Split Billing

Split Billing allows a customer to ‘share’ product with other customers and ‘split the bill’ so each pays for their fair share. Normally loads and bills are split between family members or business partners, but you can set up any type of group partnership for split billing.

What you’ll find:

The Scenario

For the examples in this white paper, you have three customers who farm together.

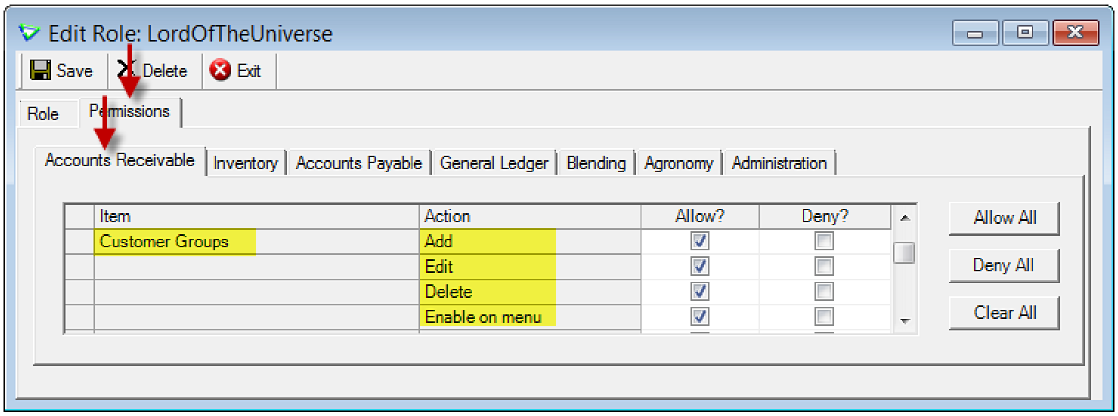
- Mr. Bean has his own account - **Bean Family Farms**.
- He also farms with his two children: **Heather Bean** and **Jim Bean** who each have their own accounts.

Split Billing Set Up (one time tasks)

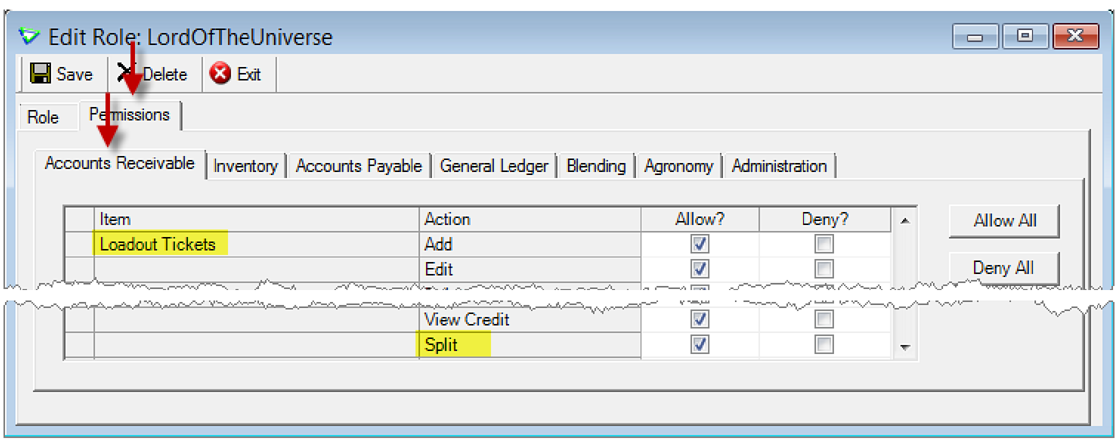
Security Permissions

Decide who gets to do what with ***Customer Groups*** and who is allowed to do ***Split Billing***.

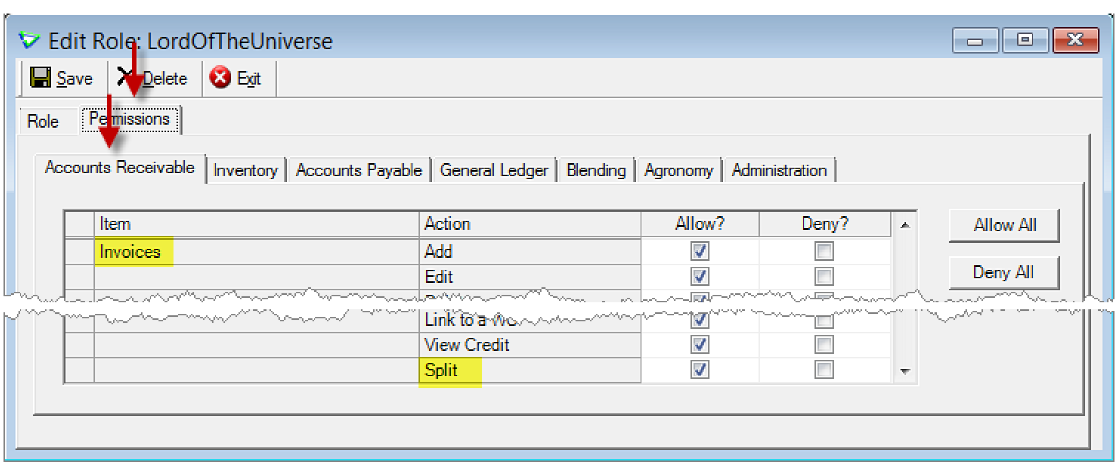
Customer Groups



Split Billing Loadout Tickets

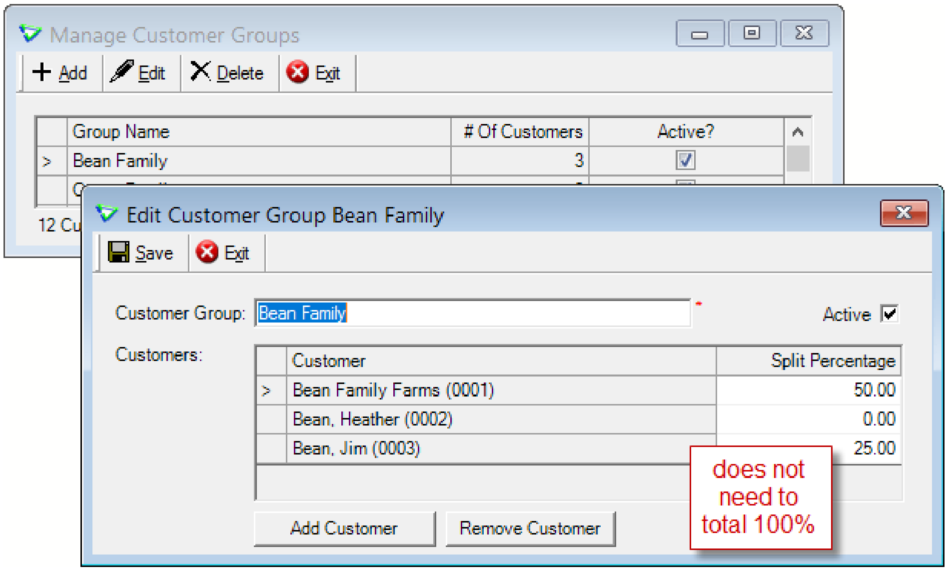


Split Billing Invoices



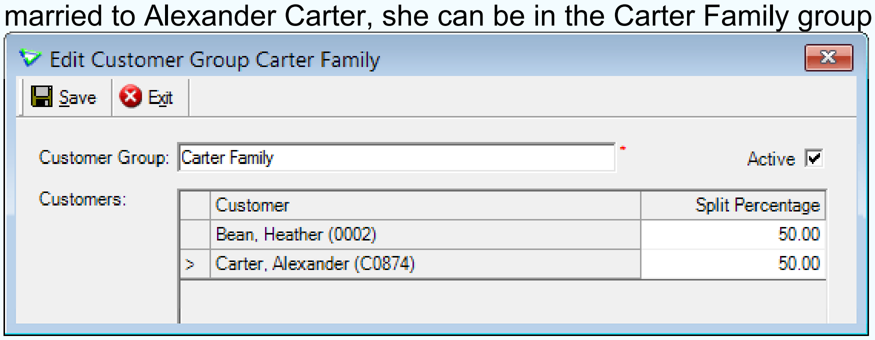
Adding Customer Groups

Before you can start splitting, you need to identify who can split things with whom. Add a new ***Customer Group***, then add the ***Customers*** that will be splitting.



Accounts Receivable > Manage > Customer Groups

Note A customer can belong to more than one group. If Heather Bean is married to Alexander Carter, she can be in the Carter Family group too.



If a customer is **in more than one Customer Group**, ***all* default percentages are ignored** when splitting.

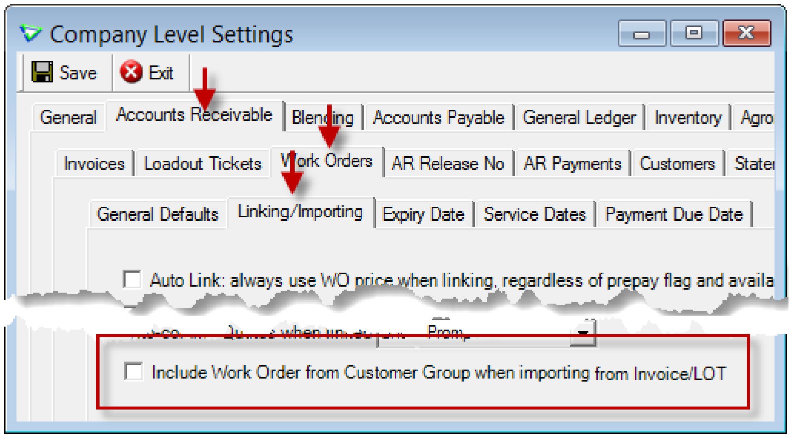
Food For Thought

This is just one way to setup customers and customer groups for split billing.

You may prefer to create an additional customer account *just* for split billing for the group (also adding it as a member of the customer group). You could put the shared work orders under the “Bean Split Billing” customer account and any non-shared work orders under their personal accounts. All loadout tickets could be created under “Bean Split Billing” so that when it comes to invoicing they’re all in one name making them easier to split off to whom they need to go.

Company Config Options (optional)

If you will be importing from customer group work orders more often than not, you may want to check ***Include Work Order from Customer Group when importing from Invoice/LOT*** to display them by default, otherwise you can check each LOT or Invoice as needed.



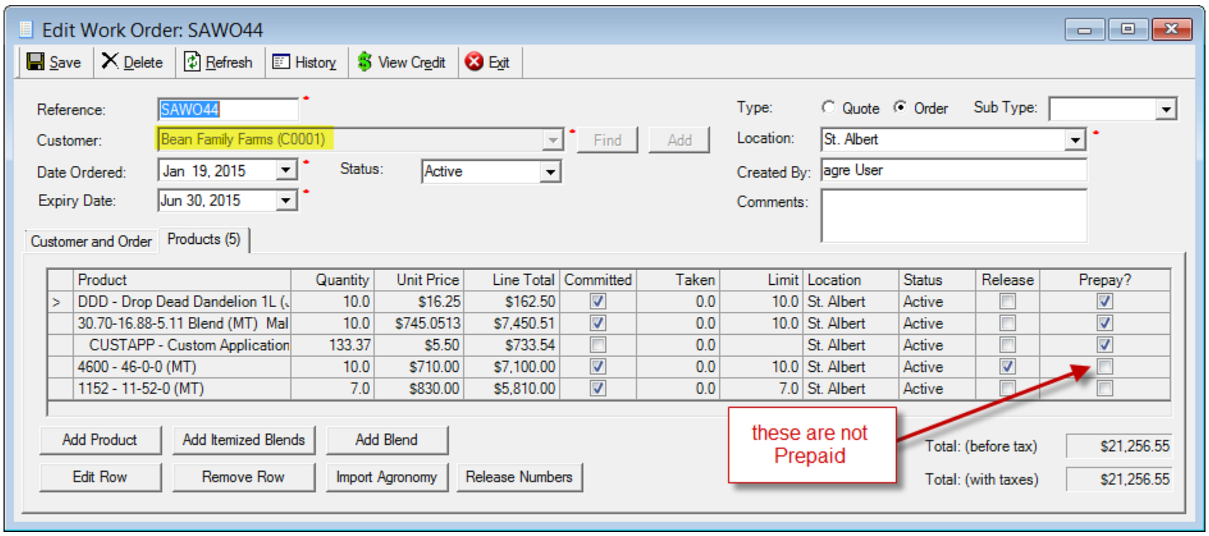
File > Config Options > Company

Adding Work Orders

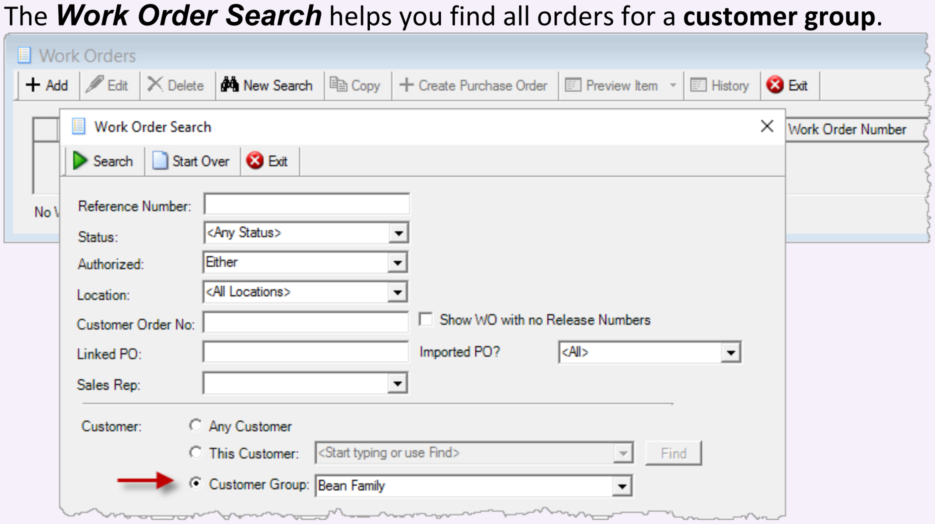
Customers in the same group can draw down off each other's work orders.

