

# Bookings - SKY Order

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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](#).

Additional filtering options (*Salesperson, Booking Date Range, Ticket Number Range*) are available under the **Filters** button.

Bookings Search...

1 0 Export

Ticket Number	Ticket Date	Customer	Location	Start Date	Expiration Date	User	Status	Paid	Edit	View PDF	Sign Contract
1200188	07/17/2025	1Quote	SSI Farm Services - IL	--	--	203	Booked	Unpaid	Edit	View PDF	Sign Co
1200187	05/06/2025	Barry Anderson	SSI Farm Services - IL	--	--	KB	Booked	Unpaid	Edit	View PDF	Sign Co
1200186	05/06/2025	Adam Carmex	SSI Farm Services - IL	--	--	KB	Booked	Unpaid	Edit	View PDF	Sign Co
1200185	05/06/2025	Barry Anderson	SSI Farm Services - IL	--	--	KB	Booked	Unpaid	Edit	View PDF	Sign Co
1200184	11/12/2024	Barry Anderson	SSI Farm Services - IL	--	--	203	Booked	Unpaid	Edit	View PDF	Sign Co
1200183	11/11/2024	Barry Anderson	SSI Farm Services - IL	--	12/24/2024	203	Booked	Unpaid	Edit	View PDF	Sign Co
1200182	08/12/2024	Barry Anderson	SSI Farm Services - IL	--	--	KB	Invoiced	Unpaid	Edit	View PDF	Sign Co
1200181	05/03/2024	Lenard Armando	SSI Farm Services - IL	--	--	1RE	Booked	Unpaid	Edit	View PDF	Sign Co

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## Grid Action Buttons

- **Edit** – This opens the Booking to make any needed changes.  
**Note:** If editing an existing Booking, the *Location* and *Customer or Field* information cannot be modified.
- **Pay Booking** – This action is available for those with permission to add Payments in SKY Customer on eligible Bookings.  
**Note:** If a Booking or a Customer on a Booking is invoiced, fully prepaid, down paid, or voided, it is not eligible for payment.
  - If there is one Customer on the Booking, SKY Customer will open in the current tab to make the Payment and will then return to the *Bookings* page in SKY Order. For multiple Customers, a drop-down displays with Customers eligible for payment on the Booking. Choose the appropriate Customer then **Continue** to make the Payment.

## Select a Customer

There are multiple customers on this Booking. Select one to take a payment for.

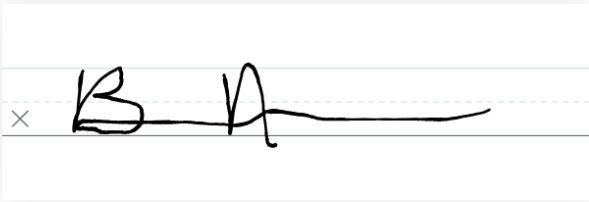
Customer\*  
Barb Wire | WirBa

Once this payment is complete, you will be returned to the Bookings list, where you can initiate a new payment for other customers on this Booking.

Cancel Continue

- **View PDF** – This opens the Booking PDF document in a new tab to review, download, or print.
- **Sign Contract/Download Contract** – 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**.

**Capture Customer Signature**  
Have your **customer** sign below to agree to this contract



Undo Clear All

Cancel Accept

- **Void** – Bookings that have not been voided or partially/fully invoiced can be voided.

## 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.

## Location/Customer or Field

### Location

Select the *Location* for the Booking.

## Location

Location \*  
SSI Farm Services - IL

## Customer or Field

Under *Customer or Field*, choose + **Add Customer** or + **Add Field**. A **grid** of Customers (or Fields) displays.

### By Customer

1. 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. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Customers.

Customer Search

Search...

Location State County  Grower Fields All

Classifications

0 0 Export ...

Favorit...	Customer ID	Customer Name	Address	City	State	Zip	Salesperson	Phone
<input checked="" type="checkbox"/>	★ AndBa	Barry Anderson	2220 N 1000 Rd E	Assumption	IL	62510	Farbre	217-226
<input type="checkbox"/>	★ HamHe	Helen Hammond	1772 N. Pine Street	Shelbyville	IL	62565	BeanSt	217-774
<input type="checkbox"/>	★ JohTo	Thomas Johnson	--	Decatur	IL	62522	ArrBla	815-222

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A maximum of 8 customers may be selected **Select & Close**

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(s). Choosing Add/Manage Customer gives the ability to add or remove Customers from the Booking.

0 0 Export ...

Customer	Split %	
☰ Barry Anderson	60.0000	🗑
☰ James Ade	40.0000	🗑

### By Field

1. Use the *Search* field to find the specific Field or scroll through the list. One Field can be added to a Booking. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Fields.

