



Xero 'How-to' Guide

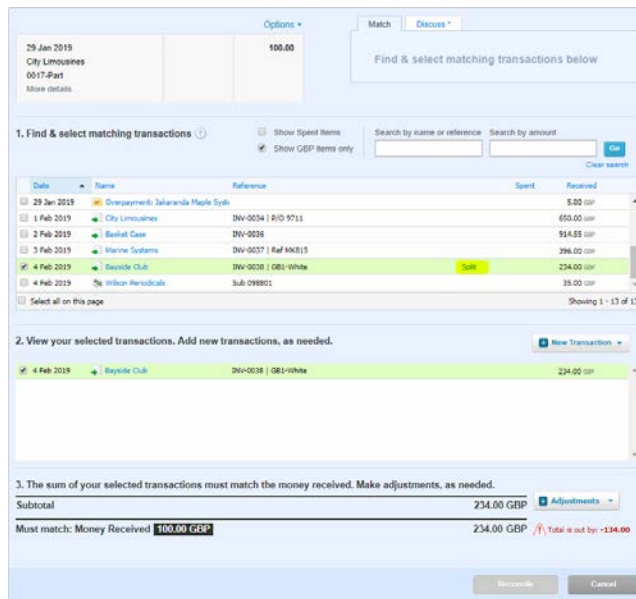
WHAT TO DO WITH PART PAYMENT OF AN INVOICE

This is when a client has paid part of an invoice or you have paid part of a supplier invoice.

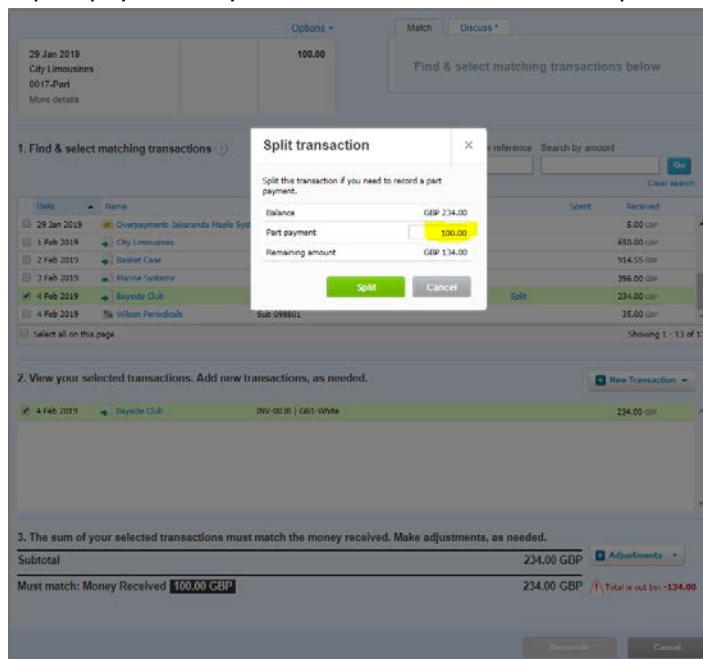
WHAT TO DO WITH A PART PAYMENT OF AN INVOICE

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- 1- Find unreconciled item in the bank – Press find and match
- 2- Highlight the correct invoice
 - a. Click the 'split' hyperlink.



- b. Make sure the part payment says the correct amount and click split



- c. The unreconciled bank statement should then appear green for you to click OK and reconcile

Need more help? Call us. You don't have to be a client of ours.

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