

Procedures for:
Adding New Fertilizer

Revisions:

Version	Date	Author	Description
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Procedures:

1. Open AgWorks Manager
2. Navigate to Products/Services > Add New
3. Select *Fertilizer* from the list of available Product Categories
4. Select the Fertilizer's appropriate subcategory
5. Enter the appropriate Fertilizer information into the form.

- A. Enter the *name* of the product as it appears on the label
- B. Enter the Pack Size of the product
 - i. If the product is bulk, check the *Bulk* checkbox
- C. If the item is not *taxable*, remove the checkmark from the box.
 - i. Products will default as taxable.
- D. Enter the Price Per unit of measure
- E. Enter the Manufacturer
- F. Enter the Export Unit
- G. Enter Accounting Code

6. *Select Properties*

ProductID: 10181

Liquid

Density: 81 lbs/cu. feet

Analysis

N	P	K
0	0	0

Ammonical N: 0

Nitrate N: 0

Urea N: 0

Water Insoluble N: 0

Other Recognized and Determined N: 0

Sulfur	Zinc	Copper	Boron	Iron
12	0	25	0	0

Calcium	Clay	Magnesium	Manganese	Chloride
0	0	0	0	0

Default App. Unit: lbs

OK Cancel

- A. If the chemical is a liquid, check the *Liquid* box
 - B. Enter the density of the chemical
 - i. If the chemical is dry, the unit of measure will default to lbs/cu. feet
 - ii. If the chemical is a liquid, the unit of measure will default to lbs/gal
 - C. Enter the appropriate values for each applicable nutrient
 - D. Enter the default application unit of measure
 - E. Select *OK* to save and return to the previous window
7. Once the information is confirmed to be correct, click *OK* to complete this task.