Entry Exercise A: Manual Batch Entry

- **Use Batch #991029**
- **Payment Date: 10-29-2025**
- **Receipt: Enter 1**
- **Tax Year 2024 (in test – will be 2025)**
- **Interest Date: 01/31/2025**
- **Municipality Payment is Default**

Bill #	Payment Entry	Check # & Reference
Bill #1	Enter a First Installment Payment	Check #4842. Paid by Owner.
Bill #2	Enter a Full Payment	Check #2759. Paid by Summit Credit Union.
Bill #3	Enter a First Installment Payment	Check #4960773. Paid with a LLC Business Check, likely the Owner.
Bill #4	Enter a Full Payment	Cash Paid by Owner.
Bill #5	Enter an Overpayment Check. Check for $7000.	Check #771233359. Paid by CoreLogic.
Bill #6	Enter a Payment that is short of the First Installment.	Check #352 for **$1000** from the Owner.
Bill #7	Enter a Lottery Credit and a Full Payment (will result in an overpayment.	Check #1892. Paid by Owner..

Now run a Batch Report to show the batch total.

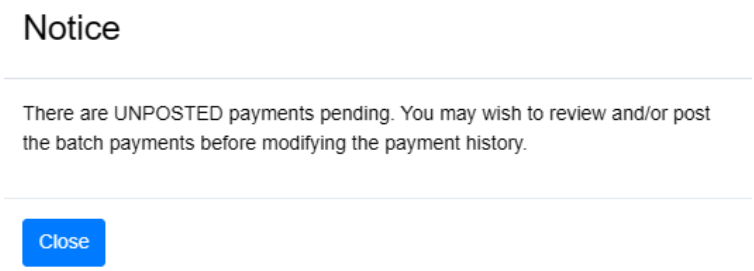
Reports – Payments by Selection Criteria

General Tab: Tax Year, Your Municipality, Source: Municipality, Unposted, Web, Non-Web, Payment Types: Tax, Void, Lottery

Limit & Display Tab: Include Cash Receipting Overpayments (always), Display Owner Name, Display Summary Page, Display Payment Details

Ranges & Sorting Tab: Beginning and Ending: October 29, ALWAYS INCLUDE VOIDS, Sort Order: Batch Number with Subtotal then Receipt Number (report will show entries in the same order as your check).

Now, go to Bill Maintenance and type in one of the parcels you just entered under Parcel # Search. When you click on Tax Year for this Parcel, you will get the notice below.



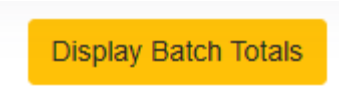
Click Close. Then scroll down to the Payments Box. The payment you just entered will look like this:

	Date	Receipt #	Batch #	CR Batch #	Type	Amount	GPT	SA	CR Trans #
⚠Not Posted	10/22/2025	4	102253		Tax	$1,237.63	N	N	

It will show as Unposted with the date, your batch number and the amount entered. It will NOT show the overpayment. You will need to post and print a receipt to see the overpayment.

Finally, total your payments (OK, they are fake checks but total them anyway). Make sure the total is the same as the Report Total.

If you find an error, correct it by going back into Batch Payments, search your Batch number and then find the payment that needs to be deleted or corrected.

You can also Display the Batch Totals 

Entry Exercise B: Cash Receipting Batch Entry

Bill #	Payment Entry	Check # & Reference
Bill #8	Enter a First Installment Payment	Check #3781. Paid by Owner.
Bill #9	Enter a Full Payment. Payment is covered by two checks. The mortgage company check is for $750. The owner's check covers the rest of the tax due. Make sure to check out BETWEEN payments.	Summit Credit Union Check #3155625 for $750. Owner Check for the Balance due.
Bill #10	Enter a First Installment Payment	Cash Paid by Owner.
Bill #11	Enter an Overpayment Check. Change the "Received Of" Section to Corelogic. Check for $5000.	Check #68222157. Paid by CoreLogic.
Bill #12	Enter a Payment that is Short of the First Installment.	Check #4159 for **$500** from the Owner.
Bill #13	Enter a Lottery Credit. No payment included.	
Bill #14	Enter a Lottery Credit and a Full Payment (will result in an overpayment.	Check #5558. Paid by Owner

Now run a Cash Receipting Batch Report to show the batch total.

