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 displayed. 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 1, 2022</td>
<td>Manual payment made</td>
</tr>
</tbody>
</table>

**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.