

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 utility will load in memory the setup information per Location and group like transactions together by ticket to transfer more efficiently.

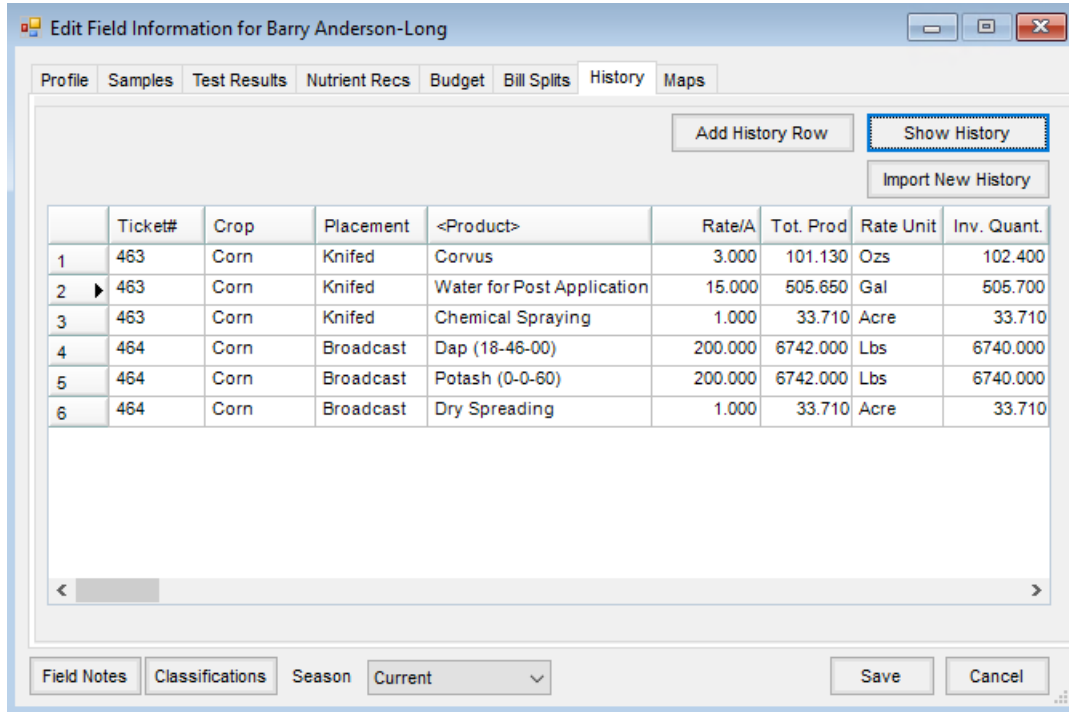
The screenshot shows a dialog box titled "Transfer to Field History" with a close button (X) in the top right corner. The dialog is organized into three main sections: "Invoices", "Delivery Tickets", and "Blend Tickets". Each section contains a "Transfer" checkbox (all are checked), a "Location" dropdown menu (all are set to "00MAIN"), and two input fields for "Starting" and "Ending" values. 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). Additionally, there are "Load Set" and "Save Set" buttons between the "Delivery Tickets" and "Blend Tickets" sections, and "OK" and "Cancel" buttons at the bottom center.

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.



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).