

# AR RELEASE NUMBERS

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When you are acting as a fertilizer supplier (or seed supplier or supplier of 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.

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## Overview

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**AR Release Numbers** can be used with straight products and blends<sup>1</sup>. 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*, or *Filled*. *Pending* release numbers are not yet available for draw-down, *Assigned* numbers have been given to the customer and so are available for draw-down, and *Filled* numbers are 'used up'.

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.

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

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<sup>1</sup> ... as long as the blend has no Additional Products

change the status of the 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).

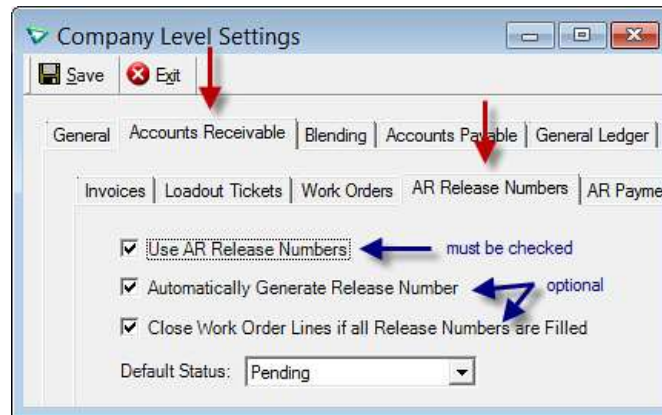
## Company Level Configuration *(one-time tasks)*

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 excerpt 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**:

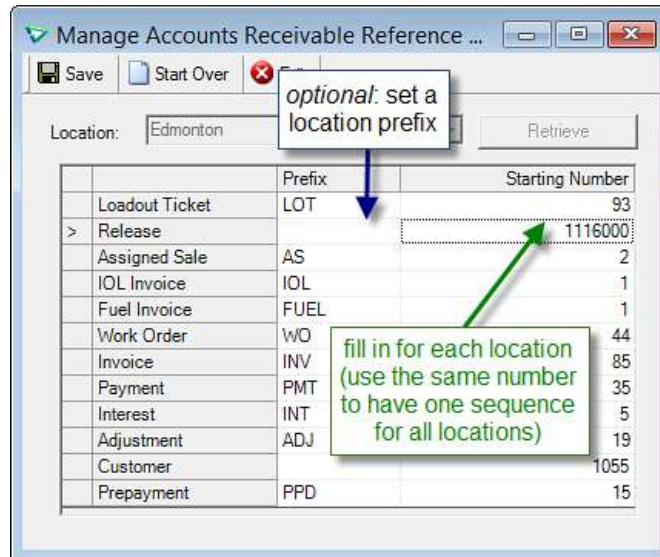


	 If Checked	 If Not Checked
Close Work Order Lines if All Release Numbers are filled	<b>Product rows will be closed if all release numbers have been filled even if there is quantity remaining.</b>	Product rows will remain open if there is quantity remaining even if all release numbers have been filled.

## 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.

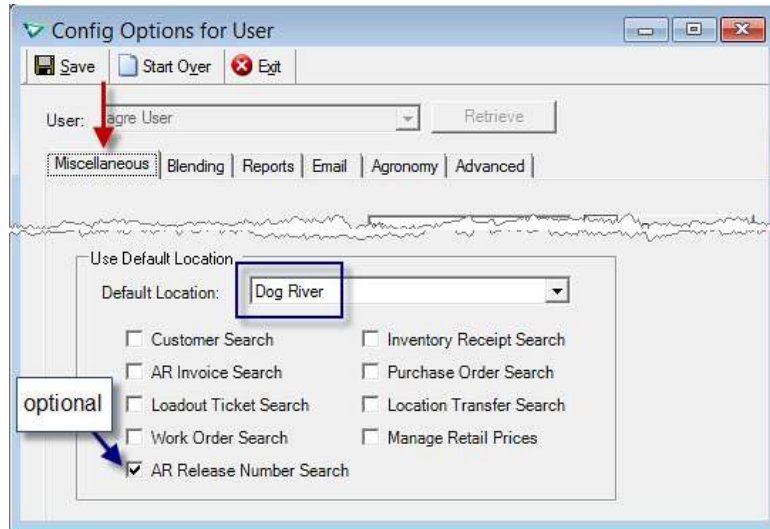
Select your location from the drop down menu and click **Retrieve**. Specify the starting number and optionally indicate a location prefix.



