

*Processing Credits and
Additional Charges
United*



Aug. 2010 Rev.

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About the 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 and electronic invoicing. For more information see the handouts *Setting Up & Using the United PSN* and *Setting Up & Receiving Invoices: United Stationers* at www.ddms.com.

Setting Up and Using the 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 Tab to the Update P/O Cost box. Use this box to determine whether to update the journal cost in the JOUR-PO file. The cost is only updated if there are no variances specified or if the cost falls within the variances specified.

Type Y to update the purchase order cost.

Type N to not update the purchase order cost.

Note: To use the Update P/O Cost box, the Allow Auto Post box must be set to Y.

- 6 Use the Additional Charges box to specify additional charges. For more information about each of these boxes, see your online help.

Figure 2: The Vendor Electronic Invoice Parameters Dialog Box

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- 6.1** 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.

- 6.2** 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.
- 6.3** The Code boxes work with the G/L # boxes. Use them to specify how to post transactions for each general ledger account.
- 6.4** 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.

- 6.5** 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).
- 6.6** 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.

7 Click Exit.

8 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

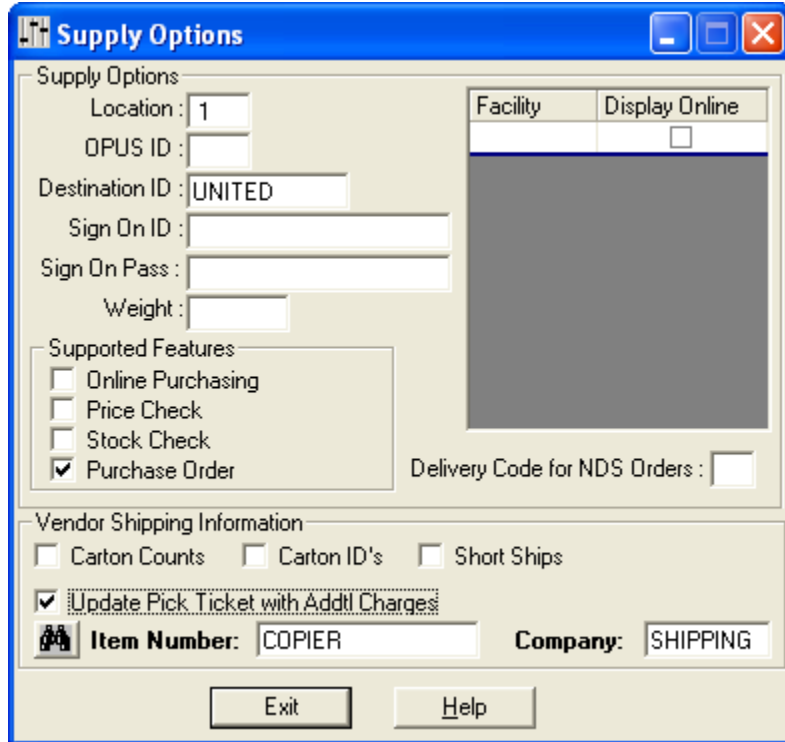
- 1 Go to the Vendor Master tab.
- 2 In the Vendor # box, enter the vendor number.
- 3 From the View menu, click Supply Options.
- 4 The Supply Options dialog box opens, as shown in Figure 4. In the Location box, enter a G/L location, or accept the default of 1.
- 5 In the Destination ID box, type **UNITED**.
- 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



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

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]
    
```

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- 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.
