

Transfer Customer Prepay

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When the billing season ends, there are three options to handle money left in customer Prepay accounts.

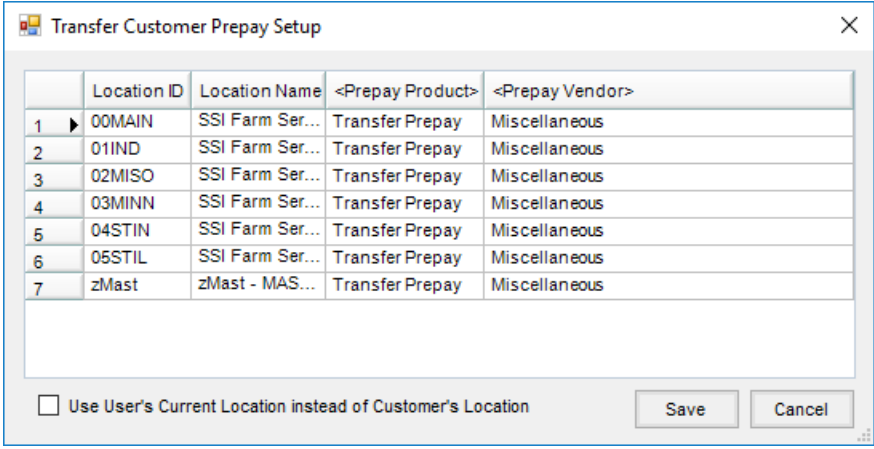
1. Leave the money in Prepay and use it on future Invoices (no action required).
2. Refund the money to the customer.
3. Apply the remaining Prepay money to the customer's Regular balance.

A special function helps streamline the process used to handle leftover Prepay money. It can either transfer Prepay to the customer's Regular account (which will be a credit on the Regular balance) or refund the money to the customer with a Quick Check. In either case, the program generates an Invoice to move the selected prepay dollars to the customer's Regular account. If the *Issue Refund* option is used, it generates a Quick Check (before the Invoice is printed). This function is found at *A/R / Transfer Customer Prepay*.

This option is an easy one-step process to move a customer's Prepay money either to their Regular account or issue a refund check.

Setup

Before either of these options are used, there is a one-time set up that must be completed. The system needs two pieces of information in order to automate these functions: The inventory item to use on the Invoice and the vendor to use on the Quick Check. To select these items, select **Setup** at the *A/R / Transfer Customer Prepay* screen. It is recommended to have a special Prepay Refund Vendor so all refunds affect the same vendor. This makes it easier if something needs researched later.



	Location ID	Location Name	<Prepay Product>	<Prepay Vendor>
1	00MAIN	SSI Farm Ser...	Transfer Prepay	Miscellaneous
2	01IND	SSI Farm Ser...	Transfer Prepay	Miscellaneous
3	02MISO	SSI Farm Ser...	Transfer Prepay	Miscellaneous
4	03MINN	SSI Farm Ser...	Transfer Prepay	Miscellaneous
5	04STIN	SSI Farm Ser...	Transfer Prepay	Miscellaneous
6	05STIL	SSI Farm Ser...	Transfer Prepay	Miscellaneous
7	zMast	zMast - MAS...	Transfer Prepay	Miscellaneous

Use User's Current Location instead of Customer's Location

Save Cancel

The *Use User's Current Location instead of Customers Location* option allows the user's current location to override the location and product used on the Invoice created by the *Transfer Customer Prepay* utility.

Transfer Customer Prepay Window

Transfer Customer Prepay

<CustID> AndBa Current Prepay \$ Balance 14175.17 Date 11/10/2023

<Salesperson ID> Farbre Transfer to Regular Acct
 Issue Refund

Description Check # 51927
<Checking Account> 1010000-00

		Book #	Book Loc	Book Date	Dept ID	Prod ID	Prepay \$ Left	Refund Amount
4	<input type="checkbox"/>	1200185	00MAIN	10/01/2021	Misc00	FertPP	5000.00	5000.00
5	<input type="checkbox"/>	1200208	00MAIN	04/27/2022	Corn00	Corn	6500.00	6500.00
6	<input type="checkbox"/>	1200216	00MAIN	03/29/2023	Pet-00	Dog123	300.00	300.00
7	<input checked="" type="checkbox"/>	1200216	00MAIN	03/29/2023	Misc00	PPSalesTax	18.75	18.75
8	<input checked="" type="checkbox"/>	1200265	00MAIN	11/08/2023	DFrt00	Dap	1028.42	1028.42
9	<input checked="" type="checkbox"/>	1200265	00MAIN	11/08/2023	DFrt00	Potash	468.75	468.75

