

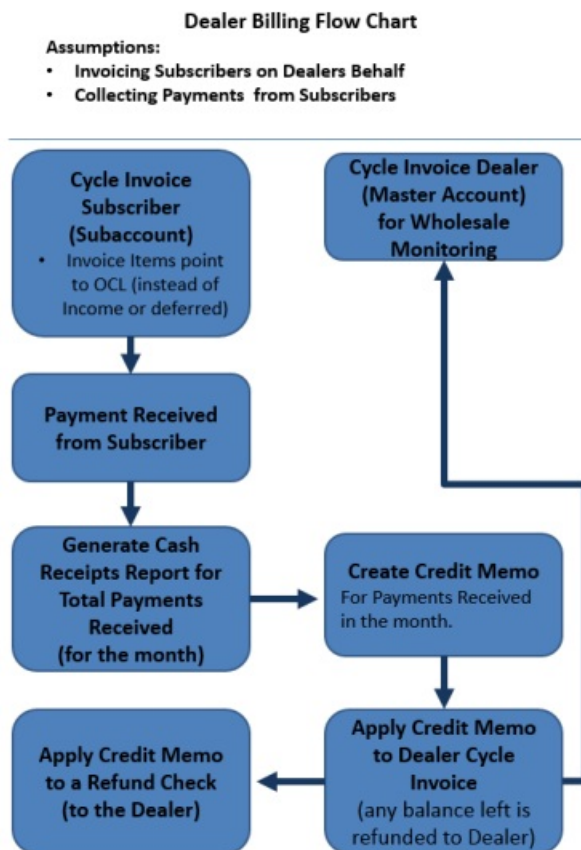
3rd Party Dealer Billing

09/13/2024 4:36 pm EDT

This document is designed to describe options on how to process transactions in SedonaOffice where your company is billing and collecting payments on behalf of an Alarm Company (Dealer).

This process uses a certain set of G/L Accounts and Branch to isolate accounts to be billed and process payments.

Below is a flowchart describing the process.



Setup

Creating G/L Accounts, Branch, Category, and Invoice Items are needed to isolate third-party billing and payment processing.

G/L Accounts

New G/L Accounts:

- G/L account to be used for Invoice Items (OCL) for RMR billed to subscribers.
- G/L account to be used for creating a credit memo on the Dealer Account for payments received from the Dealer's subscriber accounts (same G/L account used for subscriber RMR).
- A/R type account for posting/processing 3rd party dealer invoices and clearing when payments are received.

Branch

- Branch for 3rd Party Dealers and the Dealers accounts.

Category

- Category – 3rd Party Dealer Billing

Invoice Items

- Invoice Items for invoices; set up as non-deferred (subscribers); point to OCL account.
- Invoice Item for Credit Memo to the Dealer for Payments received; point to same OCL account used for subscriber RMR.

Process

Setting up Recurring Lines

Recurring Lines are created for the items that will be billed to the Dealer and for the items that will be billed to the subaccounts.

700 AA Alarms, Inc.

AA Alarms, Inc (Master Account)
Customer Information
Sub Accounts
Payment Options
Bill To
AA Alarms, Inc
Contacts
Activity Ledger
Aging
Collections
Contacts
Credit Memos
Deferred Income (Unposted)
Documents
EFT History
Inner Office Message
Invoices

AA Alarms, Inc
PO Box 123
Plymouth, MI 48170

Balance Due: \$0.00
Master RMR: \$5.00
Master RAR: \$60.00
Customer Type: Commercial
Chain Account:

Customer #	Site Name	Branch	Address	City	Master RMR	Sub RMR
700-1	Walters, Barney	3rd Party Billing	123 Main	Plymouth, MI	5.00	25.00
700-2	Mason, Gloria	3rd Party Billing	4555 Starkweather	Plymouth, MI	5.00	25.00
	Total				\$10.00	\$50.00

Dealer RMR:

Recurring Edit 700-1

Site and System
Walters, Barney
123 Main
Plymouth, MI 48170

System: 700-1
Intrusion

Panel Type

Recurring Setup | Royalties / Commissions

Recurring Information

Recurring Item: MON
Description: Wholesale Monitoring
Sub Item Of:
Bill Cycle: Monthly

RMR Amount: \$5.00
Cycle Amount: \$5.00
Next Cycle: May 2013
Recurring Start: 5/1/2013
Recurring End:
Termination Group #: 0

