Partial Pay Booking - Down Payment

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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.
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> 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.

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