

Changing Tax Clearance Year On Personal Property Assessment Forms

Following October 10th each year, it is customary to change the receipt year that prints on your Personal Property Assessment Forms. For those counties in which the Collector's office uses Apprentice Information Systems software, this will typically involve only a configuration change in Personal Property.

This step must be performed by someone with administrative security to edit Global Variables in the Personal Property Apprentice. From the Personal Property main menu, select *File* then *Global Variables*.

Select the *System* tab. You should see the following window:

The screenshot shows the 'Global Variables' dialog box with the 'System' tab selected. The dialog contains several fields and checkboxes:

- Taxpayer Lookup?
- Taxpayer Path: H:\STF\COLLECT\DATA
- CAMA Path: H:\ADSDATA\CAMA
- Receipt Path: P:\PERS\DATA
- Receipt Year: 2004
- Round total values to the nearest \$5?
- Set Business Forms to print duplex?
- Custom Field 1: Bella Vista (Checkbox)
- Number of copies: 1

A red warning message at the bottom reads: "WARNING - Changing these settings can cause your system to not function properly." At the bottom of the dialog are 'Save' and 'Cancel' buttons.

In the *Receipt Year* field, enter the tax year to check for taxes paid.

When you are finished, click the *Save* button. Your change will be saved and the window will close.

The next step would be to test the change. Print an Assessment Form for someone that you know has paid their current year taxes. If the Assessment Form shows the receipt for the current year, then the changes were successful. If the form does not show the correct receipt, contact Apprentice Information Systems for assistance.