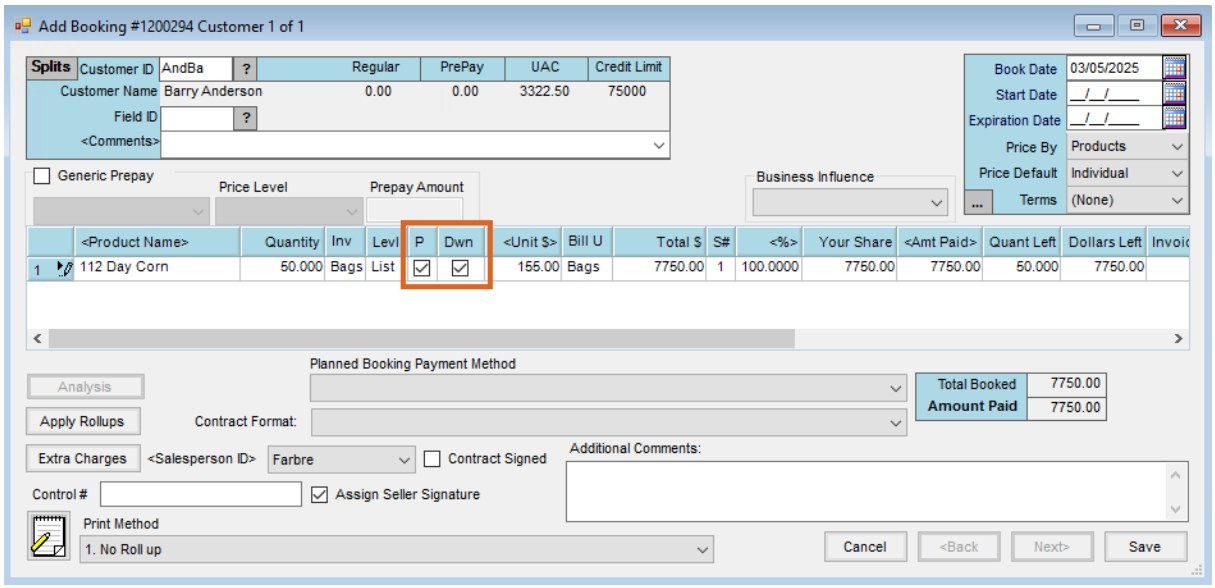
Paid Bookings for Products Tied to Commodities

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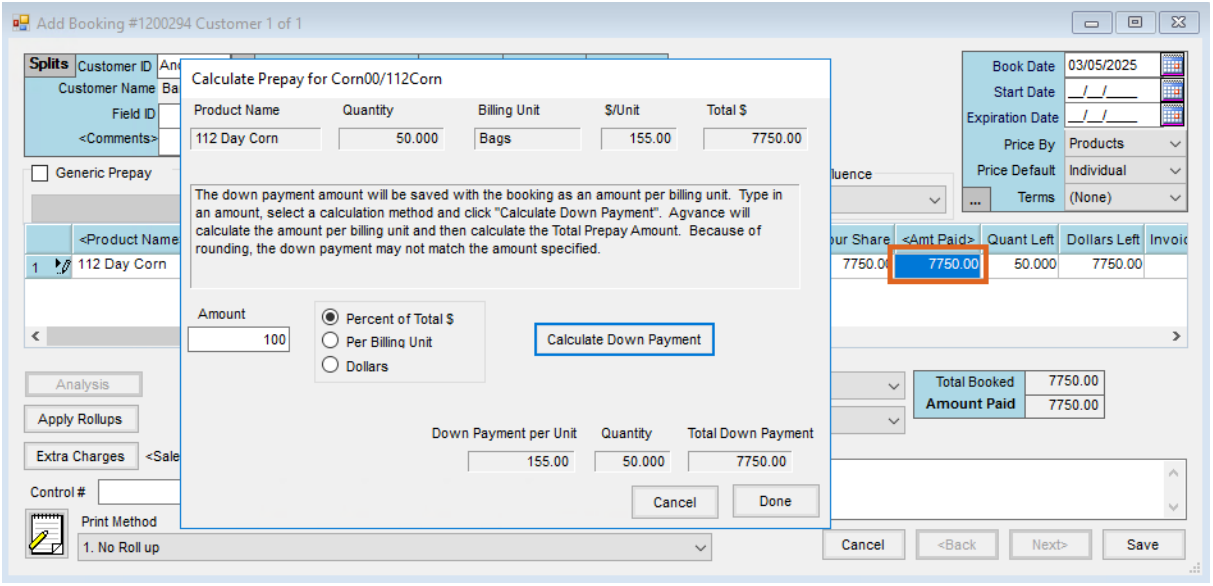
Often, a Customer wants to pay for a Commodity that is purchased before it is actually delivered. One way to handle this is by entering a prepaid Booking that creates a Sales Contract in Grain. Following are the steps to do this as well as what to do if the Customer does not take delivery of the entire booked amount and a refund needs to be issued.

