



Creating a Parts Sales Order and Invoice

Software Development
RIMSS Business Systems Technology

Company Confidential

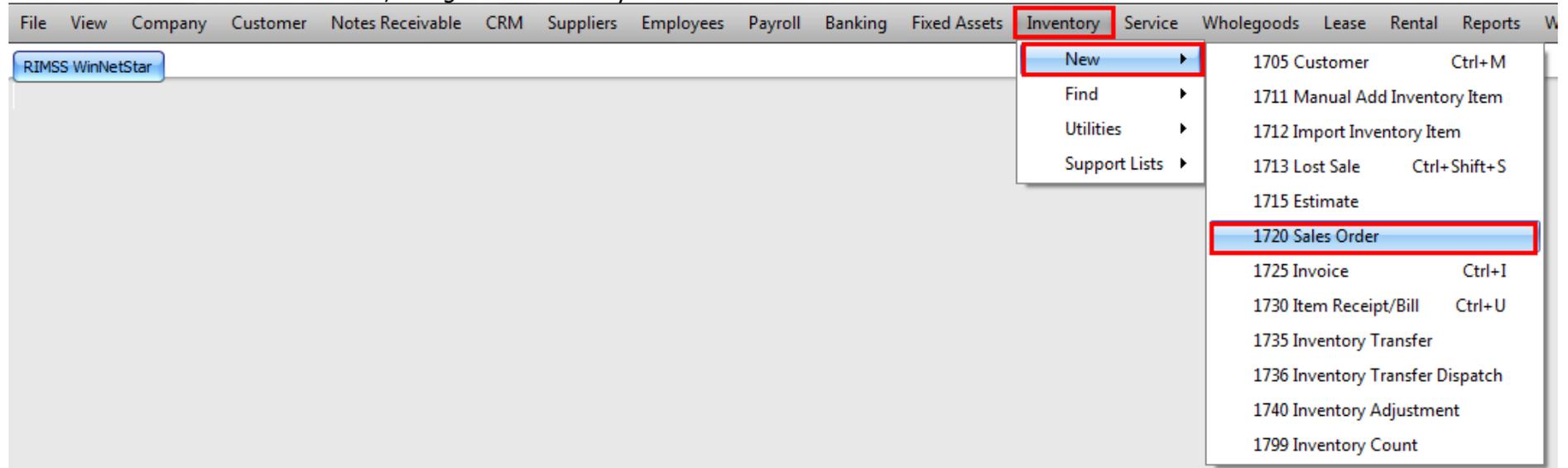
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Instructions for creating a Parts Sales Order and converting into an Parts Invoice. These instructions will cover the basics of creating a Parts Sales Order and Invoice. Due to different scenarios and uses not all examples can be covered. Should you have a particular situation that is not covered in these instructions please contact Customer Support for assistance.

To create a new Parts Sales Orders, navigate to Inventory → New → Sales Order



***** Note *** To have the Salesman field auto-populate based on the login contact RIMSS Support**

Document Type: Sales Order Document #: 0 Invoice #: 0 Document Date: 2/24/2017 Project #: ...
Status: Open Customer PO#: ... Salesman: LEE CHESNUT CC Auth. #: Sub Project #:
Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address **2**

Name: **1** CASH CUSTOMER ...
Address 1: ...
Address 2:
Attention:
City:
State: Zip Code:
Primary Contact:

Shipping Information

Ship To Shipping Method:
Shipment Date: 2/24/2017
Address 1:
Address 2:
Attention:
City:
State: Zip Code:

**#1 Enter the Customer Ref Id in the blue highlighted area
OR
#2 Press the ... to enter the Customer search mode**

Show Customer Information (F9)

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

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales Tax	Total	Tax Group	Back C
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Example of #1 above

RIMSS WinNetStar **New Sales Order**

File Save Save and New Save and Close Print Credit Cards Capture Signature Update Line Item Data Show Open Documents

General Attachments Print History Wholegoods Document Register Document Register Detail Order Status Report Customer Master

Document Type: Sales Order Document #: 0 Invoice #: 0 Document Date: 2/24/2017 Project #:
Status: Open Customer PO#: Salesman: LEE CHESNUT CC Auth. #: Sub Project #:
Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address **1**

