

Chapter 3.03: Entering Statement Payments

Overview

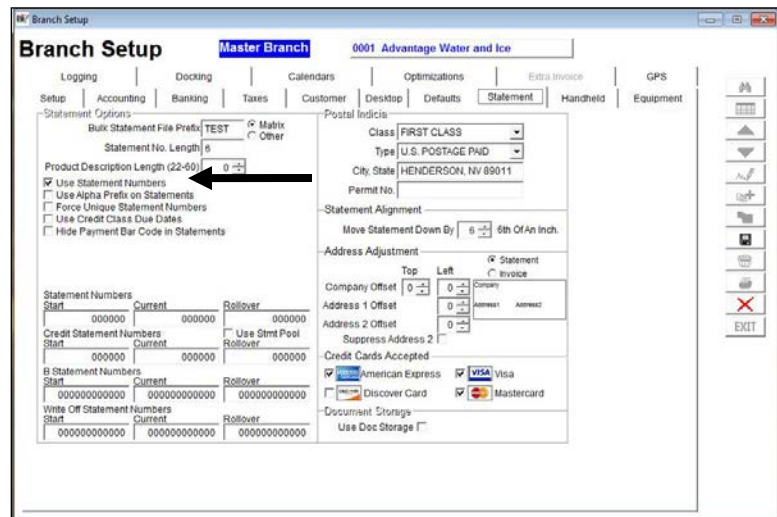
This chapter will guide you through the process of entering *Statement Payments* in Route Manager. These types of payments are used when companies require their statements to include assigned identification numbers — similar to invoice numbers. The transactions included on each statement will be assigned the same *Statement Number*, allowing the company to apply payments directly to each statement generated.

NOTE: This option is not widely used outside of the European market.

Enabling Statement Numbers

Before using the *Statement Payment* feature in Route Manager, you will need to make a modification in *Branch Setup*. Follow the steps below:

Navigate to *File > Branch Setup*, and select the *Statement* tab. In **Modify** mode, select the option 'Use Statement Numbers'.



Branch Setup Master Branch 0001 Advantage Water and Ice

Logging Docking Calendars Optimizations Extra Invoice GPS

Setup Accounting Banking Taxes Customer Desktop Defaults Statement Handheld Equipment

Statement Options

Bulk Statement File Prefix: TEST Matrix Other

Statement No. Length: 5

Product Description Length (22-60): 0

Use Statement Numbers

Use Alpha Prefix on Statements

Force Unique Statement Numbers

Use Credit Class Due Dates

Hide Payment Bar Code in Statements

Postal Indicia

Class: FIRST CLASS

Type: U.S. POSTAGE PND

City, State: HENDERSON, NV 89011

Permit No.:

Statement Alignment

Move Statement Down By: 6 6th Of An Inch.

Address Adjustment

Top Left Statement Invoice

Company Offset: 0

Address 1 Offset: 0

Address 2 Offset: 0

Suppress Address 2:

Credit Cards Accepted

American Express VISA Visa

Discover Card Mastercard

Document Storage

Use Doc Storage:

Statement Numbers

Start	Current	Rollover
000000	000000	000000

Credit Statement Numbers

Start	Current	Rollover
000000	000000	000000

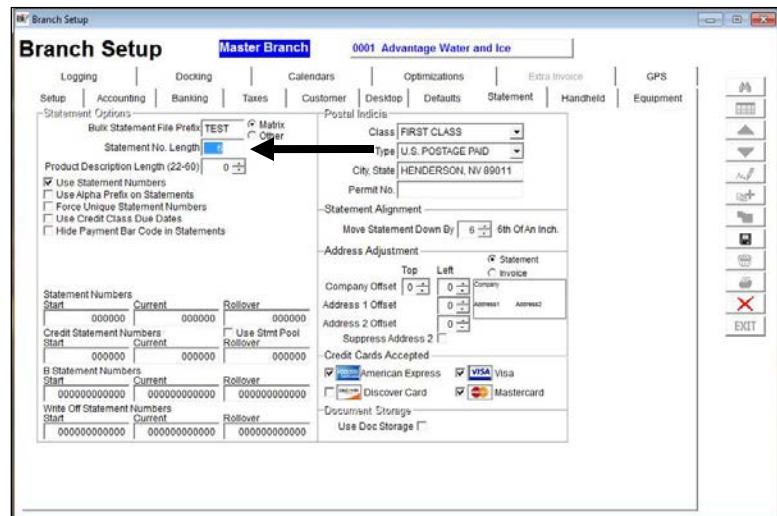
B Statement Numbers

Start	Current	Rollover
000000000000	000000000000	000000000000

Write Off Statement Numbers

Start	Current	Rollover
000000000000	000000000000	000000000000

Enter the desired statement number length in the 'Statement No. Length' field (between 1-12 digits):



