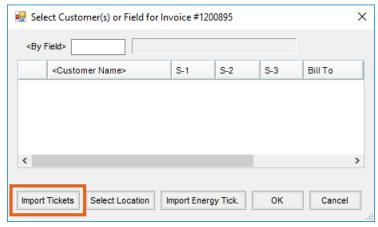
Invoice from Tickets Process

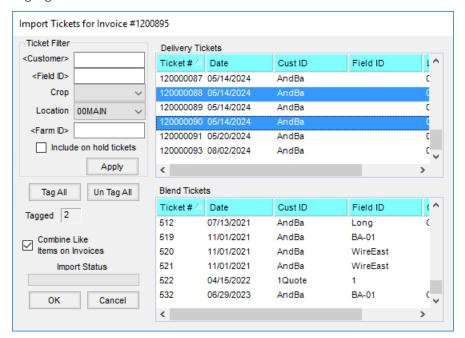
Last Modified on 09/26/2024 3:53 pm CDT

Import information from loaded Delivery or Blend Tickets into an Invoice.

- Navigate to Accounting / A/R / Invoice and select Add or choose the Add an Invoice icon at the top of the Accounting module.
- 2. On the Select Customer(s) or Field for Invoice window, choose Import Tickets.

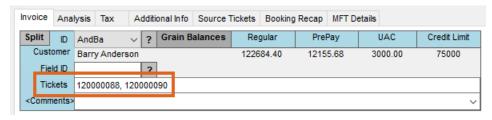


3. Highlight the tickets to be included on the Invoice and choose **OK**.



Note: Multiple tickets may be selected by holding **Ctrl** on the keyboard and choosing the tickets to be included. Select the *Combine Like Items on Invoices* option to combine the same Product with like crop codes from different tickets into one line item on the Invoice. Leaving this unchecked lists each entry as a separate line item.

4. The Source Ticket numbers show in the *Tickets* area on the Invoice. The *Source Tickets* tab provides more detail of the imported tickets.



- 5. Complete the Invoice.
- 6. When all information is entered, select **Save**. This does not affect inventory unless quantities are changed or additional Products are added to the Invoice.

Note: When the Invoice is saved, the Delivery or Blend Ticket is marked as *Processed*. This prevents it from being invoiced again. Voiding the Invoice makes the ticket(s) available for re-billing.