

Sales Contracts - SKY Grain

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When opening Outbound in 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 permission enabled in 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.

Contract ID	Custom...	Custom...	Location	Commo...	Contrac...	Buyer R...	Contrac...	Contrac...	Qty Re...	FOB Price	Status	Deliver...
100001	ADM	ADM	02MISO	Corn	05/15/2024		Priced	25000	25000	3.45	Open	3.4500
100002	Staley	A.E. Staley	02MISO	Spring Wh...	04/30/2024		Priced	5000	5000	4.95	Open	4.9500
100003	237060	Bibi Clinkin...	02MISO	Corn	02/15/2024		Priced	178.57	0	3.8	Closed	0.0000
100004	237060	Bibi Clinkin...	02MISO	Oats	02/15/2024		Priced	156.25	0	0.7552	Closed	0.0000

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

Sales Contract

General Information

Contract ID* 100017	Customer ID* AndBa - Barry Anderson		
Commodity* Corn	Location 02MISO	Buyers Reference	
Date Established* 11/19/2024	Expire Date	Contract Format Plain Paper 1	<input type="checkbox"/> Print contract on Save

MM/DD/YYYY MM/DD/YYYY

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 entire the *Expire Date* for this Contract.

Contract Details

Contract Type Priced	Contract Quantity* 5000	Shipping Destination	MOT
Original Contract Quantity 5000	Unsettled Shipments 0	Quantity Settled 0	Quantity Remaining 5000
<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> New Crop	

1. Choose the *Contract Type* from the drop-down.
2. Enter the *Contract Quantity*.
3. The *Shipping Destination* and *MOT* are optional fields.
4. The *Original Contract Quantity*, *Unsettled Shipments*, *Quantity Settled*, and *Quantity Remaining* are calculated and cannot be edited.
5. Indicate if this Contract is *Open*, *Closed*, or *New Crop*.

Pricing

FOB Price	Delivered Price	Bid Criteria	
Futures Price 4.37	Basis Price	Futures Month NOV24	Exchange
Pricing Note			

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

Start Date 11/01/2024 MM/DD/YYYY	Complete Date 11/30/2024 MM/DD/YYYY	Quantity 5000
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[+ Add Another Delivery](#)

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 **Trash Can**.

Grade Factors & Schedules

[+ Add Grade Factor](#) [+ Add Schedule](#)

Schedule Type: ⊘ Cancel Apply Schedule

<input type="checkbox"/>	Grade F... ↑	Schedule ↑	
<input type="checkbox"/>	Moisture	Store	

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

[Select Saved Comments](#)

Add A Comment

⊘ Clear [+ Add](#)

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 **Trash Can** 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.

Location 02MISO	Customer ID AndBa - Barry - Anderson	Commodity Corn
Sales Contract Quantity 5000		

Linked Purchase Contract

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

Select A Purchase Contract To Link	Total Linked 0.0000	Total Unlinked 5,000.0000
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2. Choose a Purchase Contract from the window that displays. The *Total Linked* and *Total Unlinked* calculate automatically.

Select Purchase Contract

<input checked="" type="checkbox"/>	Purchase Contract ID	Contract Type	Customer Name	Location	Commodity	Contract Status	Date Estal
<input checked="" type="checkbox"/>	100006	Priced	Barry Anderson	02MISO	Corn	Open	11/08/20

Filtering

<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	Bid Criteria No Filter	Destination No Filter	Apply Filters	Clear All Filters
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[Cancel](#) [Select Contract](#)