

## 3.24: Daily Billing Statements

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### Introduction

To save printing costs and expedite billing, you may find it helpful to Email or mail a delivered goods invoice to each customer instead of printing a receipt during delivery.

This document will guide you through the steps required to accomplish this process.

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### How it Works

The driver will not leave anything with the customer besides the delivered goods and possibly a small receipt. When the driver returns to the office and uploads the either route data, someone in the office will Email or mail an invoice to the customer for the delivered goods.

## Daily Billing Configuration

Three areas of the program will need to be updated to use the *Daily Billing* option:

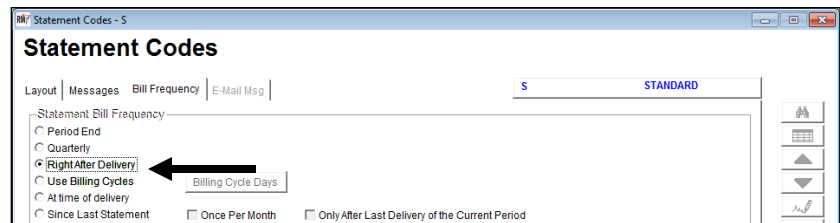
1. Statement Codes
2. Statement Numbers
3. Customer Information

Each item is covered in detail within this section.

### Statement Codes

Customers that will use the *Daily Billing* option will need to be assigned to a *Statement Code* with a unique statement option selected.

Navigate to *Lists > Customer Setup Codes > Statements Codes*, and select the *Bill Frequency* tab.



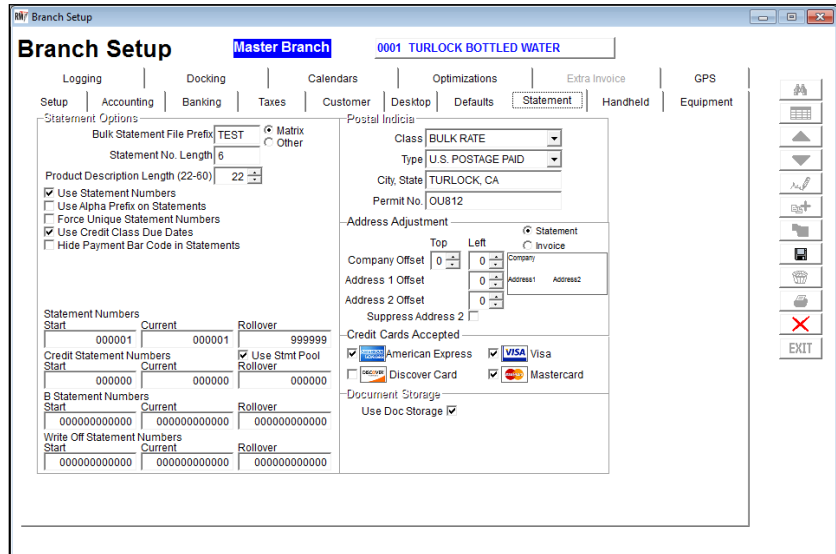
For each *Statement Code* that will be assigned to customers that are using the *Daily Billing* option, select the 'Right after Delivery' option.

## Statement Numbers

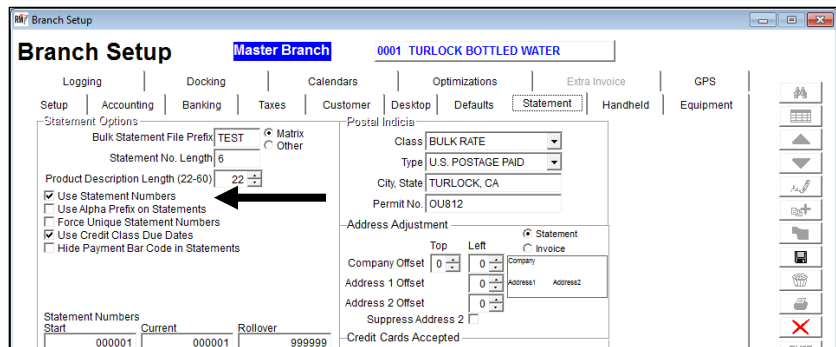
In order for the *Daily Billing* process to work properly, the system will need to use a unique *Statement Number* to ensure that the information on each statement is accurate.

**NOTE:** The information on each statement is assigned to a *Statement Number*, which allows the system to identify the invoices have already been sent to the customer.

Navigate to *File > Branch Setup*, and select the *Statement* tab.



Click *Modify* and select the option 'Use Statement Numbers.'



