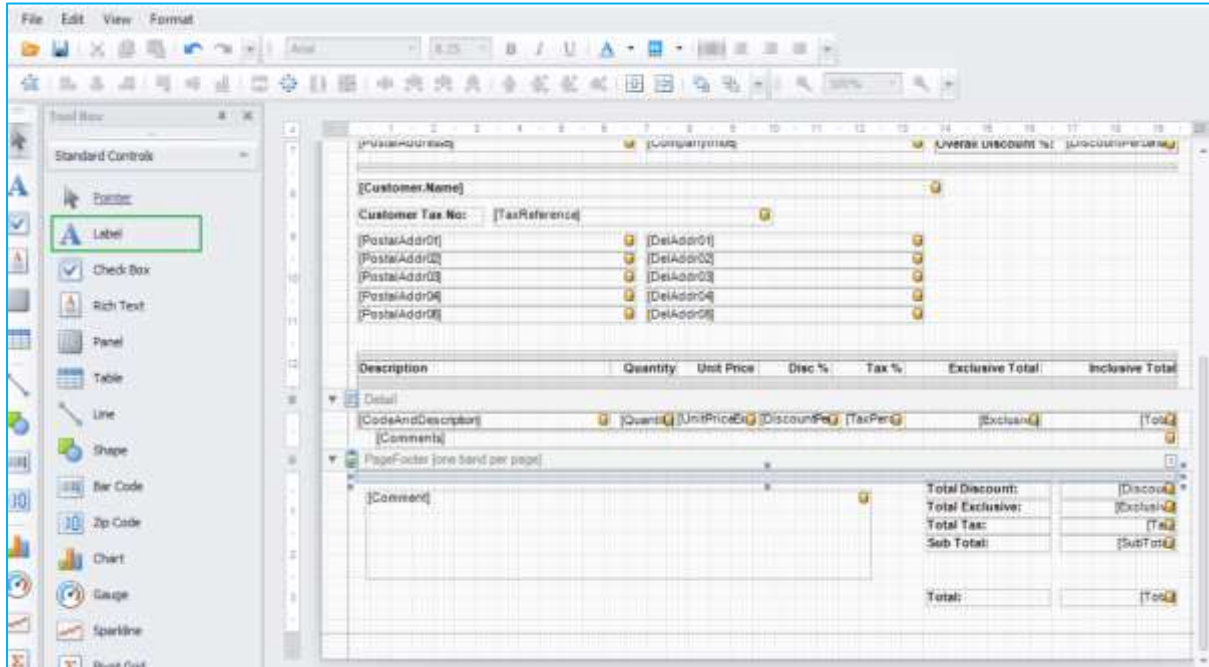


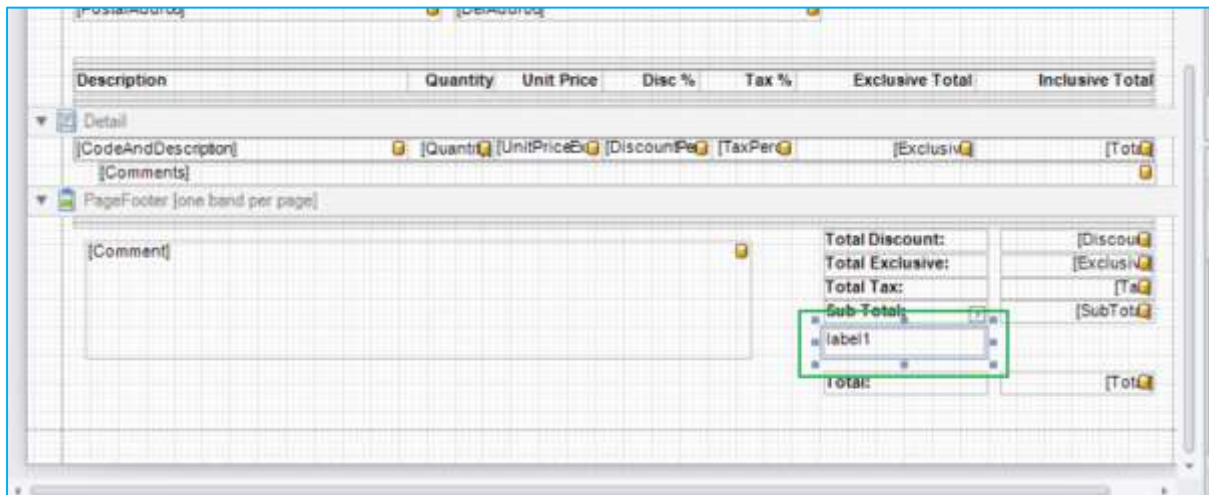
Total Paid

Adding a "Total Paid" field to your invoices using the Accounting Custom Layout Designer

