middle Name (A), Last Name (ADAMS), Suffix, Relationship, Name (ADAMS, DEBRA A.), Care Of, Street # (231), Street Name (WEST), Zipcode (17013), City (CARBON), and State (PA). A 'Description' field contains 'WAREHOUSEMAN' and a 'Value' field contains '300'. A 'Reason' field is set to 'Tax Collector Training'. A 'Print A New Tax Bill' checkbox is present. On the right side, there are buttons for 'Query', 'Payment Info', 'Exit', 'Clear Screen', and 'Print Screen'. At the bottom, the 'County' section shows 'Per Capita' and 'Tot County' both at '\$4.90', and the 'Grand Total' is '\$4.90'. A small 'Adjust Tax Bill' dialog box is open in the center, displaying 'Adjustment Recorded' and an 'OK' button.

## Act 169 Report

This is the tax collector's report to the taxing districts. Select the month you will be printing for from the drop down arrow (red arrow #1). Then choose which municipality (red arrow #2). Finally, select "Print Distribution Reports" and/or "Print Adjustments Reports" for the support documentation.

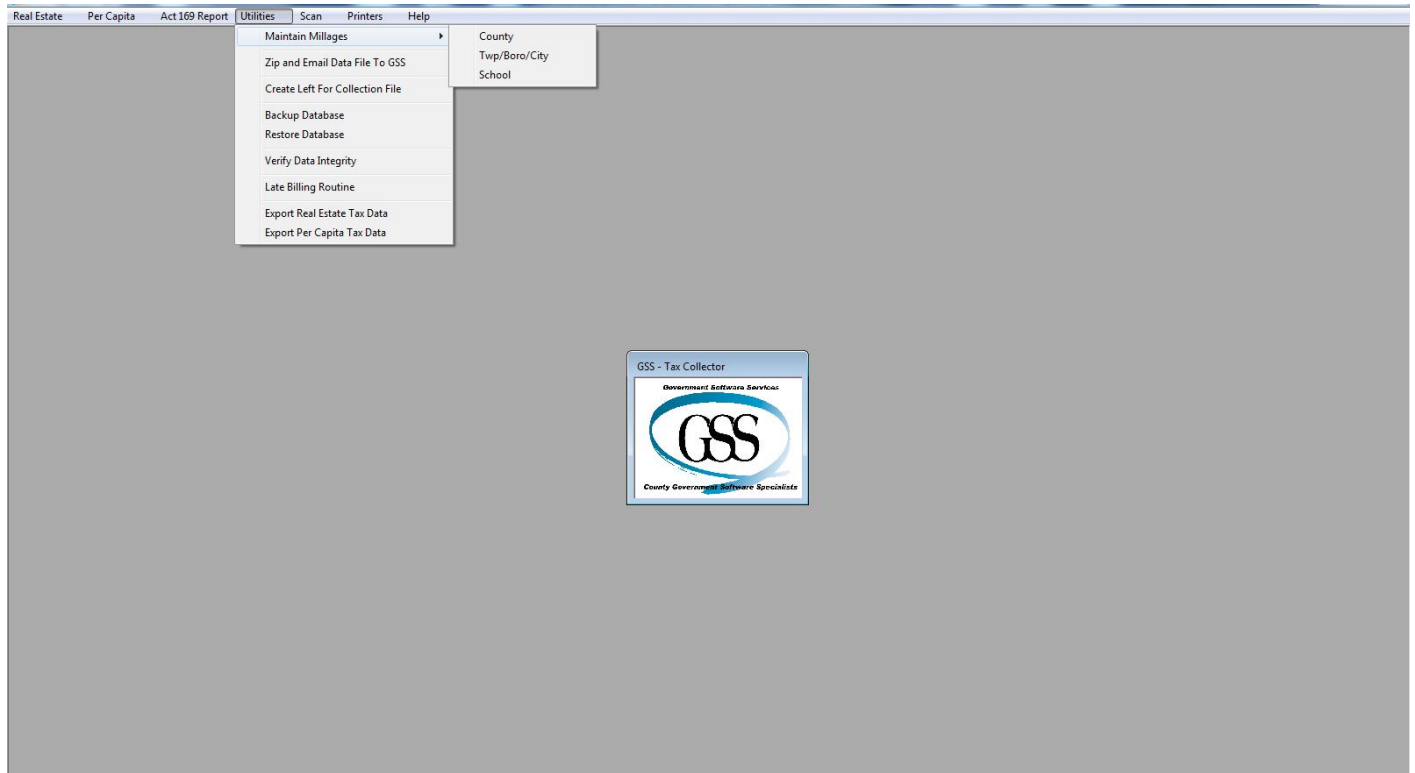


\*Now you will be able to preview the report prior to printing.\*

## Utilities

Utilities are designed to help you perform tasks easier or to set system wide values.

