

End-User Course

Prices and Discounts

Training Guide

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Software Version - 2019 R1

Introduction

In the course, you will learn how to configure various types of sales prices and customer discounts, as well as how to create a sales price worksheet and a vendor price worksheet. You will learn to apply correct sales prices and customer discounts to AR invoices and sales orders, to update sales prices and customer discounts, and to analyze GL batches the system creates when posting document with discounts.

You will also learn what types of organization structures can exist and be configured in Acumatica ERP, and how to configure inter-branch balancing transactions.

After you complete the course, you will have an understanding of how to perform basic operations with sales prices and customer discounts in Acumatica ERP and how to deploy a new company with multiple branches and perform inter-branch account mapping.



While completing this course, you will use Acumatica ERP with all features available under the trial license. For production, each particular feature might be subject to additional licensing; please consult the Acumatica ERP sales policy for details.

How to Use This Course

This course consists of three parts, each providing a set of lessons that illustrate financial management processes in a midsize company. Part 1 deals with the process of maintaining and applying sales prices, and describes how to maintain vendor prices in the system. Part 2 deals with the process of maintaining various customer discounts and applying them to documents. Part 3 is about working with companies and branches of companies; it illustrates inter-branch transactions between different companies and different branches of the same company.

The course should be completed on Acumatica ERP 2019 R1. To complete the course, ask your system administrator to deploy an instance of Acumatica ERP for training and to create a tenant and preload the *U100* data set to it; this data set provides the pre-configured settings and entities you will need as you complete the course. (You can find detailed instructions on creating a tenant below.)

What Is in a Guide?

The guide includes the *Company Story* topic, lessons, concept topics related to these lessons, and the *Additional References* topic. *Company Story* explains the organizational structure of the company preconfigured in the *U100* dataset, as well as the company's business processes and requirements. Concept topics provide general overviews of the processes that are performed in Acumatica ERP. Each of the lessons of the course is dedicated to a particular user scenario and consists of processing steps that you complete.

What Is in a Lesson?

Each lesson provides a story describing a particular user scenario and an overview of the relevant features that have been enabled in the system; configuration settings that are related to the described scenario are also listed. The lesson provides a brief overview of the process that should be performed to complete the described scenario, and instructions that guide you through the process in Acumatica ERP. At the end of the lesson topics, you can find links to detailed information about the forms used in the lesson.



The lessons are independent and can be completed in any order.

What Are the Documentation Resources?

All the links listed in the *Forms Used* sections of individual lessons refer to the form documentation available on the <https://help.acumatica.com/> website. The *Additional References* topic provides links to Acumatica ERP Help Portal, where you can find additional information on concepts and procedures that are included in this course. Complete documentation, which includes concept topics and form reference topics, is also included in the Acumatica ERP instance, and you can find these topics under the **Help** menu.

How to Create a Tenant with the Needed Data

As mentioned, you should ask your system administrator to first deploy an instance of Acumatica ERP for training. The administrator should then add a tenant with the *U100* data to this Acumatica ERP instance by performing the following instructions:

1. Open the Acumatica ERP Configuration Wizard, and click **Perform Application Maintenance**.
2. On the **Application Maintenance** page of the wizard, click the **Tenant Maintenance** button.
3. In the **SQL Server Authentication** dialog box, which appears, specify the credentials for connecting to the database server, and click **OK**. The **Tenant Setup** page opens.

4. To create a new tenant, click **New**, and in the **Insert Data** column, select the *U100* dataset to be preloaded to the tenant.
5. Click **Next**, and on the **Confirm Configuration** page, click **Finish**.

The system adds the new tenant to the Acumatica ERP instance and preloads the selected data. In the first processing step of each lesson, you can find the user credentials to be used for sign-in.

Company Story

This topic explains the organization structure and operational activity of the company with which you will work during this training.

Company Structure

The SweetLife Fruits & Jams company is a midsize company located in New York. The company consists of the following branches:

- SweetLife Head Office and Wholesale Center: This branch of the company owns a jam factory and a large warehouse where fruit (purchased from wholesale vendors) and the produced jam are stored.
- SweetLife Store: This branch has a retail shop with a small warehouse, to which the goods are distributed from the company's main warehouse.
- Service and Equipment Sales Center: This branch is a service center with a small warehouse where juicers are stored. This branch sells juicers, installs juicers, trains customer's employees to operate juicers, and provides juicer servicing.

Operational Activity

The company has been operating starting in the *01-2018* financial period. In November 2018, the company started using Acumatica ERP as an ERP and CRM system and migrated all data of the main office and retail store to Acumatica ERP. As the company grows, the equipment center starts working from *01-2019*.

Company Purchases

The company purchases fruits and spices for sale and for jam production from large fruit vendors. For producing jams and packing jams and fruits, the company purchases jars, labels and paper bags from various vendors. For internal needs of the main office and store, the company purchases stationery (printing paper, pens, and pencils), computers, and computer accessories from various vendors. The company also purchases juicers for sale from a large juicer vendor and purchase the installation service of juicers.

Company Sales and Services

Each company's branch has its own business processes, as follows:

- SweetLife Head Office and Wholesale Center: In this branch, jams and fruit are sold to wholesale customers, such as restaurants and cafés. The company also conducts home canning training at customer's place, or webinars at the company's website.
- SweetLife Store: In the store, small retail customers purchase fresh fruit, berries, and jams, or pick the goods ordered on the website. Some of the goods listed in the website catalog are not stored in the retail warehouse, such as tropical fruits (which are purchased on demand), and tea (which are drop-shipped from a third-party vendor).
- Service and Equipment Sales Center: This branch sells juicers, provides training on equipment use, and offers equipment installation including site review and maintenance services.

The company has local and international customers. The ordered items are delivered by company's own vehicle or using the third-party nationwide carrier (USPS). Customers can pay for order by cash, check, or credit card.

Customer Relationship Management

The company needs to handle a large number of customers, both current and potential, to maximize sales opportunities. All customers of the company can be divided into the following two types:

- End customers: Organizations that buy goods from the company and use its services
- Referral partners: Partner organizations that endorse the goods and services of the company

Potential customers of each of these types should be analyzed and processed differently, in accordance with the qualification process adopted by the company.

In its pursuit of new potential customers, the marketing department of the company generates a host of leads from various sources: It purchases lists of leads from third parties; it receives direct phone calls and emails from leads attracted by marketing campaigns or referrals, and the company's website invites any user who is interested in the offered services to fill in an online form, which results in yet more leads. Thus, organizing information meaningfully is among the department's highest priorities.

Furthermore, the marketing department needs to facilitate the process of assigning leads to sales personnel for qualification.

The sales department of the company aims to create as many opportunities as possible and then bring these opportunities to actual sales. To increase repeated sales and to attract new leads, the company runs frequent marketing campaigns and sends company newsletters and special offers targeted at specific audiences.

Part 1: Sales Prices

Acumatica ERP provides the following mechanisms for maintaining prices:

- *Price lists*: By using price lists, you can define flexible pricing strategies. You can define different promotional and non-promotional prices for groups of customers or vendors and for individual customers or vendors, and you can set prices that depend on the quantity of the sold or purchased items. The system keeps the history of changes made to prices.
- *Default prices*: You can specify default prices for stock and non-stock items. The system does not keep a history of default prices.

Working with Customer Prices

To simplify the entry of documents in the system, you can create and keep a catalog of customer prices for stock items and non-stock items in the system.

To define and update multiple prices at once, you can create and release a sales price worksheet (a tool that updates sales price records in bulk). After you have released a sales price worksheet, the system updates the sales price list for the items included in the worksheet, so that you can use these prices in customer invoices and sales orders if the *Order Management* group of features is enabled. When you create an invoice and select a non-stock item in a document line or when you create a sales order and select a stock item, the system automatically inserts the appropriate price as the unit price of the item in the line; this price can be overridden.

On the Sales Price Worksheets (AR202010) form, you can create a sales price worksheet manually, upload a list of customer prices from an Excel file, or you can calculate prices based on the last or standard cost, on existing price, or on MSRP. After you release the worksheet, the sales prices defined in the worksheet become effective starting on the specified date and appear on the Sales Prices (AR202000) form. On this form, you can review the list of prices defined in the system and update individual prices.

For each item in a sales price worksheet, you can define prices of different levels. In a document where you select an item, the system selects the price it will insert by using the following priorities, from the highest priority to the lowest one:

1. The price specified for the customer. If there is no such price effective on the document date, the search continues.
2. The price specified for the customer price class of the customer. If there is no such price, the search continues.
3. The price specified for the Base price type. If there is no such price, the search continues.
4. The default price of the stock or non-stock item. The default price does not have an effective period and cannot be promotional.

The following principles apply at every level of the system's search for an applicable price to insert:

- If a promotional price is effective on the document date, the system selects the promotional price.
- If there is no applicable promotional price, the system selects the regular price effective on the document date.
- If neither the promotional price nor the regular price effective on the document date is specified, the system searches for the price at the lower priority level.

The system always searches for the price by using the priorities described above; it doesn't necessarily select the lowest price for the customer. The following diagram illustrates the priority of customer prices.

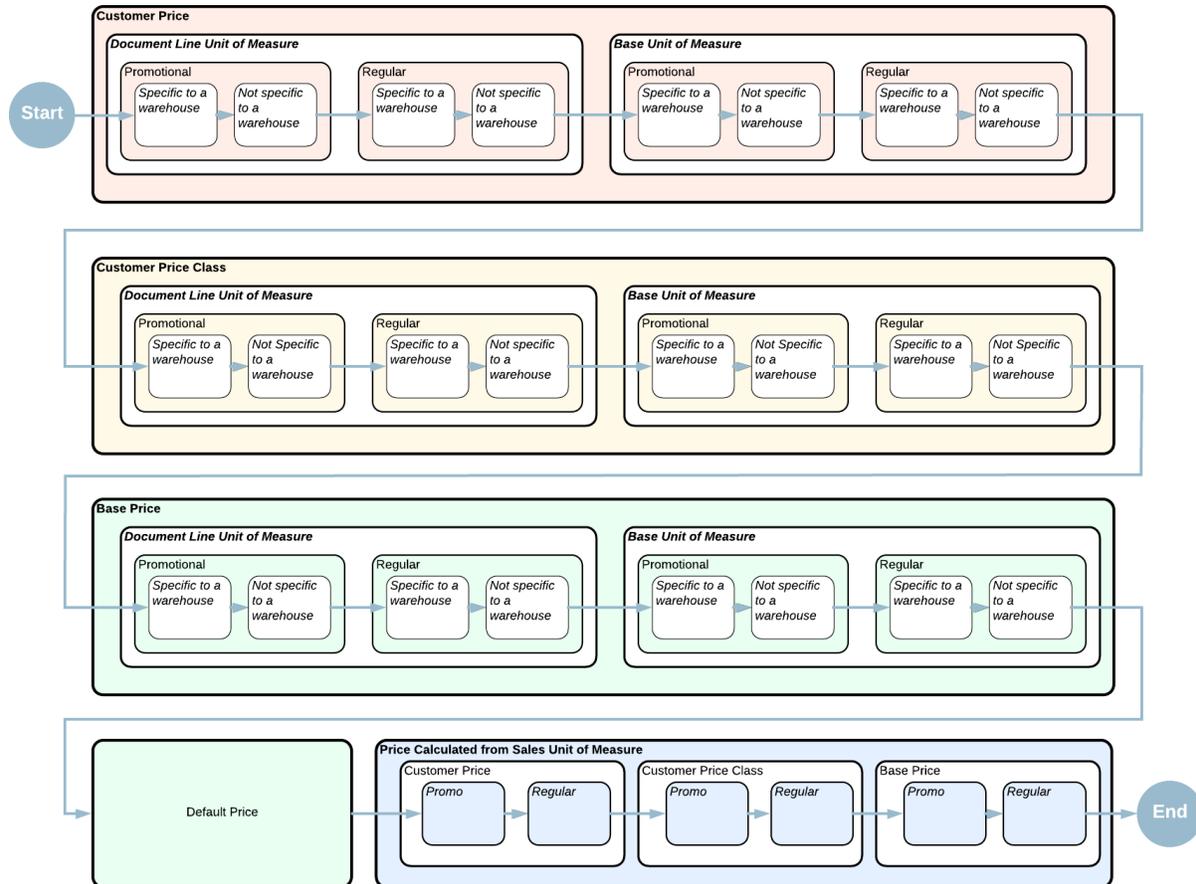


Figure: Priorities of customer prices for an item in the system

In Accounts Receivable, you can specify the way the system keeps the history of customer prices (and the similar setting is provided in Accounts Payable for vendor prices):

- Keep only one previous price and update the previous price every time a new price is released.
- Keep the history of prices for the specified number of months.

Working with Vendor Prices



Although this part of the course deals primarily with sales prices, a similar functionality is provided in Acumatica ERP for working with vendor prices. This functionality is explained in more detail in [Lesson 1.6 \(Optional\): Create a Vendor Price Worksheet](#).

In Acumatica ERP, you can keep a catalog of vendor prices for stock items and non-stock items. You can use these prices in vendors' bills and purchase orders to simplify the entry of documents in the system. When you enter a vendor's bill and select a non-stock item in the document line or when you enter a purchase order and select a stock item, the system automatically inserts the vendor price (which you can change) in the line.

In the system, you can work with price lists, which you can create manually or upload from an Excel file received from the vendor. You can keep regular prices and promotional prices in the system. To create and maintain price lists, you use the Vendor Price Worksheets (AP202010) form. On this form, you can work with a draft price list until the price list is ready. Then you have to release the price list to make the prices effective in the system. On the Vendor Prices (AP202000) form, you can view all prices that are effective in the system; you can add a new price or modify an existing price directly.

When you select an item in an accounts payable document or a purchase order, the system inserts the price according to the priority, which is illustrated in the diagram below. From the price list of the

vendor associated with the document, the system suggests the promotional price if one is effective on the document date; if there is no promotional price, the system inserts the regular price.

For a non-stock item, the system also saves the last vendor price that you have used for the item in the vendor's bills. Vendors' last prices for the non-stock item are shown on the **Vendor Details** tab of the Non-Stock Items (IN202000) form. When you create a bill, if there is no promotional or regular price for the item, the system inserts the last vendor price that has been used in a previously released bill (if any) for that vendor. If there is no such price for the item, the system suggests the standard cost, which you can specify for the non-stock item on the **Price/Cost Information** tab of the Non-Stock Items form.

The system always uses the priority of prices and standard cost; it does not necessarily select the best available vendor price.

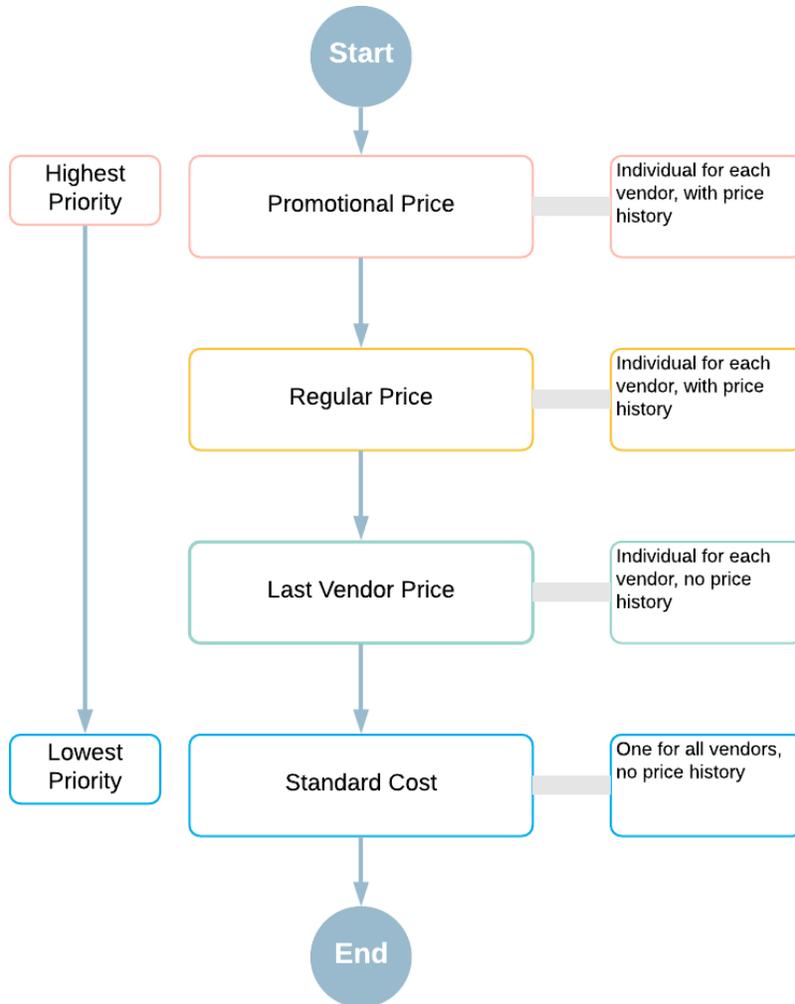


Figure: Priorities of vendor prices for an item in the system

The promotional and regular prices are effective during a certain period of time. When you add a new regular price, the system preserves the previous regular price. For new documents, the system inserts the price effective on the document date. In Accounts Payable, you can specify the setting determining how the system keeps the history of vendor prices (and a similar setting is provided in Accounts Receivable for customer prices):

- Keep only one previous price and update the previous price every time a new price is released.
- Keep the history of prices for the specified number of months.

Lesson 1.1: View Sales Prices by Item

In this lesson, you will learn how to view various sales prices configured in the system.

Story

Suppose that the SweetLife Fruits & Jams company has sales prices that were last updated in 2018. You want to review what prices exist in the system for the *ONLCOURSE* online training course for a particular customer, for a customer price class, and as the base price of this item.

Also, you are interested in whether any promotional prices exist in the system for another training course, *OFLCOURSE*.

Because SweetLife is going to start installing juicers for customers in 2019, you want to make sure that the default price of the installation service, *INSTALL*, has been specified in the system.

Finally, you will begin the creation of several documents in the system to see the prices the system inserts for these items. (You will not save these documents; you will only begin the process of creating them for training purposes.)

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP

On the Customers (AR303000) form, the *COFFEESHOP* (*FourStar Coffee & Sweets Shop*), *GOODFOOD* (*GoodFood One Restaurant*), and *LAKECAFE* (*Lake Cafe*) customers have been configured. On the **Delivery Settings** tab of the Customers form, the *COFFEESHOP* (*FourStar Coffee & Sweets Shop*) and *GOODFOOD* (*GoodFood One Restaurant*) customers are assigned to the *LOCAL* price class.

On the Non-Stock Items (IN202000) form, the *ONLCOURSE* (*Home canning courses online*), *OFLCOURSE* (*Home canning courses at customer's place*), and *INSTALL* (*Installation of equipment at the customers' place*) items have been configured and activated.

Process Overview

For a particular item, on the Sales Prices (AR202000) form, you can view the prices specified for a customer and for a customer price class; you can also view base prices and promotional prices for the item. You view the default price of a particular non-stock item on the Non-Stock Items (IN202000) form. You can also create AR invoices for different customers and non-stock item on the Invoices and Memos (AR301000) form and view how the system selects and inserts the prices defined in the system.

You do not need to save and release the invoices you create in this lesson; they are for training purposes only.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed,

click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.

3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 2: View Sales Prices for a Particular Customer

To view sales prices defined for a particular customer, *COFFEESHOP*, do the following:

1. Open the Sales Prices (AR202000) form by searching for or navigating to it.
2. In the **Price Type** box of the Selection area, select *Customer*.
3. In the form table, review the price of your company's online training course (*ONLCOURSE*) for the *COFFEESHOP* customer.

Step 3: View Sales Prices for a Customer Price Class

To view sales prices defined for local customers, do the following:

1. While you are still on the Sales Prices (AR202000) form, in the **Price Type** box of the Selection area, select *Customer Price Class*.
2. In the **Price Code** box, select *LOCAL*.
3. In the table, review the prices of your company's online course (*ONLCOURSE*) for local customers.

Step 4: View an Item's Base Price

To view the base price of a particular item, *ONLCOURSE*, do the following:

1. While you are still on the Sales Prices (AR202000) form, in the **Price Type** box of the Selection area, select *Base*.
2. In the **Inventory ID** box, select *ONLCOURSE*.
3. In the table, review the base price of the *ONLCOURSE* non-stock item in the system.

Step 5: View Promotional Prices

To view the promotional prices existing in the system as of *1/1/2019*, do the following:

1. While you are still on the Sales Prices (AR202000) form, clear the **Inventory ID** box of the selection area.
2. In the **Price Type** box of the selection area, select *All Prices*.
3. In the **Effective As Of** box, select *1/1/2019*.
4. In the table, click the **Promotion** column and, in the dialog box that opens, select *True*, and click **OK**.
5. In the table, review the promotional price for the *OFLCOURSE* item and notice its effective dates.

Step 6: View the Default Price for a Particular Non-Stock Item

To view the price set up as the default price of a non-stock item, do the following:

1. Open the Non-Stock Items (IN202000) form by searching for or navigating to it.
2. In the **Inventory ID** box, select *INSTALL*.

3. On the **Price/Cost Information** tab, in the **Default Price** box, review the default price of the installation services.

