Shipments in Grain

Last Modified on 03/18/2025 7:02 am CDT

Shipments

A Shipment in Grain is the outbound transaction of grain moving from an elevator to a farmer, processor, or terminal. Shipments can be Contract, Spot, Priced Later, or Redeposit.

This is similar to a Scale Ticket and can be by truck or rail load.

Sometimes these are entered as estimated units or weights until received from processor. Grade Factors can be entered to compare elevator/processor results.

Note: Redeposit is elevator-owned grain stored at another facility.

A Direct Shipment is the outbound transaction of grain moving from a farmer to a processor or terminal under an elevator's name.

Process

Document the movement of grain out of the elevator in which Sales Contracts were made.

1. Navigate to *Grain / Operations / Shipments* and choose **Add**, or select the **Add a Shipment** icon.

   Note: Shipments can also be created from Outbound Scale Tickets within Grain Scale Interface.

2. On the *Add a Shipment* window, enter the *Shipment #*. This may automatically populate if auto numbering is enabled. The *Ship Date* defaults to the current date but may be edited.

   ○ The *Additional Info* tab allows for the recording of *Axles*, a *Release Number*, *Lot Number*, *Vehicle*, *Trailer*, *Seal Numbers*, and *Destination Information*.

- The *Comments* tab allows comments to be recorded by typing in the *Comment* area and choosing **Accept**. Additional comments are added by selecting **Add Comment** and repeating the steps above. Add a previously saved comment by double-clicking in the *Comment* area, selecting the comment to use, and choosing **Accept**.

3. Enter the *Estimated Weight* or *Estimated Units*, *Commodity*, and *Customer ID*. Additional information may also be entered.

4. In the *Shipment Details* grid, double-click on *Contract* and select the Sales Contract desired. Non contract volume can be added by selecting **Add Spot Row**. *Quantity*, *Price*, and *In-Trans Price* can be edited in the grid as needed. Optionally enter a *Basis Price*.

   Note: Selecting a Sales Contract automatically populates some of the information mentioned above.

5. If freight is to be paid, double-click in the *Freight Vendor* field. Highlight the vendor and choose **Select**. Choose **Charges** and, on the *Freight Charges* window, select **Add Charge**. Enter the *Quantity* and *Rate* then select **Done**.

6. Double-click on *Bin*, highlight the bin(s) from which the grain is drawn, and choose **Done**. Enter the *Quantity* to be drawn from each bin or enter the *%* and select **Calculate Qty from %**. Agvance then calculates the quantity from each bin.

   Note: *Estimated Units*, the total of *Quantity* units in the *Shipment Details* grid, and the total *Quantity* in the *Bins* section must be equal.

7. Grade factor values for the selected commodity can be added by double-clicking on *Grade Factors*. Highlight the factor and select **Done**. Enter the *Result* value.

8. If an advance has been received, double-click on the *Advance* column heading to attach it to the Shipment. On the *Select Shipment Advance* window, highlight the advance and select **Done**. Enter the *Amount*.

9. Select *Print Shipment on Save* if desired and choose **Save**.

Shipment Settlements

Settle outbound Grain Shipments by check or Invoice.

1. Navigate to *Grain / Operations / Shipment Settlements* and select **Add**.

2. On the *Add a Shipment Settlement* window, select the *Location*. Choose the Commodity and/or customer by double-clicking in the *Commodity* and/or *Customer ID* field, highlighting the appropriate item, and choosing **Select**.

3. Edit the *Date* of the Settlement as needed. Enter the number of *Units Settled*, the *Check #*, and the amount of the Settlement in the *Check Amount* cell. Choose **Select Shipments**, highlight the Shipment(s), and choose **Select**.

   Note: Choosing **Select Shipments** at any time displays the Shipments matching the entered criteria.

4. Selecting **Auto Apply Units Settled** applies the entered *Units Settled* to the Shipment and marks each

Shipment as *Complete*. Two options to apply the settled units are *Prorate to all shipments* and *Apply top down using Shipped Units*. When each Shipment's *Available* units differ from the *Units Settled*, an adjustment to company-owned inventory is made.

Note: *Net Units* may be entered manually for each Shipment. Unchecking the Shipment's *Complete* status allows the Shipment to remain open and its remaining units are available to be settled later. Double-click on any Shipment's *Contract* column to select a different Sales Contract.

5. Any Grade Factors or Deductions may be entered in the *Grade Factors* or *Shipment Deductions* grids. Selecting **Prorate Deductions** moves deductions to each Shipment by either selecting *Net Units* or *Gross Amt*.

6. Double-click on *Advance* to select any advances to apply towards this Settlement.

   Note: The *Difference* in *Units* and *Dollars* in the *Totals* section must be zero to save the Settlement.

7. Choose **Save**. When Shipment Settlements are posted, the check posts to the G/L Debit Account listed in the upper right corner of the *Add a Shipment Settlement* window.

   Note: Posting takes place at *Grain / GL Posting Reports / Grain G/L Posting Reports / Grain Sales Report.*

8. If the Settlement should create an Invoice, select **Create Invoice**. On the *Shipment Invoice Information* window, edit the *Product Cost*, *Invoice Terms*, and *Due Date* as necessary. The product listed in the *Product Name* column is from the *Agvance Product Linked to this Commodity/Location* at *Grain / Setup / Commodities*. Choose **Save**.

9. On the *Add a Shipment Settlement* window, select **Save**. The Invoice posts to the customer's account in Agvance Accounting.

Shipment Advances

A Shipment Advance is an early payment from a terminal to an elevator before grain is settled upon. Advances can be established for a specific Shipment or Shipments or generically. It is deducted upon processing the Shipment Settlement.

1. Navigate to *Grain / Operations / Shipment Advance* and select **Add**.
2. Select the *Customer* and indicate the *Location*.
3. Set the appropriate *GL Debit Account* if the default is not the correct account. The default is set up at *Setup / Preferences* on the *Sales* tab.
4. Enter the *Check #* and dollar *Amount*.
5. Select **Add Shipments to this Advance** if necessary and choose *Equally to each shipment* or *By estimated units*.
6. Select **Save** when finished.