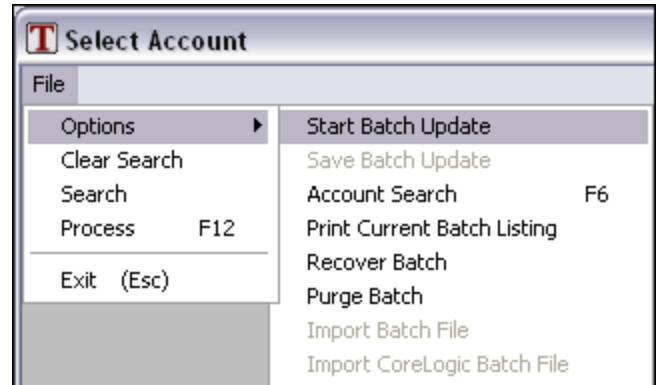


## CASH RECEIPTING: CORELOGIC BATCH PAYMENT

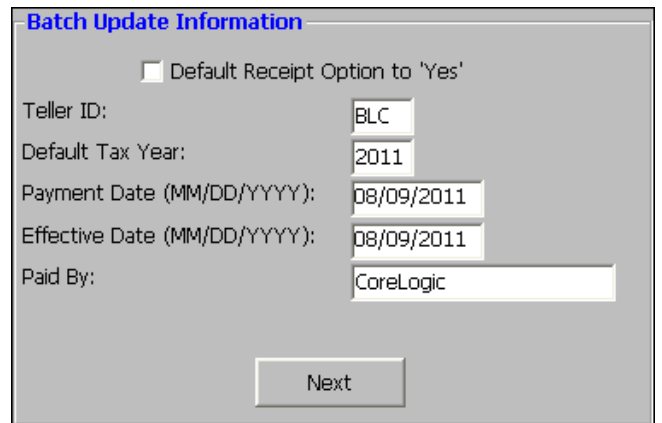
The TRIO Cash Receipting program has the ability to automatically load in transactions from a file provided by CoreLogic. This process is also available in Real Estate Collections for those without the Cash Receipting module.

### Batch Process

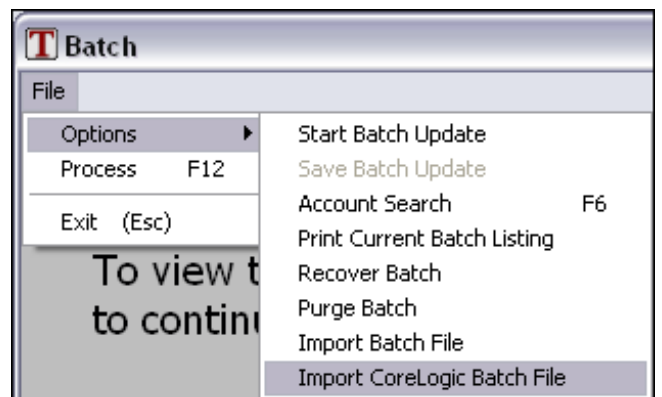
Begin the receipt process like normal by selecting Receipt Input and entering type 90. This will bring up the screen to select an account. Select **File > Options > Start Batch Update**.



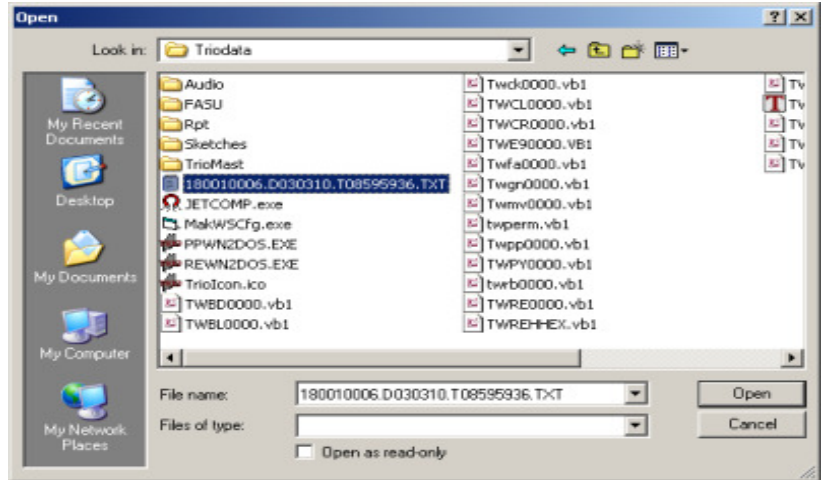
When the batch screen comes up, fill in the Teller ID, Tax Year being paid, default payment date, effective interest date, and the Paid By fields. The check box for “**Default receipt option to Yes**” will default to unchecked. This means that by default the accounts will not show on the receipt individually. If this option is checked, every account will show on the receipt when it is printed. Once finished, push **Next**. Verify the information is correct and select **Yes** when prompted.



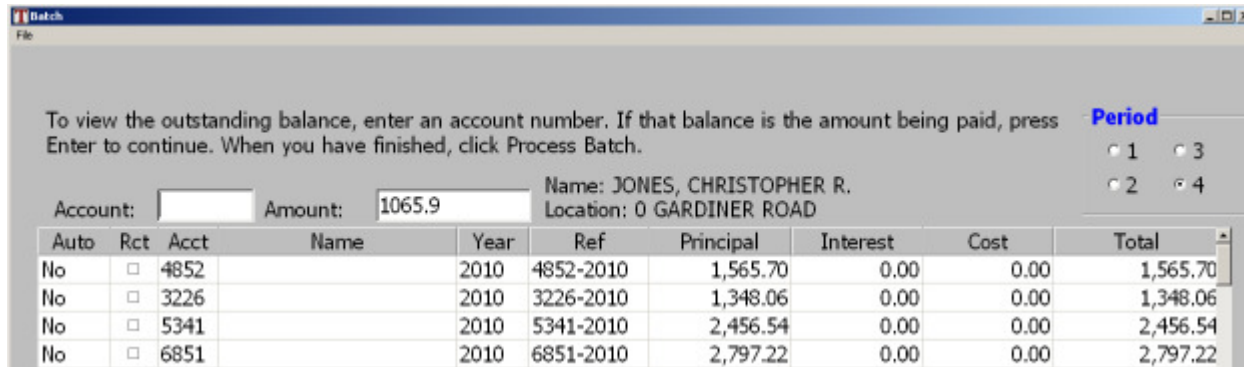
On the next screen **select File > Options > Import CoreLogic Batch File**.



When prompted select the file from CoreLogic and push **Open**. This will load in all the records in the file and will also prompt a total amount.



The total should match the check that was sent with the payment. If they do not match, each entry will need to be verified individually. To delete a line, select it and push the **Delete** key on the keyboard.



Once the entries and amount are correct, select **Process Batch** on the bottom of the screen. The next screen is the Receipt Summary where selecting **File > Save and Continue** will proceed to the Cash Out screen where payment type can be selected and a receipt printed.