Finale Transposition Chart, by MakeMusic user forum member Motet (9/23/2018)

Trans.	Written	Key Signature Transposition	Chromatic Transposition	Usage (Some Common Western Instruments)
C	Down 2 octaves	-14,0	-15,0	Glockenspiel
D♭	Down min. 9th	-8,5	-9,1	D♭ Piccolo
C*	Down octave	-7,0	-8,0	Piccolo, Celesta, Xylophone, Handbells, C Piccolo Trumpet
B♭	Down min. 7th	-6,2	-7,1	B♭ Piccolo Trumpet, Soprillo Sax
A	Down maj. 6th	-5,3	-6,0	A Piccolo Trumpet
A♭	Down min. 6th	-5,4	-6,1	A♭ Clarinet
F	Down perf. 4th	-3,1	-4,0	F Trumpet
E	Down maj. 3rd	-2,-4	-3,0	E Trumpet
E♭*	Down min. 3rd	-2,3	-3,1	E♭ Clarinet, E♭ Flute, E♭ Trumpet, Soprano Cornet, Sopranino Sax
D	Down maj. 2nd	-1,-2	-2,0	D Clarinet, D Trumpet
D♭	Down min. 2nd	-1,5	-2,1	D♭ Flute
C	Unison	0,0	1,0	Concert pitch, Horn in C alto
B	Up min. 2nd	1,-5	2,-1	Horn in B (natural) alto, B Trumpet
B♭*	Up maj. 2nd	1,2	2,0	B♭ Clarinet, B♭ Trumpet, Soprano Sax, Horn in B♭ alto, Flugelhorn
A*	Up min. 3rd	2,-3	3,-1	A Clarinet, A Trumpet, Horn in A, Oboe d'Amore
A♭	Up maj. 3rd	2,4	3,0	Horn in A♭
G*	Up perf. 4th	3,-1	4,0	Horn in G, Alto Flute
G♭	Up aug. 4th	3,6	4,1	Horn in G♭
F#	Up dim. 5th	4,-6	5,-1	Horn in F#
F*	Up perf. 5th	4,1	5,0	Horn in F, English Horn, Basset Horn
E	Up min. 6th	5,-4	6,-1	Horn in E
E♭*	Up maj. 6th	5,3	6,0	Alto Clarinet, Alto Sax, Alto Horn (also called Tenor Horn, E♭ Horn, or Althorn), Horn in E♭, E♭ Tuba (𝄢 transposing)
D	Up min. 7th	6,-2	7,-1	Horn in D
D♭	Up maj. 7th	6,5	7,0	Horn in D♭
C*	Up octave	7,0	8,0	Double Bass (𝄢), Contrabassoon (𝄢), Horn in C, Guitar, Bass Flute, Baritone Oboe, Heckelphone, C Bass Trumpet
B	Up min. 9th	8,-5	9,-1	Horn in B (natural)
B♭*	Up maj. 9th	8,2	9,0	Tenor Sax, B♭ Bass Clarinet, Horn in B♭ basso, B♭ Bass Trumpet. B♭ Tuba (𝄢 transposing), Baritone Horn, Tenor Trombone, Euphonium
A	Up octave plus min. 3rd	9,-3	10,-1	A Bass Clarinet, Horn in A basso
A♭	Up octave plus maj. 3rd	9,4	10,0	Horn in A♭ basso
G	Up octave plus perf. 4th	10,-1	11,0	Contra-alto Flute in G, Horn in G basso
F	Up octave plus perf. 5th	11,1	12,0	Contra-alto Flute in F
E♭*	Up octave plus maj. 6th	12,3	13,0	Baritone Sax, Contra-alto Clarinet, E♭ Bass (Tuba)
C	Up 2 octaves	14,0	15,0	Contrabass Flute
B♭	Up 2 octaves plus maj. 2nd	15,2	16,0	Bass Sax, Contrabass Clarinet, B♭ Bass (Tuba)
E♭	Up 2 octaves plus maj. 6th	19,3	20,0	Contrabass Sax
C	Up 3 octaves	21,0	22,0	Subcontrabass Flute
B♭	Up 3 octaves plus maj. 2nd	22,2	23,0	Subcontrabass Sax, Tubax

The chart shows Interval,KeyAlter for Key Signature transposition and Interval,Alteration for Chromatic Transposition. Asterisks denote transpositions built into Finale; for others, choose Other and set Interval and Key Alter/Alteratiion as shown in the chart. All instruments are notated in treble clef unless otherwise indicated. The orchestral tuba is usually written in bass clef at concert pitch; the transpositions for tuba above pertain to band music. Horns in bass clef are often written an octave lower that they are in treble clef; subtract 7 from Interval.

Enharmonic Instrument Transposition

To change an instrument's transposition so that when a key signature of six sharps appears, six flats are used instead: use Key Signature transposition, add 1 to Interval, subtract 12 from Key Alter, and leave Simplify Key checked. This will leave other key signatures unchanged and can be applied to the entire staff.

Examples:

Instrument	Key Signature Transposition
B♭ Clarinet, B♭ Trumpet, Soprano Sax	2,-10
B♭ Tenor Sax, B♭ Bass Clarinet, Baritone Horn	9,-10
E♭ Alto Sax	6,-9
F Horn	5,-11

More generally, to change a particular key signature for a transposing instrument enharmonically from 5, 6, or 7 sharps to flats instead: use Key Signature transposition, add 1 to Interval, subtract 12 from Key Alter, and uncheck Simplify Key. To change from 5, 6, or 7 flats to sharps instead: use Key Signature transposition, subtract 1 from Interval, add 12 to Key Alter, and uncheck Simplify Key. This may unwantedly alter other keys in the piece, however, in which case the above should be applied via a staff style only to the section of the music that's in the key to be changed.