Batch Settlements Open Storage

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The *Batch Settle* feature, located at *Grain / Operations / Batch Settle*, is designed to settle large numbers of Open Storage Scale Tickets at one time. One Settlement Contract will be made for each Commodity/Location.

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.

Batch ID	Description	Location	Date Created	Settled Date	Batch Creator	Add
1012	East 2-24-2017	East	02/24/2017	02/24/2017	Tre	Reverse
						Delete
						Print
						Recap
						Cancel
1000	Batch ID					
Filter Location	All	-	Date Created	Date Settled		
User ID	All	• 020	24/2017	02/24/2017		
	Alter and a second	0.67	CHIZOTI	OEXEMILEUTY IIII	1	

Add a Batch Settlement

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

				Set	le OS Scale	Tickets	Y			
This p	process	will settle	all selected se	cale ticket splits i	the grid below	v to Open Storage.	li internette internet			
	Settle	Location	Commodity	Scale Ticket#	Customer ID	Customer Name	Ticket Date	Contract	Price	
•		Main	SB	7657	1CowBo	Cowgill Bob	07/16/2018		0.0000	
Tag	All	Source F	filter				New Sett	lement Info		
Tag /	IIA	Source F Select	Filter Customers	All Select	Class	5	New Sett Batch De	lement info scription		
Tag / Untag	All All	Source F Select Select	Filter Customers t Locations Commodity	All Select All Select All Select	Class DPR	ferred Payment tailment Sale	New Sett Batch De	lement Info scription	Settlement Date	05/30/2019
Tag 4 Untag	All All	Source F Select Select Select Scale T	Filter Customers t Locations Commodity licket Start Ticket End	All Select All Select All Select 07/01/2018	Class DPR Def Inst As Of Date	lerred Payment talment Sale 05/30/2019	New Sett Batch Der	lement info scription S by Farm	Settlement Date	05/30/2019 Main Main 5 Source Location
Tag / Untag	All All Set	Source F Select Select Select Scale T Scale T	Filter Customers t Locations Commodity icket Start Ticket End int Method	All Select All Select All Select 07/01/2018	t Class DPR DPR I Def I sal	k lerred Payment talment Sale 05/30/2019	New Sett Batch Der	lement info scription S by Farm	Settlement Date	05/30/2019

At the top of the window, OS 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 display when OS Scale Tickets are selected from the Settle dropdown menu. The grid is populated with Scale Tickets created from the start date selected to the end date selected.
- As Of Date This option only displays when OS Scale Tickets is selected from the Settle drop-down selection. This date is used to calculate the number of days to filter the Scale Tickets.
- Number of Days This selection only displays when OS Scale Tickets is selected from the Settle drop-down menu. Enter the number of days from the As Of Date to filter OS Scale Tickets to apply to OS Settlements. This is used in conjunction with the As Of Date so tickets can be filtered for those older than a given date by a set number of days.
- 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.

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

Select **Settle** to settle all selected contracts or Scale Tickets, making them available to settle them automatically to OS Settlements.

Note: Selecting the **Settle** button does not print the settlements. It only settles the desired lines to *Open Storage* 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.

Recap a Batch Settlement

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

Date Range: 10/11/2017 - 10/11/2017							
	Gross Units	Original Net Units	Shrink Adjustment	Net Units			
Barry Anderson(1AndBa) Corn(CN)/Main	1,041.07	1,041.07	0.00	1,041.07			
Bob Little(3LitBo)							
Corn(CN)/Main	2,967.86	2,967.86	0.00	2,967.86			
Clarksburg Township(1Clark)							
Corn(CN)/Main	3,028.57	3,028.57	12.10	3,016.47			
Justin O Neal(3OneJu)			1000000				
Corn(CN)/East	1,650.00	1,635.71	0.00	1,635.71			
Robert Finley(2FinRo)							
Corn(CN)/North	186.21	185.71	0.00	185.71			
Samuel Zuzzle(1ZuzSa)							
Corn(CN)/Main	917.86	917.86	0.00	917.86			
Tanker Smith(2SmiTa)							
Soybeans(B)/Main	958.33	958.33	0.00	958.33			
Tony Zattle(2ZatTo)							
Corn(CN)/East	589.28	587.50	0.00	587.50			
	Shrink	Adjustment Recap					
	Soybeans(B)/Main						
	Com(CN)/East		0.00				
	Com(CN)/Main		0.00				

- Gross Units The original units on the Scale Ticket.
- Original Net Units The number of units after the initial shrink at the time of delivery.
- Shrink Adjustment If there is an additional shrink after running the Batch Settle, the units display.
- Net Units The number of units the customer received.

The Shrink Adjustment Recap displays at the bottom of the report sorted by Commodity, and then by Location.