

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.

The screenshot shows the 'Payment Disc Posting' window with the following data:

Div / Cust#	1	100007	ADAMS,ANSEL
Transaction	21	Payments	
Contract #			
Department	128	PAYMENT - CHECK	
Amount	\$1,337.82		
Check #	12345		
Reference	Payment arrangement		
Group			
Collections?	No		
Terms	30 DAYS		
Total Balance	\$5,910.27		
Budget Payment Amount		Has a Tank on Hold	
Last Pymt Date and Amount	11/30/13	\$100.00	
Start	04/01/14	End	07/31/14
Mon Pymnt	\$1,337.82	Active	
Must pay in full by the end of July or will not be eligible for 2015 budget.			

Buttons: Print Receipt, **Post and New**, **Post and Done**, **Cancel**, **Create New Payment**, **Exit**

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