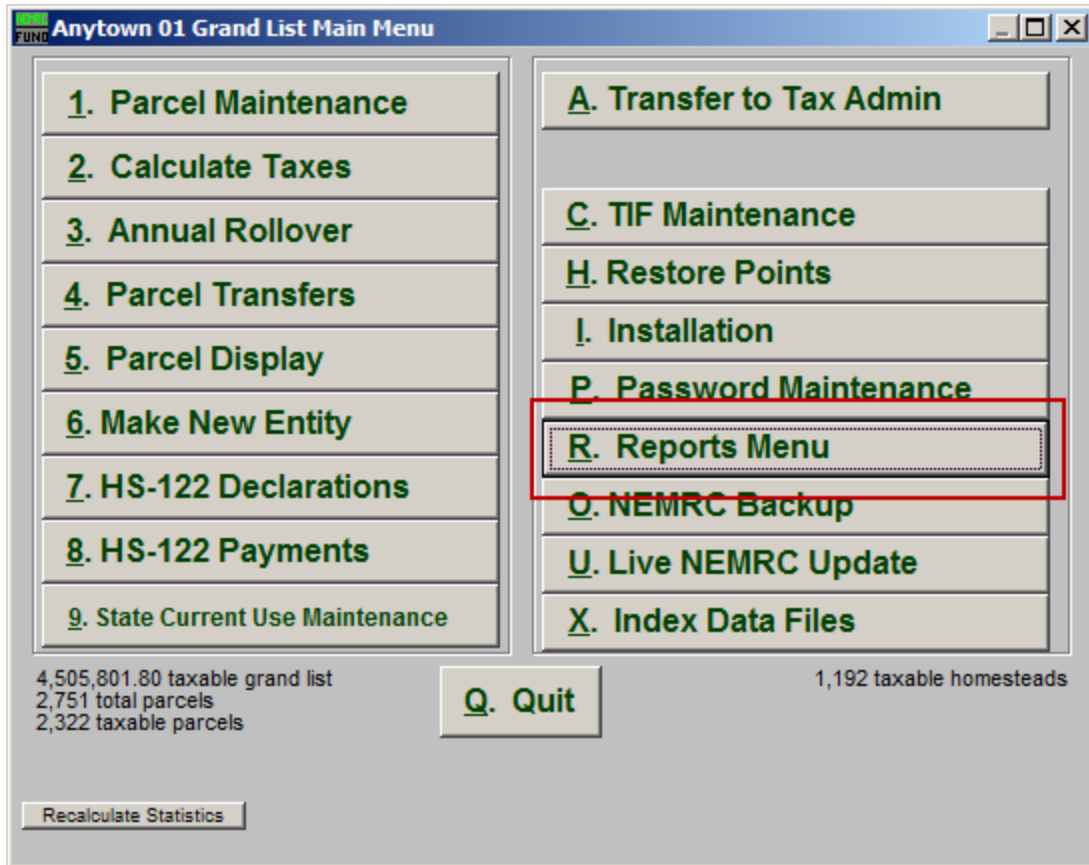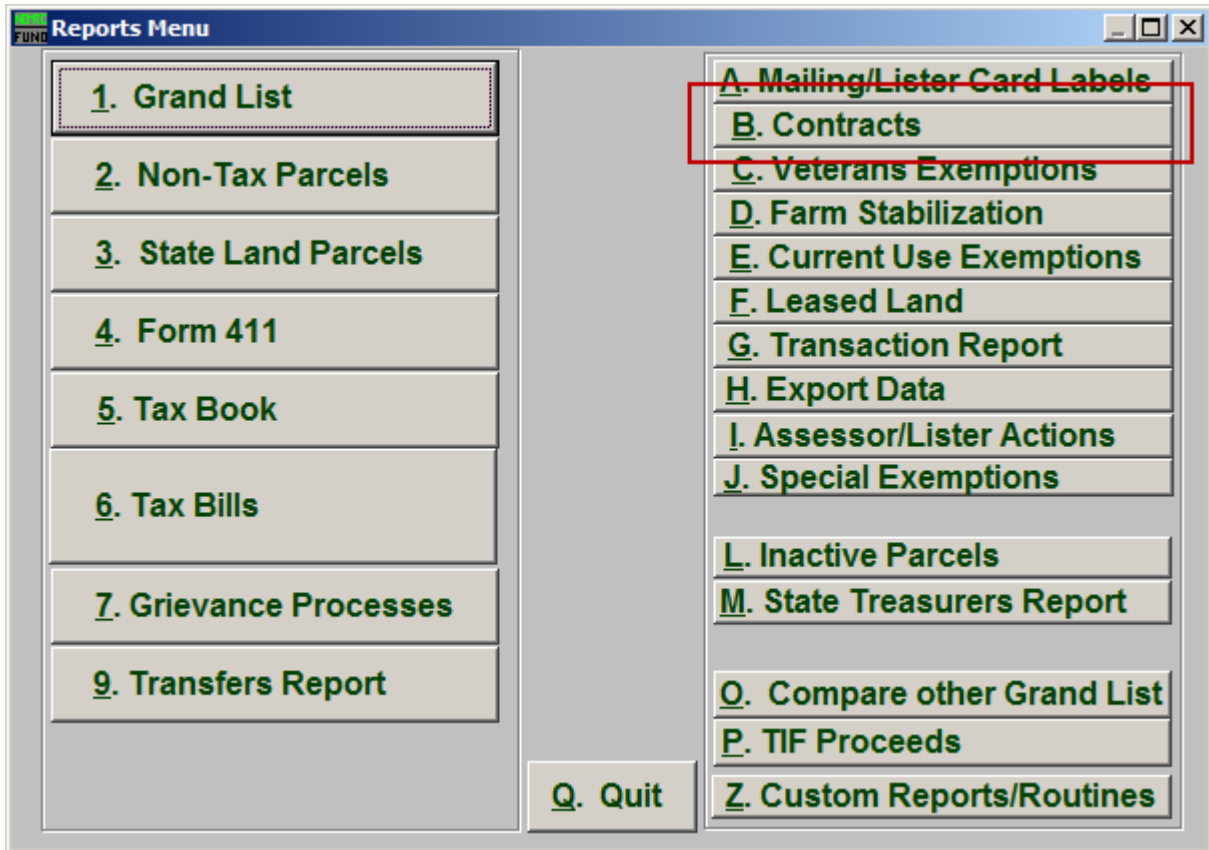# R. Reports Menu: B. Contracts

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

Click on "B. Contracts" from the Reports Menu and the following window will appear:

Grand List

Contracts

1. **Order: Parcel # OR Owner**: Select which order this report will print in.

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

3. **R: Residential:** Check this box to restrict the report to all R1 and R2 type listings.

4. **MH: Mobile Home:** Check this box to restrict the report to all MHU and MHL type listings.

5. **V: Vacation:** Check this box to restrict the report to all V1 and V2 type listings

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

7. **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.

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

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

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