

Create HTA Contract

An HTA (Hedge to Arrive) contract locks down the futures price but not the basis. Typically, the future price is entered before delivery.

Here are the steps on how to add sequence:

1. Create a [Contract Header](#)
2. At the time of creating contract header select Pricing Type as HTA
3. To add sequence, click on the **Insert** button.

The screenshot shows the 'Contract Sequence' window. The left sidebar has a red arrow pointing to the 'Insert' button. The main window is in the 'Details' tab. Fields include: Sequence (1), Status (Open), Start Date (01/01/2018), End Date (01/31/2018), Location (0001-Fort Wayne), Quantity (10,000 UOM Bushels), Net Weight (10,000 UOM Bushels), Packing Description (Bulk), Original Quantity, Unit/Layer, Layers/Pallet, No. of Lots (2,000,000), No. of Sequences, Container Type, No. of Containers, Market Zone, Discount, Discount Table, Schedule Code, Option, Split, Pricing (Fixation By, Pricing Type: HTA, Currency: USD, Futures Market: CBOT Corn, Basis: USD, Cash Price, Total Cost), ERP (ERP PO No, ERP Item No, ERP Batch No).

4. In the Contract Sequence screen enter the value in **Details** tab.
5. **Sequence No** is system generated. It is non-editable.
6. **Status** defaults to **Open**. Filed is not editable at the time of creation.
7. **Start Date** defaults to Contract date. To change the date, click on the combo box button to open the mini calendar and select date. Default Start date can be configured at System manager company configuration Contract Management

The screenshot shows the 'Company Configuration' window, 'Contract Management' tab. The 'Default Start Date Type' is set to 'First Date of Current Month'. Other settings include: Assign Sale Contract (checked), Assign Purchase Contract (checked), Require DP Contract (checked), Auto Create DP Contract (checked), Default Contract Report (Coffee-CSR-A2019), Default End Date Type (Last Date of the Start Date's Month), Default End Date (9/27/2017), Default Salesperson (Bob Smith), Default Packing Description (Bulk), Default Contract Status (Open), Default Container Type (20 FEET), Allow Basis Application to Tickets (checked), Cash Future Price (Either), Use Calculation (Round).

8. To enter **End Date**, click on the combo box button to open the mini calendar and select date. Default End date can be configured at System manager company configuration Contract Management

The screenshot shows the 'Company Configuration' window with the 'Contract Management' tab selected. In the 'General' section, the 'Default End Date Type' is highlighted with a red box and set to 'Last Date of the Start Date's Month'. Other visible settings include 'Assign Sale Contract' (checked), 'Assign Purchase Contract' (checked), 'Require DP Contract' (checked), 'Auto Create DP Contract' (checked), 'Default Contract Report' (Coffee-CSR-A2019), 'Default Start Date Type' (First Date of Current Month), 'Default End Date' (9/27/2017), 'Default Salesperson' (Bob Smith), 'Default Packing Description' (Bulk), 'Default Contract Status' (Open), 'Default Container Type' (20 FEET), 'Allow Basis Application to Tickets' (checked), and 'Cash Future Price' (Either).

9. To enter **Event Start Date**, click on the combo box button to open the mini calendar and select date.
10. To enter **Planned Availability**, click on the combo box button to open the mini calendar and select date.
11. To enter **Updated Availability**, click on the combo box button to open the mini calendar and select date.
12. The **Location** field is automatically filled in with the default Location set in the User configuration. To change it for a different location, select Location from combo box.
13. The **Item** field is automatically filled in with the item configured for the location. To change item, select item from combo box.
14. **Origin**
15. To capture the Garden/Estate name, enter **Farm ID**.
16. Enter **Vendor Lot ID**.
17. Select the **Container Type** from the drop list.
18. Enter the **No of containers**.
19. The **Quantity** field is automatically filled in with the default contract header qty. Enter different quantity to change the data.
20. The **UOM** field is automatically filled in with the stock UOM set in the **Inventory > Item** option. To change it for a specific contract, select different UOM from combo box.

The screenshot shows the 'Contract Sequence - 100' window. The 'Details' tab is active, displaying various contract fields. Key fields include 'Sequence' (1), 'Status' (Open), 'Start Date' (11/8/2016), 'End Date' (11/8/2016), 'Planned Availability' (11/10/2016), 'Event Start Date' (11/10/2016), 'Updated Availability' (11/10/2016), 'Location' (0001 - Fort Wayne), 'Contract Item' (Market Zone), 'Item' (CORN), 'Origin' (Discount Table), 'Farm No' (Schedule Code), 'Grade' (Option), 'Vendor Lot ID' (Split), 'Reference' (Split), 'Container Type' (Split), and 'No. of Containers' (0.200000). The 'Pricing' tab is also visible, showing 'Fixation By' (Currency), 'Pricing Type' (USD), 'Futures Market' (CBC), 'Basis' (Mn/Yr), 'Cash Price' (USD), and 'Total Cost'.

