



## **How to Receive a Customer Payment on Account Enhanced Version**

Software Development  
RIMSS Business Systems Technology

Company Confidential

Copyright ©1983-2017 RIMSS Business Systems Technology

Revised 4/10/2017

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

RIMSS WinNetStar

- New ▶
  - 1205 Customer Ctrl+M
  - 1215 Customer Receipt
  - 1220 Finance Charge
- Find ▶
- Support Lists ▶
- Customer Statements

Go to:  
Customer > New > Customer Receipt

Save and Close Save and New Void Save and Print

**General** Attachments

**Receipt**

Document Number: 0 Date: 4/9/2017  
 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: AT-1-11001-01 (UNDEPOSIT...)  
 Payment Method: heck  
 Reference:  
 Memo:

Payment Received: \$850.00  
 Credits Selected: \$3,711.00  
 Total To Apply: \$4,561.00  
 Unapplied Credits: \$3,711.00  
 Unused Payment: \$850.00

**Enhanced** Legacy

Is Selected	Customer ID	Customer Name	Document Type	Location	Doc. #	Inv. #	Doc. Date	Due Date	Disc. Date	Original Amount	Amount Due	Discount
<input type="checkbox"/>	1763	RUGER HQ (1763)	Invoice	SAN ANTONIO	1170	807	2/15/2016	3/16/2016	2/25/2016	\$1,100.00	\$1,100.00	
<input type="checkbox"/>	1764	RUGER WEST CO...	Invoice	SAN ANTONIO	1173	810	2/15/2016	3/16/2016	2/25/2016	\$1,100.00	\$1,100.00	
<input type="checkbox"/>	1763	RUGER HQ (1763)	Invoice	SAN ANTONIO	1171	808	2/1/2017	3/3/2017	2/11/2017	\$1,100.00	\$1,100.00	
<input type="checkbox"/>	1764	RUGER WEST CO...	Invoice	SAN ANTONIO	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 ANTONIO	1172	809	2/15/2017	3/17/2017	2/25/2017	\$1,100.00	\$1,100.00	
<input type="checkbox"/>	1763	RUGER HQ (1763)	Finance Charge	SAN ANTONIO	34	0	3/31/2017	3/31/2017		\$230.48	\$230.48	
<b>Total:</b>											\$7,452.82	\$0

**Unapplied Credits**

Is Selected	Customer ID	Customer ...	Document Type	Location	Document #	GL Account...	Original... ▲	Doc. Date	Original...	Open...	Amount To...
<input checked="" type="checkbox"/>	1764	(1764) RU...	Journal Entry	SAN ANTO...	147		(\$1,500.00)	4/5/2017	(\$1,500.00)	(\$1,500.00)	(\$1,500.00)
<input checked="" type="checkbox"/>	1765	RUGER EA...	POS Document	SAN ANTO...	1175		(\$1,100.00)	2/15/2016	(\$1,100.00)	(\$1,100.00)	(\$1,100.00)
<input checked="" type="checkbox"/>	1765	RUGER EA...	POS Document	SAN ANTO...	1176		(\$1,100.00)	2/15/2016	(\$1,100.00)	(\$1,100.00)	(\$1,100.00)
<input checked="" type="checkbox"/>	1763	RUGER HQ ...	Customer Receipt	SAN ANTO...	246		(\$11.00)	4/5/2017	(\$11.00)	(\$11.00)	(\$11.00)

In the header of the customer receipt, you will add your Customer, choose the correct deposit account and payment method, and input the amount of the payment received from the customer.

There are many new options in the header area of the Enhanced Customer Receipt.

1. There is a "Group" checkbox next to the customer name. After adding your customer, if the customer is set up for Consolidation for Statements and/or Customer Receipts, this box will show as checked. This indicates that Invoices and Credits from all Customer Masters included in the group are available on the document.
2. You now have the option to Select All for the debits or credits shown in the grids below.
3. After selecting your debits and credits, you have the options of applying them separately. Please note that regardless of what is shown on the screen, credits are applied Oldest Credit to Oldest Invoice automatically. If you want to apply a specific credit to a specific debit, you will need to do a single customer receipt for the one application.
4. We have left the "Legacy" version of Customer Receipts available for you to use to process receipts. You can just click on the Legacy tab to switch to that version for the receipt. You cannot go back to the Enhanced Version once you choose legacy without closing the form and re-opening. After saving a Legacy receipt, it will appear with the format of a saved Enhanced receipt.

