

End of Prepay Season

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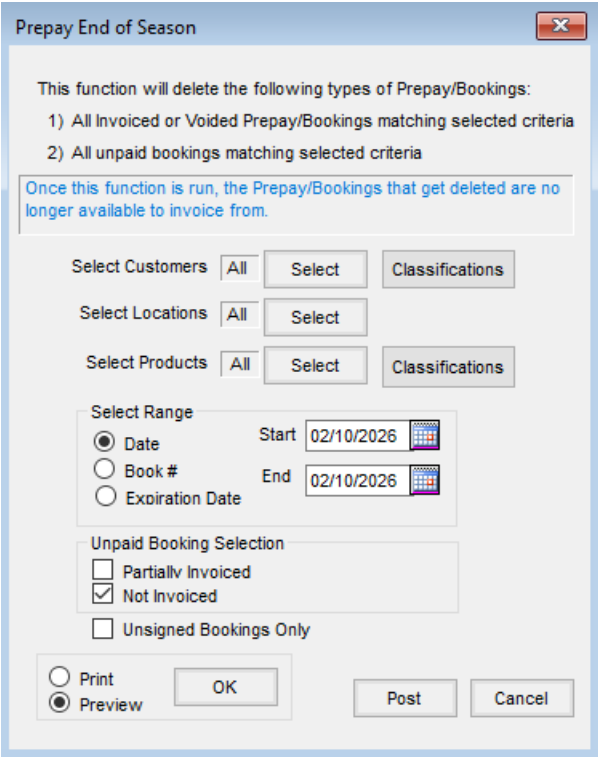
End of Prepay Season

As the end of the prepay season gets closer, it is important to review the customer checkup for out of balances in the Prepay Balance or Booking Detail (Prepay Balance) sections of the report. If there are any errors in these sections, please print the report and fax it to SSI support for further instructions.

Before entering Bookings and taking Prepay for a new season, this end of season function should be performed. This function marks paid Bookings that are completely invoiced (by all participants), and voided Bookings as deleted. It also marks any unpaid Bookings prior to the specified Booking or expiration date or within the selected Book # range as deleted. There are a few things that should be done before running this function.

At the Prepay End of Season when the invoicing is complete, there are two tasks that should be addressed in the following order.

1. Decide what to do with any leftover Prepay money.
2. End the Prepay Season. There are several considerations before performing this function.



Prepay Season Posting Notes

- **Bookings** – All invoiced and voided Bookings are marked as *Deleted*.
- **Unpaid Bookings** – Unpaid Bookings, based on selection (*Partially Invoiced* and/or *Not Invoiced*), are marked as *Deleted* that are dated prior to the specified Booking or *Expiration Date* or within the specified *Book #* range.

- **Unsigned Bookings** – This option will only delete Bookings not marked as signed by the customer.

Clearing Prepay/Booking Balances

There are three options to consider when settling prepay balances at the end of the prepay season.

- **Option 1:** Leave the prepaid Bookings on the Customers' accounts for use during the next Prepay season. The Bookings will remain open as long as there is Prepay money associated with them.

Note: These Bookings may have out-of-date pricing for the new season.

- **Option 2:** Refund the Customer Prepay by issuing a check. To do this, go to *Accounting / A/R / Transfer Customer Prepay* and select the appropriate Customer.

	Book #	Book Loc	Book Date	Dept ID	Prod ID	Prepay \$ Left	Refund Amount	Product Description
1	1200320	00MAIN	02/06/2026	Pet-00	Dog30	300.00	300.00	Old Rover Dog Food 30 Pound Bag
2	1200320	00MAIN	02/06/2026	Misc00	PPSalesTax	22.50	22.50	Prepaid Sales Tax

Choose **Setup** and select the *Miscellaneous* vendor and a Generic Prepay Product for each Location (this step only needs to be done once). Tag the Bookings to refund to the Customer. Optionally change the *Refund Amount* column if refunding only a portion of the Customer's Prepay or a portion of a Booking line item. Selecting **Done** will create an Invoice to close the Booking (or reduce the Prepay dollars on the Booking) and transfer the Prepay dollars to the Regular Account. The program then issues a Quick Check through the *Miscellaneous* vendor, inserting the Customer's information on the check. The Invoice can optionally be printed by checking the *Print Invoice* box.

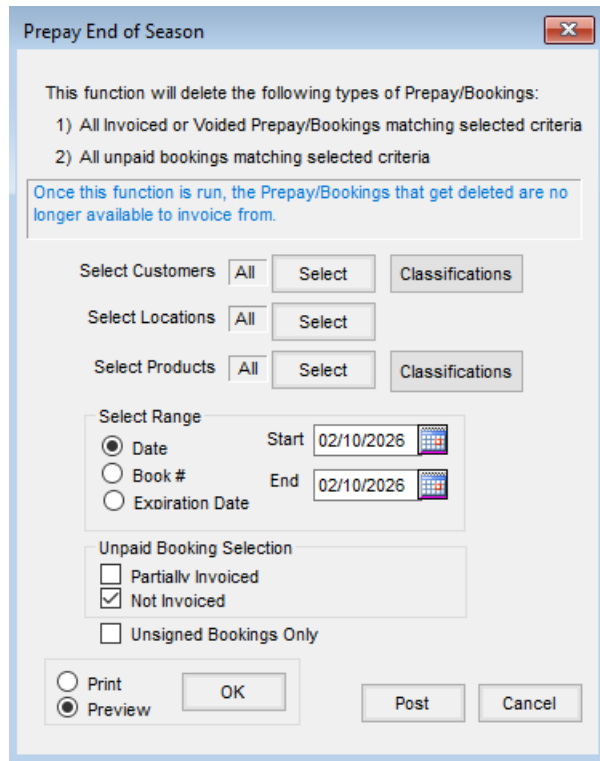
- **Option 3:** Transfer the Prepay dollars to the Customers' Regular Accounts as a credit. This credit will then be available to apply to Invoices on the Regular Account. To transfer Prepay to the Regular Account, go to *Accounting / A/R / Transfer Customer Prepay* and choose the appropriate Customer. Select the *Transfer to Regular Acct* option (above the *Issue Check* option). Tag the Bookings to transfer and change the *Refund Amount* if necessary. Selecting **Done** will create an Invoice that closes the Booking (or reduces the Booking's Prepay dollars) and puts a credit on the Customer's account. The Invoice can optionally be printed by checking the *Print Invoice* box.

