

AR Release Numbers



When you sell fertilizer in bulk (or seed or any product), you may want to issue release numbers to the dealers who purchase from you. If you've used AP Release Numbers, you'll find the AR ones work almost the same, only now *you* are the supplier.

What you'll find:

- Overview 2
- Setup 3
- Using Release Numbers: Creating the Work Order 7
- Work Order Reporting 12
- Managing Release Numbers: Keeping Things Current..... 14
- Customer Receives the Product..... 16
- Reporting on AR Release Numbers 21
- Prepayments 21
- Overdraws (or when the quantity runs out) 22

Overview

AR Release Numbers can be used with straight products and blends¹. Release Numbers are set up as part of customer work orders. The numbers used can be automatically generated from a predetermined sequence, or you can create numbers yourself each time.

Release Numbers can have a **status** of *Pending*, *Assigned*, *Filled*, or *Cancelled*.

- **Pending** release numbers are not yet available for draw-down,
- **Assigned** numbers have been given to the customer and are available for draw-down,
- **Filled** numbers are 'used up'
- **Cancelled** numbers are not available for draw-down and are reported as Quantity = 0.

If you correlate release numbers from Purchase Orders to AR release numbers (for example, for **direct to farm shipments**) you can copy the details from the PO then paste them to the WO. This saves you from having to type the same numbers over again.

Importing from or linking to an AR release number will change status of the release number from *Assigned* to *Filled*, and will draw down the quantity taken on the work order product row **by the actual quantity taken** (regardless of the target quantity the release number has on it). It is just like linking to a regular work order row in terms of quantity taken and the effect on commitment – the only additional feature is that you are able to reference the release number as 'part of' the link *and* mark that release number as 'used up', all in one step.

Release numbers have a **target quantity**, but the actual quantity taken when a customer uses their release number is not tracked against each release number: the work order product line *total quantity taken* is updated with the actual amount taken, and the release number is simply flagged as 'used up' (i.e. *Filled*).

Creating a Loadout Ticket from a release number is a quick way of creating a LOT for a given release number. The LOT is automatically created with the required information, just edit the row and change the quantity from the target quantity to the actual quantity, save, and you're done: the release number and work order are updated, and the LOT is in the system.

Creating an Invoice from a release number works the same, but can be done only if there isn't already a LOT.

You can **overdraw** from a given release number, but if the total amount of all rows that link back to the work order exceeds the work order product row quantity limit, you'll be prompted to split the rows in the same way as if you were linking to an ordinary (no-release-number) work order product row. Split off lines are not linked to release numbers or to the work order, they are just plain, unlinked product rows, reflecting current prices.

When **all of the release numbers** for a given work order product row have been used up (i.e. they all have a status of *Filled*), the work order row is closed – even if some quantity remains available (the assumption is that if all the release numbers have been used, then the customer is finished drawing down from this work order; this can be changed by turning off the corresponding [config option](#)). All the things that normally happen when you choose to close a row manually are done for you: any remaining commitment is released and the row is no longer available for linking. You could, however, come back to the work order and manually change the status of the

¹ ... as long as the blend has no Additional Products

row to active, if the customer wished to take the remaining 'little bit' of product: you'd just link to the work order row (you don't have to create a release number in order to link – you always have the option of linking to the work order without referencing the release numbers).

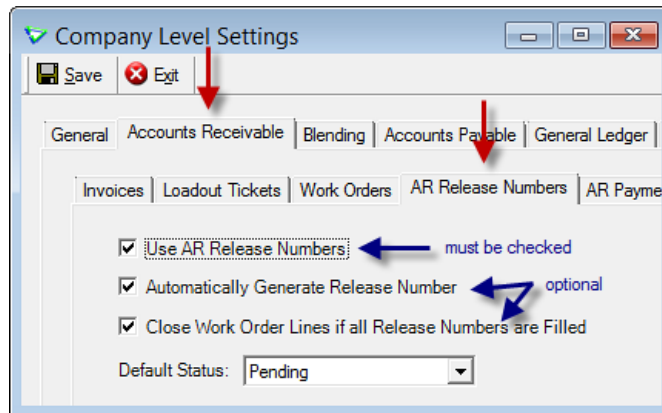
Setup

Company Level Configuration *(one-time tasks)*

Before you can begin managing AR Release numbers, agrē needs to know you want to start using them.

AR Release Number Company Configuration Options

Check the configuration item **Use AR Release Numbers**, decide if by default you want agrē to **Automatically Generate Release Numbers** or you'll assign them manually, and select the **Default Status** of newly-created release numbers. **Save** the changes.



File > Config Options > Company > Accounts Receivable / AR Release Numbers

Help

The following snippet from [online Help](#) may help you decide if you want to change the status of **Close Work Order Lines if all Release Numbers are Filled**:

	 If Checked	 If Not Checked
Close Work Order Lines if All Release Numbers are filled	Product rows will be closed if all release numbers have been filled <i>even if there is quantity remaining.</i>	Product rows will remain open if there is quantity remaining <i>even if all release numbers have been filled.</i>

Configure Auto-generated Reference Numbers^(optional)

If you want agrē to auto-generate the release numbers by default (like it can auto-generate work order, loadout ticket and invoice numbers) you'll need to specify the starting number. Like other reference numbers, you can have different prefixes per location if you choose to.

