



## **Monthly Manufacturer Statement Processing**

Software Development  
RIMSS Business Systems Technology

Company Confidential

Copyright ©1983-2017 RIMSS Business Systems Technology

Revised 5/24/2017

This Document contains information proprietary to RIMSS Business Systems Technology. Use or disclosure without written permission is expressly forbidden.

## Monthly Manufacturer Statement Processing When Using Floor Plan Liability Accounts

Manufacturer Statement Shows a net amount owed for the current month as follows:

	Current Amount Due	Floor Plan Balance
<b>Beginning Balance</b>		<b>100,000.00</b>
<b>Parts Charges</b>		
Parts Purchased and Billed On Invoice 1234	500.00	
Parts Purchased and Billed On Invoice 1235	750.00	
<b>Wholegood Charges</b>		
Wholegood Unit 456 Purchased on Floor Plan		15,000.00
Wholegood Unit 789 Purchased on Floor Plan		35,000.00
Curtailement Payment on WG Unit XYZ	1,500.00	(1,500.00)
<b>Interest Charges</b>		
Interest Expense on WG Unit ABC	125.00	
Interest Expense on WG Unit XYZ	75.00	
<b>Other Charges</b>		
Marketing Fees	150.00	
Machine Insurance	750.00	
<b>Credits</b>		
Warranty Credit for Repair Order 69	(375.00)	
Warranty Credit for Repair Order 70	(125.00)	
Advertising Credits	(500.00)	
Parts Returned and Credited on Credit Memo 4567	(350.00)	
Wholegood Returned and Credited on Credit Memo 4568		(750.00)
Volume Discount	(500.00)	
Credit on WG Unit ABC		(125.00)
<b>Net Due This Month</b>	<b>2,000.00</b>	
<b>Ending Balance</b>		<b>147,625.00</b>

In the above example, all of the amounts in the Current Amount Due column need to show up in accounts payable so that you can pay the net amount due of \$2,000.00. The amounts that only show up in the Balance column are not currently due but affect the Floor Plan Liability Account. Some of the amounts in the Current Amount Due column will already be in accounts payable waiting to be paid - others will not. Following are suggested procedures for reconciling and paying these amounts.

## Step 1 - Ensure that all items on the statement are accurately reflected in WinNetStar

### Parts Charges

These amounts should have been recorded by the parts department using an Item Receipt / Bill document when the items were received and later reviewed and edited by the accounting department when the invoice was received. To find these amounts, go to Suppliers>Find>IR / Bill. If you have been entering the suppliers invoice number in the Supplier Reference field on the IR / Bill document, you can use the filter on the IR/ Bill list to easily find the matching document by entering the suppliers invoice number. Ensure that the dollar amounts match exactly and that the correct supplier has been used. If the dollar amounts do not agree, research any differences and make necessary corrections so that the amounts will match.

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

RIMSS WinNetStar IR/Bill List

Add New Refresh Show All Print Layouts

Set your pre-fetch filters to show only Open and Partial IR/Bills and Type in the Supplier name to limit the list to the one Manufacturer. Time Period should be "All".

Doc. Status: Open, Partial Supplier: AGCO Doc. # Supplier R

Period All From: 1/1/2001 To: 12/31/2099 Fetch Custom Date Range

You can use the Supplier Reference Filter to help find the correct document.

Drag a column header here to group by that column

Voided	Type	Status	Doc. #	Supplier Reference	Doc. Date	Supplier Inv. Date	Due Date	Supplier	Original Total	Current Balance	Liability Account
False	Bill	Open	1019	56482	9/4/2014	9/4/2014	10/4/2014	AGCO	\$12.96	\$12.96	BTR-2-20000-01 (ACCOUNTS PAYABLE)
False	Bill	Open	1068	64285	5/8/2017	5/8/2017	5/30/2015	AGCO	\$29.19	\$29.19	BTR-2-20000-01 (ACCOUNTS PAYABLE)
False	Item Receipt	Open	1072	65288	5/11/2017	5/4/2017	6/3/2015	AGCO	\$116.60	\$116.60	BTR-2-20000-01 (ACCOUNTS PAYABLE)
False	Bill	Open	1098	68525	5/17/2017	5/17/2017	6/16/2017	AGCO	\$100.00	\$100.00	BTR-2-20000-01 (ACCOUNTS PAYABLE)
False	Bill	Open	1135	65987	5/15/2017	5/15/2017	1/26/2017	AGCO	(\$1.50)	(\$1.50)	BTR-2-20000-01 (ACCOUNTS PAYABLE)
False	Bill	Open	1139	59785	5/2/2017	5/2/2017	6/1/2017	AGCO	\$11,278.25	\$11,278.25	BTR-2-20000-01 (ACCOUNTS PAYABLE)

If the type has not already been changed from Item Receipt to Bill, do this now. Only those documents that have a type of "Bill" will be accessible when paying bills.

