

## Introduction

Third party billing allows the sales history to be created for the customer receiving the product, while the accounts receivable is created for the company (third party) that will be paying the invoice. Third party billing is used for three types of orders:

- Leasing Company
- Inter-Market
- GSA

To use third party billing in DDMS, both the customer receiving the product and the third party company who will be paying the invoice must be set up in the Customer database.

The company who will be paying the invoice should be assigned a Status that will allow accounts receivable to be created. (Status **G-Z** indicates that a customer may **Charge**.)

### Table of contents:

<b>Introduction .....</b>	<b>1</b>
<b>Leasing Company Orders.....</b>	<b>2</b>
Setting Up the Customers .....	2
Customer receiving product/sales history built.....	2
Company paying invoice/accounts receivable created .....	2
Creating the Order.....	3
<b>Inter-Market Orders.....</b>	<b>5</b>
Setting Up the Customers .....	5
Creating the Order.....	5
<b>GSA Orders .....</b>	<b>8</b>
Setting Up the Customers .....	8
Creating the Order.....	8
<b>Third Party Billing in Change Mode.....</b>	<b>12</b>
Assigning Third Party Billing in Change Mode .....	12
Removing Third Party Billing in Change Mode.....	12
<b>Use 3rd Party Billing Taxable Setting to Determine Tax .....</b>	<b>13</b>

## Leasing Company Orders

### Setting Up the Customers

When a customer finances through a leasing company, the customer and the leasing company are both set up in the **Customer** database.

Customer receiving product/sales history built

The screenshot shows a software window titled "Customer: 10004 ( ) ALEXANDER'S ANTIQUES". The window has a menu bar (File, View, Help) and a toolbar. Below the toolbar are tabs for "Master", "Shipto/Attention", "Buyers/Manifest", "Order Entry", "Credit", and "Machines". The "Master" tab is active. The form contains the following fields:

- Acct #: 10004 Dept: Dept. Name:
- Billing Address:
  - Name: ALEXANDER'S ANTIQUES
  - Address: 700 JEFFERSON ST T&C
  - City: ATLANTA
  - St: GA Zip: 30330 Route:
- Entry Date: 12/01/05 Status: G Sic:
- Phone: 404-691-0233 Fax:
- E-Mail: ALEXANDERS.ANTIQUES@YAHOO.COM
- Category 1: 2: 3: 4:
- Salesperson 1: 311 THERESA LUBELSKI
- Salesperson 2:
- Additional Name and Contact:
  - Name:
  - Contact: Type ?
  - Region: Area:
  - Group: A List:
- Remarks:

Company paying invoice/accounts receivable created

The screenshot shows a software window titled "Customer: LEASE ( ) LEASING COMPANY". The window has a menu bar (File, View, Help) and a toolbar. Below the toolbar are tabs for "Master", "Shipto/Attention", "Buyers/Manifest", "Order Entry", "Credit", and "Machines". The "Master" tab is active. The form contains the following fields:

- Acct #: LEASE Dept: Dept. Name:
- Billing Address:
  - Name: LEASING COMPANY
  - Address: 101 MAIN ST
  - City: FORT WORTH
  - St: TX Zip: 76177 Route:
- Entry Date: 02/24/06 Status: G Sic:
- Phone: 682- - Fax:
- E-Mail:
- Category 1: 2: 3: 4:
- Salesperson 1: 311 THERESA LUBELSKI
- Salesperson 2:
- Additional Name and Contact:
  - Name:
  - Contact: Type ?
  - Region: Area:
  - Group: List:
- Remarks:

## Creating the Order

In Furniture Order Entry, select the customer who is receiving the product.

