



# RIMSS WinNetStar

## NAV Fleet Charge Processing

Software Development/Testing  
RIMSS Business Systems Technology

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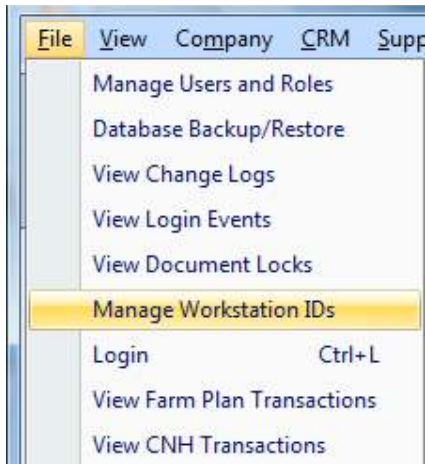
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## A NAV Fleet Charge – Initial Configuration

### 1. Set up a Fleet Charge Terminal

For each workstation that will use the NAV Fleet Charge feature, please follow the steps below:

Go to “File->Manage Workstations IDs”.



Select “ADD NEW” to add a new record

- Select the Location of this Terminal
- Select “Fleet Charge” from the Use Type dropdown list
- Type any name you want in “WORKSTATION NAME”
- Type the Terminal Id value assigned by Navistar in the “WORKSTATION REFERENCE” (unless specified by Navistar, all workstations in a Location can use the same reference ID)
- Make sure “Inactive” is unchecked

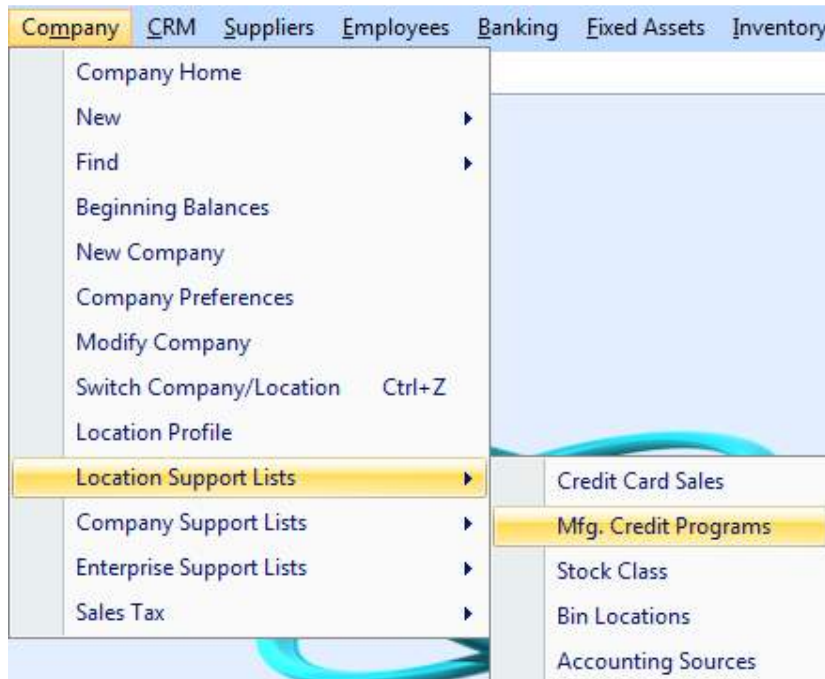
The screenshot shows the RIMSS WinNetStar application interface. At the top, there are tabs for 'RIMSS WinNetStar', 'Manufacturer Credit Programs', and 'Workstations'. Below the tabs are buttons for 'Add New', 'Refresh', and 'Print'. A message says 'Drag a column header here to group by that column'. A 'Workstation' dialog box is open in the foreground. It contains the following fields: 'Location' (dropdown menu showing 'CSS Enterprises:R...'), 'Use Type' (dropdown menu showing 'Fleet Charge'), 'Workstation Name' (text box with 'Fleet Charge NAVISTAR Test'), 'Workstation Reference' (text box with '444444'), 'Inactive' (checkbox, which is unchecked), 'Last Modified By' (text box with 'SuperUser'), and 'Last Modified Date' (text box with '10/18/2010 11:42 AM'). There are 'Ok' and 'Cancel' buttons on the right side of the dialog box.

The Workstation is now configured for NAV Fleet Charge processing.

## 2. Configure the NAV Fleet Charge program

For each Location that will use the NAV Fleet Charge feature, please follow the steps below:

Go to “Company->Location Support Lists->Mfg. Credit Programs”.



Select “ADD NEW” to add a new record.

