

Flat fee billing and paying in installments.

Scenario \$2400 flat fee to be paid in \$400 monthly or weekly or bi-weekly installments.

In the Clients screen select the client you want to installment bill. If the client is not yet open create a NEW client.

Then within the Clients screen select the Installment Billing Tab for this Client. Check Enable Installment Billing then enter the Installment Amount of \$400. Enter a message like "Per agreement, \$2400 flat fee to be paid in in \$400 monthly payments." This message will appear on each statement for the client.

If you want to bill weekly or bi-weekly you can do that also by dividing the amount by 4 or 2 and entering \$100 or \$200 as the installment amount.

Next, go to the Log screen and enter a flat fee of \$2400.00 in the Log Screen by entering the Date of the agreement, the Client ID number, zeros in the Hours, \$2400.00 in the amount. Then enter a description like "Flat Fee to be paid in \$400 monthly installments." SAVE.

You can preview the flat fee bill on the log, prebill or statement screen.

When the client pays an installment enter that installment normally in the log screen, Payment Tab.

Result:

The client will receive a bill each month, every other week or weekly that combines the unbilled fees and costs with the minimum monthly, bi-weekly or weekly installment to be paid of \$400, \$200 or \$100. Again you can preview the statement on the log, prebill or statement screen.