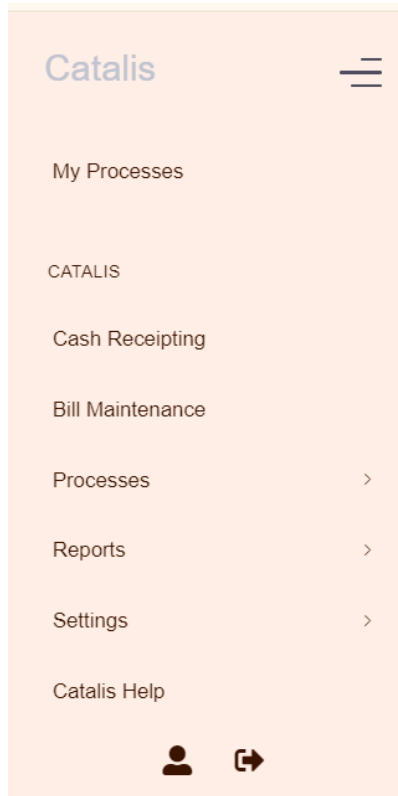


Dane County LandNav Software Training

LandNav: Getting Started

Navigation in LandNav uses the menu on the left.

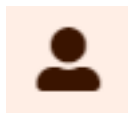


Clicking on this icon will hide the menu bar

Cash Receipting is used to enter payments and print an immediate receipt.

Bill Maintenance is used to search and view parcels and add to Cash Receipting to apply a payment.

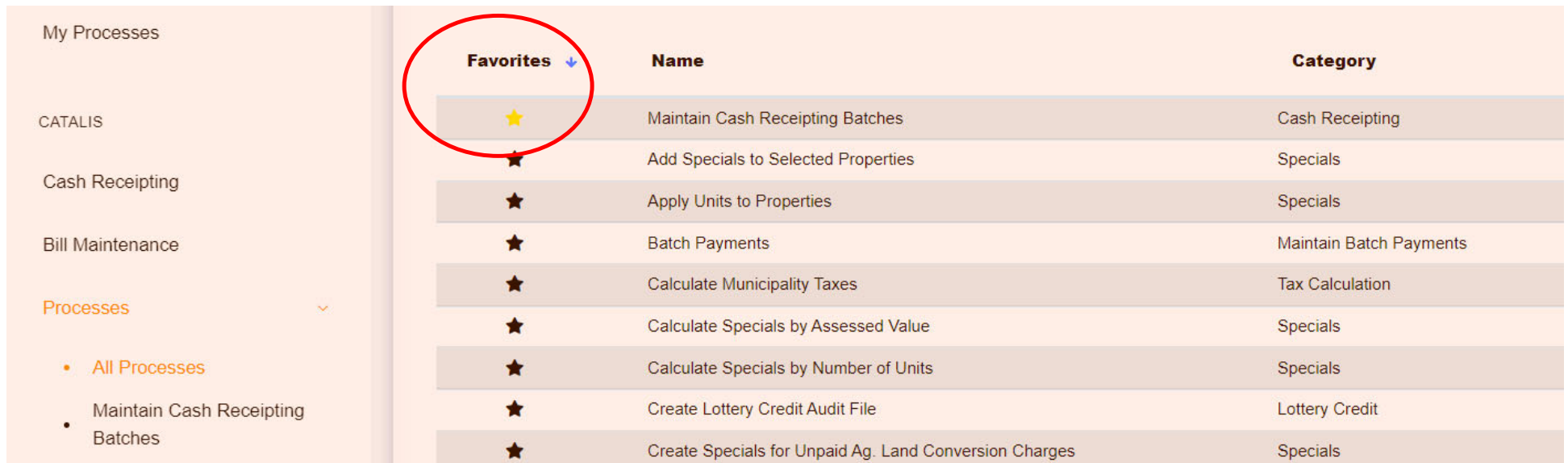
Processes and Reports will in more detail.



Click on this person icon to change the screen colors. Find the one that is the easiest for you to view.

LandNav: Open a Cash Receipting Batch

You can set up favorites under Processes by clicking on the star before the name. You may want “Maintain Cash Receipting Batches” as a favorite.



The screenshot shows the 'My Processes' section of the LandNav interface. On the left is a sidebar with a 'Processes' dropdown menu. The main area contains a table with three columns: 'Favorites', 'Name', and 'Category'. A red circle highlights the star icon in the 'Favorites' column for the first row, 'Maintain Cash Receipting Batches'.

	Favorites ↓	Name	Category
CATALIS	★	Maintain Cash Receipting Batches	Cash Receipting
Cash Receipting	★	Add Specials to Selected Properties	Specials
Bill Maintenance	★	Apply Units to Properties	Specials
	★	Batch Payments	Maintain Batch Payments
	★	Calculate Municipality Taxes	Tax Calculation
	★	Calculate Specials by Assessed Value	Specials
	★	Calculate Specials by Number of Units	Specials
	★	Create Lottery Credit Audit File	Lottery Credit
	★	Create Specials for Unpaid Ag. Land Conversion Charges	Specials

To start to enter payments, the first step will be to open a Cash Receipting Batch. Click on Processes → Maintain Cash Receipting Batches.

