

Chapter 3.06: Posting Transactions

Overview

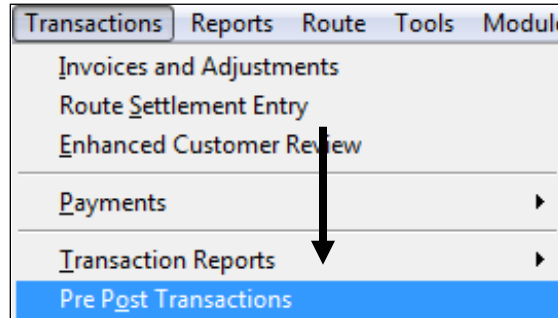
This chapter covers the 'Post Transactions' function within Route Manager. The posting process removes all of the selected transactions from the pending area of the program, and permanently "posts" them to your accounts. This chapter will guide you through all aspects of the posting process.

NOTE: Once items have been posted, they can no longer be modified. Prior to posting your transactions, it is recommended that you review the *Transaction Detail Report* (for invoice transactions) and/or *Deposit Slip Report* (for payment transactions) to verify the transactions are accurate and ready to be posted.

Pre-Post Transactions

Companies that manage multiple branches within Route Manager will be required to use the *Pre-Post Transactions* option prior to permanently posting their transactions.

This option can be found within the *Transactions* menu:



If you are a single branch operation, or do not see the option within your menu, please skip to the *Posting Process* section of this document.

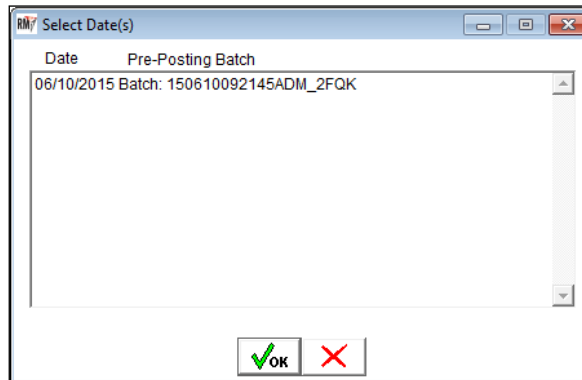
NOTE: The pre-posting process functions the same as the posting process covered in the next section; refer to the *Posting Process* section for the primary steps to follow.

At least one employee per branch should be assigned to pre-post transactions daily. Once all of the transactions for a given date, or dates, have been pre-posted at each branch, they can be posted permanently on your customer's accounts by following the steps outlined in the *Posting Process* section of this document.

Clear Pre-Postings

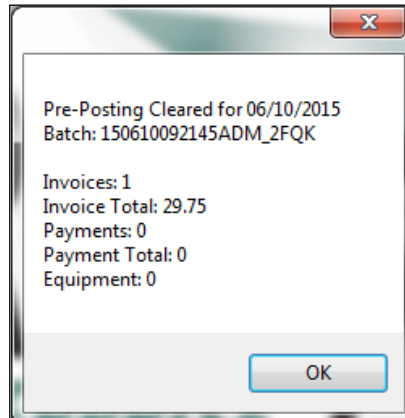
The *Pre-Post Transactions* process allows you to clear the pre-posted transactions if a problem is discovered — this is not possible when using the standard *Post Transactions* process.

To clear pre-posted transactions, navigate to *Tools > Administration > Clear Pre-Postings*, and a screen similar to the following will be displayed:



Select a single date to clear, or select multiple dates by holding the CTRL key. Click **OK** to clear the pre-posted transactions.

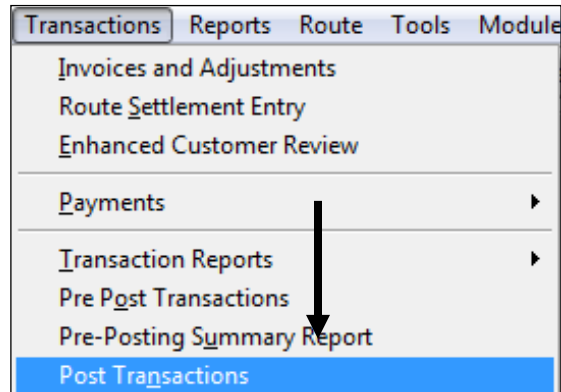
A confirmation screen will be displayed:



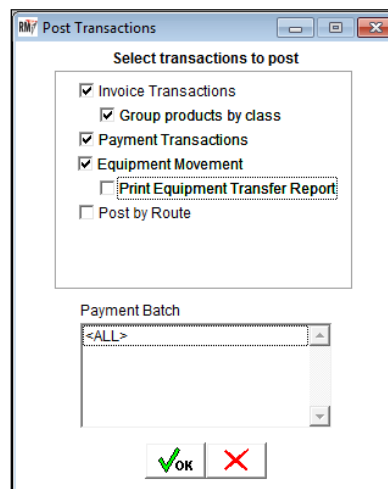
The transactions will now be returned to the pending transactions areas of the program.

Posting Process

The *Post Transactions* option can be found under the *Transactions* menu in Route Manager.