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 agrē 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).



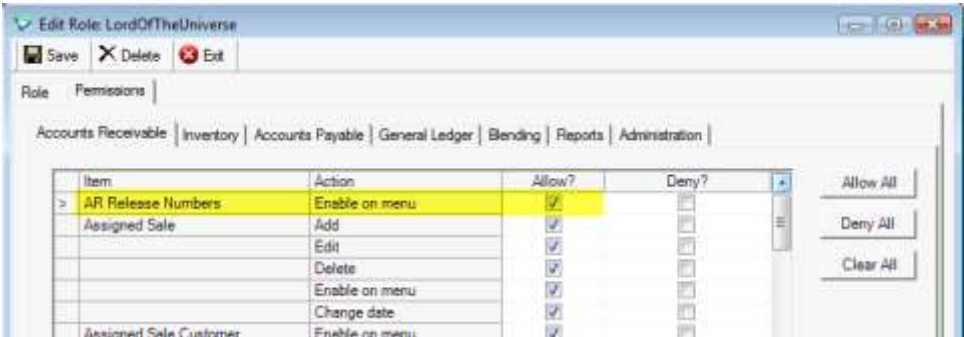
File > Config Options > User

**Help** The following excerpt 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 <b>AR Release Number Search</b>	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>.	

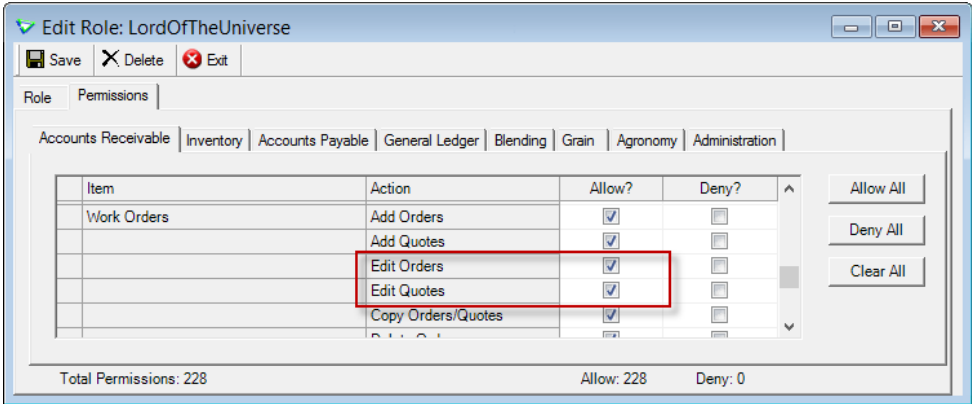
**Security** (one-time task)

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 two overlapping windows. The background window is titled 'Edit Work Order: DWO279'. It has a menu bar with 'Save', 'Delete', 'Documents', 'Refresh', 'History', 'View Credit', and 'Exit'. The main area shows fields for Reference (DWO279), Customer (Carter, Alex), Date Ordered (Mar 28, 2019), and Expiry Date (Jun 30, 2019). Below these are tabs for 'Customer and Order' and 'Products (1)'. Under 'Customer and Order', there are sections for 'Billing Address' (Box 14, Dog River, SK S0G 4H0) and 'Ship To' (Cross Corner, NE 3-52-1 W5, Arden County, SK). The foreground window is titled 'Add Loadout Ticket'. It has a similar menu bar. The Reference field is empty, and 'Generate Reference Automatically' is checked. The Customer is 'Carter, Alexander (C0874)' and the Date is 'Mar 28, 2019'. It also has tabs for 'Customer and Shipping', 'Products (1)', and 'Additional Information'. The 'Ship To' section is populated with 'Cross Corner, NE 3-52-1 W5, Arden County, SK'. A red arrow points from the 'Ship To' field in the 'Edit Work Order' window to the 'Ship To' field in the 'Add Loadout Ticket' window.

