

Managing Dealer Orders - Supplier eLink

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The Dealer Order functionality is available for Vendors set up with seed ordering connectivity and provides tools to more effectively manage seed orders.

Dealer Order setup is included in the [Seed Order setup](#).

Dealer Orders

At *Accounting / Inventory / Manage Seed Orders / Dealer Orders* a listing of all Dealer Orders for Locations available to the User are displayed. Choose the *Vendor* and *Location* from the drop-downs and select **Request**. This initiates communication with the Vendor and pulls in all order information currently in their system.

Alternatively, choose the the appropriate Dealer Order and select **Edit**. This initiates communication with the Vendor and pulls in all order information currently in their system.

	Select	Dept ID	Prod ID	Prod Desc	Agvance Grower Order Total	Qty on Dealer Order	Long/Short	GTIN	Shipped Quantity	Uncommitted	Products	Amt. Available	Requested Qty
1	☐			(Product not found)	0.000	2.000	2.000	00883580684231	1.000		Show		
2	☐	1200BY	38767	DKC43-10RIB AR VT2P 80M BAS260	0.000	32.000	32.000	00883580684262	16.000		Show		
3	☐	ELinkZ	387691	DKC43-10RIB AR2 VT2P 80M BAS260	0.000	126.000	126.000	00883580684293	26.000		Show		
4	☐	ELinkZ	160800	AG36X6 RR2X 40SCU_MB STAND-FI	0.000	80.000	80.000	0088346156168	0.000		Show		
5	☐	1200BY	160799	AG36X6 RR2X 140M STAND-FI	106.000	25.000	-81.000	0088346156120	0.000	1.000	Show		
6	☐	ELinkZ	160797	AG36X6 RR2X 140M BASIC-F	0.000	80.000	80.000	0088346156021	0.000		Show		
7	☐	ELinkZ	173169	DKC64-34RIB AR2 SS 80M ELT500 B-E	15.000	15.000	0.000	0088346319655	0.000		Show		
8	☐	ELinkZ	172327	AG36X6 RR2X 40SCU_MB UNTR	0.000	80.000	80.000	0088346335648	80.000		Show		
9	☐	ELinkZ	172328	AG36X6 RR2X 140M UNTR	0.000	68.000	68.000	0088346335662	68.000		Show		
10	☐			(Product not found)	0.000	90.000	90.000	00190794508490	15.000		Show		
11	☐			(Product not found)	0.000	44.000	44.000	0088346610547	0.000		Show		
12	☐	ELinkZ	181806	DKC64-34RIB AF SS 80M ELT500 B-N-E	2151.000	15.000	-2136.000	0088346666230	0.000	1101.000	Show		
13	☐			(Product not found)	0.000	14.000	14.000	0088346671890	0.000		Show		
14	☐			(Product not found)	0.000	24.000	24.000	0088346806056	20.000		Show		
15	☐			(Product not found)	0.000	120.000	120.000	00190794508506	110.000		Show		
16	☐			(Product not found)	0.000	120.000	120.000	00190794508513	110.000		Show		
17	☐			(Product not found)	0.000	120.000	120.000	00190794540843	0.000		Show		
18	☐			(Product not found)	0.000	2.000	2.000	00190794540850	0.000		Show		
19	☐			(Product not found)	0.000	96.000	96.000	00190794540867	0.000		Show		
20	☐	1200BY	144473	DKC27-54RIB B21 120M A150	150.000	0.000	150.000	00883580735780	0.000		Show		

☐ Include Deleted Bookings

Print Refresh Check Availability Add Order Edit Order Increase Dealer Order

= BAYER ONLY Reconcile Change Log Cancel

- **Dept ID, Prod ID, Prod Description, and GTIN** – Product information from the Product master file.
- **Agvance Grower Order Total** – This reflects the total for all Grower Orders within Agvance for a specific Product.
- **Qty on Dealer Order** – This reflects the total quantity of a specific Product allocated to the dealer from the Vendor.
- **Long/Short** – This quantity reflects the difference between the *Agvance Grower Order Total* and *Qty on Dealer Order*.
- **Shipped Quantity** – Reflects the quantity of Product the Vendor has shipped to the dealer.
- **Uncommitted** – The *Uncommitted* quantity reflects the total of Product ordered on the My Dealer Bucket account. The My Dealer Bucket is commonly used as a placeholder for future potential Grower Orders.
- **Show** – Display additional details for the Product.
- **Amt Available** – When a Product is tagged in the *Select* column and **Check Availability** is selected, manufacturer availability is populated in this column.

