Blends - SKY Order

Last Modified on 06/27/2025 9:09 am CDT

Use the *Search* field to search for Blends by *Ticket #*, *Date*, *Customer*, *Location*, and *Field*.

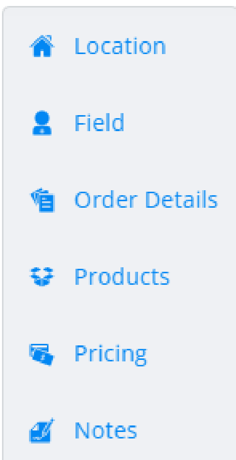
Note: Blends must be enabled in **SKY Admin** before they can be viewed in SKY Order.

Select the **Ellipsis** icon to *View PDF - Custom App*, *Download PDF - Custom App*, *View PDF - Blend*, *Download PDF - Blend*, *Create Automated Blender File*, *Edit Blend*, *Reverse*, or *Void*.

Note: Only unprocessed (not invoiced), not loaded Blends can be edited.

Blends can be added by selecting the **+ Add Blend** button in the bottom right.

Use the navigation on the left to move to different sections of the Blend.



Blend

Location

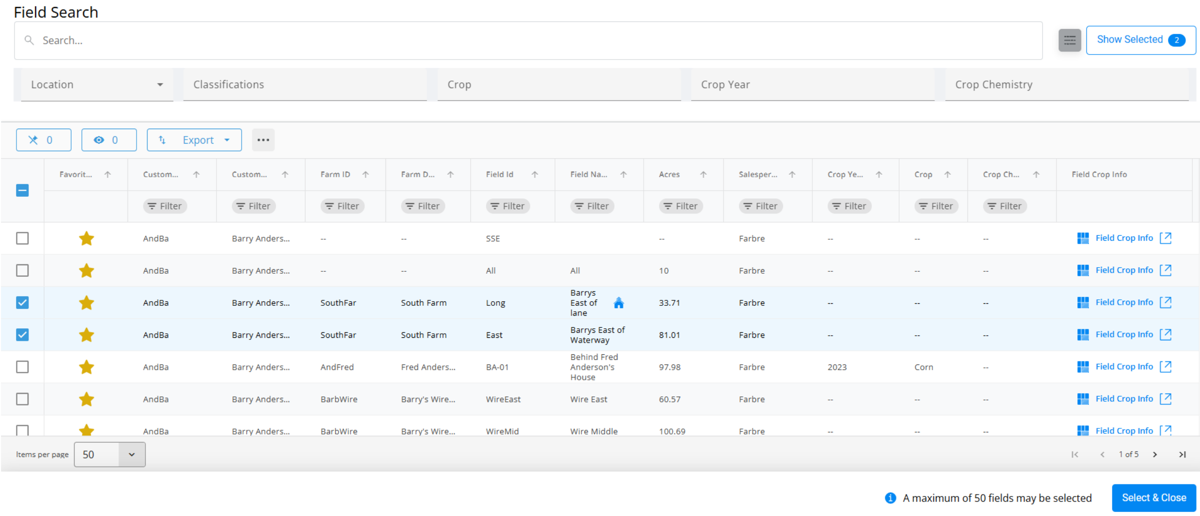
1. Indicate the *Location* from the drop-down.

2. Optionally select a template from the *Template* drop-down.

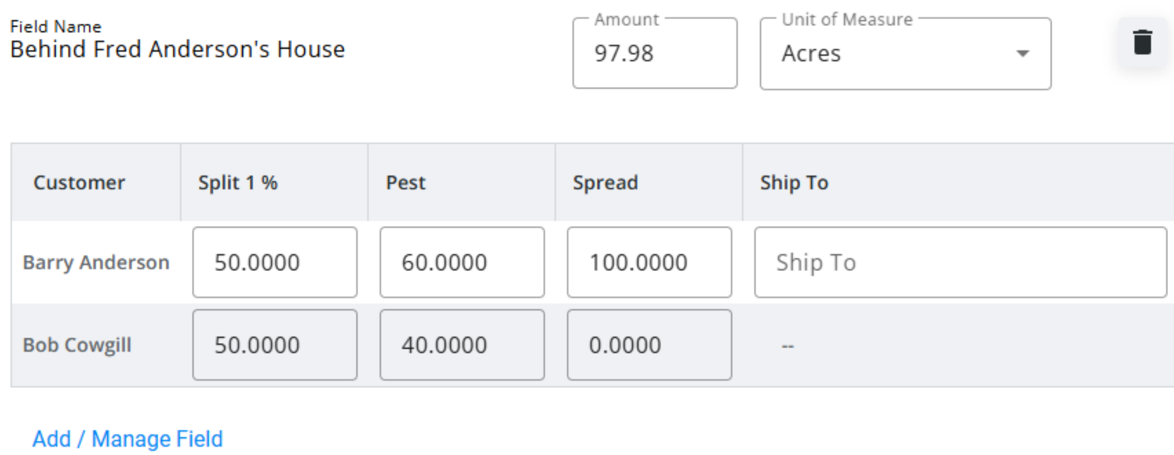
   Note: If adding a Blend from a Template, some Product information will default into the Blend.

