Using Generic Prepay with Unpaid Product Bookings

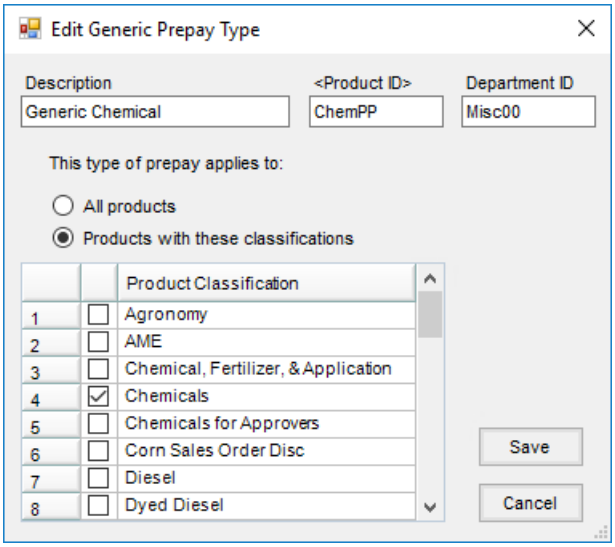
Last Modified on 08/19/2025 9:16 am CDT

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*.

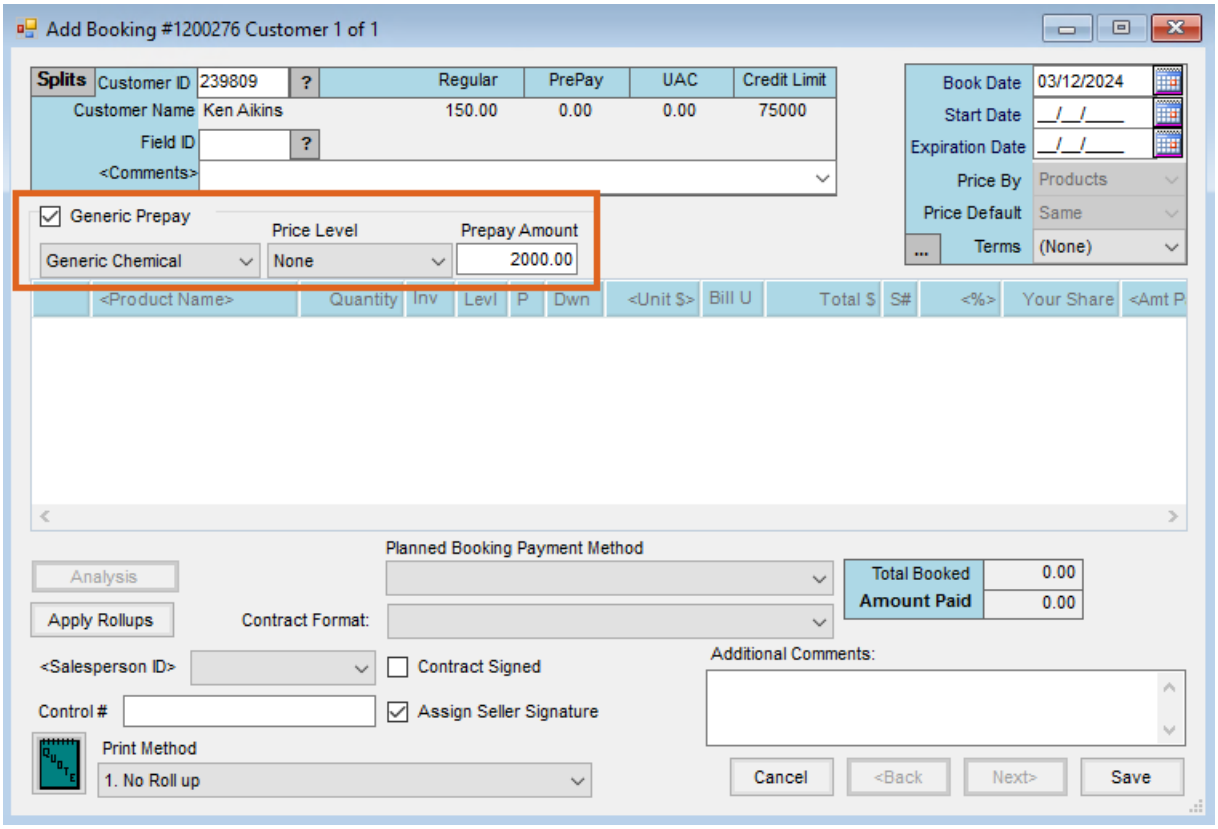
Set Up the Generic Prepay Type

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**.

