

Prepayment Invoice (Temporary and Permanent)

1. Temporary Prepayment

Temporary Prepayment Refers to a situation where a prepayment is expected to be expensed over a short period (e.g., a few months or the duration of a project).

Scenario:

A company pays for a service (e.g., an insurance premium) for the next 6 months. Instead of expensing the entire payment at once, they record it as a prepayment and then expense it monthly as the service is provided.

2. Permanent Prepayment

Permanent Prepayment Occurs when a prepayment is intended to be fully expensed in one go, or there is no need for future recognition (e.g., advance payment for an asset purchase or a long-term deposit).

Scenario:

A company pays an upfront amount for a piece of equipment that is to be delivered in the next year. In this case, the payment is permanent as there is no periodic expense to recognize.

1. When you create a prepayment invoice (Status: Unpaid)
 - Prepaid Expense
 - Liability
2. At the time of Payment (Status :Available for Prepayment)
 - Liability
 - Cash Clearing
3. Creation of Standard invoice for Prepayment
 - Item Expense
 - Liability
4. At the Time of Prepayment Applied (After applying the Invoice Status: Fully Applied or Partially Applied)
 - Liability
 - Prepaid Expense
5. Final Accounting entry for Prepayment
 - Item Expense
 - Prepaid Expense

Temporary Prepayment

Setups:

1. Provide Prepayment Code Combination in Common Options for Payables and Procurement
2. Enable "Show available prepayments during invoice entry" in Invoice Options

Process:

1. Create Prepayment Invoice = 1,00,000 (Go to show more **enable** the check box "Allow Prepayment Application")

2. Create Payment for the Prepayment invoice =1,00,000
3. Create Standard Invoice and Apply same invoice on Prepayment from same invoice creation page =20,000
(Now the Available Prepayment amount = 80,000)

=> Manage Common Options for Payables and Procurement

Manage Common Options for Payables and Procur... ?

Business Unit AIM US Business Unit_01

Default Distributions

* Liability 1000-0000-21010-1000-0000-0000 ?

* Prepayment 1000-0000-15015-1000-0000-0000 ?

Miscellaneous 1000-0000-60041-1000-0000-0000-000 ?

Freight

O

⇒ Manage Suppliers => Site => Site Assignments => Prepayment Distribution Account

Edit Site: AIM SUPPLIER SITE ?

Procurement BU AIM US Business Unit_01

Address Name AIM SUPPLIER ADD

Address AIM SUPPLIER ADDRESS

* Site AIM SUPPLIER SITE

Inactive Date m/d/yy

Status Active

* Site Purpose ☐ Sourcing only
☒ Purchasing
☐ Procurement card
☒ Pay
☐ Primary pay

Attachments None +

General Purchasing Receiving Invoicing Payments **Site Assignments** Qualifications

Actions View Format + Autocreate Assignments Freeze Detach Wrap Status Active

* Client BU	Bill-to BU	Use Withholding Tax	Withholding Tax Group	Liability Distribution	Prepayment Distribution	Bill Payable Distribution	Distribution Set	Inactive Date
AIM US Business Unit_01	AIM US Business Unit_01	<input type="checkbox"/>		1000-0000-21	1000-0000-15		AIM INTERN	m/d/yy

=> Manage Invoice Options

Enable check box "Show available prepayments during invoice entry"

Prepayment

* Payment Terms AIM Immediate

Settlement Days

☐ Use distribution from purchase order

☒ Show available prepayments during invoice entry

- [Create Invoice](#)

Go to Show more Enable the checkbox "Allow Prepayment application" (Enable the check box means it's a Temporary Prepayment. If it is disable, we consider as Permanent Prepayment)

Create Invoice: ?

