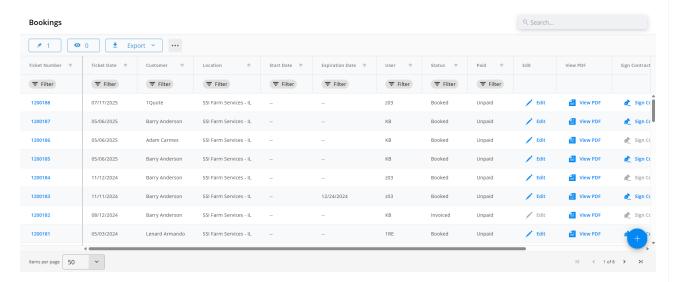
Bookings - SKY Order

Last Modified on 11/04/2025 11:27 am CST

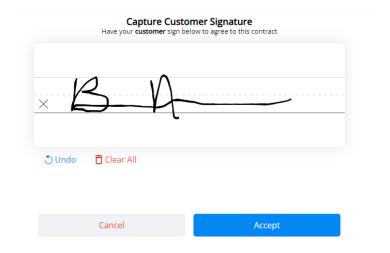
Bookings are found in SKY Order under *Accounting* and display in an interactive grid. This grid operates much like an Excel spreadsheet. For more information on how the grid functions, see **Using Grids in Agvance SKY**.



Booking Contracts have Sign Contract and Download Contract as additional options.

Note: In Agvance, a *Contract Format* must be selected on the Booking before saving for these options to be available.

Selecting **Sign Contract** opens the contract to review. Select **Sign Contract** again to have the Customer sign the contract, then choose **Accept**.



Additional filtering options are available under the **Filters** button.



Start Date End Date

Ticket Number Range			
Start Number			
End Number			
Locations			

Reset Filters

Add/Edit a Booking

Bookings can be added by selecting the + Add Order icon at the bottom right corner of the page then choosing + New as Booking. To edit an existing Booking, choose the Ellipsis then select *Edit Booking*.

Note: If editing an existing Booking, the Location and Customer or Field information cannot be modified.

Booking

Location

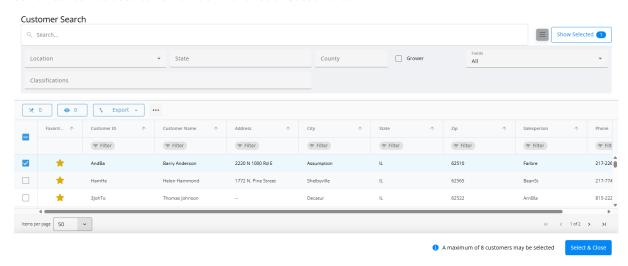
Select the Location for the Booking.

Location

```
SSI Farm Services - IL
```

Customer or Field

1. Under *Customer or Field*, choose + Add Customer or + Add Field. A grid of Customers (or Fields) displays. Use the *Search* field to find the specific Customer or scroll through the list. A maximum of eight Customers may be added to a Booking. If adding by Field, only one Field can be selected. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Customers.



- 2. The **Show Selected** button next to the *Search* bar is enabled after choosing the Customer(s). The number indicates how many Customers are currently checked. Selecting the button filters the grid to show only the selected Customers.
- 3. Once the Customers are selected, choose **Select & Close**.
- 4. Optionally update the *Split* %. The **Delete** icon removes the Customer.

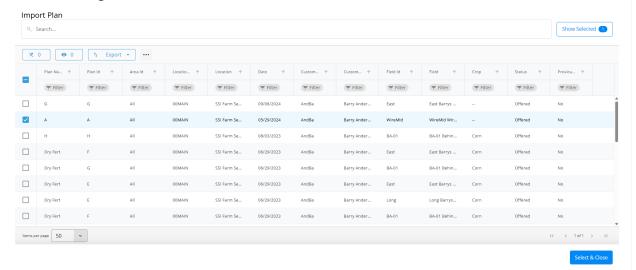


Order Details

 $1. \ \ Plans \ can \ optionally \ be \ imported \ into \ the \ Booking. \ Choose \ \textbf{Import Plan}, then \ search \ for \ Plans \ or \ scroll$

through the table to find and check the appropriate Plan(s). Splits, Payment Terms, Products, and Pricing will automatically be populated. Once Plans are checked, choose **Select & Close**.

Note: Searching for Plans will reset selected Plans.



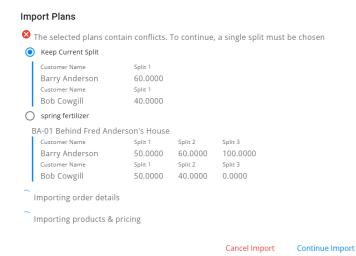
2. Under *Import Options*, one Customer's share of a Plan can be imported by selecting *Import selected customer's* share only and indicating the Customer from the drop-down. Optionally choose *Do not combine like products*. Select **Import Plans**.

Import Options

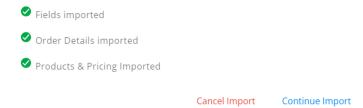
Import selected customer's share only	Customer	~
Do not combine like products		

Cancel Import Plans

3. Upon choosing **Import Plans**, a progress window displays. Once the Plans are imported successfully, the message changes to indicate selected plans have been imported. If there is a split conflict, choose the appropriate split. Select **Continue Import**.

