

How to Create Vendor Prepayments

There are two ways on how to create **Vendor Prepayments**:

- via Purchasing > Vouchers
- directly from Contracts

Via Purchasing > Vouchers

1. From the **Main Menu**, expand **Purchasing** and then click **Vouchers** to open **Search Vouchers**.
2. Click **New** toolbar button to open blank Voucher screen.

3. The following fields were automatically populated:
 - a. **Transaction Type** - will default to Voucher
 - b. **Invoice Date** - will default to today's date
 - c. **Post Date** - will default to today's date
 - d. **Due Date** - will default to today's date
 - e. **Ship To** - will show the default Location set for the user that is currently logged in. Address is displayed on the **Ship To Address** field below the grid.
 - f. **Ordered By** - will default to the user that is currently logged in
 - g. **AP Account** - will default to the AP Account set for the default Company Location.
 - h. **Currency** - will default to the currency set in Company Preference > Settings screen
 - i. **Withheld Amount** - will default to 0.00
4. Select **Vendor Prepayment** type.

5. **AP Account** for vouchers will be removed and will be replaced by the **Vendor Prepayment Account** set in your **Company Location**. In case that no default prepaid account set, then field will be blank.
6. **Contract** column on the grid will be enabled and the following columns will be displayed:
 - a. Prepay Type
 - **Standard Type** - Amount entered on Cost field is the Prepaid amount.
 - **Unit Type** - Amount entered on Cost is multiplied by the Quantity entered to get the Total amount.
 - **Percentage Type** - Amount entered on Cost field will also be displayed as the Total amount. Percentage entered will be used to compute the Amount Applied when offset to a voucher.
 - b. Quantity
 - c. Deposit Percent
 - d. Restricted

while the following columns will be hidden:

- Misc Description
- Ordered
- Billed
- Discount
- Account Id
- Account Description
- Volume
- Storage Location
- Expected Date
- Source No
- 1099 Form
- 1099 Category

- Click **Vendor** combo box button and select Vendor from the combo box list. Name of the selected vendor will be displayed.
- After selecting Vendor: **Terms**, **Contact**, and **Ship From**, and **Ship From Address** fields will be automatically populated by the details entered in Vendor screen.
- Due Date** field will update based on the terms assigned for the selected vendor and on the Invoice Date selected but still can be changed manually if necessary.
- Enter other details on header fields.



For combo box fields, selecting different value is allowed if necessary.

- Add details on field. It can be a stand - alone prepayment or a prepayment for an existing contract.

The screenshots show the 'Vendor Prepayment - Cracked Mug' window. The top screenshot shows a prepayment entry with a subtotal of 1,000.00. The bottom screenshot shows a prepayment entry with a subtotal of 12,000.00 and a grid of line items including 'Raw Grn Robust...'.

- At the bottom of the screen is the **Subtotal** field that displays the total before sales tax of all the line items entered in the grid.
- The **Shipping** field can be used to enter shipping costs for the transaction.
- The **Tax** field will display the calculated tax of all the details added on the grid.
- The **Total** field will display the added amount of the **Subtotal**, **Freight** and **Tax** fields. This is the amount that will be entered to the Prepaid Accounts in the General Ledger when you post this transaction.
- Click **Save** button. **Voucher No** field will now be filled in with a unique, system-generated ID automatically.

Directly from Contracts screen

- From **Contracts Management** menu, click **Contracts** to create new contract transaction.
- After entering contract sequence, navigate to **Additional Info** tab and click **Prepaid** hyperlink.
- Voucher screen will open automatically with **Vendor Prepayment** type.

- Details of the contract will also be copied to the vendor prepayment.

Contract - 106

Details: **Amendment New**

Contract No.: 106
 Amendment New Date: 04/28/2016
 Amendment Previous Date: 04/28/2016
 Price Level: 100
 No. of Lots: 1
 Subcontract Item: 1
 Max Price: 120.00

Vendor Prepayment - Cracked Mug

Details: **Amendment New**

Contract No.: 106
 Vendor: Cracked Mug
 Invoice No.: 106
 Invoice Date: 04/28/2016
 Check Comments: 106

Contract Details:

Contract	Item No.	Prepay Type	Description	UOM	Contract Balance	Quantity	Deposit Percent	Contract Cost	Restricted	Sub Currency	Exchange Rate	Cost	Cost UOM	GrossNet UOM	No
106					120.00	1	0%	120.00	✓			120.00	0		

Ship From: 123 Main Ave
 Indianapolis, IN 46206
 United States

Ship To: 123 Main Ave
 Indianapolis, IN 46206
 United States

Approval: Require Approval: ☐ Status: ☐

Approval Notes:

Subtotal: 120.00
 Shipping: 0.00
 Tax: 0.00
 Total: 120.00
 Amount Paid: 0.00
 Amount Due: 120.00

- Supply other details like **AP Account**, **Ship To** and **Location**.
- If you wish to create a prepayment for a specific sequence from your contract, then click on **Item No** combo box button and select the sequence from the dropdown list.

Item No.	Prepay Type	Description	UOM
106 - 1		Raw Grn Robusta	
106 - 2		Raw Grn AW PERU	

- Once a sequence is selected, other columns will updated.

<input type="checkbox"/> Contract	Item No.	Prepay Type	Description	UOM	Contract Balance	Quantity	Deposit Percent	Contract Cost	Restricted	Sub Currency	Exchange Ra	Cost	Cost UOM	Gross/Net UOM	Net Weight	Tax	Total	Comments
<input type="checkbox"/> 106	Raw Grn Robus.	Unit		60 Kg Bag	75	75	0%	120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	120.00	60 Kg Bag	LB	9,920.775	0.00	9,900.00	

- At the bottom of the screen is the **Subtotal** field that displays the total before sales tax of all the line items entered in the grid.
- The **Shipping** field can be used to enter shipping costs for the transaction.
- The **Tax** field will display the calculated tax of all the details added on the grid.
- The **Total** field will display the added amount of the **Subtotal**, **Freight** and **Tax** fields. This is the amount that will be entered to the Prepaid Accounts in the General Ledger when you post this transaction.
- Click **Save** button. **Voucher No** field will now be filled in with a unique, system-generated ID automatically.



You can skip saving the record if you're going to create payment right away. Record will be saved automatically and processed to payment when Pay button is clicked.