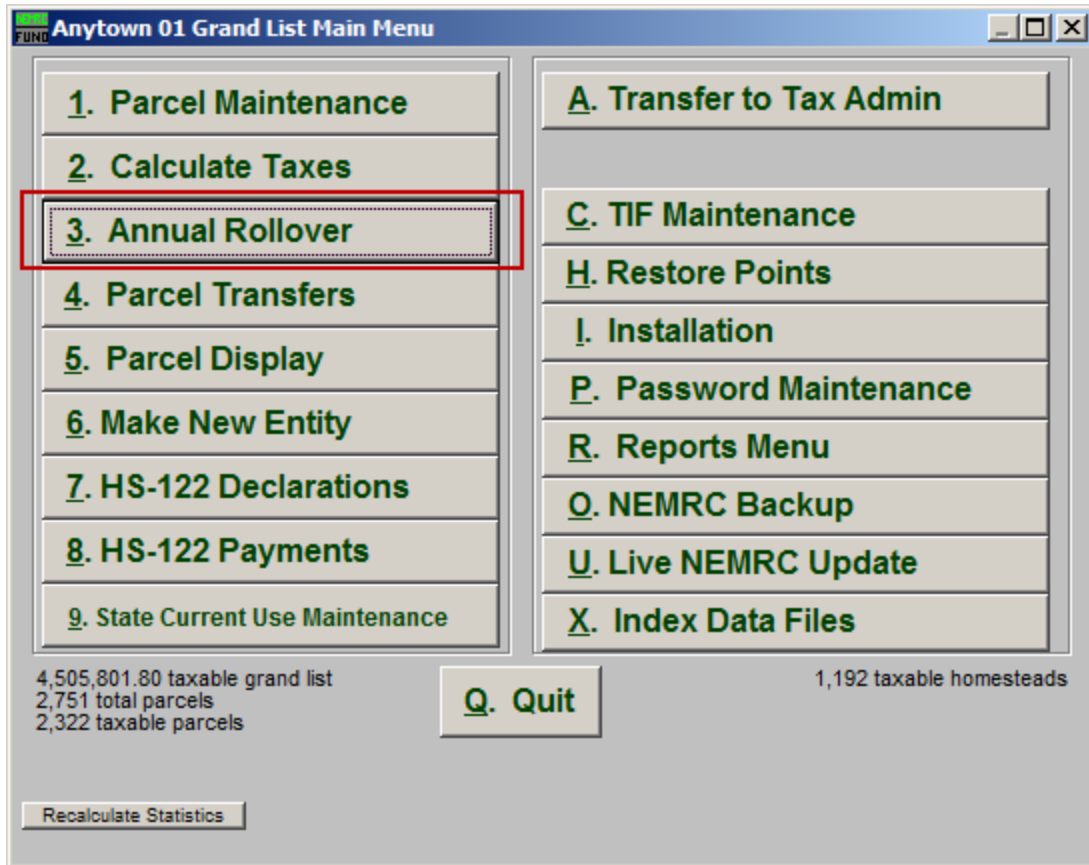
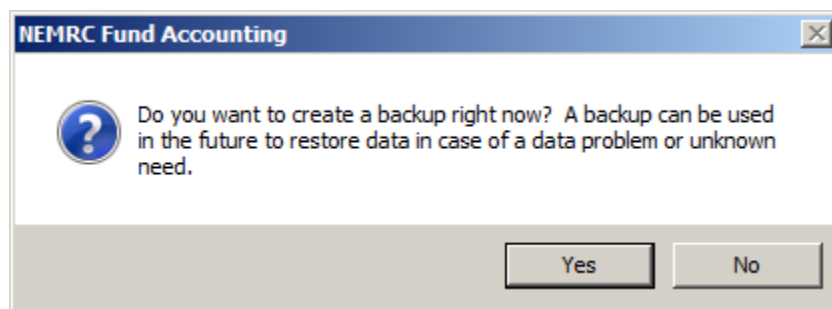


