

Municipal Tax Posting System Documentation

1. Installing the system

This must be done the first time you install the system on a PC.
Insert the Installation CD
Program and files will be installed in the directory C:\MUNTAX

1. Click on MY COMPUTER click D: (or whatever your CD drive is)
2. Click SETUP file click NEXT
3. Type your name and Type Municipality Name
4. Click Next - Next - Install
5. Click OK or IGNORE if any error is displayed
6. Click FINISH

You are now ready to start using the Muntax program.

2. Updating the system

This must be done when a system update is available.
System updates may be downloaded from the county web-site, a diskette or a CD. Contact the county IT department for instructions.
Be sure the Municipal Tax System is not running when you run a System Update.

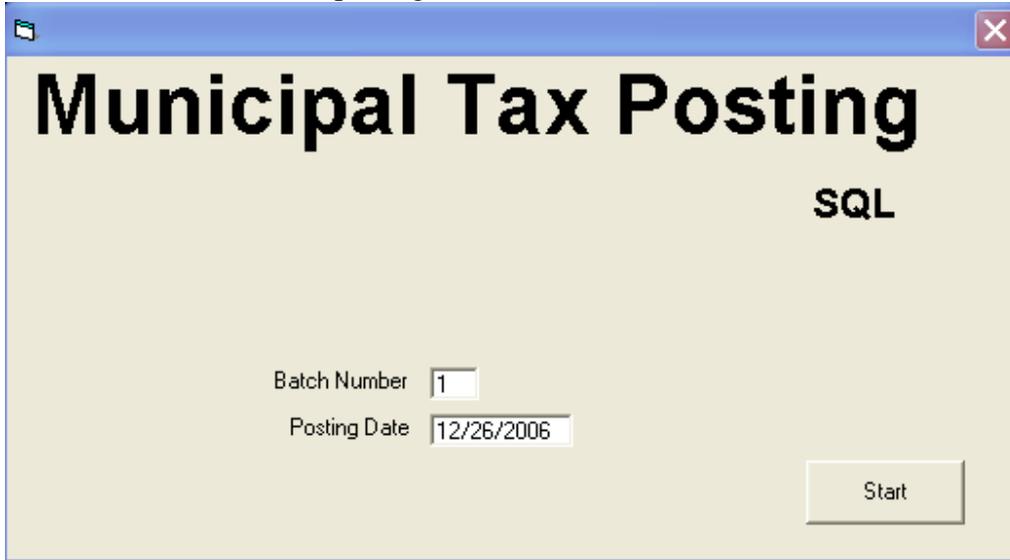
3. Annual Procedures

- 3.1** Request the Tax Masters diskette from the County Treasurer (December). Tax Master files are also available on the county web-site. Contact the county IT department for instructions.
- 3.2** If an updated system is available, run step 2 (Updating the system)
- 3.3 Start the Municipal Tax Posting system**
- 3.4** Click **System Setup** ~Enter the **current year** along with any other setup information Set the Import/Export Drive to C if you download tax master files from the county web-site. Change the Import/Export Drive to A if you received the files on diskette. Change the Import/Export Drive to D or E to match your CD drive if you receive the files on a CD.
- 3.5** Click **Build Township Files** ~ Insert the Tax Masters diskette into drive A if you received the tax master files on diskette. Insert the Tax Masters CD into your CD drive if you received the files on a CD. If you downloaded the Tax Master files from the county web-site, they will be copied from drive C.

4. Starting The Municipal Tax Posting system.

Select Municipal Tax system from the Desktop icon

Enter a batch number and posting date and click the Start button



Municipal Tax Posting

SQL

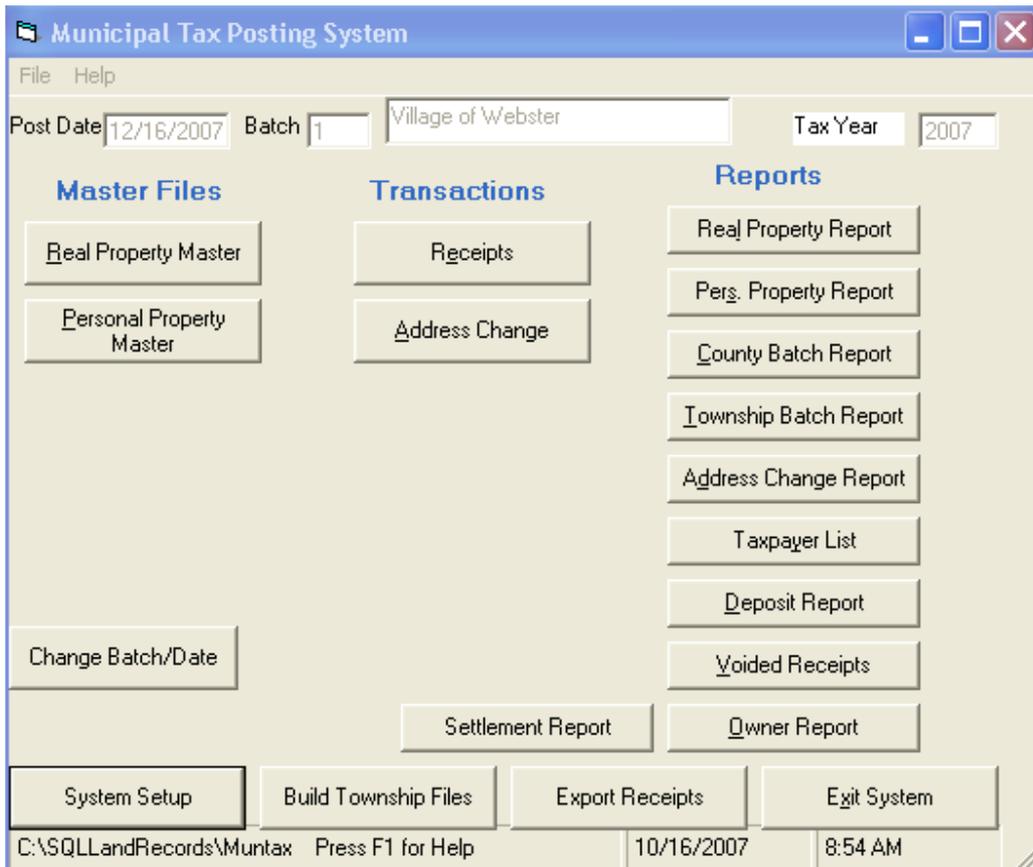
Batch Number

Posting Date

Start

5. Main Menu

The Main Menu is the primary screen in the system.



6. System Setup

Click the System Setup button on the Main Menu.

The screenshot shows a Windows-style window titled "System" with a blue background. It contains several input fields and checkboxes for configuring a municipality. The fields are arranged in a grid-like fashion. At the top, there are fields for "County:" (Burnett County) and "County Code:" (07). Below that, "MunNumber:" (191) and "Name:" (Village of Webster) are on the left, and "MultiPay:" (unchecked) is on the right. The "TaxYear:" field (2007) is highlighted with a black arrow pointing to it from the text below. To its right is the "Import/Export Drive:" field (C). Further right are "Pers. Property" settings for "Interest Rate" (.0000 %) and "Penalty Rate" (.0000 %). Below these are checkboxes for "Enter Misc/Dog Lic Pymts:" (checked), "Print Receipt:" (checked), "Postpone Sp. Assessments" (unchecked), and "Confirm Each Print:" (checked). A "Receipt Type" dropdown menu is set to "3-Part", with "Statement" as an alternative. A "Display Receipt" checkbox is also present. At the bottom, there are fields for "Next Real Property Receipt#:" (1), "Next Pers. Property Receipt#:" (5000), and a label "0=Use Real Prop. Receipt#". "Update" and "Close" buttons are at the bottom right.

Select options for your municipality. Options are:

Tax Year: *Update before beginning each tax year.*

County: Enter your county name and code.

Municipality: Enter the 3-digit code for your municipality and your municipality name.

Multi-pay: This box will only be checked for those townships in that allow 3 payments.

Import/Export Drive: Leave as C if you download files from the county web-site. Change to A if you import files from a diskette. Change to your CD drive if you import files from a CD.

Interest Rate/Penalty Rate This will allow calculation of Interest and Penalty amounts on late Personal Property receipts. It also will calculate Interest and Penalty amounts on late Real Property receipts in multi-pay townships. Enter the monthly interest rate and penalty rate (if applicable). Example 1.0 = 1%.

Enter Misc/Dog Lic. Pymts.: Check this box if you wish to enter dog license fees or other township payments (snowplowing etc.) during receipt entry.

Postpone Special Assessments: This box is usually unchecked. Municipalities have the option of allowing taxpayers to postpone Special Assessments until the July payment.

Print Receipt: Check this box if you wish to print a receipt for each new receipt entered.

Confirm Each Print: If the previous box is checked: Check this box if you want the option to print or not print a receipt as each receipt is entered. *If not checked a receipt will automatically be printed.*

Receipt Type: 3-Part should be selected for all counties except Washburn County. Washburn County townships should select Statement.

Display Receipt: This box is normally checked only while you are testing or practicing on the system. It will display the receipt on the screen instead of printing.

Next Real Property Receipt Number: This shows the next receipt number to automatically display during real property receipt entry. *At the start of each new tax year reset the receipt number back to 1.*

Next Pers. Property Receipt Number: This shows the next receipt number to automatically display during personal property receipt entry. *At the start of each new tax year reset the receipt number back to 5001.* If you wish to use one set of receipt numbers for both real and personal property, set this to 0.

After making the changes needed click the UPDATE button at bottom of screen. Then click CLOSE button.

Each new tax year you must go into System Setup and change the tax year to Current Tax Year or Build Township Files will not be able to build receipt file!!

7. Import Township Files

Township files may be downloaded from the county web-site, a diskette or a CD. Contact the county IT department for web-site instructions.

Download from a Diskette or CD

This function should be **run ONLY once each year** to create files for the new year.

Insert the CD or Diskette into drive.

Be sure System Setup is correct before continuing.

1. Click on **My Computer** – then on your CD or Diskette Drive
2. Double-click the file Taxfilennn where nnn is your municipality number
3. If a Run or Save option is displayed, Select Run
4. Click Unzip
5. Click Close



Click on the MUNICIPAL TAX icon Biz.ico on your main computer screen

Click START – Click the **Build Township Files** button. Leave the drive as C. Click OK.

Your Muntax.mdb file has now been built.

8. POSTING RECEIPTS

FIRST determine from the stub and payment mailed to you:

- Is the payment a partial, ½ payment or full payment?
- Did the taxpayer provide the Bill #?

8.1 BILL # PROVIDED WITH PAYMENT CLICK on the RECEIPTS button under the Transactions heading on the Main Menu. The Receipt data entry screen will be displayed

Normally 50-100 receipts make up one batch.

Press or click on the **F2** function key to enter **Personal Property** receipts.

Press or click on the **F7** function key to enter **Omitted tax receipts**.

Press or click on the **F5** function key to enter **1st Half** payment.

Press or click on the **F6** function key to enter **PARTIAL** payment.

- Used to enter payment \$ amount different from a 1st half amount or Full payment amount.
- Used if paying only a special charge, special assessment or delq utility and not making a payment on real estate.

Press or click on the **F8** function key to enter **FULL** payment.

Once you have selected the mode of payment above,

Enter the Bill Number. Only the right-most digits of the Bill Number must be entered. The year and municipality number are pre-set. Click Ok or press the Enter key.