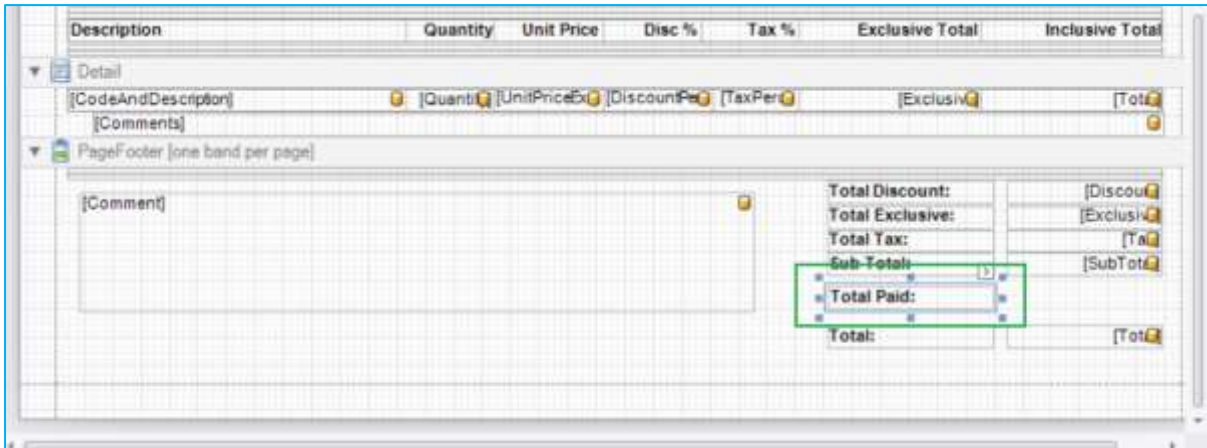
You will start by adding a label



Labels allow you to add a text box to your layout

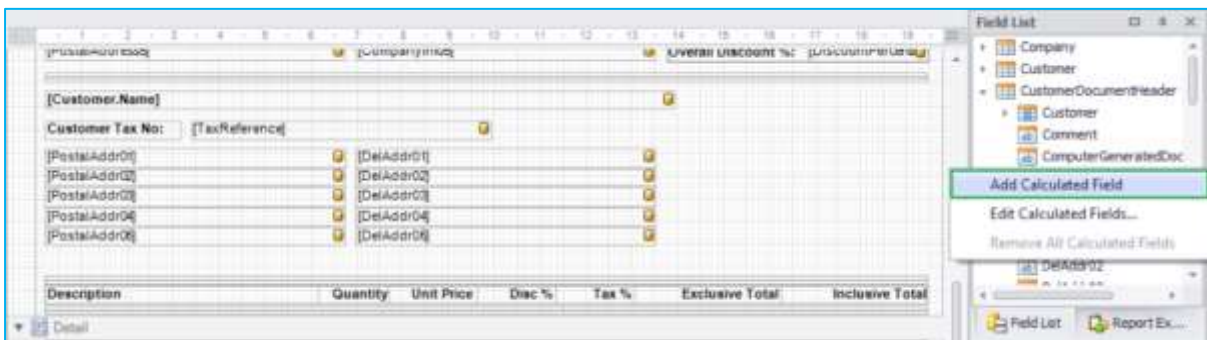


Double click into the field to rename it

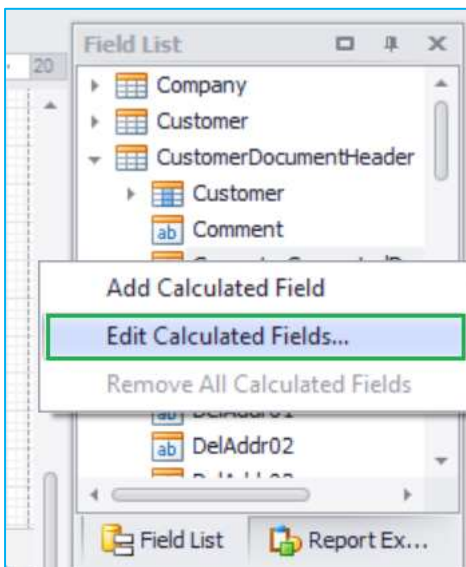


You will then need to add your calculated field.

