

Tax Collection System
by TSL co., Inc.

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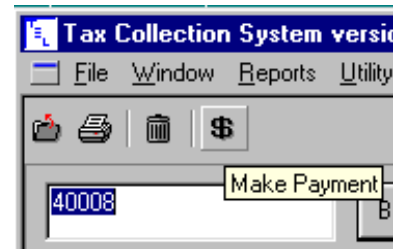
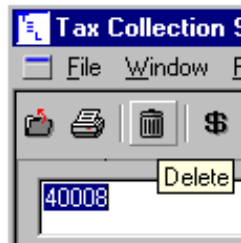
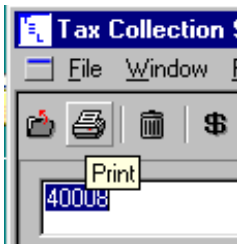
Utility

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1. Multiple Parcel

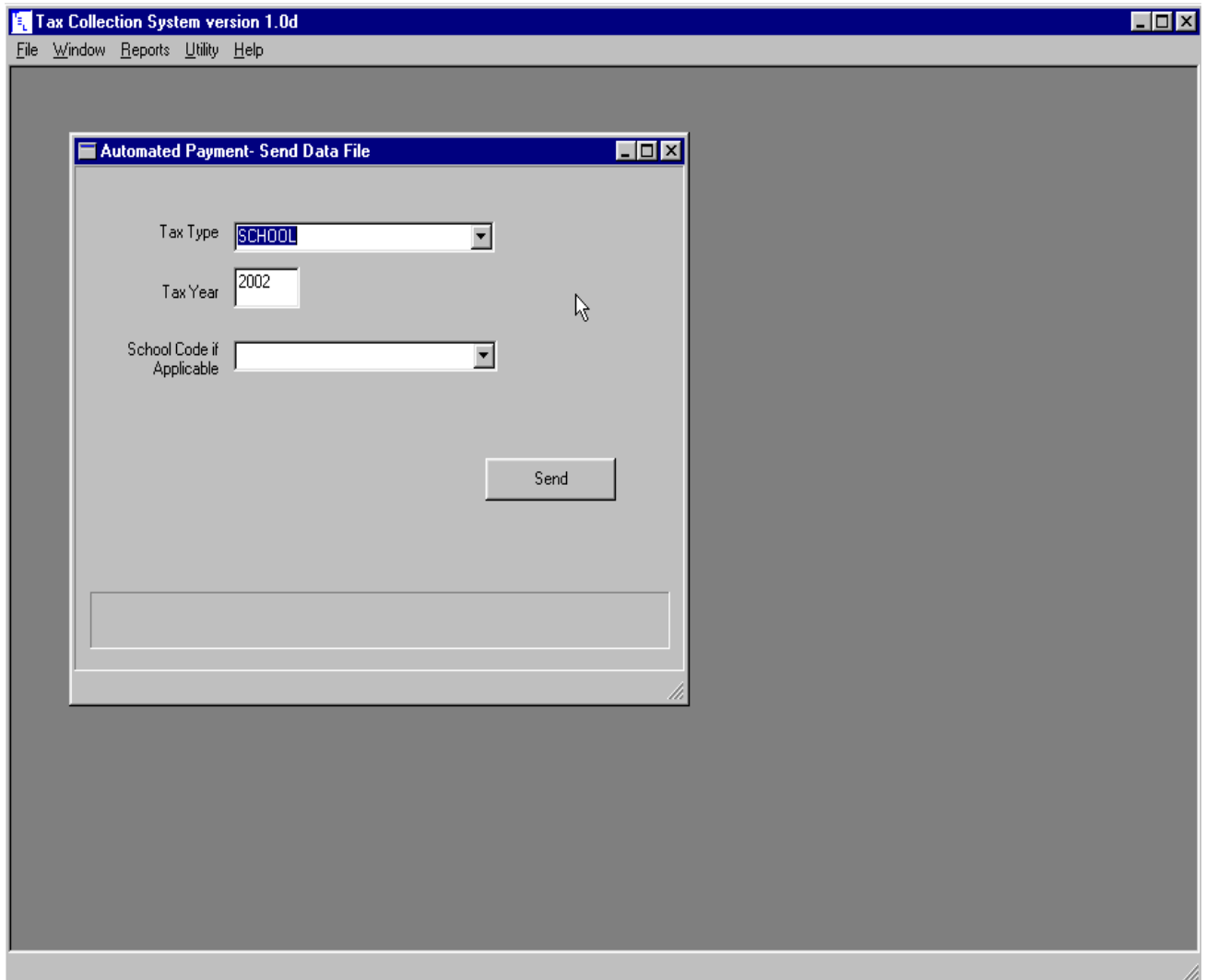
This process allows multiple parcels to be paid via a single transaction. First enter the Tax Type, Tax Year and the Postmark Date. Parcels can be found by either Bill # or by SBL. Enter the data in the proper field and press the corresponding button to locate the tax record. If a match is found, the record is added to the browse list updating the running tax amount total. To delete a transaction, hi-light the record and press the Delete button. To print a list of parcels recorded, press the Print button. To record payment, press the Payment button and follow the instructions for payment processing.

SBL	Bill #	Bill Amt	Penalty	Interest	Total Due	Check
	0	0.00	0.00	0.00	0.00	N/A



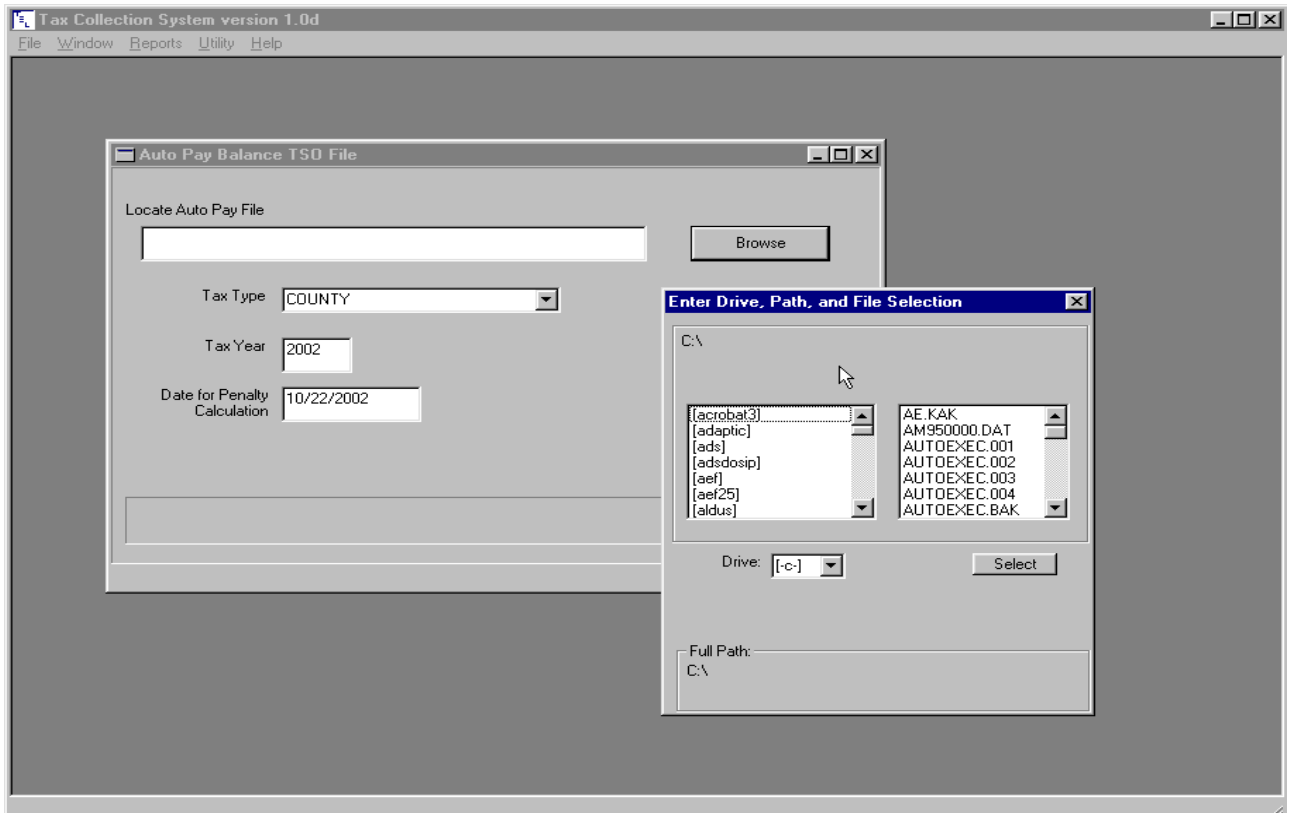
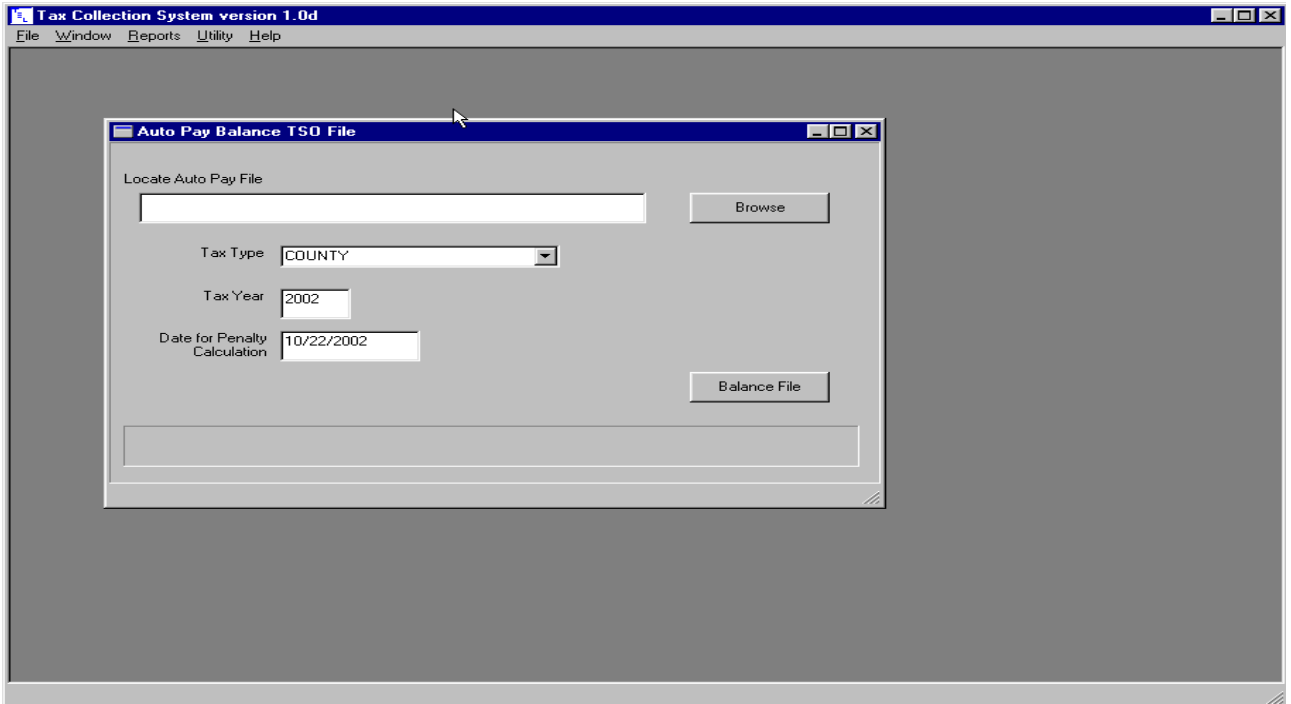
2. Auto Payment - Send

