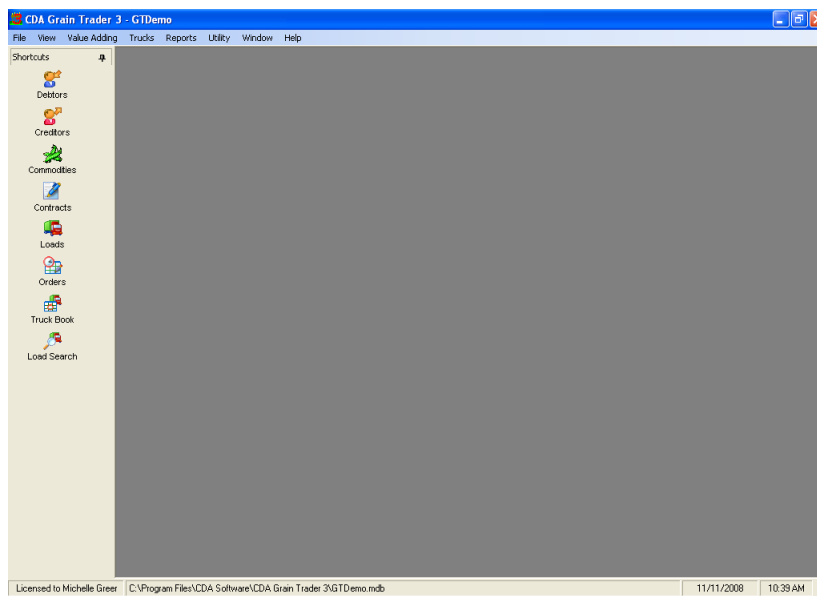# CDA Grain Trader Demonstration Instructions

CDASoftware

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CDA Grain Trader Demonstration Instructions

What is Grain Trader

Grain Trader is a powerful software package which deals efficiently with all your Customer, Supplier, Contract and Stock Control needs.

Grain Trader Modules
- Customers
- Suppliers
- Commodities
- Contracts
- Loads
- Orders Module
- Truck Book
- Value Added Processing
- Point of Sale
- Pools

This software will perform a range of tasks, update the associated accounts, keep track of commodities and produce all the necessary documentation.

In summary, these are just some of the tasks you can perform:

Produce Sale Contracts
Produce Purchase Contracts
Receive Bulk Loads In to Storage – for Storage Only
Purchase Bulk Load In to Storage
Ship Bulk Loads Out of Storage
Sell Bulk Loads Out of Storage - (Domestic or Export)
Ship Bulk Loads from Supplier to Buyer
Invoice Multiple Bulk Commodities into one truck
Buy Package Goods In to Storage
Sell Package Goods Out of Storage(Domestic or Export)
Process Commodities
Manufacture Commodities – e.g. Stockfeed Production
Break up of sales and purchases by department
Point of Sale available on Invoicing
Stock take Wizard
Print a Bank Deposit Slip
Bank Reconciliation
Cheque printing facility

Reporting

Customers
Suppliers
Contracts
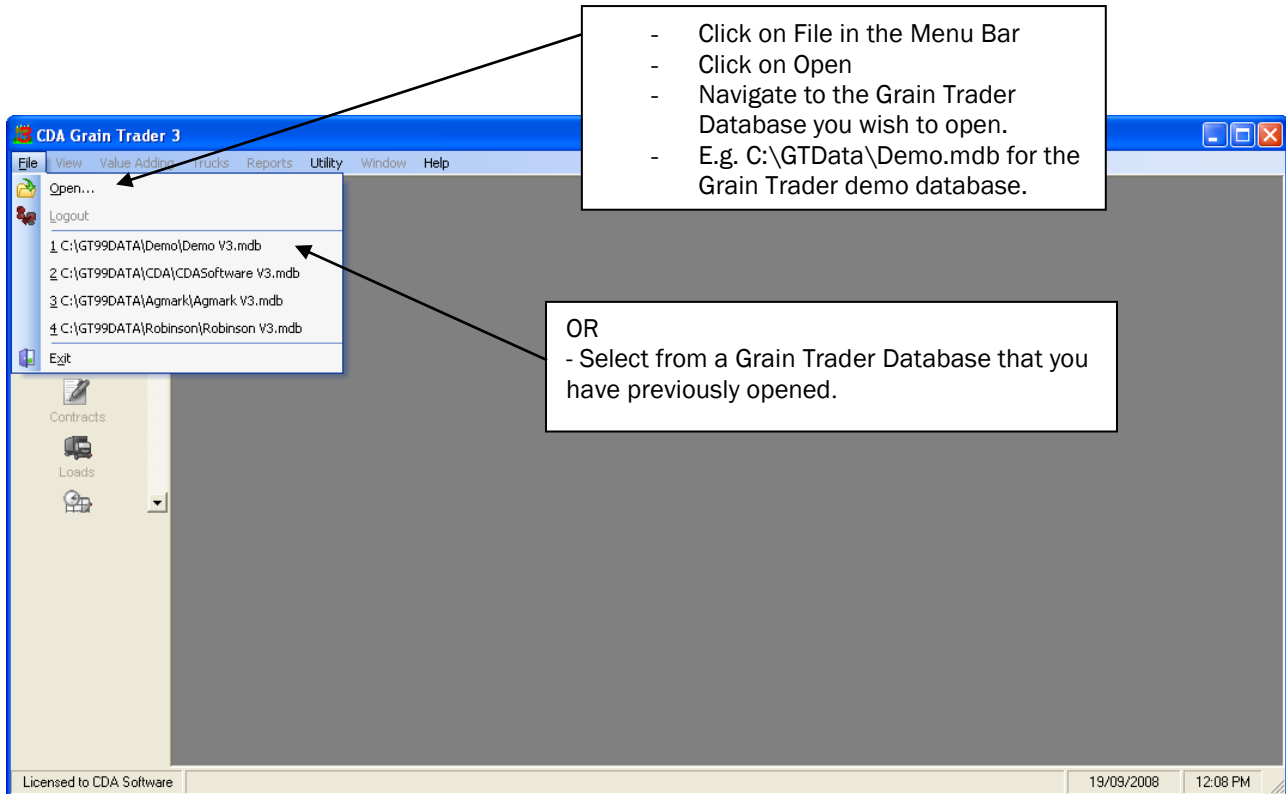**Commodities**
Loads
Levies
Value Adding
GST