Invoice Actions Save and Create Next Save Save and Close Cancel

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO

Business Unit AIM US Business Unit_01

Payment Business Unit AIM US Business Unit_01

* Supplier AIM SUPPLIER

Supplier Number 1465

* Supplier Site AIM SUPPLIER SITE

Supplier Site Address AIM SUPPLIER ADDRESS

* Legal Entity AIM US Legal Entity_01

First-Party Taxpayer ID AIM123

Invoice Group

* Number PREPAYMENT_01

* Amount USD 100,000.00

* Payment Currency USD

* Type Prepayment

Description

☐ Intercompany Invoice

☒ Allow prepayment application

* Apply After 2/17/25

* Date 2/17/25

* Payment Terms AIM Immediate

Goods Received m/d/yy

Invoice Received m/d/yy

* Terms Date 2/17/25

Requester

Comments

Attachments None

Note

⇒ Validate (Status: Unpaid)

Create Invoice: PREPAYMENT_01 ?

Unpaid Invoice Actions Save and Create Next Save Save and Close Cancel

Invoice Header Show More

Identifying PO

Business Unit AIM US Business Unit_01

Supplier AIM SUPPLIER

Supplier Number 1465

Supplier Site AIM SUPPLIER SITE

* Legal Entity AIM US Legal Entity_01

Invoice Group

* Number PREPAYMENT_01

* Amount USD 100,000.00

Type Prepayment

Description Prepayment Invoice to the Supplier

* Date 2/17/25

* Payment Terms AIM Immediate

* Terms Date 2/17/25

Requester

Attachments None

Note

⇒ Post to Ledger

Create Invoice: PREPAYMENT_01 ?

Unpaid Invoice Actions Save and Create Next Save Save and Close Cancel

Invoice Header Show More

Identifying PO

Business Unit AIM US Business Unit_01

Supplier AIM SUPPLIER

Supplier Number 1465

Supplier Site AIM SUPPLIER SITE

* Legal Entity AIM US Legal Entity_01

Invoice Group

Accounting Lines: Prepayment PREPAYMENT_01

Ledger AIM US PRIMARY LEDGER Date 2/17/25 Status Final

View View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (USD)	
				Debit	Credit
1	Prepayment Valid...	1000-0000-15015-0000-0000-0000	Prepaid expense	100,000.00	
2	Prepayment Valid...	1000-0000-21010-0000-0000-0000	Liability		100,000.00

Done

Click on Done [Create Payment](#)

Create Payment ?