LandNav: Open a Cash Receipting Batch (continued)

To create a new Cash Receipting Batch, click on the PLUS Sign.


Cash Receipting Batches						
Number	Started By	Start Time	End Time	Export Time	Starting Cash	Description
636	kml7	09/14/2024 12:39:06	09/14/2024 12:39:10		\$0.00	POST BATCH TAX PAYMENTS

The date will set as the current day. Leave Starting Cash as zero (not anything we will ever use). Add a Description for the batch, not required. Click Save.

Add Cash Receipting Batch

Batch #	Started By	Start DateTime *
<input type="text" value="Auto-filled"/>	<input type="text" value="kml7 Auto-filled"/>	<input type="text" value="09/29/2024 12:54:00"/>
Starting Cash	Description	
<input type="text" value="\$0.00"/>	<input type="text"/>	

LandNav: Search for a Parcel (Bill Maintenance)

Customize Search More Search Fields 

Bill # / Certificate #

Tax Bill #

Tax Certificate #

Parcel #

Parcel #

Alternate Parcel #

Address

Address Primary

House #

Street Name Exact

Street Type

Owner

Last Name / Business

First Name

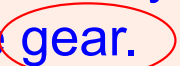
Status

Tax Information

Tax Year

Municipality

Save Reset Cancel

Setup your search categories by clicking on the .

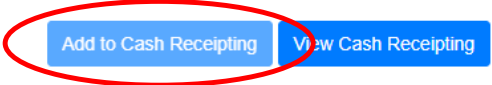
LandNav: Search for a Parcel (continued)

At the bottom of the page, you will find your search results. To enter a parcel into Cash Receipting, check the box and then click on “Add to Cash Receipting.”

Search Results



<input type="checkbox"/> Property #	Tax Year↓	Mun. Description	Concatenated Name	Balance	Tax Status	Concatenated Prop. Address
<input checked="" type="checkbox"/> 0511-072-6331-9	2023	TOWN OF DUNKIRK	<input type="text"/>	\$1,690.35	Delinquent	1813 HILLDALE LN



LandNav: Search for a Parcel in Cash Receipting

You can also search for a parcel directly from Cash Receipting. Enter the Bill # or Parcel # and click on search.

Cash Receipting • Cash Receipting 000spc1 is not assigned to a Batch Agent Connection Available

Add Items

Account #	Last/Business	First Name	Bill Type
<input type="text" value="0911-303-0442-0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the parcel with the payment, there may be two entries (husband and wife for example). Then click “add selected to cart.”

Search Results

<input type="checkbox"/>	Bill Type	Account #	Reference	Owner	Amount Due	Mailing Address	Property Address	Municipality	ALERT
<input checked="" type="checkbox"/>	Real Estate Tax	091130304420	2021 091130304420 RYAN ANTONY	RYAN ANTONY	\$8,416.18	3102 SADDLE BROOKE TRL	3102 SADDLE BROOKE TRL	TOWN OF BRISTOL	
<input type="checkbox"/>	Real Estate Tax	091130304420	2021 091130304420 RYAN ANTONY	LISA DENSON	\$8,416.18	3102 SADDLE BROOKE TRL	3102 SADDLE BROOKE TRL	TOWN OF BRISTOL	

LandNav: Enter a Payment in Cash Receipting

Once the correct parcel is added to the cart, make sure the payment date is the correct (no date should ever be after January 31. The interest and penalty date can be the same as payment date but cannot be set later than January 31. If you want a receipt, put a 1 (or more) in the Tax Receipt Box. You can set up the default for tax receipts in Agent Settings.

The default “Received Of” is the owner but you can change it (it is not required that you track who paid).

Transaction		
Payment Date <small>Today's date is</small> 12/1/2021	Receipt Copies 0	Received Of
<input type="text" value="12/21/2021"/>	Tax Receipt Copies 1	RYAN ANTONY 3102 SADDLE BROOKE TRL SUN PRAIRIE WI 53590
Interest/Penalty Date <input type="text" value="12/21/2021"/>		

LandNav: Enter a Payment in Cash Receipting (continued)

In the cart, you can click on Full for a full payment (duh), installment for the EXACT amount of the First Installment, or Lottery Credit (more later).

The payment will show in “Tender Payment.” Enter a check number or for a cash payment, click on the Tender Dropdown and select cash in place of check. You can enter notes in the Reference cell.

The screenshot shows two parts of the LandNav interface. The top part is the 'Cart' section, which has a red header. Below the header is a table with columns: Bill Type, Status, Reference, Balance, Payment, and Overp. There is one row for 'Real Estate Tax' with a status of 'Delinquent', a reference of '2023 051107263319 ARIN SMITHBACK', a balance of '\$0.00', and a payment of '\$1,667.71'. Below the table are three buttons: 'Clear Cart', 'Full', and 'Installment Lottery Credit'. The bottom part is the 'Tender Payment' section, which has a dark teal header. It contains a form with fields for 'Tender' (set to 'CHECK'), 'Amount *' (\$8,416.18), 'Check # *' (2356), 'Bank' (set to 'BANK'), and 'Reference' (FULL PAYMENT). There is an 'Add Payment' button.