Branch Setup Master Branch 0001 Advantage Water and Ice

Logging Docking Calendars Optimizations Extra Invoice GPS

Setup Accounting Banking Taxes Customer Desktop Defaults Statement Handheld Equipment

Statement Options

Bulk Statement File Prefix: TEST Matrix Other

Statement No. Length: 5

Product Description Length (22-60): 0

Use Statement Numbers

Use Alpha Prefix on Statements

Force Unique Statement Numbers

Use Credit Class Due Dates

Hide Payment Bar Code in Statements

Postal Indicia

Class: FIRST CLASS

Type: U.S. POSTAGE PND

City, State: HENDERSON, NV 89011

Permit No.:

Statement Alignment

Move Statement Down By: 6 6th Of An Inch.

Address Adjustment

Top Left Statement Invoice

Company Offset: 0

Address 1 Offset: 0

Address 2 Offset: 0

Suppress Address 2:

Credit Cards Accepted

American Express VISA Visa

Discover Card Mastercard

Document Storage

Use Doc Storage:

Statement Numbers

Start	Current	Rollover
000000	000000	000000

Credit Statement Numbers

Start	Current	Rollover
000000	000000	000000

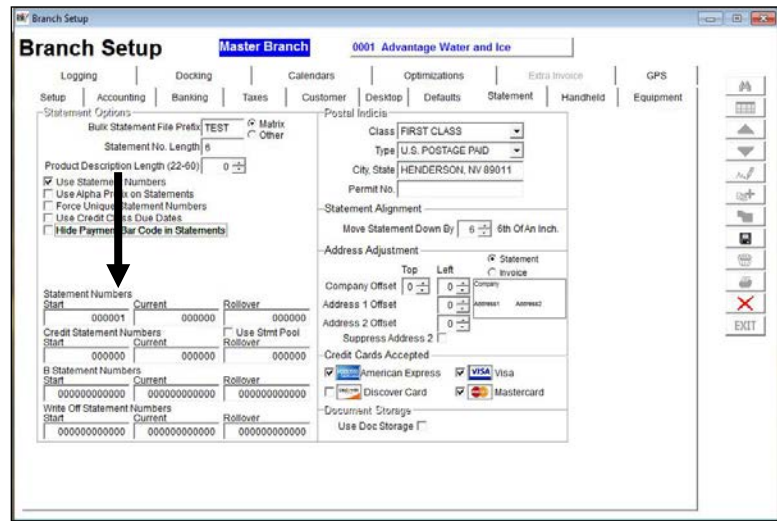
B Statement Numbers

Start	Current	Rollover
000000000000	000000000000	000000000000

Write Off Statement Numbers

Start	Current	Rollover
000000000000	000000000000	000000000000

Define the statement number pool that will be used when assigning statement numbers:

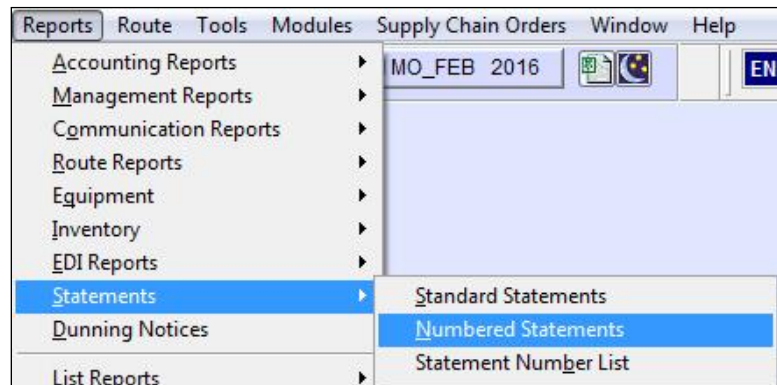


Save these changes and continue to the next section.

