Work Orders - Agvance SKY Order

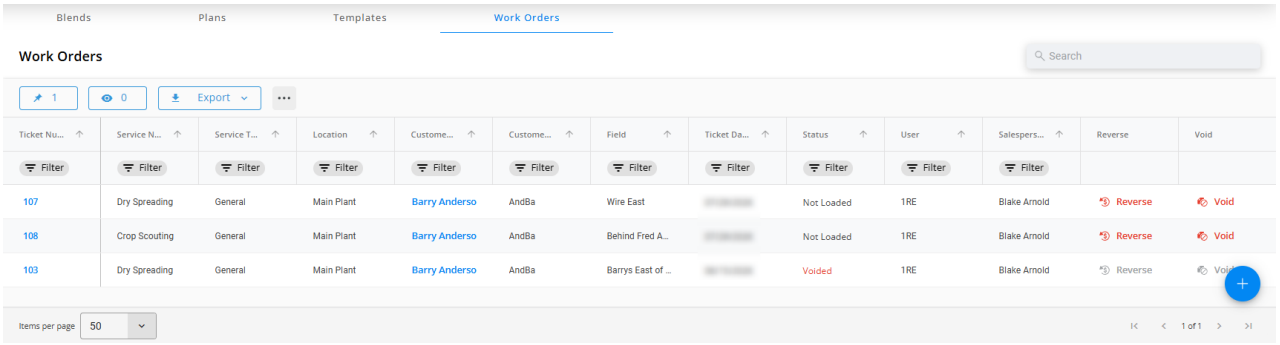
Last Modified on 07/29/2026 1:35 pm CDT

Work Orders are found in Agvance SKY Order under *Agronomy* in a **grid** and are saved as Delivery Tickets.

Note: Work Orders must be enabled in **Agvance SKY Admin** before they can be viewed in Agvance SKY Order.

For those with access to Agvance SKY Customer, selecting a**Customer** opens the corresponding *Overview* page.

Work Orders can be reversed or voided with the action buttons on the far right.



View Work Order information including the *Ticket #*, *Date*, *Location*, *Customer*, *Service Name*, *Field*, and *Status*. Selecting the ticket number opens the Work Order as view-only information.

Work Orders can be added by selecting**+ Add Work Order**. Use the navigation on the left to move to different sections of the order form.

Add a Work Order

Location

1. Indicate the *Location*.
2. Once the Location is selected, choose the *Work Order Service*.

   Note: Work Order Services are set up in **Agvance SKY Admin**.



Once a *Work Order Service* is selected, Agvance SKY Order will find the matching Product(s) for the Location where the Work Order is being created using the Product ID and Inventory Department Category.

Scenario 1: All Products Have One Exact Match

- All Products on the Work Order Service type have one exact match.
- No dialog will display, and the Products will be added to the Work Order.

Scenario 2: No Matching Products

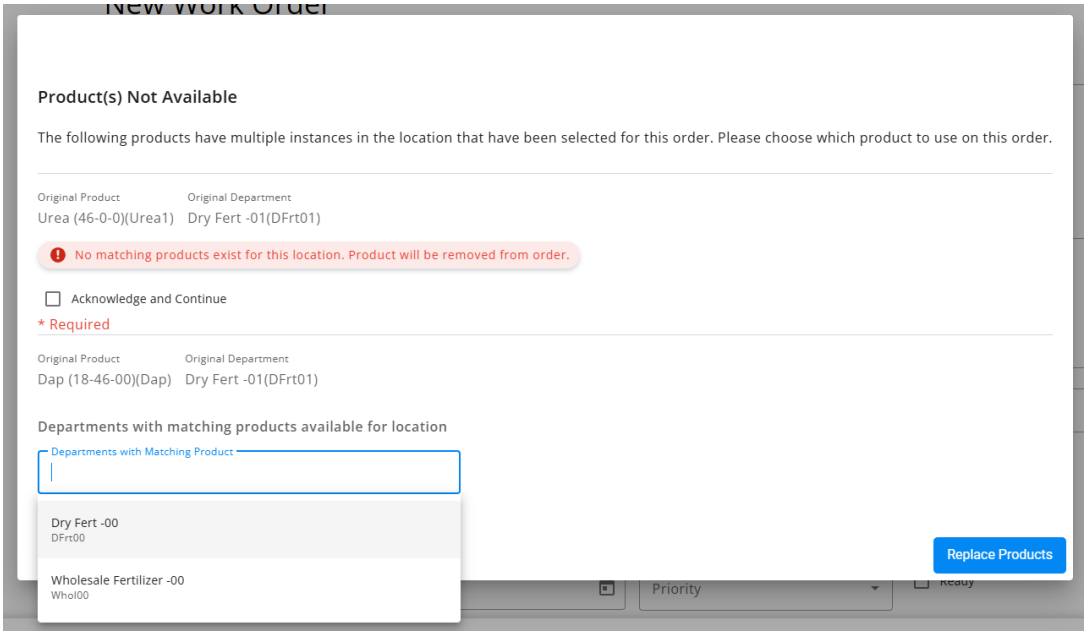
- A window will display indicating there are no matching Products.
- Close/cancel this dialog. The Work Order Service will be removed from the Work Order (no Products will be added/removed).