Total Amt of Refund 1515.92

Setup Tag All Untag All Print Invoice Done Cancel

- **CustID** – The ID for the selected customer is displayed.
- **Current Prepay \$ Balance** – This displays the selected customer’s Prepay balance.
- **Date** – This will be the date of the Invoice that is generated to accomplish the movement of money.
- **Salesperson ID** – The *Salesperson ID* may optionally be selected from the drop-down list. If selected, it appears on the Invoice generated by transferring Prepay.
- **Transfer to Regular Acct** – This removes the money from the customer’s Prepay account and places a credit on the Regular account for the amount of the transfer.
Note: One Invoice is created with two line items, one negative and one positive that offset each other. The positive line item is marked as *Paid*, stealing enough paid Booking to cover the dollars in the *Total Amt of Refund*. The product used for the Invoice is the *Prepay Product* for the location at the *Transfer Customer Prepay Setup* window found by selecting **Setup**. The Invoice will post to the customer’s location.
- **Issue Refund** – This removes the money from the customer’s Prepay account. Selecting this option enables the *Check #* and *Checking Account* fields for the check that will print.
Note: This option transfers the *Total Amount of Refund* dollars to the Regular account as described above, makes a negative *Payment on Account* against the Credit Invoice, and follows with a *Quick Check* using the vendor entered under **Setup** as the *Prepay Vendor* for this location. The *Quick Check* debits the general ledger account specified for the *Adjustment* payment method to offset the posting to the same account by the payment. The name and address of the customer involved is substituted on the check for the *Vendor Name*. The Invoice, Payment, and Quick Check post to the customer’s location.
- **Description** – Optionally enter a description to appear on the Transfer Prepay Invoice.
- **Partial Refund** – A portion of a Booking may be refunded (or transferred) by overriding the amount in the *Refund Amount* column.

Regular Account or Issue Refund

1. Navigate to *Accounting / A/R / Transfer Customer Prepay*.
2. Highlight the appropriate customer and choose **Select**.
3. On the *Transfer Customer Prepay* window, select the *Date*.

	Book #	Book Loc	Book Date	Dept ID	Prod ID	Prepay \$ Left	Refund Amount
4	1200185	00MAIN	10/01/2021	Misc00	FertPP	5000.00	5000.00
5	1200208	00MAIN	04/27/2022	Corn00	Corn	6500.00	6500.00
6	1200216	00MAIN	03/29/2023	Pet-00	Dog123	300.00	300.00
7	1200216	00MAIN	03/29/2023	Misc00	PPSalesTax	18.75	18.75
8	1200265	00MAIN	11/08/2023	DFrt00	Dap	1028.42	1028.42
9	1200265	00MAIN	11/08/2023	DFrt00	Potash	468.75	468.75

4. Choose the *Transfer to Regular Acct* option to create a Credit Invoice or *Issue Refund* to issue a check to the customer.

5. Optionally select the *Salesperson ID* and enter a *Description*.

6. Select the option for the Booking line item to be transferred. If necessary, edit the *Refund Amount* column.

	Book #	Book Loc	Book Date	Dept ID	Prod ID	Prepay \$ Left	Refund Amount
4	1200185	00MAIN	10/01/2021	Misc00	FertPP	5000.00	5000.00
5	1200208	00MAIN	04/27/2022	Corn00	Corn	6500.00	6500.00
6	1200216	00MAIN	03/29/2023	Pet-00	Dog123	300.00	300.00
7	1200216	00MAIN	03/29/2023	Misc00	PPSalesTax	18.75	18.75
8	1200265	00MAIN	11/08/2023	DFrt00	Dap	1028.42	1028.42
9	1200265	00MAIN	11/08/2023	DFrt00	Potash	468.75	468.75

7. Optionally choose **Print Invoice**.
8. Select **Done**. Depending on which option was selected in Step 3, a Credit Invoice is created on the customer's Regular Account or a check is issued to the customer and printed automatically.

Note: *Transfer Customer Prepay Setup* must be completed before it is available. See the *Setup* tab for more information.

Transfer to a Different Customer

Sometimes it is necessary to transfer one customer's prepay money to another customer. The following steps remove Prepay from one customer and add it to another customer's Prepay.

It is suggested to have a non-inventoried item in a miscellaneous department called *Transfer Prepay* and have the sales account point to any miscellaneous income account.

1. At *A/R / Transfer Customer Prepay*, select the customer whose account holds the Prepay balance.
2. Select the Booking line item(s) to be used for this transfer. Edit the *Refund Amount* column if desired to specify the dollar amount to be transferred for each line item.