Bill Type	Status	Reference	Balance	Payment	Overp:
<input type="checkbox"/> Real Estate Tax	Delinquent	2023 051107263319 ARIN SMITHBACK	\$0.00	\$1,667.71	

Clear Cart Full Installment Lottery Credit

Tender Payment

Tender: CHECK Amount *: \$8,416.18 Check # *: 2356 Add Payment

Bank: BANK Reference: FULL PAYMENT


LandNav: Enter a Payment in Cash Receipting (continued)

Click on Add Payment

The payment summary at the right will appear. Click on checkout. Since you selected one tax receipt copy, that receipt will print to your printer.

Payments				
<input type="checkbox"/>	Tender	Reference	Bank Code	Amount
<input type="checkbox"/>	CHECK - 2356	FULL PAYMENT	01 - BANK	\$8,416.18

Account Totals	
Account Totals	
Payments	\$8,416.18
Tendered Payments	\$8,416.18
Transaction Amount Due	\$0.00

 [Close](#) [Checkout](#)

If you have two checks (or a check and cash) paying for one or multiple parcels, it is very important to enter one payment and then check out before entering the second payment.

LandNav: Enter a Payment in Cash Receipting (continued)

You can enter one check for payment of multiple parcels. Just add all the parcels to your Cash Receipting Cart.

Cart					
<input type="checkbox"/>	Bill Type	Status	Reference	Balance	Payment
<input type="checkbox"/>	Real Estate Tax	Delinquent	2021 081106464410 SCOTT A TERHALL	\$0.00	\$2,461.48
<input type="checkbox"/>	Real Estate Tax	Delinquent	2021 081134283650 MICHAEL T HEFNER	\$0.00	\$94.54
<input type="checkbox"/>	Real Estate Tax	Delinquent	2020 071036401431 DEBORAH MOORE	\$0.00	\$1,193.95

This works great for farms with multiple parcels. For mortgage checks for many parcels, consider using the Manual Batch Entry process.

LandNav: Enter a Payment in Cash Receipting (continued)

Tender Payment

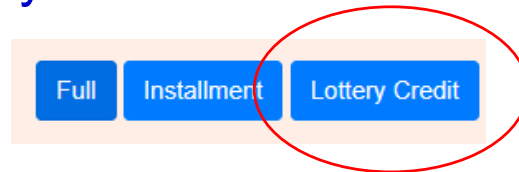
Tender	Amount *	Check # *	<input type="button" value="Add Payment"/>
<input type="text" value="CHECK"/>	<input type="text" value="\$3,749.97"/>	<input type="text"/>	
Bank	Reference		
<input type="text" value="BANK"/>	<input type="text"/>		

The Tender Payment Box will show the total due for the parcels. Add the check number and any notes in the Reference field and

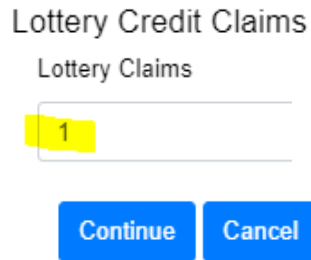
click on Add Payment. This will assign the payment to all the parcels. If the check only covers the First Installment total, click on the Action dropdown and select installment payment.

LandNav: Add a Lottery Credit

Lottery Credits are added in Cash Receipting. Once you add the parcel to your cart, select the Lottery Credit Button.



You CANNOT have other payments in the cart when you add a Lottery Credit.



When the screen on the left pops up, make sure the Credit shows as 1.

<u>Lottery</u>	<u>- 251.95</u>
<u>Credit</u>	
<u>Claims: 1</u>	

Check the Taxes TAB, the LC will now show up.

You will also show a non-cash payment dated December 1

LandNav: Remove a Lottery Credit

Lottery Credit Removal is now much like it was in the legacy GCS tax program. On the Taxes TAB under payments, you will see a LC entry dated November 1.

Date	Receipt #	Batch #	CR Batch #	Type	Amount
 11/1/2023	0			Lottery	\$251.95

Payment Date: 11/1/2023
Interest/Penalty: 11/1/2023

Void Type

NSF - RETURNED CHECK
DELETE - ERROR
LC400 - REMOVE LC

Payment Notes
POSTED BY PROGRAM DURING TAX CALCULATION

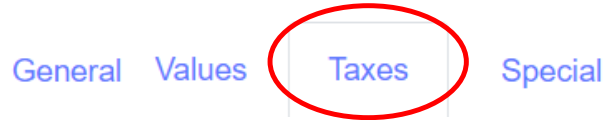
Like other Voids, click on the box in front of the LC entry. Then click Void and the payment information will appear.

Select LC400 – Remove LC as the Type of Void. **Balance due will increase.**

Type	Amount
Lottery	\$251.95
Void	(\$251.95)

LandNav: Taxes TAB

The Taxes TAB is where you will find most of the information you need.



