

2020 GCS Upgrade/Installation Instructions for Local Municipalities

NEW GCS Users without GCS Collection Installed, please see the instructions for New Users
2020 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 GCS at (608) 781-2434. You can contact Bob Anderson at (608) 444-1182, banderson@townofwestport.org, during the following hours:

Dec 7	8-12	Dec 16	1-4
Dec 8	1-4	Dec 17	8-12
Dec 9	8-12	Dec 21	8-12
Dec 10	1-4	Dec 22	1-4
Dec 14	1-4	Dec 23	8-12
Dec 15	8-12		

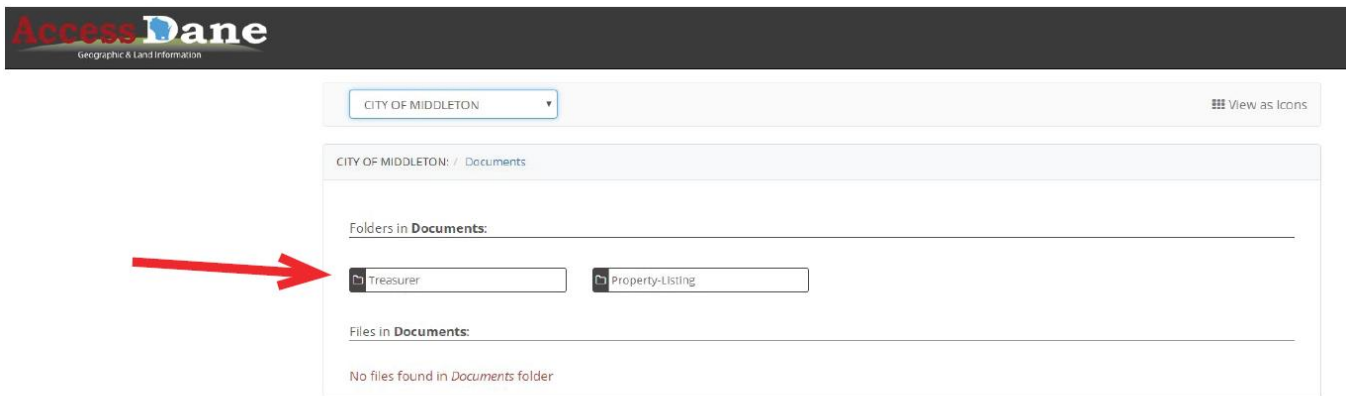
You can contact Steven Cripps at (608) 266-4267 or email him at cripps@countyofdane.com. You can also feel free to contact the Treasurer's Office for any content issues.

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 2020pay2021 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 2020pay2021 folder. It is a file called 130662020MCFiles.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:

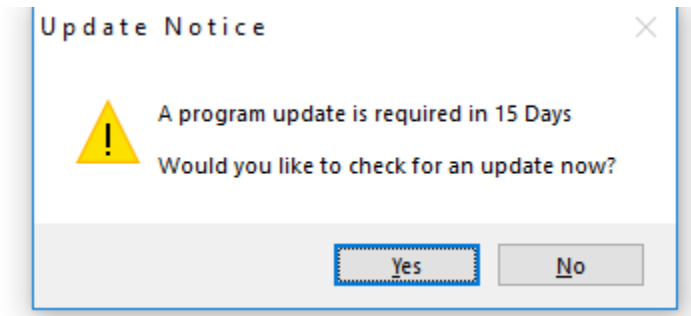
If you receive messages from your virus scan when you install the software, please do not be alarmed. Contact GCS at (608) 781-2434 and give them the message that you have received. It is likely that the virus scan will have to be stopped during the installation, if you do receive a message.

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 GCS to help you work through creating the exclusion.

