



*Processing Credits and  
Additional Charges  
United*

## Contents

<b>About the New United Electronic Invoicing Features .....</b>	<b>3</b>
<b>Before You Begin .....</b>	<b>3</b>
<b>Setting Up and Using the New United Electronic Invoicing Features .....</b>	<b>3</b>
<b>Setting (L6F) Parameters .....</b>	<b>4</b>
<b>Setting Vendor Electronic Invoice Parameters .....</b>	<b>5</b>
<b>Setting Customer Service Quality Parameters .....</b>	<b>7</b>
<b>Setting Up Vendor Supply Options .....</b>	<b>8</b>
<b>Using the United Invoice Receive .....</b>	<b>9</b>
<b>Printing Electronic Invoicing Reports .....</b>	<b>9</b>

## About the New United Electronic Invoicing Features

Several enhancements have been made to the electronic invoicing process. You can now process credits and additional charges automatically.

A new parameter in the (L6F) United Communications screen gives you the option to retrieve credits. Instead of manually posting from the Electronic Invoice Detail report, the (QR)[I] program allows you to post United 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 place additional charges on the pick ticket 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, passing along the additional charge 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 United PSN. For more information see the handout *Setting Up & Using the United PSN* at [www.ddms.com](http://www.ddms.com).

## Setting Up and Using the New United Electronic Invoicing Features

The new feature requires the following steps:

- 1 Setting (L6F) parameters
- 2 Setting Vendor Electronic Invoice parameters
- 3 Setting Customer Service Quality parameters
- 4 Setting up Vendor Supply Options
- 5 Using the United Invoice Receive function
- 6 Printing Electronic Invoicing Reports

## Setting (L6F) Parameters

- 1 Go to the (L6F) Screen.
- 2 Tab to the Credits field. Type Y to process credits along with invoices, or type N to not process credits. If you leave this field blank, it defaults to N. See Figure 1.
- 3 Press Enter until the system returns to the (L6) screen.



**Figure 1: Credit Fields in the (L6F) Screen**

```

13:39:58                               United Communications Screen                               06/16/08
=====
Communication Parameters                  | United Parameters [ 1]
-----|-----
Hayes only ?   Log ?Y   Canadian Dealer ? | Acct Id [000004] Pass [DDMSDDMS]
Prefix       ?9,         Reliable ?Y       | Account #1 [000001] [X98]
Uni-Link     #18007334067 Baud :19.2 PSN ? | Account #2 [ ] [ ]
Score       #18007334066 Baud :19200       | Account #3 [ ] [ ]
Elec. Inv #           Credits ?Y   PSN ? | Account #4 [ ] [ ]
Block Size #32           Time Out # | Account #5 [000001] [X98]
Phone Line #M1           Transmission #00001 | E. Inv [ ] Pass [ ]
Custom String [ ] [ ] [ ] [ ] | Interlink System Id [ ]
Order Type ?12           File Type ?U     | Shipping Inst. I,R,F,S,C,E
ADOT ?Y   W-N-L ?Y   Consolidated W-N-L ?N | Consumer Text N,W,L, , ,
Multiple Drop Ships ?N Zipcode Routing ?Y | Barcode ? Sub. List ?
Allow Backorders ?FP Ignore NDS ?N | ASI Label Format ?
Exc. Mfg [ ] [ ] [ ] [ ] | Label Format [ ]
Consolidate Locations on Orders ? | Route : (R/S/Z) Tag [ ]
Item Description on Acknowledgment ? | Ref# : (I/C/P) Tag [ ]
Break Page Between Each Order ?Z | P/O# : (C/P) Tag [ ]
Pre-Receive Purchase Orders ?G | Terminal Type #04 Control ?Y
Printer [P1] | Region ID ?WEST
=====
    
```

## Setting Vendor Electronic Invoice Parameters



- 1 In the Master Menu, double-click .
- 2 In the Vendor Master tab, enter UNITED 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 Use the Additional Charges box to specify additional charges. For more information about each of these boxes, see your online help.
  - 5.1 In the Code boxes, you can specify up to 10 three-character codes that correspond to charges from the vendor. For example, the vendor may assign a type code for Wrap & Label of H090.

---

**Note:** For a listing of valid codes, please contact United.

---

- 5.2 The G/L # boxes let you specify the General Ledger account to which to post the additional charge. Suppose you enter H090 for Wrap & Label in the Code box. You would use the corresponding G/L # box to enter the General Ledger account that you use for Wrap & Label.