- Select “Fleet Charge” from the “Program Name” drop down list
- Select a GL account to debit (where the Fleet Charge transaction settlement amounts will post)
- Type in your Fleet Charge Program Login ID – obtain from NAV
- Type in your Fleet Charge Program Password – obtain from NAV
- Type in the production NAV Fleet Charge URL in the Program Link field (the example below is the test NAV Fleet Charge address)
- Type in your Merchant Number - obtain from NAV. ***Each Location will have a distinct Merchant number***
- Make sure Inactive and Auto Process are unchecked

The screenshot displays the RIMSS WinNetStar application interface. At the top, there are tabs for 'RIMSS WinNetStar', 'Manufacturer Credit Programs', and 'Workstations'. Below the tabs, there are buttons for 'Add New', 'Refresh', and 'Print'. A message says 'Drag a column header here to group by that column'. Below this is a table with columns: 'Program Name', 'GL Acct To Debit', 'Program Login', and 'Program P'. Overlaid on this is a 'Manufacturer Credit Program' dialog box. The dialog box has the following fields and controls:

- Program Name: A dropdown menu with 'Fleet Charge' selected.
- GL Account To Debit: A dropdown menu with 'SAT-1-13000-01 (CREDIT CARD ...)' selected.
- Program Login: A text box containing 'sv000046'.
- Program Password: A text box containing 'UAYbX5BLc3'.
- Program Link: A text box containing 'https://servicegate.beta.infolock.com/'.
- Inactive: An unchecked checkbox.
- Auto Process: An unchecked checkbox.
- Last Modified By: A text box containing 'SuperUser'.
- Last Modified Date: A text box containing '10/18/2010 11:35 AM'.
- End batch time: Two dropdown menus for 'Hr' and 'Min'.
- Merchant Number: A text box containing '5646'.

Buttons for 'Ok' and 'Cancel' are located on the right side of the dialog box.

The Workstation is now ready to process NAV Fleet Charge transactions.

## B Customer Master Information (Fleet Charge Account Numbers and State Abbreviation)

### 1. Customer Master Record Configuration

For each Customer that will use the NAV Fleet Charge feature, please follow the steps below:

A Customer Master record should contain the following in order to process NAV Fleet Charge transactions:

- The Business Address must include a valid State Abbreviation or it must be blank to process successfully
- The Customer can have a valid Fleet Charge Account number defined in the Account Numbers tab **OR** a valid account number can be entered manually at the point of sale

Business Address (Valid State Abbreviation required)



The screenshot shows a 'Business Address' dialog box with the following fields and controls:

- Copy Address From:** A dropdown menu.
- Street:** A text field containing '111 New Street'.
- City:** A text field containing 'San Antonio'.
- State/Province:** A dropdown menu showing 'TX'.
- Zip/Postal Code:** A text field containing '53403'.
- County:** A text field.
- Country/Region:** A dropdown menu.
- Buttons:** 'OK' (yellow) and 'Cancel' (grey) buttons are located on the right side.
- Checkbox:** At the bottom, there is a checkbox labeled 'Use this address as the Bill To Address'.

Account Numbers Tab

Easy Navigator

RIMSS WinNetStar   Manufacturer Credit Programs   Workstations   Customer List   Customer - Z BLACK (555)

Save   Save and Close   Save And New

General   Details   Financial Information   Ship To   Attachments   User Defined Fields   Ac

Add New Account

Account Type	Account Num
CNH	5043930000000733
Fleet Charge	6220111122223333
Fleet Charge	23230013

Account Number

Account Type: Fleet Charge

Account Number: 23230013

Account Code: Active Account #

Expiration Date: 12/31/9999

Ok

Cancel

Once the Customer Master has been configured to use NAV Fleet Charge, transactions can be processed for the customer.



## C Settling POS transactions with NAV Fleet Charge

For settling POS Invoices, please follow the steps below:

### 1. Creating and Settling POS Invoices

Here is a new Invoice to a NAV Fleet Charge customer

RIMSS WinNetStar New Invoice

Save Save and Close Save and New Print Void

General Attachments

Document Type: Invoice Document #: 0 Invoice #: 0 Document Date: 10/19/2010

Status: Open Customer PO#: Salesman: DALE TEAGUE CC Auth. #:

Memo:

Customer Name and Address Shipping Information

Name: DEREK-APPROVAL

Address 1:

Address 2:

City:

State: Zip Code:

Primary Contact:

Shipping Method:

Shipment Date: 10/19/2010

Address 1:

Address 2:

City:

State: Zip Code:

Show Customer Information (F9)

Item Number (Ctrl-N):

