

Delivery Tickets in Agvance

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Delivery Tickets, used to record inventory movement prior to the billing step, may be reached from either *Inventory / Delivery Ticket* or the shortcut icon.

The *Customer Selection* screen that precedes the *Delivery Ticket* screen is exactly like the corresponding screen used at invoicing.

The *EPA Registration #* heading on the *Standard* and *Bill To / Ship To* Delivery Ticket documents reads *EPA / PCP Reg. Num.* to include the EPA and/or PCP Registration # for Canadian chemical products. If a product contains both an EPA and PCP Registration #, both numbers print on the Delivery Ticket document.

If a Delivery Ticket is unprocessed but has been transferred to Field history, it cannot be edited.

Note: Be sure any spaces are removed from the beginning of the Customer's federal permit on the *Customer Profile* tab at *File / Open / Customers* to ensure the Delivery Ticket can be saved as expected.

Delivery Ticket Window

The screenshot shows the 'Add a Delivery Ticket' window. At the top, there are fields for 'Split', 'Customer ID' (239873), 'Customer Name' (Larry Baker), and 'Field ID'. To the right, there are fields for 'Ticket #' (12000077), 'Ordered' (08/04/2023), 'Loaded', and 'Note' (Pickup). Below these are checkboxes for 'Loaded', 'Mini Bulk', 'Repacked', and 'On Hold'. A table with columns for '<Product Name>', '<Gross>', '<Tare>', 'Net', 'Unit', 'Use', 'Load Amount', 'Unit', 'Lot Number', '<Crop Code>', 'Container', and '<Addon Code>' is visible. The first row shows 'Dap (18-46-00)' with a gross weight of 5000.000 and a net weight of 5000.000. At the bottom, there are buttons for 'Recalculate from Gross/Tare', 'Calculate Weight', 'Recalculate from Load Amt', 'Additional Info...', 'Blend Product Set', 'Dispatch info', 'Date Requested', 'Time Requested', 'Priority', '<Comment>', 'Job ID', 'Import', 'Bookings', 'Scale Ticket', 'Agrian Rec', 'Plan', 'Sales Order', 'Set Rec #s', 'Apply Roll Ups', '<Ship from Location>', 'Print Method' (1. No Roll Up), 'Preview', 'Save', and 'Cancel'.

- **Split** – This allows any predefined splits that might have been set at the *Customer Selection* screen or field file to be viewed. In a split situation, the first customer (usually the grower) is displayed on the Delivery Ticket.
- **Customer ID** – The Customer ID for the first customer in the split arrangement is displayed. The customer file may be viewed by selecting the **Question Mark** icon to the right of the ID. Only the first customer in a split arrangement is accessible at the **Question Mark** icon for a Delivery Ticket.

- **Field ID** – If entering the Delivery Ticket by Field, the ID will be filled out and field detail is accessed by selecting the **Question Mark** icon.
- **Comments** – Type in any comments to be conveyed to the Customers. By selecting the chevron at the end of the *Comments* field, saved comments may be selected.
- **Hint:** To add a new comment to the list of saved comments, double-click the *Comments* label.
- **Ticket #** – The ticket number is either computer assigned or manually entered based on the setting at *Setup / Preferences* under **Counters**. This is the control number that displays when the ticket is edited or imported in the future.
- **Ordered** – This is the date the order was placed.
- **Loaded** – This is the date that the product moved. This option automatically populates when the *Loaded* option is selected and the ticket is saved or when the Record Delivery Tickets as Loaded utility is used.
- **Note** – Choose between *Pickup* or *Delivered*.
- **Loaded** – Select this if the inventory is to be affected at the time of the save.
- **Mini Bulk** – Check this option when a product is being repackaged to a customer's mini-bulk tank. A report is available that summarizes all mini-bulk transactions called Mini Bulk Journal (found under *Reports / Inventory / Inventory Status*).
- **Repacked** – Optionally select this option if the product is repacked. The Repackaged report is available at *Reports / Inventory / Inventory Status*.
- **On Hold** – Setting a ticket *On Hold* makes it unavailable for billing. This status may be changed at any time by editing the ticket.
- **Recalculate from Gross/Tare** – The *Load Amount* will be recalculated based on the *Gross* amount less the *Tare* amount.
- **Recalculate from Load Amt** – Selecting this recalculates the *Gross* based on the *Load Amount* plus the *Tare*.
- **Calculate Weight** – This will calculate the net weight of all line items on the Delivery Ticket.
- **Additional Info** – This screen allows the entry of more information such as the number of acres, the salesperson, and applicator information.
- **Blend Product Set** - When interfacing with a Kahler blender, optionally select an SSI XML automated blender type product set for use in the automated blender file.
- **<Assigned User>** – Optionally assign unloaded Delivery Tickets to an Agvance user by double-clicking in the this field. This assignment will then allow filtering in Warehouse to display those tickets to the correct user.
- **Bookings** – Populate the *Delivery Ticket* screen with products from any selected Booking. The quantities that import are the booked amount less any previously invoiced or delivered amounts. Edits may be made to the imported quantities.
- **Plan** – Populate the *Delivery Ticket* screen with the products and quantities from the selected plan created in the Planning module. The Plan is not updated in any way by this action. Therefore, a Plan may be imported more than once.

