Plans - SKY Order

Last Modified on 05/30/2025 3:14 pm CDT

All Plans are displayed including the *Plan Name, Date, Customer, Location, Field*, and *Status.* Search for Plans by *Plan Name, Date, Location, Customer, Field, Visible in G360,* and *Status.*

Note: Plans must be enabled in **SKY Admin** before they can be viewed in SKY Order.

Select the **Ellipsis** on any Plan from the *Plans* tab and choose from the following:

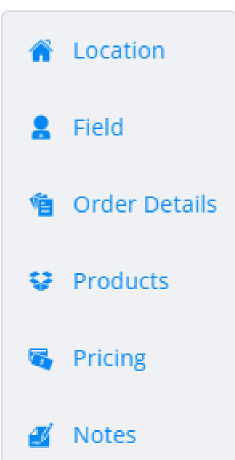
- **View Plan** – Select to view the Plan's Order and Product Details.
- **Edit Plan** – Edit multiple areas of the Plan.
- **Set Status to Blend** – This imports the Plan into a Blend Ticket, retaining all the Plan properties.
- **View PDF** – Select to view a PDF copy of the Plan details.
- **Download PDF** – Select to download a copy of the Plan details.
- **Delete** – Select to permanently remove the Plan. Once deleted, a Plan cannot be recovered.

To batch edit Plans, select individual Plans or choose**Select All**. Choose the **Ellipsis** to *Change Approval Status*, *Change Grower360 Visibility*, or *Set Status to Blend*.

Additionally, choose to update the *Status* of a Plan by selecting the *Status* column of the Plan line and choosing from *Offered* or *Approved.*

Choose to mark a Plan as visible in Grower360 by setting the *Visible in G360* column to *Yes*.

A new Plan can be added by selecting the blue**+ Add Plan** button in the lower right-hand corner. Use the navigation on the left to move to different sections of the Plan.



