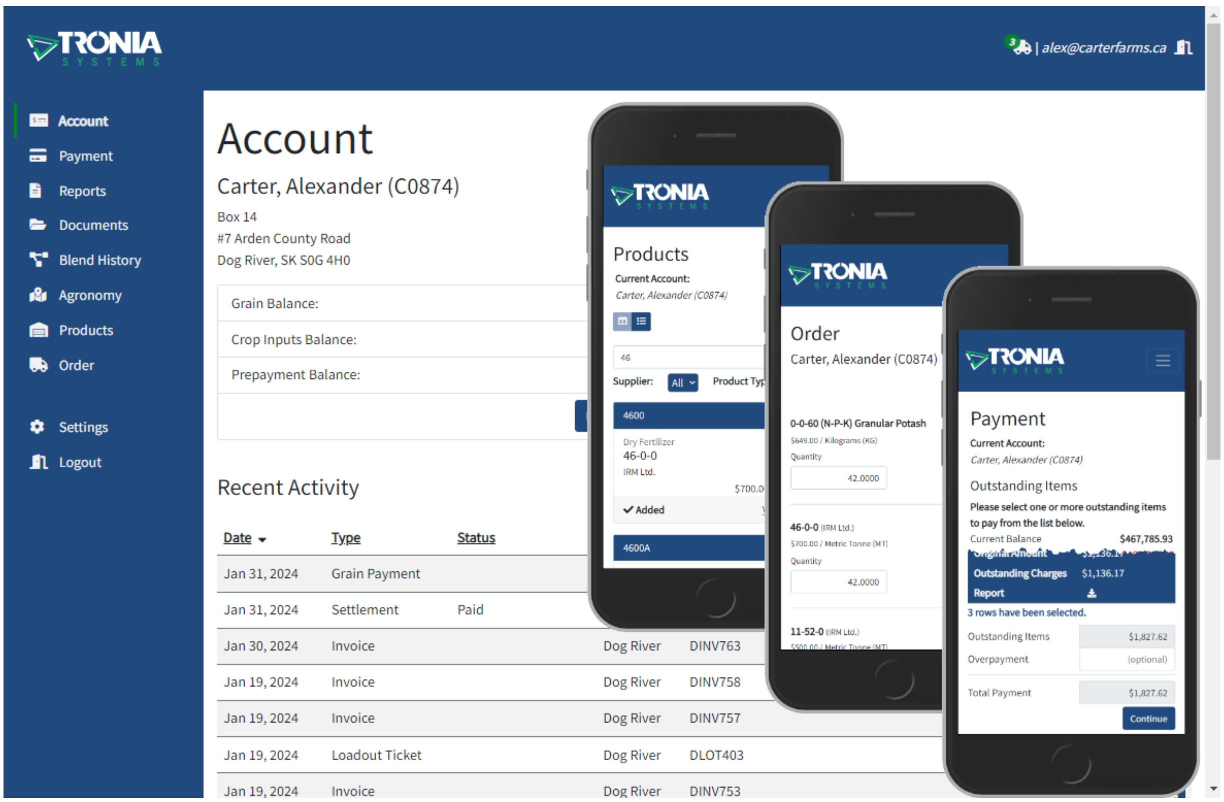
GROWER CENTRAL

Grower Central allows your customers to login and connect to your agrē data to view their information any time they want. (Tronia's agrē servers work 24x7 so you don't have to!)



What you'll find:

Last Updated: 2026.03.03

Grower Central Overview

Grower Central is a website that allows your agrē Customers to login and view their account details. Tronia will design your ***Grower Central*** site using your company logo and complimentary colours to look like an extension of your own site.

You setup and manage the ***Grower Central*** Username and Password for each customer account and specify what information your customers will be allowed to view. Your customers login to ***Grower Central*** via a link on your company's website (Tronia will provide you with a link that you'll post on your company website, and/or pass on directly to your Grower Central users).

What your customers can do in *Grower Central*

- View, Download, and Print account history
- Run Reports
- Change Password
- Request a Password Reset
- Request a New Username
- Request Quotes
- Order Products
- Make Payments*

* with optional module

What your customers can see in *Grower Central*

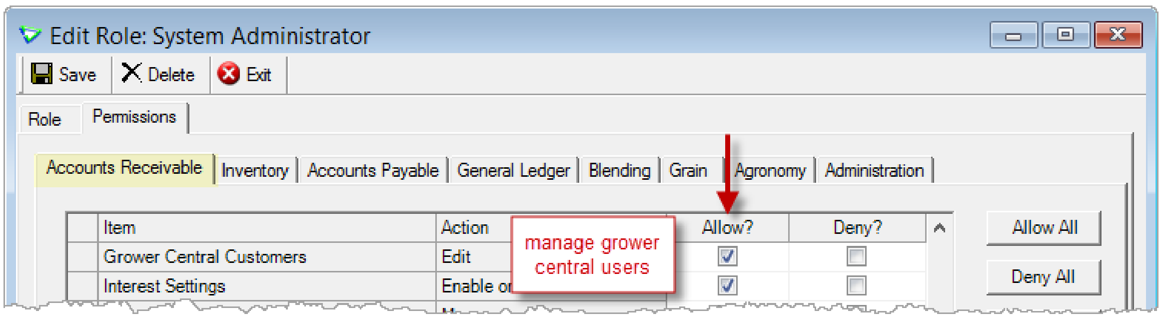
- a Common Announcement/Message (added and edited by you in agrē)
- Account Activity including work orders, loadout tickets, invoices, payments
- Prepayment Balance
- Reports
- Documents
- Blend History
- Agronomy Activity including crop plans, lab tests, etc.
- Grain Activity including contracts, receipts, advances, shipments, invoices, etc.

Security Permissions

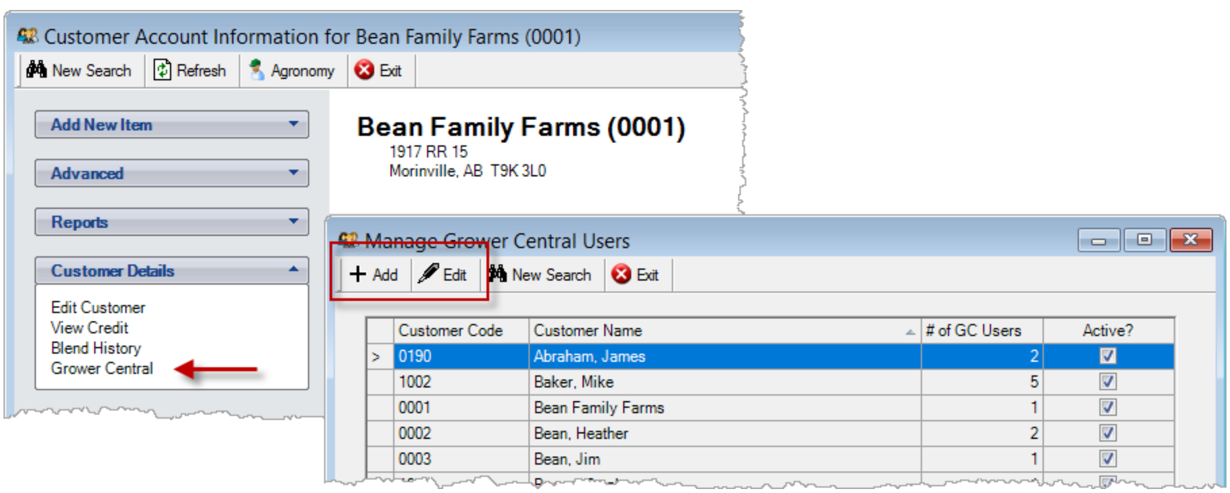
There are a few permissions required to setup ***Grower Central***. Not all users need permission to perform all Grower Central tasks, but at least one user should be allowed to do them all.

User Security and Config Options

Grower Central Customers Enables customer username/password management

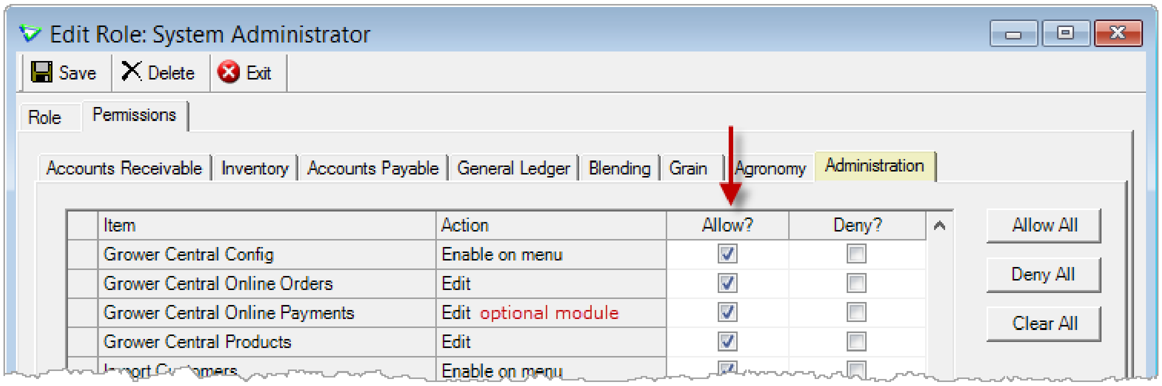


File >Security > Manage Roles



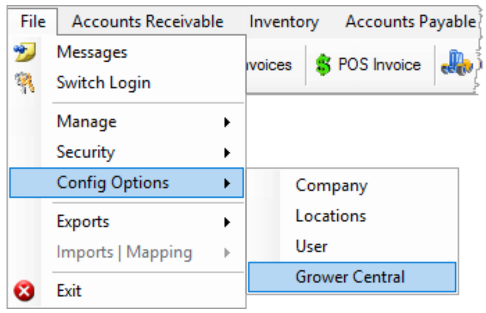
Accounts Receivable > Customer Accounts

Accounts Receivable > Manage > Grower Central Users

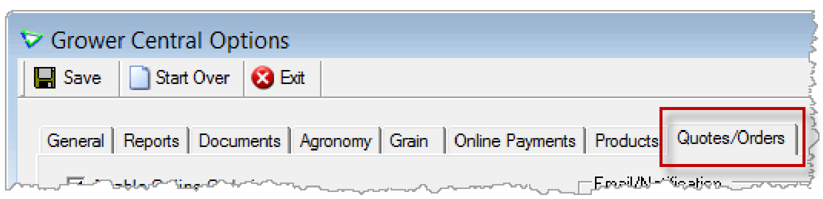


File >Security > Manage Roles

Gower Central Config Enables menu option

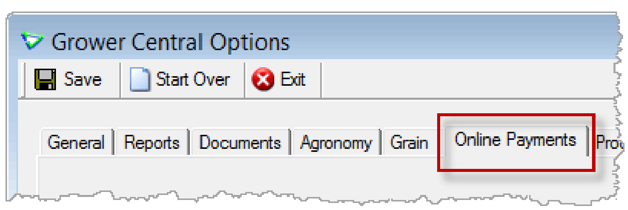


Grower Central Online Orders Displays config options tab: Quotes/Orders.



