

Batch Settlements Deferred/Installment Sales

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

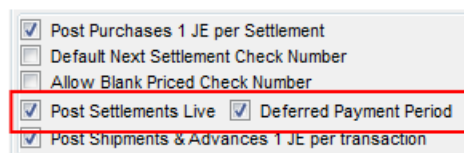
Setup

There is flexibility when using the *Batch Settle* utility. After creating a *Priced Settlement*, it may be printed at any time. After printing, ACH Settlements may be processed.

Prior to settling Deferred Payments/Installment Sales Contracts early, make sure all grain posting has been completed for all transactions, found at *End of Periods / Grain Posting* and select *Post All Unposted Entries*. This step ensures nothing is left behind when the new preference is selected.



Once everything has been posted, navigate to *Grain / Setup / Preferences* and select the *Deferred Payment Period* option. This preference means your company policy allows creation of Settlements to Priced (check or ACH) from dispositions of Deferred Payment or Installment Sales with the Settlement date into the future but to retain the Deferred Payment/Installment Sales units on the DPR as if they had not been settled. The *Post Settlements Live* preference must be selected for the *Deferred Payment Period* option to be enabled.



See [Settling Installment Sale or Deferred Payment Contracts Early](#) for additional explanation on how this Preference works.

Note: Before creating a batch for Deferred Payments/Installment Sales, run the Settlement Destination Report, found at *Grain / Grain Reports / Settlements / Settlement Destination*, for all *Open* Deferred Payments and/or Installment Sales. Set the *Interest Date* to December 31st so that they will be included in the batch. Set the *Due Date Range* so only the ones being paid now appear in the report. This report provides auditors with the dollar amounts required to balance their accounts.

The **Settlements** window contains the following sections:

- Settlement Source Report** (Left Panel):
 - Settlement Destination Report (Selected)
 - Settlement Deduction/Addition Report
 - Settlement Advance Report
 - Domestic Production Report
 - 1099 Grain Interest Report
 - Settlement Date vs. G/L Posting
 - Open Storage Batch Summary
- Report Criteria** (Main Panel):
 - Select Customers: All, Select, Class.
 - Select Commodities: All, Select
 - Select Locations: All, Select
 - Select Destination: Installment Sale
 - Status: Open
 - Posted Status: Not Posted
 - Totaling Options:
 - ☒ Primary Sort Total
 - ☐ Secondary Sort
 - Summary Options:
 - ☐ Total by Commodity
 - ☐ Deduction / Addition
 - ☐ Total by Grade
 - Use Price:
 - ☒ Base Price
 - ☐ Calculated Actual Price
 - Contract Signed: All Contracts
 - Sort By:
 - Primary: Commodity
 - Secondary: None
 - Interest Date: 12/16/2024
 - Service Chg Date: 12/16/2024
 - Stg Chg Date: 12/16/2024
 - Expiration Date: / /
 - Settle Date:
 - ☐ Settle Date
 - Start Date: 12/16/2024
 - End Date: 12/16/2024
 - Entry Date:
 - ☐ Entry Date
 - Start Date: 12/16/2024
 - End Date: 12/16/2024
 - Due Date Range:
 - ☒ Due Date Range
 - Start Date: 12/16/2024
 - End Date: 12/16/2024
 - ACH: All
 - Options:
 - ☐ Include Comments
 - ☐ New Page Per Primary Sort
 - ☐ Include Reversed Settlements
 - ☐ Include Customer Advance \$
 - ☒ Print Secondary Sort Heading
 - ☒ Detail Deductions / Additions
 - ☐ Include Grading Factors
 - ☐ Include Only Blank MN Lienholder IDs
- Buttons** (Bottom Left):
 - Print (Radio Button)
 - Preview (Radio Button, Selected)
 - Load Set
 - Save Set
 - OK
 - Cancel

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 **Settlement Batches** window displays a table of batches and filter options:

Batch ID	Description	Location	Date Created	Settled Date	Batch Creator
1012	East 2-24-2017	East	02/24/2017	02/24/2017	1re

Buttons (Right Side): Add, Reverse, Delete, Print, Recap, Cancel

Filter (Bottom Left):

- Location: All
- User ID: All
- ☐ Include printed batches
- Date Created: 02/24/2017
- Date Settled: 02/24/2017
- Apply

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 - 1018

Settle: IS/DP Contracts

This process will settle all selected settlements in the grid below to Priced by Customer/ Commodity.

	Settle	Settlement #	Contract	Location	Commodity	Customer ID	Customer Name	Settlement Date	Due Date	DPR
1	<input checked="" type="checkbox"/>	71	2646	Main	CN	SAIPa	Allen Paul	12/18/2018	01/02/2...	Deferred Payment
2	<input checked="" type="checkbox"/>	5057	2639	East	CN	3BumJi	Bummer Jimmy	12/22/2017	01/02/2...	Deferred Payment
3	<input checked="" type="checkbox"/>	5029	1053	East	WH	3BumJi	Bummer Jimmy	07/24/2016	01/15/2...	Installment Sale

Source Filter:

Select Customers: All Class:

Select Locations: All ☒ Deferred Payment

Select Commodity: All ☒ Installment Sale

Due Date: 05/30/2019

Payment Method: All

Apply

New Settlement Info

Batch Description:

Settlement Date: 05/30/2019

Settlement Location: Main

☐ Use Source Location

Tag All, Untag All, Load Set, Save Set, Settle, Cancel

At the top of the window, select *IS/DP Contracts* from the *Settle* dropdown selections. The available contracts 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.
- **Due Date** - This selection only displays when *IS/DP Contracts* is selected from the *Settle* dropdown menu. The grid is populated with Settlements created on or after the date selected.
- **Payment Method** - Select *All*, *ACH Only*, or *non-ACH Only* from the dropdown.
- **DPR** - This section is only available when *IS/DP Contracts* is selected from the *Settle* dropdown. Optionally, select to display *Deferred Payment* contracts, *Installment Sale* contracts, or both in the grid.
- **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 *IS/DP Contracts* or *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 contracts, 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

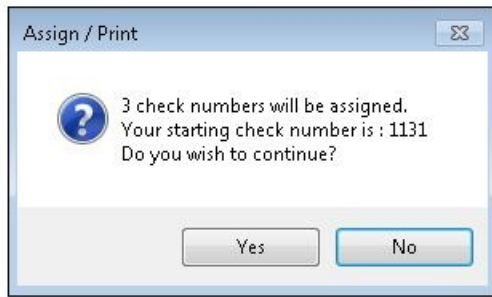
Selecting the **Print** button on the *Settlement Batches* window displays the *Assign / Print* window, which allows all lines of the Batch Settlement to be tagged or untagged, as well as the *Payment Type* to be selected, such as *Non-ACH Only*, *ACH Only*, or *Both*. Choose **Print** to print the checks.

The screenshot shows a window titled "Assign / Print" with a table of settlement lines. The table has columns for Assign / Print, Settlement #, Customer ID, Customer Name, Commodity, Settlement Date, Check Amount, and Check Number. Three lines are listed, all with the "Assign / Print" checkbox checked. Below the table are buttons for "Tag All", "Tag Selected", "Untag All", and "Payment Type" (set to "Non-ACH Only"). At the bottom right are "Print" and "Cancel" buttons.

	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 Untag All 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 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 SSL.

Recap a Batch Settlement

When selecting a Batch Settlement for *IS/DP Contracts* or *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						
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				