Save and Create Another Save and Close Cancel

Payment Details Advanced Additional Information

Business Unit AIM US Business Unit_01

Supplier or Party AIM SUPPLIER

* Supplier Site AIM SUPPLIER SITE

Address AIM SUPPLIER ADDRESS

Payment Date 2/17/25

Type Quick

Description

Disbursement Bank Account AIM US NEWYORK BANK ACCOUNT

Payment Currency USD - US Dollar

Payment Method Check

Payment Process Profile AIM PAYMENT PROCESS PROFILE

Remit-to Account XXXXX4321

Remit-to Bank Name Bank of America

Remit-to Branch Name Redwood City

Payment Document AIM US BANK PAYMENT DOCUMENT

Paper Document Number 9

Attachments None

Invoices to Pay

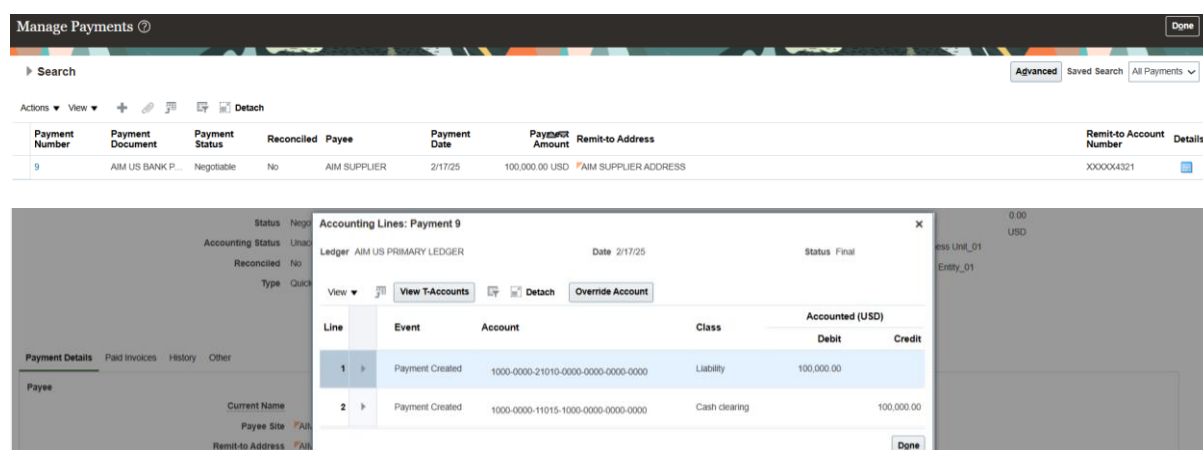
View Add Cross-Currency User Rates Detach

Invoice				Payment			
Number	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
PREPAYMENT_01	Prepayment	2/17/25	100,000.00	0.00	100,000.00	0.00	100,000.00
				0.00	100,000.00	0.00	100,000.00

Click on Save and Close



- [Manage Payments](#)
- Go to Invoice Actions then Click on **Post to Ledger**

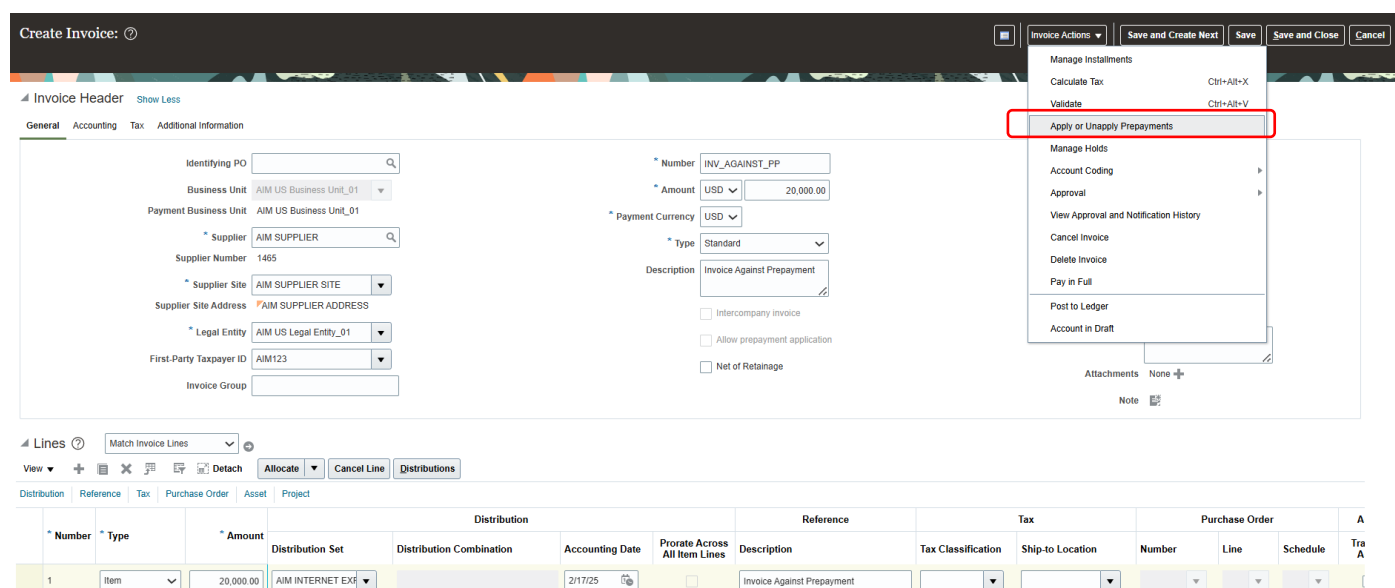


Click on Done

To apply the invoice on the Prepayment, go to Invoice workbench

- [Create Invoice](#)

Create Standard Invoice then go to Invoice Actions => Click on **“Apply or Unapply Prepayments”** to apply this standard invoice against the Prepayment invoice.



