

Bookings - SKY Customer

Last Modified on 01/19/2023 10:30 am CST

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*.

Booking #	Booking Date	Start Date	End Date	Book Value	Remaining	Prepay	User
52	03/12/2021	None	None	\$3,319.50	\$2,489.63	\$0.00	1RE
Barry will be in next week to pay.							
51	01/18/2021	01/18/2021	07/31/2021	\$3,876.60	\$1,938.30	\$0.00	ssi

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 ▲

Paid

Not Paid

Archived

Range ▲

Range

Date Booked

Booking #

Start Date

End Date

Location ▲

All

00MAIN

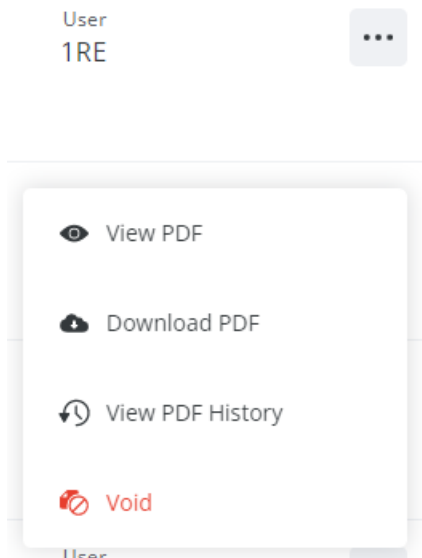
01IND

Usage ▲

Open

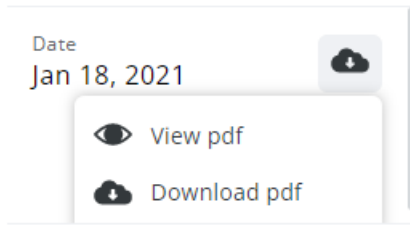
Invoiced

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 #51 History



View Booking details by selecting the *Booking #*, which is highlighted 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**.

← Back | Orders > Bookings > Booking #52

Booking #52 ⋮

Booking Date	Start Date	End Date	Remaining	Book Value	Prepay	User
03/12/2021	None	None	\$2,489.63	\$3,319.50	\$0.00	1RE

Customer Splits

	Standard	S-2	S-3
Barry Anderson	75.0000%	0.0000%	0.0000%

Comments
Barry will be in next week to pay.

Product Name	Dept ID	Split %	Your Qty	Unit	Price	Unit	Your Share	Remaining	Unit	Remaining Share	Your Prepay
Potash (0-0-60)	DFrt00	75.0000%	15,450.000	Lbs	\$315.00	Tons	\$2,433.38	15,450.000	Lbs	\$2,433.38	\$0.00
Aatrex 4L	Chem00	75.0000%	3.750	Gal	\$15.00	Gal	\$56.25	3.750	Gal	\$56.25	\$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.