If the amount does not match, double click on the line to open the document for editing. IR/Bill documents are editable until paid or included in an accounting close. You should not perform a hard close until you have reconciled your manufacturer statement.

If you use IR/Bills to book Floor Plan Liabilities to Floor Plan accounts, you will want to filter this list to only show IR/Bills booked to Accounts Payable.

## Wholegood Charges

Purchases of new wholegoods should have already been recorded as they were invoiced from the manufacturer. Go to Company>Find>Chart of Accounts to open the Chart of Accounts. Double click on the appropriate Floor Plan Liability Account to open the transaction register for that account. Select a date range to show the transactions for a period that includes the statement period and ensure that the wholegood liability has been recorded in an amount that matches your statement. If the amounts do not match, double click on the respective line to open the document for editing. If the amounts do not exist, create a Wholegood Journal document to record these amounts.

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

RIMSS WinNetStar Chart of Accounts FLOORPLAN LIABILITY BTR BTR-2-21000-04

Refresh Print Layouts

**Period** All **Custom Date Range** From: 1/1/2001 To: 12/31/2099 Fetch ☐ Retrieve Unreconciled Transactions Only

**MainView**

Drag a column header here to group by that column

Date	Type	Document No.	Check #	Amount	Location	Balance	Reference	Reference ID	Referenc...	Name	Detail Memo	Reconcil
6/19/2015	Wholegood Journal	10024		(\$10,000.00)	Baton Rouge	(\$753,500.00)	(280) 2LIAB	280	Wholegood		BTR-2-2100 -04 (FLOO...	False
6/19/2015	Payment	1042	55	\$8,000.00	Baton Rouge	(\$745,500.00)	(280) 2LIAB	280	Wholegood	AGCO		False
7/2/2015	Wholegood Journal	10025		(\$14,000.00)	Baton Rouge	(\$759,500.00)	(281) AFS	281	Wholegood		BTR-2-21000-04 (FLOO...	False
1/31/2017	IR / Bill	1137		\$10,000.00	Baton Rouge	(\$764,500.00)	(458) 6589521	458	Wholegood	Yoland...		False
5/22/2017	IR / Bill	1143		(\$26,000.00)	Baton Rouge	(\$790,500.00)	(462) F55462	462	Wholegood	FORD		False
5/23/2017	IR / Bill	1144		\$26,000.00	Baton Rouge	(\$764,500.00)	(462) F55462	462	Wholegood	FORD		False

Ensure the dollar amounts match your statement.

You can use the Reference Column filter to easily find the Wholegood based on its System ID or Stock Number. The number in parenthesis is they System ID, the other number is the Stock Number.

-6,000.00

Any required curtailment payments may or may not have been entered at this point. If they have been recorded you should review the amount to ensure that it matches the statement. Do this by opening the transaction register above - any curtailment payments that have already been entered should show up there. If they have not been recorded, you should create either a Journal Entry or an Item Receipt / Bill document to reflect the amount due. An Item Receipt / Bill document might look as follows:

RIMSS WinNetStar IR/Bill - 1147

Save Save and Close Save and New Save and Print Bin Labels Scan Receipt Void Export Layouts Print Receiving Report Save Attachments Add Allocation Line Items Add Sales Tax Group Items

**General** Scheduled Payments Attachments Related Orders

PO #: Doc. # 1147 Doc. Type Bill Doc. Date 5/25/2017 Status Open  
 Name: AGCO Supplier ID: 64 Pmt Terms NET 30 - 1... Due Date 6/24/2017 Supplier Inv. Date 5/25/2017  
 Address 1: 456 Agco St Supplier Ref: Curtailment Payment unit 281  
 Address 2: Supplier Ref ID: 64  
 City: Agco Liability Account BTR-2-20000-01 (ACCOUNTS PAYABLE)  
 State: TX Zip Code: 12345  
 Memo: Curtailment Payment unit 281

Allocation Amount: \$0.00 Allocation Memo:  
 Allocation Desc.: Allocation Type:  
☐ Extended We  
☐ Extended Dol  
☐ Qty Received  
 Allocate

Item Number (Ctrl-N):

	Type	Number	Description	Order Type	Primary Bin	Reference	Rec'd Qty	Qty	Unit Cost	Total	Extended Cost	Memo	PO #
>	<input type="checkbox"/>	G/L	BTR-2-21000-04 (FLOORPLAN LIAB...	AFS Equipment		(281) AFS	1.0	1.0	\$1,500.0000	\$1,500.00	\$1,500.00	Curtailment Payment	0
*	<input checked="" type="checkbox"/>												

Choose Type of GL. Select the appropriate Floor Plan Liability account here. This should be a referenced account and force you to select the corresponding Wholegood.

Once you have selected the specific Wholegood related to this curtailment, the system will insert the ID in the Reference field.