Installments

Period	End Date	Total	Property Tax	Special Assessments	Other S
1	1/31/2024	\$1,553.56	\$1,279.42	\$9.54	\$
2	7/31/2024	\$1,509.24	\$1,509.24	\$0.00	

General Legal Values **Taxes** Buildings Special Extras WHAM

Interest/Penalty as of 9/29/2024 Print

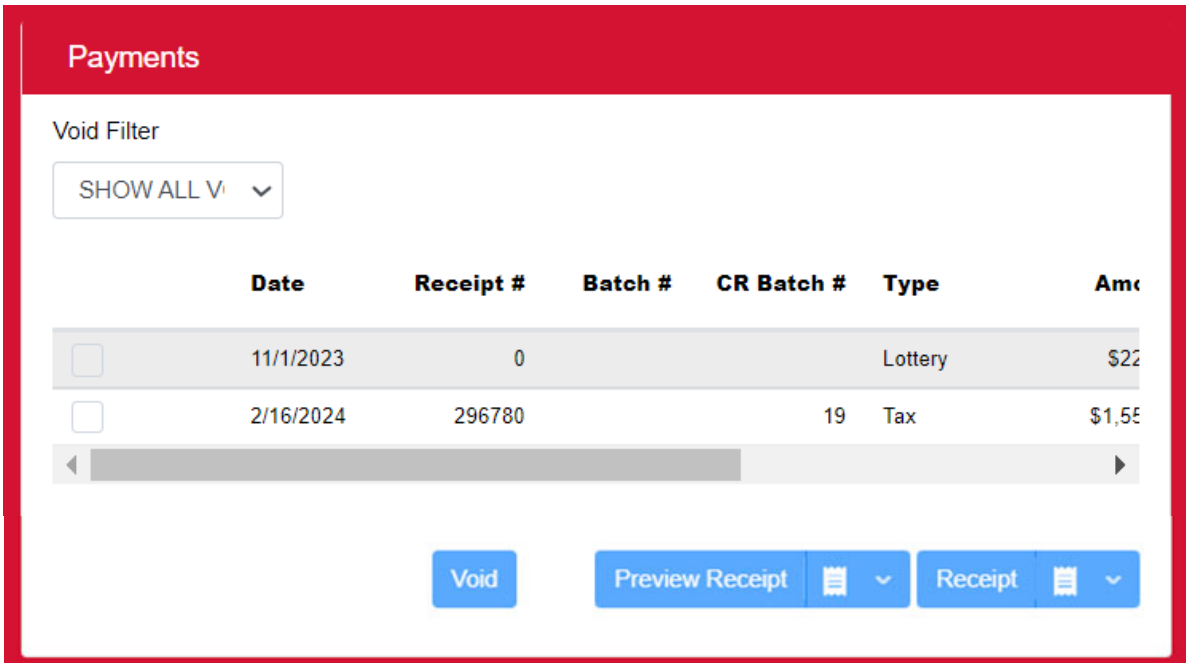
Taxes

Gross Tax:	3,494.37	View Tax Items
School Credit:	- 414.13	Reports
First Dollar Credit:	- 61.75	Net Mill Rate: 0.018323869
Net Tax:	3,018.49	
Lottery Credit Claims: 1	- 229.83	
Net Tax after Lottery:	2,788.66	

Type	Net After Lottery	Paid	Balance	BC
Property Tax	\$2,788.66	\$1,279.42	\$1,509.24	D
Special Assessments	\$9.54	\$9.54	\$0.00	N
Special Charges	\$264.60	\$264.60	\$0.00	N
Delinquent Charges	\$0.00	\$0.00	\$0.00	
Private Forest Crop	\$0.00	\$0.00	\$0.00	
Woodland Tax Law	\$0.00	\$0.00	\$0.00	
Managed Forest Land	\$0.00	\$0.00	\$0.00	
Property Tax Interest		\$0.00	\$120.74	
Property Tax Penalty		\$0.00	\$60.37	
Special Taxes Interest		\$0.00	\$0.00	
Special Taxes Penalty		\$0.00	\$0.00	
Other Charges	\$0.00	\$0.00	\$0.00	
Total	\$3,062.80	\$1,553.56	\$1,690.35	

LandNav: Void a Payment

Using the payment section, you can print a payment receipt or void a returned payment.



The screenshot shows the 'Payments' section in LandNav. It features a 'Void Filter' dropdown menu set to 'SHOW ALL V'. Below this is a table with columns: Date, Receipt #, Batch #, CR Batch #, Type, and Amount. Two rows are visible: one for a Lottery payment on 11/1/2023 for \$22, and another for a Tax payment on 2/16/2024 for \$1,550. At the bottom, there are buttons for 'Void', 'Preview Receipt', and 'Receipt'.

	Date	Receipt #	Batch #	CR Batch #	Type	Amount
<input type="checkbox"/>	11/1/2023	0			Lottery	\$22
<input type="checkbox"/>	2/16/2024	296780		19	Tax	\$1,550

To Void a Payment, use Bill Maintenance to search for the property and payment. Once you find the property click on the 2024 tax year.

LandNav: Void a Payment

Check the box of the payment you want to void and click void. For your records, you may want to print a receipt before voiding the payment.

