

Tax Collection System
by TSL co., Inc.

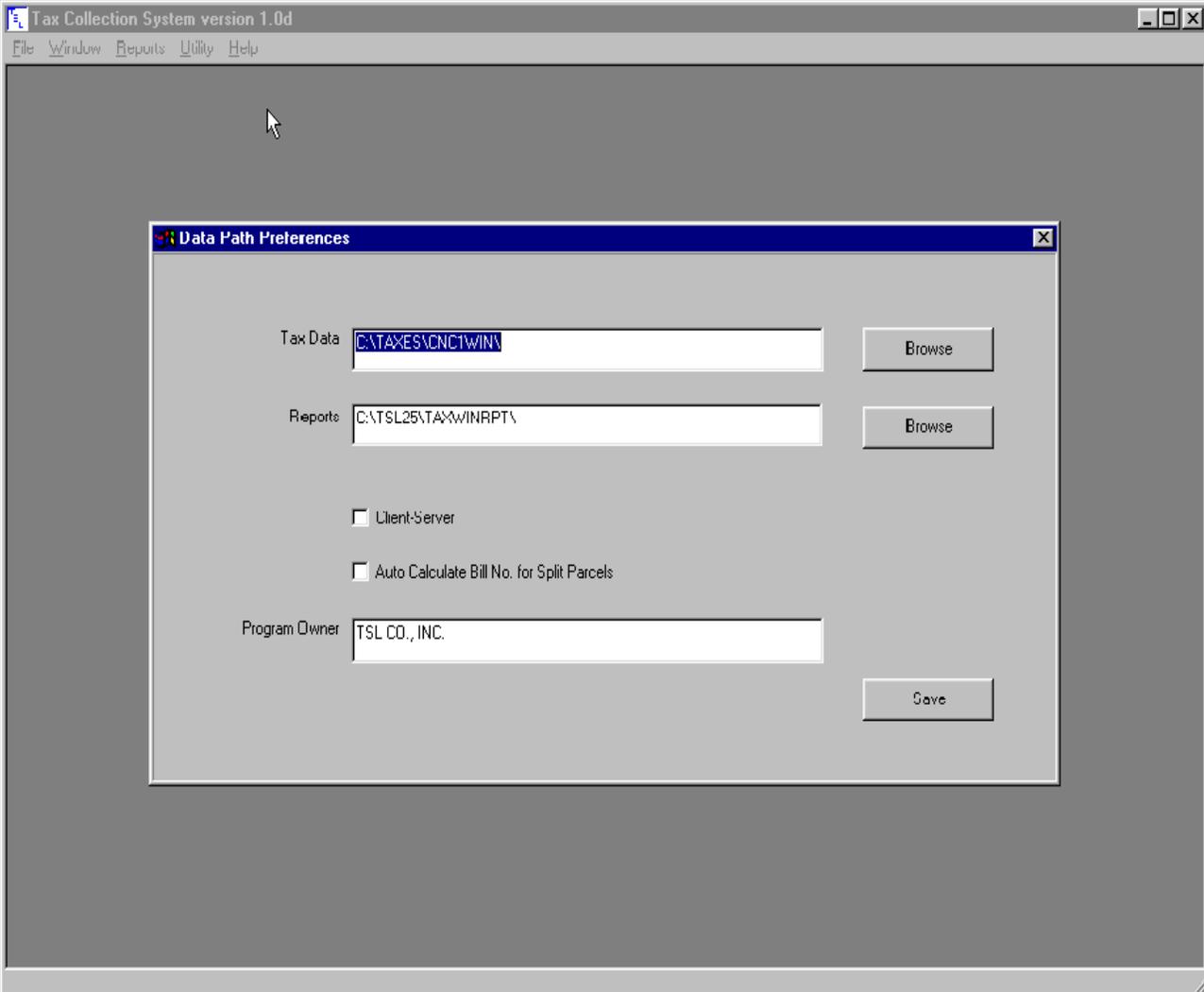
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Preferences and User Definitions