The screenshot shows the 'Global (F2)' tab of the software interface. At the top, the window title is '10004 - Alexander's Antiques'. The menu bar includes 'File', 'Order Entry', 'Databases', 'View', 'Help', 'Action Code', 'Order', and 'Order # 10388-0'. Below the menu bar, there are icons for various functions and a 'Project' field set to '224' with a description 'ALEXANDER'S ANTIQU...'. The main area contains several form fields: 'Pay Code: Charge', 'G/L Loc.: 1', 'Inv. Loc.: 1', 'Acct #: 10004', 'Dept. Name:', 'Name: ALEXANDER'S ANTIQUES', 'Address: 700 JEFFERSON ST', 'City: ATLANTA GA 30330', 'Phone: 404-691-0233', 'Status: G', 'Credit Limit \$', 'Cost: A', 'Discount: S 20.0 %', 'Contracts:', 'Remarks:', 'Salesperson: THERESA LUBELSKI', and 'Purchase Order #: ALEX ANT/LEASING CO.'. At the bottom, there are checkboxes for 'General Project', 'New Project', and 'Existing Project', along with a 'Demo/Loaner/Rental?' dropdown set to 'None' and a 'Furniture Profile Settings...' button.


On the **Item Detail** tab, place items on the order. You may import SIF files, pull items from inventory, or create uncatalogued items.

The screenshot shows the 'Item Detail (F3)' tab of the software interface. The window title is '10004 - Alexander's Antiques'. The menu bar is similar to the previous screenshot. Below the menu bar, there are icons and a 'Project' field set to '224' with a description 'ALEXANDERS ANTIQUE'. The main area contains a table with the following columns: 'Item Number', 'Company', 'Description', 'Sort', 'Group', 'UM', 'Order', and 'Ship'. The table lists several items:

Item Number	Company	Description	Sort	Group	UM	Order	Ship
* C3672W	LCG	Executive Desk, Letter Width	100		EA	2	0
SPECIAL		Pedestal, 36 D x 72 W	...				
* C2272W	LCG	Executive Credenza, Letter	101		EA	2	0
SPECIAL		Width Pedestal, 22 W	...				
* F3672K	LCG	Desk, Dual Ped, Oak, BBB/BF,	102		EA	1	0
SPECIAL		W/Center Drw, 36 D x	...				
* F2072K	LCG	Credenza, Bi-Fold Door, Oak,	103		EA	1	0
SPECIAL		20 D x 72 W	...				
* LV2472LCEG	LCG	Credenza, Left Pedestal,	104		EA	1	0
SPECIAL		W/Grommet, BBF, 24 D x 72	...				
SPECIAL		432 432-Medium Cherrv	...				

Below the table, there are several form fields: 'Sell Price \$:', 'Disc Type:', 'Contract:', 'List \$:', 'P. Cost \$:', 'A. Cost \$:', 'G.P. %:', 'Margin \$:', 'Comm.:', 'Class:', 'Dept.:', 'Net:', 'Max Disc %:', 'Min Order #:', 'Tag #:', 'Tag Desc.:', 'Mfg Disc%:', 'Due Date:', 'Ship Date:', 'Est. Delivery:', and 'Est. Install:'. At the bottom, there is a summary bar with the following information: 'F7 - Customer Item History, F8 - Settings, F10 - Customer, Company or Desc Hist, F11 - Order Notes, Ctrl+S - Customer Usage His', '\$ 9416.86', '# 9', '27.83%', and '\$ 13048.75'.

