

2024 GCS New Installation Instructions for Local Municipalities

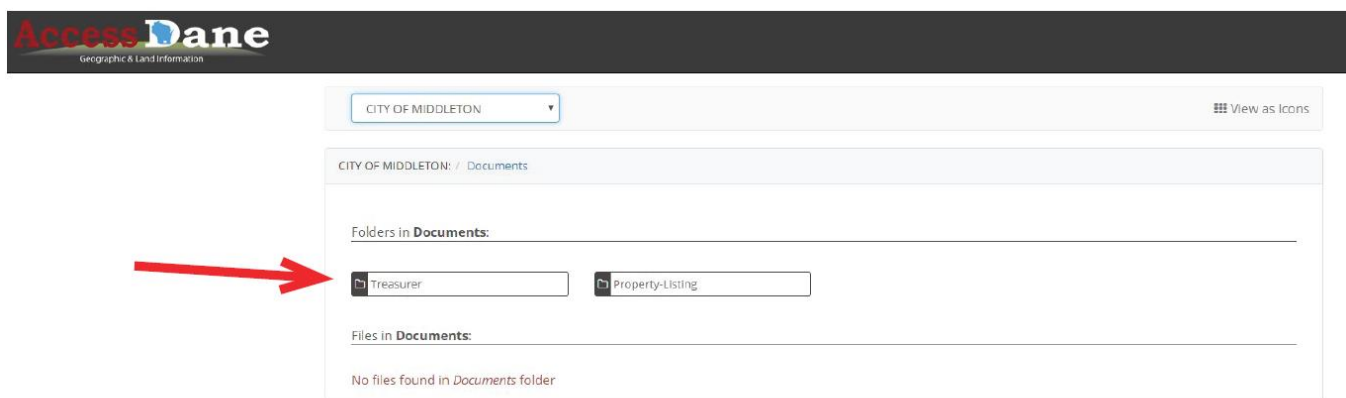
Please read through these instructions and try to install your GCS system. If you need help anywhere along the way, please feel free to contact Catalis at (800) 527-9991. You can contact Bob Anderson at (608) 444-1182, banderson@townofwestport.org. You can contact Steven Cripps at (608) 266-4267 or email 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_Roll-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 2024pay2025 folder (2018pay2019 is shown)

You should see your files listed under Local Collection Data.

PLEASE NOTE:

If you receive messages from your virus scan when you install the software from the download, 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.

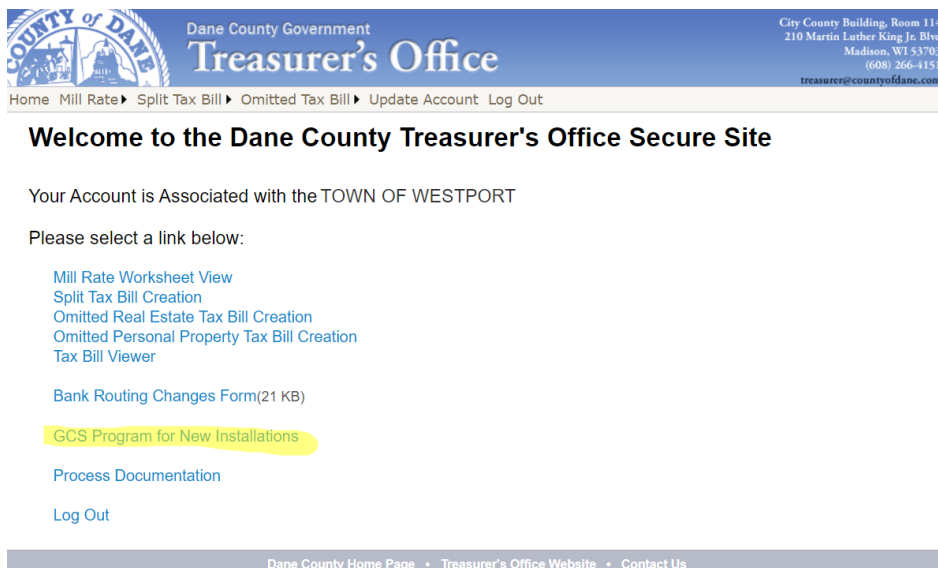
If you notice that the GCS application starts very slowly after you install it, it may be necessary to create an exclusion in your virus scan software for the GCS application folder. This exclusion will disable the virus scan on the GCS application when it runs. Again, please contact Catalis to help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

Municipal Collections version 27.01.00 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 2024pay2025 folder. It is a file called 130662024MCFiles.zip where the red is your state municipality number. Yellow highlighted is the year that the file is for. This should read 2024. 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 are a new user to GCS and do not have the GCS program installed Log into the Treasurer's Secure site, <https://treasurer.countyofdane.com/municipal-treasurer-access>, and download from the highlighted link (GCS Program for New Installations):



