# Process Flow to Create Scale Ticket

**Here are the pre-requisites in order to create a Scale Ticket:**

First, make sure you have to create an Inventory Item and Discount Items that you will be using for Scale setup.

**Create Discount Item:**

1. From **Inventory** > **Items**, click **New**.
2. Set the **Item Type** as 'Other Charge'
3. Select the **Commodity** where the Other Charge should be linked. UOM's in the selected Commodity should be populated in Other Charge Item.
4. Select the **Category** for Other Charge.
5. Under **Setup tab** > **GL Accounts tab**, make sure to required Accounts are added.
6. Under **Setup tab** > **Location tab**, make sure the Company Locations are added.
7. Under **Setup tab** > **Cost tab**, configure the Other Charge.
    a. **Inventory Cost** - enable this checkbox to impact the item in GL Accounts
    b. **Accrue** - enable this checkbox to accrue the Discount to the Vendor or Third - party Vendor
    c. **Price** - enable this checkbox if the Discount will be deducted to the Vendor
    d. **Cost Type** - select Discount if this Other Charge item is for Discount
    e. **Cost Method** - select an Amount in combobox dropdown
    f. **Amount** - not required. The Discount Reading from the Scale Ticket will be passed to the created Inventory Receipt / Inventory Shipment
8. Click **Save** toolbar button.

**Create Discount Code and Discount Schedule for the Discount Reading in Scale Ticket:**

1. Create Discount Code
2. Create Discount Table and select the created Discount Code.
3. From **Inventory** > **Commodities**, select and open the Commodity that is associated to your item.
    a. Select the created Discount in the **Discount** field.
    b. Click **Save** toolbar button.

**Create Storage Type:**

1. From **Ticket Management** > **Storage Types**, click **New**.
2. Enter the **Storage Type** (Ex. **OP** for Open Storage, **DP** for Delayed Price, **GB** for Grain Bank)
3. Enter the Storage Type **Description**.
4. Select if it is Company or Customer Owned
5. Enable the **Active** checkbox to make it available in the Ticket Pool Distribution Lists.
6. Click **Save** toolbar button.

**Create Storage Schedule:**

1. From **Ticket Management** > **Storage Schedule**, click **New**.
2. Enter the **Schedule ID**. This must be a unique ID which accepts 3 characters only.
3. Enter the Storage Schedule **Description**.
4. Select the **Storage Type.** (i.e. the Storage Type you've created)
5. Select the **Commodity** (i.e. the item Commodity)
6. Select the default **Currency**.
7. Select the **Storage Rate** (Ex. Daily or Monthly)
8. Select the **Period Type** (Ex. Thereafter)
9. Enter the **Monthly Rate** (Ex. 0.2)
10. Click **Save** toolbar button.

**Scale Ticket Configuration:**

1. Install the Scale Device.
2. Install the Windows Service for Scale
3. Create a Physical Scale. This will be the configuration of your Scale Device that you will be using to get the Gross and Tare Weights of the item.
4. Create a Grading Equipment. This will be the configuration of your Grader machine. Currently, we have not yet implement this to use in Scale Ticket.
5. Create a Ticket Format. The Ticket Format Selection that you will select will be used as default when printing the Scale Ticket. The added Ticket Format should be selected in the Scale Station Settings > Printing tab and set it to Default.
6. Create a Ticket Pool. This will be the configuration of the Ticket Types including the distribution lists that you want to make available upon creating of Scale Ticket.
7. Create a Scale Station Setting. This will be the configuration of your Scale Station upon creating of Scale Ticket. All your setups from Physical Scale, Grading Equipment, Ticket Format and Ticket Pool should be selected/ linked to the Scale Station Setting.

**How to create Scale Ticket after all the pre-requisites are properly setup:**

1. From **Ticket Management** > **Tickets**, click **Station** and the **Scale Station Selection** screen should be opened.
2. Select the default **Scale Station Setting**, the **Scale Ticket Date** and the **Scale Operator**.
3. Click **OK** toolbar button
4. Click **New** toolbar button to begin creating Scale Ticket.
5. Below are the lists of different Ticket Types and Ticket Distributions that you can follow in order to create a Scale Ticket based on your business needs.
    a. Open Storage Ticket Distribution - Inbound
    b. Open Storage Ticket Distribution - Outbound