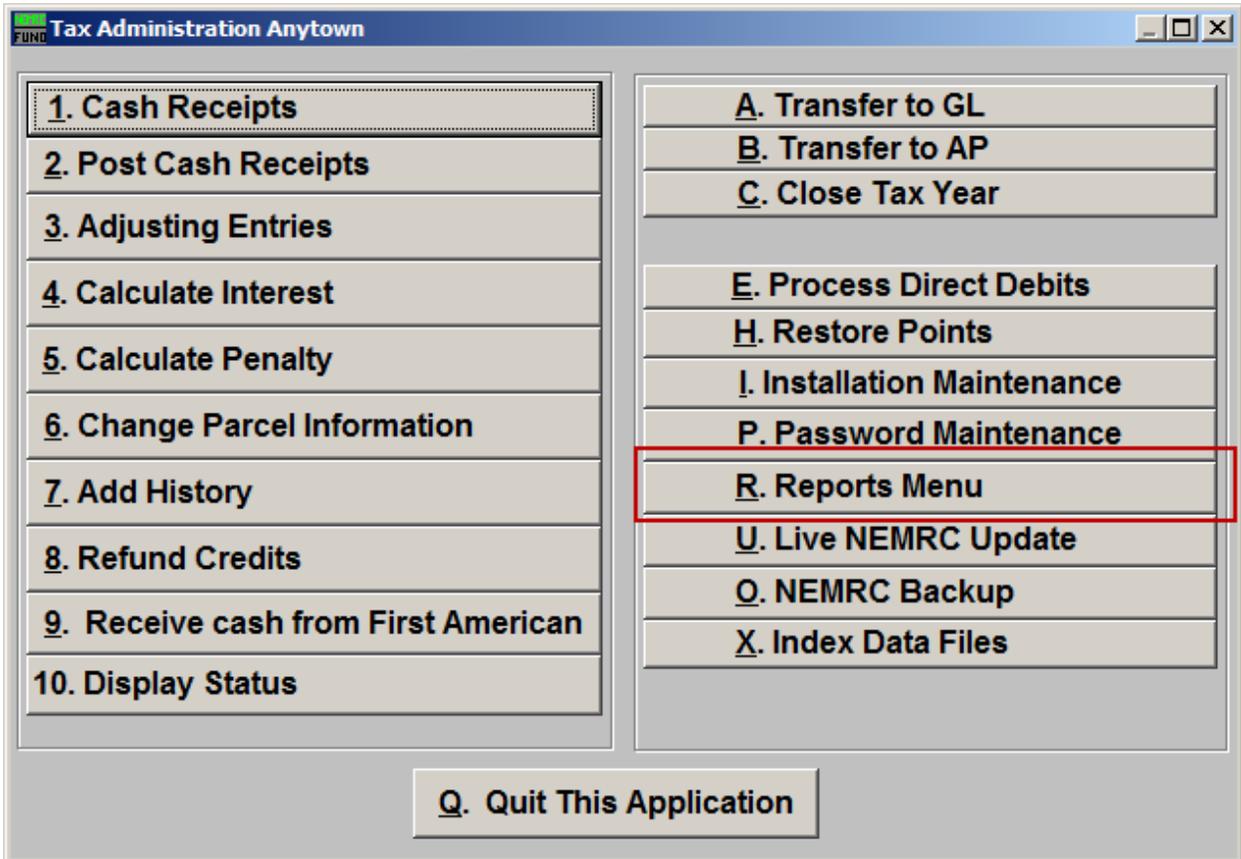


Tax Administration

R. Reports Menu: 1. Cash Receipts Report

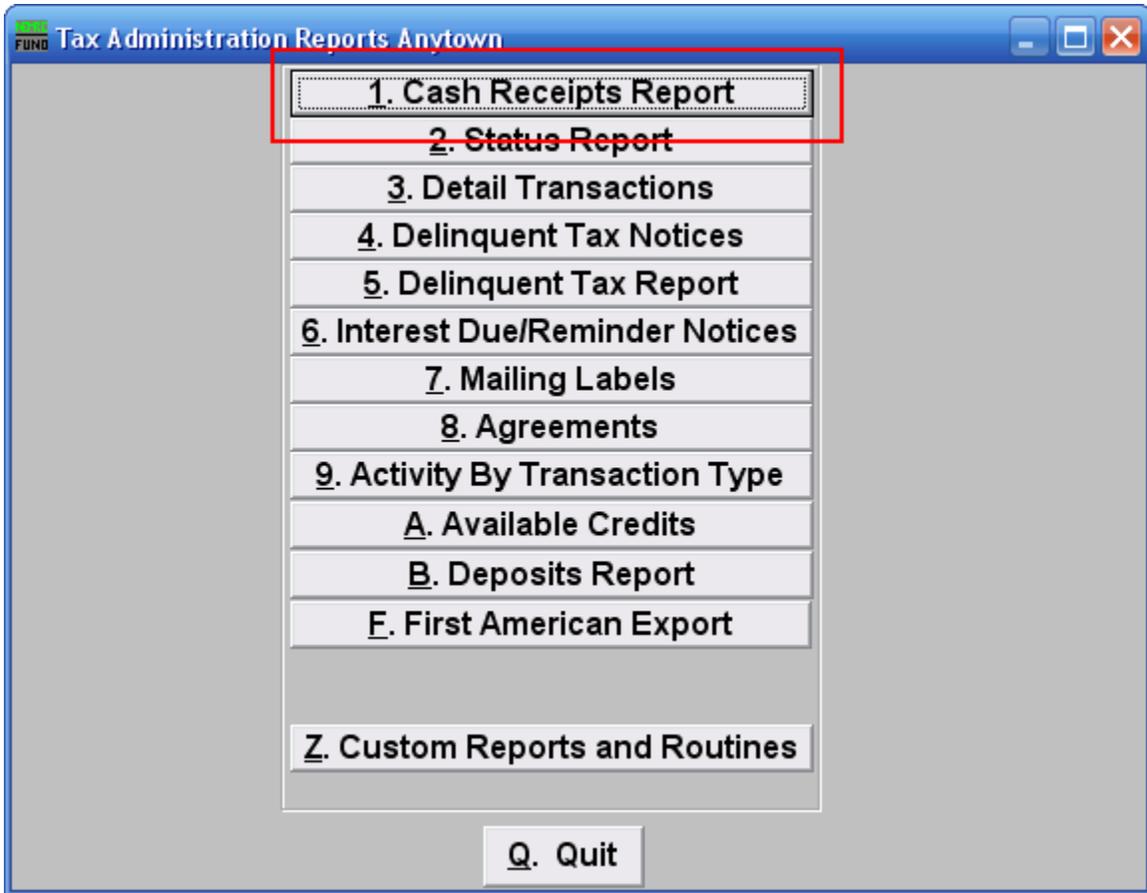
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Click on “R. Reports Menu” off the Main Menu and the following window will appear:

Tax Administration



Click on "1. Cash Receipts Report" on the Reports Menu and the following window will appear:

Tax Administration

Cash Receipts Report

FUND Cash Receipts Report

Press F4 to Recall 203000001-

Individual **1**

All Parcels **2**

Parcel ID [] - [] Find

Name [] Find

Deposit Range (Blank for All) [] 0.0 to [] 0.0

Date Range (Blank for All) [] // to [] //

Parcel Detail Payment Detail Application Detail Show Split Tax Rate Detail

Summary Only Summarize All Payments Summarize All Applications Summarize All Tax Rates

Show Payment Memos Parcel Order

Suppress Payment Memos Name Order

Entry Order

File Preview Print Print Compressed Cancel

- 1. Individual:** Click on “Individual” to have this report be for a single Parcel.
- 2. All Parcels:** Click on “All Parcels” to have this report be for all Parcels.

Refer to the selection below that relates to your choice.

Tax Administration

Individual

If you chose “Individual” the following window will appear:

The screenshot shows a software window titled "FUNDO Cash Receipts Report". The window has a blue title bar with standard Windows window controls. The main area is grey and contains several sections:

- Search Section (top):** A red box highlights the "Individual" radio button, the "Parcel ID" field, and the "Name" field. To the right of the "Parcel ID" field is a "Find" button. Above the "Parcel ID" field, it says "Press F4 to Recall" and "203000001-".
- Range Selection (middle):** "Deposit Range (Blank for All)" with two input fields containing "2" and "0.0", and a "to" label. Below it, "Date Range (Blank for All)" with two input fields containing " / / 3" and " / / 3", and a "to" label.
- Report Options (bottom middle):** A grid of radio button options:
 - 4 Parcel Detail (selected) / 5 Payment Detail (selected)
 - Summary Only (unselected) / Summarize All Payments (selected)
 - 6 Application Detail (selected) / 7 Show Split Tax Rate Detail (unselected)
 - Summarize All Applications (selected) / Summarize All Tax Rates (unselected)
- Additional Options (bottom left):** 8 Show Payment Memos (unselected) / 9 Name Order (selected)
 - Suppress Payment Memos (selected)
 - Parcel Order (unselected)
 - Entry Order (unselected)
- Buttons (bottom):** A row of buttons: 10 File, 11 Preview, 12 Print, 13 Print Compressed, and 14 Cancel.