Payments

	Date	Receipt #	Batch #	CR Batch #	Type	Amount
<input type="checkbox"/>	11/1/2023	0			Lottery	\$229.83
<input checked="" type="checkbox"/>	2/16/2024	296780		19	Tax	\$1,553.56

Void Preview Receipt Receipt

LandNav: Void a Payment

Select the date you want to void the payment. The default is the day the payment was made. You can add a payment note, generally something about why the payment is being voided. Then select a Void Type.

	Tax Year	Receipt #	Parcel #	Total	Assign Tax Certificate	Certificate Issued Date
<input checked="" type="checkbox"/>	2023	296780	0511-072-6331-9	1553.56	<input type="text" value="v"/>	<input type="text" value="9/1/2024"/>

Tax Payment Void Date:

Tax Payment Void Note:

Finally, click on Void.

Void Type *

- DELETE - ERROR
- LC400 - REMOVE LC
- NSF - RETURNED CHECK

Print a Void Receipt:

LandNav: Reports

The most adaptable, useful report is “PAYMENTS BY SELECTION CRITERIA.” This report allows you to select exactly what payments you need to see.

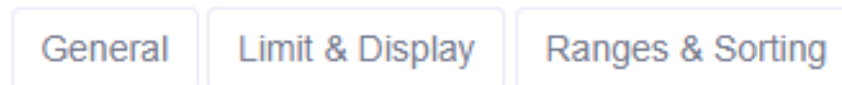
Reports

- All Reports
- Payments by Selection Criteria
- Receipts by Selection Criteria

For example, you have three people entering in Cash Receipting and you want to print a daily total but also see a sub-total of each person’s entry.

You would click on Reports → All Reports → Payments by Selection Criteria. I have saved this report as a favorite.

There are three tabs where you can define your report.



LandNav: Reports (continued)

General

On the General Tab you select the current tax year (you may only have the current year. Under the municipality, again, you only have your entries.

Under “Select Payments to include:”

- Source: Municipality (No payments are taken by the County yet.
- Posted and Unposted can be selected
- Web and Non-Web can be selected

Payment types will default to Adjustment, Redemption, Tax and Void. You can just leave this but you really only need Tax and Void.

LandNav: Reports (continued)

Limit & Display

On the Limit & Display Tab, the default is just “Display payment totals”. You should also click on “Include Cash Receipting Overpayments”.

The other two options are:

- Display Owner Name (otherwise, it will just show the parcel number), and
- Display Summary Page (provides more detail about the types of payments).

You can also choose to run this report as a CSV file if you want to work with the totals in Excel.

Finally, you can run a report of just your overpayments by checking that box.

LandNav: Reports (continued)

Ranges & Sorting

The final tab allows you to define what payments are on the report and what order. First: Select payments to show.

	Beginning	Ending
Payment Date	<input type="text" value="8/8/2024"/>	<input type="text" value="8/8/2024"/>
Batch Number	<input type="text"/>	<input type="text"/>
Receipt Number	<input type="text"/>	<input type="text"/>
Parcel #	<input type="text"/>	<input type="text"/>
Personal Property #	<input type="text"/>	<input type="text"/>
Cash Receipting Batch #	<input type="text"/>	<input type="text"/>

Include voids associated with the selected payments

If you are running a report to balance with your daily payments, select today's date.

You may need to run a report of just one Cash Receipting Batch, in that case, you would just enter the date and that Cash Receipting Batch number.

Always include Voids.

LandNav: Reports (Ranges and Sorting continued)

Sort Order		
Sort by:	Subtotal?	New Page?
<input checked="" type="checkbox"/> CR Batch Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Payment Date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Municipality	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tax Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Owner Name	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Batch Number	<input type="checkbox"/>	<input type="checkbox"/>

The sort order is whatever makes it easiest for you to balance with your deposit for the day.

Sorting by CR Batch and getting a subtotal will give you a total for each person's entry for the day and then at the end of the report will be the full total for the day.

Sorting by receipt number will give you the report in the order of your physical checks (unless you shuffle them after entry). This makes it easy to check for errors.

When you are finished, click on Print and Name your Report.

LandNav: Reports (Payments by Selection Criteria continued)

When the report is complete, you can find it under “My Processes.”

My Processes

Click on the line of your report once it is complete and the PDF will pop up.
 Scroll down the report to see the Sub-Total for CR Batch #18 (in this example).

PROPERTY NUMBER OWNER NAME	YEAR BATCH	RECEIPT	DATE CR BATCH TRANS#	S Y R P C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
0708-012-8684-4 SMITH, FAMILY	2023	303768	07/31/2024 18 155319	C T	3,428.13	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0.00 0.00	0.00 3,428.13 0.00
0511-171-6133-9 ANDERSON, FAMILY	2023	303769	07/31/2024 18 155320	C T	2,273.10	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0.00 0.00	0.00 2,273.10 0.00
CR BATCH NUMBER 18 TOTAL					774,797.97	0.00 20.15 0.00	0.00 0.00 0.00	425.52 1.21	212.75 0.60	0.00 775,458.20 0.00

LandNav: Reports (Payments by Selection Criteria continued)

The Grand Total Page will show you the full day of collections.

