

Tracking Driver's License Numbers - Ammonium Nitrate

Last Modified on 03/06/2024 1:11 pm CST

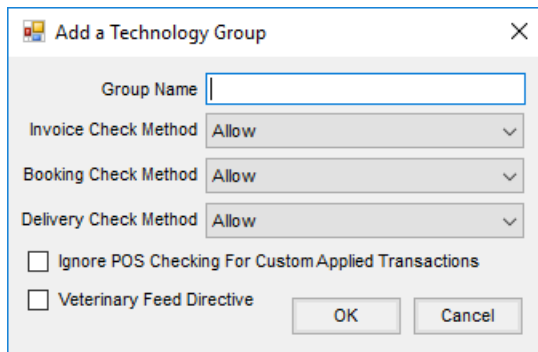
It is sometimes necessary or desirable to track the driver's license of customers who purchase Ammonium Nitrate. Use the following steps to do so in Agvance.

Add a Technology Group by selecting **Add Tech Group** in the upper left corner of the *Product* tab at *Hub / Setup / Company Preferences*.

Enter a *Group Name* and set the *Invoice Check Method*, *Booking Check Method*, and *Delivery Check Method* to *Allow*, *Warn Only*, or *Restrict Sale*.

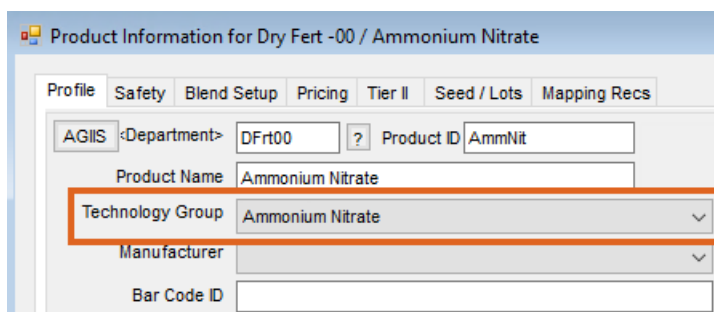
- **Allow** – This option does not check for a license number.
- **Warn Only** – This option will warn when a Customer without a driver's license on file is purchasing Ammonium Nitrate, but the sale will not be stopped.
- **Restrict Sale** – This option will not allow the Invoice to be saved without a driver's license number.

Select the *Veterinary Feed Directive* checkbox if the Technology Group should be set up with this.



The screenshot shows a dialog box titled "Add a Technology Group". It has a close button (X) in the top right corner. The fields are: "Group Name" (text input), "Invoice Check Method" (dropdown menu set to "Allow"), "Booking Check Method" (dropdown menu set to "Allow"), and "Delivery Check Method" (dropdown menu set to "Allow"). There are two checkboxes: "Ignore POS Checking For Custom Applied Transactions" (unchecked) and "Veterinary Feed Directive" (unchecked). At the bottom are "OK" and "Cancel" buttons.

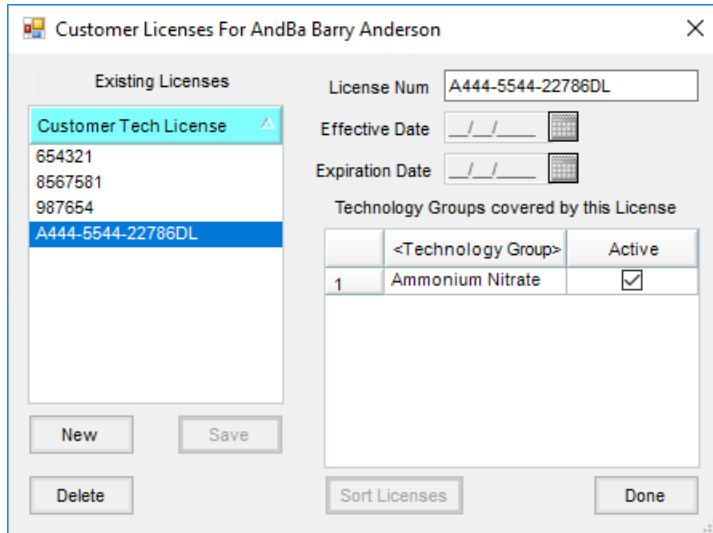
Next, go to *Hub / File / Open / Products*. Edit the *Ammonium Nitrate* Product, if one exists, or add one if necessary. On the *Profile* tab, select *Ammonium Nitrate* from the *Technology Group* menu and save the product.



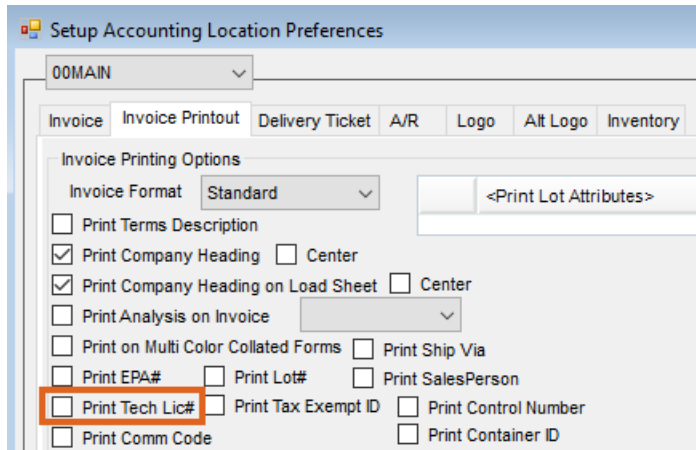
The screenshot shows the "Product Information for Dry Fert -00 / Ammonium Nitrate" window. The "Profile" tab is selected. The "AGIS" field is set to "<Department> DFrt00" and the "Product ID" is "AmmNit". The "Product Name" is "Ammonium Nitrate". The "Technology Group" dropdown menu is highlighted with a red box and is set to "Ammonium Nitrate". Other fields include "Manufacturer" and "Bar Code ID".

Navigate to *Hub / File / Open / Customers*. Whether adding a customer or editing an existing customer, the driver's license can be set up by selecting **Tech Lic #s**. Choose **New** to set up the driver's license number for this customer. Notice when entering the license number *DL* can be added at the end to indicate driver's license. Add the

Ammonium Nitrate Technology Group to the customer by double-clicking on the *Technology Group* column heading.



On the *Invoice Printout* tab at *Accounting / Setup / Location Preferences*, select the *Print Tech Lic#* checkbox to print the license number on the Invoice.



The driver's license number will print just below the Product on an Invoice. In addition, the Product Rebate report, found at *Accounting Reports / Accounts Receivable / Sales*, may be run at any time. The *Ammonium Nitrate* Product may be selected as a Product and narrowed down to a specific date range. Be sure to check the options to include *Customer Address* and *Show Detail*.