

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.

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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

The screenshot shows the 'Edit Role: LordOfTheUniverse' window. The 'Permissions' tab is selected. The 'Accounts Receivable' category is active. The table below shows permissions for 'Customer Groups'.

Item	Action	Allow?	Deny?
Customer Groups	Add	☒	☐
	Edit	☒	☐
	Delete	☒	☐
	Enable on menu	☒	☐

Buttons on the right: Allow All, Deny All, Clear All.

Split Billing Loadout Tickets

The screenshot shows the 'Edit Role: LordOfTheUniverse' window. The 'Permissions' tab is selected. The 'Accounts Receivable' category is active. The table below shows permissions for 'Loadout Tickets'.

Item	Action	Allow?	Deny?
Loadout Tickets	Add	☒	☐
	Edit	☒	☐
	View Credit	☒	☐
	Split	☒	☐

Buttons on the right: Allow All, Deny All.

Split Billing Invoices

The screenshot shows the 'Edit Role: LordOfTheUniverse' window. The 'Permissions' tab is selected. The 'Accounts Receivable' category is active. The table below shows permissions for 'Invoices'.

Item	Action	Allow?	Deny?
Invoices	Add	☒	☐
	Edit	☒	☐
	Link to a view	☒	☐
	View Credit	☒	☐
	Split	☒	☐

Buttons on the right: Allow All, Deny All.

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.

The screenshot shows two overlapping windows from a software application. The background window is titled 'Manage Customer Groups' and has a toolbar with '+ Add', 'Edit', 'Delete', and 'Exit'. It contains a table with columns 'Group Name', '# Of Customers', and 'Active?'. The foreground window is titled 'Edit Customer Group Bean Family' and has a toolbar with 'Save' and 'Exit'. It features a 'Customer Group' dropdown menu set to 'Bean Family' and an 'Active' checkbox checked. Below this is a 'Customers' section with a table:

Customer	Split Percentage
> Bean Family Farms (0001)	50.00
Bean, Heather (0002)	0.00
Bean, Jim (0003)	25.00

At the bottom of the 'Edit' window are 'Add Customer' and 'Remove Customer' buttons. A red callout box with the text 'does not need to total 100%' points to the split percentages.

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.

The screenshot shows the 'Edit Customer Group Carter Family' window. The 'Customer Group' dropdown is set to 'Carter Family' and the 'Active' checkbox is checked. The 'Customers' table is as follows:

Customer	Split Percentage
Bean, Heather (0002)	50.00
> Carter, Alexander (C0874)	50.00

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

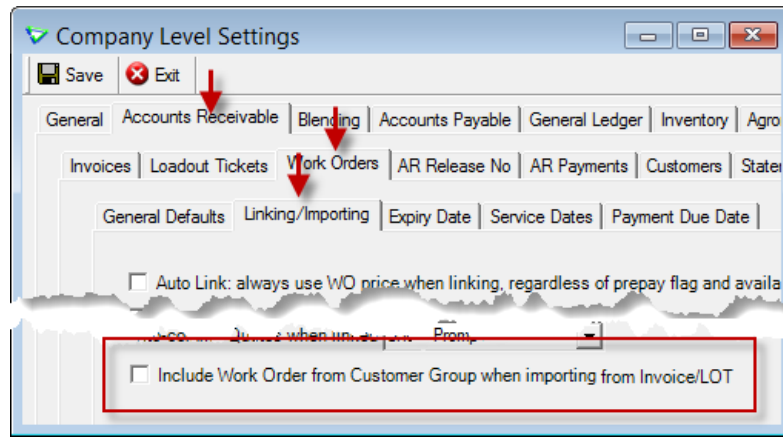
Food For Thought

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**.

Product	Quantity	Unit Price	Line Total	Committed	Taken	Limit	Location	Status	Release	Prepay?
> DDD - Drop Dead Dandelion 1L (. . .)	10.0	\$16.25	\$162.50	☒	0.0	10.0	St. Albert	Active	☐	☒
30.70-16.88-5.11 Blend (MT) Mal	10.0	\$745.0513	\$7,450.51	☒	0.0	10.0	St. Albert	Active	☐	☒
CUSTAPP - Custom Application	133.37	\$5.50	\$733.54	☐	0.0		St. Albert	Active	☐	☒
4600 - 46-0-0 (MT)	10.0	\$710.00	\$7,100.00	☒	0.0	10.0	St. Albert	Active	☒	☐
1152 - 11-52-0 (MT)	7.0	\$830.00	\$5,810.00	☒	0.0	7.0	St. Albert	Active	☐	☐

Tips:

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

Work Order Search

Search Start Over Exit

Reference Number:

Status:

Authorized:

Location:

Customer Order No:

Linked PO:

Sales Rep:

Customer: ☐ Any Customer ☐ This Customer ☒ Customer Group

Find

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.

