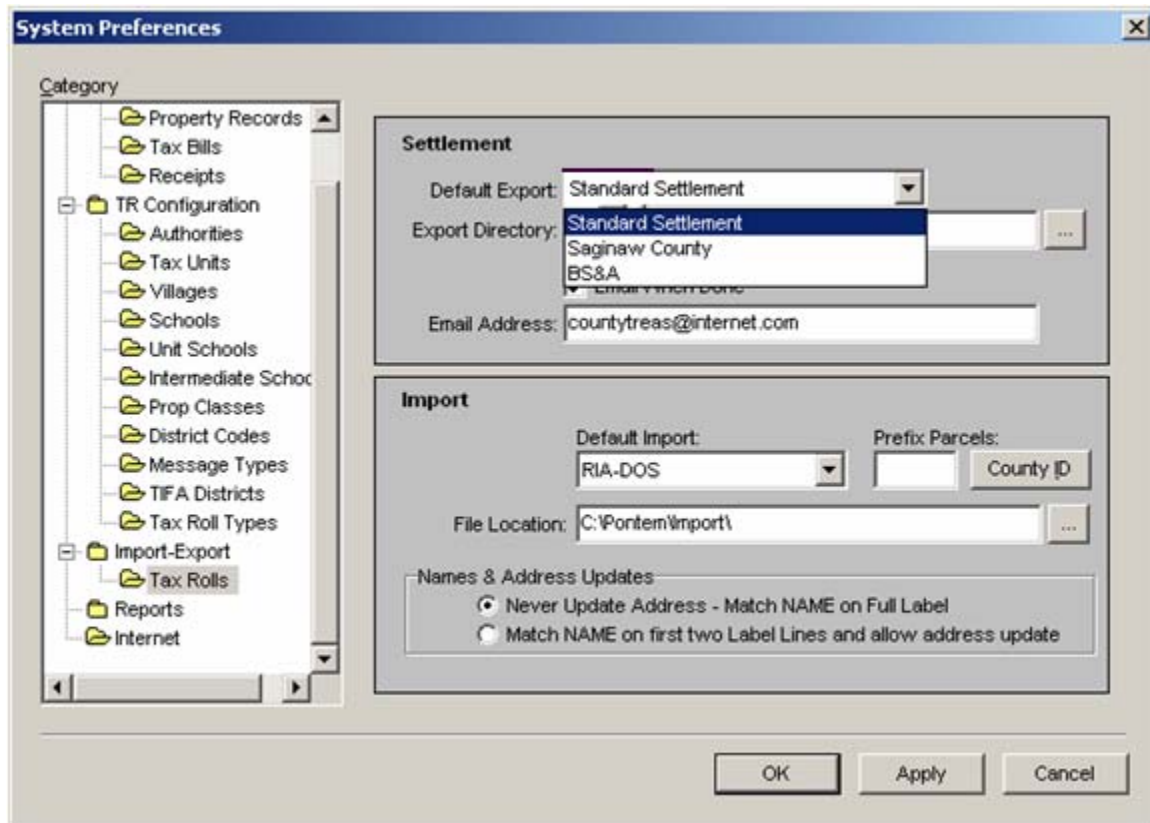



Pontem® Tax Receipting

Export/Create Tax Settlement

The Pontem Tax Receipting system can be configured to define the default export type for the local unit and a path to where settlement files will be created (or placed) so that every time an export is run the settings will be the same.

From the menu bar select **Edit|Adjust System Preferences** and click on the folder labeled **Import-Export/Tax Rolls**.



- Define the Default Export you will use. There are three options listed. Use Standard Settlement if your county uses Resource Software or Pontem to create the tax collection rolls. The Saginaw County option has been created for our Saginaw County customers to export data to their counties' system using an accounting date range. The BS&A export is used if the county uses BS&A software for tax roll management.
- Next define where you want the settlement file to be created. You may define a path to a CD drive in the field labeled **Export Directory**. The CD you use to receive the export files must be formatted as read/writeable.
- Use the browse key to help define the file paths.  The software will create directories if they do not exist when you type them in.
- Do not configure the system to copy the export files directly to A: (floppy disk). If you are going to send your settlement files to the county on a floppy disk, use Windows Explorer to copy the export file.
- If you expect to email your settlement files to your county treasurer select the field '**Email When Done**' and enter an email address.

Note: The user must have the right 'TR_Export' assigned to perform a settlement export.

Once the export configuration is set up:

1. Select **File|Export** and **Create Tax Settlement**. Enter the tax period and tax unit. Only users that are exporting data to Saginaw County will use the beginning and ending accounting dates.

