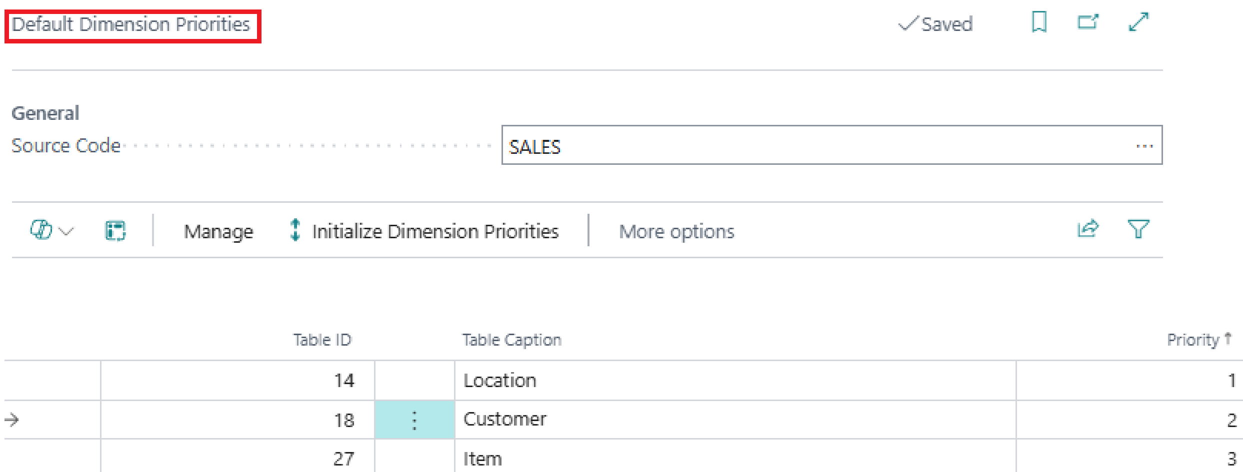
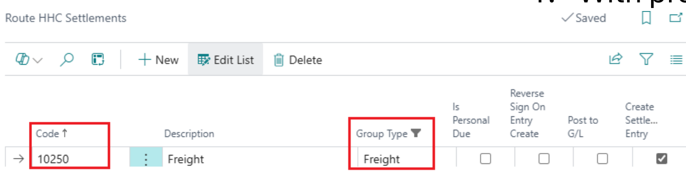
<u>Distributor Billing Setup</u>

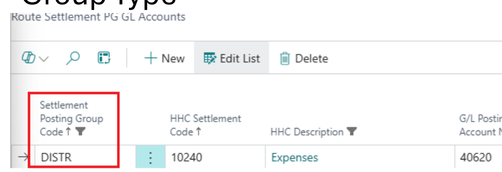
1. Route Card
    - a. **General Tab**
        - i. Customer Code (suggest adding leading Alpha character)
            1. Customer setup
                - a. Customer Posting Group
                    - i. New setup for
                        1. Distributors
                        2. Company Owned
                - 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



