Sage Intacct minI-uSER Guide

AR: Transaction

AR: Transactions

This guide includes instructions on how to process payments against an Accounts Receivable Transaction within Sage Intacct.

Navigate to **"Dashboard" > "Accounts Receivable" > "Invoices"**

Steps:

1. Click on **"Add"** in the top right-hand side of the screen.
   1. NOTE: If you want to work with an existing invoice, jump to Step 4.

Graphical user interface, text, application, email

Description automatically generated

1. Fill out the AR Invoice by selecting the Customer and Entries.
2. **Post** the Invoice.

Graphical user interface, application

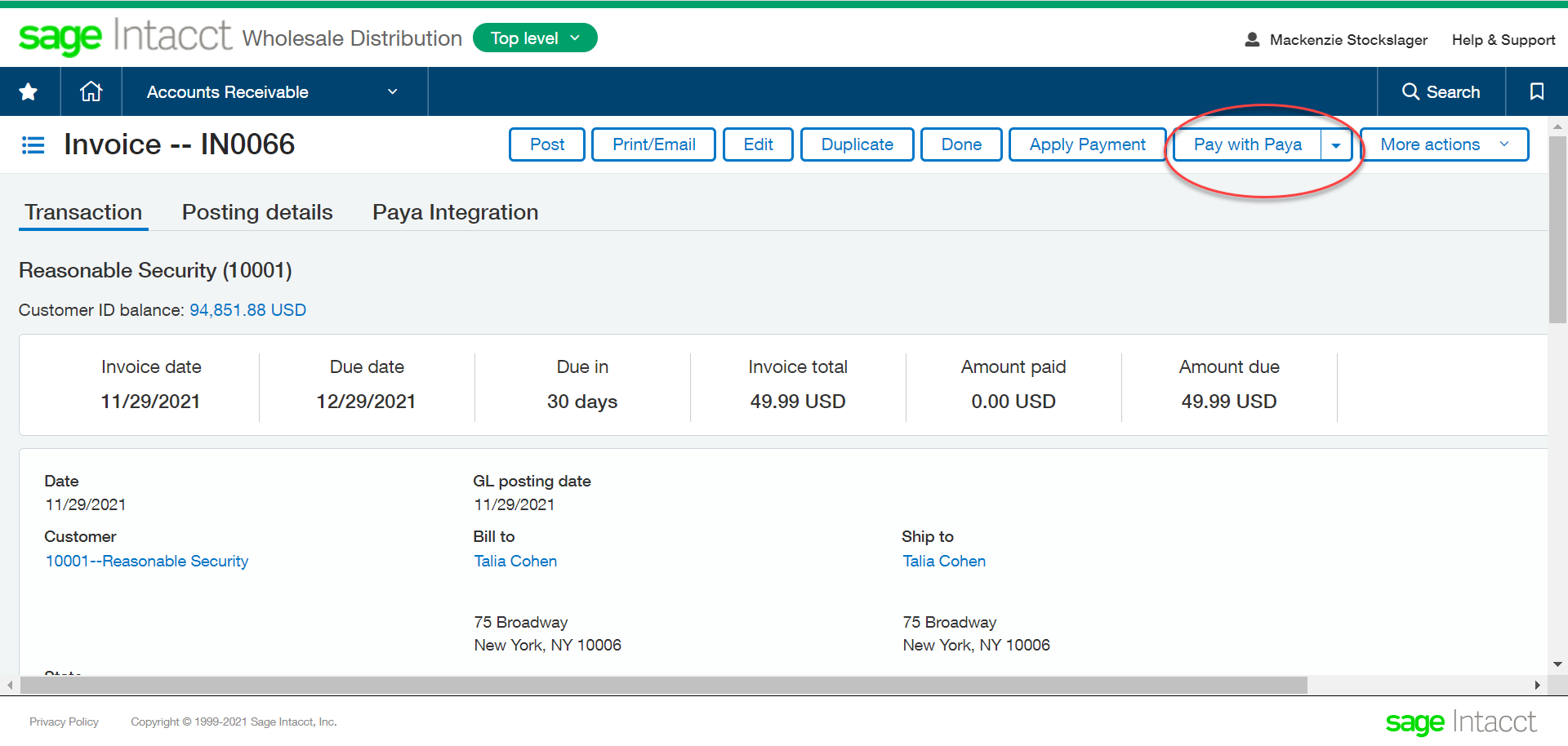
Description automatically generated

1. From the main AR Invoice screen, select **"View"** on the invoice that you would like to look at.

Graphical user interface, text, application

Description automatically generated

1. Select **"One Time Use Payment"** dropdown from the **"Pay with Paya"** button on the top righthand side of the screen



1. “**Authorize**” that payment, then verify the payment was successful before closing out. 