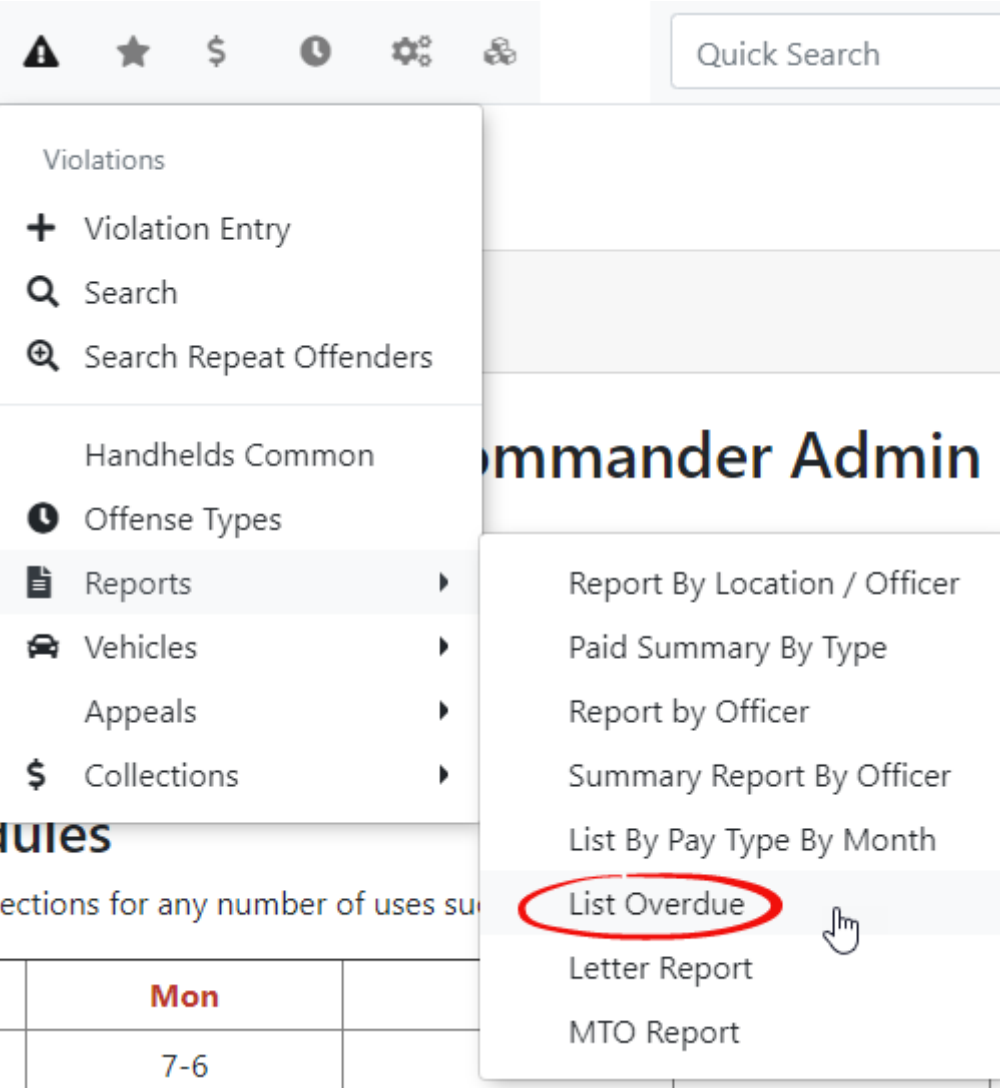# List Overdue Report

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 **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.

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.

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