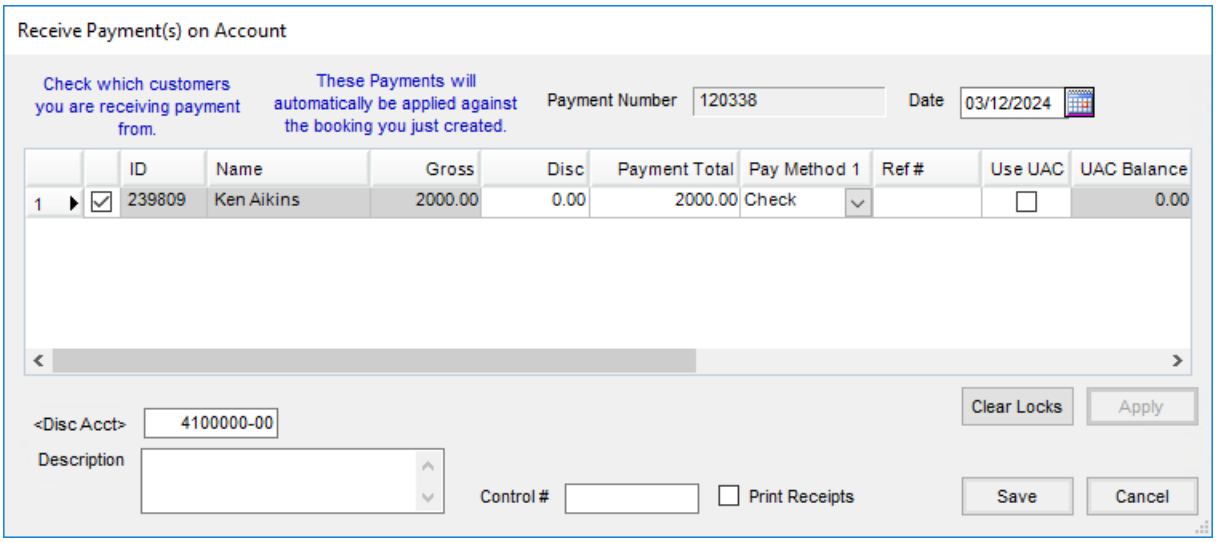


Adding the Bookings

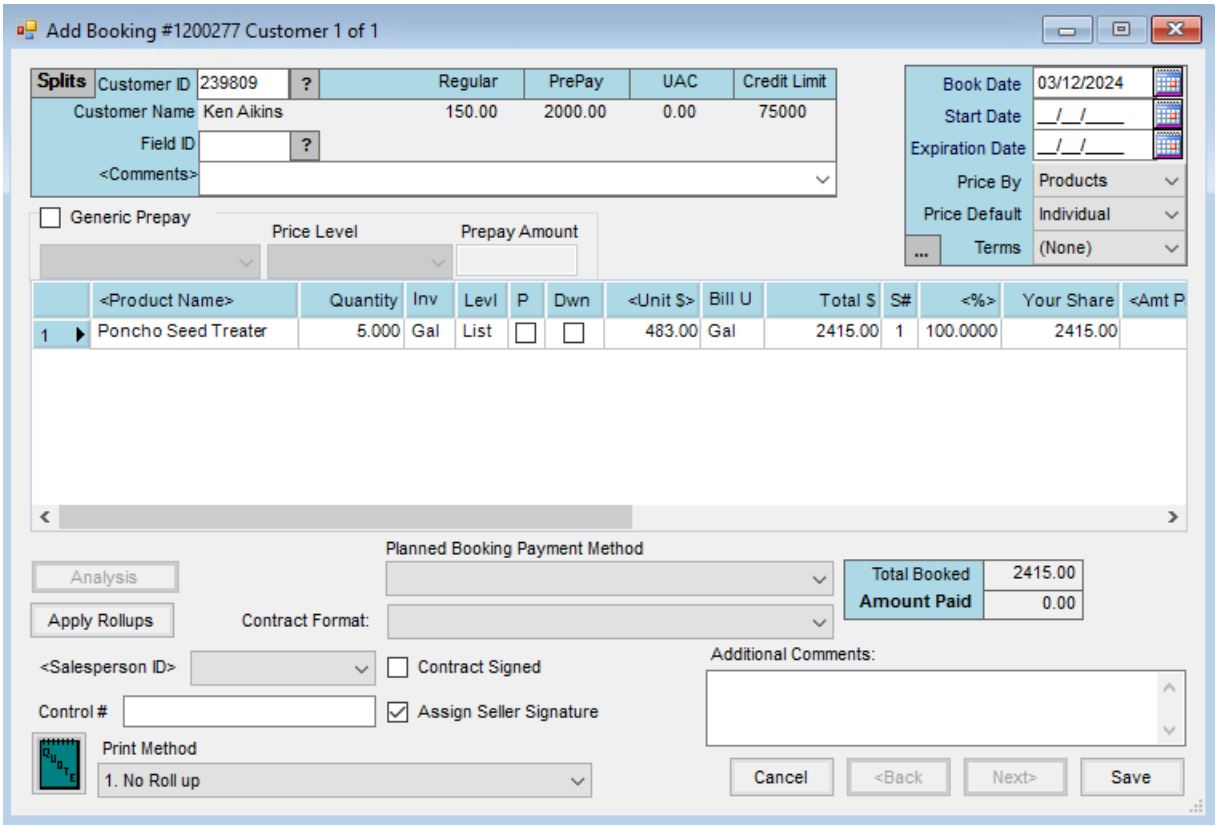
To add a generic Booking with a *Price Level* of *None*, add a Booking at *A/R / Product Bookings*. Select the Customer then choose the *Generic Prepay* option. The drop-down area enables to select the desired Prepay Type. Choose *None* as the *Price Level*, and enter a *Prepay Amount*. **Save** the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



