End of Prepay Season

Ending the Prepay Season Checklist

Before entering prepay Bookings for the new season, the prepay season should be ended to clear out old Booking information. Any remaining customer prepay balances will remain on their accounts.

___ Run the Accounting Customer Checkup (using the red cross button in the *Accounting Reports* module). Any out of balances related to prepay or Bookings must be corrected. Call SSI if assistance is needed.

___ Settle any outstanding prepay balances for Bookings that should not be carried forward into the new prepay season. This can be especially important if product specific Bookings with special season prices were used since prices can change significantly from season to season.

___ Make an image of the data from the *Hub / Utilities / Make Database Image* .

___ Run a Booking Status report, found at *Accounting Reports / Accounts Receivable / Bookings,* by *Book #* range, in the *Options* area select *Both* to include paid and unpaid Bookings, and, in the *Include* area, select *All*. This is a complete report of all Bookings that existed before ending the prepay season.

___ Go to *Accounting / End of Periods / Prepay Season.* Enter the appropriate criteria for customers, locations, and Booking *Date, Book #*, or *Expiration Date* ranges to determine the Bookings to be deleted. Also, select one or both of the *Partially Invoiced* or *Not Invoiced* options to determine the unpaid Bookings to be deleted in the range selected above. Choose *Unsigned Bookings Only* to only delete Bookings not marked as signed by the customer. Print the End of Prepay Season report, which shows the Bookings to be deleted based on the criteria entered.

___ Review the End of Prepay Season report for accuracy. If the report appears correct, select **Post** to complete the End of Prepay Season.

Rerun the Booking Status report for all Bookings. Only prepaid Bookings and unpaid Bookings with a Booking *Date, Book #*, or *Expiration Date* outside the range selected at the End of Prepay Season function should remain.