Bookings - Agvance SKY Customer

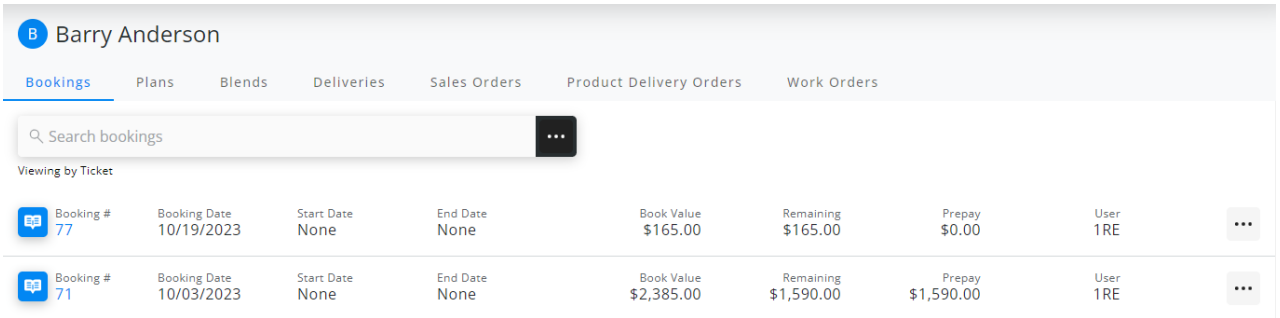
Last Modified on 07/06/2026 3:47 pm CDT

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 Windows Planning module may be imported into Bookings.

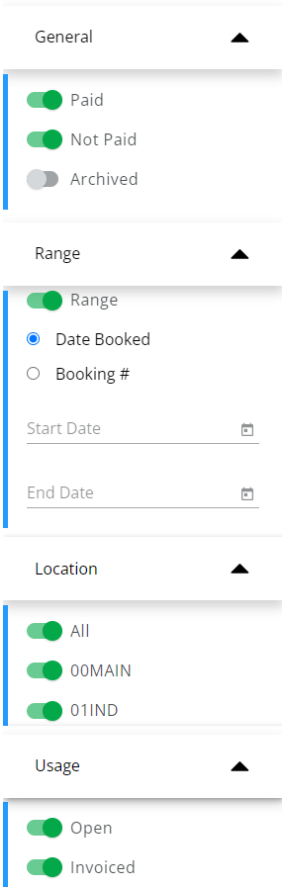
Bookings can either be paid at the time they are entered, or payments may be taken against unpaid Bookings at a later time. Unpaid Bookings are relieved based on the quantity, whereas paid Bookings are relieved based on dollars.

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*.



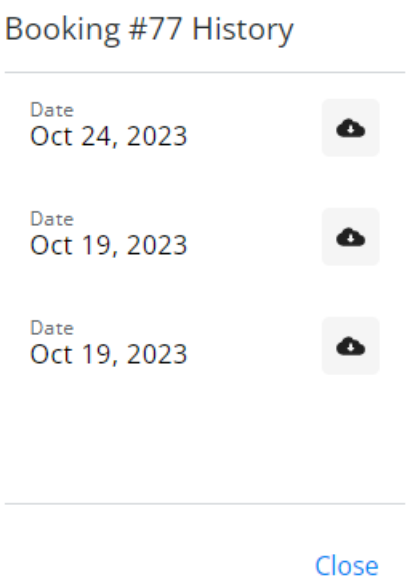
Bookings can be searched by *Booking #*, *Booking Date*, *Start Date*, *End Date*, or *User* using the *Search...* field at the top of the page. Full or partial dates can be searched. Additionally, select the **Ellipsis** to choose to view Bookings by *Ticket*, *Field*, or *Product*.

Use the *Filters* menu to narrow down Bookings.



Select the **Ellipsis** 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.

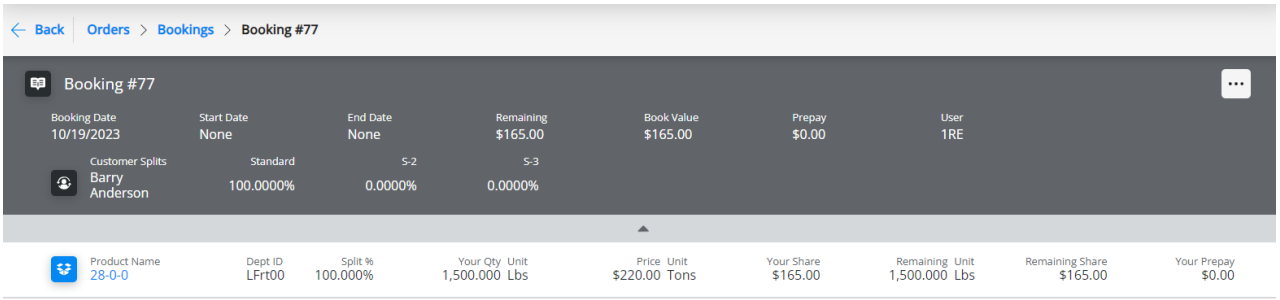


Booking Contracts have additional options under the **Ellipsis** of *Sign Contract* and *Download Contract* where applicable.

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.



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 Windows to create a Booking in Order. The timing of turning this feature on impacts Agvance data. Please contact SSI for assistance.