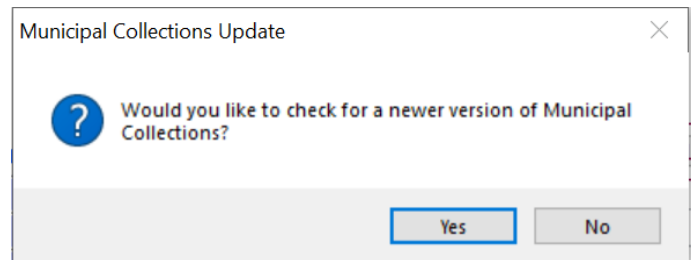
Municipal Collections version 23.00.00 Installation Instructions

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 GCS at (608) 781-2434.

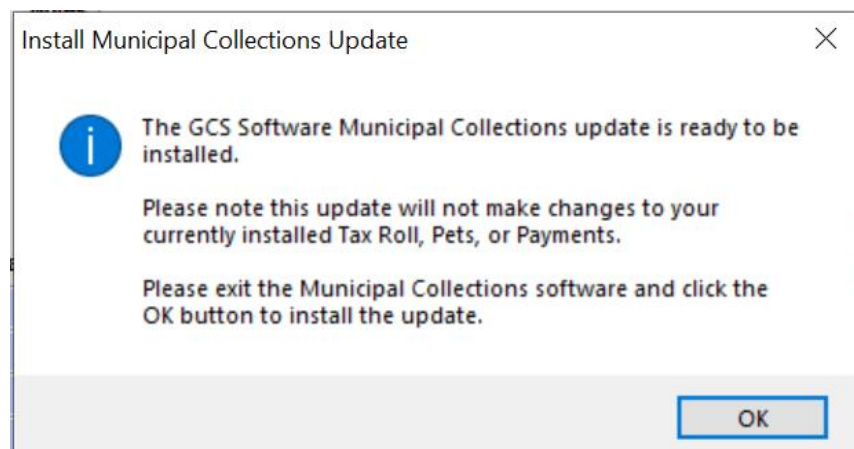
After you launch GCS for the first time during the collection cycle. You should see:



Click Yes



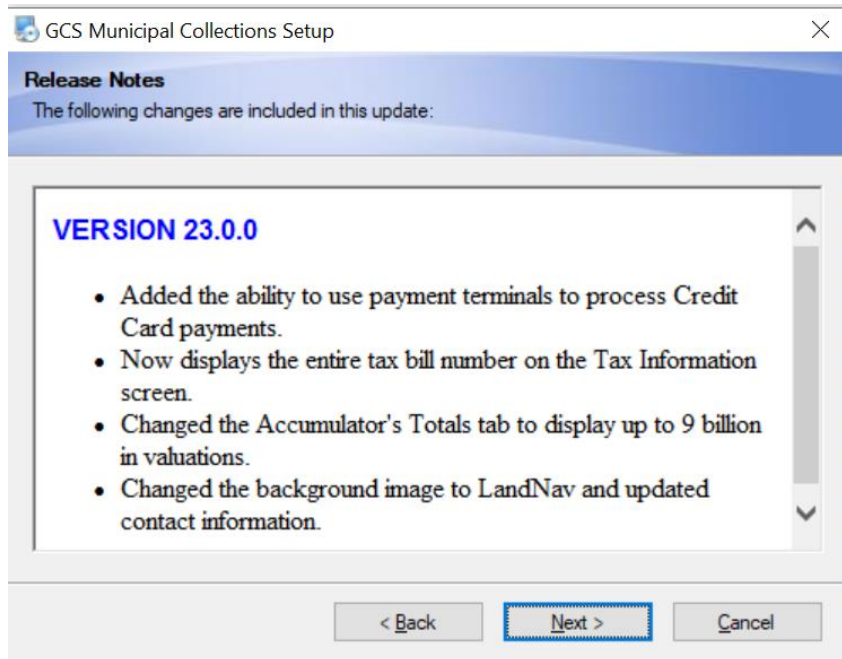
Click Yes



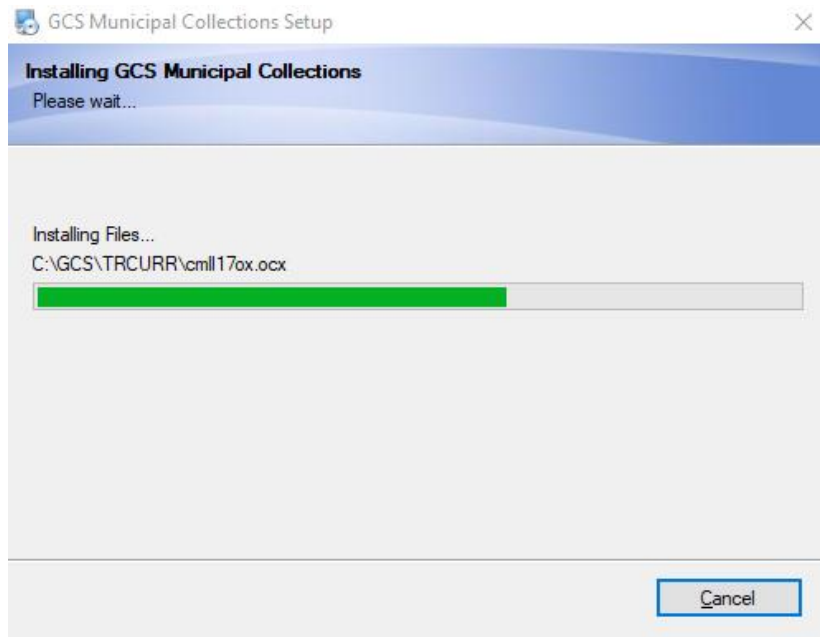
Click Ok



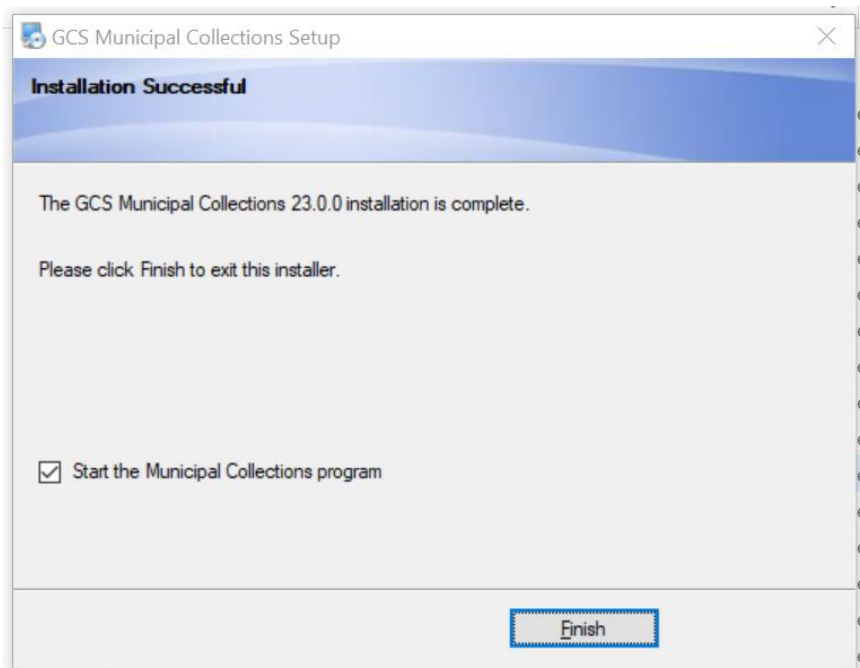
Click Next



Click Next



You should see the installation box



Click Finish

You should see the Tax Collection screen:

2018 REAL ESTATE PROPERTY RECORD FOR TOWN OF WESTPORT

Owner Name Last: SMITH First: JASON R

Co-Owner Last: [Empty] **First**: [Empty]

Edit Address: 4009 BURR OAK DR
MIDDLETON WI 53562

Prop. Address: House # 4009, 1/2 [Empty], PD [Empty], Street Name BURR OAK, Type DR, SD [Empty]

Computer #: 13 66 - 1 - 0

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

Star Means Prior Year(s) First Installment 13,618.15
Delinquent Taxes Next Installment(s) 13,582.43
Bankruptcy?

Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #
L		11/01/2018	0	162.96	0.00	
M		01/08/2019	6389	27200.58	0.00	066038

	Paid	Balance	Bal Codes
Net Tax	27,001.91	0.00	N
Special Assmnt	8.67	0.00	N
Special Charges	190.00	0.00	N
Delinquent Utils	0.00	0.00	N
Woodland	0.00	0.00	
Private Forest	0.00	0.00	
Manage Forest	0.00	0.00	
Sub Total		0.00	
Interest	0.00	0.00	
Penalty	0.00	0.00	
Total	27,200.58	0.00	

Gross Tax: 31,121.77
School Credits: 3,889.80
First \$ Credit: 67.10
Lottery Credit: 162.96

Bill Number Order Change Back 0.00

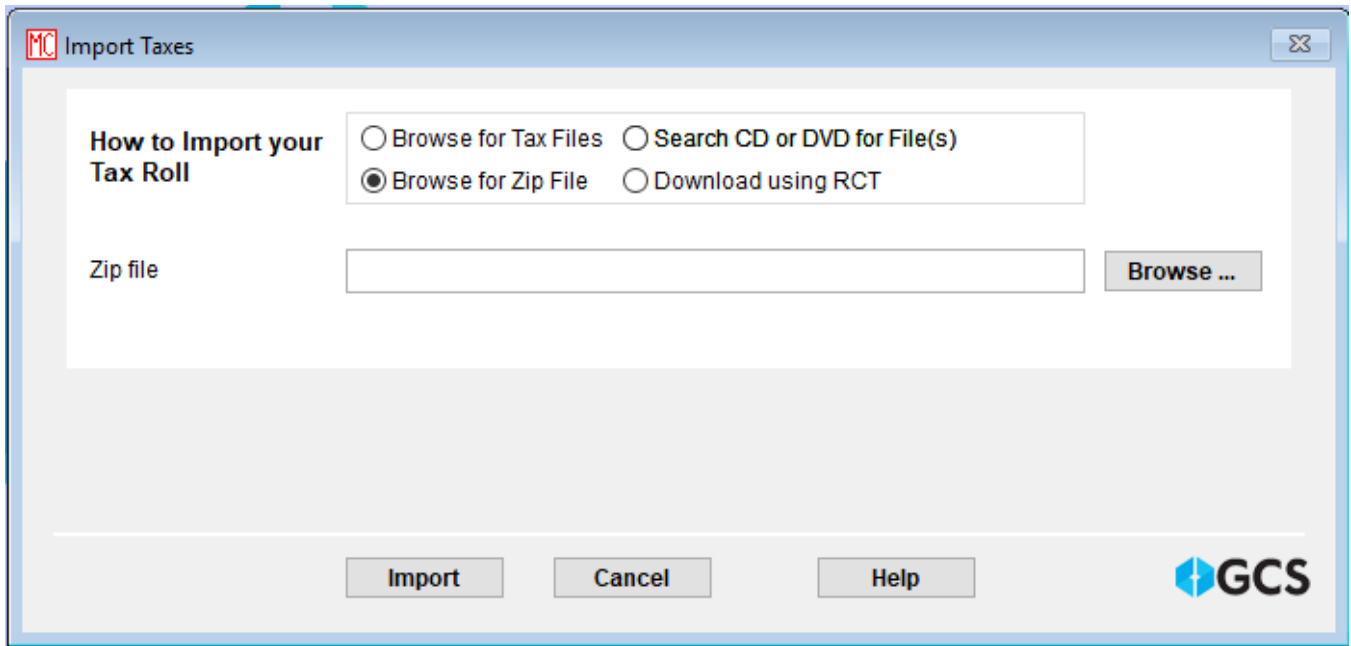
Buttons: First F2, Prev F4, Next F5, Last F6, Search F3, Payment F9, More Info F11, Print F12, License, Edit Tax Record, Exit, Help

System Info: Tx00mc (c:\ges\trcurr\tx00mc.dbf) Record: 1/2943 Record Unlocked NUM

Close this by going to Exit
Close the GCS program before going to the next step, if you do not, you will get an error.