Accept Prepayment

Save Refresh Exit

Customer: Bean Family Farms (C0001) Find Add Current Prepayment Balance: \$0.00

Address: 1917 RR 15 Morinville, Alberta T9K 3L0 Deposit Date: Feb 23, 2015 Deposit Location: St. Albert

Product (Units)	Quantity	Unit Price	Amount	Prepaid Taxes	Limit	WO Ref
DDD - Drop Dead Dandelion 1L (JUG)	10.0000	\$16.25	\$162.50	\$0.00	10.0000	SAW044
30.70-16.88-5.11 Blend (MT) Malt Barle	10.0000	\$745.0513	\$7,450.51	\$0.00	10.0000	SAW044
> CUSTAPP - Custom Application Fees	133.3700	\$5.50	\$733.54	\$0.00		SAW044

Reference Work Order New Work Order Edit Work Order Remove Row

☐ Use Work Orders from: Comments: Thank you, Mr Bean

Prepaid Items Subtotal: \$8,346.55 Deposit Amount: \$4,173.28 Paid by: Cheque Tracking/Cheque #: 5298

he is prepaying 50% of the total ordered

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**.

Accept Prepayment

Save Refresh Exit

Customer: Bean, Heather (C0002) Find Add Current Prepayment Balance: \$0.00

Address: 1919 RR 15 Morinville, Alberta T9K 3L0 Deposit Date: Feb 23, 2015 Deposit Location: St. Albert

Product (Units)	WO Ref
-----------------	--------

Reference Work Order New Work Order Edit Work Order Remove Row

☒ Use Work Orders from: Comments:

Include Customer Group

Do you want to include deposits from their customer group?

Yes No

Subtotal: \$0.00 Tracking/Cheque #:

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

Accept Prepayment

Save Refresh Exit

Customer: Bean, Heather (C0002) Find Add

Address: 1919 RR 15
Morinville, Alberta T9K 3L0

Current Prepayment Balance: \$0.00

Deposit Date: Feb 23, 2015

Deposit Location: St. Albert

Product (Units)	Quantity	Unit Price	Amount	WO Ref

Reference Work Order New Work Order Edit Work Order Remove Row

☒ Use Work Orders from: SAPPD29 - Bean Family Farms - Feb 23, 2015 (Cheque: \$4173.28)

Comments: DPPD047 - Carter, Alexander - Jun 13, 2014 (Cheque: \$4000.00)
DPPD046 - Carter, Alexander - Apr 04, 2014 (Cheque: \$6569.40)
DPPD45 - Carter, Alexander - Feb 11, 2014 (Cheque: \$8732.79)
DPPD44 - Carter, Alexander - Dec 16, 2013 (Term Deposit: \$100.00)
DPPD39 - Carter, Alexander - Aug 29, 2013 (Cash: \$2748.76)
PPD00010 - Carter, Alexander - Apr 12, 2013 (Cash: \$12250.67)
DPPD00033 - Carter, Alexander - Jan 25, 2013 (Cheque: \$2500.00)

Prepaid Items Subtotal: \$0.00

Deposit Amount: \$0.00

Paid by:

Tracking/Cheque #:

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 Prepayment

Save Refresh Exit

Customer: Bean, Heather (C0002) Find Add

Address: 1919 RR 15
Morinville, Alberta T9K 3L0

Current Prepayment Balance: \$0.00

Deposit Date: Feb 23, 2015

Deposit Location: St. Albert

Product (Units)	Quantity	Unit Price	Amount	Prepaid Taxes	Limit	WO Ref
> CUSTAPP - Custom Application Fees (/	133.3700	\$5.50	\$733.54			SAWO44
30.70-16.88-5.11 (MT)	10.0000	\$745.0513	\$7,450.51		10.0000	SAWO44
DDD - Drop Dead Dandelion 1L (JUG)	10.0000	\$16.25	\$162.50		10.0000	SAWO44