F2-Find Customer F3-Add Misc. Charges F4-Item Search F5-Apply Core Credits F6-Collect Payment F10-Apply Discount

A...	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Cost	Subtotal	Discount	Sales Tax	Total	Tax Group	Drop Ship	Quant
Item		100068R1-100-NAVISTR	GEAR		1.0	\$625.66	\$258.03	\$258.03	\$258.03	\$258.03	0.00 %	\$25.80	\$283.83	ST GROUP 1		

	Invoice			Back Orders			Total		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total
Sub Total	\$258.03	\$0.00	\$258.03	\$0.00	\$0.00	\$0.00	\$258.03	\$0.00	\$258.03
Tax	\$25.80		\$25.80	\$0.00		\$0.00	\$25.80		\$25.80
Total	\$283.83	\$0.00	\$283.83	\$0.00	\$0.00	\$0.00	\$283.83	\$0.00	\$283.83

Tax Group: ST GROUP 1 Rate: 10.000 % SubTotal

Select **F6-COLLECT PAYMENT** to get the Settlement popup. Enter the amount of the transaction in the **MFG CREDIT** field and select Fleet Charge as the Type. The last Fleet Charge Account will populate in the ACCOUNT # field (if one has been set up for the customer). You can select another Account # if there are multiple accounts by clicking the "... " or enter one in manually if one does not exist. **NOTE: If an invalid State Abbreviation code is in the Customer address, the transaction will not Settle. You can "F9-Cancel" the Settlement and manually change the State to a valid State abbreviation (both characters must be uppercase – i.e. TX). The transaction should then Settle unless there is additional validation errors (such as PO format or missing Fleet number)**

The screenshot shows the RIMSS WinNetStar interface. The main window displays an invoice for 'DEREK-APPROVAL' with a status of 'Open'. A 'Settlement' popup window is open, showing a summary of the transaction and payment options.

**Settlement Summary:**

	Taxable	Non-Tax.	Total
SubTotal	\$258.03	\$0.00	\$258.03
Tax	\$25.80		\$25.80
Total	\$283.83	\$0.00	\$283.83

**Payment Options:**

Cash	\$0.00	
Check	\$0.00	Check #
Credit Card	\$0.00	CC Type
Customer Account	\$0.00	
Contract in Transit	\$0.00	Reference
Customer Deposit	\$0.00	
Other	\$0.00	Reference
Mfg Credit	\$283.83	Type: Fleet Charge

**Account #**: 23230013

**Fleet Num.:** **Auth Code**

**Total**: \$283.83  
**Change Due**: \$0.00

**Buttons:** F8 - Save and Print Receipt, F9 - Cancel, F10 - Capture Electronic Signature

**Main Invoice Summary:**

Invoice			Back Order		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.
Sub Total	\$258.03	\$0.00	\$258.03	\$0.00	
Tax	\$25.80		\$25.80	\$0.00	
Total	\$283.83	\$0.00	\$283.83	\$0.00	

**Tax Group**: ST GROUP1 **Rate**: 10.000 % **SubTotal**

Select F8-Save and Print Receipt to finalize the Settlement. **NOTE: In some instances, NAV will require a specific Customer PO Format on the Invoice and/or the Fleet Num on the Settlement popup will be required in order to “Approve” and “Settle” the transaction with NAV. If they are required and are not correct/present, the transaction will not Settle to the account.**

If the transaction is successfully approved and then settled, an Approved pop-up box will display with the Authorization Code. The CC Auth Code# will also populate on the Invoice. Hit OK to proceed.

RIMSS WinNetStar   New Invoice   Customer List

Save   Save and Close   Save and New   Print   Void

**General**   Attachments

Document Type: Invoice   Document #: 0   Invoice #: 301   Document Date: 10/19/2010

Status: Open   Customer PO#:   Salesman: DALE TEAGUE   CC Auth. #: 1507

Memo:

Customer Name and Address   Shipping Information

Name: DEREK-APPROVAL   ☐ Ship To   Shipping Method:   Shipment Date: 10/19/2010

Address 1:   Address 1:   Address 2:   Address 2:   City:   City:   State:   State:   Zip Code:   Zip Code:   Primary Contact: ,

Show Customer Information (F9)

Item Number (Ctrl-N):   F2-Find Customer   F3-Add Misc. Charges   F4-   F10-Appl. Discount

A...	Type	Item Number	Description	Bin	Quantity	List	Subtotal	Discount	Sales Tax	Total	Tax Group	Drop Ship	Quantit
▶	Item	100068R1-100-NAVISTR	GEAR		1.0		\$625.66	\$258.03	\$258.03	\$258.03	ST GROUP1		

