

## How Do I Confirm That An Invoice Is Paid?

Orchestrated will automatically close/reconcile invoices as they are paid. Partial invoices will remain open until/unless they are fully paid or manually closed (uncommon).

If you have any question as to whether an invoice is paid, you can always right-click any area on the Invoice that doesn't have text and choose "Relationship Map" to see whether a payment is attached or not:

Vendor	D	V1049			1	No.	Primary	1	0050			
Name	-	Brewing Nev	NS			Status			Closed			
Contact Person Vendor Ref. No.				•		Posting Date		07/01		1/2016		
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			Payme						07/01/2016			
Contents Item/Service Type Service			Internal R <u>R</u> ow Deta	Duplicate Internal Reco Row Details New Activity	econciliation ls		-	1	Attachmer	nts		
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				Relationship	Map.							

The Relationship Map then confirms the payment attached to this Invoice:



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