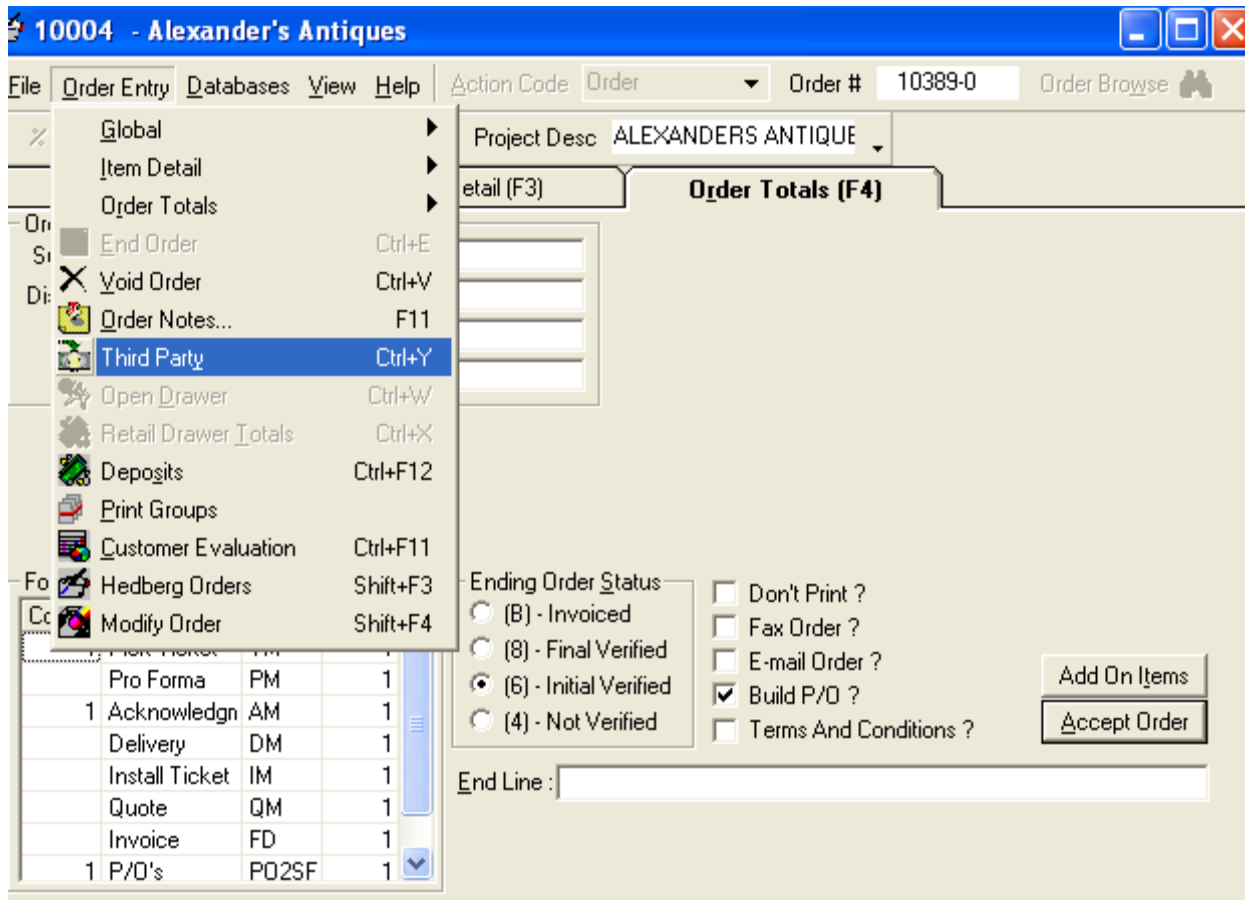
On the **Order Totals** tab, select **Third Party Billing** in one of the following ways:

- Click on the  **Third Party Billing** icon on the toolbar
- On the menu bar as shown below, select **Order Entry > Third Party**
- Press the **CTRL and Y** keys at the same time

When the Third Party Billing window opens, you select the company that will be paying the invoice. The accounts receivable will be created for this account.

By selecting “**Leave existing sell price,**” the leasing company will be billed the entire amount of the customer’s invoice. “**Set cost to zero**” should remain unmarked so that the accurate cost of the order will be recorded.

Click **OK** to accept the third party billing information. Complete the order in your normal fashion.



## Inter-Market Orders

### Setting Up the Customers

If another dealer hires your dealership to perform a job, such as delivery or installation, that dealer must be set up in the **Customer** database so that you can invoice them for the work you do.

