7. Add History

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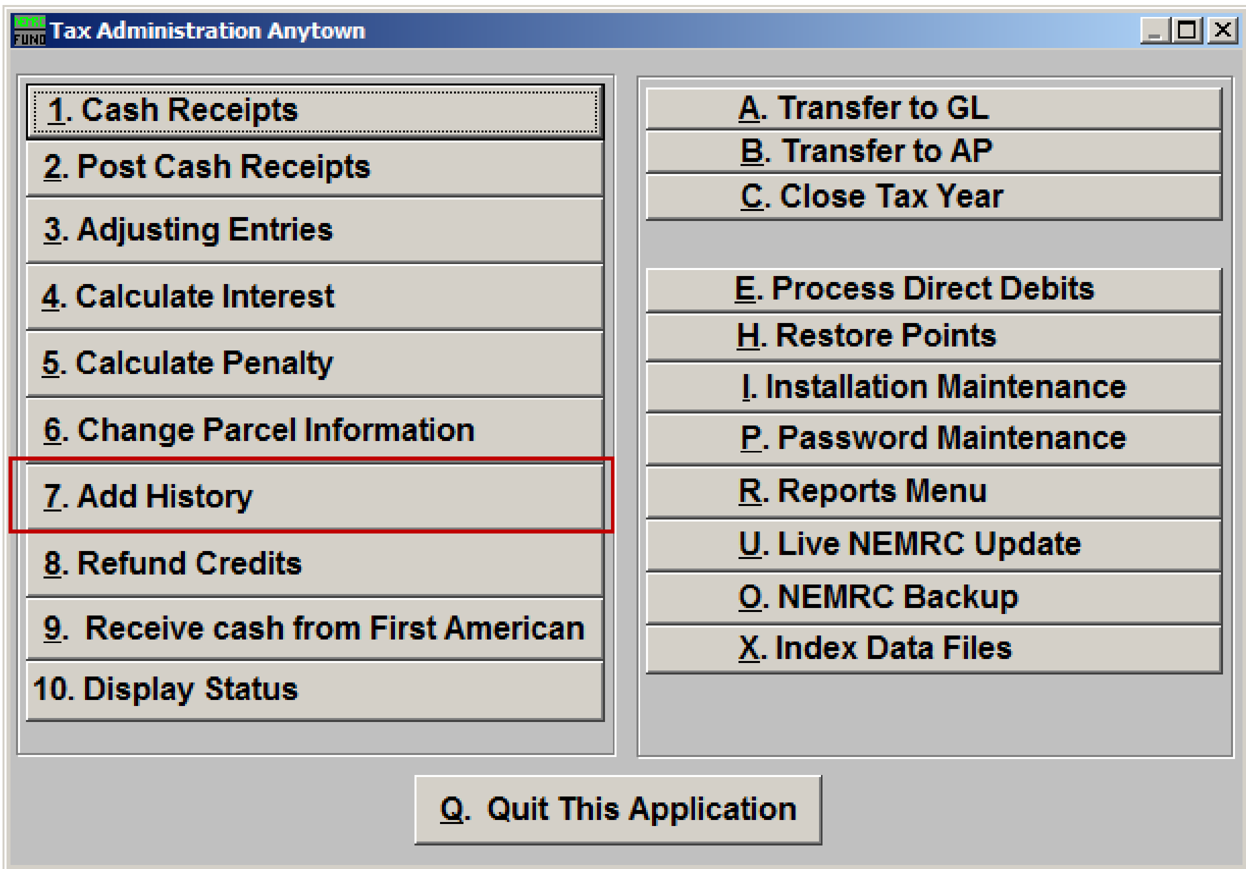
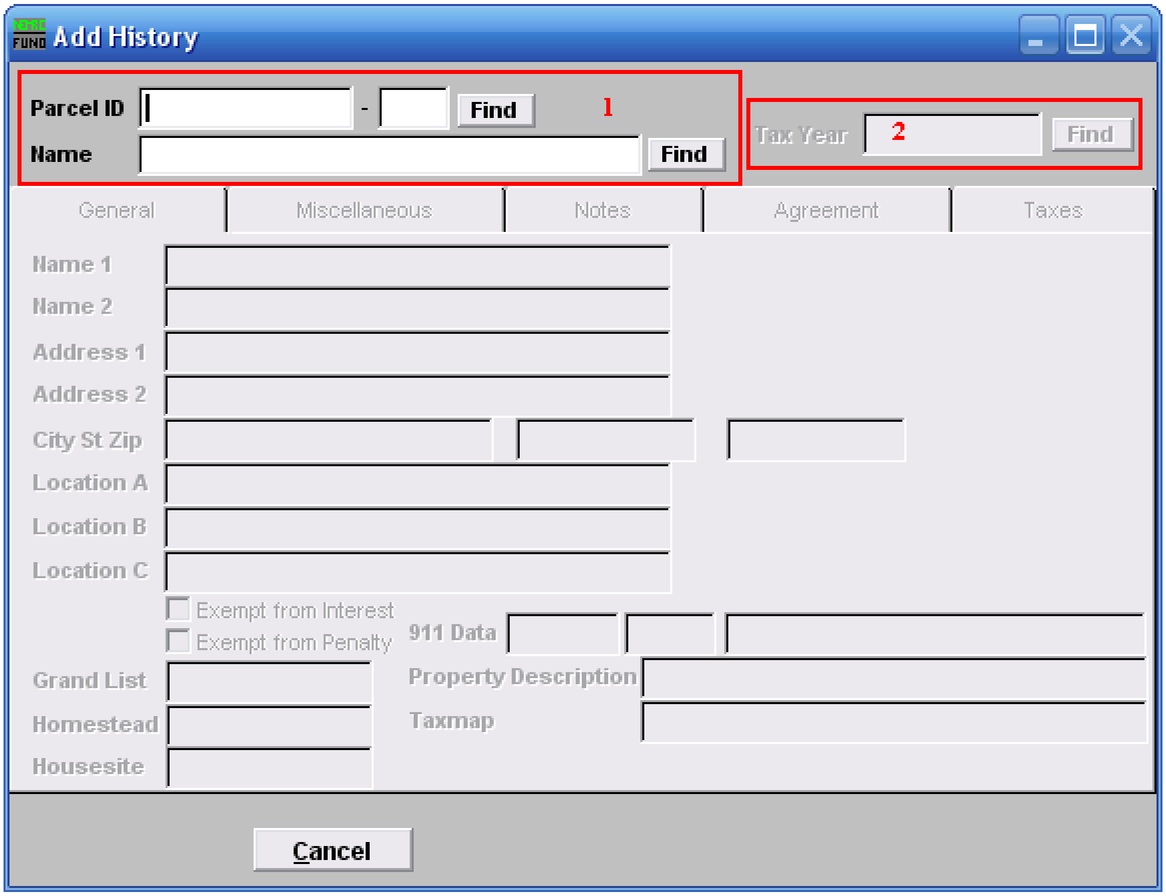


