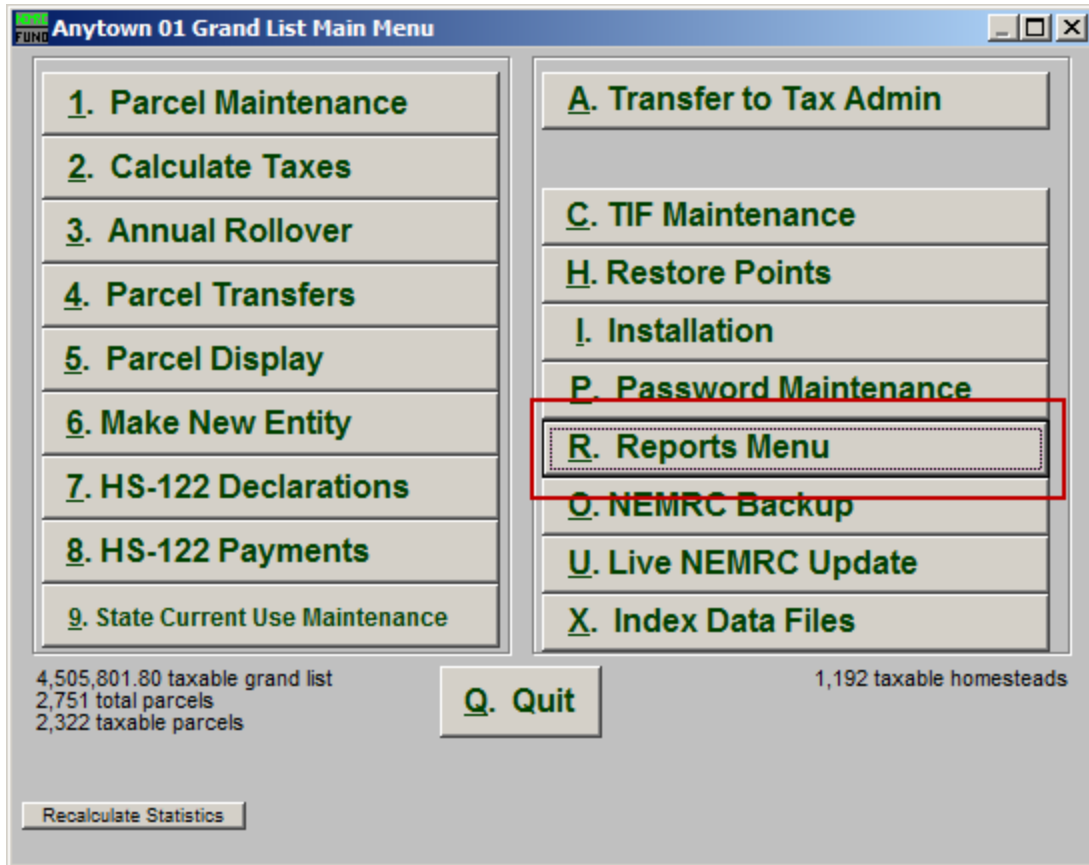


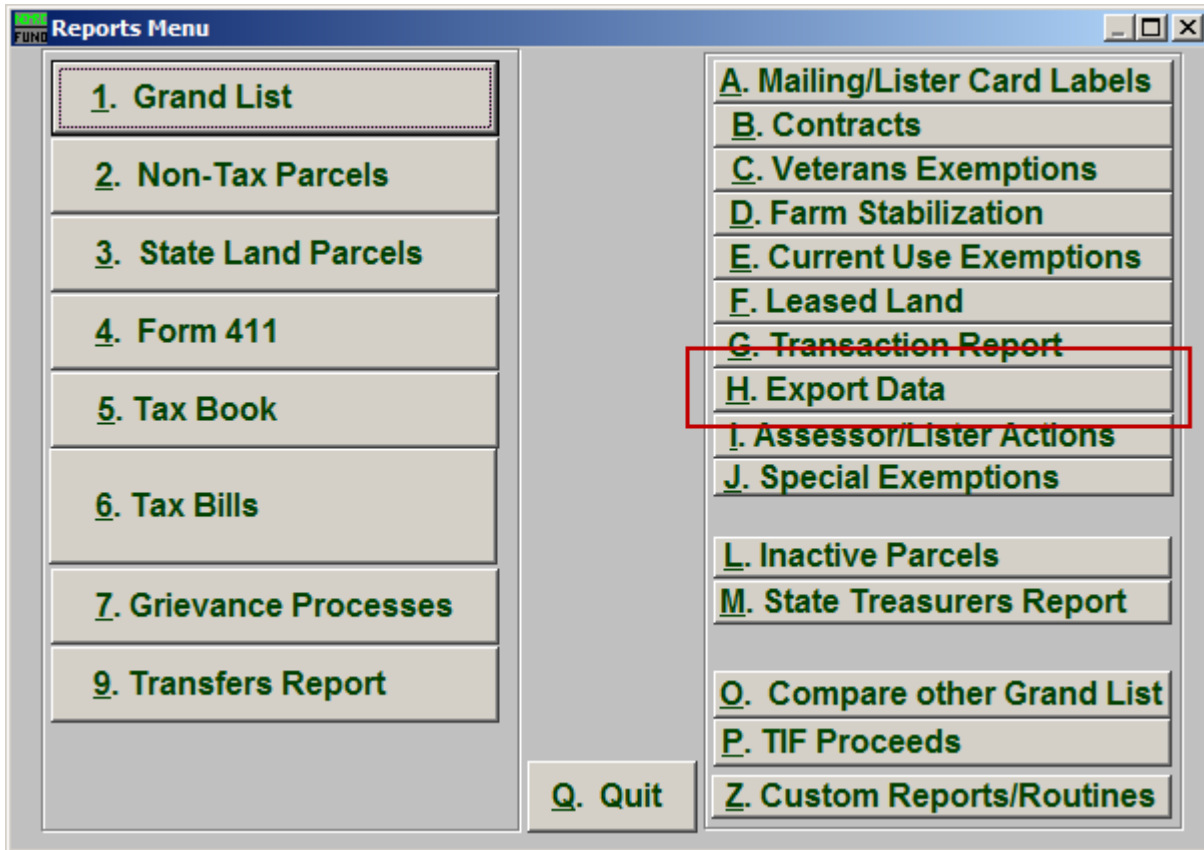
Grand List

R. Reports Menu: H. Export Data



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

Grand List



Click on "H. Export Data" from the Reports Menu and the following window will appear:

Grand List

Export Data The “General” tab

The screenshot shows the 'Grand List to Disk Report Options' dialog box with the 'General' tab selected. The interface includes several sections: 'Real estate', 'Equipment', 'Personal', 'Inventory', 'Both', 'Individual', 'Range', 'All parcels', 'Order: Parcel #', 'Owner', 'Single Tax Rate', 'District Select', 'FoxPro Filter Expression', 'Parcel Selection', and buttons for 'Export', 'Print Condensed', and 'Cancel'. Red numbers 1 through 15 are overlaid on the interface to identify specific elements.

- 1. Real Estate OR Personal OR Both:** Select whether this export will be for Real Estate, Personal, or Both.
- 2. Equipment OR Inventory OR Both:** Select whether this export will be for Equipment, Inventory, or Both.
- 3. Individual OR Range OR All Parcels:** Select whether this export will be for an Individual Parcel, Range of Parcels, or All Parcels.
- 4. Order: Parcel # OR Owner:** Select which order this export will be created in.
- 5. 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.”
- 6. District Select:** Select the District range to include in this report.
- 7. R: Residential:** Check this box to restrict the report to all R1 and R2 type listings.

