County Collections Reporting on the Web

The Montana Department of Revenue (DOR) developed a new online application for facilitating the county collections reporting procedure for both county and DOR personnel. This resource allows county personnel to provide their reports to the DOR online, either by uploading files from existing accounting software or by manual entry. Additionally, it provides options to review fees and payments before and after submittal to the DOR.

This manual demonstrates how to use the county collections application in ten steps. When reviewing the table of contents, please feel free to hold down the control key and click on a table of contents heading to be directed to the appropriate page. Please contact the DOR Applications Support team with any questions at DORApplicationsSupport@mt.gov or 406-444-1800.

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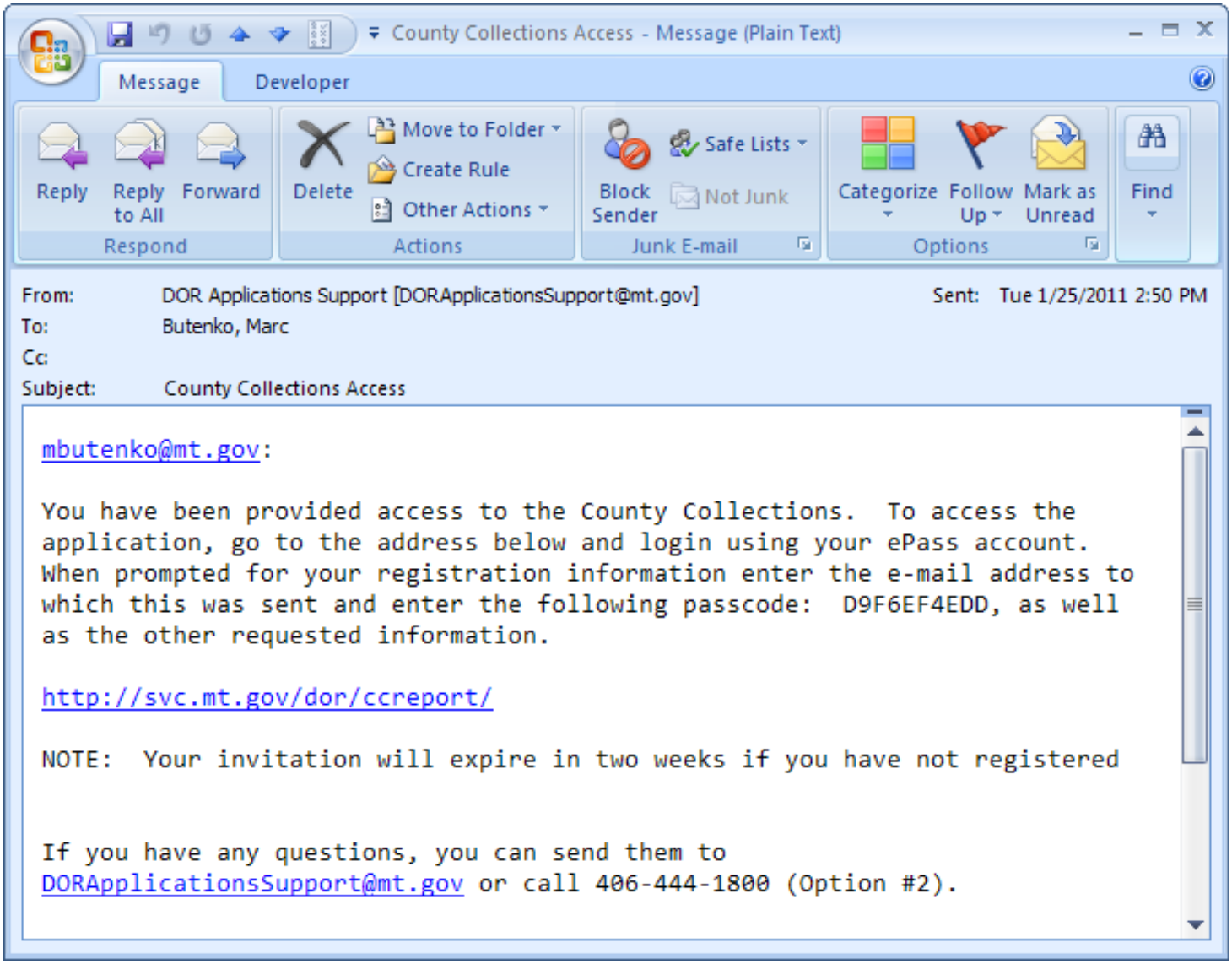
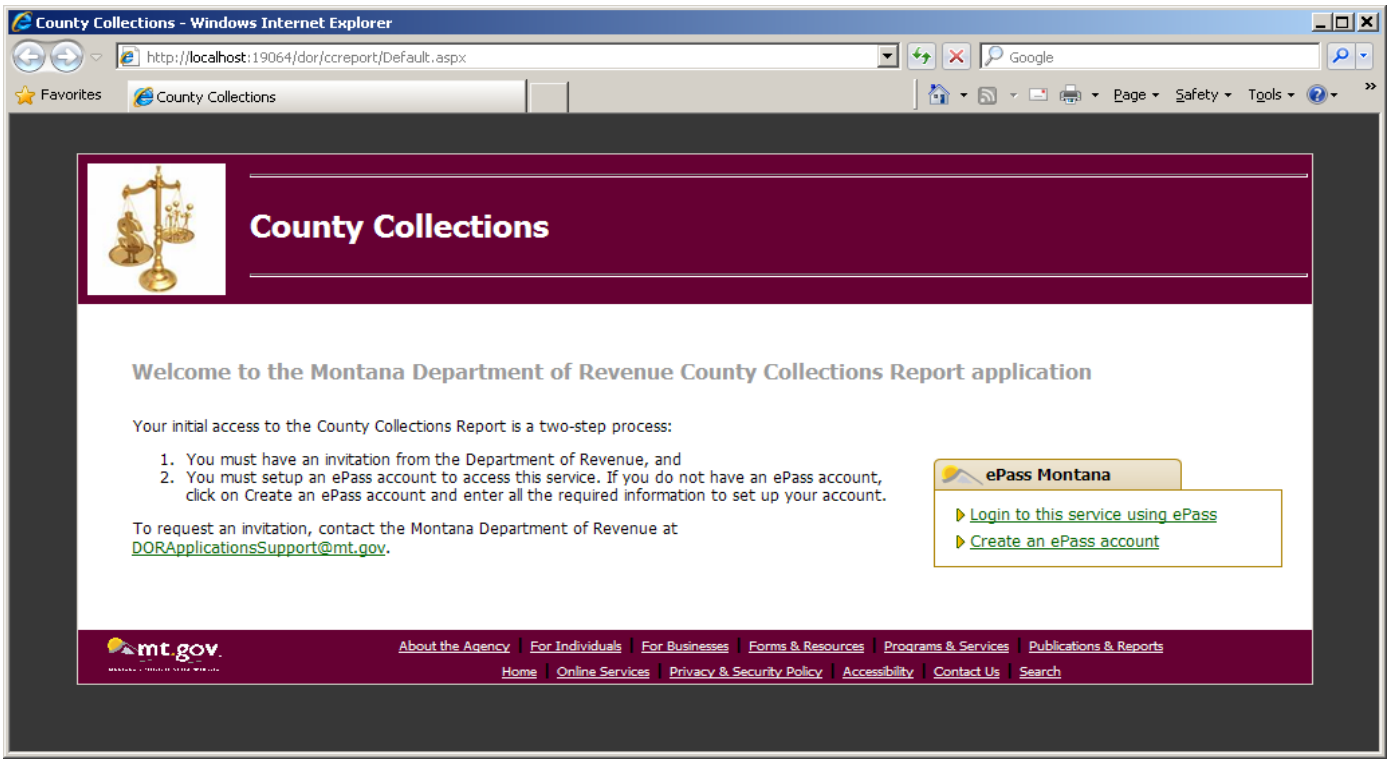
Accessing the county collections application using ePass

