Vendor Prepay - Nonspecific Product

When a sum of money is prepaid to a Vendor for unspecified Product, the credit balance is established using the Quick Check function.

1. At *G/L / Quick Check*, select the correct Vendor and check the *Use Prepay* checkbox. This debits the Accounts Payable General Ledger Account and enters this amount in the Vendor's Prepay balance.

2. Later, as Purchase Invoices are entered against this prepaid amount, mark the *P* column by selecting the box on each prepaid line to indicate Prepay is being used.

3. Upon saving the Purchase Invoice, the Vendor's Prepay balance is affected. No unpaid Bill is created for the items marked as prepaid.