Grand List

- 8. MH: Mobile Home:** Check this box to restrict the report to all MHU and MHL type listings.
- 9. V: Vacation:** Check this box to restrict the report to all V1 and V2 type listings.
- 10. 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.
- 11. Start with:** This will appear if you chose “Individual” or “Range” in item **3**. Choose the Parcel you wish to start with.
- 12. End with:** This will appear if you chose “Range” in item **3**. Choose the Parcel you wish to end with.
- 13. 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.
- 14. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 15. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.

Grand List

The “Fields” tab

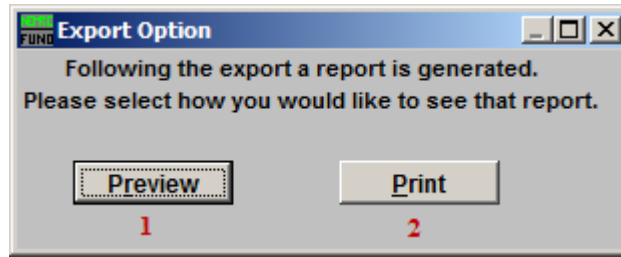
The screenshot shows a dialog box titled "Grand List to Disk Report Options" with a "FUND" label in the top left corner. The dialog is divided into three tabs: "General", "Fields", and an unlabeled tab. The "Fields" tab is active, displaying a grid of fields with checkboxes. The fields are organized into columns. At the bottom of the dialog, there are three buttons: "Export" (with a red "5" next to it), "Print Condensed" (with a red "4" next to it), and "Cancel" (with a red "6" next to it). To the right of the "Print Condensed" button, there are three buttons: "Select All" (with a red "1" next to it), "Clear All" (with a red "2" next to it), and "Flip All" (with a red "3" next to it).

