


Assign Mortgage Codes (Pervasive)

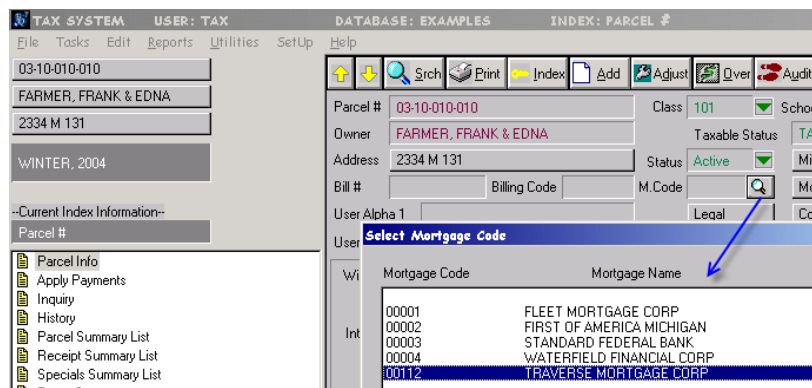
Questions? Call us at (855) 272-7638 and ask for the appropriate support department. [Questions for our I.T. department](#) may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

Once mortgage codes are assigned, you can easily index by Mortgage Code to perform a variety of functions, including accepting payments, running reports, and printing bills.

Before beginning the steps in this help doc, make a backup of your database (see the help doc entitled "Back Up Your Current Database").

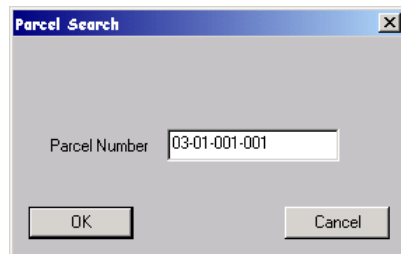
Assign a Code to One Parcel

1. Click **Parcel Info** on the Navigation Tree.
2. Locate the parcel for whom you want to assign a mortgage code.
3. Click the  button at the edge of the **MCode** field and select the appropriate code.



Assign a Code to Multiple Parcels

1. Open the **Utilities** menu and select **Quick Entry Utilities**.
2. Select **Mortgage Codes**.
3. When prompted, enter a parcel number and press the **Ok** button.



4. Next, you're prompted to enter the mortgage code. When done, press the **Continue** button.
5. Repeat Steps 3 and 4 until all appropriate parcels are assigned a code. When prompted to enter the next parcel number, click the **Cancel** button and answer **No** when asked to do another.