

## DDMS Handling Kimball Office or National Fuel Surcharges

Kimball Office and National implemented a fuel surcharge in July 2008. We described how to handle those in the July 2008 issue of the *KeyOps Dispatch* newsletter).


These manufacturers funded a new feature of the ECi Private Supply Network (PSN), to eliminate the need for you to modify cost after receiving acknowledgements.

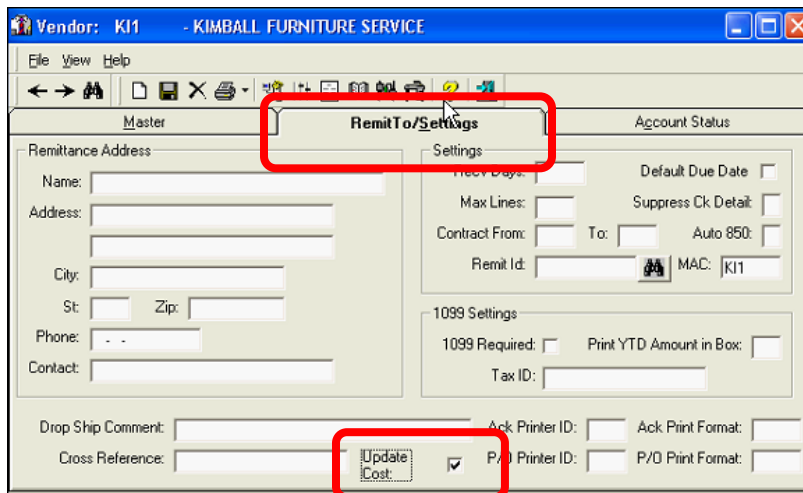
In a roughly simplified example, let's say you transmit a line item with a cost of \$10 in your DDMS system. Through the ECi PSN, you will receive the acknowledged cost including the fuel surcharge, so that the cost will show up in your system as \$11 in this example. It will be listed as a Cost Discrepancy in the Acknowledge Details tab of the Communicate P/Os window.

### Enabling Update Cost in your DDMS Vendor Record for Kimball Office and National


This feature is available in ECi DDMS 8.15.4 or later to dealers transmitting orders to Kimball Office and National via the PSN.

To allow DDMS to update the cost automatically, you must enable the Update Cost field in the Vendor record for Kimball Office and/or National. Follow these steps:

1. In the main menu of DDMS 8.15.4 or higher, double-click the  **Vendor** icon.
2. Pull up your record for **Kimball Office** and/or **National**.
3. Go to the **Remit To/Settings** tab.
4. If the **Update Cost** field is unchecked, click it to place a checkmark, as shown below.



The screenshot shows the 'Vendor: K11 - KIMBALL FURNITURE SERVICE' window. The 'Remit To/Settings' tab is selected and highlighted with a red box. The 'Update Cost' checkbox is checked and also highlighted with a red box. Other fields include Remittance Address, Settings (Max Lines, Contract From, To, Remit Id, MAC: K11), 1099 Settings (1099 Required, Print YTD Amount in Box, Tax ID), and Drop Ship Comment.

5. Click  to save the changes.

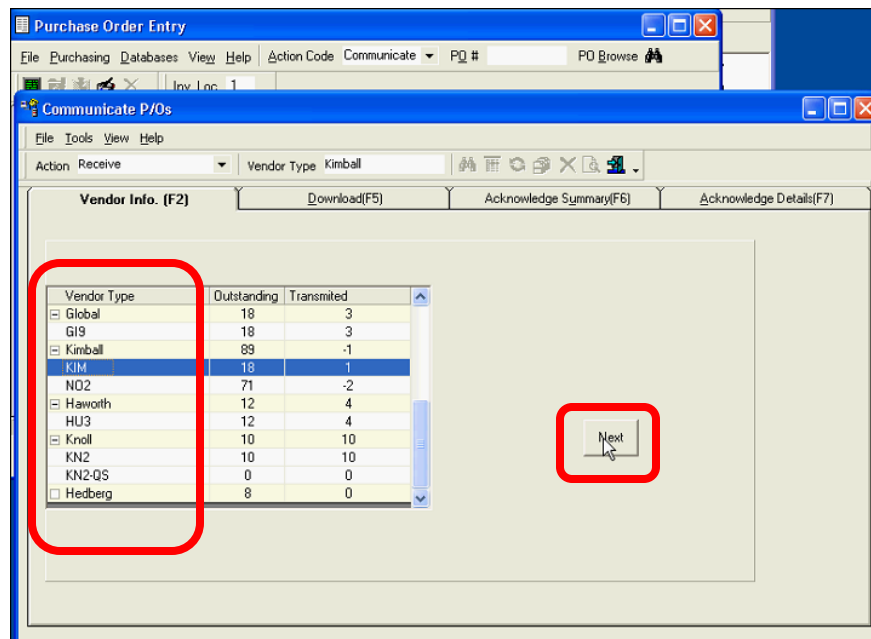
Once you have these Vendors set up to Update Cost, you can communicate purchase orders as usual to Kimball Office and National via the PSN — not including the surcharge.

