

J. Mael & Associates
Property Tax Collection Program
User Manual

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TECHNICAL SUPPORT:
(800)561.6823



J. Mael & Associates

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Property Tax Collection Program
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Welcome

The Property Tax Collection Program has been designed to assist municipalities in making payments, deposits and reporting on a daily basis. It stores the important information that allows the municipality to keep an accurate detail of payment history. The program allows the user to print comprehensive reports to fit their specific municipal needs.

Technical Assistance

J. Mauel & Associates provides technical assistance with your yearly maintenance fee. Please call (920) 532-0540 and should you receive voicemail, please leave your name, phone number and message and we will return your call in the order it was received.

For training manuals, tutorials and installation instructions, please go to www.jmauelassociates.com.

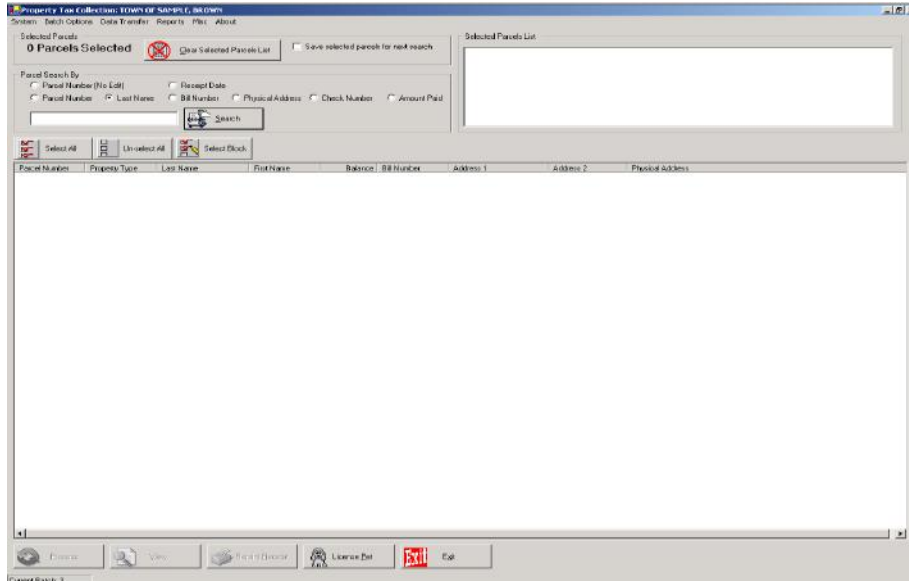
System Requirements

Windows 7, 8, 8.1 or Windows 10 - compatible

Highspeed Internet Connection (preferred). This is used for any technical support should a technician need to log into your pc to help you.

Accessing the Property Tax Collection Program

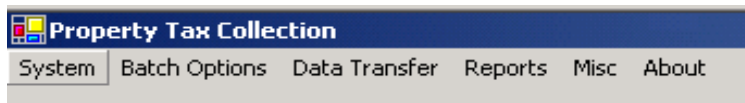
To access the Property Tax Collection Program, double-click on the PROPERTY TAX COLLECTION icon on your desktop. The main menu screen will appear (shown below). This screen is the main navigation screen for the entire program.



← Main Program Screen

Taskbar Options

The taskbar items are located at the top of the Main Program Screen (above). When the user clicks on one of the taskbar items, a drop-down screen will appear with more options for the user to choose.

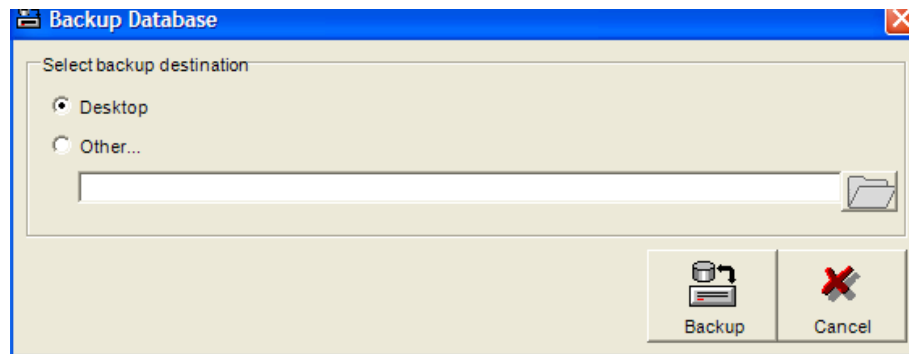


System

FAQ – Will the program backup both the Property Tax Collection Program and the Pet Licensing Program at the same time? No, you MUST backup each program separately.

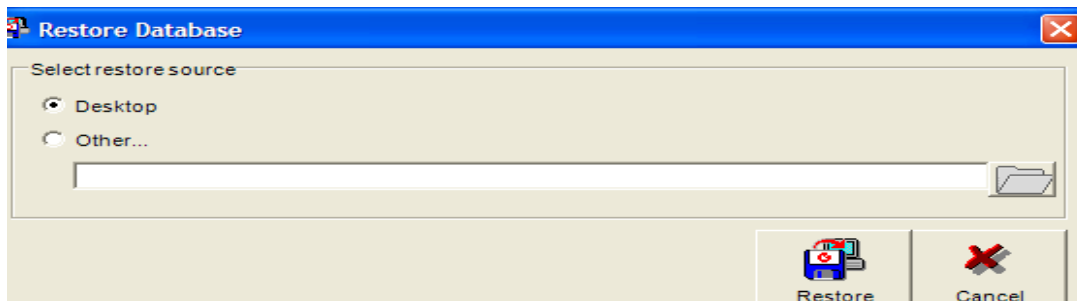
■ Backup

The user will be allowed to backup data at their discretion. We recommend that data backup is done on a daily basis. To backup data, choose System, Backup from the System Task Bar. A message box will appear (example below). Click on the destination in which you would like the backup file. Click BACKUP button. Backup successful message box will appear. Click OK. The propertytaxcollection.mdb file has been placed on your desktop or the destination that you choose. Exit out of the program. If you saved your backup to the desktop, you may right-click on the file and choose Send to and send a copy of the file to a CD or a flashdrive (removable).



■ Restore

The Restore is needed should your hard drive crash, purchase of a new computer, etc. To Restore, Click on System, Restore and the following screen will appear. If you have copied the propertytaxcollection.mdb to your desktop, bullet desktop or you may insert a CD or flashdrive (removable) and bullet other and click the yellow folder to select your CD drive or flashdrive (removable). Click Restore. You will now receive a message "Are you sure you want to restore the database to a previously backed up version? Click OK. Message appears....Database was restored successfully. You need to close the Property Tax Collection Program and restart it for the database changes to take effect. Click OK.



Setup

The screen below allows the user to input the data based on their individual needs. Each municipality must enter this after the program is installed on their computer.

Municipality Tab

This tab allows the user to input the information for their particular municipality (example screen below). The user MUST input all applicable data.

The screenshot shows a software window titled "Setup" with several tabs: "Municipality", "Payment Options", "Search Options", "Export Options", "Receipt Options", and "Printer Options". The "Municipality" tab is active, displaying a form with the following fields:

- Municipality: VILLAGE OF TEST
- Treasurer: (empty)
- Address 1: 860 SAMPLE CIRCLE
- Address 2: (empty)
- City/State/Zip: TEST CITY | WI | 55555
- County: SAMPLE COUNTY

Below the form is a blue text note: "This is all the information about your municipality. It also contains the counties that your municipality is in. Please fill it out completely. This information will appear on many of your reports. This information will be the same for all stations if you are on a network setup." At the bottom are "Save" and "Cancel" buttons.

Payment Options - Tab

This tab allows the user to choose the default on the payment options. For example, if the treasurer has most people paying First Installments, then they should click on the circle next to the First Installment and then the field will be bulleted. This will follow through to the Main Payment Screen and the user will notice that whenever a parcel is chosen, the "Payment Type" is already bulleted for them. This information will be the same for all stations if you are on a network setup.

