

Summary Bill Setups and Processing

The first step begins in the Customer setup, then select the option for Customer Defaults.

The screenshot shows a software window titled "Customer Defaults - FMGSHA". At the top, the "Customer" field is set to "00-00123" with a search icon, and the name "DB/d Distributor" is displayed. The window is divided into several sections:

- Order Processing:** Includes checkboxes for "Is customer PO number required?" (checked), "Unique req:" (unchecked), and "Normally print shipping acknowledgements?" (unchecked). It also has input fields for "Thank you letter type default:" (Y), "Which Orders:" (A), "Freight Markup:" (50), and "Ship Via:". There are also "FOB:" and "How to Ship:" dropdown menus and an "Inside Delivery:" text field.
- Finder's Fee:** Shows "Type:" as "Gross Profit", "Vendor:" as "002425" with a search icon, "Finders Fee Vendor", and "Rate:" as "2.00".
- Summary Billing / Detail Shipment Reporting:** Includes "Summary Bill for:" (IRW), "Monthly shipment detail reporting?" (checked), "Consolidate Pick List?" (checked), "Print Invoice for each Shipment:" (YYY), "Set No-Print Flag to yes for 9#### Releases on W Type Orders?" (unchecked), and "Job Card Override-Summary Bill No Print I and W types:" (empty field).
- Bottom Section:** Contains "Do you wish to treat this customer as an IMS customer?" (checked), "Format code for reorder notices (blank=none):" (U), and "Reduce on-hand by committed qty?" (checked).

A "Next" button is located at the bottom right of the window.

Look at the Summary Billing/ Detail Shipment Reporting section of this screen.

For the Summary Bill for: you have the option to use

- I – Invoices (Sales Orders)
- R – Non-billable releases from warehouse
- W – Billable releases from warehouse

Print Invoice for Each Shipment

- Be sure to enter a corresponding Y or N under each respective Summary Bill code in the Summary Bill for Setting

When you begin using Summary Bill, we recommend the following.

1. Setup your customer with the options for Summary Bill that you wish to have posted to the summary bill file. Here we have selected Invoices (Orders), Requisitions and Warehouse Releases.
2. Setup 'Print Invoice for each Shipment?' as 'Y' for each. This way you will still have the same invoices available to give your customer while you are evaluating the merits of Summary Billing. Everything will appear the same to your customer.
3. Once this setup is complete, go ahead and run the summary bill report for this customer in Order processing – Reports – Order Reports – Customer Summary Bill. Then clear the report. This will make sure that you are beginning with an empty file. This report is also available under the Print Management reports menu.
4. All invoices entered and updated after the setups are entered in the Customer Defaults will update to the Summary Bill file. You will process billing as usual, daily as it comes in. You will see a short note under each invoice number on the summary sales journal that indicates this invoice is a Summary Bill invoice. When and if you turn off the invoice printing for any of these options, this will be indicated on the sales journal as a Non-Printing Invoice. When you review this customer open invoice file during the month, it will display these open invoices, and each will be marked with a message (Summary Bill Pending).
5. At the end of the month or a prearranged schedule, you will print out your Summary Bill report. Here is an example that we use when printing a Summary Bill here. This report prints to pdf You will only have the option to clear the report data when the Indicate Report Type is marked as 'Both'.

NOTE: This report is accessible from 2 different menu options.

- Print Management > Reports > Item Management > Customer Summary Bill
- Order Processing > Reports > Order Reports > Customer Summary Bill

There are 3 sections available that will print on the Summary Bill.

1. Summary Bill
2. Detail Shipments by Location
3. Cover Sheet (optional)

SPECIAL NOTES --

- You have the option to enter a date range. If you leave the Invoice Date range blank, it will print everything that is in the file since the last time the Summary Bill data was updated
- Summary Bill Reference - You can enter AUTO here to have the system use your current Invoice numbers when it assigns a number to these Summary bills. We recommend that you use a number that signifies something to you. In this case, it is the Summary Bill for the 12th period of 2020. When you see this invoice number of a check stub from the customer, you will know that they are paying a Summary Bill.
- Change the due date of these invoices to: If you enter a date here it will post this is the new Due Date in your AR open invoice file. This is good if you are running your AR ageing based on due date.

6. Check over your data. You can match the information that appears on the report against the hardcopy invoices of the invoices if you choose. Verify the report printed correctly and clear the data. The clear option will only be available when the Report type field is set to 'Both'.

(This is very important-this report accumulates, if it is not cleared, your next report will include all this data in addition to the new).

7. When you clear the data (note: The Clear option is only available when Indicate report data is set to BOTH) the system will post the summary bill reference number to each invoice that appears on the report to the open invoice file. This reference number will enable you to post your cash receipt to this summary bill number rather than posting each invoice individually. You activate this feature in cash receipts by using the Auto Distribute feature and then enter your summary bill reference number (remember to enter any leading zeros)
8. When you are comfortable using the Summary Bill feature and no longer feel that you need to print an invoice for each entry, you can go back into the customer defaults and change the options to print from Y to N.

When using Summary Billing, you do not have to set this up for all 3 options. Some companies prefer to only setup Summary Billing for Requisitions, which may only have small invoice charges and send regular invoices on all other jobs. If this is the case, then you can set up your customer defaults to only show for the R-types.