

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.
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.

	<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

Freight	0.00	Actual Total\$	Apply Freight
<Freight Vendor>			<input type="checkbox"/> Show Lot#
<input type="checkbox"/> Create AR Invoice	<input type="checkbox"/> Print On Save	Save	Cancel

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