



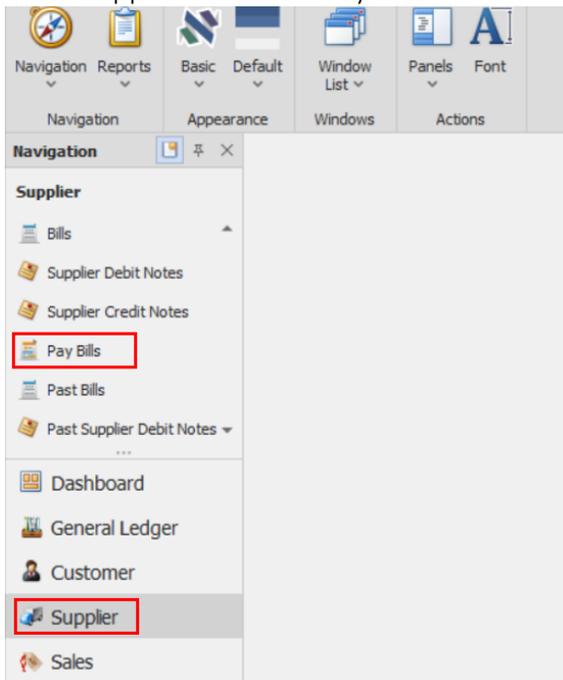
How to process Advance Payments for Suppliers?

Overview:

Advance Payment is any type of payment that is made ahead of its normal schedule, such as paying for a good or service before you actually receive the good or service. This is sometimes required by sellers or suppliers as protection against non-payment.

Procedure:

1. Go to Supplier Module > Pay Bills



2. In Pay Bills screen, search for the *Supplier* where you will process the advance payment. Select the *Payment By* (Cash In Bank accounts or Cash Accounts) then fill in the *Description* as well as the *Cheque or Reference No.* if there is any. After that, input the *Amount* that you will pay to the supplier.



Details		Supplier		Others	
Supplier		Pay To		Doc Date	09/29/2022
Currency	PHP	Purchaser		Payment No	PV2209/012
Rate	1.00000000	Payment By	BANCO DE ORO	Cheque/Ref No.	
Description	PAYMENT FOR ACCOUNT	Form Of Payment		Amount	0.00 Pay M
		Bank Charges	0.00		

Note: Maintained supplier accounts may have outstanding/unpaid transactions yet that will show on the Knock-off tab. Don't check any bill(s) in the match column.

Pay Bills

Details Supplier Others

Supplier: 301-A001 Pay To: ALI MANUFACTURING INC Doc Date: 09/29/2022

Currency: PHP Purchaser: ALVIN Payment No: PV2209/012

Rate: 1.00000000 Payment By: BANCO DE ORO Cheque/Ref No.:

Description: ADVANCE PAYMENT FOR ACCOUNT Form Of Payment: Amount: 10,000.00 Pay All

Bank Charges: 0.00

KnockOff Multi Payments Notes Files Info

Auto Match Clear Match View Variants

Type	Doc #	Date	Description	Refer...	Project	Amount	Outstanding	Payment	M...	Forex Po...	Pay For WTax Amount
BL	INV 0043	07/12/2014	PURCHASES			33,740.00		0.00	<input type="checkbox"/>		
BL	INV 0044	07/19/2014	PURCHASES			253,000.00	243,000.00	0.00	<input type="checkbox"/>		
BL	INV 0045	08/19/2014	PURCHASES			253,000.00	253,000.00	0.00	<input type="checkbox"/>		
BL	BL1412/003	12/31/2014	PURCHASES			7,000.00	7,000.00	0.00	<input type="checkbox"/>		
BL	BL1412/001	12/31/2014	PURCHASES			10,000.00	10,000.00	0.00	<input type="checkbox"/>		
BL	BL 01082	01/01/2015	PURCHASES			448,000.00	448,000.00	0.00	<input type="checkbox"/>		
BL	INV 12463	01/02/2015	PURCHASES			11,200.00	8,200.00	0.00	<input type="checkbox"/>		
BL	INV 15638	01/04/2015	PURCHASES			11,200.00		0.00	<input type="checkbox"/>		
CDN	DN 54233	01/20/2015	PURCHASES	DN 48...		1,456.00	1,456.00	0.00	<input type="checkbox"/>		
BL	BL0101/004	01/25/2015	PURCHASES			87,920.00	87,920.00	0.00	<input type="checkbox"/>		
CDN	DN 0001	01/30/2015	PURCHASES	DN 00...		16,800.00	6,800.00	0.00	<input type="checkbox"/>		
BL	BL0101/006	01/31/2015	PURCHASES			61,600.00	61,600.00	0.00	<input type="checkbox"/>		
BL	BL0101/001	01/31/2015	PURCHASES			304,720.00	304,720.00	0.00	<input type="checkbox"/>		
						4,776,907.96	4,667,230.46				