Select the Prepayment line then Click on **Apply**

Apply or Unapply Prepayments

Available

Number	Description	Site	Purchase Order	Currency	Available	* To Apply	* Accounting Date
PREPAYME...	Prepayment Invoice to the Supplier	AIM S...		USD	80,000.00	0.00	2/17/25
					80,000.00		

Applied

Number	Description	Site	Purchase Order	Currency	Applied	* Application Accounting Date
PREPAYME...	Prepayment Invoice to the Supplier	AIM S...		USD	20,000.00	2/17/25
					20,000.00	

Done

Click on Done

Go to Invoice Actions then Click on **Post to Ledger**

Accounting Lines: Standard Invoice INV_AGAINST_PP

Ledger: AIM US PRIMARY LEDGER Date: 2/17/25 Status: Final

View T-Accounts

Line	Event	Account	Class	Accounted (USD)
1	Prepayment Applied	1000-0000-21010-0000-0000-0000	Liability	20,000.00
2	Prepayment Unap...	1000-0000-15015-0000-0000-0000	Prepaid expen...	20,000.00
3	Prepayment Applied	1000-0000-21010-0000-0000-0000	Liability	20,000.00
4	Invoice Validated	1000-0000-53410-0000-0000-0000	Item expense	20,000.00
5	Prepayment Applied	1000-0000-15015-0000-0000-0000	Prepaid expen...	20,000.00
6	Prepayment Applied	1000-0000-15015-0000-0000-0000	Prepaid expen...	20,000.00
7	Prepayment Unap...	1000-0000-21010-0000-0000-0000	Liability	20,000.00
8	Invoice Validated	1000-0000-21010-0000-0000-0000	Liability	20,000.00

Done

Invoice Header

Identifying PO: AIM US Business Unit_01
 Business Unit: AIM US Business Unit_01
 Supplier: AIM SUPPLIER
 Supplier Number: 1465
 Supplier Site: AIM SUPPLIER SITE
 Legal Entity: AIM US Legal Entity_01
 Invoice Group:

Invoice Actions

Validated Invoice Actions Save Save and Close Cancel

Last Saved: 2/17/25 8:50 AM

Permanent Prepayment

Setups:

1. Provide Prepayment Code Combination in Common Options for Payables and Procurement
2. Enable “Show available prepayments during invoice entry” in Invoice Options

Process:

1. Create Prepayment Invoice = 20,000 (Go to show more **Disable** the check box “Allow Prepayment Application”)
2. Create Payment for the Prepayment invoice = 20,000
3. Void the Prepayment Payment invoice from Payment workbench to cancel the Permanent Prepayment= 20,000
4. Create Prepayment Invoice 20,000(Go to show more **Enable** the check box “Allow Prepayment Application”)
5. Create Payment for the Prepayment invoice =20,000
- 6.Create Standard Invoice and Apply same invoice on Prepayment from same invoice creation page =20,0000

⇒ [Create Invoice](#)

Create Invoice: ?

Invoice Actions: Save and Create Next Save Save and Close Cancel

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO: [Search]

Business Unit: AIM US Business Unit_01

Payment Business Unit: AIM US Business Unit_01

* Supplier: AIM SUPPLIER

Supplier Number: 1465

* Supplier Site: AIM SUPPLIER SITE

Supplier Site Address: AIM SUPPLIER ADDRESS

* Legal Entity: AIM US Legal Entity_01

First-Party Taxpayer ID: AIM123

Invoice Group: [Search]

