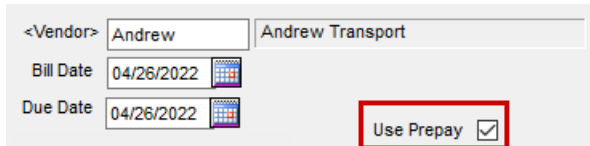


# Vendor Prepay - Nonspecific Product

Last Modified on 04/26/2022 1:36 pm CDT

When a sum of money is prepaid to a vendor for unspecified product, the credit balance is established using the Quick Check function.

1. At *G/L / Quick Check*, select the correct vendor and mark the *Use Prepay* checkbox. This debits the Accounts Payable general ledger account and enters this amount in the vendor's Prepay balance.



The screenshot shows a software interface with the following elements:

- <Vendor> Andrew (dropdown menu)
- Andrew Transport (text field)
- Bill Date 04/26/2022 (calendar icon)
- Due Date 04/26/2022 (calendar icon)
- Use Prepay  (checkbox, highlighted with a red box)

2. Later, as Purchase Invoices are entered against this prepaid amount, mark the *P* column by selecting the box on each prepaid line to indicate Prepay is being used.
3. Upon saving the Purchase Invoice, the vendor's Prepay balance is affected. No unpaid bill is created for the items marked as prepaid.