Grower to Grower Transfer

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Seed orders can be tracked at Accounting / Inventory / Manage Seed Orders. Once a Grower Order is established, all or part of the order can be transferred to another Field, Grower, or group of Growers.

Note: An option is available to *Hide Rows with Zero Qty* on the Grower Order. When selected, this option hides all lines with a zero quantity which are marked as *Ordered*.

- 1. Navigate to Accounting / Inventory / Manage Seed Orders / Grower Order. Select the appropriate Grower Order and choose **Grower Transfer**.
- 2. In the *Transfer Grower Information* section of the *Grower to Grower Transfer* window, double-click in the *By Field* or *Customer Name* area to choose the Customer to whom the Order is being transferred. The *Date* can be edited as needed.

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Note: If multiple Customers are selected, specify the split percentages.

- Choose Add New or Existing to add a new Grower Order or to add to an existing one. Edit the Date as needed.
 Note: Transfers to Customers who do not have an existing Grower Order automatically create a new
 Booking for the transfer amount. If the transfer is to an existing Grower Order, the original Booking is updated.
- 4. Optionally check *Show New Booking* to display the Booking information for each Customer's Grower Orders included in the transfer.

Note: The Bookings will displayed after Step 5 is completed.

5. In the *Transferred Qty* column, enter the quantity to be transferred. Select **Save**.