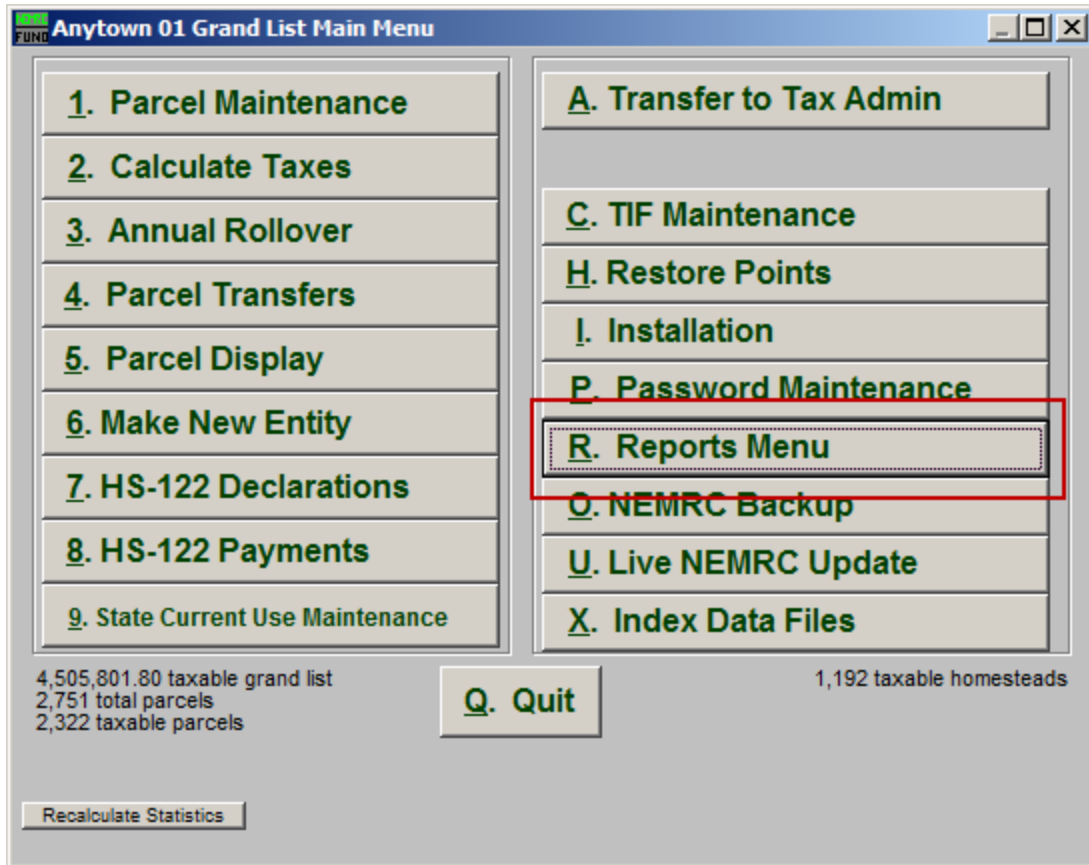


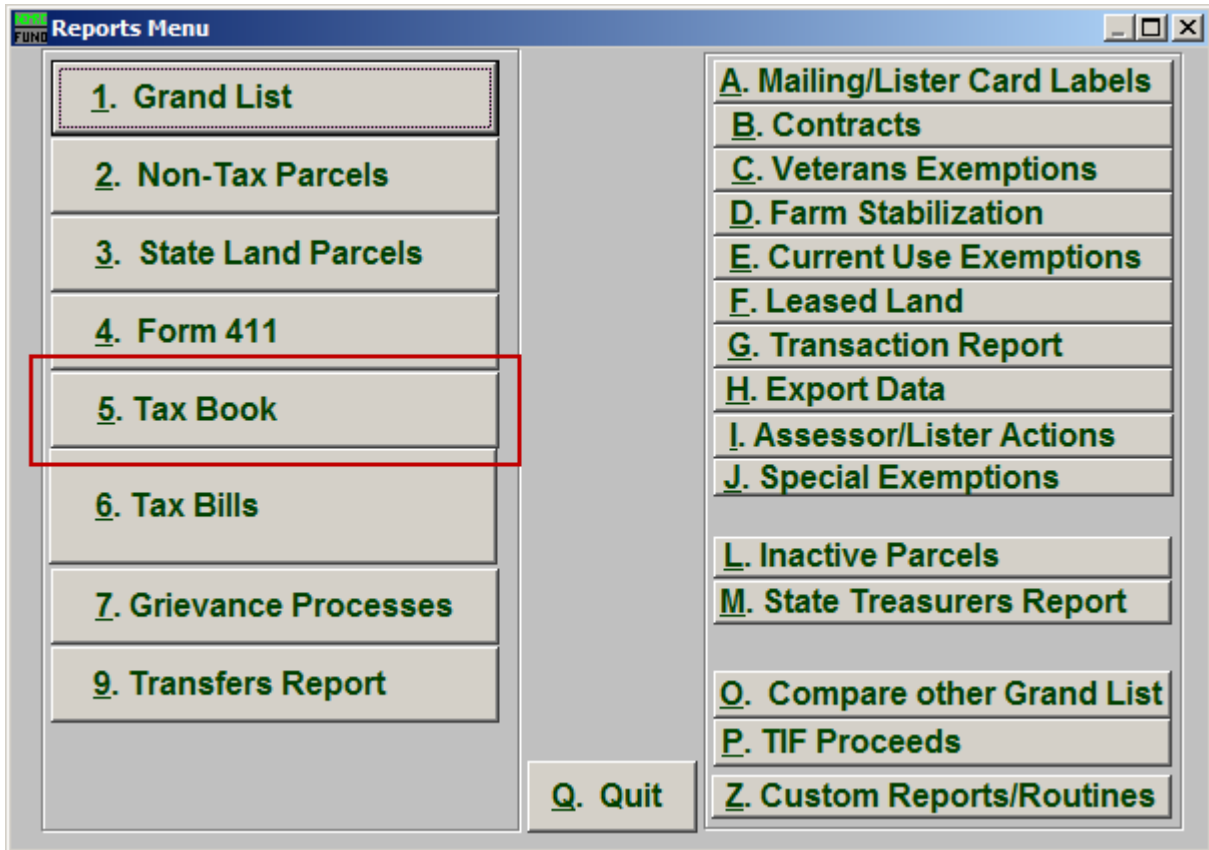
Grand List

R. Reports Menu: 5. Tax Book



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Grand List



Click on “5. Tax Book” from the Reports Menu and the following window will appear:

Grand List

Tax Book

The screenshot shows the 'Tax Book Report Options' dialog box. It has a title bar with a green 'FUND' icon and a close button. The dialog is divided into several sections. At the top, there's a 'General' tab. Below it, there are four main groups of options, each with a red number. Group 1 (1) contains radio buttons for 'Real estate', 'Personal', and 'Both'. Group 2 (2) contains radio buttons for 'Parcel Detail' and 'Summary Only'. Group 3 (3) is titled 'Print (Choose 3)' and contains checkboxes for 'Location A', 'Location B', 'Location C', 'TaxMap', 'PropDesc', and '911 Data'. Group 4 (4) contains radio buttons for 'Individual', 'Range', and 'All parcels'. Below these, there's an 'Order:' section (5) with radio buttons for 'Parcel #' and 'Owner'. To the right of this is a 'Print On' section (6, 7, 8) with checkboxes for 'R: Residential', 'MH: Mobile Home', and 'V: Vacation'. Further right is a 'FoxPro Filter Expression' section (9) with a text box and 'New', 'Edit', and 'Delete' buttons. Below this is a 'Parcel Selection' section (10, 11) with 'Start with:' and 'End with:' labels, each followed by a text box and a 'Find' button. At the bottom, there are two checkboxes (12, 13) for 'Print State Payment Amount' and 'Print Net Tax Payments'. The very bottom has a row of buttons (14, 15, 16, 17, 18) labeled 'Preview', 'Print', 'Print Condensed', 'File', and 'Cancel'.

1. **Real Estate OR Personal OR Both:** Select whether this report will be for Real Estate, Personal, or Both.
2. **Parcel Detail OR No Parcel Detail:** Select whether this report will include Parcel Details or no Parcel Details. Select No Parcel Detail when balancing total billing with the NEMRC Tax Administration Status Report.
