Apply A Payment To An Invoice

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 of the invoice amount.

To offset a payment amount:

1. Click the *Actions* menu on the upper right-hand side of the invoice. Then click on *Apply Payments*.
2. In the pop-up window, click the plus icon.
3. Update 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 on *Add*.

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

Note: Invoices that have been partially paid cannot be [canceled](#).