2023 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

Then choose the 2023pay2024 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.
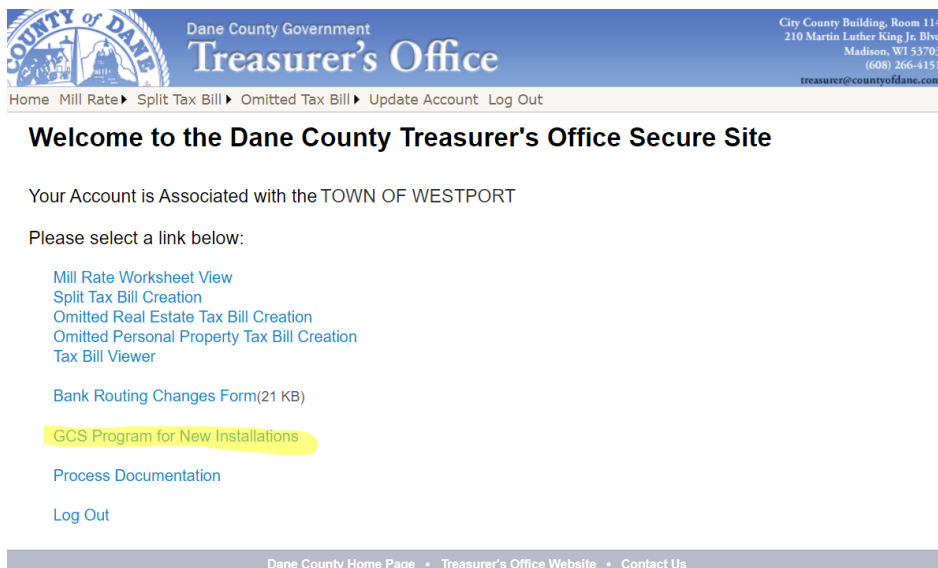
If you notice that the GCS application starts very slowly after you install it, it may be necessary to create an exclusion in your virus scan software for the GCS application folder. This exclusion will disable the virus scan on the GCS application when it runs. Again, please contact Catalis to help you work through creating the exclusion.

Municipal Collections version 26.00.00 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 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 2023pay2024 folder. It is a file called 130662023MCFiles.zip where the red is your state municipality number. Yellow highlighted is the year that the file is for. This should read 2023. 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):

You will be taken to the Sharefile site:
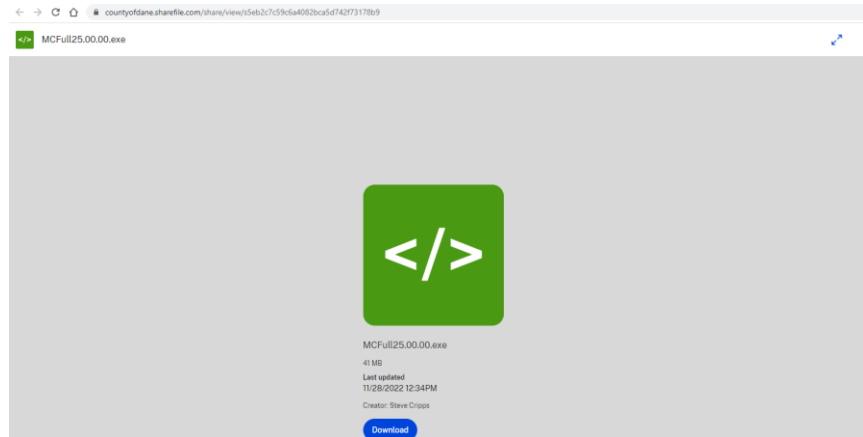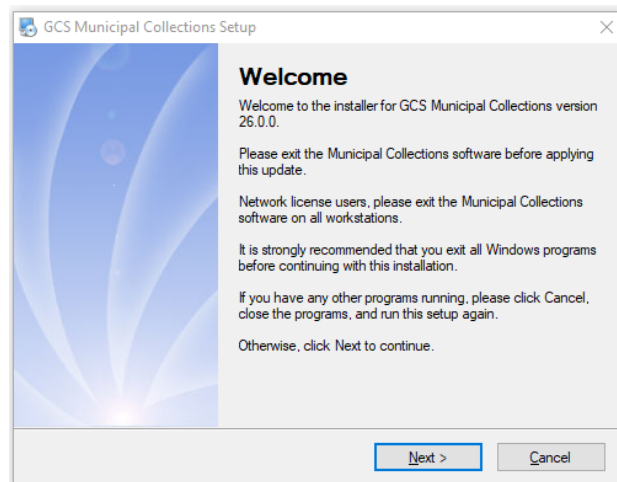