This creates an extract file to send to TSO such as Transamerica and First American. Select the Tax Type from the pull down list, enter the Tax Year and if applicable, select the School Code. Press Send to create this file. This file is created in the tax data folder and is compressed using a PkZip like format. The user will be prompted to copy the file to diskette.



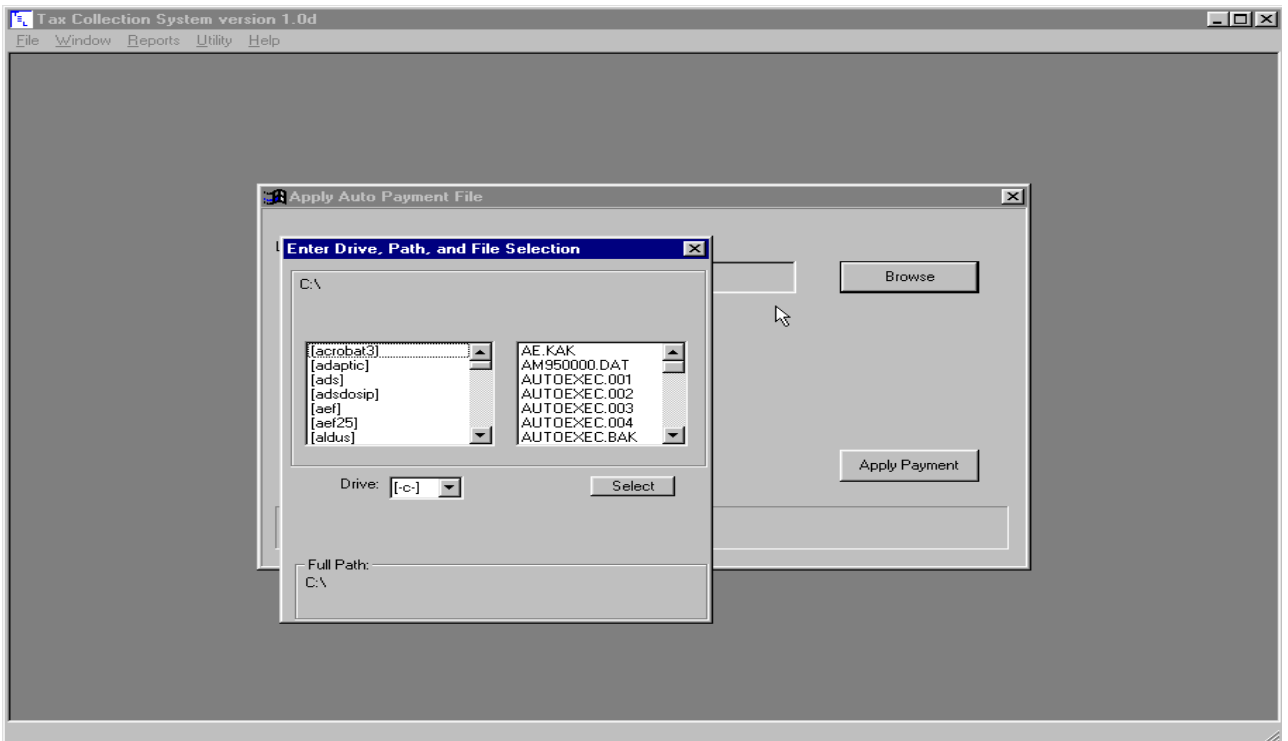
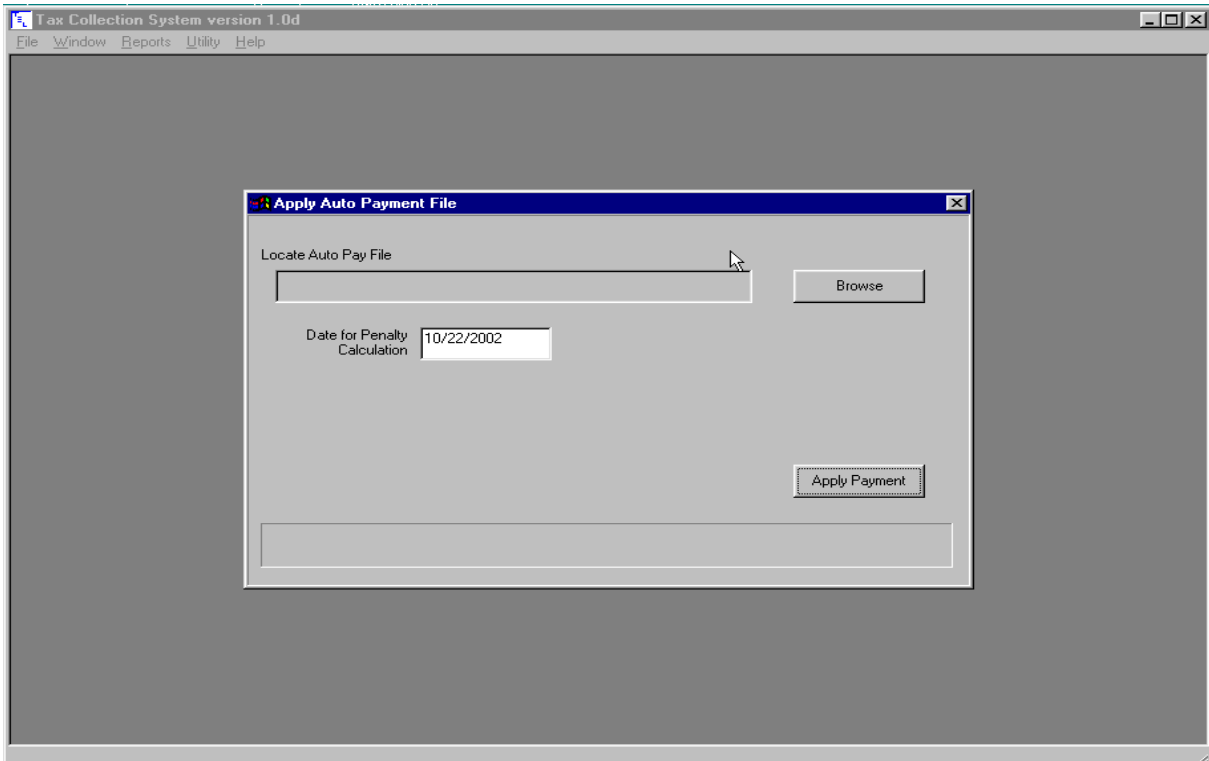
2. Auto Payment - Balance

TSO's such as Transamerica and First American will send either a diskette or an attachment to an E-mail with a payment file. Press the browse button to locate the TSO file. Select the Tax Type from the pull down list, enter the Tax Year and the Date for Penalty Calculation. Press the Balance File button to balance the file against the checks and paper listing submitted.



