

THE ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA



Instructions for making a partial payment (steps and screenshots)

1) Locate the invoice in Bill and **click the invoice number** to open it.

Priest Name [Edit](#) [More Ac](#)

Priest address (city, state, zip)
Priest phone number and email

ELECTRONIC PAYMENTS

Balance: **USD 1,990.00** Last Payments In: **USD 0.00** Last Payment: **USD 1,585.00**

Unpaid: 1 Drafts: 0 All invoices: 4

Invoices [Edit filters](#) [Active invoices](#) [Unpaid](#) [Clear filters](#) 1 result \$1,990.00 [Create Invo](#)

<input type="checkbox"/>	Number	Invoice date ↓	Due date	Sent status	Payment status	Total	Amount due
<input type="checkbox"/>	AI003197	Aug 1, 2024	Past due 1 month	Sent	Unpaid	\$1,990.00	\$1,990.00

2) Click **Edit** on the right.

Invoice #AI003197 UNPAID [Send Reminder](#) (Last sent 08/01/24)

Sent (08/01/24) Bill created Payment incoming

Priest Name
Parish Name
Street Address
City, State, Zip

USD 1,990.00

INVOICE DETAILS [Edit](#) [Delete](#)

- 3) Click in the **Price field** to enter a partial payment amount overwriting the prepopulated total amount due.
- 4) Click **Review & Send**

The screenshot shows a bill entry interface. On the left, the 'Items' section includes fields for 'Item name', 'Description', 'Quantity', '* Price' (containing 1,990.00), 'Tax', and 'Total' (containing \$1,990.00). Below these are dropdown menus for 'Account', 'Department', 'Location', 'Class', and 'Job'. A blue 'Add Row' button is at the bottom left of this section. On the right, a summary table shows 'Subtotal \$1,990.00', 'Total \$1,990.00', and 'Paid \$0.00', with an 'Amount due \$1,990.00' below it. A 'Notes' section contains contact information. At the bottom, there are buttons for 'Hide Preview', 'Save & Close', and 'Review & Send'. A red circle with the number '3' points to the 'Price' field, and a red circle with the number '4' points to the 'Review & Send' button.

Items	Quantity	Price	Amount
SUV-TRUCK FY 24-25	1	\$1,990.00	\$1,990.00

	Amount due
Subtotal	\$1,990.00
Total	\$1,990.00
Paid	\$0.00
Amount due	\$1,990.00

After the transaction is processed, the bill is updated to show the amount paid and the remaining balance.