Generating Numbered Statements

The *Statements* menu will now include the option to generate *Numbered Statements* in Route Manager.

Navigate to *Reports > Statements > Numbered Statements*.



NOTE: Refer to *User Guide A* for further information on setting up statements in Route Manager.

Each statement printed will now include an assigned statement number, and they will be listed within the *Statement Payment* screen (instead of invoice numbers).

Advantage Water and Ice
 3201 Liberty Square Parkway
 Turlock, CA 95380
 (209)632-1122 • 209-632-6868
 grad@advanters.com

Paying by credit card, please complete this section			
<input type="checkbox"/> VISA	<input type="checkbox"/> M/C	CARDHOLDER NAME (Please Print)	AMOUNT
<input type="checkbox"/> Discover	<input type="checkbox"/> Amex	SIGNATURE	EXP. DATE
CARD NUMBER		EVERY MONTH	ZIP CODE
ACCT. NO. 000010		CUSTOMER NAME ARS Office	THIS STATE ONLY

STATEMENT NUMBER
1234

←

PREVIEW

STATEMENT

DATE	INVOICE	DESCRIPTION	CHARGE	PAYMENT	BALANCE
				Balance Forward	457.20
05/11/2016	036390	5# Bag Ice City 5@0.50 Invoice #036390 Tax: 0.00 Total: 2.50	2.50		459.70
05/11/2016	036391	5# Bag Ice City 5@0.65 Invoice #036391 Tax: 0.00 Total: 3.25	3.25		462.95
05/11/2016	036392	2# Bag Ice City 2@0.65 Invoice #036392 Tax: 0.00 Total: 2.56	1.30		464.25
05/11/2016	036392	5# Bag Ice City 2@0.63 Invoice #036392 Tax: 0.00 Total: 2.56	1.26		465.51
05/11/2016	036393	20 Count Fog Lifter K-City 5@9.99 [T-]	49.95		515.46
05/11/2016	036393	5# Bag Ice City 5@0.50	2.50		517.96
05/11/2016	036393	Tax Invoice #036393 Tax: 4.05 Total: 56.50	4.05		522.01

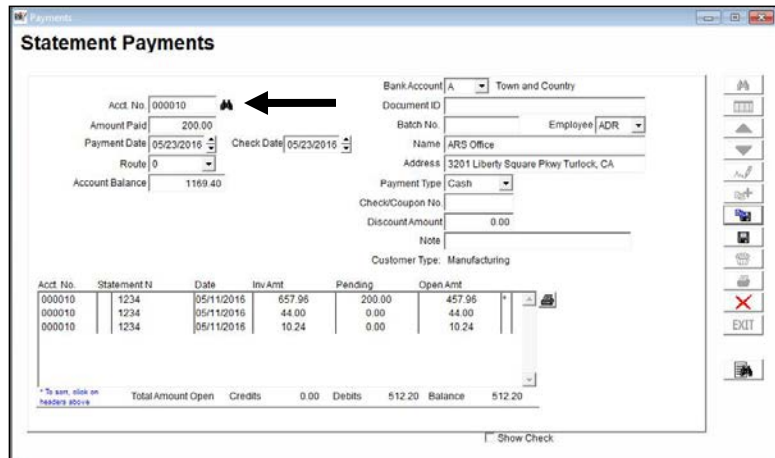
NOTE: In order for the statement numbers to be generated and assigned properly, the *Numbered Statements* will need to be printed (not previewed).

Entering Statement Payments

An alternate payment screen will be used when entering statement payments in Route Manager.

Navigate to *Transactions > Payments > Local Payments > Statement Payments*.

1. Click the **Add** key.
2. Enter or browse for the customer's account.



Statement Payments

Acct. No: 000010
 Amount Paid: 200.00
 Payment Date: 05/23/2016
 Route: 0
 Account Balance: 1169.40

