Schedule A Payment

https://syseng.connectboosterportal.com
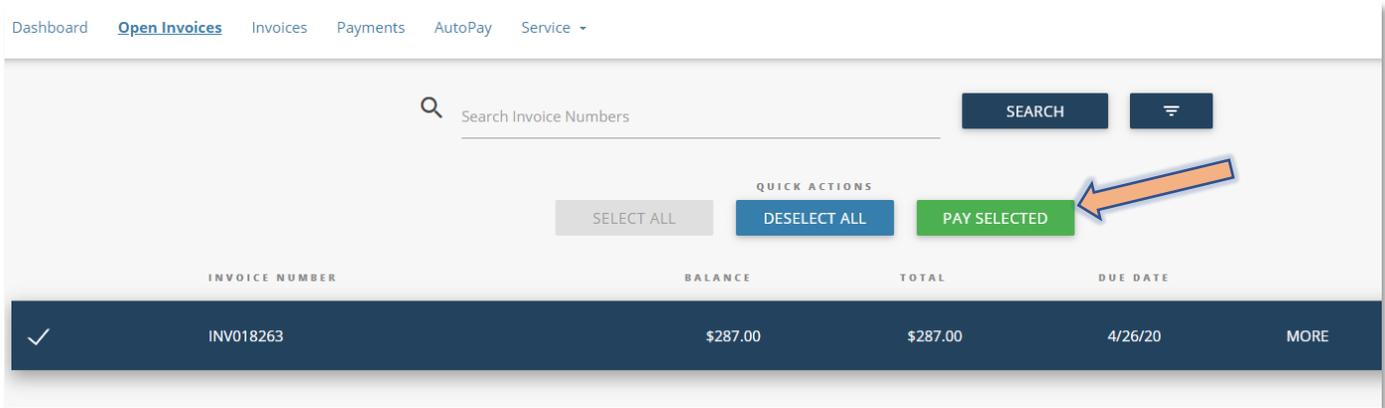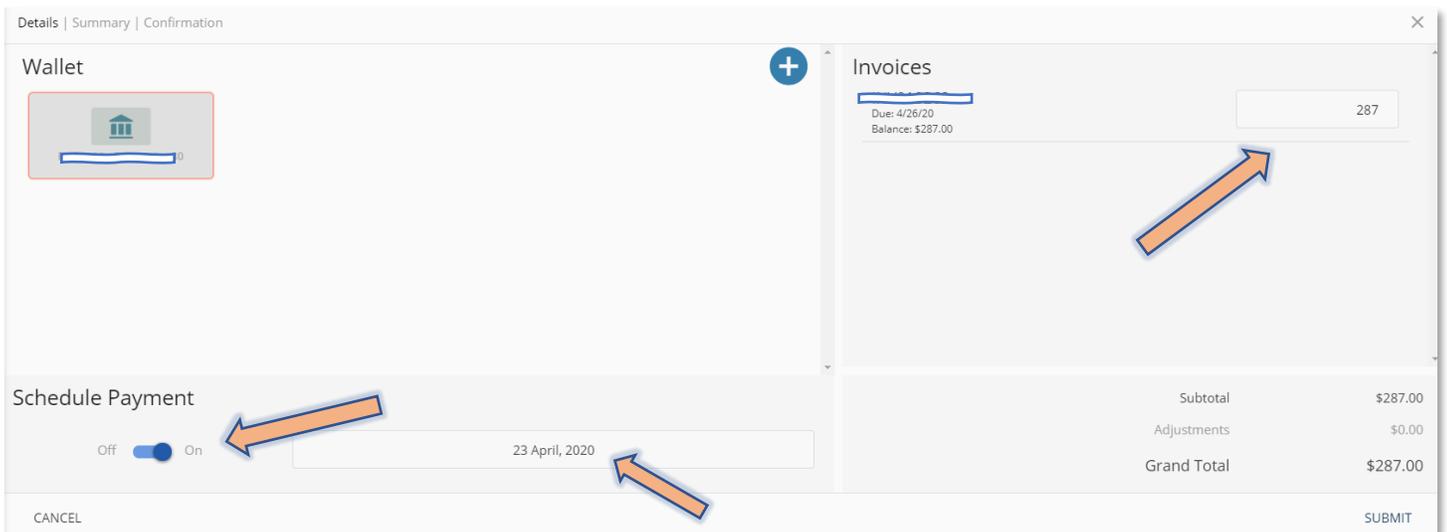
Under **Open Invoices** select the desired invoice.

Click Pay Selected button.
Choose Payment from the Wallet

Turn on Schedule Payment and choose date for first payment. Indicate the amount to be paid and hit submit.

Follow these steps changing the date and amount each time until invoice is scheduled to be paid in full