Click on "7. Add History" from the Main Menu and the following window will appear:

Add History

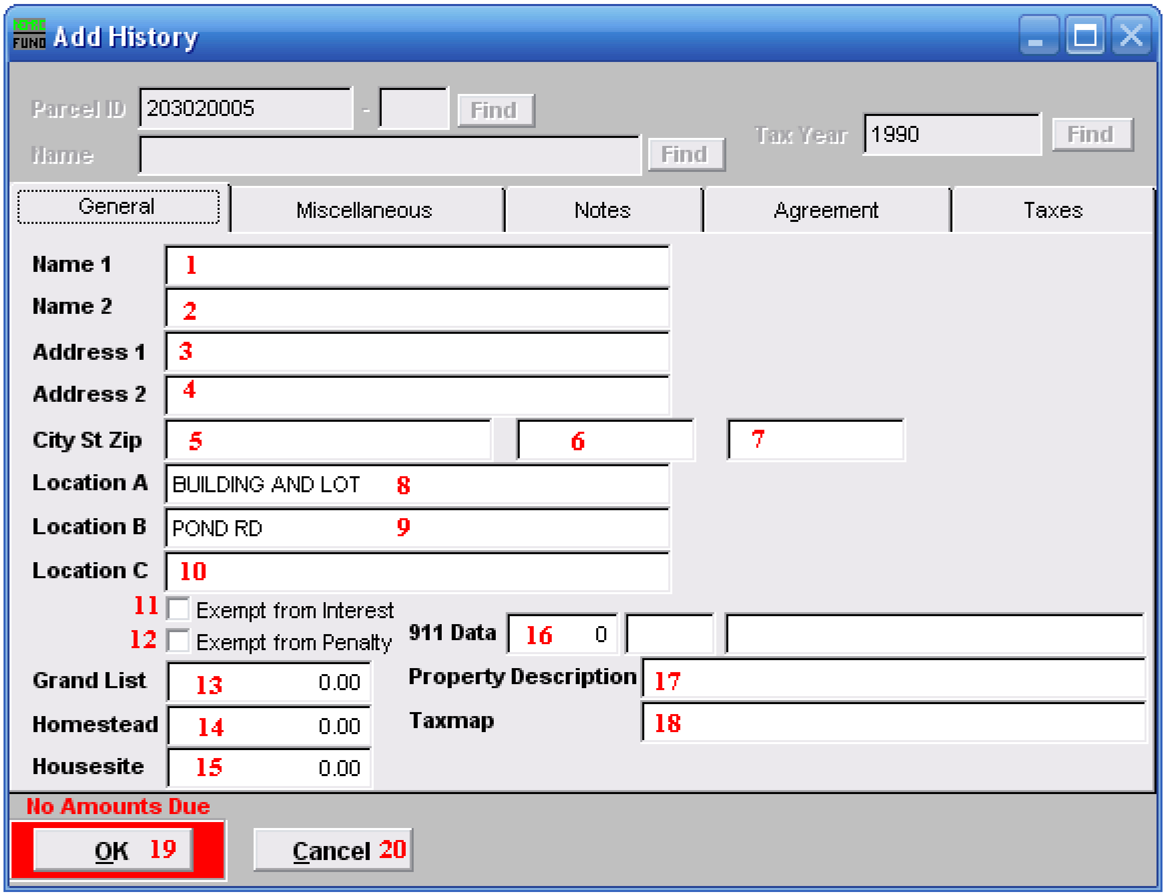


1. Select the Parcel you are seeking. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.

2. After you select a Parcel, you will need to select a Tax Year. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.

The "General" tab

The "General" tab will appear:



1. **Name 1:** This is the first owners name in last name, first name order.
2. **Name 2:** This is the second owners name in last name, first name order.
3. **Address 1:** This is the first line of the mailing address for the owner.
4. **Address 2:** This is the second line of the mailing address for the owner.
5. **City St Zip: City:** This is the city of the mailing address for the owner.
6. **City St Zip: State:** This is the state of the mailing address for the owner.
7. **City St Zip: Zip-Code:** This is the zip code of the mailing address for the owner.
8. **Location A:** This information is usually place in this field by the listers office.
9. **Location B:** This information is usually place in this field by the listers office.

10. **Location C:** This information is usually place in this field by the listers office.

11. **Exempt from Interest:** Check this box to exempt this Parcel from all interest calculations. This is often used when a Parcel goes into bankruptcy.

12. **Exempt from Penalty:** Check this box to exempt this Parcel from all penalty calculations. This is often used when a Parcel goes into bankruptcy.

13. **Grand List:** Enter the grand list value of this property for the Tax Year being added.

14. **Homestead:** Enter the homestead value of this property for the Tax Year.

15. **Housesite:** Enter the housesite value for this property for the Tax Year.

16. **911 Data:** Enter the 911 locatable address for this Parcel.

17. **Property Description:** Enter the Parcel description as defined by the listers.

