

Grain Assembly Sheets

Last Modified on 06/05/2026 1:48 pm CDT

Overview

This information is for Standard Grain.

Assembly Sheets are electronic equivalents to a delivery sheet. They are established per Location / per Commodity. If delivering to multiple Locations, multiple Assemblies will be needed. By assigning an Assembly Sheet to the Scale Ticket, the Assembly defaults onto the Scale Ticket repetitive data such as Commodity, Location, Customer Splits, Delivery Contracts, Freight Vendor and Rates, specific Prem/Discounts, Shrink and Dock Schedules, Farm ID, Field ID, Lot Numbers, and Charge schedules.

Using Assembly Sheets allows quick reassignments of Graded Factor results as well as allowing quick changes to Customers, Dispositions, Contracts, Composite Grade Results, Prem/Discounts, and Shrink and Dock Schedules.

Note: There is no limit to the number of customers who can be on an Assembly Sheet.

A quick view of Gross, Shrink/Dock units, Net units, and Settled units is available for all inbound tickets assigned to the Assembly. It also gives vision to Grade Factor averages for assigned Scale Tickets and a method to review the contracts assigned to the splits.

The following information from the Assembly Sheet is applied to a Scale Ticket:

- Farmer's Name
- Split Arrangement (percent or share units)
- Split Percentages (can be by share units)
- Commodity
- Disposition - DPR
 - Priced
 - Priced Later
 - Basis Fixed
 - Futures Fixed/Hedged to Arrive
 - Minimum Priced
 - Open Storage
 - Grain Bank
- Location
- Farm ID (If using Farms, this can be selected to prefill the split information.)

Assembly Sheet Window

Required Information

The screenshot shows the 'Add an Assembly Sheet' window with the following fields highlighted in yellow:

- Assembly # (29)
- Location (00MAIN)
- <Commodity> (GPeas)
- Date Established (12/01/2022)
- <Farm ID>
- <Field ID>
- Split %
- <Contract> DPR

Other visible fields include: Gross Units (0.00), Dockage/Shrink (0.00), Net Units (0.00), Default Price, Percent Dock/Shrink, Crop Season, Unavailable checkbox, Calculate Averages button, Assign Grade Factor Result button, Freight Charges button, Customer Information section with Unsettle Assembly Split, Clear Splits to Share Units, and ReBuild buttons.

Settled	<Cust ID>	Name	Split %	<Contract>	DPR	Share Units	Settled Units	Share Left	Charge ID

Buttons at the bottom: Print Assembly on Save, Save, Cancel

- **Assembly #** – Auto-numbered or manual entry, global or by location
- **Location** – Defaults to default Location but can be changed
- **Commodity** – Select the ? to view information about that Commodity
- **Date Established** – Defaults to today but can be changed if needed
- **Cust ID** – Select here or select the Farm/Field ID and it will then populate
- **Split %** – Determines how units are divided and applied
- **DPR** – Determines Disposition of grain for DPR reports
- **Farm ID** – Autofill customers and determine how units are divided and applied

Additional Information

The screenshot shows the 'Add an Assembly Sheet' window with the following additional fields highlighted in yellow:

- Crop Season
- <Farm ID>
- <Field ID>
- Lot Number
- Charge ID
- Charge Amt Paid
- Drying Bank Available
- Condo YN