CDA Grain Trader Demonstration Instructions

Starting Grain Trader Demo

To start Grain Trader running Double Click on the **Grain Trader Demo** icon, which will be on your computer desktop after installing the software.

The Grain Trader sign-on screen will be displayed.

- Click on File in the Menu Bar
- Click on Open
- Navigate to the Grain Trader Database you wish to open.
- E.g. C:\GTData\Demo.mdb for the Grain Trader demo database.

OR
- Select from a Grain Trader Database that you have previously opened.

CDA Grain Trader 3

File   View   Value Adding   Trucks   Reports   Utility   Window   Help

Open...
Logout
1 C:\GT99DATA\Demo\Demo V3.mdb
2 C:\GT99DATA\CDA\CDASoftware V3.mdb
3 C:\GT99DATA\Agmark\Agmark V3.mdb
4 C:\GT99DATA\Robinson\Robinson V3.mdb
Exit

Contracts

Loads

Licensed to CDA Software   19/09/2008   12:08 PM

The program is now running and you are signed in.

CDA Grain Trader Demonstration Instructions

Grain Trader Header Bar Displays:
- Program version number
- The Database in use
- The working date

The Menu Bar
This is used to access all areas of the software.

Click on the Drawing Pin to set the Icon Menu to the Show position.

Slide Out Icon Menu
This is used for One Click access to the most commonly used modules.

We will now take a close look at each of the Grain Trader Modules.

CDA Grain Trader Demonstration Instructions

Customers

Point the cursor to the Customers icon and click.

The **Select Customer Record** box is now displayed. Customers are your buyers.

Open the Southern Feedlots account now.

CDA Grain Trader Demonstration Instructions

The Customer details are now displayed – take a little time to check the details that can be stored. Notice the **Type** and **Classification fields** - these can be set by you for your needs.

The comments box is a free type field for you to keep notes regarding this Customer.

You can also select whether the Customer receives a Retail or Wholesale price at the time of invoicing.

- Click on the **Postal Address, Phone, GST and Other tabs** to show all stored data.

CDA Grain Trader Demonstration Instructions

Customer Option Icons

- Click on the **Transactions** tab.
Here we can see the Customers current transactions. Blue Transaction lines are Invoices.
The yellow transaction under this line is the allocated receipt transaction which brings the invoice balance back to zero.
To view an Invoice, click on it and then click on the Display button.
To Re-print an Invoice, click on it and then click on the Re-print button.

Notice the Customer Option icons on the Slide Out Menu Bar. These options allow you to do two different types of **Invoices** to this Customer, an **Adjustment** or a **Receipt**.
- Click on each of these Icons and now and check out the Invoicing.
- Click on the **Cancel** button to return to the Customers details each time.
- Click **cancel** on the **Select Customer Record Box**

CDA Grain Trader Demonstration Instructions

Customers – Goods Invoice

This option allows you to invoice a Customer for a number of different bulk or packaged goods commodities.
If a transport company is used it will also raise a RCTI or Pay Advice to the carrier.

