

LANDNAV PROCESS MANUAL

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Updated: November 20, 2023

1. GETTING STARTED

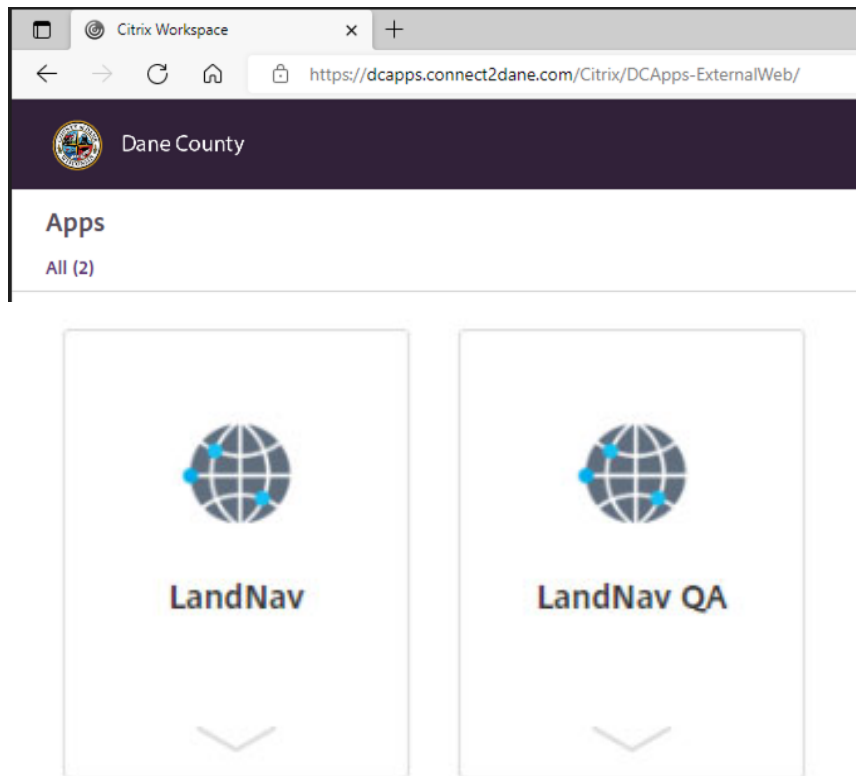
LandNav is the online property tax collection software used in Dane County. Municipalities will access LandNav using a secure, virtual desktop environment, Citrix. Entrust multi-factor authentication provides digital security to the workspace environment for access to the LandNav system. To get started, please follow the below steps in the order listed:

1. Citrix installation guide (See [Appendix #1](#))
2. Entrust installation guide (See [Appendix #2](#))
3. Log into (Citrix) workspace at <https://dcapps.connect2dane.com>

2. LANDNAV START UP

You will have two icons on your desktop:

- 1) LandNav QA (Training and Testing) and
- 2) LandNav (Production)



LandNav is for Entering this year's payments (2022 taxes).

LandNav **QA** – This is a test program for entering test cases and getting used to the application.

Until November 18, the QA site will have old 2021 data.

After November 18, this will have current data and will be refreshed nightly with the prior date's information.

Passwords will be set to P@ssword\$\$ for all users each night it is loaded.

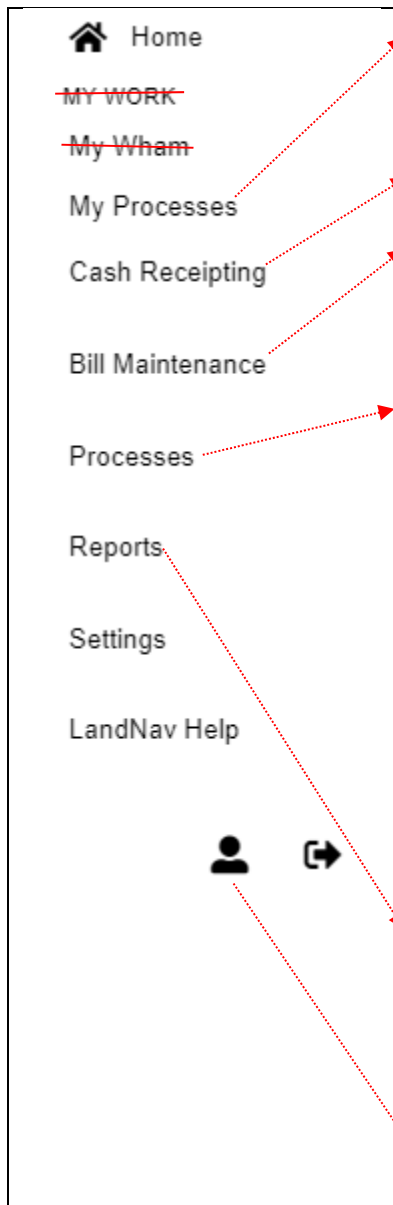
Click on the icon to launch the application.

Appendices #3 to #6 provide more information to get you started.

Follow the instruction in [Appendix #3](#) to login to the LandNav Agent for the first time. [Appendix #4](#) gives you step by step instructions on how to set up your printer to print receipts.

3. LANDNAV NAVIGATION

Navigation in LandNav is grouped by the categories shown on the left sidebar, shown below.



Home

~~MY WORK~~

~~My Wham~~

My Processes

Cash Receipting



Bill Maintenance

Processes

Reports

Settings

LandNav Help

My Processes: Most of your reports will not just pop-up, you will need to click on My Processes to see your requested reports. Once they are complete, you can print or save the reports.

Cash Receipting: Payments will be entered under Cash Receipting.

Bill Maintenance: This is how you search parcels. If you are not entering a payment but want to check on payment activity or find a balance due, this is where you start.

Processes: Generally, the only function you will use under Processes is MAINTAIN CASH RECEIPTING BATCHES.

Name	Category
Maintain Valuations	Assessment
Maintain Cash Receipting Batches	Cash Receipting
Maintain Transactions	Cash Receipting

This is where you create the batch numbers for your daily work.

There are two other Processes that are available to you

- 1) Maintain Transactions (see Cash Receipting), and
- 2) Batch Payments. Those will be defined in [Appendix #9](#).

Reports: Reports and Receipts can be set up here. You will want to create several saved reports that meet your daily needs.

Settings: You will have access to a number of controls under Settings. See [Appendix #3](#) for more information.

The Little Person: Click here to change your email, password or screen color template.

Reset your password after Nov 18 in the LandNav application, you can set it the same as your network login, the network login will require a reset at some frequency. You do not need to reset it in the QA system as it will be reset after each nightly load after Nov 18 to P@ssword\$\$.

To reset your password, go to the Welcome Page:

Welcome kml7

Department: Treasurer

Home

MY WORK

My Wham

My Processes

LANDNAV

My Profile

First Name *

Last Name *

Email *

Save Cancel **Reset Password**

See the criteria at right below.

Reset Password

Current Password *

New Password *

Confirm Password *

Save Cancel

Password must fulfill the following criteria:

- ✗ Contains a lowercase letter
- ✗ Contains an uppercase letter
- ✗ Contains a number
- ✗ Contains a special character
- ✗ Minimum 8 characters
- ✗ Passwords Match

4. SEARCH FOR PARCELS

To search for information about a parcel, click on **Bill Maintenance**.

You can search on 1) Parcel Number, 2) Owner Name, 3) Address, 4) Bill Number, or 5) Municipality. Organize your search categories by preferences by clicking on “Settings” (circled in **yellow** below).

Once you enter a parcel, bill number, etc., click on Search at the bottom of the page. If you do not get any results, make sure that you do not have information in two categories. *If you have a bill number already in that field, entering a parcel number for a different property will not give you a parcel. Either reset or clear any filled fields before your search.*

For example, searching on Parcel # 0610-062-2544-2, you will see the result below:

Search Results ⚙️

Property #	Tax Year	Mun. Description	Concatenated Prop. Address	Concatenated Name	Balance	Tax Status
<input type="checkbox"/> 0610-062-2544-2	2021	TOWN OF DUNN	3142 LARSEN RD	GANDER FAMILY TR, GAYLORD & RUTH	\$1,855.32	Current
<input type="checkbox"/> 0610-062-2544-2	2020	TOWN OF DUNN	3142 LARSEN RD	GANDER FAMILY TR, GAYLORD & RUTH	\$0.00	Paid

Clicking on Tax Year allow you to look at the most recent year taxes, 2022. When you click on that line, you will find all the information you need about that property.

Property #: 0610-062-2544-2

Tax Year: 2021

Bill Number: 280232

Current Owner: GANDER FAMILY TR, GAYLORD & RUTH

Property Address: 3142 LARSEN RD

- General
- Legal
- Values
- Taxes
- Special
- Extras
- WHAM

Property

Property #: 0610-062-2544-2

Alternate Property #

Current Assessed Taxed

Creation Date: 4/12/1994 Historical Date:

Municipality: 028 - TOWN OF DUNN

Notes

Map #: Sales Area:

Number of Units: 0

Application #: Permit #: Permit Type:

Last Changed: 2/28/2018

Ownership

Name	Status	Type	On Tax Bill	Date	Inte
GANDER FAMILY TR, GAYLORD & RUTH	CURRENT OWNER		Yes	2/27/2018	
GANDER, DONALD K	FORMER OWNER		No	6/8/2006	
GANDER, LOUIS D	FORMER OWNER		No	6/8/2006	
GANDER, GAYLORD	FORMER OWNER		No	4/12/1994	0.0

Tax Address

GANDER FAMILY TR, GAYLORD & RUTH
808 FOUNTAIN ST
MINERAL POINT WI 53565

- General
- Legal
- Values
- Taxes
- Special
- Extras
- WHAM

The General TAB is the landing page. You may be interested in the Specials TAB where your local charges are shown. Generally, you will click on the **Taxes** TAB because that is where all your installment and payment information is available.

Property #: 0610-062-2544-2

Tax Year: 2021

Bill Number: 280232

Current Owner: GANDER FAMILY TR, GAYLORD & RUTH

Property Address: 3142 LARSEN RD

General Legal Values Taxes Special Extras WHAM

Interest/Penalty as of 9/19/2022 Print Statement

Taxes

Gross Tax: 3,805.79
School Credit: - 414.75
First Dollar Credit: -77.96
Net Tax: 3,313.08
Lottery Credit Claims: 0
Net Tax after Lottery: 3,313.08

View Tax Items

Print Tax Year Report

LC shows here

Payment Plans and Interest Plans

Payment Plans Interest Plans
RE & PP WI DEFAULT

Installments

Table with 4 columns: Period, End Date, Total, Property Tax. Row 1: 1, 1/31/2022, \$2,159.54, \$1,656.54. Row 2: 2, 7/31/2022, \$1,656.54, \$1,656.54.

Payments

Void Filter SHOW ALL VOIDS

Table with 4 columns: Date, Receipt #, Batch #. Row 1: 2/11/2022, 65, 420211.

Any payments received will show here.

Void Receipt

Table with 4 columns: Type, Net After Lottery, Paid, Balance. Rows include Property Tax, Special Assessments, Special Charges, Delinquent Charges, Private Forest Crop, Woodland Tax Law, Managed Forest Land, Property Tax Interest, Property Tax Penalty, Special Taxes Interest, Special Taxes Penalty, Other Charges, and Total.

Total Due Already Paid Balance Due

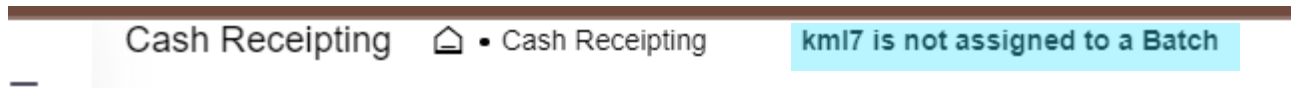
If you want to enter a payment, you can add this parcel to Cash Receipting. Scroll to the very bottom of the screen: Unpaid Taxes. Check the box next to the unpaid total. The Click on “Add Selected to Cart.”

Unpaid Taxes

<input type="checkbox"/>	Tax Year	Bill #	Cert #	Net Tax	GPT	GPT Int	GPT Pen	Special Tax
<input type="checkbox"/>	2021	280232	239	\$3,816.08	\$1,656.54	\$132.52	\$66.26	\$0.00
<input checked="" type="checkbox"/>	Totals				\$1,656.54	\$132.52	\$66.26	\$0.00

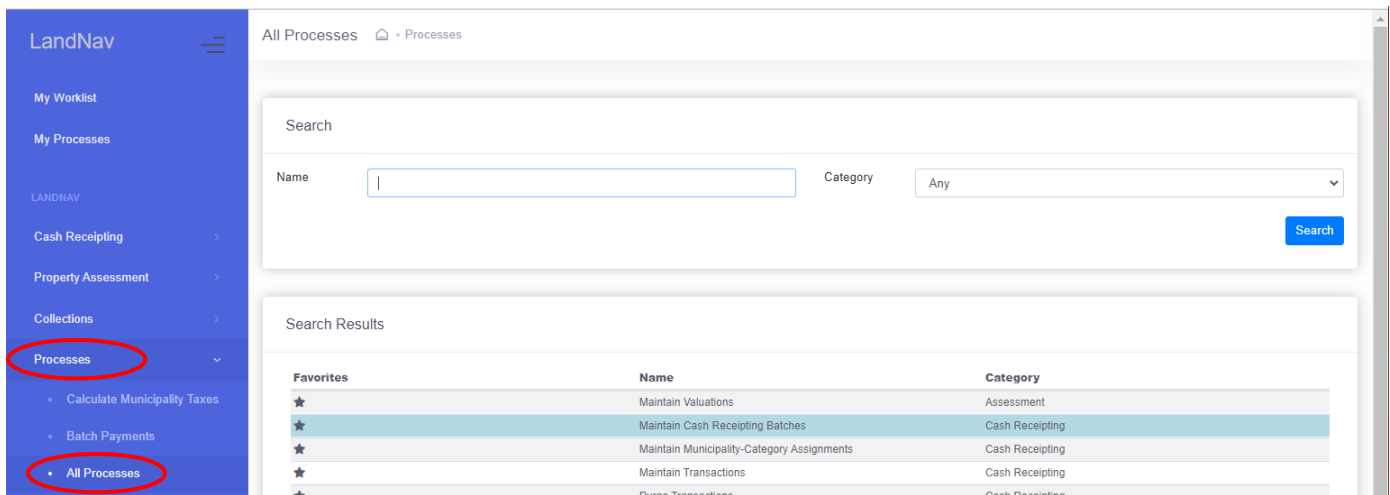
5. CREATING A NEW CASH RECEIPTING BATCH

You will likely enter all your payments in Cash Receipting. When you go into Cash Receipting (CR) and have not created a CR Batch or have closed all your CR Batches, the **statement below** will appear in Cash Receipting.

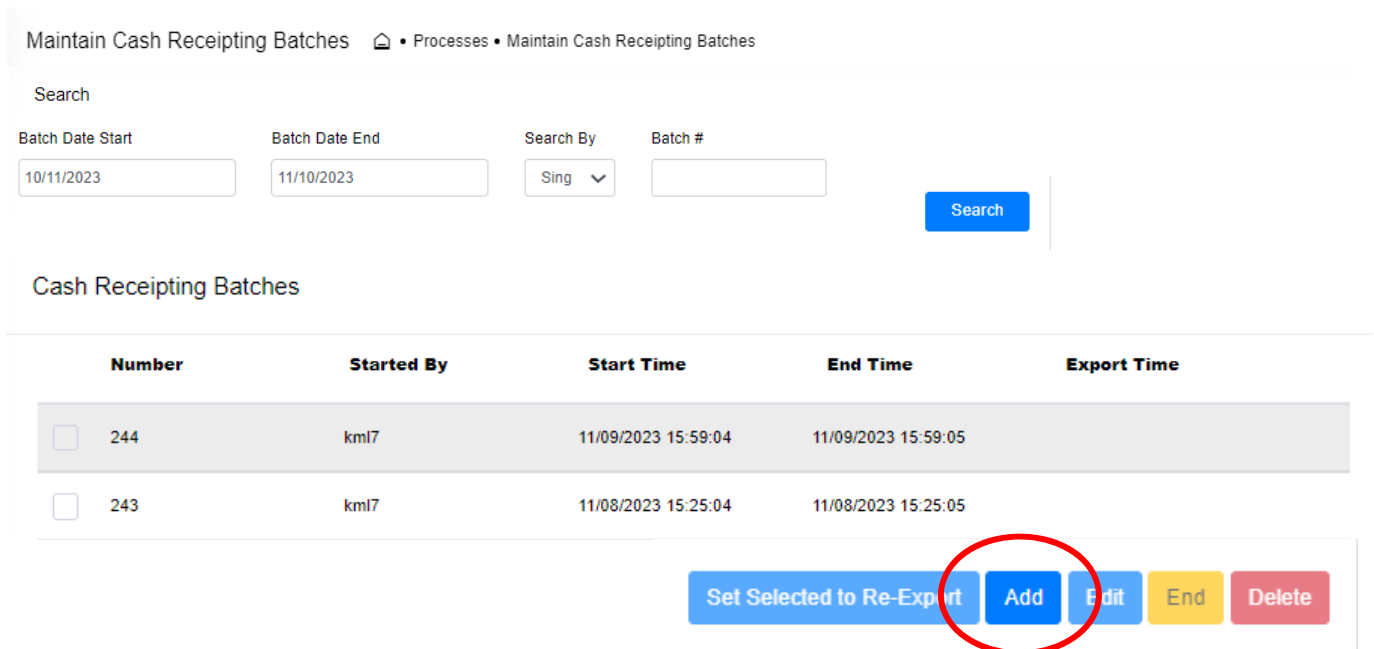


To create a CR Batch, click on **Processes** then on **All Processes**.

Then click on **Maintain Cash Receipting Batches**.



The page below will pop up. Click on **Add** when the page pops up. You can see that the last CR Batches are closed so you need to add a new batch.



The page below will pop up

- The CR Batch Number is set automatically as the next available number.
- The “Started By” Cell will be filled in with your login name.
- The Date and Time will show as current but can be changed.
- The Starting Cash does not relate to our work.
- You can enter a Description of the CR Batch. Municipalities might want to set a standard template for the Description. Nov 10 Batch #1 or something like that for municipalities using multiple batches per day. More information about using multiple daily batches in **Appendix 11**.
- The Login Names below can be entered to your Batch **IF** you want multiple people to enter into the same batch. I do not expect anyone will want more than one person per batch.

When done, click Save.

Add Cash Receipting Batch ✕

Batch #	Started By	Start DateTime *
<input type="text"/>	<input type="text" value="kml7"/>	<input type="text" value="11/10/2023 16:10:00"/>
Starting Cash	Description	
<input type="text" value="\$0.00"/>	<input type="text"/>	


<input type="checkbox"/>	Login Name	First Name	Last Name	Current Batch #
<input type="checkbox"/>	admin		ADMINISTRATOR	
<input type="checkbox"/>	clk3dtx	Carol	Knepfel counter	
<input type="checkbox"/>	cqk3	Curt	Kodl	

Below is the result of the new batch creation.

Cash Receipting Batches

	Number	Started By	Start Time	End Time	Starting Cash	Description ↓
<input type="checkbox"/>	247	kml7	11/10/2023 16:10:00		\$0.00	TRAINING BATCH NOV 110

Now when you go into Cash Receipting, you will see the new CR Batch as shown below.

Cash Receipting  • Cash Receipting Batch 247 - kml7

If you want to start another batch the same day or the next day, you need to go back to Processes → All Processes → Maintain Cash Receipting Batches.

Click on the box under Number and click end.

Cash Receipting Batches

Number	Started By	Start Time	End Time	Export Time	Starting Cash	Description ↓
<input checked="" type="checkbox"/> 247	kml7	11/10/2023 16:10:00			\$0.00	TRAINING BATCH NOV 110
<input type="checkbox"/> 244	kml7	11/09/2023 15:59:04	11/09/2023 15:59:05		\$0.00	POST BATCH TAX PAYMENTS
<input type="checkbox"/> 243	kml7	11/08/2023 15:25:04	11/08/2023 15:25:05		\$0.00	POST BATCH TAX PAYMENTS

Now when I go back into Cash Receipting, it shows that I am not in a CR Batch.

kml7 is not assigned to a Batch

6. ENTERING A PAYMENT IN CASH RECEIPTING

First, click on CASH RECEIPTING.

The screen below will pop-up. Enter the parcel number (or name/address in the boxes) of the property in the "Account #" Box and click SEARCH.

The screenshot shows the LandNav interface for Cash Receipting. On the left, a blue sidebar contains 'My Processes' with 'Cash Receipting' circled in red. The main area shows the 'Add Items' form with 'Account #' set to '080626303468'. Below are 'Transaction' and 'Tender Payment' forms.

The parcel search will become the pop-up below showing any unpaid taxes for that parcel.

Click in the box next to the name you want to use. If there are two owners (husband and wife for example) click on only one of the boxes. It does not matter which one. Then click on Add Selected to Cart.

Search Results

<input type="checkbox"/>	Bill Type	Account #	Reference	Owner	Amount Due	Mailing Address	Property Address	Municipality
<input type="checkbox"/>	Real Estate Tax	070931302346	2020 070931302346 CHAD D HUTCHINSON	CHAD HUTCHINSON	\$564.37	5909 HAMMERSLEY RD	5909 HAMMERSLEY RD	CITY OF MADISON
<input checked="" type="checkbox"/>	Real Estate Tax	070931302346	2020 070931302346 CHAD D HUTCHINSON	TINA WARNER-HUTCHINSON	\$564.37	5909 HAMMERSLEY RD	5909 HAMMERSLEY RD	CITY OF MADISON

The Transaction form shows: Payment Date: 11/8/2021, Receipt Copies: 0, Received Of: (empty), Interest/Penalty Date: 11/8/2021, Tax Receipt Copies: 2.

The Transaction box will show the payment date (interest and penalty date will not generally be of interest to municipalities) and the number of Tax Receipt copies needed.

You may also enter more information about who paid

this portion of the property tax under **Received Of**. *Note: It is not a requirement that you keep track of who made a payment.*

Cart		Reference	Balance	Payment
<input type="checkbox"/> Bill Type		2020 070931302346 CHAD D HUTCHINSON	\$0.00	\$564.37
<input type="checkbox"/> Real Estate Tax				

Under Cart: The check you received covers the full balance due, \$564.37. Leave that amount in the Payment box (red circle at left).

Do not enter the payment in the Tender Payment box, shown at right. That is only used for Overpayments. See [Appendix #7](#)

Tender Payment			
Tender	Amount *	Check # *	Add Payment
CHECK	\$564.37		
Bank	Reference		
BANK			

You do use the Tender Payment box to enter the Check number and any reference you want to include with the payment.

Then, click **Add Payment**.

Finally, you will go to the bottom of the page and click on **Checkout**.

Tax receipts will print based on the number requested in the Transaction Box.

Account Totals	
Account Totals	
Payments	\$564.37
Tendered Payments	\$0.00
Transaction Amount	\$564.37
Due	

If you go back to Bill Maintenance now and search on this payment, you will see the completed payment.

Payments							
	Date	Receipt #	Batch #	Type	Amount	GPT Balance	SA Balance
<input type="checkbox"/>	11/1/2017	0		Lottery	\$139.60	D	N
<input type="checkbox"/>	9/8/2020	59167		Redemption	\$500.00	D	N
<input type="checkbox"/>	10/9/2020	59635		Redemption	\$500.00	D	N

7. DAILY REPORTS

At the end of each day, we do a report to balance tax receipts with the tax deposit. In LandNav, click on **Reports** (See below).

- Click on **All Reports**
- Use the Down Arrow on Category to select **Tax Reports and Special Forms**
- Click Search
- Select Payments by Selection Criteria

The page at the right will pop up. You will be able to save your criteria so that you will not need to take all these steps each day.

First, click on the current tax year. It will be **2022** for you.

Under Municipalities, click on **Town/Village/City** (your municipality).

Next, select Municipal Payments as your source.

The Payment Types will be as shown at the right.

Back at the top of the page, click on the **Limit & Display** TAB.

Saved Criteria:

Save Reset Delete Print

General Limit & Display Ranges & Sorting

Property Type

Real Estate & Personal Property

Tax Years			
<input checked="" type="checkbox"/> 2020	<input type="checkbox"/> 2019	<input type="checkbox"/> 2018	<input type="checkbox"/> 2017
<input type="checkbox"/> 2016	<input type="checkbox"/> 2015	<input type="checkbox"/> 2014	<input type="checkbox"/> 2013
<input type="checkbox"/> 2012	<input type="checkbox"/> 2011	<input type="checkbox"/> 2010	<input type="checkbox"/> 2009

Select the payments to include:

- Source: County
- Source: Municipality
- Posted Payments
- Unposted Batch Payments
- Web Portal Payments
- Non-Web Portal Payments

Payment Types

<input checked="" type="checkbox"/> Adjustment	<input type="checkbox"/> Lottery	<input type="checkbox"/> Quit Claim	<input checked="" type="checkbox"/> Redemption
<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Void	<input type="checkbox"/> Write Off Bankruptcy	<input type="checkbox"/> Write Off Deeded

This page will show you options for the display on your report. You may want owner name or payment notes or a summary page at the end.

Next click on the **Ranges and Sorting** TAB.

As show below, you may select Payment Dates, Batches, Receipt Numbers, Parcel Numbers, or Personal Property.

If you are doing a daily balancing report, you likely just want today's date for Beginning and Ending.

- Limit to payments with an overpayment
- Display certificate number instead of batch number
- Display owner name
- Display payment note
- Display summary page**
- Display payment details
- Create CSV file of report

To see cash, check, etc. breakdown

General **Limit & Display** **Ranges & Sorting**

Select the payments to be included by completing the following: (Leave blank for all)

	Beginning	Ending
Payment Date	<input type="text"/>	<input type="text"/>
Batch Number	<input type="text"/>	<input type="text"/>
Receipt Number	<input type="text"/>	<input type="text"/>
Parcel #	<input type="text"/>	<input type="text"/>
Personal Property #	<input type="text"/>	<input type="text"/>
Cash Receipting Batch #	<input type="text"/>	<input type="text"/>

Include voids associated with the selected payments

Now, you will select a Sort Order for your report. Check the boxes needed and then drag each category into the order you choose. You may want your daily report as simple as Payment Date Total. Then, just click on Payment Date.

If you have multiple people entering in different batch numbers each day, you will likely want the sort order shown below:

Sort Order		
Sort by:	Subtotal?	New Page?
<input checked="" type="checkbox"/> Payment Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Batch Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>

Drag and drop to rearrange the below sort order

Sort Order		
Sort by:	Subtotal?	New Page?
<input type="checkbox"/> Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CR Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Payment Date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Municipality	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tax Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Owner Name	<input type="checkbox"/>	<input type="checkbox"/>

Finally, you will want to click on Print to create your report. You can find PRINT at the top and the bottom of each TAB.