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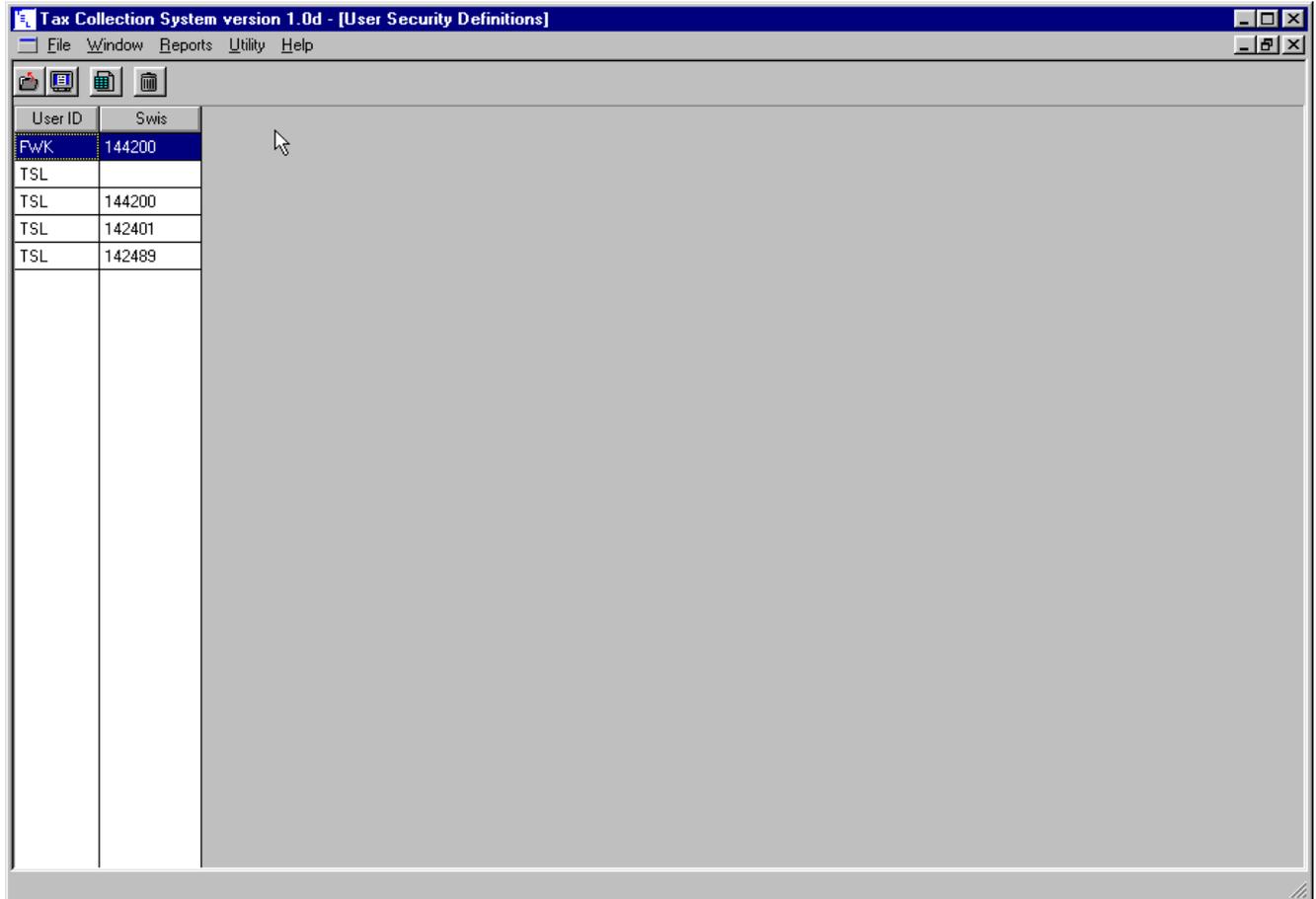
1. Data Paths

Enter the full data path for the tax data and the reports at the prompt, or press the browse button to use the windows data tree manager to locate the proper folders. Check the Client Server box if applicable. Check the **Auto Calculate Bill No. For Split Parcels** box to have the *Tax Collection System* software calculate a unique bill number for split parcels, otherwise split parcels will have the same bill number as the parent. Enter the municaple name in the **Program Owner** field. Press the **Save** button to save the data changes.



