

## How Do You Handle Paying an Advance to the Vendor Using a Debit Card?

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### **How Do You Handle Paying an Advance to the Vendor Using a Debit Card?**

When using a debit card to pay an advance to a vendor, enter the advance as a hand written check. Keep a little notebook with the check numbers you use, so you will know which number to use next. Use numbers that are not within the range of your actual check numbers.

This will put the advance on the vendors account and post to the bank g/l showing the deduction of cash.

The advance will still need to be vouched to expense the amount to your general ledger.