

ExamHand Interface User Document

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This interface is designed to export data in a format compatible with ExamHand auditing software that is used by several states' warehouse examiners. As of early 2013, the following states' auditors are using this software: CO, IL, IN, OH, MI, KS, KY, MN, MO, ND, SD, TX, ID and WY. The resulting file can be provided to examiners to streamline their examination tasks and shorten the examination process. The export function can be found at *Grain / Transfers / Export / EDI-Examhand*.

Setup

Follow the one-time setup procedures below to establish the necessary cross-referencing.

Establish a Commodity Cross Reference at *Grain / Setup / Preferences*. Identify one of the Commodity Cross References as ExamHand, or EDI-ExHnd, or something similar. Select **Save**.

The screenshot shows the 'Grain Preferences' window with the 'Location Preferences' tab selected. The 'Commodity Cross Ref.' section is highlighted with a red box. It contains a table with four rows, each with a number and a text field. The first row is '1 ExamHand', the second is '2 Msc2', the third is '3 Misc3', and the fourth is '4 Misc4'. Below this table are buttons for 'Commodity Classifications' and 'Bin Classifications'. Other sections in the window include 'Scale Tickets', 'Settlements', 'Shipments', 'Ship Settlements', 'DPR /TPR', 'Default List Box Filters', 'Grain Storage and Service Invoices', 'Custom Contracts', and 'Futures Web Service Setup'.

Commodity Cross Ref.	
1	ExamHand
2	Msc2
3	Misc3
4	Misc4

Go to *Grain / Setup / Commodities* and edit each commodity to establish a Commodity ID Cross Reference with ExamHand. Identify the Code that corresponds to each commodity using the *ExamHand Commodity Code Chart* below. For example, the code for STS Soybeans is SSTS. Save each commodity after entering the code.

Edit a Commodity

Commodity ID: SoyBns Name: Soybeans Min Price: 0.000000 Max Price: 20.000000

Unit of Measure: bu ☐ Inactive **Commodity ID Cross Reference**
 Lbs/Unit: 60 Decimals: 2 ExamHand SSTS Misc3: Misc4:
 Units/Metric Ton: 0 ☐ Require variety

Location Receiving Totals - SSI Farm Services - IN

01IND DPR - CO: 4400.27 DPR - Redeposited: 0 DPR - Prev Balance: 23203.71 Print on DPR: ☒ Print on TPR: ☒

Setup Charges: Day Month Year

Units Received: 0 24409.71 24409.71
 Units Shipped: 4809 16314.58 16314.58
 Local Sales: 0 0 0
 Adjustments: 0 10299.58 10299.58
 Transfers: -427.24 -427.24 -427.24

Override Master Schedule:

Add Edit Cancel Save Location

<Agvance Product Linked to this Commodity/Location>: Soybeans
 <Agvance Grain Bank Product Linked to this Commodity/Location>:

Patronage Category: <Category> DS Type:

☐ Suppress Invoice Cost Override Popup
☐ Default Grade Factors on Shipments Schedules
☐ Allow Other Location's Contracts Next

	<Grade Factor>	Min Value	Max Value	Allow Skip	Default Value
1	TW	0.000	99.000	<input checked="" type="checkbox"/>	
2	MST	0.000	99.000	<input checked="" type="checkbox"/>	
3	DMG	0.000	99.000	<input checked="" type="checkbox"/>	
4	FM	0.000	99.000	<input checked="" type="checkbox"/>	
5	HD	0.000	99.000	<input checked="" type="checkbox"/>	
6	Sour	0.000	99.000	<input checked="" type="checkbox"/>	
7	Musty	0.000	99.000	<input checked="" type="checkbox"/>	
8	Splits	0.000	99.000	<input checked="" type="checkbox"/>	

Grades Classifications Save Cancel

ExamHand Commodity Code Chart

Commodity Description	Code
Amaranth	AMR
Barley (all types)	BARLY
Barley (Blue Malting)	BLMB
Barley (Blue)	BLY
Barley (Malting)	MB
Barley (Six Row)	SRB
Bean (Caster)	CSTB
Buckwheat	BWHT
Canola	CNOLA
Corn (Blue Food Grade)	CBFG
Corn (Food Grade - all types)	CFGC
Corn (Mixed)	MC
Corn (Popcorn)	POPCN
Corn (Screenings - all types)	CSCRN

Corn (Waxy Yellow)	WAXYC
Corn (White Food Grade)	CWFG
Corn (White Waxy)	CWWX
Corn (White)	WCORN
Corn (Yellow Food Grade)	CYFG
Corn (Yellow High Lysine)	CYHL
Corn (Yellow High Oil)	CYHO
Corn (Yellow)	CORN
Edible Bean (Abzuka)	BAB
Edible Bean (Adzuki)	BAD
Edible Bean (Anasazi)	BAN
Edible Bean (Black Turtle)	BTURT
Edible Bean (Brown)	SWBRN
Edible Bean (BTS)	BBT
Edible Bean (Cranberry)	CRANB
Edible Bean (Dark Red Kidney)	DRKID
Edible Bean (Garbonzos)	BGA
Edible Bean (Great Northern)	BGN
Edible Bean (Large Lima)	BLL
Edible Bean (Large Red Kidney)	LRKID
Edible Bean (Light Red Kidney)	LRK
Edible Bean (Navy)	NAVYB
Edible Bean (Pinto)	PINTB
Edible Bean (Red Turtle)	RTURT
Edible Bean (Small Red)	BSR
Edible Bean (Small White)	BSW
Edible Bean (Vinton)	BVN
Edible Bean (White Kidney)	BWK
Edible Bean (White Turtle)	WTURT
Edible Bean (Yellow Eye)	BYE
Edible Beans (Pink)	BPK
Flaxseed (all types)	FLAXS
Flint	FLIN
Grain (Mixed)	MIXGR