PROPERTY NUMBER OWNER NAME	YEAR BATCH	RECEIPT	DATE	S Y	T R P C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
GRAND TOTAL						9,876,351.69	9.54 1,357.15 -777.89	0.00 0.00 0.00	3,396.13 35.32	1,698.08 17.67	0.00 9,882,087.69 2,644.83

REAL ESTATE PAYMENTS

	Tax
Count	2,497
General	9,927,044.75
Special Assessments	9.54
Special Charges	1,357.15
Delinquent Charges	139.54
Forest	0.00
Woodland	0.00
Managed	0.00
Subtotal	9,928,550.98
Interest - Gen	3,481.60
Interest - Spec	90.37
Penalty - Gen	1,740.80
Penalty - Spec	45.19
Int/Pen Subtotal	5,357.96
Other Charges	0.00
Total	9,933,908.94
Overpayment	2,644.83

If you selected a summary page, it will show you details of Specials, Tax Paid, MFL, Overpayments, etc. This will show on the left side of the summary page.

The right side will show you a total summary by type of payment made.

LandNav: Reports (Payments by Selection Criteria continued)

Real Estate:	9,882,087.69

Total:	9,882,087.69
Cash:	13,932.98
Check:	1,210,785.74
Other Payment Types:	8,660,013.80
Cash Back:	0.00
Overpayments:	-2,644.83
Non-Tax Payments:	0.00

Total:	9,882,087.69

Note: Your settlement reports to the County will be Payments by Selection Criteria.

Since we no longer have Personal Property, the top portion will just show the total RE paid.

Below that, you will see a breakdown of the payments received. This section can be helpful. It can also just mess you up.

There are some payments that do not show up under "Other Payment Types" so you should really just focus on the total from the top section (RE Total).

LandNav: Reports (Ranges and Sorting continued)

Sort Order		
Sort by:	Subtotal?	New Page?
<input checked="" type="checkbox"/> CR Batch Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Payment Date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Municipality	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tax Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Owner Name	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Batch Number	<input type="checkbox"/>	<input type="checkbox"/>

The sort order is whatever makes it easiest for you to balance with your deposit for the day.

Sorting by CR Batch and getting a subtotal will give you a total for each person's entry for the day and then at the end of the report will be the full total for the day.

Sorting by receipt number will give you the report in the order of your physical checks (unless you shuffle them after entry). This makes it easy to check for errors.

LandNav: Reports (Check Deposit Summary)

Check Deposit Summary

Specify range(s) to be used or leave blank for all

	Beginning	Ending	
Transaction #	<input type="text"/>		to
Batch #	<input type="text"/>		to
Check #	<input type="text"/>		to
Trans. Date	<input type="text" value="12/17/2023"/>	<input type="text" value="12/17/2023"/>	to
Batch Date	<input type="text"/>		to
Cashier	<input type="text"/>		to
Category #	<input type="text"/>		to

Click on Reports – All Reports - Check Deposit Summary Report

If you use this report as your daily balancing report, you will likely just put in the transaction date.

The report will just show the date, transaction number, check number and amount.

DATE	TRANS#	REFERENCE	RECEIVED
08/14/2024	163394	CK# 9448	10,661.48
08/14/2024	163396	CK# 7150	2,992.77
08/14/2024	163397	CK# 5253	12,974.78
08/14/2024	163398	CK# 16345	500.00
08/14/2024	163399	CK# 2070	4,342.88
08/14/2024	163400	CK# 533482	5,660.07

LandNav: Reports (Payment Listing Report)

Tax Years: 2023

DANE COUNTY
PAYMENT LISTING REPORT
DATE RANGE: 08/14/2024 - 08/14/2024

REPORT #: SRTRPYLISTLST
RUN DATE: 09/30/2024
RUN TIME: 10:07:03 AM
PAGE: 2

RECEIPT	OWNER	PROPERTY NUMBER	PAYMENT	NOTES
	FULLERS, CHRIS R	0910-363-6156-4	-5,510.09	VOIDED FROM CASH RECEIPTING BY KML7. AUG 14, 2024 US BANK
304658	DOCTER, TIMOTHY J	0710-324-8050-8	10,661.48	CK # 9448;
304659	MULLER, GREGORY A	0811-072-7075-2	2,992.77	CK # 7150;
304660	DINER PROPERTY LLC	0810-022-6501-9	12,974.78	CK # 5253;
304661	PARKER, STEPHEN T	0609-244-9480-2	500.00	CK # 16345;
304662	SLAVISH, MIKE	0708-114-1259-2	4,342.88	CK # 2070;
304663	WELHOUSE, JENNIFER K	0910-182-0010-0	5,660.07	CK # 533482;
304664	BUDD, KAIREE A	0607-111-9861-1	1,032.39	CK # 7198;
304665	SKALITZKY, NEIL	0912-114-8420-0	1,618.15	CK # 4551;
304666	STURINO, EMILIO	0910-191-7483-4	5,411.77	CK # 1535;
304667	OHRT, TRACY L	0910-183-6100-8	5,993.63	CK # 4558;
304668	LOGER, ROSS J	0806-154-8640-7	1,939.05	CK # 1182;
304669	LOGER, ROSS JAMES	0806-093-1633-1	537.59	CK # 1181;
304670	BUCKMASTER IRREV TR,	0809-231-8720-0	121.97	CK # 1819;
304671	SAUNDERS, PETER A	0512-223-3354-3	400.00	CK # 807766;
304672	WEISENSEL, ANDREW J	0911-294-2632-7	2,225.99	CK # 59049144;
304673	KUNKEL, RONALD S	0809-321-7010-0	3,204.17	CK # 995017;
304674	TUMBLESON, TIMOTHY D	0708-051-2133-5	3,867.34	CK # 996042;
304675	BARNNESS, TODD A	0806-162-5405-8	2,548.64	CK # 8541;
304676	WACEK JT REV TR	0910-344-6378-9	3,406.49	CK # 9892;
304677	BUTZ, ALEXANDER P	0510-031-8670-0	1,405.63	CK # 1488;
304678	BUTZ, MARY E	0509-214-8703-8	188.97	CK # 1582;
304679	BUTZ, MARY E	0509-214-8552-1	1,974.52	CK # 1582;
304680	BUTZ, MARY E	0610-301-8540-4	1,600.29	CK # 1582;
304681	WELLS, GUY R	0608-151-5849-5	2,325.31	CK # 3113;

