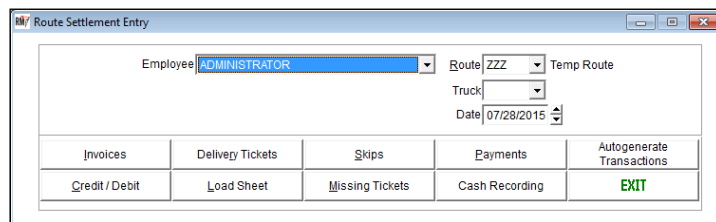


Chapter 3.04: Route Settlement Entry

Introduction

The *Route Settlement Entry* screen is a multi-functional input program optimized for manually keying in route data day-to-day. Each item available on the selection screen has been designed for rapid data entry, and is especially helpful for companies that do not use the handheld program.

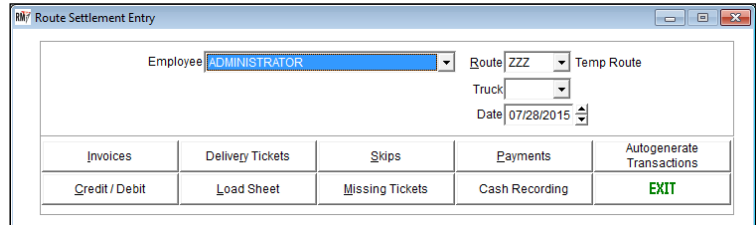


Employee: ADMINISTRATOR					Route: ZZZ	Temp Route
					Truck	
					Date: 07/28/2015	
Invoices	Delivey Tickets	Skips	Eayments	Autogenerate Transactions		
Credit / Debit	Load Sheet	Missing Tickets	Cash Recording	EXIT		

Each option is covered in detail within this document.

Route Settlement Basics

The *Route Settlement Entry* screen allows you to establish default employee and route related settings that will automatically be assigned to each transaction to speed up the data entry process.



The screenshot shows a software window titled "Route Settlement Entry". It contains several input fields: "Employee" with a dropdown menu showing "ADMINISTRATOR", "Route" with a dropdown menu showing "ZZZ", "Temp Route" (checkbox), "Truck" (dropdown menu), and "Date" with a date picker showing "07/28/2015". Below these fields is a grid of buttons:

Invoices	Delivery Tickets	Skips	Payments	Autogenerate Transactions
Credit / Debit	Load Sheet	Missing Tickets	Cash Recording	EXIT

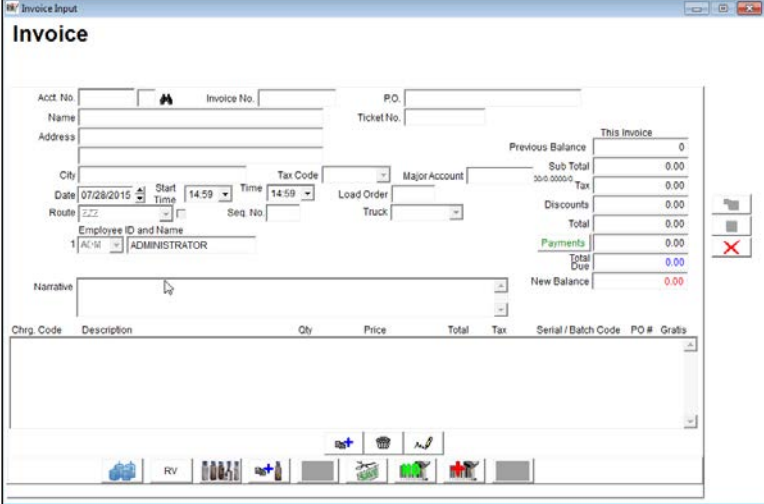
Go to *Transactions > Route Settlement Entry* prior to selecting any of the available buttons on the screen and define the following fields on the screen:

- Employee
- Route
- Truck
- Date

Each additional item on the screen is defined in the remainder of this document.

Invoices

The *Invoices* option can be used to input invoice transactions into the system. The input screen uses a modified version of the *Invoices and Adjustments* screen that allows you to quickly enter and save transactions.

