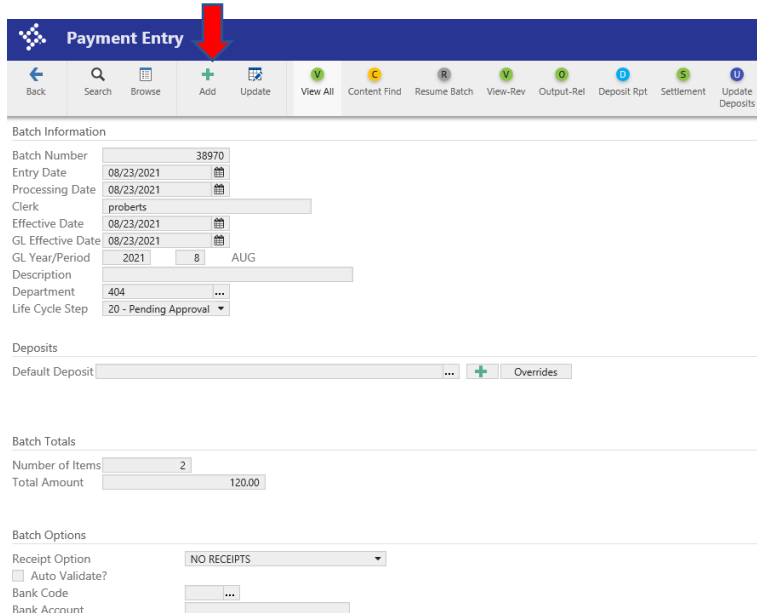


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Pay-In Instructions

1. Open Munis 2019.1
2. Go to General Revenue,
 - a. Payment Processing
 - b. Click on Payment Entry
3. Click on Add and Accept - Complete fields



Payment Entry

Back Search Browse Add Update View All Content Find Resume Batch View-Rev Output-Rel Deposit Rpt Settlement Update Deposits

Batch Information

Batch Number	38970
Entry Date	08/23/2021
Processing Date	08/23/2021
Clerk	proberts
Effective Date	08/23/2021
GL Effective Date	08/23/2021
GL Year/Period	2021 8 AUG
Description	
Department	404
Life Cycle Step	20 - Pending Approval

Deposits

Default Deposit: ... + Overrides

Batch Totals

Number of Items	2
Total Amount	120.00

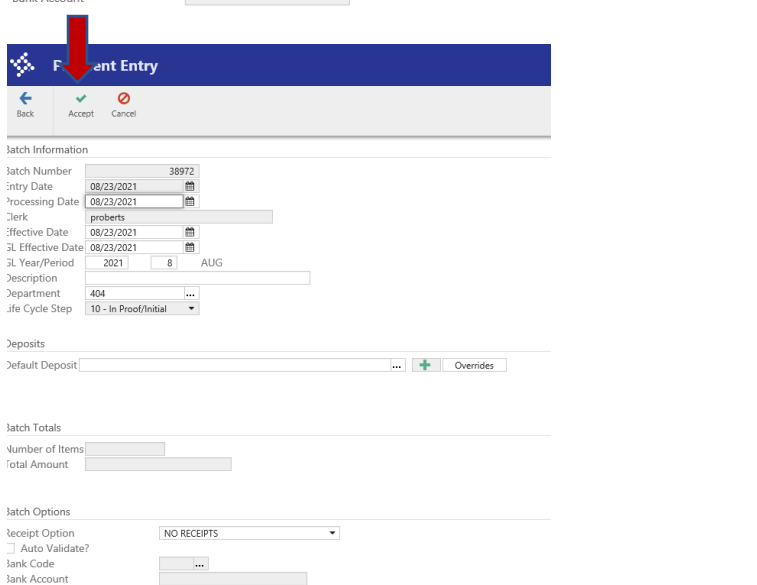
Batch Options

Receipt Option: NO RECEIPTS

Auto Validate?

Bank Code: ...

Bank Account: ...



Payment Entry

Back Accept Cancel

Batch Information

Batch Number	38972
Entry Date	08/23/2021
Processing Date	08/23/2021
Clerk	proberts
Effective Date	08/23/2021
GL Effective Date	08/23/2021
GL Year/Period	2021 8 AUG
Description	
Department	404
Life Cycle Step	10 - In Proof/Initial

Deposits

Default Deposit: ... + Overrides

Batch Totals

Number of Items	
Total Amount	

Batch Options

Receipt Option: NO RECEIPTS

Auto Validate?

Bank Code: ...

Bank Account: ...

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Select Misc Receipt

The screenshot shows the 'Payment Entry' application header. The 'Misc Receipt' menu item is highlighted with a red arrow. Other menu items include Back, Prepayment, GB Deposit, NSF Recovery, Preferences, and View Batch.

The screenshot shows the 'Miscellaneous Receipts' form. It is divided into several sections: 'Payment Detail' with fields for Project Strings, oc/dept, customer, contract, paid by, and comment; 'Charge Detail' with fields for Charge code, Description, Quantity, Price, Charge amount, and Cash account; and 'Payment Allocation' with a table header for Seq, Org, Obj, Proj, Acct Desc, and Amount/Description.

