

How to Apply Vendor Prepayments on Vouchers

There are 3 ways on how to apply prepayments on vouchers.

- via Vouchers
- via Pay Vouchers
- via Pay Voucher Details

Via Voucher

1. After created vendor prepayment is paid, create **Voucher** for the same vendor.
2. Navigate to **Prepaid and Debit Memos** tab.
3. Paid vendor prepayment will now be displayed on the grid.
4. Select the prepayment you wish to apply and amount will be applied automatically base on the prepayment type and the amount of prepayment vs billed amount.
 - a. If **Standard Prepayment** - No computation will take place. The prepaid amount will be applied fully or partially based on the billed amount.
 - b. If **Unit Prepayment** - No computation will take place. The prepaid amount was computed already on the prepayment transaction based on the entered unit and will be applied fully or partially based on the billed amount.
 - c. If **Percentage Prepayment** - Amount Applied will be computed based on the Voucher amount multiplied by the Deposit Percent. The computed amount will then be applied fully or partially based on the billed amount.

Record No.	Prepay Type	Contract	Item No.	Description	Total	Billed Amount	Line applied	Amount Applied	To Pay	Apply
VPRE-4	Standard		MISCPARTS	Miscellaneous Parts	100.00	5,000.00	1	100.00	0.00	<input checked="" type="checkbox"/>
VPRE-5	Unit		MISCPARTS	Miscellaneous Parts	500.00	5,000.00	1	500.00	0.00	<input checked="" type="checkbox"/>
VPRE-6	Percentage		MISCPARTS	Miscellaneous Parts	100.00	3,000.00	1	0.00	100.00	<input type="checkbox"/>
VPRE-11	Percentage		FRT	Freight	15,000.00	5,000.00	1	4,400.00	5,600.00	<input checked="" type="checkbox"/>
VPRE-8	Percentage		TNKRENT	Tank Rent	100.00	5,000.00	1	0.00	100.00	<input type="checkbox"/>
VPRE-10	Percentage		TNKRENT	Tank Rent	12,000.00	5,000.00	1	0.00	12,000.00	<input type="checkbox"/>

5. Navigate back to **Details** tab. Prepaid total will be displayed in the **Amount Paid** field. This amount will be deducted to the voucher total.

Item No.	Description	Misc Description	UOM	Ordered	Billed	Sub Currency	Exchange Rate	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount	Tax	Total	Account ID
TNKRENT	Tank Rent	Tank Rent		1	1		0.00	5,000.00			0.00	0%	0.00	5,000.00	49100.0001-000

Ship From: 123 Main Ave, Indianapolis, IN 46206, United States
Ship To: 4242 Flagstaff Cove, Fort Wayne, IN 46815, United States

Subtotal: 5,000.00
Shipping: 0.00
Tax: 0.00
Total: 5,000.00
Amount Paid: 5,000.00
Amount Due: 0.00

6. This is now ready for posting.

Via Pay Vouchers

1. After creating vouchers and vendor prepayments, open **Pay Vouchers** screen.
2. Select voucher/s and prepayments from the grid.

- a. If total amount of selected voucher and prepayment for a single vendor is equal to **0.00**, select **Debit Memos and Payments** as payment method before posting the transaction.

The screenshot shows the 'Pay Vouchers' window with the following details:

- Date Paid: 05/03/2016
- Bank Account: Chase Bank - Indiana
- Balance: -2,330,185.1
- Payment Method: Debit memos and Payments

Vendor ID	Company	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Method	Reference
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	04/28/2016	BL-65	BL-65	Due on Receipt	200.00	0.00	0.00	200.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-4	INV-001	Due on Receipt	-100.00	0.00	0.00	-100.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-5	INV-003	Due on Receipt	-500.00	0.00	0.00	-500.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-6	INV-004	Due on Receipt	-100.00	0.00	0.00	-100.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	BL-71	24574	Due on Receipt	100.00	0.00	0.00	90.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-8	fsafsf	Due on Receipt	-100.00	0.00	0.00	-100.00	0.00		
<input checked="" type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-9	afdsf	Due on Receipt	-12,000.00	0.00	0.00	-9,000.00	-9,000.00		
<input checked="" type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	BL-75	adsad	Due on Receipt	12,000.00	0.00	0.00	9,000.00	9,000.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-10	adsads	Due on Receipt	-12,000.00	0.00	0.00	-12,000.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-11	352524	Due on Receipt	-15,000.00	0.00	0.00	-15,000.00	0.00		
						-37,343.40	0.00	0.00	-37,353.40	0.00			

- b. If total amount of selected voucher and prepayment for a single vendor is a **positive** amount, select any of the payment method other than Debit Memos and Payments.

