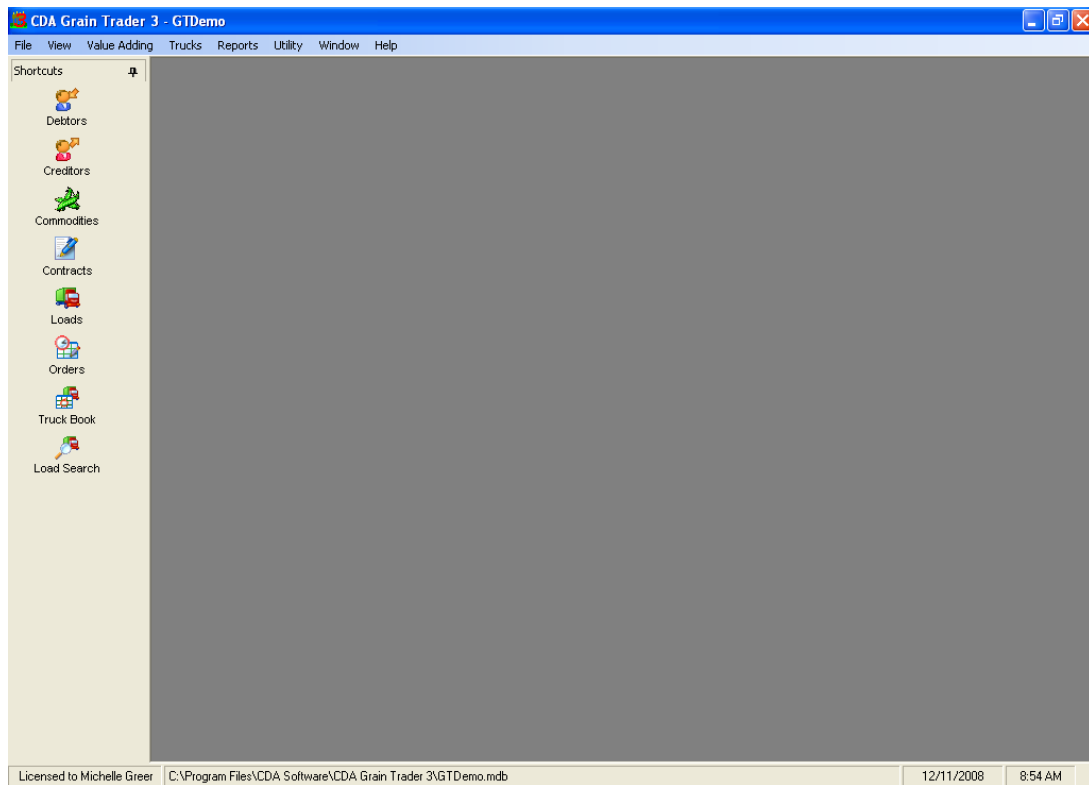


CDA Grain Trader Instructions



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CDA Grain Trader Instructions

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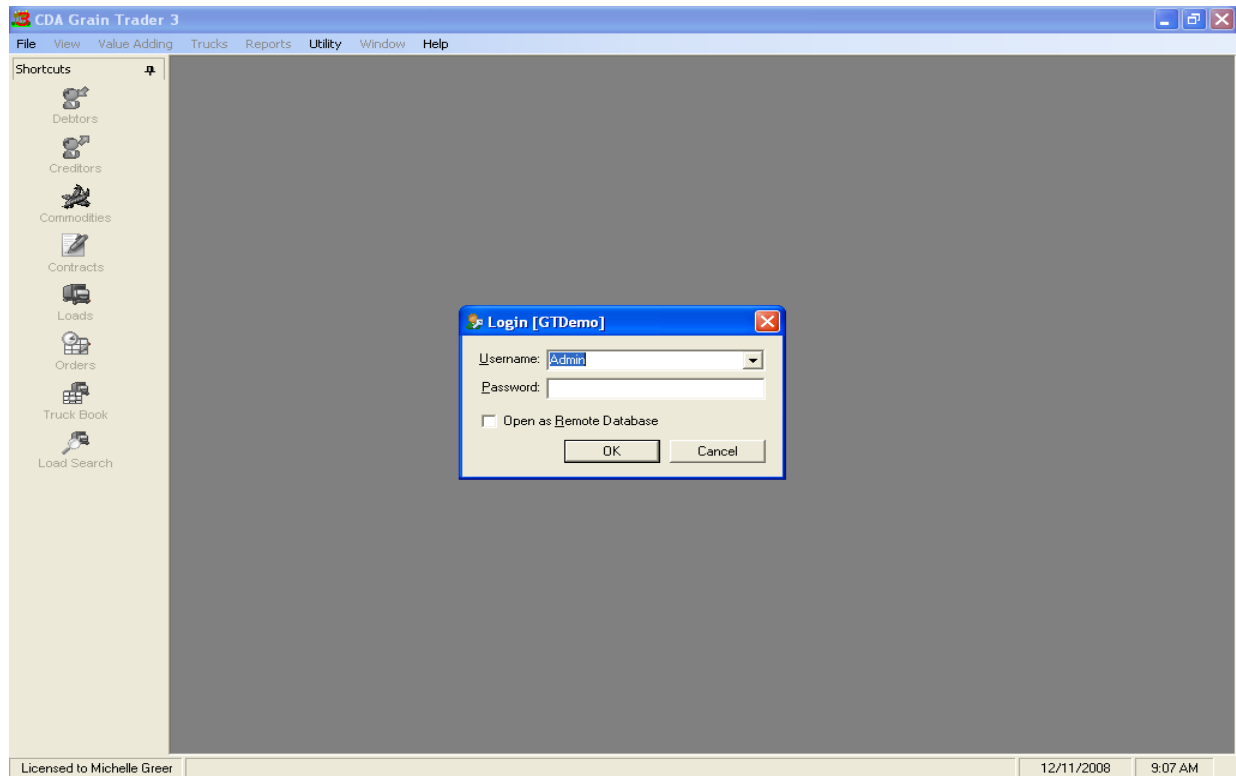
CDA Grain Trader Instructions

CDA Grain Trader

Sign On Screen

To run the Grain Trader Software program double click on the Grain Trader icon on your computer desktop.

The Logon screen will be displayed:



Proceed as follows:

Select your user name by clicking on the drop down arrow next to

USER NAME

A list of users appear, click on your name

Click in the box next to

PASSWORD

and type in your Password

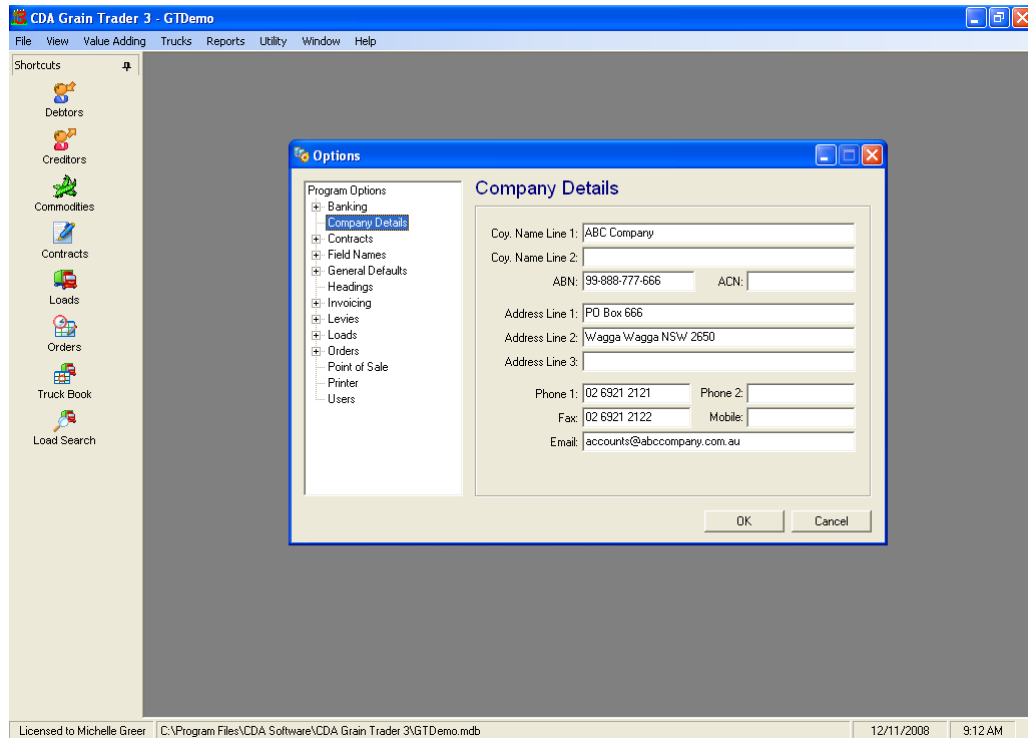
Click on File, then either Open and select your database or select it from the list at the bottom.
You are now ready to use CDA Grain Trader.

CDA Grain Trader Instructions

CDA Grain Trader – Setup or Modify Company Information

The first time you use the software you will need to enter your company details and setup the program options.

Company Details



In the Menu Bar

Click on **Utility | Global Options | Company Details**

Click in

Company Name box

Enter the

Company name

Press the TAB key

Enter the company

ACN Number

Press the TAB key

Enter the company

ABN Number

Press the TAB key

Enter

Address Line 1

Press the TAB key

Enter

Address Line 2

Press the TAB key

Enter

Address Line 3

Press the TAB key

Enter

Telephone Number

Press the TAB key

Enter a

2nd Telephone Number

Press the TAB key

Enter

Fax Number

Press the TAB key

Enter

Mobile Number

Press the TAB key

Enter

Email Address

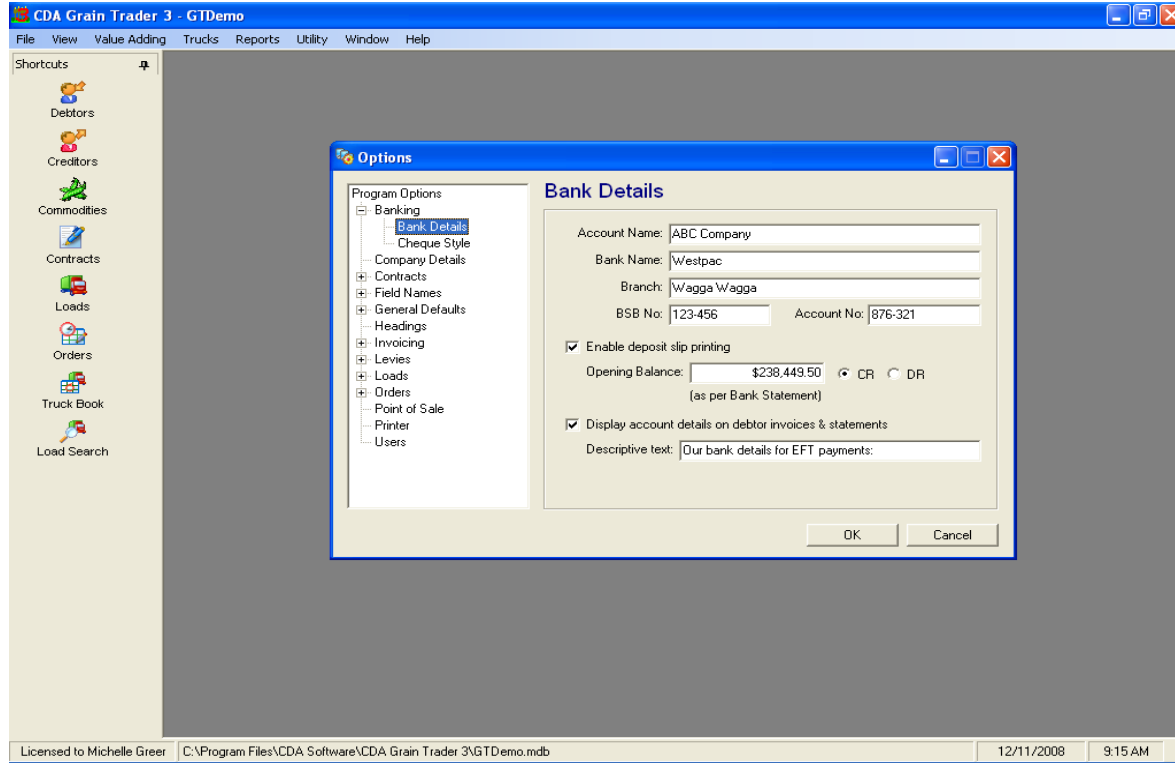
Click on OK

CDA Grain Trader Instructions

CDA Grain Trader – Setup or Modify Banking Details

You can use this option to enter your Bank Account details, enable Deposit Slip printing or enable printing of your EFT details on invoices.

Banking Details



In the Menu Bar

Click on **Utility | Global Options**

Click on the + box next to **Banking** then click on **Bank Details**

Click in

Account Name box

Enter the

Account name

Press the TAB key

Enter the

Bank Name

Press the TAB key

Enter the

Branch Name

Press the TAB key

Enter the

BSB Number

Press the TAB key

Enter the

Account Number

Press the TAB key

If you wish to print Bank Deposit slips tick the **Enable Deposit Slip Printing** box

Enter the Opening Balance of the Bank Account – Choose either CR or DR.