* Number: PERMANENT PREPAYMENT

* Amount: USD 20,000.00

* Payment Currency: USD

* Type: Prepayment

Description: PERMANENT PREPAYMENT

☐ Intercompany Invoice

☐ Allow prepayment application

Apply After

* Date: 2/17/25

* Payment Terms: AIM Immediate

Goods Received: m/d/yy

Invoice Received: m/d/yy

* Terms Date: 2/17/25

Requester: [Search]

Comments: [Text Area]

Attachments: None

Note: [Text Area]

Lines Match Invoice Lines

View: [Icons] Detach Allocate Cancel Line Distributions

Distribution		Reference		Tax		Purchase Order		A					
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	Number	Line	Schedule	Tr A
1	Item	20,000.00		1000-0000-15015-0000-0000-90	2/17/25	<input type="checkbox"/>	PERMANENT PREPAYMENT						

Go to **Show more** then **disable** the check box “Allow Prepayment Application”

Create Invoice: PERMANENT PREPAYMENT ⓘ

Unpaid Invoice Actions Save and Create Next Save Save and Close Cancel Last Saved 2/17/25 9:01 AM

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO
Business Unit AIM US Business Unit_01
Payment Business Unit AIM US Business Unit_01
Supplier AIM SUPPLIER
Supplier Number 1465
Supplier Site AIM SUPPLIER SITE
Supplier Site Address AIM SUPPLIER ADDRESS
Legal Entity AIM US Legal Entity_01
First-Party Taxpayer ID AIM123
Invoice Group

* Number PERMANENT PREPAYMENT
* Amount USD 20,000.00
Payment Currency USD
Type Prepayment
Description PERMANENT PREPAYMENT
☐ Intercompany invoice
☐ Allow prepayment application
Apply After

* Date 2/17/25
* Payment Terms AIM Immediate
Goods Received m/d/yy
Invoice Received m/d/yy
* Terms Date 2/17/25
Requester
Comments
Attachments None
Note

Lines Match Invoice Lines

View + - Detach Allocate Cancel Line Distributions

Number	Type	Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	Purchase Order Number	Line	Schedule	Tran
1	Item	20,000.00		1000-0000-15015-0000-0000-00	2/17/25		PERMANENT PREPAYMENT						

Click on **Pay in Full** to make the payment to the Supplier

Create Invoice: PERMANENT PREPAYMENT ⓘ

Unpaid Invoice Actions Save and Create Next Save Save and Close Cancel Last Saved 2/17/25 9:01 AM

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO
Business Unit AIM US Business Unit_01
Payment Business Unit AIM US Business Unit_01
Supplier AIM SUPPLIER
Supplier Number 1465
Supplier Site AIM SUPPLIER SITE
Supplier Site Address AIM SUPPLIER ADDRESS
Legal Entity AIM US Legal Entity_01
First-Party Taxpayer ID AIM123
Invoice Group

Pay in Full: PERMANENT PREPAYMENT

Payment Amount 20,000.00 USD
Payment Method Check
* Bank Account AIM US NEWYORK BANK ACCOUNT
* Payment Process Profile AIM PAYMENT PROCESS PROFILE
Remit to Account XXXXX4321
Remit to Bank Name Bank of America
Remit to Branch Name Redwood City

* Payment Document AIM US BANK PAYMENT DOCUMENT1
* Payment Number 10
Conversion Rate Type
Conversion Date
Conversion Rate
Document Category
Document Sequence
Voucher Number

Submit Cancel

* Date 2/17/25
* Payment Terms AIM Immediate
Goods Received m/d/yy
Invoice Received m/d/yy
* Terms Date 2/17/25
Requester
Comments
Attachments None
Note

Lines Match Invoice Lines

View + - Detach Allocate Cancel Line Distributions

Number	Type	Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	Purchase Order Number	Line	Schedule	Tran
1	Item	20,000.00		1000-0000-15015-0000-0000-00	2/17/25		PERMANENT PREPAYMENT						

