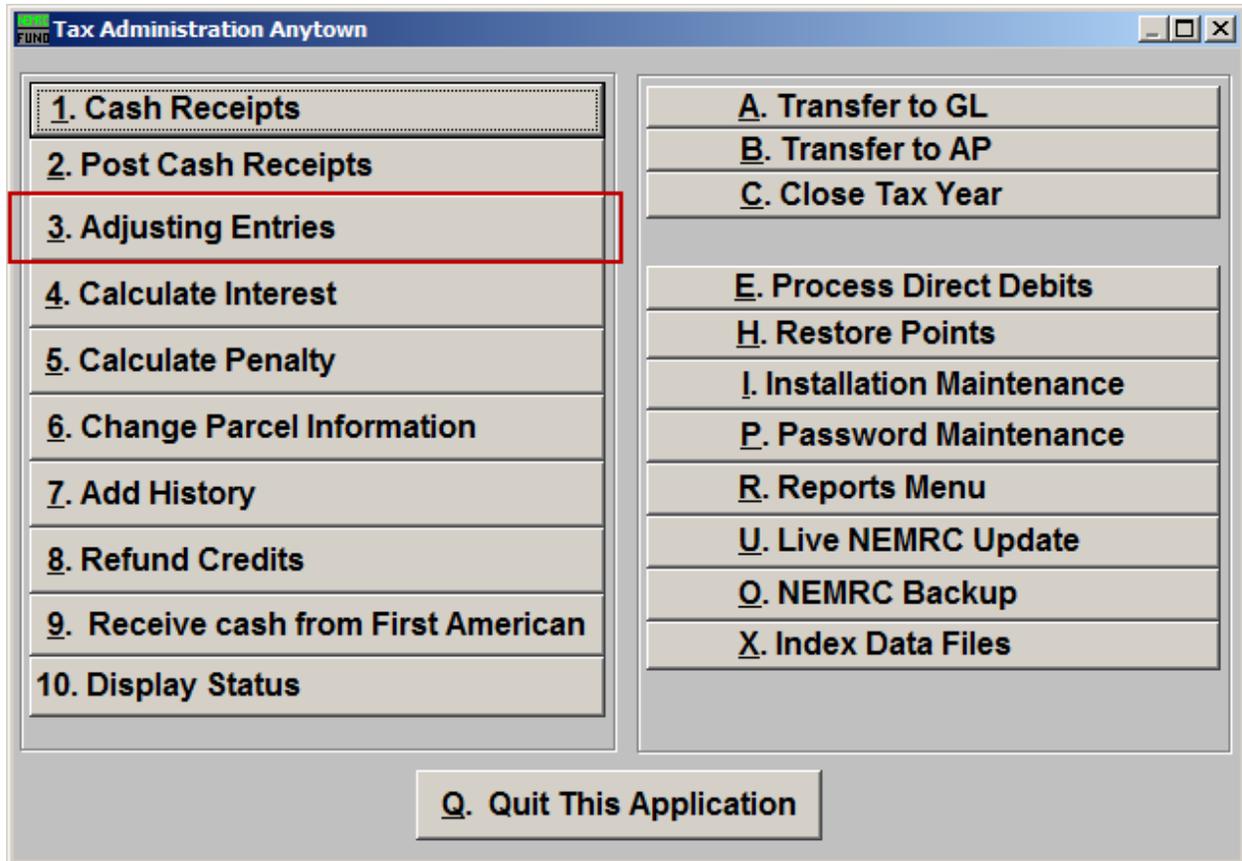


Tax Administration

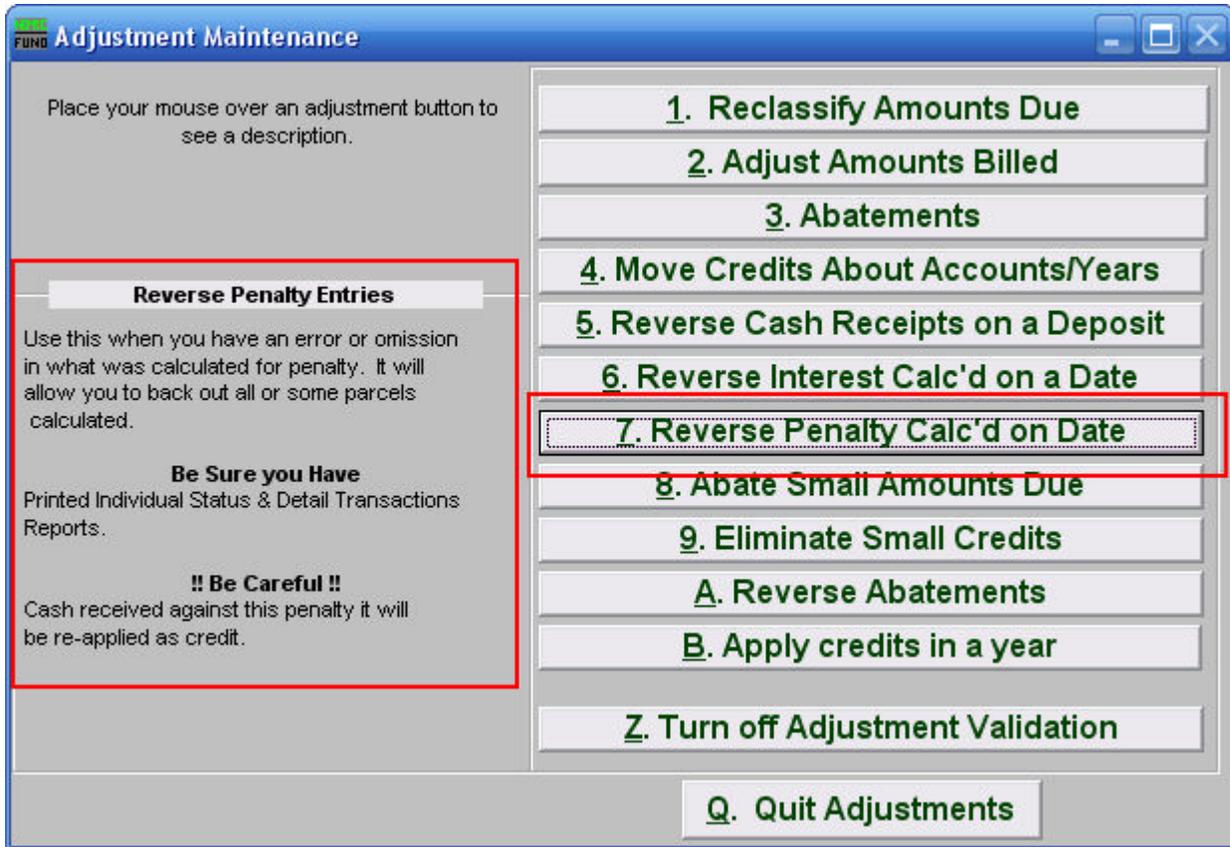
3. Adjusting Entries: 7. Reverse Penalty Calc'd on a Date

Before you continue, you will want to print or preview a Detail Transaction report from the Reports Menu.



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 “7. Reverse Penalty Calc’d on Date.” Click “1. Reclassify Amounts Due” and the following window will appear:

Tax Administration

Reverse Penalty Entries

Individual **1**

All Parcels **2**

3 Press F4 to Recall 203020005-

Parcel ID - Find

Name Find

Tax Year **4** Find

Reverse amounts Calculated On (Use Detail Trans. Report) **5**

Reverse amounts calculated on what payment (Blank for All) : **6**

Reason for adjustment **7**

8 Perform Adjustment

9 Cancel

- 1. Individual:** Click to choose this option if you want this adjustment to be for an Individual Parcel.
- 2. All Parcels:** Click to choose this option if you want this adjustment to be for all Parcels.
- 3.** These fields are only available if you chose “Individual.” Select the Parcel you are seeking. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
- 4. Tax Year:** Select the Tax Year that the Penalty was calculated. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.
- 5. Reverse amounts Calculated On (Use Detail Trans. Report):** Enter the date that the Penalty was calculated on.
- 6. Reverse amounts calculated on what payment (Blank for All):** Input the payment for which the Penalty should be reversed.
- 7. Reason for adjustment:** Type a reason for this adjustment. This is a required field.

Tax Administration

- 8. Perform Adjustment:** Click “Perform Adjustment” to complete this adjustment. Print a new Detail Transaction report to follow the transactions applied.
- 9. Cancel:** Click “Cancel” to cancel and return to the previous screen.