

Procedures for:

Prepay

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.

Overview:

The following guide is to assist the user in the task of creating a Prepay.

Definitions:

- **Prepay:** When a customer pays for product before a delivery and the supplier agrees to provide the product at an agreed upon price.

Warning/Notice:

- If the Prepay is for a farm split partnership, you should create a separate Prepay for each member of the farm split partnership.
- Pricing set on the Prepay will override pricing set on the Booking, if applicable.

AgWorks, Inc.

111 West 76th Street – Davenport, IA 52806

Procedures:

1. Within Delivery Doc, navigate to: Billing > Prepay Manager > New Prepay Ticket
2. Select the Customer to create the Prepay for.
3. Select the appropriate Prepay type.
 - A. Specific Product or Service – this Prepay can only be used against the product(s) and/or service(s) specified in the package size specified.
 - i. Example: DKC5341 AR/Poncho 1250/bag [1 bag]
 - B. Product Family – this Prepay can only be used for the product(s) and/or service(s) specified, but with no bearing on specific package size.
 - i. Example: DKC5341 AR/Poncho 1250/bag
 - C. Product Subcategory – this Prepay can only be used for product(s) and/or service(s) that are within the specified subcategory.
 - i. Example: Corn Seed
 - D. Product Category – this Prepay can only be used for products(s) and/or service(s) that are within the specified category.
 - i. Example: Seed
 - E. Generic Prepay – this Prepay can be used for any product(s) and/or service(s).
4. Add the Farm, if desired.

M + S Farms Inc.

Farm:

Created by Sara on 6/17/2010 2:09:00 PM

5. Add the product(s) and/or service(s), and correct quantity and pricing.

Subcategory	Price Level	Subtotal, \$	Used Amount, \$
Seed / Corn seed	Manual	15000	0
Chemical / Herbicide	Manual	2500	0
Chemical / Insecticide	Manual	1800	0

6. Add the payment

Payment Type	Amount
Check (# 2117)	\$19300.00

- A. Depending on the payment type, you will be prompted with additional dialog boxes.
7. Click OK to save and complete this task.

Examples:

When completed, your Prepay may look something like this:

M + S Farms Inc. Location: MILES

Farm: ... X Changes Log:

Created by Sara on 6/17/2010 2:09:00 PM
Modified by Sara on 6/17/2010 2:15:00 PM

Notes:

Subcategory	Price Level	Subtotal, \$	Used Amount, \$
Seed / Corn seed	Manual	15000	0
Chemical / Herbicide	Manual	2500	0
Chemical / Insecticide	Manual	1800	0

Payments

Payment Type	Amount
Check (# 2117)	\$19300.00

Total, \$: 19300

Total Applied, \$: 0

Balance, \$: 19300

Active
 Exported

Timberland Heights

1 Main St, Miles, IA 52064, Phone: (309) 623-4604 Fax: (563) 285-7841
E-mail: sales@agsupplycompany.com Web: www.agsupplycompany.com

"Providing Professional Agronomy Services"

Location: MILES

Prepayment Ticket # 33 (Active)

Product Subcategory

M + S Farms Inc.

1478 Main Street
Davenport, IA 52807

Created: 06/17/2010 by Sara
Modified: 06/17/2010 by Sara

Product Name	Price Level	SubTotal	Used Amount
Seed / Corn seed	Manual	15,000.00	\$ 0.00
Chemical / Herbicide	Manual	2,500.00	\$ 0.00
Chemical / Insecticide	Manual	1,800.00	\$ 0.00

Payments:

Amount	Payment Name
\$19,300.00	Check (# 2117)

Total: \$ 19,300.00

Balance: \$ 19,300.00

Changes Log:

Accounting code: 10096

Phone: (563) 652-7851