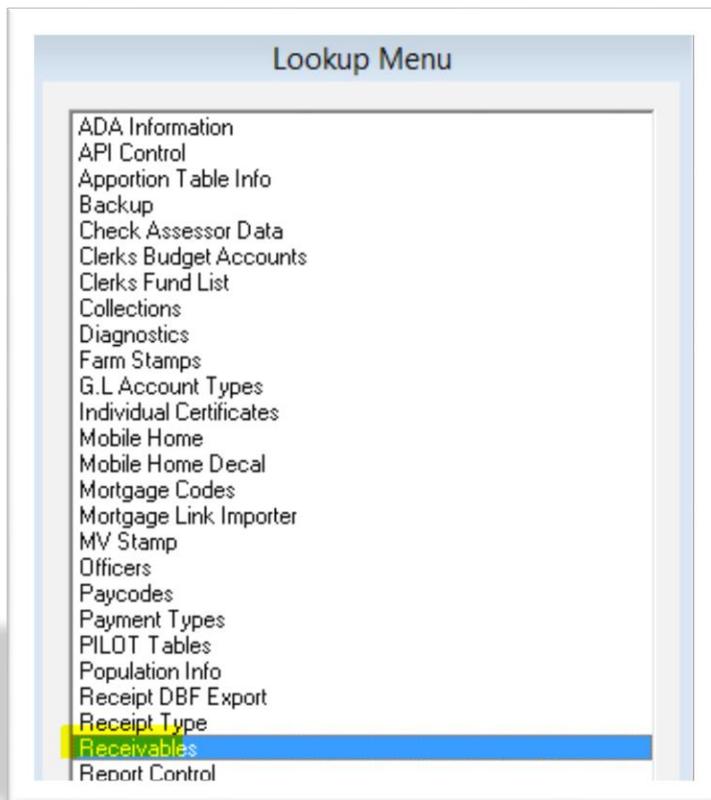
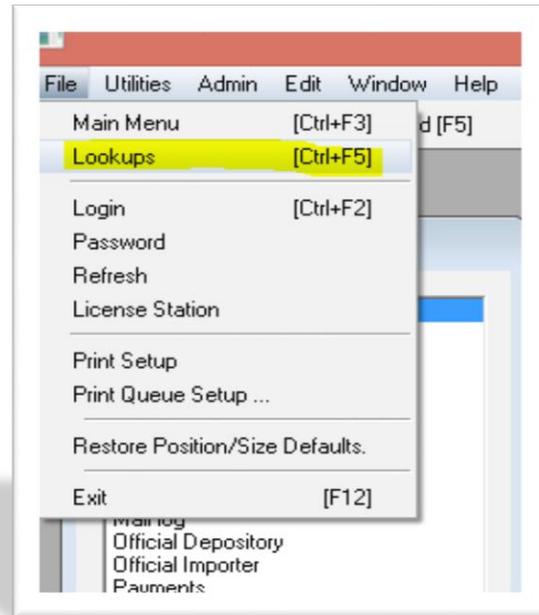


# Resale List:

**Need an initial list of items that are 4 years Delinquent?**

You can get one that lists your items by owner name or parcel number!

1. Go to **File > Lookups** {OR: CTRL+F5}



2. On the **Lookup Menu** double-click to open **Receivables**

3. Customize your list on the **Edit Receivables** screen. Below are some common settings:
  - a. **Invoice Type:** R  
(in most cases this type represents Realestate items)
  - b. **Tax Year:** 2013  
Put in the year that is 4 years from your current taxroll (i.e. This year is 2017, so we are doing resale items for 2013)
  - c. **Include Previous** [checkbox] (for now, just leave it unchecked)
  - d. **Has Back Taxes** [checkbox] (for now, just leave it unchecked)
  - e. **Paid Ratio Equals** [checkbox] (check it)
  - f. **Or Greater than** [checkbox] (check it)
  - g. Amount Field: 0.00
  - h. **Include the Following:** Only activate the "All Others" option (x)

These settings are telling it to grab those **Invoice Types** of Realestate, for the **Tax Year** of 2013, who have had payments of nothing and more (**Paid Ratio Equals or Greater than 0.00%**) And it looks like this:

### Edit Receivables

**Step 1 - Gather Tax Items...**

Invoice Type:

Tax Year:   Include Previous  Has Back Taxes

Paid Ratio Equals  or Greater than

Include The Following:

All Others

BANKRUPT

PROBATE

MTG CODES

	Count	Due	Fees
	59	6,891.50	6,564.88
<b>Taxyear: 2013</b>	59	6,891.50	6,564.88
<b>Totals for Type: R</b>	59	6,891.50	6,564.88
Type:R 0% paid	57	6,835.00	6,323.60
Type:R 50% paid	2	56.50	241.28

OK (F12)

Cancel

---

Manage Batches

Flag for Collection

Receivables List

Receivables Detail

4. Once you have all settings in place on the **Edit Receivables** screen, click the **[Receivables List]** or **[Receivables Detail]** buttons.

Step 1 - Gather Tax Items...

Invoice Type: R

Tax Year: 2013  Include Previous  Has Back Taxes

Paid Ratio Equals  or Greater than 0.00

Include The Following:  All Others, BANKRUPT, PROBATE, MTG CODES

	Count	Due	Fees
Taxyear: 2013	59	6,891.50	6,564.88
Totals for Type: R	59	6,891.50	6,564.88
Type:R 0% paid	57	6,835.00	6,323.60
Type:R 50% paid	2	56.50	241.28

Buttons: Manage Batches, Flag for Collection, **Receivables List**, **Receivables Detail**

- Receivables List** **[Receivables List]**

Includes columns with **Name, Tax Year, Type, Parcel, Item#, Due, and Fees.**

  - [Ok/F12]** Prints an **unordered list** of all items, as specified by your Receivables settings
  - [Print by Item]** Prints a list **ordered by Item** number of all items, as specified by your Receivables settings
  - [Print by Name]** Prints a list **ordered by Name** of all items, as specified by your Receivables settings

- Receivables Detail** **[Receivables Detail]**

Includes columns with **Year, Tax Due, Interest Due, Parcel number, Total Due.**

**Edit**

Interest Date: 5/12/2017

Buttons:  OK (F12),  Cancel

Buttons: Print by Parcel, Print by Name

**Options for this Receivables Detail report include:**

- [Interest Date]** (Calculate interest to a certain date)
- [OK/F12]** Prints an **unordered list** of all items, as specified by your Receivables settings
- [Print by Parcel]** Prints a list **ordered by parcel number** of all items, as specified by your Receivables settings
- [Print by Name]** Prints a list **ordered by name** of all items, as specified by your Receivables settings