The county collections application utilizes the State of Montana's ePass tool to authenticate authorized users. As an additional security measure, each authorized user is assigned a pass code and is required to supply an email address and pass code the first time he or she accesses the online county collections application. After a county treasurer designates whom they would like to access the online application on their behalf, the designated personnel will submit an email to the DOR Applications Support at DORApplicationsSupport@mt.gov and request a pass code. The pass codes are provided by way of an invitation email, as demonstrated below.



Signing on to the county collections application

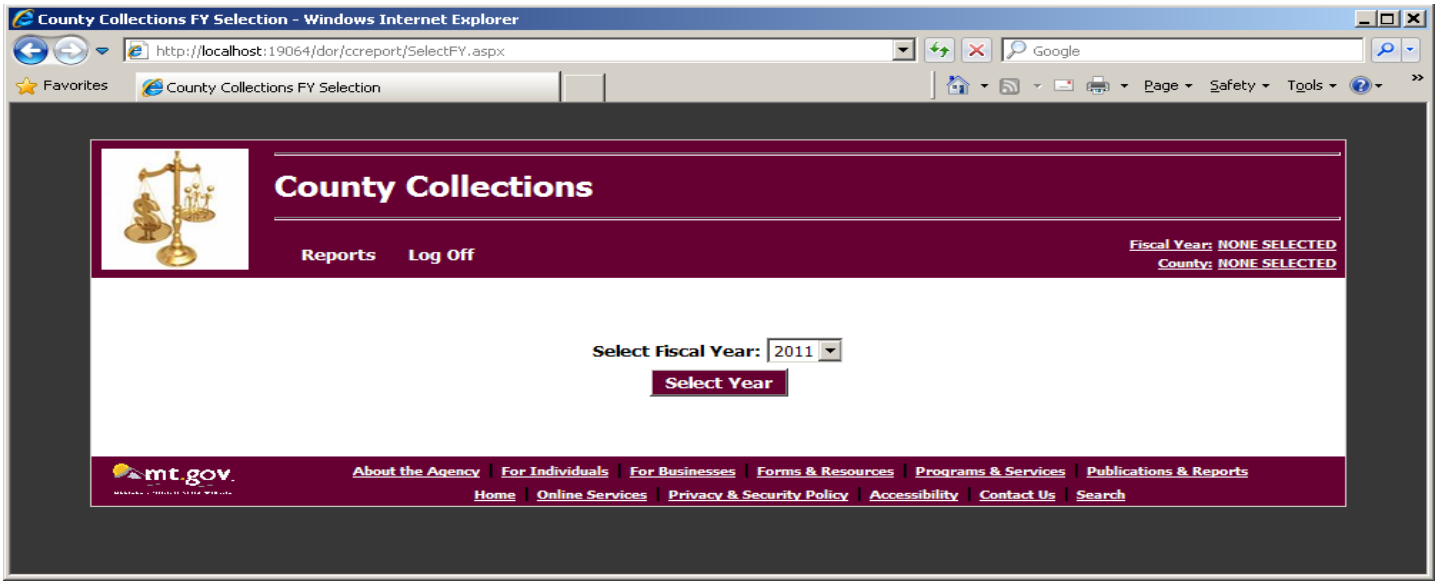
The link provided in the invitation email (previous page) transfers users to the county collections welcome page, as shown below.



