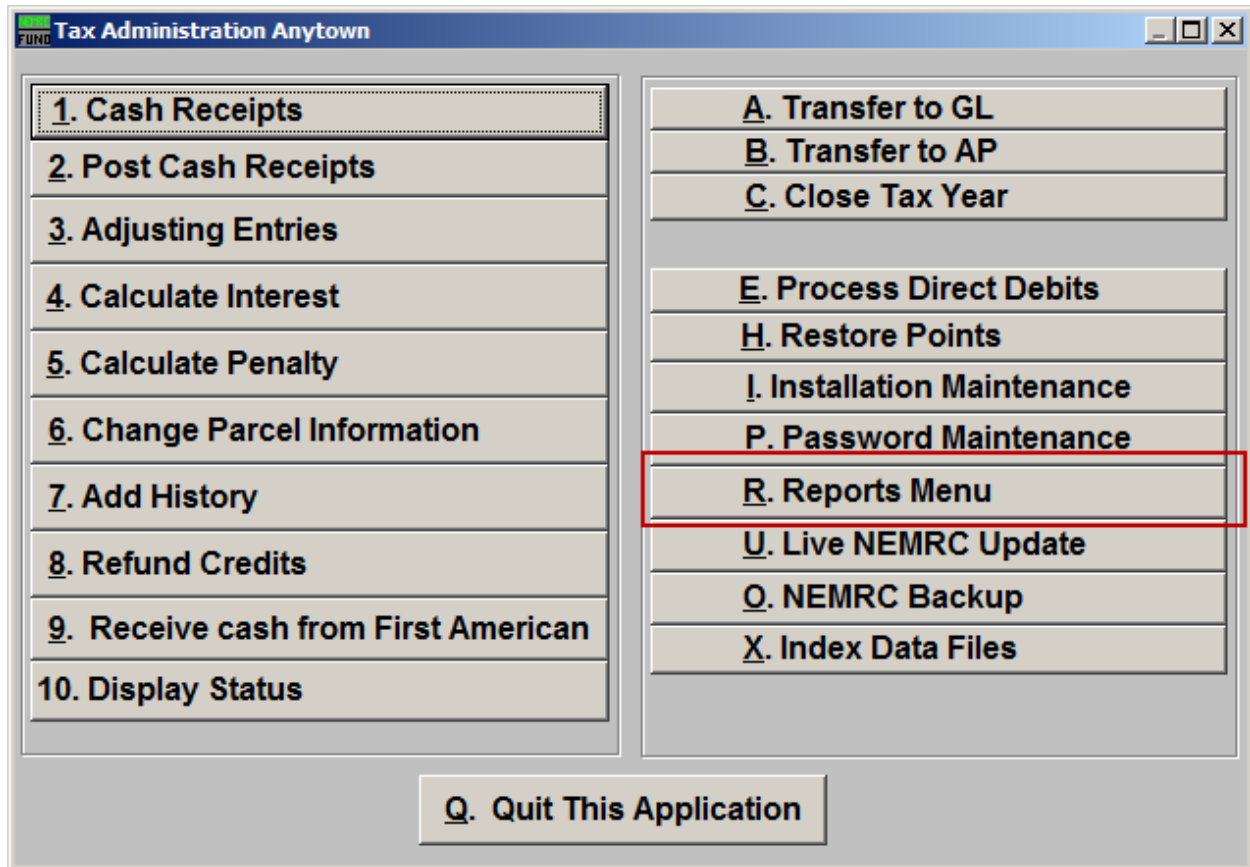


Tax Administration

R. Reports Menu: 7. Mailing Labels

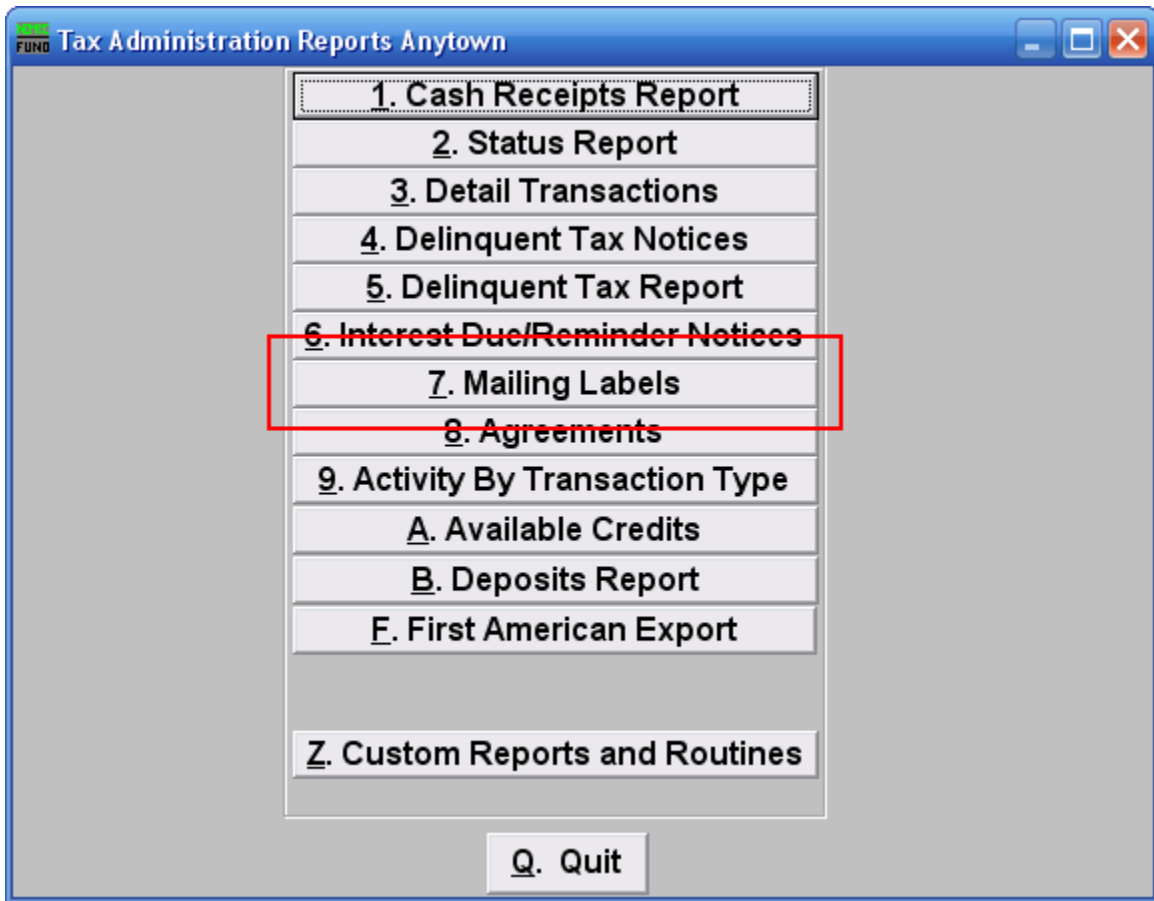
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Individual	4
All Parcels and Balance Due.....	6



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

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"/>

Fox Expr ?

Preview Print Cancel

- 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

Mailing Labels

☒ Individual ☐ All Parcels ☐ Balance Due

1 Press F4 to Recall 203000001-

Parcel ID - Find Year Find

Name Find

☐ Parcel Order ☒ Name Order ☐ Zip Code **2**

Tax Year Range (Blank for All) **3** Find to **3** Find

Style **4**

Type **5** ☐ Alignment ☒ Standard ☐ Standard with Parcel ID ☐ Custom **8**

Copies **9** **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

Mailing Labels

☐ Individual
☒ All Parcels
☐ Balance Due

☒ Parcel Order
☒ Name Order
☐ Zip Code 1

Tax Year Range (Blank for All) 2 Find to 2 Find

FoxPro Filter Expression New Edit Delete
3

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. **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

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- 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.