

# SPLIT BILLING

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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:

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## The Scenario

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

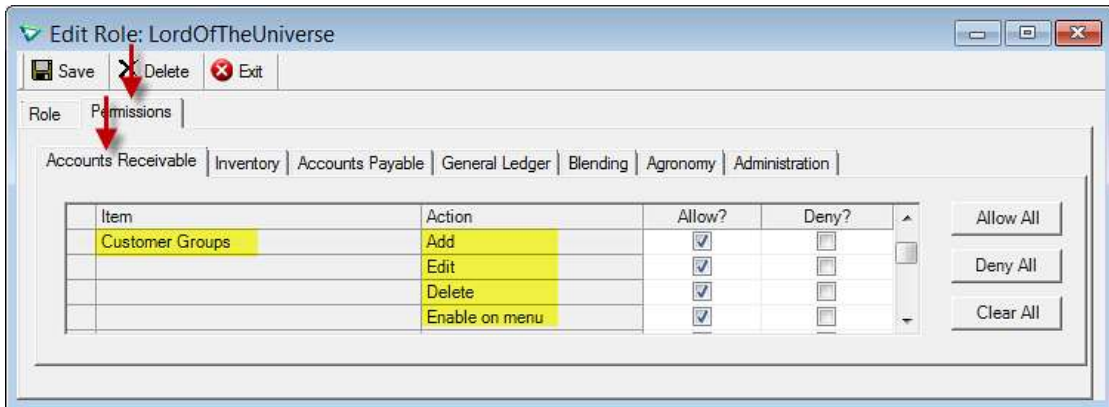
- Mr. Bean has his own account - **Bean Family Farms**.
- He also farms with his two children: **Heather Bean** and **Jim Bean** who each have their own accounts.

# Split Billing Set Up (one time tasks)

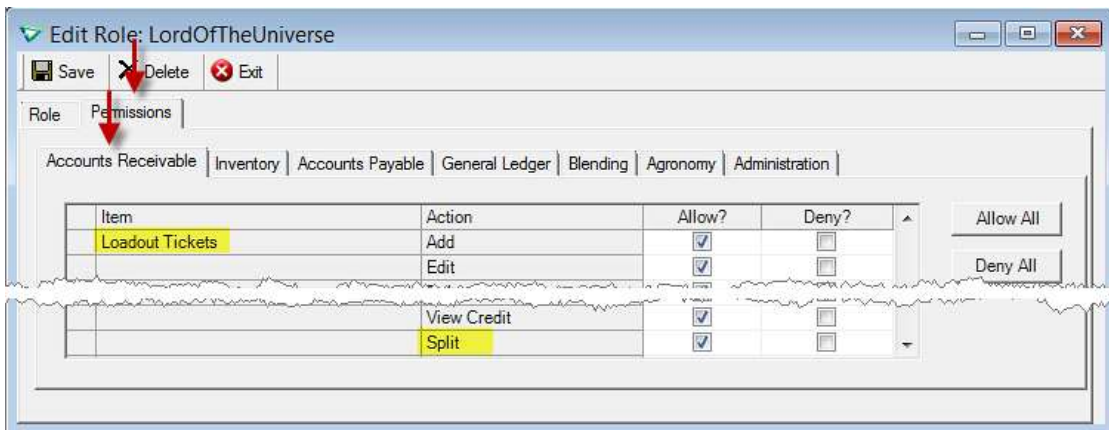
## User Security

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

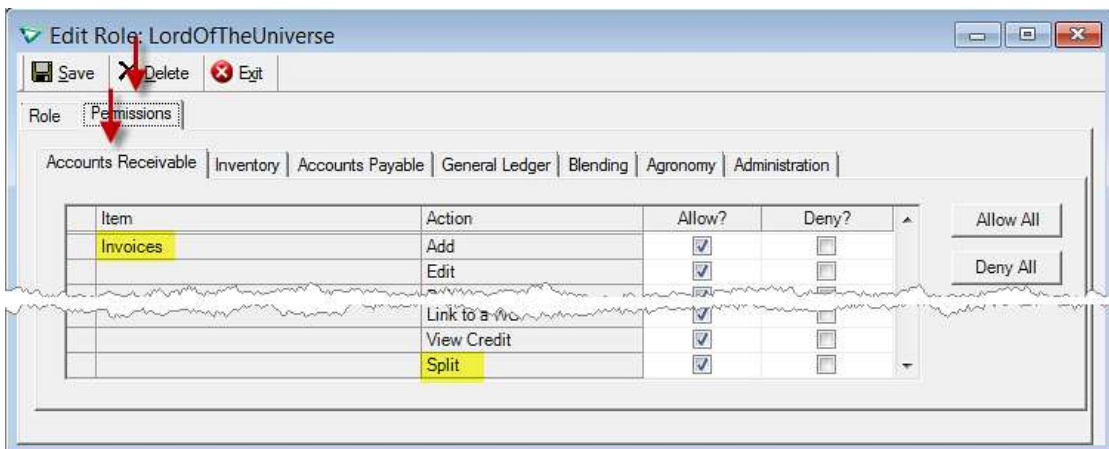
## Customer Groups



## Split Billing Loadout Tickets

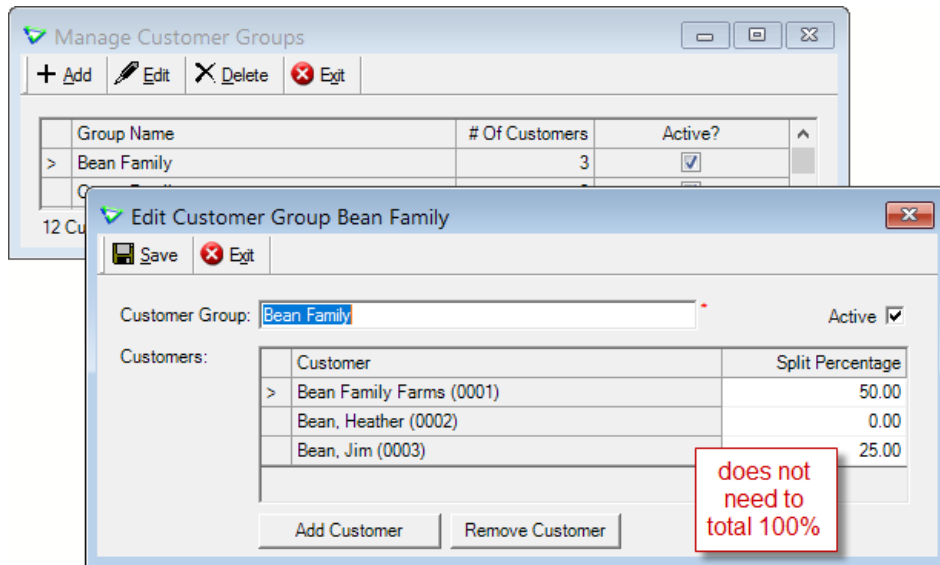


## Split Billing Invoices



## Adding Customer Groups

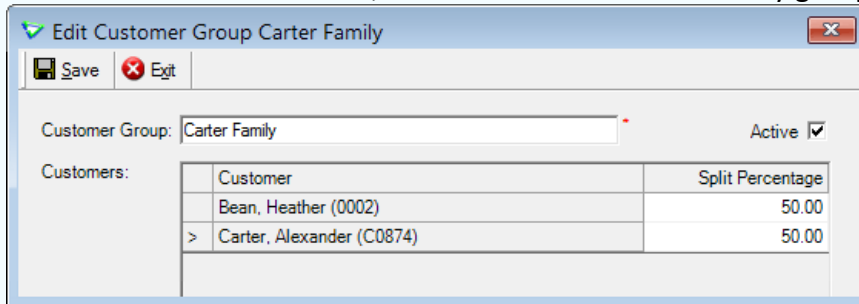
Before you can start splitting, you need to identify who can split things with whom. Add a new **Customer Group**, then add the **Customers** that will be splitting.



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.

