

Knowledge Base

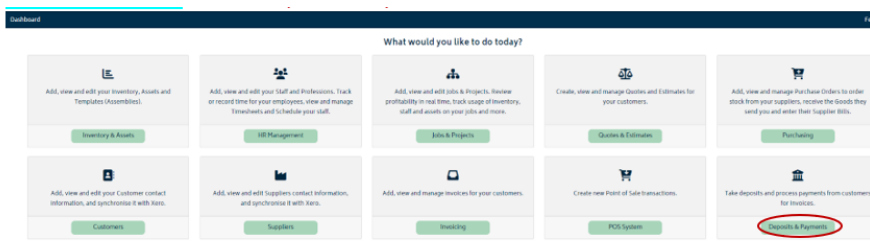


Take Payment for an Invoice

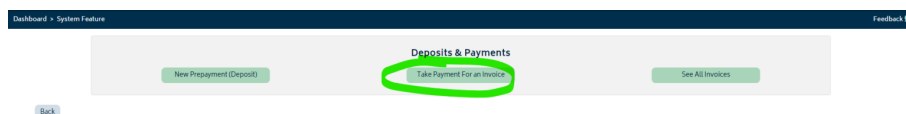
Last updated on September 6th, 2023

Paying Invoices

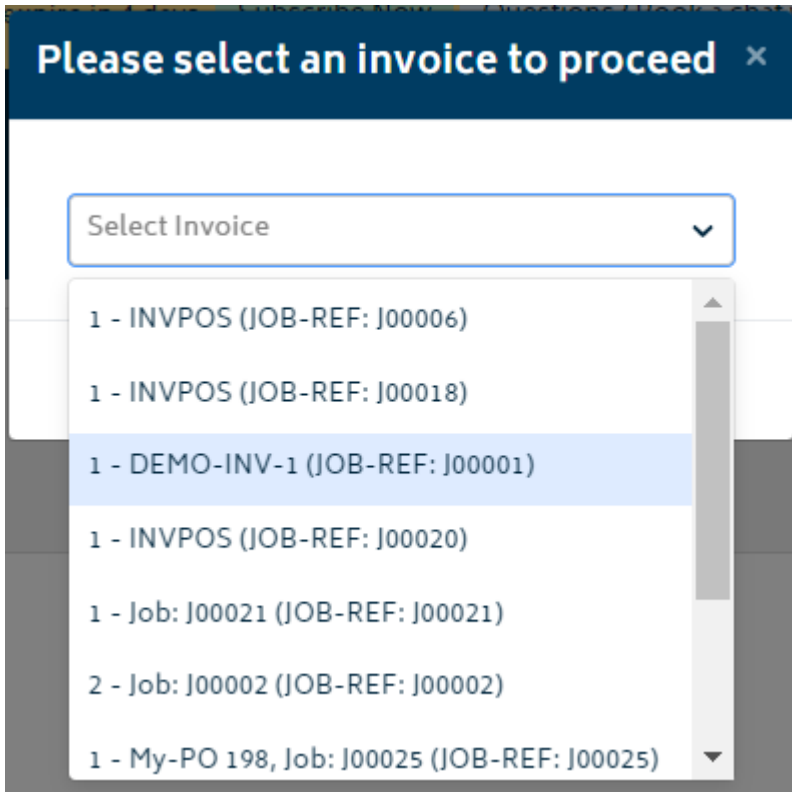
To get started, navigate to the [Job Actions](#) menu for a job and select Invoices, and choose an invoice to take a payment against. You can alternatively click “Deposits & Payments” from home screen:



- Click “Take Payment for an Invoice”



- Select and invoice to take payment against:



This will navigate you to the invoice page where you can choose to take cash or card payments.

Reports > Invoices > View Invoice Feedback

Invoice - Amazon - 1 - INVPOS Open in Xero

Customer	Due Date	Reference	Xero Invoice No.
Amazon	18/09/2023	1 - INVPOS	INV-0821

Name	Quantity	Unit Price	Discount %	Tax Amount	Amount (ex. GST)
1/2" pipe nipple with temperature probe (male-male)	1	\$14.29		\$1.43	\$14.29

Pay Amount

\$ 15.72

[Take Cash Payment](#) [Take Card Payment](#) [Cancel POS Job](#)

Once a POS job is fully paid, it will automatically be marked as completed.

Total (ex. GST):	\$14.29
Tax:	\$1.43
Amount Paid:	\$0.00
Amount Due:	\$15.72

Payment History Refresh

Date ^	Source	Amount Paid	Status
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[Edit](#) [Back to Job Invoices](#) [Back to All Invoices](#)

Refer to the [Take Payment for POS Jobs](#) section for detailed instructions on taking card or online payments.

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