



Quick Start: How To Pay For Items With A Down Payment Using A Credit Card

Summary

When purchasing items (or services), you sometimes are required to pay immediately with a credit card.

Step-by-step guide

1. Create your item or service type Purchase Order
2. Copy it to a A/P Down Payment Invoice

Purchase Order

Vendor: V1011
Name: Beer Packaging Supplies Int'l
Contact Person: [Empty]
Vendor Ref. No.: [Empty]
Local Currency: [Empty]

No. Primary: 10008 - 0
Status: Open
Posting Date: 11/10/14
Delivery Date: 11/10/14
Doc: 11/10/14

Contents | Accounting | Attachments

#	Item No.	Item Description	Whse	Q...
1	M5005	Bike Jersey	A1	
2	M5010	Bobble Heads	A1	
3	M5015	Bottle Opener	A1	
4	M5020	Boxer	A1	
5	M5025	Candles	A1	
6	M5030	Barrel Glass	A1	
7				

Buyer: -No Sales Employee-
Owner: Kazimee, Reshad

Total Before Discount: \$ 27.00
Discount: %
Freight: [Empty]
 Rounding
Tax: [Empty]
Total Payment Due: \$ 27.00

Remarks: [Empty]

OK Cancel

Copy From: [Empty] Copy To: G. Receipt PO, A/P Invoice, A/P Down Payment, Res. Invoice



3. Bring up your payment means and switch to the Bank Transfer tab

A/P Down Payment Invoice

Vendor: V1011
Name: Beer Packaging Supplies Int
Contact Person:
Vendor Ref. No.:
Local Currency:
No.: Primary 10000
Status: Open
Posting Date: 11/10/14
Due Date: 12/10/14
Document Date: 11/10/14

3

#	Item No.	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	M5005	1	\$ 5.0000	0.00	EX	\$ 5.00
2	M5010	1	\$ 6.0000	0.00	EX	\$ 6.00
3	M5015	1	\$ 8.0000	0.00	EX	\$ 8.00
4	M5020	1	\$ 2.0000	0.00	EX	\$ 2.00
5	M5025	1	\$ 1.0000	0.00	EX	\$ 1.00
6	M5030	1	\$ 5.0000	0.00	EX	\$ 5.00
7				0.00		

Buyer: -No Sales Employee-
Owner: Kazimee, Reshad

Payment Order Run

Remarks: Based On Purchase Orders 10008.

Total Before Discount: \$ 27.00
DPM: 100 % \$ 27.00
 Rounding: \$ 0.00
Tax:
Total Payment Due: \$ 27.00
Applied Amount:
Balance Due: \$ 27.00

Add Cancel Copy From Copy To

4. Select your credit card liability account in the G/L Account field



5. Enter the Amount Due and click OK. Then Add the A/P Down Payment Invoice

Payment Means

Currency: \$

Check Bank Transfer Credit Card Cash

G/L Account: 22005-00 Credit Card #1 (CORP)

Transfer Date: 11/10/14

Reference: Paid

Total: \$27.00

Overall Amount: \$27.00 Discount %: 0.00

Balance Due: \$27.00

OK Cancel Paid

6. Go back to the original Purchase Order and copy it to an A/P Invoice
7. You can then add the A/P Invoice (You can ignore the Zero Dollar notification because we already pay for it, therefore this is correct)

You will now successfully create and pay for items and services with a credit card.