

# Adding an Additional Grade Factor to a Commodity

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## Q. What is the method for adding or editing a grade factor on a commodity?

A. These are the methods for adding or editing a grade factor on a commodity.

To add a grade factor, edit the commodity at *Agvance Grain / Setup / Commodity*. In the *Grade Factor* grid at the bottom of the screen, double-click on the *Grade Factor* column heading to select the new Grade Factor. When the commodity is saved, a message appears with the question, "*The number of Grade Factors for this commodity has increased. Do you want to update open scale tickets for this commodity?*" Answer the question **Yes** if you want all the open scale tickets to receive the new grade factor. Answer **No** if you want the pre-existing open scale tickets to have only the grade factors that were on the scale ticket when it was first added.

If the desire is to add a new grade factor and remove an existing old grade factor, first delete the old grade factor. To delete, highlight the *Grade Factor* row by clicking on the number block to the left of the grade factor, then press **Delete** on your keyboard. After the grade factor is removed, **Save** the commodity. Then **Edit** the commodity to add the new grade factor.

Special caution should be used when attempting to remove a grade factor at the same time another grade factor is being added. The adding and removal of the grade factors should not be done at the same time. If a commodity is not saved between the removal and adding of the grade factor, the grade factor count does not increase and the open scale tickets will not have the newly added grade factor.

When adding or editing the grade factors, it is important to realize that the order of the grade factors on the commodity is the actual order in which they appear on the scale ticket. Consideration might be given when editing the grade factors to reorder how they appear on the *Commodity Setup* window to match the hand scale ticket's order.