

# Shipment Advances

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A Shipment Advance is an early payment from a terminal to an elevator before grain is settled upon. Advances can be established for a specific Shipment or Shipments or generically. It is deducted upon processing the Shipment Settlement.

## Process

1. Navigate to *Grain / Operations / Shipment Advance* and select **Add**.
2. Select the *Customer* and indicate the *Location*.
3. Set the appropriate *GL Debit Account* if the default is not the correct account. The default is set up at *Setup / Preferences* on the *Sales* tab.
4. Enter the *Check #* and dollar *Amount*.
5. Select **Add Shipments to this Advance** if necessary and choose *Equally to each shipment* or *By estimated units*.
6. Select **Save** when finished.