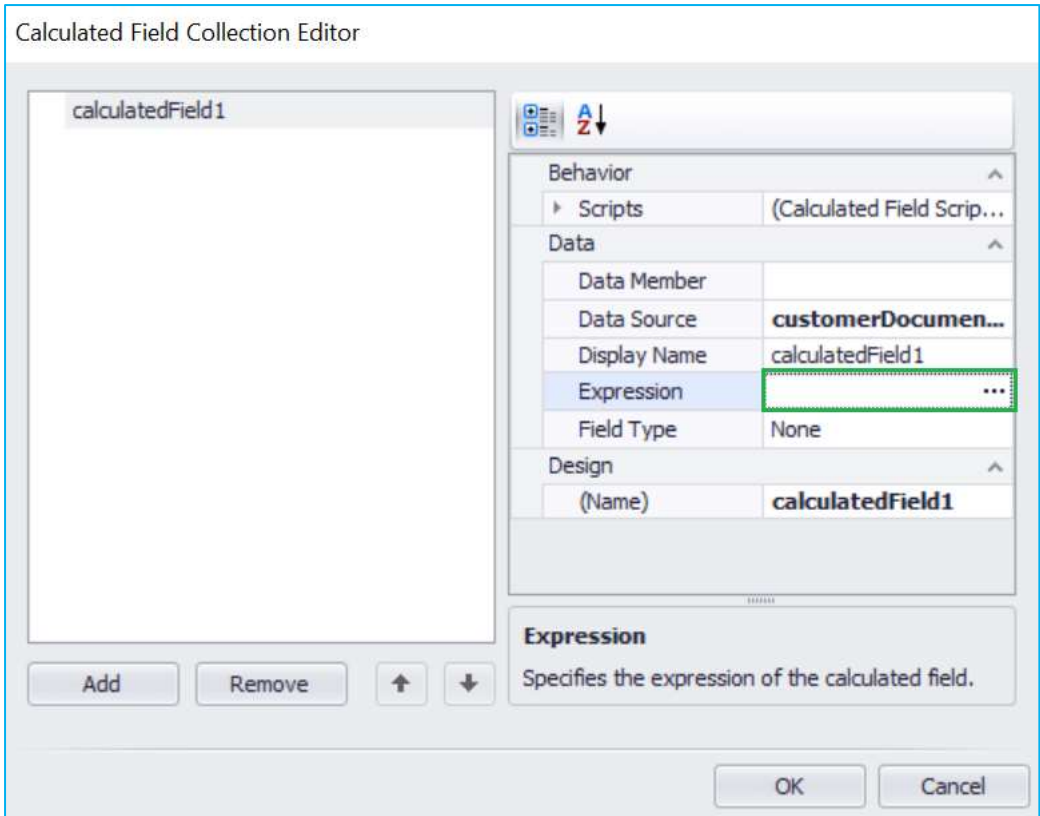
In the **Field List**, right click and select "Add Calculated Field" from the "CustomerDocumentHeader" section