Field	Checked	Field	Checked	Field	Checked	Field	Checked				
1st Half Parcel Id	<input checked="" type="checkbox"/>	School Code	<input checked="" type="checkbox"/>	Contr Code	<input checked="" type="checkbox"/>	Land Use Acres	<input checked="" type="checkbox"/>	X House Comment 3	<input checked="" type="checkbox"/>	Misc Field 0	<input checked="" type="checkbox"/>
2nd Half Parcel Id	<input checked="" type="checkbox"/>	Parcel Status	<input checked="" type="checkbox"/>	Use Homestead Val F	<input checked="" type="checkbox"/>	Land Use Value	<input checked="" type="checkbox"/>	X Inv Comment 1	<input checked="" type="checkbox"/>	Misc Field 1	<input checked="" type="checkbox"/>
Owner 1	<input checked="" type="checkbox"/>	Span Number	<input checked="" type="checkbox"/>	Date Homestead Dec	<input checked="" type="checkbox"/>	Non-resident Landuse	<input checked="" type="checkbox"/>	X Inv Comment 2	<input checked="" type="checkbox"/>	Misc Field 2	<input checked="" type="checkbox"/>
Owner 2	<input checked="" type="checkbox"/>	Code 1	<input checked="" type="checkbox"/>	Date Filed If Late.	<input checked="" type="checkbox"/>	Homestead Land Use	<input checked="" type="checkbox"/>	X Inv Comment 3	<input checked="" type="checkbox"/>	Misc Field 3	<input checked="" type="checkbox"/>
Address 1	<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Send Record To State	<input checked="" type="checkbox"/>	Previous Land Use V.	<input checked="" type="checkbox"/>	X Inv Flag	<input checked="" type="checkbox"/>	Misc Field 4	<input checked="" type="checkbox"/>
Address 2	<input checked="" type="checkbox"/>	Owner	<input checked="" type="checkbox"/>	Date Record Sent To	<input checked="" type="checkbox"/>	Previous Resi Land L	<input checked="" type="checkbox"/>	Inv Result Of Grieva	<input checked="" type="checkbox"/>	Misc Field 5	<input checked="" type="checkbox"/>
City	<input checked="" type="checkbox"/>	Wood Acres	<input checked="" type="checkbox"/>	Business Use Of Pro	<input checked="" type="checkbox"/>	Previous Nonresi Lan	<input checked="" type="checkbox"/>	X Equip Comment 1	<input checked="" type="checkbox"/>	Misc Field 6	<input checked="" type="checkbox"/>
State	<input checked="" type="checkbox"/>	Crop Acres	<input checked="" type="checkbox"/>	Rental Use Of Proper	<input checked="" type="checkbox"/>	Land Use State Flag	<input checked="" type="checkbox"/>	X Equip Comment 2	<input checked="" type="checkbox"/>	Misc Field 7	<input checked="" type="checkbox"/>
Zip	<input checked="" type="checkbox"/>	Pasture Acres	<input checked="" type="checkbox"/>	Business Use Of Out	<input checked="" type="checkbox"/>	Grand List Value	<input checked="" type="checkbox"/>	X Equip Comment 3	<input checked="" type="checkbox"/>	Misc Field 8	<input checked="" type="checkbox"/>
Location A	<input checked="" type="checkbox"/>	Other Acres	<input checked="" type="checkbox"/>	Sole Beneficiary Of F	<input checked="" type="checkbox"/>	Change Appraisal Fla	<input checked="" type="checkbox"/>	X Equip Flag	<input checked="" type="checkbox"/>	Misc Field 9	<input checked="" type="checkbox"/>
Location B	<input checked="" type="checkbox"/>	Site Acres	<input checked="" type="checkbox"/>	Life Estate Interest I	<input checked="" type="checkbox"/>	Prev Real Value	<input checked="" type="checkbox"/>	Equip Result Of Griev	<input checked="" type="checkbox"/>	Special Exem	<input checked="" type="checkbox"/>
Location C	<input checked="" type="checkbox"/>	Total Acres	<input checked="" type="checkbox"/>	Relative Of Farmer V	<input checked="" type="checkbox"/>	Result Of Grievance	<input checked="" type="checkbox"/>	Dist. Differential	<input checked="" type="checkbox"/>	Homestead St	<input checked="" type="checkbox"/>
911 Number	<input checked="" type="checkbox"/>	Lease Value	<input checked="" type="checkbox"/>	Multi Town Parcel	<input checked="" type="checkbox"/>	Prev Equipment Value	<input checked="" type="checkbox"/>	Tax Status	<input checked="" type="checkbox"/>	11ft,2snow,3b	<input checked="" type="checkbox"/>
911 Suffix	<input checked="" type="checkbox"/>	Real Value	<input checked="" type="checkbox"/>	Date Info Last Recei	<input checked="" type="checkbox"/>	Prev Inventory Value	<input checked="" type="checkbox"/>	Total Tax	<input checked="" type="checkbox"/>	Old Prop #	<input checked="" type="checkbox"/>
