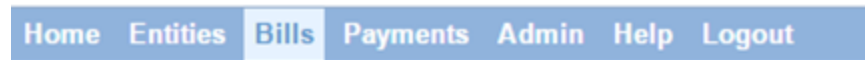**User:wyomingpublic**
Pass: public

Running Reports from the Bills List

To run a report from the Bills List, use the following instructions.

1. Select Bills from the blue control bar at the top of your screen.

2. Run a search for the desired bill.

3. Place a checkmark in the box next to the desired bill(s).

4. Select the Reports tab.

5. Click on the report you want to run.

6. This will open the report in a pdf window. Click on the printer icon in the upper left-hand corner to send the report to your printer.

Home	Entities	Bills	Payments	Admin	Help	Logout

Bills List

As Of Date 12/08/2016   Recalculate

Information	Reports

Hudson School Tax Bill

School Tax Bill

Tax Bill

Washington School Tax Bill

Running a Parcel Status Report

To run a report from the Entities List, use the following instructions.

1. Select Entities from the blue control bar at the top of your screen.

2. Run a search on the parcel(s) you want to run the report on.

3. Place a checkmark in the box next to the desired parcel(s).

4. Select the Reports tab.

5. Click on the report you want to run.

6. This will open the report in a pdf window. Click on the printer icon in the upper left-hand corner to send the report to your printer.