

Invoicing Bookings

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Using Bookings and Prepay is a great way to track Product needs as well as lock in special pricing for Customers. Bookings allow Product-specific prices and prepaid dollars to default into the Invoice.

Booking Types

There are three basic Booking types available for use when invoicing.

- **Product-Specific (Unpaid or Prepaid)**
 - **Unpaid** – Products can be booked at predetermined prices, but money is not taken at this time.
 - **Prepaid** – Products can be booked at predetermined prices, and money is taken from the Customer at this time. Not only can quantities and prices be tracked, but the Customer's Prepay balance is also affected.
- **Down Payment** – Down Payment Bookings are used when the Customer is required to make a partial payment to lock in a specific price. There is no expectation that the remainder of the Booking will be paid. No additional Payments can be taken once the Booking is saved.
- **Generic Prepaid** – This type allows the Customer to pay a lump sum of Prepay not associated with certain Products. The money does not have to be assigned to a specific Product but can be automatically used on the Invoice at a designated Price Level.

It is also possible to use a mix of unpaid and prepaid Bookings on the same line item. This can be helpful with Products Customers book ahead of time but then have to be substituted later (e.g., seed). An unpaid, Product-specific Booking helps track quantity, and prepaid dollars from a Generic Prepaid Booking are used to cover the Invoice line-item. More information on this process can be found [here](#).

Invoice Screen

To invoice a Booking, go to *A/R / Invoice* or select the **Add an Invoice** shortcut icon. Choose the Customer and Products. Products not on the Booking can also be included.

Add Invoice #1201098 Customer (239873) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split	ID	239873	?	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer	Larry Baker			0.00	1892.50	0.00	25000	
Field ID		?						
Tickets								
<Comments>								

Invoice Date 08/19/2025
Due Date 09/15/2025
Price By Products
Price Default Individual
Terms N15

	<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Prod ID	Ts
1	Dap (18-46-00)	5100.000	Lbs	View	Paid	397.00	Tons	1012.35	1	100.0000	1012.35		DFrt00	Dap	
2	Potash (0-0-60)	2400.000	Lbs	Book	Paid	360.00	Tons	432.00	1	100.0000	432.00		DFrt00	Potash	

Prod ID Bar Code

Extra Charges Discount Programs
Manuf Billing

Apply Rollups

Print Method
1. No Roll up

Preview Cancel <Back Next> Save

Subtotal 1444.35
Prepay \$ Used 829.00
Sales Tax 0.00
Amount Due 615.35

COD

The *Level* column indicates pricing information.

- **Book** – A *Booking* has been pre-selected.
- **View** – The Customer has *Bookings* for this Product, but there may be multiple *Bookings* for the same Product, the *Booking* is not enough to cover the line item, or the *Booking* may have expired. Expired *Bookings* can still be used on an Invoice. Selecting *View* opens the *Booking Details* screen to make additional decisions.

Note: Invoices cannot be saved if *View* is displayed under the *Level* column for any of the Products.

- **Quote** – A priced ticket has been imported.

The *Status* column indicates the paid status of the line item.

- **Blank** – There are no *Bookings* associated with that line.
- **Paid** – Prepay is being used.
- **Book** – An unpaid *Booking* is being used.
- **Dwn** – A Down Payment *Booking* is being used.
- **Book/Paid** – Prepay is being used, and a Book-only *Booking* is also being relieved for the quantity.

Note: This is helpful when needing to track the quantity used from a *Booking*, but it is also necessary to use Prepay to cover the line item. *Book/Paid* may default if the criteria within the *Booking* hierarchy has been met.

Booking Details Screen

Select under a Product's *Level* column to open the *Booking Details* screen. This window provides Booking information related to the selected Invoice line item as well as Bookings available to the Customer. If the Product on the Invoice has *View* under the *Level* column, it must be selected and a Booking or Bookings chosen to save the Invoice. However, this screen can be accessed regardless of what is displayed under the *Level* column.