If you wish to print Bank Details on invoices tick the **Display Account Details** box

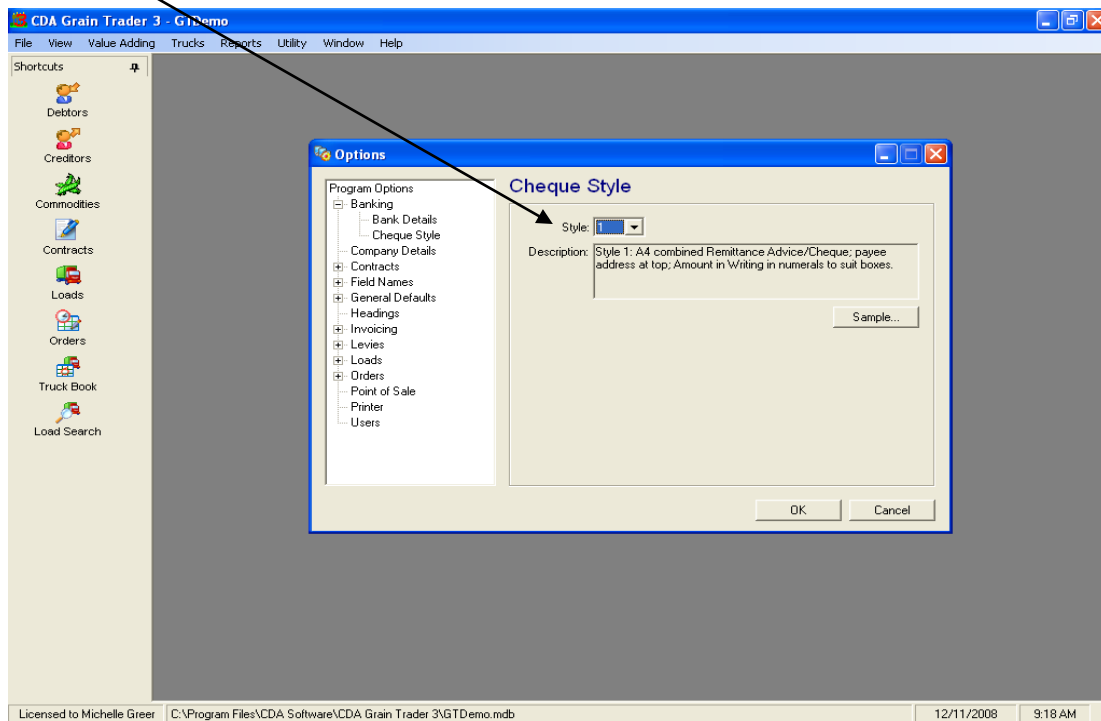
Click **OK** to finish

CDA Grain Trader Instructions

CDA Grain Trader – Setup or Modify Cheque Type

You can use this option to select your cheque format.

Cheque Style



In the Menu Bar Click on **Utility | Global Options**
Click on the + box next to **Banking** then click on **Cheque Style**

Click on the drop down list next to **Style**

Select a number from the list.

A brief description of the cheque details will be displayed in the box below.

Click on the **Sample** button to view a sample of the cheque format.

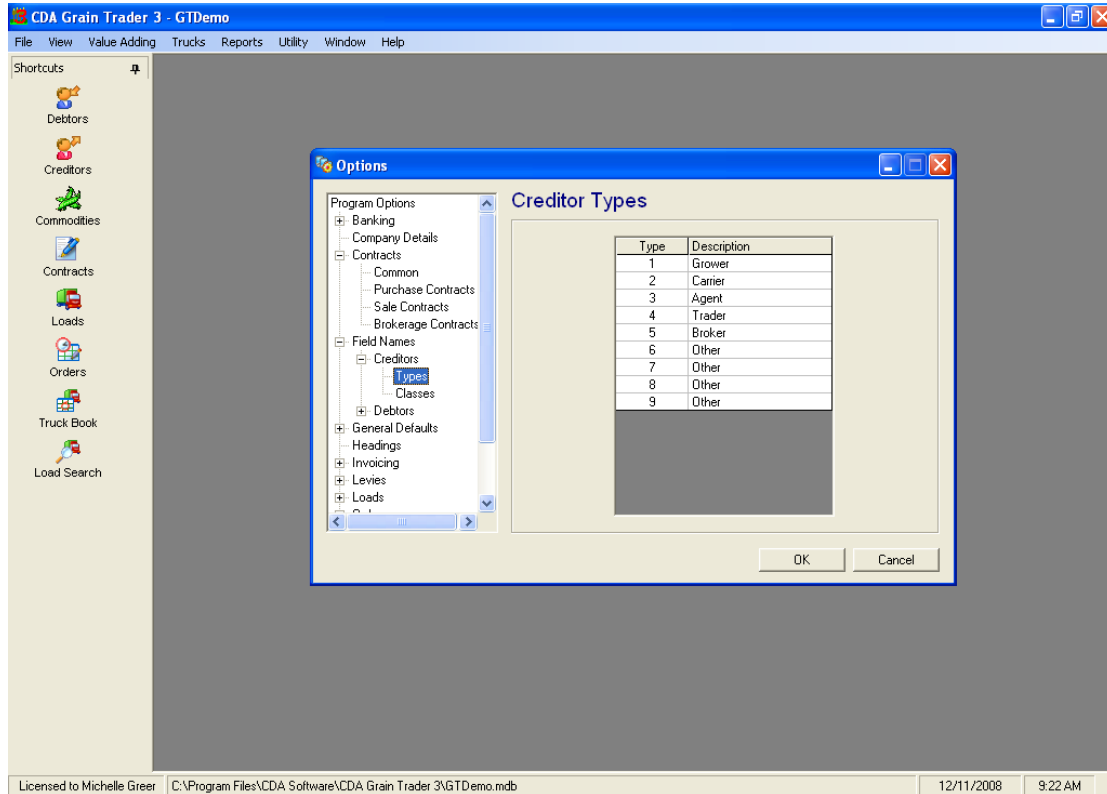
Click **OK** to finish

CDA Grain Trader Instructions

CDA Grain Trader - Modify Debtor & Creditor Types

These fields contain the names assigned to Debtor & Creditor Types

Type Field Names



In the Menu Bar Click on **Utility | Global Options**
Click on the + box next to **Field Names**
Click on the + box next to **Creditors**
Click on **Types**

Click in any of description boxes that you wish to modify.

Type in the new description

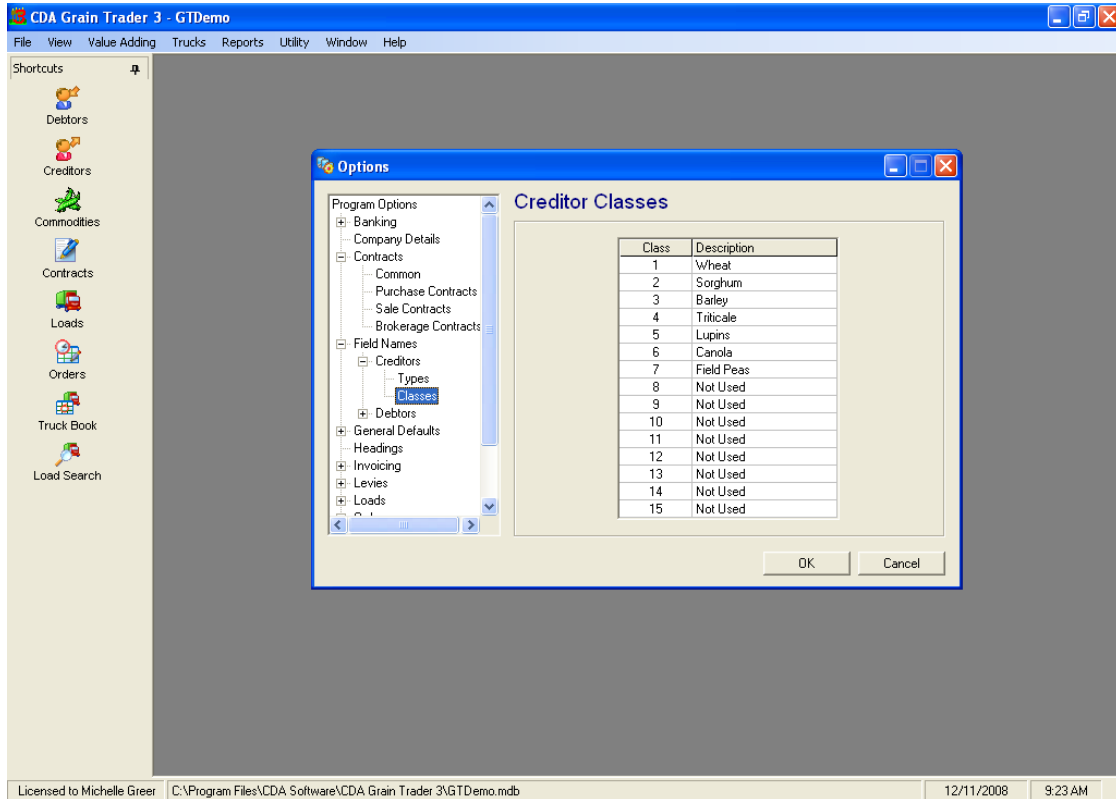
Click on **OK** to finish

CDA Grain Trader Instructions

CDA Grain Trader - Modify Debtor & Creditor Classes

These fields contain the names assigned to Debtor & Creditor Classifications

Class Field Names



In the Menu Bar Click on **Utility | Global Options**
Click on the + box next to **Field Names**
Click on the + box next to **Creditors**
Click on **Classes**

Click in any of description boxes that you wish to modify.

Type in the new description

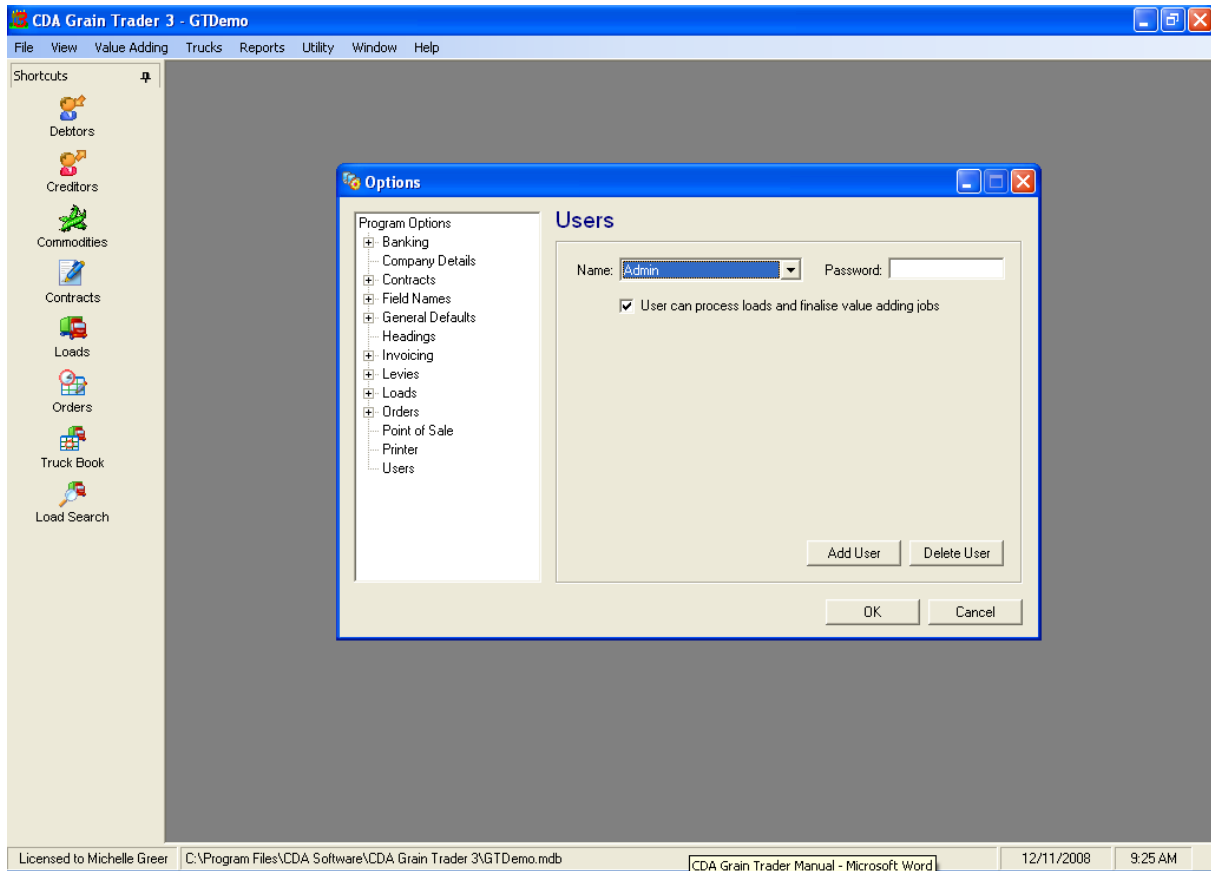
Click on **OK** to finish

CDA Grain Trader Instructions

CDA Grain Trader - Add User

This option allows you to add user names and passwords to access the software.

Add User



In the Menu Bar Click on **Utility | Global Options | Users**

Click on **Add User**

Type in the new user name in the **NAME** field
Press the TAB key and type in the **PASSWORD** for this user
Click on the check box if the User is allowed to process loads and finalise value adding jobs.

Click on **OK** to finish

CDA Grain Trader Instructions

CDA Grain Trader –Add New Departments

Departments consist of **Sales** and **Purchases**.

Departments 1 to 9 are reserved by the system and consist of

- **Total Invoices**
- **Total Credits**
- **Total Receipts**
- **Total GST**

Departments 10 to 999 are user defined departments. Every commodity must be linked to a sales department and a purchase department.

These departments can be very broad or very defined.

