

# Grain Settlement Process

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Grain Settlement is a method of settling a grain position.

1. Navigate to *Grain / Operations / Settlements* and select **Add** or choose the **Add a Settlement** icon. At the *Select Customers* window, choose the customer.
2. On the *Select Settlement Sources* window, use the filter options to narrow the source to be settled. Select **Apply Filter**. Highlight the desired records and move them to the bottom grid using the **Arrow** icons.  
**Note:** Only one commodity can be settled at a time. However, the same commodity can be settled across locations.
3. When all items to be settled are selected, choose **Done**.
4. On the *Add a Settlement* window, edit the *Settled* units per line item and the *Settled Date* as appropriate. Select the *To DPR* status and enter the *Contract* number and *Unit Price* if necessary.  
**Note:** Copy the price from the first line item to all the following line items by right-clicking in the first *Unit Price* column and selecting *Copy Unit Price Down*. This is also available for *To DPR*, *Contract*, and *Charge ID*.
5. In the *Charge ID* column, select storage and service charges to be used on the source.
6. Choosing **Apply to Destination** populates the middle and lower grids, which provide a summary of the *Settlement*, *Settlement Deductions*, and *Grade Factors Result Average*.
7. Double-click the *To DPR* cell to view the *Change Destination Information* window. Select any Deductions or Additions by double-clicking on the *Ded/Add* heading. Choose **Apply Deductions** and enter the *Check Number*.
8. Liens and Additional Payees can be added on the *Paynames* tab. Comments can be added on the *Comments* tab.
9. Select **Save**.