Plan

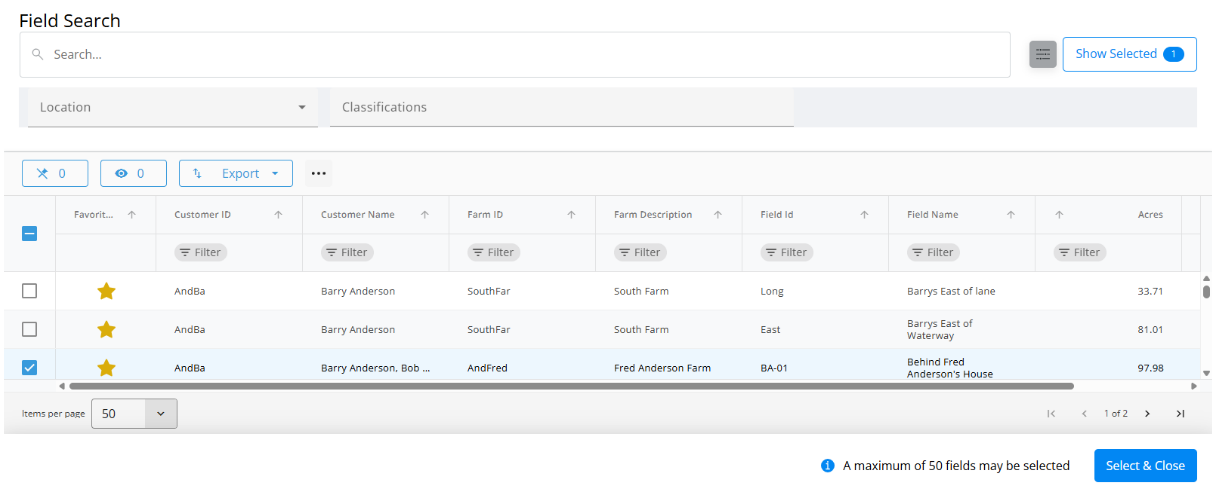
Location

1. Indicate the *Location* from the drop-down.
2. Optionally select a template from the *Template* drop-down.

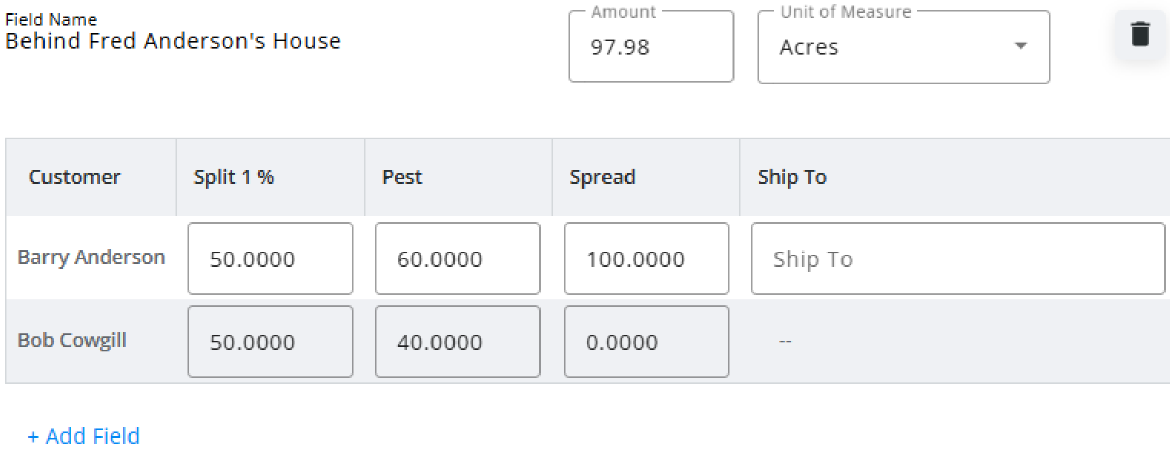
   Note: If adding a Plan from a Template, some Product information will default into the Plan.

Field

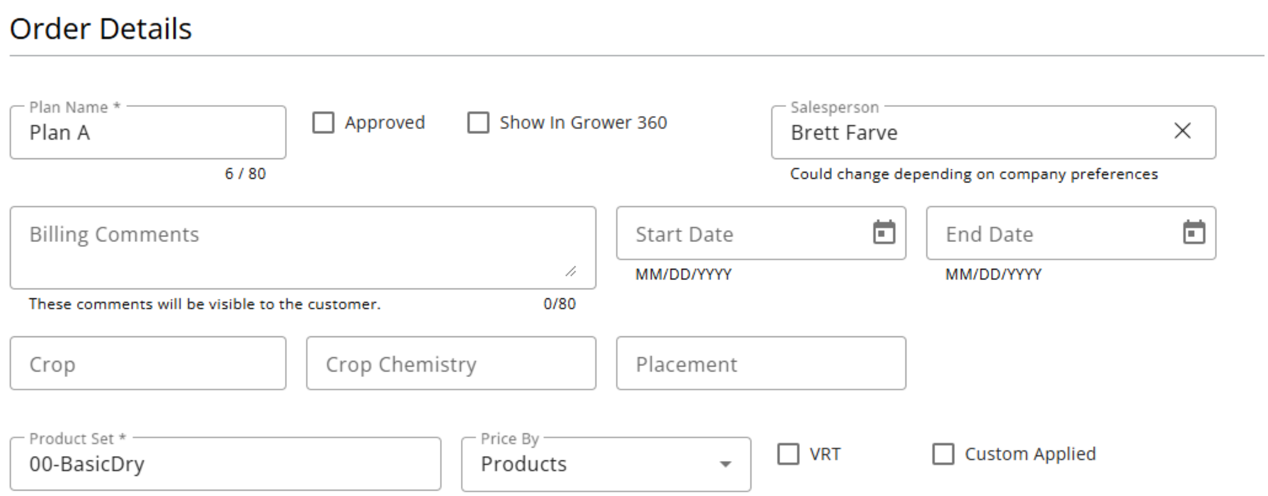
1. Select **+ Add Field**. A grid of Fields displays. Use the *Search* field to find the specific Field or scroll through the list. A maximum of 50 Fields can be added to a Plan.



2. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Fields. The**Show Selected** button displays only Fields that have been checked for the Plan.
3. Check the Field(s) for the Plan, then choose**Select & Close**.
4. Fields can be removed by selecting the **Delete** icon.
5. The *Amount* and *Unit of Measure* default but can be changed if needed. Additionally, a Ship To can be selected from the drop-down on the first Customer if applicable. Ship Tos must first be set up on the Customer's file.
6. If needed, adjust the split percentages if there are multiple Customers on the Field(s).