Field

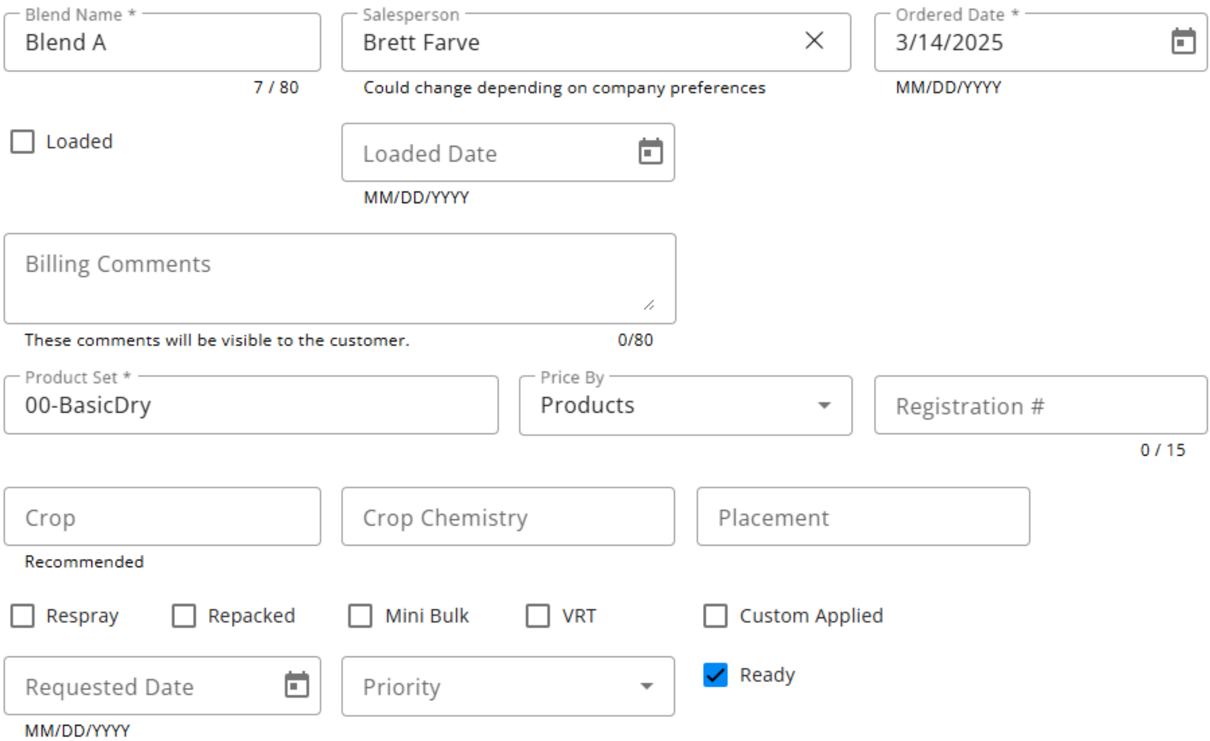
1. Select **+ Add Field**. A grid of Fields displays. Use the *Search* field to find the specific Fields or scroll through the list



2. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Fields. The **Show Selected** button displays only Fields that have been checked for the Blend.
3. Check the Field(s) for the Blend, then choose **Select & Close**.
4. Fields can be removed by selecting the **Delete** icon.
5. The *Amount* and *Unit of Measure* default but can be changed if needed. Additionally, a Ship To can be selected from the drop-down on the first Customer if applicable. Ship Tos must first be set up on the Customer's file.
6. If needed, adjust the split percentages if there are multiple Customers on the Field(s).



Order Details



1. Enter the *Blend Name*.
2. The *Salesperson* defaults depending on the setting selected in SKY Admin under *Order* but can be adjusted. More information on this setting can be found **here**.
3. The *Ordered Date* defaults to today's date but can be changed if needed.
4. If applicable, the Blend Ticket can be marked as *Loaded* and the *Loaded Date* can be indicated.
5. Optionally enter brief *Billing Comments* that will be displayed to the Customer.
6. Indicate the *Product Set* from the drop-down.
7. Under the *Price By* drop-down, choose to price by *Products*, *Blended Analysis*, or *Guaranteed Analysis*.
8. A *Registration #* of up to 15 characters can optionally be entered.
9. The *Crop*, *Crop Chemistry*, and *Placement* drop-downs are all optional but can be helpful if this information is known.
10. Additional options of *Respray*, *Repacked*, *Mini Bulk*, *VRT*, *Custom Applied*, and *Ready* are available. Checking *Ready* indicates the Blend is ready in Dispatch.
11. The *Requested Date* and *Priority* are optional.

