DS0154
Auto-Apply Credits

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Problem Definition

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ACMECO does a high volume of sales transactions. They do not accept returns, so tend to have customer accounts with credits. GP does not provide a way to apply credits to an un-posted invoice, but customers would like to see which credits are applied to their order so they know they got credit for a previous order. ACMECO needs to be able to "pre-apply" credits to unposted invoices, and to print information on the Invoice about which credits were applied to the invoice. Invoices are generated in the Shipping department, so the process of pre-applying credits should require as little extra work from the users as possible. The "pre-applied" documents should be visible to other users in the system so that a credit can only be used once. When the invoice posts, the "pre-applied" credits should automatically be applied to the invoice. **Additional Information** **VBA Modifications** ACMECO currently has a VBA modified Sales Transaction Entry window. There are three custom buttons: **COPY**: copies the SOP Number into the windows Clipboard so it can be pasted into UPS WorldShip (UPS-WS). **Import from UPS**: retrieves the Freight calculated in UPS-WS and puts it into the Freight field **Pay CC**: copies the Document Total to the Amount Received field on Sales Transaction	

Entry Since only one version of a window can run at a time in GP, and the auto-apply credits modification is going to require a change to SOP Entry, to VBA modifications described above will be re-written in dexterity. **Handling Payment Terms** ACMECO has numerous Payment Terms that all fall into one of three categories. The different Payment Terms types are: Terms, Credit Card, and COD. The module will provide a method to differentiate between these payments so that it can handle the Apply process correctly.	

Solution Overview

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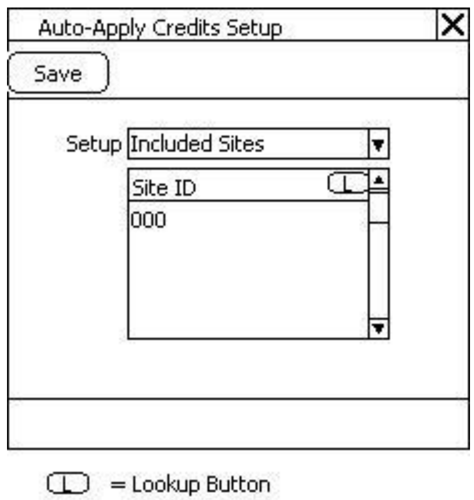
The Auto-Apply Credits module will provide the ability to automatically apply credits to a Sales Invoice. Since GP does not actually support the ability to apply credits to an unposted document, this new ability will be called “Pre-Apply”. The actual application of credits to the invoice will then happen automatically during Invoice posting. In the documentation below there will be a distinction between pre-applied credits, and applied credits. The Shipping User will have a new APPLY button on Sales Transaction Entry. Clicking the APPLY button will initiate a process that locates available credits, and pre-applies them to the invoice (Pre-Apply Process) This will make the credits unavailable to other Shipping Users, and will also make the credits unavailable in the Apply Sales Documents window. The Pre-apply process will also add “notes” lines to the body of the invoice that provide details about the documents pre-applied to the invoice. When the invoice is printed these “notes” lines will show the customer which credits were applied. When the invoices are posted during the nightly invoice Batch posting, the actual apply process will occur automatically. The system will maintain a historical record of what was pre-applied by date, and provide a report through SmartList that shows the user everything that was pre-applied for a specified date.	

Design Features

Setup	**CCDA**



Field	Function
Setup	This is a drop-down box that has the following options: • Included Sites • Terms Payment Terms • Credit Card Payment Terms • COD Payment Terms • Item Number for Comments
Site ID	The header for the scrolling window will change depending on the

	Setup Type selected. Here it is Site ID because "Included Sites" has been selected. In this case the Lookup button will open the Location Code Lookup window. If one of the Payment Terms options is selected the column header will display "Payment Terms ID", and the Lookup will open the Payment Terms lookup window. If the "Item Number" option is selected, the column header will be "Item Number", and the Lookup will open Item Number Lookup. The Item Number should be something like *APPLIED* because it will print on the Invoice. The description field will be filled in by the software with information about the applied credits.

Included Sites: The APPLY button on SOP Entry will only be enabled if the SOP Header Site ID is in this list.

Terms Payment Terms: The APPLY button will be disabled for Invoices with a Terms Payment Terms ID.

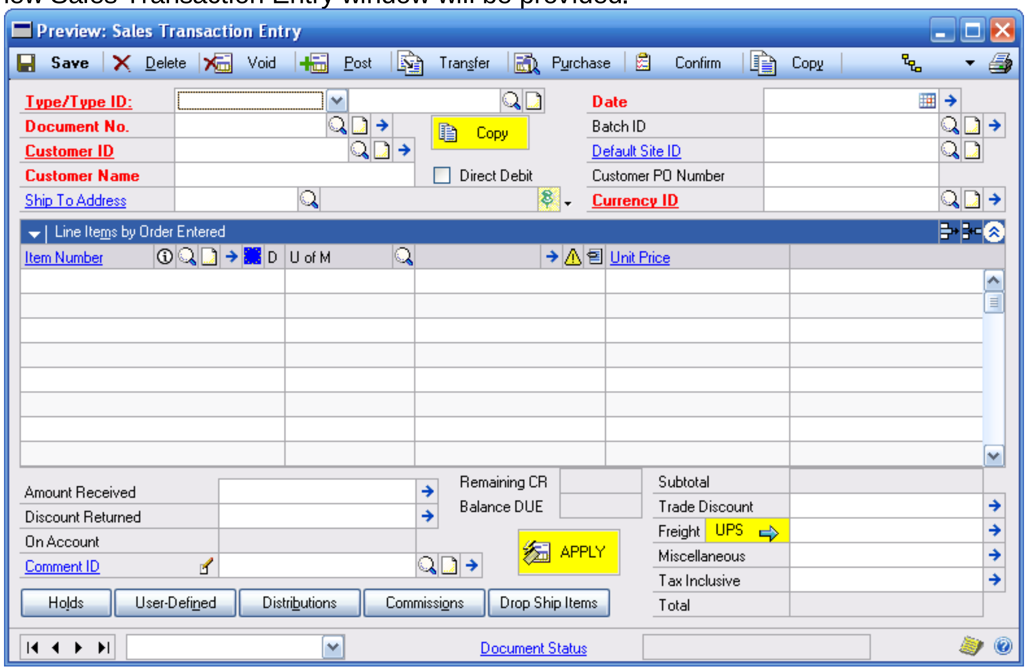
Credit Card Payment Terms: The APPLY button will be enabled for Invoices with a Credit Card Payment Terms ID.

