

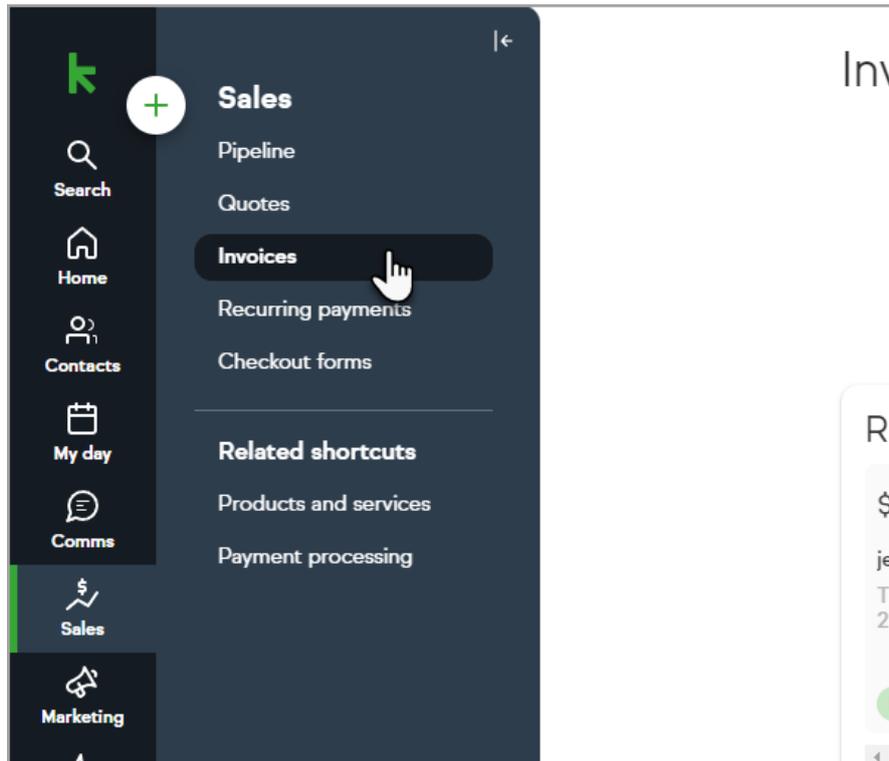
Invoices - Payment History

This article applies to:

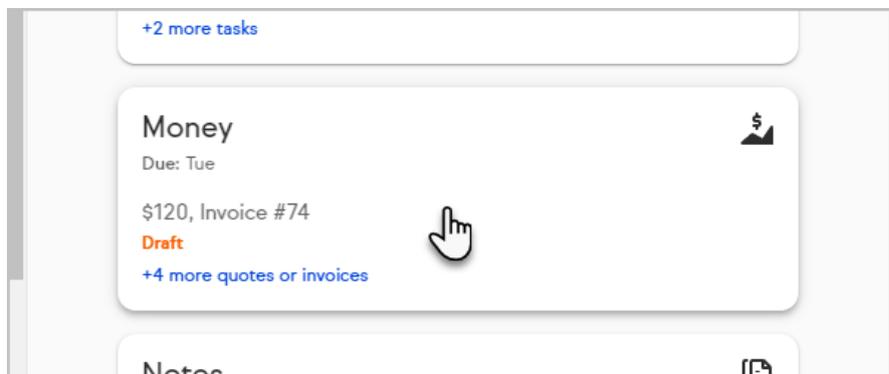
Display completed payments or processed refunds on an invoice so your clients can see their payment history.

Add a Payment

1. Navigate to an invoice from the **Sales > Invoice** section



2. Or from within the contact record activity history



3. Click any existing Invoice card

\$120.00	\$120.00	\$120.00	\$19.99
jesika masters	jesika masters	Thomas Cash	Erasmus
Jan 20th,	Thu, Jan 13th, 2022	Tue, Jan 25th, 2022	Fri, Jan 7
	Paid	Draft 6 days past due	Paid

4. Click **Add Payment** at the bottom of the invoice.

Attachments
There are no files attached to this invoice

Payments for invoice #74

[+ Add Payment](#)

There are no p

5. By default the full invoice amount will be display. You can adjust the Payment amount if needed.

Payment reference*
Invoice #74, with \$120.00 due Jan 25, 2022

Payment amount
\$120.00 USD

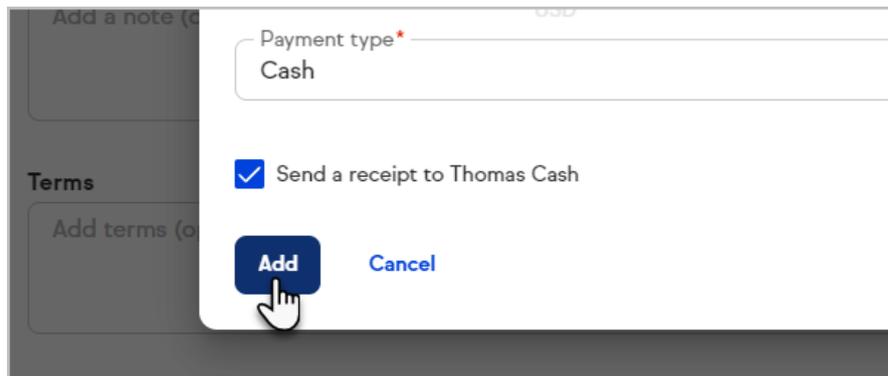
Payment type*

6. Select the **Payment type**

Payment type*

- Credit card
- Cash
- Check

7. Click **Add**



8. Once the payment has been added scroll back to "Payments for this invoice #" to view the payment

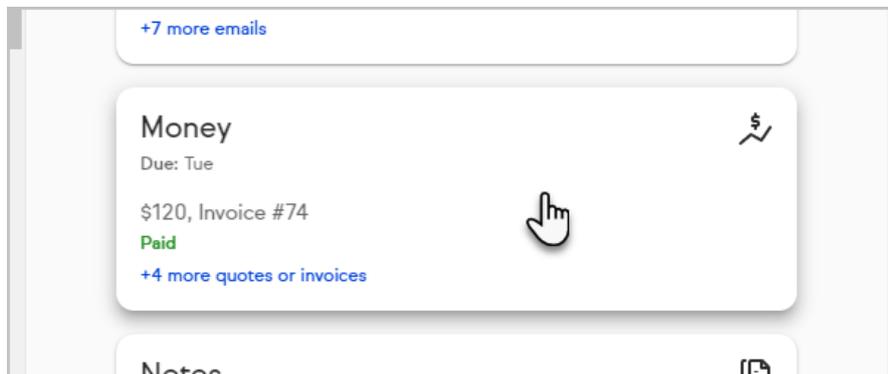
Payments for invoice #74

You can refund individual online payments by clicking on them below.

Date	Type
Feb 1, 2022	Manual payment made

Process a Refund

1. Navigate to an invoice in the Contact's activity history.



2. Click on the payment that needs to be refunded

← Money Thomas Cash Add a payment 

Payments

Manual payment made	\$120.00
Today	
Credit card payment made	\$120.00
Mon, Sep 27	

3. Click "Refund" and once complete go to the Invoice for that Payment