Setup

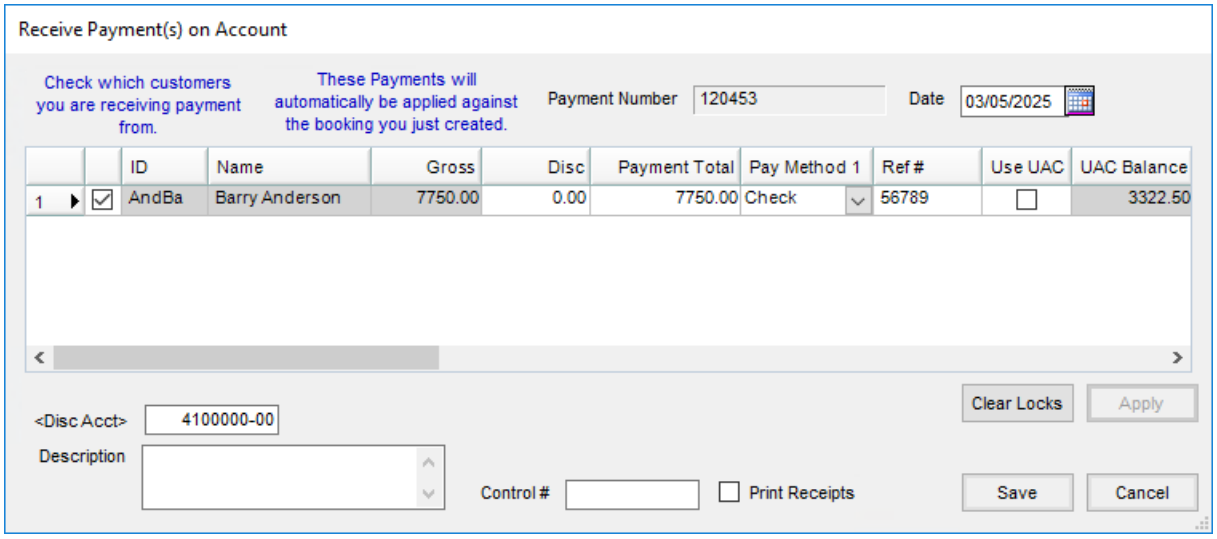
1. Create or edit a Booking for a Commodity in Grain. Check the *P* and the *Dwn* boxes. This will mark the Booking as a Down Payment Prepaid Booking.



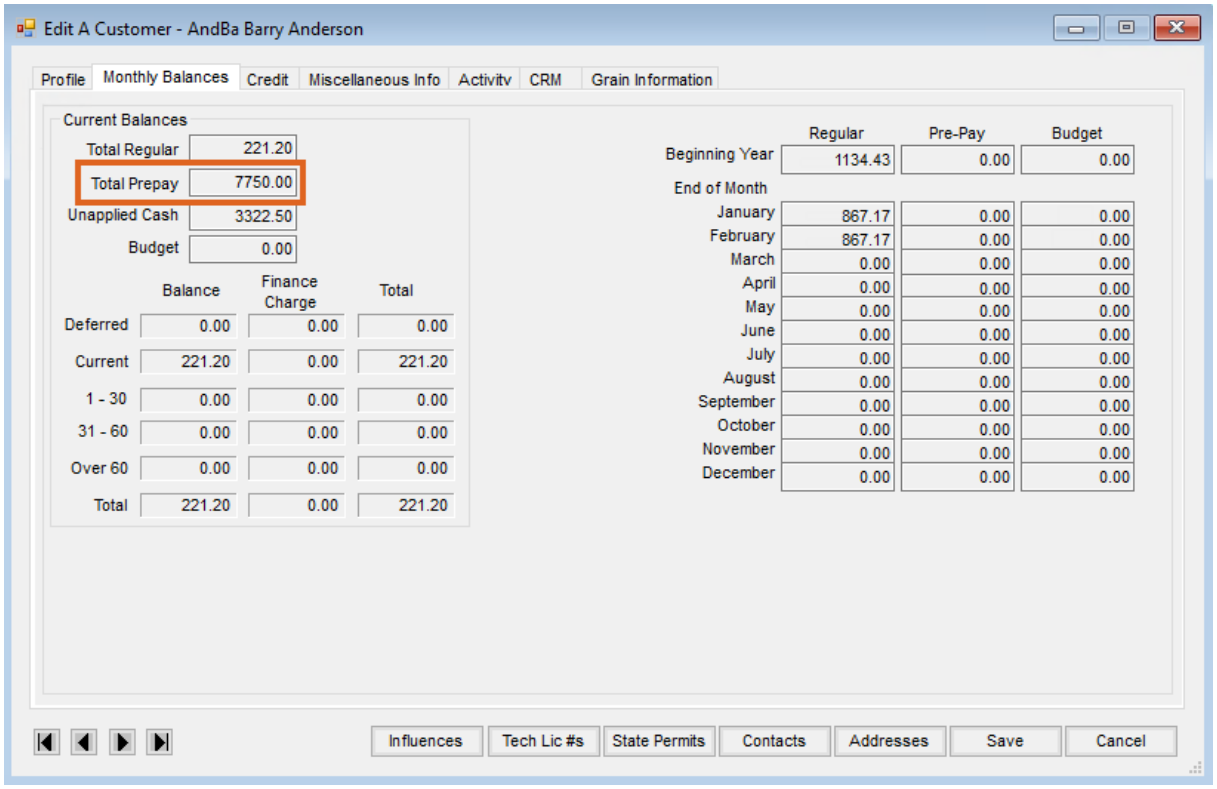
2. Double-click in the *Amt Paid* field. The *Calculate Prepay* window will open. Since the Booking is tied to Grain, a requirement of the Booking is that 100% of the *Total $* must be down paid. The dollars can be calculated by one of three methods. In this example, *Percent of Total $* was used and *100* was entered in the *Amount* field. The *Total Down Payment* now calculates to the total amount of the Booking. Select **Done**.