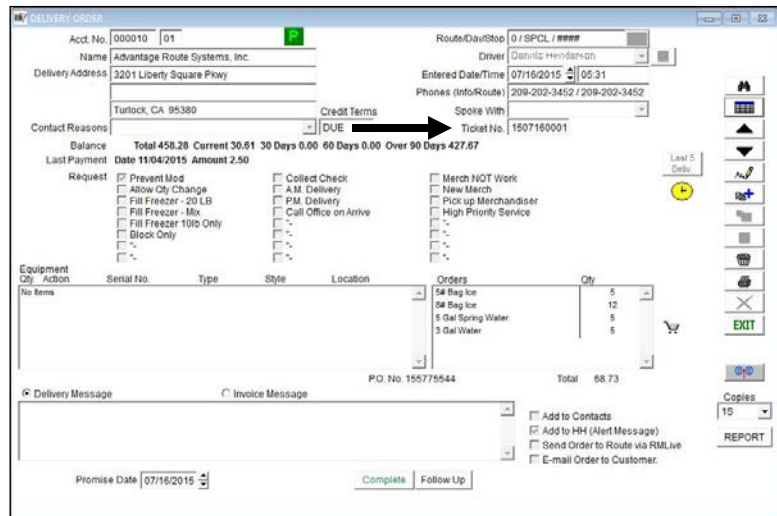


NOTE: For detailed definitions of each item within the *Invoice* screen, please refer to *User Guide A*.

Delivery Tickets

The *Delivery Tickets* option is used to input *Delivery Orders* into the system. The input screen uses a modified version of the *Invoices and Adjustments* screen that allows you to enter the invoice number and ticket number assigned to each order.

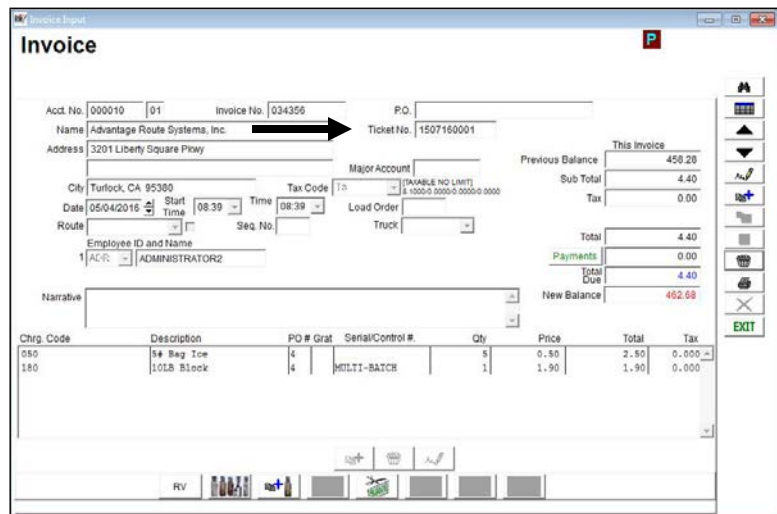
For example, the following *Delivery Order* screen includes an assigned *Ticket Number*:



DELIVERY ORDER

Acct. No. 000010 01
 Name Advantage Route Systems, Inc.
 Delivery Address 3201 Liberty Square Pkwy
 Turlock, CA 95380
 Contact Reasons
 Balance Total 458.28 Current 36.61 30 Days 0.00 60 Days 0.00 Over 90 Days 427.67
 Last Payment Date 11/04/2015 Amount 2.50
 Request
 Equipment
 Orders
 5# Bag Ice 5
 5# Bag Ice 12
 5 Gal Spring Water 5
 3 Gal Water 5
 Total 68.73
 P.O. No. 155775544
 Promise Date 07/16/2015
 Complete Follow Up

After the *Ticket Number* field is populated with a valid order number on the invoice screen, the item(s) and quantities assigned to the order are automatically populated on the invoice to speed up the data entry process:



INVOICE INPUT

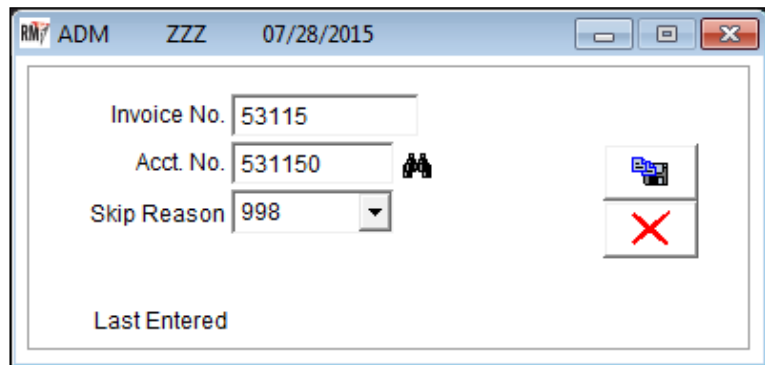
Acct. No. 000010 01 Invoice No. 034356 P.O.
 Name Advantage Route Systems, Inc. Ticket No. 1507160001
 Address 3201 Liberty Square Pkwy
 City Turlock, CA 95380 Major Account
 Date 05/04/2016 Start Time 08:39 Time 08:39 Load Order
 Route Seq. No. Truck
 Employee ID and Name
 1 AC-R ADMINISTRATOR2
 Narrative
 Previous Balance 458.28 This Invoice
 Sub Total 4.40
 Tax 0.00
 Total 4.40
 Payments 0.00
 Total Due 4.40
 New Balance 462.68
 Chrg. Code Description PO # Grat Serial/Control # Qty Price Total Tax
 050 5# Bag Ice 4 0.50 2.50 0.000
 180 10LB Block 4 MULTI-BATCH 1 1.90 1.90 0.000

NOTE: To view orders that have not been input into the system for the selected route and date, generate the *Delivery Order Status Report* found under *Reports > Route Reports > Daily*.

Skips

The *Skips* option is used to input skipped deliveries into the system — this option is only used by companies that print paper tickets (using *Route > Print Route Tickets*).

NOTE: For companies that are not printing delivery tickets, use the *Invoices* option (covered earlier) to enter skipped deliveries.

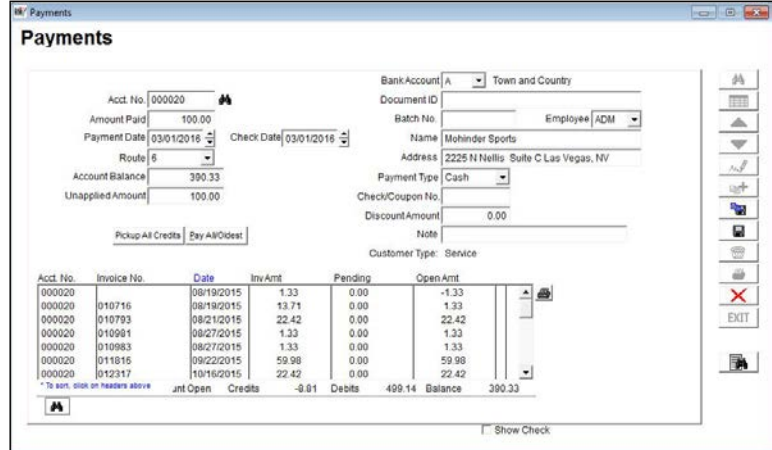


Enter an invoice number, account number, and select the desired *Skip Reason* from the drop-down list. Click the **Save More** button to continue.

NOTE: If the invoice number assigned to the delivery ticket has not been previously printed, the system will not allow you to enter the skip reason.

Payments

The *Payments* option is used to input payments into the system, and functions the same as the standard payment screen (or *Statement Payment* screen).



