

Municipal Training Worksheet

Please Take This With You!

THANK YOU!

Overview

This exercise is designed to allow the municipal treasurer to become familiar with the Municipal Collections program. In order to get the most out of the training, this exercise will concentrate on those portions of the program most commonly used by the municipal treasurer.

This segment of the training will be divided into three “batches” simulating the most common day-to-day operations of the municipal treasurer. Each batch will consist of:

- Creating a New Batch
- Processing Payments and other typical Day-to-Day activities
- Using Reports to Balance Daily Collections
- Closing the Batch

Each batch will add progressively more activities, so the customer can start off slowly and gradually learn more of the programs functionality.

Batch Number One – 111001 – December 21, 2023

Overview: Batch One is designed to introduce (or re-introduce) the user to Municipal Collections. As such, it will concentrate on the different search and payment methods available to the user.

Batch One will be made up of individual payments of all types (full, installment, and partial payment).

	Search Criteria	Payment	Note
1	Bill Number: 18620 (Start a batch, search by bill number, use of F5 Key for First Installment and how to put in check information)	First Installment (\$796.71)	Check No. 1871
2	Bill Number: 18627 (Search by Bill Number and use of F3 Key for Full Payment and how to put in check information)	Full Payment (\$1947.85)	Check No. 2121 Paid by Jean
3	Owner Name: Franzwa, Laverne & Lucille (Search by name, use of F3 Key for Full Payment and how to enter a Cash payment)	Full Payment (\$6217.00)	Cash
4	Bill Number: 18917 (Shows the search by bill number, Partial Payment and check information entry)	Partial Payment – (\$3,000.00)	Check No. 1211
5	Bill Number: 18741 (Search by bill number, Other payment, check information entry, Overpayment and Overpayment receipt)	Other Payment – (\$1000.00)	Check No. 90121
6	Owner Name: Tucker, Branden D (Search by name, use of F3 Key for Full Payment and how to enter a check paid by someone other than an owner)	Full Payment (\$1797.88)	Check No. 1901 Paid by J. Smith
7	Owner Name: Staak, James & Roberta (Search by Name, First Installment, Payment by one of the owners)	First Installment (\$900.87)	Check No. 2810 Paid by Roberta
8	Parcel Number: 111000160000 (Use of the parcel number look up function)	Full Payment (\$903.54)	Cash

Reports

<u>Report Name</u>	<u>Report Criteria</u>
- Batch Report	Batch Number 111001 - 111001
- Batch Overpayment	Batch Number 111001 - 111001
- Cash Receipting Check Deposit Summary	Batch Number 111001 - 111001

Deposit Total = \$16,563.85

Batch Number Two – 111002 – January 15, 2024

Overview: Batch Two will build upon what has been learned processing Batch One. In addition to tax payments, Batch Two will show the user how to void payments.

Batch Two will be made up of individual payments of all types (full, installment, partial payment and a 2023 lottery credit claim) and two voids.

	Search Criteria	Payment	Note
1	Bill Number: 18640 (Bill Number Search, Full Payment, 2023 Lottery Credit Claim)	2023 Lottery Credit Claim Full Payment (\$2944.33)	2023 Lottery Credit Claim Check No. 4719
2	Bill Number: 18670 (Bill Number Search, 2 checks for one account and Balance Payment key)	Partial Payment – (\$1000.00) Balance Payment (\$506.20)	Check No. 90101 Check No. 90102
3	Bill Number: 18691 (Bill Number Search and Partial Payment of Cash)	Partial Payment – (\$50.00)	Cash
4	VOID Bill Number: 18627 (Void from Prior Batch)		VOID: Check No. 2121 \$1947.85
5	Bill Number: 18917 (Bill Number Search and check paid by someone else)	Balance Payment (\$15.03)	Check No. 18911 Associated
6	VOID Bill Number: 18670 Property Tax Payment (Void from Same Batch)		VOID: Check No. 90102 \$506.20

Reports

<u>Report Name</u>	<u>Report Criteria</u>
- Batch Report	Batch Number 111002 – 111002 and Batch Number 111001 – 111001
- Cash Receipting Check Deposit Summary	Batch Number 111002 – 111002

NOTE: The second series of reports (for Batch 111001) needs to be run because of the void in the 4th transaction of this batch. This will ensure accurate totals are available for that batch, even though it is not the current batch.

Deposit Total for Batch 2 = \$4,009.36

Batch 1 Adjusted Total = \$14,616.00

Batch Number Three**111003 – February 2, 2024 (Processing February 1st Payments) - You will have to enter payments as though they are January Payments.**

Overview: Batch Three will continue to build upon what has been learned processing Batch One and Batch Two. Batch Three will introduce the user to the accumulator.

Batch Three will be made up of individual payments of all types (full, partial payment and a 2022 lottery credit claim) and one void.

	Search Criteria	Payment	Note
1	Bill Number: 18935 (2022 Lottery Credit Claim – How do you handle it?)	Full Payment (\$3550.68)	2021 Lottery Credit Claim Check No. 18910
2	Bill Number: 18922	Partial Payment (\$950.00)	Check No. 4112
3	ACCUMULATOR use with Mortgage Company Check for \$5977.14 Bill Numbers: 18892 (Computer Number 98-111-308-0), 18884 (Computer Number 98-111-300-0) 18869 (Computer Number 98-111-284-0) 18858 (Computer Number 98-111-270-0)	Full Payment (\$5977.14)	Check No. 8480 Paid by: Xyz Bank
4	Owner Name: Matthew K Chesang & Mickenzie R Chesang Primary residence	Other Payment – (\$1400.00)	Check No. 8083
5	ACCUMULATOR: David L Putz would like to pay in full his taxes and the taxes for Holly D Comero He does not want to pay off the taxes on parcel number 111000530000. What is the total bill? (this should be 16 properties) Make the payment	Full Payment (???)	Check No. 3004
6	VOID: The payments for Bill Numbers: 18892,18884,18869, 18858 (this is a void for payments made in the accumulator – what do you notice?)		Check No. 8480 NSF

Reports

<u>Report Name</u>	<u>Report Criteria</u>
- Batch Report	Batch Number 111003 – 111003
- Batch Overpayment	Batch Number 111003 – 111003
- Cash Receipting Check Deposit Summary	Batch Number 111003 – 111003

Deposit Total = \$7,710.22

Export Payments to County so you remember how to do this - Verify that you get ALL the Batches!**Check number 8083 paid by Matthew K Chesang has now come back NSF in downloaded batch 111003. What do you do?**