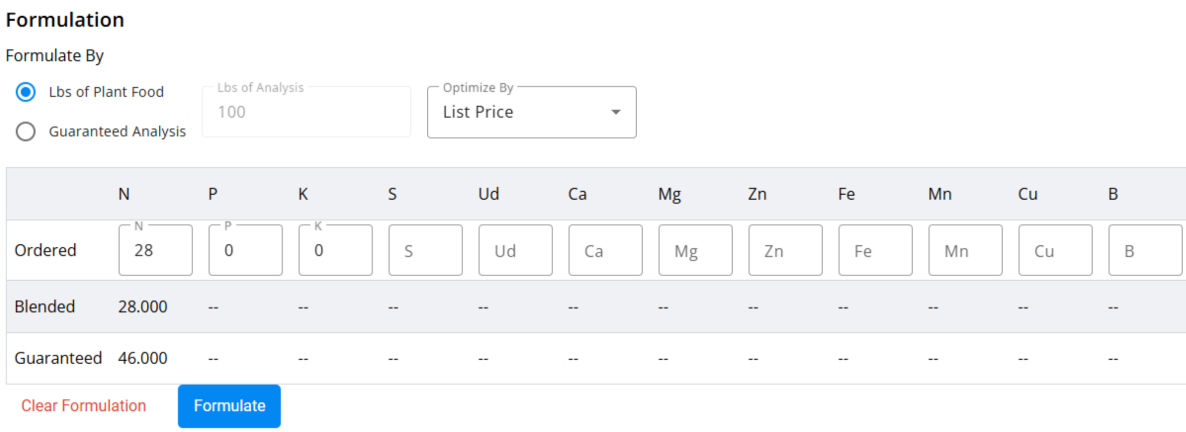
Products

Products can either be added manually or via formulation.

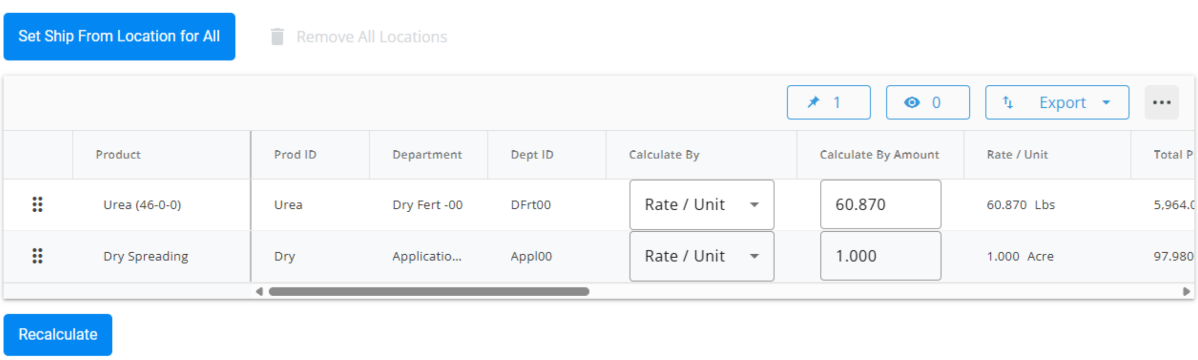
Note: If an inactive Product has been added either manually or by formulating, the inactive Product name will display with a tooltip indicating the Product needs to be removed or the Product activated to save. If trying to save without removing the Product, a window will display requiring the Product to be activated or giving the option to go back and remove the Product. If multiple Products are inactive and not all should be activated, go back to the order, remove the Product that should not be activated, then choose Create Order again to view activate the needed Product(s).

Formulation

1. Indicate if formulating by *Lbs of Plant Food* or *Guaranteed Analysis*. If choosing *Guaranteed Analysis*, enter the *Lbs of Analysis*.
2. Select the appropriate *Optimize By* option from the drop-down.
3. Enter requested nutrients in the *Ordered* area.
4. Select **Formulate** then review the *Calculated Analysis*. To redo the formulation, select **Clear Formulation** and re-enter the correct values.



