2024 GCS Upgrade/Installation Instructions for Local Municipalities

NEW GCS Users without GCS Collection Installed, please see the instructions for New Users 2024 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 MIDDLET	ON •		III View as Icon
CITY OF MIDDLETON: /	Documents / Treasurer / 2018pay2019		
Folders in 2018pay	2019:		1 Go up a folder
No folders found ir folder	2018pay2019		
Files in 2018pay20	19:		
Files in 2018pay20	19: Name	Size	Date Created
Files in 2018pay20	19: Name C Middleton 2018 Specials Paid 9-15-19.pdf	Size 52.	Date Created
Files in 2018pay20 Download Download	19: Name C Middleton 2018 Specials Paid 9-15-19.pdf C Middleton 9-1 Specials Due ALL Yrs.pdf	Size 52. 8.	Date Created
Files in 2018pay20 Download Download	19: Name C Middleton 2018 Specials Paid 9-15-19.pdf C Middleton 9-1 Specials Due ALL Yrs.pdf 255_Roll-FebSett_re.pdf	52. 8. 11.5	Date Created Date Created SkB 9/11/2019 11:43 AA 4kB 9/11/2019 11:43 AA MB 2/10/2019 4:18 PA
Files in 2018pay20 Download Download Download	19: Name C Middleton 2018 Specials Paid 9-15-19.pdf C Middleton 9-1 Specials Due ALL Yrs.pdf 255_Roll-FebSett_re.pdf 255_SumTxPmtBal-Feb_re.pdf	Size 52. 8. 11.5 17.	Date Created

Then choose the 2024pay2025 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 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 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 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.

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



Click Yes



Click Yes



Click Yes



Click Yes



Click Ok



Click Next Release Notes are shown:





Click Next

GCS Municipal Collections	Setup	>
nstallation Folder		
Where would you like GCS Mur	nicipal Collections to be installed?	
The software will be installed in new path, or click Change to br	the folder listed below. To select a different location, eith rowse for an existing folder.	er type in a
Install GCS Municipal Collection	ns to:	
C:\GCS\TRCURR	(C <u>h</u> ange
Space required: 151.7 MB		
Space available on selected dri	ive: 128.84 GB	
	< Back Next > C	ancel

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

GCS Municipal Collections Setup	
nstallation Successful	
The GCS Municipal Collections 27.1.0 installation is complete.	
Please click Finish to exit this installer.	
Start the Municipal Collections program	
Einis	:h

Click Finish

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

MC Tax Informatio	n													23
Bill #		2022 REA	L ESTATE PI	ROPERT	Y REC	ORD	FOR	CITY OF	VERON/	۹				
2860001		Owner Name	ast MARTY C	ENTURY F	ARM FA	AMILY L	First						Edit Batch	F8
Parcel #		Co-Owner L	ast				First						Batch	in use
0608-054-8600-2		Edit Addre	SS					3223 MAF	RTY RD					
Alt Parcel #			MADISON			WI	537	19 -						
Arrareera			House #	1/2	PD	St	reet N	lame	Туре	SD			Paymen	nt Date
Commute a #		Prop. Addres	ss 3040			SHADY	OAK		LN			In	/ / /	by Date
Computer #		Notes												y Date
13 286 -	1 - 0	Click	Notes field to ed	it										
Gross Tax	7 469 88													
School Credits -	742 35													
First S Credit -	96.90													
Lottery Credit -	0.00	0				Accum	nulato	OF This	Decord	Like Ne		lieur/Deu	Clear	
	0.00	• Paid	Balance E	Bal Codes		(em	pty)	<u>1</u> ms	Record	LI <u>k</u> e Na	ime <u>1</u>	view/Pay	Clear	
Net lax	6,630.63	0.00	6,630.63	— D			Starl	Means Prin	r Vear(s)	_	Eirot Ino	tallmost	2.54	0.00
Special Assmit	9.54	0.00	9.54 -	D			-	Delinque	ent Taxes		i nacina		3,01	0.00
Special Charges	192.00	0.00	192.00		Pav	mente		Ban	kruptcy?	Ne	ext Install	lment(s)	3,31	5.31
Delinquent Utils	0.00	0.00	0.00		Two	n etc	э atue Г	Date	Receipt	# Total	Paid	Over Pay	Batch #	1.
vvoodiand	0.00	0.00	0.00		_		itus L	Jale	Keceipi	# Total	i aiu	Overray	Datch #	тî
Private Forest	0.00	0.00	0.00											+
manage Forest	0.00	0.00	0.00	Click										
Sub Total	_		6,832.17	display					_	_	_/			4
Interest		0.00	0.00						_		$-\mu$		ļ	<u> </u>
Penalty		0.00	0.00		<									>
Total	6,832.17	0.00	6,832.17			Bill	Num	nber Ord	er		Cha	nge Back		0.00
First F2 Prev F4	Next F5 Las	t F6 Search F3 P	ayment F9 N	lore Info	F11 P	rint F12	<u>L</u> ic	ense Ec	lit Tax Re	cord	E <u>x</u> it	Help	₿G	CS

Click Exit (lower rt corner)

Go to File Import Import New Year Tax Data

MC GCS Municipal Collections



MC	mport Taxes		83
	How to Import your Tax Roll	 Browse for Tax Files Search CD or DVD for File(s) Browse for Zip File Download using RCT 	
	Zip file	Browse	
		Import Cancel Help	cs

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).

