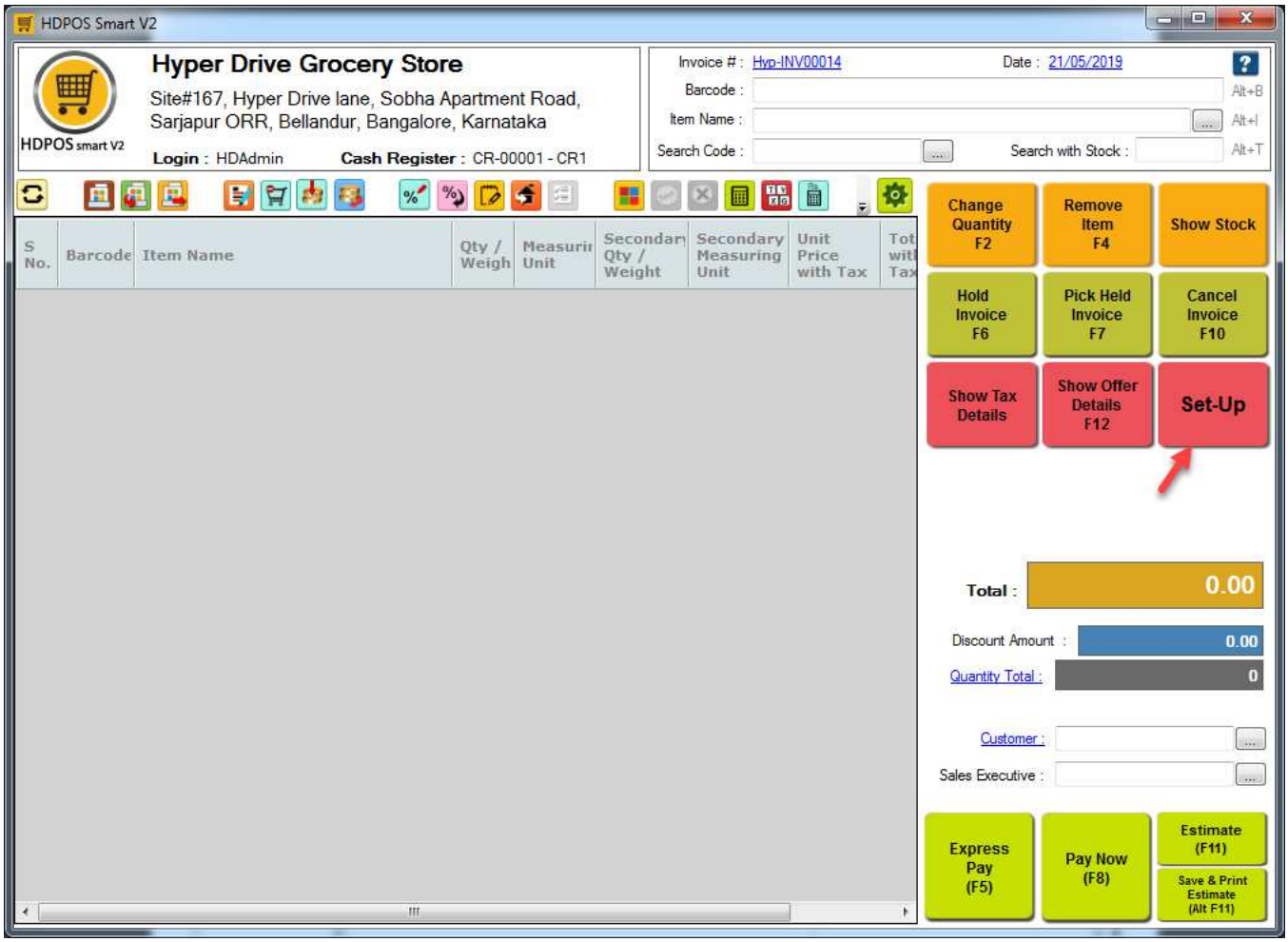
Receive partial payment against pending invoices

