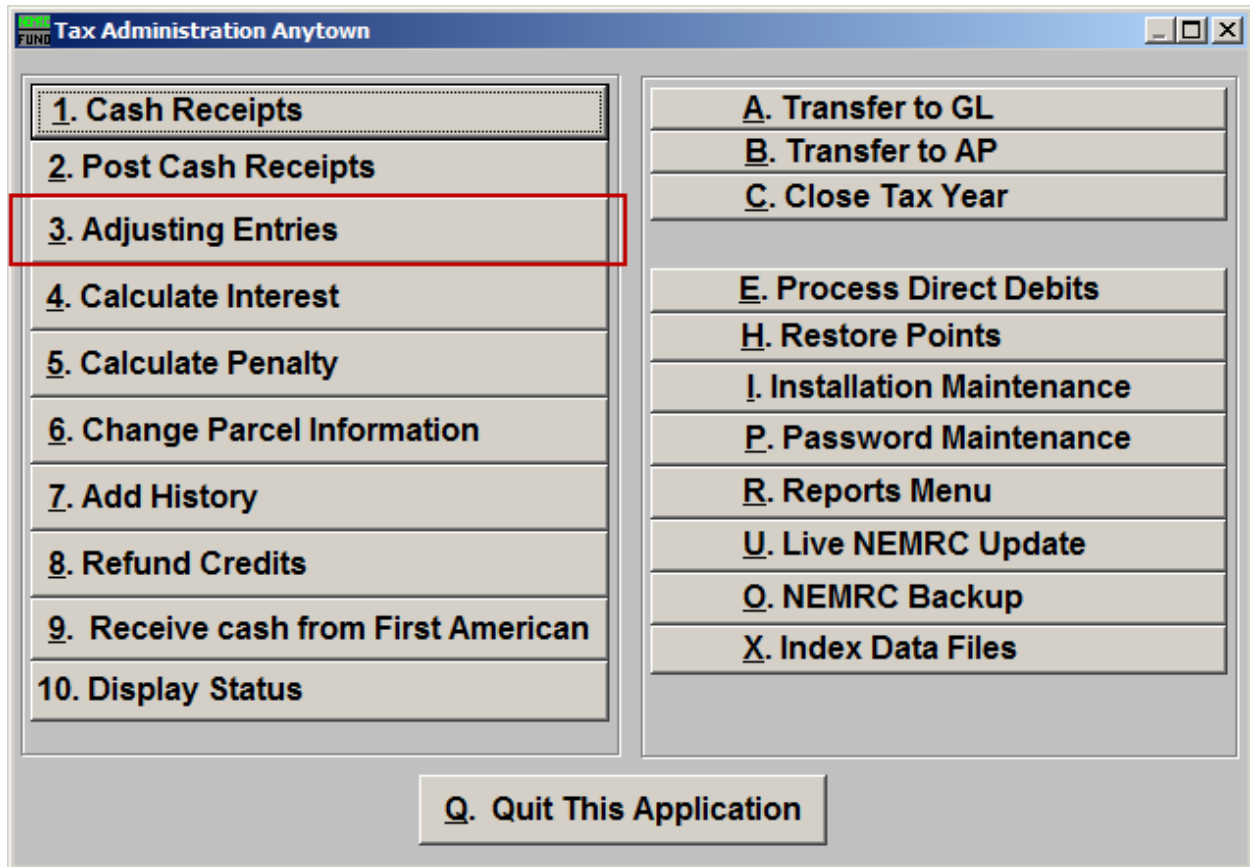


Tax Administration

3. Adjusting Entries: 4. Move Credits About Accounts Years

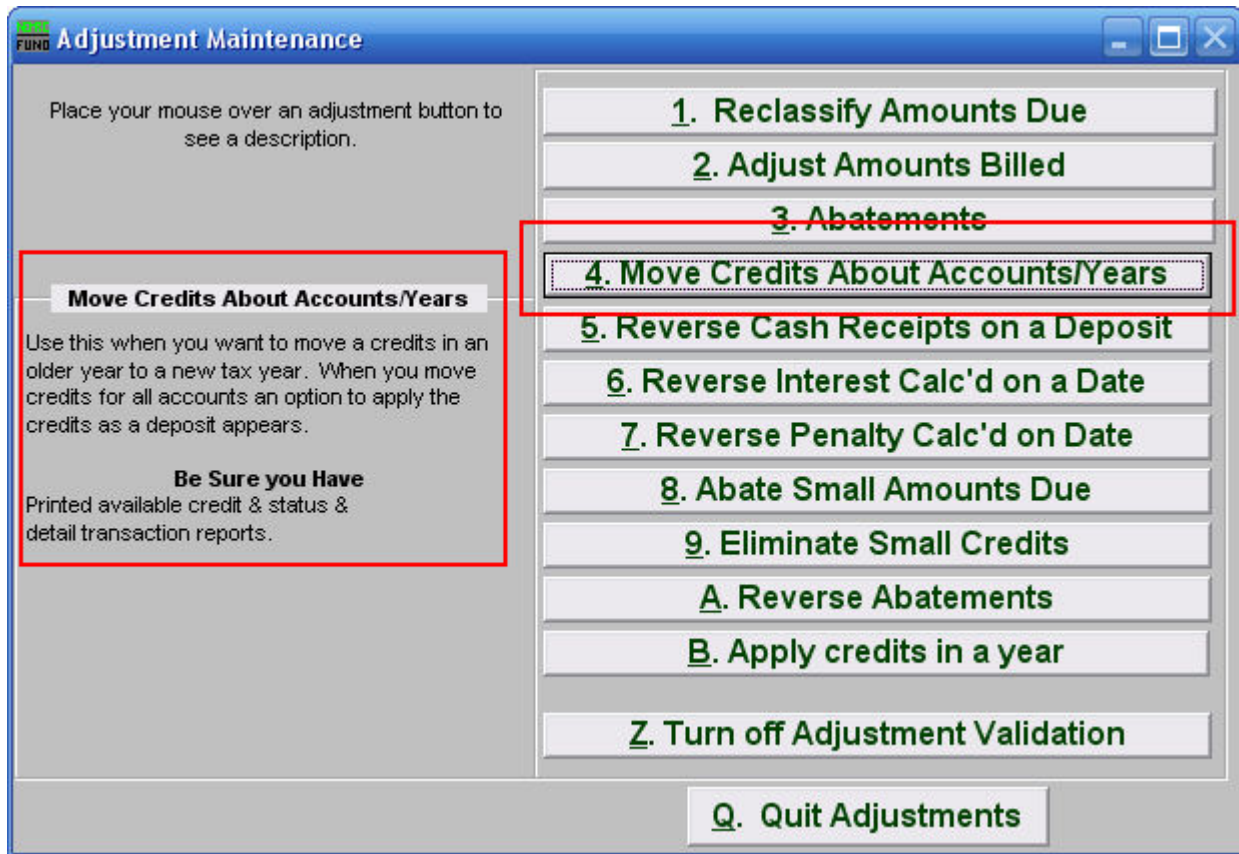
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Click on “3. Adjusting Entries” from the Main Menu and the following window will appear:

Tax Administration



Consider the description that appears when you place the mouse over “4. Move Credits About Accounts/Years.” Click “4. Move Credits About Accounts/Years.” and the following window will appear:

Tax Administration

Move Credits About Accounts/Years

Move Credits About Accounts/Years

☒ Individual
☐ All Parcels

FROM

Press F4 to Recall 234010078- Parcel ID - Find Year Find

Name Find

TO

Press F4 to Recall 234010078- Parcel ID - Find Year Find

Name Find

Amount of credit to move: 0.00

Reason for adjustment

Cancel

- 1. Individual:** Click to choose this option if you want to move Credits from an Individual Parcel to another Parcel.
- 2. All Parcels:** Click to choose this option if you want to move Credits for an entire Tax Year to another Tax Year.

Refer to the section below that relates to your choice:

Tax Administration

Individual

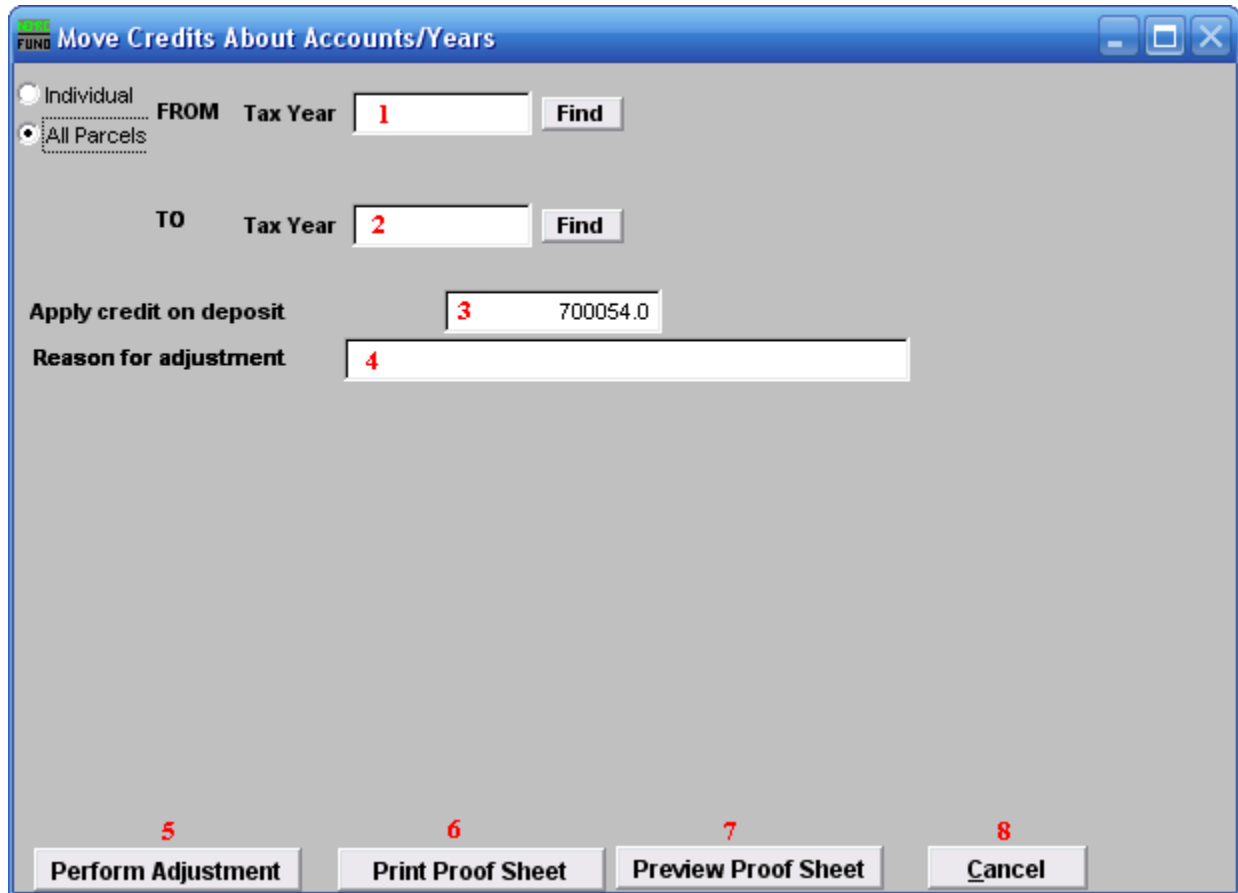
If you chose “Individual” the following window will appear:

1. **FROM:** Select the Parcel and Year you wish to move Credits from. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
2. **TO:** Select the Parcel and Year you wish to move Credits to. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
3. **Amount of credit to move:** Enter the amount of credit to move. This value can be found on the available credit report.
4. **Reason for adjustment:** Define a comment to store with this transaction.
5. **Perform Adjustment:** Click this button to have the software process this task.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

Tax Administration

All Parcels

If you chose “All Parcels” the following window will appear:



Move Credits About Accounts/Years

☐ Individual **FROM** Tax Year **Find**

☒ All Parcels

TO Tax Year **Find**

Apply credit on deposit 700054.0

Reason for adjustment

5 **Perform Adjustment** **6** **Print Proof Sheet** **7** **Preview Proof Sheet** **8** **Cancel**

- 1. FROM:** Select the Tax Year you wish to move Credits from. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.
- 2. TO:** Select the Tax Year you wish to move Credits to. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.
- 3. Apply credit on deposit:** The deposit number offered is the current number as controlled by the software. This number will group this particular activity for processing.
- 4. Reason for adjustment:** Define a comment to store with the transaction.
- 5. Perform Adjustment:** Click this button to have the software process this task.
- 6. Print Proof Sheet:** Click this button to print a report for these adjustments. Refer to GENERAL PRINTING for more information.

Tax Administration

7. **Preview Proof Sheet:** Click this button to preview a report for these adjustments. Refer to GENERAL PREVIEW for more information.
8. **Cancel:** Click “Cancel” to cancel and return to the previous screen.