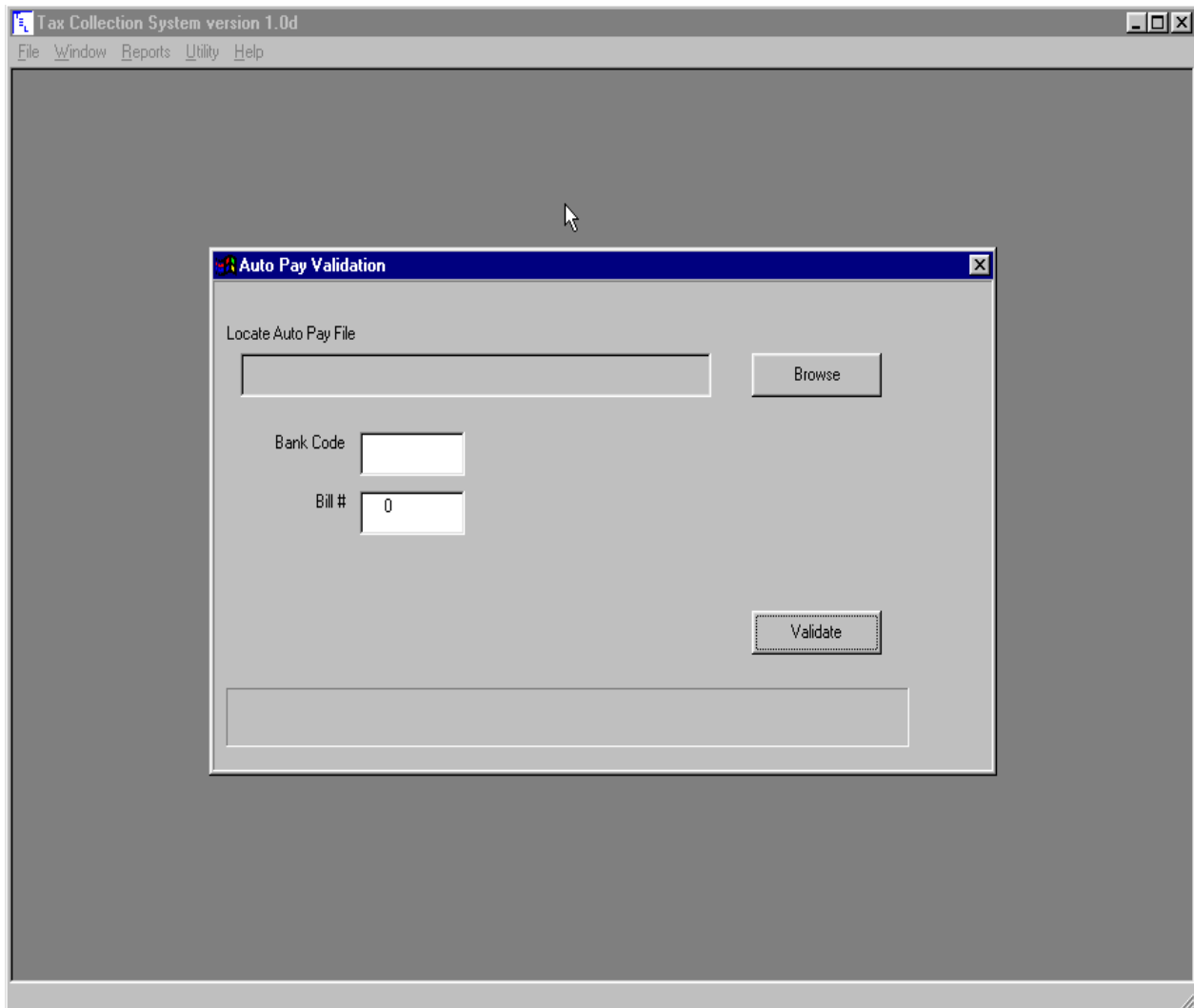
2. Auto Payment - Apply

With the TSO file balanced, the payments are now applied. Enter the Date for Penalty calculation and press the Browse button to locate the data file containing the payments. The file name will be the same name on the diskette or e-mail attachment, but the extension will be .Dbf and the file is located in the tax folder. Press the Apply Payment button to apply payments.



2. Auto Payment - Validate

To validate the Auto-Payment file, press the Browse button to locate the data file containing the payments. The file name will be the same name on the diskette or e-mail attachment, but the extension will be .Dbf and the file is located in the tax folder. Enter a Bank Code and/or Bill Number if NOT starting at the first record. Press Validate button to load the validation form and start the process.



3. Batch Mail

Use this option to create a file of parcels to pay at a later date or time. Select the Tax Type for the pull down menu. Enter the Tax Year and the Postmark Date. Parcels may be added using the Bill Number or SBL search. Enter the data in the appropriate field and press the applicable button.

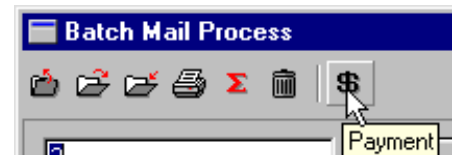
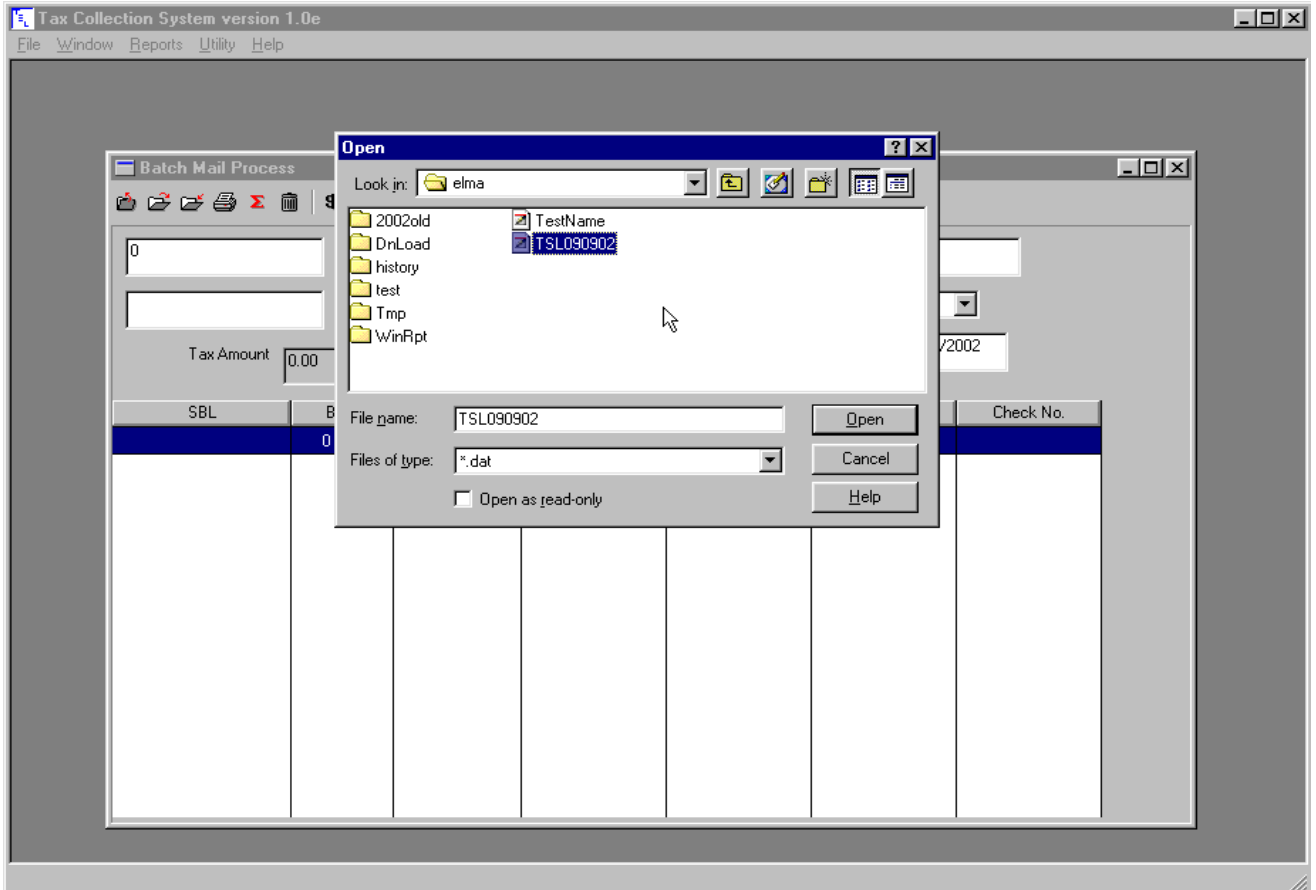
The screenshot shows the 'Batch Mail Process' window within the 'Tax Collection System version 1.0e'. The window title bar includes 'File Window Reports Utility Help'. The interface features several input fields and buttons:

- A text box containing '3' with a 'Bill # Search' button to its right.
- An empty text box with an 'SBL Search' button to its right.
- A 'Tax Amount' field containing '0.00'.
- A 'FileName' text box.
- A 'Tax Type' dropdown menu currently set to 'COUNTY'.
- A 'Tax Year' field containing '2002'.
- A 'Postmark Date' field containing '09/10/2002'.

