

2023 GCS Upgrade/Installation Instructions for Local Municipalities

NEW GCS Users without GCS Collection Installed, please see the instructions for New Users 2023 Municipal Collections Installation Instructions - New Users.docx

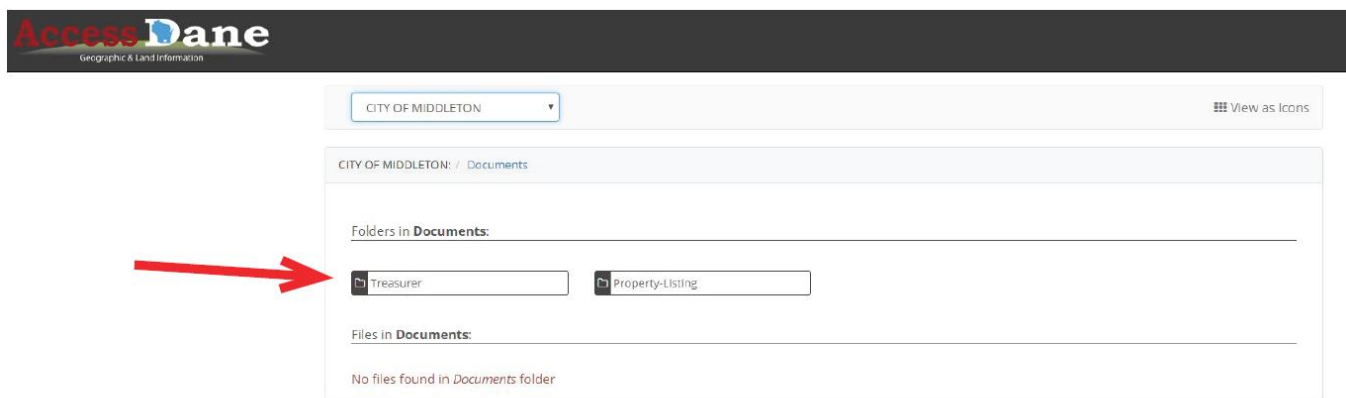
Please read through these instructions and upgrade your GCS system. You must update your GCS program or it will quit working on December 10th. This is part of the GCS design. If you need help anywhere along the way, please feel free to contact Catalis at (800) 527-9991. You can contact Steven Cripps at (608) 266-4267 or email him at cripps@countyofdane.com. You can also feel free to contact the Treasurer’s Office for any content issues.

Before you begin this installation, verify that you have your data backed up in a safe place. If you are sure your backups are working correctly, you can ignore this. You may just want to copy the entire subdirectory where GCS is installed to a temporary holding place. The Data is usually in a “GCS” subdirectory with a “TRCURR” subdirectory beneath it. You will want to copy everything from the “TRCURR” subdirectory to a “Copy of TRCURR” or something like that.

Tax Bills, Tax Rolls and Other reports:

You will have to log into AccessDane to get copies of these files.

Once logged into AccessDane, click on the Account button and then Documents



Choose the Treasurer's Folder

CITY OF MIDDLETON

View as Icons

CITY OF MIDDLETON: / Documents / Treasurer / 2018pay2019

Folders in 2018pay2019: [Go up a folder](#)

No folders found in 2018pay2019 folder

Files in 2018pay2019:

	Name	Size	Date Created
Download	C Middleton 2018 Specials Paid 9-15-19.pdf	52.5 kB	9/11/2019 11:43 AM
Download	C Middleton 9-1 Specials Due ALL Yrs.pdf	8.4 kB	9/11/2019 11:43 AM
Download	255_Rol-FebSett_re.pdf	11.9 MB	2/10/2019 4:18 PM
Download	255_SumTxPmtBal-Feb_re.pdf	17.5 kB	2/10/2019 4:18 PM
Download	255_OvrPmt-FebSett.pdf	68.2 kB	2/10/2019 4:18 PM

Previous Page 1 of 7 5 rows Next

Then choose the 2023pay2024 folder (2018pay2019 is shown)

Your zip file will be under Local Collection Data.

Tax Files

Before you can start: You must go to the AccessDane website and download your data! It is in the Treasurer's folder under 2023pay2024 folder. It is a file called 130662023MCFiles.zip where the red is your state municipality number. Yellow highlighted is the year that the file is for. This should read with the current collection year. Create a folder on the c-drive and call it temp. Download this file to this subdirectory. You do not need to download to c-temp, but you must remember where you download it to.

PLEASE NOTE:

If you receive messages from your virus scan when you install the software, please do not be alarmed. Contact Catalis at (800) 527-9991 and give them the message that you have received. It is likely that the virus scan will have to be stopped during the installation, if you do receive a message.

If you notice that the GCS application starts very slowly after you install it, it may be necessary to create an exclusion in your virus scan software for the GCS application folder. This exclusion will disable the virus scan on the GCS application when it runs. Again, please contact Catalis to help you work through creating the exclusion.