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

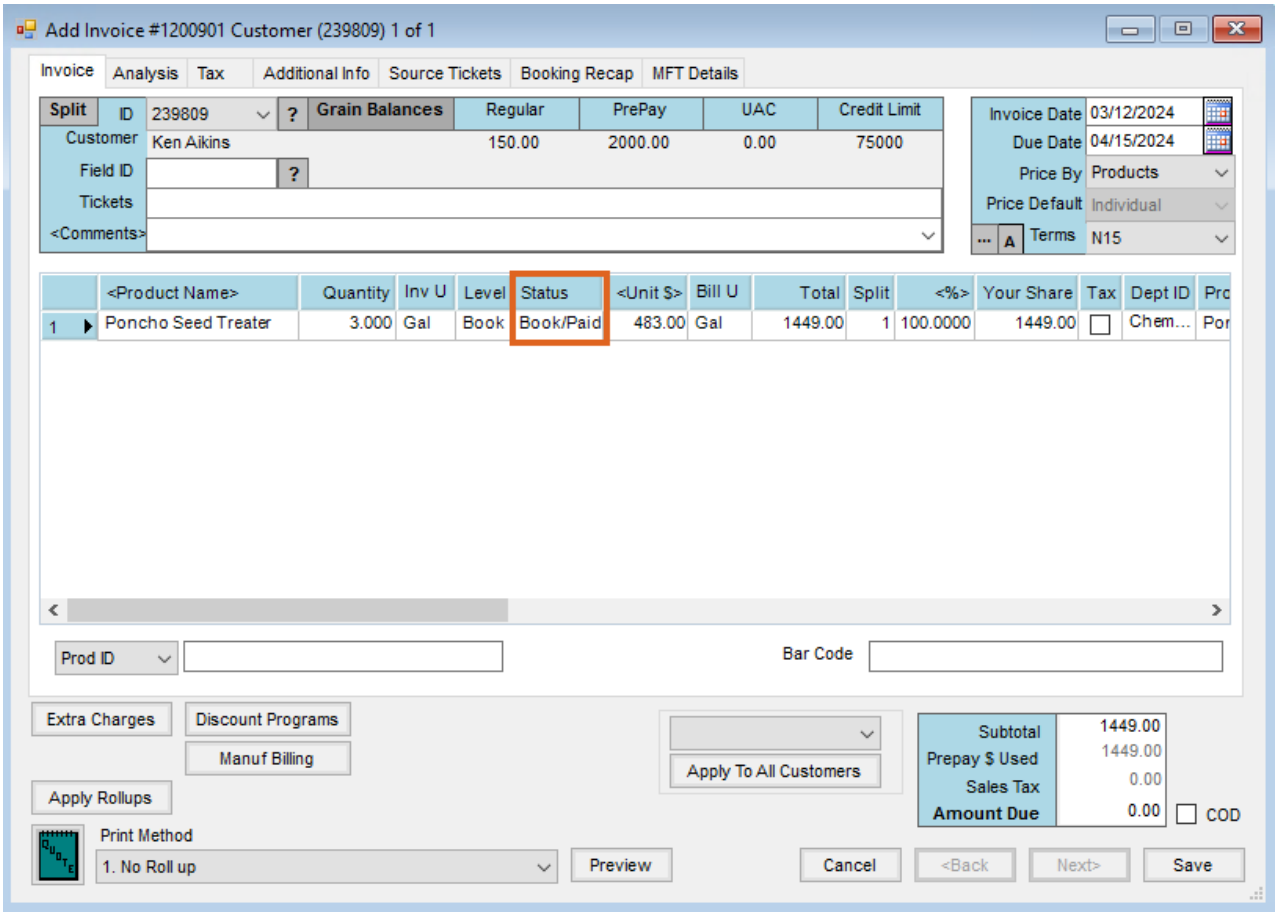


For the Product-specific unpaid Booking, add another Booking. Select the desired Product and enter the *Quantity*. Choose **Save**.



Invoicing the Customer

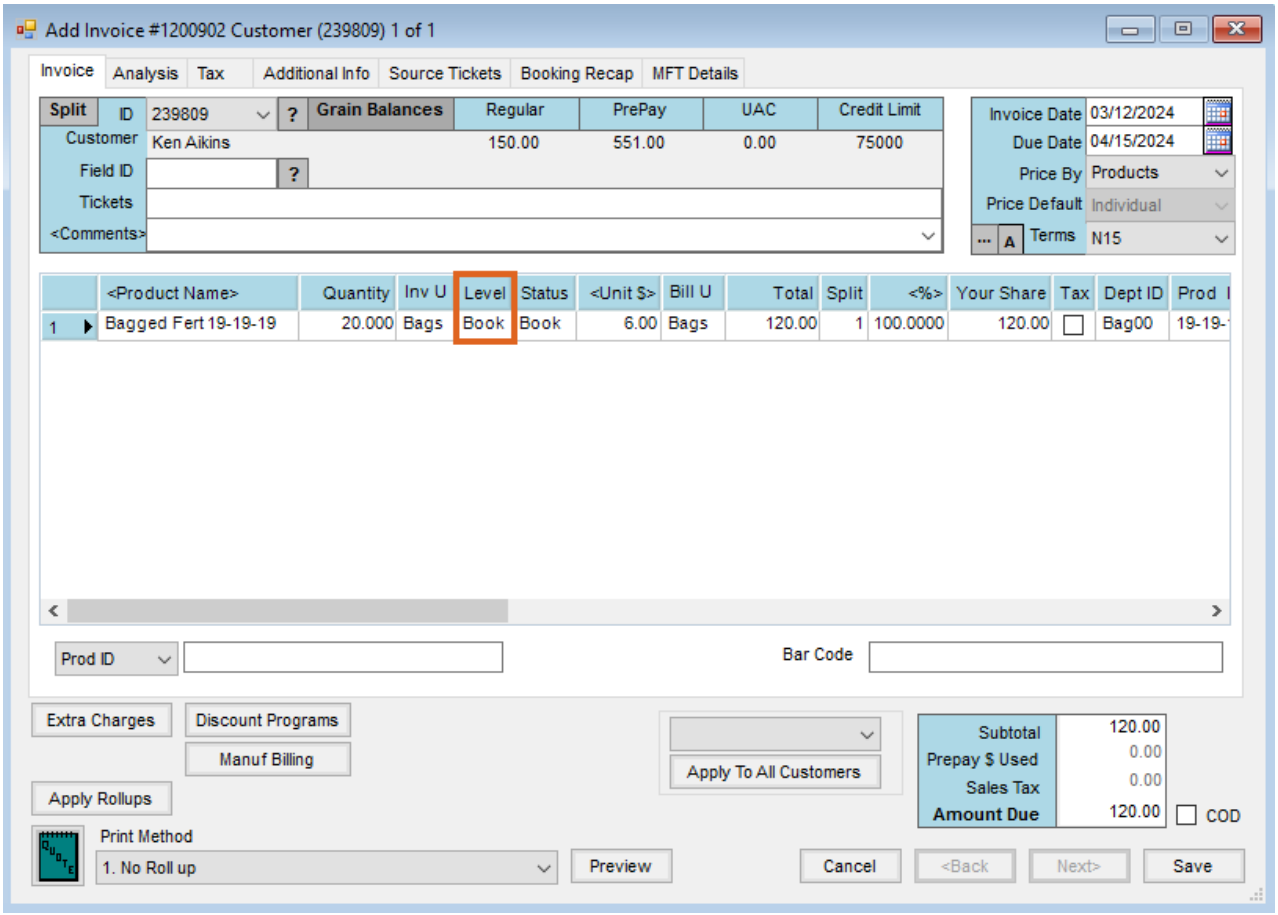
Add an Invoice at *A/R / Invoice*. Choose the Customer and Products and enter the quantities. Notice the line item defaults with a *Status* of *Book/Paid* indicating Product is relieved from the nonpaid Booking and the amount of prepay left on the generic prepaid Booking is reduced.



