



Recurring Payments and Recurring Journal Entries

Software Development
RIMSS Business Systems Technology

Company Confidential

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For journal entries and payments that are basically the same each time with perhaps the exception of the amounts, you can create templates to make the entering of these documents easier. First you want to go to Company → Find → Document Template. Here you will find the existing templates you have but this is also where you add new ones.

[illegible]

Click the Add New button in the upper left of the screen and choose whether you are creating a Journal Entry or Payment. Click OK to select your option

Add New Refresh Show All Print Restore Layout Create and Save Selected Documents Create Selected Document								
<input type="checkbox"/> Select All								
	Location	Template #	Group	Name	Document Type	Last Used	Amount	
<input type="checkbox"/>	WILLIAMST...	5		TIRE DEPT	Journal Entry		\$21,168.57	
<input type="checkbox"/>	WILLIAMST...	6	CHECK PAYMENTS	TENSAS TRAILER PAYM'T	Payment	2/3/2014	\$445.16	
<input type="checkbox"/>	WILLIAMST...	15	CHECK PAYMENTS	FLOOR CLEANER PAYM'T	Payment	4/2/2013	\$279.37	
<input type="checkbox"/>	WILLIAMST...	17	CHECK PAYMENTS	LJR DIVIDENDS	Payment	1/4/2017	\$10,774.50	
<input type="checkbox"/>	WILLIAMST...	18	CHECK PAYMENTS	MAL CONSULTING & DI...	Payment	1/4/2017	\$2,287.00	
<input type="checkbox"/>	WILLIAMST...	21	CHECK PAYMENTS	BROTHER - RENT	Payment	1/4/2017	\$23,000.00	
<input type="checkbox"/>	WILLIAMST...	22	CHECK PAYMENTS	EMP WKLY SAVINGS	Payment	11/25/2016	\$318.00	
<input type="checkbox"/>	WILLIAMST...	23	CHECK PAYMENTS	WEEKLY CHILD SUPPORT	Payment	1/9/2017	\$659.31	
> <input type="checkbox"/>	WILLIAMST...	30	JOURNAL	RECURRING ENTRIES - ...	Journal Entry	1/9/2017	\$18,678.62	
<input type="checkbox"/>	WILLIAMST...	33	CHECK PAYMENTS	HSA MELLON WEEKLY	Payment	1/9/2017	\$0.00	
<input type="checkbox"/>	WILLIAMST...	34	CHECK PAYMENTS	BC/BS MONTHLY	Journal Entry	11/29/2013	\$1,296.30	
<input type="checkbox"/>	WILLIAMST...	36	PAYROLL	WEEKLY PAYROLL	Journal Entry	1/5/2017	\$69,335.50	
<input type="checkbox"/>	WILLIAMST...	39	CHECK PAYMENTS	UNITED HEALTHCARE	Payment	6/2/2015	\$25,601.78	
<input type="checkbox"/>	WILLIAMST...	42	JOURNAL	OVERHEAD MONTHLY ...	Journal Entry	12/16/2016	\$20,241.29	
<input type="checkbox"/>	WILLIAMST...	57	CHECK PAYMENTS	BC/BS AGED OUT INS	Payment	1/9/2017	\$1,274.20	
<input type="checkbox"/>	WILLIAMST...	64	CHECK PAYMENTS	SPECTRIO - AMS	Payment	6/19/2013		
<input type="checkbox"/>	WILLIAMST...	69	CHECK PAYMENTS	FORD F150 L Jr	Payment	12/2/2014		
<input type="checkbox"/>	WILLIAMST...	71	CHECK PAYMENTS	BB&T NOTE 45	Payment	8/20/2013		
<input type="checkbox"/>	WILLIAMST...	78	CHECK PAYMENTS	MERTON'S F150	Payment	2/3/2014		
<input type="checkbox"/>	WILLIAMST...	84	CHECK PAYMENTS	WIL SERV TRK	Payment	8/14/2013		
<input type="checkbox"/>	WILLIAMST...	85	CHECK PAYMENTS	AFLAC	Payment	12/12/2016		
<input type="checkbox"/>	WILLIAMST...	88	CHECK PAYMENTS	DEALERS CHOICE	Payment	2/24/2014	\$34,652.00	
<input type="checkbox"/>	WILLIAMST...	89	CHECK PAYMENTS	ALLY - DODGE RAM	Payment	12/7/2016	\$601.05	
<input type="checkbox"/>	WILLIAMST...	91	CHECK PAYMENTS	Bobby - car payment	Payment	10/31/2013	\$235.60	
<input type="checkbox"/>	WILLIAMST...	92	CHECK PAYMENTS	WELLS FARGO - 2013 ...	Payment	10/16/2014	\$1,105.48	
<input type="checkbox"/>	WILLIAMST...	95	CHECK PAYMENTS	Troy Ward Cell phone	Payment	1/4/2017	\$60.00	