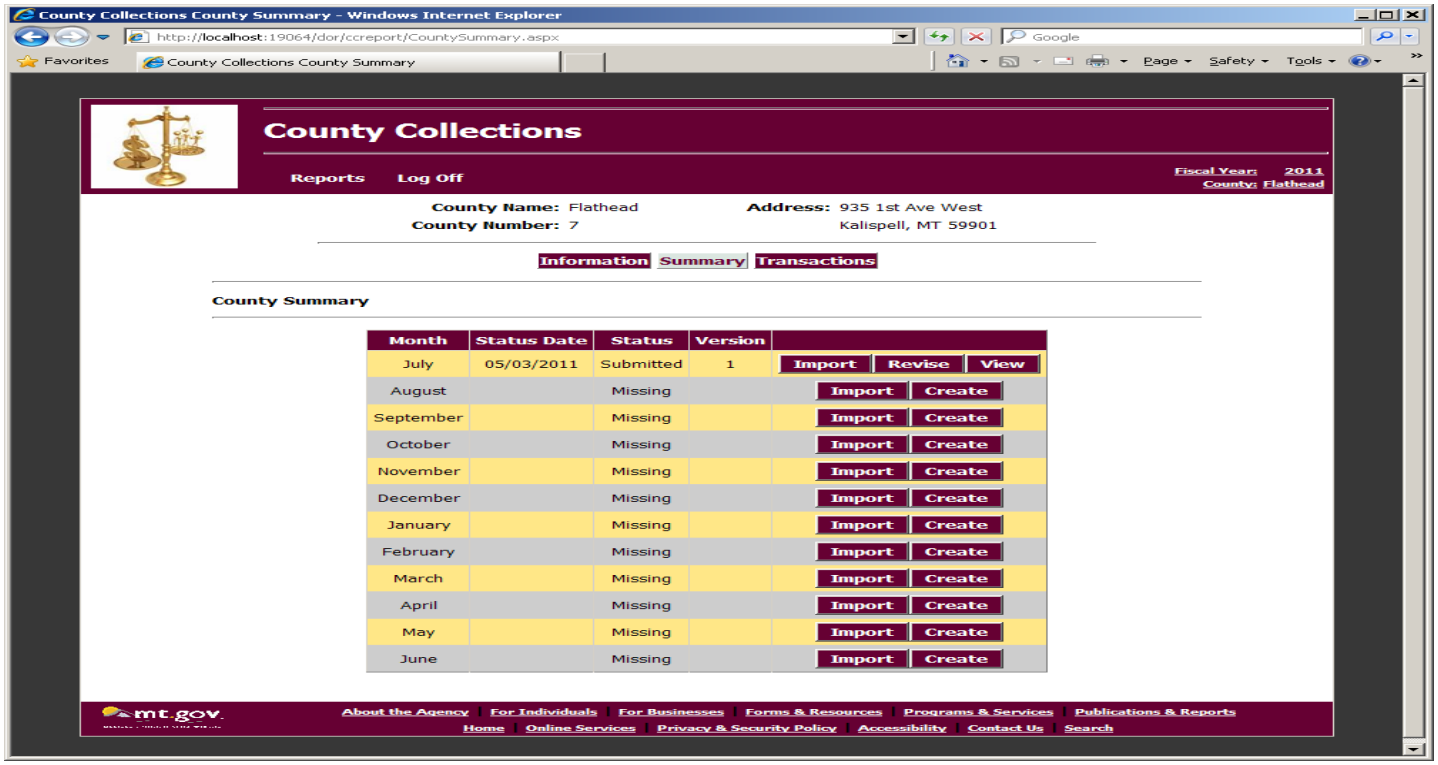
On the welcome page, users with an existing ePass account can log into the county collections application. For users without an existing ePass account, a link is provided to create a new ePass account. Both links lead to the ePass website.

Selecting a fiscal year and viewing summary information

After successfully logging in via ePass (with an email and pass code, if necessary), the user will be taken to the page below and asked to select the desired fiscal year.