1.00 1.00 Total = \$1,500.00 \$1,500.00

## Interest Charges

Your interest charges have probably not been recorded at this point. You may either expense interest charges as they are incurred, or you may capitalize the interest against each wholegood unit. To record those charges as an expense, you can enter an IR / Bill document or a Journal Entry. An IR / Bill document might look as follows:

RIMSS WinNetStar IR/Bill - 1148

Save Save and Close Save and New Save and Print Bin Labels Scan Receipt Void Export Layouts Print Receiving Report Save Attachments Add Allocation Line Items Add Sales Tax Group Items

**General** Scheduled Payments Attachments Related Orders

PO #: Doc. # 1148 Doc. Type Bill Doc. Date 5/25/2017 Status Open  
Name: AGCO Supplier ID: 64 Pmt Terms NET 30 - 1... Due Date 6/24/2017 Supplier Inv. Date 5/25/2017  
Address 1: 456 Agco St Supplier Ref: Interest Charges  
Address 2: Supplier Ref ID: 64  
City: Agco Liability Account BTR-2-20000-01 (ACCOUNTS PAYABLE)  
State: TX Zip Code: 12345

Allocation Amount \$0.00 Allocation Memo  
Allocation Desc. Allocation Type:  
☐ Extended We  
☐ Extended Dol  
☐ Qty Received  
Allocate

Memo Interest Charges on Manufacturer Statement

Item Number (Ctrl-N):

	Type	Number	Description	Order Type	Primary Bin	Refere...	Recv'd Qty	Qty	Unit Cost	Total	Extended Cost	Memo	PO #	Source Doc Number	Source Doc Ty
>	<input type="checkbox"/>	G/L	BTR-6-67200-04 (INTEREST EXPENSE NEW UNITS)				1.0	1.0	\$200.0000	\$200.00	\$200.00	Interest Charges	0	0	
*	<input checked="" type="checkbox"/>														

1.00 1.00 Total =... \$200.00

To capitalize the interest cost to the wholegood, you could create one new Wholegood Journal for each interest charge as follows:

RIMSS WinNetStar   **New Wholegood Journal** ✕

Save   Save and Close   Save and New   Void   Print

**General**   Attachments

Doc. # 0   Date 5/25/2017 ▼

**Wholegood Info**

System ID 281 ... Stock # AFS   Description AFS Equipment

Serial # AFS   Make POLARIS   Model RANGER 500   Year

**Accounting Info**

Amount - Dr. (Cr.) \$75.00   Accounting Code NEW-BTR   Account BTR-1-36000-01 (WHOLE GOODS INVENTORY - NEW)

Sales Status   Sales Order   Memo Interest Charges

Drag a column header here to group by that column

	Account	Memo	Amount Dr. (Cr.)	Reference	Supplier Ref.	Due Date	Interest Start Date
I	BTR-2-20000-01 (ACCOUNTS ...	BTR-2-20000-01 (ACCOUNTS PAYABLE)	(\$75.00)	(64) AGCO	Interest Expense Unit 281	5/25/2017	5/25/2017
*							

## Other Charges

Other charges on your statement such as Marketing Fees or Machine Insurance have probably not been recorded at this point. You can record these with an Item Receipt / Bill document or a Journal Entry. A Journal Entry to record these accounts, might look as follows:

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

RIMSS WinNetStar Journal Entry - 1038

Save Save and Close Save and New Print Void Create Reversing Entry Copy to New Import Add Sales Tax Group Items

General Attachments

Journal

Document Number: 1038 Journal Entry Date: 5/25/2017 Balance: \$0.00 Memo: Monthly Manufacturer Statement Fees

☐ Reconciled

Shortcut

Shortcut ID Amount Reference ID

Account	Debit Amount	Credit Amount	Memo	Reference
BTR-6-67300-04 (MARKETING FEES)	\$150.00	\$0.00	Monthly Manufacturer Statement Fees	
BTR-2-20000-01 (ACCOUNTS PAYABLE)	\$0.00	\$150.00	Monthly Manufacturer Statement Fees	(64) AGCO
BTR-6-67400-04 (INSURANCE)	\$825.00	\$0.00	Monthly Manufacturer Statement Fees	
> BTR-2-20000-01 (ACCOUNTS PAYABLE)	\$0.00	\$825.00	Monthly Manufacturer Statement Fees	(64) AGCO
* Double-Click to Select an Account...				

**You must create an Accounts Payable entry for the correct Supplier. The offsetting expense account will vary from one dealership to the next based on how your chart of accounts has been set up. If you want to create Profit and Loss Reports by department, be sure to use a general ledger Expense Account ending with the appropriate department code.**

\$975.00 \$975.00



## Part Return Credits

These amounts should have been recorded by the parts department using an Item Receipt / Bill document, when the items were returned and later reviewed and edited by the accounting department, when the credit memo was received. To find these amounts, go to Suppliers>Find>Item Receipt / Bill. If you have been entering the suppliers invoice number in the Supplier Reference field on the Item Receipt / Bill document, you can use the filter on the Item Receipt / Bill list to easily find the matching document by entering the suppliers invoice number. Ensure that the dollar amounts match exactly and that the correct supplier has been used. If the dollar amounts do not agree, research any differences and make necessary corrections so that the amounts will match. If the supplier has been incorrectly selected, the Item Receipt / Bill document must be voided and re-entered with the correct supplier.