Step 7: Create an AR Invoice for the COFFEESHOP customer

To create an AR invoice for the *COFFEESHOP* customer and analyze which sales price the system inserts in it, do the following:

1. Open the Invoices and Memos (AR301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Invoice*
 - **Customer:** *COFFEESHOP*
 - **Date:** *1/30/2019*
 - **Post Period:** *01-2019*
 - **Description:** *One-day online course*
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ONLCOURSE*
 - **Quantity:** *1*
4. Notice that in the **Unit Price** column, the system has inserted the sales price configured for this customer (\$13), which you viewed in Step 2.

Step 8: Create an AR Invoice for the GOODFOOD customer

To create an AR invoice for the *GOODFOOD* customer and analyze which sales price the system inserts in it, do the following:

1. While still on the Invoices and Memos (AR301000) form, click **Add New Record** on the form toolbar and specify the following settings in the Summary area:
 - **Type:** *Invoice*
 - **Customer:** *GOODFOOD*
 - **Date:** *1/30/2019*
 - **Post Period:** *01-2019*
 - **Description:** *One-day online course*
2. On the **Document Details** tab, click **Add Row**, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ONLCOURSE*
 - **Quantity:** *1*
3. Notice that in the **Unit Price** column, the system has inserted the sales price configured for the *LOCAL* customer price class (\$14.50), which you viewed in Step 3, because the *GOODFOOD* customer belongs to this price class and no customer-specific price has been specified for the *ONLCOURSE* item for this customer.

Step 9: Create an AR Invoice for the LAKECAFE Customer

To create an AR invoice for the *LAKECAFE* customer and analyze which sales price the system inserts, do the following:

1. While still on the Invoices and Memos (AR301000) form, click **Add New Record** on the form toolbar and specify the following settings in the Summary area:
 - **Customer:** *LAKECAFE*
 - **Date:** *1/30/2019*
 - **Post Period:** *01-2019*
 - **Description:** *One-day online course*
2. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ONLCOURSE*
 - **Quantity:** 1
3. Notice that in the **Unit Price** column, the system has inserted the base sales price defined in the system for this non-stock item (\$15), which you viewed in Step 4, because the *LAKECAFE* customer belongs to the *INTERN* price class, and no price for this item is configured for this customer or for this price class.

Step 10: Create an AR Invoice with a Promotional Price

To create an AR invoice with the *OFLCOURSE* non-stock item, do the following:

1. While still on the Invoices and Memos (AR301000) form, click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:
 - **Customer:** *GOODFOOD*
 - **Date:** *1/11/2019*
 - **Post Period:** *01-2019*
 - **Description:** *One-day offline course*
2. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *OFLCOURSE*
 - **Quantity:** 1
3. Notice that in the **Unit Price** column, the system has inserted the promotional price for this non-stock item (\$40), which you viewed in Step 5, because the invoice date (*1/11/2019*) is within the range of the effective dates specified for this promotional price.
4. In the **Date** box of the Summary area, change the date to *1/30/2019* (the current business date).
5. On the form toolbar, click **Actions > Recalculate Prices** and, in the **Recalculate Prices** dialog box which opens, leave the default values, and click **OK**.
6. As shown in the following screenshot, the system has updated the price in the **Unit Price** column, because now the invoice date (*1/30/2019*) is outside of the range of the effective dates

specified for the promotional price, and the system has copied the default price of the item because there are no other prices effective on this date.

Invoices and Memos

← SAVE & CLOSE [Print] ↶ + [Trash] [Lock] < > >| RELEASE ACTIONS ▾ INQUIRIES ▾

Type:	Invoice ▾	* Customer:	GOODFOOD - GoodFood One Restaurar [Edit]	Detail Total:	45.00
Reference Nbr.:	<NEW> [Refresh]	* Terms:	30D - 30 Days [Refresh]	Discount Total:	0.00
Status:	On Hold	* Due Date:	3/1/2019 ▾	VAT Taxable T...:	0.00
	<input checked="" type="checkbox"/> Hold	* Cash Discount...:	3/1/2019 ▾	VAT Exempt T...:	0.00
* Date:	1/30/2019 ▾	* Project/Contract:	X - Non-Project Code. [Refresh] [Edit]	Tax Total:	0.00
* Post Period:	01-2019 [Refresh]			Balance:	45.00
Customer Order:				Cash Discount:	0.00
Description:	One-day offline course				

DOCUMENT DETAILS | FINANCIAL DETAILS | ADDRESS DETAILS | TAX DETAILS | APPLICATIONS

↶ + [Edit] × VIEW SCHEDULE [Print] [Refresh]

[Print]	[Lock]	* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount
>	[Lock]	HEADOFFICE	OFLCO...	Home canning cours...	1.00	DAY	45.0000	45.00	0.000000	0.00	45.00

Figure: Default price applied to the invoice

Forms Used

In this lesson, you have used the following forms:

- [Sales Prices](#) (AR202000)
- [Non-Stock Items](#) (IN202000)
- [Invoices and Memos](#) (AR301000)

Lesson 1.2: Define Sales Prices Based on UOMs

In this lesson, you will learn how to configure sales prices for different units of measure (UOMs) for a particular item and how to update prices in an existing sales order.

Story

Suppose that, as the accountant of the SweetLife Fruits & Jams company, you have to record the sale of two boxes of 32-ounce jars of apple jam.

The system contains the sales price of 1 jar (\$16.60). When the sales order has been created but not yet processed, you will configure a sales price of one box of apple jam (\$96) and update the price in this sales order.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Inventory*, which provides the functionality of maintaining stock items
- *Multiple Units of Measure*, which supports multiple units of measure for each stock item and the rules of conversion between these units.

On the Customers (AR303000) form, the *COFFEESHOP (FourStar Coffee & Sweets Shop)* customer has been configured.

On the Stock Items (IN202500) form, the *APJAM32 (Apple jam 32 oz)* stock item has been configured.

Process Overview

To configure a sales price for a unit of measure that is not defined for a particular stock item, in order to include the item with the new UOM in a sales order, you first review the existing sales price for the stock item on the Sales Prices (AR202000) form.

You create a sales order for the sale of a particular stock item on the Sales Orders (SO301000) form. Then you configure a sales price for a particular UOM of a stock item on the Sales Prices form.

Finally, you update the price in the sales order on the Sales Orders form.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed, click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not

selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 2: View Existing Prices for a Particular Item

To view the existing sales price for the *APJAM32* stock item, do the following:

1. Open the Sales Prices (AR202000) form by searching for or navigating to it.
2. In the **Inventory ID** box of the Summary area, select *APJAM32*.
3. In the table, review the price of this stock item (\$16.60) and the UOM (*PIECE*, which is a jar in this case).

Step 3: Create a Sales Order

To create a sales order for apple jam, do the following:

1. Open the Stock Items (IN202500) form by searching for or navigating to it.
2. In the **Inventory ID** box, select *APJAM32*.
3. On the **General Settings** tab, in the **Unit of Measure** section, notice that the sales unit for this item is *BOX*. In the conversion table, review how this unit of measure is converted for this item (according to the settings, one box contains 6 pieces).
4. Open the Sales Orders (SO301000) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Order Type:** *SO*
 - **Customer:** *COFFEESHOP*
 - **Date:** *1/30/2019*
 - **Description:** *Apple jam 2 boxes*
6. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *APJAM32*
 - **Warehouse:** *WHOLESALE*
 - **UOM:** *BOX*
 - **Quantity:** *2*
7. Notice the value in the **Unit Price** column (\$99.60). Because the system contains the price of 1 piece of this item (\$16.60), it has calculated the unit price of 1 box (6 pieces) as $\$16.60 \times 6$ (\$99.60).
8. On the form toolbar, click **Save**.

Step 4: Configure a Sales Price for a Particular UOM

To configure a sales price for a box of apple jam, do the following:

1. Open the Sales Prices (AR202000) form by searching for or navigating to it.
2. In the table toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Price Type:** *Base*

- **Inventory ID:** APJAM32
- **UOM:** BOX
- **Price:** 96
- **Effective Date:** 1/30/2019

3. On the form toolbar, click **Save**.

Step 5: Update the Prices in the Sales Order

To update the prices in the sales order, do the following:

1. Open the Sales Orders (SO3010PL) form by searching for or navigating to it.
2. Find the sales order you created in Step 3, and open it.
3. On the form toolbar, click **Actions > Recalculate Prices**.
4. In the **Recalculate Prices** dialog box, which opens, leave the default values, and click **OK**.
5. On the **Document Details** tab, review the price in the **Unit Price** column of the table, which is also shown in the screenshot below. Because a sales price (\$96) has been now defined in the system for this unit of measure (BOX) of this particular stock item (APJAM32), the system has updated the previous price from \$99.60 to \$96.

Sales Orders NOT

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* Order Type: SO [Dropdown] * Customer: COFFEESHOP - FourStar Coffee&Sw [Dropdown] [Edit] Ordered Qty.: 2.00
 Order Nbr.: 000030 [Dropdown] Credit Hold Discount Total: 0.00
 Hold * Project: X - Non-Project Code. [Dropdown] [Edit] VAT Exempt T...: 0.00
 Status: Open VAT Taxable T...: 0.00
 * Date: 1/30/2019 [Dropdown] Tax Total: 12.48
 * Requested On: 1/30/2019 [Dropdown] Order Total: 204.48
 Customer Order: [Text] Description: Apple jam 2 boxes
 External Refer...: [Text]

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[Dropdown]	[Dropdown]	[Dropdown]	* Branch	* Inventory ID	Free Item	Warehouse	Line Description	* UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price
>	[Dropdown]	[Dropdown]	HEADOFFICE	APJAM32	<input type="checkbox"/>	WHOLESALE	Apple jam 32 oz	BOX	2.00	0.00	2.00	96.0000

Figure: UOM-specific price applied to the sales order

Forms Used

In this lesson, you have used the following forms:

- [Sales Prices](#) (AR202000)
- [Sales Orders](#) (SO301000)
- [Stock Items](#) (IN202500)

Lesson 1.3: Define Sales Prices Based on Warehouse

In this lesson, you will learn to configure sales prices for a particular warehouse.

Story

Suppose that the Sales Manager of the SweetLife Fruits & Jams company decided that on January 30, 2019 the company will start selling one of its products (a 96-ounce jar of lemon jam, defined in the system as *LEMJAM96*) from the wholesale warehouse at special prices.

Acting as the SweetLife accountant, you need to configure the sales price of the *LEMJAM96* stock item for this particular warehouse effective on the specified date. You also need to record the sale of 10 jars of lemon jam, 5 of which are sold from the wholesale warehouse.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financials functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Inventory*, which provides the functionality of maintaining stock items
- *Multiple Warehouses*, which supports a distributed structure of warehouses

On the Stock Items (IN202500) form, the *LEMJAM96* (*Lemon jam 96 oz*) stock item has been configured.

On the Warehouses (IN204000) form, the *WHOLESALE* (*Wholesale Warehouse*) has been configured for use in the *HEADOFFICE* branch.

Process Overview

You view sales prices configured for a particular warehouse on the Sales Prices (AR202000) form. By using the same form, you can configure a sales price of a particular item from a particular warehouse (that is, a warehouse-specific sales price). To test this configuration, you can create a sales order on the Sales Orders (SO301000) form, add lines to it (at least one for the item being sold from the particular warehouse for which you have added the sales price, and at least one for the item at another warehouse), and review the sales prices the system uses for these lines.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed, click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 2: View Sales Prices for a Particular Warehouse

To view the sales prices configured for the *WHOLESALE* warehouse, do the following:

1. Open the Sales Prices (AR202000) form by searching for or navigating to it.
2. In the **Warehouse** box of the Summary area, select *WHOLESALE*.

Notice that the table shows no records, because no sales prices that are specific to this warehouse have been configured in the system.

Step 3: Define the Sales Price of a Particular Item at the Wholesale Warehouse

To create a sales price for the *LEMJAM96* stock item at the *WHOLESALE* warehouse, do the following:

1. On the Sales Prices (AR202000) form, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Price Type:** *Base*
 - **Inventory ID:** *LEMJAM96*
 - **UOM:** *PIECE* (selected by default)
 - **Warehouse:** *WHOLESALE*
 - **Price:** 43
 - **Effective Date:** *1/30/2019*
2. On the form toolbar, click **Save**.
3. In the **Inventory ID** box in the Summary area, select *LEMJAM96* and review the prices that are defined in the system for this item.

Step 4: Create a Sales Order

To make sure the system is inserting a different price for the item when it is sold from the *WHOLESALE* warehouse than when it is sold from another warehouse, you will create a sales order with two lines from different warehouses. Do the following:

1. Open the Sales Orders (SO301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Order Type:** *SO*
 - **Customer:** *GOODFOOD*
 - **Date:** *1/30/2019*
 - **Description:** *Lemon jam 96 oz.*
3. On the table toolbar, click **Add Row**, and specify the following settings for the first order line:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *LEMJAM96*
 - **Warehouse:** *WHOLESALE*
 - **UOM:** *PIECE*
 - **Quantity:** 5
4. Notice the value in the **Unit Price** column (see the screenshot below). Because you specified the warehouse, the system has inserted the unit price (\$43) that you have specified for this warehouse in Step 3.

5. On the table toolbar, click **Add Row**, and specify the following settings for the second order line:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *LEMJAM96*
 - **Warehouse:** *RETAIL*
 - **UOM:** *PIECE*
 - **Quantity:** 5
6. Notice the value in the **Unit Price** column. Because no sales price has been specified for this stock item specific to the RETAIL warehouse, the system has used the base price for this stock item (\$49.49), as shown in the screenshot below.
7. On the form toolbar, click **Save** to save the sales order.

Sales Orders NO

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* Order Type: SO * Customer: GOODFOOD - GoodFood One Resta Ordered Qty.: 10.00
 Order Nbr.: 000031 Credit Hold Discount Total: 0.00
 Hold * Project: X - Non-Project Code. VAT Exempt T... 0.00
 Status: Open VAT Taxable T... 0.00
 * Date: 1/30/2019 Tax Total: 30.06
 * Requested On: 1/30/2019 Order Total: 492.51
 Customer Order: Description: Lemon jam 96 oz.
 External Refer...

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🗑️	🔗	📄	*Branch	*Inventory ID	Free Item	Warehouse	Line Description	*UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price
			HEADOFFICE	LEMJAM96	<input type="checkbox"/>	WHOLESALE	Lemon jam 96...	PIECE	5.00	0.00	5.00	43.0000
>			HEADOFFICE	LEMJAM96	<input type="checkbox"/>	RETAIL	Lemon jam 96...	PIECE	5.00	0.00	5.00	49.4900

Figure: Warehouse-specific price applied to the sales order

Forms Used

- In this lesson, you have used the following forms:
- [Sales Prices](#) (AR202000)
 - [Sales Orders](#) (SO301000)

Lesson 1.4: Define Volume-Based Prices

In this lesson, you will learn to configure volume-based sales prices for a particular stock item.

Story

Suppose that on December 1, 2018, the SweetLife Fruits & Jams company decided to introduce volume-based prices for 32-ounce jars of orange jam.

Acting as the SweetLife accountant, you need to define the following prices in the system:

- From 1 to 4 pieces: \$13.80
- From 5 to 9 pieces: \$12
- More than 9 pieces: \$10

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Inventory*, which provides the functionality of maintaining stock items

On the Stock Items (IN202500) form, the *ORJAM32 (Orange jam 32 oz)* stock item has been configured.

Process Overview

You view the sales prices configured for a particular stock item on the Sales Prices (AR202000) form. Then, on the same form, you enter volume-based prices for this stock item. To test the volume-based prices you have entered, you create a sales order on the Sales Orders (SO301000) form, and add lines with different quantities to make sure that the system uses the needed prices for each line.

You do not need to save the sales order you create in this lesson; it is for training purposes only.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *12/1/2018*. If a different date is displayed, click the Business Date menu button and select *12/1/2018*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 2: View the Sales Prices for a Particular Stock Item

To view the sales price configured for the *ORJAM32* stock item, do the following:

1. Open the Sales Prices (AR202000) form by searching for or navigating to it.
2. In the **Inventory ID** box of the Summary area, select *ORJAM32*.

Notice that the table shows the \$13 price, which was effective starting on 3/30/2018.

Step 3: Specify Volume-Based Prices for a Particular Stock Item

To specify volume-based prices for the *ORJAM32* stock item, do the following.

1. Enable the *Volume Pricing* feature as follows:
 - a. Open the Enable/Disable Features (CS100000) form by searching for or navigating to it.
 - b. On the form toolbar, click **Modify**.
 - c. Select the **Volume Pricing** check box (under the **Standard Financials** group) and click **Enable** on the form toolbar.
2. Open the Sales Prices (AR202000) form by searching for or navigating to it.
3. In the **Inventory ID** box of the Summary area, select *ORJAM32*. The table displays the base price for this stock item defined in the system.
To configure a new price for this stock item, you must first set the expiration date for the current price.
4. In the **Expiration Date** column for the only row in the table, select *11/1/2018*. Click **Save** on the form toolbar.
5. On the table toolbar, click **Add Row**, and specify the following settings in the row, which apply to fewer than 5 pieces of the stock item:
 - **Price Type:** *Base*
 - **Inventory ID:** *ORJAM32*
 - **UOM:** *PIECE*
 - **Break Qty.:** 0
 - **Price:** 13.80
 - **Effective Date:** *12/1/2018* (selected by default)
6. On the table toolbar, click **Add Row**, and specify the following settings in the row, which apply to 5 to 9 pieces of the stock item:
 - **Price Type:** *Base*
 - **Inventory ID:** *ORJAM32*
 - **UOM:** *PIECE*
 - **Break Qty.:** 5
 - **Price:** 12
 - **Effective Date:** *12/1/2018* (selected by default)
7. On the table toolbar, click **Add Row**, and specify the following settings in the row, which apply to more than 9 pieces of the stock item:
 - **Price Type:** *Base*
 - **Inventory ID:** *ORJAM32*

- **UOM:** *PIECE*
 - **Break Qty.:** 10
 - **Price:** 10
 - **Effective Date:** *12/1/2018* (selected by default)
8. On the form toolbar, click **Save**.
 9. In the **Inventory ID** box of the Summary area, select *ORJAM32* and review all the prices that now exist in the system for this stock item.

The base price for this item, which was effective from 3/30/2018 to 11/1/2018, is \$13. Starting on 12/1/2018, volume-based prices (\$13.80, \$12, and \$10) are effective for fewer than 5 pieces, 5 to 9 pieces, and more than 9 pieces, respectively.

Step 4: Create a Sales Order

To begin the creation of a sales order in order to test the prices of different quantities of the *ORJAM32* stock item, do the following:

1. Open the Sales Orders (SO301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Order Type:** *SO*
 - **Customer:** *GOODFOOD*
 - **Date:** *12/5/2018*
 - **Description:** *Orange jam 32 oz.*
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings for the first line:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ORJAM32*
 - **Warehouse:** *WHOLESALE*
 - **Quantity:** 2

As shown in the screenshot below, the system has inserted the price you specified for the break quantity of 0 in the **Unit Price** column, which means that the unit price is \$13.80 when the quantity of this stock item in the order line is less than the quantity specified in the second tier.

4. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the second line:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ORJAM32*
 - **Warehouse:** *WHOLESALE*
 - **Quantity:** 6

As shown in the screenshot below, the system has inserted the price you specified for the break quantity of 5 in the **Unit Price** column, which means that the unit price is \$12 when the quantity of this stock item in the order line is not less than 5, but does not reach the quantity in the third tier (10).

5. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the third line:

- **Branch:** *HEADOFFICE*
- **Inventory ID:** *ORJAM32*
- **Warehouse:** *WHOLESALE*
- **Quantity:** 15

As the following screenshot demonstrates, the system has inserted the price you specified for the break quantity of 10 to the **Unit Price** column, which means that the unit price is \$10 when the quantity of this stock item in the order line is 10 or more.

Sales Orders NOT

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* Order Type: * Customer: Ordered Qty.: 23.00
 Order Nbr.: Credit Hold Discount Total:
 Hold * Project: VAT Exempt T...: 0.00
 Status: Open VAT Taxable T...: 0.00
 * Date: Tax Total: 16.22
 * Requested On: Order Total: 265.82
 Customer Order: Description:
 External Refer...:

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🗑️	🔗	📄	* Branch	* Inventory ID	Free Item	Warehouse	Line Description	* UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price
			HEADOFFICE	ORJAM32	<input type="checkbox"/>	WHOLESALE	Orange jam 3...	PIECE	2.00	0.00	2.00	13.8000
			HEADOFFICE	ORJAM32	<input type="checkbox"/>	WHOLESALE	Orange jam 3...	PIECE	6.00	0.00	6.00	12.0000
>			HEADOFFICE	ORJAM32	<input type="checkbox"/>	WHOLESALE	Orange jam 3...	PIECE	15.00	0.00	15.00	10.0000

Figure: Volume-based prices applied to the sales order

Forms Used

In this lesson, you have used the following forms:

- [Sales Prices](#) (AR202000)
- [Sales Orders](#) (SO301000)

Lesson 1.5: Create Sales Price Worksheets

In this lesson, you will learn how to create sales price worksheets with different regular prices and with promotional prices. You will also calculate sales prices based on MSRP (Manufacturer's Suggested Retail Price) and review the history of sales prices.

Story

Suppose that the SweetLife Fruits & Jams company decided to update the regular sales prices for 2019 and set up promotional prices for some stock items during the holiday season. Acting as the SweetLife accountant, you need to upload two Excel files with both sales price worksheets and see how the system uses them.

