

# CONVERTING BOAWOs INTO STRAIGHT PRODUCTS

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Your customers want to prebuy blends; you want use straight products for the flexibility (just in case they change their minds in the spring about the blends they’re taking).

Start with a BOAWO (blend on a work order), print the prepayment receipt, then break down the blend into its individual commodities. When the grower returns to pick up, you can mix them any blend they want and still link back to the work order.

## What you’ll find:

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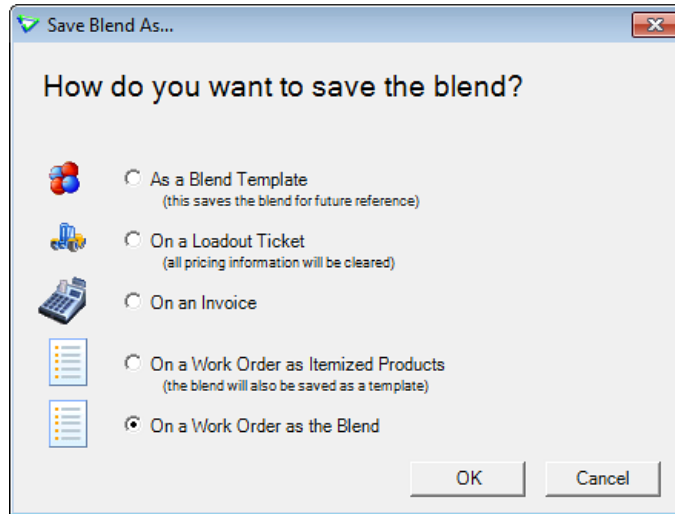
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**Note**      If you are using *Grower Central*, and you don’t want the customer seeing the individual commodity prices, you will likely want to prevent them from viewing their work orders so that this information remains hidden.

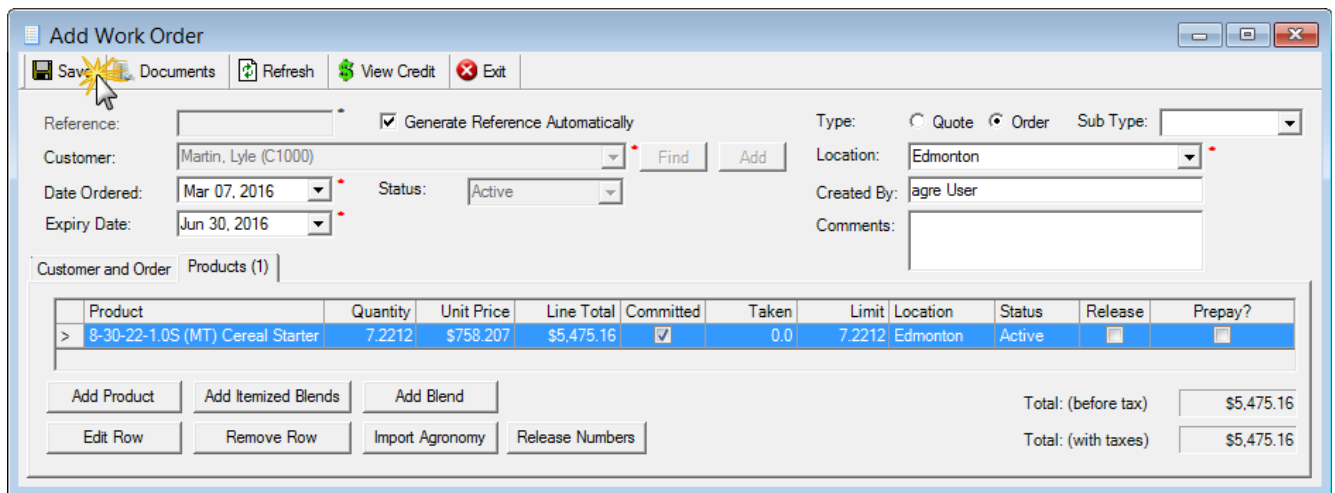
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# Making a Blend on a Work Order

Start with *Make a Blend* and save the blend *on a Work Order as the Blend*.

