

Chapter 3.25: Major Account Payments

Overview

This chapter introduces you to the process of entering payments by *Major Account Code*. Using this feature will allow you to enter a single payment and apply it to all of the accounts assigned to the same *Major Account Code* in Route Manager. This option will save you time and resources by eliminating the need to enter multiple payments on related accounts.

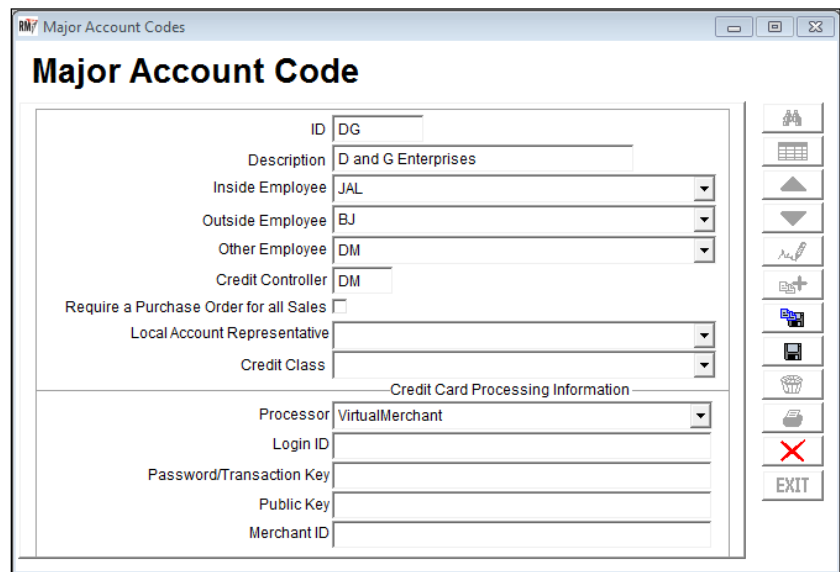
This document will guide you through all of the steps required to process payments by *Major Account Code*.

Major Account Codes

To get started with this process, you will need to assign a *Major Account Code* to all of your related accounts. The primary purpose of *Major Account Codes* in Route Manager is to provide a high-level of management to your most important clients.

Setting up Major Account Codes

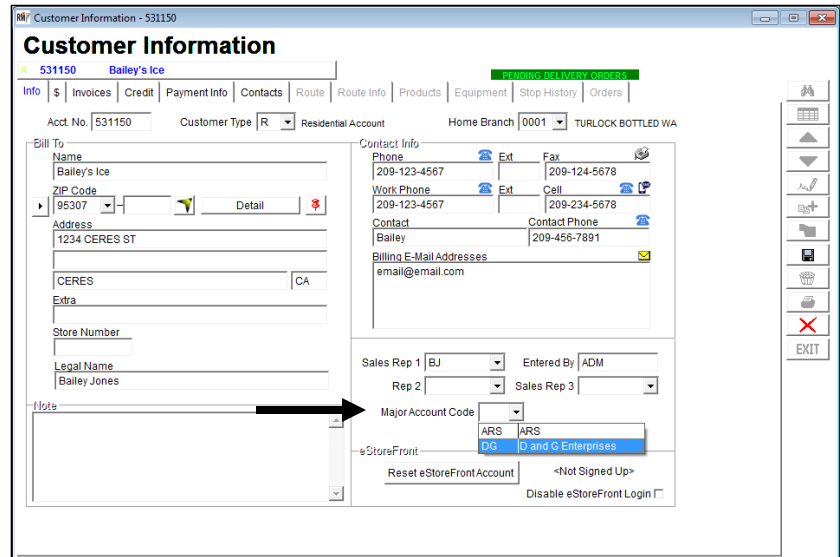
Major Account Codes can be created under *Lists > Customer Setup Codes*. For each code created, you will need to establish an *ID* and *Description*, as well as employees that will manage these types of accounts.



NOTE: Refer to *User Guide A* for a definition of each available field.

Assigning Major Account Codes

Major Account Codes can be assigned to each account under *Lists > Customer Information*, on the *Info* tab. Click *Modify* on any applicable account, and select the applicable *Major Account Code* from the dropdown list.

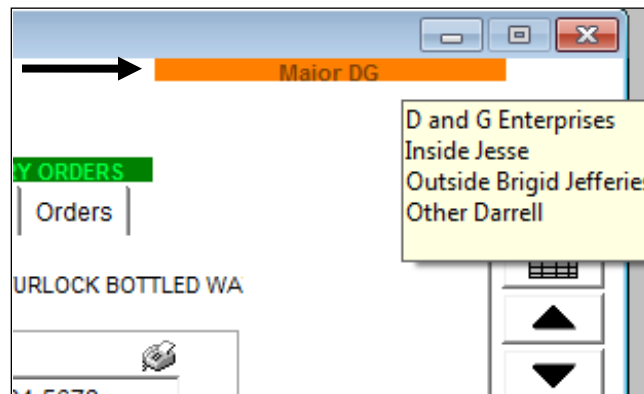


The screenshot shows the 'Customer Information' window for account 531150, 'Bailey's Ice'. The 'Major Account Code' dropdown menu is open, showing options: ARS, ARS, DG, and D and G Enterprises. A black arrow points to the 'D and G Enterprises' option. Other fields include Name, Address, Contact Info, and Sales Rep information.

