CONTENTS

Purpose

Use the **National Account** sheet to define settings for a customer in a national account that defines payer bill to relationships.

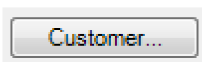
In payer bill to relationships, a **payer** customer pays for **a bill to** customer that receives invoices. National accounts of this type can allow multiple payers, cross-account payers, and third-party payers.

Trigger(s)

Prerequisites

Customer creation

Helpful Hints

- Remember that you can right click on a field to drill into more details.
- Buttons like 

are used to perform a search for a valid value.
- Fields that have a pull down beside them indicate that there is a valid list of values that you can select from. You can enter the value by typing if you already know the value.

Clicking on the small upside down triangle on the New Icon  will provide a pull down menu

- Remember to use field help to find out more detail about a field that is not defined in this document.

Help ⇨ **Field Help**

Customer General Data

Definition

Customers that belong to national accounts relationship can be defined as a child or a parent customer. By default, parent customers act as the payers for their children. You can also define settings that allow child customers to pay their parent's invoices and allow a customer to pay invoices for all customers in the same account.

The Epicor application also supports global overrides of payer bill-to relationships. Selection of Across National Account in Company Configuration allows all account customers in payer bill-to relationships to pay for other customers in the same account.

Procedure

- Relationship Class
- National Account Relationship
- Company Configuration
- Customer Tracker to view National Accounts

National Accounts

To use national accounts, you must define relationship classes. Once these are defined, customers are assigned to a specific relationship class.

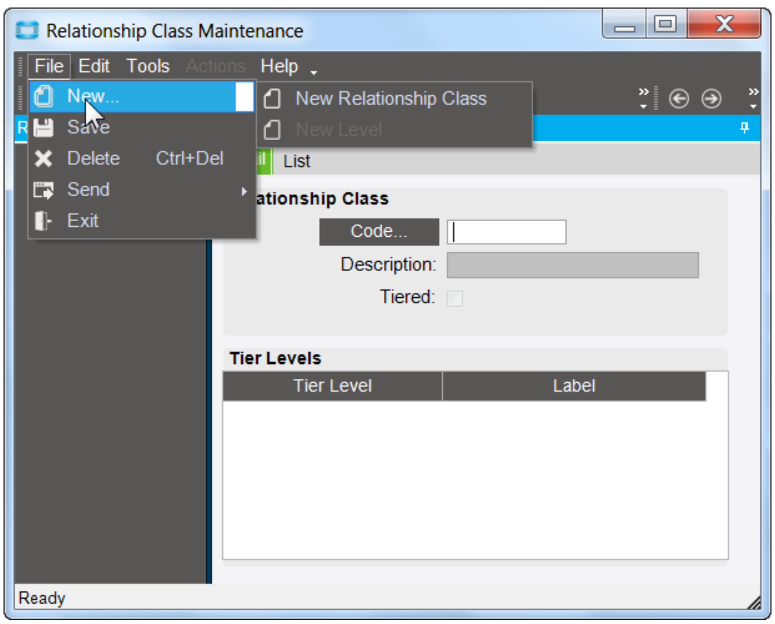
Relationship Class

Relationship classes are used to set up national account relationships. You can define classes for credit sharing, reporting, and payer bill-to relationships.

Menu Path

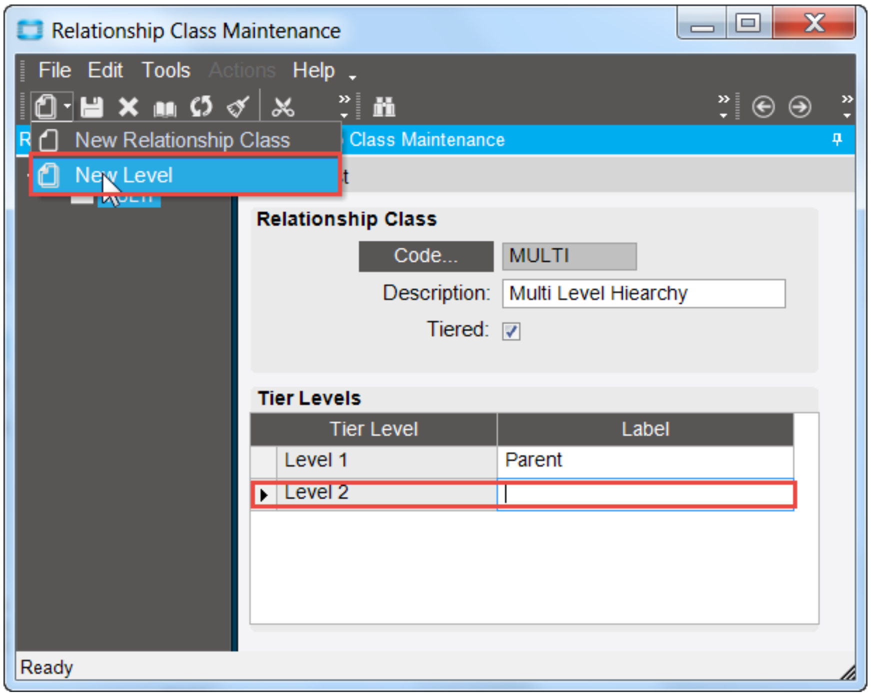
Financial Management ⇨ Accounts Receivable ⇨ Setup ⇨ Relationship Class

