Chapter 2.02: Consolidating Customer Accounting Information

Introduction

Route Manager has multiple options for consolidating data from a number of accounts onto a single billing record.

This can be beneficial for your customers that fit the following criteria:

- ► The company has multiple stops in different locations that are to receive the same statement.
- ► The company has multiple locations over a wide geographic area.

Fundamentally, there are three options to choose from on each account:

- ► Multi-Stop
- ► Master Billing
- ► Consolidated Statement

Each option is discussed in detail within this chapter.

Multi-Stop

One of the easiest ways to consolidate route and accounting information is to set up multiple stops on a single account. This will allow you to create up to 99 individual delivery locations under a single account number.

Each individual location is identified by a stop number. When printing a month end statement, each location is listed individually next to their transactions; this produces a clear record of the items delivered to each location. In addition, each stop is assigned its own default products, delivery schedule, and equipment.

Each stop is clearly identified within the *Route* tab of *Customer Information* (below).
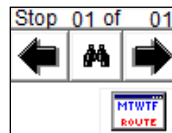
NOTE: It is <u>not</u> possible to view account balances by individual location using this method. All account balance information is "rolled up" into a single account number; however, it is possible to view sales data by location, as sales information is separated by stop number.

To create a new stop on an account, choose the **Add** key on the *Route* tab of *Customer Information*.
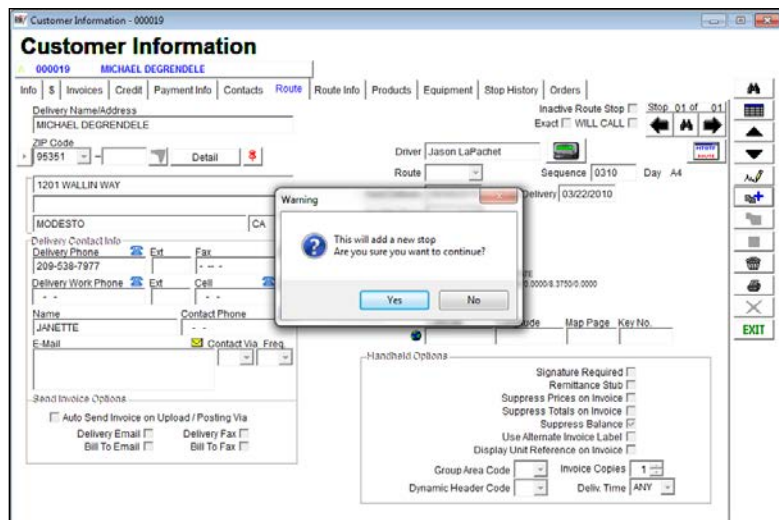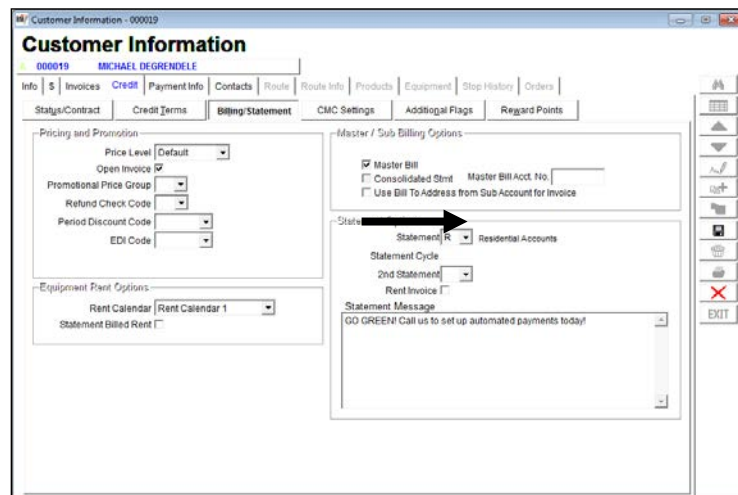

Select 'Yes' to create the new stop on the account. Enter all of the unique data for the stop on the *Route* and *Products* tabs: *Delivery Address, Route, Delivery Schedule, Default Products, Equipment,* etc.

