

# Payment Arrangements

Last Modified on 12/30/2025 4:21 pm EST

Use this feature to create a payment arrangement that will be visible on the *Customer Maintenance* screen as well as the *Payment Posting* screen.

1. From the Main Menu, select **Customer** then **Customer Maintenance**.
2. Choose the customer and select **Payment Arrangement**.

Payment Arrangement

Div 2 Customer 12345 JACOBS, BRADY

Active/Inactive A

Billing Type 4 BUDGET

Start Date 04/01/25 End Date 12/31/25

Monthly Payment Amount \$688.43 Figured On \$6,195.91

Comments  
Must pay in full by the end of December or will not be eligible for 2026 budget.

Save Cancel

Purged Inquiry  
Tank Readings  
Efficiency  
Payment Arrangement  
Tickler Information  
Meter/RTM Information  
Payment Methods  
Print Label  
Work Orders

3. Active is the default.
4. Enter a *Billing Type*.
5. Enter *Start* and *End Dates*.
6. Based on the starting date, ending date, and Figured On amount, Energy Force will calculate the *Monthly Payment Amount*. This amount can be edited if necessary.
7. Enter *Comments* and select **Save**.
8. The payment amount will now appear on the *Customer Maintenance* screen.

2 12345 JACOBS, BRADY 123 DOZIER WAY (317) 999-5050

1 12347 JEFF, DANIELS 2488 STONEHAVEN WAY (317) 345-8899

☐ Include Inactive Customers

Accounts Receivable Address & Information Budget Information Landlord Tank Rent

Credit Limit \$0.00

Status Active Date 00/00/00

Inactive Reason Code 0

Turned Over To Collection No

Number Of Tanks 1

Total Balance all Accts \$6,195.91

Sales YTD All Tanks \$2,348.00

Gallons Used YTD All Tanks 4,304.00

Safety Info Received Date 06/23/19

BUDGET

Start Date 04/01/25 End Date 12/31/25

Monthly Payment Amt \$688.43 Active

Must pay in full by the end of December or will not be eligible for 2026 budget.

Call In History Alt Cust Credits

Last Payment Date 12/07/17 Pay

Last Payment Amount \$125.00

Last Statement Balance \$2,544.05

Last Statement Date 08/31/17

Bill To 12345

30 DAYS

Automatic Payment Type Tax Exemptions User Defined Tank Address Tank Prices

Service Orders Proposals Invoices Service Locations

Tank Info  
Safety Form  
Appliances  
Contract Gas  
History Inquiry  
Purged Inquiry  
Tank Readings  
Efficiency  
Payment Arrangement  
Tickler Information  
Meter/RTM Information  
Payment Methods  
Print Label  
Work Orders  
Energy-Image

## Notes:

- *Payment Arrangements* is a feature used to indicate the amount the customer should pay. However, it does not

track the amount pending nor does it police what is entered as payment on the *Posting* screen.

- The *Payment Arrangement* option will become *Inactive* once it has reached the *End Date*. If the customer pays off the balance before the ending date is reached, the arrangement will need to be inactivated manually.