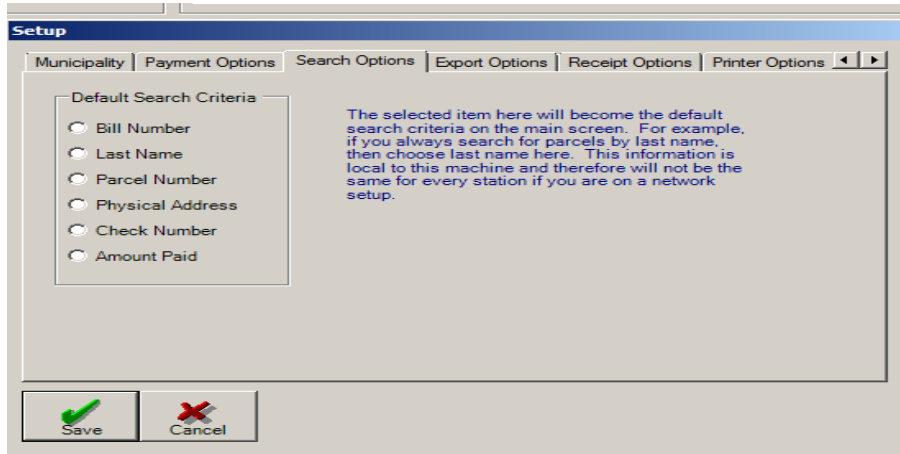
The screenshot shows the "Payment Options" tab in the "Setup" window. It features a "Payment Type Default" section with a list of radio buttons:

- Balance
- First Installment
- Second Installment
- Third Installment
- Fourth Installment
- Fifth Installment
- Sixth Installment

To the right of the list is a blue text note: "This information will be the same for all stations if you are on a network setup." At the bottom are "Save" and "Cancel" buttons.

Search Options – Tab

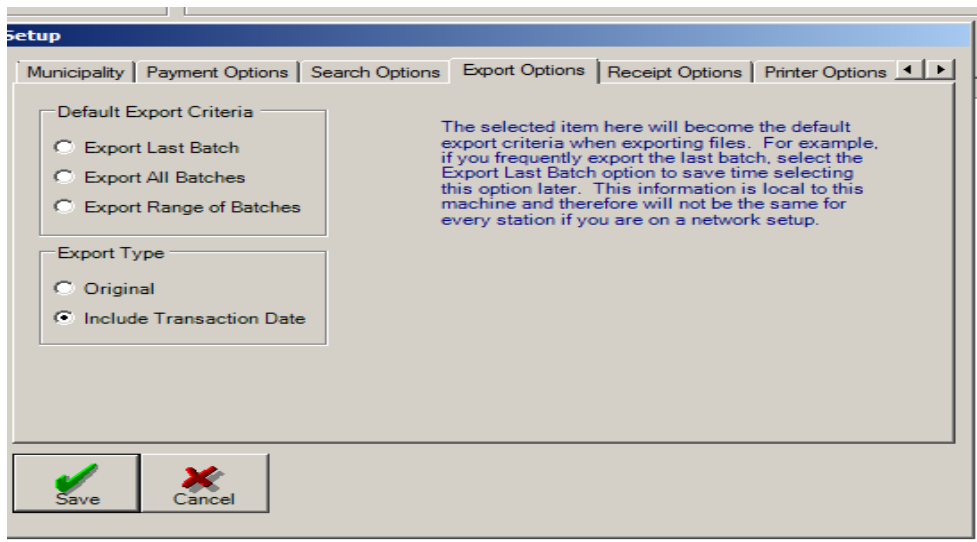
This tab allows the user to choose Default Search Criteria. The selected item here will become the default search criteria on the main payment screen. For example, if you always search for parcels by last name, then choose last name here. This information is local to this machine and, therefore, will not be the same for every station if you are on a network setup. To choose the search option that you would use the most, simply click on the circle next to the selection name and then click on the “checkmark” (which means OK). The user can change this at any time to suit their needs.



Export Options – Tab

The selected item below will become the default export criteria when exporting files. For example, if you frequently export a range of batches, then bullet Export Range of Batches. This information is local to the machine and can be changed at any time.

Export Type – This is defaulted to Original unless J. Mauel and Associates requests you to change it.



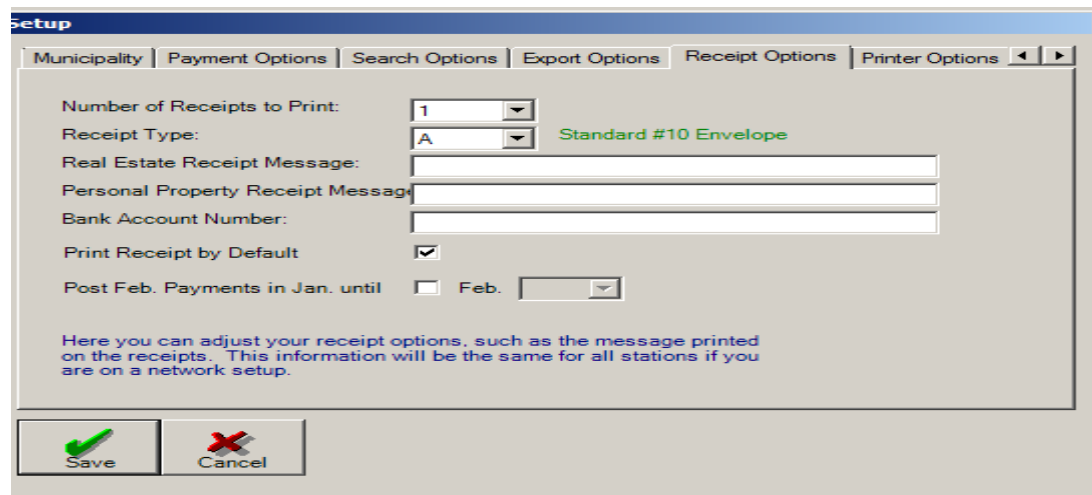
Receipt Options - Tab

This tab allows the user to choose the Number of Receipts to Print as well as choose Receipt type (see Sample of Receipt Types in Table of Contents). A Real Estate Receipt Message can also be added to each receipt that is printed. For example, Thank you for your payment.

Bank Account Number can be entered if the municipality would like it to be printed on their Deposit Report.

Print Receipt by Default - If the box is checked, the print receipt checkbox on the payment screen will always be checked. Therefore, a receipt will always print.

Post Feb. Payment in Jan. until – this should be changed only if requested by J. Mauel staff.



The screenshot shows the 'Receipt Options' tab in a 'Setup' window. The window has several tabs: Municipality, Payment Options, Search Options, Export Options, Receipt Options (selected), and Printer Options. The 'Receipt Options' tab contains the following fields and controls:

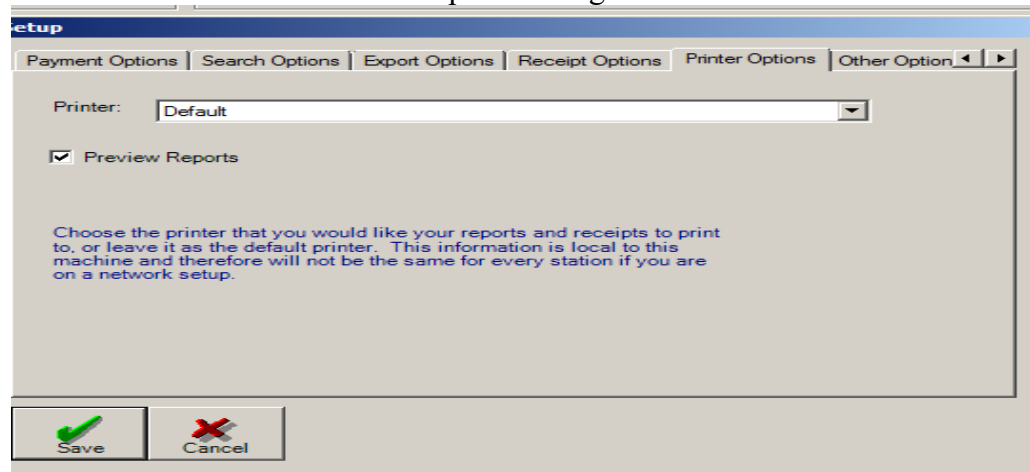
- Number of Receipts to Print: A dropdown menu with '1' selected.
- Receipt Type: A dropdown menu with 'A' selected, with the text 'Standard #10 Envelope' displayed to the right.
- Real Estate Receipt Message: A text input field.
- Personal Property Receipt Message: A text input field.
- Bank Account Number: A text input field.
- Print Receipt by Default: A checked checkbox.
- Post Feb. Payments in Jan. until: An unchecked checkbox followed by a dropdown menu with 'Feb.' selected.

