

Tracking Supplier Prebuys

There are a couple of different ways to record product that you prebought from suppliers depending. You may want to consult with your accountant before deciding which method, or combination of methods, to follow.

What you'll find:

Using Purchase Orders (optional but recommended)	2
Example: You prebuy 200 MT of 46-0-0 for \$650/MT	3
Recording Release Numbers (optional but recommended)	4
Tracking Prepayments using a Supplier Overpayment	5
Overview	5
Prepaying the Supplier	6
Receiving Prepaid Product	7
Getting the Bill	8
Tracking Prepayments using a Separate Product	10
Overview	10
Creating the Purchase Order	10
Creating a new Prepaid Product (one-time task)	10
"Receiving" and Purchasing the Prebought Product	12
Paying the Supplier	13
Exchanging the Prebought Product for the Real Thing	14
Reporting	15
Prebought Quantities and Asset Values	15
How Many	15
How Much It's Worth	16
Supplier Prepayments	20
Supplier Prepayment Balances	21
Balance Sheet	22

Using Purchase Orders (optional but recommended)

Purchase Orders are the **Work Orders** of the AP side of the books. Instead of tracking what your customers have ordered from you, POs track what you have ordered from your suppliers.

Using **Purchase Orders** is optional, but if you haven't used them in the past, please consider using them now to assist you in tracking your supplier prepayments. They're handy to track what you've ordered, what you've agreed to pay for it, how much you've received already, and how much is still to come. They can be used also to track the **Release Numbers** given to you by your suppliers.

Tip

If you use Purchase Orders, you can run the **Inventory Position report** to see at a glance how much you have on hand, how much is committed to customers on Work Orders, and how much is on order from your suppliers on Purchase Orders.

There is a different version of the Inventory Position Report available if your company uses Bill & Hold (a.k.a. invoice now, pickup later) that can be loaded into your agrē database.

Purchase Orders can be used in conjunction with all the methods listed below and can be used to record the prebuy of both inventory and non-inventory items.

Example: You prebuy 200 MT of 46-0-0 for \$650/MT

Use a **Purchase Order** to record the items you are prebuying from suppliers.

- Check the **Prepay** checkbox (as you intend to use prepay dollars for this purchase). Complete as you normally would and **Save** the purchase order.

The screenshot shows the 'Add Purchase Order' window. A callout box points to the 'RefNo' field with the text: 'you could also specify a RefNo (perhaps to match the contract number)'. The 'Prepay' checkbox is checked and highlighted with a red box. The 'Unit Price' is \$650.00, 'Quantity Ordered' is 200, and 'Quantity on Hand' is 1,062.5273. The 'Product' is 46-0-0 - 4600, 'Units' is MT - Metric Tonne, and 'Location' is Dog River. The 'Status' is 'Ordered'.

Tip

To get details on quantity ordered, received, and remaining for *all* prebuys, run the **Purchase Order Activity report**, and search for all active lines on ordered, prepaid POs.

The screenshot shows the 'Purchase Order Activity' window. The 'Line Status' is set to 'Active'. The 'Prepay' checkbox is checked. The 'Start Order Date' is 'Apr 01, 2026'. The 'Created From' is '<Any Location>'. The 'Any Order Dates?' checkbox is unchecked, 'Any Delivery Dates?' is checked, and 'Any Expiry Dates?' is checked.

Recording Release Numbers (optional but recommended)

Once you've received the release numbers from the supplier, you can add them to the purchase order. When you receive the product later, you can link the load directly to a release number on the PO.

- Edit the PO, edit the product row and add the release numbers.

Edit Purchase Order Product

Update Refresh Exit

Product: 46-0-0 - 4600 Find

Units: MT - Metric Tonne

Location: Dog River

Unit Price: \$650.00 ☒ Prepay Cost Details

Quantity Ordered: 200 Last purchased @ \$650.00 on Apr 08, 2015

Quantity on Hand: 1,062.5273 Details

Line Comments: Standard

Release Number	Target Qty	Status	Comment	Add'l. Info
40298-01	42	Open		
40298-02	42	Open		
40298-03	42	Open		
40298-04	42	Open		
40298-05	42	Open		
>*		Open		

Add Multiple Rows Remove Row

Edit Release Row Remove Multiple

Edit Purchase Order > Edit Product Row, Add Release Numbers

Help

You can get **step-by-step instructions** on how to [add and manage release numbers](#) from *online Help in the Accounts Payable chapter*.

- Use the **PO Release Number Activity report** (found under Inventory) to track them.

