

QRG PAY.8 – 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.

The screenshot shows the CPQ Console interface. The top navigation bar includes 'CPQ Console' and 'Home'. An 'App Launcher' is open with a search for 'billing'. The 'Billing Console' app is highlighted, indicated by a red arrow and the number '1'.

The screenshot shows the Billing Console Home screen. The 'Apply Payments' button is highlighted with a red arrow and the number '2'.

The screenshot shows the Payment Batch Processor screen. The 'Add Payment' button is highlighted with a red arrow and the number '3'.

Payment Batch Processor

Batch #	Creation Date	User	Account Invoice Total	Payment Batch Total	Deposit Total
0000000041	Jan 27, 2025	Marcella Silver	\$303.00	\$0.00	\$0.00

Account (by Name or Account Number): Marcella Silver

Enter In Service Center Name: Ormond Beach

Pay Into Service Center Name: Ormond Beach

Enter Payments Outstanding Account Invoices (3) Account Order Products (41)

Payment Date: Jan 27, 2025

Check Number: 1234

Payment Type: Check

Payment Amount: \$34.00

Payment Notes:

Add Payment