

## 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](mailto:banderson@townofwestport.org). You can contact Steven Cripps at (608) 266-4267 or email him at [cripps@countyofdane.com](mailto: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

The screenshot shows the AccessDane website interface. At the top, there is a navigation bar with the AccessDane logo and a search bar. Below the navigation bar, the main content area is titled "Municipality Resources" and contains several links and information sections. On the right side, there is a "Resources" and "Account" menu. A red arrow points to the "Documents" link in the "Account" dropdown menu.

The screenshot shows the AccessDane website interface for the City of Middleton. The page is titled "CITY OF MIDDLETON: / Documents". Under the heading "Folders in Documents:", there are two folders: "Treasurer" and "Property-Listing". A red arrow points to the "Treasurer" folder. Below the folders, there is a section for "Files in Documents:" which currently shows "No files found in Documents folder".

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       |
|--------------------------|--|---------|--------------------|
| <a href="#">Download</a> | C Middleton 2018 Specials Paid 9-15-19.pdf | 52.5 kB | 9/11/2019 11:43 AM |
| <a href="#">Download</a> | C Middleton 9-1 Specials Due ALL Yrs.pdf   | 8.4 kB  | 9/11/2019 11:43 AM |
| <a href="#">Download</a> | 255_Roll-FebSett_re.pdf                    | 11.9 MB | 2/10/2019 4:18 PM  |
| <a href="#">Download</a> | 255_SumTxPmtBal-Feb_re.pdf                 | 17.5 kB | 2/10/2019 4:18 PM  |
| <a href="#">Download</a> | 255_OvrPmt-FebSett.pdf                     | 68.2 kB | 2/10/2019 4:18 PM  |

Previous Page 1 of 7 5 rows Next

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.

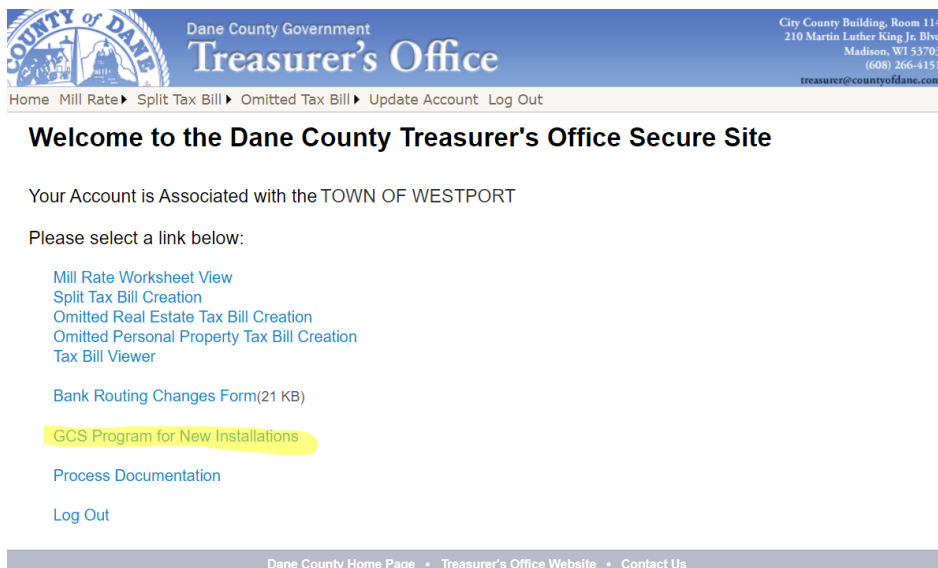
If you notice that the GCS application starts very slowly after you install it, it may be necessary to create an exclusion in your virus scan software for the GCS application folder. This exclusion will disable the virus scan on the GCS application when it runs. Again, please contact Catalis to help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



**WELCOME TO THE DANE COUNTY TREASURER'S OFFICE**

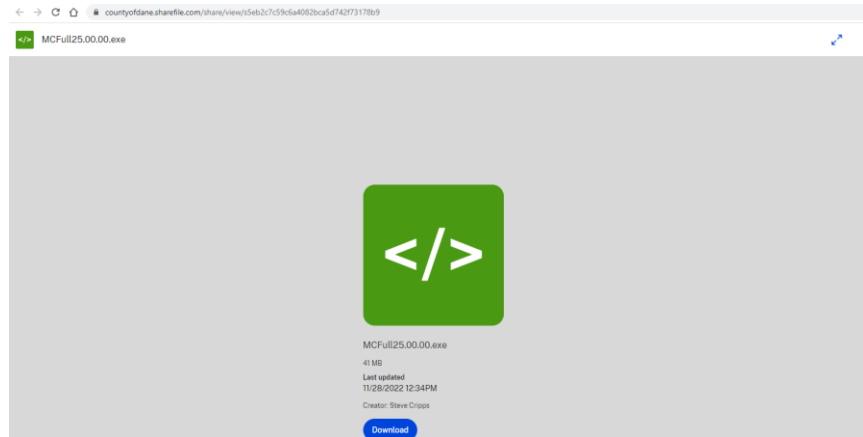
Your Account is Associated with the TOWN OF WESTPORT

