



File #141

Platform: ALL

Verifying your Dealer Station Billings



eCommerce Industries, Inc.

How We Calculate Activity

When your accounting department verifies your monthly billing for Dealer Station™ DDMS Edition, they need to understand how we calculate your monthly activity charges.

Beginning March 1, 2002, each billing period is based on the calendar month; it goes from the first day of the month through the last day of that month. For example, the April 2002 billing covers April 1 through April 30.

We calculate activity using the *order date, not the invoice date*.

Remember also that we bill hosting fees in advance, and bill transaction fees in arrears.

Printing a Dealer Station Activity Report

You can print a Monthly Invoice Register that shows your Dealer Station DDMS Edition sales activity.

Note: The Monthly Invoice Register may not match your Dealer Station DDMS Edition statement exactly. Any changes or deletions you make to your or-

ders will change the Monthly Invoice Register, but they do not affect the Dealer Station statement.

Gathering Information for the Report

Your system uses a salesperson account to track Dealer Station sales, and you'll need the salesperson number for this account to print this report. The default number is ACUM; you can use this number unless you changed the default.

The Monthly Invoice Register pulls information from sales journals, so you'll need to determine which journals you need.

If you rename your sales journal (JOUR-S) each month, it's possible that one month's Dealer Station activity will be split between two sales journals. Since Dealer Station includes open orders, and sales journals include only invoiced orders, you need to print Monthly Invoice Registers from one or two sales journals and from P-MASTER (for open orders) to get the complete picture.

Suppose you want to verify the billing for April 2002.

If you print this report on April 30, *before* you do April's month-end, you'll need to print the report two times:

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- First print it from JOUR-S, which contains the current month's files, and limit it to April 1 through April 30.
- Next print it from P-MASTER, which contains open orders, and limit to the same dates.

If you print April's report *after* completing the month-end, you'll need to print the same two reports listed above, and you'll also need one more:

- Print the report from the renamed April sales journal for the same dates: April 1 through April 30.

Printing the Monthly Invoice Register

- 1 If you use text-based software, go to the (U) Sales Selectors screen.
 - If you use graphical eNsite or eNsite Pro, go to the eNsite or eNsite Pro Master Menu window, and follow these steps:
 - Double-click the **Reports Menu** icon.
 - In the **Report Menu** window, double-click **Custom Sales**.
- 2 Select the Monthly Invoice Register by typing **6** and pressing ENTER.
- 3 At Do You Wish to Change All ... Execute, type **A**
- 4 At Change Sorts, type **N**

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09:11:37          (U) Sales Selectors   rev. (05/05/00)          05/01/02
Number          Report: UC              Selector: UC
===== JOUR-S SELECTION ===== CUSTOMER SELECTION =====
PICK #????????-?  SORT :???  GROUP :????  ACCT #?????????  DEPT :????
ITEM #????????????? COMPANY :?????????  NAME :????????????????????????????????
CUST #?????????  DEPT :?????  STATE :??  SUITE :????????????????????????????
SLSM:?????  O.T. :ACUM  O.V.:????  O.P.:????  ADDR. :????????????????????????????
ROUTE:?????  ORDER 04/01/02  INV ??/??/??  CITY :????????????????????????????
CUST. P/O #?????????????  INVOICE#?????????????  STATE :??  ZIP #?????  [????]
PAY CODE :?  DISC. :?  ???%  HOLD :?  PHONE #???-???-????  SIC :????
CONTRACT :??  TAXABLE :?  DISTRICT :?????  STATUS O/E :?  SLSM #?????  ROUTE :????
G.L. LOC :??  INV. LOC :??  CREDIT LIMIT $?????  STAT. EXEMPT [?]
CLASS :?  DEPT :?  UNIT :??  ASSORT :?????  ENTRY DATE :??/??/??
A.COST $?????????  P.COST $?????????  TAXABLE Y/N :?  DIST :?????  REMOTE ID:??
PRICE $?????????  LIST $?????????  STATUS OE :?  TML :?  TM2 :?  CP :?  BP :?
S.QTY #?????  COMM. :?  ASMB. :?  BOM. :?  DISC TYPE :?  ???%  HOLD TYPE :?  #??
ITEM #?????????????????????????????????  CONTRACTS [??] [??] [??] [??]
P/O #?????????????????????????????????????  COST M/W/A ??  +/N ??  UP ?????%  COLS :?
WHO CALL :?????????????????????????????????  P/O REQ ??  B/O ??  SUBS ??
PICK :??  INV. :??  HOLD ??  COPIES :?