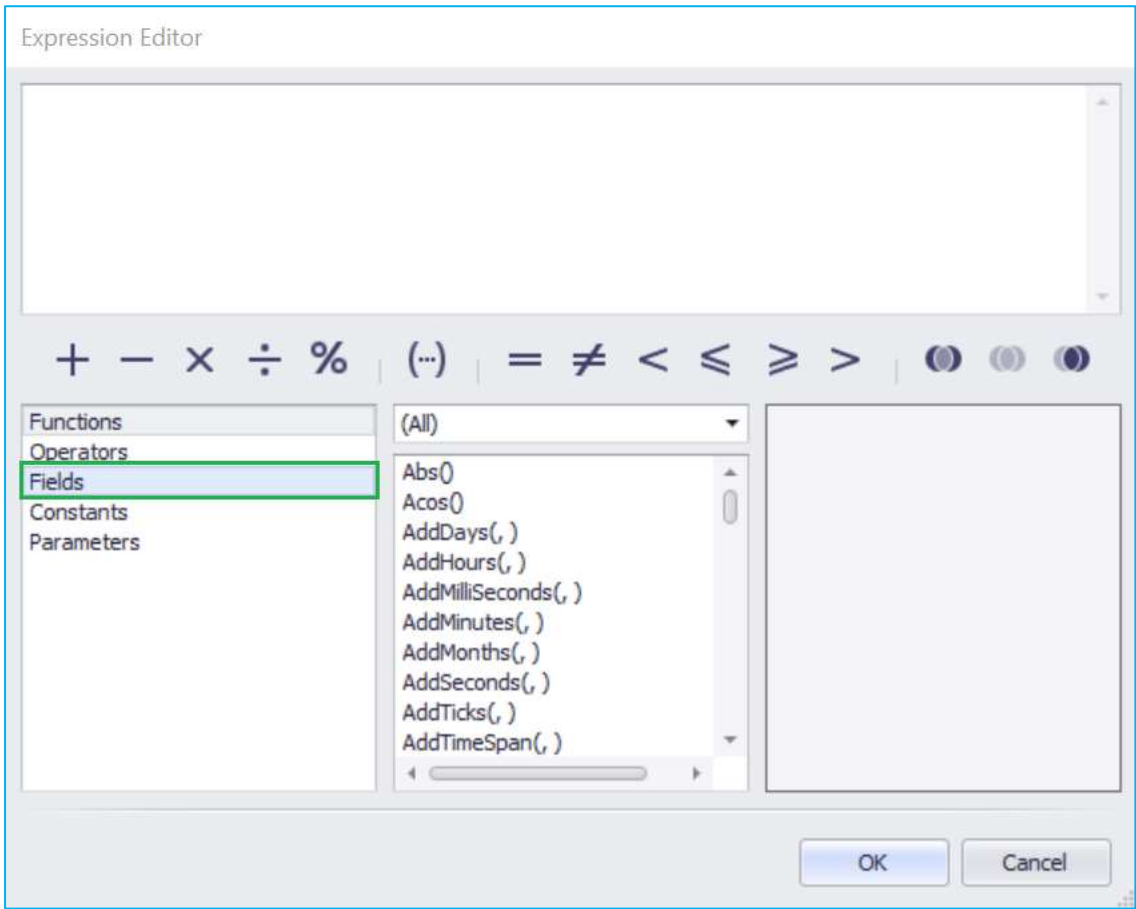
Right click again and select "Edit Calculated Field"