You will likely want to run the same report each day so the only change to these criteria is the Payment Date. In that case, you may want to Save this Criteria as Daily Balance or Daily Report. Just click on Save and type in a report name.

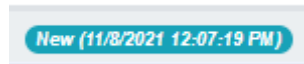
Saved Criteria:

▼

To see the report you just created, go to My Processes.



It will likely show up as

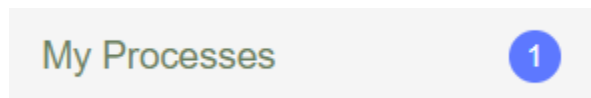


because it is not complete yet.

Click on My Processes again (may take some time) and finally, your report will show up as complete.


<input type="checkbox"/>	Payments By Selection Criteria	Lund, Kay	11/5/2021 2:26:59 PM	11/5/2021 2:27:07 PM	Complete
--------------------------	--------------------------------	-----------	----------------------	----------------------	--

Note: the report will not show up as complete without clicking on My Processes again. Basically, starring at it will not make it happen. However, when it is complete, a number of completed reports/actions will appear next to My Processes.



Click on the report and the box on the right will pop up. Select the results file and then you will be able to print your report.

Process Details

Description	Payments By Selection Criteria
Requested By	Lund, Kay
Requested Date/Time	6/22/2021 9:54:19 AM
Completed Date/Time	6/22/2021 9:56:53 AM
Results File(s)	Payments By Selection Criteria.pdf 

Ok

Find Sample Reports in Appendix 11. Page 79.

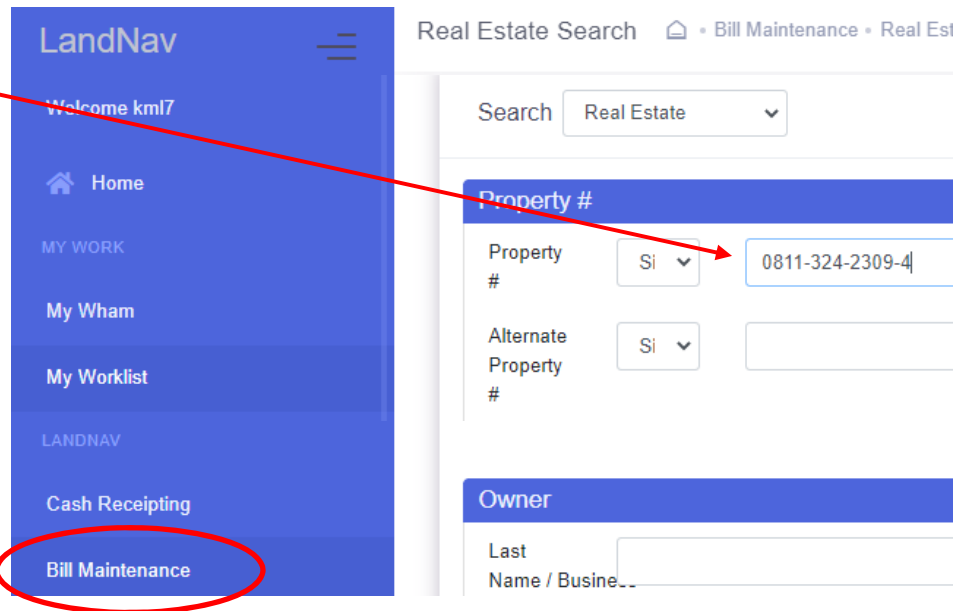
8. VOIDING A PAYMENT

In LandNav, use the information available (name, address or parcel number) to find the payment.

Click on Bill Maintenance on the Left Menu bar. Type in the parcel number with the returned payment. (You can also use Name or Address to Search).

Click Search in the lower right hand corner.

Now click on the Tax Year with the returned payment.



The screenshot shows the LandNav application interface. On the left is a blue navigation menu with the following items: Home, MY WORK, My Wham, My Worklist, LANDNAV, Cash Receipting, and Bill Maintenance. The 'Bill Maintenance' item is circled in red. On the right is the main content area, which includes a search bar with 'Real Estate' selected, a 'Property #' section with a dropdown menu set to 'Si' and a text input field containing '0811-324-2309-4', and an 'Owner' section with a 'Last Name / Business' input field. A red arrow points from the 'Bill Maintenance' menu item to the 'Property #' search field.

Then, click on the TAXES tab.

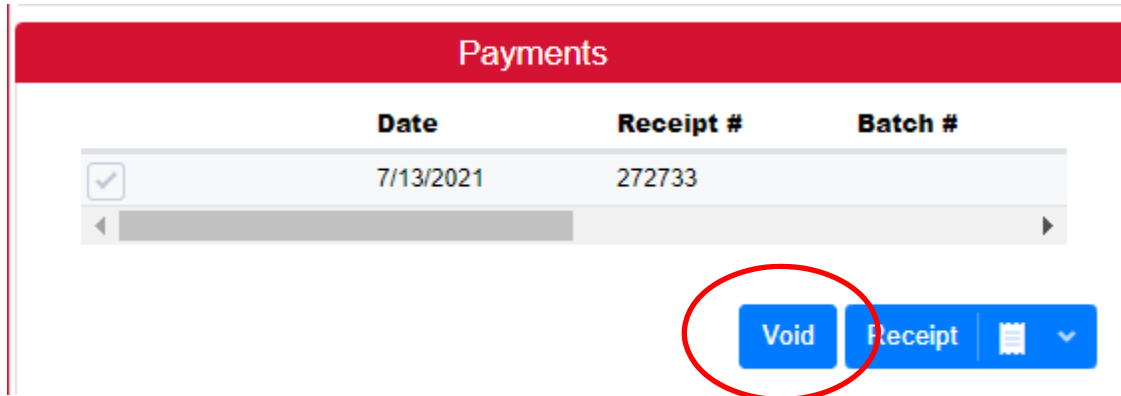
Under the Tax Tab, you will find multiple payments on this parcel (above right). You will see the dates for each payments made on this parcel. Find the payment that matches your returned check amount.

<input type="checkbox"/>	Date	Receipt #	Batch #	Amount
<input checked="" type="checkbox"/>	6/2/2020	848	310602	\$601.00
<input type="checkbox"/>	12/23/2019	29100	165043	\$1,294.96

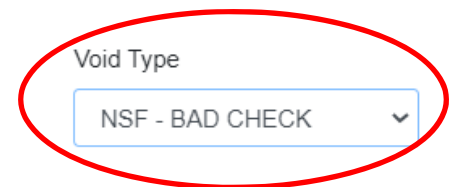
Receipt


If you want to print before and after receipts, click in the box left of the returned payment and then click on Receipt. When a copy of the receipt pops up, click on Print in the upper right hand corner.

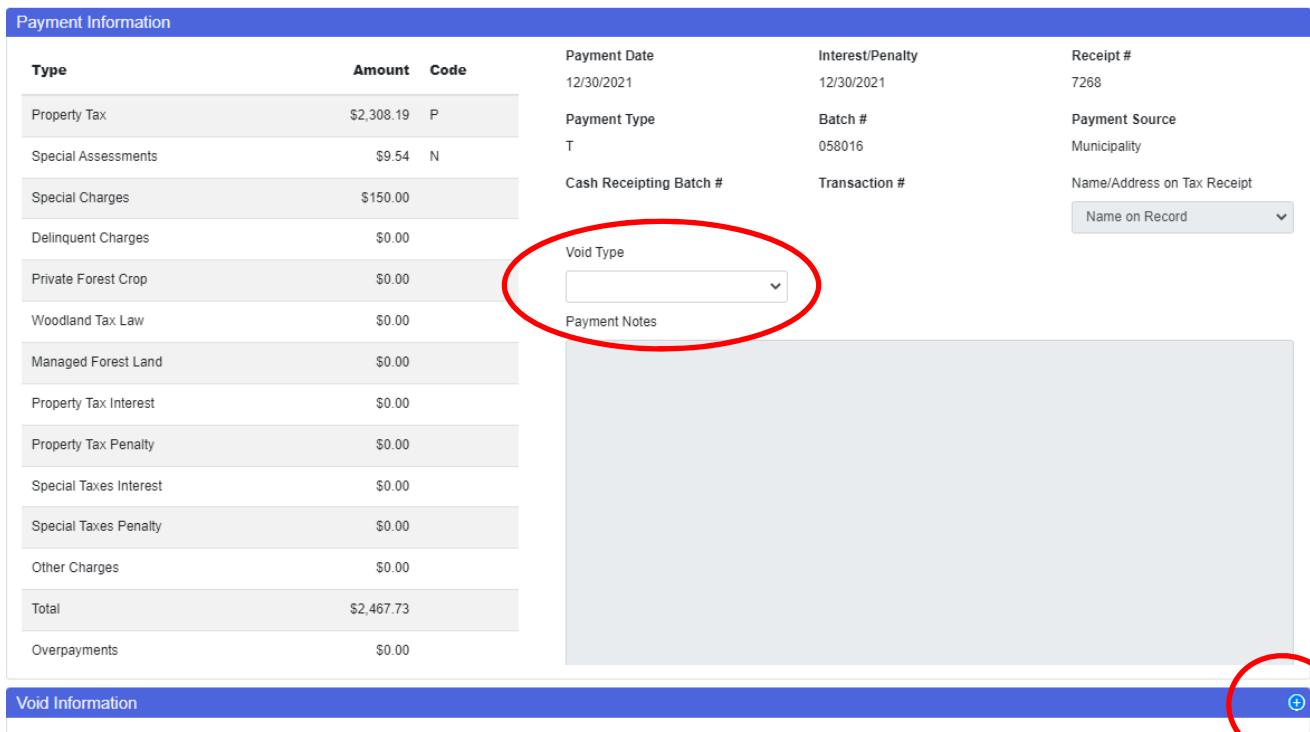
Now, back on the payments page, with the payment box still checked (in red above), click on VOID in the bottom right corner.



The page that pops up will show a summary of the payment. Under Void Type, use the drop down menu to select NSF – Bad Check or Delete – Error.



Next, scroll down to the bottom of this page and you will find a blue plus sign on the far right on the blue bar  Click on the PLUS to open up the rest of the void entry window.



Void Information

Dates

Enter the Void Date Enter the void date

Tax Certificate Date

Balance Codes

Suggested post-void balance codes are listed below.
Override if necessary by selecting a new balance code.

General Property Tax No need to change these.

Special Assessments

Payment Source

By default the Payment Source for the Void or Adjustment Payment matches the original Payment.
Override if necessary by selecting a new Payment Source.

Void Payment Source

Voided Payment Note

Enter a payment note such as "Bank Returned Payment for Tax Due."

Void Cancel

Use your local protocol for the date to delete the payment.

Then, you may want to print a receipt of the Voided payment.

Finally, you will want to print a balance due summary to send to the taxpayer with a Returned Check letter. On the Taxes Tab, Click on PRINT at the top of the page. The balance due statement will appear. Print

You will also want to save a copy of the returned check.

I admit, I have not figured this out yet but at times, the void pages in LandNav come up different than shown above. See below for an alternative sample.

Starting from when you click on VOID on the payment in LandNav

The payment page below will pop up.

This is where it starts to look different. Under Transactions, click on the box under VOID. See below.

Payments					
Void Filter					
SHOW ALL VOIDS					
	Date	Receipt #	Batch #	Type	Amount
<input checked="" type="checkbox"/>	7/8/2021	272072		Tax	\$2,744.86
<input type="checkbox"/>	12/31/2020	5809	058016	Tax	\$2,882.58
<input type="checkbox"/>	11/1/2020	0		Lottery	\$221.82

Void Receipt

Transactions

Void	Incomplete	Transaction #	Batch #	Cashier	Date	Voider?	Amount
<input checked="" type="checkbox"/>		5977	27	vz15	7/8/2021 8:49:06 AM		2744.86

Click on the Yellow VOID Button. If this button is not dark yellow, look at the top of the page for a dropdown that shows: Void Entire Payment or Void this Entry.

The screen below will pop up. In this instance, we will show a void that is a payment entry error so we will “delete” the payment. Use the Delete – Error from the drop down menu. These “voids” will not show up in Access Dane. For example, a payment is entered on the wrong parcel. Delete it with this type of void and enter the payment on the correct parcel.

<input type="checkbox"/>	Tax Year	Receipt #	Parcel #	Total	Assign Tax Certificate	Certificate Issued Date
<input checked="" type="checkbox"/>	2020	272072	0811-324-2309-4	2744.86	<input type="button" value="v"/>	<input type="text"/>

Tax Payment Void Date	Tax Payment Void Note
<input type="text" value="07/08/2021"/>	<input type="text" value="ENTRY ERROR"/>

The “Enter the Void Date” should show as today. **Red** circle.

Under Tax Payment Void Note: type Entry Error. **Blue** Circle

To Be Voided

1	Tax Payment(s)	\$2,744.86
0	Document(s)	\$0.00
0	Pet License(s)	\$0.00
0	Receipt Item(s)	\$0.00
1	Payment(s)	\$2,744.86

Void Type

Print a Void Receipt

Use the dropdown arrow under Void Type to select “Delete – Error.” This is the default type. **Green** Circle.

Then click Void and you are done.

9. LOTTERY CREDIT ADDITIONS/REMOVALS

Add a Lottery Credit

In LandNav, Lottery Credits are added like other payments in Cash Receipting. Go into Bill Maintenance or Cash Receipting to find the parcel. Click on Add to Cart.

Under Transaction, enter December 1, 2022 as the Payment date.
ALL LOTTERY CREDITS WILL BE ENTERED WITH THIS DATE.

Transaction

Payment Date Today's date is
9/26/2022

12/1/2022

Make sure there is only one parcel in your cart. Lottery Credits need to be entered separately from all other payments, even other lottery credit additions.

Check the box next to the parcel selected (in red below).

Click on ACTION at the bottom of the Cart display box. Then click on "Add Lottery Credit to Selected".

<input type="checkbox"/>	Bill Type	Status	Reference	Balance	Payment
<input checked="" type="checkbox"/>	Real Estate Tax		2020 081019299309	\$0.00	\$980.34

Remove Selected from Cart
Remove Selected from Payments
Add Installment to Selected
Add Lottery Credit to Selected

Clear Cart Action

The pop-up at the right will appear. The #1 will appear in the box automatically so all you need to do is click continue.

Back on the Payment Cart Screen, you will see that the Lottery Credit was added as a Non-Cash Payment.

Lottery Credit Claims

Lottery Claims

1

Continue Cancel

Payments				
<input type="checkbox"/>	Tender	Reference	Bank Code	Amount
<input type="checkbox"/>	NON-CASH	LOTTERY CREDIT	001 - BANK	\$202.28

Click on Checkout to Complete the Process.

Account Totals	
Account Totals	
Payments	\$202.28
Tendered Payments	\$202.28
Transaction Amount Due	\$0.00

Success

Checkout process completed

Close

 [Close](#) [Checkout](#)

Remove a Lottery Credit

LandNav has changed this function. Currently, the process is much like it was in GCS.

Go to Bill Maintenance and find the parcel.

On the Taxes Tab in the Payment Box, you will see the Lottery Credit that has a date of 11/1/2023. That date is for lottery credits added on the tax bill.

Click on the payment and then click VOID. Use Void Type LC400 for a Lottery Credit Removal.

Check the balance due to make sure it is higher. Check to make sure that the lottery credit amount now shows as zero.

10. LANDNAV SETTLEMENT

January Settlement

After 4:30 pm on Friday, December 29, the County will pull all payments currently entered to pull into January Settlement. Only payments dated in December will be part of January Settlement. Since February Settlement uses the Total Collected minus January Settlement, you can continue to use December 31 as a payment date if needed.

By the end of the day on December 29, send the County Treasurer an email with the following information (you will also get an email from us reminding you of the necessary information):

Create a report of all payments in December.

All Reports – Payments by Selection Criteria

General Tab

- Tax Year: 2023
- Municipality: You
- Payments to Include: Municipality, Posted Payments, Web and Non-Web
- Payment Types: Adjustment, Tax, Void

Select the payments to include:

- | | |
|---|---|
| <input type="checkbox"/> Source: County | <input checked="" type="checkbox"/> Source: Municipality |
| <input checked="" type="checkbox"/> Posted Payments | <input type="checkbox"/> Unposted Batch Payments |
| <input checked="" type="checkbox"/> Web Portal Payments | <input checked="" type="checkbox"/> Non-Web Portal Payments |

Payment Types

- | | | | |
|--|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> Adjustment | <input type="checkbox"/> Quit Claim | <input checked="" type="checkbox"/> Tax | <input type="checkbox"/> Write Off Bankruptcy |
| <input type="checkbox"/> Lottery | <input type="checkbox"/> Redemption | <input checked="" type="checkbox"/> Void | <input type="checkbox"/> Write Off Deeded |

Limit & Display Tab

Click on:

- Include Cash Receipting Overpayments in the Overpayment Column
- Display Summary Page
- Display Payment Details

- Limit to payments with an overpayment
- Include Cash Receipting Overpayments in the Overpayment Column
- Display certificate number instead of batch number
- Display owner name
- Display payment note
- Display summary page
- Display payment details
- Create CSV file of report

Ranges & Sorting Tab

Payment Dates: Beginning – December 2. Ending – December 29 (or 31).

Sort Order: Payment Date and Receipt Number

Sort Order		
Sort by:	Subtotal?	New Page?
<input checked="" type="checkbox"/> Payment Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>

Save a copy of this report and send to Treasurer.Admin@countyofdane.com when you complete work for the year.

February Settlement

After 4:30 pm on Friday, February 3, do not enter any payments (real estate or personal property) into LandNav until after Settlement is complete. This tax year, likely Friday, February 17, 2023.

On February 3, run a report of all payments made to the municipality for 2023 taxes. Use the same criteria as January Settlement shown above. On the Ranges & Sorting TAB, change the payment dates to cover the entire municipal collection period.

	Beginning	Ending
Payment Date	<input type="text" value="12/02/2023"/>	<input type="text" value="01/31/2024"/>

11. LANDNAV WRAP-UP

There are some great advantages to the LandNav online system:

- No duplicate lottery credits management,
- No duplicate entry of voided payments.
- The export process is less cumbersome,
- Entry of one check for multiple parcels is less keystrokes, and
- Your payments will be immediately available on AccessDane.

That said, even though we have addressed some of the most egregious problems, there are still some cumbersome processes to using LandNav.

- We strongly encourage you to keep a tax overpayment Spreadsheet. Last year, we had issues running Overpayment reports for February Settlement. Specifically, when there is one check covering multiple properties, the program assigns the overpayment, not you. This may not be the payer's intention.
- At the County level, we enter overpayments using the Batch Entry Process, not Cash Receipting. See [Appendix #9](#). That is something for you to consider.
- One issue that we hope to have solved to a great extent is the Agent Issue. You must be connect to the Agent to work in Cash Receipting.

Appendix #1

Citrix Workstation Installation

<https://www.connect2dane.com/documents/pdf/Installing-Citrix-Workspaces-and-connecting-remotely.pdf>

Installing Citrix Workspaces and connecting remotely

To log into Dane County systems remotely, open an internet browser (preferably Edge, Chrome, or Safari) and browse to <https://dcapps.connect2dane.com>

Enter your username and password.

You will then get prompted to enter information that you set up during the self-registration process. Specifically, the site will want your four-digit personal verification number (PVN) and a grid challenge (either an eGrid or soft token).

If this is your first time logging in, you will need to install the Citrix Workspaces application. The DCApps website will give you a download button and wait for you to install the software.

Installing the software is very straightforward. You simply need to click 'next' several times. One page will ask about "app protection" and that is not something we need. You can leave that box unchecked. After the install is finished, Citrix Workspaces may open and ask you to enter an email address. There is no need to do that either. Simply close that window and go back to the DCApps site.

After Citrix Workspaces is installed, you may need to log into the [DCApps site](#) again. That should not be the case for everyone but some browsers require it. This time, instead of needing to install the application, you will be presented with a list of your available remote applications.

Appendix #2 Entrust Self-Registration

[Entrust-Self-Service.pdf \(connect2dane.com\)](#)

Self-Registration for new Entrust Remote Access Accounts

Logging into some Dane County systems remotely requires 1) a valid county username & password and 2) Entrust remote access credentials in the form of an eGrid or soft token. An eGrid looks like a battleship board (see pic below):

	A	B	C	D	E	F	G	H	I	J
1	R	T	W	Q	H	W	D	W	W	D
2	D	D	0	F	P	P	9	7	F	F
3	E	Q	M	Y	1	C	3	4	1	5
4	2	Y	Y	2	Y	X	8	C	K	J
5	2	C	T	H	E	5	C	X	N	T

When logging in, you would be asked to enter something like **[A1]**, **[B2]**, **[C3]** which corresponds to **R**, **D**, and **M** in the grid above.

A soft token does the same thing but digitally on a smartphone, providing you with a random string of characters to enter into a login prompt.

Please give that choice (a printed eGrid vs. a smartphone app) some thought. If you prefer the eGrid, please proceed. If you prefer a smartphone app, please download the Entrust Identity app by Entrust ([Apple App Store](#), [Google Play Store](#)) before continuing.

To sign up for an eGrid and/or soft token, open your preferred browser and navigate to <https://entrust.countyofdane.com>

Entrust
IdentityGuard Self-Service

Log In

* User Name:

* Password:

Sign into the site using the county username and password that has been provided to you. The Entrust site will ask you to confirm your contact information. You just need to confirm that your email address appears correctly and click on the Next button to continue.

Full Name:

* Contact Information:

An email address is required.

Delete	Label	Value	Default
<input type="checkbox"/>	Email		<input type="radio"/>

On the following page, you will create personal security questions that can be used to recover your Entrust account should you lose your credentials – note that the answers to these questions will be case sensitive. Please know that the Dane County Help Desk can also assist with account recovery issues. Once you finish with your recovery questions answers, hit “Next”.

Questions & Answers

You must answer 5 predefined questions.

Predefined Questions

Predefined Question 1:

Answer:

Predefined Question 2:

Answer:

Predefined Question 3:

Answer:

Predefined Question 4:

Answer:

Predefined Question 5:

Answer:

Next

The following page will ask if you have already downloaded the Entrust IdentityGuard mobile application to your smartphone. This is optional. Regardless, click “No” for now.

 Your questions and answers have been successfully saved!

Soft Token

You have been selected to use a soft token for second-factor authentication.

Have you downloaded and installed the Entrust IdentityGuard Mobile ST application onto your mobile device, or the Entrust IdentityGuard Desktop Soft Token application onto your computer?

The following page has you make a choice between a printed eGrid (a sample of this is on page #1) or a soft token (same thing but done via a smartphone app):

Please select the option that best matches your current situation:

- I haven't attempted to download the Entrust IdentityGuard Mobile ST or Desktop Soft Token application yet.
- I don't have a mobile device or computer that supports the Entrust IdentityGuard Mobile ST or Desktop Soft Token application.
- I've successfully downloaded and installed the Entrust IdentityGuard Mobile ST or Desktop Soft Token application.
- I want to stop registration now.

If you would prefer to print an eGrid and use that when logging in, select **Option #2**.
Follow the instructions for “**Option #2**” on the next page.

If you do not want an eGrid and would instead prefer an app on your phone, select **Option #3**.
Please skip the next page and proceed to “**Option #3**” for app instructions.

Option #2 – eGrid card

After selecting Option #2, the site will ask if you are certain that is what you want, click “Yes”.

 Please confirm the following

Are you absolutely sure that you don't have a mobile device or computer that is capable of supporting the Entrust IdentityGuard Mobile ST or Desktop Soft Token application?

You will see a page with a button to download your eGrid. Please do so and click “Next” when done. That Next button will send you emails containing your eGrid and a temporary four-digit personal verification number (PVN) which is used alongside your eGrid when logging in.

You will need those two emails for the last registration page. It will ask you to enter your temporary PVN from the email and set a 4 digit PVN of your choosing. The page will finish by asking you for your first three-character challenge from your eGrid.

Self-Administration

Challenge

* Enter your personal verification number (PVN):


You must change your PVN. Please enter a new 4 digit value and then confirm it.

* New PVN:

* Confirm New PVN:

Please respond to the following challenge using the grid with serial number XXXXXXXXXX

[C2] [F2] [I2]

 I can't answer this type of challenge right now. Please let me answer a [question & answer challenge](#).

Once you are through that page – **you are all set!**

Option #3 – Smartphone App

The beginning of this document recommended that you install the app before starting. If you have not done so yet, you can download the Entrust Identity app by Entrust from either of the two major app stores: [Apple App Store](#) or [Google Play Store](#).

After selecting Option #3, the Entrust site will ask if your smartphone is connected to the internet. Please verify that it is connected and select Option #1.


Please select the option that best matches your current situation:

1. I want to activate a soft token identity on a mobile device that may not be connected to the Internet.
2. I am unable to activate my soft token identity using the above method, so I'll perform a manual activation.
3. I want to delay activating my soft token identity until later.

The site will display a QR code. Open the app on your phone, scan the QR code, and you will be prompted to enter the passcode shown on the page (circled in red):

QR Code Activation

To activate a soft token identity on a mobile device, use the Entrust IdentityGuard Mobile ST app on that device to scan the QR code below. If you're already on the mobile device where you want your soft token identity activated, save the password displayed below using your browser's copy capability and simply touch the QR code.


51 [redacted] 6

To complete activation, you must provide Entrust IdentityGuard Mobile ST with the password displayed above.

Once you have saved your soft token identity, return here and click **Next**.

Your phone will then prompt you to enter an "Identity Name". This can be whatever you want it to be. We have been using "Dane Entrust" to keep things simple. Click Next when done.

Your phone will then give you a registration code that needs to be entered into the Entrust site.

Entrust IdentityGuard Mobile ST or Desktop Soft Token Registration Code

Complete the activation of your soft token by entering the registration code displayed by the application.

* Registration Code:

Enter the code from the smartphone app into the website and click Next.

Then, on your smartphone, check the box that says you provided the code to the portal, and click Activate.

The app will ask you to create a four digit PIN. This PIN allows you to change settings and delete identities within the smartphone app.

Back on the website, you should be at a page giving you the option to download and email a eGrid and PVN to you.

Additional Authentication Types

eGrid

You have been issued the eGrid with serial number 305513 to use for second-factor authentication.

Please choose one of your email accounts to have your eGrid delivered to you:

▾

To save your eGrid on this computer, please click the following button: [Download eGrid](#)

You can start using your eGrid right away!