SORTS 1=NOBREAK  ASC 2=          3=          4=          5=
JOUR-U :N Clear :  Journal :JOUR-S  Vol : IN Restock :          Cost A/P :A
[6 ] Selector Totals Only :N Loc : 1  Prt :P1 Copies : 1  Recs :          Chain :N
ENTERING LIMITS ===== F R O M ===== FILL FIELD WITH DATA FOR LIMITS
  
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- 5 At Change Limits, type **Y**
- 6 Tab to the O.T. field, and type the order taker (Order Writer) number that's assigned to Dealer Station. The default Dealer Station order taker (Order Writer) is ACUM.
- 7 Tab to the Order field, and specify the beginning date you want to include. In the figure above, we want to verify April's bill, so we're starting with April 1.
- 8 Press ENTER until the screen refreshes and you see the message Entering Limits ===To=== at the bottom of the screen.

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- 9 Tab to the Order field, and enter the last date to include. In our example, this is April 30, as shown below.
- 10 Press ENTER until the cursor moves to the Totals Only field.
- 11 Tab to the Loc field. Accept the default general ledger location by pressing TAB, or specify a different location.
- 12 At Prt, accept the default printer by pressing TAB, or specify a different one.
- 13 Tab to the Journal field. Accept JOUR-S, the default sales journal, by pressing TAB.
- 14 Press TAB until the prompt Do You Wish to Save Your Sorts and Limits appears.
Press ENTER.
- 15 At Are You Sure, type Y.
- 16 Print the report again to include open orders. To do this, repeat **Steps 2–15**, with one exception:
 - **Step 13:** specify P-MASTER in the Journal field, as shown in the figure on this page. Tab to the VOL field, and specify the correct volume serial for P-MASTER.

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09:11:37          (u) Sales Selectors   rev. (05/05/00)          05/01/02
Number    Report: UC                      Selector: UC
===== JOUR-S SELECTION ===== CUSTOMER SELECTION =====
PICK #????????-? SORT :??? GROUP :???? ACCT #????????? DEPT :????
ITEM #????????????????? COMPANY :????????? NAME :????????????????????????????????
CUST #????????????? DEPT :????? STATE :?? SUITE :????????????????????????????
SLSM:ACUM O.T. :???? O.V.:???? O.P.:???? ADDR. :????????????????????????????
ROUTE:????? ORDER 04/30/02 INV ??/??/?? CITY :????????????????????????
CUST. P/O #??????????? INVOICE#??????????? STATE :?? ZIP #????? [????]
PAY CODE :? DISC. :? %??? HOLD :? PHONE #???-??-???? SIC :????
CONTRACT :?? TAXABLE :? DISTRICT :???? STATUS O/E :? SLSM #????? ROUTE :????
G.L. LOC :?? INV. LOC :?? CREDIT LIMIT $?????? STAT. EXEMPT [?]
CLASS :? DEPT :? UNIT :?? ASSORT :????? ENTRY DATE :??/??/??
A.COST $??????????? P.COST $??????????? TAXABLE Y/N :? DIST :???? REMOTE ID:??
PRICE $??????????? LIST $??????????? STATUS OE :? TML :? TM2 :? CP :? BP :?
S.QTY #????? COMM. :? ASMB. :? BOM. :? DISC TYPE :? %??? HOLD TYPE :? #??
ITEM #????????????????????????????????? CONTRACTS [??] [??] [??] [??]
P/O #????????????????????????????????????? COST M/W/A ?? +/N ?? UP ?????? COLS :?
WHO CALL :????????????????????????????????? P/O REQ ?? B/O ?? SUBS ??
SORTS 1=NOBREAK ASC 2=          3=          4=          5=
JOUR-U :N Clear : Journal :P-MASTER vol : IN Restock :          Cost A/P :A
[6 ] Selector Totals Only :N Loc : I Prt :Pl Copies : 1 Recs :          Chain :N
ENTER PRINTER/COPIES/RECORDS
  
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- 17 If you're printing these reports before doing month-end, the process is complete. You can now compare the orders on your Monthly Invoice Register reports to your statement.

If you're printing these reports after doing month-end, print the report once more, using the renamed sales journal. To do this, repeat **Steps 2–15**, with one exception:
 - **Step 13:** specify the renamed sales journal in the Journal field. Tab to the VOL field, and specify the correct volume serial for this journal.