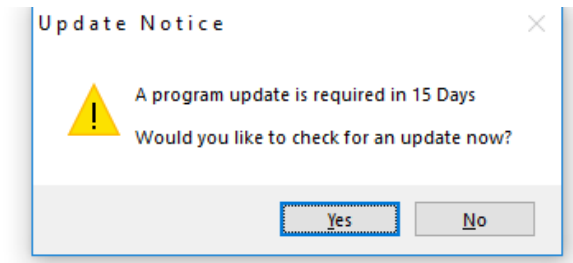
Municipal Collections version 26.00.00 Installation Instructions

The following set of instructions will step you through the installation of GCS Software's Municipal Collection's program. If you have any questions about this installation, please feel free to contact Catalis at (800) 527-9991.

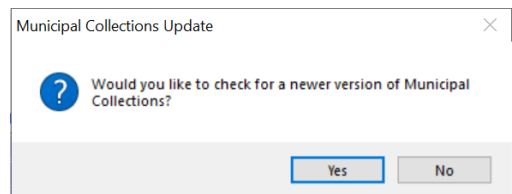
Before you can start: You must go to the AccessDane website and download your data! It should be in the Treasurer's folder under 2023pay2024 folder. It is a file called 130662023MCFiles.zip where the red is your state municipality number. Yellow highlighted is the year that the file is for. This should read 2023. Create a folder on the c-drive and call it temp. Download this file to this subdirectory. You do not need to download to c-temp, but you must remember where you download it to.

If you have any questions about this installation, please feel free to contact Catalis at (800) 527-9991.

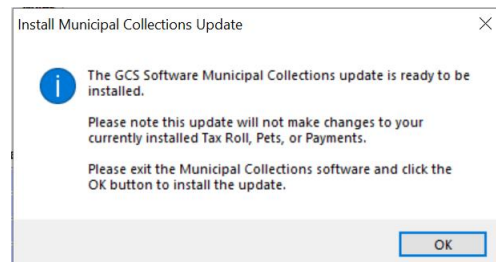
After you launch GCS for the first time during the collection cycle. You should see:



Click Yes



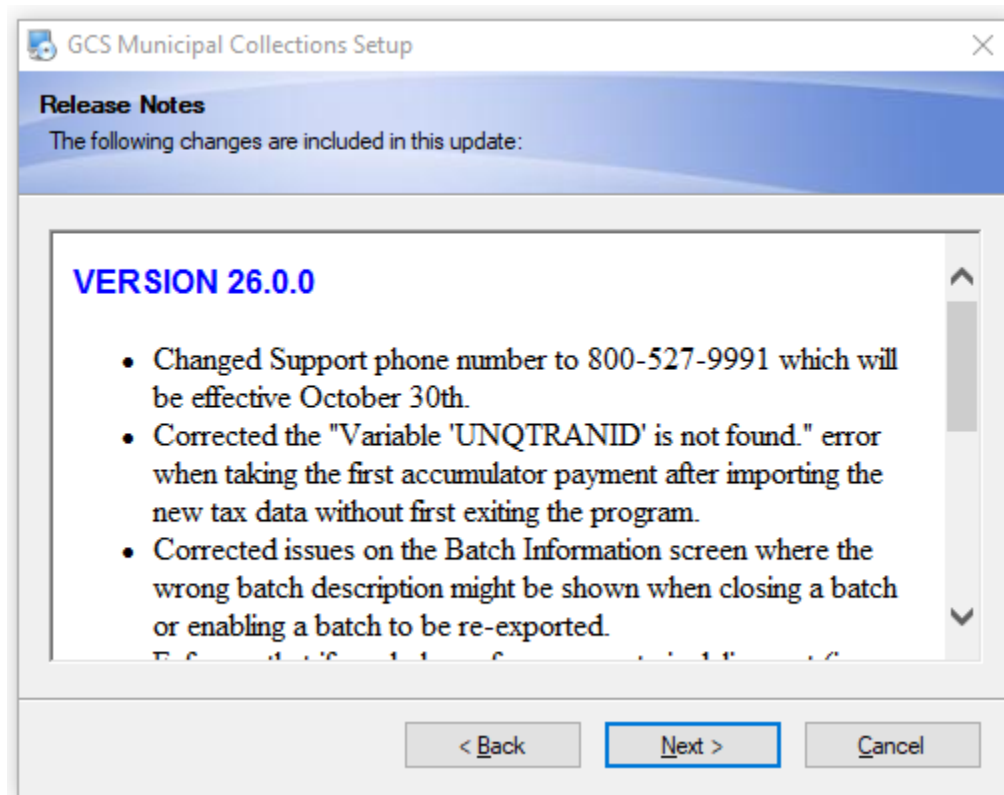
Click Yes

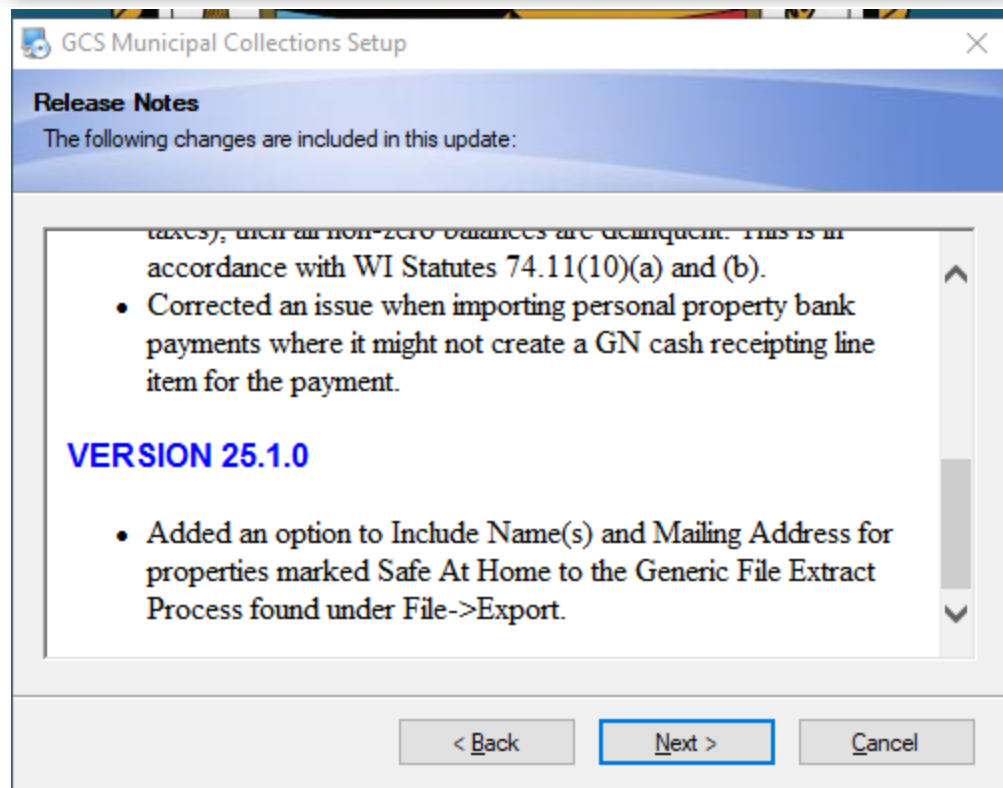
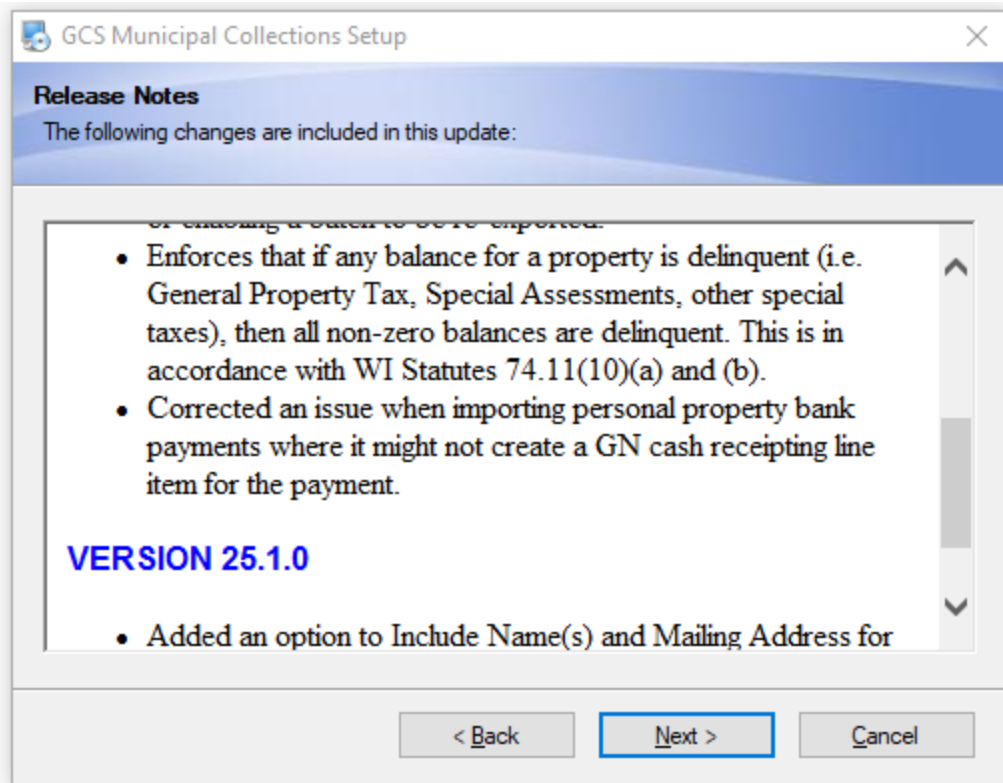


