

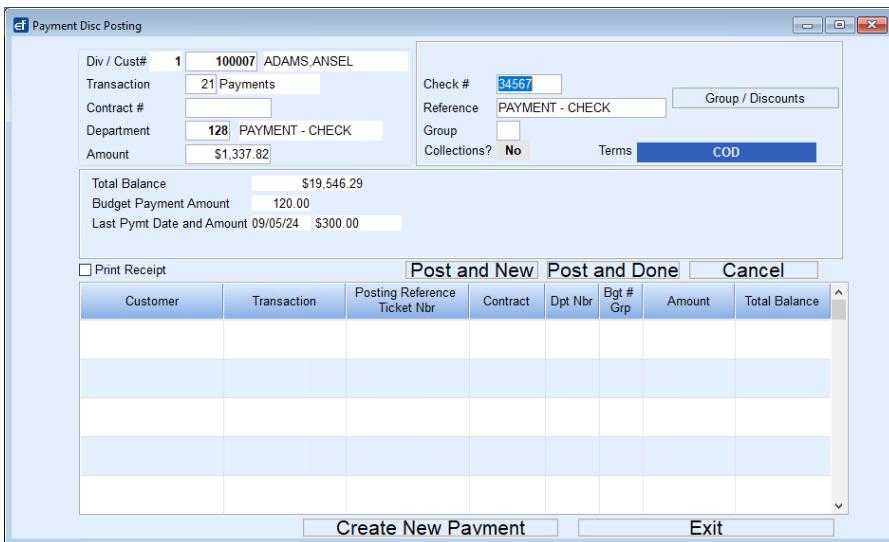
Posting Payments

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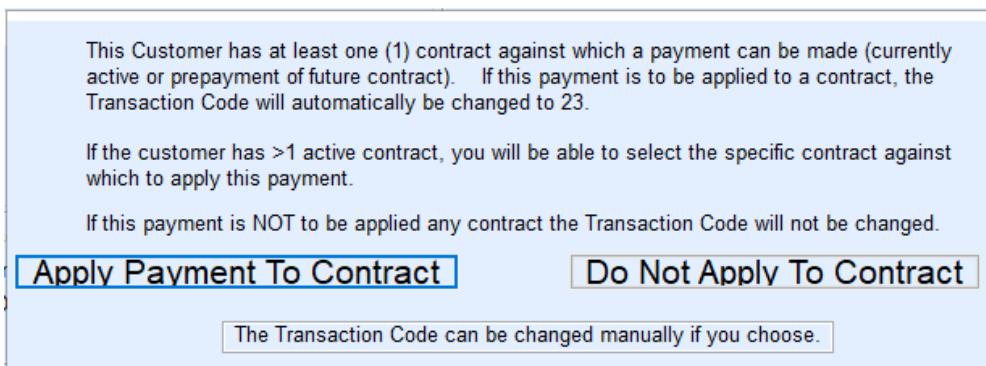
Use Payment Posting to enter regular payments, charge card payments, transfers, refunds, and credits on customer accounts. Discounts can be applied to a customer's account at the same time the payment is posted. After payments have been entered, print the payment journal for balancing. A payment can be voided and re-entered if necessary.

1. From the **Posting Menu**, select **Payments, Transfers, or Refunds**.
2. On the **Please Select a Payment Journal** window, choose **Create**.
3. In the **Division** field, enter the Division for which payment tickets are being entered.
4. Enter the **Date** the payments were received.
5. Enter the **User ID**.

6. Choose **Select**.
7. On the *Payment Disc Posting* window, enter the customer number in the *Cust#* field or press **F5** to select from the list.



8. In the *Transaction* field, the Transaction Code will default to 21. The Transaction Type can be changed if needed. If the transaction is a contract payment 23 the following appear:



9. The payment will automatically be applied to the oldest active contract.

10. In the *Department* field, the *Received on Account* department set up in *Division Setup* displays. The department can be changed if necessary.

11. Enter the payment *Amount*.

12. In the *Check #* field, enter a reference number for the payment.

13. In the *Reference* field, the department description will display but can be changed. The reference description prints on statements.

14. To pay more than one ticket with the payment, enter a one-character code in the *Group* field, select **Group/Discounts**, and enter the one-character code next to each history line to which the payment applies to. Customer history will display the one-character code used to group the tickets into one payment.

15. To apply a discount to the payment, select **Group/Discounts**. On the *Customer History* window, select the *Allow Discount* checkbox for the discount needing applied to the customer account.

16. In the *Print Receipt?* field, select *Print Receipt* box to print a receipt for the payment in generic statement format.

17. Select **Post and New**.

18. Repeat Steps 8 - 17 until all payments are entered.

19. Close the *Payment Journal #* window.

20. **Print or Print Preview** the Payment Journal and verify that the *Journal* amount matches the *Department*

Summary amount.