## Prepaid PO - Specific Product

Last Modified on 11/06/2024 4:09 pm CST

When paying for specific Product, it is important to follow the instructions below through the entire process.

A good report to help track Prepay versus regular activity of a Vendor is the Vendor Detail report found in the Accounting Reports module at Accounts Payable / A/P Status / Vendor Detail. This report is a scan of the General Journal for all payable entries related to the specified vendor. The Regular balance activity and Prepay activity is displayed separately.

A prepaid Purchase Order is a way to track vendor Prepay for a specific product.

- 1. Go to Inventory / Purchase Orders and choose Add.
- 2. Select the Vendor. Check the *Favorite Vendors* option to only display Vendors set up at *Hub / Setup / Favorite Vendors*.
- 3. Check the *Prepay* option then select the Products on the Purchase Order by double-clicking on the *Product Name* heading in the grid.
- 4. Enter the quantity ordered and either the \$/Unit (in billing units) or the \$Total of the line item. Select **Apply** to calculate the unit price or total amount.

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- 5. Any known additional charges, estimated freight, or add-on charges may be added at the Purchase Order.
- 6. Choose **Save**. A message appears stating that an A/P Bill has been created.

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	This prepaid purchase order will now create A/P Bill(s). To complete this prepay process, print a check for this bill at Pay Bills in A/P. The A/P bill will be Vendor Andrew Invoice# PO120036-x	
	ОК	

7. Select OK and the Print Purchase Orders screen appears. Choosing Print will print the Purchase Order to the

printer selected. Optionally make any additional selections before printing. Selecting **Cancel** closes the *Print* 

Purchase Orders screen.

🖳 Print Pu	rchase Order			×
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Style 2	PDF REDIRECT V2	$\sim$	# Copies	1
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8. Go to A/P / Pay Bills, choose the A/P Bill generated by the Purchase Order, print the check, and choose the

appropriate posting option.

🖳 Pay Bills for 00MAIN								
Include Bills due on or before what date Check Date 11/06/2024					Prin ()	t Checks Memo Check	s Pr	int eview
<checking account=""> 1010000-00</checking>	Checking Accou	nt - 1st Natior	nal				Pre-0	Check Run
Starting Check # 51951 Bal: 4311.73								
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1 🕨 🗹 Andrew Tra And	rew PO120036-1	11/06/2024	82.19	0.00	0.00			82.19
Seek Vendor ID			_	Total f	or	82.19	Total	82.19
Tag/Untag This Vendor	Untag All		s ()	ort By D Name	Ap	ply	ок	Cancel

9. As deliveries are made against this Purchase Order, reference it at either the Purchase Receipt or the Purchase

*Invoice* screen. When the Purchase Invoice is processed, the P column should be checked to indicate that the item has been prepaid. No A/P Bill is created for the paid portion of the Purchase Invoice.

🖳 Add A Purchase Invo	pice							• 🗙
<vendor id=""> And</vendor>	rew	Andrew Transport				R Before	egular 50.00	Prepay 44578.76
Invoice #		Notes				After	50.00	44496.57
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<freight vendor=""></freight>					Show Lot#		Discount	0.00
	- Prin	t On Save	Cancel			Amour	nt Prepaid	82.19
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