



Monthly AR Statement Processing

Software Development
RIMSS Business Systems Technology

Company Confidential

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Revised 4/11/2017

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Go to Customer → Customer Statements. Unless you are still in the month you are running statements for, the Statement Period should be Last Month. Check the desired “Do not create statements” boxes for those statement types you do not wish to print on this statement run. Click Fetch. This will bring up all customer that have statements that fit the criteria selected. If you do not wish to print any of these customers, uncheck them on the left of the name. If you want to see what the statement will look like, you can choose the Preview Selected Statement button. Be aware that a new tab will open for each statement so only choose a few at a time (maximum of 10). Select the Print Statement button to print them to your default printer. If the Include Invoices option is checked then the invoices for the same period will print following that customer’s statement.

RIMSS WinNetStar **Customer Statements**

Restore Layout

Create Statements | Current Statements

Statement Period: Period: Last Month, From Date: 2/1/2017, To Date: 2/28/2017

Do Not Create Statements:

- With a Zero Balance
- With No Account Activity
- With a Credit Balance

Fetch | Preview Selected Statements | Print Selected Statements | Email Selected Statements

Select All

Selected	Customer Name	Customer Ref ID	Location	Inactive	Bill To Address	Activity	Balance	Include Invoices	Email Statement	Statement Email Address
<input checked="" type="checkbox"/>	10 PT NCDA & CS / ACCOUNTS PA...	8941	WILLIAMSTON	False	1001 MAIL SERVICE CENTER, RALEIGH, NC, 27699	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	20 GROUP FALL MEETING	8723	WILLIAMSTON	False		False	\$3,307.45	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	2012 RECONCILE A/R	6452	WILLIAMSTON	False		False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	47 TRUCKING	5209	GATES	False	369 BARFIELD ROAD, EURE, NC, 27935	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & A ATLANTIC INC	5040	ROCKY MOUNT	False	PO BOX 816, MANTEO, NC, 27954	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & E TRANSPORTS	240	WILLIAMSTON	False	523 SPRUILL RD, ROPER, NC, 27970	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & F TRUCKING	4293	WILLIAMSTON	False	207 WOODHAVEN RD, GREENVILLE, NC, 27858	True	\$1,539.87	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & G ENTERPRISES INC	3543	GATES	False	12227 WASHINGTON HIGHWAY, ASHLAND, VA, 23005	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & S ENGINEERING	3661	WILLIAMSTON	False	203 MAIN STREET, HWY 258 S, SCOTLAND NECK, NC, 27874	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A B F FREIGHT SYSTEM INC	539	WILLIAMSTON	False	PO BOX 2206, ROCKY MOUNT, NC, 27802-2206	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A J McLAHWORN JR	5904	WILLIAMSTON	False	4206 BLACKJACK-SIMPSON ROAD, GREENVILLE, NC, 27858	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A M D FARMS	2900	WILLIAMSTON	False	2015 HWY 97, HOBGOOD, NC, 27843	True	\$1,172.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A M DAVIS TRUCKING	19562	WILLIAMSTON	False	PO BOX 39, HOBGOOD, NC, 27843	True	\$3,166.29	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A T BYRUM & SON INC	9803	WILLIAMSTON	False	PO BOX 625, AHOSKIE, NC, 27910-0625	True	\$210.52	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A-1 TREE INC	5488	WILLIAMSTON	False	3301 Old Cherry Point Road, New Bern, NC, 28560	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	AARONS - TARBORO	6589	ROCKY MOUNT	False	1104 WESTERN BLVD, TARBORO, NC, 27886	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	AARON'S, INC.	150	WILLIAMSTON	False	PO BOX 100039, KENNESAW, GA, 30144	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ABDUL - LATEEF ALEEM	7226	ROCKY MOUNT	False	2518 CRYSTAL DRIVE, WILSON, NC, 27893	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ABHW CONCRETE	268	WILLIAMSTON	False	347 S WHARTON STATION RD, WASHINGTON, NC, 27889	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ABM PARTNERSHIP	275	WILLIAMSTON	False	2961 OLD CREEK RD, GREENVILLE, NC, 27834	True	\$107.79	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ABRAMS BARBEQUE	140	WILLIAMSTON	False	609 W WILSON STREET, TARBORO, NC, 27886	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ACE HARDWARE	7797	GATES	False		False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ACE TRANSPORT	705	WILLIAMSTON	False	PO BOX 189, KENLY, NC, 27542	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ACME MOVERS & STORAGE CO INC	5391	WILLIAMSTON	False	5030 MATTIE STREET, MOREHEAD CITY, NC, 28557	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ACRE STATION MEAT FARM INC	3590	WILLIAMSTON	False	17076 Hwy 32 N, Pinetown, NC, 27865	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ADAM'S GARAGE & UPHOLSTRY	3388	WILLIAMSTON	False	207 TRUCKER'S LANE, MAYSVILLE, NC, 28555	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ADAMS WHOLESALE CO	4550	ROCKY MOUNT	False	PO BOX 1988, ROCKY MOUNT, NC, 27802-1988	True	\$191.53	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ADKINS FARMS	1300	WILLIAMSTON	False	7373 RINGWOOD ROAD, ENFIELD, NC, 27823	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ADKINS,EARL	1610	WILLIAMSTON	False	617 SHERROD HEIGHTS, ENFIELD, NC, 27823	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ADVANCE CONCRETE LLC	5535	SCOTLAND NECK	False	PO BOX 74, GREENVILLE, NC, 27835	False	(\$160.42)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	j.hughes@advanc...
<input checked="" type="checkbox"/>	ADVANCED AUTOMOTIVE SPECIAL...	5733	GATES	False		False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ADVANCED MAINTENANCE	592	WILLIAMSTON	False	PO BOX 339, BLACK CREEK, NC, 27813	True	\$527.07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ADVANCED MAINTENANCE, INC	5214	WILLIAMSTON	False	2820 NORTH KERR AVE, WILMINGTON, NC, 28405	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ADVANCED RESIDUALS MANAGEM...	8889	ROCKY MOUNT	False	PO BOX 1108, FORT MILL, SC, 29916	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ADVANTAGE ELECTRIC	6492	ROCKY MOUNT	False	PO BOX 7171, ROCKY MOUNT, NC, 27804	False	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	linburgess@earthli...
							SUM=\$1,271,909.53			

