Sales Contracts - Agvance SKY Grain

Last Modified on 09/03/2026 8:04 am CDT

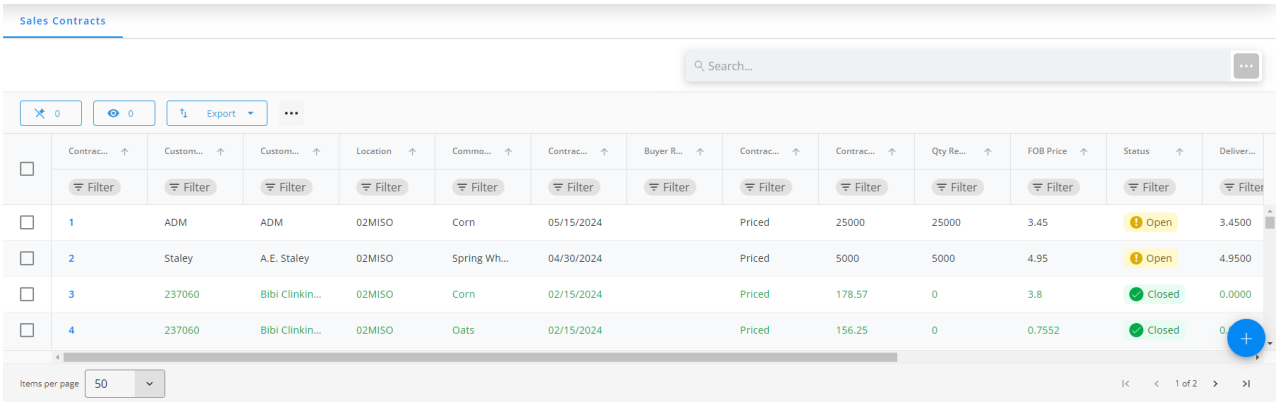
When opening Outbound in Agvance SKY Grain, a grid displays to show Sales Contracts. For more information on how this grid works, see **Using Grids in Agvance SKY**.

Note: Sales Contracts are only available for those with the Role permission enabled in **Agvance SKY Admin**.

Contracts listed can be filtered by selecting the **Filters** icon and specifying criteria.

Use the *Search* bar to find specific contracts. Under the **Ellipsis** of the *Search* bar, there are options to *Reprint Contracts* or *Delete Contracts*. These are available when contracts have been checked in the far left column. This gives the ability to reprint or delete multiple Contracts at the same time rather than individually. Reprinting multiple Contracts at the same time opens each in a new tab to either download or send to a printer.

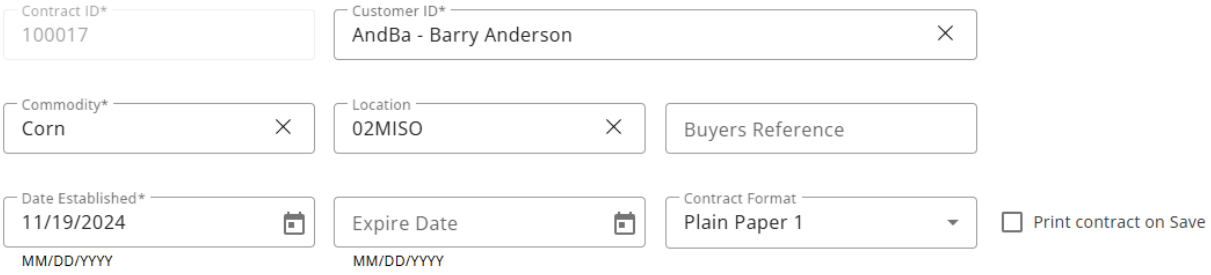
Options to **Edit**, **Print**, **Migrate**, or **Delete** a Sales Contract are available in the far right columns of the grid.



Select **+ Add Sales Contract** in the bottom right to add a Sales Contract.

Sales Contract

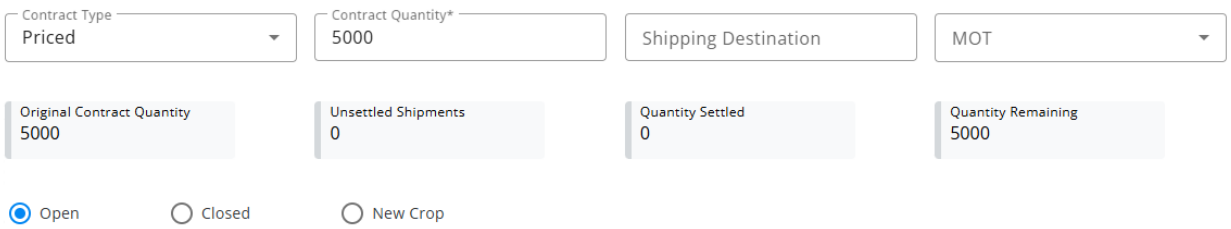
General Information



1. The *Contract ID* automatically populates if autonumbering is enabled in Grain. See **here** for more on that setup. If autonumbering is not enabled, enter the *Contract ID*.
2. Select the *Customer ID* from the drop-down. Start typing in this field to narrow down the list of Customers.