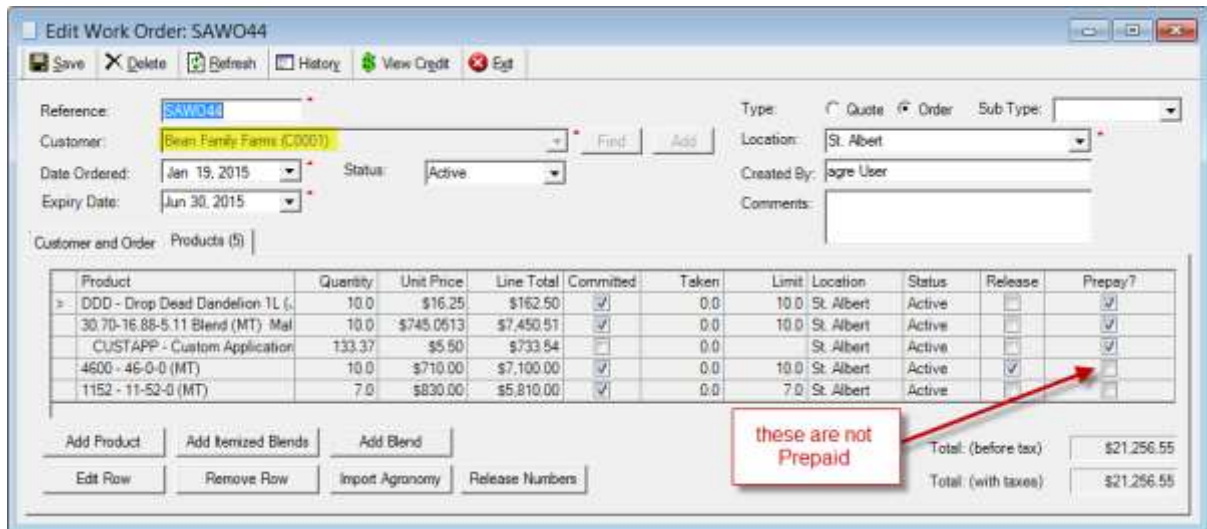
You may prefer to create an additional customer account *just* for split billing for the group (also adding it as a member of the customer group). You could put the shared work orders under the “Bean Split Billing” customer account and any non-shared work orders under their personal accounts. All loadout 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.

# Adding Work Orders

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

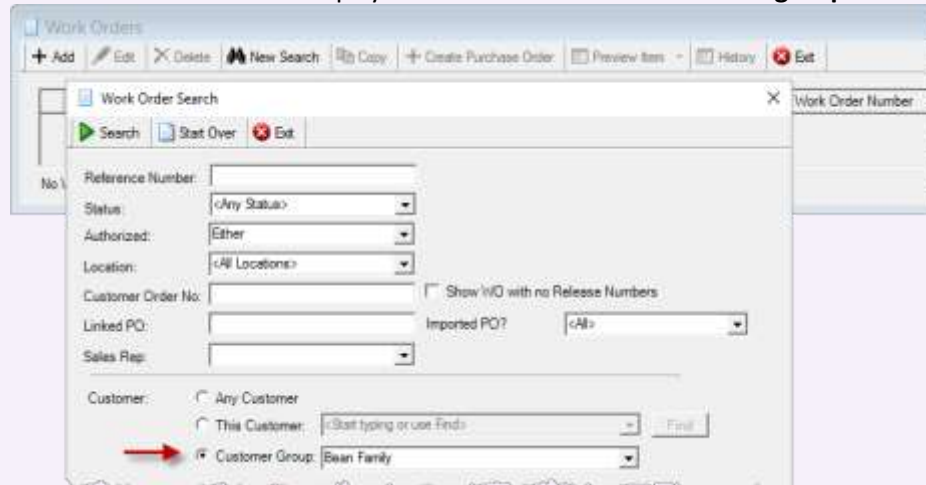
Each group member can have work orders on their own accounts, or all work orders can be setup under a single account, or a combination of both. The name on the work order isn't that important to agrē as long as they are all in the same customer group.

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.

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	SAwO44
30.70-16.88-5.11 Blend (MT) Malt Barle	10.0000	\$745.0513	\$7,450.51	\$0.00	10.0000	SAwO44
> CUSTAPP - Custom Application Fees	133.3700	\$5.50	\$733.54	\$0.00		SAwO44

Reference Work Order New Work Order Edit Work Order Remove Row  
Prepaid Items Subtotal: \$8,346.55  
Deposit Amount: \$4,173.28  
Paid by: Cheque  
Tracking/Cheque #: 5298

Comments: Thank you, Mr Bean

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**.

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

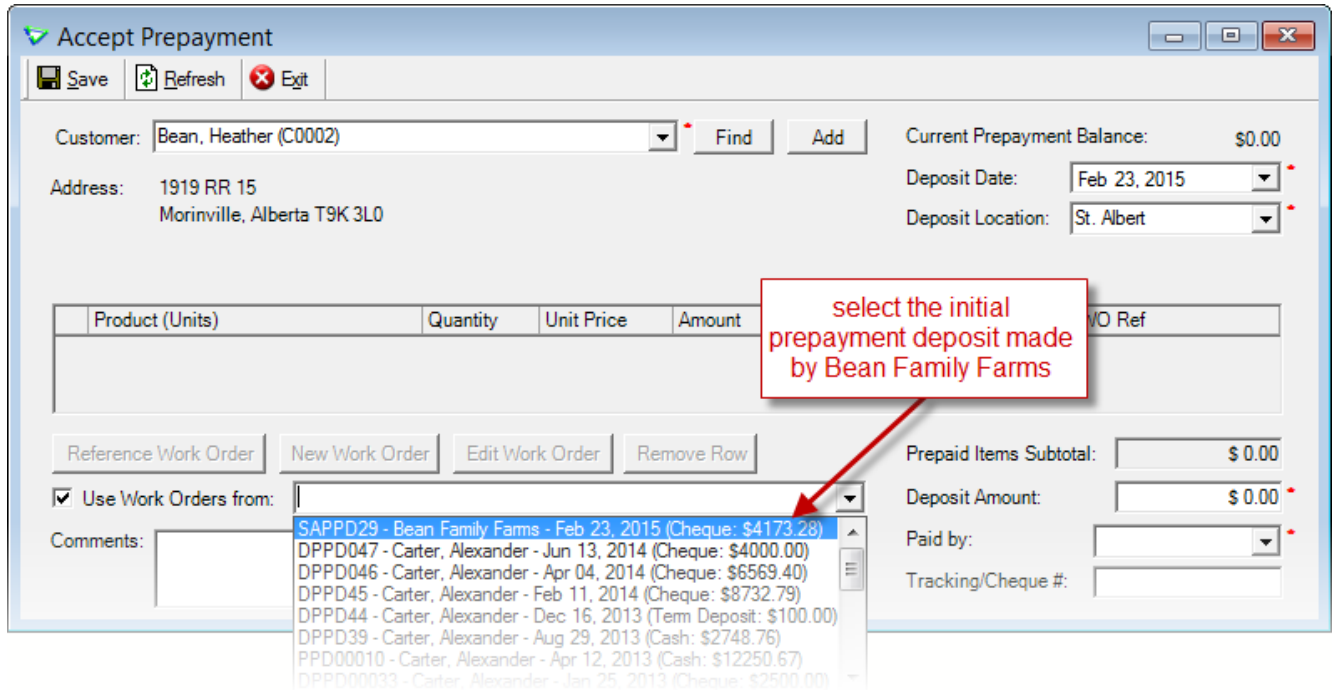
Reference Work Order New Work Order Edit Work Order Remove Row  
subtotal: \$ 0.00  
subtotal: \$ 0.00  
Tracking/Cheque #:

Use Work Orders from:

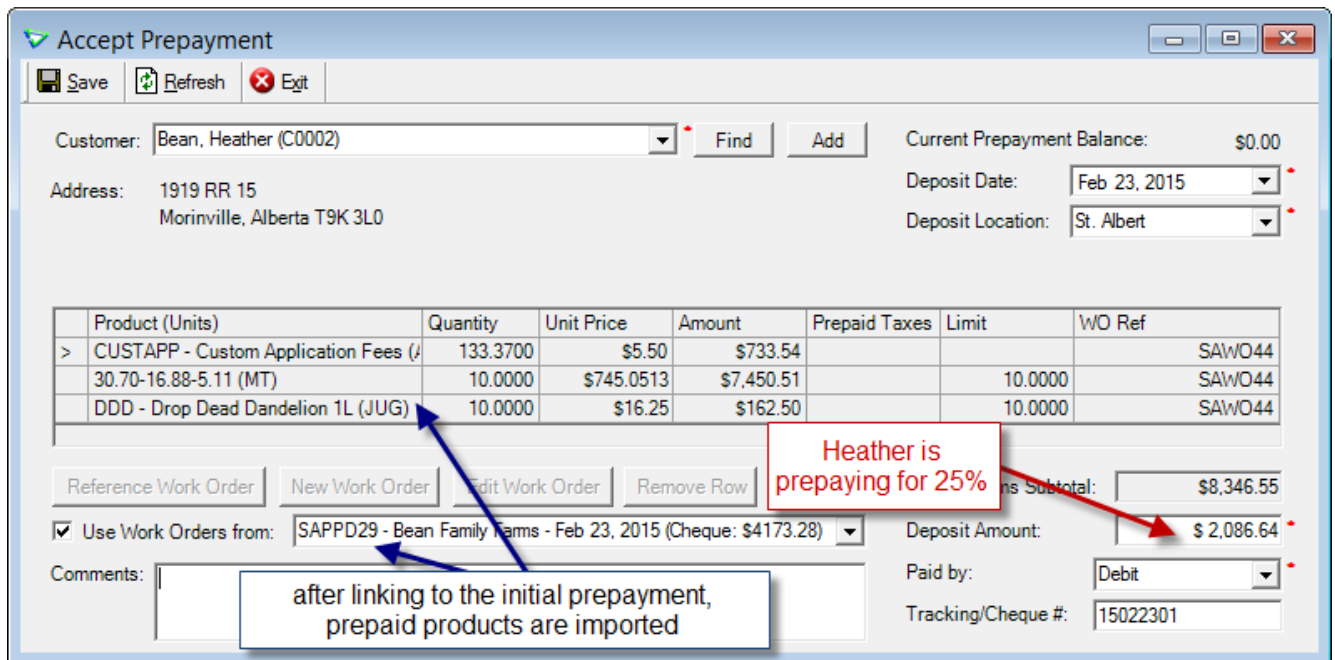
Comments:

Do you want to include deposits from their customer group?  
Yes No

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.

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 (J)	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

Items Subtotal: \$8,346.55

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

**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.

**agre** **Tronia Testing Inc.**  
336 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	Acres	\$5.50	St. Albert

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Prepayment Deposit

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

Payment Receipt  
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	Acres	\$5.50	St. Albert

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Prepayment Deposit

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

Payment Receipt  
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	Acres	\$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.

agrē		Tronia Testing Inc. Customer Prepayment															
		Feb 23, 2014 to Feb 23, 2015															
Bean Family Farms (C0001) 1917 RR 15 Morinville, AB T9K 3L0		<table border="1"> <tr> <td>Opening balance as of Feb 23, 2014</td> <td>\$0.00</td> </tr> <tr> <td>Net deposits and transfers</td> <td>\$4,173.28</td> </tr> <tr> <td>Net withdrawals</td> <td>\$0.00</td> </tr> <tr> <td><b>Net prepayment as of Feb 23, 2015</b></td> <td><b>\$4,173.28</b></td> </tr> <tr> <td>Less: Remaining on work orders</td> <td>\$8,346.55</td> </tr> <tr> <td>Less: Pending withdrawals</td> <td>\$0.00</td> </tr> <tr> <td><b>Unallocated / (Over Committed)</b></td> <td><b>(\$4,173.27)</b></td> </tr> </table>		Opening balance as of Feb 23, 2014	\$0.00	Net deposits and transfers	\$4,173.28	Net withdrawals	\$0.00	<b>Net prepayment as of Feb 23, 2015</b>	<b>\$4,173.28</b>	Less: Remaining on work orders	\$8,346.55	Less: Pending withdrawals	\$0.00	<b>Unallocated / (Over Committed)</b>	<b>(\$4,173.27)</b>
Opening balance as of Feb 23, 2014	\$0.00																
Net deposits and transfers	\$4,173.28																
Net withdrawals	\$0.00																
<b>Net prepayment as of Feb 23, 2015</b>	<b>\$4,173.28</b>																
Less: Remaining on work orders	\$8,346.55																
Less: Pending withdrawals	\$0.00																
<b>Unallocated / (Over Committed)</b>	<b>(\$4,173.27)</b>																
<b>Prepayment Plan</b>																	
Product	Date	Reference	Requested	Limit	Taken	Remaining	Unit Price	Allocated									
30,70-16.88-5.11 - Metric Tonne	Jan 19, 2015	SAWO46	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									
<b>Total:</b>								<b>\$8,346.55</b>									
<b>Deposits/Adjustments</b>																	
Date	Reference	Type	Amount														
Feb 23, 2015	SAPPD29	Deposit	\$4,173.28														
Thank you, Mr Bean																	
			<b>Total Amount:</b>		<b>\$4,173.28</b>												

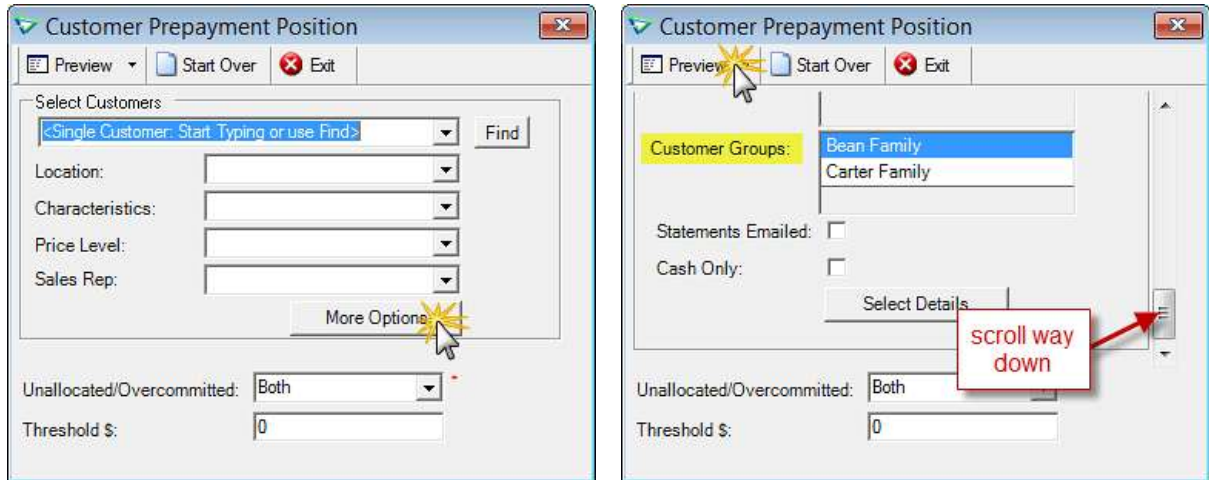
Heather appears to have unallocated prepay dollars (and so would Jim) because they have no prepaid products on work orders setup under their own accounts.