Click on the Download button.

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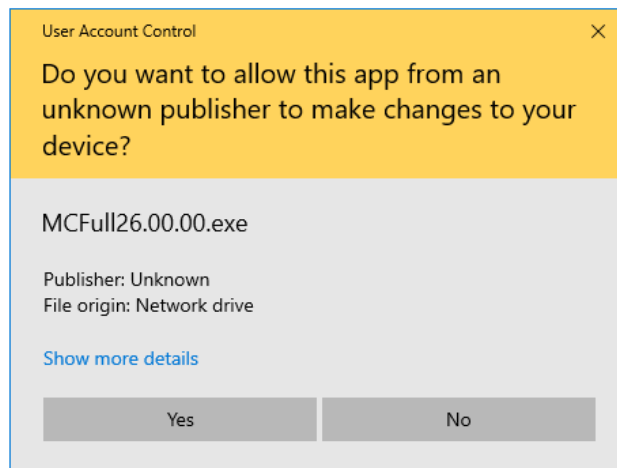
Click Yes
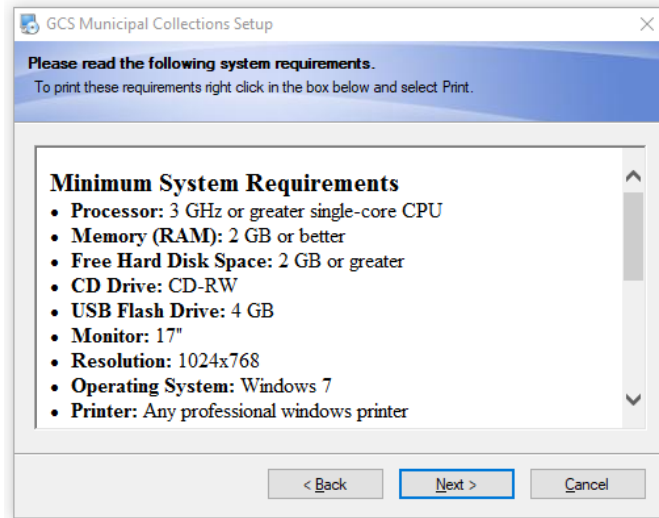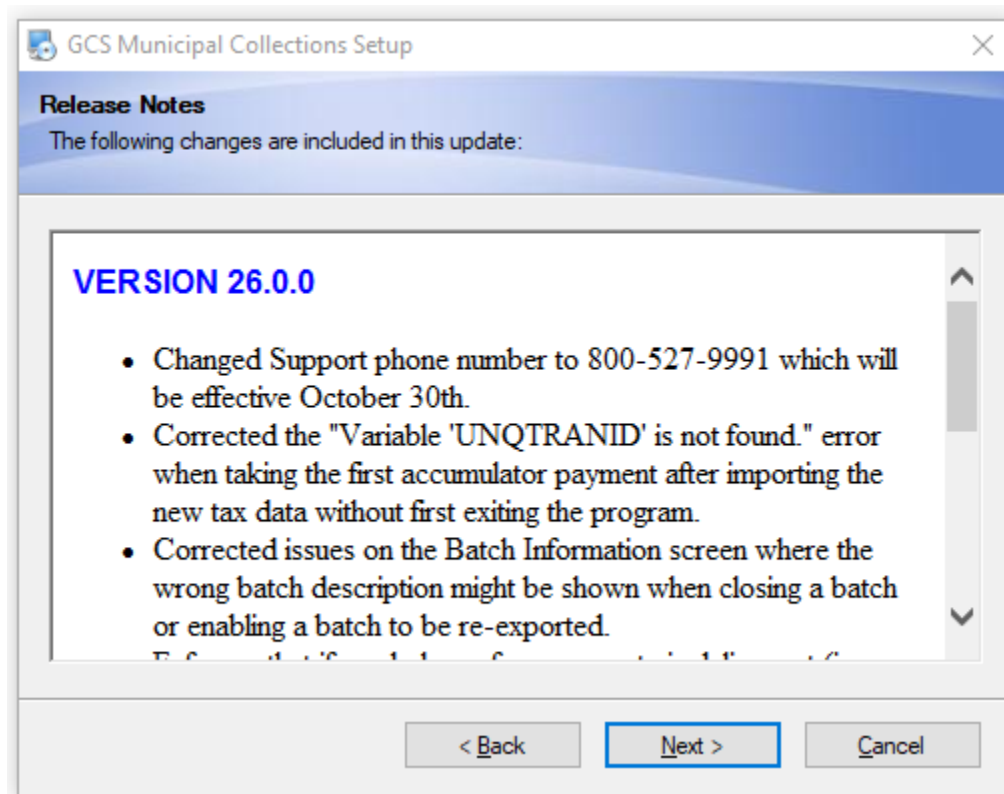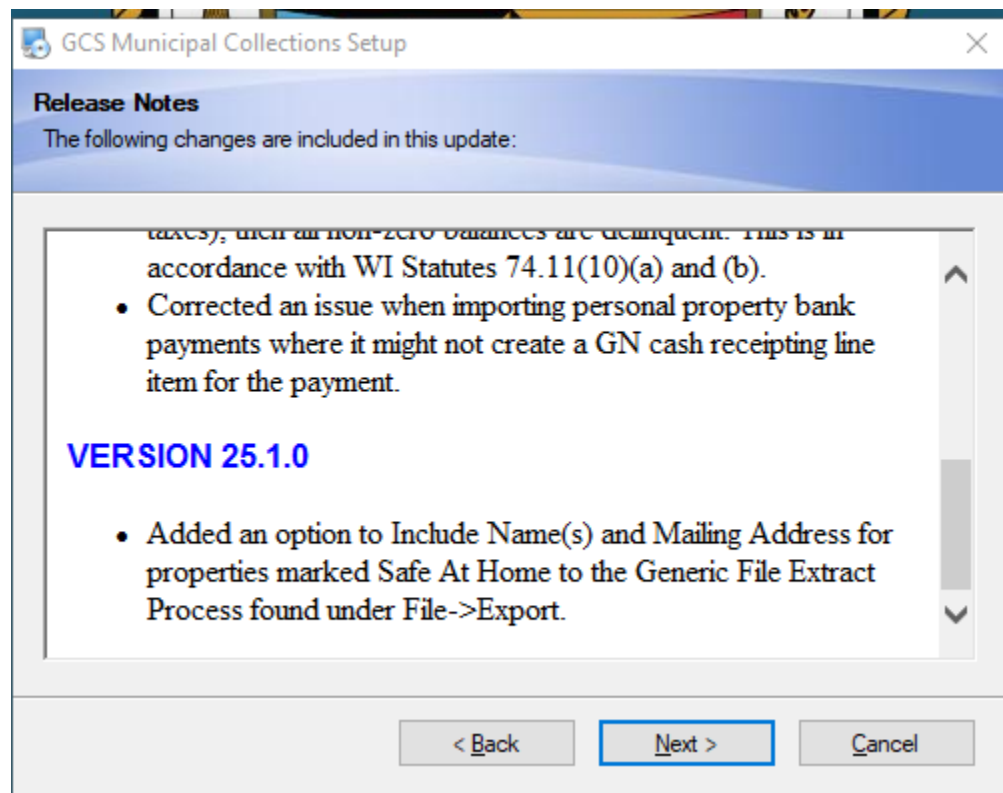