Below the fields is a blue informational message: "Here you can adjust your receipt options, such as the message printed on the receipts. This information will be the same for all stations if you are on a network setup." At the bottom of the window are 'Save' and 'Cancel' buttons.

Printer Options - Tab

This tab allows you to choose the printer that you would like your reports and receipts to print to or leave it as the default printer. This information is local to the machine and, therefore, will not be the same for every station if you are on a network setup.

By clicking on the “down arrow” next to the Printer text box, the user can change the printer destination. Click on the “Checkmark” to accept the change.



The screenshot shows the 'Printer Options' tab in a 'Setup' window. The window has several tabs: Payment Options, Search Options, Export Options, Receipt Options, Printer Options (selected), and Other Option. The 'Printer Options' tab contains the following fields and controls:

- Printer: A dropdown menu with 'Default' selected.
- Preview Reports: A checked checkbox.

Below the fields is a blue informational message: "Choose the printer that you would like your reports and receipts to print to, or leave it as the default printer. This information is local to this machine and therefore will not be the same for every station if you are on a network setup." At the bottom of the window are 'Save' and 'Cancel' buttons.

Other Options

This tab allows the user to enter his or her initials and the initials will be defaulted in the Initials Field each time the user makes a payment. This feature was developed to save the user “keying” time.

The Bank Code is used for banks that are collected for a municipality. There are several municipalities in the state that have multiple banks collecting payments for them. Therefore, each bank would have a code and this code is used in printing reports. The code that is used for the banks is a fictitious code and your municipality can choose any number to identify the individual banks.

The Send Refunds from Bank has been added for banks that collect for municipalities. By clicking on this feature, any refunds that the bank has paid out will transfer when the bank downloads to the municipality (usually on a daily basis).

All other items should be changed by direct of J. Mauel staff only.

After completing the fields as applicable, click on the

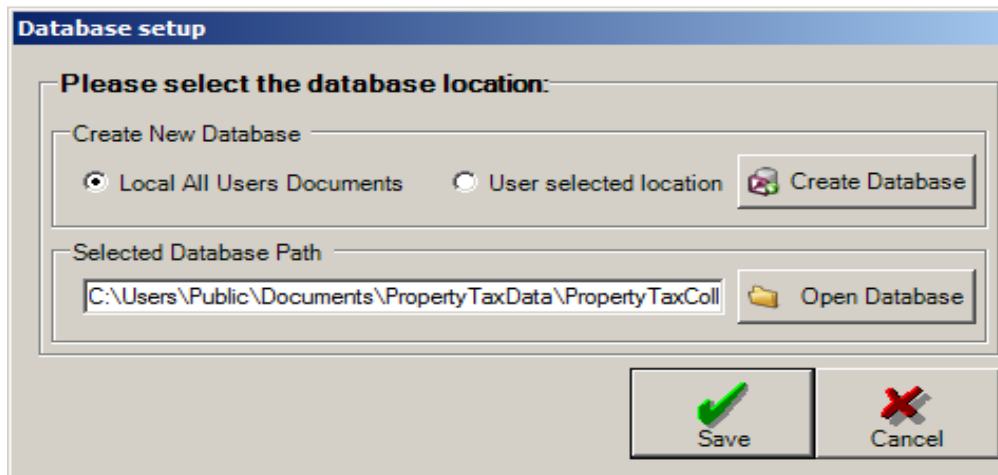
A screenshot of a software 'Setup' dialog box with the 'Other Options' tab selected. The dialog has a title bar 'Setup' and several tabs: 'Search Options', 'Export Options', 'Receipt Options', 'Printer Options', 'Other Options', and 'Auto Email Optic'. The 'Other Options' tab contains the following fields and options:

- 'Operator Initials:' followed by an empty text input field.
- 'Receipt number offset:' followed by a text input field containing the number '0'.
- 'Bank Code:' followed by a text input field containing the number '0'.
- A list of checkboxes:
 - Create refund for a lottery credit that brings the balance below zero
 - Display force overpayment button
 - Send refunds from bank
 - Use 6 Installments
 - Export Other payment
 - Automatically check for updates at startup (requires internet connection)
- 'Pet Licensing Executable:' followed by a text input field containing the path 'C:\PROGRAM FILES (X86)\J. MAUEL & ASSOCIATES\PET L' and a browse button '...'. The path is truncated on the right.

At the bottom of the dialog are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

Database Options

Network Users would use this function because the database for networks is located on the server. The user would install on each standalone computer as usual. However, after installing, the user must then point the program to the database location in order to access the database. If the user is a standalone PC, then the user simply clicks on Create Database. If the user is networked, then the user would click on Open Database and browse for the database on the server which would be propertytaxcollection.mdb and is located in the Property Tax Data Folder.



Change Year

This feature gives the user the ability to look at prior year data. By clicking on System>Change Year>Previous Year, the user may then access the prior year data. Note: After reviewing any prior year data, you should change the year back to the "current" year. To do this, click on System>Change Year>Current Year.

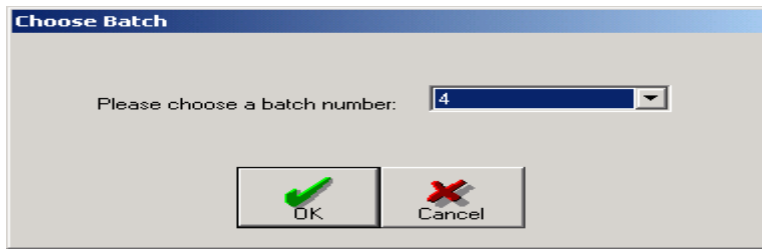
Exit

By clicking on System>Exit, the user is has the ability to exit the system. Please note, the user has the option to minimize the Property Tax Collection Program as well (click on the box with the underline in it in the upper right corner).

Batch Options

View a Batch

This option allows the user to view any batch that has been entered. By clicking on the arrow next to the text box, the batch numbers will appear and the user is able to choose the batch. The user must then click on the “checkmark”. The information shown on the View a Batch report includes Bill Number, Property Type, Owner, Paid By, Receipt Number, Receipt Date, Check Number, Operators Initials, Check Paid, Cash Paid and Refund. Please note that totals are shown on the bottom on the report.



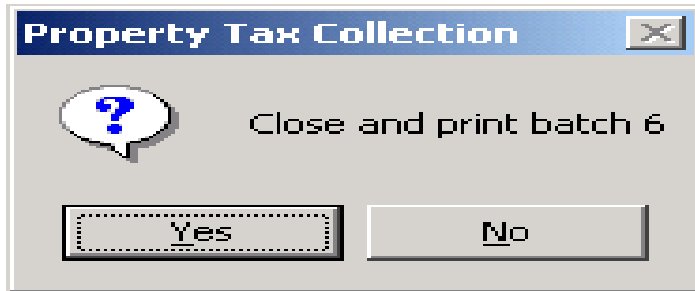
If you wish to simply “view” the information on the screen without printing, click the “x” in the upper right corner to get out of the screen and back to the program.

Example of View a Batch below.

