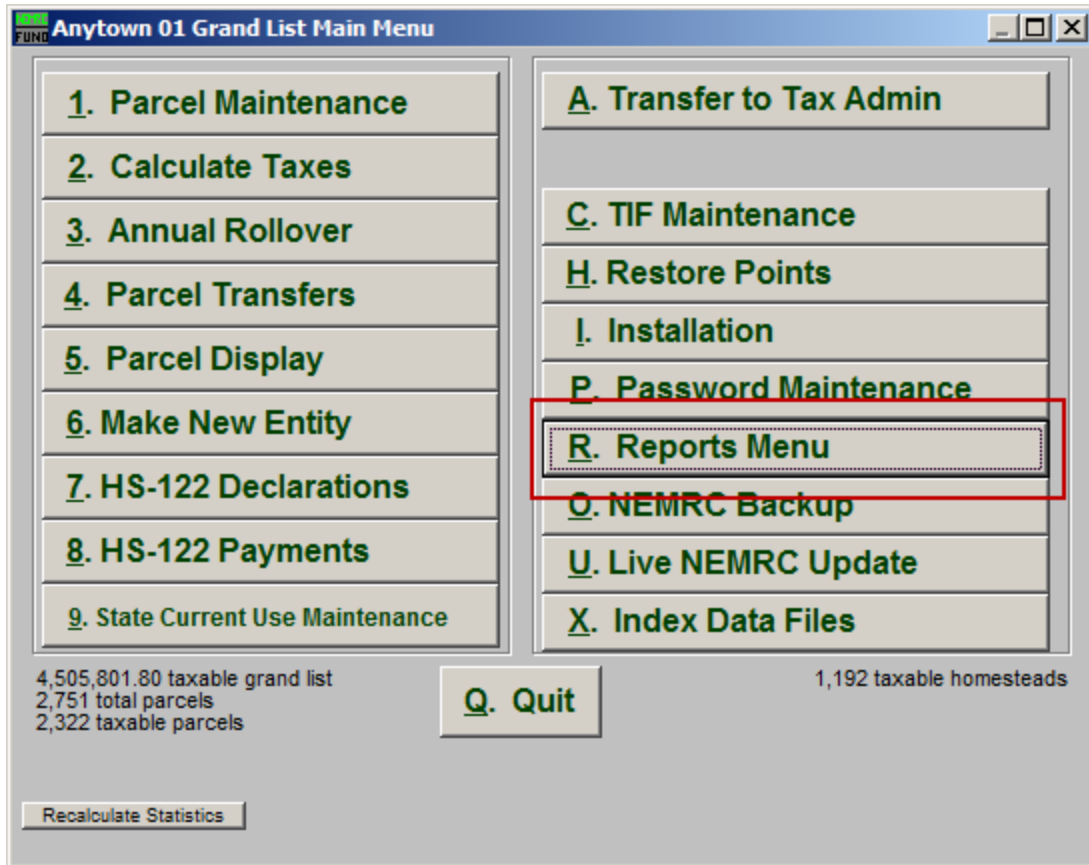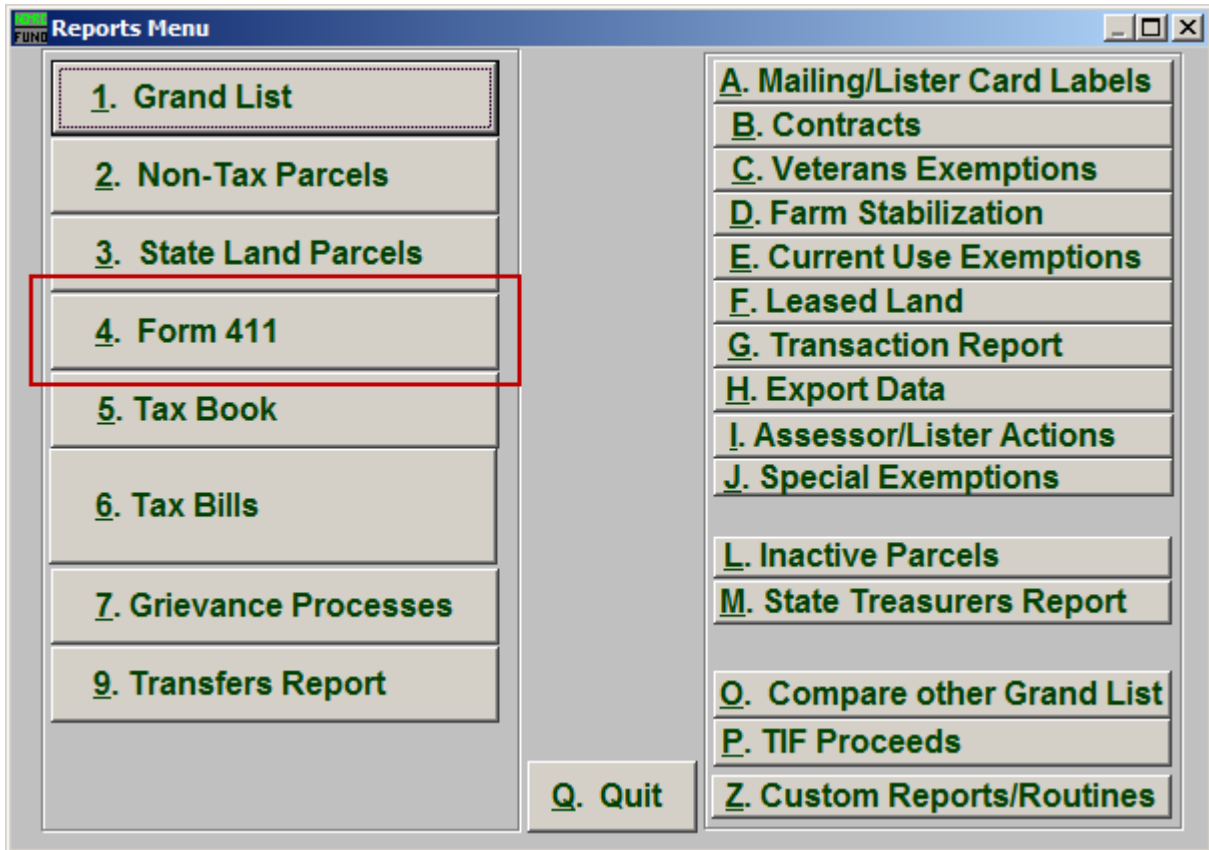# R. Reports Menu: 4. Form 411

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

Click on "4. Form 411" from the Reports Menu and the following window will appear:

Grand List

Form 411

1. **Print (Choose 2):** Select which three details you want to appear on this report.

2. **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."

3. **Print contract, non-tax, spec. exempt reports:** Additional informational sections that pertain to the Taxable Grand List are reported when this is checked off.

4. **District Select:** Select the District range to include in this report.

5. **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.

6. **Has inventory been exempted by vote of town/city?:** If the inventory has been exempted, then select "Yes." If not, then select "No."

7. **Has machinery and equipment been exempted by vote of town/city?:** If machinery and equipment have been exempted, select "Yes." If not, then select "No."

8. **What portion…?:** If you selected "No" to item 7 then this question will ask how your town assesses business personal property. Select either Fair Market or Depreciated. If you selected "Yes" to item 7 then this question will ask what portion is exempted, in a percentage (example: 56.00%).

9. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

10. **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.

11. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

12. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

13. **Cancel:** Click "Cancel" to cancel and return to the Reports Menu.