

Grain Custom Contracts

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Custom Contracts can be set up for different Format Types in Grain on the *General* tab at *Grain / Setup / Preferences*.

- **Format Type** – Select a *Format Type* from the list.
- **Format Name** – Enter a name for this custom contract. This name displays in the list on the *Print* window.
- **Title** – Enter a title to appear on the Contract. This prints at the top of the Contract.
- **Sub Title** – Enter a subtitle to appear on the Contract.
- **Print Location/Company In Header** – Select to print the location or company in the header of the report.
- **Centered** – If the company or location should be centered in the header of the report, select this option.

Purchase/Sales Contract Options

Note: These options are only available if the *Form Type* is *Purchase Contract*.

- **Print Location Under Contract #** – Select to print the location of contract under the contract number on Purchase Contracts.
- **Print Exchange** – Select to print the exchange on the contract.
- **Do Not Print Basis If It Is Zero** – Select to not print the basis price if it is zero.
- **Do Not Print Cash Price if it is Zero** – Select to not print the cash price if it is zero.
- **Print Bid Criteria** – Select to print the bid criteria on Purchase Contracts.

- **Print Pricing Notes** – Select to print text from the pricing notes area on the Purchase Contracts.
- **Print City, State** – Select to print the city and state with the location under the contract number on Purchase Contracts.
- **Do not Print Futures Price if it is Zero** – Select to not print the futures price if it is zero.
- **Suppress Futures/Basis Info If Priced** – Select to not print the futures and basis information if the contract is priced.
- **Print Grain Dealer Lic #** – Select to optionally print the grain dealer's license number on the contract. The grain dealer's license number is set up in the Hub or Accounting at *Setup / Locations* on the *Profile* tab. This defaults as left justified in the header.
- **Print Grain Warehouse Lic #** – Select to print the grain warehouse license number on the contract. The grain warehouse license number is set up in the Hub or Accounting at *Setup / Locations* on the *Profile* tab. This defaults as left justified in the header.
- **Print Gross, Dockage and Net** – This option is available for the Negotiable Warehouse Receipt Custom Contract. Selecting this option prints these amounts on the custom contract.
- **Right Justify Grain Dealer Lic #** – Select to right justify the grain dealer license number in the header.
- **Right Justify Grain Warehouse Lic #** – Select to right justify the grain warehouse license number in the header.
- **Print Interest Rate Terms** – Select to print interest rate terms on the *Installment Sale* or *Deferred Payment Contract*. This option is only available on the *Installment Sale* and *Deferred Payment Contract* setup.
- **Print Most Recent Comment Only** – Check this option if only the last comment added should print on the contract. This option is only available on the *Custom Purchase Contract* setup.
- **Print Price By Date** – Selecting this option prints the *Price By* dates from the Purchase Contracts on the custom contract.
- **Print Expire Date** – This option prints the *Expiration Date* entered on the Purchase Contract on the custom contract.
- **Print grade factor / schedule** – Select to *Print grade factor only*, *Print schedule info only*, or *Do not print grade factor or schedule info on the custom contract*.
- **Print Seller Address** – This option is available for Installment Sales Contracts, Deferred Payment and Priced Not Paid Settlements. Select to print *Address 1*, *Address 2*, or *Address 3* from the customer file on the custom contract.
- **Expand Terms / No Footer** – This option is available for the *Settlements to Neg. Warehouse Receipt Format Type*. When selected, the space for the terms is expanded. The *Notice to Seller* and signature line areas at the bottom are removed.
- **Terms** – Enter the terms to appear on the contract. Checking the *Print Second Page Terms* option gives the ability to print terms on the front and back of the Purchase Contract.
- **Font** – Set the font for verbiage to be entered or select existing verbiage and then use this to modify the font

in the *Terms Information* area.