Click on the "ellipses" in the "Expression" section

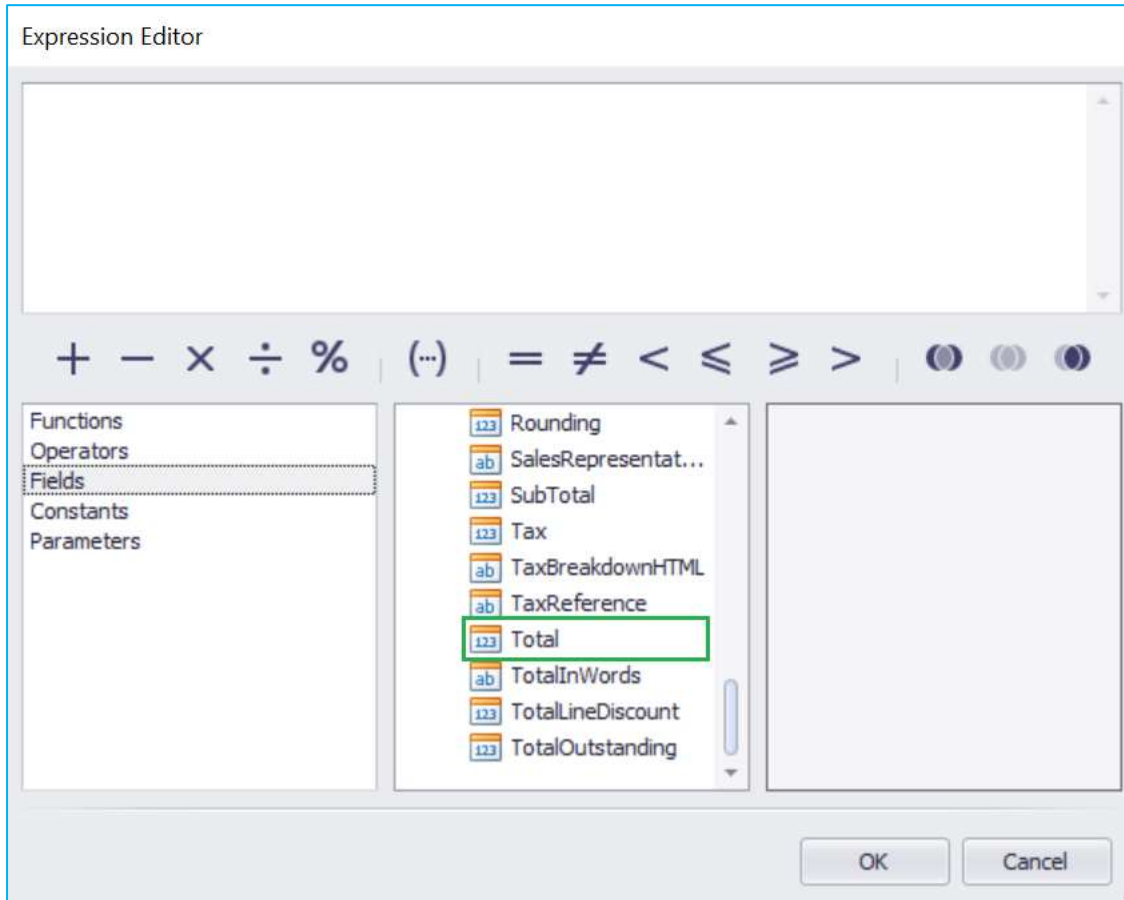


Select "Fields" from the options provided

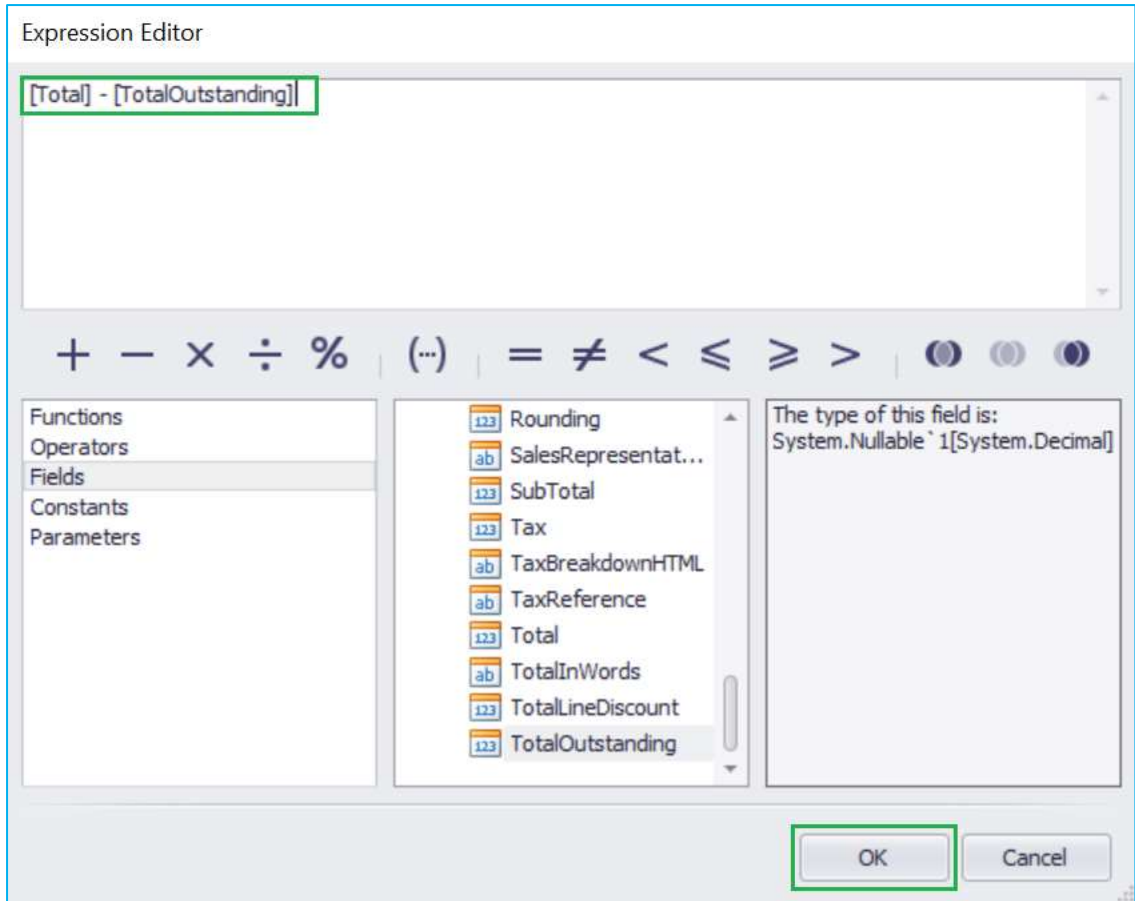


