

# Generic Prepay Types

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To enter Bookings for generic Prepay, the Generic Prepay Types must be set up at *Setup / A/R / Generic Prepay Types*.

**Add Generic Prepay Type**

Description: Fertilizer Prepay    <Product ID>: FertPP    Department ID: Misc00

This type of prepay applies to:

☐ All products

☒ Products with these classifications

	Product Classification
3	<input type="checkbox"/> Chemicals
4	<input type="checkbox"/> Chemicals for Approvers
5	<input type="checkbox"/> Corn Sales Order Disc
6	<input type="checkbox"/> Diesel
7	<input type="checkbox"/> Dyed Diesel
8	<input type="checkbox"/> Favorite Store Items
9	<input type="checkbox"/> Feed
10	<input checked="" type="checkbox"/> Fertilizer

Save    Cancel

- **Description** – Enter the name of the Generic Prepay. This is the name that displays in the drop-down menu to select when entering a Booking.
- **Product ID** – Double-click and select the product to be used on the Generic Booking when this Generic Prepay Type is selected.
- **Department ID** – This defaults from the selected product.
- **All products** – The Customer Prepay is automatically used anytime this Customer is invoiced. This may be overridden at the *Invoice* screen by deselecting the Generic Prepay Booking if there is an Invoice that should not apply to Prepay.
- **Products with these classifications** – Select the appropriate Product Classifications that apply to this Prepay. The Customer Prepay is only automatically used if the products being invoiced are included in the Product Classifications specified here.