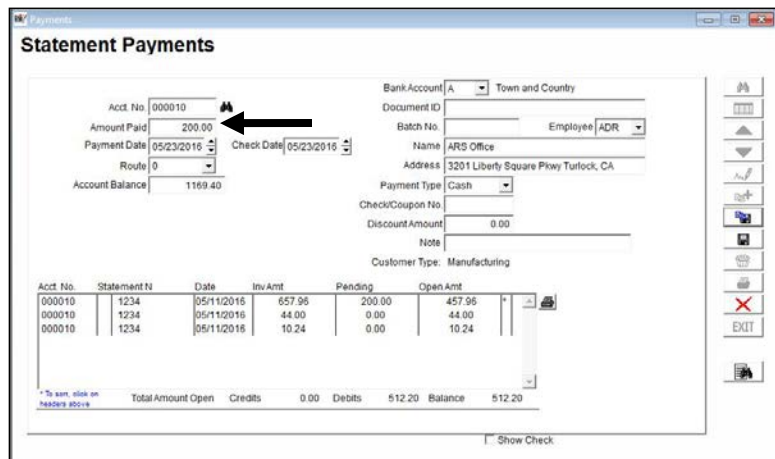
Bank Account: A Town and Country
 Document ID:
 Batch No.: Employee: ADR
 Name: ARS Office
 Address: 3201 Liberty Square Pkwy Turlock, CA
 Payment Type: Cash
 Check/Coupon No.:
 Discount Amount: 0.00
 Note:
 Customer Type: Manufacturing

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt
000010	1234	05/11/2016	657.96	200.00	457.96
000010	1234	05/11/2016	44.00	0.00	44.00
000010	1234	05/11/2016	10.24	0.00	10.24

Total Amount Open: Credits: 0.00 Debits: 512.20 Balance: 512.20

Show Check

3. Enter the payment amount in the *Amount Paid* field:



Statement Payments

Acct. No: 000010
 Amount Paid: 200.00
 Payment Date: 05/23/2016
 Route: 0
 Account Balance: 1169.40

Bank Account: A Town and Country
 Document ID:
 Batch No.: Employee: ADR
 Name: ARS Office
 Address: 3201 Liberty Square Pkwy Turlock, CA
 Payment Type: Cash
 Check/Coupon No.:
 Discount Amount: 0.00
 Note:
 Customer Type: Manufacturing

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt
000010	1234	05/11/2016	657.96	200.00	457.96
000010	1234	05/11/2016	44.00	0.00	44.00
000010	1234	05/11/2016	10.24	0.00	10.24

Total Amount Open: Credits: 0.00 Debits: 512.20 Balance: 512.20

Show Check

Two new items will appear on the screen:

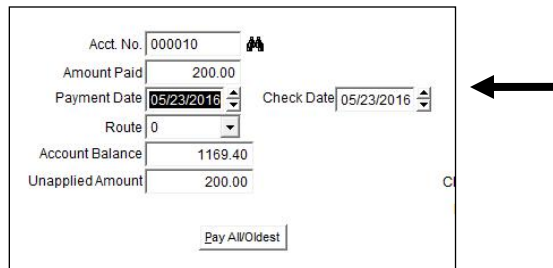
- ▶ **Unapplied Amount:** Displays the current value of the payment that has not been applied to any invoice:

Unapplied Amount	200.00
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- ▶ **Pay All/Oldest:** This button allows you to apply the full value of the payment to the oldest item(s) first:

Pay All/Oldest

4. Enter the date of the payment; Route Manager automatically inserts the module date into this field.



Acct. No. 000010

Amount Paid 200.00

Payment Date 05/23/2016 Check Date 05/23/2016

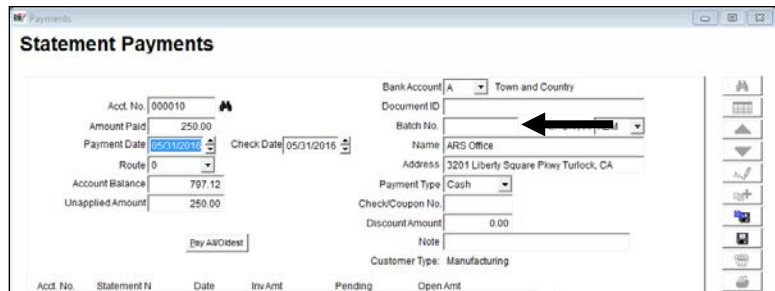
Route 0

Account Balance 1169.40

Unapplied Amount 200.00

Pay All/Oldest

5. If this payment was made by check, adjust the *Check Date* accordingly.
6. Enter the *Route* the payment was collected on, if applicable.
7. Enter a *Batch Number* to assign to the payment, if desired.