Complete fields - Click Accept and Back

Fill in check/cash detail

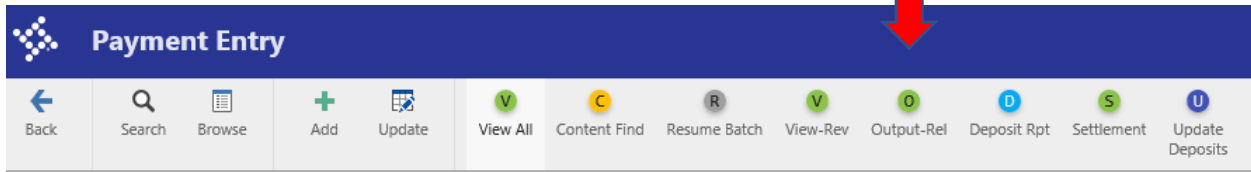
The screenshot shows the 'Tender Payment' dialog box. It contains the following sections: 'Payment Information' (Total Amount \$0.50), 'Tender Information' (Total Tendedred \$0.50, Change Due \$0.00), 'Check Details' (Check Number, Bank Code), 'Additional Information' (Paid By Customer: (404) AUDITOR, Payment Memo: AUDITOR), a table of Payment Method (CHECK) with Tender Amount (\$0.50) and Deposit, 'Print Options' (checkboxes for Output summary receipt, Output individual receipts, Validate, Email receipt; Printer, Copies), and a 'Complete Transaction' button.

Complete transaction or add another tender

Back

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Output Release

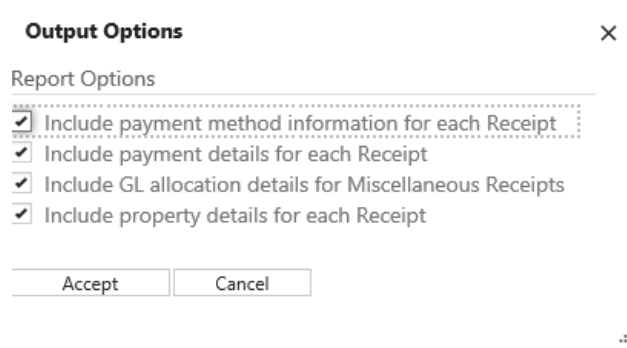


Payment Entry

Back Search Browse Add Update View All Content Find Resume Batch View-Rev Output-Rel Deposit Rpt Settlement Update Deposits

Batch Information

Accept



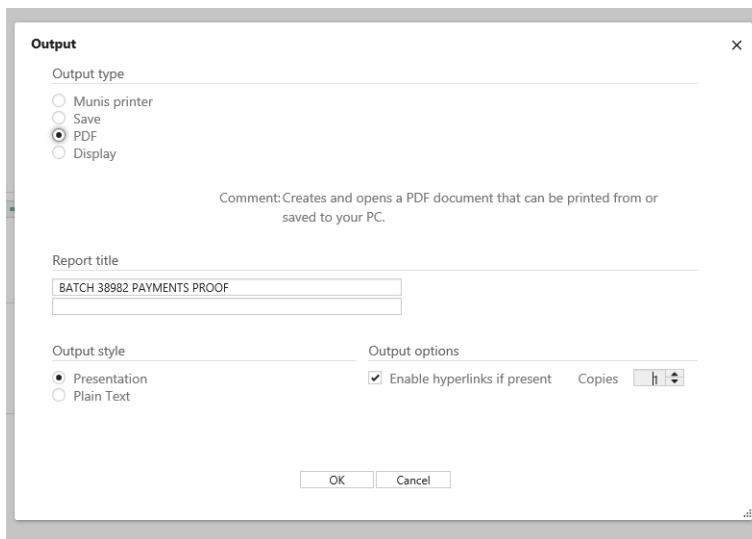
Output Options X

Report Options

- Include payment method information for each Receipt
- Include payment details for each Receipt
- Include GL allocation details for Miscellaneous Receipts
- Include property details for each Receipt

Accept Cancel

Choose **PDF** and OK



Output X

Output type

- Munis printer
- Save
- PDF
- Display

Comment: Creates and opens a PDF document that can be printed from or saved to your PC.

Report title

BATCH 38982 PAYMENTS PROOF

Output style Output options

- Presentation
- Plain Text
- Enable hyperlinks if present
- Copies

OK Cancel


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Print copy for Treasurer's office and one for file

X out at top

Union County, OH										
BATCH 38982 PAYMENTS PROOF										
CLERK: proberths BATCH NUMBER: 38982										
BATCH PROCESSING DATE: 08/30/2021										
RECEIPT LINE	YEAR	BILL CHARGE DESCRIPTION	TYPE	CATEGORY	PRIN PAID	CUST #	NAME INT PAID	PROPERTY ID INT HELD	TOTAL AMOUNT	
131105	2021	131105	MS	Misc	Cash	Receipts	404	AUDITOR	444444	0.50
1		404101 TRANSFER F				0.50		0.00	0.00	
		REVENUE:								
		04040000 420104				0.50	DESC: 1111			
		CASH:								
		000 100000				0.50	DESC: 1111			
		1 CHECK				0.50	CHECK #: 123	MEMO: AUDITOR		
TOTAL RECEIPTS:						1				
TOTAL PAYMENTS:						0.50				
TOTAL PRINCIPAL PAID:						0.50				
TOTAL INTEREST PAID:						0.00				
TOTAL INTEREST HELD:						0.00				

Submit this bath to review, "YES"



Change Batch Status

Would you like to submit this Batch for review?