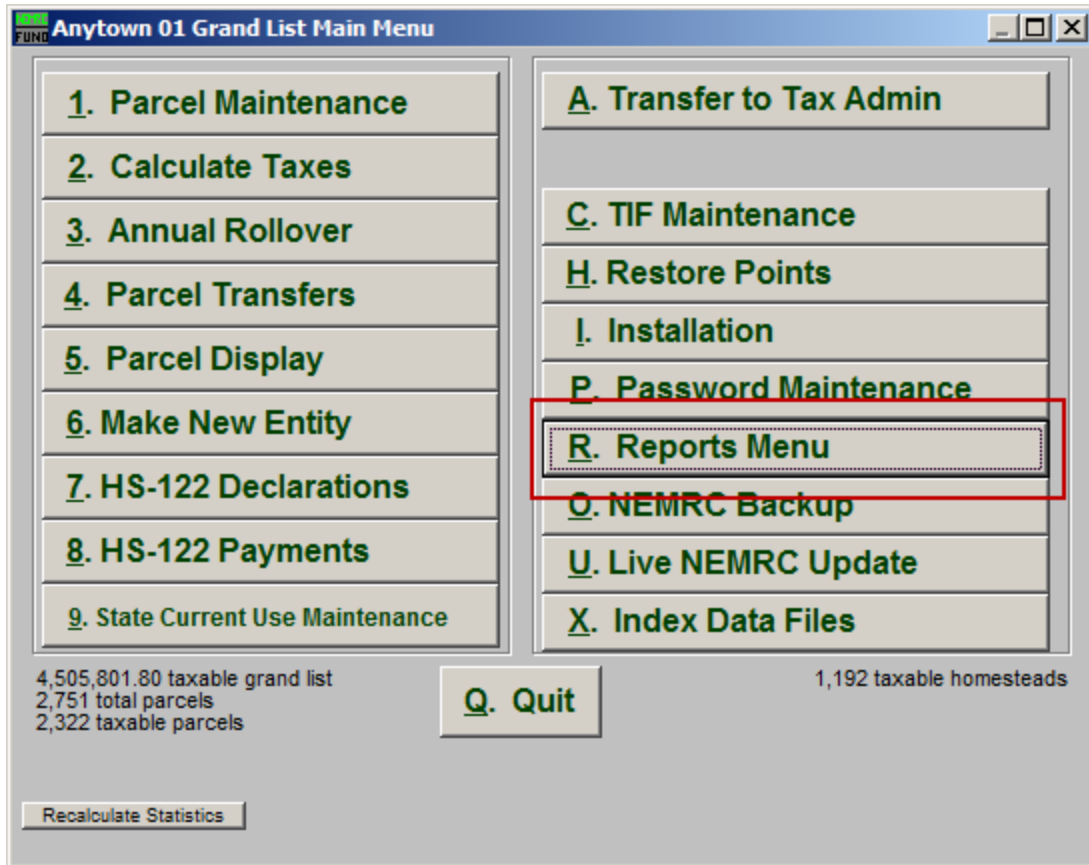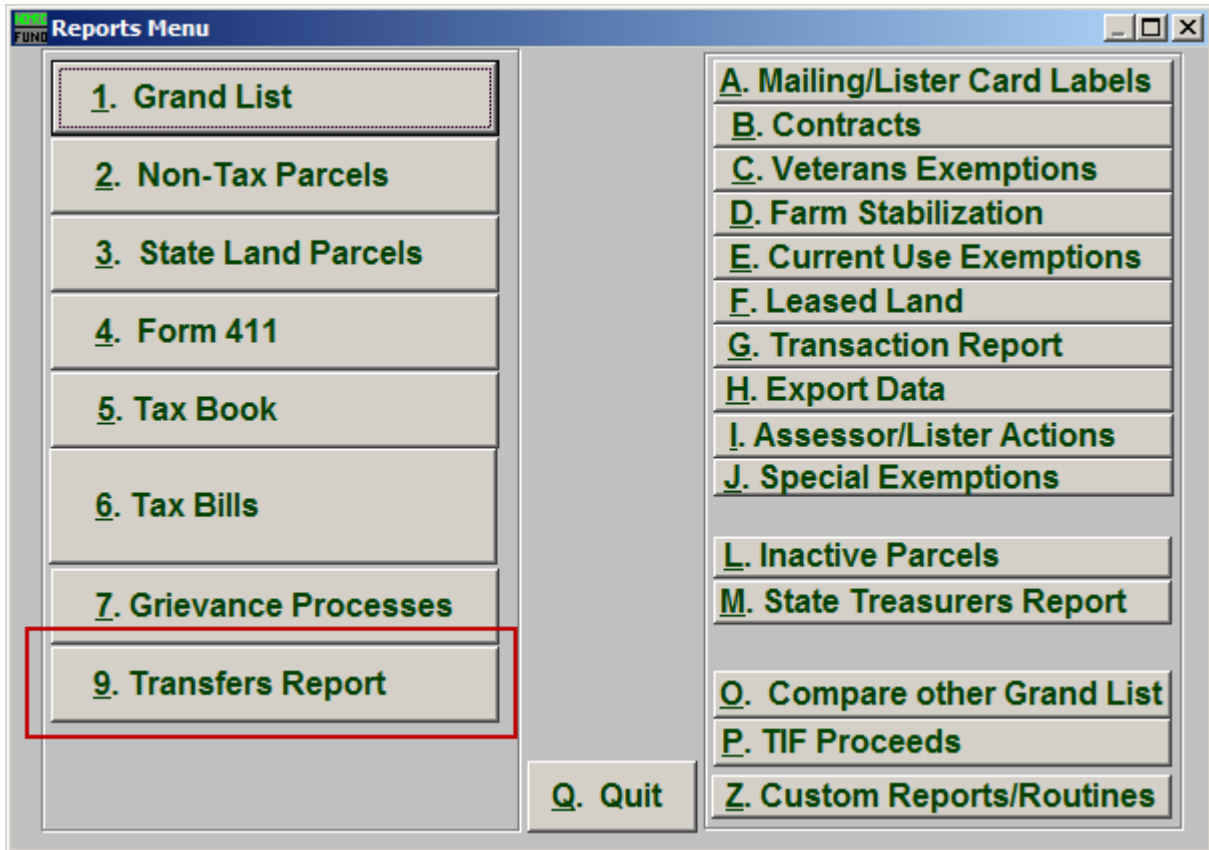# R. Reports Menu: 9. Transfers Report

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

Click on "9. Transfers Report" from the Reports Menu and the following window will appear:

Grand List

Transfers Report

1. **Transfer Date Range (Blank for All):** Enter the start and end dates for the range of transfers to report.

2. **Report Detail OR Report Summary:** Select whether this Report is in Detail or Summary. Summary will print more records per page but does not show owner type, acreage broken out and exemptions.

3. **Print:** Select which set of fields to print on the report. This option depends on your standards for field usage.

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

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

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

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