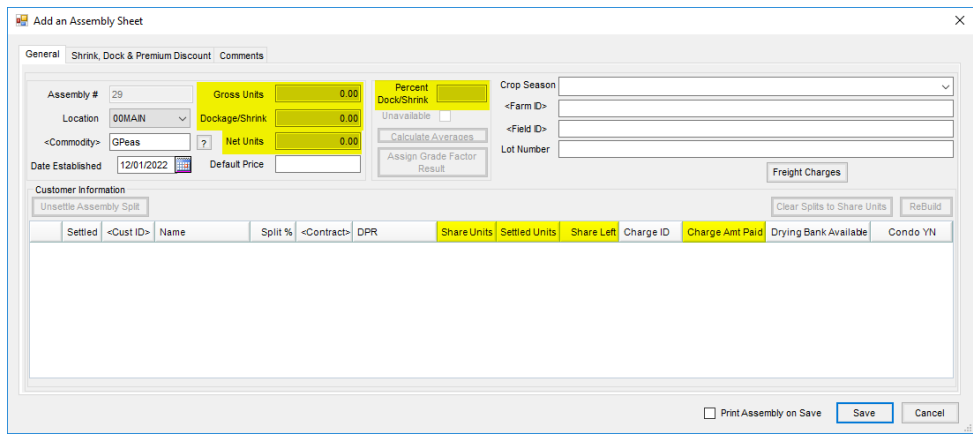
Other visible fields include: Gross Units (0.00), Percent Dock/Shrink, Unavailable checkbox, Calculate Averages button, Assign Grade Factor Result button, Freight Charges button, Customer Information section with Unsettle Assembly Split, Clear Splits to Share Units, and ReBuild buttons.

Settled	<Cust ID>	Name	Split %	<Contract>	DPR	Share Units	Settled Units	Share Left	Charge ID	Charge Amt Paid	Drying Bank Available	Condo YN

Buttons at the bottom: Print Assembly on Save, Save, Cancel

- **Contracts** – Purchase Contract selection tool
 - Create Purchase Contract or Spot Contract
 - Remove Customer ID to select any customer's contract if needed
 - **Underfilled** – Black
 - **Filled** – Blue
 - **Overfilled** – Red
 - If filled, choose from Overfill options:
 - Overfill Contract
 - Select New Contract
 - Create Non Contract Row
- **Freight Charges** – Populates to any subsequent Scale Tickets to deduct freight
- **Crop Season** – Used to organize harvest records with agronomy field records for Crop Years
- **Farm ID/Field ID** – Used to populate Cust ID and split information as well as harvest records with agronomy records
 - Splits can be applied to an Assembly by selecting a Farm for <Farm ID> on the *Add an Assembly Sheet* window. Choose **Yes** when prompted with *Do you wish to add splits from the farm you have selected to the Assembly?*
- **Lot Number** – Mainly used for seed delivery and cleaning with accounting Lot Numbers
- **Unavailable** – Mark Assembly as not available for selection if settled off of or do not want more tickets applied to Assembly
 - There is a preference available to mark automatically after a Settlement is created. This also makes the Assembly unavailable on the list of Assembly Sheets through the Scale Interface. It is recommended to create a new Assembly after Settlement(s) have been done.
- **Condo YN** – Used to identify condo storage units
 - Set up on Customer profile
 - Yes/No checkbox
- **Charge ID** – Use to tie Storage and Service Charge schedules to split line if desired
 - Storage or Service Charges for bushes will be calculated to be charged later
- **Calculate Averages** – Display average Grade Factors on Assembly (information only)
- **Assign Grade Factor Result** – Apply particular Grade Factor result to all tickets if a consistent result is desired
- **Default Price** – Last price associated with an applied Purchase Contract or the *Default Price* will default to subsequent Scale Tickets. A preference is available to not default price if marked.
- **Rebuild** – Recalculate Split line information after edits have been made. This applies before Settlements have been created against bushels.