The screenshot displays the 'Real Property Receipt' application. At the top, there are input fields for Date (12/16/2007), Batch# (1), and Name. Below these are fields for Bill #, PIN, Receipt# (1), Pay Code, and a legend for pay codes: 1=1st Pymt; F=Full; P=Partial; 0=Omitted; V=Void. There is also an 'Omitted Tax' checkbox and an 'Applied Lottery Credits' field. A table with columns 'Payment', 'Due', 'Paid', and 'Unpaid' lists various tax categories such as Real Estate, Sp. Assess, Sp. Charge, Delq. Util, Forest Crop 1-3, MFL Open/Closed New/Old, Dog License, and Misc. Pymt. A 'Total' row shows 0.00. An 'Amt Received' field also shows 0.00. A 'New Receipt' dialog box is overlaid, prompting for 'Enter Bill #:07-191-' and showing '31291' in the input field. The main window has 'Print Screen' and 'Address Change' buttons. At the bottom, there are 'Void', 'Reverse', 'Multi-Pymts', 'Post a receipt', and 'Find a receipt' buttons, along with a function key menu (F1-F12).

The Full Payment or 1st Pymt buttons will take you to the receipt screen with the cursor in the AMOUNT RECEIVED box. If the amount paid is more than the amount due, put the amount actually paid in this area and the REFUND due the taxpayer will be calculated for you.

If the difference is less than \$1.00 it will be displayed as Over/Under; otherwise it will be displayed as Cash Back. These amounts can be changed as necessary

-Next, TAB over or click on the box that says POSTED BY and type in your initials.

-Tab to RECEIVED FROM and type in the entity that is making the payment. If it is someone other than the owner on the tax bill, be sure to type in that person. Example: Wells Fargo Mortgage Co pays on Kerr's taxes, in Received from put Wells Fargo Mortg (as much of the name as you can)

-Tab to REFERENCE # and type in the CHECK #, CASH or if you accept credit card payments type in MC or VISA etc.

-If this is a cash or part cash payment, enter the cash amount. The Non-Cash amount will be automatically adjusted. If the Non-Cash amount is not a check, click on the drop-down box next to the Non-Cash amount and select the correct payment type.

Look over what you have entered. If everything looks correct, CLICK **F4 UPD** button. If you noticed an error such as you entered a wrong Bill # or hit a wrong payment type (full payment instead of first installment) click on CANCEL or press your ESC key, and it will bring you back to the main menu and you can start over. **No receipt is actually recorded until the UPDATE button (F4) is pressed.**

Real Property Receipt

Date: 12/17/2006 Batch#: 1 Name: ARTHUR ANDERSON

Bill #: 06-191-031291 PIN: 07-191-2-39-16-08-5 15-042-017000 Applied Lottery Credits: 1

Receipt#: 1 Pay Code: 1 1=1st Pymt; F=Full; P=Partial Omitted Tax:
 0=Omitted; V=Void

Payment	Due	Paid	Unpaid	Lottery Credit Applied
Real Estate: 782.14	\$1,622.99	\$0.00	\$1,622.99	\$58.72
Sp. Assess: 0.00	\$0.00	\$0.00	\$0.00	
Sp. Charge: 0.00	\$0.00	\$0.00	\$0.00	
Delq. Util: 0.00	\$0.00	\$0.00	\$0.00	
Forest Crop 1: 0.00	\$0.00	\$0.00	\$0.00	
Forest Crop 2: 0.00	\$0.00	\$0.00	\$0.00	
Forest Crop 3: 0.00	\$0.00	\$0.00	\$0.00	
MFL Open New: 0.00	\$0.00	\$0.00	\$0.00	
MFL Closed New: 0.00	\$0.00	\$0.00	\$0.00	
MFL Open Old: 0.00	\$0.00	\$0.00	\$0.00	
MFL Closed Old: 0.00	\$0.00	\$0.00	\$0.00	
Dog License: 0.00				
Misc. Pymt: 0.00				
Total: 782.14	\$1,622.99	\$0.00	\$1,622.99	

Amt Received: 782.14

Cash: 0.00 Non-Cash: 782.14 Check: Cash Back: 0 Over/Under: 0

Postmark Date: 12/17/2006

Received From: ARTHUR ANDERSON

Buttons: Void, Reverse, Esc, Cancel, Multi-Pymts, Post a receipt, Find a receipt, Prey, First, Last, Next, Exit

Function Keys: F1 Help, F2 Pers. Receipt, F3 Print Receipt, F4 Upd, F5 1st Pymt, F6 Part Pymt, F7 Omit Pymt, F8 Full Pymt, F9 Receipt#, F10 Name, F11 Bill #, F12 Batch

When data is displayed on screen, you may abandon the update by pressing the ESC key or Cancel button; otherwise you may move through the fields by using the Mouse, Enter key, Tab key, or Down-arrow key. You may back up to a field using the Mouse or Up-arrow key.

Receipt Fields:

Pay Code

1=1st half payment (1st Pymt (f5) button will automatically display 1st payment amounts.

F=Full payment (Full Pymt (f8) button will automatically display full payment amounts)

P=Partial Payment (Any other payment)

Amount: Enter the payment amount in the Total box. The payment will automatically be allocated to the correct tax (Real Estate, Special Assessment etc.). These amounts can be changed if necessary. A warning message will be displayed if payments are not made to taxes in the correct sequence (Delinquent Utilities, Special Charge, Special Assessment, PFC/MFL, Real Estate).

You may adjust the Lottery Credit (Late Lottery Credit or Reversed Lottery Credit) by entering a +1,2 or 3 (Late Lottery) or -1,2 or 3 (Reversed Lottery) in the box next to Adj. Lottery Credit. The amount of the adjusted lottery credit will be displayed below the box. The Real Estate amounts will be adjusted for Full or 1st Payments.

If you elected to enter Misc Payments (in Municipality System Setup), you may enter Dog License fees and Misc. Payments.

If you elected to post more than 2 scheduled payments (in Municipality System Setup), interest and penalty amounts will be calculated on late payments. You may change these amounts if necessary.

8.2 RECEIPTING WITHOUT BILL # PROVIDED

When a payment is received and all there is only the check with no Bill # provided, on the MAIN MENU click on REAL PROPERTY MASTER,

In the lower right hand corner of the screen under *Find a Record* Click on **F10 Name** and type in all or part of the Last Name of the taxpayer and click OK or press the Enter key

The screenshot shows the 'Real Property' window with the following data:

- Bill #: 06-191-031286
- PIN: 07-191-2-39-16-08-5 15-042-011000
- Legacy#: 191330001100
- Name: ALLEN C SMITH
- Address: PO BOX 533, WEBSTER WI 54893
- Values: Land 6,800, Improvement 0, EFMV 7,330, Net Tax 130.39
- Legal: VILLAGE OF WEBSTER, N 45' LOTS 1 & 2 BLK 1

The 'Find Last Name' dialog box is open with 'JOHNS' entered in the text field. The F10 'Name' button is highlighted with a red arrow.

Tax Bills will be displayed.

The screenshot shows the 'RealMaster' window displaying a list of tax bills:

NAME	BILL#	TOTAL DUE
JOHNSON	EUGENE 06191031878	802.29
JOHNSON	EUGENE 06191031896	126.56
JOHNSON	JOY M 06191031487	1079.59
JOHNSON	JUDY A 06191031797	632.67
JOHNSON	NORMAN & BARBARA 06191031590	479.39
JOHNSON	NORMAN & BARBARA 06191031623	573.36
JOHNSON	ROBERT L & KIMBERLY A 06191031613	2615.58
JOHNSON MOTORS INC	06191031302	281.88
JOHNSON MOTORS INC	06191031303	843.73
JOHNSON MOTORS INC	06191031304	283.81
JOHNSON MOTORS INC	06191031305	851.40

The 'Total Paid' is \$0.00. The F10 'Name' button is highlighted with a red arrow.

Using the mouse, highlight the parcel you want to receipt, then click on **F12 RCPT** to bring you into the receipting screen.

Post the receipt as described in Section 8.1

8.3 PARTIAL PAYMENTS

Find the bill you want to receipt as described in 8.1 or 8.2 and click on **F6 Part Pymt.**

The cursor will go to the **Total** box. Enter the amount the taxpayer is going to pay. The amount will be automatically distributed to the proper taxes. **TAB down** to **Amt Received** and enter the amount received if different from the Total. REFUND due the taxpayer will be calculated for you. If the difference is less than \$1.00 it will be displayed as Over/Under; otherwise it will be displayed as Cash Back. These amounts can be changed as necessary. **TAB** to Posted By, enter your initials, **TAB** to Received From and enter who paid tax, **TAB** to Reference # and enter Check #

If this is a cash or part cash payment, enter the cash amount. The Non-Cash amount will be automatically adjusted. If the Non-Cash amount is not a check, click on the drop-down box next to the Non-Cash amount and select the correct payment type.

If all info looks correct **click on F4 Upd** to update and post receipt.

The new balance due will not show in the UNPAID column until receipt is Updated, then notice how the unpaid column reflects the new balance due.

Real Property Receipt

Date: 12/17/2006 Batch#: 1 Name: JONATHAN THOMPSON

Bill #: 06-191-031294 PIN: 07-191-2-39-16-08-5 15-042-023000 Applied Lottery Credits: 0

Receipt#: 1 Pay Code: P 1=1st Pymt; F=Full; P=Partial
0=Omitted; V=Void

Payment	Due	Paid	Unpaid	Lottery Credit Applied
Real Estate	\$459.69	\$459.69	\$3,170.29	\$0.00
Sp. Assess	\$540.31	\$540.31	\$0.00	
Sp. Charge	\$0.00	\$0.00	\$0.00	
Delq. Util	\$0.00	\$0.00	\$0.00	
Forest Crop 1	\$0.00	\$0.00	\$0.00	
Forest Crop 2	\$0.00	\$0.00	\$0.00	
Forest Crop 3	\$0.00	\$0.00	\$0.00	
MFL Open New	\$0.00	\$0.00	\$0.00	
MFL Closed New	\$0.00	\$0.00	\$0.00	
MFL Open Old	\$0.00	\$0.00	\$0.00	
MFL Closed Old	\$0.00	\$0.00	\$0.00	
Dog License	\$0.00			
Misc. Pymt	\$0.00			
Total	\$1,000.00	\$4,170.29	\$1,000.00	\$3,170.29

Adj. Lottery Credit: \$0.00

Posted By: wl

Received From: JONATHAN THOMPSON

Reference#: 3433

Cash: \$0.00 Non-Cash: \$1,000.00 (Check)

Cash Back: \$0.00 Over/Under: \$0.00

Amt Received: \$1,000.00

Buttons: Void, Reverse, Multi-Pymts, Post a receipt, Find a receipt, Prey, First, Last, Next, Exit

Function Keys: F1 Help, F2 Pers. Recpt, F3 Print Recpt, F4 Upd, F5 1st Pymt, F6 Part Pymt, F7 Omit Pymt, F8 Full Pymt, F9 Rec#, F10 Name, F11 Bill #, F12 Batch

8.4 Multiple receipts paid by a single check

When a single payment for more than one bill is received , on the MAIN MENU click on REAL PROPERTY MASTER,

On the bottom of the screen, click on **F9 Multi-Pymts.**

The screenshot shows the 'Real Property' software window. The form contains the following data:

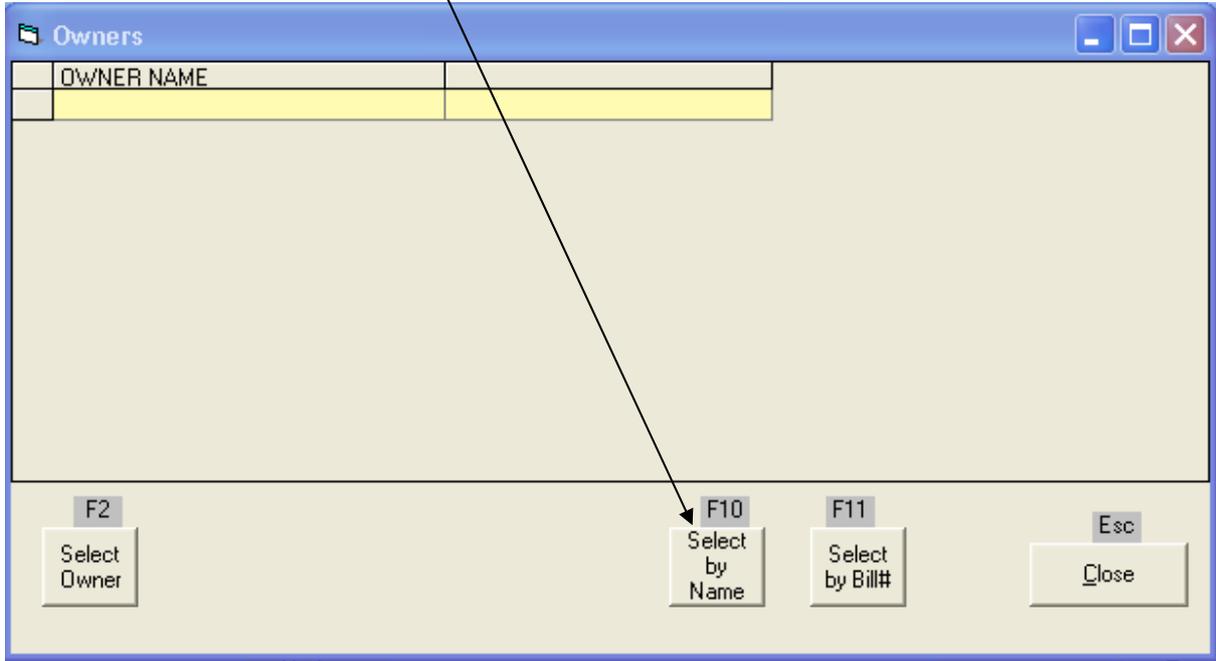
- Bill #: 06-191-031286 PIN: 07-191-2-39-16-08-5 15-042-011000 Legacy#: 191330001100
- Name: ALLEN C SMITH
- Address: PO BOX 533 WEBSTER WI 54893
- Values: Land 6,800 Improvement 0 EFMV 7,330 Net Tax 130.39
- Legal: VILLAGE OF WEBSTER Property Address: N 45' LOTS 1 & 2 BLK 1

At the bottom, there is a keyboard menu with the following keys and labels:

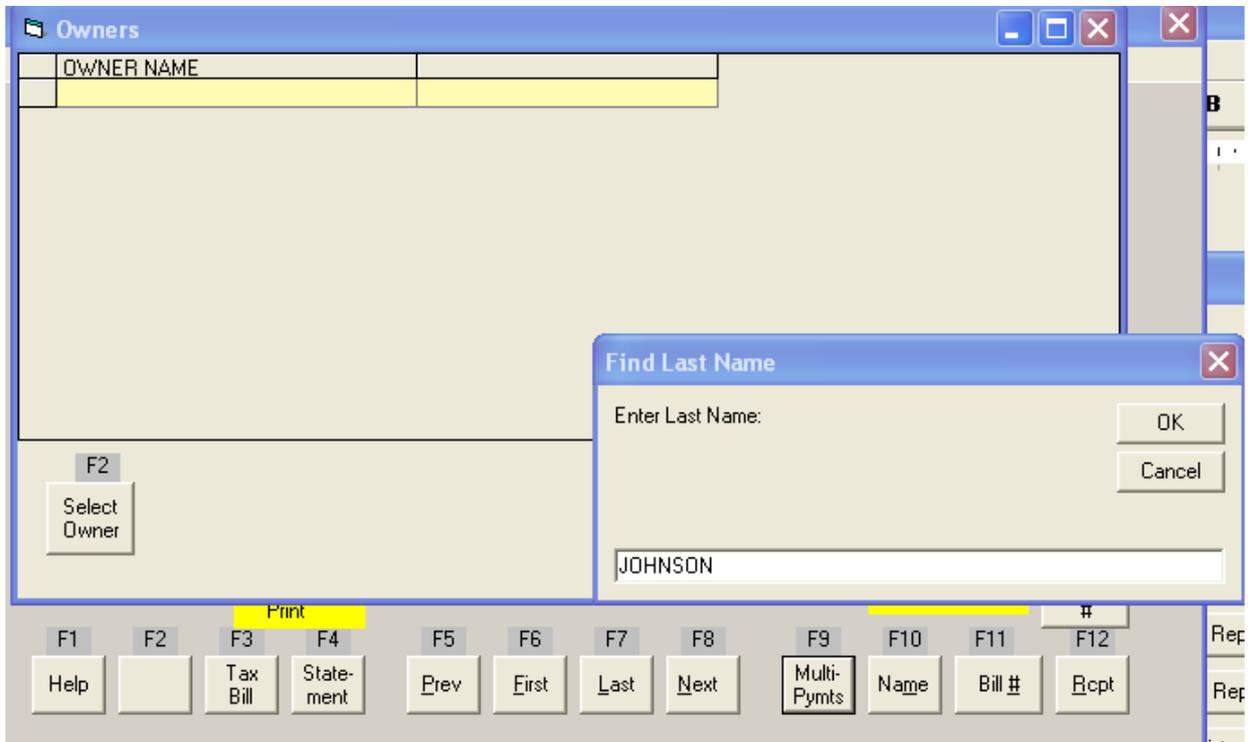
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Help		Tax Bill	State-ment	Prev	First	Last	Next	Multi-Pymts	Name	Bill #	Rcpt

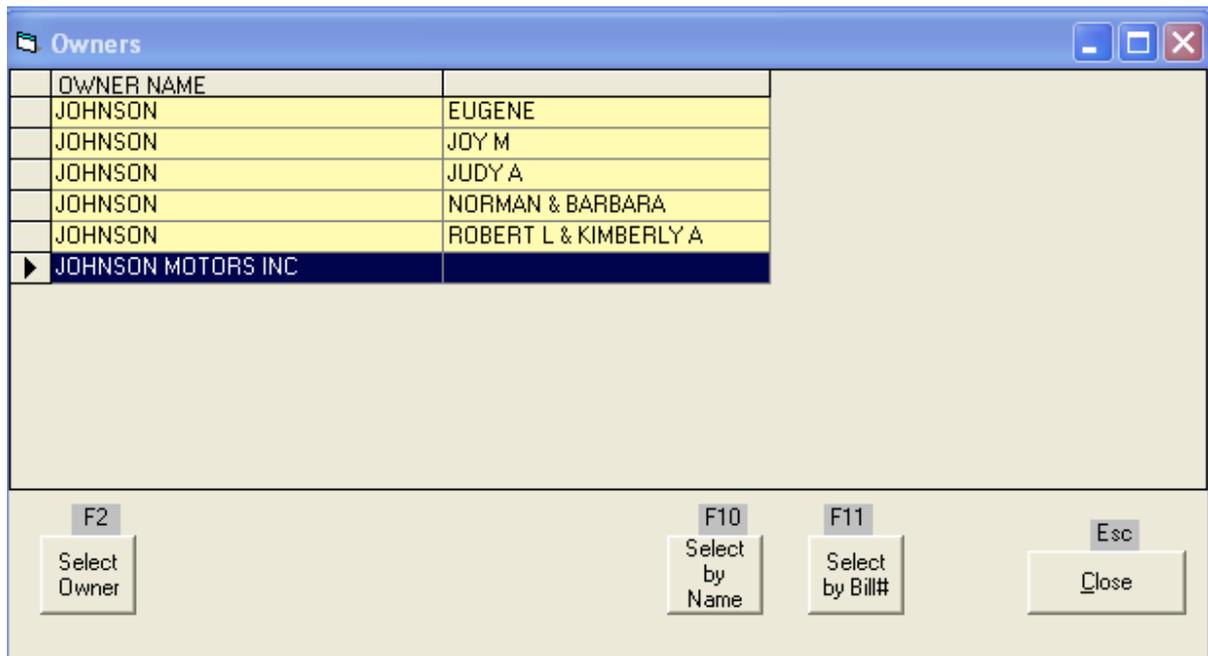
Other buttons include 'Print', 'Find a record', 'Legacy #', 'Exit', and 'Esc'.

Then click on the on **F10 Select by Name** button. You may also select bills by Bill# by clicking the **F11 Select by Bill#** button in which case you will enter each bill number to be paid.

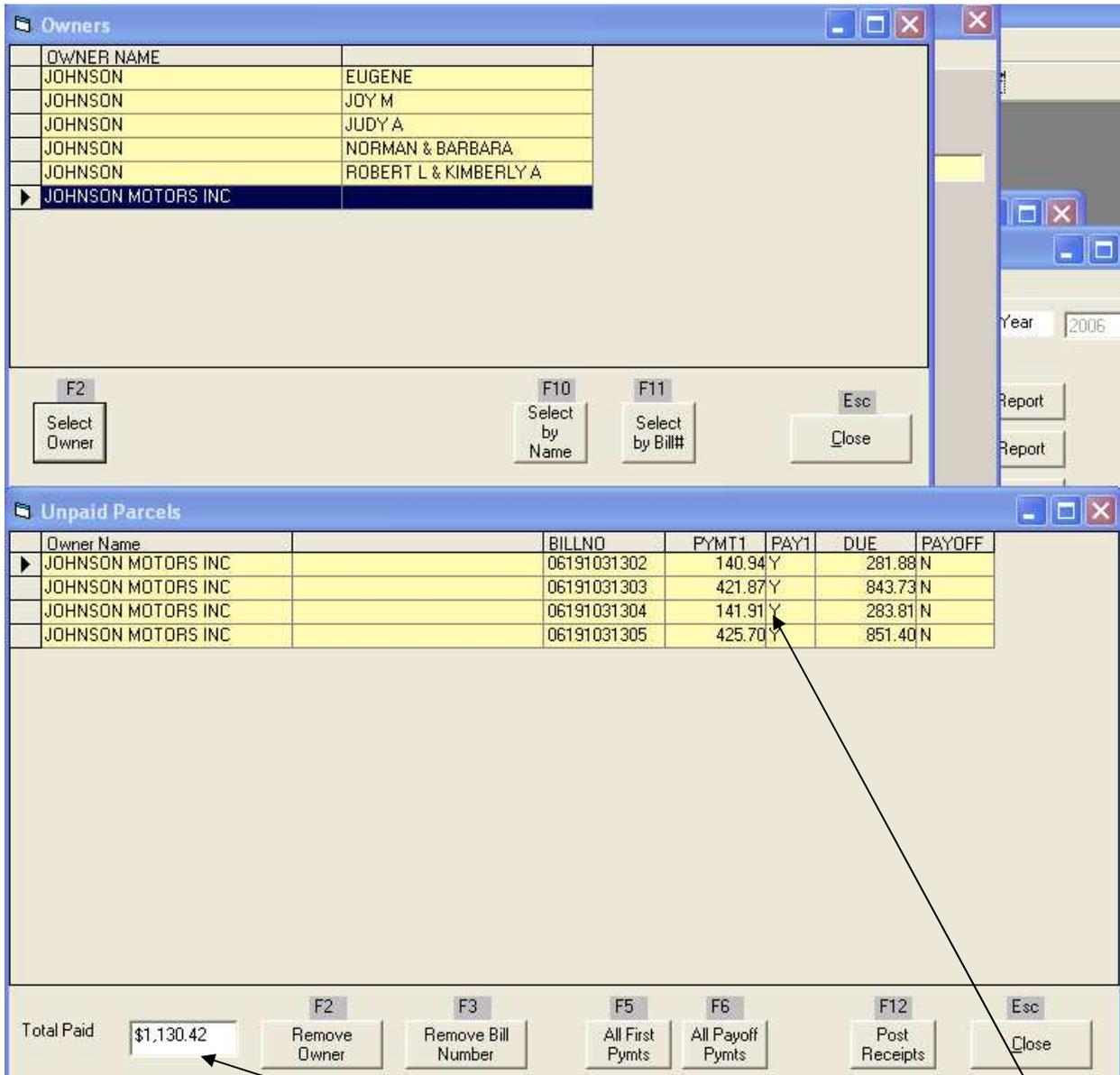


Enter all or part of the owners last name and press the Ok button or Enter key.