Each group member can have work orders on their own accounts, or all work orders can be setup under a single account, or a combination of both. The name on the work order isn't that important to agrē as long as they are all in the same customer group.

For the Bean Family, all work orders are setup up under a single account: **Bean Family Farms**.



Tips: The ***Work Order Search*** helps you find all orders for a **customer group**.

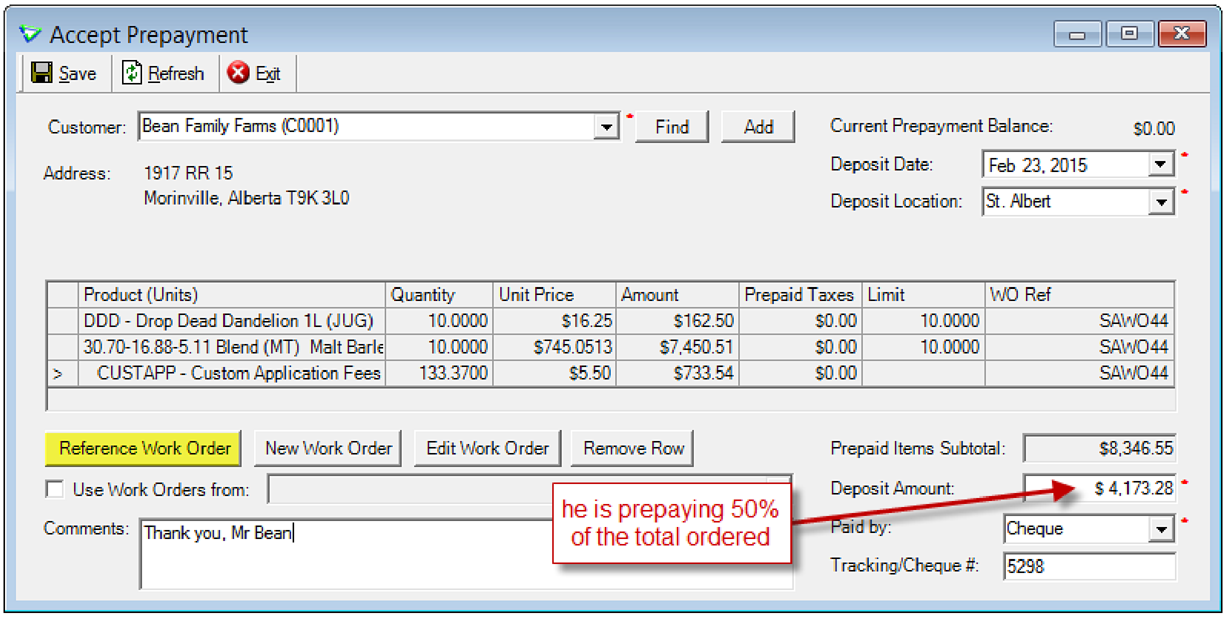


To report on all the product ordered by everyone in a customer group run the ***Work Order Activity Report***. In the ***Select Customers*** section click ***More Options***, scroll down to ***Customer Groups***, and select one or more groups.

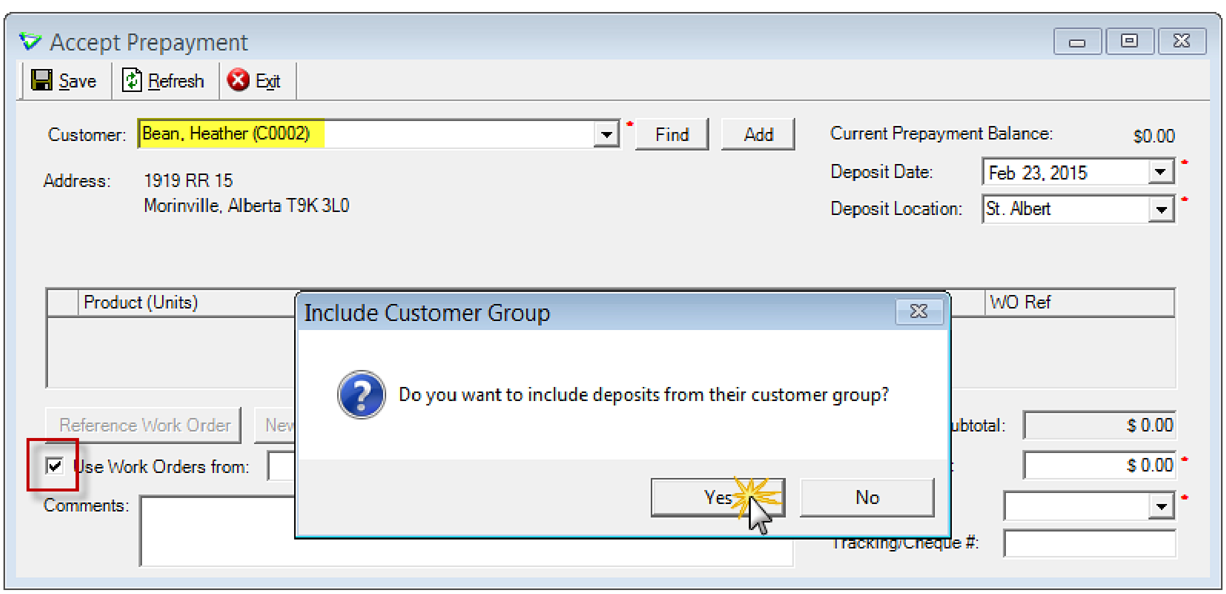
Accepting Prepayment Deposits

For the Bean Family, they've decided that while they want to order product under one account name to get group pricing, they still want to keep their prepayment dollars separate. Not all inputs will be split equally and none wants to prepay for another's product. This should also keep the tax man happy, as each grower's prepayment receipt will have their own name on it.

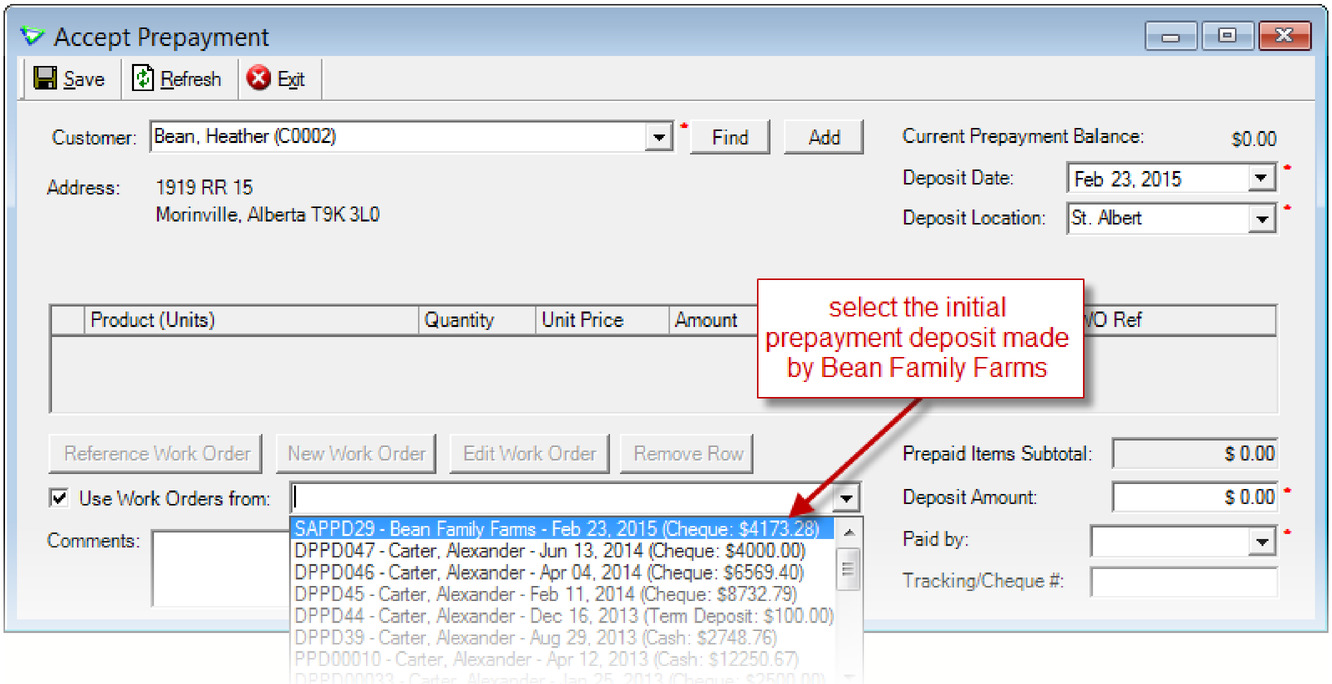
Mr. Bean makes the first prepayment deposit. Accept it like you usually would, specifying the amount he is actually prepaying.



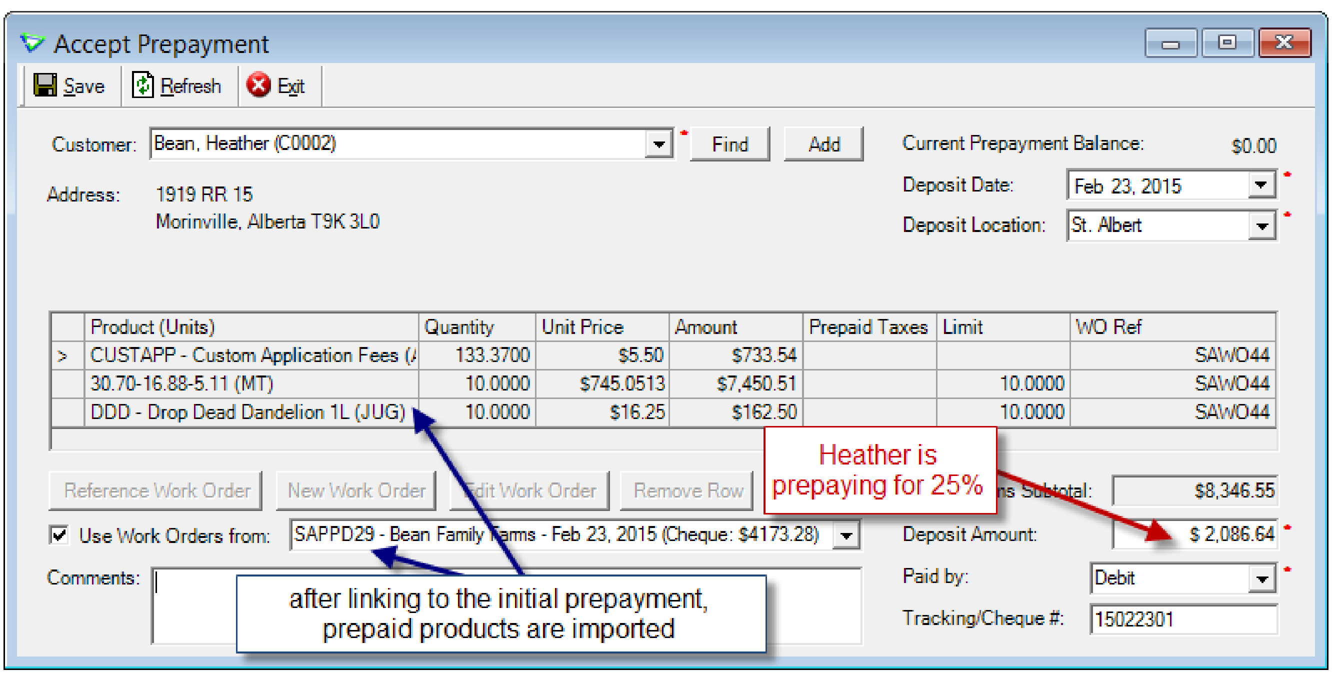
Heather prepays for her share of those products on that work order next. As with any work order, once it's already been referenced by a prior prepayment deposit you must click ***Use Work Orders from***. agrē will ask if you'd like to include prepayments from other members of their customer group. Click **Yes**.



