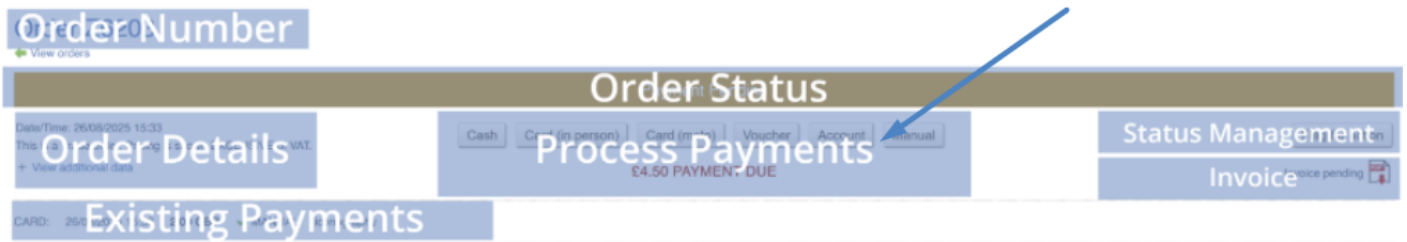


Process Payments



Use this section to add Payments to the Sales Order.

Available Payment Types will be visible here.

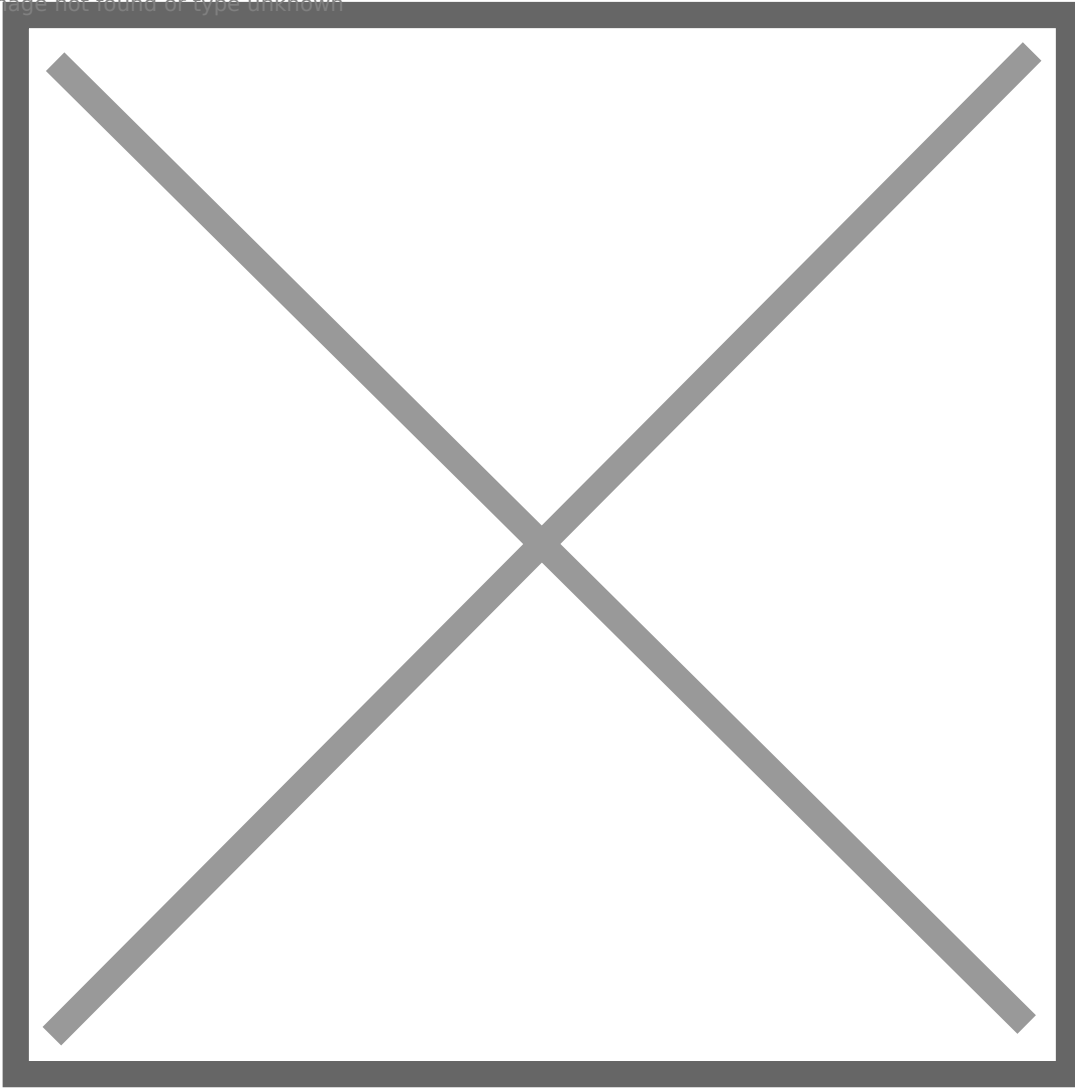
If you need to finalise a PENDING payment, you will need to manage [Existing Payments](#)