Further suppose that on January 30, 2019 you, as the accountant, need to update the price of one of the juicers that the Equipment Sale Center of SweetLife sells to customers. The company wants to sell this commercial juicer (*JUICER20C*) at 110% of the MSRP price set by the original manufacturer.

Finally, you want to review the history of sales prices for the *APJAM32* stock item.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financials functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Inventory*, which provides the functionality of maintaining stock items

On the Accounts Receivable Preferences (AR101000) form, the **Retention Type** box is configured as *Fixed Number of Months* and the **Number of Months** is set to 12 to retain prices for the previous year.

On the Customers (AR303000) form, the *LAKECAFE (Lake Cafe)* and *COFFEESHOP (FourStar Coffee & Sweets Shop)* customers have been configured.

On the Stock Items (IN202500) form, the *APJAM32 (Apple jam 32 oz)* stock item has been configured.

Process Overview

You create sales price worksheets by uploading Excel files on the Sales Price Worksheets (AR202010) form. You then release each sales price worksheet and review the new prices on the Sales Prices (AR202000) form. To analyze how the system selects prices, you create an AR invoice on the Invoices and Memos (AR301000) form. You do not need to release the invoice you create in this lesson, it is for training purposes only.

Then you calculate sales prices based on MSRP on the Sales Price Worksheets form and create a sales order on the Sales Orders (SO301000) form. You add a new price for a particular stock item, and then review the history of the sales prices on the Sales Prices form.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed,

click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.

3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 2: Import a Sales Price Worksheet with Base Prices

To import a sales price worksheet with base prices effective from 1/1/2019, do the following:

1. Open the Sales Price Worksheets (AR202010) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**.
3. In the **Effective Date** box, select *1/1/2019*.
4. In the **Description** box, enter *Base prices for 2019*.
5. On the table toolbar, click **Load Records From File**.
6. In the window that opens, find the *EU_FinInterm_SalesPrices_Base_2019_01_01.xlsx* file, which is a part of additional materials provided for this training, and select it for upload. While you are uploading the worksheet, in the **Columns** dialog box, for the **Price** column name, specify the **Pending Price** property name and leave the other default settings and column mapping.
7. Save the worksheet.
8. Clear the **Hold** check box and, on the form toolbar, click **Release** to release the worksheet.

Step 3: Import a Sales Price Worksheet with Promotional Prices

To import a sales price worksheet with promotional prices effective from 12/1/2018 to 1/15/2019, do the following:

1. While still on the Sales Price Worksheets (AR202010) form, on the form toolbar, click **Add New Record**.
2. In the **Effective Date** box, select *12/1/2018*.
3. Select the **Promotional** check box.
4. In the **Expiration Date** box, select *1/15/2019*.
5. In the **Description** box, enter *Promotional prices 12/1/2018 - 1/15/2019*.
6. On the table toolbar, click **Load Records From File**.
7. In the window that opens, find the *EU_FinInterm_SalesPrices_Promotion_2018_12_01.xlsx* file, which is a part of additional materials provided for this training, and select it for upload. While you are uploading the worksheet, in the **Columns** dialog box, for the **Price** column name, specify the **Pending Price** property name and leave the other default settings and column mapping.
8. Save the worksheet.
9. In the Summary area of the form, clear the **Hold** check box and, on the form toolbar, click **Release**.
10. Open the Sales Prices (AR202000) form by searching for or navigating to it.
11. In the **Price Type** box of the Summary area, make sure that *All Prices* is selected.
12. In the **Inventory ID** box, select *ONLCOURSE*.

13. In the table, review the prices that exist for the ONLCOURSE non-stock item.

The base price of \$15 is effective from 1/1/2018 to 12/31/2018. For the period from 12/1/2018 to 1/15/2019, the promotional price of \$12, which you uploaded in this step, is effective. Also, starting from 1/1/2019, a new base price of \$17, which you uploaded in Step 2, is effective.

Besides, the customer-specific price (\$13) configured for *COFFEESHOP* and a price (\$14.50) for the *LOCAL* customer price class are also effective in the system starting from 1/1/2018.

Step 4: Create an Invoice with a New Price

To create an AR invoice with a new sales price, do the following:

1. Open the Invoices and Memos (AR301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record** and specify the following settings in the Summary area:
 - **Type:** *Invoice*
 - **Customer:** *LAKECAFE*
 - **Date:** *1/30/2019*
 - **Post Period:** *01-2019*
 - **Description:** *Online course 1 day*
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ONLCOURSE*
 - **Quantity:** *1*
4. Review the price in the **Unit Price** column. It shows the new base price (\$17) effective from 1/1/2019, which you uploaded in Step 2.
5. In the **Date** box of the Summary area, change the date to *1/3/2019*.
6. On the form toolbar, click **Actions > Recalculate Prices**.
7. In the **Recalculate Prices** dialog box, which opens, leave the default values and click **OK**.
8. On the **Document Details** tab, review the price in the **Unit Price** column. It now shows the new promotional price (\$12) effective from 12/1/2018 to 1/15/2019, because the invoice date is within this date range, and promotional prices have a priority over base prices.

Step 5: Calculate Prices Based on MSRP

To calculate prices based on MSRP, do the following:

1. Open the Stock Items (IN202500) form by searching for or navigating to it.
2. In the **Inventory ID** box, select *JUICER20C*.
3. On the **Price/Cost Info** tab, make sure that the **MSRP** box in the **Price Management** section contains a price (\$4100).
4. Open the Sales Price Worksheets (AR202010) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record** and specify the following settings in the Summary area:
 - **Effective Date:** *1/30/2019*

- **Overwrite Overlapping Prices:** Selected
 - **Description:** Sales price for JUICER20C
6. On the table toolbar, click **Add Item**.
 7. In the **Add Item to Worksheet** dialog box, which opens, specify the following settings:
 - **Item Class ID:** *JUICER*
 - **Price Type:** *Base*
 8. In the table of this dialog box, select the unlabeled check box for the row with the *JUICER20C* stock item and click **Add & Close**.
The stock item you selected has been added to the worksheet.
 9. On the table toolbar, click **Calculate Pending Prices**.
 10. In the **Calculate Pending Prices** dialog box, which opens, specify the following settings:
 - **% of Original Price:** 110
 - **Decimal Places:** 2
 - **MSRP:** Selected
 11. In the **Calculate Pending Prices** dialog box, click **Update**.
The current price is now shown in the **Source Price** column and the price calculated based on MSRP is shown in the **Pending Price** column (\$4,510).
 12. In the Summary area, clear the **Hold** check box and click **Release** on the form toolbar to release the sales price worksheet.
 13. Open the Sales Orders (SO301000) form by searching for or navigating to it.
 14. On the form toolbar, click **Add New Record** and specify the following settings in the Summary area:
 - **Order Type:** *SO*
 - **Customer:** *COFFEESHOP*
 - **Date:** *1/30/2019*
 - **Description:** *Juicer 20C*
 15. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Inventory ID:** *JUICER20C*
 - **Quantity:** 1
 16. Notice the value in the **Unit Price** box. The system has copied the price that you configured for this stock item in this step.

Step 6: Review the History of Sales Prices

To review the history of sales prices for the *APJAM32* stock item within 12 previous months, do the following:

1. Open the Accounts Receivable Preferences (AR101000) form by searching for or navigating to it.
2. On the **Price/Discount Settings** tab, in the **Price Retention** section, review the settings that the system uses to retain prices.

The *Fixed Number of Months* value is selected in the **Retention Type** box and 12 is entered in the **Number of Months** box. These settings mean that the system keeps prices for the previous 12 months.

3. Open the Sales Prices (AR202000) form by searching for or navigating to it.
4. In the **Price Type** box of the Summary area, select *Base*.
5. In the **Inventory ID** box, select *APJAM32*.
6. In the table, review the base prices defined for this stock item in the system.
7. Open the Sales Price Worksheets (AR202010) form by searching for or navigating to it.
8. On the form toolbar, click **Add New Record** and specify the following settings:
 - **Effective Date:** *2/1/2019*
 - **Description:** *Base prices apple jam 32 oz*
9. On the table toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Price Type:** *Base*
 - **Inventory ID:** *APJAM32*
 - **UOM:** *PIECE*
 - **Pending Price:** *17.80*
10. Clear the **Hold** check box and, on the form toolbar, click **Release** to release the worksheet.
11. Open the Sales Prices form by searching for or navigating to it.
12. In the **Price Type** box of the Summary area, select *Base*.
13. In the **Inventory ID** box, select *APJAM32*.
14. In the table, review the base prices defined for this stock item in the system. As shown in the following screenshot, the price that was effective on 1/1/2019 has expired on 1/31/2019, because you added a new price (\$17.80) starting from 2/1/2019. The oldest price that you reviewed in instruction 6 is no longer shown in the table after you added the new price, because the system keeps the prices for 12 months.

Sales Prices ☆

CREATE PRICE WORKSHEET

Price Type: Item Class ID:

Price Code: Inventory ID:

Effective As Of: Warehouse:

Price Class:

Price Manager: Me

Price Workgroup: My

Price Type	Price Code	*Inventory ID	Description	*UOM	Warehouse	Promotion	Break Qty	Price	Tax	Effective Date	Expiration Date
> Base		APJAM32	Apple jam 32 oz	BOX		<input type="checkbox"/>	0.00	96.0000		1/30/2019	
Base		APJAM32	Apple jam 32 oz	PIECE		<input type="checkbox"/>	0.00	16.6000		2/1/2018	12/31/2018
Base		APJAM32	Apple jam 32 oz	PIECE		<input checked="" type="checkbox"/>	0.00	14.9000		12/1/2018	1/15/2019
Base		APJAM32	Apple jam 32 oz	PIECE		<input type="checkbox"/>	0.00	17.2000		1/1/2019	1/31/2019
Base		APJAM32	Apple jam 32 oz	PIECE		<input type="checkbox"/>	0.00	17.8000		2/1/2019	

Figure: Sales price history for the APJAM32 stock item

Forms Used

In this lesson, you have used the following forms:

- [Sales Price Worksheets](#) (AR202010)
- [Sales Prices](#) (AR202000)
- [Invoices and Memos](#) (AR301000)
- [Sales Orders](#) (SO301000)
- [Stock Items](#) (IN202500)

Lesson 1.6 (Optional): Create a Vendor Price Worksheet

In this lesson, you will learn how to create vendor price worksheets and analyze how the system suggests vendor prices in bills. Although this lesson is optional because the process of creating vendor prices is similar to that of creating customer prices, it describes how vendor prices are applied automatically in purchase orders.

Story

Suppose that, to make work with vendor documents easier, the SweetLife Fruits & Jams company decided to create a catalog of vendor prices for non-stock items. The system should be able to automatically suggest the vendor price of a specific non-stock item when a user enters this item in a line of a purchase order. SweetLife ordered advertising services from the Blueline Advertisement agency before, and wants to keep these prices in the system.

Also, the agency offers prices that depend on the number of purchased hours of consulting services:

- \$110/hour for 0 to 4 hours of consulting services
- \$100/hour for 5 to 9 hours of consulting services
- \$90/hour for 10 or more hours of consulting services

On March 15, 2018, the marketing manager of SweetLife decided to purchase consulting services from Blueline Advertisement and you, acting as the SweetLife accountant, need to create a purchase order for this agency in the system.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financials functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Standard Inventory*, which provides the support of sales and purchase orders functionality
- *Inventory*, which provides the ability to create sales and purchase orders with stock items

On the Vendors (AP303000) form, the *BLUELINE (Blueline Advertisement)* vendor has been configured.

On the Non-Stock Items (IN202000) form, the *CONSULT (Consulting—advertisement)*, *ADVERT (Billboard Advertising)*, and *CAMPAIGN (Advertising campaign)* non-stock items have been configured.

Process Overview

You create a list of regular prices on the Vendor Price Worksheets (AP202010) form. You then configure the **Retention Type** element on the Accounts Payable Preferences (AP101000) form, and then, on the Vendor Prices (AP202000) form, analyze how the system keeps a history of vendor prices depending on this setting.

You create a list of vendor prices broken down by item quantity on the Vendor Price Worksheets (AP202010) form and review how the system suggests such prices when you create a purchase order for the vendor on the Purchase Orders (PO301000) form. You configure the standard cost for an item on the Non-Stock Items (IN202000) form, and then analyze how the system suggests the last purchase price and standard cost on the Purchase Orders form.

Finally, you add a promotional price for this vendor on the Vendor Prices form, create a purchase order for this vendor on the Purchase Orders form, and analyze how the system suggests the vendor prices.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed, click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
4. Make sure the *Volume Pricing* feature is enabled as follows:
 - a. Open the Enable/Disable Features (CS100000) form by searching for it or navigating to it.
 - b. Locate the **Volume Pricing** check box under the **Standard Financials** section to see if it is selected.
 - c. If the check box is cleared, click **Modify** on the form toolbar, select the **Volume Pricing** check box, and then click **Enable** on the form toolbar.

Step 2: Create a List of Regular Prices for the Vendor

To create a list of regular vendor prices, do the following:

1. Open the Vendor Price Worksheets (AP202010) form by searching for or navigating to it.
2. Click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:
 - **Effective Date:** *1/1/2018*
 - **Description:** *Regular prices of Blueline Advertisement*
3. On the table toolbar, click **Load Records from File**.
4. In the window that opens, find the *EU_FinInterm_VendorPrices_BLUELINE_2018_01_01.xlsx* file, which is a part of additional materials provided for this training, and select it for upload. While you are uploading the worksheet, leave the default settings and column mapping.
5. On the form toolbar, clear the **Hold** check box and click **Release** to release the worksheet and make the prices effective in the system. The prices from the worksheet will be suggested in documents starting on *1/1/2018*.

Step 3: Analyze How the System Keeps the History of Prices

To analyze how the system keeps the history of vendor prices, do the following:

1. Open the Accounts Payable Preferences (AP101000) form by searching for or navigating to it.
2. On the **Price/Discount Settings** tab, make sure that *Last Price* is selected in the **Retention Type** box.

This is the default setting, which means that the system keeps both the new price defined in the worksheet and the previous regular price.

3. Open the Vendor Price Worksheets (AP202010) form by searching for or navigating to it.
4. On the form toolbar, click **Add New Record**, and specify the following settings for a worksheet effective starting on 6/1/2018:
 - **Effective Date:** 6/1/2018
 - **Description:** Regular prices of Blueline Advertisement
5. On the table toolbar, click **Load Records from File**.
6. In the window, which opens, find the `EU_FinInterm_VendorPrices_BLUELINE_2018_06_01.xlsx` file, which is a part of additional materials provided for this training, and select it for upload. While you are uploading the worksheet, leave the default settings and column mapping.
7. In the Summary area of the form, clear the **Hold** check box, and click **Release** on the form toolbar to release the worksheet and make the prices effective in the system.
8. Open the Vendor Prices (AP202000) form by searching for or navigating to it.
9. In the table, review the prices that are now defined in the system for the stock items.
The prices that you uploaded in Step 2 expire on 5/31/2018, because you have uploaded new prices effective from 6/1/2018.
10. Open the Vendor Price Worksheets form again and, on the form toolbar, click **Add New Record** and specify the following settings for a worksheet effective starting on 9/1/2018:
 - **Effective Date:** 9/1/2018
 - **Description:** Regular prices of Blueline Advertisement
11. On the table toolbar, click **Load Records from File**.
12. In the window that opens, find the `EU_FinInterm_VendorPrices_BLUELINE_2018_09_01.xlsx` file, which is a part of additional materials provided for this training, and select it for upload. While you are uploading the worksheet, leave the default settings and column mapping.
13. In the Summary area of the form, clear the **Hold** check box, and click **Release** on the form toolbar to release the worksheet and make the prices effective in the system.
14. Open the Vendor Prices (AP202000) form by searching for or navigating to it.
15. In the **Vendor** box of the Summary area, select *BLUELINE*.
16. In the **Inventory ID** box, select *ADVERT* and, in the table, review how the system has updated the prices.
The system has kept two prices—the most recent price (\$45) effective from 9/1/2018 and the previous price (\$30) that expired on 8/31/2018.
The system sets the expiration date automatically if you release a new price from a worksheet. If you add a new price directly on the Vendor Prices form, you have to specify the expiration date for the previous price manually.

Step 4: Create a List of Vendor Prices Broken Down by Item Quantity

To create a list of vendor prices broken down by item quantity, do the following:

1. Open the Enable/Disable Features (CS100000) form by searching for or navigating to it and ensure that the *Volume Pricing* feature is enabled within the **Standard Financials** group.
2. Open the Vendor Price Worksheets (AP202010) form by searching for or navigating to it.
3. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Effective Date:** 1/1/2018

- **Description:** Volume-based prices (consulting)
4. On the table toolbar, click **Add Row**, and specify the following settings for 0 to 4 hours of consulting services:
 - **Vendor:** *BLUELINE*
 - **Inventory ID:** *CONSULT*
 - **UOM:** *HOUR*
 - **Break Qty:** 0.00
 - **Pending Price:** 110.00
 5. On the table toolbar, click **Add Row**, and specify the following settings for 5 to 9 hours of consulting services:
 - **Vendor:** *BLUELINE*
 - **Inventory ID:** *CONSULT*
 - **UOM:** *HOUR*
 - **Break Qty:** 5.00
 - **Pending Price:** 100.00
 6. On the table toolbar, click **Add Row**, and specify the following settings for 10 and more hours of consulting services:
 - **Vendor:** *BLUELINE*
 - **Inventory ID:** *CONSULT*
 - **UOM:** *HOUR*
 - **Break Qty:** 10.00
 - **Pending Price:** 90.00
 7. In the Summary area of the form, clear the **Hold** check box, and click **Release** on the form toolbar to release the worksheet.
 8. Open the Purchase Orders (PO301000) form by searching for or navigating to it.
 9. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Normal*
 - **Vendor:** *BLUELINE*
 - **Date:** *4/1/2018*
 - **Description:** *Consulting services*
 10. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings for 1 hour of consulting services:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *CONSULT*
 - **Order Qty.:** 1
 11. Click **Add Row** on the table toolbar, and specify the following settings for 5 hours of consulting services:
 - **Branch:** *HEADOFFICE*

- **Inventory ID:** *CONSULT*
 - **Order Qty.:** 5
12. Click **Add Row** on the table toolbar, and specify the following settings for 12 hours of consulting services:
- **Branch:** *HEADOFFICE*
 - **Inventory ID:** *CONSULT*
 - **Order Qty.:** 12

Depending on the quantity, the system suggests the different unit costs that you configured for these quantities.

Step 5: Analyze How the System Suggests Last Purchase Price and Standard Cost

To analyze how the system suggests the last purchase price and standard cost, do the following:

1. Open the Non-Stock Items (IN202000) form by searching for or navigating to it.
2. In the **Inventory ID** box, select *CAMPAIGN*.
3. On the **Price/Cost Information** tab, specify 390 in the **Pending Cost** box in the **Standard Cost** section and *1/1/2018* in the **Pending Cost Date** box.
4. On the form toolbar, click **Actions > Update Cost**.
5. Open the Purchase Orders (PO301000) form by searching for or navigating to it.
6. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Normal*
 - **Vendor:** *BLUELINE*
 - **Date:** *1/2/2018*
 - **Description:** Advertising campaign
7. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *CAMPAIGN*
 - **Order Qty.:** 1

In the **Unit Cost** column, the system has suggested the \$390 standard cost because there is no regular or promotional price effective for this vendor on the specified date.

8. In the **Unit Cost** column, change the value to 350 and save the purchase order.
9. In the Summary area of the form, clear the **Hold** check box, and on the form toolbar, click **Actions > Enter AP Bill** to create an AP bill for the order.
10. On the Bills and Adjustments (AP301000) form, which opens, clear the **Hold** check box and click **Release** on the form toolbar to release the bill.
11. Open the Non-Stock Items form by searching for or navigating to it.
12. In the **Inventory ID** box, select *CAMPAIGN*.
13. On the **Vendor Details** tab, review the information displayed on the tab. The last purchase price (\$350) has been saved in the **Last Vendor Price** column for the *BLUELINE* vendor.

14. Open the Bills and Adjustments form by searching for or navigating to it.
15. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Bill*
 - **Vendor:** *BLUELINE*
 - **Date:** *1/2/2018*
 - **Description:** *Advertising campaign*
16. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Inventory ID:** *CAMPAIGN*
 - **Quantity:** *1*

In the **Unit Cost** column, the system has suggested the last purchase price, which is now \$350, because there is no regular or promotional price effective for this vendor on the specified date.

Step 6: Add a Promotional Price and Create a Purchase Order

To add a promotional price for the *BLUELINE* vendor and create a purchase order, do the following:

1. Add a promotional price of \$95/hour for the consulting services as follows:
 - a. Open the Vendor Prices (AP202000) form by searching for or navigating to it.
 - b. On the table toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Vendor:** *BLUELINE*
 - **Inventory ID:** *CONSULT*
 - **UOM:** *HOUR*
 - **Promotional:** Selected
 - **Price:** *95.00*
 - **Effective Date:** *1/1/2018*
 - **Expiration Date:** *3/31/2018*
 - c. Click **Save** to save the price.
2. Open the Purchase Orders (PO301000) form by searching for or navigating to it.
3. On the form toolbar, click **Add New Record**, and specify the following parameters in the Summary area:
 - **Type:** *Normal*
 - **Vendor:** *BLUELINE*
 - **Date:** *03/15/2018*
 - **Post Period:** *03-2018*
 - **Description:** *Consulting services*
4. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *CONSULT*

- **Order Qty.:** 2

5. On the form toolbar, click **Save** to save the bill.

Because the system contains a vendor price for this non-stock item for the *BLUELINE* vendor, the system has copied this price (\$95) to the **Unit Cost** column. This is a promotional price for this vendor that you have set up in this step, it is effective from 1/1/2018 to 3/31/2018 and overrides the regular vendor price defined in the system.

