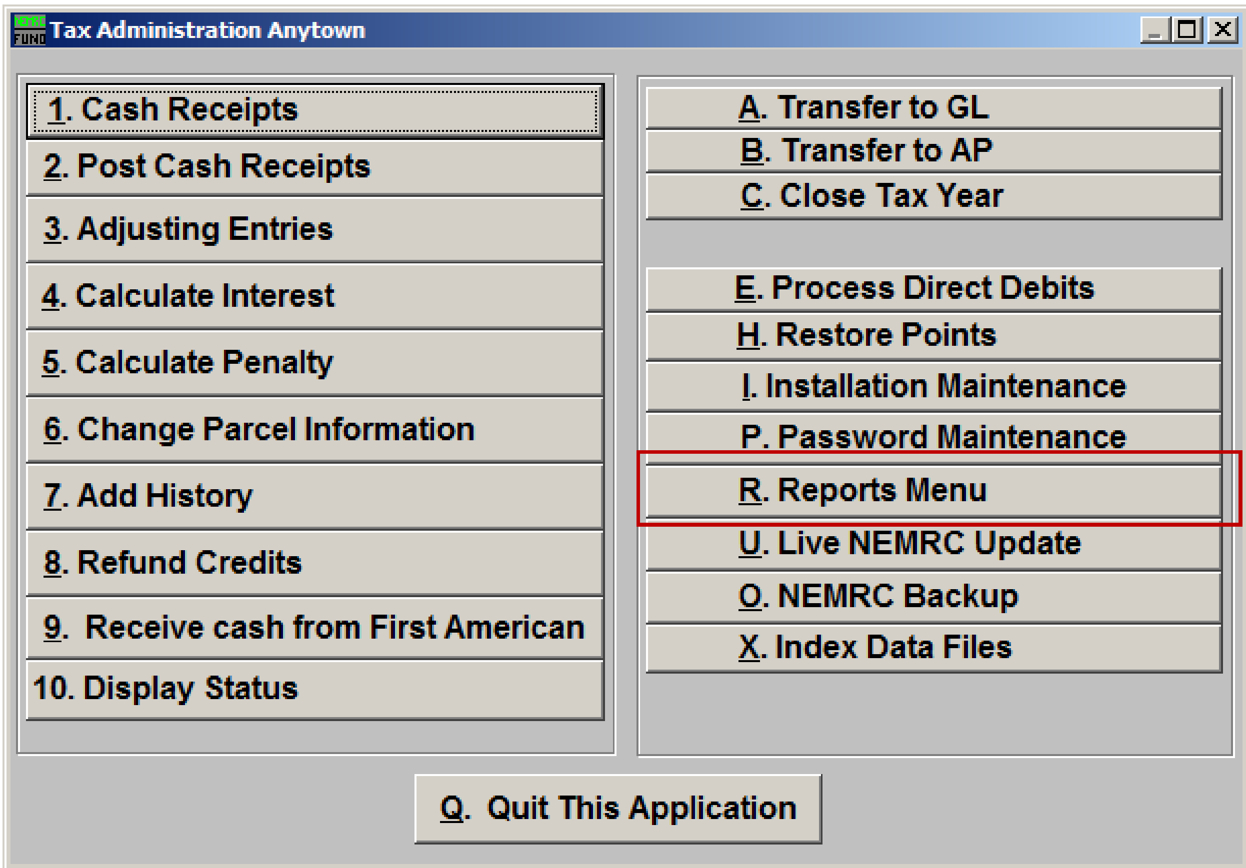
