

Grain Assembly Process

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Record customer splits, pricing, contracts, DPR disposition, freight charges, and shrink/ discount tables.

1. Navigate to *Grain / Operations / Assembly Sheets* and choose **Add** or select the **Add an Assembly Sheet** icon.
2. On the *General* tab of the *Add an Assembly* window, enter the *Assembly #*, choose the *Location* from the drop-down menu, and select the Commodity by double-clicking in the *Commodity* field. Optionally enter the *Default Price*, *Crop Season*, *Farm ID*, *Field ID*, and *Lot Number*.

Note: The *Assembly #* may be automatically incremented or manually entered.

3. Select customer(s) by double-clicking *Cust ID*. Highlight the necessary customer(s) and choose **Done**. Enter the *Split %* for each customer and double-click in the *Contract* column to select a Purchase Contract. Choose the DPR status from the *DPR* drop-down menu and the proper charge schedule from the *Charge ID* drop-down.
4. Freight charges can optionally be entered by selecting **Freight Charges**. At the *Freight Charges* window, select **Add Charge**. Double-click in the *Vendor* column to select the vendor. Enter the rate per unit under the *Rate* column and enter the *Quantity*. Select **Apply** and then choose **Done**.

Note: If the *Quantity* is 0, any future Scale Tickets added to the Assembly calculate from Scale Ticket actual Gross Units.

5. At the *Shrink, Dock & Premium Discount* tab, a grade factor master schedule may be overridden with any saved schedule of the same grade factor. Double-click on *Shrink*, *Dock*, or *Prem/Disc* to change the shrink schedule, dockage schedule, or premium/discount schedule used.
6. On the *Comments* tab, enter specific *Comments* and notes for the Assembly. Comments can be added by typing in the *Comment* area and choosing **Accept**. Additional comments are added by selecting **Add Comment** and repeating the steps above. Add a previously saved comment by double-clicking in the *Comment* area, select the comment to use, and choose **Accept**.
7. Select **Save**.