After you have selected the *Post Transactions* option, a screen similar to the following will appear, allowing you to select the types of transactions that you would like to post:



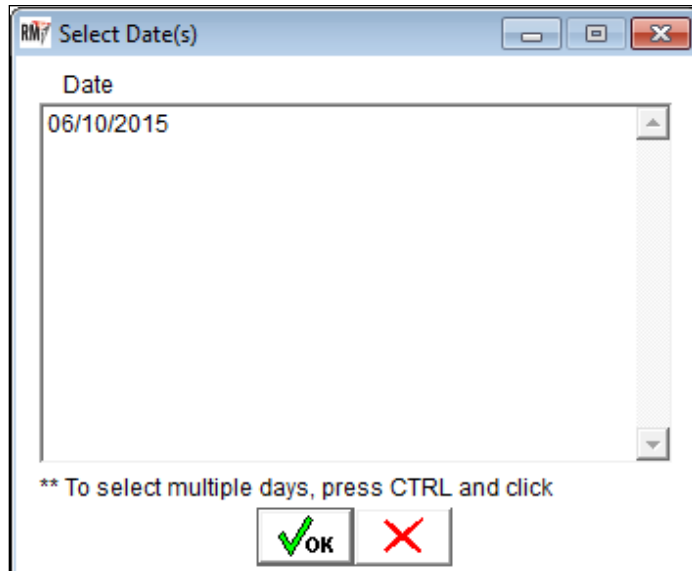
Choose one or all of the following options:

- ▶ **Invoice Transactions:** Will include all pending invoice transactions in the current batch.
- ▶ **Group products by class:** Will group all product totals by *Product Class* on the *Post Transactions Report*.
- ▶ **Payment Transactions:** Will include all pending payment transactions in the current batch.
- ▶ **Equipment Movement:** Will include all equipment transactions completed and uploaded from the handheld(s) in the current batch (e.g., Installs, Removals, Exchanges).
- ▶ **Print Equipment Transfer Report:** Will generate a report that includes all posted equipment transfer activity in the current batch.

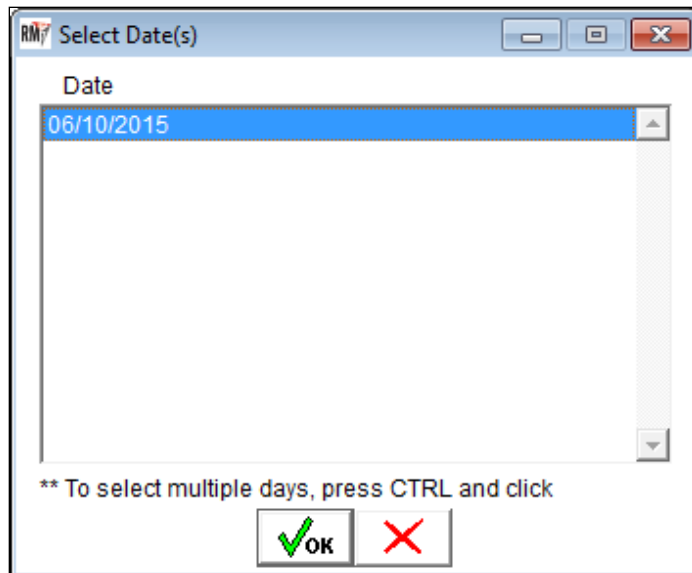
► ***Post by Route***

Make your selections and click **OK** to continue with the posting process.

The *Select Date(s)* screen will be displayed, which includes all pending transaction dates found for the criteria selected in the previous step:

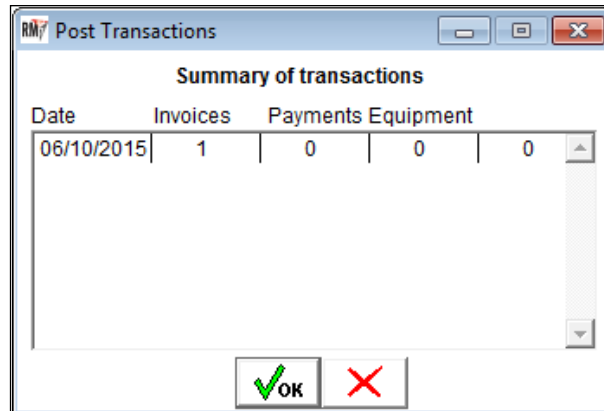


Select a single date to post, or select multiple dates by holding the CTRL key while clicking each date:



Click **OK** to continue to the next step in the posting process.

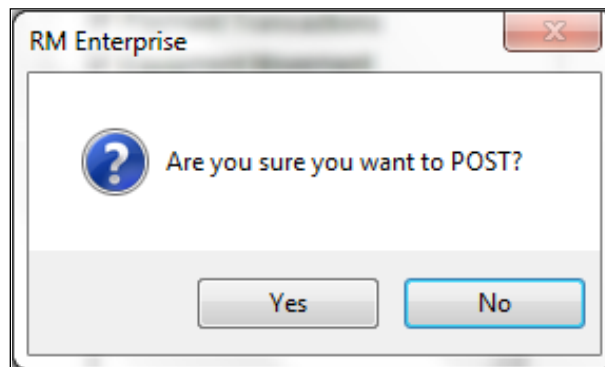
The *Summary of Transactions* screen will be displayed, allowing you to review the number of transactions that will be posted for the criteria selected:



If the number of transactions listed is accurate, select the **OK** key to permanently post the transactions on your customer's accounts.