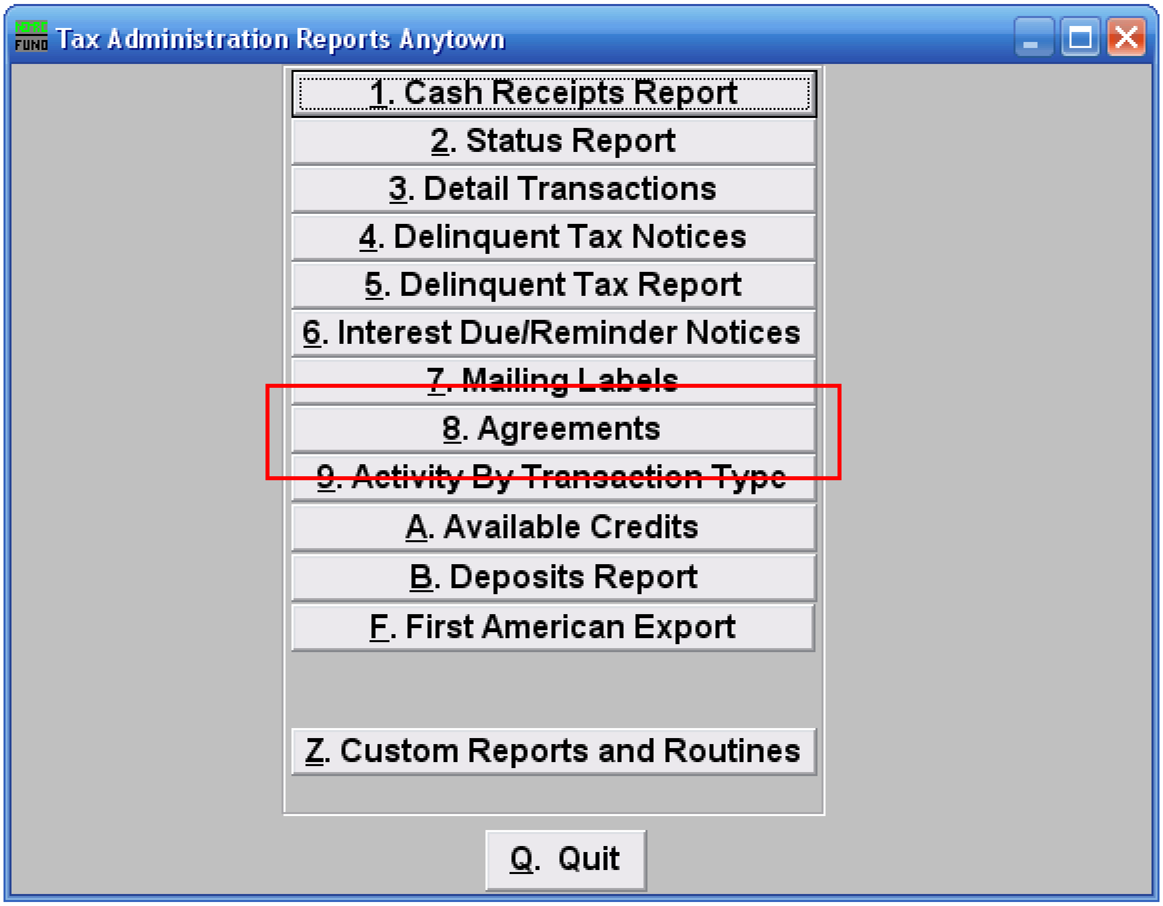
R. Reports Menu: 8. Agreements

