

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.

Add Payment

Payment Date • 2/4/2026

Payment Type • Cash

Customer • beesolver 2 - 4452

Customer Balance: -\$11,006.73

Invoices Invoice Search: invoice #

Amount • \$0.00

Late Fee Amount \$0.00

Late Fee Due: \$0.00

Pay By Invoice

This opens the Pay By Invoice popup:

Pay By Invoice

Search Invoice

Invoices Selected: 3

Applied: \$315.00

Unapplied: \$35.00

Amount: \$350.00

Invoice #	Invoice Date	Due Date	Total Amount	Amount Due	Pay	Payment Amount
6308	Jan 1, 2026	Jan 11, 2026	\$194.65	\$76.65	NO	\$0.00
6383	Feb 2, 2026	Feb 2, 2026	\$105.00	\$105.00	YES	\$105.00
6385	Feb 2, 2026	Feb 2, 2026	\$105.00	\$105.00	YES	\$105.00
6387	Feb 2, 2026	Feb 2, 2026	\$105.00	\$105.00	YES	\$105.00
6367	Jan 27, 2026	Feb 26, 2026	\$10.00	\$10.00	NO	\$0.00

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1 - 5 of 5 items

Refresh

+ Add Invoices

X Cancel

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.

Add Payment

Payment Date • 2/3/2026 

Payment Type • Cash ▼

Customer • beesolver 2 - 4452 ✕ ▼

Customer Balance: -\$11,006.73

Late Fee Due: \$0.00

Invoices 3 invoices selected ✕ +

Amount • \$350.00 ▲ ▼

Late Fee Amount \$0.00 ▲ ▼

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