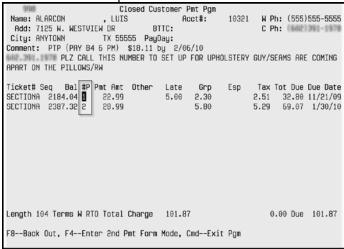


Processing Payments with F7 Function Key in Closed Rental Payments

When processing a payment on a Customer Account in Closed Rental Payments, (CRP), please follow this process if the Customer has more than one ticket and the ticket(s) are past due more than one payment.

Choose "Customer Maintenance" from the Home Menu, then select "Take Payment on Closed Agreements – CRP".

Below is an example of what the account looks like before processing any payments.



At this point, F7, enter in line number, in this case, 1 and 2 and then the amount, in this case \$150.00.



Once the cursor is back to the #P on the first ticket, you will notice that the second ticket #P stayed at 2, and did not change to a 1. Thus when you F9 again, it will not allow the payment to be taken. To process correctly, arrow down to the #P on the second ticket and change the 2 to a 1 (do this on any additional lines) and press F9 and process the payment.