WELCOME TO THE DANE COUNTY TREASURER'S OFFICE

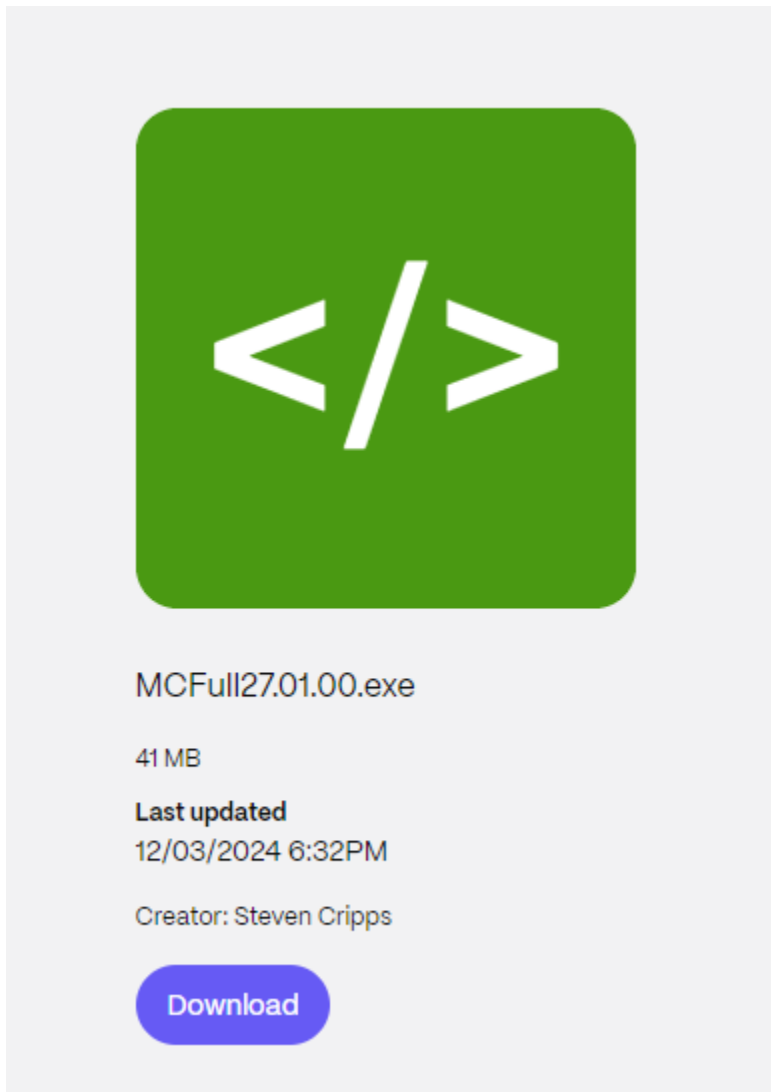
Your Account is Associated with the TOWN OF WESTPORT

Please select a link below:

- [Mill Rate Worksheet View](#)
- [Split Tax Bill Creation](#)
- [Omitted Real Estate Tax Bill Creation](#)
- [Omitted Personal Property Tax Bill Creation](#)
- [Tax Bill Viewer](#)
- [Bank Routing Changes Form\(21 KB\)](#)
- [GCS Program for New Installations](#)
- [Process Documentation](#)
- [Log Out](#)

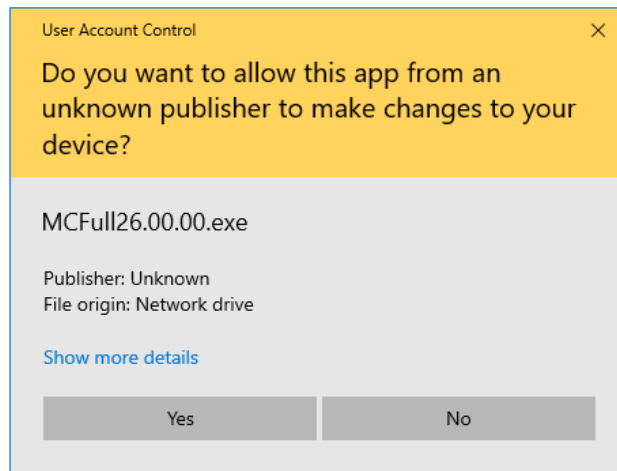
Dane County Home Page • Treasurer's Office Website • Contact Us

You will be taken to the Sharefile site:

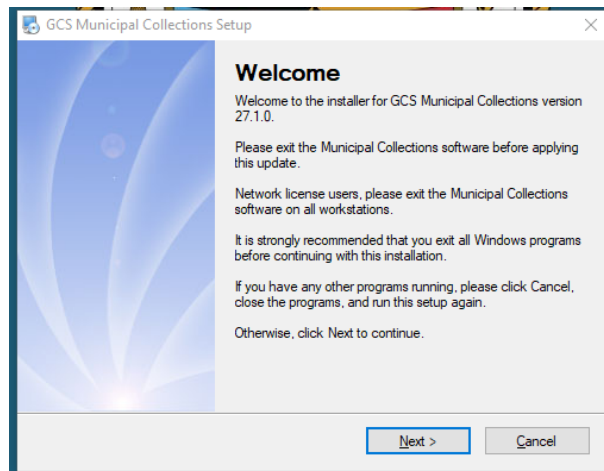


Click on the Download button.

