

Change a Bill

1. From the main menu, click on [Change Bills].
2. In the top left corner, enter a **new** bill number. This must be a bill number that currently does not exist, for the changed bill will now be recorded as this new number.
3. Find the area(s) that need to be modified and make changes.
4. Be sure to include Notes about the change under "TCChange" and "Notes about Change."
5. Click on [Changes] near the bottom left to view the changes to the bill.

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