

WINDOWS POINT OF SALE (WinPOS)
Property Tax Entry Module

WinPOS - Property Tax Entry Module

INSTALLATION

Follow the installation instructions you received with your CD. It's a simple and easy installation which when completed will create a short cut on your Windows Desktop to the BDS Point of Sale program. BDS software programs are installed to a folder named \BDSWIN. This folder must be located on the station(s) entering tax payments. The data may be located on a Server Computer if multiple stations are to access the database.

PASSWORD ENTRY SCREEN

This screen prompts you to enter your user-defined password to access the WinPOS system. The password(s) should be created by a business office manager or supervisor and should be created for each POS computer station. Also, please notify Banyon Data Systems, Inc. so we may put these passwords in file for you in case of emergency.



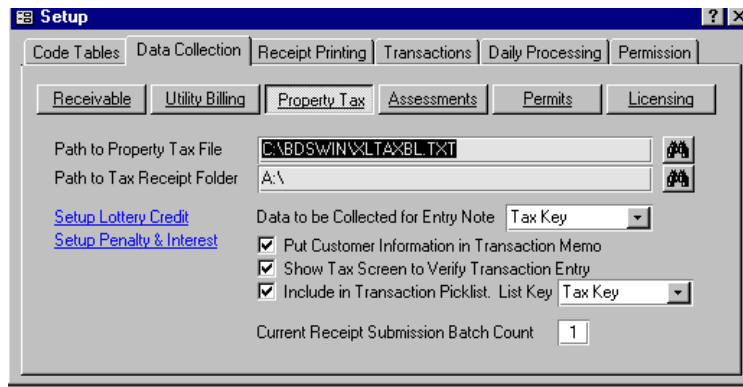
NOTE: YOUR DEFAULT PASSWORD IS "BDS" OR "bds". Please do not delete this password. You may however add passwords to a unique user id. Contact BDS for assistance.

SETUP SCREENS

After you have entered the software with your password you will want to click on the Tools Menu Option in the upper left-hand corner of your Window.

Then select the Setup Option and then select and click on Interface to Other BDS Applications. The following Window will appear.

Click on the Property Tax Tab and complete the prompts for Path where the Tax Database file(s) are to be located, what to have shown on the Entry Note of the Transaction Window, and other feature related prompts.



The screenshot shows a window titled "Setup" with a blue title bar and standard window controls. The window has a tabbed interface with the following tabs: Code Tables, Data Collection, Receipt Printing, Transactions, Daily Processing, and Permission. Below these are sub-tabs: Receivable, Utility Billing, Property Tax (selected), Assessments, Permits, and Licensing. The Property Tax tab contains the following fields and options:

- Path to Property Tax File: C:\BDSWIN\XLTAX\BL.TXT
- Path to Tax Receipt Folder: A:\
- Links: [Setup Lottery Credit](#) and [Setup Penalty & Interest](#)
- Data to be Collected for Entry Note: Tax Key (dropdown menu)
- Checkboxes:
 - Put Customer Information in Transaction Memo
 - Show Tax Screen to Verify Transaction Entry
 - Include in Transaction Picklist. List Key: Tax Key (dropdown menu)
- Current Receipt Submission Batch Count: 1

The property tax files for the database and the receipt files will be default for you.

The property tax file must be obtained from the County on a floppy disk or electronically transferred to the computer and the \BDSWIN folder of the hard drive.

It is also important that you choose the Data to be selected for Entry Note, as this will appear on the transaction. Click on the drop down arrow to the right of the empty data cell to select and make your choice.

Penalty and Interest Setup

Penalty and Interest are not part of the County Tax Collection but collected by individual municipalities. The Collection Rate however is standard and can be setup in the Setup Screen, Interface to BDS Application Tab, Property Tax Option.

Penalty & Interest is determined at time of Tax Collection. After a Tax Entry is made in the Transaction screen, right-click on the tax amount to bring up the Penalty/Interest options.

If the check is already made for (only) the Tax Amount, select Less Penalty option. The Penalty/Interest will be deducted from the Tax Amount. This in turn lowers the actual Tax Amount on the Transaction screen by the Penalty/Interest Amount.

If check has not been made, select Apply Penalty option. A Transaction Entry will be created with the Penalty/Interest Amount. The Property Tax Amount stays the same.

