

# Delivery Tickets in Agvance

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Delivery Tickets, used to record inventory movement prior to the billing step, may be reached from either *Inventory / Delivery Ticket* or the shortcut icon.

The *Customer Selection* screen that precedes the *Delivery Ticket* screen is exactly like the corresponding screen used at invoicing.

The *EPA Registration #* heading on the *Standard* and *Bill To / Ship To* Delivery Ticket documents reads *EPA / PCP Reg. Num.* to include the EPA and/or PCP Registration # for Canadian chemical products. If a product contains both an EPA and PCP Registration #, both numbers print on the Delivery Ticket document.

If a Delivery Ticket is unprocessed but has been transferred to Field history, it cannot be edited.

**Note:** Be sure any spaces are removed from the beginning of the Customer's federal permit on the *Customer Profile* tab at *File / Open / Customers* to ensure the Delivery Ticket can be saved as expected.

## Delivery Ticket Window

The screenshot shows the 'Add a Delivery Ticket' window. At the top, there are fields for 'Split', 'Customer ID' (239873), 'Acres', 'Customer Name' (Larry Baker), 'Field ID', and '<Comments>'. To the right, there are fields for 'Ticket #' (12000077), 'Ordered' (08/04/2023), 'Loaded', and 'Note' (Pickup). Below these are checkboxes for 'Loaded', 'Mini Bulk', 'Repacked', and 'On Hold'. A table with columns '<Product Name>', '<Gross>', '<Tare>', 'Net', 'Unit', 'Use', 'Load Amount', 'Unit', 'Lot Number', '<Crop Code>', 'Container', and '<Addon Code>' contains one row: '1 Dap (18-46-00)', '5000.000', '', '5000.000', 'Lbs', '', '5000.000', 'Lbs', '', '', '', and 'Co'. The bottom section contains buttons for 'Recalculate from Gross/Tare', 'Calculate Weight', 'Recalculate from Load Amt', 'Additional Info...', 'Blend Product Set', 'Dispatch info', 'Date Requested', 'Time Requested', 'Priority', '<Comment>', 'Job ID', 'Assigned User', 'Import', 'Bookings', 'Scale Ticket', 'Agrian Rec', 'Plan', 'Sales Order', 'Set Rec #s', 'Apply Roll Ups', '<Ship from Location>', 'Print Method' (1. No Roll Up), 'Preview', 'Save', and 'Cancel'.

- **Split** – This allows any predefined splits that might have been set at the *Customer Selection* screen or field file to be viewed. In a split situation, the first customer (usually the grower) is displayed on the Delivery Ticket.
- **Customer ID** – The Customer ID for the first customer in the split arrangement is displayed. The customer file may be viewed by selecting the **Question Mark** icon to the right of the ID. Only the first customer in a split arrangement is accessible at the **Question Mark** icon for a Delivery Ticket.

- **Field ID** – If entering the Delivery Ticket by Field, the ID will be filled out and field detail is accessed by selecting the **Question Mark** icon.
- **Comments** – Type in any comments to be conveyed to the Customers. By selecting the chevron at the end of the *Comments* field, saved comments may be selected.
- **Hint:** To add a new comment to the list of saved comments, double-click the *Comments* label.
- **Ticket #** – The ticket number is either computer assigned or manually entered based on the setting at *Setup / Preferences* under **Counters**. This is the control number that displays when the ticket is edited or imported in the future.
- **Ordered** – This is the date the order was placed.
- **Loaded** – This is the date that the product moved. This option automatically populates when the *Loaded* option is selected and the ticket is saved or when the Record Delivery Tickets as Loaded utility is used.
- **Note** – Choose between *Pickup* or *Delivered*.
- **Loaded** – Select this if the inventory is to be affected at the time of the save.
- **Mini Bulk** – Check this option when a product is being repackaged to a customer's mini-bulk tank. A report is available that summarizes all mini-bulk transactions called Mini Bulk Journal (found under *Reports / Inventory / Inventory Status*).
- **Repacked** – Optionally select this option if the product is repacked. The Repackaged report is available at *Reports / Inventory / Inventory Status*.
- **On Hold** – Setting a ticket *On Hold* makes it unavailable for billing. This status may be changed at any time by editing the ticket.
- **Recalculate from Gross/Tare** – The *Load Amount* will be recalculated based on the *Gross* amount less the *Tare* amount.
- **Recalculate from Load Amt** – Selecting this recalculates the *Gross* based on the *Load Amount* plus the *Tare*.
- **Calculate Weight** – This will calculate the net weight of all line items on the Delivery Ticket.
- **Additional Info** – This screen allows the entry of more information such as the number of acres, the salesperson, and applicator information.
- **Blend Product Set** - When interfacing with a Kahler blender, optionally select an SSI XML automated blender type product set for use in the automated blender file.
- **<Assigned User>** – Optionally assign unloaded Delivery Tickets to an Agvance user by double-clicking in the this field. This assignment will then allow filtering in Warehouse to display those tickets to the correct user.
- **Bookings** – Populate the *Delivery Ticket* screen with products from any selected Booking. The quantities that import are the booked amount less any previously invoiced or delivered amounts. Edits may be made to the imported quantities.
- **Plan** – Populate the *Delivery Ticket* screen with the products and quantities from the selected plan created in the Planning module. The Plan is not updated in any way by this action. Therefore, a Plan may be imported more than once.