Order Details



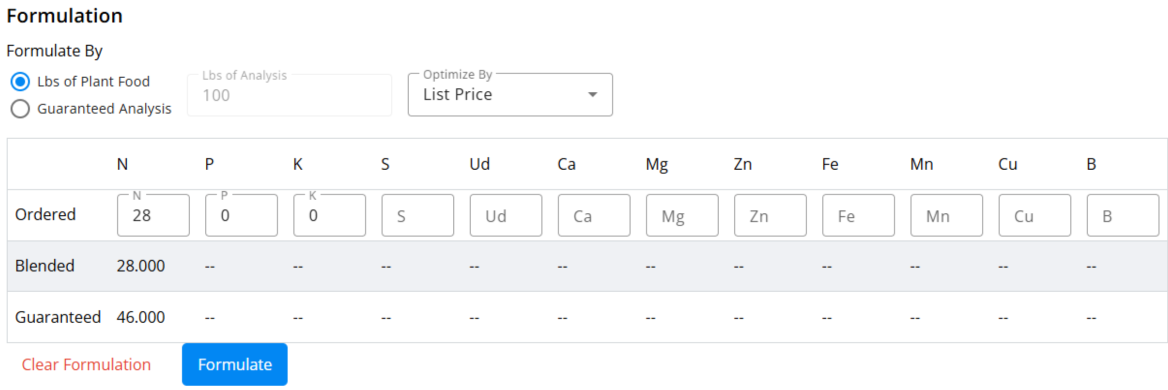
1. Enter the *Plan Name.*
2. The *Salesperson* defaults depending on the setting selected in SKY Admin under *Order* but can be adjusted. More information on this setting can be found **here**.
3. Optionally enter brief *Billing Comments* that will be displayed to the Customer.
4. The *Crop*, *Crop Chemistry*, and *Placement* drop-downs are all optional but can be helpful if this information is known.
5. Indicate the *Product Set* from the drop-down.
6. Under the *Price By* drop-down, choose to price by *Products*, *Blended Analysis*, or *Guaranteed Analysis*.
7. The Requested Date and Priority are optional.
8. If applicable, check *VRT*, *Custom Applied*, and/or *Ready*.

   Note: Checking *Ready* indicates the Plan is ready in Dispatch.

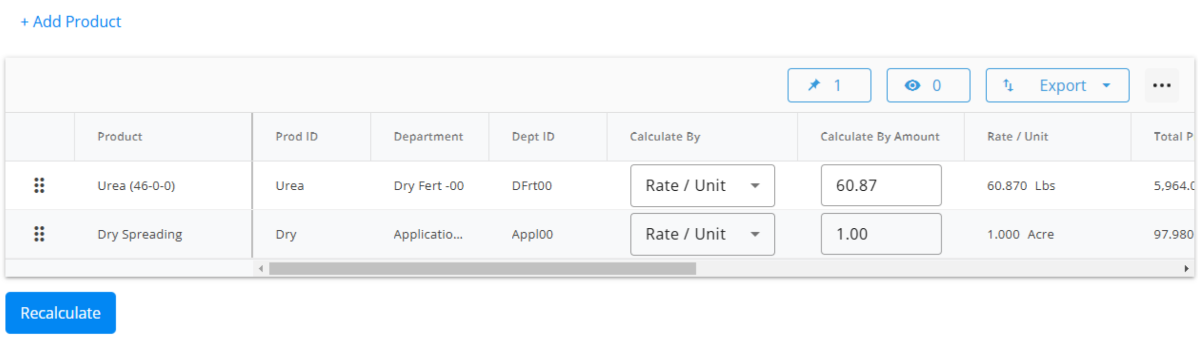
Products

Formulation

1. Indicate if formulating by *Lbs of Plant Food* or *Guaranteed Analysis*. If choosing *Guaranteed Analysis*, enter the *Lbs of Analysis.*
2. Select the appropriate *Optimize By* option from the drop-down.
3. Enter requested nutrients in the *Ordered* area.
4. Select **Formulate** then review the *Calculated Analysis.* To redo the formulation, select **Clear Formulation** and re-enter the correct values.