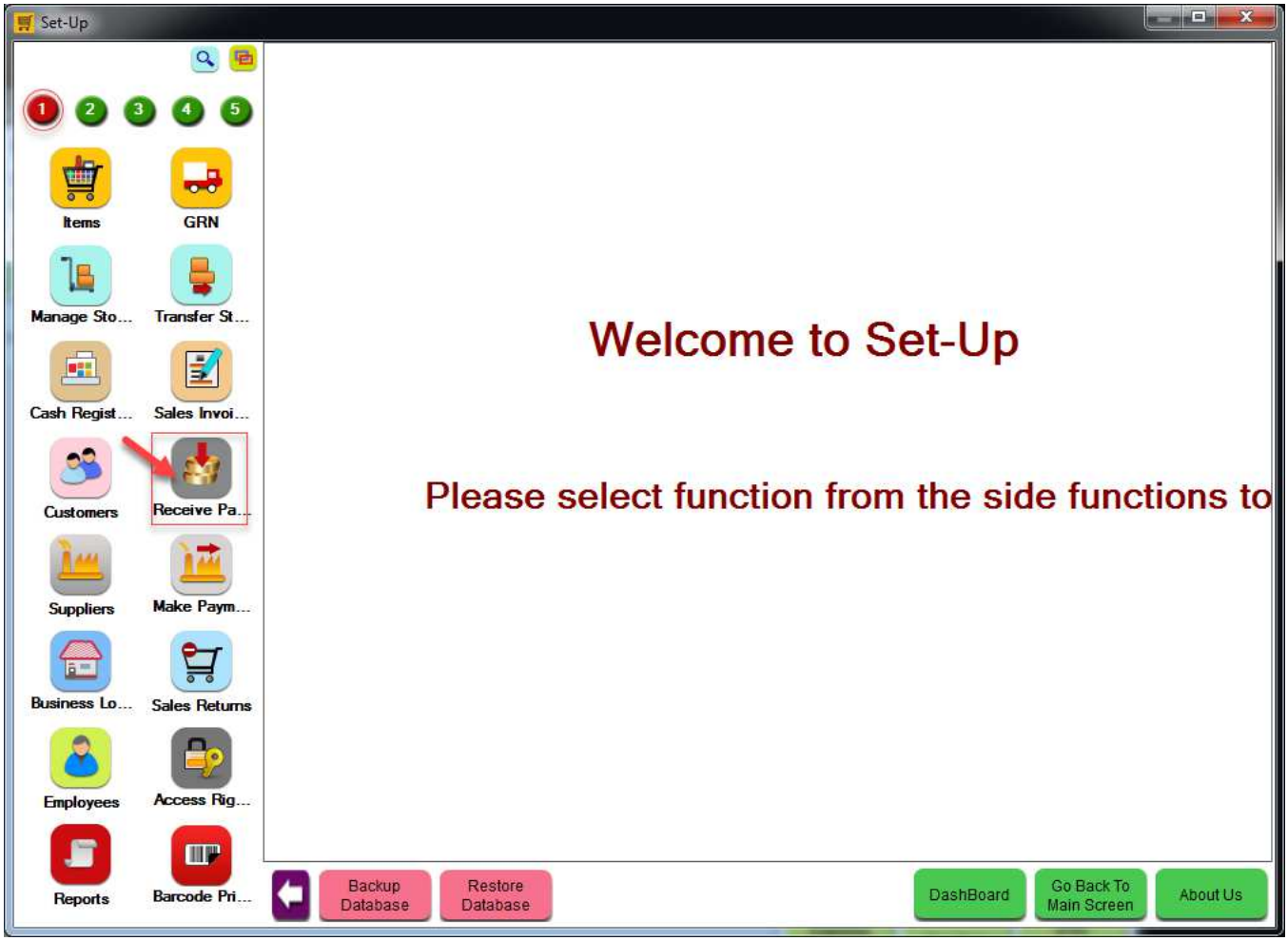
In any business today we can have few customers that take things on credit and like to settle payment at a later date. They can either clear the full payment or may choose to clear part of the pending amount.

In this document we will show you how to adjust partial payment received from the customer against pending invoices:

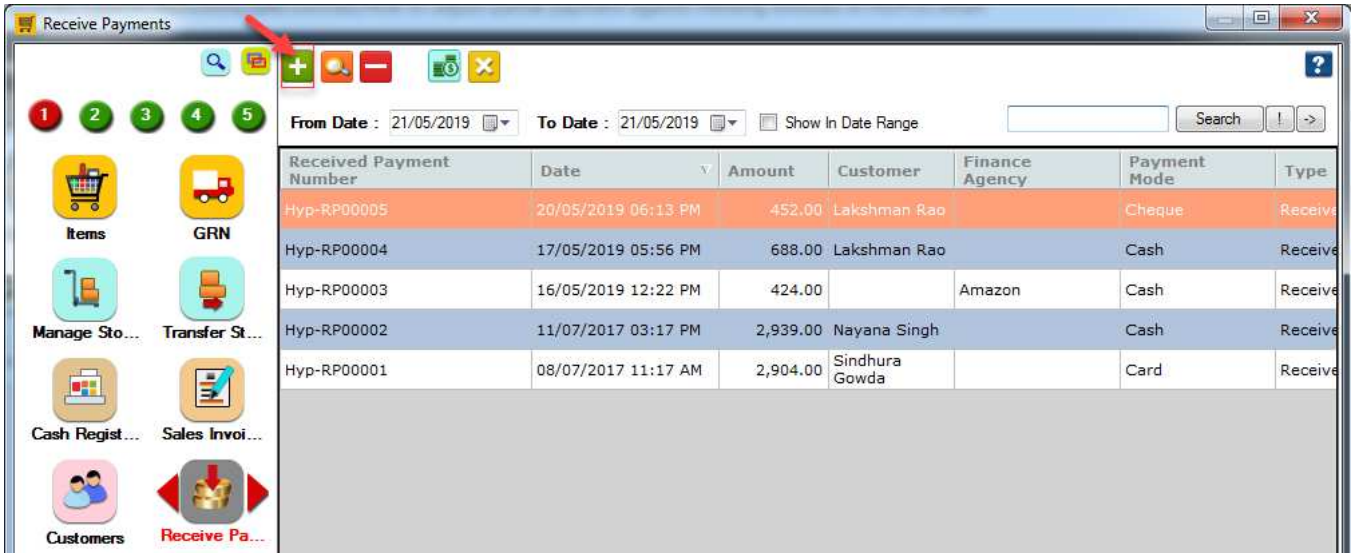
1. Run **HDPOS Smart** and click on **Set-Up**.