- Point the cursor to the **Customers** box and click.
- The **Select Customer Record** box is now displayed. Customers are your buyers.
- Lets select a current Customers record:
    - Click in the **Enter Alpha Code** box
    - Type in an   **S**
    - All accounts starting with **S** will now be displayed above
    - DOUBLE CLICK on the Customer name **Southern Feedlots**
    - The Customers details are now displayed
    - CLICK on the **Goods Inv** icon in the side menu bar
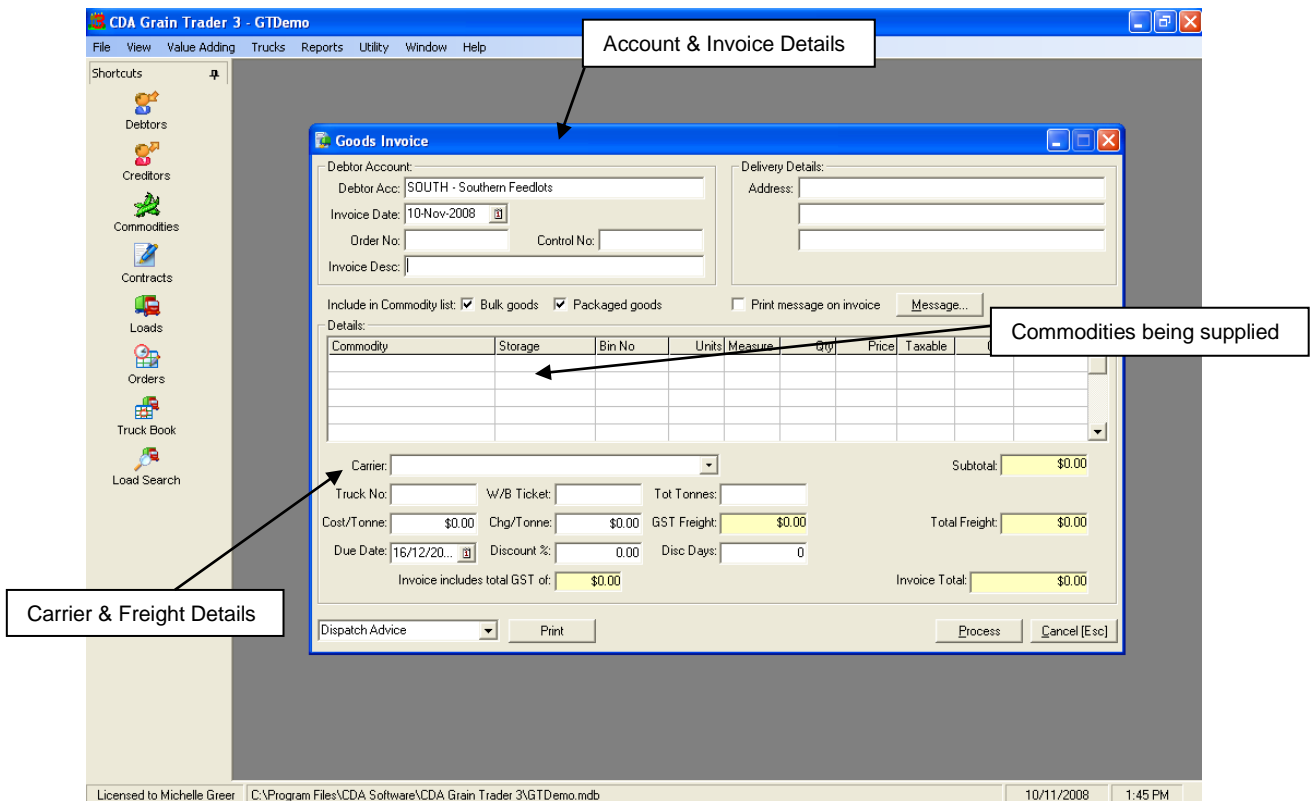
Change the **Invoice Date** if required
- Enter an **Order Number** if supplied
- Enter an **Invoice Description**
- Enter **Delivery Address** details
- Click in the first box under **Commodity**
- Click on the down arrow and select the commodity - **Wheat**
- You can select the **Storage**, **Bin** and **Line Number** to draw the stock from.
- Click in the box under **Units** and enter the qty of items   eg **2.2**
- Click in the box under **price** and enter the cost per Item   eg **$250**
- Click in the box under **total** to complete the calculations

CDA Grain Trader Demonstration Instructions

You can continue until all required products have been invoiced.
Then you can add a **freight component** and if you wish **pay a carrier** for carting the load from the same screen.
-   If it is your own truck leave the **carrier** box empty
-   Click in the **Truck No.** box and enter the truck rego
-   Click in the **W/B Ticket** box and enter the ticket number
-   Click in the **Chg/Tonne** box and enter the freight charge per tonne   eg   **15.5**
-   **Total freight** will be calculated and added to the **Invoice Total**
-   Click on the **save button**
-   Click on **yes** to Print Invoice

-   Click on **printer icon** to send invoice to the printer
-   Click on the **X** box to close the invoice
-   Click on the Customers **X** box to close this screen. We will come back here later to check the Customer's transactions after we have entered some Loads.
-   Click **cancel** on the **Select Customer Record Box**

This invoice will update the Customers account, write an invoice to the Customers transactions, update the stock on hand and if a carrier   was used will update the carriers Supplier account.
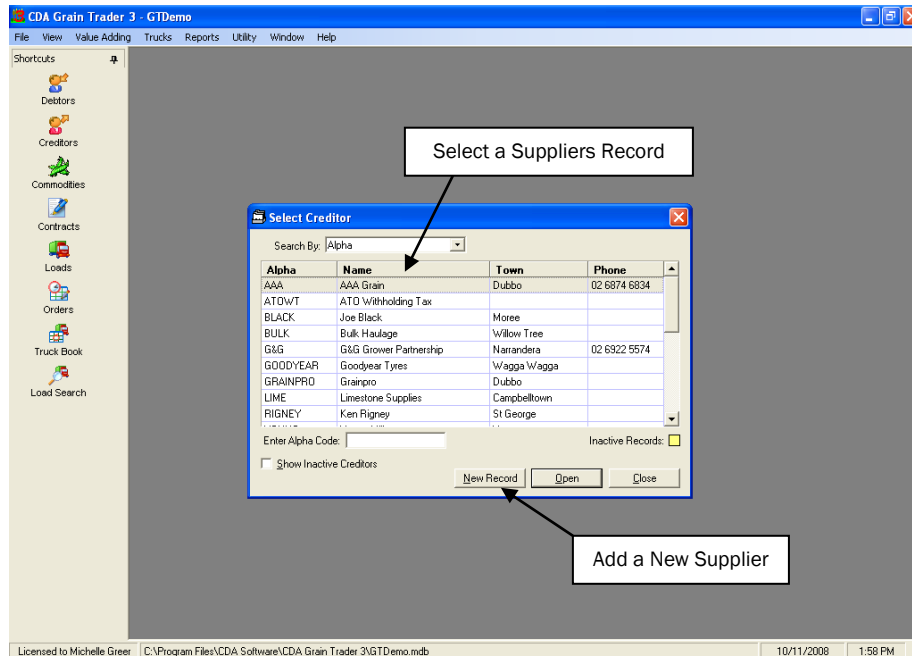
You can also re-call this Invoice to screen and re-print the invoice at any time in the future.

