

Overview

With the release of SedonaOffice version 5.2, many new features are available with the SedonaOffice application. This particular enhancement is available for companies installed with a SedonaOffice version higher than 5.2.27. This document will cover the new Quantity Based RMR (recurring monthly revenue) functionality. This reference document is divided into three areas; *Functionality*, which describes the intended use of this new feature, *Setup*, which details the setup required for activating and using this feature and *Process*, which describes how to use Quantity Based RMR.

Functionality

Quantity based RMR allows you to cycle invoice your customers based on a number of units of a particular item code. New fields may be activated to allow a user to enter a quantity and a rate for the invoice item. The application multiplies the quantity times the rate to arrive at a monthly amount that will be invoiced to the customer.

Example #1: A customer has contracted with your company to monitor eight elevator phones in an office building for a total monthly amount of \$208.00, which calculates to \$26.00 per elevator per month. When setting up the recurring line, the user would enter the quantity of 8 and the rate of \$26.00, the application would then calculate the monthly amount of \$208.00.

Example #2: You invoice a customer for excessive alarm signals each month at the rate of \$3.00 per signal. When setting up the recurring line for the first month you want to invoice for excessive signals, enter the quantity and rate. The next month if the signal count is higher or lower, you would perform a rate increase or decrease (partial recurring line cancel) on the recurring line to adjust the quantity for the next cycle invoice. This provides a good audit trail in the recurring history of the monthly changes.

Setup

Only one setup needs to be performed in order to activate the use of the new *Quantity Based RMR*. A new option, *Allow Quantity Based RMR*, has been added to the Setup Processing form for Accounts Receivable located in SedonaSetup. Selecting this option and pressing Apply activates this new feature. Once activated, two new fields will appear on the data entry form of a recurring line; quantity and rate.

The screenshot shows the 'Setup Processing' window with three main sections: 'Numbering', 'Invoicing and Credits', and 'Other'. The 'Other' section contains several options, with 'Allow Quantity Based RMR' checked and highlighted in yellow. An 'Apply' button is located at the bottom right of the form.

Section	Option	Status
Numbering	Auto Invoice	<input checked="" type="checkbox"/>
	Next Invoice	1968
	Auto Customer	<input checked="" type="checkbox"/>
	Next Customer	2438
Invoicing and Credits	Cycle Beginning Day	<input checked="" type="radio"/> First Day of Month <input type="radio"/> Day of Service Start
	Print Customer Number on Invoices and Statements	<input checked="" type="checkbox"/>
	Allow Printed Invoices to be Edited	<input checked="" type="checkbox"/>
	Enter Separate Posting Date for Invoices and Credits	<input type="checkbox"/>
Other	GL Categories required for Income and Expenses	<input checked="" type="checkbox"/>
	Activate Customer Group Security by User	<input type="checkbox"/>
	Customer Group	[Dropdown]
	Enable Activity Tracking	<input checked="" type="checkbox"/>
	Screen Employees by Type	<input checked="" type="checkbox"/>
	Allow Site Only RMR	<input checked="" type="checkbox"/>
	Allow Quantity Based RMR	<input checked="" type="checkbox"/>
	Group Deferred Revenue By	<input checked="" type="radio"/> GL Account <input type="radio"/> Item Type
	[Apply]	

Process

Once the Quantity Based RMR feature has been activated in SedonaSetup, you may begin entering recurring lines based on a quantity and rate. The new quantity based RMR fields are available on the new recurring line form, edit recurring line form and on the job recurring line form.

The example used in this section will assume you are invoicing a customer monthly for excessive alarm signals received into the central station. The contract with the customer allows a fixed number of signals and any signals received over that amount are billable at the rate of \$3.00 per signal. The recurring line will be set up for 12 excessive signals received in the month of August 2008.

In the recurring line data entry form select the recurring item code and billing cycle. In the Quantity field enter 12 and in the Rate field enter 3.00. The application will automatically calculate the RMR Amount and Cycle Amount of \$36.00. You may enter information in the Memo field for reference purposes such as 12 excessive signals 08/2008. The information entered into the Memo field will display on the invoice line memo field and does not print on the customer invoice. Save the recurring line.

New Recurring Item: 2439

Site and System

Plymouth Property Management
101 Forrest Drive
Plymouth, MI 48170
United States

System: 2439
Intrusion
Panel Type: Vista 128FB

Recurring Setup | Royalties/Commissions

Recurring Item: Excessive Signals
Description: Excessive Signals
Sub Item Of:
Bill Cycle: Monthly

Quantity: 12 Rate: 3.00
RMR Amount: 36.00
Cycle Amount: 36.00 Enter as Monthly Amt Only

Next Cycle Date: 01-Aug-08
Reason for Add: New RMR
Recurring Start: 8/1/2008 Use Today as Default

Memo: 12 excessive signals 08/2008

Buttons: Save, Close

Cycle invoice posted for August 2008 excessive signals.

