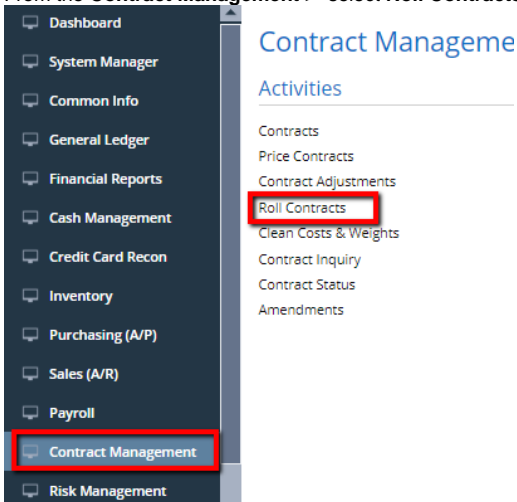


# How to Roll Contracts

Here are the steps on how to roll contracts:

1. From the **Contract Management >** select **Roll Contracts**.



2. It will open Roll Contract Screen as below.

A screenshot of the 'Roll Contracts' window. It has a title bar with 'Roll Contracts' and buttons for 'Roll', 'Save', 'Undo', and 'Close'. Below the title bar is a 'Details' tab. The 'Details' section contains several dropdown menus: 'Futures Market', 'Month/Year', 'UOM', 'Currency', and 'Contract Type', followed by a 'Fetch' button. Below this is a 'Roll Details' section with 'Roll to Market' and 'Roll to Month' dropdowns, 'Spread Value', 'Roll Fee', and 'New End Date' input fields, and a 'Fetch' button. A note states: 'Note: Positive spread values and roll fees are subtracted from Contract Basis.' Below the note is an 'Export' button, a 'View' button, and a 'Filter (F3)' button. At the bottom is a table with columns: Entity, Pricing Type, Contract No., Sequence, Location, Start Date, End Date, Old Futures, New Futures, Old Basis, New Basis, and Futures Month/Year.

3. The highlighted fields are mandatory to fetch contracts.

A screenshot of the 'Roll Contracts' window, similar to the previous one, but with the 'Futures Market', 'Month/Year', 'UOM', 'Currency', and 'Contract Type' dropdown menus highlighted with red boxes to indicate they are mandatory fields for fetching contracts.

4. Select Future Market from the Future Market drop down.
5. Select desire month from the Month/Year drop down.
6. Select UOM from the UOM drop down.
7. Select currency from the Currency drop down.
8. Select Contract type Purchase or sales from the drop down.

9. Click on fetch button to get the existing contracts.

The screenshot shows the 'Roll Contracts' window with the 'Details' tab selected. The 'Futures Market' is set to 'CBOT Corn', 'Month/Year' is 'Dec(Z) 17', 'UOM' is 'Bushels', 'Currency' is 'USD', and 'Contract Type' is 'Purchase'. The 'Fetch' button is highlighted in a red box. Below the details, the 'Roll Details' section shows 'Roll to Market' and 'Roll to Month' dropdowns, 'Spread Value', 'Roll Fee', and 'New End Date' fields. A table of contracts is visible below, with columns for Entity, Pricing Type, Contract No., Sequence, Location, Start Date, End Date, Old Futures, New Futures, Old Basis, New Basis, and Futures Month/Year.

10. To enter roll details, select Roll to market from the drop down.  
11. Select Roll to month to roll the existing contract month.  
12. Enter new basis at Spread Value field.  
13. To enter fees enter value in the Roll Fee field.  
14. Choose a new end date from the New end date calendar.

The screenshot shows the 'Roll Contracts' window with the 'Roll Details' section highlighted by a red box. The 'Roll to Market' dropdown is set to 'CBOT Corn', 'Roll to Month' is 'Dec(Z) 18', 'Spread Value' is '2.30000', 'Roll Fee' is '2.00000', and 'New End Date' is '2/23/2018'. The table of contracts is visible below, with columns for Entity, Pricing Type, Contract No., Sequence, Location, Start Date, End Date, Old Futures, New Futures, Old Basis, New Basis, and Futures Month/Year.

15. Select the Contracts you want to roll.

The screenshot shows the 'Roll Contracts' window with the 'Roll' button highlighted in a red box. The 'Roll Details' section is visible, showing 'Roll to Market' and 'Roll to Month' dropdowns, 'Spread Value', 'Roll Fee', and 'New End Date' fields. The table of contracts is visible below, with columns for Entity, Pricing Type, Contract No., Sequence, Location, Start Date, End Date, Old Futures, New Futures, Old Basis, New Basis, and Futures Month/Year.

16. Click on Roll button.

The screenshot shows the 'Roll Contracts' window with the 'Roll' button highlighted in a red box. The 'Roll Details' section is visible, showing 'Roll to Market' and 'Roll to Month' dropdowns, 'Spread Value', 'Roll Fee', and 'New End Date' fields. The table of contracts is visible below, with columns for Entity, Pricing Type, Contract No., Sequence, Location, Start Date, End Date, Old Futures, New Futures, Old Basis, New Basis, and Futures Month/Year.

17. It will roll the contract to the new makrket and month with new basis value.

Roll Contracts

Roll Save Undo Close

Details

Futures Market

CBOT Corn

Month/Year

Dec(2) 17

UOM

Bushels

Currency

USD

Contract Type

Purchase

Fetch

Roll Details

Roll to Market

CBOT Corn

Roll to Month

Dec(2) 18

Spread Value

2.30000

Roll Fee

2.00000

New End Date

2/23/2018

Note: Positive spread values and roll fees are subtracted from Contract Basis.

Export

View

Filter (F3)

Entity	Pricing Type	Contract No.	Sequence	Location	Start Date	End Date	Old Futures	New Futures	Old Basis	New Basis	Futures Month/Year
✓ ABC Trucking	Priced	2893	1	0001 - Fort W...	10/1/2017	2/23/2018	120	122.3	20	15.7	Dec(2) 18
✓ ABC Trucking	Priced	2892	1	0001 - Fort W...	10/1/2017	2/23/2018	12000	12002.3	20	15.7	Dec(2) 18