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 \rightarrow File Maintenance \rightarrow Transaction Code Maintenance.

reaction for			
	Transaction Code ID: 005 Search Retrieve		
Rate Code: DC Rate Table No.: 000 Demand Table No.: 000 Finance Table ID: Power Factor ID: Power Factor ID: Description: Description: TRADE DISCOUNT Transaction Type: Billing Entry Debit/Credit: Credit Budget Type: Non-Budget Service Code: 1 - ELECTRIC Special Handling: None Calculation Types: 2 - Flat Tax Code: No Billing Code: Trade Discount Age Category: Charge Age Category: Charge	G/L Debit Account: G/L Credit Account: G/L Credit Account: After Hour Charge: 0.00 Model Min Charge: 0.00 Model Min Charge: 0.00 Minimum Charge: 0.00 Old Minimum Usage: 0 This Year Usage: 0 This Year Usage: 0 Last Year Amount: -17909.41 Last Year Amount: 0.00 Analysis Flag: 0 Charge Multiplier: 1.000000 # Decimal Places: 0 Effective Date: 0	Discount Multiplier: Discount Type: Discount Step 1 Cap: Prorate Calculations: Prorate Over Min: Reason Type: Message Type: Customer Status: Credit Message Type: Discontinued: Prevent Zero \$ Import: Lien Allow: Roll Allow: Finance Allow: Shut Off Allow: Past Due Allow: Collection Allow:	0.00000 Default Default Default Default Default Default Default None No No Default Default Default Default Default Default Default Default

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 \rightarrow File Maintenance \rightarrow Company Maintenance \rightarrow 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.

Additional				
	Company ID:	Sea <u>r</u> ch Re <u>t</u> rieve		
Title: COMP	ANY 1			
Description: COMP	ANY 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:		2
Tax Rate:	0.00	Trade Transaction Code	005	2
Courtesy Code:	P.	Allow Credit Trade Discounts:	N V	
Disbursement Code: Re-Connect Trans. ID:	P.	Unapplied Credit Billing Code:	Y	+

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%.

action Code Mainten	ance					
<u>A</u> dditional						
		Transaction Code ID:	Search Retrieve			
Rate Code: Rate Table No.: Demand Table No.: Finance Table ID:		G/L Debit Account: 1. G/L Credit Account: 4 After Hour Charge:	420 450 0.00	Discount Multiplier Discount Type: Discount Step 1 Cap:	0.10000 Default	
Power Factor ID: Description:	1000 WATT PAL	Model Min Charge: Model Min Usage: Minimum Charge:	0.00	Prorate Calculations: Prorate Over Min:	Default Default	•
Transaction Type: Debit/Credit: Budget Type:	Billing Entry Debit Non-Budget	Minimum Usage: Old Minimum Charge: Old Minimum Usage:	0 0.00	Reason Type: Message Type: Customer Status:	Default Default Default	
Service Code: Special Handling: Calculation Types: Tex Code:	1 - ELECTRIC None 2 - Flat	This Year Usage: This Year Amount: Last Year Usage:	0 663.00 0	Discontinued: Prevent Zero \$ Import:	None No No	
Category:		Last Year Amount: Analysis Flag:	0.00	Lien Allow: Roll Allow: Finance Allow:	Default Default Default	•
Billing Code: Cash Code: Age Category:	Default Vot Active Charge	Charge Multiplier: Calculation Multiplier: # Decimal Places:	1.0000000 0.0000000 0	Shut Off Allow: Past Due Allow: Collection Allow:	Default Default Default	
Age: Reversal Age:	Current 150 Day	Effective Date: Termination Date:				

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** \rightarrow **Wizards** \rightarrow **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:

Steps 1: Choose Customer ID 2: Service Information WATER Service Groups WATER Service Service Groups Matrix Service Service Groups WATER Service Service Groups Matrix Service Service Groups WATER Service Service Groups Matrix Service Service Groups WATER Back Back	Wizard				
I: Chaose Customer ID Customer ID 000020155001 2: Service Information Services All Service Service Groups All S&F SEVER All S&F JIDS Back Hext Finish	Steps	Select a Service to Edit the Customer Information		1: Choose Customer ID	
2: Service Information	1: Choose Customer ID			Customer ID	000020155001
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Back Next Finish	2: Service Information	Services Ser	ALL S&F SEWER W&F W&S WTR	2: Service Information	
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Change the Discount Code to Trade and then, click Finish.

Wizard			
Steps	Edit the Customer Service Information	on	1: Service Information
1: Service Information 2: Service Information (Cont.)			2: Service Information (Cont.) 3: Service Process Information
3: Service Process Information	0	11	
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	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 +	
Narrative	Number Units	0.00000	
These fields describe how this	Category:	P+	
service is billed for this customer.			
	Dest.		
	Back Next	Fini <u>s</u> h	

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.

Sequence #: SUUU ELC Total Location: 000103000700 Retrieve System indicates a system generated transaction, which in this case is a trade discount. Last Pay Date: 09/25/2018 Discount Balance: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Sequence #: Surve ELC Total Location: 000103000700 Custome: Status Active Custome: 001030007003 Resear Run System System indicates a system generated transaction, which in this case is a trade discount. Reference: ME 04105 TRANSACTIONS Discount Amount: 11.29 Ing Information	Sequence #: 0000 Image: Charge Tax Annount ELC Total Active 00103000700 Image: Charge Tax Annount Age Current Total Owner: GEORGE C. WASHINGTON Image: Charge Tax Image: Charge Tax Annount Age Current Total Owner: GEORGE C. WASHINGTON Image: Charge Tax Image: Charge Tax Annount Age Current Total Image: Charge Tax Annount Age Current Total Image: Charge Tax Annount Age Current Total Image: Charge Tax Image: Charge Tax Annount Age Current Total Image: Committee Image: Charge Tax Image: Charge Tax Annount Age Current Total Image: Committee Image: Charge Tax Image: Charge Tax Annount Age Current Total Image: Committee Image: Charge Tax Image: Charge Tax Annount Age Current Total Image: Committee Image: Charge Tax Image: Charge Tax Image: Charge Tax Annount Age Committee Image: Charge Tax Image: Charge Tax Image: Charge Tax	ok: 103 Company Group:	Cycle # 1	CONNECTIONS 4 07926781	Cust Note	omer: 001030007003 (: 1 MAIN	000103000700
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Billing Edit Journal with Trade Discount Example

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