

# 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.

<input checked="" type="checkbox"/>	Post Purchases 1 JE per Settlement
<input type="checkbox"/>	Default Next Settlement Check Number
<input type="checkbox"/>	Allow Blank Priced Check Number
<input checked="" type="checkbox"/>	Post Settlements Live
<input checked="" type="checkbox"/>	Deferred Payment Period
<input checked="" type="checkbox"/>	Post Shipments & Advances 1 JE per transaction

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

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 *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.

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.

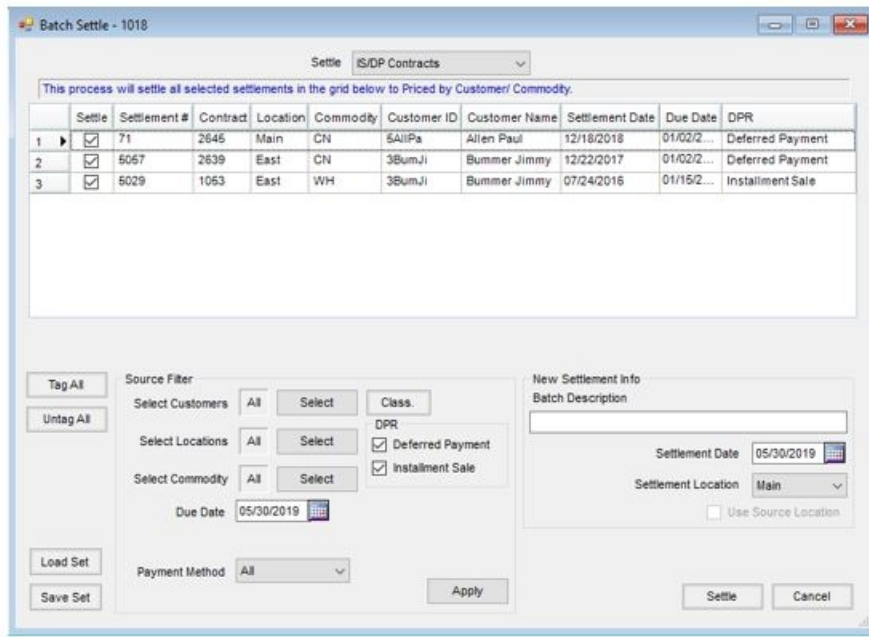
The screenshot shows the 'Settlement Batches' window. It features a table with the following data:

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

Below the table is a 'Batch ID' input field. To the right are buttons for 'Add', 'Reverse', 'Delete', 'Print', 'Recap', and 'Cancel'. At the bottom, there is a 'Filter' section with dropdowns for 'Location' (All) and 'User ID' (All), checkboxes for 'Date Created' and 'Date Settled' (both checked), and an 'Apply' button.

## Add a Batch Settlement

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



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

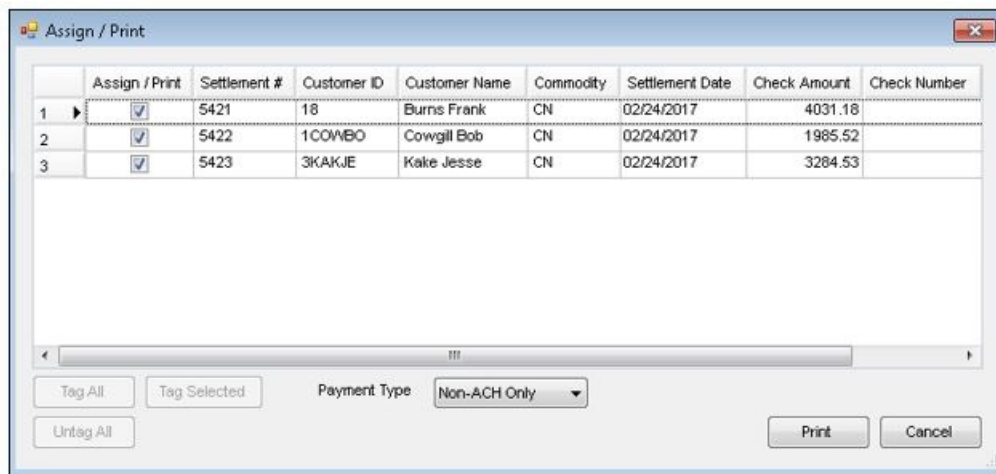
A Batch Settlement may be reversed in its entirety by using the **Reverse** button on the *Settlement Batches* window. To reverse a single Settlement within a batch, navigate to *Operations / Settlements*. Using **Reverse** is recommended if Settlements have been Grain posted.

## Delete a Batch Settlement

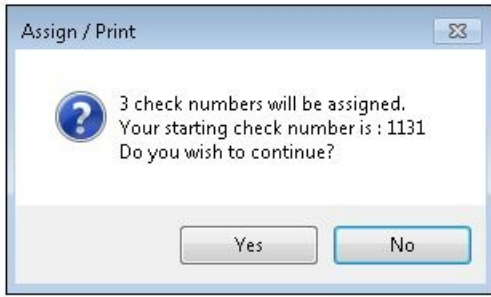
An entire Batch Settlement may be deleted using the **Delete** button on the *Settlement Batches* window. A single Settlement within a batch may be deleted by navigating to *Operations / Settlements*. Using **Delete** is recommended if Settlements have not been Grain posted.

## 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.



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 *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.

<b>Batch Recap Report</b>						
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
<b>Grand Totals:</b>					<b>3,042.51</b>	<b>\$9,301.23</b>
<b>Total Check Payments: 3</b>		<b>Total Check Amount: \$9,301.23</b>				
<b>Total ACH Payments: 0</b>		<b>Total ACH Amount: \$0.00</b>				