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PO Release Number Activity

Any Status Product Name is 4600 - 46-0-0 Any Location

4600 (46-0-0) Metric Tonne

Release Number	PO Reference	Order Date	Supplier	Created For	Status	Target Qty
402984-01	DPO00022	Jul 11, 2012	Western Ag Supply (0057)	Dog River	Filled (Rec. Jul 11, 2012)	42.0
402984-02	DPO00022	Jul 11, 2012	Western Ag Supply (0057)	Dog River	Open (Exp. Aug 15, 2012)	42.0
402984-03	DPO00022	Jul 11, 2012	Western Ag Supply (0057)	Dog River	Open (Exp. Aug 15, 2012)	42.0
402984-04	DPO00022	Jul 11, 2012	Western Ag Supply (0057)	Dog River	Open (Exp. Aug 15, 2012)	42.0
402984-05	DPO00022	Jul 11, 2012	Western Ag Supply (0057)	Dog River	Open (Exp. Aug 15, 2012)	32.0
						200.0

Tracking Prepayments using a Supplier Overpayment

Method: Supplier Overpayment	
<u>Pros</u>	<u>Cons</u>
• easiest and most simple to use	• no corresponding increase in asset value • some lenders may consider this 'money for nothing' (especially without a prepaid Purchase Order)

Overview

The **Supplier Overpayment** method is the quickest way to record product that you've prebought from your supplier. It's simply a matter of overpaying the supplier and flagging the overpayment as a prepayment. You're not yet receiving any product (no Inventory Receipts) and you're not generating a "bill" that needs to be paid (no Purchase Invoices).

To prepay a supplier you record an overpayment payment to the supplier's account and flag it as a prepayment. In the future, when you receive the prepaid product and the corresponding purchase invoices, you'll apply the prepayment credits as applicable.

Prepaying the Supplier

Now that you have a purchase order listing the prepaid items you expect to receive from the supplier, you'll record a prepayment to the supplier's account - you are paying now for items that you will receive at a later date.

- Recording prebuys this way means that there is no purchase invoice to pay yet so enter the amount of the prepayment in the **Include Additional Payment of this Amount** field. Adding a comment now may be helpful when you are reconciling the supplier's account later in the season.

optional: match reference number to PO

optional comment

Purchase Invoice	Invoice Date	Due Date	Total Amount	Amount Outstanding	Credit	Include	Amount Paying

Subtotal Amount: \$0.00

Include Additional Payment of this Amount: **\$130,000.00**

Total Amount: \$130,000.00

- Print a cheque if applicable.
- The prebuy shows as **Prepayments Remaining** on the supplier account.

hover with your mouse to view all the text

Date	Type	Reference	Add'l Info	Amount	Comments
Apr 08, 2015	Prepayment	PO003	Cheque	(\$130,000.00)	
Apr 08, 2015	Purchase Order	PO003			payment for prepaid PO003 46-0-0: 200 MT @ \$650/MT \$130,000.00

- The **Inventory Position report** shows that there are 200 MT on order.

Inventory Position Dog River

Product Name is 4600 - 46-0-0

Dry Fertilizer

Product	Units	Min Level	Qty On Hand	Qty Ordered	Qty Committed	Qty Available
46-0-0 (4600)	Metric Tonne	0.0	182.1134	200.0	41.766	340.35

Receiving Prepaid Product

- When the prebought items are received, add an inventory receipt and reference the purchase order you created previously.

optional: match reference number to PO

Supplier: Western Ag Supply (0057) Find Add

Reference: IR-PO003

Receipt Date: Apr 08, 2015

Trucker:

Comments:

Product	Quantity	Location	Est. Cost	Billed On	PO Reference
> 4600 - 46-0-0 (MT)	42.0000	Stony Plain	\$650.00		PO003 (40298-01)

Add Product Row Edit Product Row Remove Product

Import From PO Unlink PO Pricing/Taxes

Imported from (or linked to) release number on PO

Help

You can get **step-by-step instructions** on how to add, edit, link to, or import from [Purchase Orders](#) from **online Help in the Accounts Payable chapter**.

- Linking the inventory receipt to the purchase order updates the quantity on order amount immediately.

Inventory Position Dog River

Product Name is 4600 - 46-0-0

Dry Fertilizer

Product	Units	Min Level	Qty On Hand	Qty Ordered	Qty Committed	Qty Available
46-0-0 (4600)	Metric Tonne	0.0	224.1134	158.0	41.766	340.35

Getting the Bill

When you receive the purchase invoice from the supplier, import the inventory receipt and use the available credits to pay for it instead of making a supplier payment.

- Import the inventory receipt(s). Ensure each product row is linked to a purchase order so that remaining quantity on order is correct on the **Inventory Position report**.

