

Send receipts / remittance

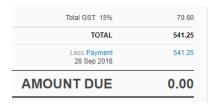
Once you have reconciled a payment, you will need to go back and find the transaction in order to send out a receipt or remittance. There are two ways to do this.

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



d. Options - Send Receipt/Send Remittance

