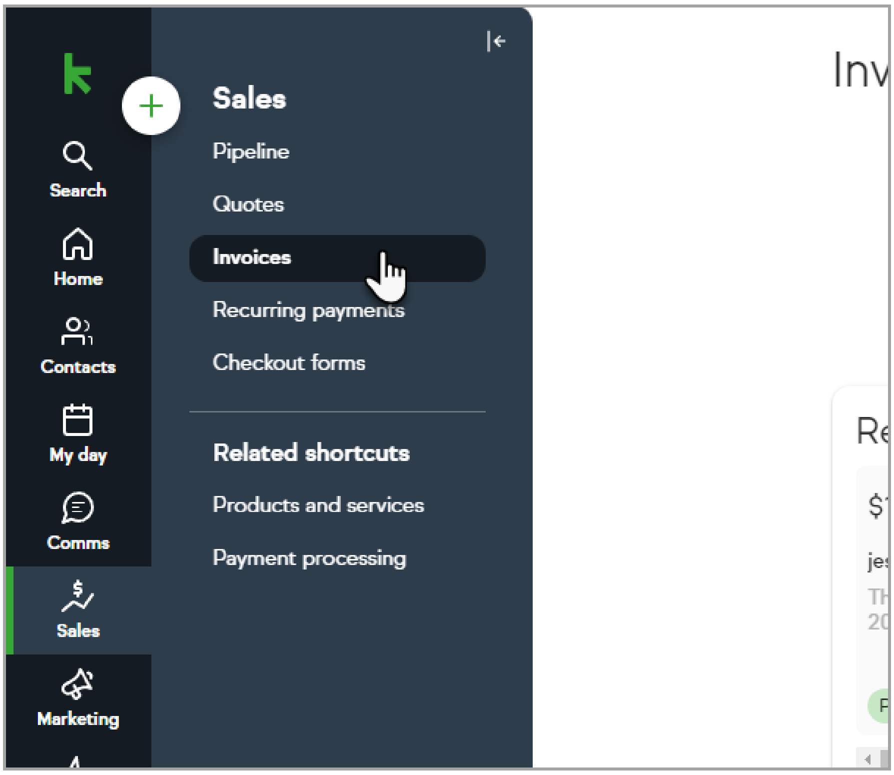
Invoices - Payment History

This article applies to:

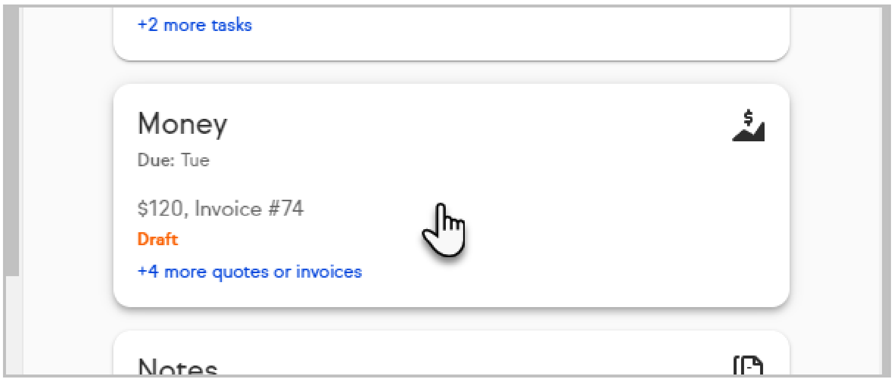
Display completed payments or processed refunds on an invoice so your clients can see their payment history.

Add a Payment

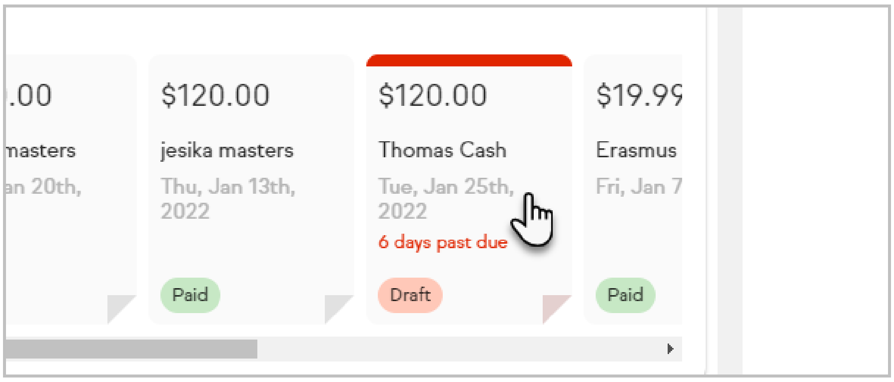
1. Navigate to an invoice from the **Sales > Invoice** section