Using the mouse, highlight the owner name you want to receipt, then click on **F2 Select Owner** button.



All of the owners bills that are unpaid will be displayed in the lower pane. Owner Name and Bill# are shown along with the 1st payment due (PYMT1) and the payoff amount due (DUE). A PAY1 Code of Y indicates that the 1st payment will be made.

The default is to pay the 1st payment due for all bills (PAY1 = Y). Total Paid is displayed on the lower left side of the bottom pane.

If some 1st payments and some Full payments are being made, you may manually change an individual PAY1 Code to N. The PAYOFF Code for the bill will be automatically changed to Y. Total Paid will be adjusted.

If all full payments are being made, click the. **F8 All Payoff Pymts** button. All of the PAY1 codes will be changed to N and the PAYOFF codes will be changed to Y. The Total Paid will reflect the changes.

Owners

OWNER NAME	
JOHNSON	EUGENE
JOHNSON	JOY M
JOHNSON	JUDY A
JOHNSON	NORMAN & BARBARA
JOHNSON	ROBERT L & KIMBERLY A
▶ JOHNSON MOTORS INC	

F2 Select Owner F10 Select by Name F11 Select by Bill# Esc Close

Unpaid Parcels

Owner Name	BILLNO	PYMT1	PAY1	DUE	PAYOFF
▶ JOHNSON MOTORS INC	06191031302	140.94	N	281.88	Y
JOHNSON MOTORS INC	06191031303	421.87	N	843.73	Y
JOHNSON MOTORS INC	06191031304	141.91	N	283.81	Y
JOHNSON MOTORS INC	06191031305	425.70	N	851.40	Y

Total Paid: \$2,260.82

F2 Remove Owner F3 Remove Bill Number F5 All First Pymts F6 All Payoff Pymts F12 Post Receipts Esc Close

You may change back to all 1st Payments by pressing the . **F5 All First Pymts** button

You may remove a bill completely by highlighting the bill with the mouse and clicking **F3 Remove Bill Number**

You may remove an owner completely by highlighting one of the owners bills with the mouse and clicking **F2 Remove Owner**

If a partial payment is being made, you may manually change the individual PYMT1 Amount to the amount of partial payment. The PAY1 and PAYOFF Codes will be automatically changed to N. Total Paid will be adjusted

If other owners bills are being paid, click the **F10 Select by Name** button in the top panel. Enter all or part of the owners last name and press the Ok button or Enter key. Click on the owner name you want to receipt, then click on **F2 Select Owner** button. The owners bills will be added to the lower pane.

When everything is correct in the lower pane, click the **F12 Post Receipts** button. The Multiple Receipt Posting screen will be displayed.

Enter your initials in Posted By, **TAB** to Received From and enter who paid tax, **TAB** to Reference # and enter check number.

TAB to Amt Received and enter the amount received if different from Total. The REFUND due the taxpayer will be calculated for you. If the difference is less than \$1.00 it will be displayed as Over/Under; otherwise it will be displayed as Cash Back. These amounts can be changed as necessary

If this is a cash or part cash payment, enter the cash amount. The Non-Cash amount will be automatically adjusted. If the Non-Cash amount is not a check, click on the drop-down box next to the Non-Cash amount and select the correct payment type.

You may change the Payor Name and Address if necessary.

The default is to print a summary receipt, which lists all receipts posted on a single page. If you wish to print an individual receipt for each tax bill paid, select Individual Receipts.

If all info looks correct **click** on **F4 Post** to update and post receipt.

8.5 OMITTED TAX – Click on **F7 Omit Pymt**

Enter the complete Bill Number of the *omitted tax* payment. Press Ok or Enter key.

Real Property Receipt

Date: 1/16/2007 Batch#: 1 Name: _____

Bill #: _____ PIN: _____

Receipt#: 2 Pay Code: _____ 1=1st Pymt; F=Full; P=Partial
 O=Omitted; V=Void Omitted Tax

Payment	Due	Paid	Unpaid
Real Estate			
Sp. Assess			
Sp. Charge			
Delq. Util			
Forest Crop 1			
Forest Crop 2			
Forest Crop 3			
MFL Open New			
MFL Closed New			
MFL Open Old			
MFL Closed Old			
Dog License			
Misc. Pymt			
Total	0.00		

Cash: 0 Non-Cash: 0.00

Cash Back: 0 Over/Under: 0

Postmark Date: 1/16/2007

Amt Received: 0.00

Buttons: Void, Reverse, Multi-Pymts, Prey, First, Last, Next, Exit

Post a receipt: F1 Help, F2 Pers. Recpt, F3 Print Recpt, F4 Upd, F5 1st Pymt, F6 Part Pymt, F7 Omit Pymt, F8 Full Pymt

Find a receipt: F9 Rec# , F10 Name, F11 Bill #, F12 Batch

New Receipt

Enter Bill #:(YYYYMMNNNNNN)

05191031296

OK Cancel

The cursor goes directly to Total Payment Box,. Note In the Bill# the year “05” shows, this way the taxpayer can distinguish between the current year tax receipt and the omitted receipt.

Real Property Receipt

Date: 1/16/2007 Batch#: 1 Name: ALLEN C & MARY L GLORVIGEN

Bill #: 05-01-031286 PIN: 07-191-2-39-16-08-5 15-042-011000

Receipt#: 2 Pay Code: 0 1=1st Pymt; F=Full; P=Partial Omitted Tax
 0=Omitted; V=Void

Payment	Due	Paid	Unpaid
Real Estate	0.00	\$130.39	\$0.00
Sp. Assess	0	\$0.00	\$0.00
Sp. Charge	0	\$0.00	\$0.00
Delq. Util	0	\$0.00	\$0.00
Forest Crop 1	0	\$0.00	\$0.00
Forest Crop 2	0	\$0.00	\$0.00
Forest Crop 3	0	\$0.00	\$0.00
MFL Open New	0	\$0.00	\$0.00
MFL Closed New	0	\$0.00	\$0.00
MFL Open Old	0	\$0.00	\$0.00
MFL Closed Old	0	\$0.00	\$0.00
Dog License	0		
Misc. Pymt	0		
Total	0.00	\$130.39	\$0.00

Amt Received: 0.00

Postmark Date: 1/16/2007

Cash: 0.00 Non-Cash: 0.00 Check:

Cash Back: 0 Over/Under: 0

Buttons: Void, Reverse, Esc, Cancel, Multi-Pymts, Post a receipt, Find a receipt, Prey, First, Last, Next, Exit

Function Keys: F1 Help, F2 Pers. Recpt, F3 Print Recpt, F4 Upd, F5 1st Pymt, F6 Part Pymt, F7 Omit Pymt, F8 Full Pymt, F9 Rect#, F10 Name, F11 Bill #, F12 Batch

Post the receipt as described in Section 8.1

9. REMOVING/ADDING LOTTERY CREDITS

To **REMOVE** a Lottery Credit that has been applied: enter receipt as FULL, 1ST or Part Pymt.

Example: 1st Payment.

Real Property Receipt

Date: 12/17/2006 Batch#: 1 Name: ARTHUR ANDERSON

Bill #: 06-191-031291 PIN: 07-191-2-39-16-08-5 15-042-017000 Applied Lottery Credits: 1

Receipt#: 2 Pay Code: 1 1=1st Pymt; F=Full; P=Partial Omitted Tax: O=Omitted; V=Void

Payment	Due	Paid	Unpaid	Lottery Credit Applied
Real Estate	782.14	\$1,622.99	\$0.00	\$58.72
Sp. Assess	0.00	\$0.00	\$0.00	
Sp. Charge	0.00	\$0.00	\$0.00	
Delq. Util	0.00	\$0.00	\$0.00	
Forest Crop 1	0.00	\$0.00	\$0.00	
Forest Crop 2	0.00	\$0.00	\$0.00	
Forest Crop 3	0.00	\$0.00	\$0.00	
MFL Open New	0.00	\$0.00	\$0.00	
MFL Closed New	0.00	\$0.00	\$0.00	
MFL Open Old	0.00	\$0.00	\$0.00	
MFL Closed Old	0.00	\$0.00	\$0.00	
Dog License	0.00			
Misc. Pymt	0.00			
Total	782.14	\$1,622.99	\$0.00	\$1,622.99

Adj. Lottery Credit: 0.00 Posted By: wl Received From: ARTHUR ANDERSON Reference#:

Cash: 0.00 Non-Cash: 782.14 Cash Back: 0 Over/Under: 0

Amt Received: 782.14

Buttons: Void, Reverse, Esc, Cancel, Multi-Pymts, Post a receipt, Find a receipt, Prey, First, Last, Next, Exit

Function Keys: F1 Help, F2 Pers. Recept, F3 Print Recept, F4 Upd, F5 1st Pymt, F6 Part Pymt, F7 Omit Pymt, F8 Full Pymt, F9 Recept#, F10 Name, F11 Bill #, F12 Batch

Enter -1 in Adj. Lottery Credit and press the TAB key

A negative lottery credit amount will be displayed in the box below the -1. For FULL or 1ST Payments, the amount of Real Estate tax and Amount Received will be adjusted.

Real Property Receipt

Date: 12/17/2006 Batch#: 1 Name: ARTHUR ANDERSON

Bill #: 06-191-031291 PIN: 07-191-2-39-16-08-5 15-042-017000

Receipt#: 2 Pay Code: 1 1=1st Pymt; F=Full; P=Partial Omitted Tax: Applied Lottery Credits: 1

0=Omitted; V=Void

Payment	Due	Paid	Unpaid	Lottery Credit Applied
Real Estate: 840.86	\$1,681.71	\$0.00	\$1,681.71	\$58.72
Sp. Assess: 0.00	\$0.00	\$0.00	\$0.00	Adj. Lottery Credit: -1
Sp. Charge: 0.00	\$0.00	\$0.00	\$0.00	-58.72
Delq. Util: 0.00	\$0.00	\$0.00	\$0.00	Posted By:
Forest Crop 1: 0.00	\$0.00	\$0.00	\$0.00	Received From: ARTHUR ANDERSON
Forest Crop 2: 0.00	\$0.00	\$0.00	\$0.00	Reference#:
Forest Crop 3: 0.00	\$0.00	\$0.00	\$0.00	Cash: 0.00
MFL Open New: 0.00	\$0.00	\$0.00	\$0.00	Non-Cash: 840.86 Check
MFL Closed New: 0.00	\$0.00	\$0.00	\$0.00	Cash Back: 0
MFL Open Old: 0.00	\$0.00	\$0.00	\$0.00	Over/Under: 0
MFL Closed Old: 0.00	\$0.00	\$0.00	\$0.00	
Dog License: 0.00				Postmark Date: 12/17/2006
Misc. Pymt: 0.00				
Total : 840.86	\$1,681.71	\$0.00	\$1,681.71	

Amt Received: 840.86

Buttons: Void, Reverse, Esc, Cancel, Multi-Pymts, Post a receipt, Find a receipt, Prey, First, Last, Next, Exit

Function Keys: F1 Help, F2 Pers. Recept, F3 Print Recept, F4 Upd, F5 1st Pymt, F6 Part Pymt, F7 Omit Pymt, F8 Full Pymt, F9 Recept#, F10 Name, F11 Bill #, F12 Batch

Continue posting the receipt as described in Section 8.1

To **ADD** a Lottery Credit: enter receipt as FULL, 1ST or Part Pymt.

