

How Do You Enter Advance Payments to a Vendor?

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1. In Checkwriting, enter the vendor number and select either computer or handwritten check.
2. Click the Advance button at the bottom of the screen.
3. When asked for the invoice number, use a logical number. ASICS recommends using ADV and the order number the advance applies to. The number assigned during Checkwriting is the same number you will use in the advance field when the vendors invoice is vouched.
4. When the order ships, the vendors invoice needs to be vouched/expensed to your g/l, with the advance applied to the vouching, leaving you owing nothing or the difference.