2. User Definitions

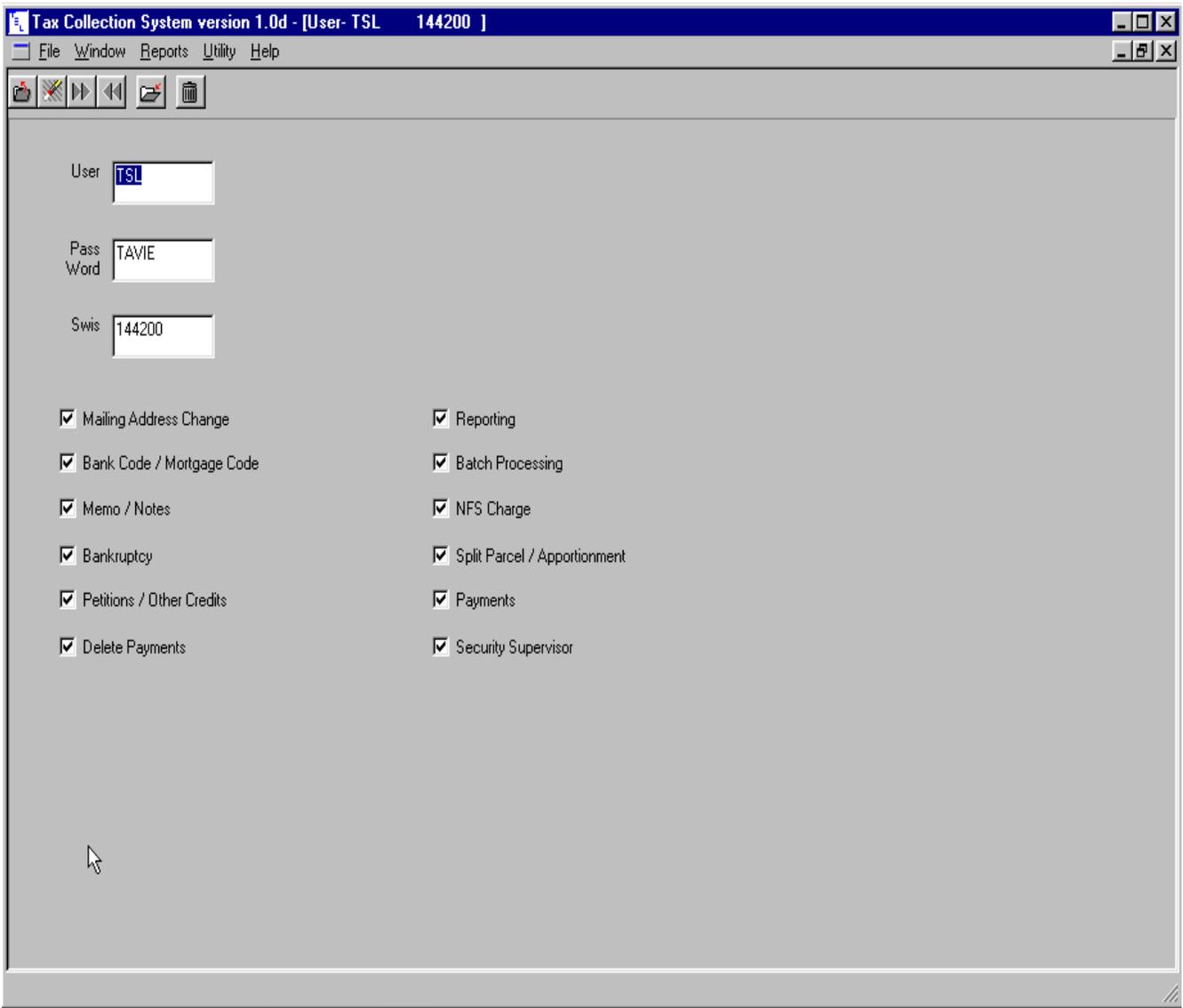
User ID and passwords must be entered by swis code for all users to make payments or modify data. Non-registered user ID's will have read only access.



