



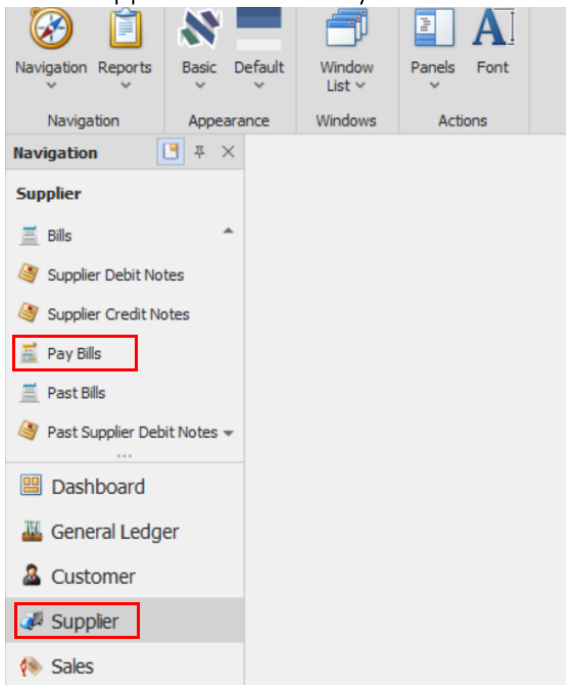
How to process Advance Payments for Suppliers?

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.



| | | | | |
|-------------|---------------------|-----------------|----------------|------------|
| Supplier | | Pay To | Doc Date | 09/29/2022 |
| Currency | PHP | Purchaser | Payment No | PV2209/012 |
| Rate | 1.00000000 | Payment By | Cheque/Ref No. | |
| Description | PAYMENT FOR ACCOUNT | Form Of Payment | Amount | 0.00 Pay N |
| | | Bank Charges | | |

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 |
|------|------------|------------|-------------|----------|---------|--------------|--------------|---------|------|-------------|---------------------|
| B/L | INV 0043 | 07/12/2014 | PURCHASES | | | 33,740.00 | | 0.00 | | | |
| B/L | INV 0044 | 07/19/2014 | PURCHASES | | | 253,000.00 | 243,000.00 | 0.00 | | | |
| B/L | INV 0045 | 08/19/2014 | PURCHASES | | | 253,000.00 | 253,000.00 | 0.00 | | | |
| B/L | BL1412/003 | 12/31/2014 | PURCHASES | | | 7,000.00 | 7,000.00 | 0.00 | | | |
| B/L | BL1412/001 | 12/31/2014 | PURCHASES | | | 10,000.00 | 10,000.00 | 0.00 | | | |
| B/L | BL 01082 | 01/01/2015 | PURCHASES | | | 448,000.00 | 448,000.00 | 0.00 | | | |
| B/L | INV 12463 | 01/02/2015 | PURCHASES | | | 11,200.00 | 8,200.00 | 0.00 | | | |
| B/L | INV 15638 | 01/04/2015 | PURCHASES | | | 11,200.00 | | 0.00 | | | |
| CDN | DN 54233 | 01/20/2015 | PURCHASES | DN 48... | | 1,456.00 | 1,456.00 | 0.00 | | | |
| B/L | BL0101/004 | 01/25/2015 | PURCHASES | | | 87,920.00 | 87,920.00 | 0.00 | | | |
| CDN | DN 0001 | 01/30/2015 | PURCHASES | DN 00... | | 16,800.00 | 6,800.00 | 0.00 | | | |
| B/L | BL0101/006 | 01/31/2015 | PURCHASES | | | 61,600.00 | 61,600.00 | 0.00 | | | |
| B/L | BL0101/001 | 01/31/2015 | PURCHASES | | | 304,720.00 | 304,720.00 | 0.00 | | | |
| | | | | | | 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

4. 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 | | | 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 |

Auto Match Clear Match View Variants

| Type | Doc # | Date | Description | Refer... | Project | Amount | Outstanding | Payment | Ma... | Forex Pos... | Pay For WTax Amount | P... |
|------|------------|------------|-------------|----------|---------|--------------|--------------|-----------|-------------------------------------|--------------|---------------------|------|
| BL | BV 0043 | 07/12/2014 | PURCHASES | | | 33,740.00 | | 0.00 | <input type="checkbox"/> | | | |
| BL | BV 0044 | 07/19/2014 | PURCHASES | | | 253,000.00 | 243,000.00 | 0.00 | <input type="checkbox"/> | | | |
| BL | BV 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 | BV 12463 | 01/02/2015 | PURCHASES | | | 11,200.00 | 8,200.00 | 0.00 | <input type="checkbox"/> | | | |
| BL | BV 15638 | 01/04/2015 | PURCHASES | | | 11,200.00 | | 0.00 | <input type="checkbox"/> | | | |
| CDN | DN 54233 | 01/26/2015 | 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"/> | | | |
| BL | BV 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>