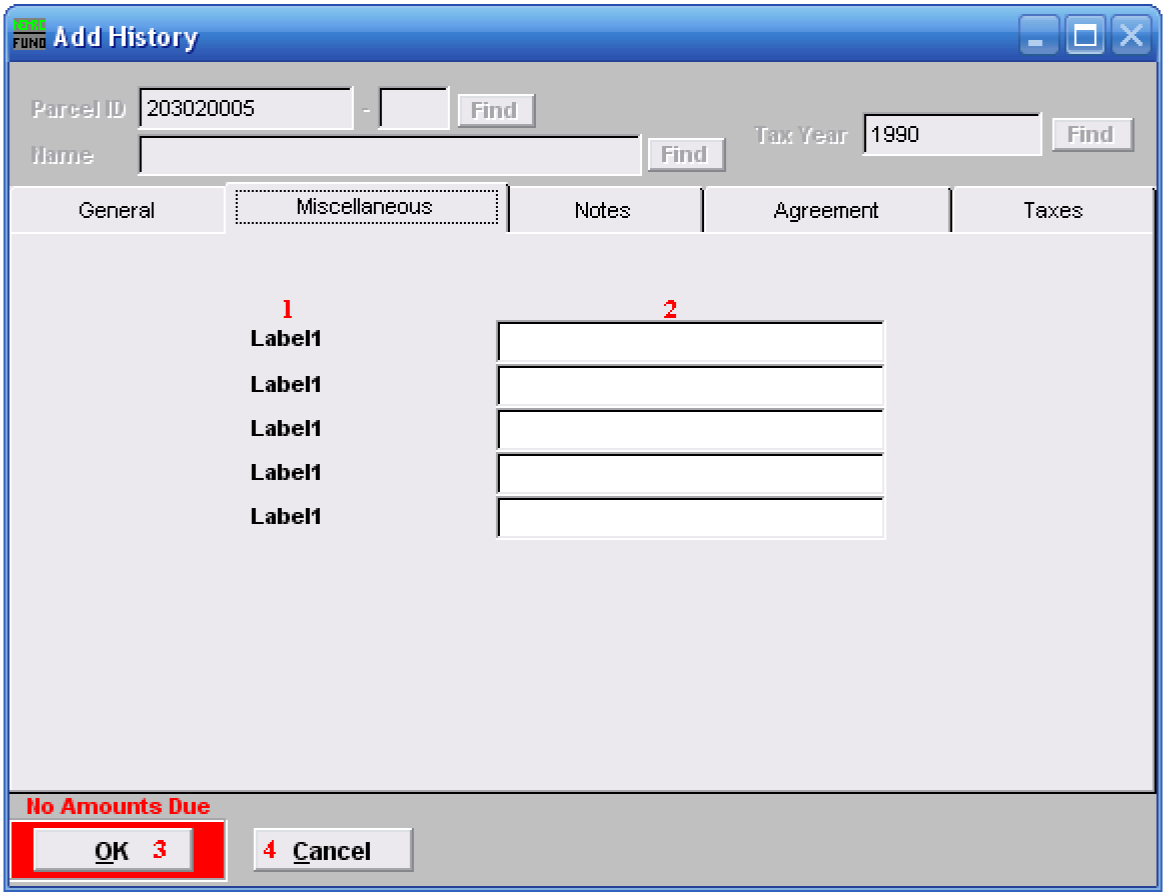
18. **Taxmap:** Enter the tax map number for this Parcel if there is one defined.

19. **OK:** Click this button to save the information entered on all tabs. When this button is highlighted by a red outline, then there aren't any amounts due under the Taxes tab.

20. **Cancel:** Click "Cancel" to return to the Main Menu.

The "Miscellaneous" tab

Click on the "Miscellaneous" tab and the following window will appear:



1. **Label1:** The user defined labels for these fields are set up under Installation Maintenance.

