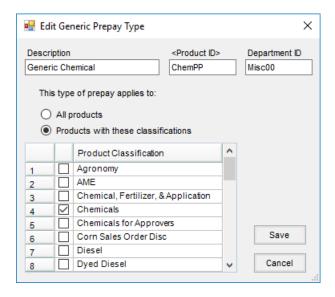# Generic Prepay Types

Last Modified on 05/15/2024 11:31 am CDT

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



- **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.