Add Purchase Invoice

Supplier: Western Ag Supply (0057) Invoice Date: Apr 08, 2015 Reference Number: PI-PO003-01 Due Date: May 09, 2015 Location: Dog River

Comments:

Total Inventory: \$0.00
Total Cost Adjustments: \$0.00
Total Taxes: \$0.00
Total Purchase Invoice: \$27,300.00

Product	Reference	Location	PO Reference	Quantity	Unit	GST	GST Incl.	Unit Cost	Line Total
> 4600 - 46-0-0	IR-PO003	Stony Plain	PO003 (40298-01)	42.0000	MT			\$650.00	\$27,300.00

Buttons: Add Inventory Receipt, Import Inventory Receipt, Remove Row, Unlink PO, Pricing/Taxes, Show Details, Split Row

Inventory Subtotal: \$27,300.00

- Click the **Taxes and Credits** tab. Under **Available Credits**, click the **Apply** check box next to the prepayment you previously made. **Amount** defaults to the dollar value of the purchase, but can be edited.

Add Purchase Invoice

Supplier: Western Ag Supply (0057) Find Add

Invoice Date: Apr 08, 2015 Reference Number: PI-PO003-01

Due Date: May 09, 2015 Location: Dog River

Comments

Non-Inventory Purchases | Inventory Purchases (1) | Cost Adjustments | **Taxes and Credits**

Taxes

Tax	GL Account	Amount
> GST	<Default>	\$0.00
PST	<Default>	

Remove Tax

Available Credits

Apply	Amount	Reference	Date	Type	Credits
☒	\$27,300.00	PO003	Apr 08, 2015	Prepayment	\$130,000.00

Apply Credits \$27,300.00 View Item Refresh List

Linked to Prepaid POs \$27,300.00

Totals

Total Non-Inventory:	\$0.00
Total Inventory:	\$27,300.00
Total Cost Adjustments:	\$0.00
Total Taxes:	\$0.00
Total Purchase Invoice:	\$27,300.00

- Prepayment Remaining** on the supplier's account is reduced by the amount of the applied credit.

Supplier Account Information for Western Ag Supply (0057)

New Search Refresh Exit

Add New Item Reports Supplier Details/Advanced

Western Ag Supply (0057)
10005 - 34 Avenue
Devon, AB T3K 3L7
P: 780.521.4734
M: 780.699-4734

Outstanding Purchase Invoices: \$0.00

Available Credits: \$0.00

Prepayments Remaining: \$102,700.00

Current Balance: (\$102,700.00)

Pay Supplier

Account History Documents

Date	Type	Reference	Amount	Comments
Apr 08, 2015	Purchase Invoice	PI-PO003-01	\$27,300.00	
Apr 08, 2015	Inventory Receipt	IR-PO003		
Apr 08, 2015	Prepayment	PO003	(\$130,000.00)	payment for prepaid PO00
Apr 08, 2015	Purchase Order	PO003		

View Item Edit Copy Delete Cancel

matching reference numbers makes it easy to see which transactions are related

While this is the easiest method for *you*, it's preferred *least* by credit lenders. Money is going out, but until the prepaid product is delivered there is no corresponding increase in asset value. In essence, it looks like you're giving the supplier 'money for nothing', especially if you don't have a prepaid purchase order to backup where the money went.

Tracking Prepayments using a Separate Product

Method: Separate Prepaid Product	
<u>Pros</u>	<u>Cons</u>
• prepaid product value is reflected in inventory immediately (<i>this often makes your banker very happy</i>) • very easy to see how much prepaid product has arrived and how much has yet to arrive • no worries about applying Prepayment Credits to the wrong product or purchase	• extra time to setup prebought products (<i>but is done only once and can be used year after year</i>) • need to exchange prebought product with the real thing each time actual product is received

Overview

Using a **Separate Prepaid Product** to track what you've prebought reflects a change in asset value even before the product is received.

You will receive the Prebought Product on an inventory receipt, import the inventory receipt onto a purchase invoice, and then use the PI to prepay the supplier. When you receive the actual product, you'll return the prepaid product at the same time (so no change in inventory value and no change to the supplier balance).

Note	This method is handy when you need to track the value of the product you have on hand, as well as the product you have prebought but not yet received.
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Creating the Purchase Order

Create a POs as [shown in the example above](#) for the actual products. 200 MT of 11-52 at \$650/MT is used to demonstrate this method.

