

Enter Trade Credits

Contextual Information for Enhanced Customer Service



Enter Trade Credits

Introduction

Trade credits are entered in A/R to offset the Trade billing. Use receipts and invoices from Trade vendors for the amounts to enter.

Problem Statement

I have receipts and invoices from vendors who are being billed as Trade in Summit Traffic. I need to be able to add them as credits to the Trade invoices only.

Parameters

Use the Enter Trade Credits function to enter the credits for Trade vendors. This function will list just the invoices that are using the Trade sales type that is set in the A/R defaults

Solution Overview

Set up the defaults

Enter the Trade Credits

Run the Trade Credits report

Implementation: Step-by-step process to Enter Trade Credits

1. **Set up the defaults**
 - a. Go to the Accounting menu, choose the A/R module, choose the File menu, and choose Defaults
 - b. Under the Apply Trade Credits group, wet the Sales Types in Include to the sales types you use for Trade sales
 - c. Duplicate that setting to any other channels that you want to use the same Sales Types as Trade
 - d. Close the defaults

2. **Enter the Trade Credits**
 - a. Go to the Data Entry menu and choose Enter Trade Credits
 - b. Choose the tab for either by Advertiser or by Agency depending on the type of Trade Credit needed to be entered
 - c. Click the new Credit button
 - d. Start typing the Advertiser or Agency name and select it from the list. You can use the Enter key once the name is highlighted in the list
 - e. Set the Amount to the amount on the receipt or invoice
 - f. Set the date to today (it should default to today) because it is being entered today
 - g. Set the Reference to the receipt or invoice number and date used
 - h. The list below should now show the Trade invoices for that Advertiser or Agency. Right-click in the invoice area and choose the type you want to use. You can also type in the amounts per invoice in the far right column

- i. Once the entire amount has been applied (Credit unapplied = 0), you can then press the Post to A/R button
- j. Repeat steps 2.b. - 2.i. for all Trade Credits you need to enter

3. Run the Trade Credits report

- a. Go back to the A/R module, choose the Reports menu, and choose the Trade Credits report
- b. Set the invoices dated to the start of open invoices thru today
- c. Set the transactions dated to today, both dates should be today
- d. Set the Restrictions to All for everything
- e. You may set whatever report options you want but make sure it matches the Alphabetize by as well as the Report Format you are using
- f. Press the Preview button to see the report on the screen. You may also print it if you want

Frequently Asked Questions

Question: Why aren't the Trade Credit invoices showing on the list?

Answer: First make sure the defaults are set up correctly by following step 1 above. If that checks out, you can run a Statement for that Advertiser or Agency just including the Sales Types set for Trade. If nothing shows up, that means that their invoices are not using the Trade sales type. You can still enter a trade credit manually by following the directions for Enter Transactions.

Question: I'm getting "no records found for current selections" when trying to run the Trade Credits report, why is that?

Answer: Double check that the dates are correct and that you don't have any restrictions. Set the alphabetize by to just Advertiser and don't have any report option selected. If you still get no records, contact Summit Traffic Support for assistance.