Reference Work Order New Work Order Edit Work Order Remove Row

☒ Use Work Orders from: SAPPD29 - Bean Family Farms - Feb 23, 2015 (Cheque: \$4173.28)

Comments:

Prepaid Items Subtotal: \$8,346.55

Deposit Amount: \$2,086.64

Paid by: Debit

Tracking/Cheque #: 15022301

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

Accept Prepayment

Save Refresh Exit

Customer: **Bean, Jim (C0003)** Find Add Current Prepayment Balance: \$0.00

Address: 1921 RR 19 Morinville, Alberta T9K 3L0 Deposit Date: Feb 23, 2015 Deposit Location: St. Albert

Product (Units)	Quantity	Unit Price	Amount	Prepaid Taxes	Limit	WO Ref
> CUSTAPP - Custom Application Fees (A	133.3700	\$5.50	\$733.54			SAWO44
30.70-16.88-5.11 (MT)	10.0000	\$745.0513	\$7,450.51		10.0000	SAWO44
DDD - Drop Dead Dandelion 1L (JUG)	10.0000	\$16.25	\$162.50		10.0000	SAWO44

Reference Work Order New Work Order Edit Work Order Remove R

☒ Use Work Orders from: **SAPPD29 - Bean Family Farms - Feb 23, 2015 (Cheque: \$4173.28)** Deposit Amount: \$2,086.64

Comments: Paid by: FCC Tracking/Cheque #: 15022302

Items Subtotal: \$8,346.55

Jim is also prepaying for 25%

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.

agré **Tronia Testing Inc.**
335 Carleton Drive
St. Albert, AB T8N 7L1
Phone: 780.469.4477

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

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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

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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

has no prepaid products on Work Orders

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

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**.

The left screenshot shows the 'Customer Prepayment Position' window with the 'More Options' button highlighted. The right screenshot shows the same window with the 'Customer Groups' list expanded, showing 'Bean Family' and 'Carter Family'. A red box with an arrow points to the scroll bar, indicating to 'scroll way down'.

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.

		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.

Add Loadout Ticket

Reference: ☒ Generate Reference Automatically

Customer: Bean, Heather (C0002) Find Add Location: St. Albert

Date: Feb. 23, 2015 Created By: jagne User

Import Rows

Filter: Any Product This Product: <Start typing or use Find> Find

Product Type: <All Product Types> Include Assoc

Any Date Date Range

Import: Bill and Hold Work Orders Include Expired WO ☒ Include WO from Customer Group

Import Qty	Reference	Release #	Date	Product	Quantity	Qty Taken	Unit Price	Prepay?	Customer
5.0	SAWO44		Jan 19, 2015	DDD - Drop Dead Dandelion 1L (JUG)	10.0	0.0	\$16.25	Yes	Bean Family Far
5.0	SAWO44		Jan 19, 2015	30.70-16.88-5.11 Blend (MT) Malt Ba	10.0	0.0	\$745.0513	Yes	Bean Family Far
5.0	SAWO44		Jan 19, 2015	CUSTAPP - Custom Application Fee	133.37	0.0	\$5.50	Yes	Bean Family Far