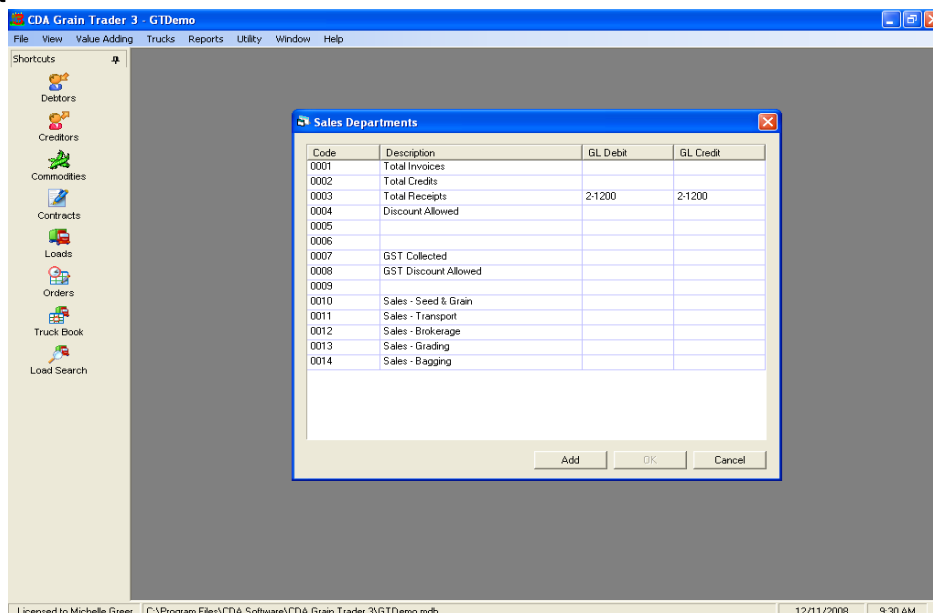
E.g. **Grain Sales** or **AH1 Wheat**

Anything you invoice out or purchase will need a department

E.g.

- **Fumigation**
- **Grading**
- **Drying**
- **Weigh Tickets**

New Department



Click on
Click on

View | Departments | Sales Departments
ADD NEW

Press **Enter** at the Dept Number

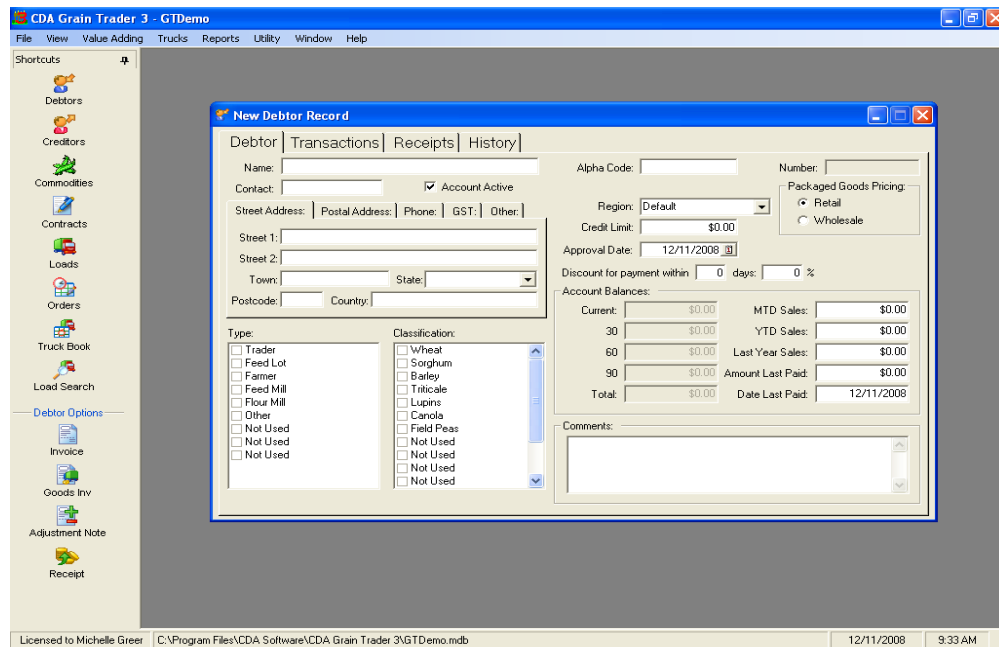
Enter the **Dept Description** press the **enter** key

Click on **OK**

CDA Grain Trader Instructions

CDA Grain Trader – Debtor – Add New

Debtors accounts are Buyers or the people you will be selling to.



To Add a New Debtor

- Click on **Debtor** button
- Click on **New Record** button
- Click in **NAME** box
 - Enter the **Debtors name** Press the TAB key
 - Enter the **Alpha Code** Press the TAB key
(This field sorts the accounts into alphabetical order)
 - Enter the **Contact name** for this debtor Press the TAB key
 - Enter an amount in the **Credit Limit** Press the TAB key
(Only do this if you wish to put a credit limit on this account)
 - Select whether this is a **Retail or Wholesale account**
 - Enter **street address** details
- Click on **Postal Address** Tab
 - Enter **Postal Address** details Press the TAB key
- Click on **Phone** Tab
 - Enter Phone and Fax details Press the TAB key
- Click on **GST** Tab
 - Enter the **Debtors ABN Number** Press the TAB key
- Click on **Registered for GST** box if required
- Click on **Other** Tab
 - Enter **Email address** and other details Press the TAB key

CDA Grain Trader Instructions

Click on **MTD Sales**

Enter Sales figures etc. if required

Select the Type of debtor

Click on the check box

Select Classification the debtor

Click on the check boxes

Click on the Cross Box

Click on the **YES** button to save the record

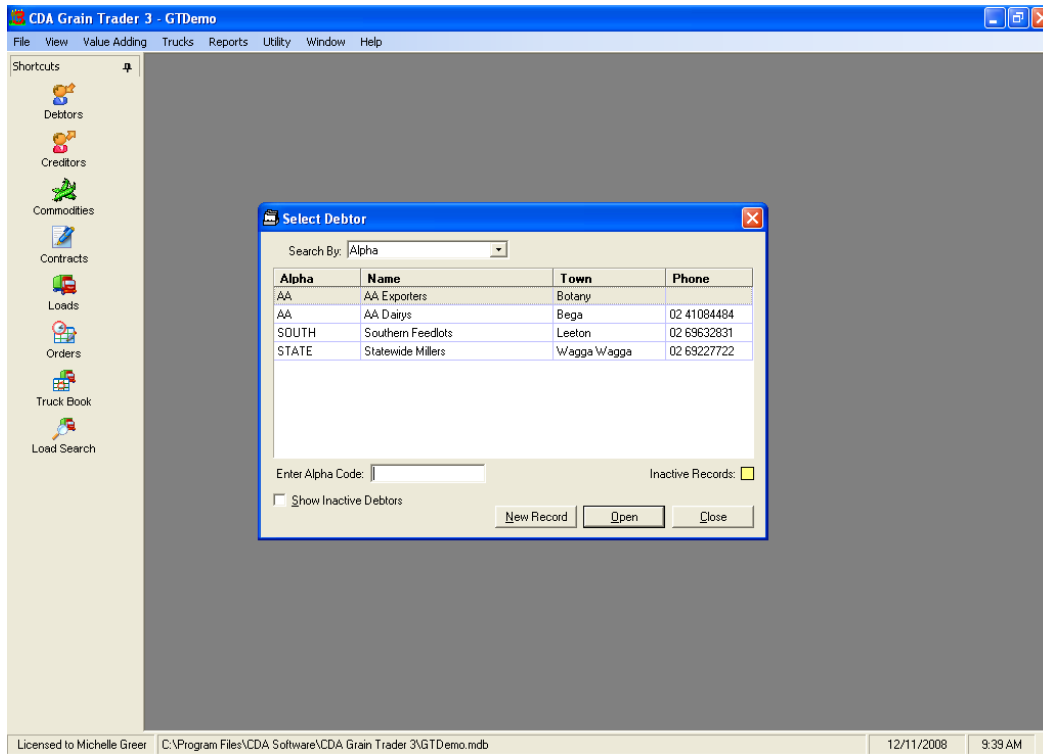
Click on the **NO** button not to save the record

Click on the **CANCEL** button to return to the debtor record

CDA Grain Trader Instructions

CDA Grain Trader - Inquire On Debtor

This option allows you to view details of a debtors account, view account transactions, enter Invoices against an account or enter a receipt.

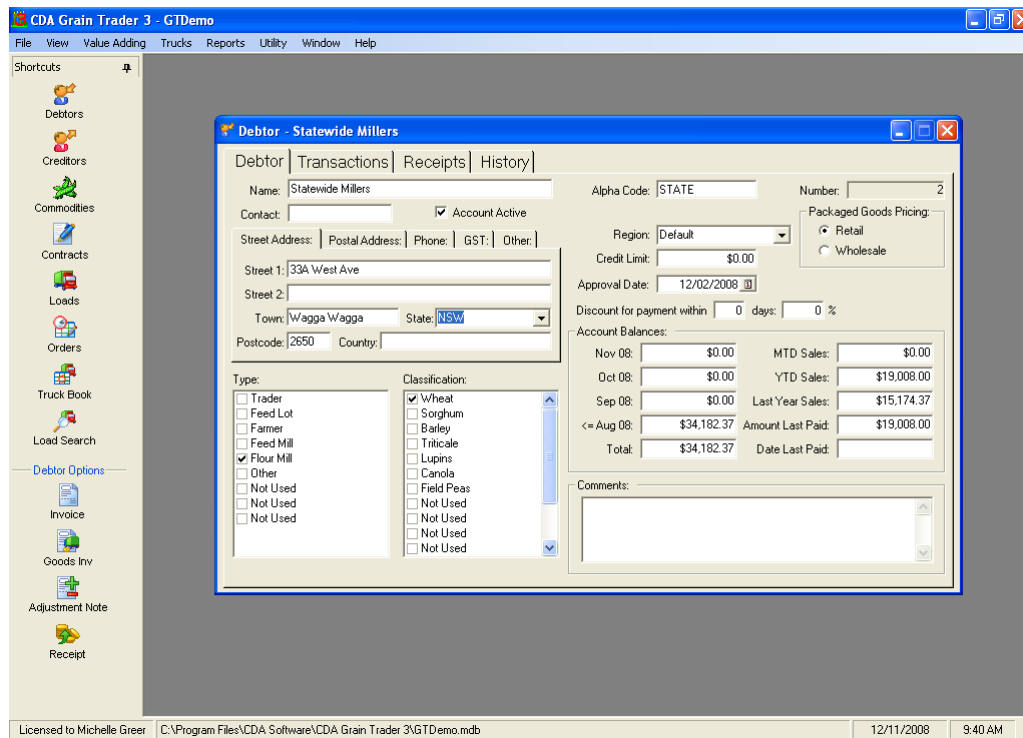


Click on **Debtor Button**
Click in **Enter Alpha Code** box

Start entering the Alpha Code of the account you are looking for.
The more letters you enter the more defined the account list becomes
You may also use the side scroll bar up and down to scroll through the list
Once you have found the required account double click on it

CDA Grain Trader Instructions

The details of the account are now displayed



To view current transactions

click on **Transactions** tab

To view history transactions

click on **History Transactions** tab

To view Receipt transactions

click on **Receipts** tab

To view a current Invoice

click on **Transactions** tab
 double click on **Required Invoice**
 click on **cross box** to close it

To reprint a current Invoice

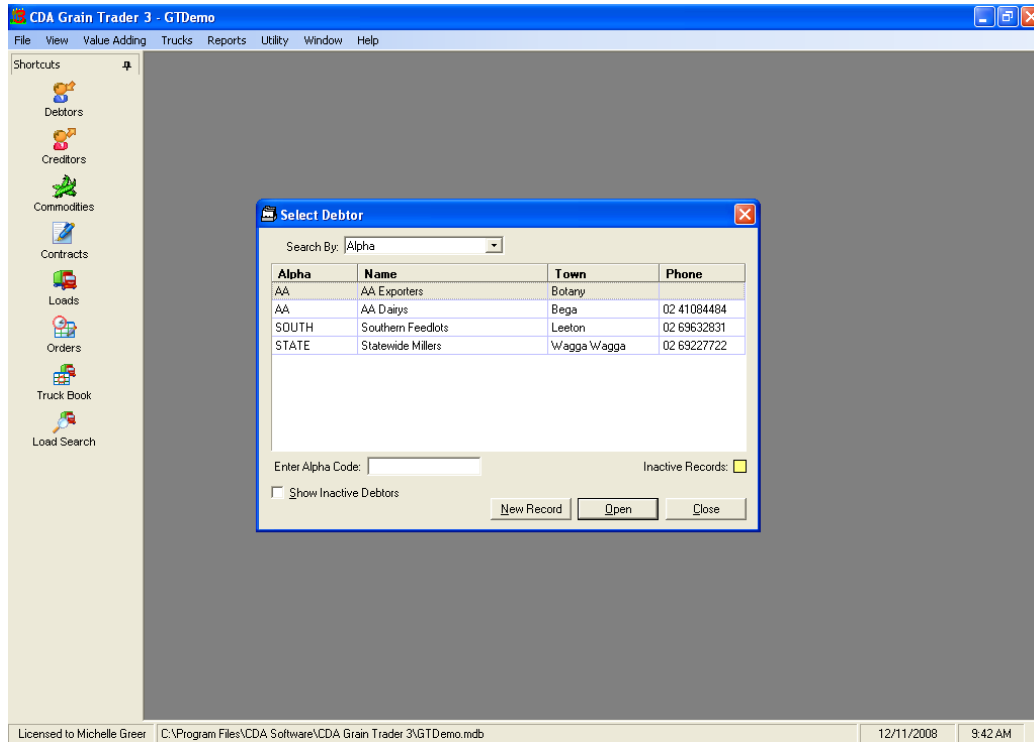
click on **Transactions** tab
 click on **Required Invoice**
 click on **Reprint** button
 click on **Print** button to print
 click on **Cross box** to close

CDA Grain Trader Instructions

CDA Grain Trader – Enter Debtor Receipt

Click on **Debtor Button**

The following screen will be displayed.