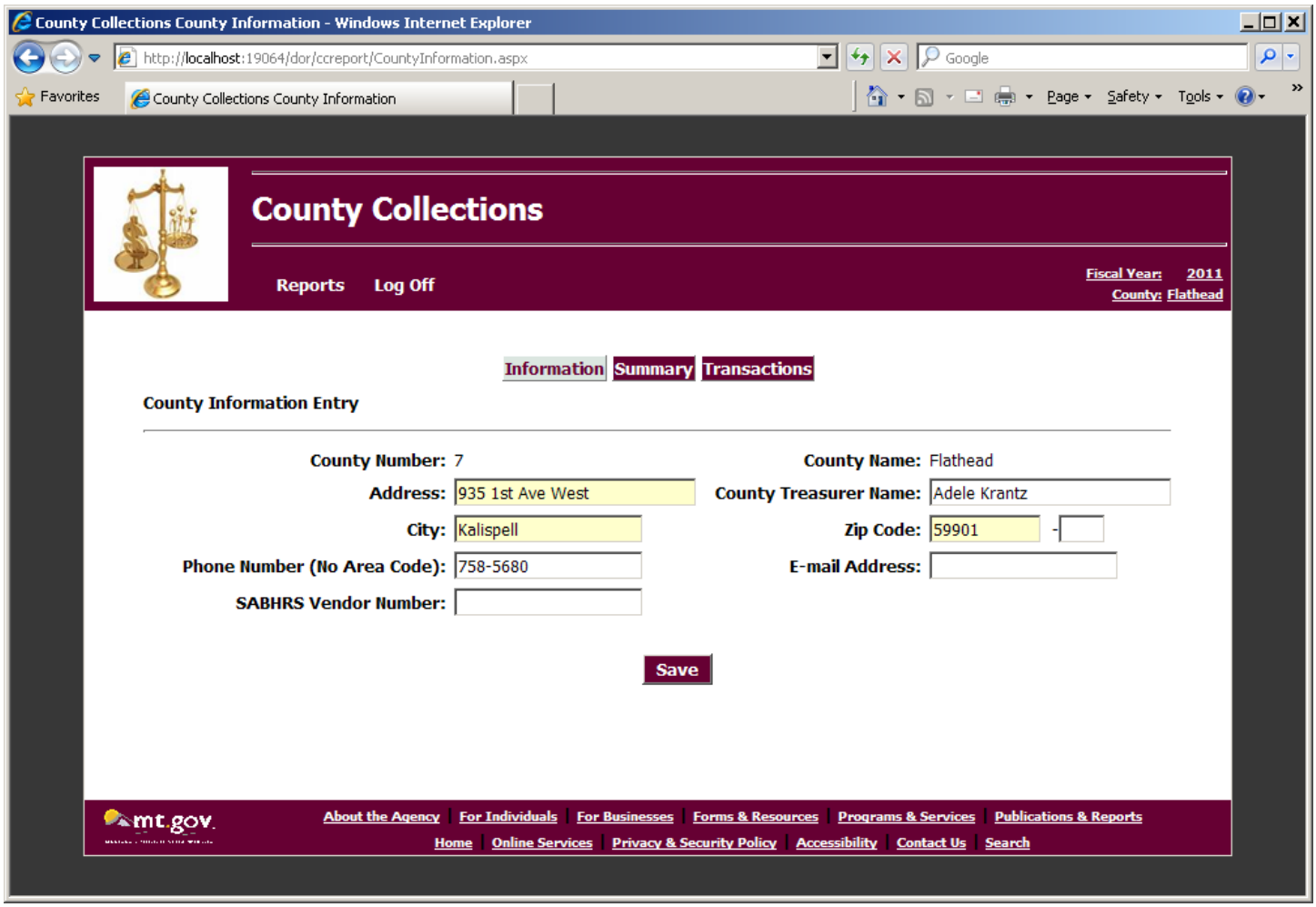


Once the fiscal year is selected, a summary of the county's reports is presented for the selected fiscal year. To change the fiscal year again, click on the *Fiscal Year* link in the upper right hand corner. For each month in the fiscal year, users can view the status of that month's report, the status date, and options for creating or modifying the report. Additionally, the summary page allows users to edit contact information and review transactions.



Editing and submitting contact information

In order to edit contact information, click on the *Information* button in the left center of the summary page. To keep information current, users have the ability to modify their contact details by typing information in the correct boxes. Clicking the *Save* button submits changes. The county collections application only retains the most recently saved contact information.



