


How do I handle a partial payment?

To handle a partial payment:

1. [Download and accept the payment](#) for this invoice into the checking (**Cheque** in Canada), credit card, or savings account you use for this business.
2. If necessary, in the **Category** field, select the account that you use to track the customer's invoices payments and invoices. You may need to click the **Transfer** tab on the left to see the available accounts.
3. [Open the account](#) that you use to track this customer's payments and invoices.
4. Select the payment transaction, and then double-click the word **--Form--** in the **Category** field.
5. In the **Outstanding Invoices** area, select the invoice this partial payment applies to.
6. Enter the amount of the payment.
7. Click **Enter**. Quicken applies the payment to the invoice and keeps track of how much the customer still owes.

To enter this partial payment manually

1. [Open the account](#) that you use to track this customer's payments and invoices.
2. Click  (the Account Actions icon), and then choose New Customer Payment.
3. In the **Customer Payment** form, enter the customer name.



Tell me more

Quicken displays any outstanding invoices from this customer at the bottom of the form.

4. In the **Outstanding Invoices** area, select the invoice this partial payment applies to.
5. Enter the amount of the payment.
6. Click **Enter**. Quicken applies the payment to the invoice and keeps track of how much the customer still owes.



Note for our Canadian Customers

The following terms will be different in the Canadian releases of Quicken.

Canada: "Cheque" / United States: "Check"
Canada: "Colour" / United States: "Color"
Canada: "Centre" / United States: "Center"
Canada: "Realise" / United States: "Realize"
Canada: "Behaviour" / United States: "Behavior"
Canada: "Analyse" / United States: "Analyze"

This feature requires **Quicken Business & Personal**. Learn how you can [upgrade Quicken](#) in minutes.