

# Take No Money or Prepay Later

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The dealer might create a Booking without taking money for a couple of reasons. Perhaps the product is spoken for but the customer will prepay later. Sometimes the dealer gives special pricing for early orders to aid in the ordering process from their vendor(s). Unpaid Bookings are relieved based on the quantity, whereas Paid Bookings are relieved based on dollars.

If the original Booking needs editing:

1. Go to *A/R / Product Bookings*, select the appropriate Booking, and choose **Edit**.
2. Make the necessary changes to the Booking. Mark the appropriate items *Paid* and select **Save**.
3. A *Receive Payment(s) on Account* screen appears. Indicate the customers in the billing split who are prepaying. Select the correct Pay Method and **Save** the payment.