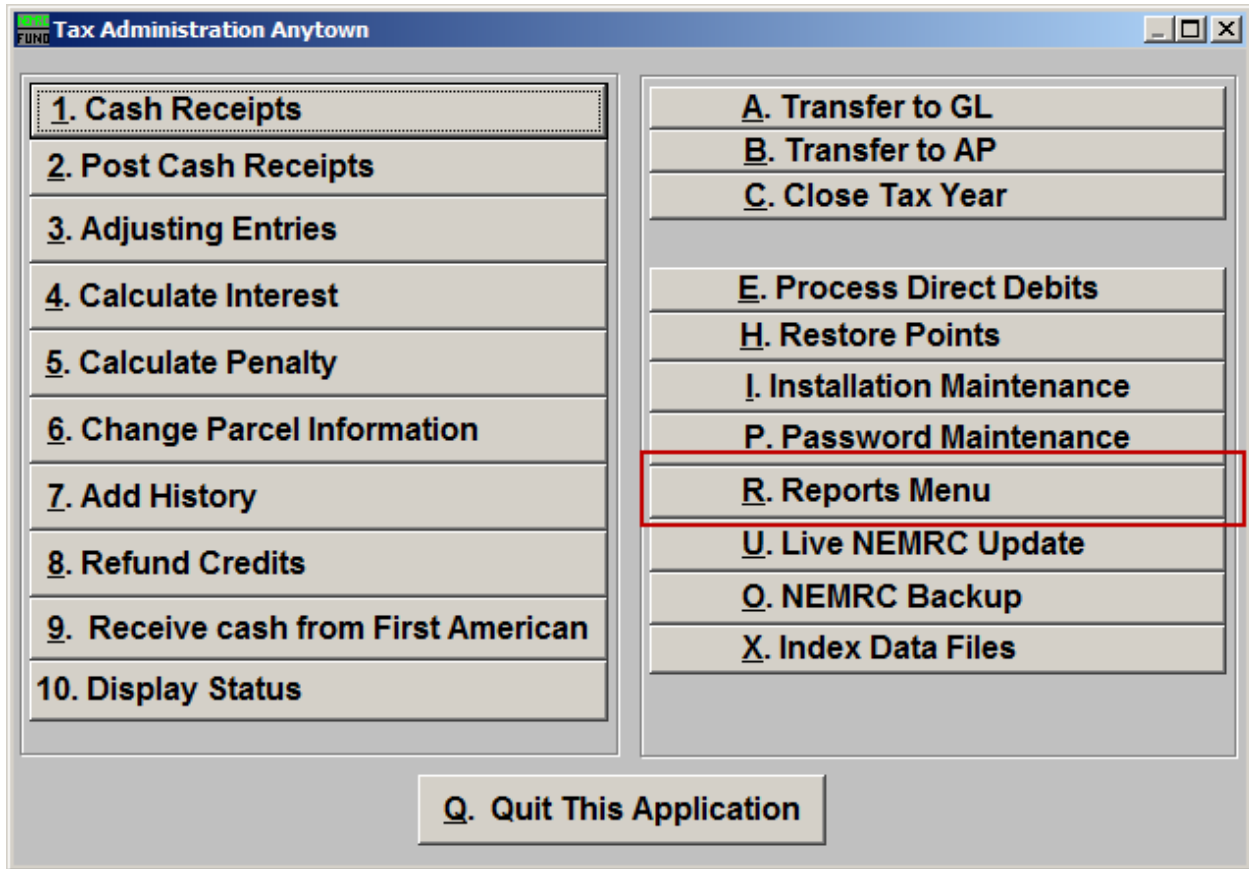


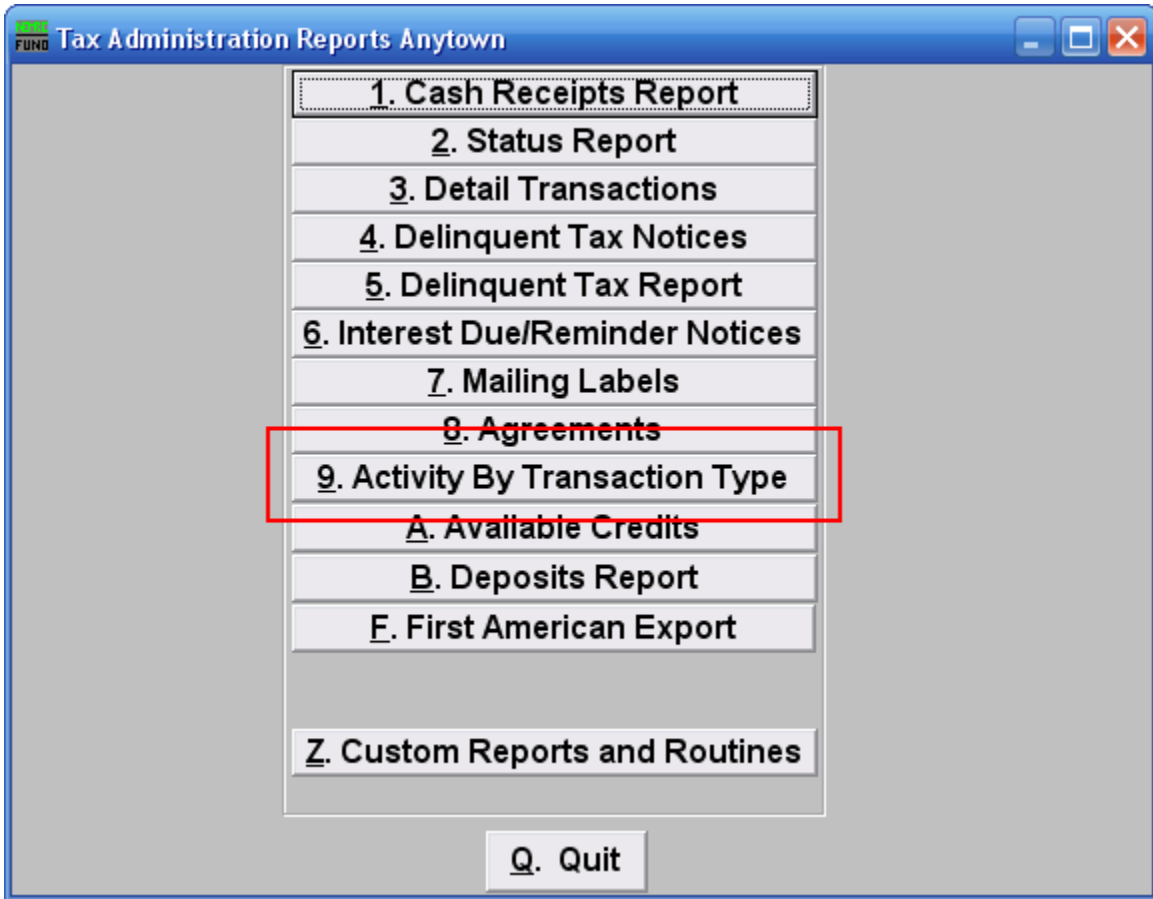
Tax Administration

R. Reports Menu: 9. Activity By Transaction Type



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

Tax Administration



Click on “9. Activity By Transaction Type” from the Reports Menu and the following window will appear:

Tax Administration

Activity By Transaction Type

- 1. Individual OR All Parcels:** Choose whether this report will be for an Individual Parcel or All Parcels.
- 2. Find:** This is only available if you chose “Individual.” Enter a Parcel ID, Year, or Name, or click “Find” and select from the lookup table.
- 3. Tax Year (Blank for All):** Enter the Tax Year you want this report to be for, or click “Find” and select from the lookup table. Leave blank for all Tax Years.
- 4. Date Range (Blank for All):** Enter the starting and ending Dates for this report. Leave blank for All dates.
- 5. FoxPro Filter Expression:** This is only available if you chose “All Parcels.” 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.
- 6. Parcel Detail OR Summary Only:** This report can show all individual transactions per account or only summarize the data.
- 7. Parcel Order OR Name Order:** Choose which order you want this report to be in.

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- 8. Type:** Check or un-check each type of transaction to be reported. Commonly you may only be trying to evaluate the top four items.
- 9. Applied to:** Check or un-check the items you are trying to evaluate. Commonly all items remain checked off.
- 10. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 11. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 12. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 13. Print Compressed:** Click this button to print. 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 screen.