The screenshot shows a software window titled "Customer: 10017 ( ) INTERMARKET DEALER". The window has a menu bar with "File", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area contains several tabs: "Master", "Shipto/Attention", "Buyers/Manifest", "Order Entry", "Credit", and "Machines". The "Master" tab is active. The form fields are as follows:

- Acct #:** 10017
- Dept:** (empty)
- Dept. Name:** (empty)
- Billing Address:**
  - Name:** INTERMARKET DEALER
  - Address:** 600 ALLIANCE FREEWAY
  - City:** FORT WORTH
  - St:** TX
  - Zip:** 76177
  - Route:** (empty)
- Entry Date:** 08/08/06
- Status:** I
- Sic:** (empty)
- Phone:** 682-831-4419
- Fax:** 682-831-4420
- E-Mail:** (empty)
- Category 1:** (empty)
- Category 2:** (empty)
- Category 3:** (empty)
- Category 4:** (empty)
- Salesperson 1:** 100 (HOUSE ACCOUNT)
- Salesperson 2:** (empty)
- Additional Name and Contact:**
  - Name:** (empty)
  - Contact:** (empty)
  - Type ?** (checkbox)
  - Region:** (empty)
  - Area:** (empty)
  - Group:** (empty)
  - List:** (empty)
- Remarks:** (empty text area)

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**Tip:** You may wish to assign a unique Status to Inter-Market Dealers, such as status I. A unique status would allow you to limit when running reports.

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Additionally, the customer who is receiving the product must also be set up in the **Customer** database.

### Creating the Order

In **Furniture Order Entry**, select the customer who is receiving the product.

On the **Item Detail** tab, place items on the order. You may import SIF files, pull items from inventory, or create uncatalogued items.

On the **Order Totals** tab, select **Third Party Billing** in one of the following ways:

- Click on the  **Third Party Billing** icon on the toolbar
- On the Menu bar, select **Order Entry > Third Party**
- Press the **CTRL and Y** keys at the same time

When the **Third Party Billing** window opens, you select the dealer who hired your dealership. The accounts receivable will be created for the dealer's account.

To price the order you have three options:

- Create new line item with this price
- Set price by % per item
- Create new line item by % of all items

First, if the dealer who hired you agreed to pay you a flat rate, you would select “**Create new line item with this price**” and enter the flat rate in this field.

The screenshot shows a software window titled "10017 - Intermarket Dealer". It contains several input fields: "Acct # AA 10017", "Dept.:", "Dept. Name:", "Name: INTERMARKET DEALER", "Address: 600 ALLIANCE FREEWAY", "City: FORT WORTH TX 76177", and "Phone: 682-831-4419". There are also "Status:" and "Credit Limit \$" fields. At the bottom, there are three radio button options: "Leave existing sell price", "Create new line item with this price: \$ 1500.000" (which is selected), and "Set cost to zero".

Secondly, if the dealer agreed to pay you a percentage of the list or sell price per item, select “**Set price by % per item**” and enter the percentage in this field. You will also need to select either “**List Price**” or “**Sell Price**.”

This screenshot is similar to the first one but shows a different configuration. The "Create new line item with this price" option is now unselected, and the price field is empty. The "Set price by % per item" option is selected, with a value of "3.0000 %". Below this, there are two radio button options: "List Price" (which is selected) and "Sell Price".

Finally, if the dealer agreed to pay you a percentage based on the list or sell price of the entire order, select “**Create new line item by % of all items**” and enter the percentage in this field. Additionally, mark either “**List Price**” or “**Sell Price**” so that the percentage will be calculated correctly.

This screenshot shows the "Create new line item by % of all items" option selected, with a value of "10.0000 %". The "List Price" and "Sell Price" radio buttons are both unselected.

“**Set cost to zero**” should be marked only if you are not purchasing product. If you do mark “**Set cost to zero**,” all of the items on the order will have a zero cost. Therefore, if you build a purchase order for those items, the cost on the purchase order will also be zero.

Click OK to accept the third party billing information.

If you selected “**Set price by % per item**,” the order will be re-priced and you can complete the order in your normal fashion.

