Scheduling Payments

This process is used when an invoice needs to be paid in separate instalments e.g. fees that are split over the duration of a course.

Pre-Requisites:
1. Batch Completed
2. Invoice processed and matched to PO if relevant
3. Codes inputted and tax calculated

a) Click on the Scheduled Payments tab.

The first payment line will display the full amount and when the payment is due. Priority 99 is standard set up and should not be amended as this is used to pick up payment for processing.

b) Amend the Gross Amount for the first payment line to reflect the first instalment.

c) Click in the next available line, and click on the List of Values to enter in the required date for the next payment and its required value in the Gross Amount. Repeat as required.

d) Validate and secondary approve the Invoice in the normal way.