

Company Use of Inventory Products

Last Modified on 12/04/2024 9:35 am CST

Sometimes inventory Products get used by the company. It is important to get this Product out of the inventory and into the expense account.

1. Verify a Customer exists for the transaction. This could be the company name or a generic Company Use Customer could be added if company-used Product should be kept separate from anything else.
2. Add an Invoice at *A/R / Invoice* for the Company Use Customer, selecting the Products used. This is typically priced at cost.
3. Go to *A/R / Payments* to add a payment for the company-use Invoice. Select the Company Use Customer, enter the Invoice amount in the *Discount Amount* area, and select the appropriate expense account in the *Disc Acct field*. In the grid, enter the amount of the Invoice in the *Discount* column, and then choose **Apply**.

Note: Consider marking this Pay Method *Inactive* for Locations that will not be utilizing this Pay Method.

Payment on Accounts

Date: 12/04/2024 Payment Number: 120410

<Customer ID>: CpyUse Company Use

Payment Amount: Regular

Surcharge Amount: 0.00

Payment Collected: 0.00

Discount Amount: 135.00 <Disc Acct>: 4100000-00

Total Credit: 135.00 Control #:

	Regular	Prepay	U/A Cash	Budget
Before	135.00	0.00	0.00	0.00
After	0.00	0.00	0.00	0.00

Clear Locks

Description:

Sort Invoices by: Standard

Use U/A Cash Auto Apply

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Company Use			0.00	<input type="checkbox"/>	0.00
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	12/04/2024	1201000	01/15/2025	135.00	135.00	Expired	135.00	0.00	N15	

View Invoices

Apply Untag All Print Form Totals: 135.00 0.00

Print on Save Issue Check Save Cancel

4. Save the payment.