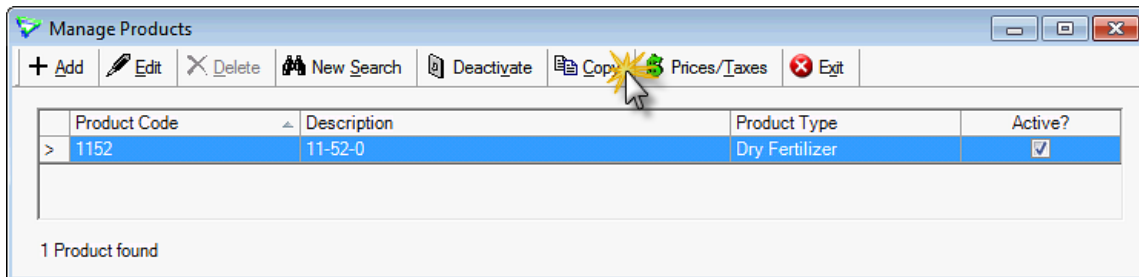
Creating a new Prepaid Product (one-time task)

Before you can continue, you'll need to add new 'prebought products' to track prebuy purchases. You need to use a product that is different from the 'actual product' so that you don't confuse your inventory counts.

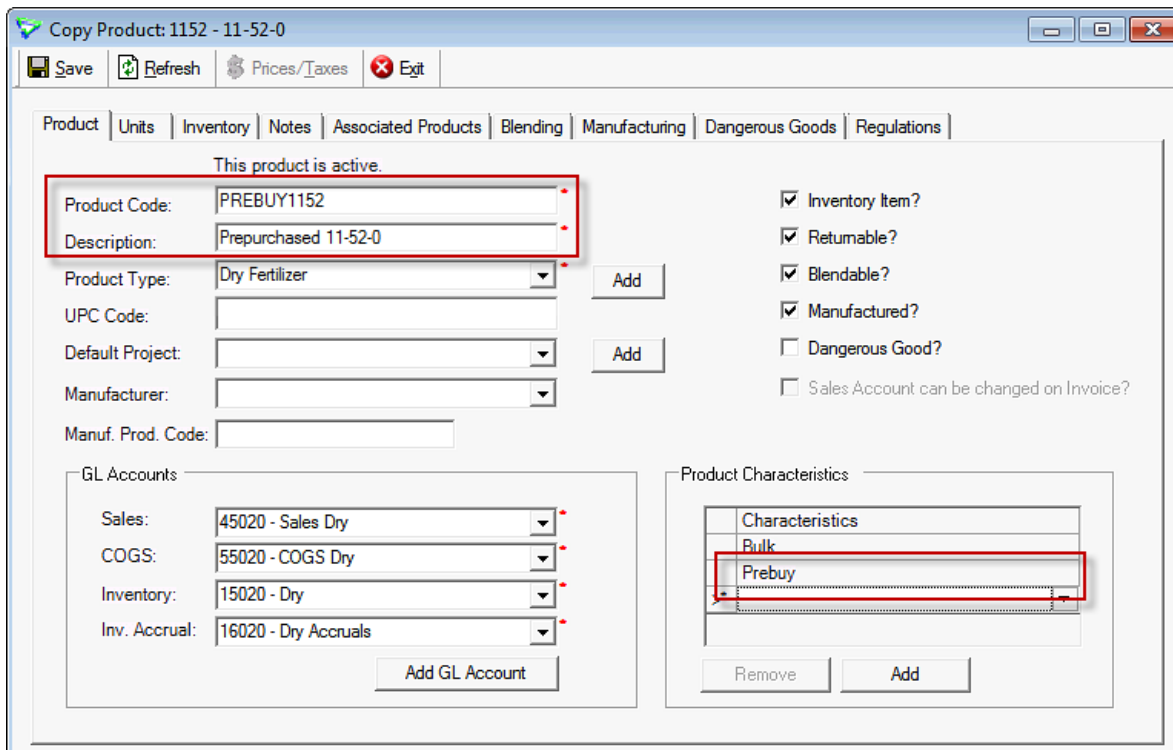
Note	This step is done only once for each prebought product.
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What you'll see on inventory reports is that you have 200 MT of prebought 1152 (which just happens to be stored at the supplier's warehouse, instead of at your own location) and that you also have a quantity of 'actual' 1152 that is sitting in a bin outside in your yard. Using the two different products will keep the two quantity balances separate.

- The easiest way to create a Prepaid Product is to copy the actual product.



- Change the **Product Code** and **Description** to indicate this is Prebought Product. Flag the product with a characteristic for reporting.



“Receiving” and Purchasing the Prebought Product

Note

Even though the prebought product is not going to be delivered for some time, you’re going to create a receipt for the PREBUY product now so you can include its value as part your inventory assets. Since you’re paying for the product, you really do own it; it’s currently just being stored in the supplier’s yard instead in your own.

You can have multiple lines for the same product on the Inventory Receipt if the prebought product will be delivered to more than one location.