Field Search

anderson

Show Selected 1

0 1 Export

Customer ID	Customer Name	Farm ID	Farm Description	Field Id	Field Name	Aces	Sales...	Crop Year	Crop	Crop Chemistry	Field Crop Info
AndBa	Barry Anderson	SouthFar	South Farm	Long	Barrys East of lane	33.71	Farbre	--	--	--	Field Crop Info
AndBa	Barry Anderson	SouthFar	South Farm	East	Barrys East of Waterway	81.01	Farbre	--	--	--	Field Crop Info
AndBa	Barry Anderson, Bob Cowgill	AndFred	Fred Anderson Farm	BA-01	Behind Fred Anderson's House	97.98	Farbre	--	--	--	Field Crop Info
AndBa	Barry Anderson, Barb Wire	BarbWire	Barry's Wire Farm	WireEast	Wire East	60.57	Farbre	--	--	--	Field Crop Info
AndBa	Barry Anderson, Barb Wire	BarbWire	Barry's Wire Farm	WireMid	Wire Middle	100.69	Farbre	--	--	--	Field Crop Info
AndBa	Barry Anderson, Barb Wire	BarbWire	Barry's Wire Farm	WireWest	Wire West	65.59	Farbre	--	--	--	Field Crop Info

Items per page: 50

A maximum of one field may be selected

Select & Close

2. The **Show Selected** button next to the *Search* bar is enabled after choosing the Field. The number indicates how many Customers are currently checked. Selecting the button filters the grid to show only the selected Field.
3. Once the Field is selected, choose **Select & Close**.  
**Note:** Choose **Remove Field** to remove the currently selected Field and choose another.
4. Optionally update the *Split %*. The **Delete** icon removes the Customer(s).  
**Note:** The primary Customer cannot be removed.

0 0 Export

Customer	Split 1 %	Split 2 %	Split 3 %	
Barry Anderson 1	50.0000	100.0000	100.0000	
Barb Wire	50.0000	0.0000	0.0000	

5. Even though by Field, additional Customers can be added by choosing **+ Add Split Customer**.  
**Note:** A maximum of eight Customers can be added to a Booking.

## Order Details

### Import Plan

1. Plans can optionally be imported into the Booking. Choose **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.

**Import Plan**

Search...

Show Selected

Plan No.	Plan Id	Area Id	Location	Location	Date	Custom...	Custom...	Field Id	Field	Crop	Status	Previous...
<input type="checkbox"/>	G	G	All	DOMAIN	SSI Farm Se...	09/06/2024	AndBa	Barry Ander...	East	East Barrys ...	Offered	No
<input checked="" type="checkbox"/>	A	A	All	DOMAIN	SSI Farm Se...	05/29/2024	AndBa	Barry Ander...	WireMid	WireMid Wir...	Offered	No
<input type="checkbox"/>	H	H	All	DOMAIN	SSI Farm Se...	08/03/2023	AndBa	Barry Ander...	BA-01	BA-01 Behin...	Offered	No
<input type="checkbox"/>	Dry Fert	F	All	DOMAIN	SSI Farm Se...	06/29/2023	AndBa	Barry Ander...	East	East Barrys ...	Offered	No
<input type="checkbox"/>	Dry Fert	G	All	DOMAIN	SSI Farm Se...	06/29/2023	AndBa	Barry Ander...	BA-01	BA-01 Behin...	Offered	No
<input type="checkbox"/>	Dry Fert	E	All	DOMAIN	SSI Farm Se...	06/29/2023	AndBa	Barry Ander...	East	East Barrys ...	Offered	No
<input type="checkbox"/>	Dry Fert	E	All	DOMAIN	SSI Farm Se...	06/29/2023	AndBa	Barry Ander...	Long	Long Barrys...	Offered	No
<input type="checkbox"/>	Dry Fert	F	All	DOMAIN	SSI Farm Se...	06/29/2023	AndBa	Barry Ander...	BA-01	BA-01 Behin...	Offered	No

Items per page: 50

Select & Close

- 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

Do not combine like products

Customer

Cancel Import Plans

- 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**.