- **Scale Tickets** – If the optional Agvance Scale Interface is being used, this allows the import of any Scale Tickets not yet posted. Contact SSI Support for more information.
- **Sales Order** – Sales Orders from either the Planning module or the Mobile Sales module may be imported to bring in products and quantities from the sales order.
- **Agrian Rec** – If using the Agrian interface, the Agrian Recommendations may be imported.
- **Set Rec #s** – If using the Agrian interface, this resets the additional comments from the Agrian import.
- **Apply Roll Ups** – If Roll Ups are selected on any of the lines in the grid, selecting this adds the products to the grid for the selected roll ups.
- **Ship from Location** – This area is available when the inventory preference to *Create ICT Based on Ship From Location* is enabled. Selecting a location in this area changes the *Ship From* location of all products on the Delivery Ticket to this selected location. When saving the Delivery Ticket, an Inter-Company Transfer is created to move the product from the shipping location to the billing location.
- **Product Quotes Icon** – Quotes given to the Customer and saved at *File / Open / Customer* by selecting the **Product Quote** icon can be called up at the *Delivery Ticket* screen and displayed for reference. If a quote exists for one of the selected products on the ticket, the icon appears red. By selecting the **Quote** icon, the quoted price displays.
- **Note:** This Quote function should not be confused with quoted prices set in the Planning or Blending modules that default at invoicing.
- **Price Delivery** – This allows the prices to be set and printed on the Delivery Ticket and displays a window to allow a price to be entered for each product on the ticket. At the bottom of the window, the customer selection allows the appropriate customer to be selected, and selecting **Default Prices** sets pricing based on the Pricing and Dept. Overrides on the customer file. Choosing **Default Quoted Prices** allows pricing from the customer's quotes to be defaulted to the Delivery Ticket. Selecting either of these pricing defaults elevates the prices set at the Delivery Ticket to the *Quoted* status when the ticket is imported into an Invoice. There is no provision for indicating to use Prepay.
- **Dispatch Info** – This information is completed when the Dispatch module is used.
- **Print Method** – Optionally collapse line items and/or pricing in a variety of ways on the printed document. Select **Preview** to review the *Print Method* before saving. The line item detail in the grid remains unchanged when viewing the ticket on the screen. This *Print Method* carries forward when the customer is invoiced.

Product Grid

	<Product Name >	<Gross>	<Tare>	Net	Unit	Use	Load Amount	Unit	Lot Number	Crop Code	Container	<Addon Code>	Comm
1	Potash (0-0-60)	5000.000		5000.000	Lbs		5000.000	Lbs					

- **Product Name** – To select product, double-click the <Product Name> heading and the *Select Products* screen displays. After selecting the products (and entering the quantities), choose **Done** to return to the *Delivery Ticket* screen with the products.
- **Gross** – Numbers should generally be entered as positive. All positive quantities indicates outbound product movement, therefore subtracting from the inventory. Negative quantities have the opposite effect.
- **Note:** Products inventoried in tons may optionally be entered in pounds at the *Gross* weight if the Inventory Unit on the product profile is *Tns* instead of *Tons*. At the *Gross* input only, the *Tns* unit of measure triggers the program to convert the pounds entered to tons for the net amount.
- **Tare** – Optionally enter the tare weight. Select **Recalculate from Gross/Tare** to calculate the net quantity. If a tare weight is not entered, the *Gross* is carried over to the *Net* quantity.
- **Net** – This is a calculated number which is the *Gross* amount less the *Tare* amount.
- **Unit** – The Inventory Units as defined on the *Product Profile* screen display here.
- **Use** – This indicates if product is *Federally Restricted* and/or *Potentially Hazardous* based on the setting on the *Product Safety* tab on the product file.
- **Load Amount** – The quantity here is displayed in Package Units. Package size for each product is defined at *Product / Profile*.
- **Unit** – The Package Units as defined on the *Product Profile* screen display here.
- **Dept ID** – If the *Company Wide* preference is enabled, the appropriate Department ID may be selected on each line item depending on the inventory used on the *Delivery Ticket*. The Department ID may be set until the ticket is marked as *Loaded*.
Note: The *Dept ID* is only available in the *Delivery Ticket Product* grid when *Sell From Dept ID* is enabled at *Accounting / Setup / Location Preferences*.
- **Lot Number** – Optionally enter the lot numbers for the product.
- **Crop Code** – Optionally select from a list of crops by expanding the drop-down menu or double-click to search.
- **Add On Code** – Optionally add charges from Item Groups that will apply on the Invoice such as motor fuel taxes. The Item Groups are set up at *Hub / Setup / Item Groups*.
- **Unit Price/Billing Unit** – If the *Delivery Ticket* is priced, the unit price and billing units display.
- **Technology License #** – If set on the customer file, the technology license number defaults in for products