Renewal
Rate Increase
Override %
PO Number
PO Expires
Reference
Memo

☒ Receivable to Master

Subaccount RMR:

Recurring Edit 700-1

Site and System
Walters, Barney
123 Main
Plymouth, MI 48170

System: 700-1
Intrusion

Panel Type

Recurring Setup | Royalties / Commissions

Recurring Information

Recurring Item: 3rd Party Dig Mon
Description: Digital Monitoring
Sub Item Of:
Bill Cycle: Monthly

RMR Amount: \$25.00
Cycle Amount: \$25.00
Next Cycle: May 2013
Recurring Start: 5/1/2013
Recurring End:
Termination Group #: 0

Renewal
Rate Increase
Override %
PO Number
PO Expires
Reference
Memo

☐ Receivable to Master

Cycle Billing

Subaccounts

Subaccounts that are being invoiced on behalf of the Master Account are cycled through the Cycle Invoicing process within the Accounts Receivable module.

- The 3rd Party Billed accounts are cycled in a separate batch, by selecting the 3rd Party Billing Branch only.
- When posting the cycle batch, make certain to change the A/R account to the 3rd Party Billing A/R Account.

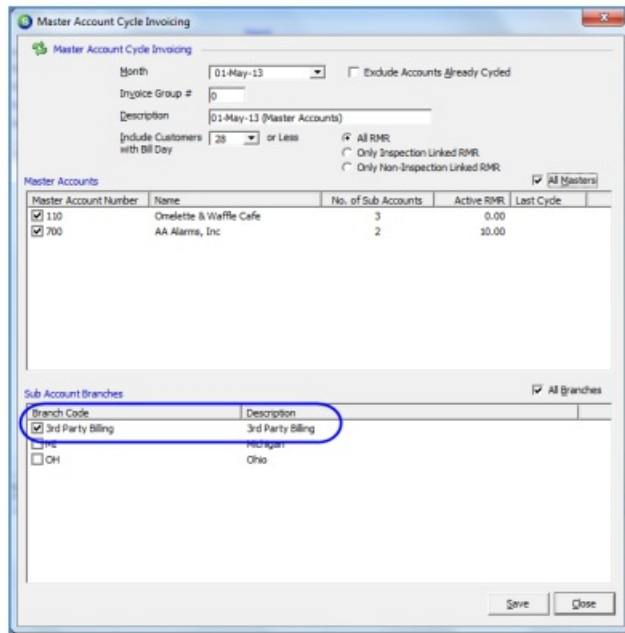
G/L Transaction for Cycle Invoices created for 3rd Party Billed Subaccounts:

Reg No.	Date	Type	Reference	Name	Branch	Amount	Balance
113805	5/1/2013	INV	1014	Walters, Barney	3rd Party Billing	26.50	26.50
113806	5/1/2013	INV	1015	Mason, Gloria	3rd Party Billing	26.50	53.00

Account	Description	Debit	Credit	Memo	Branch	Category
110999	3rd Party A/R	26.50		Cycle Invoice	3rd Party Billing	
290999	3rd Party Billing Invoices		25.00		3rd Party Billing	3rd Party Billing
250110	Sales Tax Payable Michigan		1.50		3rd Party Billing	

Master Accounts

3rd Party Master Accounts are billed using the same current process. If you wish to invoice these Master Accounts in a separate batch, you may do so by selecting the 3rd Party Billing Branch only.



Master Account Cycle Invoicing

Month: 01-May-13 ☐ Exclude Accounts Already Cycled

Invoice Group #: 0

Description: 01-May-13 (Master Accounts)

Include Customers with Bill Day: 25 or Less ☒ All RMR ☐ Only Inspection Linked RMR ☐ Only Non-Inspection Linked RMR

☒ All Masters

Master Account Number	Name	No. of Sub Accounts	Active RMR	Last Cycle
☒ 110	Omelette & Waffle Cafe	3	0.00	
☒ 700	AA Alarms, Inc	2	10.00	

