Multiple property payments with one check

1. Bring up the first B&L.

2. Select "M" from the action line, press <enter> for Check,

   when finished a sub total in the red box will be visible to the right of the property owners name

3. Next select "1" for post and process your payments as normal **with out receipting** each individual Block and lot.

4. ***Note:*** You can still receipt each individual stub and bill using the "R" for receipt or "B" for bill (The "B" option does the stub and the bill).

5. When you are posting the last Block and Lot, select "N" for No Stub

The red box to the right of the owner's name should be the total of the check (31,465.26).

6. The receipting ('N') is a two step receipt: First a list of each individual block and lot with the individual amount plus a subtotal, the Second is the validation of the check. See below

7. After receipting press <enter> to post the last item.

8. Next select "J" from the action line to turn multi posting off.

Multiple property payments with cash

1. Bring up the first B&L.

2. Select "M" from the action line, enter "C" for cash,

   when finished a sub total in the red box will be visible to the right of the property owners name

3. Next select "1" for post and process your payments as normal *with out receipting* each individual Block and lot. ***Note: the mode will be set to "C" for all transactions.***

Note: You can still receipt each individual stub and bill using the "R" for receipt or "B" for bill (The "B" option does the stub and the bill).

4. When you are posting the last Block and Lot, select "N" for No Stub

```
Quarter:        Year: 2021 Mode: c Date:  5/06/21 Tax:  4,410.30  Int:      0.00
1  BLOCK          DIMENSION    PROP.CLASS.  PROPERTY OWNER'S NAME      31,465.26
2  LOT            BLDG.DESCR.  BANK CODE    STREET ADDRESS             ZONING
3  QUALIF.        ADD.LOTS     SUB-BANK     CITY, STATE                ZIP
4  TAX I.D.       ACREAGE      REC-STATUS   LOCATION                   TMP TXSRCH#
1  101            1.60 AC        4A         OCEAN GROVE CAMP MEETING ASSN
2  9              TENNIS COURTS             PO BOX 248                 HD-R
3                                           OCEAN GROVE, NJ            07756
4  3026           1.6000                    40 BROADWAY                6.01
```

The red box to the right of the owner's name should be the total of the cash payments (31,465.26).

5. The receipting ('N') is a two step process: First a list of each individual block and lot with the individual amount plus a subtotal, the Second is cash received with change given.

6. So the taxpayer give us $31,500 in bills, to keep it simple lets say (315) 100 dollar bills. So we enter 31500.00 in the "amount" field and the system will compute the change.

```
Quarter:        Year: 2021 Mode: c Date:  5/06/21 Tax:  4,410.30  Int:      0.00 N
1  BLOCK          DIMENSION    PROP.CLASS.  PROPERTY OWNER'S Amount : 31,500.00
2  LOT            BLDG.DESCR.  BANK CODE    STREET ADDRESS   Change :     34.74
3  QUALIF.        ADD.LOTS     SUB-BANK     CITY, STAT
4  TAX I.D.       ACREAGE      REC-STATUS   LOCATION    $100|  0|$       0.00
1  101            1.60 AC        4A         OCEAN GROV  $50|   0|$       0.00
2  9              TENNIS COURTS             PO BOX 248  $20|   0|$       0.00
3                                           OCEAN GROV  $10|   0|$       0.00
4  3026           1.6000                    40 BROADWA   $5|   0|$       0.00
5  LAND VALUE  2020 NET.TAX DC TOTAL TAX   PAYER (IF     $2|   0|$       0.00
6  IMPROVMNTS  SP TAX DEPAR DO DEDUCTNS    INCARE (IF    $1|   0|$       0.00
7  EXEMPTIONS  CO EXMPT.AMT UD 2021 NETX   PURCHASER    1.0|   0|$       0.00
8  NET TAX VAL DE SPLTX.AMT CE PENALTYTX   FACILITY N    .50|  0|$       0.00
5     705600        17641.19         0.00                 .25|  0|$       0.00
6     144000                         0.00                 .10|  0|$       0.00
7                         0.00       0.00    24900        .05|  0|$       0.00
8     849600   F02       0.00        0.00 15.01      1    .01|  0|$       0.00
DUE1  4,410.30 |2  4,410.30 |3       0.00 |4       0.00 Tendered|$       0.00
BAL             4,410.30
```

Note: To use the change count function call MSI to have it turned on otherwise the system will just display the amount to give as change.

7. Next we enter the number of each domination of bill given in the column next to the amounts and press <enter> after each one.

8. Next the denominations for change will be displayed. You can provide the change in the the manner provided or change it if need be.

9. When correct press <enter> to print the receipt.
   See next page for copy of receipt.

Neptune

Township - NJ

Where Community, Business & Tourism Prosper

Tax Receipt

06/01/21 17:48

B: 101 L: 4 Q:
BOARDWALK NORTH END

S#18-19 Posted 5/06/21 By J joe

```
     Tax       :     20,953.21
     Interest  :          0.00
     Total     :     20,953.21

  Multiple Cash Amount:     20,953.21
```

B: 101 L: 6 Q:
4 BOARDWALK

S#40-19 Posted 5/06/21 By J joe

```
     Tax       :      6,101.75
     Interest  :          0.00
     Total     :      6,101.75

  Multiple Cash Amount:     27,054.96
```

B: 101 L: 9 Q:
40 BROADWAY

S#3026-19 Posted 5/06/21 By J joe

```
     Tax       :      4,410.30
     Interest  :          0.00
     Total     :      4,410.30

  Multiple Cash Amount:     31,465.26
```

```
  Denomination's Tendered
  $100 315 $   31,500.00
   Total   $   31,500.00

  Denomination's Given for change
   $20   1 $       20.00
   $10   1 $       10.00
    $1   4 $        4.00
   .50   1 $        0.50
   .10   2 $        0.20
   .01   4 $        0.04
```