Click Run to run the update on the computer you are on.

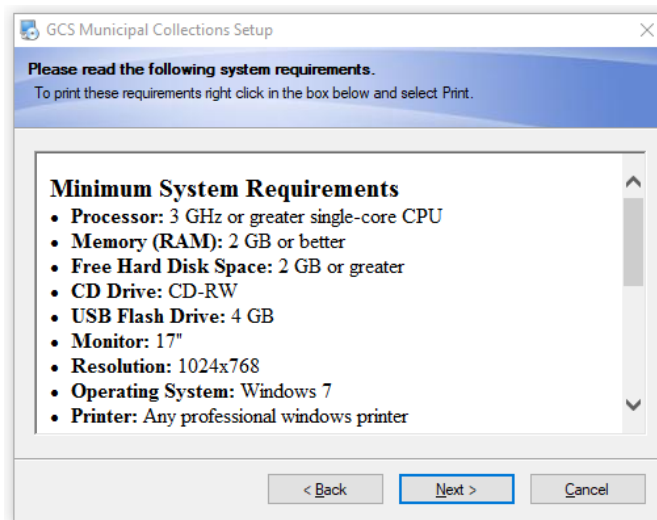


Click Yes



Click Next

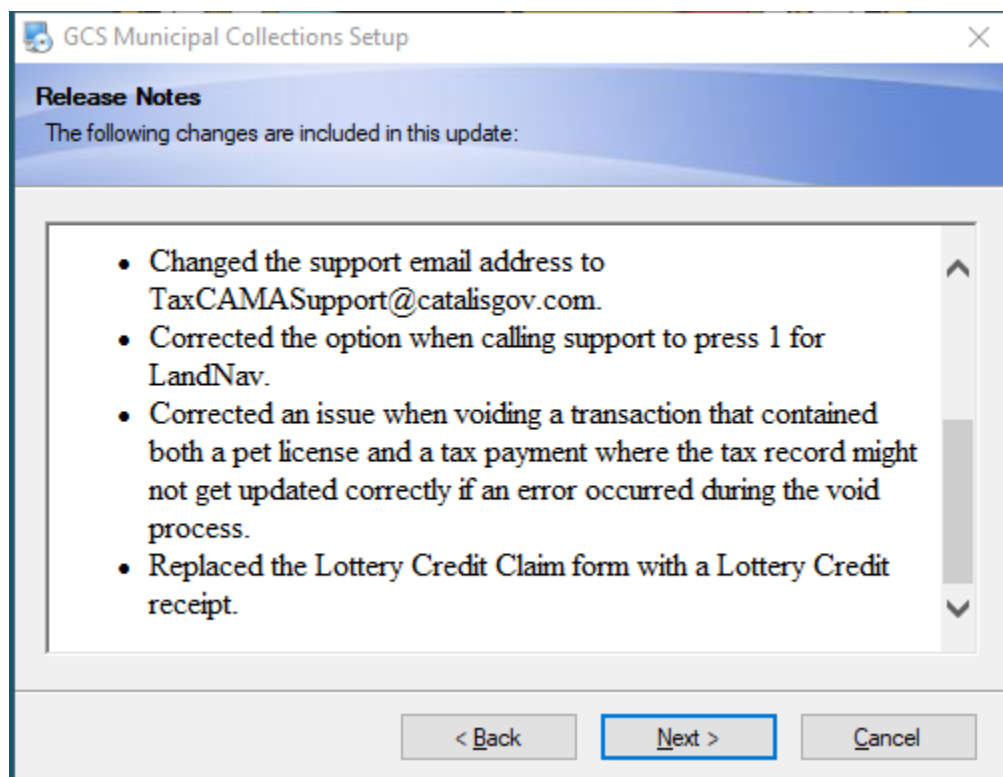
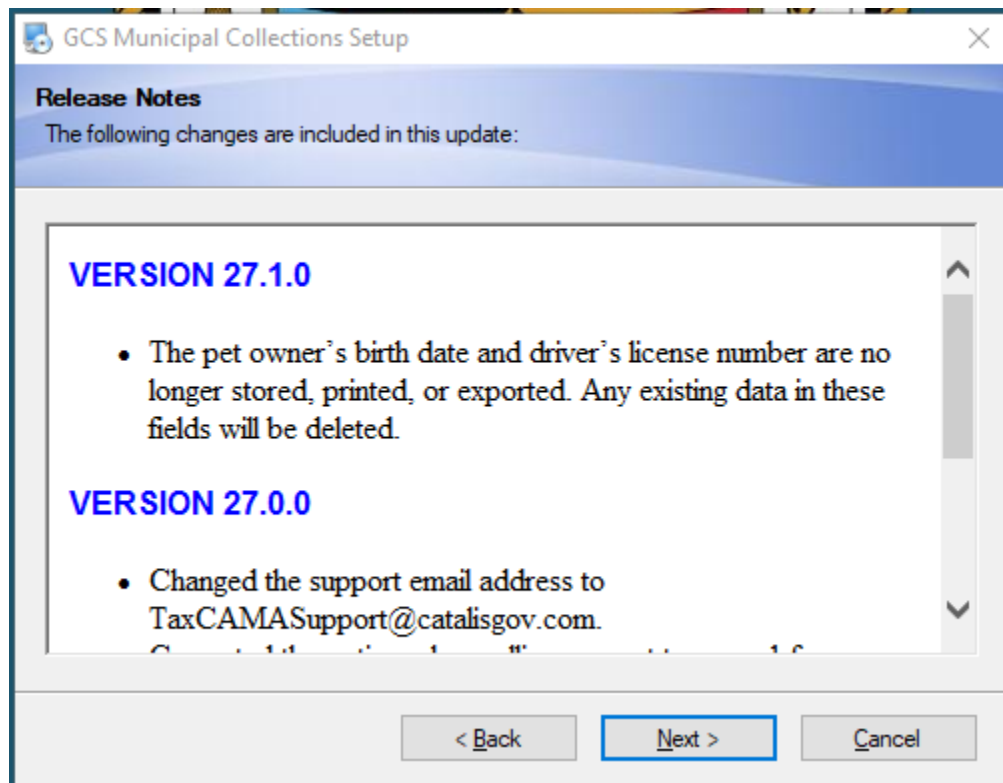
System Requirements are shown:



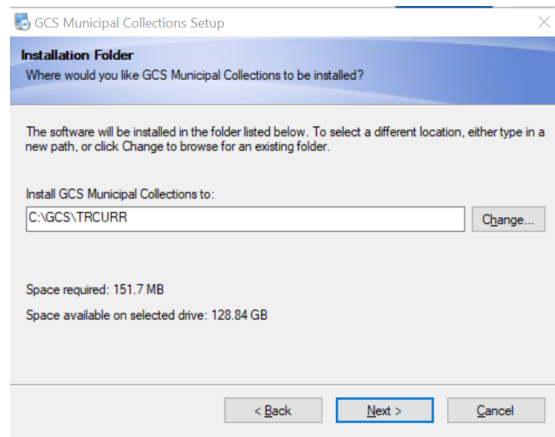
Click Next

Release Notes are shown:

Last Updated: December 3, 2024



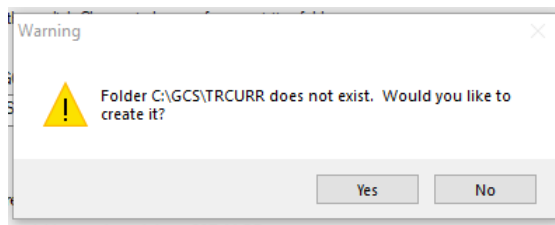
Click Next



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.

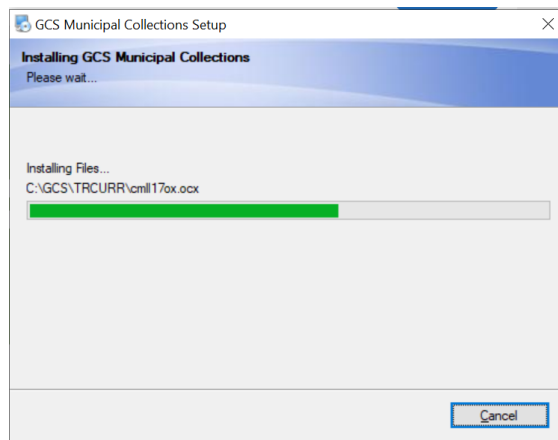
Click Next

If the folder does not exist, you will see the following:



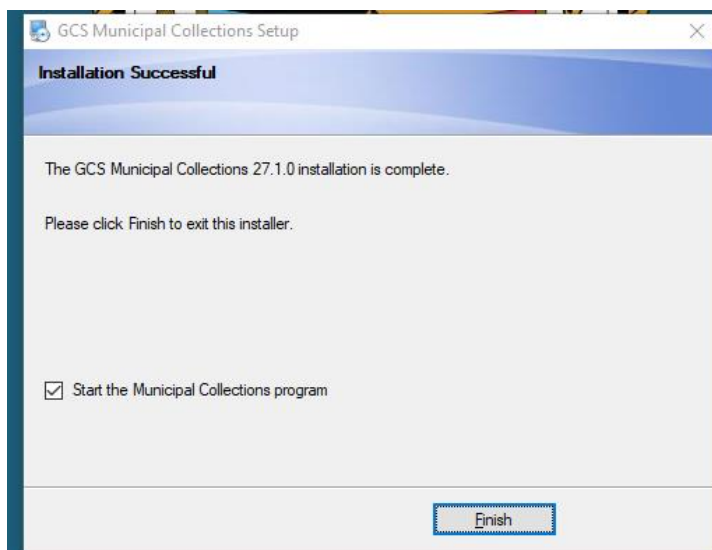
Click Yes

You will now see:



Then you will see...

Once the setup program has completed the installation, click the Finish button to close the setup.