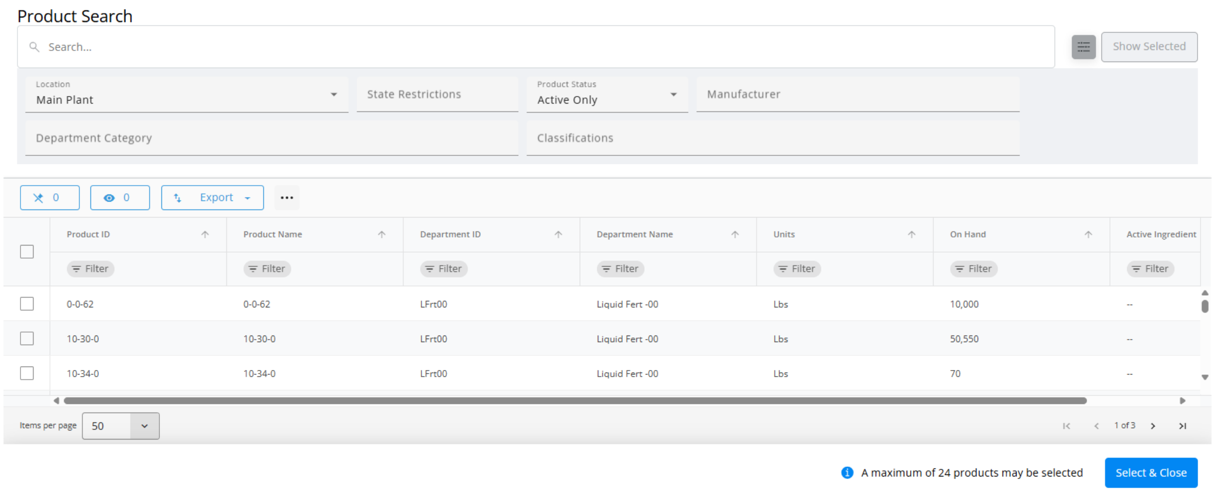
5. Additional Products can be added by selecting **+ Add Product**. See the *Add Products Manually* section below for more details.



6. The Products display in a **grid** below.

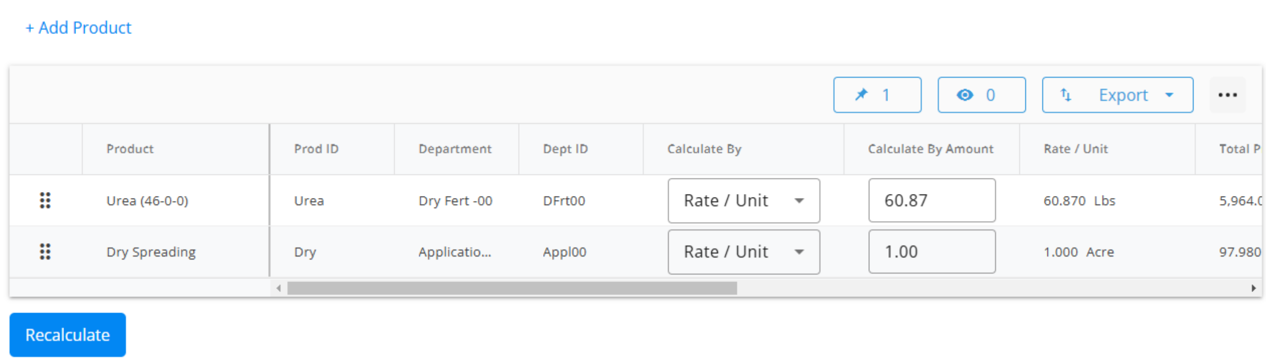
Add Products Manually

1. Select **+ Add Product**.
2. A **grid** of Products displays. Use the *Search* field to find the appropriate Product(s) or scroll through the list.



3. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Products. The **Show Selected** button displays only Products that have been checked for the Plan.
4. In the *Products* section of the Sales Order, indicate the *Quantity* for each Product.
5. Products can be reordered by selecting the grid of dots on the left and dragging to the appropriate position.
6. Choose **+ Duplicate** to add another line of that Product.
7. The **Delete** icon can be selected to remove a Product line.

Product Grid

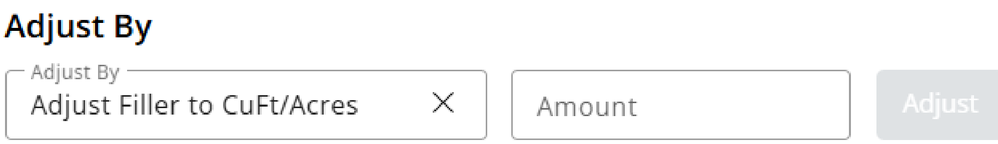


1. Under the *Calculate By* column, choose *Rate/Unit*, *Total Product*, or *Blended*.
2. Enter the *Calculate By Amount* for each Product then select **Recalculate**.
3. The *Exclude from Mix File* option can be selected for products that should not be sent to the automated blender. If the *VRT* checkbox was selected in the *Order Details* section, the *Mix Group* can be edited to indicate what should and should not be blended together.
4. If applicable, a *Lot Number* can be selected from the drop-down.

