



Sound Solutions for the Automotive Industry®

Accounts Receivable Module User Guide

06/27/2011

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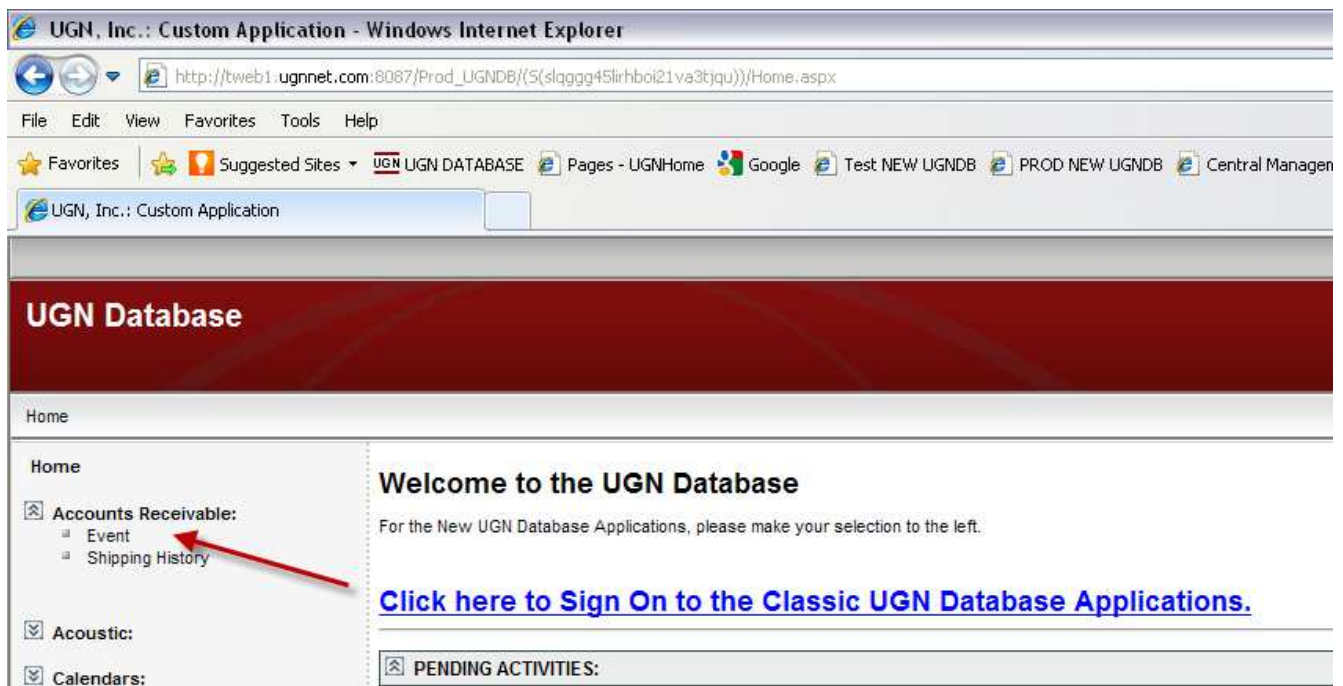
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Overview:

The Accounts Receivable Tracking (AR) Module is used to notify and approve price changes to parts. There are times when money needs to be accrued based on part numbers, customers, or a combination. Some events are automatically created based on invoices that are held. Other events are manually created but can be copied for further use. There are daily emails with reports as well as reports in the Microstrategy BI tool. Depending on how large an accrual is, approvals may need to be required by the Vice President of Sales, the Chief Financial Officer, and/or the Chief Executive Officer. The majority of this application is used by the Sales and Accounting team members.

Location:

The AR Module is located on the menu of the left side of the UGN Database.