**Fleet Charge Transaction**

Approved  
Settlement received  
Authorization code:1507

OK

	Invoice			Back Orders			Total		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total
Sub Total	\$258.03	\$0.00	\$258.03	\$0.00	\$0.00	\$0.00	\$258.03	\$0.00	\$258.03
Tax	\$25.80		\$25.80	\$0.00		\$0.00	\$25.80		\$25.80
Total	\$283.83	\$0.00	\$283.83	\$0.00	\$0.00	\$0.00	\$283.83	\$0.00	\$283.83

Tax Group: ST GROUP1   Rate: 10.000 %   SubTotal

The Invoice will print out to your configured printer (print routing) just like any other POS Invoice. If no print routing is configured, then the Invoice will print to the screen. The Settlement process is the same for Repair Order Invoices and WG Invoices.

## 2. Creating Sales Orders

Here is a new Sales Order to a NAV Fleet Charge customer. If the selected Customer has a NAV Fleet Charge Account on file, the **Fleet Charge Card menu** Item is selectable. Here you can enter an “Authorization” amount to the Customers selected Fleet Charge account. This would be used if you want to “pre-authorize” a transaction for settlement at a later time. You can “pre-authorize” multiple times using this process, thus creating a separate “pre-authorization” each time. The last “pre-authorization” code will be associated with this Sales Order, but can be changed when converting to an Invoice and Settling. If you don’t need to “pre-authorize” an order, then once this Sales Order is converted to an Invoice, you will follow the same processing steps in #1 above, **Creating and Settling POS Invoices**.

The screenshot displays the RIMSS WinNetStar POS interface. At the top, there are tabs for 'RIMSS WinNetStar', 'Customer List', 'POS Sales Order List', and 'POS Document - 356'. Below the tabs is a menu bar with options: 'Save', 'Save and Close', 'Save and New', 'Print', 'Convert to Invoice', 'Void', 'Print Pick List', 'Import Picklist', 'Capture Signature', and 'Fleet Credit Card'. The 'Fleet Credit Card' option is highlighted.

The main form is divided into several sections:

- General:** Document Type: Sales Order, Document #: 356, Invoice #: 0, Document Date: 10/19/2010, Status: Open, Customer PO #: , Salesman: DALE TEAGUE, CC Auth. #: , Memo: .
- Customer Name and Address:** Name: DEREK-APPROVAL, Address 1: , Address 2: , City: , State: , Zip Code: , Primary Contact: .
- Shipping Information:** ☐ Ship To, Shipping Method: , Shipment Date: 10/19/2010.

A dialog box titled 'Fleet Credit Cards' is open in the center, showing 'Select an account:' with a dropdown menu displaying '23230013', and 'Enter total amount:' with a text box containing '\$300.00'. There are 'Close' and 'Send' buttons at the bottom of the dialog.

Below the form is a table with columns: A..., P..., Type, Item Number, Description, Bin, Quantity, Subtotal, Discount, Sales Tax, Total, Tax Group, Drop Ship, and Quantity. The first row shows an item with Item Number 100068R.1-100-NAVISTR, Description GEAR, Quantity 1.0, Subtotal \$625.66, Total \$258.03, and Tax Group ST GROUP 1.

At the bottom, there are two summary tables:

Invoice			Back Orders			Total		
	Taxable	Non-Tax.	Taxable	Non-Tax.	Taxable	Non-Tax.	Taxable	Non-Tax.
Sub Total	\$258.03	\$0.00	\$258.03	\$0.00	\$258.03	\$0.00	\$258.03	\$0.00
Tax	\$25.80		\$25.80		\$25.80		\$25.80	
Total	\$283.83	\$0.00	\$283.83	\$0.00	\$283.83	\$0.00	\$283.83	\$0.00

Customer Deposit	
Original Deposit	\$0.00
Deposit Applied	\$0.00
Unused Deposit	\$0.00

At the bottom right, there is a 'Create Deposit' button.



If you want to “pre-authorize” an amount, on the Sales Order Fleet Credit Card menu item; enter the amount to authorize and select “Send”. If the “pre-authorize” transaction is successful, a pop-up box will display with the Authorization Code. The CC Auth Code# will also populate on the Sales Order. Hit OK to proceed.