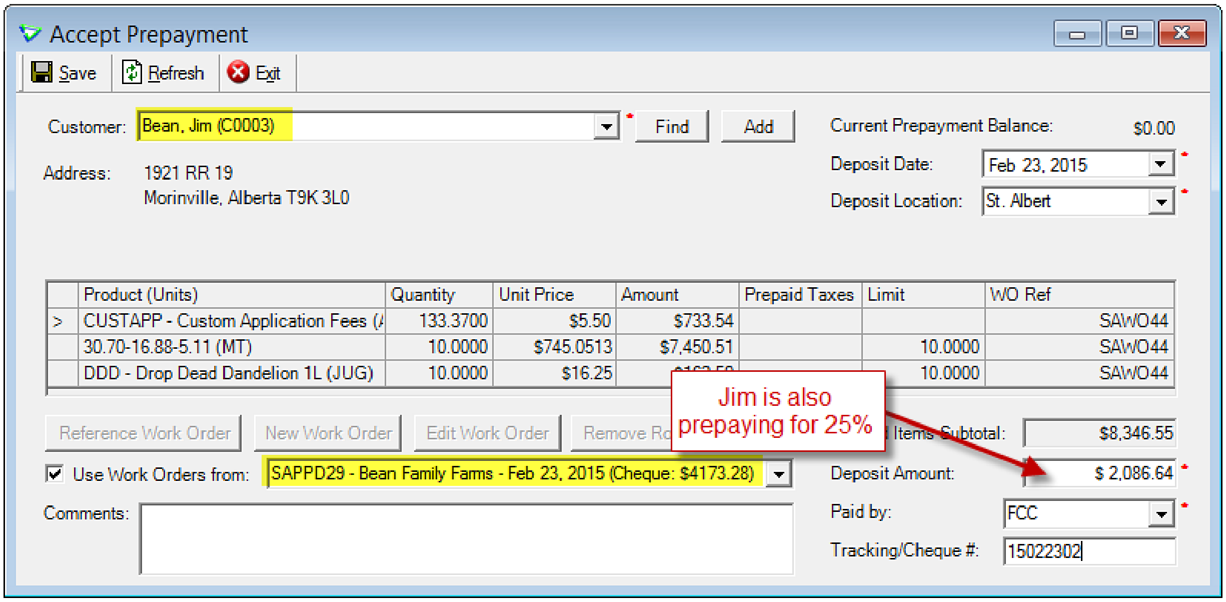
Prepayment deposits made by other members of their customer groups are included in the list.



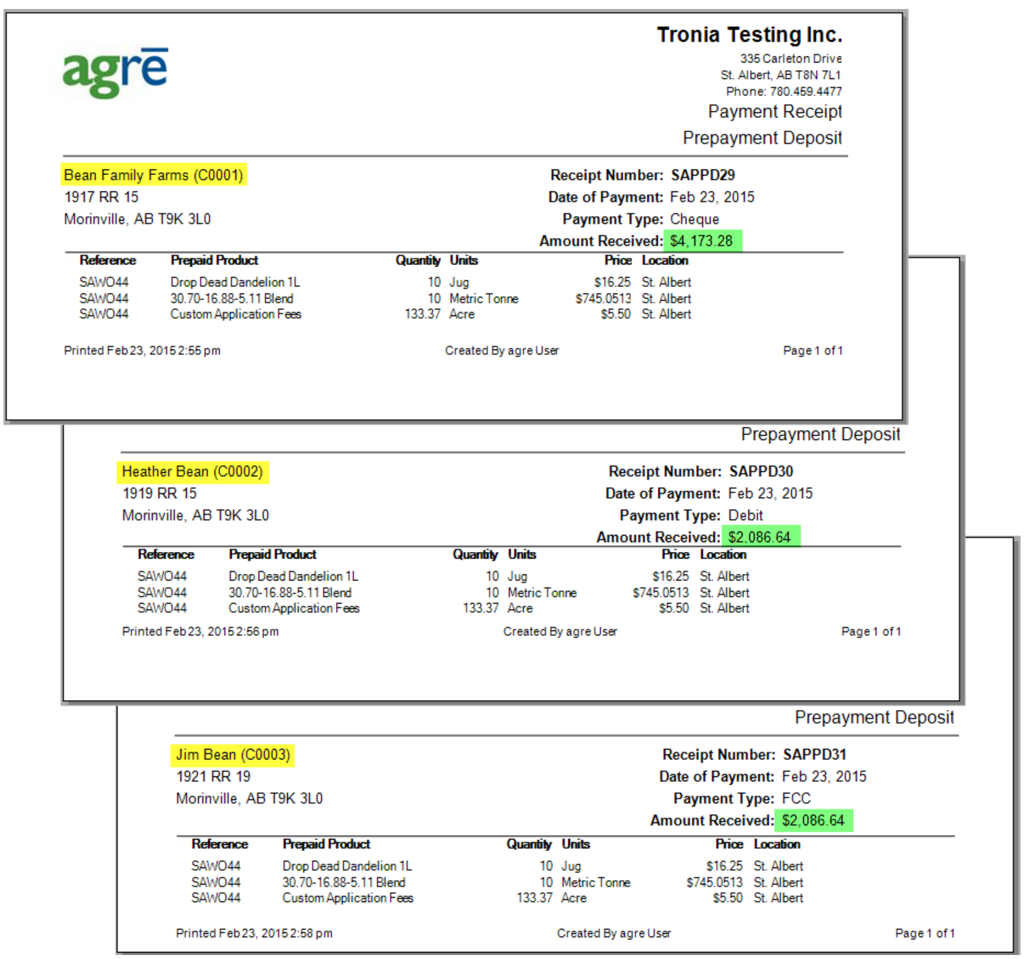
Once Heather's prepayment deposit has been linked to the original deposit made under Bean Family Farms, the prepaid product will be imported automatically. Enter the amount Heather is prepaying.



Accept a third prepayment deposit from Jim, again linking back to the original prepayment.



All group members have a prepayment receipt with the amount they deposited referencing the same products on the same work order that they can submit with their taxes.



Tronia Testing Inc.
335 Carleton Drive
St. Albert, AB T8N 7L1
Phone: 780.459.4477
Payment Receipt
Prepayment Deposit

Bean Family Farms (C0001)
1917 RR 15
Morinville, AB T9K 3L0

Receipt Number: SAPPD29
Date of Payment: Feb 23, 2015
Payment Type: Cheque
Amount Received: $4,173.28

Reference	Prepaid Product	Quantity	Units	Price	Location
SAWO44	Drop Dead Dandelion 1L	10	Jug	$16.25	St. Albert
SAWO44	30.70-16.88-5.11 Blend	10	Metric Tonne	$745.0513	St. Albert
SAWO44	Custom Application Fees	133.37	Acre	$5.50	St. Albert

Printed Feb 23, 2015 2:55 pm Created By agre User Page 1 of 1

Prepayment Deposit

Heather Bean (C0002)
1919 RR 15
Morinville, AB T9K 3L0

Receipt Number: SAPPD30
Date of Payment: Feb 23, 2015
Payment Type: Debit
Amount Received: $2,086.64

Reference	Prepaid Product	Quantity	Units	Price	Location
SAWO44	Drop Dead Dandelion 1L	10	Jug	$16.25	St. Albert
SAWO44	30.70-16.88-5.11 Blend	10	Metric Tonne	$745.0513	St. Albert
SAWO44	Custom Application Fees	133.37	Acre	$5.50	St. Albert

Printed Feb 23, 2015 2:56 pm Created By agre User Page 1 of 1

Prepayment Deposit

Jim Bean (C0003)
1921 RR 19
Morinville, AB T9K 3L0

Receipt Number: SAPPD31
Date of Payment: Feb 23, 2015
Payment Type: FCC
Amount Received: $2,086.64

Reference	Prepaid Product	Quantity	Units	Price	Location
SAWO44	Drop Dead Dandelion 1L	10	Jug	$16.25	St. Albert
SAWO44	30.70-16.88-5.11 Blend	10	Metric Tonne	$745.0513	St. Albert
SAWO44	Custom Application Fees	133.37	Acre	$5.50	St. Albert

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Customer Group Prepayment Reporting

Between the three prepayment deposits, you know all prepaid product on the work order has been covered – but you couldn't tell by looking at Bean Family Farm's prepayment report. Because Heather and Jim deposited their prepay funds into their own accounts, it looks like Bean Family Farms is over-committed.

Tronia Testing Inc.

Customer Prepayment

Feb 23, 2014 to Feb 23, 2015

Bean Family Farms (C0001)
1917 RR 15
Morinville, AB T9K 3L0

Opening balance as of Feb 23, 2014	$0.00
Net deposits and transfers	$4,173.28
Net withdrawals	$0.00
Net prepayment as of Feb 23, 2015	**$4,173.28**
Less: Remaining on work orders	$8,346.55
Less: Pending withdrawals	$0.00
Unallocated / (Over Committed)	**($4,173.27)**

Prepayment Plan

Product	Date	Reference	Requested	Limit	Taken	Remaining	Unit Price	Allocated
30.70-16.88-5.11 - Metric Tonne	Jan 19, 2015	SAWO44	10	10	0	10	$745.05	$7,450.51
Custom Application Fees - Acre	Jan 19, 2015	SAWO44	133.37		0	133.37	$5.50	$733.54
Drop Dead Dandelion 1L - Jug	Jan 19, 2015	SAWO44	10	10	0	10	$16.25	$162.50
							Total:	**$8,346.55**

Deposits/Adjustments

Date	Reference	Type	Amount
Feb 23, 2015	SAPPD29	Deposit	$4,173.28
Thank you, Mr Bean			
		Total Amount:	**$4,173.28**

Heather appears to have unallocated prepay dollars (and so would Jim) because they have no prepaid products on work orders setup under their own accounts.

Tronia Testing Inc.