- **Include Deleted Bookings** – Optionally select to include Products and quantities from deleted Bookings.
- **Print** – Select to print a copy of the Dealer Order.
- **Refresh** – This will refresh the Product quantities for the displayed Dealer Order.
- **Check Availability** – A product availability request will be sent for products tagged in the *Select* column. Availability will populate into the *Amt Available* column.
- **Reconcile** – Adjust selected Products based on short or long positions. More information regarding reconciling the Dealer Order can be found on the *Reconcile Shorts* tab.
- **Change Log** – Display an informational report of all changes which occurred for the Dealer Order throughout the season.

Add Order/Edit Order/Increase Dealer Order

These tools are only for BAYER PRODUCTS. Attempting to use this tool for other suppliers can produce undesired results.

More information on these functions can be found on the *Add/Edit/Increase* tab of this article.

- **Add Order** – Used in conjunction with the *Requested Quantity* column, this tool is designed to fill Bayer supplied Products in a short or long position.
- **Edit Order** – Used in conjunction with the *Requested Quantity* column, this tool is designed to add supply to existing Bayer Grower Orders for Products in a long position only. This tool adds the requested quantity to a selected existing Grower Order.
- **Requested Quantity** – Used in conjunction with the **Add Order** and **Edit Order** tools.
- **Increase Dealer Order** – This button gives the ability to select multiple Products in a short position and send requests to fill the shorts without having to also populate the *Requested Qty* column. This feature uses a direct B2B message that allows the Dealer Order quantities to be updated without the creation of Grower Orders and Bookings.

Add/Edit/Increase

Add Order/Edit Order/Increase Dealer Order

These tools are only for BAYER PRODUCTS. Attempting to use this tool for other suppliers can produce undesired results.

Within Agvance, Product quantities on a Bayer Dealer Order can be adjusted by using the **Increase Dealer Order**, **Add Order**, or **Edit Order** tools.

Prior to using these tools, best practice is to run the **Grower Order Reconciliation** to ensure the Grower Orders between Agvance and Bayer are in sync.

Increase Dealer Order

Used to fill Products in a short position, the Increase Dealer Order tool submits a request to Bayer to increase the quantity on Dealer Order by the total amount of the short position.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Dealer Orders*. A listing of all Dealer Orders for Locations available to the User are displayed. Choose the appropriate Bayer Dealer Order and select **Edit**.

Note: This initiates communication with the Vendor and pulls in all order information currently in their system. Alternatively, choose the *Vendor* and *Location* from the drop-downs and select **Request**.

2. In the *Select* column, check the box for each Product needing increased.

Note: The Product must be in a short position indicated by a negative amount in the *Long/Short* column.

3. Select **Check Availability** to ensure requested Product is available.
4. Select **Increase Dealer Order**. A warning message stating *Using the Update Dealer Order feature to fill shortages for non-Bayer suppliers will cause undesired results displays on-screen*. Select **Yes** to continue.