1. Click the **New** button on the **Standard** toolbar.
2. Enter a Relationship Class **Code** as a unique identifier for the class.
3. Enter a concise **Description** that identifies the relationship code.
4. Select the **Tiered** check box if the relationship class is part of a tiered hierarchy. A tiered hierarchy includes one or more child customers to a single parent customer.



To create a new level tier:

1. Click the **Down Arrow** next to the **New** button and select **New Level**.
2. The **Tier Level** defaults to “Level” plus the level number.
3. Enter a **Label** for the Tier Level.



Save

National Account Relationship

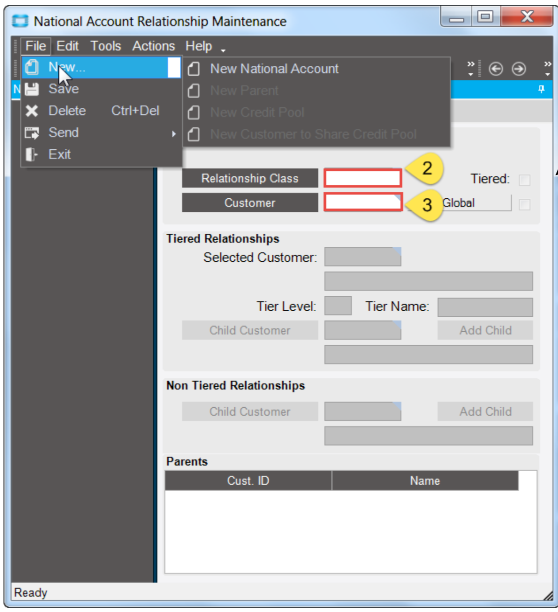
Now you can create a national account relationship by assigning a customer to a relationship class:

Menu Path

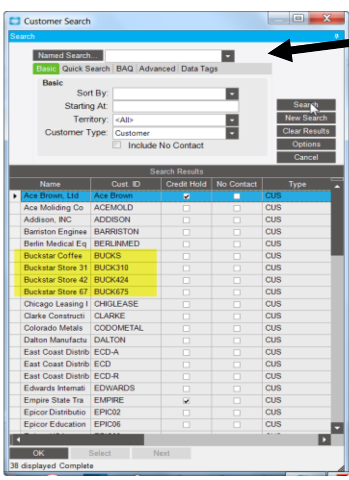
Financial Management ⇨ Accounts Receivable ⇨ Setup ⇨ National Account Relationship

1. Click the New button on the Standard toolbar.

The Tiered check box defaults to the setting of the Relationship Class Code.



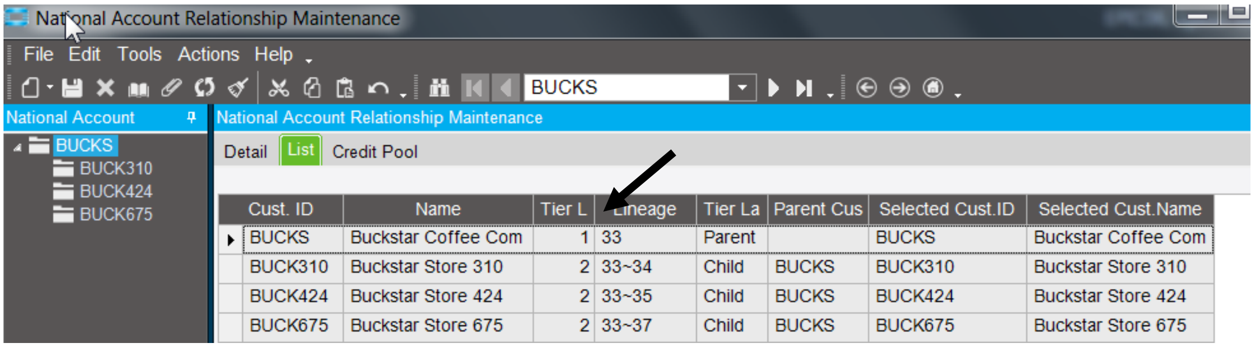
2. Enter or find and select the Relationship Class you want for this relationship.
3. Enter or find and select the Customer to assign to this Relationship Class.