Accounts Receivable > Work Order > Edit / Add

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

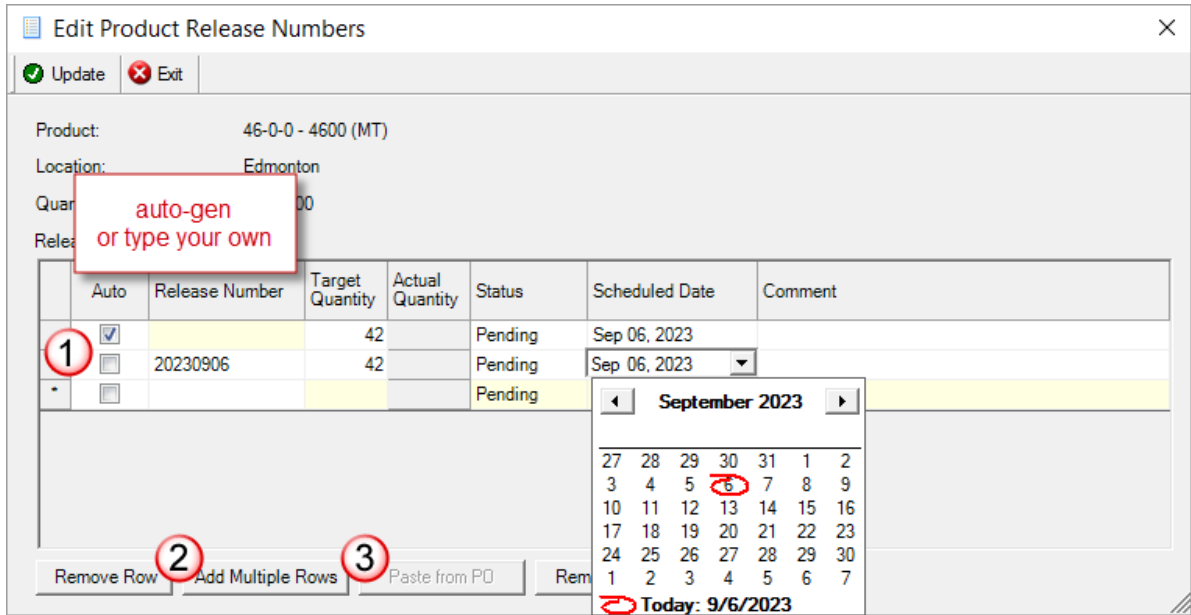
The screenshot shows the 'Add Work Order' window. It has a menu bar with 'Save', 'Documents', 'Refresh', 'View Credit', and 'Exit'. The main area shows fields for Reference, Customer (Campbell Park Fertilizer (1054)), Date Ordered (Aug 25, 2021), Expiry Date (Jun 30, 2022), Status (Active), Type (Quote), Location (St. Albert), and Created By (agm User). Below these are tabs for 'Customer and Order' and 'Products (1)'. The 'Products (1)' tab is active, showing a table with one product row:

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	<input type="checkbox"/>	<input type="checkbox"/>

Below the table are buttons for 'Add Product', 'Add Itemized Blends', 'Add Blend', 'Edit Row', 'Remove Row', 'Import Agronomy', and 'Release Numbers'. The 'Release Numbers' button is highlighted with a red box. At the bottom right, there are two summary rows: 'Total (before tax) \$336,000.00' and 'Total (with taxes) \$336,000.00'.