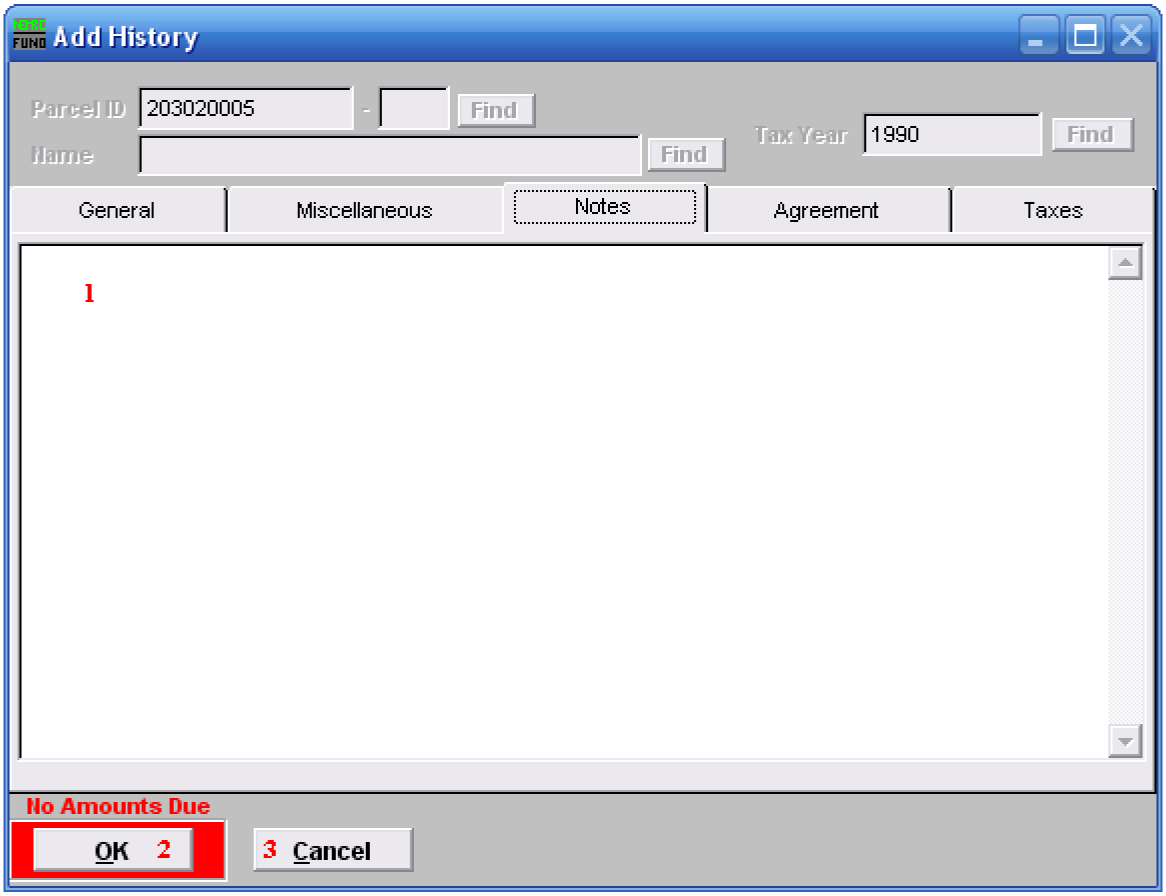
2. Enter the contents as defined by the label.

3. **OK:** Click this button to save the information entered on all tabs. When this button is highlighted by a red outline then there aren't any amounts due under the Taxes tab.

4. **Cancel:** Click "Cancel" to return to the Main Menu.

