

Shipment Settlement Process

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Settle outbound Grain Shipments by check or Invoice.

1. Navigate to *Grain / Operations / Shipment Settlements* and select **Add**.
2. On the *Add a Shipment Settlement* window, select the *Location*. Choose the Commodity and/or customer by double-clicking in the *Commodity* and/or *Customer ID* field, highlighting the appropriate item, and choosing **Select**.
3. Edit the *Date* of the Settlement as needed. Enter the number of *Units Settled*, the *Check #*, and the amount of the Settlement in the *Check Amount* cell. Choose **Select Shipments**, highlight the Shipment(s), and choose **Select**.
Note: Choosing **Select Shipments** at any time displays the Shipments matching the entered criteria.
4. Selecting **Auto Apply Units Settled** applies the entered *Units Settled* to the Shipment and marks each Shipment as *Complete*. Two options to apply the settled units are *Prorate to all shipments* and *Apply top down using Shipped Units*. When each Shipment's *Available* units differ from the *Units Settled*, an adjustment to company-owned inventory is made.
Note: *Net Units* may be entered manually for each Shipment. Unchecking the Shipment's *Complete* status allows the Shipment to remain open and its remaining units are available to be settled later. Double-click on any Shipment's *Contract* column to select a different Sales Contract.
5. Any Grade Factors or Deductions may be entered in the *Grade Factors* or *Shipment Deductions* grids. Selecting **Prorate Deductions** moves deductions to each Shipment by either selecting *Net Units* or *Gross Amt*.
6. Double-click on *Advance* to select any advances to apply towards this Settlement.
Note: The *Difference in Units and Dollars* in the *Totals* section must be zero to save the Settlement.
7. Choose **Save**. When Shipment Settlements are posted, the check posts to the G/L Debit Account listed in the upper right corner of the *Add a Shipment Settlement* window.
Note: Posting takes place at *Grain / GL Posting Reports / Grain G/L Posting Reports / Grain Sales Report*.
8. If the Settlement should create an Invoice, select **Create Invoice**. On the *Shipment Invoice Information* window, edit the *Product Cost*, *Invoice Terms*, and *Due Date* as necessary. The product listed in the *Product Name* column is from the *Agvance Product Linked to this Commodity/Location* at *Grain / Setup / Commodities*. Choose **Save**.
9. On the *Add a Shipment Settlement* window, select **Save**. The Invoice posts to the customer's account in Agvance Accounting.