

**Procedures for:**  
Seed Substitution

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

**Revisions:**

Version	Date	Author	Description
11.1.20(126)	7/20/2012	Katie Bergthold	Creation of document.

**Overview:**

The following guide is to assist the user in the task of seed substitution on Bookings.

**Definitions:**

- **Booking:** an agreement to deliver a certain product at a certain price within a certain period of time.

**Warning/Notice:**

- Booking should be created, in system
- If user selects Booking has been shipped to substitute user will receive message *record(s) ignored due partially applied booking*
- In manual will use example (Booking) Seed Order #2256

Current warehouse : Miles Warehouse



## Seed Order # 2,256

**Robert Filburg**

Account: 10010

30206 Bellevue Cascade Road  
Bellevue, IA 52031

Phone: (563) 577-2323  
Lic. or Permit # P10G0815 Exp. 12/31/2011

#	Product ID	Product Name	Quantity	Unit Price	Subtotal
1	10,104	<b>DKC52-40 AF/Poncho 250/bag</b> [1 bag]	50 bag Remaining: 50 bag	\$165.00 / bag	\$8,250.00
<b>Total:</b>					<b>\$8,250.00</b>

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## Procedures:

1. Within Delivery Doc, navigate to either:
  - Report> Seed Manager> Seed Substitute
  - Quick Button Seed> Seed Substitute
2. Select seed currently set in Seed Order Booking
  - (Booking) Seed Order #2256 is scheduled with 50 bags of DKC52-40. User wants to change to DKC52-47. At this step user would select DKC52-47.
3. Specify modifiers of Seed Order Booking
  - (Booking) Seed Order #2256 is scheduled with 50 bags of DKC52-40 modifiers AF, Pancho 250, bag. At this step, user would specify *current* modifiers in booking: AF, Pancho 250, bag.
  - The following window will show all Bookings that have not been completely shipped containing seed/modifiers specified earlier. Seed/modifiers listed at top in green text is how Booking(s) are set up currently.
4. Seed/modifier listed in center in red text is what will be substituted on Booking(s). To adjust seed/modifiers select *Change*.

Seed Substitute


**DKC52-40 AF/Pancho 250/bag**

BookingID	Date	Name	Quantity	Price	Unbooked
2256	4/26/2011 8:41:00 AM	Filburg Robert	50	\$165/bag	0
2259	4/26/2011 9:24:00 AM	Smith Bob	30	\$185/bag	0
2260	4/26/2011 9:25:00 AM	Filburg Robert	20	\$165/bag	0

Total: 100 | 0

Edit Booking

Substitute to

**DKC52-40 AF/Pancho 250/bag** 

Total Booked Quantity: 0

Apply changes to

Selected  Selected Customer  All Bookings

Reason for substitution:

Apply changes Close

5. Once *Change* specified Bookings user can apply changes to:
  - Selected: To select specific Bookings hold Ctrl button while selecting
  - Selected Customer: Adjust all Booking in window for specified customer
  - All Bookings: Adjust all Bookings in window
6. Enter in *Reason for substitution*

7. Select *Apply changes*

Seed Substitute

**DKC52-40 AF/Poncho 250/bag**

BookingID	Date	Name	Quantity	Price	Unbooked
2256	4/26/2011 8:41:00 AM	Filburg Robert	50	\$165/bag	0
2259	4/26/2011 9:24:00 AM	Smith Bob	30	\$185/bag	0
2260	4/26/2011 9:25:00 AM	Filburg Robert	20	\$165/bag	0

Total: 100 | 0

Edit Booking

Substitute to:

**DKC52-40 AF2/Poncho 1250/bag** Change

Total Booked Quantity: 0

Apply changes to:

Selected     Selected Customer     All Bookings

Reason for substitution:

Received different modifiers from Distributor

Apply changes Close

8. User will be prompted to verify substitution of selected Bookings

- If user selects *Yes*, message pops up stating how many record(s) changed, then returns to Seed Substitute window
- If user selects *No*, returned to Seed Substitute window

9. If remaining Booking(s) need to be substituted select *Change* to adjust seed/modifiers again