

# Vendor Prepay - Nonspecific Product

Last Modified on 03/09/2026 10:10 am CDT

When a sum of money is prepaid to a Vendor for unspecified Product, the Prepay balance is established using the Quick Check function.

1. At *G/L / Quick Check*, select the correct Vendor and check the *Use Prepay* checkbox. This debits the Accounts Payable General Ledger Account and enters this amount in the Vendor's Prepay balance.

**Add a Quick Check**

<Vendor> Golden Golden Prairie Supply Regular 164.38 Prepay 1014.38

Bill Date 11/12/2025

Due Date 11/12/2025

Invoice # 2222

Description 1099 Amount 1099 Pay

Notes Vendor prepay, nonspecific product

**Use Prepay**

Predefined Split

Split ID Amount Acct ID Apply

Expense Breakdown

	<G/L Account>	Description	\$ Amount	Comment	Quantity	<Vehicle ID>
1	2000000-00	Accounts Payable	1500.00			

Gross \$ 1500.00

Discount

Net \$ 1500.00

Import File

Import PO

Save

Cancel

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.

**Add A Purchase Invoice**

<Vendor ID> Golden Golden Prairie Supply

Invoice # 556789 Notes

Invoice Date 11/12/2025 Due Date 12/12/2025

Price By  
 \$/Unit  \$Total

From Receipt Direct

	<P.O. #>	Ticket#	<Product Name>	Quantity	\$/Unit	U	\$Total	P	Discount
1			Bagged Fert 13-13-13	5.000	0.000	Ba...	200.00	<input checked="" type="checkbox"/>	0.00

Before Regular 164.38 Prepay 2514.38  
 After 164.38 2314.38

Discount  
 Pay By Terms Disc Amt

Select Mobile Inv.

Freight Actual Total\$ Apply Freight

<Freight Vendor> Show Lot#

Create AR Invoice  Print On Save Save Cancel

Total	200.00
Freight/Add-ons	0.00
Discount	0.00
Amount Prepaid	200.00
Net	0.00

3. Upon saving the Purchase Invoice, the Vendor's Prepay balance is affected. No unpaid Bill is created for the items marked as prepaid.