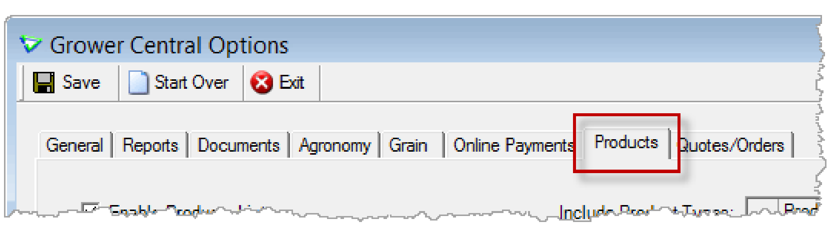
File > Config Options > Grower Central

Grower Central Online Payments (*optional*) Displays config options tab: Online Payments



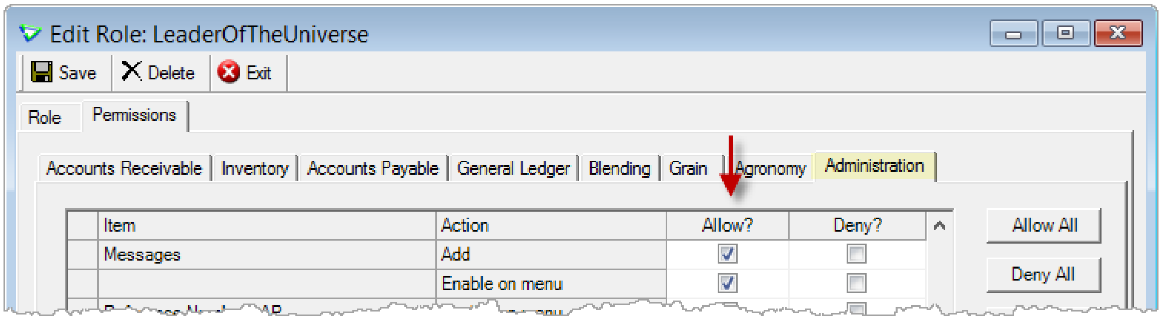
File > Config Options > Grower Central

Grower Central Products Displays config options tab: Products.



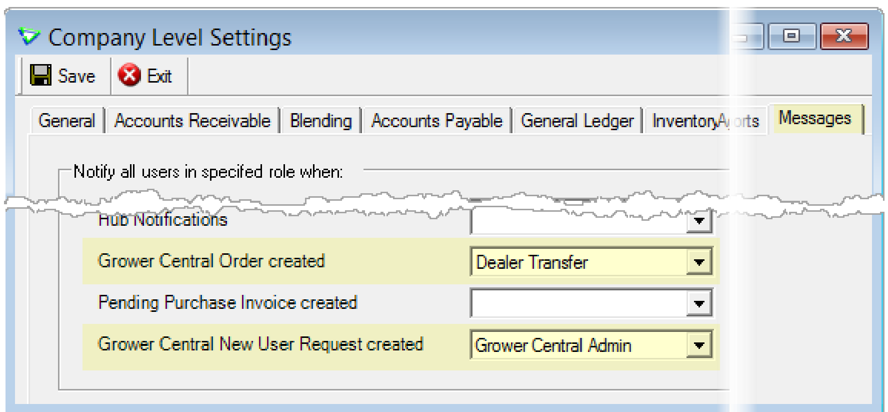
File > Config Options > Grower Central

Messages (*optional*) Required to read new username and dealer transfer notifications.



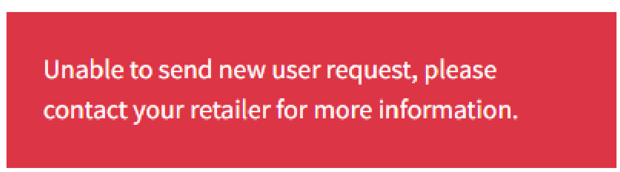
File >Security > Manage Roles

Select a role to receive the messages.

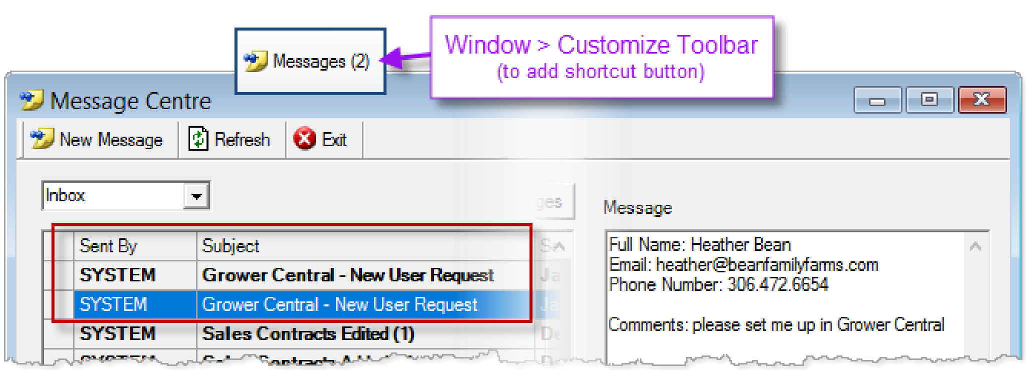


File > Config Options > Company

If a role is *not* selected for **New User Requests**, growers will receive an error when they try to submit a new user request.



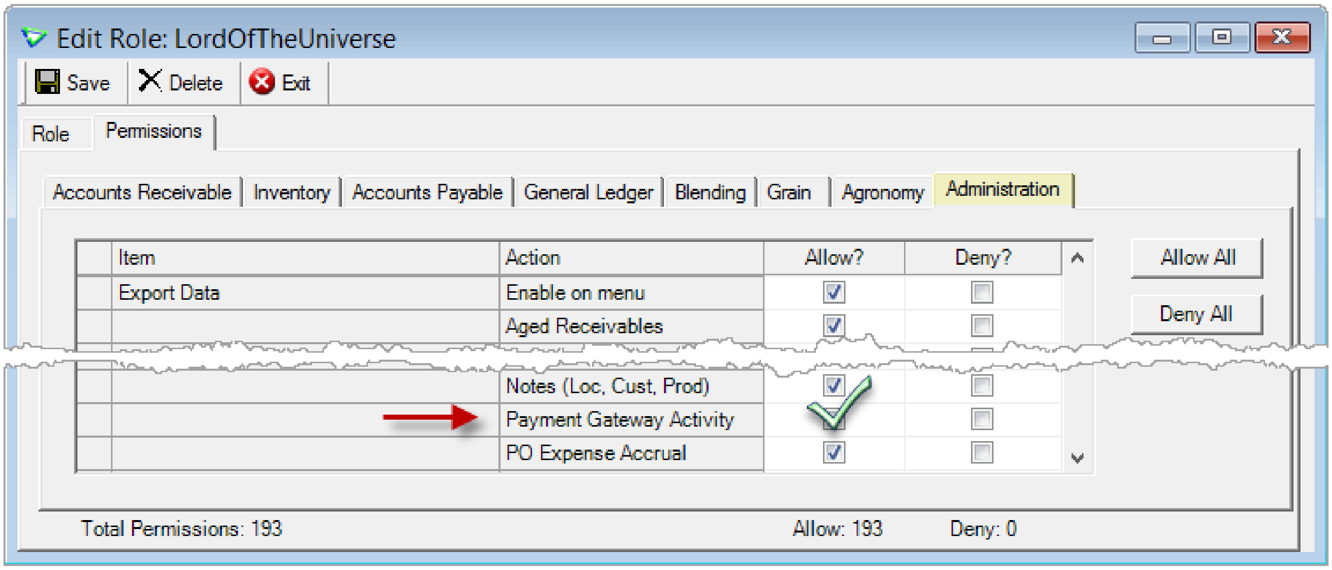
Submissions are sent as messages and viewed from the ***Message Centre***.



File > Messages

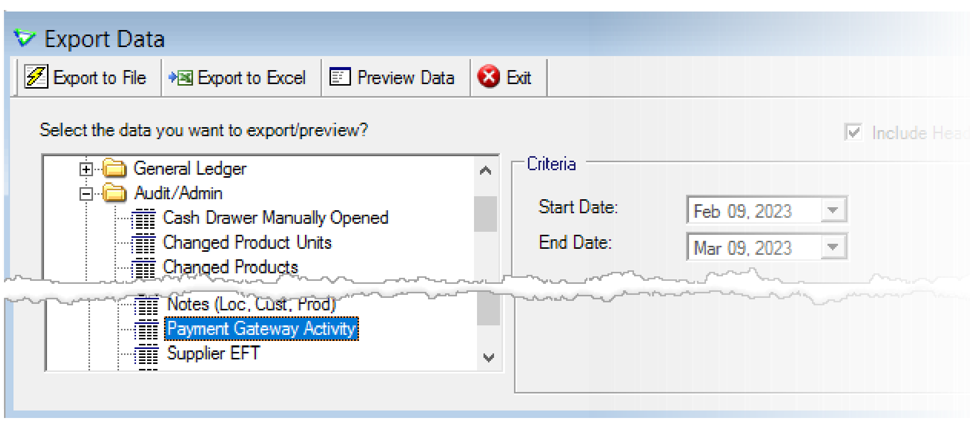
Data Export Security

Payments



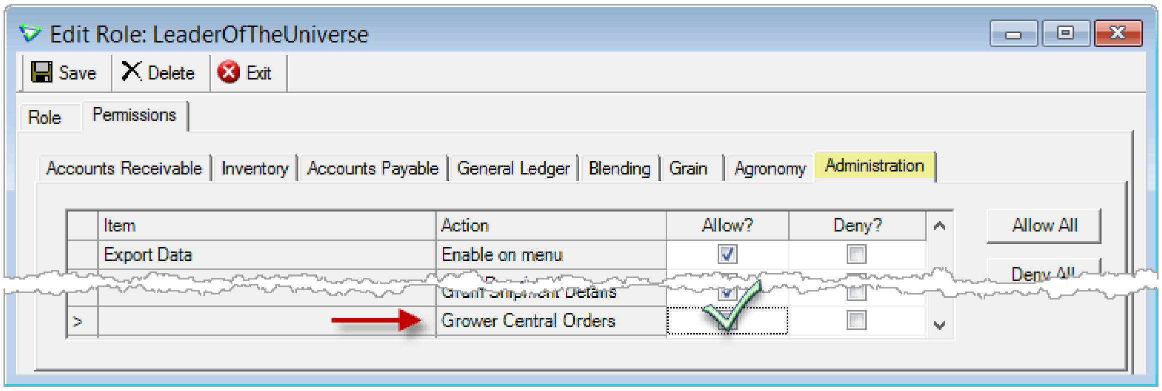
File >Security > Manage Roles > Export Data