Select	Dept ID	Prod ID	Prod Desc	Requested Qty	Agvance Grower Order Total	Qty on Dealer Order	Long/Sh	GTIN	Shipped Quantity	Uncommitted	Products	Amt. Available
1		ELinkZ 181806	DKC64-34RIB AF SS 80M ELT500 B-N-E		2151.000	15.000	-2136.000	00888346666230	0.000	1101.000	Show	
2		ELinkZ 173155	DKC64-34RIB AF SS 80M ELT1250 B-E		1951.000	0.000	-1951.000	00888346329173	0.000	1950.000	Show	
3		1200BY 111678	A3253 140M BASIC-F		1115.000	0.000	-1115.000	00883680738774	0.000	690.000	Show	
4		1200BY 111674	A3253 140M STAND-FI		621.000	0.000	-621.000	00883680738750	0.000	111.000	Show	
5		1200BY 181807	DKC64-34RIB AF SS SP50 ELT500 B-N-E		310.000	0.000	-310.000	00888346666285	0.000	10.000	Show	
6		1200BY 111672	DKC27-54 P22 RR2 SP50 A250		150.000	0.000	-150.000	00883680735780	0.000		Show	
7		ELinkZ 20432	DKS28-05 50# Concep/Poncho		121.000	0.000	-121.000	00883680264334	0.000	21.000	Show	
8		1500 ... 206103	AG3636 RR2Y 40SCU_MB LGM BASIC-F		121.000	40.000	-81.000	00190794008211	0.000	46.000	Show	1000 or more
9		1200BY 160799	AG36X6 RR2X 140M STAND-FI		106.000	30.000	-76.000	00888346156120	0.000	1.000	Show	1000 or more
10		1200BY 186161	AG46X6 RR2X 40SCUMB BASIC-F		50.000	0.000	-50.000	00888346161681	0.000		Show	1000 or more
11		1200BY 160848	AG46X6 RR2X 40SCUMB STAND-FI		40.000	0.000	-40.000	00888346319655	0.000		Show	
12		ELinkZ 173169	DKC64-34RIB AR2 SS 80M ELT500 B-E		15.000	15.000	0.000	00888346319655	0.000		Show	
13		1200BY 15200	Pallet Wood 54X40 2 Way Domestic		0.000	0.000	0.000	00070183889649	0.000		Show	
14		ELinkZ 173161	DKC64-34RIB AR2 SS 80M ELT1250 B-E		0.000	0.000	0.000	00888346329159	0.000		Show	
15		1200BY 38770	DKC43-10RIB AR2 VT2P SP45 BAS250		0.000	2.000	2.000	00883680684231	1.000		Show	
16		1200BY 259352	AG11XF2 XF 40SCUMB BASIC-F		0.000	2.000	2.000	00190794540650	0.000		Show	
17		1200BY 138828	DKA40-16 50# 34% Clay Coated		0.000	5.000	5.000	00888346084119	0.000		Show	
18		1200BY 180517	AG36X6 RR2X 140M ELITE-FINB		0.000	14.000	14.000	00888346671890	0.000		Show	
19		1200BY 198271	AG20X9 RR2X 140M STAND-FI		0.000	24.000	24.000	00888346806056	20.000		Show	

5. A request to Bayer to increase the Dealer Order by the amount of the short is submitted.

Add Order

Used to adjust Products in a long or short position, the Add Order feature automatically creates a new Grower Order and Booking for a specific quantity for a selected Customer. The Grower Order is then immediately submitted as a request to the manufacturer.

In the case of a short position, a subsequent request is then submitted, voiding the Grower Order and Booking in Agvance, while retaining the request to increase the Dealer Order quantity with the manufacturer.

In the case of a long position, the Grower Order is retained in both Agvance and Bayer to secure the seed in a long position on an order.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Dealer Orders*. A listing of all Dealer Orders for Locations available to the User are displayed. Choose the appropriate Bayer Dealer Order and select **Edit**.

Note: This initiates communication with the Vendor and pulls in all order information currently in their system. Alternatively, choose the *Vendor* and *Location* from the drop-downs and select **Request**.

2. In the *Select* column, check the box for each Product needing adjusted.

Note: When using the Add Order function, it is advised to only select Products in a short position or only select Products in a long position and not both.

3. For Products in a short position, select **Check Availability** to ensure Product is available.

4. Enter an amount in the *Requested Qty* column. Select **Add Order**. For Products in a short position, a warning message stating *Using the Order function to fill shortages for non-Bayer suppliers will cause undesired results* displays on-screen. Select **Yes** to continue.

5. On the *Select Customers* window, select an account to use for the Product request. Select **Done**.

Note: Agvance recommends using a My Dealer Bucket account for this step.

- Products in a short position:

- A Grower Order and Booking for the selected Customer and Product quantity are automatically created.
- The Grower Order is submitted to Bayer to increase the Dealer Order by the amount entered in the *Requested Qty* column.
- The Grower Order and Booking are automatically voided in Agvance. A subsequent request is submitted to Bayer canceling the Customer's placeholder Grower Order while retaining the increase to the Dealer Order.
- To avoid creating the additional Grower Order and Booking, the **Increase Dealer Order** function can be used to fill shorts instead.

