

# Prepaid PO - Specific Product

Last Modified on 04/21/2023 3:22 pm CDT

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*. Choose **Add**.
2. Choose the Vendor. Check the *Favorite Vendors* option to only display Vendors set up at *Hub / Setup / Favorite Vendors*.
3. Check the *Prepay* option.

The screenshot shows the 'PO Detail' form with several tabs: 'AP Bill', 'Ship To', and 'Release Numbers'. The 'Date' is 04/26/2022 and the 'P.O. #' is 120018. The 'Prepay' checkbox is checked and highlighted with a red box. Other options include 'Order Invoiced', 'Company Wide Use', 'Direct Ship', and 'Generic Purchase', all of which are unchecked.

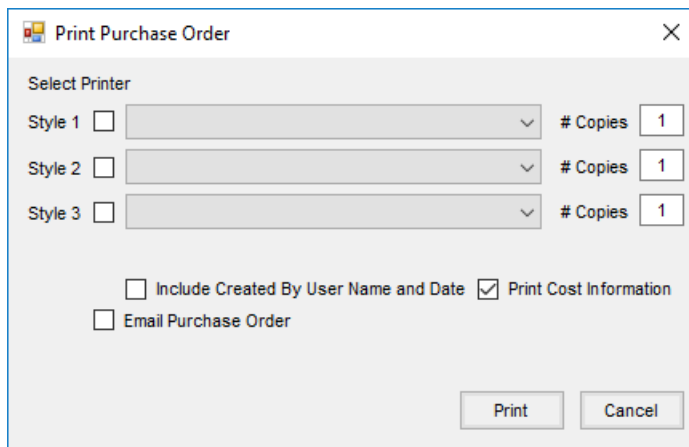
4. Select the products on the Purchase Order by double-clicking on the *Product Name* heading in the grid.
5. Enter the quantity ordered and either the *\$/Unit* (in billing units) or the *\$ Total* of the line item. Select **Apply** to calculate the missing unit price or total amount.

The screenshot shows a grid with columns: '<Product Name>', 'Ordered', 'U', 'Received', 'Invoiced', '<\$/Unit>', 'Bill Unit', '\$Total', 'Deptid', 'Prodid', '<Add On>', 'Freight', and '<Selli'. The first row contains 'Potash (0-0-60)', '500.000', 'Lbs', and values of '328.750' for '<\$/Unit>' and '82.19' for '\$Total', both highlighted with red boxes. Below the grid, the 'Total' is 82.19. The 'Apply' button is highlighted with a red box.

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

The message dialog box is titled 'AgvAcct' and contains the following text: '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# PO120018-x'. An 'OK' button is at the bottom.

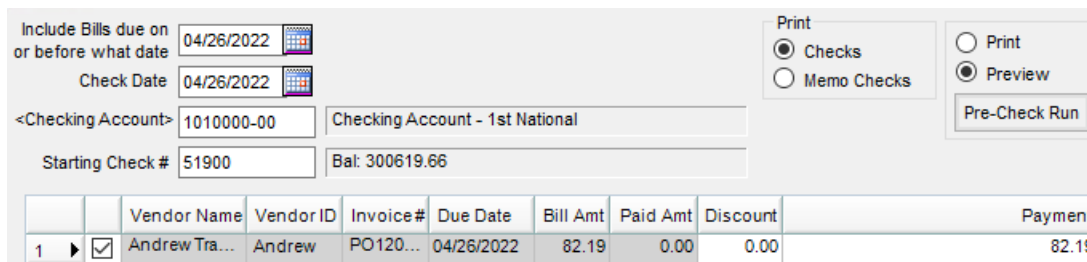
- Select **OK** and the *Print Purchase Orders* screen appears. Choosing **Print** will print the Purchase Order to the printer selected. Optionally make any additional selections before printing. Selecting **Cancel** closes the *Print Purchase Orders* screen.



The dialog box titled "Print Purchase Order" contains the following elements:

- Select Printer:** Three rows for "Style 1", "Style 2", and "Style 3". Each row has a checkbox, a dropdown menu, and a "# Copies" field set to "1".
- Options:**
  - Include Created By User Name and Date
  - Print Cost Information
  - Email Purchase Order
- Buttons:** "Print" and "Cancel" buttons at the bottom right.

- 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.

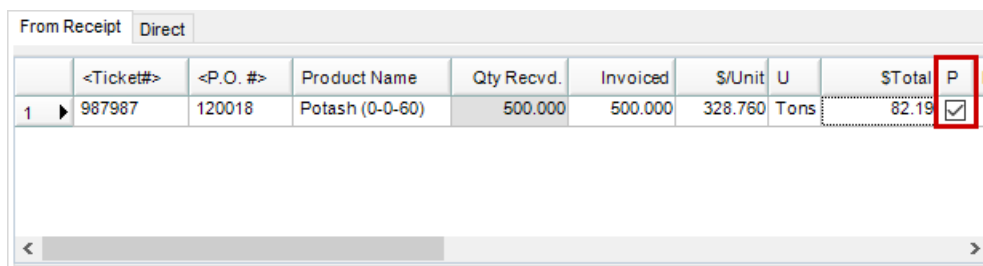


The "A/P Pay Bills" screen includes the following fields and controls:

- Include Bills due on or before what date:** 04/26/2022
- Check Date:** 04/26/2022
- <Checking Account>:** 1010000-00 (Checking Account - 1st National)
- Starting Check #:** 51900
- Bal:** 300619.66
- Print Options:**
  - Checks
  - Memo Checks
  - Print
  - Preview
- Pre-Check Run** button

	Vendor Name	Vendor ID	Invoice #	Due Date	Bill Amt	Paid Amt	Discount	Payment
1	Andrew Tra...	Andrew	PO120...	04/26/2022	82.19	0.00	0.00	82.19

- 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.



The "Purchase Invoice" screen shows a table with columns: <Ticket#>, <P.O. #>, Product Name, Qty Recvd., Invoiced, \$/Unit, U, \$Total, P, and C. The "P" column is highlighted with a red box and contains a checked checkbox.

	<Ticket#>	<P.O. #>	Product Name	Qty Recvd.	Invoiced	\$/Unit	U	\$Total	P	C
1	987987	120018	Potash (0-0-60)	500.000	500.000	328.760	Tons	82.19	<input checked="" type="checkbox"/>	