

Grower Orders

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Create a Grower Order, Booking, and Purchase Order in one transaction.

At *Accounting / Inventory / Manage Seed Orders / Grower Order*, select **Reports** to group open orders by Vendor and Location with an option to *Exclude Zero Requested Quantity* records. This report will give information including the product and requested quantity for each order detail line.

Note: An option is available to *Hide Rows with Zero Qty* on the Grower Order. When selected, this option hides lines with a zero quantity which are marked as *Ordered* or *Do Not Submit Electronically* for a Vendor with a B2B seed order setup. For Vendors not set up in B2B, any line with zero ordered quantity is hidden when this option is selected.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*.
2. On the *Select a Grower Order* window, choose **Add**. The *Select Vendors* window displays. Choose the Vendor and the *Grower Orders* window displays.
3. On the *Grower Orders* window, double-click in the *By Field* or *Customer Name* area to select the grower purchasing the product.
4. Double-click on *Prod Desc* to select the Product the grower is ordering from the Vendor.
5. Enter the *Quantity* to be ordered and select **Done**.

Note: If a Sales Order exists, select **Import Sales Order** to select the Sales Order to import.

6. Choose either *Add PO* to create an existing Purchase Order, *Edit PO* to update an existing Purchase Order, or *No PO* to not create a Purchase Order.

Note: *Farm Manager*, *Direct Ship*, and *Payment Instructions* are options connected with the Supplier eLink module. Additionally, **Request**, **Check Availability**, and **Order** connect directly to the Vendor to verify availability and place the order.

7. Select **Save**. A Booking is created and, depending on the Purchase setting, a Purchase Order may be added or an existing order is updated.

Note: When editing a Booking created from a Grower Order at *Accounting / A/R / Product Bookings*, select the option on the *Booking* window to *Hide Rows with Zero Qty*.