

Partial Pay Booking - Down Payment

Last Modified on 03/23/2026 8:14 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.

Splits

Customer ID	Regular	PrePay	UAC	Credit Limit
AndBa ?	0.00	0.00	0.00	75000

<Product Name>	Quantity	Inv	Levl	P	Dwn	<Unit S>	Bill U	Total S	S#	<%>	Your Share	<Amt Paid>	Quant Left	Dollars Left	Invoiced Quantity	Print Line Item
1 Bagged Fert 10-10-10	20.000	Bags	List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	Bags	List	<input type="checkbox"/>	<input type="checkbox"/>	27.00	Bags	2160.00	1	100.0000	2160.00	0.00	80.000	2160.00	0.000	0

Planned Booking Payment Method:

Total Booked: 2700.00
Amount Paid: 540.00

Print Method: 1. No Roll up

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