Click Next

System Requirements are shown:

Click Next

Release Notes are shown:

GCS Municipal Collections Setup ✕

Release Notes
The following changes are included in this update:

- Enforces that if any balance for a property is delinquent (i.e. General Property Tax, Special Assessments, other special taxes), then all non-zero balances are delinquent. This is in accordance with WI Statutes 74.11(10)(a) and (b).
- Corrected an issue when importing personal property bank payments where it might not create a GN cash receipting line item for the payment.

VERSION 25.1.0

- Added an option to Include Name(s) and Mailing Address for

[< Back] [Next >] [Cancel]

GCS Municipal Collections Setup ✕

Release Notes
The following changes are included in this update:

taxes), then all non-zero balances are delinquent. This is in accordance with WI Statutes 74.11(10)(a) and (b).
- Corrected an issue when importing personal property bank payments where it might not create a GN cash receipting line item for the payment.

VERSION 25.1.0

- Added an option to Include Name(s) and Mailing Address for properties marked Safe At Home to the Generic File Extract Process found under File->Export.

[< Back] [Next >] [Cancel]

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.
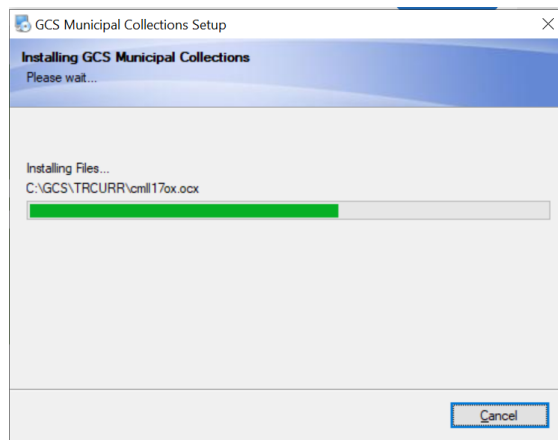
Click Next
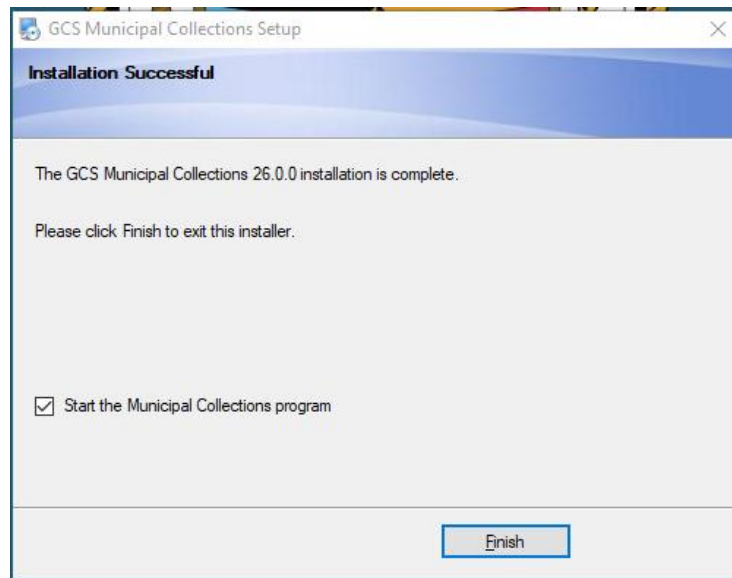
If the folder does not exist, you will see the following:
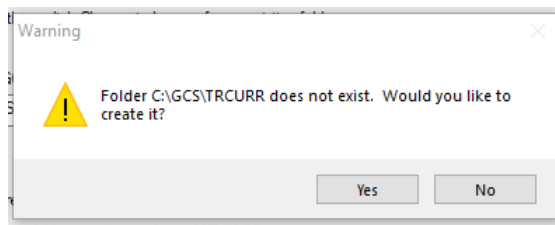
Click Yes