Scenario 3: Multiple Matching Products

- A window will display giving the ability to choose the correct Inventory Department from where the Product should be pulled.

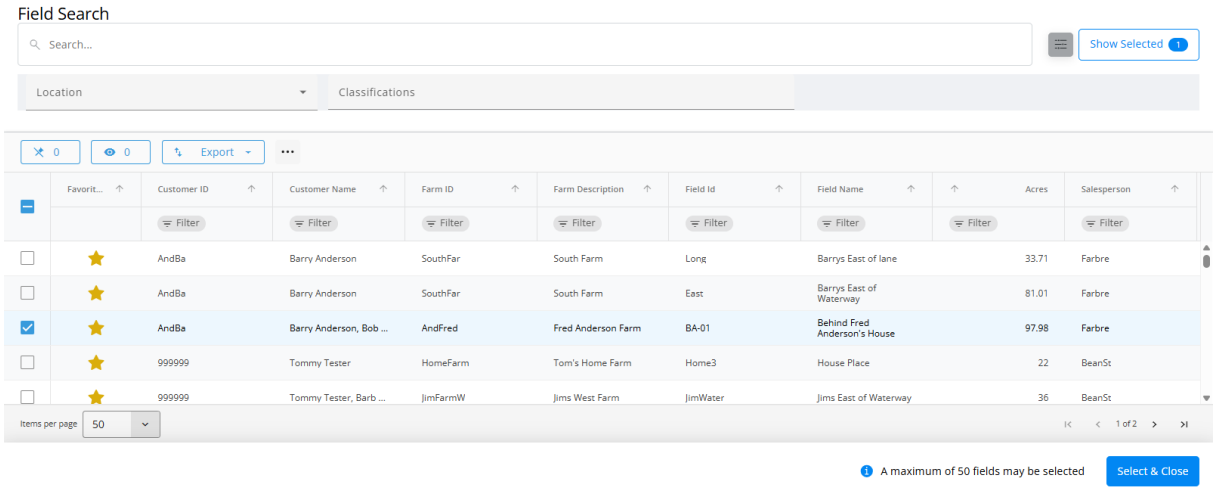
Scenario 4: Combination of Scenarios 1-3

- In this scenario, there are Products with no match and multiple matches. Products with an exact match will be added to the Work Order automatically and will not be included on the dialog. The *Acknowledge and Continue* checkbox must be selected before selecting **Replace Products** and will remove that Product from the order.



