A SUMMIT TRAFFIC TECHNICAL WHITE PAPER

Enter Prepayments

Contextual Information for Enhanced Customer Service

Enter Prepayments

Introduction

Prepayments are entered into Summit Traffic through the Enter Transactions function. They are attached to a Contract so that the system can match up the charges at the time of billing. There is a separate prepayments received report that can be run as w.

Problem Statement

I need to be able to enter prepayments as they come in so I can add them to the deposit. I need to be able to track them when the charges come in so I don't have an open invoice.

Parameters

Enter prepayments through Enter Transactions and attach it to the contract. After billing, if there is a credit balance left over, you can run the Adjust Prepays function to create a new credit invoice for next month's charges.

Solution Overview

Enter the Contract header

Enter the Prepayment

Run the report(s)

Implementation: Step-by-step process to Enter Prepayments

1. **Enter the Contract header**
   a. You need to make sure that a Contract or paid program is entered before trying to add a prepayment in A/R. The prepaid invoice in A/R must have either the Contract number or the paid program number attached to it in order for the system to attach the correct charges at the time of billing. Be sure to put a checkmark in the Prepaid box.
   b. See the whitepaper on how to enter a Contract or paid program

2. **Enter the Prepayment**
   a. Go to the Accounting menu, choose the A/R module, choose the Data Entry menu, and choose Enter Transactions
   b. Check to see if you already have a prepaid invoice for this Advertiser. This means that a payment has been entered on the first line and no charges have been added to it.
      i. Yes – add a transaction line to the existing prepaid invoice for this payment. See step
      ii. No – go to the next step
   c. Go to the Edit menu and choose Add Invoice for Contract or Program
   d. Select the Advertiser
   e. Select the Contract or paid program
   f. Click the OK button
   g. Put a check in the Prepmt field

h. Right-click in the transaction area and choose Add new Transaction
i. Choose payment for the transaction type
j. Set the date to the date of the deposit. Usually, that will be today's date
k. Enter the amount as a negative number. Example: -250.00
l. Enter a description for reference. Example: CK#1234
m. Set the channel only if it is for one channel. If it is for multiple channels, leave at zero
n. Set the Sales type to the same as the same field in the header area
o. Press the Tab key to save the changes
p. Make sure the new balance is correct
    i. No – make sure you used the correct transaction type. Notes and A/E commissions do not change the invoice balance. If you can't figure it out, contact Summit Traffic Support.
    ii. Yes – go to the next step
q. Make sure that the Contract or paid program is also marked as prepaid

3. Run the report(s)

a. After all prepayments and regular payments have been entered, run the Payments received report to match to the deposit.
b. You may also run the Prepayment report to get a listing of just the prepays
c. Please see the white paper for more information on running those reports

Frequently Asked Questions

Question: I was sure I entered the prepayment correctly, but after billing I now have a credit invoice and a debit invoice. How do I get both invoices to zero?

Answer: You possibly didn't mark the invoice as prepaid and/or the Contract or paid program wasn't marked as prepaid. That is important for the system to know where to attach the charges. In this case, you can use the Enter Adjustments function to enter offsetting adjustments to both invoices. Please refer to the white paper on the Enter Adjustments function.

Question: I'm trying to attach a prepayment to a Contract but I'm not seeing it. What am I doing wrong?

Answer: It is possible that the Contract hasn't been entered yet. You will just need to enter the Contract header. The rest of the contract can be entered once the actual order is in. If you aren't the one that usually enters the Contracts, please notify the person that does.

Question: I have an Advertiser that is running many paid programs and is prepaying all of them. How do I attach the prepayment to all of them?

Answer: There are two different ways you can accomplish this. You can enter the prepayment attached to one of the paid programs and then at billing, the system will be able to find it to attach the charges. Paid programs are usually billing combining them onto one invoice. The other option would be to split the payment between all of the paid programs.