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](#)

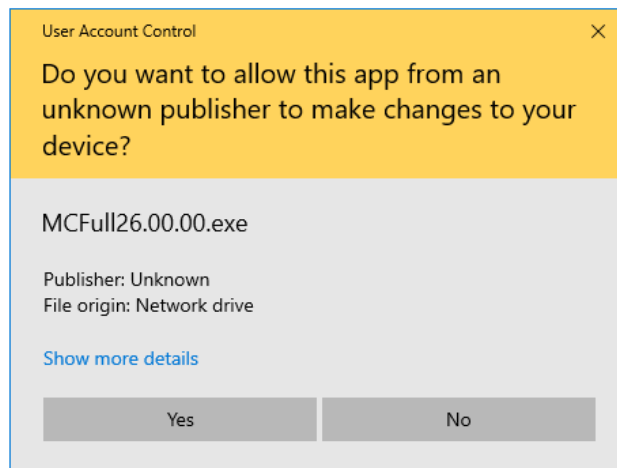
Dane County Home Page • Treasurer's Office Website • Contact Us

You will be taken to the Sharefile site:

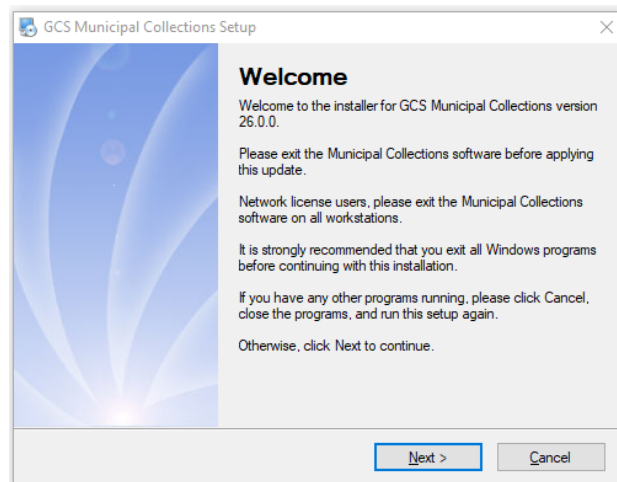


Click on the Download button.