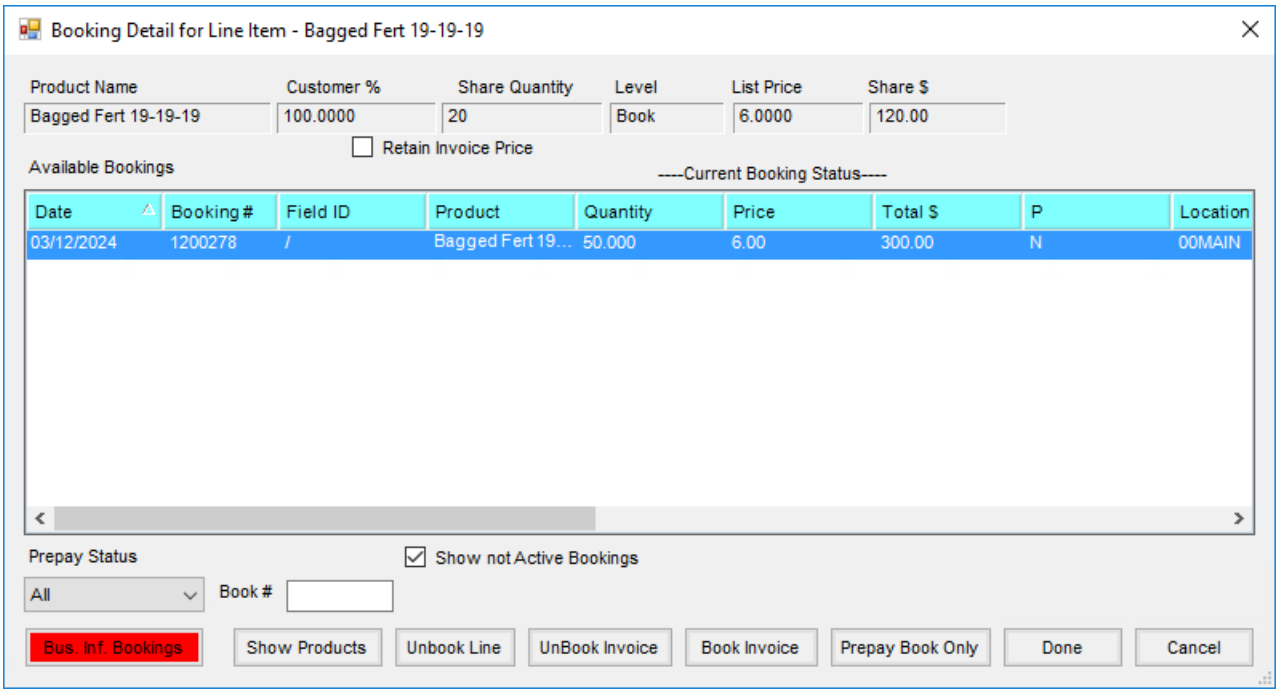
Selecting Multiple Bookings Manually on Invoice

