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## Processing prepayments in Alma

- **Article Type:** Q&A
  - **Product:** Alma
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### Question

How can payments be processed in Alma where the vendor requires prepayment via invoice before items can be shipped?

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### Answer

There are a few requirements in order to process this kind of payment:

1. The parameter exportPrepaidInv must be set to TRUE. This is set in the Acquisitions Configuration Menu > Other Settings
  2. Once this is done, the invoice will generate a checkbox labeled "Export to Financial Sys."
  3. Select this checkbox, and any of the prepaid payment options, e.g. credit card or bank transfer
  4. The invoice will be put in a status of "Ready to be Paid" and will be exported to the ERP
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