An Item Receipt / Bill document for returned parts might look as follows:

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

RIMSS WinNetStar IR/Bill - 1149

Save Save and Close Save and New Save and Print Bin Labels Scan Receipt Void Export Layouts Print Receiving Report Save Attachments Add Allocation Line Items Add Sales Tax Group Items

General Scheduled Payments Attachments Related Orders

PO #: Doc. # 1149 Doc. Type Bill Doc. Date 5/17/2017 Status Open

Name: AGCO Supplier ID: 64 Pmt Terms NET 30 - 1... Due Date 6/16/2017 Supplier Inv. Date 5/17/2017

Address 1: 456 Agco St Supplier Ref. CM4567

Address 2: Supplier Ref ID: 64

City: Agco Liability Account BTR-2-20000-01 (ACCOUNTS PAYABLE)

State: TX Zip Code: 12345

Allocation Amount \$0.00 Allocation Memo

Allocation Desc. Allocation Type: Extended W Extended Do Qty Receiver

Allocate

Memo Return Parts

Item Number (Ctrl-N):

	Type	Number	Description	Order Type	Primary Bin	Refere...	Recv'd Qty	Qty	Unit Cost	Total	Extended Cost	Memo	PO #	Source Doc Number	Source Doc T
<input type="checkbox"/>	Item	0013962U1-AGC	STUB		B4		-3.0	-3.0	\$8.9600	(\$26.88)	(\$26.88)		0	0	
>	Item	1021520M2-AGC	BELT		A6		-1.0	-1.0	\$15.4400	(\$15.44)	(\$15.44)		0	0	
*															

-4.00 -4... Total =... (\$42.32)

## Wholegoods Return Credit

If a Wholegood is returned for credit, the credit should be recorded on a Wholegood Journal or on an IR/Bill. These amounts may or may not have been recorded at this point. Review the transaction register for the floor plan liability account as noted above under Wholegood Charges and match the amounts on your statement to entries in the floor plan liability account. An IR/Bill used to record a returned wholegood might look as follows:

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

RIMSS WinNetStar IR/Bill - 1150

Save Save and Close Save and New Save and Print Bin Labels Scan Receipt Void Export Layouts Print Receiving Report Save Attachments Add Allocation Line Items Add Sales Tax Group Items

**General** Scheduled Payments Attachments Related Orders

PO #: Doc. # 1150 Doc. Type Bill Doc. Date 5/10/2017 Status Open  
Name: AGCO Supplier ID: 64 Pmt Terms NET 30 - 1... Due Date 6/9/2017 Supplier Inv. Date 5/10/2017  
Address 1: 456 Agco St Supplier Ref. CM5578  
Address 2: Supplier Ref ID: 64  
City: Agco  
State: TX Zip Code: 12345  
Memo: Return unit 160

Allocation Amount: \$0.00 Allocation Memo:  
Allocation Desc.: Allocation Type:  
☐ Extended W  
☐ Extended D  
☐ Qty Receiver

Liability Account: BTR-2-21000-04 (FLOORPLAN LIABILITY BTR)

Allocate

This is simply the reverse of the entry to originally record the Wholegood Receipt. The Floorplan account is set for the Liability Account and the Wholegood Inventory account on the GL line. The Rec'd Qty will be -1.

Type	Number	Description	Order Type	Primary Bin	Refere...	Rec'd Qty	Qty	Unit Cost	Total	Extended Cost	Memo	PO #	Source Doc Number	Source Doc T
G/L	BTR-1-36000-01 (WHOLE GOODS INVENTORY - NEW)	TRACTOR			(160) T...	-1.0	-1.0	\$40,000.0000	(\$40,0...	(\$40,000.00)		0	0	

If for any reason a partial credit is given by the manufacturer for a wholegood that will not be returned, you would create a Wholegood Journal or an IR/Bill for the amount of the credit. A Wholegood Journal to record a partial credit might look as follows:

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

RIMSS WinNetStar Wholegood Journal - 10903

Save Save and Close Save and New Void Print

**General** Attachments

Doc. # 10028 Date 5/19/2017

Wholegood Info  
System ID 351 Stock # TC12345 Description Tractor  
Serial # 12345 Make AGCO Model TRACTOR Year

Accounting Info  
Amount - Dr. (Cr.) (\$1,200.00) Accounting Code NEW-BTR Account BTR-1-36000-01 (WHOLE GOODS INVENTORY - NEW)  
Sales Status Sales Order Memo Partial Credit

Drag a column header here to group by that column

Account	Memo	Amount Dr. (Cr.)	Reference	Supplier Ref.	Due Date	Interest Start Date
BTR-2-21000-04 (FLOORPLAN ...)	BTR-2-21000-04 (FLOORPLAN ...)	\$1,200.00	(351) TC12345		5/26/2017	5/26/2017

This is also the reverse of the entry to originally record the Wholegood Receipt. The amount in the header section of the document is recorded as a credit and the amount in the grid line is recorded as a debit.

