

Distributor Billing Setup

1. Route Card

a. General Tab

- i. Customer Code (suggest adding leading Alpha character)
 - 1. Customer setup
 - a. Customer Posting Group
 - i. New setup for
 - 1. Distributors
 - 2. Company Owned
 - b. Gen. Bus. Posting Group
 - i. Use Domestic
 - 2. Dimensions
 - a. Recommend using Route Home Location
 - i. If preferred, it may be set up on customer
 - ii. Default Dim Priorities

Default Dimension Priorities

✓ Saved



General

Source Code SALES ...



Manage



Initialize Dimension Priorities

More options



	Table ID		Table Caption	Priority ↑
	14		Location	1
→	18	:	Customer	2
	27		Item	3

2.

- 1. Payment Terms Code
- 2. Create Ship-to Code
 - a. Add to Default Ship-To Code
 - b. Ship-to Code
- ii. Route Price Group
 - 1. Wholesale Price Groups for Distributor
 - a. Calculates the Load, Load Adjust & Returns.
 - b. Calculates PAs during Sales invoice posting (Invoice Price – Route Price)
 - i. Cpart Disc. Group
 - 1. MUST be set up on the Sell-to Customer
 - 2. Invoicing Tab
 - a. Cpart Disc. Group
- iii. Settlement Posting Group
 - 1. Drives what shows on the Sales/Purchase Invoice created for billing of Distributor.

- a. Distributor = DISTR
- b. Company Owned = COROUTE
2. Route HHC Settlement
 - a. Make sure Route “Settlement Posting Group”
 - i. Has the HHC Settlement Code setup with proper Group Type

Route HHC Settlements

✓ Saved

Code ↑	Description	Group Type ▼	Is Personal Due	Reverse Sign On Entry Create	Post to G/L	Create Settlement Entry
10250	Freight	Freight	☐	☐	☐	☒

Route Settlement PG GL Accounts

Settlement Posting Group Code ↑ ▼	HHC Settlement Code ↑	HHC Description ▼	G/L Posting Account No.
DISTR	10240	Expenses	40620

The Route Settlement PG GL Accounts **MUST** use a HHC Settlement Code listed in Route HHC Settlements.

Route Settlement PG GL Accounts

+ New Edit List Delete					
Settlement Posting Group Code ▼		HHC Settlement Code ↑	HHC Description	G/L Posting Account No.	HFS GL Account Types
DISTR		10240	Expenses	40620	G/L Account
DISTR		10250	Freight	40614	G/L Account
DISTR		10300	Deposit	40622	G/L Account
DISTR		13130	Distributor Disc	40604	G/L Account
DISTR		13212	Price Adjustment	40618	G/L Account
DISTR		15050	Load Value	40600	G/L Account
DISTR		15100	Load Adjust	40602	G/L Account
DISTR		15300	Returns	40606	G/L Account
DISTR		15700	Samples	40608	G/L Account
DISTR		25700	Charge Sales	40612	G/L Account
DISTR		27200	Corrections	40610	G/L Account
DISTR		27300	Other Adjustment	40616	G/L Account

The **Group Type** List are the only Codes available, and the Route HHC Settlements Code **MUST** use one. The Route HHC Settlement Code Description may be what is needed for Distributor Billing Invoice.

Route HHC Settlements				Group Type
10240 10250 10300 1 + New				
Code	Description	Group Type		
→ 10240	Expenses	Expenses		
10250	Freight	Freight		
10300	Deposit	Bank Deposit		
13130	Distributor Disc	Distr. Disc		
13212	Price Adjustment	Price Adj.		
15050	Load Value	Load Value		
15100	Load Adjust	Load Adjust		
15300	Returns	Returns		
15700	Samples	Samples		
25700	Charge Sales	Charge Sales		
27200	Corrections	\$ Corrections		
27300	Other Adjustment	Other Adjust		

b.

b. Distributor Billing Tab

i. Distributor Route

1. If Distributor = On
2. If Company Owned = On
 - a. If using Distributor Billing to track Due Bill
 - b. **Note:** If not, there are changes needed to separate Distributors from Company owned routes.
 - i. Current Route Settlement doesn't recognize the Distributor Route option.

ii. Customer Disc. Group

1. Distributor = Table for discount %
 - a. If "Item Discount Group" is used the Code **MUST** be added to the item.
 - i. Item "Price & Sales" Tab
2. Company Owned = Leave Blank

iii. Vendor setup (suggest adding leading Alpha character)

1. Vendor Posting Group
 - a. New setup for
 - i. Distributors
 - ii. Company Owned
2. Gen. Bus. Posting Group
 - a. Use Domestic
3. Dimensions
 - a. Recommend using Route Home Location
 - i. If preferred, it may be set up on vendor

4. Default Dim Priorities

Default Dimension Priorities

✓ Saved



General

Source Code: PURCHASES



Manage

Initialize Dimension Priorities

More options



	Table ID		Table Caption	Priority ↑
→	14	⋮	Location	1
	27		Item	2
	15		G/L Account	3
	23		Vendor	4

3.