3. Once the Booking is saved, the *Payment on Accounts* screen will populate, allowing the payment information to be entered.

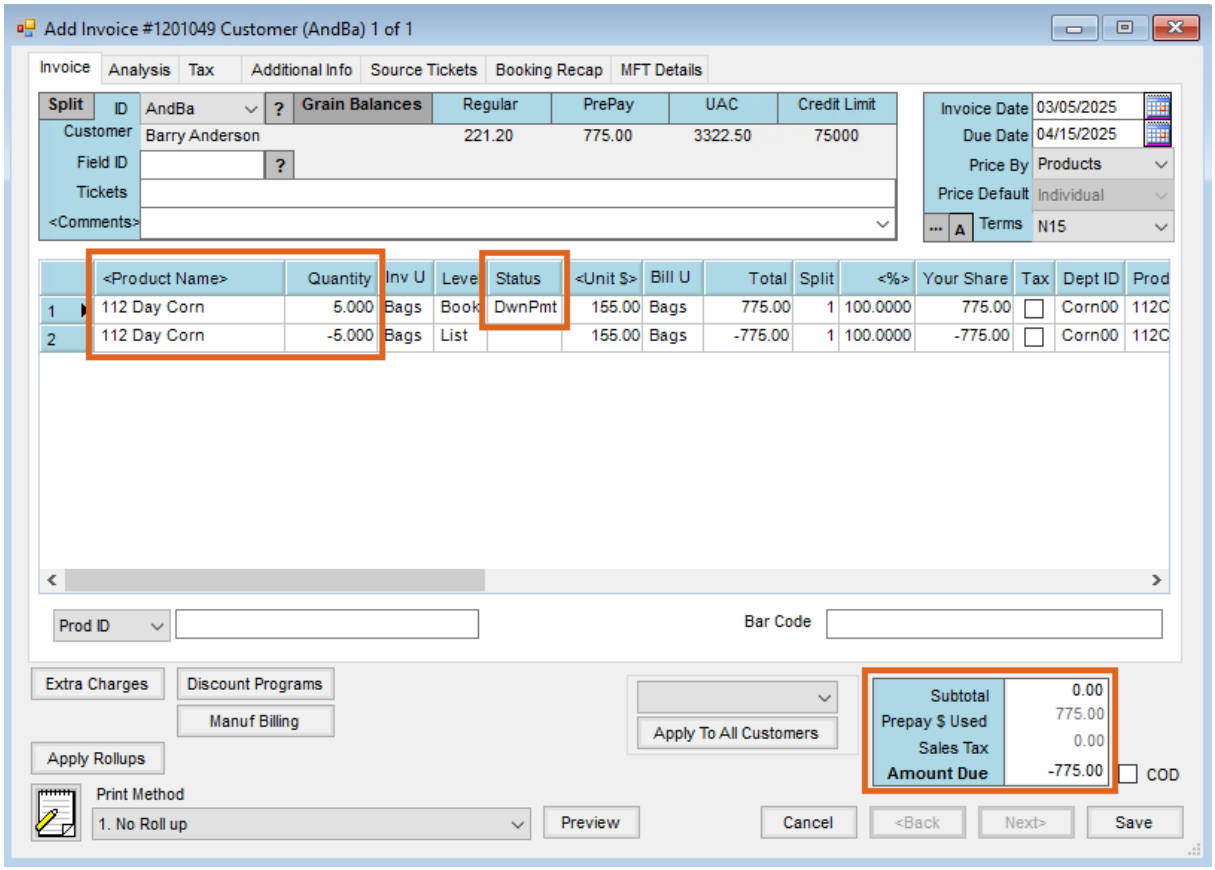


4. The Customer's account now shows that they have Prepay dollars.



In the event the whole Booking is not utilized, the prepaid dollars can be refunded using the following steps.

1. Create an Invoice for the Customer. Select the Product on the Booking twice. The units remaining will be entered in the *Quantity* column as both a positive and a negative so the quantity will be zeroed out. The negative quantity line will have the same *Unit $*, so both lines zero each other out.



2. Select **Save** to close the Booking and the corresponding Sales Contract in Grain.
3. The prepay will be consumed, and a credit Invoice will be generated for the Customer.