agrē		Tronia Testing Inc. Customer Prepayment															
		Feb 23, 2014 to Feb 23, 2015															
Heather Bean (C0002) 1919 RR 15 Morinville, AB T9K 3L0		<table border="1"> <tr> <td>Opening balance as of Feb 23, 2014</td> <td>\$0.00</td> </tr> <tr> <td>Net deposits and transfers</td> <td>\$2,086.64</td> </tr> <tr> <td>Net withdrawals</td> <td>\$0.00</td> </tr> <tr> <td><b>Net prepayment as of Feb 23, 2015</b></td> <td><b>\$2,086.64</b></td> </tr> <tr> <td>Less: Remaining on work orders</td> <td>\$0.00</td> </tr> <tr> <td>Less: Pending withdrawals</td> <td>\$0.00</td> </tr> <tr> <td><b>Unallocated / (Over Committed)</b></td> <td><b>\$2,086.64</b></td> </tr> </table>		Opening balance as of Feb 23, 2014	\$0.00	Net deposits and transfers	\$2,086.64	Net withdrawals	\$0.00	<b>Net prepayment as of Feb 23, 2015</b>	<b>\$2,086.64</b>	Less: Remaining on work orders	\$0.00	Less: Pending withdrawals	\$0.00	<b>Unallocated / (Over Committed)</b>	<b>\$2,086.64</b>
Opening balance as of Feb 23, 2014	\$0.00																
Net deposits and transfers	\$2,086.64																
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<b>Net prepayment as of Feb 23, 2015</b>	<b>\$2,086.64</b>																
Less: Remaining on work orders	\$0.00																
Less: Pending withdrawals	\$0.00																
<b>Unallocated / (Over Committed)</b>	<b>\$2,086.64</b>																
has no prepaid products on Work Orders																	
<b>Deposits/Adjustments</b>																	
Date	Reference	Type	Amount														
Feb 23, 2015	SAPPD30	Deposit	\$2,086.64														
			<b>Total Amount: \$2,086.64</b>														



## 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**.



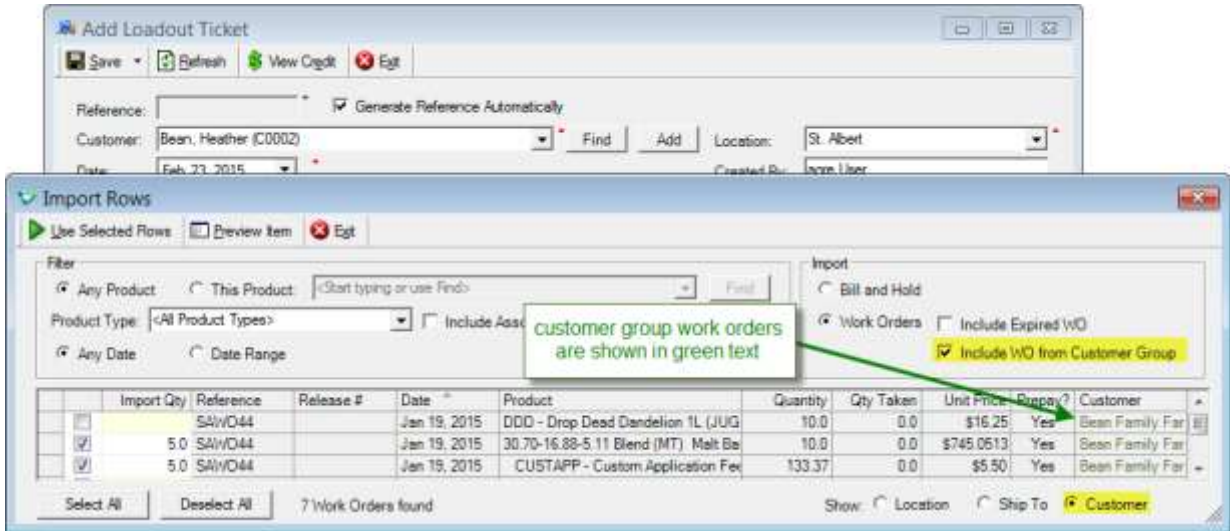
Running the report this way gives you an overall view of the combined prepayment position of all three accounts – without having to add it up yourself.

agré		Tronia Testing Inc.			
		<b>Customer Prepayment Position</b>			
		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	
	<b>\$8,346.56</b>	<b>\$8,346.55</b>	<b>\$0.00</b>	<b>\$0.01</b>	

# 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

The screenshot shows a 'Customer Prepayment' report for Bean Family Farms (C0001) from Feb 23, 2014 to Feb 23, 2015. The opening balance as of Feb 23, 2014 is \$0.00. The report includes a table of transactions:

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	\$745.06	\$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	\$16.26	\$162.80
<b>Total:</b>								<b>\$4,593.80</b>

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

The screenshot shows a 'Customer Prepayment' report for Heather Bean (C0002) from Feb 23, 2014 to Feb 23, 2015. The opening balance as of Feb 23, 2014 is \$0.00. The report includes a 'Pending Withdrawals' section with a table of transactions:

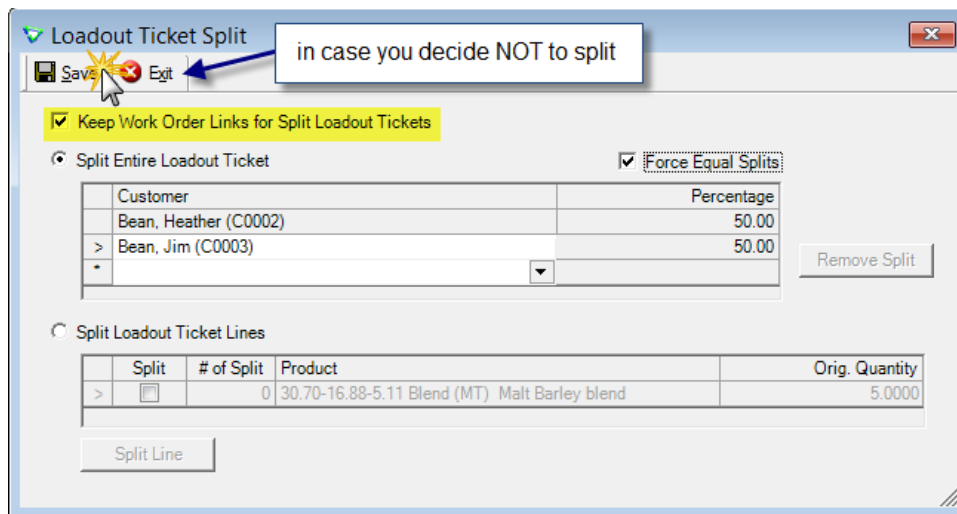
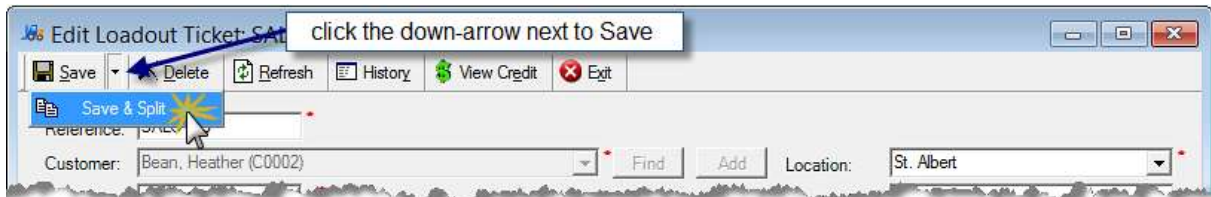
WO Ref	LOT Ref	LOT Date	Quantity	Unit	Unit Price	Line Total
SAWO44	SALOT69	Feb 23, 2015	5	Metric Tonne	\$745.0513	\$3,725.26
WO Ref	LOT Ref	LOT Date	Quantity	Unit	Unit Price	Line Total
SAWO44	SALOT69	Feb 23, 2015	5	Acre	\$5.50	\$27.50

- 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<sup>1</sup>. 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.

