

# Tax Administration

## Tax Year Lookup

Often you will want to apply something to an entire Tax Year. The field shown below may be used to help you quickly find a Tax Year, and is available throughout the Tax Administration application:



A screenshot of a software interface showing a text input field labeled "Tax Year" containing the number "1". To the right of the input field is a button labeled "Find" with a red number "2" next to it.

- 1. Tax Year:** If you know the Tax Year you are seeking, you may simply enter it and move on in the window that you are working in.
- 2. Find:** If you do not know the Tax Year you are seeking, click on "Find" and the Lookup window will appear. Refer below for further instructions on use of the Lookup window.

### The Lookup Window



A screenshot of a "Lookup" window. The window title is "Lookup" and it has a close button (X) in the top right corner. The window contains a table with two columns: "Year" and "Closed". The "Year" column lists tax years from 1990 to 2004-2005. The "Closed" column contains a "Y" for each year. The first row, "1990", is highlighted in blue. A red box labeled "1" is drawn around the first row. At the bottom of the window, there are two buttons: "OK" and "Cancel". A red box labeled "2" is drawn around the "OK" button, and a red box labeled "3" is drawn around the "Cancel" button.

Year	Closed
1990	Y
1991	Y
1992	Y
1993	Y
1993-1994	Y
1994-1995	Y
1995-1996	Y
1996-1997	Y
1997-1998	Y
1998-1999	Y
1999-2000	Y
2000-2001	Y
2001-2002	Y
2002-2003	Y
2003-2004	Y
2004-2005	Y

- 1.** You may use the arrow keys on your keyboard to move the highlighter to the Year you are seeking, or you may click on the year you are seeking. If the year is closed, then a "Y" will appear in the "Closed" column.
- 2. OK:** Click "OK" when you've highlighted the year you are seeking. This will return you to the window you were working in.
- 3. Cancel:** Click "Cancel" to return to the window you were working in without choosing a Tax Year.