Master Billing

Unlike the *Multi-Stop* method discussed previously, *Master Billing* allows you to link multiple account numbers together. A single account number is designated as the "master-account," and all of the associated accounts are considered "sub-accounts." Transactions created on each individual sub-account are automatically transferred to the master-account using this method, and the sub-accounts will never carry a balance.

To establish a sub-account, navigate to *Lists > Customer Information > Credit > Billing/Statement*, and click **Modify**. Select the 'Master Bill' option and enter the master-account number in the 'Master Bill Acct No.' field.

Click **Save** to complete the process.

The account is now associated with the master-account. Additionally, a new lookup icon is displayed on the account, which will allow you to easily jump to, or view, associated master and\or sub-accounts.
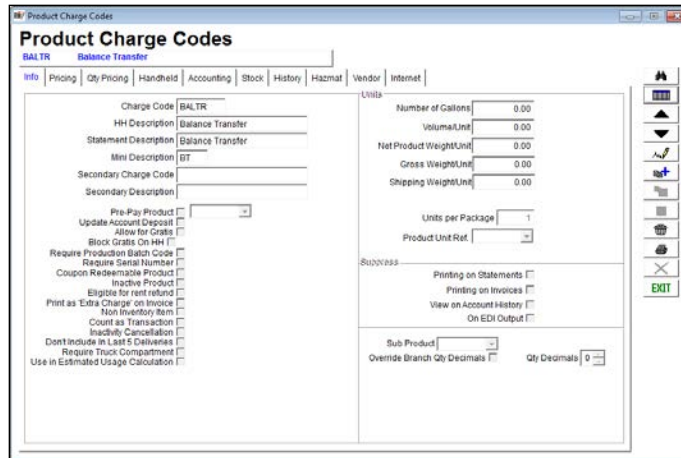
NOTE: If the account you are trying to set up for master billing has a balance, the system prompts you to transfer the total to the master account. In order for this feature to function properly, follow the steps discussed in the next section.

Master / Sub-Account Merge

When an account is set up as master billed, the system will need to transfer any balance on the account to the master-account. In order for this process to function properly, follow the steps below.
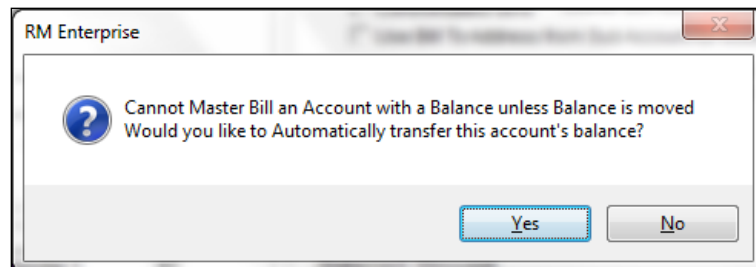
1. Create a new *Product Charge Code* and label it as 'Balance Transfer,' or similar.

2. Assign the product code to the 'Sub/Master Merge'
   option found under *File > Branch Setup*, on the
   Accounting tab.
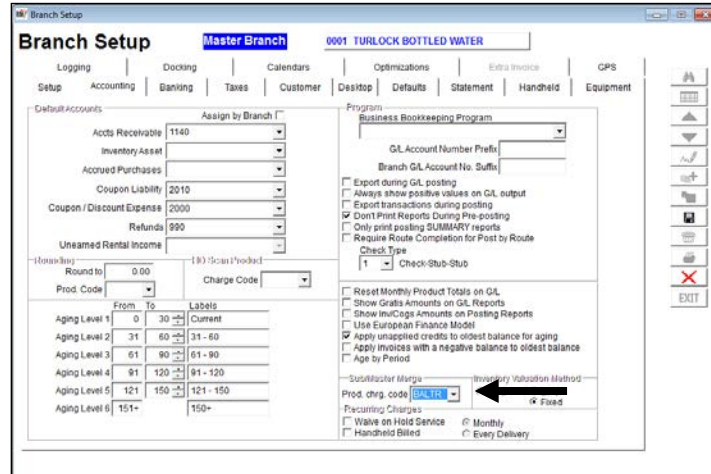
When you attempt to establish master billing on an
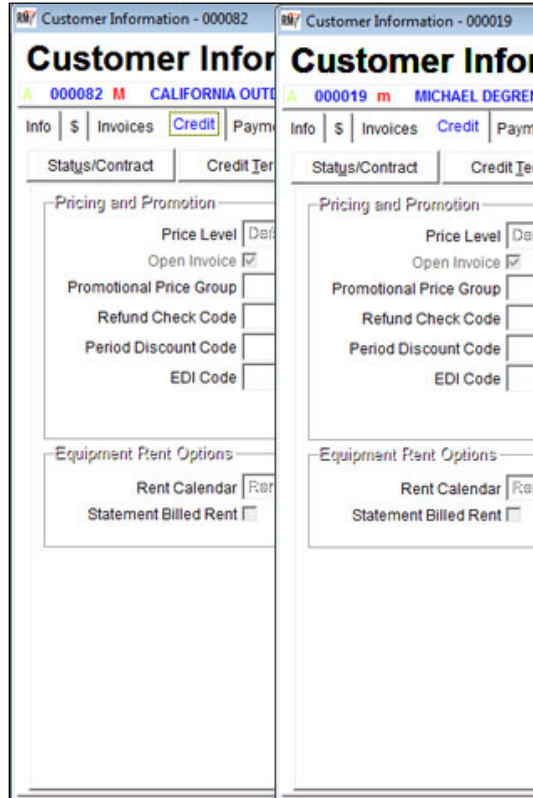account with a balance, the following message will be
displayed:

Choose 'Yes' to transfer the balance to the master-
account.

Account Changes

On each sub-account, the aging information from the master-account will be displayed, for reference.

The sub-account displays a lower case 'm' next to the account number, and the master account displays a capital 'M'.

The sub-account number will be displayed next to the master account on all invoices. Statements will reflect this information as well.

```
                        1-000-090-9999
Invoice #                               105552

Fri Apr 25, 2008, 09:05
Driver        ADMINISTRATOR
Rte-Day
Sold To:       ┌─────────────────┐
               │   #100000       │
               │ Sub 100001      │
H.W. Plainview └─────────────────┘
1913 Taramea Ln.
Ceres, CA  95307

Item                    Qty    Price      Amount
-------------------------------------------------
5 Gallon Distilled      5 @     6.25        31.25
-------------------------------------------------
Subtotal Sales                              31.25
Tax                                          4.69
Pallet Type 1
     Sold 5 Ret 5    Net0
INVOICE   TOTAL                             35.94
                 Thank You!
```
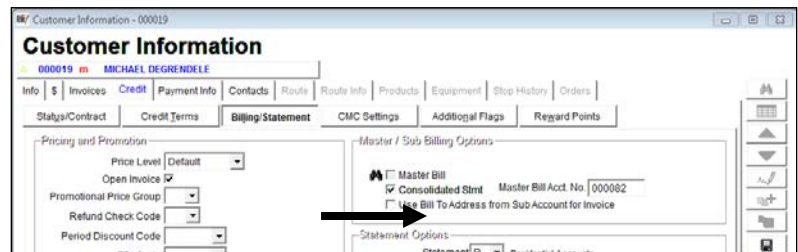
Consolidated Statement

The *Consolidated Statement* method is similar to the *Master Billing* option discussed previously, but allows each account to carry its own balance and invoices. Use this option when you would like to send a single statement to a 'Master Account,' but would prefer that all of the sub-accounts retain their own invoice, payment, and balance information.

To establish a *Consolidated Statement* sub-account, navigate to *Lists > Customer Information > Credit > Billing/Statement*, and click **Modify**. Select the 'Consolidated Stmt' option and enter the master-account number in the 'Master Bill Acct No.' field.

Click **Save** to complete the process.

Which Method to Choose

The following chart summarizes the pros and cons of each method available.

Item	Pros	Cons
Multi–Stop	Clear record of what is delivered to each location.	Cannot view account balances for individual locations.
Master Billing	Each location has its own account number. One statement will be processed for all accounts.	Master-Bill account has all financial information. No statements will be processed for sub-accounts.
Consolidated Statement	Each location has its own account number. Each account retains balance and invoice information.	The statement will include balances and information from multiple accounts.

Summary

Each of these methods can help you present useful financial information to your customers in a format that works for you. For further information on this topic, please contact Advantage Route Systems.

Warning

Series 7: Version Date, January 21, 2016