Vendor Prepay Does not Cover Line Item on Purchase Invoice

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.

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.