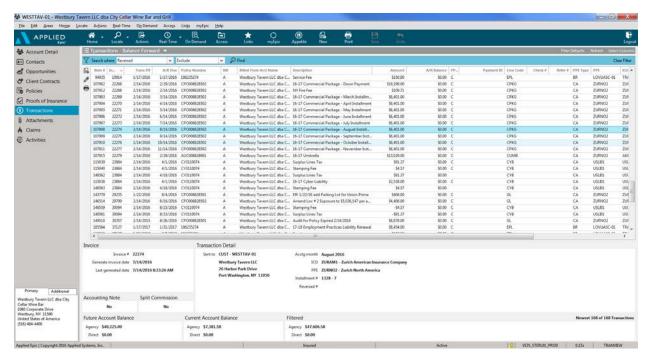
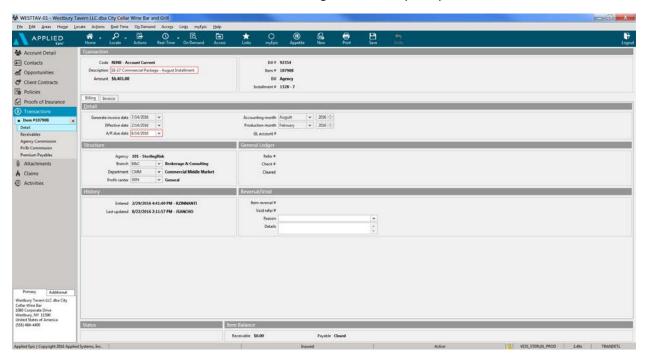
How to see if payment was received from the client

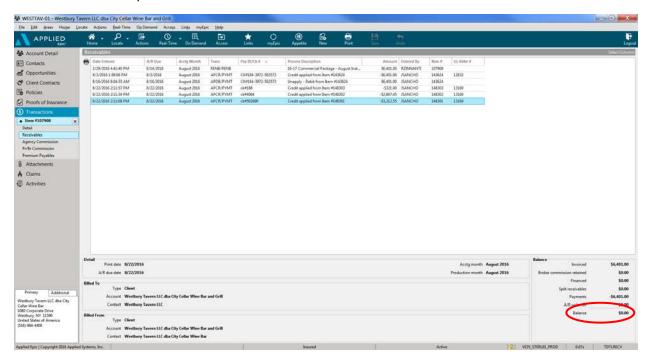
- 1. Locate the client
- 2. Go to transactions
- 3. Highlight the invoice you need to see if it was paid



4. Double click on the invoice and the following screen will open up



5. Now, click on "Receivables" which is located on the left side of the screen and the following screen will open.



All items listed under the invoice are the checks we received. You may see the check number, dollar amount of the check and the date that the payment was received and posted. If the "Balance" in the bottom right hand corner (circled above) is \$0.00 then we have fully collected this receivable item.