## Other Credits

Other credits such as advertising co-op credits and volume discounts not tied specifically to a wholegood unit can be entered on a Journal Entry as follows:

RIMSS WinNetStar Journal Entry - 1039

Save Save and Close Save and New Print Void Create Reversing Entry Copy to New Import Add Sales Tax Group Items

**General** Attachments

**Journal**

Document Number: 1039 Journal Entry Date: 5/25/2017 Balance: \$0.00 Memo: Monthly Adv Coop Credits and Volume Discount for May

☐ Reconciled

**Shortcut**

Shortcut ID	Amount	Reference ID

Account	Debit Amount	Credit Amount	Memo	Reference
BTR-2-20000-01 (ACCOUNTS PAYABLE)	\$500.00	\$0.00		(64) AGCO
BTR-6-60100-01 (ADVERTISING AND PROMOTION)	\$0.00	\$500.00		
BTR-2-20000-01 (ACCOUNTS PAYABLE)	\$1,750.00	\$0.00		(64) AGCO
> BTR-4-59200-04 (VOLUME DISCOUNTS - WHOLEGOODS)	\$0.00	\$1,750.00		
* Double-Click to Select an Account...				

**You must create an Accounts Payable entry for the correct supplier. The offsetting expense account will vary from one dealership to the next based on how your chart of accounts has been set up.**

**Advertising co-op credits might be credited to one of your advertising expense accounts. Volume discounts might be credited to a revenue account specifically created to capture the volume discounts. If you want to create Profit and Loss reports by department, be sure to use a general ledger expense account ending with the appropriate department code.**

\$2,250.00 \$2,250.00

## Warranty Credits

The warranty credits should be compared to the warranty receivable amounts that have been recorded for this manufacturer. Your warranty receivables can be viewed in a variety of places in the system. One way is to run a statement for the warranty customer as follows:

### AGCO WARRANTY

### CUSTOMER STATEMENT

as of 5/31/2017

Customer ID: 1803

Date	Transaction Type	Invoice / Doc. #	Due Date	Days Past Due	Amount	Balance
5/16/2017	Service Invoice	10073	5/16/2017	15	577.50	577.50
5/26/2017	Service Invoice	10074	5/26/2017	5	525.00	525.00

These amounts show up on the manufacturer statement as  
Warranty Credits and total \$1,102.50.

Ensure that the receivables recorded in the system match the amount of the credits issued by the manufacturer. If they do not, investigate any differences and make necessary adjustments. If you are receiving credit for warranty work and do not see an accounts receivable amount for that work, it may be because the Repair Order has not been settled. In this case, review the Repair Order List for any Repair Orders that have not yet been settled, edit as needed and settle accordingly. Since the Repair Order becomes read only when settled, any adjustments to settled amounts will need to be made using a Journal Entry. Debit or credit the A/R Trade account as needed to arrive at the correct balance with the offsetting entry going to the appropriate Revenue or Expense account.

A Journal Entry to correct a warranty receivable amount might look as follows:

RIMSS WinNetStar Journal Entry - 1040

Save Save and Close Save and New Print Void Create Reversing Entry Copy to New Import Add Sales Tax Group Items

General Attachments

Journal

Document Number: 1040 Journal Entry Date: 5/26/2017 Balance: \$0.00 Memo: ADJUST WARRANTY PAID BY MFG. RO 12345

☐ Reconciled

Shortcut

Shortcut ID	Amount	Reference ID

Account	Debit Amount	Credit Amount	Memo	Reference
BTR-4-46000-03 (SHOP SALES - WARRANTY)	\$25.00	\$0.00	ADJUST WARRANTY PAID BY MFG. RO 12345	
> BTR-1-11100-01 (A/R - TRADE)	\$0.00	\$25.00	ADJUST WARRANTY PAID BY MFG. RO 12345	(1803) AGCO WARRANTY
* Double-Click to Select an Account...				

You must create an A/R Trade entry for the correct warranty customer. The offsetting revenue or expense account will vary from one dealership to the next based on how your chart of accounts has been set up and based on the nature of the error. In this example, I am assuming that the Repair Order settled by the Service Department had labor charges that were too high in the amount of 25.00.

\$25.00 \$25.00

Now that all activity on the statement has been reconciled to transactions in the system, you are ready for step 2.