NOTE: Select the **Cancel** key if the number of transactions listed is not accurate. You can make any modifications necessary and return to this screen without posting.

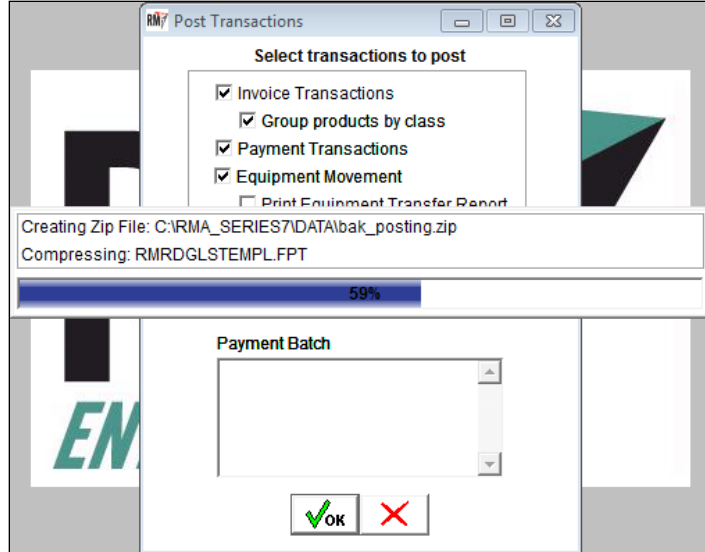
The system will verify that you would like to permanently post the transactions on the accounts:



Select the **Yes** option to proceed or **No** to cancel.

WARNING! Each transaction cannot be edited after posting; if a mistake is found, you must create a new invoice/payment adjustment to correct the error.

During the *Post Transactions* process, a progress bar will be displayed on the screen.



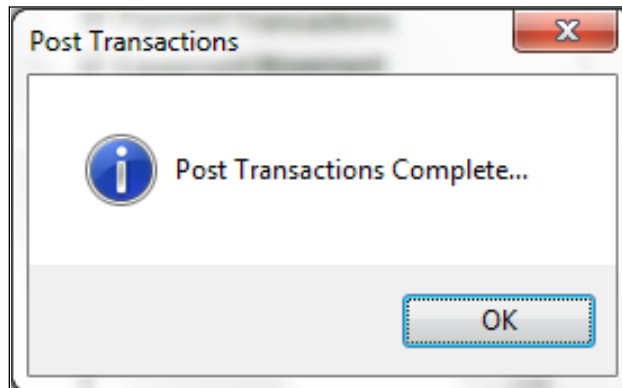
Once the posting process is complete, the program will print a *Posting Summary Report* automatically for your records:

Posting Report (SUMMARY)
Posting Completed for Invoices, Payments, Equipment Transfer
Dates Posted [05/12/2011] [05/11/2011]
No Posting Errors!
SUMMARY (0001.)

Invoices		Payments		Posted Branches	
Invoices	2	Cash	4.50	Beginning AR	2,083.03
Invoice Amt	28.25	Check	0.00	Gross Sales	28.25
Tax	0.00	Credit Card	0.00	Gross Payments	4.50
Gross Sales	28.25	Coupon	0.00	Gross Discounts	0.00
Late Charges	0.00	Money Order	0.00	Gross Late Chrgs	0.00
Qty	0	Debit Card	0.00	Ending AR	2,106.78
		Bank Transfer	0.00		
		Barter	0.00		
		Direct Deposit	0.00		
		Gross	4.50		
				Equipment	Qty
				Serviced	0
				Left On Truck	0
				Removed From Truck	0
				Picked Up	0
				Installed	0
				Location Change	0
				Exchanged	0
Chrg. Code	Description	G/L Acct. No.	Qty	Total	Gallons
310	3 Gallon Distilled	1200	1	4.50	
315	3 Gallon Spring	5100	5	23.75	
Totals			6	28.25	

The report includes various product, payment, and A/R summaries.

Once the posting process has been completed successfully, the following screen will appear:



Click **OK** to exit the screen.

Posting Problems

If there are any problems during the posting process, a *Transaction Update Error Report* will be generated automatically, and will include detailed information on the issue that prevented the transaction from being posted. For example, 'Product Code XXX does not have a *G/L Code* assigned.' This can be resolved by assigning a *G/L Code* to the item within the *Product Charge Codes* table and attempting to post the transaction again.

More severe issues can be encountered during the posting process, such as a power outage or network issues. For further information on these types of problems and how to resolve them, refer to *Chapter 3.13* of the *Supplemental Guide*.

Summary

This introduction to the posting process is designed to teach you one of the most important procedures in the program. If you have any further questions or concerns, please contact Advantage Route Systems.

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Series 7: Version Date, March 13, 2016