Since you do not need an eGrid, simply click Next.

You will receive two emails. One contains an eGrid. You can discard that. The other contains a temporary, four-digit personal verification number.

On this page:

Challenge

* Enter your personal verification number (PVN):

You must change your PVN. Please enter a new 4 digit value and then confirm it.

* New PVN:

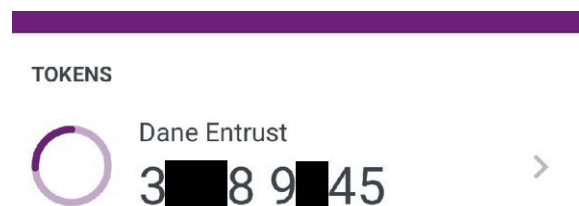
* Confirm New PVN:

Enter a response using the token with serial number 18[REDACTED]:

OK Cancel

Enter that temporary, four-digit PVN into the first box and then create a new, permanent four- digit PVN known only to yourself.

The last box on the page wants the numbers from your newly connected smartphone app. When you open the app, you should see those numbers at the top:



Enter those numbers into the site, click the Next button, and **you are all set!**

Appendix #3 Settings

There are many, many settings functions. You will have access to the one highlighted below. I expect you will NEVER use any of these functions. You may want to contact our office if you think you need to change one of these settings.

All Settings [Home](#) • [Settings](#)

Search

Name

Category

Any



Search Results

Name

Category

Default Tax Payment Dates

Cash Receipting

Maintain Categories And Accounts

Cash Receipting

Maintain Funds

Cash Receipting

Maintain Revenue Codes

Cash Receipting

Maintain Void Types

Cash Receipting

Government Officers

General

Maintain Cash Receipting System Control

System Control

Maintain Collections System Control

System Control

Message Types

Work Flow History and Messaging

Appendix #4 Processes

All Processes [Processes](#)

Search

Name

Category

Search Results

Name

Category

Maintain Cash Receipting Batches

Cash Receipting

Maintain Transactions

Cash Receipting

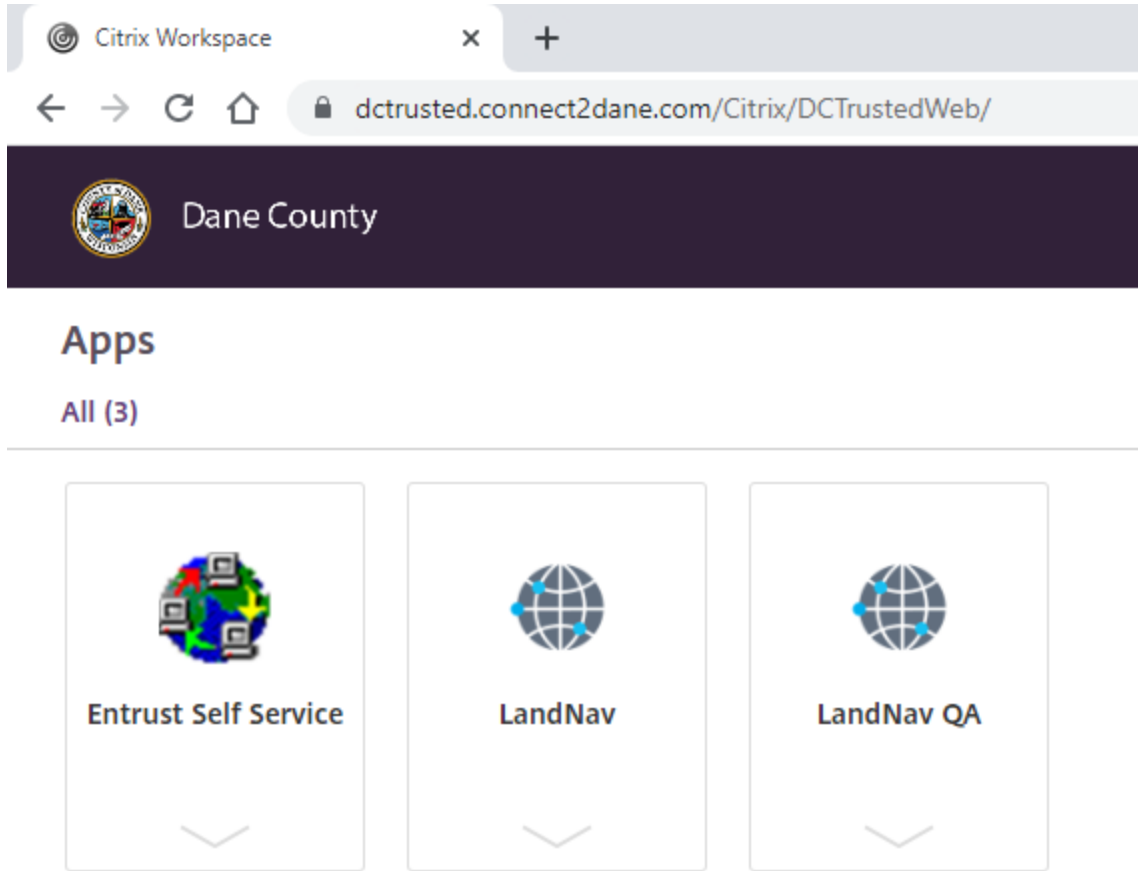
Batch Payments

Maintain Batch Payments

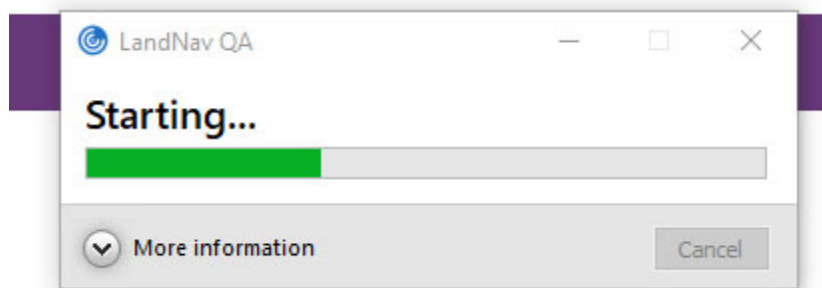
Appendix #5

First Login - LandNav Agent Set Up

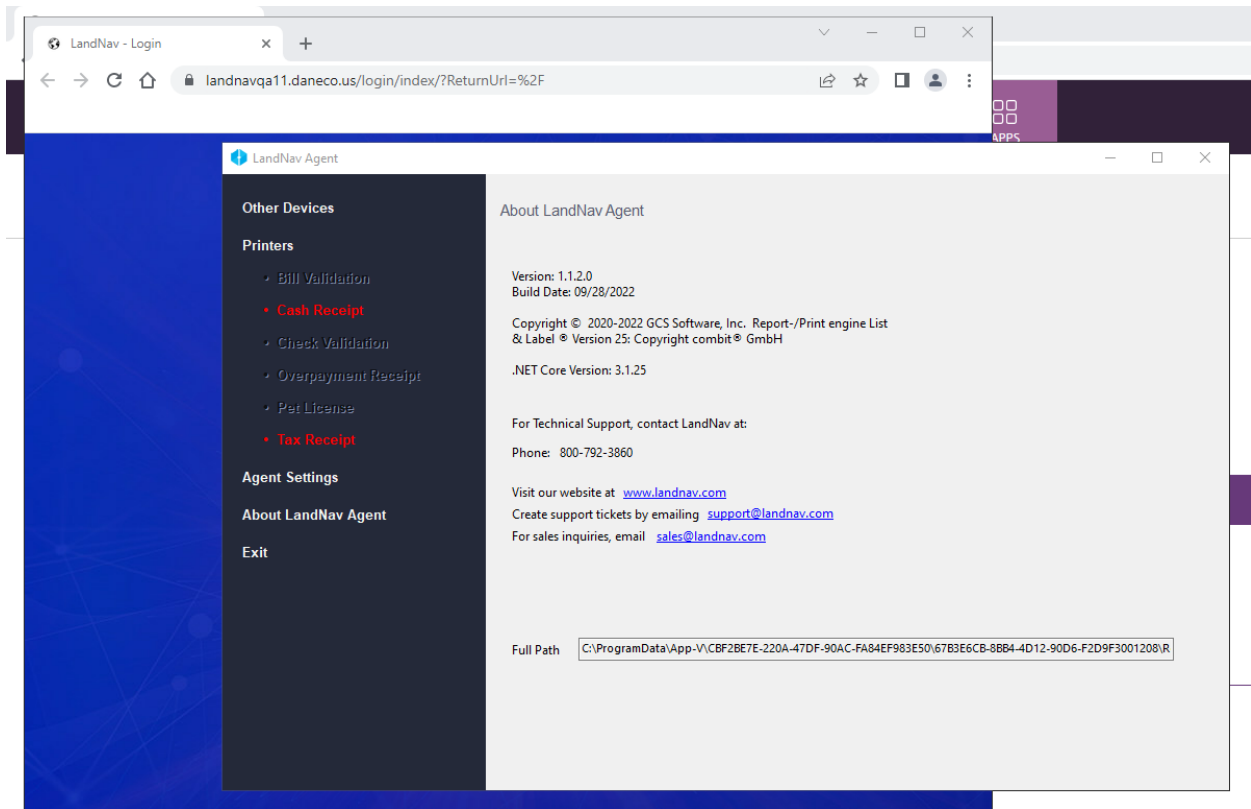
First login



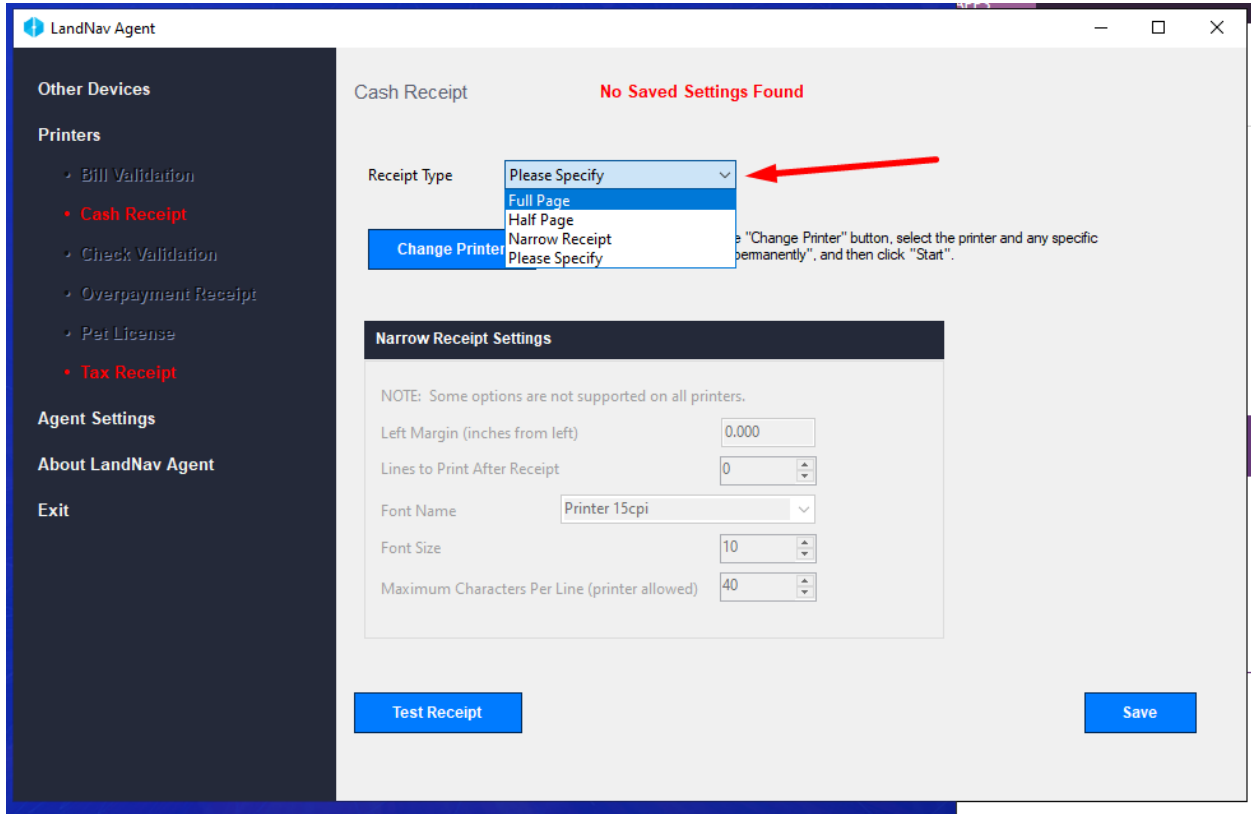
Click LandNav QA



You will then see:

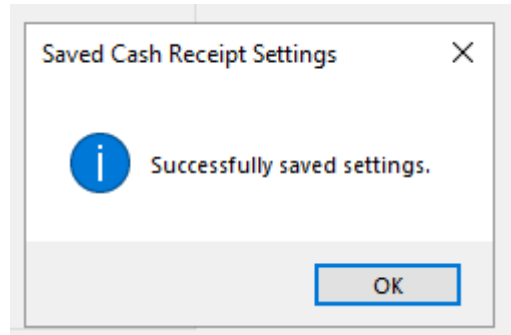


Click Cash Receipt (In Red) to set up your printer



Drop down the list and select Full Page

Save.

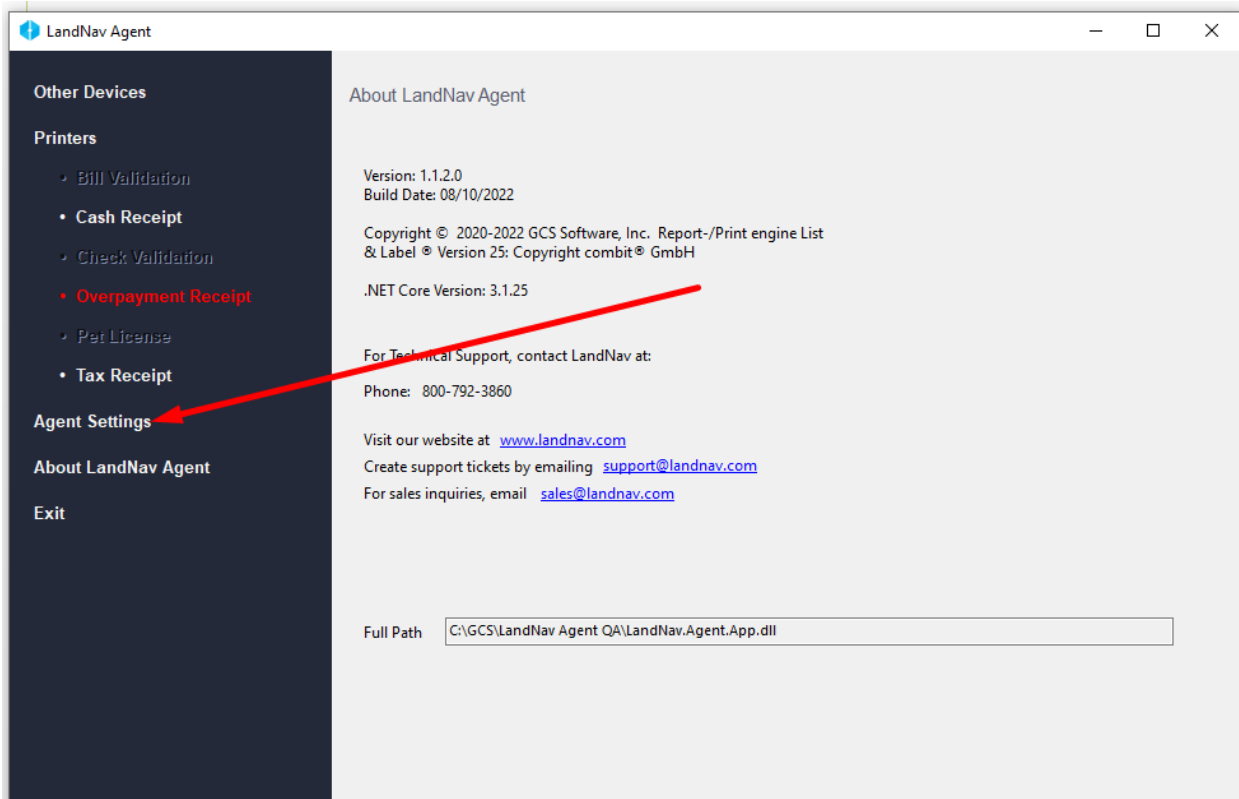


OK

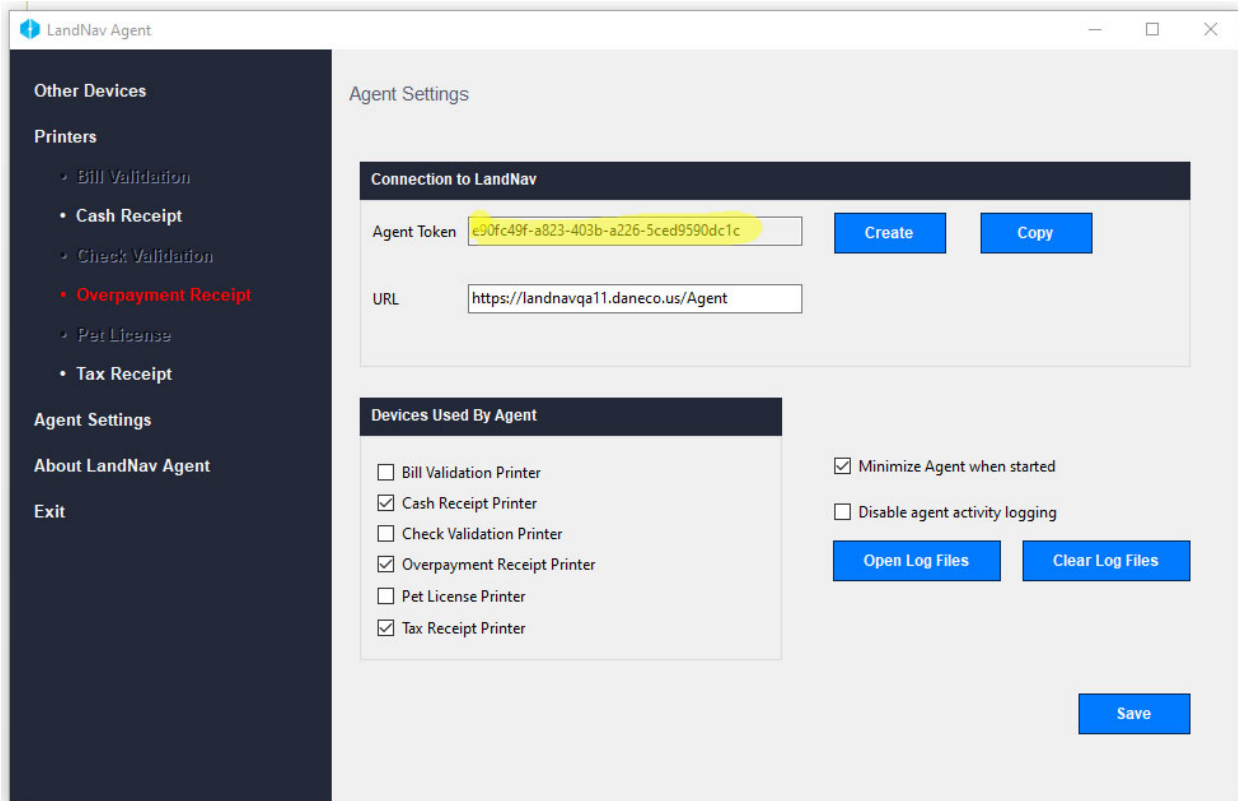
Now Do the Same for the Tax Receipt

Once you are done with setting up Printers...

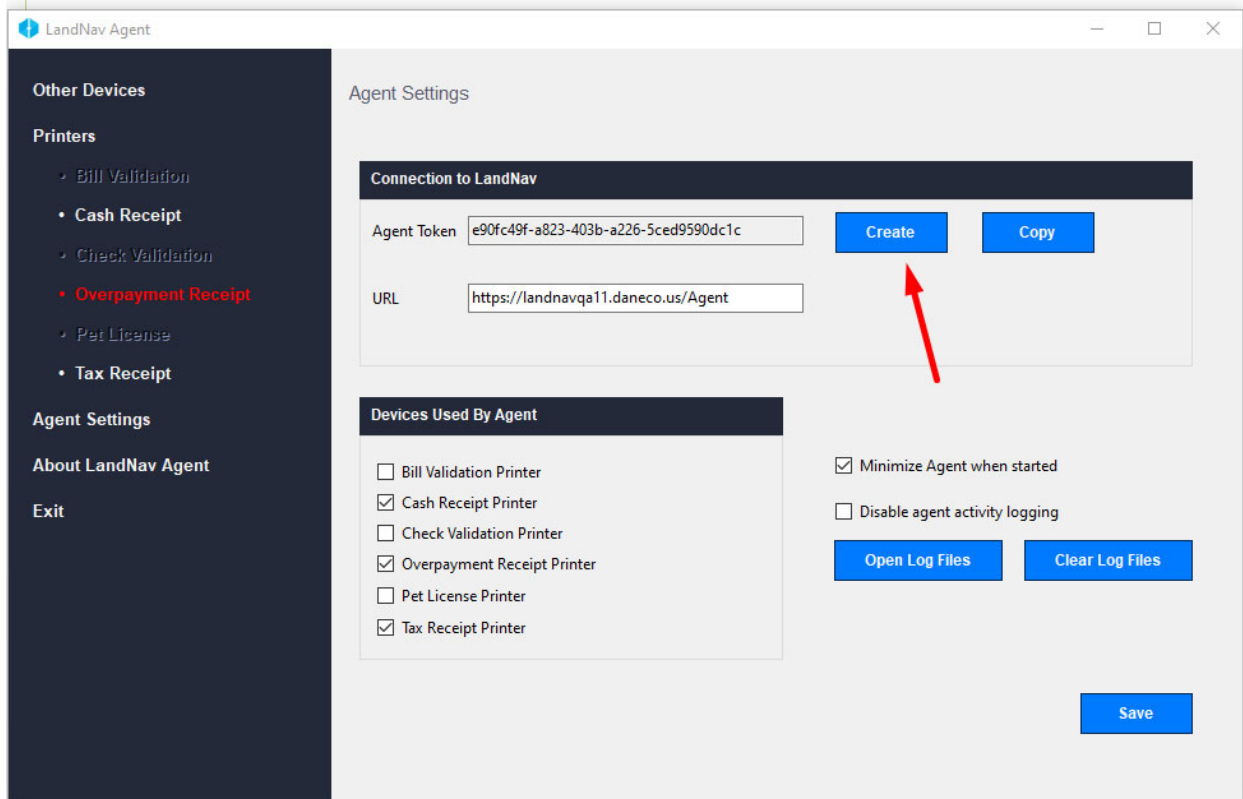
Click on Agent settings



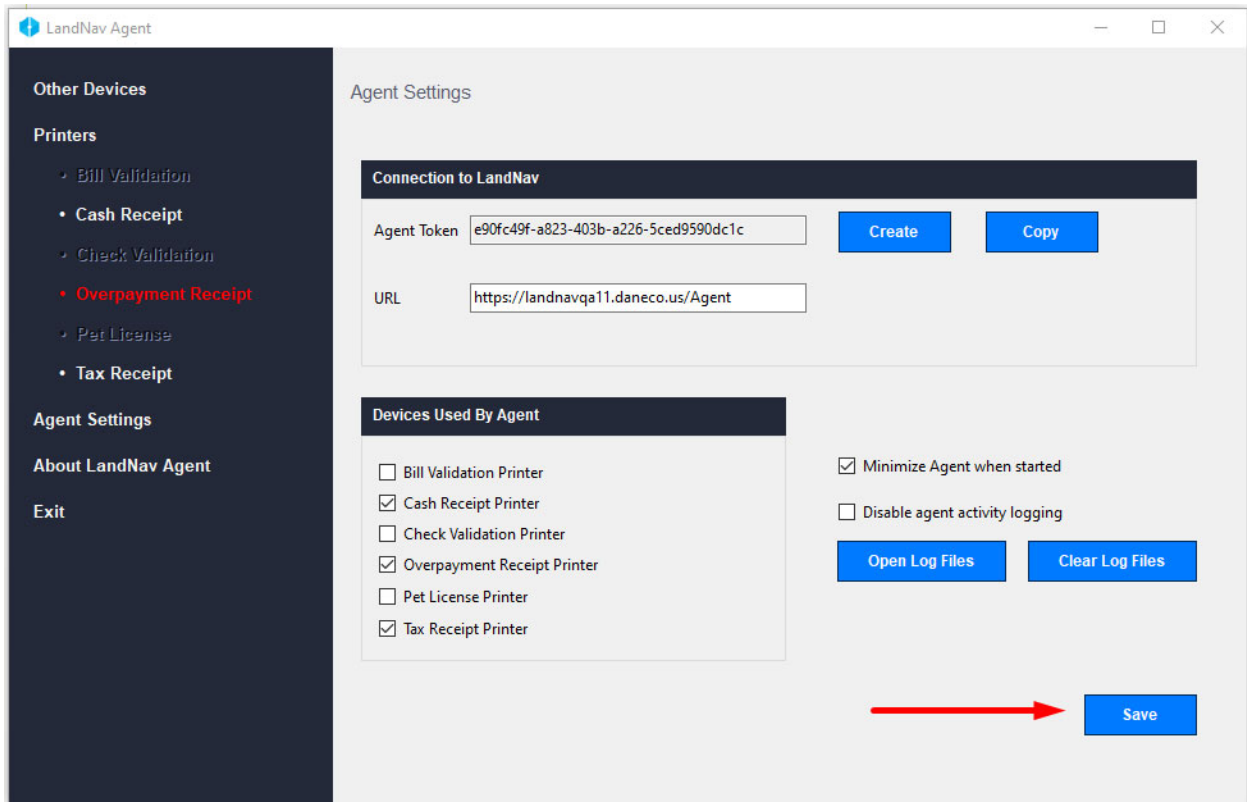
The Agent token should be blank (area highlighted in sample below).



