

Splitting Purchase Contracts

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A Purchase Contract may be split between one or more Customers when adding or editing a contract.

To utilize this functionality, the *Auto-number Document* option must be selected for *Purchase Contracts* on the *Grain / Setup / Document Counters* window.

Note: The same customer can be used multiple times when splitting a Purchase Contract.

1. On the *Add or Edit a Purchase Contract* window, select the **Split** button.

The screenshot shows the 'Add a Purchase Contract' window with the 'Split Purchase Contract' dialog box open. The dialog box has a 'Split By' section with radio buttons for 'Units' and 'Percent'. Below this is a table with columns for '<Customer>' and 'Percent'. The table contains two rows: row 1 with 'AndBa' and '50.0000', and row 2 with '239873' and '50.0000'. At the bottom of the dialog, there are 'Total' and 'Left to Use' fields, both showing '100.0000' and '0.0000' respectively. A 'Split' button is highlighted with a red box. The background window shows contract details for contract 12, customer AndBa, location 00MAIN, and commodity Corn.

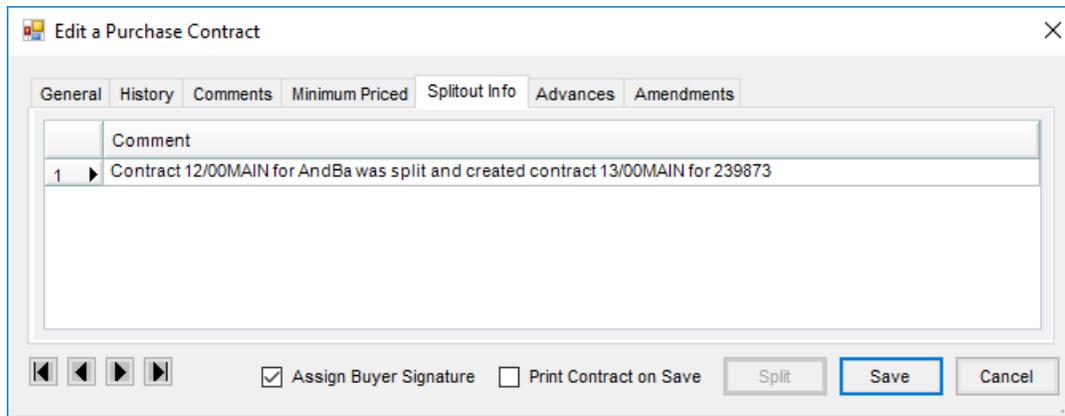
	<Customer>	Percent
1	AndBa	50.0000
2	239873	50.0000
3		
4		
5		
6		
7		
8		
9		

Total: 100.0000
Left to Use: 0.0000

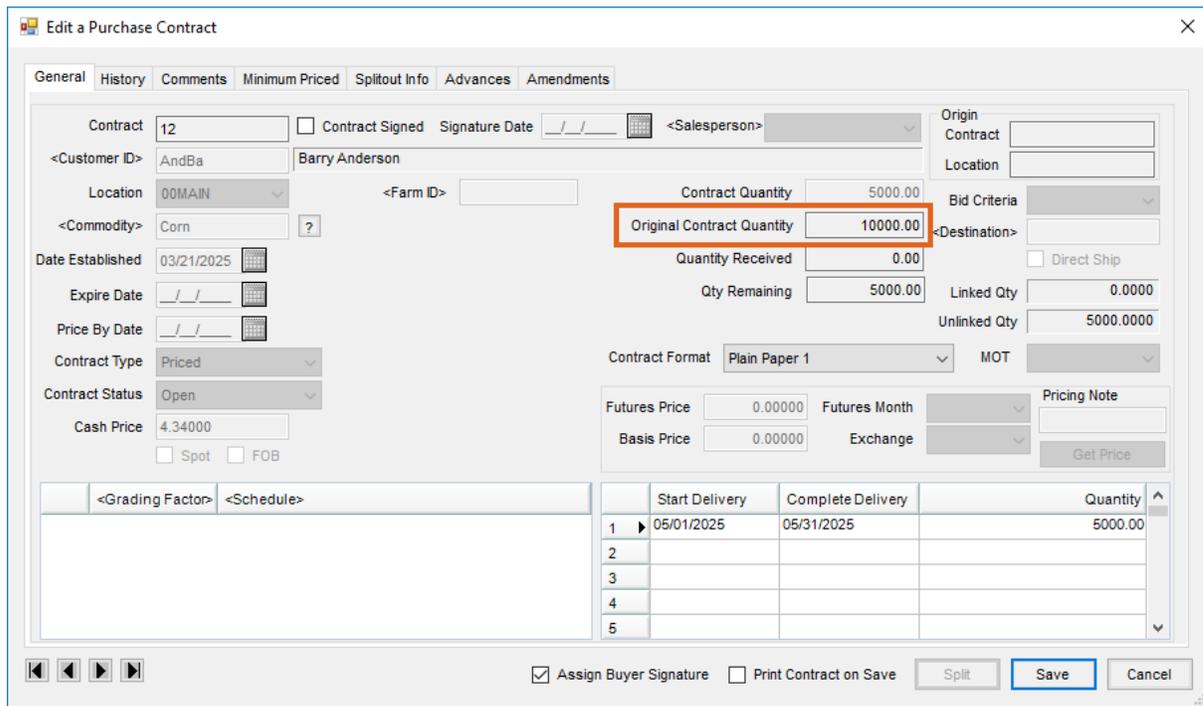
2. The *Split Purchase Contract* window displays, and one or more Customers may be added for the split along with the option to *Split By* either *Units* or *Percent*.
3. Double-click in the *Customer* column to add the necessary customers to the split, and enter the *Units* or *Percent*. The *Total* must equal either the *Contract Quantity* on the contract when selecting *Units* or 100.0000 if using *Percent*. Select **Save**.

Note: When a Purchase Contract is split when adding, all contracts created during the split process print. When editing, only the current contract prints.

4. Each Customer in the *Split Purchase Contract* window receives their share in a separate contract, and a comment is entered on the *Splitout Info* tab.



5. The original contract shows the total *Original Contract Quantity*.



6. The additional contracts show their share as the *Original Contract Quantity*.

Note: When splitting a contract that has been partially delivered, only the *Qty Remaining* is split.

Edit a Purchase Contract

General | History | Comments | Minimum Priced | Splitout Info | Advances | Amendments

Contract: 13 Contract Signed Signature Date: __/__/__ <Salesperson>: [Dropdown]

<Customer ID>: 239873 Larry Baker

Location: 00MAIN <Farm ID>: [Text] Contract Quantity: 5000.00

<Commodity>: Corn ? Original Contract Quantity: 5000.00

Date Established: 03/21/2025 Quantity Received: 0.00

Expire Date: __/__/__ Qty Remaining: 5000.00

Price By Date: __/__/__ Contract Format: Plain Paper 1 MOT: [Dropdown]

Contract Type: Priced Futures Price: 0.00000 Futures Month: [Dropdown] Pricing Note: [Text]

Contract Status: Open Basis Price: 0.00000 Exchange: [Dropdown]

Cash Price: 4.34000 Spot FOB

Origin Contract: [Text] Location: [Text] Bid Criteria: [Dropdown] <Destination>: [Text] Direct Ship

Linked Qty: 0.0000 Unlinked Qty: 5000.0000

<Grading Factor>	<Schedule>	Start Delivery	Complete Delivery	Quantity	
		1	05/01/2025	05/31/2025	5000.00
		2			
		3			
		4			
		5			

Assign Buyer Signature Print Contract on Save