

Taking a Payment

In RSSS, Maestro or Maestro SBE you can access Take a Payment off the Main Service Department Menu.

Payments against charges made to Revolving Accounts Receivable accounts are posted through the "RP" process on the Customer Functions Menu. You will need to see [the Maestro Taking Payments document](#) or the [RSSS Taking Payments document](#).

Figure 6-1 is an example of how you would take a payment for a ticket.

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1
Name: THIMKE           , BRENDA           Acct#: 509045   H Ph: (555)555-5555
Add: 12205 N VEGA      BTTC:           W Ph: (555)555-5555
City: ANYTOWN         TX 55555 PayDay:   Reward: NONE
Comment:

Ticket# Seq  Bal  #P  Pmt Amt  Other  Late  Grp  Esp  Tax Tot Due Due Date
Revolng   23.23  1  23.23                23.23  7/22/04

Revolving Terms M AR Total Charge 0.00 0.00 Due 0.00
Enter the number of payments customer is making or F5 for help
F1-CustChg F2-Payoff F3-ShowTic/BadChk F4-Hist F6-Comment F7-Date/Amt F8-Back
    
```

Figure 6- 1 Taking a Payment Screen Example