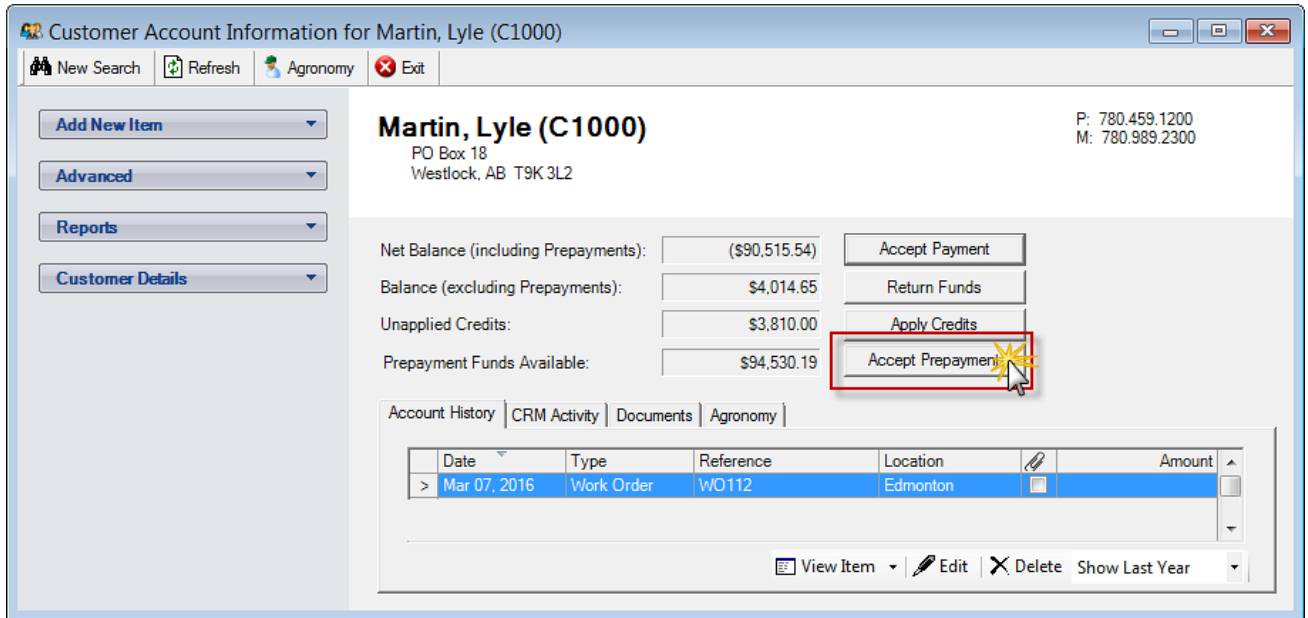


You'll use this work order to create a *Prepayment Receipt* for the blend to give to the customer.