You can see the status is turned into Permanent Prepayment

Create Invoice: PERMANENT PREPAYMENT ⓘ

Permanent prepayment Invoice Actions Save and Create Next Save Save and Close Cancel Last Saved 2/17/25 9:01 AM

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO
Business Unit AIM US Business Unit_01
Payment Business Unit AIM US Business Unit_01
Supplier AIM SUPPLIER
Supplier Number 1465
Supplier Site AIM SUPPLIER SITE
Supplier Site Address AIM SUPPLIER ADDRESS
Legal Entity AIM US Legal Entity_01
First-Party Taxpayer ID AIM123
Invoice Group

Confirmation
Payment 10 for 20,000.00 USD has been created.
OK

* Amount USD - US Dollar 20,000.00
Payment Currency USD - US Dollar
Type Prepayment
Description PERMANENT PREPAYMENT
☐ Intercompany invoice
☐ Allow prepayment application
Apply After

Date 2/17/25
Payment Terms AIM Immediate
Goods Received
Invoice Received
Terms Date 2/17/25
Requester
Comments
Attachments None
Note

Click on OK

Go to Payments Workbench then find out the Permanent Prepayment then select the payment then

Go to Actions then Click on **Void**

The screenshot shows the 'Manage Payments' interface. On the left, a dropdown menu is open with 'Void' selected. The main form contains fields for Supplier or Party, Payment Date (2/17/25), Payment Number (10), Disbursement Bank Account, Payment Type, Payment Process Request, Payment Status, and Business Unit. Below the form is a table with the following data:

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
10	AIM US BANK P...	Negotiable	No	AIM SUPPLIER	2/17/25	20,000.00 USD	AIM SUPPLIER ADDRESS	XXXXX4321	

Select the invoice Action as “Cancel Invoice”

The screenshot shows the 'Manage Payments' interface with the 'Void Payment' dialog box open. The dialog box contains fields for Void Date (2/17/25), Accounting Date (2/17/25), and Invoice Action (Cancel Invoice). The background form and table are dimmed.

Click on **Submit**

The screenshot shows the 'Manage Payments' interface with the 'Confirmation' dialog box open. The dialog box displays the message: 'Payment has been voided. Number of invoices canceled: 1.' with an 'OK' button. The background form and table are dimmed.

Create Invoice: PERMANENT PREPAYMENT ?

Cancel

Invoice Actions ▾

Save and Create Next

Save

Save and Close

Cancel

Last Saved 2/17/25 9:20 AM

Invoice Header [Show Less](#)

General

Accounting

Tax

Additional Information

Identifying PO

Business Unit

AIM US Business Unit_01

Payment Business Unit

AIM US Business Unit_01

Supplier

AIM SUPPLIER

Supplier Number

1465

Supplier Site

AIM SUPPLIER SITE

Supplier Site Address

AIM SUPPLIER ADDRESS

Legal Entity

AIM US Legal Entity_01

First-Party Taxpayer ID

AIM123

Invoice Group

Number

PERMANENT PREPAYMENT

* Amount

USD - US Dollar

0.00

Payment Currency

USD - US Dollar

Type

Prepayment

Description

PERMANENT PREPAYMENT

Intercompany invoice

—

Allow prepayment application

—

Apply After

Date

2/17/25

Payment Terms

AIM Immediate

Goods Received

Invoice Received

Terms Date

2/17/25

Requester

Comments

Attachments

None +

Note

Lines ?

Match Invoice Lines ▾

View ▾

+

×

Detach

Allocate ▾

Cancel Line

Distributions

Distribution

Reference

Tax

Purchase Order

Asset

Project

* Number	* Type	* Amount	Distribution				Reference		Tax	
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	
1	Item	0.00		1000-0000-15015-0000-0000-0001	2/17/25		PERMANENT PREPAYMENT			

Again, you have to create new Temporary Prepayment once you get the payment from the supplier you can apply the temporary prepayment against the invoice.

