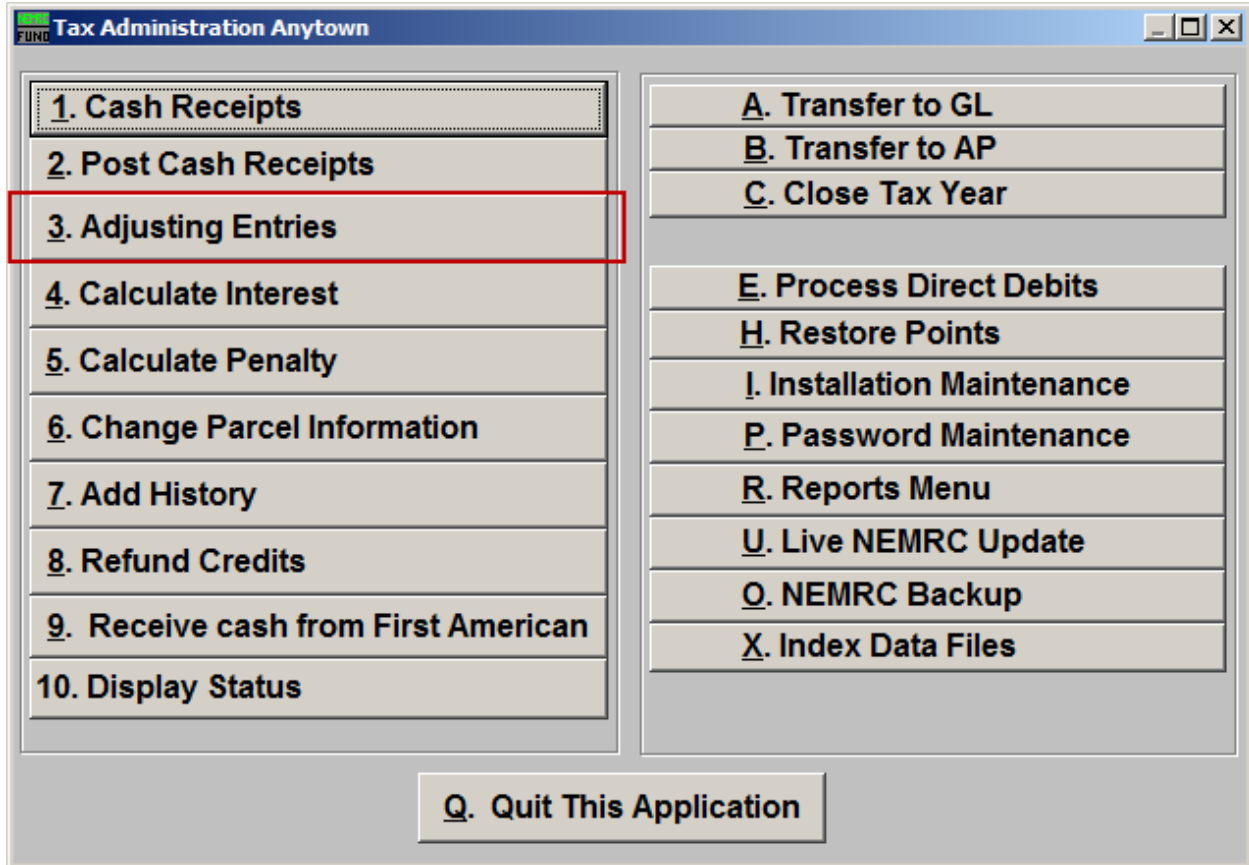


## Tax Administration

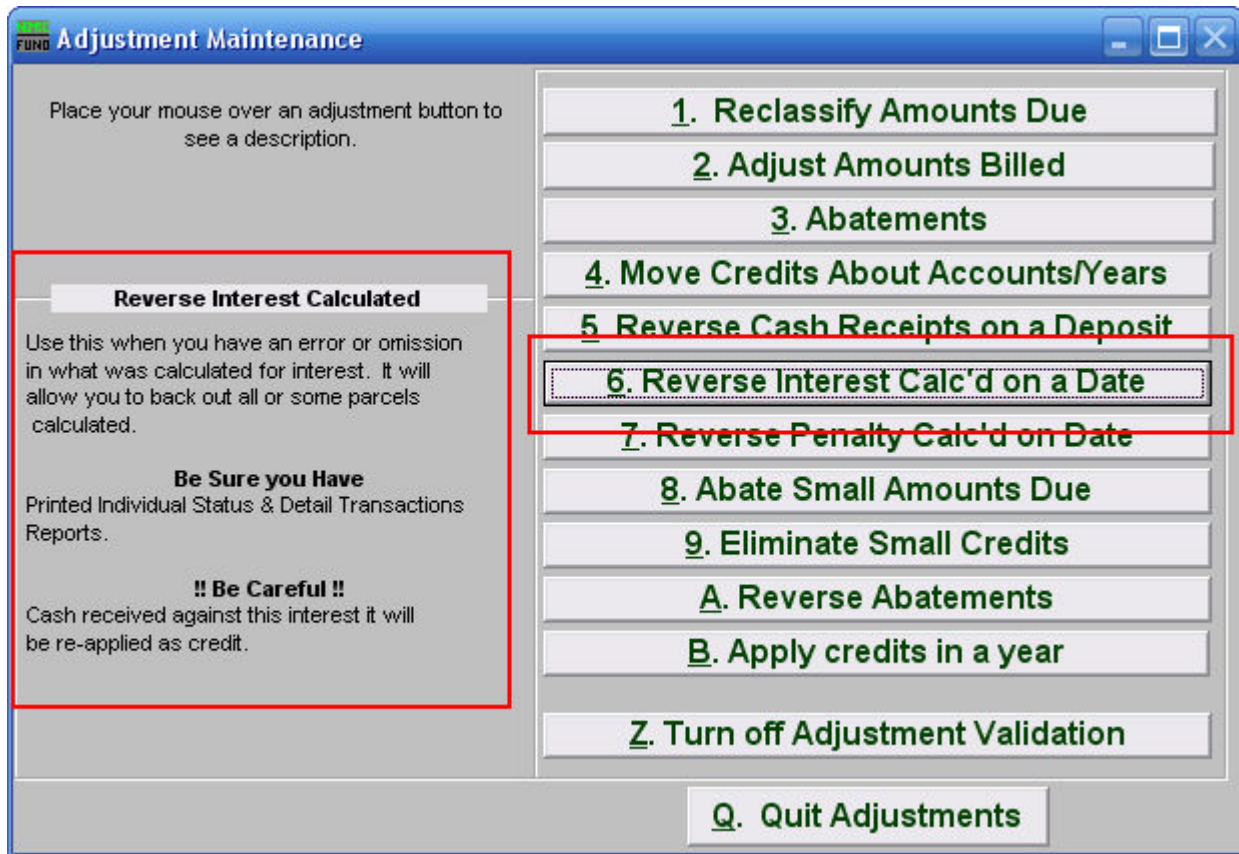
### 3. Adjusting Entries: 6. Reverse Interest Calc'd on a Date

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 “6. Reverse Interest Calc’d on a Date.” Click “6. Reverse Interest Calc’d on a Date” and the following window will appear:

# Tax Administration

- 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 Interest 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 Interest was calculated on.
- 6. Reverse amounts calculated on what payment (Blank for All):** Input the payment for which the Interest 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.