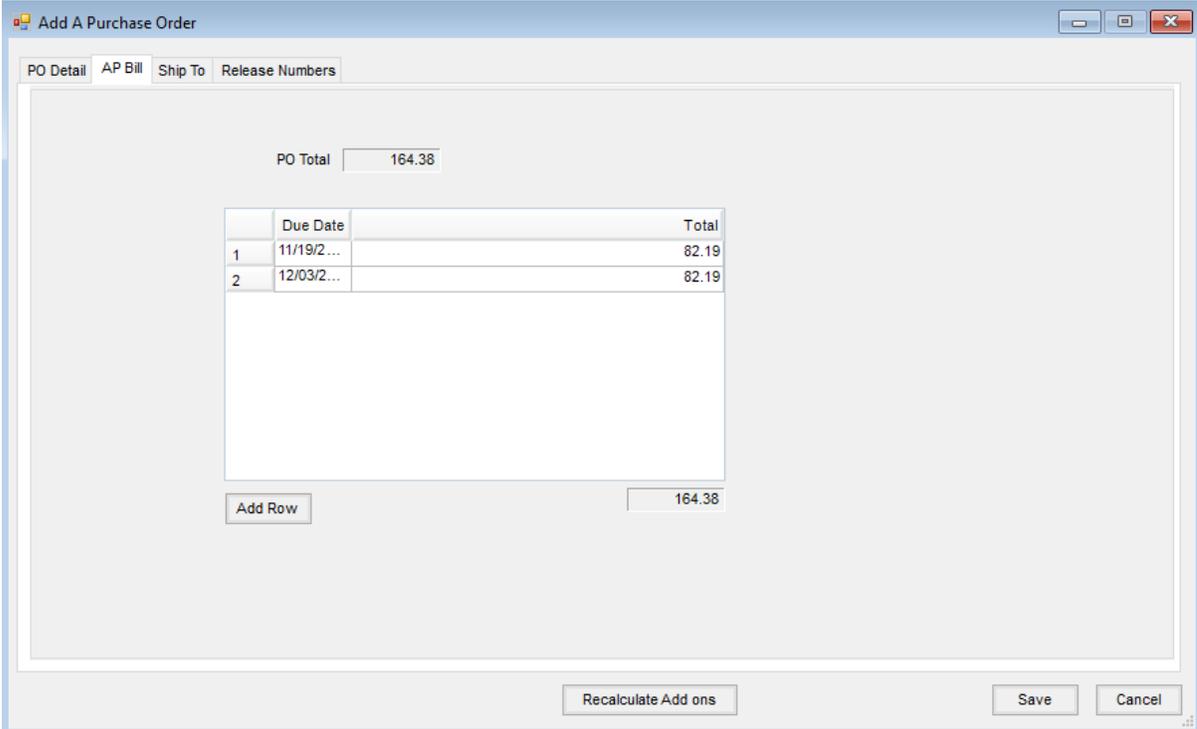


Multiple Payments for Vendor Prepay

Last Modified on 03/09/2026 10:04 am CDT

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 two installment payments will be made, select **Add Row** two times.
3. For each row, enter a *Due Date* and *Total* for each installment



The screenshot shows a software window titled "Add A Purchase Order" with several tabs: "PO Detail", "AP Bill", "Ship To", and "Release Numbers". The "AP Bill" tab is active. At the top, there is a "PO Total" field with the value "164.38". Below this is a table with three columns: an index column, "Due Date", and "Total". The table contains two rows of data:

	Due Date	Total
1	11/19/2...	82.19
2	12/03/2...	82.19

Below the table is an "Add Row" button and a text field containing "164.38". At the bottom of the window, there are three buttons: "Recalculate Add ons", "Save", and "Cancel".

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.

Select an A/P Bill

Vendor Name	Vendor ID
Boomer Gas Company	BooGas
County Courthouse	Court
Dukes Farm Supply	Dukesf
Dynamo Farm Supply	DyFaSupply
Farmers Co-op	Farmer
Golden Prairie Supply	Golden
Gray Skunk Spraying Service	GrySknk
IL Department of Employment...	IDES
IL Department of Revenue	ILDR
Intercompany Transfer	Intercompa
Investment Planners, Inc.	InvestPlan
Miscellaneous	Misc
Monsanto Company	Monsanto
Moore Bros. Elevator	MooreBros
Morton Distributing	Morton
My Cellular Company	Cellular
My Electric Company	Electric

Invoice	Due Date	Gross
PO120037-1	11/19/2025	82.19
PO120037-2	12/03/2025	82.19

Due Date

Show Open
 Show Paid

Vendor Name

Active Only Inactive Only

Location

Add Edit Void Reverse Cancel