

G. Paying Non-Subscriber/ Subscriber Invoices

- a.** Select Payment Application
- b.** Batch number is automatic: ENTER
- c.** Check Period to Post and date
- d.** Enter Customer ID (make sure it is the same)
- e.** Enter check number followed by CK if payment is by check, the invoice number followed by CC if paid with credit card, and invoice number followed by CA if paid with cash.
- f.** Enter amount of payment
- g.** 10100 is cash payments and 12700 is credit card payment for Nederland, 10500 is cash payments and 12800 is credit card payments for Baytown
- h.** Start with cash payments and check total with amount on weekly deposit sheet to make sure they match when finished. If they don't match, refer back to the daily deposit and journal for any differences listed.
- i.** Enter credit card payments next and check control total again
- j.** If correct: Release batch
- k.** Give all paid invoices to EDMS