

Ticket Payables

Category: Ticket Payables | Created: March 21, 2026 | Updated: September 01, 2026

How do I use the Ticket Payables?

Ticket Payables provides an audit of your material or dump fees, creates the AP bill and adds to your job costing report all in one motion. It is a powerful tool in insuring that the rates you negotiated with the vendor are what you actually are paying. That your job costing reports are capturing these costs and automatically creating the associated AP bill accurately. Here's how it works –

Main Menu> Accounts payable>Ticket Payables

When tickets are entered against job lines that you have indicated by checking the PV (Pay Vendor) on the job line that there will be vendor billing the Ticket Payables function kicks in.

When you open the ticket payables you will see the start screen which allows views of payables still in the process of being created as well as those already finalized and sent to AP. The default view is unposted, meaning not yet posted to Accounts Payable.

Ticket Payables Summary

3/20/2015 4/2/2015

Ticket Tag UnPos

Invoice No.	Sel	Vendor	Location	Inv Date	Amount	UserID	Posted
15265	☐	Sanitary Soil Supply	Sanitary Soil Supply	03/20/15	\$116.15	Jill	☐
58698	☐	London Quarry	London Quarry	04/02/15	\$126.65	Jill	☐
598412	☐	Sludge Dump	Sludge Dump	04/02/15	\$1,206.25	Jill	☐

New Select All Print Post Refresh Done

Record: 1 of 3 No Filter Search

1. Ticket Payables start screen
2. Column filters and date range filters
3. New button to begin a new invoice
4. Select All for posting to AP
5. Print opens to report print dialog to the AP category
6. Post button posts the selected invoices
7. Refresh
8. Done exits the screen

Ticket payable Creation

The screenshot shows the 'Ticket Payables' window. At the top, there are fields for 'Material/Dump Location', 'Vendor', 'Inv Number', 'Invoice Date' (04/02/15), and 'Amount'. Below these is a dropdown menu for 'Material/Dump Location' with a list of locations: 'Dirt & Concrete Deposits', 'London Quarry', 'Sanderson Sand Supply', 'Sludge Dump', and 'Smithrock Quarry'. Each location has a corresponding 'Vendor' listed: 'Camas', 'Alameda', 'Vancouver', 'Henderson', and 'Glendale'. There are also fields for 'User ID' and 'Comments'. Below the dropdowns are two large empty tables with headers: 'S Ticket', 'Tag', 'Date', 'Job No', 'Job Name', 'Qty', 'Units', 'Rate/Unit', 'Amount'. At the bottom, there are buttons for 'New', 'Delete', and 'Done'.

1. Material/Dump Location - Begin by selecting the Material/Dump location. Only locations that have outstanding tickets will be displayed in the drop down.
2. Vendor- The vendor associated with the location will auto populate. If the vendor file has not been associated with the location or has not been created you can create it on the fly by selecting the pencil box next to the Vendor field.

- 3.
- 4.

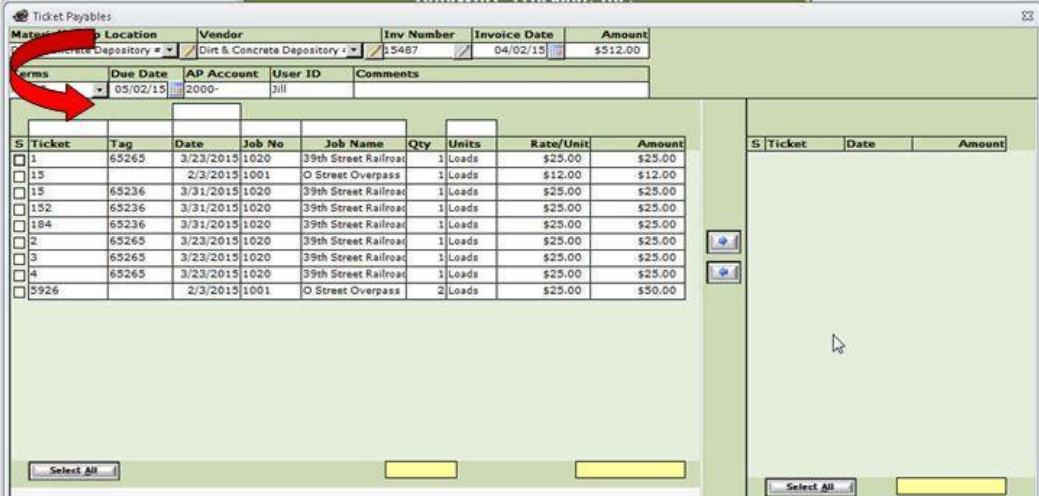
5.

