

User Guide

BASSnet Procurement – Advanced Payment

Table of Contents

INTRODUCTION	3
Create Advance Payment Invoices	3
Remaining Balance	5

INTRODUCTION

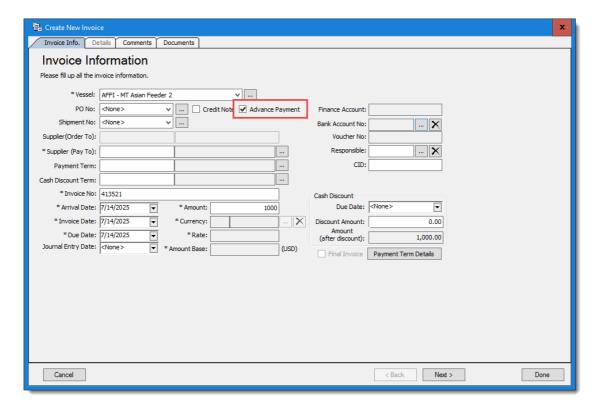
The **Advance Payment** feature in BASSnet Procurement allows users to create invoices specifically for issuing advance payments to suppliers. By selecting the designated checkbox, the invoice is marked as an advance, and any associated Purchase Orders will be labelled accordingly (Advanced Payment PO).

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)

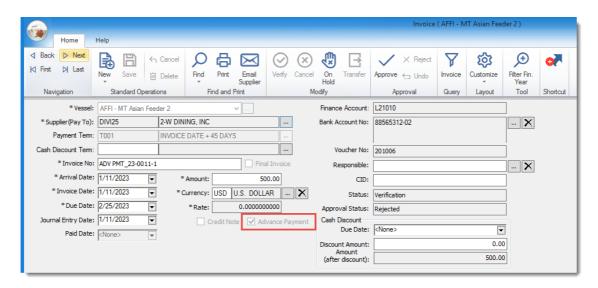
Create Advance Payment Invoices

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

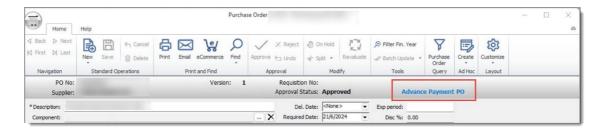


- 2. Select the **PO No.** and enter the Advance Payment amount in the **Amount** field.
- 3. Enter the rest of the fields and click **Done**.
- 4. The Advance Payment check box will be selected in the Invoice.





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



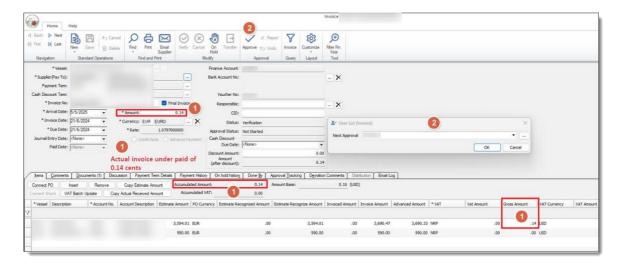


Remaining Balance

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.



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







contact@bassnet.no | bassnet.no