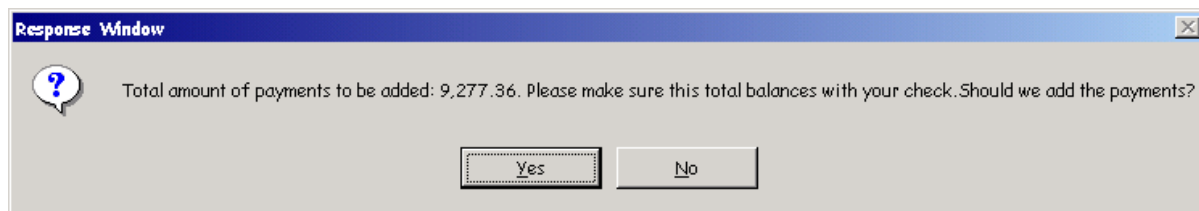


Add a Group of Payments En Masse (Pervasive)

Questions? Call us at (855) 272-7638 and ask for the appropriate support department. [Questions for our I.T. department](#) may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

This feature is most commonly used when you've received one check from a mortgage company that covers several parcels.

1. Click **Parcel Summary List** on the Navigation Tree.
2. Unmark any currently marked parcels (see the **Help Doc** entitled **Mark and Unmark Records**). By doing this, you ensure that no errant parcels are included in the payment from the mortgage company.
3. Mark the parcels included in the check (see the **Help Doc** entitled **Mark and Unmark Records**).
4. Click the **Index** button and select **Marked Parcel**.
5. Click the **Qblock** button and answer **Yes** to the prompt asking if you want to block all marked parcels.
6. Open the **Utilities** menu and select **Add Group of Payments Enmasse**.
7. Select **Block** as the population.
8. A prompt appears verifying the total amount to be paid. This number must match the amount on the check with which you are accepting payment.



9. If the figures match, answer **Yes**.
10. When prompted, type the check number and press your [Enter] key to proceed.
11. You are then prompted to enter a **receipt number** or to leave the prompt blank to use an automatically-generated receipt number. Regardless of your choice, press your [Enter] key to proceed.
12. When prompted, type a **batch number** (batch numbers are useful for sorting and reporting purposes) and press your [Enter] key to proceed.
13. You are then prompted to either enter the **"paid by"** party, such as "Mortgage Company", or to leave the prompt blank to have the program assign the Taxpayer name as the payer. Regardless of your choice, press your [Enter] key to proceed.
14. When prompted to add the payments, answer **Yes**. If the program encounters any previous payments on the marked parcels, it will warn you; answer accordingly.
15. When all marked parcels have been paid, the program offers you a total. Press your [Enter] key to clear the prompt.
16. Remove the block from your marked parcels (see the **Help Doc** entitled **Block and Unblock Records**).
17. Unmark the parcels (see the **Help Doc** entitled **Mark and Unmark Records**).