6. In the **Date** box in the Summary area, change the date to *4/15/2018*.

7. In the **Warning** message that opens, click **Yes**.

8. On the form toolbar, click **Actions > Recalculate Prices**.

9. In the **Recalculate Prices** dialog box, which opens, leave the default values and click **OK**.

10. Review the value in the **Unit Cost** column.

As shown in the following screenshot, the unit cost of this item has changed to \$110, because it is a regular vendor price for 0 to 4 hours of consulting services, which you set up in Step 4.

Purchase Orders NO

← SAVE & CLOSE [Icons] ACTIONS ▾ REPORTS ▾

Type:	Normal ▾	* Vendor:	BLUELINE - Blueline Advertisement	Line Total:	220.00
Order Nbr.:	000024 [Icon]	Owner:	EP00000013 - Anna Johnson [Icon]	Discount Total:	0.00
	<input checked="" type="checkbox"/> Hold	Currency:	USD 1.00 ▾ VIEW BASE	VAT Exempt T...:	0.00
Status:	On Hold	Vendor Ref.:		VAT Taxable T...:	0.00
* Date:	4/15/2018 ▾			Tax Total:	0.00
Promised On:	4/15/2018 ▾			Order Total:	220.00
Description:	Consulting services				

DOCUMENT DETAILS | TAX DETAILS | SHIPPING INSTRUCTIONS | VENDOR INFO | PO HISTORY | OTHER INFORMATION

[Icons] ADD ITEM | VIEW SO DEMAND | ADD BLANKET PO | ADD BLANKET PO LINE | [Icons]

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.	Qty. On Receipts	Unit Cost
HEADOFFICE	CONSULT	Service		Consulting (advertisement)	HOUR	2.00	0.00	110.0000

Figure: Recalculated vendor price applied to the purchase order

Forms Used

In this lesson, you have used the following forms:

- *Enable/Disable Features* (CS100000)
- *Accounts Payable Preferences* (AP101000)
- *Vendor Price Worksheets* (AP202010)
- *Vendor Prices* (AP202000)
- *Purchase Orders* (PO301000)
- *Bills and Adjustments* (AP301000)
- *Non-Stock Items* (IN202000)

Part 2: Customer Discounts

Customer discounts can be used as effective tools of your company's marketing strategy—for example, to stimulate sales of new products, promote new branches of the organization, and accelerate sales of items that are becoming obsolete.

In Acumatica ERP, you can configure customer discounts of three different types:

- Line discounts (that is, discounts that are applied to a document line)
- Document discounts (that is, discounts that are applied to the document total)
- Group discounts applied (that is, discounts that are applied to one document line or multiple lines)

Discounts can be automatic or manual. When you create an invoice or memo on the Invoices and Memos (AR301000) form, the system applies any automatic discounts that are defined in the system. Automatic discounts are applied in the following order:

1. The best available line discount is applied to the extended price of a line. The extended price after the line discount is displayed in the **Amount** column of the line. The total amount of all the lines is displayed in the **Detail Total** box of the document summary.
2. All applicable group discounts are applied to the corresponding group totals except in the lines that are automatically excluded from the discountable amount.
3. The best available document discount is applied to the following amount: the detail total minus the total of all line discounts minus the group discount total. The **Discount Total** box holds the sum of the group discount total and the document discount amount.



The prices and discounts that you define for invoices and memos can also be used for sales orders.

The **Balance** box of the Summary area of the Invoices and Memos form contains the final document amount after all discounts have been deducted, that is the **Detail Total** minus the **Discount Total** of the document. When you release the invoice, the AR account is debited in the amount of the invoice balance, and the sales account is credited in the amount of the detail total. If the discount account (an expense account) is not specified in the account settings of the applicable customer, the discount total is debited to the sales account.

As with prices, discounts can also be promotional—that is, effective during only a specified date range. To define a promotional discount, select the **Promotional** check box in the Summary area of the Discounts (AR209500) form and specify the effective and expiration dates. You can also specify prorated discounts by selecting the **Prorate Discount** check box in the Summary area of the same form.

Lesson 2.1: Create Invoices with Manual Discounts

In this lesson, you will create and release two invoices: one with a manual line discount, and the other with a manual document discount.

Story

Suppose that the SweetLife Fruits & Jams company has offered five days of the offline training course at a 15% discount to one of its customers, Thai Food Restaurant (*TOMYUM*), which wants to purchase both the online training course and the offline training course. Another customer, GoodFood One Restaurant (*GOODFOOD*), also wants to purchase three days of the online training course, and the SweetLife sales personnel agreed to give the customer a \$10 discount.

Acting as the SweetLife accountant, you need to enter invoices for these customers and manually enter these discounts.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP

On the Customers (AR303000) form, the *TOMYUM (Thai Food Restaurant)* and *GOODFOOD (GoodFood One Restaurant)* customers have been configured.

On the Non-Stock Items (IN202000) form, the *ONLCOURSE (Home canning courses online—website session)* and *OFLCOURSE (Home canning courses at customer's place—materials included)* non-stock items have been configured.

On the Sales Prices (AR202000) form, the following price has been configured for the *ONLCOURSE* non-stock item used in this lesson:

- **Price Type:** *Customer Price Class*
- **Price Code:** *LOCAL*
- **UOM:** *DAY*
- **Price:** *14.5*
- **Effective Date:** *1/1/2018*

Process Overview

You specify a manual line discount or a manual document discount on the Invoices and Memos (AR301000) form. To specify a manual line discount, on the **Document Details** tab, enter either a **Discount Amount** or a **Discount Percent** for the line. To specify a manual document discount, you enter the amount in the **Discount Total** box in the Summary area.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed, click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, which is also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
4. This lesson uses a price defined for the *OFLCOURSE* non-stock item in [Lesson 1.5: Create Sales Price Worksheets](#). If you skipped this lesson, configure the price as follows:
 - a. Open the Sales Prices (AR202000) form by searching for or navigating to it.
 - b. Click **Add Row** on the table toolbar, and specify the following settings for the row:
 - **Price Type:** *Base*
 - **Inventory ID:** *OFLCOURSE*
 - **UOM:** *DAY*
 - **Price:** *47*
 - **Effective Date:** *1/1/2019*
 - c. On the form toolbar, click **Save**.

Step 2: Create the AR Invoice with a Manual Line Discount

To create the AR invoice for Thai Food Restaurant and apply a manual line discount in it, do the following:

1. Open the Invoices and Memos (AR301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Invoice*
 - **Customer:** *TOMYUM*
 - **Date:** *1/30/2019* (inserted by default)
 - **Post Period:** *01-2019*
 - **Description:** *Offline training*
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the new invoice line:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *OFLCOURSE*
 - **Quantity:** *5*
 - **Discount Percent:** *15*

The system has calculated the 15% manual discount and applied it to the invoice line. For a manual line discount, you can specify either a discount percent or a discount amount. (Just as in this example, the system calculated the discount amount based in the discount percent you entered for the line, if you enter a discount amount, the system automatically calculates the corresponding discount percent.)

4. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Release** to release the invoice.
5. On the **Financial Details** tab, click the link in the **Batch Nbr.** box to review the generated GL batch, which the system opens in a pop-up window on the Journal Transactions (GL301000) form.

The *11000 - Accounts Receivable* account has been debited with the amount of \$199.75, which is the invoice amount less the manual line discount you applied to the invoice,

Step 3: Create the AR Invoice with a Manual Document Discount

To create the AR invoice for GoodFood One Restaurant with a manual document discount, do the following:

1. While still on the Invoices and Memos (AR301000) form, click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:
 - **Type:** *Invoice*
 - **Customer:** *GOODFOOD*
 - **Date:** *1/30/2019* (selected by default)
 - **Post Period:** *01-2019*
 - **Description:** *Online course 3 days*
2. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the new invoice line:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ONLCOURSE*
 - **Quantity:** *3*
3. On the form toolbar, click **Save** to save the invoice.
4. In the **Discount Total** box in the Summary area, enter 10.
This is the \$10 manual discount you have agreed to give your customer. The total amount of the invoice before the discount is displayed in the **Detail Total** box (\$43.50), and the amount due (with the manual document discount applied) is displayed in the **Balance** box (\$33.50).
5. On the form toolbar, clear the **Hold** check box, and on the form toolbar, click **Release** to release the invoice.
6. On the **Financial Details** tab, click the link in the **Batch Nbr.** box to review the generated GL batch, which the system opens in a pop-up window on the Journal Transactions (GL301000) form.

The *53000 - Discount Given* account has been debited in the amount of the document discount you specified for this invoice (\$10), as shown in the following screenshot.

Lesson 2.2: Configure Automatic Line Discounts

In this lesson, you will learn how to configure line discounts of different types (discount by amount and discount by quantity) and explore how these discounts are applied in AR invoices.

Story

Suppose that starting in January 2019, the SweetLife Fruits & Jams company is offering the following discounts, which will be applied in AR invoices, for the offline training courses that the company sells to its customers:

- An automatic line discount of 5% that will be applied to the GOODFOOD customer when the invoice amount exceeds \$200 (discount by amount)
- An automatic line discount of \$100 that will be applied to local customers who order 10 or more days of offline training (discount by quantity)

On January 30, 2019, the GoodFood One Restaurant purchased 16 days of the home canning course (that is, the offline course).

Acting as the SweetLife accountant, you will configure these discounts and create the invoice for the GoodFood One Restaurant, noting how the discounts are applied.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP

On the Customer Price Classes (AR208000) form, the *LOCAL* price class has been configured.

On the Customers (AR303000) form, the *GOODFOOD (GoodFood One Restaurant)* customer has been configured and assigned to the *LOCAL* price class.

On the Non-Stock Items (IN202000) form, the *OFLCOURSE (Home canning courses at customer's place —materials included)* non-stock item has been configured.

Process Overview

Before you configure and apply an automatic line discount, on the Enable/Disable Features (CS100000) form, you enable the *Customer Discounts* feature. You create a discount code on the Discount Codes (AR209000) form, and then configure a discount on the Discounts (AR209500) form.

On the Invoices and Memos (AR301000) form, you create an AR invoice with lines to which discounts may be applied. You then review how the discounts you configured are applied automatically.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed,

click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.

3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
4. Enable the *Customer Discounts* feature as follows:
 - a. Open the Enable/Disable Features (CS100000) form by searching for or navigating to it.
 - b. On the form toolbar, click **Modify** and select the **Customer Discounts** check box under the **Advanced Financials** section.
 - c. On the form toolbar, click **Enable**.

Step 2: Configure the Discount by Amount for a Particular Customer

To configure the discount by amount for the *GOODFOOD* customer, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Discount Code:** *LICUS00000*
 - **Description:** *Line discount by customer*
 - **Discount Type:** *Line*
 - **Applicable To:** *Customer*
 - **Auto-Numbering:** *Selected*

With these settings, discounts of this discount code are line discounts that are applicable to specific customers; because the **Manual** check box is cleared, these line discounts need to be applied automatically.

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Discount Code:** *LICUS00000*
 - **Discount by:** *Percent*
 - **Break by:** *Amount*
 - **Active:** *Selected*
 - **Description:** *Line discount for GOODFOOD*

These settings convey that this discount (of the discount code you just defined for line discounts that are applicable to particular customers) is by percent, with break points by line amount.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Pending Break Amount:** *200*
 - **Pending Discount Percent:** *5*
 - **Pending Date:** *1/1/2019*

With these settings, the discount of 5% is applicable to a line with an amount greater than or equal to \$200.

7. On the **Customers** tab, click **Add Row** on the table toolbar, and in the **Customer** column, select *GOODFOOD*. Because this is the only row defined on this tab, this discount can be applied to only the *GOODFOOD* customer.
8. On the form toolbar, click **Save**.
9. On the form toolbar, click **Update Discounts**.
10. In the **Update Discounts** dialog box, which opens, leave the default value (*1/30/2019*) in the **Filter Date** box, and click **OK**.

Step 3: Configure the Discount by Quantity for a Particular Customer Price Class

To configure the discount by quantity for the *LOCAL* customer price class, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row** and specify the following settings:
 - **Discount Code:** *LIITE00000*
 - **Description:** *Line discount by item and customer price class*
 - **Discount Type:** *Line*
 - **Applicable To:** *Customer Price Class and Item*
 - **Auto-Numbering:** Selected

Discounts of this discount code are automatic line discounts that are applicable if the line refers to a specific item and the document refers to a customer of a specific price class.

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Discount Code:** *LIITE00000*
 - **Discount by:** *Amount*
 - **Break by:** *Quantity*
 - **Active:** Selected
 - **Description:** *Line discount for local customers by item*

With these settings, the discount (of the discount code you just defined for line discounts that are applicable to a specific item and a customer of a particular price class) is by amount, with break points by quantity.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Pending Break Quantity:** 10
 - **Pending Discount Amount:** 100
 - **Pending Date:** *1/1/2019*

The discount of \$100 is applicable to a line with a quantity greater than or equal to 10.

7. On the **Items** tab, click **Add Row** on the table toolbar, and in the **Inventory ID** column, select *OFLCOURSE*. Because this is the only row on the tab, this discount applies to only the *OFLCOURSE* item.
8. On the **Customer Price Classes** tab, click **Add Row** on the table toolbar and in the **Price Class ID** column, select *LOCAL*. The discount applies to only customers of the *LOCAL* customer price class.
9. On the form toolbar, click **Save**.
10. On the form toolbar, click **Update Discounts** to make the discounts you have just added effective.
11. In the **Update Discounts** dialog box, which opens, leave the default value (*1/30/2019*) in the **Filter Date** box, and click **OK**.

Step 4: Create the AR Invoice and Explore Discount Application

To create the invoice to GoodFood One Restaurant and explore how the automatic line discounts are applied, do the following:

1. Open the Invoices and Memos (AR301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Invoice*
 - **Customer:** *GOODFOOD*
 - **Date:** *1/30/2019* (inserted by default)
 - **Description:** *Offline training*
3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *OFLCOURSE*
 - **Quantity:** 5

The **Discount Percent** column contains the 5% discount that you configured in Step 2, as shown in the screenshot below. The discount has been applied automatically, because the amount in the **Ext. Price** column exceeds the break point \$200.

4. On the table toolbar, click **Add Row**, and specify the following settings in the row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *OFLCOURSE*
 - **Quantity:** 12

The **Discount Amount** column contains the \$100 discount that you configured in Step 3, as shown in the screenshot below. The discount has been applied automatically to this line, because the quantity exceeds 10 and the customer belongs to the *LOCAL* price class. Since this line meets the criteria for more than one discount, the system has applied the best available discount.

Invoices and Memos NOTES ACTIVITIES FILES

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Type: Invoice	* Customer: GOODFOOD - GoodFood One Restaurar	Detail Total: 653.75
Reference Nbr.: 000080	* Terms: 30D - 30 Days	Discount Total: 0.00
Status: On Hold	* Due Date: 3/1/2019	VAT Taxable T...: 0.00
<input checked="" type="checkbox"/> Hold	* Cash Discount: 3/1/2019	VAT Exempt T...: 0.00
* Date: 1/30/2019	* Project/Contract: X - Non-Project Code.	Tax Total: 0.00
* Post Period: 01-2019		Balance: 653.75
Customer Order:		Cash Discount: 0.00
Description: Offline training		

DOCUMENT DETAILS | FINANCIAL DETAILS | ADDRESS DETAILS | TAX DETAILS | DISCOUNT DETAILS | APPLICATIONS

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Manual Discount	Discount Code	Amount
HEADOFFICE	OFLCOURSE	Home canning cours...	5.00	DAY	45.0000	225.00	5.000000	11.25	<input type="checkbox"/>	LICUS00...	213.75
HEADOFFICE	OFLCOURSE	Home canning cours...	12.00	DAY	45.0000	540.00	18.518519	100.00	<input type="checkbox"/>	LIITE00000	440.00

Figure: Two automatic line discounts applied to the invoice

5. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Release** to release the invoice.
6. On the **Financial Details** tab, click the link in the **Batch Nbr.** box to review the GL batch, which the system opens in a pop-up window on the Journal Transactions (GL301000) form.
 The 11000 - Accounts Receivable account is debited and the 40000 - Sales Revenue account is credited in the amount of the invoice.

Step 5: Make the Created Discounts Inactive

To make the discounts you created in this lesson inactive so that they will not affect other documents later, do the following:

1. Open the Discounts (AR209500) form by searching for or navigating to it.
2. In the **Discount Code** box, select *LICUS00000*.
3. In the **Sequence** box, select *LICUS00000*.
4. In the Summary area, clear the **Active** check box; save the discount.
5. Repeat Instructions 2–3 for the *LIITE00000* discount code.

Forms Used

In this lesson, you have used the following forms:

- *Enable/Disable Features* (CS100000)
- *Discount Codes* (AR209000)
- *Discounts* (AR209500)
- *Invoices and Memos* (AR301000)
- *Journal Transactions* (GL301000)

Lesson 2.3 (Optional): Configure and Apply a Promotional Manual Discount

In this lesson, you will learn how to configure and apply a promotional manual discount. Although this lesson is optional because you have already learned to configure manual discounts, it describes the process of configuring promotional discounts you may need to know when setting up discounts by promotional coupons.

Story

Suppose that SweetLife Fruits & Jams company has decided to sell online training courses at a 20% discount, for which it has distributed promotional coupons. This discount is applicable from December 15, 2018 to January 10, 2019 for all customers.

Acting as the SweetLife accountant, you will configure the discount code and discount in the system. You also need to enter an AR invoice for five days of the online home canning course for Lake Cafe on December 20, 2018.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP

On the Customers (AR303000) form, the *LAKECAFE (Lake Cafe)* customer has been configured.

On the Non-Stock Items (IN202000) form, the *ONLCOURSE (Home canning courses online—website session)* non-stock item has been configured.

Process Overview

You create a discount code on the Discount Codes (AR209000) form, and then configure a manual promotional discount on the Discounts (AR209500) form.

To test how the configured manual promotional discount is applied, on the Invoices and Memos (AR301000) form, you create an AR invoice and apply the manual discount you configured.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *12/20/2018*. If a different date is displayed, click the Business Date menu button and select *12/20/2018*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
4. Make sure the *Customer Discounts* feature is enabled as follows:

- a. Open the Enable/Disable Features (CS100000) form by searching for it or navigating to it.
- b. Locate the **Customer Discounts** check box under the **Advanced Financials** section.
- c. If the check box is cleared, click **Modify** on the form toolbar, select the check box, and then click **Enable** on the form toolbar.

Step 2: Configure the Manual Promotional Discount

To configure the 20% manual promotional discount, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the row:
 - **Discount Code:** `PROMO00000`
 - **Description:** `Promotional discount by item`
 - **Discount Type:** *Line*
 - **Applicable To:** *Item*
 - **Manual:** Selected
 - **Auto-Numbering:** Selected

Discounts of this discount code are manual line discounts that are applicable if the document refers to a specific item.

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Discount Code:** `PROMO00000`
 - **Discount by:** *Percent*
 - **Break by:** *Quantity*
 - **Active:** Selected
 - **Promotional:** Selected
 - **Effective Date:** `12/15/2018`
 - **Expiration Date:** `1/10/2019`
 - **Description:** `Promo discount for online course`

With these settings, the discount (of the discount code you just defined for manual line discounts that apply to a specific item) is by percent, with break points by quantity, and is promotional, effective from December 15, 2018 to January 10, 2019.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar and specify the following settings in the table:
 - **Break Quantity:** 0
 - **Discount Percent:** 20

Because the break quantity is 0, this discount of 20% applies to any quantity.

7. On the **Items** tab, click **Add Row** on the table toolbar, and in the **Inventory ID** column, select `ONLCOURSE`. This is the only item to which the discount applies.

8. On the form toolbar, click **Save**.

Step 3: Create the Invoice and Apply the Manual Discount

To create the needed AR invoice for Lake Cafe and apply the manual discount, do the following:

1. Open the Invoices and Memos (AR301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Invoice*
 - **Customer:** *LAKECAFE*
 - **Date:** *12/20/2018* (selected by default)
 - **Description:** *Online course 5 days*
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ONLCOURSE*
 - **Quantity:** *5*
 - **Discount Code:** *PROMO00000*

The **Discount Percent** column reflects that the 20% discount has been applied to the line, as shown in the screenshot below.

4. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Release** to release the invoice.

