

# Adding KwikTag Image to Purchase Receipt or Purchase Invoice

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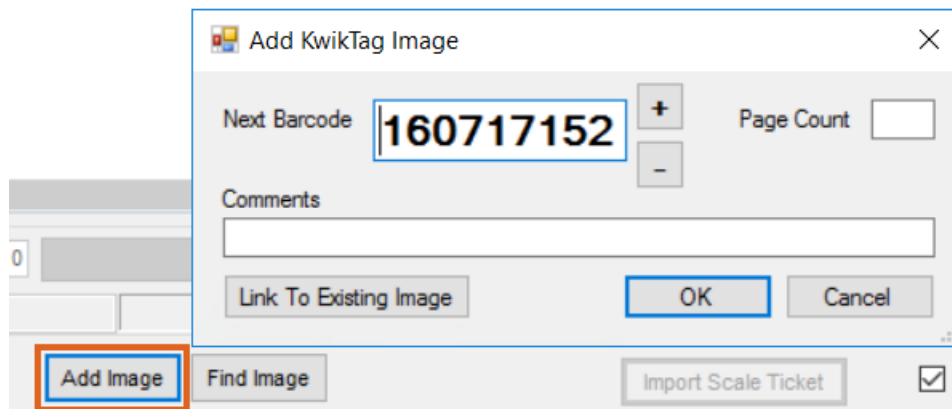
When adding or editing a Purchase Receipt or Purchase Invoice, **Add Image** can be selected to save a reservation into KwikTag. This reservation is a holding spot for the document that will be scanned at a later time.

## Adding a Reservation/Image

1. Place a bar code sticker onto the document.

**Note:** The bar code sticker may go in any direction but should not be placed over lines or words.

2. Select **Add Image**.



3. Enter the *Next Barcode* number.
  - The bar code number entered should be the same as the bar code number on the label.
  - The bar code should increment by one after the reservation is saved.
4. Optionally enter the number of pages for the document as referenced in the *Page Count* area.
5. *Comments* can optionally be entered and are displayed in KwikTag.

## Retrieving an Image

1. Select **Find Image**.
  - This uses the date, Vendor ID, Ticket/Invoice number, and bar code to retrieve the document from KwikTag.
  - This image is displayed in a PDF viewer.

## Link to Existing Image

If a transaction in Agvance needs to be voided but the scanned document found in KwikTag is correct, **Link to Existing** can be selected to link the new transaction in Agvance to the existing document in KwikTag.

1. Choose **Link to Existing**.
2. Enter the *Vendor ID*, *Ticket Number*, and *Date* of the original transaction.

Link to Existing Image

Purchase Receipt

Vendor ID: RyanFuel  
 Ticket Number: 2172021  
 Date: 02/17/2021

Search

	Image Barcode	Date Indexed	Date Scanned	Drawer Name	Page Count	Comment
1	160717147		02/17/2021	Purchase Rec...	2	

Display Selected Image    Link to Selected Image    Cancel

3. Select **Search**.
4. Choose the *Image Barcode* so the row is highlighted in blue.
5. Select **Display Selected Image** to view the document.
6. Choose **Link to Selected Image** to link this image to the new transaction in Agvance.

## Using the Agvance/KwikTag Integration with Delivery and Blend Tickets

Delivery and Blend Tickets have the same options to select **Add Image** and **Find Image** as in other areas which function the same as discussed above. However, Delivery and Blend Tickets also have the ability to print the KwikTag bar code on the document because these documents originate in Agvance. As these transactions are saved and printed, the *Add Barcode* options on the *Print* window will need to be utilized to include the bar code on the printed document.

Print Delivery Ticket Documents

Select a Range of Deliveries

Location: Main    Starting Ticket#: 7039    Ending Ticket#: 7039     Include Voiced Deliveries     Previous Years

		# Copies	Add Barcode	
<input checked="" type="checkbox"/>	Print Delivery Ticket	HP COLOR LASERJET CP1510 SERIES PCL 6	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Print Priced Delivery	PDF REDIRECT V2	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Print Haz Mat Sheet	PDF REDIRECT V2	1	<input checked="" type="checkbox"/>

The bar code may be included on the following:

- Delivery Ticket
- Priced Delivery Ticket

- Haz Mat Sheet
- Blend Ticket
- Consolidated Blend Ticket
- Custom Application
- State Fertilizer Tag