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English (United States) | Client Desktop | User: travisrims (RIMSS,travis) | Role: Administrator | Workstation: RIMSS-TRAVIS10 | Server: V3Test | Database: WinNetStarApp | Portal: .NET Remoting

Answer Yes to the question below to print the statements. Answer No and the screen will return to the screen above.

RIMSS WinNetStar Customer Statements

Restore Layout

Create Statements Current Statements

Statement Period

Period: Last Month

From Date: 2/1/2017

To Date: 2/28/2017

Do Not Create Statements:

- With a Zero Balance
- With No Account Activity
- With a Credit Balance

Select All

Fetch Preview Selected Statements

Print Selected Statements

Email Selected Statements

Selected	Customer Name	Customer Ref ID	Location	Inactive	Bill To Address	Activity	Balance	Include Invoices	Email Statement	Statement Email Address
<input checked="" type="checkbox"/>	10 PT NCDA & CS / ACCOUNTS PA...	8941	WILLIAMSTON	False	1001 MAIL SERVICE CENTER, RALEIGH, NC, 27699	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	20 GROUP FALL MEETING	8723	WILLIAMSTON	False		False	\$3,307.45	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	2012 RECONCILE A/R	6452	WILLIAMSTON	False		False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	47 TRUCKING	5209	GATES	False	369 BARFIELD ROAD, EURE, NC, 27935	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & A ATLANTIC INC	5040	ROCKY MOUNT	False	PO BOX 816, MANTEO, NC, 27954	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & E TRANSPORTS	240	WILLIAMSTON	False	523 SPRUILL RD, ROPER, NC, 27970	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & F TRUCKING	4293	WILLIAMSTON	False	207 WOODHAVEN RD, GREENVILLE, NC, 27858	True	\$1,539.87	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & G ENTERPRISES INC	3543	GATES	False	12227 WASHINGTON HIGHWAY, ASHLAND, VA, 23005	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A & S ENGINEERING	3661	WILLIAMSTON	False		False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A B F FREIGHT SYSTEM INC	539	WILLIAMSTON	False		False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A J McLAWHORN JR	5904	WILLIAMSTON	False		False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A M D FARMS	2900	WILLIAMSTON	False		False	\$1,172.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A M DAVIS TRUCKING	19562	WILLIAMSTON	False		False	\$3,166.29	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A T BYRUM & SON INC	9803	WILLIAMSTON	False		False	\$210.52	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A-1 TREE INC	5488	WILLIAMSTON	False	3301 Old Cherry Point Road, New Bern, NC, 28560	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	AARONS - TARBORO	6589	ROCKY MOUNT	False	1104 WESTERN BLVD, TARBORO, NC, 27886	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
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<input checked="" type="checkbox"/>	ABDUL - LATEEF ALEEM	7226	ROCKY MOUNT	False	2518 CRYSTAL DRIVE, WILSON, NC, 27893	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ABHW CONCRETE	268	WILLIAMSTON	False	347 S WHARTON STATION RD, WASHINGTON, NC, 27889	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ABM PARTNERSHIP	275	WILLIAMSTON	False	2961 OLD CREEK RD, GREENVILLE, NC, 27834	True	\$107.79	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ARRAMS BARBECUE	140	WILLIAMSTON	False	609 W WILSON STREET TARBORO, NC 27886	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	