You will now see:

Then you will see…

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

Last Updated: November 23, 2023

Click Finish

You should now see the following Tax Collection Screen (2022 Real Estate… should be 2023 Real Estate):

Click Exit (lower rt corner)

Last Updated: November 23, 2023

Go to File
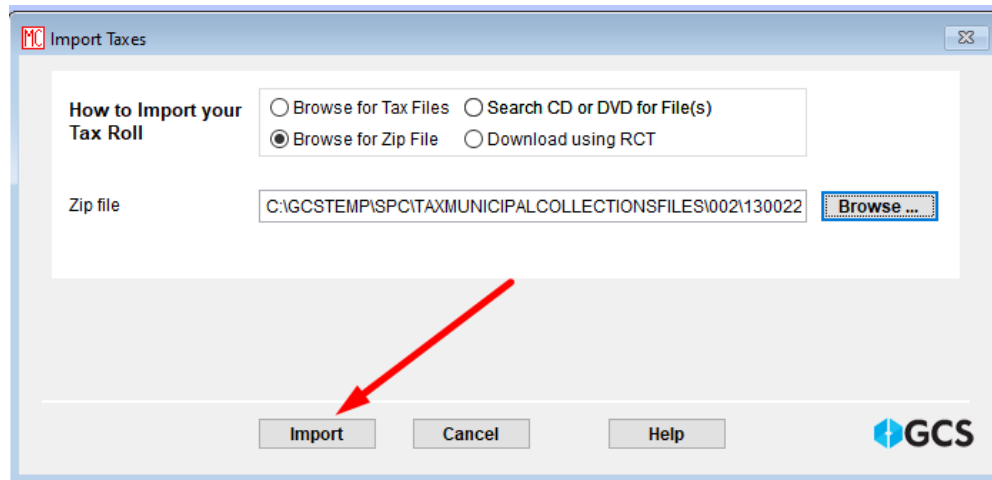Import
Import New Year Tax Data
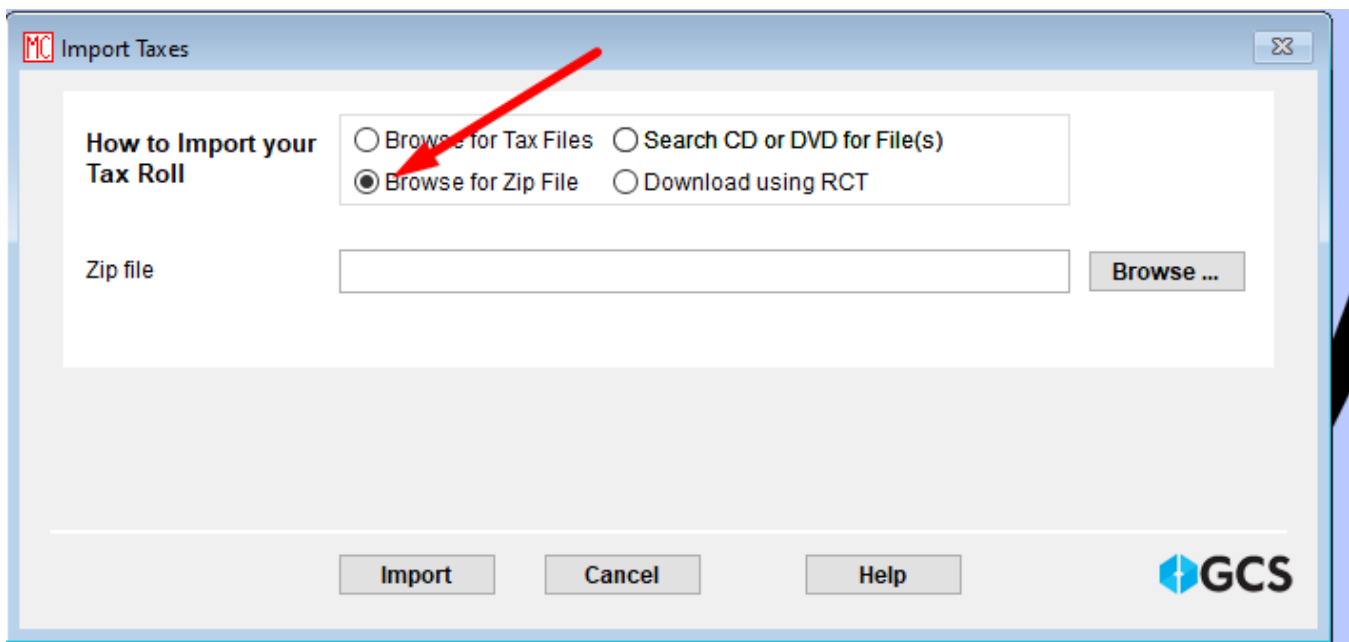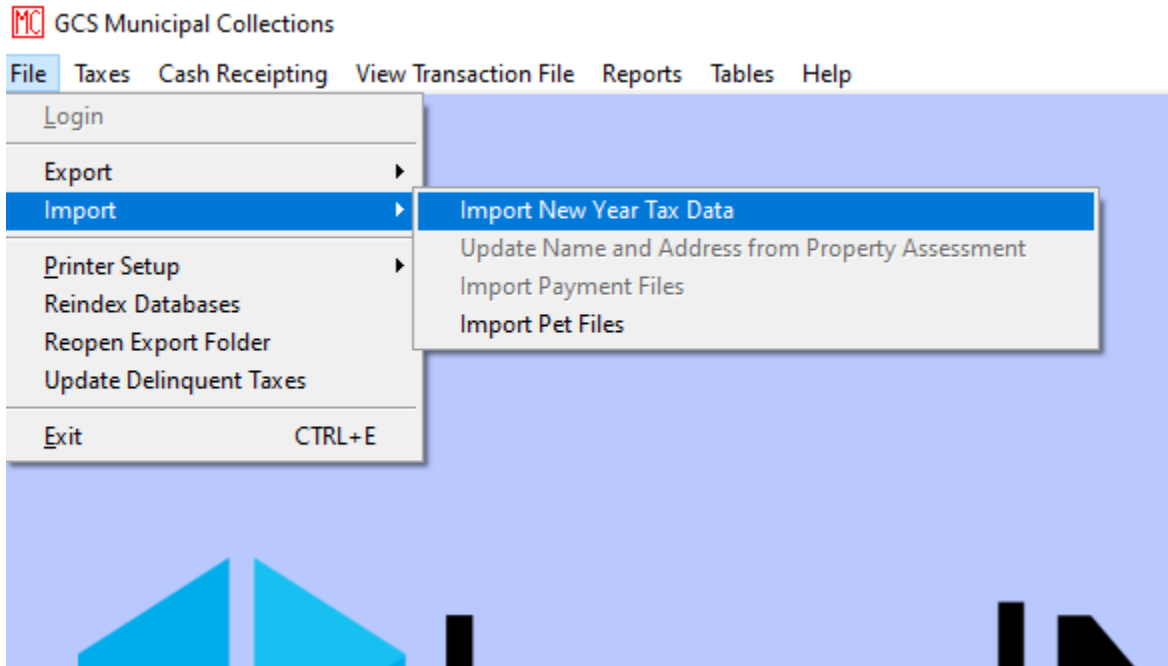
Choose "Browse for Zip File" then click the "Browse" button