The cursor is in the

Enter Alpha Code box

Start entering the Alpha Code of the account you are looking for.

The more letters you enter the more defined the account list becomes

You may also use the side scroll bar up and down to scroll through the list

Once you have found the required account double click on it

CDA Grain Trader Instructions

The details of the account are now displayed

Click on the **Receipt** button on the bottom left of the screen.

The receipt screen will be displayed, listing the outstanding Debtor Invoices.

The screenshot shows the 'Debtor Receipt' dialog box in the CDA Grain Trader 3 - GTDemo application. The dialog box is titled 'Debtor Receipt' and contains the following fields and sections:

- Debtor Account:** SOUTH - Southern Feedlots
- Receipt Date:** 12/Nov/2008
- Receipt Description:** Receipt
- Payment Details:** Reference Number, Payment Received (\$0.00), Discount Allowed (\$0.00), inc. GST of (\$0.00), and a Prepayment button.
- Payment Type:** EFT (selected in a dropdown menu)
- Drawer:** (empty field)
- Include on Deposit Slip:** (checkbox, unchecked)
- Bank Name:** (dropdown menu)
- Branch:** (dropdown menu)
- Table of Invoices:**

Inv Date	Batch	Description	Amount Owning	Amount Rec'd	Balance
10/03/2008		100024 Feed Barley	\$11,959.20	\$0.00	\$11,959.20
12/03/2008	3	100034 Feed Barley	\$12,276.22	\$0.00	\$12,276.22
3/09/2008		100044 Safflower - Bulk Ungrad	\$34,214.40	\$0.00	\$34,214.40
4/09/2008			\$1,391.50	\$0.00	\$1,391.50

At the bottom of the dialog box, there are fields for **Amount Allocated:** \$0.00 and **Total Credit to Account:** \$0.00, along with **Save** and **Cancel [Esc]** buttons.

Click in the **Reference number** field and enter your receipt number or the debtors cheque number.

Click on the Date Field and enter the Receipt Date

Enter the Payment Type. If you are printing a deposit slip, select cheque and enter details.

Click in the Payment Received Field and enter the Total amount of the Receipt.

Double click in the **Amount Rec'd** column next to the Invoices you wish to pay.

The amount of the invoice appears in this column, you can press **ENTER key** to accept this amount or overtype it with a different amount and then press the **ENTER key**.

The **receipt total** continues to add up as you proceed.

When you have selected the **Invoices** which have been paid with this receipt, click on the **Save** button.

You will be now be given the option to print a receipt.

Click on the Yes or No button.

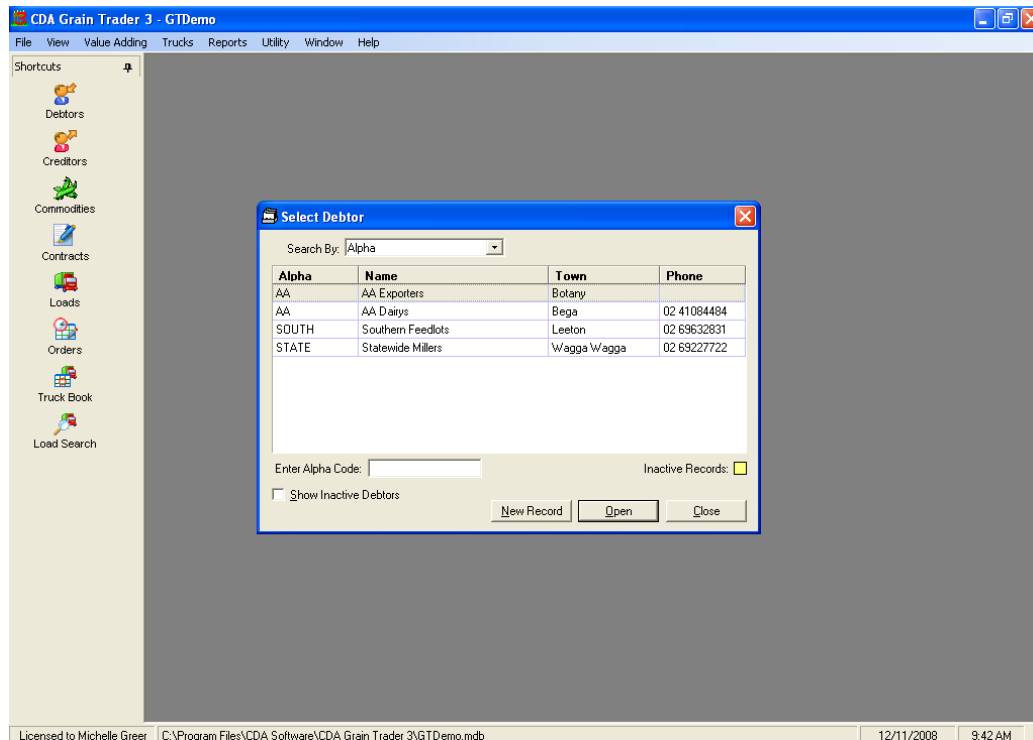
Click on the cross box to close

CDA Grain Trader Instructions

CDA Grain Trader – Cancel a Debtor Receipt

Click on **Debtor Button**

The following screen will be displayed.



The cursor is in the

Enter Alpha Code box

Start entering the Alpha Code of the account you are looking for.

The more letters you enter the more defined the account list becomes

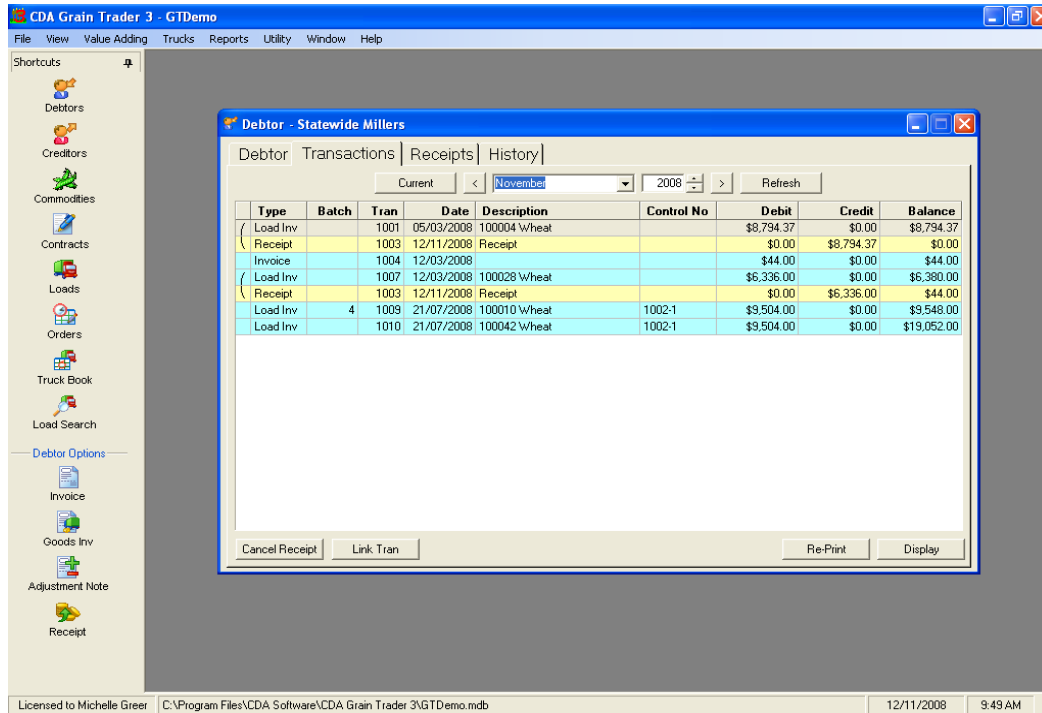
You may also use the side scroll bar up and down to scroll through the list

Once you have found the required account double click on it

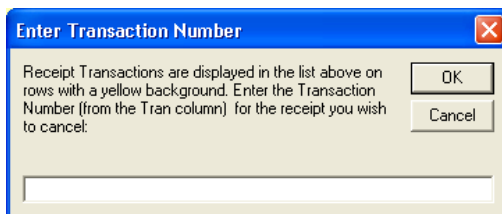
Then click on the Current Trans tab.

CDA Grain Trader Instructions

The current transactions for this account will now be displayed as seen below.



Now click on the **Cancel Receipt** button.



The above box will appear.

Enter the **Transaction Number** of the receipt you wish to cancel and click on the OK button.

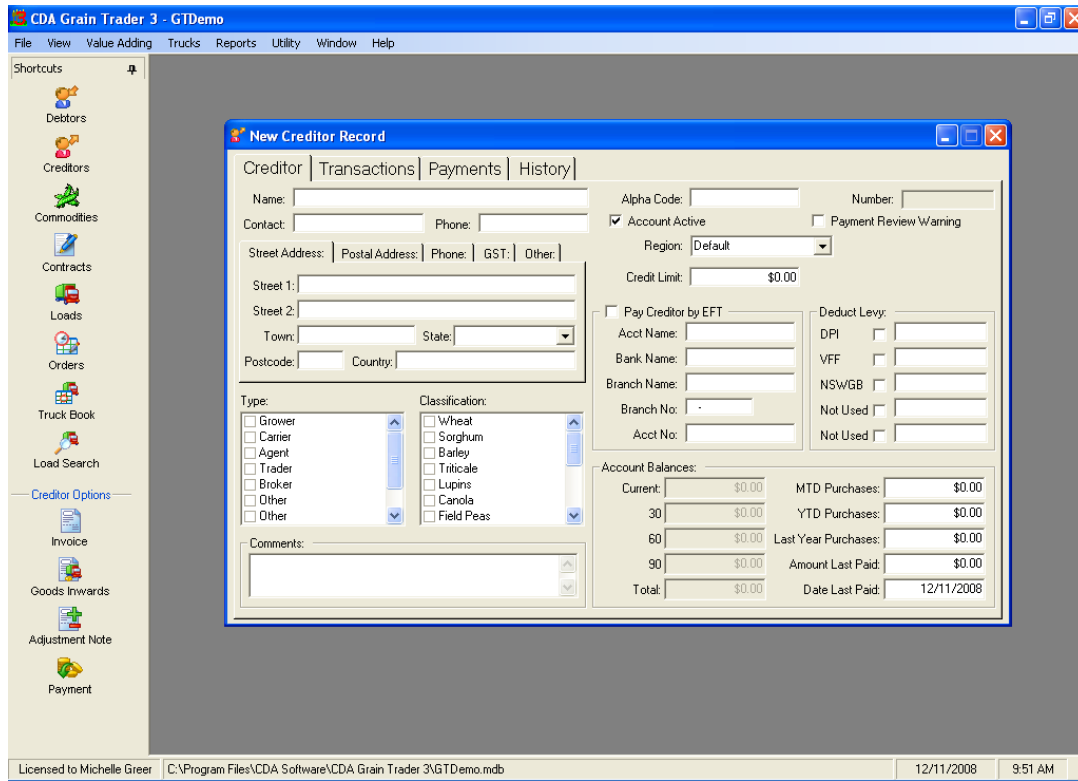
The transactions related to this receipt will be displayed.

Click on the **CONFIRM** button to cancel the receipt or click on the **Close** button abort the process.

CDA Grain Trader Instructions

CDA Grain Trader – Creditor – Add New

Creditors accounts are Growers, Suppliers, Carriers or the people you will be purchasing goods or services from.



