Make A Payment From A Customer

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Go to **Customers** and select the customer to manage.

To make a payment from a customer record:

1. View the **Customer Information** section.
2. Scroll down to the **Payment Methods** section.
3. Select *Make Payment* in the section header.
4. You will be directed to the Qualpay Virtual Terminal to process the transaction. Here you can change the transaction type to either Sale, Authorization, Force or Credit by clicking on the transaction type you would like to process on the top of the Virtual Terminal page.
5. Click *Submit*.

Note: At the time of processing the transaction you can enter a new payment address, and this will overwrite the old payment address with a new one. The transaction will be processed with this information. However, the customer record associated, will not be updated. You can update the payment address, directly from the customer record.