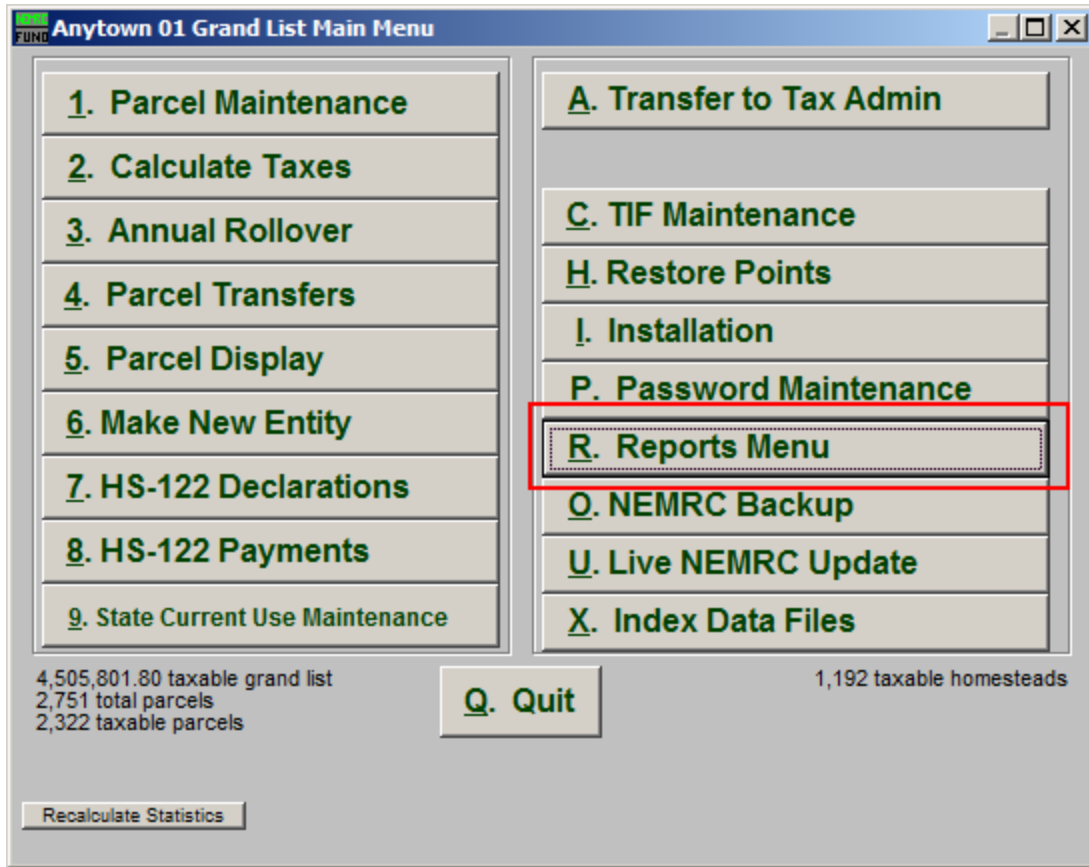


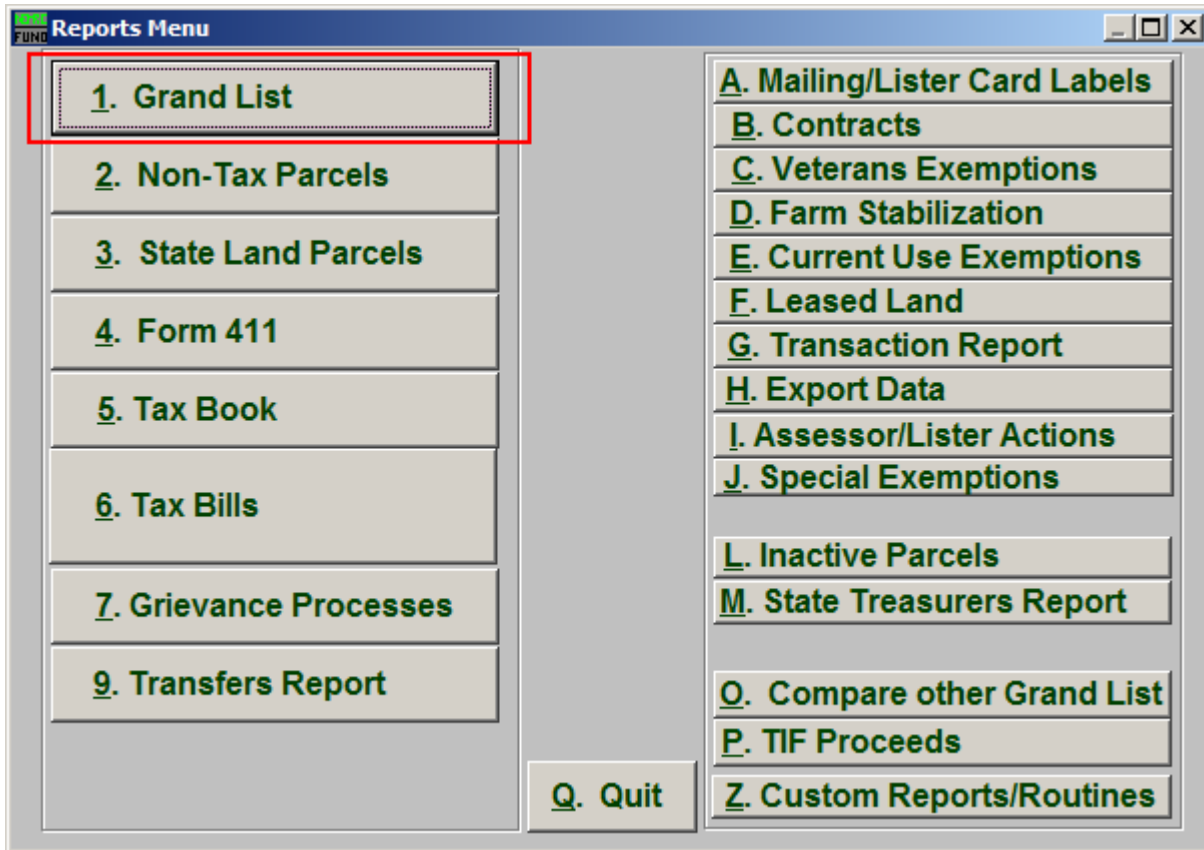
Grand List

R. Reports Menu: 1. Grand List



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

Grand List



Click on “1. Grand List” from the Reports Menu and the following window will appear:

Grand List

Grand List

Grand List Report Options

General

1 Real estate 2 Equipment 3 Parcel Detail 4 Report Detail 5 Print (Choose 3) 6 Individual
Personal Inventory Summary Only Signature Page Only Compressed format Location A TaxMap Range
Both Both Location B PropDesc All parcels
Location C 911 Data

Order: 7 Parcel # Owner Single Tax Rate: 8 [] Page Break 9 on First Letter of Last Name District Start 10 End 10

Print On 11 R: Residential 12 MH: Mobile Home 13 V: Vacation FoxPro Filter Expression New Edit Delete 14 []

Parcel Selection 15 Start with : [] - [] Find [] Find 16 End with : [] - [] Find [] Find

17 Preview 19 Print 18 Print Condensed 20 File 21 Cancel

1. **Real Estate OR Personal OR Both:** Select whether this report will be for Real Estate, Personal, or Both.
2. **Equipment OR Inventory OR Both:** Select whether this report will be for Equipment, Inventory, or Both.
3. **Parcel Detail OR No Parcel Detail:** Select whether this report will include Parcel Details or no Parcel Details.
4. **Report Detail OR Signature Page Only OR Compressed Format:** Select whether this will be a Detailed report, a report of Signature Pages only, or a Compressed report.
5. **Print (Choose 3):** Select which three details you want to appear on this report.
6. **Individual OR Range OR All Parcels:** Select whether this report will be for an Individual Parcel, Range of Parcels, or All Parcels.
7. **Order: Parcel # OR Owner:** Select which order this report will print in.

Grand List

- 8. Single Tax Rate:** Select a single tax rate from the drop down menu. Only Parcels with this tax rate will appear on the report. This option is available only when a variable tax rate has been set up in “I. Installation Maintenance.”
- 9. Page Break on First Letter of Last Name:** Check this box to start a new page for the First letter of each Last Name.
- 10. District Select:** Select the District range to include in this report.
- 11. R: Residential:** Check this box to restrict the report to all R1 and R2 type listings.
- 12. MH: Mobile Home:** Check this box to restrict the report to all MHU and MHL type listings.
- 13. V: Vacation:** Check this box to restrict the report to all V1 and V2 type listings
- 14. 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.
- 15. Start with:** This will appear if you chose “Individual” or “Range” in item **6**. Choose the Parcel you wish to start with.
- 16. End with:** This will appear if you chose “Range” in item **6**. Choose the Parcel you wish to end with.
- 17. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 18. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 19. 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.
- 20. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 21. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.