with a *Technology Group* specified.

- **Alternate ID** – If an Alternate ID is set on the product file, it displays in this area.
- **Container ID** – Double-click and select the refillable container if applicable to this product. Selecting the container creates an activity record in *Hub / Setup / Refillable Container Management*.
- **Print Lineitem** – This displays the print order of the line items. If rollup kits are used, the same line number may appear on multiple lines.
- **Rollup Kit** – If a rollup kit should be included on this line item, select it here.
- **Ship from Location** – When using the preference to *Create ICT Based on Ship From Location*, the shipping location may be selected in this area. An Inter-Company Transfer is created to move the product from the shipping location to the selling location. Additionally, if all products on a Blend Ticket have the same *Ship from Location* selected, the specified location's address prints as the FROM address on the HazMat Shipping Order document.
- **Ship from DeptID** – Specify the Department ID when more than one valid Product ID exists in the *Ship from Location* selection and the *Create ICT Based on Ship From Location* preference is selected at *Setup / Location Preferences* on the *Delivery Ticket* tab.
- **Picked Y/N** – Checking this allows a *Picked Amount* to be entered. When selected, the quantity in the *Net* amount defaults into the *Picked Amount* column.
- **Picked Amount** – The *Net* amount defaults. Enter the actual picked quantity. If the *Picked Amount* is less than the *Net* amount, the balance may be back ordered by marking the *BackOrder Y/N* checkbox.
- **BackOrder Y/N** – If an item on the ticket is being back ordered, select this option. When a Loaded Delivery Ticket is saved with this *BackOrdered Y/N* option selected, an unloaded Delivery Ticket is created for the back ordered amount.
- **Amount on Hand** – The current amount on hand for the selected product is shown. Double-clicking in this area displays the *Product Information* window.

Delivery Ticket Process

Record product delivery to a customer and reduce inventory (when loaded) without invoicing the customer.

1. Navigate to *Accounting / Inventory / Delivery Ticket* and select **Add** or choose the **Add a Delivery Ticket** icon and select a Customer or Field.
2. Double-click the *Product Name* column heading and choose the products. Double-click on each product being delivered, enter the *Quantity* in the grid below, and choose **Done**.
Note: If the *Loaded* option is selected, inventory will be affected when the ticket is saved. Do not mark this checkbox if the Delivery Ticket will be loaded at a later time. The Delivery Ticket must be marked as *Loaded* to be available for invoicing.
3. Optionally enter prices by selecting **Price Delivery**. These prices carry through to the Invoice.

4. If adding , select **Recalculate from Gross/Tare** to populate the *Net* amount. If changing the *Load Amount*, select **Recalculate from Load Amt** to update the column.
5. Choose **Additional Info** to optionally enter more information about the ticket.
6. Select **Save** and optionally print the ticket. Choose **Preview** to review the *Print Method* selected before saving.

Note: Remember to import the loaded Delivery Ticket into an Invoice to prevent a double adjustment to inventory.

Posting Notes

- **Delivery Ticket Number** – The last number used is recorded.

If the Delivery is set to *Loaded* at the time of the save:

- **Inventory Detail** – A record is made for each line item to leave an audit trail of activity.
Note: In the case of an item with a Manufactured Blend Formula that is set to relieve inventory at billing, the finished good is affected with an outbound entry at this time.
- **Inventory Amount on Hand** – This amount is updated for each line item.
Note: In the case of an item with a Manufactured Blend Formula that is set to relieve inventory at billing, the finished good is affected with a decrease in Amount on Hand.
- **Voids** – The entry in the database is marked *Voided* and *Invoiced*. All other postings are reversed.