

ROLL BACK INSTRUCTIONS

- DETERMINE THE DIFFERENCE BETWEEN : " USE VALUE AND MARKET VALUE" (SUBTRACT THE TWO)
- LOG INTO THE BRIGHT SYSTEM.
- GO 2 REAL ESTATE
- GO 1 RE MASTER
- ENTER THE ACCT#
- ENTER 2 TO CHANGE
- ENTER F9 FOR ROLL BACK.
- IN THE LAND USE APPLICATION FIELD, ENTER THE TAX YEAR AND ACCT # (EX - 17-8004)
- ENTER INTEREST DATE - THIS IS THE DATE OF TRANSFER OR DATE THE USE CHANGED.
- ENTER THE TAX YEAR
- ENTER THE DEFERRED AMOUNT (THE DEFERRED AMOUNT IS THE DIFFERENCE BETWEEN USE VALUE AND MARKET VALUE.
- ONCE ALL FIELDS ARE ENTERED, PRESS ENTER TO SEE CALCULATIONS.
- RUN AN EDIT REPORT BY ENTERING A " Y " IN THE PRINT EDIT FIELD.
- MAKE SURE ONCE YOU GO INTO THE RE MASTER TO SELECT PG AS PRINTER.
- ONCE THE EDIT IS CORRECT, FROM THE MAIN MENU GO TO:
2. REAL ESTATE - 16 PRT/POST ROLL BACK.
ENTER 001 FOR CO NUMBER, ENTER PG FOR PRINTER, NUMBER OF COPIES 2, HOLD FILE=Y, SAVE PRINT FILE = Y
ACCT PERIOD TO POST = (YYYYMM) EX. 201711
DEPT TYPE = RB
DEPT YEAR = CURRENT WORKING YEAR.
LEAVE SUPPLEMENT FIELD BLANK.
PRINT RB TAX STATEMENTS = Y
POST RB TAXES TO TREASURER = Y
MESSAGE TEXT = A SHORT SUMMARY OF BILLING = EX "ROLL BACK ON ACCT# 8004 2017"