

## 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.

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