

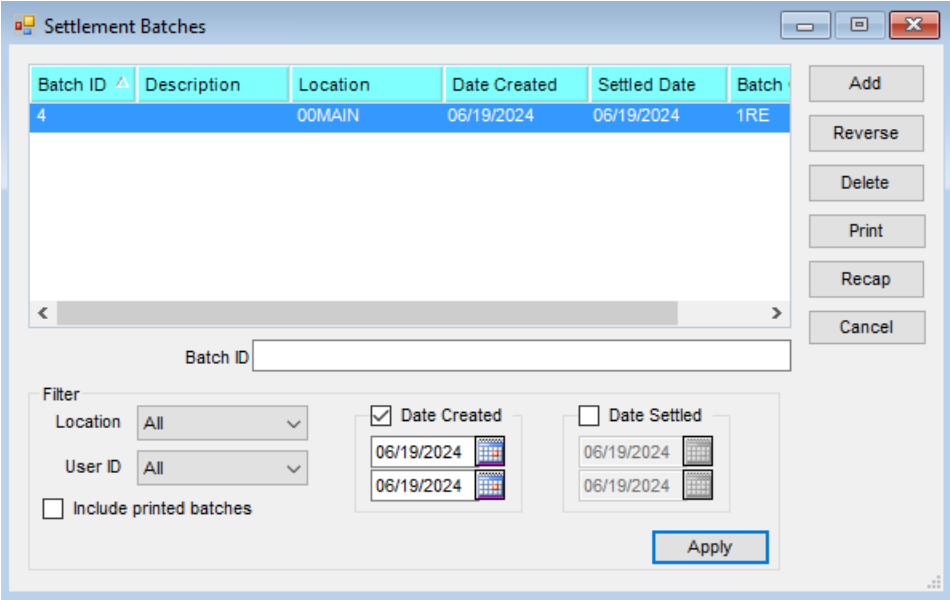
Batch Settlements Priced Scale Tickets

Last Modified on 12/17/2024 4:58 pm CST

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.

Note: If Settlement checks, with a source of Scale Ticket, are run before closing December, but dating after end of month the EOM Grain Inventory Balances will be out of balance. If checks are to be dated after the EOM, they must be run after EOM.

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.



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 - 5

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"/>	01IND	CN	30097	BurFra	Burns Frank	06/19/2024		3.4500
2	<input checked="" type="checkbox"/>	01IND	CN	30097	CowBob	Cowgill Bob	06/19/2024		3.4500
3	<input checked="" type="checkbox"/>	01IND	CN	30098	BurFra	Burns Frank	06/19/2024		3.4400
4	<input checked="" type="checkbox"/>	01IND	CN	30098	CowBob	Cowgill Bob	06/19/2024		3.4400
5	<input checked="" type="checkbox"/>	01IND	CN	30099	KakJes	Kake Jesse	06/19/2024		3.4550
6	<input checked="" type="checkbox"/>	01IND	CN	30099	CarAda	Carmex Adam	06/19/2024		3.4550
7	<input checked="" type="checkbox"/>	01IND	CN	30100	KakJes	Kake Jesse	06/19/2024		3.4600
8	<input checked="" type="checkbox"/>	01IND	CN	30100	CarAda	Carmex Adam	06/19/2024		3.4600

Source Filter
 Select Customers:
 Select Locations:
 Select Commodity:
 Scale Ticket Start: 06/19/2024
 Scale Ticket End: 06/19/2024
 Payment Method:

New Settlement Info
 Batch Description: IND 6-19-24
 Settlement Date: 06/19/2024
 Settlement Location: 01IND
 Use Source Location

At the top of the window, select *Priced Scale Tickets* from the *Settle* drop-down. 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* drop-down. The grid is populated with Scale Tickets created within the date range selected.
- **Payment Method** – Select *All*, *ACH Only*, or *non-ACH Only* from the drop-down.
- **Batch Description** – Designate a name to easily identify 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* drop-down.

- **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* drop-down.

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

Choose **Settle** to settle all selected Scale Tickets, making them available to 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 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** – 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.

Note: This is not available for OS Batches.

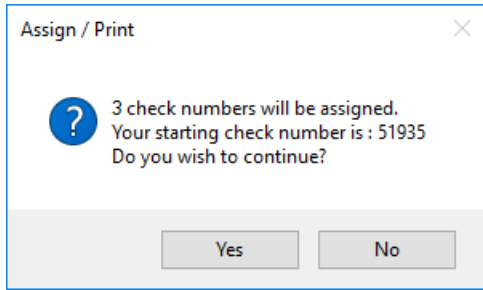
The screenshot shows a window titled "Assign / Print" with a table of settlement lines and control buttons at the bottom.

