

Change Generic Booking to Product Specific

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If the Booking has not been invoiced, use the following steps.

1. Edit the Booking.
2. Delete the generic product.
3. Add the products for the product specific Booking.
4. Mark the line items as paid.
5. Save the Booking.

Note: The total dollars booked before editing must be the same as the total dollars booked after editing, or Agvance will not save the Booking, and a warning message displays.

If the Booking has been invoiced, use the following steps.

1. Transfer the customer's prepay dollars to their regular account using the *Transfer Customer Prepay* utility at *Accounting / A/R / Transfer Customer Prepay*.
2. Enter a negative Payment on Account to clear the credit Invoice on the customer's regular account.
3. Add a new product specific paid Booking.