Show Outstanding Only

Total WTax Amount: Unmatched Amount: 10,000.00

You can see that there is already unmatched amount wherein we paid even without a provided goods or services document such as Invoices/Debit Note to us. Proceed to SAVE the transaction.

- Once Supplier Invoice has been recorded under Bills/Purchase Invoice, go to Supplier Module > Supplier Knock-Off to match the Advance Payment made.

Navigation Appearance Windows Actions

Navigation

Supplier

- Past Bills
- Past Supplier Debit Notes
- Past Supplier Credit Notes
- Past Pay Bills
- Supplier Knock Off**

...

- Dashboard
- General Ledger
- Customer
- Supplier**
- Sales

- Select the *Supplier* in the field. It will show all the Uncredited Amounts (upper part) and Outstanding Balances (bottom part). Select the unmatched amount or the advance payment made then match it to the outstanding Bills/Debit Notes, then click SAVE.

Supplier Knock Off

Supplier: 301-A001 - ALL MANUFACTURING INC Show Outstanding Only

Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
PV	PV2209/010	09/20/2022	PAYMENT FOR ACCOUNT		7,000.00	7,000.00
PV	PV2209/011	09/22/2022	PAYMENT FOR ACCOUNT		5,000.00	5,000.00
PV	PV2209/012	09/29/2022	ADVANCE PAYMENT FOR ACCOUNT		10,000.00	10,000.00
					195,130.60	195,130.60

Type	Doc #	Date	Description	Refer...	Project	Amount	Outstanding	Payment	Ma...	Forex Pos...	Pay For WTax Amount	P...
BL	INV 0043	07/12/2014	PURCHASES			33,740.00		0.00	<input type="checkbox"/>			
BL	INV 0044	07/19/2014	PURCHASES			253,000.00	243,000.00	0.00	<input type="checkbox"/>			
BL	INV 0045	08/19/2014	PURCHASES			253,000.00	253,000.00	0.00	<input type="checkbox"/>			
BL	BL1412/003	12/31/2014	PURCHASES			7,000.00	7,000.00	0.00	<input type="checkbox"/>			
BL	BL1412/001	12/31/2014	PURCHASES			10,000.00		10,000.00	<input checked="" type="checkbox"/>			
BL	BL 01082	01/01/2015	PURCHASES			448,000.00	448,000.00	0.00	<input type="checkbox"/>			
BL	INV 12463	01/02/2015	PURCHASES			11,200.00	8,200.00	0.00	<input type="checkbox"/>			
BL	INV 15638	01/04/2015	PURCHASES			11,200.00		0.00	<input type="checkbox"/>			
CDN	DH 54233	01/20/2015	PURCHASES	DH 48...		1,456.00	1,456.00	0.00	<input type="checkbox"/>			
BL	BL0101/004	01/25/2015	PURCHASES			87,920.00	87,920.00	0.00	<input type="checkbox"/>			
CDN	DH 0001	01/30/2015	PURCHASES	DH 00...		16,800.00	6,800.00	0.00	<input type="checkbox"/>			
BL	BL0101/006	01/31/2015	PURCHASES			61,600.00	61,600.00	0.00	<input type="checkbox"/>			
BL	BL0101/001	01/31/2015	PURCHASES			304,720.00	304,720.00	0.00	<input type="checkbox"/>			
BL	INV 15636	01/31/2015	PURCHASES			11,200.00	11,200.00	0.00	<input type="checkbox"/>			
BL	BL 01078	01/31/2015	PURCHASES			1,120.00	1,120.00	0.00	<input type="checkbox"/>			
						4,776,907.96	4,657,230.46	10,000.00				

This shall close the Account Payable recognize in the selected Bill. Note that multiple Bills/Debit Notes can be selected if the Advance Payment is intended for multiple Bills/APV.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>