

Assign Deferment Status to Parcels (Pervasive)

Questions? Call us at (855) 272-7638 and ask for the appropriate support department. [Questions for our I.T. department](#) may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

Taxpayers who qualify for deferment will not have interest/penalty charged on delinquent amounts unless you choose to apply those charges to deferred parcels (Taxes Setup⇒Interest & Penalty Setup; review the program manual). You can mark a single parcel or several at once through a Quick Entry utility or a Tool on the Parcel Summary List.

Before beginning the steps in this help doc, make a backup of your database (see the help doc entitled “Back Up Your Current Database”).

Defer One Parcel

1. Click **Parcel Info** on the Navigation Tree.
2. Locate the parcel you want to mark as Deferred.
3. Click the **Sum Deferment** field (if you are in Winter season, this field says **Win Deferment**; likewise Village) to turn it on -

The screenshot shows the 'Parcel Info' window in the Pervasive software. The window title is 'TAX SYSTEM USER: TAX DATABASE: EXAMPLES INDEX: PARCEL #'. The main area displays parcel details for '03-02-002-002', including owner 'DOE, JOHN & PEGGY', address '2994 NW LOGAN STREET', and tax status 'TAXABLE'. The 'Sum Deferment' checkbox is checked, indicating the parcel is marked as deferred. Other fields include 'Sum Specials' (20.00), 'Sum Tax' (645.02), and 'Sum Total' (645.02). The 'Sum Receipts' field is 0.00, and 'Left to Pay' is 645.02. The 'Sum Deferment' field is checked, and the status is 'Deferred Parcel'.

Defer Multiple Parcels - Quick Entry

1. Open the **Utilities** menu and select **Quick Entry Utilities**.
2. Select **Current Season Deferrals**.
3. When prompted, enter a **parcel number**, click the **Ok** button, and answer **Yes** when asked to mark the parcel.
4. Repeat Step 3 until all appropriate parcels are marked. When prompted again, click the **Cancel** button and answer **No** when asked to do another.

Defer Multiple Parcels - Set Fields

1. Click **Parcel Summary List** on the Tree and index by Parcel #.
2. Set a Block around those parcels.
3. Click the **Tools** button and select **Set Specific Parcel File Fields**.
4. Select the population.
5. Double-click **Deferment Flag Options**.
6. Select from **Set Summer On; Set Winter On; or Copy Summer Flag to Winter**.

Unmark All Deferred Parcels

1. Click **Parcel Summary List** on the Navigation Tree.
2. Click the **Tools** button and select **Set Specific Parcel File Fields**.
3. When prompted to select the population, select **All Records**.
4. From the list of "set field" utilities, select **Unmark All Deferments** and answer **Yes** to the verification prompts that appear.