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



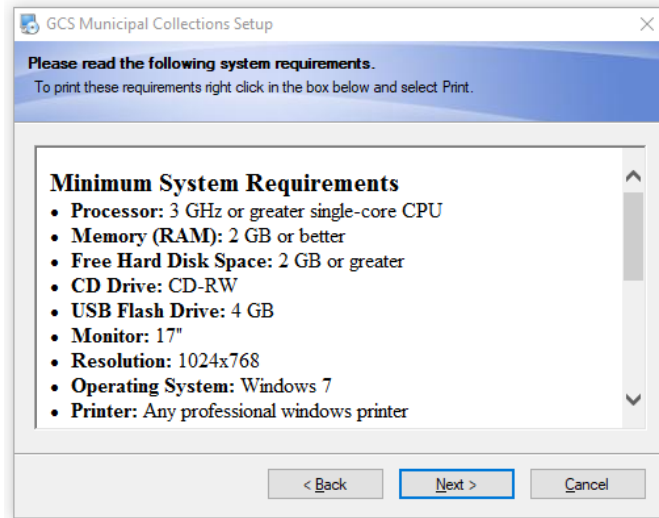
Click Yes



Click Next

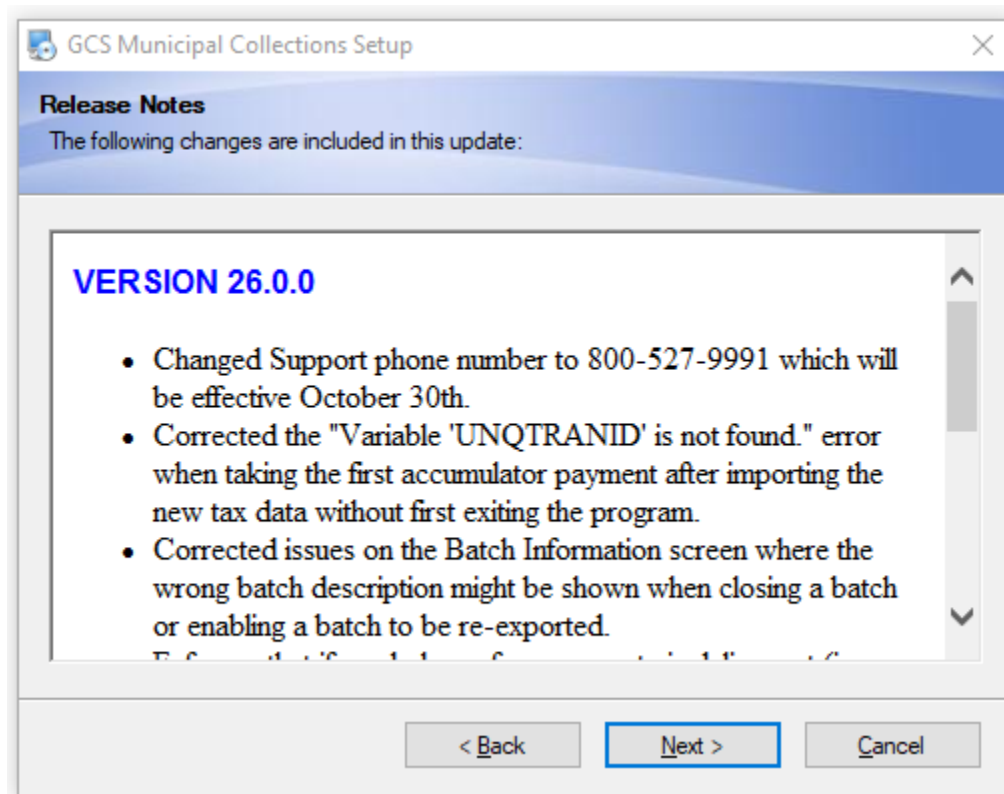
Last Updated: November 23, 2023

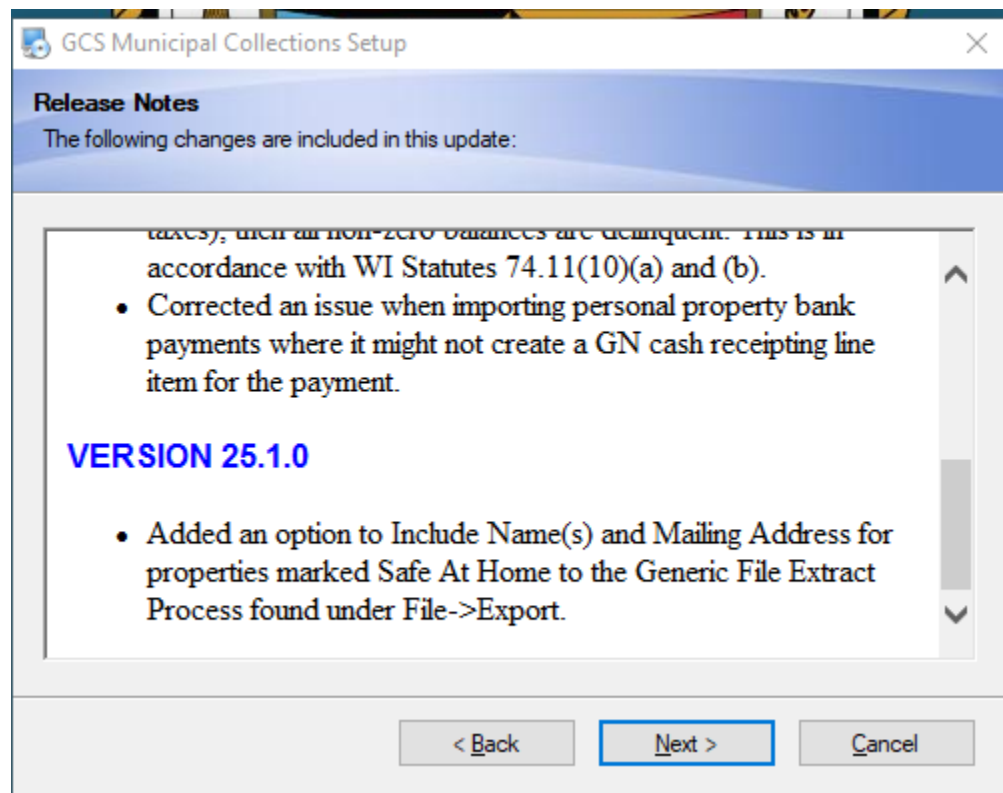
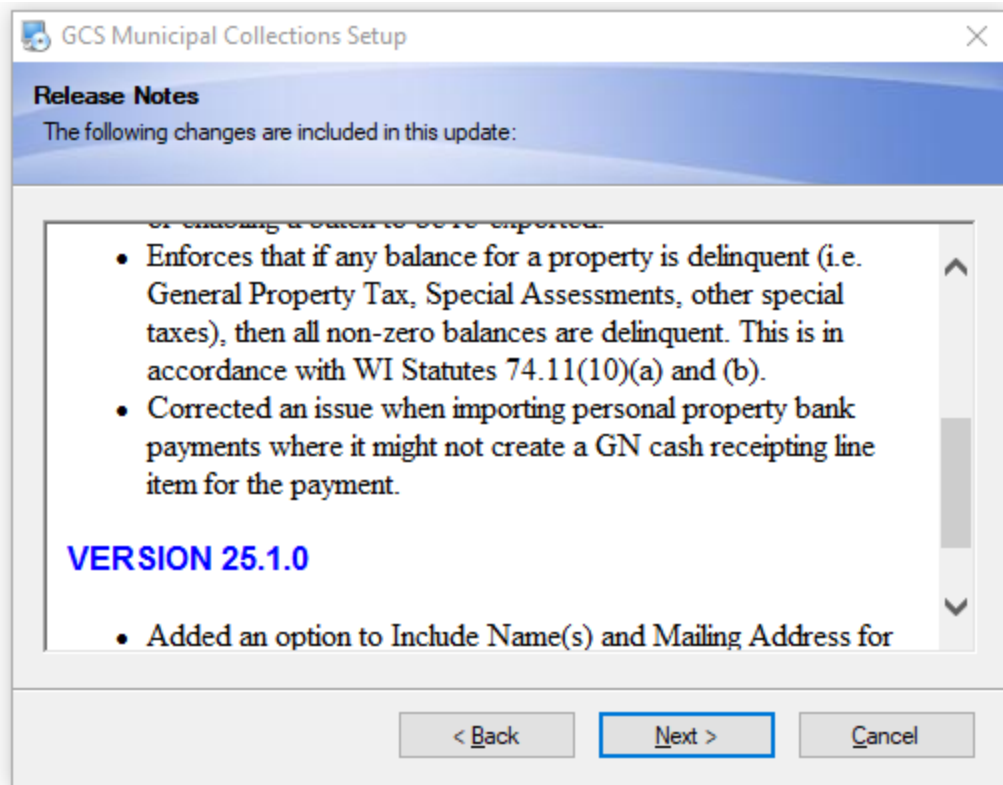
System Requirements are shown:



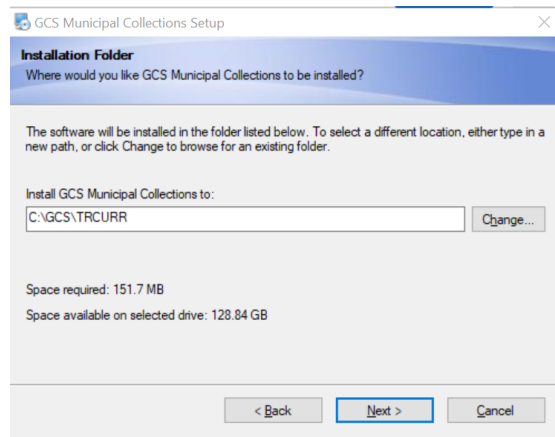
Click Next

Release Notes are shown:





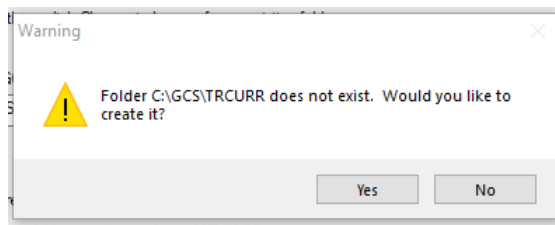
Click Next



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.