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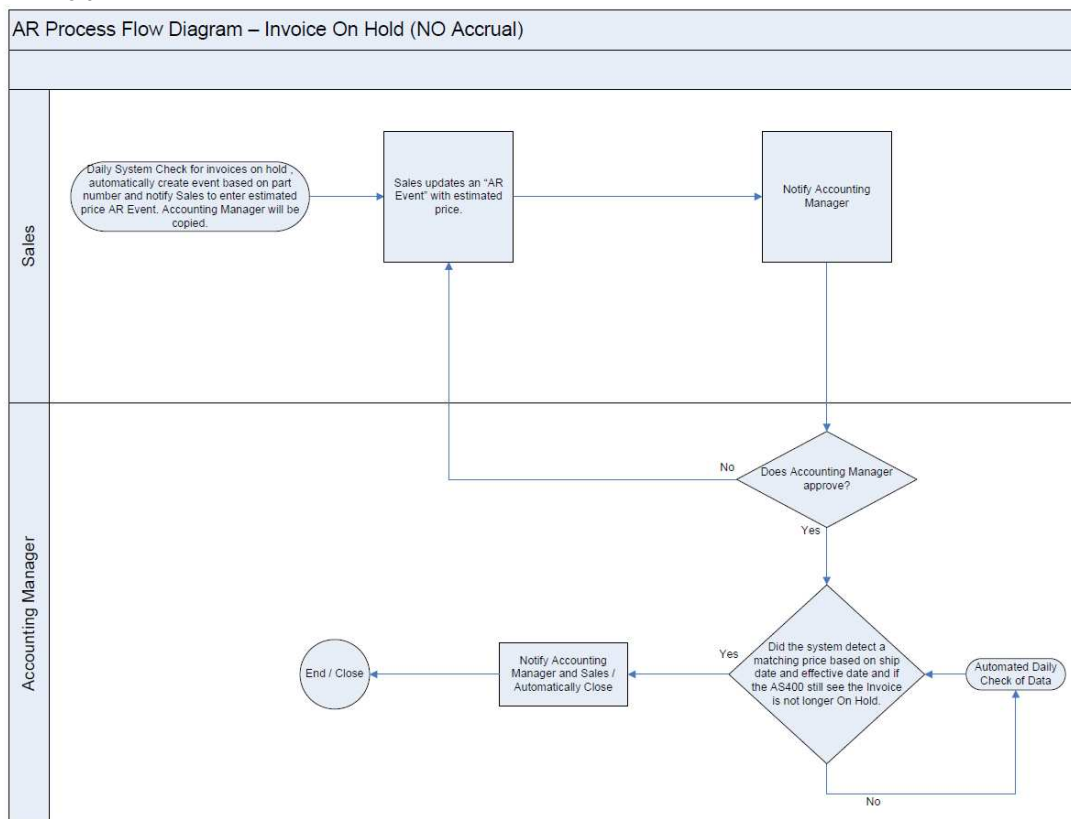
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Event Types:

The following types of events exist in the AR Module:

- 1) Invoice On Hold (NO Accrual)
 - a. Events are created automatically when a part puts an invoice on hold.
 - b. Exactly one part number and price code only are required, no more, no less.
 - c. NO ACCRUING WILL OCCUR. (THUS NOT BEING PART OF THE AR EVENT ACCRUAL REPORT)
 - d. Any price code can be selected (mass production, service, trials, etc.).
 - e. Account managers will be assigned and notified based on the UGNDB Workflow – CABBV assignment. The default will be the VP of Sales if no related account manager to CABBV is found.
 - f. Account managers will be required to enter an “estimated price.”
 - g. Approval is only needed by the accounting manager.
 - h. The system will be checked daily to see if the new price was found in shipping history for the customer approved effective date, or if the “invoice on hold” is no longer actually on hold. Either way, the account manager and the accounting manager will be notified to close the event. Furthermore, if the price code was mass production or service, then the account manager will be allowed to copy/create a “Price Change – No Accrual” event.
 - i. A list of invoices on hold while the AR Event was open will be saved. This list could be appended daily.
 - j. The customer approved effective date will default to the earliest ship date of the first invoice that was placed on hold.





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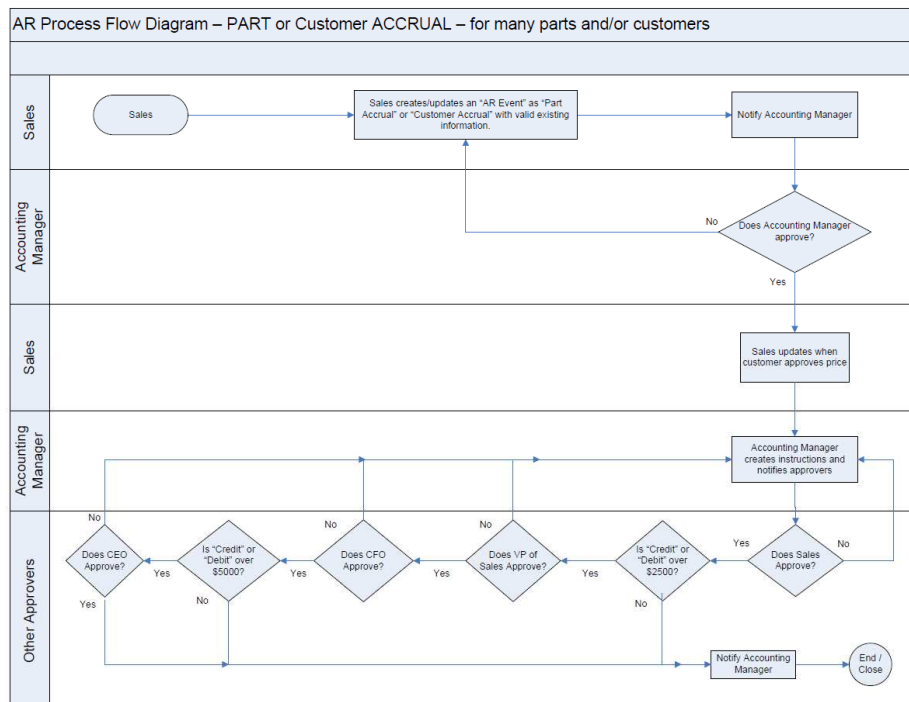
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2) Part Accrual