- **Scale Tickets** – If the optional Agvance Scale Interface is being used, this allows the import of any Scale Tickets not yet posted. Contact SSI Support for more information.
- **Sales Order** – Sales Orders from either the Planning module or the Mobile Sales module may be imported to bring in products and quantities from the sales order.
- **Agrian Rec** – If using the Agrian interface, the Agrian Recommendations may be imported.
- **Set Rec #s** – If using the Agrian interface, this resets the additional comments from the Agrian import.
- **Apply Roll Ups** – If Roll Ups are selected on any of the lines in the grid, selecting this adds the products to the grid for the selected roll ups.
- **Ship from Location** – This area is available when the inventory preference to *Create ICT Based on Ship From Location* is enabled. Selecting a location in this area changes the *Ship From* location of all products on the Delivery Ticket to this selected location. When saving the Delivery Ticket, an Inter-Company Transfer is created to move the product from the shipping location to the billing location.
- **Product Quotes Icon** – Quotes given to the Customer and saved at *File / Open / Customer* by selecting the **Product Quote** icon can be called up at the *Delivery Ticket* screen and displayed for reference. If a quote exists for one of the selected products on the ticket, the icon appears red. By selecting the **Quote** icon, the quoted price displays.
- **Note:** This Quote function should not be confused with quoted prices set in the Planning or Blending modules that default at invoicing.
- **Price Delivery** – This allows the prices to be set and printed on the Delivery Ticket and displays a window to allow a price to be entered for each product on the ticket. At the bottom of the window, the customer selection allows the appropriate customer to be selected, and selecting **Default Prices** sets pricing based on the Pricing and Dept. Overrides on the customer file. Choosing **Default Quoted Prices** allows pricing from the customer's quotes to be defaulted to the Delivery Ticket. Selecting either of these pricing defaults elevates the prices set at the Delivery Ticket to the *Quoted* status when the ticket is imported into an Invoice. There is no provision for indicating to use Prepay.
- **Dispatch Info** – This information is completed when the Dispatch module is used.
- **Print Method** – Optionally collapse line items and/or pricing in a variety of ways on the printed document. Select **Preview** to review the *Print Method* before saving. The line item detail in the grid remains unchanged when viewing the ticket on the screen. This *Print Method* carries forward when the Customer is invoiced.

## Product Grid

- **Product Name** – To select product, double-click the *<Product Name>* heading and the *Select Products* screen displays. After selecting the products (and entering the quantities), choose **Done** to return to the *Delivery Ticket* screen with the products.
- **Gross** – Numbers should generally be entered as positive. All positive quantities indicates outbound product

movement, therefore subtracting from the inventory. Negative quantities have the opposite effect.

- **Note:** Products inventoried in tons may optionally be entered in pounds at the *Gross* weight if the Inventory Unit on the product profile is *Tns* instead of *Tons*. At the *Gross* input only, the *Tns* unit of measure triggers the program to convert the pounds entered to tons for the net amount.
- **Tare** – Optionally enter the tare weight. Select **Recalculate from Gross/Tare** to calculate the net quantity. If a tare weight is not entered, the *Gross* is carried over to the *Net* quantity.
- **Net** – This is a calculated number which is the *Gross* amount less the *Tare* amount.
- **Unit** – The Inventory Units as defined on the *Product Profile* screen display here.
- **Use** – This indicates if product is *Federally Restricted* and/or *Potentially Hazardous* based on the setting on the *Product Safety* tab on the product file.
- **Load Amount** – The quantity here is displayed in Package Units. Package size for each product is defined at *Product / Profile*.
- **Unit** – The Package Units as defined on the *Product Profile* screen display here.
- **Dept ID** – If the *Company Wide* preference is enabled, the appropriate Department ID may be selected on each line item depending on the inventory used on the Delivery Ticket. The Department ID may be set until the ticket is marked as *Loaded*.

