

## **Posting and Balancing Taxes (Treasurers)**

This hands-on class works through turning over collections at month-end. The focus will be on using UAD programs and reports. Topics include:

- Balancing payments
- Reversals
- Cancellations
- Errors
- Research to resolve balancing issues

Depending on time and the interest of the students, additional topics may be covered.

Instructors:	STC staff
Dates:	Monday, January 11
Location:	Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex (Tax Commission office).
Hours:	7