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows Help

RIMSS WinNetStar Customer List POS Sales Order List POS Document - 356

Save Save and Close Save and New Print Convert to Invoice Void Print Pick List Import Picklist Capture Signature **Fleet Credit Card**

General Attachments

Document Type: Sales Order Document #: 356 Invoice #: 0 Document Date: 10/19/2010

Status: Open Customer PO#: Salesman: DALE TEAGUE CC Auth. #:

Memo:

Customer Name and Address Shipping Information

Name: DEREK-APPROVAL

Address 1:

Address 2:

City:

State: Zip Code:

Primary Contact:

Shipping Information

☐ Ship To Shipping Method: Shipment Date: 10/19/2010

Address:

City:

State:

Show Customer Information (F9)

Item Number (Ctrl-N): F2-Find Customer F3-Add Misc. Charges F10-Apply Discount

**Fleet Credit Cards**

Select

**Fleet Charge Transaction**

Auth. Code: 1503

OK

A...	Type	Item Number	Description	Bin	Quantity	Subtotal	Discount	Sales Tax	Total	Tax Group	Drop Ship	Quantity				
Item		100068R1-100-NAVISTR	GEAR		1.0	\$625.66	\$258.03	\$258.03	\$258.03	\$258.03	0.00 %	\$25.80	\$283.83	ST GROUP 1		0.0

	Invoice			Back Orders			Total		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total
<b>Sub Total</b>	\$258.03	\$0.00	\$258.03	\$0.00	\$0.00	\$0.00	\$258.03	\$0.00	\$258.03
<b>Tax</b>	\$25.80		\$25.80	\$0.00		\$0.00	\$25.80		\$25.80
<b>Total</b>	\$283.83	\$0.00	\$283.83	\$0.00	\$0.00	\$0.00	\$283.83	\$0.00	\$283.83

Tax Group: ST GROUP 1 Rate: 10.000 % SubTotal

**Customer Deposit**

Original Deposit	\$0.00
Deposit Applied	\$0.00
Unused Deposit	\$0.00

Create Deposit

In the Fleet Charge Transaction list, the “Authorized” transaction will show up. It can be used as the Authorization on a future transaction.

Easy Navigator

RIMSS WinNetStar Customer List POS Sales Order List **Fleet Charge Transaction List**

**Customer Name**  **Invoice #**  **Reference #**

**Period**  **From:**  **To:**

Drag a column header here to group by that column

	Location Name	Ter...	Activity	Invoice Type	Status	Ref...	Invo...	Cust...	Acct...	Invo...	Total
	111	444444	Sale	Parts	Approved	1439	299	DEREK-...	23230013	10/19/...	\$2,360.04
	111	444444	Sale	Parts	Approved	1507	301	DEREK-...	23230013	10/19/...	\$283.83
	111	444444	Authorized			1503	356	DEREK-...	23230013	10/19/...	\$300.00
	111	444444	Sale	Parts	Approved	1806	300	DEREK-...	23230013	10/19/...	\$60.74

When the Sales Order is converted to an Invoice, the transaction can be settled like any other invoice transaction. On the newly converted Invoice, Select **F6-COLLECT PAYMENT** to get the Settlement popup. If the Sales Order was used to create a “pre-authorization” that the last pre-auth code will initially be associated with this invoice. Enter the amount of the transaction in the **MFG CREDIT** field and select **Fleet Charge** as the Type. If there is an existing “pre-authorization”, a popup will display so you can select the desired “pre-authorization” to use (YOU CAN ONLY SELECT AND USE 1 PRE-AUTHORIZATION PER INVOICE).

RIMSS WinNetStar | Customer List | POS Sales Order List | Fleet Charge Transaction List | New Invoice

Save Save and Close Save and New Print Void Import Picklist Fleet Credit Card

General Attachments

Document Type: Invoice Document #: 0 Invoice #: 0 Document Date: 10/19/2010

Status: Open Customer PO #: Salesman: DALE TEAGUE CC Auth. #: 1503

Memo:

Customer Name and Address Shipping Information

Name: DEREK-APPROVAL Address 1: Address 2: City: State: Zip Code: Primary Contact:

Shipping Method: Shipment Date: 10/19/2010 Address 1: Address 2: City: State: Zip Code:

Show Customer Information (F9)

Item Number (Ctrl-N): F2-Find Customer F3-Add Misc. Charges F4-Item Search F5-Apply Core Credits F6-Collect Payment

A...	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount
Item		100068R.1-100-NAVISTR	GEAR		1.0	\$625.66	\$258.03	\$258.03

	Invoice			Back Orders			Total	
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.
Sub Total	\$258.03	\$0.00	\$258.03	\$0.00	\$0.00	\$0.00	\$258.03	\$0.00
Tax	\$25.80		\$25.80	\$0.00		\$0.00	\$25.80	
Total	\$283.83	\$0.00	\$283.83	\$0.00	\$0.00	\$0.00	\$283.83	\$0.00

