

Post a Payment

1. From the Main Menu, click on [Receive Payments]
2. Using the drop downs, enter select the appropriate information for [Pmt Period], [Tax Type], and [Twp] at the top left.
3. Search for a specific bill but inputting a bill number in the [bill] input box, or search for a person by using [Lookup Name], [Lookup Tax Map], or [Lookup Control] at the bottom of the window
4. Input the number of a check in the [Check #] input box
5. Click on the [Paid By] box to input who the bill was paid by
6. Input how much the client paid in the [Pmt Amt] box
7. Click [Post Pmt] to post the payment

From:

<https://grandjean.net/wiki/> - **Grandjean & Braverman, Inc**

Permanent link:

https://grandjean.net/wiki/tax_coll/post_a_payment?rev=1590697047

Last update: **2020/05/28 20:17 UTC**

