

Procedures for:
Entities

Revisions:

Version	Date	Author	Description
10.1.24 (124)	10/30/2012	Sara Toliver	Creation of document.

Overview:

The following guide is to assist the user in the task of creating an Entity.

Definitions:

- **Entity:** A group of customers that can pick-up or receive product(s) and/or service(s) under one name (the Entity name).
 - Commonly an Entity is a group of farmers that share equipment and perform joint operations. Entity functionality allows such a group to ship products to anyone within the group. After shipments are made, product movement documents are re-allocated to the individual members of the Entity.

Warning/Notice:

- The following assumes that Growers, Farms, and Fields have already been entered.

Procedures:

1. Within AgWorks Manager, navigate to: Customers > Entity > Add New Entity.
2. Enter the appropriate Entity name, address, and license information.
3. Click the Add button to select the appropriate customers from the database. Repeat this step until you have added all members of the Entity.
4. Click OK to save and complete this task.

Examples:

When completed, your Entity may look something like this:

Visible

Name: Location Code: ... X

Attn To:

Address 1:

Address 2:

City: State: ZIP:

Phone: Work Phone: Mobile Phone: E-mail:

License #: Expiration date:

Members of entity

GrowerID	Customer	License Number	License Expiration
10095	J & L Farms		
10096	M + S Farms Inc.		