   Note: Only existing Lot Numbers can be selected.
5. To add another line of the same Product, choose **+ Duplicate**.
6. The **Delete** icon can be selected to remove a Product line item.
7. Review the totals below the *Products* grid.

Density	Lbs/Acre	Total Lbs	CuFt/Acre	Total CuFt	% Water	% Clay
60.000	60.870	5,960.000	1.015	99.450	0.000	0.000

8. To recalculate the Plan accommodating for water, filler, or carriers, choose an *Adjust By* option which is based on the Product Set selected for the Plan. Enter the *Amount* then select **Adjust** to update the Plan. Use the *Carrier* checkbox in the grid to identify which Product is the carrier.

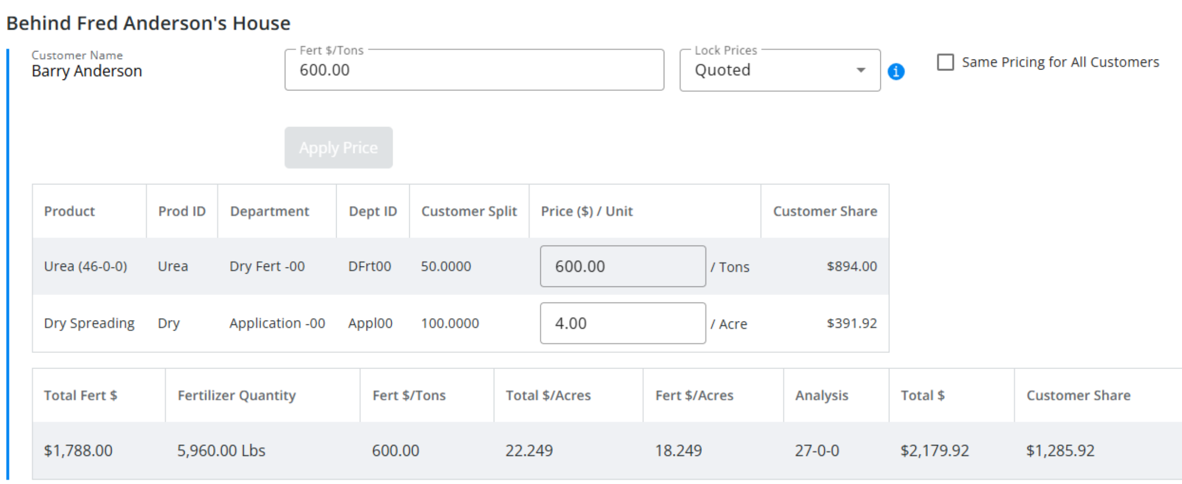


Pricing

Note: Quoting a Plan will carry the pricing from the Plan to the Invoice.

Single Field

1. For each Customer, choose the *Lock Prices* option (*Offered*, *Analysis Offered*, *Quoted*, *Analysis Quoted*, *Do Not Lock*).
2. Under *Price ($)/Unit*, select the Price Level from the drop-down. Alternately, enter a custom price then choose **+ Add**.



Behind Fred Anderson's House

Customer Name: Barry Anderson | Fert $/Tons: 600.00 | Lock Prices: Quoted | Same Pricing for All Customers

Apply Price

Product	Prod ID	Department	Dept ID	Customer Split	Price ($) / Unit	Customer Share
Urea (46-0-0)	Urea	Dry Fert -00	DFrt00	50.0000	600.00 / Tons	$894.00
Dry Spreading	Dry	Application -00	Appl00	100.0000	4.00 / Acre	$391.92

Total Fert $	Fertilizer Quantity	Fert $/Tons	Total $/Acres	Fert $/Acres	Analysis	Total $	Customer Share
$1,788.00	5,960.00 Lbs	600.00	22.249	18.249	27-0-0	$2,179.92	$1,285.92

Multiple Fields

1. A message is displayed in the Pricing section stating *Pricing for each field will be handled in the next step.* Choose **Save and Add Pricing**.

Pricing

Pricing for each field will be handled in the next step.

