

Purchase Contract Amendments

Last Modified on 10/23/2025 10:43 am CDT

Purchase Contract Amendments is a tool in Agvance allowing changes to a Purchase Contract to be tracked and to apply Settlement Deductions. These deductions can later be applied to the Settlement when the Purchase Contract is being paid.

Note: Once the Purchase Contract Amendments tool is turned on in Agvance, it cannot be turned off.

Setup

In Agvance, navigate to the *Purchases* tab at *Grain / Setup / Preferences* and select the *Use Contract Amendments* option to turn on the Amendments tool. Once the option is selected and saved the option will be grayed out and unavailable to turn off.

The screenshot shows the 'Grain Preferences' window with the 'Purchases' tab selected. The 'Settlement' section has 'Scale Ticket' selected. The 'Assembly Sheet' section has 'Format 2' selected. In the 'Purchase Contracts' section, the 'Delivery date range for purchase contract application' is set to 'All'. The 'Electronic Signatures' section has 'Prevent delete of signed contract' checked. The 'Default Contract Formats' section has 'Use Contract Amendments' highlighted with an orange box. The 'Scale Ticket Entry' section has 'Calculate Net Weight' selected, 'Suppress printing on save' checked, 'Require Shrink/Dock Calculation Before Save of Scale Ticket' checked, and 'Allow Changing of the Scale Ticket Number when Not Posted' checked. The 'Assembly Sheet' section has 'Default DPR' set to 'No Default' and 'Select; Location Source' set to 'All'. The 'Flat Fee PD Schedule' and 'Default Expire Date number of days' are both empty. The 'Grain Bank' section has 'Method of Negative Grain Bank Checking' set to 'Warn Only' and 'Source Balances from' set to 'Company'. The 'Settlement Document Preferences' button is visible at the bottom right. The 'Save' and 'Cancel' buttons are at the bottom right of the window.

Any Settlement Deductions that should be available to use on an Amendment must have the option *Allow this Deduction to be used on a Purchase Contract* selected at *Grain / Setup / Settlement Deductions*.

Edit a Settlement Deduction

Deduction / Addition Reference: Deduction Type:

Description: ☒ Default to Deduction
☐ Calculate From Gross Units When Available ☐ Default to Addition

Rate/Unit: Class of Deduction:
☐ None
☐ Grain Tax
☐ Credit AR
☒ Advance Code

% of Gross Dollar:

Flat Rate:

<G/L Posting Account>: ☐ G/L Posts to Commodity/Location Purchase Account

<Invoice Item>:

☐ Use Item From Settlement Location

Patronage Category:

<Category>

☒ Allow this "Advance" deduction to be tied to a Contract

☒ Allow this deduction to be used on a Purchase Contract Amendment

Nets Out Gross Dollars Paid when by percent

<Deduction>	Description

To require Comments to save an Amendment, select the *Require reason for changes* option on the *General* tab at *Grain / Setup / Preferences*.

Grain Preferences

General Purchases Sales Posting Multi-Shrink Options Location Preferences

Scale Tickets 4 05/14/2025
 Settlements 1 05/13/2025
 Shipments
 Ship Settlements
 DPR /TPR

Display the next report number and date last posted for each category listed

Rollup Location Inventory to Open Storage on DPR (None)
 Minutes before Settlement Print Window Unloads (0 = Off) 0

<"Grade" GF>
 Current Year
 Settlement Check Top Margin Adjustment 325

Name to Print for Statements of Income
 Statements of Income
 Priced Later Alternate Name

☐ Include account reference when printing settlement checks to PrintBoss

Default List Box Filters
 Scale Tickets Days
 Settlements Days
 Shipments Days
 Commod Trans Days

Setup Preprinted WHR
☐ Require reason for changes
☐ Separate Shrink from Dockage

Grain Storage and Service Invoices
 Default Terms (None)
 Default Due Date
 This due date will be used on invoices made from settlement deductions and will not use the terms except for Stg/Svc.

Installment Sale / Deferred Payment
 Default Due Date

Commodity Cross Ref.
 1
 2
 3
 4

Commodity Classifications
 Bin Classifications

Custom Contracts
 Format Type
 Format Name
 Add
 Edit
 Delete

Futures Web Service Setup

Save Cancel

A Custom Contract Format Type, Purchase Contract Amendment (All Contract Types), is available to print the Amendment Change Log along with the Purchase Contract. Custom Contracts are managed at Grain / Setup / Preferences / General tab. Default Purchase Contract Amendment Formats can be set by Location at Grain / Setup / Preferences / Location Preferences tab.