Table of Contents

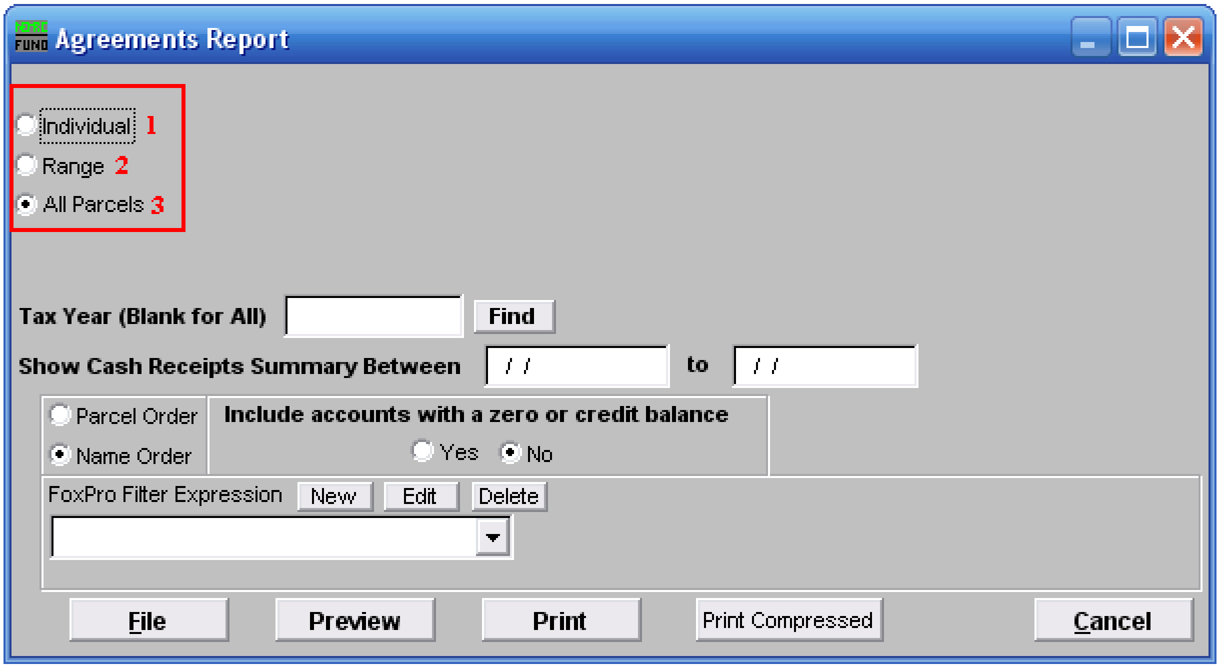


Click on "R. Reports Menu" from the Main Menu and the following window will appear:



Click on “8. Agreements” from the Reports Menu and the following window will appear:

Agreements

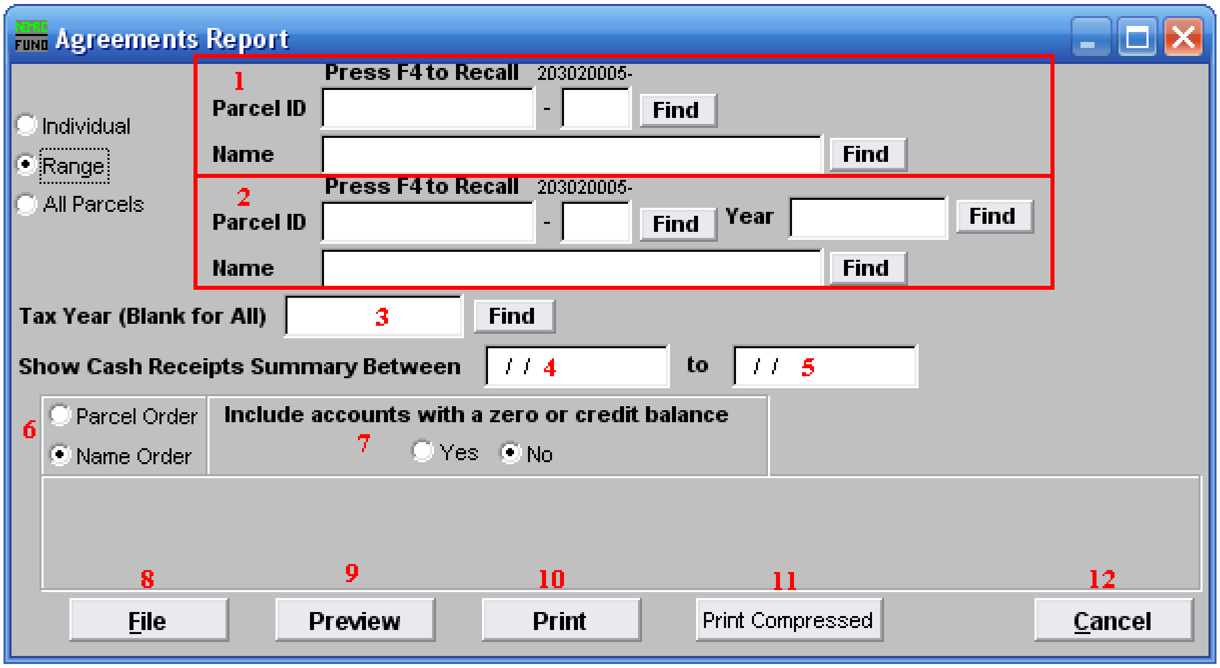


1. **Individual:** Check this option to report on a single account.
2. **Range:** Check this option to report on a range by name or Parcel number to report.
3. **All Parcels:** Check this option to report on all Parcels with agreements.

