

Procedures for:
Smart Splits

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 |
|---------------|------------|-----------------|-----------------------|
| 10.1.69 (126) | 11/10/2011 | Katie Bergthold | Creation of document. |
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| | | | |

Overview:

The following guide is to assist the user in the task of creating Pre-invoice(s) and/or Credit Memo within Smart Split.

Definitions:

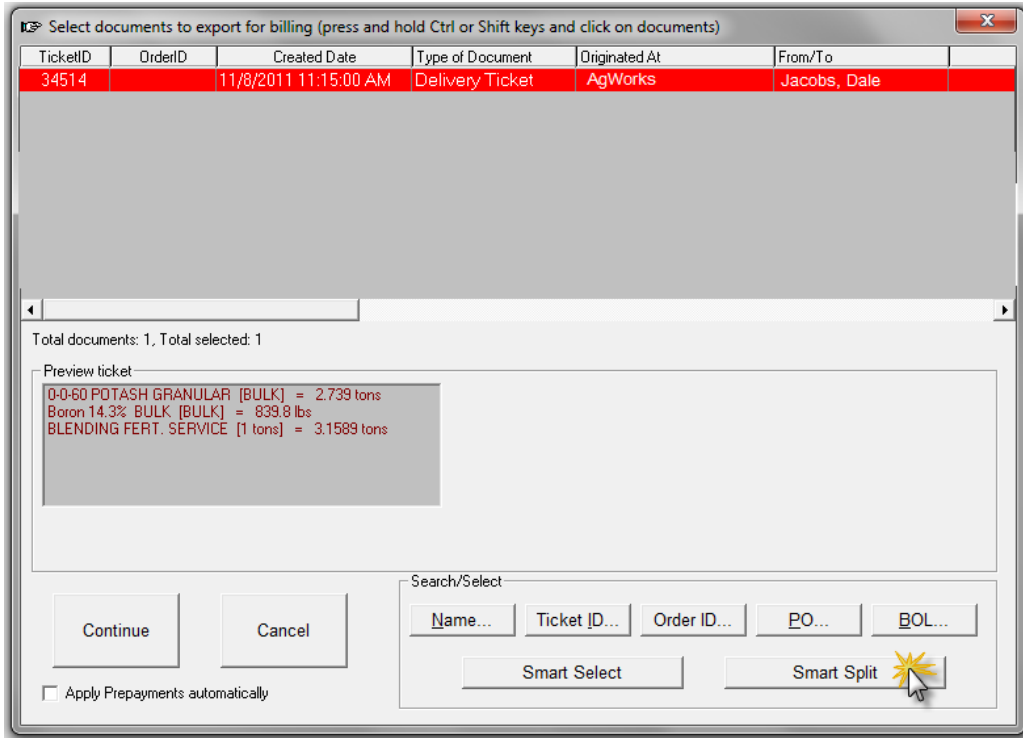
- **Smart Split:** When a user manually splits documents rather than AgWorks creating a farm split based on a farm associated to an Order or Delivery Ticket.

Warning/Notice:

- If selecting multiple documents, the documents must have the same grower
- As within Pre-Invoice Editor, changes to quantities will not be reflected on initial sales document. Quantity will only be adjusted on invoice.
- Creating a Smart Split Pre-Invoice and/or Credit Memo is beneficial when:
 - User missed adding split to Order or Delivery Ticket
 - Actual split percentages differ from associated Farm Split