If you selected “**Create new line item with this price**” or “**Create new line item by % of all items**,” the pricing for each item will be set to zero; and a new uncatalogued item will be added to the order when you click Accept Order. The default item number for this uncatalogued item is TPB (**T**hird **P**arty **B**illing).

You may specify your own item **Number**, **Company**, and **Description**, if you wish.

The list price will default to either the flat rate you entered or the percentage of all items based on the price (list or sell) that you selected. If you marked “**Set cost to zero**,” the cost field will default to zero.

Click **OK** to complete the order.

## GSA Orders

### Setting Up the Customers

When a customer purchases product directly from the manufacturer, the manufacturer may hire your dealership to perform a job, such as delivery or installation. Thus, the manufacturer must be set up in the **Customer** database so that you can invoice them for the work you do.

The screenshot shows a software window titled "Customer: ALLSTEEL ( ) ALLSTEEL". The window has a menu bar (File, View, Help) and a toolbar with various icons. Below the toolbar are several tabs: Master, Shipto/Attention, Buyers/Manifest, Order Entry, Credit, and Machines. The "Master" tab is active, displaying a form for customer information. The form includes fields for "Acct #:" (ALLSTEEL), "Dept:", and "Dept. Name:". Under "Billing Address", there are fields for "Name:" (ALLSTEEL), "Address:" (2210 SECOND AVE.), "City:" (MUSCATINE), "St:" (IA), "Zip:" (52761), and "Route:". To the right, there are fields for "Salesperson 1:" (311, THERESA LUBELSKI) and "Salesperson 2:". Below these are fields for "Additional Name and Contact", "Name:", "Contact:", "Region:", "Area:", "Group:", and "List:". At the bottom, there are fields for "Entry Date:" (01/10/06), "Status:" (G), "Sic:", "Phone:" (888-255-7833), "Fax:", "E-Mail:", and "Category 1:" through "4:". A "Remarks" text area is also present.


Additionally, the customer who is receiving the product must also be set up in the **Customer** database.

### Creating the Order

In **Furniture Order Entry**, select the customer who is receiving the product.

On the **Item Detail** tab, place items on the order. You may import SIF files, pull items from inventory, or create uncatalogued items.

On the **Order Totals** tab, select **Third Party Billing** in one of the following ways:

- Click on the  **Third Party Billing** icon on the toolbar
- On the Menu bar, select **Order Entry > Third Party**
- Press the **CTRL and Y** keys at the same time

When the **Third Party Billing** window opens, you select the manufacturer who hired your dealership. The accounts receivable will be created for the manufacturer's account.

To price the order you have three options:

- Create new line item with this price
- Set price by % per item
- Create new line item by % of all items

First, if the manufacturer who hired you agreed to pay you a flat rate, you would select "**Create new line item with this price**" and enter the flat rate in this field.

The screenshot shows a software window titled "ALLSTEEL - Allsteel". It contains the following fields and options:

- Acct #:** ALLSTEEL
- Dept.:** (empty)
- Dept. Name:** (empty)
- Name:** ALLSTEEL
- Status:** G
- Credit Limit \$:** (empty)
- Address:** 2210 SECOND AVE.
- City:** MUSCATINE IA 52761
- Phone:** 888-255-7833
- Pricing Options:**
  - Leave existing sell price
  - Create new line item with this price: \$ 3000.000
  - Set price by % per item
  - Create new line item by % of all items
  - List Price
  - Sell Price
- Buttons:** OK, Cancel TPB, Cancel

Secondly, if the manufacturer agreed to pay you a percentage of the list or sell price per item, select **“Set price by % per item”** and enter the percentage in this field. You will also need to select either **“List Price”** or **“Sell Price.”**

This screenshot is identical to the first one, but with the following changes:

- Price:** The price field is now empty.
- Percentage:** The percentage field is now set to 3.0000 %.
- Price Type:** The **List Price** radio button is selected.
- Buttons:** The **OK** button is highlighted with a dashed border.