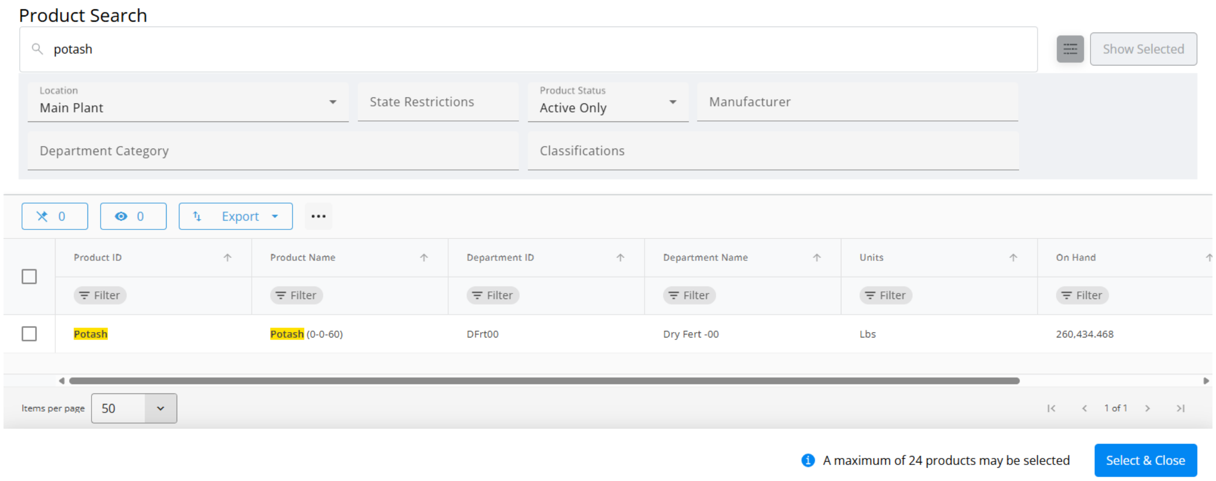
5. Additional Products can be added by selecting **+ Add Product**. See the *Add Products Manually* section below for more details.



6. The Products display in a grid below.

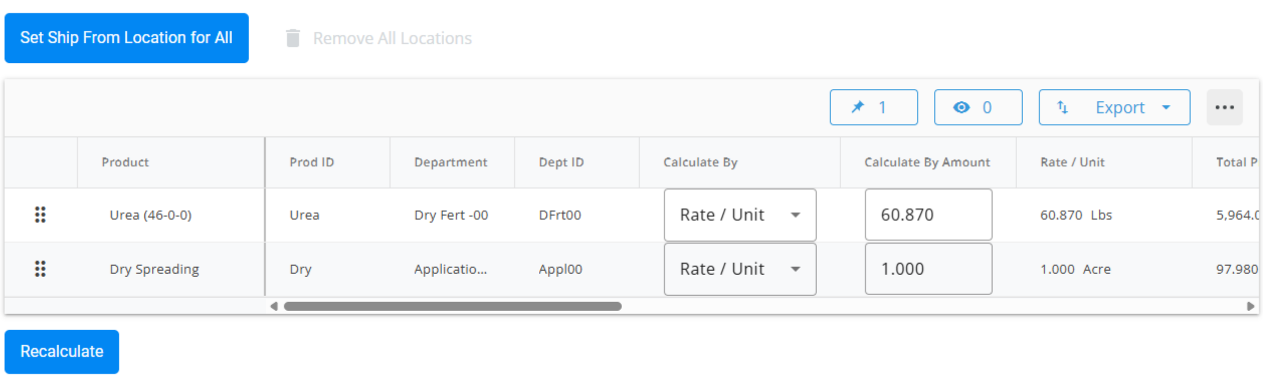
Add Products Manually

1. Select **+ Add Product**.
2. A grid of Products displays. Use the *Search* field to find the appropriate Product(s) or scroll through the list.

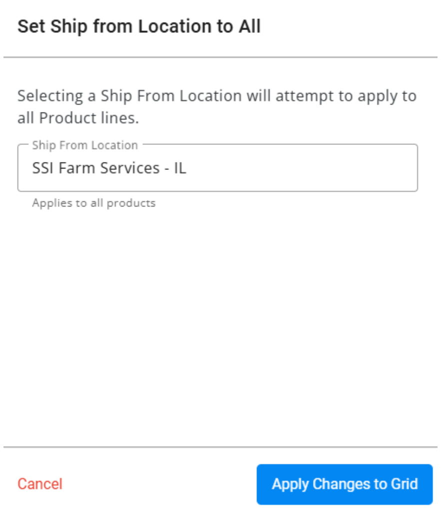


3. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Products. The **Show Selected** button displays only Products that have been checked for the Blend.
4. In the *Products* section of the Sales Order, indicate the *Quantity* for each Product.
5. Products can be reordered by selecting the grid of dots on the left and dragging to the appropriate position.
6. Choose **+ Duplicate** to add another line of that Product.
7. The **Delete** icon can be selected to remove a Product line.

Product Grid



1. Choosing **Set Ship From Location for All** above the grid opens a new window to choose a Location and that will be applied to all Products in the grid. The *Ship From Location* can also be indicated on each Product line item. Choose **Remove All Locations** to remove the *Ship From Location* from all Products.



