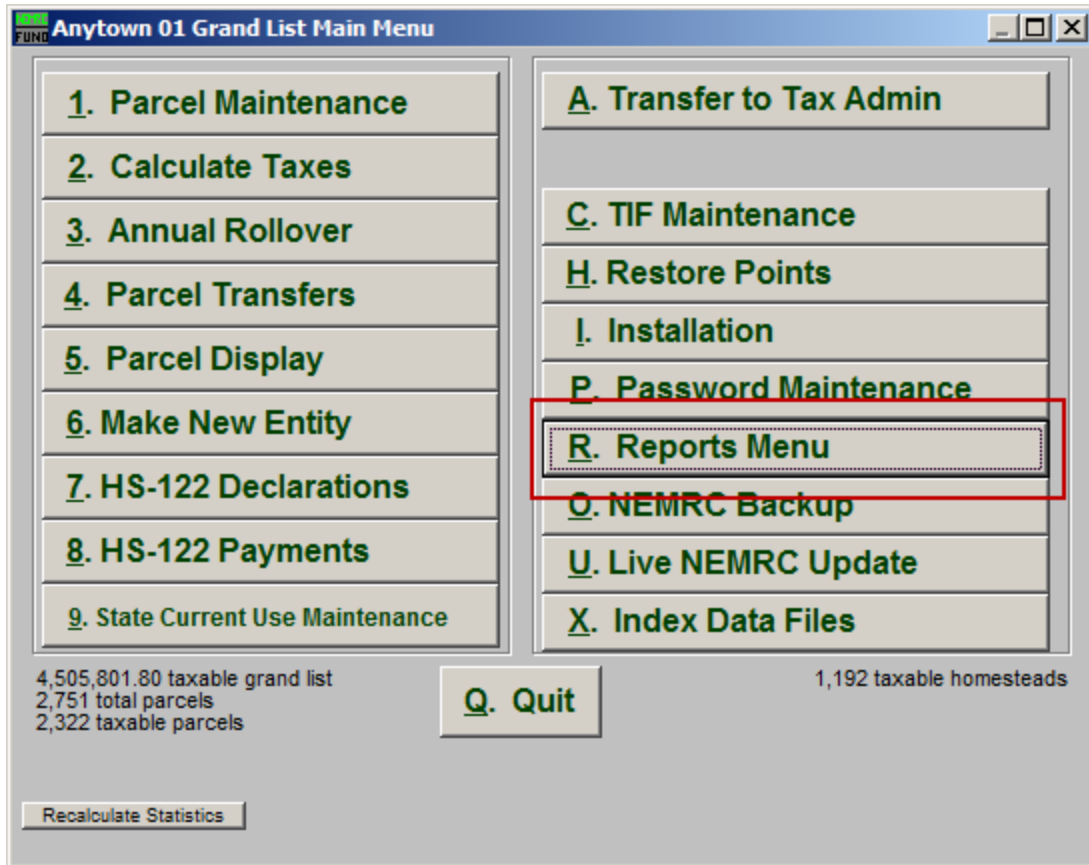


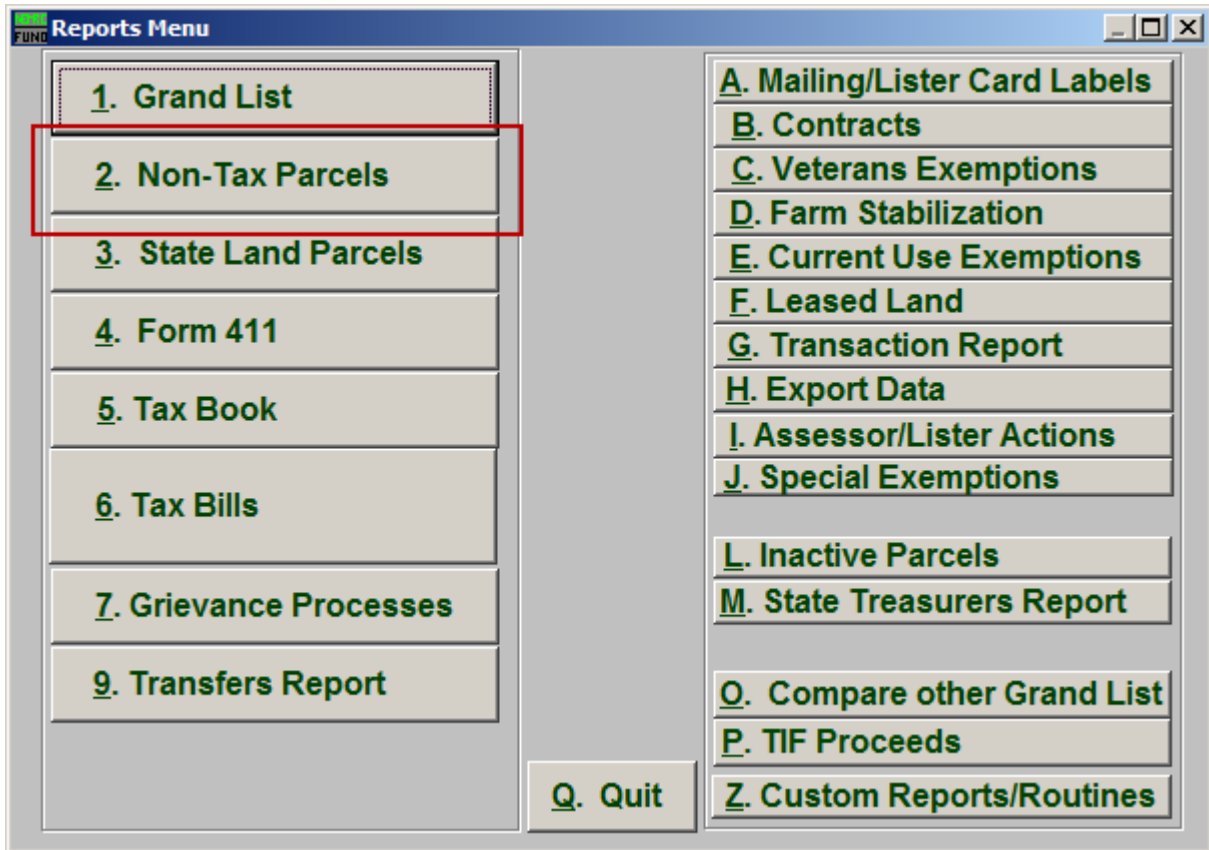
Grand List

R. Reports Menu: 2. Non-tax Parcels



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

Grand List



Click on “2. Non-Tax Parcels” from the Reports Menu and the following window will appear:

Grand List

Non-Tax Parcels

Non-Tax Parcels 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 ☐ Location A ☐ TaxMap ☒ Range
☐ Both ☒ Both ☐ Compressed format ☒ Location B ☒ PropDesc ☐ All parcels
☐ Location C ☒ 911 Data

7 Order: ☐ Parcel # ☒ Owner 8 Single Tax Rate: [dropdown] 9 ☐ Page Break on First Letter of Last Name 10 ☒ Include 411 Non-Taxable Report

11 District Select Start [dropdown] End [dropdown]

12 ☐ R: Residential 13 ☐ MH: Mobile Home 14 ☐ V: Vacation

15 FoxPro Filter Expression [text box] [New] [Edit] [Delete]

Parcel Selection

16 Start with : [text box] - [text box] [Find] [Find]

17 End with : [text box] - [text box] [Find] [Find]

18 [Preview] 20 [Print] 19 [Print Condensed] 21 [File] 22 [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 or not this report will include 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. Include 411 Non-Tax Report:** Leave this option checked off to have a 411 print for the information included in the report. This will appear on the last page of the report.
- 11. District Select:** Select the District range to include in this report.
- 12. R: Residential:** Check this box to restrict the report to all R1 and R2 type listings.
- 13. MH: Mobile Home:** Check this box to restrict the report to all MHU and MHL type listings.
- 14. V: Vacation:** Check this box to restrict the report to all V1 and V2 type listings
- 15. 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.
- 16. Start with:** This will appear if you chose “Individual” or “Range” in item **6**. Choose the Parcel you wish to start with.
- 17. End with:** This will appear if you chose “Range” in item **6**. Choose the Parcel you wish to end with.
- 18. Preview:** Click this button to preview. Refer to GENERAL PREVIEW 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. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 21. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 22. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.