Click Finish

You should now see the following Tax Collection Screen – will read 2023 until you get through the next step.

e

The screenshot displays the "Tax Information" screen for the "2022 REAL ESTATE PROPERTY RECORD FOR CITY OF VERONA". The screen is divided into several sections:

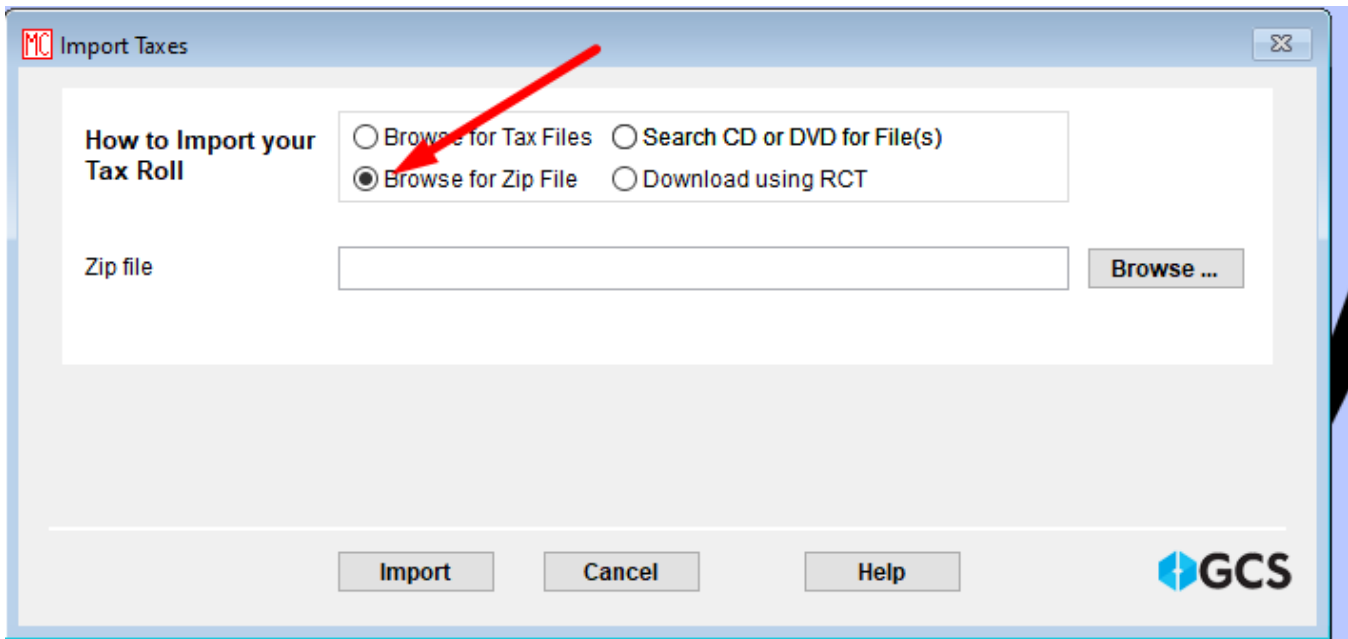
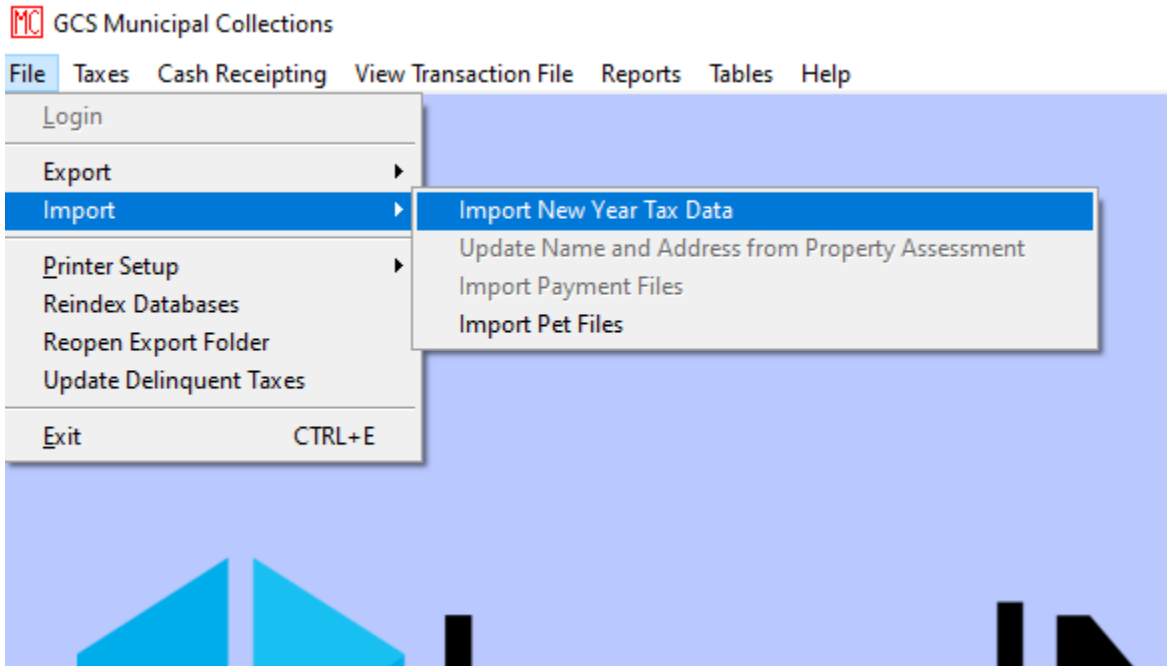
- Owner Information:** Owner Name Last: MARTY CENTURY FARM FAMILY L, First: [redacted]. Co-Owner Last: [redacted], First: [redacted]. Edit Address: 3223 MARTY RD.
- Address Information:** Prop. Address: 3040, House #: 3040, 1/2: [redacted], PD: [redacted], Street Name: SHADY OAK, Type: LN, SD: [redacted].
- Computer #:** 13, 286, 1, 0.
- Tax Summary:**