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

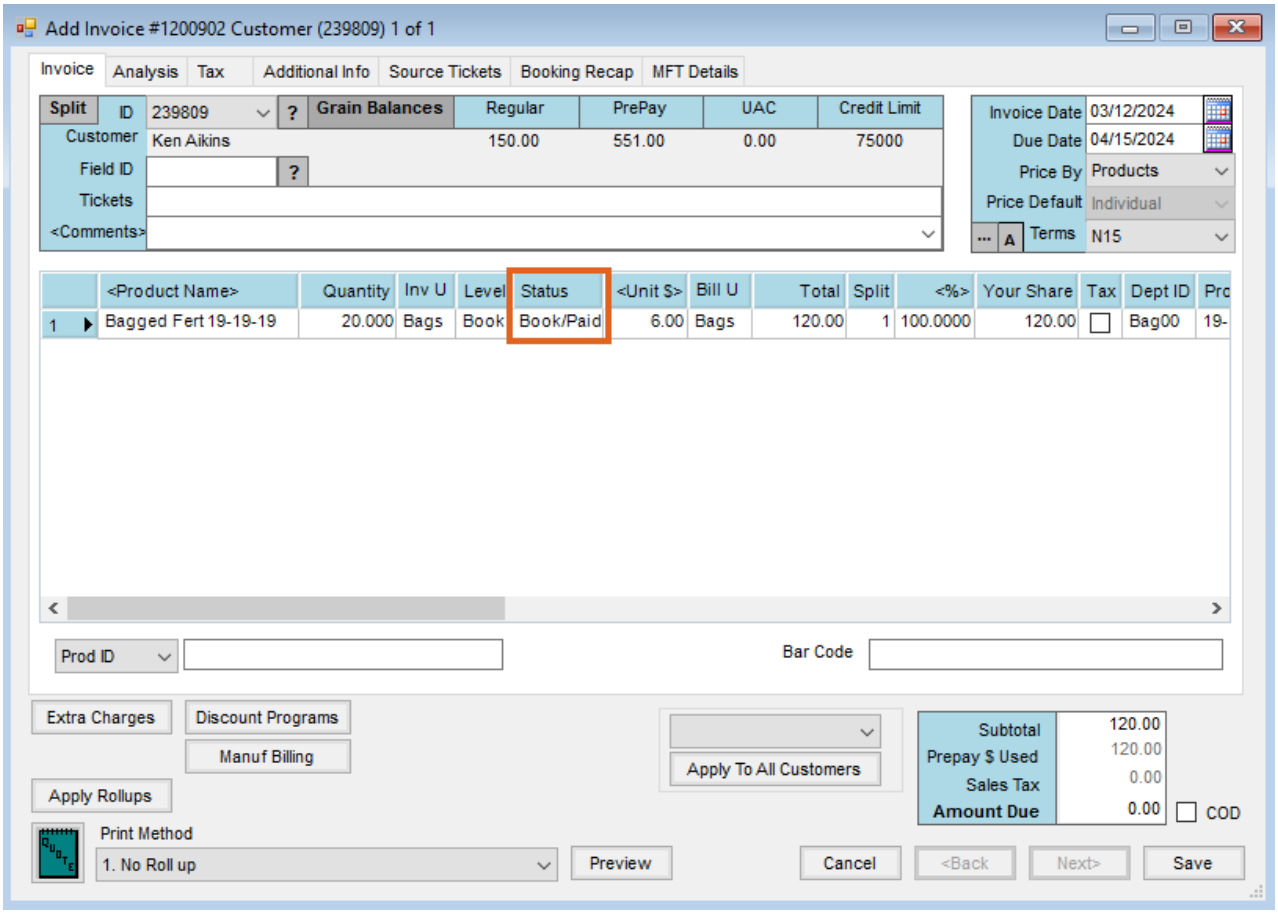
While adding the Invoice, select in the *Level* column.



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**.



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



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