## Step 2 - Create an IR/Bill to move the sum of any warranty credits from A/R Trade to Accounts Payable as follows:

RIMSS WinNetStar IR/Bill - 1151

Save Save and Close Save and New Save and Print Bin Labels Scan Receipt Void Export Layouts Print Receiving Report Save Attachments Add Allocation Line Items Add Sales Tax Group Items

**General** Scheduled Payments Attachments Related Orders

PO #: Doc. # 1151 Doc. Type Bill Doc. Date 5/26/2017 Status Open  
Name: AGCO Supplier ID: 64 Pmt Terms NET 30 - 1... Due Date 6/25/2017 Supplier Inv. Date 5/26/2017  
Address 1: 456 Agco St  
Address 2:  
City: Agco  
State: TX Zip Code: 12345  
Supplier Ref. Move Warranty Credits from A/R Trade  
Supplier Ref ID: 64  
Liability Account BTR-2-20000-01 (ACCOUNTS PAYABLE)  
Allocation Amount \$0.00 Allocation Memo  
Allocation Desc. Allocation Type:  
Extended W  
Extended Dc  
Qty Receiver  
Allocate

Memo Move Warranty Credits from A/R Trade

Item Number (Ctrl-N):

Type	Number	Description	Order Type	Primary Bin	Reference	Recv'd Qty	Qty	Unit Cost	Total	Extended Cost	Memo	PO #	Source D Number
G/L	BTR-1-11100-01 (A/R - TRADE)				(1803) AGCO WARRANTY	-1.0	-1.0	\$1,077.5000	(\$1,077.50)	(\$1,077.50)		0	

Choose the correct Supplier. Your Liability Account will be Accounts Payable.  
Create a Type G/L line and choose the A/R Trade account and the correct Warranty Customer when prompted.  
Your Recv'd Qty will be -1 and the Unit Cost will be the total amount of the Warranty Credits.

-1.00 -1... Total =... (\$1,077.50)

### Step 3 - Offset the \$1102.50 credit in A/R Trade against the debits for the warranty customer using a Customer Receipt document:

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

RIMSS WinNetStar New Customer Receipt

Save and Close Save and New Void Save and Print

Go to Customer > New > Customer Receipt  
Select the Warranty Customer Here.

General Attachments

**Receipt**

Document Number: 0 Date: 5/26/2017 Deposit Account: BTR-1-12000-01 (UNDEPOSITE... Payment Received: \$0.00

Customer: AGCO WARRANTY (1803) Payment Method: Cash Credits Selected: \$1,102.50

Total Debits: \$1,102.50 Select All Debits Reference: APPLY WARRANTY CREDITS Total To Apply: \$1,102.50

Total Credits: (\$1,102.50) Select All Credits Memo: APPLY WARRANTY CREDITS Unapplied Credits: \$0.00

Customer Balance: \$0.00 Unused Payment: \$0.00

Apply Credits Apply Payment

Enhanced Legacy

Is Selected	Customer ID	Customer Name	Document Type	Location	Doc. #	Inv. #	Doc. Date	Due Date	Disc. Date	Original Amount	Amount Due	Disc...	Write Off	Credits	Net Amo...	Payment ...
<input checked="" type="checkbox"/>	1803	AGCO WARRANTY	Service Document	Baton ...	10151	10073	5/16/2017	5/1...		\$577.50	\$577.50			(\$577.50)		
<input checked="" type="checkbox"/>	1803	AGCO WARRANTY	Service Document	Baton ...	10152	10074	5/26/2017	5/2...		\$525.00	\$525.00			(\$525.00)		

Total: \$1,102.50 \$0.00 \$0.00 (\$1,102.50) \$0.00 \$0.00

**Unapplied Credits**

Is Selected	Customer ID	Customer Name	Document Type	Location	Document #	Gl Account Description	Original Amount	Doc. Date	Original Amount...	Open Amount	Amount To Apply
<input checked="" type="checkbox"/>	1803	(1803) AGCO WARRANTY	IR / Bill	Baton Rouge	1151		(\$1,077.50)	5/26/2017	(\$1,077.50)	\$0.00	(\$1,077.50)
<input checked="" type="checkbox"/>	1803	(1803) AGCO WARRANTY	Journal Entry	Baton Rouge	1040		(\$25.00)	5/26/2017	(\$25.00)	\$0.00	(\$25.00)

In the top section, select all of the Warranty Invoices that are being offset.  
In the bottom section, select all of the credits you want to apply to the invoices.  
Click Apply Credits on the top right area of the document. Your Payment Received, Unused Payment, and Payment Applied should all equal 0.00. If they do not, make sure you have all appropriate documents selected and that your offsetting credits were created correctly.  
When finished, click Save and Close, Save and New, or Save and Print.

\$0.00 (\$1,102.50)

## Step 4 – Go to: Supplier > New > Pay Supplier Statement

If your Supplier does not show in the Supplier drop down, you will need to set them to Pay by Statement. Go to the Supplier Master Record, Details Tab, check the box to "Pay by Statement", then Save and Close. While working in the document you can Save or Save and Finish Later at any time. The next time you go to Supplier > New > Pay Supplier Statement and choose this Supplier again, it will reload the document with the changes you have saved. Refresh will load any new transactions or changes to existing transactions added in the system after you started working on the document.