The screenshot shows the 'Ticket Payables' window with a 'Create Vendor' dialog box open. The dialog box has a question mark icon and the text 'Do you want to create a Vendor for this Material Location?'. There are 'Yes' and 'No' buttons at the bottom. A red arrow points to the 'Create Vendor' button in the dialog box. The background window shows the 'Material/Dump Location' dropdown set to 'Big Bens Broken Concrete D...' and the 'Vendor' field set to '1526'. The 'Invoice Number' is '1526', 'Invoice Date' is '04/02/15', and 'Amount' is '\$50.00'. The 'Terms' field is 'Due Upon Rece'. The 'Due Date' is '04/02/15', 'AP Account' is '2000-', and 'User ID' is 'Jill'. The 'Comments' field is empty. Below the dialog box, there is a table with headers: 'S Ticket', 'Tag', 'Date', 'Job No', 'Job Name', 'Qty', 'Units', 'Rate/Unit', 'Amount'. The table contains one row with values: '95862', '152', '4/2/2015', '1021', and '1021'.

- 6.
7. Enter the invoice number, date, amount and terms as they appear on your vendors invoice.
8. The AP Account and User ID will default from system settings
9. Comments are free form and internal.

10. Tab through to populate the screen with all the outstanding tickets in the system for that Material/Dump location.

11.

12. 

The screenshot shows the 'Ticket Payables' window with the following fields and data:

Material Location	Vendor	Inv Number	Invoice Date	Amount
Dirt & Concrete Depository		15467	04/02/15	\$512.00

Terms	Due Date	AP Account	User ID	Comments
	05/02/15	2000-	Jill	

S	Ticket	Tag	Date	Job No	Job Name	Qty	Units	Rate/Unit	Amount
☐	1	65265	3/23/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	15	65236	2/3/2015	1001	O Street Overpass	1	Loads	\$12.00	\$12.00
☐	15	65236	3/31/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	152	65236	3/31/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	184	65236	3/31/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	2	65265	3/23/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	3	65265	3/23/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	4	65265	3/23/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	5926	65265	2/3/2015	1001	O Street Overpass	2	Loads	\$25.00	\$50.00

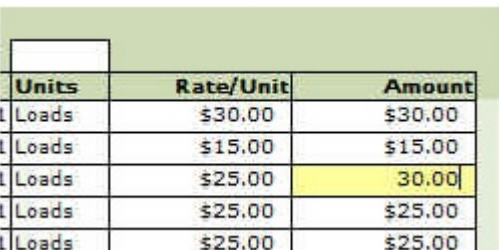
13. Using the column filters, narrow your results to match those of your vendors invoice. For example the vendor has invoiced you for tickets between the 1st of the month and the 15th. You can also filter by ticket number, Tag number, Job number, job name or units of measure. If it doesn't match exactly, that's alright, you are only narrowing the results for ease of working with it.

14. Select the tickets that appear on the vendors invoice individually with the selection box at left or Select All with the button below.

15. Verify the amounts and rates. If the amounts differ you can edit them by placing your cursor in the amount field and entering the correct figure. Note -Differences here should be verified as these are the estimates the estimate or expected.

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Units	Rate/Unit	Amount
1 Loads	\$30.00	\$30.00
1 Loads	\$15.00	\$15.00
1 Loads	\$25.00	30.00
1 Loads	\$25.00	\$25.00
1 Loads	\$25.00	\$25.00

19.