	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	
Woodland	0.00	0.00	
Private Forest	0.00	0.00	
Manage Forest	0.00	0.00	
Sub Total	6,832.17	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):** [checkbox], Delinquent Taxes: [checkbox], Bankruptcy?: [checkbox].
- First Installment:** 3,516.86
- Next Installment(s):** 3,315.31
- Payments Table:**

Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #
- Change Back:** 0.00
- Navigation:** First F2, Prev F4, Next F5, Last F6, Search F3, Payment F9, More Info F11, Print F12, License, Edit Tax Record, Exit, Help.

Click Exit (lower rt corner)

Go to File
 Import
 Import New Year Tax Data

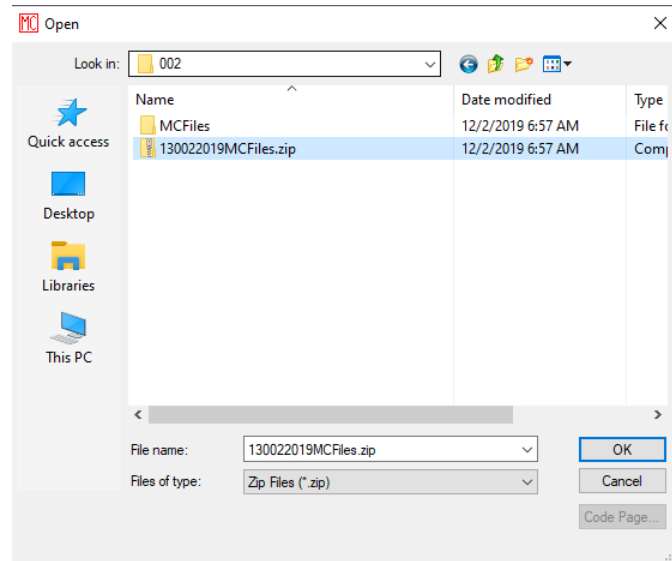


Choose “Browse for Zip File” then click the “Browse” button

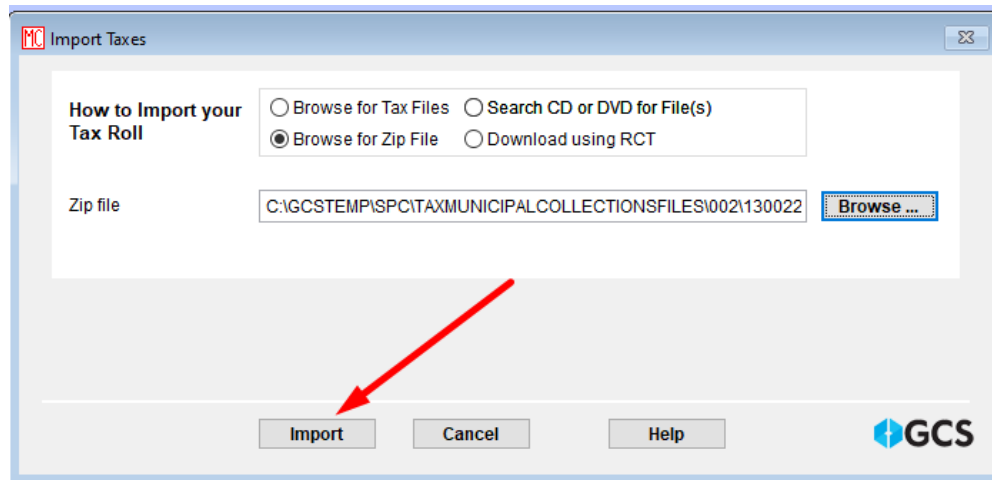
Search for the file that you downloaded from Dane County’s AccessDane site and click OK.

NOTE: Once you import the file, it will be deleted by this process. You can recover from AccessDane or make a backup before you start the import.

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 2024 (2019 is shown below).