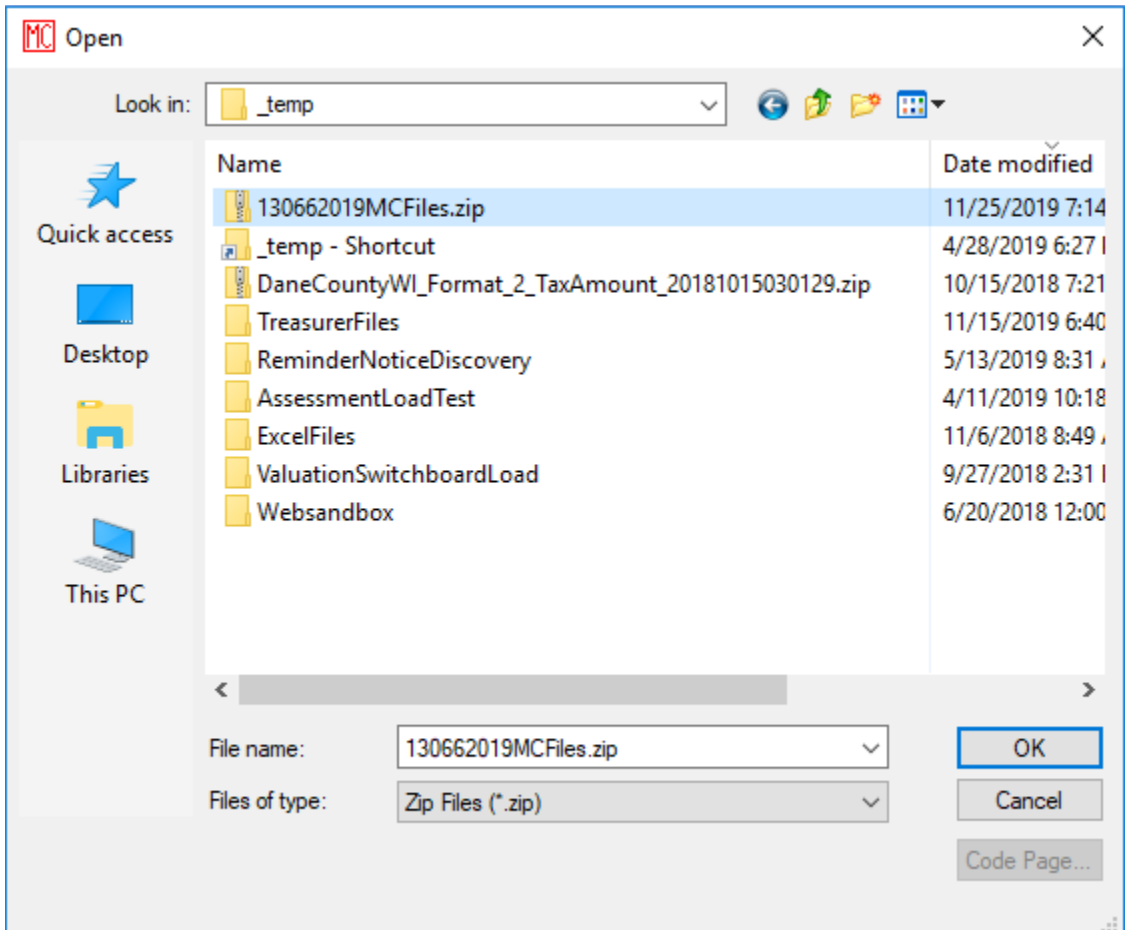


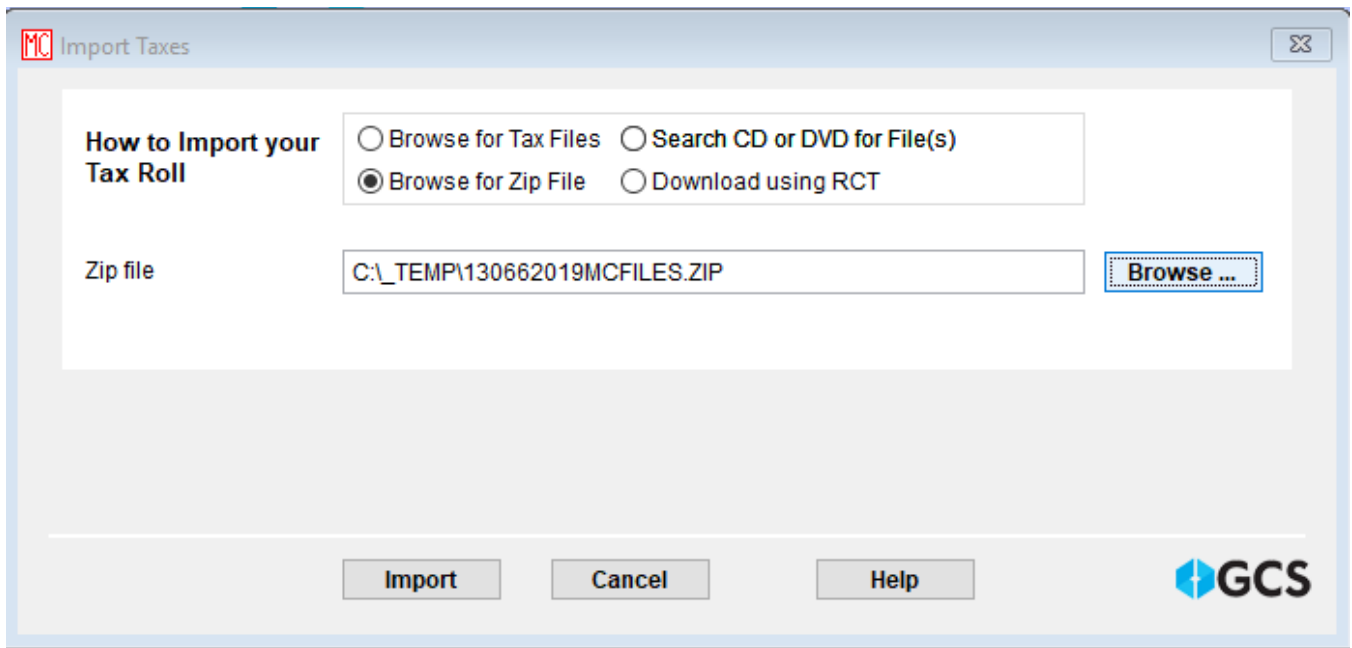
Go to File, Import, Import New Year Tax Data



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

Search for the file that you downloaded from the AccessDane site and click OK





Click “Import”

Then you will see

MC 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 County Report

Open What's New in Municipal Collections version 22.0.0 on Exit

Open County Files Exit Help GCS

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:

Verify that the year and municipality (highlighted below) are correct. If they are, you should be able to start your collection. **If they are not, contact support.**

MC GCS Municipal Collections

File Taxes Cash Receipting View Transaction File Reports Tables Help

MC Tax Information

2019 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 34,279.23

School Credits - 3,665.49

First \$ Credit - 71.61

Lottery Credit - 198.70

	1	Paid	Balance	Bal Codes
Net Tax	30,343.43	0.00	30,343.43	D
Special Assmnt	8.67	0.00	8.67	D
Special Charges	190.00	0.00	190.00	D
Delinquent Utils	0.00	0.00	0.00	D
Woodland	0.00	0.00	0.00	
Private Forest	0.00	0.00	0.00	
Manage Forest	0.00	0.00	0.00	
Sub Total			30,542.10	
Interest	0.00	0.00	0.00	
Penalty	0.00	0.00	0.00	
Total	30,542.10	0.00	30,542.10	