The calculation will be **"Total – Total Outstanding"**

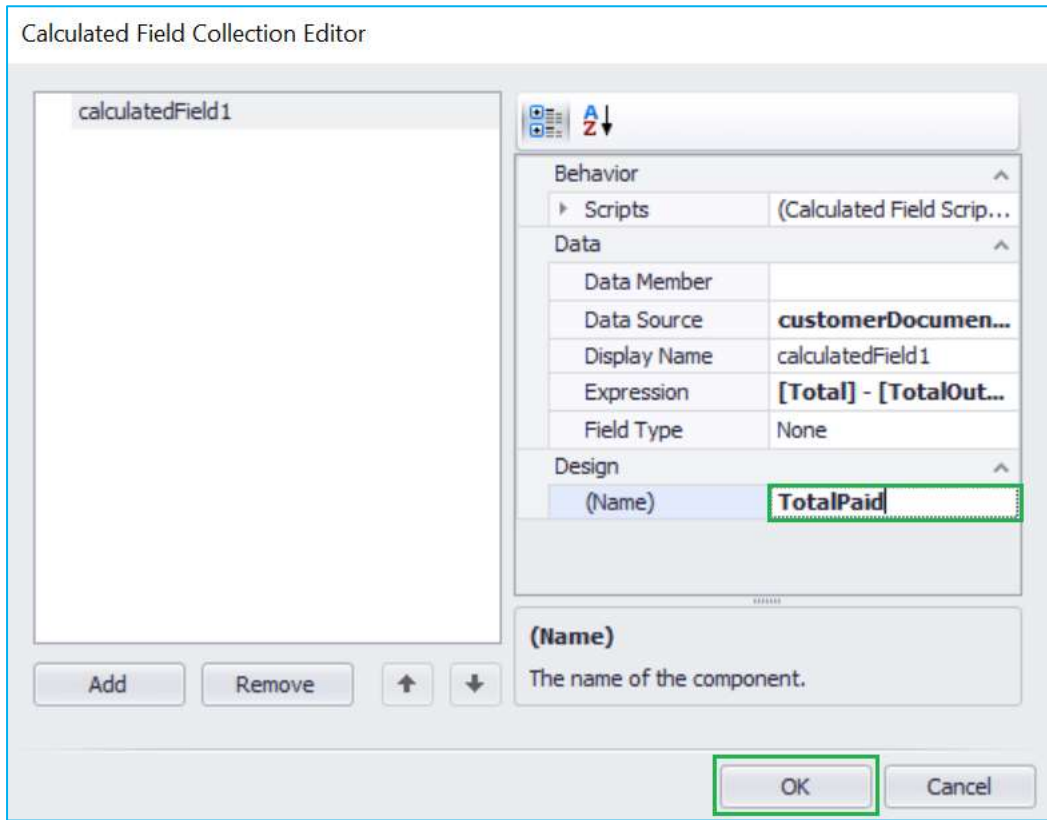
You will double click on the field to select it...