BATCH EDIT REPORT							4/27/2004
TOWN OF SAMPLE BROWN							
Batch: 3							
Bill Number Property Type	Owner Paid By	Receipt# Receipt Date	Check# Op Init	Check Paid	Cash Paid	Refund	
05101243 Real Estate	ROBERT E & DEBRA S CARLSON	13 02/24/2004	1221	\$33.81	\$0.00	\$0.00	
05101505 Real Estate	ROBERT E & DEBRA S CARLSON	14 02/24/2004	1221	\$47.72	\$0.00	\$0.00	
05100308 Real Estate	LORRI L CHARLTON	16 02/24/2004		\$20.84	\$0.00	\$0.00	
05190017 Personal Property	CHARTER COMMUNICATIONS LORRI L CHARLTON	17 02/24/2004		\$7.37	\$0.00	\$0.00	
05100684 Real Estate	MICHAEL E CHECK LORRI L CHARLTON	18 02/24/2004		\$118.79	\$0.00	\$0.00	
05101216 Real Estate	HERBERT E & MARLENE E ANDE	19 03/22/2004	123	\$40.00	\$0.00	\$0.00 *	
DOG	SHAWN WURZER	20 04/22/2004	343	\$3.00	\$0.00	\$0.00	
TOTAL DOGS:	\$3.00	TOTAL CHECKS:				\$271.53	
TOTAL CATS:	\$0.00	TOTAL CASH:				\$0.00	
TOTAL KENNELS:	\$0.00	TOTAL CASH MINUS CASH REFUNDS:				\$0.00	
TOTAL PETS:	\$3.00	TOTAL DEPOSIT:				\$271.53	
		TOTAL CASH REFUNDS:				\$0.00	
		TOTAL CHECK REFUNDS:				\$0.00	
		TOTAL OTHER PAID:				\$5.22	
		TOTAL NET TAXES PAID:				\$263.31	

Close and Print a Batch

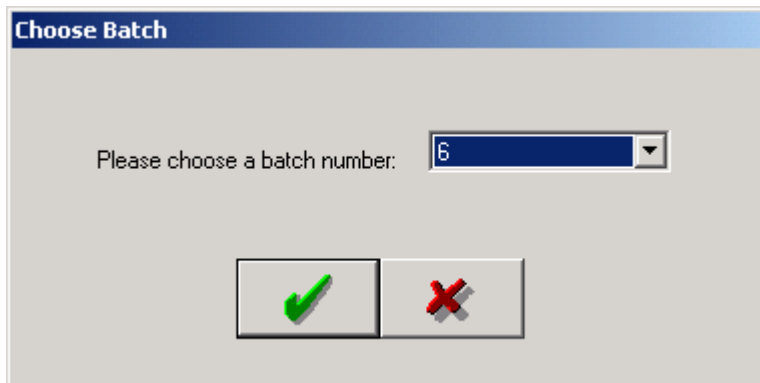
After the user is done entering in the current batch, the user must then choose Close and Print a Batch from the Batch Options taskbar item. **It is highly recommended that the user Views a Batch prior to Close and Print a Batch.** During busy season, it is highly recommended that the user keeps the batches between 50 & 100 payments. Should you have a problem reconciling at the end of the day, it is much easier to find the error in a smaller batch. After printing the batch, review and retain for your records.



NOTE: The Batch Report will automatically print.

Edit a Batch (Deleting Payments)

Edit a Batch is used when the user would like to go back to a previous batch and add or delete a batch item. Choose Batch Options>Edit a Batch. Choose the batch number from the drop-down arrow on the right side of the text box (example screen below) and click on the checkmark.



The screen below will appear and the user has the ability to choose (by clicking on the parcel and highlighting it) Add Payment, Edit Payment, Delete Payment or Delete All Payments.

Edit Batch										
Batch: 2										
Parcel Number	Paid By	Amount Paid	Tax/Pet Paid	Refund Amount	Refund Type	Check Number	Receipt Number	Receipt Date	Operator	
265 P0557	C/O BURR WOLFF LP SAFETY KLE...	\$2.50	\$2.50	\$0.00		1111	2	2/27/2007	KW	
265 1098	SCHETTL/JANET O SCHETTL/RIC...	\$2,344.08	\$2,344.08	\$0.00		12312	3	2/27/2007	KW	
265 1032	WAITE/DARLENE G	\$1,235.07	\$1,235.07	\$0.00		5344234234	4	2/27/2007	KW	

Buttons: Add Payment, Edit Payment, Delete Payment, Void Payment, Exit

Add Payment – By choosing add payment, the payment screen will appear and you will notice a message indicating that you are working in a batch number other than the current batch. The user may enter and post the payment with the normal posting procedures. After the payment has been posted, the user should click on Return to Current Batch (located in upper-middle of screen).

WORKING IN BATCH: 6
Return to Current Batch

Edit Payment – When the user chooses Edit Payment, the screen below will appear. The user must first choose a parcel by clicking on it (it will highlight). Notice the user may only change the items that are not disabled. Payment amount changes may not be done in Edit Payment. The payment must be Deleted and then re-entered under Add Payment.

Payment

Parcel Number: 090500301012

Batch Number: 6 Receipt Date: 2/23/2003

Receipt Number: 107

Paid By: PETER J AUSLOOS

Tax Paid: \$1,808.69 Check Number: 123 Cash

Refund Amount: \$0.00 Refund Type: Check Cash

Other Amount: \$0.00

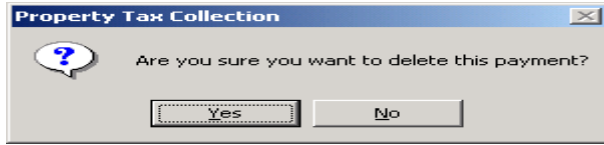
Other Desc:

Operator Initials:

Pet Type: Dog Cat Kennel N/A

Buttons: [Green Checkmark] [Red X]

Delete Payment – When the user chooses to delete a payment, the following message box will appear. Click on Yes to continue with deletion. As with Editing a Payment, the user must first click on the payment to be deleted (it will highlight).

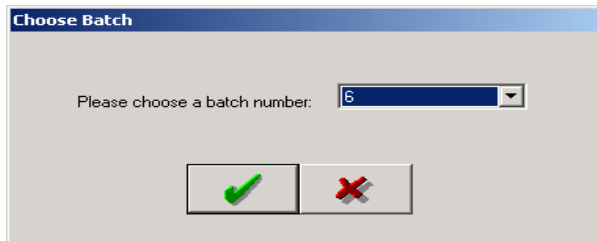


IMPORTANT: DELETE ALL PAYMENTS BUTTON WILL DELETE EVERY PAYMENT IN THE BATCH. YOU CAN FIND THIS BUTTON UNDER THE MISC. TASBAR ITEM ON THE TOP OF YOUR MAIN PROGRAM SCREEN. DO NOT CLICK ON THIS BUTTON UNLESS YOU ARE VERY SURE YOU WANT TO DELETE ALL THE PAYMENTS IN THE BATCH. YOU WILL NEED TO CONFIRM SEVERAL TIMES THAT YOU WOULD LIKE ALL THE PAYMENTS TO BE DELETED.

Void Payment – The user will now have an ability to void a payment. You will now see a Void Payment button in the Edit A Batch screen. The function will allow the user to click on Void Payment and a receipt will be printed indicated that the payment was voided and the program will automatically delete the payment from the batch.

Deposit Report

After the user has printed out their Batch Report, the user should then print out the Deposit Report to reconcile totals collected. The Deposit Report is accessed by choosing Batch Options>Deposit List. The screen below will appear and the user must then choose the batch number and click on the checkmark. Information included on this report include Paid By, Check Number, Total Paid, Batch Number, Bank Account Number as well as the Totals at the bottom of the report.



