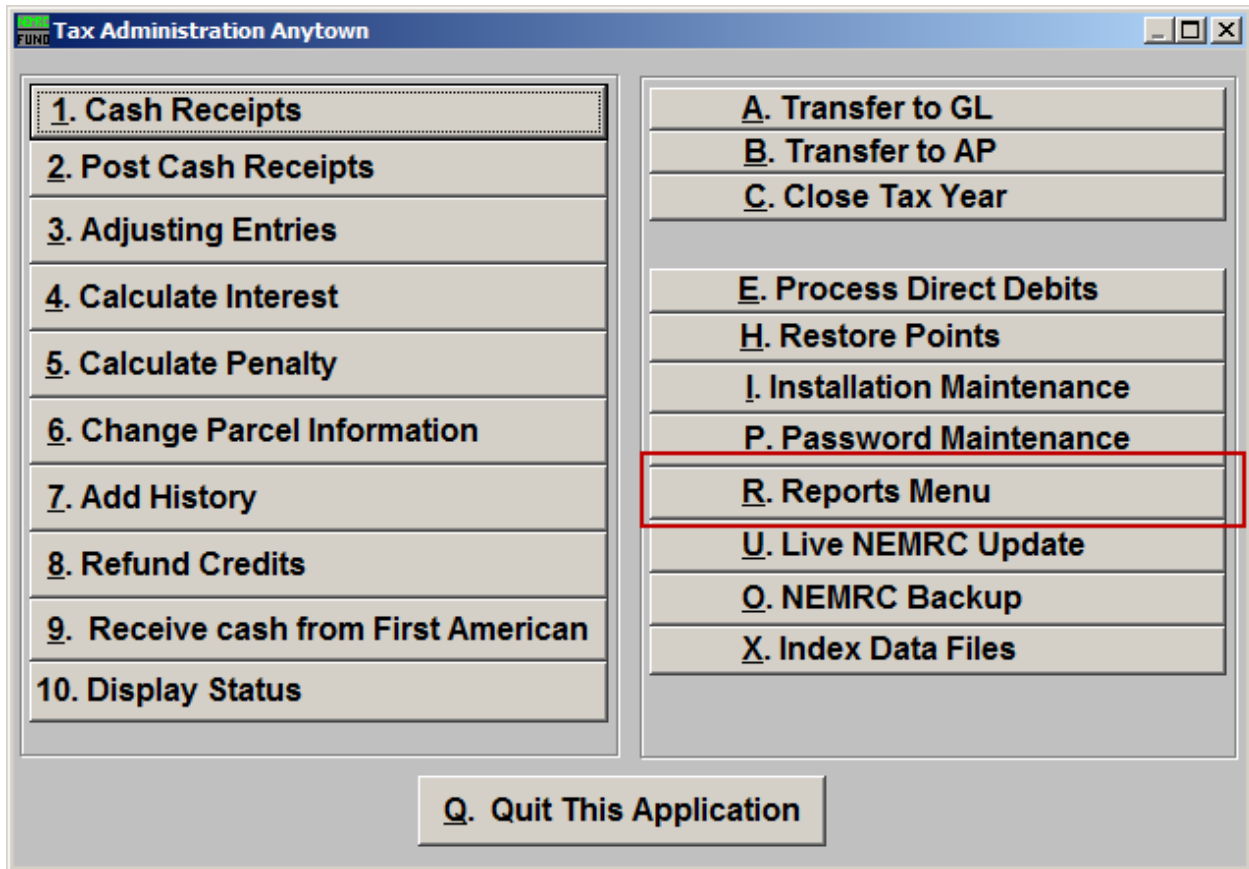


Tax Administration

R. Reports Menu: 3. Detail Transactions

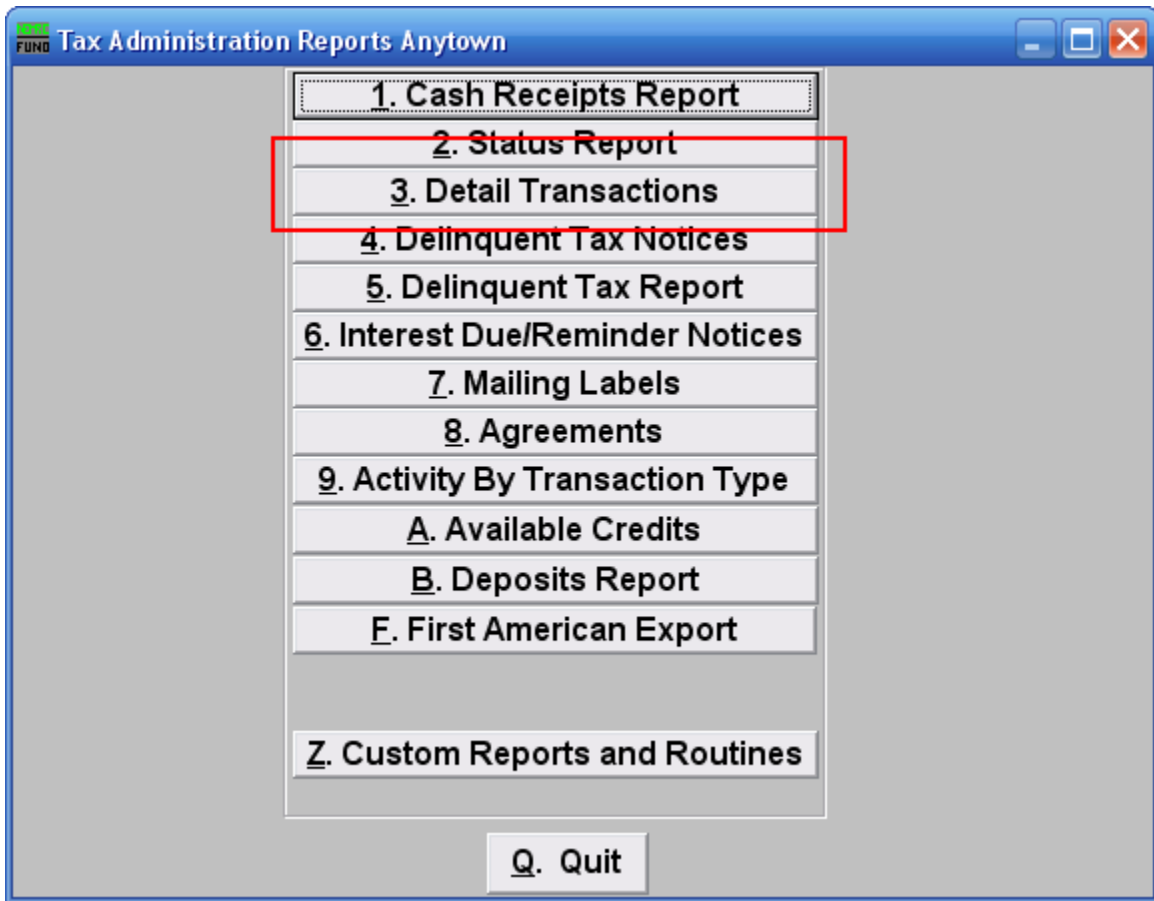
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Click on “R. Reports Menu” off the Main Menu and the following window will appear:

Tax Administration



Click on “3. Detail Transactions” on the Reports Menu and the following window will appear:

Tax Administration

Detail Transactions

Detail Transaction

Press F4 to Recall 203000001-

☒ Individual **1**

☐ Range **2**

☐ All Parcels **3**

☐ Pre-close report **4**

Parcel ID - **Find**

Name **Find**

Tax Year (Blank for All) **Find**

Show Detail Date Range (Blank for All) to

☒ Payment Detail ☐ Show Payment Memos ☐ Parcel Order

☐ Summarize All Payments ☒ Suppress Payment Memos ☒ Name Order

File **Preview** **Print** **Print Compressed** **Cancel**

- 1. Individual:** Click on this option if you want this report to be for an Individual Parcel.
- 2. Range:** Click on this option if you want this report to be for a range of Parcels.
- 3. All Parcels:** Click on this option if you want this report be for All Parcels.
- 4. Pre-close report:** Click on this option if you want to have this be a Pre-close report. This option will print for accounts that have a zero balance and you plan to remove accounts with a zero balance when you close.

Refer to the section 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 "Detail Transaction" with a blue title bar. Inside, there are several sections. At the top, a red box labeled "1" encloses the "Parcel ID" and "Name" fields, each with a "Find" button. Above these fields is a label "Press F4 to Recall" and a text field containing "203000001-". Below the red box, there are radio buttons for "Individual" (selected), "Range", "All Parcels", and "Pre-close report". Further down, there is a "Tax Year (Blank for All)" field with a red "2" and a "Find" button. Below that is a "Show Detail Date Range (Blank for All)" section with two date pickers, each with a red "3", and a "to" label. At the bottom of the main area, there are two rows of radio buttons. The first row has "Payment Detail" (selected, with a red "4"), "Show Payment Memos" (with a red "5"), and "Parcel Order" (with a red "6"). The second row has "Summarize All Payments", "Suppress Payment Memos", and "Name Order". At the very bottom, there is a row of five buttons: "File" (with a red "7"), "Preview" (with a red "8"), "Print" (with a red "9"), "Print Compressed" (with a red "10"), and "Cancel" (with a red "11").