Notes

Cancel   Save and Add Pricing

2. The first Field displays with *Batch* and *Individual Ticket Quantities* available for review.

Wire East

Field Quantity
60.57 Acres

Batch Quantities				Individual Ticket Quantities			
Product	Rate	Total Product	Blended Product	Product	Rate	Total Product	Blended Product
Urea (46-0-0)	60.870	13,808.360	13,810.000	Urea (46-0-0)	60.870	3,686.896	3,690.000
Dry Spreading	1.000	226.850	226.850	Dry Spreading	1.000	60.570	60.570

3. The first Customer on the Field is listed below the *Batch* and *Individual Ticket Quantities.* Here, the *Fert$/Tons*, *Lock Prices*, and *Price ($)/Unit* can be indicated.
4. Optionally *Apply pricing to all Customers on this Field*. The *Same Customer pricing for this and remaining fields* option is available for all Customers on the Field. The *Same Customer pricing for this and remaining fields* option gives the ability to set pricing on a Customer and have that pricing carry through for that Customer for the remaining tickets created within the batch. The *Apply pricing to all Customers on this Field* option applies the pricing set on the first Customer to all other Customers on that Field.

   Note: The *Apply pricing to all Customers on this Field* and the *Same Customer pricing for this and remaining fields* options cannot be used at the same time.
5. If Permits or Tech Licenses are required on the order, they can be indicated at the bottom of the screen.

Barry Anderson

☐ Apply pricing to all Customers on this Field

☑ Same Customer pricing for this and remaining fields

Fert $/Tons: 600.00

Lock Prices: Quoted

Apply Price

Product	Prod ID	Department	Dept ID	Customer Split	Price ($) / Unit		Customer Share
Urea (46-0-0)	Urea	Dry Fert -00	DFrt00	50.0000	600.000	/ Tons	$553.50
Dry Spreading	Dry	Application -00	Appl00	0.0000	4.000	/ Acre	$0.00

Total Fert $	Fertilizer Quantity	Fert $/Tons	Total $/Acres	Fert $/Acres	Analysis	Total $	Customer Share
$1,107.00	3,690.00 Lbs	600.00	22.276	18.276	28-0-0	$1,349.28	$553.50

Permits

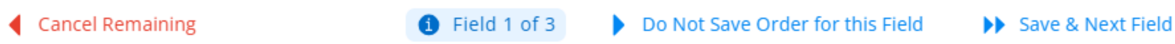
No permits are required for the order

Tech Licenses

No Tech Licenses are required for products on this order.

6. Choose **Cancel Remaining** to cancels the transaction completely and return to the *Plans* page. Move to the next Field without editing pricing by selecting **Do Not Save Order for this Field**. No Plan is saved for that Field. To save pricing here and move to the next Field, choose **Save & Next Field**. This saves the Plan for that Field.

   Note: Separate Plans are saved per Field rather than having a multi-Field Plan.

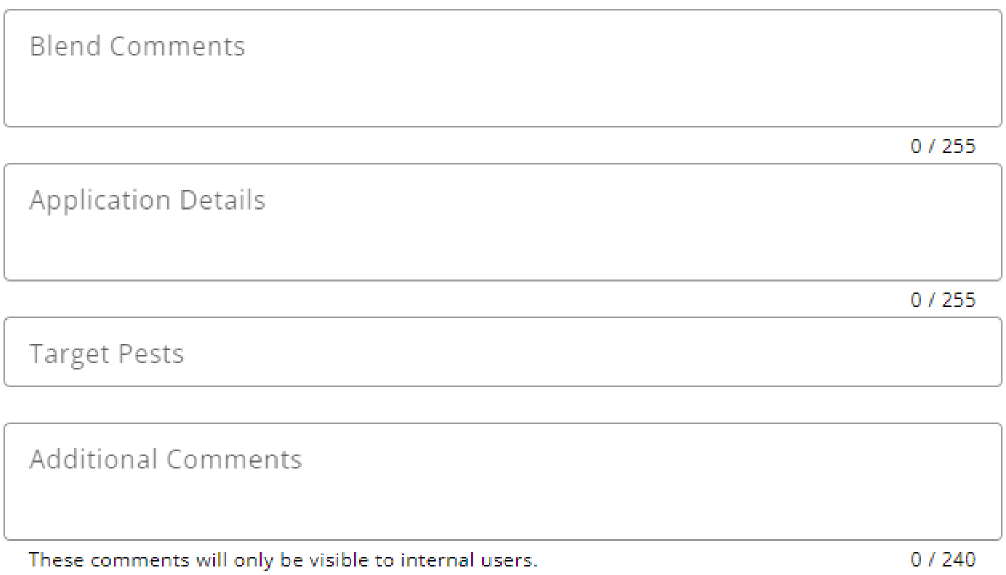
   

7. On the last Field, **Save & Next Field** changes to **Save & Close**. This saves pricing on the current Field and finalizes the Plan with pricing saved on previous Fields in the Order. If **Skip Pricing for this Field** is selected on the last Field, pricing is saved on previous Fields where **Save & Next Field** was selected, and the last Field is not included in the Plan.