Add New Template

Document Type:

Journal Entry
Journal Entry
Payment

OK

If you choose Journal Entry, the screen below will appear. Enter the Template Name. If you have template groups set up (Company → Company Support Lists → Template Groups) specifying the type of template, you can select that under the Template Group. Otherwise leave it blank. If you want to enter a Memo that will appear on each journal created with this template, enter it in top memo field. Then you will enter the GL accounts and amounts into the template just like you would for a regular journal entry. Once you have your journal complete, click the Save and Close button.

SaveSave and CloseSave and New

Template Name and Group

Template Name: PROPERTY INSURANCETemplate Group: JOURNAL

Journal

Document NumberJournal Entry Date:Balance:Memo

☐ Reconciled

\$0.00MONTHLY INSURANCE PAYMENT

Shortcut

Shortcut IDAmountReference ID

Account	Debit Amount	Credit Amount	Memo	Reference
WIL-6-03300-01 (INSURANCE RE EST - PARENT)	\$1,200.00	\$0.00		
> GAT-1-10201-01 (CASH IN BANK (SOUTHERN))	\$0.00	\$1,200.00		
* Double-Click to Select an Account...				

\$1,200.00\$1,200.00



When you are ready to create a journal entry from this template, you will check the Select box on the left and choose either Create and Save Selected Documents or Create Selected Documents. Do not double click on the template or all you will be doing is making changes to the template. If you click the Create and Save option, you will not be given a chance to edit your journal on this screen. It will just create and save the document as is. If you would need to make changes, you would then have to find the new document and edit it.

RIMSS WinNetStar

Find Document Template

Add New Refresh Show All Print Restore Layout Create and Save Selected Documents Create Selected Document

☐ Select All

	Location	Template #	Group	Name	Document Type	Last Used	Amount
				prop			
>	<input checked="" type="checkbox"/> WILLIAMST...	224	JOURNAL	PROPERTY INSURANCE	Journal Entry		\$1,200.00

If you choose the Create Selected Document option then the new journal entry will show on the screen and give you the option of making changes. Once all changes have been made, click the Save and Close button

RIMSS WinNetStar

Find Document Template

New Journal Entry

SaveSave and CloseSave and NewPrintVoidImportAdd Sales Tax Group Items

General

Attachments

Journal

Document NumberJournal Entry Date:Balance:Memo

03/20/2017\$0.00MONTHLY INSURANCE PAYMENT

☐ Reconciled

Shortcut

Shortcut IDAmountReference ID

Account	Debit Amount	Credit Amount	Memo	Reference
> WIL-6-03300-01 (INSURANCE RE EST - PARENT)	\$1,200.00	\$0.00		
GAT-1-10201-01 (CASH IN BANK (SOUTHERN))	\$0.00	\$1,200.00		
* Double-Click to Select an Account...				