How to Add a Payment

Different payment types may have different payment flows, up to and include virtual terminals

1. Select the payment that you wish to add, and click the relevant button

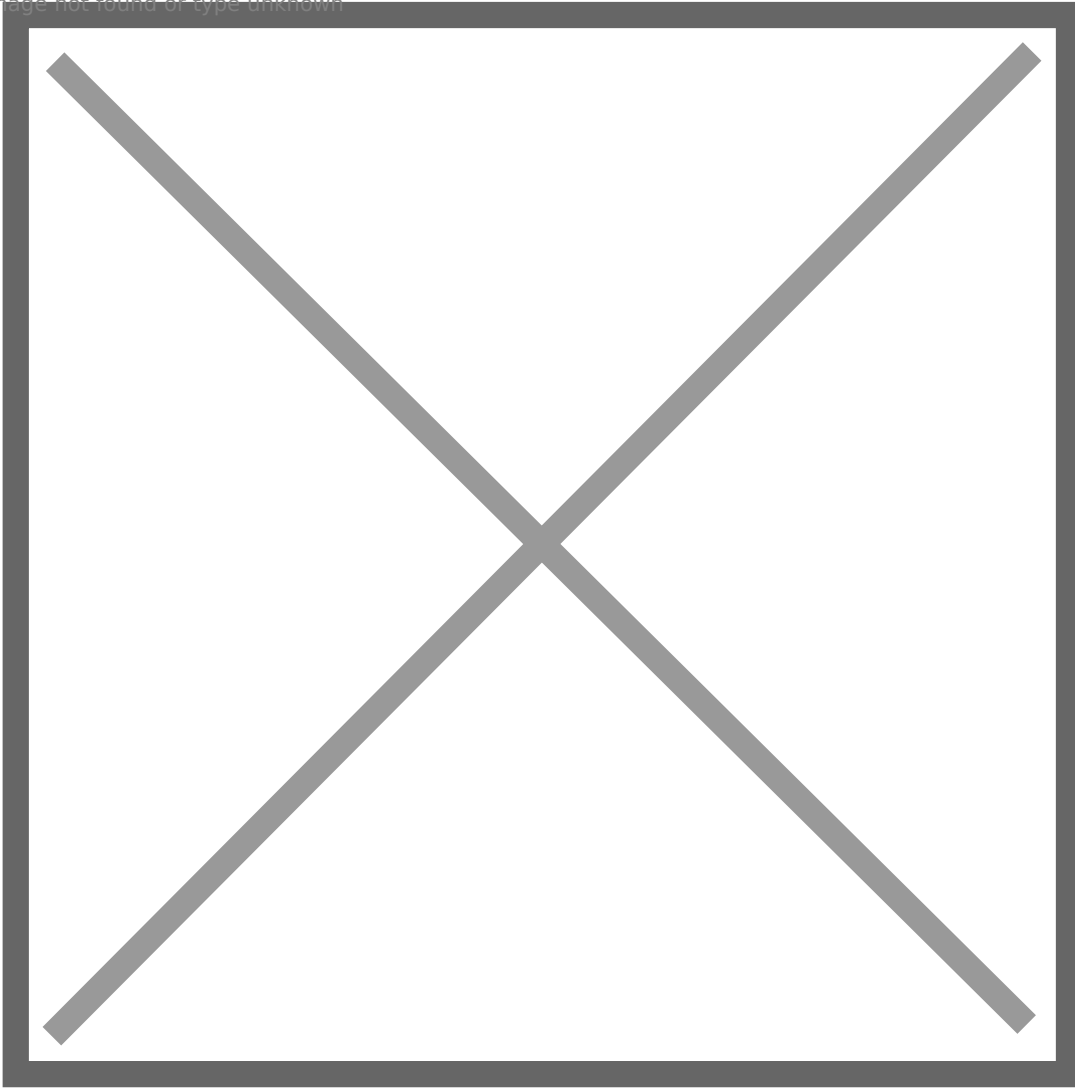
Image not found or type unknown



2. Confirm payment amount (defaults to full amount)

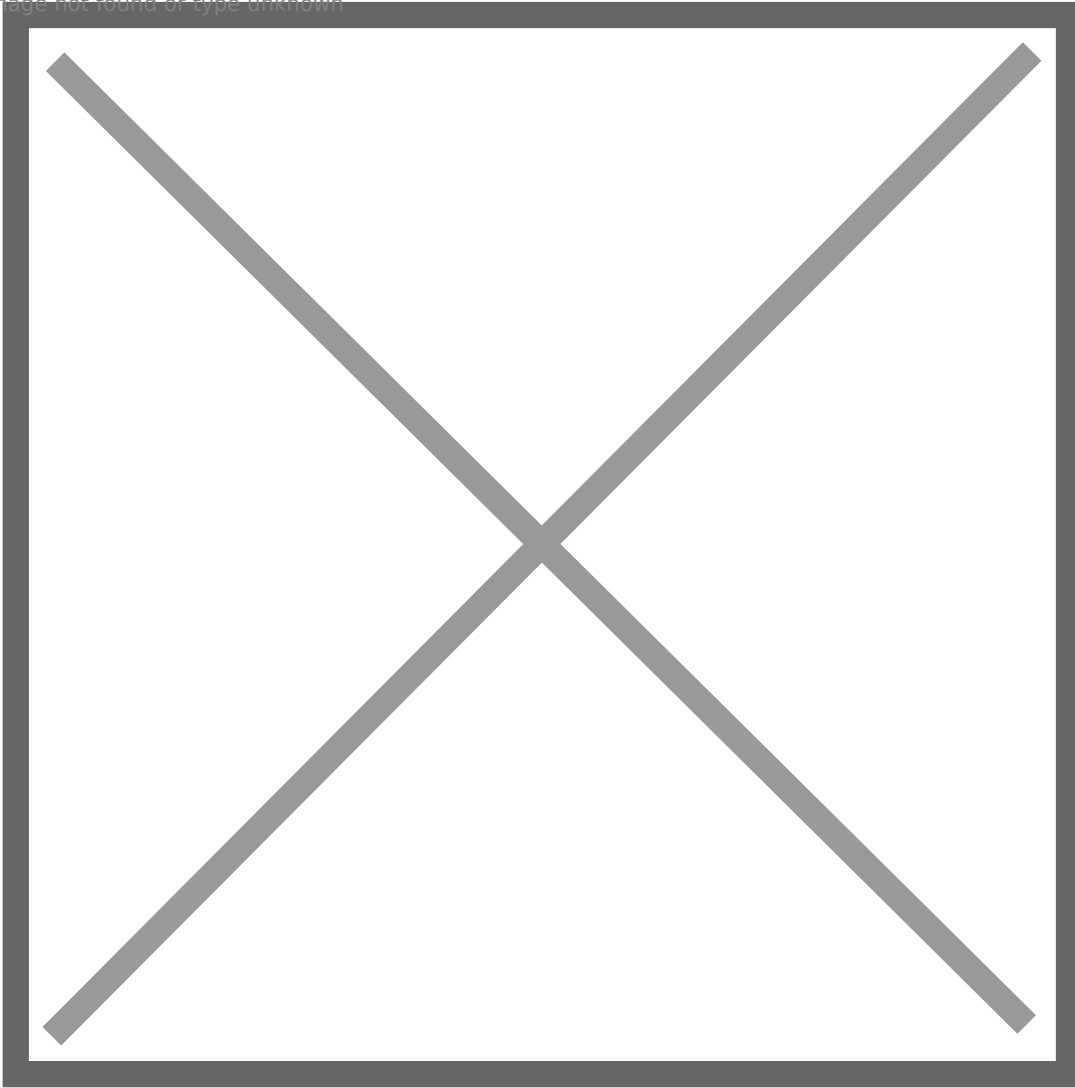
3. For the 'Manual' payment , choose a payment type from the drop down

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4. Enter a reference if required (this will be automated for some payment types)

Image not found or type unknown



5. Click to acknowledge or confirm payment

Revision #3

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