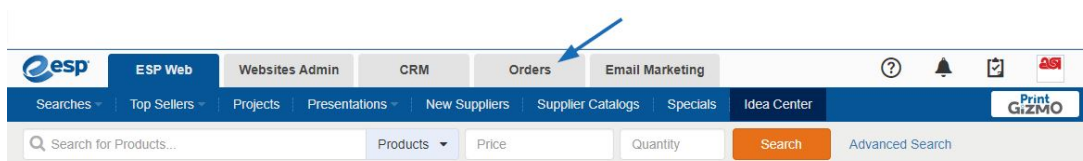


## ESP Quick Tip #74: Apply a Payment to an Invoice

2024-07-17 - Jennifer M - ESP Quick Tips

During the order process, ESP Web enables you to create an invoice for the customer, as well as track payment information.

The first step is to [log into ESP Web](#) and click on the Orders tab.

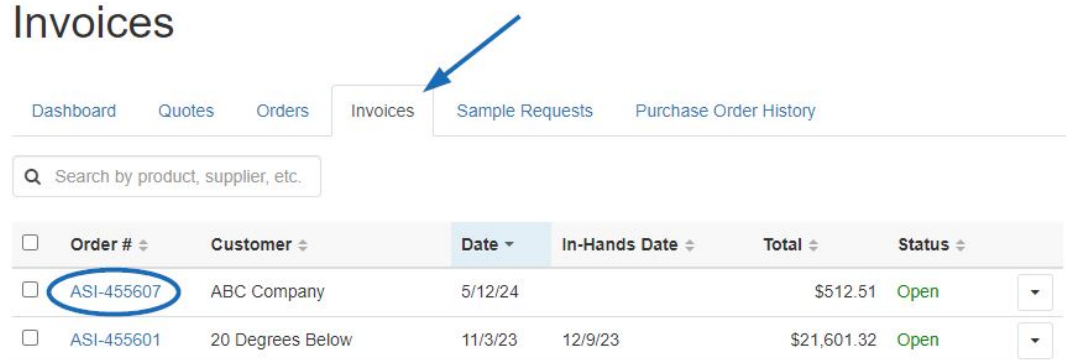


If you have already created an invoice, click on the Invoices tab in the Orders area. Locate the invoice and click on the order number.

**Note:** If an invoice has not yet been created, one can be [created from the main order](#).



### Invoices



Scroll to the bottom of the invoice and click on the Enter Payment button.


**Note:** If the Enter Payment button is not available, go to the [Company Profile section of the Admin Settings](#) to enable this option.

<b>Subtotal:</b>	<b>\$483.50</b>
Discount:	0.00% \$0.00
Booked Margin:	\$191.70 39.65%
Sales Tax:	\$29.01
<a href="#">? Use Current Rates</a>	
<b>Total Amount:</b>	<b>\$512.51</b>
Amount Paid:	\$0.00
<b>Enter Payment</b>	<b>Amount Due: \$512.51</b>

The Enter Payment window will appear. To indicate a payment for the entire balance, check the "Pay in Full" option. To indicate a partial payment, uncheck this box. Use the Pay With drop-down to indicate the type of payment, such as Check, Credit Card, etc. The date will automatically default to the current date but can be changed using the calendar icon. If desired, enter a transaction number and/or notes in the available boxes.


When you are finished, click on the Save button.

Invoice #ASI-455607 - Enter Payment ×

<b>Payment</b>	<b>Pay With</b>	<b>Transaction Number</b>	<b>Date</b>
512.51 USD ▾	▾		07/17/2024 
<input checked="" type="checkbox"/> Pay in full	<b>Note</b>		
	<div></div>		

Cancel
Save

The pricing information for the invoice will be updated to reflect the amount entered. If the amount was paid was paid in full, the Enter Payment button will not be displayed.

<b>Subtotal:</b>		<b>\$483.50</b>
Discount:	<input type="text" value="0.00%"/>	\$0.00
Booked Margin:		\$191.70
		39.65%
Sales Tax:		\$29.01
 <a href="#">Use Current Rates</a>		
<b>Total Amount:</b>		\$512.51
Amount Paid:		\$512.51
<b>Amount Due:</b>		<b>\$0.00</b>