Click **Save** and repeat this step on each account desired.

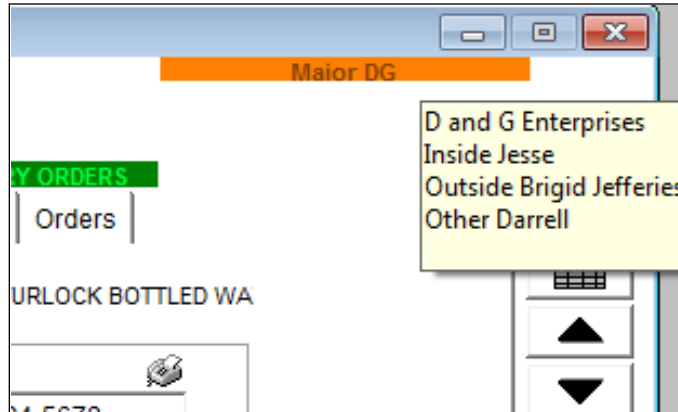
Identifying Major Accounts

A flag will appear on each account assigned to a *Major Account Code* within *Customer Information*:



The screenshot shows a close-up of the 'Major DG' flag in the 'Customer Information' window. A tooltip is displayed over the flag, containing the text: 'D and G Enterprises Inside Jesse Outside Brigid Jefferies Other Darrell'. A black arrow points to the flag.

Place your mouse cursor over the *Major Account Code* flag to view assigned account representatives:

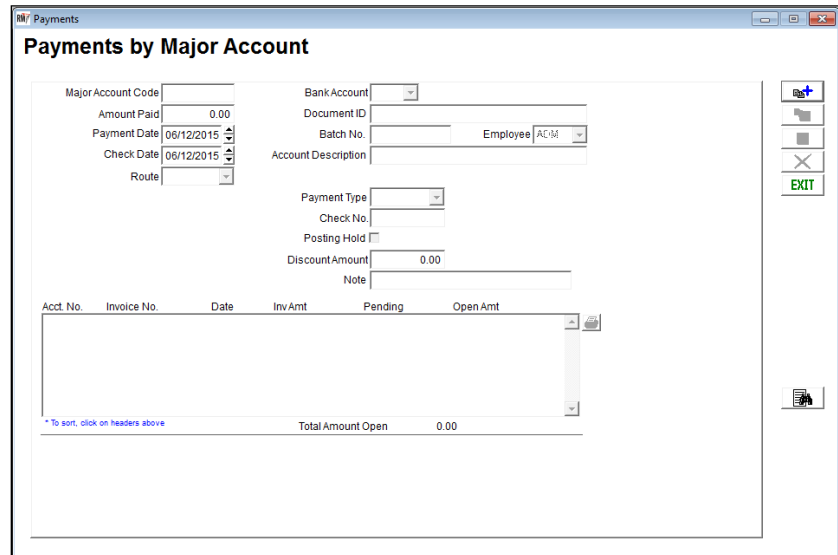


The next section will guide you through the process of entering *Major Account* payments.

Entering a Major Account Payment

The *Payments by Major Account* screen is a modified version of the standard payment screen that allows you to apply a single payment to multiple account numbers based on their assigned *Major Account Code*.

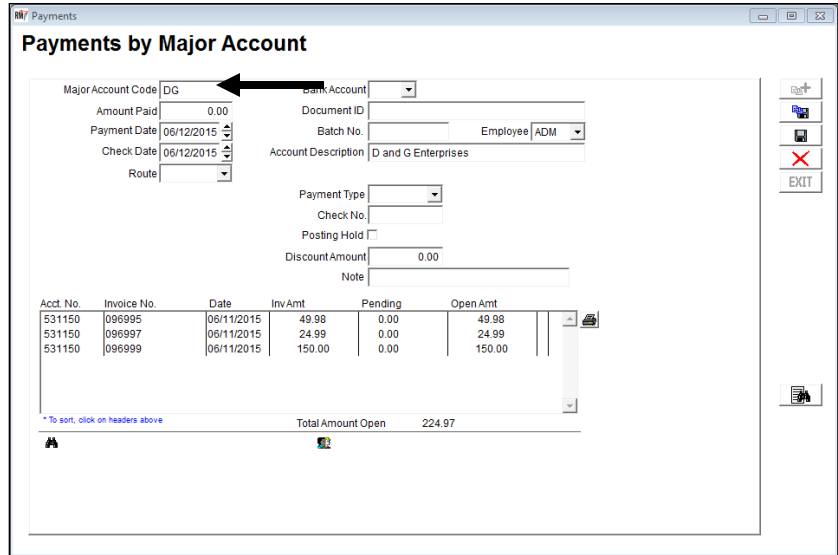
Navigate to *Transactions > Payments > Local Payments > Payments by Major Account*.



