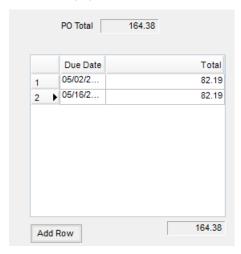
Multiple Payments for Vendor Prepay

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Sometimes an agreement is made with a vendor for a specific amount of Prepay. This amount will be paid with an initial down payment and the remainder to be paid in installments over a specified period of time.

- 1. Add a prepaid Purchase Order for the full quantity and dollars. Before saving the Purchase Order, select the A/P Bill tab.
- 2. Choose **Add Row** as many times as needed for the number of installments being made. For example, if four installment payments will be made, select **Add Row** four times.



- 3. For each row, enter a Due Date and Total for each installment
- 4. Choose **Save**. An A/P Bill is created for each installment with the due date and amount specified on the A/P *Bill* tab of the Purchase Order.

