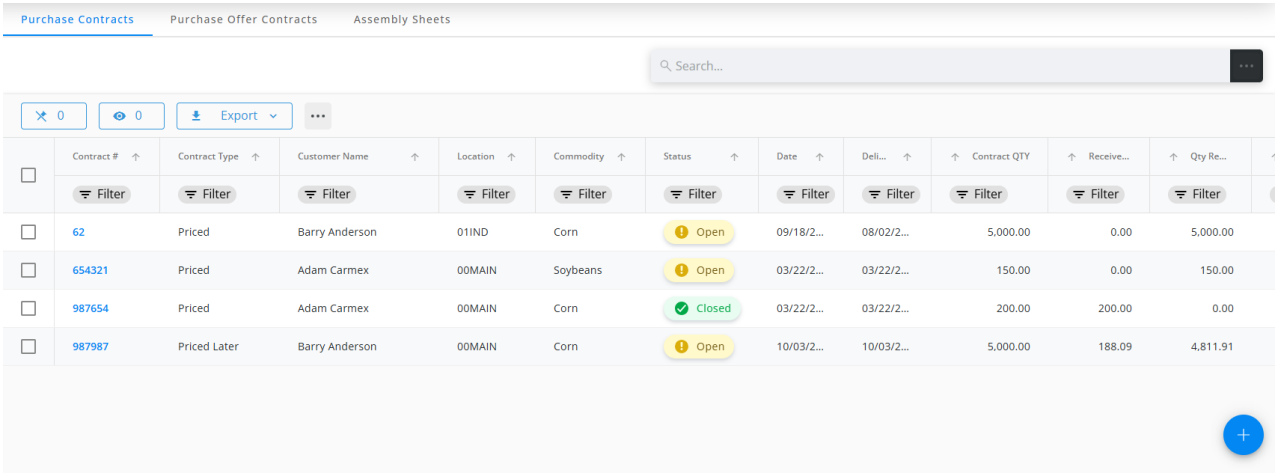
Purchase Contracts - Agvance SKY Grain

Last Modified on 11/10/2026 3:48 pm CST

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

Note: Purchase 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.

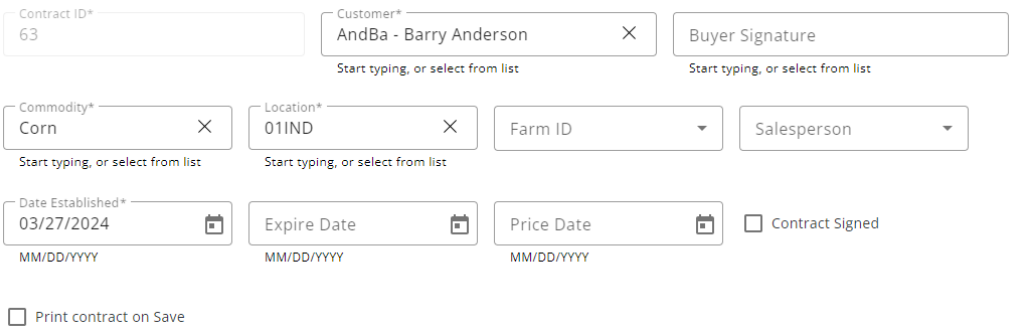
Use the *Search* bar to find specific contracts. Under the **Ellipsis** of the *Search* bar, there are options to *Reprint* or *Delete*. These are available when contracts have been checked in the far left column.

Options to **Edit**, **Print**, **Migrate**, and **Delete** a contract are available in the far right columns of the grid. Selecting the Purchase Contract number opens the Purchase Contract to view additional information.

Add a Purchase Contract

Select the blue **+** to add a contract.