Statement Payments

Acct. No. 000010

Amount Paid 250.00

Payment Date 05/23/2016 Check Date 05/23/2016

Route 0

Account Balance 797.12

Unapplied Amount 250.00

Pay All/Oldest

Bank Account A Town and Country

Document ID

Batch No.

Name ARS Office

Address 3201 Liberty Square Pkwy Turlock, CA

Payment Type Cash

Check/Coupon No.

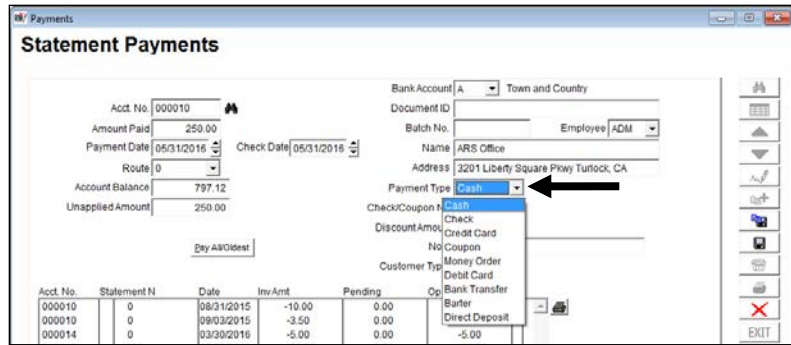
Discount Amount 0.00

Note

Customer Type: Manufacturing

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt
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8. Select the payment type from the drop-down list.



Statement Payments

Acct. No: 000010
 Amount Paid: 250.00
 Payment Date: 05/31/2016
 Route: 0
 Account Balance: 797.12
 Unapplied Amount: 250.00

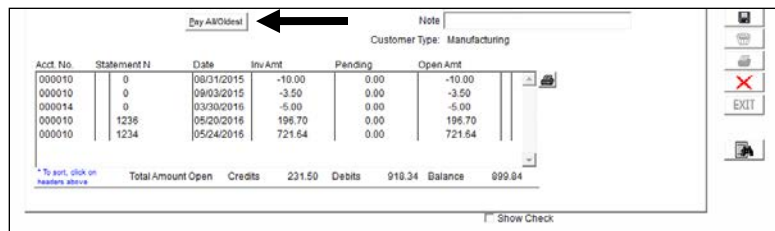
Bank Account: A Town and Country
 Document ID:
 Batch No.: Employee ADM
 Name: ARS Office
 Address: 3201 Liberty Square Pkwy Turlock, CA

Payment Type: **Cash** (selected)

Acct. No.	Statement N	Date	Inv Amt	Pending	Op
000010	0	08/31/2015	-10.00	0.00	Barter
000010	0	09/03/2015	-3.50	0.00	Direct Deposit
000014	0	03/30/2016	-5.00	0.00	

9. If *Check* is selected, enter a check number.

10. To apply the payment to the oldest open statement on the account, select the *Pay All/Oldest* button.



Pay All/Oldest

Customer Type: Manufacturing

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt
000010	0	08/31/2015	-10.00	0.00	-10.00
000010	0	09/03/2015	-3.50	0.00	-3.50
000014	0	03/30/2016	-5.00	0.00	-5.00
000010	1236	05/20/2016	196.70	0.00	196.70
000010	1234	05/24/2016	721.64	0.00	721.64

Total Amount Open Credits 231.50 Debits 918.34 Balance 999.84

An asterisk * will appear next to each item the payment was applied to, and the open amounts listed for each item will be updated accordingly:

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt
000010	0	08/31/2015	-10.00	0.00	-10.00
000010	0	09/03/2015	-3.50	0.00	-3.50
000014	0	03/30/2016	-5.00	0.00	-5.00
000010	1236	05/20/2016	196.70	196.70	0.00
000010	1234	05/24/2016	721.64	53.30	668.34

Total Amount Open Credits -18.50 Debits 668.34 Balance 649.84

Alternatively, you can choose which item(s) to apply the payment to by double-clicking directly on the listed item(s):

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt
000010	0	08/31/2015	-10.00	0.00	-10.00
000010	0	09/03/2015	-3.50	0.00	-3.50
000014	0	03/30/2016	-5.00	0.00	-5.00
000010	1236	05/20/2016	196.70	0.00	196.70
000010	1234	05/24/2016	721.64	250.00	471.64

Total Amount Open Credits -18.50 Debits 668.34 Balance 649.84

NOTE: As the payment is applied to each item, the *Unapplied Amount* field is updated to reflect the remaining credit that can be applied.

