



DDMS[®]/DDMSPLUS[®]: Posting Deposits on Furniture Orders

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Introduction

To offset the large costs of a furniture project that may take six to eight weeks to deliver, furniture dealers typically require a deposit to be held as security.

A common misconception is that posting a deposit does the same thing as using a pay code of prepay. There are important differences between these two types of advance payments. This document describes those differences and explains how to work with deposits in your back-office system.

Understanding Prepay and A/R Deposits

Prepays are only intended to accept advance payment for commercial or retail backorders where delivery and invoicing is typically a matter of days. A prepay amount is credited to the customer's A/R account and charged to a credit card if that form of payment was used.

Note: Do not use prepay when placing a furniture order. Prepay amounts on furniture orders placed in graphical DDMS®/DDMSPLUS® do not post to A/R, and furniture tickets and invoices do not reflect prepaid amounts.

The A/R Deposits feature is designed to accept advance payment for furniture orders, which typically take six to eight weeks to deliver. The back-office system treats a deposit as a liability. Your customer puts money down, but no merchandise changes hands, so the deposit is an amount you owe until the order is delivered and invoiced. A deposit debits cash and credits the liability account. The deposit amount becomes an asset only when you invoice the ticket. The Furniture Deposits (FD) invoice format prints the deposit credit on the invoice. The system then applies the deposit to the full amount of the invoice and credits the customer's A/R account.

Understanding Taxing on Furniture Deposits

The A/R Deposits feature does not split tax amounts. For example, if you enter a 50% deposit, the entire tax amount is included in that deposit. The deposit is calculated using 50% of the total amount, which includes the total amount of tax.

Setting Up General Ledger Deposit Accounts

If you don't have deposit accounts properly set up, any deposits you enter are posted to the wrong account. A line of asterisks (*) next to a G/L number on G/L reports indicates that the G/L number does not exist in Chart of Accounts.



Setting up general ledger deposit accounts involves:

- Adding two new G/L accounts in Chart of Accounts. For detailed instructions on setting up accounts in Chart of Accounts, see your online help or the Customer Support Center.
 - **Deposit Income:** Set up a deposit income account as a current liability account.
 - **Deposit Forfeit:** Set up a deposit forfeit account as a miscellaneous income account or a similar asset account.
- Entering the new G/L accounts in the (L21) Additional G/L Master Numbers screen.

Entering the New G/L Accounts in the (L21) Screen

In the (L21) screen, you can enter the G/L account number where deposits should post. Whenever you post or void a deposit using the A/R Deposits dialog box, the system posts the amount to the account numbers set in this screen.

Note: If you leave any of these fields in the (L21) screen blank, the system posts the totals to the accounts receivable cash account.

1. From the Master Menu, double-click  Keyop Menu.
2. Double-click  Parameters.
3. Double-click Text Base Parameters.
4. Type **2** in the Selection Code field. The (L2) G/L Master Numbers screen opens.
5. Type **1** in the Action field. The (L21) screen opens.
6. Select the [C] Change action code.
7. Tab to the Deposit Income field and enter the new G/L liability account number you set up in Chart of Accounts.
8. Tab to the Deposit Forfeit field and enter the new G/L miscellaneous income or similar asset account number you set up in Chart of Accounts.
9. When finished, press Enter until the cursor returns to the Action Code field.

Note: If you press Esc before the cursor returns to the Action Code field, the system does not save your changes.


Setting the Default FD Invoice Format

The FD invoice format prints the deposit credit that has been applied to the invoice. You can set this format as the default for:

- All orders in the (L1) Terminal Ticket Printer Parameters screen.
- Furniture orders in the (LGC) Furniture Order Entry Parameters screen.
- Orders by individual furniture order-writers in the Furniture Profile Settings window. This setting overrides the (LGC) setting for that user.

Note: Because it is a furniture invoice format, FD prints the furniture project number and name. If you post deposits for commercial or retail orders and need to remove the project line, use a customized invoice format.

Setting the FD Invoice Format as the Default for All Orders

1. From the Master Menu, double-click  Keyop Menu.

2. Double-click  Parameters.

3. Double-click Text Base Parameters.

4. Type **1** in the Selection Code field. The (L1) screen opens.

5. Type **C** in the Action field.

6. Tab to the row for the Furniture O/E Type terminal.

7. Tab to the Invoices Form field and type **FD**.

8. Press the Spacebar until your cursor moves to the Invoices P field.

9. Enter the logical name of the default printer to use for FD invoices. For example, type 2 to use your P2 printer.

10. Press Enter until the cursor returns to the Action field to save your changes.

11. Press Esc to exit.

Note: If you use laser or ink jet printers that do not have font control, set up your printer to use compressed print in the (L1L) Laser Printer Parameters screen. For more information, see your online help.

Setting the FD Invoice Format as the Default for Furniture Orders

1. From the Master Menu, double-click  Keyop Menu.

2. Double-click  Parameters.

3. Double-click Text Base Parameters.

4. Type **G** in the Selection Code field. The (LG) Order Entry Parameters Menu screen opens.

5. Type **C** in the Selection Code field. The (LGC) screen opens.

6. Tab to the Invoice Format field and type **FD**.

7. In the Printer field, enter the second character of the default printer to use for FD invoices. For example, type 2 to use your P2 printer.

8. Press Enter until the cursor returns to the Action field to save your changes.

9. Press Esc to exit.

Note: If you use laser or ink jet printers that do not have font control, set up your printer to use compressed print in the (L1L) screen. For more information, see your online help.

