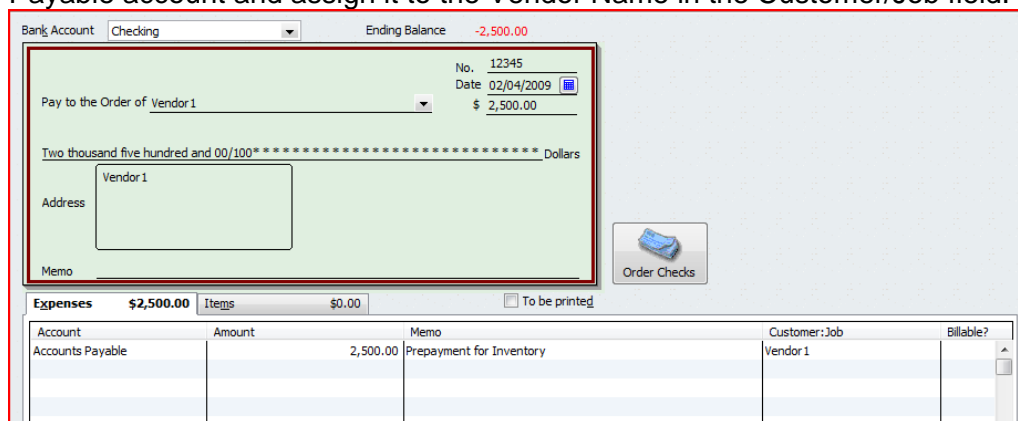


## Pre-Paying for Inventory

If you need to prepay for some of your Inventory items, you'll want to record the expense without adding the inventory to your list of available products until the products actually arrive. The easiest way to do this is simply to Write a Check or Enter a Credit Card transaction to the Vendor but expense it to your Accounts Payable account and assign it to the Vendor Name in the Customer/Job field.



Bank Account: Checking Ending Balance: -2,500.00

No. 12345  
 Date 02/04/2009  
 \$ 2,500.00

Pay to the Order of Vendor1

Two thousand five hundred and 00/100\*\*\*\*\* Dollars

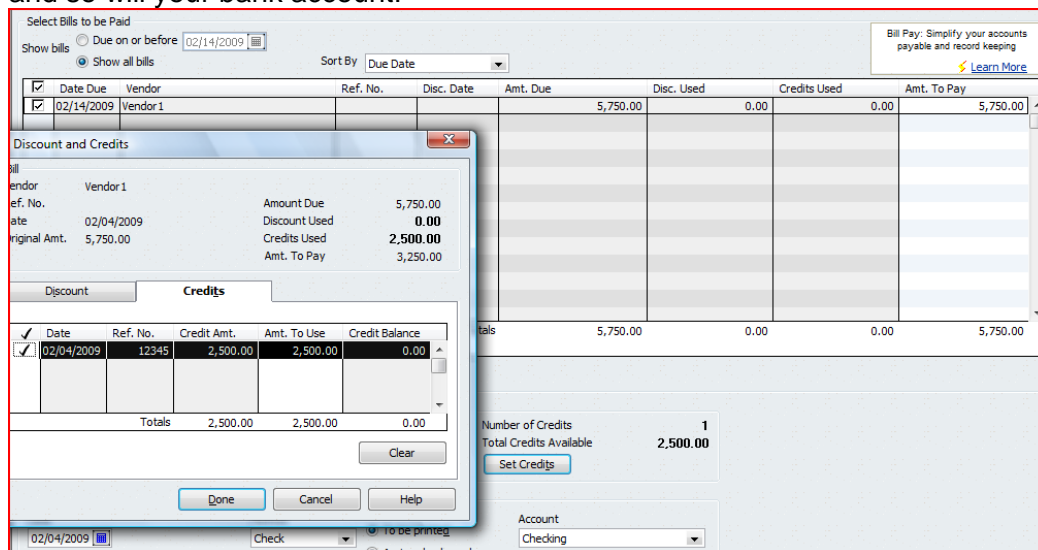
Address: Vendor1

Memo

Order Checks

Expenses	\$2,500.00	Items	\$0.00	To be printed
Account	Amount	Memo	Customer:Job	Billable?
Accounts Payable	2,500.00	Prepayment for Inventory	Vendor 1	

This will create a Credit for that Vendor that you'll be able to apply when the actual bill arrives. When the bill arrives, you'll enter it for the full amount. Then when paying the bill, you'll apply the available credit. Your Inventory count will be correct and so will your bank account!



Select Bills to be Paid

Show bills: Due on or before 02/14/2009  
 Show all bills

Sort By: Due Date

Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
02/14/2009	Vendor1			5,750.00	0.00	0.00	5,750.00
Totals				5,750.00	0.00	0.00	5,750.00

Bill Pay: Simplify your accounts payable and record keeping

Discount and Credits

Vendor: Vendor1

Ref. No.	Amount Due	Discount Used	Credits Used	Amt. To Pay
12345	5,750.00	0.00	2,500.00	3,250.00

Discount

Date	Ref. No.	Credit Amt.	Amt. To Use	Credit Balance
02/04/2009	12345	2,500.00	2,500.00	0.00
Totals		2,500.00	2,500.00	0.00

Number of Credits: 1  
 Total Credits Available: 2,500.00

Set Credits

Account: Checking