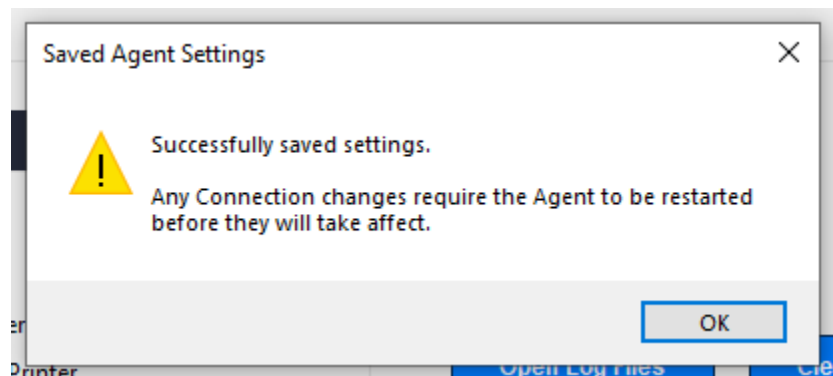
Click on Create



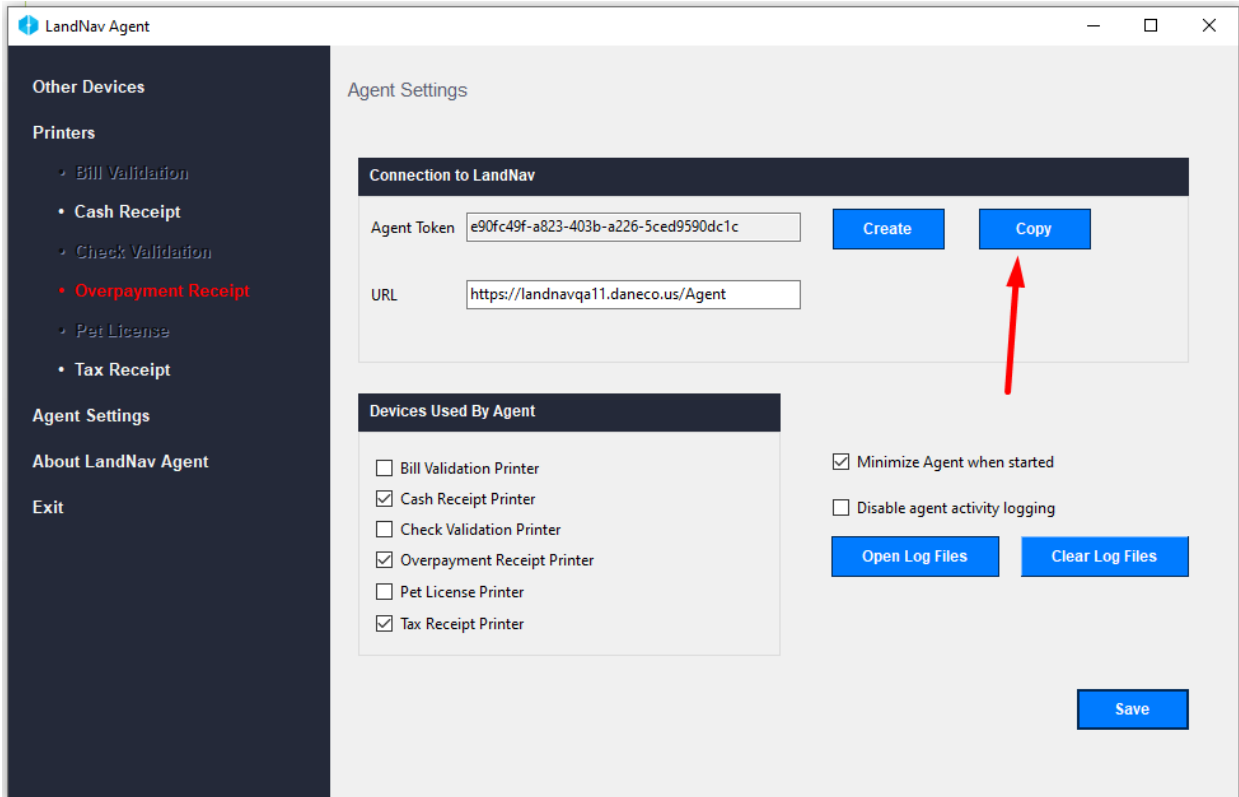
Click Save



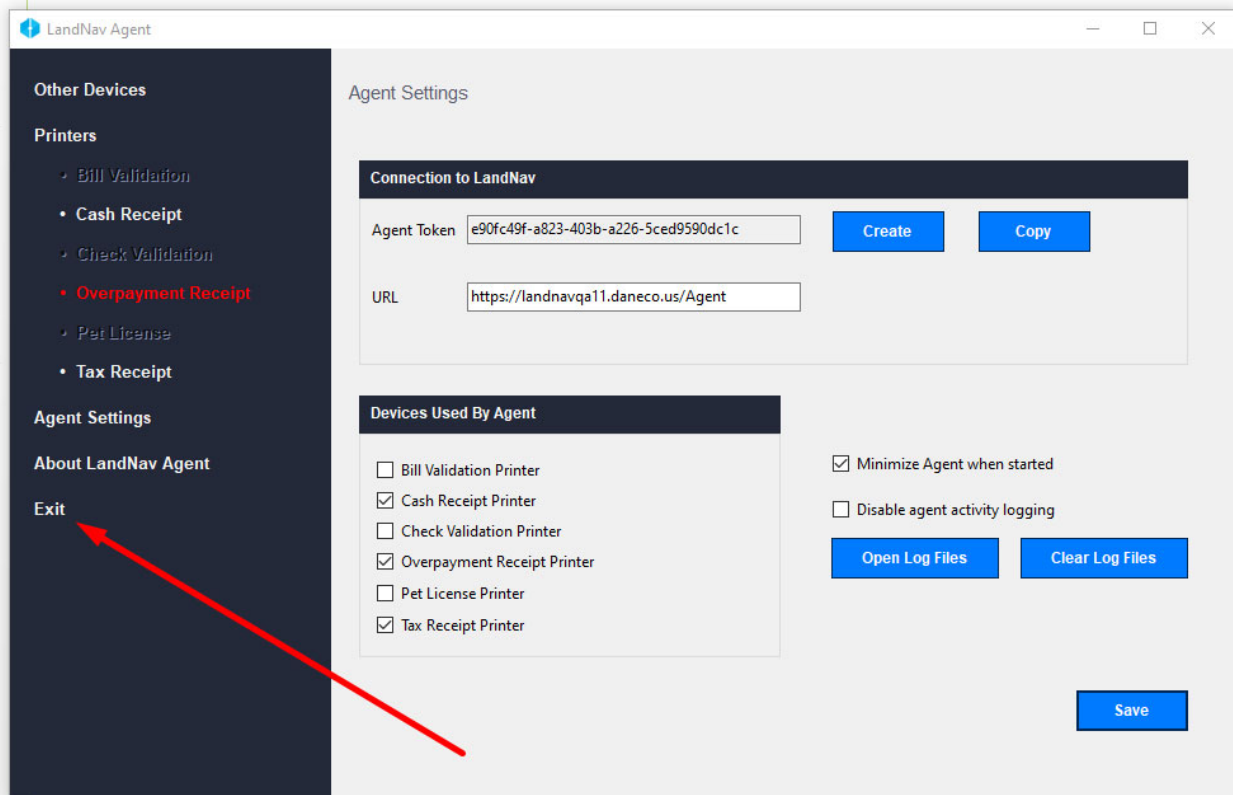
Click Ok



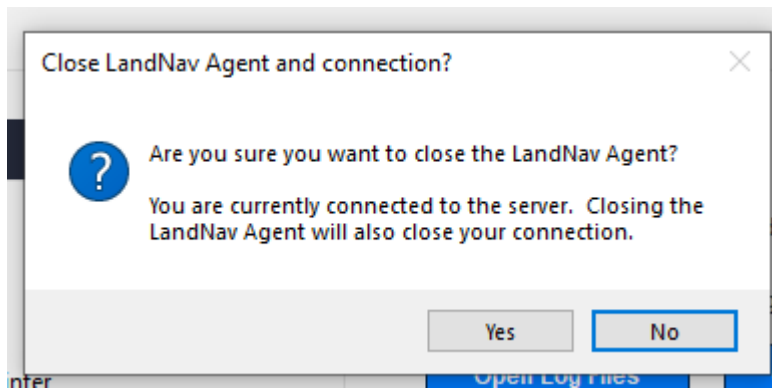
Click Copy, to copy the Agent Token to the clipboard.



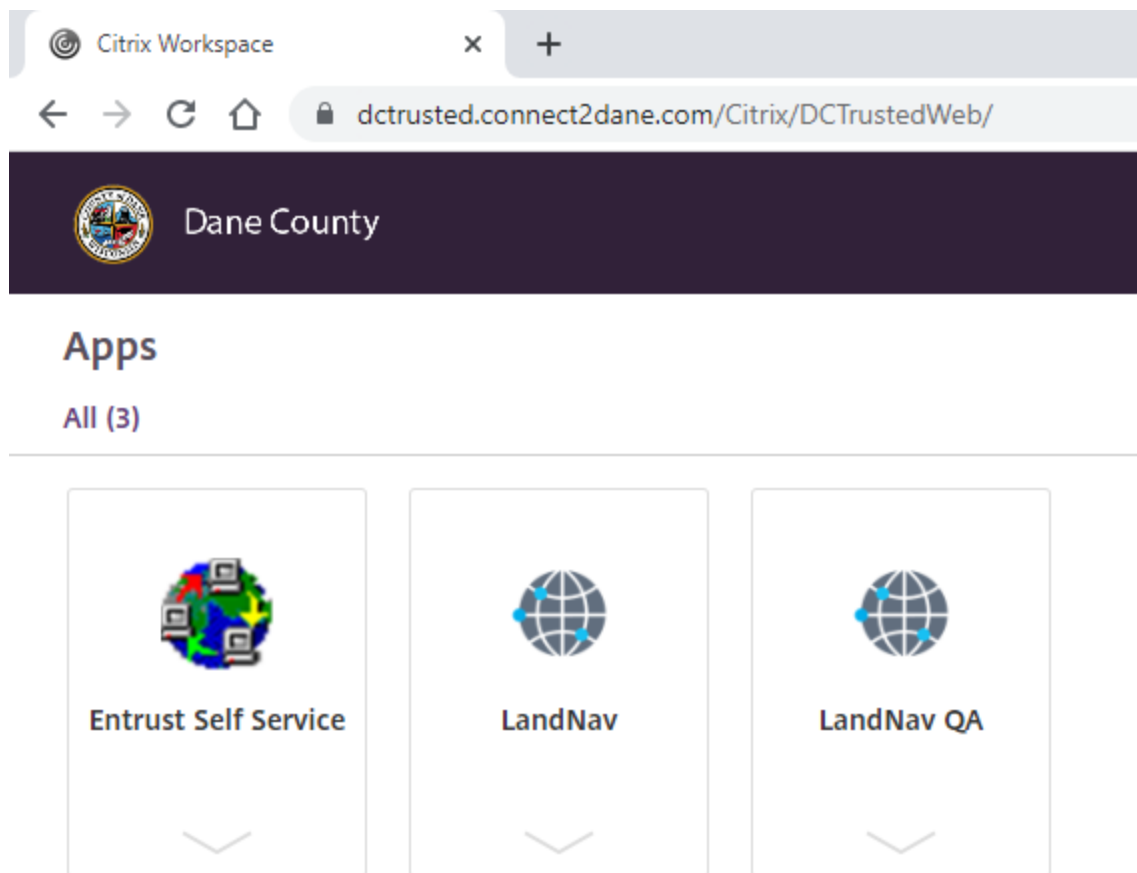
Click Exit, this is the only time you should EVER close the agent.

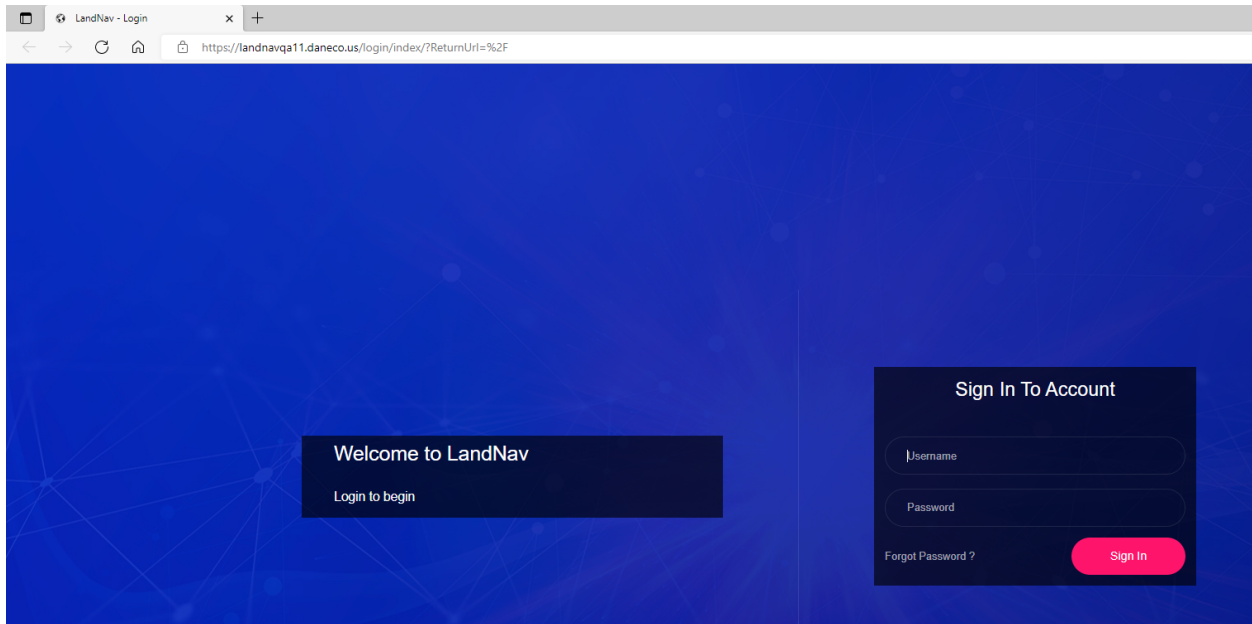


Click Yes



Click LandNav QA, this will restart the agent.

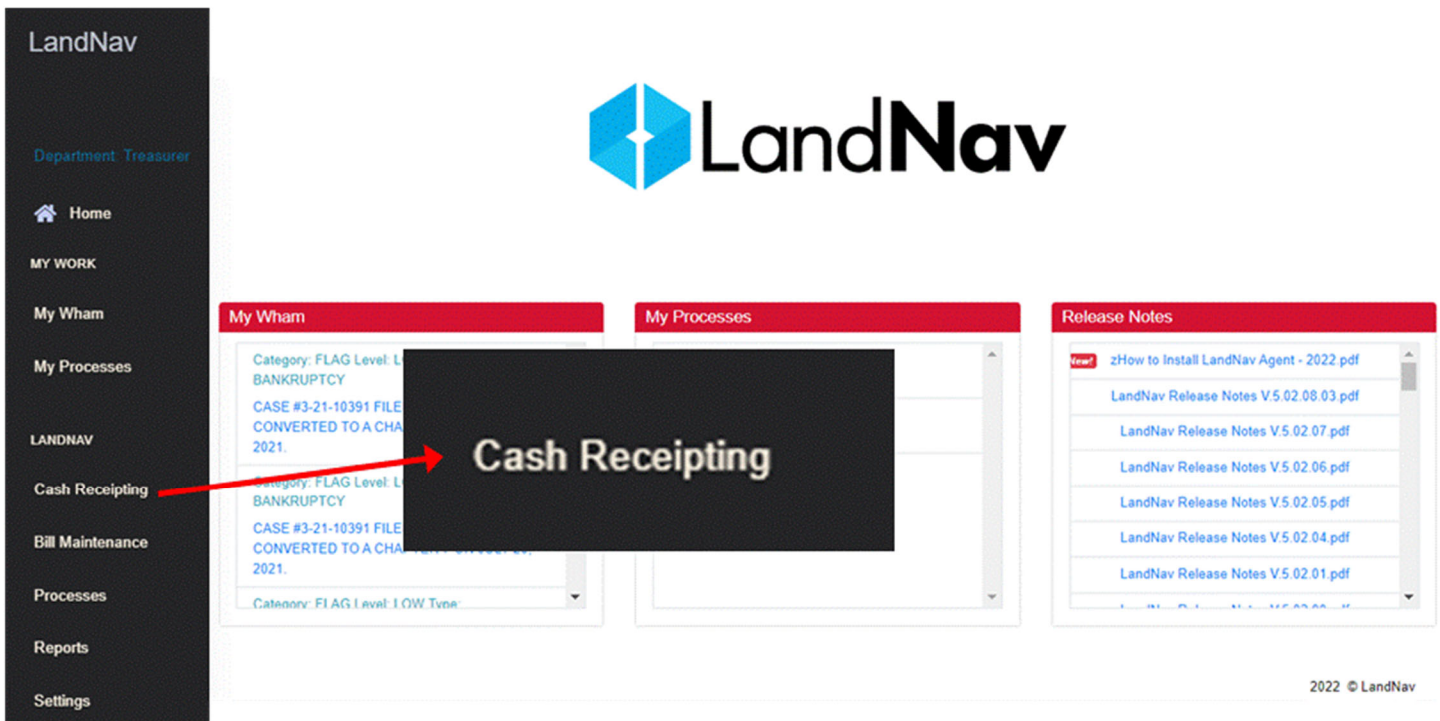


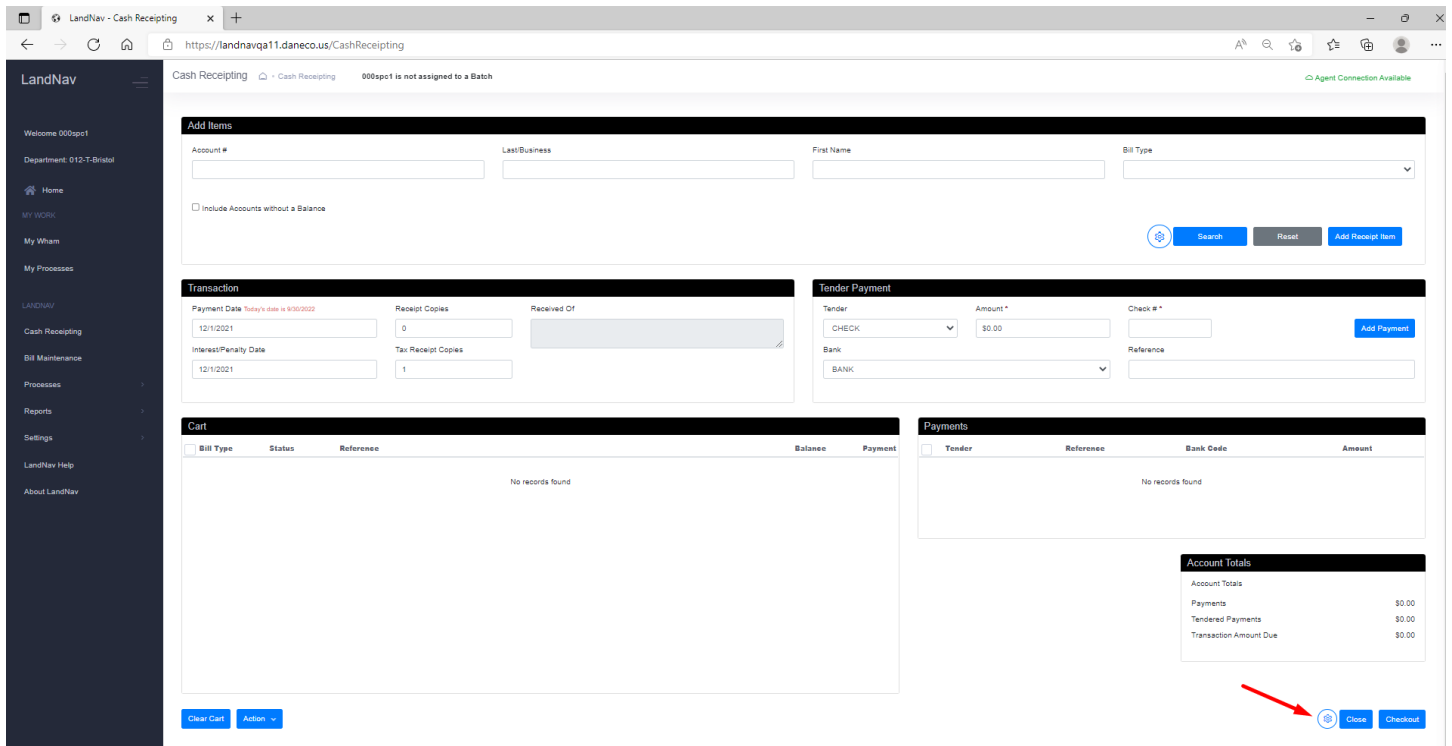


Enter your user name: Your user name will be your state DOR municipal code, your initials, and a number (It will be the same as your Login that you used previously to get here)

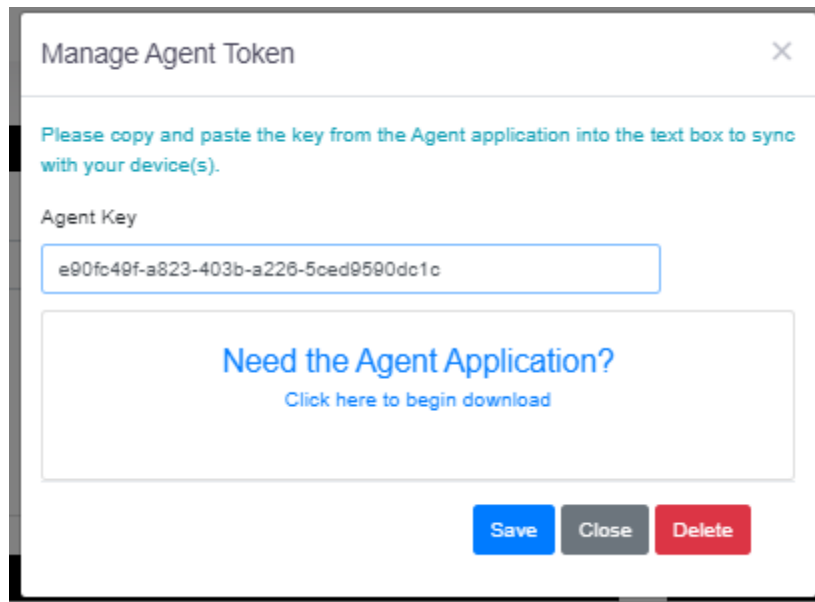
The password for QA will be **P@ssword\$\$**
Please do not change in in QA. In the actual production application, change it after you log in.

Once into LandNav, click on Cash Receipting – to finish setting up the agent





Towards the bottom of the screen, click on the Gear Icon.



Your Agent Key should be blank (if it is not, highlight it) paste the Agent Token you copied to the clipboard into this area. (Right click and say Paste or ctrl key + V)


Click Save.

Manage Agent Token

Please copy and paste the key from the Agent application into the text box to sync with your device(s).

Agent Key

Need the Agent Application?
Click here to begin download



Appendix #6

LandNav Agent Printer Settings

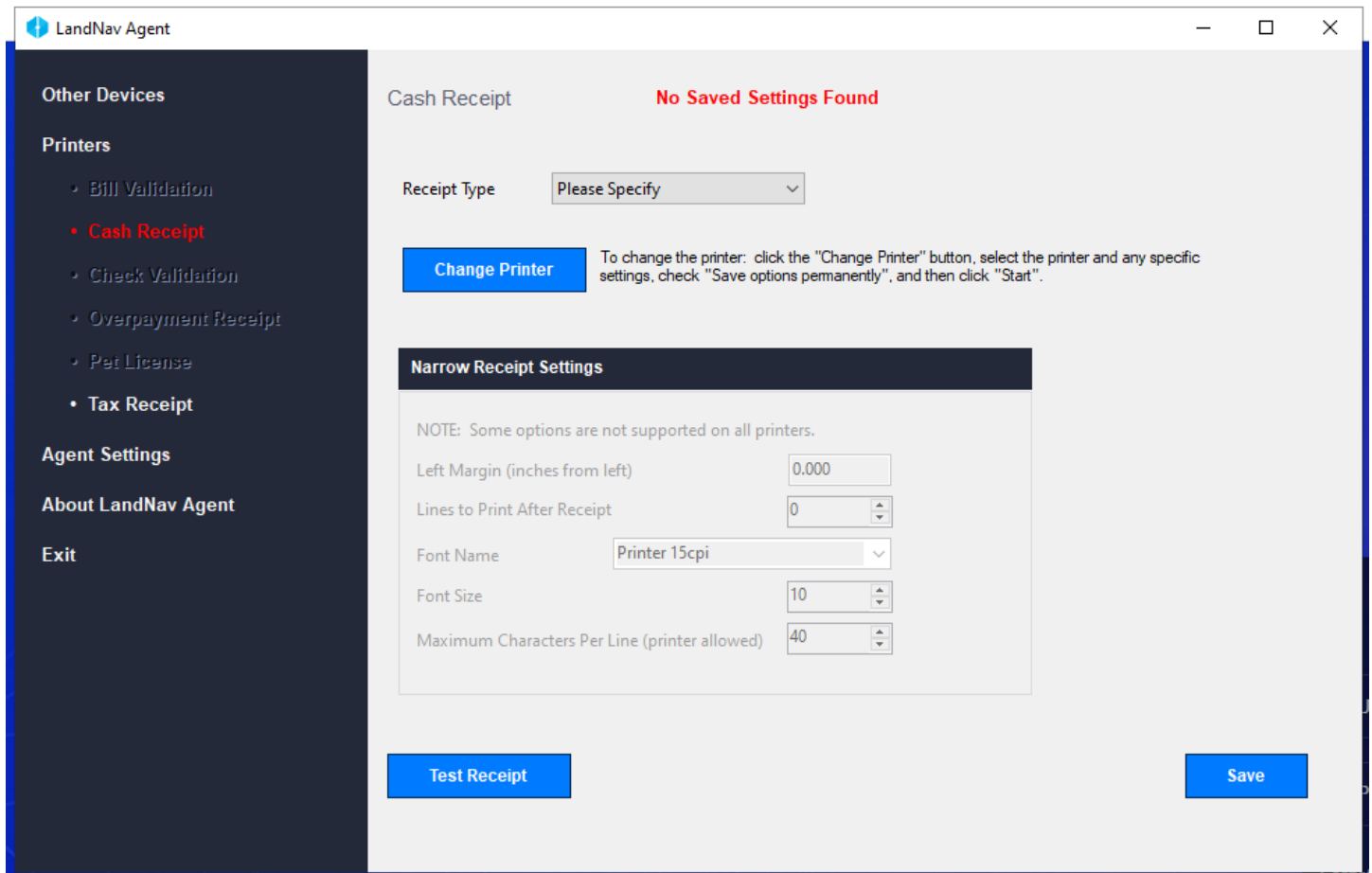
The Dialog box below should appear when you first launch the application. You will need to add your printers to print documents.

