How do I receive and apply a payment?

How to receive an apply a payment to a client's invoice from Accounting:

STEP 1
Click on the Accounting tab

STEP 2
Click on the Receive Payment button

STEP 3
Select your Client, related Project, Amount, Method, Reference # and any notes.

STEP 4
Check the box next to each invoice you wish to pay and verify the Applied Amount.

STEP 5
When you are finished, click the Save button.