

Grandjean & Braverman, Inc.

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Accounts Payable

Main Menu

- [Affirmative Action Notices](#)
- [Electronic Filing of 1099s](#)
- [Void \(and unvoid\) Check](#)
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GL Functions for Excel



Function List

- [AvgBal](#)
- [Balance](#)
- [Budget](#)
- [CallRptDescription](#)
- [CallRptValue](#)
- [Description](#)
- [FedRptAvgBal](#)
- [FedRptBalance](#)
- [FedRptBudget](#)
- [FedRptDescription](#)
- [LineAverage](#)
- [LineAverageRound](#)
- [LineBalance](#)
- [LineBudget](#)
- [LineBudgetRound](#)
- [LineColumn](#)
- [LineDescription](#)
- [LineRound](#)
- [Version](#)

Parameters

- [AcctNum](#)
- [AvgBalDate](#)
- [BalanceDate](#)
- [BudgetDate](#)
- [ColDate](#)
- [ColName](#)
- [Concept](#)
- [Company](#)
- [LineCode](#)
- [PosNeg](#)
- [RptDate](#)
- [StartDate](#)
- [UserRpt](#)

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Loan Management

- Loan Form
 - Accruals Tab
 - Loan Detail Tab
- Reports
 - Call Rpt-Fiserv Loans
- Investment Types
- Loan Types
- Participants/Investors
- Sale Status
- Interest Accrual Calculation
- Import Prices
- Forecast Adjustments
- Import Adjustable MBS Rates
- Investment Types
- Post Pricing Adjustments
- Transfer Mortgage to REO

Main Menu

Main Menu

Loan Management

Loan Table	Reports
Loan Type Table	Utilities
Participants/Investors	
Input Receipts	Import Amortization
Input Remittances	Post Amortization to GL
	Change Posted Amortizations
Post Reverse Accruals to GL	Input Pricing History
Calculate Accruals	Import Prices
Post Accruals to GL	Import Adjustable MBS Rates
Import FTN Accruals	Post Pricing Adj to GL
Change Posted Accruals	

Exit Loan Management

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Notifier

- [Notifier Overview](#)
- [Create a Custom Letter Template](#)
- [Import Tax Duplicate](#)
- [Print a Notice for a Single Property](#)
- [Print Group Notice](#)
- [Send Rental License Renewal Reminders](#)

Notifier Overview

This application allows a municipal zoning office to manage permit issuance and mailing of notices.

Tutorials

- [Import a new tax duplicate](#)
- [Print a notice for one person](#)
- [Print a notice for a group of people](#)
- [Create a custom letter template](#)
- [Send rental license renewal reminders](#)
- [Export monthly permit list for county Assessment Office](#)

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Policy Manager

- [Data Fields](#)
- [Delete Policy](#)
- [Edit Policy](#)
- [FAQ](#)
- [Forms](#)
- [Import Policy](#)
- [Policy Manager Overview](#)
- [Program Navigation](#)
- [Reports](#)
- [Review Policy](#)
- [Update Page Counts](#)

Policy Manager Overview

This application manages individual Word documents that comprise a much larger policy handbook. The program helps simplify management of these files, but there are a few important things to be aware of.

Managing the Files

The most important thing to remember is that the program keeps track of the actual files. Once you [import a file](#) into the program, you should not change its name or save copies of the file in other places.

To make changes to a document, you should go through the Policy Manager program. Policy Manager will open the document in Microsoft Word to allow you to make changes to it. As you make changes, you should use the Save command to save the changes. Do not use the Save As. If you change the document's name, the Policy Manager program will not be able to find it. If you make a copy of the document, Policy Manager will not be aware of the copy.

Deleting Policies

[Deleting a policy](#) will never permanently delete anything. The policy will be marked as deleted and removed from the table of contents. The actual Word document will be moved to a special subfolder named *Trash*.

You will be able to restore the policy at any time in the future. [Restoring the policy](#) will add it back to the table of contents. It will also fetch the Word document from the *Trash* subfolder.

Reviewing Policies

For any policy to be effective, its intended audience must read it. To help you track this, Policy Manager provides a simple interface for those users. When they open the program, they will see the Table of Contents and a button to review each policy. Clicking on this button will open a read-only copy of the policy document in Word.

When they return to the program, a pop-up box will ask if they have finished reviewing the policy. If they choose Yes, the program will create a record with the user's login, the policy reviewed, and the date and time the review took place. Managers can review reports that show [which policies a user has reviewed](#) and [which users have reviewed a given policy](#).

Multiple Editions

Not every policy applies to every employee. To deal with this, you may create multiple *editions* of your policy manual. The **Complete** edition is a special edition that includes every policy.

Here's a quick tutorial:

- Open the [Editions Form](#)
- Click on the [New Edition] button
- Enter a name for your new Edition (e.g., "Support Staff") and click [OK]
- Click on the [Edit](#) link next to the newly added Edition record
- Check the boxes next to the policy sections you want included in the new edition
- Open the [Users Form](#) and assign the new edition to your *Support Staff* employees

Note: *Policies that have been moved to the Trash are not included in the Complete edition.*

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Tax Claim

- [Add Payment Plan](#)
- [Judicial Sale](#)
- [Repository List](#)
- [Return and Claim](#)
- [Tax Claim Overview](#)
- [Upset Sale](#)

Tax Claim Overview

Manages the full life cycle of a parcel in Tax Claim in accordance with Pennsylvania law.

Life Cycle

- [Return and Claim](#)
- [Pre-Upset](#)
- [Upset Sale](#)
- [Non-Repository List](#)
- [Judicial Sale](#)
- [Repository List](#)
- [Reports Menu](#)

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