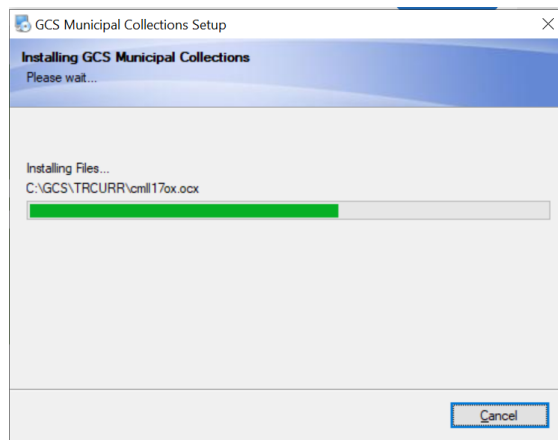
Click Next

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



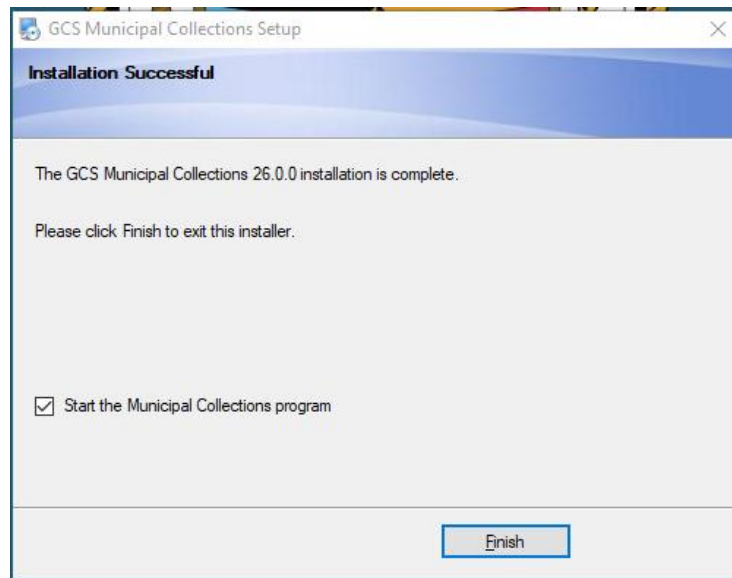
Click Yes

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 (2022 Real Estate... should be 2023 Real Estate):

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

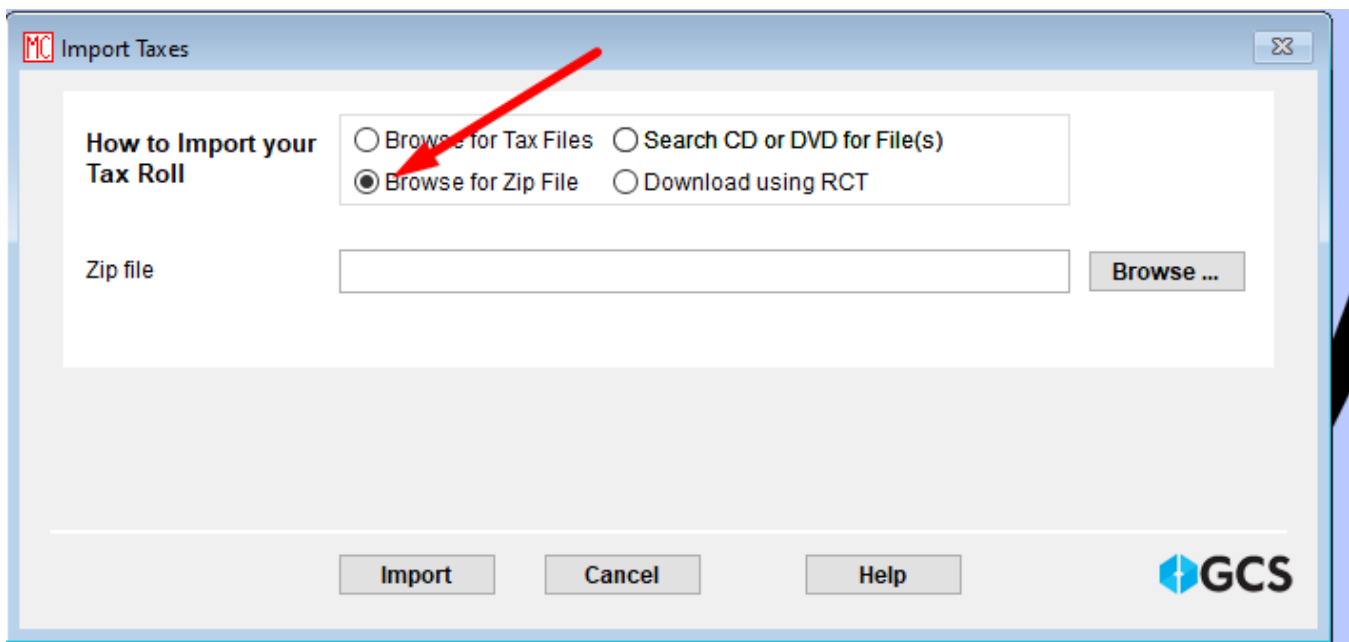
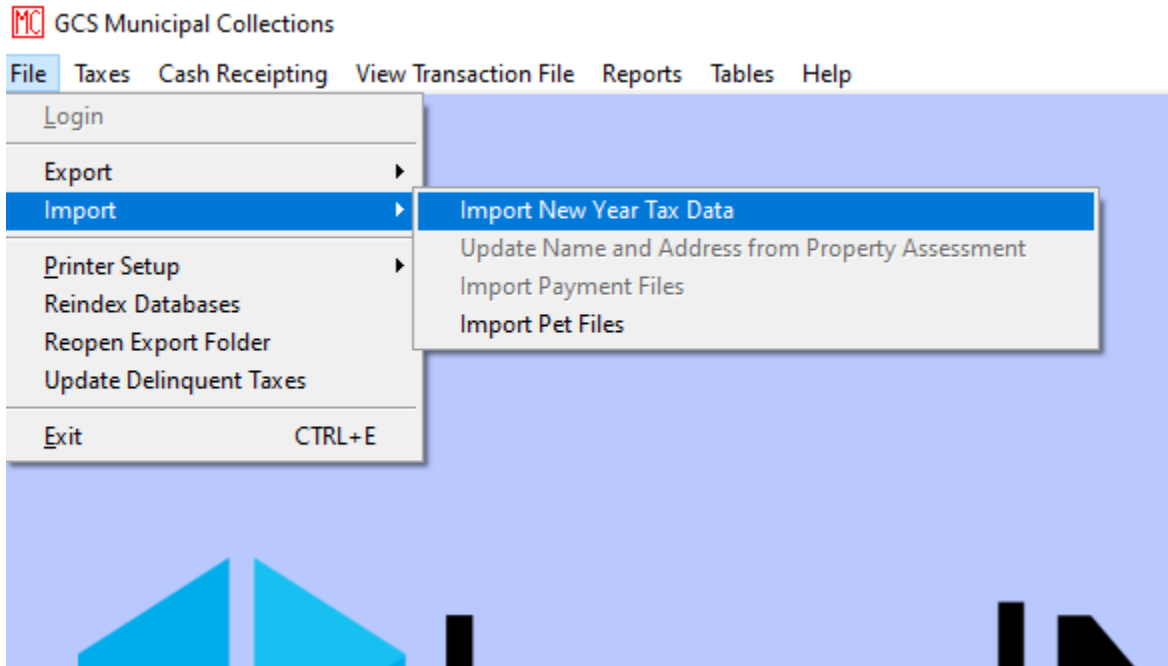
- Owner Information:** Owner Name (Last: MARTY CENTURY FARM FAMILY L, First: [redacted]), Co-Owner Last, First, Edit Address (3223 MARTY RD), MADISON WI 53719, House # 3040, Prop. Address SHADY OAK LN.
- Tax Summary:** Gross Tax 7,469.88, School Credits - 742.35, First \$ Credit - 96.90, Lottery Credit - 0.00. Net Tax 6,630.63, Special Assmnt 9.54, Special Charges 192.00, Delinquent Utils 0.00, Woodland 0.00, Private Forest 0.00, Manage Forest 0.00. Sub Total 6,832.17, Interest 0.00, Penalty 0.00. Total 6,832.17.
- Payments Table:**

