Create Crop Production Center Details for the New Year
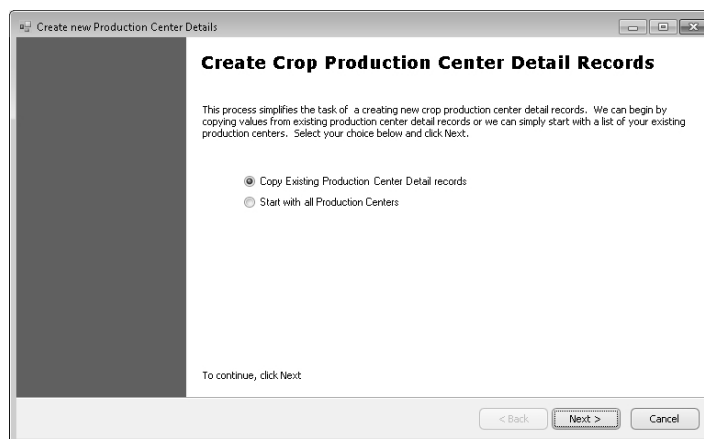
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Crop production details are typically created each year. Crop production center detail represents a combination of production year, profit center (crop), production center (field). On many farms, the cropping patterns regularly rotate between two or three crops (the field that raised corn last year will likely raise soybeans this year), and the production center, lease, size all remain the same, but the profit center and production year would need to change.

The New Crop Production Center Detail Wizard allows you to use existing crop production center details to easily change the profit center and production year. The wizard can also be used to create new crop production center details if you have existing Production Centers but not Production Center Details.

To create a crop production center detail using the New Crop Production Center Detail Wizard

1. Select **Setup** > **Profit/Production Centers** > **Crop Production Center Details**.
2. Click **New Year**.

3. Select **Copy Existing Production Center Detail Records** to copy the existing records and have the ability to change only the items that need to be changed, for example profit center or production year. Otherwise if you do not currently have production center detail records setup, select **Start with All Production Centers** to create new production center details based on all existing crop production centers and their sizes. Click **Next**.
4. If you selected Copy Existing Production Center Detail Records in step 3, select the production center details you wish to copy by using the displayed filters. Otherwise skip to step 5.

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5. In the **Production Center Detail Name Options** screen, choose which format that should be used to create names and abbreviations for your new production center details. There are eight formats to choose from for both **Names** (left side of screen) and **Abbreviations** (right side). To view a format, select it from the list. After making your selections for both the **Production Center Details Name** and **Production Center Details Abbreviation**, click **Next**.

6. In the **Complete Changes to Production Center Details** screen, you can make changes to the data displayed. For example, you can change or assign a Production Year or Profit Center.

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a. Using your mouse and the Ctrl key on the keyboard, select the rows that require the same change by clicking in the box located to the left of each row.

> Note: to select all rows, click in the box to the left of the first row, hold the shift key down on the keyboard and click in the left box on the last row in the list.

b. In the **Change** box below the grid, select the detail you want to change.
c. In the **in the selected rows to** box, select the item or enter the input.
d. Click **Update** to assign the changes.
e. Repeat Steps a - d for each change that is needed.

> Note: if you prefer, you can make changes directly in the grid also. For example, click in the Production Series field for a particular row and type in the new Production Series.

f. If you'd like to create a new Production Center Detail, type the information in the first open row at the end of the list of existing data.
g. Click **Next** to save the changes.

7. Click **Finish** to save the new crop production center details.