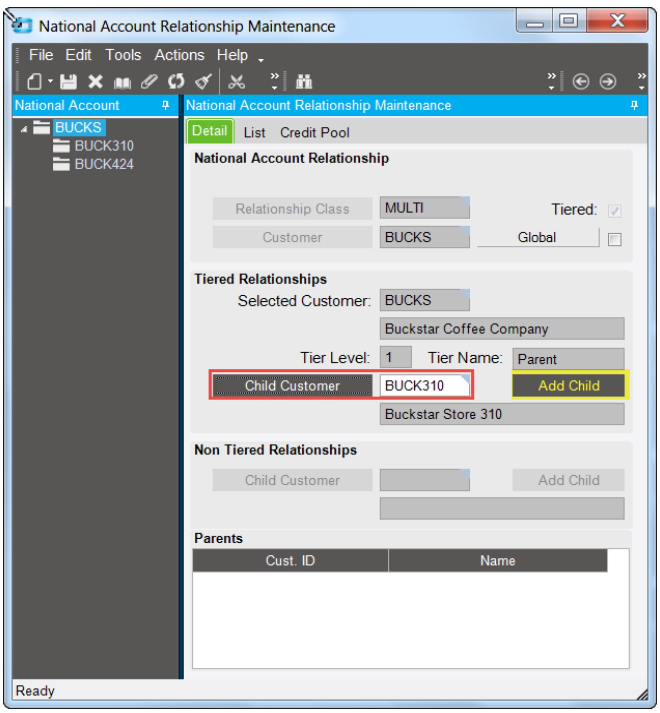
Save

Note:
The Tier Level identifies the tier hierarchy of the selected customer. For example, a 1 specifies a top level tier.

List View



Detail Tab



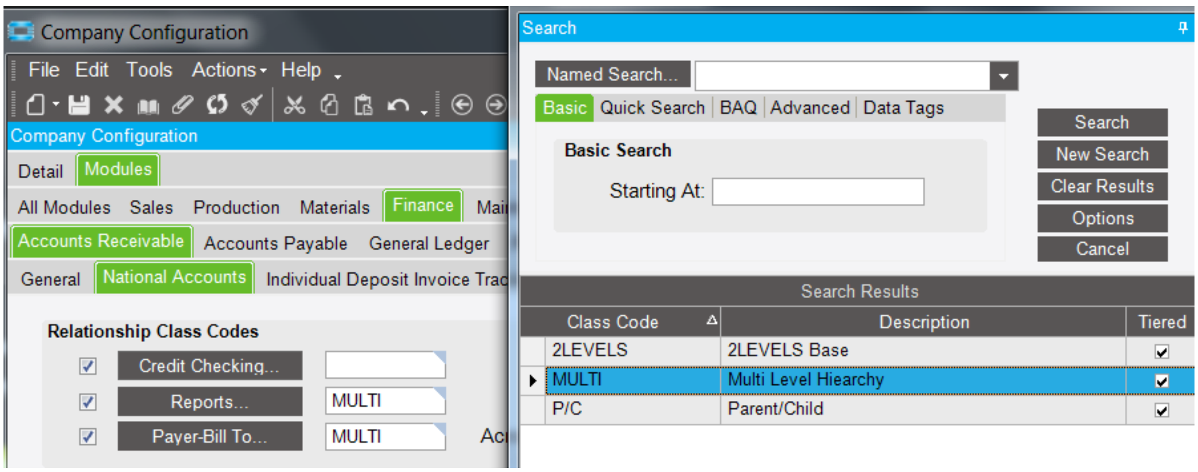
Click the Add Child button to add the child customer to the national account relationship as a child of the selected customer.

Company Configuration

Use the **National Accounts** sheet to designate relationship classes used to define national accounts. The sheet specifies the classes used to define credit sharing, reporting, and payer sold-to accounts. You can implement one, two, or all of the functions.

Menu Path

System Set Up ⇨ Company/Site Maintenance ⇨ Company Configuration ⇨ Finance ⇨ Accounts Receivable ⇨ National Account Relationship



National accounts serve the following functions:

- **Credit sharing**. National account customers can share credit. Implementation of this functionality requires the selection of a tiered relationship class in the **Credit Checking** field.
- **Reporting**. National accounts can define reporting relationships based on markets or other criteria. Implementation of this functionality requires selection of a tiered relationship class in the **Reports** field.
- **Payer Bill-To Relationships**. National accounts can establish payer-sold-to relationships, in which a payer customer pays for a sold to customer that receives invoices. Implementation of this functionality requires the selection of a non-tiered relationship class in the **Payer-Bill To** field.

Customer Tracker

You can use customer Tracker to see the National Accounts that are listed for the customer.

Menu Path

Financial Management ➪ Accounts Receivable ➪ General Operations ➪ Customer Tracker ➪ Financial ➪ Billing ➪ National Accounts