## **Bookings - SKY Customer**

Last Modified on 09/10/2024 11:00 am CDT

In Agvance, any Prepay money received must have a Product Booking associated with it. These Bookings can either be actual product at special prices or a generic prepaid item that is booked and used in season during billing just for the dollars.

Field Plans or Sales Orders generated in the Agvance Planning module may be imported into Bookings.

Bookings can either be paid at the time they are entered, or payments may be taken against unpaid Bookings at a later time. Unpaid Bookings are relieved based on the quantity, whereas paid Bookings are relieved based on dollars.

On the Bookings tab, a quick view of the information includes the Booking #, Booking Date, Start Date, End Date, Book Value, Remaining, Prepay, and User.

B Barry A	nderson							
Bookings	Plans Blends	Deliveries	Sales Orders	Product Delivery Orders	Work Orders			
् Search bool	kings							
Booking # 77	Booking Date 10/19/2023	<sub>Start Date</sub> None	<sup>End Date</sup> None	Book Value \$165.00	Remaining \$165.00	Prepay \$0.00	<sup>User</sup> 1RE	
Booking # 71	Booking Date 10/03/2023	Start Date None	End Date None	Book Value \$2,385.00	Remaining \$1,590.00	Prepay \$1,590.00	User 1RE	

Bookings can be searched by *Booking #*, *Booking Date*, *Start Date*, *End Date*, or *User* using the *Search*... field at the top of the page. Full or partial dates can be searched. Additionally, select the **Ellipsis** button to choose to view Bookings by *Ticket*, *Field*, or *Product*.

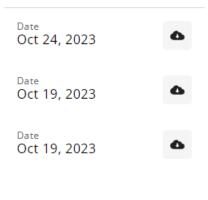
Use the Filters menu to narrow down Bookings.

General	•
e Paid	
🛑 Not Paid	
Archived	
Range	•
Range	
Date Booked	
<ul> <li>Booking #</li> </ul>	
Start Date	
End Date	
Location	•
All	
OOMAIN	
01IND	
Usage	•
Open	
Invoiced	

Select the Ellipsis icon for a Booking to View PDF, Download PDF, View PDF History, or Void that Booking.

Selecting *View PDF History* displays a window listing previous versions of the Booking with a **Download** button that can be selected to view or download a PDF of that version.

## Booking #77 History



## Close

Booking Contracts have additional options under the **Ellipsis** of *Sign Contract* and *Download Contract* where applicable.

View Booking details by selecting the *Booking #*, which is displayed in blue.

The resulting page displays all relevant Booking details such as Customer splits, Product names, quantities, and prices. To view Booking usage details, select the *Product Name*.

Select the **Ellipsis** in the top right to View PDF, Download PDF, or View PDF History. Booking Contracts have additional options under the **Ellipsis** of Sign Contract and Download Contract where applicable.

Back Orders > Bool     Booking #77	kings > Booking #7	77	_	_	-	_	_	
Booking Date 10/19/2023 Customer Splits Barry Anderson	Start Date None Standard 100.0000%	End Date None S-2 0.0000%	Remaining \$165.00 5-3 0.0000%	Book Value \$165.00	Prepay \$0.00	User 1RE		
				<b>A</b>				
Product Name 28-0-0	Dept ID LFrt00	Split % 100.000%	Your Qty Unit 1,500.000 Lbs	Price Unit \$220.00 Tons	Your Share \$165.00	Remaining Unit 1,500.000 Lbs	Remaining Share \$165.00	Your Prepay \$0.00

A new Booking can be created by selecting the blue **+ Add Booking** button in the lower right-hand corner. See **here** for more on adding a Booking.

**Note:** Auto-numbering for Bookings must be turned on in Agvance to create a Booking in Order. The timing of turning this feature on impacts Agvance data. Please contact SSI for assistance.