

Using Generic Prepay with Unpaid Product Bookings

Last Modified on 03/12/2024 10:45 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**.

	Product Classification
1	<input type="checkbox"/> Agronomy
2	<input type="checkbox"/> AME
3	<input type="checkbox"/> Chemical, Fertilizer, & Application
4	<input checked="" 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

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 #1200276 Customer 1 of 1

Splits	Customer ID	239809	Regular	PrePay	UAC	Credit Limit
Customer Name	Ken Aikins	150.00	0.00	0.00	75000	
Field ID						
<Comments>						

Book Date: 03/12/2024
 Start Date: / /
 Expiration Date: / /
 Price By: Products
 Price Default: Same
 Terms: (None)

Generic Prepay
 Price Level: None
 Prepay Amount: 2000.00

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

Planned Booking Payment Method:
 Total Booked: 0.00
 Amount Paid: 0.00

Contract Format:
 <Salesperson ID>:
 Contract Signed
 Assign Seller Signature
 Control #:
 Print Method: 1. No Roll up

Additional Comments:
 Cancel <Back Next> Save

The *Receive Payment(s) on Account* window displays. Choose the *Pay Method*, enter the reference number if necessary, and select **Save**.

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: 120338 Date: 03/12/2024

ID	Name	Gross	Disc	Payment Total	Pay Method 1	Ref #	Use UAC	UAC Balance
1	239809 Ken Aikins	2000.00	0.00	2000.00	Check		<input type="checkbox"/>	0.00

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

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

Add Booking #1200277 Customer 1 of 1

Splits	Customer ID	239809	?	Regular	PrePay	UAC	Credit Limit
	Customer Name	Ken Atkins		150.00	2000.00	0.00	75000
	Field ID		?				
	<Comments>						

Generic Prepay

Price Level	Prepay Amount

Book Date	03/12/2024
Start Date	/ /
Expiration Date	/ /
Price By	Products
Price Default	Individual
Terms	(None)

	<Product Name>	Quantity	Inv	Levl	P	Dwn	<Unit \$>	Bill U	Total S	S#	<%>	Your Share	<Amt P
1	Poncho Seed Treater	5.000	Gal	List	<input type="checkbox"/>	<input type="checkbox"/>	483.00	Gal	2415.00	1	100.0000	2415.00	

Planned Booking Payment Method

Analysis		Total Booked	2415.00
Apply Rollups	Contract Format:	Amount Paid	0.00

<Salesperson ID>
 Contract Signed

Control #
 Assign Seller Signature

Print Method
 1. No Roll up

Additional Comments:

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.

Add Invoice #1200901 Customer (239809) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split	ID	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer	239809	Ken Aikins	150.00	2000.00	0.00	75000

Invoice Date: 03/12/2024
 Due Date: 04/15/2024
 Price By: Products
 Price Default: Individual
 Terms: N15

<Product Name>	Quantity	Inv U	Level	Status	<Unit S>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Pro
1 ▶ Poncho Seed Treater	3.000	Gal	Book	Book/Paid	483.00	Gal	1449.00	1	100.0000	1449.00	<input type="checkbox"/>	Chem...	Por

Prod ID: Bar Code:

Extra Charges: Discount Programs:
 Apply Rollups: Manuf Billing:
 Print Method: 1. No Roll up Preview Cancel <Back Next> Save

Subtotal	1449.00
Prepay \$ Used	1449.00
Sales Tax	0.00
Amount Due	0.00

COD

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.

Add Invoice #1200902 Customer (239809) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split	ID	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer	239809	Ken Aikins	150.00	551.00	0.00	75000

Invoice Date: 03/12/2024
 Due Date: 04/15/2024
 Price By: Products
 Price Default: Individual
 Terms: N15

<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Prod I
1 Bagged Fert 19-19-19	20.000	Bags	Book	Book	6.00	Bags	120.00	1	100.0000	120.00		Bag00	19-19-

Prod ID: [] Bar Code: []

Extra Charges: [] Discount Programs: []
 Apply Rollups: []
 Print Method: 1. No Roll up

Subtotal: 120.00
 Prepay \$ Used: 0.00
 Sales Tax: 0.00
 Amount Due: 120.00

Buttons: Cancel, <Back, Next>, Save

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**.

Booking Detail for Line Item - Bagged Fert 19-19-19

Product Name	Customer %	Share	Quantity	Level	List Price	Share \$
Bagged Fert 19-19-19	100.0000		20	Book	6.0000	120.00

Available Bookings

Date	Booking #	Field ID	Product	Quantity	Price	Total \$	P	Location
03/12/2024	1200278	/	Bagged Fert 19...	50.000	6.00	300.00	N	00MAIN

Prepay Status: [] Show not Active Bookings: [x]

Buttons: Bus. Inf. Bookings, Show Products, Unbook Line, UnBook Invoice, Book Invoice, Prepay Book Only, Done, Cancel

The line item displays a *Status* of *Book/Paid*.

Add Invoice #1200902 Customer (239809) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split	ID	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer	239809	Ken Aikins	150.00	551.00	0.00	75000
Field ID						
Tickets						
<Comments>						

Invoice Date: 03/12/2024
 Due Date: 04/15/2024
 Price By: Products
 Price Default: Individual
 Terms: N15

	<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Prd
1	Bagged Fert 19-19-19	20.000	Bags	Book	Book/Paid	6.00	Bags	120.00	1	100.0000	120.00	<input type="checkbox"/>	Bag00	19-

Prod ID: Bar Code:

Extra Charges: Discount Programs:
 Apply Rollups: Manuf Billing:
 Print Method: 1. No Roll up Preview Cancel <Back Next> Save

Subtotal	120.00
Prepay \$ Used	120.00
Sales Tax	0.00
Amount Due	0.00

COD

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