| Type | Status | Date | Receipt # | Total Paid | Over Pay | Batch # |
|------|--------|------|-----------|------------|----------|---------|
|      |        |      |           |            |          |         |
|      |        |      |           |            |          |         |
|      |        |      |           |            |          |         |
|      |        |      |           |            |          |         |
|      |        |      |           |            |          |         |
|      |        |      |           |            |          |         |
|      |        |      |           |            |          |         |
|      |        |      |           |            |          |         |
|      |        |      |           |            |          |         |
- Buttons:** Edit Batch F8, Accumulator (empty) with buttons This Record, Like Name, View/Pay, Clear. Star Means Prior Year(s), Delinquent Taxes, Bankruptcy?, First Installment 3,516.86, Next Installment(s) 3,315.31. Bill Number Order, Change Back 0.00.
- Footer:** First F2, Prev F4, Next F5, Last F6, Search F3, Payment F9, More Info F11, Print F12, License, Edit Tax Record, Exit, Help, GCS logo.

Click Exit (lower rt corner)



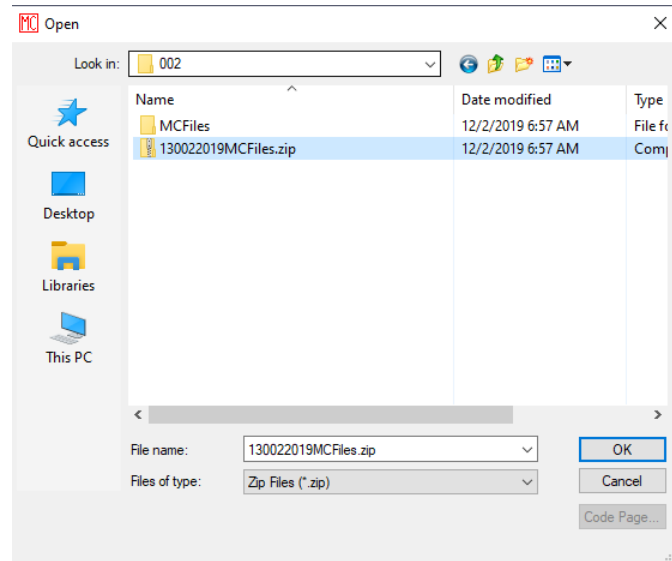
Go to File  
 Import  
 Import New Year Tax Data