Name: GOLDEN RETRIEVER FARMS
Address 1: 2710 TREBLE CREEK
Address 2:
Attention:
City: SAN ANTONIO
State: TX Zip Code: 78258
Primary Contact: DOGG, ROWDY (800) 766-4642

Shipping Information

Ship To Shipping Method:
Shipment Date: 2/24/2017
Address 1:
Address 2:
Attention:
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 F10-Apply Discount

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Disc
----------------	--------------	------	-------------	-------------	-----	----------	------------	-------	--------	----------	------

Example of #2 above

RIMSS WinNetStar **New Sales Order**

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links Windows Help

General Attachments Print History Wholegoods Document Register

Document Type: Sales Order Document #: 0 Invoice #: 0 Document Date: 2/24/2017 Project #:
Status: Open Customer PO#: Salesman: LEE CHESNUT CC Auth. #: Sub Project #:
Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address **2**

Name: CASH CUSTOMER
Address 1:
Address 2:
Attention:
City:
State: Zip Code:
Primary Contact:

Shipping Information

Ship To Shipping Method:
Shipment Date: 2/24/2017
Address 1:
Address 2:
Attention:
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 F10-Apply Discount

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Disc
----------------	--------------	------	-------------	-------------	-----	----------	------------	-------	--------	----------	------

This window will open when pressing the . . . from the Name field. Enter the System ID, Ref Id or Name and press Fetch

Customer List

Add New Restore Layout

System ID Ref ID Name Bus. Phone/Bus. Email/Primary Contact Last Name

100018

Fetch

Default

Drag a column header here to group by that column

Customer Id	Customer Name	Inactive	Customer Type	Price Level	Home Location
-------------	---------------	----------	---------------	-------------	---------------

[Inactive] = 'False' Edit Filter

Entering items/parts into the Sales Order

RIMSS WinNetStar **New Sales Order** [X]

File Save Save and New Save and Close Print Credit Cards Capture Signature Update Line Item Data Show Open Documents

General Attachments Print History Wholegoods Document Register Document Register Detail Order Status Report Customer Master

Document Type: Sales Order Document #: 0 Invoice #: 0 Document Date: 2/24/2017 Project #:
Status: Open Customer PO#: ... Salesman: LEE CHESNUT CC Auth. #: Sub Project #:
Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address Shipping Information

Name: GOLDEN RETREIVER FARMS ...
Address 1: 2710 TREBLE CREEK ...
Address 2:
Attention:
City: SAN ANTONIO
State: TX Zip Code: 78258
Primary Contact: DOGG, ROWDY (800) 766-4642

State: Zip Code:

#1 Enter your Item Number and press enter.

#2 Your Quantity sold will default to 1, enter quantity sold and press OK

Show Customer Information (F9) **1**

Item Number (Ctrl-N): 100-2587 F2-Find Customer F3-Add Misc. Charges F4-Item Search F5-Apply Core Credits F10-Apply Discount

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales Tax
----------------	--------------	------	-------------	-------------	-----	----------	------------	-------	--------	----------	----------	-----------

Item Quantity

Quantity:

2 OK

Searching for items/parts

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking

RIMSS WinNetStar **New Sales Order**

File Save Save and New Save and Close Print Credit Cards Capture Signature Update Line Item Data

General Attachments Print History Wholegoods Document Register Document Register Detail Order Status Report Customer Master

Document Type: Sales Order Document #: 0 Invoice #: 0

#1 Either enter part of the Item Number
or
#2 Press the F4-Item Search to open the Find Inventory Item screen.
(Entering a partial item # will work the same in either case)

#3 Double click on the Item Number to select

Attention: Address 2: City: SAN ANTONIO State: TX Zip Code: 78258 Primary Contact: DOGG, ROWDY (800) 766-4642

Show Customer Information (F9)

Item Number (Ctrl-N): 100- F2-Find Customer F3-Add Misc. Charges F4-Item Search F5-Apply Core Credits

Ass...	Part...	Associations	Type	Item Number	Description	Bin	Quantity
>	D		Item	100-2587-198	RING, SNAP	FE 100...	