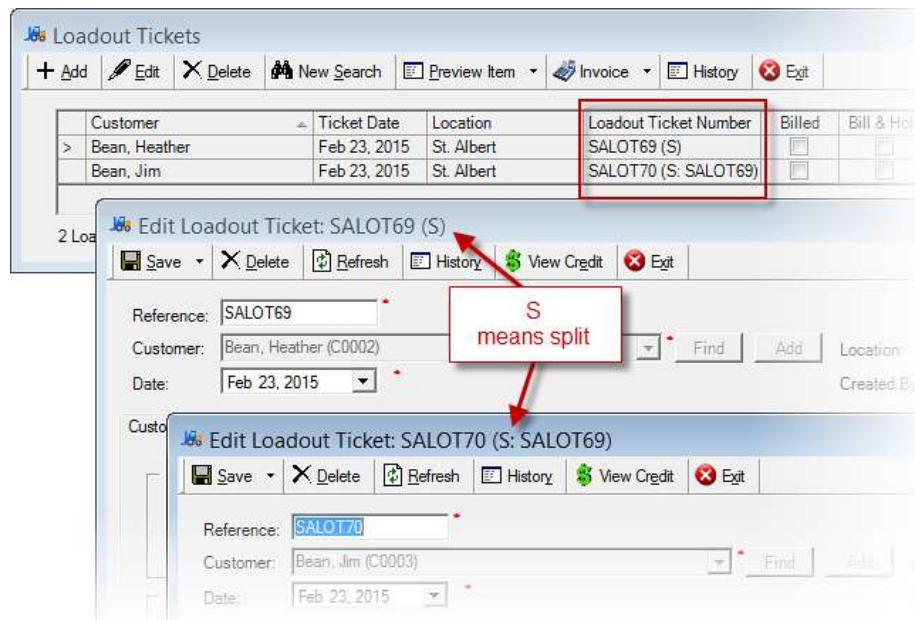
<sup>1</sup> You can change the default to be *unchecked* in the Company Config Options if you don't usually keep the links.

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).

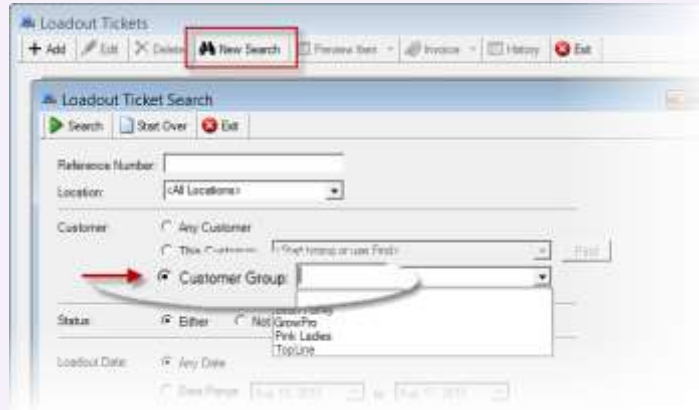
Once all the growers are listed and the percentages are set, click **Save**. agrē performs the usual checks (LOT cannot be future dated, customer account must have an address, credit check, etc.) before saving Jim’s loadout ticket.

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.

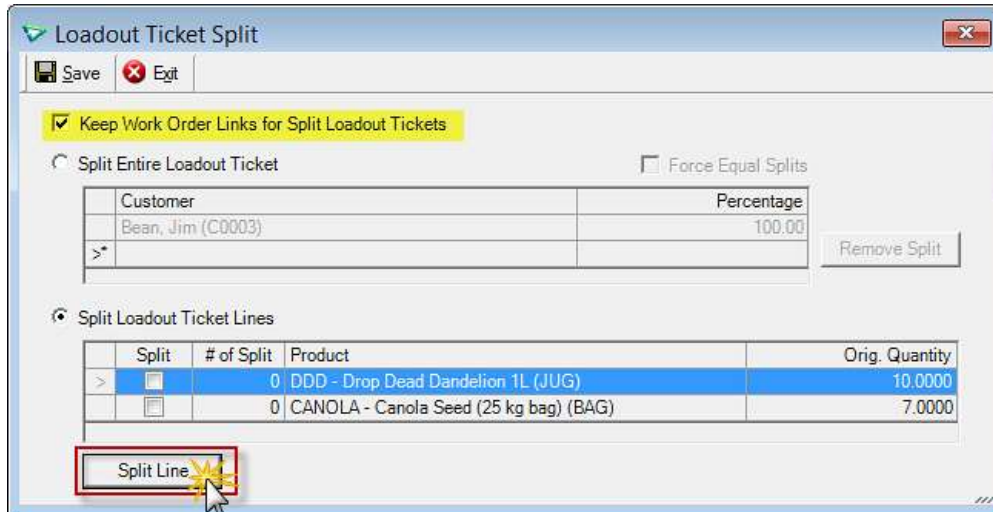


Accounts Receivable > Loadout Tickets

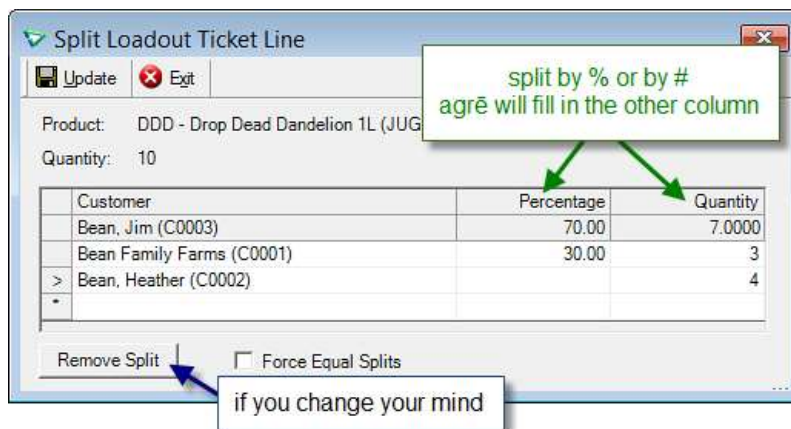
## Splitting the Line

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**.

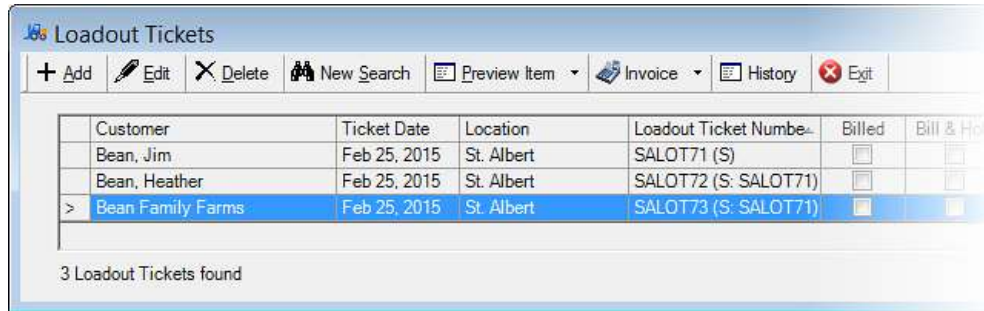


Fill in the **Quantity** for each grower, and agrē will figure out the percentage for you.



**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	<ul style="list-style-type: none"> <li>• Date</li> <li>• Header Location</li> </ul>	<ul style="list-style-type: none"> <li>• Created by</li> </ul>
Customer & Shipping tab	<ul style="list-style-type: none"> <li>• Customer Order Number</li> <li>• Carrier</li> <li>• FOB</li> </ul>	<ul style="list-style-type: none"> <li>• Freight Terms</li> <li>• Comments</li> <li>• Include this comment on printed invoice</li> </ul>
Products tab	<ul style="list-style-type: none"> <li>• Product</li> <li>• Quantity</li> <li>• WO Ref No [optional]</li> </ul>	<ul style="list-style-type: none"> <li>• Line Location</li> <li>• Billing Units</li> </ul>
Additional Information tab	<ul style="list-style-type: none"> <li>• Operator</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment</li> </ul>

## Reporting for Split Loadout Tickets

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

The screenshot displays the 'Loadout Ticket Activity' report for Tronia Testing Inc. from Jan 01, 2015 to Jun 08, 2015. The report title is '44.0.0- ROP ESN (4400ROPESN) Metric Tonne'. The main table lists three loadout tickets (LOT115, LOT116, LOT117) with their respective quantities, dates, and work orders. The 'Billed On' column for all three tickets is marked as '<Multiple>'. Below the report, two summary windows are shown: 'Loadout Ticket Summary' and 'Loadout Ticket Details'. The 'Loadout Ticket Summary' window shows a table with columns for Date, Reference, Customer, Location, Billed, Invoices, Work Orders, and Created By. The 'Loadout Ticket Details' window shows a table with columns for Reference, Date, Customer No., Location, Product Code, Quantity, Billed Quantity, Billed, Invoice, and Bill and Hold. Red arrows point from the '<Multiple>' entries in the report to the 'Invoices' and 'Invoice' columns in the summary windows, indicating that these columns contain the specific invoice numbers for the split tickets.