911 Street	<input checked="" type="checkbox"/>	Land Value	<input checked="" type="checkbox"/>	Homestead Value	<input checked="" type="checkbox"/>	X Homestead Flag	<input checked="" type="checkbox"/>	Variable Rates	<input checked="" type="checkbox"/>	Old Sub #	<input checked="" type="checkbox"/>
Tax Map	<input checked="" type="checkbox"/>	Building Value	<input checked="" type="checkbox"/>	Housesite Value	<input checked="" type="checkbox"/>	X Housesite Flag	<input checked="" type="checkbox"/>	Tax Payment 1	<input checked="" type="checkbox"/>	List Type	<input checked="" type="checkbox"/>
Property Desc	<input checked="" type="checkbox"/>	Equipment Value	<input checked="" type="checkbox"/>	Veterans Exemption	<input checked="" type="checkbox"/>	Home Result Of Grie	<input checked="" type="checkbox"/>	Tax Payment 2	<input checked="" type="checkbox"/>	Endorse Field	<input checked="" type="checkbox"/>
Price	<input checked="" type="checkbox"/>	Equipment Code	<input checked="" type="checkbox"/>	Non-resident Vet Exe	<input checked="" type="checkbox"/>	Hs Result Of Grievar	<input checked="" type="checkbox"/>	Tax Payment 3	<input checked="" type="checkbox"/>	Print Sequenc	<input checked="" type="checkbox"/>
Price Valid	<input checked="" type="checkbox"/>	Inventory Value	<input checked="" type="checkbox"/>	Homestead Vet Exem	<input checked="" type="checkbox"/>	Prev Homestead Valu	<input checked="" type="checkbox"/>	Tax Payment 4	<input checked="" type="checkbox"/>	2 (character) [<input checked="" type="checkbox"/>
Reason For Valid Or I	<input checked="" type="checkbox"/>	Contract Value	<input checked="" type="checkbox"/>	Farm Stable Exempti	<input checked="" type="checkbox"/>	Prev Housesite Value	<input checked="" type="checkbox"/>	Bill Number	<input checked="" type="checkbox"/>	1 (character) [<input checked="" type="checkbox"/>
Last Book Recorded I	<input checked="" type="checkbox"/>	Non-resident Contrac	<input checked="" type="checkbox"/>	Non-resident Farm St	<input checked="" type="checkbox"/>	X Real Comment1	<input checked="" type="checkbox"/>	Notes	<input checked="" type="checkbox"/>	Bill Reprint Ne	<input checked="" type="checkbox"/>
Last Page Recorded I	<input checked="" type="checkbox"/>	Homestead Contract	<input checked="" type="checkbox"/>	Homestead Farm Sta	<input checked="" type="checkbox"/>	X Real Comment2	<input checked="" type="checkbox"/>	Misc Fee 1	<input checked="" type="checkbox"/>	Last Updated	<input checked="" type="checkbox"/>
Date Transfer Record	<input checked="" type="checkbox"/>	Contr Voted Date	<input checked="" type="checkbox"/>	Farm Stab. Vote Date	<input checked="" type="checkbox"/>	X Real Comment3	<input checked="" type="checkbox"/>	Misc Fee 2	<input checked="" type="checkbox"/>		
Last Transfer Id	<input checked="" type="checkbox"/>	Contr Vote Begin Dat	<input checked="" type="checkbox"/>	Farm Stab Vote Begir	<input checked="" type="checkbox"/>	X Home. Comment 1	<input checked="" type="checkbox"/>	Misc Fee 3	<input checked="" type="checkbox"/>		
Last Sale Date	<input checked="" type="checkbox"/>	Contr Vote End Date	<input checked="" type="checkbox"/>	Farm Stab Vote End I	<input checked="" type="checkbox"/>	X Home. Comment 2	<input checked="" type="checkbox"/>	Misc Fee 4	<input checked="" type="checkbox"/>		
Date Of Transfer Fro	<input checked="" type="checkbox"/>	Contr Ref #	<input checked="" type="checkbox"/>	Farm Stab Ref #	<input checked="" type="checkbox"/>	X Home. Comment 3	<input checked="" type="checkbox"/>	1% Late Hs-131 File	<input checked="" type="checkbox"/>		
Transfer Misc Info 1	<input checked="" type="checkbox"/>	Contr Appr. Code	<input checked="" type="checkbox"/>	Farm Stab Appr. Cod	<input checked="" type="checkbox"/>	X House Comment 1	<input checked="" type="checkbox"/>	Prior 1% Late Penalty	<input checked="" type="checkbox"/>		
Transfer Misc Info 2	<input checked="" type="checkbox"/>	Bill Ed. Tax Contr Hol	<input checked="" type="checkbox"/>	Bill Ed. Tax Farm Hol	<input checked="" type="checkbox"/>	X House Comment 2	<input checked="" type="checkbox"/>	Prior Tax Amount (us	<input checked="" type="checkbox"/>		

