

Generic Prepaid Bookings

Last Modified on 03/23/2026 8:20 am CDT

A Booking may be entered for a lump sum of money and be specified as a Generic Booking. This allows the prepay money to be automatically used on an Invoice depending on how the Generic Prepay Booking type is set up.

The first step is to set up Generic Booking Types at *Accounting / Setup / A/R / Generic Prepay Types*.

	Product Classification
1	<input type="checkbox"/> Agronomy
2	<input type="checkbox"/> AME
3	<input type="checkbox"/> Chemical, Fertilizer, & Application
4	<input type="checkbox"/> Chemicals
5	<input type="checkbox"/> Chemicals for Approvers
6	<input type="checkbox"/> Corn Sales Order Disc
7	<input type="checkbox"/> Diesel
8	<input type="checkbox"/> Dyed Diesel

Enter a name for the Generic Prepay Type and select the Product that will represent this type. Next, specify if this Generic Prepay Type may be used on *All Products* or only those for specific *Products with these classifications*. If the Product Classification option is selected, check the applicable Classification(s) in the grid.

Enter the Booking at *Accounting / A/R / Product Bookings*. Check the *Generic Prepay* checkbox and select the *Generic Prepay Type*, the *Price Level* and enter the total dollars in the *Prepay Amount*. Generic Prepay type Bookings may not be split between Customers.

Add Booking #1200275 Customer 1 of 1

Splits	Customer ID	AndBa	Regular	PrePay	UAC	Credit Limit
	Customer Name	Barry Anderson	3625.00	12659.25	747.50	50000
	Field ID	?				
<Comments>						

Generic Prepay
 General Prepay

Price Level: [] Prepay Amount: 10000.00
 List Price: [] Business Influence: []

Book Date: 03/07/2026
 Start Date: [] Expiration Date: []
 Price By: Products
 Price Default: Same
 Terms: (None)

<Product Name>	Quantity	Inv	Levl	P	Dwn	<Unit S>	Bill U	Total S	S#	<%>	Your Share	<Amt P

Analysis: [] Planned Booking Payment Method: [] Total Booked: 0.00
 Apply Rollups: [] Contract Format: [] Amount Paid: 0.00
 <Salesperson ID>: Farbre Contract Signed:
 Control #: [] Assign Seller Signature: Additional Comments: []
 Print Method: 1. No Roll up
 Buttons: Cancel, <Back, Next>, Save

Entering a *Price Level* allows the Product price to default in at the specified Price Level when the Generic Prepay Booking is being used.

Save the payment for the Booking at the roll through *Payment on Account* screen that comes up when the Booking is saved.

Receive Payment(s) on Account

Check which customers you are receiving payment from. These Payments will automatically be applied against the booking you just created.

Payment Number: 120254 Date: 03/07/2026

ID	Name	Gross	Disc	Payment Total	Pay Method 1	Ref #	Use UAC	UAC Balance
1	AndBa Barry Anderson	10000.00	0.00	1000.00	Check	134	<input type="checkbox"/>	0.00

<Disc Acct>: 4100000-00
 Description: [] Control #: [] Print Receipts:
 Buttons: Clear Locks, Apply, Save, Cancel

Important: The payment must be saved at the *Roll Through Payment* screen that displays or the Booking will be automatically voided.

Prepay Bookings will be automatically selected in the following order at invoicing:

- Specific Product Bookings that match the invoiced Product. All current rules apply.
- Specific Product Bookings that have matching Product from a department related by a Sales Category (if this default preference is set).
- Generic Prepay Type Booking set up for the Classification of the invoiced Product.