Notes:

1. LandNav Agent Printer settings are set up per network user. They can be different for different users in a municipality
2. Do not touch the settings in the Agent Settings option. The LandNav Agent is very finicky and changing those settings may lead to a lot of frustration in printing.

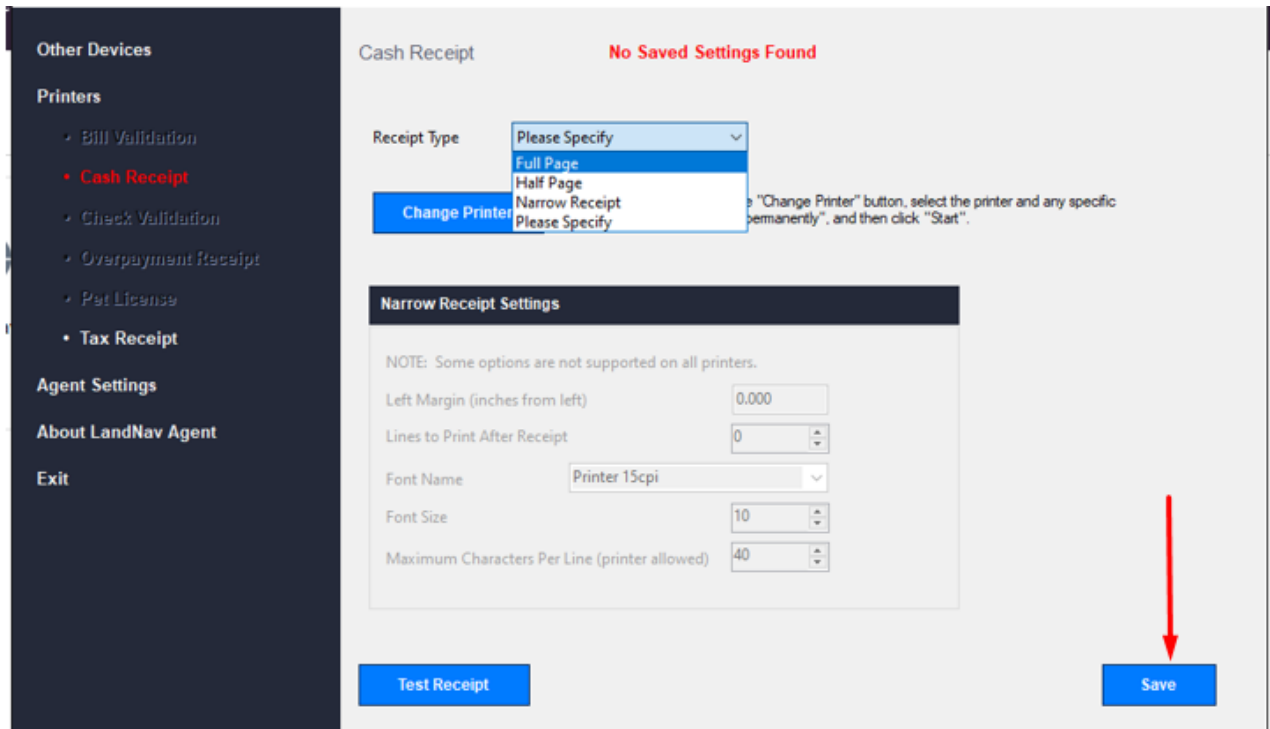
To set up the Agent printing:

Click on the RED Cash Receipt text and you will see:



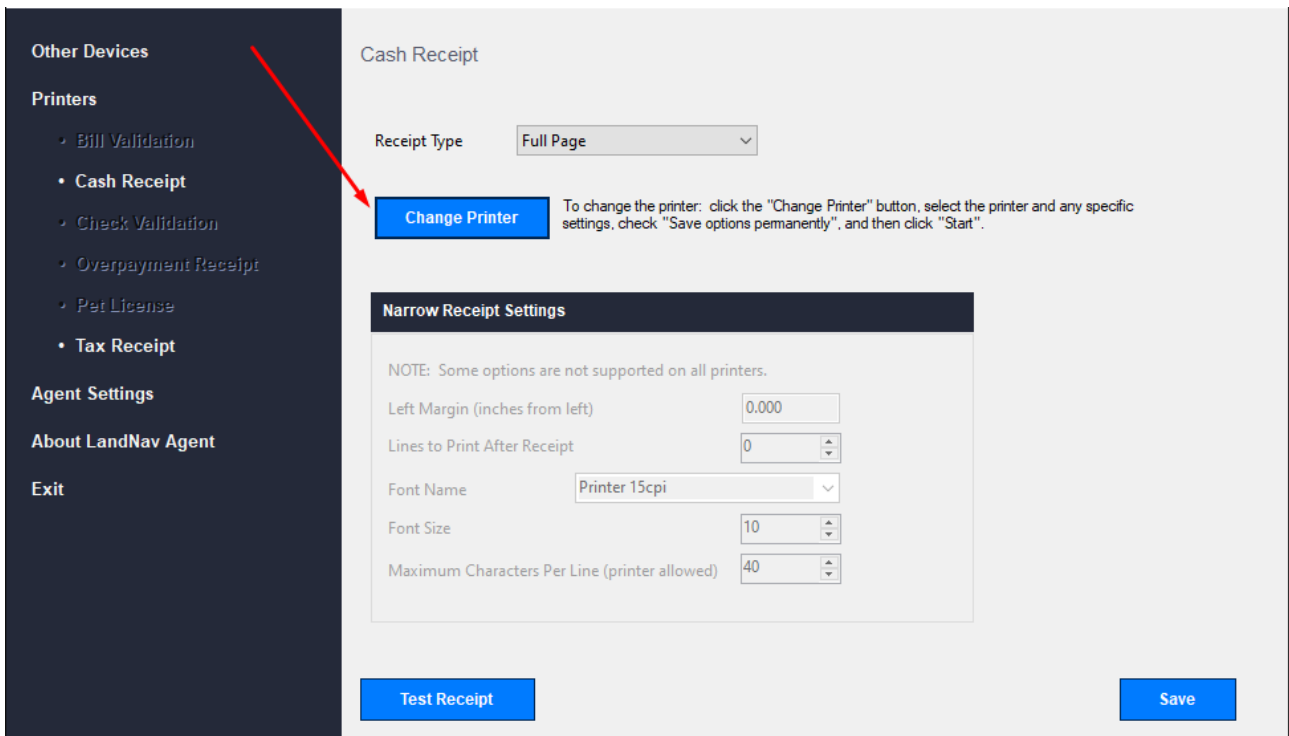
Click on the drop down by Receipt type drop down 

Specify the type of receipt you want (likely Full Page)

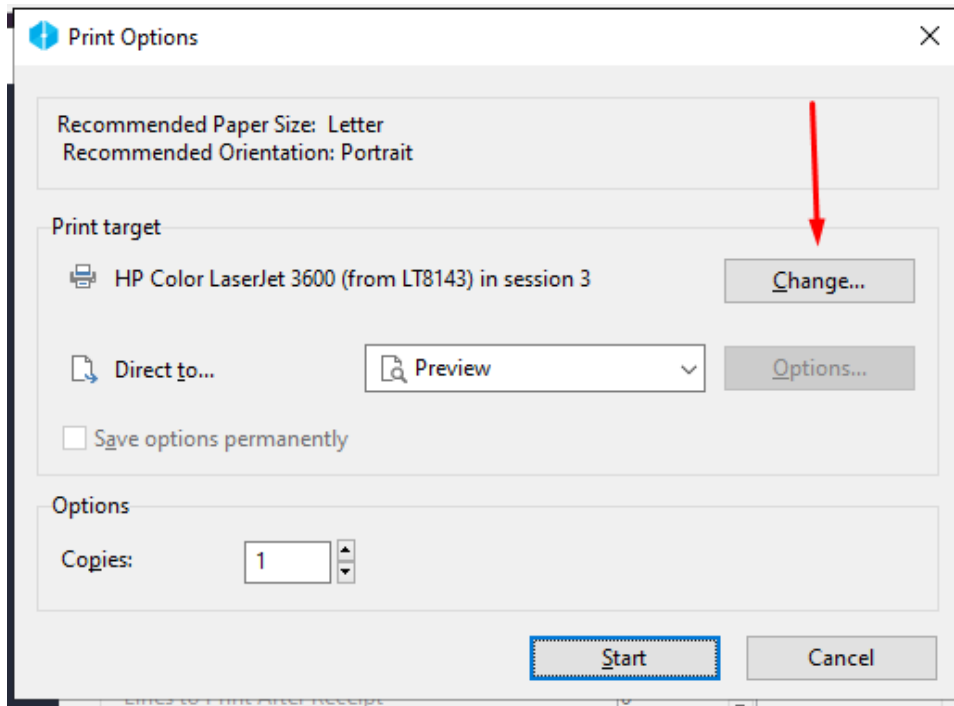


Then click Save

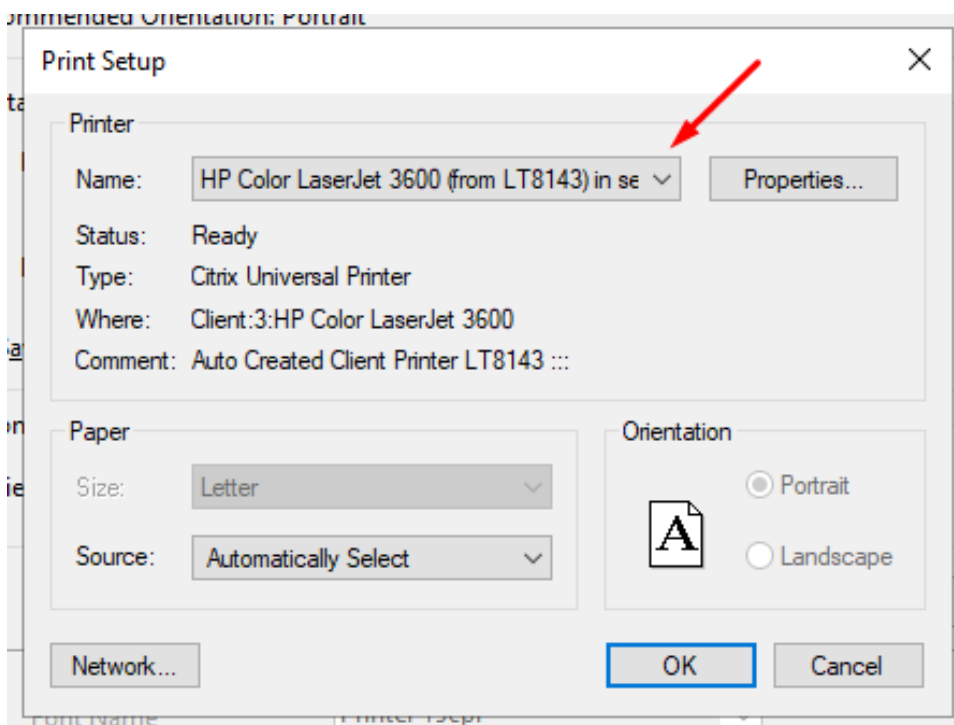
Then Click Change Printer



Then Click Change

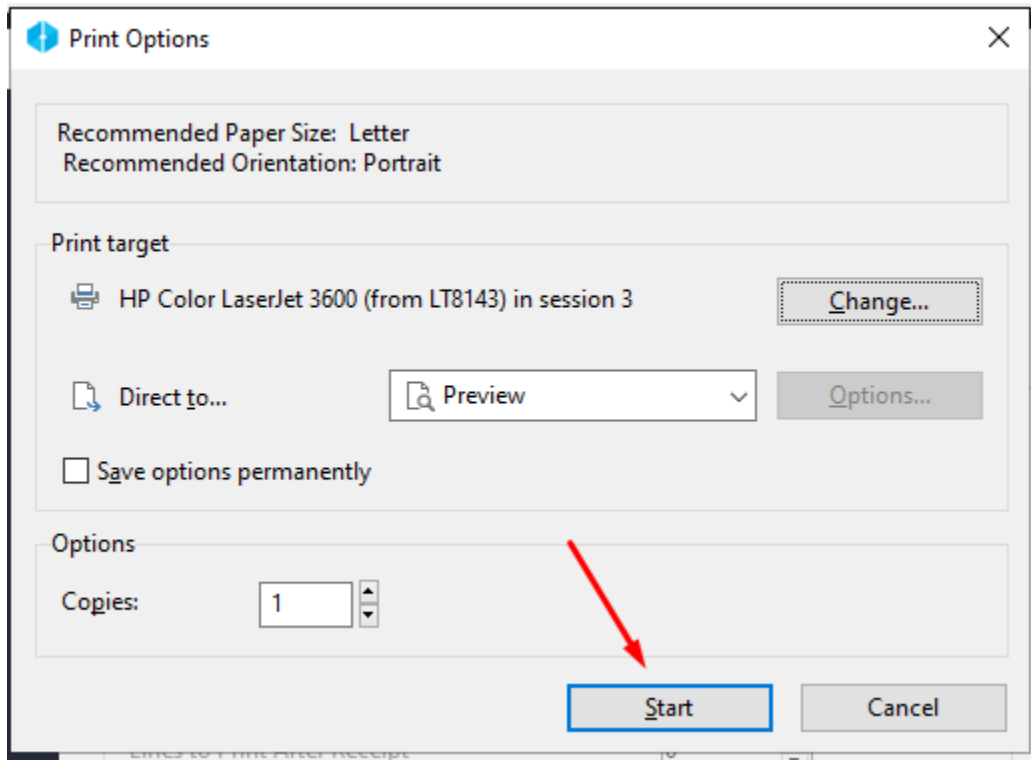


Select the printer you want to use from the dialog box



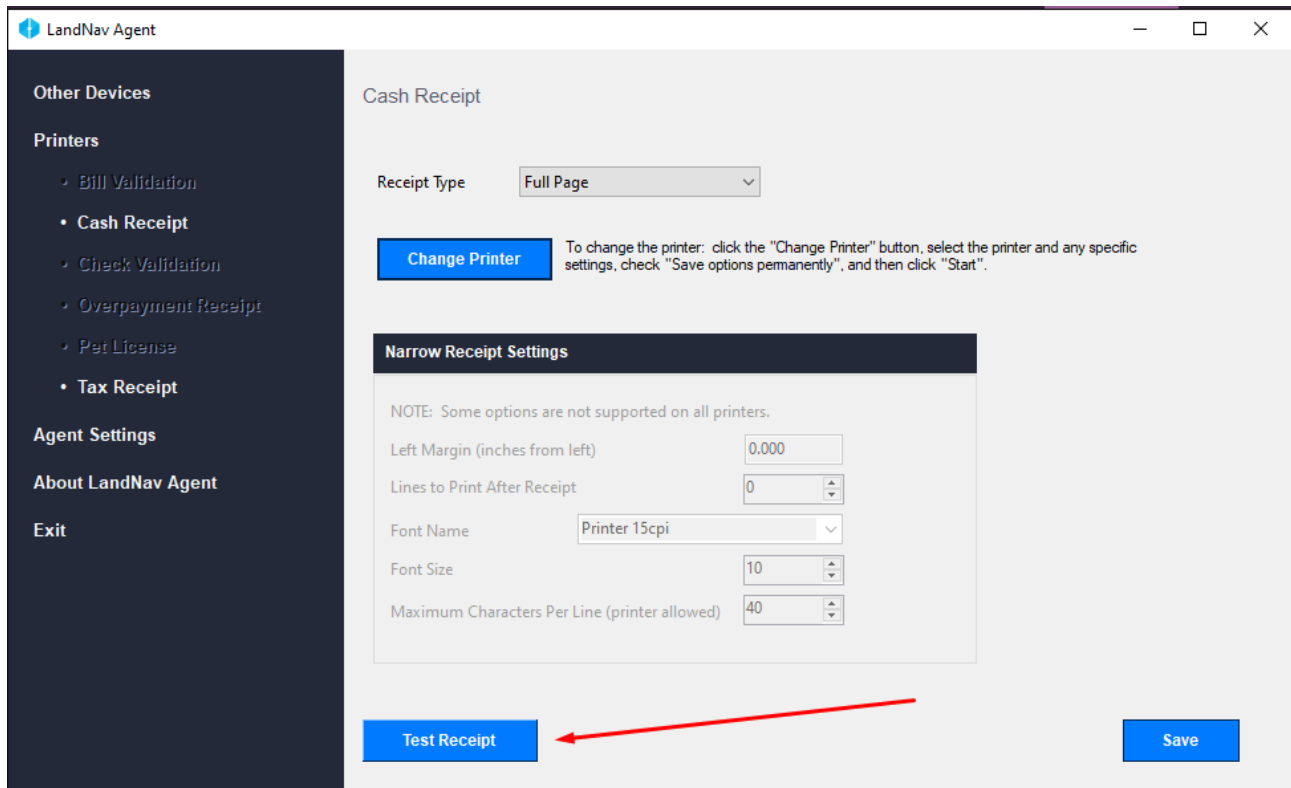
Then Click OK

Then Click Start

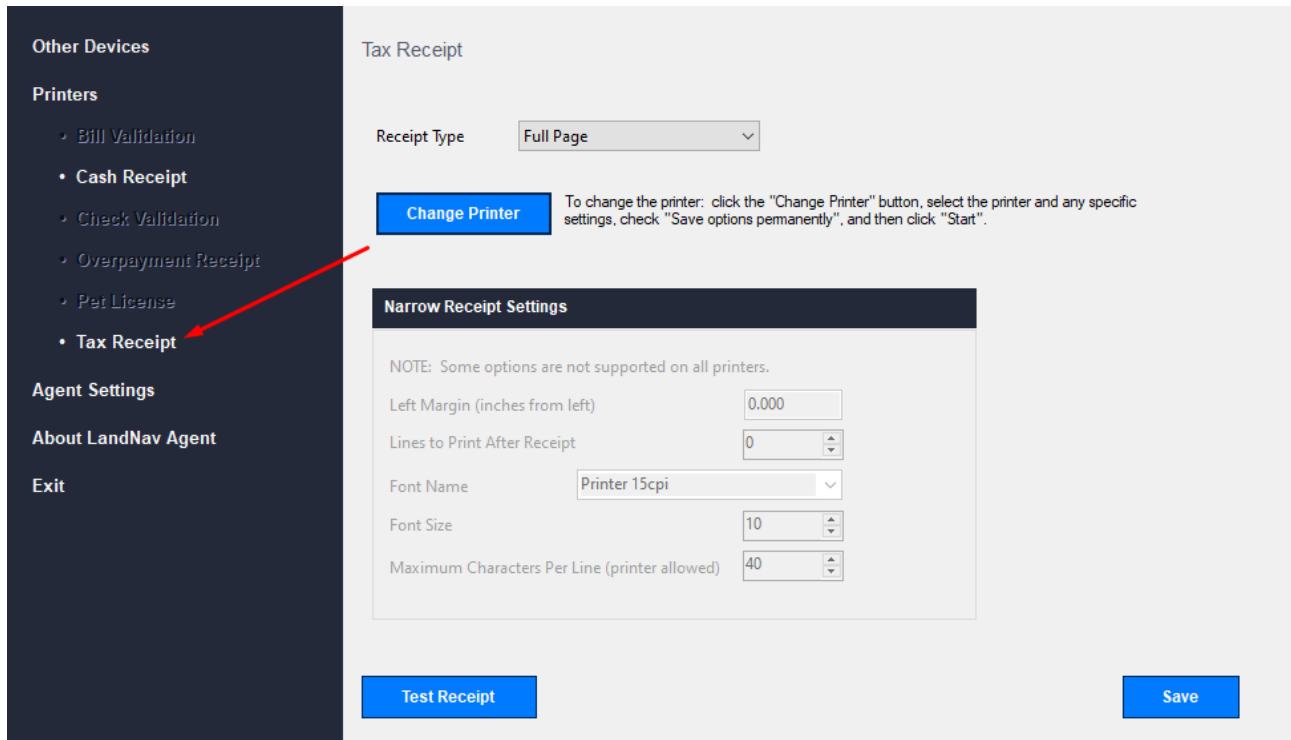


If you select Preview (as above) you will have to preview and print the receipts. If you do not want to select preview, you can print directly by changing this to “Printer” instead.

Then do a Test Receipt to ensure that it was set up correctly



You should then go through the same process to set up the "Tax Receipt".



Appendix #7 Cash Receipting Overpayments

We have a check for \$4000.00 for Parcel #0510-121-8000-7. The check is more than the balance due.

Start in Cash Receipting as normal by searching the parcel number and adding the correct parcel and year to Cash Receipting.

Transaction

Payment Date	Receipt Copies	Received Of
<input type="text" value="3/23/2022"/>	<input type="text" value="1"/>	KNIGHT BARRY TITLE 121 S BRISTOL ST STE 121 SUN PRAIRIE WI 53590
Interest/Penalty Date	Tax Receipt Copies	
<input type="text" value="3/23/2022"/>	<input type="text" value="2"/>	

Tender Payment

Tender	Amount *	Check # *
<input type="text" value="CHECK"/>	<input type="text" value="\$4,000.00"/>	<input type="text" value="11111111"/>
Bank	Reference	
<input type="text" value="BANK"/>	<input type="text" value="OVERPAYMENT"/>	

Cart

Bill Type	Status	Reference	Balance	Payment
<input type="checkbox"/> Real Estate Tax	Delinquent	2021 051012180007 MARILYN H LEIN	\$94.26	\$3,236.28

Payments

Tender	Reference	Bank Code	Amount
No records found			

- A) First check the date
- B) Next check your receipts. You will want one Receipt Copy and two Tax Receipt Copies.
- C) This check is from Knight Barry. Click in the Received Of box to add the payer name and address.

Search Frequent Payer

Last Name

First Name Middle Name Extension

Click on the box to add this as a frequent payer. You will not need to re-enter addresses for these.

Received Of

Attention

Title: [Dropdown] First Name: [Text] Middle Name: [Text]

Last Name *: KNIGHT BARRY TITLE Extension: [Text]

Extra Address (non-deliverable, reference only): [Text]

House #: 121 Suffix: [Text] Prefix Dir: S Street Name/PO Box *: BRISTOL Street Type *: ST Suffix Dir: [Text] Unit Type: STE Unit #: 104

City *: SUN PRAIRIE State *: WI Zip Code *: 53590 Zip Code Ex.: [Text] Country Code: [Text]

Phone: [Text] Email: [Text]

Use this information on the Overpayment Received Of as well

Make sure you check on this box.

[Continue](#) [Cancel](#)

- D) Enter the full check amount (including the overpayment).
- E) Enter the Check Number.
- F) Type OVERPAYMENT on Parcel #XXXX-XXX-XXXX-X in the Reference Box.

Finally, click on Add Payment, as normal. See sample below. The Overpayment shows as "Transaction Amount Due." The "Received Of" box shows the Knight Barry payment information. The Overpayment Action defaults to "Use System Settings." That is correct.

Payments

<input type="checkbox"/>	Tender	Reference	Bank Code	Amount
<input type="checkbox"/>	CHECK - 11111111	OVERPAYMENT	001 - BANK	\$4,000.00

OVERPAYMENT

Overpayment Received Of*

KNIGHT BARRY TITLE
121 S BRISTOL ST STE 121
SUN PRAIRIE WI 53590

Overpayment Action *

USE SYSTEM SETTINGS

Account Totals

Account Totals	
Payments	\$3,236.28
Tendered Payments	\$4,000.00
Transaction Amount Due	(\$763.72)

Click on Checkout. You will automatically print two tax receipts. You will also get a transaction receipt and an overpayment receipt. Unfortunately, neither show the parcel number. We are working with GCS on that.