New Creditor

- click on **Creditor Button**
- click on **New Record**
- click on The **NAME** box
 - Enter the **creditors** name Press TAB
 - Enter the **Alpha Code** for this creditor Press TAB
 - (This field sorts the creditors into alphabetical order)
 - Enter the **contact name** Press TAB
 - Enter the **contact phone number** Press TAB
 - Enter **street address details**
- click on **Postal Address** Tab
 - Enter **Postal Address details**
- click on **Phone** Tab
 - Enter **Phone details**
- click on **GST** Tab
 - Enter the **ABN number**
- click on **Registered for GST** box if required
- click on **Hobby Farmer** box if required
- click on **Creditor Supplies Tax Invoices** if required

CDA Grain Trader Instructions

(If you leave this box unchecked the system will create RCTI's for you.)

click on **Other Tab**
Enter Email address

If the creditor is to be paid by EFT then
click in **EFT** check box and enter **Bank Account** details

If any Levies are to be deducted then
click in **Deduct Levy** check boxes and enter their Levy numbers in
the appropriate boxes

Enter Purchase figures etc. if required

Select the Type of creditor Click on the check boxes

Classify the creditor Click on the check boxes

Click on the Cross Box

Click on the YES button to save the record

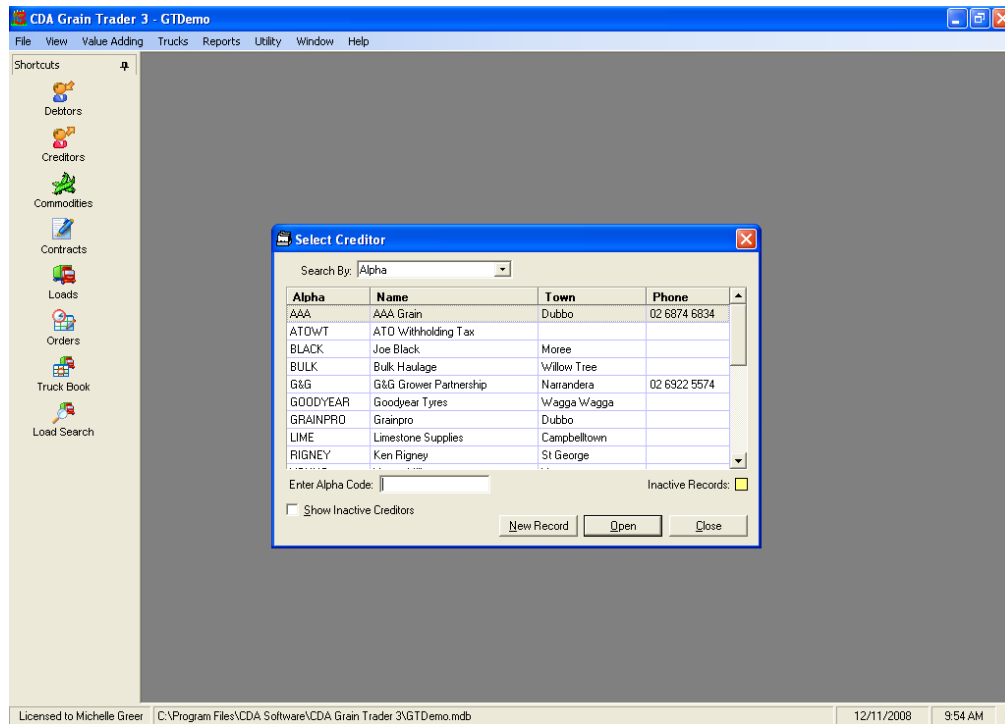
Click on the NO button not to save the record

Click on the CANCEL button to return to the creditor record

CDA Grain Trader Instructions

CDA Grain Trader - Inquire On Creditor

This option allows you to view details of a creditors account, view account transactions, enter Invoices against an account or enter a receipt.

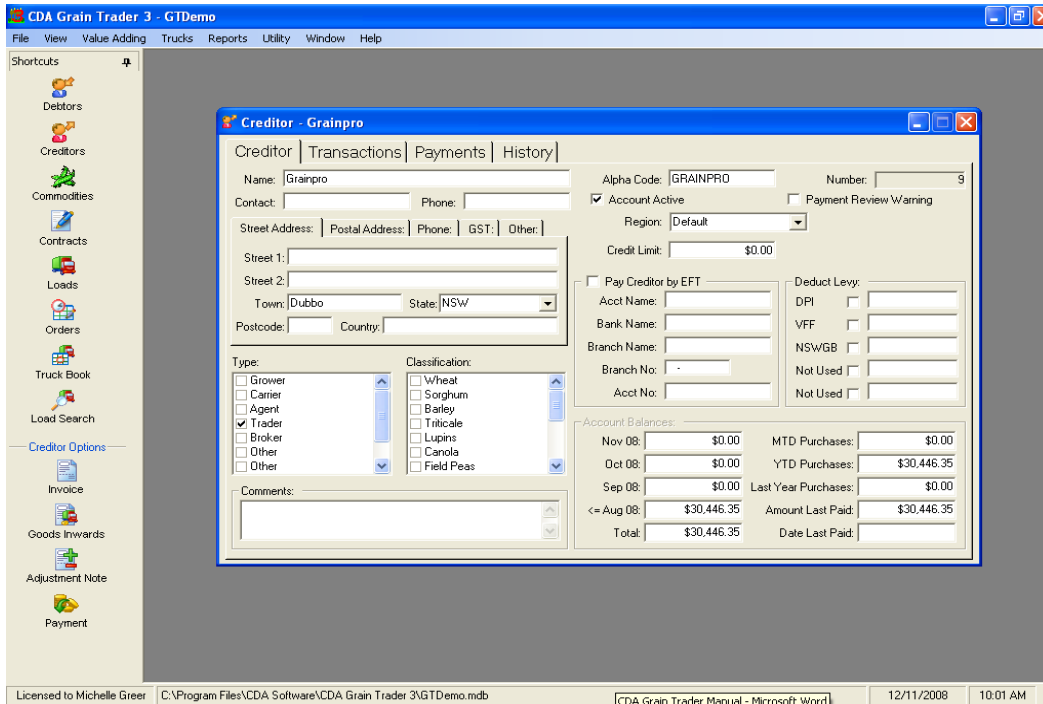


Click on **Creditor Button**
Click in **Enter Alpha Code** box

Start entering the Alpha Code of the account you are looking for.
The more letters you enter the more defined the account list becomes
You may also use the side scroll bar up and down to scroll through the list
Once you have found the required account double click on it

CDA Grain Trader Instructions

The details of the account are now displayed



To view current transactions

click on the **Transactions** tab

To view history transactions

click on the **History Transactions** tab

To view Payments

click on the **Payments** tab

To view a current Invoice

Click on **Transactions** tab
 Double click on **Required Invoice**
 Click on **cross box** to close it

To reprint a current Invoice

Click on **Transactions** tab
 Click on **Required Invoice**
 Click on **Reprint** button
 Click on **Print** button to print
 Click on **Cross box** to close

CDA Grain Trader Instructions

- GST Applicable is the default GST entry. Click on this box and select the option you require from the drop down box
- Continue entering lines in this way until the Invoice is complete
- If you just wish to type a description line, click in the Description box of a blank line and type in your text. You can have as many Description Lines as you wish.
- When you have completed the Invoice click on the Save button
- You are then given the option of printing the Invoice if you wish

CDA Grain Trader Instructions

CDA Grain Trader – Commodity – Add New

Click on the **Commodity Button**

Click on **New Record**

Click in **the NAME box**

Enter the commodity name Press TAB

Enter the Alpha Code you wish to assign to this commodity Press TAB
(this field should be all upper case letters)

If the commodity is GST exempt click on the **GST Exempt Box**

Click on the drop down arrow next to the Commodity Type Box

Click on the commodity type you require

- Normal Bulk
- Packaged Goods e.g. Bags, Drums, Packets etc
- Bulk Goods – Pool To run a growers pool for a bulk commodity

If the commodity is a Packaged goods please see instructions for entering Packaged Goods

CDA Grain Trader Instructions

Enter any Bonus and Deduction fields as per the following example.

Click in the first Metric Name field			
Type in the name of the Bonus or Deduction	-eg	Protein	
Type in the Base rate	-	10	(for 10%)
Type in the increment	-	.1	
Type in the Bonus amount per increment	-	1.5	(for \$1.50)
Type in the Bonus type	-	\$	
Type in the Stage 2 if required	-	14	(for 14%)
Type in the increment for stage 2	-	.2	
Type in the Bonus 2 amount per increment	-	2.0	(for \$2.00)
Type in the Negative increment	-	.1	
Type in the Deduction amount per negative increment	-	1.0	(for \$1.00)

Please Note

All the following Department Number fields must be filled in

Click on the down arrow next to Sales No. to select the correct Dept. Number and click on it

Click on the down arrow next to Transport Sales No. to select the correct Dept. Number and click on it

Click on the down arrow next to Purchase No. to select the correct Dept. Number and click on it

Click on the down arrow next to Transport Purchase Out No. to select the correct Dept. Number and click on it

Click on the down arrow next to Transport Purchase In No. to select the correct Dept. Number and click on it

Click on the down arrow next to Agent No. to select the correct Dept. Number and click on it

Click on any associated Levies for this commodity and enter the percentage in the first column or dollars per tonne in the second column

Click on the Cross Box

Click on the YES button to save the record

Click on the NO button not to save the record

Click on the CANCEL button to return to the debtor record

CDA Grain Trader Instructions

CDA Grain Trader – Commodity – Add New Packaged Goods

Click on **Commodity Button**

Click on **New Record**

Click in **NAME box**

Enter the commodity name Press TAB

Enter the Alpha Code you wish to assign to this commodity Press TAB
(this field should be all upper case letters)

If the commodity is GST exempt click on the **GST Exempt Box**

Click on the drop down arrow next to the Commodity Type Box

Click on the commodity type Packaged Goods

Please Note

All the following Department Number fields must be filled in

Click on the down arrow next to Sales No. to select the correct Dept. Number and click on it

Click on the down arrow next to Transport Sales No. to select the correct Dept. Number and click on it

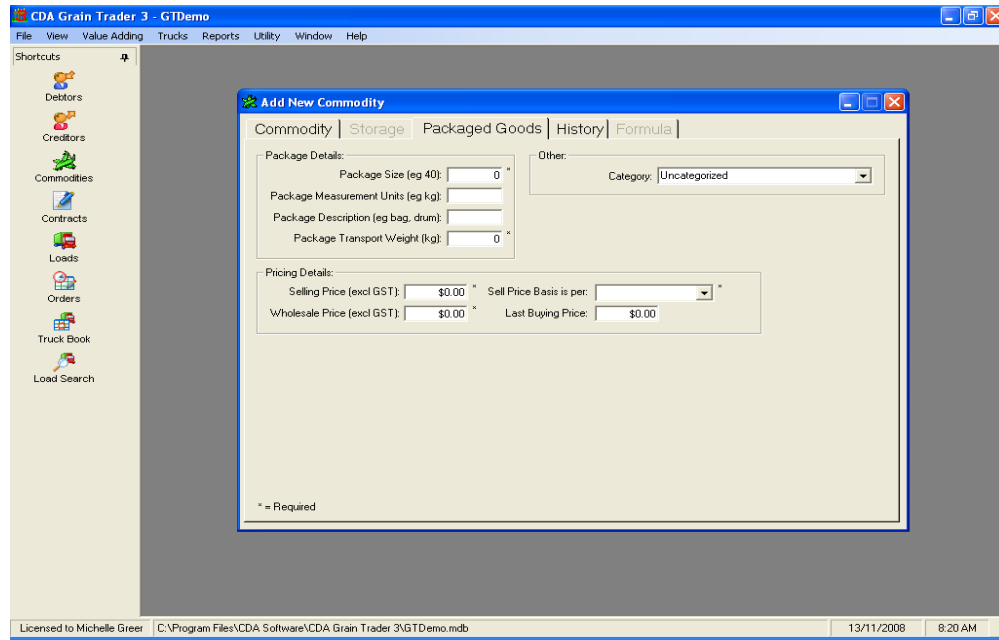
Click on the down arrow next to Purchase No. to select the correct Dept. Number and click on it

Click on the down arrow next to Transport Purchase No. Out to select the correct Dept. Number and click on it

Click on the down arrow next to Transport Purchase No. In to select the correct Dept. Number and click on it

Click on the down arrow next to Agent No. to select the correct Dept. Number and click on it

CDA Grain Trader Instructions



Now click on the Packaged Goods Tab

Click in the Package Size field and enter the value eg 40 (for 40kg)

Click in the Package Measurements field and enter the description kg

Click in the Package Description field and enter the description Bag

Click in the Package Transport Weight field and enter the value 40 (for 40kg)

Click in the Stock Adjustment field and enter the quantity currently on hand

Click in the Buying Price field and enter the cost price of the on hand stock

Click in the Selling Price field and enter the value

Click on the drop down arrow next to Category and select a category
(If the list is empty, type in a Category name for this commodity to belong to.)

Click on the Cross Box

Click on the YES button to save the record

Click on the NO button not to save the record

Click on the CANCEL button to return to the debtor record

CDA Grain Trader Instructions

CDA Grain Trader – Add Storage Site

Click on **Commodity Button**

The cursor is in the Enter Alpha Code box

Start entering the Alpha Code of the Commodity you are looking for.

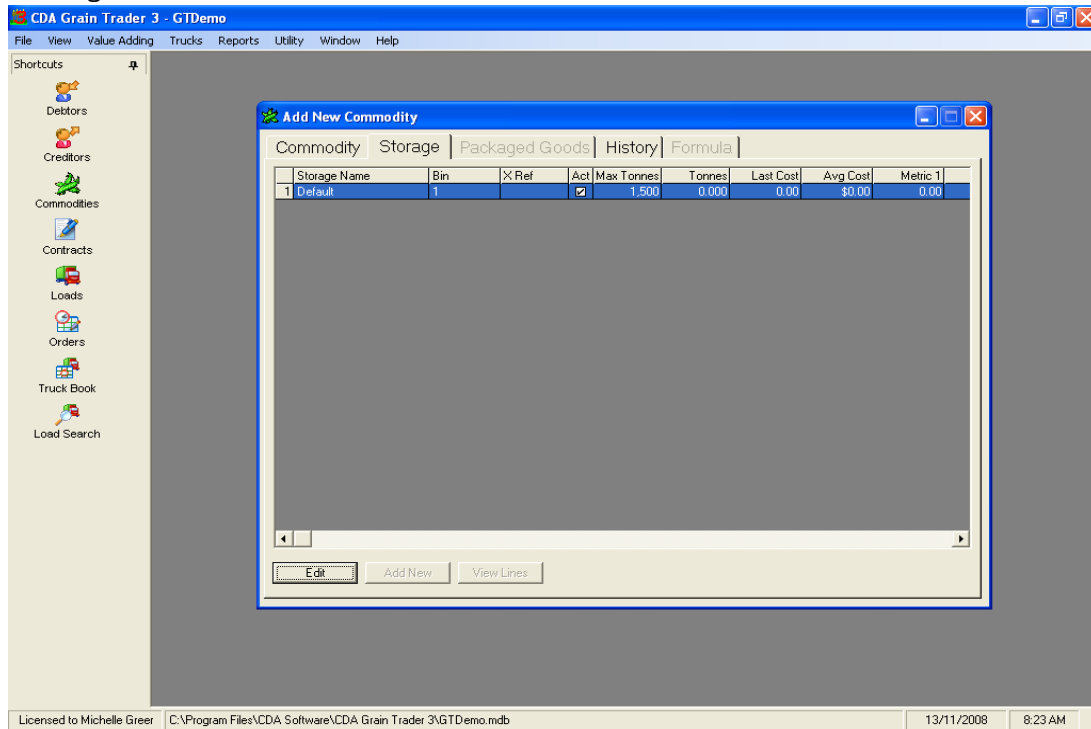
The more letters you enter the more defined the commodity list becomes

You may also use the side scroll bar up and down to scroll through the list

Once you have found the required commodity double click on it

The details of the commodity are now displayed

Click on the Storage TAB



Click on the Edit button

Click on the Add Storage Site button

Enter the Storage Name

Click in the Code field and enter a code for this site (This field is optional)

Click in the Alternate Code field and enter a code for this site (This field is optional)

Click in the Maximum Tonnes field and enter a value for this site (This field is optional)

Click in the Tonnes field and enter an opening balance. (If required)

CDA Grain Trader Instructions

Click on the cross box to close

Click on the YES button to save the record

Click on the NO button not to save the record

Click on the CANCEL button to return to the commodity record

CDA Grain Trader – Commodity Inquiry

Click on **Commodity Button**

The cursor is in the **Enter Alpha Code box**

Start entering the Alpha Code of the Commodity you are looking for.