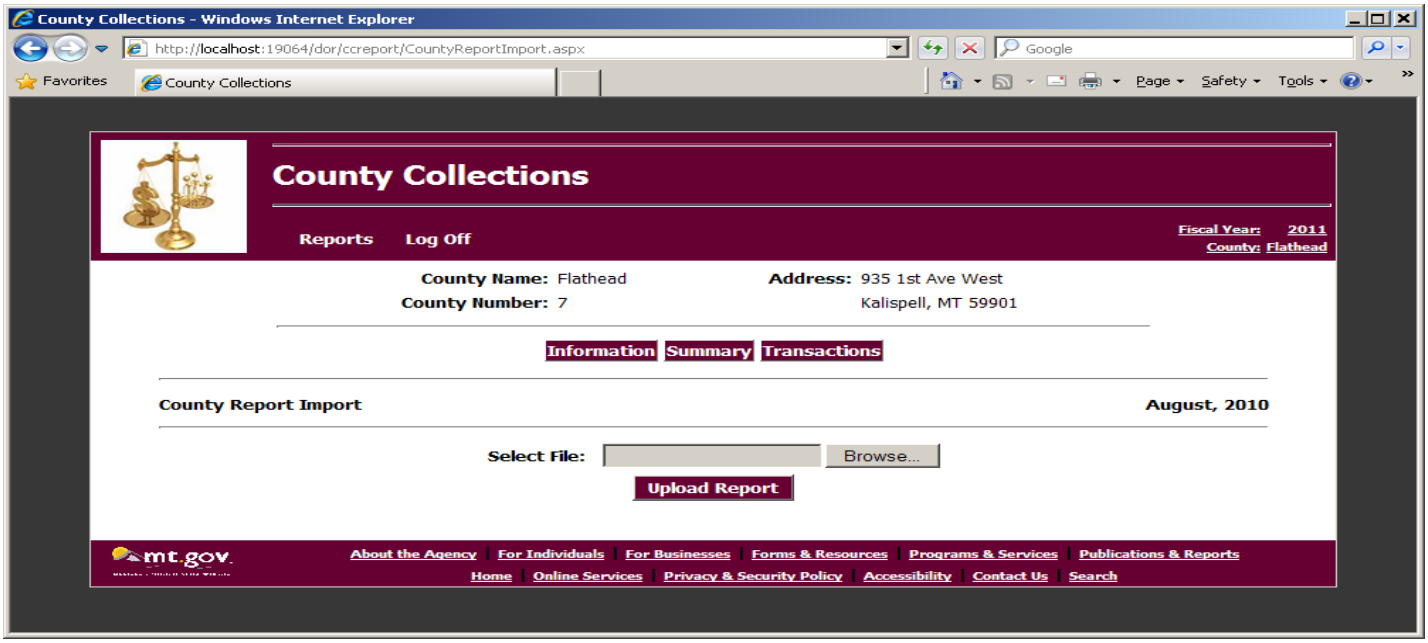
Reviewing transactions

Clicking on the *Transactions* button, on the right-hand center of the summary page, displays the payments that have been submitted, as well as any other financial activity --such as refunds--associated with the county. By default, it will show all activity for the last two months. By changing the start and end date, a user can change the transaction information shown on the page.

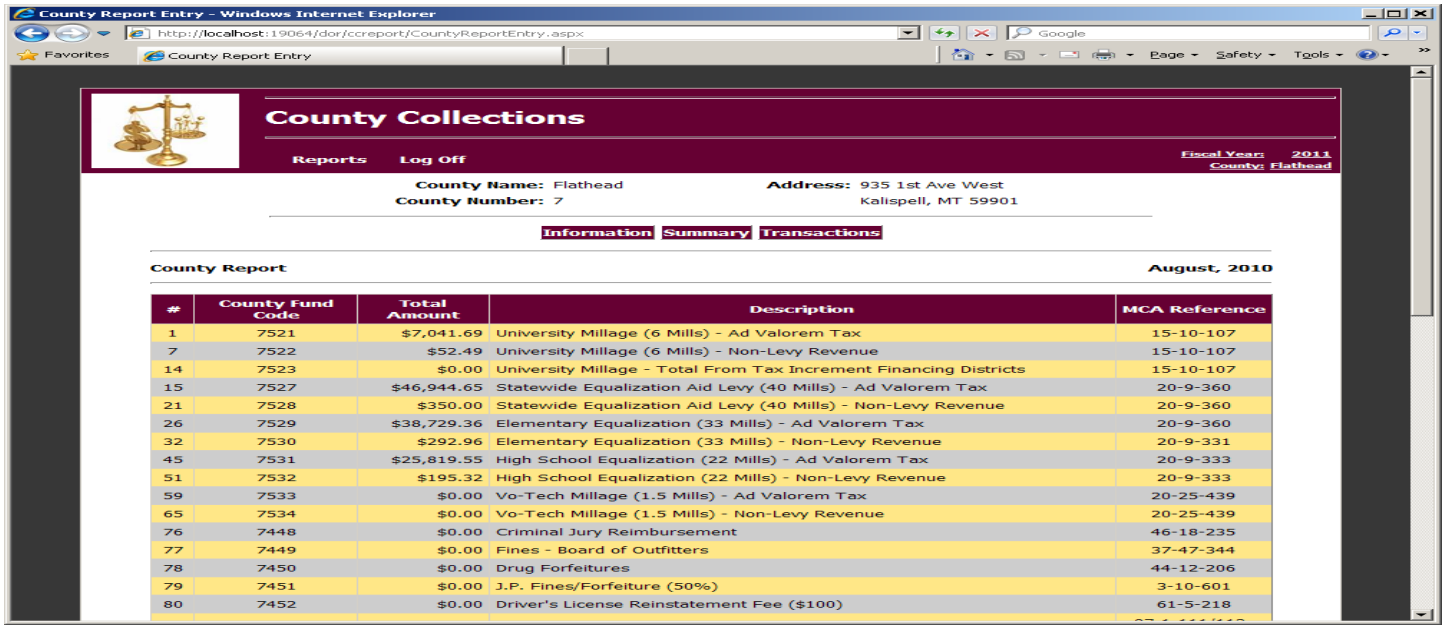
Each row in the table will show the type of transaction, the process that created it, the amount and whether or not it has been allocated. Please note the red circle in the *Allocated?* column and the negative *Current Balance*; these indicate a report has been submitted, but not yet paid. Clicking on the *Show/Hide Details* button will show the details of the specific transaction, for example, the fees and amounts that comprise the selected transaction.

Importing monthly reports

When submitting monthly reports, users have two options: upload a report file provided from their software package or manually enter information. When uploading reports, users will select the *Import* option from the *Summary* page for the desired month. The user will be redirected to an *Upload Report* page where they can browse and select the file to upload. Please note, the month being uploaded is shown on the right hand of the page, in this case, August 2010 (it may be a good idea to double check the correct month). Click on the *Browse* button to select the desired file from the user's computer and the click the *Upload Report* button to upload the file to the DOR database.



Once the file is uploaded and processed, the amounts for each fund code will be presented. Please note, the results of a file upload are automatically submitted, while manually entered reports require the user to manually submit the report.