Press the **Display** button to display the User ID definition screen. Press the **Add Record** button to add a new definition. To delete a user definition, hi-light the appropriate record and press the **Delete** button.



Enter the data in the proper fields, checking the appropriate boxes for update rights. Press the save button to record changes.



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1. Custom Report Writer

The **TSL Tax Collection System** contains a complete report writer. The report writer can be used to create a new report or to modify an existing report. The report writer help files may be accessed via the **F1 function key** when using the report writer or by double clicking on the **RP2.HLP** located in the TSL25 folder.

2. Year-2-Date

As payments are entered, they are added to the Payment.Dbf database. The Year-2-Date function completes the payment posting process. The payment information is written to the ArlmYr.Dbf file. Once completed, the Payment.Dbf file is initialized preparing for the next day work. The Cash Out and the Summary reports are text files saved in the tax database folder. The naming convention is as follows :

Cash Out : CashOut + date + time + .Prn for example- CashOut09102002103510.Prn

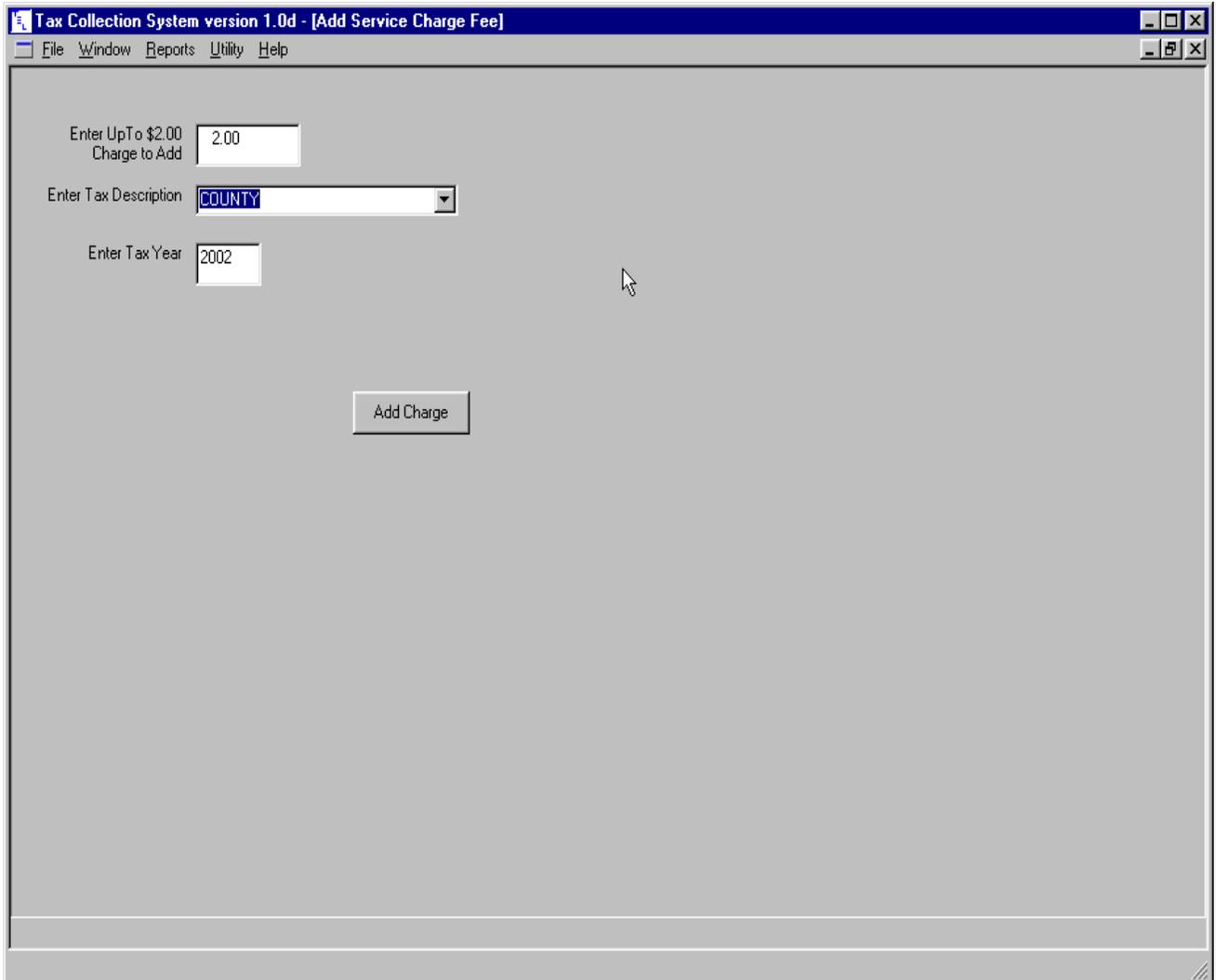
Summary : YrToDte + date + time + .Prn for example- YrToDte09102002103510.Prn