- Add a new Purchase Invoice. Click **Add Inventory Receipt** to record receipt of the prebought product (you need to record a receipt of this product so that it shows as an inventory asset). Enter the quantity purchased and use the prepaid cost (which will be the same as the actual cost) as the estimated cost. **Save** the Inventory Receipt, and then **Save** the Purchase Invoice.

The screenshot shows a software interface for adding a purchase invoice. The main window is 'Add Purchase Invoice' with fields for Supplier (IRM 0058), Invoice Date (Apr 08, 2015), and Due Date (May 08, 2015). A sub-window 'Add Inventory Receipt' is open, showing a list of products. A third window, 'Add Inventory Receipt Product Row', is open over the product list, showing details for 'PREBUY1152 - Preurchased 11-52-0'. The quantity is 200.00 MT and the estimated unit cost is \$650.00. Green arrows point to the quantity and cost fields with labels 'quantity prebought' and 'actual cost' respectively.

- The **Inventory Position report** shows that you have 200 MT of 11-52 on order, and have already received 200 MT of PREBUY1152.

Inventory Position

Dog River

Individual Products Selected

Dry Fertilizer

Product	Units	Min Level	Qty On Hand	Qty Ordered	Qty Committed	Qty Available
11-52-0 (1152)	Metric Tonne	0.0	42.8181	200.0	76.6182	166.2
Preurchased 11-52-0 (PREBUY1152)	Metric Tonne	0.0	200.0	0.0	0.0	200.0

Paying the Supplier

- Bring up the Supplier Account and click **Pay Supplier**.

Supplier Account Information for IRM (0058)

New Search Refresh Exit

Add New Item Reports Supplier Details/Advanced

IRM (0058)

Outstanding Purchase Invoices: \$0.00
 Available Credits: \$0.00
 Prepayments Remaining: \$0.00
 Current Balance: \$0.00

Pay Supplier Apply Credits

Account History Documents

Date	Type	Reference	Add'l Info	Amount	Comments
> Apr 08, 2015	Prepayment	DPMT076	Cheque	(\$130,000.00)	Payment for prepaid PO #
Apr 08, 2015	Purchase Invoice	PI150408-02		\$130,000.00	
Apr 08, 2015	Inventory Receipt	IR150408-02			
Apr 08, 2015	Purchase Order	DPO060			

View Item Edit Copy Delete Cancel

- Select the **Payment Type**. **Include** the Purchase Invoice created in the previous step and click **Save**.

Payment for IRM

Save Exit

optional: you could also match reference number to PO

Reference: ☒ Generate Reference Automatically

Supplier: IRM

Payment Date: Apr 08, 2015 Tracking/Cheque Number: ☒ Prepay

Transaction Date: Apr 08, 2015 Payment Comments: Payment for prepaid PO #DPO060 11-52-0: 200 MT @ \$650/MT = \$130,000.00

Payment made from: Dog River optional comment

Payment Type: Cheque

Purchase Invoice	Invoice Date	Due Date	Total Amount	Amount Outstanding	Credit	Include	Amount Paying
> PI150408-02	Apr 08, 2015	May 08, 2015	\$130,000.00	\$130,000.00		☒	\$130,000.00

View Payment Purchase Invoice (excl. Credits) Deselect All

purchase invoice for PREBUY1152

Subtotal Amount: \$130,000.00
 Include Additional Payment of this Amount: \$0.00
 Total Amount: \$130,000.00

- Print a cheque if applicable.

Exchanging the Prebought Product for the Real Thing

When the actual product is delivered, you'll record that you have less prebought product in the supplier's warehouse, and more of the actual product in your own yard. You'll also want to make sure you don't pay for it twice! To make this happen, you need to swap out the "prebuy product" for the "real thing".

- Add a new **Purchase Invoice**. Click **Add Inventory Receipt**.
- On the first product row, record how much 'actual product' was delivered. Link to the existing **purchase order** to pick up the correct cost and draw down quantity on order.
- On a second product row, return the same quantity of 'prebuy product' to the supplier (use a negative quantity to indicate a return).

Supplier: IRM (0058)
 Invoice Date: Jul 11, 2012
 Due Date: Jul 11, 2012
 Comments:

Supplier: IRM (0058)
 Reference: IR120711-03
 Receipt Date: Jul 11, 2012
 Trucker:

Product	Quantity	Location	Est. Cost	Billed On	PO Reference
1152 - 11-52-0 (MT)	42.0000	Dog River	\$650.00		DPO00023 (402991-01)
PREBUY1152 - Preurchased 11-52-0 (MT)	-42.0000	Dog River			

Buttons: Add Product Row, Edit Product Row, Remove Product, Add Inventory Receipt, Import From PO, Link to PO, Pricing/Taxes, Link to PO, Price

- Make sure you have ended up with a \$0 purchase invoice and **Save**.

