# Splitting Purchase Contracts

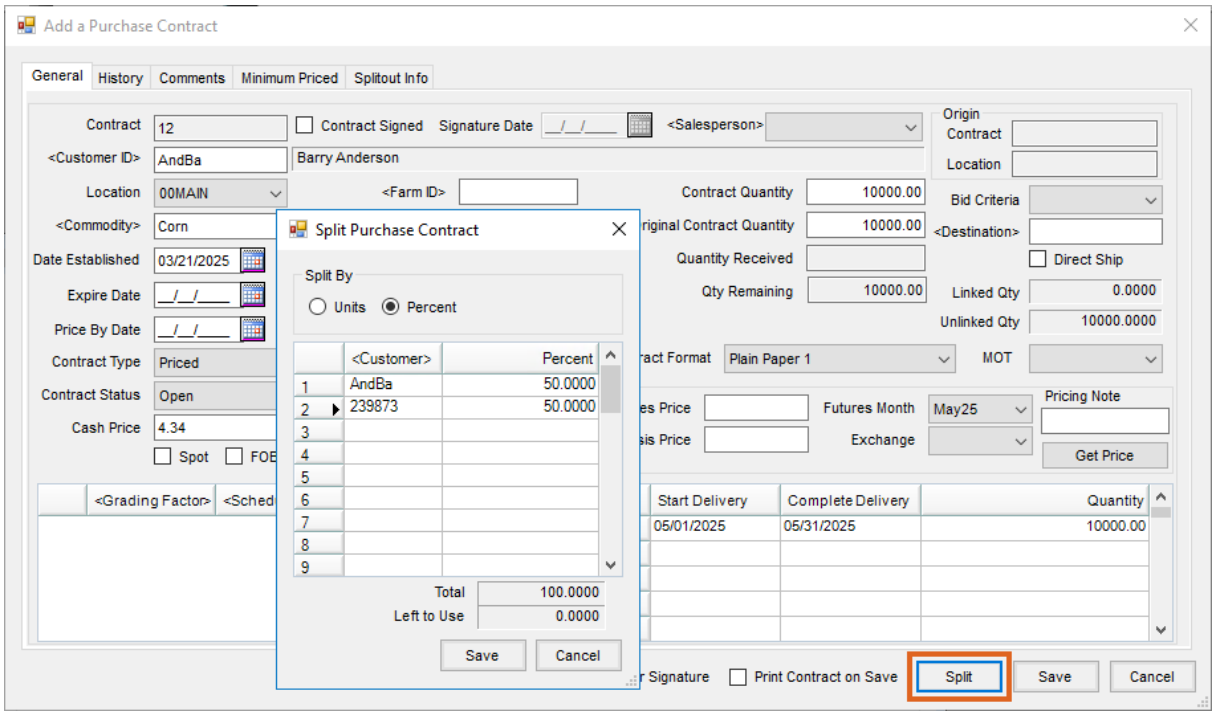
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A Purchase Contract may be split between one or more Customers when adding or editing a contract.

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

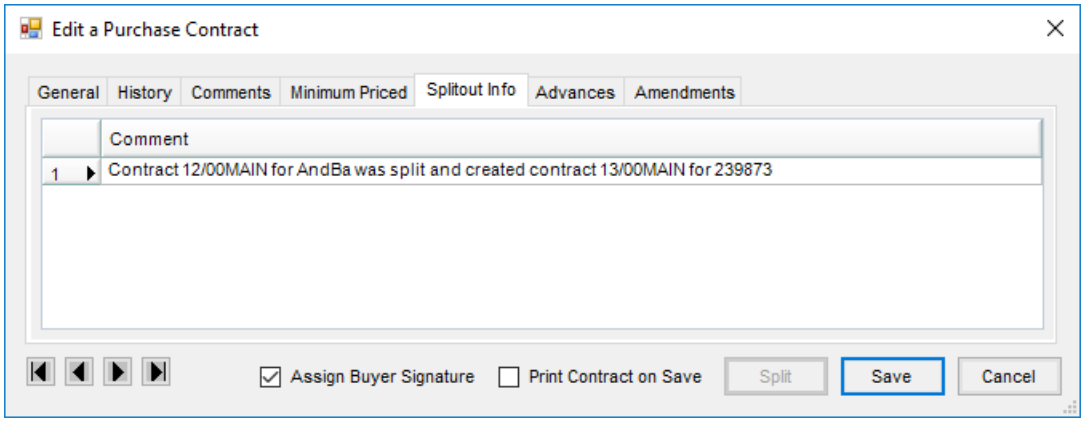
**Note:** The same customer can be used multiple times when splitting a Purchase Contract.