Select your location from the drop down menu and click **Retrieve**. Specify the starting number and optionally indicate a location prefix.

optional: set a location prefix

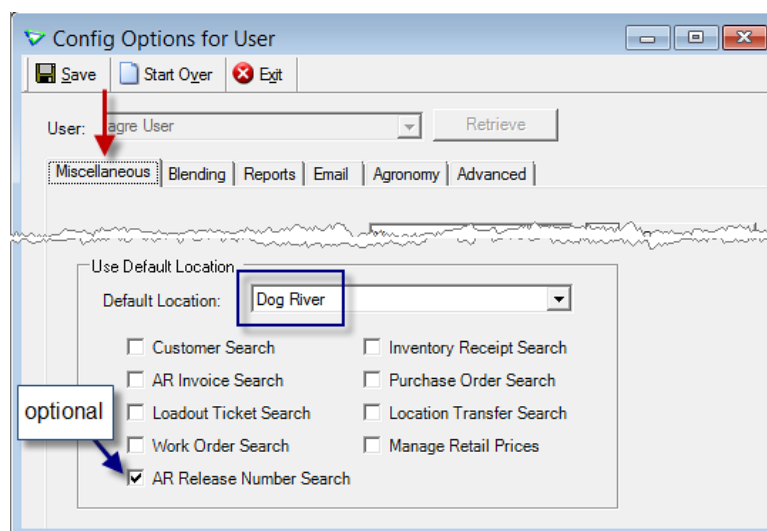
	Prefix	Starting Number
Loadout Ticket	LOT	93
> Release		1116000
Assigned Sale	AS	2
IOL Invoice	IOL	1
Fuel Invoice	FUEL	1
Work Order	WO	44
Invoice	INV	85
Payment	PMT	35
Interest	INT	5
Adjustment	ADJ	19
Customer		1055
Prepayment	PPD	15

fill in for each location (use the same number to have one sequence for all locations)

File > Manage > Reference Numbers > AR

User Level Configuration *(optional one-time task)*

If you have a default location specified, you may also want to check **AR Release Number Search** if you'd like agree to default to searching for release numbers from only your location (you can choose another location or <All Locations> on the fly when you need to search elsewhere).



File > Config Options > User

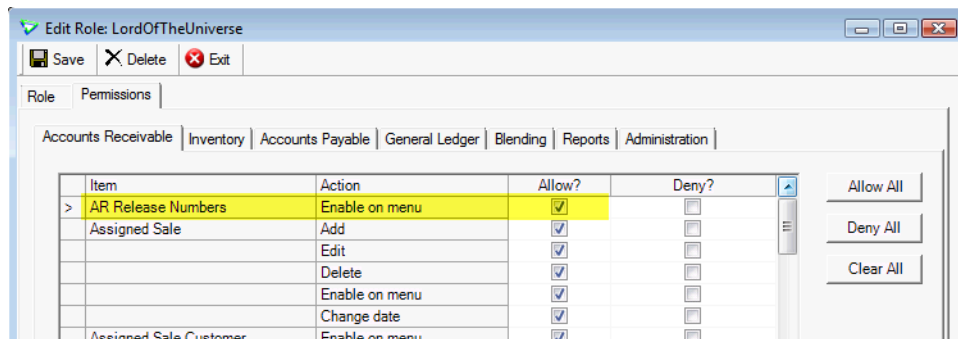
Help

The following snippet from [online Help](#) may help you decide if you want to use your default location for AR Release Number Searches.

Use Default Location		
	If Checked	If Not Checked
drop down field	If specified, the location selected from the list is automatically used as the default location when adding new documents.	The location will be blank.
check boxes AR Release Number Search	If checked, the location selected from the list above is automatically used as the default location when searching for existing documents.	The location for searches will default to <All Locations>.

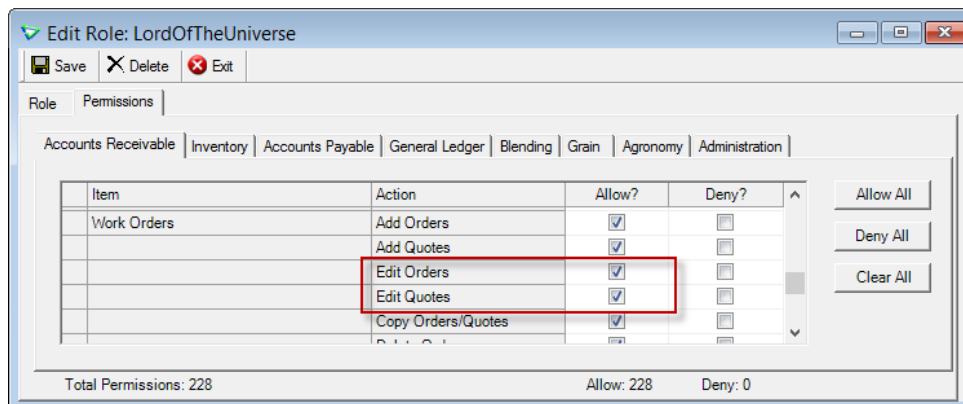
Security (one-time task)

Security is handled at the **Role** level. Each user that will use **AR Release Numbers** must be in a role that has this security item allowed.



File > Security > Manage Roles > Accounts Receivable tab

To **Edit Work Orders** from the AR Release Numbers window, permission **Edit Orders** and/or **Edit Quotes** also must be allowed:



File > Security > Manage Roles > Accounts Receivable tab

Using Release Numbers: Creating the Work Order

Just like AP Release Numbers live on purchase orders, **AR Release Numbers** live on work orders.

Tip

If you add a Customer **Ship To** address to the Work Order, it will carry over to the Loadout Ticket.

The screenshot shows the 'Edit Work Order: DWO279' window. The 'Customer and Order' tab is active. The 'Ship To' address is 'Cross Corner, NE 3-52-1 W5, Arden County, SK'. The 'Add Loadout Ticket' dialog box is open, showing the same 'Ship To' address. Red arrows indicate the flow from the 'Ship To' address in the main window to the 'Ship To' field in the dialog box.

Accounts Receivable > Work Order > Edit / Add

After adding a product row, click the **Release Numbers** button.

The screenshot shows the 'Add Work Order' window. The 'Customer and Order' tab is active. The 'Products (1)' table shows a product row for '46-0-0 - 4600 (MT)'. The 'Release Numbers' button is highlighted with a red box.