Customer Prepayment

Feb 23, 2014 to Feb 23, 2015

Heather Bean (C0002)
1919 RR 15
Morinville, AB T9K 3L0

Opening balance as of Feb 23, 2014	$0.00
Net deposits and transfers	$2,086.64
Net withdrawals	$0.00
Net prepayment as of Feb 23, 2015	**$2,086.64**
Less: Remaining on work orders	$0.00
Less: Pending withdrawals	$0.00
Unallocated / (Over Committed)	**$2,086.64**

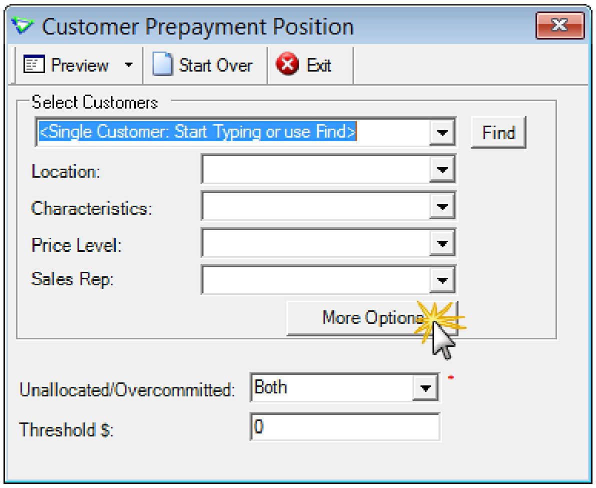
has no prepaid products on Work Orders

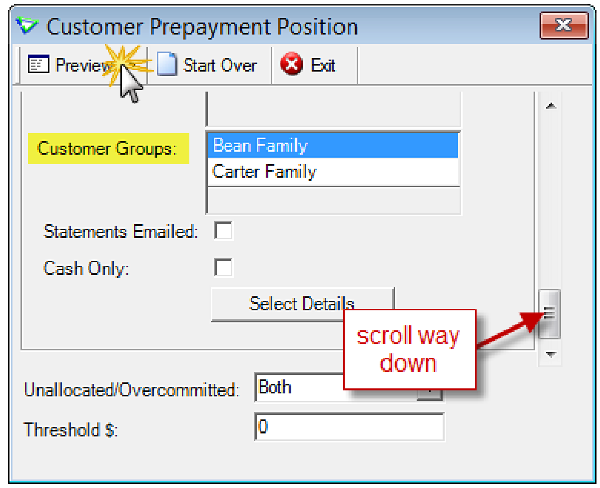
Deposits/Adjustments

Date	Reference	Type	Amount
Feb 23, 2015	SAPPD30	Deposit	$2,086.64
		Total Amount:	**$2,086.64**

Prepayment Position

To see the prepayment status of *all* group members together, run the ***Prepayment Position Report*** for the whole group at once. Start by clicking ***More Options***, then scroll down and select the ***Customer Group***.





Running the report this way gives you an overall view of the combined prepayment position of all three accounts – without having to add it up yourself.

agrē

Tronia Testing Inc.

Customer Prepayment Position

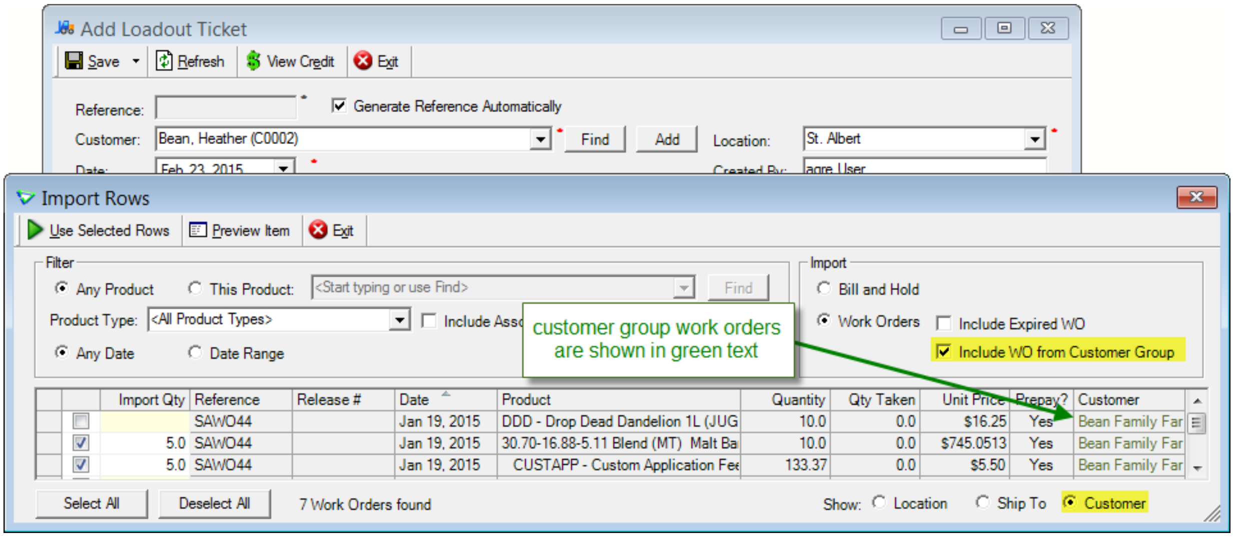
Customer Group is Bean Family and Type is Both

Customer	Prepayment Dollars Remaining	Total Prepaid Amount Remaining on Work Orders	Pending Withdrawals	Unallocated or (Overcommitted)
Bean Family Farms (C0001)	$4,173.28	$8,346.55	$0.00	($4,173.27)
Heather Bean (C0002)	$2,086.64	$0.00	$0.00	$2,086.64
Jim Bean (C0003)	$2,086.64	$0.00	$0.00	$2,086.64
	$8,346.56	**$8,346.55**	**$0.00**	**$0.01**

Splitting a Loadout Ticket

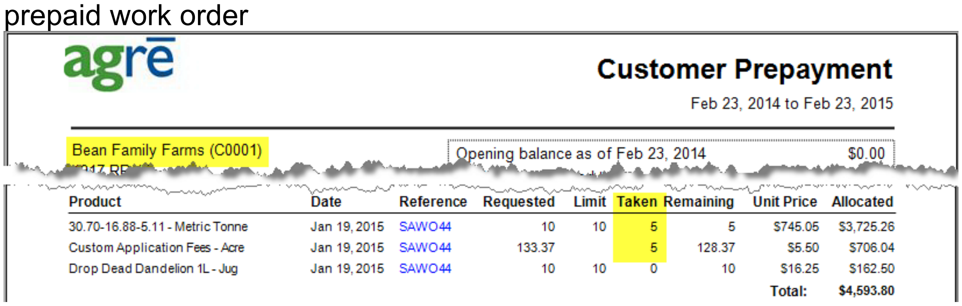
Linking To/Importing From a Group Work Order

Heather Bean calls up and says she'd like 5 MT of the Bean Family Farms blend. Add a new loadout ticket and import the blend from the work order.



By linking to the Bean Family Farms work order:

- 5 MT of blend and custom application fees is drawn down from the Bean Family Farms prepaid work order



agrē

Customer Prepayment

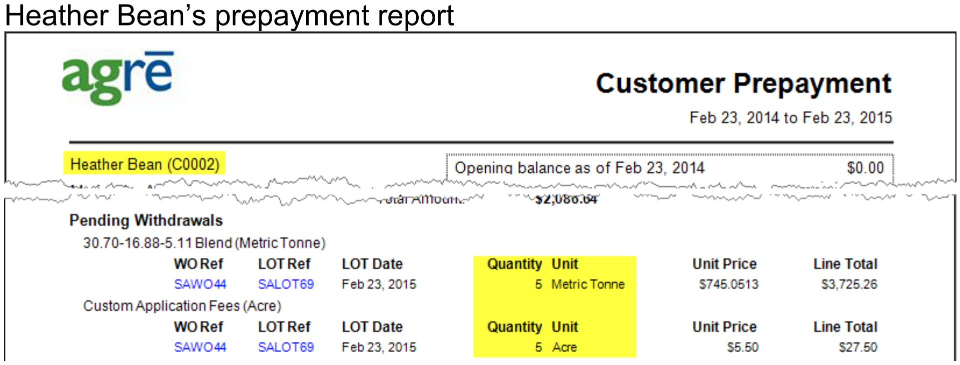
Feb 23, 2014 to Feb 23, 2015

Bean Family Farms (C0001)

Opening balance as of Feb 23, 2014 $0.00

Product	Date	Reference	Requested	Limit	Taken	Remaining	Unit Price	Allocated
30.70-16.88-5.11 - Metric Tonne	Jan 19, 2015	SAWO44	10	10	5	5	$745.05	$3,725.26
Custom Application Fees - Acre	Jan 19, 2015	SAWO44	133.37		5	128.37	$5.50	$706.04
Drop Dead Dandelion 1L - Jug	Jan 19, 2015	SAWO44	10	10	0	10	$16.25	$162.50
							Total:	**$4,593.80**

- 5 MT of blend and custom app fees is added to the pending withdrawals section of Heather Bean's prepayment report



agrē

Customer Prepayment

Feb 23, 2014 to Feb 23, 2015

Heather Bean (C0002)

Opening balance as of Feb 23, 2014 $0.00

Pending Withdrawals

30.70-16.88-5.11 Blend (Metric Tonne)

WO Ref	LOT Ref	LOT Date	Quantity	Unit	Unit Price	Line Total
SAWO44	SALOT69	Feb 23, 2015	5	Metric Tonne	$745.0513	$3,725.26

Custom Application Fees (Acre)

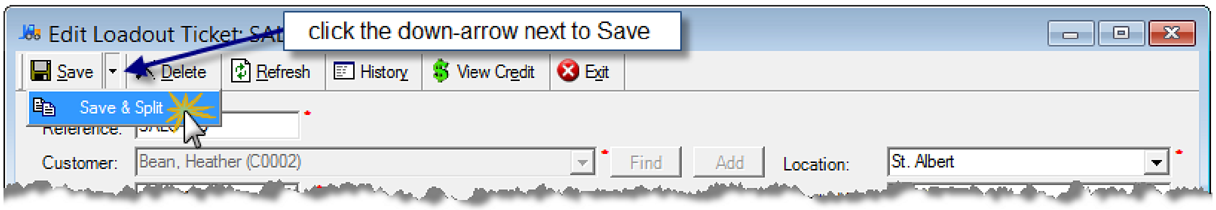
WO Ref	LOT Ref	LOT Date	Quantity	Unit	Unit Price	Line Total
SAWO44	SALOT69	Feb 23, 2015	5	Acre	$5.50	$27.50

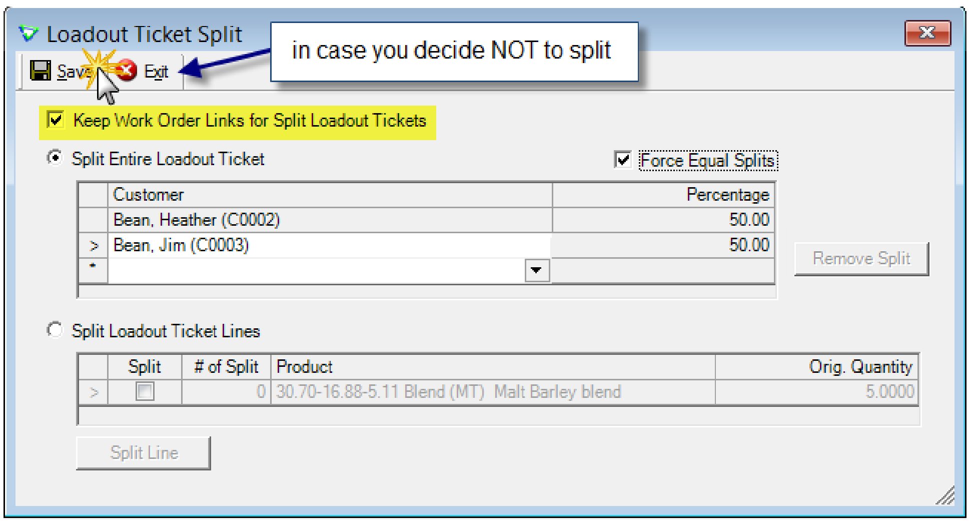
- when the LOT is invoiced, Heather Bean's prepay dollars will be used by default, not Bean Family Farm's prepay dollars

Splitting the Entire Load

It turns out that the entire blend wasn't spread on Heather's field - half of it was spread on one of Jim's.

Instead of reducing the quantity on Heather's loadout ticket and creating a new ticket for Jim, edit Heather's existing loadout ticket and split it in two.





Note	Heather's percentage must be greater than 0; Jim doesn't get to take it all.

Tip	Blends on Loadout Tickets can be split between two growers only (regular products can be split between three or more). If you need to split a blend on a loadout ticket 3 ways, edit the LOT and split once. Then edit the LOT and split it again with the third grower. - *or* - Split on the Invoice (blends can be split 3 or more ways on an invoice).

Leave ***Keep Work Order Links for Split Loadout Tickets*** checked[1]. For this particular blend, they want both loads drawn down from the Bean Family Farms work order.

For this transaction you're going to ***Split Entire Loadout Ticket*** but you have the option of splitting just specific product rows.