Refer to the section below that relates to your choice.

Individual/Range

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



1. Select the Parcel you are seeking (or, for Range, the Parcel you wish to start with). For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.

2. These fields are only available if you chose “Range”. Select the Parcel you wish to end with. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.

3. **Tax Year (Blank for All):** Select the Tax Year you wish to have this report on. Leave this field blank to have this report be on all Tax Years. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.

4. **Show Cash Receipts Summary Between:** Enter the beginning date range for the report to evaluate payment totals to report.

5. **to:** Enter the ending date range for the report to evaluate payment totals to report.

6. **Parcel Order OR Name Order:** Select the order to print the information out.

7. **Include accounts with a zero or credit balance:** This option allows removal of accounts with an agreement defined and zero/credit balance to be reported.

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.

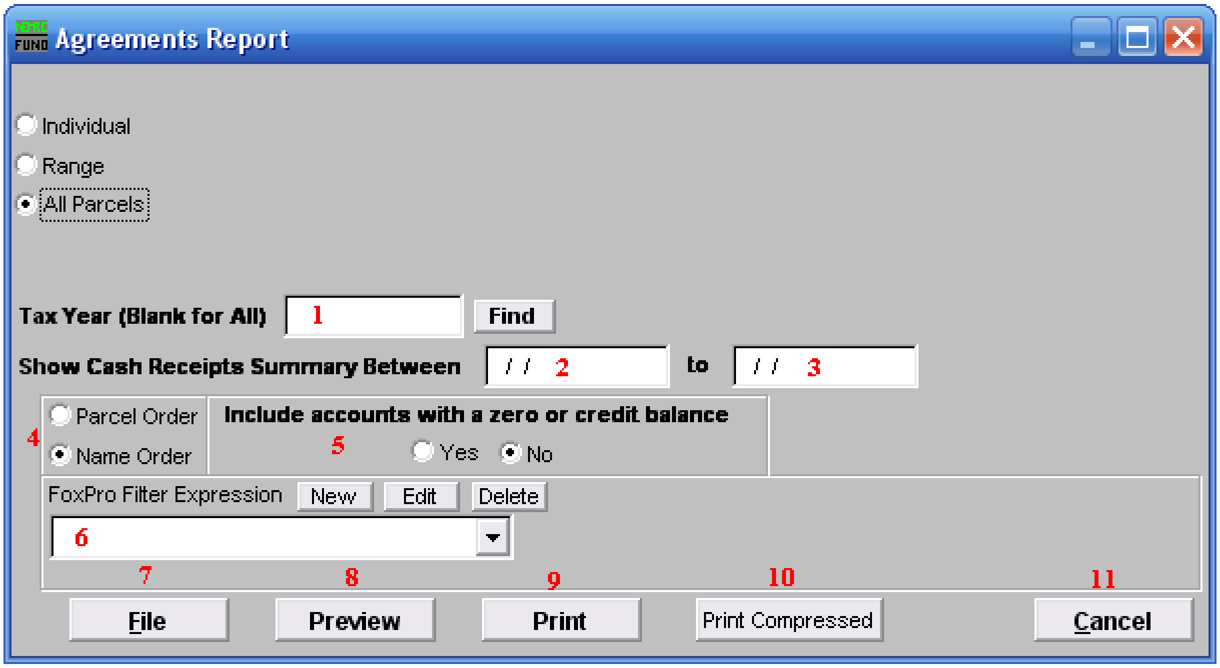
10. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

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 on "Cancel" to return to the Reports Menu.

All Parcels

If you chose "All Parcels" the following window will appear:



1. **Tax Year (Blank for All):** Select the Tax Year you wish to have this report on. Leave this field blank to have this report be on all Tax Years. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.

2. **Show Cash Receipts Summary Between:** Enter the beginning date range for the report to evaluate payment totals to report.

3. **to:** Enter the ending date range for the report to evaluate payment totals to report.

4. **Parcel Order OR Name Order:** Select the order to print the information out.

5. **Include accounts with a zero or credit balance:** This option allows removal of accounts with an agreement defined and zero/credit balance to be reported.

6. **FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates Parcel information to determine if the Parcel should be included. Contact NEMRC support to learn more about this option.

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.

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 on "Cancel" to return to the Reports Menu.