Prepaid PO - Specific Product

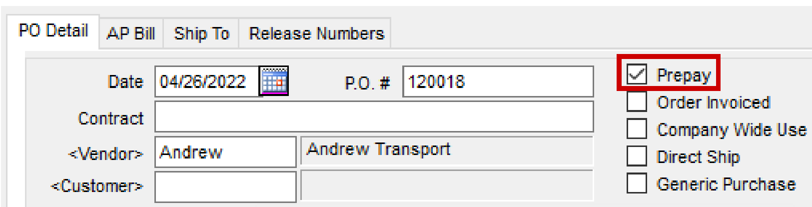
Last Modified on 04/21/2023 3:22 pm CDT

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

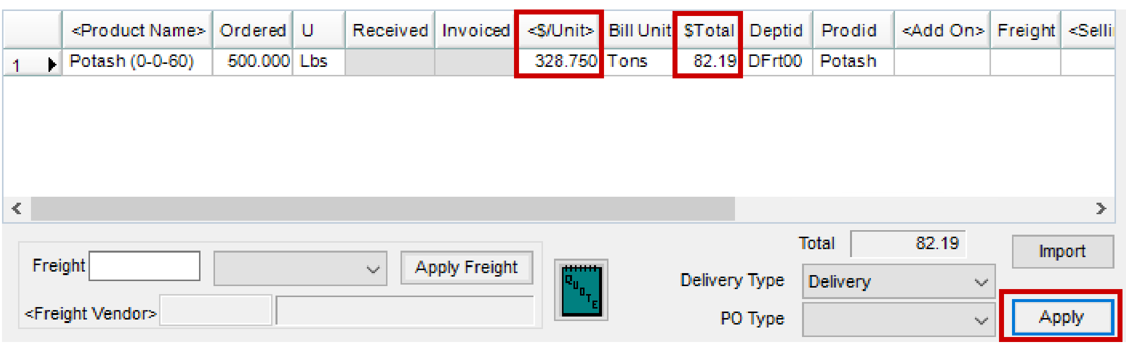
A good report to help track Prepay versus regular activity of a vendor is the Vendor Detail report found in the Accounting Reports module at *Accounts Payable / A/P Status / Vendor Detail.* This report is a scan of the General Journal for all payable entries related to the specified vendor. The *Regular*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

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

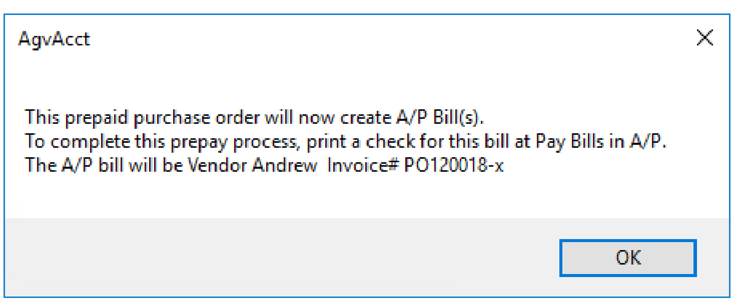
1. Go to *Inventory / Purchase Orders*. Choose **Add**.
2. Choose the Vendor. Check the *Favorite Vendors* option to only display Vendors set up at *Hub / Setup / Favorite Vendors*.
3. Check the *Prepay* option.



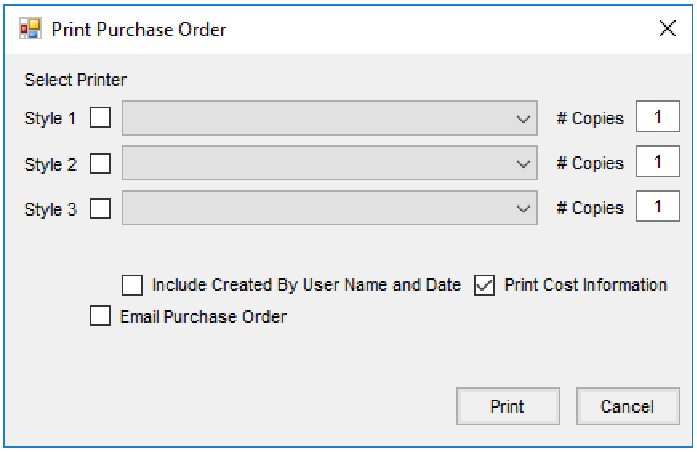
4. Select the products on the Purchase Order by double-clicking on the *Product Name* heading in the grid.
5. Enter the quantity ordered and either the *$/Unit* (in billing units) or the *$ Total* of the line item. Select **Apply** to calculate the missing unit price or total amount.



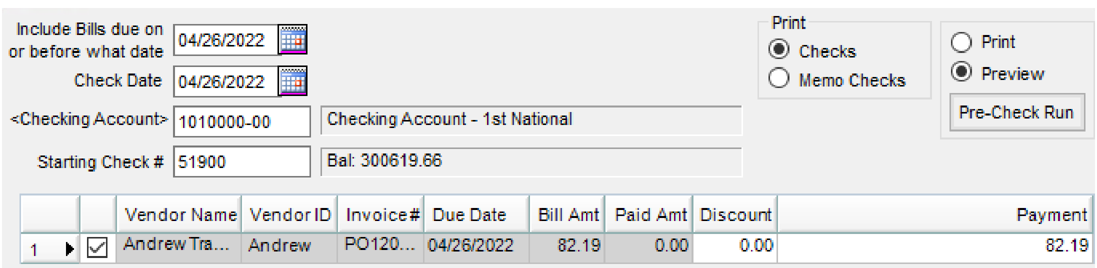
6. Any known additional charges, estimated freight, or add-on charges may be added at the Purchase Order.
7. Choose **Save**. A message appears stating that an A/P Bill has been created.



8. 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.



9. 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.



10. 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.