### ***Maintain Millages:***

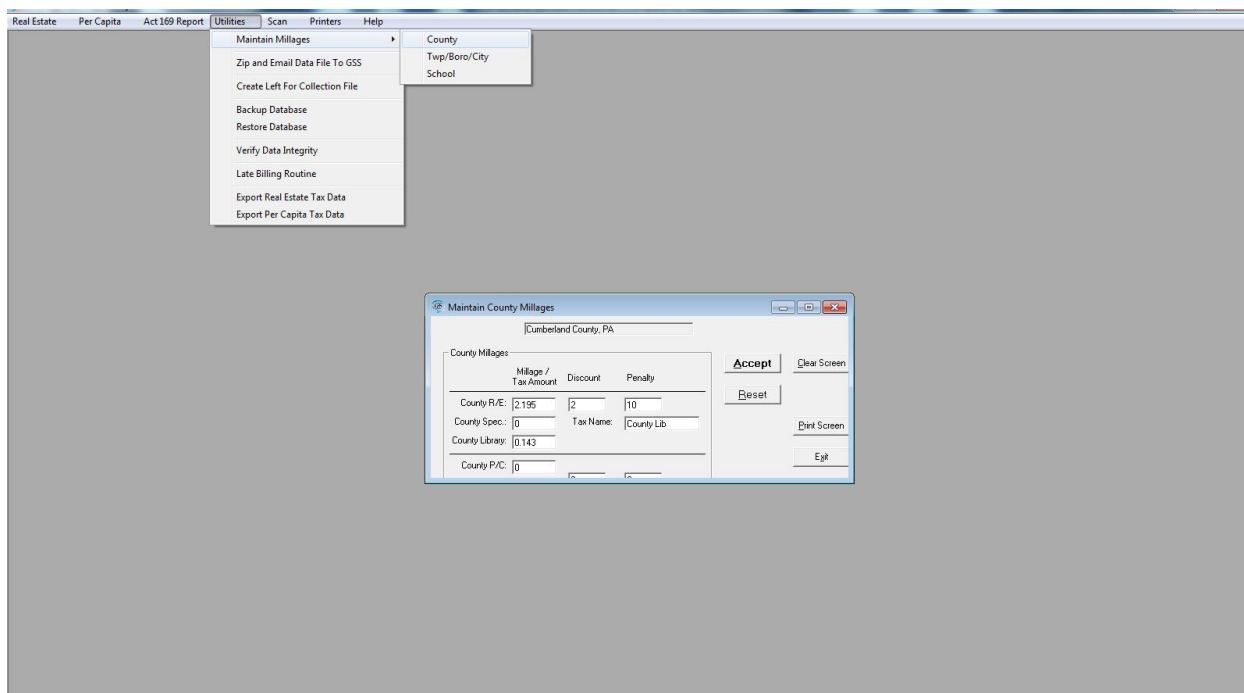


## Maintain Millages

1. This module allows you to set the County, Twp/City/Boro, and School millages. Additionally all your information for Tax Collection will be entered in this module. Additional information to enter will be: the collection time frames by taxing entity and the discount, face, penalty periods.

**NOTE: When you receive your data disk from the county these areas will populate with the data you provided us on the Tax Collector Information forms.**

2. Let's take a look at the Maintain County screen. Simply enter the Millage information in R/E and the Discount and Penalty percentages. For Per Capita you fill in the amount (dollar figure) and the discount and penalty percentages. You will see that there is a place to enter special taxes and to apply a Tax Name to them. The County currently has no County-wide special taxes. The Library Tax is not County-wide, and is therefore addressed in the Twp/Boro/City screens so it can be applied to individual districts; it is only addressable in the County billing system! This software allows you to make changes to these values, but you should only do so if the county sends out a Millage correction! **Normally you will not need to do any entry in this screen!**





3. The next screen is the data you've been sending to the county on the Tax Collector Information forms. Please note the limited space that you have to enter name, address, and office hours. Be careful when you enter or change this information because computers space proportionally and entering too many characters will result in the printing overrunning into the barcode on the bills! It is a good idea to fill this area in and then print one Real Estate and one Per Capita tax bill to verify how it looks. Notice also there is an Early Billing information area and a Late Billing information area. This allows you to set different information for both periods and the bills will reflect this Early/Late relationship. **(NOTE: The Software automatically changes to the Late Billing Period on July 1<sup>st</sup> each year!).** In this screen the County and School information is grayed out and cannot be edited. The "Figure Dates On Mail Date" button allows you to enter the mailing date set by the taxing entity and it will load the remaining dates. This should save you time in filling out the Discount, Face and Penalty timeframes. If you are going to adjust the dates for the billing periods this is the area to do it! We have made changes to the default dates for the late billing period to allow collection of local taxes prior to the late billing cycle for trailers.

The screenshot displays the 'Maintain Township/Borough/City Millages' window. The left sidebar contains a menu with the following items: Maintain Millages, Zip and Email Data File To GSS, Create Left For Collection File, Backup Database, Restore Database, Verify Data Integrity, Late Billing Routine, Export Real Estate Tax Data, and Export Per Capita Tax Data. The main window is titled 'Maintain Township/Borough/City Millages' and shows the 'TOWNSHIP OF UPPER ALLEN' selected. It features three main sections: Township/Borough/City Millages, County Millages, and School Millages. Each section has a table with columns for Millage / Tax Amount, Discount, and Penalty. The Township/Borough/City Millages section is active, showing values for R/E, P/C, and Occur. The County and School sections are grayed out. On the right, there are sections for Early Billing and Late Billing, each with a list of lines for tax collector information, including name, address, phone, and various dates (Mail Date, Last Day Of Discount, First Day Of Face, Last Day Of Face, First Day Of Penalty, Last Day To Pay, Tax Claim Date). There are also buttons for 'Accept', 'Reset', 'Clear Screen', 'Print Screen', and 'Exit'.