- Products in a long position:

- A Grower Order and Booking for the selected Customer and Product quantity are automatically created.
- The Grower Order is submitted to Bayer to secure the amount entered in the *Requested Qty* column on a Grower Order.

Edit Order

Used to adjust Products in a long position, the Edit Order tool allows the User to select an existing Grower Order to be edited.

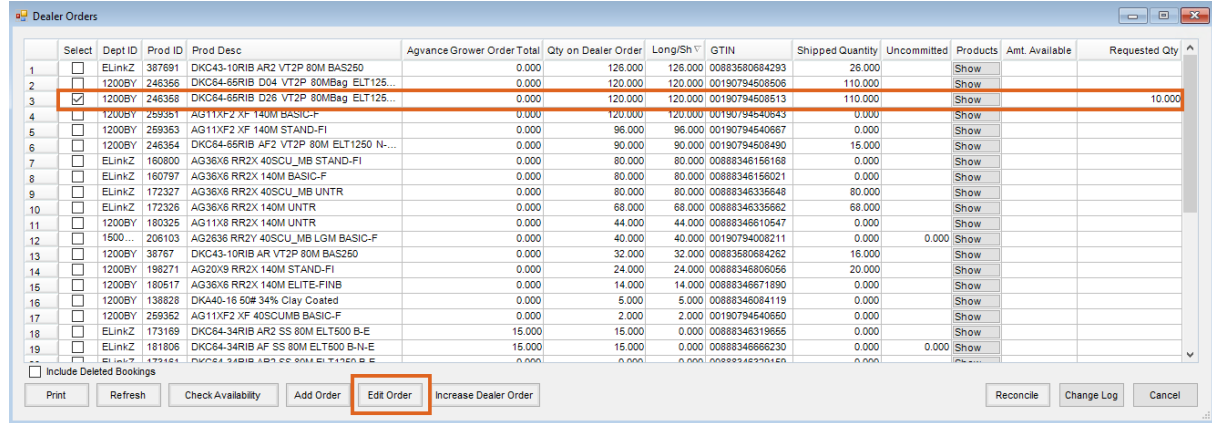
1. Navigate to *Accounting / Inventory / Manage Seed Orders / Dealer Orders*. A listing of all Dealer Orders for Locations available to the User are displayed. Choose the appropriate Bayer Dealer Order and select **Edit**.

Note: This initiates communication with the Vendor and pulls in all order information currently in their system. Alternatively, choose the *Vendor* and *Location* from the drop-downs and select **Request**.

2. In the *Select* column, check the box for each Product needing increased.

Note: The Product must be in a long position indicated by a positive amount in the *Long/Short* column.

