

Field Split Incorrect on a Plan

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Field splits for an existing Field Plan that are incorrect can be updated to reflect the proper bill splits.

Example: The billing splits for S-2 is currently set at 100%, but the splits should reflect a 60/40 split.

There are three options depending on the end goal.

1. If the correct Customers are included on the Field Plan as bill splits and only the percentages need changed for the Field Plan, then the Plan may be edited. On the *Prices* tab of the *Edit Plan* window, double-click in the row under the % column. The *Edit Line Item Splits* window displays for that Product row. Update the percentages for each Product row to be updated, ensuring the total percentage sums to 100.
2. If Customers need added to or removed from an existing Field Plan, create a new Plan. When adding the new Field Plan, add or remove names at the *Select a Field* window and update the percentages for S-1, S-2, and S-3 so each column sums to 100. After selecting **OK**, choose **Import Blend** on the *Add Field Plan* window, select the original Field Plan to import the previous information, and choose **Save**. The new Field Plan will be identified by a new letter. Highlight the original Field Plan and select **Delete**.

Note: If the original Field Plan contained quoted prices, these prices must be entered manually on the new Plan.

3. If Customer names need added or removed for any new Field Plans that will be created in addition to an existing Field Plan, this information must first be updated at the Field level for that account. Edit the Field at *Hub / File / Open / Fields*. On the *Bill Splits* tab, update the necessary information, such as adding or removing Customers in the split, selecting *Departmental Split Overrides*, and entering the percentages in each column to sum to 100. The example below shows all Products are to be split 50/50 under the *Standard Arrangement* column. The percentages differ for any Products coming from Inventory Departments in the *Spread* or *Pest* bill split arrangements.

Edit Field Information for Barry Anderson-BA-01

Profile Samples Test Results Nutrient Recs Budget Bill Splits History Maps

	<Customer>	Standard Arrangement	Spread	Pest	Cust ID
1	▶ Anderson Barry	50.0000	60.0000	100.0000	AndBa
2	Cowgill Bob	50.0000	40.0000	0.0000	CowBo
3					
4					
5					
6					
7					
8					

Departmental Split Overrides

S-1 Standard Arrangement

S-2 Spread

S-3 Pest

The standard split arrangement (S-1) will be used as the default. You can specify the split 2 or split 3 arrangement to be used as the default for specific inventory departments.

Field Notes Classifications Season Current

Save Cancel