Using Generic Prepay with Unpaid Product Bookings

Last Modified on 08/19/2025 9:16 am CDT

Multiple Bookings may be added to a single Invoice, including an unpaid Product-specific Booking and a generic prepaid Booking. This is helpful when a customer prepays for a Product that may have to be changed before or at the time of delivery.

For Agvance to use an unpaid Product-specific Booking and a generic prepaid Booking together automatically on an Invoice line item, the *Price Level* on the generic Booking must be set to *None*.

Set Up the Generic Prepay Type

Add or edit the desired Prepay Type at Accounting / Setup / A/R / Generic Prepay Types. Select to apply prepay to All Products or only Products with these Classifications and choose **Save**.

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3		Chemical, Fertilizer, &	Application		
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6		Corn Sales Order Disc			Save
7		Diesel			
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Adding the Bookings

To add a generic Booking with a *Price Level* of *None*, add a Booking at *A/R / Product Bookings*. Select the Customer then choose the *Generic Prepay* option. The drop-down area enables to select the desired Prepay Type. Choose *None* as the *Price Level*, and enter a *Prepay Amount*. **Save** the Booking.

🖳 Add Booking #120	0276 Custom	er 1 of 1									
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The *Receive Payment(s) on Account* window displays. Choose the *Pay Method*, enter the reference number if necessary, and select **Save**.

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For the Product-specific unpaid Booking, add another Booking. Select the desired Product and enter the *Quantity*. Choose **Save**.

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Invoicing the Customer

Add an Invoice at A/R / Invoice. Choose the Customer and Products and enter the quantities. Notice the line item defaults with a *Status* of *Book/Paid* indicating Product is relieved from the nonpaid Booking and the amount of prepay left on the generic prepaid Booking is reduced.

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Selecting Multiple Bookings Manually on Invoice

Any unpaid and prepaid Bookings may be manually selected together for the same line item if needed.

While adding the Invoice, select in the *Level* column.

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The *Booking Detail for Line Item* window displays. Highlight the Product-specific Booking and choose the **Prepay Book Only** button. Select the prepaid Booking to use and choose **Done**.

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Product Nam	e		Customer %	Share Quantity	/ Level	List Price	Share \$		
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The line item displays a *Status* of *Book/Paid*.

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Choose **Save** on the *Add Invoice* window.