2. From the 1st page of **Set-Up**, click on **Receive Payment**.

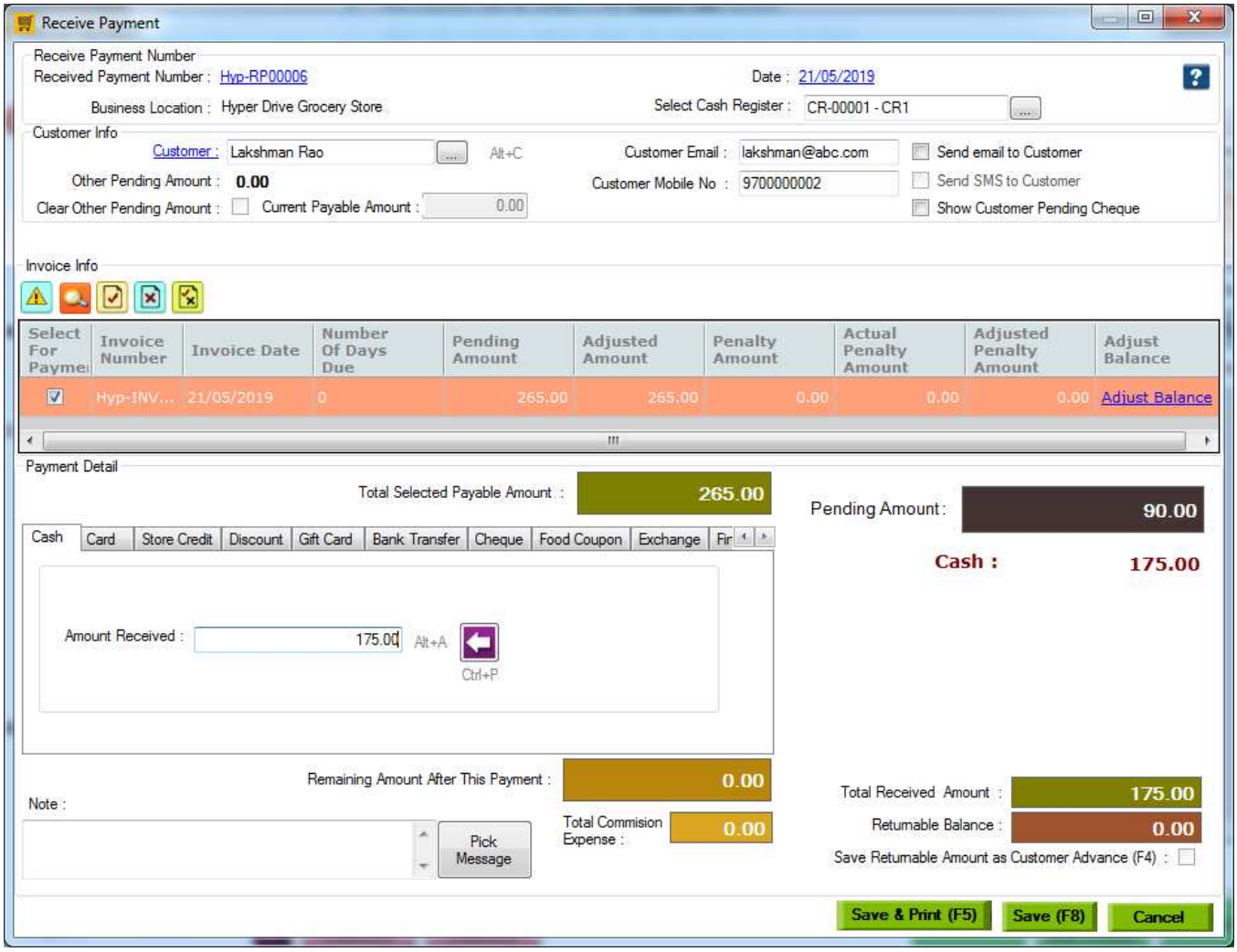


3. From **Receive Payments screen**, click on **Add Receive Payment**.

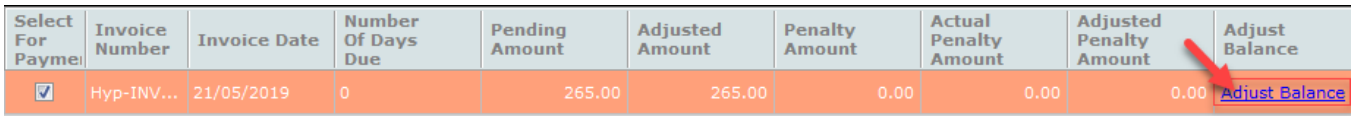


4. In the Receive Payment screen,

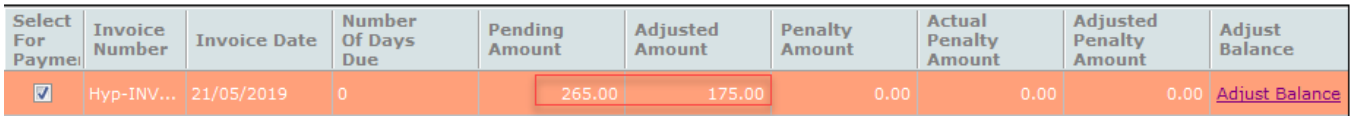
- From the **Customer Info**, select the **Customer**.
- The invoices will be listed in the **Invoice Info** section.
- Select the invoices against which the payment has to be done.
