

How to Add a Payment

It's easy to add a payment to one of your customers' orders! Before you start, be sure to look up the invoice dollar amount.

1. Find the order to which you are adding a payment and click the magnifying glass next to it.



2. Select > **Add Payment/Refund**.



3. Use the dropdown to select the applicable Payment Method.
4. Add/verify the applicable payment details to complete the form.
5. Click > **Add Payment**.

Note: Depending on site configuration and the payment method selected, additional data collection fields will be displayed.

Mark Order Paid

Order# 28

*Payment Method:	Cash	3
Payment in full?	<input checked="" type="checkbox"/>	
Balance Due:	\$29.90	
* Payment Amount:	\$ 29.90	4
Order will be paid when the balance = 0.00		
Add Payment		

*The **Payment Amount** is auto-populated with the balance due and the **Payment in full?** box is checked.*

6. Verify that the confirmation is displayed.

A payment of \$29.90 has been added.

Congratulations, you have successfully applied a payment to the order!