



Question:

How can you create a partial payment on an invoice and leave the rest open to pay later?

Answer:

These steps are written for Outgoing Payments and the same steps will apply to Incoming Payments.

1. Once you have created the Invoice, navigate to Modules -> Banking -> Outgoing Payments -> Outgoing Payment
2. When the Outgoing Payment window opens, enter the vendor you are paying in the header.
3. Check the box for the invoice you wish to pay and then enter the amount you are paying in the "Total Payment Column" (Screen Shot 1).
4. Once you have entered your payment amount, select the payment means icon either from the toolbar or by right-clicking on the outgoing payment.
5. Enter the details of your payment method (Screen Shot 2). Make sure the total amount paid matches what you entered in step 3.
6. Click "OK" to close the Payment Means and "Add" to save the outgoing payment.
7. When you are ready to make your next payment, open another Outgoing Payment and the remaining open balance on the invoice will be available to pay.

Screen Shots:

Screen Shot 1:



Outgoing Payments

Code: V1006
 Name: Brewers Supply Group
 Pay To: Brewer
 3301 SE Columbia Way
 Vancouver, WA 98661

Contact Person: _____
 Project: _____

Vendor
 Customer
 Account

No. Primary: 1009
 Posting Date: 05/09/2014
 Due Date: 05/09/2014
 Document Date: 05/09/2014
 Reference: _____
 Transaction No.: _____

Display Invoices with matching Billing Address

Selected	Document No.	Installment	Document Type	Date	* Overdue Days	Total	Balance Due	Blocked	Total Payment	Payment Order Run
<input checked="" type="checkbox"/>	5011	1 of 1	PU	05/09/2014	Invoice Posting Day	\$ 17,750.00	\$ 17,750.00		\$ 5,000.00	<input type="checkbox"/>

Payment on Account 0.00

Total Amount Due: \$ 5,000.00
 Open Balance: _____

Remarks: _____
 Journal Remarks: Outgoing Payments - V1006

Created by Payment Wizard

Add Cancel Deselect All Select All Add in Sequence

Screen Shot 2:

Outgoing Payments

Code: V1006
 Name: Brewers Supply Group
 Pay To: Brewer
 3301 SE Columbia Way
 Vancouver, WA 98661

Contact Person: _____
 Project: _____

Vendor
 Customer
 Account

No. Primary: 1009
 Posting Date: 05/09/2014
 Due Date: 05/09/2014
 Document Date: 05/09/2014
 Reference: _____
 Transaction No.: _____

Display Invoices with matching Billing Address

Payment Means

Currency: \$

Check EFT/ACH Credit Card Cash

Search by Bank Code

#	Due Date	Amount	Country	Bank Name	Branch	Account	Manual ...	Check No.	G/L Account	Primar...
1	05/09/2014	\$ 5,000.00	USA	Wells Fargo	Portland	5748	<input type="checkbox"/>	0	10015-00	
2	06/09/2014		USA	Wells Fargo	Portland	5748	<input type="checkbox"/>	0	10015-00	

Overall Amount: \$ 5,000.00
 Balance Due: _____
 Bank Charge: _____

OK Cancel Paid: \$ 5,000.00

Add Cancel Deselect All Select All Add in Sequence



Screen Shot 3:

Outgoing Payments

Code: V1006
Name: Brewers Supply Group
Pay To: Brewer 3301 SE Columbia Way, Vancouver, WA 98661

Vendor
 Customer
 Account

No. Primary 1010
Posting Date 05/09/2014
Due Date 05/09/2014
Document Date 05/09/2014
Reference
Transaction No.

Contact Person
Project

Display Invoices with matching Billing Address

Selected	Document No.	Installment	Document Type	Date	*	Overdue Days	Total	Balance Due	Blocked	Total Payment	Payment Order Run
<input type="checkbox"/>	5011	1 of 1	PU	02/06/2014	*	60	\$ 17,750.00	\$ 12,750.00		\$ 12,750.00	<input type="checkbox"/>

Payment on Account 0.00

Remarks
Journal Remarks: Outgoing Payments - V1006

Created by Payment Wizard

Add Cancel Deselect All Select All Add in Sequence

Version 4.5.1.0