CDA Grain Trader Demonstration Instructions

Suppliers (or Suppliers)

Now point the cursor to the **Suppliers** box and click.
The **Select Supplier Record** box is now displayed. Suppliers are your **Growers, Suppliers, Carriers and Brokers.**

From this box you can:
- Select a **Suppliers record**
- Add a **New Supplier** to your database
- Or **Cancel** this operation

Let's select a current **Supplier record:**
- Click in the **Enter Alpha Code** box

- Type in a **G**
  All accounts starting with G will now be displayed above

- DOUBLE CLICK on the **Supplier name - G&G Grower Partnership**
The Growers details are now displayed – take a little time to check the details that can be stored. Notice the **Type** and **Classification** fields? These can be set by you for your needs. The **comments** box is a free type field for you to keep notes regarding this Supplier.

- Click on the **Postal Address, Phone, GST and Other** tabs
Notice the **Supplier Options** on the bottom left of the screen? These buttons allow you to do an **Invoice Entry** to this Supplier, an **Adjustment** or a **Payment.**

- Click on each of these buttons and check out the screens.

- Click on the **Cancel** button to return to the Suppliers details each time.

- Click on the Suppliers **X** box to close this screen. We will come back here later to check the Supplier's transactions after we have entered some Loads.

- Click **cancel** on the Select Supplier Record Box

Commodities

Now point the cursor to the **Commodity box** and click.
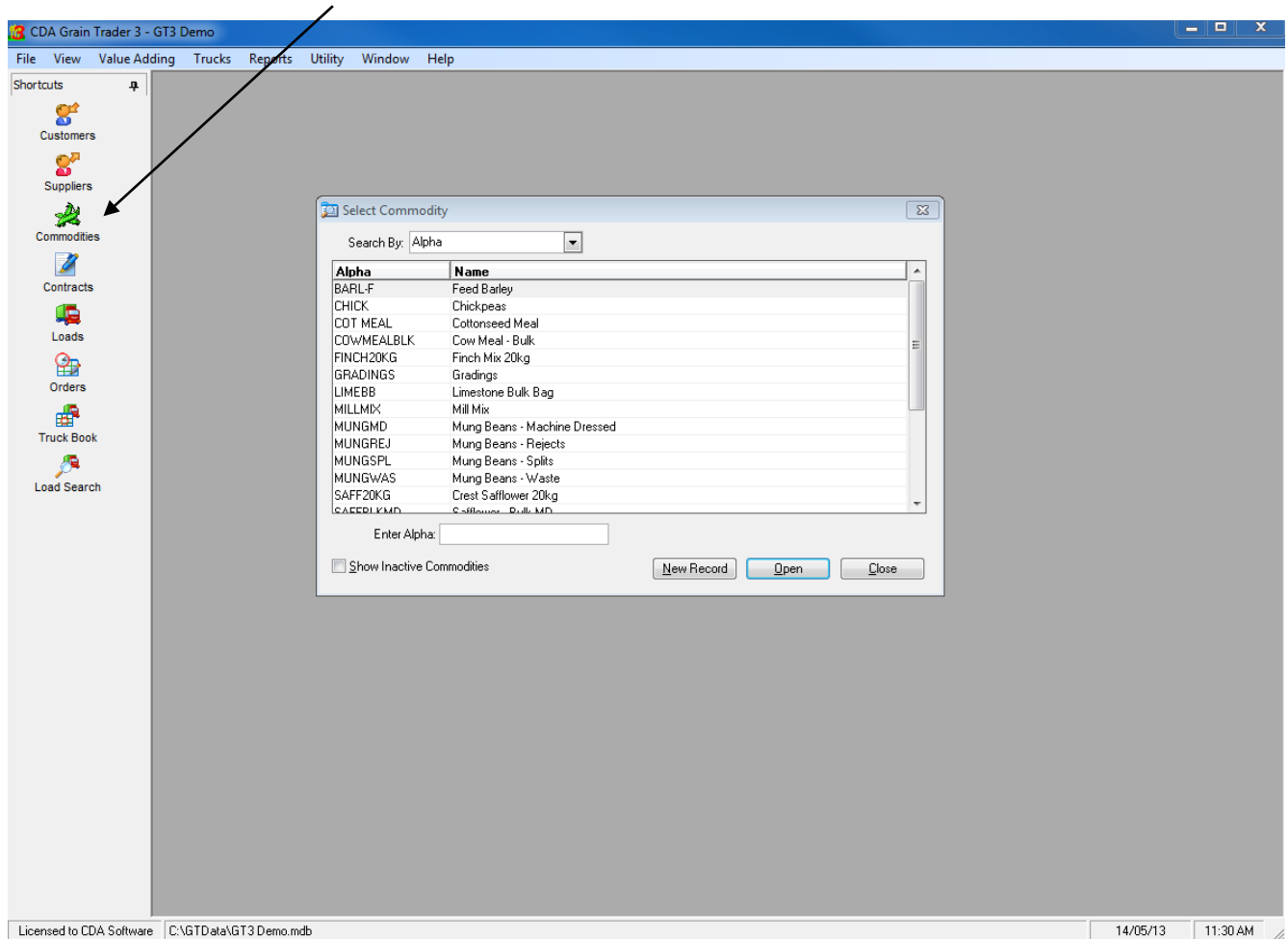
The **Select Commodity** box is now displayed. You will need a record in this module for each commodity you're going to trade in.