Partial Item Number

Find Inventory Item

Location: WILLIAMSTON Price Book: All Price Books Item Number: 100- OEM Vendor: ALL OEM Division: Item Description: Fetch

Category: Group: Class: Pricing Source: Stock Class: Include Catalog: Select All

Drag a column header here to group by this column

Associations	Inactive	Has Associations	Data Source	Location	Price Book	Item Number	Oem Vendor	Oem Division	Description	Package Multiple	QOH	Committed
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-11137	198	RING, SNAP	0.0	0.0	0.
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-11175	198	RING, SNAP	0.0	0.0	0.
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-11187	198	RING, SNAP	0.0	0.0	0.
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-11200	198	RING, SNAP	0.0	0.0	0.
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-11306	198	RING, SNAP	0.0	0.0	0.
>	D	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-1375	198	RING, SNAP	0.0	2.0	0.
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-16112	198	RING, SNAP	0.0	0.0	0.
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-16150	198	RING, SNAP	0.0	0.0	0.
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-16175	198	RING, SNAP	0.0	0.0	0.
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-1675	198	RING, SNAP	0.0	0.0	0.
>	U	False	<input checked="" type="checkbox"/>	Location	WILLIA...	CAS	100-1687	198	RING, SNAP	0.0	0.0	0.

164.00 0.00

[Inactive] = 'False' Edit Filter

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental

RIMSS WinNetStar **POS Document - 244180**

File **Save** Save and New Save and Close Print Convert to Invoice Credit Cards Capture Signature Update Line Item Data Show Open Documents

General Attachments Print History Wholegoods Document Register Document Register Detail Order Status Report Customer Master

Document Type: Sales Order Document #: 244180 Invoice #: 0 Document Date: 2/24/2017 Project #:

Status: Open Customer PO#: Salesman: LEE CHESNUT CC Auth. #: Sub Project #:

Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address Shipping Information

Name: GOLDEN RETRIEVER FARMS Ship To: Shipping Method: Shipment Date: 2/24/2017

Address 1: 2710 TREBLE CREEK Address 2: Address 1:

Attention: City: SAN ANTONIO State: TX Zip Code: 78258 Primary Contact: DOGG, ROWDY (800) 766-4642

Show Customer Information (F9)

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

Ass...	Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount
>	D		Item	100-2587-198	RING, SNAP	FE 100...	1.0000	\$1.48	\$1.410	\$1.410	\$1.41	0.00
>	D		Item	100-1375-198	RING, SNAP	FE 100...	2.0000	\$4.76	\$4.550	\$9.100	\$9.10	0.00

After entering at least 1 Item number press Save to assign a Sales Order # to your document

Selling Items with Core Charge

When an Item is sold and has a Core Charge, the Core Charge is billed at the time. If the customer brings in their "dirty core" you may issue them the Core Credit at that time by pressing the F5-Apply Core Credits as shown below.

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links Windows Help

RIMSS WinNetStar POS Document - 244180 Customer List Catalog Update Inventory Master List

File Save Save and New Save and Close Print Convert to Invoice Credit Cards Capture Signature Update

General Attachments Print History Wholegoods Document Register Document Register Detail Order Status

Document Type: Sales Order Document #: 244180 Invoice #: 0 Document #2
 Status: Open Customer PO#: Salesman: LEE CHESNUT CC Auth:
 Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address Shipping Information
 Name: GOLDEN RETRIEVER FARMS Ship To: Shipping Method:
 Address 1: 2710 TREBLE CREEK Shipment Date: 2/24/2017
 Address 2:
 Attention: SAN ANTONIO
 City: TX Zip Code: 78258
 Primary Contact: DOGG, ROWDY (800) 766-4642

Show Customer Information (F9)

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

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity
<input type="checkbox"/>	D	Item	100-2587-198	RING, SNAP	FE 100...	1.0000
<input type="checkbox"/>	D	Item	100-1375-198	RING, SNAP	FE 100...	2.0000
<input type="checkbox"/>		Item	1338269C1-198	GUARD	FE 133...	1.0000
<input checked="" type="checkbox"/>	D	Item	103807A1R-198	REMAN-ALTERNATOR	B-30	2.0000
<input type="checkbox"/>		Core Chrg.	103807A1R-198	REMAN-ALTERNATOR (Core Cha...	B-30	2.0000

#1 F5-Apply Core Credits to open the Eligible Cores window

#2 Check Mark the Select All box or
 #3 Manually check mark each box
 #4 Press OK to issues Core Credit(s)

Eligible Cores

Using the check box, select the Cores being returned by the customer. If you wish to buy back cores that do not appear on the list, you can manually add those below.