Invoice

Customer ID: 2439 Category: Monitoring A/R Account: 11000 Tag Group: MI State

Invoice # 1970 8/1/2008 - 8/31/2008

Invoice Date: 9/1/2008 Aging Date: 9/1/2008

Branch: MI P.O. Number:
Warehouse:
Term: Due On Receipt

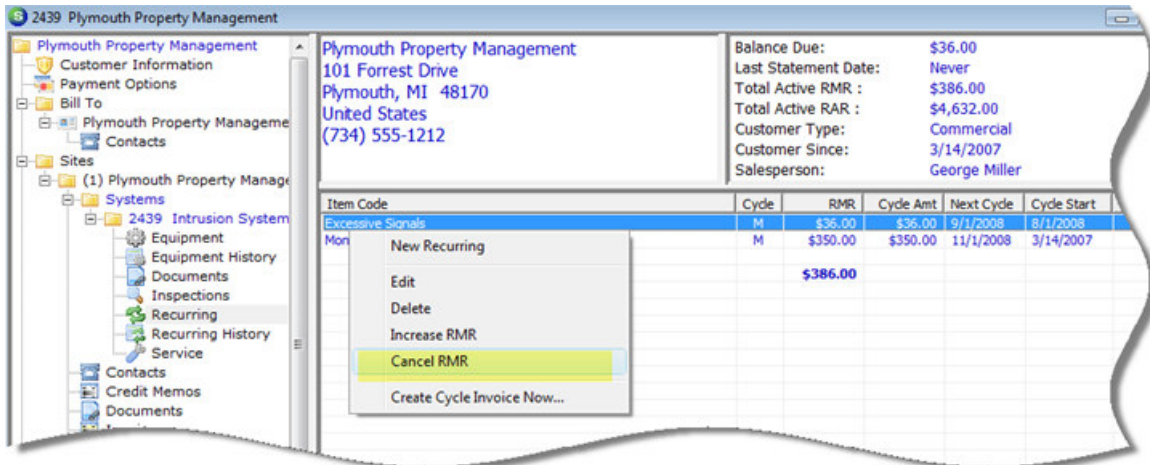
Invoice Type: Cycle Bill
Salesperson: N/A

Items \$36.00

Item	Site	Months	Rate	Amount	Memo
Excessive Signals	Excessive Signals	1.00	36.00	36.00	12 excessive signals

In the month of September, the excessive signal count decrease to 10. To handle this change you would decrease the recurring line quantity by performing a partial recurring line cancellation.

From the customer explorer, highlight the recurring line to be decreased, right-click then select the option of *Cancel RMR*.



After selecting the Cancel RMR option, the Recurring Cancellation form will be displayed. Enter the following information into the form:

RMR Reason: Make a selection from the drop-down list

Cycle Ending Date: 8/31/2008

Quantity: -2

Comments: September 2008 Excessive Signals = 10 (Optional)

Press the Save button when finished.

Recurring Cancellation 2439

Site and System

Site	Plymouth Property Management 101 Forrest Drive Plymouth, MI 48170 United States
System	2439 Intrusion
Panel Type	Vista 128FB

Recurring Information

Item	Excessive Signals
Sub Item Of	N/A
Bill Cycle	Monthly
RMR Amount	\$36.00
Cycle Amount	\$36.00
Next Cycle Date	9/1/2008

RMR Tracking

RMR Reason	Excessive Signals Decr.		
Cycle Ending Date	8/31/2008		
Cancel RMR By:	<input checked="" type="radio"/> Quantity <input type="radio"/> Rate		
Quantity	-2	Rate	3.00
Reduce RMR	-6		
Comments	September 2008 Excessive Signals = 10		

Save Close

You may open the recurring line to view the change made as a result of the partial cancellation. The Quantity field has been updated to 10 and the Next Cycle month is September 2008. The recurring history is updated with the partial cancellation amount.

Recurring Edit 2439

Site and System

Plymouth Property Management
101 Forrest Drive
Plymouth, MI 48170
United States

System 2439
Intrusion

Panel Type Vista 128FB

Recurring Setup | Royalties / Commissions

Recurring Information

Recurring Item: Excessive Signals
Description:
Sub Item Of:
Bill Cycle: Monthly

Quantity: 10 Rate: 3

RMR Amount: \$30.00

Cycle Amount: \$30.00

Next Cycle: September 2008

Recurring Start: 9/1/2008

Renewal:
Rate Increase:
Override %: 0
PO Number:
PO Expires:
Reference:

2439 Plymouth Property Management

Plymouth Property Management
101 Forrest Drive
Plymouth, MI 48170
United States
(734) 555-1212

Balance Due: \$36.00
Last Statement Date: Never
Total Active RMR: \$380.00
Total Active RAR: \$4,560.00
Customer Type: Commercial
Customer Since: 3/14/2007
Salesperson: George Miller

Eff. Date	Reason	Item Code	Decrease/Remove	Increase/Add	System	User	Edit Date
8/1/2008	New RMR	Excessive Signals		\$36.00	Intrusion	administrator	11/3/2008
8/31/2008	Excessive Signals Decr.	Excessive Signals	\$6.00		Intrusion	administrator	11/3/2008
11/1/2008	New RMR	Monitoring		\$350.00	Intrusion	administrator	11/3/2008

Cycle invoice posted for September 2008 excessive signals.