From this box you can:
- Select a **Commodity record**
- Add a **New Commodity** to your database
- Or **Cancel** this operation

Let's select a current Commodity record:
- Click in the **Enter Name** box

- Type in a   **W**
   All commodities starting with **W** will now be displayed above

- DOUBLE CLICK on the commodity **WHEAT**
   All the details of this commodity are now displayed

CDA Grain Trader Demonstration Instructions

- Click on the down arrow next to commodity type
  Notice that there are **three types** of **commodity**
  You can make a commodity exempt from GST
  You can set up **bonuses** and **deductions** for each commodity
  Allocate the commodity to different sales departments and purchase departments
  Have up to six levies per commodity, % or $

- Click on the **storage label**
  You can create up to 100 storages per commodity
  The program will calculate a weighted average cost of the commodity in each storage as well as things like protein or oil
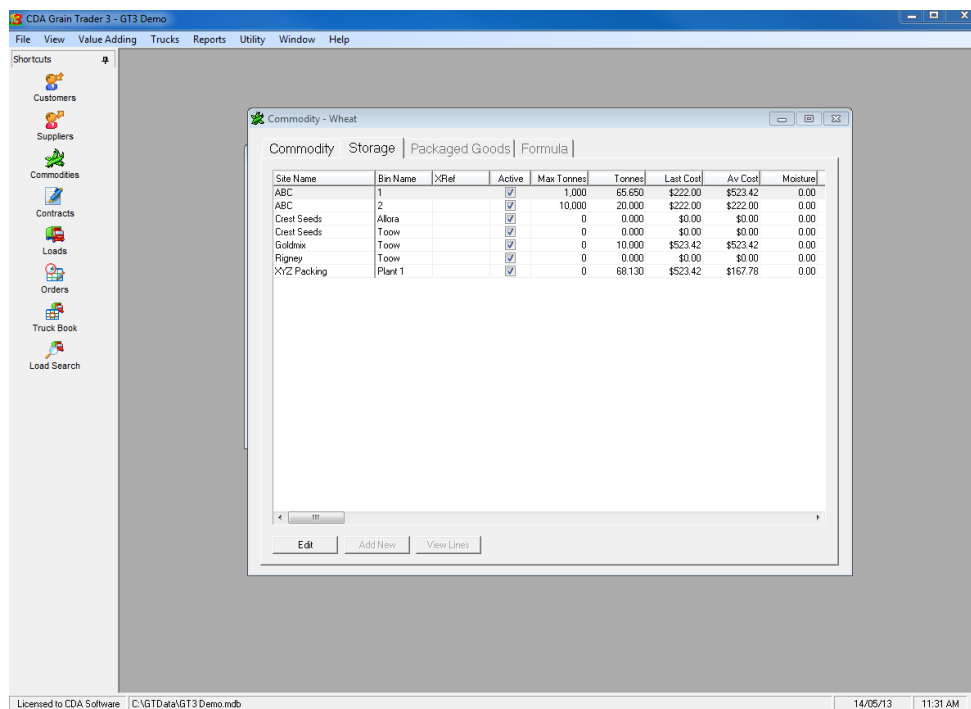
- Click on the **history label**
  Purchase quantities and values and sales quantities and values are displayed here.

- Click on the **X** box to close this commodity

- Click in the **Enter Name** field and back space out the **W**
  You will notice various commodities now appear

- DOUBLE CLICK on **Finch Mix 20kg**
  Notice this has a commodity type – **Packaged Goods**
  It is also a Manufactured Item

CDA Grain Trader Demonstration Instructions

- Click on the **Packaged Goods Tab**
  Here you can see the details of your packaged goods

CDA Grain Trader Demonstration Instructions

- Click on the **Formula Tab**
  Here you can see the details of your Formula for this Commodity