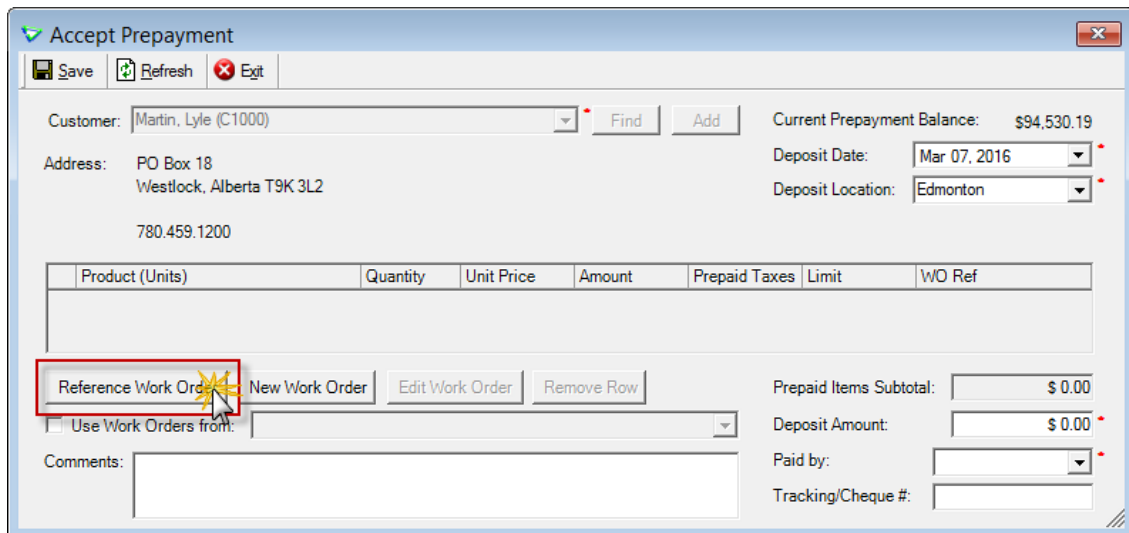


# Accepting the Prepayment Deposit

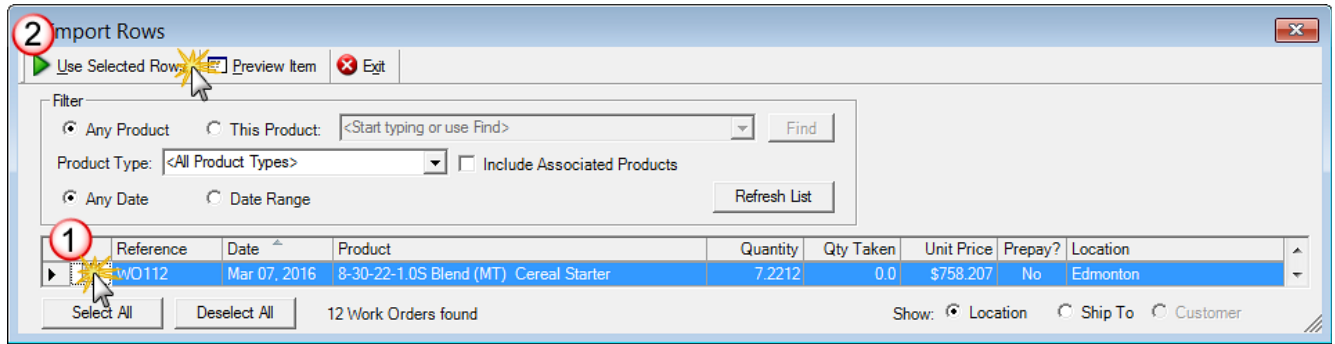
From the customer's account, click *Accept Prepayment*



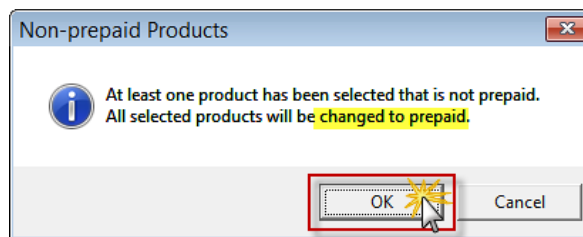
Confirm the Deposit Date and Location, then click *Reference Work Order* (you could have also started with *Accept Prepayment* and created a new work order instead of referencing an existing one; the end result would be the same)



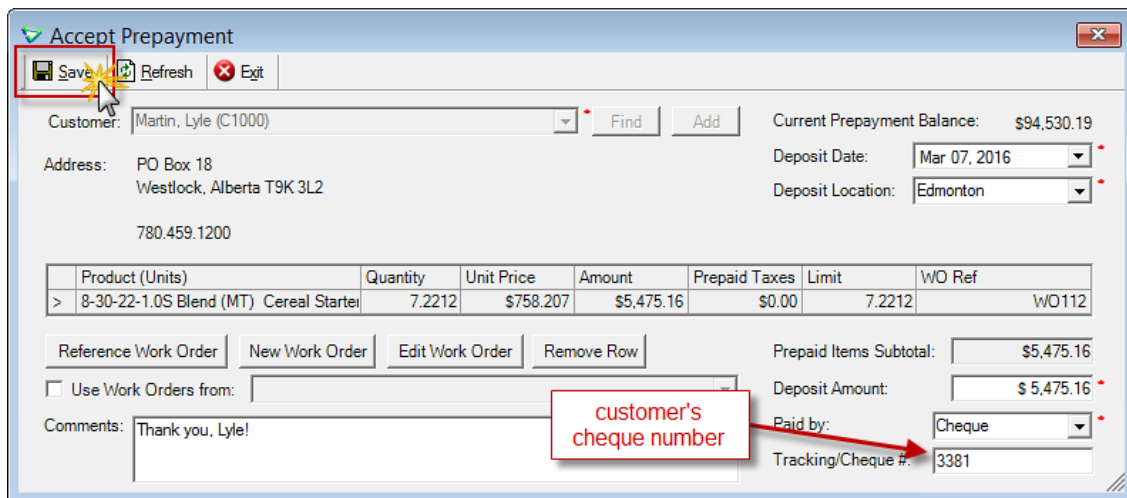
Choose the blend from the WO then click *Use Selected Rows*.



