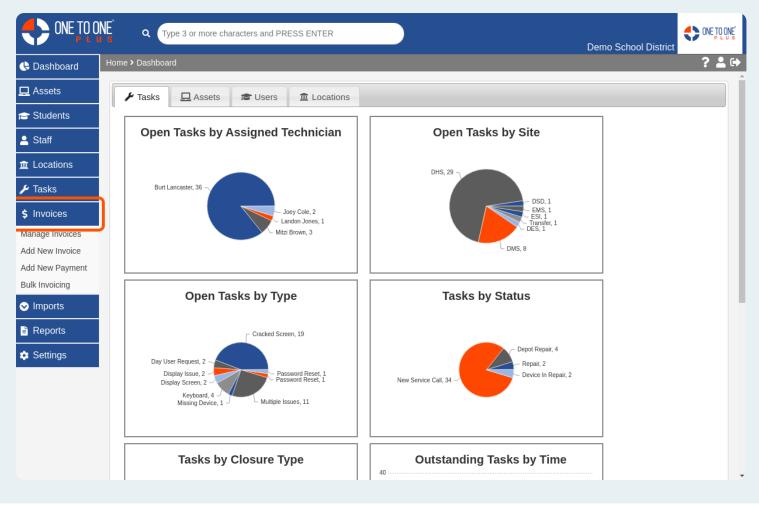
Add a New Payment

Author: Burt Lancaster

Updated: 2 years ago

Select Invoices



Click Add New Payment

🗟 Dashboard	Home > Invoices > Add					? 💄 🖻
Assets	Add Invoice					✓ Save
Students						
Staff	 Invoice Information 			 Invoice Details 		
Locations	Invoice ID	Leave Empty to Auto Generate		Due Date		
	Invoice Date *	01/22/2020		Approved Date		
Tasks	Due Amount *	0.00		Approved By	Select An Option	
Invoices	Related user *			Paid In Full Date		
anage Invoices		Select An Option	*			
d New Invoice	Type *	Select An Option	-	Task	Select An Option	-
dd New Payment	Description					
ulk Invoicing						
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Enter the Invoice ID

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Enter the Payment Amount

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Select the Payment Type

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If Necessary, Enter a Description

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Click Save

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Payment History Will Display in this Area

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Click Receipt

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Select to Email, Download, or Print a Receipt

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