Overpayment Receipt

**DANE COUNTY
OVERPAYMENT**

KNIGHT BARRY TITLE
121 S BRISTOL ST STE 121
SUN PRAIRIE WI 53590

Date: March 23, 2022 02:28:51 PM
Trans # 13821 **Batch #** 26
Reference: CHECK
OVERPAYMENT

Paid Amount: 4,000.00
Paid Due: 3,236.28

Refund Due: 763.72

Transaction Receipt

DANE COUNTY

1
March 23, 2022 02:28:51 PM

Received of:
KNIGHT BARRY TITLE
121 S BRISTOL ST STE 121
SUN PRAIRIE WI 53590

Trans # 13821
Batch # 26

Three Thousand Two Hundred Thirty Six and 28/100

Amount
\$*****3236.28

Item	Category Reference	Account	Amount
1	REAL ESTATE TAXES 2021 051012180007 1	TAXES	3,236.28
2	OVERPAYMENT TRANSACTION OVERPAYMENT LINE ITEM	OVERPAYMENTS	763.72
Payment(s) Check [OVERPAYMENT]			4,000.00
Refund:	763.72	Change:	0.00
Total:			3,236.28

OFFICIAL RECEIPT WHEN VALIDATED IN THIS BOX
kml7 03/23/2022 14:28:51 *****3236.28

Normal Tax Receipt

Payment

Date Paid: 03/23/2022
Interest/Penalty Date: 03/23/2022
Receipt #: 280822
Gen. Property Tax: 3,132.48
Special Assessment: 9.54
Special Charges: 0.00
Delinquent Utility Charges: 0.00
Private Forest Crop Taxes: 0.00
Woodland Tax Law Taxes: 0.00
Managed Forest Land Taxes: 0.00
Interest: Mar 2022 62.84
Penalty: Mar 2022 31.42
Other Charges: 0.00
Total Amount Paid: 3,236.28
CR Batch #:26 Transaction #: 13821
Transaction Cash: 0.00
Transaction Check: 4,000.00
Transaction Other: 0.00
Transaction Overpayment: 763.72

Balance

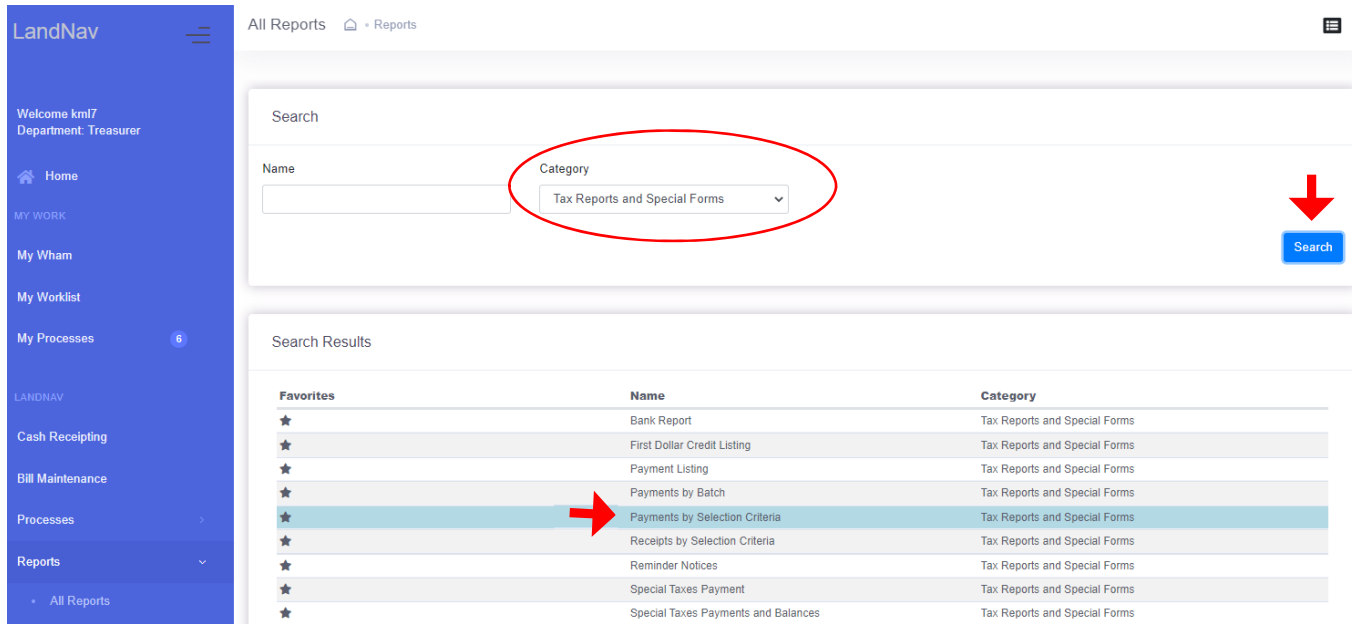
Prior Tax Balance: 3,142.02
Tax Amount Paid: 3,142.02
New Tax Balance: 0.00
Interest: Mar 2022 0.00
Penalty: Mar 2022 0.00
New Balance Due: 0.00

Payment Note:

OVERPAYMENT, CK # 11111111;

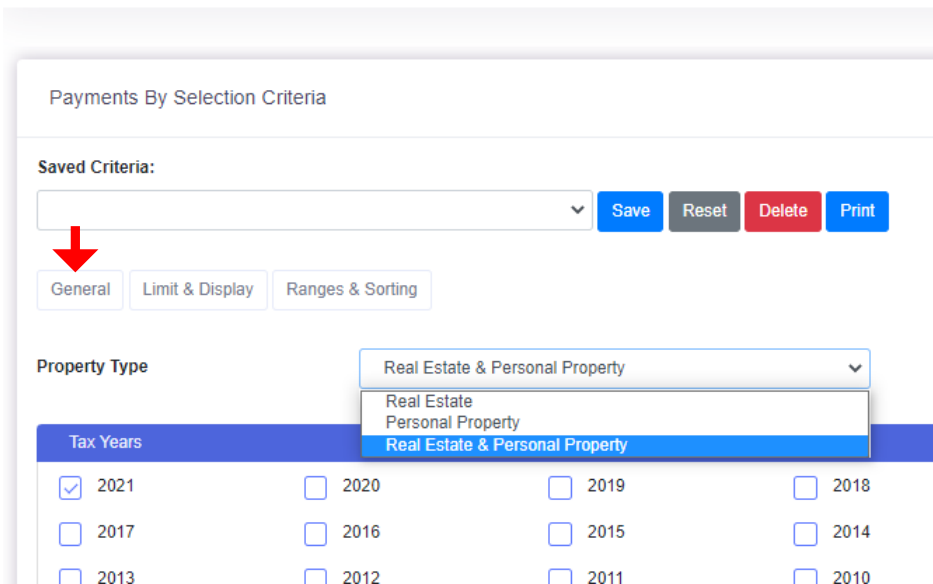
Appendix #8 Overpayment Report

To run an overpayment report (or a report by Batch number, date or other criteria), go to Reports → All Reports. Under Category, click on “Tax Reports and Special Forms” then click Search. Now, selection Payments by Selection Criteria.



On the page that pops up, you will want to click on the current tax year.

Payments By Selection Criteria Home • Reports • Payments By Selection Criteria



Start on the General Tab.

Click on the down arrow to select RE, PP or both.

In the Municipalities Section, check your municipality. See below.

At the bottom of the page, you select the payments to include. Likely, you only want Municipal payments.

At this point, you only need to include POSTED Payments. ¹

Click on both Web and Non-Web payments (not currently part of our process).

¹ Payments that are imported or entered Manually into a Batch come into the system as Unposted payments. You can run a report of these payments to make sure you balance before Posting the payments. See [Appendix #7](#) for Manual Batch Payment Entry.

Municipalities

<input type="checkbox"/> 002 - TOWN OF ALBION	<input type="checkbox"/> 004 - TOWN OF BERRY	<input type="checkbox"/> 006 - TOWN OF BLACK EARTH
<input type="checkbox"/> 010 - TOWN OF BLUE MOUNDS	<input type="checkbox"/> 012 - TOWN OF BRISTOL	<input type="checkbox"/> 014 - TOWN OF BURKE
<input type="checkbox"/> 018 - TOWN OF COTTAGE GROVE	<input type="checkbox"/> 020 - TOWN OF CROSS PLAINS	<input type="checkbox"/> 022 - TOWN OF DANE
<input type="checkbox"/> 026 - TOWN OF DUNKIRK	<input type="checkbox"/> 028 - TOWN OF DUNN	<input checked="" type="checkbox"/> 032 - TOWN OF MADISON
<input type="checkbox"/> 036 - TOWN OF MEDINA	<input type="checkbox"/> 038 - TOWN OF MIDDLETON	<input type="checkbox"/> 040 - TOWN OF MONTROSE

Select the payments to include:

<input type="checkbox"/> Source: County	<input checked="" type="checkbox"/> Source: Municipality
<input checked="" type="checkbox"/> Posted Payments	<input type="checkbox"/> Unposted Batch Payments
<input checked="" type="checkbox"/> Web Portal Payments	<input checked="" type="checkbox"/> Non-Web Portal Payments

Payment Types

<input checked="" type="checkbox"/> Adjustment	<input type="checkbox"/> Lottery	<input type="checkbox"/> Quit Claim	<input type="checkbox"/> Redemption
<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Void	<input type="checkbox"/> Write Off Bankruptcy	<input type="checkbox"/> Write Off Deeded

In the payment types section, click on:

- Adjustment (though GCS does not allow us to do those anymore so I think this will be removed).
- Tax.
- Void.

Redemption is used for delinquent tax payments entered by the County.

You can also print a lottery credit report by selecting that box.

Click on both Web and Non-Web payments (not currently part of our process).

Limit to payments with an overpayment

Display certificate number instead of batch number

Display owner name

Display payment note

Display summary page

Display payment details

Create CSV file of report

General **Limit & Display** Ranges & Sorting

Print

On the Limit and Display Tab, Check Display Summary Page and Display Payment Details.

If you want to print only your overpayments, you need to check the box for "Limit to payments with an overpayment."

Select the payments to be included by completing the following: [\(Leave blank for all\)](#)

General **Limit & Display** Ranges & Sorting

	Beginning	Ending
Payment Date	<input type="text" value="03/24/2022"/>	<input type="text" value="03/24/2022"/>
Batch Number	<input type="text"/>	<input type="text"/>
Receipt Number	<input type="text"/>	<input type="text"/>
Parcel #	<input type="text"/>	<input type="text"/>
Personal Property #	<input type="text"/>	<input type="text"/>
Cash Receipting Batch #	<input type="text"/>	<input type="text"/>

Include voids associated with the selected payments

On the final tab, Ranges & Sorting, you will likely select the current date. This will give you a total for the day so you can balance payments to your bank deposit.

You may also select specific batch numbers if multiple people are entering payments and you want to balance to each batch before combining payments into one deposit.

Drag and drop to rearrange the below sort order

Sort Order		
Sort by:	Subtotal?	New Page?
<input checked="" type="checkbox"/> Payment Date	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CR Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Municipality	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tax Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Owner Name	<input type="checkbox"/>	<input type="checkbox"/>

Finally, you will set up the sort order for your report. It clearly depends on how you need to use the report. If you want a report of your current day collections, you will likely sort by the date and maybe by receipt (as shown at left).

You can save criteria

Please keep a separate spreadsheet to track your overpayments. Our software company is having serious issues with how overpayments are recorded so it is best to have a back-up tracking system.

Appendix #9

Manual Payment Entry into a Batch

Another option for entering payments is by creating a Batch (this is not the same as the Cash Receipting Batch – yes, I know that is confusing).

I suggest you try both payment entry options (Batch & Cash Receipting). Batches, in my opinion, work far better for overpayments. However, entries are not posted immediately. This means that you can still update the payment if needed. It also means that it will not appear on a daily report with your Cash Receipting entries, unless you Post before printing that report.

Start by selecting Processes → All Processes → Batch Payments.

Name	Category
Maintain Valuations	Assessment
Maintain Cash Receipting Batches	Cash Receipting
Maintain Municipality-Category Assignments	Cash Receipting
Maintain Transactions	Cash Receipting
Purge Transactions	Cash Receipting
Payment Export	Collections
Prepare for Sale Book	Delinquent Tax Processing
Update Delinquent Taxes	Delinquent Tax Processing
Create Lottery Credit Audit File	Lottery Credit
Set Lottery Credit Claim Count	Lottery Credit
Batch Payments	Maintain Batch Payments
Calculate Municipality Taxes	Tax Calculation
Import Delinquent List of Tax Bills	Tax Calculation

Below is the screen that will appear. You will select the Manually Enter Batch Payment button.

Import Batch Payments Import Batch Payments from RCT Import Errors Display Batch Totals Post Batch Payments

Search

Property Type: Real Estate Batch #:

Property #: Municipality #:

Search

Search Results

Manually Enter Batch Payment

Delete Selected

This entry screen below will appear.

- A) You need to enter the Real Estate or Personal Property Parcel Number (manual entry does not use bill number).
- B) Then you need to create a six digit batch number. You can use the date: December 19, 2022 or 121922. If you want each staff member to have a unique batch for December 19, you will want to create a two-digit code for each person doing the entry. For example, my two digit code is 32 so if I enter a payment on December 19, my Batch # is 321219. Be aware, this number will be the same in 2023 because the six digits do not allow you to enter the year, just the current month and day. You can always track batches by the entry date and Batch number so this is not a huge issue.
- C) For municipal entry, the Tax Year will always be the same. This time 2023.
- D) Payment Date will likely be today. You can continue to use December 31 as your payment date even after the January export. February Settlement will just subtract the totals paid for January Settlement.
- E) Interest-Penalty Date can always be January 31, 2023 since there is no interest and penalty in your collection timeframe.
- F) You can choose your starting receipt number. I use 1 but that is up to you.
- G) The system will default to Municipality payment. That works for you.

Manually Enter Batch Payment✕

Type

Parcel #

*

Batch # *

B

Tax Year *

C

Payment Date *

D

Int-Pen Date *

Receipt # *

Municipality County

F

Once this information is entered, click on the Continue button.

Below is the tax information for the parcel payment.

Parcel # 0709-204-2016-7

Municipality 251 - CITY OF MADISON	Tax Bill Address NATHAN KENSLEY SCOTT KURMANN 22 S MIDVALE BLVD MADISON WI 53705	Legal Description EIGHTH ADDITION TO SUNSET VILLAGE, LOT 781.
Property Address 22 S MIDVALE BLVD		

2021 Taxes			
Bill #	Certificate #	Int-Pen Date	
24067	1353	9/27/2022	
Gross Tax	School Credit	First Dollar Credit	Net Tax
\$6,035.77	-\$472.09	-\$85.47	= \$5,478.21
Lottery Claims	Lottery Amount	Net After Lottery	
1	\$303.13	\$5,175.08	
	Net after Lot.	Paid	Owe
	\$5,175.08	\$0.00	\$5,175.08
Property Tax			D
Special Assessments	\$0.00	\$0.00	N
Special Charges	\$450.48	\$0.00	\$450.48
Delinquent Charges	\$601.10	\$0.00	\$601.10
Private Forest Crop	\$0.00	\$0.00	\$0.00
Woodland Tax Law	\$0.00	\$0.00	\$0.00
Managed Forest Land	\$0.00	\$0.00	\$0.00
Property Tax Interest	\$0.00	\$0.00	\$414.01
Special Taxes Interest	\$0.00	\$0.00	\$84.13
Property Tax Penalty	\$0.00	\$0.00	\$207.00
Special Taxes Penalty	\$0.00	\$0.00	\$42.05
Other Charge	\$0.00	\$0.00	\$0.00
TOTAL	\$6,029.79	\$303.13	\$6,973.86
Over-Payment		\$0.00	

Payment					
Type	Redemption				
Pay Amount	BC	Batch #	Receipt #	Lottery Claims	
Property Tax	D	320927	1	0	
Special Assessments	D				
Special Charges					
Delinquent Charges					
Private Forest Crop					
Woodland Tax Law					
Managed Forest Land					
Property Tax Interest					
Special Taxes Interest					
Property Tax Penalty					
Special Taxes Penalty					
Other Charge					
TOTAL					
Over-Payment					

Add
Cancel

The top shows the parcel number, municipality, property address, owner name and billing address, and legal description. This information help you make sure you have the correct parcel.

Parcel # 0709-204-2016-7

Municipality 251 - CITY OF MADISON	Tax Bill Address 22 S MIDVALE BLVD MADISON WI 53705	Legal Description EIGHTH ADDITION TO SUNSET VILLAGE, LOT 781.
Property Address 22 S MIDVALE BLVD		

2021 Taxes

Bill #	Certificate #	Int-Pen Date	
24067	1353	9/27/2022	
Gross Tax	School Credit	First Dollar Credit	Net Tax
\$6,035.77	-\$472.09	-\$85.47	= \$5,478.21
Lottery Claims	Lottery Amount	Net After Lottery	
1	\$303.13	\$5,175.08	
	Net after Lot.	Paid	Owe
	\$5,175.08	\$0.00	\$5,175.08
Property Tax			D
Special Assessments	\$0.00	\$0.00	N

Below that, on the left side of the page, you will see all information about the total tax due (Net after Lottery Credit) and the amounts already paid.

There is also a column showing the balance due (Owe).

	Net after Lot.	Paid	Owe
TOTAL	\$6,529.79	\$303.13	\$6,973.86
Over-Payment		\$0.00	
Add		Cancel	

At the bottom on the left side, you will see the current total, amount already paid and the amount owed.

On the right side of the screen, you will see the Payment information shown below. This will split up the payment you are entering into the tax due, specials paid, etc.

Payment

	Pay Amount	BC	Batch #	Receipt #	Lottery Claims
Property Tax	\$0.00	D			
Special Assessments	\$0.00	D	320927	1	0
Special Charges	\$0.00				
Delinquent Charges	\$0.00				
Private Forest Crop	\$0.00				
Woodland Tax Law	\$0.00				
Managed Forest Land	\$0.00				
Property Tax Interest	\$0.00				
Special Taxes Interest	\$0.00				
Property Tax Penalty	\$0.00				
Special Taxes Penalty	\$0.00				
Other Charge	\$0.00				
TOTAL	\$0.00				
Over-Payment	\$0.00				

Notes

Enter any payment information here. Check #, Payer Name, Overpayment Details, etc.

Enter the Check Amount under Total if the amount is not a 1st Installment or Full Payment

If you received an exact amount of the installment due, click on Installment. If you received the full balance due, click on Full.

If the payment is for any other amount, enter the amount of the check in the Total Box. Then click on **Partial** – even if it is an overpayment. The program will split out the payment to Specials, Tax Due, Overpayment, etc. Finally, Click the ADD button on the left bottom of the page.

Sample Below

	Pay Amount	BC	Batch #	Receipt #	Lottery Claims
Property Tax	\$5,175.08	N			
Special Assessments	\$0.00	N	320927	1	0
Special Charges	\$450.48				
Delinquent Charges	\$601.10				
Private Forest Crop	\$0.00				
Woodland Tax Law	\$0.00				
Managed Forest Land	\$0.00				
Property Tax Interest	\$414.01				
Special Taxes Interest	\$84.13				
Property Tax Penalty	\$207.00				
Special Taxes Penalty	\$42.06				
Other Charge	\$0.00				
TOTAL	\$6,973.86				
Over-Payment	\$26.14				

Notes

SUMMIT CHECK #790215. OVERPAYMENT TO XXXXX

Once the payment is added, it will take you back to the main Batch page. You have to click on the Manually Enter Batch Payment button again to add the next payment. When you do click on that button, the parcel entry box will pop-up and it will still be populated with the information from your last entry. You should only have to change the parcel number to add the next payment. The batch number, tax year, and payment date will all stay the same. The Receipt number will move to the next number automatically.

At any time, you can see the entries you have made in this batch. Back on the main Batch Process page, click on Batch #. Enter your current batch number then click on Search.

The list below will show up. If you need to change or delete an entry, select the payment line.

Search

Property Type: Real Estate

Batch #: 320927

Property #:

Municipality #:

[Search](#)

Search Results [Manually Enter Batch Payment](#)

<input type="checkbox"/>	Property #	Year	Batch #	Municipality	Payment Date	Receipt #	Amount
<input type="checkbox"/>	0709-204-2016-7	2021	320927	251	9/27/2022	1	6973.86
<input type="checkbox"/>	0810-192-9930-9	2021	320927	014	9/27/2022	3	922.62
<input type="checkbox"/>	0810-192-9930-9	2020	320927	014	9/27/2022	2	980.34
<input type="checkbox"/>	0810-281-0303-4	2021	320927	251	9/27/2022	4	1446.02

[Delete Selected](#)

You can also get a quick view of the total batch by clicking on the Display Batch Total button.

Enter your Batch # and your Municipality. Then click on the Calculate button.

Search

Batch #: 320927

Municipality: 251 - CITY OF MADISON

[Calculate](#)

The screen below will appear showing the RE Total and the PP Total entered.

Real Estate Totals	
Count	2
Property Tax	6466.17
Special Assessment	0.00
Special Charges	450.48
Delinquent Utility Charges	601.10
Private Forest Corp	0.00
Woodland Tax Law	0.00
Managed Forest Land	0.00
Property Tax Interest	517.30
Special Taxes Interest	84.13
Property Tax Penalty	258.64
Special Taxes Penalty	42.06
Lottery Credit	0
TOTAL	8419.88
Overpayments	328.77

Personal Property Totals	
Count	0
Property Tax	0
Special Assessment	0
Special Charges	0
Delinquent Utility Charges	0
Occupational	0
Property Tax Interest	0
Special Taxes Interest	0
Property Tax Penalty	0
Special Taxes Penalty	0
Lottery Credit	0
TOTAL	0
Overpayments	0

The biggest difference with entering payments into a batch is that the payments are not POSTED immediately. If you go to the parcel we just entered, it will show up like this:

Payments				
Void Filter				
SHOW ALL VOIDS				
	Date	Receipt #	Batch #	Type
<input type="checkbox"/>	12/1/2021	0		Lottery
<input type="checkbox"/>	9/27/2022	1	320927	Redemption

! Not Posted

When you click on the parcel you will get a warning that there are unposted payments on this property.

The advantage to “unposted” payments is that you can run an unposted report to balance your check total to your entry total and make corrections if something shows up incorrectly. See #5 Reports.

At the end of the day or when you have balanced your batch, you can post these payments. Click on the Post Batch Payments button.

The screen below will show up. You can add all or add just one batch. Of course, yours will only show one municipality so the available options to post will only be different batch numbers. If several staff are entering batches, you can search to find your Batch or you can scroll through the list and select your batch number.

Post Batch Payment

The posting process is a two step process:

1 The payments are revalidated

If there are errors, they are written to an error file and the process ends.

2 If there are no errors, the payments are then posted

Select Batches to Post

Search

Available options		Selected options
092723 - CITY OF MIDDLETON	add all add remove remove all	
092723 - CITY OF VERONA		
092723 - CITY OF MONONA		
092723 - CITY OF MADISON		
092723 - VILLAGE OF WINDSOR		
320927 - TOWN OF BURKE		
320927 - CITY OF MADISON		

Available options		Selected options
320927 - CITY OF MADISON	add all add remove remove all	092723 - TOWN OF SUN PRAIRIE
320927 - TOWN OF BURKE		092723 - VILLAGE OF COTTAGE GROVE
		092723 - CITY OF MIDDLETON
		092723 - CITY OF VERONA
		092723 - CITY OF MONONA
		092723 - CITY OF MADISON

In the example on the left, I selected all of Batch #092723 and left Batch #320927 unposted.

Click on Post and all your payments in this batch will be completed.

Post Cancel

Appendix #10

Importing Payments into LandNav

Import Entry Format

Dane County imports payment batches into LandNav using the format below.

Importing Payments into LandNav

Batch Description

Today's Date (year - month - date)

Receipt Number (characters vary due to the amount paid and the number of the receipt)

Number of spaces is determined by the receipt number but is always 14 spaces from the end of the center section (date of payment) to the dot marking cents.

Amount Paid

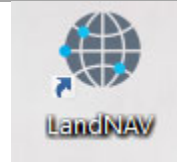
Interest/Penalty Date

- Batch Number (6 characters)
- Parcel Number
- Always 14 Spaces
- Tax Year

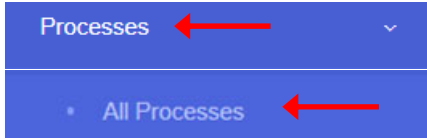
110633080924310032	14 Spaces	2022	20231106	100009138.39	20231031
110633061006225442		2022	20231106	200001070.63	20231031
110633070818394302		2022	20231106	300001105.18	20231031
110633050910460371		2022	20231106	400001500.00	20231031
110633070835206206		2022	20231106	500001000.00	20231031
110633061118182803		2020	20231106	600002000.00	20231031
110633061118182803		2020	20231106	700000247.83	20231031
110633061118182803		2021	20231106	800001922.17	20231031
110633070920417015		2022	20231106	900035000.00	20231031
110633061012280651		2022	20231106	1000000002.00	20231031
110633081202380006		2022	20231106	1100019955.50	20231031

LandNav Import Process

Go into the LandNav program by clicking on the Desktop Icon.



On the left side of your screen is the menu of actions.



On the left side of your screen is the menu of actions.

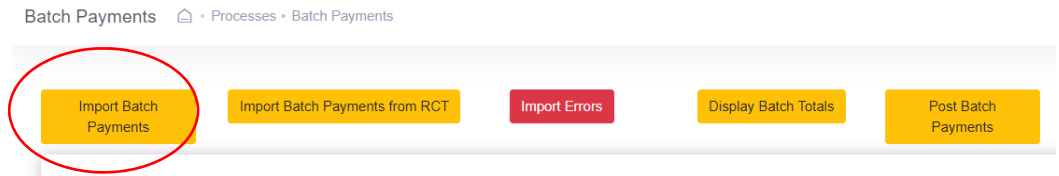
Click on Processes and then All Processes and finally **Batch Payments**.

Search Results

Name	Category
Batch Payments	Maintain Batch Payments

Next, click on Import Batch Payments.

The page below will pop up.



Import Batch Payment

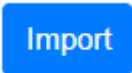
Select a Tax Payment File to be Imported: 2021062...hFile.bch

Payment File Type:

Import Options

Type of File being Imported:

Specify the Payment Source:



Next, click on the Import Button.

Select the "Choose File" box and then add the batch file that looks like the ones above.

Payment File Type: Select Format 2.

Once you select the payment file type, the screen at left will appear.

Leave these entries as the default. You use Fixed Width and Municipal Payments as your Import Options.

The screen below will appear. Your interest and penalty date can always be the same as the date of the payment but must be January 31, 2024 or before. Click Continue.

Override Interest and Penalty Date

While reading the payment file, the program found payments with the following batch numbers and dates. You may override the interest/penalty date for the payments that have these batch numbers and dates. When you click continue, the temporarily stored data file payments will be updated with any overridden interest/penalty dates.

id	Batch #	Payment Date (yyyymmdd)	Interest/Penalty Date (yyyymmdd)	Use Payment Date as Interest and Penalty Date
062412	20210624		<i>Interest and Penalty Date MUST be on or before January 31,</i>	

Continue Cancel

The import will start.

My Processes Next click on My Processes. You can proceed as soon as the “Load Format 2 Tax Payment Batch Process shows up as Complete.

Load Format 2 Tax Payment Batch Process	Lund, Kay	6/23/2021 8:43:25 AM	6/23/2021 8:44:04 AM	Complete
--	-----------	----------------------	----------------------	-----------------

Check Batch Totals

Back in Processes → All Processes → Batch Payments, you can do a quick look at your entries or check the Batch Total.

Batch Payments [Processes](#) • Batch Payments

[Import Batch Payments](#)
[Import Batch Payments from RCT](#)
[Import Errors](#)
[Display Batch Totals](#)
[Post Batch Payments](#)

Search

Property Type: Real Estate Batch #:
 Property #: Municipality #:
[Search](#)

To check the entries in your batch, under Search, use the down arrow under batch to select the batch you want to review.

Then click on Search and the results will show up at the bottom of your screen. See below. Click on the column names to sort.

Search

Property Type
Real Estate

Property #

Batch #
111333

Search

Search Results

Manually Enter Batch Payment



<input type="checkbox"/>	Property #	Year	Batch #	Municipality	Payment Date	Receipt #
<input type="checkbox"/>	0511-053-7180-3	2022	111333	281	11/13/2023	1
<input type="checkbox"/>	0811-092-4419-2	2022	111333	282	11/13/2023	10
<input type="checkbox"/>	0811-092-4419-2	2018	111333	282	11/13/2023	11
<input type="checkbox"/>	0811-092-4419-2	2019	111333	282	11/13/2023	12

If you click on the line of the payment, it will take you into the full page of detail. Here you can correct a payment until it is posted. Change the total due toward the bottom of the page and click on UPDATE.

Display Batch Totals

You can also do a quick check of the total payments in the batch. Click on Display Batch Totals at the top of the screen.

Batch #
111333

Municipality
Please Select

- All
- 225 - CITY OF FITCHBURG
- 038 - TOWN OF MIDDLETON
- 046 - TOWN OF PLEASANT SPRINGS
- 282 - CITY OF SUN PRAIRIE
- 281 - CITY OF STOUGHTON
- 258 - CITY OF MONONA
- 251 - CITY OF MADISON

Select your Batch Number and your Municipality. Then click on Calculate.

Calculate

The screen that pops up will show the RE and PP total collected in this batch.