Click Ok

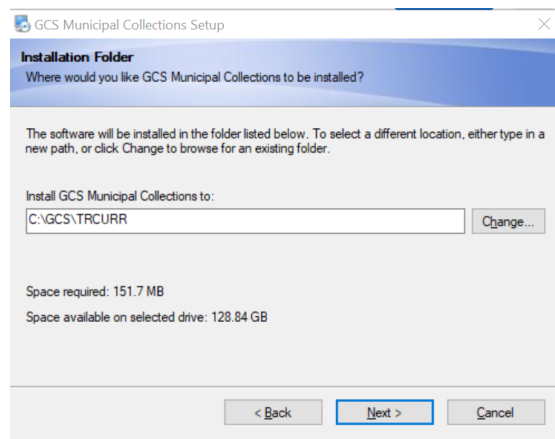


Click Next
Release Notes are shown:





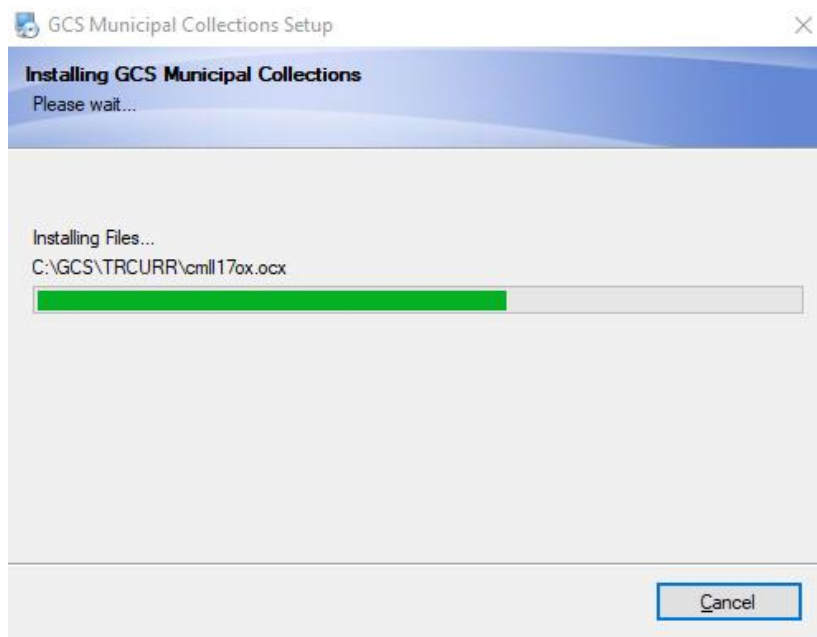
Click Next



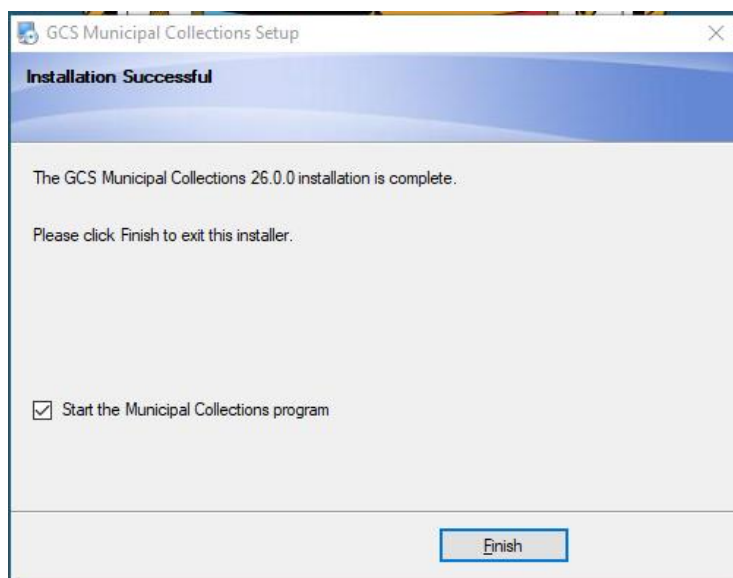
NOTE: The default Destination Folder is set to install the software on your computer's C-Drive. If you want to run it elsewhere, you will need to change the path.