Example: Full Payment

Real Property Receipt

Date: 12/17/2006 Batch#: 1 Name: RUTH DICKSON

Bill #: 06-191-031287 PIN: 07-191-2-39-16-08-5 15-042-012000 Applied Lottery Credits: 0

Receipt#: 2 Pay Code: F 1=1st Pymt; F=Full; P=Partial; O=Omitted; V=Void Omitted Tax

Payment	Due	Paid	Unpaid	Lottery Credit Applied
Real Estate	3139.08	\$3,139.08	\$0.00	\$0.00
Sp. Assess	0.00	\$0.00	\$0.00	
Sp. Charge	0.00	\$0.00	\$0.00	
Delq. Util	0.00	\$0.00	\$0.00	
Forest Crop 1	0.00	\$0.00	\$0.00	
Forest Crop 2	0.00	\$0.00	\$0.00	
Forest Crop 3	0.00	\$0.00	\$0.00	
MFL Open New	0.00	\$0.00	\$0.00	
MFL Closed New	0.00	\$0.00	\$0.00	
MFL Open Old	0.00	\$0.00	\$0.00	
MFL Closed Old	0.00	\$0.00	\$0.00	
Dog License	0.00			
Misc. Pymt	0.00			
Total	3139.08	\$3,139.08	\$0.00	\$3,139.08

Adj. Lottery Credit: 0.00 Received From: RUTH DICKSON Reference#: Cash: 0.00 Non-Cash: 3139.08 Cash Back: 0 Over/Under: 0

Amt Received: 3139.08 Postmark Date: 12/17/2006

Buttons: Void, Reverse, Esc, Cancel, Multi-Pymts, Post a receipt, Find a receipt, Prey, First, Last, Next, Exit

Function Keys: F1 Help, F2 Pers. Recpt, F3 Print Recpt, F4 Upd, F5 1st Pymt, F6 Part Pymt, F7 Omit Pymt, F8 Full Pymt, F9 Rec#, F10 Name, F11 Bill #, F12 Batch

Enter +1 in Adj. Lottery Credit and press the TAB key

A lottery credit amount will be displayed in the box below the +1. For FULL or 1ST Payments, the amount of Real Estate tax and Amount Received will be adjusted.

Real Property Receipt

Date: 12/17/2006 Batch#: 1 Name: RUTH DICKSON

Bill #: 06-191-031287 PIN: 07-191-2-39-16-08-5 15-042-012000 Applied Lottery Credits: 0

Receipt#: 2 Pay Code: F 1=1st Pymt; F=Full; P=Partial Omitted Tax:
 0=Omitted; V=Void

Payment	Due	Paid	Unpaid	Lottery Credit Applied
Real Estate: 3080.36	\$3,080.36	\$0.00	\$3,080.36	\$0.00
Sp. Assess: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sp. Charge: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
Delq. Util: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forest Crop 1: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forest Crop 2: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forest Crop 3: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
MFL Open New: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
MFL Closed New: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
MFL Open Old: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
MFL Closed Old: 0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	3080.36	\$3,080.36	\$0.00	\$3,080.36

Adj. Lottery Credit: +1 58.72

Received From: RUTH DICKSON

Cash: 0.00 Non-Cash: 3080.36 Check:

Amt Received: 3080.36

Buttons: Void, Reverse, Esc, Cancel, Multi-Pymts, Post a receipt, Find a receipt, Prey, First, Last, Next, Exit

Function Keys: F1 Help, F2 Pers. Recpt, F3 Print Recpt, F4 Upd, F5 1st Pymt, F6 Part Pymt, F7 Omit Pymt, F8 Full Pymt, F9 Rec#/, F10 Name, F11 Bill #, F12 Batch

Continue posting the receipt as described in Section 8.1

10. Personal Property

The receipting process for Personal Property works very similar to the Real Property.

From the Receipt screen, press the F2-Pers Recpt button and enter the Bill#
The receipt screen will be displayed.

OR

Pressing the Personal Property Master button on the Main Menu will display the Property Master screen (the 1st record will be displayed).

Press the f5, f6, f7, f8 function keys to move through the Property Master file

Press the F12 key to display the receipt screen.

OR

Press the f10 function key to find a Property Master record by Last Name.

Enter all or part of the Last Name and press the OK button or Enter key

Select the correct parcel and press the F12 key to display the receipt screen.

OR

Press the F11 function key to find a Property Master record by Bill Number.

Enter the Bill Number and press the OK button or Enter key.

Press the F12 key to display the receipt screen.

Full payment example:

Personal Property Receipt

Date: 12/17/2006 Batch#: 1 Name: WEBSTER HARDWARE

Bill #: P06-191-0786 Receipt#: 5000

Pay Code: F 1=1st Pymt; 2=2nd Pymt; P=Part; O=Omit; V=Void

	Payment	Due	Paid	Unpaid
Pers. Prop.	383.50	\$383.50	\$0.00	\$383.50
Dog License	0.00			
Misc. Pymt	0.00			
Interest	0.00			
Penalty	0.00			
Total	383.50	\$383.50	\$0.00	\$383.50

Amt Received: 383.50

Posted By: Received From: WEBSTER HARDWARE

Ref#: Cash: 0 Non-Cash: 383.50 Check: Cash Back: 0 Over/Under: 0

Buttons: Void, Reverse, Esc, Cancel, Prey, First, Last, Next, Exit

Function Key Grid:

Post a receipt				Find a receipt							
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Help	Real Rcpt.	Print Recpt.	Upd	Pymt 1	Part Pymt		Full Pymt	Rect#	Name	Bill #	Batch

The Full Payment or 1st Pymt buttons will take you to the receipt screen with the cursor in the AMOUNT RECEIVED box. If the amount paid is more than the amount due, put the amount actually paid in this area and the REFUND due the taxpayer will be calculated for you. If the difference is less than \$1.00 it will be displayed as Over/Under; otherwise it will be displayed as Cash Back. These amounts can be changed as necessary

- Next, TAB over or click on the box that says POSTED BY and type in your initials.
- Tab to RECEIVED FROM and type in the entity that is making the payment. If it is someone other than the owner on the tax bill, be sure to type in that person. Example: John Smith pays on Webster Hardware taxes, in Received from put John Smith
- Tab to REFERENCE # and type in the CHECK #, CASH or if you accept credit card payments type in MC or VISA etc.
- If this is a cash or part cash payment, enter the cash amount. The Non-Cash amount will be automatically adjusted. If the Non-Cash amount is not a check, click on the drop-down box next to the Non-Cash amount and select the correct payment type.

Receipt Fields:

Pay Code

- 1**=1st half payment (1st Pymt (f5) button will automatically display 1st payment amounts. 1st half payments are only allowed for parcels with personal property codes P4B and P4C (Mobile Homes and Buildings on leased land).
 - F**=Full payment (Full Pymt (f8) button will automatically display full payment amounts)
 - P**=Partial Payment (Any other payment)
- Amount: Enter the payment amount in the Total box.

You may adjust the Lottery Credit (Late Lottery Credit or Reversed Lottery Credit) by entering a +1,2 or 3 (Late Lottery) or -1,2 or 3 (Reversed Lottery) in the box next to Adj. Lottery Credit. The amount of the adjusted lottery credit will be displayed below the box. The Real Estate amounts will be adjusted for Full or 1st Payments.

If you elected to enter Misc Payments (in Municipality System Setup), you may enter Dog License fees and Misc. Payments.

If you elected to post more than 2 scheduled payments (in Municipality System Setup), interest and penalty amounts will be calculated on late payments. You may change these amounts if necessary.

Look over what you have entered. If everything looks correct CLICK **F4 UPD** button. If you noticed an error such as you entered a wrong Bill # or hit a wrong payment type (full payment instead of first installment) click on CANCEL or press your ESC key, and it will bring you back to the main menu and you can start over. **No receipt is actually recorded until the UPDATE button (F4) is pressed.**

11. Address Changes

There are two ways to enter an address change. While you are receipting ~ after you hit F4 to post the receipt, while still in the screen on the far right is the ADDRESS CHANGE button, click on this button.

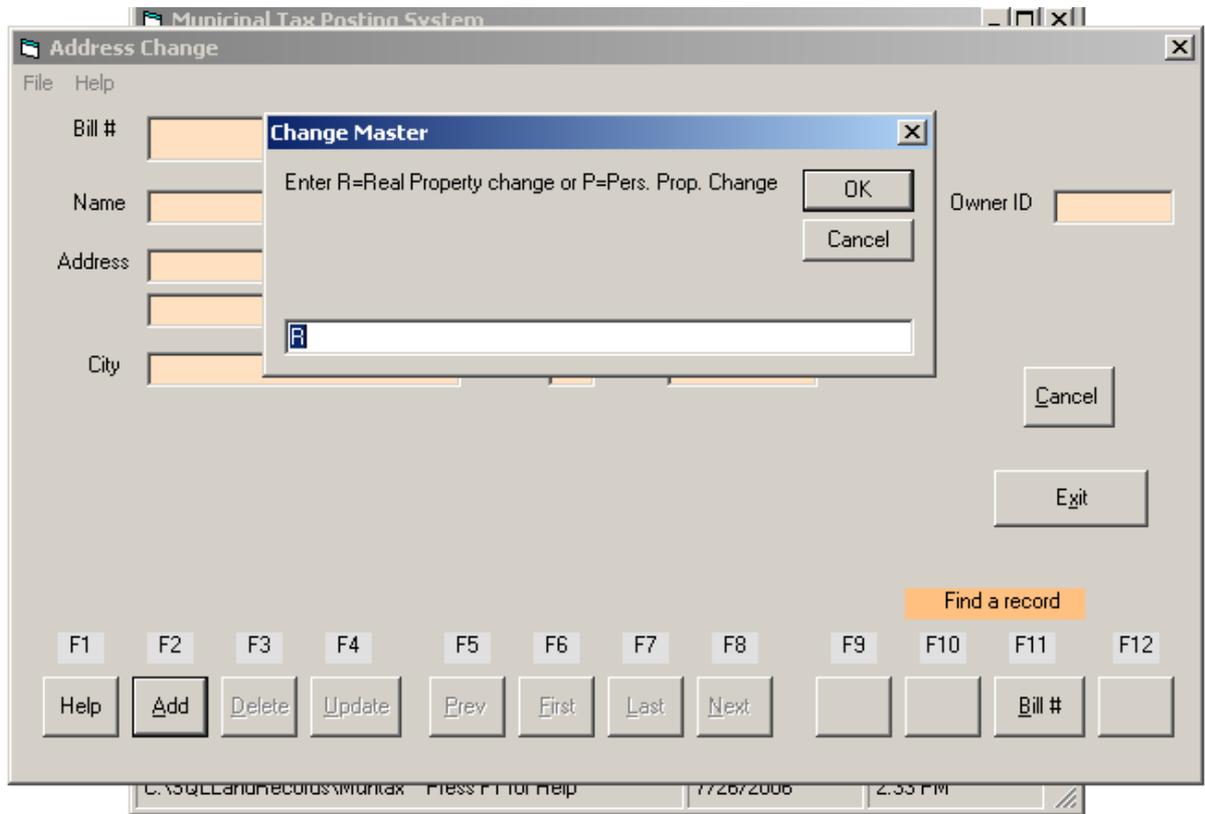
The screenshot shows a software interface for entering an address change. The main window is titled 'Real Property Receipt' and displays receipt information: Date (1/12/2006), Batch# (1), Name (JAMES A & CHARLENE L WELCH), Bill # (05-010-007238), and PIN (04-010-2-50-06-04-2 04-000-10000). A modal dialog box titled 'Address Change' is open, containing the following fields: Bill # (05-010-007238), Name (JAMES A & CHARLENE L WELCH), Address (15518 200TH ST), City (JIM FALLS), State (WI), and Zip (54748). The dialog also includes an Owner ID field (16997) and buttons for 'Cancel', 'Exit', and 'Find a record'. The background interface includes a 'Print Screen' button, an 'Address Change' button (highlighted with a red arrow), and a 'Posted By' field. The bottom of the screen shows a keyboard layout with function keys (F1-F12) and various action buttons like 'Void', 'Reverse', 'Post a receipt', and 'Find a receipt'.

The Address Change screen will come up with the Bill # and name all ready on the screen, TYPE in the NEW address, city, state and zip and click on the F4 Update button. Window will pop up and say RECORD IS ADDED, Click OK.

The other way to enter an Address change is to:

Select Address Change from the Main Menu, will display the Address change screen.