20. **Note** - If all the amounts on tickets for a particular job or job line are incorrect there is an option to correct them all at once instead of individually. See the help file [Updating Rates on a Job Line](#).

21. Once you have selected and verified the amounts of a batch of tickets use the arrow button to move them over to the "verified" side of the

screen. You can move the tickets over in as many batches as you like. For instance the vendor invoice contains tickets from multiple jobs and you prefer to work with one job at a time. You can filter your results to that one job, select and verify those, move them to the verified side then re-filter the audit side to deliver results for the next job you want to work with. You can also move tickets back to the audit side by selecting them and using the opposite arrow.

22.

23.

S	Ticket	Tag	Date	Job No	Job Name	Qty	Units	Rate/Unit	Amount
☐	152	65236	3/31/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	184	65236	3/31/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	2	65265	3/23/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	3	65265	3/23/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	4	65265	3/23/2015	1020	39th Street Railroad	1	Loads	\$25.00	\$25.00
☐	5926		2/3/2015	1001	O Street Overpass	2	Loads	\$25.00	\$25.00

S	Ticket	Date	Amount
☐	1	3/23/2015	\$30.00
☐	15	2/3/2015	\$15.00
☐	15	3/31/2015	\$30.00

24. When the verified side of the screen matches your vendor invoice OR you have verified that the rates in your system are correct you are ready to create the ticket payable invoice. Select the **Done** button to proceed with creation. Note - The Select All button on the verified side of the screen is used to move all the tickets back over to the audit side, you do not need to select them again to create the payable.

1. **What's this?**

2.

3.

4.

The screenshot shows a software interface with a vendor invoice at the top and a list of ticket payables on the right. A warning message is displayed in the center, circled in red. The warning message reads: "There is an unreconciled difference on this Ticket Payable." Below the message is a checkbox labeled "Do not show this message again" and an "OK" button. A red arrow points to the "Amount" field of the vendor invoice, which is \$512.00. Another red arrow points to the "Select All" button and the total amount of the ticket payables, which is \$150.00.

Vendor	Inv Number	Invoice Date	Amount
Dirt & Concrete Depository	15487	04/02/15	\$512.00

Account	User ID	Comments
00-	Jill	

Ticket	Date	Amount
1	3/23/2015	\$25.00
15	2/3/2015	\$15.00
15	3/31/2015	\$30.00
152	3/31/2015	\$25.00
184	3/31/2015	\$25.00
2	3/23/2015	\$25.00

There is an unreconciled difference on this Ticket Payable.

☐ Do not show this message again

OK

Select All \$150.00

5. When the ticket payable invoice is created the system checks to see if the amount of the vendor invoice and the amount of the verified tickets are in balance. If they are not, the above warning message will appear. This is not necessarily incorrect. It could be that the rates on the vendor invoice were incorrect. The ticket payable invoice and the subsequent AP bill will be created in the amount of the verified tickets NOT the amount entered for the vendor invoice.
6. Back to the start screen.

Ticket Payables Summary

3/20/2015
4/2/2015

Ticket Tag UnPos

Invoice No.	Sel	Vendor	Location	Inv Date	Amount	UserID	Posted
15265	☒	Sanitary Soil Supply	Sanitary Soil Supply	03/20/15	\$116.15	Jill	☐
58698	☒	London Quarry	London Quarry	04/02/15	\$126.65	Jill	☐
598412	☒	Sludge Dump	Sludge Dump	04/02/15	\$1,206.25	Jill	☐
1526	☒	Big Bens Broken Concrete Dump	Big Bens Broken Concrete Durr	04/02/15	\$50.00	Jill	☐
15487	☒	Dirt & Concrete Depository # 4	Dirt & Concrete Depository # 4	04/02/15	\$150.00	Jill	☐

New UnSelect All Print Post Refresh Done

Record: 1 of 5 No Filter Search

1. Listed are all the ticket payables invoices that have been created.
Those that are finalized and ready to post can be selected and posted using the **POST** button.
2. Column filters help isolate those records you want to work with.
3. After successful posting of the ticket payable your AP bills are posted and ready for payment.

Success!