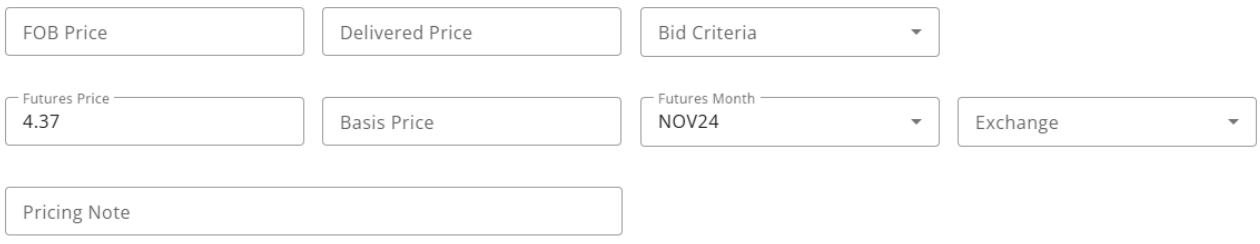
3. Indicate the *Commodity*. Start typing here to narrow down the list.
4. The *Location* and *Buyer's Reference* fields are optional. The *Buyer's Reference* can be used to match the processor Contract number.
5. The *Date Established* defaults as today's date but can be changed.
6. Optionally enter the *Expire Date* for this Contract.
7. Choose the *Contract Format* from the drop-down and optionally choose to *Print contract on Save*.

Contract Details



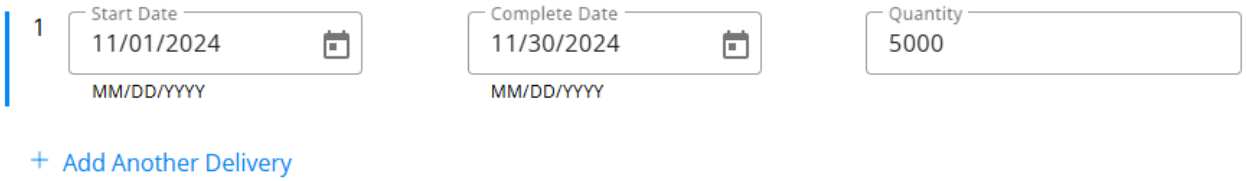
1. Choose the *Contract Type* from the drop-down.
2. Enter the *Contract Quantity*.
3. The *Shipping Destination* is optional.
4. Choose the *MOT* from the drop-down. If *Require MOT On Sales Contract* is checked for the *Contract Type* selected in Agvance Windows at *Grain / Setup / Preferences* on the *Location Preferences* tab, the *MOT* will be required to save.
5. The *Original Contract Quantity*, *Unsettled Shipments*, *Quantity Settled*, and *Quantity Remaining* are calculated and cannot be edited.
6. Indicate if this Contract is *Open*, *Closed*, or *New Crop*.

Pricing



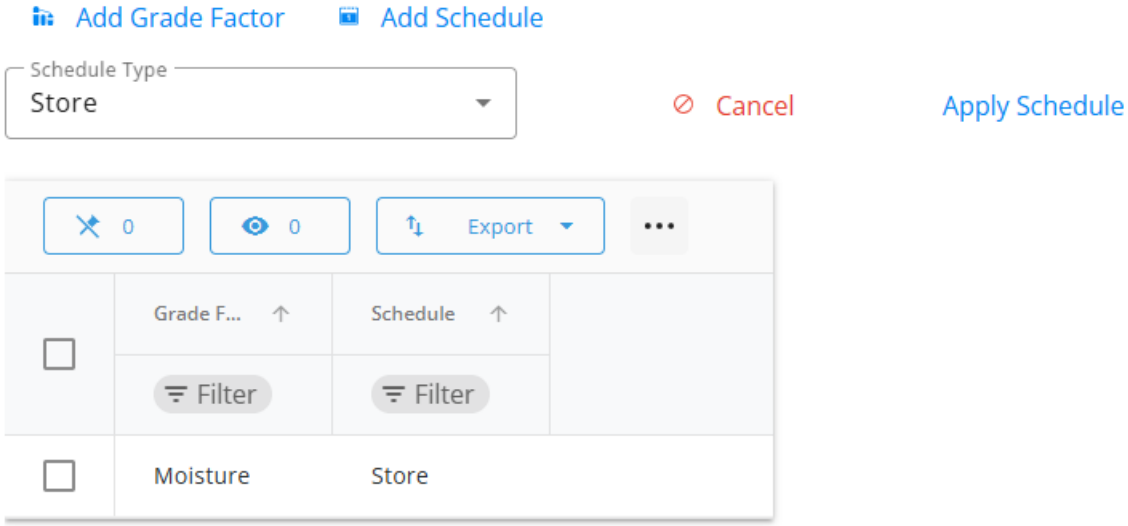
1. Set pricing options whether *FOB*, *Delivered*, *Futures*, and/or *Basis*.
    - **FOB** – In-transit/valuations
    - **Delivered** – Contract price
2. Select the *Futures Month* and *Exchange*.
3. A brief *Pricing Note* can optionally be entered.