2. Once a *Ship From Location* is selected, the *Ship From Department* drop-down becomes available.
3. Under the *Calculate By* column, choose *Rate/Unit*, *Total Product*, or *Blended*.
4. Enter the *Calculate By Amount* for each Product then select **Recalculate**.
5. The *Exclude from Mix File* option can be selected for products that should not be sent to the automated blender. If the *VRT* checkbox was selected in the *Order Details* section, the *Mix Group* can be edited to indicate what should and should not be blended together.
6. If applicable, a *Lot Number* can be selected from the drop-down.

   Note: Only existing Lot Numbers can be selected.
7. To add another line of the same Product, choose **+ Duplicate**.
8. The **Delete** icon can be selected to remove a Product line item.
9. Review the totals below the *Products* grid.

Density	Lbs/Acre	Total Lbs	CuFt/Acre	Total CuFt	% Water	% Clay
60.000	60.870	5,960.000	1.015	99.450	0.000	0.000

10. To recalculate the Blend accommodating for water, filler, or carriers, choose an *Adjust By* option which is based on the Product Set selected for the Blend. Enter the *Amount* then select **Adjust** to update the Blend. Use the *Carrier* checkbox in the grid to identify which Product is the carrier.

Pricing

Single Field

1. A *Payment Term* can be selected for the Field from the drop-down and will flow through to the Invoice. **Payment Terms** must first be set up in Windows Agvance.
2. For each Customer, choose the *Lock Prices* option (*Quoted*, *Analysis Quoted*, *Do Not Lock*).

Note: Quoting a Blend will carry the pricing from the Blend to the Invoice.

3. Under *Price ($)/Unit*, select the Price Level from the drop-down. Alternately, enter a custom price then choose **+ Add**.

Behind Fred Anderson's House

Payment Term: 2/10 net 30

Customer Name: Barry Anderson

Fert $/Tons: 600.00

Lock Prices: Quoted

Same Pricing for All Customers

Apply Price

Product	Prod ID	Department	Dept ID	Customer Split	Price ($) / Unit		Customer Share
Urea (46-0-0)	Urea	Dry Fert -00	DFrt00	50.0000	600.00	/ Tons	$894.00
Dry Spreading	Dry	Application -00	Appl00	100.0000	4.00	/ Acre	$391.92

Total Fert $	Fertilizer Quantity	Fert $/Tons	Total $/Acres	Fert $/Acres	Analysis	Total $	Customer Share
$1,788.00	5,960.00 Lbs	600.00	22.249	18.249	27-0-0	$2,179.92	$1,285.92

Multiple Fields

1. A message is displayed in the Pricing section stating *Pricing for each field will be handled in the next step.* Choose **Save and Add Pricing**.

Pricing

Pricing for each field will be handled in the next step.

