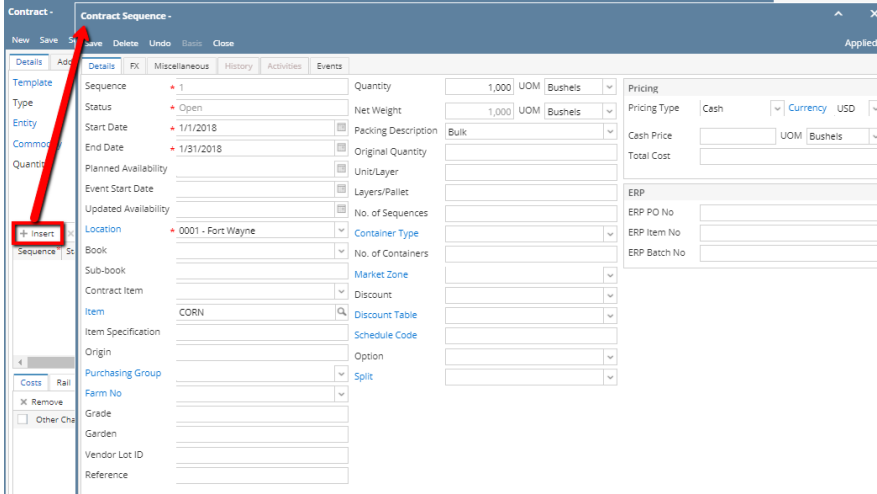


Create Cash Contract

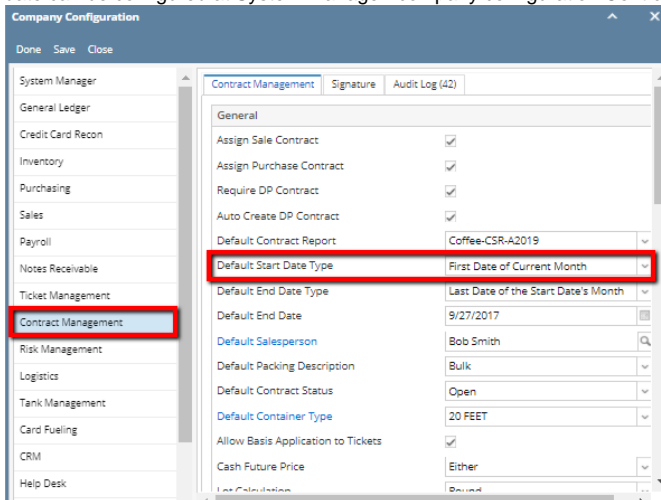
A Cash contract is treated the same as Priced but is for a commodity that is not board traded.

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 Cash
3. To add sequence, click on the **Insert** button.



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



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. The 'Default End Date Type' is highlighted with a red box, showing 'Last Date of the Start Date's 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 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.
21. Net Weight should be field automatically as configured in Item maintenance screen.
22. Enter Original Quantity
23. Enter Unit/Layer
24. Enter Layer/Pallet
25. The **Price Type** field is automatically filled in with the default contract header pricing type i.e Cash. To change it for a specific type, select different type from combo box.

The screenshot shows the 'Pricing' section of the form. The 'Pricing Type' is set to 'Cash' and is highlighted with a red box. Other fields include 'Currency' (USD), 'Cash Price' (empty), 'UOM' (Bushels), and 'Total Cost' (empty). Below the pricing section is the 'ERP' section with fields for 'ERP PO No', 'ERP Item No', and 'ERP Batch No'.

26. The **Currency** is automatically filled in with the default company currency. To change, select currency combo box.
27. For Cash Pricing Type, the Cash Price is mandatory.
28. Enter cash price.
29. Select UOM from the UOM drop down.
30. Total should be auto calculated.
31. No of Lots
32. Select **Market Zone** from the drop list.
33. Select **Discount** from the drop list.
34. Select **Schedule** from the drop list.
35. Select **Option** from the drop list.

36. 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:

37. Select the **Invoice currency** from the drop list.

38. To enter **FX Valid From**, click on the combo box button to open the mini calendar and select date.

39. To enter **FX Valid To**, click on the combo box button to open the mini calendar and select date.

40. Select **Currency Pair** from the drop down.

41. Provide valid **Exchange Rate**.

42. Provide Multi line **FX Remarks**.

43. Enter value for **Assumed FX for Marginal Risk Report**.

44. 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)

☐ Certificates

☐

45. Select **Pickup/ Delivery** from the drop list.

46. Select **Transportation** mode from the drop list.

47. Select **Book** from the drop list.

48. Select the **Sub Book** from the drop list. List will display sub books which are associated with the Book.

49. Enter **Farm Invoice No**.

50. 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 Remove Export View Filter

Certificates*

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 Remove View Filter Records (F3)

Certificates

51. Click on **Save** button.

Contract Sequence -

Save Delete Undo Back Close

Applied:

Details FX Miscellaneous History Activities Events

Sequence: 1 Quantity: 1,000 UOM: Bushels

Status: Open Net Weight: 1,000 UOM: Bushels

Start Date: 1/1/2018 Packing Description: Bulk

End Date: 1/31/2018 Original Quantity:

Planned Availability:

Event Start Date:

Updated Availability:

Location: 0001 - Fort Wayne Container Type:

Book:

Sub-book:

Contract Item:

Item: CORN Discount Table:

Item Specification:

Origin:

Purchasing Group:

Farm No:

Grade:

Garden:

Vendor Lot ID:

Reference:

Pricing

Pricing Type: Cash Currency: USD

Cash Price: UOM: Bushels

Total Cost: 0.00

ERP

ERP PO No:

ERP Item No:

ERP Batch No:

52. Sequence is added with Contract.

Contract

NewSaveSearchDeleteUndoDuplicatePrintEmailProcessPricingStatusClose

DetailsAdditional InfoDocumentationDMSAudit LogApprovalActivitiesHistory

TemplateContract Date1/18/2018PositionContract NoCreated On Save

TypePurchaseEntity ContractINCO/Ship TermSalespersonAlyssa Gowing

EntityABC TruckingContractCountryContract Text

CommodityCornPricing TypeCashGrades

Quantity1,000BushelsTermsNet 15Weights

SignedPrinted

InsertRemoveOpenCopySliceLoad ScheduleQuality CaptureTransferExportViewFilter (F3)

Sequence	Status	Approval Status	Location	Contract Item	Item	Start Date	End Date	Pickup/Deliver	Transportation Mode	Contracted	UOM	
1	Open		0001 - Fort Wa...	CORN		1/1/2018	1/31/2018			1,000.00	Bushels	B

CostsRailVesselOptionsPrint Remarks

RemoveExportViewFilter (F3)

Other Charges	Vendor	Cost Method	Currency	Rate	UOM	FX	Accrue	Price	Basis

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

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