If the BOAWO was not prepaid, agrē will now flag it as prepaid.



Double check that you have the right blend and WO on the prepayment, enter your deposit amount, and the method of payment (if you customer paid you by cheque, add their cheque number so it prints on the prepayment receipt).



When you are done with accepting the prepayment deposit click *Save* and **print** the Prepayment Deposit Receipt for the customer.

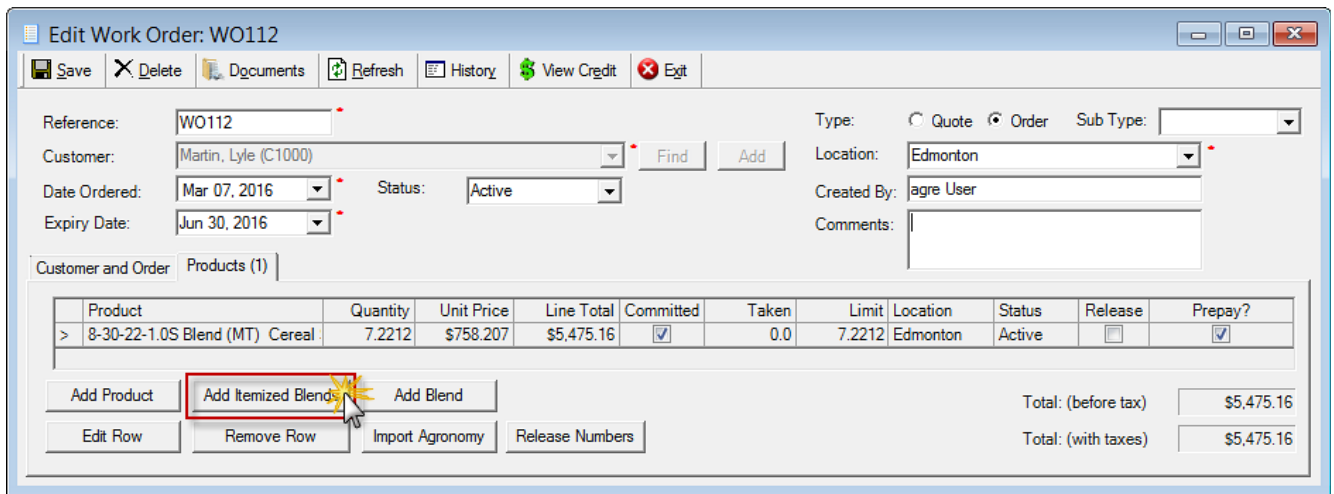
# Converting the BOAWO into Itemized Products

\*\*\*These next few steps can be done now while it is fresh in everyone's mind – which makes it easier come Spring - or you can wait until spring and see if the customer changes their mind.

