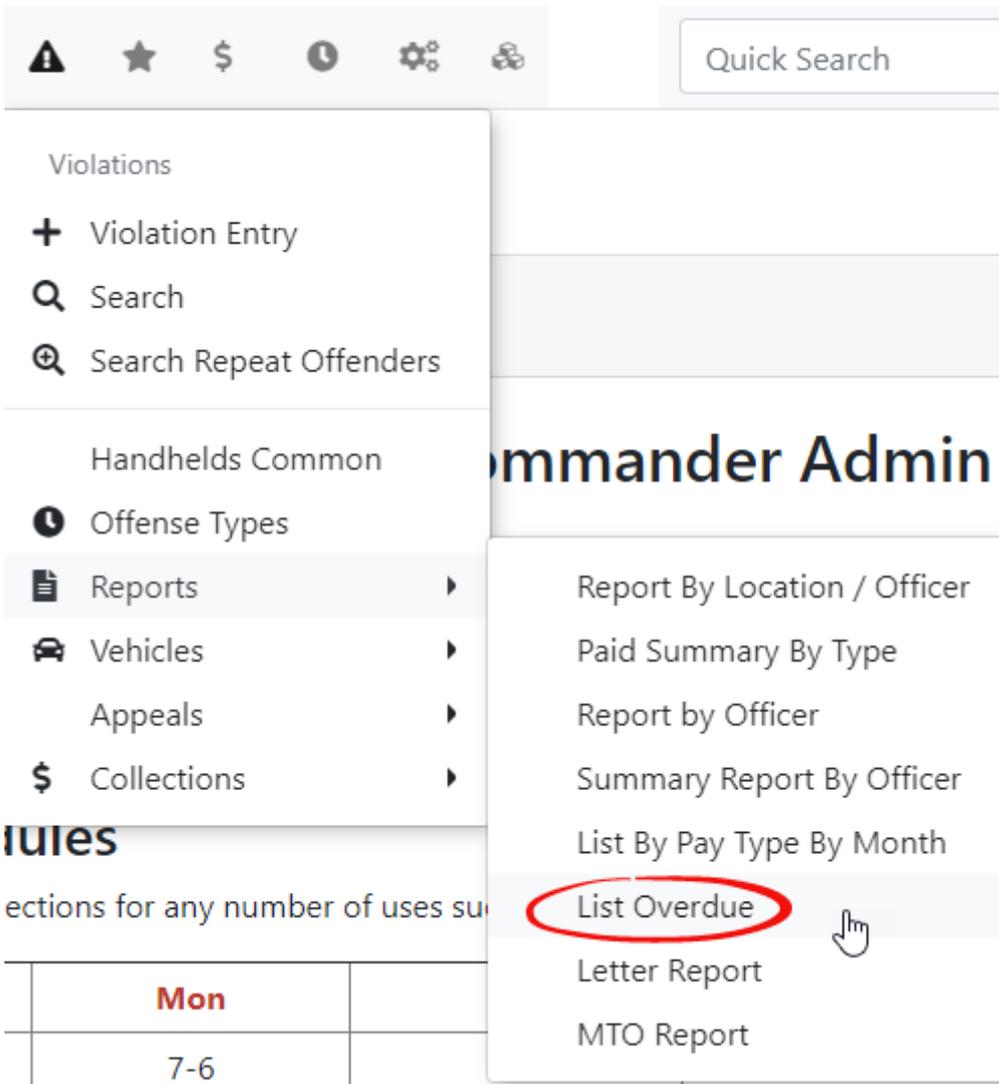


# List Overdue Report

## Accessing the Report

From the **Violations** menu hover over **Reports** and click the **List Overdue** menu item to access the **Overdue Violation Payments** report.



The screenshot shows the Commander Admin interface. At the top, there is a navigation bar with icons for a warning triangle, a star, a dollar sign, a clock, a gear, and a refresh symbol. To the right of these icons is a 'Quick Search' input field. Below the navigation bar is a dropdown menu for 'Violations'. The menu items are: Violation Entry, Search, Search Repeat Offenders, Handhelds Common, Offense Types, Reports (highlighted), Vehicles, Appeals, and Collections. The 'Reports' item has a sub-menu open, listing: Report By Location / Officer, Paid Summary By Type, Report by Officer, Summary Report By Officer, List By Pay Type By Month, List Overdue (circled in red with a hand cursor), Letter Report, and MTO Report. Below the menu, the text 'Rules' is visible, followed by 'ctions for any number of uses su'. At the bottom, a table is partially visible with the following content:

	<b>Mon</b>	
	7-6	

The **Overdue Violation Payments** screen is displayed.

Enter your search criteria and click **List Overdue Records**. In this case we are looking at violations between **May1st 2020** and **February 8th 2021**

The report will appear at the bottom of the screen with the violation number, details, amount, and offender details.

### Overdue Violation Payments ?

User Type: All User Types

Ticket Category: All Ticket Categories

Include Archived Categories

Start Date: May 01, 2020  
The date range will include outstanding payments on or before the given date.

Up To and Including: Feb 08, 2021

[Search](#)

[Generate Excel Report](#)

Ticket	Details	Amount	Offender Details	
<b>Tue. Dec. 01, 2020</b>				
<a href="#">TT-10028</a>	Parked - Permit Not Visible	\$50.00 <a href="#">JROCK</a>	Passenger	James Rockwood <a href="mailto:jrockwood@tomahawk.ca">jrockwood@tomahawk.ca</a>
				<b>Daily Total: \$50.00</b>
<b>Wed. Jul. 01, 2020</b>				
<a href="#">TT-10030</a>		\$50.00 <a href="#">JROCK</a>	Passenger	James Rockwood <a href="mailto:jrockwood@tomahawk.ca">jrockwood@tomahawk.ca</a>
				<b>Daily Total: \$50.00</b>
				<b>Grand Total: \$100.00</b>

[Email Listed Users](#)

# Emailing Users

You can click on the user email address to email users directly related to their overdue violations. You can also select **Email Listed Users** at the bottom of the report to send an email to **all users** on the report.

# Generating an Excel Report

Click **Generate Excel Report** to create an excel document for your records or further manipulation.

Revision #2

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