The screenshot shows a dialog box titled "Create Settlement Files - Export Data". It contains several fields and buttons:

- Export Type:** A dropdown menu set to "Standard Settlement".
- Tax Period to Export:** A dropdown menu set to "W07".
- Tax Unit/Village:** A dropdown menu set to "010 - MY JURISDICTION".
- Beginning Accounting Date:** A date field with a calendar icon.
- Ending Accounting Date:** A date field with a calendar icon.
- Final Settlement:** A checkbox that is currently unchecked, followed by a date field with a calendar icon.
- Files that will be created:** A text area containing the following information:
 - File Names: c:\pontem\settlement\TSUM\W07.010
 - File Names: c:\pontem\settlement\TDET\W07.010
 - Send to County: c:\pontem\settlement\W07-U010.zip
- Create** and **Cancel** buttons at the bottom right.

Under 'Files that will be created:' you will see the names of the files that will be created and where they will be placed – in this case on drive C:. In the example above, you see that the file name for the compressed settlement file is W07-U010.zip. A summer file for the same unit would be S07-U010.zip. The name of the file contains the tax period and the unit number identifiers.

Click '**Create**'.

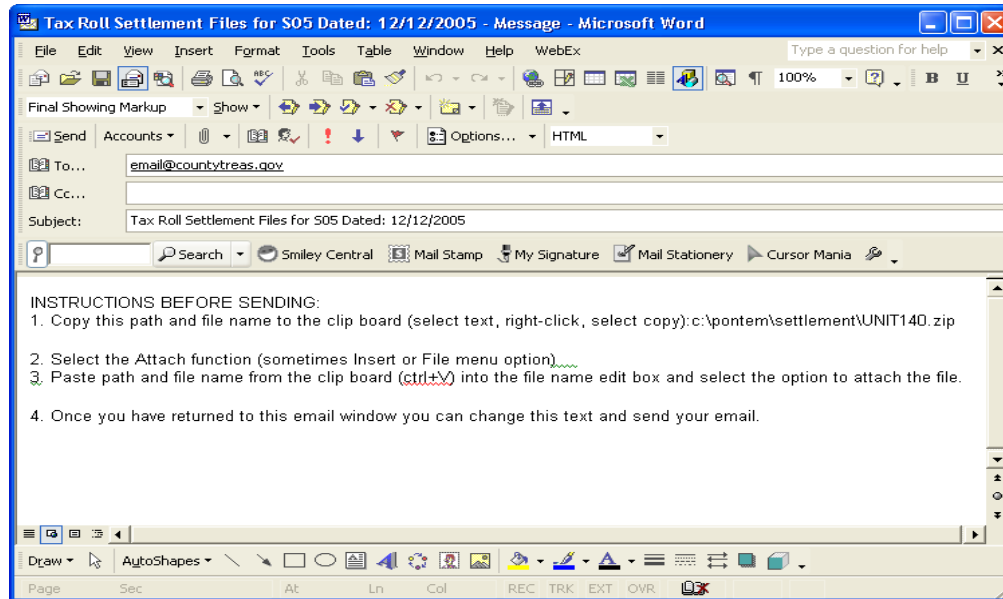
2. When the export has completed, you will be notified where the compressed file is located. Click '**Close**'.

The screenshot shows a dialog box titled "Create Settlement Files - Finished". It contains the following information:

- Your file export is complete and can be found at:** A text area containing the file path: c:\pontem\settlement\W07-U010.zip
- Close** button at the bottom right.

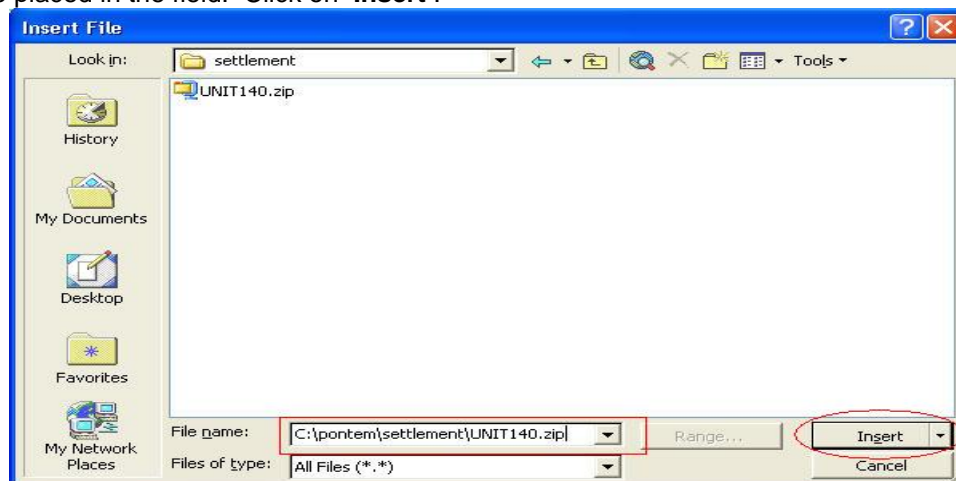
3. Sending an Export File to the County :

If you have selected to email the file to the county in the **Adjust System Preferences|Import-Export**, your email will activate a new email message when the export is complete. The steps described here are for Outlook, but they describe the basic principals for attaching and sending email for other email programs.

