George Booth

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Making payment for Standard type Invoice Num - GEOR-TST-002

Go to actions button and select pay in full:

A screenshot of a computer

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Press ok and payments will open

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Then go to payment date and insert at date:

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Then go to Payment Process Profile and insert: Check – Positive Pay:

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Then Save

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Then select the actions button:

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Select create accounting and then final post and press ok.

A screenshot of a computer screen

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Then go back into actions and press Print Remittance Advice and press ok.

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Then re query GEOR-TST-002 in invoice workbench and you can see that it was paid:

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Then go to view payments

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Then select payment overview:

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Description automatically generated

Then you can click payments to see the invoice payment:

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Description automatically generated