Export Data – Audit Admin - Payment Gateway Activity (*optional*) permission to run the Payment Gateway Activity export



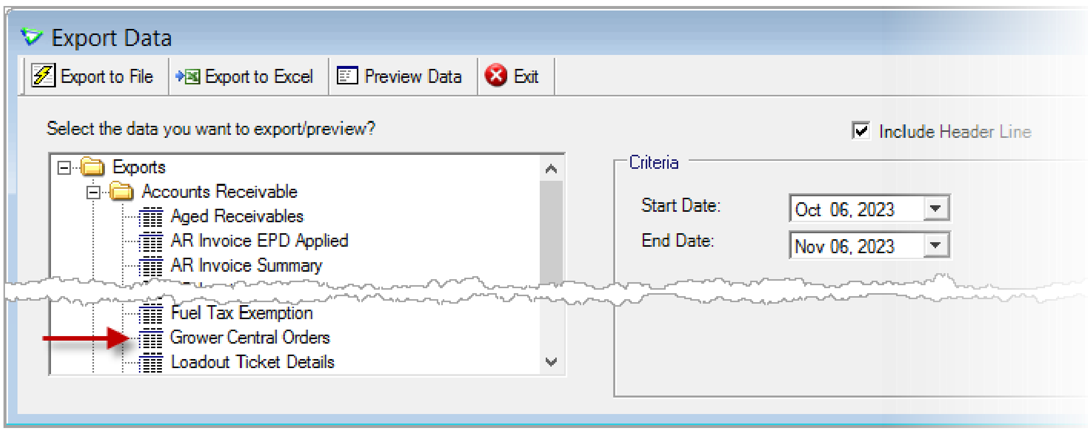
File > Exports > Data

Online Orders



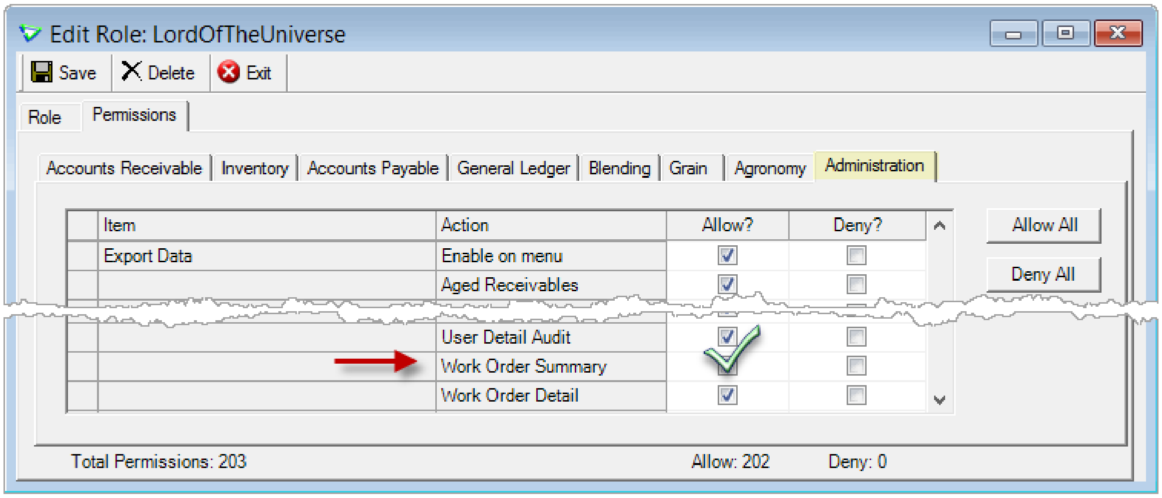
File >Security > Manage Roles > Export Data

Export Data – Accounts Receivable – Grower Central Orders (*optional*) permission to run the Grower Central Orders export



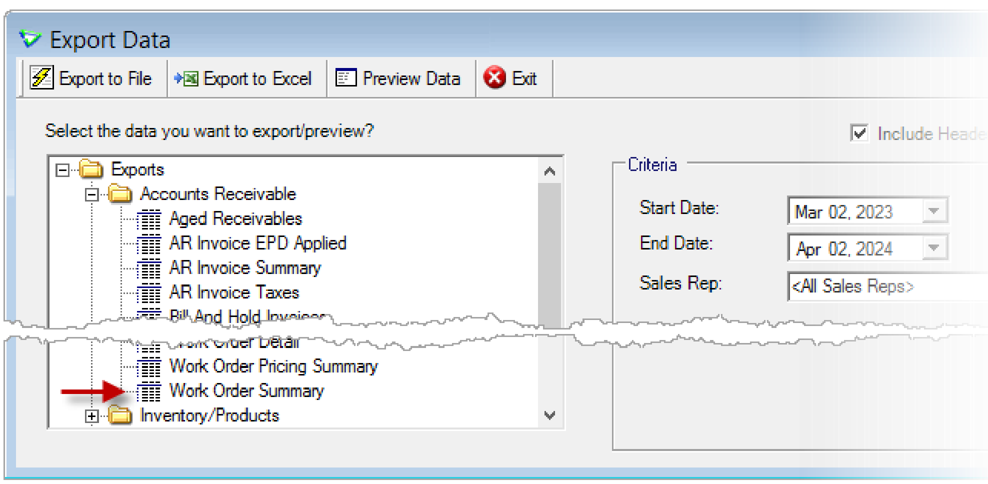
File > Exports > Data

Work Order Summary

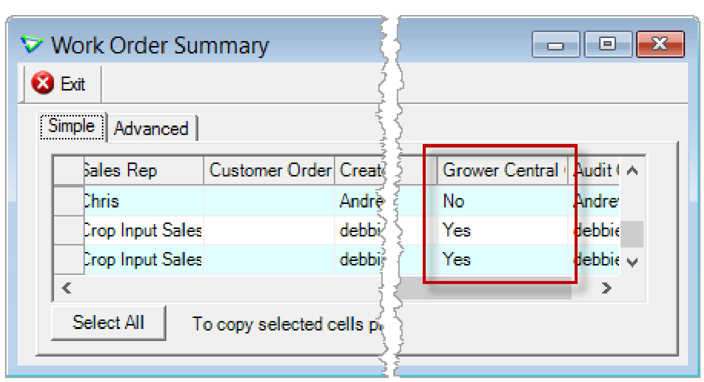


File >Security > Manage Roles > Export Data

Export Data – Accounts Receivable – Work Order Summary (*optional*) permission to run the Work Order Summary export



File > Exports > Data

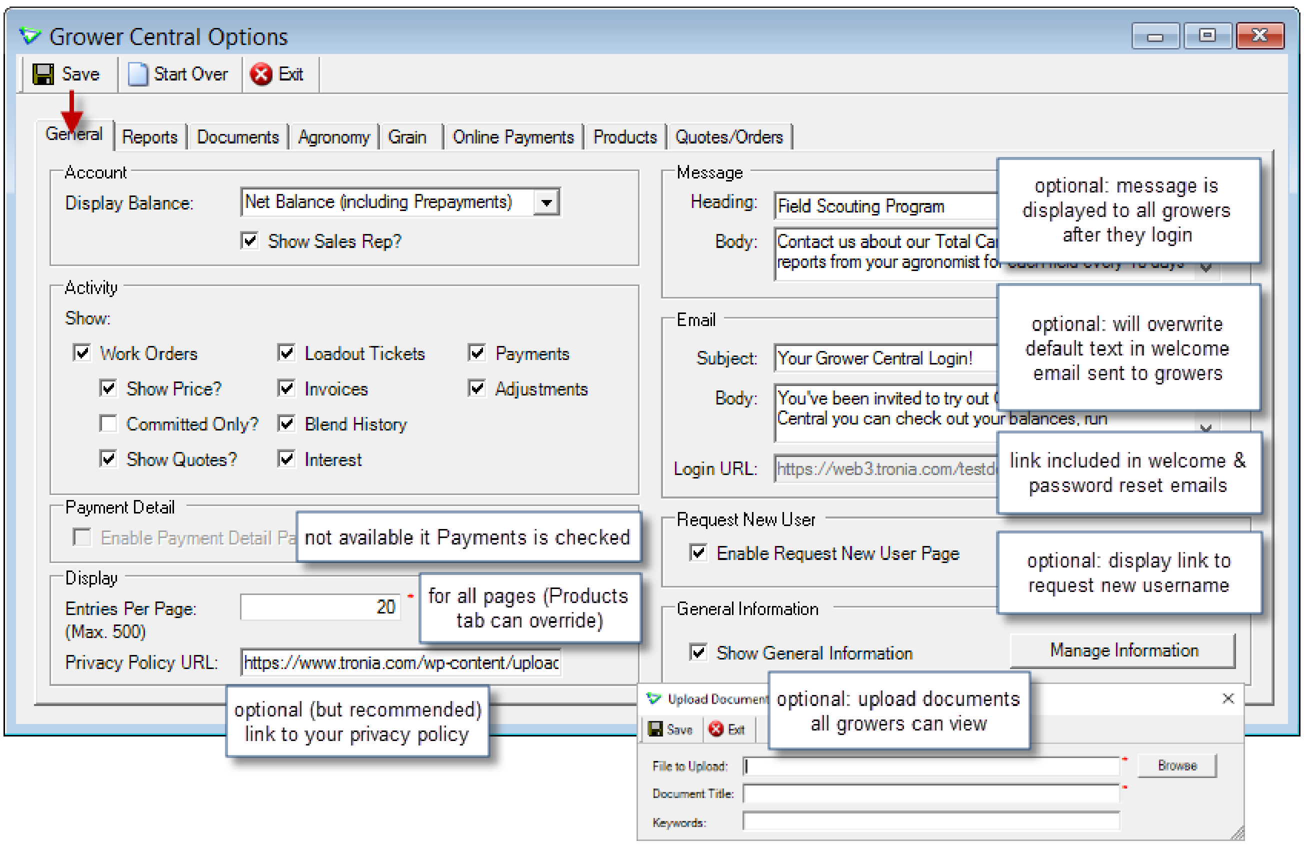


Configuring Grower Central

Grower Central has its own set of configuration options that allow you to specify which documents your growers are allowed to view, and which reports they are allowed to run. Only the tabs and options available for your database will be displayed.