3. In the *Requested Qty* column, enter the amount desired to increase the Grower Order total. Select **Edit Order**.



Select	Dept ID	Prod ID	Prod Desc	Agvance Grower Order Total	Qty on Dealer Order	Long/Short	GTIN	Shipped Quantity	Uncommitted	Products	Amt. Available	Requested Qty
☐	ELinkZ	387691	DKC43-10RIB AR2 VT2P 80M BAS250	0.000	126.000	126.000	00883680684293	26.000		Show		
☐	1200BY	246356	DKC64-66RIB DQ4 VT2P 80M Bag ELT125...	0.000	120.000	120.000	00190794508505	110.000		Show		
☒	1200BY	246358	DKC64-66RIB DQ6 VT2P 80M Bag ELT125...	0.000	120.000	120.000	00190794508513	110.000		Show		10.000
☐	1200BY	259351	AG11XF2 XF 140M BASIC-F	0.000	120.000	120.000	00190794508543	0.000		Show		
☐	1200BY	259353	AG11XF2 XF 140M STAND-FI	0.000	96.000	96.000	00190794508567	0.000		Show		
☐	1200BY	246354	DKC64-66RIB AF2 VT2P 80M ELT1250 N...	0.000	90.000	90.000	00190794508490	15.000		Show		
☐	ELinkZ	160800	AG36X6 RR2X 40SCU_MB STAND-FI	0.000	80.000	80.000	00888346156168	0.000		Show		
☐	ELinkZ	160797	AG36X6 RR2X 140M BASIC-F	0.000	80.000	80.000	00888346156021	0.000		Show		
☐	ELinkZ	172327	AG36X6 RR2X 40SCU_MB UNTR	0.000	80.000	80.000	00888346335648	80.000		Show		
☐	ELinkZ	172326	AG36X6 RR2X 140M UNTR	0.000	68.000	68.000	00888346335662	68.000		Show		
☐	1200BY	180326	AG11X8 RR2X 140M UNTR	0.000	44.000	44.000	00888346610547	0.000		Show		
☐	1500...	206103	AG2636 RR2Y 40SCU_MB LGM BASIC-F	0.000	40.000	40.000	00190794008211	0.000	0.000	Show		
☐	1200BY	38767	DKC43-10RIB AR VT2P 80M BAS250	0.000	32.000	32.000	00883680684262	16.000		Show		
☐	1200BY	196271	AG20X9 RR2X 140M STAND-FI	0.000	24.000	24.000	00888346808056	20.000		Show		
☐	1200BY	180517	AG36X6 RR2X 140M ELITE-FINB	0.000	14.000	14.000	00888346671890	0.000		Show		
☐	1200BY	139326	DKA40-16 50# 34% Clay Coated	0.000	5.000	5.000	00888346804119	0.000		Show		
☐	1200BY	259352	AG11XF2 XF 40SCU_MB BASIC-F	0.000	2.000	2.000	00190794508560	0.000		Show		
☐	ELinkZ	173169	DKC64-34RIB AR2 SS 80M ELT500 B-E	15.000	15.000	0.000	00888346319655	0.000		Show		
☐	ELinkZ	181606	DKC64-34RIB AF SS 80M ELT500 B-N-E	15.000	15.000	0.000	0088834666230	0.000	0.000	Show		

Include Deleted Bookings

Print Refresh Check Availability Add Order **Edit Order** Increase Dealer Order Reconcile Change Log Cancel

4. On the *Select Customers* window, select the account to use for the decrease. Choose **Done**.

5. On the *Select Grower Order* window, choose the Grower Order. Select **Done**.

Note: A new line will be added to the existing order for the Product and amount requested.

6. A request is submitted to Bayer to increase the Grower Order by the amount entered in the *Requested Qty* column.

Change Log

The Change Log displays all changes made to the Dealer Order for a selected Vendor and Location. The log includes changes made by both the dealer and the supplier.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Dealer Order*.
2. On the *Select a Dealer Order* window highlight a Dealer Order and choose **Edit**.

Note: To run a new request for the Dealer Order in the *Supplier Request* area, select the *Vendor* and *Location* and choose **Request**.

Select a Dealer Order

Dealer ID	Vendor ID	Location Name	Location ID
00000000000000000000	AligAg	SCOTTSBLUFF	100
00000000000000000000	Intercompa	SCOTTSBLUFF	100
00000000000000000000	UnitedSupp	SCOTTSBLUFF	100
00000000000000000000	AligAg	Bakersfield	BYR
00000000000000000000	Bayer	Bakersfield	BYR
00000000000000000000	Syngenta	Bakersfield	BYR
00000000000000000000	UnitedSupp	Bakersfield	BYR
00000000000000000000	WinUn	Bakersfield	BYR
00000000000000000000	WinUn	Bakersfield	BYR
00000000000000000000	Syngenta	Sycamore	SYNT
00000000000000000000	WinUn	Winchester	WNFD