Tax Group ST GROUP 1 Rate 10.000 % SubTotal

Settlement

	Taxable	Non-Tax.	Total
SubTotal	\$258.03	\$0.00	\$258.03
Tax	\$25.80		\$25.80
Total	\$283.83	\$0.00	\$283.83

Cash \$0.00 Check \$0.00 Credit Card \$0.00 Customer Account \$0.00 Contract in Transit \$0.00 Customer Deposit \$0.00 Other \$0.00 Mfg Credit \$283.83

Check # CC Type Reference Reference Type

Total Change Due \$283.83 \$0.00

F8 - Save and Print Receipt F9 - Cancel F10 - Capture Electronic Signature

Mfg Type AGCO CNH Farm Plan Fleet Charge

On the “Fleet Charge Authorization” popup, select a “pre-authorization” if you want to use an existing authorization for this Customer (can select only one). Click OK when done.

RIMSS WinNetStar Customer List POS Sales Order List Fleet Charge Transaction List New Invoice

Save Save and Close Save and New Print Void Import Picklist Fleet Credit Card

**General** Attachments

Document Type: Invoice Document #: 0 Invoice #: 0 Document Date: 10/19/2010  
 Status: Open Customer PO #: Salesman: DALE TEAGUE CC Auth. #: 1503  
 Memo:

Customer Name and Address Shipping Information

Name: DEREK-APPROVAL  
 Address 1:  
 Address 2:  
 City:  
 State: Zip Code:  
 Primary Contact:

☐ Ship To Shipping Method:  
 Shipment Date:  
 Address 1:  
 Address 2:  
 City:  
 State:

Show Customer Information (F9)

Item Number (Ctrl-N): F2-Find Customer F3-Add Misc. Charges F4-Item Search

A...	Type	Item Number	Description	Bin	Quantity	List Price
▶	Item	100068R1-100-NAVISTR	GEAR		1.0	

**Settlement**

	Taxable	Non-Tax.	Total
SubTotal	\$258.03	\$0.00	\$258.03
Tax	\$25.80		\$25.80
Total	\$283.83	\$0.00	\$283.83

**Fleet Charge Authorizations**

Using the check box, select the pre authorization you would like to use for this purchase

Drag a column header here to group by that column

	Auth. Code	Account Number	Date Authorized	Amount
▶ <input checked="" type="checkbox"/>	1503	23230013	10/19/2010	\$300.00

OK Cancel

F10 - Capture Electronic Signature

	Invoice			Back Orders			Total	
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.
Sub Total	\$258.03	\$0.00	\$258.03	\$0.00	\$0.00	\$0.00	\$258.03	\$0.00
Tax	\$25.80		\$25.80	\$0.00		\$0.00	\$25.80	
Total	\$283.83	\$0.00	\$283.83	\$0.00	\$0.00	\$0.00	\$283.83	\$0.00

Tax Group ST GROUP1 Rate 10.000 % SubTotal



If the transaction is successfully approved and then settled, an Accepted pop-up box will display with the Authorization Code. The CC Auth Code# will also populate on the Invoice. Hit OK to proceed.

RIMSS WinNetStar New Invoice Customer List

Save Save and Close Save and New Print Void

General Attachments

Document Type: Invoice Document #: 0 Invoice #: 301 Document Date: 10/19/2010

Status: Open Customer PO#: Salesman: DALE TEAGUE CC Auth. #: 1507

Memo:

Customer Name and Address Shipping Information

Name: DEREK-APPROVAL

Address 1:

Address 2:

City:

State: Zip Code:

Primary Contact:

Shipping Method:

Shipment Date: 10/19/2010

Address 1:

Address 2:

City:

State:

Show Customer Information (F9)

Item Number (Ctrl-N): F2-Find Customer F3-Add Misc. Charges F4-Apply Discount

F10-Apply Discount

A...	Type	Item Number	Description	Bin	Quantity	List	Subtotal	Discount	Sales Tax	Total	Tax Group	Drop Ship	Quantity			
Item		100068R1-100-NAVISTR	GEAR		1.0	\$625.66	\$258.03	\$258.03	\$258.03	\$258.03	0.00 %	\$25.80	\$283.83	ST GROUP 1		

Fleet Charge Transaction

Approved Settlement received Authorization code:1507

OK

	Invoice			Back Orders			Total		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total
Sub Total	\$258.03	\$0.00	\$258.03	\$0.00	\$0.00	\$0.00	\$258.03	\$0.00	\$258.03
Tax	\$25.80		\$25.80	\$0.00		\$0.00	\$25.80		\$25.80
Total	\$283.83	\$0.00	\$283.83	\$0.00	\$0.00	\$0.00	\$283.83	\$0.00	\$283.83

Tax Group: ST GROUP 1 Rate: 10.000 % SubTotal

The Invoice will print out to your configured printer (print routing) just like any other POS Invoice. If no print routing is configured, then the Invoice will print to the screen. The Settlement process is the same for Repair Order Invoices and WG Invoices.