Brows for the file that you downloaded from Dane County's AccessDane site and click OK

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 2023 (2019 is shown below).
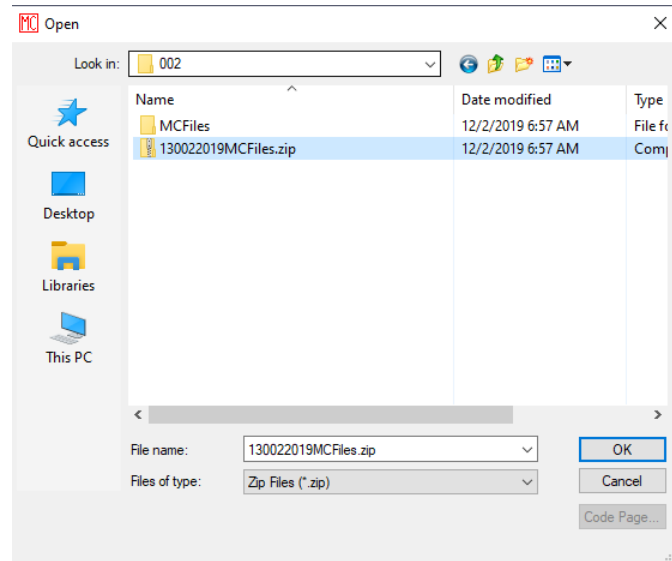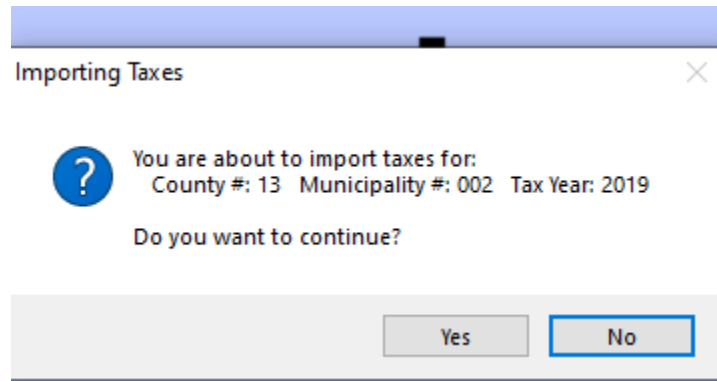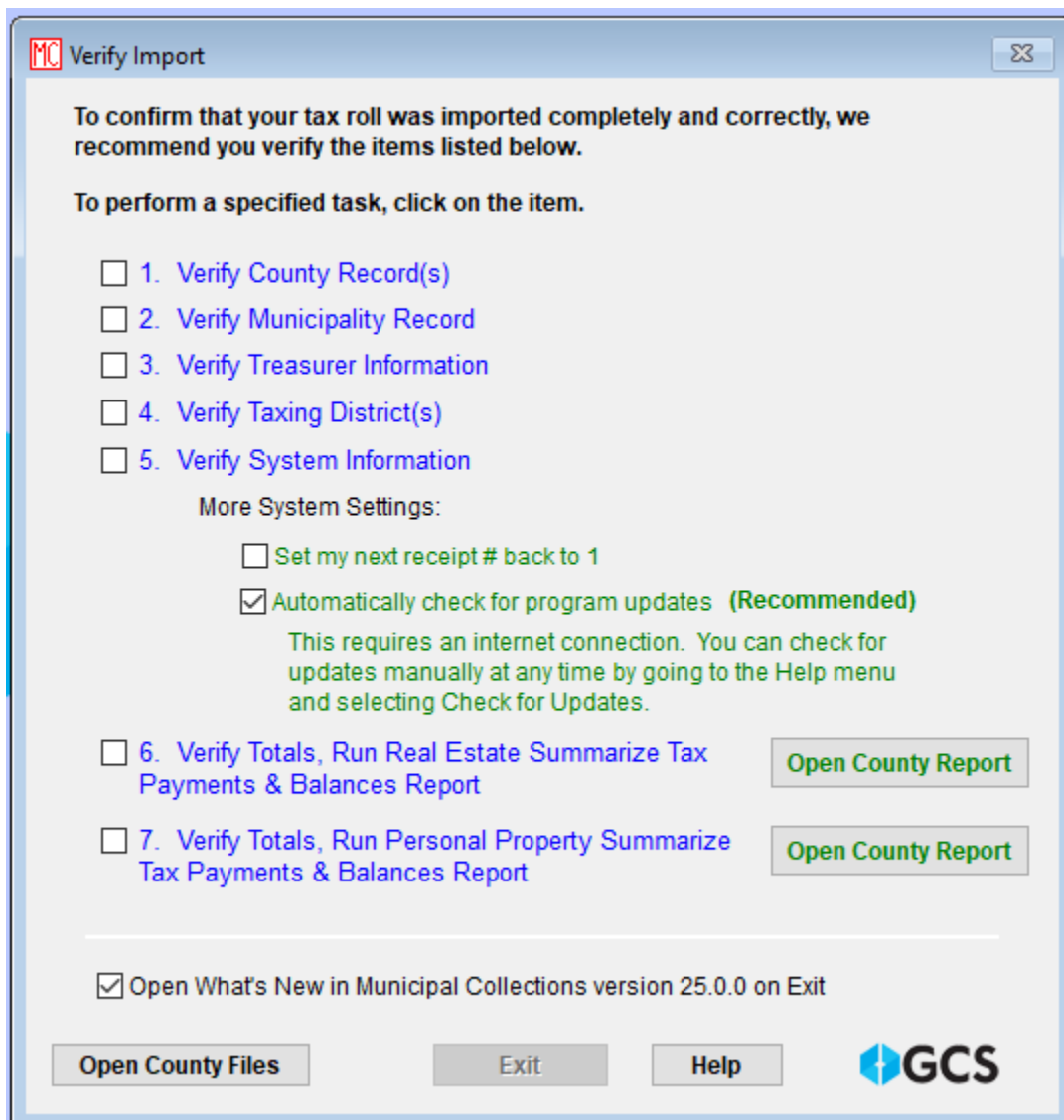