Payments on Taxes Page in Bill Maintenance

If you look at these payments under Bill Maintenance, you will get a notice that this parcel has payments that are UNPOSTED.

Just click on Close to scroll down and see all the payments on this parcel.

Notice

There are UNPOSTED payments pending. You may wish to review and/or post the batch payments before modifying the payment history.

Close

Payments			
	Date	Receipt #	Batch #
<input type="checkbox"/>	1/31/2023	716	251023
<input type="checkbox"/>	3/31/2023	717	251023
<input type="checkbox"/> △ Not Posted	11/13/2023	17	111333

The payment you just entered will not be posted. This means that the balance due will not include this payment and you will not be able to print a receipt. You will be able to correct the payment until it is Posted.

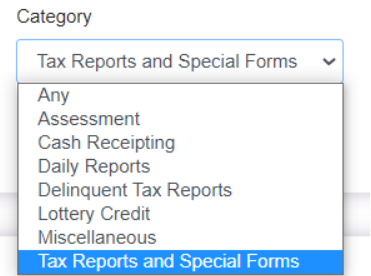
Create an Un-Posted Batch Report to Balance with your Payments

Now you can run an UN-Posted Report to see if your entry in LandNav matches the bank deposit or other information you have on this group of payments.

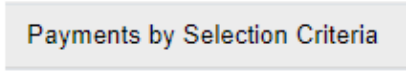


Go to Reports – All Reports.

Under Category, click on Tax Reports and Special Forms. Then click on the Search Button.



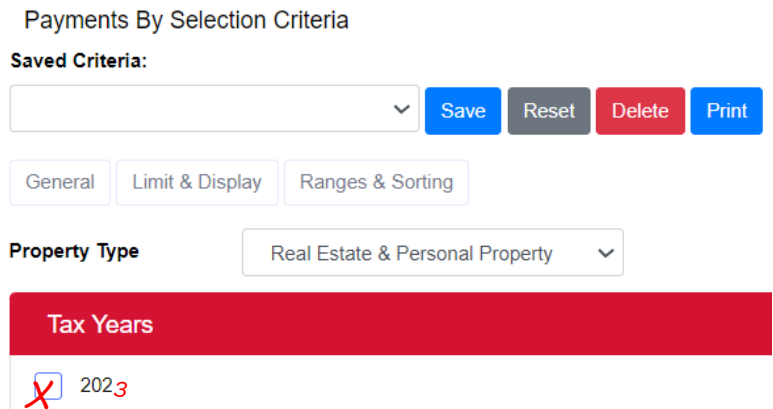
Select “Payments by Selection Criteria”



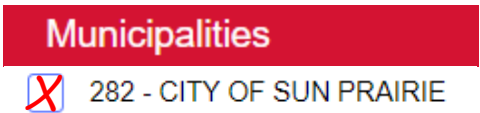
The page at the right will appear.

There are three tabs where you will design your report. Once you have your report set-up as you want it, you can click on Save and that report will always be available without creating it new each time.

To run a report of your UN-Posted payments, select the current tax year. This year 2023 and will be all you will see.



Scroll down to Municipalities. Again, you will only have the ability to click on your municipality.



Select the payments to include:

- Source: County
- Posted Payments
- Web Portal Payments
- Source: Municipality
- Unposted Batch Payments
- Non-Web Portal Payments

Scroll down the page again and select Municipality and UN-Posted Payments.

Leave Web and Non-Web Payments checked.

Payment Types

Adjustment
 Quit Claim
 Tax
 Write Off Bankruptcy
 Lottery
 Redemption
 Void
 Write Off Deeded

Under Payment Types, you only need: Adjustment, Tax, and Void. The others are not related to your collections.

Next, scroll back to the top of the page and select the middle Tab: Limit & Display.

There are several options here that you may want to select. I click on the two below.

Display summary page
 Display payment details

You can also limit to overpayments, display the owner name or show the payment note.

Finally, click on the last Tab: Ranges & Sorting. The display below will appear.

Select the payments to be included by (Leave blank for all) completing the following:

	Beginning	Ending
Payment Date	For a daily report, select today's date as the beginning and ending date.	
Batch Number	This is for Imported or Manually Entered Batches. These are not the same as Cash Receipting Batch numbers.	
Receipt Number	If you know the specific receipt numbers, you could do a report from receipt #888 to receipt #999	
Parcel #	I cannot imagine a need for printing a report by parcel number.	
Personal Property #	Again, I cannot imagine a need for printing a report by personal property	
Cash Receipting Batch #	If you have multiple people entering in Cash Receipting, you may want to print a report for each person entering. Balance each and then run the full day report	
	<input checked="" type="checkbox"/> Include voids associated with the selected payments I think you will always want to include voids in your report.	

Then, scroll down to the bottom of the page to create your sort order. As you can see, you can sort by several categories and you can choose to Sub-Total by any category.

For example, you can run a daily report that includes multiple Cash Receipting Batches (four staff each in a different CR Batch). You can run the report that gives you a sub-total for each staffer and then the total for the day at the end. See samples later in this document.

You can sort by multiple categories. For example, you will likely sort by Payment Date, then CR Batch Number and then Receipt Number.

Sort Order		
Sort by:	Subtotal?	New Page?
<input checked="" type="checkbox"/> Payment Date	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> CR Batch Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>

See descriptions below for each category.

Sort Order		
Sort by:	Subtotal?	New Page?
<input type="checkbox"/> Payment Date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CR Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Receipt Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Batch Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Owner Name	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Municipality	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tax Year	<input type="checkbox"/>	<input type="checkbox"/>

Payment Date: You will definitely sort by Payment date at some point to balance your tax system entry to your deposit.

CR Batch Number: This report will give you a total for a specific CR Batch. If you use a Batch for multiple days but you only want today's entry, you will have to add payment date to your sort options.

Receipt Number: This report will list every payment entered in receipt order. If you only want today's entry, you will have to add payment date to your sort options.

Batch Number: This is for imported or manual entry batches.

The remaining categories (parcel number, owner name, municipality and tax year) will not likely be used to create our reports.

Once you have selected the order you want, you need to drag the category to the top to show it as the first sort order (and then second and third).

Drag and drop to rearrange the below sort order

For example, you see the sort order at left below and you want to sort by 1) Payment Date, then 2) CR Batch Number, then 3) Receipt Number. First Check the boxes related to your sort. See at right below.

BEFORE SORT ORDER	SELECT CATEGORIES	DRAG INTO SORT ORDER		
Sort by:	Sort by:	Next, you need to drag the categories into your chosen order. You also want to see sub-totals of each batch. See below.		
<input type="checkbox"/> Batch Number <input type="checkbox"/> CR Batch Number <input type="checkbox"/> Parcel Number <input type="checkbox"/> Payment Date <input type="checkbox"/> Receipt Number	<input type="checkbox"/> Batch Number <input checked="" type="checkbox"/> CR Batch Number <input type="checkbox"/> Parcel Number <input checked="" type="checkbox"/> Payment Date <input checked="" type="checkbox"/> Receipt Number	Sort by:	Subtotal?	New Page?
		<input checked="" type="checkbox"/> Payment Date <input checked="" type="checkbox"/> CR Batch Number <input checked="" type="checkbox"/> Receipt Number	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Once you have this Report Template to your liking, click on the SAVE at the top of the page. Name this report. In the future, you will just click on the down arrow under Saved Criteria this report. You will just have to change the payment date to today.



FINALLY, click Print to complete the report.

This is a good time to check your email because it can take a few minutes for the report to complete. When the report it complete, you will see a number on the left menu bar. If you have two monitors, it works great to work in one while you wait for this number to show. It will look like below:

My Processes

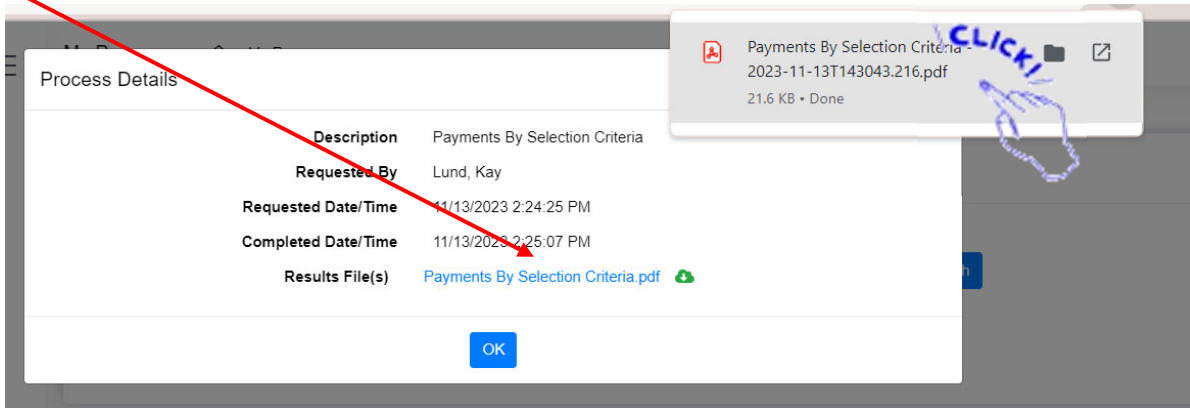
1

Click on My Processes and you will see that your Payments by Selection Criteria is complete. That line will also show as bold since it has not been opened. In the sample below, the second report has already been opened.

<input type="checkbox"/>	Description	Requested By	Requested Date/Time	Completed Date/Time	Status
<input type="checkbox"/>	Payments By Selection Criteria	Lund, Kay	11/13/2023 2:24:25 PM	11/13/2023 2:25:07 PM	Complete
<input type="checkbox"/>	Payments By Selection Criteria	Lund, Kay	11/13/2023 8:01:43 AM	11/13/2023 8:03:08 AM	Complete

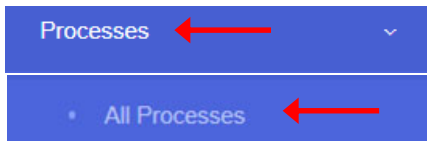
Once complete, click on the bolded line.

Then click on the Results File title that show up in a pale blue color below.



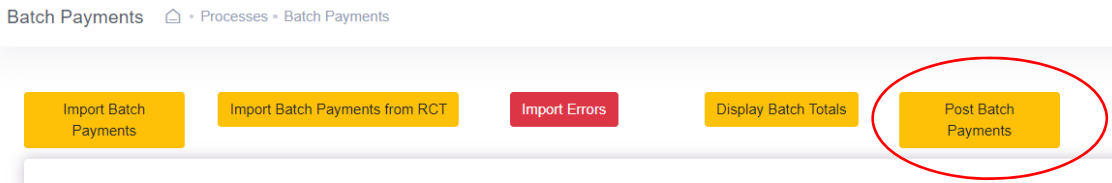
The report will show up on your screen to be downloaded. Click on it to open the report.

Post your Batch of Payments

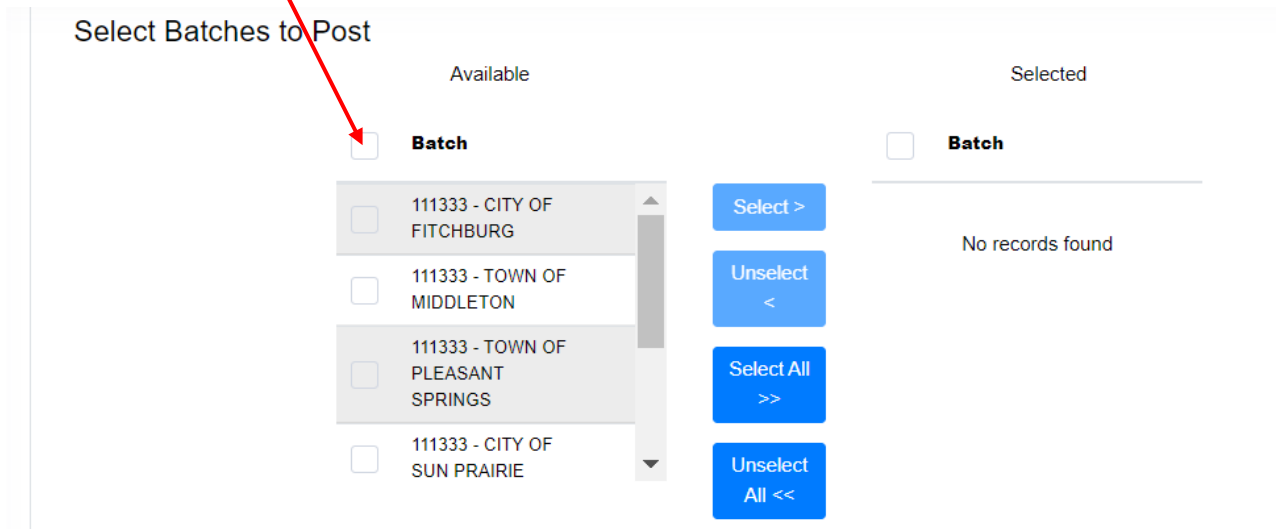


Click on Processes and then All Processes and finally **Batch Payments**.

Click on the Post Batch Payments Tab.



You will see a list of unposted batches available to post. Add all or as many as you want to add to the “Selected to Post” box. If you want to Post all unposted batches, just click on the Batch at the top of the Available column.



Be careful not to post Batch numbers that are not yours unless you have checked the entry and it is ready to Post. When you have added all that you want to add to “Selected,” click on Select.

Available

 Batch
 111333 - CITY OF SUN PRAIRIE

Selected

 Batch
 111333 - CITY OF FITCHBURG
 111333 - TOWN OF MIDDLETON
 111333 - TOWN OF PLEASANT SPRINGS
 111333 - CITY OF STOUGHTON

Select >

Unselect <

Select All >>

Unselect All <<

I selected all the payments except the City of Sun Prairie.

You will only see your municipality so if you have multiple Batches here, they will be different numbered Batches. All will be your municipality.

When you are ready, click Post.

Post

This action will also show as Complete under My Processes.

My Processes

1

<input type="checkbox"/>	Description	Requested By	Requested Date/Time	Completed Date/Time	Status
<input type="checkbox"/>	Post Batch Tax Payments Process	Lund, Kay	11/13/2023 3:34:23 PM	11/13/2023 3:35:12 PM	Complete

Now if you look at the payment from above, you will see it has posted and you can run a receipt.

BEFORE POSTING PAYMENT				AFTER POSTING PAYMENT			
Payments				Payments			
	Date	Receipt #	Batch #		Date	Receipt #	Batch #
<input type="checkbox"/>	△Not Posted 11/13/2023	17	111333	<input type="checkbox"/>	11/13/2023	17	111333

You can now run a receipt for this payment that looks like the one below.

2022 Real Estate Property Tax Receipt

11/13/2023
03:59:14 PM

Tax District: CITY OF MADISON
County: DANE COUNTY
Parcel #: 0709-263-0418-3
Alt. Parcel #:
Plat: M00001-Plat Unknown - CITY OF MADISON
Legal Descripton:
WINGRA DRIVE ADD, LOT 17

Property Address: 1364 FISH HATCHERY RD
Section/Town/Range:
Volume/Page:
Acres: 0.000
Block/Condo Bldg:

Bill #: 40066

Total Land	Total Improve	Total Value	Ratio	Est. Fair Market Value
123,200	198,000	321,200	0.9576	335,400

Payment

Date Paid: 11/13/2023
Interest/Penalty Date: 11/09/2023
Receipt #: 17 **Batch #:** 111333

Gen. Property Tax:	3,140.00
Special Assessment:	0.00
Special Charges:	0.00
Delinquent Utility Charges:	0.00
Private Forest Crop Taxes:	0.00
Woodland Tax Law Taxes:	0.00
Managed Forest Land Taxes:	0.00
Interest: Nov 2023	314.00
Penalty: Nov 2023	157.00
Other Charges:	0.00
Total Amount Paid:	3,611.00

CR Batch #: 249 **Transaction #:** 44198

Transaction Cash:	0.00
Transaction Check:	0.00
Transaction Other:	3,611.00
Transaction Overpayment:	0.00

Balance

Prior Tax Balance: 3,140.00
Tax Amount Paid: 3,140.00
New Tax Balance: 0.00
Interest: Nov 2023 0.00
Penalty: Nov 2023 0.00
New Balance Due: 0.00

Payment Note:

If Paid By Check, Tax Receipt Is Not Valid Until Check Has Cleared All Banks.

RECEIVED BY:

DANE COUNTY TREASURER
T ADAM GALLAGHER
PO BOX 1299
MADISON WI 53701-1299

COUNTY OF DANE
210 MLK JR BLVD #114
MADISON WI 53703

Appendix #11 Sample Daily Reports

Attached are three reports of County payments for August 21, 2023.

The Payments by Selection Criteria report is defined above in Section 7 and provides the most detailed information about your daily payments.

As you can see, this report has sub-totals for each Cash Receipting Batch (CR) creating. That way, you can balance by cash receipting batch.

For example, Staffer A enters in CR Batch 27 on December 15 in the AM and the report total show a total of \$15,000 payments. Totaling the checks also equals \$15,000 so that CR Batch can be set aside for the day end balance. Staffer A then creates a new CR Batch for PM payments.

When the daily report is run, there will be multiple batches (hopefully all balanced at this point) and a total for all the day's batches. That daily report can include any number of batches.

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
 REAL ESTATE

REPORT #: SRPAYBYSSELLST
 RUN DATE: 11/20/2023
 RUN TIME: 03:29:06 PM
 PAGE: 1

THE OPTIONS BELOW WERE USED FOR THIS REPORT:

Property Type	Real Estate
Municipalities	002 - TOWN OF ALBION, 004 - TOWN OF BERRY, 006 - TOWN OF BLACK EARTH, 008 - TOWN OF BLOOMING GROVE, 010 - TOWN OF BLUE MOUNDS, 012 - TOWN OF BRISTOL, 014 - TOWN OF BURKE, 016 - TOWN OF CHRISTIANA, 018 - TOWN OF COTTAGE GROVE, 020 - TOWN OF CROSS PLAINS, 022 - TOWN OF DANE, 024 - TOWN OF DEERFIELD, 026 - TOWN OF DUNKIRK, 028 - TOWN OF DUNN, 032 - TOWN OF MADISON, 034 - TOWN OF MAZOMANIE, 036 - TOWN OF MEDINA, 038 - TOWN OF MIDDLETON, 040 - TOWN OF MONTROSE, 042 - TOWN OF OREGON, 044 - TOWN OF PERRY, 046 - TOWN OF PLEASANT SPRINGS, 048 - TOWN OF PRIMROSE, 050 - TOWN OF ROXBURY, 052 - TOWN OF RUTLAND, 054 - TOWN OF SPRINGDALE, 056 - TOWN OF SPRINGFIELD, 058 - TOWN OF SUN PRAIRIE, 060 - TOWN OF WINDSOR, 070 - TOWN OF YORK, 106 - VERONA, 064 - TOWN OF VIENNA, 066 - TOWN OF WESTPORT, 068 - TOWN OF WINDSOR, 070 - TOWN OF YORK, 106 - VILLAGE OF BELLEVILLE, 107 - VILLAGE OF BLACK EARTH, 108 - VILLAGE OF BLUE MOUNDS, 109 - VILLAGE OF BROOKLYN, 111 - VILLAGE OF CAMBRIDGE, 112 - VILLAGE OF COTTAGE GROVE, 113 - VILLAGE OF CROSS PLAINS, 116 - VILLAGE OF DANE, 117 - VILLAGE OF DEERFIELD, 118 - VILLAGE OF DEFOREST, 151 - VILLAGE OF MAPLE BLUFF, 152 - VILLAGE OF MARSHALL, 153 - VILLAGE OF MAZOMANIE, 154 - VILLAGE OF MCFARLAND, 157 - VILLAGE OF MOUNT HOREB, 165 - VILLAGE OF OREGON, 176 - VILLAGE OF ROCKDALE, 181 - VILLAGE OF SHOREWOOD HILLS, 191 - VILLAGE OF WAUNAKEE, 196 - VILLAGE OF WINDSOR, 221 - CITY OF EDGERTON, 225 - CITY OF FITCHBURG, 251 - CITY OF MADISON, 255 - CITY OF MIDDLETON, 258 - CITY OF MONONA, 281 - CITY OF STOUGHTON, 282 - CITY OF SUN PRAIRIE, 286 - CITY OF VERONA
Tax Years	2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991, 1990, 1989, 1988, 1987, 1986, 1985, 1984, 1983, 1982, 1981, 1980, 1979, 1978, 1977, 1976, 1975, 1974, 1972, 1968, 1967, 1966, 1965, 1964, 1963, 1962, 1961, 1960, 1959, 1958, 1957, 1956, 1955, 1954, 1953, 1952, 1951, 1950, 1949, 1901
Payment Date Range	08/21/2023 - 08/21/2023
Batch Number Range	All
CR Batch Number Range	All
Receipt Number Range	All
Parcel Number Range	All
Include County Payments	Yes
Include Municipal Payments	No
Include Unposted Batch Payments	No
Include Posted Payments	Yes
Include Non-Web Payments	Yes
Include Web Portal Payments	Yes
Include Payment Types	Tax, Redemption, Adjustment, Void
Include Associated Voids outside specified range(s)	Yes
Limit to Overpayment Payments	No
Display Owner Name	No
Display Overpayment Amounts	Yes
Include CR Overpayments	No
Display Payment Details	Yes
Display Payment Note	No
Display Summary Page	Yes
Display Tax Certificate Number	No

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
 REAL ESTATE

REPORT #: SRPAYBYSELLST
 RUN DATE: 11/20/2023
 RUN TIME: 03:29:06 PM
 PAGE: 3

PROPERTY NUMBER	YEAR BATCH	RECEIPT	DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHR G DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
0512-361-8550-8	2020	65140	08/21/2023 C R 18 42160	703.81	0.00 0.00 0.00	0.00 0.00 0.00	218.18 0.00	109.09 0.00	0.00 1,031.08 0.00
0512-361-8550-8	2021	65141	08/21/2023 C R 18 42160	781.41	0.00 150.00 488.75	0.00 0.00 0.00	148.47 121.36	74.23 60.68	0.00 1,824.90 0.00
0910-292-7042-5	2020	65142	08/21/2023 C R 18 42175	3,953.06	0.00 165.96 513.54	0.00 0.00 0.00	1,225.45 210.65	612.72 105.32	0.00 6,786.70 0.00
0910-292-7042-5	2021	65143	08/21/2023 C R 18 42175	3,803.02	0.00 171.24 969.23	0.00 0.00 0.00	722.57 216.69	361.29 108.34	0.00 6,352.38 0.00
0911-323-7002-2	2021	65144	08/21/2023 C R 18 42181	6,212.55	0.00 123.00 0.00	0.00 0.00 0.00	1,180.38 23.37	590.19 11.69	0.00 8,141.18 0.00
0708-061-6111-0	2022	296278	08/21/2023 C T 18 42152	6,224.06	0.00 0.00 0.00	0.00 0.00 0.00	435.68 0.00	217.84 0.00	0.00 6,877.58 0.00
0709-354-6740-4	2022	296279	08/21/2023 C T 18 42153	65.74	0.00 0.00 0.00	0.00 0.00 0.00	4.60 0.00	2.30 0.00	0.00 72.64 0.00
0608-153-1134-5	2022	296280	08/21/2023 C T 18 42154	2,080.89	0.00 0.00 0.00	0.00 0.00 0.00	145.66 0.00	72.83 0.00	0.00 2,299.38 0.00
0610-032-2422-5	2022	296281	08/21/2023 C T 18 42155	6,249.94	0.00 0.00 0.00	0.00 0.00 0.00	437.50 0.00	218.75 0.00	0.00 6,906.19 0.00
0709-014-6431-9	2022	296282	08/21/2023 C T 18 42156	9,506.88	0.00 0.00 0.00	0.00 0.00 0.00	665.48 0.00	332.74 0.00	0.00 10,505.10 0.00
0610-022-7567-1	2022	296283	08/21/2023 C T 18 42157	254.33	0.00 0.00 0.00	0.00 0.00 0.00	17.80 0.00	8.90 0.00	0.00 281.03 0.00
0512-364-1411-7	2022	296284	08/21/2023 C T 18 42158	6.38	0.00 0.00 0.00	0.00 0.00 0.00	0.45 0.00	0.22 0.00	0.00 7.05 0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
 REAL ESTATE