Note	**On *each* tab**, uncheck any activities, reports, or documents you want to hide (unchecking all the items on a tab will hide the entire the page in Grower Central).

General



File > Config Options > Grower Central

Tips	**Work Orders – Show Prices?** applies to base layouts only and also affects work order eConfirmations. The **Email: Body** field supports basic HTML text formatting codes.

Display Balance defaults to Net Balance (including Prepayments), but can be changed to Balance (excluding Prepayments)

Enable Payment Detail Page displays outstanding amount, overdue amount, and details of overdue invoices, but does not accept payments (inactive if **Payments** is checked)

Show Sales Rep displays name, email and phone number of crop sales rep
(from the customer tab of the customer account

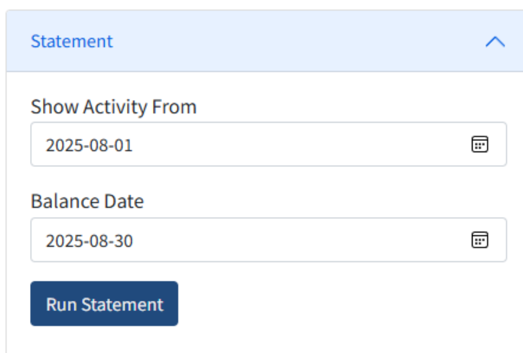
Entries Per Page default is 10 and affects all pages; override available for Products page

Tip	If you sell blends to your customers, then itemize products on work orders, you may *not* want to **Show [work order] Price** or the **Prepayment Report** as customers will see prices for individual commodities (including blend charges).

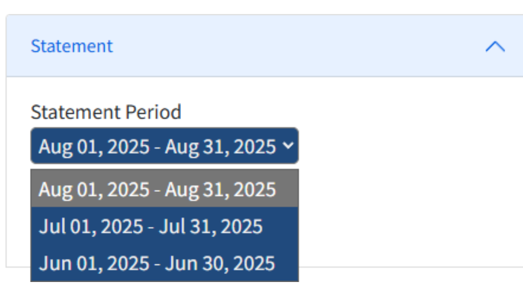
Show General Information activate General Information page, lists all documents added

Reports – Managing Statement Dates

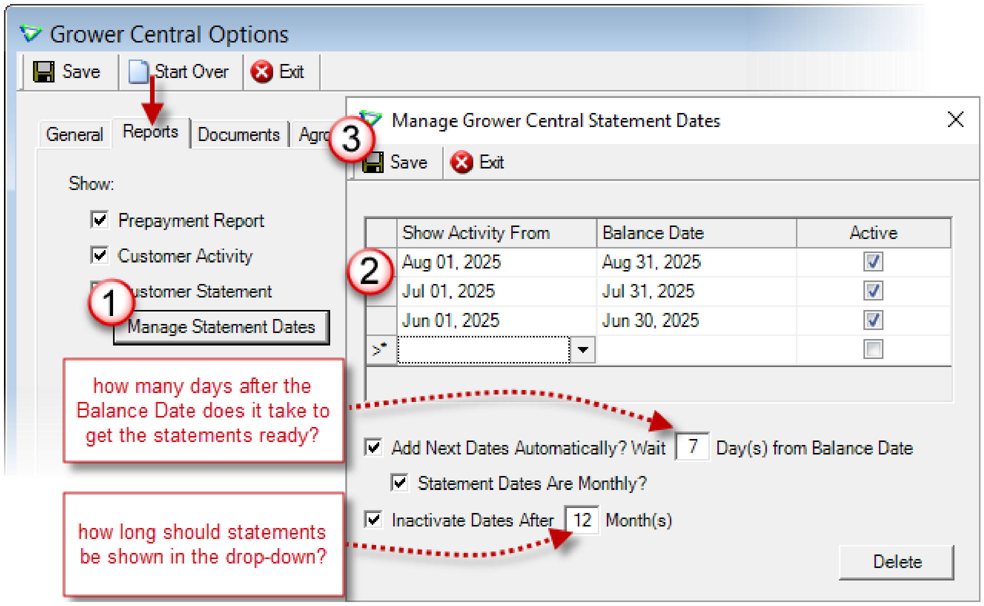
Managing statement dates is optional. If no date rows are added, your growers will run statements by choosing their own start and end dates.



Adding ***Statement Dates*** creates a drop-down list of fixed date ranges.



After you add past and current ***Statement Date*** rows, agrē will handle adding future ones.



File > Config Options > Grower Central

Show Activity From: statement start date

Balance Date: last day of activity, statement end date

Active: display Statement Date row in Grower Central drop-down list

Add Next Dates Automatically: tells agrē to add future date rows automatically;
in this example the next one will be: Sep 01 - Sep 30

Wait ___ Day(s) from Balance Date: tells agrē *when to add* the next date row to the drop-down list - wait this many days after the predicted Balance Date before automatically adding the date row;
e.g. on October 7 (to give you time to finalize invoices, interest charges, etc), agrē will add the date row for September 1st to 30st

Statement Dates are Monthly? *how* the next balance date is determined
(agrē knows how many days are in each month, including leap years)

if **checked**

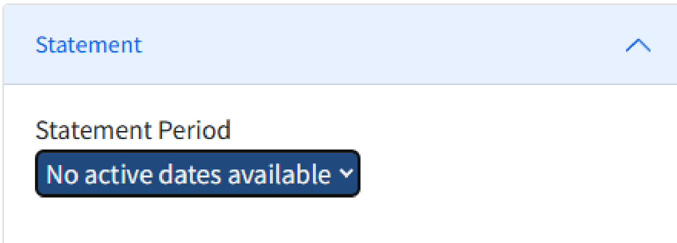
- then add 1 month to last Balance Date and subtract 1 day;
  e.g. Balance Date Aug 31st, next statement period added: Sep 01 - Sep 30
- and if last Balance Date is not the end of a month, then next 'monthly' date row sets Balance Date to end of next month and all subsequent date rows will be added monthly
  e.g. Jul 25-Aug 25 → Aug 26-Sep 30 → Oct 1-31 → Nov 1-30 etc.

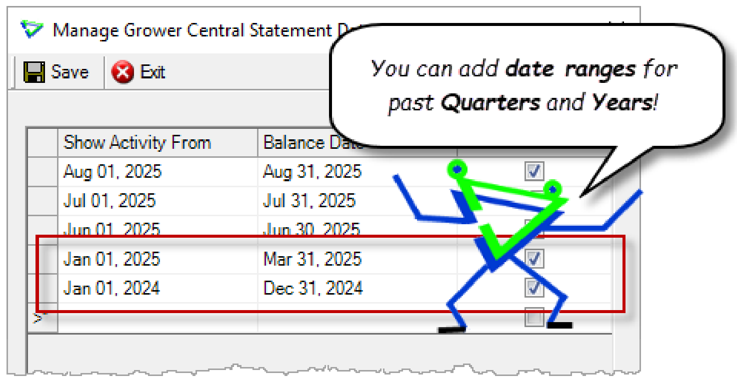
if **unchecked**

- based on last statement date row, add same # of days to last Balance Date

Inactivate Dates after ___ Month(s) tells agrē *when to remove* a date row from the drop-down list – this many months after the Balance Date, deactivate the row;
e.g. 12 months - as Sep 01-30 20**25** is added, Sept 01-30 20**24** is flagged inactive

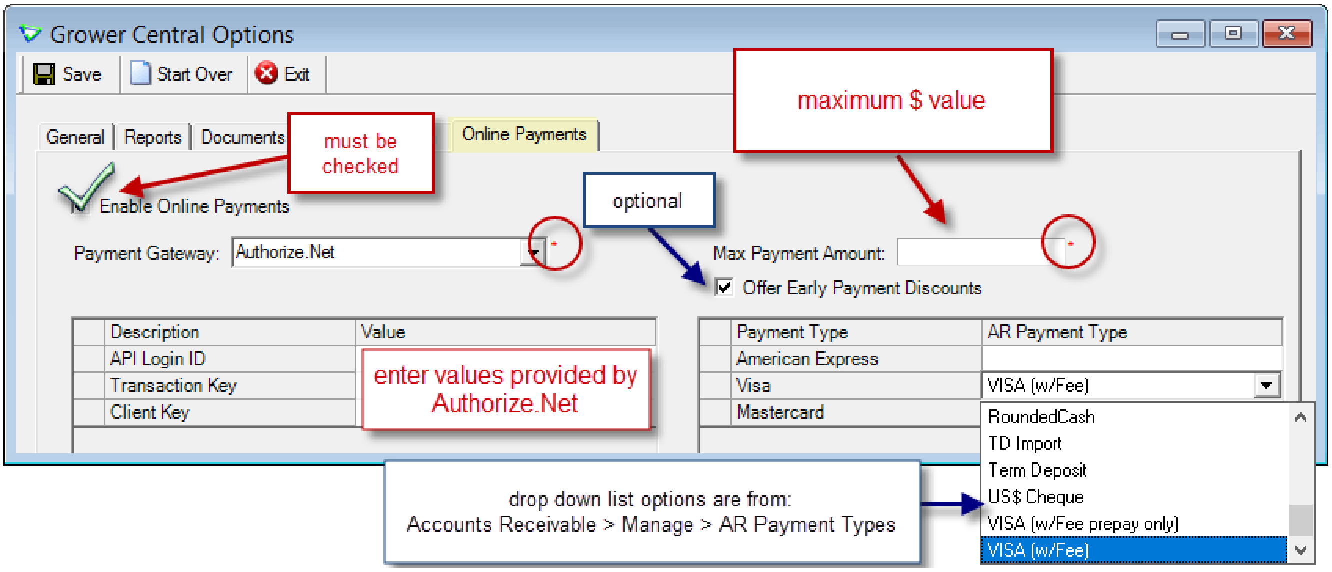
- if all periods are inactive, no statements are available



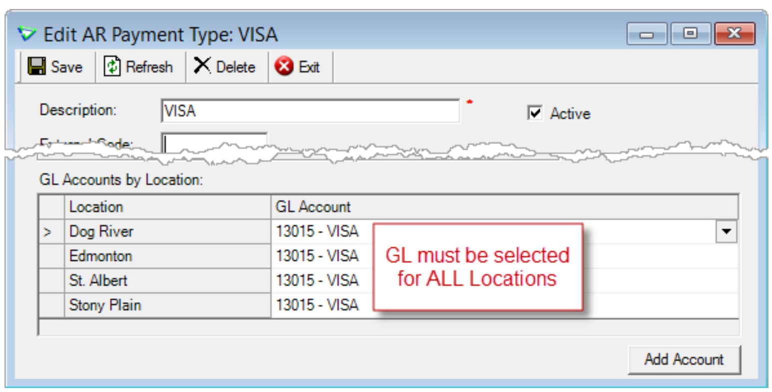


Online Payments

If your company has activated the ***Online Payments*** module an extra configuration tab is displayed.



