

*Processing Credits and
Freight Charges
S.P. Richards*



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About the New SPR Electronic Invoicing Features

Several enhancements have been made to the electronic invoicing process. The EZINVOICE file has been replaced with the EZINCR file in Version 8.12. This change allows you to process credits and freight charges automatically.

A new parameter in the (L6C) Sparco EZ-Order/Interactive Parameters screen gives you the option to retrieve invoices, credits, or both. Instead of manually posting from the Electronic Invoice Detail report, the (QR)[I] program allows you to post SP Richards credits automatically by item department at the same time that invoices are checked against P/Os and posted to Accounts Payable. The INV-DET file is updated with the credit information even if it is not processed.

In addition to invoices, the (SR)[I] Electronic Invoicing Function now also allows you to put freight charges on the pick ticket in Order Entry. DDMS now posts these costs to pick tickets in Order Entry. You can create a cost-only line on the ticket and specify whether this is visible to your customer. You can also create a line on the ticket as a sell price, charging the freight to your customer.

New files are created to run reports in Report Writer. These include VEN-LOG, VEN-FRT, and INV-DET.

Before You Begin

You must be set up to use SP Richards PSN. For more information see the handout *Setting Up & Using the SP Richards PSN* at www.ddms.com.

Setting Up and Using the New SPR Electronic Invoicing Features

The new feature requires the following steps:

- 1 Setting (L6C) parameters
- 2 Setting Vendor Electronic Invoice parameters
- 3 Setting Customer Service Quality parameters
- 4 Setting up Vendor Supply Options
- 5 Using the Sparco Invoice Receive function
- 6 Printing Electronic Invoicing Reports.

Setting (L6C) Parameters

- 1 Go to the (L6C) Screen.
- 2 Tab to the Credits field. Type **Y** to process credits along with invoices, or type **O** to only process credits while receiving invoices. See Figure 1.
- 3 Press Enter until the system returns to the (L6) screen.

Figure 1: New Fields in the (L6C) Screen

```

14:50:17                               Sparco Ez-Order / Interactive Parameters                               03/01/0
-----
Modem Parameters                         | SPARCO Parameters [ 1 ]
-----
Hayes Only ?   Log ?Y   Canadian Dealer ?   | Ship Code     ?0   Backorders ?
Prefix        ? 9,           Reliable ?Y   | SPARCO Subs   ?Y   Print Cost ?
Sp/Link       #18004465507   Baud        :19.2 | Like Item Subs ?N   Pre-Recv  ?
Sp/Order      #18006340563   Terminal ?   | Convert Units ?N   Prt Shorts ?
Line #M1      Custom String [           ] | Ship Partial   ?Y
Block Size #32   File Type ?S   Prefix [     ] | Print One Order Per Invoice ?N
SPR Direct P/O ?           ASN Y/N ?Y   | List on Pick ?   DC on Label ?
      Inv ?   All Inv ?   Credits Y/N/O ?Y | Multiple D/S ?N   Zip Routing ?Y
      Cust Nbr   Cust Id   Printer
1 [999999950] [TEST2000 ] [P1]
2 [999999950] [TEST    ] [  ]
3 [          ] [          ] [  ]
4 [          ] [          ] [  ]
      Compressed Ack. Format ?Y (Y/N)
Option Tag           Option Tag   Barcode
1 [C]  [CUSPO]       5 [2]  [LBLZ2]   [N]
2 [N]  [CNAME]       6 [R]  [ROUTE]   [N]
3 [I]  [INVOI]       7 [F]  [FSCPO]   [N]
4 [1]  [LBLZ1]
-----
Wrap-N-Pack ?Y   Blind W-N-P ?
-----
Primary Loc [99 ]   Shorts ?Y
Short Locations
[98 ] [  ] [  ] [  ]
-----

```

Setting Vendor Electronic Invoice Parameters






- 1 In the DDMS Master Menu, double-click .
- 2 In the Vendor Master tab, enter SPARCO in the Vendor box.
- 3 Click . The Vendor Electronic Invoice Parameters dialog box opens.
- 4 Tab to the Post Credits to A/P box and type Y. See Figure 2.
- 5 Click Exit.
- 6 Click .

Figure 2: The Vendor Electronic Invoice Parameters Dialog Box

General Information

Receiver's Code ID #: SPARCO

Allow Auto-Post: Post Credits to A/P?