Product	Quantity	Unit Price	Line Total	Committed	Taken	Limit	Location	Status	Release	Prepay?
> 46-0-0 - 4600 (MT)	420.0	\$800.00	\$336,000.00	☒	0.0	420.0	St. Albert	Active	☐	☐

Total: (before tax) \$336,000.00
Total: (with taxes) \$336,000.00

Accounts Receivable > Work Order > Add

3 Ways to Add Release Numbers

The screenshot shows the 'Edit Product Release Numbers' window. At the top, there are 'Update' and 'Exit' buttons. Below, the product is '46-0-0 - 4600 (MT)' and the location is 'Edmonton'. A red box highlights the 'auto-gen or type your own' option. The main table has columns: Auto, Release Number, Target Quantity, Actual Quantity, Status, Scheduled Date, and Comment. Three rows are shown, with the first row having a red circle '1' next to the 'Auto' checkbox. Below the table, there are three buttons: 'Remove Row' (with a red circle '2'), 'Add Multiple Rows' (with a red circle '3'), and 'Paste from PO'. A calendar widget is open, showing 'September 2023' with the date '6' circled in red. At the bottom, there is a 'Rem' button and a 'Today: 9/6/2023' label.

1. one at a time - type directly in the table
2. in multiples - click **Add Multiple Rows**
3. duplicated from a purchase order - click **Paste from PO**

One at a Time

Manually fill in the **Release Number** or click the checkbox in the **Auto** column to auto-generate a number.

Add Multiple

To add multiple release numbers quickly, click **Add Multiple Rows**. Turn the check mark ON to auto-generate the numbers, or click it OFF to manually specify the release numbers and enter a starting number. Indicate how many Release Number rows to generate and the target quantity for each load (the quantity is in the product's main unit type).

The screenshot shows the 'Edit Product Release Numbers' window with the 'Add Multiple Release Numbers' dialog box open. The dialog box has a title bar and a close button. It contains the text 'This will add multiple Release Numbers.' and a checked checkbox for 'Auto-generate Release Numbers'. Below this, there are fields for 'Starting Release Number' (with a note '(Prefix - Number, e.g. AX 247)'), 'Number of Release Numbers to be added:' (set to 10), 'Increments of:' (set to 1), and 'Target Quantity of each Release Number:' (set to 42.0000). There are also radio buttons for 'Status' (Pending and Assigned) and a 'Comments' field. A red box highlights the 'Add Multiple Rows' button in the background window. A blue box labeled 'optional' points to the 'Comments' field. A yellow starburst icon points to the 'OK' button. A red box highlights the 'Auto-generate Release Numbers' checkbox, with a note 'uncheck Auto-gen to change the Increment'.

If specifying multiple manual release numbers, the **prefix** can be a maximum of 9 characters and the **starting number** a maximum of 6.

Duplicated from Purchase Order

If you want to copy *all Open or Assigned* release numbers from a Purchase Order (e.g. to make it easier to track **direct-to-farm shipments**) use **Copy Release# to WO** to copy them from the PO, click **Update ...**

Accounts Payable > Purchase Orders > Add Product
(all release numbers 'not Filled' will be copied)

... then **Paste from PO** to the Work Order.

(do this right away! you risk losing the memory cache if you perform other tasks in the meantime)

Accounts Receivable > Work Orders > Products tab > Release Numbers

All **unique release numbers** that were flagged as *Open or Assigned* on the PO will be pasted.



1. create the Work Order
2. create the Purchase Order, copy Rel #s
3. go directly back to the Work Order and paste

After the Release Numbers have been pasted, the memory cache is emptied so they cannot be accidentally pasted again.

What Release Number details get copied from the Purchase Order?

- Release Number
- Target Quantity
- Status (only Open and Assigned rows are copied)
- Pickup Date
- Comment

(optional) Link the Purchase Order to the Work Order using **Ship To/WO**.

A screenshot of a software window titled "Edit Purchase Order: STPO008". The window has a menu bar with "Save", "Delete", "Documents", "Refresh", "PO Activity Detail", "History", and "Exit". Below the menu bar, there are several input fields: "Reference:" (STPO008), "Supplier:" (IRM Ltd. (0058)), "Date Ordered:" (Sep 09, 2021), "Expected Delivery:" (Nov 08, 2021), and "Expiry Date:" (Nov 08, 2021). There are also dropdown menus for "Sub Type:", "Location:" (Stony Plain), "Status:" (Ordered), "Requested By (Staff):", and "Confirmation No:". A red arrow points to the "Expiry Date:" field. Below the input fields, there are tabs: "General", "Products (2)", and "Customer and Order". The "Customer and Order" tab is selected and highlighted with a red box. It contains fields for "Customer:" (Campbell Park Fertilizer (1054)), "Work Order:" (EWO203 - Sep 06, 2023), "Sales Rep:", "Customer Contact:", and "Ship To:" (Stony). There are "Find" buttons next to the "Customer:", "Customer Contact:", and "Ship To:" fields. Below the "Ship To:" field, there is an address: "27345 Yellowhead West, Stony Plain, AB T5R 6M7". To the right of the "Customer and Order" tab, there is a "Billing Address" section with the address "34 Sturgeon Road, St. Albert, AB T8N 4R7" and a "Phone #" field with the number "+1.780.459.4477".

Accounts Payable > Purchase Orders

You may want copy AP release numbers to work orders as part of the [AR Work Order to Purchase Order Process](#) as AR release numbers are not copied.

I want to read the [AR WO to PO Process white paper](#) (with lots of screenshots).

Editing Release Number Details

If any of the target quantities or other details need to be changed or cancelled, you can do that now (or later). To get back into this window so that you can confirm or edit release number details, click the **Release Number** button again, on the main product tab.

