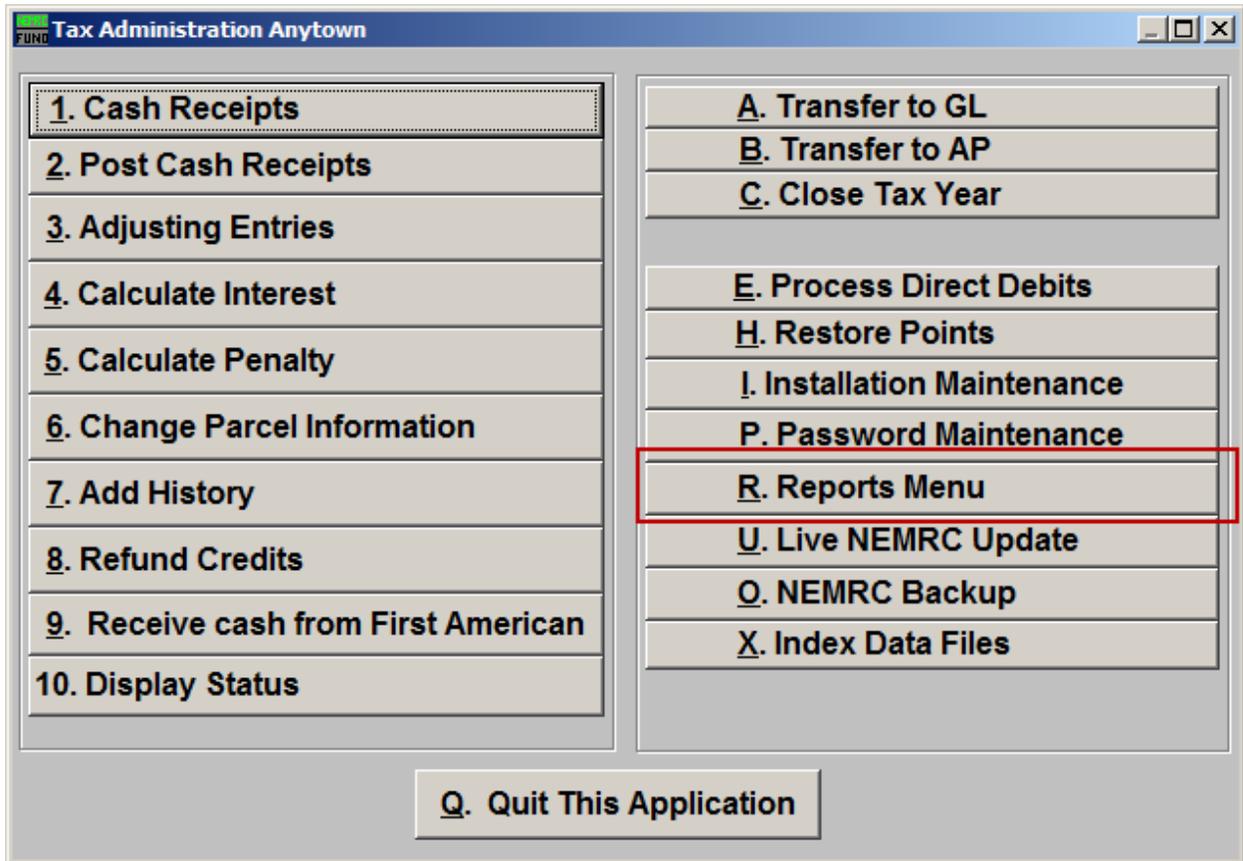


Tax Administration

R. Reports Menu: 7. Mailing Labels

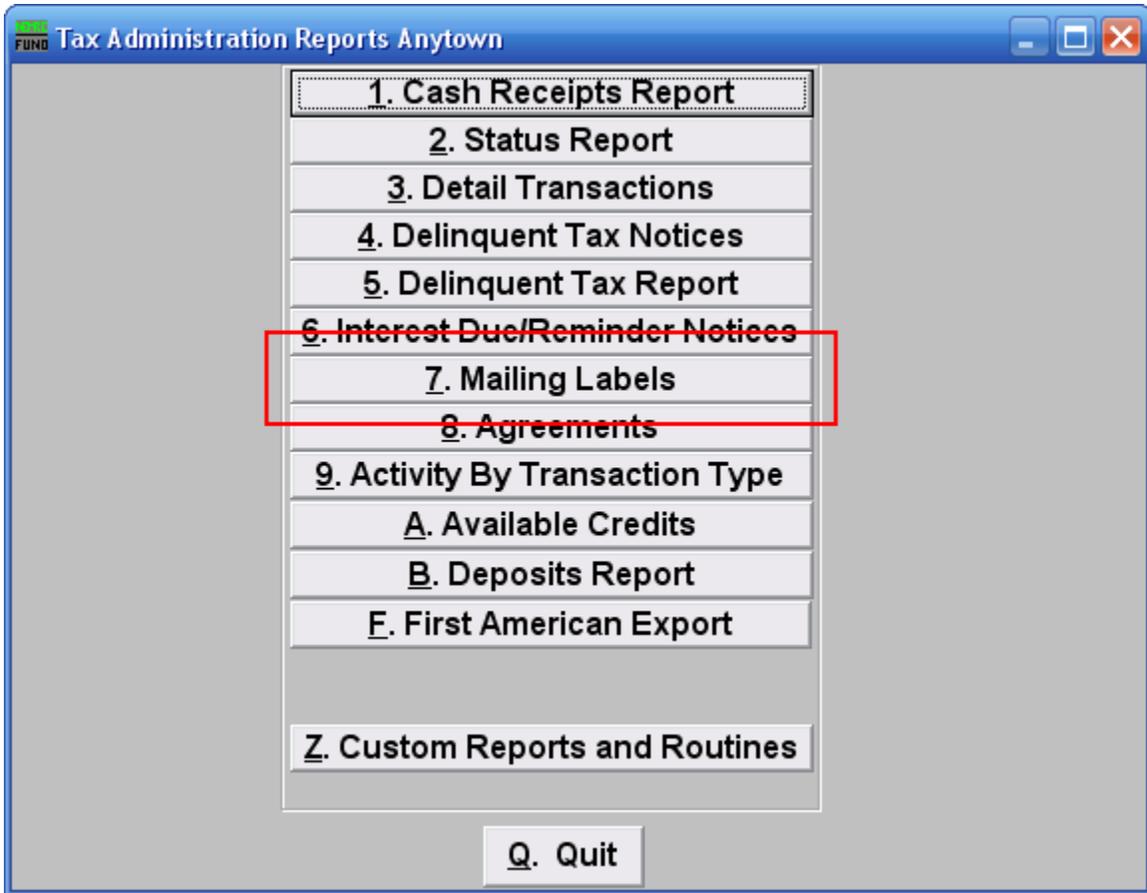
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All Parcels and Balance Due.....	6



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

Tax Administration



Click on “7. Mailing Labels” from the Reports Menu and the following window will appear:

Tax Administration

Mailing Labels

Mailing Labels

Individual **1**

All Parcels **2**

Balance Due **3**

Parcel Order

Name Order

Zip Code

Tax Year Range (Blank for All) Find to Find

FoxPro Filter Expression New Edit Delete

Style

Type Alignment Standard Standard with Parcel ID Custom

Copies One label per Parcel ID "Family Labels" one per name and address

Custom Label Definition	Fox Expr ?
M_name1	<input checked="" type="checkbox"/>
M_name2	<input checked="" type="checkbox"/>
M_addr_a	<input checked="" type="checkbox"/>
M_addr_b	<input checked="" type="checkbox"/>
ALLT(M_city)+' '+ALLT(M_state)+' '+ALLT(M_zip)	<input checked="" type="checkbox"/>
"	<input checked="" type="checkbox"/>

- 1. Individual:** Click to choose to create a mailing label for an Individual Parcel.
- 2. All Parcels:** Click to choose to create a mailing label for All Parcels.
- 3. Balance Due:** Click to choose to create a mailing label for only Parcels that have a Balance Due.

