

# Invoice from Tickets Process

Last Modified on 09/26/2024 3:53 pm CDT

Import information from loaded Delivery or Blend Tickets into an Invoice.

1. Navigate to *Accounting / A/R / Invoice* and select **Add** or choose the **Add an Invoice** icon at the top of the Accounting module.
2. On the *Select Customer(s) or Field for Invoice* window, choose **Import Tickets**.

The screenshot shows a dialog box titled "Select Customer(s) or Field for Invoice #1200895". It contains a search field labeled "<By Field>", a table with columns "<Customer Name>", "S-1", "S-2", "S-3", and "Bill To", and a list of results. At the bottom, there are five buttons: "Import Tickets" (highlighted with a red box), "Select Location", "Import Energy Tick.", "OK", and "Cancel".

3. Highlight the tickets to be included on the Invoice and choose **OK**.

The screenshot shows the "Import Tickets for Invoice #1200895" window. It has a "Ticket Filter" section on the left with fields for "<Customer>", "<Field ID>", "Crop", "Location" (set to "00MAIN"), and "<Farm ID>". There is an "Include on hold tickets" checkbox and an "Apply" button. Below the filter are "Tag All" and "Un Tag All" buttons, a "Tagged" counter showing "2", and a "Combine Like Items on Invoices" checkbox which is checked. At the bottom are "OK" and "Cancel" buttons. The main area contains two tables: "Delivery Tickets" and "Blend Tickets".

Ticket #	Date	Cust ID	Field ID
120000087	05/14/2024	AndBa	
120000088	05/14/2024	AndBa	
120000089	05/14/2024	AndBa	
120000090	05/14/2024	AndBa	
120000091	05/20/2024	AndBa	
120000093	08/02/2024	AndBa	

  

Ticket #	Date	Cust ID	Field ID
512	07/13/2021	AndBa	Long
519	11/01/2021	AndBa	BA-01
520	11/01/2021	AndBa	WireEast
521	11/01/2021	AndBa	WireEast
522	04/15/2022	1Quote	1
532	06/29/2023	AndBa	BA-01

**Note:** Multiple tickets may be selected by holding **Ctrl** on the keyboard and choosing the tickets to be included. Select the *Combine Like Items on Invoices* option to combine the same Product with like crop codes from different tickets into one line item on the Invoice. Leaving this unchecked lists each entry as a separate line item.

4. The Source Ticket numbers show in the *Tickets* area on the Invoice. The *Source Tickets* tab provides more detail of the imported tickets.

Split	ID	AndBa	?	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer		Barry Anderson			122684.40	12155.68	3000.00	75000
Field ID			?					
Tickets		120000088, 120000090						
<Comments>								

- Complete the Invoice.
- When all information is entered, select **Save**. This does not affect inventory unless quantities are changed or additional Products are added to the Invoice.

**Note:** When the Invoice is saved, the Delivery or Blend Ticket is marked as *Processed*. This prevents it from being invoiced again. Voiding the Invoice makes the ticket(s) available for re-billing.