Starting with Navigation:

Payables>Invoices>Entry>Invoice

A screenshot of a computer screen

Description automatically generated

Then Query for my invoices

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Which gives my invoices, and we’re going to use the standard invoice type here

A screenshot of a computer

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Then actions>Pay in full>ok

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Payment date must be any day after the invoice date

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Save

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After requerying the general tab shows the amount paid on the invoice

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