# Paying Multiple Invoices with One Payment

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You can select and pay multiple invoices with one payment. To do so, open the Deposits page (Accounts Receivable > Payments > Deposits > +Add Deposit button).

Complete the required fields. Be sure to enter an **Amount** in the Add Payment panel.

Click the **Pay By Invoice** button. This is the + button beside the **Invoices** field. Hovering over this button shows the name in a tooltip.
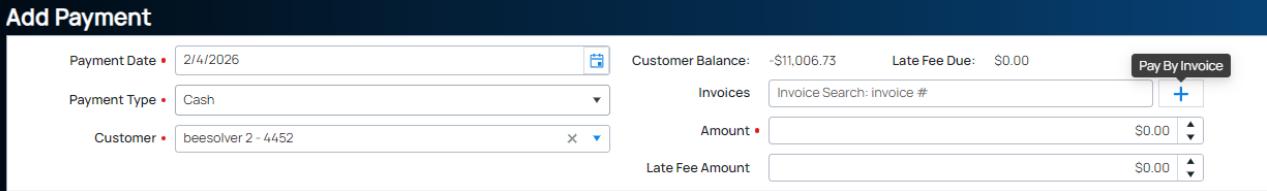
This opens the Pay By Invoice popup:
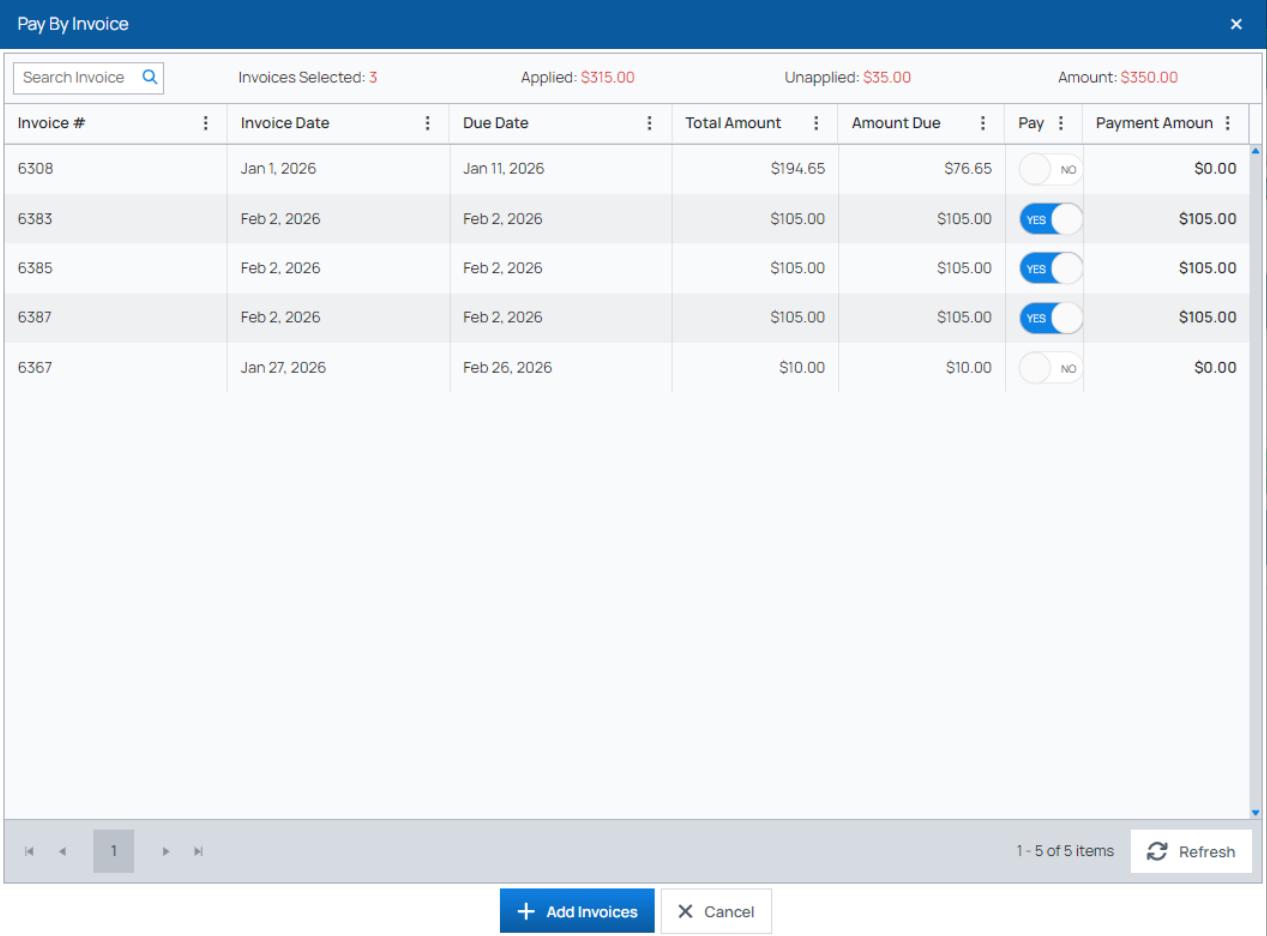
In an invoice row, click the Pay switch from NO to YES. The Payment Amount defaults to the full invoice amount if possible. Repeat this for other listed invoices. Users can enter the full amount on an invoice or a partial amount. Click the **Add Invoices** button. Any leftover amount goes to unapplied cash on the customer's account.

The Pay By Invoices popup closes. The Invoices field shows the number of invoices selected.

You can click the x beside the invoices to clear the field to start over.