

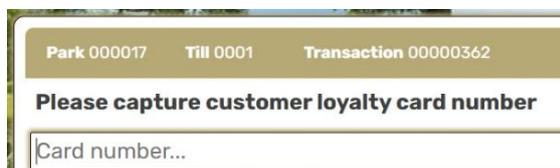
Pay Invoice

Invoice created in EP

Once logged in and on home screen press More... (bottom row, towards left side)

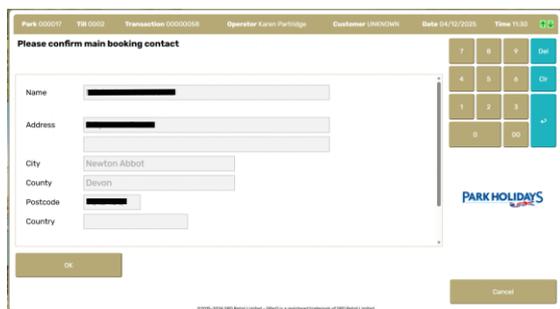
Then Select Pay Invoice

Till will prompt for an owners CUS number



Enter CUS number of the Owner, when ready, press the ok button (bottom left)

New screen will appear with Owners details to confirm. If correct click OK



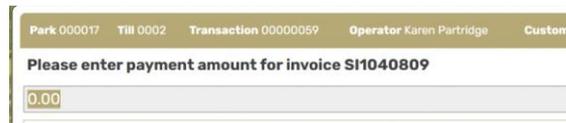
Invoice will appear in list with outstanding balance



Highlight the invoice you are wanting to pay against



Till will prompt to ask how much wanting to pay, enter amount here and click ok (bottom left)



This puts the amount in the basket and becomes ready to TOTAL



Click TOTAL (bottom right)

Select payment method and finish the sale

NB: EP will automatically update the relevant Customer Account with the amount paid, including payment type

Split payments cannot be excepted for Invoice Payments

Pay On Account

If an owner wants to "Pay on Account" please select this as the option when invoices are shown on the screen and follow the previous instructions