Deliveries



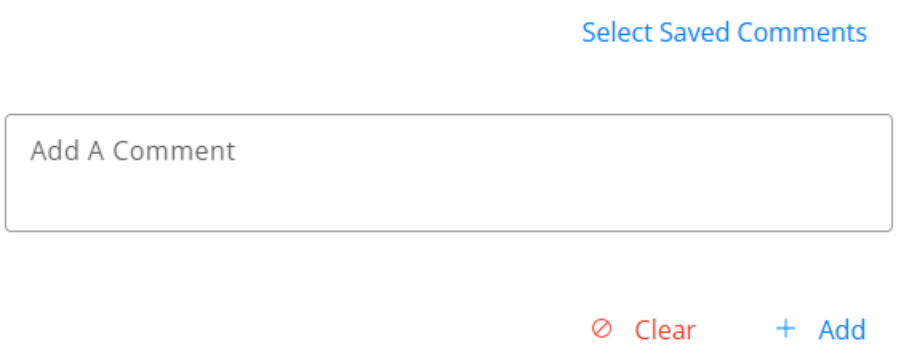
1. Enter the *Start Date* and *Complete Date* for delivery.
2. Enter the *Quantity* for that date range.
3. Choose **+ Add Another Delivery** to add another Delivery line if applicable.
4. To remove additional Delivery lines, select the **Delete** icon.

Grade Factors & Schedules



1. Optionally choose **Add Grade Factor** to open a list of Grade Factors available.
2. Check the appropriate items in the grid then select **Assign Grade Factor**.
3. Choose **Add Schedule** then indicate the *Schedule Type* from the drop-down.

Comments

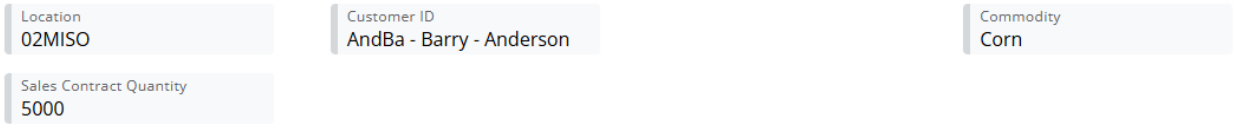


1. Optionally enter notes in the *Add A Comment* field.
2. Choose **Select Saved** to add one or multiple *Saved Comments* to the Contract.
3. Choosing **+ Add** provides another *Add A Comment* field for additional notes. Choosing **Clear** removes the text from the *Add A Comment* field.
4. Choose the **Edit** icon to make changes to comments or the **Delete** icon to remove the Comment from the Contract.
5. When finished, select **Save Contract & Close** to save and return to the Sales Contract list. **Save & Start New** saves the Contract and clears the form to enter a new Sales Contract.
   Note: The *Link to Purchase* tab can be used to link a Purchase Contract.

Link to Purchase

General Information

The *Location*, *Customer ID*, *Commodity*, and *Sales Contract Quantity* are displayed.



Linked Purchase Contract

1. If applicable, choose **Select A Purchase Contract To Link**.



2. Choose a Purchase Contract from the window that displays. The *Total Linked* and *Total Unlinked* calculate automatically.

Select Purchase Contract

	Purchase Contract ID	Contract Type	Customer Name	Location	Commodity	Contract Status	Date Estal
☑	100006	Priced	Barry Anderson	02MISO	Corn	Open	11/08/20

Filtering

☑ Open ☐ Closed

Bid Criteria: No Filter

Destination: No Filter

Apply Filters Clear All Filters

Cancel Select Contract