

Prepaid PO - Specific Product

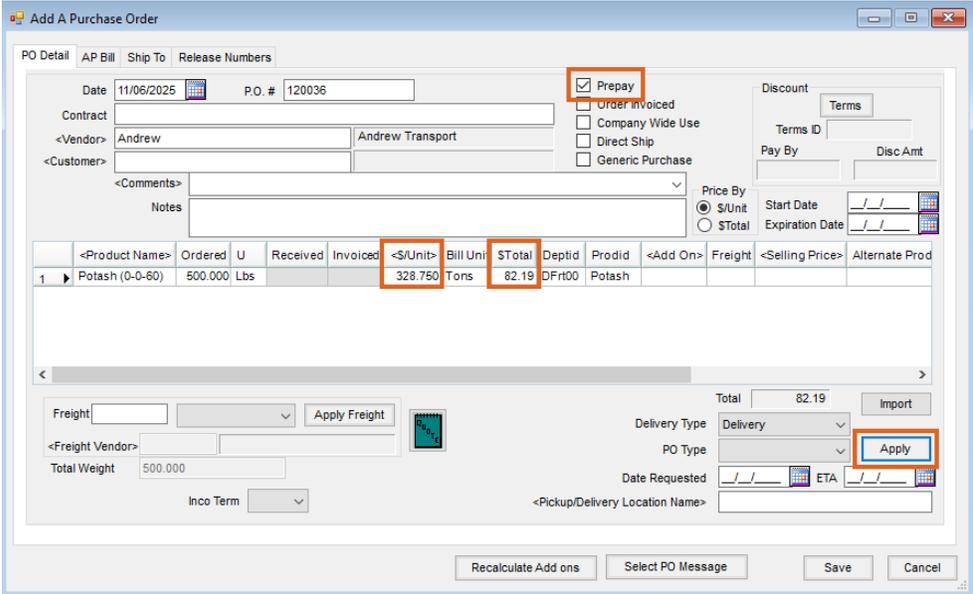
Last Modified on 03/09/2026 9:32 am CDT

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

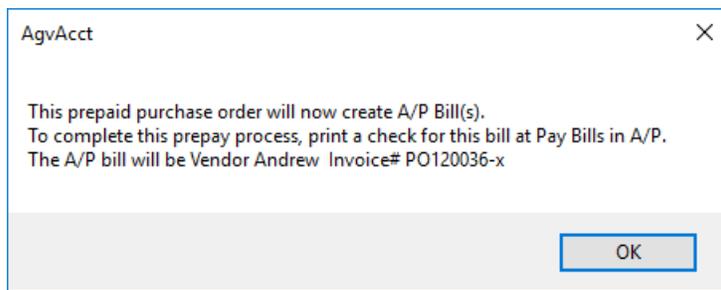
A good report to help track Prepay versus regular activity of a Vendor is the Vendor Detail report found in Accounting Reports at *Accounts Payable / A/P Status / Vendor Detail*. This report is a scan of the General Journal for all payable entries related to the specified Vendor. The *Regular* balance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

A prepaid Purchase Order is a way to track Vendor Prepay for a specific Product.

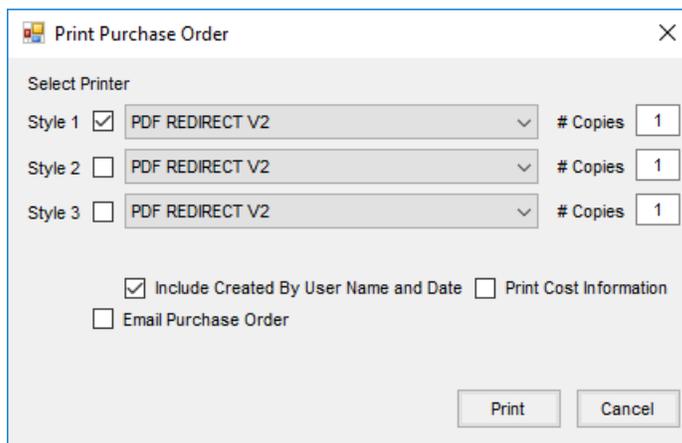
1. Go to *Inventory / Purchase Orders* and choose **Add**.
2. Select the Vendor. Check the *Favorite Vendors* option to only display Vendors set up at *Hub / Setup / Favorite Vendors*.
3. Check the *Prepay* option, then select the Products on the Purchase Order by double-clicking on the *Product Name* 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.