COD Payment Terms: The APPLY button will be enabled for Invoices with a Credit Card Payment Terms ID.

Item Number for Comments: This must be a item with the Item Type of Flat Fee or Service. This item will be used to add "comment" lines to the Invoice with details about the applied credites.d

Auto-Apply	CCDA

A new Sales Transaction Entry window will be provided.



Field	Function
Copy	Copies the SOP Number (Document No. field) into the Windows Clipboard so the user can paste it into UPS-WS.
UPS	Copies the Freight amount from UPS back into GP
Remaining CR	When the user clicks the APPLY button, this field will show the amount of unapplied credits remaining on the Customer's account. Although the field appear editable, in is just
Balance DUE	When the user clicks the APPLY button, this field will show the

	amount due (Document Total less pre-applied credits)
APPLY	The APPLY button will only be enabled for Invoices. And only if the Default Site ID is in the Sites list in Setup, and the Payment Terms ID on the document is in either the Credit Card Payment Terms or COD Payment Terms. Otherwise the button will be inactive. When the APPLY button is clicked: • If there are existing pre-applied documents, those documents will be un-applied. • The auto-apply process will auto-apply credits by age (oldest first). • It will then display the Remaining Credits and Balance Due. • If the document has Credit Card Payment Terms, the Balance Due will be entered into the Amount Received field.

The user process will be as follows, depending on the type of Payment Terms on the document.

Credit Card:

- User clicks the COPY button.
- User goes to UPS-WS and pastes the SOP Number into the Customer ID field.
- Freight is calculated and a label printed.
- User returns to GP and clicks the UPS button. This adds the Freight to GP.
- User clicks the APPLY button. This will auto-apply credits, which also updates the Remaining CR and Balance Due.
- The Balance Due will be automatically entered into the Amount Received field.
- User will then follow existing procedures for processing the credit card charge through Nodus.

COD: Since the COD amount prints on the UPS label, the user needs to know the Balance Due based on the auto-applied credits before the user goes to UPS-WS. However, since Freight is not calculated until the label is printed in UPS-WS, the initial COD calculation would be incorrect. COD documents could require a 2-pass process:

- User clicks the APPLY button. Credits will be auto-applied, and Balance DUE and Remaining CR calculated.
- User clicks the COPY button.
- User goes to UPS-WS and pastes the SOP Number into the Customer ID field.
- User manually calculates the correct COD amount based on the Freight calculated in UPS-WS, the Balance DUE from SOP, and the Remaining CR from SOP.
- User returns to GP and clicks the UPS button. This adds the Freight to GP.
- User clicks the APPLY button again. This removes the existing pre-applied credits, and immediately re-applies credits based on the new document total (which now includes Freight). The system updates Remaining CR and Balance DUE.
- Balance DUE should match the COD amount calculated by the user. If not, the User returns to UPS-WS and prints a new label with the correct COD amount.

The APPLY process also adds lines to the SOP Document using the Comment Item Number established in Setup. As each credit document is applied, a line is added to the invoice. It will look something like this:

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
	AARONFIT0001	PAUL W.	LOCAL DELIVERY	Net 30	4/12/2007	532

Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	100XLG	Green Phone	$0.00	$329.95	$329.95
1	1	0	100XLG	Green Phone	$0.00	$329.95	$329.95
0	0	0	*APPLIED*		$0.00	$0.00	$0.00
0	0	0	*APPLIED	***	$0.00	$0.00	$0.00
0	0	0	*APPLIED*	PMT0001 $50.00	$0.00	$0.00	$0.00
0	0	0	*APPLIED*	CR000131 $22.50	$0.00	$0.00	$0.00

The “TOTAL” section on the SOP Blank Invoice Report will be modified to show DUE, which will be the Total – Credits Applied.

Apply Sales Documents	**CCDA**
To prevent an AR User from applying a document that has been pre-applied from Shipping, some additional controls will be added to the Apply Sales Documents window. • When the Customer ID is entered, the system will check if there are ANY pre-applied documents for that customer. If so, the Mass Apply button will be disabled. • If the document a user attempts to mark already exists in the pre-applied table, the user will receive a warning and be prevented from marking the document. • When the scrolling window fills with documents, the Amount Remaining field will be calculated correctly based on information from the pre-applied table	

Pre-Applied Reporting	**CCDA**
The Pre-Applied documents will reside in an Open table before invoices are posted, and a History table after invoices are posted. This will an accurate record of what is currently pre-applied pending posting, and a historical record of what WAS pre-applied and is now posted. The module will ship with to SmartList Builder objects: • Pre-Applied OPEN • Pre-Applied HISTORY These SmartList objects will allow AR users to generate reports showing what was applied on any given day (the pre-applied tables will have a Date Applied column).	