Click Next

You will now see:



You should see the installation box



Click Finish

You should now see the following Tax Collection Screen (2012 Real Estate... should be 2023 Real Estate):

2022 REAL ESTATE PROPERTY RECORD FOR CITY OF VERONA

Bill #: 2860001
 Parcel #: 0608-054-8600-2
 Alt Parcel #:
 Computer #: 13 286 - 1 - 0

Owner Name Last: MARTY CENTURY FARM FAMILY L
 Co-Owner Last:
 Edit Address: 3223 MARTY RD
 MADISON WI 53719
 Prop. Address: House # 3040, 1/2, PD, Street Name SHADY OAK, Type LN, SD

	Paid	Balance	Bal Codes
Gross Tax	7,469.88		
School Credits -	742.35		
First \$ Credit -	96.90		
Lottery Credit -	0.00		
Net Tax	6,630.63	6,630.63	D
Special Assmnt	9.54	9.54	D
Special Charges	192.00	192.00	D
Delinquent Utils	0.00	0.00	D
Woodland	0.00	0.00	
Private Forest	0.00	0.00	
Manage Forest	0.00	0.00	
Sub Total		6,832.17	
Interest	0.00	0.00	
Penalty	0.00	0.00	
Total	6,832.17	6,832.17	

Accumulator (empty) | This Record | Like Name | View/Pay | Clear

Star Means Prior Year(s) First Installment 3,516.86
 Delinquent Taxes Next Installment(s) 3,315.31
 Bankruptcy?

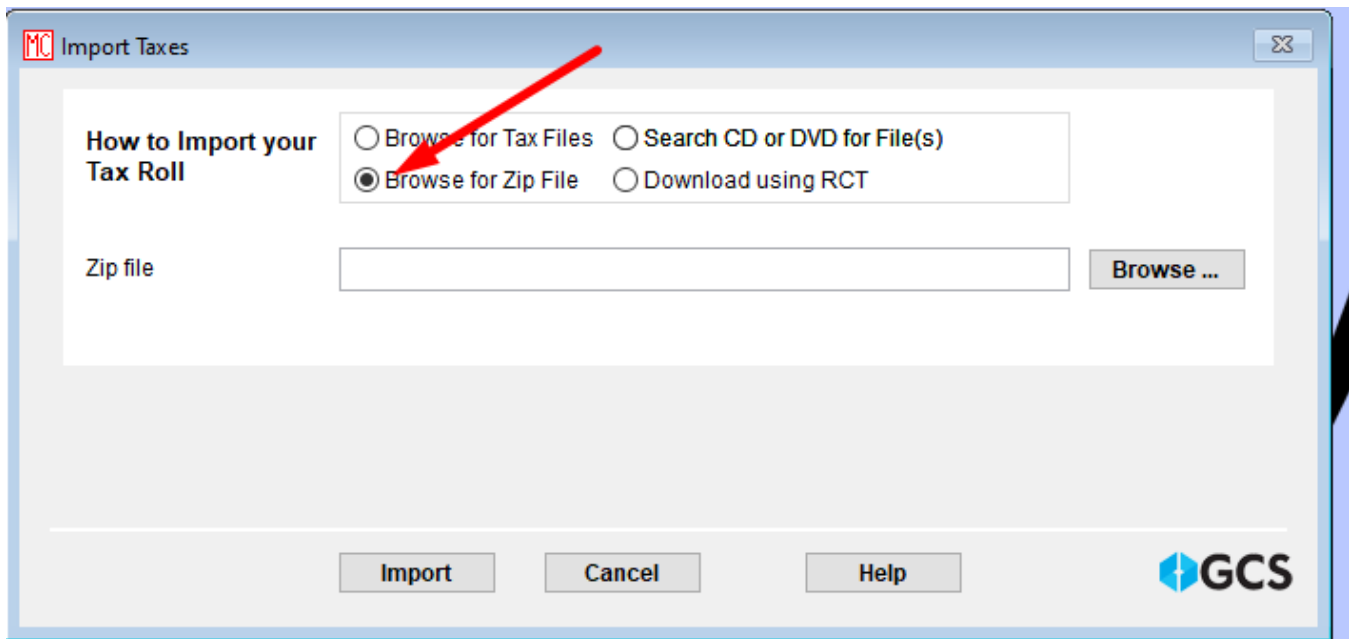
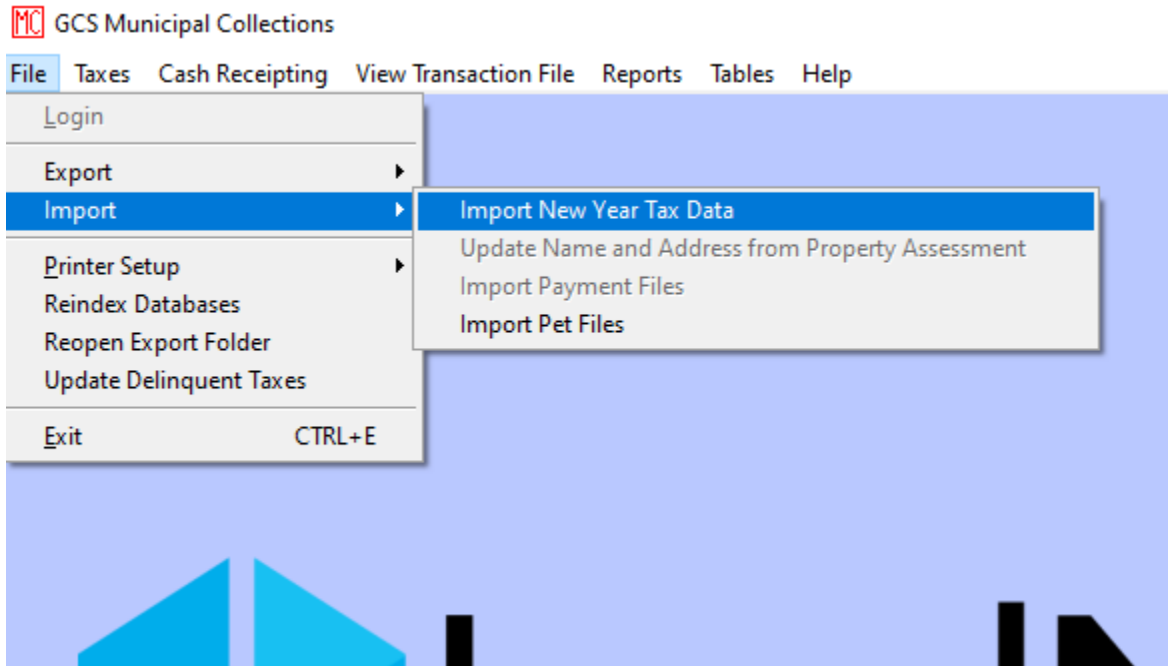
Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #

Bill Number Order | Change Back 0.00

First F2 | Prev F4 | Next F5 | Last F6 | Search F3 | Payment F9 | More Info F11 | Print F12 | License | Edit Tax Record | **Exit** | Help | GCS

Click Exit (lower rt corner)

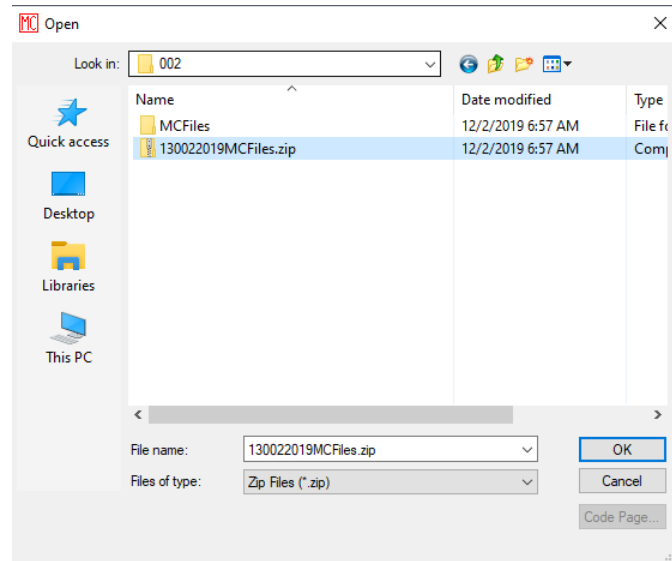
Go to File
Import
Import New Year Tax Data



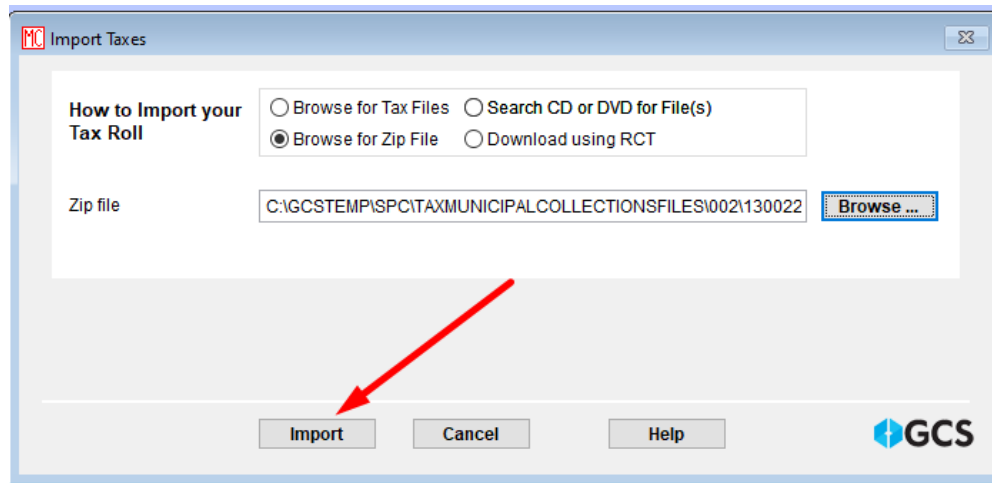
Choose "Browse for Zip File" then click the "Browse" button

Search for the file that you downloaded from Dane County's AccessDane site and click OK

Navigate the file browser to where you saved the file downloaded from Dane County's AccessDane Site. The file should be a "Zip" file and the name must start with 13 followed by your State municipality code (002 shown below) and the year 2023 (2019 is shown below).

