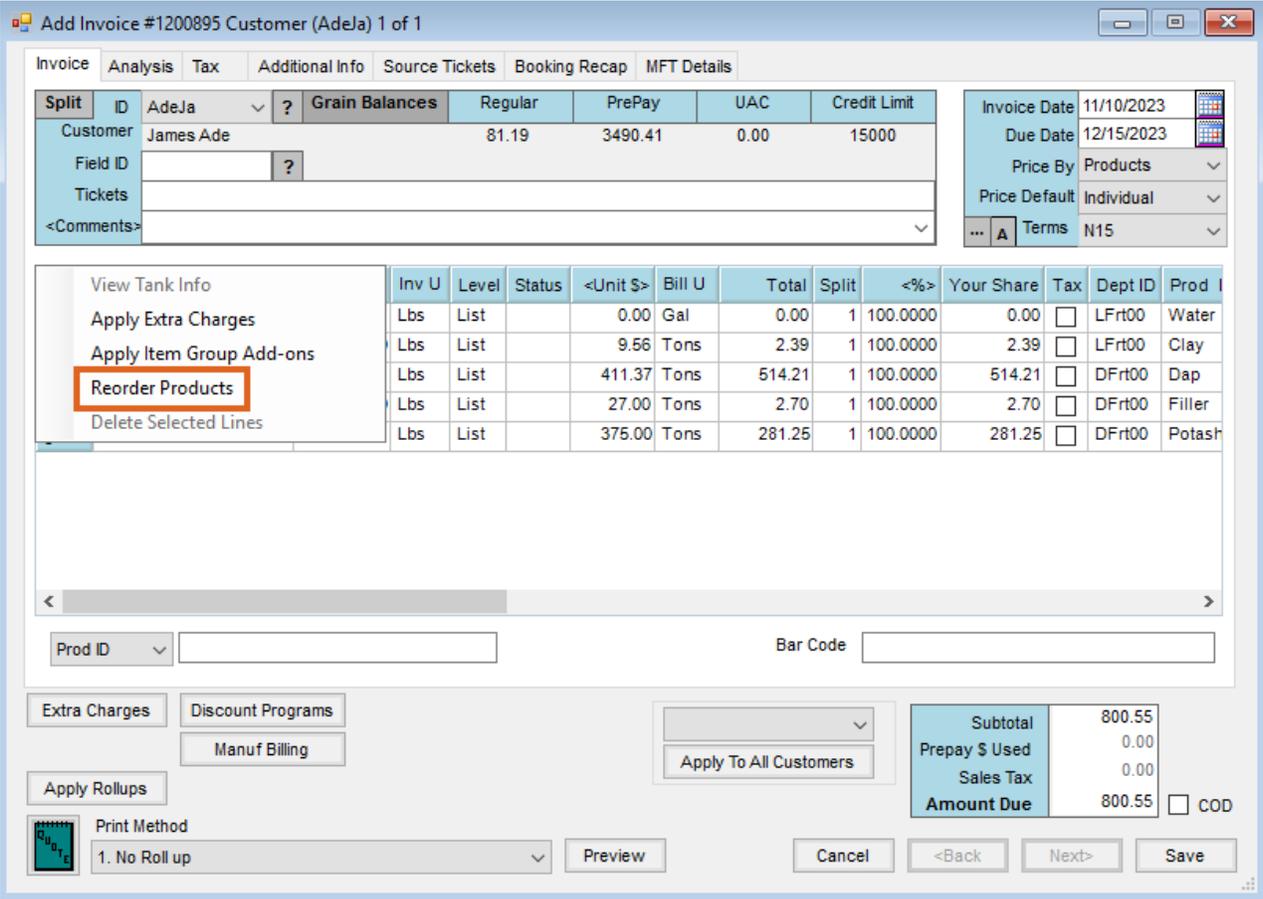


Reordering Products on an Invoice

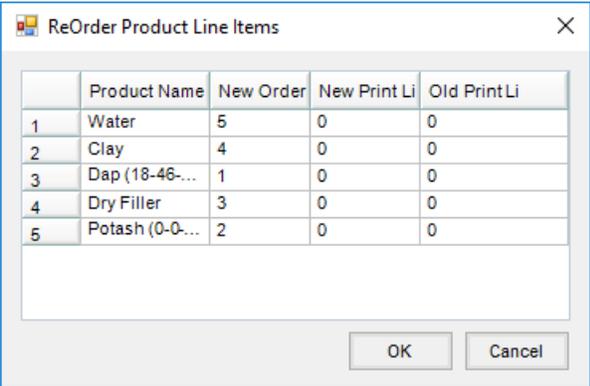
Last Modified on 02/26/2026 10:49 am CST

When creating an Invoice, the Products may be reordered for printing or rollups.

On the *Add Invoice* window, right-click a Product in the *Product Name* column and choose *Reorder Products*.



The *ReOrder Product Line Items* window displays. In the *New Order* column, set the desired order of the Products. Use the *New Print Li* to set the print order of line items if applicable. Select **OK** to apply the changes.



Note: When invoicing by analysis (either blended or guaranteed), the analysis lines items are listed first on the

Invoice document, regardless of the order selected.

The Products are reordered on the *Add Invoice* window based on the order entered and print or roll up in the specified order.

Add Invoice #1200895 Customer (AdeJa) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split	ID	AdeJa	?	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer	James Ade			81.19	3490.41	0.00	15000	
Field ID	?							
Tickets								
<Comments>								

Invoice Date	11/10/2023
Due Date	12/15/2023
Price By	Products
Price Default	Individual
Terms	N15

	<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Prod I
1	Dap (18-46-00)	2500.000	Lbs	List		411.37	Tons	514.21	1	100.0000	514.21	<input type="checkbox"/>	DFrt00	Dap
2	Potash (0-0-60)	1500.000	Lbs	List		375.00	Tons	281.25	1	100.0000	281.25	<input type="checkbox"/>	DFrt00	Potash
3	Dry Filler	200.000	Lbs	List		27.00	Tons	2.70	1	100.0000	2.70	<input type="checkbox"/>	DFrt00	Filler
4	Clay	500.000	Lbs	List		9.56	Tons	2.39	1	100.0000	2.39	<input type="checkbox"/>	LFrt00	Clay
5	Water	1500.000	Lbs	List		0.00	Gal	0.00	1	100.0000	0.00	<input type="checkbox"/>	LFrt00	Water

Prod ID Bar Code

Extra Charges Discount Programs

Manuf Billing

Apply To All Customers

Apply Rollups

Subtotal	800.55
Prepay \$ Used	0.00
Sales Tax	0.00
Amount Due	800.55

COD

Print Method 1. No Roll up