Select All Deselect All 7 Work Orders found Show: Location Ship To Customer

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

agre 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

agre Customer Prepayment

Feb 23, 2014 to Feb 23, 2015

Heather Bean (C0002) Opening balance as of Feb 23, 2014 \$0.00

Pending Withdrawals

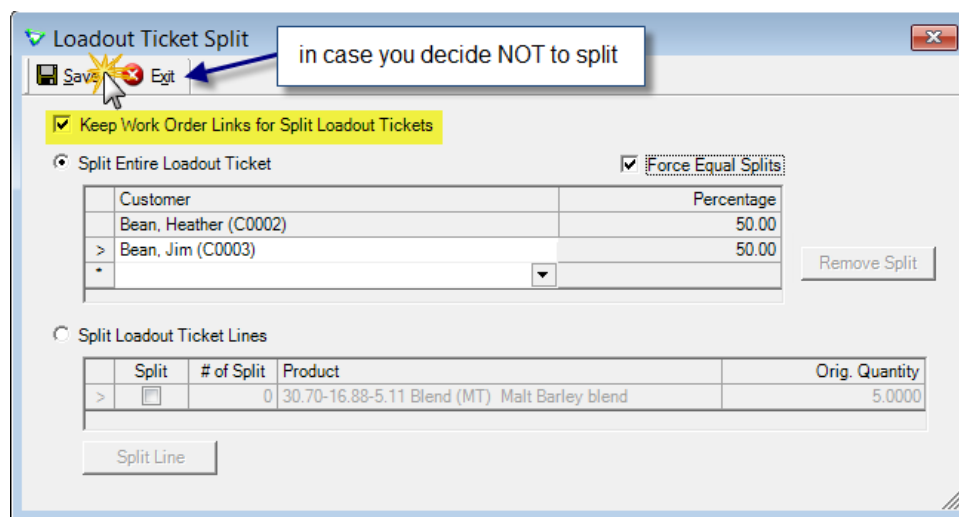
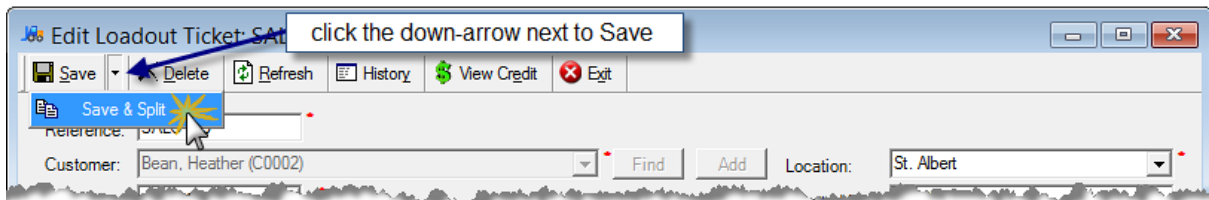
WORef	LOTRef	LOT Date	Quantity	Unit	Unit Price	Line Total
SAWO44	SALOT69	Feb 23, 2015	5	Metric Tonne	\$745.0513	\$3,725.26
SAWO44	SALOT69	Feb 23, 2015	5	Acre	\$5.50	\$27.50

- 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** checked¹. 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.

The screenshot shows the 'Loadout Tickets' window with a table of tickets. A red box highlights the 'Loadout Ticket Number' column, showing 'SALOT69 (S)' for Heather and 'SALOT70 (S: SALOT69)' for Jim. Below, the 'Edit Loadout Ticket: SALOT70 (S: SALOT69)' window is open, showing the reference number 'SALOT70' and customer 'Bean, Jim (C0003)'. A red arrow points from a text box 'S means split' to the '(S)' in the ticket number.

Customer	Ticket Date	Location	Loadout Ticket Number	Billed	Bill & Hold
Bean, Heather	Feb 23, 2015	St. Albert	SALOT69 (S)	☐	☐
Bean, Jim	Feb 23, 2015	St. Albert	SALOT70 (S: SALOT69)	☐	☐

Tip:

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

The screenshot shows the 'Loadout Ticket Search' window. A red arrow points to the 'Customer Group' dropdown menu, which is open showing a list of customer groups including 'Bean Family', 'GrowPro', 'Pink Ladies', and 'TopLine'.

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**.

Loadout Ticket Split

☒ Keep Work Order Links for Split Loadout Tickets

☐ Split Entire Loadout Ticket ☐ Force Equal Splits

Customer	Percentage
Bean, Jim (C0003)	100.00

Remove Split

☒ Split Loadout Ticket Lines

Split	# of Split	Product	Orig. Quantity
>	☐	DDD - Drop Dead Dandelion 1L (JUG)	10.0000
	☐	CANOLA - Canola Seed (25 kg bag) (BAG)	7.0000

Split Line

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

Split Loadout Ticket Line

☐ Update ☐ Exit

Product: DDD - Drop Dead Dandelion 1L (JUG)
Quantity: 10

Customer	Percentage	Quantity
Bean, Jim (C0003)	70.00	7.0000
Bean Family Farms (C0001)	30.00	3
> Bean, Heather (C0002)		4