Print Now

Do you wish to print these statements directly to your default printer now?

Yes No

When the statements have all been processed and sent to the printer, you will get the following prompt. Click OK

Statement Period
 Period: Last Month
 From Date: 2/1/2017
 To Date: 2/28/2017

Do Not Create Statements:
 With a Zero Balance
 With No Account Activity
 With a Credit Balance

Select All

Selected	Customer Name	Customer Ref ID	Location	Inactive	Bill To Address	Activity	Balance	Include Invoices	Email Statement	Statement Email Address
<input checked="" type="checkbox"/>	10 PT NCDA & CS / ACCOUNTS PA...	8941	WILLIAMSTON	False	1001 MAIL SERVICE CENTER, RALEIGH, NC, 27699	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	20 GROUP FALL MEETING	8723	WILLIAMSTON	False		False	\$3,307.45	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2012 RECONCILE A/R	6452	WILLIAMSTON	False		False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	47 TRUCKING	5209	GATES	False	369 BARFIELD ROAD, EURE, NC, 27935	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A & A ATLANTIC INC	5040	ROCKY MOUNT	False	PO BOX 816, MANTEO, NC, 27954	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A & E TRANSPORTS	240	WILLIAMSTON	False	523 SPRUILL RD, ROPER, NC, 27970	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A & F TRUCKING	4293	WILLIAMSTON	False	207 WOODHAVEN RD, GREENVILLE, NC, 27858	True	\$1,539.87	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A & G ENTERPRISES INC	3543	GATES	False	12227 WASHINGTON HIGHWAY, ASHLAND, VA, 23005	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A & S ENGINEERING	3661	WILLIAMSTON	False	203 MAIN STR	False	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A B F FREIGHT SYSTEM INC	539	WILLIAMSTON	False	PO BOX 2206,	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A J McLAWHORN JR	5904	WILLIAMSTON	False	4206 BLACKJA	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A M D FARMS	2900	WILLIAMSTON	False	2015 HWY 97,	True	\$1,172.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A M DAVIS TRUCKING	19562	WILLIAMSTON	False	PO BOX 39, H	True	\$3,166.29	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A T BYRUM & SON INC	9803	WILLIAMSTON	False	PO BOX 625, A	True	\$210.52	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A-1 TREE INC	5488	WILLIAMSTON	False	3301 Old Cherry Point Road, New Bern, NC, 28560	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	

Print Customer Statements

Finished printing Customer Statements.

Screen will return to the statement list. Click on the X next to Customer Statements on the menu tab to close this screen.

Statement Period
 Period: Last Month
 From Date: 2/1/2017
 To Date: 2/28/2017

Do Not Create Statements:
 With a Zero Balance
 With No Account Activity
 With a Credit Balance

Select All

Selected	Customer Name	Customer Ref ID	Location	Inactive	Bill To Address	Activity	Balance	Include Invoices	Email Statement	Statement Email Address
<input checked="" type="checkbox"/>	10 PT NCDA & CS / ACCOUNTS PA...	8941	WILLIAMSTON	False	1001 MAIL SERVICE CENTER, RALEIGH, NC, 27699	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>	2012 RECONCILE A/R	6452	WILLIAMSTON	False		False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	47 TRUCKING	5209	GATES	False	369 BARFIELD ROAD, EURE, NC, 27935	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A & A ATLANTIC INC	5040	ROCKY MOUNT	False	PO BOX 816, MANTEO, NC, 27954	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	