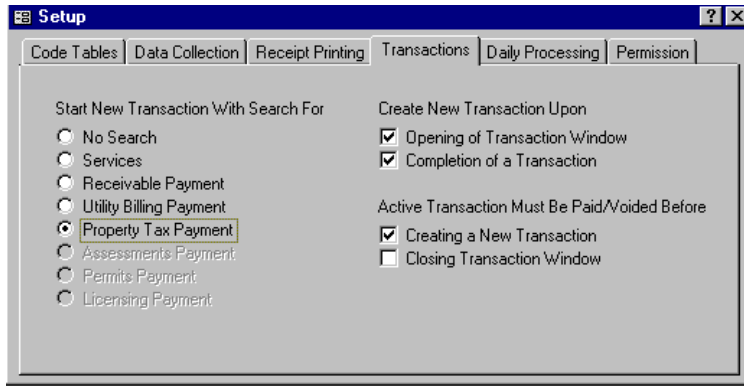
Penalty/Interest collections are reported in the Service Sales Report.

Penalty/Interest Payment will not be reported to the County with the Tax Collection. During Transaction Distribution, they are grouped under Service Sales.

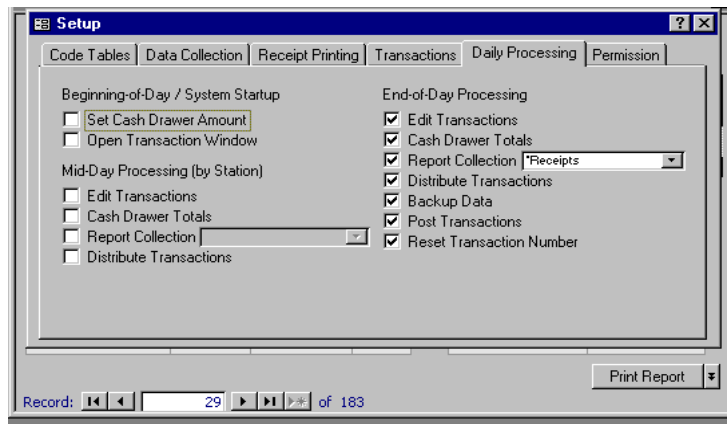
Month	Rate(%)
January	0.000
February	1.015
March	1.030
April	1.045
May	1.060
June	1.075
July	1.090
August	1.105
September	0.000
October	0.000
November	0.000
December	0.000

To set and apply a monthly penalty to a late property payment please refer the Apply Penalty section of this document.

Next, again click on the Tools Menu Option and select the Setup Option and select and click on the Transaction Startup Option. The following screen will appear. Click your preferred transaction options.



Next, click on the Daily Processing tab and choose the manner in which you want a new transaction screen to appear. Keep the Open Transaction Window unchecked if you want to enter payments via the Inquiry method (see Inquiry Screen section of this document).



Next, select the Receipt Printing Tab and check the Use Custom Receipt Form and click on the drop down arrow and select the Waukesha Property Tax Receipt. Then, close the window by clicking on the "X" box in the upper right corner of the window.

IMPORTANT: If using the Custom Receipt Form, then uncheck the box in the Use Regular Receipt.

The screenshot shows a window titled "Setup" with several tabs: "Code Tables", "Data Collection", "Receipt Printing" (selected), "Transactions", "Daily Processing", and "Permission". The "Receipt Printing" tab is active, displaying various configuration options. On the left, the "Use Custom Receipt Form" checkbox is checked, and the "Form" dropdown menu is set to "Waukesha Property Tax Rece". Below it, the "Printer" dropdown is set to "HP LaserJet III Si". The "Use Regular Receipt" checkbox is unchecked, and several sub-options are also unchecked: "Print Clerk & Station ID", "Print Entity Notes", "Print Transaction Memo", and "Automatic Page Eject". A "Receipt Width (in Characters)" field is present but empty. On the right side, the "Use Receipt Validation" checkbox is unchecked. Below it are three unchecked checkboxes: "Entity Name", "Today's Date. Label", and "Paid Amount. Label". There are also fields for "Spaces to Indent Validation Printing" and "Escape Sequence for Validating". At the bottom right, there are "Start" and "Stop" fields, each with a "TEST" button next to it.

