## Make Payment to Customer with Payment Agreement

Last Modified on 07/15/2025 2:22 pm EDT

- 1. From the Main Menu, go to Posting Menu / Payments, Transfers or Refunds.
- 2. Select Create. Enter the Division and User ID and choose Select.
- 3. Enter the *Cust#* (or press **F5** to select from a list), *Transaction* type, *Contract #* (if applicable), *Department*, *Amount*, *Check #*, and *Reference*. Note that the Payment Agreement appears on the screen to indicate the accurate agreed amount.

| ef Payment Disc Posting   |   |  |                          |   |                   |           |                       |                | -                   | - |
|---|---|--|--------------------------|---|-------------------|-----------|-----------------------|----------------|---------------------|---|
| Div / Cust# 1<br>Transaction<br>Contract #<br>Department<br>Amount<br>Total Balance<br>Budget Payment<br>Last Pymt Date a | 10088 21 Payme 128 PA \$1,100.0 Amount and Amount 0 | BILLINGSL <sup>1</sup><br>nts<br>//MENT - CH<br>20<br>\$8,<br>1015.00<br>0/00/00 \$0 | Y,PETER<br>ECK<br>310.26 | Check #<br>Reference<br>Group<br>Collection | 12345<br>PAYMEI   | NT - CHEC | K<br>Terms            | Group<br>30 DA | o / Discounts<br>YS |   |
| Print Receipt   | Т   | ransaction   | Posting R<br>Ticke       | Post an<br>leference<br>et Nbr              | d New<br>Contract | Post a    | nd Do<br>Bgt #<br>Grp | ne C<br>Amount | Total Balance       | ^ |
|   |   |  |                          |   |                   |           |                       |                |                     |   |
|   |   |  | Create                   | New Pa                                      | /ment             |           |                       | Exit           |                     | - |

4. Select Post and New or Post and Done when finished.