- Events are created by the sales team.
- At least one part number is required.
- Only a single UGN facility will be allowed.
- Multiple SoldTo, CABBV, part number, and/or price codes are allowed.
- Selection details are based on shipping history.
- Only mass production and service parts are allowed.
- An extra field showing what is actually credited or debited to the customer, "final deduction amount" will be updated by the accounting manager.
- A date field will appear when the customer was credited or debited.
- Approval is needed by the accounting manager, sales, possibly the VP of Sales, possibly the CFO, and possibly the CEO (depending upon credit or debit amount).
- Accounting can override an existing price per from accrual shipping details. A field will be given for an explanation.

3) Customer Accrual

- Events can be created by the sales or accounting manager.
- At least one SOLDTO is required.
- Only a single UGN facility will be allowed.
- The CABBV selection is optional.
- No part number or price code selections are allowed.
- Selection details are based on shipping history.
- Only mass production and service parts are allowed.
- An extra field showing what is actually credited or debited to the customer, "final deduction amount" will be updated by the accounting manager.
- A date field will appear when the customer was credited or debited.
- Approval is needed by the accounting manager, sales, possibly the VP of Sales, possibly the CFO, and possibly the CEO (depending upon credit or debit amount).
- Accounting can override an existing price per from accrual shipping details. A field will be given for an explanation.





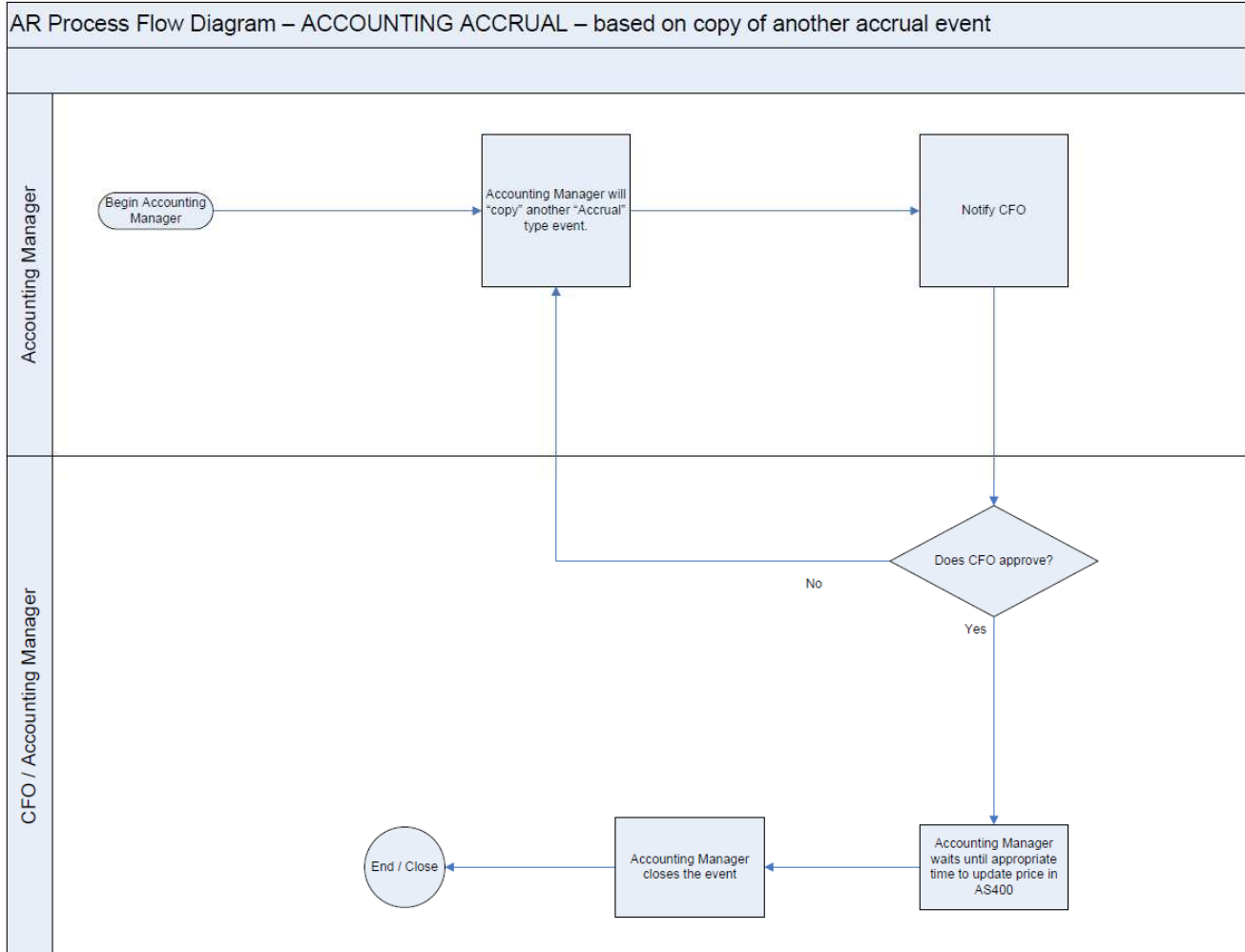
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4) Accounting Accrual