1. Select the Parcel you are seeking. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
2. **Deposit Range (Blank for All):** This report may be restricted to a specific range of deposit numbers.
3. **Date Range (Blank for All):** This report may be restricted to a specific range of transaction dates.
4. **Parcel Detail OR Summary Only:** This report can provide the listing of Parcel detail activities or the summary of payments by Tax Year.
5. **Payment Detail OR Summarize All Payments:** This report can break application of payments down by each due date or combine them into a net value by type.
6. **Application Detail OR Summarize All Applications:** This report can show application of payments down by each type (principal, interest, penalty, other or credit) or combine them into a net value.

Tax Administration

- 7. Show Split Tax Rate Detail OR Summarize All Tax Rates:** This option is used to calculate the amount applied to each tax rate when set up in the Tax Year and Parcel record correctly. This option is used in states other than Vermont.
- 8. Show Payment Memos OR Suppress Payment Memos:** This report can print the information entered into the memo area during cash receipts. Often notes of Individuals making the payment other than the tax payer can be reported this way.
- 9. Parcel Order OR Name Order OR Entry Order:** Select the order to provide the detail information. Entry order is convenient if you are attempting to find information about checks in a stack. Name is most common for the permanent record. Parcel number is also available.
- 10. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 11. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 12. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 13. Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 14. Cancel:** Click “Cancel” to cancel and return to the previous menu.

Tax Administration

All Parcels

If you chose “All Parcels” the following window will appear:

The screenshot shows a software window titled "Cash Receipts Report" with a "FUNDO" logo in the top left corner. The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main content area contains several sections:

- At the top, there are two radio buttons: "Individual" (unselected) and "All Parcels" (selected).
- Below that, there are two input fields for ranges. The first is labeled "Deposit Range (Blank for All)" and contains the value "1 0.0" followed by "to" and another "1 0.0". A red "1" is placed above the first "1". The second is labeled "Date Range (Blank for All)" and contains " // 2" followed by "to" and " // 2". A red "2" is placed above the first "2".
- Next is a grid of four groups of radio buttons:
 - Group 1: "Parcel Detail" (selected, with a red "3" to its left) and "Summary Only" (unselected).
 - Group 2: "Payment Detail" (unselected, with a red "4" to its left) and "Summarize All Payments" (selected).
 - Group 3: "Application Detail" (unselected, with a red "5" to its left) and "Summarize All Applications" (selected).
 - Group 4: "Show Split Tax Rate Detail" (unselected, with a red "6" to its left) and "Summarize All Tax Rates" (selected).
- Below the grid are two more groups of radio buttons:
 - Group 5: "Show Payment Memos" (unselected, with a red "7" to its left) and "Suppress Payment Memos" (selected).
 - Group 6: "Parcel Order" (unselected), "Name Order" (selected, with a red "8" to its left), and "Entry Order" (unselected).
- At the bottom of the main area is a "FoxPro Filter Expression" field with a dropdown menu (9) and buttons for "New", "Edit", and "Delete".
- At the very bottom of the window are five buttons: "File" (10), "Preview" (11), "Print" (12), "Print Compressed" (13), and "Cancel" (14). Each button has a red number above it.

- 1. Deposit Range (Blank for All):** This report may be restricted to a specific range of deposit numbers.
- 2. Date Range (Blank for All):** This report may be restricted to a specific range of transaction dates.
- 3. Parcel Detail OR Summary Only:** This report can provide the listing of Parcel detail activities or the summary of payments by Tax Year.
- 4. Payment Detail OR Summarize All Payments:** This report can break application of payments down by each due date or combine them into a net value by type.
- 5. Application Detail OR Summarize All Applications:** This report can show application of payments down by each type (principal, interest, penalty, other or credit) or combine them into a net value.
- 6. Show Split Tax Rate Detail OR Summarize All Tax Rates:** This option is used to calculate the amount applied to each tax rate when set up in the Tax Year and Parcel record correctly. This option is used in states other than Vermont.

Tax Administration

- 7. Show Payment Memos OR Suppress Payment Memos:** This report can print the information entered into the memo area during cash receipts. Often notes of Individuals making the payment other than the tax payer can be reported this way.
- 8. Parcel Order OR Name Order OR Entry Order:** Select the order to provide the detail information. Entry order is convenient if you are attempting to find information about checks in a stack. Name is most common for the permanent record. Parcel number is also available.
- 9. FoxPro Filer Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included in the report. Contact NEMRC support to learn more about this option.
- 10. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 11. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 12. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 13. Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 14. Cancel:** Click “Cancel” to cancel and return to the previous menu.