

# 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.

The screenshot shows the 'Add Booking #1200294 Customer 1 of 1' window. At the top, there are fields for Customer ID (AndBa), Customer Name (Barry Anderson), and Credit Limit (75000). Below this is a table with columns: <Product Name>, Quantity, Inv, Lev, P, Dwn, <Unit \$>, Bill U, Total \$, S#, <%>, Your Share, <Amt Paid>, Quant Left, and Dollars Left. The first row shows '112 Day Corn' with a quantity of 50,000 bags, a unit price of 155.00, and a total of 7750.00. The 'P' and 'Dwn' checkboxes in this row are highlighted with a red box. To the right of the table, there are fields for 'Book Date' (03/05/2025), 'Start Date', 'Expiration Date', 'Price By' (Products), 'Price Default' (Individual), and 'Terms' (None). Below the table, there are buttons for 'Analysis', 'Apply Rollups', and 'Extra Charges'. There is also a 'Planned Booking Payment Method' dropdown and a 'Contract Format' dropdown. At the bottom right, there is a summary table showing 'Total Booked' and 'Amount Paid' both at 7750.00. The 'Print Method' is set to '1. No Roll up'. Buttons for 'Cancel', '<Back', 'Next>', and 'Save' are at the bottom right.

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**.

Add Booking #1200294 Customer 1 of 1

**Calculate Prepay for Corn00/112Corn**

Product Name	Quantity	Billing Unit	\$/Unit	Total \$
112 Day Corn	50.000	Bags	155.00	7750.00

The down payment amount will be saved with the booking as an amount per billing unit. Type in an amount, select a calculation method and click "Calculate Down Payment". Advance will calculate the amount per billing unit and then calculate the Total Prepay Amount. Because of rounding, the down payment may not match the amount specified.

Amount:      Percent of Total \$     Per Billing Unit     Dollars   

Down Payment per Unit	Quantity	Total Down Payment
155.00	50.000	7750.00

Book Date: 03/05/2025  
 Start Date: / /  
 Expiration Date: / /  
 Price By: Products  
 Price Default: Individual  
 Terms: (None)

Our Share	<Amt Paid>	Quant Left	Dollars Left	Invoice
7750.00	7750.00	50.000	7750.00	

Total Booked: 7750.00  
 Amount Paid: 7750.00

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

**Receive Payment(s) on Account**

Check which customers you are receiving payment from.    These Payments will automatically be applied against the booking you just created.

Payment Number: 120453    Date: 03/05/2025

ID	Name	Gross	Disc	Payment Total	Pay Method 1	Ref #	Use UAC	UAC Balance
1	AndBa Barry Anderson	7750.00	0.00	7750.00	Check	56789	<input type="checkbox"/>	3322.50

<Disc Acct>: 410000-00    Description:

Control #:      Print Receipts

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

Edit A Customer - AndBa Barry Anderson

Profile Monthly Balances Credit Miscellaneous Info Activity CRM Grain Information

Current Balances

Total Regular	221.20
Total Prepay	7750.00
Unapplied Cash	3322.50
Budget	0.00

	Balance	Finance Charge	Total
Deferred	0.00	0.00	0.00
Current	221.20	0.00	221.20
1 - 30	0.00	0.00	0.00
31 - 60	0.00	0.00	0.00
Over 60	0.00	0.00	0.00
Total	221.20	0.00	221.20

	Regular	Pre-Pay	Budget
Beginning Year	1134.43	0.00	0.00
End of Month			
January	867.17	0.00	0.00
February	867.17	0.00	0.00
March	0.00	0.00	0.00
April	0.00	0.00	0.00
May	0.00	0.00	0.00
June	0.00	0.00	0.00
July	0.00	0.00	0.00
August	0.00	0.00	0.00
September	0.00	0.00	0.00
October	0.00	0.00	0.00
November	0.00	0.00	0.00
December	0.00	0.00	0.00

Navigation: < << >> >

Buttons: Influences Tech Lic #s State Permits Contacts Addresses Save Cancel

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.

Add Invoice #1201049 Customer (AndBa) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split	ID	AndBa	?	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer		Barry Anderson			221.20	775.00	3322.50	75000
Field ID			?					
Tickets								
<Comments>								

Invoice Date	03/05/2025
Due Date	04/15/2025
Price By	Products
Price Default	Individual
Terms	N15

	<Product Name>	Quantity	Inv U	Level	Status	<Unit S>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Prod
1	112 Day Corn	5.000	Bags	Book	DwnPmt	155.00	Bags	775.00	1	100.0000	775.00	<input type="checkbox"/>	Corn00	112C
2	112 Day Corn	-5.000	Bags	List		155.00	Bags	-775.00	1	100.0000	-775.00	<input type="checkbox"/>	Corn00	112C

Prod ID:  Bar Code:

Extra Charges Discount Programs

Manuf Billing

Apply Rollups

Print Method: 1. No Roll up

Subtotal	0.00
Prepay \$ Used	775.00
Sales Tax	0.00
Amount Due	-775.00

COD

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.