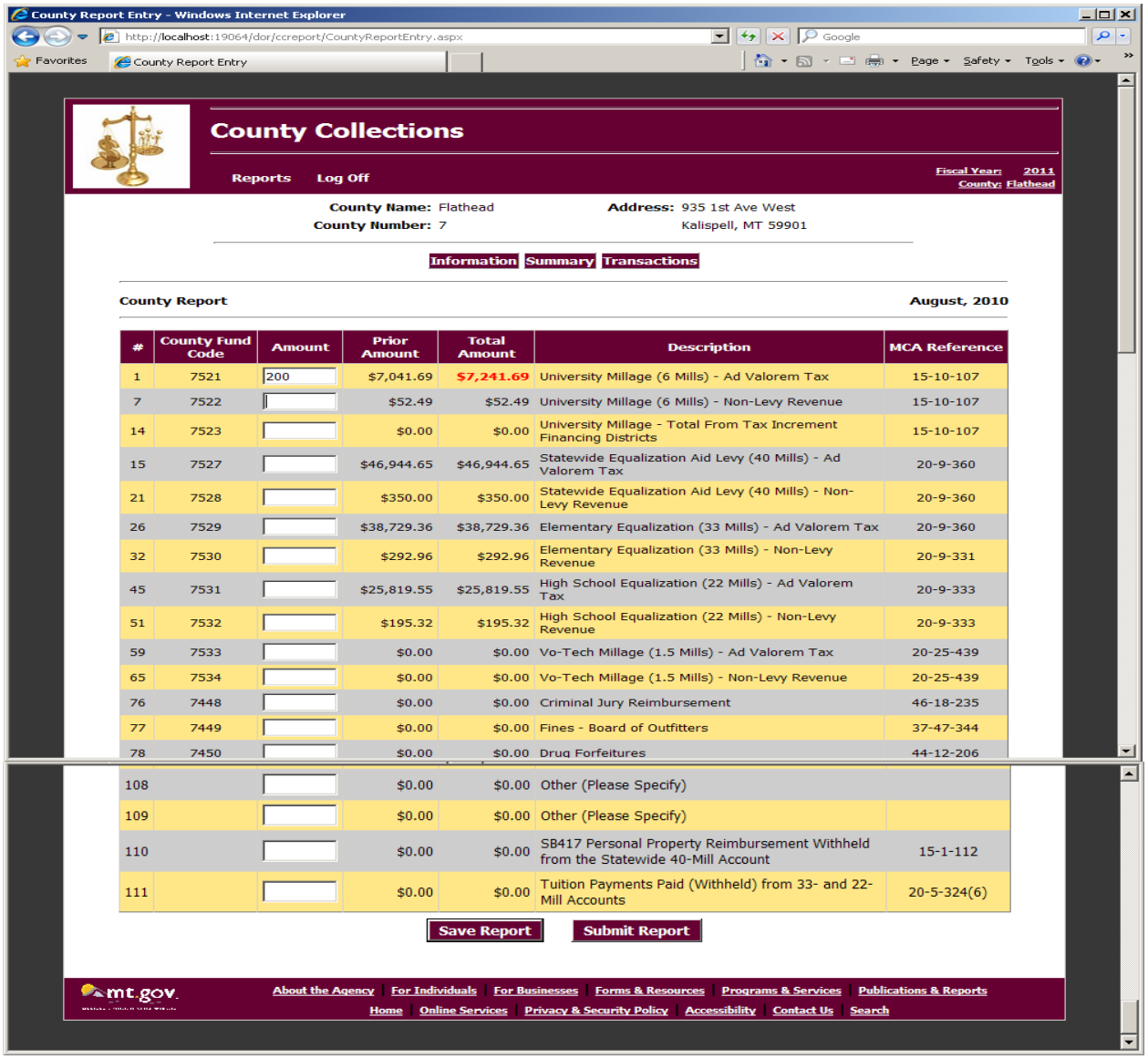


#	County Fund Code	Total Amount	Description	MCA Reference
1	7521	$7,041.69	University Millage (6 Mills) - Ad Valorem Tax	15-10-107
7	7522	$52.49	University Millage (6 Mills) - Non-Levy Revenue	15-10-107
14	7523	$0.00	University Millage - Total From Tax Increment Financing Districts	15-10-107
15	7527	$46,944.65	Statewide Equalization Aid Levy (40 Mills) - Ad Valorem Tax	20-9-360
21	7528	$350.00	Statewide Equalization Aid Levy (40 Mills) - Non-Levy Revenue	20-9-360
26	7529	$38,729.36	Elementary Equalization (33 Mills) - Ad Valorem Tax	20-9-360
32	7530	$292.96	Elementary Equalization (33 Mills) - Non-Levy Revenue	20-9-331
45	7531	$25,819.55	High School Equalization (22 Mills) - Ad Valorem Tax	20-9-333
51	7532	$195.32	High School Equalization (22 Mills) - Non-Levy Revenue	20-9-333
59	7533	$0.00	Vo-Tech Millage (1.5 Mills) - Ad Valorem Tax	20-25-439
65	7534	$0.00	Vo-Tech Millage (1.5 Mills) - Non-Levy Revenue	20-25-439
76	7448	$0.00	Criminal Jury Reimbursement	46-18-235
77	7449	$0.00	Fines - Board of Outfitters	37-47-344
78	7450	$0.00	Drug Forfeitures	44-12-206
79	7451	$0.00	J.P. Fines/Forfeiture (50%)	3-10-601
80	7452	$0.00	Driver's License Reinstatement Fee ($100)	61-5-218

Manually entering and revising monthly reports

The same process is utilized for either manually entering or revising a report. After clicking the *Create* or *Revise* button for a given month, users are taken to a page where they are able to manually enter an amount for each fund code. Users can leave the amount blank if there are no funds to submit for that fund code. Unless the user is revising a report, the prior amount will be zero. If revising a report, the amount entered should be the difference between the prior amount and the desired amount. As demonstrated on the page below, the fee for fund code 7521 has been increased by $200. Please note that the *Total Amount* for the modified line is written in a bold, red font indicating the fund balance has been changed.

