Batch Print Purchase Contracts and Settlement Contracts

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This utility is found in Grain under the *Operations* menu.

- **Select Location** – Select the Location(s) in which contracts need to be printed. The default is *All*.

- **Select Commodity** – Select the Commodity(ies) for which contracts need to be printed. The default is *All*.

- **Select Customer** – Indicate the Customer(s) for whom contracts need to be printed. The default is *All*.

- **Customer Classification** – Choose a Classification to filter Customers for whom contracts need to be printed.

- **Previously Printed** – Select the printed status of the contracts to print. Options are *All*, *Yes*, or *No*. The default is *All*.

- **Contract Status** – Indicate the contract status of the contracts to print. Options are *All*, *Open*, or *Closed*. The default is *Open*.

- **Seller Signature Status** – Choose the type of seller's signature of the contracts to print. Options are *All*, *Electronic*, *Paper Signed*. or *Not Signed*. The default is *All*.

- **Purchase Contract Types** – Select the Purchase Contract types to print. If no Purchase Contracts are to be printed, no checkboxes should be checked. The default is *All*.

- **Settlement Contract Types** – Select the Settlement Contract types to print. If no Settlement Contracts are to be printed, no checkboxes should be checked. The default is *All*.

- **Date Established/Sett Date** – Check if the contracts to be printed need to be filtered by the Purchase Contract date established or the Settlement Contract settlement date. Enter the applicable date range.

- **Delivery Date Range** – Check if contracts to be printed need to be filtered by the Purchase Contract delivery date. Enter the applicable date range. When using this option, only Purchase Contracts will print.
- **Seller Signature Date** – Check if contracts to be printed need to be filtered by the seller's signature date. Enter the applicable date range.
- **Contract Format Grid** – Select a format from the drop-down to filter contracts to print by a specific format. Only formats used on a Purchase Contract or Settlement Contract will be available in the list.
- **Printer** – To print the contracts, select a printer from the list.
- **Export to PDF** – To save the contracts to a PDF to be printed later, select the path where the PDF should be saved.
- **Sort By** – Choose to sort by *Contract Type* or *Customer ID*. Sorting by *Customer ID* will print all Customer contracts together.