Additionally, define the *Statement Number* pool on the bottom portion of the screen. This pool functions exactly like the *Invoice Pool* on the *Setup* tab of *Branch Setup*:

Statement Numbers			Address 2 Offset	
Start	Current	Rollover	Suppress Address 2 <input type="checkbox"/>	
000001	000001	999999	Credit Cards Accepted	
Credit Statement Numbers			<input checked="" type="checkbox"/> American Express	
Start	Current	Rollover	<input checked="" type="checkbox"/> Discover Card	
000000	000000	000000	<input checked="" type="checkbox"/> Visa	
B Statement Numbers			<input checked="" type="checkbox"/> Mastercard	
Start	Current	Rollover	Document Storage	
000000000000	000000000000	000000000000	Use Doc Storage <input checked="" type="checkbox"/>	
Write Off Statement Numbers				
Start	Current	Rollover		
000000000000	000000000000	000000000000		

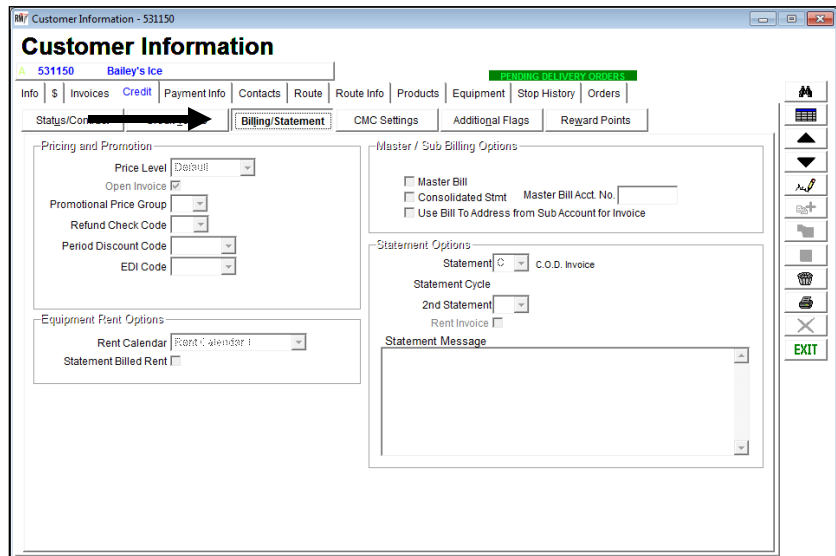
**NOTE:** Additional *Statement Number* options are available on this screen. Refer to the *User Guide* for definitions of each option, if desired.

Save your changes and exit the screen.

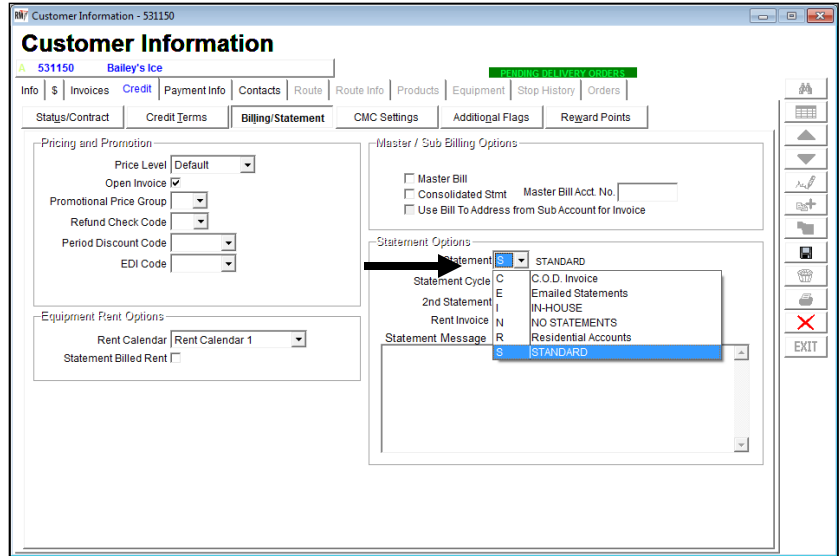
## Customer Information

Each customer that will use the *Daily Billing* option will need to be assigned to the proper *Statement Code*.

Navigate to *Lists > Customer Information > Credit*, and select the *Billing/Statement* option.



Assign each customer to a *Statement Code* configured for *Daily Billing*.



**Save** and repeat this step on each account that will use *Daily Billing*.

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## Daily Operations

There are three steps involved when processing *Daily Billing Statements*:

1. Upload Transactions
2. Post Transactions
3. Generate Numbered Statements

Each item is covered within this section.

### Upload Transactions

Each route must be uploaded to the desktop prior to generating *Daily Billing Statements*. This step should already be part of your daily routine.

