



Setting up Trade Discounts in EDIFICE

When each of the pieces outlined below are in place, trade discounts will be generated at the time of billing. Note that if a customer is being billed manually, the charges must be committed before the trade discount can be entered.

Note: In addition to trade discounts, EDIFICE can handle term and cumulative discounts for customers. However, it's important to note that an individual customer may only be assigned one type of discount.

Trade Discounts Setup Steps

1. Set up a trade discount transaction code.
2. Add the trade discount transaction code to the company record.
3. Set transaction codes that are eligible for trade discount to calculate them.
4. Set each eligible customer to receive the discount.

Create a Trade Discount Transaction Code

You will need to create a transaction code for generating the discount.

Go to **Daily Work** → **File Maintenance** → **Transaction Code Maintenance**.



Set the following fields for the discount transaction code:

- Transaction Type: Select **Billing Entry**.
- Debit/Credit: Select **Credit**.
- Calculation Type: Select **2 – Flat**.
- Billing Code: Select **Trade Discount**.
- Age Category: Select **Charge**.
- Age: Select **Current**.
- Reversal Age: Select **Current**.

Set the Company Record for Discounts

Add the transaction code for trade discount to the Trade Transaction Code field in the company records.

Go to **Daily Work** → **File Maintenance** → **Company Maintenance** → **Settings**.

Note: The **Allow Credit Trade Discount** option should only be set to **Y**, if the discount is limited to customers with a credit balance at the time of billing.

The screenshot shows the 'Company Settings Maintenance' window with the following data:

Company ID:	01	Save	Search	Retrieve
Title:	COMPANY 1			
Description:	COMPANY 1			
Name:	COMPANY 1			
Billing Journal Title:	COMPANY 1			
Tax Debit G/L:	041001000	Cash Profile ID:		
Tax Credit G/L:	236114000	Cash Sequence Code:		
Revenue GL Account:	NONE	Grace Period Days:	0	
Cash GL Account:	NONE	Read Format:	14.0	
Discount Rate:	0.00	Late Charge Transaction Code:		
Tax Rate:	0.00	Trade Transaction Code:	005	
Courtesy Code:		Allow Credit Trade Discounts:	N	
Disbursement Code:		Unapplied Credit Billing Code:		
Re-Connect Trans. ID:				



Set Transaction Codes that are Eligible for Trade Discount to Calculate

For each eligible transaction code, set the Discount Multiplier field to be the percentage of the charge that should be returned to the customer at the time of billing. In this example, the discount multiplier is set to 0.10000, so we are refunding 10%.

The screenshot shows the 'Transaction Code Maintenance' window with the following data:

Field	Value
Transaction Code ID	015
Rate Code	1000
Rate Table No.	000
Demand Table No.	
Finance Table ID	
Power Factor ID	
Description	1000 WATT PAL
Transaction Type	Billing Entry
Debit/Credit	Debit
Budget Type	Non-Budget
Service Code	1 - ELECTRIC
Special Handling	None
Calculation Types	2 - Flat
Tax Code	No
Category	
Billing Code	Default
Cash Code	Not Active
Age Category	Charge
Age	Current
Reversal Age	150 Day
G/L Debit Account	1420
G/L Credit Account	4450
After Hour Charge	0.00
Model Min Charge	0.00
Model Min Usage	0
Minimum Charge	51.00
Minimum Usage	0
Old Minimum Charge	0.00
Old Minimum Usage	0
This Year Usage	0
This Year Amount	663.00
Last Year Usage	0
Last Year Amount	0.00
Analysis Flag	0
Charge Multiplier	1.0000000
Calculation Multiplier	0.0000000
# Decimal Places	0
Effective Date	
Termination Date	
Discount Multiplier	0.10000
Discount Type	Default
Discount Step 1 Cap	Default
Prorate Calculations	Default
Prorate Over Min	Default
Reason Type	Default
Message Type	Default
Customer Status	Default
Credit Message Type	None
Discontinued	No
Prevent Zero \$ Import	No
Lien Allow	Default
Roll Allow	Default
Finance Allow	Default
Shut Off Allow	Default
Past Due Allow	Default
Collection Allow	Default

