Transfer to Field History

Last Modified on 09/26/2024 1:26 pm CDT

The posting of product application to *Field History* is a User-initiated function. This may be done for all Fields or for a specific Field.

Post History All Fields at Once

To post history for all Fields for a specified range of transactions, go to *Hub / Utilities / Transfer to Field History*. The utility will load in memory the setup information per Location and group like transactions together by ticket to transfer more efficiently.


1. Select the *Transfer* option for *Invoices, Blend Tickets*, and/or *Delivery Tickets*. Invoiced Blend Tickets and Delivery Tickets are transferred by default if checked for transfer.

2. To skip non-invoiced Blend Tickets or Delivery Tickets, do not place a check in the *Include Non-Invoiced* box. These skipped tickets will transfer after they are invoiced and the utility is run again.

   Note: The *Include Non-Invoiced* option should not be used without contacting SSI. If checked, loaded but not yet invoiced transactions will be transferred.

3. Choose the *Location* from which the transactions should be transferred.

   Note: It is recommended to transfer the information one location at a time.

4. Select the *Invoice* and/or *Ticket* ranges and choose **OK**.

5. A message displays indicating the transfer is complete and the selected items were transferred to Field History. Choose **OK** then close the *Transfer to Field History* window.

   Note: Transactions posted to Field History are marked so they cannot be edited or posted to Field History again.

Any transaction posted to Field History is marked in such a way that it cannot be posted to Field History again or edited. Voids of Invoices previously posted to Field History display a message instructing to manually delete the

Field History entry. The *Rate/Acre* saved for Delivery Tickets that post are calculated using Field Acres = 1. Invoices use the acres saved on the *Additional Info* tab and use 1 if those acres have not been set.

This function posts all loaded Blend Tickets, loaded, *by field* Delivery Tickets and *by field* Invoices that did not originate with Delivery or Blend Tickets and reversals of these transactions.
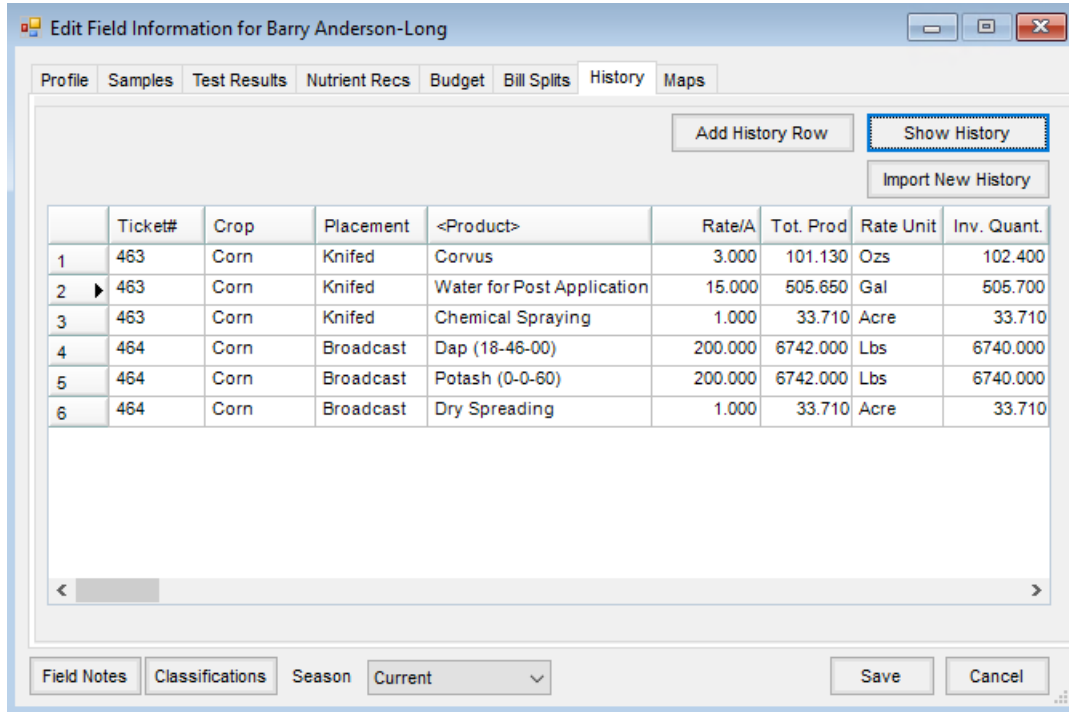
Specific Field

To post to a specific field, edit the Field and on the *History* tab select **Import New History**. The *Transfer to Field History* screen appears allowing selection of the types of transactions to be transferred.

Unposted Transactions at End of Year

There is a notification before proceeding at *End of Periods / Fiscal Month* (when it's the 12th month) and at *Blending / Utilities / Purge Blend Tickets* if transactions exist that are not yet posted to the Field History (Blend Tickets, when using the *Purge Blend Tickets* function, direct Invoices and Delivery Tickets when ending the fiscal year).