

How to add Prepay amount to line item on PO

- **Article Type:** General
 - **Product:** Voyager
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Description:

How to add Prepay amount to line item on a Purchase Order (PO)

Resolution:

1. Acquisitions > Orders > New Purchase Order > Add required information & Save.
2. Add line item; Copies/Funds information on the line item must be entered before you can set up the PrePay amount.
3. Detailed Line Item > Price > PrePay Amount per Copy > Add amount and List Price. Prepay amount cannot exceed list price.
4. Save changes.

Additional Information

* Prepay amount is considered expended (i.e., added to Total Expenditures) * Prepays do not rollover during Fiscal Period Close (FPC)

- **Article last edited:** 3/6/2015