When finished with your selection(s) click on the "X" in the upper right-hand corner of the Window.

INQUIRY SCREEN - TRANSACTION ENTRY METHOD

To enter transactions or Property Tax Payments select and click on the View Menu Option in the upper left-hand corner of the Window and select and click on the INQUIRY MENU OPTION AND SELECT PROPERTY TAX.

The Property Tax Collection Window will appear and awaits your entry for look up of a customer or property owner record. Shown below is a Property Tax Collection Window.

To access a property owner record, enter the tax key id or use the drop-down arrow to pick a property owner.

NEW FEATURE! Now you can gain access to any property record by simply entering any lookup in the Key field. This includes Key, Bill No, or Owner name and finally the Address. You must enter an asterisk "*" at the beginning of the lookup and an asterisk "*" at the end of the lookup. (example: * swen * would result in finding all names that match "swen". Same principle applies to numbers for key, bill no and address. Try it, it really works great.

If you like you may select a property owner by name. To do so, simply click on the drop down arrow to the right of the OWNER field and then in the field enter a name or partial name and the system will find and show possible name selections.

The screenshot shows the 'Property Tax Collection' window with the following data:

Key	Bill No	Net Rate Per 1000
0506007	100032	18.1579

Owner: THOMAS & MICHELE JOHNSON
117 SAEGER AV
OCCONOMOWOC WI 53066

Address: 117 SAEGER AV

	Land	Improvement	Total
Assmt.	\$27,000	\$104,000	\$131,000
Market	\$26,800	\$103,100	\$129,900

	Amount
Gross General Tax	\$2,618.63
School Credit	\$239.96
Lottery Credit	\$178.31
SEWER USE CH	\$600.00
Net Tax Due	\$2,800.36
Total Tax Paid	\$0.00
Balance Due (F7)	\$2,800.36

Paid By	Date	Amount	Receipt

Due Date	Amount
JANUARY 31, 2000	\$1,611.36
JULY 31, 2000	\$1,189.00

Record: 29 of 183

Print Report

If only one match is found the program will display the property tax inquiry screen for that customer. If multiple matches are found they will be displayed with address for you to confirm and choose the right match.

The screenshot shows a list of search results:

THOMAS & MICHELE JOHN; 117 SAEGER AV
DALE & PAMELA JOHNSON; 665 LAC LA BELLE DR

Having chosen a property record, the system will automatically fill the screen with the information provided by the County. It will also show payment history and amounts if available on the County database.

Property Tax Collection

Key: 0511999002 Bill No: 100169

Owner: WILLIAM & SANDRA GRIESEMER
204 LAC LA BELLE DR
OCONOMOWOC WI 53066

Address: 204 LAC LA BELLE DR

Net Rate Per 1000: 18.1579

Gross General Tax: \$8,625.51

School Credit: \$790.41

Lottery Credit: \$178.31

SEWER USE CH: \$600.00

	Land	Improvement	Total
Assmt.	\$230,500	\$201,000	\$431,500
Market	\$228,400	\$199,200	\$427,600

Net Tax Due: \$8,256.79

Total Tax Paid: \$0.00

Balance Due (F7): \$8,256.79

Paid By	Date	Amount	Receipt

Due Date	Amount
JANUARY 31, 2000	\$4,339.79
JULY 31, 2000	\$3,917.00

Record: 148 of 183

Print Report

You can also print this screen by clicking on the Print Report tab at the lower right corner of the screen.

NEW FEATURE:

You can now enter credits based on the School District or Districts for the property. Click on the Lottery Credit field and pick the District and amount for the credit. A transaction will be created for this amount.

Lottery Credits

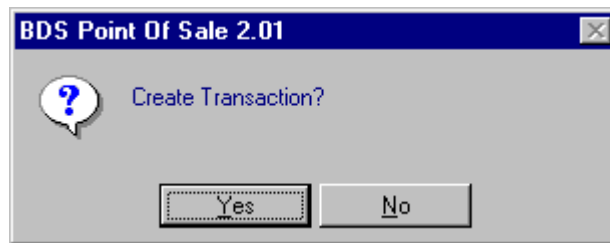
Double Click on Credit Amount to Apply It.

