

Scale Ticket Level Management - Transfer Units Utility

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The Transfer Units utility allows Scale Tickets to be changed to a different ownership arrangement. At the same time the *Assembly, Farm, Field, DPR, Shrink Schedule, Dock Schedule, Drying Schedule, and Freight Percent* can be changed.

Using the Mass Edit Transfer Units Utility

1. The utility is found at *Grain / Utilities / Mass Edit / Transfer Units*.
2. Select Scale Tickets to change the ownership. All selected Scale Tickets will have the same ownership change. Choose **Done** when all Scale Tickets are selected. Use filters to help narrow the list of Scale Tickets.
Note: Only Scale Tickets with the same *Commodity ID* should be selected.
3. The selected Scale Tickets are loaded into the top grid of the *Mass Edit Transfer Units* window.

The screenshot shows the 'Mass Edit Transfer Units' window. It contains a table with the following data:

	Assembly ID	Location ID	Commodity ID	<Ticket #>	Date	Customer ID	Customer Name	Net Units	Available Units	Select
1	51	00MAIN	Corn	8001	01/29/20...	237018	Abby Laken	1075.8100	1075.8100	
2	51	00MAIN	Corn	8002	01/29/20...	237018	Abby Laken	1070.2200	1070.2200	
3	51	00MAIN	Corn	8003	01/29/20...	237018	Abby Laken	1100.0000	1100.0000	

Below the table is a form with the following fields and buttons:

- <New Customer> [Text Field]
- Requested Units: [Text Field] [Apply]
- ☐ <Purchase Contract> [Text Field]
- Selected Units: 0.0000 [Prorate \$ & Freight]
- DPR: Open Storage [Dropdown]
- Remaining Units: 0.0000
- [Save] [Cancel]

4. Select the new Customer to populate on the tickets by double-clicking in the *New Customer* field. The original Customer will not be removed from the ticket, however the units will be transferred to the new customer.
5. Select the number of units to be transferred, populate the *Requested Units* field, and choose **Apply**.
Note: Units can be assigned per ticket by updating the *Selected Units* box on each ticket row and totaling the units in the *Requested Units* box.
6. Select **Prorate \$ & Freight** to update the dollars paid and percent.
7. The new Customer can have any available existing Purchase Contracts applied by checking the *Purchase*

Contract box and selecting the contract or creating a new contract or spot.

8. The *DPR* can be selected as well for the new Customer's units if no contract is to be applied and the split line tables will be adjusted accordingly.
9. Once split arrangement information is set, choose **Save** to update the Scale Ticket(s) selected.