Make Payments on Multiple Cases with Payment Manager

Use **Payment Manager** to make a payment toward fees and/or deposits for multiple cases at one time.

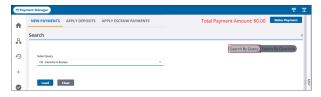
1. Open the Payment Manager page.

TIP: You may need to add a menu item in order to access the page. See Add Menu Items in the Respond Guide for Trimble Unity Maintain and Trimble Unity Permit for more information.

2. Click New Payments.

NOTE:You can use deposits and escrow payments to pay fees using Apply Deposits and Apply Escrow Payments.

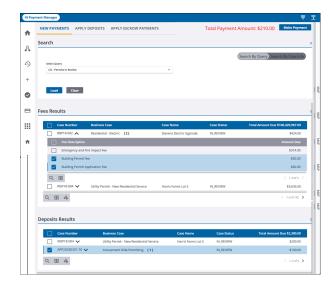
- Click Search By Query and select a predefined query from the Select Query drop-down list.
- 4. Click Load to open the results.



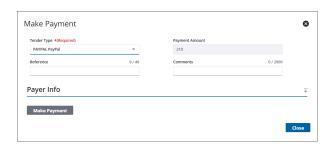
TIP: Alternatively, select Search By Case Info to search by certain case information, such as the case template or a project associated to a case, and click Search to open the results.

5. In the results, select the check box for one or more cases to pay the total amount of fees and deposits. You can also click the down arrow to expand each case and select individual fees or deposits. The **Total Payment Amount**, in the upper-

- right corner, updates as fees and deposits are selected.
- 6. Click **Make Payment** in the upper-right corner.



- 7. In the Make Payment panel, select a payment method from the Tender Type drop-down list.
- 8. Enter any reference numbers or comments as needed.
- Select the **Payer Info** drop-down list to add contact information for the payer.
- 10. Click Make Payment.



The **Fees**, **Deposit**, and **Payment** panels on each of the selected cases are updated to reflect the payment(s) made.