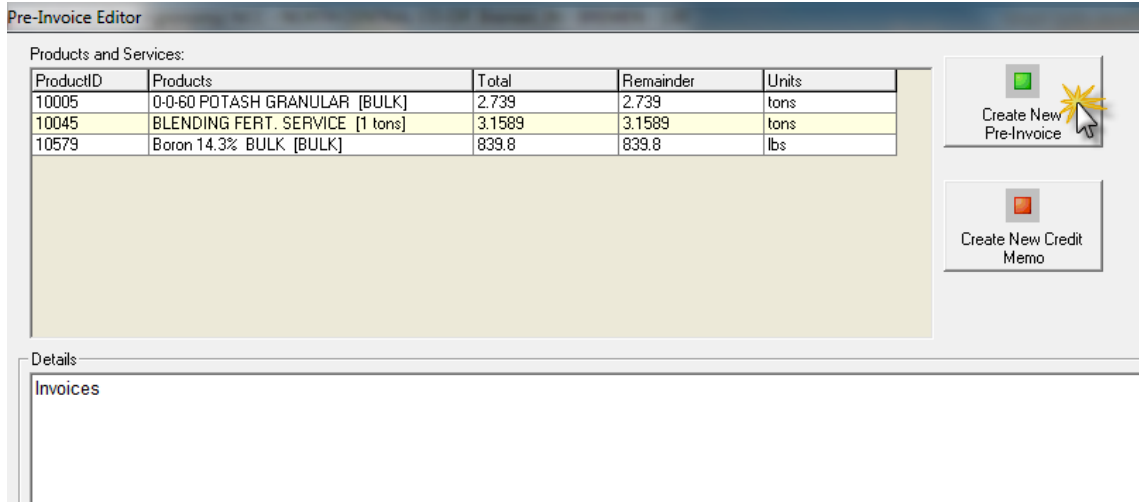
Procedures:

1. Within Delivery Doc, navigate to: Billing> Create Invoices
2. Highlight desired document(s)
 - A. Note: If selecting multiple documents, the documents must have the same grower
3. Select *Smart Split*

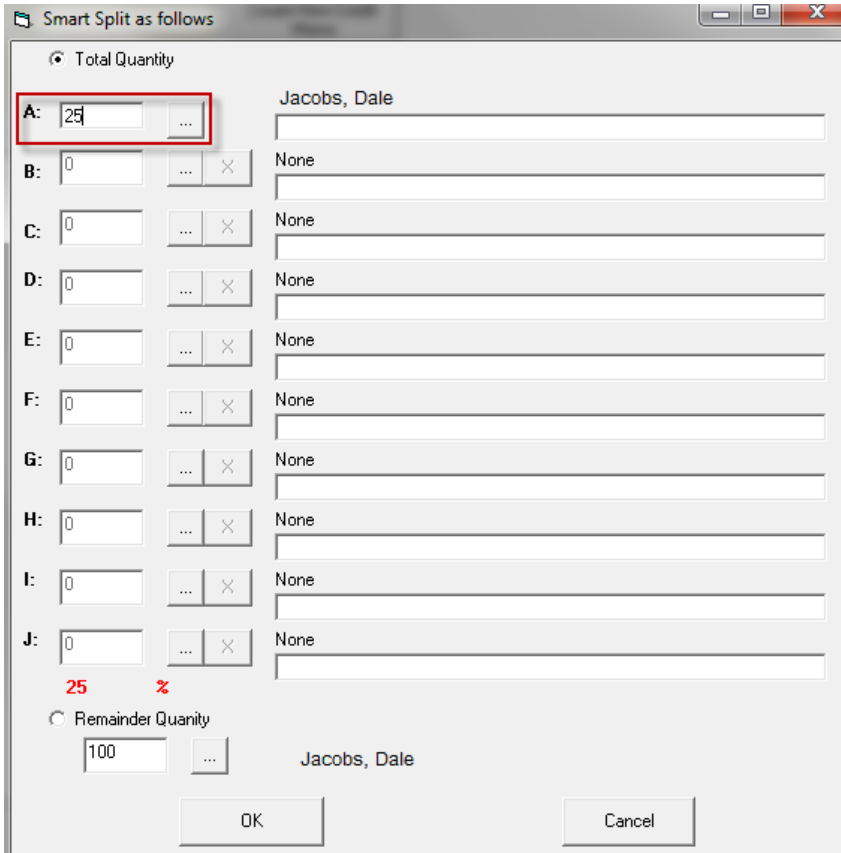


4. Select *Yes* to message # *Document will be merged for invoicing. Continue?*

5. Select either
 - A. *Create New Pre-Invoice*: creates an invoice for specified growers (creating in example)
 - B. *Create New Credit Memo*: creates a credit memo for specified growers