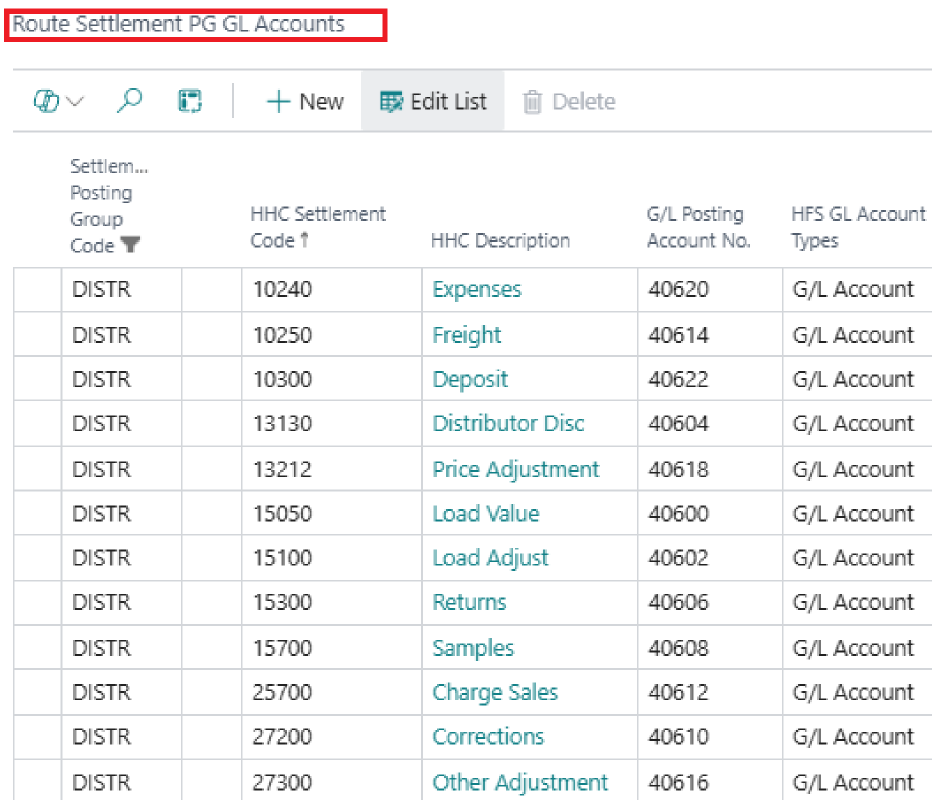
2.
            1. Payment Terms Code
            2. Create Ship-to Code
                - a. Add to Default Ship-To Code
                - b. Ship-to Code
        - ii. Route Price Group
            1. Wholesale Price Groups for Distributor
                - a. Calculates the Load, Load Adjust & Returns.
                - 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
         1. With proper “Group Type”





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



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

Route HHC Settlements

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

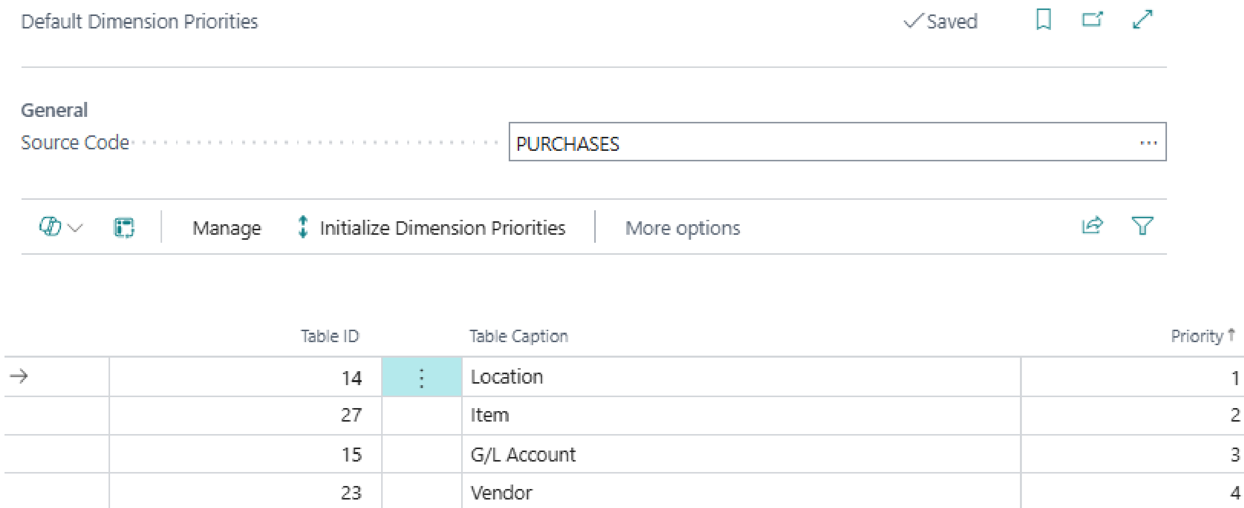
Group Type

- Load Value
- Load Adjust
- Distr. Disc
- Returns
- Price Adj.
- Samples
- $ Corrections
- Charge Sales
- Bank Deposit
- Expenses
- Freight
- Sales Tax
- Other Adjust