Finally, if the manufacturer agreed to pay you a percentage based on the list or sell price of the entire order, select **“Create new line item by % of all items”** and enter the percentage in this field. Additionally, mark either **“List Price”** or **“Sell Price”** so that the percentage will be calculated correctly.

“Set cost to zero” should be marked only if you are not purchasing product. If you do mark “set cost to zero,” all of the items on the order will have a zero cost. Therefore, if you build a purchase order for those items, the cost on the purchase order will also be zero.

Click OK to accept the third party billing information.

- If you selected “Set price by % per item,” the order will be re-priced and you can complete the order in your normal fashion.
- If you selected “Create new line item with this price” or “Create new line item by % of all items,” the pricing for each item will be set to zero; and a new uncatalogued item will be added to the order when you click Accept Order. The default item number for this uncatalogued item is TPB (Third Party Billing).

You may specify your own item number, company, and description, if you wish.

**Uncataloged Item Information**

Number : AGENCY FEE      Company : ALS

Description : ALLSTEEL AGENCY FEE

Sell UOM : EA      GL Dept : A      List \$ : 267.670

Commission Code :      Cost \$ : .000

Product Group: [Dropdown]

Item Code: [Dropdown]

OK      Cancel      Help

The list price will default to either the flat rate you entered or the percentage of all items based on the price (list or sell) that you selected. If you marked “**Set cost to zero,**” the cost field will default to zero.

Click **OK** to complete the order.


## Third Party Billing in Change Mode

In **Furniture Order Entry Change** mode, you can assign or remove Third Party Billing.

### Assigning Third Party Billing in Change Mode

If Third Party Billing was not assigned when the order was originally created, you can assign it through the **Furniture Order Entry Change** mode.

After bringing up the original order in Furniture Order Entry Change mode, click on the **Order Totals** tab. Then select **Third Party Billing** in one of the following ways:

- Click on the  **Third Party Billing** icon on the toolbar
- On the Menu bar, select **Order Entry > Third Party**.
- Press the **CTRL and Y** keys at the same time

The **Third Party Billing** window opens.


Populate the fields as needed to assign **Third Party Billing** for a leasing company, an inter-market dealer, or a GSA manufacturer.

When the order is invoiced, the accounts receivable will be created for the third party.

### Removing Third Party Billing in Change Mode

Third Party Billing that was assigned to the order when it was originally created can be removed through **Furniture Order Entry Change** mode.

After bring up the order in Furniture Order Entry Change mode, click on the **Order Totals** tab. Select **Third Party Billing** in one of the following ways:

- Click on the  **Third Party Billing** icon on the toolbar
- On the Menu bar, select **Order Entry > Third Party**
- Press the **CTRL and Y** keys at the same time

The **Third Party Billing** window opens.

Click the “**Cancel TPB**” button to remove Third Party Billing.

When the order is invoiced, the accounts receivable will be created for the customer receiving the product.

## Use 3rd Party Billing Taxable Setting to Determine Tax

To give you more control over TPB tax calculations, you can set up Order Entry to use the third party billing customer’s Taxable Y/N setting, while using the end customer tax district.

- The **Use Third Party Bill To Taxable Setting** box has been added to the Furniture O/E Third Party Billing dialog box. If you check this box, sales tax calculations will consider the third party's taxability setting along with the end customer's tax district for the selected address. Each line item as well as the order’s taxable setting, stored in the P-GLOBAL file, is updated.
- A new parameter lets you specify that the **Use Third Party Bill To Taxable Setting** box be checked by default when the Third Party Billing dialog box opens. Go to the Order Entry General Configuration parameters. Set the **Default to Use Third Party Bill To Taxable Setting** box to Y. You can always change the setting in Order Entry as needed.

A **Customer Shipto w/Tax District Report** is available. To add it to Preview Reports, use the "Set up Reports" Task and select from the ECI2 folder.

For more information, see your online help in DDMS 8.22 or higher.