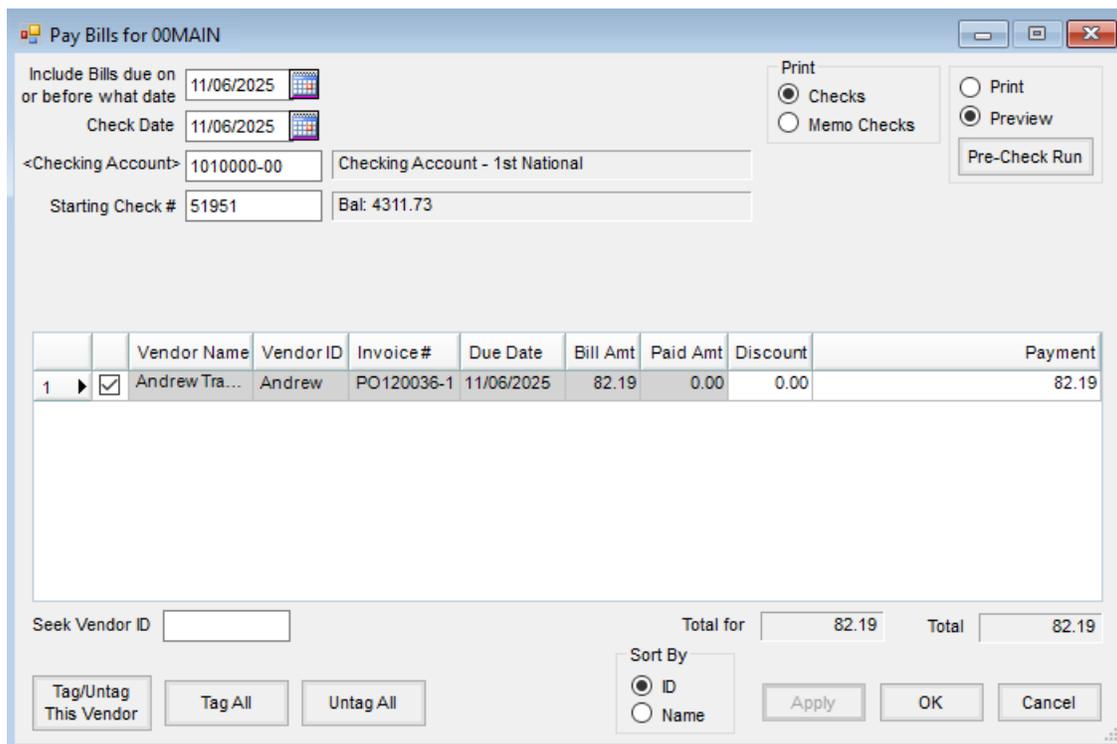
5. Any known additional charges, estimated freight, or Add-on Charges may be added at the Purchase Order.
6. Choose **Save**. A message appears stating that an A/P Bill has been created.



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.



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.



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 Invoice

<Vendor ID> Andrew Andrew Transport

Invoice # _____ Notes _____

Invoice Date 11/06/2025 Due Date 11/06/2025

Price By
 \$/Unit \$Total

From Receipt Direct

	<Ticket#>	<P.O. #>	Product Name	Qty Recvd.	Invoiced	\$/Unit	U	\$Total	P	Discount	Lot #	Lineiter
1	987654	120036	Potash (0-0-60)	500.000	500.000	328.760	Tons	82.19	<input checked="" type="checkbox"/>	0.00		1

Freight _____ Actual Total\$ _____ Apply Freight

<Freight Vendor> _____ Show Lot#

Create AR Invoice Print On Save

	Regular	Prepay
Before	50.00	44578.76
After	50.00	44496.57

Discount
 Pay By Terms Disc Amt

Total	82.19
Freight/Add-ons	0.00
Discount	0.00
Amount Prepaid	82.19
Net	0.00