Select All

Drag a column header here to group by that column

Selected	Location	Item #	Description	Inv #	Inv Date	Exp Date	Amt Rec'd
<input checked="" type="checkbox"/>	WILLIAMS...	103807A1...	REMAN-ALTERNATOR	0	2/24/2017	12/31/9999	\$42.00
<input checked="" type="checkbox"/>	WILLIAMS...	103807A1...	REMAN-ALTERNATOR	0	2/24/2017	12/31/9999	\$42.00

Item # Description Qty Price Total

* 0 0 0 0 0

Core Credits Applied

Show Customer Information (F9)

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

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales Tax	Total	Tax Group	Back Order	Drop Ship	Quantity Sold
<input checked="" type="checkbox"/>	D	Item	100-2587-198	RING, SNAP	FE 100...	1.0000	\$1.48	\$1.410	\$1.410	\$1.41	0.00 %	\$0.11	\$1.52	NC MAR...	0.0	<input type="checkbox"/>	0.0000
<input type="checkbox"/>	D	Item	100-1375-198	RING, SNAP	FE 100...	2.0000	\$4.76	\$4.550	\$9.100	\$9.10	0.00 %	\$0.75	\$9.85	NC MAR...	0.0	<input type="checkbox"/>	0.0000
<input type="checkbox"/>		Item	1338269C1-198	GUARD	FE 133...	1.0000	\$21.95	\$20.970	\$20.970	\$20.97	0.00 %	\$1.73	\$22.70	NC MAR...	0.0	<input type="checkbox"/>	0.0000
<input type="checkbox"/>	D	Item	103807A1R-198	REMAN-ALTERNATOR	B-30	2.0000	\$209.44	\$200.090	\$400.180	\$400.18	0.00 %	\$33.01	\$433.19	NC MAR...	0.0	<input type="checkbox"/>	0.0000
<input type="checkbox"/>		Core Chrg.	103807A1R-198	REMAN-ALTERNATOR (Core Cha...	B-30	2.0000	\$42.00	\$42.000	\$84.000	\$84.00	0.00 %	\$6.93	\$90.93	NC MAR...	0.0	<input type="checkbox"/>	0.0000
<input type="checkbox"/>		Core Ret.	103807A1R-198	REMAN-ALTERNATOR (Core Ret...	B-30	-2.0000	\$42.00	\$42.000	(\$84.000)	(\$84.00)	0.00 %	\$0.00	(\$84.00)	NC MAR...	0.0	<input type="checkbox"/>	0.0000

Entering Miscellaneous Charges (Freight, Outside Labor or other non-Inventory items)

The Miscellaneous Charges are setup as needed and apply to each location (if multi-location dealer). Depending on the Miscellaneous Charge setup, they can have a "fixed amount" for the selling price or you will enter the selling price

#1 F3-Add Misc. Charges
#2 The Miscellaneous Charges Window will open
#3 Search for the Misc Charge here by typing a portion of the name
#4 Double click to add the line to the Sales Order

Short Name	Location	Unit	Price	Rate	Amount	Subtotal	Discount	Sales Tax	Total	Tax Group	Back Order	Drop Ship	Quantity Sold	Status	SO#	Weight	Extended Weight	Item Serial Number
Outside Parts		T	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.01	0.01
Outside Labor		N	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
After Hours Parts Fee		N	35.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Bulk Antifreeze		T	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Bulk Freon		T	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Bulk Lube		T	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Bulk Oil		T	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Document Fee - Ag Sales		N	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Document Fee - Truck Sales		N	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Freight - Parts		N	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Mileage - B/S		N	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Mileage - Service		N	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Mileage - Tire		N	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Road Call - Service		N	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Road Call - Tire		N	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00
Shop Supplies - B/S		T	0.00	0.00 %	0.00	0.00			0.00	NC MAR...			0.0000	Open		0	0.00	0.00