Product: 46-0-0 - 4600 (MT)
Location: Edmonton
Quantity Requested: 420.0000

Release Numbers

Auto	Release Number	Target Quantity	Actual Quantity	Status	Scheduled Date	Comment
☒		42		Pending		AR Release Number Comment
☒		42		Pending		AR Release Number Comment
☒		42		Pending		AR Release Number Comment
☒		42		Pending		AR Release Number Comment

Buttons: Remove Row, Add Multiple Rows, Paste from PO, Remove Multiple Rows

Tip

Comments can be copied between rows using the arrow keys and CTRL+C (copy) and CTRL+V (paste) without having to double-click inside a cell.

You can have more than one product with release numbers on a single work order if you like, and the work order is just like any other: you can set the expiry date, enter comments, etc.

Note:

As with all automatically generated release numbers in agrē, they aren't visible until after you save the document (this is how agrē makes sure that two people don't try to save the same number at the same time).

Summary of Allowed Edits if Work Order line is Completed

Pending/Assigned Rows:

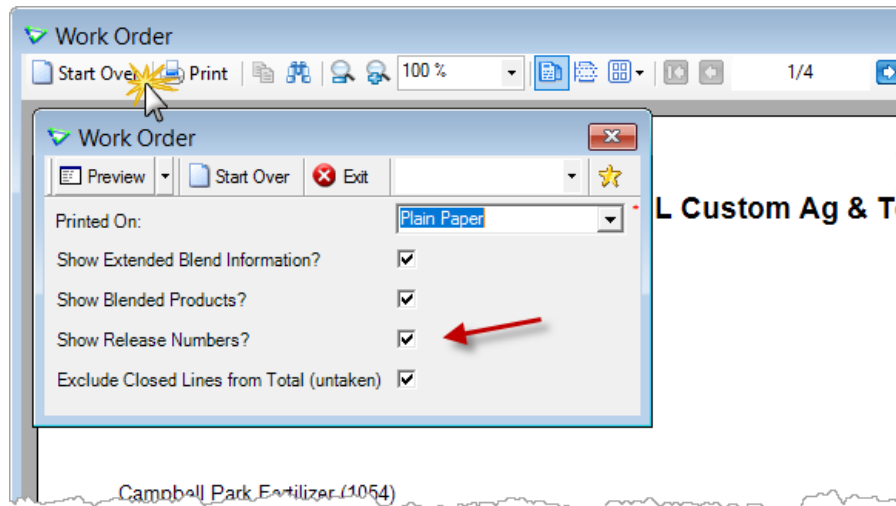
- you can add new rows, but not with the status of Filled
- you can edit (except Actual Quantity) or remove rows

Filled Rows:

- you cannot add, edit, or remove rows
- *exception* **Comments** - you can add, edit, and remove comments regardless of row status

Work Order Reporting

When you preview a work order that contains release numbers, you now have the option to **Show Release Numbers** (and this will be selected by default).



Notes: You will only be offered the option to Show Release Numbers if the work order is using them. This option would not appear if there were no release numbers to show.

The WO looks like it usually does, with the addition of the **Release Numbers** and their target quantity and status.

agré

Tronia Testing Inc.
24715 Yellowhead Trail West
Edmonton, Alberta T6R 7L4
Phone: 780.466.1273
Fax: 780.465.1273

Date: Oct 22, 2013

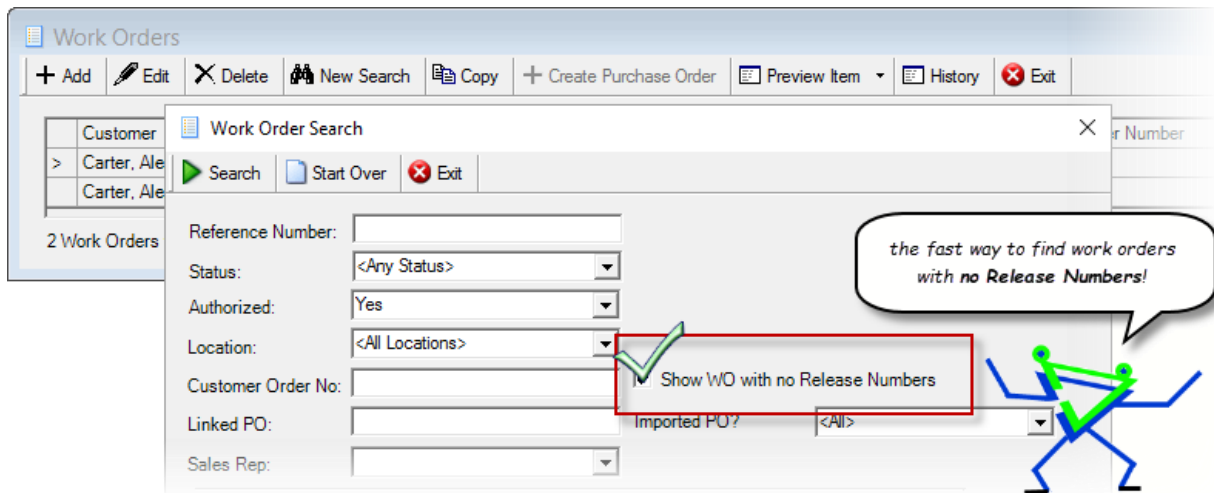
Order: WO43
Status: Active
Expiry Date: Nov 21, 2013