- Click the **X** box to close this screen

- Click the **Cancel** button to close Select Commodity

CDA Grain Trader Demonstration Instructions

Contracts

Now point the cursor to the **Contract box** and click.
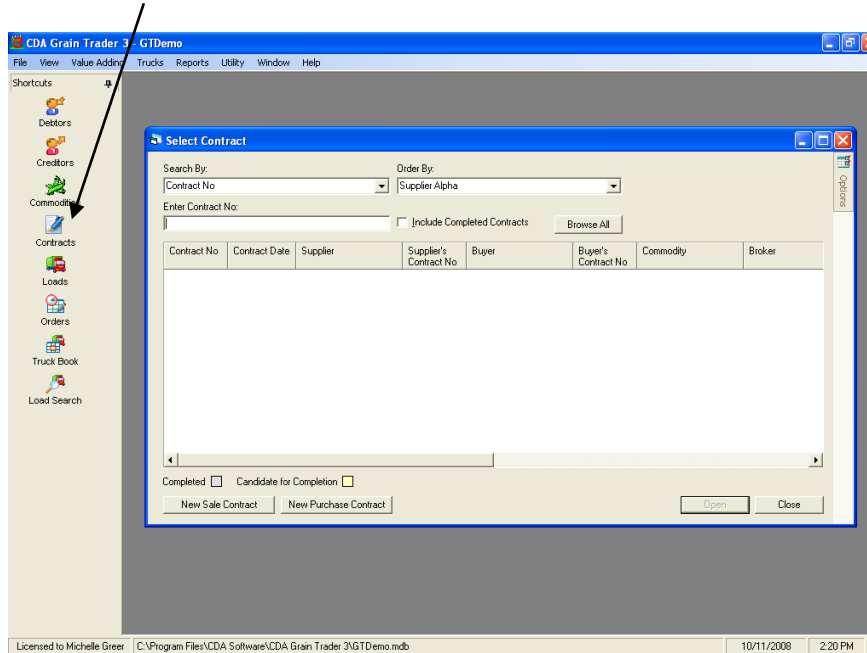
The **Select Contract** box is now displayed. You will create a record in this module for each contract you write.

From this box you can:
- Select a **Contract record**
  You can search by Buyer or Supplier Account, Commodity, Contract or Broker and they can be displayed by Buyer or Supplier Account, Contract, Commodity or Broker
- Add a **New Sale Contract** to your database
- Add a **New Purchase Contract** to your database
- Or **Cancel** this operation

Let's select a current Contract record:
- Click in the **Enter Account** box

- Type in a   **S**
  All contracts for Accounts starting with **S** will now be displayed above

- DOUBLE CLICK on the contract for **Southern Feedlots**
  All the details of this contract are now displayed
  This is Standard Quantity based contract for one Commodity
  You can also have a Quantity based contract for multiple commodities
  Another option is the Guaranteed Minimum Price contract where a grower can lock in tonnages at different prices
  Now click on the Terms & Specs tab
  Take a minute to study this detail and click on some of the drop down arrows to check the options.
  Now click on the Admin tab
  Take a minute to study this detail.
  If you have other options you would prefer, we could build them in for you.

- Click on the **Print Contract** button

CDA Grain Trader Demonstration Instructions

A printed version of the contract will appear on the screen. If you have a printer connected to your computer click on the printer button at the top of the Print Preview screen, then click on the OK button on the Print box.

- Click on the **X** box to close the Print Preview screen.

- Click on the **Loads tab**
  Here you will see the details of all loads that have been allocated to this contract

- Click on the **Print Load List** button

- Click on the **Printer icon** button if you wish to print this report

- Click the **X** box to close this screen

- Click on the **Proforma Invoice tab**
  If this is an Export contract you can enter Bank and Shipping details on this screen to produce a Proforma Invoice.

- Click the **Cancel** button to close the contract screen

- Click the **Cancel** button to close the Select Contract screen

-

CDA Grain Trader Demonstration Instructions

Loads

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

Point the cursor to the **Loads box** and click.
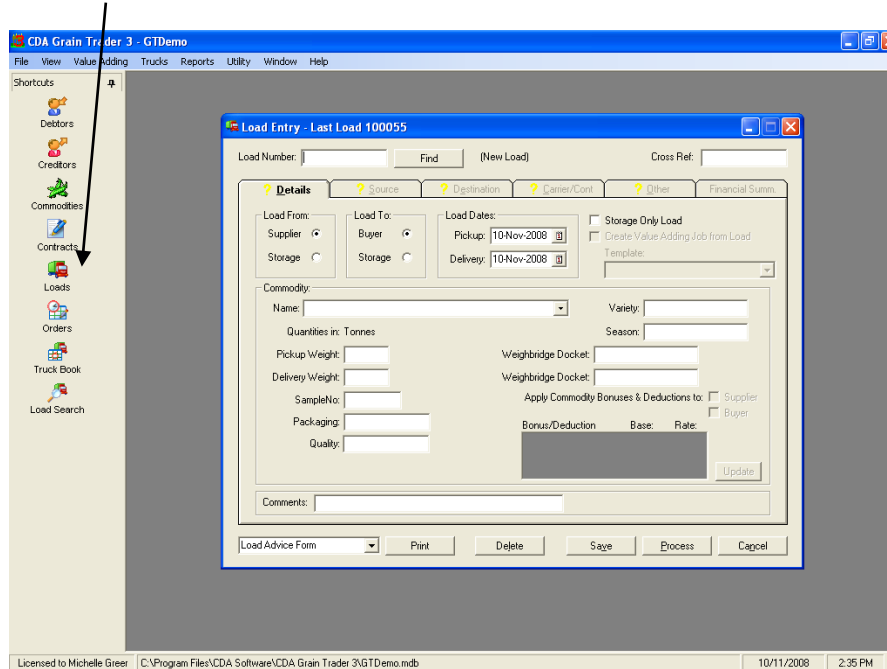
The Load screen is now displayed.