Supplier: IRM (0058)
 Invoice Date: Jul 11, 2012
 Due Date: Jul 11, 2012
 Reference Number: PI120711-03
 Location: Dog River
 Comments:

Total Non-Inventory: \$0.00
 Total Inventory: \$0.00
 Total Cost Adjustments: \$0.00
 Total Taxes: \$0.00
Total Purchase Invoice: \$0.00

Product	Reference	Location	PO Reference	Quantity	Unit	GST	GST Inc.	Unit Cost	Line Total
1152 - 11-52-0	IR120711-03	Dog River	DPO00023 (4029)	42.0000	MT			\$650.00	\$27,300.00
PREBUY1152 - Preurchased 11-52-0	IR120711-03	Dog River		-42.0000	MT			\$650.00	(\$27,300.00)

Buttons: Add Inventory Receipt, Import Inventory Receipt, Remove Row, Link to PO, Pricing/Taxes, Show Details, Split Row, Inventory Subtotal: \$0.00

- The inventory balance for PREBUY1152 goes down, and the inventory balance for 11-52-0 goes up, but since both products had the same cost there is no net change to inventory value.

Reporting

Prebought Quantities and Asset Values

How Many

When you need to know *how many* you've got and *how many* are left to receive, there are a couple of reports that will help you out.

- The **Inventory Position report** shows the quantity of 11-52-0 you have on hand, and the quantity of PREBUY1152 that has yet to arrive.

Inventory Position

Dog River

Individual Products Selected

Dry Fertilizer

Product	Units	Min Level	Qty On Hand	Qty Ordered	Qty Committed	Qty Available
11-52-0 (1152)	Metric Tonne	0.0	84.8181	158.0	76.6182	166.2
Prepurchased 11-52-0 (PREBUY1152)	Metric Tonne	0.0	158.0	0.0	0.0	158.0

- You can see the same quantity presented in a different way on the **Purchase Order Activity** report.

TSL Custom Ag & Fuel Inc. Purchase Order Activity

Any Purchase Order Status; Any Status; Product Name is 1152 - 11-52-0; Any Location;

Dry Fertilizer: 1152 (11-52-0) Metric Tonne

Ref No	Contract#	Delivery Date	Expiry Date	Supplier	Ordered	Received	Remaining	Prepaid	Price Ordered For
DPO00023		Aug 11, 2012	Aug 11, 2012	IRM (0058)	200	42	158	☒	\$650.00 Dog River
Total: Dry Fertilizer: 1152 (11-52-0) Metric Tonne					200	42	158	158	
Total Amount:					\$130,000	\$27,300	\$102,700	\$102,700	

\$ totals are optional

How Much It's Worth

When you need to know the *value* of what you've already got and the *value* of what's left to receive, you'll use the **Inventory Current Value Report**.

- Uncheck **Reconcile to GL**.
Characteristic = Prebuy or select a specific prebuy product.
Itemize Locations if you entered your prebought product inventory receipts with more than one location.
Choose the **Report Style** you would like to see and click **Run**.

Inventory Current Value

Preview Start Over Exit

Reconcile to GL? ☐

As of date: Apr 20, 2026

Select Products

PREBUY1152 - Preurchased 11-52-0 Find

Product Type:

Characteristics:

Product Group:

Manufacturer:

More Options UPC

Location: <Consolidated>

Itemize Locations? ☐

Show Lot # ☐

Report Style: Product Details

Sort By: Product Description

Inventory > Reports > Inventory Current Value

- The results tell you the **Quantity** and the **value** of what you've prebought that has not yet been delivered:

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Inventory Current Value

Consolidated Product Name is PREBUY1152 - Preurchased 11-52-0 Showing Product Details
as of Jul 11, 2012

Preurchased 11-52-0 (PREBUY1152) Metric Tonne

Date	Reference	Location	Quantity	Unit Cost	Amount
Jul 11, 2012	IR120711-02	Dog River	158.0000	\$650.0000	\$102,700.00
Product Totals			158.0000	\$650.0000	\$102,700.00
Grand Total:					\$102,700.00

There are *two* ways to run the **Inventory Current Value Report** when you want to know the value of ALL the 11-52-0 that you have – **including product that is already in the yard plus product that has been prebought but not yet delivered.**

- Option 1: The first way is to run as above, except to select your products, click **Product Type** = Dry Fertilizer

- Take the values of the products you want and add them together.