Campbell Park Fertilizer (1054)
34 Sturgeon Road
St. Albert, AB T8N 4R7

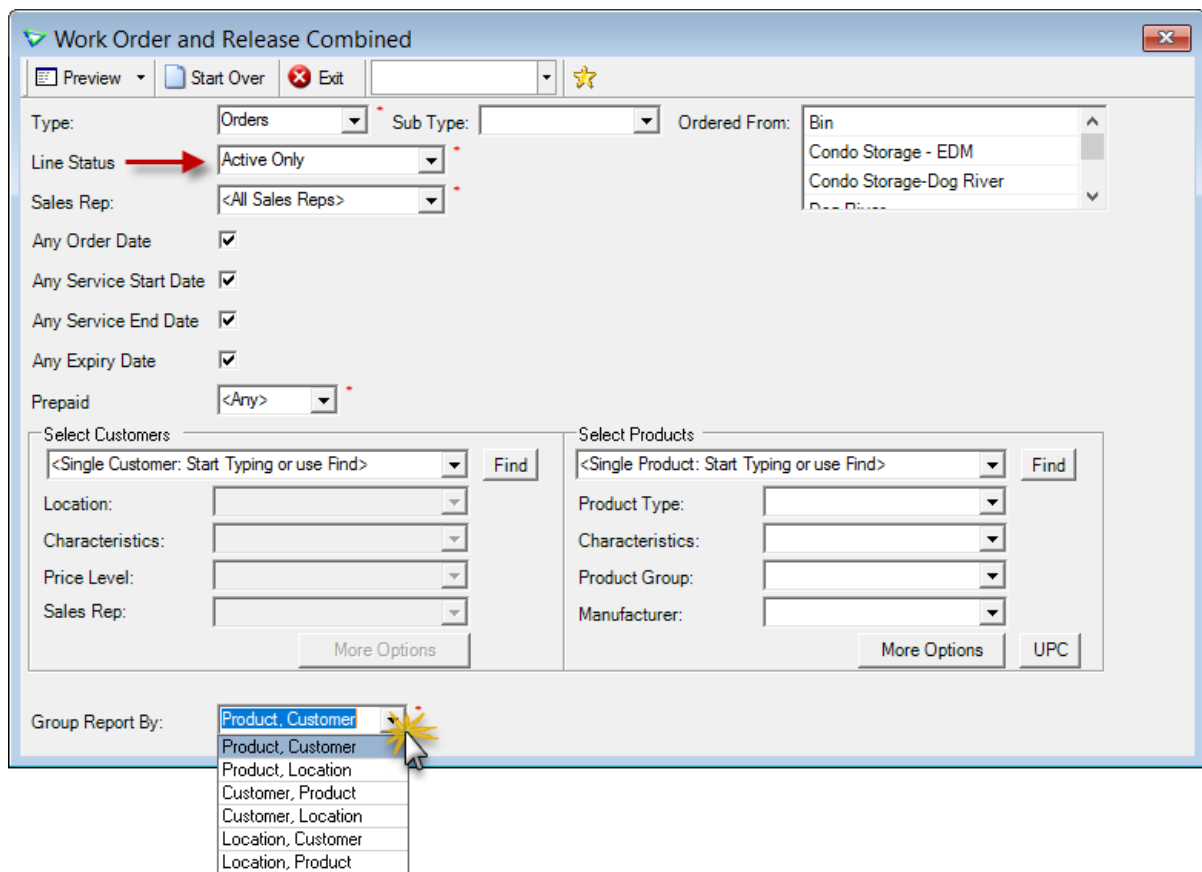
Location: Edmonton

Product	Quantity Units	Price Committed	Prepaid	Taken	Status	Total
46-0-0 (4600)	420.00 Metric Tonne	\$800.00	☒	☐	0.00 Active	\$336,000.00
Release #: 1116000	42 MT	Status: Pending				
Release #: 1116001	42 MT	Status: Pending				
Release #: 1116002	42 MT	Status: Pending				
Release #: 1116003	42 MT	Status: Pending				
Release #: 1116004	42 MT	Status: Pending				
Release #: 1116005	42 MT	Status: Pending				
Release #: 1116006	42 MT	Status: Pending				
Release #: 1116007	42 MT	Status: Pending				
Release #: 1116008	42 MT	Status: Pending				
Release #: 1116009	42 MT	Status: Pending				
Grand Total:						\$336,000.00

If you think you may have forgotten to add the **Release Numbers**, you can search for just the Work Orders that *don't* have them.



You can also double-check with the **Work Order and Release Combined** report.

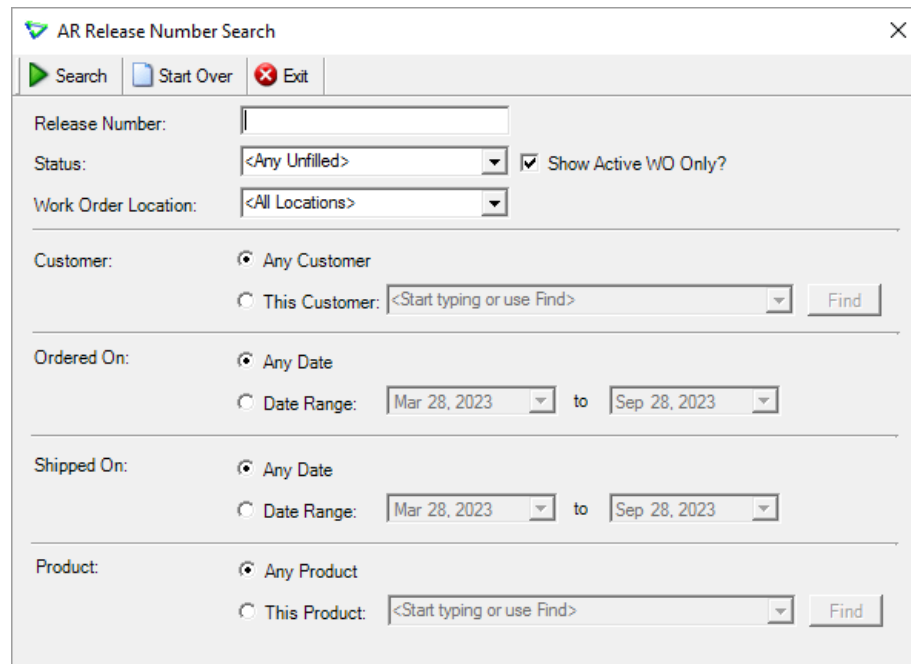


Accounts Receivable > Reports

Managing Release Numbers: Keeping Things Current

Tip: To update AR Release Numbers, for example to change the status from *Pending* to *Assigned* and to add a Scheduled Date, you could edit each work order, but there's an easier way – from the **AR Release Numbers** window.