File > Config Options > Grower Central



Accounts Receivable > Manage > AR Payment Types

Enable Online Payments must be checked to display the **Payment** page in Grower Central

Payment Gateway* (*required*) Tronia partners with **Authorize.Net** to process online payments

API Login ID*, **Transaction Key***, **Client Key*** provided to you by Authorize.Net

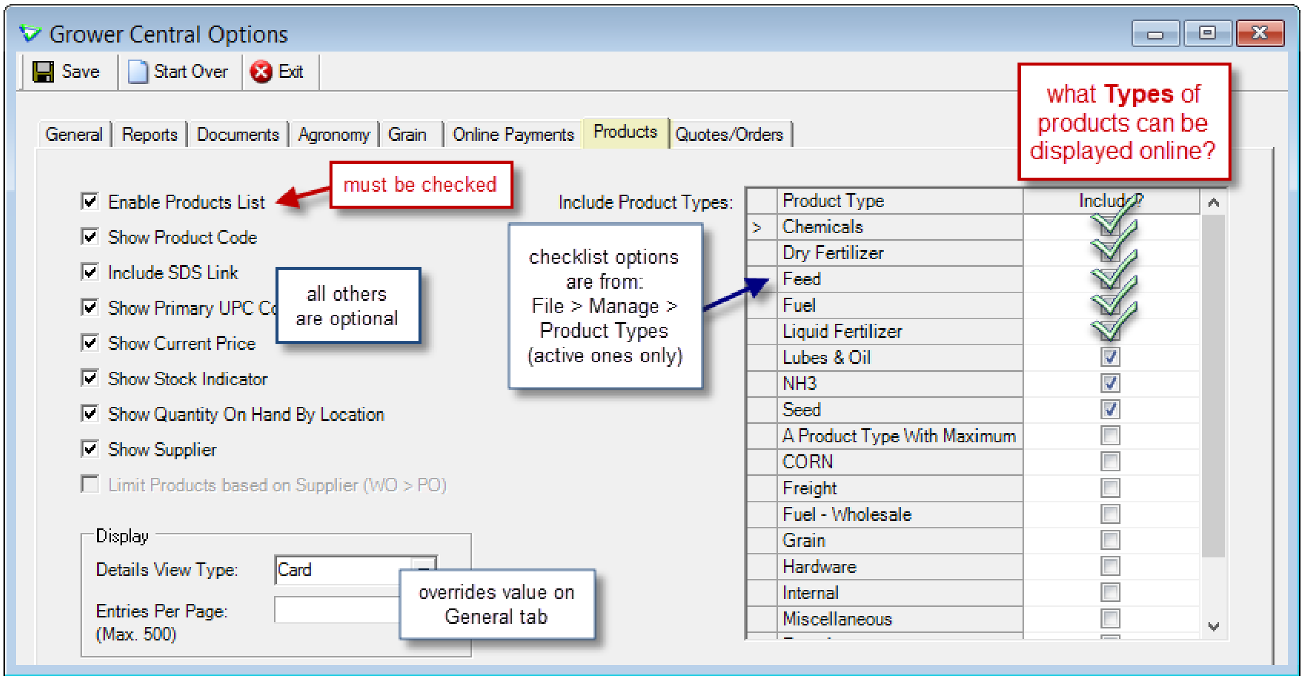
Max Payment Amount* (*required*) maximum dollar value of an online payment

Offer Early Payment Discounts (*optional*) offer the same discounts for early Grower Central payments as the customer would get in agrē

Payment Type Discounts are ignored (this includes credit card surcharges).

AR Payment Type* (*required*) select a corresponding payment type for *each* credit card listed (if you do not accept a listed card, please contact your CSC)

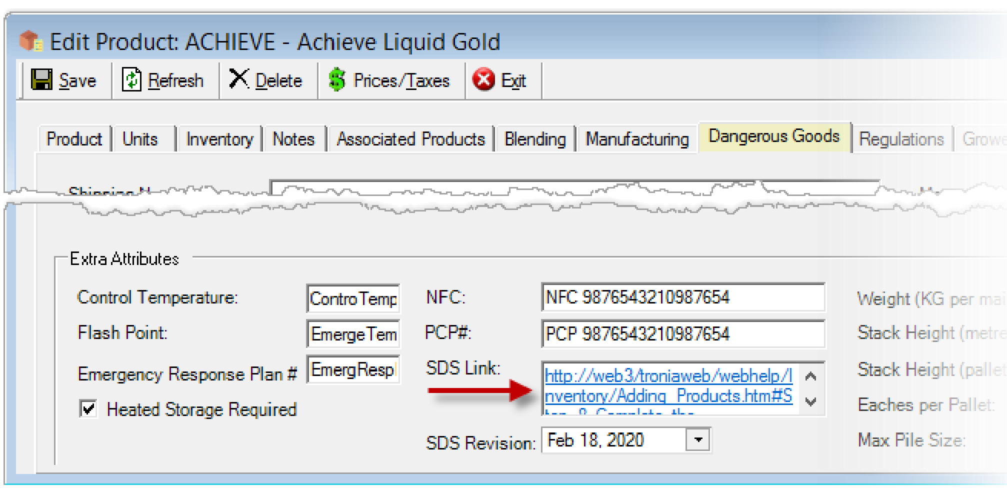
Products



Enable Products List* (*required*) Must be checked to activate the **Products** tab, and to display the **Products** page in Grower Central

Show Product Code Check to display product codes

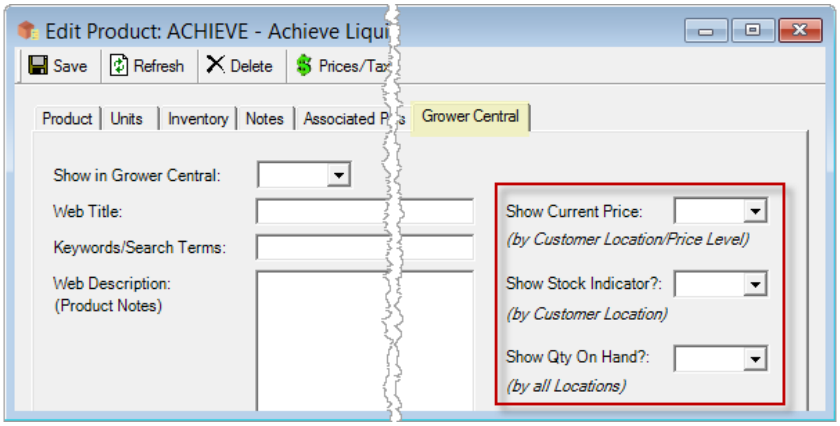
Include SDS Link Check to display live links to the URL on the product



Inventory > Manage > Products

Show Primary UPC Code Check to display the primary UPC code

Show Current Price Check to display the current price.
Can be overridden at the product level.



Inventory > Manage > Products

Show Stock Indicator Check to indicate stock level based on home location balance.
Can be overridden at the product level.

Quantity > 0

Quantity <= 0

Show Quantity On Hand By Location Check to display link to popup window of quantities at all locations.
Can be overridden at the product level.

Show Supplier Check to display the supplier

Limit Products based on Supplier (WO->PO) applicable to the WO to PO Process only

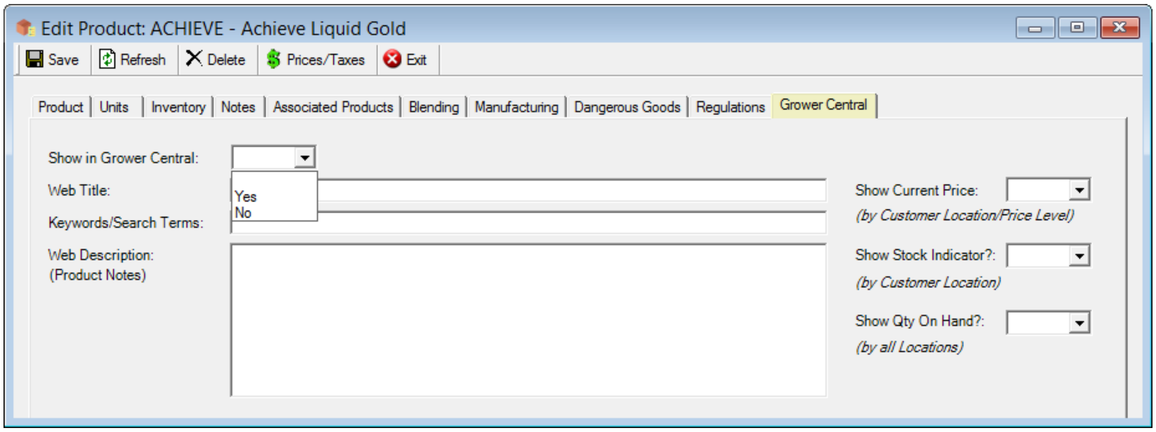
Display defaults on login, growers can change but setting is not retained

- **Details View Type*** (*required*) Choose Card or List
- **Entries Per Page** If not specified, value from General tab is used

Include Product Types* (*required*) Choose which product types can be **ordered** online (at least 1 must be checked)

Optional Product Exceptions

Exceptions can be made at the product level.