**Note:** The *Dept ID* is only available in the Delivery Ticket *Product* grid when *Sell From Dept ID* is enabled at *Accounting / Setup / Location Preferences*.

- **Lot Number** – Optionally enter the lot numbers for the product.
- **Crop Code** – Optionally select from a list of crops by expanding the drop-down menu or double-click to search.
- **Add On Code** – Optionally add charges from Item Groups that will apply on the Invoice such as motor fuel taxes. The Item Groups are set up at *Hub / Setup / Item Groups*.
- **Unit Price/Billing Unit** – If the Delivery Ticket is priced, the unit price and billing units display.
- **Technology License #** – If set on the customer file, the technology license number defaults in for products with a *Technology Group* specified.
- **Alternate ID** – If an Alternate ID is set on the product file, it displays in this area.
- **Container ID** – Double-click and select the refillable container if applicable to this product. Selecting the container creates an activity record in *Hub / Setup / Refillable Container Management*.
- **Print Lineitem** – This displays the print order of the line items. If rollup kits are used, the same line number may appear on multiple lines.
- **Rollup Kit** – If a rollup kit should be included on this line item, select it here.
- **Ship from Location** – When using the preference to *Create ICT Based on Ship From Location*, the shipping location may be selected in this area. An Inter-Company Transfer is created to move the product from the shipping location to the selling location. Additionally, if all products on a Blend Ticket have the same *Ship from Location* selected, the specified location's address prints as the FROM address on the HazMat Shipping Order

document.

- **Ship from DeptID** – Specify the Department ID when more than one valid Product ID exists in the *Ship from Location* selection and the *Create ICT Based on Ship From Location* preference is selected at *Setup / Location Preferences* on the *Delivery Ticket* tab.
- **Picked Y/N** – Checking this allows a *Picked Amount* to be entered. When selected, the quantity in the *Net* amount defaults into the *Picked Amount* column.
- **Picked Amount** – The *Net* amount defaults. Enter the actual picked quantity. If the *Picked Amount* is less than the *Net* amount, the balance may be back ordered by marking the *BackOrder Y/N* checkbox.
- **BackOrder Y/N** – If an item on the ticket is being back ordered, select this option. When a Loaded Delivery Ticket is saved with this *BackOrdered Y/N* option selected, an unloaded Delivery Ticket is created for the back ordered amount.
- **Amount on Hand** – The current amount on hand for the selected product is shown. Double-clicking in this area displays the *Product Information* window.

## Delivery Ticket Process

Record product delivery to a customer and reduce inventory (when loaded) without invoicing the customer.

1. Navigate to *Accounting / Inventory / Delivery Ticket* and select **Add** or choose the **Add a Delivery Ticket** icon and select a Customer or Field.
2. Double-click the *Product Name* column heading and choose the products. Double-click on each product being delivered, enter the *Quantity* in the grid below, and choose **Done**.

**Note:** If the *Loaded* option is selected, inventory will be affected when the ticket is saved. Do not mark this checkbox if the Delivery Ticket will be loaded at a later time. The Delivery Ticket must be marked as *Loaded* to be available for invoicing.

3. Optionally enter prices by selecting **Price Delivery**. These prices carry through to the Invoice.
4. If adding, select **Recalculate from Gross/Tare** to populate the *Net* amount. If changing the *Load Amount*, select **Recalculate from Load Amt** to update the column.
5. Choose **Additional Info** to optionally enter more information about the ticket.
6. Select **Save** and optionally print the ticket. Choose **Preview** to review the *Print Method* selected before saving.

**Note:** Remember to import the loaded Delivery Ticket into an Invoice to prevent a double adjustment to inventory.

## Posting Notes

- **Delivery Ticket Number** – The last number used is recorded.

If the Delivery is set to *Loaded* upon saving:

- **Inventory Detail** – A record is made for each line item to leave an audit trail of activity.  
**Note:** In the case of an item with a Manufactured Blend Formula that is set to relieve inventory at billing, the finished good is affected with an outbound entry at this time.
- **Inventory Amount on Hand** – This amount is updated for each line item.  
**Note:** In the case of an item with a Manufactured Blend Formula that is set to relieve inventory at billing, the finished good is affected with a decrease in Amount on Hand.
- **Voids** – The entry in the database is marked *Voided* and *Invoiced*. All other postings are reversed.