Invoices and Memos NOTES AC

← SAVE & CLOSE ↻ + ✖ 📄 ⏪ ⏩ RELEASE ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type:	Invoice	* Customer:	LAKECAFE - Lake Cafe	Detail Total:	60.00
Reference Nbr.:	000081	* Terms:	30D - 30 Days	Discount Total:	0.00
Status:	Open	* Due Date:	1/19/2019	VAT Taxable T...:	0.00
	<input type="checkbox"/> Hold	* Cash Discoun...:	1/19/2019	VAT Exempt T...:	0.00
* Date:	12/20/2018	* Project/Contract:	X - Non-Project Code.	Tax Total:	0.00
* Post Period:	12-2018			Balance:	60.00
Customer Order:				Amount:	60.00
Description:	Online course 5 days			Cash Discount:	0.00

DOCUMENT DETAILS FINANCIAL DETAILS ADDRESS DETAILS TAX DETAILS DISCOUNT DETAILS APPLICATIONS

VIEW SCHEDULE

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Manual Discount	Discount Code
HEADOFFICE	ONLCOURSE	Home canning ...	5.00	DAY	15.0000	75.00	20.000000	15.00	<input checked="" type="checkbox"/>	PROMO0...

Figure: Manual promotional discount applied to the invoice

Forms Used

In this lesson, you have used the following forms:

- [Discount Codes](#) (AR209000)

- [Discounts](#) (AR209500)
- [Invoices and Memos](#) (AR301000)

Lesson 2.4: Configure an Automatic Volume Discount and Explore Its Application

In this lesson, you will learn how to configure an automatic volume discount for a particular stock item, and you will explore how it is applied to a sales order.

Story

Suppose that at the end of January, warehouse personnel at SweetLife Fruits & Jams found out that the company's wholesale warehouse contains a large lot of 32-ounce jars of orange jam with an approaching expiration date. Company personnel decided to sell these jars at the following discounts:

- 5% for 5 to 10 jars
- 10% for 11 to 19 jars
- 20% for 20 jars or more

Because no one can predict when the entire lot will be sold, this discount should be configured to start on 1/30/2019 and extend indefinitely.

Acting as the SweetLife accountant, you will configure this discount in the system and create a sales order to see how the discount is applied. You will then deactivate the discount.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Standard Inventory*, which provides support of the sales and purchase orders functionality
- *Inventory*, which gives you the functionality to maintain stock items

On the Customers (AR303000) form, the *COFFEESHOP (FourStar Coffee & Sweets Shop)* customer has been configured.

On the Stock Items (IN202500) form, the *ORJAM32 (Orange jam 32 oz)* stock item has been configured.

Process Overview

To configure an automatic volume discount for a particular stock item, you create the needed discount code on the Discount Codes (AR209000) form, and then configure an automatic volume discount for the particular item on the Discounts (AR209500) form.

If the discount is broken by quantity, to see how the discount is applied, you can create a sales order on the Sales Orders (SO301000) form with lines that have different quantities.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed, click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
4. Make sure the *Customer Discounts* feature is enabled as follows:
 - a. Open the Enable/Disable Features (CS100000) form by searching for it or navigating to it.
 - b. Locate the **Customer Discounts** check box under the **Advanced Financials** section.
 - c. If the check box is cleared, click **Modify** on the form toolbar, select the check box, and then click **Enable** on the form toolbar.

Step 2: Configure the Automatic Volume Discount

To configure the automatic volume discount on the 32-ounce jars of orange jam, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the row:
 - **Discount Code:** VOLIT00000
 - **Description:** Volume discount by item
 - **Discount Type:** *Line*
 - **Applicable To:** *Item*
 - **Auto-Numbering:** Selected

A discount of this discount code is an automatic line discount that is applicable to a specific item.

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Discount Code:** VOLIT00000
 - **Discount by:** *Percent*
 - **Break by:** *Quantity*
 - **Active:** Selected
 - **Description:** Volume discount for ORJAM32

With these settings, the discount (of the discount code you just defined for line discounts that apply to a specific item) is by percent, with break points by quantity.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Pending Break Quantity:** 5
 - **Pending Discount Percent:** 5
 - **Pending Date:** *1/30/2019*

This 5% discount applies to a line with a quantity of 5 or more.

7. Click **Add Row** on the table toolbar, and specify the following settings in the added row:

- **Pending Break Quantity:** 11
- **Pending Discount Percent:** 10
- **Pending Date:** 1/30/2019

This 10% discount applies to a line with a quantity of 11 or more.

8. Click **Add Row** on the table toolbar, and specify the following settings in the added row:

- **Pending Break Quantity:** 20
- **Pending Discount Percent:** 20
- **Pending Date:** 1/30/2019

This 20% discount applies to a line with a quantity of 20 or more.

9. On the **Items** tab, click **Add Row** on the table toolbar, and in the **Inventory ID** column, select *ORJAM32*. Because this is the only row specified on this tab, the discount is applied to only the *ORJAM32* item.

10. On the form toolbar, click **Save**.

11. On the form toolbar, click **Update Discounts** to make the discounts you have just added effective.

12. In the **Update Discounts** dialog box, which opens, leave 1/30/2019 in the **Filter Date** box, and click **OK**.

Step 3: Create a Sales Order and Explore the Application of the Discount

To create a sales order for testing purposes and explore how the discount is applied, do the following:

1. Open the Sales Orders (SO301000) form by searching for or navigating to it.

2. Click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:

- **Order Type:** *SO*
- **Customer:** *COFFEESHOP*
- **Date:** 1/30/2019
- **Description:** Orange jam at a discount

3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:

- **Branch:** *HEADOFFICE*
- **Inventory ID:** *ORJAM32*
- **Warehouse:** *WHOLESALE*
- **Quantity:** 6

In the **Discount Percent** column, notice that the 5% discount you configured in Step 2 has been applied, because the quantity in the line is between 5 and 10.

4. Click **Add Row** on the table toolbar, and specify the following settings in the added row:

- **Branch:** *HEADOFFICE*
- **Inventory ID:** *ORJAM32*
- **Warehouse:** *WHOLESALE*

- **Quantity:** 12

In the **Discount Percent** column, notice that the 10% discount you configured in Step 2 has been applied, because the quantity in the line is between 11 and 19.

5. Add one more row with the following settings:

- **Branch:** *HEADOFFICE*
- **Inventory ID:** *ORJAM32*
- **Warehouse:** *WHOLESALE*
- **Quantity:** 22

In the **Discount Percent** column, notice that the 20% discount you configured in Step 2 has been applied, because the quantity in the line is more than 20.

You do not need to save or process the sales order; you created it solely to learn how the discounts are applied.

Sales Orders NOTES ACTIVITIES FILES NOTIFICATIONS TOOLS

← SAVE & CLOSE ↻ + 🗑️ 📄 ⌂ < > | QUICK PROCESS ACTIONS REPORTS

• Order Type: • Customer: Ordered Qty.: 40.00
 Order Nbr.: Credit Hold Discount Total: 0.00
 Hold • Project: VAT Exempt T...: 0.00
 Status: Open VAT Taxable T...: 0.00
 • Date: Tax Total: 28.81
 • Requested On: Order Total: 472.11
 Customer Order: Description:
 External Refer...:

DOCUMENT DETAILS TAX DETAILS FINANCIAL SETTINGS PAYMENT SETTINGS SHIPPING SETTINGS DISCOUNT DETAILS SHIPMENTS PAYMENTS TOTALS

🔄 + ✎ × ALLOCATIONS ADD INVOICE ADD STOCK ITEM PO LINK INVENTORY SUMMARY

	Branch	Inventory ID	Free Item	Warehouse	Line Description	UOM	Quantity	Qty. On Shipment	Open Qty.	Unit Price	Manual Price	Ext. Price	Discount Percent	Disco Amou	Discount Code
<input type="checkbox"/>	HEADOFFICE	ORJAM32	<input type="checkbox"/>	WHOLESALE	Orange jam 32 oz	PIECE	6.00	0.00	6.00	13.0000		78.00	5.000000	3.90	VOLIT00000
<input type="checkbox"/>	HEADOFFICE	ORJAM32	<input type="checkbox"/>	WHOLESALE	Orange jam 32 oz	PIECE	12.00	0.00	12.00	13.0000		156.00	10.000000	15.60	VOLIT00000
<input type="checkbox"/>	HEADOFFICE	ORJAM32	<input type="checkbox"/>	WHOLESALE	Orange jam 32 oz	PIECE	22.00	0.00	22.00	13.0000		286.00	20.000000	57.20	VOLIT00000

Figure: Three volume-based discounts applied to the invoice

Step 5: Make the Discount Inactive

To make the discount you created in this lesson inactive so that it will not affect other documents later, do the following:

1. Open the Discounts (AR209500) form by searching for or navigating to it.
2. In the **Discount Code** box, select *VOLIT00000*.
3. In the **Sequence** box, select *VOLIT00000*.
4. In the Summary area, clear the **Active** check box; save the discount.

Forms Used

In this lesson, you have used the following forms:

- *Discount Codes* (AR209000)
- *Discounts* (AR209500)
- *Sales Orders* (SO301000)

Lesson 2.5: Configure Automatic Group Discounts and Explore Discount Application

In this lesson, you will learn how to configure and a promotional discount for particular stock items and a free item discount, and how the system applies these discounts to a sales order.

Story

Suppose that on January 30, 2019, the SweetLife Fruits & Jams company starts selling 32-ounce and 96-ounce jars of apple jam at a 3% discount from the *WHOLESALE* warehouse; also, for sales orders with dates from 01/30/2019 to 2/15/2019, the company also wants to add a free jar of 96-ounce of lemon jam for the customers who have bought the apple jam for the amount of \$350 and more.

Acting as the accountant, you need to configure an automatic group discount of 3% for the *APJAM96* and *APJAM32* stock items sold from the *WHOLESALE* warehouse, and a free-item promotional group discount for sales orders in which the total amount of the *APJAM96* and *APJAM32* stock items exceeds \$350. You will also create a sales order to see how the discounts are applied (you will not save or process this sales order), and then deactivate the discounts.



A group discount is based on the amount or quantity that is in one line or the sum of multiple lines. In this case, a group discount is used because the free-item discount is based on the sum of amounts of the 32-ounce jars of apple jam and the 96-ounce jars of apple jam.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Standard Inventory*, which provides the support of sales and purchase orders functionality
- *Inventory*, which provides the functionality of maintaining stock items
- *Multiple Warehouses*, which supports a distributed structure of warehouses

On the Customers (AR303000) form, the *COFFEESHOP (FourStar Coffee & Sweets Shop)* customer has been configured.

On the Stock Items (IN202500) form, the *APJAM96 (Apple jam 96 oz)*, *ORJAM96 (Orange jam 96 oz)*, and *LEMJAM96 (Lemon jam 96 oz)* stock items have been configured.

Process Overview

To configure a promotional free-item discount and a warehouse-specific discount, you configure a discount code on the Discount Codes (AR209000) form and then configure the needed discount on the Discounts (AR209500) form.

To review how the discounts are applied to the sales order, you then create a sales order on the Sales Orders (SO301000) form and add items to observe the application of discounts.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *01/30/2019*. If a different date is displayed, click the Business Date menu button and select *01/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
4. Make sure the *Customer Discounts* feature is enabled as follows:
 - a. Open the Enable/Disable Features (CS100000) form by searching for it or navigating to it.
 - b. Locate the **Customer Discounts** check box under the **Advanced Financials** section.
 - c. If the check box is cleared, click **Modify** on the form toolbar, select the check box, and then click **Enable** on the form toolbar.

Step 2: Configure the Warehouse-Specific Discount for Particular Items

To configure the warehouse-specific discount for particular stock items (for the *WHOLESALE* warehouse and the *APJAM96* and *APJAM32* items), do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Discount Code:** *WHSE000000*
 - **Description:** *Warehouse discount by items*
 - **Discount Type:** *Group*
 - **Applicable To:** *Warehouse and Item*
 - **Auto-Numbering:** Selected

These settings define discounts of this discount code as automatic group discounts that are applicable to specific items sold in specific warehouses (which will be just one warehouse in this example).

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Discount Code:** *WHSE000000*
 - **Discount by:** *Percent*
 - **Break By:** *Amount*
 - **Active:** Selected
 - **Description:** *Warehouse discount for apple jam*

With these settings, the discount (of the discount code you just defined for group discounts that are applicable to specific items sold in particular warehouses) is by percent, with break points by amount.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:

- **Pending Break Amount:** 0
- **Pending Discount Percent:** 3
- **Pending Date:** *01/30/2019*

The discount of 3% is applicable to all groups (because the break amount is 0).

7. On the **Items** tab, click **Add Row** on the table toolbar, and in the **Inventory ID** column, select *APJAM32*.
8. Add another row, and in the **Inventory ID** column, select *APJAM96*. The discount applies to the *APJAM32* and *APJAM96* items.
9. On the **Warehouses** tab, click **Add Row** on the table toolbar, and in the **Warehouse** column, select *WHOLESALE*. Because this is the only row on the tab, the discount is applicable to only the *WHOLESALE* warehouse.
10. On the form toolbar, click **Save**.
11. On the form toolbar, click **Update Discounts** to make the discount you have just added effective.
12. In the **Update Discounts** dialog box, which opens, leave the *01/30/2019* default value, and click **OK**.

Step 3: Configure the Free-Item Promotional Discount

To configure the free-item promotional group discount in which the *LEMJAM96* stock item is the free item, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Discount Code:** *FRITE00000*
 - **Description:** *Free-item discount*
 - **Discount Type:** *Group*
 - **Applicable To:** *Item*
 - **Auto-Numbering:** Selected

Discounts of this discount code are automatic group discounts that are applicable to specific items.

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Discount Code:** *FRITE00000*
 - **Discount by:** *Free Item*
 - **Break by:** *Amount*
 - **Promotional:** Selected
 - **Effective Date:** *01/30/2019*
 - **Expiration Date:** *2/15/2019*

- **Description:** Free-item discount (lemon jam)

The free-item discount (of the discount code you just defined for group discounts that are applicable to specific items) is a promotional discount, effective for the specified date range, with break points by amount.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:

- **Break Amount:** 350
- **Free Item Quantity:** 1

With these settings, the discount of one free item is applicable to a group with an amount greater than or equal to \$350.

7. On the **Items** tab, click **Add Row** on the table toolbar, and select *APJAM96* in the **Inventory ID** column.
8. Add another row, and select *APJAM32* in the **Inventory ID** column. This discount is applicable to the *APJAM32* and *APJAM96* items.
9. On the **Free Items** tab, click **Add Row** on the table toolbar; in the **Free Item** column, select *LEMJAM96*.
10. In the Summary area of the form, select the **Active** check box.
11. On the form toolbar, click **Save**.

Step 4: Create a Sales Order and Explore Discount Application

To create a sales order for testing purposes and explore how the discounts are applied to it, do the following:

1. Open the Sales Orders (SO301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Order Type:** *SO*
 - **Customer:** *COFFEESHOP*
 - **Date:** *1/30/2019* (inserted by default)
 - **Description:** *Jam*
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ORJAM32*
 - **Quantity:** 5

Notice that the **Discount Percent** and **Discount Amount** columns are empty, indicating that no discounts have been applied to this stock item, because there are no active discounts in the system for this stock item.

4. On the **Document Details** tab, click **Add Row** and specify the following settings in the table:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *APJAM96*
 - **Quantity:** 5

5. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:

- **Branch:** *HEADOFFICE*
- **Inventory ID:** *APJAM32*
- **Quantity:** 5

Notice that another row, which contains the *LEMJAM96* stock item, has been automatically added to the order, and the **Free Item** check box has been selected in the row.

6. On the **Discount Details** tab, review the discounts, which you configured earlier in this lesson and which have been applied to the sales order.

The system does not select the best available group discount; instead, it adds all group discounts that are applicable to sales orders. As shown in the screenshot below, the warehouse-specific discount (*WHSE000000*) has been applied because the *APJAM32* and *APJAM96* stock items were sold from the *WHOLESALE* warehouse specified in the discount. The free-item discount (*FRITE000000*) has been applied because the order date (1/30/2019) is within the range of effective dates of the promotional discount and the total price for *APJAM32* and *APJAM96* exceeds \$350, the break point.

You do not need to save or process this sales order; you created it solely to test how the discounts are applied.

Sales Orders NOTES ACTIVITIES

← SAVE & CLOSE ↶ ↷ + 🗑️ 📄 K < > >| QUICK PROCESS ACTIONS ▾ REPORTS ▾

* Order Type: <input type="text" value="SO"/>	* Customer: <input type="text" value="COFFEESHOP - FourStar Coffee&Sw"/>	Ordered Qty.: 16.00
Order Nbr.: <input type="text" value="000035"/>	<input type="checkbox"/> Credit Hold	Discount Total: 21.17
<input type="checkbox"/> Hold	* Project: <input type="text" value="X - Non-Project Code"/>	VAT Exempt T...: 0.00
Status: Open		VAT Taxable T...: 0.00
* Date: <input type="text" value="1/30/2019"/>		Tax Total: 48.40
* Requested On: <input type="text" value="1/30/2019"/>		Order Total: 792.98
Customer Order: <input type="text"/>	Description: <input type="text" value="Jam"/>	
External Refer...: <input type="text"/>		

DOCUMENT DETAILS TAX DETAILS FINANCIAL SETTINGS PAYMENT SETTINGS SHIPPING SETTINGS DISCOUNT DETAILS SHIPMENTS PA...

Disable Automatic Discount Update

Skip Discount	LineN	* Discount Code	* Sequence ID	Type	Manual Discount	Discountable Amt.	Discountable Qty.	Discou Amt.	Discoun Percent	Free Item	Free Item Qty.
<input type="checkbox"/>	1	WHSE000000	WHSE000000	Group	<input type="checkbox"/>	705.75	10.00	21.17	3.00		0.00
<input type="checkbox"/>	2	FRITE000000	FRITE000000	Group	<input type="checkbox"/>	705.75	10.00	0.00	0.00	LEMJAM96	1.00

Figure: Group discounts applied to the sales order

Step 5: Make the Created Discounts Inactive

To make the discounts you created in this lesson inactive so that they will not affect other documents later, do the following:

1. Open the Discounts (AR209500) form by searching for or navigating to it.
2. In the **Discount Code** box, select *WHSE000000*.
3. In the Summary area, clear the **Active** check box; save the discount.
4. Repeat Instructions 2–3 for the *FRITE000000* discount code.

Forms Used

In this lesson, you have used the following forms:

- [Discount Codes](#) (AR20900)
- [Discounts](#) (AR209500)
- [Sales Orders](#) (SO301000)

Lesson 2.6: Configure Automatic Document Discounts and Explore Their Application

In this lesson, you will learn how to configure automatic document discounts, and you will explore how they are applied to AR invoices.

Story

Suppose that the SweetLife Fruits & Jams company has given one of its customers, Thai Food Restaurant (*TOMYUM*), a 7% discount. In addition, SweetLife has offered a 15% discount to all customers who purchase \$200 or more in a single order (document).

Acting as SweetLife's accountant, you need to configure a customer-specific document discount of 7% for the *TOMYUM* customer and an unconditional document discount of 15% for all customers who buy SweetLife's products for a document amount of \$200 or more.

On January 30, 2019 *TOMYUM* bought 2 days of the offline training course and 10 days of the online training course. You also need to enter this AR invoice, to which any discounts should be applied automatically.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP

On the Customers (AR303000) form, the *TOMYUM (Thai Food Restaurant)* customer has been configured.

On the Non-Stock Items (IN202000) form, the *OFLCOURSE (Home canning courses at customer's place)* and *ONLCOURSE (Home canning courses online)* non-stock items have been configured.

On the Sales Prices (AR202000) form, the following price has been configured for the *ONLCOURSE* non-stock item used in this lesson:

- **Price Type:** *Customer*
- **Price Code:** *COFFEESHOP*
- **UOM:** *DAY*
- **Price:** 13
- **Effective Date:** *1/1/2018*

On the Accounts Receivable Preferences (AR101000) form, the **Hold Documents on Entry** check box has been selected in the **Data Entry Settings** section on the **General Settings** tab.

Process Overview

You configure discount codes on the Discount Codes (AR209000) form, and then configure document discounts on the Discounts (AR209500) form. You then create an AR invoice for a particular customer on the Invoices and Memos (AR301000) form, and review the **Discount Details** tab to see how the discounts are applied.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed, click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
4. Make sure the *Customer Discounts* feature is enabled as follows:
 - a. Open the Enable/Disable Features (CS100000) form by searching for it or navigating to it.
 - b. Locate the **Customer Discounts** check box under the **Advanced Financials** section.
 - c. If the check box is cleared, click **Modify** on the form toolbar, select the check box, and then click **Enable** on the form toolbar.
5. This lesson uses a price defined for the *OFLCOURSE* non-stock item in [Lesson 1.5: Create Sales Price Worksheets](#). If you skipped this lesson, configure the price as follows:
 - a. Open the Sales Prices (AR202000) form by searching for or navigating to it.
 - b. Click **Add Row** on the table toolbar, and specify the following settings for the row:
 - **Price Type:** *Base*
 - **Inventory ID:** *OFLCOURSE*
 - **UOM:** *DAY*
 - **Price:** *47*
 - **Effective Date:** *1/1/2019*
 - c. On the form toolbar, click **Save**.

Step 2: Configure the Customer-Specific Document Discount

To configure the customer-specific document discount for the *TOMYUM* customer, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Discount Code:** *DOCUM00000*
 - **Description:** *Document discount by customer*
 - **Discount Type:** *Document*
 - **Applicable To:** *Customer*
 - **Auto-Numbering:** *Selected*

These settings define discounts of this discount code as automatic document discounts that are applicable to specific customers (which will be only the *TOMYUM* customer in this example).

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.