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)	1.08	Dog River	Dog River	ESN-003	<Multiple>

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			SAW047	agre User

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

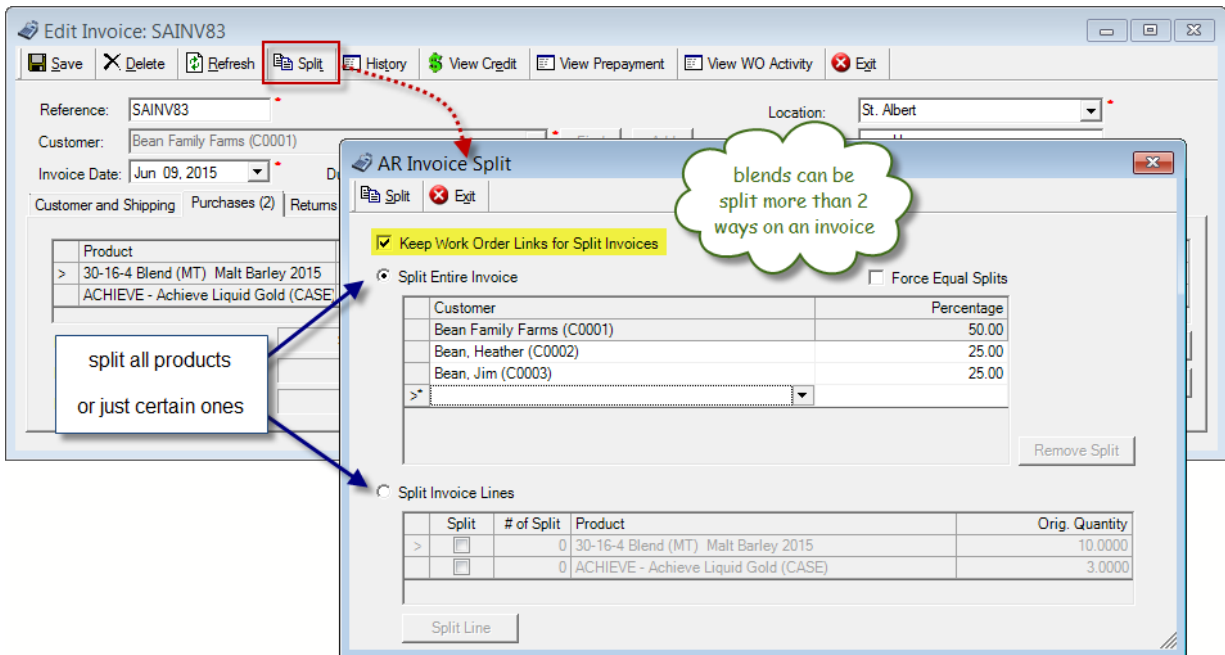
# Splitting an Invoice

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 links<sup>2</sup> 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.

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

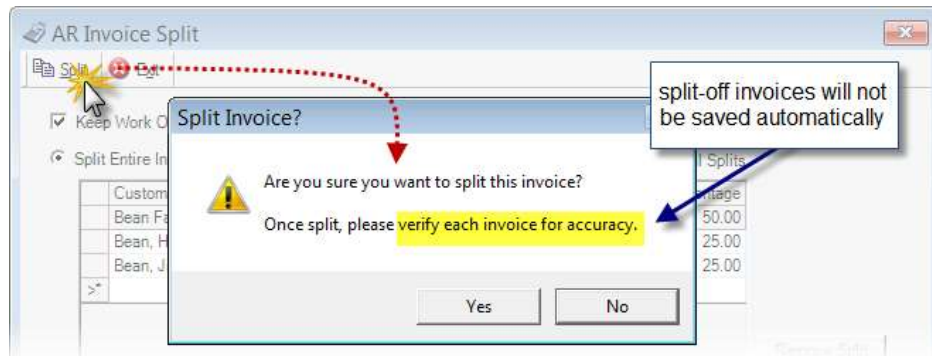


## Which fields are copied to the splits?

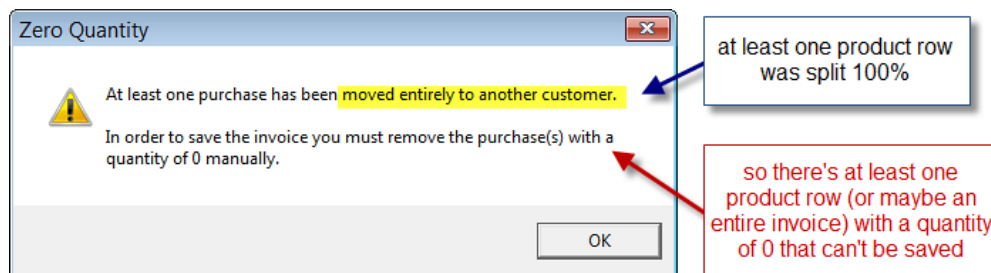
These fields are copied from the original invoice to the splits:

Header	<ul style="list-style-type: none"> <li>• Date</li> <li>• <b>Due Date is NOT copied</b></li> </ul>	<ul style="list-style-type: none"> <li>• Header Location</li> <li>• Created by</li> </ul>
Customer & Shipping tab	<ul style="list-style-type: none"> <li>• Sales Rep</li> <li>• Order Number</li> <li>• Carrier</li> <li>• FOB</li> </ul>	<ul style="list-style-type: none"> <li>• Freight Terms</li> <li>• Comments</li> <li>• Apply Credits</li> <li>• EPD</li> </ul>
Products tab	<ul style="list-style-type: none"> <li>• Product</li> <li>• Quantity</li> <li>• Unit Price</li> <li>• Line Location</li> <li>• Billing Units</li> </ul>	<ul style="list-style-type: none"> <li>• Taxes</li> <li>• Prepay flag</li> <li>• LOT Ref No</li> <li>• WO Ref No [if linked on LOT, optional if linked on INV]</li> </ul>
Totals tab	<ul style="list-style-type: none"> <li>• <b>Chargeable Date is NOT copied</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Interest Rate is NOT copied</b></li> </ul>

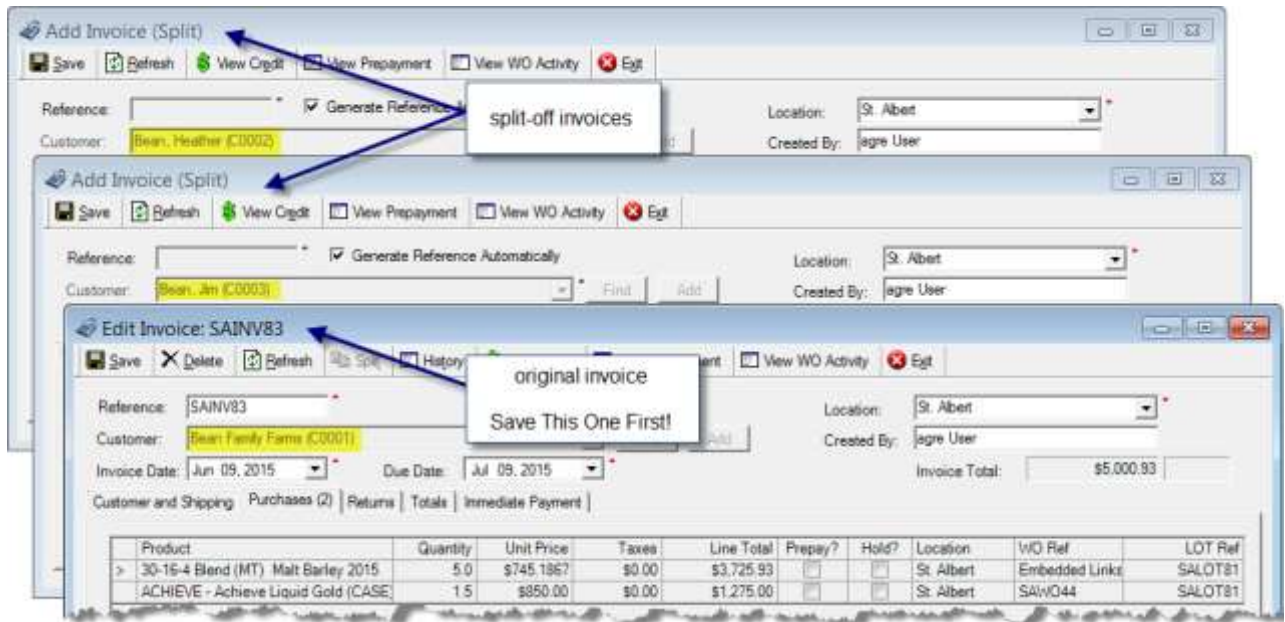
What happens next works a little differently than spitting loadout tickets.



