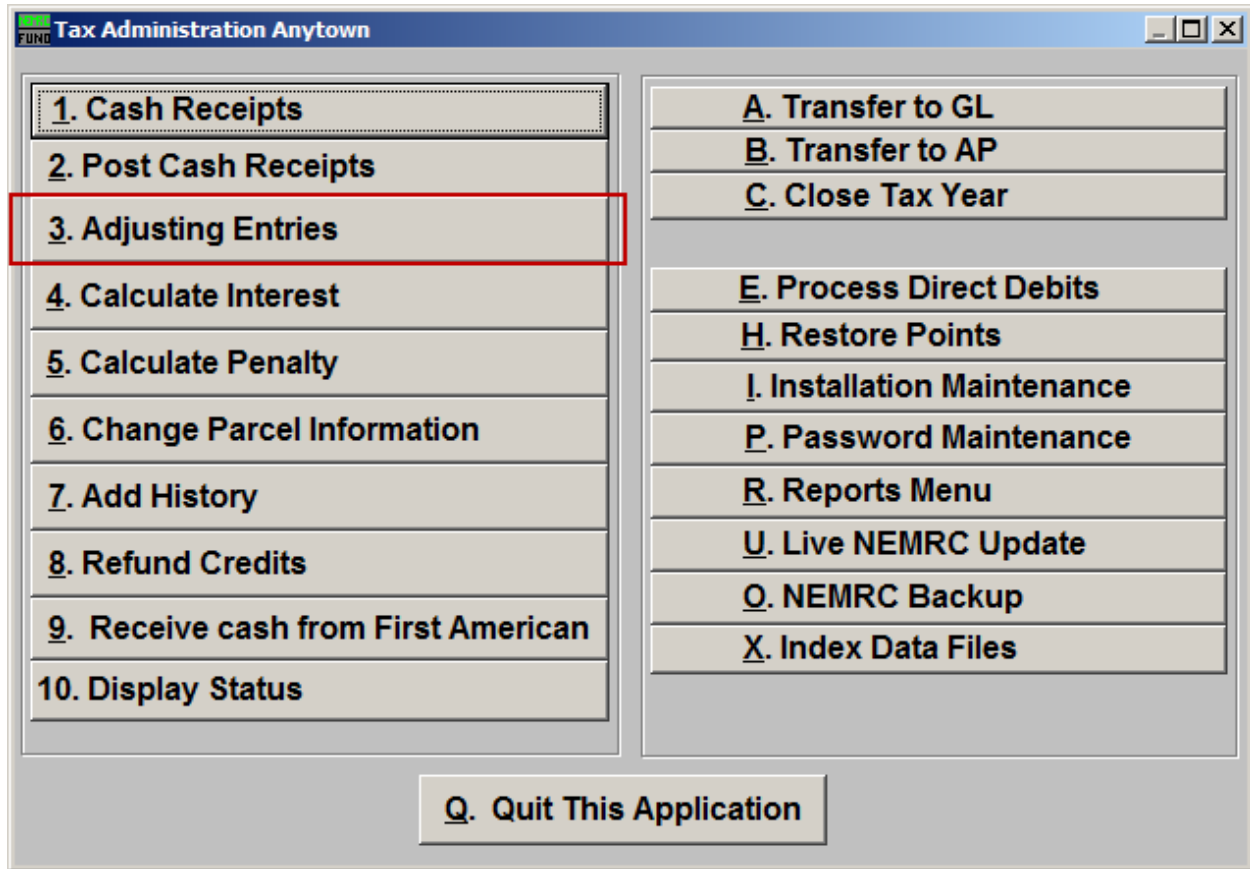


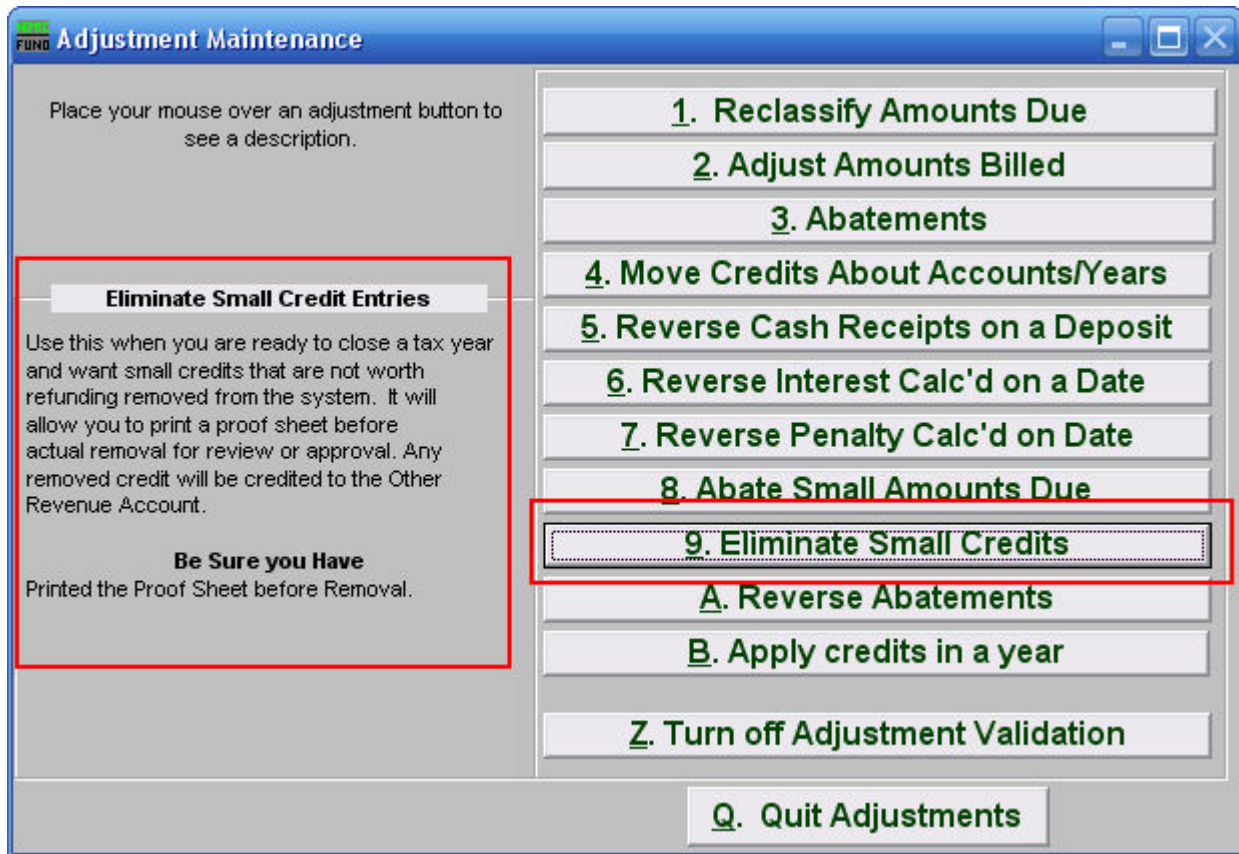
Tax Administration

3. Adjusting Entries: 9. Eliminate Small Credits



Click on “3. Adjusting Entries” from the Main Menu and the following window will appear:

Tax Administration



Consider the description that appears when you place the mouse over "9. Eliminate Small Credits." Click "9. Eliminate Small Credits" and the following window will appear:

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Eliminate Small Credits

The screenshot shows a software window titled "Eliminate Small Credit Entries". The window has a blue title bar with standard Windows controls. The main area is light gray. At the top left, there are two radio buttons: "Individual" (labeled 1) and "All Parcels" (labeled 2). To the right, there's a section for finding entries, labeled 3, containing "Parcel ID" and "Name" input fields, each with a "Find" button. Above these fields is a text "Press F4 to Recall" and a date "203020005-". Below the find section is a "Tax Year" input field (labeled 4) with a "Find" button. Further down is a label "Eliminate Credits Less then or Equal to" followed by a numeric input field (labeled 5) showing "0.00". Below that is a "Reason for adjustment" label followed by a text input field (labeled 6). At the bottom, there are four buttons: "Perform Adjustment" (labeled 7), "Print Proof Sheet" (labeled 8), "Preview Proof Sheet" (labeled 9), and "Cancel" (labeled 10).

1. **Individual:** Select this to work on a single Parcel.
2. **All Parcels:** Select this to work on all Parcels.
3. **Parcel ID or Name:** Enter the Parcel ID to work on or click “Find” to select from a table.
4. **Tax Year:** Enter the tax year to work from or click “Find” to select from a table.
5. **Eliminate Credits less then or Equal to:** Enter an amount for which all credits are equal to or less than that you wish to eliminate from customer balances.
6. **Reason for adjustment:** You must enter a reason for adjustment which is usually a policy decision reference.
7. **Perform Adjustment:** Click this button to actually post the transactions.
8. **Print Proof Sheet:** Click this button to print. Refer to GENERAL PRINTING for more information.

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- 9. Preview Proof Sheet:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 10. Cancel:** Click “Cancel” to cancel and return to the previous screen.