4. Workflow

a. Workflow – Table Relations

Workflow - Table Relations

✓ Saved



+ New

Edit List

Delete

More options



	Table ID ↑ ▼		Table Caption	Field ID ↑	Field Caption	Related Table ID ↑	Related Table Caption	Related Field ID ↑	Re
→	70242994	⋮	HFS Load Adjust...	0		454	Approval Entry	22	Re

b.

c. For Load Adjustment approval to work, must have the following setup.

i. Workflow User Group

1. To set up users who can approve

ii. Workflow

1.

2. Drill down on “HFS Load Adj”

Load Adjustments	-
HFS Load Adj	Business Central
	Yes

Workflow

LOADJ · HFS Load Adj

Import from File

Export to File

Workflow Step Instances

Archived Workflow Step Instances

More options

Code	LOADJ
Description	HFS Load Adj
Category	LOADADJ
Enabled	☒

Workflow Steps

Decrease Indent

Increase Indent

Delete Event Conditions

New Line

Delete Line

On Condition	When Event	Then Response
→ <Always>	⋮ Approval of HFS Load Adjustments...	(+) Add record restriction.
<Always>	An approval request is rejected.	Reject the approval request for the record and create a notification.
<Always>	An approval request is approved.	(+) Remove record restriction.

3.

4. User Approval Notification

a. Drill down on “Open Approval User Setup”

Workflow Responses - Approval of HFS Load Adjustments is requested.



Response		
	Add record restriction.	
	Set document status to Pending Approval.	
→	Create an approval request for the record using approver type Workflow User Group and workflow user group code WFG...	
	Send approval request for the record and create a notification.	

Options for the Selected Response

Show Confirmation Message ☒

Due Date Formula

Delegate After

Approver Type

Workflow User Group Code

- New Line
- Delete Line
- Select More

[Open Approval User Setup](#)

5.

6. Select on user

Approval User Setup

+ New Edit List Delete Approval User Setup Test Notification Setup More options			
User ID ↓		Salesops/Pur... Code	Approver ID
WHOLCOMB		WHOLCOMB	BFEY
USER_848929B4057A4C2F96CCE1EAD29FED17			
USER_775E9C7A6D604A3F9FA722B832153177			USER_848929B4057A4C2F96CCE1EAD29FED17
→ USER_4603C07C1B7A43319EC222133488F3C3			USER_848929B4057A4C2F96CCE1EAD29FED17

7.

8. Select “Notification Setup”

Workflow Notification Setup: USER_4603C07C1B7A43319EC222133488F3C3



+ New Edit List Delete Notification Schedule More options			
Notification Type ↑		Notification Method	Schedule
→ New Record		Note	Instantly

5. **Customer & vendor must be linked**

The Route Customer & Vendor Must Be Linked

The Contact must be the same Contact number on Customer & Vendor.

Steps to Add Link from Excerpt above

Customer or Vendor → Contact (form Home) → Action → Functions → **Link with existing** → Customer or Vendor → Select Customer or Vendor No.

To View

Customer or Vendor → Contact (form Home) → Related → Contact → Company → **Business Relations**
a.

6. S&R Setup (to feed load to shipping integration)
 - a. For XORD item number to work.

Rules

Use Order Rules	☐	Only Allow Delete Of ...	-7D
Validate Item No. On ...	☐	Route Sales Custome...	R
Default Min. Qty. On ...	☐	Route Sales Ship-to P...	D
Auto Round Order M...	☐	Route Sales Item Prefix	F
Item Setup Priority	Item Setup Takes Priority	Order Rule Grp Cust. ...	Use Customer
Use Cust. Route Orde...	☐	Route No.	
Route Sales Item Digits	4	Allow Negative Invoic...	☒

Sales & Receivables Setup

Customer Groups	Payments	More options
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General

Discount Posting	All Discounts	Calc. Inv. Discount	☒
Credit Warnings	Both Warnings	Tax Bus. Posting Gr. (P...	
Stockout Warning	☒	Prepmt. Auto Update ...	Never
Invoice Rounding	☒	Ignore Updated Addr...	☐
Default Item Quantity	☐	Skip Manual Reservati...	☐
Default G/L Account ...	☐	Document Default Lin...	Item
Create Item from It...	☐	HFS Enable Default L...	☒
Create Item from Des...	☐	Default Order Date	Work Date
Copy Customer Nam...	☒	Filter Blocked Custom...	☐
Appln. between Curre...	All	AR Import Tax Account	
Default Posting Date	Work Date	Price List	
Auto Post Non-Invt. v...	None	Auto Post Distributor ...	☐
Allow Tax Difference	☒	Auto Post Distributor Route Invoice Specifies whether to automatically post distributor route invoices when they are created. Show Help	

Prices