1 You can change the default to be unchecked in the Company Config Options if you don't usually keep the links.

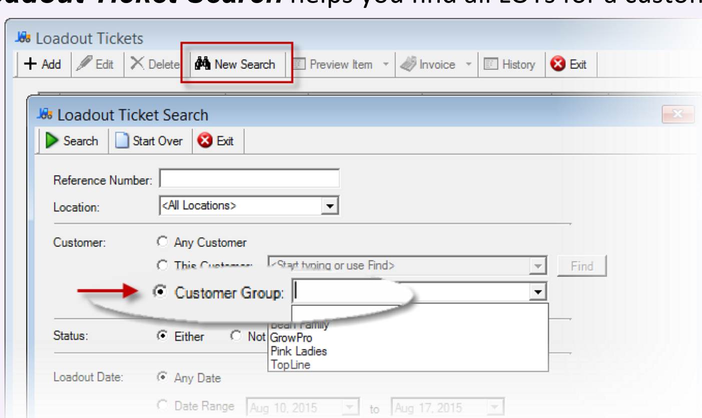
Heather and Jim are splitting the blend 50/50. Checking ***Force Equal Splits*** automatically sets equal percentages for all growers. Start typing Bean, Jim under Heather's name, or click the down-arrow at the end of the blank line to select from a list of growers in her customer group(s).

Once all the growers are listed and the percentages are set, click ***Save***.
agrē performs the usual checks (LOT cannot be future dated, customer account must have an address, credit check, etc.) before saving Jim's loadout ticket.

The quantity on Heather's LOT is reduced by half, and half is put on a new LOT for Jim. If you've got config options set to **prompt to print** on save, you'll be prompted to view both loadout tickets so you can print/email new copies.

The Loadout Ticket home form shows Heather's LOT was split [that's what the "(S)" stands for] and Jim's ticket was created as a split from Heather's.

Tip: The ***Loadout Ticket Search*** helps you find all LOTs for a customer group.

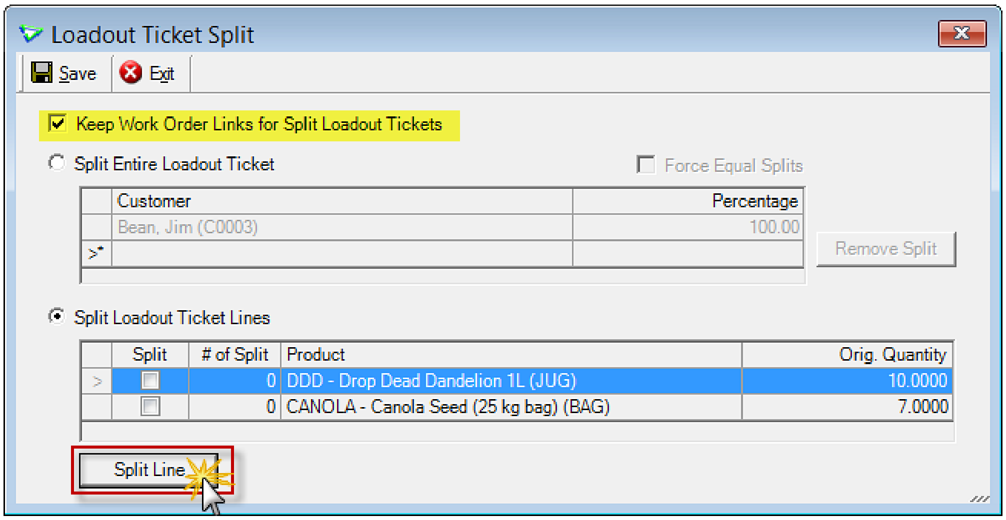


Accounts Receivable > Loadout Tickets

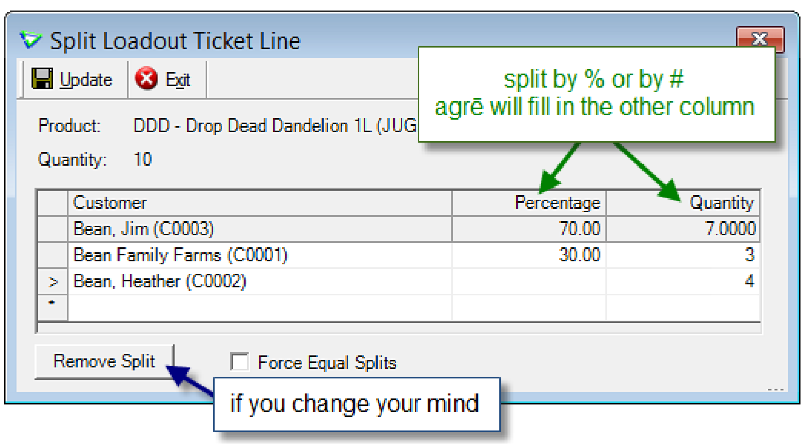
Splitting the Line

Jim came in last week and picked up all 10 jugs of chemical linked to the Bean Family Farms work order and some seed of his own. Today he called and said only 3 of those jugs were his. He gave 3 jugs to his dad and 4 jugs to Heather.

Edit Jim's loadout ticket and instead of splitting the whole load (since he kept all the seed), click ***Split Loadout Ticket Lines***, select the chemical, and click ***Split Line***.

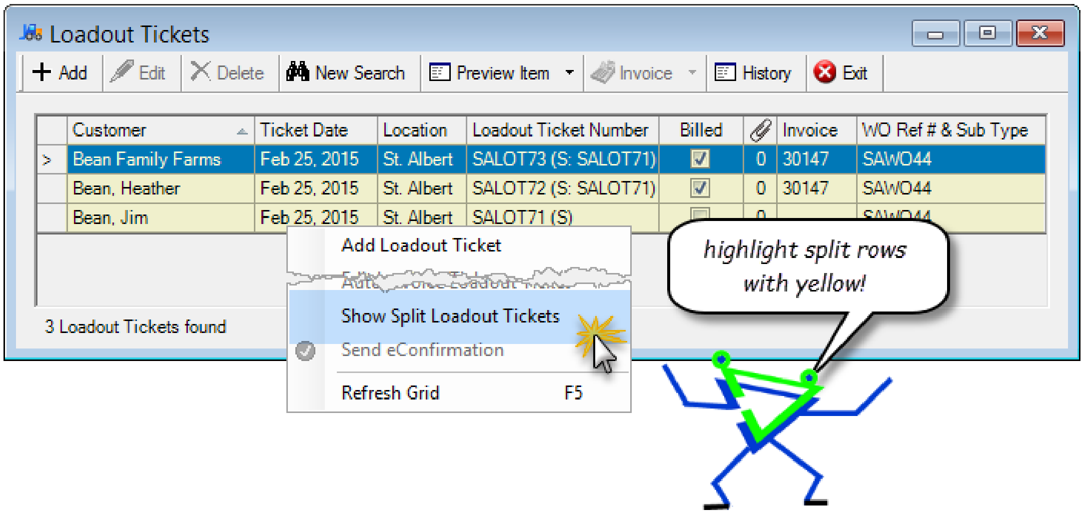


Fill in the ***Quantity*** for each grower, and agrē will figure out the percentage for you.



Note	Straight products can be split between as many growers as needed, but each grower must have a percentage greater than 0.

New LOTs are split off for Bean Family Farms and for Heather.



Business Rules For Split Loadout Tickets:

- original LOT and split-off LOTs are automatically saved
- Reference Number is automatically generated using the next available number
- Loadout Ticket Date is the same as the original loadout ticket
- Ship To address is the default address of the customer on the LOT
- Operator and Equipment are the same as the original loadout ticket
- products don't map to farm fields.
- Additional Products in Blends won't be split if they have a rate
- Lot Numbers are split to match quantity
- default Split Percentages are ignored if the Customer is in more than one Customer Group
- Loadout Tickets that have been billed (even 1 row, including Bill & Hold) cannot be split
- returns can be split using a negative quantity – keep in mind if returning prepaid products, they may not be added it back automatically to work orders (config option)

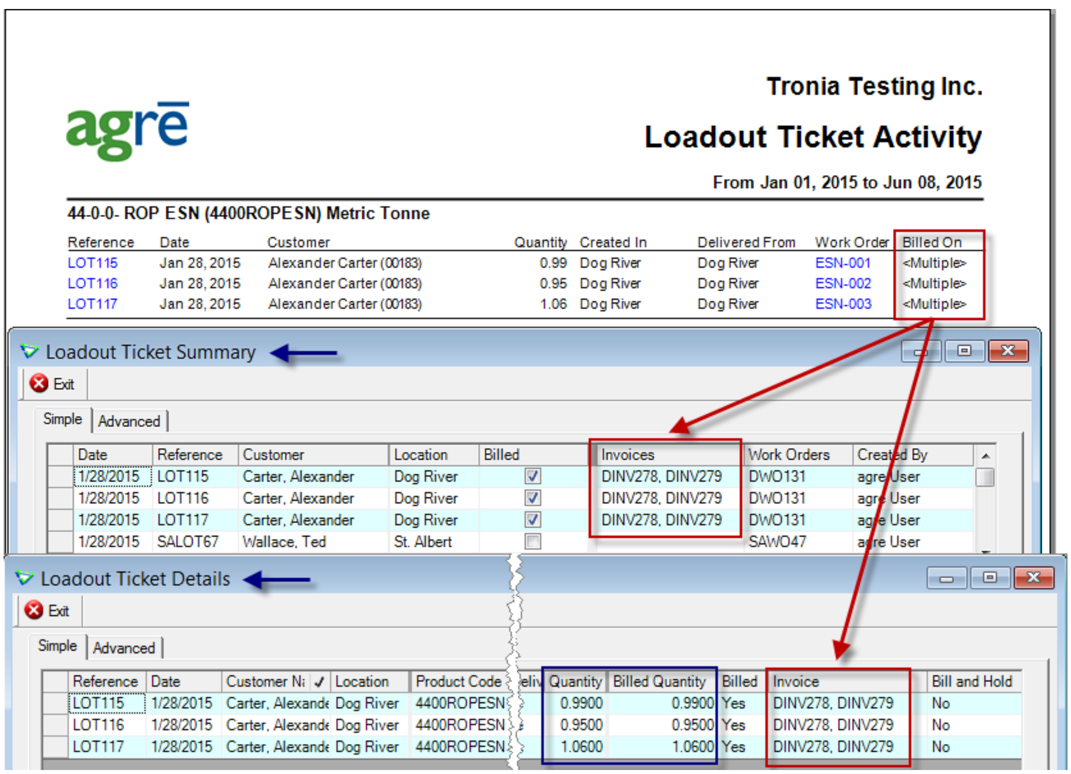
Which fields are copied to the splits?

These fields are copied from the original loadout ticket to the splits:

Header	• Date • Header Location	• Created by
Customer & Shipping tab	• Customer Order Number • Carrier • FOB	• Freight Terms • Comments • Include this comment on printed invoice
Products tab	• Product • Quantity • WO Ref No [optional]	• Line Location • Billing Units
Additional Information tab	• Operator	• Equipment

Reporting for Split Loadout Tickets

The ***Loadout Ticket Activity*** report tells you which loadout tickets were split.



Tips	Use ***Loadout Ticket Summary*** or ***Loadout Ticket Details*** data exports to view the <Multiple> invoice numbers. The ***Loadout Ticket Details*** export also shows the ***Quantity*** on the LOT and the ***Quantity Billed***.

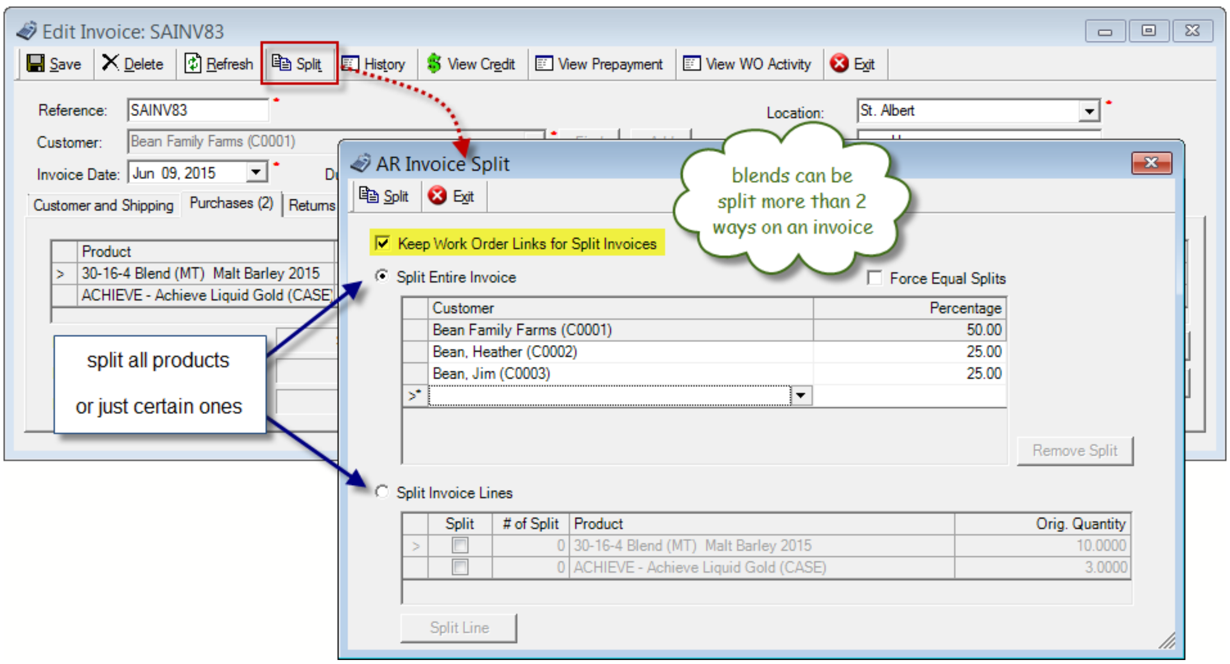
Splitting an Invoice

It's the end of the month and you're preparing invoices for the Beans.