DEPOSIT REPORT 4/27/2004
TOWN OF SAMPLE BROWN

Batch: 3
Bank Account Number:

Paid By	Check Number	Total Paid
ROBERT E & DEBRA S CARLSON	1221	\$81.53
LORRI L CHARLTON		\$20.84
LORRI L CHARLTON		\$7.37
LORRI L CHARLTON		\$118.79
HERBERT E & MARLENE E ANDERSON	123	\$40.00
SHAWN WURZER	343	\$3.00
Check Total:		\$271.53
Cash Total:		\$0.00
Grand Total:		\$271.53

Data Transfer

Import Data from County

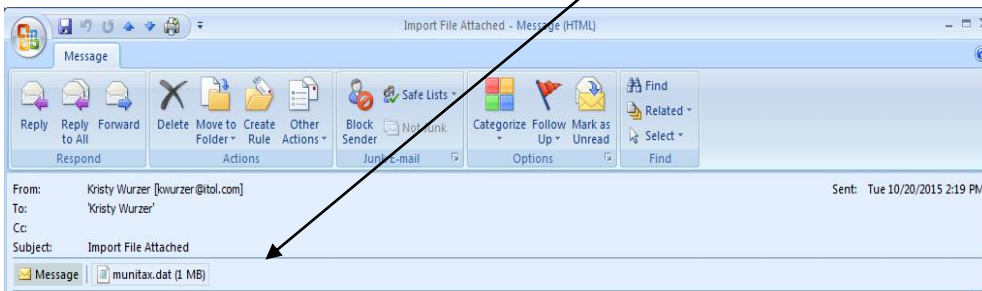
Saving your Import File to the Desktop

Below is an example of an Outlook Account. If you use a program other than Outlook, the steps will be similar but you may call our office if you need assistance.

Open the email from the County.

Right Click on the attachment from the County. The file name: Munitax.dat (or the County may name it your municipality name)

Left click on Save As...



In the Save Attachment Text Box, scroll in the left text box and choose “Desktop”. Click Save and exit out of your email.

Now that import file has been saved to your desktop, follow the steps below to import the data:

- Double-click on your Property Tax Program
- Click Data Transfer
- Click Import Data from County. Click on Choose Import Location. The Open Box will appear. Near the top of this box you will see Look In: (or This PC) with a down arrow to the right of it. Click on the down arrow and choose Desktop or you can choose Desktop from the column on the left. Click on the file from the county (usually named MUNITAX.dat or your municipality name). Click Open.

The next box reads.....Would you like to move this years data to last years? If you are importing the data for the second time this year—because of an error the first time—you must select NO, otherwise you will delete last year’s data. **CLICK ON “YES”** because it is the first time you are trying to import your tax data from the county.

Current database was successfully moved to previous year will appear. If you receive an error after this point, do not move this year’s database to last year when attempting to import the county data again. Click “OK” to continue.

You will see a blue progress bar run across the screen (this usually takes less than 30 seconds to load the data). Click OK when finished. Print the Import Totals Report for your records.

Your data has been successfully loaded. You may now “X” out of the Import Totals Report and begin processing payments.

Import Data from Third Party

This feature is used for financial institutions that assist the municipality in collections. The bank/financial institution will send the data to the municipality and the municipality must then import the data into their program. To do this, the municipality must click on Data Transfer (from Taskbar), Import Data from Third Party. Click on Choose Import Location. The Open Box will appear and the municipality must use the Down Arrow to the right of the Look In: test box to choose the file. The file from the bank/financial institution is 3rdparty.dat. Click on 3rdparty.dat and Click on Open (bottom right). The program will indicate that the import has been completed once the process is finished.

Import Data from Web

If the user is having a financial institution collect using the web-based tax collection program, to import the data into the municipality program, please follow the steps below:

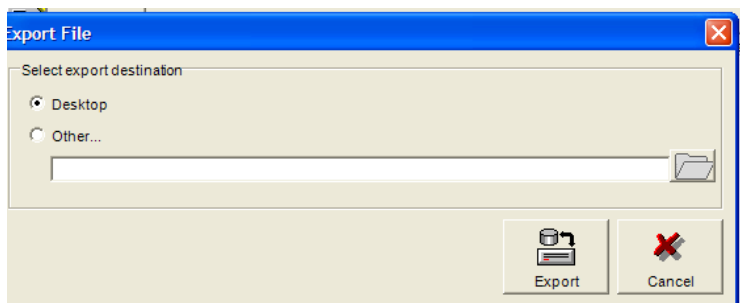
1. The batch file (from the financial institution) will be emailed to you directly out of the J. Mael Web Tax Program. Save the file to your desktop.
2. Click Data Transfer (taskbar item)
3. Click Import Data from Web
4. Select the Import File.
5. Import Complete will appear.
6. Click on Batch Options, View A Batch and print off the batch for your records.
7. The program will automatically begin a new batch for municipal tax processing.

Transfer Data to County

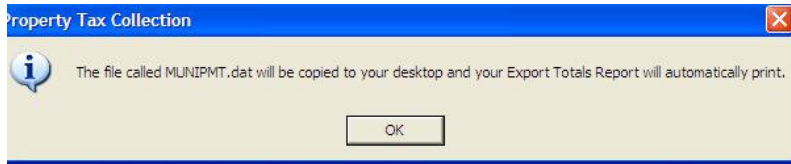
At the end of the collection period (or whenever the County requests the collections), the user must send the data to the County. To transfer the data back to the county, Click on Data Transfer (from Taskbar), Click on Transfer Data to County.

The Select Batch Range Box will appear. Export All Batches will be bulleted. Click OK.

The Message Box below will appear.....You may choose to send the file to the Desktop or Other (then choose destination). Click Export.



The next screen appears. Click OK.



You will now see the Export Totals Report on your screen. Please keep a printed copy for your records.

Your data for the county has been placed on your desktop (or at the destination that you choose) titled MUNIPMT.dat. You can now email the file, copy it to a flashdrive to give to the county or copy it to a CD for the county.

Transfer Data to Municipality (for financial institutions that use Windows Program

Based on the agreement between the municipality and financial institution (usually daily), the financial institution needs to transfer the data back to the municipality.

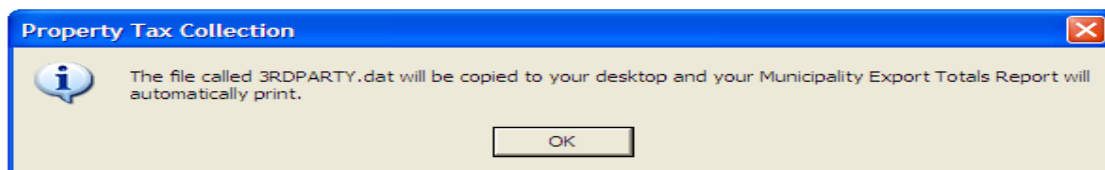
To transfer the data to the municipality, Click on Data Transfer (from Taskbar), Click on Transfer Data to Municipality.

The Select Batch Range Box will appear. Export Last Batch will be bulleted or you may choose your range of batches. Click OK.

Confirm the batch number to be exported. Click OK.

Progress Bar....Please Wait

The following screen will appear indicating that the file has been exported. Click OK.



You will now see the Export to Municipality Totals Report on your screen. You may now click the “X” (click on the box on the upper right side of screen). You will be brought back to the Main Program Screen.

Your data for the county has been placed on your desktop or the destination that you have chosen titled 3rdparty.dat. You can now copy the file to flashdrive, burn it to a CD (by right-clicking on the file and sending it to your CD burner – you must know how your burning program works) or email the file to the municipality.

Reports

NOTE: The report will be displayed and if the user wishes to print, click on the picture of the printer on the upper right side of the screen. If the user would like to export the file (so the file can be emailed or saved to their documents) click on the Export Button and export it (usually in PDF format) and save the report to the desktop, Documents or wherever the user wishes.

Lottery Credit Reports

Late Claim Lottery Credits Report – This report lists the changes in the lottery credit made by the local treasurer. Detail of late lottery credits and reduced lottery credits (pre-certified lottery credits that were canceled) on all closed batches will be listed, along with totals.

Lottery Credit Detail Report – This report will list the detail on the lottery credits. This report list the owner name, parcel number and lottery credit amount on each parcel. The report is totaled on the last page and a total count of lottery credits is given.

Lottery Credit Summary Report – This report will be a summary of the lottery credits as printed on the tax bills. The report lists the total lottery credits claimed and the total lottery credit dollars claimed.

Mailing Labels Reports

Mailing Labels Reports can be chosen by Property Type, Selected Parcels, Zip Range and Address 1. The labels are formatted to use Avery 8160 (or generic equivalent).

MFL/FCL Reports

Detail Report – This report shows the status of your MFL and FCL detail. Information shown on this report includes Name, Parcel Number, Bill Number, Description, Tax Amount, Tax Paid, Tax Due and Grand Totals.

