

Prepay Specific Products

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The customer selects and books products to get special, lower prices locked in for those items in exchange for prepaying before the application season. In reality, there are usually some substitutions in season, but, in general, the customer plans to use these products.

Record Prepay for Specific Product

1. Navigate to *Accounting / A/R / Product Bookings* and select **Add**.
2. Select a customer by double-clicking the *Customer Name* column heading or choose a Field by double-clicking in the *By Field* area.
3. On the *Add Booking* window, double-click the *Product Name* column heading. Choose the products to include on the Booking, enter the *Quantity*, and choose **Done**.
4. Establish the price for each product by double-clicking under the *Unit \$* column heading. Select a *Price Level* or enter a new price and choose **OK**.
5. Select the checkbox in the *P* column for all prepaid line items.
6. Choose **Save** on the *Add Booking* window.
7. Select the desired printing options and choose **OK**.
8. The *Receive Payment(s) on Account* window displays. Enter the *Date*, *Disc*, *Ref #*, *Pay Method(s)*, and *Pay Amount(s)*. Choose **Save** to mark the Booking as *Paid* and accept the payment.

Note: The total of the *Pay Amount(s)* must equal the *Payment Total*.

Substitute Prepaid Items at Billing

It is quite common for the customer to substitute items in season rather than buy the exact items that were prepaid. There are three options:

1. At the *Invoicing* screen, after selecting the product to be invoiced, set the *\$/Unit* price to be charged for that product. Select in the *Levl* column and the Booking detail is available. Because the invoiced item was not prepaid, choose **Show Products**. Select the prepaid item to steal money from and select **Done**. Be certain that the *P* column is checked on the line item after the Booking is selected.
2. The Booking may possibly be voided under the following conditions
 - No invoicing has been done against the Booking.
 - If it is a paid Booking, void or reverse the Payment first, and then void the Booking. This option works if the change occurs prior to using any of the Booking on an Invoice.
3. Edit the Booking. Paid Booking line items may be edited as long as the quantity is not reduced below the amount that has been previously invoiced. Existing lines may be edited or deleted and new lines added if

necessary, selecting *Paid* appropriately. After making changes to a prepaid booking, if the prepay amount is more than the original amount of prepay, a *Payment on Account* screen appears to record the additional payment amount. Editing is not allowed on fully invoiced Bookings.