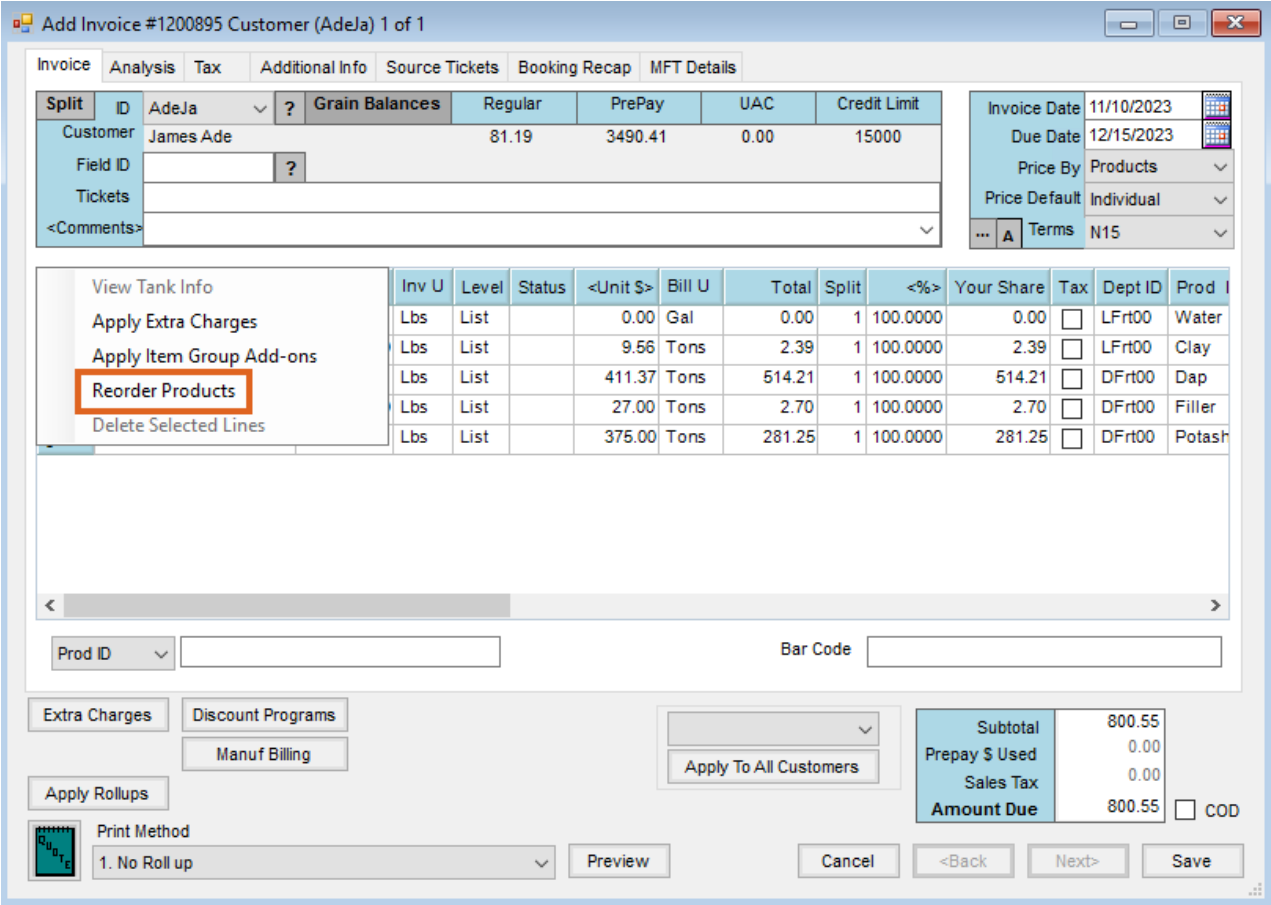


Reordering Products on an Invoice

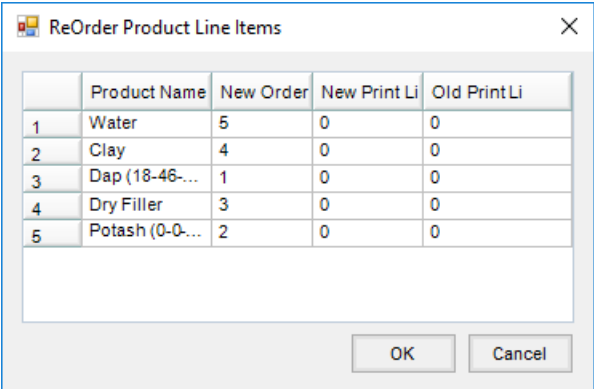
Last Modified on 11/10/2023 9:08 am CST

When creating an Invoice, the products may be reordered for printing or roll ups.

On the *Add Invoice* window, right-click a product in the *Product Name* column and choose *Reorder Products*.



The *ReOrder Product Line Items* window displays. In the *New Order* column, set the desired order of the products. Use the *New Print Li* to set the print order of line items if applicable. Select **OK** to apply the changes.



Note: When invoicing by analysis (either blended or guaranteed), the analysis lines items are listed first on the

Invoice document, regardless of the order selected.

The products are reordered on the *Add Invoice* window based on the order entered and print or rollup in the specified order.

Add Invoice #1200895 Customer (AdeJa) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

| Split | ID | AdeJa | ? | Grain Balances | Regular | PrePay | UAC | Credit Limit |
|------------|-----------|-------|---|----------------|---------|--------|-------|--------------|
| Customer | James Ade | | | 81.19 | 3490.41 | 0.00 | 15000 | |
| Field ID | ? | | | | | | | |
| Tickets | | | | | | | | |
| <Comments> | | | | | | | | |

| | |
|---------------|------------|
| Invoice Date | 11/10/2023 |
| Due Date | 12/15/2023 |
| Price By | Products |
| Price Default | Individual |
| Terms | N15 |

| | <Product Name> | Quantity | Inv U | Level | Status | <Unit \$> | Bill U | Total | Split | <%> | Your Share | Tax | Dept ID | Prod I |
|---|-----------------|----------|-------|-------|--------|-----------|--------|--------|-------|----------|------------|--------------------------|---------|--------|
| 1 | Dap (18-46-00) | 2500.000 | Lbs | List | | 411.37 | Tons | 514.21 | 1 | 100.0000 | 514.21 | <input type="checkbox"/> | DFrt00 | Dap |
| 2 | Potash (0-0-60) | 1500.000 | Lbs | List | | 375.00 | Tons | 281.25 | 1 | 100.0000 | 281.25 | <input type="checkbox"/> | DFrt00 | Potash |
| 3 | Dry Filler | 200.000 | Lbs | List | | 27.00 | Tons | 2.70 | 1 | 100.0000 | 2.70 | <input type="checkbox"/> | DFrt00 | Filler |
| 4 | Clay | 500.000 | Lbs | List | | 9.56 | Tons | 2.39 | 1 | 100.0000 | 2.39 | <input type="checkbox"/> | LFrt00 | Clay |
| 5 | Water | 1500.000 | Lbs | List | | 0.00 | Gal | 0.00 | 1 | 100.0000 | 0.00 | <input type="checkbox"/> | LFrt00 | Water |

Prod ID Bar Code

Extra Charges Discount Programs

Manuf Billing

Apply To All Customers

Apply Rollups

| | |
|-------------------|---------------|
| Subtotal | 800.55 |
| Prepay \$ Used | 0.00 |
| Sales Tax | 0.00 |
| Amount Due | 800.55 |

COD

Print Method 1. No Roll up