Grand List

3. Annual Rollover



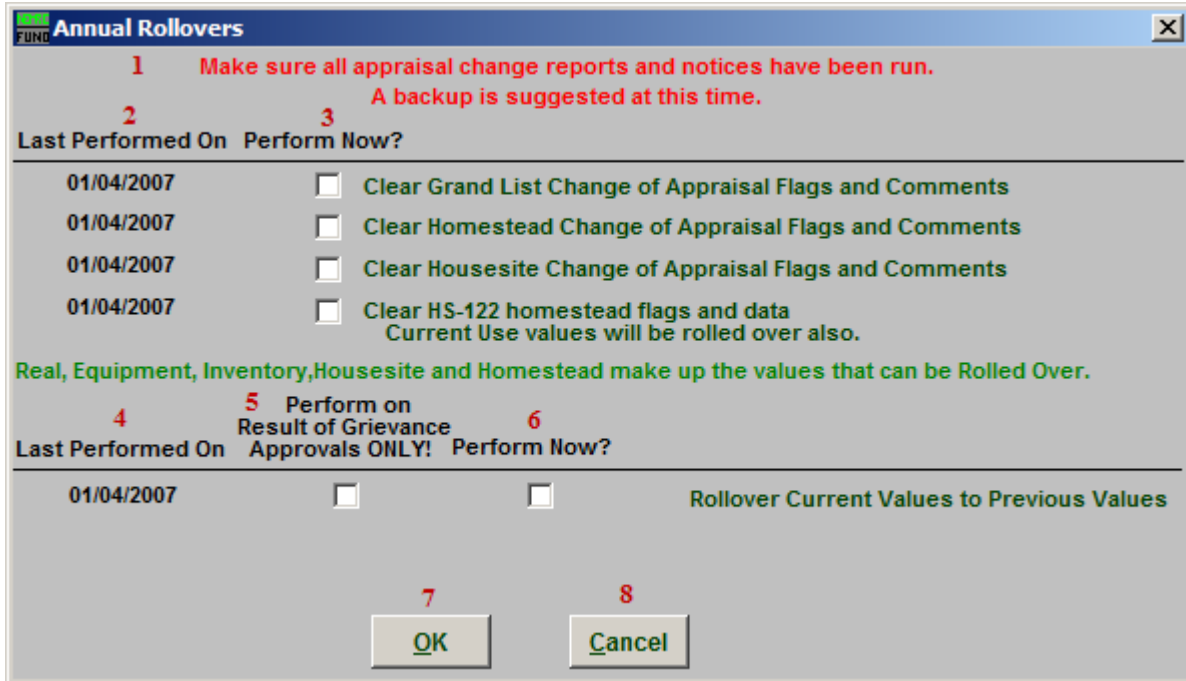
Click on “3. Annual Rollover” from the Main Menu and the following window will appear:



You should always choose to create a backup.

Grand List

Annual Rollover



The dialog box titled "Annual Rollovers" contains the following elements:

- 1** Red text at the top: "Make sure all appraisal change reports and notices have been run. A backup is suggested at this time."
- 2** "Last Performed On" column header.
- 3** "Perform Now?" column header.
- Four rows of rollover options, each with a date "01/04/2007" and a checkbox:
 - Clear Grand List Change of Appraisal Flags and Comments
 - Clear Homestead Change of Appraisal Flags and Comments
 - Clear Housesite Change of Appraisal Flags and Comments
 - Clear HS-122 homestead flags and data. Current Use values will be rolled over also.
- Green text: "Real, Equipment, Inventory, Housesite and Homestead make up the values that can be Rolled Over."
- 4** "Last Performed On" column header.
- 5** "Perform on Result of Grievance Approvals ONLY!" column header.
- 6** "Perform Now?" column header.
- One row with date "01/04/2007", a checkbox, and the text "Rollover Current Values to Previous Values".
- 7** "OK" button.
- 8** "Cancel" button.

- 1. Make sure all appraisal change reports and notices have been run:** This notice is here to remind you to make sure that you have run all appraisal change reports/notices. This is because you will not be able to run those reports on the same data after you run the Annual Rollover.
- 2. Last Performed On:** This column shows the date that each Rollover was last run.
- 3. Perform Now?:** Check the box in this column to have the Rollover next to it take place.
- 4. Last Performed On:** This column shows the date that each Rollover was last run.
- 5. Perform on Result of Grievance Approvals ONLY!:** Check the box in this column to have the Rollover take place only on Parcels that have a Result of Grievance Approval.
- 6. Perform Now?:** Check the box in this row to have the Rollover next to it take place.
- 7. OK:** Click this button to continue with the Annual Rollover. All items checked as "Perform Now" will be run.
- 8. Cancel:** Click "Cancel" to cancel and return to the Main Menu.