

## Send receipts / remittance

Once you have reconciled a payment, you will need to go back and find the transaction in order to send out a receipt or remittance. There are two ways to do this.

### 1. Account transaction tab.

- a. Click on the name of the bank account
- b. Use the search function to find the payment
- c. Click into the transaction
- d. Options – Send Receipt/Send Remittance

### 2. Find the original invoice.

- a. Business Tab – Bills to Pay – Paid Tab
- b. Use the search function to find the invoice
- c. Find and click the payment on the bottom right hand side of the screen

Total GST 15%	70.60
<b>TOTAL</b>	<b>541.25</b>
Less Payment 28 Sep 2018	541.25
<b>AMOUNT DUE</b>	<b>0.00</b>

- d. Options – Send Receipt/Send Remittance

