

Procedures for:
Creating a Split

AgWorks pursues a policy of continuous, ongoing development that ensures the highest quality standards combined with advanced, state-of-the-art technology for AgWorks products. For this reason, the features described in this Manual could differ from those in your current work environment.

Please contact AgWorks Support for any clarification needed
at (309) 623-4604, opt. 2 or support@agworks.net.

Revisions:

| Version | Date | Author | Description |
|---------------|-----------|--------------|-----------------------|
| 10.1.24 (124) | 7/20/2012 | Sara Toliver | Creation of document. |
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Definitions:

- **Split:** Taking a percentage of the sale and sharing the cost amongst multiple customers.

Overview: Definitions:

- **User can create a Split within Manager or DeliveryDoc.**

AgWorks, Inc.

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Procedures within Manager:

1. Within Manager, navigate to: Customers > Farms & Fields > Add New Farm.
2. Select the desired customer to create Farm.
3. Enter in Farm details.
4. Select Farm Split.
5. In new window add necessary customers within Farm Split.

New Farm (ID=96) for Filburg Robert

Name: Farm 1

Comments: South of Goose Lake

Visible

Map does not exist for

Farm splitting

Farm: New site

| Name | Fertilizer | Fertilizer Appl Charges | Chemicals | Chemicals Appl Charges | Seed | Seed Planting Charges | Lime | Lime Appl Charges | Other Services |
|----------------|------------|-------------------------|-----------|------------------------|------|-----------------------|------|-------------------|----------------|
| Filburg Robert | 75 | 75 | 75 | 75 | 75 | 75 | 75 | 75 | 75 |
| Hallsey Ray | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| Total: | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |

Buttons: Save & Quit, Add Customer, Delete Customer, Print, Current Split, Grower Splits

City: Blue Grass State IA ZIP 54272

Buttons: Ok, Cancel

- a. Under list of customers *Total* row. If the amount does not equal 100 number will appear in red. User will not be able to exit window until totals equal 100%.

Farm splitting

Farm: Farm 1

| Name | Fertilizer | Fertilizer Appl Charges | Chemicals | Chemicals Appl Charges | Seed | Seed Planting Charges | Lime | Lime Appl Charges | Other Services |
|----------------|------------|-------------------------|-----------|------------------------|------|-----------------------|------|-------------------|----------------|
| Filburg Robert | 75 | 15 | 75 | 75 | 75 | 75 | 75 | 75 | 75 |
| Hallsey Ray | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| Total: | 100 | 40 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |

Buttons: Save & Quit, Add Customer, Delete Customer, Print, Current Split, Grower Splits

6. Save & Quit once desired customers have been added.
7. Select Ok.

Procedures within DeliveryDoc:

1. Within DeliveryDoc, navigate to: Tools > Farms > Add New Farm.
2. Select the desired customer to create Farm.
3. Enter in Farm details.
4. Select Farm Split.
5. In new window add necessary customers within Farm Split.
6. Once desired customers have been added Save & Quit.
7. Select Ok.

If Farm established within Manager:

1. Within Manager, navigate to: Customers > Farms & Fields > Edit Farm.
2. Select the desired customer to edit Farm.
3. Select desired Farm to edit.
4. Select Farm Split.
5. In Farm Splitting window add necessary customers by selecting *Add Customer*.
6. Once desired customers have been added Save & Quit.
7. Select Ok.

If Farm established within DeliveryDoc:

1. Within DeliveryDoc, navigate to: Tools > Farms > Edit.
2. Select the desired customer to edit Farm.
3. Select desired Farm to edit.
4. Select Farm Split.
5. In Farm Splitting window add necessary customers by selecting *Add Customer*.
6. Once desired customers have been added Save & Quit.
7. Select Ok.