Field

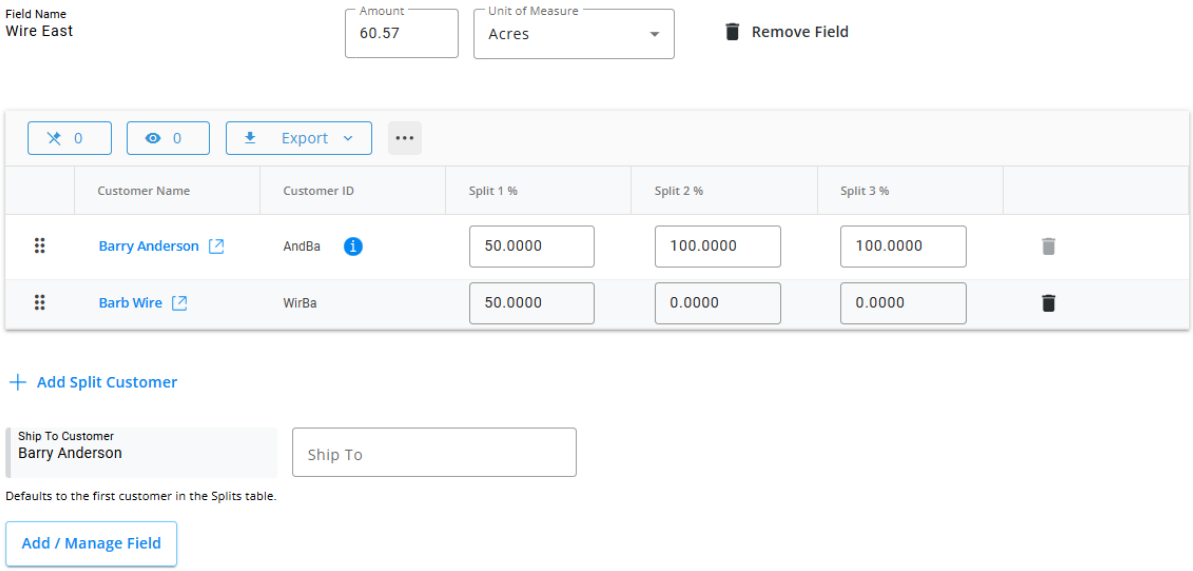
1. Choose **+ Add Field**.
2. Use the *Search* field to find a specific Field or scroll through the list. Up to 50 Fields can be added to a Work Order. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Fields.



3. The **Show Selected** button next to the *Search* bar is enabled after choosing the Field. The number indicates how many Fields are currently checked. Selecting the button filters the grid to show only the selected Field.
4. Once the Field is selected, choose **Select & Close**.

   Note: Choose **Remove Field** to remove the currently selected Field and choose another.
5. The *Amount* and *Unit of Measure* default but can be changed if needed.
6. If more than one Customer exists on the Field, optionally update the *Split %*.
7. For single Work Order transactions only (not batch), a split Customer can be added by selecting **+ Add Split Customer**. The **Delete** icon removes the Customer(s) from the transaction. The primary Customer cannot be removed.

   Note: For those with access to Agvance SKY Customer, selecting a**Customer** opens the corresponding *Overview* page.
8. Additionally, a *Ship To* can be selected from the drop-down on the first Customer if applicable. Ship Tos must first be set up on the Customer's file.



Order Details

1. The *Ticket Number* defaults based on the Location selected.

   Note: If multiple Fields were selected, *Starting Ticket Number* will be displayed as the label.



2. The *Salesperson* defaults as the Salesperson selected on the User profile in Agvance SKY Admin and can be adjusted.
3. Optionally select a *Crop* and enter any necessary *Billing Comments*.
4. If applicable, select a *Requested Date*.
5. The *Ticket Date* defaults as today's date but can be changed. This field is required.
6. Optionally indicate the *Priority* and check the *Ready* checkbox if the job is ready to be assigned in Dispatch. Leaving this unselected will mark the job as *On Hold* in Agvance SKY Dispatch.

Products

Products tied to the *Service Type* selected are displayed as view-only information.

Product	Product ID	Department	Department ID	Quantity
Dry Spreading	Dry	Application -Zmast	ApplcZ	33.710 Acre

Notes

1. Enter any necessary *Additional Comments*.



2. When satisfied with the Work Order details, select **Create Order**. The Work Order is saved as a Delivery Ticket.

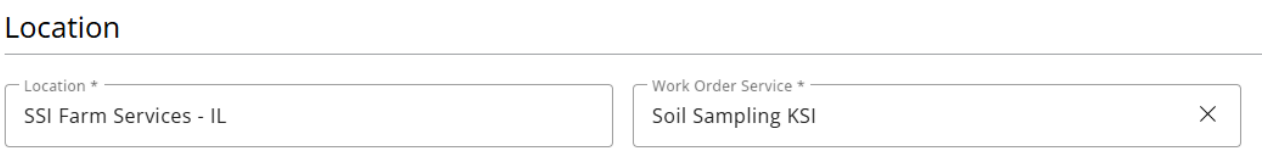
Add a KSI Work Order

Customers using KSI laboratories can have soil test orders sent from the Agvance SKY Work Order directly to the lab. To use this option, please contact SSI.