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Inventory Current Value

Consolidated Product Type is Dry Fertilizer Showing Product Summary as of Jul 11, 2012

Product	Quantity	Unit Cost	Amount
0-0-0-90 (Tiger 90) (T90) Metric Tonne	7.9000	\$0.0000	\$0.00
0-0-60 (0060) Metric Tonne	1,083.8441	\$474.8565	\$514,670.41
11-52-0 (1152) Metric Tonne	170.9097	\$551.2712	\$94,217.59
46-0-0 (4600) Metric Tonne	1,943.3510	\$493.8775	\$959,777.24
Prebought 46-0-0 (PREBUY4600) Metric Tonne	358.0000	\$650.0000	\$232,700.00
Prepurchased 0-0-60 (PREBUY0060) Metric Tonne	3.0000	\$50.0000	\$150.00
Prepurchased 11-52-0 (PREBUY1152) Metric Tonne	158.0000	\$650.0000	\$102,700.00
Grand Total:			\$1,904,215.24

- Option 2: to select just the individual products you want, click **More Options**

The screenshot shows the 'Inventory Current Value' window. At the top, there are buttons for 'Preview', 'Start Over', and 'Exit'. Below these, there is a 'Reconcile to GL?' checkbox and an 'As of date' dropdown set to 'Apr 20, 2026'. The 'Select Products' section contains a dropdown menu with the text '<Single Product: Start Typing or use Find>' and a 'Find' button. Below this are four more dropdown menus: 'Product Type:', 'Characteristics:', 'Product Group:', and 'Manufacturer:'. At the bottom right, the 'More Options' button is highlighted with a yellow starburst and a mouse cursor, next to a 'UPC' button.

- Scroll down to the bottom of the list and click **Select Details**

The screenshot shows the 'Inventory Current Value' window. The 'Default Project' section has three dropdown menus: '1234567890123456789012:', 'ABCDEFGH IJKLMNOP Q', and 'Chemical Division'. The 'GL Accounts' section has three dropdown menus: '10000 - Current Assets', '10100 - Bank Account', and '1010000000000001 - Bank A'. At the bottom, the 'Select Details' button is highlighted with a yellow starburst and a mouse cursor. A red arrow points to the bottom of the list.

- Deselect All** products ...

The screenshot shows the 'Select Products' window. It has a 'Use Selection' button with a green checkmark and an 'Exit' button with a red X. Below these is a table with two columns: 'Product' and 'Selected'. The table contains five rows of product information, each with a checked box in the 'Selected' column. At the bottom, it says '200 of 200 Products Selected'. There are two buttons: 'Select All' and 'Deselect All'. The 'Deselect All' button is highlighted with a yellow starburst and a mouse cursor.

Product	Selected
3015575 - PUMA 120 SUPER 0.2 L	☒
3015849 - LIBERTY 108 L	☒
3016847 - PROMESSE TIMOTHY	☒
3019478 - WTR STO TANK 3300 GAL	☒
3022555 - FRONTLINE CASE	☒

- ... and select (check off) just the products you want. Run the report.

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Inventory Current Value

Consolidated Individual Products Selected Showing Product Details as of Jul 11, 2012

11-52-0 (1152) Metric Tonne

Date	Reference	Location	Quantity	Unit Cost	Amount
Jan 10, 2012	120110-03	Dog River	0.8181	\$750.0000	\$613.58
Jan 25, 2012	120125-01	Dog River	42.0000	\$500.0000	\$21,000.00
Feb 14, 2012	DLT00004	Stony Plain	15.0000	\$750.0000	\$11,250.00
Feb 24, 2012	SALOT00001	St. Albert	0.0000	\$0.0000	\$0.00
Feb 24, 2012	SAINV00002	St. Albert	0.0000	\$0.0000	\$0.00
Jun 07, 2012		Edmonton	10.0000	\$395.0000	\$3,950.00
Jun 07, 2012		Edmonton	10.0000	\$445.0000	\$4,450.00
Jun 07, 2012		Edmonton	17.0089	\$450.0000	\$7,654.01
Jun 07, 2012		Edmonton	20.0000	\$450.0000	\$9,000.00
Jun 07, 2012		Edmonton	20.0000	\$450.0000	\$9,000.00
Jul 11, 2012	IR120711-03	Dog River	42.0000	\$650.0000	\$27,300.00
Product Totals			170.9097	\$551.2712	\$94,217.59

product that's already
been delivered

Prepurchased 11-52-0 (PREBUY1152) Metric Tonne

Date	Reference	Location	Quantity	Unit Cost	Amount
Jul 11, 2012	IR120711-02	Dog River	158.0000	\$650.0000	\$102,700.00
Product Totals			158.0000	\$650.0000	\$102,700.00

prebought product that
has yet to arrive

Grand Total: \$196,917.59

total of all product purchased that's either in
my yard or being stored in my supplier's yard

Supplier Prepayments

- Use the **Supplier Payments report** to display prepayments by selecting **Prepayment Only**.