Press (F2) Add , then either “R” for Real Estate or “P” for Personal Property, click OK
 Enter Bill # without the year or Mun#, click OK. Enter the new address and hit F4 to update record.



A report can be printed at the end of the tax season and forwarded to the Property Lister for entry into the county computer system.

12. Locate and Print, Void or Reverse an Existing Receipt

To locate an existing posted receipt, on the Receipt Screen, bottom right hand corner there are 4 function keys.

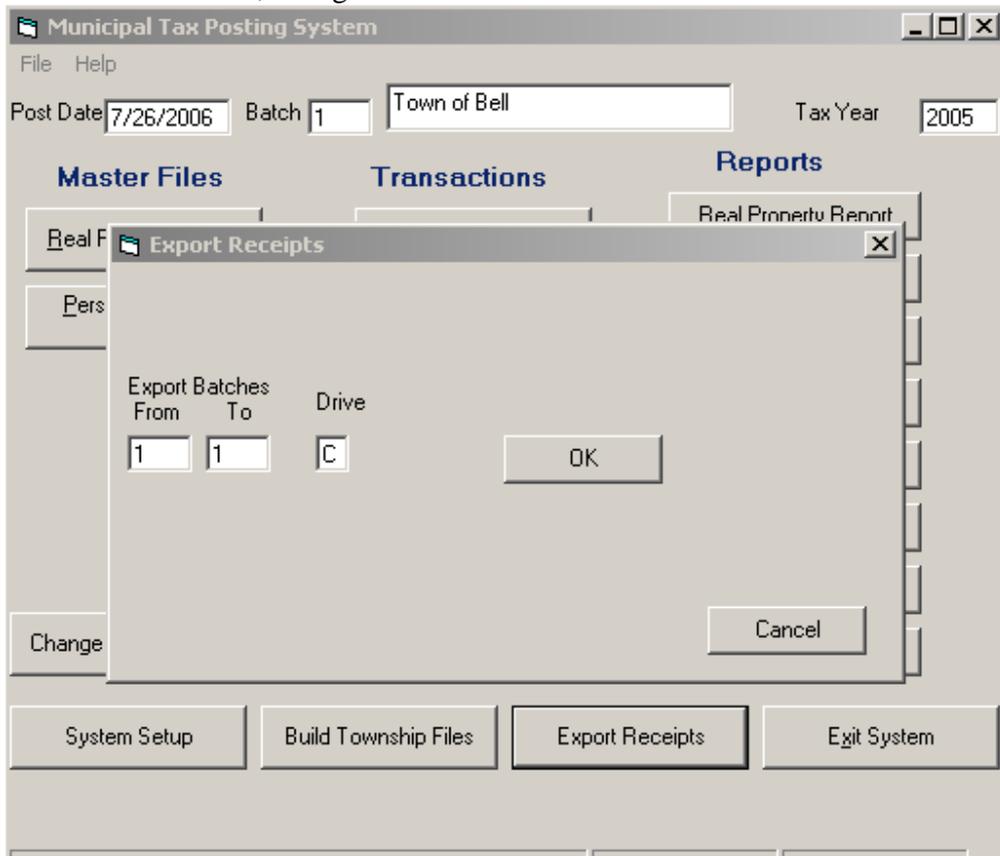
- F9 ~ Find by RECEIPT #
- F10 ~ Find by NAME
- F11 ~ Find by BILL #
- F12 ~ Find by BATCH

Click on the appropriate button and enter the information and click ok. The receipt will come up, at this time you can view the receipt or if you wish to print it Click on the F3 Print Rect button. To Void the receipt, click on the Void button. You will be asked to confirm the void by clicking a Yes or No button. Voided receipt numbers may NOT be re-used. If you wish to Reverse a receipt, Click on the Reverse button. You will be asked to confirm the reversal by clicking a Yes or No button. Reversed receipt numbers may be re-used by changing the receipt number to the original number while re-posting the receipt.

13. EXPORT RECEIPTS

This process is used to transfer batches of receipts to either a diskette or temporary file to email to the County Treasurer. Each batch should contain 50-100 receipts.

To Export to diskette: On the main screen click EXPORT RECEIPTS button at bottom of screen. A screen will come up like the one below ~ Enter the Batch #'s you want to export. To copy batches to a diskette, change the Drive to A. Click OK.

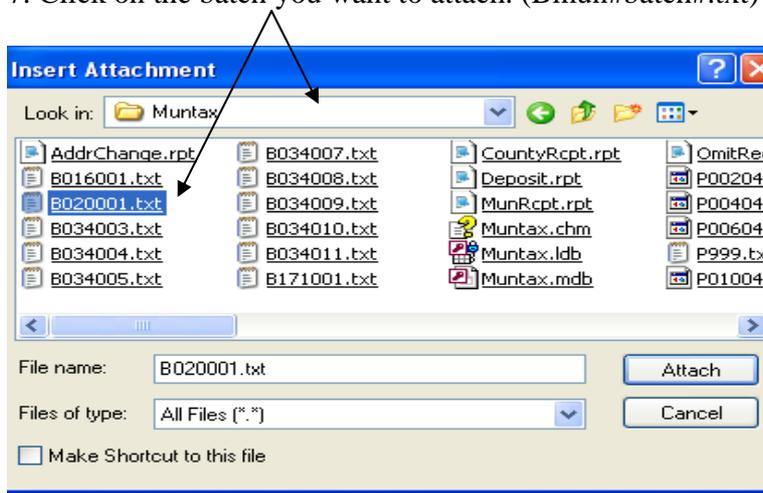


EXPORT RECEIPT FILE for EMAIL

1. Click on EXPORT RECEIPTS button
2. Enter Batch #'s you want to export .
3. Change the Drive to C. Click OK.
(saves receipt file in **C:\Muntax as Bmmm###.txt** ~ mmm stands for municipality # and # stands for batch # *Example: Town 034 batch 1 would look like B034001.txt*).
4. Go to your email and **attach** the exported **receipt file** by clicking on the Paperclip or the word Attach



5. In the LOOK IN box drop down arrow to C:
6. Click on the MUNTAX folder
7. Click on the batch you want to attach. (Bmun#batch#.txt) (ex. B020001.txt)



8. Click SEND

14, Reports

Batch Receipt reports

Prints/Displays a county or township report of all receipts in a batch. Use the county report to verify batch totals before transferring to a diskette for the county. Include this report for each batch transferred. The township report shows amount received, local payments (Dog license fees, Misc. payments), cash back and over/under amounts to aid in bank deposit balancing.

Town Batch Report- Shows real estate, dog license, late lottery, interest and penalty amounts paid. Also shows amount of money refunded on overpayment.

7/26/2006		Municipal Tax Posting System Town of Bell							Township Batch Receipt Report Tax Year 2005						
Receipt #	Bill #	Date	Type	Code	Assessed	Ad Valorem	Other Taxes	Dog License	Misc. Payments	Lottery Credit	Interest	Penalty	Cash Back	Over/Under	Deposit Amount
BATCH # 1															
1	05010007321	12/12/05	R	1	729.42	729.42	0.00	0.00	0.00	-77.51	0.00	0.00	0.00	0.00	729.42
2	05010007325	12/12/05	R	F	729.80	729.80	0.00	0.00	0.00	-77.51	0.00	0.00	0.00	0.00	729.80
3	05010007328	12/12/05	R	P	300.00	300.00	0.00	0.00	0.00	-77.51	0.00	0.00	0.00	0.00	300.00
4	05010007329	12/12/05	R	F	1040.43	1040.43	0.00	0.00	0.00	77.51	0.00	0.00	0.00	0.00	1040.43
5	05010007334	1/12/06	R	P	800.00	800.00	0.00	0.00	0.00	77.51	0.00	0.00	0.00	0.00	800.00
6	05010007335	1/12/06	R	P	100.00	100.00	0.00	0.00	0.00	77.51	0.00	0.00	0.00	0.00	100.00
7	05010007225	1/12/06	R	F	431.88	431.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	431.88
8	05010007226	1/12/06	R	1	123.00	123.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.00
9	05010007230	1/12/06	R	P	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
10	05010007231	1/12/06	R	P	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
11	05010007232	1/12/06	R	1	893.81	893.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	893.81
12	05010007236	1/12/06	R	F	22.87	0.00	22.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.87
13	05010007238	1/12/06	R	1	359.83	359.83	0.00	0.00	0.00	77.51	0.00	0.00	0.00	0.00	359.83
14	05010007228	1/26/06	R	P	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
15	04010007155	1/26/06	O	V	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	04010007155	1/26/06	O	V	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	04010007155	1/26/06	O	04 O	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
5000	P050100143	12/12/05	P	F	508.41	508.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	508.41
5001	P050100148	1/12/06	P	F	1,631.81	1,631.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,631.81
5002	P050100150	1/12/06	P	F	555.26	555.26	0.00	0.00	0.00	77.51	0.00	0.00	0.00	0.00	555.26
BATCH # 1 TOTAL															
	Real Property				6,231.04	6,208.17	22.87	0.00	0.00	77.51	0.00	0.00	0.00	0.00	6,231.04
	Omitted Tax				250.00	250.00	0.00	0.00	0.00	77.51	0.00	0.00	0.00	0.00	250.00
	Personal Property				2,695.48	2,695.48		0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,695.48
	Total				9,176.52	9,153.65	22.87	0.00	0.00	155.02	0.00	0.00	0.00	0.00	9,176.52

County Batch Report. Breaks down specials, forest crop, lottery credit and real estate payment amounts.

7/26/2006

Municipal Tax Posting System
Town of Bell

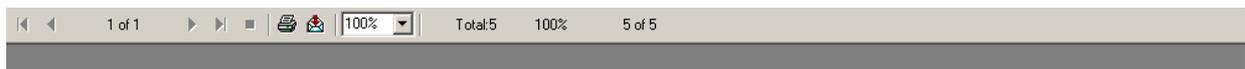
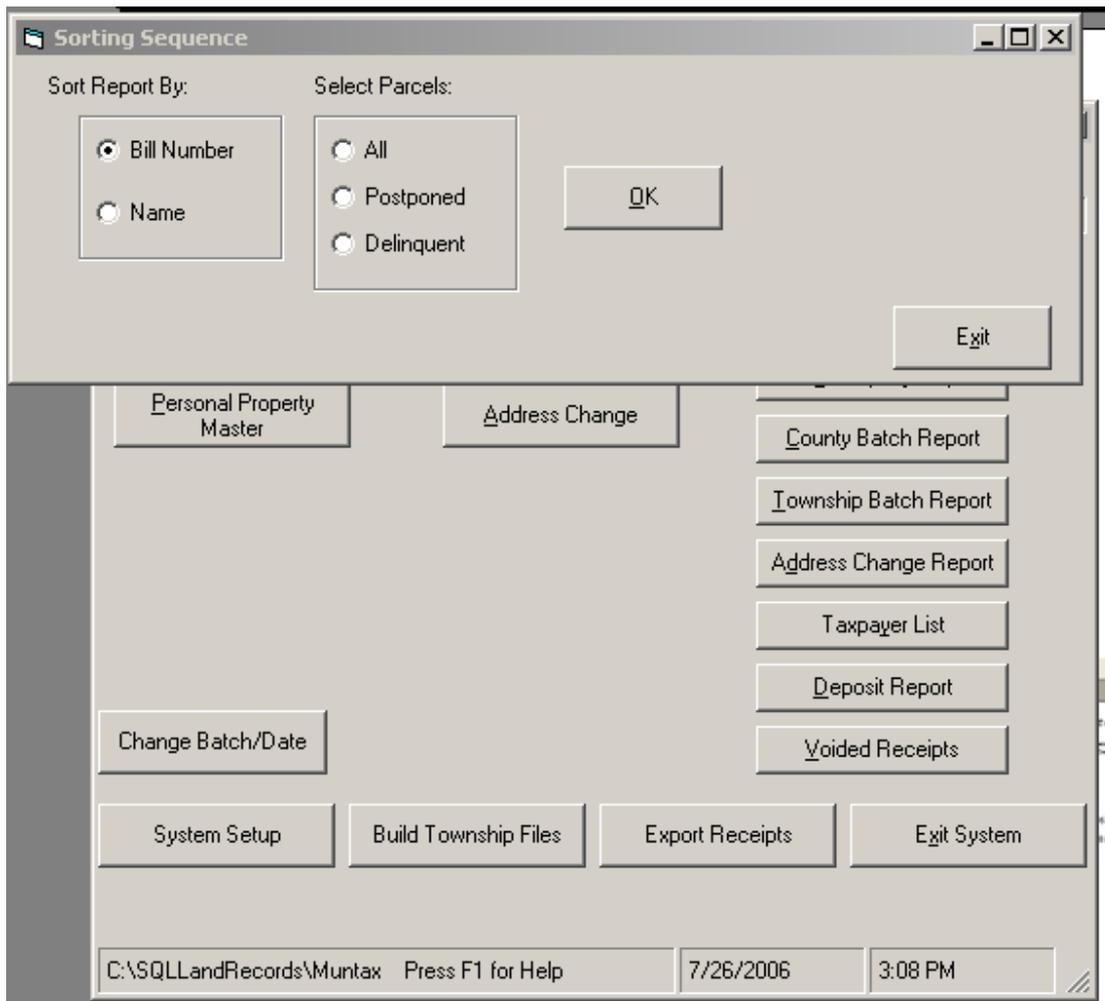
County Batch Receipt Report
Tax Year 2005