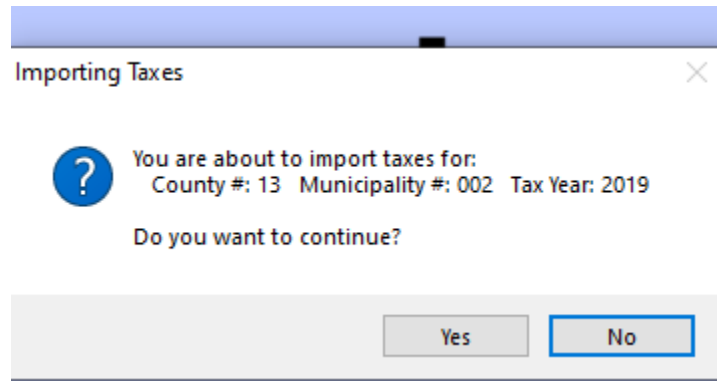


Click OK



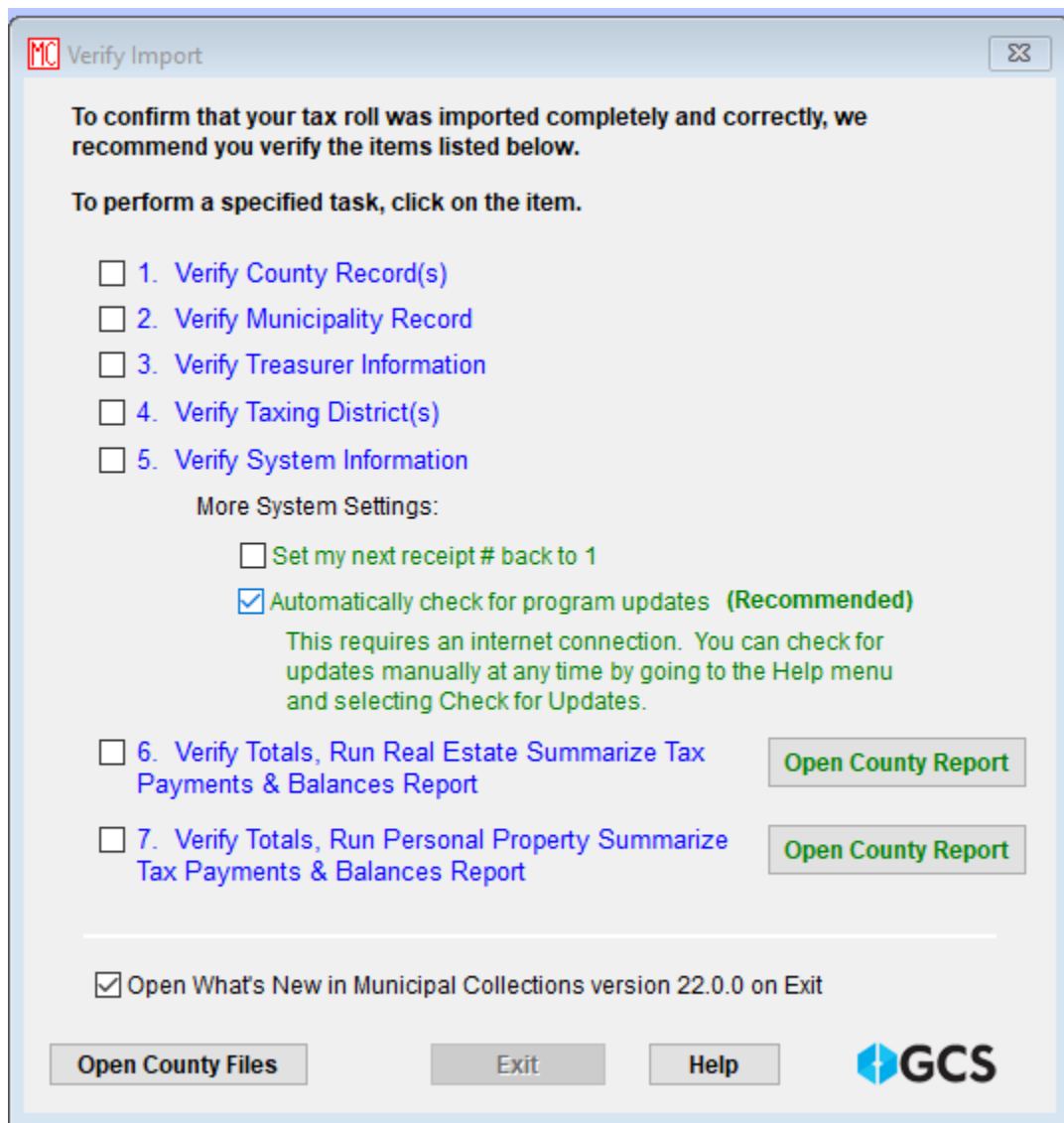
Click "Import"