4. The School Millage Screen allows you to enter the School Millage or to set a State Tax Equalization Board (STEB) calculation into the software. This calculation is used by some School Districts to determine taxes in their districts. When you receive your data from the County the appropriate information for your school district should be pre-loaded. However, if your school district uses this calculation you should be able to get it from the School District Administration office. Note that in the screen it shows mailing dates for the school district. The dates are pulled from the Late Billing information in the Twp/Boro/City Millage since they drive this billing cycle. Also note that the billing cycle is locked at Bill School Late this cannot be changed in this module.

Real Estate Per Capita Act 169 Report Utilities Scan Printers Help

Maintain Millages  
 Zip and Email Data File To GSS  
 Create Left For Collection File  
 Backup Database  
 Restore Database  
 Verify Data Integrity  
 Late Billing Routine  
 Export Real Estate Tax Data  
 Export Per Capita Tax Data

County  
 Twp/Boro/City  
 School

Maintain School Millages

School District: MECHANICSBURG AREA SCHOOL DISTRI

School Millages

Millage / Tax Amount	Discount	Penalty
School R/E: 0	0	0
School Spec: 0	Tax Name:	
<input type="checkbox"/> Use formula: (Assessment/Steb Ratio) x Market Ratio x Millage		
Steb Ratio: 0	Market Ratio: 0	
School P/C: 0		
School Occur: 0	0	0

Buttons: Accept, Reset, Clear Screen, Exit, Print Screen

Billing Dates

Mail Date: 1/1/1900  
 Last Day Of Discount: 1/1/1900  
 First Day Of Face: 1/1/1900  
 Last Day Of Face: 1/1/1900  
 First Day Of Penalty: 1/1/1900  
 Last Day To Pay: 1/1/1900  
 Tax Claim Date: 1/1/1900

School Billing Time Frame  
☐ Bill School Early  
☒ Bill School Late

Exclusion Assessments  
 Homestead Exclusion: 0  
 Farmstead Exclusion: 0

Figure Dates On Mail Date

Installment Payment Dates  
 Payment 1 Date: 1/1/2014 Payment 2 Date: 1/1/2014 Payment 3 Date: 1/1/2014

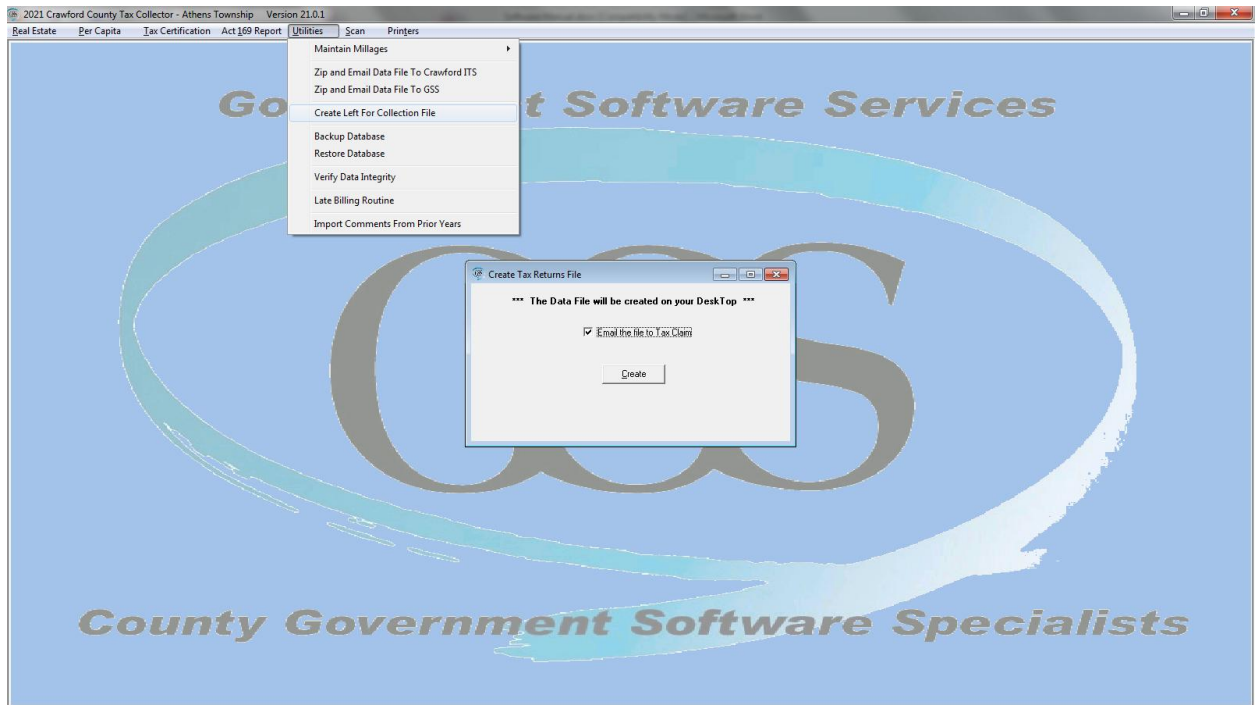
## ***Zip and Email Data File to GSS***

When you select this utility it takes your database, compresses it and then uses your email client to send the file to GSS. This allows the vendor to see problems with your data and assists in fixing problems. You will only need to use this file if you have a problem and either the County ITS office or the vendor requests it. All you should need to do is press the button and then when it pulls up your email program click on the send button to send the email. (Some Firewall and Anti-virus software will not allow this to occur!)