- Events are created by the accounting manager
- No selection criteria are needed.
- It will be based on holding a lump sum of money from another AR Event.
- A date field when the customer was credited or debited will appear.
- The approval is needed by the CFO only.





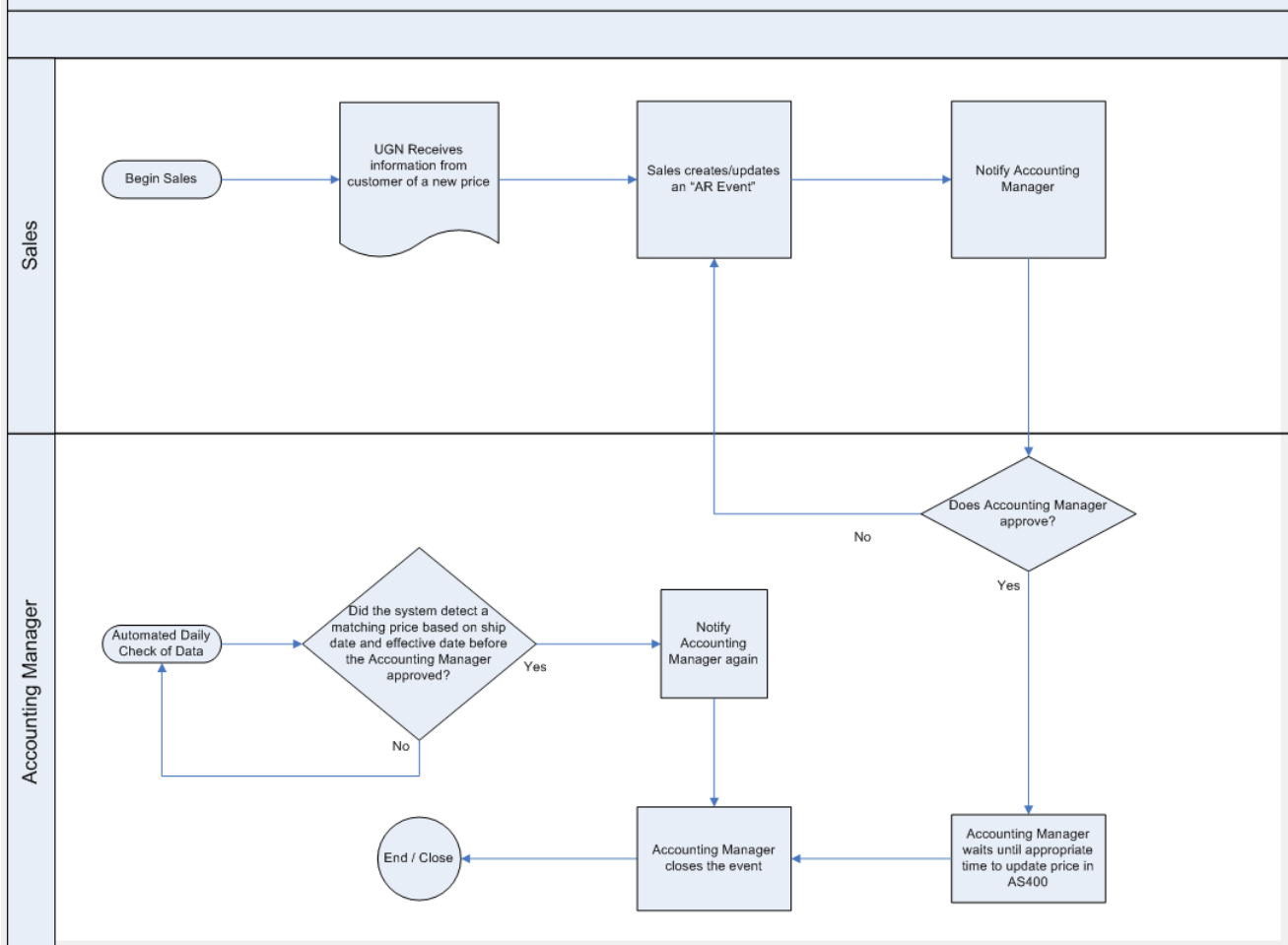
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- 5) The Price Change – “No Accrual” event
- Events are created by the account managers.
 - A UGN Facility is required.
 - Multiple parts are allowed.
 - No selection of SOLDTO, CABBV, or DABBV. All will be affected per part/price code selection.
 - Only mass production and service parts can be chosen.
 - The parts must currently be shipping OR BE A FUTURE PART (referenced from the Planning & Forecasting Module) – NOT BOTH.
 - The system will check shipping history daily. If the price at the ship date matches the AR Event price, then a notification will be sent to accounting to close the event.
 - Approval is only needed by the accounting manager.