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

Star Means Prior Year(s) First Installment 15,271.04

Delinquent Taxes

Bankruptcy? Next Installment(s) 15,271.06

Payments

Type	Status	Date	Receipt #	Total Paid	Over Pay	Batch #
L		11/01/2019	0	198.70	0.00	

Click row to display

Bill Number Order Change Back 0.00

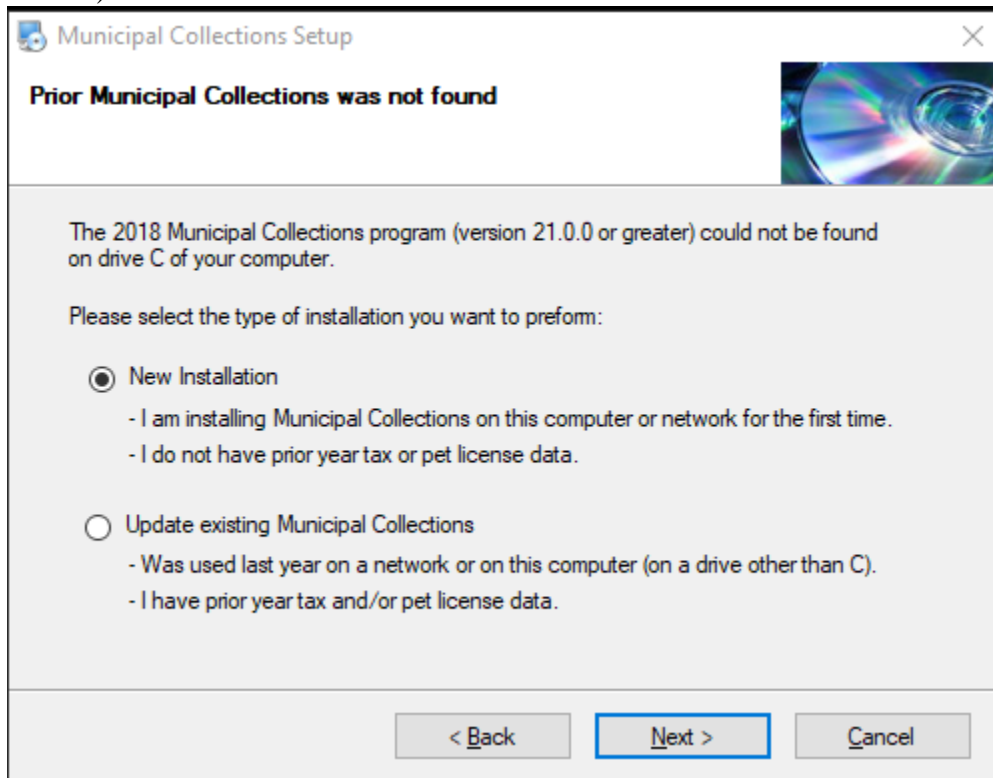
First F2 Prev F4 Next F5 Last F6 Search F3 Payment F9 More Info F11 Print F12 License Edit Tax Record Exit Help

GCS

Tx00mc (c:\gcs\trcurr\tx00mc.dbf) Record: 1/2950 Record Unlocked NUM

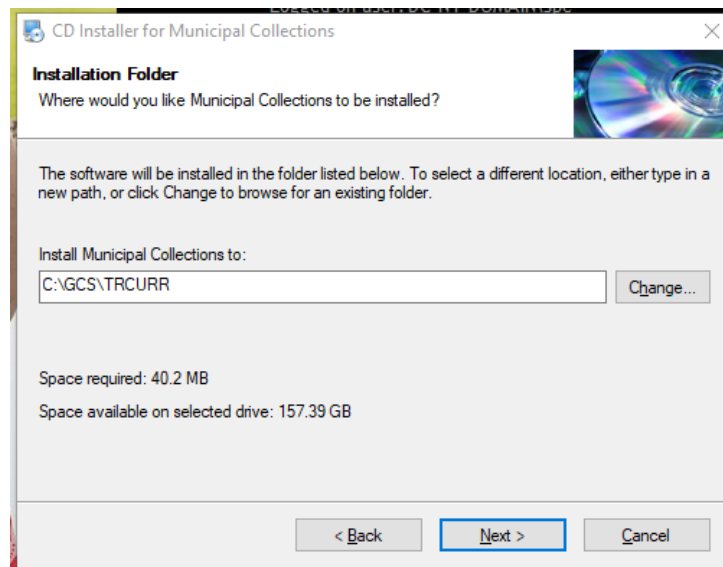
If a previous installation of GCS it is **not** found,