The more letters you enter the more defined the commodity list becomes

You may also use the side scroll bar up and down to scroll through the list

Once you have found the required commodity double click on it

The details of the commodity are now displayed

Click on the Storage TAB to display storage details

Click on the History TAB to display sales and purchase details

Click on the cross box to close

CDA Grain Trader Instructions

CDA Grain Trader – Purchase Contract – Add New

Purchase contracts are an arrangement with your supplier to provide a quantity of a particular commodity at an agreed price over a specified period of time.

New Purchase Contract

Click on **Contract Button**

Click on **New Purchase Contract**

Click in **Contract Number box**

Enter the Contract Number or leave blank to allow the system to allocate the next available number

Click on Order Number to enter an order number for this contract

Click on Contract date and enter the date of contract or select by clicking on the calendar button

Contract Complete should be left unchecked until the contract has been fulfilled

Check the Export box and enter the contract currency if the contract is for export

Click in Account box and enter two or three letters of the Supplier alpha code Press Enter
Select the Suppliers account by clicking on it

Click in Broker box if there is a Broker and enter two or three letters of the alpha code
Press Enter
Select the Brokers account by clicking on it

CDA Grain Trader Instructions

If there is a broker enter the dollars per tonne commission they will receive

Click on The ADD COMMODITY button

Click in Commodity box

Enter two or three letters of the Commodity alpha code and press enter

Select the Commodity by clicking on it and press enter

Click in Price box and enter the price per tonne

Click in Farm Gate box and enter the price per tonne at the farm gate.
(This is if the supplier is delivering the commodity)

Click in Total Qty box and enter the quantity of the contract in tonnes

Click on Terms & Specs Tab

Click on Delivery Option down arrow

Select option by Clicking on it

Click in Delivery Location box and type in the location name

Click on From Date and To Date to specify the delivery period

Click on Weight Option Details down arrow

Select an option by clicking on it

Click in Packaging details and enter the packaging description

Click in Terms Payment box and enter the days e.g. 30

Click on Down arrow and select the period by clicking on it

Click on Insurance Details down arrow and select an option

Click in Quality details box to enter a quality description

Click in Other Specifications and Terms boxes to enter these details

Click in Moisture Content box to enter these details

Click on ADMIN tab to enter

Date Contract sent

Check Contract returned

Check Annexure returned

Make amendments to the Contract

Click on the Save Button

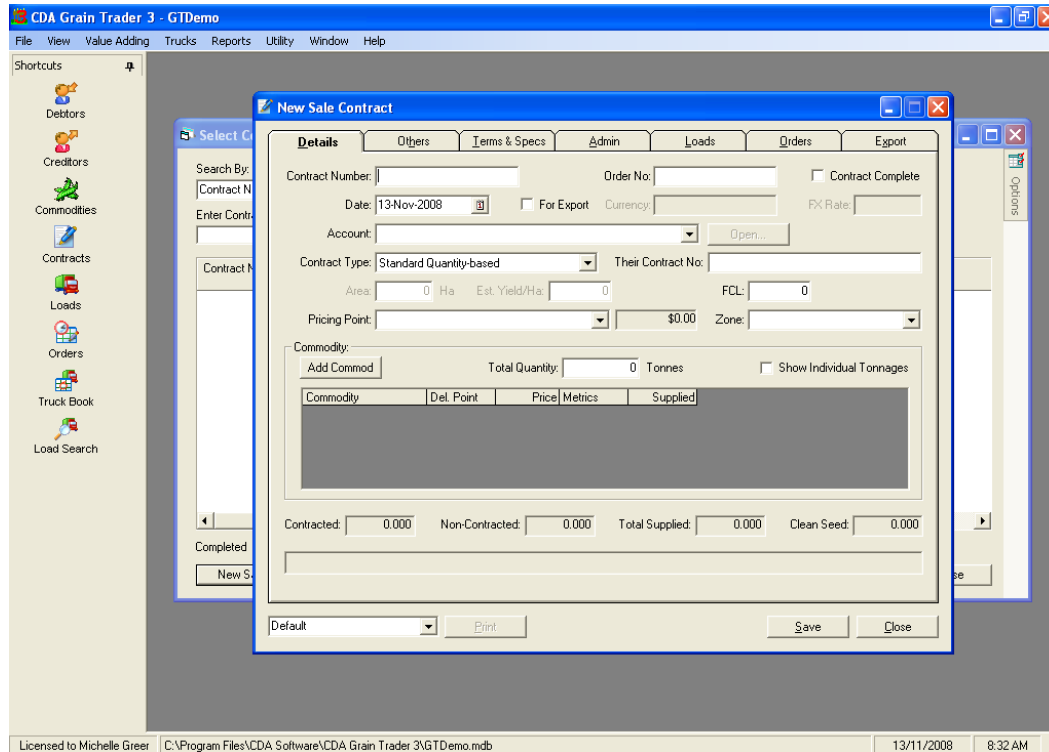
Click on the Print Contract button to print copies of the Contract

CDA Grain Trader Instructions

CDA Grain Trader – Sale Contract – Add New

Sale contracts are an arrangement with your buyer for you to provide a quantity of a particular commodity at an agreed price over a specified period of time.

New Sale Contract



Click on
Click on
Click in

Contract Button
New Sale Contract
Contract Number box

Enter the Contract Number or leave blank to allow the system to allocate the next available number

Click on
Click on

Order Number to enter an order number for this contract
Contract date and enter the date of contract or select by clicking on the calendar button
Contract Complete should be left unchecked until the contract has been fulfilled

Check the

Export box and enter the contract currency if the contract is for export

Click in

Account box and enter two or three letters of the Buyer alpha code Press Enter
Select the Buyers account by clicking on it

Click in

Broker box if there is a Broker and enter two or three letters of the alpha code
Press Enter
Select the Brokers account by clicking on it
If there is a broker enter the dollars per tonne commission they will receive

CDA Grain Trader Instructions

- Click on **ADD COMMODITY** button
- Click in Commodity box
Enter two or three letters of the Commodity alpha code and press enter
Select the Commodity by clicking on it and press enter
- Click in Price box and enter the price per tonne
- Click in Total Qty box and enter the quantity of the contract in tonnes
- Click on Terms & Specs Tab
- Click on Delivery Option down arrow
Select option by Clicking on it
- Click in Delivery Location box and type in the location name
- Click on From Date and To Date to specify the delivery period
- Click on Weight Option Details down arrow
Select an option by clicking on it
- Click in Packaging details and enter the packaging description
- Click in Terms Payment box and enter the days e.g. 30
- Click on Down arrow and select the period by clicking on it
- Click on Insurance Details down arrow and select an option
- Click in Quality details box to enter a quality description
- Click in Other Specifications and Terms boxes to enter these details
- Click in Moisture Content box to enter these details
- Click on ADMIN tab to enter
Date Contract sent
Check Contract returned
Check Annexure returned
Make amendments to the Contract
- Click on the Save Button
- Click on the Print Contract button to print copies of the Contract
- If you wish to print a **Pro Forma Invoice** click on this **Export** tab or else click on the **CLOSE** button

CDA Grain Trader Instructions

Pro Forma Invoice

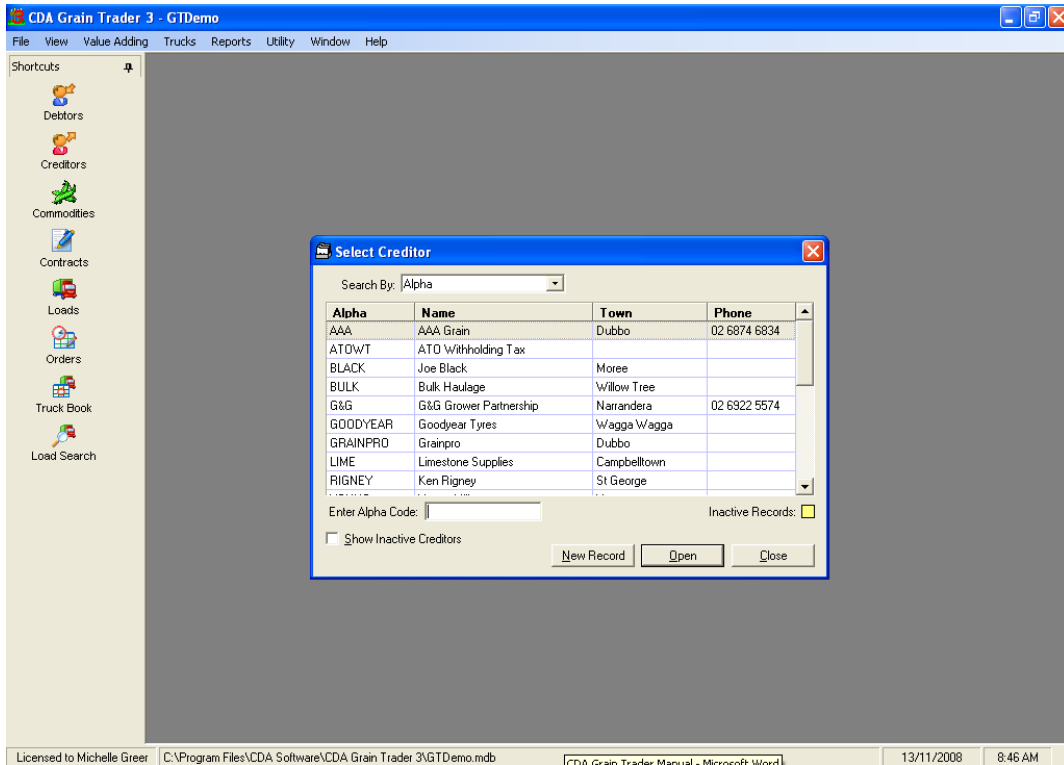
- Click in the Bank Name field and enter the Bank Name of your Buyer
- Click in the Branch field and enter the Bank Branch of your Buyer
- Click in the Address field and enter the Bank Address of your Buyer
- Click in the Shipping Company field and enter the Name of the Shipping Company
- Or
- Click on the drop down arrow and select from the list
- Click in the Vessel field and enter the Vessel Name
- Click in the Vessel Age field and enter the age of the Vessel
- Click on the calendar button next to EDD and click on the estimated departure date
- Click on the calendar button next to EDA and click on the estimated arrival date
- Click in the first field next to Description and enter the number of containers in the shipment
- Click in the second field next to Description and enter a description of containers in the shipment
- Click in the Bag Marks field and enter any bag markings that are in the shipment
- Click in the Shipping Marks field and enter any shipping markings that are in the shipment
- Click in the Export field and enter the name & address of the exporter
- Click in the Quantity field and enter quantity of the shipment
- Click in the second field next to Quantity and enter any plus or minus % variance
- Click in the Price field and enter the price of the shipment
- Click in the Price Basis field and enter the description of the basis on which the shipment is priced
- Click in the Terms field and enter the payment terms on the contract
- Click on the Print button to print the Proforma Invoice
- Click on the Close button to finish

CDA Grain Trader Instructions

CDA Grain Trader – Enter Creditor Payment

Click on **Creditor Button**

The following screen will be displayed.



The cursor is in the Enter Alpha Code box

Start entering the Alpha Code of the account you are looking for.

The more letters you enter the more defined the account list becomes

You may also use the side scroll bar up and down to scroll through the list

Once you have found the required account double click on it

The details of the account are now displayed

Click on the Payment button on the bottom left of the screen.

The payment screen will be displayed, listing the outstanding Creditor Invoices.