1. **Select All:** Click this button to select every field.
2. **Clear All:** Click this button to un-select every field.
3. **Flip All:** Click this button to un-select any field that is selected, and select any field that is un-selected.
4. **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.
5. **Export:** Click this button to Export. The window shown below will appear.

Grand List

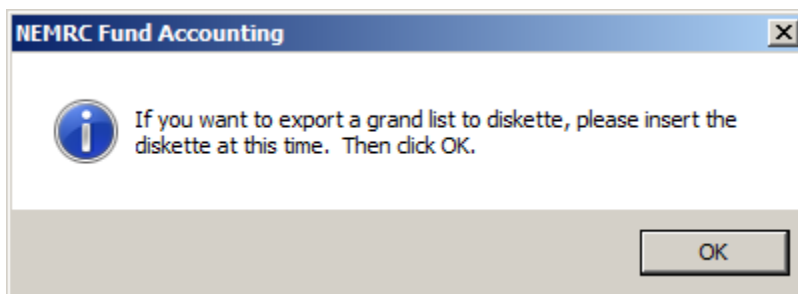
Export



This window will appear after you click “Export.” Choose whether you want to see a preview report for what was Exported, or if you want to Print a report of what was Exported.

- 1. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 2. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

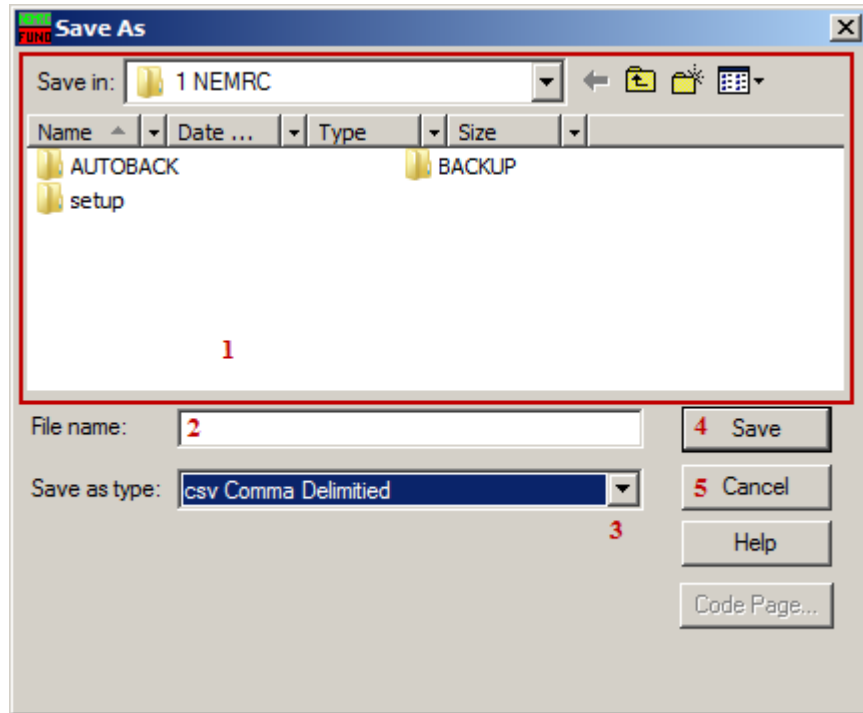
After you choose which Report method you want, the following window will appear:



If you want to Export Grand List to a diskette (or CD) then insert the diskette/CD now, then click “OK.” If you want to Export Grand List to a flash-drive, just click “OK.”

The following window will appear:

Grand List



- 1. Save in:** Locate the folder to Export to.
- 2. File name:** Type the File name to save the Export as into the “File name:” field.
- 3. Save as type:** Select what type of file to save this Export as, by using the drop down list next to “Save as type:”
- 4. Save:** Click “Save” when you are finished.
- 5. Cancel:** Click “Cancel” to cancel the Export.

The Report method that you selected earlier will now take place.