School District	Credit
312	\$10.50
719	\$3.00

BACK DATE RECEIPTS

If You need to back date entries you can do so by clicking on the Tools Menu Option in the upper left of the screen and click on Receipt Back Date option and enter the date to be used. After entered press the enter key and the system will confirm that the new date will be used on the next transactions.

Normally you will be entering payments on the transaction screen. To quickly enter a payment of the amount owed, simply click on the on the Balance Due field (cell) or press the F7 key. You will then be asked to create a transaction.



Click on the YES tab to proceed.

ENTERING TRANSACTIONS

You now will see the amount due on the property owner's transaction screen. You will notice that transaction numbers are automatically added as transactions are entered.

Item Description	Amount	Entry Note
Property Tax - Bill 100168	\$8,256.79	

Transaction Memo	Payment	Receipt Note

Sub-Total	\$8,256.79
Taxes	\$0.00
Total	\$8,256.79

Payment and Receipt

You may also add transaction notes and entry notes if desired AND you may make multiple entries to the transaction if a payment is made for multiple properties from the same taxpayer.

APPLYING PENALTIES, LOTTERY CREDITS AND REMOVING PENALTIES

While on the transaction screen and having the amount to be paid in the Amount column you can right click your mouse and the penalty setup and apply menu will appear. The menu will show four options. They include:

- Apply Lottery Credit
- Add "Month" Penalty
- Subtract "Month" Penalty
- Set Penalty Month/Rate

NEW FEATURE: Set Penalty Month/Rate.

To change the Month used for penalty you must right click on the Property Tax amount field located on the transaction entry screen and select the Set Penalty Month/Rate option. Now click on the percentage box under the Rate% column for the month desired and the system will hold the month and rate selected until you want to change it for a new month.

Next select either the Add "Month" Penalty and it will be added to the property tax amount due as a separate transaction line item.

Subtract "Month" Penalty is for situations where the check is already written for the amount of tax and it does not include penalty. Even though your data shows that a penalty amount has already been added. This allows you to reduce the amount of the tax and penalty to show a total owed for the amount of the property owner's check.

To select the Lottery Credit click on Apply Lottery Credit and double click on the amount and it will be credited to the property tax amount due.

PAYMENT AND RECEIPT

When finished click on the Payment and Receipt button in the lower right-hand corner of the Window. The following screen will appear and prompts you the Payment Type and amount if different from the amount owed on the County property tax record.

The screenshot shows a window titled "Receipt" with the following fields and controls:

- Sub-total: \$14,575.75
- Taxes: \$0.00
- Total Due: \$14,575.75
- Regular Receipt:
- Custom Receipt:
- Allow Validation:
- Payment Type table:

Payment Type	Amount*	Receipt Note
Check	\$14,575.75	2001 TAX PAYMENT
Check		
- Tendered: \$14,575.75
- Change: \$0.00
- F7 - Print Receipt(s)
- F8 - Skip Receipt(s)

*Use spacebar to switch payment type.

Tip: Use the drop-down arrow under Payment Type to choose the type of payment or press the space bar. Also, Use the "*" to add multiple payments to the same transaction.

When finished enter this transaction, click on the Print Receipt or Skip Receipt buttons located in the lower right-hand corner of the Window. (F7 or F8 keys may be used to substitute for the mouse click.

If you opted to have a transaction automatically appear when a transaction is completed a new open transaction Window will appear when a completed transaction is entered and closed. Please be advised that transactions are automatically numbered in sequential order.

To delete a transaction, right click on the banner at the top of the transaction Window and click on the delete menu option.

To void an entry on the Transaction Window, right click on the item description cell where the entry is displayed and click on the Void Menu Option.

PARTIAL PAYMENT TRANSACTIONS

If you are entering a partial property tax payment you must do so on the transaction screen (see below) and not on the receipt entry screen.