Notes

Cancel

Save and Add Pricing

2. The first Field displays with *Batch* and *Individual Ticket Quantities* available for review.

Wire East

Field Quantity

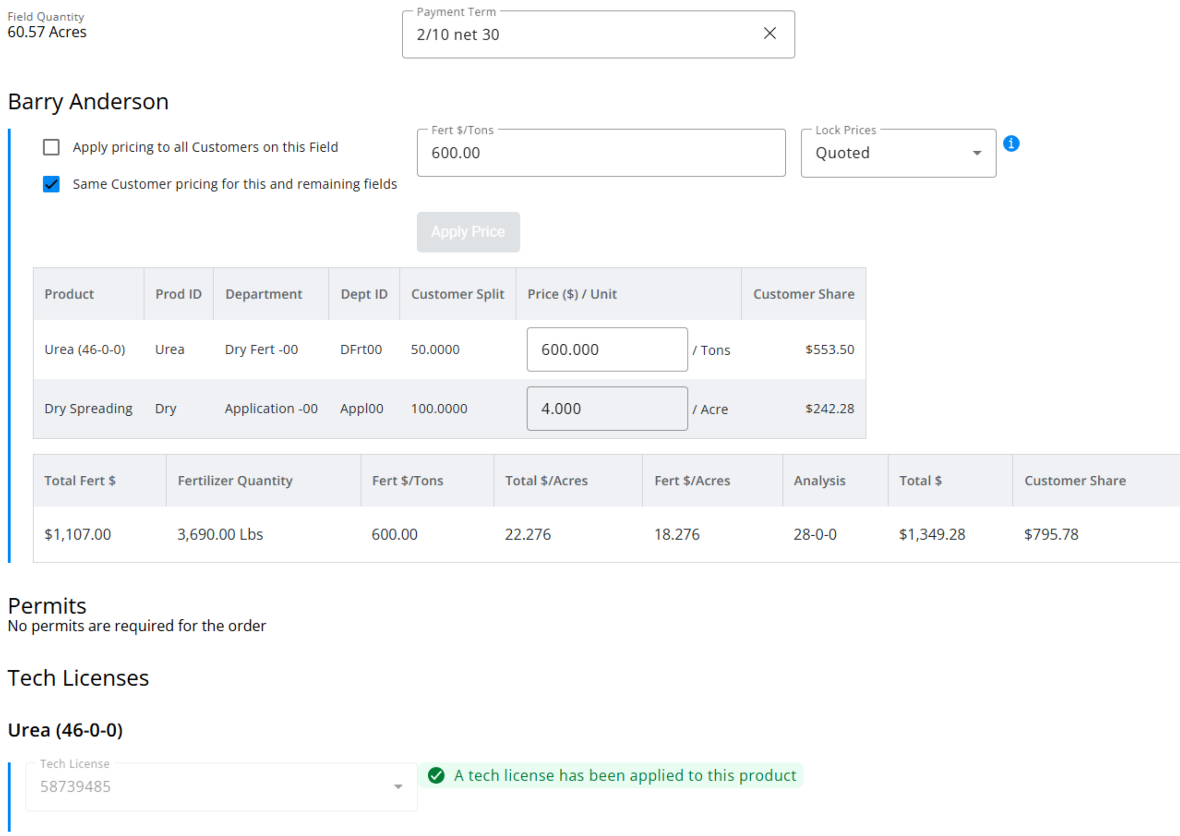
60.57 Acres

Batch Quantities				Individual Ticket Quantities			
Product	**Rate**	**Total Product**	**Blended Product**	**Product**	**Rate**	**Total Product**	**Blended Product**
Urea (46-0-0)	60.870	13,808.360	13,810.000	Urea (46-0-0)	60.870	3,686.896	3,690.000
Dry Spreading	1.000	226.850	226.850	Dry Spreading	1.000	60.570	60.570

3. The first Customer on the Field is listed below the *Batch* and *Individual Ticket Quantities.* Here, the *Fert$/Tons*, *Lock Prices*, and *Price ($)/Unit* can be indicated.
4. Optionally *Apply pricing to all Customers on this Field*. The *Same Customer pricing for this and remaining fields* option is available for all Customers on the Field. The *Same Customer pricing for this and remaining fields* option gives the ability to set pricing on a Customer and have that pricing carry through for that Customer for the remaining tickets created within the batch. The *Apply pricing to all Customers on this Field* option applies the pricing set on the first Customer to all other Customers on that Field.

Note: The *Apply pricing to all Customers on this Field* and the *Same Customer pricing for this and remaining fields* options cannot be used at the same time.

5. A *Payment Term* can be selected for the Field from the drop-down and will flow through to the Invoice. Payment Terms must first be set up in Windows Agvance.
6. If Permits or Tech Licenses are required on the order, they can be indicated at the bottom of the screen.



7. Choose **Cancel Remaining** cancels the transaction completely and return to the *Blends* page. Move to the next Field without editing pricing by selecting **Do Not Save Order for this Field**. No Blend is saved for that Field. To save pricing here and move to the next Field, choose **Save & Next Field**. This saves the Blend for that Field.

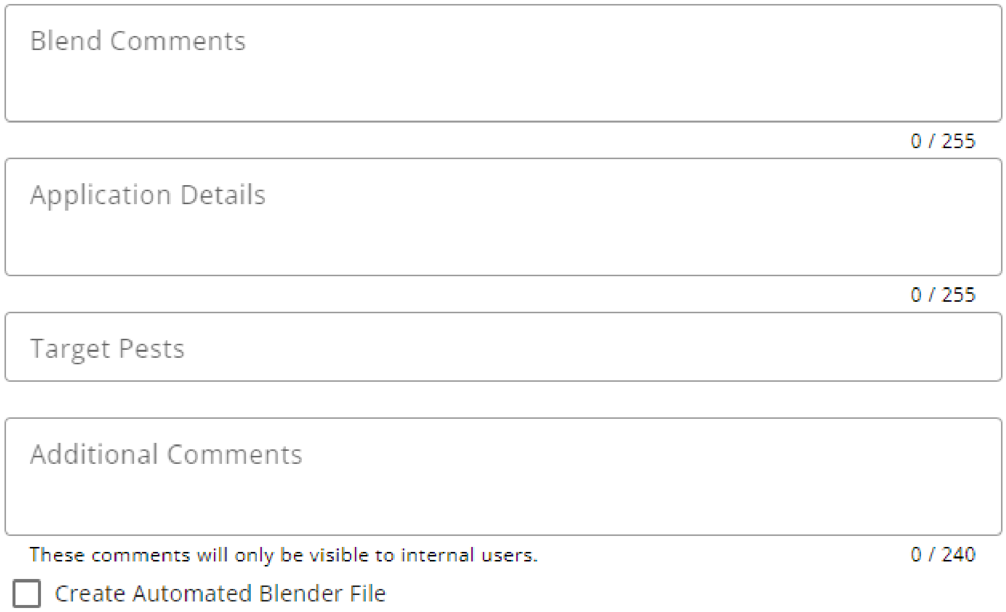
   Note: Separate Blends are saved per Field rather than having a multi-Field Blend.

