Schedule A Payment

https://syseng.connectboosterportal.com

Under **Open Invoices** select the desired invoice.

Dashboard	Open Invoices Payments	Au	:oPay Service -			
		Q	Search Invoice Numbers		ARCH =	
			SELECT ALL DES	K ACTIONS ELECT ALL PAY SELEC	red	
	INVOICE NUMBER		BALANCE	TOTAL	DUEDATE	
~	INV018263		\$287.00	\$287.00	4/26/20	MORE

Click Pay Selected button. Choose Payment from the Wallet

Details Summary Confirmation		\times
Wallet	Due: 4/26/20 Balance: \$287.00	287
Schedule Payment	Subtotal Adjustments Grand Total	\$287.00 \$0.00 \$287.00
CANCEL		SUBMIT

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