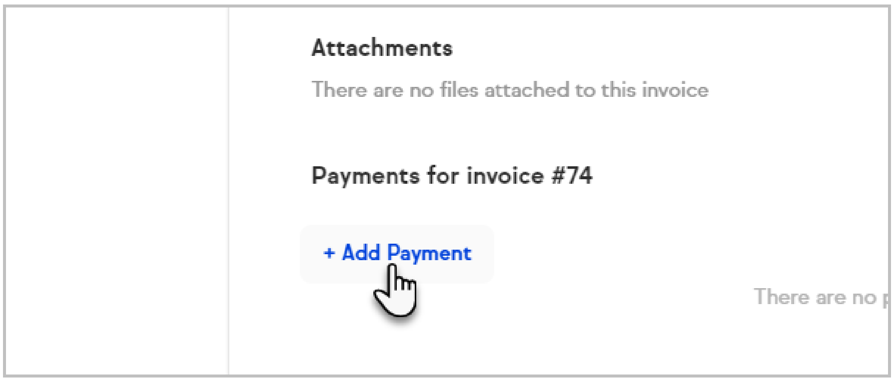
2. Or from within the contact record activity history



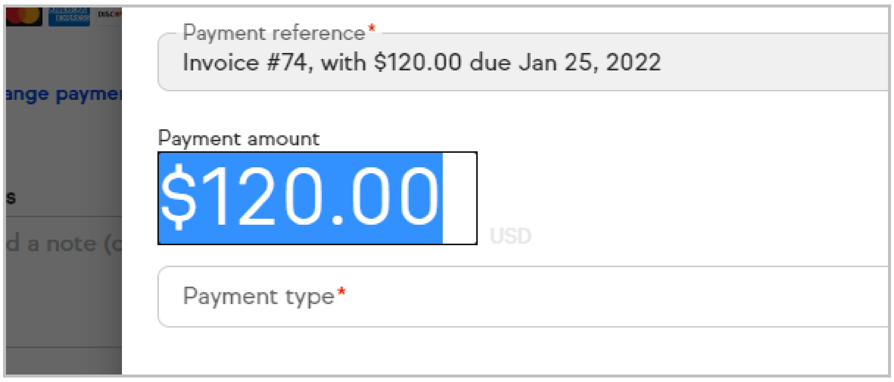
3. Click any existing Invoice card



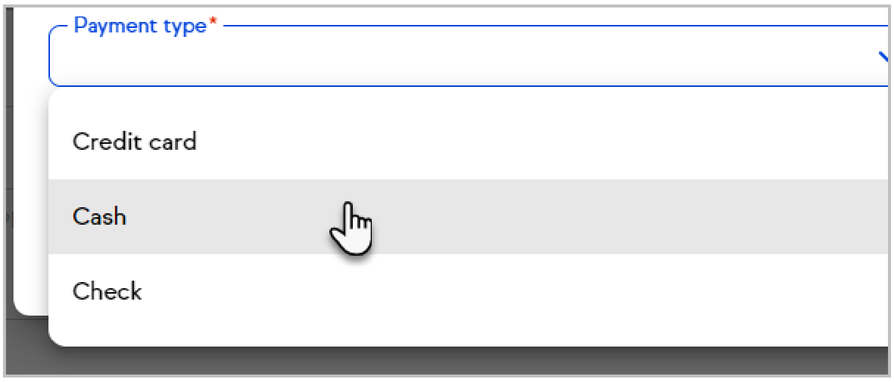
4. Click **Add Payment** at the bottom of the invoice.



