

# Editing a Rebate

## Opening "Edit Rebate" Form

The three ways to open the "Edit Rebate" form.

### By "Add Rebate"

The first way to open the "Edit Rebate" form is by clicking the grey "Add Rebate" button on the "Add Rebate" Form after filling in the relevant fields with good data.

### By "Rebate Search Results"

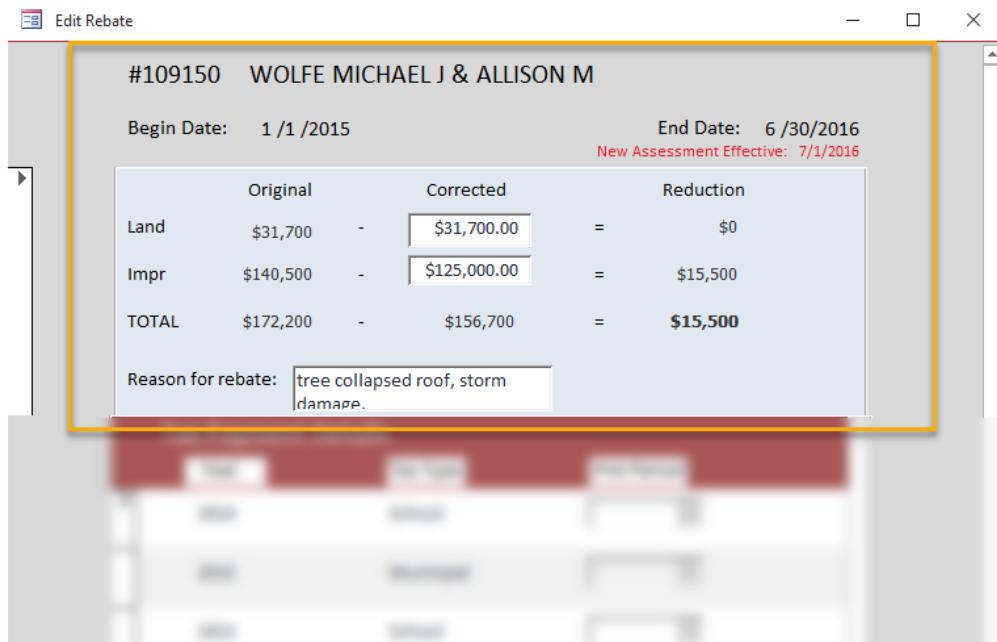
An alternative way to open the "Edit Rebate" form is by clicking the "Edit Rebate" button on the "Rebate Search Results" form while the existing rebate is selected.

### By Double-Click

Or, another alternative, convenient way to open the "Edit Rebate" form is by simply double-clicking on the rebate you wish you edit on the "Rebate Search Results" form.

## A Look at the "Edit Rebate" Form

### The Top Section:



The screenshot shows a software window titled "Edit Rebate". At the top, it displays the rebate's owner information: control number #109150 and full name WOLFE MICHAEL J & ALLISON M. Below this, the "Begin Date" is listed as 1/1/2015 and the "End Date" is 6/30/2016. A note in red text states "New Assessment Effective: 7/1/2016". A blue matrix table follows, showing the original, corrected, and reduced values for Land and Improvements, along with a total reduction of \$15,500. At the bottom, a text box contains the reason for the rebate: "tree collapsed roof, storm damage." The entire top section is highlighted with a yellow box.

	Original	Corrected	Reduction
Land	\$31,700	\$31,700.00	\$0
Impr	\$140,500	\$125,000.00	\$15,500
<b>TOTAL</b>	<b>\$172,200</b>	<b>\$156,700</b>	<b>\$15,500</b>

Reason for rebate: tree collapsed roof, storm damage.

The top section of the form contains the following:

- The rebate's owner's control number and full name
- The rebate's start date (Begin Date) and end date
- The reason for the rebate's end date (the red text)
- The "blue matrix" from the "Add Rebate" form that holds the original, corrected, and reduced values along with the reason for the rebate.

### The Bottom Section:

A screenshot of a software application window titled "Editing a Rebate". The main area contains a subform titled "Tax Payment Details" with a yellow border. The subform has three columns: "Year", "Tax Type", and "Pmt Period". The data in the subform is as follows:

Year	Tax Type	Pmt Period
2014	School	dropdown
2015	Municipal	dropdown
2015	School	dropdown
2016	Municipal	dropdown
2016	School	dropdown

Below the subform are two buttons: "Rebate Worksheet" and "Rebate Letter". At the bottom of the main window are standard navigation buttons: "Record: 14", "1 of 5", "Search", and "Filtered".

The bottom section of the form contains the following:

- The subform, "Tax Payment Details," that creates records for each tax bill based on the span of the rebate.
- The "Rebate Worksheet" button that generates a report detailing how the rebate amount is calculated.
- The "Rebate Letter" button that generates three letters for each taxing district and details the rebate amount owed to the specified property owner.

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