CDA Grain Trader Instructions

CDA Grain Trader 3 - GTDemo

File View Value Adding Trucks Reports Utility Window Help

Shortcuts

- Debtors
- Creditors
- Commodities
- Contracts
- Loads
- Orders
- Truck Book
- Load Search

Creditor Payment

Creditor Account: G&G - G&G Grower Partnership

Payment Date: 13-Nov-2008

Payment Description: Payment

Payment Details:

Reference Number:

Total Payment Value: \$0.00 (before discount)

Date	Description	Creditor Inv No	Amount Owning	Amount Paid	Balance
9/01/2008	100006 Feed Barley		\$14,382.74	\$0.00	\$14,382.74
3/03/2008	100005 Feed Barley		\$8,969.60	\$0.00	\$8,969.60
4/03/2008	100027 Feed Barley		\$8,988.23	\$0.00	\$8,988.23
12/03/2008	100022 Feed Barley		\$8,533.13	\$0.00	\$8,533.13
2/09/2008	100046 Safflower - Bulk Ungrad		\$42,197.06	\$0.00	\$42,197.06

Discount: 0.00 % or \$0.00 inc. GST of \$0.00

Discount Total: \$0.00

Cheque Total: \$0.00

Save Cancel [Esc]

Licensed to Michelle Greer C:\Program Files\CDA Software\CDA Grain Trader 3\GTDemo.mdb 13/11/2008 8:48 AM

Click in the Reference number field and enter your cheque number.

Double click in the Amount paid column next to the Invoices you wish to pay.

The amount of the invoice appears in this column; you can press enter to accept this amount or overtype it with a different amount and then press enter.

The cheque total continues to add up as you proceed.

When you have selected the Invoices you wish to pay at this time, click on the **Save** button.

You will be prompted to print a payment advice.

Click on the Yes or No button.

Click on the cross box to close

CDA Grain Trader Instructions

CDA Grain Trader – Print Creditor Cheques for a Batch of Pay Advices

Click on Reports

Click on Batch Print

Click on Process Batch

Click on the Batch of Pay Advices you wish to print cheques. e.g. Broker, Grower, Carrier

Batch Print - Grower Pay Advices

Date	Due	Account	Ref	Contract	Details	Cred Ref	Value	EFT
3/03/2008	8/04/2008	G&G Grower Partnership	1003		100005 Feed Barley		\$8,969.60	<input type="checkbox"/>
4/03/2008	8/04/2008	G&G Grower Partnership	1021	P000004	100027 Feed Barley		\$8,588.23	<input type="checkbox"/>
10/03/2008	15/04/2008	G&G Grower Partnership	1047		100024 Feed Barley		\$0.00	<input type="checkbox"/>
12/03/2008	15/04/2008	Joe Black	1031		100034 Feed Barley		\$10,382.52	<input type="checkbox"/>
12/03/2008	15/04/2008	G&G Grower Partnership	1019	P000004	100022 Feed Barley		\$8,533.13	<input type="checkbox"/>
12/03/2008	30/04/2008	Young Mills	1018		100020 Purchases - Broke		\$363.00	<input type="checkbox"/>
12/03/2008	30/04/2008	Young Mills	1015		100019 Purchases - Broke		\$363.00	<input type="checkbox"/>
12/03/2008	15/04/2008	Joe Black	1013		100019 Feed Barley		\$108,799.02	<input type="checkbox"/>
21/07/2008	26/08/2008	Joe Black	1035	P000007	100010 Wheat		\$6,865.74	<input type="checkbox"/>
27/08/2008	30/09/2008	Graipro	1039		100043 Safflower - Bulk U		\$30,446.35	<input type="checkbox"/>
2/09/2008	7/10/2008	G&G Grower Partnership	1045		100046 Safflower - Bulk U		\$42,197.06	<input type="checkbox"/>
2/09/2008	7/10/2008	Joe Black	1043		100045 Chickpeas		\$21,087.00	<input type="checkbox"/>

Creditor has a Payment Review Warning current

Cred Ref's View Print Cancel

Licensed to Michelle Greer C:\Program Files\CDA Software\CDA Grain Trader 3\GTDemo.mdb 13/11/2008 8:52 AM

Click on Reports

Click on Batch Print

Click on the Process Batch button and highlight the batch to be paid

Click on the cross box to close

Click on Reports

Click on Other Reports

Click on Cheque Print

CDA Grain Trader Instructions

Click on Save as Batch button

Click in the First Chq Number Box and enter your first cheque number

Click on the Print Summary button to print a summary of cheques to be printed

Load cheque stationery in your printer

Click on the Print Cheques button to print cheques

Click on Update Accounts button to write payments to Creditor Accounts

CDA Grain Trader Instructions

Loads - Entering New Loads

Now let's look at the module which brings it all together.

Point the cursor to the **Loads** box and click.

The Load screen is now displayed.

The screenshot shows the 'CDA Grain Trader 3 - GTDemo' application window. On the left is a 'Shortcuts' sidebar with icons for Debtors, Creditors, Commodities, Contracts, Loads, Orders, Truck Book, and Load Search. The 'Loads' icon is highlighted with a black arrow. The main window displays the 'Load Entry - Last Load 100055' dialog box. At the top of the dialog is a 'Load Number' field with a 'Find' button and a '(New Load)' button, and a 'Cross Ref' field. Below this are tabs for 'Details', 'Source', 'Destination', 'Carrier/Cont', 'Other', and 'Financial Summ.'. The 'Details' tab is active. It contains sections for 'Load From' (Supplier and Storage radio buttons), 'Load To' (Buyer and Storage radio buttons), and 'Load Dates' (Pickup and Delivery date pickers). There are checkboxes for 'Storage Only Load' and 'Create Value Adding Job from Load', and a 'Template' dropdown. The 'Commodity' section has a 'Name' dropdown, 'Variety' and 'Season' text boxes, and 'Quantities in Tonnes' (Pickup Weight, Delivery Weight, Sample No., Packaging, Quality) text boxes. There are also 'Weighbridge Docket' text boxes and 'Apply Commodity Bonuses & Deductions to' checkboxes for 'Supplier' and 'Buyer'. A table for 'Bonus/Deduction' with columns 'Base' and 'Rate' is partially visible. At the bottom of the dialog are 'Load Advice Form' dropdown, 'Print', 'Delete', 'Save', 'Process', and 'Cancel' buttons. The status bar at the bottom shows 'Licensed to Michelle Greer', the file path 'C:\Program Files\CDA Software\CDA Grain Trader 3\GTDemo.mdb', the date '13/11/2008', and the time '9:03 AM'.

Here you can enter the details of a **new load**.

Load Number: If you leave this field empty the system will assign the load the next sequential load number when you save the load. (This is the preferred system)

Or

You can enter your own load numbers.

Dates: You can give the load a **pickup date** and a **delivery date**.
Click in the fields and enter the dates or use the drop down calendar.

Load From: The load may be from: Supplier or from Storage
Click the appropriate button.

Load To: The load may be to: Storage or to Buyer

CDA Grain Trader Instructions

Click the appropriate button.

Commodity: To select the commodity for this load:
Click in the commodity field and enter the first letter of the commodity
Click on the drop down arrow.
A list of commodities will be displayed.
Click on the commodity you wish to select.

Pickup Weight: Click in the Pickup Weight field and enter the pickup weight of the load in tonnes.
The supplier will be paid on this weight.

Pickup Weighbridge Docket: Click in the Pickup W/B Docket field and enter the weighbridge docket number.

Delivered Weight: Click in the Delivered Weight field and enter the delivery weight of the load in tonnes.
The Buyer will be invoiced on this weight.

Delivery Weighbridge Docket: Click in the Delivery W/B Docket field and enter the weigh bridge docket number.

Bonuses & Deductions: If there are any bonuses or deductions for the commodity you have selected they will be displayed in the Bonuses & Deductions box.
Click in the rate boxes and enter these values.

Apply Bonuses & Deductions: Bonuses & Deductions can be applied to the supplier payment or the buyers invoice or both.
Click in the check boxes you wish to activate.

Supplier: If this is a load from supplier

Click in the supplier field and enter the first letter on the suppliers code
Click on the drop down arrow
Click on the supplier from the list displayed

Supplier Contract: This is an optional entry. You don't have to have a supplier contract, but it is preferable.
Click in the supplier contract field
Click on the drop down arrow
Current contracts for this supplier will be displayed
Click on the contract you wish to select

Supplier Cost: If you have selected a supplier contract the supplier cost will already be filled.
If you wish to over-ride this cost or there is no cost
Click in the cost field and enter the cost per tonne in dollars and cents

Farm Gate: This field is the farm gate cost of the grain without transport cost included. This is the price levies will be calculated on.

If you have selected a supplier contract the farm gate cost will already be filled.
If you wish to over-ride this farm gate cost or there is no farm gate cost
Click in the farm gate field and enter the farm gate cost per tonne in dollars and cents

Deduction 1: This is a per tonne deduction from the suppliers payment. For things such as fumigation costs.

CDA Grain Trader Instructions

Click in the deduction 1 field
Enter the deduction per tonne in dollars and cents.
Click in the next field
Type in a description for this deduction.

Deduction 2: This is a per load deduction from the suppliers payment. For things such as weigh bridge tickets.
Click in the deduction 2 field
Enter the deduction in dollars and cents.
Click in the next field
Type in a description for this deduction.

Levy Deductions: These check boxes are automatically ticked or not ticked depending on the supplier and commodity selected.
You can over-ride levy deductions by checking or unchecking the levy boxes.

Carrier: If you are paying a carrier for this load then select a carrier account else leave field blank.
Click in the carrier field and enter the first letter on the carrier code
Click on the drop down arrow
Click on the carrier from the list displayed

Cost: Click in the carrier cost field and enter the price per tonne you are paying the carrier.

Truck Number: Click in the truck number field and enter the rego number of the truck which has performed this load.

Pickup From: Click in the Pickup from field and enter the name of the place where the load was picked from.
(This field is optional)

Driver: Click in the Driver field and enter the name of the name of the driver.
(This field is optional)

Buyer: If this is a load to Buyer
Click in the buyer field and enter the first letter on the buyers code
Click on the drop down arrow
Click on the Buyer from the list displayed

Buyer Contract: This is an optional entry. You don't have to have a Buyer contract, but it is preferable.
Click in the buyer contract field
Click on the drop down arrow
Current contracts for this buyer will be displayed
Click on the contract you wish to select

Buyer Sell: If you have selected a buyer contract the buyer sell field will already be filled.
If you wish to over-ride this selling price or there is no selling price
Click in the sell field and enter the sell price per tonne in dollars and cents

Order Number: If your buyer has supplied you with an order number
Click in the Order field and enter the order number
(This field is optional)

Deliver To: Click in the deliver to field and enter the delivery point
Two fields are supplied for the delivery description

CDA Grain Trader Instructions

(These fields are optional)

Export: If the load is for export check both export boxes to disable GST on the Invoices.

Command Button Options:

Save: Clicking on the Save button will save the details of the load and update the contract details. You can then recall the load at a later time to process it.

Process: Clicking on the Process button will:
Save the load details
Update the contract details
Update the Suppliers account or storage details
Update the Carriers account
Update the Buyers account or storage details
Update any levies associated with the commodity

Delete: Clicking on the Delete button will delete a saved unprocessed load.

Cancel: Clicking on the Cancel button will erase all details from the load screen and close the load form.

Loads – Freight Only

To process freight only loads you must first have a commodity called "Freight" with a storage called "Freight".
(See Add New Commodity)

Point the cursor to the **Loads box** and click.

The Load screen is now displayed.

Here you can enter the details of a **new load**.

Load Number field: If you leave this field empty the system will assign the load the next sequential load number when you save the load. (This is the preferred system)
Or
You can enter your own load numbers.

Dates: You can give the load a **pickup date** and a **delivery date**.
Click in the fields and enter the dates or use the drop down calendar.

Load From: The load will be from Storage
Click the appropriate button.

Load To: The load will be to: Buyer

CDA Grain Trader Instructions

Click the appropriate button.

Commodity: To select the commodity for this load:
Click in the commodity field and enter the first letter of the commodity
Click on the drop down arrow.
A list of commodities will be displayed.
Click on the commodity called Freight.

Pickup Weight: Click in the Pickup Weight field and enter the pickup weight of the load in tonnes.
The supplier will be paid on this weight.

Pickup Weigh Bridge Docket: Click in the Pickup W/B Docket field and enter the weigh bridge docket number.

Delivered Weight: Click in the Delivered Weight field and enter the delivery weight of the load in tonnes.
The Buyer will be invoiced on this weight.

Delivery Weigh Bridge Docket: Click in the Delivery W/B Docket field and enter the weigh bridge docket number.
Click on the **Source TAB**

Drop down the **Storage List** and select the storage called **Freight**.

Click on the **Destination TAB**.

Select the Buyer

Enter the Freight price in the Sell Field.

Enter the Delivery instructions.

Enter any additional charges.

Carrier: Click on the **Carrier TAB**.
If you are paying a carrier for this load then select a carrier account else leave field blank.
Click in the carrier field and enter the first letter on the carrier code
Click on the drop down arrow
Click on the carrier from the list displayed

Cost: Click in the carrier cost field and enter the price per tonne you are paying the carrier.

Truck Number: Click in the truck number field and enter the rego number of the truck which has performed this load.

Pickup From: Click in the Pickup from field and enter the name of the place where the load was picked from.
(This field is optional)

Driver: Click in the Driver field and enter the name of the name of the driver.
(This field is optional)

CDA Grain Trader Instructions

Command Button Options:

- Save:** Clicking on the Save button will save the details of the load and update the contract details. You can then recall the load at a later time to process it.
- Process:** Clicking on the Process button will:
Save the load details
Update the contract details
Update the Suppliers account or storage details
Update the Carriers account
Update the Buyers account or storage details
- Delete:** Clicking on the Delete button will delete a saved unprocessed load.
- Cancel:** Clicking on the Cancel button will erase all details from the load screen and close the load form.

Loads – Commission Only

To process Commission only loads you must first have a commodity called the commodity name with “Commission” after it.

E.g. Wheat - Commission (See Add New Commodity)

Point the cursor to the **Loads box** and click.