Continue to the next section to be guided through the process of entering a payment by *Major Account Code*.

Follow the steps below to enter a *Major Account Payment*:

1. Click the *Add* key.
2. Enter the 'Major Account ID' in the *Major Account Code* field, and hit enter on your keyboard.



Payments by Major Account

Major Account Code: DG

Amount Paid: 0.00

Payment Date: 06/12/2015

Check Date: 06/12/2015

Route: [Dropdown]

Bank Account: [Dropdown]

Document ID: [Text]

Batch No.: [Text]

Employee: ADM

Account Description: D and G Enterprises

Payment Type: [Dropdown]

Check No.: [Text]

Posting Hold:

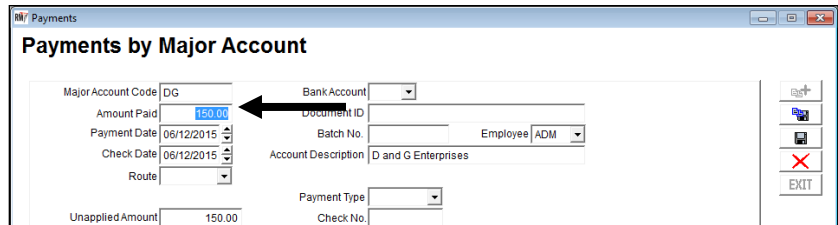
Discount Amount: 0.00

Note: [Text]

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt
531150	096995	06/11/2015	49.98	0.00	49.98
531150	096997	06/11/2015	24.99	0.00	24.99
531150	096999	06/11/2015	150.00	0.00	150.00

Total Amount Open: 224.97

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



Payments by Major Account

Major Account Code: DG

Amount Paid: 150.00

Payment Date: 06/12/2015

Check Date: 06/12/2015

Route: [Dropdown]

Bank Account: [Dropdown]

Document ID: [Text]

Batch No.: [Text]

Employee: ADM

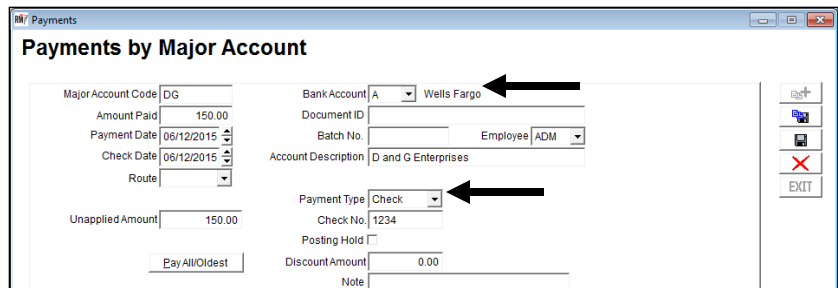
Account Description: D and G Enterprises

Payment Type: [Dropdown]

Check No.: [Text]

Unapplied Amount: 150.00

4. Assign the payment a required *Bank Account* from the dropdown list, and enter a *Check Number*.



Payments by Major Account

Major Account Code: DG

Amount Paid: 150.00

Payment Date: 06/12/2015

Check Date: 06/12/2015

Route: [Dropdown]

Bank Account: Wells Fargo

Document ID: [Text]

Batch No.: [Text]

Employee: ADM

Account Description: D and G Enterprises

Payment Type: Check

Check No.: 1234

Posting Hold:

Discount Amount: 0.00

Note: [Text]

Unapplied Amount: 150.00

Pay All/Oldest

- Enter, or select, any optional items on the payment screen: *Document ID, Batch Number, Route, Posting Hold, Discount Amount, or Note.*

NOTE: Refer to *User Guide A* for a definition of each item on the *Payments by Major account* screen.