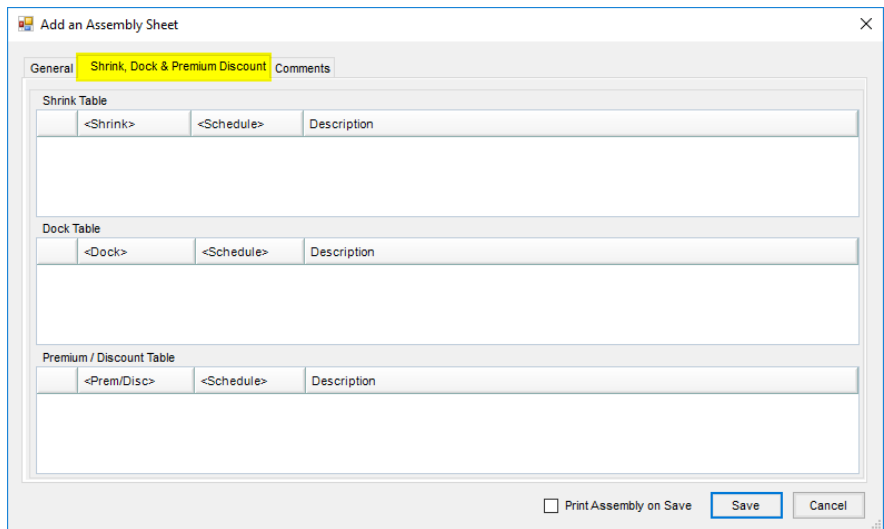
Auto-Populated Fields



- **Gross Units** – Total Gross Units on the associated Scale Tickets
- **Dockage/Shrink** – Total units deducted for dock and shrink
- **Net Units** – *Gross Units - Dock/Shrink Units*
- **Percent Dock/Shrink** – Average Dock/Shrink percentage from Scale Tickets
- **Share Units, Settled Units, Share Left** – Number of units that have been applied, settled, and remain on associated Scale Tickets
- **Charge Amount Paid** – Amount of storage that has been paid
 - Reverse/Void of Invoice in Accounting does not change the Drying Bank available in Grain - this is a manual update

Additional Tabs

Shrink, Dock, Premium Discounts



- Tables attached to the Assembly Sheet will override the Master tables for selected schedules. Pick and

choose which tables to select.

Comments

The screenshot shows a software window titled "Add an Assembly Sheet" with a close button (X) in the top right corner. The window has three tabs: "General", "Shrink, Dock & Premium Discount", and "Comments", with the "Comments" tab selected and highlighted in yellow. Inside the "Comments" tab, there is a text area labeled "<Comment>" with a vertical scrollbar on the right. Below the text area are three buttons: "Add Comment", "Accept", and "Delete". At the bottom of the window, there is a checkbox labeled "Print Assembly on Save" which is unchecked, and two buttons: "Save" and "Cancel".

- Add manual or saved comments to the Assembly.

Process

Record customer splits, pricing, contracts, DPR disposition, freight charges, and shrink/ discount tables.

1. Navigate to *Grain / Operations / Assembly Sheets* and choose **Add** or select the **Add an Assembly Sheet** icon.
2. On the *General* tab of the *Add an Assembly* window, enter the *Assembly #*, choose the *Location* from the drop-down menu, and select the *Commodity* by double-clicking in the *Commodity* field. Optionally enter the *Default Price*, *Crop Season*, *Farm ID*, *Field ID*, and *Lot Number*.
Note: The *Assembly #* may be automatically incremented or manually entered.
3. Select customer(s) by double-clicking *Cust ID*. Highlight the necessary customer(s) and choose **Done**. Enter the *Split %* for each customer and double-click in the *Contract* column to select a Purchase Contract. Choose the DPR status from the *DPR* drop-down menu and the proper charge schedule from the *Charge ID* drop-down.
4. Freight charges can optionally be entered by selecting **Freight Charges**. At the *Freight Charges* window, select **Add Charge**. Double-click in the *Vendor* column to select the vendor. Enter the rate per unit under the *Rate* column and enter the *Quantity*. Select **Apply** and then choose **Done**.

Note: If the *Quantity* is 0, any future Scale Tickets added to the Assembly calculate from Scale Ticket actual Gross Units.

5. At the *Shrink, Dock & Premium Discount* tab, a grade factor master schedule may be overridden with any saved schedule of the same grade factor. Double-click on *Shrink, Dock, or Prem/Disc* to change the shrink schedule, dockage schedule, or premium/discount schedule used.
6. On the *Comments* tab, enter specific *Comments* and notes for the Assembly. Comments can be added by typing in the *Comment* area and choosing **Accept**. Additional comments are added by selecting **Add Comment** and repeating the steps above. Add a previously saved comment by double-clicking in the *Comment* area, select the comment to use, and choose **Accept**.
7. Select **Save**.