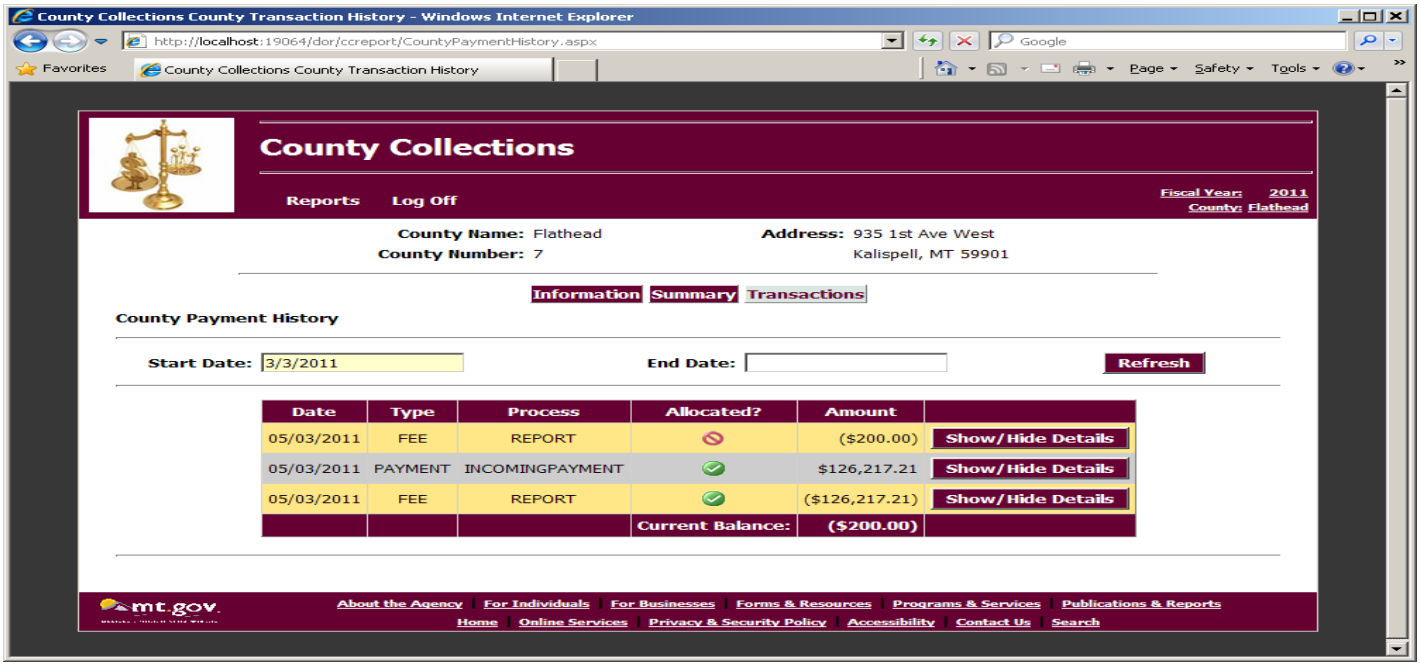
When a user chooses to create a report by manually entering information, the report is not automatically submitted. Users can save work in progress by clicking the *Save Report* button and then submit the final report by selecting the *Submit Report* button. Saving the report allows the user to save work without submitting it to the DOR, for example, if users need to double check a number. Once users are ready to give the report to the DOR, click the *Submit Report* button.