Click OK

Click Import

You should now see

Verify that the Municipality # is your State Municipality Code and that the Tax Year is correct, 2023 (not 2019 as shown)
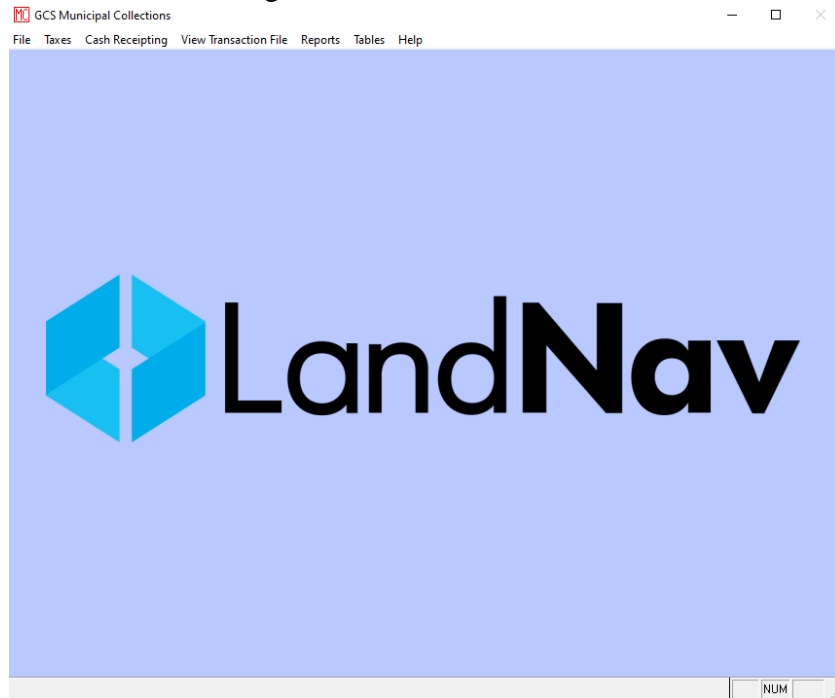
Then you will see

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:

Click the taxes tab at the top

Verify that the year and municipality (highlighted below) are correct. If it does not say 2023, 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.

You are now ready to start collecting taxes!