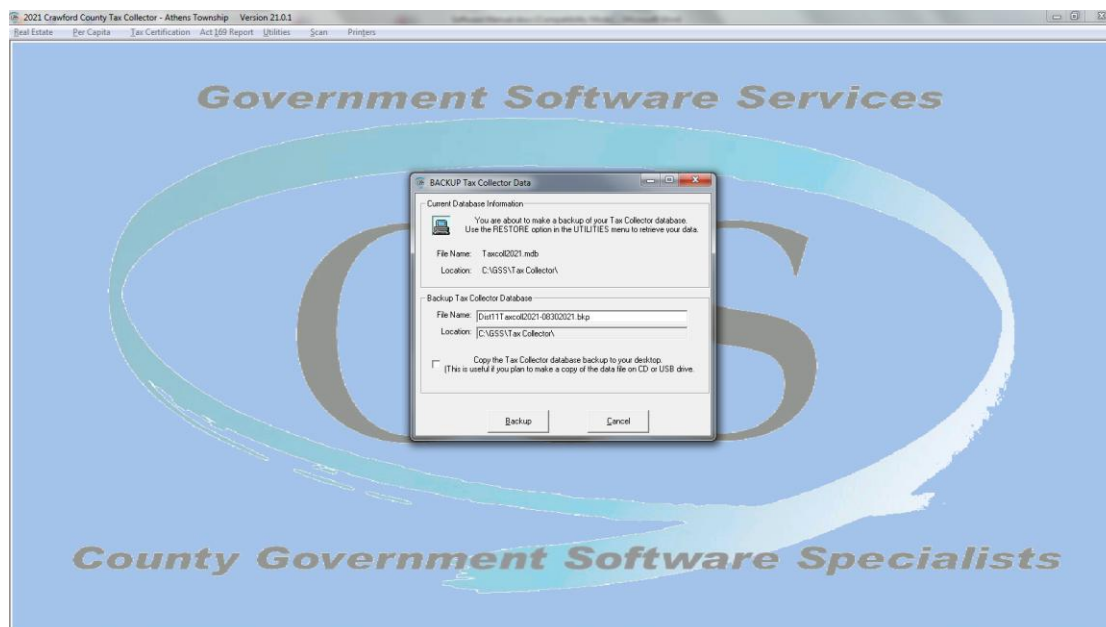
### **Create Left for Collection File**

This utility creates a file that mirrors your Real Estate Left for Collection Report. We only do Real Estate because Tax Claim only handles the delinquent Real Estate. Highlight and click on the “Create Left For Collection File” area and it will bring up the utility. This is a simple utility to use as it only has two choices, either you select to email to the County or you just allow the file to be created on your desktop. Either way, please bring a copy of your Database Backup to the Courthouse when you settle.

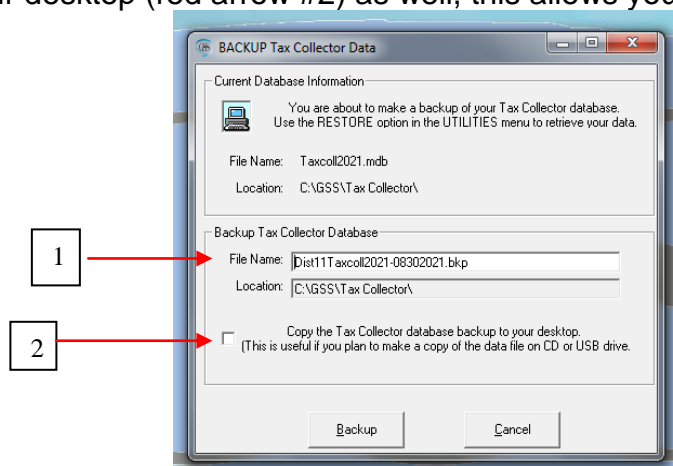


## Backup Database

The backup feature appears every time as you close out of your software to remind you to back up your data. From a data security perspective you should do this frequently and you should occasionally store your data (on a CD) at a location different than where you keep all your files. “An ounce of prevention is worth a pound of cure.” The screen below will pop up when you close the program; clicking the “Yes” button will take you to the next screen, whereas clicking on the “No” button will immediately exit the program.



This screen allows you to backup files on your hard drive and to save to your desktop. You must specify the File Name (red arrow #1) to use for the backup. We commonly use the district numbers and a day month year format here in the county, for example: Dist11 August30-2021. Since you are only dealing with one district you may just want to use the date sequence and leave the district out. Please note that you can save a backup file (**Taxcoll2021.bkp**) to your desktop (red arrow #2) as well, this allows you to



