

# Invoice from Tickets

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

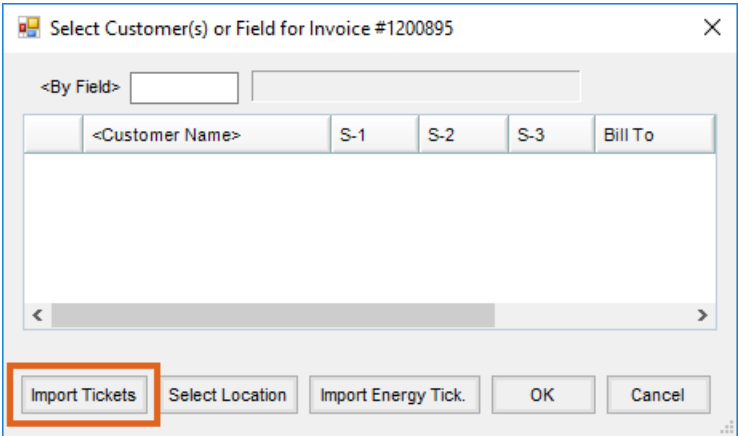
The quantity for the Product can be changed when invoicing Blend or Delivery Tickets. However, if the quantity is changed, the analysis and Field history could be incorrect. The recommended procedure would be to change the quantity on the Blend or Delivery Ticket to keep the Field history and analysis correct.

## Single Invoice

After invoicing from Delivery and/or Blend Tickets, these tickets are marked as *Processed* and are no longer available at the *Import Tickets* screen for future billing. Voiding the Invoice makes the ticket(s) available for re-billing.

When a Return Delivery Ticket is imported into an Invoice, the *Return Reason* selected on the Delivery Ticket is included on the Invoice's *Source Tickets* tab. If more than one Return Delivery Ticket is imported, the *Return Reason* from the last Delivery Ticket with a *Return Reason* populated is used. The Return Reason can also be seen on the Delivery Product Analysis report at *Accounting Reports / Inventory / Inventory Status* by checking the *Returns Only* option.

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**. The *Customer/Field ID* filter in the upper left corner can be used to display a selected subset of the unprocessed tickets. Double-click in the *Customer* and/or *Field ID* fields to select the Customer and/or Field. Crop, Location, and Farm may optionally be entered which filters all tickets accordingly.

**Note:** Right-click on a ticket to display additional information.

Import Tickets for Invoice #1200895

**Ticket Filter**

<Customer>

<Field ID>

Crop

Location 00MAIN

<Farm ID>

Include on hold tickets

Apply

Tag All Un Tag All

Tagged 2

Combine Like Items on Invoices

Import Status

OK Cancel

**Delivery 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	

**Blend Tickets**

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. If there are any tickets selected that have conflicting bill splits, a *Split Conflict* window displays which allows the split arrangement to be selected.

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

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

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.

## Multiple Invoices

**Multiple Tickets**, found at *A/R / Invoice*, is used to efficiently invoice a group of selected Delivery Tickets or Blend Tickets. Individual invoices are created for each ticket selected.

This option was created as way of automatically invoicing a batch of selected delivery and blend tickets. Tickets for multiple customers can be selected since it creates one invoice per ticket. The pricing follows the ticket price, the booked price, the price level entered on the customer file, or list price. If there are any pricing differences between a ticket and a booking, or if there are issues with the invoice checking, such as credit checking, permit checking, or

grain bank pools, messages will appear awaiting a user response of how to continue. If a message appears, the user has the option to skip the invoicing for that ticket. Skipping that ticket allows the process to continue for the remaining tickets.

During the busy season, it can sometimes be difficult to get the task of invoicing all those tickets completed.

At the *Import Multiple Tickets* window, tickets may optionally be filtered by *Customer*, *Field ID*, *Crop*, *Location*, and *Farm ID*.

Ticket #	Date	Cust ID	Field ID
120000077	09/05/2023	236050	
120000012	07/13/2023	238836	
120000076	07/05/2023	AndBa	
120000072	05/24/2023	239634	
120000073	05/24/2023	AdeJa	
120000070	05/11/2023	ZatTo	

Ticket #	Date	Cust ID	Field ID
506	12/14/2020	AndBa	WireEast
511	05/06/2021	AndBa	Long
512	07/13/2021	AndBa	Long
519	11/01/2021	AndBa	BA-01
520	11/01/2021	AndBa	WireEast
521	07/05/2023	AndBa	WireEast

Select tickets. Multiple tickets may be chosen by holding the **Ctrl** key while selecting the tickets.

If the *Preview Invoice(s)* option is selected, each Invoice is displayed and may be adjusted as needed. At the bottom of the window, the following options are available:

- **Skip** – The Invoice for the current ticket is not saved. Selecting this advances to the next selected ticket for review.
- **Back** – For a split Invoice, this navigates to the previous customer in the split.
- **Next** – For a split Invoice, this navigates to the next customer in the split.
- **Save** – This will save the Invoice.

If the *Preview Invoice(s)* option is not selected, the Invoices are created automatically.

**Note:** If any required information is missing or if there are credit warnings for the selected customers, messages display.