Taking a payment in SMC

Click on Financial

Click Receipt Payment

Choose how you wish to find the case (I always choose Litigant so it will pull every case they have)

Search for defendant or case

Click the box under the blinking Select Case on the right of the page

Under Apply Payment section the blue button next to Apply Payment amount will be selected.

Type the amount you are applying into that box next to Apply Payment amount.

At the bottom of the page there is Pay Type Description box

Choose Cash, Check, whichever tender they are using.

Put amount tendered in and click save payment.