Receipt#	Bill#	Date	Type	Code	Ad Value	Special Assessment	Special Charge	Delinq. Interest	Exec. Crp.	Weekend Tax	MPL Open	MPL Closed	Less Liability Credit	County Estimate
BATCH# 1														
1	05010007321	12/12/05	R	1	729.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-77.51	729.42
2	05010007325	12/12/05	R	F	729.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-77.51	729.80
3	05010007328	12/12/05	R	P	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-77.51	300.00
4	05010007329	12/12/05	R	F	1,040.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.51	1,040.43
5	05010007334	01/12/06	R	P	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.51	800.00
6	05010007335	01/12/06	R	P	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.51	100.00
7	05010007225	01/12/06	R	F	431.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	431.88
8	05010007226	01/12/06	R	1	123.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.00
9	05010007230	01/12/06	R	P	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
10	05010007231	01/12/06	R	P	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
11	05010007232	01/12/06	R	1	893.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	893.81
12	05010007236	01/12/06	R	F	0.00	0.00	0.00	0.00	0.00	0.00	22.87	0.00	0.00	22.87
13	05010007238	01/12/06	R	1	359.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.51	359.83
14	05010007228	01/26/06	R	P	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
15	04010007155	01/26/06	O	V	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	04010007155	01/26/06	O	04 V	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	04010007155	01/26/06	O	04 O	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
5000	P050100143	12/12/05	P	F	508.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	508.41
5001	P050100148	01/12/06	P	F	1,631.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,631.81
5002	P050100150	01/12/06	P	F	555.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.51	555.26
BATCH# 1 TOTAL														
Real Property					6,208.17	0.00	0.00	0.00	0.00	0.00	22.87	0.00	77.51	6,231.04
Chartered Tax					250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
Personal Property					2,695.48								77.51	2,695.48
Total					9,153.65	0.00	0.00	0.00	0.00	0.00	22.87	0.00	155.02	9,176.52

Parcel Total

Real Property report

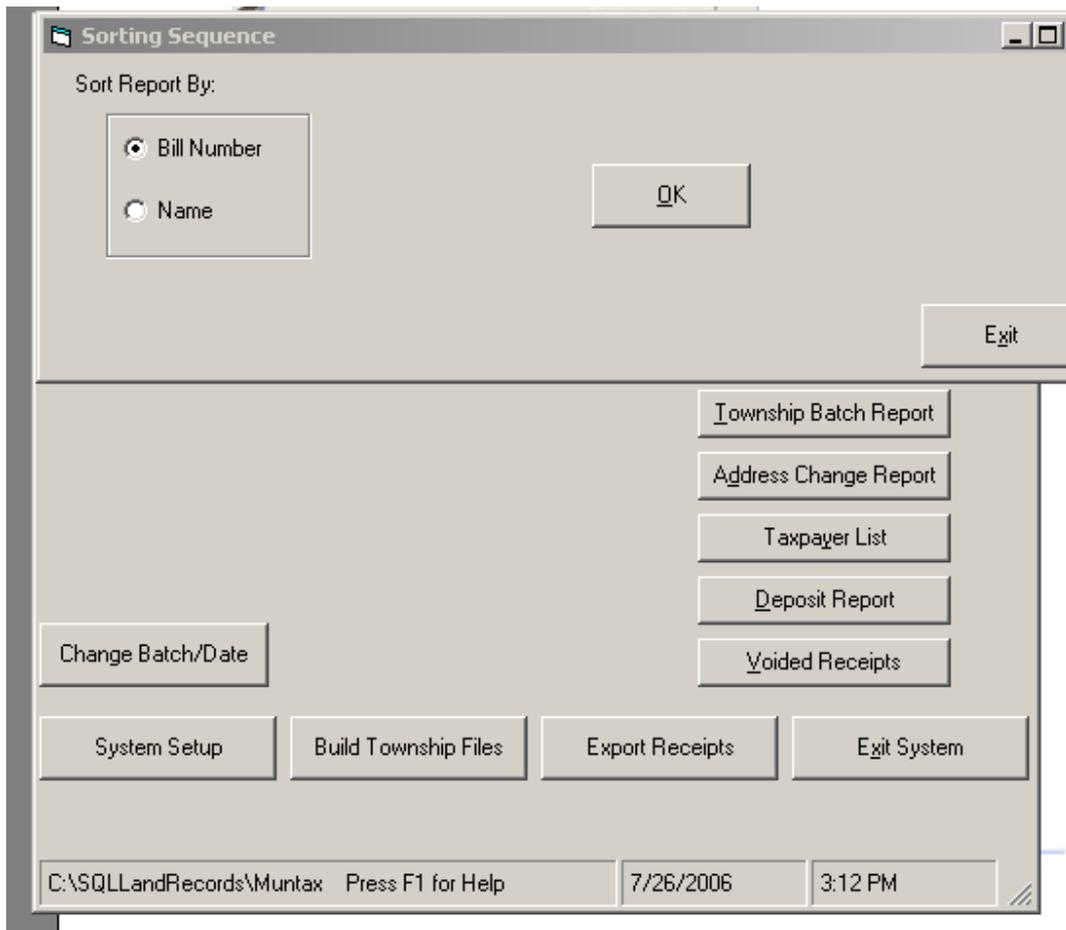
Prints a report of all real property records showing Bill#, owner and amounts due. All parcels, Delinquent parcels or Postponed parcels may be selected. You can print the report out in Bill # Order or Alphabetically in Name Order.



7/26/2006		Town of Bell		Real Property Report			Postponed Parcels			Tax Year 2005					
Bill #	MF	Issue	Type	Receipt #	Due	Real Estate	Special Assess	Special Charge	Delq Wtd	Exec Crp	Wood Tax	MFL Open	MFL Closed	Legacy Credit	Total Due
05-010-007226	04-010-2-50-06-04-1	02-000-40000	JAMES A & CHARLENE WELCH			246.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	246.00
				1	8/1/2006	123.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.00
05-010-007230	04-010-2-50-06-04-1	02-000-10000	KASENO, NATASHA L CVEK, STEVEN J			747.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	747.57
				P	9/1/2006	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	247.57
05-010-007232	04-010-2-50-06-04-1	04-000-10000	RICHARD JOHN DUNN			1787.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.51	1710.10
				1	11/1/2006	893.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	816.29
05-010-007321	04-010-2-50-06-11-1	02-000-10000	WARREN D ISAACSON			1303.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.51	1226.30
				1	12/12/2005	729.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-77.51	574.39
05-010-007334	04-010-2-50-06-11-3	03-000-10000	CRAIG K SANDBERG ET AL			1240.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1240.94
				P	5/1/2006	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.51	363.43
			Total Taxes:			5,325.93	0.00	0.00	0.00					155.02	5,170.91
			Total Payments:			3,046.23	0.00	0.00	0.00					0.00	3,046.23
			Amount Due:			2,279.70	0.00	0.00	0.00					155.02	2,124.68

Personal Property report

Prints a report of all personal property records showing Bill#., owner and amounts due.



7/26/2006	Town of Bell	Personal Property Report		Tax Year	2005	
Bill#	Name	Type/Exch/Excep#	Date	Personal Prop Tax	Luxury Credit	Total Due
P05-010-0126	ATTN: CHRIS HUDACHEK SOMERSET MANUFACTURING			00	00	
P05-010-0127	C/O MARVIN POER & CO WASTE MANAGEMENT INC			17.77	00	17.77
P05-010-0128	PRIZM ENTERTAINMENT INC			120.26	00	120.26
P05-010-0129	ALAN J CAPRIGLIONE			49.20	00	49.20
P05-010-0130	CORNUCOPIA TOURIST HOMES			13.67	00	13.67
P05-010-0131	% PROODE RIVER'S END			184.50	00	184.50
P05-010-0132	FLEITH-EHLERS			349.87	00	349.87
P05-010-0133	BEVERLY NIETZKE			73.79	00	73.79
P05-010-0134	RICH & GLENDA ZBIEN			32.82	00	32.82
P05-010-0135	DARLENE MILDRED HANSEN			39.63	00	39.63
P05-010-0136	% DAVID PALM GOOD EARTH SHOP			341.66	00	341.66
P05-010-0137	FIEHLPPS LOVICK, TOM & MARY			370.38	00	370.38
P05-010-0138	TILLMAN'S MARINA			49.20	00	49.20
P05-010-0139	GRUBBE, GEORGE & RUTH VILLAGE INN/ CORNUCOPIA			401.79	00	401.79
P05-010-0140	WHAT GOES ROUND (DUNKER)			393.61	00	393.61

Address Change report

Prints/Displays a report showing address changes entered during receipt posting. This report is sent to the County Property Lister at the end of the municipal tax posting period.

Taxpayer list. Prints/Displays reports showing total taxes by taxpayer for Real Estate and Personal Property.

Deposit Report. Prints/Displays a report showing Received From, Reference#, and Total amount received by receipt# for Batch# From/To.

Voided Receipts. Prints/Displays a report showing all voided receipts.

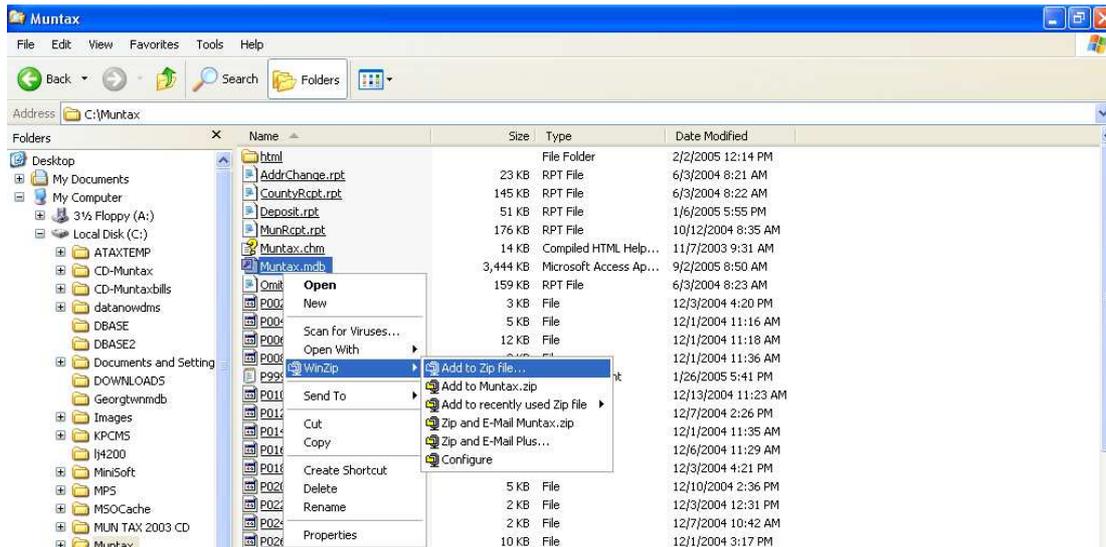
Settlement Report. Prints/Displays a summary report to assist in February settlement.