Bean Family Farms has unbilled loadout tickets, so you'll create an invoice for them and then split it with the other members of the customer group.

Note When importing loadout tickets onto invoices, the **customer names must match**. If the LOT is in Bean Family Farm's name, you must import it onto an invoice in Bean Family Farm's name.

Much like a loadout ticket, you can split the entire load or just split specific lines, and keeping the links[2] to work orders is optional.



Note 0% is allowed when splitting invoices, effectively allowing you to 'transfer' product from one customer to another.

Tips **Save the original invoice *before* you split it** (unless you know you're going to split off 100%). If you make a mistake, you can exit all the split invoices (without saving) and start over with no changes to the original.

If you've imported from ***Customer Group*** work orders or loadout tickets and want to see whose is whose, before splitting select a row and hover over the ***WO Ref*** number or ***LOT Ref*** with your mouse.

---

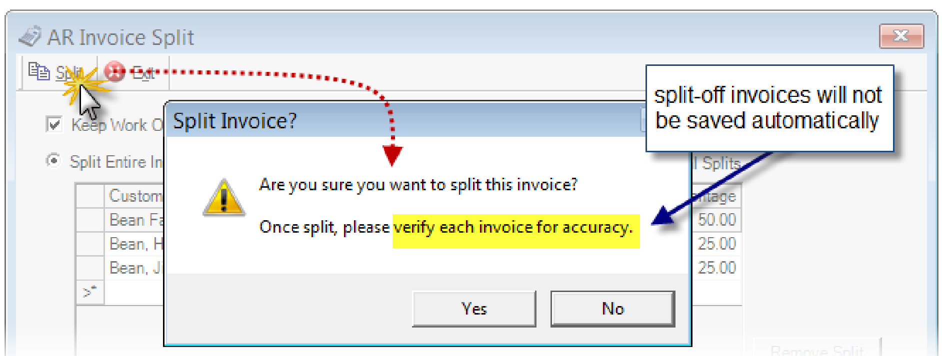
[2] You can change the default to be *unchecked* in the Company Config Options if you don't usually keep the links.

Which fields are copied to the splits?

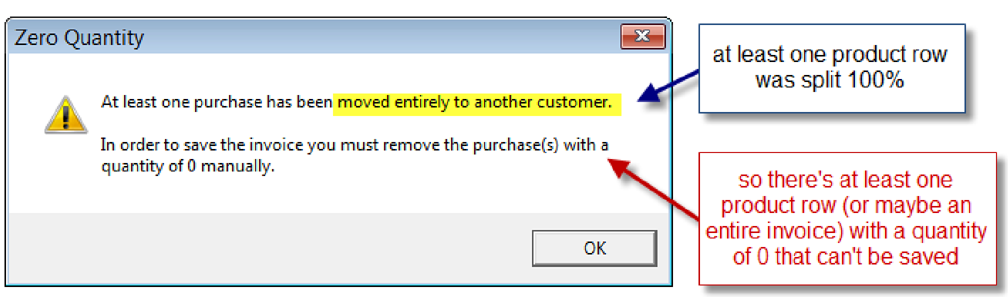
These fields are copied from the original invoice to the splits:

Header	• Date • Due Date is NOT copied	• Header Location • Created by
Customer & Shipping tab	• Sales Rep • Order Number • Carrier • FOB	• Freight Terms • Comments • Apply Credits • EPD
Products tab	• Product • Quantity • Unit Price • Line Location • Billing Units	• Taxes • Prepay flag • LOT Ref No • WO Ref No [if linked on LOT, optional if linked on INV]
Totals tab	• Chargeable Date is NOT copied	• Interest Rate is NOT copied

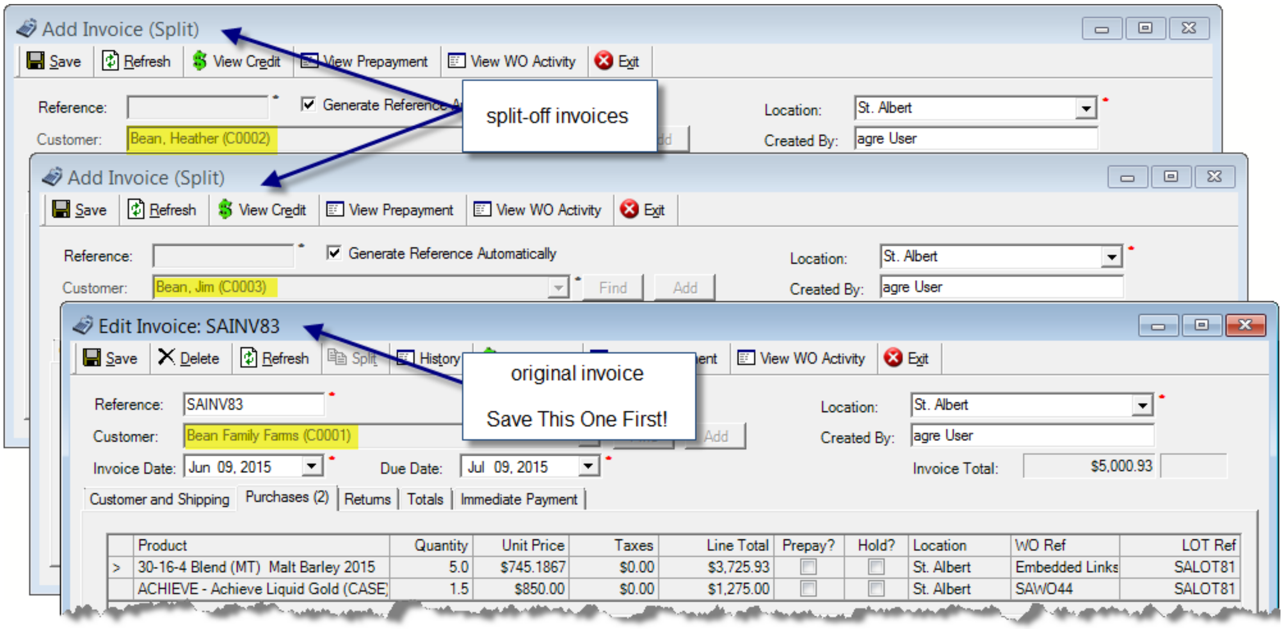
What happens next works a little differently than spitting loadout tickets.



If you've split-off 100%, there'll be at least one row with zero quantity – agrē won't let you save an invoice with a 0 quantity product row, so that row will need to be removed manually before the invoice can be saved. If that was the only row on the invoice, there'll be an entire invoice with 0 quantity – no need to save that one.



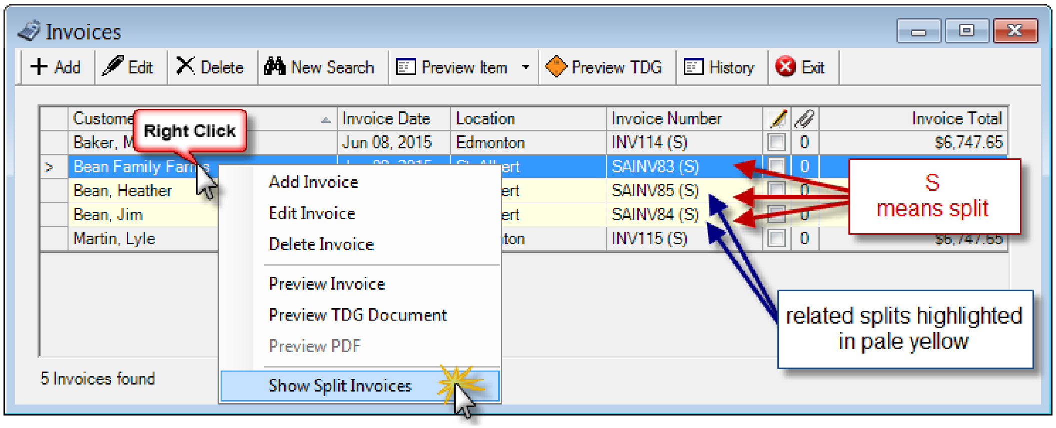
The split invoices are created but not saved automatically. This gives you a chance to change prepay settings, link to farm fields or work orders, or modify other invoice details before you ***Save*** them.



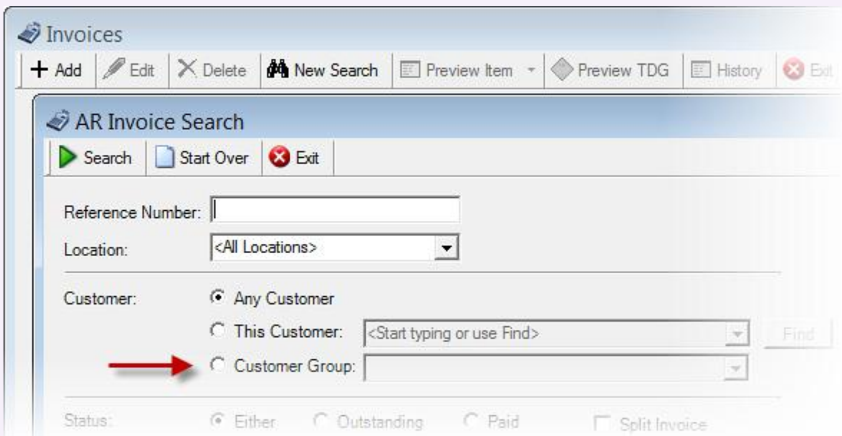
Caution	Exiting split invoice(s) without saving will NOT add the quantity back to the original invoice.

Tip	**If you saved the original invoice before you split** (and we recommend doing that), **save that one first**. *Here's why*: you have a saved invoice for 3 jugs of Achieve linked to a work order with a 3 jug limit. You split off two of the three, keeping the work order link. If you try to save a split-off invoice first, you'll get an error that there is not enough quantity remaining on the work order. Save the original invoice first and the quantity drawn down from the work order is updated to 1, leaving 2 available for the split-off invoice.

Reference numbers are assigned in sequence as the invoices are saved. Right-click on an invoice on the Invoices window and select ***Show Split Invoices*** to see which invoices go together.



Tip: The ***Invoice Search*** helps you find all invoices for a customer group.