Inventory > Manage > Products

Show in Grower Central Overrides the Product Types criteria (above)

Web Title Overrides the Product Description

Keywords/Search Terms Assist with searching

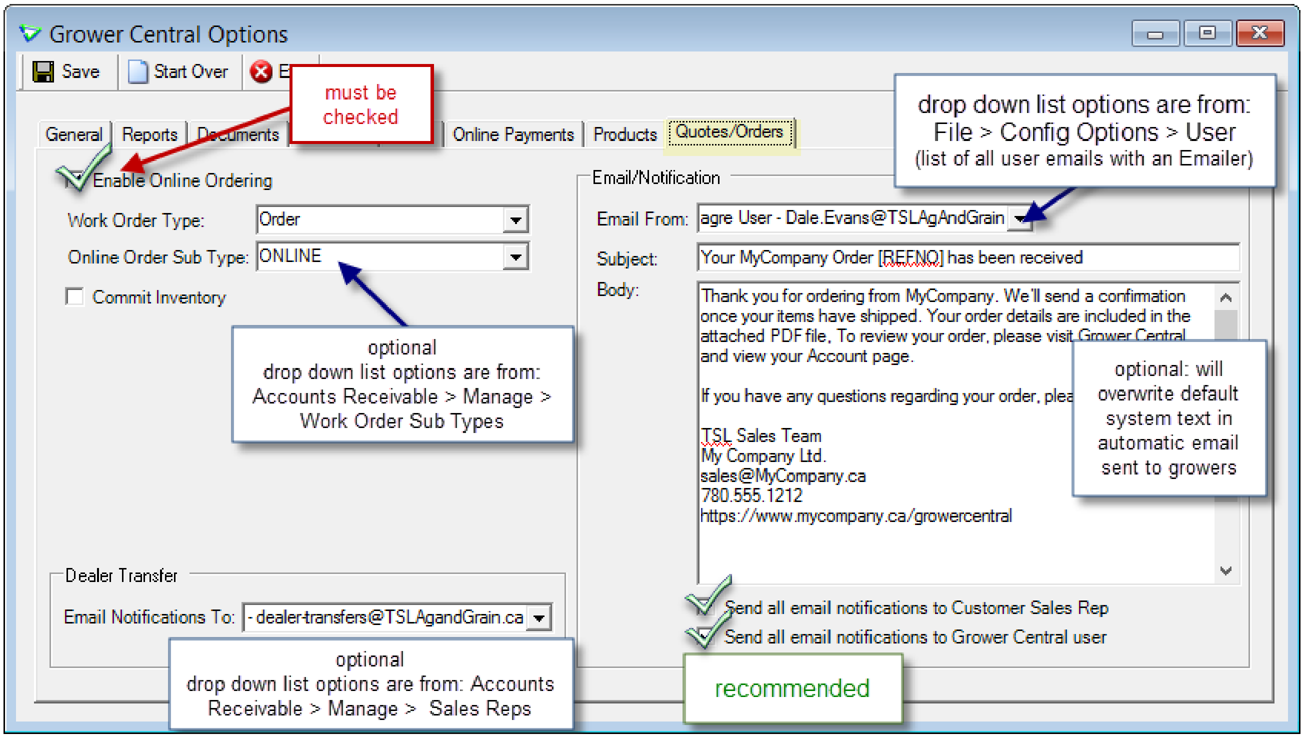
Web Description Displays additional details

Show Current Price Overrides the Show Current Price config

Show Stock Indicator Overrides the Show Stock Indicator config

Show Qty on Hand Overrides the Show Quantity on Hand by Location config

Quotes/Orders

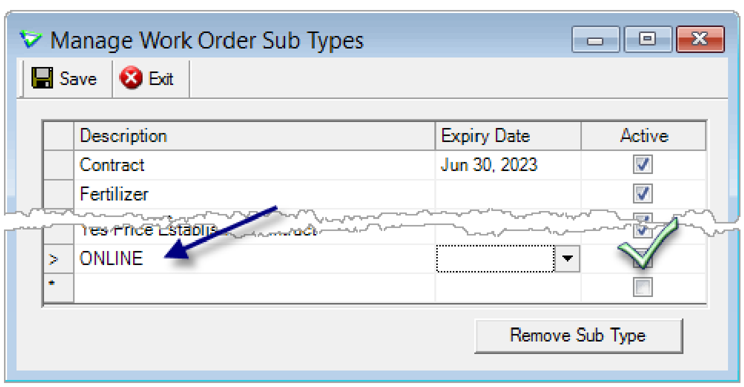


File > Config Options > Grower Central

Enable Online Ordering* (*required*) Must be checked to activate the **Orders** tab, and to display the **Orders** page in Grower Central

Work Order Type Can be Order or Quote

Online Order Sub Type Automatically tag quotes/orders created via Grower Central with a specific Sub Type



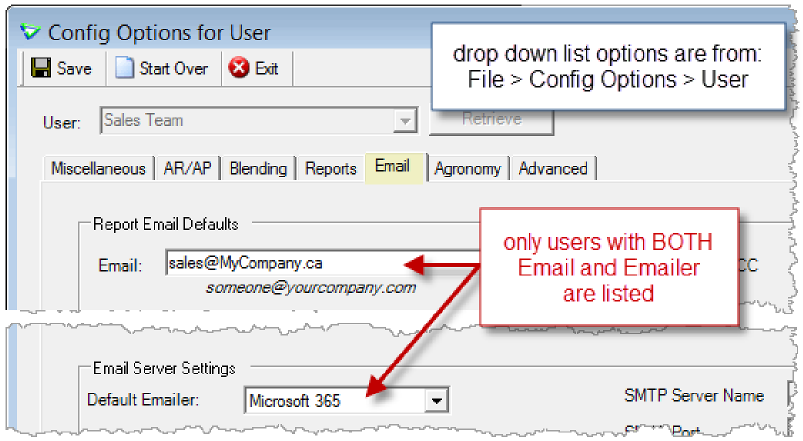
Accounts Receivable > Manage > WO Sub Types

Commit Inventory If type is Order inventory can be committed (quotes cannot be committed)

Dealer Transfer - Email Notifications To: * dealer transfer shipping emails are sent to this AR Sales Rep.

Caution	If left blank, company config option ***Sales Rep is Mandatory* for Loadout Tickets must be *un*checked**.

Email From Order emails will be sent from (and growers will reply to) this address. If no address is entered, no emails will be sent from Grower Central.



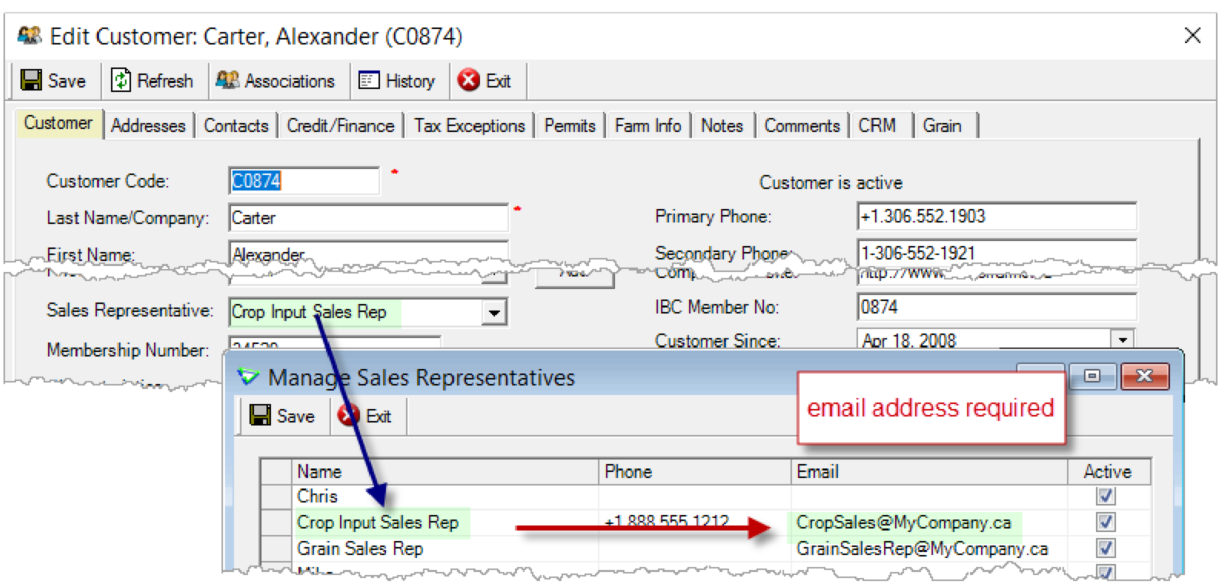
File > Config Options > User

Tip Your company may want to setup a shared generic agrē user and/or email address to use for automated Grower Central emails.

Subject Overrides system default; [REFNO] is replaced by the actual WO Reference Number

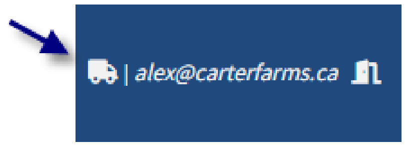
Body Overrides system default; supports basic HTML text formatting codes like <strong> and <h1> (using
 is optional; you can also hit the ENTER key to indicate a line break).

Send all email notifications to Customer Sales Rep Check to send a copy of the email to the customer's default Sales Rep. If the sales rep has no address entered, no copy is sent.



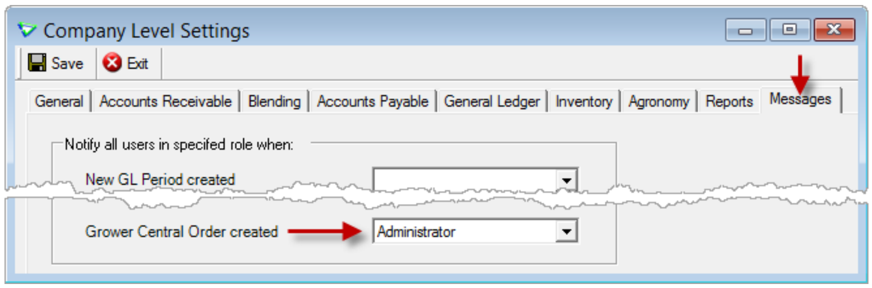
Accounts Receivable > Manage > Customers &
Accounts Receivable > Manage > Sales Representatives

Send all email notifications to Grower Central user (*recommended*) Check to send emails to the logged in Grower Central user.