Item Description	Amount	Entry Note
Property Tax - Bill 100163	\$7,948.11	

Transaction Memo	Payment	Receipt Note

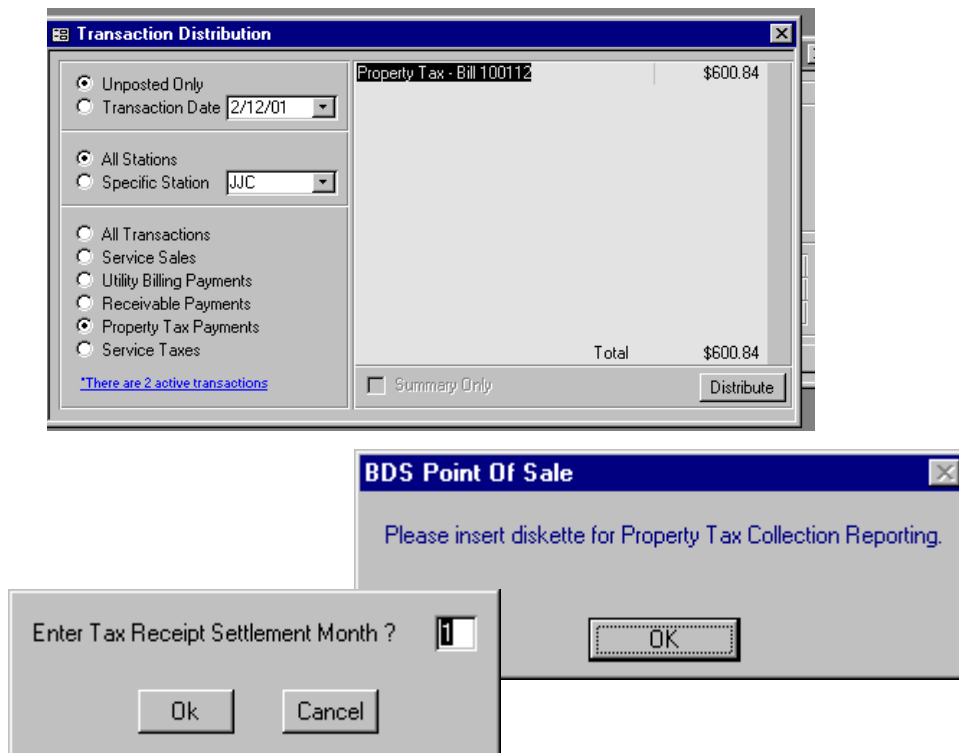
Sub-Total	\$7,948.11
Taxes	\$0.00
Total	\$7,948.11

Payment and Receipt

Once the transactions have been entered and saved you may want to make a report of the entries. To do so, click on the View Menu Option in the upper left-hand corner of the screen and select either Special Reports or Report Writer and click on transaction register and print report.

TRANSFER FILES

To transfer files to a floppy disk for delivery to the County (usually done each month), select and click on View Menu Option and select Daily Processing and click on End of Day Menu Option. Then, click on Distribute Transactions and click on Unposted Only button. Then, click on distribute button in the lower right-hand corner and the system will prompt you to insert a diskette.



Click OK and the system will prompt you to enter the Tax Receipt Settlement Month. Enter the numeric month and press OK or Cancel to stop transfer.

POST TRANSACTIONS

After the transactions have been transferred to disk you may deliver the disk to the County or other property tax collection authority.

After each transfer of transactions you must post your transactions. This is done by clicking on the View Menu Option, and then selecting the Daily Processing and End of Day Menu Options. Finally, to post click on the Post Transactions Menu Option.

If some transactions are incomplete the system will notify you and ask if you wish to edit them. Transactions can not be posted until they are all complete.

Transaction #	Date	Station	Clerk	Total
5	Feb-28	JJC	jeffc	\$90.00 ✓
6	Feb-28	JJC	jeffc	\$90.00 ✓
7	Feb-28	JJC	jeffc	\$55.00 ✓
9	Mar-05	JJC	jeffc	\$196.04 ✓
10	Mar-09	JJC	jeffc	\$16,132.30 ✓

Item Description	Amount	Entry Note
Inv. 00000015 Licenses	\$40.00	00000015
Inv. 00000015 Permit	\$50.00	00000015

If no warning appears then all is well and you may post.

Once the posting is complete the system will update the system by resetting the batch order by adding a number to the Current Receipt Submission Batch Count field on the Property Tax Setup screen.

**FOR MORE INFORMATION OR DETAIL ASSISTANCE PLEASE CONTACT
BANYON DATA SYSTEMS, INC. AT (800) 229-1130 OR EMAIL US AT
support@banyon.com**