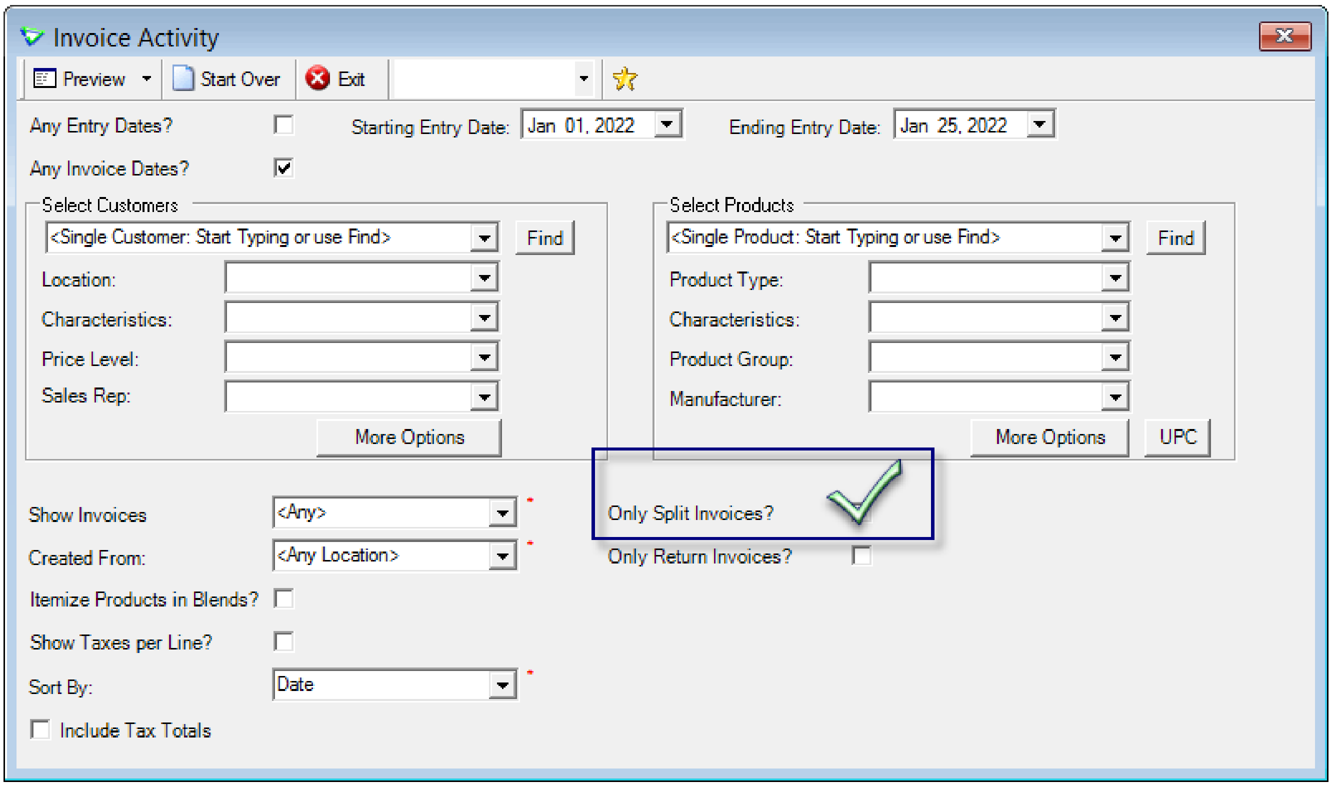
Business Rules For Split Invoices:

- split invoices are not saved automatically
- reference number is automatically generated on save using the next available number
- other items in blends (with a rate) cannot be split by line
- split-off products don't map to farm fields
- Lot Numbers are split to match quantity (if not already attached to a loadout ticket)
- invoices that have been split cannot be split again
- invoices that have been paid cannot be split
- Bill & Hold invoices cannot be split
- Invoices with ***Discount Products*** cannot be split

- Work Order links on lines imported from Loadout Tickets will be retained when split (if you do not want to keep the Work Order link on all split invoices, edit the Loadout Ticket and unlink the Work Order prior to invoicing)

Reporting for Split Invoices

The ***Invoice Activity*** report allows you to filter results by split invoice.



Splitting Loadout Tickets vs. Splitting Invoices

	Loadout Tickets	Invoices
Blends	split 2 ways only	split 3+ ways
Split Percentage	> 0%	>= 0%
Saving	automatic	manual

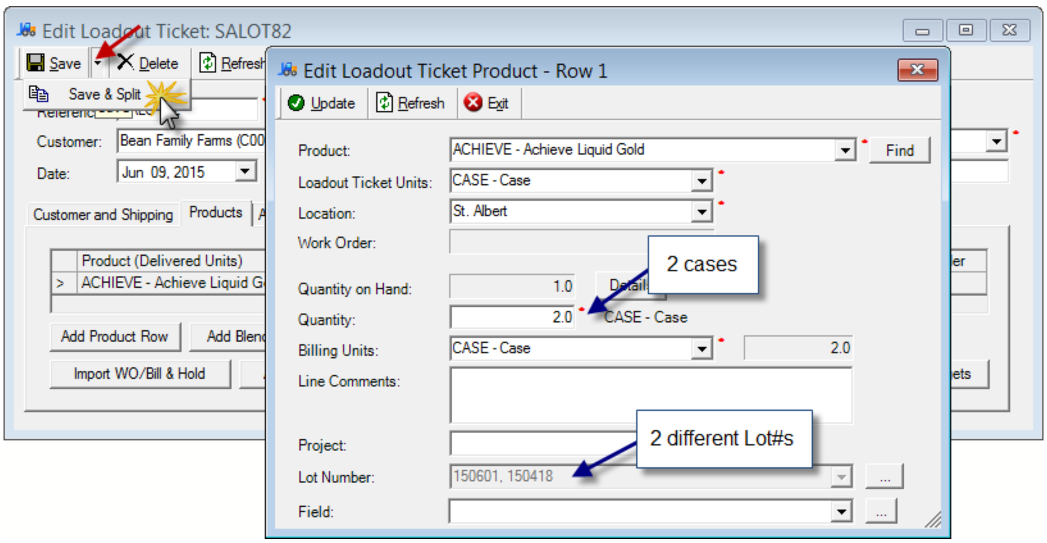
Lot Numbers and Split Billing

Lot Numbers may also split when loadout tickets and invoices are split.

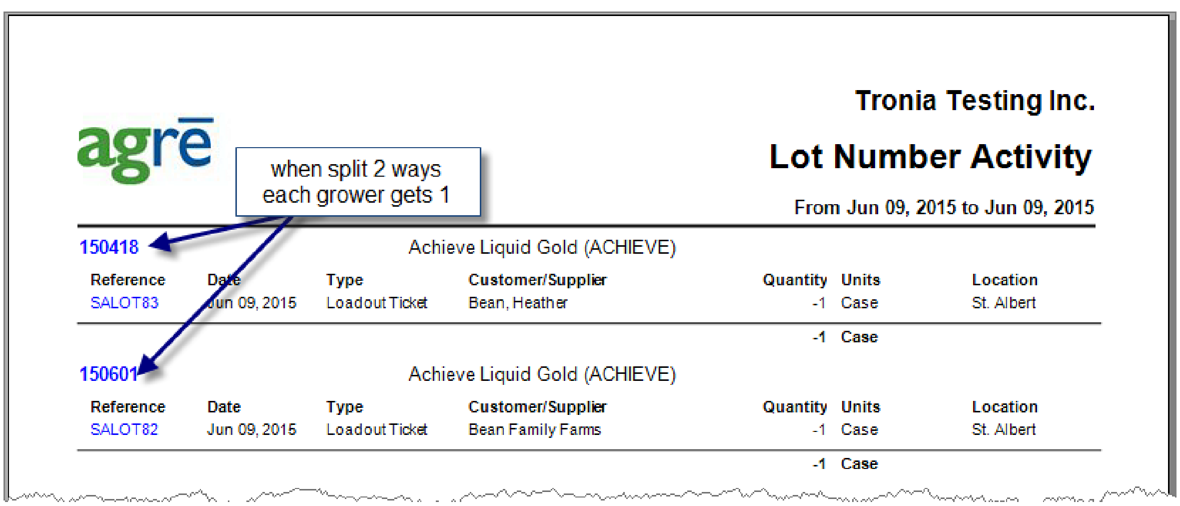
Splitting Lot Numbers on Loadout Tickets

agrē assumes that because you are splitting a **loadout ticket**, the product is being shared between two (or more) growers and also **splits the Lot Numbers**.

agrē does its best to split the Lot#s in a logical way. If you have 2 cases with 2 Lot#s split 2 ways …

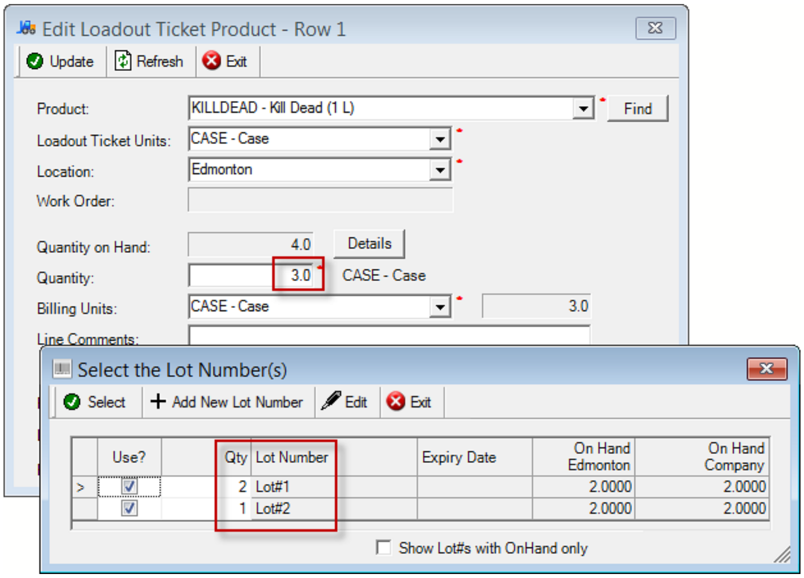


… each grower will get one.

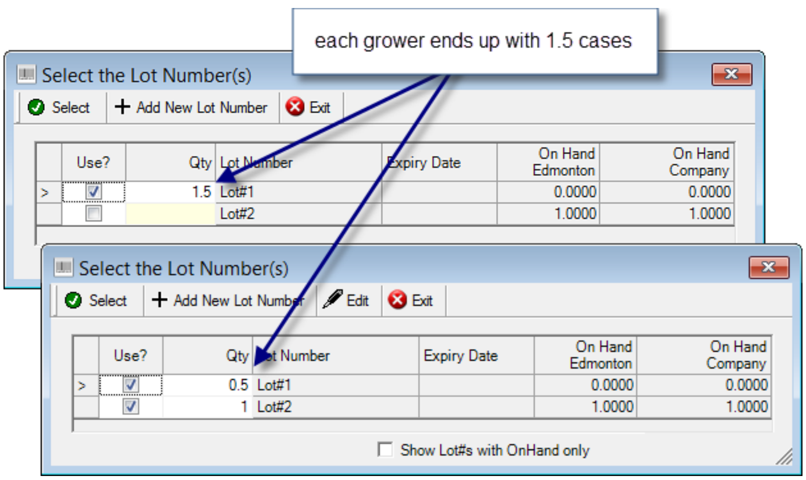


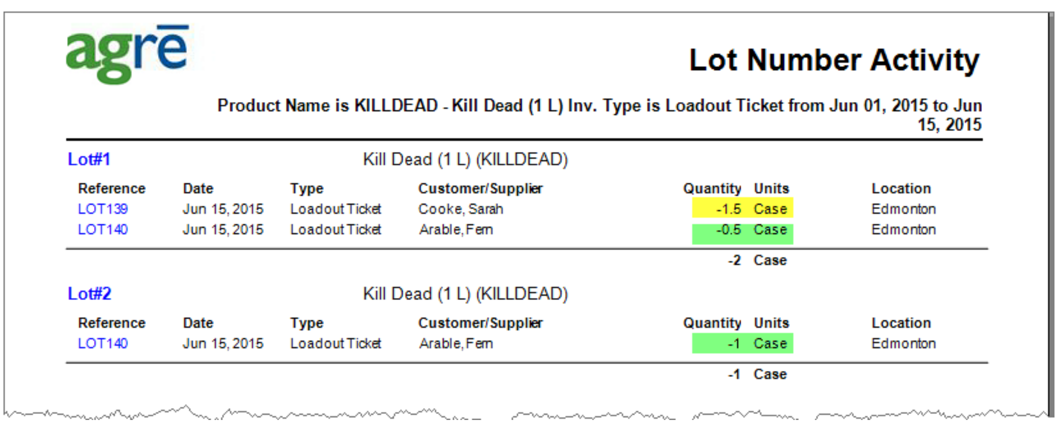
Note Keep in mind that **agrē has no way of knowing which grower received which Lot#** so you may want to make some manual edits to product distribution after splitting.

If a grower takes 3 cases and splits them 2 ways …



… agrē splits the Lot#s to match the quantity each has taken.





