

## DOs AND DON'Ts WHEN SETTING UP WINTER TAXES

When setting up winter taxes, it's important to follow a few guidelines. It's important to set up your winter taxes for the current year in the same database that summer is already set up. Please follow these rules when preparing winter taxes.

### DO

- ✓ Make a backup before starting to set up your Winter season
- ✓ Set up your Winter Taxes in the existing database for the current year
- ✓ In Tax Names and Millage Rates, add charts for Winter for each school district
- ✓ Set up your Winter interest and penalty in Taxes Setup for Winter

### DON'T

- ✓ **DO NOT** start a new database for the Winter season. Summer seasons and Winter seasons exist together in one database
- ✓ **DO NOT** alter any existing Tax Names and Millage Rates that are already set up for Summer
- ✓ **DO NOT** attempt to Import any values from Assessing
  - It is common to import Names and Addresses
  - We have a new BOR export from Assessing that can be imported into Tax
- ✓ **DO NOT** change any existing Interest and Penalty Dates for Summer
- ✓ **DO NOT** change any information that was previously set up for the Summer season
- ✓ **DO NOT** merge Summer delinquent taxes with Winter taxes

### ON-SCREEN MANUAL

Open your **Help** menu and select **View Documentation**, then **Manual**. When clicked, each entry in the Table of Contents will take you directly to the appropriate page. Make use of this while going through the "Do" Checklist above.

