



How Do I Change The Number Of Payments On An Invoice?

Summary

Once you have an installment payment term setup, its simple to make adjustments directly on the invoice prior to it being posted. In the article below, we will take a look at making those adjustments on the fly.

Note: This can only be done prior to the invoice being created.

Note 2: When creating the invoice, be sure to input the posting date & necessary payment information before changing the installment terms.

Step By Step Guide

1. When you are creating the invoice, click on the **Accounting** tab.
2. Click the golden arrow (🔑) in the **Installments** field, to open the **Installments** window.

The screenshot shows the 'A/P Invoice' window with the 'Accounting' tab selected. The 'Installments' field is highlighted with a red box, and a red arrow points to the golden arrow icon next to it. The 'Accounting' tab is also highlighted with a red box. The 'Installments' field is currently set to '1'. The 'Payment Terms' field is set to 'Net 30 Days' and the 'Payment Method' is set to 'OUT-CHECK'. The 'Vendor' field is set to 'V1021' and the 'Name' is 'Fisher Scientific'. The 'Control Account' is '21015-00 - Accounts Payable (0)'. The 'Buyer' is '-No Sales Employee-' and the 'Owner' is 'Kazimee, Reshad'. The 'Total Before Discount' is \$0.00, 'Discount' is 0%, 'Total Down Payment' is \$0.00, 'Freight' is \$0.00, 'Tax' is \$0.00, 'Total Payment Due' is \$0.00, 'Applied Amount' is \$0.00, and 'Balance Due' is \$0.00. The 'Installments' field is currently set to '1'. The 'Accounting' tab is highlighted with a red box. The 'Installments' field is highlighted with a red box. A red arrow points from the 'Installments' field to the golden arrow icon next to it.

3.



- Next, define the number of installments payments required for this invoice.

#	Date	%	Total	Last Dunning Run Date	Dunning Level	Payment Ord...
1		100.00	\$ 0.00			0
Total		100.00				
For Balance						

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- You will receive a prompt as to whether the amount of the invoice is to be divided equally amongst all payments. This will be based on the terms of your agreement.
- Next you will define the due dates for each payment by clicking into the date field and selecting the date from the calendar.

#	Date	%	Total	Last Dunning Run Date	Dunning Level	Payment Ord...
1	01/31/2017	25.00	\$ 2,500.00			0
2	02/28/2017	25.00	\$ 2,500.00			0
3	03/31/2017	25.00	\$ 2,500.00			0
4	04/28/2017	25.00	\$ 2,500.00			0
Total		100.00	\$ 10,000.00			
For Balance						

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- Once you are finished, press the **Update** button as soon as you do, the Due Date of the invoice will change to be based on the final installment due date. Then press the **OK** button to confirm the changes to the installments.



A/P Invoice

Vendor: V1021
Name: Fisher Scientific
Contact Person: [dropdown]
Vendor Ref. No.: [dropdown]
BP Currency: \$

No.: Primary 10057
Status: Open
Posting Date: [dropdown]
Due Date: 04/28/2017
Document Date: [dropdown]

- 10.
11. Now add the invoice as you would normally.

What does the outgoing payment look like?

Opening an *Outgoing Payment* for this supplier will now show **4** payments that are due on the specified dates, each with an installment number identified (1 of 4, etc).

Outgoing Payments

Code: V1021
Name: Fisher Scientific
Pay To: Bill To 3891 Elm Street, Los Angeles, CA 75433
Contact Person: [dropdown]
Project: [dropdown]

Display Invoices with matching Billing Address

Selected	Document No.	Installment	Document Type	Date	Due Date	Overdue Days	Total	Balance Due	Blocked	Cash Discount %	Total Ro...	Total Pa...
<input type="checkbox"/>	10057	1 of 4	PJ	01/11/2017	01/31/2017	-20	\$ 2,500.00	\$ 2,500.00		0.00		
<input type="checkbox"/>	10057	2 of 4	PJ	01/11/2017	02/28/2017	-48	\$ 2,500.00	\$ 2,500.00		0.00		
<input type="checkbox"/>	10057	3 of 4	PJ	01/11/2017	03/31/2017	-79	\$ 2,500.00	\$ 2,500.00		0.00		
<input type="checkbox"/>	10057	4 of 4	PJ	01/11/2017	04/30/2017	-109	\$ 2,500.00	\$ 2,500.00		0.00		

Payment on Account 0.00

Total Amount Due [dropdown]
Open Balance [dropdown]

Remarks: [dropdown]
Journal Remarks: Outgoing Payments - V1021

Created by Payment Wizard

Add Cancel Deselect All Select All Add in Sequence

TIP: Click on the Form Settings () icon to display a list of fields available, add the **Due Date** field to display the actual due date of the installment payment.



What do the journal entries look like?

When the invoice is created, 4 credits (in this example) are booked against the Fish Scientific A/P sub-ledger. Exposing the **Ref 3** field will display the installment number for each.

Journal Entry										
Series	Number	Posting Date	Due Date	Doc. Date	Remarks					<input type="checkbox"/> Fixed Exchange Rate
Primary	16512	01/11/2017	04/30/2017	01/11/2017	A/P Invoices - V1021					
Origin	Origin No.	Trans. No.	Template Type	Template	Indicator	Project				
PU	10057	6513								
Trans. Code	Ref. 1	Ref. 2	Ref. 3							<input type="checkbox"/> Automatic Tag
10057										<input type="checkbox"/> Manage Deferred Tax
Blanket Agreement										
Expand Editing Mode										
#	G/L Acct/BP Code	G/L Acct/BP Name	Debit	Credit	Remarks	Ref. 1	Ref. 2	Ref. 3	Receipt Number	
1	V1021	Fisher Scientific		\$ 2,500.00	A/P Invoices - V1021	10057		1		
2	V1021	Fisher Scientific		\$ 2,500.00	A/P Invoices - V1021	10057		2		
3	V1021	Fisher Scientific		\$ 2,500.00	A/P Invoices - V1021	10057		3		
4	V1021	Fisher Scientific		\$ 2,500.00	A/P Invoices - V1021	10057		4		
5	29999-00	System Liabilities (CORP)	\$ 0.00		A/P Invoices - V1021	10057				
6	12025-00	Inventory - Brewery POS & Merchandise (CORP)	\$ 10,000.00		A/P Invoices - V1021	10057				
			\$ 10,000.00	\$ 10,000.00						

Related Article: [How do I set up installment payment terms?](#)

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