

Using United's New Type Codes for Electronic Invoicing

What Type Codes Are

When you do electronic invoicing with a vendor, you can specify type codes. These codes identify additional charges you may incur for services like wrap-n-label or inside delivery.

When you set up your electronic invoicing parameters for a vendor, you specify a type code for each service you're likely to use. You also specify a general ledger account for each service, and indicate whether the system should post to these accounts automatically.

Which Type Codes You Use for United

United added several new type codes in February, 2001. These codes correspond to new services that they now offer. The new type codes are:

- DTC Desk top delivery charge
- 027 Gift wrap charge
- IDL Inside delivery charge
- SAH Stenciling charge
- SAE Shrink wrap charge.

You can now use these, as well as the type codes that were already available:

- 400 Freight
- 685 Drop ship charge
- 690 Wrap -n-Label
- MAD Minimum order charge
- MSG Miscellaneous charge
- SCG Small order charge
- TAX Tax.

There are now 12 United type codes, but you can only specify nine type codes per vendor. If you need more than nine of these, decide which nine you'll use most.

Specify these in the (CP) Vendor Electronic Invoice Parameters screen. (We'll explain how later in this FAQ file.) Whenever you use one of the remaining three, they'll be posted to a catch-all account. You need to make manual postings to move charges from the catch-all account to the individual accounts for each of these three services.

How to Specify Type Codes

- 1 Go to the (CP) screen, and select the [C] Change action code.

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- 2 Retrieve the record for United Stationers. If their vendor name is UNITED on your system, you can retrieve the record by typing UNITED in the Vendor # field and pressing RETURN.
- 3 Tab to the first G/L # field under the Additional Charges heading.
- 4 The first entry has no type code, as shown below. Specify the general ledger account you want to use as a catch all account for any additional charges you will not set up a type code for.

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10:17:29 (CP) Vendor Electronic Invoice Parameters Rev. (05/05/00) 02/05/01
=====
ACTION [C] C=Change, I=Inquire
=====
Vendor#UNITED UNITED STATIONERS Code :A G/L # -
Receiver's Code Id #018978783 Allow Auto-Post Y/N ?Y
A/P Batch :1313 Period C/I/P ?I Cutoff : G/L Loc P/M/L ?P Loc :
Match on P/O Nbr Y/N/O ?Y Post A/P to Billing Acct # Vendor ?
VARIANCES : Invoice 10.00% $ Post Y/N/U ?
Item 10.00% $ Post Y/N/U ? Update P/O Cost Y/N ?N

HOLD Invoices in these cases Y/N : Excessive Qtys:N Excessive Line Item :N

ADDITIONAL CHARGES :
Type Stop Type Stop
Code G/L # Y/N/E Description Code G/L # Y/N/E Description
123-45 CATCH ALL
400 123-45 FREIGHT SCG 123-45 SMALL ORDER
685 123-45 DROP SHIP CHG TAX 123-45 TAX
690 123-45 WRAP & LABEL -
MAD 123-45 MIN. ORDR CHG -
=====
CORRECT RECORD Y/N ?Y
    
```

Note: The G/L number shown, 123-45, represents the account you'll use for this purpose. We cannot tell you which account to use, since your chart of accounts may be unique.

- 5 At Description, specify a description for your catch all account, such as CATCH ALL, as shown here. If you do not fill the field, press TAB.
- 6 In the first Type Code field, specify one of the type codes listed earlier.
- 7 In the corresponding G/L # field, specify the general ledger account for this charge.
- 8 In the corresponding Description field, enter a description for this type code.
- 9 Repeat this process to enter as many type codes as you need.
- 10 If you finish before completing the last field, save your changes by pressing RETURN.