**AP.11 – Process Prepayments**

### Supplier

- **Payment needed**
  - [Flowchart: Create prepayment invoice]
  - [Flowchart: Provide goods or services]
  - [Flowchart: Submit invoice]

### Invoice Processor

- **Additional invoices?**
  - Yes → [Flowchart: Classify prepayment as temporary]
  - No → [Flowchart: Classify prepayment as permanent]
- **Create regular invoice and apply prepayment**
  - Yes → [Flowchart: Invoice inclusive?]
    - Yes → [Flowchart: Confirm that the system invoice equals the whole supplier invoice]
    - No → [Flowchart: Confirm that the system invoice equals the supplier invoice less the prepayment]
  - No → [Flowchart: Prepare and Record Payment (AP.10)]

- **Invoice references the original prepayment amount**

### Examples:
- Future events paid by disbursements directly to the supplier such as a conference
- Leases
- Deposits for which additional invoicing would occur after the event such as catering