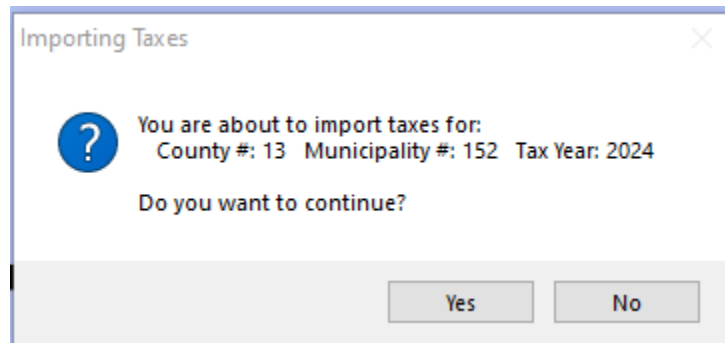


Click OK



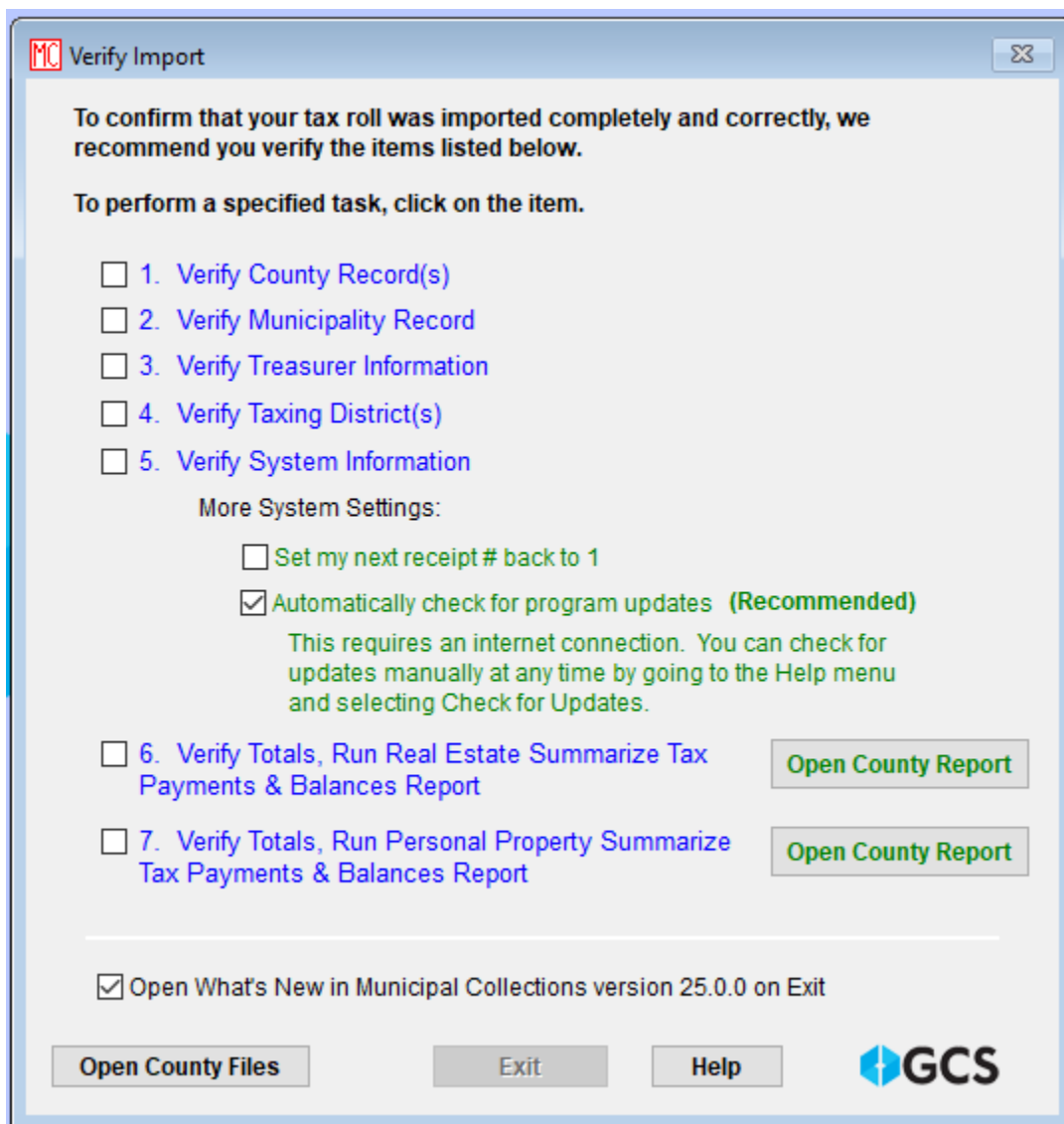
Click Import

You should now see



Verify that the Municipality # is your State Municipality Code and that the Tax Year is correct, 2024

Then you will see the following screen (It should say Version 27.01.00 at the bottom)



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.

When you click on item 3, Verify Treasurer Information, you will see that the Full Payment Date, First & Second Installment dates are in 2021. They need to be changed to 2025 by doing the following:

The screenshot shows the 'Maintain Treasurer Record' form with the following data:

Municipality #:		Number of Installments:	
152		2	
Order Printed On Receipts			
Title:	VILLAGE OF MARSHALL		
Name:	TREASURER		
Address:	PO BOX 45		
City/State:	MARSHALL WI	53559	- 0045
Phone #:			
E-mail Address:			
Full Payment Date:		01/31/2021	
Installment Dates		Grace Period Ending Date	
First	01/31/2021	02/05/2021	
Second	07/31/2021	08/06/2021	
Third	//	//	
Fourth	//	//	

Buttons at the bottom: Top, Prev, Next, Bottom, Add, Edit, Delete, Exit, Help. A red arrow points to the 'Edit' button.

