## Exercise 6: Process invoice and settle it against a payment

1. Navigate to **Accounts receivable > Invoices > All free text invoices**.
2. Select **New**
3. In the **Customer account** field, enter or select **US-013**.
4. In the **Date** field, enter today’s date.
5. In the **Description** field in the **Invoice lines** section, type **'Selling Old Computers.’**.
6. In the **Main account** field, specify the value **110180**
7. Set **Quantity** to '5.'
8. Set **Unit price** to '375.'
9. Select **Totals**. Close.
10. Select **Post**
11. Select **OK**
12. Navigate to **Accounts receivable > Payments > Customer payment journal**.
13. Select **New**
14. In the **Name** field, enter or select **CustPay** then press tab.
15. Select **Enter customer payments**.
16. In the **Customer** field, select **US-013**
17. Set **Amount** to '**1,912.50.'**
18. Select **Save in journal** in the action pane.
19. Close the page
20. Select **Lines**
21. Select **Validate**
22. Select **Validate**
23. Select **Post**
24. Close all pages