Accounts Receivable > Work Order > Add

### 3 Ways to Add Release Numbers



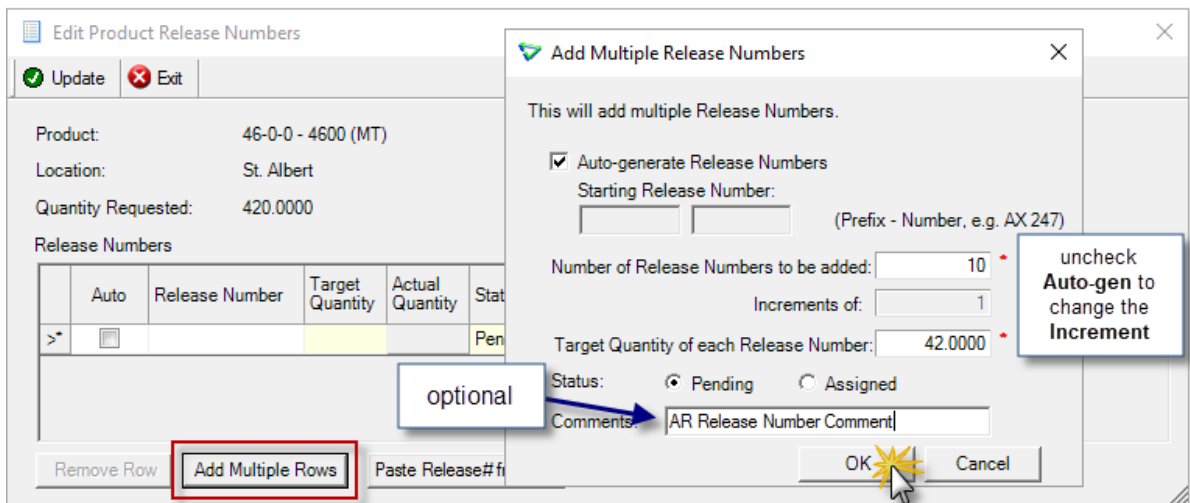
1. one at a time - type directly in the table
2. in multiples - click **Add Multiple Rows**
3. duplicated from a purchase order - click **Paste from PO**

#### 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).





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 ...**

The screenshot shows a dialog box titled "Add Purchase Order Product". It has a toolbar with "Update", "Refresh", and "Exit" buttons. Below the toolbar are three dropdown menus: "Product" (46-0-0 - 4600), "Units" (MT - Metric Tonne), and "Location" (Stony Plain). A "Find" button is to the right of the Product dropdown. Below these is a table titled "Release Numbers" with columns: Release Number, Target Qty, Status, Comment, and Add'l. Inf. The table contains six rows of release numbers (56565-10 to 56565-60), all with a Target Qty of 42 and Status of Open. Below the table are buttons: "Add Multiple Rows", "Remove Row", "Edit Release Row", "Remove Multiple", and "Copy Release# to WO". The "Copy Release# to WO" button is highlighted with a red box.

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)

The screenshot shows a dialog box titled "Edit Product Release Numbers". It has a toolbar with "Update" and "Exit" buttons. Below the toolbar are three fields: "Product" (46-0-0 - 4600 (MT)), "Location" (Edmonton), and "Quantity Requested" (420.0000). Below these is a table titled "Release Numbers" with columns: Auto, Release Number, Target Quantity, Actual Quantity, Status, Scheduled Date, and Comment. The table contains one row with a Status of Pending. Below the table are buttons: "Remove Row", "Add Multiple Rows", "Paste from PO", and "Remove Multiple Rows". The "Paste from PO" button is highlighted with a red box.

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
- Pickup Date
- Comment

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

The screenshot shows the 'Edit Purchase Order: STPO008' window. The 'Customer and Order' tab is selected, and a red box highlights the 'Customer and Order' section. A red arrow points to the 'Expiry Date' field.

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, 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.

Auto	Release Number	Target Quantity	Actual Quantity	Status	Scheduled Date	Comment
<input checked="" type="checkbox"/>		42		Pending		AR Release Number Comment
<input checked="" type="checkbox"/>		42		Pending		AR Release Number Comment
<input checked="" type="checkbox"/>		42		Pending		AR Release Number Comment
<input checked="" type="checkbox"/>		42		Pending		AR Release Number Comment