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.

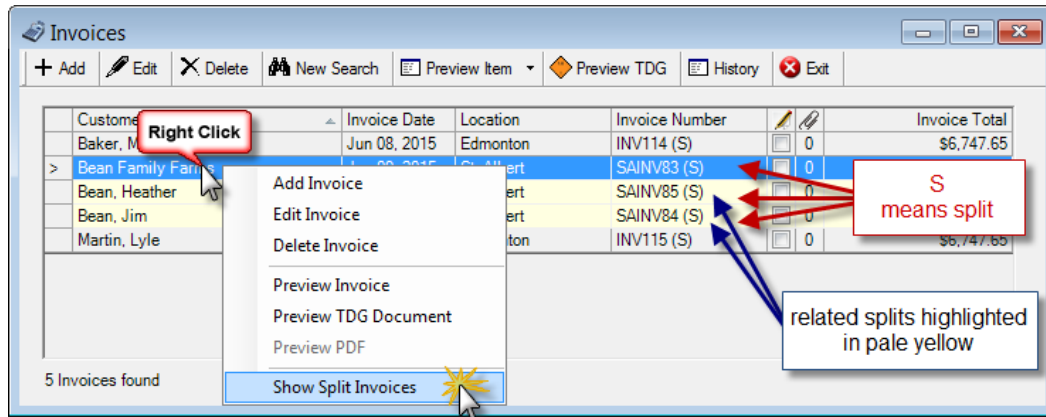


**Caution** Exiting split invoice(s) without saving will NOT add the quantity back to the original invoice.

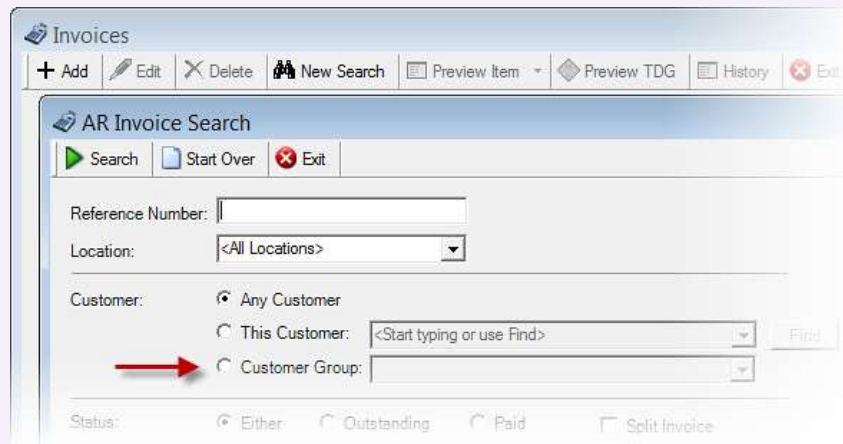
**Tip** If you saved the original invoice before you split (and we recommend doing that), save that one first.

*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.

The screenshot shows the 'Invoice Activity' report configuration window. At the top, there are buttons for 'Preview', 'Start Over', and 'Exit'. Below these are date filters: 'Any Entry Dates?' (unchecked), 'Starting Entry Date: Jan 01, 2022', and 'Ending Entry Date: Jan 25, 2022'. The 'Any Invoice Dates?' checkbox is checked. There are two main filter sections: 'Select Customers' and 'Select Products'. The 'Only Split Invoices?' checkbox is checked and highlighted with a blue box and a green checkmark. Other options include 'Only Return Invoices?' (unchecked), 'Show Invoices' (set to '<Any>'), 'Created From' (set to '<Any Location>'), 'Itemize Products in Blends?' (unchecked), 'Show Taxes per Line?' (unchecked), 'Sort By' (set to 'Date'), and 'Include Tax Totals' (unchecked).

## Splitting Loadout Tickets vs. Splitting Invoices

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

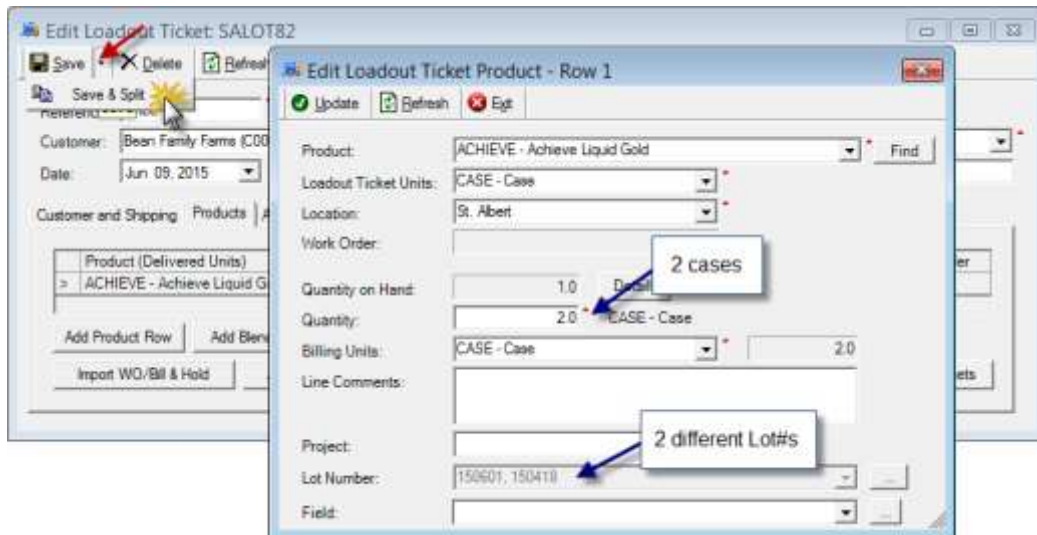
# Lot Numbers and Split Billing

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.

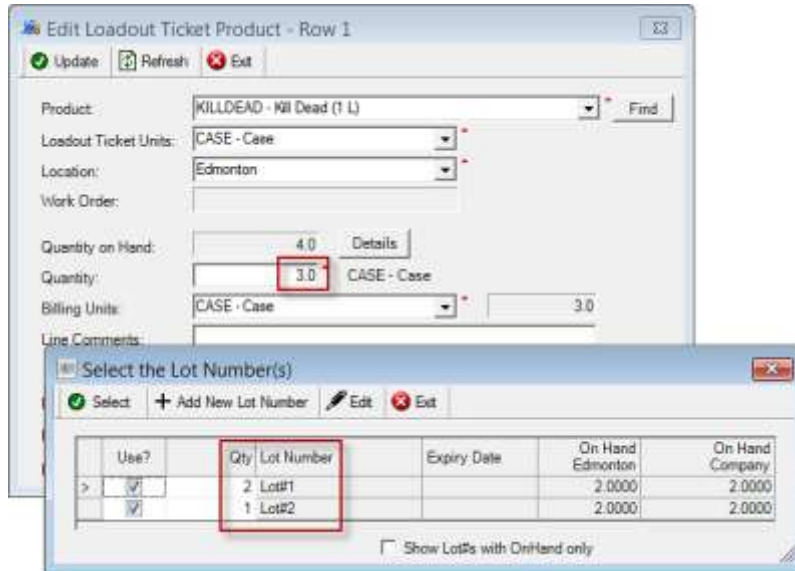
**Tronia Testing Inc.**  
**Lot Number Activity**  
From Jun 09, 2015 to Jun 09, 2015