Payments

Acct. No: 000020 Amount Paid: 100.00 Payment Date: 03/01/2016 Check Date: 03/01/2016 Route: 6 Account Balance: 390.33 Unapplied Amount: 100.00

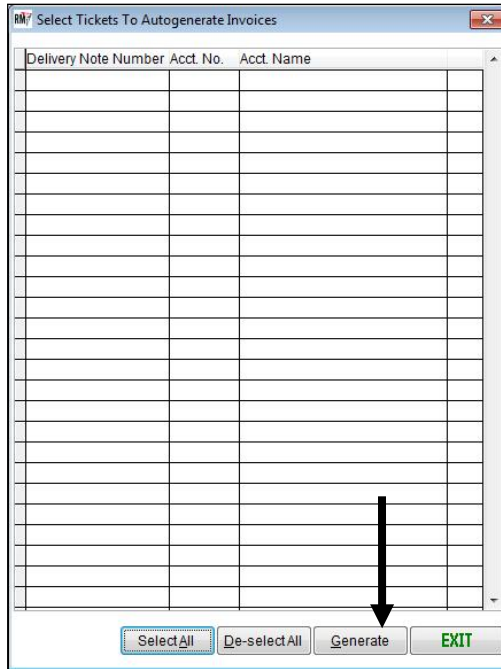
Bank Account: A Town and Country Document ID: Batch No: Employee: ADM

Name: Mohinder Sports Address: 2225 N Nellis Suite C Las Vegas, NV Payment Type: Cash Check/Coupon No: Discount Amount: 0.00 Note: Customer Type: Service

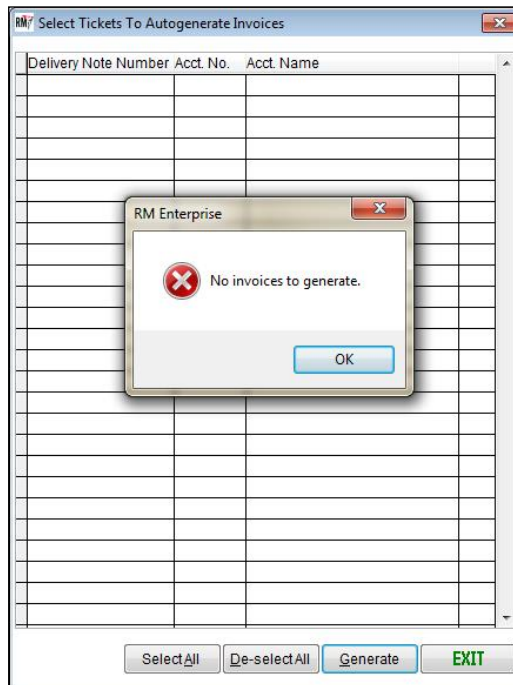
Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt				
000020	010716	08/19/2015	1.33	0.00	-1.33				
000020	010793	08/18/2015	12.71	0.00	1.33				
000020	010981	08/21/2015	22.42	0.00	22.42				
000020	010983	08/27/2015	1.33	0.00	1.33				
000020	010983	08/27/2015	1.33	0.00	1.33				
000020	011816	09/22/2015	59.98	0.00	59.98				
000020	012317	10/16/2015	22.42	0.00	22.42				
* To see, click on headers above			amt Open	Credits	-8.81	Debits	499.14	Balance	390.33

Show Check

Select the individual accounts (or *Select All*) and click the **Generate** key:



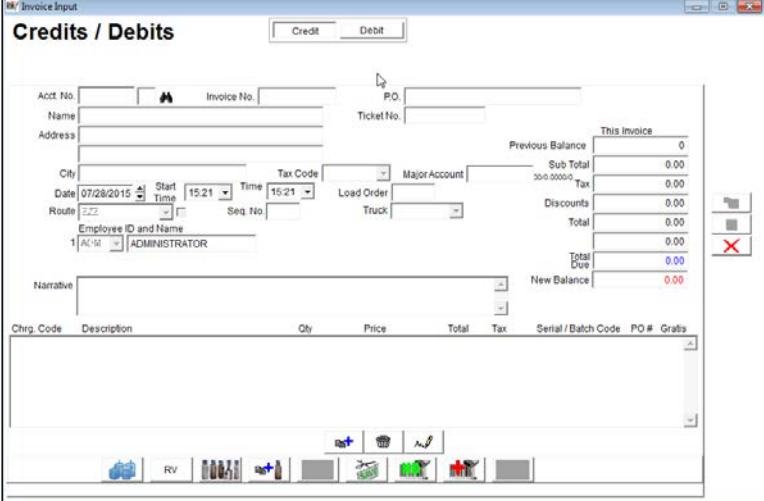
The system will generate the invoices if available. Click **OK** to exit the screen.