- **Print Contract Initiator (Salesperson ID) above Buyer Name** – Select to print the Salesperson’s ID on the Purchase Contract.
- **Print A Box Around The Notice To Seller** – Select to optionally print a box around the information entered for *Notice to Seller*.
- **Notice to Seller** – Enter information to appear on the Contract.
- **Font** – Select the text and choose **Font** to modify the font for the *Notice to Seller*.
Note: Reprinting a contract under the corresponding operation will display a contract with viewable data.
- **Print Test Page** – Select to print a test page of the contract.
- **Custom Contracts – Shipment BOL Terms** – When printing shipments, there is an option of printing a bill of lading. Select this format to set up a custom bill of lading document.
- **Print Location Under Contract #** – Select to print the location of contract under the contract number on Purchase Contracts.
- **Print Exchange** – Select to print the exchange on the contract.
- **Do Not Print Basis If It Is Zero** – Select to not print the basis price if it is zero.
- **Do Not Print Cash Price if it is Zero** – Select to not print the cash price if it is zero.
- **Print Bid Criteria** – Select to print the bid criteria on Purchase Contracts.
- **Print Pricing Notes** – Select to print text from the pricing notes area on the Purchase Contracts.
- **Print City, State** – Select to print the city and state with the location under the contract number on Purchase Contracts.
- **Do not Print Futures Price if it is Zero** – Select to not print the futures price if it is zero.
- **Suppress Futures/Basis Info If Priced** – Select to not print the futures and basis information if the contract is priced.
- **Print Grain Dealer Lic #** – Select to optionally print the grain dealer's license number on the contract. The grain dealer's license number is setup in the Hub or Accounting at *Setup / Locations* on the *Profile* tab. This defaults as left justified in the header.
- **Print Grain Warehouse Lic #** – Select to print the grain warehouse license number on the contract. The grain warehouse license number is set up in the Hub or Accounting at *Setup / Locations* on the *Profile* tab. This defaults as left justified in the header.
- **Print Gross, Dockage and Net** – This option is available for the Negotiable Warehouse Receipt Custom Contract. Selecting this option prints these amounts on the custom contract.
- **Right Justify Grain Dealer Lic #** – Select to right justify the grain dealer license number in the header.
- **Right Justify Grain Warehouse Lic #** – Select to right justify the grain warehouse license number in the header.
- **Print Interest Rate Terms** – Select to print interest rate terms on the *Installment Sale* or *Deferred Payment Contract*. This option is only available on the *Installment Sale* and *Deferred Payment Contract* setup.

- **Print Most Recent Comment Only** – Check this if only the last comment added should print on the contract. This option is only available on the *Custom Purchase Contract* setup.
- **Print Price By Date** – Selecting this option prints the *Price By* dates from the Purchase Contracts on the custom contract.
- **Print Expire Date** – This option prints the *Expiration Date* entered on the Purchase Contract on the custom contract.
- **Print grade factor / schedule** – Select to *Print grade factor only*, *Print schedule info only*, or *Do not print grade factor or schedule info on the custom contract*.
- **Print Seller Address** – This option is available for Installment Sales Contracts, Deferred Payment, and Priced Not Paid Settlements. Select to print *Address 1*, *Address 2*, or *Address 3* from the customer file on the custom contract.
- **Expand Terms / No Footer** – This option is available for the *Settlements to Neg. Warehouse Receipt Format Type*. When selected, the space for the terms is expanded. The *Notice to Seller* and signature line areas at the bottom are removed.
- **Terms** – Enter the terms to appear on the contract.
- **Font** – Set the font for verbiage to be entered or select existing verbiage and choose **Font** to modify the font in the *Terms Information* area.
- **Print Contract Initiator (Salesperson ID) above Buyer Name** – Select to print the Salesperson's ID on the Purchase Contract.
- **Print A Box Around The Notice To Seller** – Select to optionally print a box around the information entered for *Notice to Seller*.
- **Notice to Seller** – Enter information to appear on the Contract.
- **Font** – Select the text and choose this to modify the font for the *Notice to Seller*.
Note: Reprinting a contract under the corresponding operation will display a contract with viewable data.
- **Print Test Page** – Print a test page of the contract.
- **Custom Contracts** – Shipment BOL Terms – When printing shipments, there is an option of printing a bill of lading. Select this format to set up a custom bill of lading document.
- **Format Name** – This defaults to BOL.
- **Copy Notation 1-4** – Optionally set up the *Copy* notation that prints at the bottom of each copy of the bill of lading. For example, enter *Office Copy* in the *Copy Notation 1* field and *Office Copy* prints at the bottom of the first copy of the bill of lading document. If nothing is set up for *Copy Notation 2-4*, *Extra Copy* prints at the bottom.
- **Terms** – Enter the terms that print on each bill of lading.
- **Change Font** – Highlight the *Terms* text to change font. Choose this to select the font, font style, size, and effects to be applied to the selected text.
- **Futures Web Service Setup** – This provides the setup for importing futures information from AgriCharts and

DTN. The company must subscribe to AgriCharts or DTN for this service. Please contact SSI for assistance on setting up this feature.

Obligations

Obligation Document (Custom Format)

Navigate to *Grain / Setup / Preferences*. On the *General* tab in the *Custom Contracts* drop-down, select *Obligations*. Here, a custom format can be added, edited, or deleted.

Selecting **Add** opens the *Add Custom Format for Obligations* window.