Invoice Header

Show Less

General

Accounting

Tax

Additional Information

Identifying PO

Business Unit

AIM US Business Unit_01

Payment Business Unit

AIM US Business Unit_01

* Supplier

AIM SUPPLIER

Supplier Number

1455

* Supplier Site

AIM SUPPLIER SITE

Supplier Site Address

AIM SUPPLIER ADDRESS

* Legal Entity

AIM US Legal Entity_01

First-Party Taxpayer ID

AIM123

Invoice Group

* Number

TEMPORARY PREPAYMENT

* Amount

USD -

20,000.00

* Payment Currency

USD -

* Type

Prepayment

Description

Received Payment from Supplier against Permanent Prepayment

☐ Intercompany Invoice

☒ Allow prepayment application

* Apply After

2/17/25

* Date

2/17/25

* Payment Terms

AIM Immediate

Goods Received

m/d/yy

Invoice Received

m/d/yy

* Terms Date

2/17/25

Requester

Comments

Attachments

None

Note

Lines

Match Invoice Lines

View

+

Detach

Allocate

Cancel Line

Distributions

Distribution

Reference

Tax

Purchase Order

Asset

Project

* Number	* Type	* Amount	Distribution			Reference		Tax	
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location
1	Item	20,000.00		1000-0000-15015-0000-0000-0000-0001	2/17/25	<input type="checkbox"/>	Received Payment from Supplier against		

Click on **Pay in Full**

Create Invoice: TEMPORARY PREPAYMENT ?

Unpaid Invoice Actions Save and Create Next Save Save and Close Cancel Last Saved 2/17/25 9:31 AM

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO Business Unit AIM US Business Unit Payment Business Unit AIM US Business Unit Supplier AIM SUPPLIER Supplier Number 1465 Supplier Site AIM SUPPLIER Supplier Site Address AIM SUPPLIER Legal Entity AIM US Legal Entity First-Party Taxpayer ID AIM123 Invoice Group

Pay in Full: TEMPORARY PREPAYMENT

Payment Amount 20,000.00 USD Payment Method Check * Payment Document AIM US BANK PAYMENT DOCUMENT * Payment Number 11 Conversion Rate Type Conversion Date Conversion Rate Document Category Document Sequence Voucher Number

* Bank Account AIM US NEWYORK BANK ACCOUNT * Payment Process Profile AIM PAYMENT PROCESS PROFILE Remit-to Account XXXXX4321 Remit-to Bank Name Bank of America Remit-to Branch Name Redwood City

Submit Cancel

Attachments None

Now the status has turned into **Available**

Create Invoice: TEMPORARY PREPAYMENT ?

Available Invoice Actions Save and Create Next Save Save and Close Cancel Last Saved 2/17/25 9:31 AM

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO Business Unit AIM US Business Unit_01 Payment Business Unit AIM US Business Unit_01 Supplier AIM SUPPLIER Supplier Number 1465 Supplier Site AIM SUPPLIER SITE Supplier Site Address AIM SUPPLIER ADDRESS Legal Entity AIM US Legal Entity_01 First-Party Taxpayer ID AIM123 Invoice Group

Confirmation

Payment 11 for 20,000.00 USD has been created.

OK

Number TEMPORARY PREPAYMENT Date 2/17/25

* Amount USD - US Dollar 20,000.00 Payment Currency USD - US Dollar Type Prepayment Description Received Payment from Supplier against Permanent Prepayment Intercompany invoice Allow prepayment application Apply After 2/17/25

Payment Terms AIM Immediate Goods Received Invoice Received Terms Date 2/17/25 Requester Comments Attachments None

Note

Create Invoice: TEMPORARY PREPAYMENT ?