The default search parameters will show you all unfilled release numbers (filtered by your default location if you have one set), but like all searches, you can change the parameters to find just the ones you're looking for.



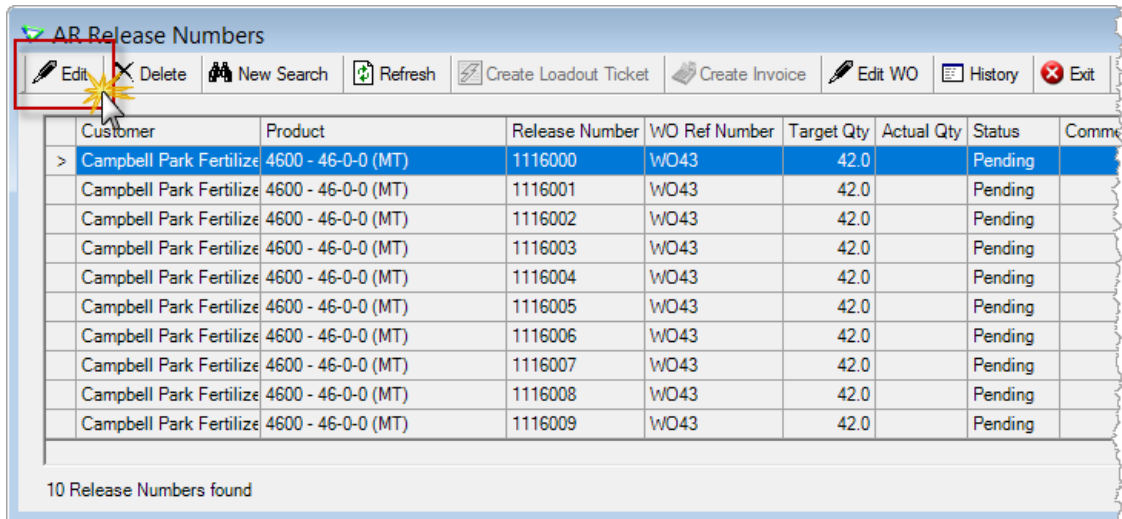
The screenshot shows the 'AR Release Number Search' window. It has a title bar with a close button (X). Below the title bar are three buttons: 'Search' (with a magnifying glass icon), 'Start Over' (with a circular arrow icon), and 'Exit' (with a red X icon). The main area contains several search criteria sections, each with a label and a set of options:

- Release Number:** A text input field.
- Status:** A dropdown menu currently showing '<Any Unfilled>'. To its right is a checkbox labeled 'Show Active WO Only?' which is checked.
- Work Order Location:** A dropdown menu currently showing '<All Locations>'.
- Customer:** A radio button group with 'Any Customer' selected. Below it is a radio button for 'This Customer:' followed by a text input field containing '<Start typing or use Find>' and a 'Find' button.
- Ordered On:** A radio button group with 'Any Date' selected. Below it is a radio button for 'Date Range:' followed by two date pickers (Mar 28, 2023 and Sep 28, 2023) separated by 'to'.
- Shipped On:** A radio button group with 'Any Date' selected. Below it is a radio button for 'Date Range:' followed by two date pickers (Mar 28, 2023 and Sep 28, 2023) separated by 'to'.
- Product:** A radio button group with 'Any Product' selected. Below it is a radio button for 'This Product:' followed by a text input field containing '<Start typing or use Find>' and a 'Find' button.

Accounts Receivable > AR Release Numbers

Tip If you're not getting the search results you expected, try unchecking **Show Active WO Only?** The release number you want may be on a work order that's expired or closed. You'll need to edit the WO and change the expiry date before you can create a loadout ticket from it, but you can edit the comment.

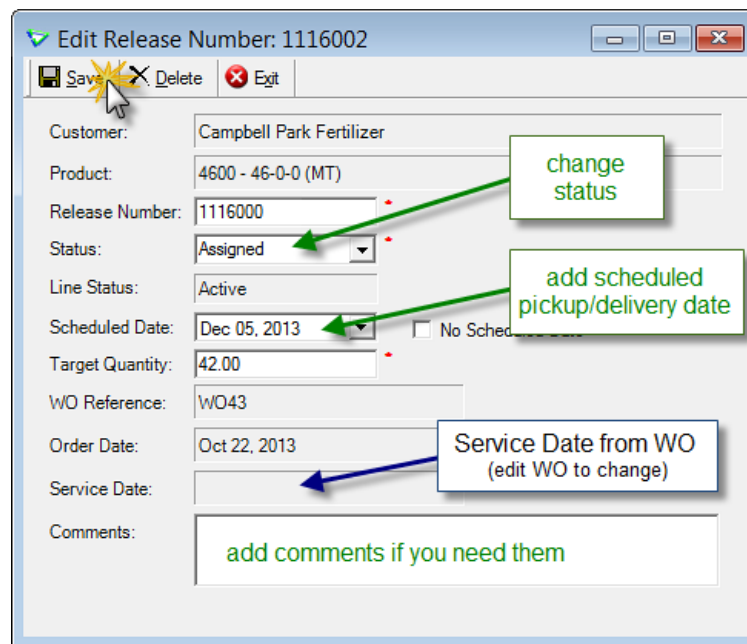
Edit a release number.