3. **Print (Choose 3):** Select which three details you want to appear on this report.
4. **Individual OR Range OR All Parcels:** Select whether this report will be for an Individual Parcel, Range of Parcels, or All Parcels.
5. **Order: Parcel # OR Owner:** Select which order this report will print in.
6. **R: Residential:** Check this box to restrict the report to all R1 and R2 type listings.
7. **MH: Mobile Home:** Check this box to restrict the report to all MHU and MHL type listings.

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- 8. V: Vacation:** Check this box to restrict the report to all V1 and V2 type listings
- 9. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates Parcel information to determine if the Parcel should be included. Contact NEMRC support to learn more about this option.
- 10. Start with:** This will appear if you chose “Individual” or “Range” in item **4**. Choose the Parcel you wish to start with.
- 11. End with:** This will appear if you chose “Range” in item **4**. Choose the Parcel you wish to end with.
- 12. Print State Payment Amount:** Click to check this option and have the State Payment Amount print with this report. These amounts are downloaded from the Vermont Department of Taxes according to SPAN number and HS-122 filing.
- 13. Print Net Tax Payments:** Click to check this option and have the Net Tax Payments print with this report. The default is to show the full tax obligation with out regard to item **12**. This option will show the reflected application of the state payment. It is required to be distributed across all payments evenly.
- 14. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 15. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 16. Print Condensed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 17. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 18. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.