

Add Transactions

Contextual Information for Enhanced Customer Service



Add Transactions

Introduction

This white paper will show you the proper way to enter transactions onto Summit Traffic invoices.

Problem Statement

Sometimes it is necessary to manually add a transaction to an invoice, or multiple invoices at once.

Parameters

In order to add a transaction to an invoice, you need to have the invoice number or the Advertiser name or number. Then it is a matter of locating the correct invoice to add the transactions. Besides adding transactions manually, there are also some functions that can add transactions to many invoices at once. Please see the white papers for Enter Payments, Enter Adjustments, and Enter Trade Credits.

Solution Overview

Locate the invoice that you need to add a transaction

Add the transaction line

Make sure the balance on the invoice is correct

Implementation: Step-by-step process to Add transactions

1. **Locate the invoice that you need to add a transaction**
 - a. If you don't know the invoice number, you can run a statement for the advertiser to find the invoice number you need to add the transaction
 - i. Go to the Accounting menu, A/R module, Reports, Account Statements
 1. Set the Statement date to today
 2. Set the Age From date to today
 3. Select the Advertiser
 4. Preview the report and make note of the invoice number
 - b. If you do know the invoice number, go to the Accounting menu, A/R module, Data Entry, Enter transactions and locate the invoice number
2. **Add the transaction line**
 - a. Right-click in the bottom portion of the invoice and choose Add new transaction
 - b. Fill out all the fields for this transaction and press Tab after the last field to save it – for negative amounts, you do need to enter the “-”, even for payments.
3. **Make sure the balance on the invoice is correct**
 - a. Check the balance on the invoice to make sure it is correct now
 - i. If it is correct, you are done and can add more transactions on this or other invoices

- ii. If it is not correct, you may need to run the Repair A/R balances in the Utility module.
 1. Go to the Utilities menu, Utility module, Repair A/R Balances
 2. Keep Repair balances checked
 3. Click Start
 4. Close it when it is done
 5. Make sure the invoice now has the correct balance. If you still need help, contact Summit Traffic Support for help.

Frequently Asked Questions

Question: I have run the Repair A/R Balances but the balance still isn't correct. What do I do?

Answer: Double-check the balance by adding up all of the transaction amounts, remembering to subtract the negative amounts. If the transaction is to decrease the balance, make sure it is entered with a proceeding "-". If not, the amount will add to the balance. You can always contact Summit Traffic Support for help.

Question: I need to add adjustments to many invoices, is there an easier way?

Answer: If the adjustments are offsetting – meaning you are going to add to one invoice and subtract from another – you can use the Enter Adjustments function. Please see the white paper titled *Summit Traffic – Enter Adjustments.pdf*. If the adjustments are not offsetting then you need to manually enter them according to these instructions.

Question: What do the transaction codes stand for?

Answer: Here is a list of the transaction codes and what they are for:

charge	CHARGE
adj chg	ADJUST CHARGE
adj dsc	ADJUST FOR CASH DISCOUNT
adj w/o	ADJUST INVOICE AMOUNT TO WRITE OFF
a/e com	AE COMMISSION
adj aec	ADJUST AE COMMISSION
rep com	REP FIRM COMMISSION
adj rcm	ADJUST REP FIRM COMMISSION
agc com	AGENCY COMMISSION
adj acm	ADJUST AGENCY COMMISSION
fin chg	FINANCE CHARGE

adj fin	ADJUST FINANCE CHARGE
sls tax	SALES TAX
adj stx	ADJUST SALES TAX
trd crd	TRADE CREDIT
adj tcr	ADJUST TRADE CREDIT
payment	PAYMENT
adj pmt	ADJUST PAYMENT
svc chg	SERVICE CHARGE
adj svc	ADJUST SERVICE CHARGE
note	NOTE