21. Net Weight
22. Original Quantity
23. Unit/Layer
24. Layer/Pallet
25. Select **Fixation By** from the drop list.

26. The **Price Type** field is automatically filled in with the default contract header pricing type. To change it for a specific type, select different type from combo box.

Contract Sequence -

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 10,000 UOM: Bushels

Status: Open Net Weight: 10,000 UOM: Bushels

Start Date: 01/01/2018 Packing Description: Bulk Pricing Type: HTA Currency: USD

End Date: 01/31/2018 Original Quantity: Futures Market: CBOT Corn Mn/Yr: Mar(H) 18

Planned Availability: Unit/Layer

Event Start Date: Layers/Pallet

Updated Availability: No. of Lots: 2,000,000

Location: 0001-Fort Wayne No. of Sequences

Book: Container Type

Sub-book: No. of Containers

Contract Item: Market Zone

Item: CORN Discount

Item Specification: Discount Table

Origin: Schedule Code

Purchasing Group: Option

Farm No: Split

Grade:

Garden:

Vendor Lot ID:

Reference:

ERP PO No:

ERP Item No:

ERP Batch No:

27. The **Currency**, **Future Market**, **Mn/Yr** field is automatically filled in with the default Market and Month/Year is associated with Commodity. To change it for a specific contract, select different Market and Month/Year from combo box.

Contract Sequence -

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 10,000 UOM: Bushels

Status: Open Net Weight: 10,000 UOM: Bushels

Start Date: 01/01/2018 Packing Description: Bulk Pricing Type: HTA Currency: USD

End Date: 01/31/2018 Original Quantity: Futures Market: CBOT Corn Mn/Yr: Mar(H) 18

Planned Availability: Unit/Layer

Event Start Date: Layers/Pallet

Updated Availability: No. of Lots: 2,000,000

Location: 0001-Fort Wayne No. of Sequences

Book: Container Type

Sub-book: No. of Containers

Contract Item: Market Zone

Item: CORN Discount

Item Specification: Discount Table

Origin: Schedule Code

Purchasing Group: Option

Farm No: Split

Grade:

Garden:

Vendor Lot ID:

Reference:

ERP PO No:

ERP Item No:

ERP Batch No:

28. For HTA Pricing Type, the Future Price is mandatory.

Pricing

Fixation By:

Pricing Type: HTA Currency: USD

Futures Market: CBOT Corn Mn/Yr: Mar(H) 18

Futures:

Basis: USD Bushels

Cash Price: UOM: Bushels

Total Cost:

29. Enter Future price .
30. Select Basis select Currency from the Currency drop down.
31. Enter Basis value is non editable
32. Select Basis UOM from the UOM drop down.
33. Cash Price is auto calculated.Cash rice should show blank as there is no basis is entered.
34. Select UOM from the UOM drop down.
35. The **Currency** field is automatically filled in with the default set in the Company preference option. To change it for a specific contract, select different currency from combo box.

Contract Sequence - 100

Save Delete Undo Close

Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 0.0000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Lots:

Location: 0001 - Fort Wayne No. of Sequences:

Contract Item: Market Zone

Item: CORN Discount:

Origin: Discount Table

Farm No: Schedule Code

Pricing

Fixation By:

Pricing Type: Priced Currency USD

Future Currency

Future EUR

Basis: USC

Cash Price: GBP

Total Cost: PHP

Marks JPY

+ Insert USD

Bag Mark Default

36. No of Lots
37. Select **Market Zone** from the drop list.
38. Select **Discount** from the drop list.
39. Select **Schedule** from the drop list.
40. Select **Option** from the drop list.
41. Click on **Insert** button to insert bag mark to the sequence.

