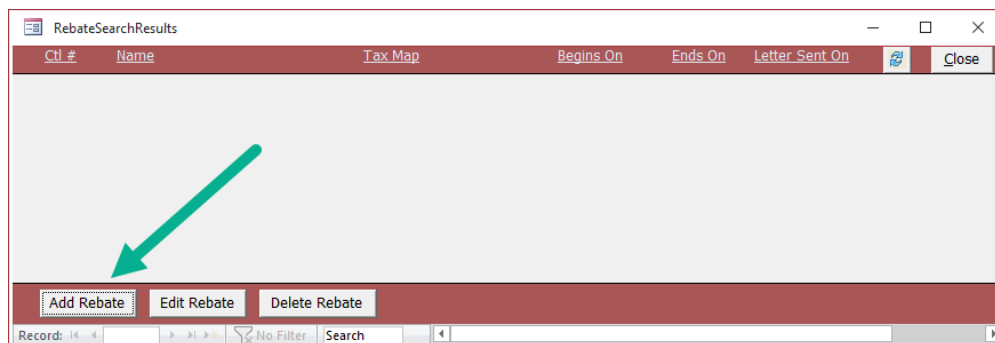


Adding a Rebate

Opening "Add Rebate" Form

To add a rebate, you must first open the "Add Rebate" form.

1. Navigate to the bottom-left corner of the "Rebate Search Results" lookup form.
2. Click on the grey "Add Rebate" button.



3. The following form should appear:

Add Rebate

Control #:

Start Date:

End Date:

	Original		Corrected		Reduction
Land	-		=		
Improv	-		=		
TOTAL	-		\$0	=	\$0

Reason for Rebate:

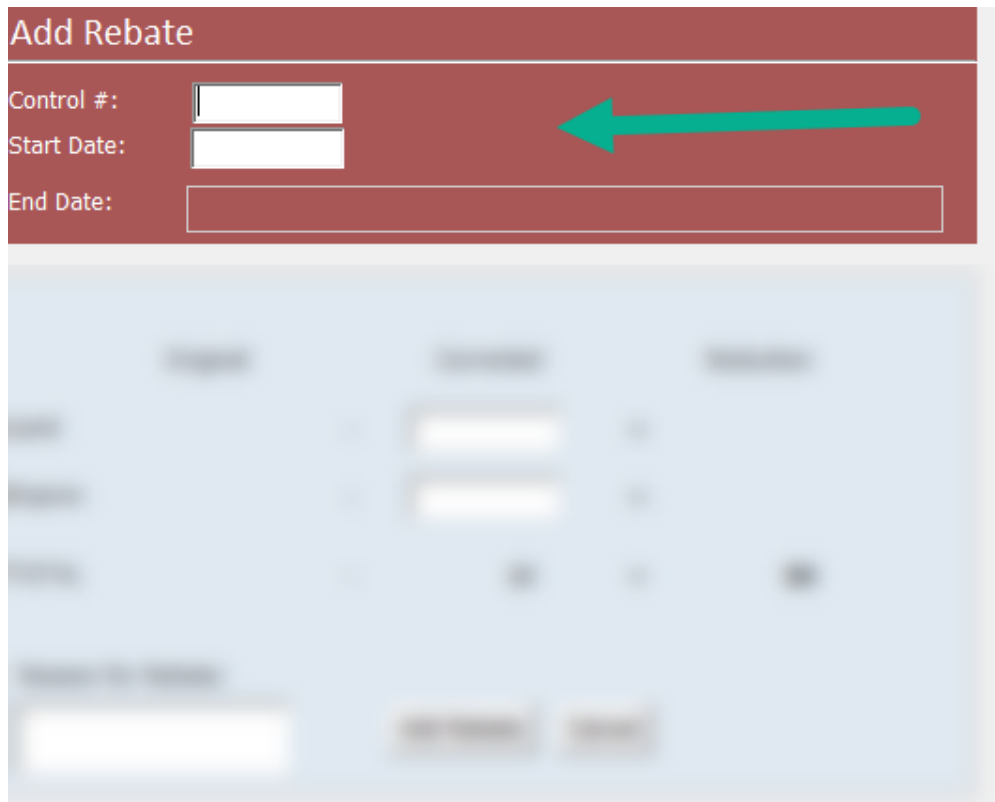
Add Rebate

Cancel

A Look at the "Add Rebate" Form

Let's take a look at the "Add Rebate" form and all of its fields.

The Red Section:



Add Rebate

Control #:

Start Date:

End Date:

The "red section" or top section of the form contains the following:

- A field to input the property owner's control number
- The start date (effective date) of the rebate
- An uneditable end date that is calculated based on the next assessment, next tax period, or if the parcel has been eliminated/merged.

The Blue Section:

	Original		Corrected		Reduction
Land	-		=		
Improv	-		=		
TOTAL	-		\$0	=	\$0

Reason for Rebate:

The "blue section" or lower section of the form contains the following:

- A matrix that stores the Original, Corrected, and Reduction amounts of the assessment that a rebate is being created on.
- Within the matrix, two corrected value fields: one for corrected land value and one for corrected improvement value.
- A field to input the reason for the rebate.
- An "Add Rebate" button (cannot add the rebate until all fields on the form are filled).
- A "Cancel" button (closes the form). =====Entering Owner Information=====

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