

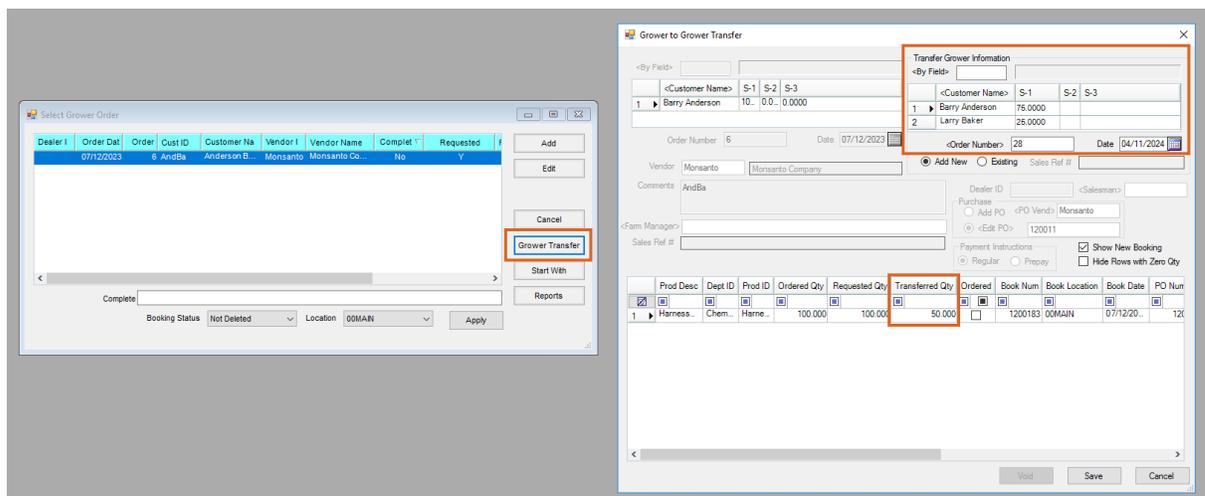
Grower to Grower Transfer

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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.



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

3. 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 be displayed after Step 5 is completed.

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