

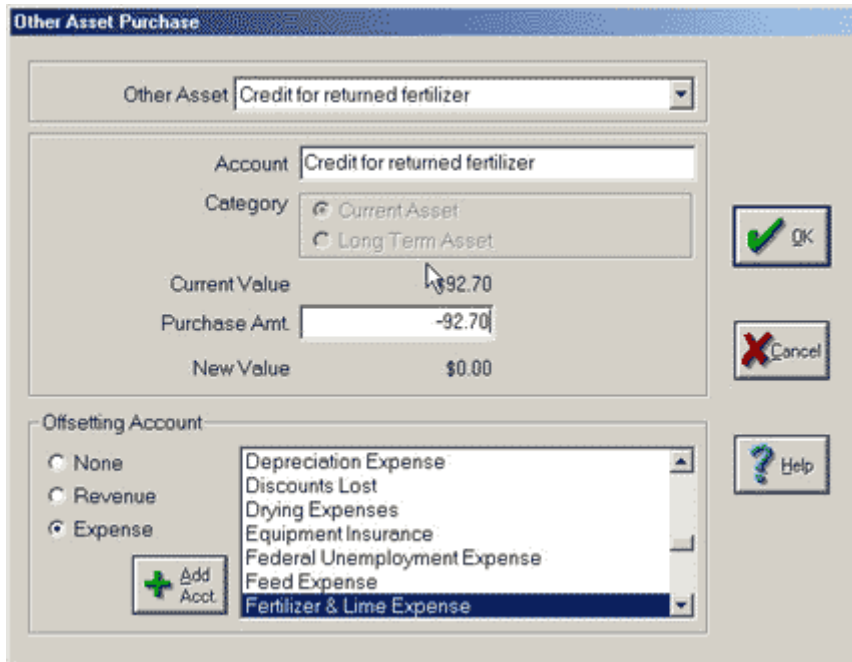


Purchasing Supplies with a Vendor Credit

1. Select **Accounting** from the menu bar and choose **Payments and Purchases** from the drop-down menu. Select **Record Payment/Purchase**.
2. Choose the **Vendor** from the vendor drop-down list.
3. Enter the **Date** of the transaction.
4. Enter a brief **Description** explaining the transaction.
5. Select the **Inventory Supplies** button  in the **Items Purchased** area. This will bring up the **Supplies Inventory Purchase** box.
6. Select the supply item that was purchased from the **Items Purchased** drop-down list. If this is a new item, you may add it at this time by selecting **<New>**.
7. Enter the **Quantity Purchased** and the **Unit Cost** or **Total** cost. Click **OK** to proceed.
8. Repeat steps 5-7 as needed to record all supplies being purchased.
9. Select the **Other Assets** button  in the **Items Purchased** area to use the credit. This will bring up the **Other Asset Purchase** box.
10. Select the Other Asset account that is being used for the credit.



Other Asset Purchase

Other Asset: Credit for returned fertilizer

Account: Credit for returned fertilizer

Category: Current Asset
 Long Term Asset

Current Value: \$92.70

Purchase Amt.: -92.70

New Value: \$0.00

Offsetting Account:

None
 Revenue
 Expense

Depreciation Expense
Discounts Lost
Drying Expenses
Equipment Insurance
Federal Unemployment Expense
Feed Expense
Fertilizer & Lime Expense

Buttons: OK, Cancel, Help

11. Enter the **Amount** of the credit being used as a **NEGATIVE** number. Any remaining credit balance will be displayed as the **New Value**.
12. Your offsetting account will already be selected for you from when you originally set up the credit.
13. Click **OK** to continue.
14. Repeat steps 9-13 for each credit being used.
15. Select the payment method used for any remaining balance in the How you paid menu bar and complete the applicable information. This would be done when you purchase more than you have credit for.

16. The **Payments and Purchases** box will display a summary of your entry. Any needed changes may be made at this time by clicking on the dollar amounts or accounts. After all entries have been made and your transaction is balanced, click **Record** to post your transaction.