



## **Customer Grouping for Statements and/or Customer Receipts**

Software Development  
RIMSS Business Systems Technology

Company Confidential

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Revised 4/10/2017

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You can now group Customer Master Records together for the purpose of creating a combined statement or receiving a single payment for multiple A/R accounts.

To set up the customer groupings, open the Customer Master record of the main billing account of the customer group and click on the "Statement Consolidation" tab.

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 Customer List Customer - RUGER HQ (1763)

Save Save and Close Save And New

General Details Financial Attachments User Defined Fields Purchase Orders Insurance Equipment Owned Notes **Statement Consolidation**

1 ☒ Master Statement

2 Add Sub-Account

4 Delete Sub-Account

3 ☐ Grouping for Customer Receipt Document Only

Relationship	System ID	Ref ID	Name	Bus. Address 1	Bus. Address 2	Bus. City	Bus. State	Bus. ZIP
> Master Account	1763	1763	RUGER HQ					
Sub-Account	1764	1764	RUGER WEST COAST					
Sub-Account	1765	1765	RUGER EAST COAST					

1. Click to "uncheck" the Master Statement box, then click to check it again to set this customer as the "Master Billing Account" for the group. This will result in only 1 Customer Statement being created that combines A/R information from all customer records in the group. Additionally, you will be able to receive a single payment against invoices from any of the accounts included in the group.
2. Click "Add Sub-Account" to bring up the Customer List pop-up. Search for and select the customer record you would like added to the Consolidation Group. You will need to add each Sub-Account individually.
3. You have the option to "Group for Customer Receipt Document Only". This would allow you to receive a single payment against invoices from any of the accounts included in the group, but will still create individual customer statements for each customer in the group.
4. To Delete a Sub-Account from the Group, select the Sub-Account in the grid and click "Delete Sub-Account". You can add or remove customer records from a group at any time.

When you have finished setting up your Customer Group, click Save, Save and Close, or Save and New.

Once you have set up your Customer Group, you can receive payments for the group. Go to Customer > New > Customer Receipt to record a payment against the combined A/R balances of the Customer Group.

FileViewCompanyCustomerNotes ReceivableCRMSuppliersEmployeesPayrollBankingFixed AssetsInventoryServiceWholegoodsLeaseRentalReportsWeb LinksWindowsHelp

RIMSS WinNetStarNew Customer Receipt

Save and CloseSave and NewVoidSave and Print

GeneralAttachments

CollapseReceipt

Document Number:0Date:4/10/2017Deposit Account:SAT-1-11001-01 (UNDEPOSITE...Payment Received:\$0.00

Customer:GroupPayment Method:CheckCredits Selected:\$0.00

Total Debits:\$0.00Select All DebitsReference:Total To Apply:\$0.00

Total Credits:\$0.00Select All CreditsMemo:Unapplied Credits:\$0.00

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

Apply Credits

Apply Payment

EnhancedLegacy

Is SelectedCustomer

Customer Lookup

System IDRef IDNameBus. Phone/Bus. Email/Primary Contact Last Name

Fetch

Drag a column header here to group by that column

Customer Id	Customer Name	Balance	Inact...	Customer Type	Price Level	Primary Contact	Primary Contact Work Phone	Primary Contact...	Tax Exemption Expiration	Group ID
1763	RUGER HQ	\$3,519.48	False	Retail	List	,				1763
1764	RUGER WEST COAST	\$2,422.34	False	Retail	List	,				1763
1765	RUGER EAST COAST	(\$2,200.00)	False	Retail	List	,				1763

When creating a customer receipt for a grouped set of customers, you can choose any of the customers in the group to add to the header of your document. The system will automatically populate the information from the "Master" account of the group.

Unapplied Credits

Is SelectedCustomer ID

[Inactive] = 'False'

Edit Filter

0.00\$0.00\$0.00\$0.00

English (United States)Client DesktopUser: michellerimss (RIMSS\michelle)Role: AdministratorWorkstation: RIMSS-MICHELLEServer: V3SandboxDatabase: WinNetStarAppPortal: .NET Remoting

RIMSS WinNetStar **New Customer Receipt**

Save and Close Save and New Void Save and Print

**General** Attachments

Collapse **Receipt**

Document Number: 0 Date: 4/10/2017  
 Customer: RUGER HQ (1763) ☒ **Group**  
 Total Debits: \$7,452.82 ☐ Select All Debits  
 Total Credits: (\$3,711.00) ☒ Select All Credits  
 Customer Balance: \$3,741.82

Deposit Account: SAT-1-11001-01 (UNDEPOSITE...  
 Payment Method: Check  
 Reference:  
 Memo:

Payment Received: \$0.00  
 Credits Selected: \$3,711.00  
 Total To Apply: \$3,711.00  
 Unapplied Credits: \$3,711.00  
 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	Discount	Write Off	Credits	Net Amount...	Payment Ap...
<input type="checkbox"/>	1763	RUGER HQ (1763)	Invoice	SAN ANT...	1170	807	2/15/2016	3/16/2...	2/25/2016	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1764	RUGER WEST COAST (1764)	Invoice	SAN ANT...	1173	810	2/15/2016	3/16/2...	2/25/2016	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1763	RUGER HQ (1763)	Invoice	SAN ANT...	1171	808	2/1/2017	3/3/2017	2/11/2017	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1764	RUGER WEST COAST (1764)	Invoice	SAN ANT...	1174	811	2/1/2017	3/3/2017	2/11/2017	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1763	RUGER HQ (1763)	Invoice	SAN ANT...	1172	809	2/15/2017	3/17/2...	2/25/2017	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1763	RUGER HQ (1763)	Finance Charge	SAN ANT...	34	0	3/31/2017	3/31/2...		\$230.48	\$230.48					
<input type="checkbox"/>	1764	RUGER WEST COAST (1764)	Finance Charge	SAN ANT...	35	0	3/31/2017	3/31/2...		\$222.34	\$222.34					
<input type="checkbox"/>	1764	(1764) RUGER WEST COAST	Journal Entry	SAN ANT...	148											

The Customer Receipt will populate all open invoices and credits from the group of customers. The "Group" box will show as checked to indicate that this is a consolidated receipt across multiple customer master records.

**Unapplied Credits**

Is Selected	Customer ID	Customer Name	Document Type	Location	Document #	GL Account Description
<input checked="" type="checkbox"/>	1764	(1764) RUGER WEST...	Journal Entry	SAN ANT...	147	(\$1,500.00) 4/5/2017 (\$1,500.00) (\$1,500.00) (\$1,500.00)
<input checked="" type="checkbox"/>	1765	RUGER EAST COAST...	POS Document	SAN ANT...	1175	(\$1,100.00) 2/15/2016 (\$1,100.00) (\$1,100.00) (\$1,100.00)
<input checked="" type="checkbox"/>	1765	RUGER EAST COAST...	POS Document	SAN ANT...	1176	(\$1,100.00) 2/15/2016 (\$1,100.00) (\$1,100.00) (\$1,100.00)
<input checked="" type="checkbox"/>	1763	RUGER HQ (1763)	Customer Receipt	SAN ANT...	246	(\$11.00) 4/5/2017 (\$11.00) (\$11.00) (\$11.00)

You process the customer receipt as you would with non-grouped customers.

(\$3,711.00) (\$3,711.00)

## Customer Statements will be created according to the settings on the Customer Master Account.

RIMSS WinNetStar Customer List Customer Statements

Restore Layout

Create Statements Current Statements

Statement Period

Period Last Month

From Date 3/1/2017

To Date 3/31/2017

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

When creating Customer Statements, any grouped customers will be highlighted in blue. You are only able to check the box for the "Master" account for groups. The Master account is the darker blue line.

If you have "Group for Customer Receipts Only" checked on the Master Customer Account record, then a separate statement will be created for each member of the group.

If "Group for Customer Receipts Only" is NOT checked on the Master Customer Account record, then a single consolidated statement will be created for the entire group of customers.

Sele...	Customer Name	Customer Ref ID	Master ID	Location	Inactive	Natl Fleet Override	Date	Bill To Address	Activity	Balance	Include Invoices	Email Statement	Statement Email Address
<input checked="" type="checkbox"/>	SA Tractor (HQ)	540	540	SAN ANTONIO	False			SA Tractor Master Street, SA,...	False	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	SA Tractor (North)	541	540	SAN ANTONIO	False			SA Tractor North, SA, TX, 78...	False	(\$4.00)	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Austin Truck (HQ)	543	543	SAN ANTONIO	False				False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Austin Truck (East)	544	543	SAN ANTONIO	False				False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Quest International HQ	570	570	SAN ANTONIO	False			HQ Street, Boerne, TX, 78006	False	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Quest International - SA	571	570	SAN ANTONIO	False			San Antonio Street, San Anto...	False	\$12.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Quest International - Ho...	572	570	SAN ANTONIO	False			Houston Street, Houston, TX, ...	False	\$1,148.81	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Ferre Pelletier	687	687	Chicago	False				True	\$6.50	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	LOUISE MOUSSEAU	713	713	SAN ANTONIO	False			431 NOTRE-DAME, LAVALTRI...	False	\$8,071.45	<input checked="" type="checkbox"/>	<input type="checkbox"/>	lmousseau@rimss.com
<input type="checkbox"/>	Mousseau Inc.	575	713	SAN ANTONIO	False			431 Notre-Dame, Lavaltrie, Q...	False	\$45.50	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Lemoine LLC	649	713	Baton Rouge	False			15 Main St, addy 2, San Anto...	False	\$242.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	RUGER HQ	1763	1763	SAN ANTONIO	False				True	\$3,530.48	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	RUGER WEST COAST	1764	1763	SAN ANTONIO	False				True	\$2,422.34	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	RUGER EAST COAST	1765	1763	SAN ANTONIO	False				False	(\$2,200.00)	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Berger HQ	1770	1770	SAN ANTONIO	False				True	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Berger East Coast	1771	1770	SAN ANTONIO	False				True	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Berger West Coast	1772	1770	SAN ANTONIO	False				True	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	

SUM=\$67,...

0%