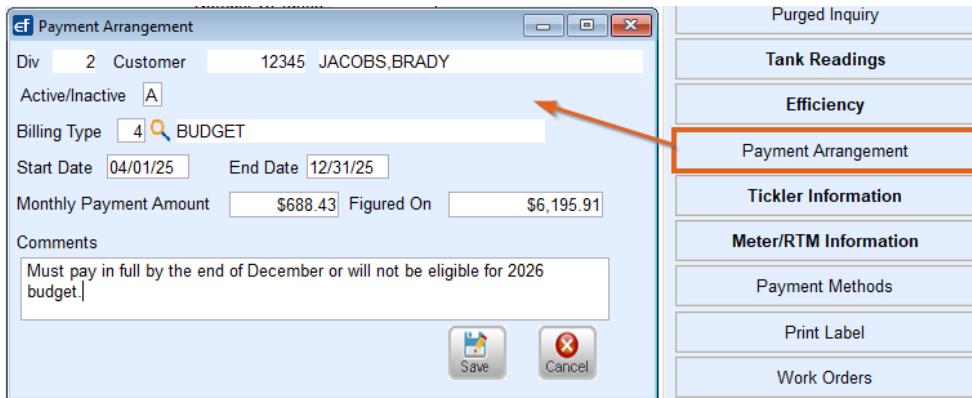


# Payment Arrangements

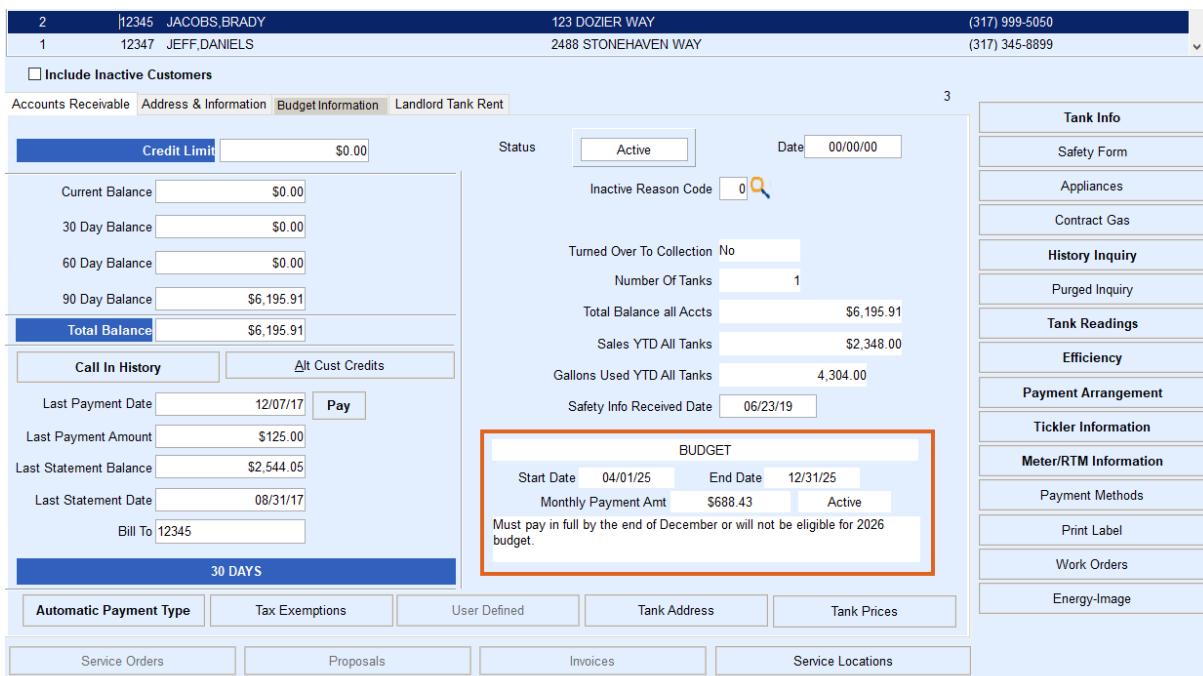
Last Modified on 12/30/2025 4:21 pm EST

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**.



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.



## 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.