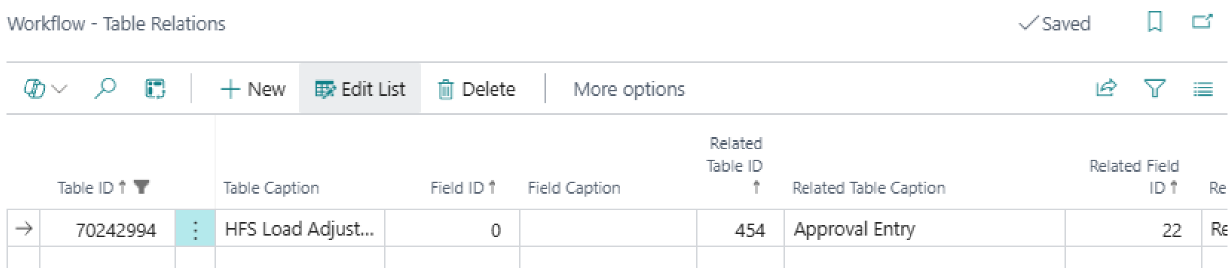
b.

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

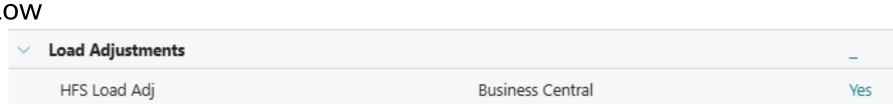
4. Default Dim Priorities



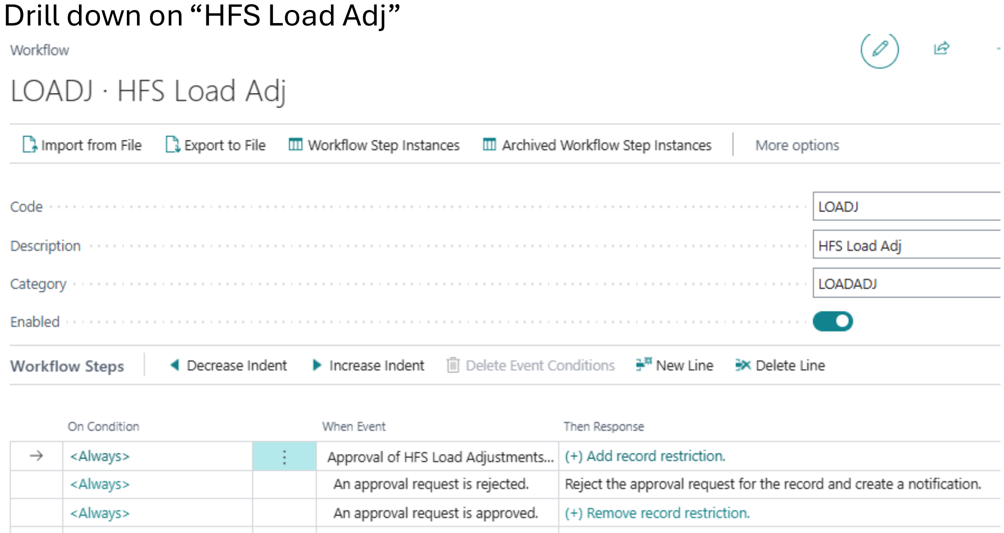
3.
4. Workflow
   a. Workflow – Table Relations



