

# Batch Settlements Priced Scale Tickets

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The Batch Settle feature, located at *Grain / Operations / Batch Settle*, is designed to settle large numbers of Priced Scale Tickets. If multiple transactions exist for the same commodity, even at different locations, the customer will receive one check per commodity for priced Settlements.

## Setup

Upon first opening the *Settlement Batches* window, unprinted Batch Settlements from all locations load into the grid. From this window, Batch Settlements may be added, reversed, deleted, printed, or a recap report may be printed.

The screenshot shows the 'Settlement Batches' window. It features a table with the following data:

Batch ID	Description	Location	Date Created	Settled Date	Batch Creator
1012	East 2-24-2017	East	02/24/2017	02/24/2017	fre

Below the table is a 'Batch ID' input field. To the right of the table are buttons: Add, Reverse, Delete, Print, Recap, and Cancel. Below the input field are filter options: 'Location' (All), 'User ID' (All), and 'Include printed batches' (checkbox). There are also date pickers for 'Date Created' and 'Date Settled', both set to 02/24/2017. An 'Apply' button is at the bottom right.

## Add a Batch Settlement

Select the **Add** button on the *Settlement Batches* window to add a Batch Settlement. The *Batch Settle* window displays.

Batch Settle - 1012

Settle: **Priced Scale Tickets**

This process will settle all selected scale ticket splits in the grid below to Priced.

	Settle	Location	Commodity	Scale Ticket #	Customer ID	Customer Name	Ticket Date	Contract	Price
1	<input checked="" type="checkbox"/>	East	CN	30097	18	Burns Frank	02/24/2017		3.4500
2	<input checked="" type="checkbox"/>	East	CN	30097	1COMBO	Cowgill Bob	02/24/2017		3.4500
3	<input checked="" type="checkbox"/>	East	CN	30098	18	Burns Frank	02/24/2017		3.4400
4	<input checked="" type="checkbox"/>	East	CN	30098	1COMBO	Cowgill Bob	02/24/2017		3.4400
5	<input checked="" type="checkbox"/>	East	CN	30099	3KAKJE	Kake Jesse	02/24/2017		3.4550
6	<input checked="" type="checkbox"/>	East	CN	30099	3CARAD	Carmex Adam	02/24/2017		3.4550
7	<input checked="" type="checkbox"/>	East	CN	30100	3KAKJE	Kake Jesse	02/24/2017		3.4600
8	<input checked="" type="checkbox"/>	East	CN	30100	3CARAD	Carmex Adam	02/24/2017		3.4600

Tag All    Untag All

Source Filter

Select Customers: All    Select    Class.

Select Locations: All    Select

Select Commodity: All    Select

Scale Ticket Start: 02/24/2017

Scale Ticket End: 02/24/2017

Payment Method: All

Apply

New Settlement Info

Batch Description: East 2-24-2017

Settlement Date: 02/24/2017

Settlement Location: East

☐ Use Source Location

Settle    Cancel

At the top of the window, select *Priced Scale Tickets* from the *Settle* dropdown selections. The available tickets display in the grid.

The grid may be filtered using the options at the bottom of the window.

- **Select Customers** - Choose the customer(s) for whom to display Batch Settlements in the grid. A customer classification can be selected by choosing the **Class.** button.
- **Select Locations** - Choose the location(s) for which to display Batch Settlements in the grid.
- **Select Commodity** - Choose one or multiple commodities for which to display Batch Settlements in the grid.
- **Tag All/Untag All** - These buttons offer the ability to select all Settlement lines present in the window or untag all lines to select only specific lines. The unselected lines will remain in the window the next time a Batch Settlement is completed. The window defaults to having all lines tagged.
- **Scale Ticket Start / End** - These selections only display when *Priced Scale Tickets* or *OS Scale Tickets* is selected from the *Settle* dropdown menu. The grid is populated with Scale Tickets created from the start date selected to the end date selected.
- **Payment Method** - Select *All*, *ACH Only*, or *non-ACH Only* from the dropdown.
- **Batch Description** - Designate a name to easily identify between separate batches.
- **Settlement Date** - This is the date used when documents of the Batch Settlement are printed.
- **Settlement Location** - This is the location responsible for processing the payments. It is only available when *Priced Scale Tickets* is selected from the *Settle* dropdown.
- **Use Source Location** - All contracts or Scale Tickets are printed by the source location. This is only available when *Priced Scale Tickets* is selected from the *Settle* dropdown.

