

Go to BL Settings

- ✓ Property Revenues
 - > Payment Processing
 - > Accounts Receivable
- ✓ Business Licenses
 - ✓ Setup
 - Business License Settings

You will see the field once you open BL settings – Update it to 2023

Bill year *

The 2nd area was in Receipts Entry

- ✓ Property Revenues
 - > Payment Processing
 - > Accounts Receivable
- ✓ Business Licenses
 - > Setup
 - ✓ License Processing and Reports
 - Business Accounts
 - Print Renewals
 - Generate Accounts Receivable
 - Print Business Licenses
 - Receipts Entry

Once a batch is created, the additional menu items will appear, as you know – Once you click on “Alter Settings”, update the bill year





Receipts Entry



Back



Accept



Cancel

Batch control

Batch number License record(s) in batch
Batch clerk

Receipt entry

Bill year *