The Load screen is now displayed.

Here you can enter the details of a **new load**.

Load Number field: If you leave this field empty the system will assign the load the next sequential load number when you save the load. (This is the preferred system)
Or
You can enter your own load numbers.

Dates: You can give the load a **pickup date** and a **delivery date**.
Click in the fields and enter the dates or use the drop down calendar.

Load From: The load will be from Supplier.
Click the appropriate button.

Load To: The load will be to: Buyer
Click the appropriate button.

Commodity: To select the commodity for this load:
Click in the commodity field and enter the first letter of the commodity
Click on the drop down arrow.
A list of commodities will be displayed.

CDA Grain Trader Instructions

Click on the commission commodity you wish to use. E.g. Wheat - Commission

Pickup Weight: Click in the Pickup Weight field and enter the pickup weight of the load in tonnes.

Pickup Weigh Bridge Docket Click in the Pickup W/B Docket field and enter the weigh bridge docket number.

Delivered Weight: Click in the Delivered Weight field and enter the delivery weight of the load in tonnes.
The Buyer will be Invoiced on this weight.

Delivery Weigh Bridge Docket: Click in the Delivery W/B Docket field and enter the weigh bridge docket number.
Click on the **Source TAB**

Supplier: Click in the supplier field and enter the first letter on the suppliers code
Click on the drop down arrow
Click on the supplier from the list displayed

Supplier Contract: This is an optional entry. You don't have to have a supplier contract, but it is preferable.
Click in the supplier contract field
Click on the drop down arrow
Current contracts for this supplier will be displayed
Click on the contract you wish to select

Supplier Cost: Click in the cost field and enter the cost per tonne as zero.

Farm Gate: Click in the farm gate field and enter the farm gate cost per tonne as zero.

Click on the **Destination TAB**.

Select the Buyer

Select a Buyer Contract if applicable.

Enter the Commission price in the Sell Field plus the freight charge if applicable.

Enter the Delivery instructions.

Enter any additional charges.

Carrier: Click on the **Carrier TAB**.
If you are paying a carrier for this load then select a carrier account else leave field blank.
Click in the carrier field and enter the first letter on the carrier code
Click on the drop down arrow
Click on the carrier from the list displayed

Cost: Click in the carrier cost field and enter the price per tonne you are paying the carrier.

Truck Number: Click in the truck number field and enter the rego number of the truck which has performed this load.

CDA Grain Trader Instructions

Pickup From: Click in the Pickup from field and enter the name of the place where the load was picked from.
(This field is optional)

Driver: Click in the Driver field and enter the name of the name of the driver.
(This field is optional)

Command Button Options:

Save: Clicking on the Save button will save the details of the load and update the contract details.
You can then recall the load at a later time to process it.

Process: Clicking on the Process button will:
Save the load details
Update the contract details
Update the Suppliers account or storage details
Update the Carriers account
Update the Buyers account or storage details

Delete: Clicking on the Delete button will delete a saved unprocessed load.

Cancel: Clicking on the Cancel button will erase all details from the load screen and close the load form.

CDA Grain Trader Instructions

Loads – Re-call Loads

To recall a load to examine details or to process a previously entered load

Point the cursor to the **Loads box** and click.

The Load screen is now displayed.

You can recall a load by entering the **Load number** or by using the **find button**.

- Click on the **Find** button now
- This will display the **Find Load screen**.
- You can search for loads by a number of different options and display all loads or only unprocessed loads e.g.
 - Click on **commodity** in the Search By box
 - Click on the **Show processed Loads** box
 - Click in the **Enter Code** box
 - Type in the first letter of the commodity code
 - All loads of commodities starting with that letter are now displayed
 - DOUBLE CLICK on the load
 - The details of this load are now displayed
 - If the load is not processed you can change any of the details then
 - Click on the Save button to save any changes or
 - Click on the Process button to process the load or
 - Click the **cancel** button to close this screen

Loads – Reversal

CDA Grain Trader Instructions

Click on the **LOAD** Button

Enter the **Load Number** of the load you wish to reverse and press **ENTER**

This will display the details of the load.

Make a note of the **Pickup & Delivery Weights** and the **Weighbridge docket numbers**.

Now click on the **Copy to New** button.

This will make a copy of the original load.

Click in the **Load Number** box and enter the number of the **original load** and add an **A** to the end of the number.

Enter the **weights** into this new load but put a **minus sign** in front of the weights.

Enter the **weighbridge docket numbers**.

Click the **Process** button.

This has reversed all the entries for the original load.

Now enter the **Load Number** of the **original load** again and press **ENTER**

This will display the details of the load again.

Now click on the **Copy to New** button.

This will make a **second copy of the original load**.

Click in the **Load Number** box and enter the **number of the original load** and this time add a **B** to the end of the number.

Now enter the **weights and weighbridge numbers** and make any changes that were **incorrect** in the original load.

When everything is correct, click on the **Process** button.

Remember to go to **Batch Document Print** and print off the **original load and the reversal** so they do not appear on any Invoices or RCTI's that you wish to send out.

Printing Invoices and Pay Advices

CDA Grain Trader Instructions

Buyer Invoices

- Click on **Reports** in the **Menu Bar**
- Click **Batch Print**
- Click on **Buyer Invoices**
- You will notice there are three loads here. These loads have been processed but have not yet been printed on an Invoice.
- You have the option of printing 1 , 2 or as many loads as you wish
- Click on each load now, one at a time
- Now click on the **Print** button
- If you have a printer attached click on the **printer icon** and then click **OK** to print the invoices

Supplier Pay Advices

- Click on **Reports** in the **Menu Bar**
- Click **Batch Print**
- Click on **Grower Pay Advices**
- You will notice there are a number of loads here. These loads have been processed but have not yet been printed on an Invoice.
- You have the option of printing 1 , 2 or as many loads as you wish
- Click on each load now, one at a time
- Now click on the **Print button**
- If you have a printer attached click on the **printer icon** and then click **OK** to print the pay advices

Carrier Pay Advices

- Click on **Reports** in the **Menu Bar**
- Click **Batch Print**
- Click on **Carrier Pay Advices**
- You will notice there are a number of loads here. These loads have been processed but have not yet been printed on an Invoice.
- You have the option of printing 1 , 2 or as many loads as you wish
- Click on each load now, one at a time
- Now click on the **Print button**
- If you have a printer attached click on the **printer icon** and then click **OK** to print the pay advices

Load Report

CDA Grain Trader Instructions

- Click on **Utility** in the **Menu Bar**
- Click on **Load Search**
- This is a powerful load search and reporting function.
- You can click on the start button and you will get a report showing all loads for the month.
- Or you can adjust the many options at the top of the screen to filter only the loads you wish to report on.
- Click on the **Start button** now and then click on the **print icon** to print the report
- Click on the **X** box to close this screen

CDA Grain Trader Instructions

Split loads occur when one load of grain is picked up from two or more suppliers. This is handled in Grain Trader by doing two or more loads into storage, one for each supplier, and then one load out of storage to the buyer for the total tonnage.

- Add a storage site to the commodity being traded. e.g .misc or split
- Do a separate load into storage for each supplier. Put it into the storage site you have just created.

The Details Tab of the 1st Pickup into storage.

The Source Tab of the 1st Pickup into storage

CDA Grain Trader Instructions

Load Entry - Last Load 100055

Load Number: Find (New Load) Cross Ref:

Details
 Source
 Destination
 Carrier/Cont
 Other
 Financial Summ.

Buyer:

For Export
 Print message on invoice
 Message...

Name: Print SAF...

Contract: Open... Show All Contracts

Control No: Order No: Deliv To:

Sell: Print Due:

Additional charges:

Dept	Description	Qty	Price	Taxable	GST	Total

Delivery Storage:

Storage:

Bin No:

Load Advice Form

The Destination Tab of the 1st Pickup into Storage

- Now Process the Load.
- Repeat the same procedure for each Pickup.

Do not enter any carrier details into the Pickup Loads.

Now do one load out of storage, to the Buyer.

Load Entry - Last Load 100055

Load Number: Find (New Load) Cross Ref:

Details
 Source
 Destination
 Carrier/Cont
 Other
 Financial Summ.

Load From: Supplier Storage Load To: Buyer Storage

Load Dates: Pickup: 13-Nov-2008 Delivery: 13-Nov-2008

Storage Only Load
 Create Value Adding Job from Load

Commodity:

Name: Variety:

Quantities in: Tonnes

Pickup Weight: Weighbridge Docket:

Delivery Weight: Weighbridge Docket:

Sample No: Apply Commodity Bonuses & Deductions to: Supplier Buyer

Packaging: Bonus/Deduction Base: Rate:

Quality:

Comments:

Load Advice Form

CDA Grain Trader Instructions

The Details Tab of the Load out to the Buyer

Load Number: Find (New Load) Cross Ref:

Details
 Source
 Destination
 Carrier/Cont
 ? Other
 Financial Summ.

Supplier:

For Export
 Print message on invoice
 Message...
 DPI

Name:
 Print PAF...
 VFF

Contract:
 Open...
 NSWGB

Cred Ref:
 Release No:
 Show All Contracts
 Not Used

Payment Due:

Cost:
 Deduction 1: /Tonne

F/Gate:
 Deduction 2: /Load

Offgrades Qty: 0.000
 Allow \$/tonne: \$0.00
 Pickup From:

Pickup Storage:

Storage: Misc

Bin No: Misc

Load Advice Form
 Print
 Delete
 Save
 Process
 Cancel

The Source Tab of the Load out to the Buyer

Load Number: Find (New Load) Cross Ref:

Details
 Source
 Destination
 Carrier/Cont
 ? Other
 Financial Summ.

Buyer:

For Export
 Print message on invoice
 Message...

Name: SOUTH - Southern Feedlots
 Print SAF...

Contract:
 Open...
 Show All Contracts

Control No:
 Order No:
 Deliv To:

Sell: \$450.00
 Print Due: 16-Dec-2008

Additional charges:

Dept	Description	Qty	Price	Taxable	GST	Total

Delivery Storage (Optional):

Storage:

Bin No:

Load Advice Form
 Print
 Delete
 Save
 Process
 Cancel

The Destination Tab Of the Load out to the Buyer

CDA Grain Trader Instructions

The screenshot shows a software window titled "Load Entry - Last Load 100055". At the top, there are fields for "Load Number:" and "Cross Ref:" with a "Find" button and "(New Load)" text. Below this is a tabbed interface with tabs for "Details", "Source", "Destination", "Carrier/Cont", "Other", and "Financial Summ.". The "Carrier/Cont" tab is active and contains the following fields:

- Carrier:**
 - Print message on invoice - Name: BULK - Bulk Haulage (dropdown)
 - Cost: \$25.00 Based on: Delivery Weight Other Qty: (text)
 - Cred Ref: (text)
 - Truck Number: 434JOB (dropdown) Driver: (text)
 - Kilometres: 0 (text)
- Container Details:**
 - Container No: (text)
 - Tare Weight: (text)
 - ISO Code: (dropdown)
 - Seal No: (text)

At the bottom of the window, there is a "Load Advice Form" dropdown menu and buttons for "Print", "Delete", "Save", "Process", and "Cancel".

The Carrier Tab of the Load out to the Buyer.

- If you are paying the carrier. Enter the Carrier details in the Carrier Tab as above.
- Now process this Load.

CDA Grain Trader Instructions

End of Month Reports and Procedures:

Debtors Reports

Transaction Listing

- Click on Reports in the menu bar
- Click on Debtors
- Click on Transaction Listing
- Select whether you want to print the transactions in date order or alpha account order
- Click on the command button Print EOM
- Click on the printer icon to print the report

Trial Balance

- Click on Reports in the menu bar
- Click on Debtors
- Click on Trial Balance
- Click on the printer icon to print the report

Statements

- Click on Reports in the menu bar
- Click on Debtors
- Click on Statements
- Click on the printer icon to print the debtors statements

Creditors Reports

Transaction Listing

- Click on Reports in the menu bar
- Click on Creditors
- Click on Transaction Listing
- Select whether you want to print the transactions in date order or alpha account order
- Click on the command button Print EOM
- Click on the printer icon to print the report

Trial Balance

- Click on Reports in the menu bar
- Click on Creditors
- Click on Trial Balance
- Click on the printer icon to print the report

Statements

- Click on Reports in the menu bar
- Click on Creditors
- Click on Statements
- Click on the printer icon to print the creditors statements

CDA Grain Trader Instructions

Commodity Reports

Sales History Listing

- Click on Reports in the menu bar
- Click on Commodities
- Click on Sales History Listing
- Click on the printer icon to print the report

Purchase History Listing

- Click on Reports in the menu bar
- Click on Commodities
- Click on Purchase History Listing
- Click on the printer icon to print the report

Levy Reports:

- Click on Reports in the menu bar
- Click on Levy Reports
- Click on the Levy report you wish to print
- Click on the printer icon to print the report

Sales Dept Reports:

- Click on Reports in the menu bar
- Click on Other Reports
- Click on Sales Dept
- Select options
- Click on the print button
- Click on the printer icon to print the report

Purchase Dept Reports:

- Click on Reports in the menu bar
- Click on Other Reports
- Click on Purchase Dept
- Select options
- Click on the print button
- Click on the printer icon to print the report

GST Transaction Report:

- Click on Reports in the menu bar
- Click on Other Reports
- Click on GST Transaction Report
- Click on Print or Print Update (Once you have selected Print & Update you can't print it again)
- Click on the printer icon to print the report

BACKUP BACKUP BACKUP BACKUP BACKUP BACKUP



CDA Grain Trader Instructions