date is formatted : mmddyyyy

time is formatted : hhmmss

3. Add Service Charge

The **TSL Tax Collection System** supports adding up to a \$2.00 delinquent service fee to unpaid parcels. Enter the service fee amount, select the type of tax and enter the tax year. Press the **Add Charge** button to add the fee to all unpaid parcels in the designated tax year and tax type.



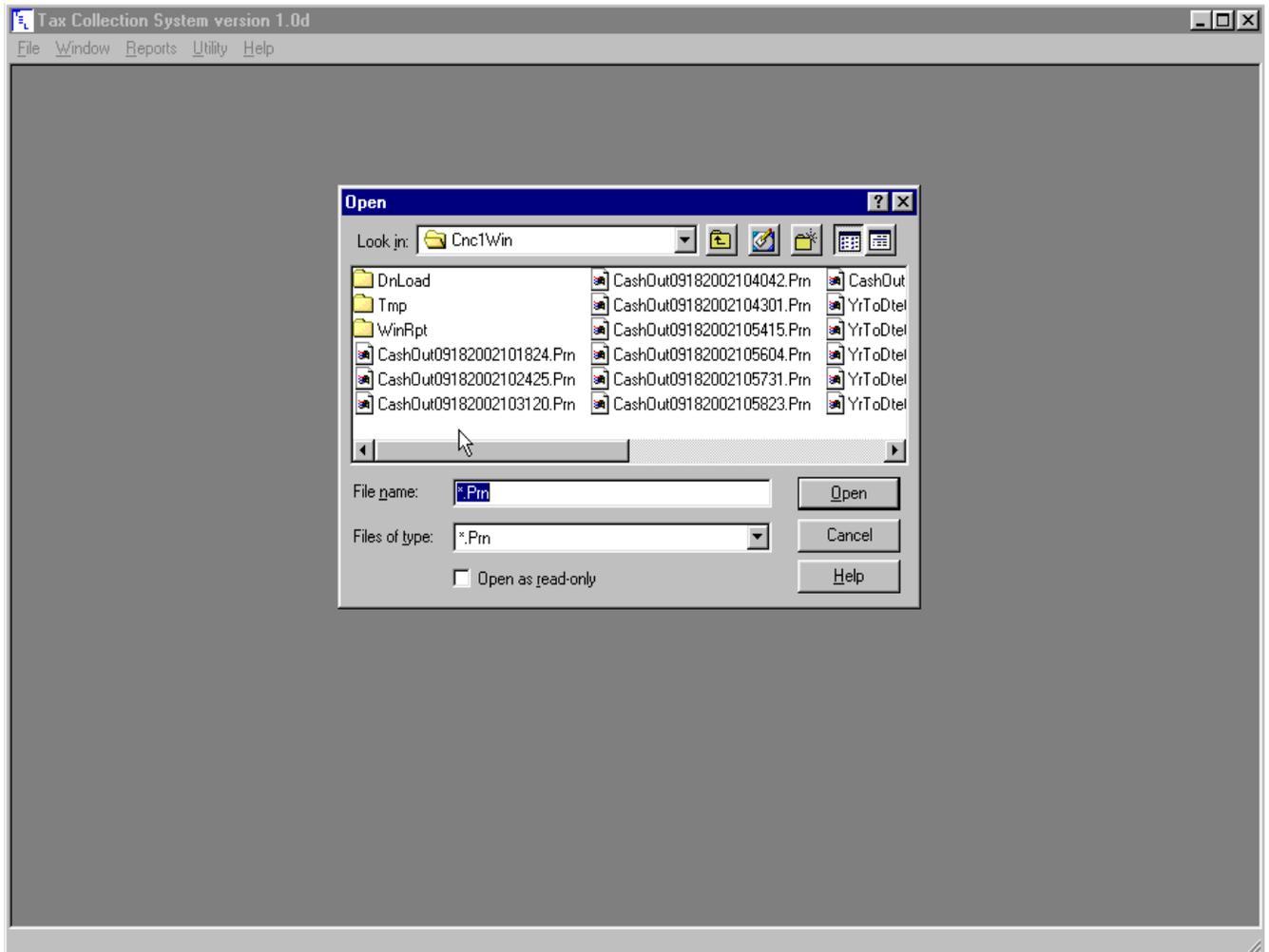
The screenshot shows a Windows-style application window titled "Tax Collection System version 1.0d - [Add Service Charge Fee]". The menu bar includes "File", "Window", "Reports", "Utility", and "Help". The main interface contains three input fields: "Enter Up To \$2.00 Charge to Add" with a text box containing "2.00", "Enter Tax Description" with a dropdown menu showing "COUNTY", and "Enter Tax Year" with a text box containing "2002". A mouse cursor is positioned over the "Add Charge" button, which is centered below the input fields.