11. Click the **Save** or **More** key on the payment screen to complete the process.

Statement Payments

Acct. No: 000010
 Amount Paid: 250.00
 Payment Date: 05/31/2016
 Route: 0
 Account Balance: 797.12

Bank Account: A Town and Country
 Document ID:
 Batch No.: Employee ADM
 Name: ARS Office
 Address: 3201 Liberty Square Pkwy Turlock, CA
 Payment Type: Cash
 Check/Coupon No.:
 Discount Amount: 0.00
 Note:
 Customer Type: Manufacturing

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt			
000010	0	08/31/2015	-10.00	0.00	-10.00			
000010	0	09/30/2015	-3.50	0.00	-3.50			
000014	0	03/30/2016	-5.00	0.00	-5.00			
000010	1235	05/20/2016	195.70	0.00	195.70			
000010	1234	05/24/2016	721.64	250.00	471.64			
Total Amount Open			Credits	-18.50	Debits	668.34	Balance	649.84

* To print, click on headers above

Show Check

Continue to the next section to learn additional features available when entering payments in the *Statement Payments* screen.

Additional Features

Additional features available within the *Statement Payments* screen are covered below.

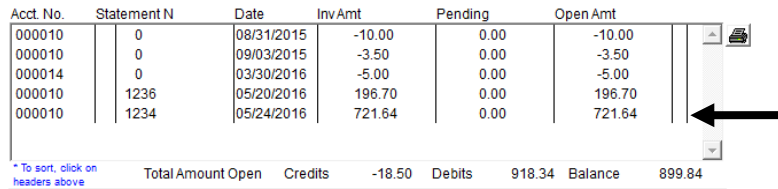
Unapplied Credits

If the customer makes an over-payment on their account, or a previous payment is not applied to any items, a credit will be displayed within the statements listed on the payment screen.

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt
000035	0	06/09/2015	-34.23	0.00	-34.23

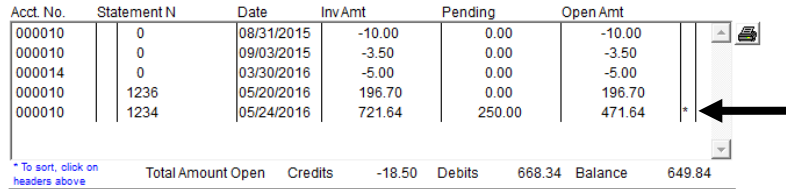
You can apply the credit to any open item(s) by double-clicking on the credit within the payment screen:

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt				
000010	0	08/31/2015	-10.00	0.00	-10.00				
000010	0	09/03/2015	-3.50	0.00	-3.50				
000014	0	03/30/2016	-5.00	0.00	-5.00				
000010	1236	05/20/2016	196.70	0.00	196.70				
000010	1234	05/24/2016	721.64	0.00	721.64				
* To sort, click on headers above			Total Amount Open	Credits	-18.50	Debits	918.34	Balance	899.84



Apply the credit to any open statements by simply double-clicking on them from within the list:

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt				
000010	0	08/31/2015	-10.00	0.00	-10.00				
000010	0	09/03/2015	-3.50	0.00	-3.50				
000014	0	03/30/2016	-5.00	0.00	-5.00				
000010	1236	05/20/2016	196.70	0.00	196.70				
000010	1234	05/24/2016	721.64	250.00	471.64	*			
* To sort, click on headers above			Total Amount Open	Credits	-18.50	Debits	668.34	Balance	649.84

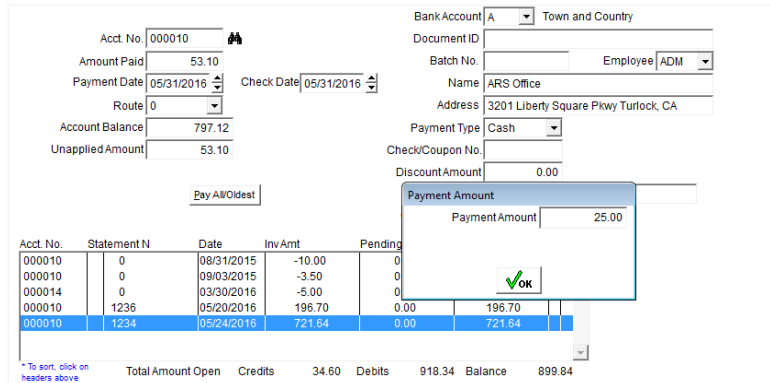


Applying Partial Payments

Partial payments can be applied to statements within the payments screen.