Here you can enter the details of a **new load** or recall the details of an **old load**, no matter how long ago it occurred.

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
- Click in the Show Processed Loads box
- Click on the FIND button
- This will display all loads in Load number order
- Click on the drop down arrow in the Search By box
- Click on **commodity** in the Search By box
- Click in the **Enter Code** box

- Type in a   B
     All loads of commodities starting with **B** are now displayed

- DOUBLE CLICK on the load to **Southern feedlots**
  The details of this load are now displayed
  Notice that you can have a **pickup date** and a **delivery date**
  The load may be from: supplier to buyer
                                 Supplier to storage
                                 Storage to buyer
                                 Storage to storage

  The load can have a **pickup weight and weighbridge number** and a **delivery weight and weighbridge number**
  You can enter the variety and season
  You can enter the details of any **bonuses and deductions** such as protein or screenings

- You can also produce a Load Advice document or Storage Advice document to give to the carrier

- Now CLICK on the Source tab
    Depending on the Load type you will either have a supplier or the storage that the load came from
    If the load came from a supplier the Contract details will also be displayed
    Notice you can have **2 deductions** from the supplier, one per tonne and the other per load
    If you are purchasing on a clean seed basis you have the option of making an allowance to the supplier for the gradings as well.
    You can also enter a message to print on the Suppliers RCTI

- Now CLICK on the Destination tab
    Here will be displayed the Buyer or the storage the load was delivered to
    If the load was to a buyer the contract details will be displayed
    You can enter a message to print on the Buyers invoice
    You can also enter additional charges to go on the Buyers Invoice
    The Payment Due date will calculate from the Contract details or you may overide it

- Now CLICK on the Carrier/Container tab
    This displays the carrier details
    If the load is in a container you can also enter the shipping details
    E.g. Container Number
        Seal Number
        ECN
        Vessel
        Destination
    These details can be printed on the Buyer Invoice

    If you have a load of similar details you can click on the **Copy to New button** to create a new load and only enter the new dates, new weights and new ticket numbers

- Click the **cancel** button to close this screen

- Click the Close button on the Find Load screen

Let's see how the transactions for these processed loads affect the Buyer, Supplier and Carrier.

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

- Click in the **Enter Alpha Code** box

- Type in an   **S**

- All accounts starting with **S** will now be displayed above

- DOUBLE CLICK on the Customer name **Southern Feedlots**

- Click on the **Current Transactions tab.**
    Here we can see the Customers transaction for load 001005
    You will notice the first reference column has a –1 in it. This means that this transaction has not yet been printed on an Invoice.

- Click on the **X** box to close these screens

CDA Grain Trader Demonstration Instructions

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

- Click in the **Enter Alpha Code** box

- Type in an   **G**

- All accounts starting with **G** will now be displayed above

- DOUBLE CLICK on the Supplier name **G&G Grower Partnership**

- Click on the **Current Transactions tab**.
    Here we can see the Suppliers transaction for a number of loads
    You will notice the first reference column has a −1 in it. This means that this transaction has not yet
    been printed on a Payment Advice or Recipient Created Tax Invoice

- Click on the **X** box to close this screen

- Click in the **Enter Alpha Code** box

- Type in an   **B**

- All accounts starting with **B** will now be displayed above

- DOUBLE CLICK on the Supplier name **Bulk Carriers**

- Click on the **Current Transactions tab**.
    Here we can see the Suppliers transaction for a number of loads
    You will notice the first reference column has a −1 in it. This means that this transaction has not yet
    been printed on a Payment Advice or Recipient Created Tax Invoice

- Click on the **X** box to close these screens

CDA Grain Trader Demonstration Instructions

Printing Invoices and Pay Advices

Now let's look at printing some documents

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

CDA Grain Trader Demonstration Instructions

Pools System

This module is designed for you to run a grain pool and pay your growers over 3 payments according to the revenue raised by the pool.

- Click on the **Commodity Button**
- Double click on the Commodity **Wheat – Pools**

You will see that this commodity has a **Commodity Type** of **Bulk Goods – Pool**

As your growers deliver their loads into storage enter the loads against this commodity.

- Click on the **Loads Button**
- Click in the **Load Number** box and type in **001010** and press enter