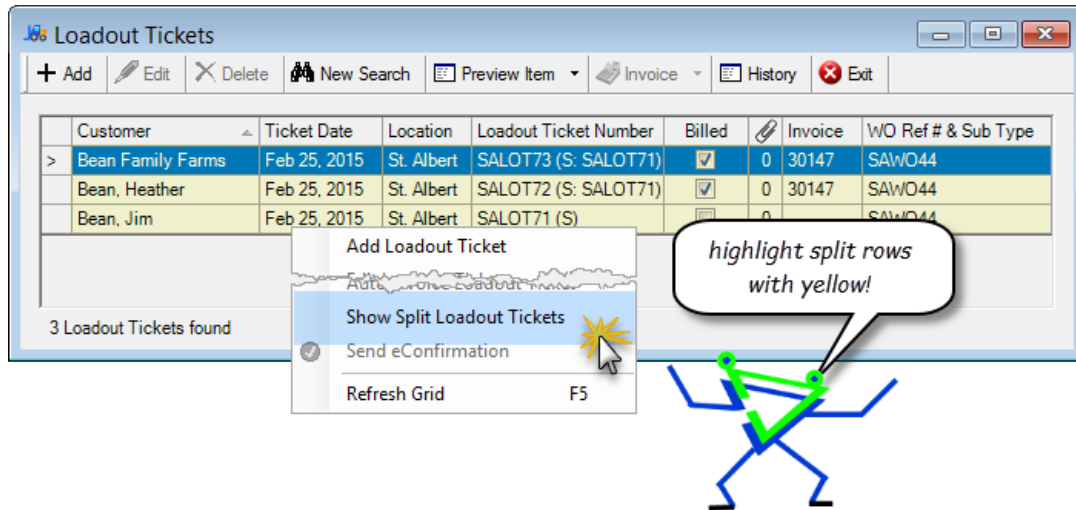
Remove Split ☐ Force Equal Splits

split by % or by #
agrē will fill in the other column

if you change your mind

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.

Tronia Testing Inc.
Loadout Ticket Activity
From Jan 01, 2015 to Jun 08, 2015

44-0-0- ROP ESN (4400ROPE SN) Metric Tonne

Reference	Date	Customer	Quantity	Created In	Delivered From	Work Order	Billed On
LOT115	Jan 28, 2015	Alexander Carter (00183)	0.99	Dog River	Dog River	ESN-001	<Multiple>
LOT116	Jan 28, 2015	Alexander Carter (00183)	0.95	Dog River	Dog River	ESN-002	<Multiple>
LOT117	Jan 28, 2015	Alexander Carter (00183)	1.06	Dog River	Dog River	ESN-003	<Multiple>

Loadout Ticket Summary

Date	Reference	Customer	Location	Billed	Invoices	Work Orders	Created By
1/28/2015	LOT115	Carter, Alexander	Dog River	☒	DINV278, DINV279	DWO131	agre User
1/28/2015	LOT116	Carter, Alexander	Dog River	☒	DINV278, DINV279	DWO131	agre User
1/28/2015	LOT117	Carter, Alexander	Dog River	☒	DINV278, DINV279	DWO131	agre User
1/28/2015	SALOT67	Wallace, Ted	St. Albert	☐		SAWO47	agre User

Loadout Ticket Details

Reference	Date	Customer No	Location	Product Code	Quantity	Billed Quantity	Billed	Invoice	Bill and Hold
LOT115	1/28/2015	Carter, Alexander	Dog River	4400ROPE SN	0.9900	0.9900	Yes	DINV278, DINV279	No
LOT116	1/28/2015	Carter, Alexander	Dog River	4400ROPE SN	0.9500	0.9500	Yes	DINV278, DINV279	No
LOT117	1/28/2015	Carter, Alexander	Dog River	4400ROPE SN	1.0600	1.0600	Yes	DINV278, DINV279	No

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 links² to work orders is optional.

blends can be split more than 2 ways on an invoice

split all products
or just certain ones

Customer	Percentage
Bean Family Farms (C0001)	50.00
Bean, Heather (C0002)	25.00
Bean, Jim (C0003)	25.00

Split	# of Split	Product	Orig. Quantity
>	0	30-16-4 Blend (MT) Malt Barley 2015	10.0000
	0	ACHIEVE - Achieve Liquid Gold (CASE)	3.0000

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.