The screenshot shows the 'Supplier Payments' window with the following settings:

- Payment Type: <All Payment Types>
- Location: <All Locations>
- Payment Start Date: Jul 01, 2012
- Payment End Date: Jul 16, 2012
- Prepaid?: Prepayment Only** (highlighted with a red box)
- Include Cancelled Payments?: No
- Sort By: Date
- Show Paid Items?: ☐
- Select Suppliers: <Single Supplier: Start Typing or use Find> (with a 'Find' button)
- Code: []
- Name: []
- City: []
- Characteristics: []
- Active: []
- More Options button

Accounts Payable > Reports > Supplier Payments



Tronia Testing Inc. Supplier Payments

Prepayments Only, Jun 01, 2012 to Jul 16, 2012

Supplier	Payment Type	Date	Location	Reference	Amount
Agrium	Cheque	Jun 07, 2012	Edmonton	0011	\$45,000.00
Parkland Ag Supply	Cheque	Jun 13, 2012	Dog River	DPMT00038	\$12,613.00
Abraham's Ag Supply	Cheque	Jun 20, 2012	Edmonton	0014	\$58,000.00
Western Ag Supply	Cheque	Jul 11, 2012	Dog River	DPMT00041	\$130,000.00
IRM	Cheque	Jul 11, 2012	Dog River	DPMT00042	\$130,000.00
Total Payments:					\$375,613.00

Supplier Prepayment Balances

(works best with the [Supplier Overpayment](#) method)

- Reporting on each supplier's prepayment balance is easy: run the report like you normally would except specify that you want to report only on **Suppliers With Prepay Remaining**.

Accounts Payable > Reports > Supplier Balances



Tronia Testing Inc. Supplier Balances

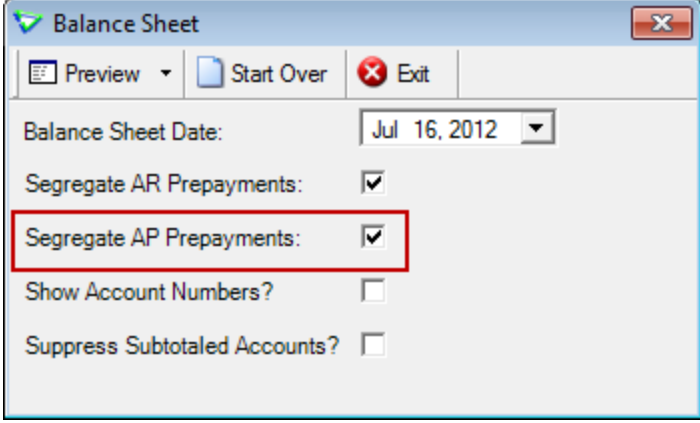
All Suppliers With Prepay Remaining as of Jul 16, 2012

Supplier	Balance	Charges	Credits	Prepay	Due 30+	Current	Overdue
Abraham's Ag Supply (S0029)	(101,988.40)		20,100.00	81,888.40			
Agrium (0064)	(22,436.13)	17,400.00		39,836.13			17,400.00
Cooke's Ag Supply (S0043)	(1,500.00)		1,000.00	500.00			
George's Ag Supply (S0036)	(17,737.78)		50.00	17,687.78			
Parkland Ag Supply (0044)	(11,000.05)	1,612.95		12,613.00			1,612.95
Water's Edge Small Engine Repair (S0021)	25,929.33	181,714.73	98,100.00	57,685.40			181,714.73
Western Ag Supply (0067)	27,300.00	130,000.00		102,700.00			130,000.00
Xmen (0052)	7,199.60	57,199.60		50,000.00			57,199.60
Zebra Distributors (0051)	62,325.00	66,825.00		4,500.00		12,450.00	54,375.00
Totals:	(31,908.43)	454,752.28	119,250.00	367,410.71	0.00	12,450.00	442,302.28

Balance Sheet

(works best with the **Supplier Overpayment** method)

- If you'd like to separate out the supplier prepayment balances from regular Accounts Payable balance, check the **Segregate AP Prepayments** box.



Balance Sheet

Preview Start Over Exit

Balance Sheet Date: Jul 16, 2012

Segregate AR Prepayments: ☒

Segregate AP Prepayments: ☒

Show Account Numbers? ☐

Suppress Subtotalled Accounts? ☐

General Ledger > Reports > Balance Sheet

Liabilities

Accounts Payable	456,264.68
Supplier Prepayments	(367,410.71)
AP Subtotal	88,853.97
GST Payable	(665.72)
PST Payable	58.59
Federal Taxes Payable	18.90
Provincial Taxes Payable	20.25
	88,285.99
Total Liabilities	\$88,285.99