Contract Sequence - 100

Save Delete Undo Close

Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 0.0000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Lots:

Location: 0001 - Fort Wayne No. of Sequences:

Contract Item: Market Zone

Item: CORN Discount:

Origin: Discount Table

Farm No: Schedule Code

Grade: Option:

Vendor Lot ID: Split

Reference:

Pricing

Fixation By:

Pricing Type: Priced Currency USD

Futures Market CBOT Co Mn/Yr Dec(Z) 16

Futures

Basis:

Cash Price: UOM: Bushels

Total Cost:

Marks

+ Insert X Remove Pattern View Filter

Bag Mark Default

42. In the Contract Sequence screen enter the value in **FX tab**.

Contract Sequence - 100

Save Delete Undo Close

Details FX Miscellaneous History Activities Events

Invoice Currency

FX Valid From:

FX Valid To:

Currency Pair

Exchange Rate: Price:

FX Price UOM:

FX Remarks:

Assumed FX for Marginal Risk Report:

43. Select the **Invoice currency** from the drop list.
44. To enter **FX Valid From**, click on the combo box button to open the mini calendar and select date.
45. To enter **FX Valid To**, click on the combo box button to open the mini calendar and select date.
46. Select **Currency Pair** from the drop down.
47. Provide valid **Exchange Rate**.
48. Provide Multi line **FX Remarks**.
49. Enter value for **Assumed FX for Marginal Risk Report**.

50. In the Contract Sequence screen enter the value in **Miscellaneous tab**.

Contract Sequence - 100

Save Delete Undo Close

Details FX Miscellaneous History Activities Events

Pickup/Deliver:

Ship Via:

Book:

Sub-book:

Farm Invoice No:

Certifications

+ Insert X Remove View Filter Records (F3)

☐ Certifications

51. Select **Pickup/ Delivery** from the drop list.
52. Select **Transportation** mode from the drop list.
53. Select **Book** from the drop list.
54. Select the **Sub Book** from the drop list. List will display sub books which are associated with the Book.
55. Enter **Farm Invoice No**.
56. Click on **Insert** button to insert certification to the sequence.

Contract Sequence - 2934

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities (0) Events

Pickup/Deliver:

Ship Via:

Farm Invoice No:

Producer:

Claims to Producer ☐

Fronting ☐

Invoice ☐

Provisional Invoice ☐

Quantity Final ☐

Certifications

+ Insert X Remove Export View Filter

☐ Certifications

Marks

+ Insert X Remove Pattern Export View

☐ Bag Mark ☐ Default

Contract Sequence - 100

Save Delete Undo Close

Details FX Miscellaneous History Activities Events

Pickup/Deliver:

Ship Via:

Book:

Sub-book:

Farm Invoice No:

Certifications

+ Insert X Remove View Filter Records (F3)

☐ Certifications

57. Click on **Save** button.

Contract Sequence - 100

Save Delete Undo Close Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 0.0000 UOM: Bushels

Status: Open Net Weight: UOM:

Start Date: 11/8/2016 Packing Description: Bulk

End Date: 11/8/2016 Original Quantity:

Planned Availability: Unit/Layer:

Event Start Date: Layers/Pallet:

Updated Availability: No. of Lots:

Location: 0001 - Fort Wayne No. of Sequences:

Contract Item: Market Zone

Item: CORN Discount:

Origin: Discount Table

Farm No: Schedule Code

Grade: Option:

Vendor Lot ID: Split

Reference:

Container Type:

No. of Containers:

Pricing

Fixation By:

Pricing Type: Priced Currency USD

Futures Market CBOT Co Mn/Yr Dec(2) 16

Futures

Basis:

Cash Price: UOM: Bushels

Total Cost:

Marks

+ Insert X Remove Pattern View Filter

Bag Mark Default

58. Sequence is added with Contract.

Contract - 100

New Save Refresh Search Delete Undo Duplicate Print Email Process Close

Details Additional Info Documentation Audit Log (0) Activities (0) History

Template Contract Date: 11/8/2016 INCO/Ship Term FCA Contract No: 100

Type: Purchase Entity Contract: Warehouse FG Station Salesperson Bob Smith

Entity: ABC Trucking Provisional: Country: United States Contract Text

Contact: Load Based Position

Category: Load: # of Loads: Pricing Type: Priced Weights

Commodity: Corn Qty/Load: Terms Net 15 Signed: Printed:

Quantity: 1,000.000 Bushels

+ Insert X Remove Open Copy Slice Load Schedule Quality Capture Transfer View Filter Records (F3)

Sequence	Status	Location	Contract Item	Item	Start Date	End Date	Pickup/Deliver	Transportation Mode	Contracted	UOM	Balance	Ap
1	Open			CORN	11/8/2016	11/8/2016			1,000.0000	Bushels		

59. To add another sequence click on the **Insert** button.

60. Click on Contract Header **Save** button to save the entire contract.