Notes

1. Enter any *Blend* or *Additional Comments*.

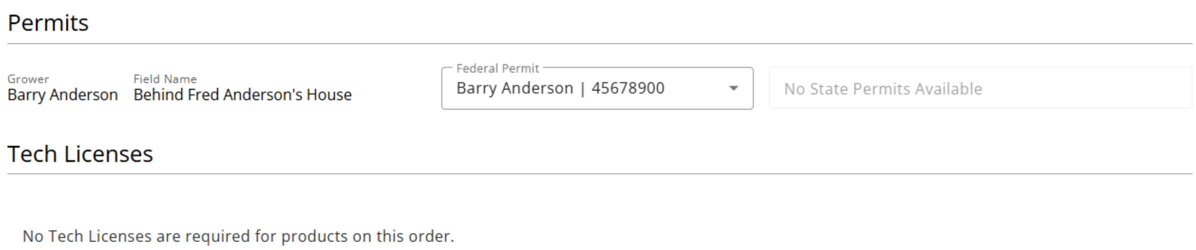
   Note: *Additional Comments* are only visible to internal Users.

2. *Target Pests* can be selected from the drop-down.
3. The Plan can be saved by selecting **Create Order**. However, Permits and Tech Licenses can be added on the *Additional Info* tab.

Additional Info

1. If only one applicable permit exists, it will be automatically selected. If the Customer has more than one applicable permit, select the appropriate one from the drop-down.



2. Under *Additional Info*, the following fields are available.
    - **Customer PO # –** This information can be entered if the Customer provides a Purchase Order number for the order.
    - **Control Number –** This number is used to reference an internal control number (such as hand ticket numbers) associated with the Plan.
    - **Authorized Agent** – This person is associated with the Customer who is authorized to make decisions. Agents are set up in the Customer file under **Contacts**.
    - **Territory** – This defaults from the Customer setup and is optional information to be used as needed.
    - **State –** This determines which counties are populated in the *County* drop-down.
    - **County** – This defaults from the *Ship To* address. If none are set up, it defaults from the Field, and then from the Customer's setup. If there is more than one Customer on the ticket, it defaults to the settings for the first person listed.
    - **Ship Via –** Enter the method of shipment. The methods are defined at *Hub / Setup / Ship Via*.
3. In the *Applicator* grid, *Applicators/Vehicles/Acres* can be entered. Choose the **Delete** icon to remove the Applicator or **+ Add Row** to include additional *Applicators/Vehicles*.
    - **Applicator –** Applicators are set up at *Hub / Setup / Applicators*. The Applicator also imports into the Invoice in Agvance Accounting.
    - **Vehicle** – Vehicles are set up at *Hub / Setup / Vehicles* and also import into the Invoice in Accounting.
    - **Acres –** Enter the number of Acres for each Applicator involved.

Edit a Plan

To edit a Plan, select find the *Edit* column and choose **Edit** for that Plan.

1. Under *Order Details*, update any information except for the Location.

    The following are available for editing in this section:

    - Salesperson
    - Plan Name
    - Crop
    - Crop Chemistry
    - Start Date
    - End Date

    - Approved
    - Visible in Grower360
    - Blend Comments
    - Placement
    - Custom Applied/VRT
    - Application Details comments
    - Target Pests
    - Product Set
    - Price By
    - Additional Comments
    - Billing Notes
    - Area
2. In the *Products* section, add/remove products manually or via formulation.

    The following are available for editing in this section:

    - Formulate By
    - Lbs of Analysis

      (if *Guaranteed Analysis* is selected)
    - Product Set
    - Optimize By
    - All quantities
    - Pricing
    - Carrier
    - Exclude from Mix File
    - Adjust by
    - Lock Price options
    - Fert $/UOM
    - Lock Prices
3. Once all edits are complete, select **Save Plan**.