MFL/FCL Amount Paid Per Code (All Payments)-This report shows the Code, Description and Amount Paid. Please note, payments from previous batches/batch range/date ranges are not taken into account for these totals. They are only taken into account if you run the report for your entire range of collection. This report may also be chosen to run by Batch, Batch Range and Date Range.

Miscellaneous Reports

Address Changes – Select this option to print the Address Change Report for the County. When you make an address change, your file is updated immediately. The County keys in all of the address changes. They do not get transferred with your data at the end of collection so it is important to print this report for the County. Some County Treasurers or Tax Listers may request this report several times throughout the year or may just want it at the end of collections and before the new tax bills are printed. Please note that the address change report will provide you with the old address as well as the new address.

Batch Edit by Operator Initials – This report allows the user to choose a batch and the batch will be sorted by operator initials. This report is useful for municipalities where more than one person is collecting payments. The report will provide all of the Batch information as well.

Import Totals – This report allows the user to reprint the import totals that initially print out when they do the first step in the collection process which is “Import Data from County”. Should the treasurer lose the printout or perhaps they had an issue with their printer, they can simply reprint the report.

Export Totals (Data will be from last export ran) – This report allows the user to reprint the export totals that print out when “Transferring Data Back to County”. Should the treasurer lose the printout or perhaps they had an issue with their printer, they can simply reprint the report. The data will be from last export ran so if the treasurer decides to run the report during the middle of collection, all totals will not be valid. The treasurer must do the “Transfer Data Back to County” before they can run this report for accurate totals.

Other Payment Reports – Other Payments Report – The other category is for posting any payment made along with the tax payment on a check, but not listed on the tax bill. Some examples are property owners paying another invoice along with the taxes on one check, such as gravel purchased from the municipality, extra principal on a special assessment like water or sewer main, or even a monthly or quarterly water/sewer bill added along on the same check with the taxes. In order for your deposit total to match your checks, post the extra amount to the other category. The “other” payments do not get transferred to the County because it was for payment of something not found on the tax bill and was retained by the municipality. Information contained in this report would include Name, Batch #, Parcel #, Bill #, Receipt Data, Property Type, Other Paid, Other Description and Grand Totals.

Payment Detail Reports

Delinquent Personal Property Report – This report will list personal property parcels that have not had the 1st installment posted as paid year-to-date. There are some personal property classifications that by law can be split in two payment installments, this report will only consider the 1st installment. In most cases, the 1st installment on a personal property tax bill is also the full payment. If you select this report before January 31st, the parcels listed are not yet delinquent.

Delinquent Real Estate Report – This report will display/print the name, parcel number, bill number, total tax (includes special assessments/charges/delinquencies less lottery credit claimed), amount paid, postponed and delinquent amounts on Real Estate parcels. It will not include any parcels that have been paid in full, they are not postponed or delinquent. Totals will list at the end of the report.

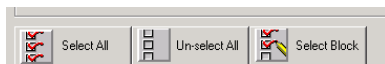
Postponed Reports (Personal Property and Real Estate) - The user has a choice between Personal Property and Real Estate report. This report will display the name, parcel number, bill number, total tax (includes special assessments/charges/delinquencies less lottery credit claimed), amount paid, postponed and delinquent amounts. It will not include any parcels that have been paid in full as they are not postponed. Totals will list at the end of the report.

Payments Sorted by Parcel Number or by Name – This report’s sort can be chosen by Parcel Number or by Name. The report will include all payments made. Information included on this report is Parcel Number, Receipt Data, Bill Number, Payment Amount, Name, Property Type and Tax Amount. Grand Totals are displayed at the bottom of the report.

Payments Less than First Installment Report – This report will provide a listing of any parcel that has had a payment posted, but does not meet or exceed the 1st installment amount. If your County allows a variance under the 1st installment before the parcel is considered delinquent, this may be a helpful report to give to the County Treasurer. It may also be helpful to you, the treasurer, to notify those taxpayers that owe a small amount under the 1st installment. This report will not list the parcels where no payments were made. To print those parcels, select Zero Paid Report found in the Payment Detail Reports.

Personal Property Detail – This detail report will display/print every personal property record in the file. It will list the name, bill number, tax amount, tax paid and balance due. Totals will print at the end of the report.

Tax Escrow List by Selected Parcels Report – In order to compile this report, the user must first choose the parcels on the Main Screen. For a list that contains more than one parcel, the user must hold down the CTRL key and click on the desired parcels. Another option is to use the features below (which are found on the Main Screen) to choose desired parcels.



Zero Paid Report – This report will list any parcel (real estate or personal property) that has not had any payment applied to it. This report can be useful if the treasurer reminds property owners that their taxes will go delinquent if not paid immediately.

Payment Summary Reports

Total Collected by Date Paid Report – This report will display a total for each day that payments were posted. The report will be sorted by dates. The report will list the receipt date, deposit, tax paid, other paid, check refunds and cash refunds.

Total Tax Collected Reports – This report can be chosen to sort by Date Range, by Batch, by Batch Range. The report will display totals in categories by the selected receipt dates. Use this report to fill out January and February settlement statements and/or to balance for a day, week, month or total collections. Check the individual category totals on this report and confirm that they agree with the report that prints when your data is copied to diskette for county processing.

YTD Batch Recap Report – This report will list Batch Number, Deposit, Tax Paid, Other Paid, Check Refunds and Cash Refunds. Total for all batches will be listed at the end of the report. Compare this report to your deposits.

YTD Postponed/Delinquent – This report will display all year-to-date totals for postponed and delinquent parcels. The report will separate Personal Property and Real Estate.

Reprint Receipts Alphabetically – The program will reprint all of your receipts in alphabetical order.

Reprint Receipts by Batch – By choosing this option, the program will display a message box which will request a batch number. After choosing a batch number, click on the checkmark and the receipts for the entire batch will print.

Check Refunds By Batch & Check Refunds by Date - We have provided you with two options. You may sort by batch or by date. Your Board/Council needs to approve the refunds before issuing checks. Use this option to provide the Board/Council backup documentation. These reports will be sorted by alphabetical order.

Special Assessment Reports

The program offers the user to choose from various Special Assessment Reports Per Code. Report sorts include by All Payments, By Batch, By Batch Range and By Date Range. Items displayed on this report include Code, Description and Amount Paid.

Special Assessment Amount Paid Per Code Detail Report - The user can choose this report by Date Range, by Batch Range, Date Range (choose code) and Batch Range (choose code). Information included on this report is as follows: Code, Description, Parcel Number, Owner, Amount Paid and Total For All Codes.

Special Assessment Delinquent Report – This report provides the user with all of the delinquent Special Assessments. Information contained on this report is as follows: Name, Parcel Number, Bill Number, Special Assessment Description, Tax Amount, Tax Paid and Tax Due.

Special Assessment Detail Report – This report provides the user with all information regarding the Special Assessments. Information contained on this report is as follows: Name, Parcel Number, Bill Number, Special Assessment Description, Tax Amount, Tax Paid and Tax Due.

Special Assessment for Individual Parcel – This report allows the user to choose a parcel and then display detail for the individual parcel. To create this report, simply highlight (by clicking on the parcel), choose Reports (from main taskbar), choose Special Assessment for Individual Parcel. Note: If you would like to choose more than one parcel, hold down the “ctrl” key and click on the parcels you would like to view.

Miscellaneous

Please do not proceed into this taskbar item unless instructed by J. Mauel & Associates personnel.

About

This taskbar item will show you the version of the program. The version number is useful when troubleshooting with J. Mauel & Associates. You may be asked to look for the version in the troubleshooting process.

Main Program Screen Features - Overview

The Property Tax Collection Main Program Screen is the screen that displays immediately upon “double-clicking” on the desktop icon titled Property Tax Collection. From the Main Program Screen the user controls the functions of the program including taskbar items, searching and making payments to parcels, selecting blocks of parcels and the ability to navigate into the Pet Licensing Program.