71,423.79

There are many report options, play around and see what works best for you.

LandNav: Manually Enter Batch Payments

Processes

- All Processes
- **Batch Payments**

Manually Enter Batch Payment

Large Mortgage checks that cover many unrelated parcels are best entered in a Batch, not in Cash Receipting. The biggest difference is that payments are not posted immediately. This means that:

- You can correct payments before posting.
- You cannot print a receipt until after posting.
- You can run a report of the batch before posting to make sure your payments match the check.
- Payments are kept separate from your Cash Receipting entry until posted.

LandNav: Manually Enter Batch Payments (continued)

Manually Enter Batch Payment

Type	# *			
<input type="text" value="Parcel #"/>	<input type="text" value="Enter the parcel number"/>			
Batch # *	Tax Year *	Payment Date *	Int-Pen Date *	Receipt # *
<input type="text" value="311217 *"/>	<input type="text" value="2023"/>	<input type="text" value="12/17/2024"/>	<input type="text" value="12/17/2024"/>	<input type="text" value="1"/>
<input checked="" type="radio"/> Municipality	<input type="radio"/> County	Default is Municipality		
				<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

* Your municipality will want to set up a standard for these 6-digit batch numbers. We use two-digits to define the person entering. I am 31. The final four digits are today's date.

LandNav: Manually Enter Batch Payments (continued)

When you click on continue, all the current year parcel information will come up.

Parcel # 0608-152-2067-6

Municipality	Tax Bill Address
286 - CITY OF VERONA	ROBERT L MOREAU 818 WALNUT ST VERONA WI 53593
Property Address	
816 WALNUT ST	

The top of the page will show the Municipality, name and address.

2023 Taxes				
Bill #	Certificate #	Int-Pen Date		
2861139	2198	9/30/2024		
Gross Tax	School Credit	First Dollar Credit	Net Tax	
\$8,965.89	-\$1,064.07	-\$99.95	=\$7,801.87	
Lottery Claims	Lottery Amount	Net After Lottery		
1	\$372.04	\$7,429.83		
	Net after Lot.	Paid	Owe	BC
Property Tax	\$7,429.83	\$0.00	\$7,429.83	D
Special Assessments	\$0.00	\$0.00	\$0.00	N
Special Charges	\$404.00	\$0.00	\$404.00	D
Delinquent Charges	\$474.12	\$0.00	\$474.12	
Managed Forest Land	\$0.00	\$0.00	\$0.00	
TOTAL	\$8,679.9	\$372.04	\$9,304.9	
Over-Payment		\$0.00		

The left side of the screen will show all the current year tax information (the original levy and lottery credit, the amount already paid, the specials and MFL amount, etc).

LandNav: Manually Enter Batch Payments (continued)

Payment

Property Tax	<input type="text" value="\$0.00"/>	D	Batch #	Receipt #	Lottery Claims
Special Assessments	<input type="text" value="\$0.00"/>	D	<input type="text" value="999999"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Special Charges	<input type="text" value="\$0.00"/>		Payment Date	Int-Pen Date	
Delinquent Charges	<input type="text" value="\$0.00"/>		<input type="text" value="9/30/2024"/>	<input type="text" value="9/30/2024"/>	
Private Forest Crop	<input type="text" value="\$0.00"/>		Notes		
Woodland Tax Law	<input type="text" value="\$0.00"/>		<div style="border: 1px solid #ccc; height: 150px;"></div>		
Managed Forest Land	<input type="text" value="\$0.00"/>				
Property Tax Interest	<input type="text" value="\$0.00"/>				
Special Taxes Interest	<input type="text" value="\$0.00"/>				
Property Tax Penalty	<input type="text" value="\$0.00"/>				
Special Taxes Penalty	<input type="text" value="\$0.00"/>				
Other Charge	<input type="text" value="\$0.00"/>				
TOTAL	<input type="text" value="\$0.00"/>				
Over-Payment	<input type="text" value="\$0.00"/>				

Full Partial Lottery Installment

Add Cancel

You make your entries under payment (I know, surprising).