### 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:

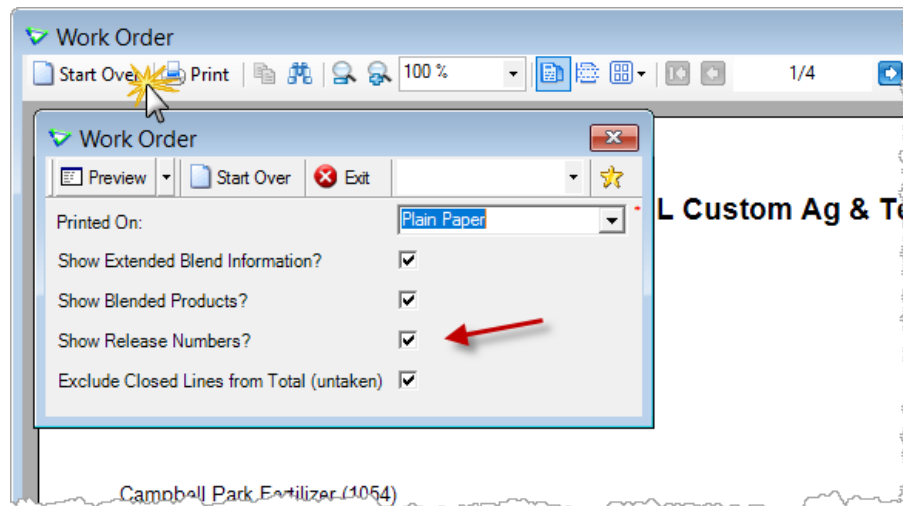
- you can add new rows, but not with the status of Filled
- you can edit (except Actual Quantity) or remove rows

Filled Rows:

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


## Release Number 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).



**Note:** 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.



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

Date: Oct 22, 2013

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

Location: Edmonton

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

Product	Quantity Units	Price Committed	Prepaid	Taken	Status	Total
46-0-0 (4600)	420.00 Metric Tonne	\$800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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				
<b>Grand Total:</b>						<b>\$336,000.00</b>

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.

Work Orders
+ Add   Edit   Delete   New Search   Copy   Create Purchase Order   Preview Item   History   Exit

Customer	Work Order Search	X
> Carter, Ale	Search   Start Over   Exit	Number
Carter, Ale		
2 Work Orders		

Reference Number:

Status:

Authorized:

Location:

Customer Order No:


Linked PO:

Sales Rep:

Show WO with no Release Numbers

Imported PU?

*the fast way to find work orders with no Release Numbers!*



## Keeping Things Current: Managing Release Numbers

**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.

AR Release Number Search

Search Start Over Exit

Release Number:

Status:   Show Active WO Only?

Work Order Location:

Customer:  Any Customer  
 This Customer:  Find

Ordered On:  Any Date  
 Date Range:  to

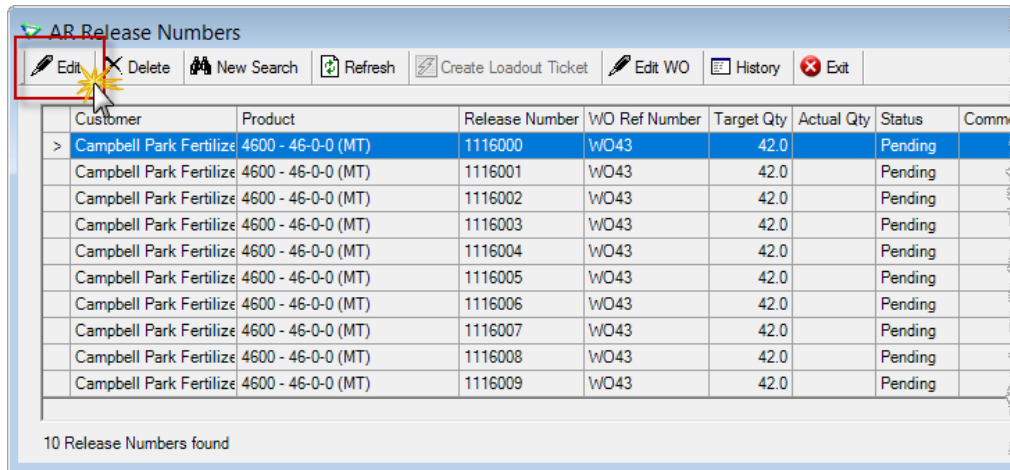
Shipped On:  Any Date  
 Date Range:  to

Product:  Any Product  
 This Product:  Find

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.