Below these fields is a table with the following structure:

SBL	Bill #	Bill Amt	Penalty	Interest	Total Due	Check No.
	0	0.00	0.00	0.00	0.00	

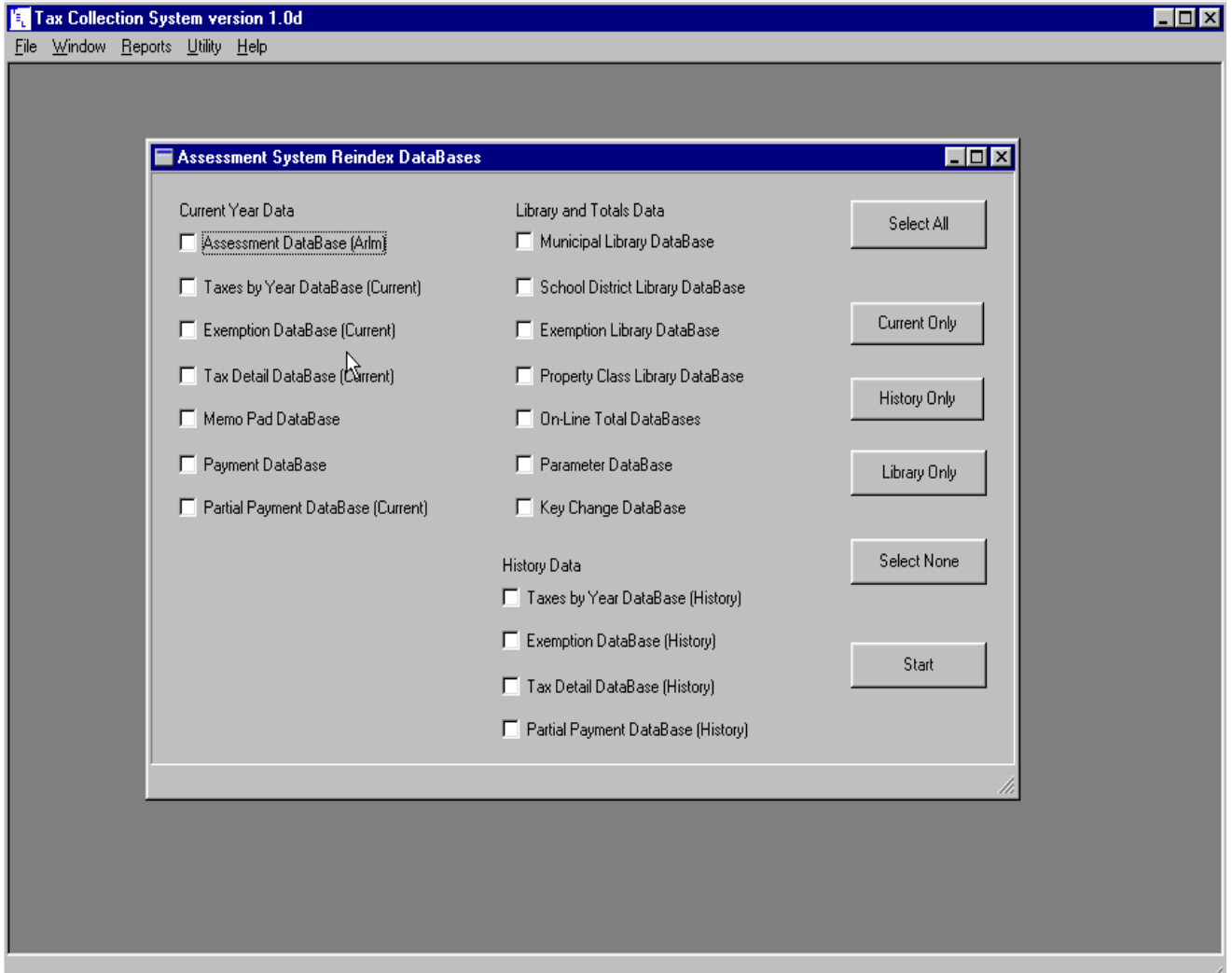
The parcel list can be saved to a file by entering a File Name and then pressing the Save File button on the tool bar. To retrieve a saved file, press the Open File button and the select the file from the file select window. To delete a parcel from the list, hi-light the record and press the Delete button. To print a list of the entered record, press the Print button. To change the postmarked date or to verify that the parcels remain unpaid, press the Verify Payment button. When all records have been entered, press the Payment button to process payments.



4. Reindex

Occasionally, the index files of the Tax Collection system will require rebuilding. Check the desired files to reindex, or press the corresponding group button to tag a group of button. Press Start to reindex file. Quit the software and re-login.

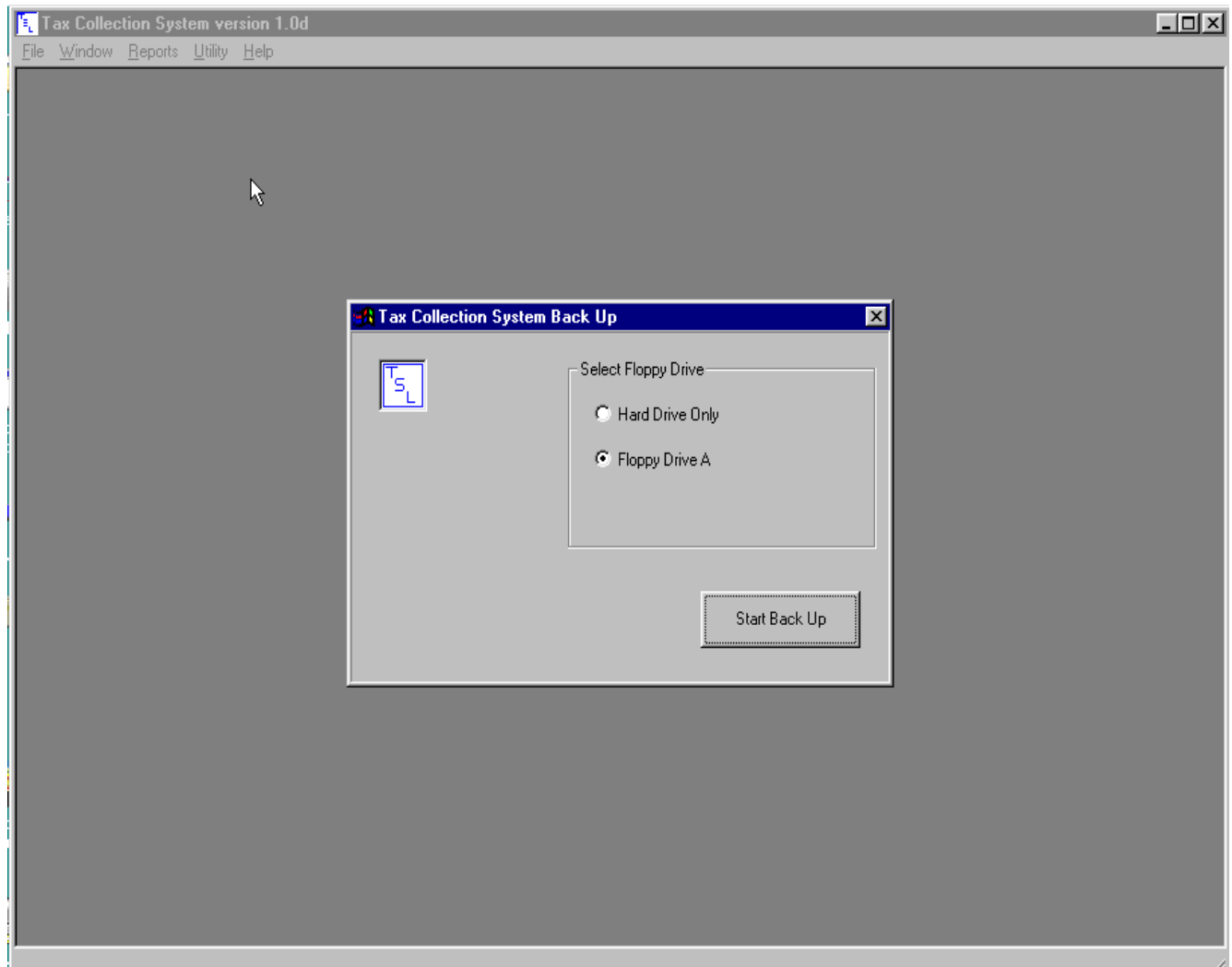
Note: ALL USERS MUST BE OUT OF THE TAX COLLECTION SYSTEM !!



5. Back Up

The TSL Tax Collection System will compress the tax data into the DnLoad sub-folder of the tax data folder. The file names will be Back1.Zip, Back2.Zip, Back3.Zip ... Back9.Zip . When nine (9) back up files have been created, the oldest is then written over. To choose this file to be copied to floppy disk, choose the option Floppy Drive A. Press Start Backup to commence the backup system.