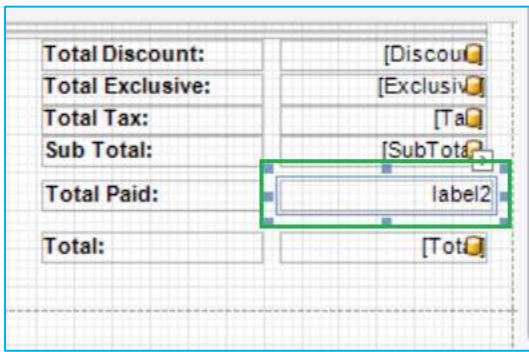
Once completed it should look like the below



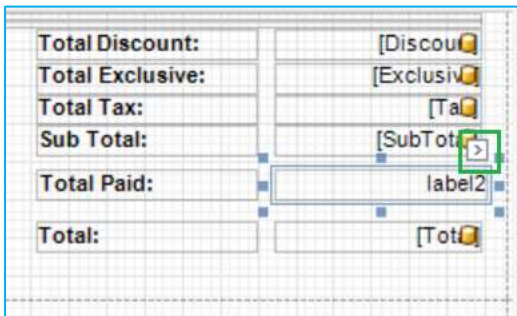
Once completed rename your field and select OK



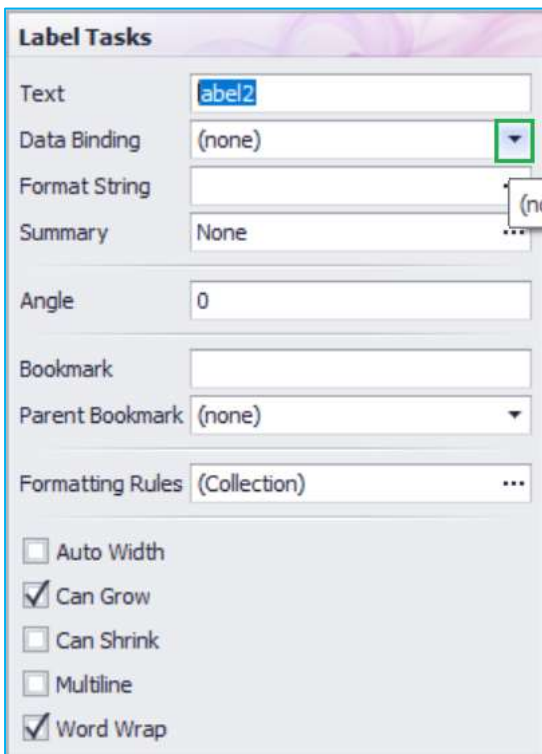
You will then add another label next to your "Total Paid"



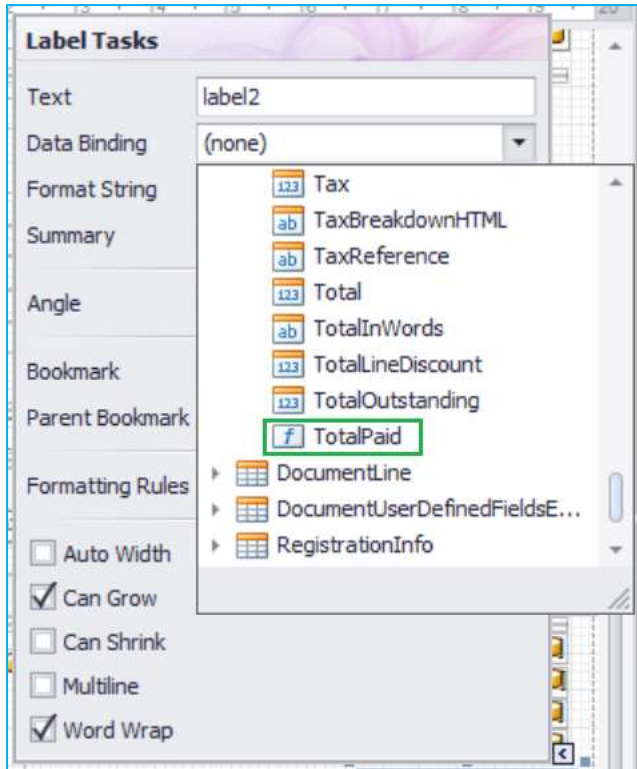
Click on the arrow to the top right hand corner of the label