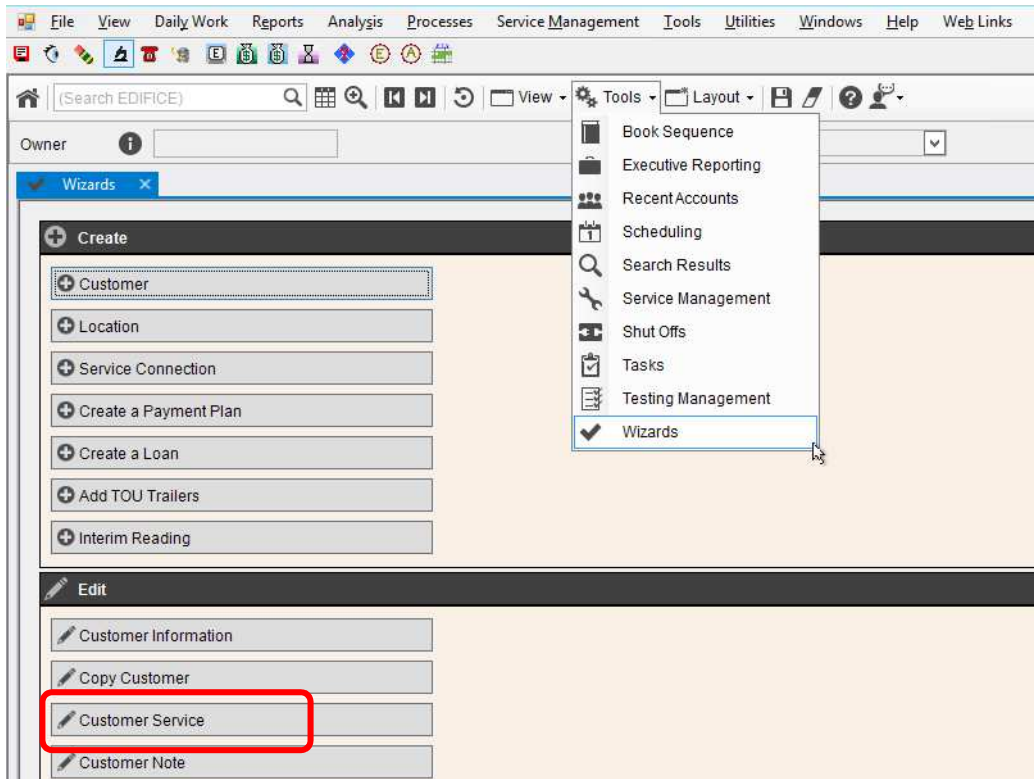


Set Customers to Receive a Discount

Set each eligible customer to receive the discount. You can do this in the **Edit Customer Service wizard** or from the **Services view** of the Enhanced Inquiry.

From the Enhanced Inquiry go to **Tools → Wizards → Edit Customer Service Wizard**.

Note: Or, you can go to the **Services view** of the Enhanced Inquiry and edit the Trade Discount field. Then, click save to complete the change.





Choose the service to be eligible for a discount:

Wizard

Steps

1: Choose Customer ID
2: Service Information

Select a Service to Edit the Customer Information

Services

- WATER
- SEWER
- FIRE
- LINE
- BACKER

Service Groups

- ALL
- S&F
- SEWER
- W&F
- W&S
- WTR

1: Choose Customer ID
Customer ID: 000020155001
2: Service Information

Narrative

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Change the Discount Code to **Trade** and then, click **Finish**.

Wizard

Steps

1: Service Information
2: Service Information (Cont.)
3: Service Process Information

Edit the Customer Service Information

ALL

Status: Active

Service Active Date: []

Finance Period: 0020

Allow Finance Charges: Yes

Discount Code: Trade

Discount Grace Days: 0

Rate Class: 05

Billing Frequency: 12

Lienable: Yes

Rollable: No

Company Number: 10

Number Units: 0.00000

Category: []

1: Service Information
2: Service Information (Cont.)
3: Service Process Information

Narrative

These fields describe how this service is billed for this customer.

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Manual Bill Entry

Here is an example of how the trade discount works when a bill is entered manually. For those customers whose account has been set to be eligible for a trade discount, the **S system** connection is used to automatically generate the trade discount as shown below. After the normal billing transactions for the customer's connections are committed, the system will prompt for the discount transaction. Simply tab through the fields and click **Add to List**. Then, click **Commit** to complete the discount transaction for the customer.

The screenshot shows the 'Manual Bill Entry' screen in the NDS EDIFICE software. The interface includes a menu bar at the top, a toolbar, and several data entry sections. On the right side, a summary table shows the following data:

Status	ELC	Total
Active		
Last Pay Date:	09/25/2018	
Discount Amount:	11.29	11.29
Discount Date:	09/17/2018	
Discount Balance:	-11.29	-11.29
Loan Balance:	0.00	0.00
Lien Total:	0.00	0.00
Prev Lien Total:	0.00	0.00

In the 'TRANSACTIONS' list, a transaction with code '005 DC TRADE DISCOU' is highlighted. A red box around this transaction contains the text: "System indicates a system generated transaction, which in this case is a trade discount." A red arrow points from this text to the transaction entry.

Billing Edit Journal with Trade Discount Example

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Billing EDIT Transaction Journal

Book/Seq #	Location ID	Customer ID	Name	To Date	Class	Company	Service	Location		
Svc Tran Cd	Rate	Description	Prior Read	Present Read	Usage	Prior Usage	Charges	Tax	Discount	Total User
0103-80.00	000103000700	001030007003	GEORGE C WASHINGTON	09/21/2018	1	1	23 BROAD ST			
1 100	RES. A RATE	62844	63900	1056	1299	92.47	0.00	9.25	83.22	nds
1 101	PPAC PPAC RES A R	0	0	1056	1299	89.87	0.00	0.00	89.87	nds
1 005	DC TRADE DISCOU	0	0	0	0	-9.25	0.00	0.00	-9.25	nds
Customer Totals				1056	1299	173.09	0.00	0.00	173.09	
GRAND TOTALS				1056	1299	173.09	0.00	0.00	173.09	
Total Accounts 1										
Totals Book #: 103				2112	2598	173.09	0.00	9.25	163.84	
Service #: 1										
Totals Service #: 1				2112	2598	173.09	0.00	9.25	163.84	