	Book #	Book Loc	Book Date	Dept ID	Prod ID	Prepay \$ Left	Refund Amount
4	1200185	00MAIN	10/01/2021	Misc00	FertPP	5000.00	5000.00
5	1200208	00MAIN	04/27/2022	Corn00	Corn	6500.00	6500.00
6	1200216	00MAIN	03/29/2023	Pet-00	Dog123	300.00	300.00
7	1200216	00MAIN	03/29/2023	Misc00	PPSalesTax	18.75	18.75
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9	1200265	00MAIN	11/08/2023	DFrt00	Potash	468.75	468.75

3. With the *Total Amt of Refund* reflecting the amount to be transferred and the option set to *Transfer to Regular Acct*, choose **Done** to save the transaction.
4. Go to the *Payment on Accounts* screen (*A/R / Payments / Add*) for the customer selected in Step 1. There should be a credit on the Customer's account for the amount that was transferred. Deselect all items in the grid except the Credit Invoice created by the *Transfer Prepay* process.
5. In the *Payment Amount*, enter a negative amount equal to the transferred amount, change the *Pay Method* to *Adjustment*, and **Save** the payment.

Payment on Accounts

Date: 11/10/2023 Payment Number: 120324

<Customer ID>: AndBa Barry Anderson

Payment Amount: -1515.92 Regular

Surcharge Amount: 0.00

Payment Collected: -1515.92

Discount Amount: <Disc Acct>: 4100000-00

Total Credit: -1515.92 Control #:

	Regular	Prepay	U/A Cash	Budget
Before	2215.34	12659.25	0.00	-258.00
After	3731.26	12659.25	0.00	-258.00

Clear Locks

Description:

Sort Invoices by: Standard

Use U/A Cash Auto Apply

	Pay Method	Ref #	Pay Amount	Surcharge	Apply S
1	Check		-1515.92	0.00	
2					

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms
1	08/29/2023	1200889	09/15/2023	-268.74	-268.74	Expired	0.00	-268.74	N15
2	11/10/2023	1200895	11/10/2023	0.00	-1515.92	Expired	0.00	-1515.92	
3	03/29/2023	1200859	04/15/2023	322.50	22.50	Expired	0.00	22.50	N15

View Invoices

Apply Untag All Print Form

Totals: 0.00 -1515.92

Print on Save Issue Check Save Cancel

6. If the Customer receiving the Prepay money does not have an existing Booking for the money to be applied, enter a Booking for this Customer, mark the Booking as *Paid*, and change the *Pay Method* in the grid to *Adjustment* before saving the positive payment.

Generic Prepay

Price Level: General Prepay Prepay Amount: 1515.92

	<Product Name>	Quantity	Inv	Levl	P	Dwn	<Unit \$>	Bill U	Total \$	S#	<%>	Your Share	<Am
1	General Prepay	1515.920	Each	List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	Each	1515.92	1	100.0000	1515.92	

Receive Payment(s) on Account

Check which customers you are receiving payment from. These Payments will automatically be applied against the booking you just created.

Payment Number: 120325 Date: 11/10/2023

	ID	Name	Gross	Disc	Payment Total	Pay Method 1	Ref #	Use UAC	UAC Balance
1	<input checked="" type="checkbox"/> WirBa	Barb Wire	1515.92	0.00	1515.92	Adjustment		<input type="checkbox"/>	0.00

<Disc Acct>: 4100000-00

Description:

Control #: Print Receipts

Clear Locks Apply Save Cancel

Transfer Customer Down Payment Prepay

Add an Invoice for the customer selecting the booked product twice. This product must be used to close the Sales Contract and update the inventory correctly. One line will be a positive quantity for the units remaining on the paid Booking that needs to be transferred. The second line will be a negative quantity for the same amount. Set the *Unit \$* column on both line items to be the booked price.

On the positive quantity line, the *Level* should show as *Book*. If the *Level* is not set to *Book*, select the line under the *Level* column to select the correct Bookings. Choose the prepay Booking(s) from which the money should be transferred. Select **Done**.

The positive quantity line item should now be marked as *Book* with a *Status* of *Paid*. The negative quantity line item should remain unpaid. At the bottom of the window, the *Subtotal* of the Invoice should be \$0.00. The *Prepay \$ Used* should be the amount being transferred. The *Amount Due* should be a credit for the same amount. **Save** the Invoice. This will relieve the prepay balance and put a credit on the customer's regular account.

Add Invoice #1200896 Customer (239024) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split	ID	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer	239024	Lyle Bodrick	0.00	5200.00	0.00	75000

Invoice Date: 11/10/2023
 Due Date: 12/15/2023
 Price By: Products
 Price Default: Individual
 Terms: N15

<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Prod I
1 Corn	1000.000	Lbs	Book	Dwn...	6.50	Lbs	6500.00	1	100.0000	6500.00	<input type="checkbox"/>	Corn00	Corn
2 Corn	-1000.000	Lbs	List		6.50	Lbs	-6500.00	1	100.0000	-6500.00	<input type="checkbox"/>	Corn00	Corn

Prod ID: Bar Code:

Extra Charges Discount Programs
 Apply Rollups
 Print Method: 1. No Roll up

Subtotal: 0.00
 Prepay \$ Used: 5200.00
 Sales Tax: 0.00
 Amount Due: -5200.00 COD

Buttons: Cancel <Back Next> Save