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

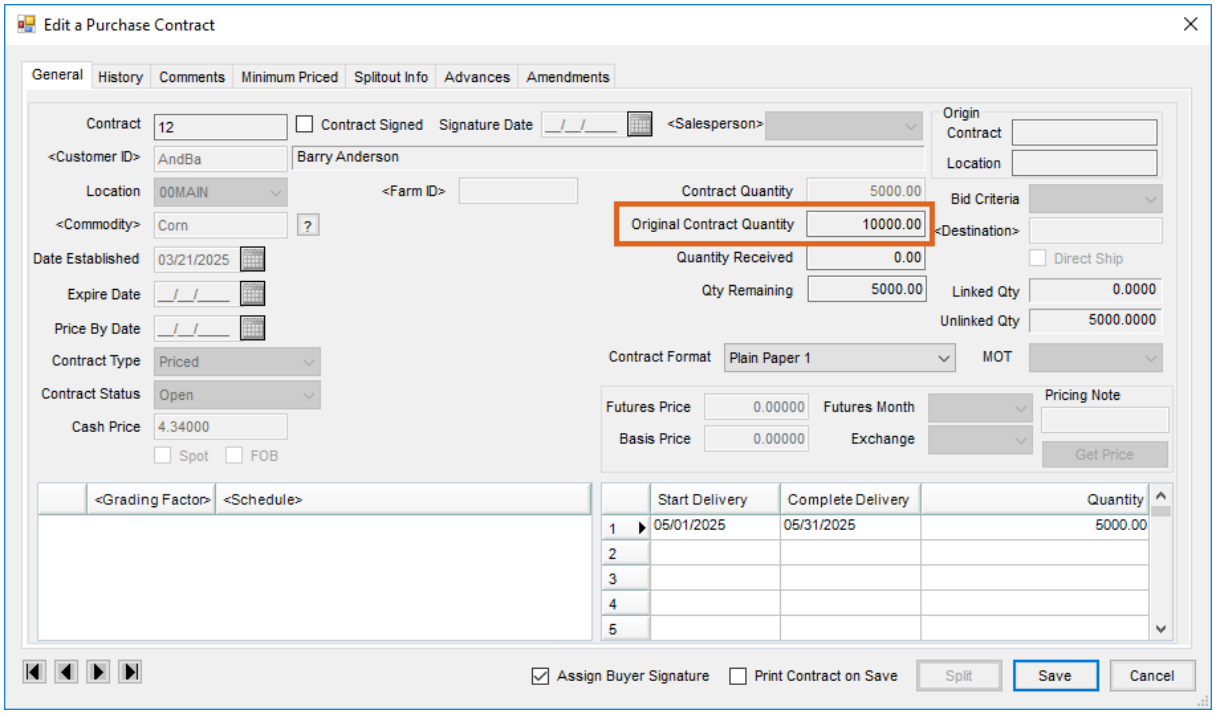



2. The *Split Purchase Contract* window displays, and one or more Customers may be added for the split along with the option to *Split By* either *Units* or *Percent*.
3. Double-click in the *Customer* column to add the necessary customers to the split, and enter the *Units* or *Percent*. The *Total* 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.

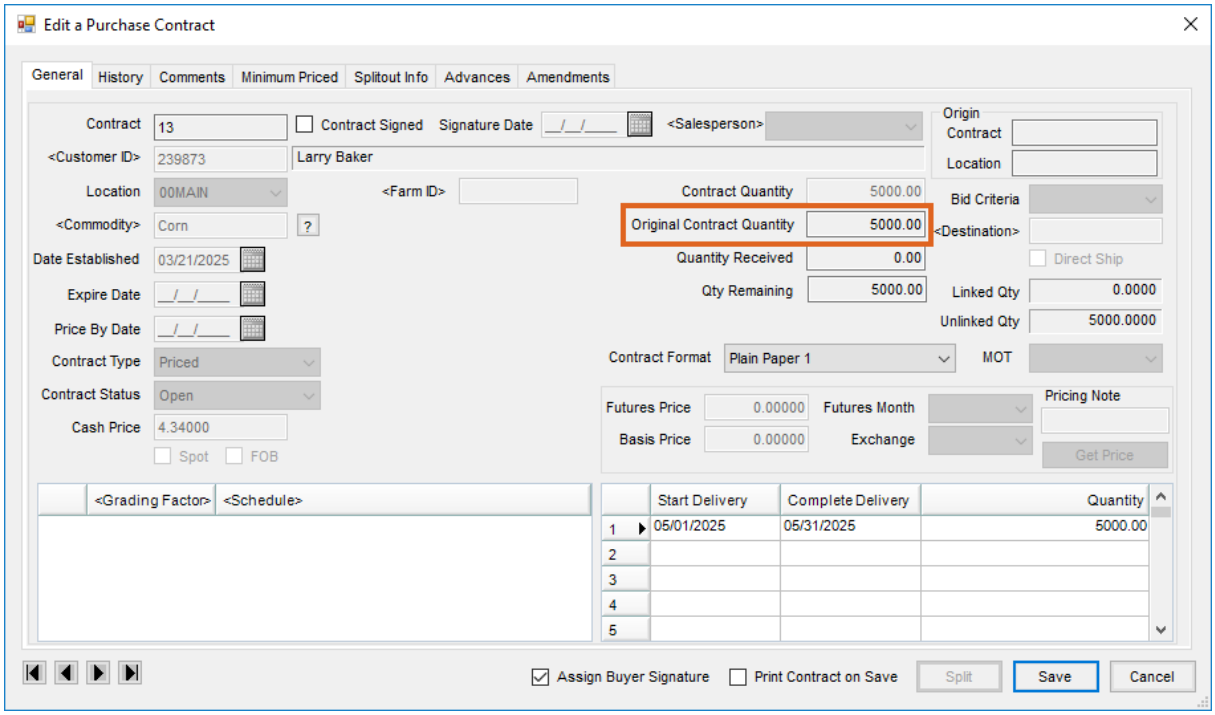



5. The original contract shows the total *Original Contract Quantity*.




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>
<Customer ID>
239873
Larry Baker
Location
00MAIN
<Farm ID>
<Commodity>
Corn
Date Established
03/21/2025
Expire Date
Price By Date
Contract Type
Priced
Contract Status
Open
Cash Price
4.34000
Spot
FOB
Contract Quantity
5000.00
Original Contract Quantity
5000.00
Quantity Received
0.00
Qty Remaining
5000.00
Origin
Contract
Location
Bid Criteria
<Destination>
Direct Ship
Linked Qty
0.0000
Unlinked Qty
5000.0000
Contract Format
Plain Paper 1
MOT
Futures Price
0.00000
Futures Month
Basis Price
0.00000
Exchange
Pricing Note
Get Price
<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
Split
Save
Cancel