Note: ALL USERS MUST BE OUT OF THE TAX COLLECTION SYSTEM !!



6. Library

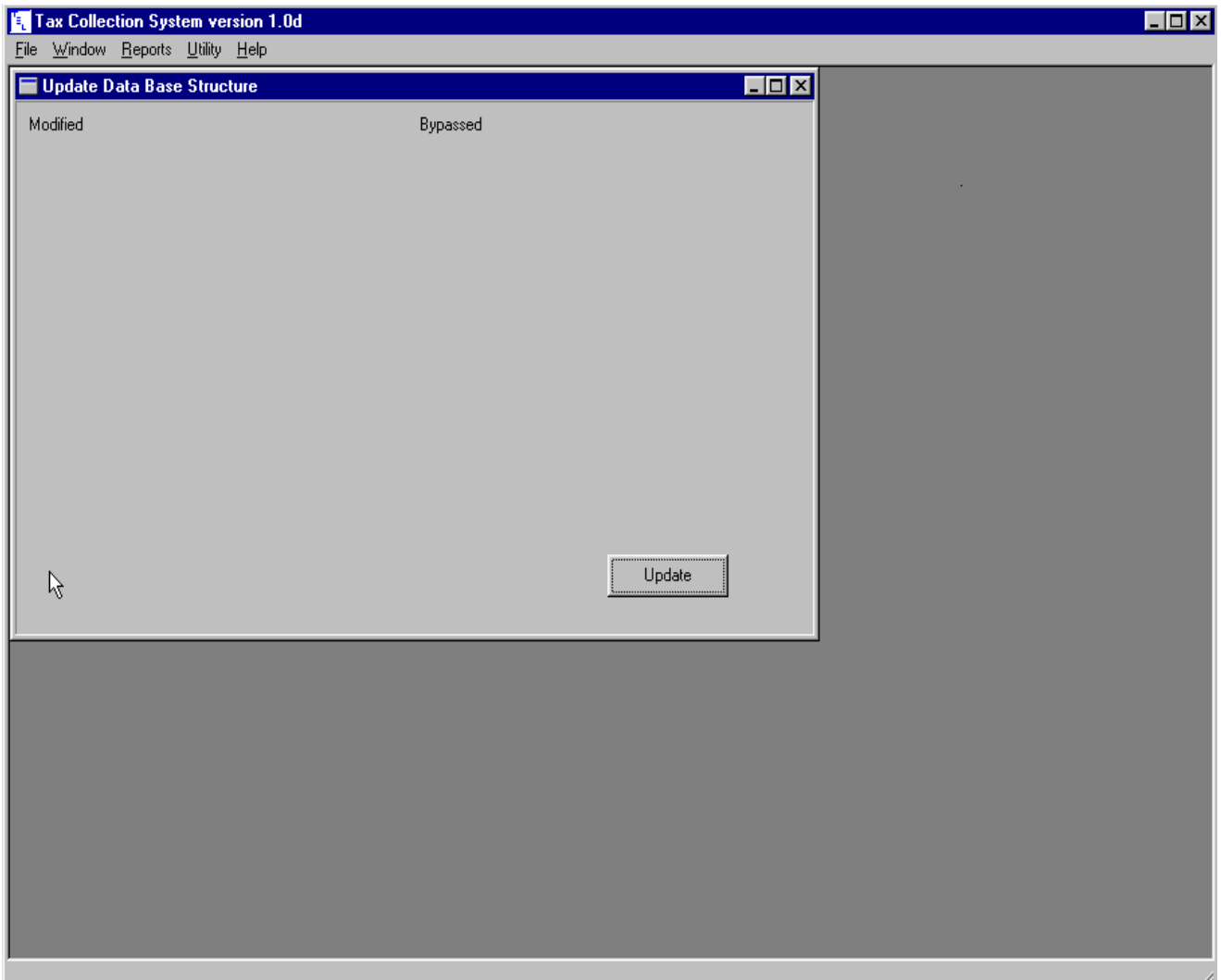
- Exemption
- Municipal
- Property Class
- School

The library files are updated via the data load. This option allows the user to manually add or edit the description of these codes.

7. Modify Structure

This option updates the data structure of the data bases. This option should be exercised upon every program update. Press the Update button to start. The files are listed in either the Modified or Bypassed column. Once updated the data bases are then reindexed. Quit the software and re-login.

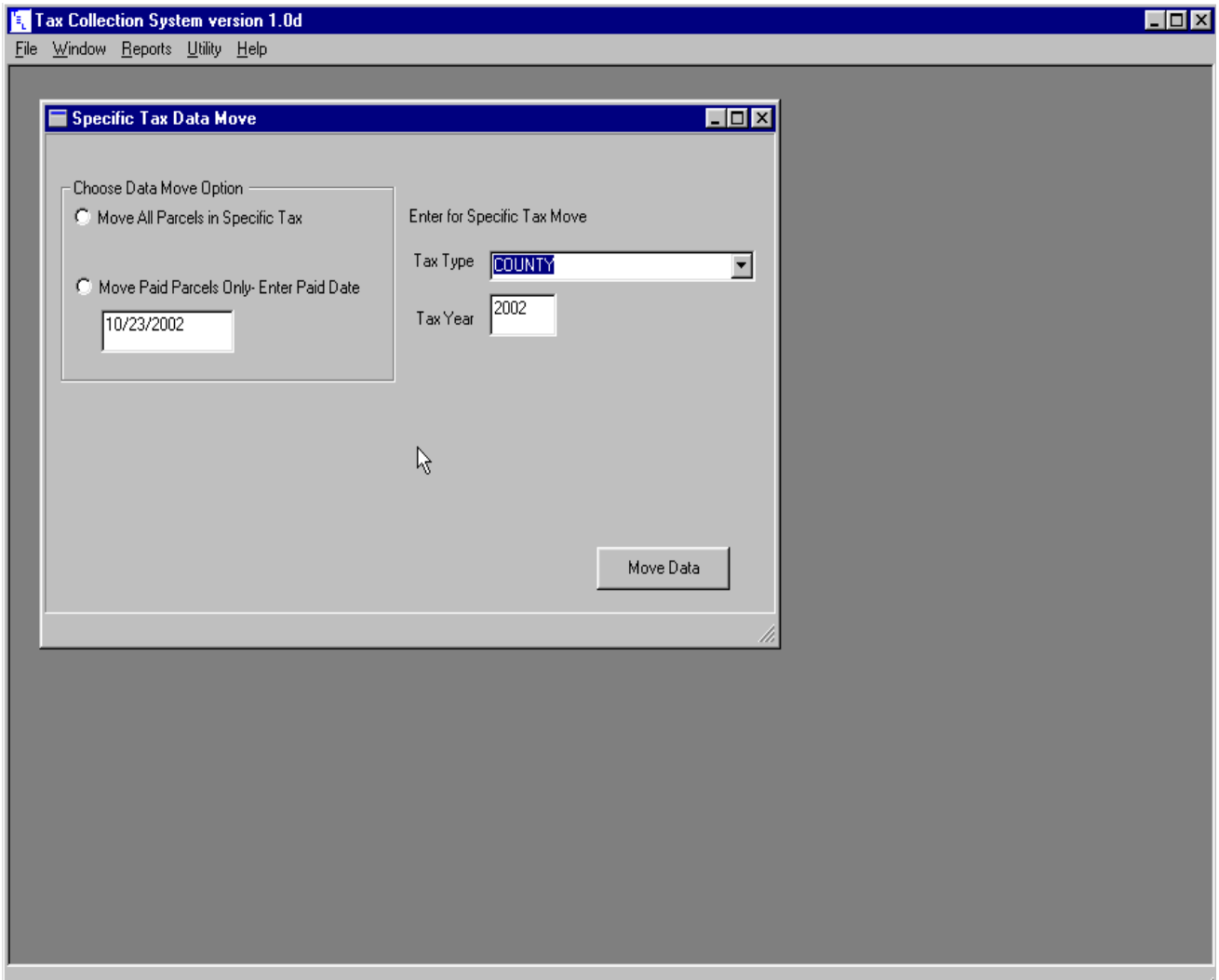
Note: ALL USERS MUST BE OUT OF THE TAX COLLECTION SYSTEM !!



8. Data Move to History

At the start of each tax collection, the prior tax collection data should be moved to history. Select the Tax Type from the pull down menu and enter the Tax Year. Choose the Data Move Option- either Move All Parcels that match the tax type and tax year entered OR Move Only Paid records that are less than or equal to the date entered. Press Move Data to begin.

Note: ALL USERS MUST BE OUT OF THE TAX COLLECTION SYSTEM !!