The "Notes" tab

Click on the "Notes" tab and the following window will appear:



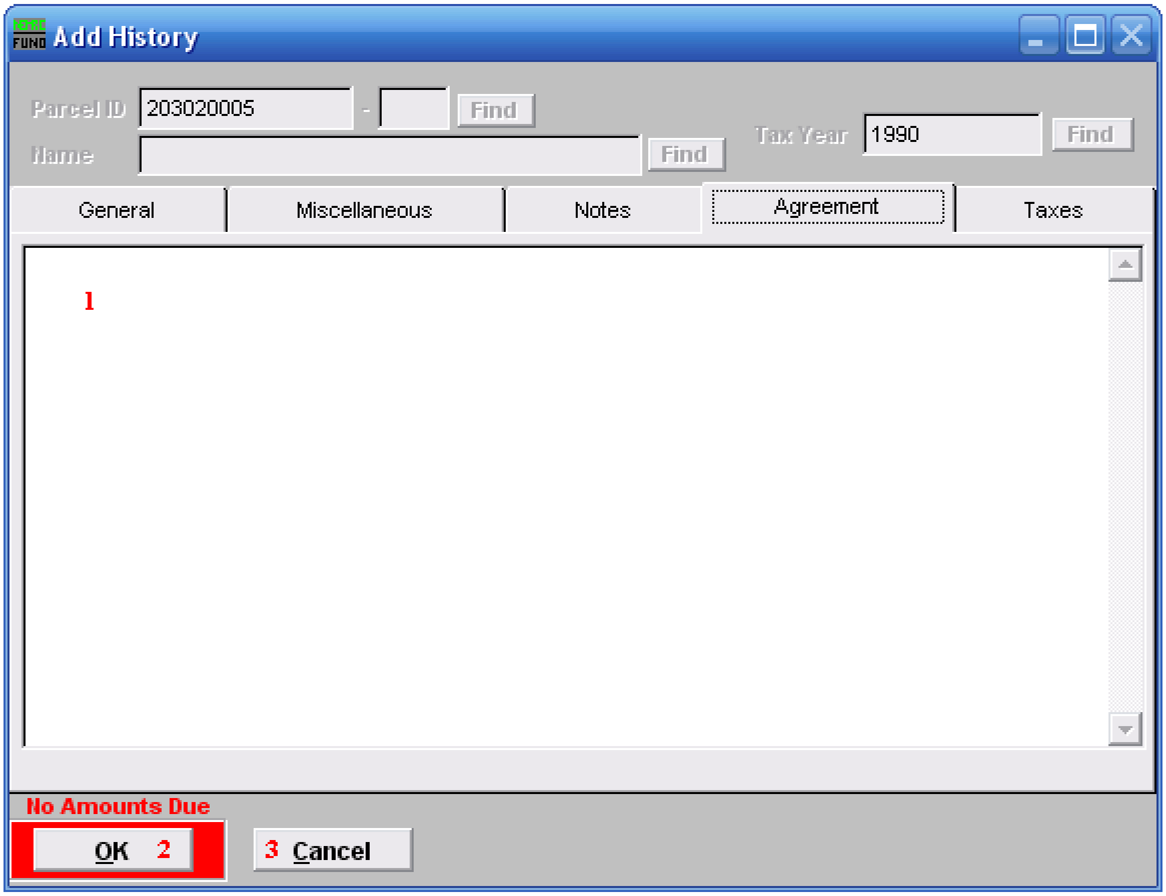
1. This is a user defined field.

2. **OK:** Click this button to save the information entered on all tabs. When this button is highlighted by a red outline then there aren't any amounts due under the Taxes tab.

3. **Cancel:** Click "Cancel" to return to the Main Menu.

The "Agreement" tab

Click on the "Agreement" tab and the following window will appear:



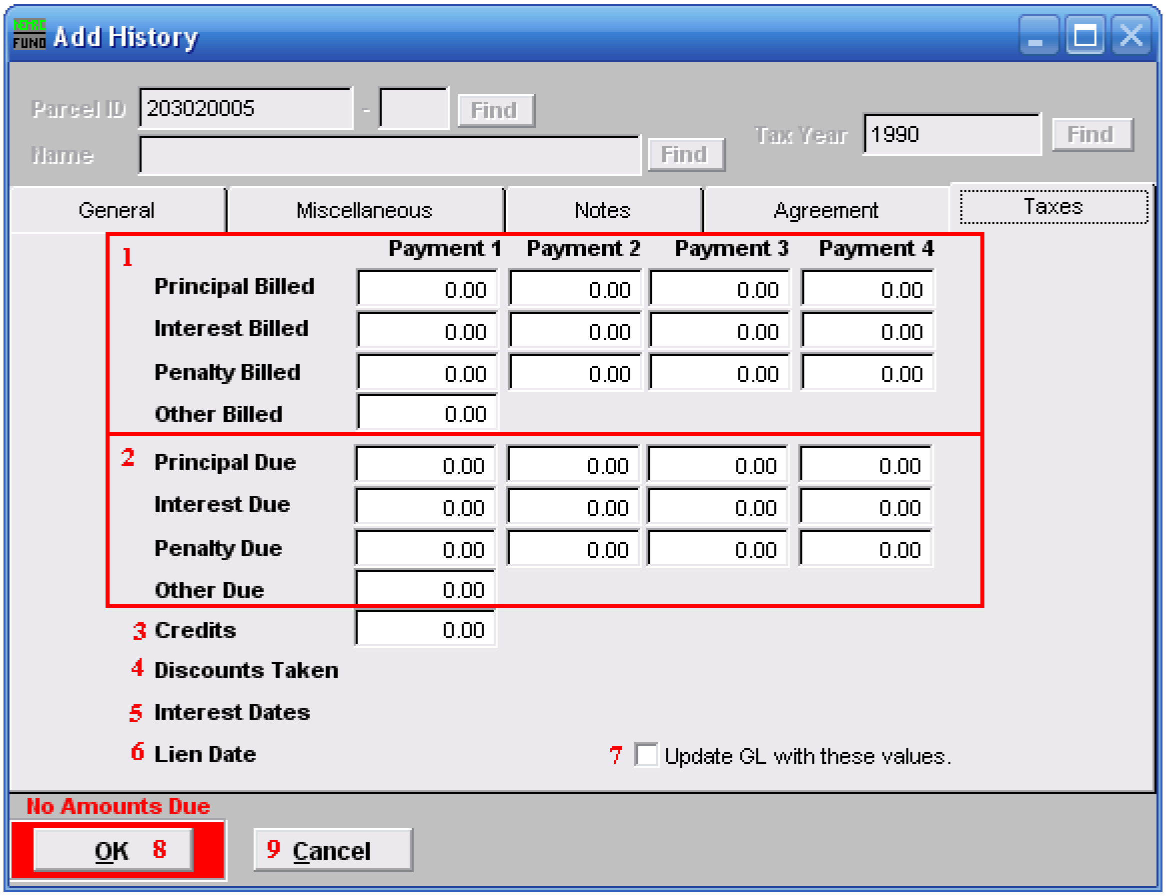
1. This is a user defined field. The contents of the agreement will appear on the "8. Agreement report," found on the Reports Menu. The best practice is to establish a pattern for a monthly review of the Agreements Report for follow up. Note who agreed to what payment schedule on what date.

2. **OK:** Click this button to save the information entered on all tabs. When this button is highlighted by a red outline then there aren't any amounts due under the Taxes tab.

3. **Cancel:** Click "Cancel" to return to the Main Menu.

The "Taxes" tab

Click on the "Taxes" tab and the following window will appear:



1. **Amounts Billed:** Enter the total billing amounts for each type (Principal, Interest, Penalty and Other) by due date.

2. **Amounts Due:** Enter the net amounts due for each type (Principal, Interest, Penalty and Other) by due date

3. **Credits:** Enter the amount of Credit balance to start on this account.

4. **Discounts Taken:** Enter the discount amounts taken if use of discounts have been defined for this Tax Year.

5. **Interest Dates:** Enter the last interest calculation date the values of interest entered. This is only available when daily interest is defined in Installation Maintenance.

6. **Lien Date:** Enter the date of lien if the property has been processed. This option is available in New Hampshire sites.

7. **Update GL with these values:** Check this option to have tax administration post entries to the General Ledger when linked.

8. **OK:** Click this button to save the information entered on all tabs. When this button is highlighted by a red outline then there aren't any amounts due under the Taxes tab.

9. **Cancel:** Click "Cancel" to return to the Main Menu.