A **Work Order Service** must first be set up in Agvance SKY Admin with a Service Type used for soil testing.

Location

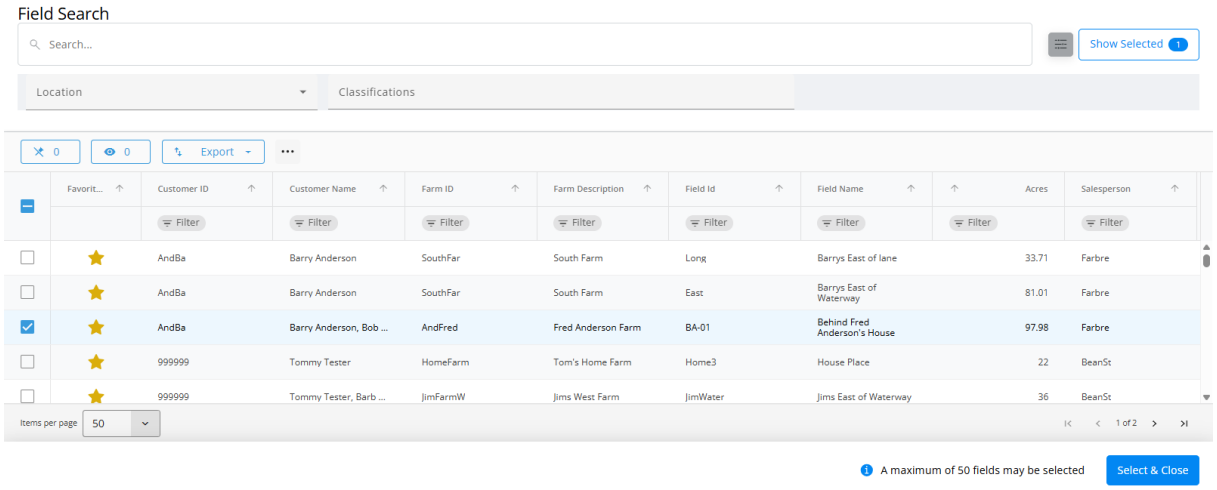
Choose the Location then the Work Order Service from the drop-downs.



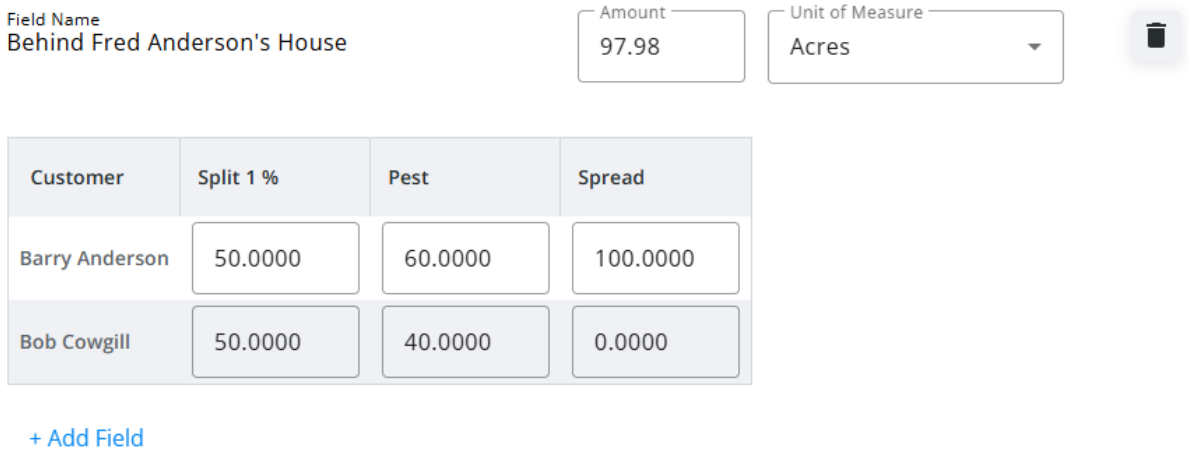
Field

1. Select **+ Add Field**. A **grid** of Fields displays. Use the *Search* field to find the specific Field(s) or scroll through the list.