AR Process Flow Diagram – Price Change No Accrual – Multiple Parts or Future Parts





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Other Notes:

- Any event can be a complete duplicate of another event.
- Plant controllers will be notified on relevant event activity, but not be required to approve.
- The following are the approval thresholds:
 1. If a "credit" or "debit" to the customer is greater than or equal to \$2500, then VP of Sales and the CFO will be required to approve. VP of Sales will approve before CFO.
 2. If a "credit" or "debit" to the customer is greater than or equal to \$5000, then the CEO will be required to approve.
- The running total of the Accrual will be presented on the screen with the AR Event details.



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Screens:

1. Event Search / List Page

- Approval Status identified by color
- Simplified list of status'

Open (Pending Sales Submission)
In-Process (Pending Accountant Event Approval)
In-Process (Pending Sales for Customer Approval)
In-Process (Pending Accountant Deduction Form Submission)
In-Process (Pending Deduction Form Approval)
In-Process (Pending Accountant Close)
Rejected (Pending Sales Fix)
Rejected (Pending Accountant Fix)
Closed
Void

Search for AR Event

Partial Searches can be completed by placing % before or after text.

Review existing data or press **Add** to enter a new AR Event.

Event Status:	<input type="text"/>	Event Type:	<input type="text"/>
AR Event ID:	<input type="text"/>	Desc:	<input type="text"/>
Start Date Range:	<input type="text"/>	End Date Range:	<input type="text"/>
UGN Facility:	<input type="text"/>	Approved By Customer:	<input type="text"/>
Customer:	<input type="text"/>	Part Name:	<input type="text"/>
Part No:	<input type="text"/>	Account Manager:	<input type="text"/>
Price Code:	<input type="text"/>		
Invoice No:	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Use the parameters above to filter the list below

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Status	Event Detail	Desc	Cust. Appr. Eff. Date	Key Field	Preview	History
In-Process (Pending Accountant Event Approval)	5	Price Change No Accrual Test	08/01/2010	Part No.: 74879 9N00A		
Approval Status: Billing						
In-Process (Pending Accountant Deduction Form Submission)	4	Accounting Accrual Test	06/01/2010	DEDUCTION: \$14000.00		
In-Process (Pending Accountant Event Approval)	3	Customer Accrual Test	01/29/2010	SOLDTO: 1300		
Approval Status: Billing Acct Mgr						
Rejected (Pending Sales Fix)	2	Invoice on Hold NO Accrual Test	02/26/2010			
In-Process (Pending Deduction Form Approval)	1	Part Accrual Test	06/30/2009	Part No.: 83301-TA5-A012I		
Approval Status: Billing Acct Mgr						



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2. AR Event Detail

- General information about the event is stored on top.
- Tabs with the other information is on the bottom
 - Details based on Part No., Price Code, CABBV, SOLDTO, DABBV, UGN Facility, Invoices No., and New Price or Percent
 - Supporting PDF documents
 - List of Approvers and Approval Status
 - Communication Board (general comments or questions of approvers prior to approval, notified via email).
- For events that are accruing, a button will be provided to see all accrual information based on the selection criteria matching shipping history.
- For the "Invoice on Hold No Accrual" event, a button will be provided to view all invoices that are held by that part that has a price of \$0.00.
- A field will exist for accounting team members to enter a credit memo number.
- A check box will exist for accounting team members to indicate if Future 3 has been updated with new pricing.

