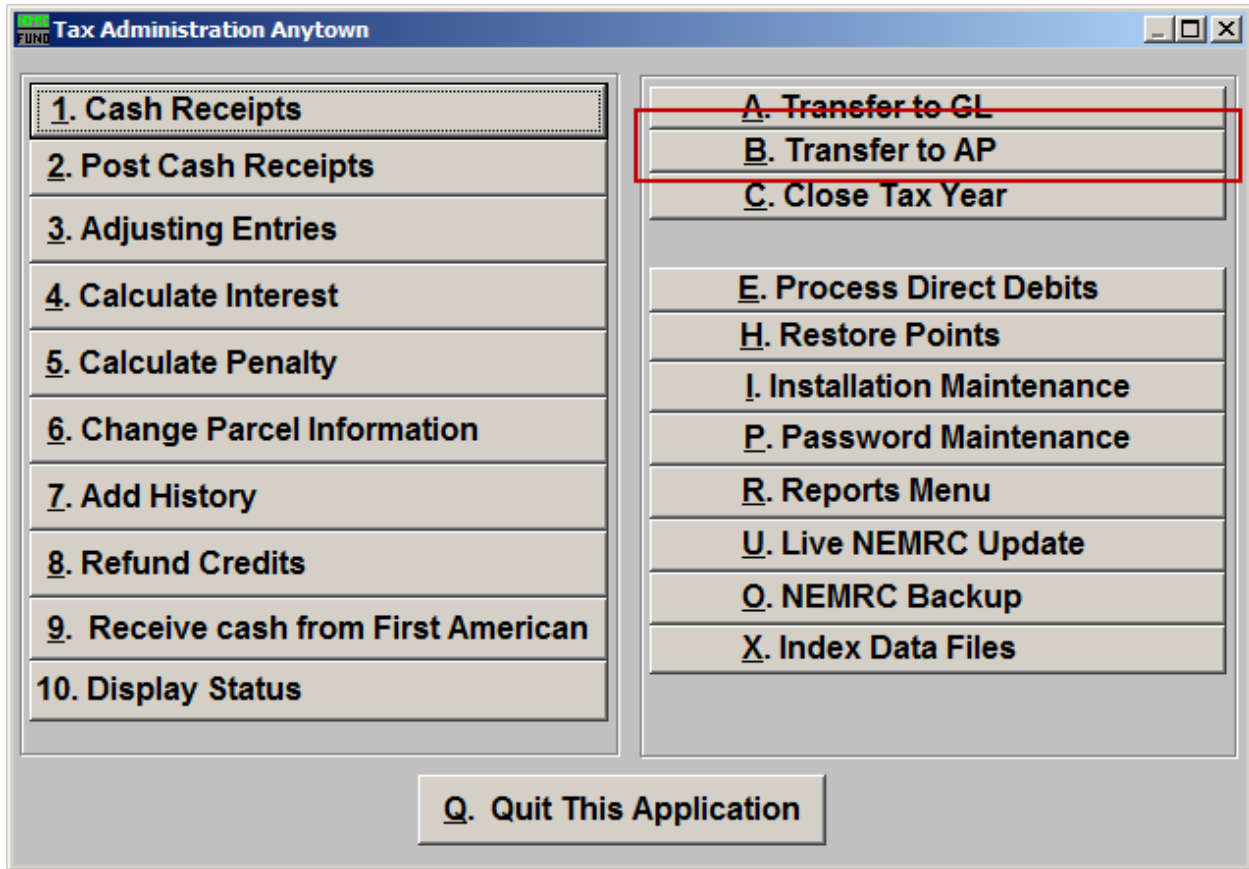


Tax Administration

B. Transfer to AP

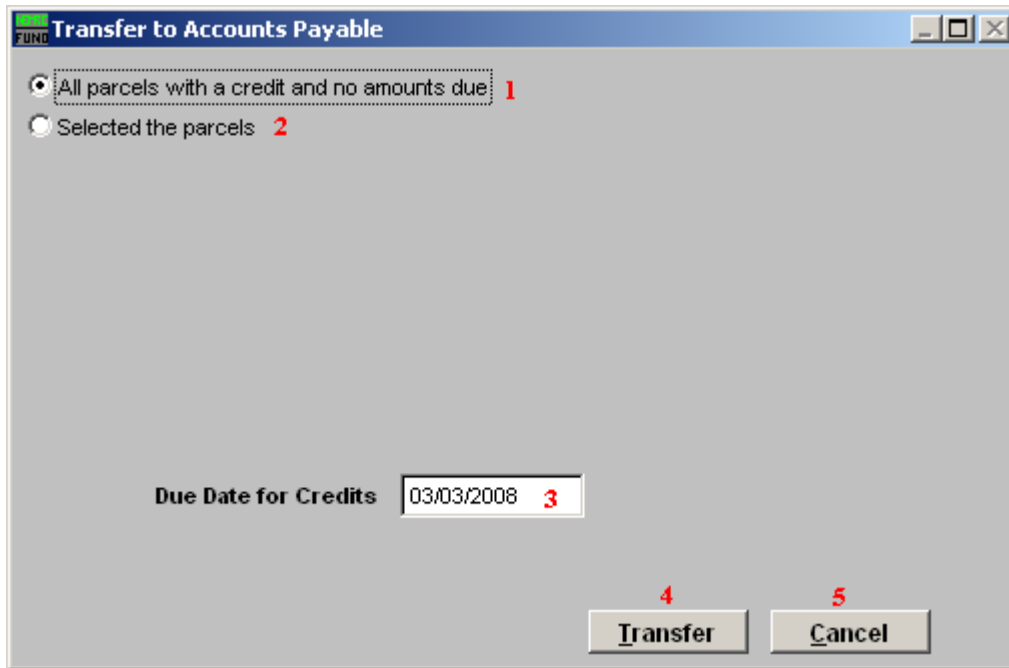


Click on “B. Transfer to AP” from the Main Menu and the following window will appear:

Tax Administration

Transfer to AP

All



The screenshot shows a window titled "Transfer to Accounts Payable" with a "FUND" label in the top-left corner. The window contains two radio button options: "All parcels with a credit and no amounts due" (labeled 1) and "Selected the parcels" (labeled 2). Below these options is a text field labeled "Due Date for Credits" containing the date "03/03/2008" (labeled 3). At the bottom of the window are two buttons: "Transfer" (labeled 4) and "Cancel" (labeled 5).

- 1. All parcels with a credit and no amounts due:** This will select all Parcels for all Tax Years for which there is an available credit and no balance due.
- 2. Selected the parcels:** This option will allow you to select the Parcels to transfer. If you choose this option, refer to the screen below.
- 3. Due Date for Credits:** Enter the due date for the Accounts Payable invoice generated during the transfer.
- 4. Transfer:** Click this button to perform the task to transfer and close these credits out.
- 5. Cancel:** Click "Cancel" to cancel and return to the previous screen.

Tax Administration

Select

All parcels with a credit and no amounts due

Selected the parcels

Parcel	ID	Tax Year	Credits	Amount Due	Transfer
203020008		2006-2007	0.10	0.00	<input type="checkbox"/>
233260042		2005-2006	1.00	0.00	<input type="checkbox"/>
233280010		2006-2007	199.00	0.00	<input type="checkbox"/>
234010082		2005-2006	190.89	0.00	<input type="checkbox"/>

Due Date for Credits: 03/03/2008

- 1. Selector-Transfer:** This option allows selective transfers to Accounts Payable.
- 2. Due Date for Credits:** Enter the due date for the Accounts Payable invoice generated during the transfer.
- 3. Transfer:** Click this button to perform the task to transfer and close out the selected credits.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.