REPORT #: SRPAYBYSELLST
 RUN DATE: 11/20/2023
 RUN TIME: 03:29:06 PM
 PAGE: 4

PROPERTY NUMBER	YEAR BATCH	RECEIPT	DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHR G DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
0512-364-1422-4	2022	296285	08/21/2023 C T 18 42159	125.24	0.00 0.00 0.00	0.00 0.00 0.00	8.77 0.00	4.38 0.00	0.00 138.39 0.00
0512-361-8550-8	2022	296286	08/21/2023 C T 18 42160	897.04	0.00 225.00 489.86	0.00 0.00 0.00	62.79 50.04	31.40 25.02	0.00 1,781.15 0.00
0809-152-4755-1	2022	296287	08/21/2023 C T 18 42161	5,208.13	0.00 0.00 0.00	0.00 0.00 0.00	364.57 0.00	182.28 0.00	0.00 5,754.98 0.00
0911-292-0188-2	2022	296288	08/21/2023 C T 18 42162	198.12	0.00 0.00 0.00	0.00 0.00 0.00	13.87 0.00	6.93 0.00	0.00 218.92 0.00
0811-042-3708-0	2022	296289	08/21/2023 C T 18 42163	2,473.10	0.00 0.00 0.00	0.00 0.00 0.00	173.12 0.00	86.56 0.00	0.00 2,732.78 0.00
0909-354-0330-8	2022	296290	08/21/2023 C T 18 42164	29.92	0.00 0.00 0.00	0.00 0.00 0.00	2.09 0.00	1.05 0.00	0.00 33.06 0.00
0612-063-8850-0	2022	296291	08/21/2023 C T 18 42165	555.16	0.00 0.00 0.00	0.00 0.00 0.00	38.86 0.00	19.43 0.00	0.00 613.45 0.00
0511-053-9935-6	2022	296292	08/21/2023 C T 18 42166	4.49	0.00 0.00 0.00	0.00 0.00 0.00	0.31 0.00	0.16 0.00	0.00 4.96 0.00
0809-313-2233-3	2022	296293	08/21/2023 C T 18 42167	23.56	0.00 0.00 0.00	0.00 0.00 0.00	1.65 0.00	0.82 0.00	0.00 26.03 0.00
0607-034-8870-0	2022	296294	08/21/2023 C T 18 42168	337.52	0.00 0.00 0.00	0.00 0.00 0.00	23.63 0.00	11.81 0.00	0.00 372.96 0.00
0811-061-9850-2	2022	296295	08/21/2023 C T 18 42169	6,475.96	0.00 0.00 0.00	0.00 0.00 0.00	453.32 0.00	226.66 0.00	0.00 7,155.94 0.00
0809-222-5313-0	2022	296296	08/21/2023 C T 18 42170	90.50	0.00 0.00 0.00	0.00 0.00 0.00	6.33 0.00	3.17 0.00	0.00 100.00 0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT	DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHR G DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHR G TOTAL OVERPAYMENT
0510-312-4866-8	2022	296297	08/21/2023 C T 18 42171	2,454.08	0.00 0.00 0.00	0.00 0.00 0.00	171.79 0.00	85.89 0.00	0.00 2,711.76 0.00
0609-084-0419-5	2022	296298	08/21/2023 C T 18 42172	783.98	0.00 0.00 0.00	0.00 0.00 0.00	54.88 0.00	27.44 0.00	0.00 866.30 0.00
0708-012-4970-2	2022	296299	08/21/2023 C T 18 42173	7,513.28	0.00 0.00 0.00	0.00 0.00 0.00	525.93 0.00	262.96 0.00	0.00 8,302.17 0.00
0907-073-9830-9	2022	296300	08/21/2023 C T 18 42174	1,835.11	9.54 89.16 0.00	0.00 0.00 0.00	128.46 6.91	64.23 3.45	0.00 2,136.86 0.00
0910-292-7042-5	2022	296301	08/21/2023 C T 18 42175	4,302.13	0.00 228.48 459.88	0.00 0.00 0.00	301.15 48.19	150.57 24.09	0.00 5,514.49 0.00
0811-044-2171-2	2022	296302	08/21/2023 C T 18 42176	6.10	0.00 0.00 0.00	0.00 0.00 0.00	0.43 0.00	0.21 0.00	0.00 6.74 0.00
0511-053-9935-6	2022	296303	08/21/2023 C T 18 42177	47.57	0.00 0.00 0.00	0.00 0.00 0.00	3.33 0.00	1.67 0.00	0.00 52.57 0.00
0609-254-8350-5	2022	296304	08/21/2023 C T 18 42178	617.99	0.00 0.00 0.00	0.00 0.00 0.00	43.26 0.00	21.63 0.00	0.00 682.88 0.00
0909-241-8190-8	2022	296305	08/21/2023 C T 18 42179	2,394.24	0.00 0.00 0.00	0.00 0.00 0.00	167.59 0.00	83.80 0.00	0.00 2,645.63 0.00
0712-281-2151-6	2022	296306	08/21/2023 C T 18 42180	1,938.07	0.00 0.00 0.00	0.00 0.00 0.00	135.66 0.00	67.83 0.00	0.00 2,141.56 0.00
0911-323-7002-2	2022	296307	08/21/2023 C T 18 42181	6,329.12	0.00 138.00 0.00	0.00 0.00 0.00	443.04 9.66	221.52 4.83	0.00 7,146.17 0.00
0711-213-3142-9	2022	296308	08/21/2023 C T 18 42182	2,769.49	0.00 0.00 0.00	0.00 0.00 0.00	193.86 0.00	96.93 0.00	0.00 3,060.28 0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT CR BATCH R P TRANS# C E	T DATE S Y	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
0711-271-9865-0	2022	296309	08/21/2023 C T 18 42183	2,286.77	0.00 0.00 0.00	0.00 0.00 0.00	160.07 0.00	80.04 0.00	0.00 2,526.88 0.00
0711-043-2671-1	2022	296310	08/21/2023 C T 18 42184	2,607.52	0.00 0.00 0.00	0.00 0.00 0.00	182.53 0.00	91.26 0.00	0.00 2,881.31 0.00
		BATCH NUMBER TOTAL		92,146.26	9.54 1,290.84 2,921.26	0.00 0.00 0.00	8,863.51 686.87	4,431.73 343.42	0.00 110,693.43 0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT	T DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
			CR BATCH NUMBER 18 TOTAL	92,146.26	9.54 1,290.84 2,921.26	0.00 0.00 0.00	8,863.51 686.87	4,431.73 343.42	0.00 110,693.43 0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT	T DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
0510-312-4866-8	2022	296297	08/24/2023 C V 26 42338	-2,454.08	0.00 0.00 0.00	0.00 0.00 0.00	-171.79 0.00	-85.89 0.00	0.00 -2,711.76 0.00
			BATCH NUMBER TOTAL	-2,454.08	0.00 0.00 0.00	0.00 0.00 0.00	-171.79 0.00	-85.89 0.00	0.00 -2,711.76 0.00

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 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT	T DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
			CR BATCH NUMBER 26 TOTAL	-2,454.08	0.00 0.00 0.00	0.00 0.00 0.00	-171.79 0.00	-85.89 0.00	0.00 -2,711.76 0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT	T DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
0710-061-3017-5	2019	65139	08/21/2023 C R 27 42145	121.58	0.00 0.00 0.00	0.00 0.00 0.00	52.28 0.00	26.14 0.00	0.00 200.00 0.00
		BATCH NUMBER	TOTAL	121.58	0.00 0.00 0.00	0.00 0.00 0.00	52.28 0.00	26.14 0.00	0.00 200.00 0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT	T DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
			CR BATCH NUMBER 27 TOTAL	121.58	0.00 0.00 0.00	0.00 0.00 0.00	52.28 0.00	26.14 0.00	0.00 200.00 0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT	DATE	SY	T	GENERAL	SPEC ASMT SP CHR DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
0710-093-3026-8	2022 310821	1	08/21/2023	C	T	9,022.71	0.00	0.00	631.59	315.79	0.00
			160				0.00	0.00	0.00	0.00	9,970.09
			42196				0.00	0.00			0.00
0910-172-0012-0	2022 310821	2	08/21/2023	C	T	4,081.13	0.00	0.00	285.68	142.84	0.00
			160				0.00	0.00			0.00
			42195				0.00	0.00			4,509.65
0610-233-1067-5	2022 310821	3	08/21/2023	C	T	2,049.81	0.00	0.00	143.49	71.74	0.00
			160				0.00	0.00	0.00	0.00	2,265.04
			42194				0.00	0.00			0.00
0711-082-7466-9	2015 310821	4	08/21/2023	C	R	56.61	0.00	0.00	50.95	25.47	0.00
			160				0.00	0.00	0.00	0.00	0.00
			42186				0.00	0.00			133.03
0711-082-7466-9	2016 310821	5	08/21/2023	C	R	126.81	0.00	0.00	98.91	49.46	0.00
			160				0.00	0.00	0.00	0.00	0.00
			42187				0.00	0.00			275.18
0711-082-7466-9	2017 310821	6	08/21/2023	C	R	123.63	0.00	0.00	81.60	40.80	0.00
			160				0.00	0.00	0.00	0.00	0.00
			42188				0.00	0.00			246.03
0711-082-7466-9	2018 310821	7	08/21/2023	C	R	122.73	0.00	0.00	66.27	33.14	0.00
			160				0.00	0.00	0.00	0.00	0.00
			42189				0.00	0.00			150.00
0711-082-7466-9	2019 310821	8	08/21/2023	C	R	130.84	0.00	0.00	54.95	27.48	0.00
			160				0.00	0.00	0.00	0.00	0.00
			42190				0.00	0.00			213.27
0711-082-7466-9	2020 310821	9	08/21/2023	C	R	134.96	0.00	0.00	40.49	20.24	0.00
			160				0.00	0.00	0.00	0.00	0.00
			42191				0.00	0.00			195.69
0711-082-7466-9	2021 310821	10	08/21/2023	C	R	254.08	0.00	0.00	45.73	22.87	0.00
			160				0.00	0.00	0.00	0.00	0.00
			42192				0.00	0.00			322.68
0711-082-7466-9	2022 310821	11	08/21/2023	C	T	238.75	0.00	0.00	14.33	7.16	0.00
			160				0.00	0.00	0.00	0.00	0.00
			42193				0.00	0.00			260.24
BATCH NUMBER 310821 TOTAL						16,342.06	0.00	0.00	1,513.99	756.99	150.00
							0.00	0.00	0.00	0.00	18,763.04
							0.00	0.00			0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT	T DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
			CR BATCH NUMBER 160 TOTAL	16,342.06	0.00 0.00 0.00	0.00 0.00 0.00	1,513.99 0.00	756.99 0.00	150.00 18,763.04 0.00

DANE COUNTY
 PAYMENTS BY SELECTION CRITERIA REPORT
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PROPERTY NUMBER	YEAR BATCH	RECEIPT	T DATE S Y CR BATCH R P TRANS# C E	GENERAL	SPEC ASMT SP CHRG DEL CHG	FOREST WOODLAND MANAGED	INT GEN INT SPEC	PEN GEN PEN SPEC	OTHER CHRG TOTAL OVERPAYMENT
			GRAND TOTAL	106,155.82	9.54 1,290.84 2,921.26	0.00 0.00 0.00	10,257.99 686.87	5,128.97 343.42	150.00 126,944.71 0.00

REPORT TOTALS

REAL ESTATE PAYMENTS

	Tax	Redemption	Adjustment	Void
Count	37	13	0	1
General	92,084.81	16,525.09	0.00	-2,454.08
Special Assessments	9.54	0.00	0.00	0.00
Special Charges	680.64	610.20	0.00	0.00
Delinquent Charges	949.74	1,971.52	0.00	0.00
Forest	0.00	0.00	0.00	0.00
Woodland	0.00	0.00	0.00	0.00
Managed	0.00	0.00	0.00	0.00
Subtotal	93,724.73	19,106.81	0.00	-2,454.08
Interest - Gen	6,443.55	3,986.23	0.00	-171.79
Interest - Spec	114.80	572.07	0.00	0.00
Penalty - Gen	3,221.74	1,993.12	0.00	-85.89
Penalty - Spec	57.39	286.03	0.00	0.00
Int/Pen Subtotal	9,837.48	6,837.45	0.00	-257.68
Other Charges	0.00	150.00	0.00	0.00
Total	103,562.21	26,094.26	0.00	-2,711.76
Overpayment	0.00	0.00	0.00	0.00

Real Estate: 126,944.71
Personal Property: 0.00
Adjustments: 0.00
Total: 126,944.71

Cash: 0.00
Check: 108,181.67
Other Payment Types: 19,608.08
Cash Back: 0.00
Overpayments: -845.04
Non-Tax Payments: 0.00

PERSONAL PROPERTY PAYMENTS

	Tax	Redemption	Adjustment	Void
Count	0	0	0	0
General	0.00	0.00	0.00	0.00
Special Assessments	0.00	0.00	0.00	0.00
Special Charges	0.00	0.00	0.00	0.00
Delinquent Charges	0.00	0.00	0.00	0.00
Occupational	0.00	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00	0.00
Interest - Gen	0.00	0.00	0.00	0.00
Interest - Spec	0.00	0.00	0.00	0.00
Penalty - Gen	0.00	0.00	0.00	0.00
Penalty - Spec	0.00	0.00	0.00	0.00
Int/Pen Subtotal	0.00	0.00	0.00	0.00
Other Charges	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00
Overpayment	0.00	0.00	0.00	0.00

Total: 126,944.71

THE OPTIONS BELOW WERE USED FOR THIS REPORT:

Transaction # Range	All
Batch # Range	All
Transaction Date Range	08/21/2023 - 08/21/2023
Batch Date Range	All
Cashier Range	All
Category # Range	All
Account # Range	All
Check # Range	All
Limit To Payment Types	CASH, CHECK, CREDIT CARD, EFT, NON-CASH
Create CSV File	No

DANE COUNTY
CHECK DEPOSIT SUMMARY

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BANK: 001 - BANK

CHECK

DATE	TRANS#	REFERENCE	CHANGE	RECEIVED	
08/21/2023	42152	CK# 867945		6,877.58	
08/21/2023	42153	CK# 6181		72.64	
08/21/2023	42154	CK# 14977		2,299.38	
08/21/2023	42155	CK# 5283		6,906.19	
08/21/2023	42156	CK# 2009		10,505.10	
08/21/2023	42157	CK# 3062		281.03	
08/21/2023	42158	CK# 3666		7.05	
08/21/2023	42159	CK# 3665		138.39	
08/21/2023	42160	CK# 5710058177		4,637.13	
08/21/2023	42161	CK# 2344		5,754.98	
08/21/2023	42162	CK# 5517		218.92	
08/21/2023	42163	CK# 2515		2,732.78	
08/21/2023	42164	CK# 6819		33.06	
08/21/2023	42165	CK# 7394		613.45	
08/21/2023	42166	CK# 280		4.96	
08/21/2023	42167	CK# 5030		26.03	
08/21/2023	42168	CK# 5075		372.96	
08/21/2023	42169	CK# 51303		7,155.94	
08/21/2023	42170	CK# 18543		100.00	
08/21/2023	42172	CK# 393		866.30	
08/21/2023	42173	CK# 5446		8,302.17	
08/21/2023	42174	CK# 1002828834		2,136.86	
08/21/2023	42175	CK# 1002828833		18,653.57	
08/21/2023	42176	CK# 1073		6.74	
08/21/2023	42177	CK# 279		52.57	
08/21/2023	42178	CK# 2283		682.88	
08/21/2023	42179	CK# 4027		2,645.63	
08/21/2023	42180	CK# 816347271		2,141.56	
08/21/2023	42181	CK# 867984		15,287.35	
08/21/2023	42182	CK# 3735		3,060.28	
08/21/2023	42183	CK# 6655578		2,526.88	
08/21/2023	42184	CK# 411881409		2,881.31	
08/21/2023	42185	CK# 4957		2,740.28	
CHECK TOTAL				33	110,721.95

EFT

DATE	TRANS#	REFERENCE	CHANGE	RECEIVED
08/21/2023	42186	2015 071108274669		133.03
08/21/2023	42187	2016 071108274669		275.18
08/21/2023	42188	2017 071108274669		246.03
08/21/2023	42189	2018 071108274669		372.14
08/21/2023	42190	2019 071108274669		213.27
08/21/2023	42191	2020 071108274669		195.69
08/21/2023	42192	2021 071108274669		322.68
08/21/2023	42193	2022 071108274669		260.24
08/21/2023	42194	2022 061023310675		2,625.04
08/21/2023	42195	2022 091017200120		4,964.78
08/21/2023	42196	2022 071009330268		10,000.00

DANE COUNTY
CHECK DEPOSIT SUMMARY

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DATE	TRANS#	REFERENCE	CHANGE	RECEIVED
EFT TOTAL			11	19,608.08

BANK TOTALS	COUNT	RECEIVED	CHANGE	TOTAL
CASH DEPOSIT AMOUNT	0	0.00		0.00
CHECK DEPOSIT AMOUNT	33	110,721.95		110,721.95
CASH & CHECK TOTALS	33	110,721.95		110,721.95

Tax Years: 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991, 1990, 1989, 1988, 1987, 1986, 1985, 1984, 1983, 1982, 1981, 1980, 1979, 1978, 1977, 1976,

DANE COUNTY
 PAYMENT LISTING REPORT
 DATE RANGE: 08/21/2023 - 08/21/2023

REPORT #: SRTRPYLISTIST
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THE OPTIONS BELOW WERE USED FOR THIS REPORT:

Property Type	Real Estate
Tax Years	2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991, 1990, 1989, 1988, 1987, 1986, 1985, 1984, 1983, 1982, 1981, 1980, 1979, 1978, 1977, 1976, 1975, 1974, 1972, 1968, 1967, 1966, 1965, 1964, 1963, 1962, 1961, 1960, 1959, 1958, 1957, 1956, 1955, 1954, 1953, 1952, 1951, 1950, 1949, 1901
Municipalities	002 - TOWN OF ALBION, 004 - TOWN OF BERRY, 006 - TOWN OF BLACK EARTH, 008 - TOWN OF BLOOMING GROVE, 010 - TOWN OF BLUE MOUNDS, 012 - TOWN OF BRISTOL, 014 - TOWN OF BURKE, 016 - TOWN OF CHRISTIANA, 018 - TOWN OF COTTAGE GROVE, 020 - TOWN OF CROSS PLAINS, 022 - TOWN OF DANE, 024 - TOWN OF DEERFIELD, 026 - TOWN OF DUNKIRK, 028 - TOWN OF DUNN, 032 - TOWN OF MADISON, 034 - TOWN OF MAZOMANIE, 036 - TOWN OF MEDINA, 038 - TOWN OF MIDDLETON, 040 - TOWN OF MONTROSE, 042 - TOWN OF OREGON, 044 - TOWN OF PERRY, 046 - TOWN OF PLEASANT SPRINGS, 048 - TOWN OF PRIMROSE, 050 - TOWN OF ROXBURY, 052 - TOWN OF RUTLAND, 054 - TOWN OF SPRINGDALE, 056 - TOWN OF SPRINGFIELD, 058 - TOWN OF SUN PRAIRIE, 060 - TOWN OF VERMONT, 062 - TOWN OF VERONA, 064 - TOWN OF VIENNA, 066 - TOWN OF WESTPORT, 068 - TOWN OF WINDSOR, 070 - TOWN OF YORK, 106 - VILLAGE OF BELLEVILLE, 107 - VILLAGE OF BLACK EARTH, 108 - VILLAGE OF BLUE MOUNDS, 109 - VILLAGE OF BROOKLYN, 111 - VILLAGE OF CAMBRIDGE, 112 - VILLAGE OF COTTAGE GROVE, 113 - VILLAGE OF CROSS PLAINS, 116 - VILLAGE OF DANE, 117 - VILLAGE OF DEERFIELD, 118 - VILLAGE OF DEFOREST, 151 - VILLAGE OF MAPLE BLUFF, 152 - VILLAGE OF MARSHALL, 153 - VILLAGE OF MAZOMANIE, 154 - VILLAGE OF MCFARLAND, 157 - VILLAGE OF MOUNT HOREB, 165 - VILLAGE OF OREGON, 176 - VILLAGE OF ROCKDALE, 181 - VILLAGE OF SHOREWOOD HILLS, 191 - VILLAGE OF WAUNAKEE, 196 - VILLAGE OF WINDSOR, 221 - CITY OF EDGERTON, 225 - CITY OF FITCHBURG, 251 - CITY OF MADISON, 255 - CITY OF MIDDLETON, 258 - CITY OF MONONA, 281 - CITY OF STOUGHTON, 282 - CITY OF SUN PRAIRIE, 286 - CITY OF VERONA
Payment Date Range	08/21/2023 - 08/21/2023
Batch Number Range	All
CR Batch Number Range	All
Receipt Number Range	All

Tax Years: 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991, 1990, 1989, 1988, 1987, 1986, 1985, 1984, 1983, 1982, 1981, 1980, 1979, 1978, 1977, 1976,

DANE COUNTY
PAYMENT LISTING REPORT
DATE RANGE: 08/21/2023 - 08/21/2023

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RECEIPT	OWNER	PROPERTY NUMBER	PAYMENT	NOTES
1	GAVINSKI, TRAVIS J	0710-093-3026-8	9,970.09	OVERPAYMENT TO OWNER
2	SPENCER, RODNEY G	0910-172-0012-0	4,509.65	OVERPAYMENT TO OWNER
3	STOUGHTON LLC	0610-233-1067-5	2,265.04	OVERPAYMENT TO STOUGHTON LLC
4	GIARUSSO, JAMES J	0711-082-7466-9	1,331.03	COUNTY OF DANE CHECK #765108 FOR \$2018.26
5	GIARUSSO, JAMES J	0711-082-7466-9	275.18	COUNTY OF DANE CHECK #765108 FOR \$2018.26
6	GIARUSSO, JAMES J	0711-082-7466-9	246.03	COUNTY OF DANE CHECK #765108 FOR \$2018.26
7	GIARUSSO, JAMES J	0711-082-7466-9	372.14	COUNTY OF DANE CHECK #765108 FOR \$2018.26
8	GIARUSSO, JAMES J	0711-082-7466-9	213.27	COUNTY OF DANE CHECK #765108 FOR \$2018.26
9	GIARUSSO, JAMES J	0711-082-7466-9	195.69	COUNTY OF DANE CHECK #765108 FOR \$2018.26
10	DANE, COUNTY OF	0711-082-7466-9	322.68	COUNTY OF DANE CHECK #765108 FOR \$2018.26
11	ELLER, DANIEL	0711-082-7466-9	260.24	COUNTY OF DANE CHECK #765108 FOR \$2018.26
65139	BREWERS SHOWCASE INC	0710-061-3017-5	200.00	CK # 5562;
65140	SHAW, DEVON M	0512-361-8550-8	1,031.08	CK # 5710058177;
65141	SHAW, DEVON M	0512-361-8550-8	1,824.90	CK # 5710058177;
65142	MC GRAW, WILLIAM J	0910-292-7042-5	6,786.70	CK # 1002828833;
65143	MC GRAW, WILLIAM J	0910-292-7042-5	6,332.38	CK # 1002828833;
65144	CLARK, KELLY K	0911-323-7002-2	8,141.18	CK # 867984;
296278	WIGGINS, WILLIE J	0708-061-6111-0	6,877.58	CK # 867945;
296279	MCCUSKY, DEBRA D	0709-354-6740-4	72.64	CK # 6181;
296280	MASINO, PHYLLIS A	0608-153-1134-5	2,299.38	CK # 14977;
296281	SMITH, SCOTT R	0610-032-2422-5	6,906.19	CK # 5283;
296282	BICKERS, JOHN P	0709-014-6431-9	10,505.10	CK # 2009;
296283	SPELLMAN, PAUL T	0610-022-7567-1	281.03	CK # 3062;
296284	SCHLOSSER, JOEL	0512-364-1411-7	7.05	CK # 3666;
296285	SCHLOSSER, JOEL	0512-364-1422-4	138.39	CK # 3665;
296286	SHAW, DEVON M	0512-361-8550-8	1,781.15	CK # 5710058177;
296287	PAULSEN, CHRISTINE M	0809-152-4755-1	5,754.98	CK # 2344;
296288	SCHIEBE, COLIN A	0911-292-0188-2	218.92	CK # 5517;
296289	REICHARDT, MARC	0811-042-3708-0	2,732.78	CK # 2515;
296290	GILLESPIE, DELORES M	0909-354-0330-8	33.06	CK # 6819;
296291	LINK, JAMES M	0612-063-8850-0	613.45	CK # 7394;
296292	GORDEN, DUSTIN	0511-053-9935-6	4.96	CK # 280;
296293	FINK, DAVID M	0809-313-2233-3	26.03	CK # 5030;
296294	QUICK, REBECCA	0607-034-8870-0	372.96	CK # 5075;
296295	BRAUVIN 18 LLC	0811-061-9850-2	7,155.94	CK # 51303;
296296	BONGIOVANI, DAVID A	0809-222-5313-0	100.00	CK # 18543;
296297	D & K LLC	0510-312-4866-8	2,711.76	CK # 3059; BEFORE VOID OF RETURNED PAYMENT
296298	PROUT, TYLER M	0609-084-0419-5	866.30	CK # 393;
296299	RETTIG REV TR, JENNIFER E	0708-012-4970-2	8,302.17	CK # 5446;
296300	HELSEY, JUDY A	0907-073-9830-9	2,136.86	CK # 1002828834;
296301	MC GRAW, WILLIAM J	0910-292-7042-5	5,514.49	CK # 1002828833;
296302	LIEGEL, LUCAS E	0811-044-2171-2	6.74	CK # 1073;
296303	GORDEN, DUSTIN	0511-053-9935-6	52.57	CK # 279;
296304	COLLEGE PROPERTIES LLC	0609-254-8350-5	682.88	CK # 2283;
296305	BLAINE, RICHARD P	0909-241-8190-8	2,645.63	CK # 4027;
296306	K&H REALTY LLC	0712-281-2151-6	2,141.56	CK # 816347271;
296307	CLARK, KELLY K	0911-323-7002-2	7,146.17	CK # 867984;
296308	BRENDEMUEHL, GARY R	0711-213-3142-9	3,060.28	CK # 3735;
296309	GAVINSKI, TRAVIS J	0711-271-9865-0	2,526.88	CK # 6655578;
296310	SYSE, DOUGLAS W	0711-043-2671-1	2,881.31	CK # 411881409;

129,656.47

TOTAL

Appendix #12
Cash Receipting Batches Sample Process

Coming Soon

Appendix #13 Help Contacts

LandNav Procedural Assistance

Kay or Adam

608.266.4151

Treasurer.Admin@countyofdane.com

LandNav Program Problems

LandNav customer support

800.792.3860

support@landnav.com

LandNav Installation Issues

Steve Cripps

608.266.4267

cripps@countyofdane.com

Bob Anderson

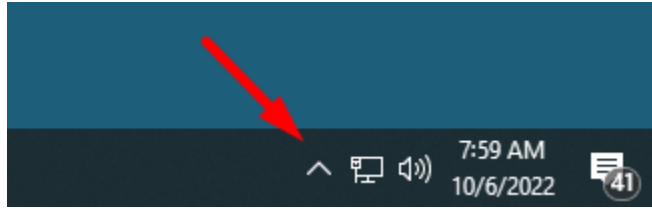
608.444.1182

banderson@townofwestport.org

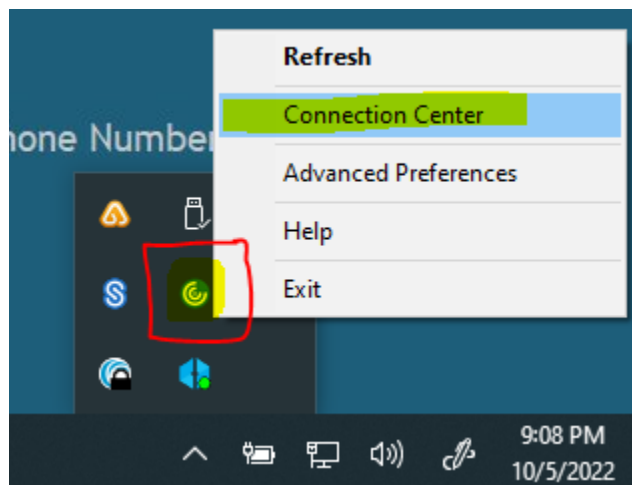
Appendix #14

How to close your LandNav Connections

Go to the system tray in the lower Rt corner of your computer by clicking on the caret. (^)



Right click on the Citrix Workspace icon on the 'system tray' by the system clock – select 'Connection Center'



When the Connection Center dialog opens, select your active connection to the system named “SM-S51-xxx”, then click Log Off. This will close all your active connections to LandNAV, and when the Connection Center screen closes, you may launch the application again from Connect2Dane.com in your web browser.