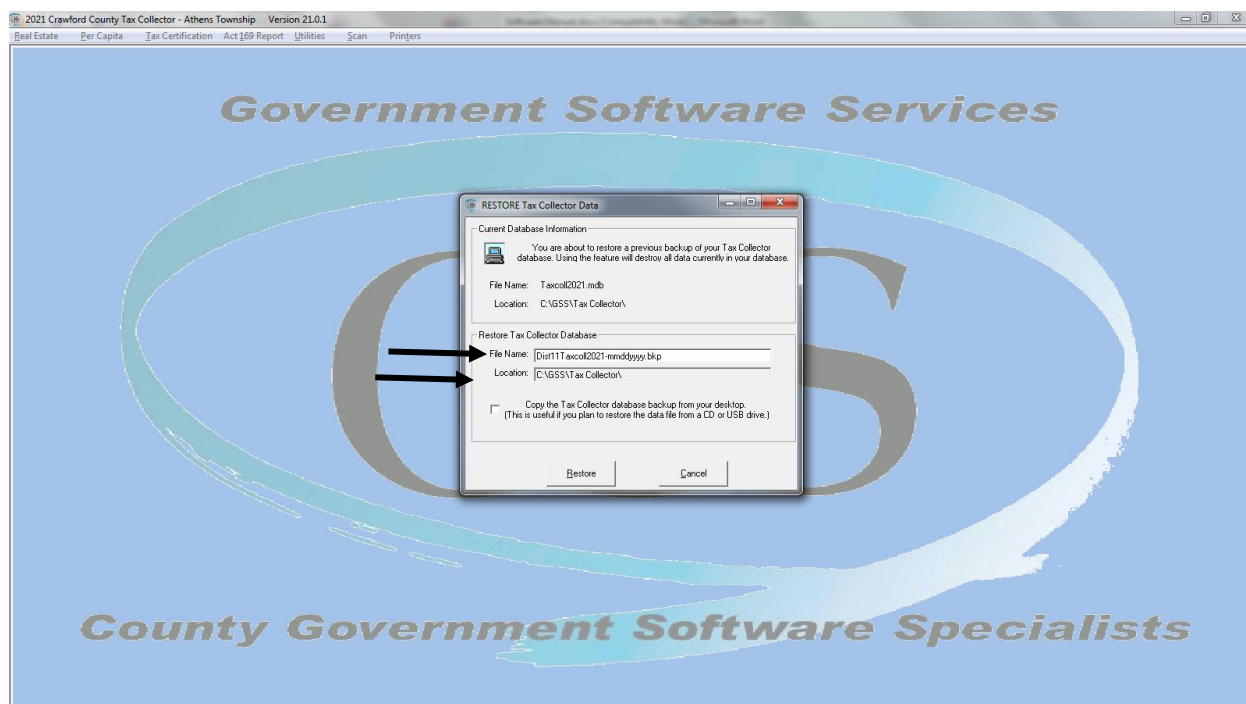
copy to a CD or email the file

## Restore Database

This feature allows you to restore a backup to be the current database.

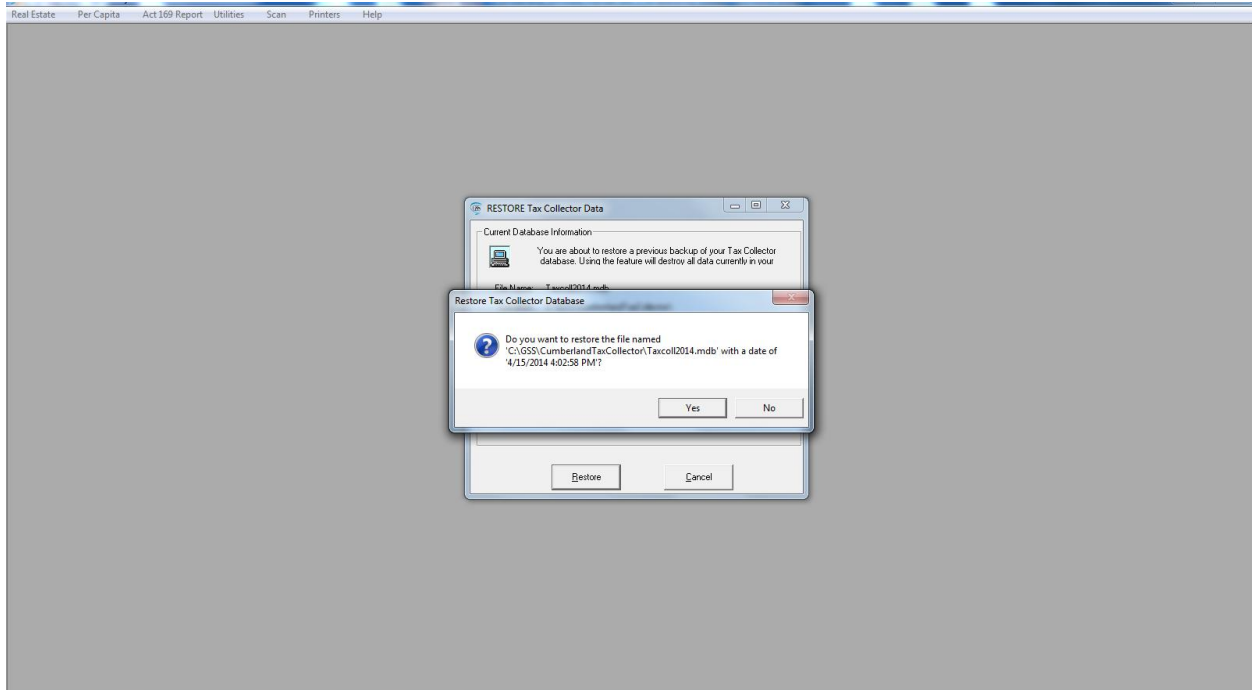
**“WARNING!!! THIS WILL OVERWRITE YOUR EXISTING DATA!!!!!!”**

Do not perform a restore unless you are absolutely sure that the current database is corrupted, or unless directed to do so by the ITS Office or GSS after they have worked on your database file. On the next screen you will see that you can choose to restore from your hard drive (the normal backup location) or from your desktop. If you choose to restore from your desktop you will need to make sure that the **“TaxColl2021.bkp”** file on the desktop is the one you want to restore from. By allowing this feature you can quickly and easily restore your data from a disk by copying the file to your desktop and then running the utility.