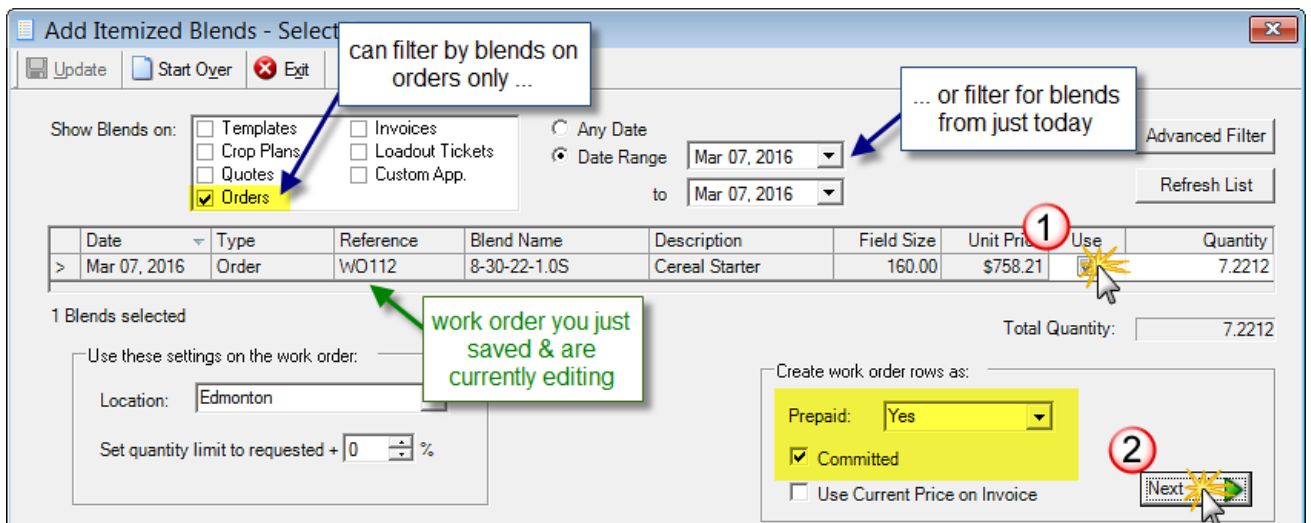
Depending on the percentage of customers that want to pick up a different blend than they ordered, you may find it easier to deal with it in the Spring only in the event it happens – or you can do it now in order for things to run more smoothly in the Spring.

Now that the blend has been saved and the customer has signed off and you have accepted their money, it is safe to change the blend into its individual products. This will make things much more efficient come Spring if the customer decides that they are no longer taking that exact same blend.

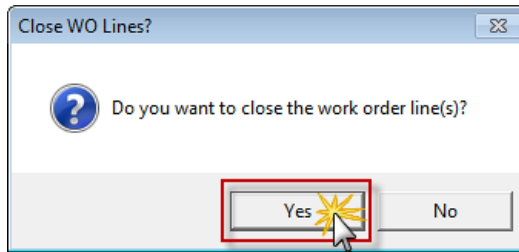
*Edit* the work order and click **Add Itemized Blends**.



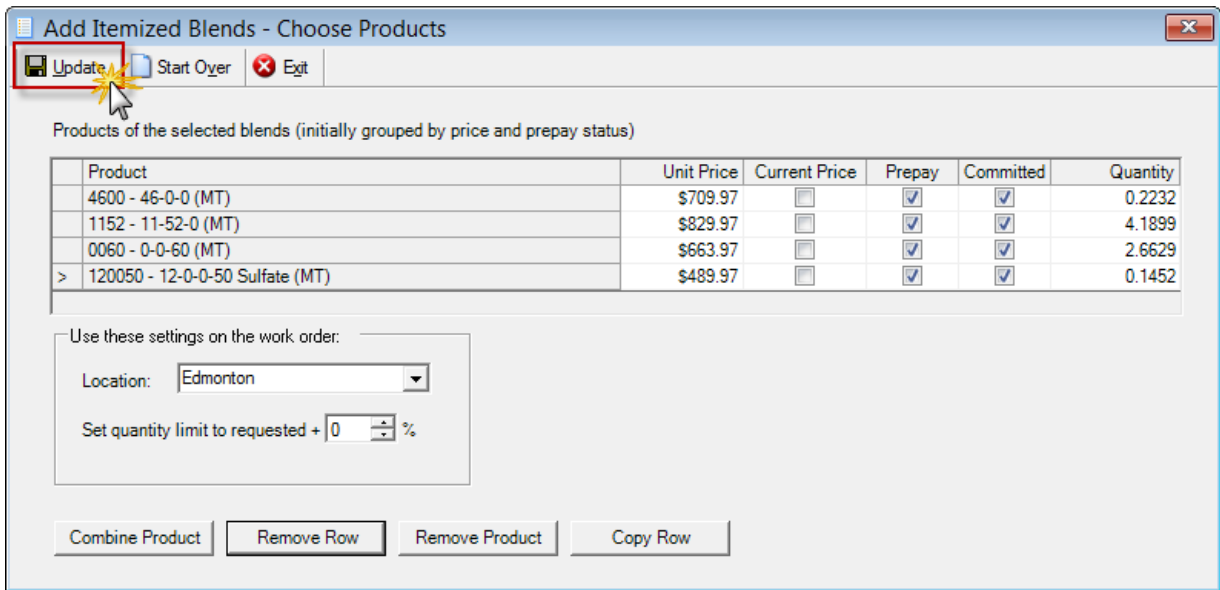
A list of Blends will appear to choose from (you can filter a long list by choosing *Show Blends on Orders* only, or shorten the *Date Range* to just today). Choose the blend you are itemizing (the one you just accepted the prepayment dollars for) by checking **Use**. Be sure that it is still flagged as **Prepaid** and **Committed**.