Customer	Product	Release Number	WO Ref Number	Target Qty	Actual Qty	Status	Comments
> Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116000	WO43	42.0		Pending	
Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116001	WO43	42.0		Pending	
Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116002	WO43	42.0		Pending	
Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116003	WO43	42.0		Pending	
Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116004	WO43	42.0		Pending	
Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116005	WO43	42.0		Pending	
Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116006	WO43	42.0		Pending	
Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116007	WO43	42.0		Pending	
Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116008	WO43	42.0		Pending	
Campbell Park Fertilizer	4600 - 46-0-0 (MT)	1116009	WO43	42.0		Pending	

10 Release Numbers found

Make your changes and click **Save**.



Dialog Box: Edit Release Number: 1116002

Buttons: Save, Delete, Exit

Fields:

- Customer: Campbell Park Fertilizer
- Product: 4600 - 46-0-0 (MT)
- Release Number: 1116000
- Status: Assigned (dropdown)
- Line Status: Active
- Scheduled Date: Dec 05, 2013 (checkbox: No Scheduled Date)
- Target Quantity: 42.00
- WO Reference: WO43
- Order Date: Oct 22, 2013
- Service Date: (empty)
- Comments: (text area)

Annotations:

- change status (points to Status dropdown)
- add scheduled pickup/delivery date (points to Scheduled Date field)
- Service Date from WO (edit WO to change) (points to Service Date field)
- add comments if you need them (points to Comments text area)

Note A loadout ticket can be created only for **Assigned** release numbers for products on Work Orders with an **Active** line status.

A **cancelled** release number quantity will be reported as 0.

Customer Receives the Product

When the customer arrives to pick up the product, (or you load it up for delivery), you'll create a Loadout Ticket² like you normally would.

You can create a Loadout Ticket the usual way, or you can use the **Create Loadout Ticket** shortcut button on the Manage AR Release Numbers window.

AR Release Numbers

Edit

Delete

New Search

Refresh

Create Loadout Ticket

Create Invoice

Edit WO

History

Exit

Customer	Product	Release Number	WO Ref Number	Target Qty	Actual Qty	Status	Comment
> Campbell Park Fertilize	4600 - 46-0-0 (MT)	1116000	WO43	42.0		Assigned	
Campbell Park Fertilize	4600 - 46-0-0 (MT)	1116001	WO43	42.0		Pending	
Campbell Park Fertilize	4600 - 46-0-0 (MT)	1116002	WO43	42.0		Pending	
Campbell Park Fertilize	4600 - 46-0-0 (MT)	1116003	WO43	42.0		Pending	

A LOT is automatically created with the required information, just edit the row and change the quantity from the target quantity to the actual quantity, save, and you're done: the release number and work order are updated, and the LOT is in the system.

² You could also **Create Invoice** and skip the Loadout Ticket

Linking Manually the Load Back to the Work Order

Note: You can only link to or import from Release Numbers that are **Assigned**

If you have recorded the product on a LOT or Invoice without importing from the work order or referencing the release number, agrē will let you know that a Work Order is available for linking. The linking process works the same whether you do this from a LOT or Invoice³.

Reference: ☒ Generate Reference Automatically

Customer: Campbell Park Fertilizer (1054) Find Add Location: Edmonton

Date: Oct 24, 2013 Created By: agre User

Customer and Shipping Products Additional Information

Product (Delivered Units)	Quantity	WO/Invoice Ref	Location	Billed?	Billing Units	Aut. Blender
> 4600 - 46-0-0 (MT)	41.8	<WO Available>	Edmonton	☐	MT - Metric Tonne	

Add Product Row Add Blend Row Edit Row Remove Row

Import WO/Bill & Hold Auto Link WO Link to Work Order Import from Field Scout Send Targets

Release Numbers Found

One or more of the rows you will be linking has release numbers available. Auto link will not use the release numbers: do you want to continue?

Yes No

Note If you were to click Auto Link, you'd receive a message that reminds you that **Auto Link can't 'see' Release Numbers**. At this point, click **No** to stop the Auto Link process and manually **Link to Work Order** instead.

³ Loadout Tickets only show the <Work Order Available> reminder if you have agrē configured to do so: if you don't normally link to Work Orders at Loadout Ticket time but wait to do that on the invoice, then you probably have this option turned off. Go ahead and follow your normal processes for linking to work orders: release numbers are just work orders with an extra bit of detail.

When you link a product that has release numbers, you can **either link to a specific release number, or you can link to the Work Order product row (without a release number in play)**. Either way you draw down the actual quantity taken from the total available on the Work Order: the only thing linking to a release number does in addition is to mark that release number as *Filled*. In either case, the price from the Work Order will be used.

Edit Loadout Ticket: LOT93

Reference: LOT93
 Customer: Campbell Park Fertilizer (1054) Find Add Location: Edmonton
 Date: Oct 24, 2013 Created By: agre User

Customer and Shipping Products Additional Information

Product (Delivered Units)	Quantity	WO/Invoice Ref	Location	Billed?	Billing Units	Aut. Blender
> 4600 - 46-0-0 (MT)	41.87	<WO Available>	Edmonton	☐	MT - Metric Tonne	

Add Product Row Add Blend Row Edit Row Remove Row

Import WO/Bill & Hold Auto Link to WO **Link to Work Order** Import from Field Scout Send Targets

Link To Work Order Detail Line - Loadout Ticket Row 1

Use Selection Exit

Product: 4600 - 46-0-0 (MT)
 Loadout Ticket Units: MT - Metric Tonne
 Quantity (in ticket units): 41.87
 Billing Units: MT - Metric Tonne
 Quantity (in billing units): 41.87

Reference	Release #	Date	Quantity	Quantity Taken	Unit Price	Prepay?	Location	Comment
WO43		Oct 22, 2013	420.0	0.0	\$800.00	No	Edmonton	
> WO43	1116000	Oct 22, 2013	42.0	0.0	\$800.00	No	Edmonton	

can link to the Work Order (not using any release numbers)

or can link to a Release Number on the work order

Caution Because you can link to the work order without referencing a release number, and because release numbers have just target quantities (which may or may not have added up to the total quantity on the row, agre does not care), the quantity remaining on Release Numbers may not equal the quantity remaining on the work order. The quantity limit on the work order product row is the “official” limit.

