GrainBridge allows users to enter and track their cash sales. The application will show users what percentage of their production has been sold and the average price of their sales per bushel or per pound. Additionally, GrainBridge allows users to set a futures month and basis level to value unsold production, giving the user insight into what their total production is worth every day.

The steps below provide instructions for adding a cash and/or forward cash sale.

1. After logging into GrainBridge, select the "Cash sales" tab at the top of the page.

2. To add a cash sale, select the green "+Add sale" button.

3. There are six primary components of a cash grain contracts that are recorded in GrainBridge:

   - Sale type (Cash Sale, Basis, HTA, NPE)
   - Buyer (Ex. Name of Coop)
   - Amount (total bushels)
   - Cash price
   - Delivery (Ex. Nov 2017)
   - Sale date

4. Select "Cash Sale" as the sale type and corn as the commodity profile. Cash sale is the sales type for both a spot sale and forward cash contract.

5. Create a buyer by selecting "Add new buyer" from the buyer dropdown. Enter your teacher's last name and coop as the company name. Ex: Smith Coop. Enter your city and state and select the green "+Add new buyer" button. Keep this selected as the buyer.

**Add new buyer**   ✕

Buyer Name

Smith Coop

City   State

My City   Select state   ▼

Add new buyer   Cancel

6. Enter 25,000 bushels in the "Amount" field.

7. Enter a "Cash" price of $3.53 per bushel. This is the cash price that the buyer is willing to pay for the corn.

8. If this is a spot sale and delivery is being made today, enter today's date in the delivery section. If this is a cash forward contract, choose a future delivery date range between October 1 and November 30. Click the green "Apply" button to save the date range.

9. Enter today's date as the "Sale date".

10. To add a reference ID or notes, click the "Show more options" link. Notes are intended to provide the producer with an explanation of the transaction or a reminder for future actions required. Do not add a note today.

11. Select the green "+Add sale" button to save the transaction and click the "View sale" arrow to return to the cash sales list.

12. The pie graph on the right of the screen demonstrates the percentage of corn unsold and sold under various contracts. Share with a neighbor what percentage of corn you have sold with this cash contract.

Cash
10.14 %
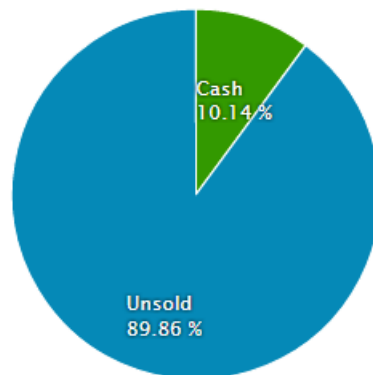
Unsold
89.86 %

13. GrainBridge also provides a list of the quantity and price of bushels sold. The top line in bold provides the weighted average price of your entire corn production, including unsold bushels.

	Qty.	Price	Value
– Corn	**246,600.00**	**$3.8108**	**$939,748.00**
Cash	25,000.00 (10.14% of prod.)	$3.5300	$88,250.00
Sold	25,000.00 (10.14% of prod.)	$3.5300	$88,250.00
Unsold ❓ $0.0000 basis change	221,600.00 (89.86% of prod.)	$3.8425	$851,498.00

14. To review or edit any cash sales, refer to the Sales list in the lower half of the Cash sales tab. To make changes, such as enter a delivery or notes about the sale, select the "View" link to the right of the sale.

Sales

Buyer	Commodity	Type	Qty.	Price	Fees	Total	Delivery (by start)	Sale date	Reference	View
☐ Corn										
Smith Coop	Corn	Cash	25,000.00	$3.5300		$88,250.00	10/01/17 - 11/30/17	03/15/17		View

15. You have now added a cash grain contract to your account!

Livestock
Cash and Forward Cash Sales

The steps below provide instructions for adding a cash and/or forward cash sale.

1. Select the "Live Cattle" profile from the dropdown menu.

2. To add a cash sale, select the green "+Add sale" button.

3. There are seven primary components of a livestock "Cash sale" that are recorded in GrainBridge.

- Sale type (Cash Sale)
- Buyer (Ex. Livestock Market)
- Pounds per head
- Head count
- Cash
- Delivery (Ex. Nov 2017)
- Sale date

Add sale

| Sale type | Sale | Offer | Cash Sale ▼ |
Commodity Profile	Select commodity profile ▼
Buyer	Select buyer ▼
Amount	Amount
Cash	$ Cash	Enter as basis and futures
Delivery	📅 Date range
Sale date	📅 05/25/2017

Show more options

4. Select "Cash Sale" as your sale type and live cattle as the commodity profile.

5. Select "Add new buyer" from the "Buyer" dropdown. Enter your teacher's last name and processing as the company name. Ex: Smith Processing. Enter your city and state and select the green "+Add new buyer" button. Keep this selected as the buyer.

6. "Pounds per head" is the weight of each animal. Enter 1250 in the pounds per head section.

7. This cash sale will be for 100 head of live cattle. Enter this value in the "Head count" section.

8. Enter a cash price of $1.19 per pound.
   *Note: The GrainBridge application calculates livestock production on a per pound (lb) basis because it is commonly used by producers. Buyers, on the other hand, calculate price using "per hundred weight" (cwt). Price for livestock is often reported using per hundred weight. To convert the price per hundred weight to price per pound, divide the per hundred weight price by 100. Thus, a price of $119/cwt for live cattle is equal to $1.19/lb.

9. If this is a spot sale and delivery is being made today, enter today's date in the delivery section. If this is a cash forward sale, select the delivery date range of June 1 to July 31. Click the green "Apply" button to save the date range.

10. Enter today's date as the "Sale date".

11. To add a reference ID or notes, click the "Show more options" link. Notes are intended to provide the producer with an explanation of transaction or a reminder for future actions required. Do not add a note today.

12. Select the green "+Add sale" button to save the transaction. Click the "View sales" arrow to return to the cash sales list.

13. The pie graph on the right of the screen demonstrates the percentage of live cattle production sold and unsold. Share with a neighbor what percentage of your live cattle production you have sold with this cash sale.
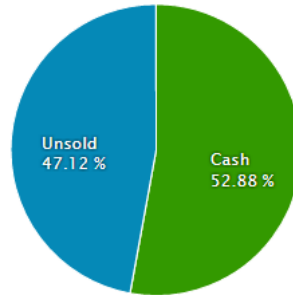
14. GrainBridge also provides a list of the quantity and price of pounds sold. The top line in bold provides the weighted average price per pound of your entire live cattle production, including unsold livestock.

	Qty.	Price	Value
Live Cattle	236,400.00 lb / 197 head	$1.1139	$263,324.90
Sold	125,000.00 lb / 100 head (52.88% of prod.)	$1.1900	$148,750.00
Unsold ❓ $0.0000 basis change	111,400.00 lb / 97 head (47.12% of prod.)	$1.0285	$114,574.90

15. To review or edit any cash sales, refer to the Sales list in the lower half of the Cash sales tab. To make changes, such as enter a delivery or notes about the sale, select the "View" link to the right of the sale.

Buyer	Commodity	Type	Qty.	Price	Fees	Total	Delivery (by start)	Sale date	Reference	View
⊕ Corn										
⊖ Live Cattle										
Local Livestock Market	Live Cattle	Cash	125,000.00	$1.1900		$148,750.00	06/01/17 - 07/31/17	03/14/17		View

16. You have now added a livestock cash contract to your account!