The transactions will need to be posted to finalize the process.

Credit/Debit

The *Credit/Debit* option is a custom feature that is not typically used. Without the required custom options installed, this screen can only be used for invoice entry.



Invoice Input Credits / Debits [Credit] [Debit]

Acct No. [] Invoice No. [] PO. []
 Name [] Ticket No. []
 Address []

City [] Tax Code [] Major Account [] Previous Balance 0
 Date 07/28/2015 Start Time 15:21 Time 15:21 Load Order [] Sub Total 0.00
 Route 222 Seq. No. [] Truck [] Tax 0.00
 Employee ID and Name [] Discounts 0.00
 1 AC-10 ADMINISTRATOR Total 0.00
 Narrative [] Total Due 0.00
 New Balance 0.00

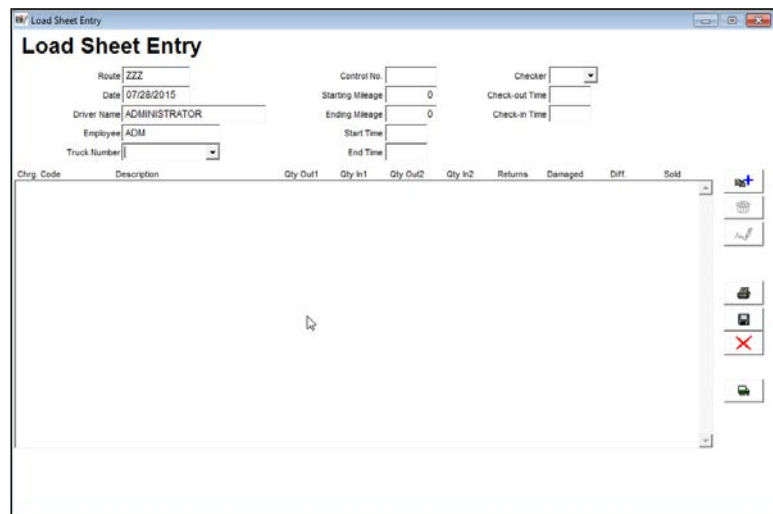
Chrg. Code	Description	Qty	Price	Total	Tax	Serial / Batch Code	PO #	Grabs

Load Sheet

The *Load Sheet* option is used to input product load quantities per route for each delivery day.

NOTE: To speed up the data entry process, it is recommended that the transactions for the specific route and date selected be entered into the system prior to using the *Load Sheet* option; doing so will automatically add all of the products and quantities to the *Load Sheet* screen.

Double-click on each item to input values, or add/remove items manually on the *Load Sheet*. A definition of each field within the screen can be found below.



Fields:

Route: Displays the route being edited.

Date: Displays the route date being edited.

Driver Name: Displays the driver assigned to the route.

Employee: Displays the employee editing the *Load Sheet*.

Truck Number: Select the truck used on route.

Detail Lines:

Charge Code: The *Product Charge Code* loaded on the truck.

Description: Displays the description of the *Product Charge Code*.

Quantity Out (1): Enter the quantity that was loaded on the truck.

Quantity In (1): Enter the quantity that was brought back to the warehouse.

Quantity Out (2): Enter the quantity that was loaded on the truck during the second load of the route (if applicable).

Quantity In (2): Enter the quantity that was brought back to the warehouse after the second load of the route (if applicable).

Returns: Enter the quantity that was returned by the customer (and will be returned to inventory).

Damaged: Enter the quantity that was returned damaged by the customer (and will not be returned to inventory).

Difference: This field is calculated automatically based on the figures entered, and represents any variance in the totals.

Sold: This field displays the quantity sold on route, and is automatically updated based on pending transactions.

Other:



Load Order: Select this option to edit an existing handheld *Load Order*.

NOTE: Handheld *Load Orders* are used with the *Enhanced Inventory Module*; refer to *Chapter 3.10* of the *Supplemental Guide* for further information.