Dealer ID

Supplier Request
 Vendor Location

3. The *Dealer Orders* window displays, select **Change Log**.

Dealer Orders

Select	Dept ID	Prod ID	Prod Desc	Agvance Grower Order Total	Qty on Dealer Order	Long/Short	GTIN
☐			(Product not found)	0.000	2.000	2.000	00883580684231
☐	1200BY	38767	DKC43-10RIB AR VT2P 80M BAS250	0.000	32.000	32.000	00883580684262
☐	ELinkZ	387691	DKC43-10RIB AR2 VT2P 80M BAS250	0.000	126.000	126.000	00883580684293
☐	ELinkZ	160800	AG36X6 RR2X 40SCU_MB STAND-FI	0.000	80.000	80.000	0088346156168
☐	1200BY	160799	AG36X6 RR2X 140M STAND-FI	106.000	25.000	-81.000	0088346156120
☐	ELinkZ	160797	AG36X6 RR2X 140M BASIC-F	0.000	80.000	80.000	0088346156021
☐	ELinkZ	173169	DKC64-34RIB AR2 SS 80M ELT500 B-E	15.000	15.000	0.000	0088346319655
☐	ELinkZ	172327	AG36X6 RR2X 40SCU_MB UNTR	0.000	80.000	80.000	0088346335648
☐	ELinkZ	172326	AG36X6 RR2X 140M UNTR	0.000	68.000	68.000	0088346335662
☐			(Product not found)	0.000	90.000	90.000	00190794508490
☐			(Product not found)	0.000	44.000	44.000	0088346610547
☐	ELinkZ	181806	DKC64-34RIB AF SS 80M ELT500 B-N-E	2151.000	15.000	-2136.000	0088346666230
☐			(Product not found)	0.000	14.000	14.000	0088346671890
☐			(Product not found)	0.000	24.000	24.000	0088346806056
☐			(Product not found)	0.000	120.000	120.000	00190794508506
☐			(Product not found)	0.000	120.000	120.000	00190794508513
☐			(Product not found)	0.000	120.000	120.000	00190794540643
☐			(Product not found)	0.000	2.000	2.000	00190794540650
☐			(Product not found)	0.000	06.000	06.000	00190794540657

☐ Include Deleted Bookings

4. The *Change Log* displays on screen. Optionally use **Search** to locate specific information or **Print** the report.

ChangeLog

Date: 2011-26T07:52:35-06:00

Purchase Order #: 9134395/20

Sales Order #: 0002228898

Product Identifier: 00883580738750

Product Name: B.AS.A3253.S00.140M.A3.US

Product Description: A3253 140M STAND-FI

Product Quantity: 0.0

Packaging Quantity: 1.0

Special Instructions: Changed By Dealer

Action Request: Increase

Date: 2011-26T07:49:27-06:00

Purchase Order #: 9134395/20

Sales Order #: 0002228898

Product Identifier: 00190794008211

Product Name: B.AS.AG2636.SAE.40SCUMB.A1.LGM.US

Product Description: AG2636 RR2Y 40SCU_MB LGM BASIC-F

Product Quantity: 0.0

Packaging Quantity: 40.0

Special Instructions: Changed By Dealer

Action Request: Increase

Date: 2011-20T16:47:22-06:00

Purchase Order #: 9134395/20

Sales Order #: 0002228898

Product Identifier: 00888346156120

Product Name: B.AS.AG36X6.SC2.140M.A3.US

Product Description: AG36X6 RR2X 140M STAND-FI

Product Quantity: 15.0

Packaging Quantity: 25.0

Special Instructions: Changed By Dealer

Action Request: Increase

Search

Find Next

Print

OK

Reconcile Shorts

The Dealer Order provides tools to effectively manage seed orders. The Reconcile tool is used to reconcile Products in a short position by reducing Grower Orders by the necessary quantity.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Dealer Order*.
2. On the *Select a Dealer Order* window, highlight the Dealer Order to reconcile and choose **Edit**. This initiates communication with the Vendor and pulls in all order information currently in their system. The *Dealer Orders* window displays.
3. Optionally select the *Long/Short* header column to sort the grid with the Products in a short position at the top.
4. Select the Products to be adjusted and choose **Reconcile**. The *Reconcile to Dealer Order* window displays with the Grower Orders listed for the first Product selected.

Note: If multiple Products were selected, choosing **Update** or **Cancel** will advance the window to the next Product selected.

