

User Guide

# **BASSnet Procurement – Advanced Payment**

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# INTRODUCTION

The **Advance Payment** feature in BASSnet Procurement allows users to create invoices specifically for issuing advance payments to suppliers. By selecting the designated checkbox, the invoice is marked as an advance, and any associated Purchase Orders will be labelled accordingly (Advanced Payment PO).

The advance amount is displayed under the Invoice tab of the Purchase Order, and when a subsequent invoice is created for the remaining balance, the system will automatically deduct the previously paid advance. Additionally, users can assign a specific account for advance payments in the Supplier Register under the Trades tab, which will then be defaulted in the invoice for accurate processing.

(BASSnet version 2.10 – 2.11 SP3)

## Create Advance Payment Invoices

1. When creating a new invoice, select the **Advance Payment** check box.

The screenshot shows the 'Create New Invoice' window with the 'Invoice Information' tab selected. The 'Advance Payment' checkbox is checked and highlighted with a red box. The form contains various fields for invoice details, including Vessel, PO No., Shipment No., Supplier, Invoice No., Dates, Amount, Currency, and Discount information. The 'Final Invoice' checkbox is unchecked, and the 'Payment Term Details' button is visible at the bottom right.

2. Select the **PO No.** and enter the Advance Payment amount in the **Amount** field.
3. Enter the rest of the fields and click **Done**.
4. The Advance Payment check box will be selected in the Invoice.



The screenshot shows the 'Invoice (AFFI - MT Asian Feeder 2)' form. The 'Advance Payment' checkbox is highlighted with a red box. The form contains the following fields:

Navigation		Standard Operations		Find and Print		Modify		Approval		Query		Layout		Filter Fin. Year Tool		Shortcut	
Back	Next	New	Save	Cancel	Delete	Find	Print	Email Supplier	Verify	Cancel	On Hold	Transfer	Approve	Undo	Reject	Invoice	Customize
First	Last																

\* Vessel: AFFI - MT Asian Feeder 2  
\* Supplier(Pay To): DIVI25 2-W DINING, INC  
Payment Term: T001 INVOICE DATE + 45 DAYS  
Cash Discount Term:  
\* Invoice No: ADV PMT\_23-0011-1 ☐ Final Invoice  
\* Arrival Date: 1/11/2023  
\* Invoice Date: 1/11/2023  
\* Due Date: 2/25/2023  
Journal Entry Date: 1/11/2023  
Paid Date: <None>  
\* Amount: 500.00  
\* Currency: USD U.S. DOLLAR  
\* Rate: 0.0000000000  
☐ Credit Note ☒ Advance Payment  
Finance Account: L21010  
Bank Account No: 88565312-02  
Voucher No: 201006  
Responsible:  
CID:  
Status: Verification  
Approval Status: Rejected  
Cash Discount  
Due Date: <None>  
Discount Amount: 0.00  
Amount (after discount): 500.00

5. The 'Advance Payment PO' label will be displayed in the Purchase Order connected to the invoice.

The screenshot shows the 'Purchase Order' form. The 'Advance Payment PO' label is highlighted with a red box. The form contains the following fields:

Navigation		Standard Operations		Print and Find		Approval		Modify		Tools		Query		Ad Hoc		Layout	
Back	Next	New	Save	Cancel	Delete	Print	Email	eCommerce	Find	Approve	Undo	Split	Reevaluate	Batch Update	Purchase Order	Create	Customize
First	Last																

PO No: Version: 1 Requisition No: Approval Status: Approved  
Supplier: **Advance Payment PO**  
\* Description: Del. Date: <None> Exp period:  
Component: Required Date: 21/6/2024 Disc %: 0.00



## Remaining Balance

If the Advance Payment is underpaid (i.e. the Invoice Amount is higher than the Advance Amount), a new invoice should be inserted to capture the extra amount.

(If the Advance Payment and Actual Invoice amount are the same, the invoice header amount will be 0. For example, see line item 2 below (amount 590).)

1. Create a new invoice connected to the same PO with the remaining balance as the **Amount**. (In the example below, the Advance Payment is underpaid by 0.14.)
2. Then send the invoice for approval.

The screenshot displays the SAP F550 Invoice Form with several annotations:

- Annotation 1:** A red circle and the number '1' highlight the 'Amount' field in the 'Invoice' tab, which contains the value '0.14'.
- Annotation 2:** A red circle and the number '2' highlight the 'User List (Invoice)' dialog box, which shows 'Next Approval' as 'Not Started'.
- Annotation 3:** A red circle and the number '3' highlight the text 'Actual invoice under paid of 0.14 cents'.
- Annotation 4:** A red circle and the number '4' highlight the 'Accumulated Amount' field in the 'Payment History' tab, which contains the value '0.14'.
- Annotation 5:** A red circle and the number '5' highlight the 'Gross Amount' field in the 'VAT Batch Update' tab, which contains the value '0.14 USD'.

3. The transaction will be reflected in the **Invoice** tab of the Purchase Order.

Details	Add. Details	Instructions	Delivery	Comments	Documents (2)	Discussion	On Hold	Approval Tracking (3)	Goods Received History	Shipment History	Invoice	Invoice Documents
Invoiced PO Status: Fully Invoiced												
Drag a column header here to group by that column.												
	Invoice No	Invoice Status	Invoice Date	Total Invoice Amount	Advance Amount	PO Invoice Amount	Credit Amount					
+		Transfer to AC	19/6/2024	USD 4,621.47	USD 4,621.47	.00	.00					
+		Verification	21/6/2024	USD .15	USD -4,621.47	USD 4,621.62	.00					
Σ				4,621.62	.00	4,621.62	.00					





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