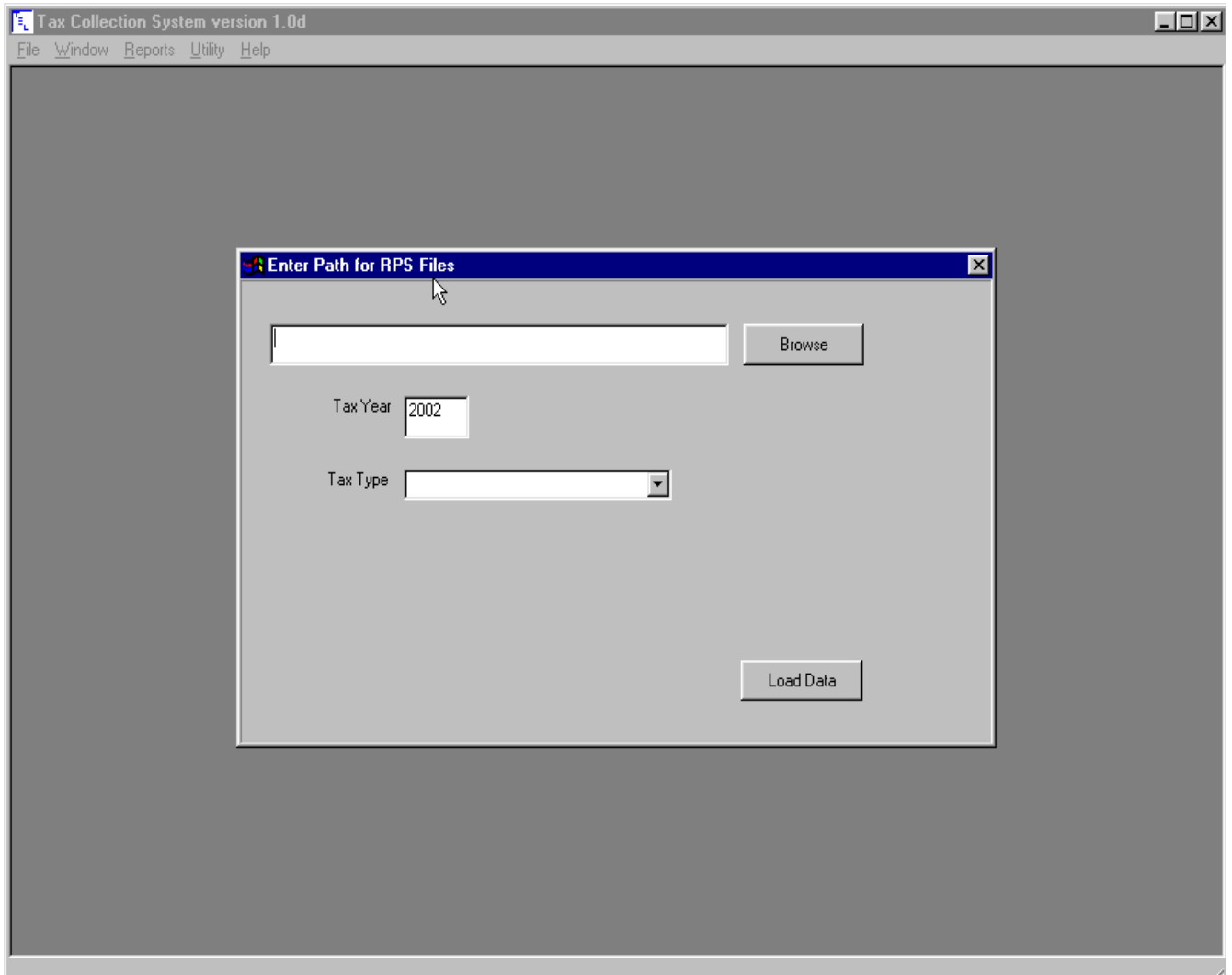


The screenshot displays the 'Tax Collection System version 1.0d' application window. The main menu includes 'File', 'Window', 'Reports', 'Utility', and 'Help'. A dialog box titled 'Specific Tax Data Move' is open, containing the following elements:

- Choose Data Move Option:**
 - Move All Parcels in Specific Tax
 - Move Paid Parcels Only- Enter Paid Date
- Enter for Specific Tax Move:**
 - Tax Type:** A dropdown menu currently showing 'COUNTY'.
 - Tax Year:** A text input field containing '2002'.
- Paid Date:** A text input field containing '10/23/2002' (only visible when the 'Move Paid Parcels Only' option is selected).
- Move Data:** A button at the bottom right of the dialog box.

9. Data Load - RPS Load

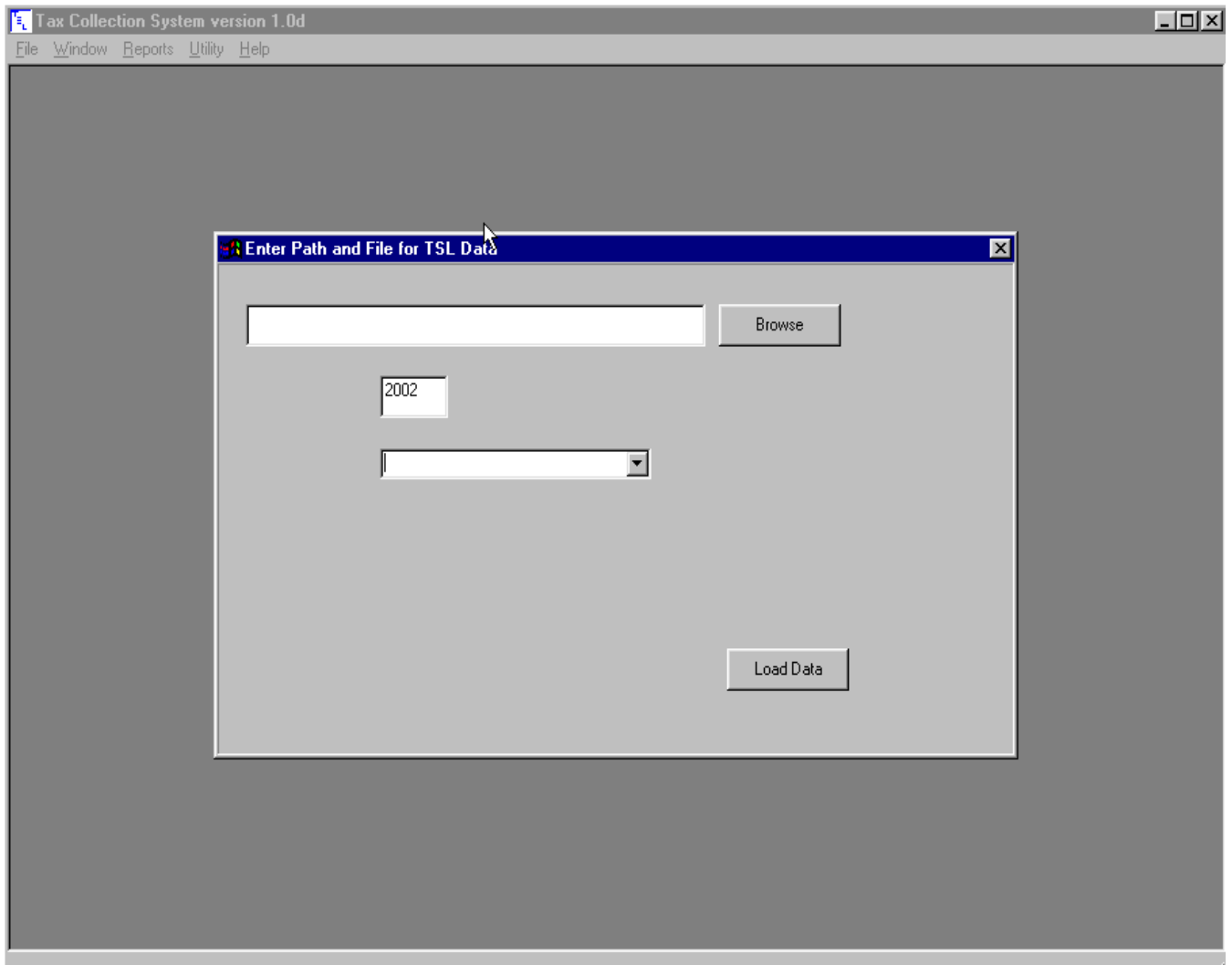
This option will load the Tax Collection data from the RPS157D1 and RPS147D1 files. Enter the Tax Year and select the Tax Type from the pull down menu. Press the Browse button to locate the RPS folder containing the RPS157D1 and RPS147D1 files. Press the Load Data button to start. If the total match the tax roll, press OK to complete the process.