Reports – Payments by Selection Criteria

General Tab: Tax Year, Your Municipality, Source: Municipality, Posted, Web, Non-Web, Payment Types: Tax, Void, Lottery

Limit & Display Tab: Include Cash Receipting Overpayments (always), Display Owner Name, Display Summary Page, Display Payment Details

Ranges & Sorting Tab: Beginning and Ending: October 29, ALWAYS INCLUDE VOIDS, Sort Order: Cash Receipting Batch Number with Subtotal then Receipt Number (report will show entries in the same order as your check).

When complete, you can find your report under My Processes. My Processes

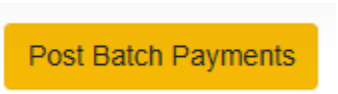
Total your payments and make sure the total is the same as the Report Total.

Now, go to Bill Maintenance and type in one of the parcels you just entered under Parcel # Search. When you click on Tax Year for this Parcel. Go down to the Payments Box. The payments you just entered will show as completed payments.

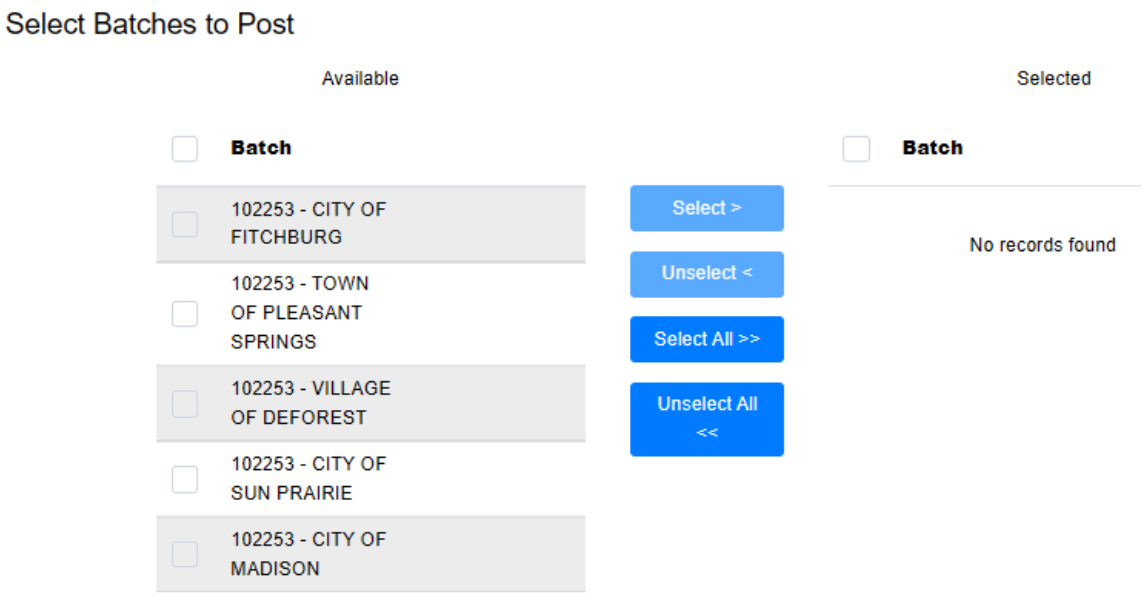
Now it is time to run a full report of your day's activity.

First, you need to Post your manual batch payments. Go back into Batch Payments under Processes.

Click on Post Batch Payments.

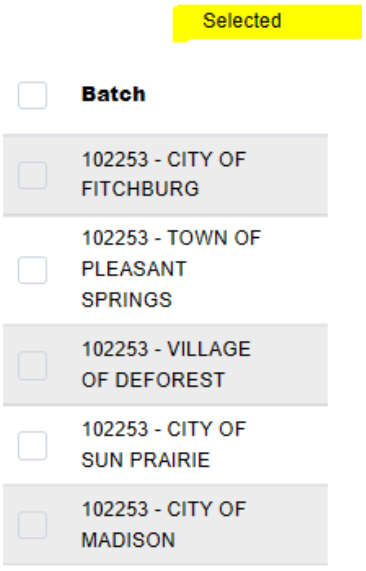


You will see something like below. Yours will show only one municipality but there may be multiple batches that day.



Click on Select All. All your batches will move from Available to **Selected**.

You can click Select All again and then click on Post at the bottom of the page.



Note: there is an issue with LandNav right now, if you DO NOT want to post one of the batches, add it to Selected and then remove it. Otherwise, the ability to Post will be grayed out and you will not be able to Post your other batches.