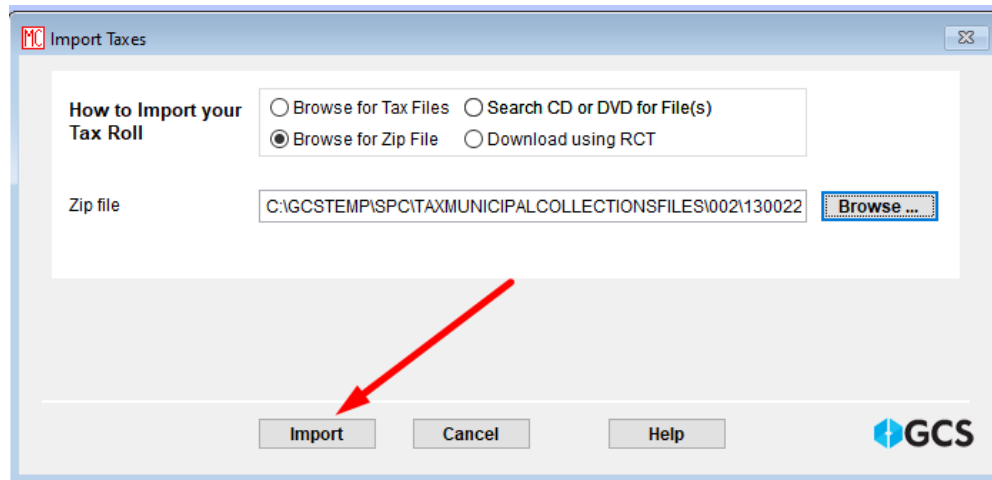
Choose “Browse for Zip File” then click the “Browse” button

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).

