

# Enhance SSM to use BillTo Accounts (Spec 4835)

*Note: This enhancement requires a one time population of the Retail File with BillTo data. This upload has to be requested from and done by Dancik.*

*Note: After the initial conversion of Billto Accounts to Retail accounts, a trigger program (BILLTO) is activated by Dancik. This trigger program ensures any changes or additions to the Billto accounts is transferred to the Retail file.*

When Selection Sheet Manager was originally designed, it was based off the use of Retail Customer Accounts. This enhancement allows SSM to use Billto Accounts as well.

When a billto account is used, a “virtual” retail account is created. This virtual retail account is linked to its associated bill account. Essentially the company and account (BCO# BACCT#) is copied over from the Billto account and assigned a Retail ID (RCID#).

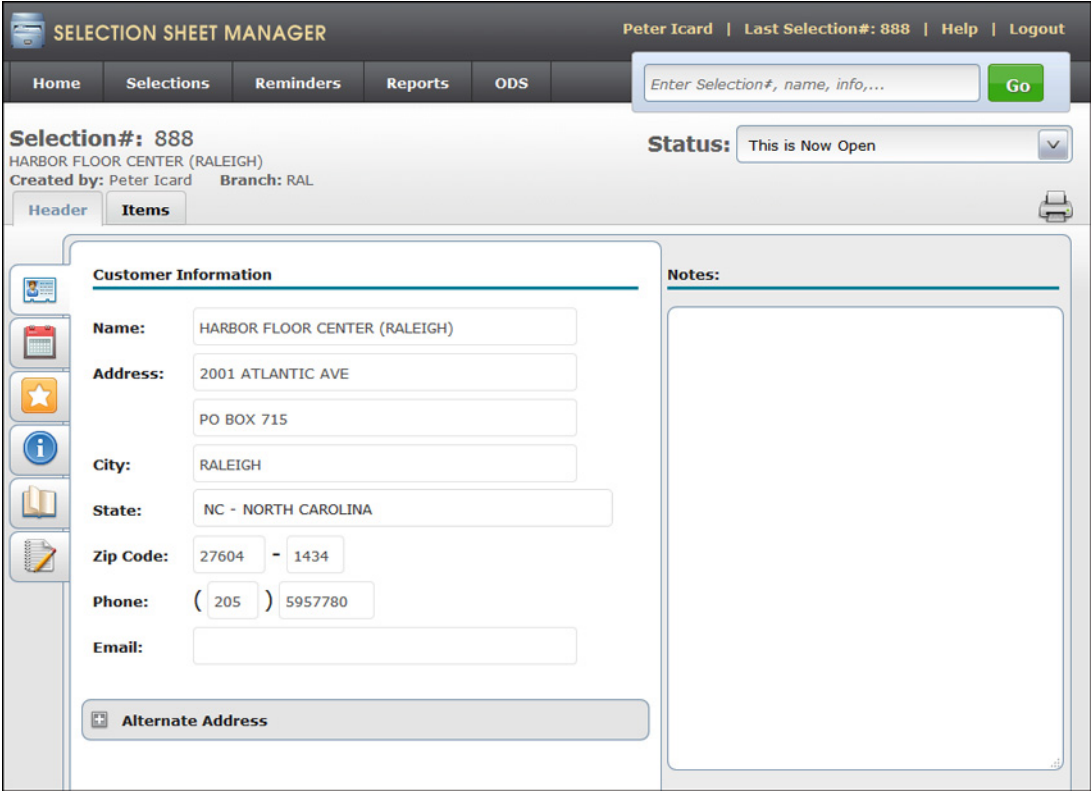
*Note: These “virtual” retail accounts are set-up on the green screen only. They are not accessible in Navigator. Furthermore, sales are not record against the “virtual” retail account.*

## Working with Billto Accounts in Selection Sheet Manager

Billto Accounts are handled essentially the same as retail files in SSM. However there are a few differences.

### Customer Information

The customer information is not editable on Billto Accounts. The fields are not accessible.



### Buyers Account Number

The default buyer's account number from the Billto Account is imported into the References section of the Header.

## Selection Sheet Manager

Note: The search icon is also removed.

**SELECTION SHEET MANAGER** Peter Icard | Last Selection#: 888 | Help | Logout

Home Selections Reminders Reports ODS

Enter Selection#, name, info,... **Go**

**Selection#: 888**  
HARBOR FLOOR CENTER (RALEIGH)  
Created by: Peter Icard Branch: RAL

**Status:** This is Now Open

Header Items

**References**

Specifier: [Dropdown] [Minus] [Wrench]

**Buyer Acct#:**  
HARBOR FLOOR CENTER (RALEIGH)

Landscaping: [Dropdown] [Minus] [Wrench]

Designer Company: [Dropdown] [Minus] [Wrench]

**Notes:**

If the billto account does not have a default buyers account, the field is left blank.

### Affects on other Parts of the System

- Accounts are not duplicated in either the green screen or Navigator.
- Virtual accounts are not included on Green Screen customer searches.
- Virtual accounts are not displayed in Navigator.