Available Invoice Actions Save and Create Next Save Save and Close Cancel Last Saved 2/17/25 9:31 AM

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO Business Unit AIM US Business Unit Payment Business Unit AIM US Business Unit Supplier AIM SUPPLIER Supplier Number 1465 Supplier Site AIM SUPPLIER Supplier Site Address AIM SUPPLIER Legal Entity AIM US Legal Entity First-Party Taxpayer ID AIM123 Invoice Group

Accounting Lines: Prepayment TEMPORARY PREPAYMENT

Ledger AIM US PRIMARY LEDGER Date 2/17/25 Status Final

View View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (USD)	
				Debit	Credit
1	Prepayment Valid...	1000-0000-15015-0000-0000-0000	Prepaid expense	20,000.00	
2	Prepayment Valid...	1000-0000-21010-0000-0000-0000	Liability		20,000.00

Done

Go to Invoice Actions then Click on “Apply or Unapply Prepayments” to apply this standard invoice against the Prepayment invoice.

Select the Prepayment then click on Apply then the line will be shown in the Applied status then click on Done

Create Invoice: APPLY ON TEMP PP

Needs revalidationInvoice ActionsSave and Create NextSaveSave and CloseCancel

Invoice Header

Identifying PO

Business Unit

Supplier

Supplier Number

Supplier Site

Legal Entity

Invoice Group

Lines

Match Invoice Lines

View

+

×

📄

📄

📄

📄

📄

📄

Distribution

Reference

Tax

Purchase Order

Number

Type

Amount

1

Item

20,000.00

AIM INTERNET EX...

2/17/25

once we received the payment from suppl

Apply or Unapply Prepayments

Available

View

📄

📄

📄

Detach

Apply

Number	Description	Site	Purchase Order	Currency	Available	To Apply	Accounting Date
PREPAYMENT_01	Prepayment Invoice to the Supplier	AIM S...		USD	80,000.00	0.00	2/17/25
					80,000.00		

Applied

View

📄

📄

📄

Detach

Unapply

Number	Description	Site	Purchase Order	Currency	Applied	Application Accounting Date
TEMPORARY PREP...	Received Payment from Supplier against Permanent ...	AIM S...		USD	20,000.00	2/17/25
					20,000.00	

Done

Click on Post to Ledger

Invoice Header

Identifying PO

Business Unit

Supplier

Supplier Number

Supplier Site

Legal Entity

Invoice Group

Lines

Match Invoice Lines

View

+

×

📄

📄

📄

📄

📄

📄

Distribution

Reference

Tax

Purchase Order

Asset

Number

Type

Amount

1

Item

20,000.00

2

Prepayment

0.00

3

Prepayment

0.00

4

Prepayment

-20,000.00

Taxes

View

📄

View T-Accounts

📄

📄

Detach

Override Account

Line	Event	Account	Class	Accounted (USD)	
				Debit	Credit
1	Prepayment Applied	1000-0000-21010-0000-0000-0000	Liability	20,000.00	
2	Prepayment Unap...	1000-0000-15015-0000-0000-0000	Prepaid expense	20,000.00	
3	Prepayment Applied	1000-0000-21010-0000-0000-0000	Liability	20,000.00	
4	Prepayment Unap...	1000-0000-15015-0000-0000-0000	Prepaid expense	20,000.00	
5	Prepayment Applied	1000-0000-21010-0000-0000-0000	Liability	20,000.00	
6	Invoice Validated	1000-0000-53410-0000-0000-0000	Item expense	20,000.00	
7	Prepayment Unap...	1000-0000-21010-0000-0000-0000	Liability		20,000.00
8	Prepayment Applied	1000-0000-15015-0000-0000-0000	Prepaid expense		20,000.00
9	Prepayment Unap...	1000-0000-21010-0000-0000-0000	Liability		20,000.00
10	Prepayment Applied	1000-0000-15015-0000-0000-0000	Prepaid expense		20,000.00
11	Prepayment Applied	1000-0000-15015-0000-0000-0000	Prepaid expense		20,000.00

Last Saved 2/17/25 9:39 AM

Date 2/17/25

Terms AIM Immediate

ns Date 2/17/25

uester

hments None

Note

Tax

Tax Classification

Ship-to Location

Click on Done.