

# Using Generic Prepay with Unpaid Product Bookings

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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**.

Edit Generic Prepay Type

Description

<Product ID>

Department ID

Generic Chemical

ChemPP

Misc00

This type of prepay applies to:

☐ All products

☒ Products with these classifications

	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

Save

Cancel

## 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**.

Add Booking #1200277 Customer 1 of 1

<b>Splits</b>	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:

	<Product Name>	Quantity	Inv	Levl	P	Dwn	<Unit \$>	Bill U	Total \$	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	

Analysis: 
 Planned Booking Payment Method: 
 Total Booked: 2415.00
 Amount Paid: 0.00

Apply Rollups: 
 Contract Format:

<Salesperson ID>: 
☐ Contract Signed

Control #: 
☒ Assign Seller Signature

Print Method: 
 Additional Comments:

1. No Roll up

## 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	Ken Aikins	150.00	2000.00	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	Pro
1	Poncho Seed Treater	3.000	Gal	Book	Book/Paid	483.00	Gal	1449.00	1	100.0000	1449.00		Chem...	Por

Prod ID Bar Code

Extra Charges Discount Programs  
Manuf Billing

Apply Rollups

Print Method  
1. No Roll up

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

Apply To All Customers

Print Preview Cancel <Back Next> Save

## 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	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	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  
Manuf Billing

Apply Rollups

Print Method  
1. No Roll up

Preview

Cancel <Back Next> Save

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

COD

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

☐ Retain Invoice Price

Available Bookings -----Current Booking Status-----

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

All Book #

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	Ken Atkins	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	Pro
1	Bagged Fert 19-19-19	20.000	Bags	Book	Book/Paid	6.00	Bags	120.00	1	100.0000	120.00		Bag00	19-

Prod ID: Bar Code:

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

Manuf Billing: Apply To All Customers: Subtotal: 120.00, Prepay \$ Used: 120.00, Sales Tax: 0.00, Amount Due: 0.00

Buttons: Preview, Cancel, <Back, Next>, Save

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