Company Config Option (*optional*)

Grower Central Order Created choose a role to receive an automated agrē message when a work order is created online



File > Config Options > Company

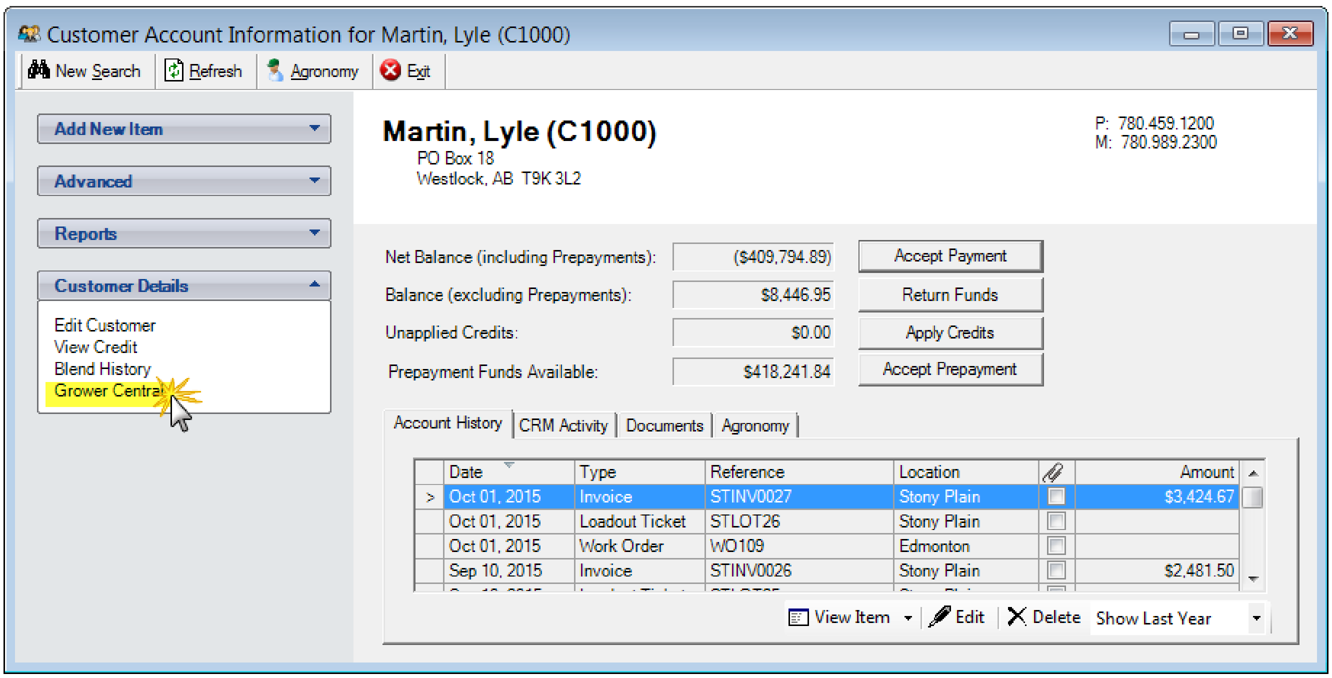
Managing Grower Central Usernames and Passwords

Setting up a ***Grower Central*** login for a customer account is optional (not every customer may want one). You can setup multiple Grower Central logins for the same customer account if more than one person needs access.

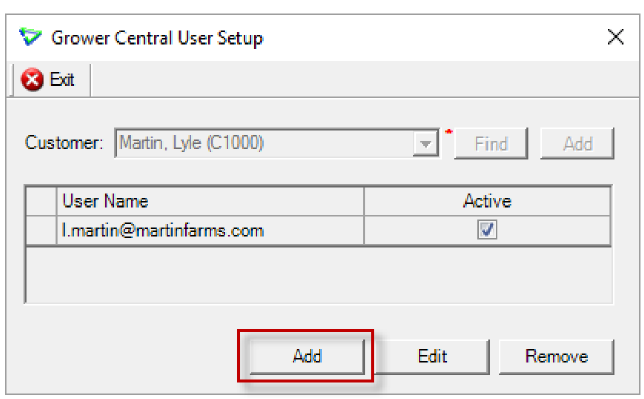
You can also setup the same GC login on multiple accounts so they can login with the same credentials to all accounts.

Individual Grower Accounts

Grower Central logins can be managed from the ***Customer Account***.



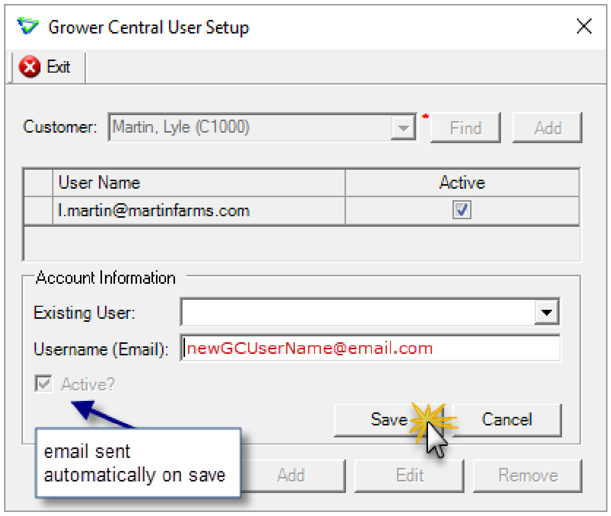
Click ***Add*** to add new Grower Central user names.



Each customer account can have multiple Grower Central users – for themself, and their spouse, operations manager, accountant, etc.

Adding a New Username

To add a *new* GC user, type their ***Username (Email)*** address.



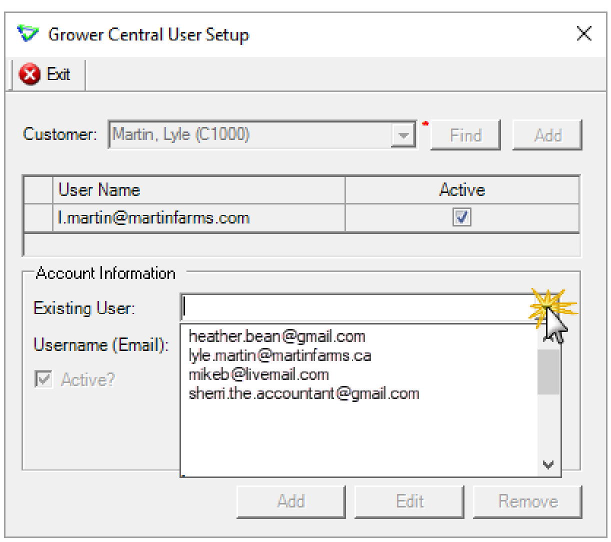
All that's needed is an email address - then just click ***Save***.
agrē will generate a temporary password and email the grower with their login credentials.
(if no email is sent, the new user will not be created)

Adding an Existing Username

You can add GC usernames to this account that already exist on other customer accounts.

For example, a user may require access to multiple customer accounts (their personal one and ones shared with parents/siblings/business partners, or they are the accountant for several of your growers) and already have their email address associated with a different grower.

Select the ***Existing User*** from the drop-down list. ***Save***.



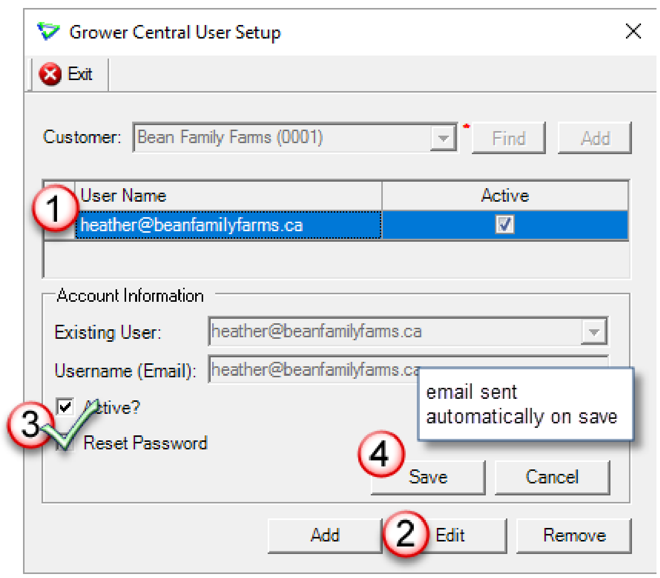
No email will be sent – existing users will already have a password.

Tips	When a Grower Central Username (email address) is associated with multiple Customer Accounts, on login the user will be presented with a list of accounts so they can select which grower's information they want to view. To switch accounts, the user can choose "**Select Account**" from the menu to see the same list of accounts so they can select a different one without needing to logout and back in.

Password Reset

If a user cannot reset their password, you can initiate one for them.

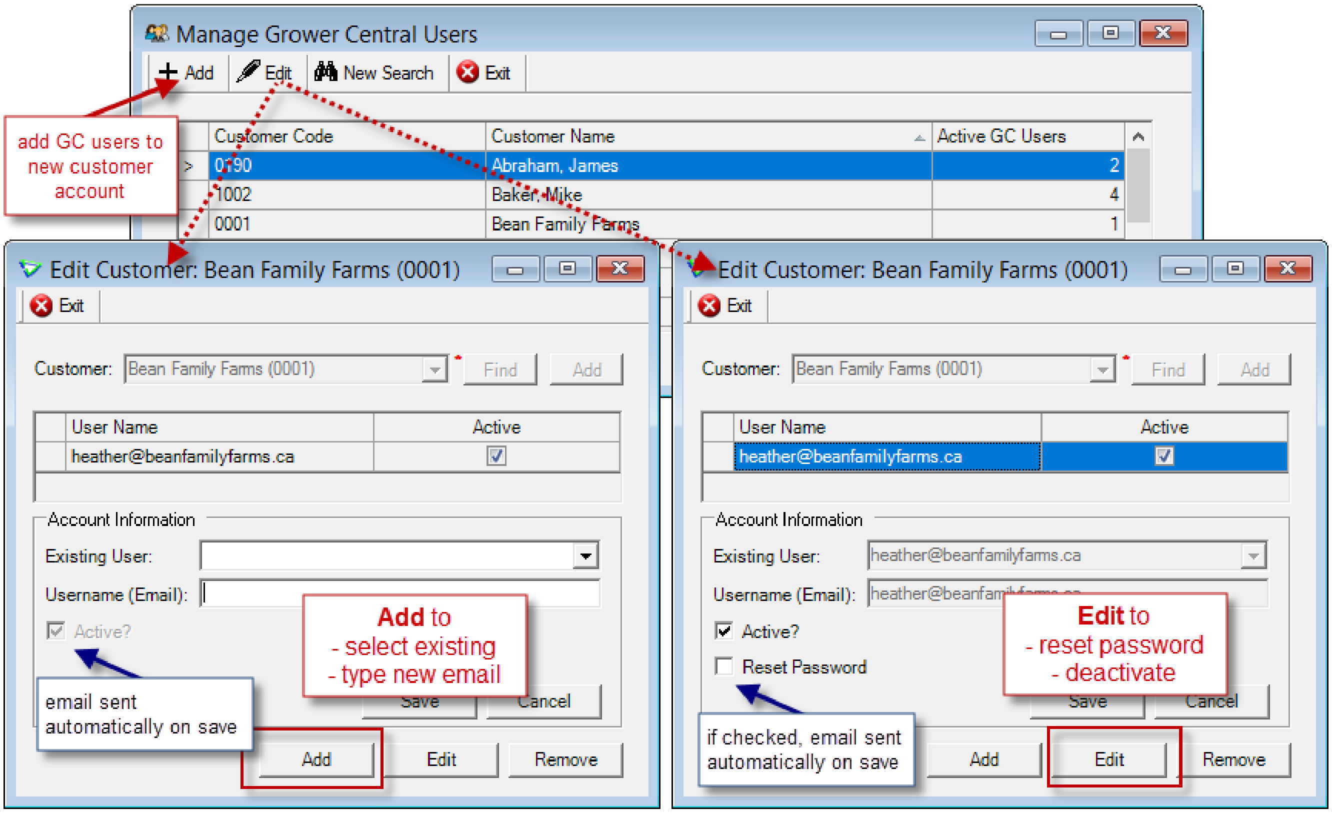
Select the ***User Name***, ***Edit***, check ***Reset Password***, and ***Save***.



