

Generic Prepay Bookings - Agvance SKY Order

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Generic Prepay Bookings are found on the *Bookings* tab in Agvance SKY Order under *Accounting* in an [interactive grid](#).

Note: Bookings must be enabled in [Agvance SKY Admin](#) before they can be viewed in Agvance SKY Order.

Additional filtering options (*Salesperson*, *Booking Date Range*, *Ticket Number Range*) are available under the **Filters** button.

For those with access to Agvance SKY Customer, selecting a **Customer** opens the corresponding *Overview* page.

Selecting a **Ticket Number** opens the Booking as view-only.

Add a Generic Prepay Booking

Choose + **Add** in the lower right, then select **Add Generic Prepay Booking**.

Location/Customer

Location

Select the *Location* for the Booking.

Location

Location *

SSI Farm Services - IL

Customer

Choose + **Add Customer** to open the *Customer Search*.

1. Use the *Search* field to find the specific Customer or scroll through the list. Only one Customer can be added to a Generic Prepay Booking. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Customers.

Customer Search

Search...

Show Selected 1

0 0 Export

	Favorites	Customer	Customer	Address	Address	Care Of	City	County	State	Zip	Salesperson	Phone	Grower
☒	★	AndBa	Barry Anders...	2220 N 1000 ...	--	--	Assumption	--	IL	62510	Farbre	(217) 226-2332	No
☐	★	239873	Larry Baker	2500 N 1140 ...	--	--	Shelbyville	--	IL	62565	Crojam	217-774-2102	No
☐	★	CarAd	Adam Carmex	201 E Oak Ave	--	--	Montrose	--	IL	62445	BeanSt	217-852-9635	No
☐	☆	123Pro	123 Processi...	1815 N Main	--	--	Sullivan	--	IL	61951	--	--	No
☐	☆	1Quote	1Quote	--	--	--	--	--	--	--	BeanSt	--	No
☐	☆	Staley	A.E. Staley	2250 William...	--	--	Decatur	--	IL	62523	BeanSt	--	No
☐	☆	236415	Daren Aarv...	7 Spruce St	--	--	Kalispell	--	MT	59901	SimRic	406-993-6302	No
☐	☆	238736	Dominga Aav...	80 Emerson St	--	--	Elmhurst	--	IL	60126	--	630-910-9115	No

Items per page: 50

1 of 10

A maximum of 1 customer(s) may be selected

Select & Close

- The **Show Selected** button next to the *Search* bar is enabled after choosing the Customer. The number indicates how many Customers are currently checked. Selecting the button filters the grid to show only the selected Customers.
- Once the Customer is selected, choose **Select & Close**.
- The **Delete** icon removes the Customer if a different Customer needs selected.

Note: For those with access to Agvance SKY Customer, selecting a Customer opens the corresponding Overview page.

Customer Name	Customer ID	
Barry Anderson	AndBa	

Order Details

- The *Order Number* will default once the Location has been selected.

Order Details

Ticket Number: 1200190

Ticket Date: 8/17/2026

Start Date

Expiration Date

Salesperson: Brett Farve

Payment Term

Control Number

Booking Contract

Seller Signature

Billing Comments

These comments will be visible to the customer.

0/80 characters

- The *Ticket Date* defaults with today's date but can be modified if needed.
- Optionally enter a *Start* and *Expiration Date* for this Booking.
- The *Salesperson* defaults based on the setting selected in [Agvance SKY Admin](#).

5. A *Payment Term* can optionally be applied to the Booking by selecting the appropriate Term from the drop-down.

Note: Payment Terms must first be set up at *Hub / Setup / Payment Terms*.

6. A *Booking Contract* can also optionally be selected from the drop-down.

Note: Booking Contracts must first be set up in Agvance Windows by selecting **Design Booking Contracts** at *Accounting / Setup / Preferences* on the A/R tab.

7. If the *Seller Signature Only From Logged In User* option is checked at *Accounting / Setup / Preferences* on the A/R tab, the Seller Signature will populate automatically with the name of the User currently logged into Agvance SKY. If this preference is not enabled, a Seller Signature can be selected.

8. If applicable, *Billing Comments* can be entered and will be visible to the Customer.

Generic Prepay Details

Generic Prepay Details 

Generic Prepay Type *
Generic

Price Level *
List Price

Prepay Amount (\$) *
1,000.00

☐ Take Payment Upon Creation of this Booking

Product	Prod ID	Department	Dept ID	Quantity	Price
General Prepay	GenPP	Miscellaneous -00	Misc00	1000.00	\$1.000

1. Choose the *Generic Prepay Type* from the drop-down.

Note: **Generic Prepay Types** are set up in Agvance Windows at *Accounting / Setup / A/R / Generic Prepay Types*.

2. After indicating the *Generic Prepay Type*, the applicable Product will display. This Product is based on the Generic Prepay Type setup.

3. Indicate the *Price Level*.

4. Enter the *Prepay Amount*.

5. Checking *Take Payment upon Creation of this Booking* navigates to Agvance SKY Customer to complete the Payment there.

Notes

Notes

Additional Comments

1. *Additional Comments* can be entered in the *Notes* section.

Note: A maximum of 240 characters are allowed in this field.

2. After *Notes* are entered, select **Create Order**.