#### Import Plans

The selected plans contain conflicts. To continue, a single split must be chosen

Keep Current Split

Customer Name	Split 1		
Barry Anderson	60.0000		
Customer Name	Split 1		
Bob Cowgill	40.0000		

spring fertilizer

BA-01 Behind Fred Anderson's House			
Customer Name	Split 1	Split 2	Split 3
Barry Anderson	50.0000	60.0000	100.0000
Customer Name	Split 1	Split 2	Split 3
Bob Cowgill	50.0000	40.0000	0.0000

Importing order details

Importing products & pricing

Cancel Import Continue Import

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

## Import Plans

- ✓ Fields imported
- ✓ Order Details imported
- ✓ Products & Pricing Imported

[Cancel Import](#) [Continue Import](#)

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

Order Details ▲

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[↓ Import Plan](#)

Ticket Number 97	Ticket Date * 8/29/2025 <small>MM/DD/YYYY</small>	Start Date  <small>MM/DD/YYYY</small>	Expiration Date  <small>MM/DD/YYYY</small>
Salesperson Blake Arnold	Payment Term		Booking Contract BookingContract
<small>Could change depending on company preferences</small>			
Seller Signature Robert Ellis			
Billing Comments <small>These comments will be visible to the customer.</small> 0/80 characters			

2. The *Ticket Date* defaults with today's date but can be modified if needed.
3. Optionally enter a *Start* and *Expiration Date* for this Booking.
4. The *Salesperson* defaults based on the setting selected in [SKY Admin](#).
5. 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*.

6. 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.

7. 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.

8. If applicable, *Billing Comments* can be entered and will be visible to the Customer.

## Products

If a Plan was imported in the *Location* section, Products and their quantities will default from the Plan(s) selected. If this is the case, review the Products and amounts.

Product	Prod ID	Department	Dept ID	Quantity		
Dap (18-46-00)	Dap	Dry Fert -00	DFrt00	6,000.000	Lbs	+ Duplicate
Potash (0-0-60)	Potash	Dry Fert -00	DFrt00	6,500.000	Lbs	+ Duplicate

[+ Add Product](#)

To make changes, follow the steps below. If no changes are needed, move on to the *Pricing* section.

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.

Product Search

🔍 potash Show Selected

Location: Main Plant | State Restrictions | Product Status: Active Only | Manufacturer

Department Category | Classifications

Product ID	Product Name	Department ID	Department Name	Units	On Hand	Active Ingredient	
<input type="checkbox"/>	<a href="#">Filter</a>	<a href="#">Filter</a>	<a href="#">Filter</a>	<a href="#">Filter</a>	<a href="#">Filter</a>	<a href="#">Filter</a>	
<input type="checkbox"/>	Potash	Potash (0-0-60)	DFrt00	Dry Fert -00	Lbs	260,434.468	--

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Select & Close

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.

Product	Prod ID	Department	Dept ID	Quantity		
Dap (18-46-00)	Dap	Dry Fert -00	DFrt00	6,000.000	Lbs	+ Duplicate
Potash (0-0-60)	Potash	Dry Fert -00	DFrt00	6,500.000	Lbs	+ Duplicate

[+ 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.

Customer Name **Barry Anderson**      Total **\$1,492.50**     

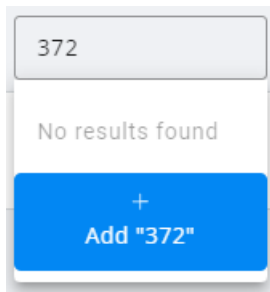
Same Pricing for All Customers

Product	Prod ID	Department	Dept ID	Customer Split	Price (\$) / Unit	Customer Share
Dap (18-46-00)	Dap	Dry Fert -00	DFrt00	<input type="text" value="60.0000"/>	<input type="text" value="450.00"/> / Tons	\$810.00
Potash (0-0-60)	Potash	Dry Fert -00	DFrt00	<input type="text" value="60.0000"/>	<input type="text" value="350.00"/> / Tons	\$682.50

Customer Name **Bob Cowgill**      Total **\$995.00**     

Product	Prod ID	Department	Dept ID	Customer Split	Price (\$) / Unit	Customer Share
Dap (18-46-00)	Dap	Dry Fert -00	DFrt00	<input type="text" value="40.0000"/>	<input type="text" value="450.00"/> / Tons	\$540.00
Potash (0-0-60)	Potash	Dry Fert -00	DFrt00	<input type="text" value="40.0000"/>	<input type="text" value="350.00"/> / Tons	\$455.00

**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

Additional Comments

0 / 240

Take Payment upon Creation of this Booking

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.

3. Checking *Take Payment upon Creation of this Booking* navigates to SKY Customer to complete the Payment there. If there is one Customer on the Booking, SKY Customer will open in the current tab to make the Payment and will then return to the *Bookings* page in SKY Order. For multiple Customers, a drop-down displays with Customers eligible for payment on the Booking. Choose the appropriate Customer then **Continue** to make the Payment. For more information on paying Bookings, see the *Grid Action Buttons* section at the top of the article.

## Additional Info

### Tech Licenses

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

#### Dap (18-46-00)

Tech License  
987456876

✔ A tech license has been applied to this product