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

RIMSS WinNetStar **New Supplier Statement Reconciliation**

Save Save and Finish Later Save and Create Payment Document

Supplier: AGCO Payment Acct: BTR-1-10000-01 (BUSINESS PAY AS Y...)

Memo: May Manufacturer Statement Payment

G/L Balance: \$722,611.22  
Balance After Pmt: \$722,611.22

Payment Date: 5/26/2017  
Payment Type: Cash / ACH

Statement Date: 5/26/2017  
Statement Balance: \$10,799.08  
Selected Items: \$0.00  
Difference: \$10,799.08  
Total Amount Paid: \$0.00

☐ Select All

**Choose your Supplier and the Bank Account that you will pay your statement from.**

**Select the items you want to include in the payment here. If all transactions will be included, click "Select All".**

**1. Choose your Payment Date, Payment type, and Statement Date.  
2. The statement balance will equal the total amount of items selected. (It may not match your statement balance if you are not paying all invoices in full). You can edit this amount once you have the payment completed if needed.  
3. The Selected Items, Difference, and Amount Paid are all system calculated fields.**

Apply	Document Date	Location Name	Supplier Reference	Supplier Invoice Date	Document Type	Document Number	Original Amount	Open Amount	Amount Paid	Due Date	Header Memo	Detail Memo
<input type="checkbox"/>	5/25/2017	Baton Rouge		5/25/2017	Journal Entry	1038	\$150.00	\$150.00	\$0.00		Monthly Ma...	Monthly Ma...
<input type="checkbox"/>	5/25/2017	Baton Rouge		5/25/2017	Journal Entry	1038	\$825.00	\$825.00	\$0.00		Monthly Ma...	Monthly Ma...
<input type="checkbox"/>	5/25/2017	Baton Rouge	Interest Expe...	5/25/2017	Wholegood ...	10027	\$75.00	\$75.00	\$0.00	5/25/2017	Interest Ch...	BTR-2-200...
<input type="checkbox"/>	9/4/2014	Baton Rouge	56482	9/4/2014	IR / Bill	1019	\$12.96	\$12.96	\$0.00	10/4/2014		
<input type="checkbox"/>	5/8/2017	Baton Rouge	64285	5/8/2017	IR / Bill	1068	\$29.19	\$29.19	\$0.00	5/30/2015		
<input type="checkbox"/>	5/17/2017	Baton Rouge	68525	5/17/2017	IR / Bill	1098	\$100.00	\$100.00	\$0.00	6/1/2017		
<input type="checkbox"/>	5/2/2017	Baton Rouge	59785	5/2/2017	IR / Bill	1139	\$11,278.25	\$11,278.25	\$0.00	6/1/2017		
<input type="checkbox"/>	5/25/2017	Baton Rouge	Curtailment Pa...	5/25/2017	IR / Bill	1147	\$1,500.00	\$1,500.00	\$0.00	6/24/2017	Curtailment...	
<input type="checkbox"/>	5/25/2017	Baton Rouge	Interest Charges	5/25/2017	IR / Bill	1148	\$200.00	\$200.00	\$0.00	6/24/2017	Interest Ch...	
<input type="checkbox"/>	5/15/2017	Baton Rouge	65987	5/15/2017	IR / Bill	1135	(\$1.50)	(\$1.50)	\$0.00			
<input type="checkbox"/>	5/17/2017	Baton Rouge	CM4567	5/17/2017	IR / Bill	1149	(\$42.32)	(\$42.32)	\$0.00		Return Parts	
<input type="checkbox"/>	5/25/2017	Baton Rouge		5/25/2017	Journal Entry	1039	(\$500.00)	(\$500.00)	\$0.00		Monthly Ad...	
<input type="checkbox"/>	5/25/2017	Baton Rouge		5/25/2017	Journal Entry	1039	(\$1,750.00)	(\$1,750.00)	\$0.00		Monthly Ad...	
<input type="checkbox"/>	5/26/2017	Baton Rouge	Move Warrant...	5/26/2017	IR / Bill	1151	(\$1,077.50)	(\$1,077.50)	\$0.00		Move Warr...	

\$10,799.08 \$0.00 \$0.00

**If you want to pay partial amounts on an invoice or take partial credits, you can type in the amount you would like applied in the "Amount Paid" column. Amounts to pay will be positive, account credits will**



Once you have selected all items for payment and all credits to be included, you will want to verify that the Total Amount Paid matches the payment you made on your Manufacturer Statement (\$10,799.08). In this example, there were no partial payments or credits entered, so my Statement Balance, Selected Items, and Amount Paid are the same. If there are partial payments, the Amount Paid will be different. The Statement Balance must equal the Selected Items and the Amount Paid must equal your payment to your supplier before you Save and Create your Payment Document.

