

Grain Shipment Process

Last Modified on 07/01/2022 3:46 pm CDT

Document the movement of grain out of the elevator in which sales contracts were made.

1. Navigate to *Grain / Operations / Shipments* and choose **Add**, or select the **Add a Shipment** icon.
2. On the *Add a Shipment* window, enter the *Shipment #*. This may automatically populate if auto numbering is enabled. The *Ship Date* defaults to the current date but may be edited.
 - The *Additional Info* tab allows for the recording of *Axles*, a *Release Number*, *Lot Number*, *Vehicle*, *Trailer*, and *Seal Numbers*.
 - The *Comments* tab allows comments to be recorded 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, selecting the comment to use, and choosing **Accept**.
3. Enter the *Estimated Weight* or *Estimated Units*, *Commodity*, and *Customer ID*. Additional information may also be entered.
4. In the *Shipment Details* grid, double-click on *Contract* and select the Sales Contract desired. Non contract volume can be added by selecting **Add Spot Row**. *Quantity*, *Price*, and *In-Trans Price* can be edited in the grid as needed. Optionally enter a *Basis Price*.

Note: Selecting a Sales Contract automatically populates some of the information mentioned above.
5. If freight is to be paid, double-click in the *Freight Vendor* field. Highlight the vendor and choose **Select**. Choose **Charges** and, on the *Freight Charges* window, select **Add Charge**. Enter the *Quantity* and *Rate* then select **Done**.
6. Double-click on *Bin*, highlight the bin(s) from which the grain is drawn, and choose **Done**. Enter the *Quantity* to be drawn from each bin or enter the % and select **Calculate Qty from %**. Advance then calculates the quantity from each bin.

Note: *Estimated Units*, the total of *Quantity* units in the *Shipment Details* grid, and the total *Quantity* in the *Bins* section must be equal.
7. Grade factor values for the selected commodity can be added by double-clicking on *Grade Factors*. Highlight the factor and select **Done**. Enter the *Result* value.
8. If an advance has been received, double-click on the *Advance* column heading to attach it to the Shipment. On the *Select Shipment Advance* window, highlight the advance and select **Done**. Enter the *Amount*.
9. Select *Print Shipment on Save* if desired and choose **Save**.