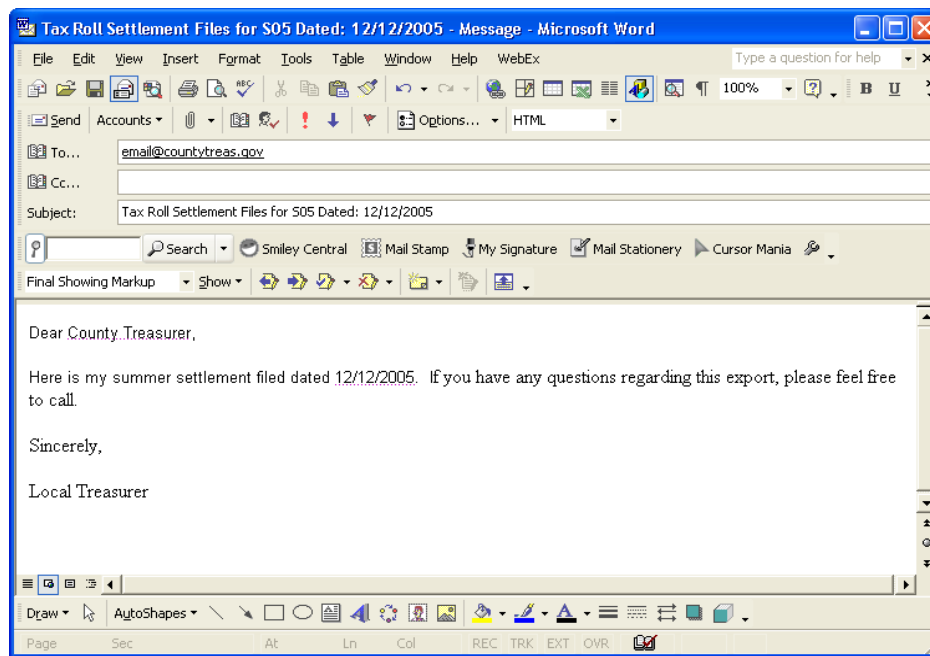


Follow the steps in the body of the email to successfully send the export file to the county. The steps are illustrated below using Microsoft Outlook.

1. Highlight c:\pontem\settlement\ W06-U<unit number>.zip listed in step one on of the email instructions and right click on the highlighted path. In the menu that appears select **Copy**.
2. Click on the paper clip or select **Insert|File** on the menu bar. Right click in the field labeled, File Name and select **Paste** from the menu box that appears. The path to the export file will be placed in the field. Click on '**Insert**'.

