

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.

PO Total 164.38

	Due Date	Total
1	05/02/2...	82.19
2	05/16/2...	82.19

Add Row 164.38

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.

Invoice	Due Date	Gross
PO120019-1	05/02/2022	82.19
PO120019-2	05/16/2022	82.19