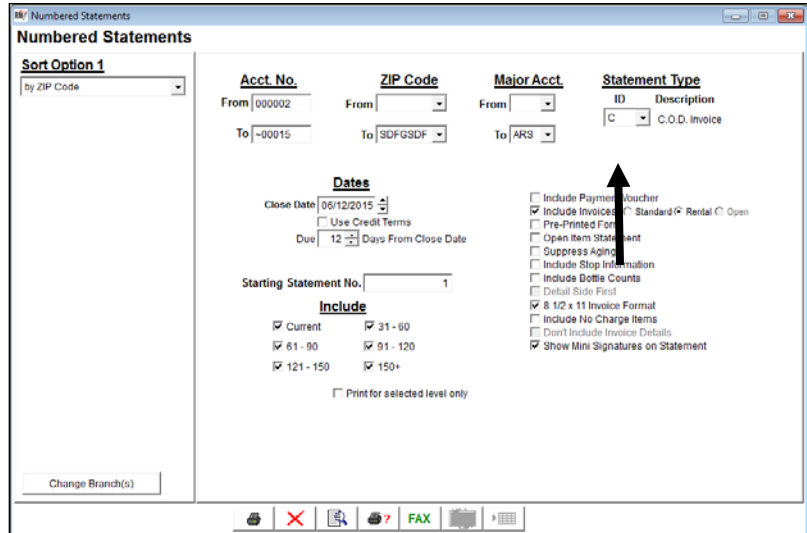
### Post Transactions

The transactions uploaded by your route drivers will need to be posted on each account prior to generating the *Daily Billing Statements*.

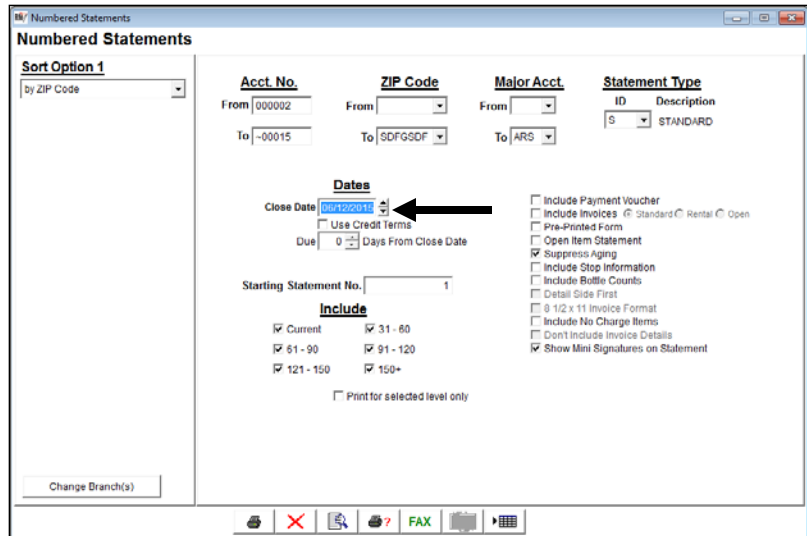
### Generate Numbered Statements

Each *Daily Billing Statement* generated will include all of the posted invoice activity since the last batch of *Numbered Statements* was generated on each account. This will prevent the system from sending the customer the same information more than once.

Navigate to *Reports > Statements > Numbered Statements*, and select any of your *Daily Billing Statement Codes*.



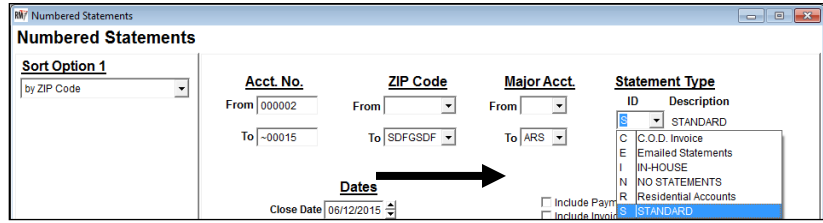
Enter the most recent date of invoices (i.e., the cut-off date) that you would like to include on each statement:



**NOTE:** Only the invoices that have not been processed on the account previously will be included on each *Statement*.

Define any additional options as desired, and select the *Preview* or *Print* button to process the statements.

Repeat this step for each *Daily Billing Statement Code* that is being used. Each batch of statements will be processed separately.



**Numbered Statements**

Sort Option 1  
by ZIP Code

Acct. No. From 000002 To -00015

ZIP Code From To SDFGSDF

Major Acct. From To ARS

Dates  
Close Date 08/12/2015

Statement Type  
ID Description  
S STANDARD  
C C.O.D. Invoice  
E Emailed Statements  
I IN-HOUSE  
N NO STATEMENTS  
R Residential Accounts  
S STANDARD

## Summary

The *Daily Billing* statement option provides you with the ability to save resources and time spent processing transactions when making deliveries. With the available statements options, such as Email and Faxing, providing your customers with a detailed transaction after their delivery has never been easier. If you have any follow-up questions regarding this feature, please contact ARS or your reseller.



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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](http://www.AdvantageRS.com)

Email: [info@AdvantageRS.com](mailto:info@AdvantageRS.com)

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