8. On the last Field, **Save & Next Field** changes to **Save & Close**. This saves pricing on the current Field and finalizes the Blend with pricing saved on previous Fields in the Order. If **Do Not Save Order for this Field** is selected on the last Field, pricing is saved on previous Fields where **Save & Next Field** was selected, and the last Field is not included in the Blend.

Notes

1. Enter any *Blend* or *Additional Comments*.

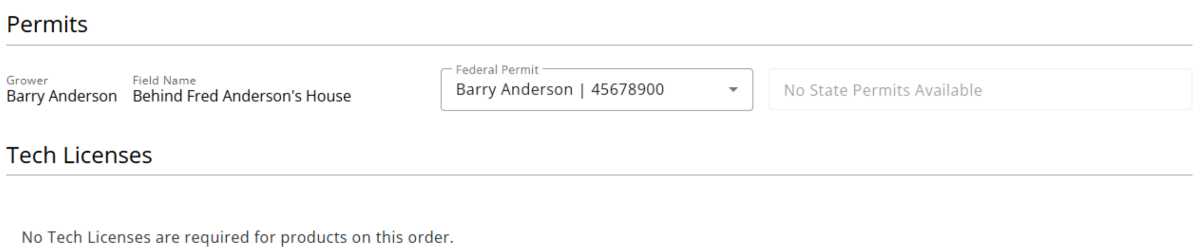
Note: *Additional Comments* are only visible to internal Users.



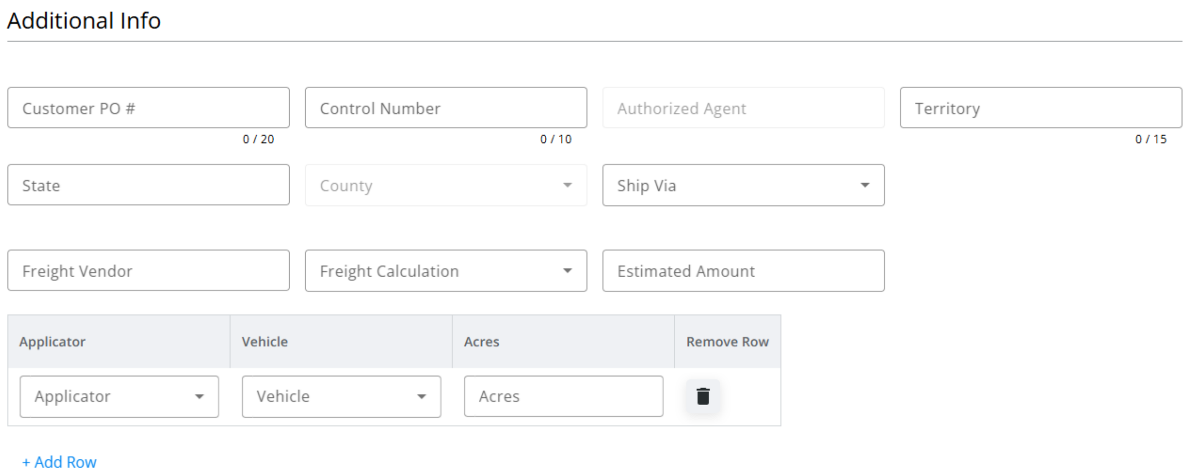
2. *Target Pests* can be selected from the drop-down.
3. Check *Create Automated Blender File* if needed.
4. The Blend can be saved by selecting **Create Order**. However, Permits and Tech Licenses can be added on the *Additional Info* tab. Depending on the Products added to the Blend, a Permit or Tech License may be required before saving.

Additional Info

1. If only one applicable permit exists, it will be automatically selected. If the Customer has more than one applicable permit, select the appropriate one from the drop-down.



