Sage Intacct minI-uSER Guide

Paya Account Vault Payments

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This guide includes instructions on how to process payments using a Paya Account Vault within Sage Intacct.

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

Steps:

1. Click **"View"** on a posted transaction line item that you are ready to pay.

Graphical user interface, table

Description automatically generated with medium confidence

1. Click **"Pay with Paya"** in the top right hand of the screen.
   1. Make sure to then select the **Pay using Account Vault (Token).**
   2. This option is located on the far right-hand side of the payment window.

Graphical user interface, text

Description automatically generated with medium confidence

1. Select which Account Vault you would like to use from the drop-down menu and then **“Pay”.**

Graphical user interface, text, application, email

Description automatically generated

1. Ensure the payment was successful from the Invoice screen before closing out.