AR Event Detail

Event Status:

AR Event ID: 1 Account Manager:

Event Type:

Customer Approved Effective Date: Customer Approved End Date:

Event Desc from Sales:

Deduction Reason from Accounting:

☒ Approved By Customer

☒ Price Updated By Accounting in Future 3

Calculated Deduction Amount: \$19,500.976800 Credit/Debit Memo:

Final Deduction Amount:

☒ Adjust by Percentage ☐ Adjust by Dollar Amount

Percent adjustment from Current Price to New Price: % = (0.00)

UGN Facility	Finished Good Part No.	Price Code	SOLDTO	CABBV	Current Price	Price Change Percent	New Price	
Valparaiso	552100R01000	ALL	ALL	ALL	14.598500	5.000000	15.328425	
Valparaiso	55210-02291	ALL	ALL	ALL	18.561600	0.000000	100.000000	
Valparaiso	55210-06080	ALL	ALL	ALL	24.354000	0.000000	0.000000	



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[Selected Details](#) | [Supporting Documents](#) | [Approval Status](#) | [Communication Board](#)

Upload a Supporting Document

File Description:

Upload a supporting file under 3 MB:
(PDF,DOC,XLS,JPEG,TIF,MSG,PPT)

[Browse...](#) [Upload](#)

Supporting Document Name	Description	Preview Document	
22216_FO_10-03-07.pdf			

[Details](#) | [Supporting Documents](#) | [Approval Status](#) | [Communication Board](#)

Team Member	Role	Notification Date	Status	Signed Date	Comment	
Lacny, Gina	Billing					

[Submit for Approval](#)

[Details](#) | [Supporting Documents](#) | [Approval Status](#) | [Communication Board](#)

Select a 'Question / Comment' from discussion thread below to respond.

Question / Comment:

* Reply / Comment:

[Submit](#) [Reset](#)



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3. AR Event Selection Wizard

- Based on the event type, a different "selection wizard" will be used to update the AR Event. This will update the information that is also shown on the "details" tab of the AR Event Page
- Users will be given the option to replace the current "detail" list or append to it.
- "Invoice on Hold - No Accrual" will have a selection wizard just to select a part and price code, based on invoices on hold for parts with no price.

Invoices On Hold - Selection Wizard

AR Event ID: 2270

Finished Good Part No.:

[Filter Part List](#)

[Clear Part Filters](#)

Below is a list of parts with 0 price holding up an invoice.

Select PARTNO	Finished Good BPCS Part No.	Matches AR Module
<input type="checkbox"/>	67357 JA000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	83200-SHJ-X013A	<input checked="" type="checkbox"/>

Invoice No.	SOLDTO	CABBV	DABBV	Finished Good Part No.	Price Code	UGN Facility	Qty Shp	Invoice On Hold Price
341346	1300	NISSTN	STRIAL	67357 JA000	T	UN	3	0.000000
874049	1040	AHM2	AHM2	83200-SHJ-A020V	S	UP	3	398.640000
874049	1040	AHM2	AHM2	83200-SHJ-A110I	S	UP	6	398.530000
874049	1040	AHM2	AHM2	83200-SHJ-A710G	S	UP	6	414.260000
874049	1040	AHM2	AHM2	83200-SHJ-A730I	S	UP	3	414.250000
874049	1040	AHM2	AHM2	83200-SHJ-X013A	S	UP	3	0.000000
874049	1040	AHM2	AHM2	83200-SHJ-Z012P	S	UP	9	414.070000

[Update AR Event](#)

[Reset](#)

[Return to AR Event](#)



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▪ Part Accrual Wizard

- Only one facility is allowed.
- Search by one or any of the customer part or finished good part.
- Next, a filtered list of price codes will be shown. Once selected, a list of SOLDTOs and then CABBVs will be shown. Each higher list will filter the options of the lower list.

Part Accrual Wizard

AR Event ID: 1

UGN Facility: * Valparaiso (UGN Facility is required)

Customer Part No.: (You can search by customer part number to get ALL finished goods associated to it. If so, then leave the Finished Good field blank.)

Finished Good Part No.:

Part No. selection is required.

