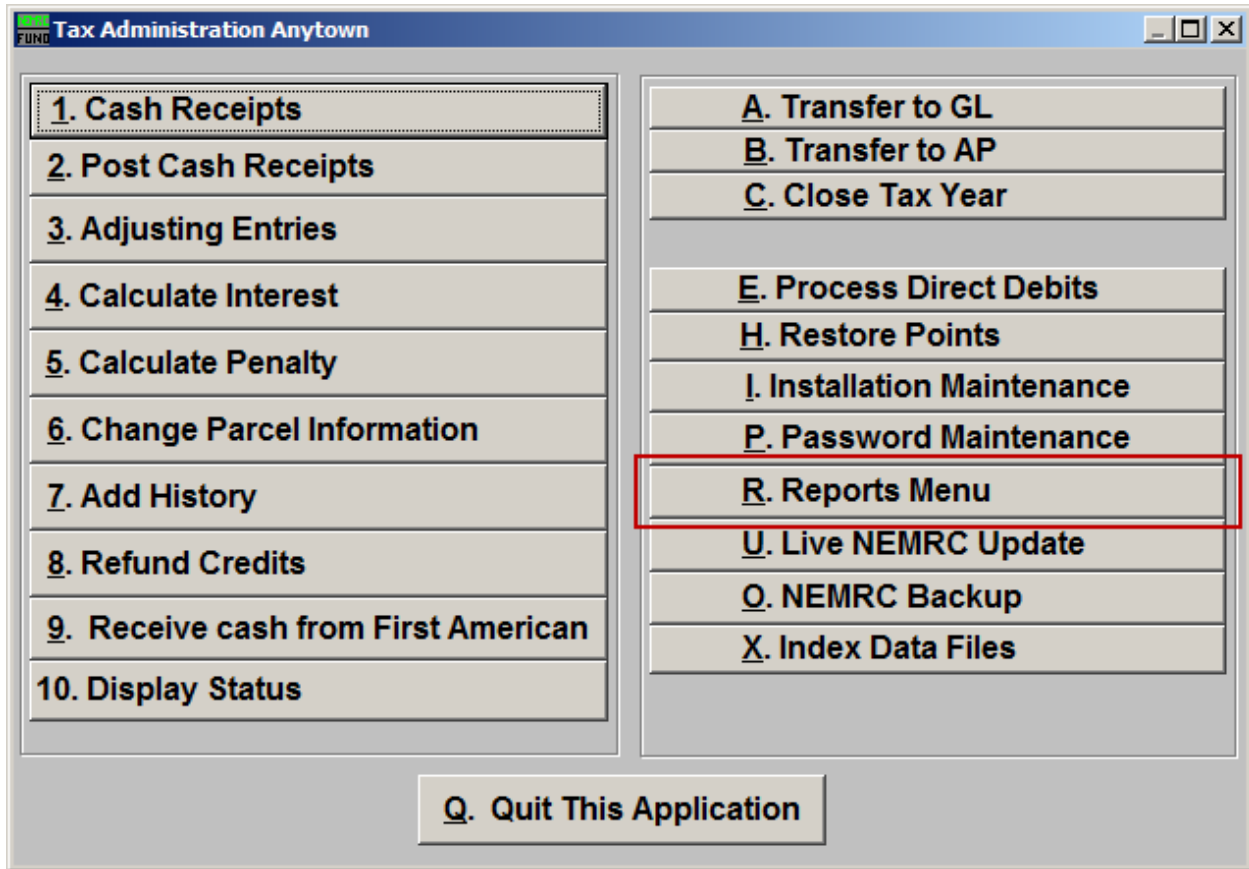


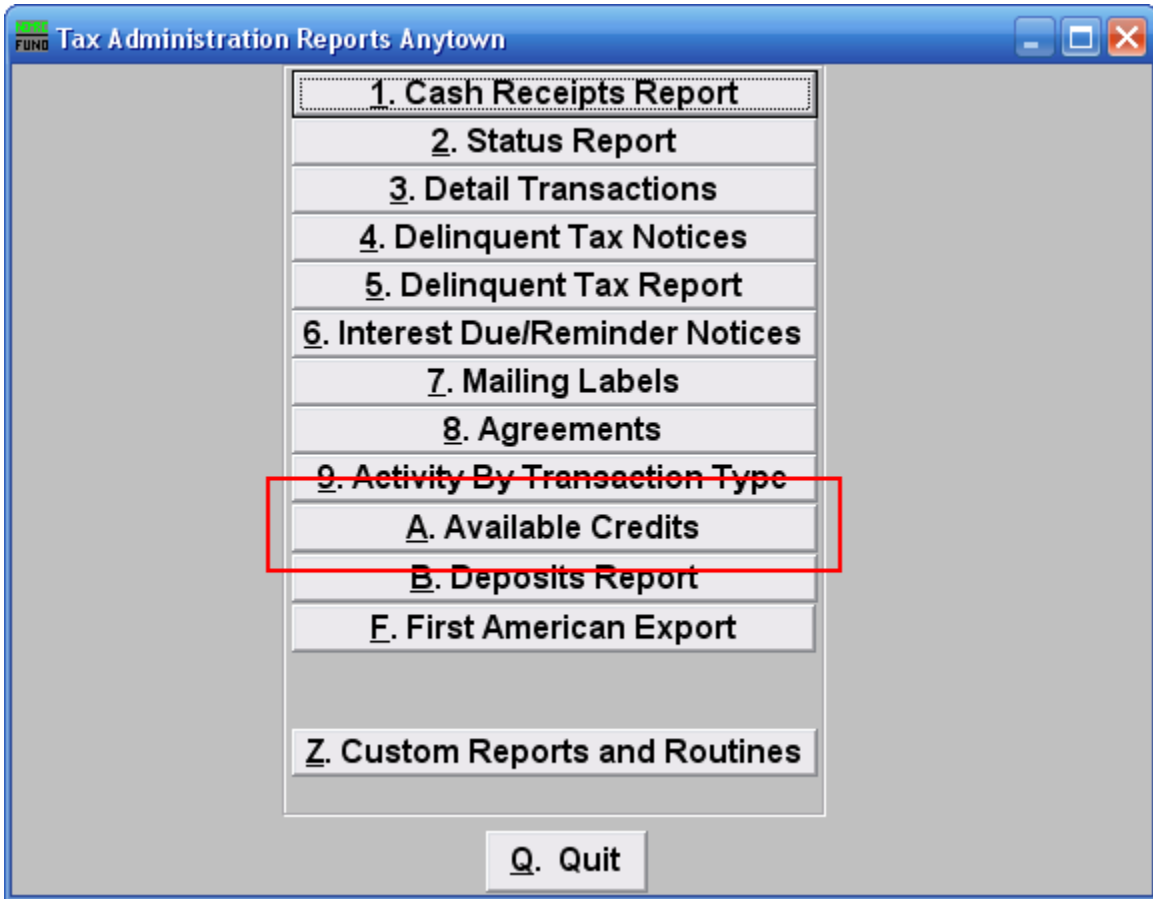
Tax Administration

R. Reports Menu: A. Available Credits

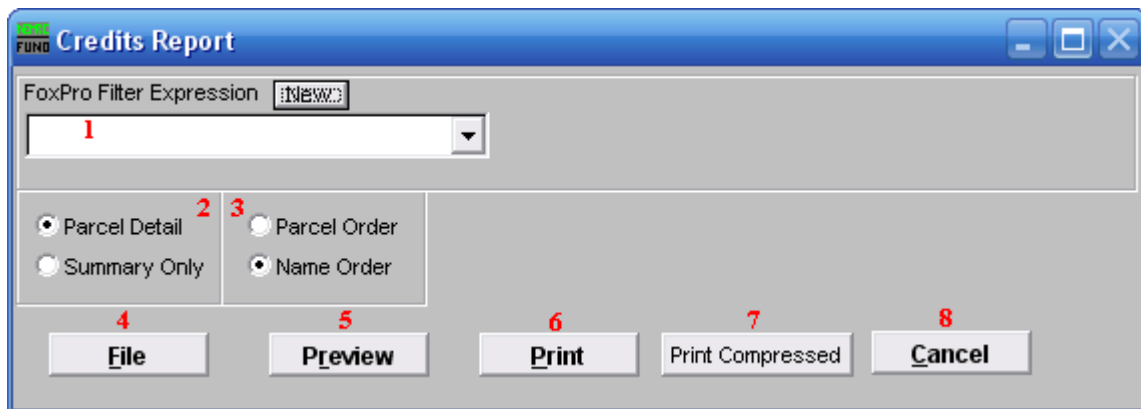


Click on "R. Reports Menu" from the Main Menu and the following window will appear:

Tax Administration



Click on “A. Available Credits” from the Reports Menu and the following window will appear:



- 1. 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.
- 2. Parcel Detail OR Summary Only:** Parcel detail includes each account and Tax Year with a credit balance. The summary shows total credits available by Tax Year.

Tax Administration

3. **Parcel Order OR Name Order:** Select the order for the detail portion of the report to print.
4. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
5. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
6. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
7. **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.
8. **Cancel:** Click “Cancel” to cancel and return to the previous screen.