9. Data Load

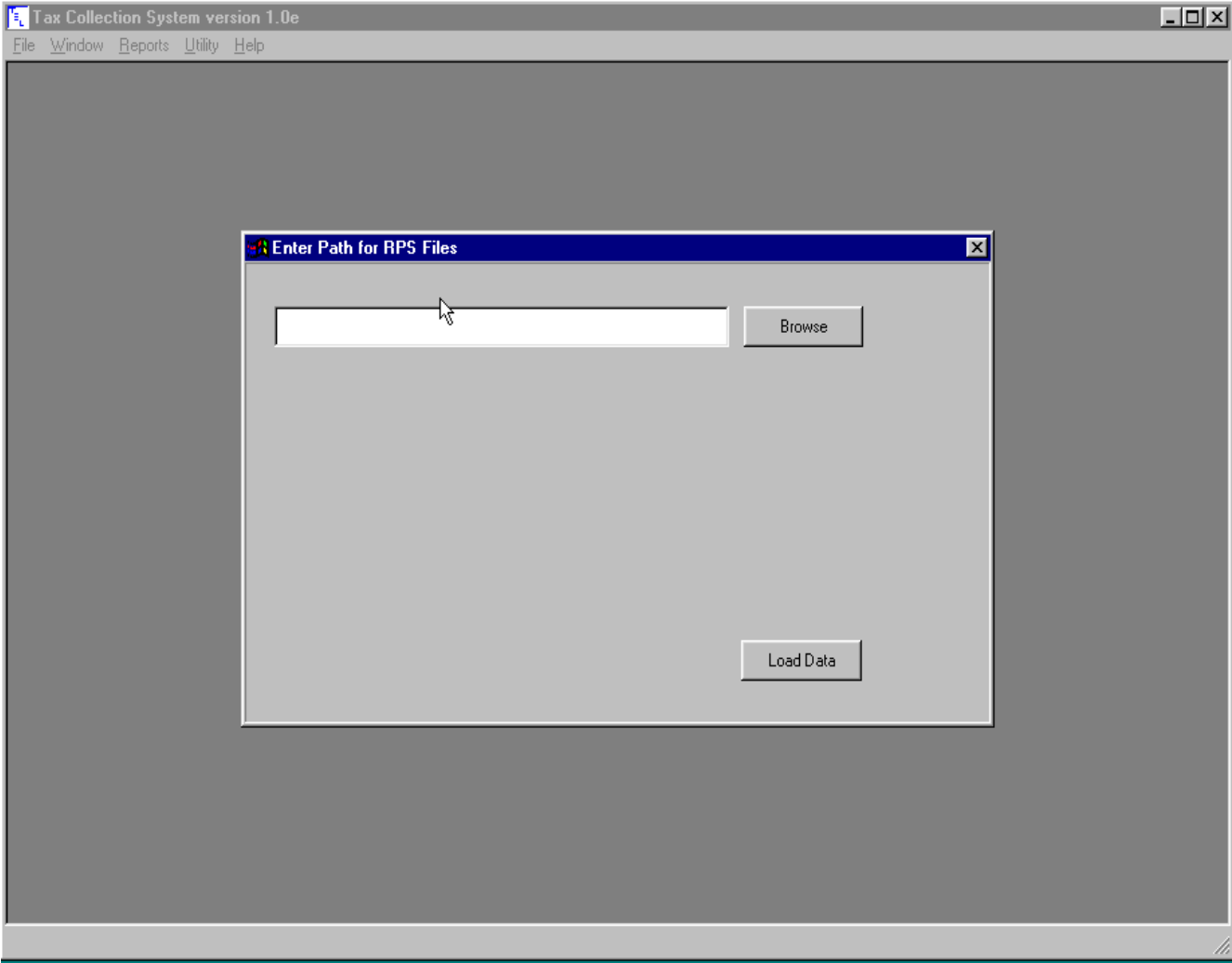
- TSL Load

This option will load the Tax Collection data from the Calcdata.Dbf file. Enter the Tax Year and select the Tax Type from the pull down menu. Press the Browse button to locate the folder containing the CalcData.Dbf file. Press the Load Data button to start. If the total match the tax roll, press OK to complete the process.



10. Name Update - RPS Update

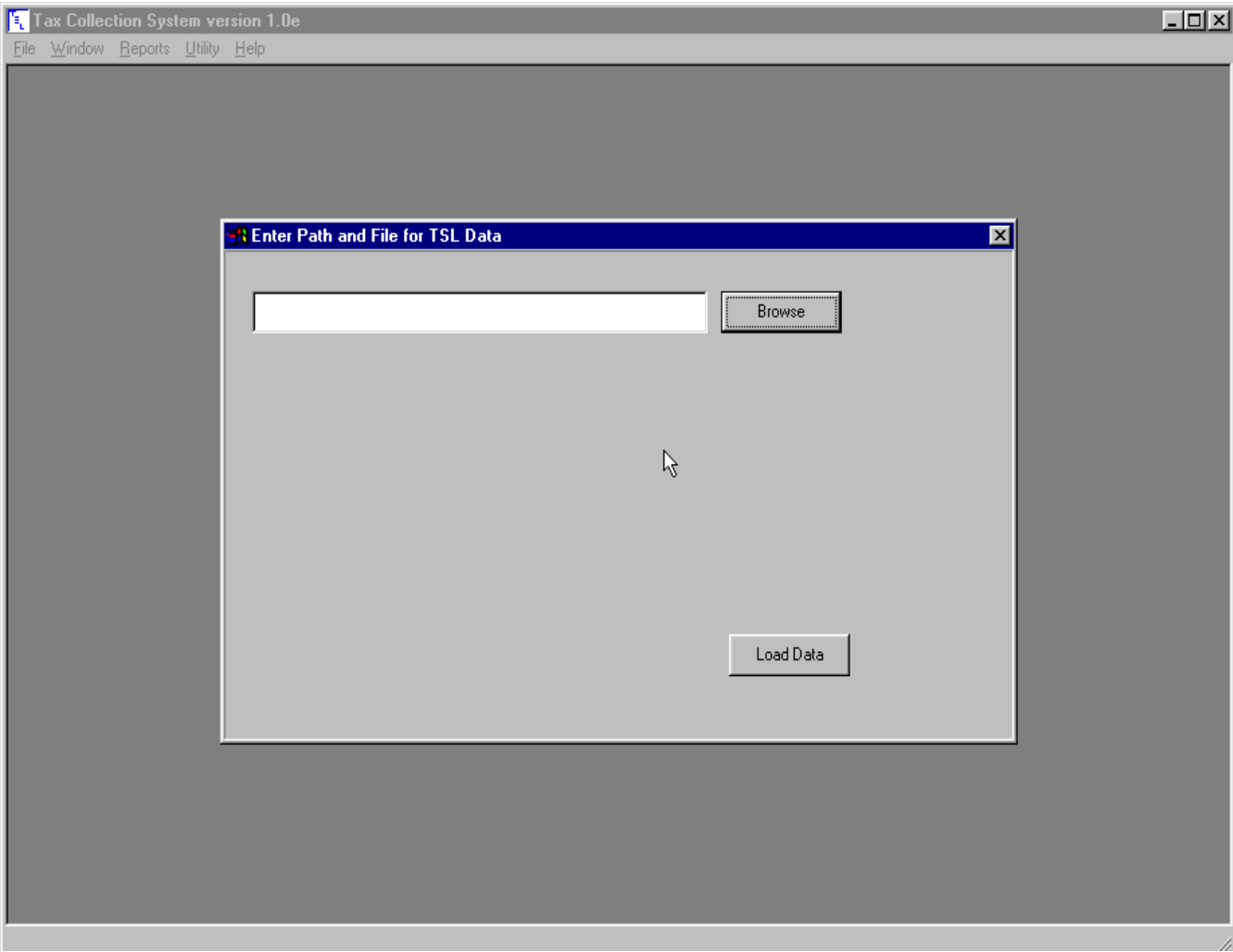
This will update current owners names and mailing addresses. Press the Browse button and use the locate file window to locate the folder containing the RPS995T1 file. With the folder path selected, press the Load Data button to update the owner names and mailing addresses.



10. Name Update

- TSL Update

This will update current owners names and mailing addresses. Press the Browse button and use the locate file window to locate the folder containing the Asmnt.Dbf file. With the folder path selected, press the Load Data button to update the owner names and mailing addresses.

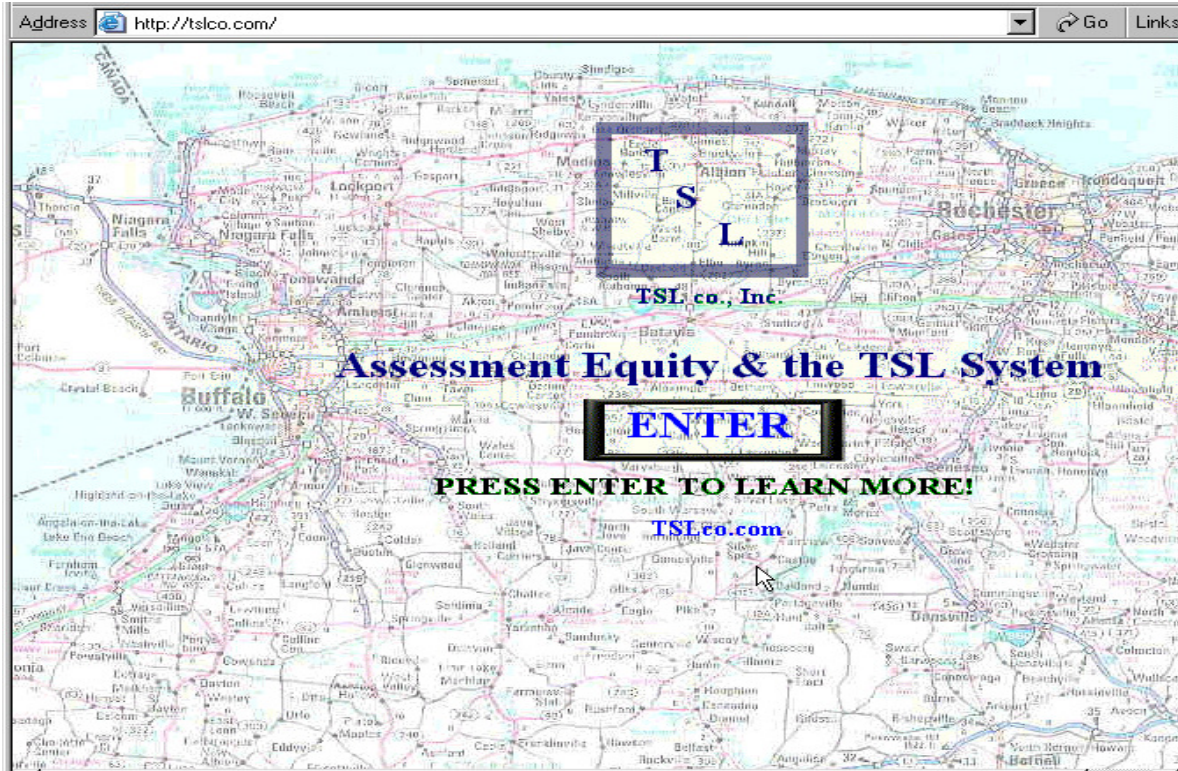


11. Transactions

This option will create transaction to send based upon the Swis code and the tax type. If the transactions do not match the format expected, contact TSL via E-mail - tslco@tslco.com.