You will see that this is a load into storage against the commodity **WH-POOL**

- Click on the **Supplier/Pickup** tab

You will notice that the **Cost** fields are not available for data entry.
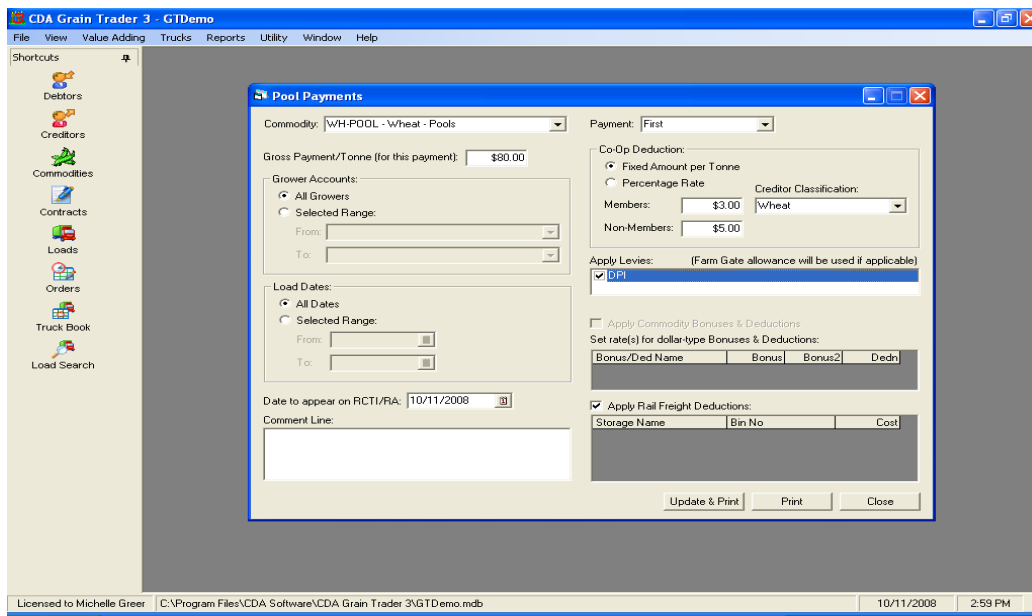
- Click on the **Cancel Button** to clear this screen

See next page for Pool Payments screen.

CDA Grain Trader Demonstration Instructions

Now we will have a look at the Pool Payments Screen.

- Click on **Utilities** on the menu bar
- Click on **Pool Payments**
- Click on the drop down arrow next to **commodities**
- Select the **WH-POOL** commodity

As you can see this is the first payment for $80.00 per tonne.

You can select all growers or a range of accounts.

You can pay for all loads a date range.

You can charge a fee for members and non-members. This fee can be a dollar rate or a percentage.

You can deduct a levy.

You can apply bonuses and deductions as per the commodity setup.

You can also deduct a rail freight adjustment depending on the site delivered to.

- Click on the **PRINT button** to print the Payments Advices for this pool.
- When you have finished printing, click on the **cross box** to close the print preview
- Click on the **CLOSE button** to close the pools screen.

CDA Grain Trader Demonstration Instructions

Load Report

- 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.
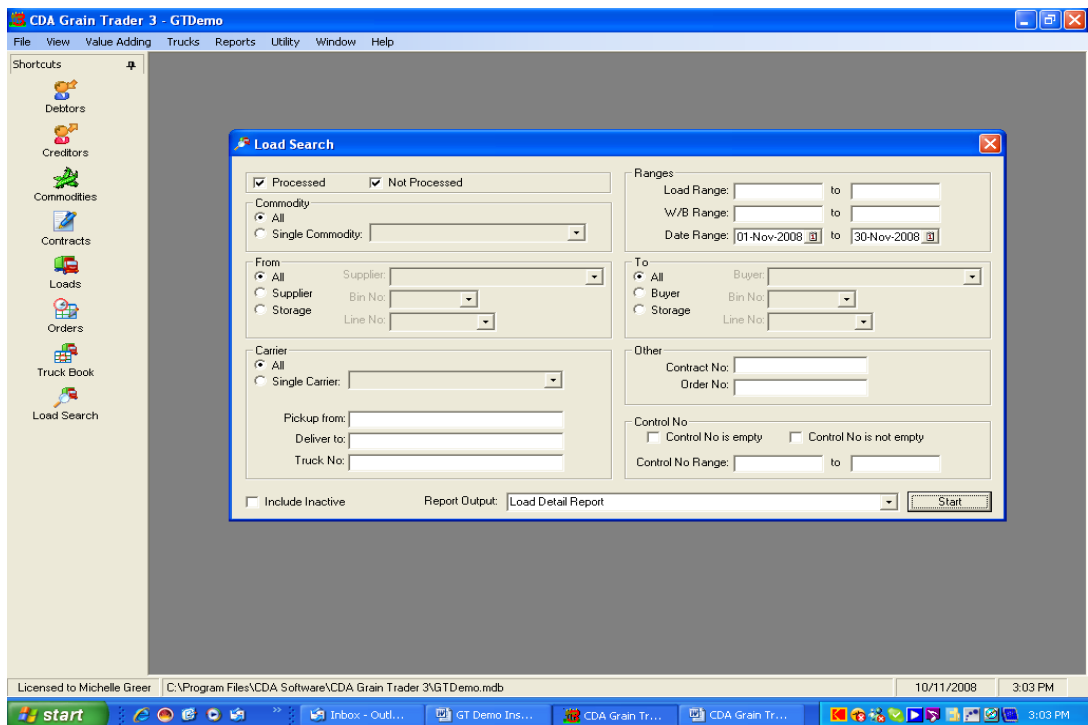
- Click on the **Start button** now and then click on the **print icon** to print the report
- Click on the **X** box to close this screen

Take some time now to go through the various reports and send them to the printer by clicking on the printer icon.

Once you have finished perusing through the **Grain Trader** program, simply click on the top right hand **X** box to exit the program.

If you wish to come back at a later stage to have another look at our software simply double click on the **Grain Trader Demo** icon on your Computer Desktop.

Thank you for evaluating our software.

This has been a quick overview of a very comprehensive package.

If you wish to discuss any aspect of the software with one of our representatives or you would like an in depth

demonstration, please contact **JOHN CROFT at our Armidale Office on** 0428 752 526

or **Ian Davidson at our Wagga Wagga Office on** 0427 262 091

Once again we thank you for your time.