TRACKING PRE-PAID INVENTORY IN QUICKBOOKS/RECKON ACCOUNTS

1. TO RECEIVE PRE-PAYMENT:
   - Create "**Tax Invoice**" (using "**WPD**" Tax Invoice template)
   - Use "**ORDERPYMT**" Item & complete manual description (eg " ... *10 Cartons of Da Vinci Napkins @ $ 30*")
   - Enter "Price Amount"
   - Add relevant **Memo** (at the bottom of screen) – eg "*Pre-Pymt (10 Cartons)*"
   - **Print** / **Send** / **Save & Close** etc

2. TO ENTER ORDER (TO TRACK SHIPMENTS FROM):
   - Create "**Sales Order**" (using "Custom Sales Order" template) dated same date as Pre-Payment Invoice
   - Select applicable inventory item(s) in "Item" column with TOTAL ordered quantity in "Quantity" column **(Ensure you CHANGE PRICE(S) TO $0.00)!**
   - Add relevant **Memo** – eg "*Order (10 Cartons)*"
   - **Save & Close**

3. FOR EACH SHIPMENT:
   - Create "**Tax Invoice**". When prompted, select applicable Sales Order from list & choose " ...All .." or " ...Partial .." accordingly
   - Change Invoice template to "**Pick List**" template
   - Add relevant **Memo** noting Shipment/Delivery No. & Qty – eg "*1st Shipment (5 Cartons)*"
   - **Print** / **Send** / **Save & Close** etc

4. TO UPDATE INVENTORY VALUES (After EACH Shipment):
   - Open "**Adjust Qty/Value On Hand**" window (*Suppliers* > *Inventory Activities*)
   - Tick the "**Value Adjustment**" checkbox
   - Use the relevant Shipment Date for "**Date**"
   - For better cross-referencing, I'd recommend entering the Pick List (Inv) number as the "**Ref. No.**"
   - Select the relevant customer in "**Customer:Job**"
   - Choose the "*Inventory Increase*" income account as the "**Adjustment Account**"
   - In the "**Value Difference**" column on the applicable Item line, enter the **$ VALUE** of the inventory item(s) for that shipment
   - You could enter the same **Memo** as the relevant shipment Pick List (Inv) – eg "*1st Shipment (5 Cartons)*"
   - **Save & Close**

The above will ensure that you can track (remaining) pre-paid inventory items yet to be shipped as well as ensuring that your stock values are correct