

**AGRIMASTER®
HELP NOTE**



Unpaying Invoices

If you receive payment or Part Payment for the wrong invoice or for the wrong amount, don't despair, it can be rectified.

1. Go into **CASHBOOK**



2. Go into **TRANSACTIONS**



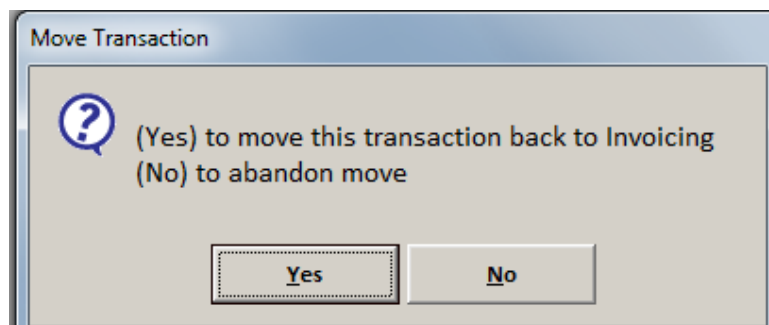
3. Find the **INCORRECT PAYMENT**
4. Click on the **INCORRECT PAYMENT**

5. Click the **MOVE RECORD X Back to Enhanced Invoicing**

Move record 1 back to
Enhanced Invoicing

button

6. You will now see this message box



7. Click **YES** if you wish the invoice to go back to enhanced invoicing and be ready to be paid again

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