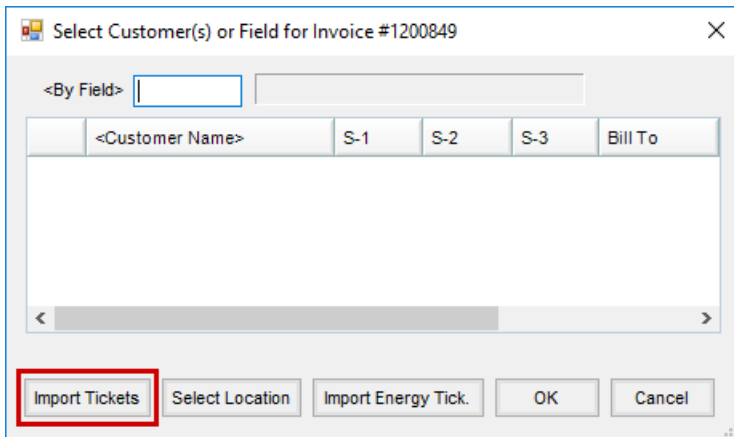


Invoice from Tickets Process

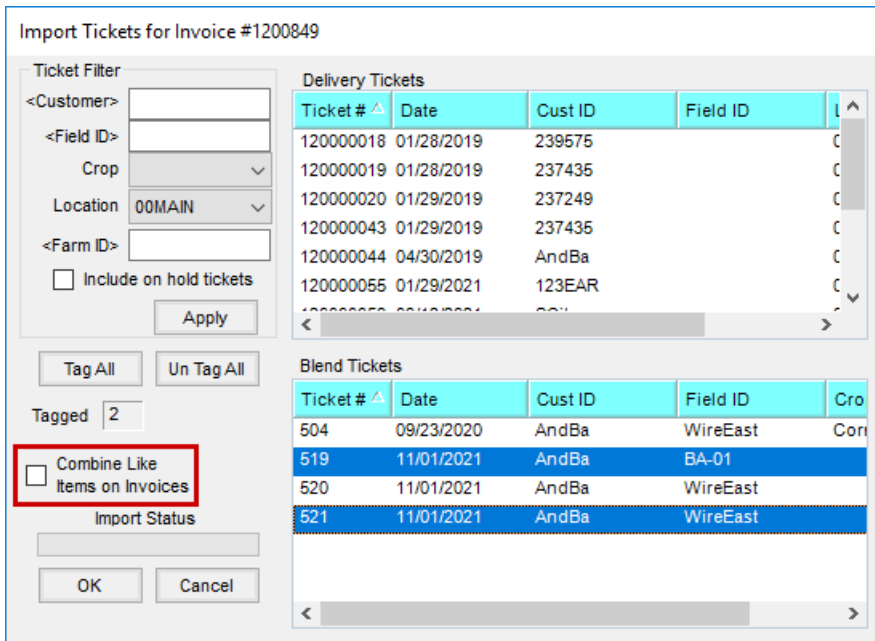
Last Modified on 05/03/2022 8:56 am CDT

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**.



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



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				-2900.82	12359.25	0.00	50000
Field ID	WireEast		?	Wire East				
Tickets	519, 521							
<Comments>								

5. Complete the Invoice.
 6. 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.