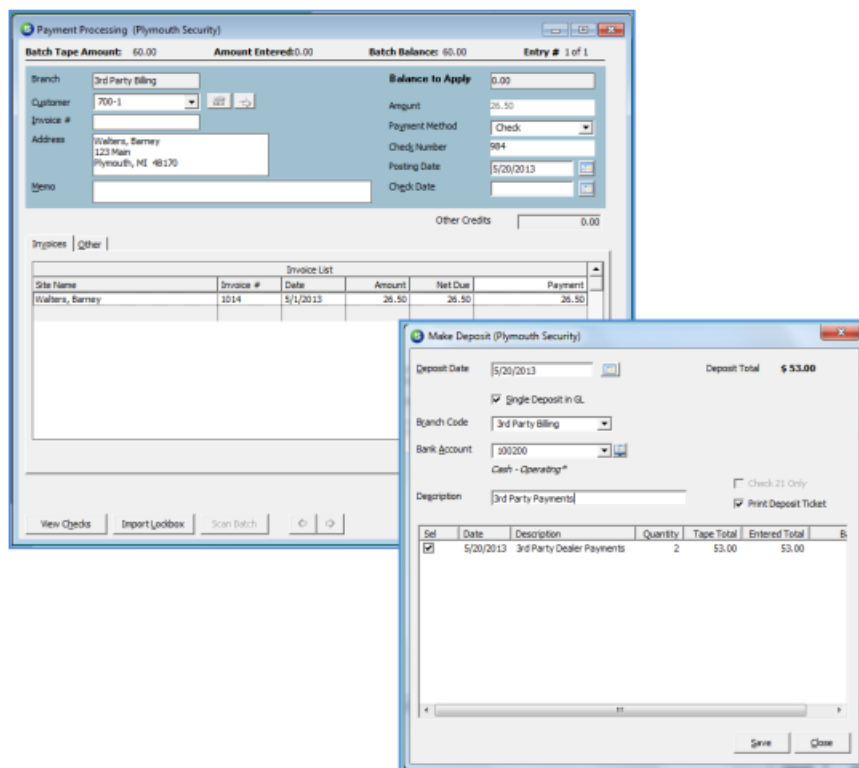
Sub Account Branches ☒ All Branches

Branch Code	Description
☒ 3rd Party Billing	3rd Party Billing
☐ ME	Michigan
☐ OH	Ohio

Save Close

Payment Processing - Subaccounts

As payments are received from the Subaccounts, the A/R account is cleared for the invoices being paid.



Payment Processing (Plymouth Security)

Batch Tape Amount: 60.00 Amount Entered: 0.00 Batch Balance: 60.00 Entry # 1 of 1

Branch: 3rd Party Billing

Customer: 700-1

Invoice #:

Address: Walters, Barnery
123 Main
Plymouth, MI 48170

Memo:

Balance to Apply: 0.00

Amount: 26.50

Payment Method: Check

Check Number: 994

Posting Date: 5/20/2013

Check Date:

Other Credits: 0.00

Invoices | Other

Site Name	Invoice #	Date	Amount	Net Due	Payment
Walters, Barnery	1014	5/1/2013	26.50	26.50	

View Checks Import Lockbox Scan Batch

Make Deposit (Plymouth Security)

Deposit Date: 5/20/2013 Deposit Total: \$ 53.00

☒ Single Deposit in GL

Branch Code: 3rd Party Billing

Bank Account: 100200

Cash - Operating: ☐ Check 21 Only ☒ Print Deposit Ticket

Description: 3rd Party Payments

Qty	Date	Description	Quantity	Tape Total	Entered Total	B
☒	5/20/2013	3rd Party Dealer Payments	2	\$3.00	\$3.00	

Save Close

G/L Transaction for 3rd Party Subaccount Payments:

Account Register (Plymouth Security)

Account Code: 110999 Branch: 3rd Party A/R

From Date: Thru Date: Rag Type:

Reg No.	Date	Type	Reference	Name	Branch	Amount	Balance
113805	5/1/2013	BNW	3014	Walters, Barney	3rd Party Billing	26.50	26.50
113806	5/1/2013	BNW	3015	Mason, Gloria	3rd Party Billing	26.50	53.00
113808	5/20/2013	PNMT	41940	Walters, Barney	3rd Party Billing	-26.50	26.50
113809	5/20/2013	PNMT	41941	Mason, Gloria	3rd Party Billing	-26.50	0.00

List Count = 4

Journal Entry (Plymouth Security)

Register No. 113809 Register Type: CHK

Journal Information

Branch: 3rd Party Billing Date: 5/20/2013 Primary Account: 100990 Undeposited Funds* Reference: 6933

☐ Show Job Costing ☒ Show Branches

General Ledger						
Account	Description	Debit	Credit	Memo	Branch	Category
100990	Undeposited Funds*	26.50			3rd Party Bill	
110999	3rd Party A/R		26.50		3rd Party Bill	

Dealer Subaccount Payments Credit Memo

A credit memo is manually created and will be posted on the Master Account for the amount of payments collected from the 3rd Party billed subaccounts. This may be done as each payment batch is posted or one credit memo at the end of the month for all payments received within the accounting period.