Grain Preferences

General Purchases Sales Posting Multi-Shrink Options Location Preferences

Location: 01IND

Legal Name Verbiage:

Default Amendment Format: PurConAmend

Default Obligation Amendment Format:

<Default Broker>

	Contract Type	Require MOT On Purchase Contract	Require MOT On Sales Contract
1	Priced	☐	☐
2	Priced Later	☐	☐
3	Basis Fixed	☐	☐
4	Futures Fixed	☐	☐
5	Hedged-To-...	☐	☐
6	Minimum Pri...	☐	☐

☐ Require MOT on shipments

Settlement Print Options

☒ Print Comments ☐ Print Settlement Deduction Unit Prices ☒ Include in header

☒ Print Drying Charges ☐ Print Settlement Source Contract ☐ Print Location ☒ Print Company

☒ Print Assembly Detail

☒ Print Assembly Comments ☒ Print Drying Charges ☐ Suppress prices only when settling to unpriced

☒ Print Scale Ticket Comments ☐ Print Drying Charges Per Unit ☐ Suppress prices

☒ Print Assembly Overall Grade Factors ☒ Print Bin Ref. ☐ Print Deductions and Storage/Service Charges

☐ Suppress Zero Value Grade Factors ☒ Print All Customers ☐ Print Freight Vendor and Rate

☐ Print In Condensed Mode

Save

Futures Web Service Setup

Save Cancel

Basis or Futures Price Amendment

To add a Purchase Contract Amendment to change the Basis Price or Futures Price.

1. Edit the Purchase Contract and on the *Amendments* tab enter the Date.
2. Select *Basis Price* or *Futures Price* as the *Type* and the the corresponding selection in *Value to Change*.

Edit a Purchase Contract

General History Comments Minimum Priced Splitout Info Advances **Amendments**

Date: 07/07/2025 ☐ Contract Signed

Type: Basis Price Value to Change: Basis Price

Unit Source: Units Left to Settle Override Units:

<Settlement Deduction>: Value or Rate:

Description:

Comment:

Original Futures Price: 10.03000 Original Basis Price: -0.18000 Add Amendment

Amendment	Date	Contract Signed	Type	Value to Change	Rate or Value	Settlement Deduction	Description	Comment	Units
1	07/07/2025	☐	Basis Price	Location ID			Location...		

Calculated Cash Price: 9.85000

☒ Assign Buyer Signature ☐ Print Contract on Save Split Save Cancel

- Enter an amount in the *Value or Rate* that will be added to the current Basis or Futures Price. If the current price needs to be reduced, enter a negative number (ex. -1.25).

Note: If adjusting the Basis or Futures Price and there is a Cash Price on the Purchase Contract, an additional amendment would need to be added to update the Cash Price.

- Enter a description. *Description* is required to save an Amendment.
- Select the **Add Amendment** button. Amendment details will display in the Amendment window below.
- Once all Amendments have been added, select **Save**.

General Amendment

To edit any field on a Purchase Contract other than Basis Price, Futures Price, or to add a Settlement Deduction the steps below should be followed.

- Edit the Purchase Contract and, on the *Amendments* tab, enter the Date.

Edit a Purchase Contract

General History Comments Minimum Priced Splitout Info Advances Amendments

Date: 07/16/2025 ☐ Contract Signed

Type: Basis Price Value to Change: Location ID

Unit Source: Units Left to Settle Override Units:

<Settlement Deduction>: Value or Rate:

Description: Change Location

Comment:

Original Futures Price: 10.03000 Original Basis Price: -0.18000 Add Amendment

	Amendment	Date	Contract Signed	Type	Value to Change	Rate or Value	Settlement Deduction	Description	Comment	Units
1	1	07/...	☐	Ba...	Location ID			Location...		

Calculated Cash Price: 9.85000

☒ Assign Buyer Signature ☐ Print Contract on Save Split Save Cancel

2. Select *Basis Price* or *Futures Price* as the *Type*.
3. Select the field to be edited in the *Value to Change* drop-down.
4. No *Value or Rate* should be entered. If a rate is entered it will have an effect on the price selected in *Type*.
5. Enter a description. The *Description* is required to save an Amendment.
6. Select **Add Amendment**. Amendment details will display in the *Amendment* window below and the field selected in *Value to Change* will be available to edit on the *General* tab.
7. Once all Amendments have been added, select **Save**.

