

# AgWorks, Inc.

111 West 76<sup>th</sup> Street – Davenport, IA 52806

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## Procedures for:

Creating a Prepay based off of a Booking

AgWorks pursues a policy of continuous, ongoing development that ensures the highest quality standards combined with advanced, state-of-the-art technology for AgWorks products. For this reason, the features described in this Manual could differ from those in your current work environment.

Please contact AgWorks Support for any clarification needed  
at (309) 623-4604, opt. 2 or [support@agworks.net](mailto:support@agworks.net).

## Revisions:

Version	Date	Author	Description
10.1.24 (124)	7/20/2012	Sara Toliver	Creation of document.

## Overview:

The following guide is to assist the user in the task of creating a Prepay based off of a Booking.

## Definitions:

- **Booking:** an agreement to deliver a certain product at a certain price within a certain period of time.
- **Prepay:** When a customer pays for product before a delivery and the supplier agrees to provide the product at an agreed upon price.

## Warning/Notice:

- The following assumes that the user has already created a Booking.
- If the original Booking is for a farm split, you should not create the Prepay from the Booking, because the Booking should have been created for 100% of the farm split.

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## **Procedures:**

1. Within Delivery Doc, navigate to: Billing > Prepay Manager > New Prepay from Booking
2. Select the Booking you would like to base the Prepay off of.
3. Select the appropriate Prepay type.
  - A. Specific Product or Service – this Prepay can only be used against the product(s) and/or service(s) specified in the package size specified.
    - i. Example: DKC5341 AR/Poncho 1250/bag [1 bag]
  - B. Product Family – this Prepay can only be used for the product(s) and/or service(s) specified, but with no bearing on specific package size.
    - i. Example: DKC5341 AR/Poncho 1250/bag
  - C. Product Subcategory – this Prepay can only be used for product(s) and/or service(s) that are within the specified subcategory.
    - i. Example: Corn Seed
  - D. Product Category – this Prepay can only be used for products(s) and/or service(s) that are within the specified category.
    - i. Example: Seed
  - E. Generic Prepay – this Prepay can be used for any product(s) and/or service(s).
4. Add the payment
  - A. Depending on the payment type, you will be prompted with additional dialog boxes.
5. Click OK to save and complete this task.

**Examples:**

When completed, your Booking may look something like this:

**J L Farms** Location: MILES

Farm: J & L Farm 1 Changes Log:  
Created from Booking #1947 by Sara

Created by Sara on 6/17/2010 1:26:00 PM  
Modified by Sara on 6/17/2010 1:26:00 PM

Notes:

Product	Price Level	Quantity	Units	Price, \$	Price Per	Subtotal, \$	Used Amount, \$
DKC53-41 [1 bag]	Manual	150	bag	342.902	bag	\$51435.30	0
DKC61-19 [1 bag]	Manual	200	bag	270.5405	bag	\$54108.10	0

Add

Payments

Payment Type	Amount
Check (# 2214)	\$105543.40

Add

Total, \$: 105543.4

Total Applied, \$: 0

Balance, \$: 105543.4

Active  
 Exported

OK



## Timberland Heights

1 Main St, Miles, IA 52064, Phone: (309) 623-4604 Fax: (563) 285-7841  
E-mail: sales@agsupplycompany.com Web: www.agsupplycompany.com

*"Providing Professional Agronomy Services"*

Location: MILES

### Prepayment Ticket # 32 (Active)

Specific Product or Service

**J & L Farms**

12345 1st Street  
Davenport, IA 52804

Created: 06/17/2010 by Sara  
Modified: 06/17/2010 by Sara

Farm: J & L Farm 1

Accounting code: 10095

Phone: (563) 555-1234

Product Name	Quantity	Price Level	Price	Used Amount	Subtotal
DKC53-41 [1 bag]	150.0000 bag	Manual	342.9020 /bag	\$0.00	\$51435.30
DKC61-19 [1 bag]	200.0000 bag	Manual	270.5405 /bag	\$0.00	\$54108.10

**Payments:**

Amount	Payment Name
\$105,543.40	Check (# 2214)

**Total:** \$ 105,543.40

**Balance:** \$ 105,543.40

**Changes Log:**  
Created from Booking #1947 by Sara