## Partial Pay Booking - Down Payment

Last Modified on 08/20/2025 9:52 am CDT

Using a Partial Pay Booking, Customers can pay a portion of the total now, then pay the rest at a later time.

Add a regular Booking for the Customer at Accounting / A/R / Product Bookings. Add two lines of the Product. Mark the P checkbox on the line item to indicate that the Customer will be putting money down for that line item.

Keep in mind, the line not being prepaid can be paid at a later time as long as none of those units have been invoiced. If an Invoice is entered for those units, the line would have to be split out a third time or the Invoice would need to be voided to allow the Customer to make a payment. A new Invoice could then be entered.

Add Booking #1200316 Customer 1 of 1															x
Splits Customer ID AndBa	? F	Regular	PrePay	UAC	Cr	edit Limit							Book Date	08/20/2025	
Customer Name Barry Anderson 0.00 0.00			0.00		75000							Start Date			
Field ID ?													Expiration Date		
<comments></comments>						~							Price By	Products	$\sim$
Generic Prepay													Price Default	Individual	$\sim$
			mount										Terms	(None)	$\sim$
<product name=""></product>	Quantity Inv	Levi P	Dwn	<unit \$=""></unit>	Bill U	Total S	S#	<%>	Your Share	<amt paid=""></amt>	Quant Left	Dollars Left	Invoiced Quantity	PrintLineite	em F
1 Bagged Fert 10-10-10	20.000 Bag	s List 🗸		27.00	Bags	540.00	1	100.0000	540.00	540.00	20.000	540.00	0.000	0	
2 Bagged Fert 10-10-10	80.000 Bag	s List		27.00	Bags	2160.00	1	100.0000	2160.00	0.00	80.000	2160.00	0.000	0	
4															>
Planned Booking Payment Method															
Analysis Total Booked 2700.00													0.00		
Apply Rollups Contra	ct Format:											~			
Extra Charges <salesperson d=""> Farbre v Contract Signed Additional Comments:</salesperson>														Â	
Control # Assign Seller Signature															
Print Method 1. No Roll up	Print Method         Cancel         Save           1. No Roll up          Cancel          Save														•

Select Save to save the Booking, optionally print any Booking documents, and save the payment.