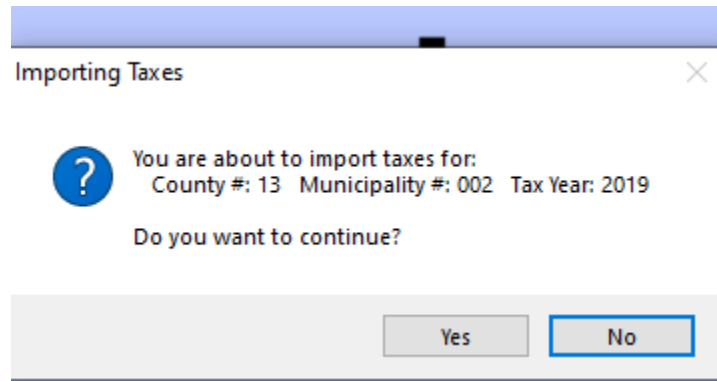


Click OK



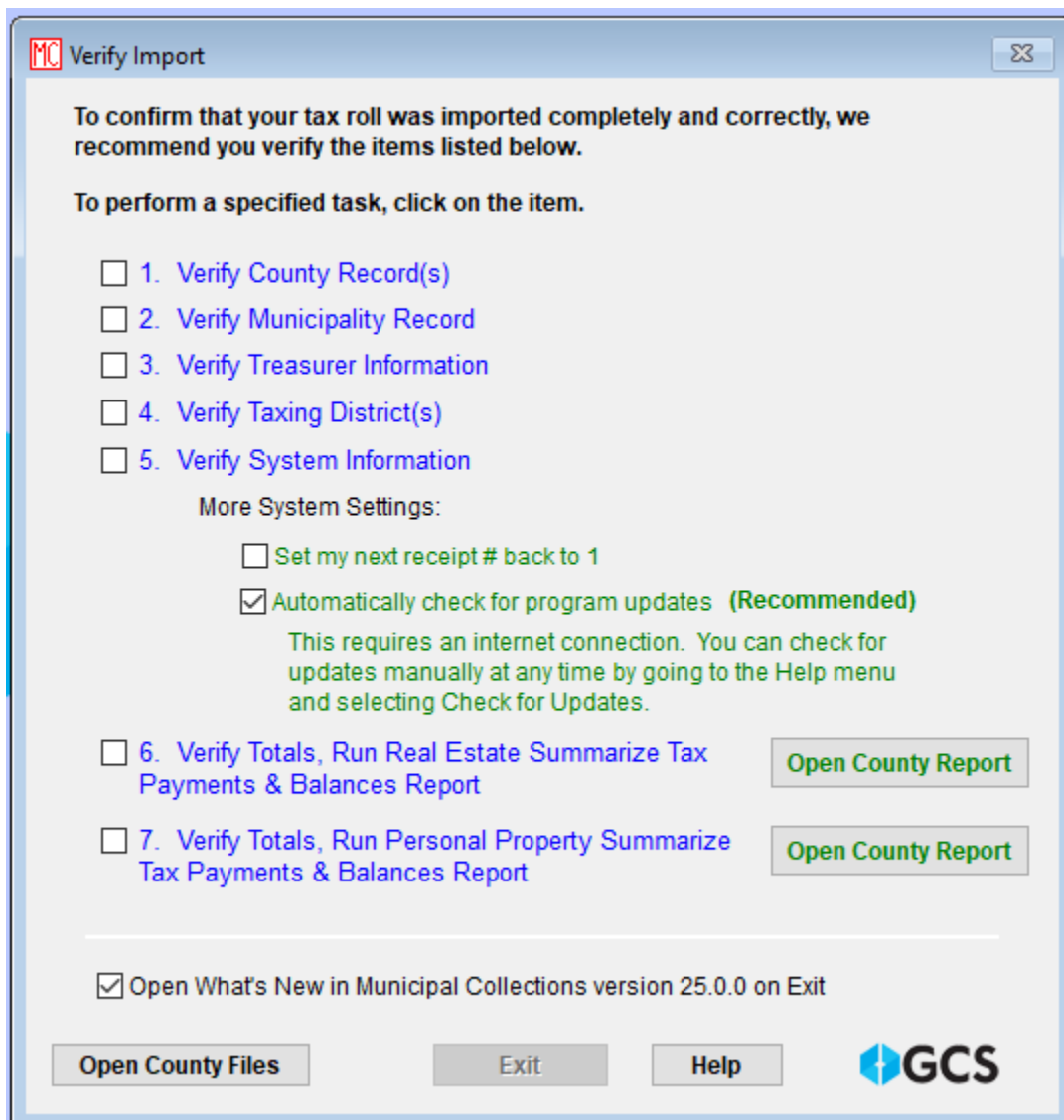
Click Import

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)

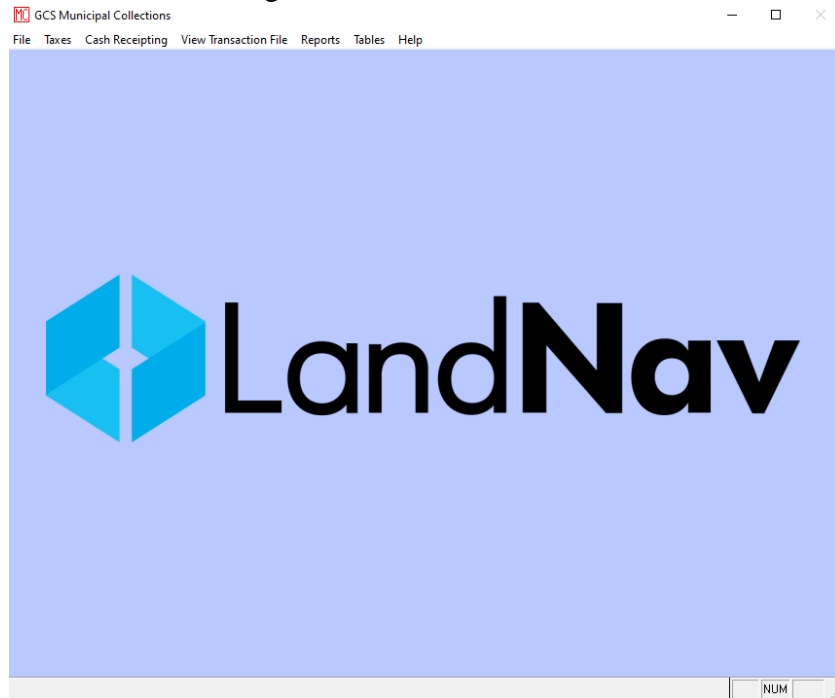
Then you will see



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.**

**2021 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 35,272.19  
 School Credits - 3,683.78  
 First \$ Credit - 74.61  
 Lottery Credit - 264.62

|                  | 1         | Paid | Balance   | Bal Codes |
|------------------|-----------|------|-----------|-----------|
| Net Tax          | 31,249.18 | 0.00 | 31,249.18 | D         |
| Special Assmnt   | 9.54      | 0.00 | 9.54      | D         |
| Special Charges  | 190.00    | 0.00 | 190.00    |           |
| 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        |           |      | 31,448.72 |           |
| Interest         |           | 0.00 | 0.00      |           |
| Penalty          |           | 0.00 | 0.00      |           |
| Total            | 31,448.72 | 0.00 | 31,448.72 |           |

Accumulator (empty) This Record Like Name View/Pay Clear  
 Star Means Prior Year(s) Delinquent Taxes First Installment 15,691.82  
 Bankruptcy? Next Installment(s) 15,756.90

Payments

| Type | Status | Date       | Receipt # | Total Paid | Over Pay | Batch # |
|------|--------|------------|-----------|------------|----------|---------|
| L    |        | 11/01/2021 | 0         | 264.62     | 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

**You are now ready to start collecting taxes!**