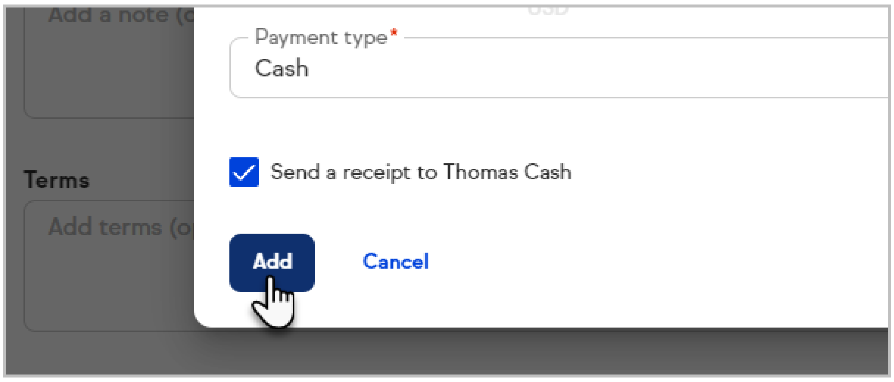
5. By default the full invoice amount will be display. You can adjust the Payment amount if needed.



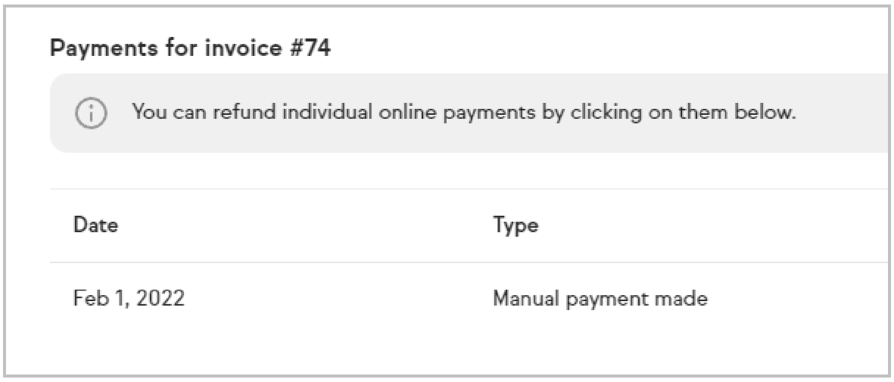
6. Select the **Payment type**



7. Click **Add**

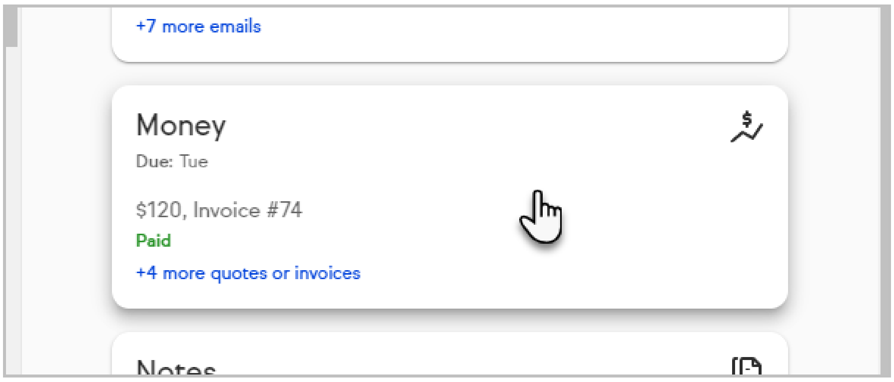


8. Once the payment has been added scroll back to "**Payments for this invoice #**" to view the payment

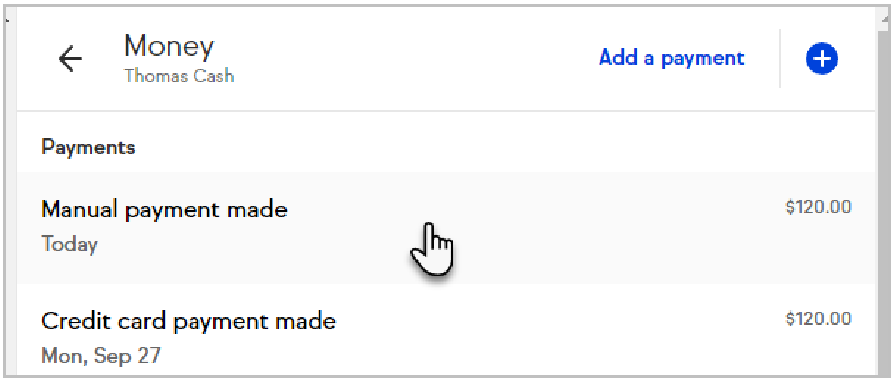


Process a Refund

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



2. Click on the payment that needs to be refunded



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