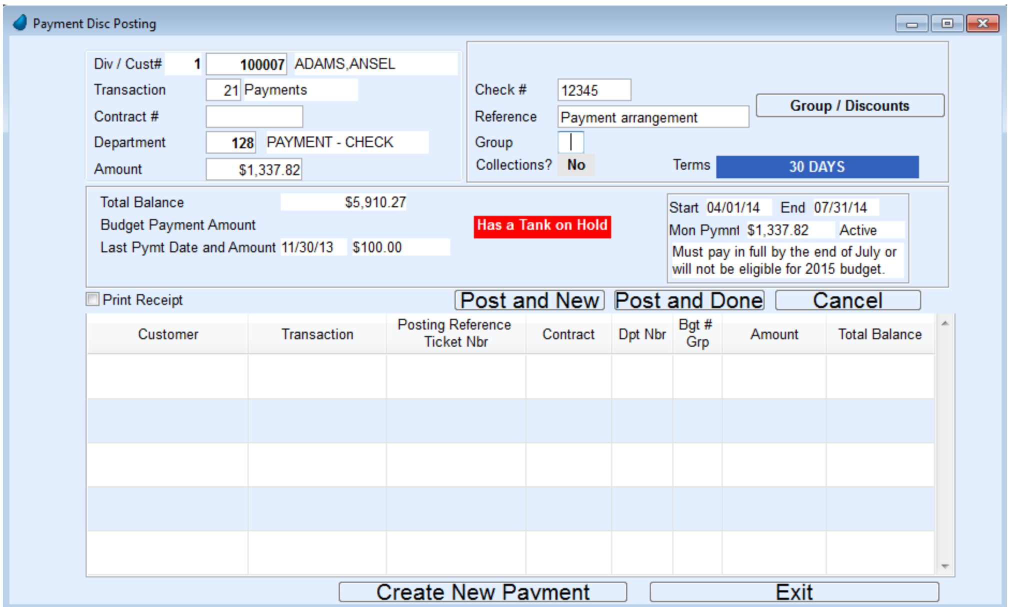
Make Payment to Customer with Payment Agreement

Last Modified on 08/01/2024 10:50 am 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.



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