

# Transfer to Field History

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The posting of product application to *Field History* is a user-initiated function. This may be done for all fields or for a specific field.

## Post History All Fields at Once

To post history for all Fields for a specified range of transactions, go to *Hub / Utilities / Transfer to Field History*.

The screenshot shows a window titled "Transfer to Field History" with a close button (X) in the top right corner. The window is divided into three main sections: "Invoices", "Delivery Tickets", and "Blend Tickets". Each section contains a "Transfer" checkbox (which is checked), an "Include Non-Invoiced" checkbox (which is unchecked), a "Location" dropdown menu (set to "00MAIN"), and two input fields for "Starting" and "Ending" numbers. The "Invoices" section has "Starting Invoice #" 1200883 and "Ending Invoice #" 1200883. The "Delivery Tickets" section has "Starting Ticket #" 127 and "Ending Ticket #" 359. The "Blend Tickets" section has "Starting Ticket #" 247 and "Ending Ticket #" 532. Between the "Invoices" and "Blend Tickets" sections, there are "Load Set" and "Save Set" buttons. At the bottom right of the window, there are "OK" and "Cancel" buttons.

1. Select the *Transfer* option for *Invoices*, *Blend Tickets*, and/or *Delivery Tickets*. Invoiced Blend Tickets and Delivery Tickets are transferred by default if checked for transfer.
2. To skip non-invoiced Blend Tickets or Delivery Tickets, do not place a check in the *Include Non-Invoiced* box. These skipped tickets will transfer after they are invoiced and the utility is run again.

**Note:** The *Include Non-Invoiced* option should not be used without contacting SSI. If checked, loaded but not yet invoiced transactions will be transferred.

3. Choose the *Location* from which the transactions should be transferred.

**Note:** It is recommended to transfer the information one location at a time.

4. Select the *Invoice* and/or *Ticket* ranges and choose **OK**.
5. A message displays indicating the transfer is complete and the selected items were transferred to Field History. Choose **OK** then close the *Transfer to Field History* window.

**Note:** Transactions posted to Field History are marked so they cannot be edited or posted to Field History again.

Any transaction posted to Field History is marked in such a way that it cannot be posted to Field History again or edited. Voids of Invoices previously posted to Field History display a message instructing to manually delete the Field History entry. The *Rate/Acre* saved for Delivery Tickets that post are calculated using Field Acres = 1. Invoices use the acres saved on the *Additional Info* tab and use 1 if those acres have not been set.

This function posts all loaded Blend Tickets, loaded, *by field* Delivery Tickets and *by field* Invoices that did not originate with Delivery or Blend Tickets and reversals of these transactions.

	Ticket#	Crop	Placement	<Product>	Rate/A	Tot. Prod	Rate Unit	Inv. Quant.
1	463	Corn	Knifed	Corvus	3.000	101.130	Ozs	102.400
2	463	Corn	Knifed	Water for Post Application	15.000	505.650	Gal	505.700
3	463	Corn	Knifed	Chemical Spraying	1.000	33.710	Acre	33.710
4	464	Corn	Broadcast	Dap (18-46-00)	200.000	6742.000	Lbs	6740.000
5	464	Corn	Broadcast	Potash (0-0-60)	200.000	6742.000	Lbs	6740.000
6	464	Corn	Broadcast	Dry Spreading	1.000	33.710	Acre	33.710

## Specific Field

To post to a specific field, edit the Field and on the *History* tab select **Import New History**. The *Transfer to Field History* screen appears allowing selection of the types of transactions to be transferred.

## Unposted Transactions at End of Year

There is a notification before proceeding at *End of Periods / Fiscal Month* (when it's the 12th month) and at *Blending / Utilities / Purge Blend Tickets* if transactions exist that are not yet posted to the Field History (Blend Tickets, when using the *Purge Blend Tickets* function, direct Invoices and Delivery Tickets when ending the fiscal year).