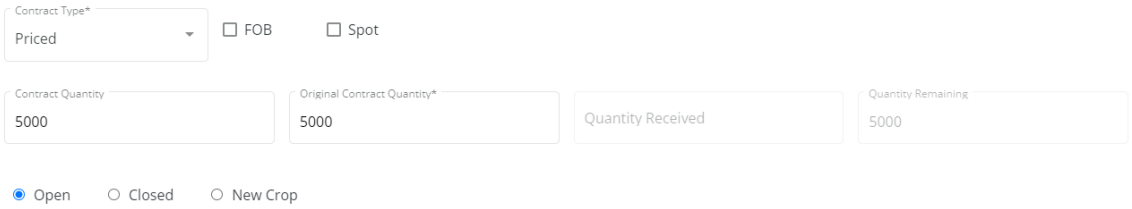
General Information



1. Enter the *Contract ID* (if auto-numbering is not turned on), and select the *Customer* from the drop-down.

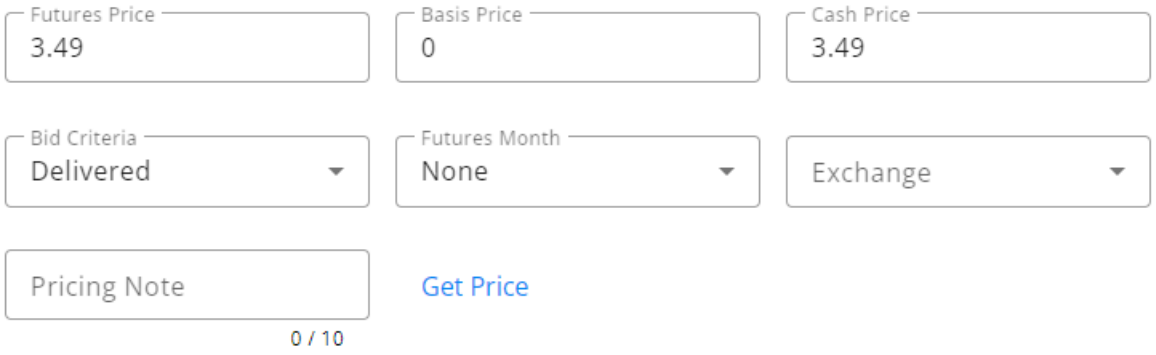
2. If applicable, select the *Buyer Signature*.
3. Indicate the *Commodity* and *Location*. The *Farm ID* is optional.
4. A *Salesperson* can be selected from the drop-down.
5. Indicate the *Date Established*. Today's date defaults but this can be changed. The *Expire Date* and *Price Date* can also be chosen.
6. If the Contract has been signed, check the *Contract Signed* box.
7. Checking *Print contract on Save* will give the opportunity to send the Contract to a printer to print to PDF.

Contract Details

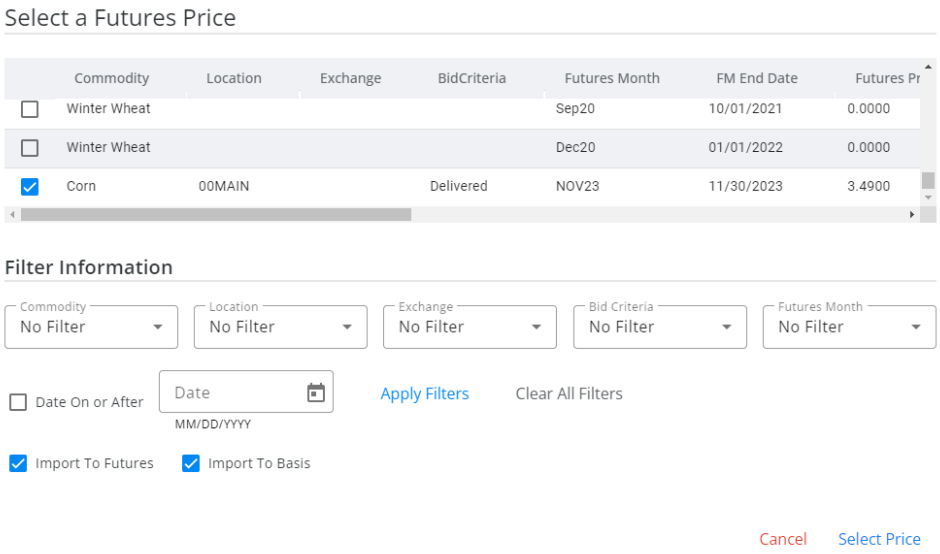


1. Select the *Contract Type* and indicate if *FOB* and/or *Spot*.
2. Enter the *Contract Quantity*. The amount entered will automatically be populated in the *Original Contract Quantity* field, but this can be changed if needed.
3. If applicable, enter the *Quantity Received*. The *Quantity Remaining* will calculate automatically.
4. Choose *Open*, *Closed*, or *New Crop*.