The screenshot shows the 'Pay Vouchers' window with the following details:

- Date Paid: 05/03/2016
- Bank Account: Chase Bank - Indiana
- Balance: -2,330,185.1
- Payment Method: Check

Vendor ID	Company	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Method	Reference
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	04/28/2016	BL-65	BL-65	Due on Receipt	200.00	0.00	0.00	200.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-4	INV-001	Due on Receipt	-100.00	0.00	0.00	-100.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-5	INV-003	Due on Receipt	-500.00	0.00	0.00	-500.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-6	INV-004	Due on Receipt	-100.00	0.00	0.00	-100.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	BL-71	24574	Due on Receipt	100.00	0.00	0.00	90.00	0.00		
<input checked="" type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-8	fsafsf	Due on Receipt	-100.00	0.00	0.00	-100.00	-100.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-9	afdsf	Due on Receipt	-12,000.00	0.00	0.00	-9,000.00	0.00		
<input checked="" type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	BL-75	adsad	Due on Receipt	12,000.00	0.00	0.00	9,000.00	9,000.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-10	adsads	Due on Receipt	-12,000.00	0.00	0.00	-12,000.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-11	352524	Due on Receipt	-15,000.00	0.00	0.00	-15,000.00	0.00		
						-37,343.40	0.00	0.00	-37,353.40	8,900.00			

3. This is now ready for posting.

4. In case the total amount of selected voucher and prepayment for a single vendor is a **negative** amount, this transaction is not allowed to be posted.

The screenshot shows the 'Pay Vouchers' window with the following details:

- Date Paid: 05/03/2016
- Bank Account: Chase Bank - Indiana
- Balance: -2,330,185.1
- Payment Method: Check

Vendor ID	Company	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Method	Reference
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	04/28/2016	BL-65	BL-65	Due on Receipt	200.00	0.00	0.00	200.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-4	INV-001	Due on Receipt	-100.00	0.00	0.00	-100.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-5	INV-003	Due on Receipt	-500.00	0.00	0.00	-500.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-6	INV-004	Due on Receipt	-100.00	0.00	0.00	-100.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	BL-71	24574	Due on Receipt	100.00	0.00	0.00	90.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-8	fsafsf	Due on Receipt	-100.00	0.00	0.00	-100.00	0.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-9	afdsf	Due on Receipt	-12,000.00	0.00	0.00	-9,000.00	0.00		
<input checked="" type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	BL-75	adsad	Due on Receipt	12,000.00	0.00	0.00	9,000.00	9,000.00		
<input checked="" type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-10	adsads	Due on Receipt	-12,000.00	0.00	0.00	-12,000.00	-12,000.00		
<input type="checkbox"/>	CRACKEDMUG	Cracked Mug	05/02/2016	VPRE-11	352524	Due on Receipt	-15,000.00	0.00	0.00	-15,000.00	0.00		
						-37,343.40	0.00	0.00	-37,353.40	-3,000.00			

The Batch Posting Details dialog box shows the following error:

Posting negative amount is not allowed.

Via Pay Voucher Details

- After creating vouchers and vendor prepayments, open **Pay Voucher Details** screen and select vendor.
- All vouchers and prepayments for the selected vendor will be displayed on the grid.
- Select vouchers and prepayments.

- a. If total amount of selected voucher and prepayment is equal to **0.00**, select **Debit Memos and Payments** as payment method before posting the transaction.

The screenshot shows the 'Pay Voucher Details - Cracked Mug' window. The 'Payment Method' is set to 'Debit memos and Payments'. The 'Amount Paid' is 0.00. The 'Bank Balance' is -2330516.90. The 'Voucher Total' is 0.00. The 'AP Account' is 20000-0000-000. The 'Amount Due' is 0.00. The 'Payment' is 0.00.