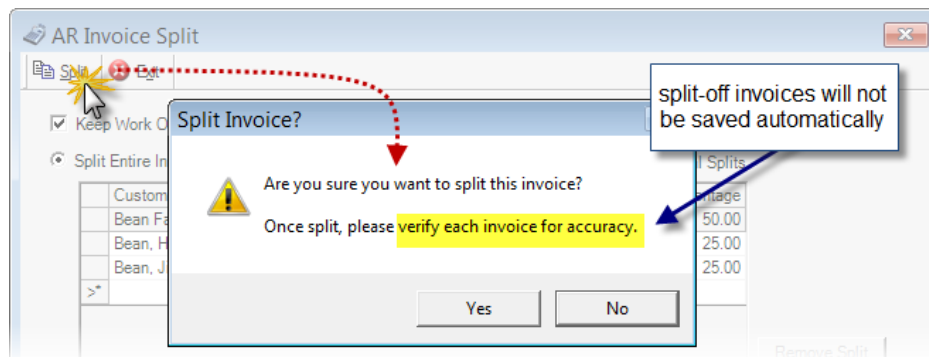
² You can change the default to be *unchecked* in the Company Config Options if you don't usually keep the links.

Which fields are copied to the splits?

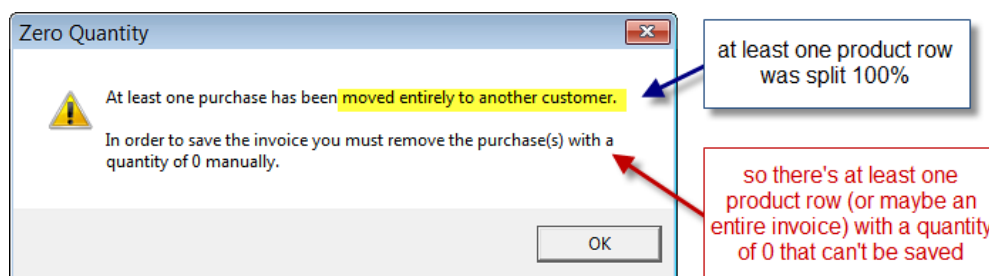
These fields are copied from the original invoice to the splits:

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

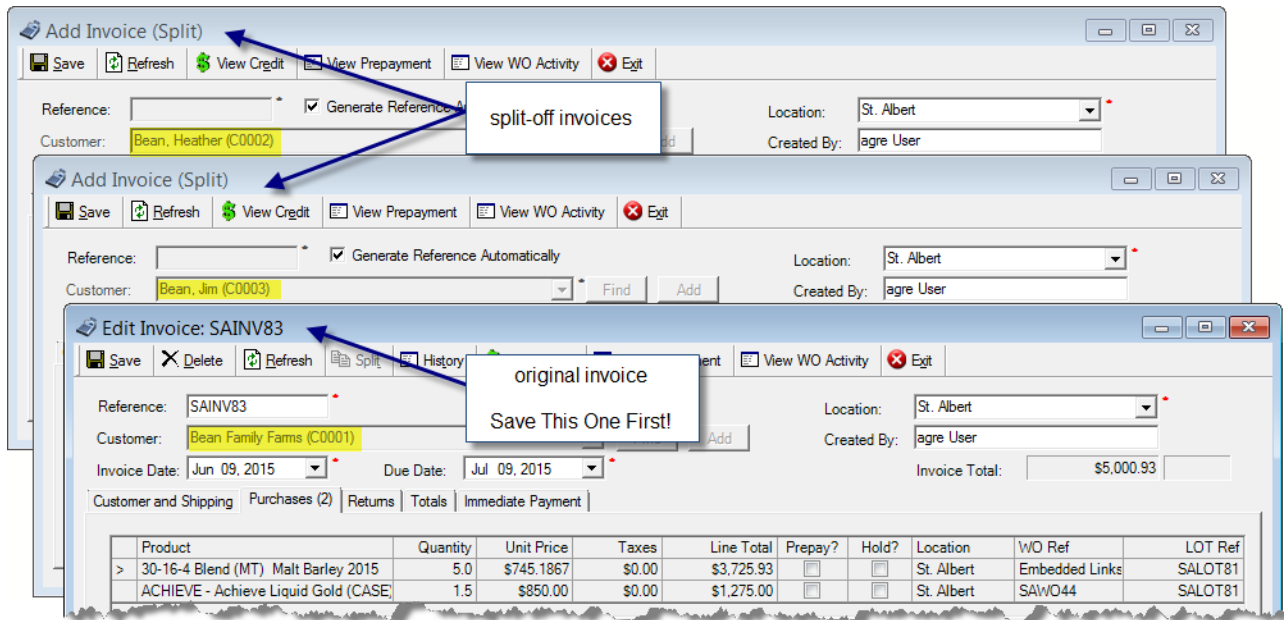
What happens next works a little differently than spitting loadout tickets.



