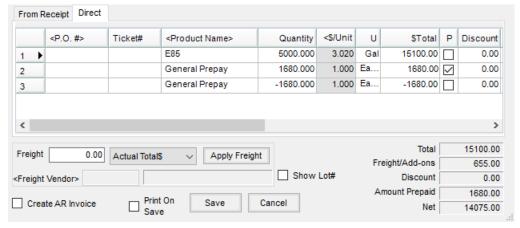
Vendor Prepay does not Cover Line Item on Purchase Invoice

Last Modified on 03/24/2025 12:12 pm CDT

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.



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