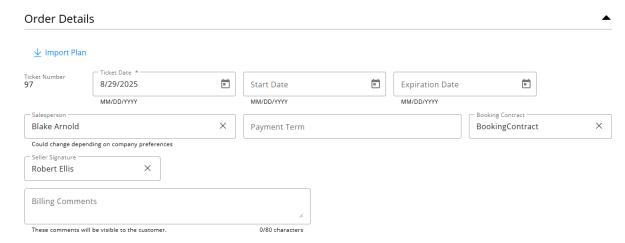


4. A confirmation will display to indicate the Plan was imported successfully. Choose **Continue Import** again.



Import Plans

5. The Order Number will default once the Location has been selected.



- 6. The Ticket Date defaults with today's date but can be modified if needed.
- 7. Optionally enter a Start and Expiration Date for this Booking.
- 8. The Salesperson defaults based on the setting selected in SKY Admin.
- 9. A *Payment Term* can optionally be applied to the Booking by selecting the appropriate Term from the drop-down.

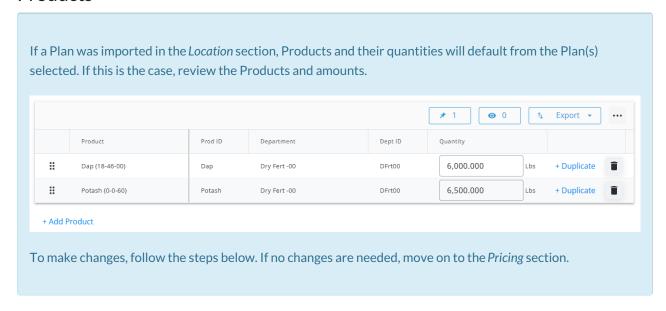
Note: Payment Terms must first be set up at *Hub / Setup / Payment Terms*.

10. A Booking Contract can also optionally be selected from the drop-down.

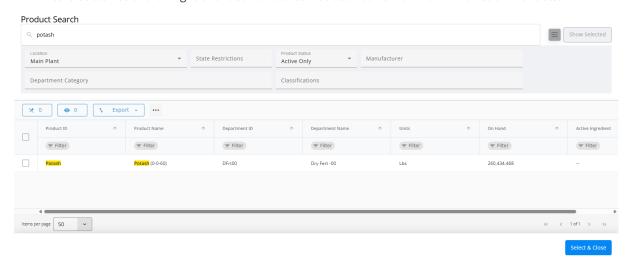
Note: Booking Contracts must first be set up in Agvance by selecting **Design Booking Contracts** at *Accounting / Setup / Preferences* on the A/R tab.

- 11. If the Seller Signature Only From Logged In User option is checked at Accounting / Setup / Preferences on the A/R tab, the Seller Signature will populate automatically with the name of the User currently logged in to SKY. If this preference is not enabled, a Seller Signature can be selected.
- 12. If applicable, *Billing Comments* can be entered and will be visible to the Customer.

Products



- 1. Select + Add Product.
- 2. A grid of Products displays. Use the *Search* field to find the appropriate Product(s) or scroll through the list. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Products.



- 3. The **Show Selected** button next to the *Search* bar is enabled after selecting the Product(s). The number indicates how many Products are currently checked. Selecting the button filters the grid to show only the selected Products.
- 4. Once the Products are selected, choose Select & Close.
- 5. In the *Products* section, indicate the *Quantity* for each Product.



+ Add Product

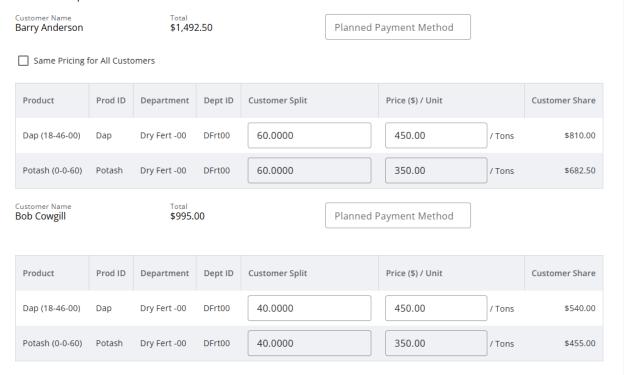
- 6. Products can be reordered by selecting the grid of dots on the left and dragging to the appropriate position.
- 7. Choose + **Duplicate** to add another line of that Product.
- 8. The **Delete** icon can be selected to remove a Product line.

Pricing

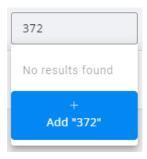
If a Plan was imported under the *Location* section, pricing information will default from the Plan(s) selected. If this is the case, review the *Price* (\$) / *Unit* per Product/Customer.

If this is the case, review the Products and amounts. To make changes, follow the steps below. If no changes are needed, move on to the *Notes* section.

1. The *Price* (\$) / *Unit* column can be changed as needed. A price can be entered or a Price Level can be chosen from the drop-down.



Note: If keying in a price, choose *Add* "\$" from the drop-down.



- 2. Checking the *Same Pricing for All Customers* option applies the pricing for the first Customer to all other Customers in the split.
- 3. The Planned Payment Method can be selected from the drop-down if these are set up at Accounting / Setup / A/R / Booking Payment Methods.

Notes

- 1. Additional Comments can be entered in the Notes section.
 - Note: A maximum of 240 characters are allowed in this field.
- 2. After *Notes* are entered, **Create Order** can be selected but Tech License information is available on the *Additional Info* tab.

Additional Info

Tech Licenses

For Products that are a part of a Technology Group, the appropriate *Tech License* can be selected from the dropdown. If only one tech license is available, it will automatically be applied and the drop-down will be disabled.

Dap (18-46-00)

