

Generic Prepaid Bookings

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There are 2 ways to create generic Bookings in Advance:

1. Create a generic prepay product in a miscellaneous inventory department. Use this product on a Booking, entering the dollars to be received in the *Quantity* column and \$1.00 as the *Unit Price*. Mark the *P* checkbox and take the customer's payment at the *Roll-Through Payment on Account* screen.
2. Create one or more generic prepay types to use on bookings. Doing this will allow those Bookings to be used automatically at invoicing in certain situations.

Generic Prepaid Booking Process

Link a customer's file with eligible categories of prepaid products and update the customer's prepay balance.

1. Prior to adding a generic Booking, set up Generic Prepay Booking types by choosing **Add** at *Accounting / Setup / A/R / Generic Prepay Type*.
2. On the *Add Generic Prepay Type* window, enter the *Description* and choose the product to be used as the line item on any Booking for this Generic Prepay Type by double-clicking in the *Product ID* area. Select if the type of prepay applies to *All products* or *Products with these classifications*. If choosing the latter, select the *Classifications*.
3. Choose **Save**.
4. Navigate to *Accounting / A/R / Product Bookings* and select **Add**.
5. Choose a customer by double-clicking the *Customer Name* column heading or choose a Field by double-clicking in the *By Field* area.
6. On the *Add Booking* window, select the *Generic Prepay* option and, from the dropdown, select the *Generic Prepay Type*, *Price Level*, and enter the *Prepay Amount*.
7. Choose **Save**, select the printing options, and choose **OK**.
8. The *Receive Payment(s) on Account* window displays. Enter the *Date*, *Disc*, *Ref #*, *Pay Method(s)*, and *Pay Amount(s)*. Choose **Save** to mark the Booking as *Paid* and accept the payment. The total of the *Pay Amount(s)* must equal the *Payment Total*.

Note: Generic Prepay Bookings cannot be edited after they are saved. Generic Bookings must be prepaid. If the transaction is cancelled at the *Receive Payment(s) on Account* window, the Booking is voided.