MC Open				×
Look in:	002	~	🖸 🗿 🤌 🔛	
Quick access Desktop Libraries This PC	Name MCFiles 130022019	^ MCFiles.zip	Date modified 12/2/2019 6:57 A 12/2/2019 6:57 A	Type M File fr M Com
	< File name:	130022019MCFiles.zip	~	>
	Files of type:	Zip Files (*.zip)	~	Cancel Code Page

Click OK

MCI	mport Taxes			83
	How to Import your Tax Roll	O Browse for Tax Files O Search CD or DVD for File(s) Image: Search CD or DVD for File(s) O Download using RCT		
	Zip file	C:\GCSTEMP\SPC\TAXMUNICIPALCOLLECTIONSFILES\002\130022	Browse	
		Import Cancel Help	()GC	S

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)

Verify Import
To confirm that your tax roll was imported completely and correctly, we recommend you verify the items listed below.
To perform a specified task, click on the item.
1. Verify County Record(s)
2. Verify Municipality Record
3. Verify Treasurer Information
4. Verify Taxing District(s)
5. Verify System Information
More System Settings:
Set my next receipt # back to 1
Automatically check for program updates (Recommended)
This requires an internet connection. You can check for updates manually at any time by going to the Help menu and selecting Check for Updates.
6. Verify Totals, Run Real Estate Summarize Tax Payments & Balances Report Open County Report
7. Verify Totals, Run Personal Property Summarize Tax Payments & Balances Report
Open What's New in Municipal Collections version 22.0.0 on Exit
Open County Files Exit Help

Last Updated: December 3, 2024

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:

Municipality #:	152	tecor	u		Number e	flaatallmaata	2
	Order Printed On Receipts				Full Deuro	n installinents.	1/21/2021
Title:	VILLAGE OF MARSHALL				Full Paym	ent Date: 0	1/31/2021
Name:	TREASURER				Installm	ent Dates	Grace Perio
Address:	PO BOX 45				First	01/31/2021	02/05/2021
City/State:	MARSHALL WI	53559	- 0045		Second	07/31/2021	08/06/2021
Dhone #				1	Third	11	11
Phone #: E-mail Address:					Fourth	11	11
				-1			

Click the Edit

Municipality #:	152			Number o	f Installments:	2
	Order Printed On Receipts			Full Paym	ent Date: 01	/31/2021
Title:	VILLAGE OF MARSHALL			. an ay in		
Name:	TREASURER			Installn	nent Dates	Grace Period Ending Date
Address:	PO BOX 45			First	01/31/2021	02/05/2021
City/State:	MARSHALL WI	53559	- 0045	Second	07/31/2021	08/06/2021
Phone #:				Third	11	11
-mail Address:				Fourth	11	11

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

Click Save

Dates should look like the following:

						Number of	f Installments	: 2	
_	Order Printed On Receip	pts				Full Paym	ent Date:	01/31/	2025
Title: V	/ILLAGE OF MARSHALL							-	
Name: T	REASURER					Installm	ent Dates	G	nding Date
Address: P	0 BOX 45					First	01/31/2025		01/31/2025
City/State: //	IARSHALL WI	6	53559	- 0045		Second	07/31/2025		07/31/2025
Phone #:						Third	11		11
mail Address:						Fourth	11		11

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 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 Informatio	on												83
Bill #		2024 REAL	ESTATE PRO	PERTY R	ECO	rd for	VIL.	LAGE O	MARSH	ALL			
1520001		Owner Name	e Last HELLEN	BRAND			First	KRIS S				Edit Batch	F8
Parcel #		Co-Own	er Last HELLEN	BRAND			First	CALLIE A			Batch in use		
0812-034-4601-4		Edit Ad	dress					4875 JAC	OBS RD				
Alt Parcel #			MARSH	ALL		WI	535	59 -					
ALLAR			House #	1/2	PD	St	reet N	lame	Туре	SD		Paymen	it Date
Computer #		Prop. Add	1 <u>r</u> ess 6116	5		STATE	HIGHV	VAY 73			In	terest/Penalt	v Date
13 152 -	3 - 0	Notes										11	
13 132		c	lick Notes field to	edit									
Gross Tax	5,704.30												
School Credits -	537.85												
First \$ Credit -	73.53				_								
Lottery Credit -	0.00	0 Paid	Balance	Bal Codes		Accum	nulate	or <u>T</u> his	Record	Li <u>k</u> e Name	View/Pay	Cl <u>e</u> ar	
Net Tax	5,092.92	0.00	5,092.92	— D	L	(em	P97						
Special Assmnt	0.00	0.00	0.00	— N			Star	Means Prio	r Year(s)	First	Installment	3,16	9.50
Special Charges	623.04	0.00	623.04					Ban	kruptcv?	Next Ins	tallment(s)	2 54	6 4 6
Delinquent Utils	0.00	0.00	0.00	— D	Pa	yment	s					2,01	0.10
Woodland	0.00	0.00	0.00		Ту	pe Sta	atus (Date	Receipt	# Total Paid	Over Pay	Batch #	
Private Forest	0.00	0.00	0.00				_		_				+
Manage Forest	0.00	0.00	0.00	Click	+								+
Sub Total			5,715.96	display									1
Interest		0.00	0.00										_ ~
Penalty		0.00	0.00		<								>
Total	5,715.96	0.00	5,715.96]		Bill	Nun	nber Ord	er	С	hange Back		0.00
First F2 Prev F4	4 Next F5 La	st F6 Search F3	Payment F9	More Info	F11	Print F 12	2 <u>L</u> io	cense Ec	lit Tax Rec	ord E <u>x</u> it	Help	₿G	CS

You are now ready to start collecting taxes!