Click the Edit

The screenshot shows the 'Maintain Treasurer Record' form with the following data:

Municipality #:		Number of Installments:	
152		2	
Order Printed On Receipts			
Title:	VILLAGE OF MARSHALL		
Name:	TREASURER		
Address:	PO BOX 45		
City/State:	MARSHALL WI	53559	- 0045
Phone #:			
E-mail Address:			
Full Payment Date:		01/31/2021	
Installment Dates		Grace Period Ending Date	
First	01/31/2021	02/05/2021	
Second	07/31/2021	08/06/2021	
Third	//	//	
Fourth	//	//	

Buttons at the bottom: Top, Prev, Next, Bottom, Add, Edit, Delete, Exit, Help. The 'Edit' button is highlighted with a yellow background.

Change Full Payment Date & Installment Dates from 2021 to 2025 (Grace Period will automatically change)

Click Save

Dates should look like the following:

Municipality #: 152

Number of Installments: 2

Order Printed On Receipts

Title: VILLAGE OF MARSHALL

Name: TREASURER

Address: PO BOX 45

City/State: MARSHALL WI 53559 - 0045

Phone #:

E-mail Address:

Full Payment Date: 01/31/2025

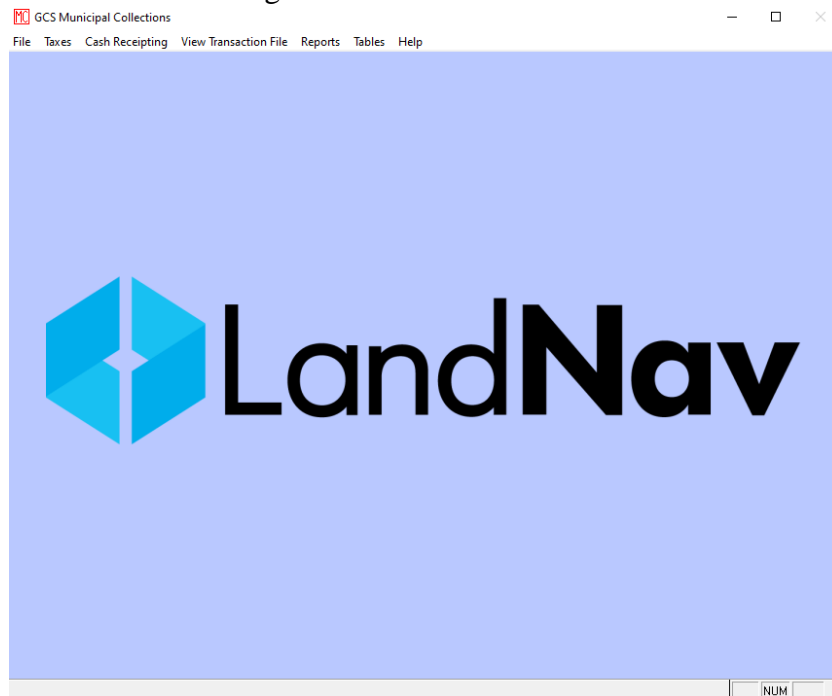
Installment Dates	Grace Period Ending Date
First	01/31/2025
Second	07/31/2025
Third	//
Fourth	//

Buttons: Top, Prev, Next, Bottom, Add, Edit, Delete, Exit, Help

When you click on item 7, the verify Personal Property step, you will get the message “No records matched criteria”. This is a good thing, click anywhere on your screen and it will go away. Also, do not hit the escape button. You will have to start over.

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 2024, 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.**

MC Tax Information

2024 REAL ESTATE PROPERTY RECORD FOR VILLAGE OF MARSHALL

Bill # 1520001

Parcel # 0812-034-4601-4

Alt Parcel #

Computer # 13 152 - 3 - 0

Owner Name Last HELLENBRAND First KRIS S

Co-Owner Last HELLENBRAND First CALLIE A

Edit Address 4875 JACOBS RD

MARSHALL WI 53559

House # 6116 1/2 PD Street Name STATE HIGHWAY 73 Type SD

Prop. Address

Notes

Click Notes field to edit

Gross Tax 5,704.30

School Credits - 537.85

First \$ Credit - 73.53

Lottery Credit - 0.00

	Paid	Balance	Bal Codes
Net Tax	0.00	5,092.92	D
Special Assmnt	0.00	0.00	N
Special Charges	0.00	623.04	D
Delinquent Utils	0.00	0.00	
Woodland	0.00	0.00	
Private Forest	0.00	0.00	
Manage Forest	0.00	0.00	
Sub Total		5,715.96	
Interest	0.00	0.00	
Penalty	0.00	0.00	
Total	0.00	5,715.96	

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

Star Means Prior Year(s) First Installment 3,169.50

Delinquent Taxes Bankruptcy? Next Installment(s) 2,546.46

Payments

Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #

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!