MANAGEMENT TOOLS

MITS was designed to allow the tax office full control of workflow and make managing your taxpayers as easy and efficient as possible. If you are going to spend the money on software, it should make your job easier, not harder.

GENERAL

The Municipal Income Tax Solutions software provides each user with the ability to select a set of preferences. Included in the User Preferences is a User Shortcut Menu to maximize efficiency.

User level security allows specific access to be granted to each user: Active, Admin Rights, Letter Admin Rights, Imaging Admin, Table Maintenance Rights, Access to Address Maintenance (without Table Maintenance Rights), Access to Short-cut Menu Items Only, Access to Ad-Hoc Letters in Account Maintenance, PDF Creation Rights, Flash Alerts in Account Info Box, Access to User Batches Only, and Read Only Access.

RENTAL PROPERTY:

Rental information is readily available throughout the MITS system – whether viewing the owner or the tenant. Additionally, there is an entire section devoted to the maintenance of rental owners and their properties.

TRANSACTION INQUIRY:

The Transaction Inquiry screen displays a synopsis of what has transpired for a particular account by year. The grid at the bottom of the screen also provides an overview, by year, of each transaction posted to the account.

EMPLOYER W2s

The system includes the ability to import Employer W2s (think minutes instead of hours manually entering employer W2 information)! Additionally, once W2s are imported, the user has the ability to add accounts for people that live in the municipality, but are not in your system… right from this screen. This cuts down on data entry and errors!

STEP PROCESSING:

Step Processing is where all delinquencies are handled and allows the user infinite tracking capabilities. Steps are groups used to track taxpayers that have not filed, not submitted a reconciliation, or have a balance due. In addition, the user may add different types of tracking – such as questionnaires.

LETTERS / LETTER HISTORY:

All letters created from MITS are managed by the user. This means you determine how many letters you have and what information they contain. There are no limits to what you can accomplish! Any printed letter or form produced from MITS is logged in letter history within each account. This is an example of the letter history screen in account maintenance. A letter may be reprinted at any time . The letter will be reprinted exactly as it appeared when it was originally produced.

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REPORT OPTIONS

There are a multitude of “canned” reports included in MITS. Additionally, there are search capabilities built into the system to extract very specific data.

MODULES

There are several optional modules to assist the tax office. These modules help make the daily workload easier to manage.

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