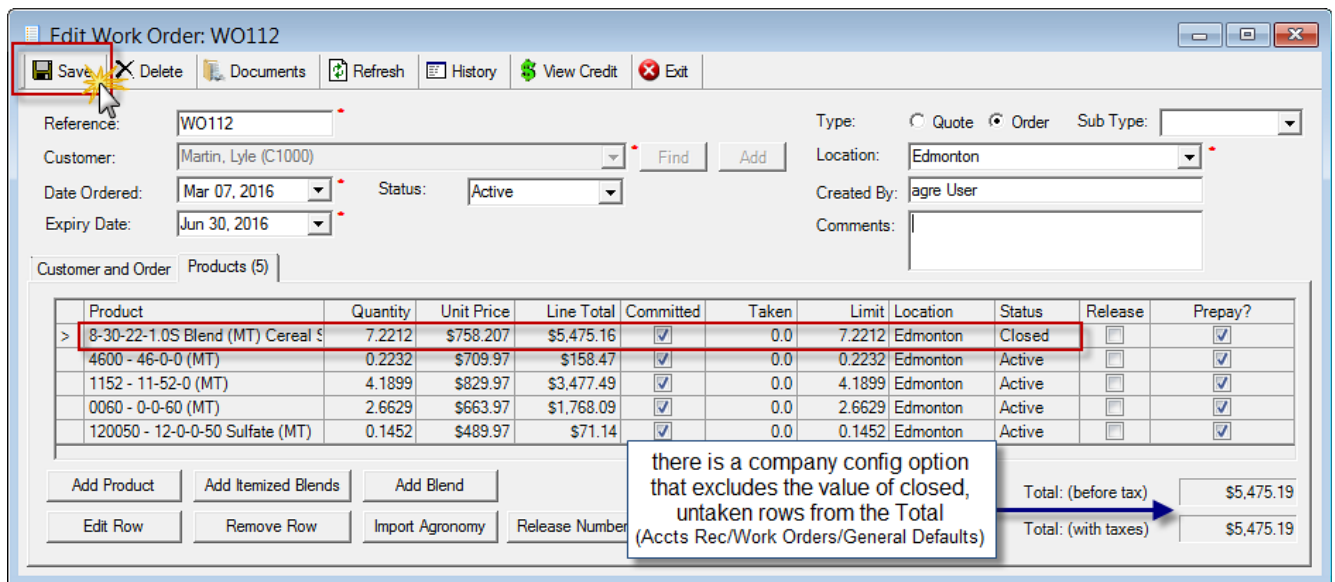
When prompted to *close the work order line*, click **Yes** or you'll be doubling up on your commitments (once for the blend, and once for the commodities).



The products, quantities, and prices that display here are based on the blend you selected. Click **Update**.



The blend row is flagged as *Closed* (which prevents you from accidentally linking to it), and the straight product rows are based on the individual products in that same blend (as well as their quantities and prices).



**Caution** You don't want to **Delete** the blend row because that will delete the blend from the customer's blend history. Come spring, it will be much quicker to copy the blend than to create it from scratch – even if you have to make a slight change to it (like adding a pinch more nitrogen or sulphur).


Now, no matter what blend your customer wants to pick up in the Spring, the work order is ready. **Save** the work order when you are done.

## Reporting

The closed blend shows on two reports.

## Work Order

The work order report shows the blend the customer ordered (flagged as closed and valued at \$0) and the ingredients required to make that blend.