Missing Tickets

The *Load Sheet* option is used to input product load quantities per route for each delivery day.

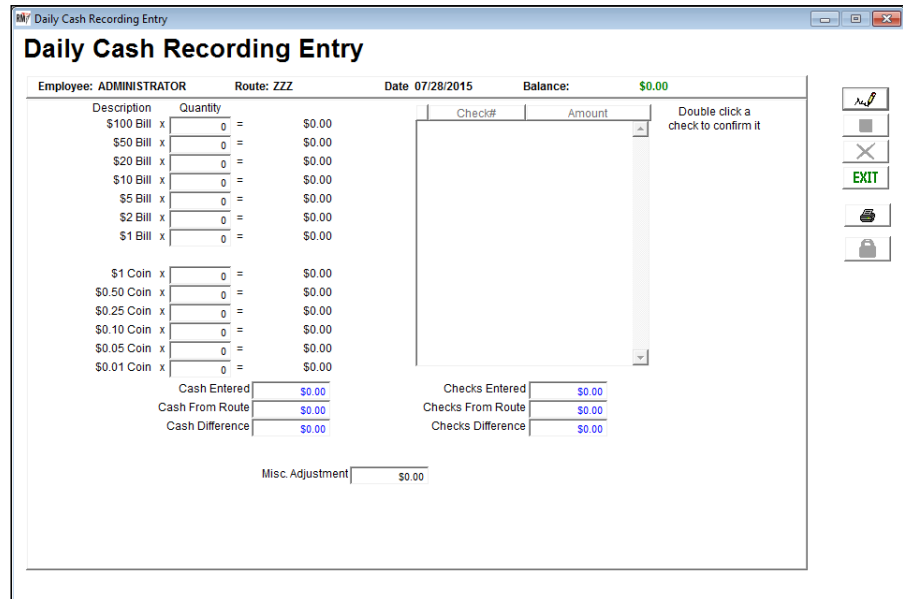
The *Missing Tickets* option will report any invoices that were printed for the current route and date, but have not been entered into RMA — accounts will only be displayed for paper tickets that have been printed using *Route > Print Route Tickets*.

Missing Tickets			
Route Date	Route	Acct. No.	Ticket No.
06/19/2015	D	100000	106457

Cash Recording

The *Cash Recording* option is used to verify all cash and checks received for each route and date. The figures entered are compared with the payments uploaded from each route.

NOTE: Refer to Chapter 3.19 of the Supplemental Guide for further information on this feature.



Daily Cash Recording Entry

Employee: ADMINISTRATOR Route: ZZZ Date: 07/28/2015 Balance: \$0.00

Description	Quantity	Amount	Check#	Amount
\$100 Bill	x 0	= \$0.00		
\$50 Bill	x 0	= \$0.00		
\$20 Bill	x 0	= \$0.00		
\$10 Bill	x 0	= \$0.00		
\$5 Bill	x 0	= \$0.00		
\$2 Bill	x 0	= \$0.00		
\$1 Bill	x 0	= \$0.00		
\$1 Coin	x 0	= \$0.00		
\$0.50 Coin	x 0	= \$0.00		
\$0.25 Coin	x 0	= \$0.00		
\$0.10 Coin	x 0	= \$0.00		
\$0.05 Coin	x 0	= \$0.00		
\$0.01 Coin	x 0	= \$0.00		

Cash Entered	\$0.00	Checks Entered	\$0.00
Cash From Route	\$0.00	Checks From Route	\$0.00
Cash Difference	\$0.00	Checks Difference	\$0.00

Misc. Adjustment: \$0.00

Summary

The *Route Settlement Entry* screen offers a variety of options that can benefit most of our clients. It offers a centralized location to make manual adjustments, input transactions, and verify information prior to posting. If you have additional questions regarding any of the features available, please contact Advantage Route Systems.

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Advantage Route Systems, Inc.
3201 Liberty Square Parkway
Turlock, CA 95380 USA
Phone: 1.209.632.1122
Web Site: www.AdvantageRS.com
Email: info@AdvantageRS.com

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