

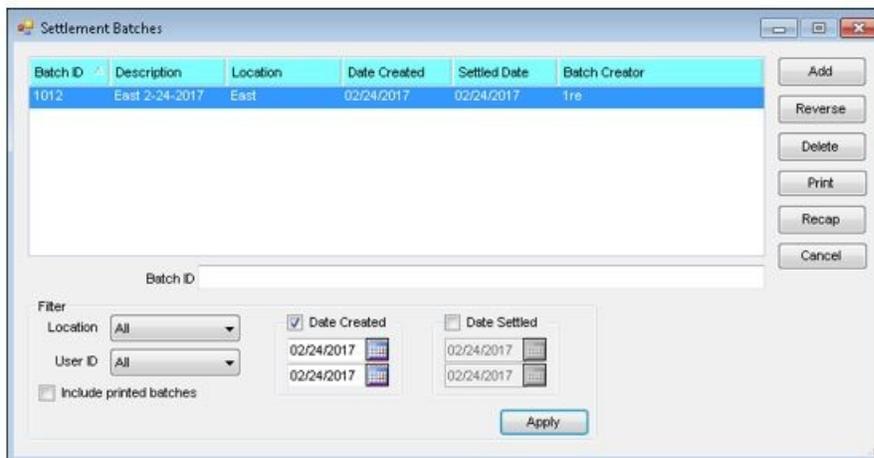
Batch Settlements Open Storage

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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.

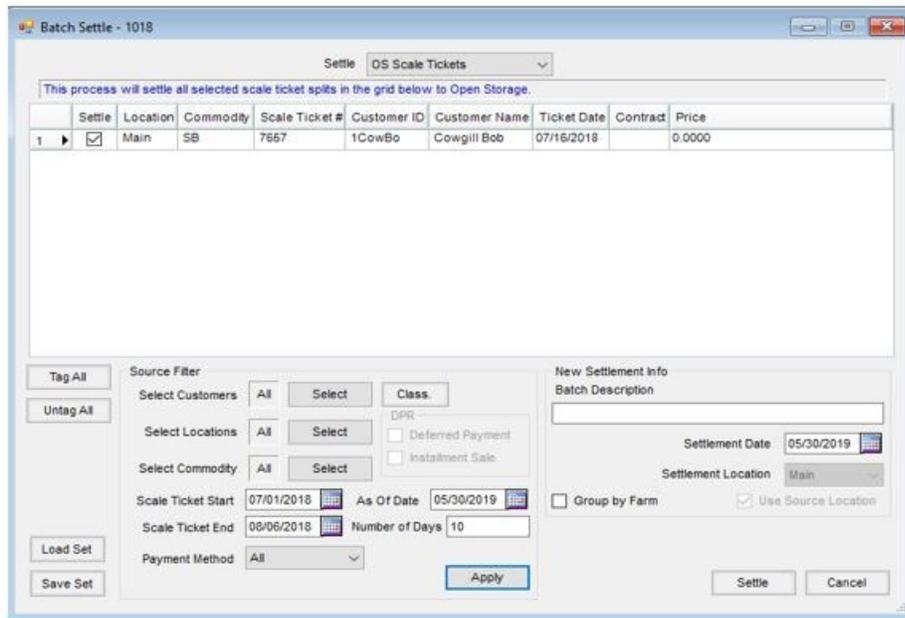
Setup

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.



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, *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* drop-down 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.

Open Storage Batch Summary

Date Range: 10/11/2017 - 10/11/2017

	<u>Gross Units</u>	<u>Original Net Units</u>	<u>Shrink Adjustment</u>	<u>Net Units</u>
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) 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
<u>Shrink Adjustment Recap</u>				
	Soybeans(B)/Main		0.00	
	Corn(CN)/East		0.00	
	Corn(CN)/Main		12.10	
	Corn(CN)/North		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.