6. Specify within A percentage to be designated to customer A (Dale Jacobs)



- A. Note: user can see how much percentage is allocated by referencing percentage at bottom of column. One hundred percent of quantity needs to be allocated before selecting *OK*

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7. Select ... within **B** to specify customer B

Smart Split as follows

Total Quantity

A: ... Jacobs, Dale

B: ... None

C: ... None

D: ... None

E: ... None

F: ... None

G: ... None

H: ... None

I: ... None

J: ... None

25 %

Remainder Quantity

... Jacobs, Dale

OK Cancel

8. Specify within **B** percentage to be designated to customer B (Gary Martin)

Smart Split as follows

Total Quantity

A: 25 ... Jacobs, Dale

B: 55 ... X Martin, Gary

C: 0 ... X None

D: 0 ... X None

E: 0 ... X None

F: 0 ... X None

G: 0 ... X None

H: 0 ... X None

I: 0 ... X None

J: 0 ... X None

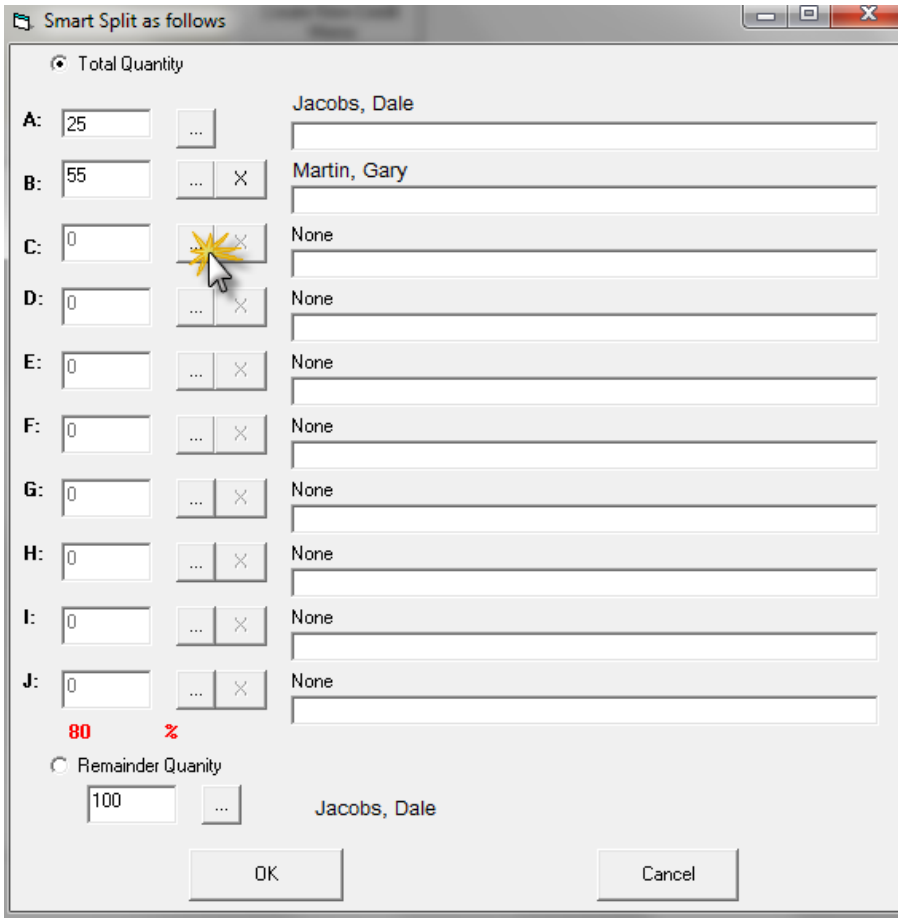
80 %

Remainder Quantity

100 ... Jacobs, Dale

OK Cancel

9. Select ... within C to specify customer to receive share of products



The image shows a software dialog box titled "Smart Split as follows". It has a "Total Quantity" radio button selected. Below this, there are ten rows labeled A through J. Each row has a text input field, a button with three dots, and a button with an 'X'. Row A has "25" in the input field and "Jacobs, Dale" in the text field. Row B has "55" and "Martin, Gary". Row C has "0" and "None", with a yellow starburst icon over the three-dot button. Rows D through J all have "0" and "None". Below the rows, there is a red "80" followed by a red "%". At the bottom, there is a "Remainder Quantity" radio button, a text input field with "100", and a three-dot button, with "Jacobs, Dale" in the text field. "OK" and "Cancel" buttons are at the bottom.