- Double-click on each invoice that you would like to apply the payment to, the associated account number is listed to the left of each item:

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt		
531150	096995	06/11/2015	49.98	49.98	0.00	*	
531150	096997	06/11/2015	24.99	24.99	0.00	*	
531150	096999	06/11/2015	150.00	0.00	150.00	*	
					Total Amount Open	150.00	

* To sort, click on headers above

Optionally, select the 'Pay All/Oldest' option to apply the payment to the oldest items listed automatically:

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt		
531150	096995	06/11/2015	49.98	49.98	0.00	*	
531150	096997	06/11/2015	24.99	24.99	0.00	*	
531150	096999	06/11/2015	150.00	0.00	150.00	*	
					Total Amount Open	150.00	

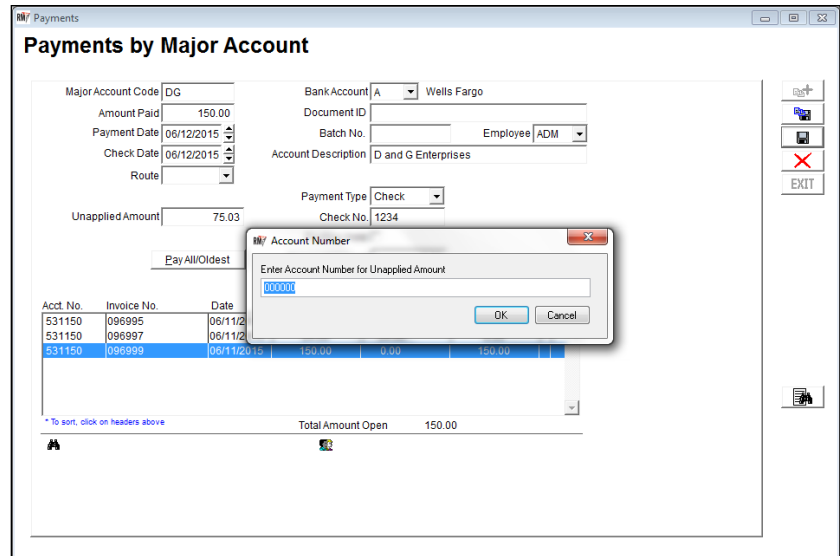
* To sort, click on headers above

- Click *Save* or *More* to continue.

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt		
531150	096995	06/11/2015	49.98	49.98	0.00	*	
531150	096997	06/11/2015	24.99	24.99	0.00	*	
531150	096999	06/11/2015	150.00	0.00	150.00	*	
					Total Amount Open	150.00	

* To sort, click on headers above

- If there is any unapplied portion of the payment remaining, the following dialog screen will be displayed:



Enter the account number that you would like to receive the remaining payment credit, and click *OK*.

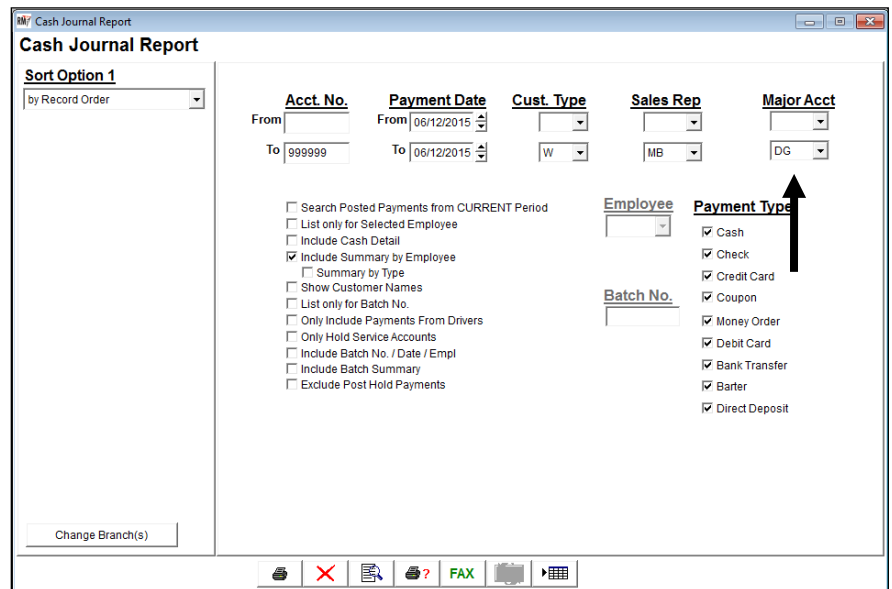
- Individual payments are created for each account that received a payment within the *Payments by Major Account* screen.

NOTE: Each payment can be viewed from within the standard payment entry screen.

Reviewing Major Account Payments

After you have entered *Major Account Payments*, you can review the payment information from within the *Cash Journal Report* found under *Transactions > Transaction Reports*.

Enter the desired criteria and select the *Major Account Code* range to include in the report:



NOTE: Refer to *User Guide A* for definitions of each item on the *Cash Journal Report* screen.

To finalize any payment process, the payments will need to be posted on your customer's accounts.

Summary

The RMA program offers many flexible options when processing payments. Applying payments by *Major Account Codes* is an enhancement that we hope will help you manage your important clients and businesses. If you have any questions regarding this feature, please contact Advantage Route Systems.

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