Grain (Non-Standard)	NSTDG
Millet (all types)	MILLT
Millet (White)	MWH
Millet (Yellow)	MYE
Mustard Seed	MUS
Mustard Seed (Brown)	MBR
Oats	OATS
Peas - Chick Gargonzo	PCG
Peas - Dry Whole	PDW
Peas - Green	PGN
Peas - Lentil Chilean	PLC
Peas - Lentil Persian	PLP
Peas - Split	PSP
Peas - Yellow	PYL
Proso (Golden German)	PGG
Proso (Hungarian)	PHN
Proso (Org. White)	POW
Proso (Red)	PRD
Proso (White)	PWT
Rapeseed	RPE
Rice (Long Grain)	RLG
Rice (Med. Grain)	RMG
Rye	RYE
Safflower Seed	SAFF
Sorghum/Milo (Mixed)	XS
Sorghum/Milo (Yellow)	SORGH
Soybean (Edible - all types)	SED
Soybean (Mixed)	XSB
Soybean (STS)	SSTS
Soybean (White HighLum)	SHL
Soybean (Yellow Chemical Free)	SCF
Soybean (Yellow Organically Grown)	SOG
Soybean (Yellow)	SOYBN

Soybeans (Black)	SBB
Spelt	SPLTZ
Sunflower (Bird Seed)	SBS
Sunflower (Black Oil)	SFLRO
Sunflower (Confection)	SFLRC
Triticale	TRIT
Wheat (Amber Durum)	ADU
Wheat (Dark Northern Spring)	DNS
Wheat (Hard Amber Durum)	HADU
Wheat (Hard Red Spring)	HRS
Wheat (Hard Red Winter)	HRW
Wheat (Hard White)	HDWH
Wheat (Mixed)	XWHT
Wheat (Northern Spring)	NS
Wheat (Other White)	OWH
Wheat (Red Spring)	RS
Wheat (Soft Red Mixed)	SRWHT
Wheat (Soft Red Spring)	WSRS
Wheat (Soft Red Winter)	WSRW
Wheat (Soft White)	WSW
Wheat (White)	WWHT

Creating an Export

The following procedures can be followed when the state or federal examiner arrives for the examination/audit.

Upon arrival, the state or federal warehouse examiner/auditor will establish an examination cutoff date and time.

1. Bring all records up to date in Agvance by entering and posting all transactions that have occurred up to the examination cutoff date and time. With Grain Bank, make sure to reconcile all Grain Bank Shipments so they will not come into the ExamHand program as a Grain Bank overdraft.
2. Make a Database Image just prior to exporting information so the examination cutoff data can be referenced in the future if necessary. Check the *Zip Image Files* box to minimize the size of the file.
3. Information for the examiner/auditor can now be exported. Go to *Grain / Transfers / Export / EDI-ExamHand*.

The screenshot shows the 'EDI - Examhand' window with the following settings:

- Export Type:** Examhand Uni (Unified Version)
- Export Path:** (Empty field with a browse button)
- Commodity Cross Ref.:** (Avance Commodity ID)
- Export File Name:** EDI.Dat
- Export Criteria:**
 - Select Locations:** All (with a Select button)
 - Select Commodities:** All (with a Select button)
- Purchase Types:**
 - ☒ All
 - ☐ Priced
 - ☐ Priced Later
 - ☐ Basis Fixed
 - ☐ Futures Fixed
 - ☐ Hedged-to-Arrive
 - ☐ Minimum Priced
 - ☐ Obligations
- Sales Types:**
 - ☒ All
 - ☐ Priced
 - ☐ Priced Later
 - ☐ Basis Fixed
 - ☐ Futures Fixed
 - ☐ Hedged-to-Arrive
 - ☐ Minimum Priced
- Storage Obligations:**
 - ☒ All
 - ☐ Warehouse Receipt
 - ☐ Non-negotiable WR
 - ☐ CCC
 - ☐ Grain Bank
 - ☐ Open Storage
 - ☐ Collateral WR
- Misc. Items:**
 - ☒ Deferred Payment
 - ☒ Installment Sale
 - ☒ In Transit
 - ☒ Grain Payable
- Futures:**
 - ☒ All
 - ☐ Futures Bought
 - ☐ Futures Sold
 - ☐ Other Futures Bought
 - ☐ Other Futures Sold

Buttons at the bottom: Load Set, Save Set, Export, Cancel.

- **Commodity Cross Ref.** – Select the cross reference previously established at the beginning of this article.
- **Export Path** – Enter the path or use the **Browse** button to determine where the exported file will be saved.
Note: For large amounts of data and for convenience for the auditor, it may be helpful to export to a USB flash drive.
- **Export File Name** – This defaults and must be *EDI.Dat*.
- **Select Export Options** – Select the Locations, Commodities, and all the Contract Types and Storage Obligations to export to the examiner/auditor.
- **Save Set** – These selections can be saved for future exports by selecting the **Save Set** button.
- **Export** – To create the export file, choose the **Export** button.

Note: For best results, examiners should select the load option in ExamHand called *Direct Load: fully compliant edi file*.