

# 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.

ID	DG	
Description	D and G Enterprises	
Inside Employee	JAL	Ī
Outside Employee	BJ	ΙĒ
Other Employee	DM 🔽	l î
Credit Controller	DM	l t
Require a Purchase Order for all Sales		l t
Local Account Representative	Ţ	ŀł
Credit Class	<b>•</b>	l ł
	Credit Card Processing Information	
Processo	VirtualMerchant 💌	
Login ID		lī
Password/Transaction Key		l i
<b>Bublic Ko</b>		

**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.

Customer Information		
531150     Balley's Ice       110     \$     Invoices     Credit     Payment Info     Contacts     Route     Roo       Acct No.     531150     Customer Type     R     Residential       Fill     To     Balley's Ice     Image: Contact in the imag	Interference of the set of	
Store Number	Sales Rep 1 BJ   Entered By ADM  Rep 2  Sales Rep 3  Major Account Code  ARS  ARS  ARS  SitoreFront  DG  D and C Enterprises	EX
	Reset eStoreFrontAccount Signed Up> Disable eStoreFront Login	

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*:





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

Ma	uior DG
Y ORDERS Orders	D and G Enterprises Inside Jesse Outside Brigid Jefferies Other Darrell
URLOCK BOTTLED WA	

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*.

Major Account Code		Bank Account	Ŧ			1
Amount Paid	0.00	Document ID	_			
Payment Date (	06/12/2015 韋	Batch No.		Employee AD&	A 👻	
Check Date (	06/12/2015 韋	Account Description				
Route	-					
		Payment Type	Ŧ			
		Check No.				
		Posting Hold				
		Discount Amount	0.00			
		Note				
cct. No. Invoice No.	Date	InvAmt Pe	nding	Open Amt		
					<u> </u>	
					*	
to son, click on headers above		Total Amount Op	en O	00		

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.

Major 4	Account Code	DG 🗸	<b>1</b>	k Account	•				6
	Amount Paid	0.00	Doc	ument ID	_				
F	Payment Date	06/12/2015		Batch No.		Employ	ee ADM 👻		H
	Check Date	06/12/2015	Account D	escription [	and G Enter	prises	1		
	Route								-
			Pavr	ment Type 🗌	•				E
			,	Check No					
			Pos	ting Hold [					
			Discou	nt Amount	0.00				
			Discou	Note [	0.00				
cct. No.	Invoice No.	Date	Inv Amt	Pe	nding	Open Amt		-1	
531150	096995	06/11/	2015 49.9	8	0.00	49.98		8	
531150	0969997	06/11/	2015 24.9	9	0.00	24.99			
	1	100000		- 1		1			
							-		
To sort, click	on headers above	8	Total	Amount Op	en 224	.97	_		
A				0					

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

RN7 Payments				
Payments by	Major Ac	count		
Major Account Code	DG	Bank Account	<u> </u>	55
Amount Paid Payment Date	06/12/2015	Batch No.	Employee ADM	
Check Date Route	06/12/2015 🚔	Account Description	D and G Enterprises	EXIT
Unapplied Amount	150.00	Payment Type Check No.	<u> </u>	

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

RN/ Payments				- • •
Payments by	Major Acc	ount		
	•			
Major Account Code	DG	Bank Account	A Vells Fargo	<u>es</u> +
Amount Paid	150.00	Document ID		-
Payment Date	06/12/2015 🖨	Batch No.	Employee ADM 👻	
Check Date	06/12/2015 🖨	Account Description	D and G Enterprises	
Route	-			EVIT
		Payment Type	Check -	EAT
Unapplied Amount	150.00	Check No.	1234	
		Posting Hold [		
	Pay All/Oldest	DiscountAmount	0.00	
_		Note		



5. 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.

6. 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:



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



#### 7. Click Save or More to continue.





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

ayments		
ayments by Major A	count	
Major Account Code DG	Bank Account A Vells Fargo	
Amount Paid 150.00	Document ID	
Payment Date 06/12/2015 韋	Batch No. Employee ADM	
Check Date 06/12/2015 🚖	Account Description D and G Enterprises	×
Route		FXIT
	Payment Type Check 👻	
Unapplied Amount 75.03	Check No. 1234	
	My Account Number	
Pay All/Oldest		
	Enter Account Number for Unapplied Amount	
Acct No Invoice No Date		
531150 096995 06/11/2	OK Cancel	
531150 096997 06/11/2		
531150 096999 06/11/2	015 150.00 0.00 150.00	
		A
* To sort, click on headers above	Total Amount Open 150.00	
A		

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

9. 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:

by Record Order	Acct. No. Pay	yment Date	Cust. Type	Sales Rep	Major Acct
	То 999999 То	06/12/2015	W -	MB 💌	DG 🔽
	Search Posted Payme List only for Selected 1 Include Cash Detail Include Cash Detail Include Summary by Type Show Customer Nam List only for Batch No. Only Include Payment Only Hold Service Acc Include Batch No. IDb Include Batch No.mb Exclude Post Hold Pa	ents from CURRENT Employee es s From Drivers ounts te / Empl try yments	Period	Employee Pa	vment Type Cash Check Credit Card Coupon Money Order Debit Card Bank Transfer Bank Transfer Barter Direct Deposit
Change Branch(s)					

**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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