In the example below, a '53.10' payment is entered, but only '25.00' will be applied to statement 1234 by following the steps below:

1. Enter all of the required payment detail.
2. Right click the statement that will receive the partial payment.



Acct. No. 000010 Amount Paid 53.10 Payment Date 05/31/2016 Check Date 05/31/2016 Route 0 Account Balance 797.12 Unapplied Amount 53.10

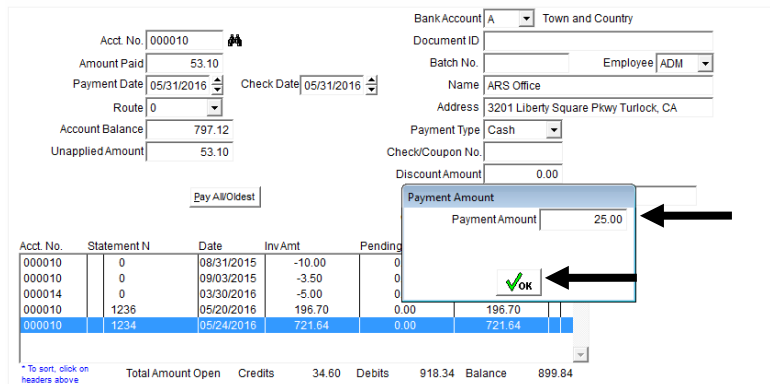
Bank Account A Town and Country Document ID Batch No. Employee ADM Name ARS Office Address 3201 Liberty Square Pkwy Turlock, CA Payment Type Cash Check/Coupon No. Discount Amount 0.00

Payment Amount: 25.00

Acct. No.	Statement N	Date	Inv Amt	Pending
000010	0	08/31/2015	-10.00	0
000010	0	09/03/2015	-3.50	0
000014	0	03/30/2016	-5.00	0
000010	1236	05/20/2016	196.70	0.00
000010	1234	05/24/2016	721.64	0.00

Total Amount Open Credits 34.60 Debits 918.34 Balance 899.84

3. Enter the partial amount in the 'Payment Amount' field and click OK.



Acct. No. 000010 Amount Paid 53.10 Payment Date 05/31/2016 Check Date 05/31/2016 Route 0 Account Balance 797.12 Unapplied Amount 53.10

Bank Account A Town and Country Document ID Batch No. Employee ADM Name ARS Office Address 3201 Liberty Square Pkwy Turlock, CA Payment Type Cash Check/Coupon No. Discount Amount 0.00

Payment Amount: 25.00

Acct. No.	Statement N	Date	Inv Amt	Pending
000010	0	08/31/2015	-10.00	0
000010	0	09/03/2015	-3.50	0
000014	0	03/30/2016	-5.00	0
000010	1236	05/20/2016	196.70	0.00
000010	1234	05/24/2016	721.64	0.00

Total Amount Open Credits 34.60 Debits 918.34 Balance 899.84

4. '25.00' is reduced from the *Open Amount* on the item:

Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt
000010	0	08/31/2015	-10.00	0.00	-10.00
000010	0	09/03/2015	-3.50	0.00	-3.50
000014	0	03/30/2016	-5.00	0.00	-5.00
000010	1236	05/20/2016	196.70	0.00	196.70
000010	1234	05/24/2016	721.64	25.00	696.64

Total Amount Open Credits -18.50 Debits 893.34 Balance 874.84

5. Continue to apply the payment to other items or click **Save**.

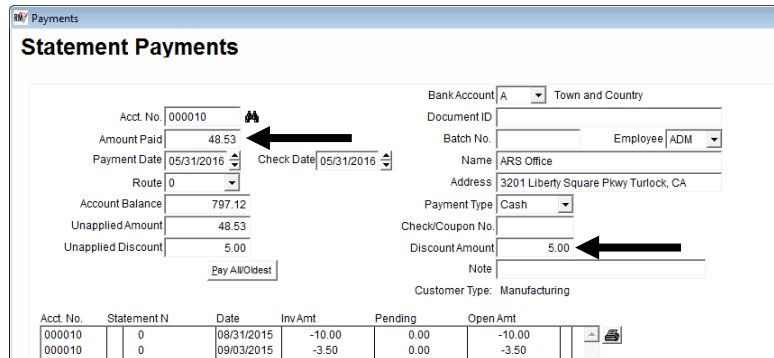
Payment Discounts

Discounts can be entered within the payment screen during payment entry.