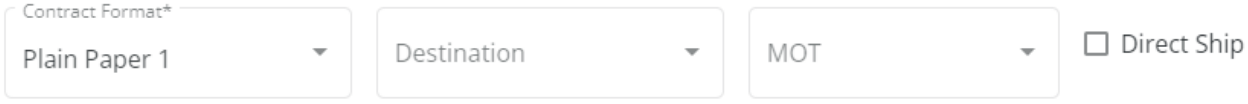
Pricing



1. Enter the *Futures Price* and *Basis Price*. The *Cash Price* calculates automatically.
2. Select the *Bid Criteria*, *Futures Month*, and *Exchange* from the drop-downs.
3. A brief *Pricing Note* can be entered.
4. Selecting **Get Price** opens the *Select a Futures Price* window. Results display based on filters selected. Make any necessary selections in the *Filter Information* area and choose **Apply Filters**. Alternatively, choose **Clear All Filters** to display all Futures Prices. Check the desired Futures Price row then choose **Select Price**.



Additional Information



1. Indicate the *Contract Format* from the drop-down.
2. The *Destination* and *MOT* can also be selected.

   Note: For more on requiring an MOT, see **Grain Preferences**.
3. If applicable, check the *Direct Ship* option.

Deliveries

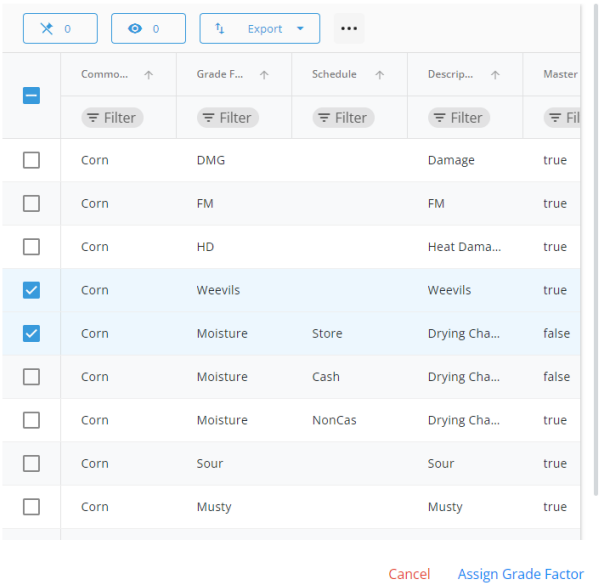


1. Enter the *Start Delivery* date, *Complete Delivery* date, and *Quantity*.
2. Choose **+ Add Another Delivery** if another date range and quantity needs entered.

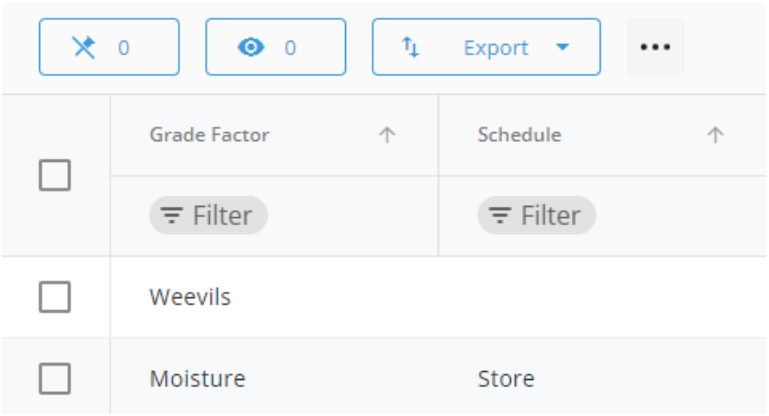
Grade Factors & Schedules

1. Select **Add Grade Factor** to choose from the list of Grade Factors that displays. Once the Grade Factor is selected, choose **Assign Grade Factor** to apply to the Contract.

