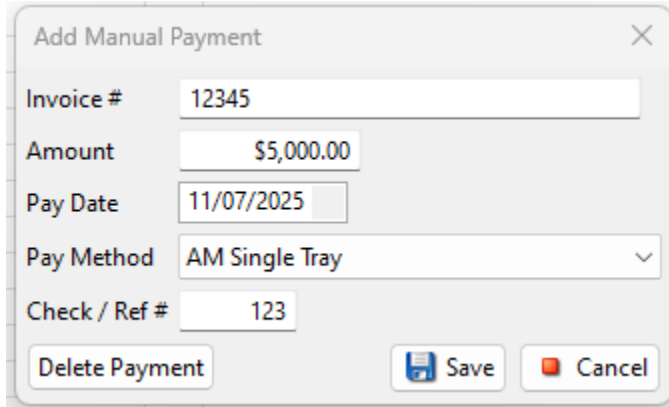


3: Verify the date range (most common is calendar year)

4: Double Click on the invoice that shows as Manual Pay under the status



The screenshot shows a dialog box titled "Add Manual Payment" with a close button (X) in the top right corner. The dialog contains several input fields and buttons. The fields are: "Invoice #" with the value "12345", "Amount" with the value "\$5,000.00", "Pay Date" with the value "11/07/2025", "Pay Method" with a dropdown menu showing "AM Single Tray", and "Check / Ref #" with the value "123". At the bottom of the dialog, there are three buttons: "Delete Payment", "Save" (with a floppy disk icon), and "Cancel" (with a red square icon).

5: Select "Delete Payment" if you would like to remove this item completely.

OR

Update the information in this screen to reflect the correct values.

6: Select "Save"

7: Verify new "Total Paid" value is correct