NOTE: In order for this option to function properly, you must establish a 'Discount Expense' G/L Account Number within Route Manager and assign it to the 'Coupon/Discount Expense' option found under *File > Branch Setup*, on the *Accounting* tab.

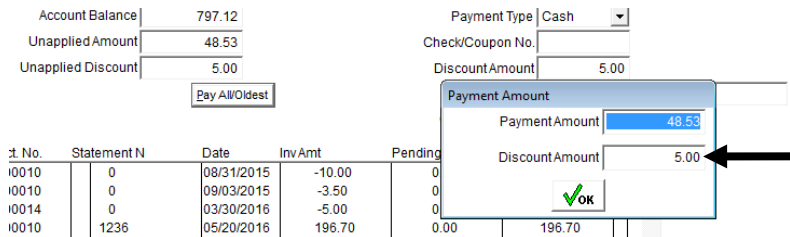
1. Create a new payment and add all of the required detail, including the payment amount.
2. Enter the total amount that you would like to "write-off" in the *Discount Amount* field.

In this example, '48.53' is entered in the payment field, and '5.00' is entered as the discount amount.



Acct. No.	Statement N	Date	Inv Amt	Pending	Open Amt
000010	0	08/31/2015	-10.00	0.00	-10.00
000010	0	09/03/2015	-3.50	0.00	-3.50

3. Select the *Pay/All Oldest* option or double-click on the open statements individually to continue.
4. The *Payment Amount* screen will be displayed. This allows you to specify the payment amount and discount amount you would like to apply to each open item.



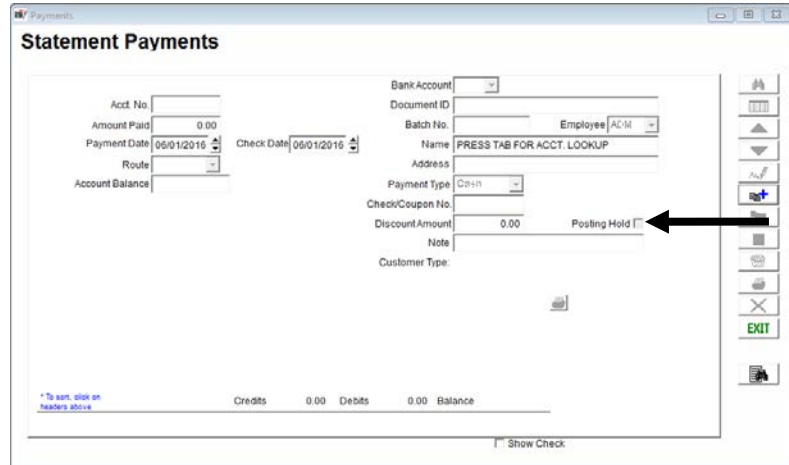
± No.	Statement N	Date	Inv Amt	Pending
10010	0	08/31/2015	-10.00	0
10010	0	09/03/2015	-3.50	0
10014	0	03/30/2016	-5.00	0
10010	1236	05/20/2016	196.70	0.00

- Simply click **OK** to apply the total amount listed, or update the totals as desired.

NOTE: Discounts can be entered without entering a payment amount, if necessary.

Posting Hold

If you would like to prevent any payment from being posted on the customer's account, select the 'Posting Hold' option on the payment screen:



The payment will not be posted until the 'Posting Hold' flag is cleared.

NOTE: To enable "Posting Hold" option go to *Lists > Branch Setup > Desktop* tab and "Allow Posting Hold on Payment"

Summary

The *Statement Payment* option offers flexibility in the Route Manager program to accommodate for the needs of our clients throughout the world. If you have any questions or suggestions regarding this feature, please contact Advantage Route Systems.

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Series 7: Version Date, May 31, 2016