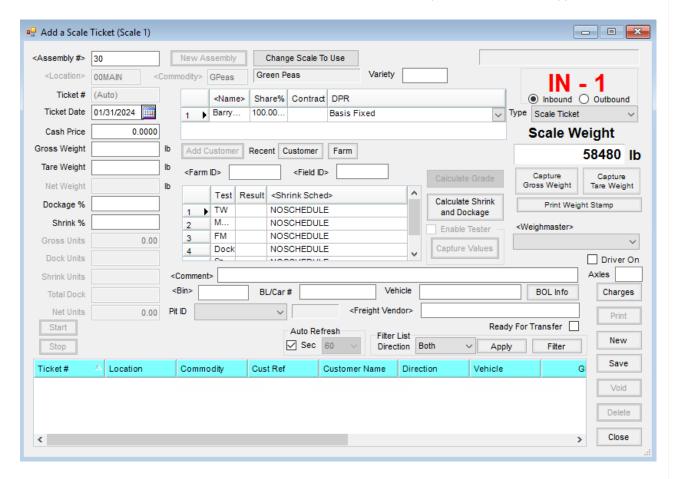# Adding Grain Scale Tickets

Last Modified on 04/02/2025 8:55 am CDT

Scale Tickets are used to enter and store data for each load of a Commodity that is received or shipped.

Required Fields

- **Location** – When an Assembly is selected, the Location on the Assembly defaults. Otherwise, double-click in this field and select a Location.

- **Commodity** – When an Assembly is selected, the Commodity defaults from the Assembly. Otherwise, double-click in this field and select a Commodity.

- **Ticket #** – The Next Ticket Number set up at *Setup / Configure Scale Interface* defaults here. If the *Ticket Counter Type* selected was *User*, the ticket number is auto-assigned but can be edited. If *DB* (database) or *Document Type* was selected, the ticket number is auto-assigned and cannot be changed. *(Auto)* appears in the box when the *Counter Type* is set to *DB* or *Document Type*. Right-clicking on the ticket number displays a window showing the next ticket number to be used.

- **Ticket Date** – The current date is the default. Select the calendar to choose a different date.

- **Gross Weight** – Enter or capture the total weight of both truck and Commodity before the truck has been unloaded.

Optional Fields

- **Assembly #** – For Inbound Scale Tickets, double-click in this field and select an Assembly at the *Select Assembly Sheet* screen. An Assembly does not have to be selected to save the file.
- **New Assembly Sheet** – Select to add a new Assembly for the Scale Ticket. This is only available if the *Allow New Assembly Creation* option is selected at *Setup / Configure Scale Interface*.
- **Change Scale to Use** – Select to switch between *Scale 1*, *Scale 2*, or *Station 3*. The default is *Scale 1*.
- **Read RFID** – This populates the information from the RFID tag in the RFID tag data element on the *Scale Ticket* window. To utilize this process, the *Auto Start Scale Tickets* preference at *Setup / Configure Scale Interface* on the *General* tab should be checked. When this is selected, if an open In Yard ticket is found matching the RFID number read, that ticket is displayed in *Edit* mode. If no open In Yard ticket is found, the RFID tag number displays. If multiple tags are read, then a list of the tag numbers displays and the appropriate tag must be selected.
- **Send to Station 3** – When *Station 3* is enabled, this is available to send updated information to the associated Message Board.
- **Cash Price** – This defaults from the Assembly Sheet or Contract.
- **Tare Weight** – Enter or capture the weight of the truck when it is empty.
- **Net Weight** – This weight calculates the Gross Weight less the Tare Weight. This field cannot be edited.
- **Dockage %** – The amount calculates if using dock tables by selecting **Calculate Shrink and Dockage** or the percentage can be manually entered in this area. This percentage is used to calculate the number of Dockage Units.
- **Shrink %** – This amount is calculated if using shrink tables by selecting **Calculate Shrink and Dockage** or it can manually be entered in this area. This percentage is used to calculate the number of Shrink Units.
- **Gross Units** – This is the *Gross Weight* divided by the *Lbs Per Unit* on the Commodity setup. This field is not editable.
- **Dock Units** – This is the *Gross Units* times the *Dockage %*. This field is not editable.
- **Shrink Units** – The *Shrink %* is multiplied by the *Gross Units*. This field cannot be changed.
- **Total Dock** – This equals the *Dock Units* plus the *Shrink Units*. This field cannot be edited.
- **Net Units** – This is calculated by subtracting *Total Dock* from *Gross Units* and cannot be changed.
- **Customer Grid** – This is for Inbound tickets.
    - **Name** – When an Assembly is selected, the Customer(s) associated with the Assembly Sheet default. If no Assembly is selected, choose **Add Customer** and double-click in the grid to select a Customer or type the Customer's name.
    - **Share %** – When an Assembly is selected, the split percentage assigned to each customer on the Assembly Sheet default.
    - **Contract** – When an Assembly is selected, the Contract number defaults from the Assembly Sheet.