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.

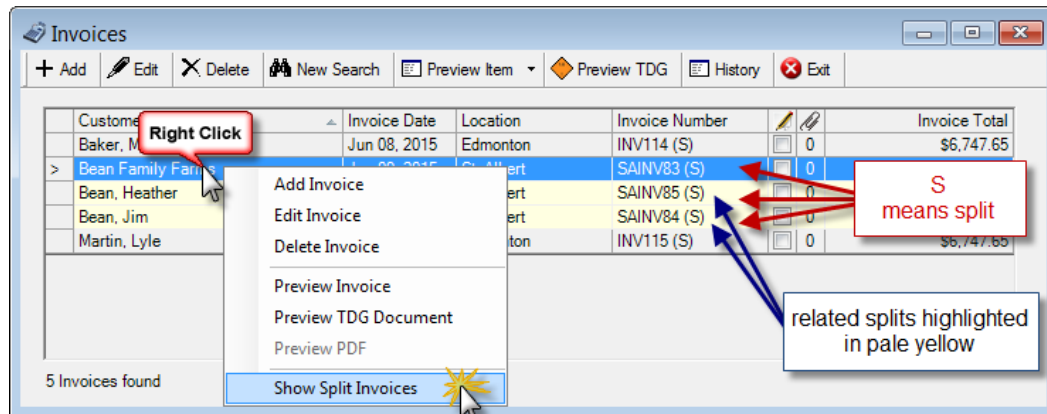


Caution Exiting split invoice(s) without saving will NOT add the quantity back to the original invoice.

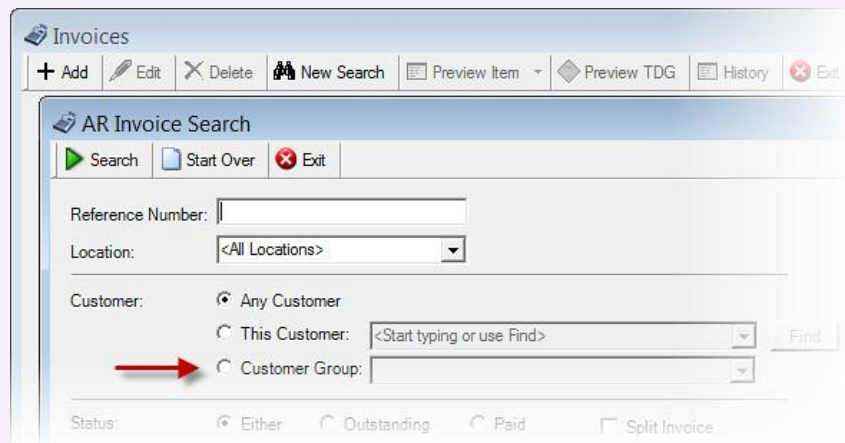
Tip If you saved the original invoice before you split (and we recommend doing that), **save that one first**.

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

...

The screenshot shows two overlapping windows. The background window is 'Edit Loadout Ticket: SALOT82' with fields for Customer (Bean Family Farms), Date (Jun 09, 2015), and a list of products. The foreground window is 'Edit Loadout Ticket Product - Row 1' for 'ACHIEVE - Achieve Liquid Gold'. It shows 'Loadout Ticket Units' as 'CASE - Case' and 'Quantity' as '2.0'. A callout '2 cases' points to the quantity. The 'Lot Number' field contains '150601, 150418', with a callout '2 different Lot#s' pointing to it.

... each grower will get one.

Tronia Testing Inc.
Lot Number Activity
From Jun 09, 2015 to Jun 09, 2015

Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
150418	Jun 09, 2015	Loadout Ticket	Bean, Heather	-1	Case	St. Albert
150601	Jun 09, 2015	Loadout Ticket	Bean Family Farms	-1	Case	St. Albert

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 ...