## Receiving Acknowledgements and Viewing Exceptions

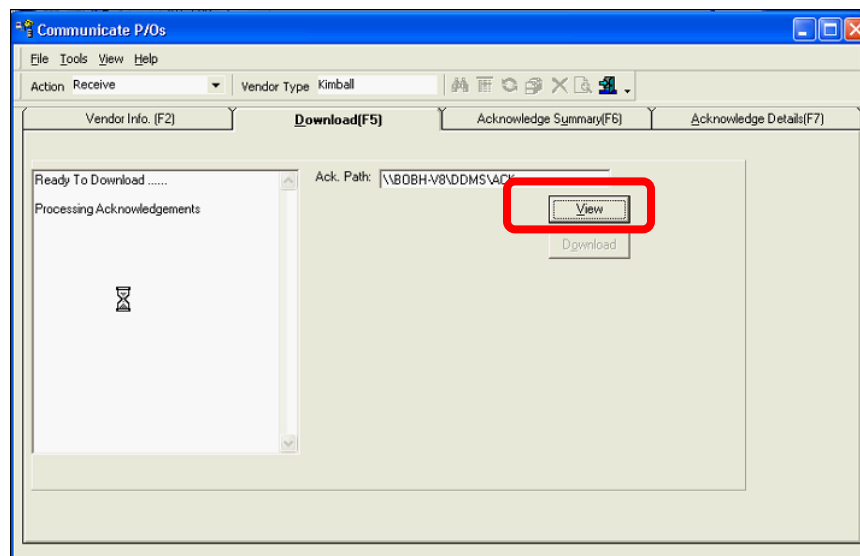
Behind the scenes, the PSN server calculates fuel surcharge per line item, and your DDMS system will automatically update purchase orders and sales orders with the acknowledged ship date as usual and the cost including the surcharge.

When you are ready to handle acknowledgements and view exceptions, follow these steps:

1. In **Purchase Order Entry**, click **Action Code** and select **Communicate P/O**.
2. In the **Vendor Info** tab of the Communicate P/Os window, select the desired **Vendor Type**, for example KIM as shown below, and click **Next**.



3. In the **Download** tab, click **View**.



4. If prompted to **Update acknowledge cost?**, click **Yes**.

5. In the **Acknowledge Detail** tab, you can see Cost Discrepancy exceptions, as shown below. If you only want to see Exceptions, you can click **Hide Specials**.

PO Number	Acknowledgment Number	Item Number	Furniture Company	Description	Requested Ship Date	Original Ship Date	Acknowledgment Ship Date	Sort Number	Catalog Code	Original Quantity	Acknowledgment Quantity	Original Cost	Acknowledgment Cost	Acknowledgment Item
0000902403		451	NL1	ARLINGTON SIDE TRIM NAILS				100		1	1	\$380.30	\$384.09	451
			EXCEPTION	Option Number Discrepancy Cost Discrepancy										
			OPTION	PO: MC MC Acknowledgment: MC AMBER AMBER										
0000902403		N45GB	NL1	CORNER CREDENZA STORAGE WOOD				101		4	4	\$78.57	\$79.35	N45GB
			EXCEPTION	Cost Discrepancy										
			SPECIAL	DESC										
0000902403		N45DD	NL1	CORNER PLASTIC STACK BLACK PKG				102		1	1	\$235.31	\$237.65	N45DD
			EXCEPTION	Cost Discrepancy										
			SPECIAL	DESC										
0000902403		3P039TASC	KLX	XSITE 5			09/08/2008	100		1	1	\$17.82	\$17.82	3P039TASC
			SPECIAL	DESC										
			OPTION	PO: 0739 0739 Acknowledgment: 0739 SCREEN TEC GREY MDX SCREEN TEC GREY MDX										
0000902403		3P13FCSWW	KLX	XSITE 3 HIGH STRAIGHT			09/08/2008	101		1	1	\$107.57	\$107.57	3P13FCSWW
			EXCEPTION	Option Number Discrepancy Cost Discrepancy										
			SPECIAL	DESC										
			OPTION	PO: GG GG Acknowledgment: GG GINGER GINGER										
0000902400		PR2478CSFW	KL2	PRESIDENT CREDENZA STORAGE WOOD			09/03/2008	100		1	1	\$1,435.14	\$1,542.98	PR2478CSFW
			EXCEPTION	Option Number Discrepancy Cost Discrepancy										
			SPECIAL	DESC										
			OPTION	PO: PW PW Acknowledgment: PW PRESIDENTIAL PRESIDENTIAL										
0000902400		KCCE004	KL2	CASEGOODS LOCK CORE STYLE			09/03/2008	101		1	1	\$8.03	\$8.11	KCCE004
			EXCEPTION	Cost Discrepancy										
			SPECIAL	DESC										
0000902401		551530vSTCL	KL8	FOOTPRINT SURF 1 3/16T FRAC TN		12/09/2008	12/04/2008	100		1	1	\$68.85	\$59.56	551530vSTCL
			EXCEPTION	Option Number Discrepancy Cost Discrepancy										
			SPECIAL	DESC										
			OPTION	PO: MC MC Acknowledgment: MC GRAPHITE										

Filter Exceptions   Hide Exceptions   **Hide Specials**

6. When you see Cost Discrepancy exceptions, some of them may be due to the fuel surcharge. Please check with your manufacturer about the calculation used for the surcharge, since it is subject to change.