   Note: A Delivery Ticket will be created for each Field selected on the Work Order.



2. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Customers.
3. Check the Field(s) for the Work Order, then choose **Select & Close**.
4. If needed, adjust the split percentages if there are multiple Customers on the Field. The **Delete** icon can be used to remove that Field from the Work Order.

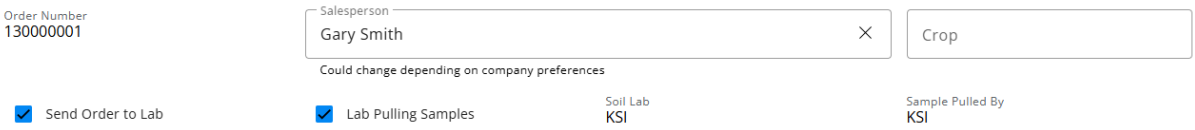


5. Enter an *Event ID* for 3rd party lab use if needed.

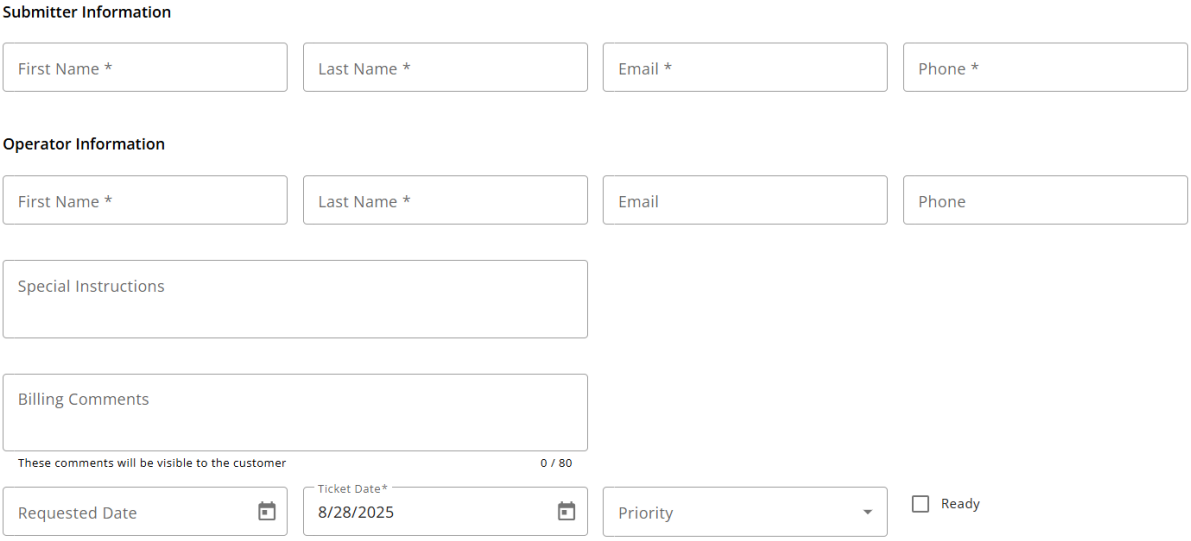
   Note: This field displays after checking *Send Order to Lab* under the *Order Details* section.

Order Details

1. The *Order Number* defaults once a Location is selected.
2. The *Salesperson* defaults depending on the setting selected in Agvance SKY Admin under *Order* but can be adjusted. More information on this setting can be found here.
3. Optionally indicate the *Crop*.
4. Check *Send Order to Lab*.
5. Mark the *Lab Pulling Samples* checkbox to automatically populate the *Sample Pull By*.



6. Fill out the *Soil Lab Details*, *Submitter Information*, and *Operator Information*. Required fields are indicated with an asterisk (*).



7. Select the *Ready* checkbox if the job is ready to be assigned in Agvance SKY Dispatch or leave unchecked to mark the job as *On Hold*.

Products

Products tied to the *Service Type* selected are displayed as view-only information.

Product	Product ID	Department	Department ID	Quantity
Crop Scouting	Crop01	Services - 00	Serv00	1.000 Unit

Notes

1. *Additional Comments* can be entered in the *Notes* area.



2. When finished, select **Create Order**.