



## 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:

**A/P Invoice**

Vendor: V1049  
Name: Brewing News  
Contact Person:   
Vendor Ref. No.:   
Local Currency:   
No.: Primary 10050  
Status: Closed  
Posting Date: 07/01/2016  
Due Date: 07/21/2016  
Document Date: 07/01/2016  
Payment Doc: 110042

**Contents**

#	Description
1	Publication Subscription (Annual)

**Relationship Map...**

**Attachments**

Account Name	Tax Code	Total...
Relationships & Subsc	EX	

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



**A/P Invoice**

Vendor	V1049	No.	Primary	10050
Name	Brewing News	Status		Closed
Contact Person		Posting Date		07/01/2016
Vendor Ref. No.		Due Date		07/21/2016
Local Currency		Document Date		07/01/2016
		Payment Doc	10042	

**Relationship Map**

**Business Partners**

V1049  
Brewing News

**A/P Invoice**

10050  
07/01/2016  
\$ 200.00

**Outgoing Payments**

10042  
09/07/2016  
\$ 200.00

Marketing Document: Document Tree

OK Go Back Go Forward