

# Creating New Year Tax Database Tax.NET

## File

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Enter New database name: ~ Next

**Create Database for new Tax Year**

**Step 2 of 3: Copy Information from the previous year database**  
Using the table below, select which database specific information you would like to copy from the previous year database to the new database

Select database specific information to copy...

<input type="checkbox"/>	Information to Copy	Description
<input checked="" type="checkbox"/>	Application Settings	Receipt Options & Program Preference Settings
<input checked="" type="checkbox"/>	Banks	Bank information related to ACH
<input checked="" type="checkbox"/>	Cashier List	All Cashiers setup within the program
<input checked="" type="checkbox"/>	DDA Information	List of DDA Districts and detailed DDA Information - Factors and Exclusions
<input checked="" type="checkbox"/>	Mortgage Companies	Mortgage Company Names & Codes from Program Setup
<input type="checkbox"/>	Property Classes	Property Class Information (NOT recommended. Normally populated via Assessing import)
<input type="checkbox"/>	Schools	School District Names and Codes (NOT recommended. Normally populated via Assessing import)
<input type="checkbox"/>	Specials	Special Assessment Codes, Headings, and GL #'s from Program Setup
<input checked="" type="checkbox"/>	Tax Names and Millage Rates	Tax Name & Millage Rate Table Information and GL #'s
<input checked="" type="checkbox"/>	Unit School Transfers	Unit School Transfer information
<input checked="" type="checkbox"/>	Units	Unit Code Information, GL #'s, and Tax Bill/Receipt Messages (REQUIRED)
<input checked="" type="checkbox"/>	User Database Settings	User Settings (REQUIRED)

< Select Recommended > < Select None >

Update TaxHistory information for current database? (Do not select if you update history real time)

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Above is an example for creating a Local Unit Database. I would suggest to NOT copy the 'Specials' unless your unit assesses the EXACT same specials year after year. Remember copying the 'Specials' info will bring over prior year Drain Assessment Codes that WILL NOT be utilized again (and would need to be deleted).