Example of selling Freight

Enter Selling Price here

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales Tax	Total	Tax Group	Back Order	Drop Ship	Quantity Sold	Status	SO#	Weight	Extended Weight	Item Serial Number
D		Item	100-2587-198	RING, SNAP	FE 100...	1.0000	\$1.48	\$1.410	\$1.410	\$1.41	0.00 %	\$0.11	\$1.52	NC MAR...			0.0000	Open		0	0.01	0.01
Misc.		Misc.	Freight - Parts			1.0000	\$0.00	\$10.000	\$10.000	\$10.00	0.00 %	\$0.00	\$10.00	NC MAR...			0.0000	Open		0	0.00	0.00

Entering a text line/comment to print on the Invoice

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address

Name: GOLDEN RETRIEVER FARMS

Address 1: 2710 TREBLE CREEK

Address 2:

Attention:

City: SAN ANTONIO

State: TX Zip Code: 78258

Primary Contact: DOGG, ROWDY (800) 766-4642

Shipping Information

Ship To Shipping Method:

Shipment Date: 2/28/2017

Address 1:

Address 2:

Attention:

Click on the + sign to open the Notebook window

Show Customer Information (F9)

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

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales Tax	Total	Tax Group	Back Order	Drop Ship	Quantity Sold
<input type="checkbox"/>	D	Item	100-2587-198	RING, SNAP	FE 100...	1.0000	\$1.48	\$1.410	\$1.410	\$1.41	0.00 %	\$0.11	\$1.52	NC MAR...	0.0	<input type="checkbox"/>	0.0000
<input checked="" type="checkbox"/>		Misc.	Freight - Parts			1.0000	\$0.00	\$10.000	\$10.000	\$10.00	0.00 %	\$0.00	\$10.00	NC MAR...	0.0	<input type="checkbox"/>	0.0000

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address

Name: GOLDEN RETRIEVER FARMS

Address 1: 2710 TREBLE CREEK

Address 2:

Attention:

City: SAN ANTONIO

State: TX Zip Code: 78258

Primary Contact: DOGG, ROWDY (800) 766-4642

Shipping Information

Ship To Shipping Method:

Shipment Date: 2/28/2017

Address 1:

Address 2:

Attention:

City:

State: Zip Code:

Show Customer Information (F9)

Item Number (Ctrl-N): F2-Find Customer

#1 Check mark if Note is to be printed on Sales Order / Invoice

#2 Enter the text to be printed

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales Tax	Total	Tax Group	Back Order	Drop Ship
<input type="checkbox"/>	D	Item	100-2587-198	RING, SNAP							0.00 %	\$0.11	\$1.52	NC MAR...	0.0	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Misc.	Freight - Parts			1.0000	\$0.00	\$10.000	\$10.000	\$10.00	0.00 %	\$0.00	\$10.00	NC MAR...	0.0	<input type="checkbox"/>

Notebook Pricing

Date Entered	Entered By	Print On Invoice	Note
2/28/2017	leerimss	<input checked="" type="checkbox"/>	ENTER YOUR TEXT / COMMENT HERE - YOU MAY ENTER AS MUCH INFORMATION AS NEEDED
		<input type="checkbox"/>	

Converting Sales Order to Invoice to collect payment

Document Type: **Sales Order** Document #: 244180 Invoice #: 0 Document Date: 2/24/2017 Project #:
 Status: Open Customer PO#: Salesman: LEE CHESNUT CC Auth. #: Sub Project #:
 Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address
 Name: GOLDEN RETRIEVER FARMS
 Address 1: 2710 TREBLE CREEK
 Address 2:
 Attention:
 City: SAN ANTONIO
 State: TX Zip Code: 78258
 Primary Contact: DOGG, ROWDY (800) 766-4642

Shipping Information
 Ship To Shipping Method:
 Shipment Date: 2/24/2017

Select Convert to Invoice
***** Note - Document Type will change to Invoice *****