Tax Administration

Individual

1 Press F4 to Recall 203000001-

Parcel ID [] - [] Find Year [] Find

Name [] Find

2

Parcel Order
 Name Order
 Zip Code

Tax Year Range (Blank for All) [3] Find to [3] Find

Style [4]

Type **5** Alignment **6** Standard **7** Standard with Parcel ID **8** Custom

Copies **9** [1] **10** One label per Parcel ID **11** "Family Labels" one per name and address

12 Custom Label Definition	Fox Expr
M_name1	<input checked="" type="checkbox"/>
M_name2	<input checked="" type="checkbox"/>
M_addr_a	<input checked="" type="checkbox"/>
M_addr_b	<input checked="" type="checkbox"/>
ALLT(M_city)+' '+ALLT(M_state)+' '+ALLT(M_zip)	<input checked="" type="checkbox"/>
"	<input checked="" type="checkbox"/>

13 Preview **14** Print **15** Cancel

- 1.** Select the Parcel you are seeking. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
- 2. Parcel Order OR Name Order OR Zip Code:** Click to choose which order the labels will print in.
- 3. Tax Year Range (Blank for All):** Select the Tax Year you wish to begin with, and the Tax Year you wish to end with. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.
- 4. Style:** Click on the drop down arrow and choose the style of label that you want.
- 5. Type: Alignment:** This option outputs sample placement of data based on the Style form selected above.
- 6. Type: Standard:** Labels using the same method as bill printing.

Tax Administration

- 7. Type: Standard with Parcel ID:** Standard layout with the Parcel ID printed on the first line.
- 8. Type: Custom:** User defined content on the label.
- 9. Copies:** Determine how many of each label you would like generated. This can be used for a mailing label, return address label and notice label in a three piece mailing.
- 10. One label per Parcel ID:** Check this box to obtain one label per delinquent Parcel ID.
- 11. “Family Labels” one per name and address:** Check this box to obtain one label per unique complete delinquent address regardless of the number of Parcel ID’s associated.
- 12. Custom Label Definition:** Call NEMRC for details on how to achieve what you are looking for on the labels.
- 13. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 14. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 15. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Tax Administration

All Parcels and Balance Due

1 Parcel Order OR Name Order OR Zip Code

2 Tax Year Range (Blank for All)

3 FoxPro Filter Expression

4 Style

5 Type

6 Standard

7 Standard with Parcel ID

8 Custom

9 Copies

10 One label per Parcel ID

11 "Family Labels" one per name and address

12 Custom Label Definition	Fox Expr ?
M_name1	<input checked="" type="checkbox"/>
M_name2	<input checked="" type="checkbox"/>
M_addr_a	<input checked="" type="checkbox"/>
M_addr_b	<input checked="" type="checkbox"/>
ALLT(M_city)+' '+ALLT(M_state)+' '+ALLT(M_zip)	<input checked="" type="checkbox"/>
"	<input checked="" type="checkbox"/>

13 Preview **14** Print **15** Cancel

- 1. Parcel Order OR Name Order OR Zip Code:** Click to choose which order the labels will print in.
- 2. Tax Year Range (Blank for All):** Select the Tax Year you wish to begin with, and the Tax Year you wish to end with. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.
- 3. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.
- 4. Style:** Click on the drop down arrow and choose the style of label that you want.
- 5. Type: Alignment:** This option outputs sample placement of data based on the Style form selected above.
- 6. Type: Standard:** Labels using the same method as bill printing.

Tax Administration

7. **Type: Standard with Parcel ID:** Standard layout with the Parcel ID printed on the first line.
8. **Type: Custom:** User defined content on the label.
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12. **Custom Labe Definition:** Call NEMRC for details on how to achieve what you are looking for on the labels.
13. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
14. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
15. **Cancel:** Click “Cancel” to cancel and return to the previous screen.