- **DPR** – This defaults based on the *DPR* type selected when accepting a customer or the *DPR* type on the Assembly. Select the drop-down menu to change if necessary.
- **Action** – When set to automatically transfer Scale Tickets upon saving a transaction, this column allows specifying the action to be taken. When *Import Rules* is selected, the transfer action will follow the established business rules. If *Use DPR* is selected, the units go to an Assembly split line that has no contract and is for the same DPR that is on the ticket. The *Spot All* option gives the current spot price that is entered on the Scale Ticket and the units for that customer are entered on a priced line without a contract. The *Spot After Contracts* option gives the current spot price on the Scale Ticket after the customer has taken care of some or all contract obligations.

- **Add Customer** – Select this to add a line to the *Customer* grid.
- **Add Recent Customer** – Choose to select from a list of customers that have recently delivered grain to the elevator. This list may be filtered based on the selections. Customers may be added or deleted from the list.
- **Add Recent Farm** – Select **Add Recent** Farm on the *Scale Ticket* window to filter the Farm list by number of days since the Farm was used and the Location of the Scale Ticket. Farms can also be added and deleted from the list.
- **Light** – When using a Kahler RFID reader with the *Control Stoplight at Scale* preference selected, this is available to control the stoplight manually while entering the Scale Ticket. Selecting this will turn the stoplight to green for the number of seconds specified on the *RFID Preferences* window.
- **Customer/Contract Info** – This is for Outbound tickets.
  - **Customer** – Double-click to select a Customer.
  - **Contract** – After the Customer is selected, double-click to choose contracts from the *Select Sales Contract* screen.
  - **Quantity** – The quantity defaults from the Scale Ticket.
  - **Buyer's Reference** – Information entered here optionally prints on the *Full Page-2Up* ticket.
  - **Available** – The remaining Contract quantity less Shipments in Scale Interface that are not on the ticket is the default.
  - **Redeposited** – This indicates the split line on a shipment is Redeposited Units. This option defaults as unchecked.
  - **Add Split** – Selecting this allows adding additional Contracts in the *Contract* grid.
- **Farm ID** – Double-click to select a Farm to print on the Scale Ticket. For Inbound tickets that do not have an Assembly selected, an option is available to use the Farm splits on the Scale Ticket. The Farm prints on the following Scale Ticket formats: *UGRSA-W*, *Full Page 2Up6*, *Full Page 2Up*, *Full Page 1*, and *Wide 2*. The Farm also imports when transferring Scale Tickets to the Grain module.
- **Field ID** – Double-click to select a Field to print on the Scale Ticket. The Field prints on the following Scale Ticket formats: *UGRSA-W*, *Full Page 2 Up6*, *Full Page 2Up*, *Full Page 1*, and *Wide 2*. The Field is included when transferring Scale Tickets to the Grain module.