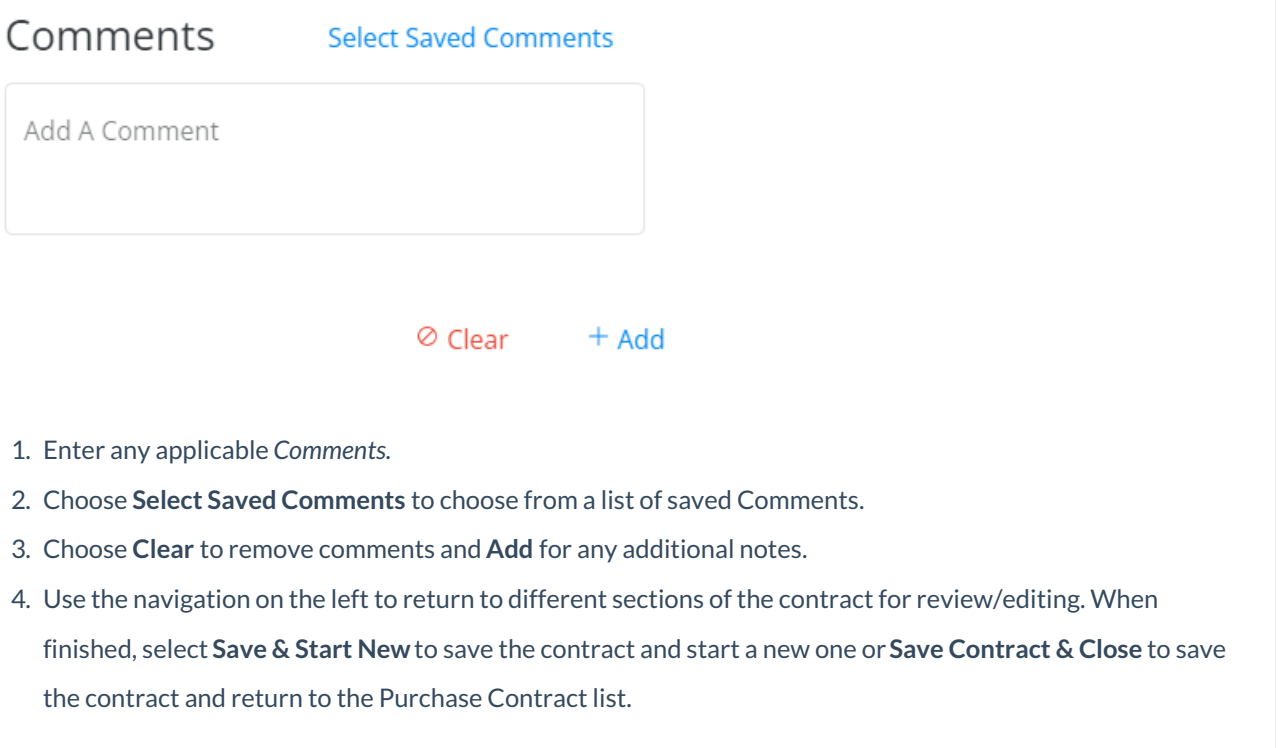
   Note: Multiple Grade Factors on different Schedules cannot be selected. If two Grade Factors on different Schedules are chosen, a prompt will display asking which Grade Factor should be removed from selection.



2. Selecting **Add Schedule** displays a *Schedule Type* drop-down. Choose from the list then select **Apply Schedule**.
3. Once Grade Factors and Schedules are applied, they will display in a grid.



Comments



1. Enter any applicable *Comments*.
2. Choose **Select Saved Comments** to choose from a list of saved Comments.
3. Choose **Clear** to remove comments and **Add** for any additional notes.
4. Use the navigation on the left to return to different sections of the contract for review/editing. When finished, select **Save & Start New** to save the contract and start a new one or **Save Contract & Close** to save the contract and return to the Purchase Contract list.