A/P Batch: 1111 Period: C Cutoff:

G/L Loc: P Loc:

Match on P/O #: Post A/P to Billing Acct # Vendor:

VARIANCES: Invoice: 1.00 Post:

Item: Post:

Update P/O Cost: N

HOLD Invoices in these cases: Excessive Qtys:

Excessive Line Item:

Additional Charges

Code	G/L#	Stop	Description
A	621000-I		FREIGHT ALLOW

Buttons: Help, Exit

Setting Customer Service Quality Parameters



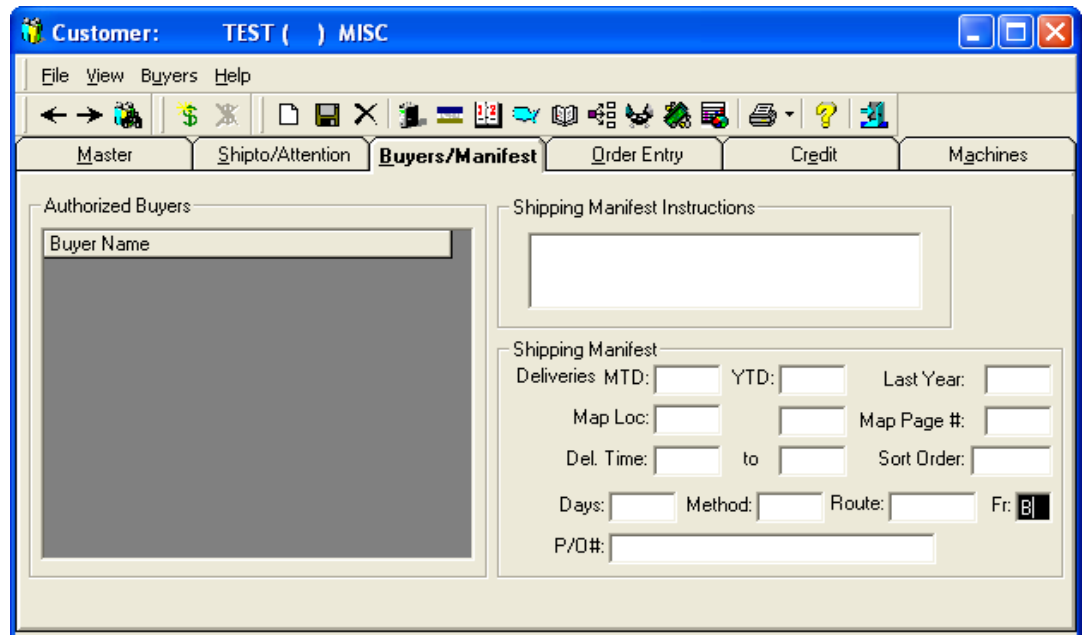
- 1 In the DDMS Master Menu, double-click
- 2 In the Customer Master tab, enter the customer name in the Name field.
- 3 Click the Buyers/Manifest tab, tab to the freight field. In this field, specify whether to bill the customer for freight charges. See Figure 3.

Type **Y** to create freight charges for the order. The freight information is used for reporting purposes only. The customer is not billed for freight charges and the freight amount appears as a cost only item, and not as a billable item on the invoice.

Type **B** to add the freight charges to the order. The customer is charged for the freight and the freight appears as a separate, billable item on the invoice. The freight information is also available for reporting purposes.

If you type **N** in the field, the system does not create or add any freight charges.

Figure 3: The Freight Field in Customer Buyers/Manifest Tab



Customer: TEST () MISC

File View Buyers Help

Master Shipto/Attention **Buyers/Manifest** Order Entry Credit Machines

Authorized Buyers

Buyer Name

Shipping Manifest Instructions

Shipping Manifest

Deliveries MTD: YTD: Last Year:

Map Loc: Map Page #:

Del. Time: to Sort Order:

Days: Method: Route: Fr: **B**

P/O#:

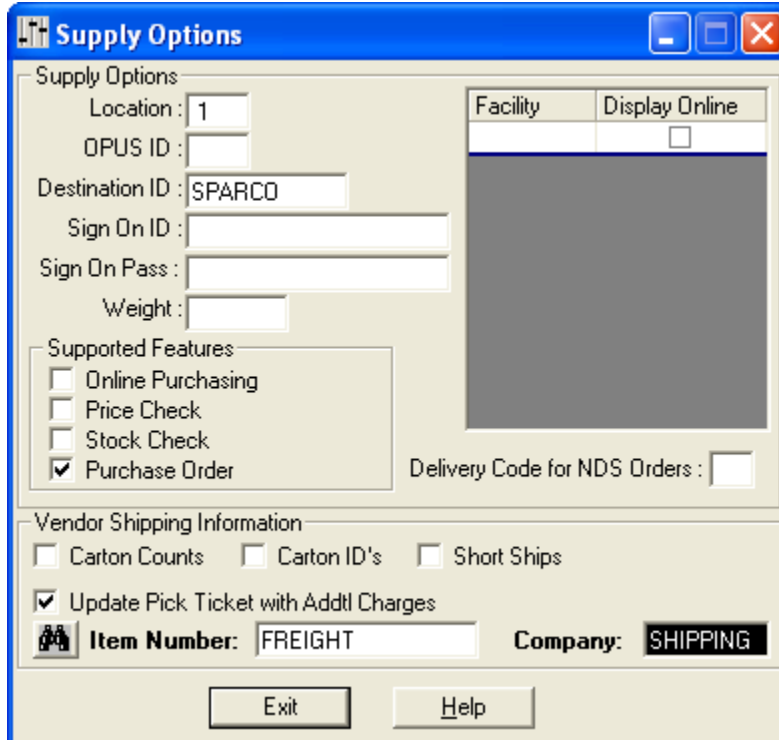
Setting Up Vendor Supply Options

- 1 Go to the Vendor Master tab.
- 2 In the Vendor # box, enter the vendor number.
- 3 From the View menu, click Supply Options.
- 4 The Supply Options dialog box opens, as shown in Figure 4. In the Location box, enter a G/L location, or accept the default of 1.
- 5 In the Destination ID box, type **SPARCO**.
- 6 To process freight charges and post them to the pick ticket, click the Update Pick Ticket with Addtl Charges box.
- 7 Enter the item number and company name in the following boxes.

Note: To use this feature, the item must already be set up in the item database. For more information on setting up items, see your online help.

- 8 When finished, click Exit.
- 9 Click .

Figure 4: New Boxes in the Vendor Supply Options Dialog Box



Facility	Display Online
	<input type="checkbox"/>

Using the New Features in Sparco Invoice Receive

- 1 In the (SR) screen, type **I** in the Request field.
- 2 In the Who field, type **C** to select Sparco.
- 3 Tab to the Printer field, and enter the name of the printer to use.

Note: When creating a proc file to automate this screen, type **BI** for Background Invoices in the Copies field.

- 4 Press Tab until the Are You Sure Prompt appears. Type **Y** to continue.
- 5 The (SR)[I] Sparco Invoice Receive screen opens with the Request Advanced Shipping Notices or Invoices prompt at the bottom. Type **I** to select Invoices and press Enter. See Figure 5.
- 6 Select the date. The most recent dates (M-F) appear. Press Enter to accept the date, Tab to move to the next date, or Esc to exit.
- 7 Select Download and Process, Download Only, Process Only, or Process Text, as needed, by typing **X** in the appropriate box. Press Enter to accept.

Figure 5: The Electronic Invoice Receive Screen

```
13:35:44          (SIC) SPARCO Invoice Receive rev. (02/15/07)          03/15/07
=====
Modem Type ?1      Baud #19.2      Reliable ?Y
Sp/Link Phone     #18004465507

All Invoices for Master Account ?
Processing Credits ?Y Y/N/O
Invoice Number   #
Invoice Date From  /  /  To  /  /

[X] Download and Process
[ ] Download Only
[ ] Process Only   [_____]
[ ] Process Text

=====
Requesting Advanced Shipping Notices or Invoices A/I ? I
```

Printing Electronic Invoicing Reports

The new (TR2) Order Entry Reports screen lets you update the pick ticket with freight amounts.

- 1 Go to the (TR2) screen.

Note: To access the (TR2) screen from DDMS, click



Then, select Standard O/E reports. Type 2.

- 2 Type **A** in the Report field to update Vendor Shipping Information.
- 3 Type **Y** next to Add On Amounts to process freight amounts. See Figure 6. The VEN-FRT file is created and updated with the freight amounts. The VEN-LOG file is updated with ticket information including line item details and whether or not freight was updated.
- 4 Tab through the fields until the Are You Sure prompt appears. Type **Y**.

Note: For more information about setting up and processing electronic invoicing with S.P. Richards see the handouts *Setting Up and Receiving Invoices: S.P. Richards* and *Posting Electronic Invoices* on our website at www.ddms.com.

Figure 6: The Freight Amounts field in the (TR2) Screen

```

14:53:44                (TR2) Order Entry Reports(02/21/07)                03/01/07
-----
A. Update Vendor Shipping Information
   Add On Amounts  ?. Y/N                Carton Counts ?. Y/N
   Carton IDs      ?. Y/N                Quantity Chg  ?. Y/N

B. Purge Vendor Files up through ../../.. (includes log file "VEN-LOG")
   Add On Amounts  ?. Y/N                Carton Counts ?. Y/N
   Carton IDs      ?. Y/N                Quantity Chg  ?. Y/N

-----
Report [.]  Loc [ 1] Printer [P1]
    
```