15. Back up Data File ~ Transfer Data between computers

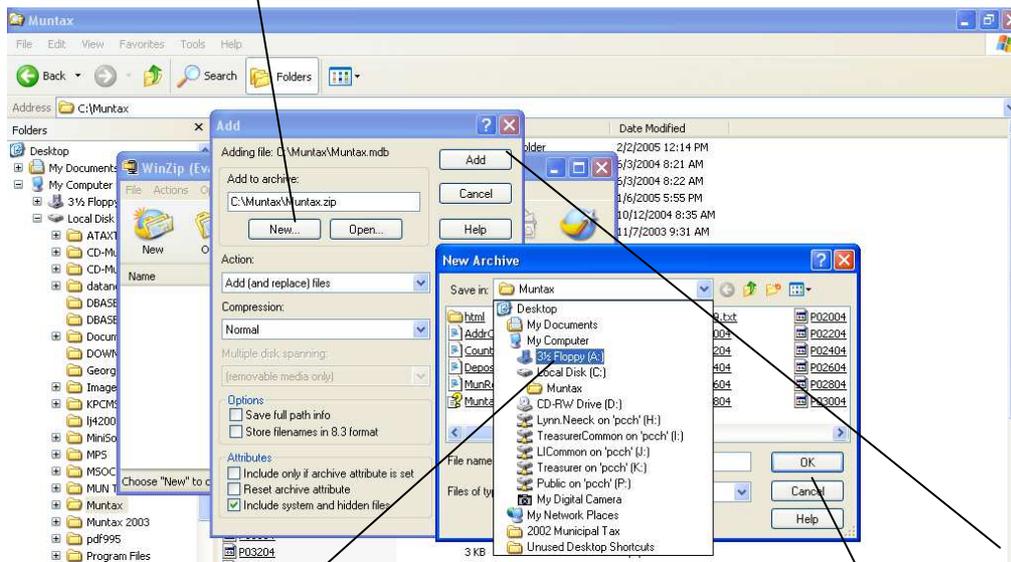
If you are receipting at the town hall and at home you may want to backup and transfer the data that you just receipted to one or the other computers.

FIRST TIME Zip File:

- Put a blank disk in drive A: or CD in CD drive
- Click on My Computer or Click Windows key & E
- Click on C: or the + in front of C:
- Click on MUNTAX

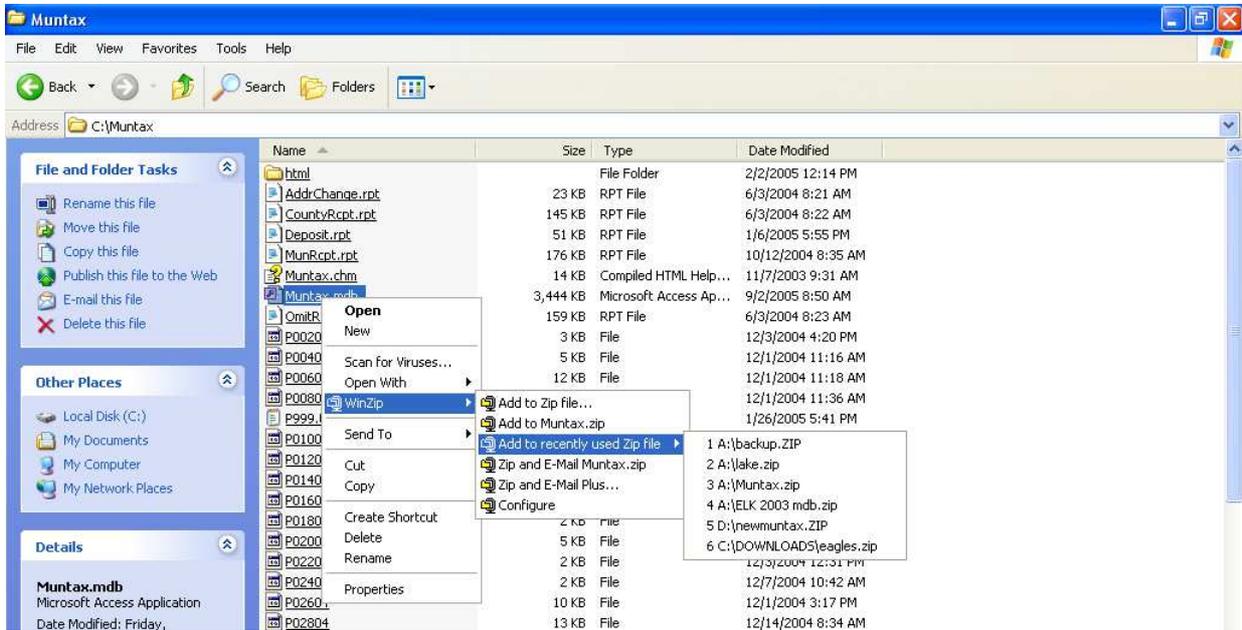


- **Right** Click on **MUNTAX.MDB** folder
- Highlight **WINZIP**
- Click **ADD** to **ZIP** FILE
- Click **NEW**

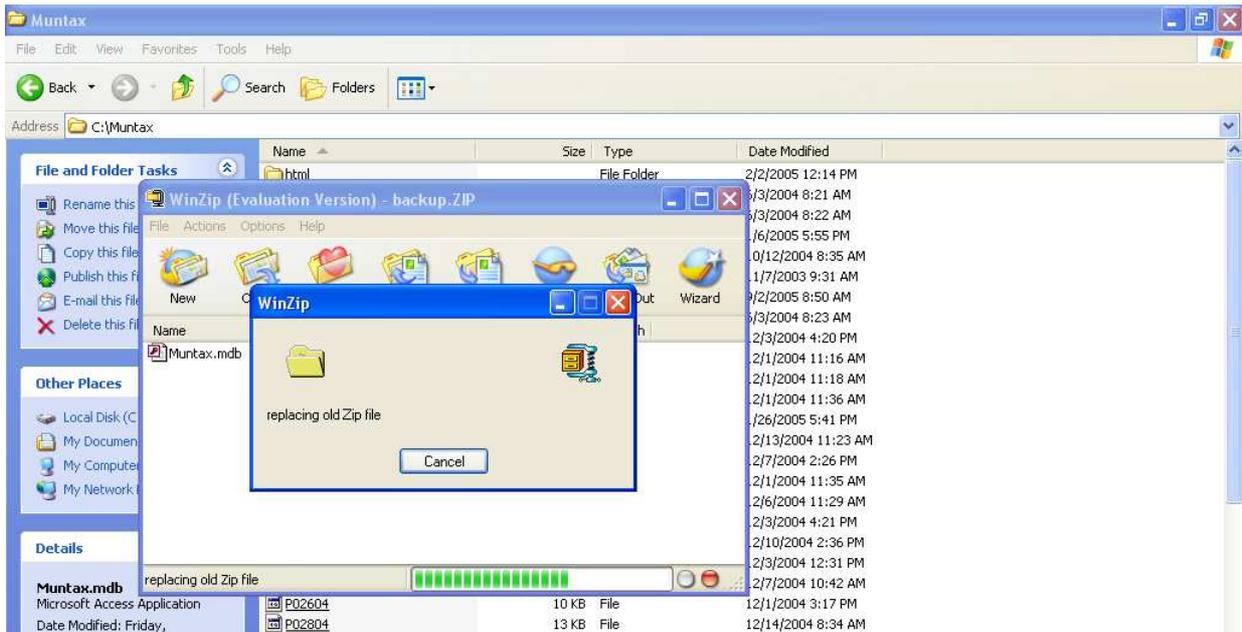


- **Save in A:** File name: (backup or town name) Click **OK**, Then **ADD SUBSEQUENT TIMES** after doing backup **First Time**

1. Put backup disk in drive A:
2. Click on My Computer or click on Windows key & E
3. Click on C: or + in front of C:



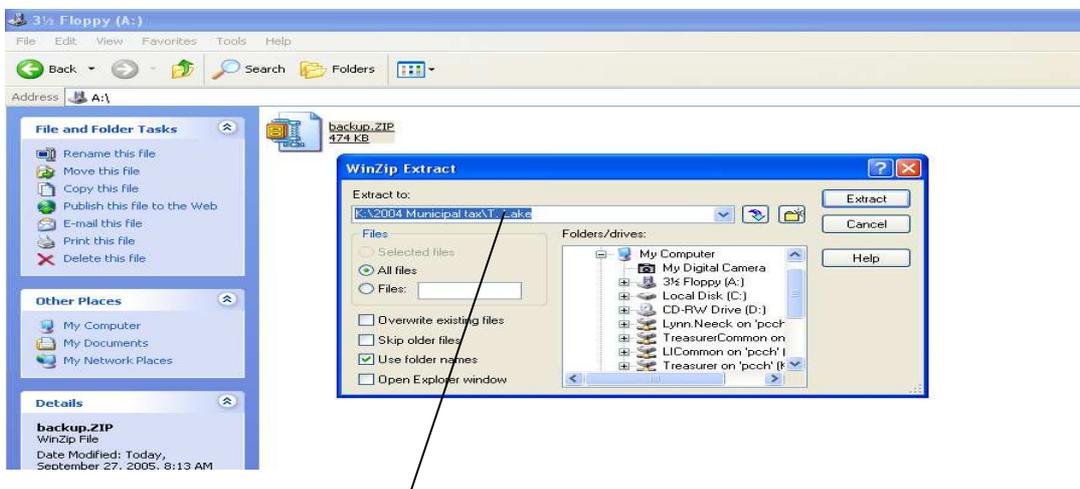
4. Right Click on MUNTAX MDB w/key icon
5. Highlight WINZIP
6. Highlight ADD to Recently Used Zip File
7. Click on 1 town name.zip
8. Remove disk



EXTRACT BACKUP TO YOUR COMPUTER

For **XP version** computer:

1. Put backup disk in drive A or your CD drive if using CD
2. Click on **MY COMPUTER** or Windows Key & E
3. Click on **A:** drive
4. Right click on **BACKUP.ZIP** folder
5. Highlight **WINZIP** then Click on **EXTRACT TO:**



6. Extract files to: **C:\MUNTAX**
7. Click **YES** files have been successfully extracted
8. Click **FINISH** and Exit C:\

GO TO MUNTAX PROGRAM & MAKE SURE FILES HAVE BEEN UPDATED!

FOR NON-XP version:

1. Put in backup disk and click on **MY COMPUTER**

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2. Click on A: drive
3. Highlight WINZIP
4. EXTRACT TO **C:\MUNTAX**
5. Click on EXTRACT
6. REPLACE? YES After extracting the file go into MUNTAX Program check if data transferred by looking at Town Report for last batch entered

16. Backup files

(DO THIS WEEKLY)

1. Go into MY COMPUTER
2. Click on C:
3. Click on MUNTAX folder
4. Locate **Muntax.mdb** file **Right click** on this file
5. **SEND TO A:** or if you have a CD burner, Drag and Drop the **.mdb** file to a CD

IF THE FILE IS REALLY LARGE it is SUGGESTED USING WINZIP to COMPRESS FILE (if you want to save on a diskette A:)

1. Click START
2. Click WINZIP
3. Click NEW
4. Create In: A:
5. File Name: name file example: *backup_date* then click OK
6. ADD FROM: BROWSE to MUNTAX folder (C:) DOUBLE CLICK to Open
7. Click on MUNTAX.mdb file
8. Select
9. ADD