The next Screen shows you a message that indicates the date and time of the file you are restoring.

**“VERIFY THAT THIS FILE IS CORRECT BEFORE PROCEEDING!!!!”**



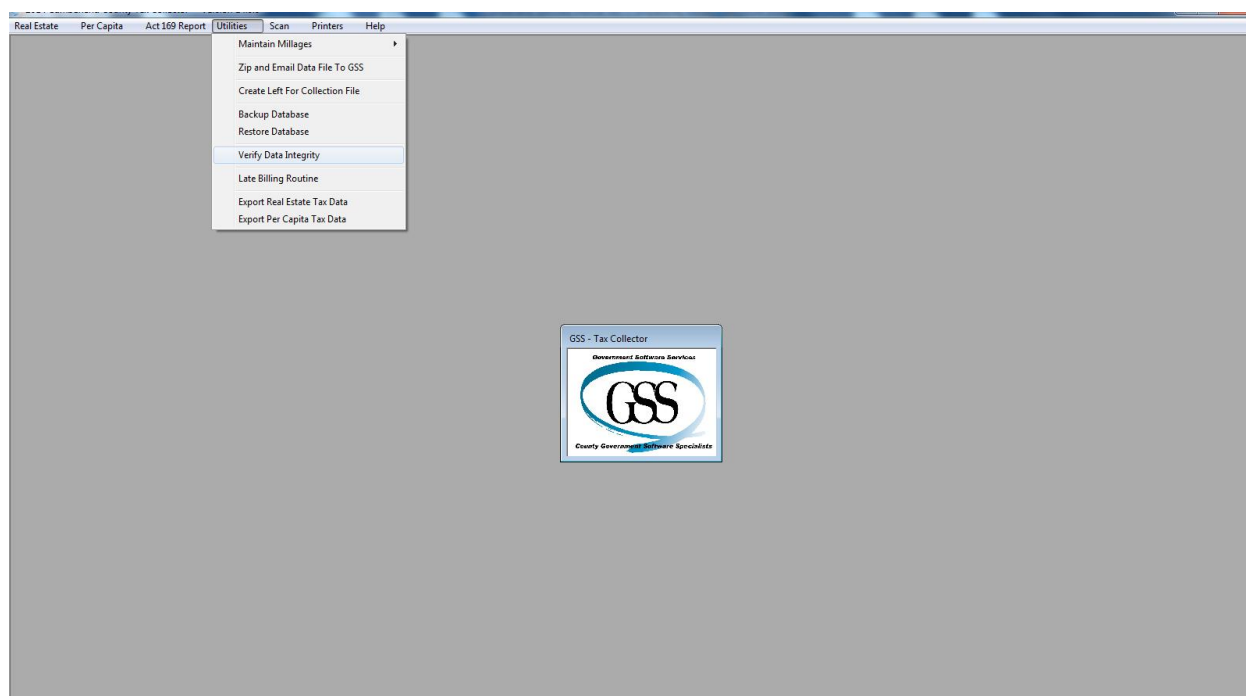
You will receive a message that the file has been restored successfully after it has completed the process!

### ***a. Verify Database Integrity***

This feature does several actions when you start it.

**WE ALWAYS RECOMMEND THAT YOU BACKUP THE DATABASE BEFORE RUNNING THIS UTILITY!!!!**

This utility checks the master file against the adjustment and update tables to insure that the files relate properly to one another. If not, it will delete the record and print a report to tell you which records need re-entered. It also checks all tables for null entries and changes them appropriately to a space. (Occurred early in the spring when added and adjusted bills had to be corrected.) It also compacts and repairs the database so that it does not take so much space on your hard drive and replaces any lost relationships between the tables due to edits to records. (This is a little technical, so don't fall asleep!) This utility should be run anytime you receive a run-time error and before you call for assistance. It is the first action we will have you do from now on when you call if there is a run-time error involved! Click on the "Verify Data" button to run this utility. When it is complete you will get either a completed successfully message or a run-time error message (call us if you get the latter!)





