

Apply A Payment To An Invoice

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Go to **Invoices** and then select an Invoice from the **Invoice Summary** section.

When you receive a non-credit card payment, you can offset the payment against the invoice amount.

To offset a payment amount:

1. Click the **Actions** menu icon on the upper right-hand side of the invoice. Then click on **Apply Payments**.
2. In the popup window, click the plus icon.
3. Select the **Payment Date**, and select the **Payment Type**. The payment type options include *cash*, *check*, *credit card*, or *other*. Enter the amount paid and optionally enter any notes.
4. Click **Add**.

The invoice will be updated and display the payments against the amount due.

Note: Invoices that are partially paid cannot be canceled .
