

Ticket Entry

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Ticket Entry

Screen Location - Main Menu > Tickets and Time > Ticket Entry

1. Double click on the menu item: Ticket Entry to open the Ticket Batch start screen. The Ticket Batch start screen displays the last 500 records entered.
2. Sort the Start screen by clicking on the column headings.
3. Filter the start screen by entering a value in the field above the column headings.
4. Open an existing batch by clicking on the file folder to the left of the record.
5. Begin a New Batch by clicking the New Button.

Entering a New Batch

The screenshot shows the 'Ticket Batch' window. The header section contains fields for Driver, Truck, Tag No, Ticket Date, Customer, Order, Job, Job Line, Phase, Batch No (1073), Batch Date (5/4/2015), and Reference No. Below the header is a table with columns: Ticket Date, Driver, Truck, Order, Job, Job Line, Tag No, Ticket No, Qty, BC, PD, PV, PW. The table is currently empty. At the bottom, there is an 'Alert' section with 'Ticket Count', 'Vendor Pay' (\$0.00), 'Customer Billing' (\$0.00), and 'Driver Pay' (\$0.00). Buttons for 'New', 'Delete', 'Print', and 'Done' are at the very bottom.

1. Ticket Batch Header - The Ticket batch screen is divided into two sections: The top portion (the Header) and the bottom portion (ticket lines). Populating any field in the header will both default that value into all the line items and prevent changes.
2. Example - If the batch you are about to enter is unique to one driver, you can enter the driver in the header and all the ticket lines will be

populated with that driver. This applies to all the header fields. If you batch has multiple drivers you would leave the header blank.

3. Batch Number - The batch number is assigned by the system in sequential order. To change the batch number, double click on the batch number field and the change number dialog will pop up. The batch number can be changed to whatever unique number works for you.
4. BC - PD - PV Check boxes
5. BC (Bill Customer) - Tells the system that this ticket should be processed in invoicing to bill the customer.
6. PD (Pay Driver) - Tells the system that this ticket should be processed in driver settlements to pay the driver.
7. PV (Pay Vendor) - Tells the system that this ticket should be processed in Vendor Payables to pay the material supplier.

Ticket Line Items

1. Enter Ticket Date, Driver, Truck, Order or Job and Job Line, Tag Number, Ticket Number, and Quantity. Select/De-select the BC, PD and/or PV check boxes as applicable.
2. **Note** - Defaults can be set in the header to reduce duplicate key strokes.

Ticket Line Item Details - Click the Open Folder icon to View/Edit the details of a Ticket

The screenshot shows a 'Ticket Detail' window for Ticket 2653. The header section includes fields for Batch No. (1065), Order No. (1106), Job (Horse Heaven Hills Utility Road), and Job Line (Export Dirty Dirt). Below this is a tabbed interface with 'Detail', 'Log Notes', and 'Audit' tabs. The 'Detail' tab is active, showing fields for Ticket Date (4/16/2015), Tag No. (14), PW ST Hours (0), PW OT Hours (0), Truck (98), Ticket Qty (1), and Pay Comment. The main body of the window is divided into three columns: Customer Invoice, Driver Settlement, and Vendor Payable. Each column has a checked checkbox (Bill Customer, Pay Driver, Pay Vendor) and displays details for the respective entity (Hungerford Construction, Tip Top Trucking, and Dirt & Concrete Depository). At the bottom, there are 'Delete' and 'Done' buttons.

Ticket 2653		Batch No.	1065	Job	Horse Heaven Hills Utility Road
Created by Jill on 4/16/2015		Order No.	1106	Job Line	Export Dirty Dirt
Detail Log Notes Audit					
Ticket Date	4/16/2015	Tag No	14	PW ST Hours	0
Truck	98	Ticket Qty	1	PW OT Hours	0
Pay Comment					
Customer Invoice		Driver Settlement		Vendor Payable	
☒ Bill Customer		☒ Pay Driver		☒ Pay Vendor	
Customer	Hungerford Construction	Driver	Tip Top Trucking	Vendor	Dirt & Concrete Depository
Rate	\$275.00	Pay Type	POR 100 W/FUEL	Rate	\$25.00
Amount	\$275.00	Rate	\$200.00	Amount	\$25.00
		Percentage	100.00%		
		Amount	\$200.00	Invoice	
Invoice No.		Settlement	1047	AP Bill	
Delete		Done			

1. **Note** - Once a Ticket has been processed in Invoicing, Settlements, or Payables that portion of the Ticket details is protected and can no

longer be edited. If you need to edit a ticket after it has been processed, you must first remove it from the Invoice, Settlement, or Payable record.

2. **Note** - The file folders next to the Batch, Order, Job, Invoice, Settlement, and AP Bill will open the related transaction.