

## How to deal with discount on an invoice.

E-mailed	Printed	VAT Period	Invoice No	Date	Customer	VAT%	Net	VAT	Gross	Nomin
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Details	Payments	Refunds	Recurring	Delete
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### New payment for invoice 25

Amount: <input type="text" value="50.00"/>	Payment Type: <input type="text" value="Cash"/>	Date: <input type="text" value="08/11/2011"/>
Due: <b>0.50</b>	Bank Account: <input type="text" value="Bank Account"/> +	Slip No: <input type="text"/>
Discount: <input checked="" type="checkbox"/> - Description: <input type="text"/>	Reference: <input type="text"/>	

**Payment of this Sales Invoice**  
This section allows you to quickly record the payment or part payment of this Sales Invoice if you have already received it.

### Previous payments

Date	Type	Slip No	Invoice No	Bank Account	Gross	Overpaid	Recurring	Locked
No Records Found								

### Credit Notes

Date	Invoice No	Gross	Amount Due	Locked	Allocated
No Records Found					

The original value of the sales invoice was € 50.50, the payment received was for €50.00 and I want to discount off the 50cent outstanding.

Go to Sales and Invoices, select the invoice that has been paid and then click the payments button at the top of the invoice.

Put in the amount of the money received and enter the rest of the payment details, click in the discount box at the bottom left of the payments screen and then click add payment.