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!

File	Utilities	Admin	Edit	Wind	low Help
М	ain Menu		[Ctrl+	-F3]	d (F5)
Lo	okups		[Ctrl+	-F5]	
Lo	ogin		[Ctrl+	-F2]	
Pa	assword				
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E	dit		(F	12]	
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1. Go to File > Lookups {OR: CTRL+F5}

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ADA Information		_
API Control		
Apportion Table Info		
Backup		
Check Assessor Data		
Clerks Budget Accourt	ts	
Clerks Fund List		
Collections		
Diagnostics		
Farm Stamps		
G.L.Account Types		
Individual Certificates		
Mobile Home		
Mobile Home Decal		
Mortgage Lodes	_	
Mortgage Link Importe	r	
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Payment Tupes		
PII OT Tables		
Population Info		
Receipt DBE Export		
Receipt Type		
Beceivables		

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:

Step 1 - Gather Tax Items Invoice Type R Tax Year 2013 Include ✓ Paid Ratio Equals ✓ or Greater that Taxyear: 2013 Totals for Type: R Type:R 0% paid Type:R 0% paid Type:R 50% paid	e Previous an 0.00 Count 59 59 59 57 2	Ir Has Back Taxes 0,891. 6,891. 6,891. 6,835. 56.	nclude The Following x All Others BANKRUPT PROBATE MTG CODES Due Fee .50 6,564.8 .50 6,564.8 .50 6,564.8 .50 6,564.8 .50 6,323.0 .50 241.2	38 38 38 50 28	 ✓ <u>O</u>K (F12) ★ <u>C</u>ancel Manage Batches Flag for Collection Receivables List Receivables Detail
Invoice Type R Tax Year 2013 Include ✓ Paid Ratio Equals ✓ or Greater that Taxyear: 2013 Totals for Type: R Type:R 0% paid Type:R 50% paid	e Previous an 0.00 Count 59 59 59 57 2	Has Back Taxes	x All Others BANKRUPT PROBATE MTG CODES Due Fee .50 6,564.8 .50 6,564.8 .50 6,564.9 .50 6,323.0 .50 241.2	38 38 38 38 50 28	Cancel <u>Manage Batches</u> <u>Flag for Collection</u> <u>Receivables List</u> <u>Receivables Detail</u>
✓ Paid Ratio Equals ✓ or Greater tha Taxyear: 2013 Totals for Type: R Type:R 0% paid Type:R 50% paid	an 0.00 Count 59 59 59 59 57 2	D 6,891. 6,891. 6,891. 6,835. 56.	Mits CODES Due Fee .50 6,564.6 .50 6,564.6 .50 6,564.6 .50 6,323.6 .50 241.2	38 38 38 38 50 28	<u>Manage Batches</u> <u>Flag for Collection</u> Receivables <u>List</u> Receivables <u>D</u> etail
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Taxyear: 2013 Totals for Type: R Type:R 0% paid Type:R 50% paid	59 59 57 2	6,891. 6,891. 6,835. 56.	.50 6,564.6 .50 6,564.6 .00 6,323.6 .50 241.2	38 38 50 28	Receivables <u>L</u> ist Receivables <u>D</u> etail
Type:R 0% paid Type:R 50% paid	57 2	6,835. 56.	.00 6,323.0 .50 241.2	50 28	Receivables <u>D</u> etail
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 Once you have all settings in place on the Edit Receivables screen, click the [Receivables List] or [Receivables Detail] buttons.

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x Year	2013	nclude Previous	Has Back Taxes	PRO	BATE		
Paid Ratio Ed	quals 🔽 or Grea	ater than 0.0	0	MTG	CODES		
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Type:R	0% paid	51	6,835	.00	6,323.60		Beceivables Detail
Type:R	50% paid	1	2 56	.50	241.28		Theorem ability Distant

- 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 <u>D</u>etail

[Receivables Detail]

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

r	Edit	
Interest Date	5/12/2017	Cancel
		Print by <u>P</u> arcel
		Print by <u>N</u> ame

Options for this Receivables Detail report include:

- o [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