Multiple Grower Accounts

If you're setting up Grower Central logins for several grower accounts, you may find it more convenient to do from the ***Manage Grower Central Users*** window.

Add the credentials for a new grower, or edit the credentials for existing ones.

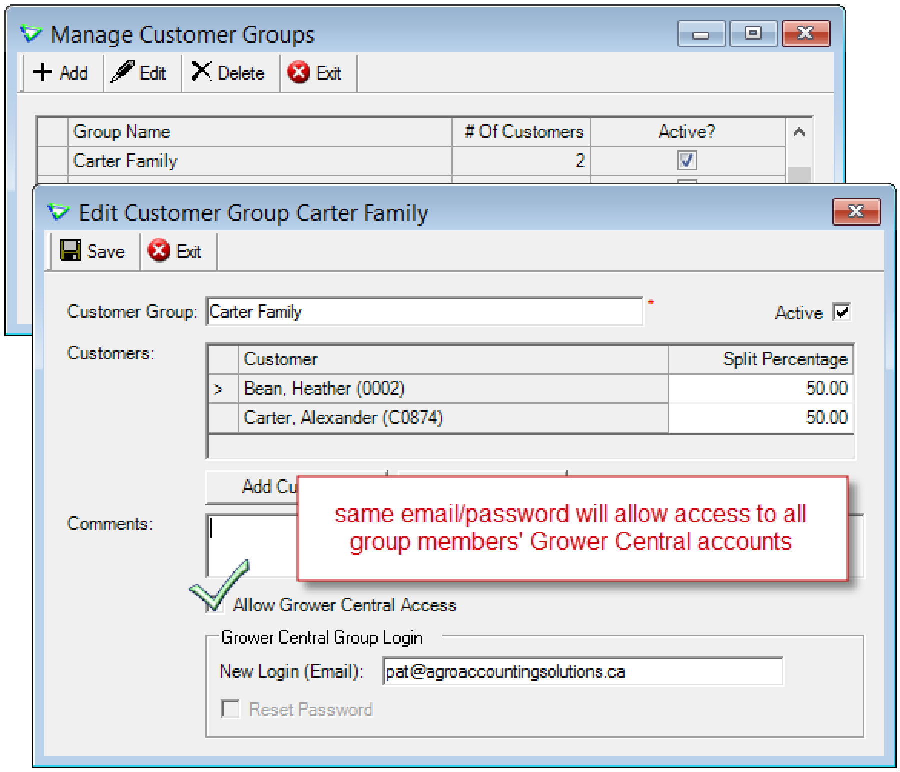


Accounts Receivable > Manage > Grower Central Users

Customer Groups

You can quickly create a *new* common login for all customers in the same ***Customer Group***. This has the same effect as adding the same email address and password to multiple individual grower accounts.

Add the credentials for a new GC user.



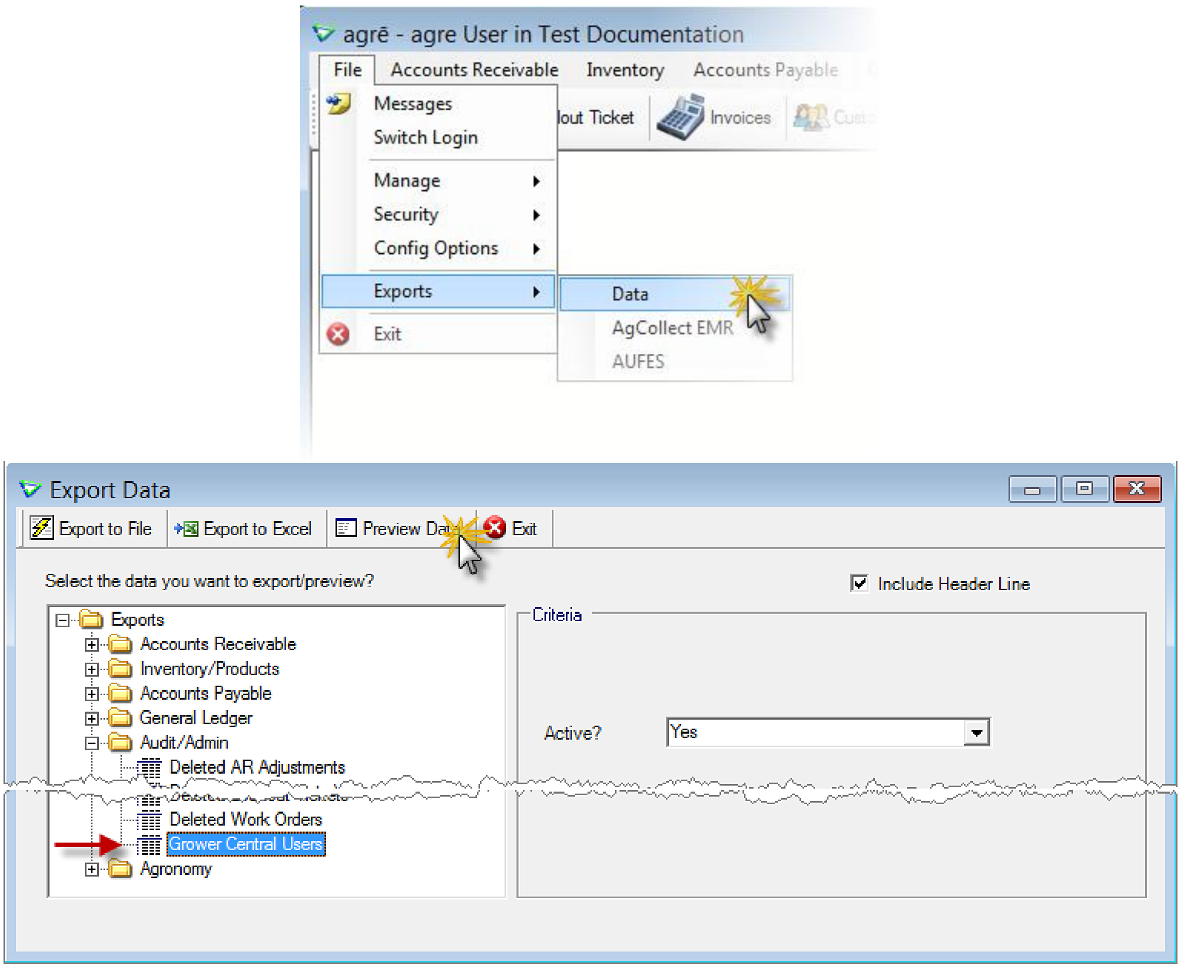
Accounts Receivable > Manage > Customer Groups

Note	agrē will send an automated email on ***Save*** if: - this is a *new* Username/Email or - if **Reset Password** is checked

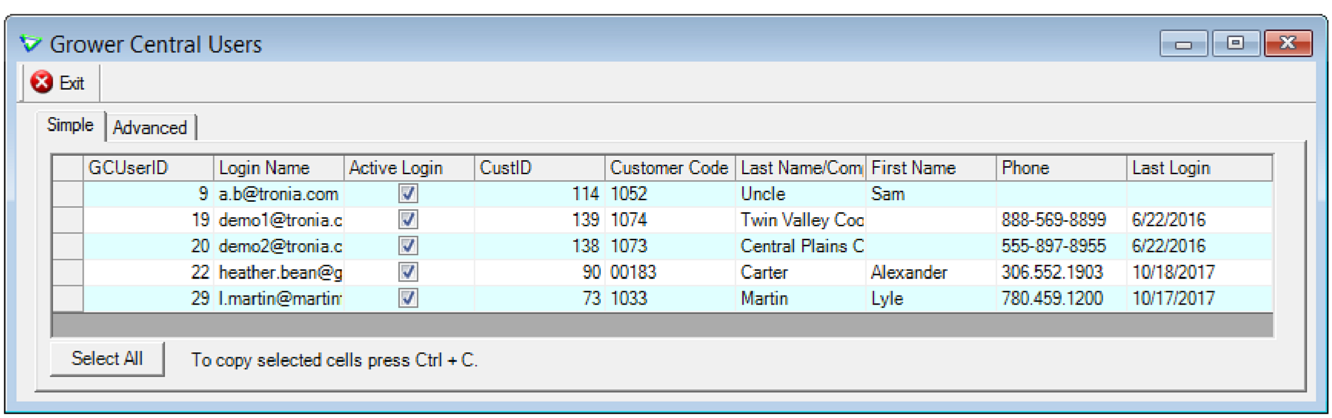
You can still add the same Login/Password to individual accounts that aren't part of the Customer Group. For example, in addition to being the accountant for Carter Family (whose members share work orders, split billing etc.) Pat is also the accountant for Lyle Martin (who is not part of the Carter Family Customer Group, nor does he share work orders or split billing with the Carter Family - he just happens to use the same accountant).

Confirming Grower Central User Information (data export)

An easy way to check you've entered everyone's email address correctly, or haven't missed an account, is to use the ***Grower Central Users*** data export.



File > Exports > Data



GCUserID	Login Name	Active Login	CustID	Customer Code	Last Name/Com	First Name	Phone	Last Login
9	a.b@tronia.com	☑	114	1052	Uncle	Sam		
19	demo1@tronia.c	☑	139	1074	Twin Valley Coc		888-569-8899	6/22/2016
20	demo2@tronia.c	☑	138	1073	Central Plains C		555-897-8955	6/22/2016
22	heather.bean@g	☑	90	00183	Carter	Alexander	306.552.1903	10/18/2017
29	l.martin@martin	☑	73	1033	Martin	Lyle	780.459.1200	10/17/2017

Grower Central