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

RIMSS WinNetStar New Supplier Statement Reconciliation

Save Save and Finish Later Save and Create Payment Document Refresh Grid Print

Supplier: AGCO Payment Acct: BTR-1-10000-01 (BUSINESS PAY AS Y... Statement Date: 5/26/2017

Memo: May Manufacturer Statement Payment G/L Balance: \$722,611.22

\$711,812.14

5/26/2017

Cash / ACH

**Now that my Statement Reconciliation is in balance, I can click "Save and Create Payment Document" to finalize.**

**These two amounts must be equal and your Difference 0.00 in order to finalize the payment document.**

Statement Balance: \$10,799.08

Selected Items: \$10,799.08

Difference: \$0.00

Total Amount Paid: \$10,799.08

☒ Select All

Apply	Document Date	Location Name	Supplier Reference	Supplier Invoice Date	Document Type	Document Number	Original Amount	Open Amount	Amount Paid	Due Date	Header Memo	Detail Memo
<input checked="" type="checkbox"/>	5/25/2017	Baton Rouge		5/25/2017	Journal Entry	1038	\$150.00	\$150.00	\$150.00			Monthly Ma...
<input checked="" type="checkbox"/>	5/25/2017	Baton Rouge		5/25/2017	Journal Entry	1038	\$825.00	\$825.00	\$825.00			Monthly Ma...
<input checked="" type="checkbox"/>	5/25/2017	Baton Rouge	Interest Expe...	5/25/2017	Wholegood ...	10027	\$75.00	\$75.00	\$75.00			2-200...
<input checked="" type="checkbox"/>	9/4/2014	Baton Rouge	56482	9/4/2014	IR / Bill	1019	\$12.96	\$12.96	\$12.96	10/4/2014		
<input checked="" type="checkbox"/>	5/8/2017	Baton Rouge	64285	5/8/2017	IR / Bill	1068	\$29.19	\$29.19	\$29.19	5/30/2015		
<input checked="" type="checkbox"/>	5/17/2017	Baton Rouge	68525	5/17/2017	IR / Bill	1098	\$100.00	\$100.00	\$100.00	6/16/2017	1	
<input checked="" type="checkbox"/>	5/2/2017	Baton Rouge	59785	5/2/2017	IR / Bill	1139	\$11,278.25	\$11,278.25	\$11,278.25	6/1/2017		
<input checked="" type="checkbox"/>	5/25/2017	Baton Rouge	Curtailment Pa...	5/25/2017	IR / Bill	1147	\$1,500.00	\$1,500.00	\$1,500.00	6/24/2017		Curtailment Payment unit 281
<input checked="" type="checkbox"/>	5/25/2017	Baton Rouge	Interest Charges	5/25/2017	IR / Bill	1148	\$200.00	\$200.00	\$200.00	6/24/2017		Interest Charges on Manufac...
<input checked="" type="checkbox"/>	5/15/2017	Baton Rouge	65987	5/15/2017	IR / Bill	1135	(\$1.50)	(\$1.50)	(\$1.50)			
<input checked="" type="checkbox"/>	5/17/2017	Baton Rouge	CM4567	5/17/2017	IR / Bill	1149	(\$42.32)	(\$42.32)	(\$42.32)			Return Parts
<input checked="" type="checkbox"/>	5/25/2017	Baton Rouge		5/25/2017	Journal Entry	1039	(\$500.00)	(\$500.00)	(\$500.00)			Monthly Adv Coop Credits an...
<input checked="" type="checkbox"/>	5/25/2017	Baton Rouge		5/25/2017	Journal Entry	1039	(\$1,750.00)	(\$1,750.00)	(\$1,750.00)			Monthly Adv Coop Credits an...
<input checked="" type="checkbox"/>	5/26/2017	Baton Rouge	Move Warrant...	5/26/2017	IR / Bill	1151	(\$1,077.50)	(\$1,077.50)	(\$1,077.50)			Move Warranty Credits from ...

**The Total Amount Paid must equal your payment to your Manufacturer.**

\$10,799.08 \$10,799.08 \$10,799.08

Step 5 - Ensure that the ending Floor Plan balance per the statement matches the general ledger as of the statement date:

Create a Trial Balance Report  
Reports > Financial > Trial Balance  
as of the Manufacturer's Statement date and compare the  
balance to the statement.

(Preliminary) Trial Balance  
May 26, 2017

Account Number	Description	Account Type	Balance
BTR-1-10000-01	BUSINESS PAY AS YOU GO	BANK	711,812.14

BTR-2-22000-01	ATB MASTERCARD	CREDIT CARD PAYABLE	-1,227.25
BTR-2-20001-01	A/P BTR	OTHER CURRENT LIABILITY	-130,953.44
BTR-2-21000-04	FLOORPLAN LIABILITY BTR	OTHER CURRENT LIABILITY	-721,800.00
BTR-2-21001-04	FLOORPLAN LIABILITY BTR 2	OTHER CURRENT LIABILITY	-4,000.00
BTR-2-23200-03	FLAT RATE CLEARING	OTHER CURRENT LIABILITY	1,970.00

Once you have verified your Floor Plan balance is correct, you have completed your Manufacturer Statement Processing.