

## 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.

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

### 2. Find the original invoice.

- Accounts – Sales/Purchases – Paid
- Use the search function to find the invoice
- Find and click the payment on the bottom right hand side of the

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>

screen

- Options – Send Receipt/Send Remittance