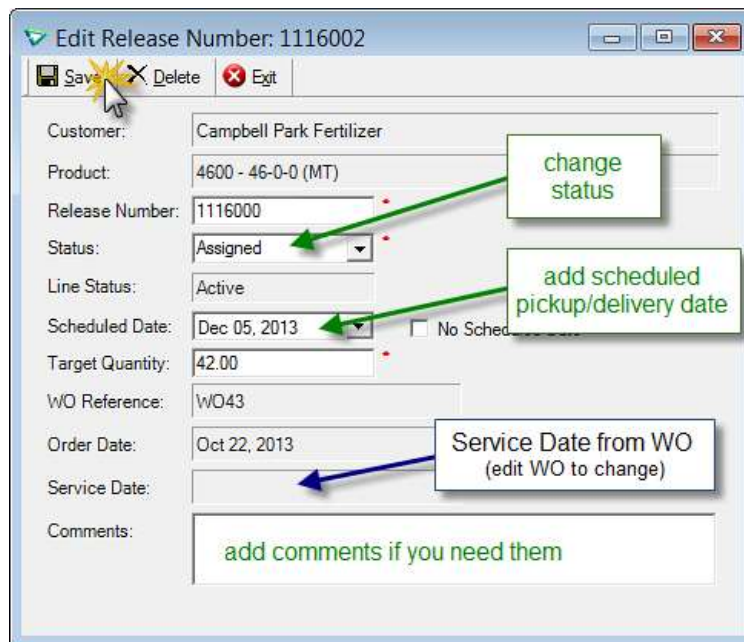
**Edit** a release number.



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

10 Release Numbers found

Make your changes and click **Save**.



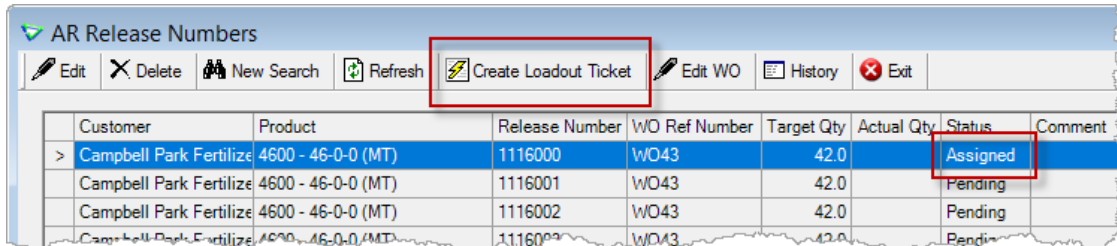
Customer: Campbell Park Fertilizer  
Product: 4600 - 46-0-0 (MT)  
Release Number: 1116000  
Status: Assigned  
Line Status: Active  
Scheduled Date: Dec 05, 2013  No Sched  
Target Quantity: 42.00  
WO Reference: WO43  
Order Date: Oct 22, 2013  
Service Date:   
Comments:   
add comments if you need them

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

## The 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 Ticket or an Invoice 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.



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.



## 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 Invoice<sup>2</sup>.

The screenshot shows the 'Add Loadout Ticket' application window. The 'Customer' is 'Campbell Park Fertilizer (1054)' and the 'Date' is 'Oct 24, 2013'. The 'Location' is 'Edmonton'. A table with the following data is visible:

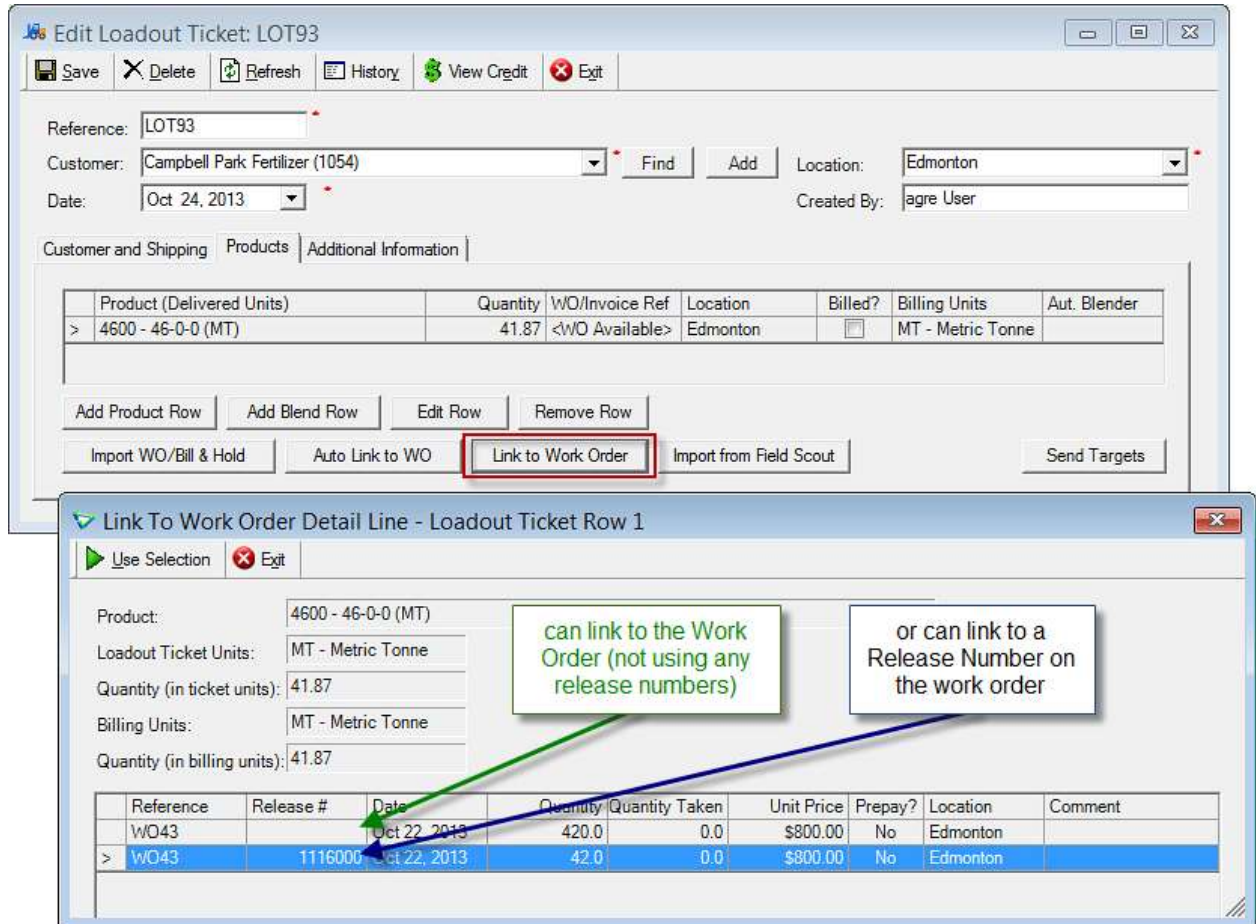
Product (Delivered Units)	Quantity	WO/Invoice Ref	Location	Billed?	Billing Units	Aut. Blender
> 4600 - 46-0-0 (MT)	41.8	<WO Available>	Edmonton	<input type="checkbox"/>	MT - Metric Tonne	

Below the table are buttons for 'Add Product Row', 'Add Blend Row', 'Edit Row', and 'Remove Row'. At the bottom, there are buttons for 'Import WO/Bill & Hold', 'Auto Link WO', 'Link to Work Order', 'Import from Field Scout', and 'Send Targets'. A dialog box titled 'Release Numbers Found' is overlaid on the 'Auto Link WO' button, containing a warning icon and the text: '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?'. The dialog has 'Yes' and 'No' buttons.

**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.

<sup>2</sup> 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.



**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, agrē 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

Import Qty	Reference	Release #	Date	Product	Quantity	Qty Taken	Unit Price	Prepay?	Location
	WO43		Nov 10, 2018	4600 - 46-0-0 (MT)	420.0	0.0	\$800.00	No	Edmonton
	WO43	1116000	Nov 10, 2018	4600 - 46-0-0 (MT)	42.0	0.0	\$800.00	No	Edmonton


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	<input type="checkbox"/>	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.



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

Date: Oct 24, 2013


**Loadout Ticket: LOT93**

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

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.



**Invoice**

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

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

aU

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.

agrē 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: WO43 Order Date: Nov 10, 2014 Service Date:

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	Filed	Oct 23, 2013	Oct 24, 2013	42.0	83.87	46-0-0(4600) MT	
1116001	LOT94	Filed	Nov 06, 2013	Nov 06, 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.