



End-Of-Season (SOP)

Cost and Billing Information.

- The cost of the report is \$500 per CSA for all Growers the CSA enrolled for 2020.
- \$500 will be deducted from the first advancement following report delivery.

How does a CSA sign-up for End-of-Season reporting through Agronomy Professional Services?

- Email Professional Services at agronomyproservices@granular.ag requesting End-of-Season reporting.
- Call Professional Services at (844)733-6621 requesting End-of-Season reporting.
- DBM or CSM can request End-of-Season reporting on CSA's behalf.

What can a CSA expect after requesting End of Season Reporting?

1. CSA will receive an email with an Excel spreadsheet containing operations enrolled in the 2020 growing season. The spreadsheet has 4 columns (Agency, Operation Name, BusinessKey, and **Estimated Report Due Date**).
2. Open the spreadsheet and fill in the **Estimated Report Due Date** for each row/operation.

	A	B	C	D
1	Agency	Operation Name	BusinessKey	Estimated Report Due-Date
2				
3				
4				
5				

3. Email the **filled-out** spreadsheet to agronomyproservices@granular.ag.
4. Professional Services will review due dates and schedule verification emails to go out to CSA 14 days in advance to verify 'if' the operation contains harvest data.
 - a. Verify whether an operation contains yield data, no need for a response.
 - b. If there is no harvest data for a given field. We cannot provide a report.
 - i. If data is loaded 7 days prior. Pro-Services can commit to having the report on or before the due date
 - ii. If data is not loaded 7 days prior. Get the data loaded and send an email to agronomyproservices@granular.ag. The new due date will be determined by 7 days after the CSA confirmation of data upload.
5. CSA can expect an email with the report attached. CSA will be asked to review the report prior to delivery to Grower; CSA needs to respond to the email notifying Pro-Services if there are any potential discrepancies with the data/report. From there Pro-Services will work with CSA to correct data.