

Move the Current Tax File to Prior Year

1. Run the program that copies the Current Tax File to the Prior Year File

This program locks the system. Run it at a convenient time, such as before the office opens in the morning or after business hours.

- a. Sign in to **Systems Management**.
 - b. Select **Special Processing > Move Current Tax File To Prior Year**.
 - c. Select **Yes** from the **Move Current File to Last Year File?** drop-down menu.
 - d. Enter the **two-digit year** that you want to copy in the **What Year to Copy?** field. For example, enter **20** or enter **ALL**.
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Note: If you enter a two-digit year, only tax notices for the year you enter will be copied to the Prior Year File. If you enter **ALL**, all records in the Current Tax File will be copied, regardless of year (including advanced mobile homes).

- e. Select **OK**. Wait while the program runs. When the program is finished, the number of records copied to the Prior Year File displays.

2. Clear Key Files

Important: We highly recommend that you wait until after business hours to begin this procedure.

Key files store the contents of scans, such as the Name Scan, which lists notices by name. After loading the new tax file, you must clear and rebuild the key files, so that you can use scans to look up notices from the new tax file. The rebuild may take a while to complete; PUBLIQ advises waiting until 5 PM to start the rebuild.

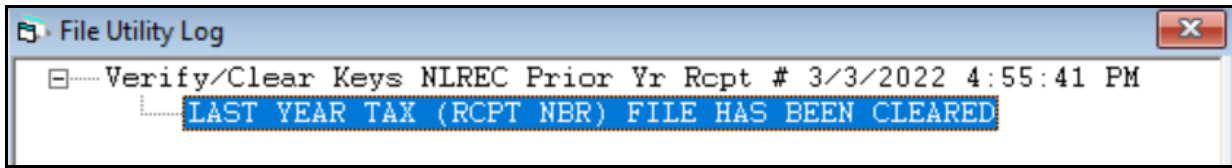
- a. Sign in to **Systems Management**.
- b. Enter your initials and password.
- c. Select **Special Processing > Clear Tax Key Files Only**.

d. Clear the following keys:

- **NLREC Prior Yr Receipt #**
- **NLNAM Prior Yr Alpha Name**
- **NLMAP Prior Yr Map #**
- **NLSCTX Prior Yr Tax Comm #**

You must clear each key separately.

1. Select the **Clear** button.
2. Check the box to the right of the key you want to clear.
3. Select **Start** to begin. Once the key is cleared, the File Utility Log window displays:



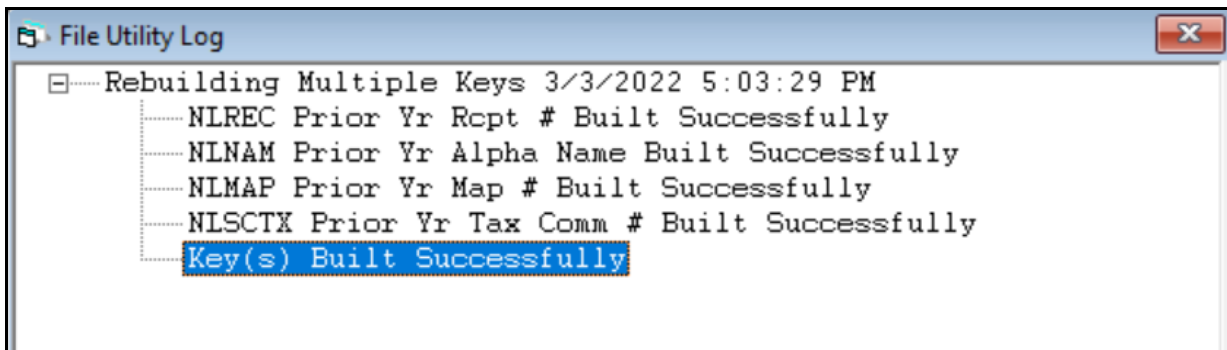
4. Close the window.

You will be returned to the File Maintenance screen and can clear the next key file. You **MUST** select **Clear** each time before you select a key file name.

- e. After clearing all keys listed above, close the File Maintenance screen.

3. Rebuild Key Files

- a. Select **Special Processing > Rebuild Tax Key Files Only**.
- b. On this window, you may rebuild more than one key at a time. All keys listed above must be rebuilt.
 1. Check the boxes to the right of the names of the keys to rebuild.
 2. Select **Start**. The File Utility Log window displays, listing all the rebuilt keys.



3. Close the window, then close the File Maintenance screen.