### ***b. Late Billing Routine***

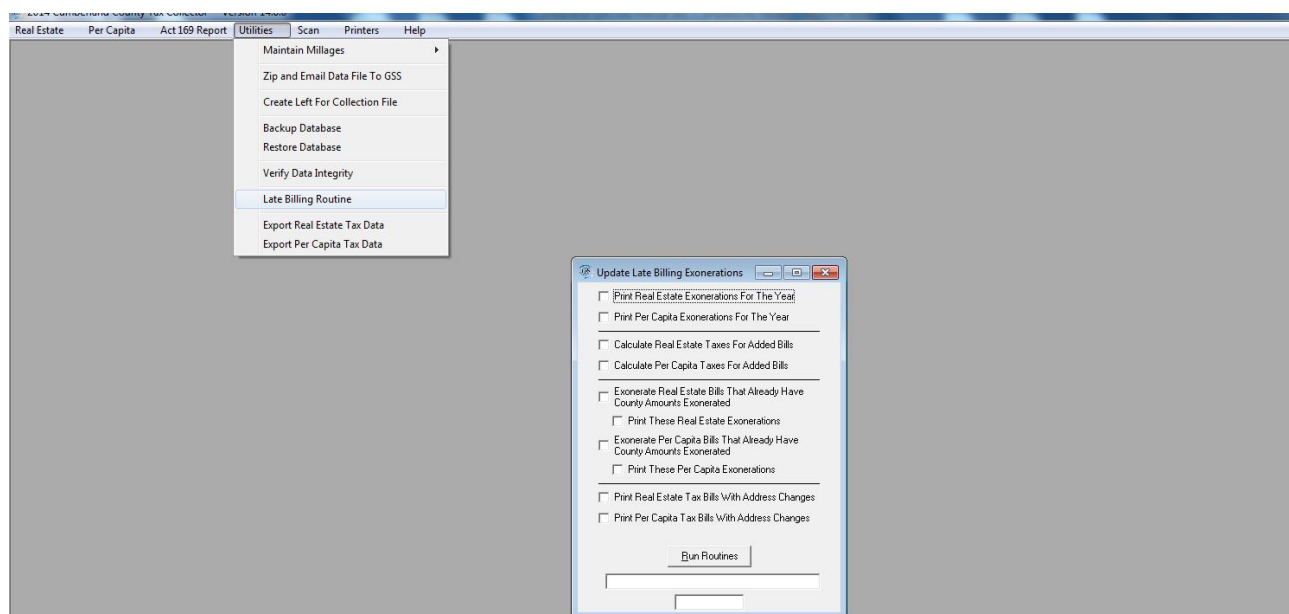
This last utility is the utility to make your jobs easier. But first a warning! Because there are several subroutines that perform calculations there is the possibility that you may not want to run all the routines. You may choose the ones you want to run and not select them all.

**Exceptions:** (Remember, if you don't run the routines you will have to do these actions manually in the adjustment modules for all records that require them!) And as always, **BACK UP YOUR DATABASE BEFORE RUNNING THE ROUTINES!**

If you have an exoneration (RE or PC) that applies to the County but not to the Township or School, you may not want to run the exoneration calculations.

If you added bills that shouldn't have values for Township or School you may not want to run the calculations for added bills.

Now that we have the exceptions out of the way let's go through the routines by section:



**Print Real Estate/Per Capita Exonerations for the Year** – These do just what it says. If you are going to do your exoneration(s) for the late billing manually you will still want to print this report so you can see what bills to adjust in either Real Estate or Per Capita.

**Calculate Real Estate/Per Capita Taxes for Added Bills** – These will use the Millage information or Amounts in Per Capita and calculate and place the values in the database for all added bills. It also creates an adjustment for each bill to keep the audit trail in place.

**Exonerate Real Estate/Per Capita Bills that already have County Amounts**

**Exonerated** – If all your County exonerations should carry to the Township and School then run this routine and each taxing entity amount will be set to zero. If not, do not run this routine and see the exceptions above!

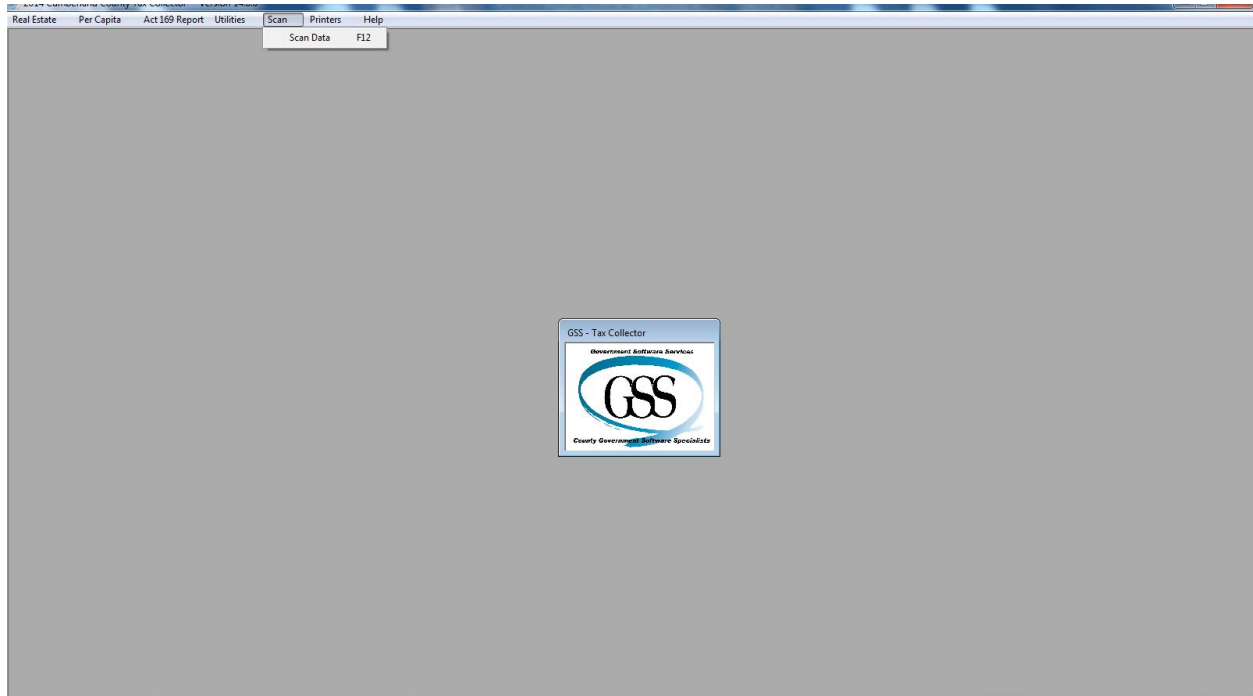
**Print These (RE or PC) Exonerations** – This printed list will be the list of bills to pull out of the bills printed by GSS for the county. These bills do not need to go out!