**Figure 2: The Vendor Electronic Invoice Parameters Dialog Box**

UNITED UNITED - Vendor Electronic Invoice Parameters

General Information

Receiver's Code ID #: UNITED

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 Qty's:

Excessive Line Item:

Additional Charges

Code	G/L#	Stop	Pick	Department	Description

Help Exit

## Processing Credits and Additional Charges -- United

- 5.3 The Code boxes work with the G/L # boxes. Use them to specify how to post transactions for each general ledger account.
- 5.4 The Pick boxes allows you to specify whether the pick ticket is updated with additional charges. These boxes work with the freight settings in the Customer Buyers/Manifest tab. For more information on setting up freight see **Setting Customer Service Quality Parameters**.

Type **N** to not update the pick ticket.

Type **Y** to add the additional charges to the ticket based on the freight settings in the Customer Buyers/Manifest tab. If freight is set to B and additional charges are set to Y, then the additional charges are added to the ticket.

Type **A** to add the additional charges to the ticket regardless of how freight is set.

Type **C** to add additional charges to the ticket based on the freight settings in the Customer Buyers/Manifest tab. If freight is set to cost only, then additional charges are added.

- 5.5 In the Department boxes, enter your 1 digit department code if applicable. This allows the charge to flow through to your G/L based on an item department (other than 1).
- 5.6 In the Description boxes, enter a description for the corresponding code. For example, if you enter the code 400 for freight charge, you might enter FREIGHT CHARGE as the freight code charge description.

---

**Note:** If you select to pass additional charges onto the pick ticket, this field is used as the additional charges item description.

---

6 Click Exit.

7 Click .

## 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 additional charges. See Figure 3.

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

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

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

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

## 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 **UNITED**.
- 6 To process additional 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. This item number appears on the ticket.

---

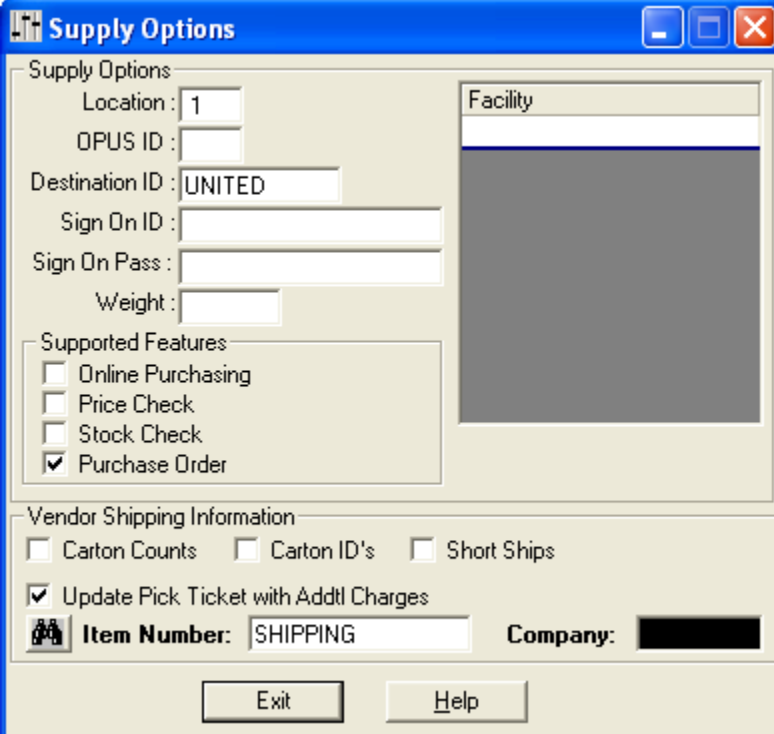
**Note:** To use this feature, the item must already be set up in the item database. For more information on setting up items, see your online help.

---

8 When finished, click Exit.

9 Click .

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



The screenshot shows the 'Supply Options' dialog box. The 'Location' field contains '1'. The 'Destination ID' field contains 'UNITED'. The 'Supported Features' section has 'Purchase Order' checked. The 'Vendor Shipping Information' section has 'Update Pick Ticket with Addtl Charges' checked. The 'Item Number' field contains 'SHIPPING' and the 'Company' field is redacted. The 'Exit' and 'Help' buttons are at the bottom.

## Using the United Invoice Receive

United Additional Charges and Credits are part of the Electronic Invoice Download process.

- 1 In the (SR) screen, type **I** in the Request field.
- 2 In the Who field, type **F** to select United.
- 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. The invoice is downloaded

## 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**.

---

**Figure 5: 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]
    
```

## Processing Credits and Additional Charges -- United

- 2 Type **A** in the Report field to update Vendor Shipping Information.
- 3 Type **Y** next to Add On Amounts to process additional charges. See Figure 5. 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 United see the handouts *Setting Up and Receiving Invoices: United* and *Posting Electronic Invoices* on our website at [www.ddms.com](http://www.ddms.com).

---