- **Test** – This defaults in the Grade Factors associated with the Commodity.
- **Result** – Enter the result for each Grade Factor. A result does not have to be entered if the Grade Factor was set up to allow skips on the Commodity.
- **Shrink Sched** – Choose a shrink table to be used for the shrink calculation. The default is the master table.
- **Calculate Grade** – This calculates and displays the result in the *Grade Factor* grid when a *Grade* Grade Factor is set up on a Commodity.
- **Calculate Shrink and Dockage** – Select to calculate shrink based on results in the **Test** grid. This option overwrites the amount in the *Shrink %* field.
- **Enable Tester** – With the Moisture Tester configured, this option is available.
- **Capture Values** – When *Enable Tester* is selected and readings have been received from the moisture meter, this is enabled. Select to capture test results from the *DICKEY-john GAC2100, GAC2500, Perten AM-5200*, or *Steinlite SL95*.
- **Weighmaster** – Enter identification for the weighmaster weighing the vehicle. Whoever was last entered is the default.
- **Comment** – Optionally enter a comment for the Scale Ticket.
- **Driver On** – Select this option if the driver is on the scale. This option is available if the *Display Driver On Control* preference is selected.
- **Bin** – Double-click in this field and select a bin from the *Selection* screen.
- **BL/Car #** – Enter the bill of lading or car number.
- **Vehicle** – Enter the Vehicle ID.
- **Pit ID** – If applicable, select a Pit from the drop-down menu. If the Pit has a Pit Message, the message sends when the Pit is selected.
- **Axles** – Enter the number of axles on the vehicle.
- **Freight Vendor** – Double-click to select a freight vendor. This vendor is used as the default vendor when selecting **Charges**.
- **Start/Stop** – Selecting starts and stops *Unmanned* mode for RFID.
- **Message** – When the scales are configured to manually control the messages displayed on message boards, the *Message* drop-down is available. Select the message from the list or type a message and choose **Send**.
- **Auto Refresh** – Refresh the *In Yard* grid automatically based on the number of seconds selected.
- **Axles** – Enter the number of axles on the vehicle. On Outbound tickets, if the weights per axle are set on the Scale Configuration, the Gross Weight is verified against these settings.
- **Charges** – Enter estimated freight charges for the Scale Ticket.
- **Inbound/Outbound** – Select whether this is an *Inbound* or *Outbound* Scale Ticket. Capturing or entering a Tare Weight before Gross Weight will cause Outbound to be auto-checked and the *Shipment* to be the *Ticket Type*.
- **Type** – Select the type of Scale Ticket being entered. When *Inbound* is selected, *Scale Ticket* and *Commodity*

Transfer are available. When *Outbound* is selected, *Shipment*, *Commodity Transfer*, and *GB Shipment* are available.

- **Capture Gross Weight** – This is available in *Weigh* mode when connected to a scale. It defaults the value into the *Gross Weight* field. When this weight is saved, **Capture Gross Weight** will not be available again for this ticket.
- **Capture Tare Weight** – This is available in *Weigh* mode when connected to a scale. It defaults the value into the *Tare Weight* field. When this weight is saved, **Capture Tare Weight** will not be available again for this ticket.
- **Print Weight Stamp** – Choose this to print the current scale weight.
- **Ready for Transfer** – Select this option if the Scale Ticket is ready to be transferred to the Grain module and the *Gross* or *Tare Units* are zero. When this option is selected, the ticket is available on the *Transfer* screen.
- **Direction** – Select a Scale Ticket direction to filter the *Ticket* grid. *In*-inbound (missing some information), *Out*-outbound (missing some information), *Both* – both in and out (missing some information), *All* – both in and out plus tickets with all the required information.
- **Apply** – Select to apply the *Direction* and *Filter* options selected.
- **Filter** – Additional *Filter* options are available for the *Ticket* grid.
- **Ticket Grid** – From this grid, a Scale Ticket may be viewed or edited by selecting the ticket row.