Party List

This button opens a form that allows the user to look up a party. The name to look up is entered in the lower left box on this form, last name first with no punctuation. In order to edit the information for a particular party the user should click on that party then click on the Add/Edit button. Alternatively the user may double click on the Party name. Either of these methods will open a form that displays the information for that party and will allow the user to change it. Remember if you change a Party's information you are changing it in every place that Party record is used. If you want to add a new Party then you can simply click on the Add/Edit button without doing a Party look up.

In the lower right corner is a button labeled Copy Curr Party. If you click on this the program will make a copy of the current Party record. This can be useful if you are creating party records where much of the information is the same. For example if you created a joint record for a husband and wife you could then click Copy Curr Party and change the Type of Entity to Individual and remove the wife's name. Then click on Copy Curr Party again and change the husband's name to the wife's name. At this point you would have three separate Party records for the joint husband and wife, the husband and the wife and they would all have the same address and other information that you originally entered on the joint record when you started.

In Wayne County you can look up a name in the Assessment system by entering it at the bottom of the Party Form in the box labeled Assessor Lookup. This will open a form that displays all of the matching Clients in the Assessment system. If you click on one of the names from this assessment list then click on the Select button the program will create a new Party record in the Tax Claim system by copying the information from the selected client. If you click the Close button or the X in the upper right corner of the Client Selection form then the form will close and no Party record will be created.

Check Types

Clicking on the Check Types button will open a form that displays the description of every Check Type. It is unusual to add a new Check Type and except for spelling errors you should never change an existing Check Type. You should consult with someone from Grandjean & Braverman before you add a new Check Type to make sure that it will appear on reports they way you expect.

Flags

Clicking on the Flags button will open a form that displays the description of every Flag. Flags are used to identify Property Claims that should be kept out of sales and other processes. It is unusual to add a new Flag and except for spelling errors you should never change an existing Flag description.

District Payees

Clicking on this button opens a form that displays the information about who should receive payment for Township/Borough collections. This form would normally be used when the Tax Claim program is originally set up to identify the Party associated withe each Township/Borough. After that, if there are changes to the address or other information for a Township/Borough those changes should be made to the Party record for that Township/Borough. You can access this Party information by double clicking on the Name of the Township/Borough.

Zip Codes

Clicking on this button opens a form that allows the user to add or change Zip Codes. This is unusual and would only be done if a new Zip Code has been created in an area where the Tax Claim Office frequently has addresses.

Tax Claim Info

This button opens a form that allows the user to change information regarding the Tax Claim Office and the county such as the Director Name, address, etc.

Tax Claim Parameters

This button opens a form that allows the user to add/edit information mainly regarding different Tax Claim fees. There is an effective date so that the fees can be changed from time to time without losing the history of the prior values.

Sch Dist Payees

This button opens a form that is analogous to the District Payees form except that it identifies the payees for School District collections.

Sale Info

This button opens a form that allows the user to create and update the information for a sale such as the date and time and numbers that identify the sale. For each Sale record there is a collection of Events for that sale that appear in the bottom half of the form when the sale is selected.

Clicking the Sale Info button at the bottom of the form will create a printable report for the selected sale that displays all of the Sale information and events.

Clicking the Sale Docs button opens a form that allows the user to view all of the documents that have been scanned for that sale and to scan additional documents.

Sale Doc Types

Clicking this button will open a form that displays all of the current Sale Doc Types and will allow the user to edit the existing Types and add new ones. Generally an existing Sale Doc Type should only be edited to correct spelling because any change made here will be reflected on every document identified with that Sale Doc Type.

Mailings

This button opens a form that displays information about large certified mailings.

Mailing Types

This button opens a form that list the Mailing Types available in the previous item.

From:
https://grandjean.net/wiki/ - **Grandjean & Braverman, Inc**

Permanent link:
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Last update: **2017/12/04 21:45 UTC**