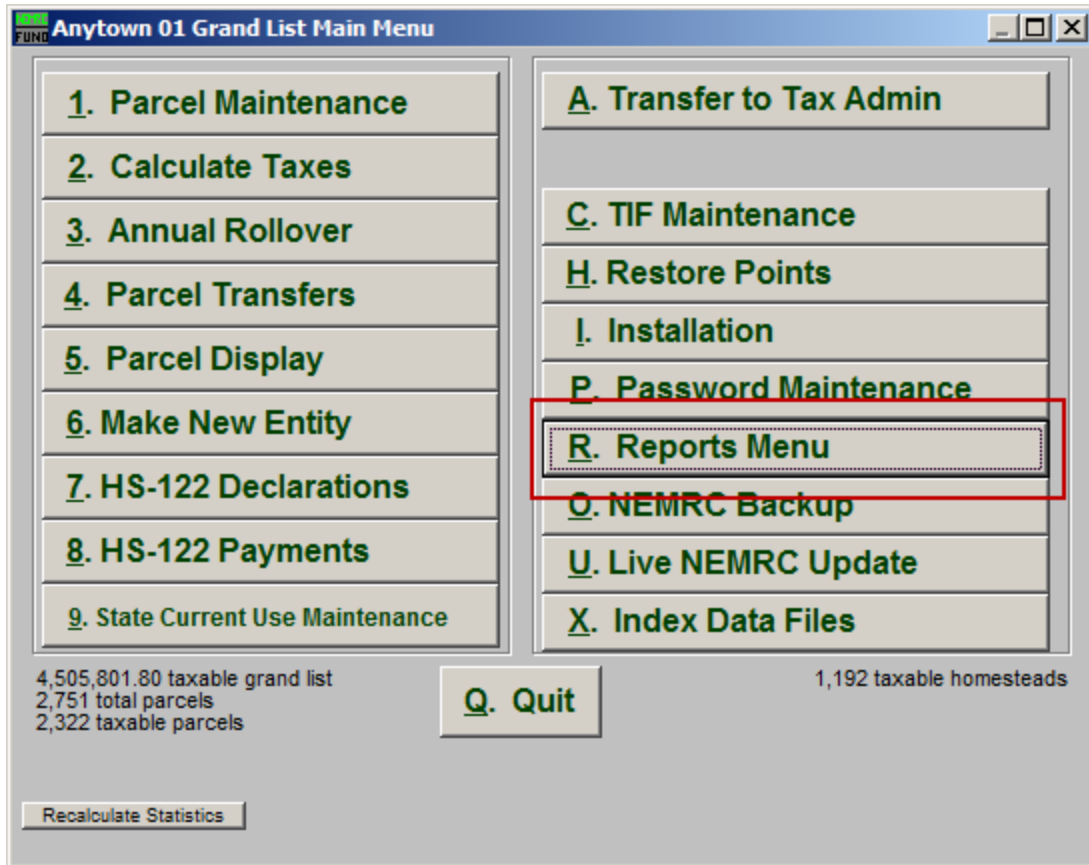


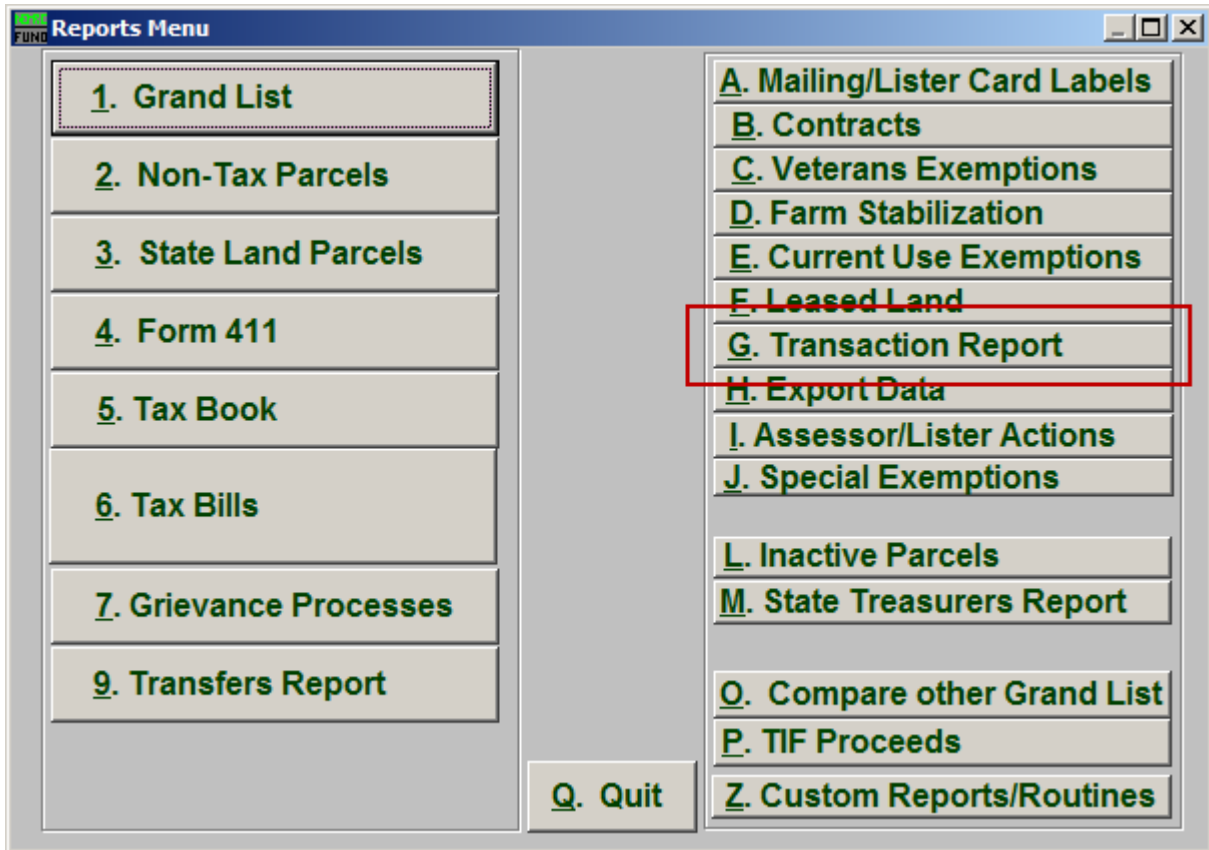
Grand List

R. Reports Menu: G. Transaction Report



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

Grand List

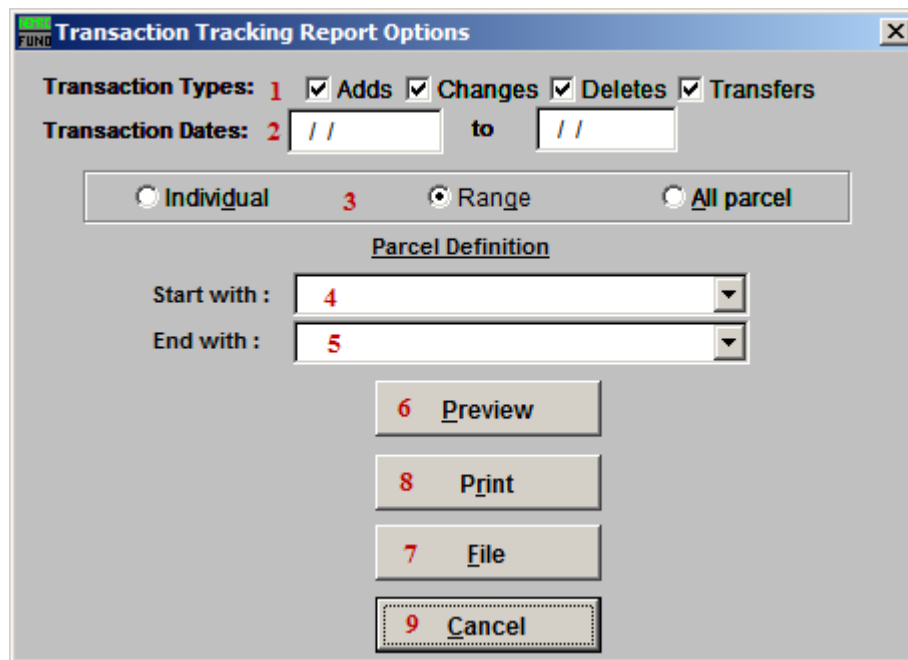


Click on “G. Transaction Report” from the Reports Menu and the following window will appear:

Grand List

Transaction Report

This report is controlled by user defined fields found in “I. Installation.”



The image shows a software dialog box titled "Transaction Tracking Report Options". It contains several input fields and buttons. At the top, there are checkboxes for "Adds", "Changes", "Deletes", and "Transfers", all of which are checked. Below these are two date input fields labeled "Transaction Dates:" with a "to" separator. Underneath the dates are three radio buttons labeled "Individual", "Range", and "All parcel". Below the radio buttons is a section titled "Parcel Definition" containing two dropdown menus labeled "Start with:" and "End with:". At the bottom of the dialog are four buttons: "Preview", "Print", "File", and "Cancel".

Transaction Tracking Report Options

Transaction Types: 1 ☒ Adds ☒ Changes ☒ Deletes ☒ Transfers

Transaction Dates: 2 // to //

☐ Individual 3 ☐ Range ☐ All parcel

Parcel Definition

Start with : 4

End with : 5

6 Preview

8 Print

7 File

9 Cancel

1. **Transaction Types:** Select which types of transactions to report on.
2. **Transaction Dates:** Enter the date range to report transactions on.
3. **Individual OR Range OR All Parcels:** Select what to report on.
4. **Start with:** If you chose “Individual” or “Range” then this option will appear. For Individual, locate the parcel from the drop down list. For Range, use the drop down list to locate the Parcel to begin with.
5. **End with:** If you chose “Range” then this option will appear. Use the drop down list to locate the parcel to end with.
6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
7. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
8. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
9. **Cancel:** Click “Cancel” to cancel and return to the Reports Menu.