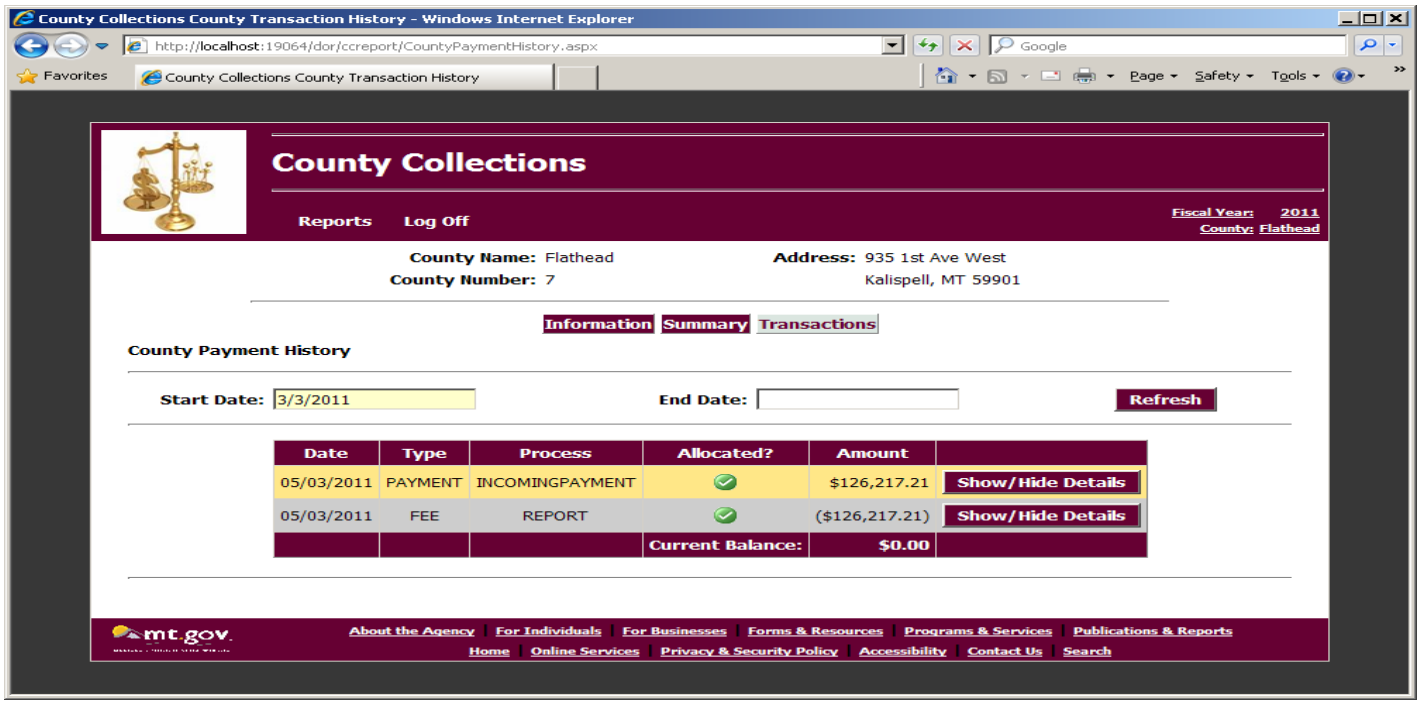
#	County Fund Code	Amount	Prior Amount	Total Amount	Description	MCA Reference
1	7521	200	$7,041.69	**$7,241.69**	University Millage (6 Mills) - Ad Valorem Tax	15-10-107
7	7522		$52.49	$52.49	University Millage (6 Mills) - Non-Levy Revenue	15-10-107
14	7523		$0.00	$0.00	University Millage - Total From Tax Increment Financing Districts	15-10-107
15	7527		$46,944.65	$46,944.65	Statewide Equalization Aid Levy (40 Mills) - Ad Valorem Tax	20-9-360
21	7528		$350.00	$350.00	Statewide Equalization Aid Levy (40 Mills) - Non-Levy Revenue	20-9-360
26	7529		$38,729.36	$38,729.36	Elementary Equalization (33 Mills) - Ad Valorem Tax	20-9-360
32	7530		$292.96	$292.96	Elementary Equalization (33 Mills) - Non-Levy Revenue	20-9-331
45	7531		$25,819.55	$25,819.55	High School Equalization (22 Mills) - Ad Valorem Tax	20-9-333
51	7532		$195.32	$195.32	High School Equalization (22 Mills) - Non-Levy Revenue	20-9-333
59	7533		$0.00	$0.00	Vo-Tech Millage (1.5 Mills) - Ad Valorem Tax	20-25-439
65	7534		$0.00	$0.00	Vo-Tech Millage (1.5 Mills) - Non-Levy Revenue	20-25-439
76	7448		$0.00	$0.00	Criminal Jury Reimbursement	46-18-235
77	7449		$0.00	$0.00	Fines - Board of Outfitters	37-47-344
78	7450		$0.00	$0.00	Drug Forfeitures	44-12-206
108			$0.00	$0.00	Other (Please Specify)	
109			$0.00	$0.00	Other (Please Specify)	
110			$0.00	$0.00	SB417 Personal Property Reimbursement Withheld from the Statewide 40-Mill Account	15-1-112
111			$0.00	$0.00	Tuition Payments Paid (Withheld) from 33- and 22-Mill Accounts	20-5-324(6)

Reviewing the status of an allocation

Once a report has been submitted, users can review the *Transaction* page to track the progress of the report and allocation. The page shown below is an example of the transactions based on a report that has been revised (the $200 revision) and submitted after the initial report was submitted and paid.



After the payment(s) have been applied, users can review the status of the allocation. In the example below, please note the payment and report fees have green checkmarks, indicating allocation has occurred, and the *Current Balance* is now zero.



Providing end of fiscal year reporting

The end of fiscal year fiscal reporting will need to be submitted to the DOR before the end of the fiscal year, as is the current practice. With the new application, the end of year fiscal report is submitted as any other report would be submitted, just earlier. To submit the monthly report for June, users will open and edit/revise the end of fiscal year report by:

- Select the *Import* option for the end of fiscal year report and import a new file that contains the amounts for the second part of the month, or
- Select the *Revise* option for the June report and manually input the amounts for the second part of the month.

Similar to manually editing/revising reports, it is important that the data entered in the A*mounts Column* be the difference between the P*rior Amount* (the end of fiscal year amounts) and the desired amount (the total monthly amount for June).

Contacting the DOR with questions or ideas for improvement

If you need assistance using the county collections application or have a suggestion for improving this resource, please feel free to contact DOR Applications Support at DORApplicationsSupport@mt.gov or 406-444-1800.