

Allen Tunnell Corporation

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Custom Computer Software

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Direction to “Upload” your tax records to the Townsoft web site.

These directions assume that you have already entered in your ftp user name and password. This data is located in the tax program at menu option other functions → menu option setup → common data for bill printing and tax collection → penalty dates and other data tab → ftp user name and password button. If the user name and password are not entered please call the Allen Tunnell Corporation. The ftp user name and password need to be set only once ever.

1. Start the Tax Collection Program and go to the Internet Interface option found at the top of the main menu.
2. There should be a check in the box next to the History file indicating that this file will be uploaded. You will want to upload this file every time since it is the payment history file. There is a secondary option to the right of the History file which is complete history (all years) or current year only, please choose current year.
3. The box next to the Taxpayer file is empty by default indicating that this file will not be uploaded. This file contains all other information other than the payment history. You must check this box the first time the data is uploaded yearly and whenever changes such as parcels splits, small claims adjustments, or property addresses changes happen.
4. Press the button for step 3, a message box will pop up upon completion.
5. Confirm that you are connected to the internet. Press the button for step 4, a message box will pop up upon completion.
6. Press the link for step 5. This will open your web browser (Internet Explorer) and take you to your login page on the Townsoft.com website. Enter your user name and password in lowercase using the tab key to move from one box to the other. Press the login button.
7. Please put a check mark in both boxes and press the load into web database button. Your data is now loaded into the web site database.