| Label | Quantity | Customer |
|-------|----------|--------------|
| A: | 25 | Jacobs, Dale |
| B: | 55 | Martin, Gary |
| C: | 0 | None |
| D: | 0 | None |
| E: | 0 | None |
| F: | 0 | None |
| G: | 0 | None |
| H: | 0 | None |
| I: | 0 | None |
| J: | 0 | None |

80 %

Remainder Quantity: 100, Jacobs, Dale

10. Specify within C percentage to be designated to (Mary Thompson)

The screenshot shows a dialog box titled "Smart Split as follows". It has a radio button for "Total Quantity" which is selected. Below this are rows A through J. Each row has a quantity input field, a "..." button, and an "X" button. To the right of each row is a text box. Row A: Quantity 25, text "Your share is 25 % with Martin, Gary, Thompson, Mary". Row B: Quantity 55, text "Your share is 55 % with Jacobs, Dale, Thompson, Mary". Row C: Quantity 20, text "Your share is 20 % with Jacobs, Dale, Martin, Gary". Rows D through J: Quantity 0, text "None". Below the rows, the text "100 %" is displayed in green. There is a radio button for "Remainder Quantity" which is not selected, with a quantity input field set to 100. At the bottom are "OK" and "Cancel" buttons.

11. Once quantity is completely designated select *OK*

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12. Pre-Invoices will be created per designated quantities

Pre-Invoice Editor

Products and Services:

| ProductID | Products | Total | Remainder | Units |
|-----------|--------------------------------------|-------|-----------|-------|
| 10005 | 0-0-60 POTASH GRANULAR [BULK] | 2.25 | 0 | tons |
| 10006 | 11-52-0 MAP [BULK] | 1.5 | 0 | tons |
| 10049 | APPLICATION DRY FERTILIZER [1 acres] | 30 | 0 | acres |

Details

Invoices

- [-] Invoice # 22573 for Jacobs, Dale \$671.26
 - Notes : Docs#34519 Your share is 25 % with Martin, Gary, Thompson, Mary
 - 0-0-60 POTASH GRANULAR [BULK] : 0.5625 tons @ \$640.0000/tons = \$360.00
 - 11-52-0 MAP [BULK] : 0.375 tons @ \$735.0000/tons = \$275.63
 - APPLICATION DRY FERTILIZER [1 acres] : 7.5 acres @ \$4.7500/acres = \$35.63
- [-] Invoice # 22574 for Martin, Gary \$1476.76
 - Notes : Docs#34519 Your share is 55 % with Jacobs, Dale, Thompson, Mary
 - 0-0-60 POTASH GRANULAR [BULK] : 1.2375 tons @ \$640.0000/tons = \$792.00
 - 11-52-0 MAP [BULK] : 0.825 tons @ \$735.0000/tons = \$606.38
 - APPLICATION DRY FERTILIZER [1 acres] : 16.5 acres @ \$4.7500/acres = \$78.38
- [-] Invoice # 22575 for Thompson, Mary \$537.00
 - Notes : Docs#34519 Your share is 20 % with Jacobs, Dale, Martin, Gary
 - 0-0-60 POTASH GRANULAR [BULK] : 0.45 tons @ \$640.0000/tons = \$288.00
 - 11-52-0 MAP [BULK] : 0.3 tons @ \$735.0000/tons = \$220.50
 - APPLICATION DRY FERTILIZER [1 acres] : 6 acres @ \$4.7500/acres = \$28.50

- Select *Continue* to export Pre-Invoices
- Select *Cancel* to close window
- Select *Print Pre-Invoices* to print invoices