5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:

- **Discount Code:** *DOCUM00000*
- **Discount by:** *Percent*
- **Active:** Selected
- **Description:** *Document discount for TOMYUM*

These settings convey that this discount (of the discount code you just defined for document discounts that are applicable to specific customers) is by percent, with break points by amount. In this case, the value in the **Break by** box has been defined automatically based on the discount code configuration and cannot be changed by the user.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:

- **Pending Break Amount:** 0
- **Pending Discount Percent:** 7
- **Pending Date:** *1/30/2019*

With these settings, the discount of 7% is applicable to a document of any amount (because the break amount is 0).

7. On the **Customers** tab, click **Add Row** on the table toolbar, and in the **Customer** column, select *TOMYUM*.
8. On the form toolbar, click **Save**.
9. On the form toolbar, click **Update Discounts** to make the discount you have just added effective, and in the **Update Discounts** dialog box, which opens, leave *1/30/2019* in the **Filter Date** box, and click **OK**.

Step 3: Configure the Unconditional Document Discount

To configure the unconditional document discount of 15% for documents of \$200 or more, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Discount Code:** *UNCON00000*
 - **Description:** *Document discount unconditional*
 - **Discount Type:** *Document*
 - **Applicable To:** *Unconditional*
 - **Auto-Numbering:** Selected

With these settings, discounts of this discount code are unconditional automatic document discounts. In this case, *Unconditional* conveys that the discount code is not applicable to a limited set of entities. However, a discount of this discount code may have particular break points defined for specific discounts, as is the case in this example.

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:

- **Discount Code:** *UNCON00000*
- **Discount by:** *Percent*
- **Active:** Selected
- **Description:** *Document discount unconditional*

These settings convey that this discount (of the discount code you just defined for unconditional document discounts) is by percent, with break points by amount. In this case, the value in the **Break by** box has been defined automatically based on the discount code configuration and cannot be changed by the user.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:

- **Pending Break Amount:** 200
- **Pending Discount Percent:** 15
- **Pending Date:** *1/30/2019*

The discount of 15% is applicable to a document with an amount greater than or equal to \$200.

7. On the form toolbar, click **Save**.
8. On the form toolbar, click **Update Discounts**, and in the **Update Discounts** dialog box, which opens, leave *1/30/2019* in the **Filter Date** box, and click **OK**.

Step 4: Create the AR Invoice and Explore the Discount Application

To create the AR invoice for the *TOMYUM* customer and explore how the system automatically applies the discounts you have created, do the following:

1. Open the Invoices and Memos (AR301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Invoice*
 - **Customer:** *TOMYUM*
 - **Date:** *1/30/2019*
 - **Post Period:** *01-2019*
 - **Description:** *Training courses*
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *OFLCOURSE*
 - **Quantity:** 2
4. On the **Discount Details** tab, notice that a row with the *DOCUM00000* discount code, which you configured in Step 2, has been added, meaning that the discount has been applied to this document.

The **Discount Percent** column shows the discount percent (7%), the **Discount Amt.** column shows the discount amount and the same amount is shown in the **Discount Total** box in the Summary area.

5. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ONLCOURSE*
 - **Quantity:** 10
6. On the **Discount Details** tab, notice that a row with the *UNCON00000* discount code, which you configured in Step 3, has been added, meaning that the discount has been applied to this document.

As seen from the following screenshot, the **Discount Percent** column shows the discount percent (15%), the **Discount Amt.** column shows the discount amount, and the same amount is now shown in the **Discount Total** box in the Summary area. This discount has been applied because it is the best available discount for this document.

Invoices and Memos

← SAVE & CLOSE ↻ + 🗑️ 📄 ⏪ < > ⏩ RELEASE ACTIONS ▾ INQUIRIES ▾

Type:	Invoice ▾	* Customer:	TOMYUM - Thai Food Restaurant ✎	Detail Total:	244.00
Reference Nbr.:	<NEW> 🔍	* Terms:	30D - 30 Days 🔍	Discount Total:	36.60
Status:	On Hold	* Due Date:	3/1/2019 ▾	VAT Taxable T...:	0.00
	<input checked="" type="checkbox"/> Hold	* Cash Discount...:	3/1/2019 ▾	VAT Exempt T...:	0.00
* Date:	1/30/2019 ▾	* Project/Contract:	X - Non-Project Code. ✎	Tax Total:	0.00
* Post Period:	01-2019 🔍			Balance:	207.40
Customer Order:				Cash Discount:	0.00
Description:	Training courses				

DOCUMENT DETAILS FINANCIAL DETAILS ADDRESS DETAILS TAX DETAILS **DISCOUNT DETAILS** APPLICATIONS

⊞	Skip Discount	Discount Code	* Sequence ID	Type	Manual Discount	Discountab Amt.	Discountab Qty.	Discount Amt.	Discount Percent	Free Item
>	<input type="checkbox"/>	UNCON00000	UNCON0...	Document	<input type="checkbox"/>	244.00	0.00	36.60	15.00	

Figure: Unconditional discount applied to the invoice

7. On the form toolbar, clear the **Hold** check box and click **Release** to release the invoice.

Forms Used

In this lesson, you have used the following forms:

- [Discount Codes](#) (AR20900)
- [Discounts](#) (AR209500)
- [Invoices and Memos](#) (AR301000)

Lesson 2.7: Configure a Discount and Explore the Application of a Combination of Discounts

In this lesson, you will learn how to configure an automatic group discount for particular non-stock items and how the system applies this discount to an AR invoice in combination with an existing line discount and document discount.



This lesson uses the discounts configured in [Lesson 2.2: Configure Automatic Line Discounts](#) and [Lesson 2.6: Configure Automatic Document Discounts and Explore Their Application](#). If you skipped these lessons, only the discount you are configuring in the current lesson will be applied to the AR invoice you create, so you will see different results than those described in this lesson.

Story

Suppose that on January 30, 2019 one of the SweetLife Fruits & Jams company's local customers, FourStar Coffee & Sweets Shop (*COFFEESHOP*), bought 12 days of offline training and 5 days of online training, for which your company is offering a 12% discount effective on 1/30/2019 for more than 5 days of training.

Also, the following discounts have already been defined in the system:

- An automatic line discount of \$100 for 10 or more days of offline training effective on 1/1/2019 (*LIITE00000*).
- An automatic document discount of 15% for a document amount of \$200 and more, effective on 1/30/2019 (*UNCON00000*).

Acting as SweetLife's accountant, you need to define a group discount of 12% for the *OFLCOURSE* and *ONLCOURSE* non-stock items, which will be applied automatically, along with the existing discounts.

Finally, you need to create and post the AR invoice for FourStar Coffee & Sweets Shop in the system, making sure that the three discounts are applied to this invoice.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP

On the Customers (AR303000) form, the *COFFEESHOP* (*FourStar Coffee & Sweets Shop*) customer has been configured.

On the Non-Stock Items (IN202000) form, the *OFLCOURSE* (*Home canning courses at customer's place*) and *ONLCOURSE* (*Home canning courses online—website session*) non-stock items have been configured.

On the Sales Prices (AR202000) form, the following price has been configured for the *ONLCOURSE* non-stock item used in this lesson:

- **Price Type:** *Customer*
- **Price Code:** *COFFEESHOP*
- **UOM:** *DAY*
- **Price:** 13
- **Effective Date:** *1/1/2018*

On the Accounts Receivable Preferences (AR101000) form, the **Hold Documents on Entry** check box has been selected in the **Data Entry Settings** section on the **General Settings** tab.

Process Overview

To configure a group discount for particular non-stock items, you create a discount code on the Discount Codes (AR209000) form, and then configure this discount on the Discounts (AR209500) form.

You then create an AR invoice on the Invoices and Memos (AR301000) form and review how the discounts defined in the system are applied to the invoice. You release the invoice on this form, and you review the resulting GL batch on the Journal Transactions (GL301000) form.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed, click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
4. Make sure the *Customer Discounts* feature is enabled as follows:
 - a. Open the Enable/Disable Features (CS100000) form by searching for it or navigating to it.
 - b. Locate the **Customer Discounts** check box under the **Advanced Financials** section.
 - c. If the check box is cleared, click **Modify** on the form toolbar, select the check box, and then click **Enable** on the form toolbar.
5. This lesson uses a price defined for the *OFLCOURSE* non-stock item in [Lesson 1.5: Create Sales Price Worksheets](#). If you skipped this lesson, configure the price as follows:
 - a. Open the Sales Prices (AR202000) form by searching for or navigating to it.
 - b. Click **Add Row** on the table toolbar, and specify the following settings for the row:
 - **Price Type:** *Base*
 - **Inventory ID:** *OFLCOURSE*
 - **UOM:** *DAY*
 - **Price:** *47*
 - **Effective Date:** *1/1/2019*
 - c. On the form toolbar, click **Save**.

Step 2: Configure the Automatic Group Discount for Particular Non-Stock Items

To create the automatic group discount for the *OFLCOURSE* and *ONLCOURSE* non-stock items, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Discount Code:** *GRITE00000*

- **Description:** Group discount for items
- **Discount Type:** *Group*
- **Applicable To:** *Item*
- **Auto-Numbering:** Selected

These settings define discounts of this discount code as automatic group discounts that are applicable to specific items.

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Discount Code:** *GRITE00000*
 - **Discount by:** *Percent*
 - **Break by:** *Quantity*
 - **Active:** Selected
 - **Description:** Group discount for training courses

With these settings, the discount (of the discount code you just defined for group discounts that are applicable to specific items) is by percent, with break points by quantity.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Pending Break Quantity:** 5
 - **Pending Discount Percent:** 12
 - **Pending Date:** *1/30/2019*

The discount of 12% is applicable to a group with a quantity of 5 or more.

7. On the **Items** tab, click **Add Row** on the table toolbar, and in the **Inventory ID** column, select *OFLCOURSE*.
8. Add another row, and in the **Inventory ID** column, select *ONLCOURSE*.
9. On the form toolbar, click **Save**.
10. On the form toolbar, click **Update Discounts** and, in the **Update Discounts** dialog box, which opens, leave *1/30/2019* in the **Filter Date** box, and click **OK**.

Step 3: Create the AR Invoice and Explore Discount Applications

To create the AR invoice for FourStar Coffee & Sweets Shop and observe how the system automatically applies the discounts, do the following:

1. Open the Invoices and Memos (AR301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Invoice*
 - **Customer:** *COFFEESHOP*
 - **Date:** *1/30/2019* (inserted by default)
 - **Post Period:** *01-2019*

- **Description:** *Offline and online training*
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
- **Branch:** *HEADOFFICE*
 - **Inventory ID:** *OFLCOURSE*
 - **Quantity:** *12*

Notice that the **Discount Code** column in the line now contains *LIITE00000*. This is the automatic line discount of \$100 that you configured for 10 or more days of offline training on 1/1/2019. The **Ext. Price** column shows the amount before the discount (\$564), the **Discount Amount** column shows the discount amount (\$100), and the **Amount** column shows the amount with the discount applied (\$464). This amount (\$464) is also shown in the **Detail Total** box in the Summary area.

4. Click **Add Row** on the table toolbar, and specify the following settings in the added row:
- **Branch:** *HEADOFFICE*
 - **Inventory ID:** *ONLCOURSE*
 - **Quantity:** *5*
5. The screenshot below shows the **Discount Details** tab. Notice that lines have been added for the following discount codes, whose automatic discounts have been also applied to the AR invoice:
- The *GRITE00000* discount code (the group discount of 12% for offline training on 1/30/2019). The **Discountable Amount** for this discount is the **Detail Total** amount, which is the total amount after the line discount is applied. The **Discount Percent** column contains the discount percent (12%), and the **Discount Amt.** column contains the discount amount, which is automatically calculated by the system.
 - The *UNCON00000* discount code (the unconditional document discount of 15% for amounts of \$200 or more on 1/30/2019). The **Discountable Amount** for this invoice is the detail total amount with the group discount subtracted from it. The **Discount Percent** column shows the discount percent (15%), and the **Discount Amt.** column shows the discount amount, which is automatically calculated by the system.

The sum of these group and document discounts is shown in the **Discount Total** box in the Summary area. The line discount applied on the **Document Details** tab is not shown on the **Discount Details** tab; it has already been subtracted from the **Detail Total** shown in the Summary area.

Invoices and Memos

← SAVE & CLOSE + < > >| RELEASE ACTIONS ▾ INQUIRIES ▾

Type:	Invoice ▾	* Customer:	COFFEESHOP - FourStar Coffee&Sweet	Detail Total:	529.00
Reference Nbr.:	<NEW>	* Terms:	30D - 30 Days	Discount Total:	133.31
Status:	On Hold	* Due Date:	3/1/2019 ▾	VAT Taxable T...:	0.00
	<input checked="" type="checkbox"/> Hold	* Cash Discount...:	3/1/2019 ▾	VAT Exempt T...:	0.00
* Date:	1/30/2019 ▾	* Project/Contract:	X - Non-Project Code.	Tax Total:	0.00
* Post Period:	01-2019			Balance:	395.69
Customer Order:				Cash Discount:	0.00
Description:	Offline and online training				

DOCUMENT DETAILS FINANCIAL DETAILS ADDRESS DETAILS TAX DETAILS **DISCOUNT DETAILS** APPLICATIONS

	+	×	←	⊗						
	Skip Discou	Discount Code	* Sequence ID	Type	Manual Discou	Discountable Amt.	Discountable Qty.	Discount Amt.	Discount Percent	Free Item
	<input type="checkbox"/>	GRITE00000	GRITE00...	Group	<input type="checkbox"/>	529.00	17.00	63.48	12.00	
>	<input type="checkbox"/>	UNCON00000	UNCON0...	Document	<input type="checkbox"/>	465.52	0.00	69.83	15.00	

Figure: Group and document discounts applied to the invoice

6. In the Summary area, clear the **Hold** check box so the system assigns the invoice the *Balanced* status, and on the form toolbar, click **Save**.

Step 4: Release the AR Invoice and Review the GL Batch

To release the invoice, review the corresponding GL batch, and analyze which accounts were updated, do the following:

1. While still on the Invoices and Memos (AR301000) form, click **Release** on the form toolbar to release the invoice.
2. On the **Financial Details** tab, click the link in the **Batch Nbr.** box.
3. On the Journal Transactions (GL301000) form, which opens, review the GL batch.

The *40000 - Sales Revenue* account is credited in the amount of \$529, and the *11000 Accounts Receivable* account is debited in the amount of \$395.69 (the balance of the invoice). The *53000 - Discount Given* account is debited in the amount of the group and document discounts applied to the invoice (\$133.31).



The amounts may be different from the ones in this step if some lessons in this course were skipped or the sales prices listed in the *Configuration Overview* section have not been defined in the system.

Forms Used

In this lesson, you have used the following forms:

- [Discount Codes](#) (AR209000)
- [Discounts](#) (AR209500)
- [Invoices and Memos](#) (AR301000)
- [Journal Transactions](#) (GL301000)

Lesson 2.8 (Optional): Configure Automatic Document Discounts and Explore Their Application

In this lesson, you will configure two automatic document discounts. You will then explore how these discounts are applied to sales orders and learn how the system applies discounts to SO invoices that are prepared based on sales orders with different document discounts. Also, you will learn how to update the discount amount.

Story

Suppose that to facilitate sales in 2019, the SweetLife Fruits & Jams company has decided to introduce discounts for some customers. For FourStar Coffee & Sweets Shop, a \$70 discount should be applied to sales orders when the total amount of all lines is \$200 or more. For local customers, SweetLife is offering a 20% discount for sales orders when the total amount of all lines is \$400 or more.

Thus, as SweetLife's accountant, you need to configure the following discounts in the system:

- A customer-specific document discount of \$70
- A document discount of 20% specific for the *LOCAL* customer price class

You also need to create two sales orders for the FourStar Coffee & Sweets Shop (*COFFEESHOP*) customer, and notice how these discounts are applied. Further suppose that before you have processed the sales orders, the sales manager has informed you that the discount percent for the second order changed to 25%. You need to update the discount percent in the second sales order and issue one invoice for both sales orders.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Standard Inventory*, which provides the support of sales and purchase orders functionality
- *Inventory*, which provides the functionality of maintaining stock items

On the Customers (AR303000) form, the *COFFEESHOP* (*FourStar Coffee & Sweets Shop*) customer has been configured.

On the Stock Items (IN202500) form, the *APJAM08* (*Apple jam 8 oz*) and the *APJAM32* (*Apple jam 32 oz*) stock items have been configured. On the **Price/Cost Info** tab of this form, the **Default Price** for the *APJAM08* stock item is 4.15.

On the Sales Prices (AR202000) form, the base price for the *APJAM32* stock item has been configured as follows:

- **Price Type:** *Base*
- **UOM:** *PIECE*
- **Price:** 17.20
- **Effective Date:** 1/1/2019

Process Overview

You add discount codes on the Discount Codes (AR209000) form, and then configure document discounts on the Discounts (AR209500) form. You create sales orders for a particular customer on the Sales Orders (SO301000) form, to which discounts can be applied.

If a discount has changed while a sales order is being prepared, you update the discount on the Discounts (AR209500) form. On the Sales Orders form, you recalculate the prices of the sales orders being prepared in case any have changed.

To complete the processing of a sales order, you create and confirm a shipment for the sales order (or for multiple orders) on the Shipments (SO302000) form. On the Invoices (SO303000) form, you create an SO invoice for one sales order or multiple sales orders, making sure that the automatic discounts for these sales orders are applied, and then release the invoice.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *johnson* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2019*. If a different date is displayed, click the Business Date menu button and select *1/30/2019*. For simplicity, in this lesson, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
4. On the Sales Prices (AR202000) form, make sure that the price specified in the *Configuration Overview* section has been defined for the *APJAM32* stock item. If it has not been defined, add this price and save your changes.
5. On the Stock Items (IN202500) form, make sure that the default price specified for the *APJAM08* stock item on the **Price/Cost Info** tab is *4.15*. Change the default price if required.
6. Make sure the *Customer Discounts* feature is enabled as follows:
 - a. Open the Enable/Disable Features (CS100000) form by searching for it or navigating to it.
 - b. Locate the **Customer Discounts** check box under the **Advanced Financials** section.
 - c. If the check box is cleared, click **Modify** on the form toolbar, select the check box, and then click **Enable** on the form toolbar.

Step 2: Configure the \$70 Document Discount

To configure the \$70 document discount for the FourStar Coffee & Sweets Shop, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Discount Code:** `DOC0100000`
 - **Description:** `Document discount by amount`
 - **Discount Type:** `Document`
 - **Applicable To:** `Customer`
 - **Auto-Numbering:** `Selected`

These settings define discounts of this discount code as automatic document discounts that are applicable to specific customers (which will be only the FourStar Coffee & Sweets Shop in this example).

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Discount Code:** *DOC0100000*
 - **Discount by:** *Amount*
 - **Break by:** *Amount*
 - **Active:** Selected
 - **Description:** *Document discount for COFFEESHOP (amount)*

With these settings, the discount (of the discount code you just defined for document discounts that are applicable to specific customers) is by amount, with break points by amount.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Pending Break Amount:** *200*
 - **Pending Discount Amount:** *70*
 - **Pending Date:** *1/30/2019*

The discount of \$70 is applicable to a document with an amount greater than or equal to \$200.

7. On the **Customers** tab, click **Add Row** on the table toolbar, and in the **Customer** column, select *COFFEESHOP*. This discount is applicable to only this customer.
8. On the form toolbar, click **Save**.
9. On the form toolbar, click **Update Discounts** to make the discounts you have just added effective.
10. In the **Update Discounts** dialog box, which opens, leave *1/30/2019* in the **Filter Date** box, and click **OK**.

Step 3: Configure the 20% Document Discount

To configure the 20% document discount for local customers, do the following:

1. Open the Discount Codes (AR209000) form by searching for or navigating to it.
2. On the form toolbar, click **Add Row**, and specify the following settings in the added row:
 - **Discount Code:** *DOC0200000*
 - **Description:** *Document discount by percent*
 - **Discount Type:** *Document*
 - **Applicable To:** *Customer Price Class*
 - **Auto-Numbering:** Selected

These settings define discounts of this discount code as automatic document discounts that are applicable to specific customer price classes (which will be only the *LOCAL* customer price class in this example).

3. On the form toolbar, click **Save**.
4. Open the Discounts (AR209500) form by searching for or navigating to it.
5. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Discount Code:** *DOC0200000*
 - **Discount by:** *Percent*
 - **Description:** *Document discount for local customers*

With these settings, the discount (of the discount code you just defined for document discounts that are applicable to specific customer price classes) is by percent, with break points by amount. In this case, the value in the **Break by** box is defined automatically based on the discount code configuration and cannot be changed by the user.

6. On the **Discount Breakpoints** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Pending Break Amount:** *400*
 - **Pending Discount Percent:** *20*
 - **Pending Date:** *1/30/2019*

The discount of 20% is applicable to a document with an amount greater than or equal to \$400.
7. On the **Customer Price Classes** tab, click **Add Row** on the table toolbar, and in the **Price Class ID** column, select *LOCAL*. This is the only price class to which the discount is applicable.
8. On the form toolbar, click **Save**.
9. On the form toolbar, click **Update Discounts** to make the discount you have just added effective.
10. In the **Update Discounts** dialog box, which opens, leave *1/30/2019* in the **Filter Date** box, and click **OK**.