If you choose Payment as your template type, the screen below will appear. Give it a Template Name and Template group (if groups are being used). Fill out the remainder of the payment as if you were creating a new payment. Once complete, choose Save and Close

RIMSS WinNetStar
Find Document Template
New Template

Save
Save and Close
Save and New

Template Name and Group

Template Name: INSURANCE PAYMENT
Template Group: CHECK PAYMENTS

Pmt Type: System Check
CC Type:
Pmt Acct: WIL-1-10202-01 (CASH IN BANK (...))
G/L Balance: \$5,000.00

Pay to the order of:
Name: WESCO INSURANCE COMPANY
Address 1:
Address 2:
City:
State:
Zip Code:
Number / Ref.: To Be Printed
Amount: \$0.00
Memo:

Remittance Advice

Date	Reference	Gross Amount	Discount	Adjustment	Net Amount
> 3/20/2017		\$1,000.00	\$0.00	\$0.00	\$1,000.00
		\$1,000.00	\$0.00	\$0.00	\$1,000.00

General Ledger Accounts

Account	Amount	Memo	Reference
WIL-6-03300-01 (INSURANCE RE EST - PARENT)	\$1,000.00		
Double Click to Select an Account...			

\$1,000.00

As with the journal entry above, when you are ready to create the document, click the select box and choose the Create option to create the document. With Payment documents, you must choose the “Create Selected Document”. If you choose the other option, you will be given a message that this type of save cannot be used with payments.

RIMSS WinNetStar

Find Document Template

Add New Refresh Show All Print Restore Layout Create and Save Selected Documents Create Selected Document

☐ Select All

	Location	Template #	Group	Name	Document Type	Last Used	Amount
				Ins			
>	<input checked="" type="checkbox"/> WILLIAMST...	225	CHECK PAYMENTS	INSURANCE PAYMENT	Payment		\$1,000.00

☒ Starts with([Name], 'Ins')

Edit Filter

Upon clicking the Create button, the payment screen will appear with the information from the template. Any of this information can be changed prior to printing the check. When all information is correct, click the Save and Print Check option

Save Save and Close Save and New Save and Print Check Calculate Amount Void Print Remittance Advice Save Attachments

General Attachments

Pmt Type: System Check CC Type: Pmt Acct: WIL-1-10202-01 (CASH IN BANK (...) G/L Balance: \$4,000.00

Pay to the order of: Name: WESCO INSURANCE COMPANY Address 1: Address 2: City: State: Zip Code: Number / Ref. To Be Printed Date: 3/20/2017 Amount: \$1,000.00 Reconciled ☐

One Thousand and 00/100*****

Memo

Remittance Advice

Date	Reference	Gross Amount	Discount	Adjustment	Net Amount
> 3/20/2017		\$1,000.00	\$0.00	\$0.00	\$1,000.00
*					

\$1,000.00 \$0.00 \$0.00 \$1,000.00

General Ledger Accounts

Account	Amount	Memo	Reference
> WIL-6-03300-01 (INSURANCE RE EST - PARENT)	\$1,000.00		
* Double Click to Select an Account...			

Enter your starting check number, select the check(s) you want to print and click the Print button to print the checks

RIMSS WinNetStar

Find Document Template

Checks To Be Printed

Refresh

1. Select the bank account to use:

WIL-1-10202-01 (CASH IN BANK (CHECKI...

2. Select the checks you wish to print below (You have selected 2 Checks for a total of \$2,000.00)

3. Select the starting Check Number:

1234

Last Check Number Used: 0

4. Print Selected Checks

Print

☐ Select All

	Bank Account	Date	Pay To the Order of	Amount	Memo
>	<input checked="" type="checkbox"/> WIL-1-10202-01 (CASH IN BANK (CHECKING - FIRST SO...	3/20/2017	WESCO INSURANCE COMPANY	\$1,000.00	
	<input checked="" type="checkbox"/> WIL-1-10202-01 (CASH IN BANK (CHECKING - FIRST SO...	3/20/2017	WESCO INSURANCE COMPANY	\$1,000.00	