Property Tax Collection: TOWN OF EXAMPLE, GREY COUNTY

System Batch Options Data Transfer Reports Misc About

Selected Parcels
1 Parcels Selected Save selected parcels for next search

Parcel Search By
 Parcel Number (No Edit) Receipt Date Partial Parcel Number
 Parcel Number Last Name Bill Number Physical Address Check Number Amount Paid

Selected Parcels List
 265 1398

Parcel Number	Property Type	Last Name	First Name	Balance	Bill Number	Address 1
265 P0002	Personal Property	A MOMENT IN TIME		\$280.49	0006728	
265 1258	Real Estate	ABALAN/ROBERT C	ABALAN/JANE...	\$2,742.71	0006838	616 KENNEDY AVE
265 0299	Real Estate	ABRAHAM/MICHAEL J	ABRAHAM/TE...	\$1,670.42	0006839	7950 TRITT RD
265 0186	Real Estate	ABRAM/GREGORY		\$262.97	0006840	138 ALBERTS AVE
265 0188	Real Estate	ABRAM/GREGORY		\$413.22	0006841	138 ALBERTS AVE
265 0189	Real Estate	ABRAM/GREGORY		\$671.17	0006842	138 ALBERTS AVE
265 0191	Real Estate	ABRAM/GREGORY		\$280.48	0006843	138 ALBERTS AVE
265 0965	Real Estate	ACKMANN/DEAN W		\$2,011.44	0006845	334 WAUKAU RD
265 021101	Real Estate	ACKMANN/DEAN W		\$0.00	0006844	334 WAUKAU RD
265 0677	Real Estate	ADASIEWICZ/DIANE M	STEINERT/DA...	\$3,258.61	0006846	733 E MAIN ST
265 P0007	Personal Property	ADT SECURITY SER...		\$0.00	0006729	
265 1398	Real Estate	ARBUTHNOT/J...		\$3,220.60	0006847	PROPERTY TAX DEPT
265 0588	Real Estate	ALBASHIAN/AARON J		\$1,871.20	0006849	322 WASHINGTON AVE
265 005901	Real Estate	ALBASHIAN/MICHAEL J	ALBASHIAN/PA...	\$598.53	0006850	3484 HEISE RD
265 0534	Real Estate	ALDER/ROBERTA A		\$1,600.28	0006851	613 W DUNTON
265 0538	Real Estate	ALDER/ROBERTA A		\$247.92	0006852	613 W DUNTON
265 0580	Real Estate	ALDER/ROBERTA A		\$1,888.30	0006853	613 W DUNTON
265 0619	Real Estate	ALDER/ROBERTA A		\$1,622.82	0006854	613 W DUNTON
265 P0005	Personal Property	ALL RITE UPHOLSTE...		\$75.13	0006730	
265 0962	Real Estate	ALLARD/WENDY S		\$2,359.55	0006855	621 ELM ST
265 1188	Real Estate	ALLEN/JAMES L	ALLEN/SUSAN R	\$2,402.11	0006856	317 MCKINLEY AVE
265 0234	Real Estate	ALLEN/LYLE D	MILLER/ANN M	\$2,592.45	0006857	164 E SCOTT ST
265 1496	Real Estate	ALLISON/BRIAN S	ALLISON/AMY M	\$3,814.58	0006858	273 GOLDENROD DR
265 P0028	Personal Property	ALPINE CAPITAL CORP	C/O NATIONAL...	\$30.05	0006731	ATTN MARIA SCHNEID...

Current Batch: 5

Choosing Selecting Parcels

The treasurer uses this feature for reports such as Escrow Report where you need to select your parcels before choosing the report. Click on the Select by Parcel button (located next to the Search button on the main screen). A message box will appear requesting the user to type in the parcel number. Press OK. A message box will now appear asking the user if they would like to enter another parcel. Choose “YES” to continue entering parcels. If you are done entering the parcels, choose “NO” and all the parcels that you have entered will now appear on the main screen. Choose Select All button and now you may run the report that you need. **YOU MUST CHOOSE YOUR PARCELS PRIOR TO CHOOSING THE REPORT.**

Select All, Unselect All, Select Block

Select All Button – This is helpful to the user should they need a report that would include all of the parcels on the screen. By clicking on Select All, the user will notice that the page is highlighted and the user can now choose a report.

Unselect All – Allows the user to cancel out their selection.

Select Block – This feature is helpful to the user for paying multiple parcels and reports. The user must first click on the first parcel, then hold down the ctrl key and click on the last parcel in their range. Simply click on Select Block and the program will highlight all parcels between (and including) the first and last parcels.

Searching for Parcel or Bill Number

Please note that you must type in the Parcel Number and Bill Number exactly as the county has downloaded it. For example, your parcel numbers may have a space or dash in it.

View Payment History, Special Assessments or MFL/FCL

The treasurer may wish to view payments, Special Assessments or MFL/FCL made on particular parcels. In order to do this the treasurer should choose (highlight parcel), click Process and then click on Payment History (or Special Assessments or MFL/FCL depending on the information they need) on the upper folder item. After reviewing the history, the user should click on Exit.

REMINDER: REMEMBER TO FILL IN ALL DEFAULTS UNDER SYSTEM>SETUP PRIOR TO ENTERING YOUR PAYMENTS.

Posting A Single Payment to a Single Parcel

To post one payment to a single parcel, the user must first choose the sort feature which is used the most often for their municipality. To change the default, the user must choose System>Setup>Search Options and click on the default desired (i.e. Parcel No., Last Name, Bill No., Check Number or Amount Paid). If the user chooses to change the search they may do it by simply clicking on one of the search options located on the Main Program Screen (example screen above). Remember, the default will always stay the same unless the user changes it manually on the Main Program Screen.

In the example above, an “a” was entered and the search button was clicked on. Notice all the parcels starting with the letter “a” have been displayed. The user may then choose the parcel and then click on process (bottom-left). By clicking on the parcel and the parcel will automatically be highlighted.

The following screen will appear and the user should choose the installment option. Note that the user chooses a default Payment Option when initially in the Setup Screen (System>Setup>Payment Options). The user must then input the Check No. or click on Cash and must enter their initials. Note that the default initials may be set up under System>Setup>Other Options. The amount of the specified tax payment type will be displayed in the Amount paid box. **If the check is for an amount other than the tax amount, key in the amount of the check.** The user must then click on Post (bottom of input

screen) and the receipt will print. In a case where the user does not wish to print a receipt, simply click on Print Receipt and the checkmark will disappear for that particular parcel only. The Paid By field is automatically defaulted to the owner. The user may change this field if desired by clicking on the Paid By Text Box and entering the information. A receipt note can also be entered through System>Setup>Receipt Note.

The Main Program Screen will appear after the payment is posted and the treasurer can now enter the next payment.

FAQ – If the treasurer receives a check by December 31 and doesn't enter it on that receipt date how would the treasurer record the payment? Enter the payment and check the "Postmarked December" (box shown below).

The screenshot shows a software window titled "Process" with the following data:

- Parcel:** 05150900300000
- Bill:** 05100355
- Owner:** J A LAUN FURNITURE
- Address 1:** 300 S 56TH ST
- City:** KIEL
- State/Zip:** WI 53042
- Payment Status:** Taxes Levied: \$66.38, Lottery Credit Claimed: \$0.00, Sp Asses Total: \$0.00, MFL/FCL Tax Total: \$0.00, Total Tax Bill: \$66.38, Total Paid: \$0.00, Balance Due: \$66.38
- Parcel Info:** Property Type: Real Estate, Land Assessment: \$32,600.00, Improvement Assessment: \$207,900.00, Total Assessment: \$240,500.00, Equalized Value: \$1,278.83, MFL/FCL Value: \$0.00, Total Acreage: 7.6
- Payment Information:**
 - Balance F1: \$66.38
 - First Installment F2: \$33.19
 - Second Installment F3: \$33.19
 - Third Installment F4: \$0.00
 - Check number: [blank]
 - Amount Paid: \$66.38
 - Operator Initials: KLW
 - Receipt date: 7/12/2004
 - Cash F5
 - Print Receipt F6
 - Post Mark December F7
 - Force Overpayment

Note: You will notice that there are "F" keys behind certain functions. These are shortcut keys. For example, you can either click on the Post button or push the F8 key on your keyboard.