The 'Edit Loadout Ticket Product - Row 1' window shows the following fields:

- Product: KILLDEAD - Kill Dead (1 L)
- Loadout Ticket Units: CASE - Case
- Location: Edmonton
- Quantity on Hand: 4.0
- Quantity: 3.0 (highlighted with a red box)
- Billing Units: CASE - Case

The 'Select the Lot Number(s)' window shows a table with the following data:

Use?	Qty	Lot Number	Expiry Date	On Hand Edmonton	On Hand Company
☒	2	Lot#1		2.0000	2.0000
☒	1	Lot#2		2.0000	2.0000

The 'Show Lot#s with OnHand only' checkbox is unchecked.

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

The top 'Select the Lot Number(s)' window shows the following data:

Use?	Qty	Lot Number	Expiry Date	On Hand Edmonton	On Hand Company
☒	1.5	Lot#1		0.0000	0.0000
☒	1	Lot#2		1.0000	1.0000

The bottom 'Select the Lot Number(s)' window shows the following data:

Use?	Qty	Lot Number	Expiry Date	On Hand Edmonton	On Hand Company
☒	0.5	Lot#1		0.0000	0.0000
☒	1	Lot#2		1.0000	1.0000

Blue arrows point from the text 'each grower ends up with 1.5 cases' to the 'Qty' column of both windows.



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.

Loadout Ticket has 3 cases:
2 cases Lot# 150615-01
1 case Lot# 150615-02

Tronia Testing Inc.
Lot Number Activity

Product Name is ACHIEVE - Achieve Liquid Gold Inv. Type is Loadout Ticket 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
				-2	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
				-1	Case	

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

Tronia Testing Inc.
762 Rainbow Road
Dog River, SK S8H 1A0
Ph: 306.555.1625 Fax: 306.555.5261

TollFree: 800.123.4567

Sold To: Alexander Carter (00183)
Box 14
#7 Arden County Road
Dog River, SK S0K 1T9
(34529)

invoice would look the same for both customers

since both invoices are linked to the same Loadout Ticket, both will show the same Lot#s & quantities

306.552.1903

Invoice

Ref No: DINV300

Date: Jun 15, 2015

Page: 1 of 1

aU

Ref No	Quantity	Unit	Description	GST	Unit Price	Amount
LOT138	1.5	Case	Achieve Liquid Gold	N	\$850.00	\$1,275.00
Lot#: 150615-01 (2 CASE), 150615-02 (1 CASE)						

Invoice quantity = 1.5

Loadout Ticket quantity = 3

... 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 ...

"primary" split invoice (same customer as LOT)

Reference: DINV300
 Customer: Carter, Alexander (0018)
 Invoice Date: Jun 15, 2015

Loadout Ticket Ref: LOT138
 Product: ACHIEVE - Achieve Liquid Gold (CASE)
 Units: CASE - Case
 Location: Dog River

Quantity on Hand: 5.0
 Quantity: 1.5
 Unit Price: \$850.00
 Line Total: \$1,275.00

Invoice quantity = 1.5

Select the Lot Number(s)

Use?	Qty	Lot Number	Expiry Date	On Hand Dog River	On Hand Company
☐		150601		0.0000	2.7500
☐		150503		0.0000	0.0000
☐		150418		0.0000	0.5000
☒	2	150615-01		0.0000	0.0000
☒	1	150615-02		1.0000	1.0000

Lot# allocation = 3 (as specified on Loadout Ticket)

... and the split-off invoice really has none.

split-off invoice

Reference: DINV299
 Customer: Wallace, Ted (1051)
 Invoice Date: Jun 15, 2015

Loadout Ticket Ref: LOT138
 Product: ACHIEVE - Achieve Liquid Gold (CASE)
 Units: CASE - Case
 Location: Dog River

Quantity on Hand: 5.0
 Quantity: 1.5
 Unit Price: \$850.00
 Line Total: \$1,275.00

Invoice quantity = 1.5

Select the Lot Number(s)

Use?	Qty	Lot Number	Expiry Date	On Hand Dog River	On Hand Company
☐		150601		0.0000	2.7500
☐		150503		0.0000	0.0000
☐		150418		0.0000	0.5000
☐		150615-01		0.0000	0.0000
☐		150615-02		1.0000	1.0000

Lot# allocation = 0 (Loadout Ticket - where the inventory moved - was not in this customer's name)

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. agré 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, agré would have no way of know which grower received which Lot#s