**Print Real Estate/Per Capita Tax Bills with Address Changes** – This does what it says but the Real Estate Bills are only updated for dates after the final change date given by Assessment; that was June 16<sup>th</sup> for 2006! For Per Capita it does them all. Once these bills are printed you should replace the bills printed by GSS for the county that match the bill number on these bills.

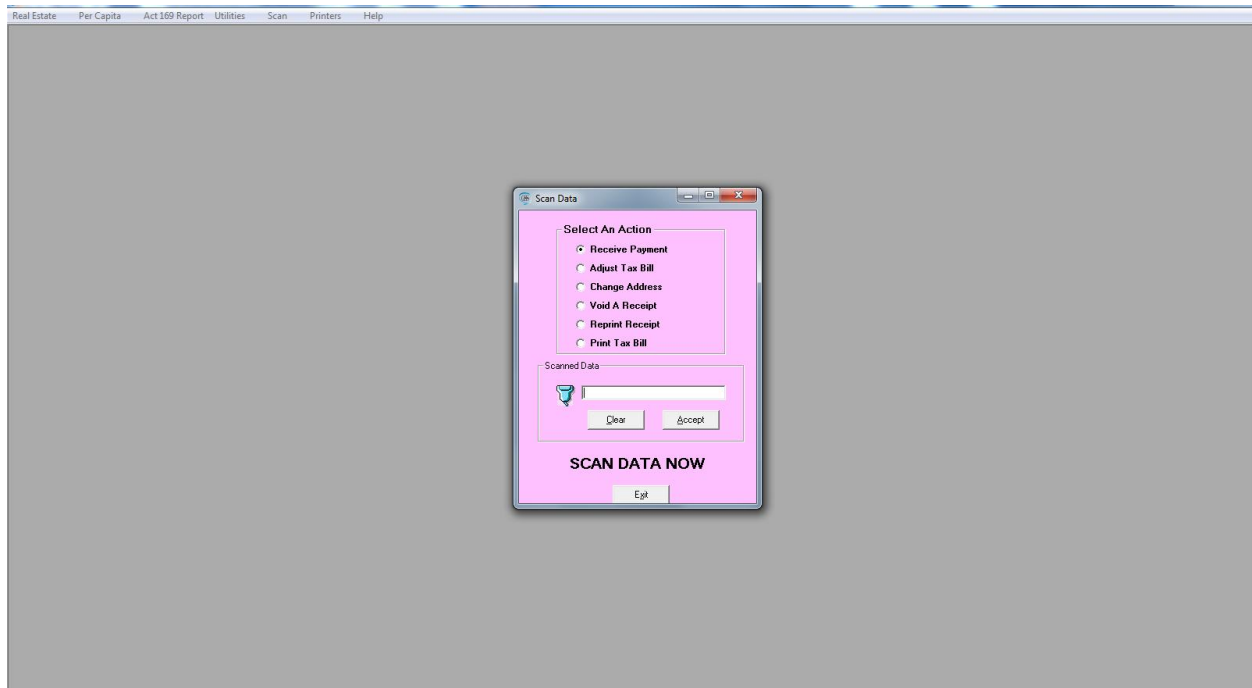
*By following the Late Billing Routine you should have deleted or replaced the GSS produced bills appropriately and should be able to send out your bills to the taxpayers!*

## Scan

This module activates the scanner so that the Bar Code system can be used. You must have a barcode scanner to use this module. When this update was sent instructions were provided in a series of video clips on the CD to walk through setting up a scanner with a computer. The directions provided were from the scanner that the county uses which is an IDTECH Econoscan hand scanner with a USB connection. These scanners are available on the Internet. In the screen below you can either follow the path shown in highlights or you can activate the module by pressing the function key F12.



This is the scanner module screen. (You won't miss the screen color!) You can either select a function from this screen by clicking the mouse in the appropriate circle just left of the function, or you can go into the appropriate module in either Real Estate and Per Capita.



Once you have connected the scanner and have tested it according to the instructions on the video clip you can begin scanning. Activate this module and scan a barcode. The scanner will pull up the module you selected from the screen and load the correct data. After you have completed the action (receive a payment, adjust a bill, or reviewed a receipt) and the screen clears you can then scan the next item. If you use the scanner with the Real Estate and Per Capita module rather than this screen it will bring up the correct screen with all the data loaded. You can also review receipts by scanning on them and it will bring up the receipts module. You must remember to clear the screen after reviewing a receipt.