

## Running the Publication List

WinCollect makes the task of printing a publication list for your newspaper very easy. The same process is used whether printing the delinquent publication list after October 10th, or printing a publication list for land you are certifying to state.

When running the publication list, an option screen is displayed with the following questions:

**Add penalties and interest**—The question determines whether the tax dollar amount that will appear in the newspaper is the base amount owed, or the total due with penalties and interest.

**Interest Date**—If you selected to include the penalties and interest, then the system will use this date for interest computation.

**Include parcels delinquent for year \_\_\_\_** - This question is only asked when running the delinquent list. The tax year in the question will change depending on the current tax year, but it is asking whether to include prior year delinquents. If you choose to not publish parcels that were published the year before, then you should answer YES to this question.

Once your options have been selected, you have the following actions you can perform:

**Export To Excel**—This is the preferred method for sending information to the newspaper. This will insert all the publication data into an Excel spreadsheet file that can then be sent to the newspaper. The advantage of this approach is that it allows the newspaper to load the data into their systems and format it however they want. Note that this option requires Microsoft Excel to be installed on your machine.

**Print List**—This option will print a publication list on paper. You may want to use this for proofing the list before sending the final copy to the newspaper. If your newspaper will not accept the Excel file, you can give them the report.

**Print Summary**—This provides a recap by school district of parcel counts and total dollars listed.

The options window will stay active to allow you to use as many options as you would like. Once you have what you need, you can close the window.