	Assign / Print	Settlement #	Customer ID	Customer Name	Commodity	Settlement Date	Check Amount
1	<input checked="" type="checkbox"/>	5421	BurFra	Burns Frank	CN	06/19/2024	4031.18
2	<input checked="" type="checkbox"/>	5422	CowBob	Cowgill Bob	CN	06/19/2024	1985.52
3	<input checked="" type="checkbox"/>	5423	KakJes	Kake Jesse	CN	06/19/2024	3284.53

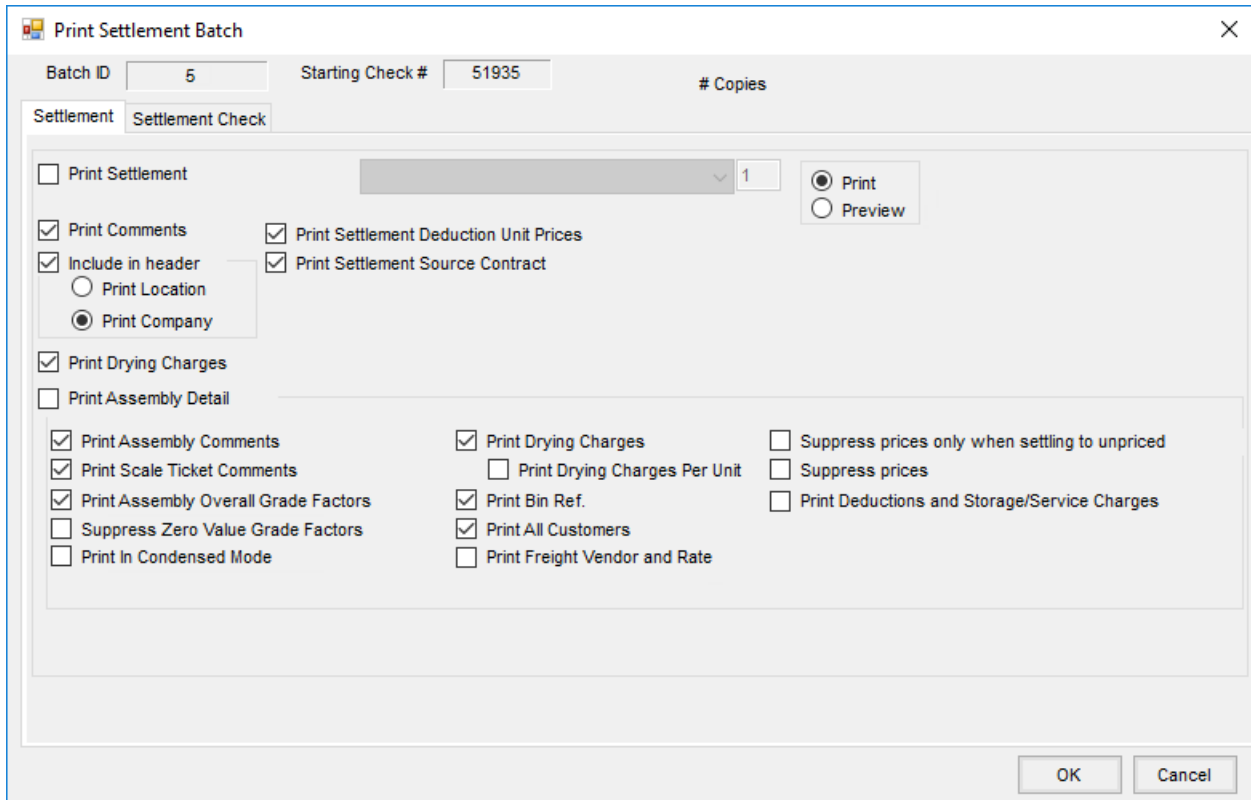
Below the table, there are control buttons: "Tag All", "Tag Selected", "Payment Type" (set to "Non-ACH Only"), "Untag All", "Print", and "Cancel".

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 numbers assigned, and the Settlements are ready to create the ACH file in Accounting.



A one-time *Print Settlement Batch* window displays to select the print options.



If a situation occurs, such as a printer jam, printing may be continued from the *Assign/Print* window by unchecking the check numbers that did not print correctly. Checks that did not print correctly must be manually reversed and then reprinted. If needed, Settlement checks may be reprinted multiple times.

Note: Depending on the size of the batch, printing the documents may take extra time. It is recommended to not interrupt the printing process. For further assistance in this circumstance, contact SSI.

Recap a Batch Settlement

When selecting a Batch Settlement for *Priced Scale Tickets*, choosing the **Recap** button on the *Settlement Batches* window previews or prints a Batch Recap Report of the highlighted Batch Settlement. An example of the report is below.

Batch Recap Report

5 (IND 6-19-24) - Created By Agvance User 1RE

Settlement Location: 00IND

Settlements Created On 06/19/2024

Settled On 06/19/2024

<u>Settlement</u>	<u>Commodity</u>	<u>Customer Name</u>	<u>Customer ID</u>	<u>Payment Type</u>	<u>Net Units</u>	<u>Net Amount</u>
5421	CN	Burns, Frank	BurFra	Check	1,380.92	\$4,031.18
5422	CN	Cowjill, Bob	CowBob	Check	680.16	\$1,985.52
				Check	981.43	\$3,284.53
Grand Totals:					3042.51	\$9,301.23
Total Check Payments: 3		Total Check Amount: \$9,301.23				
Total ACH Payments: 0		Total ACH Amount: \$0.00				