Use the *Settle* column in the grid to select which line items to settle.

Select **Settle** to settle all selected Scale Tickets, making them available to either print from the *Settlement Batches* window for *Priced Settlements*.

**Note:** Selecting the **Settle** button does not print the checks/ACH. It only settles the desired lines to *Priced Settlements*.

Batch Settlements are processed in numeric order but are still given individual Settlement numbers. This offers the ability to select a specific Settlement to view, delete, or reverse without reversing every Settlement in the batch.

## Reverse a Batch Settlement

A Batch Settlement may be reversed in its entirety by using the **Reverse** button on the *Settlement Batches* window. To reverse a single Settlement within a batch, navigate to *Operations / Settlements*. Using **Reverse** is recommended if Settlements have been Grain posted.

## Delete a Batch Settlement

An entire Batch Settlement may be deleted using the **Delete** button on the *Settlement Batches* window. A single Settlement within a batch may be deleted by navigating to *Operations / Settlements*. Using **Delete** is recommended if Settlements have not been Grain posted.

## Print a Batch Settlement

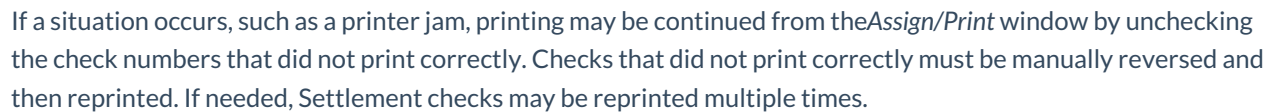
Selecting the **Print** button on the *Settlement Batches* window displays the *Assign / Print* window, which allows all lines of the Batch Settlement to be tagged or untagged, as well as the *Payment Type* to be selected, such as *Non-ACH Only*, *ACH Only*, or *Both*. Choose **Print** to print the checks. (This is not available for OS Batches.)

The screenshot shows a window titled "Assign / Print" with a table of settlement lines. The table has columns: Assign / Print, Settlement #, Customer ID, Customer Name, Commodity, Settlement Date, Check Amount, and Check Number. There are three rows of data. Below the table are buttons for "Tag All", "Tag Selected", "Untag All", and "Print", along with a "Payment Type" dropdown menu set to "Non-ACH Only".

	Assign / Print	Settlement #	Customer ID	Customer Name	Commodity	Settlement Date	Check Amount	Check Number
1	<input checked="" type="checkbox"/>	5421	18	Burns Frank	CN	02/24/2017	4031.18	
2	<input checked="" type="checkbox"/>	5422	1COWBO	Cowgill Bob	CN	02/24/2017	1985.52	
3	<input checked="" type="checkbox"/>	5423	3KAKJE	Kake Jesse	CN	02/24/2017	3284.53	

Tag All Tag Selected Payment Type: Non-ACH Only Print Cancel

A window displays indicating the number of checks to print and the starting check number. Select **Yes** to continue. For Non-ACH, check numbers are assigned and printed along with the Settlements. ACH Settlements also have



## Recap a Batch Settlement

Batch Recap Report						
1012 (East 2-24-2017) - Created By Agvance User 1re						
Settlement Location: East						
Settlements Created On 02/24/2017						
Settled On 02/24/2017						
Settlement	Commodity	Customer Name	Customer ID	Payment Type	Net Units	Net Amount
5421	CN	Burns, Frank	18	Check	1,380.92	\$4,031.18
5422	CN	Cowgill, Bob	1COWBO	Check	680.16	\$1,985.52
5423	CN	Kake, Jesse	3KAKJE	Check	981.43	\$3,284.53
Grand Totals:					3,042.51	\$9,301.23
Total Check Payments: 3		Total Check Amount: \$9,301.23				
Total ACH Payments: 0		Total ACH Amount: \$0.00				