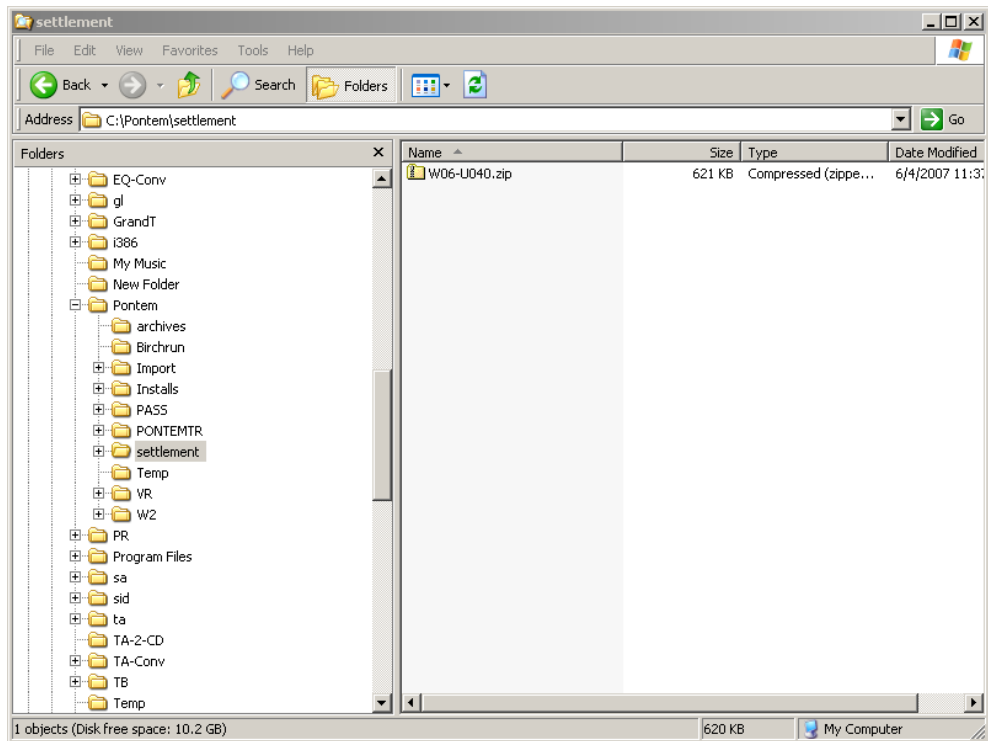


3. Delete the instructions in the body of the email and type your own message. Click '**Send**'.

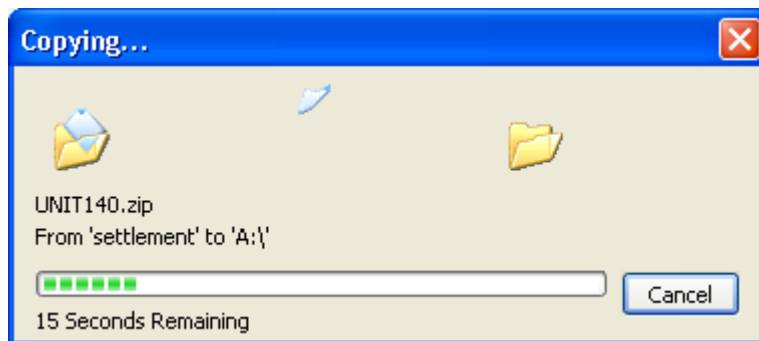


If the export file (W06-U<unit number>.zip) is smaller than 1.44 MB you can copy it to a floppy disk from Windows Explorer by browsing to the path that has been defined in the System Preferences for the **Export Directory**.

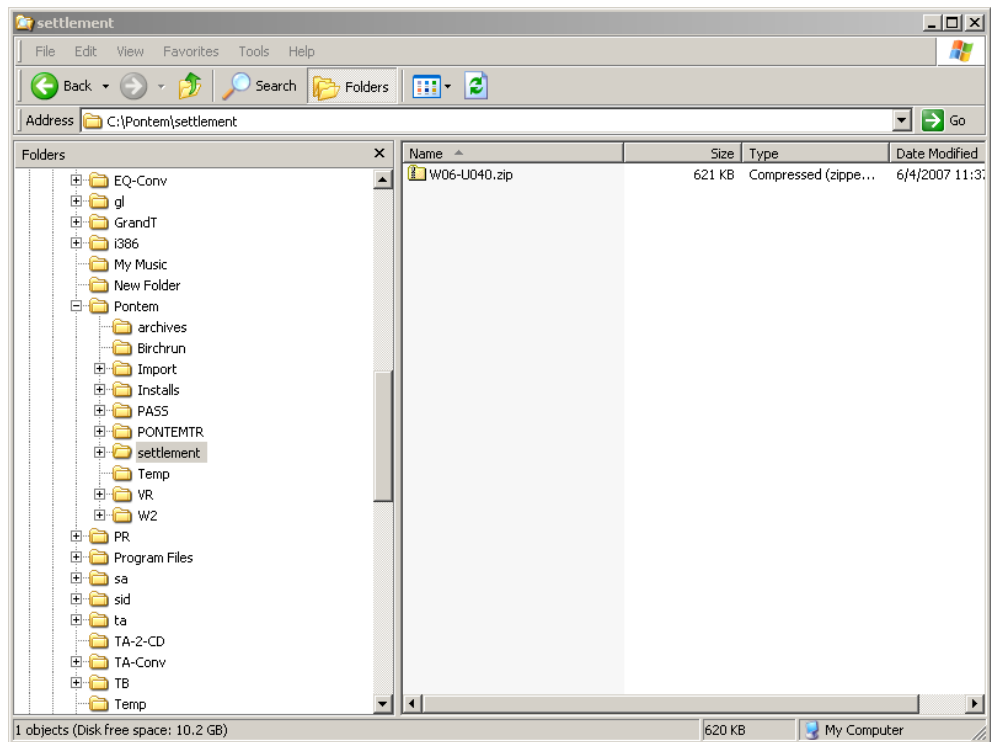
1. Browse to the described Export file path



2. Right click on the export file (In this case - W06-U040.zip)
3. Select **Copy** from the menu that appears
4. Browse to the drive that you want to copy the file to. Right click on the right hand side of Windows Explorer (this side is labeled Name).
5. Select **Paste** from the menu that appears



6. Once the copy is complete, you will see the file listed on A:\.



You can copy the export file to a CD using the software that came with the CD burner. When the CD burning software is activated to create a data CD, browse to the path that is described in this pop up window when the settlement files are created.