Customer ID: 2439, Category: , A/R Account: 11000, Tax Group: MI State

Invoice # 1971, 9/1/2008 - 9/30/2008

Invoice Date: 10/1/2008, Aging Date: 10/1/2008

Branch: MI, P.O. Number: , Term: Due On Receipt

Warehouse: , Invoice Type: Cycle Bill, Salesperson: N/A

Items \$30.00

Item	Site	Months	Rate	Amount	Memo
Excessive Signals	Excessive Signals	1.00	30.00	30.00	September 2008 Excessive (September 2...

In the month of October, the excessive signal count increased to 20. To handle this change you would increase the recurring line quantity by performing a recurring line increase.

From the customer explorer, highlight the recurring line to be increased, right-click then select the option of *Increase RMR*.

Plymouth Property Management

Balance Due: \$36.00
Last Statement Date: Never
Total Active RMR : \$380.00
Total Active RAR : \$4,560.00
Customer Type: Commercial
Customer Since: 3/14/2007
Salesperson: George M

Item Code	Cycle	RMR	Cycle Amt	Next Cycle	Cycle Start	Cycle End
Excessive Signals	M	\$30.00	\$30.00	10/1/2008	9/1/2008	
Monitoring			\$350.00	11/1/2008	3/14/2007	

After selecting the Increase RMR option, the Recurring Increase form will be displayed. Enter the following information into the form:

RMR Reason: Make a selection from the drop-down list

Increase Start Date: 10/01/2008

Quantity: 10

Comments: October 2008 Excessive Signals = 20 (Optional)

Press the Save button when finished.

Recurring Increase 2439

Site and System

Site: Plymouth Property Management
101 Forrest Drive
Plymouth, MI 48170
United States

System: 2439
Intrusion

Panel Type: Vista 128FB

Recurring Information

Item: Excessive Signals

Sub Item Of:

Bill Cycle: Monthly

RMR Amount: \$30.00

Cycle Amount: \$30.00

Next Cycle Date: 10/1/2008

RMR Tracking

RMR Reason: Excessive Signals Incr.

Increase Start Date: 10/1/2008

Increase RMR By: Quantity Rate

Quantity: 10 Rate: 3.00

Increase RMR: 30

Comments: Excessive Signals October/2008=20

Save Close

You may open the recurring line to view the change made as a result of the recurring line increase. The Quantity field has been updated to 20 and the Next Cycle month is October 2008. The recurring history is updated with the increase amount.

Recurring Edit 2439

Site and System

Plymouth Property Management
101 Forrest Drive
Plymouth, MI 48170
United States

System 2439
Intrusion

Panel Type Vista 128FB

Recurring Setup Royalties / Commissions

Recurring Information

Recurring Item Excessive Signals
Description
Sub Item Of
Bill Cycle Monthly

Renewal
Rate Increase
Override % 0
PO Number
PO Expires
Reference

Quantity 20 Rate 3
RMR Amount \$60.00
Cycle Amount \$60.00
Next Cycle October 2008
Recurring Start 10/1/2008
Recurring End

2439 Plymouth Property Management

Plymouth Property Management
101 Forrest Drive
Plymouth, MI 48170
United States
(734) 555-1212

Balance Due: \$66.00
Last Statement Date: Never
Total Active RMR: \$410.00
Total Active RAR: \$4,920.00
Customer Type: Commercial
Customer Since: 3/14/2007
Salesperson: George Miller

Eff. Date	Reason	Item Code	Decrease/Re...	Increase/Add	System	User	Edit Date
8/1/2008	New RMR	Excessive Signals		\$36.00	Intrusion	administrator	11/3/2008 5:01:26 AM
8/31/2008	Excessive Signals Decr.	Excessive Signals	\$6.00		Intrusion	administrator	11/3/2008 5:34:25 AM
10/1/2008	Excessive Signals Incr.	Excessive Signals		\$30.00	Intrusion	administrator	11/3/2008 5:50:26 AM
11/1/2008	New RMR	Monitoring		\$350.00	Intrusion	administrator	11/3/2008 4:57:08 AM