**TSL Custom Ag & Fuel Inc.**  
 24715 Yellowhead Trail West  
 Edmonton, Alberta T6R 7L4  
 Phone: 780.466.1273  
 Fax: 780.465.1273  
 Toll Free: 800.555.1212

**Order: WO112**

Status: Active  
 Expiry Date: Jun 30, 2016

Date: Mar 07, 2016

Lyle Martin (C1000)  
 PO Box 18  
 Westlock, AB T9K 3L2

Location: Edmonton

there is a company config option that excludes the value of closed, untaken rows from the Total (Reports/Default Criteria/Work Orders)

Product	Quantity Units	Price	Committed	Prepaid	Taken	Status	Total
8-30-22-1.0SBlend Cereal Starter	7.2212 Metric Tonne	\$758.207	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	Closed	\$0.00
Density: 63.9, Rate: 99.5 lb/acre, 160 acre, Cost/acre: \$34.22, 8N - 30P - 22K - 1S 46-0-0: 0.2232 MT @ \$709.97 11-52-0: 4.1899 MT @ \$829.97 0-0-60: 2.6629 MT @ \$863.97 12-0-0-50 Sulfate: 0.1452 MT @ \$489.97							
46-0-0 (4600)	0.2232 Metric Tonne	\$709.97	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	Active	\$158.47
11-52-0 (1152)	4.1899 Metric Tonne	\$829.97	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	Active	\$3,477.49
0-0-60 (0060)	2.6629 Metric Tonne	\$863.97	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	Active	\$1,768.09
12-0-0-50 Sulfate (120050)	0.1452 Metric Tonne	\$489.97	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	Active	\$71.14
If you have any questions please call your client support rep Mike, at extension 5. (customer work order note)							
Grand Total:							\$5,475.19

# Customer Prepayment

The customer prepayment report shows the straight products the customer has prepaid, as well as the prepaid blend the customer ordered (flagged as closed and valued at \$0).

agre		TSL Custom Ag & Fuel Inc.															
		Customer Prepayment															
		Mar 01, 2016 to Mar 14, 2016															
Lyle Martin (C1000) PO Box 18 Westlock, AB T9K 3L2 780.459.1200		<table border="1"> <tr> <td>Opening balance as of Mar 01, 2016</td> <td>\$94,530.19</td> </tr> <tr> <td>Net deposits and transfers</td> <td>(\$89,055.00)</td> </tr> <tr> <td>Net withdrawals</td> <td>\$0.00</td> </tr> <tr> <td><b>Net prepayment as of Mar 14, 2016</b></td> <td><b>\$5,475.19</b></td> </tr> <tr> <td>Less: Remaining on work orders</td> <td>\$5,475.19</td> </tr> <tr> <td>Less: Pending withdrawals</td> <td>\$0.00</td> </tr> <tr> <td><b>Unallocated / (Over Committed)</b></td> <td><b>\$0.00</b></td> </tr> </table>		Opening balance as of Mar 01, 2016	\$94,530.19	Net deposits and transfers	(\$89,055.00)	Net withdrawals	\$0.00	<b>Net prepayment as of Mar 14, 2016</b>	<b>\$5,475.19</b>	Less: Remaining on work orders	\$5,475.19	Less: Pending withdrawals	\$0.00	<b>Unallocated / (Over Committed)</b>	<b>\$0.00</b>
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<b>Unallocated / (Over Committed)</b>	<b>\$0.00</b>																
<b>Prepayment Plan</b>																	
Product	Date	Reference	Requested	Limit	Taken	Remaining	Unit Price	Allocated									
0-0-60 - Metric Tonne	Mar 07, 2016	WO112	2.6629	2.6629	0	2.6629	\$663.97	\$1,768.09									
11-52-0 - Metric Tonne	Mar 07, 2016	WO112	4.1899	4.1899	0	4.1899	\$829.97	\$3,477.49									
12-0-0-50 Sulfate - Metric Tonne	Mar 07, 2016	WO112	0.1452	0.1452	0	0.1452	\$489.97	\$71.14									
46-0-0 - Metric Tonne	Mar 07, 2016	WO112	0.2232	0.2232	0	0.2232	\$709.97	\$158.47									
8-30-22-1.0S - Metric Tonne	Mar 07, 2016	WO112	7.2212	7.2212	0	Closed	\$758.21	\$0.00									
<b>Total:</b>								<b>\$5,475.19</b>									
<b>Deposits/Adjustments</b>																	
Date	Reference	Type	WO Ref	Amount													
Mar 07, 2016	EPPD39	Deposit	WO112-1	\$5,475.16													
Thank you, Lyle!																	