Setting the FD Invoice Format as the Default for Individual Order-Writers

Note: If you entered a format in the Furniture Profile Settings, that format overrides parameters set in the text-based (LGC) screen for that user.



1. From the Master Menu, double-click **Order Entry**.
2. Click the Order Style drop-down menu and select Furniture. The Furniture section displays at the bottom of the Order Entry window.
3. Click Furniture Profile Settings. The Furniture Profile Settings dialog box opens.
4. Click the Printing tab.
5. Check the Invoice box.
6. Click the Invoice Format box and type **FD**.
7. In the Printer field, enter the logical name of the default printer to use for FD invoices. For example, type 2 to use your P2 printer.
8. When finished, click Save. The Furniture Profile Settings dialog box automatically closes.

Posting Deposits



1. From the Master Menu, double-click **Accounts Receivable**.
2. Click the Action menu and select Deposits or type **Ctrl + D**. The A/R Deposits dialog box opens.
3. Click the Apply To drop-down menu and select Invoice. The cursor moves to the Order Number box.
4. Enter the Order Number, Customer Account Number, or Customer Name in the appropriate boxes. You can also click **QA** to query.
5. When the cursor moves to the Deposit Amount box, enter the amount of the deposit, or enter a percentage of the invoice or project the customer is depositing.
 - **Deposit Amount:** Enter the amount (including the decimal) in the Deposit Amount box. Press Enter.
 - **Percentage:** Click the % Of Order box and enter the percentage to post as a deposit. For example, if a customer is making a 10% deposit, type 10. Press Enter.
6. Check the Auto Apply Project Deposit box to automatically apply the deposit amount as a payment to the ticket when it is invoiced.
7. Click the Auto box next to the invoice to which to apply the deposit. If you apply the entire deposit amount, the All Of Deposit Amount Has Been Used message displays.
8. To view additional information about this order in the O/E History window, right-click an invoice and select Display Order History. When finished, close the O/E History window.

9. When you are finished entering deposit information, click Accept. The Post tab opens automatically.
10. Enter the payment information.
 - If the customer is paying by check, select the Pay By Check option and enter the check number in the Check # box.
 - If the customer is paying by credit card, select the Pay By Credit Card option. In DDMS, enter the credit card number in the CC # box. Enter the expiration date and credit card type in the Exp Date and CC Type boxes. The Address Verification boxes default to the address for the displayed customer. You can change the address if needed. In DDMSPLUS, select a credit card on file or enter a credit card number later.
11. In the Print Options section, choose whether to print the deposit receipt. The Format and Printer boxes show the default format and printer from the text-based (LA5) Deposit Parameters screen.
12. When finished, click Post. The Updating Deposits Message displays.
 - If the customer is paying by cash, go to **Step 13**.
 - If the customer is paying by credit card in DDMSPLUS, the Payment Solutions window opens, displaying the credit card information for the card selected. To accept the credit card for this payment, enter the CVV (Card Verification Number), if required. To change the credit card, click the Change link and enter the credit card number, expiration date, and CVV number for the card to be billed. After verifying the customer's billing information, click Pay Now. At the Payment Services Processing Complete message, click Continue.
 - If the customer is paying by credit card in DDMS, the Approve message appears. Click Yes to approve the customer's credit card, or click No if you are not approving the card. If you specify to approve the card, the Credit Card Approval Code dialog box opens. Enter the approval code and click OK. If the customer's approval code is on file, you can click On File to select the code.
13. The deposit is posted and the Deposit Income account is updated.

Printing Deposit Invoices

You can print a deposit invoice from Order Entry, Order Entry History, or A/R Deposits.

Note: Before you can print deposit invoices, you must first post an A/R deposit on a furniture order and move the order to an invoice status. To move the order to an invoice status, perform a (TR)[B] or (TR)[G] flush or final-verify the ticket to a status B.


Printing Deposit Invoices from Order Entry

Final-verify a furniture ticket to a status B from the Order Entry application. Remember to specify the FD format to print the deposit credit.

Printing Deposit Invoices from Order Entry History




1. From the Master Menu, double-click **O/E History**.
2. In the Order Number box, enter the ticket number for the order where you accepted a deposit.

3. Click . The Print Order dialog box opens.
4. Click the Printer box and enter the printer to use.
5. Click the Format box and type **FD**.
6. Click OK.

Printing Deposit Invoices from the A/R Deposits Window




1. From the Master Menu, double-click .
2. Click the Action menu and select Deposits or type **Ctrl + D**.
3. Click the Edit/Monitor tab or press F3.
4. Click the + (plus sign) next to the customer whose deposit invoice you are printing. The customer's invoices display.
5. Right-click the invoice to print and select RePrint Customer Order. The Post tab opens and displays the print options.
6. Click the Format box and type **FD**.
7. Click the Printer box and enter the printer to use.
8. Click Print.

Applying a Deposit to an Invoice

If you did not choose to automatically apply the deposit amount as a payment to the ticket when the ticket is invoiced, you must manually apply the deposit to the invoice and reprint the invoice.



1. From the Master Menu, double-click .
2. Click the Action menu and select Deposits or type **Ctrl + D**.
3. Click the Apply tab or press F4. The Apply tab displays all of the deposits you have created.

Note: If there is a deposit amount and an available amount, but no applied amount, you need to apply the deposit.

4. To apply a displayed deposit, click the customer's name and mark the deposit to apply.
5. Click Accept.
6. To reprint the invoice, right-click the invoice and select RePrint Customer Order. The Post tab opens and displays the print options.



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7. Click the Format box and type **FD**.
8. Click the Printer box and enter the printer to use.
9. Click Print.