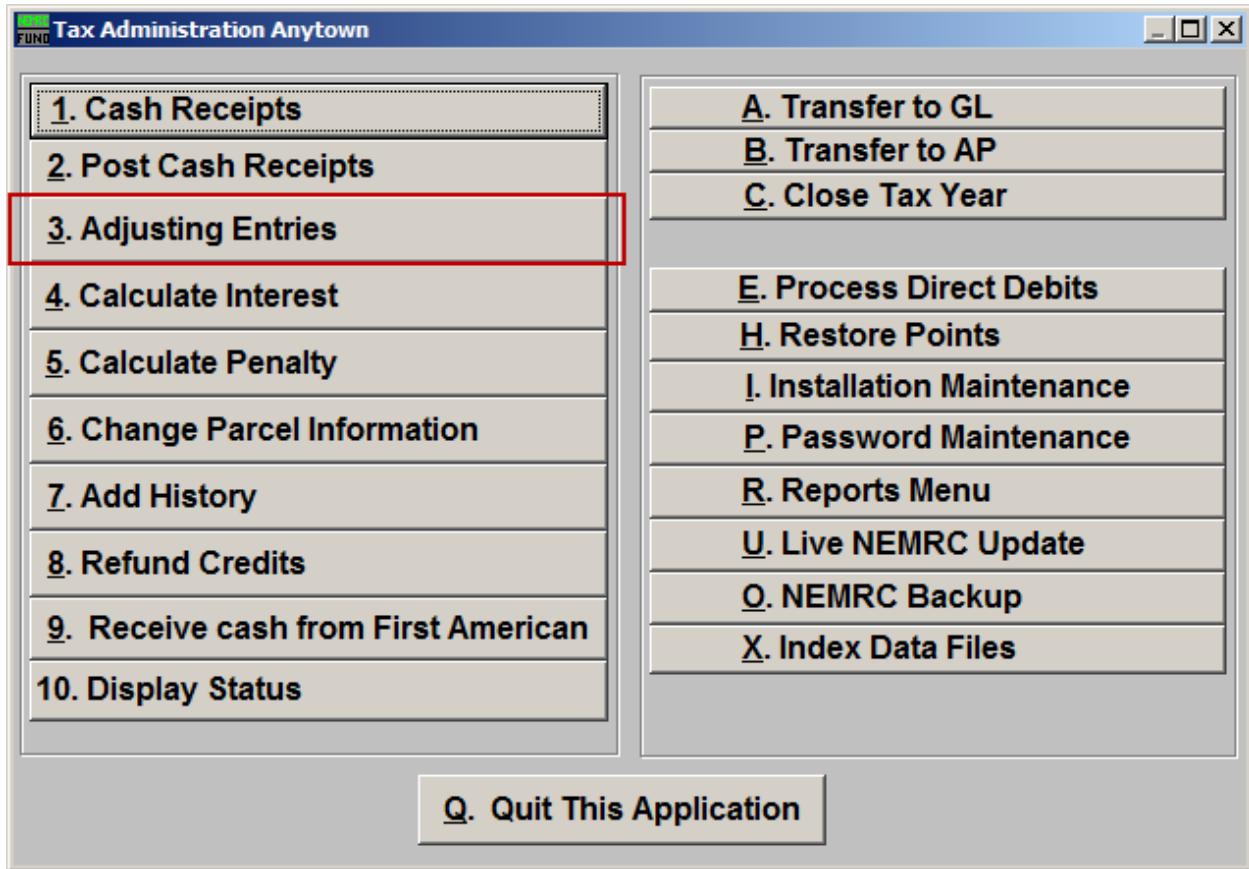


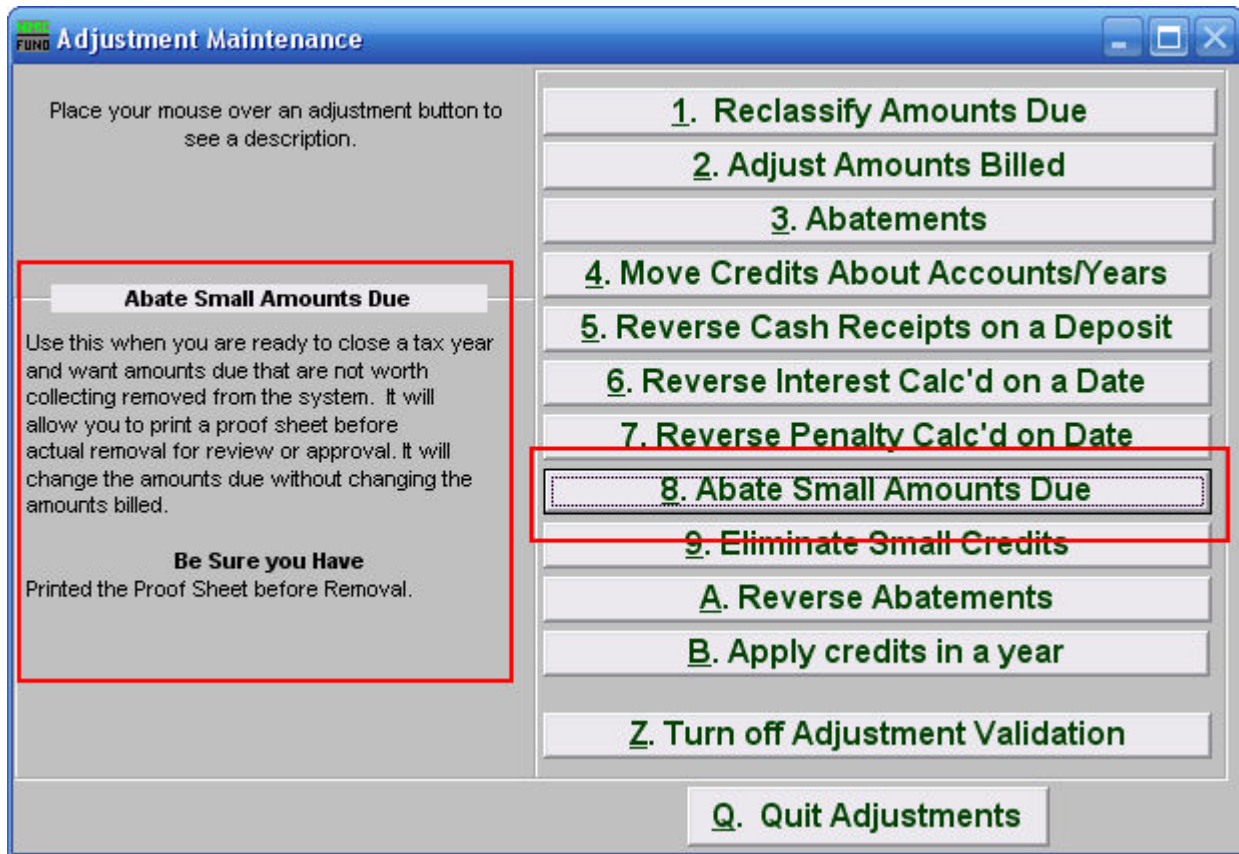
Tax Administration

3. Adjusting Entries: 8. Abate Small Amounts Due



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 “8. Abate Small Amounts Due.” Click “8. Abate Small Amounts Due” and the following window will appear:

Tax Administration

Abate Small Amounts Due

FUND Abate Small Amounts Due

Individual **1**

All Parcels **2**

3 Press F4 to Recall 203020005-

Parcel ID - Find

Name Find

Tax Year **4** Find

Abate Parcels With A Balance Less then or Equal to **5** 0.00

Abate amount due on payment number? (Blank for All) **6**

Reason for adjustment **7**

8 Perform Adjustment **9** Print Proof Sheet **10** Preview Proof Sheet **11** Cancel

- 1. Individual:** Select this to work on a single Parcel.
- 2. All Parcels:** Select this to work on all Parcels.
- 3. Parcel ID or Name:** Enter the Parcel ID to work on or click “Find” to select from a table.
- 4. Tax Year:** Enter the Tax Year to work from or click “Find” to select from a table.
- 5. Abate Parcels With A Balance Less then or Equal to:** Enter an amount for which all customer balances are equal to or less than that you wish to eliminate.
- 6. Abate amount due on payment number:** You can restrict this test to a single payment to consider in a multiple payment tax year.
- 7. Reason for adjustment:** You must enter a reason for adjustment which is usually a policy decision reference.

Tax Administration

- 8. Perform Adjustment:** Click this button to actually post the transactions.
- 9. Print Proof Sheet:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 10. Preview Proof Sheet:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.