Booking Detail for Line Item - Dap (18-46-00)

Product Name: Dap (18-46-00) Customer %: 100.0000 Share Quantity: 5100 Level: View List Price: 397.0000 Share \$: 1012.35

Available Bookings ☐ Retain Invoice Price

---Current Booking Status---

Date	Booking #	Field ID	Product	Quantity	Price	Total \$	P	Location	LI	Start Date	Exp. Date	Comments	Cust ID	Price Level	DP/Unit	Terms	subostid
06/06/2025	1200308	/	Urea 50-0-0	15.000	575.00	8625.00	N	OMAIN	1	06/06/2025			239873	List	0		
08/19/2025	1200315	/	Dap (18-46-00)	5000.000	397.00	992.50	Y	OMAIN	1	08/19/2025			239873	List	0		
08/19/2025	1200315	/	Potash (0-0-60)	2800.000	360.00	468.00	Y	OMAIN	2	08/19/2025			239873	L1	0		

Prepay Status: ☐ Show not Active Bookings

Prepay Status: All Book #

Show Products Unbook Line Unbook Invoice Book Invoice Prepay Book Only Done Cancel

Information such as the Booking's *Start* and *Expiration Dates*, *Comments*, and *Price Level* is available here. The *DP/Unit* (Down Payment per unit) rate is shown here for Down Payment Bookings. The number of the Booking line item is indicated under the *Li* column.

If the Customer needs to be charged a different price compared to what was booked, the *Unit \$* can be changed on the Invoice. Checking the *Retain Invoice Price* option should then be checked to use the Invoice price rather than the Booking price. If this is not checked, the Booking price will default.

Initially, only Bookings pertaining to the line item are displayed. Choosing **Show Products** displays all available Bookings.

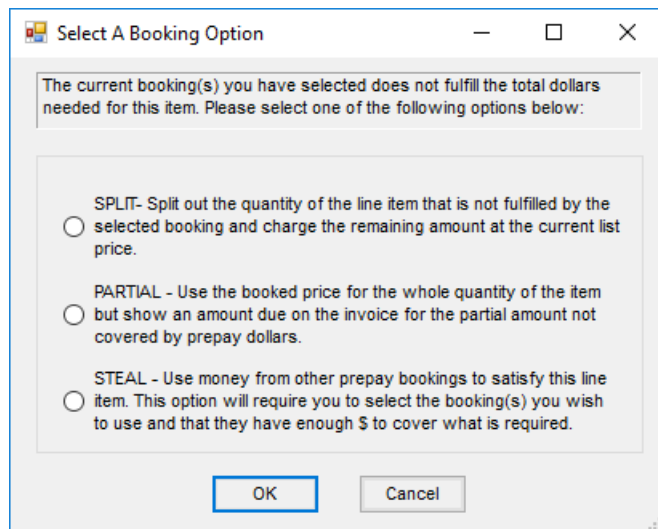
Selecting **Unbook Line** only untags Bookings pertaining to the Invoice line items. **Unbook Invoice** will untag all Bookings for all Invoice line items. If one Booking line should be used to cover the whole Invoice, highlight that line and choose **Book Invoice** (the Booking line item must cover the entire Invoice). **Prepay Book Only** is for situations when a Book-only Booking is to be used along with the prepaid dollars on the same Invoice line item.

Bookings can be sorted by selecting a column heading or filtered by *Prepay Status*. Alternatively, enter a *Booking #* and choose **Show Products** to view only Products from that specific Booking.

The *P* column shows the paid status for the Booking.

- **Y** – Paid
- **N** – Not paid
- **D** – Down Payment

Single or multiple Bookings can be selected to cover a line item on the Invoice. Once the appropriate Booking(s) has been selected, choose **Done**. If the Booking does not cover the line item completely, the *Select A Booking Option* window displays to indicate how the portion not covered should be handled.



- **Split** – The Invoice line item is split into two. One line will use the remainder of the Booking, and the other will use the current List Price or the Customer's Price Level (if one is set) for the remaining Invoice quantity.
- **Partial** – The booked price will be used for the whole quantity of the line item with an amount due on the Invoice for what is not covered by the Booking. The dollar amount for the entire line item's quantity will use the booked price.
- **Steal** – The *Booking Details* screen is displayed with all available Bookings to choose which Bookings to use to cover the line item.