# Taking a Cash Payment in AlarmBiller

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Follow these steps to take a cash payment in AlarmBiller and apply it to an invoice

1. Click on the payments tab up top and then click the New Payment Batch button.
2. Click the Add Payment button, Select the Customer from the drop down, and then click on the ‘Check’ drop down and change that to cash, select the invoice number form the Invoice# drop down and in the amount field type in the amount of cash received and then push the Apply Batch button.
3. Going back to the customer page we see the cash payment has been recorded and we can see that from the payments tab below.