Agvance Tips & Tricks

Selecting Products

Selecting like products from all locations is just a right-click away, whether entering a transaction or running a report. Once the product is selected at the Select Products window, right-click on it and choose Select identical products from all locations. All products with matching product IDs and department categories are automatically selected.

Filtering by Ticket Number

A *Source Tickets* column is available at the *Select an Invoice* window and the *Activity* tab of the *Add* or *Edit a Customer* window. This column may be used for filtering and sorting Invoices that contain imported Delivery Tickets, Blend Tickets, and Energy Tickets.

Focused Results

Only want your actual inventoried departments to show on your Inventory Statements? Use the *Exclude Non-Inventoried Depts*. option, available on the *On Hand* and *Company Owned* Inventory Statements, to get the focused results you need. When selected, only departments with the *Inventory This Department* option are included.

Sorting Primary and Secondary Columns

When working with a grid in Agvance, you have the option to sort with a primary sort and a secondary sort. First, select the column heading to be the primary sort in the direction you would like to sort it (ascending or descending). Next, on the column you would like to be the secondary sort, hold down the **Shift** key on the keyboard and select the column heading. Hold down **Shift** and select again to change the secondary sort to descending.

Example: If looking for Settlements by name and then by commodity, first select the *Name* column, then hold **Shift** and select the *Commodity* column header twice to get the data in descending order for the commodity.

Journal Entry Source

The General Journal Listing report is a great tool for researching journal entry transactions or investigating issues. A *Source* selection is available on the *Report Criteria* screen, so when researching a journal entry, the report results may be narrowed to only look for journal entries created from a specific source.

Marking Assembly Sheets as Unavailable

When adding or editing an Assembly Sheet, select the *Unavailable* option to prevent additional Scale Tickets from

being added to the Assembly.

This is helpful when an Assembly is split by *Share Units* instead of *Split %* to prevent units being added to the last line or after a Settlement has been created against the Assembly to prevent a loss of current averages as additional tickets are added.

Additionally, on the *Purchases* tab at *Grain / Setup / Preferences*, select the *Mark assembly unavailable after settlement* option to automatically mark Assembly Sheets as *Unavailable* when any units are settled on it.

Hot Keys

Using Hot Keys is a convenient way to select menu items throughout the Agvance modules without using the computer mouse.

Access the Hot Keys by selecting the **Alt** button on the keyboard. One letter on each menu item will be underlined. Press and hold the **Alt** key, and, depending on the menu item needed, select the corresponding button on the keyboard for the desired menu. Continue to hold the **Alt** button and select the desired submenu item using the letters on the keyboard until the necessary tool is found.

Note: Hot Keys may need enabled on the computer for this to work in Agvance. To turn on Hot Keys, navigate to *Control Panel / Ease of Access / Ease of Access Center / Make the keyboard easier to use*. Under the *Make it easier to use keyboard shortcuts* section, select the *Underline keyboard shortcuts and access keys* option.