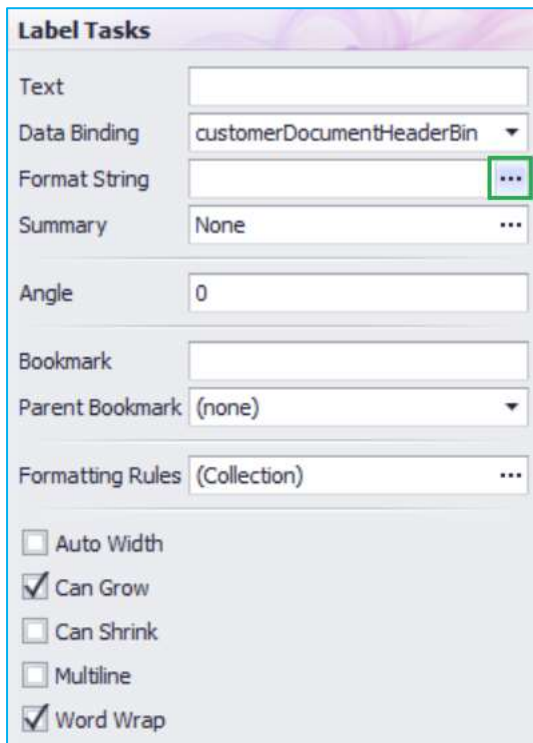
Select the drop down menu in "Data Binding"



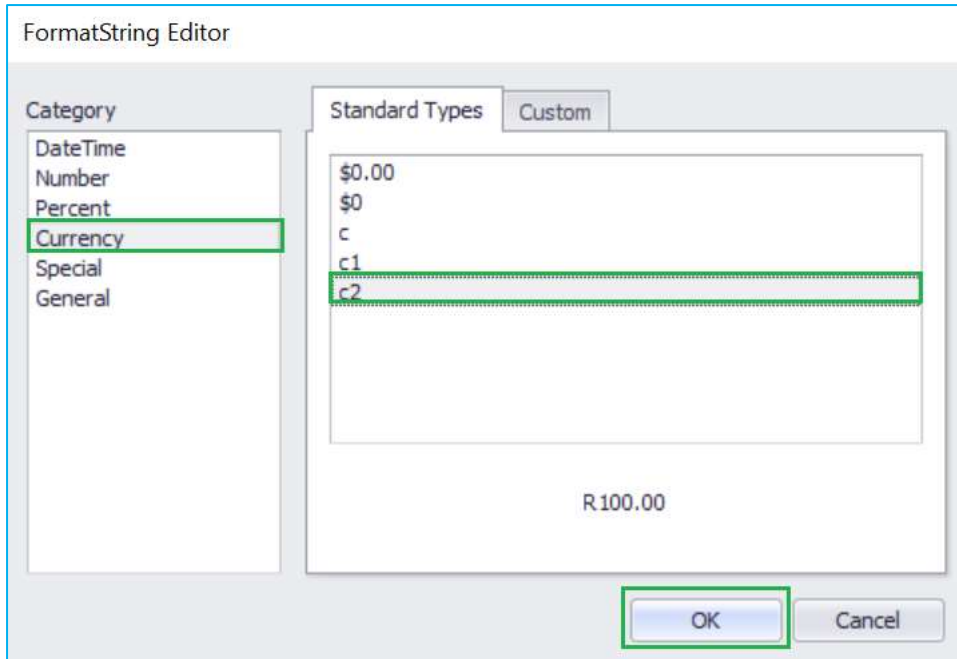
In the "CustomerDocumentHeader" section scroll down till you see your "TotalPaid" field and select it



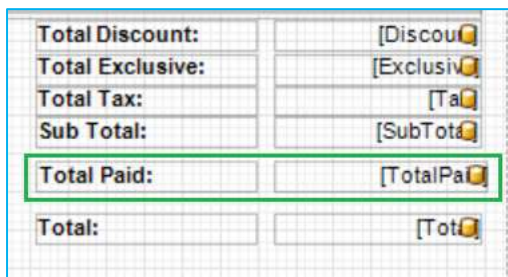
You will then select "Format String"



In the "Currency" section select "c2"



Once completed it should look like the below



Save your layout and apply it to the invoice.

Note: To ensure that this works the receipts must be allocated to the invoice before printing.

For more helpful tips join our community [here](#)