Due Date	Record No.	Invoice No	Terms	Voucher Total	AP Account	Discount	Interest	Amount Due	Payment
04/26/2016	BL-39	96564567	Due on Receipt	100.00	20000-0000-000	0.00	0.00	100.00	0.00
04/28/2016	BL-65	BL-65	Due on Receipt	200.00	20000-0001-000	0.00	0.00	200.00	0.00
05/02/2016	BL-71	24574	Due on Receipt	100.00	20000-0001-000	0.00	0.00	90.00	0.00
05/02/2016	BL-75	adsad	Due on Receipt	12,000.00	20000-0001-000	0.00	0.00	9,000.00	9,000.00
04/28/2016	VPRE-3		Due on Receipt	9,000.00	21001-0000-000	0.00	0.00	9,000.00	9,000.00
05/02/2016	VPRE-4	INV-0001	Due on Receipt	100.00	21001-0000-000	0.00	0.00	100.00	0.00
05/02/2016	VPRE-5	INV-003	Due on Receipt	500.00	21001-0000-000	0.00	0.00	500.00	0.00
								-37,410.00	0.00

- b. If total amount of selected voucher and prepayment is a **positive** amount, select any of the payment method other than Debit Memos and Payments.

The screenshot shows the 'Pay Voucher Details - Cracked Mug' window. The 'Payment Method' is set to 'Check'. The 'Amount Paid' is 8,000.00. The 'Bank Balance' is -2330516.90. The 'Voucher Total' is 8,000.00. The 'AP Account' is 21001-0000-000. The 'Amount Due' is 1,000.00. The 'Payment' is 1,000.00.

Due Date	Record No.	Invoice No	Terms	Voucher Total	AP Account	Discount	Interest	Amount Due	Payment
04/26/2016	BL-39	96564567	Due on Receipt	100.00	20000-0000-000	0.00	0.00	100.00	0.00
04/28/2016	BL-65	BL-65	Due on Receipt	200.00	20000-0001-000	0.00	0.00	200.00	0.00
05/02/2016	BL-71	24574	Due on Receipt	100.00	20000-0001-000	0.00	0.00	90.00	0.00
05/02/2016	BL-75	adsad	Due on Receipt	12,000.00	20000-0001-000	0.00	0.00	9,000.00	9,000.00
04/28/2016	VPRE-2	INV#1234	Due on Receipt	1,000.00	21001-0000-000	0.00	0.00	1,000.00	1,000.00
04/28/2016	VPRE-3		Due on Receipt	9,000.00	21001-0000-000	0.00	0.00	9,000.00	0.00
05/02/2016	VPRE-4	INV-0001	Due on Receipt	100.00	21001-0000-000	0.00	0.00	100.00	0.00
05/02/2016	VPRE-5	INV-003	Due on Receipt	500.00	21001-0000-000	0.00	0.00	500.00	0.00
								-37,410.00	8,000.00

4. This is now ready for posting.
5. In case the total amount of selected voucher and prepayment is a **negative** amount, this transaction is not allowed to be posted.

The screenshot shows the 'Pay Voucher Details - Cracked Mug' window. The 'Payment Method' is set to 'Check'. The 'Amount Paid' is -3,000.00. The 'Bank Balance' is -2,330,516.90. The 'Voucher Total' is -3,000.00. The 'AP Account' is 21001-0000-000. The 'Amount Due' is 12,000.00. The 'Payment' is 12,000.00. An error message 'Posting negative amount is not allowed.' is displayed over the window.

Due Date	Record No.	Invoice No	Terms	Voucher Total	AP Account	Discount	Interest	Amount Due	Payment
04/26/2016	BL-39	96564567	Due on Receipt	100.00	20000-0000-000	0.00	0.00	100.00	0.00
04/28/2016	BL-65	BL-65	Due on Receipt	200.00	20000-0001-000	0.00	0.00	200.00	0.00
05/02/2016	BL-71	24574	Due on Receipt	100.00	20000-0001-000	0.00	0.00	90.00	0.00
05/02/2016	BL-75	adsad	Due on Receipt	12,000.00	20000-0001-000	0.00	0.00	9,000.00	9,000.00
04/28/2016	VPRE-2	INV#1234	Due on Receipt	1,000.00	21001-0000-000	0.00	0.00	1,000.00	1,000.00
04/28/2016	VPRE-3		Due on Receipt	9,000.00	21001-0000-000	0.00	0.00	9,000.00	0.00
05/02/2016	VPRE-4	INV-0001	Due on Receipt	100.00	21001-0000-000	0.00	0.00	100.00	0.00
05/02/2016	VPRE-5	INV-003	Due on Receipt	500.00	21001-0000-000	0.00	0.00	500.00	0.00
								-37,410.00	-3,000.00