agrē when split 2 ways each grower gets 1

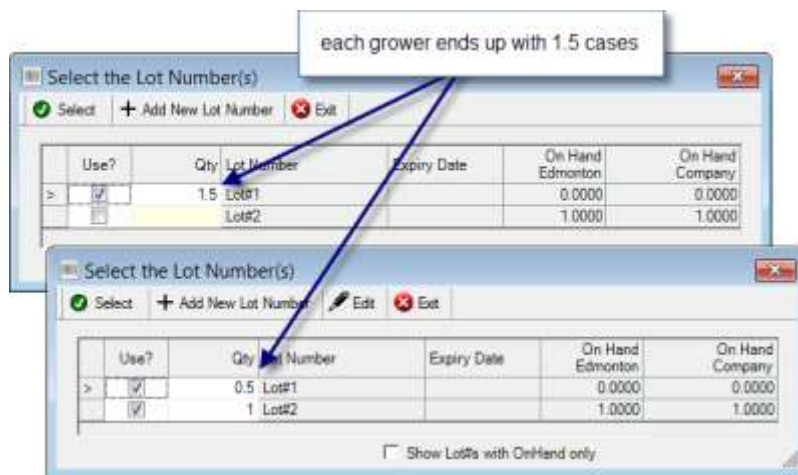
Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
150418			Achieve Liquid Gold (ACHIEVE)			
SALOT83	Jun 09, 2015	Loadout Ticket	Bean, Heather	-1	Case	St. Albert
				-1	Case	
150601			Achieve Liquid Gold (ACHIEVE)			
SALOT82	Jun 09, 2015	Loadout Ticket	Bean Family Farms	-1	Case	St. Albert
				-1	Case	

**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.



**agrē** **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
LOT138	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

Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
150615-01						
LOT138	Jun 16, 2015	Loadout Ticket	Carter, Alexander	-2	Case	Dog River
				-2	Case	
150615-02						
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 ...

**agrē**

Tronia Testing Inc.  
762 Rainbow Road  
Dog River, SK S8H 1A0  
Ph: 306.555.1625 Fax: 306.555.5661 TollFree: 800.123.4567

Sold To: Alexander Carter (00183)  
Box 14  
#7 Arden County Road  
Dog River, SK S0K 1T9  
(34529) 306.552.1903

**Invoice**  
Ref No: DINV300  
Date: Jun 15, 2015  
Page: 1 of 1

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

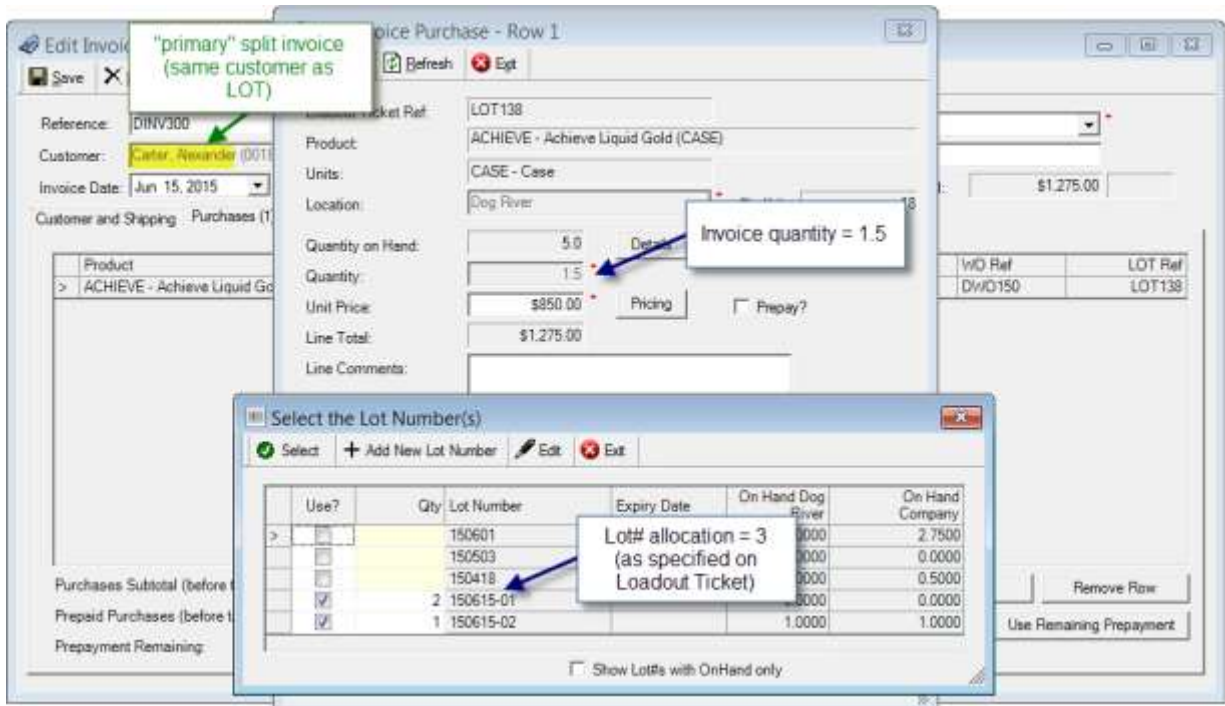
Invoice quantity = 1.5

Loadout Ticket quantity = 3

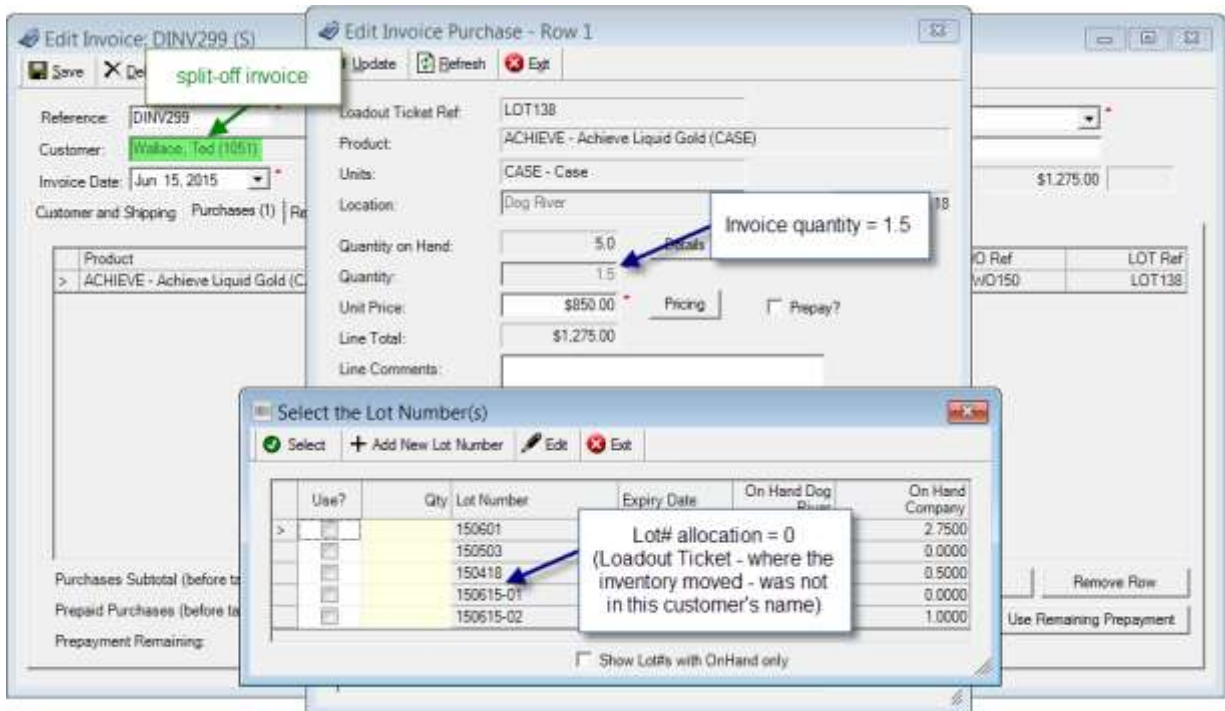
invoice would look the same for both customers

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

... 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.

**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