In order to make a payment for an invoice:

// Path: Payables > Invoices > Entry > Invoices

// Query the Invoice that requires PaymentA screenshot of a computer

Description automatically generated// Select Actions, Check Pay in Full, and Select OKA screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated

// Select Actions, Check Create Accounting, then Select OKA screenshot of a computer

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Description automatically generated

To view and confirm Payment was made for Invoice:A screenshot of a computer

Description automatically generated// Select Payment Overview and then Select PaymentsA screenshot of a computer

Description automatically generated

// Scroll right to find Document Number. Note this number.A screenshot of a computer

Description automatically generated

// Navigate back to Payables. Select Payments > Entry > Payments.A screenshot of a computer

Description automatically generated// Query the payment using the document number that was noted.A screenshot of a computer

Description automatically generated