Credit Memo (Plymouth Security)

Customer ID: 700-1 Category: 3rd Party Billing Credit Account: 240210 Tag Group: M

Credit Memo

AA Adams, Inc.
PO Box 123
Plymouth, MI 48170

Site Address: Walters, Barney
123 Main
Plymouth, MI 48170

Credit Date: 5/20/2013 Credit Number: 1000

Branch: 3rd Party Billing E.O. Number:

Salesperson: %4 Salesperson:

Credit Type: Miscellaneous

Items: \$53.00 (Net) \$0.00 (Tax)

Item	Description	Qty	Rate	Amount	Memo
3rd Party Payments	3rd Party Payments Received	1	\$3	\$3.00	

Description: Credit on Account Credit Reason: 3rd Party Dealer Payments Item: May 2013 payments collected from subaccounts.

☐ Future Auto Apply

Journal Entry (Plymouth Security)

Register No. 113811 Register Type: CRMEMO

Journal Information

Branch: 3rd Party Billing Date: 5/20/2013 Primary Account: 240210 Unapplied Credit Memos* Reference: 1018

☐ Show Job Costing ☒ Show Branches

General Ledger						
Account	Description	Debit	Credit	Memo	Branch	Category
240210	Unapplied Credit Memos*		\$3.00	Credit on Account	3rd Par	
260000	3rd Party Billing Invoices	\$3.00			3rd Par	3rd Party Billing

This credit memo is then applied to the Master Account invoice for wholesale monitoring fees. What is left over of the credit memo may then be turned into a refund check to the Master Account.

700 AA Alarms, Inc. (Master Account) (Plymouth Security)

AA Alarms, Inc.
PO Box 123
Plymouth, ME 48170

Balance Due: (\$43.00)
Total Active RMR: Total Active RMR:
Customer Type: Commercial

Bill Contacts	Contact	Phone	Fax	E-Mail
AA Alarms, Inc.				

Open Invoices	Invoice #	Invoice Date	Description	Date	Amount	Net Due	Late Fee
AA Alarms, Inc.	1016	5/1/2013	Recurring		\$0.00	\$0.00	\$0.00

Open Credits	Credit #	Credit Date	Credit Type	Date	Amount	Balance
AA Alarms, Inc.	1018	5/20/2013	CREDIT		\$0.00	\$0.00

Credit for 3rd party subaccount payments received.

Apply 3rd party payment credit to the Wholesale monitoring invoice for the Master Account.

Check to Dealer for Subaccount Payments

After paying off the Master Account's wholesale monitoring invoice, the balance of the credit will be turned into a refund check to the Master Account

Apply Customer Credit 700

AA Alarms, Inc.
PO Box 123
Plymouth, ME 48170

Credit Amount and Balance
Credit Amount: \$43.00
Balance: \$0.00

Credit Date: 5/20/2013
Apply Date: 5/20/2013

Credit Memo
Invoice: Other

☐ Miscellaneous
G. Account:
Category Code:
Amount: \$0.00

☐ Advance Deposit
Job:
Amount: \$0.00

☒ Refund Check
Amount: \$43.00
Pay To: AA Alarms, Inc.

☐ Unapplied Cash
Amount: \$0.00

Memo
3rd Party Subaccount Payments - May 2013

Save Close

“T” Accounts

110999 3 rd Party A/R		290999 3 rd Party Billings		Cash	
1	100	3	100	4	100
		1	100	3	100
				6	90

110110 A/R		244500 Deferred Income		240210 Unapplied Credits	
2	10	5	10	5	10
		2	10	4	100
				6	90

1. Post 3rd Party Cycle Invoices
 2. Post Dealer Wholesale Monitoring Cycle Invoice
 3. Payment Received from 3rd Party Subaccount
 4. Credit Memo for Dealer Payments
 5. Apply Dealer Credit Memo to Dealer Wholesale Monitoring Invoice
 6. Apply Balance of Dealer Credit Memo to Refund Check to Dealer
-