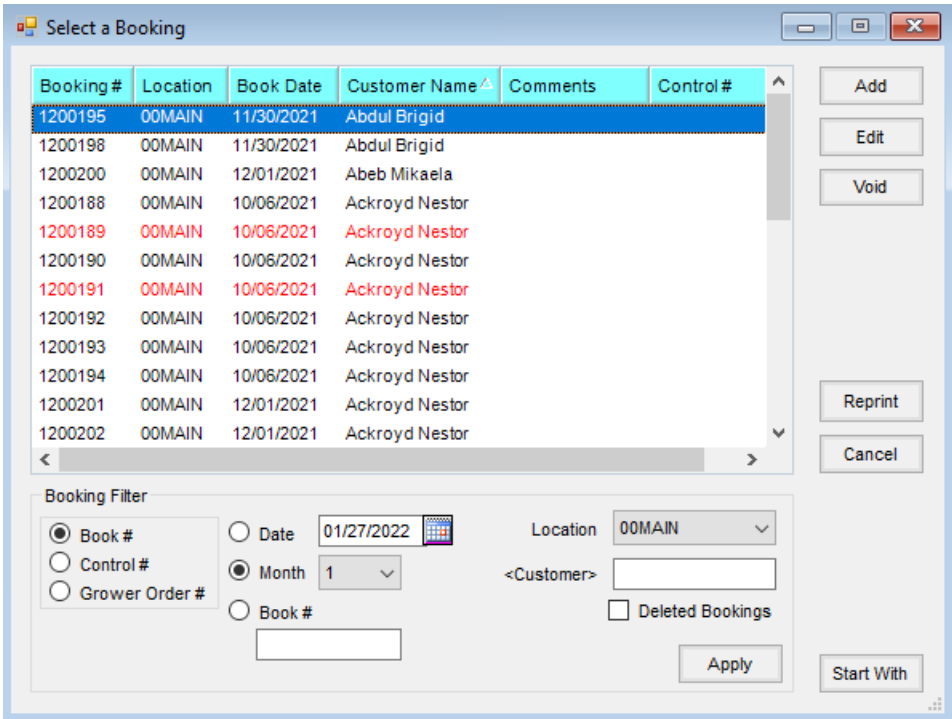


# Partial Pay Booking - Down Payment

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A down payment type Booking is one in which the customer will pay a percentage of total dollars booked, a dollar amount per units booked, or a flat dollar amount down on a Booking, with the remaining amount never to be paid. This type of Booking should not be used when future payments are expected.

The down payment Booking begins like a regular Booking at *Accounting / AR / Product Bookings* by selecting **Add**.



Choose the appropriate customer and the product being booked. Mark the *P* and *Dwn* checkboxes on the line item to indicate that the customer will be making a down payment Booking. A Booking cannot have a mixture of down paid and fully paid or unpaid line items. All items on a down payment Booking must have a down payment status with one exception - in a split situation, one customer can be down paid while the others can have a different payment status.

Double-click in the column for the line item to bring up the following screen.

Calculate Prepay for DFrt00/Dap

Product Name	Quantity	Billing Unit	\$/Unit	Total \$
Dap (18-46-00)	1000.000	Tons	411.37	205.69

The down payment amount will be saved with the booking as an amount per billing unit. Type in an amount, select a calculation method and click "Calculate Down Payment". Agvance will calculate the amount per billing unit and then calculate the Total Prepay Amount. Because of rounding, the down payment may not match the amount specified.

Amount

Percent of Total \$  
 Per Billing Unit  
 Dollars

Calculate Down Payment

Down Payment per Unit	Quantity	Total Down Payment
0	1000.000	205.69

Cancel Done

The down payment amount must be calculated at this screen because rounding differences can cause the amount figured on a calculator to be different from the amount calculated in Agvance. If a customer was quoted a different amount than Agvance calculates and the customer pays before the Booking is entered in Agvance, a payment adjustment will need entered.

- The *Percent of Total \$* choice calculates the down payment amount by multiplying the number entered in the *Amount* field by the total dollars listed at the top of the screen. This should be entered as a whole number. For example, if the customer is paying 15% down, enter 15 in the *Amount* field. If paying 15.5% down, enter 15.5.
- The *Per Billing Unit* option calculates the down payment amount by multiplying the number entered in the *Amount* field by the number of units listed at the top of the screen. For example, if the customer is paying 15 cents per billing unit, the entry should be .15 (including the decimal).
- The *Dollars* option is used if the customer is paying a flat rate down. The amount entered here should be what the amount for which the customer is going to write the check. However, because Agvance still calculates a *Down Payment per Unit* on the *Dollars* option, there may be some rounding differences here. See below for an explanation of the *Down Payment per Unit* field.

The bottom line shows the *Down Payment per Unit* for the line currently being calculated. It is calculated by Agvance regardless of the type of down payment being paid (percent, per unit, or flat dollar amount).

- For the *Percent of Total \$* option, the down payment per unit is calculated by multiplying the percent entered in the *Amount* box by the *\$/Unit* at the top of the screen.
  - Example: Customer orders 20,000 pounds of Dap at a price of \$900/ton, with the intention of paying 15% down.  
 Booking \$/unit = \$900  
 Down Payment per Unit = 15% \* \$900 = \$135
- For the *Per Billing Unit* option, the down payment per unit is equal to the number entered in the *Amount* box by

the user.

- Example: Customer orders 20,000 pounds of Dap at a price of \$900/ton and wants to make a pay \$105/ton down.  
Down payment \$/unit = \$105
- For the *Dollars* option, the down payment per unit is calculated by dividing the amount entered by the total quantity on the booking line item.
  - Example: Customer orders 20,000 pounds of Dap at a price of \$900/ton and wants to make a down payment of a flat \$5000.  
Total quantity: 20,000 (lbs)/2000 (lbs per ton) = 10 tons  
Down Payment \$ per unit = \$5000/10 tons = \$500

Once the *Down Payment per Unit* has been calculated, the *Total Down Payment* field of the Calculate Prepay window is figured by multiplying the *Down Payment per Unit* by the *Quantity* listed on the bottom line. The total down payment amounts for each example above are calculated below:

- Total down payment = \$135 \* (20,000 [lbs]/2000 [lbs per ton]) = \$1350
- Total down payment = \$105 \* (20,000 [lbs]/2000 [lbs per ton]) = \$1050
- Total down payment = \$500 \* (20,000 [lbs]/2000 [lbs per ton]) = \$5000

After choosing the type of down payment the customer is making and entering the correct number in the *Amount* box, click the *Calculate Down Payment* button and then click Done. The amount figured in the *Total Down Payment* box will now be displayed in the column.

Choose **Save** to optionally print the Booking and then go to the *Roll-Through Payment on Account* screen.

Payment must be received or the down payment status will be removed from the Booking and it will become a regular unpaid Booking.