Please refer to the [Overdraws](#) section for more details.

You can also **Import** instead of linking, and again you have the option of referring to an Assigned Release Number or just to the work order in general.

the work order and any Assigned release numbers are available for linking

Product (Delivered Units)	Quantity	WO/Invoice Ref	Location	Billed?	Billing Units	Aut. Blender
4600 - 46-0-0 (MT)	420.0	WO43	Edmonton		MT - Metric Tonne	

You can filter the work orders by **Release Number** if you know it.

If you link to the Release Number, both the Work Order reference *and* the Release Number show on the product row.

Work Order no. and (Release Number) show in the Ref column

Product (Delivered Units)	Quantity	WO/Invoice Ref	Location	Billed?	Billing Units	Aut. Blender
> 4600 - 46-0-0 (MT)	41.87	WO43 (1116000)	Edmonton		MT - Metric Tonne	

On the printed Loadout Ticket you will see only the Release Number in the Work Order column. If there is no Release Number, the Work Order reference is printed.



Date: Oct 24, 2013

Campbell Park Fertilizer (1054)
34 Sturgeon Road
St. Albert, AB T8N 4R7

Tronia Testing Inc.
24715 Yellowhead Trail West
Edmonton, Alberta T6R 7L4
Phone: 780.466.1273
Fax: 780.465.1273

Loadout Ticket: LOT93

Ship To:
34 Sturgeon Road
St. Albert, AB T8N 4R7

Product	Quantity	Units	Location	Work Order
46-0-0 (4600)	41.8700	Metric Tonne	Edmonton	1116000

On the printed Invoice you will see the LOT reference number if there is one, if no LOT was used, then the Work Order reference appears instead.



Tronia Testing Inc.
24715 Yellowhead Trail West
Edmonton, Alberta T6R 7L4
Ph: 780.466.1273 Fax: 780.465.1273

Sold To: Campbell Park Fertilizer (1054)
34 Sturgeon Road
St. Albert, AB T8N 4R7

Invoice

Ref No: INV85
Date: Oct 24, 2013
Page: 1 of 1

Ref No	Quantity	Unit	Description	GST	Unit Price	Amount
LOT93	41.87	Metric Tonne	46-0-0	N	\$800.00	\$33,496.00

Reporting on AR Release Numbers

A new report has been added just for this: **AR Release Numbers**. Tweak the search criteria to find just the results you need.



TSL Custom Ag & Fuel Inc.

AR Release Numbers

Any Order Dates; Any Service Dates; Any Scheduled Dates; Any Status; Customer is Campbell Park Fertilizer (1054); All Products; Sorted By: Customer

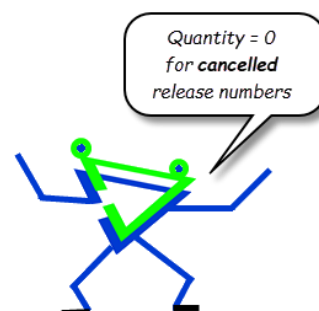
Customer: Campbell Park Fertilizer (1054)

WO Reference Order Date Service Date

WO43 Nov 10, 2014

Release Number	Reference No	Status	Scheduled	Loaded Out Date	Target Qty	Actual Qty	Product	Comment
1116002		Assigned			42.0	83.87	46-0-0 (4600) MT	
1116003		Pending			42.0	83.87	46-0-0 (4600) MT	
1116004		Pending			42.0	83.87	46-0-0 (4600) MT	
1116005		Pending			42.0	83.87	46-0-0 (4600) MT	
1116007		Pending			42.0	83.87	46-0-0 (4600) MT	
1116008		Pending			42.0	83.87	46-0-0 (4600) MT	
1116009		Pending			42.0	83.87	46-0-0 (4600) MT	
1116000	LOT93	Filled	Oct 23, 2013	Oct 24, 2013	42.0	83.87	46-0-0 (4600) MT	
1116001	LOT94	Filled	Nov 05, 2013	Nov 05, 2013	42.0	83.87	46-0-0 (4600) MT	
Total:					378.0	754.83		

AR > Reports > AR Release Numbers



Prepayments

You would handle prepaid AR Release Numbers work like any regular prepaid product – when you create the Work Order, flag the product rows as prepaid and record the prepayment deposit, linking the deposit to the Work Order if you wish (it's not necessary).

When a load is linked to or imported from the WO, it will pick up the prepay flag and carry it through to the invoice. Use the **Prepayment Report** to check for remaining quantity and prepayment dollars, and to see where prepayment funds have been used.

Overdraws (or when the quantity runs out)

You can overdraw from the release number, but you are never able to link to more than the work order product row limit.

Tip

Consider editing the **Work Order** and adding additional quantity.

If you are *linking* from an Invoice or a LOT, then the usual prompt to split will show up. You have specified your actual quantity, so agrē can determine how much of that can be taken from the work order and split off the remainder to a separate line.

If you are *creating a LOT from the Release Number window*, you will receive a warning that there isn't enough quantity available on the work order to fill the complete target amount of the release number and the LOT row will be created using up whatever is left on the Work Order. If you edit the row to increase the quantity taken, then a split will be triggered, just as if you had linked.

If you *import a release number onto a LOT or Invoice*, the quantity will automatically be reduced to the remaining amount that is on the Work Order. If you edit the row to increase the quantity taken, then a split will be triggered, just as if you had linked.