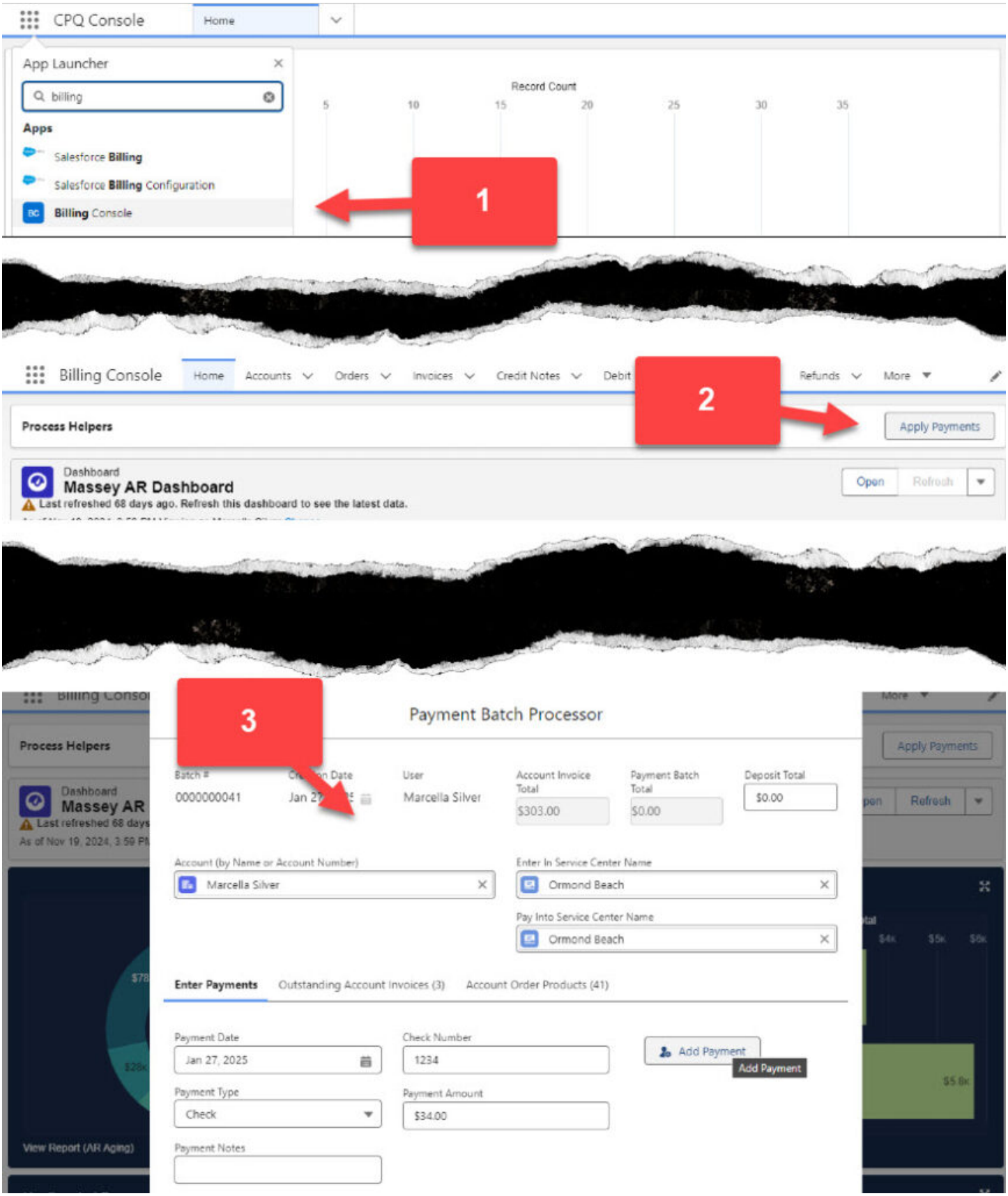
QRG PAY.8 – Batch Payments

Quick Reference Guides · https://milo.masseyservices.com/docs/qrg-pay-8-batch-payments/

Batch Payments

1. Navigate to the Billing Console
2. From the Home Screen of the Billing Console Click on Apply Payments
3. On the Payment Batch Processor screen, type the name of the customer or the legacy account number.
    - Select the customer that will be receiving the payment.
    - Select the Payment Date and Type.
    - Enter the payment amount and any necessary payment notes.
    - Enter the Service Center that is receiving and will scan the check to the bank.
    - Enter the Service Center that the payment will be posted to.
    - Click Add Payment.



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