

# Vendor Prepay Does not Cover Line Item on Purchase Invoice

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Use a Purchase Invoice that identifies the Product being purchased and has two additional line items that use up the prepay dollars and reduce the amount that is due on the A/P Bill.

On the Purchase Invoice:

1. Select the Product to be purchased.
2. Select the generic Prepay Product twice.
3. The first Prepay Product will have a positive quantity and will be marked as prepaid. The second Prepay Product will have a negative quantity.

The screenshot shows a software interface for a purchase invoice. At the top, there are two tabs: "From Receipt" and "Direct". Below the tabs is a table with the following columns: <P.O. #>, Ticket#, <Product Name>, Quantity, <\$>/Unit, U, \$Total, P, and Discount. The table contains three rows:

	<P.O. #>	Ticket#	<Product Name>	Quantity	<\$>/Unit	U	\$Total	P	Discount
1			E85	5000.000	3.020	Gal	15100.00	<input type="checkbox"/>	0.00
2			General Prepay	1680.000	1.000	Ea...	1680.00	<input checked="" type="checkbox"/>	0.00
3			General Prepay	-1680.000	1.000	Ea...	-1680.00	<input type="checkbox"/>	0.00

Below the table is a summary section with a "Freight" field set to 0.00, an "Actual Total\$" dropdown, and an "Apply Freight" button. To the right, a summary table shows:

Total	15100.00
Freight/Add-ons	655.00
Discount	0.00
Amount Prepaid	1680.00
Net	14075.00

At the bottom, there are checkboxes for "Create AR Invoice" and "Print On Save", along with "Save" and "Cancel" buttons.

4. Both Prepay Product line item quantities will be for the amount of the prepay dollars remaining and have a unit price of \$1.00.