Posting A Check for More Than the Amount of Tax Being Paid

If the amount of the check was for more than the specified tax payment, an Overpayment box will appear (example screen below). The amount of the Refund Amount will be displayed. The user may either choose to Refund, complete Other Amount (amount owed to the municipality other than tax bill) or enter an amount for a Pet. Note that if an amount is chosen for a Pet Type and the "checkmark" is checked, the program will immediately display the Pet Program.

After the payment has been posted, the program will return to the Main Program Screen to resume payment processing.

Over payment

You can apply the difference towards a pet, a refund, an other amount, or a combination of both.

Pet Amount: Pet Type: Dog Cat Kennel No Pet

Refund Amount: Refund Type: Check Cash

Other Amount: Description:

Reminder: Pay close attention to the Refund Type when confirming the refund. Choose the type that applies.

Posting Multiple Parcels With One Check

Change Parcel Search By order to Last Name. Key in last name of first few letters of last name. Next, choose the parcels that should be paid by clicking on the first parcel and highlighting it and then hold down the Ctrl and click on the other desired parcels and click on the Process Button. The screen below will appear confirming the totals. Key in the check number and amount paid (if different). Click on the checkmark. The first payment screen will appear confirming amount to be paid to the parcel and will automatically display the check number. Click on the Post Button. The payment screen for the 2nd bill will now appear and the same process should be followed.

Note: If the amount is an amount other than displayed when posting (includes dog, cat or other payments), key in the actual amount of the check and then click on Post. The overpayment screen will appear and the user can then license the pet or issue a refund.

Multiple Parcel Confirmation

3 Parcels Selected

Totals for selected parcels

<input type="radio"/> Balance	<input type="text" value="\$8,206.01"/>	Receipt date:	<input type="text" value="1/28/2003"/>
<input checked="" type="radio"/> First Installment	<input type="text" value="\$4,020.27"/>	Check number:	<input type="text"/>
<input type="radio"/> Second Installment	<input type="text" value="\$4,185.74"/>	Amount Paid:	<input type="text" value="\$4,020.27"/>
<input type="radio"/> Third Installment	<input type="text" value="\$0.00"/>		
<input type="radio"/> Other Amount			

Posting Multiple Checks and/or Cash to One Parcel

Choose the Parcel to be paid. Key in all information including amount of check and check number. Click on Post and Return. A message box will appear indicating that your payment was posted. Click “OK”. You will notice that the receipt will print and the parcel payment screen will appear again. Key in the information including amount of check and check number. This process may be repeated to complete the payment process. On the last check to be entered the user should click on Post and that completes the process.

Posting Multiple Checks/Cash to Multiple Parcels

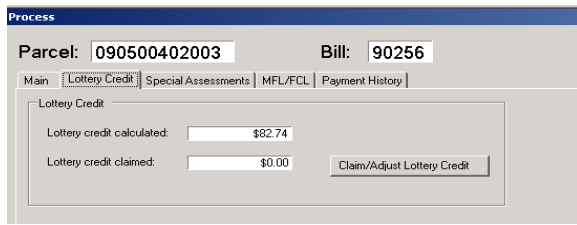
Choose the Parcels to be paid (select by block or hold down the CTRL key and highlight each parcel). Key in all information including the total amount of all checks. Next you must key in a check number. Use the first check number as your check number. Click on the checkmark. The next screen that will appear is the first payment screen of the parcels that you have chosen. Post each payment with the applicable amount. You will notice that the check number entered will automatically default on each payment screen.

Example: You received 5 checks for a total of \$2,000. The check numbers are 100-104. First choose the parcels. Next key in \$2,000 with the check number being 100. Post each payment for the amount to be posted. Should there be a refund at the end of your posting process, the refund screen will appear.

Note: Do not license a dog within a posting of Multiple Checks and Multiple Parcels. This process should be done separately.

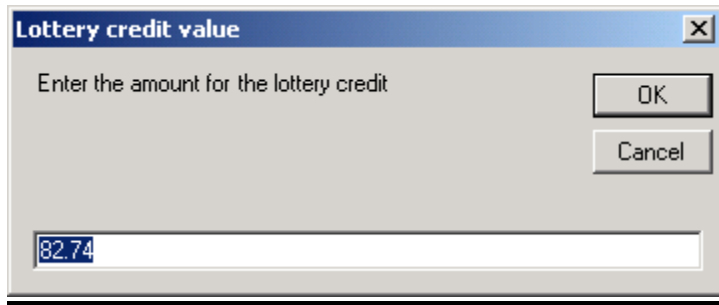
To Adjust a Lottery Credit

A lottery credit can be adjusted with or without posting a payment. It will be added to the current batch or you can also choose to adjust in a previous batch. To adjust a lottery credit, choose the parcel and click on the Process button (button left of screen). At the top of the Posting Screen you will notice a folder titled “Lottery Credit” . By clicking on the Lottery Credit folder, the screen below will appear. Next click on the Claim/Adjust Lottery Credit button.



The screenshot shows a software interface titled "Process". At the top, there are two input fields: "Parcel:" with the value "090500402003" and "Bill:" with the value "90256". Below these are several tabs: "Main", "Lottery Credit", "Special Assessments", "MFL/FCL", and "Payment History". The "Lottery Credit" tab is selected. Inside this tab, there is a sub-section titled "Lottery Credit" containing two input fields. The first is labeled "Lottery credit calculated:" and has a text box with the value "\$82.74". The second is labeled "Lottery credit claimed:" and has a text box with the value "\$0.00". To the right of the second input field is a button labeled "Claim/Adjust Lottery Credit".

The amount of the lottery credit calculated for your municipality will automatically be displayed. If you wish to change the amount you may do so by clicking on the text box and entering the desired amount. Click OK and the amount will automatically be adjusted on the Main Posting Screen.



Note: You may adjust a lottery credit that has been previously paid by using the process above. However, if you need to make an adjustment to a parcel that has been paid in full, you must go back into that batch and delete the entire payment and re-enter payment and include the lottery credit adjustment.

Address Changes

Address changes can be made while posting a payment or by choosing the parcel (highlighting) and clicking on the Process Button (bottom left). Key in the new address and choose Save New Address. A confirmation screen will then appear. You may either continue with the payment or exit out of the parcel.

Reprinting Receipts

After choosing the parcel (highlighting), the Reprint Receipt button is enabled on the bottom of the screen. Simply click on the Reprint Receipt button and your receipt will be printed.

Overview of Receipts Types

Receipt A (most used by municipal treasurers)

Fits Standard #10 Envelope. Includes County Name, Date, Tax Year, Municipal information, Total Tax, Less Lottery Credit Claimed, Less Tax Paid, Balance Due, Legal Description, Parcel Number, Bill Number, Physical Address, Mailing Address, Land Assessment, Improvement Assessment, Total Assessment, EFMV, Special Assessments, MFL/FCL, Acreage and Payment Information (Receipt Date, Operator, Receipt Number, Paid by, Check #, Batch #, Tax Paid, Refund, Other and Total Paid).

Receipt B

Fits Standard #10 Envelope – more of a condensed version. Includes Tax Year, County Name, Parcel Number, Physical Address, Municipal Information, Bill Number, Date, Acreage, Taxpayer Mailing Address, Tax Amount, Special Assessments, MFL/FCL, Lottery Credit Claimed, Total Tax, Total Paid, Balance Due.

Receipt C

Receipt is the same as Receipt A but fits the old tax envelopes.

Receipt D

Receipt is the same as Receipt A but the mailing address has a 1 ½ inch left mailing address margin.

Receipt E

Receipt is the same as Receipt A but gives you a 1.25 inch top margin. This receipt is used if you are printing your receipts on letterhead.

Receipt F

Receipt is like Receipt A, but prints 2 receipts per page.

Receipt G

Receipt is like Receipt B, but 3 receipts per page.

Receipt H

Receipt is like Receipt A, but the user doesn't use a network.