Step 4: Create the Sales Orders and Explore Discount Application

To create the two needed sales orders for the *COFFEESHOP* customer and observe how discounts are applied, do the following:

1. Open the Sales Orders (SO301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record** and specify the following settings in the Summary area:
 - **Order Type:** *SO*
 - **Customer:** *COFFEESHOP*
 - **Date:** *1/30/2019* (inserted automatically)
 - **Description:** *Apple jam 8 oz*
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE* (inserted by default)
 - **Inventory ID:** *APJAM08*
 - **Warehouse:** *WHOLESALE* (inserted by default)
 - **UOM:** *PIECE*

- **Quantity:** 50
4. On the **Discount Details** tab, review the document discount that has been applied to this sales order.
The *DOC0100000* discount in the amount of \$70 has been applied because the total amount of the order lines exceeds the break point of \$200 (the value in the **Discountable Amt.** column is \$207.50).
 5. On the form toolbar, click **Save** to save the sales order.
 6. Create another sales order by clicking **Add New Record** on the form toolbar and specifying the following settings in the Summary area:
 - **Order Type:** *SO*
 - **Customer:** *COFFEESHOP*
 - **Date:** *1/30/2019* (inserted automatically)
 - **Description:** *Apple jam 32 oz*
 7. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Branch:** *HEADOFFICE* (inserted by default)
 - **Inventory ID:** *APJAM32*
 - **Warehouse:** *WHOLESALE* (inserted by default)
 - **UOM:** *PIECE*
 - **Quantity:** 25
 8. On the **Discount Details** tab, review the document discount that has been applied to this sales order.
The *DOC0200000* discount in the amount of \$86 (which is 20%) has been applied because the total amount of the order line meets the break point criterion of being \$400 or more (the value in the **Discountable Amt.** column is \$430).
 9. On the form toolbar, click **Save** to save the sales order.

Step 5: Update the Discount Percent in a Sales Order

To update the discount percent for the *DOC0200000* discount code in the sales order, do the following:

1. While you are still on the Sales Orders (SO301000) form, on the **Discount Details** tab, make sure that the sales order with the *DOC0200000* discount code applied is opened.
2. Click the *DOC0200000* code in the **Discount Code** column.
The **Discounts** form will open in a new browser window.
3. In the **Pending Discount Percent** column of the only row, change the value to 25.
4. On the form toolbar, click **Update Discounts** to make the updated discount effective.
5. In the **Update Discounts** dialog box, which opens, leave *1/30/2019* in the **Filter Date** box, and click **OK**.
6. Go back to the sales order for which you applied a *DOC0200000* discount in Step 4, and in the form toolbar, click **Actions > Recalculate Prices**.

On the **Discount Details** tab, notice that the amount in the **Discount Percent** column has been updated to reflect the new value of 25%.

7. On the form toolbar, click **Save** to save the sales order.

Step 6: Prepare an SO Invoice for Both Sales Orders

To prepare an SO invoice for both sales orders, do the following:

1. While still on the Sales Orders (SO301000) form, on the form toolbar, click **Actions > Create Shipment**.
2. In the **Specify Shipment Parameters** dialog box, leave the default values and click **OK**.
3. On the Shipments (SO302000) form, which opens, review the shipment details in the Summary area.
4. On the **Document Details** tab, click **Add Order** on the table toolbar.
5. In the Summary area of the **Add Sales Order** dialog box, which opens, in the **Order Nbr.** box, select the sales order with the \$146.44 order total, which you created in Step 4.
6. In the table of the dialog box, select the unlabeled check box for the sales order line with the *APJAM08* item and click **Add & Close**.

7. On the form toolbar, click **Save**.

8. On the form toolbar, click **Actions > Confirm Shipment**.

You have created and confirmed one shipment for the sales orders you created in Step 4.

9. On the form toolbar, click **Actions > Prepare Invoice**.

10. On the Invoices (SO303000) form, which opens, review the invoice that has been created for both sales orders.

11. On the **Discount Details** tab, review the discounts that have been applied to the invoice generated from the sales orders.

As the screenshot below shows, the table contains two lines, one with the *DOC0100000* document discount, in the amount of \$70, and the other with the *DOC0200000* document discount by percent, in the amount of \$107.50 (25%).



The amounts may be different from the ones in this step if some lessons in this course were skipped or the sales prices listed in the *Configuration Overview* section have not been defined in the system.

12. In the Summary area, clear the **Hold** check box and on the form toolbar, click **Actions > Release** to release the invoice.

Invoices NOTES ACTIVITIES FILES

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Type: Invoice	* Customer: COFFEESHOP - FourStar Coffee&Sweet	Detail Total: 637.50
Reference Nbr.: 000087	* Terms: 30D - 30 Days	Discount Total: 177.50
Status: Balanced	* Due Date: 3/1/2019	VAT Taxable T...: 0.00
<input type="checkbox"/> Hold	* Cash Discount: 3/1/2019	VAT Exempt T...: 0.00
<input type="checkbox"/> Credit Hold	* Project/Contract: X - Non-Project Code	Tax Total: 29.90
* Date: 1/30/2019		Write-Off Total: 0.00
* Post Period: 01-2019		Balance: 489.90
Customer Order:		Cash Discount: 0.00
Description:		

DOCUMENT DETAILS TAX DETAILS FREIGHT DETAILS FINANCIAL DETAILS PAYMENT INFORMATION ADDRESS DETAILS **DISCOUNT DETAILS**

⊞	Skip Discou	Line	Orde Type	Order Nbr.	Discount Code	* Sequence ID	Type	Manua Discou	Discount Amt.	Discountable Qty.	Disco Amt.	Discou Percen	Free Item	Free Item Qty.	External Discount Code
>	<input type="checkbox"/>	1	SO	000...	DOC0100000	DOC0100...	Docu...	<input type="checkbox"/>	207.50	0.00	70.00	33.73			0.00
	<input type="checkbox"/>	2	SO	000...	DOC0200000	DOC0200...	Docu...	<input type="checkbox"/>	430.00	0.00	107.50	25.00			0.00

Figure: Document discounts from the sales orders reflected in the invoice

Forms Used

In this lesson, you have used the following forms:

- [Discount Codes](#) (AR209000)
- [Discounts](#) (AR209500)
- [Sales Orders](#) (SO301000)
- [Shipments](#) (SO302000)
- [Invoices](#) (SO303000)

Part 3: Companies and Branches

In Acumatica ERP, multiple companies can be configured within one tenant. Usually, a company represents a legal entity with an independent balance sheet and separate tax reporting. Companies have to use the same base currency, chart of accounts, and fiscal year. One company may have no branches, or it may consist of multiple branches, each being a separate office or a point of sale.

Types of Multi-Branch Companies

Acumatica ERP supports multi-branch functionality, which provides the ability to represent the most typical organizational structures within Acumatica ERP.

In this course, the following types of multi-branch companies are used:

- **Organization with centralized accounting**

This type of organization is a legal entity and consists of multiple branches, each branch representing a company office. The management does not need to have a separate balance sheet for each branch; however, profits and losses should be analyzed by branches. In an organization of this type, balancing entries are not required for transactions that involve two or more company branches. The branches use one posting ledger of the *Actual* type.

The SweetLife Fruit & Jams company, which you have used in this course and other courses, is an organization that uses centralized accounting.

- **Organization with autonomous branches**

This type of organization has a number of branches with separate accounting. For each branch, the management needs to have a separate balance sheet along with a separate profit and loss statement. In an organization of this type, automatic balancing entries are required for transactions that involve two or more company branches. These autonomous branches share the same ledger of the *Actual* type, and inter-branch transactions in this company require balancing entries.

The Muffins & Cakes company, which you will use in this part of the course, is a subsidiary of SweetLife Fruit & Jams and has autonomous branches.

Inter-Branch Account Mapping

Organizations that consist of multiple legal entities have to record transactions that occur between these entities. For example, branches of the same organization can purchase stock items for other branches, transfer goods, or redistribute funds among branches.

When you create an inter-branch transaction in Acumatica ERP, credit and debit amounts are posted to different branches; that is why the accounts cannot be balanced for each individual branch.

In Acumatica ERP, you can set up the automatic generation of balancing entries for inter-branch transactions, so that transactions are balanced in each involved branch. To ensure the correct posting of inter-branch liabilities, you should properly configure in the system the rules according to which the system will generate balancing entries. In the rules, you specify the following:

- The originating branch in which an inter-branch transaction is initiated. (This is the branch specified in the Summary area of the document to be balanced.)
- The destination branch to which the inter-branch transaction is targeted. (This is the branch specified in a line of the document.)
- The account range for mapping. The configured mapping rule applies to all the accounts within the specified account range.
- The offset account to which the system will post the balancing entry in the originating branch.

- The offset account to which the system will post the balancing entry in the destination branch. As the offset account for balancing entries, you can use any asset or liability account assigned to an appropriate account class, depending on your reporting needs.

After the necessary balancing rules are configured, users can make transactions between the branches of a company that require balancing or between branches of different companies, and the balancing entries will be automatically added to the transactions in the corresponding ledgers.

Company Story

This topic explains the organizational structure and operational activity of the companies with which you will work in this part of the training.

Company Structure

You will use the existing the SweetLife Fruits & Jams company; see the company story in the [Company Story](#) topic.

The Muffins & Cakes company is a subsidiary of SweetLife Fruits & Jams company. Muffins & Cakes—which is located in Denver, Colorado—consists of the following branches:

- Muffins Head Office and Wholesale Center: This branch of the company owns a bakery and a wholesale warehouse where products are stored.
- Muffins Retail Shop: This branch of the company, which sells products to retail customers, has a retail shop with a small warehouse.

Each branch will independently report its assets and liabilities.

Another subsidiary of the SweetLife Fruits & Jams company, McAdamia's Bakery Online Shop is a company that runs an online store, which sells bakery online and owns a small warehouse where the product is stored. The company does not have branches.

Operational Activity

You will perform the lessons of this part of the course on business dates in January and February 2019. (Specific business dates can vary by lesson; in each lesson, you will be instructed to specify the needed business date.)

The Muffins & Cakes company has been established in January 2019 and has not started its business activity yet.

The McAdamia's Bakery Online Shop company has been established in February 2019 and has not started its business activity yet.

Company Purchases

To meet internal needs, both companies purchase stationery (printing paper, pens, and pencils) from the Spectra Stationery Office vendor. The Muffins & Cakes company also purchases advertising services from the Blueline Advertisement vendor.

Lesson 3.1: Create a Bill Between Branches Not Requiring Balancing

In this lesson, you will review the configuration of the company with multiple branches that do not require balancing. You will then learn how to process a bill between these branches and review the relevant account balances.

Story

The head office of the SweetLife company needs to process a \$450 bill that it has received from the Spectra Stationery Office vendor on 2/1/2019. The bill is for stationery provision for the head office in the amount of \$300 and for the retail store in the amount of \$150. You need to create and release a bill in the system to reflect the bill received from the vendor.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP

On the Companies (CS101500) form, the *SWEETLIFE* company of the *With Branches Not Requiring Balancing* type has been configured. The *HEADOFFICE* and *RETAIL* branches of this company have also been configured on the Branches (CS102000) form.

On the Ledgers (GL201500) form, the *ACTUAL* ledger, for use by both branches of the *SWEETLIFE* company, has been configured.

On the Manage Financial Periods (GL503000) form, the *02-2019* period is opened for the *SWEETLIFE* company.

On the Accounts Payable Preferences (AP101000) form, the **Hold Documents on Entry** check box has been selected in the **Data Entry Settings** section. This setting means that by default, when new documents are entered, they will be assigned the *On Hold* status.

Process Overview

To process an inter-branch bill, you create and release the bill on the Bills and Adjustments (AP301000) form. You can then review the generated batch on the Journal Transactions (GL301000) form, check the account balances on the Account Summary (GL401000) form, and generate the trial balance report by using the Trial Balance Summary (GL632000) report form.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *pasic* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *2/1/2019*. If a different date is displayed, click the Business Date menu button and select *2/1/2019*.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not

selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 2: Review the Company Configuration

To review the company configuration, do the following:

1. Open the Companies (CS1015PL) form by searching for or navigating to it.
2. In the table, click the *SWEETLIFE* link to view the company on the Companies (CS101500) form.
3. On the **Branches** tab, make sure that the company has three branches: *HEADOFFICE*, *RETAIL*, and *SWEETEQUIP*.
4. In the **Company Type** box of the Summary area, note that the *With Branches Not Requiring Balancing* type is selected.

This means that you can create transactions between the branches of the company, but no balancing entries are added to these transactions.

5. On the **Ledgers** tab, notice that the company is associated with a ledger of the *ACTUAL* type; all company branches post their transactions to this ledger.

Step 3: Process a Bill Across the Branches Not Requiring Balancing

To process an AP bill, do the following:

1. Open the Bills and Adjustments (AP301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Bill*
 - **Vendor:** *STATOFFICE*
 - **Date:** *2/1/2019*
 - **Description:** *Stationery*
3. On the **Document Details** tab, click **Add Row**, and enter the following settings in the row you have added:
 - **Branch:** *HEADOFFICE*
 - **Transaction Descr.:** *Stationery*
 - **Ext. Cost:** *300*
4. Add another row with the following settings:
 - **Branch:** *RETAIL*
 - **Transaction Descr.:** *Stationery*
 - **Ext. Cost:** *150*
5. On the form toolbar, click **Save** to save the bill.
6. Clear the **Hold** check box in the Summary area, and on the form toolbar, click **Release**.
7. Review the **Financial Details** tab.

Notice the originating branch, which is specified in the **Branch** box. The *HEADOFFICE* branch is the originating branch of the transaction that will be generated on release of the payment.
8. Click the link in the **Batch Nbr.** box, and review the GL batch, which is opened on the Journal Transactions (GL301000) form.

The AP account is credited for the originating branch specified on the **Financial Details** tab of the bill. Accounts from each document line are debited for the destination branch specified in the related line.

Step 4: Review the Account Balances

To review the balances for the financial period, do the following:

1. Open the Account Summary (GL401000) form by searching for or navigating to it.
2. To review the account balances in the *HEADOFFICE* branch only, in the Summary area, make sure the following parameters are specified:
 - **Company:** *SWEETLIFE*
 - **Branch:** *HEADOFFICE*
 - **Ledger:** *ACTUAL*
 - **Financial Period:** *02-2019*
3. Review the account balances. Notice the amount in the **Debit Total** column for the *62400 - Office Expense* account (\$300).
4. In the **Branch** box of the Summary area, select *RETAIL* to review the account balances in the *RETAIL* branch only.
5. Review the account balances. Notice the amount in the **Debit Total** column for the *62400 - Office Expense* account (\$150).

Step 5: Review the Balances for the Financial Period

To review the balances for the financial period, do the following:

1. Open the Trial Balance Summary (GL632000) report form by searching for or navigating to it.
2. On the **Report Parameters** tab, specify the following parameters:
 - **Company:** *SWEETLIFE*
 - **Branch:** Leave the branch blank to review the report for the whole company
 - **Ledger:** *ACTUAL*
 - **Financial Period:** *02-2019*
 - **Suppress Zero Balances:** Selected
3. On the report form toolbar, click **Run Report**.
4. Review the account balances. The amount in the **Credit** column for the *20000 - Accounts Payable* account equals the amount in the **Debit** column for the *62400 - Office Expense* account, as shown in the screenshot below.

If you run the report for one of the branches of the *SWEETLIFE* company, the report will not be in balance—that is, **Assets Total** will not be equal to **Liabilities Total**.

Trial Balance Summary			Ledger: ACTUAL	Page: 1 of 1		
Company: SWEETLIFE			Financial Period: 02-2019	Date: 3/12/2019 9:44 AM		
			Supress Zero Balances	User: Nenad Pasic		
Account	Type	Description	Beginning Balance	Debit	Credit	Ending Balance
10100	Asset	Petty Cash	9,236.71	0.00	0.00	9,236.71
10200	Asset	Company Checking Account	243,116.67	0.00	0.00	243,116.67
10210	Asset	Checking Account (KeyBank)	3,990.00	0.00	0.00	3,990.00
10600	Asset	Credit Card Account	258.00	0.00	0.00	258.00
11000	Asset	Accounts Receivable	8,386.72	0.00	0.00	8,386.72
12100	Asset	Inventory Asset	123,837.77	0.00	0.00	123,837.77
Assets Total			388,825.87	0.00	0.00	388,825.87
20000	Liability	Accounts Payable	13,032.00	0.00	450.00	13,482.00
20100	Liability	Inventory Purchase Accrual	956.14	0.00	0.00	956.14
20200	Liability	Landed Cost Accrual	15.00	0.00	0.00	15.00
22100	Liability	Customer Deposit	2,790.00	0.00	0.00	2,790.00
23015	Liability	Accrued Expenses	1,200.00	0.00	0.00	1,200.00
24100	Liability	Tax Payable	654.78	0.00	0.00	654.78
30100	Liability	Capital Stock	400,000.00	0.00	0.00	400,000.00
32000	Liability	Retained Earnings	-42,293.54	0.00	0.00	-42,293.54
33000	Liability	Net Income	12,471.49	450.00	0.00	12,021.49
Liability Total			388,825.87	450.00	450.00	388,825.87
40000	Income	Sales Revenue	31,968.57	0.00	0.00	31,968.57
40010	Income	Sales - Freight	11.00	0.00	0.00	11.00
Income Total			31,979.57	0.00	0.00	31,979.57
50000	Expense	COGS - Inventory	3,549.08	0.00	0.00	3,549.08
54200	Expense	Project Subcontract Expense	1,150.00	0.00	0.00	1,150.00
62400	Expense	Office Expense	560.00	450.00	0.00	1,010.00
81000	Expense	Other Expense	14,249.00	0.00	0.00	14,249.00
Expense Total			19,508.08	450.00	0.00	19,958.08

Figure: The Trial Balance Summary report for SWEETLIFE (02-2019)

Forms Used

In this lesson, you have used the following forms:

- *Account Summary* (GL401000)
- *Bills and Adjustments* (AP301000)
- *Companies* (CS101500)
- *Journal Transactions* (GL301000)
- *Trial Balance Summary* (GL632000)

Lesson 3.2: Create a Bill Across Branches Requiring Balancing

In this lesson, you will review the configuration of the company with multiple branches that require balancing. You will then learn how to process a bill across these branches and review account balances.

Story

The head office of the Muffins & Cakes company needs to process a \$350 bill that it has received from the Spectra Stationery Office vendor on 2/1/2019. The bill is for stationery provision for the head office in the amount of \$250 and for the retail store in the amount of \$100. You need to create and release a bill in the system to reflect the bill received from the vendor.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Inter-Branch Transactions*, which provides the ability to post transactions between companies and between branches that require balancing

On the Companies (CS101500) form, the *MUFFINS* company of the *With Branches Requiring Balancing* type has been configured. The *MHEAD* and *MRETAIL* branches of this company have also been configured on the Branches (CS102000) form.

On the Ledgers (GL201500) form, the *MFACTUAL* actual ledger, for use by both branches of the *MUFFINS* company has been configured.

On the Inter-Branch Account Mapping (GL101010) form, account mapping has been configured for inter-branch transactions.

On the Manage Financial Periods (GL503000) form, the *02-2019* period is opened for the *MUFFINS* company.

On the Accounts Payable Preferences (AP101000) form, the **Hold Documents on Entry** check box has been selected in the **Data Entry Settings** section. This setting means that by default, when new documents are entered, they will be assigned the *On Hold* status.

Process Overview

To process an inter-branch bill, you create and release the bill on the Bills and Adjustments (AP301000) form. You can then review the generated batch on the Journal Transactions (GL301000) form, check the account balances on the Account Summary (GL401000) form, and generate the trial balance report by using the Trial Balance Summary (GL632000) report form.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *pasic* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *2/1/2019*. If a different date is displayed, click the Business Date menu button and select *2/1/2019*.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *Muffins Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *Muffins Head Office and Wholesale Center*.

Step 2: Review the Company Configuration

To review the *MUFFINS* company and its two branches, do the following:

1. Open the Companies (CS1015PL) form by searching for or navigating to it.
2. In the table, click the *MUFFINS* link to view the company on the Companies (CS101500) form.
3. On the **Branches** tab, make sure that the company has two branches: *MHEAD* and *MRETAIL*.
4. In the **Company Type** box of the Summary area, note that the *With Branches Requiring Balancing* type is selected.
This means that if you want to create transactions between the branches of the company, balancing entries are required for these transactions. The account mapping should be configured for inter-branch transactions in this company.
5. On the **Ledgers** tab, notice that the company is associated with the *MFACTUAL* actual ledger; all company branches post to this ledger.
6. Open the Inter-Branch Account Mapping (GL101010) form by searching for or navigating to it.
7. In the **Originating Branch** box, select *MHEAD*.
8. On the **Transaction in Originating Branch** tab, review the settings to be used to generate balancing transactions in the originating branch.
Notice that the *MRETAIL* branch is set as the destination branch. The configured mapping rule applies to all the accounts within the specified account range. The *19000 - Due from Related Entity* account is specified as an offset account to which the system will post the balancing entry in the originating branch.
9. On the **Transaction in Destination Branch** tab, review the settings to be used to generate balancing transactions in the destination branch.
Notice that *26000 - Due to Related Entity* is specified as an offset account to which the system will post the balancing entry in the destination branch.
10. In the **Originating Branch** box in the Summary area, select *MRETAIL* and review the mapping rule for transactions originating from the *MRETAIL* branch.