- Enter the Amount Received.(Here the total pending amount is **265.00** and the Amount Received is **175.00**)



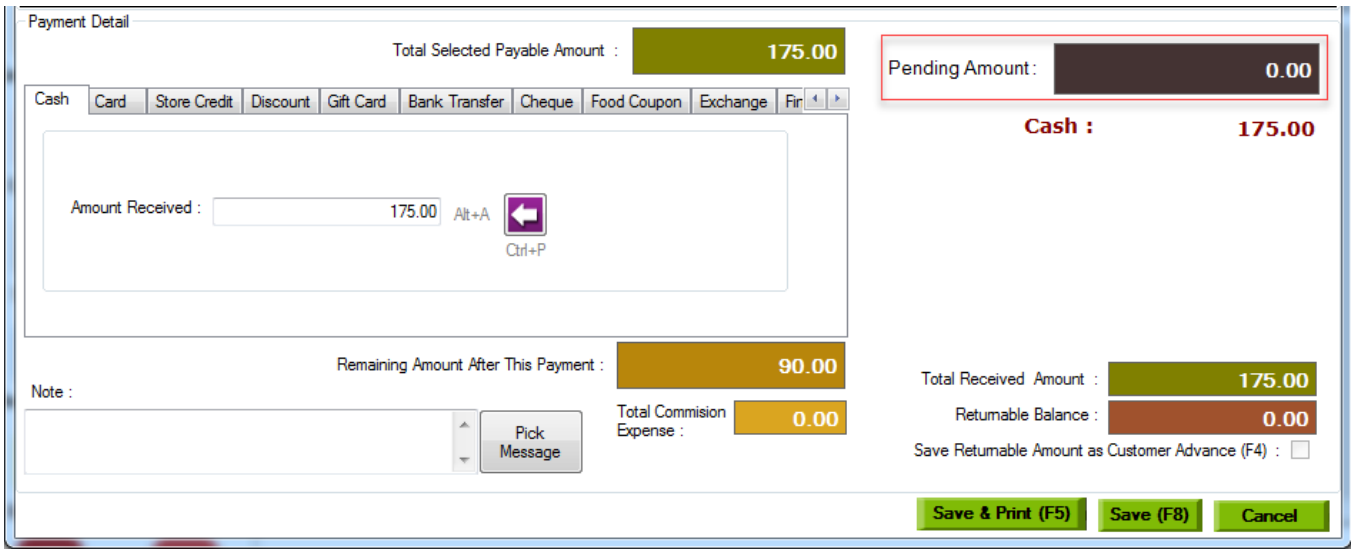
5. To Adjust the Pending Amount click on the **Adjust Balance**.



6. After clicking on **Adjust Balance**, you can see the Adjusted Amount has been changed (i.e. 265.00 – 90.00=175.00).



7. The pending Amount has also been changed to 0.



8. Click on **Save**/ **Save & Print**.

Note: You can adjust the pending amount against any selected invoice you want.