you will see (if you do have a previous installation that is found continue on page 3 – you will not see the following screen):

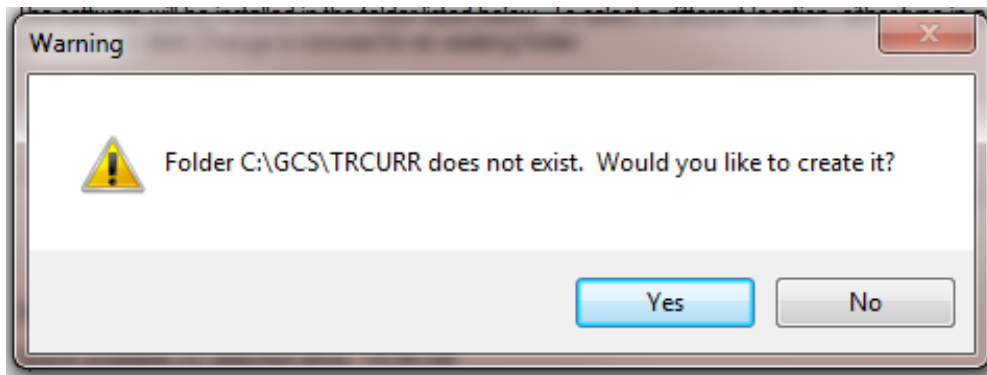


Select New Installation or Update existing and click Next and it will ask you where you want it installed (see page 4) You will have to choose where the existing program exists or where you want to place the new version

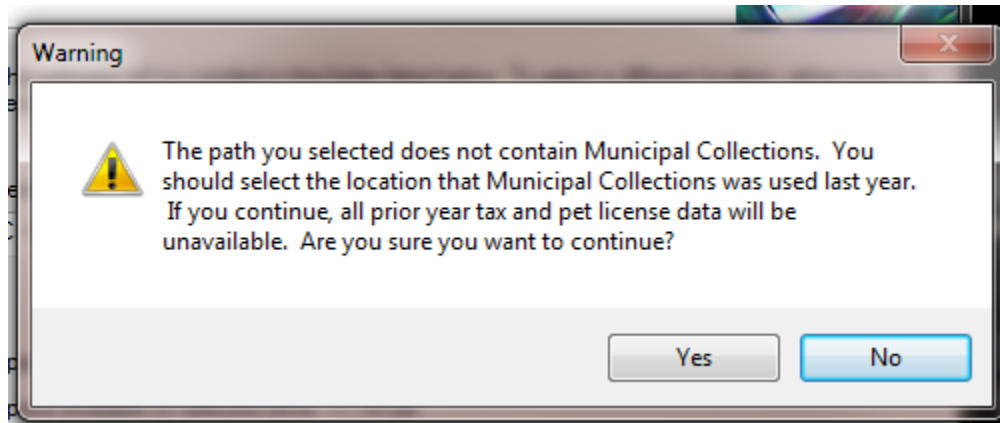
Click Next and you will see.



Change the location of where you want the new installation (overwrite the path C:\GCS\TRCURRE) and click Next. If you want to install it to the default location, do not overwrite the path and click Next



If the TRCurre subdirectory does not exist, you will see the message above. Click Yes.



If the subdirectory does exist, you will see the message above, Click Yes.

Go back to page 4