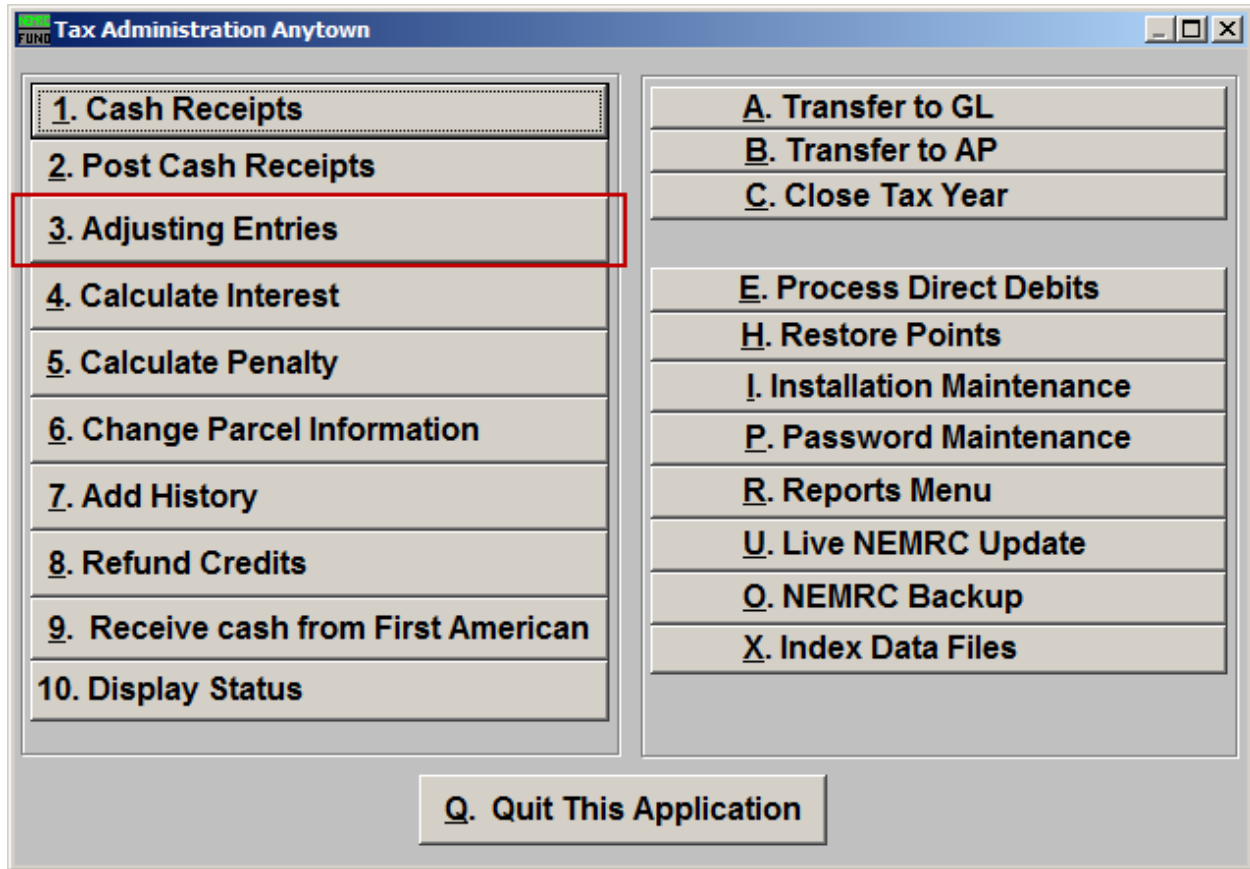


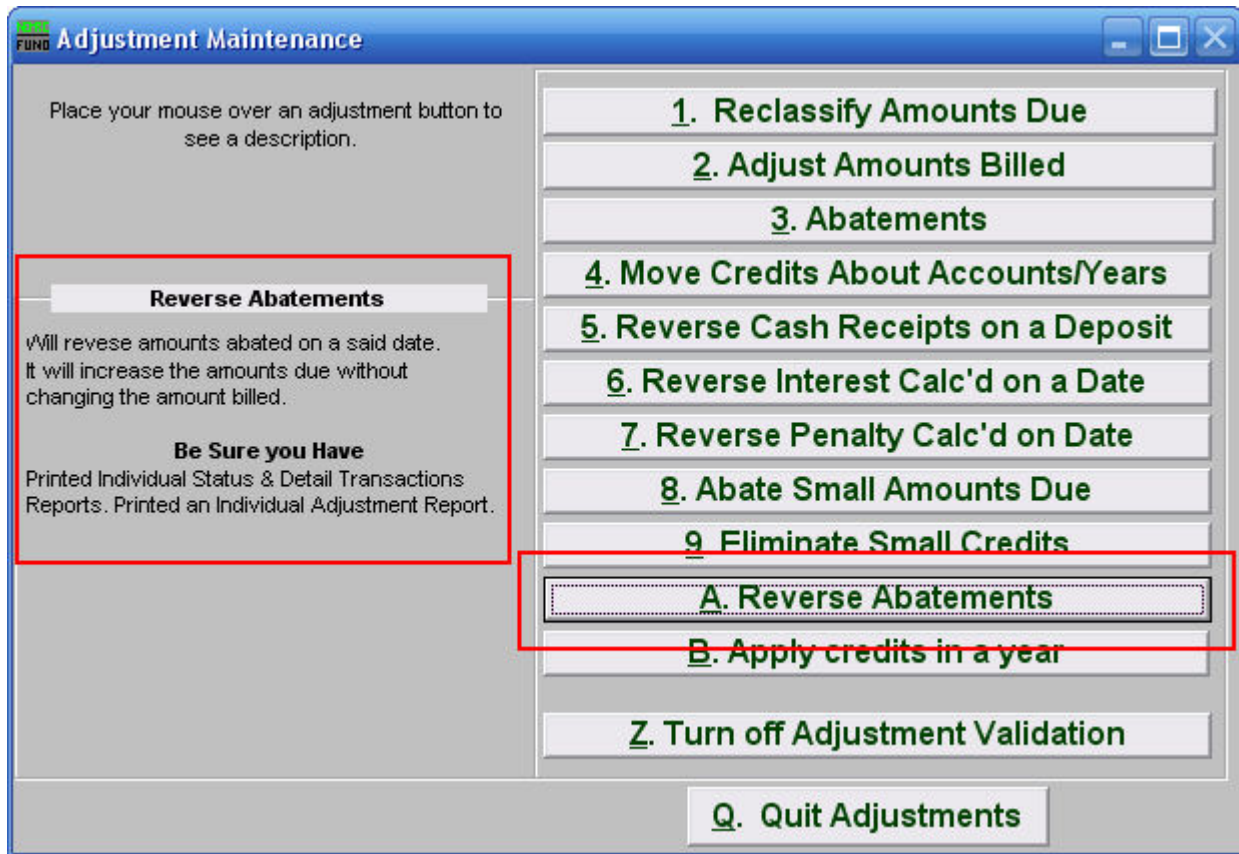
Tax Administration

3. Adjusting Entries: A. Reverse Abatements



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 "A. Reverse Abatements." Click "A. Reverse Abatements" and the following window will appear:

Tax Administration

Abate Small Amounts Due

- 1. Parcel ID:** Enter the Parcel ID and Tax Year for this adjustment or click “Find” button to select from the table.
- 2. Reverse amounts Calculated On:** The date that the original abatement was entered is required for an exact reversal calculation to take place.
- 3. Reason for adjustment:** Enter a reason for this adjustment.
- 4. Perform Adjustment:** Click this button to complete the process. Be careful not to reverse abatements more than once. Print a detail transaction both before and after performing this task to ensure your actions result in the balances you desired.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.