Select PARTNO	Finished Good BPCS Part No.	Matches AR Module
<input checked="" type="checkbox"/>	55210-02291	<input checked="" type="checkbox"/>
<input type="checkbox"/>	55210-06080	<input checked="" type="checkbox"/>
<input type="checkbox"/>	552100229100	<input type="checkbox"/>
<input type="checkbox"/>	552100230100	<input type="checkbox"/>
<input type="checkbox"/>	552100E03000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	552100R01000	<input checked="" type="checkbox"/>

Price Code, SOLDTO, and CABBV are optional.

Select Price Code	Price Code	Matches AR Module
<input checked="" type="checkbox"/>	A	<input type="checkbox"/>
<input type="checkbox"/>	S	<input type="checkbox"/>

Select SOLDTO	SOLDTO	Matches AR Module
<input type="checkbox"/>	1400	<input type="checkbox"/>
<input type="checkbox"/>	1411	<input type="checkbox"/>

- ☒ Append to selected items in the AR Event
- ☐ Replace all selected items in the AR Event



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- **Customer Accrual**
 - The user will select a UGN facility first.
 - Then a SOLDTO would be selected.
 - Next a filtered list of CABBV will be shown.

AR Customer Accrual Wizard

1000 was checked.

AR Event ID: 3

UGN Facility: *	<input type="text"/>	(UGN Facility is required)
Sold To:	1510	
<input type="button" value="Filter SoldTo List"/>		<input type="button" value="Show All Possible SOLDTOs"/>

SOLDTO selection is required.

Select	SOLDTO	Matches AR Module
<input checked="" type="checkbox"/>	1000	<input type="checkbox"/>
<input type="checkbox"/>	1040	<input type="checkbox"/>
<input type="checkbox"/>	1055	<input type="checkbox"/>
<input type="checkbox"/>	1070	<input type="checkbox"/>
<input type="checkbox"/>	1075	<input type="checkbox"/>
<input type="checkbox"/>	1128	<input type="checkbox"/>
<input type="checkbox"/>	1130	<input type="checkbox"/>
<input type="checkbox"/>	1132	<input type="checkbox"/>
<input type="checkbox"/>	1140	<input type="checkbox"/>
<input type="checkbox"/>	1142	<input type="checkbox"/>
<input type="checkbox"/>	1145	<input type="checkbox"/>
<input type="checkbox"/>	1150	<input type="checkbox"/>
<input type="checkbox"/>	1175	<input type="checkbox"/>
<input type="checkbox"/>	1190	<input type="checkbox"/>
<input type="checkbox"/>	1200	<input type="checkbox"/>

1 2 3

<input type="button" value="Filter CABBV List"/>	<input type="button" value="Clear CABBV Selections"/>
--	---

CABBV is optional.

<input checked="" type="radio"/>	Append to selected items in the AR Event
<input type="radio"/>	Replace all selected items in the AR Event
<input type="button" value="Update AR Event"/>	
<input type="button" value="Cancel"/>	




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- **Price Change - No Accrual**
 - A list of part numbers is shown.
 - Only mass production and service parts are allowed.

Customer Part No.:  (You can search by customer part number to get ALL finished goods associated to it. If so, then leave the Finished Good field blank.)

Finished Good Part No.:

Part No. selection is required.

Select PARTNO/Finished Good BPCS Part No./Matches AR Module		
<input checked="" type="checkbox"/>	55210-02291	<input checked="" type="checkbox"/>
<input type="checkbox"/>	55210-00000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	552100229100	<input type="checkbox"/>
<input type="checkbox"/>	552100230100	<input type="checkbox"/>
<input type="checkbox"/>	552100E03000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	552100R01000	<input checked="" type="checkbox"/>

Price Code, SOLDTO, and CABBV are optional.

Select Price Code/Price Code/Matches AR Module		
<input checked="" type="checkbox"/>	A	<input type="checkbox"/>
<input type="checkbox"/>	S	<input type="checkbox"/>

Select SOLDTO/ SOLDTO/Matches AR Module		
<input type="checkbox"/>	1400	<input type="checkbox"/>
<input type="checkbox"/>	1411	<input type="checkbox"/>

- ☒ Append to selected items in the AR Event
- ☐ Replace all selected items in the AR Event



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4. AR Event Accrual Information

- A web page will show accrual info for a specific AR Event.
- A button will exist to dump this data to MS Excel on the user's computer.
- The accounting team member can override current pricing when needed and will enter a comment.

AR Event Accrual

AR Event ID: **3372** Event Type:

Total Quantity Shipped: 7

Total Current Price By Quantity Shipped: \$95.752300

Calculated Deduction Amount
(Event Price Minus Current Price) By Quantity Shipped: -\$1.362200

Total Override Current Price By Quantity Shipped: \$105.000000

Override Calculated Deduction Amount
(Event Price Minus Current (or Override) Price) By Quantity Shipped: -\$10.609900

Override Current Price Comment:

Accounting team members can use this list to override groups of accruing data.