1. Select the Parcel you are seeking. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
2. **Tax Year (Blank for All):** You may restrict this report for a single Tax Year.
3. **Show Detail Date Range (Blank for All):** You may restrict this report to a range of transactional dates.
4. **Payment Detail OR Summarize All Payments:** Payment detail will provide a report of all activities by original due dates. Summary will collapse activity by type (principal, interest, penalty, other and credit.)
5. **Show Payment Memos OR Suppress Payment Memos:** This report may include memo's that were entered during "1. Cash Receipts" processing. Memo's often can contain information about the payment being made by someone other than the tax payer.
6. **Parcel Order OR Name Order:** Select the order of reporting the Parcels. This does not matter for an Individual report.
7. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

Tax Administration

- 8. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 9. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 10. 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.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous menu.

Tax Administration

Range

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

1. Select the Parcel you want to start with. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
2. Select the Parcel you want to stop at. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
3. **Tax Year (Blank for All):** You may restrict this report for a single Tax Year.
4. **Show Detail Date Range (Blank for All):** You may restrict this report to a range of transactional dates.
5. **Payment Detail OR Summarize All Payments:** Payment detail will provide a report of all activities by original due dates. Summary will collapse activity by type (principal, interest, penalty, other and credit.).
6. **Show Payment Memos OR Suppress Payment Memos:** This report may include memo's that were entered during “Cash Receipts” processing. Memo's often can contain information about the payment being made by other than the tax payer.
7. **Parcel Order OR Name Order:** Select the order of reporting the Parcels.

Tax Administration

- 8. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 9. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 10. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 11. 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.
- 12. 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:

Detail Transaction

☐ Individual
☐ Range
☒ All Parcels
☐ Pre-close report

Tax Year (Blank for All)

Show Detail Date Range (Blank for All) to

☒ Payment Detail ☐ Show Payment Memos ☐ Parcel Order
☐ Summarize All Payments ☒ Suppress Payment Memos ☒ Name Order

FoxPro Filter Expression

1. **Tax Year (Blank for All):** You may restrict this report for a single Tax Year.
2. **Show Detail Date Range (Blank for All):** You may restrict this report to a range of transactional dates.
3. **Payment Detail OR Summarize All Payments:** Payment detail will provide a report of all activities by original due dates. Summary will collapse activity by type (principal, interest, penalty, other and credit.).
4. **Show Payment Memos OR Suppress Payment Memos:** This report may include memo's that were entered during "Cash Receipts" processing. Memo's often can contain information about the payment being made by other than the tax payer.
5. **Parcel Order OR Name Order:** Select the order of reporting the Parcels.
6. **FoxPro Filter Expression:**
7. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
8. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

Tax Administration

- 9. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 10. 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.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous menu.

Tax Administration

Pre-close Report

If you chose “Pre-close Report” the following window will appear:

Detail Transaction

☐ Individual
☐ Range
☐ All Parcels
☒ Pre-close report

Tax Year (Blank for All) **Find**

Show Detail Date Range (Blank for All) **to**

Report Tax Bills Paid in Full On or Before

☒ Payment Detail ☐ Show Payment Memos ☐ Parcel Order
☐ Summarize All Payments ☒ Suppress Payment Memos ☒ Name Order

7 **8** **9** **10** **11**

File **Preview** **Print** **Print Compressed** **Cancel**

- 1. Tax Year (Blank for All):** You may restrict this report for a single Tax Year.
- 2. Show Detail Date Range (Blank for All):** You may restrict this report to a range of transactional dates.
- 3. Report Tax Bills Paid in Full On or Before:** This date should match the date chosen during year close for removal of accounts that have a zero balance as of that time. The best practice is to not remove any data for the last two complete fiscal years.
- 4. Payment Detail OR Summarize All Payments:** Payment detail will provide a report of all activities by original due dates. Summary will collapse activity by type (principal, interest, penalty, other and credit.).
- 5. Show Payment Memos OR Suppress Payment Memos:** This report may include memo's that were entered during “Cash Receipts” processing. Memo's often can contain information about the payment being made by other than the tax payer.
- 6. Parcel Order OR Name Order:** Select the order of reporting the Parcels.
- 7. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

Tax Administration

- 8. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 9. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 10. 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.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous menu.