## D Returns, Voids and Transaction Lists

### 1. Returns

To create Customer Returns, you create a Credit Invoice and settle to Fleet Charge. The Credit Invoice will have a negative Quantity value and a positive Price amount.

Easy Navigator | RIMSS WinNetStar | Customer List | POS Sales Order List | Fleet Charge Transaction List | POS Invoice List | New Invoice

Save Save and Close Save and New Print Void

**General** Attachments

Document Type: Invoice Document #: 0 Invoice #: 0 Document Date: 10/19/2010  
 Status: Open Customer PO #: Salesman: DALE TEAGUE CC Auth. #:  
 Memo:

**Customer Name and Address**  
 Name: DEREK-APPROVAL  
 Address 1:  
 Address 2:  
 City:  
 State: Zip Code:  
 Primary Contact:

**Shipping Information**  
☐ Ship To Shipping Method:  
 Shipment Date: 10/19/2010  
 Address 1:  
 Address 2:  
 City:  
 State: Zip Code:

Show Customer Information (F9)

Item Number (Ctrl-N): F2-Find Customer F3-Add Misc. Charges F4-Item Search F5-Apply Core Credits F6-Collect Payment F10-Apply Discount

A... P...	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Cost	Subtotal	Discount	Sales Tax	Total	Tax Group	Drop Ship	Quantity :
	Misc.	Freight In			-1.0	\$0.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)	0.00 %	\$0.00	(\$100.00)	ST GROUP1	<input type="checkbox"/>	

	Invoice			Back Orders			Total		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total
<b>Sub Total</b>	\$0.00	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$100.00)	(\$100.00)
<b>Tax</b>	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
<b>Total</b>	\$0.00	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$100.00)	(\$100.00)

**Tax Group** ST GROUP1 **Rate** 10.000 % **SubTotal**

Select the Fleet Charge type from Mfg. Credit line.

RIMSS WinNetStar Customer List POS Sales Order List **Fleet Charge Transaction List** POS Invoice List New Invoice

Save Save and Close Save and New Print Void

General Attachments

Document Type: Invoice Document #: 0 Invoice #: 0 Document Date: 10/19/2010  
 Status: Open Customer PO #: Salesman: DALE TEAGUE CC Auth. #:  
 Memo:

Customer Name and Address  
 Name: DEREK-APPROVAL  
 Address 1:  
 Address 2:  
 City:  
 State: Zip Code:  
 Primary Contact:

Shipping Information  
☐ Ship To Shipping Method:  
 Shipment Date: 10/19/2010  
 Address 1:  
 Address 2:  
 City:  
 State: Zip Code:

Show Customer Information (F9)

Item Number (Ctrl-N): F2-Find Customer F3-Add Misc. Charges F4-Item Search F5-Apply Core Credits F6-Collections Payment

A...	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount
▶	Misc.	Freight In			-1.0	\$0.00	\$100.00	(\$100.00)

	Invoice			Back Orders			Total	
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.
Sub Total	\$0.00	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$100.00)
Tax	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	
Total	\$0.00	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$100.00)

Tax Group ST GROUP 1 Rate 10.000 % SubTotal

Settlement

	Taxable	Non-Tax.	Total
SubTotal	\$0.00	(\$100.00)	(\$100.00)
Tax	\$0.00		\$0.00
Total	\$0.00	(\$100.00)	(\$100.00)

Cash \$0.00  
 Check \$0.00  
 Credit Card \$0.00  
 Customer Account \$0.00  
 Contract in Transit \$0.00  
 Customer Deposit \$0.00  
 Other \$0.00  
 Mfg Credit (\$100.00)

Check #  
 CC Type  
 Reference  
 Reference  
 Type Fleet Charge

Account # 23230013  
 Fleet Num.: Auth Code  
 Total (\$100.00)  
 Change Due \$0.00

F8 - Save and Print Receipt  
 F9 - Cancel  
 F10 - Capture Electronic Signature

The Return transaction will not be given an Authorization code.