Part No.	Price Code	Start Ship Date	End Ship Date	Override Current Price	
65840 ZH30A	S - Service	04/01/2011		15.000000	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Push Override Current Price to all checked rows:

Accrual Details

Ship Date	SOLD TO	CABBV	Finished Good Part No.	Price Code	UGN Facility	Invoice No.	Qty Shp	Event Price	Current Price	Override Current Price	Select	Accrual	Override Accrual
04/27/2011	1295	NISSRV	65840 ZH30A	S - Service	Jackson	874045	2	13.484300	13.678900	15.000000	<input type="checkbox"/>	-0.389200	-3.031400
04/20/2011	1295	NISSRV	65840 ZH30A	S - Service	Jackson	873894	3	13.484300	13.678900	15.000000	<input type="checkbox"/>	-0.583800	-4.547100
04/13/2011	1295	NISSRV	65840 ZH30A	S - Service	Jackson	873737	2	13.484300	13.678900	15.000000	<input type="checkbox"/>	-0.389200	-3.031400



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5. AR Event Approval

- Approving team members will be directed from the home page and email links to a consolidated page which will allow the preview of information and approval at the same time.

AR Event Approval

Review the information for AR Event ID: **1** and submit your response in the section provided.

Team	Comments:
Member:	
Notification	
Date:	
Approval	
Status:	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

COMMUNICATION BOARD: Submit your question/comments prior to approval in this section.

1 / 29 Main Report 125%

Accounts Receivable Tracking



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Part Accrual Test

Deduction Reason

AR Event ID

1

Calculated Deduction

Final Deduction

Notes

Billing

Status

Comment



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6. Reports and Preview

- The Microstrategy (BI) Tool will have a “summary” and “detail” report for all accruing events. The “Summary will show unique AR Events, with only “header” information, including the accrual amounts (Event ID, Description, Total Shipping, Total Sales, Total Accrual, and over all status). The detailed report will show CABBV, SoldTo, Part No, UGN Facility, etc... The BI tool will be used for sorting and re-manipulation of the data.
- Crystal Reports (in PDF format) will be used as the “preview” tool per AR Event. It will contain sub-reports, which contain all shipping history and accrual or invoices on hold information as well. The crystal report view will be used for presentation and approval.



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Accounts Receivable Tracking

Date Printed: 4/26/2011

3:43:00PM

Status: In-Process (Pending Sales
for Customer Approved
Price)



Event Description

test

Deduction Reason

please note the adjustment of final deduction based on reasons x, y, and z

AR Event ID

1

Calculated Deduction

\$ (418755.05)

Final Deduction

\$ (400000.00)

Credit/Debit Memo

123abcd

Event Approvals

Accounting

Lacny, Gina

Status

Approved

Comment

this will work

Event Details

UGN Facility	Part No.	Price Code	SOLDTO	CABBV	Current Price	Price Change Percent	New Price
Valparaiso	552100R01000	ALL	ALL	ALL	\$ 14.598500	5.00%	\$ 15.328425
Valparaiso	55210-02291	ALL	ALL	ALL	\$ 18.561600		\$ 100.000000
Valparaiso	55210-06080	ALL	ALL	ALL	\$ 24.354000		

Accrual Totals

Total Quantity Shipped

26,564

Total Current Price By Quantity

\$ 387,821.99

Total Event Price By Quantity

\$ 407,322.97

Total Accrual

\$ 19,500.98



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7. AR History Page

- Team member activity, including communication board

AR Event History

AR Event ID: 7

Page: 1 of 1 1

Action Date	Action Taken By	Description
4/9/2010 4:17:17 PM	Lacny, Gina	Message Sent
4/9/2010 4:15:51 PM	Lacny, Gina	Message Sent
4/9/2010 4:13:23 PM	Lacny, Gina	Message Sent
4/9/2010 4:10:20 PM	Lacny, Gina	Message Sent
4/9/2010 3:58:31 PM	Lacny, Gina	Message Sent
4/9/2010 3:57:20 PM	Lacny, Gina	Message Sent
4/9/2010 3:55:37 PM	Lacny, Gina	Message Sent
4/9/2010 3:38:30 PM	Echevarria, Mike	Sales submitted for approval to Billing
4/9/2010 3:36:59 PM	Echevarria, Mike	Updated Event
4/9/2010 3:36:23 PM	Echevarria, Mike	Updated Event