Show Customer Information (F9)

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

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price	Price	Amount	Subtotal	Discount	Sales
> ⊕	D	Item	100-2587-198	RING, SNAP	FE 100...	1.0000	\$1.48	\$1.410	\$1.410	\$1.41	0.00 %	\$0
⊕	D	Item	100-1375-198	RING, SNAP	FE 100...	2.0000	\$4.76	\$4.550	\$9.100	\$9.10	0.00 %	\$0
⊕		Item	1338269C1-198	GUARD	FE 133...	1.0000	\$21.95	\$20.970	\$20.970	\$20.97	0.00 %	\$1
⊕	D	Item	103807A1R-198	REMAN-ALTERNATOR	B-30	2.0000	\$209.44	\$200.090	\$400.180	\$400.18	0.00 %	\$33
⊕		Core Chrg.	103807A1R-198	REMAN-ALTERNATOR (Core Cha...	B-30	2.0000	\$42.00	\$42.000	\$84.000	\$84.00	0.00 %	\$6
⊕		Core Ret.	103807A1R-198	REMAN-ALTERNATOR (Core Ret...		-2.0000	\$42.00	\$42.000	(\$84.000)	(\$84.00)	0.00 %	\$0

Collecting Payment / Settlement Process

RIMSS WinNetStar **New Invoice**

File Save Save and New Save and Close Print Credit Cards Update Line Item Data Show Open Documents

General Attachments Print History Wholegoods Document Register Document Register Detail Order Status Report

Document Type: **Invoice** Document #: 0 Invoice #: 0 Document Date: 2/...
 Status: Open Customer PO#: ... Salesman: LEE CHESNUT CC Auth. #: ...
 Internal Memo: Printed Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address Shipping Information

Name: GOLDEN RETRIEVER FARMS
 Address 1: 2710 TREBLE CREEK
 Address 2:
 Attention:
 City: SAN ANTONIO
 State: TX Zip Code: 78258
 Primary Contact: DOGG, ROWDY (800) 766-4642

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**

Ass... Part...	Associations	Type	Item Number	Description	Bin	Quantity	List Price							
>	D	Item	100-2587-198	RING, SNAP	FE 100...	1.0000	\$1.48	\$1.410	\$1.410	\$1.41	0.00 %	\$0.11	\$1.52	NC MAR...
	D	Item	100-1375-198	RING, SNAP	FE 100...	2.0000	\$4.76	\$4.550	\$9.100	\$9.10	0.00 %	\$0.75	\$9.85	NC MAR...
		Item	1338269C1-198	GUARD	FE 133...	1.0000	\$21.95	\$20.970	\$20.970	\$20.97	0.00 %	\$1.73	\$22.70	NC MAR...
	D	Item	103807A 1R-198	REMAN-ALTERNATOR	B-30	2.0000	\$209.44	\$200.090	\$400.180	\$400.18	0.00 %	\$33.01	\$433.19	NC MAR...
		Core Chrg.	103807A 1R-198	REMAN-ALTERNATOR (Core Cha...	B-30	2.0000	\$42.00	\$42.000	\$84.000	\$84.00	0.00 %	\$6.93	\$90.93	NC MAR...
		Core Ret.	103807A 1R-198	REMAN-ALTERNATOR (Core Ret...		-2.0000	\$42.00	\$42.000	(\$84.000)	(\$84.00)	0.00 %	(\$6.93)	(\$90.93)	NC MAR...

#1 F6 - Collect Payment
 #2 Click/Select Payment Type
 #3 F8 - Save and Print Receipt

Settlement

	Taxable	Non-Tax.	Total
SubTotal	\$431.66	\$0.00	\$431.66
Tax	\$35.60		\$35.60
Total	\$467.26	\$0.00	\$467.26

2

Cash	\$467.26	
Check	\$0.00	Check #
Credit Card	\$0.00	CC Type
Customer Account	\$0.00	Reference
Contract in Transit	\$0.00	Reference
Sales Order Deposit	\$0.00	
Other	\$0.00	

Total \$467.26
 Change Due \$0.00

F8 - Save and Print Receipt 3
 F9 - Cancel
 F10 - Capture Electronic Signature