Settlement Deduction Amendment

Purchase Contract Amendments can be used to attach a Settlement Deduction to a Purchase Contract to be applied at settlement.

1. Edit the Purchase Contract and, on the *Amendments* tab, enter the *Date*.

Edit a Purchase Contract

General History Comments Minimum Priced Splitout Info Advances **Amendments**

Date: 10/17/2024 ☐ Contract Signed

Type: Settlement Deduction Value to Change: Location ID

Unit Source: Units Left to Settle Override Units:

<Settlement Deduction>: Value or Rate:

Description:

Comment:

Original Futures Price: Original Basis Price: Add Amendment

Amendment	Date	Contract Signed	Type	Value to Change	Rate or Value	Settlement Deduction	Description	Comment	Units

Calculated Cash Price: 0.00000

☐ Assign Buyer Signature ☒ Print Contract on Save Split Save Cancel

2. Select *Settlement Deduction* as the *Type*, which will open the *Settlement Deduction* selection field.
3. Use the drop-down to select a *Unit Source* and indicate to how many units the *Settlement Deduction* will be tied.
4. Double-click to select which *Settlement Deduction* to use.
5. If a rate is set on the selected *Settlement Deduction*, it will default in the *Value or Rate* field. If no rate is set, one must be manually entered. The *Rate* will show on the Amendment document but will not affect the Purchase Contract price. A note will display that the Rate will be calculated at Settlement.
6. Enter a description. The *Description* is required to save an Amendment.
7. Select the **Add Amendment** button. Amendment details will display in the *Amendment* window below.
8. Once all Amendments have been added, select **Save**.

Migration Amendment

When a Purchase Contract needs to be migrated, follow the steps below.

1. Select the Purchase Contract and choose **Migrate**.

Select a Purchase Contract

Contract	Cust ID	Customer Name	Location	Commodity	Date
2	236191	Abeb Mikaela	00MAIN	Corn	03/10/202
11	AndBa	Anderson Barry	00MAIN	SoyBns	03/19/202
12	AndBa	Anderson Barry	00MAIN	Corn	03/21/202
3	AndBa	Anderson Barry	00MAIN	Corn	09/21/202
4	AndBa	Anderson Barry	00MAIN	Corn	01/27/202
5	AndBa	Anderson Barry	00MAIN	Corn	02/20/202
6	AndBa	Anderson Barry	00MAIN	Corn	02/20/202
7	AndBa	Anderson Barry	00MAIN	Corn	06/20/202
704613	AndBa	Anderson Barry	00MAIN	Corn	01/22/202

Customer Name

Filter

☐ Date Established

Start Date

End Date

Contract #

<Customer>

<Commodity>

Location

Contract Status

Contract Type

Buttons: Add, Edit, **Migrate**, View, Delete, Reprint, Cancel, Apply

2. Select the *Amendments* tab and enter the *Date*.
3. Select the *Amendment Type*.
4. If *Settlement Deduction* is selected as the *Type*, use the drop-down to select a *Unit Source* and indicate to how many units the Settlement Deduction will be tied and select a Settlement Deduction.
5. If no Settlement Deduction is being added, choose *Basis* or *Futures Price* as the *Type*.
6. The *Value to Change* will automatically be set to *Migrate Contract*.
7. Enter a description. The *Description* is required to save an Amendment.
8. Select the **Add Amendment** button.
9. Select the *History* tab and choose **Migrate**.

Edit a Purchase Contract

General

History

Comments

Minimum Priced

Splitout Info

Advances

Amendments

Customer ID235642

Carma Vanheusen

Location00MAIN

Quantity Available to be Migrated50000.00

Migrate

CommodityCorn

Contract #	Location	Customer Name (ID)	Date	Price	Priced Quantity
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Total Priced by Purchase Contracts0.00

Settlement #	Location	Customer Name (ID)	To DPR	Date	Price	Priced Quantity
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View TPR History

Total Settled0.00

Unsettled Units50000.00

☒ Assign Buyer Signature

☐ Print Contract on Save

Split

Save

Cancel