Easy Navigator | RIMSS WinNetStar | Customer List | POS Sales Order List | Fleet Charge Transaction List | POS Invoice List | New Invoice

Save Save and Close Save and New Print Void

**General** | Attachments

Document Type: Invoice Document #: 0 Invoice #: 307 Document Date: 10/19/2010  
 Status: Open Customer PO #: Salesman: DALE TEAGUE CC Auth. #:  
 Memo:

**Customer Name and Address**  
 Name: DEREK-APPROVAL  
 Address 1:  
 Address 2:  
 City:  
 State: Zip Code:  
 Primary Contact:

**Shipping Information**  
☐ Ship To Shipping Method:  
 Shipment Date: 10/19/2010  
 Address 1:  
 Address 2:  
 City:  
 State:

Show Customer Information (F9)

Item Number (Ctrl+N): F2-Find Customer F3-Add Misc. Charges F4-Item Search F10-Apply Discount

A...	Type	Item Number	Description	Bin	Quantity	List Price	Subtotal	Discount	Sales Tax	Total	Tax Group	Drop Ship	Quantity
▶	Misc.	Freight In			-1.0	\$0.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)	0.00 %	\$0.00	(\$100.00)

ST GROUP 1

	Invoice			Back Orders			Total		
	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total	Taxable	Non-Tax.	Total
<b>Sub Total</b>	\$0.00	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$100.00)	(\$100.00)
<b>Tax</b>	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
<b>Total</b>	\$0.00	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$100.00)	(\$100.00)

Tax Group: ST GROUP 1 Rate: 10.000 % SubTotal

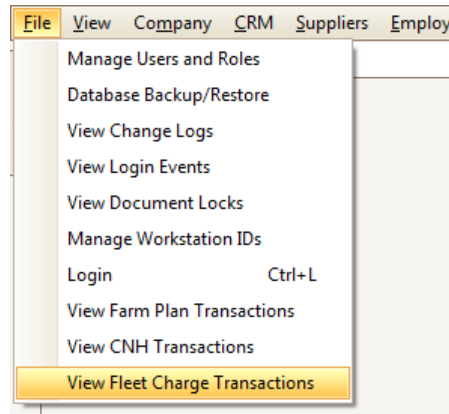
**Fleet Charge Transaction**  
 Approved Settlement received  
 Authorization code:  
 OK

## 2. Voids

Invoices settled to Fleet Charge cannot be Voided. You will have to use a Return to Credit a charge to Fleet Charge.

## 3. Fleet Charge Transactions

Fleet Charge transactions can be viewed using the Fleet Charge transaction list. Select View Fleet Charge Transactions under the File menu item.





Here is the list of Fleet Charge transactions. You can double-click on the Sale or Reversal transactions and open the original source document. An Authorized transaction is a “pre-authorization” that is waiting to be used.

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows Help

RIMSS WinNetStar Fleet Charge Transaction List

Customer Name Invoice # Reference #

Period Custom Date Range

All From: 01/01/2000 To: 12/31/2099 Fetch

Drag a column header here to group by that column

	Location Name	Terminal	Activity	Invoice Type	Status	Reference #	Invoice #	Customer	Acct. Num.	Invoice Date	Total
▶	111	444444	Sale	Parts	Approved	3154	309	Tom Jarrett Ent	22630011	10/20/2010	\$100.00
	111	444444	Sale	Parts	Approved	4299	305	DEREK-APPROVAL	23230013	10/19/2010	\$10.00
	111	444444	Sale	Parts	Approved	1522	304	DEREK-APPROVAL	23230013	10/19/2010	\$300.00
	111	444444	Sale	Parts	Approved	1714	306	DEREK-APPROVAL	23230013	10/19/2010	\$100.00
	111	444444	Sale	Parts	Approved	1559	303	DEREK-APPROVAL	23230013	10/19/2010	\$1,220.00
	111	444444	Authorized			1539	358	DEREK-APPROVAL	23230013	10/19/2010	\$260.00
	111	444444	Sale	Parts	Approved	1439	299	DEREK-APPROVAL	23230013	10/19/2010	\$2,360.04
	111	444444	Reversal	Parts	Approved		307	DEREK-APPROVAL	23230013	10/19/2010	(\$100.00)
	111	444444	Sale	Parts	Approved	1503	302	DEREK-APPROVAL	23230013	10/19/2010	\$483.83
	111	444444	Sale	Parts	Approved	3154	310	TOM JARRETT	22630011	10/20/2010	\$100.00
	111	444444	Sale	Parts	Approved	1507	301	DEREK-APPROVAL	23230013	10/19/2010	\$283.83
	111	444444	Sale	Parts	Approved	3154	308	TOM JARRETT	22630011	10/20/2010	\$100.00
	111	444444	Sale	Parts	Approved	1806	300	DEREK-APPROVAL	23230013	10/19/2010	\$60.74