The screenshot shows a software window titled "Edit Custom Format Obligations For Type Obligations". The window is divided into several sections for configuring a custom print format. At the top, there are fields for "Format Name" (set to "Obligations") and "Format Type" (set to "Obligations"). Below these are fields for "Title" and "Sub Title". A section for "Print Location" has a dropdown menu set to "Location", with "in Header" checked and "Centered" unchecked. The "Obligation Type" is set to "Average Price". Under "Obligation Options", "Print Bid Criteria" is checked, while others like "Print Location Under Obligation #", "Print Exchange", "Print Min/Max Price", "Print City, State", "Print Grain Dealer Lic#", "Right Justify Grain Dealer Lic#", "Print Grain Warehouse Lic#", "Right Justify Grain Warehouse Lic#", "Print Gross, Dockage and Net", "Print Cust ID", and "Print Cust Phone #" are unchecked. There are also options for "Print Interest Rate Terms", "Print most recent comment only", "Print Price By Date", and "Print Expire Date". A "Print Seller Address" dropdown is set to "Do not print grade factor or schedule info". Below these are sections for "Terms" and "Second Page Terms", each with a "Font" button. At the bottom, there are checkboxes for "Print Obligation Initiator (Salesperson ID) above Buyer", "Print A Box Around The Notice To Seller", and "Includes Signature", along with a "Notice To Seller" text area and "Print Test Page", "Save", and "Cancel" buttons.

1. Enter the *Format Name*. This will be used when selecting the format on the *Obligation* and *Setup* windows and is a required field.
2. Optionally enter the *Title* and *Sub Title*.
3. The *Print Location* or *Company* will print in the upper left-hand corner unless *Centered* is selected.
Note: If logos are set up for the *Location* on the *Logo* tab at *Accounting / Setup / Location Preferences*, the logo will be printed instead.
4. Select the *Obligation Type* from the drop-down. This format can only be used for the *Obligation Type* selected.
5. Check any of the applicable *Obligation Options*.
6. Enter the *Terms* of the *Obligation*.
Note: An option is available to print the terms on a second page (*Print Second Page Terms*). Enter these terms

in the *Second Page Terms* area. Check the *Print Second Page Terms* preference for this field to be enabled.

7. Enter the *Notice to Seller* information. If applicable, check the printing options available for this section.

When editing this Custom Format, all information can be modified except for the *Obligation Type* if the format has been used on an Obligation.

Obligation Amendment Document (Custom Format)

Navigate to *Grain / Setup / Preferences*. On the *General* tab in the *Custom Contracts* drop-down, select *Obligation Amendment*. Here, a custom format can be added, edited, or deleted.

Selecting **Add** opens the *Add Custom Format for Obligations* window.

The screenshot shows the 'Add Custom Format for Obligation Amendment' dialog box. The 'Format Name' is 'Obligation Amendment' and the 'Format Type' is also 'Obligation Amendment'. The 'Title' is 'Obligation Amendment'. There are checkboxes for 'Print Location in Header' and 'Centered'. The 'Obligation Options' section includes checkboxes for 'Print Location Under Obligation #', 'Print Exchange', 'Do Not Print Basis If It Is Zero', 'Do Not Print Cash Price if it is Zero', 'Print Bid Criteria', 'Print Pricing Notes', 'Print City, State', 'Do not Print Futures Price if it is Zero', 'Suppress Futures / Basis Info If Priced', 'Suppress Futures / Basis Info on Minimum Priced', 'Print Grain Dealer Lic#', 'Print Grain Warehouse Lic#', 'Print Gross, Dockage and Net', 'Print Cust ID', 'Print Cust Phone #', 'Right Justify Grain Dealer Lic#', and 'Right Justify Grain Warehouse Lic#'. There are also dropdown menus for 'Print grade factor / schedule' and 'Print Seller Address'. At the bottom, there are text areas for 'Terms', 'Second Page Terms', and 'Notice To Seller', each with a 'Font' button. The 'Notice To Seller' section has checkboxes for 'Print Obligation Initiator (Salesperson ID) above Buyer' and 'Print A Box Around The Notice To Seller'. At the bottom right, there are buttons for 'Print Test Page', 'Save', and 'Cancel'.

1. Enter the *Format Name*. This will be used when selecting the format on the *Setup* window and is a required field.
2. Optionally enter the *Title* and *Sub Title*.
3. The *Print Location* or *Company* will print in the upper left-hand corner unless *Centered* is selected.
Note: If logos are set up for the *Location* on the *Logo* tab at *Accounting / Setup / Location Preferences*, the logo will be printed instead.
4. Select the *Obligation Type* from the drop-down. This format can only be used for the *Obligation Type* selected.
5. Check any of the applicable *Obligation Options*.
6. Enter the *Terms* of the Obligation.
Note: An option is available to print the terms on a second page (*Print Second Page Terms*). Enter these terms

in the *Second Page Terms* area. Check the *Print Second Page Terms* preference for this field to be enabled.

7. Enter the *Notice to Seller* information. If applicable, check the printing options available for this section.

When editing this Custom Format, all information can be changed.