You should now see



Verify that the Municipality # is your State Municipality Code and that the Tax Year is correct, **2023** (not 2019 as shown)

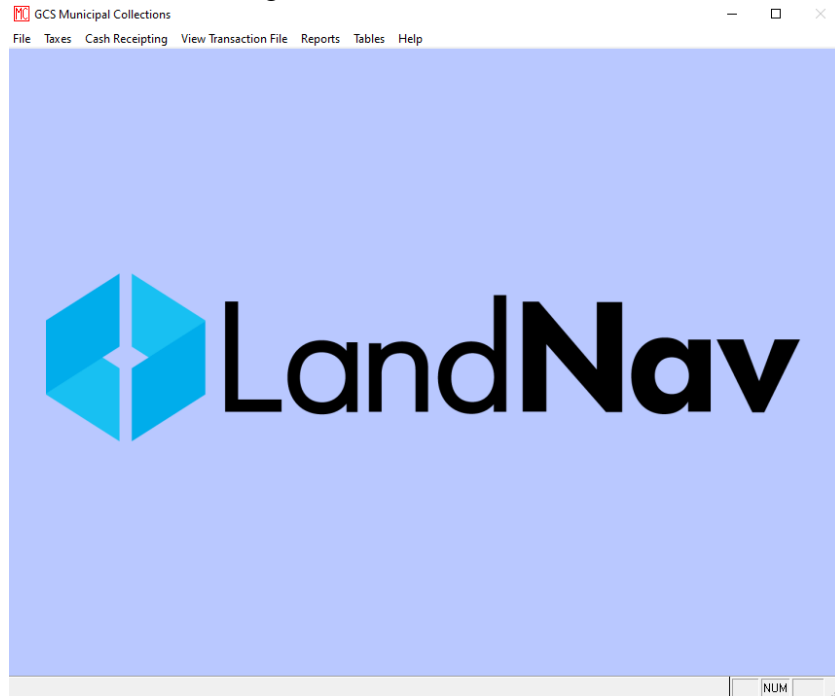
Then you will see



You *MUST* verify each of the items above before continuing. To verify each, just click the box in front of the item you want to see. The corresponding screen will be shown.

DO NOT CHANGE ANYTHING IF YOU ARE UNSURE. CONTACT ONE OF THE PEOPLE/GROUPS LISTED EARLIER IF YOU ARE UNSURE.

Click Exit and you will see the following:



Click the taxes tab at the top

Verify that the year and municipality (highlighted below) are correct. If it does not say 2023, you have the wrong data. If it does not say your municipality name, you have the wrong data. If they are correct, you should be able to start your collection. **If they are not, contact Steven Cripps ASAP.**

2021 REAL ESTATE PROPERTY RECORD FOR TOWN OF WESTPORT

Bill # 660001
 Parcel # 0709-051-0050-7
 Alt Parcel #
 Computer # 13 66 - 1 - 0

Owner Name Last SMITH First JASON R
 Co-Owner Last First
 Edit Address 4009 BURR OAK DR
 MIDDLETON WI 53562
 Prop. Address House # 4009 1/2 PD Street Name BURR OAK Type DR SD
 Notes
 Click Notes field to edit

Gross Tax 35,272.19
 School Credits - 3,683.78
 First \$ Credit - 74.61
 Lottery Credit - 264.62

	Paid	Balance	Bal Codes
Net Tax	0.00	31,249.18	D
Special Assmnt	0.00	9.54	D
Special Charges	0.00	190.00	
Delinquent Utils	0.00	0.00	D
Woodland	0.00	0.00	
Private Forest	0.00	0.00	
Manage Forest	0.00	0.00	
Sub Total		31,448.72	
Interest	0.00	0.00	
Penalty	0.00	0.00	
Total	0.00	31,448.72	

Accumulator (empty) This Record Like Name View/Pay Clear
 Star Means Prior Year(s) Delinquent Taxes First Installment 15,691.82
 Bankruptcy? Next Installment(s) 15,756.90

Payments

Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #
L		11/01/2021	0	264.62	0.00	

Click row to display

Bill Number Order Change Back 0.00

First F2 Prev F4 Next F5 Last F6 Search F3 Payment F9 More Info F11 Print F12 License Edit Tax Record Exit Help GCS

You are now ready to start collecting taxes!