

Prepay Options at Invoicing

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Prepay money may be used at invoicing in a variety of ways, depending on the situation.

Prepaid Specific Product

Enough Left to Cover

In this case, when the items are brought into the Invoice, the items that are prepaid display with *Paid* in the *Status* column and the notation *Book* in the *Level* column of the *Invoice Product* grid. The *Unit \$* is the price that was booked.

Processing this Invoice depletes the booked dollars by the amount of the prepaid items and adjusts the quantity left on the Booking accordingly.

Note: To invoice product at a price other than booked price, set the price on the Invoice and select the *Retain Invoice Price* option at the *Booking Detail* screen.

Not Enough to Cover

When specific product is prepaid but not enough dollars are left to cover that item on the current Invoice, the word *View* will show in the *Level* column of the *Invoice Product* grid. This indicates that the program needs additional information about how the product(s) will be priced.

To see options, select *View* and the *Booking Detail* for that line item displays. The *Quantity* and *Total \$* left for this item are shown. Select the Booking to be used.

Booking Detail for Line Item - Corn

Product Name	Customer %	Share Quantity	Level	List Price	Share \$
Corn	100.0000	1500	View	6.5000	9750.00

Retain Invoice Price

Available Bookings ----Current Booking Status----

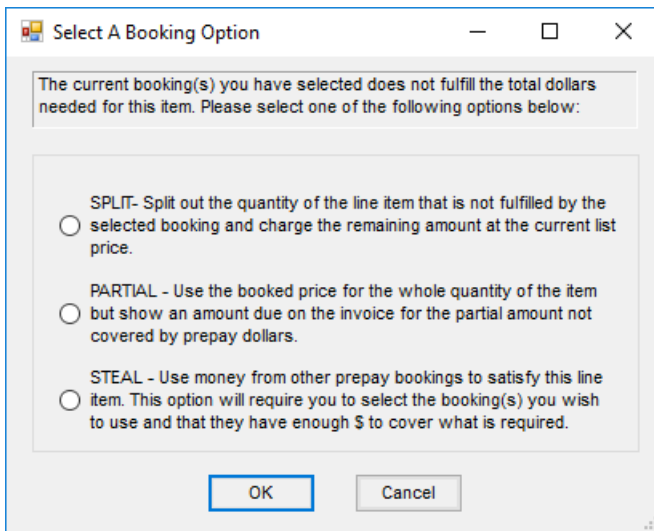
Date	Booking #	Field ID	Product	Quantity	Price	Total \$	P	Location
04/27/2022	1200208	/	Corn	1000.000	6.50	6500.00	Y	00MAIN

Prepay Status Show not Active Bookings

All Book #

Show Products Unbook Line UnBook Invoice Book Invoice Prepay Book Only Done Cancel

Choosing **Done** brings up the prepay options.



Note: When importing from a quoted Blend Ticket or a priced Delivery Ticket, View shows for any line item that was both quoted/priced and prepaid but not an exact match to a specific Booking.

Split

This option causes the quantity of the line item to be split into two lines - one for the remainder of the prepaid amount marked as *Paid* and another for the quantity not covered by Prepay at List Price or the customer's Pricing Level as set at the customer file.

Note: If it's a split Invoice, only the customer with the Prepay shortage will have the item split on their Invoice. On the screen, it appears that the other customer's line item will be split, but when printed, the lines combine into one line item (unless the price of one of the items is edited at that customer's view of the Invoice).

Partial

This option uses the booked price for the whole quantity and marks the item as *Paid*. The *Amount Due* on the Invoice includes the partial amount not covered by the Prepay dollars.

A message also prints on the Invoice explaining that there weren't enough Prepay dollars to cover some of the items on the Invoice

Steal

This option may only be used if there is enough total Prepay dollars left to cover the particular line item. In this case, money is used from another prepaid item (or generic prepaid inventory item) to cover this item.

Note: When using this option, it is important to set the *\$/Unit* pricing at the *Invoicing* screen before selecting the booked items from which Prepay is being used.

In order to steal Prepay from another item, select **Show Products** at the bottom of the *Booking Detail for Line Item* screen. This displays all the prepaid items for this Customer (or Field). Select the prepaid item(s) to be used and choose **Done** to return to the *Invoicing* screen.

Prepaid Generic

When invoicing, select under the *Level* column (usually *List*), and this will display the *Booking Detail* window.

Choose **Show Products**.

	<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Lot #
1	Corn	50.000	Lbs	Book	Paid	6.50	Lbs	325.00	1	100.0000	325.00	<input type="checkbox"/>	

This will display all of the product Bookings for the selected customer. Select the nonspecific Booking line item and choose **OK**.

Date	Booking #	Field ID	Product	Quantity	Price	Total \$	P	Locat
01/03/2019	1200092	AndBa/BA-01	Urea (46-0-0)	11913.345	500.00	2978.34	N	00MA
01/03/2019	1200092	AndBa/BA-01	Dap (18-46-00)	5569.500	450.00	1253.14	N	00MA
01/03/2019	1200092	AndBa/BA-01	Ammonium Sul...	2979.000	175.00	260.67	N	00MA
01/03/2019	1200127	AndBa/East	Water for Post...	1557.900	0.00	0.00	N	00MA
01/03/2019	1200127	AndBa/East	Fultime	60.800	30.00	1824.00	N	00MA
01/03/2019	1200127	AndBa/East	Hornet WDG	15.200	58.00	881.60	N	00MA
01/09/2019	1200093	AndBa/BA-01	Water for Post...	387.300	0.00	0.00	N	00MA
01/09/2019	1200093	AndBa/BA-01	Chemical Spra...	35.714	5.00	178.57	Y	00MA
01/09/2019	1200093	AndBa/BA-01	Dual II Magnum	7.440	72.00	535.68	Y	00MA
02/03/2021	1200175	/	Old Rover Dog	50.000	60.00	3000.00	N	00MA

On the Invoice, the line item to prepay should now have *Book* in the *Level* column and the *Paid* checkbox should contain a red checkmark if the product Booking was paid.

Note: If the product on the Invoice is included by product Classification in the General Prepay Type, it will automatically come into the Invoice as booked and prepaid. If the product on the Invoice is not included in the General Prepay Type, select the Booking to use as described above.

Enough to Cover

When Generic Prepay was entered for the customer, a Generic Prepay Type was specified. Billing any product that fits the criteria of the Prepay Type automatically uses the Prepay money if no product specific Booking for the invoiced item is found.

Not Enough to Cover

View displays in the *Level* column of the Invoice when there is not enough Generic Prepay to cover the products being invoiced. Select in the *Level* column and choose whatever generic prepaid item remains. The program attempts to steal from that item. If there is not enough Prepay money to cover the invoiced item, the *Split* and *Partial* choices display.