After the Customer settlements are complete, run the Booking Status report with detail (*Accounting Reports /*

Accounts Receivable / Bookings / Booking Status). This report provides a list of open Bookings, their Prepay status, and the quantity and dollar balances remaining.

Prepay End of Season Utility

To complete the end of Prepay Season, go to *Accounting / End of Periods / Prepay Season*.



Prepay End of Season

This function will delete the following types of Prepay/Bookings:

- 1) All Invoiced or Voided Prepay/Bookings matching selected criteria
- 2) All unpaid bookings matching selected criteria

Once this function is run, the Prepay/Bookings that get deleted are no longer available to invoice from.

Select Customers: All Select Classifications

Select Locations: All Select

Select Products: All Select Classifications

Select Range:

- Date Start: 02/10/2026
- Book # End: 02/10/2026
- Expiration Date

Unpaid Booking Selection:

- Partially Invoiced
- Not Invoiced
- Unsigned Bookings Only

Print Preview OK Post Cancel

Select Customers and/or Locations on which to run the utility. There are three ranges to choose from when selecting the Bookings to mark as deleted:

- The *Date* range will delete Bookings based on the Booking date.
- The *Book Number* range will delete Bookings based on the Booking number assigned by Agvance.
- The *Expiration Date* range will delete Bookings based on the expiration date saved on the Booking. If no expiration date was saved, then this selection will not delete any Bookings.

The *Unpaid Booking Selection* frame is especially important if the unpaid Bookings in the database were not completely invoiced. To delete all unpaid Bookings, choose both checkboxes (*Partially Invoiced* and *Not Invoiced*). To keep all unpaid Bookings that have not been fully invoiced, do not check either checkbox.

To view a report of the Bookings that will be deleted with the current selections, choose *Print* or *Preview* at the bottom of the screen and select **OK**. Selecting **Post** will mark Bookings as deleted based on the selections made.

Process

1. Run the *Accounting Customer Checkup* and correct any Prepay Bookings that are out of balance with the

- Prepay dollars left on the Customer account. Call the Customer Support Team for assistance if necessary.
2. Run and archive a Booking Status report at *Reports / Accounts Receivable / Bookings* by *Book #* or *Date* range, for *Both* options (*Prepaid* and *Non-prepaid Bookings*), and to include *All (Filled and Open)*. This is a complete report of all Bookings that existed before ending the season.
 3. Review the paid Bookings. Ending the Prepay Season will not mark any paid Bookings with remaining balances as deleted. If Product-specific paid Bookings exist, specific prices would be associated with those Products. If the specific prices should not carry forward to the next Prepay Season, the prepaid Bookings could be edited to show the remaining balance as generic Prepay, or the amount could be transferred from Prepay to a credit on the Customer's Regular Account.
 4. Go to *End of Periods / Prepay Season*. Select the range of fully invoiced and voided Bookings to be deleted.
 5. Select if *Partially Invoiced* and/or *Not Invoiced* unpaid Bookings should be deleted.
 6. Select **OK** to preview or print the report. Verify that the Bookings listed on the report are the Bookings expected. If so, choose **Post**.
 7. Rerun the Booking Status report for all Bookings. Only prepaid Bookings and unpaid Bookings outside the selected range entered at the End of Prepay Season function should remain.

Checklist

Before entering prepay Bookings for the new season, the prepay season should be ended to clear out old Booking information. Any remaining customer prepay balances will remain on their accounts.

___ Run the Accounting Customer Checkup (using the red cross button in the Accounting Reports module). Any out of balances related to prepay or Bookings must be corrected. Call SSI if assistance is needed.

___ Settle any outstanding prepay balances for Bookings that should not be carried forward into the new prepay season. This can be especially important if product specific Bookings with special season prices were used since prices can change significantly from season to season.

___ Make an image of the data from the *Hub / Utilities / Make Database Image*.

___ Run a Booking Status report, found at *Accounting Reports / Accounts Receivable / Bookings*, by *Book #* range, in the *Options* area select *Both* to include paid and unpaid Bookings, and, in the *Include* area, select *All*. This is a complete report of all Bookings that existed before ending the prepay season.

___ Go to *Accounting / End of Periods / Prepay Season*. Enter the appropriate criteria for customers, locations, and *Booking Date*, *Book #*, or *Expiration Date* ranges to determine the Bookings to be deleted. Also, select one or both of the *Partially Invoiced* or *Not Invoiced* options to determine the unpaid Bookings to be deleted in the range selected above. Choose *Unsigned Bookings Only* to only delete Bookings not marked as signed by the customer. Print the End of Prepay Season report, which shows the Bookings to be deleted based on the criteria entered.

___ Review the End of Prepay Season report for accuracy. If the report appears correct, select **Post** to complete the End of Prepay Season.

Rerun the Booking Status report for all Bookings. Only prepaid Bookings and unpaid Bookings with a *Booking Date*, *Book #*, or *Expiration Date* outside the range selected at the End of Prepay Season function should remain.