Step 3: Process a Bill Across the Branches Requiring Balancing

To process an AP bill, do the following:

1. Open the Bills and Adjustments (AP301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Bill*
 - **Vendor:** *STATOFFICE*
 - **Date:** *2/1/2019*
 - **Description:** *Stationery*

3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the row you have added:
 - **Branch:** *MHEAD*
 - **Transaction Descr.:** *Stationery*
 - **Ext. Cost:** 250
4. Add another row with the following settings:
 - **Branch:** *MRETAIL*
 - **Transaction Descr.:** *Stationery*
 - **Ext. Cost:** 100
5. On the form toolbar, click **Save** to save the bill.
6. Clear the **Hold** check box in the Summary area, and on the form toolbar, click **Release**.
7. Review the **Financial Details** tab.

Notice the originating branch, which is specified in the **Branch** box. The *MHEAD* branch is the originating branch of the transaction that will be generated on release of the bill.
8. Click the link in the **Batch Nbr.** box, and review the GL batch, which is opened on the Journal Transactions (GL301000) form.

Notice that the system added the balancing entries to the batch during the posting process. In the batch generated from the AP bill, you can see that the balancing entries have been created based on the mapping rule that you have configured and reviewed on the Inter-Branch Account Mapping (GL101010) form.

Step 4: Review the Account Balances

To review the balances for the financial period, do the following:

1. Open the Account Summary (GL401000) form by searching for or navigating to it.
2. To review the account balances in the *MHEAD* branch only, in the Summary area, specify the following parameters:
 - **Company:** *MUFFINS*
 - **Branch:** *MHEAD*
 - **Ledger:** *MFACTUAL*
 - **Financial Period:** *02-2019*
3. Review the account balances. Notice the amount in the **Ending Balance** column for the *20000 - Accounts Payable* account, for the *62400 - Office Expense* and *19000 - Due from Related Entity* account.
4. In the **Branch** box of the Summary area, select *MRETAIL* to review the account balances in the *MRETAIL* branch.
5. Review the account balances. Notice the amount in the **Ending Balance** column for the *62400 - Office Expense* account and the *26000 - Due to Related Entity* account.

Step 5: Review the Balances for the Financial Period

To review the balances for the financial period, do the following:

1. Open the Trial Balance Summary (GL632000) report form by searching for or navigating to it.

2. To prepare this report for the *MHEAD* branch only, on the **Report Parameters** tab, specify the following parameters:
 - **Company:** *MUFFINS*
 - **Branch:** *MHEAD*
 - **Ledger:** *MFACTUAL*
 - **Financial Period:** *02-2019*
 - **Suppress Zero Balances:** Selected
3. On the report form toolbar, click **Run Report**.
4. Review the account balances. Notice the amount in the **Ending Balance** column for the *20000 - Accounts Payable* account, the *62400 - Office Expense* account, and the *19000 - Due from Related Entity* account.
5. Run the same report for the whole company. To do so, clear the **Branch** box of the **Report Parameters** tab.
6. Review the account balances, which are also shown in the following screenshot. Notice the amount in the **Ending Balance** column for the *62400 - Office Expense* account and the *26000 - Due to Related Entity* account.

Trial Balance Summary			Ledger: MFACTUAL	Page: 1 of 1		
Company:	MUFFINS		Financial Period: 02-2019	Date: 3/12/2019 10:13 AM		
			Supress Zero Balances	User: Nenad Pasic		
Account	Type	Description	Beginning Balance	Debit	Credit	Ending Balance
19000	Asset	Due from Related Entity	0.00	100.00	0.00	100.00
		Assets Total	0.00	100.00	0.00	100.00
20000	Liability	Accounts Payable	0.00	0.00	350.00	350.00
26000	Liability	Due to Related Entity	0.00	0.00	100.00	100.00
33000	Liability	Net Income	0.00	350.00	0.00	-350.00
		Liability Total	0.00	350.00	450.00	100.00
62400	Expense	Office Expense	0.00	350.00	0.00	350.00
		Expense Total	0.00	350.00	0.00	350.00

Figure: The Trial Balance Summary report for MUFFINS (02-2019)

Forms Used

In this lesson, you have used the following forms:

- [Account Summary](#) (GL401000)
- [Bills and Adjustments](#) (AP301000)
- [Companies](#) (CS101500)
- [Inter-Branch Account Mapping](#) (GL101010)
- [Journal Transactions](#) (GL301000)
- [Trial Balance Summary](#) (GL632000)

Lesson 3.3: Process Payments for a Shared Vendor

In this lesson, you will learn how to process bills from a vendor that is shared by different companies of your organization.

Story

The head office of the SweetLife company has received a \$2,000 bill from the Blueline Advertisement vendor on 2/1/2019. The head office of the Muffins & Cakes company has also received a bill from this vendor for \$1,500. You need to create and release bills in the system and prepare payments for these bills.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP

On the Payment Methods (CA204000) form, the *10200WH* cash account has been defined as the default cash account for the *CHECK* payment method in the *HEADOFFICE* branch, and the *10200MF* cash account has been defined as the default cash account for the *MHEAD* branch. On the Vendors (AP303000) form, for the *BLUELINE* vendor, no account has been specified in the **Cash Account** box of the **Payment Settings** tab.

On the Accounts Payable Preferences (AP101000) form, the **Hold Documents on Entry** check box has been selected in the **Data Entry Settings** section. This setting means that when new documents are entered, they have the *On Hold* status by default.

Process Overview

To process bills from a shared vendor of two related companies, you create and release the bills on the Bills and Adjustments (AP301000) form. You then prepare payments for the created bills on the Prepare Payments (AP503000) form.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *pasic* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *2/1/2019*. If a different date is displayed, click the Business Date menu button and select *2/1/2019*.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 2: Process a Bill for the SweetLife Company

To process an AP bill for the SweetLife company, do the following:

1. Open the Bills and Adjustments (AP301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Bill*
 - **Vendor:** *BLUELINE*
 - **Date:** *2/1/2019*
 - **Description:** *Advertising services*
3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the new row:
 - **Branch:** *HEADOFFICE*
 - **Transaction Descr.:** *Advertising services*
 - **Ext. Cost:** *2000*
4. On the form toolbar, click **Save** to save the bill.
5. Clear the **Hold** check box in the Summary area, and on the form toolbar, click **Release**.
6. Review the **Financial Details** tab.

In the **Default Payment Info** section of the tab, notice that the payment method is set to *CHECK* and the cash account is set to *10200WH* because the bill has been created for the *HEADOFFICE* branch.

Step 3: Process a Bill for the Muffins & Cakes Company

To process an AP bill for the Muffins & Cakes company, do the following:

1. On the company and branch selection menu, on the top pane of the Acumatica ERP screen, click the selection menu to view the list of branches that you have access to, and then click *Muffins Head Office and Wholesale Center*.
2. While you are still on the Bills and Adjustments (AP301000) form, on the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Bill*
 - **Vendor:** *BLUELINE*
 - **Date:** *2/1/2019*
 - **Description:** *Advertising services*
3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the new row:
 - **Branch:** *MHEAD*
 - **Transaction Descr.:** *Advertising services*
 - **Ext. Cost:** *1500*
4. On the form toolbar, click **Save** to save the bill.
5. Clear the **Hold** check box in the Summary area, and on the form toolbar, click **Release**.
6. Review the **Financial Details** tab.

In the **Default Payment Info** section of the tab, notice that the payment method is set to *CHECK* and the cash account is set to *10200MF* because the bill has been created for the *MHEAD* branch, as shown in the following screenshot.

Bills and Adjustments

← SAVE & CLOSE  ↶ +   K < > >| RELEASE ACTIONS ▾ INQUIRIES ▾

Type:	Bill	* Vendor:	BLUELINE - Blueline Advertisement	Detail Total:	1,500.00
Reference Nbr.:	000039	* Terms:	30D - 30 Days	Discount Total:	0.00
Status:	Closed	* Due Date:	3/3/2019	VAT Taxable Total:	0.00
	<input type="checkbox"/> Hold	* Cash Discount...:	3/3/2019	VAT Exempt Total:	0.00
* Date:	2/1/2019			Tax Total:	0.00
* Post Period:	02-2019			With. Tax:	0.00
Vendor Ref.:				Balance:	0.00
Description:	Advertising services			Amount:	1,500.00
				Cash Discount:	0.00

DOCUMENT DETAILS **FINANCIAL DETAILS** TAX DETAILS APPLICATIONS

[LINK TO GL](#)

Batch Nbr.:	AP000056	Vendor Tax Zone:	
Branch:	MHEAD - Muffins Wholesale Center	ASSIGNED TO	
AP Account:	20000 - Accounts Payable	Workgroup ID:	
Original Document:		Owner:	EP00000018 - Nenad Pasic

[DEFAULT PAYMENT INFO](#)

Pay Separately

Approved for Payment

Pay Date: 3/3/2019

Payment Method:	CHECK - Check Payment
Cash Account:	10200MF - Muffins Checking

Figure: Default payment method and cash account defined for the bill

Step 4: Prepare the Payments for the Bills

To prepare the payments for these bills, do the following:

1. Open the Prepare Payments (AP503000) form by searching for or navigating to it.
2. In the **Payment Method** box, select *CHECK*.
3. In the **Cash Account** box, make sure *10200MF* is selected.
4. In the **Vendor** box, select *BLUELINE*.
5. Clear the **Pay Date Within** check box.
6. In the table, select the unlabeled check box for the row of the bill created in Step 2, and click **Process** on the form toolbar.

The Process Payments / Print Checks (AP505000) form opens with the check created for the bill.

7. On the form toolbar, click **Process**.

A separate browser tab is opened showing the printable version of the check.

8. Review the printable version of the check, and close the browser tab. (For the purposes of this lesson, you do not need to actually print the check. In a production setting, you would click **Print** on the form toolbar to print the check before closing the browser tab.)

9. On the Release Payments (AP505200) form, which is opened, notice that the system has added a row with the payment and selected the unlabeled check box for it. On the form toolbar, click **Process**.
10. On the company and branch selection menu, on the top pane of the Acumatica ERP screen, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.
11. Open the Prepare Payments form again and select *HEADOFFICE* in the **Branch** box.
12. Repeat instructions 2 through 9 for the *10200WH* cash account and the bill you created in Step 2.

Forms Used

In this lesson, you have used the following forms:

- *Bills and Adjustments* (AP301000)
- *Prepare Payments* (AP503000)
- *Process Payments / Print Checks* (AP505000)
- *Release Payments* (AP505200)

Lesson 3.4: Create a Bill Across Companies

In this lesson, you will first learn how to configure a company without branches. You will then open financial periods for it and configure account mapping rules for intercompany transactions. Finally, you will learn how to process an intercompany bill in the system and review the account balances.

Story

A manager of the head office of the SweetLife company purchases printing paper for the head office and for the McAdamia's Bakery Online Shop company, which just started its operations in February 2019. The SweetLife head office has received the \$350 bill from the Spectra Stationery Office vendor on 2/1/2019. The bill is for paper provision in the head office in the amount of \$250 and in the McAdamia's Bakery online shop in the amount of \$100.

You first need to configure the new company (McAdamia's Bakery Online Shop) in the system, and then create and release a bill in the system.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the Enable/Disable Features (CS100000) form:

- *Standard Financials*, which provides the standard financial functionality
- *Multi-Branch Support*, which supports multiple branches in your instance of Acumatica ERP
- *Inter-Branch Transactions*, which provides the ability to post transactions between companies and between branches that require balancing

On the Companies (CS101500) form, the *SWEETLIFE* company of the *With Branches Not Requiring Balancing* type has been configured. The *HEADOFFICE* and *RETAIL* branches of this company have also been configured on the Branches (CS102000) form.

On the Ledgers (GL201500) form, the *ACTUAL* ledger for use by both branches of the *SWEETLIFE* company has been configured.

On the Manage Financial Periods (GL503000) form, the *02-2019* period has been opened for the *SWEETLIFE* company.

On the User Roles (SM201005) form, the *Company OnlineShop (Access to the OnlineShop company)* role has been configured and assigned to the *pasic* user.

On the Accounts Payable Preferences (AP101000) form, the **Hold Documents on Entry** check box has been selected in the **Data Entry Settings** section. This setting means that by default when new documents are entered, they have the *On Hold* status.

Process Overview

To configure a company without branches and prepare it for system operations, you create the company on the Companies (CS101500) form and open the necessary financial periods on the Manage Financial Periods (GL503000) form. If the company is a subsidiary of another company, you define inter-branch account mapping on the Inter-Branch Account Mapping (GL101010) form.

To process an intercompany bill between related companies, you create and release the bill on the Bills and Adjustments (AP301000) form. You can then review the generated batch on the Journal Transactions (GL301000) form, check the account balances on the Account Summary (GL401000) form, and generate the Trial Balance Summary (GL632000) report.



To open any form, you can navigate to it or search for it (by its name or by its form ID without periods).

Step 1: Prepare the System

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *pasic* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *2/1/2019*. If a different date is displayed, click the Business Date menu button and select *2/1/2019*.
3. On the company and branch selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 2: Configure a Company Without Branches

To configure a company that is a subsidiary of the SweetLife company, do the following:

1. Open the Companies (CS101500) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Company ID:** *ONLINESHOP*
 - **Company Name:** *McAdamia's Bakery Online Shop*
 - **Company Type:** *Without Branches*
3. On the **Company Details** tab, specify the following settings:
 - **Country (Main Address section):** *US*
 - **Access Role (Configuration Settings section):** *Company OnlineShop*
4. On the form toolbar, click **Save** to save the company.
5. On the form toolbar, click **Create Ledger**.
6. In the **Create Ledger** dialog box, which opens, type *ONLACTUAL* in the **Ledger ID** box, and click **Create**.
Notice that the created actual ledger has been assigned to the company on the **Ledgers** tab.
7. Open the Company Financial Calendar (GL201100) form by searching for or navigating to it.
8. In the **Company** box, select *ONLINESHOP*.
9. In the **Financial Year** box, make sure the *2019* year is selected.
Notice the statuses of financial periods. The *02-2019* financial period, in which company starts its operation, is inactive.
10. On the form toolbar, click **Actions > Open Periods**.
The Manage Financial Periods (GL503000) form opens.
11. In the table, select the unlabeled check box in the row with the *02-2019* period.
12. On the form toolbar, click **Process**.

Step 3: Define Inter-Branch Account Mapping

To configure account mapping rules for transactions between the *McAdamia's Bakery Online Shop* company and the *SweetLife Head Office and Wholesale Center* branch, do the following:

1. Open the Inter-Branch Account Mapping (GL101010) form by searching for or navigating to it.
2. In the **Originating Branch** box, select *HEADOFFICE*.
3. On the **Transaction in Originating Branch** tab, click **Add Row** on the table toolbar, and specify the following settings in the new row:
 - **Destination Branch:** *ONLINESHOP*
 - **Account From:** 00000
 - **Account To:** 99999
 - **Offset Account:** *19000 Due from Related Entity*
4. On the **Transaction in Destination Branch** tab, click **Add Row** on the table toolbar, and specify the following settings in the new row:
 - **Destination Branch:** *ONLINESHOP*
 - **Account From:** 00000
 - **Account To:** 99999
 - **Offset Account:** *26000 Due to Related Entity*
5. On the form toolbar, click **Save**.

Step 4: Process a Bill That Includes Multiple Companies

To create and process an AP bill that includes multiple companies, do the following:

1. Open the Bills and Adjustments (AP301000) form by searching for or navigating to it.
2. On the form toolbar, click **Add New Record**, and specify the following settings in the Summary area:
 - **Type:** *Bill*
 - **Vendor:** *STATOFFICE*
 - **Date:** *02/01/2019*
 - **Description:** *Stationery*
3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the table:
 - **Branch:** *HEADOFFICE*
 - **Transaction Descr.:** *Stationery*
 - **Ext. Cost:** 250
4. Click **Add Row**, and specify the following settings in the table:
 - **Branch:** *ONLINESHOP*
 - **Transaction Descr.:** *Stationery*
 - **Ext. Cost:** 100
5. On the form toolbar, click **Save** to save the bill.
6. Clear the **Hold** check box in the Summary area, and on the form toolbar, click **Release**.
7. Review the **Financial Details** tab.

Notice the originating branch, which is specified in the **Branch** box. The *HEADOFFICE* branch is the originating branch of the transaction that will be generated on release of the bill.

- Click the link in the **Batch Nbr.** box, and review the GL batch, which is opened on the Journal Transactions (GL301000) form.

The transaction needs to be balanced because it involves two different companies. The system automatically adds the balancing entries to the batch during the posting process, as shown in the screenshot below. In the batch generated from the AP bill, you can see that the balancing entries have been created based on the account mapping rules that you have defined on the Inter-Branch Account Mapping (GL101010) form.

Journal Transactions

SAVE & CLOSE [Icons] RELEASE ACTIONS - REPORTS -

Module: AP * Branch: HEADOFFICE - SweetLife Head Office ar Type: Normal
 Batch Number: AP000054 * Ledger: ACTUAL - Actual Ledger Orig. Batch Number:
 Status: Posted Auto Reversing Reversing Entry Debit Total: 450.00
 Hold Credit Total: 450.00
 * Transaction D... 2/1/2019
 * Post Period: 02-2019
 Description: Stationery

VIEW SOURCE DOCUMENT RECLASSIFICATION HISTORY [Icons]

Branch	Account	Description	Proje	Proje Task	Ref. Number	Transe Date	Quant	UO	Debit Amount	Credit Amount	Transaction Description
HEADOFFICE	20000	Accounts Payable	X		000037	2/1/2019	0.00		0.00	350.00	Stationery
HEADOFFICE	62400	Office Expense	X		000037	2/1/2019	0.00		250.00	0.00	Stationery
ONLINESHOP	62400	Office Expense	X		000037	2/1/2019	0.00		100.00	0.00	Stationery
HEADOFFICE	19000	Due from Related ...			000037	2/1/2019	0.00		100.00	0.00	Balancing entry for: HEADOF...
ONLINESHOP	26000	Due to Related Entity			000037	2/1/2019	0.00		0.00	100.00	Balancing entry for: ONLINES...

Figure: General Ledger transactions generated for the multi-company AP bill

Step 5: Review the Account Balances

To review the balances for the financial period, do the following:

- Open the Account Summary (GL401000) form by searching for or navigating to it.
- In the Summary area, specify the following settings:
 - Company:** SWEETLIFE
 - Branch:** Cleared (so you can review the account balances for the whole company)
 - Ledger:** ACTUAL
 - Financial Period:** 02-2019
- Review the account balances. Notice the amount in the **Credit Total** column for the 20000 - Accounts Payable account (\$350), and the amount in the **Debit Total** column for the 62400 - Office Expense account (\$250) and 19000 - Due from Related Entity account (\$100).
- In the **Company** box of the Summary area, select ONLINESHOP.
- Review the account balances. Note the amount in the **Ending Balance** column for the 62400 - Office Expense account (\$100) and the 26000 - Due to Related Entity account (\$100).

Step 6: Review the Balances for the Financial Period

To review the balances for the financial period, do the following:

- On the company and branch selection menu, on the top pane of the Acumatica ERP screen, click the selection menu to view the list of branches that you have access to, and then click *McAdamia's Bakery Online Shop*.

2. Open the Trial Balance Summary (GL632000) report form by searching for or navigating to it.
3. On the **Report Parameters** tab, specify the following parameters:
 - **Company:** *ONLINESHOP*
 - **Branch:** Cleared
 - **Ledger:** *ACTUAL*
 - **Financial Period:** *02-2019*
 - **Suppress Zero Balances:** Selected
4. On the report form toolbar, click **Run Report**.
5. Review the account balances. Notice the amount in the **Ending Balance** column for the *62400 - Office Expense* account (\$100) and the *26000 - Due to Related Entity* account (\$100).

Forms Used

In this lesson, you have used the following forms:

- [Account Summary](#) (GL401000)
- [Bills and Adjustments](#) (AP301000)
- [Companies](#) (CS101500)
- [Company Financial Calendar](#) (GL201100)
- [Inter-Branch Account Mapping](#) (GL101010)
- [Journal Transactions](#) (GL301000)
- [Manage Financial Periods](#) (GL503000)
- [Trial Balance Summary](#) (GL632000)

Additional References

You can refer to the following topics in the Acumatica ERP Help Portal (<https://help.acumatica.com/>) for additional information on concepts and procedures that are explained in this course.

Managing Sales Prices

Acumatica ERP provides several ways to manage sales prices, including default prices, price lists specific to a particular customer or group of customers, price lists for promotions, etc. For more information on managing sales prices, see the [Managing Sales Prices](#) section of the Acumatica ERP User Guide.

Managing Customer Discounts

In Acumatica ERP, you can configure customer discounts of various types (applied to a single line, multiple lines, or entire document; conditional or unconditional; applied automatically or manually) and use them to support your company's overall marketing and sales strategy. For more information on how to set up and maintain different types of discounts, see the [Managing Customer Discounts](#) section of the Acumatica ERP User Guide.

Managing Companies and Branches

You can configure multiple companies within one tenant. A company represents a legal entity with an independent balance sheet and separate tax reporting. An organization may consist of one company or multiple companies. A company may have no branches, or it may consist of multiple branches, each being a separate office or a point of sale. For more information about organizational structures and multi-branch support in Acumatica ERP, see the [Managing Companies and Branches](#) section of the Acumatica ERP User Guide.