2. Under *Additional Info*, the following fields are available.



- **Customer PO # –** This information can be entered if the Customer provides a Purchase Order number for the order.
- **Control Number –** This number is used to reference an internal control number (such as hand ticket numbers) associated with the sale.
- **Authorized Agent –** This person is associated with the Customer who is authorized to make decisions. Agents are set up in the Customer file under **Contacts**.
- **Territory –** This defaults from the Customer setup and is optional information to be used as needed.
- **State –** This determines which counties are populated in the *County* drop-down.
- **County –** This defaults from the *Ship To* address. If none are set up, it defaults from the Field, and then from the Customer's setup. If there is more than one Customer on the ticket, it defaults to the settings for the first person listed.
- **Ship Via –** Enter the method of shipment. The methods are defined at *Hub / Setup / Ship Via*. If a Ship Via is selected and the Blend Ticket is imported into an Invoice in the Agvance Accounting module, the information displays on the Invoice's *Additional Info* tab.
- **Freight Vendor** – Select the *Freight Vendor* from the drop-down if applicable.
- **Freight Calculation** – Indicate if the freight amount is *Estimated $/Unit* or *Estimated Total$*.
- **Estimated Amount** – Enter the *Estimated Amount* for freight.

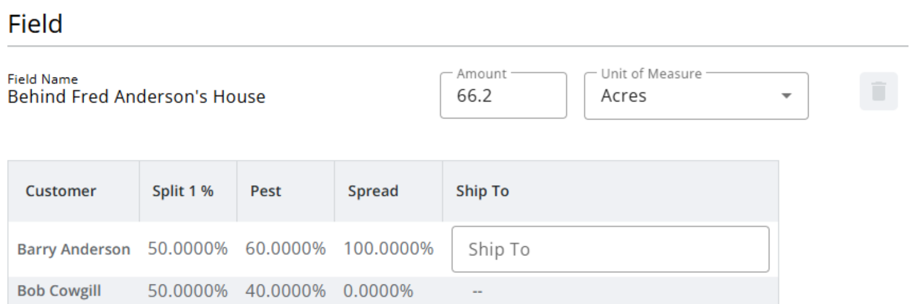
3. In the *Applicator* grid, *Applicators/Vehicles/Acres* can be entered. Choose the **Delete** icon to remove the Applicator or **+ Add Row** to include additional *Applicators/Vehicles*.
    - **Applicator –** Applicators are set up at *Hub / Setup / Applicators*. The Applicator also imports into the Invoice in Agvance Accounting.
    - **Vehicle –** Vehicles are set up at *Hub / Setup / Vehicles* and also import into the Invoice in Accounting.
    - **Acres –** Enter the number of Acres for each Applicator involved.

Edit a Blend

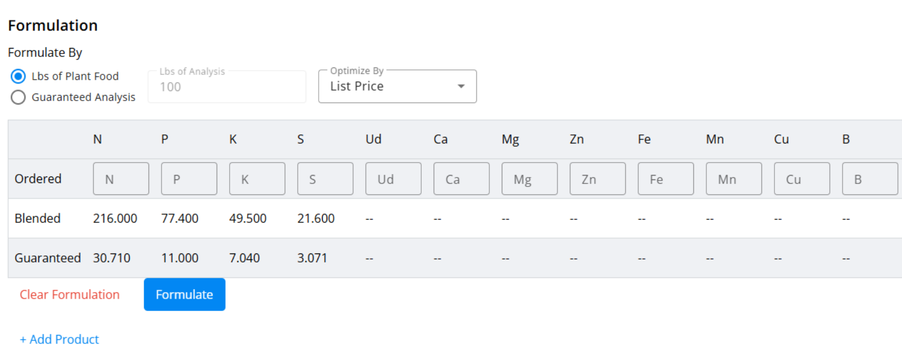
To edit a Blend, select find the *Edit* column and choose **Edit** for that Blend. Only unprocessed (not invoiced), not loaded Blends can be edited.

Note: The Location cannot be edited.

1. Under the *Field* section, the Field selected cannot be changed, but the *Area* and *Unit of Measure* can be edited and a *Ship To* can be added.



2. Under *Order Details*, the following are available for editing:
    - Blend Name
    - Salesperson
    - Billing Comments
    - Crop
    - Crop Chemistry
    - Placement
    - Product Set
    - Price By
    - Requested Date
    - Priority
    - Custom Applied
    - VRT
    - Ready (for Dispatch)
3. In the *Products* section, add/remove Products manually or via formulation.



   The following are available for editing in this section:
    - Formulate By

- Lbs of Analysis

  (if *Guaranteed Analysis* is selected)
- All quantities
- Pricing
- Carrier
- Exclude from Mix File
- Lot Number
- Ship From Location
- Ship From Department (if Ship From Location is selected)
- Adjust by

4. In the *Pricing* area, the following can be edited:
   - Fert $/Tons
   - Lock Prices
   - Price ($)/Unit
5. In the *Notes* section, *Blend Comments*, *Application Details*, *Target Pests*, and *Additional Comments* can be added. Additionally, the *Create Automated Blender File* checkbox can be selected.
6. On the *Additional Info* tab, Permits and/or Tech Licenses can be applied.
7. Once all edits are complete, select **Save Order**.