12. Web Updates - Program

The latest software can be downloaded from the TSL web site **www.tslco.com** . Use your internet browser to go to the tsl.com . Press ENTER to enter our web site. On the left side, press Download Software under Tax Collection.





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TSL ASSESSMENT & TAX ADMINISTRATION SOFTWARE and SERVICES

Dear Assessor:

I would like to take this opportunity to introduce our company to you. TSL co., Inc. specializes in assessment and tax collection software and services. We are most proud of our program, the Assessment System. The Assessment System is a full featured, PC based software program designed for today's assessing office. As a mass appraisal tool, to valuing off year new construction, to small claim value defense, to equalization rate challenges, to meeting ALL NYS requirements including the STAR program, to custom reporting of data, the Assessment System will do it all!!! Not only can the Assessment System do it all, but it does it in your office on your PC!!! Our list of clients using the Assessment System is growing rapidly as more and more assessors see the power and flexibility a relational database can offer! Look at the list of our notable clients:

[GOTO CLIENT LIST!](#)

Our clients all rave about the ease of use, stability and the functionality of the software. We encourage all assessor's to talk to our clients to truly get an unbiased opinion of the software. You will be amazed at their responses. This powerful tool is very user friendly with minimal training necessary! The ASSESSMENT SYSTEM is year 2000 compliant! Please review our web site and if you are interested in an on-site demonstration, please send us an E-

Press the Windows Tax Collection button to start the software download. Follow the prompts to complete the software internet install.

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DOS TAX COLLECTION

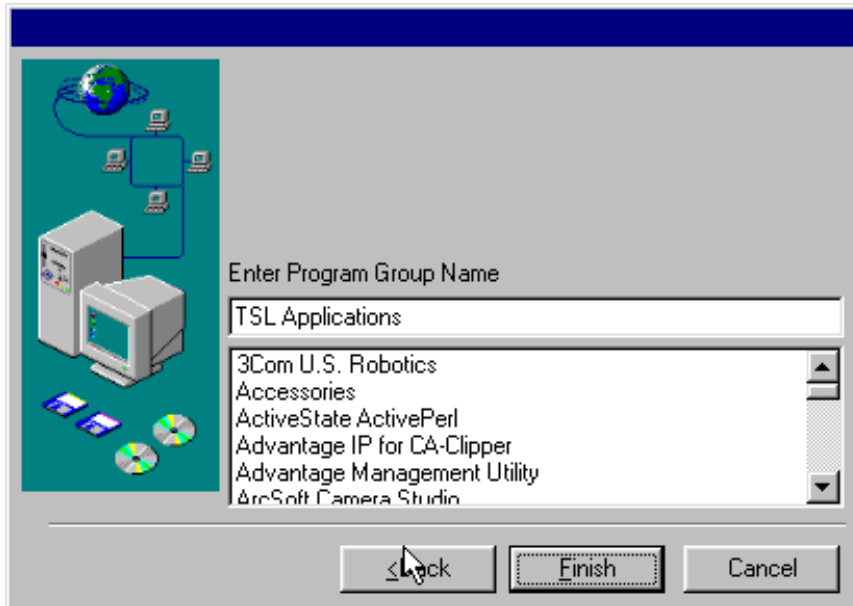
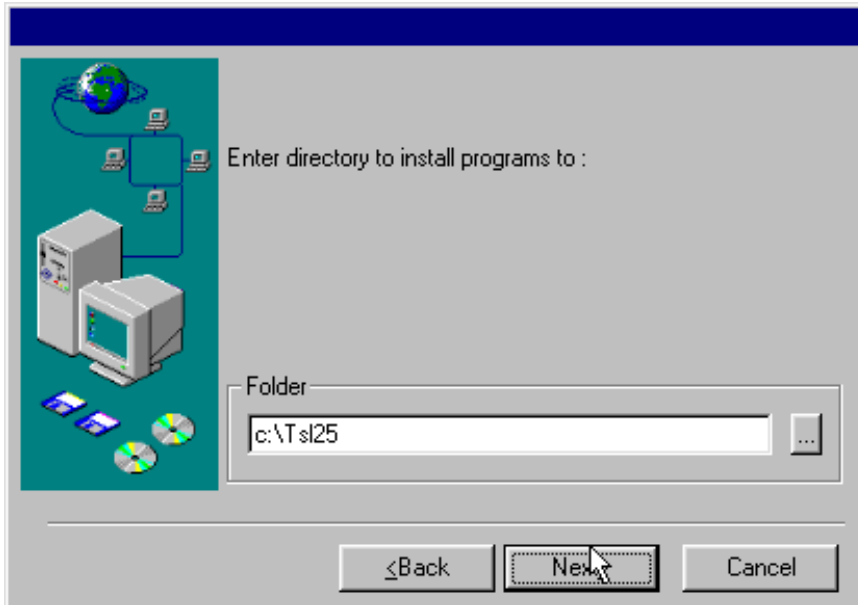
WINDOWS TAX COLLECTION

Thank you for using our software. We are confident that you will find it a valuable and powerful tool.

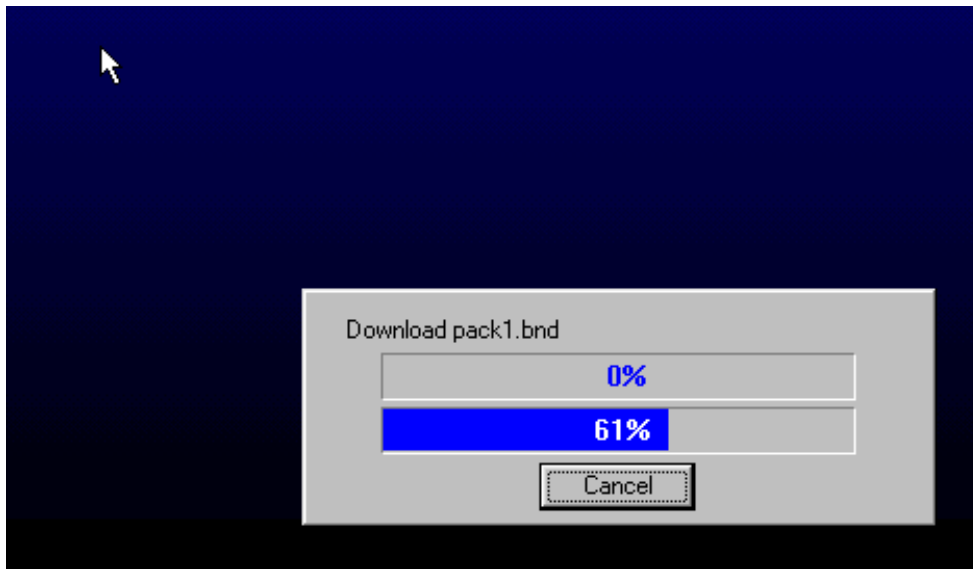
This program will install our software onto your system. You will be prompted for a few bits of information - please answer the prompts when they appear. Thanks.

<Back Next> Cancel

Enter the path to the software folder or press the button to use the windows folder locate feature.



The progress is displayed. The percent of the number of packets to install on top, with the per cent completed of each packete on the bottom. Press OK when prompted to complete the install.



12. Web Updates - Reports

Reports are available for downloading from our web site www.tslco.com . Under Tax Collection, press Download Windows Reports to display a list of available reports. Click on the desired report to download. Save the report to disk. Use the windows folder browser to locate the folder containing your reports. The correct path may be determined by looking at the Data Preferences.

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These downloads are available only to Microsoft Internet Explorer users!

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ConstantiaTaxBill.RPT Constantia Duplicate Tax Bill	DelinquentCoupon.RPT Delinquent Coupon Notice
DuplicateTaxBill.RPT Duplicate Tax Bill	ElmaCntyDupHistoryBill.RPT Elma County Duplicate History Tax Bill
ElmaCntyDuplicateTaxBill.RPT	ElmaSchoolDupTaxBill.RPT