Lot Number Activity

Product Name is KILLDEAD - Kill Dead (1 L) Inv. Type is Loadout Ticket from Jun 01, 2015 to Jun 15, 2015

Lot#1 Kill Dead (1 L) (KILLDEAD)

Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
LOT139	Jun 15, 2015	Loadout Ticket	Cooke, Sarah	-1.5	Case	Edmonton
LOT140	Jun 15, 2015	Loadout Ticket	Arable, Fern	-0.5	Case	Edmonton
				-2	**Case**	

Lot#2 Kill Dead (1 L) (KILLDEAD)

Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
LOT140	Jun 15, 2015	Loadout Ticket	Arable, Fern	-1	Case	Edmonton
				-1	**Case**	

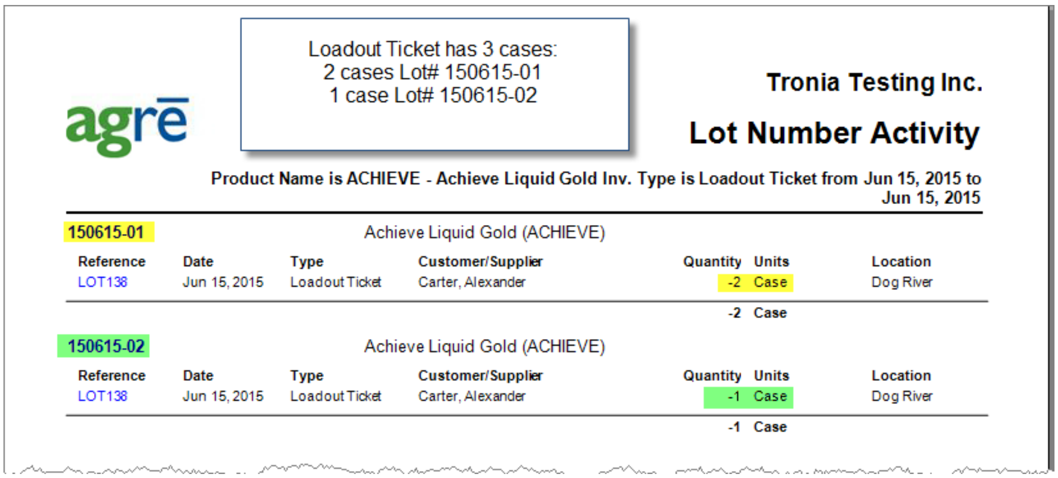
Splitting Lot Numbers on Invoices

Straight to Invoice

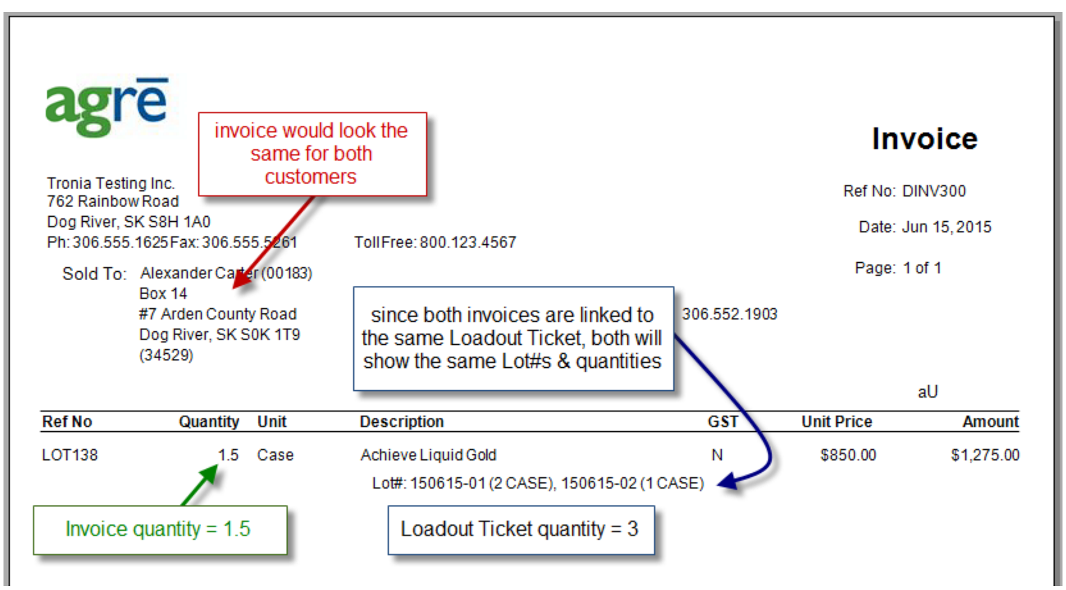
When splitting product that went straight to invoice (**no Loadout Ticket** involved), **Lot numbers on invoices will be split** the same way as on loadout tickets – each grower will be allocated the proportionate Lot#s to match the quantity they have been invoiced.

Imported from a Loadout Ticket

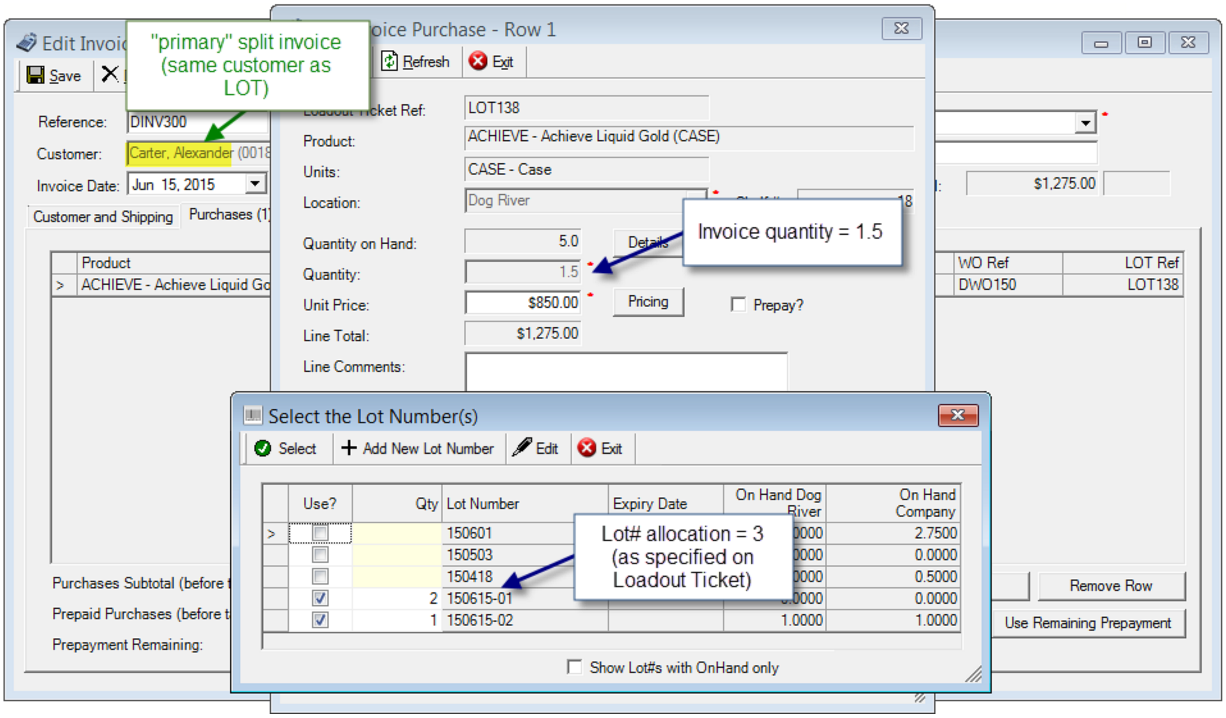
Things work a bit differently if the Lot#s were allocated on a loadout ticket (in one customer's name) then split on the invoice. agrē knows that just because growers are "splitting the bill" (i.e. the dollars) doesn't necessarily mean they are also splitting the product – so it doesn't change the Lot# allocation that was specified on the loadout ticket.



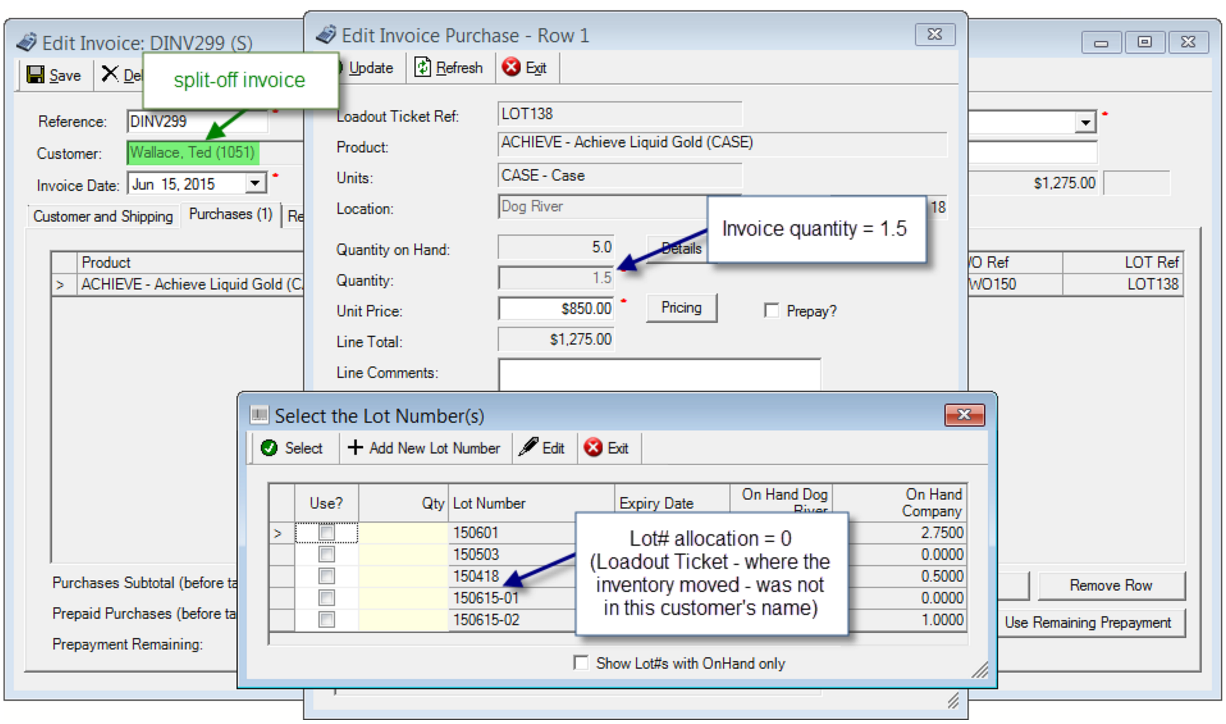
When the product is imported onto an invoice and split, each grower will *see* the same Lot#s and quantities on their invoice …



… but since the Lot# allocation happened on the loadout ticket, only the "primary" invoice (the one in the same name as the loadout ticket) still shows the associated Lot#s …



… and the split-off invoice really has none.



Since the product was taken on a LOT in Carter's name, all the product Lot#s have been allocated to him. If you were to edit the Lot#s on Wallace's invoice, they would be empty so you don't accidentally "double dip" (agrē knows the Lot#s are allocated and will not require them on the split invoice).

The Lot#s were allocated on the Loadout Ticket (where the inventory movement happened). Splitting the invoice doesn't change that.

No Lot# Activity is happening on the invoice

Tronia Testing Inc.

Lot Number Activity

Product Name is ACHIEVE - Achieve Liquid Gold from Jun 15, 2015 to Jun 15, 2015

150615-01 Achieve Liquid Gold (ACHIEVE)

Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
LOT138	Jun 15, 2015	Loadout Ticket	Carter, Alexander	-2	Case	Dog River
InvRec150615	Jun 15, 2015	Inventory Receipt	Parkland Ag Supply	2	Case	Dog River
				0	**Case**	

150615-02 Achieve Liquid Gold (ACHIEVE)

Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
LOT138	Jun 15, 2015	Loadout Ticket	Carter, Alexander	-1	Case	Dog River
InvRec150615	Jun 15, 2015	Inventory Receipt	Parkland Ag Supply	2	Case	Dog River
				1	**Case**	

There's a few reasons why the Lot#s are split this way on Invoices linked to Loadout Tickets:

1. in real life the Lot#s were taken by one grower on a loadout ticket, so they are recorded under one grower's name on a loadout ticket
2. agrē has no way of knowing if just the dollars are being split on the invoice, or if actual product is being shared as well
3. if actual product is being shared, agrē would have no way of know which grower received which Lot#s