

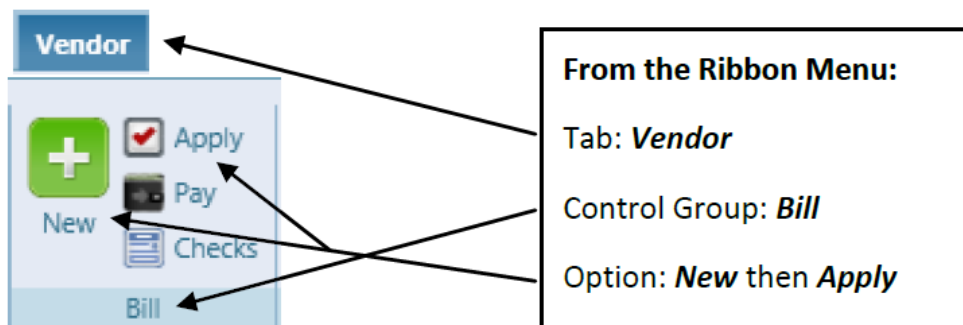
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How Do You Apply an Advance to a Vendor's Bill?

Tammy Mason - 2022-07-18 - in Vendors

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Explanation: Funds from an advance will remain in the Advance on Purchases account until the advance is used to lower a payment made to the vendor. When the actual invoice is received, it will need to be entered as a **Bill- New** and applied in **Bill-Apply** to the correct order/ ledger account. The advance transaction and the actual vendor bill can then both be picked up in **Bill-Pay** to apply them together. Use the tool tips provided for field by field guidance.

New: "New" is always the first required step. Create a new bill for the appropriate vendor. The classification will be "Invoice".

Apply: On the Vendor tab select Apply under Bill group. Select the appropriate bill from the list on the top. Expand either "Order" or "Non-order" depending on where it is to be applied. Once applied these funds flow from unapplied bills into the ledger account chosen during the apply process.

Pay: Select the appropriate vendor to pay from the list. Select the advance recorded earlier and the invoice just received, and Select Process.

<input type="checkbox"/>	Type	Reference	Date	Terms	Discount Date	Discount	Due Date	Amount	Discount Taken	Payment	Balance
<input checked="" type="checkbox"/>	Advance	Record advance	11/29/2018					(\$200.00)	0.00	(\$200.00)	\$0.00
<input checked="" type="checkbox"/>	Invoice	93612	11/29/2018	Net 60			1/28/2019	\$500.00	0.00	\$500.00	\$0.00
Bank Account Ending Balance					(\$32,473.36)	Total Amount		\$300.00	0.00	\$300.00	\$0.00

Checks: If there is an amount left to pay, the check will reflect the proper amount. If there is an amount, go into Vendor-Bill-Checks option and pay the remaining balance on the invoice.