Your options are similar to Cash Receipting. Click Full for a full payment or Installment for a First Installment. The program will distribute the payment to tax, specials, MFL, etc.

If the check is for any other amount, you will enter the amount of the check in the TOTAL cell and click on Partial.

LandNav: Manually Enter Batch Payments (continued)

In the sample at the left, the mortgage company paid \$10,000 for this parcel. The total balance due is \$9,304.90 so there is an overpayment.

Once you click on partial, the program will show the payments by category, including the \$695.10 overpayment.

If the information looks correct, click on Add to include the payment in your batch.

	Pay Amount
Property Tax	\$7,429.83
Special Assessments	\$0.00
Special Charges	\$404.00
Delinquent Charges	\$474.12
Managed Forest Land	\$0.00
TOTAL	\$9,304.90
Over-Payment	\$695.10

Add

Cancel

LandNav: Manually Enter Batch Payments (continued)

Once complete, you will be back on the Batch Page. Click Manually Enter Batch Payment to enter your next payment.

You will need to enter the net Parcel # but the Batch # and Date will stay. The receipt number will move up to #2 ... and so on.

Once complete, you can run a report of the UN-Posted Batch. Use the Payments by Selection Criteria Report

Select the payments to include:

- | | |
|---|---|
| <input type="checkbox"/> Source: County | <input checked="" type="checkbox"/> Source: Municipality |
| <input type="checkbox"/> Posted Payments | <input checked="" type="checkbox"/> Unposted Batch Payments |
| <input checked="" type="checkbox"/> Web Portal Payments | <input checked="" type="checkbox"/> Non-Web Portal Payments |

Only select unposted payments on the General TAB.

LandNav: Manually Enter Batch Payments (continued)

	Beginning	Ending
Payment Date	<input type="text" value="12/17/2024"/>	<input type="text" value="12/17/2024"/>
Batch Number	<input type="text" value="311217"/>	<input type="text" value="311217"/>

On the Ranges & Sorting TAB, use the date of the batch in payment date and then your Batch #.

This will create a report batch you just entered. The report total should (obviously) match the mortgage check amount.

You can also enter multiple checks in a batch. We enter all overpayment checks in Manual Batch entry but you will have to determine when this entry format works best for your municipality.

Importing payments into LandNav is also an option. See the LandNav Tax Collection Manual for detailed instructions or contact us.

LandNav: Manually Enter Batch Payments (continued)

★ Batch Payments 🏠 • Processes • Batch Payments

Import Batch Payments Import Batch Payments from RCT Import Errors Display Batch Totals **Post Batch Payments**

Search

Property Type: Real Estate

Batch #:

Property #:

Municipality #:

Once you have balanced, you can Post your Payments.

You can also see your Batch totals by searching your batch and selecting “Display Batch Totals.”

Importing payments into LandNav is also an option. See the LandNav Tax Collection Manual for detailed instructions or contact us.

LandNav: Settlement

Since all your payments are entered into a tax system that is shared by the County, you do not need to export batches to us. All I need is a Payments by Selection Criteria report that shows all your payments.

I realize that we can run the exact same report but we want to make sure that your deposits (that match the total on the report) are the same as what we will show for January and February Settlement.

The other trick is that we cannot end up with the same totals if you continue to enter payments before I have run the Settlement documents. So ... you will send me a report on December 30th or 31st (depending on your work schedule) and you will not be able to enter additional payments until Thursday, January 2.

LandNav: Time to Play

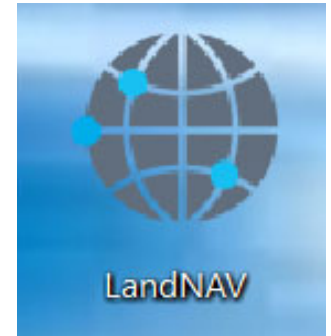
Enough talking about it ... let's just get to your practice entries

Batch #1

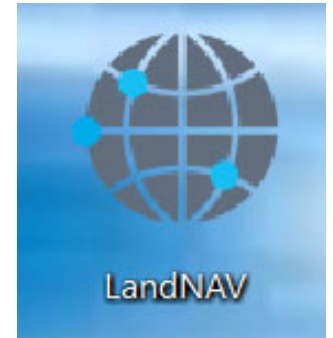
1. Enter a 1st Installment Payment
2. Enter a Full Payment
3. Enter a Partial Payment
4. Enter a Full Cash Payment

Batch #2

- 5 to 7. Enter a Multiple Parcel Payment with 1 Check
8. Enter a Payment with 2 Checks
9. Enter an Overpayment



LandNav: Practice Entries



Batch #2 (continued)

10. Enter a Lottery Credit (no payment)
11. Enter a Lottery Credit with a Payment
Void a Payment
12. Remove a Lottery Credit
Run a Payments by Selection Criteria Report
Run a Check Deposit Report
- 13 to 17. Manual Batch Entry
Run a Payments by Selection Criteria Report for your Batch.
Make any corrections or adjustments to your payment batch.

Remember, the LandNav Tax Collection Manual provides step by step instructions for your tax collection process.