Reconcile to Dealer Order

Search: <Product Name>

Amount on Hand

☐ DeptID/ProdID

Dept. ID

Prod. ID

☒ GTIN

GTIN

00888346156120

	Dealer ID	Order Date	Order #	Transac	Customer	Customer Name	Ordered Quantity	Adjusted Quantity	Difference	Book	Book Date	Bo	Book Line Item	Vendor ID	Vendor Ns	PO #	Invoice Qty	Dept ID	Prod ID	Product Name
1	1100020	11/12/20	3635	Booking	MDG	MDBucket - Bay	1.000	1.000	0.000	BYR	11/12/20	30	1	Bayer	Bayer Crop.	301	0.000	1200BY	160799	AG36X6 RR2X 140M STAND-FI
2	1100020	11/18/20	3640	Booking	1AcvBa	Barry Anderson	75.000	75.000	0.000	BYR	11/18/20	30	3	Bayer	Bayer Crop.	301	0.000	1200BY	160799	AG36X6 RR2X 140M STAND-FI
3	1100020	11/18/20	3640	Booking	1AcvBa	Barry Anderson	5.000	5.000	0.000	BYR	11/18/20	30	6	Bayer	Bayer Crop.	301	0.000	1200BY	160799	AG36X6 RR2X 140M STAND-FI
4	1100020	11/20/20	3652	Booking	1AcvBa	Barry Anderson	10.000	10.000	0.000	BYR	11/20/20	30	3	Bayer	Bayer Crop.	301	0.000	1200BY	160799	AG36X6 RR2X 140M STAND-FI
5	1100020	11/20/20	3654	Booking	1228	My Dealer Buck.	15.000	15.000	0.000	BYR	11/20/20	30	1	Bayer	Bayer Crop.	301	0.000	1200BY	160799	AG36X6 RR2X 140M STAND-FI

☒ Percent

Adjust Qty.

☐ Flat Amount

Decrease all lines by 76.4151

Qty on Dealer Order 25.000

Amount Ordered 106.000

Allotted Seed Left -81.000

Update

Cancel

5. The *Qty on Dealer Order* displays the quantity allocated from the Vendor. The *Amount Ordered* quantity is the total quantity on Grower Orders in Agvance. The difference between the amount the Growers have on order and the amount on order from the Vendor displays in the *Allotted Seed Left* area.

Note: As manual or automatic adjustments are made to quantities, the *Allotted Seed Left* area recalculates.

6. Reconciliation to the *Qty on Dealer Order* can be calculated manually or by Agvance.
 - Manual adjustments may be made by editing the amount in the *Adjusted Quantity* column for the desired Grower Order.
 - Agvance can also automatically calculate the adjustment for each line item as a percentage or a flat amount. In the bottom left, select either *Percent* or *Flat Amount*, enter the amount by which to decrease the line item, and select **Adjust Qty**.

Note: When adjustments to quantities are complete, the *Allotted Seed Left* quantity must be 0.000 to reconcile the *Amount Ordered* to the *Qty on Dealer Order* quantity.

7. Select **Update** and the Grower's Bookings for each Grower Order adjusted display.
8. Select **Save** to save the Booking for the adjusted quantity.

Cancel Seed

At times it may be necessary to cancel seed from a Dealer Order. It is recommended to contact seed representatives to cancel seed from the Dealer Order. However, Agvance does include options available to address canceling seed when needed.

Note: Prior to canceling seed, it is recommended to run the Grower Order Reconciliation which allows Grower Orders in Agvance to be compared with the corresponding Vendor's web service. More information on the Grower Order Reconciliation, see the *Reconcile* tab [here](#).

If Grower Orders exist within Agvance that correspond to the quantity on the Dealer Order:

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*.
2. Identify a Grower Order that contains the seed Product to be canceled. Select **Edit**.
3. Change the quantity in the *Requested Quantity* column to 0. Select **Request**.
4. **Save** the changes to the Grower Order.
5. Repeat for all existing Grower Orders containing the Product to be canceled.

If no Grower Orders exist within Agvance that correspond to the quantity on the Dealer Order:

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*.
2. Select **Add** to create a Grower Order with the Product and quantity currently on the Dealer Order. In the *Place Order* column, select **Request**.

Note: It is suggested to place this order under a My Dealer Bucket Customer.

3. Change the quantity in the *Requested Quantity* column to 0 and select **Request** again.

4. **Save** the changes to the Grower Order.