Once this process shows as complete under My Processes, you are ready to run a report of the full day of activity.

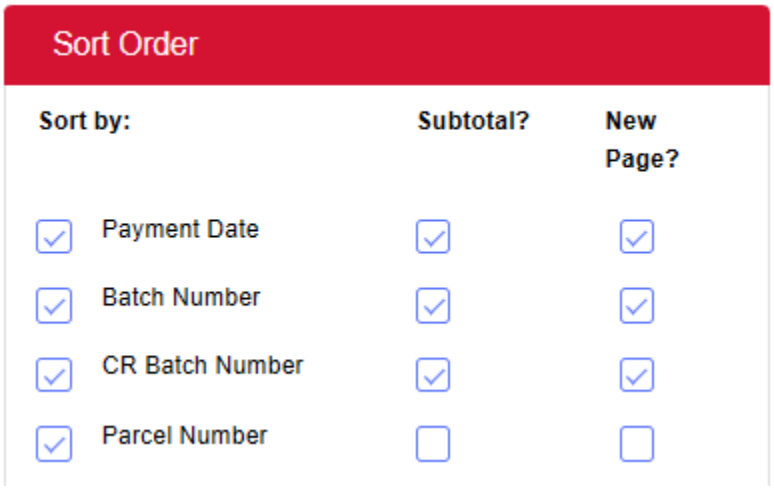
Full Day Report

Reports – Payments by Selection Criteria

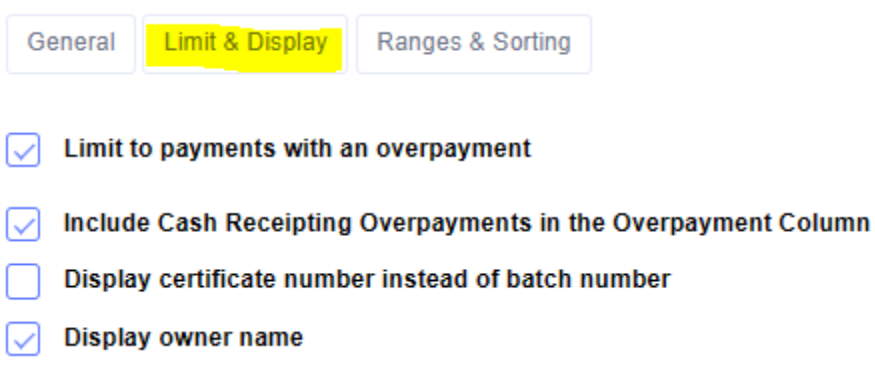
General Tab: Tax Year, Your Municipality, Source: Municipality, Posted, Web, Non-Web, Payment Types: Tax, Void, Lottery

Limit & Display Tab: Include Cash Receipting Overpayments (always), Display Owner Name, Display Summary Page, Display Payment Details

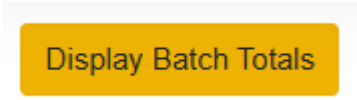
Ranges & Sorting Tab: Beginning and Ending: October 29, ALWAYS INCLUDE VOIDS, Sort Order will be determined by how you balance your day's work but in general I think you would use the example below.



You would likely want to run a report of the day's overpayments as well. All the report parameters are the same as above but you need to add overpayments on the Limit and Display TAB.



Bonus Entry Exercise C

Bill #	Payment Entry	Check # & Reference
Bill #15	Click on Bill Maintenance to find the Bill/Parcel # and add that parcel to Cash Receipting. Pay the full tax due.	Check #8591. Paid by Owner.
Bills #16, 17 & 18	Click on Cash Receipting to find each parcel and add items to the cart. Pay multiple parcels with one check.	CoreLogic Check #6672895362.
Bill #19 to #25	In Manual Batch Entry, use Batch #991030 to pay the full balance due on these seven payments paid with one check. After entering all the payments, click on the "Display Batch Totals Button.  You find that the total does not match your check. On further investigation, you see that one of parcels only covered the First Installment. Still in Batch Payments, search your Batch # and you will see the list of payments you entered. Click on the parcel number that you need to correct and change the payment to a First Installment.	Leretta Check #16753891
Void	Void the payment you entered on **Bill #1** above.	
Remove Lottery Credit	Remove a Lottery Credit from the Parcel in **Bill #2** above. Since this parcel was paid in full, there will now be a balance due by July 31 (second installment). *If this had been a First Installment Payment, the owner would now be delinquent if they do not add a payment before January 31.*	