4. Pay \$0.00 Tax Bills

This option marks unpaid parcels that have a tax amount of \$0.00 as paid.

5. Print Dos Files

Select this option to print a Dos Text File. Open the desired file. Next choose to print landscape or portrait. From the print preview window you may scroll the file or print the report.



6. Pay County Form

This will print the County Remittance form. To print the current month press the Printer button on the tool bar. Use the Next / Previous record button to scroll the monthly payment data. Press the Save File button to save the data displayed. Press the Add Record button to add the next month's payment data. The Add Record function appends a record to the Frm.Dbf file moving the previous record warrant, excess/deficiency, supervisor and unpaid parcel fee amounts to the new record. The last record amount for pay county now is added to the pay county previous amount and posted as the current paid previous amount. The Paid at County amounts are filled using the last run Year-2-Date totals.

The screenshot shows the 'Tax Collection System version 1.0d - [Pay County Form]' window. The menu bar includes File, Window, Reports, Utility, and Help. The toolbar contains icons for Save File, Next Record, Previous Record, Delete, Print, and Add Record. The main area displays a list of financial items with their corresponding values:

Totals as of	Warrant	0.00
	Taxpayer Penalty	0.00
	Taxpayer Interest	0.00
	Taxpayer Service Fees	0.00
	+Excess / -Deficiency	0.00
	Tax Roll Total	0
	Paid to Supervisor	0.00
	Town Penalty	0.00
	Town Service Fee	0.00
	UnPaid Parcel Fee	0.00
	Paid County Previously	0.00
	Pay County Now	0.00
	Total Paid	0
	Utility Paid At County	0.00
	School Paid At County	0.00
	Village Paid At County	0.00
	Misc Paid At County	0.00
	Total Posted Paid	0
	Unpaid Balance	0