   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

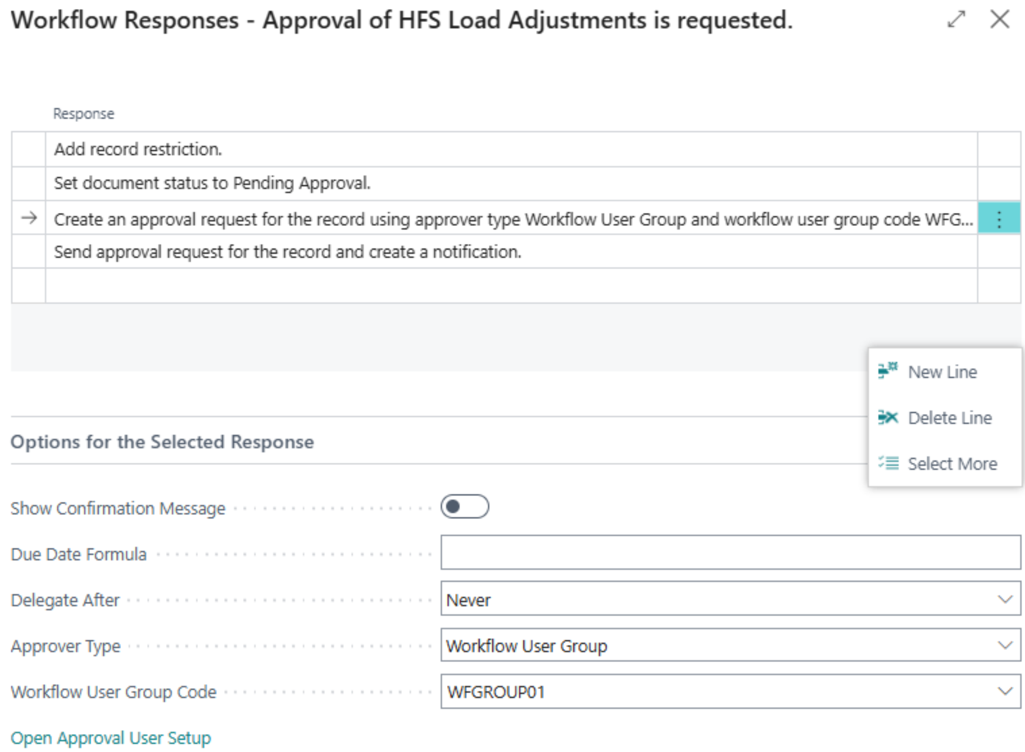


         1.
         2. Drill down on “HFS Load Adj”

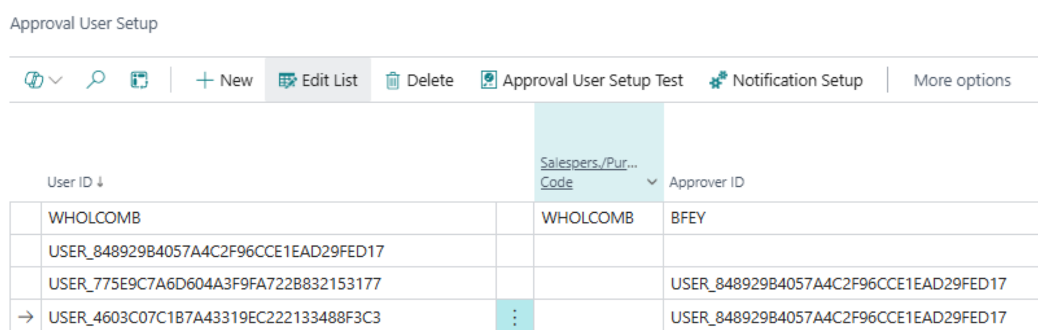


         3.

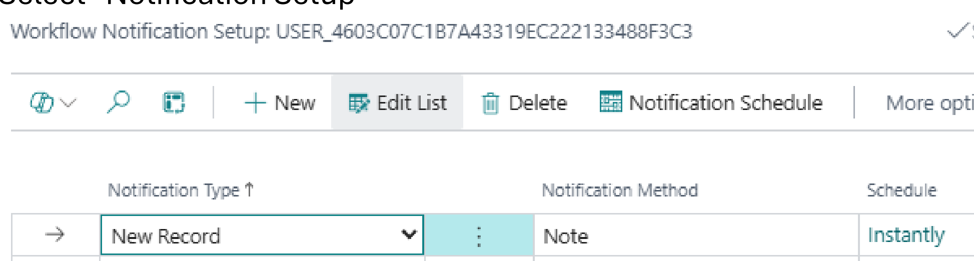
4. User Approval Notification
    a. Drill down on “Open Approval User Setup”



5.
6. Select on user



7.
8. Select “Notification Setup



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.