Batch Print Purchase Contracts and Settlement Contracts

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This utility is found in Grain under the Operations menu.

🖳 Batch Print Purchase Contracts and Settlement Contracts						
Select Location All	Select	Date Established / Sett Date				
		Start Date 12/05/20		Contract Type	Contract Format	
Select Commodity All	Select	Fad Data 12/05/20	1 1	Purchase Contracts	~	
Select Customer All	Select Class.	End Date 12/03/20	2	Settlement Contracts: Priced Later	~	
		Delivery Date Range	3	Settlement Contracts: Installment Sale	~	
Previously Printed All ~		Start Date 12/05/20	4	Settlement Contracts: Deferred Payment	~	
			5	Settlement Contracts: Warehouse Receipt	~	
		End Date 12/05/20	6	Settlement Contracts: Non-negotiable WR	~	
		Seller Sizesture Data	7	Settlement Contracts: Basis Fixed	~	
		12/05/20	8	Settlement Contracts: Open Storage	~	
		Start Date 12/05/20	9	Settlement Contracts: Futures Fixed	~	
		End Date 12/05/20	10	Settlement Contracts: Hedged-to-Arrive	~	
			11	Settlement Contracts: Grain Bank	~	
Contract Status	Purchase Contract Types	Settlement Contract Types	12	Settlement Contracts: Minimum Priced	<u>~</u>	
	All		13	Settlement Contracts: Priced - Not Paid	~	
Open	Priced	Priced Later				
Closed	Priced Later	Installment Sale				
	Basis Fixed	Deferred Payment				
Seller Signature Status	Futures Fixed	Warehouse Receipt				
All	Hedged-to-Arrive	Non-negotiable WR	Printe	r v		
Electronic	Minimum Priced	Basis Fixed				
Paper Signed		Open Storage	E	xport to PDF		
Not Signed		Futures Fixed	Ехро	Export Path		
		Hedged-to-Arrive				
		Grain Bank	Sort I	Зу	Load Set Save Set	
		Minimum Priced	Colored	ontract Type		
		Priced-Not Paid	() Ci	ustomer ID	OK Cancel	
		Host and			Calloer	

- 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.