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 **New Customer Receipt**

Save and Close Save and New Void Save and Print

**General** Attachments

**Collapse Receipt**

Document Number: 0 Date: 4/9/2017 **1** Deposit Account: SAT-1-11001-01 (UNDEPOSITE... Payment Received: \$850.00 **3**

Customer: RUGER HQ (1763) **2**  Group Payment Method: Check Credits Selected: \$3,711.00

Total Debits: \$7,452.82  Select All Debits Reference: Unapplied Credits: \$3,711.00

Total Credits: (\$3,711.00)  Select All Credits Memo: Total To Apply: \$4,561.00

Customer Balance: \$3,741.82 Unused Payment: \$850.00

**Enhanced** Legacy **4**

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 Applied
<input checked="" type="checkbox"/>	1763	RUGER HQ ...	Invoice	SAN ANTO...	1170	807	2/15/2016	3/16/2016	2/25/2016	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1764	RUGER WE...	Invoice	SAN ANTO...	1173	810	2/15/2016	3/16/2016	2/25/2016	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1763	RUGER HQ ...	Invoice	SAN ANTO...	1171	808	2/1/2017	3/3/2017	2/11/2017	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1764	RUGER WE...	Invoice	SAN ANTO...	1174	811	2/1/2017	3/3/2017	2/11/2017	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1763	RUGER HQ ...	Invoice	SAN ANTO...	1172	809	2/15/2017	3/17/2017	2/25/2017	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1763	RUGER HQ ...	Finance Charge	SAN ANTO...	34	0	3/31/2017	3/31/2017		\$230.48	\$230.48					
<input type="checkbox"/>	1764	RUGER WE...	Finance Charge	SAN ANTO...	35	0	3/31/2017	3/31/2017		\$222.34	\$222.34					
<input type="checkbox"/>	1764	(1764) RUG...	Journal Entry	SAN ANTO...	148	0	4/5/2017	4/5/2017		\$1,500.00	\$1,500.00					
<b>Total:</b>											\$7,452.82	\$0.00	\$0.00	\$0.00	\$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"/>	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)	
<b>Total:</b>											(\$3,711.00)	(\$3,711.00)

**Collapse Receipt**

Document Number: 0 Date: 4/9/2017 Deposit Account: SAT-1-11001-01 (UNDEPOSITE... Payment Received: \$850.00

Customer: RUGER HQ (1763) Payment Method: Check Credits Selected: \$1,111.00

Total Debits: \$7,452.82 Select All Debits Reference: Unapplied Credits: \$0.00

Total Credits: (\$3,711.00) Select All Credits Memo: Unused Payment: \$0.00

Customer Balance: \$3,741.82

Apply Credits **4**

Apply Payment **5**

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 Appl...
<input checked="" type="checkbox"/>	1763	RUGER HQ ...	Invoice	SAN ANTO...	1170	807	2/15/2016	3/16/2016	2/25/2016	\$1,100.00	\$1,100.00					
<input checked="" type="checkbox"/>	1764	RUGER WE...	Invoice	SAN ANTO...	1173	810	2/15/2016	3/16/2016	2/25/2016	\$1,100.00	\$1,100.00			(\$1,100.00)		
<input type="checkbox"/>	1763	RUGER HQ ...	Invoice	SAN ANTO...	1171	808	2/1/2017	3/3/2017	2/11/2017	\$1,100.00	\$1,100.00			(\$11.00)	\$1,089.00	\$850.00
<input type="checkbox"/>	1764	RUGER WE...	Invoice	SAN ANTO...	1174	811	2/1/2017	3/3/2017	2/11/2017	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1763	RUGER HQ ...	Invoice	SAN ANTO...	1172	809	2/15/2017	3/17/2017	2/25/2017	\$1,100.00	\$1,100.00					
<input type="checkbox"/>	1763	RUGER HQ ...	Finance Charge	SAN ANTO...	34	0	3/31/2017	3/31/2017		\$230.48	\$230.48					
<input type="checkbox"/>	1764	RUGER WE...	Finance Charge	SAN ANTO...	35	0	3/31/2017	3/31/2017		\$222.34	\$222.34					
<input type="checkbox"/>	1764	(1764) RUG...	Journal Entry	SAN ANTO...	148	0	4/5/2017	4/5/2017		\$1,500.00	\$1,500.00					
<b>Total:</b>											\$7,452.82	\$0.00	\$0.00	(\$1,111.00)	\$1,089.00	\$850.00

**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 type="checkbox"/>	1764	(1764) RUGER WEST...	Journal Entry	SAN ANT...	147		(\$1,500.00)	4/5/2017	(\$1,500.00)	(\$1,500.00)	\$0.00	
<input checked="" type="checkbox"/>	1765	RUGER EAST COAST...	POS Document	SAN ANT...	1175		(\$1,100.00)	2/15/2016	(\$1,100.00)	\$0.00	(\$1,100.00)	
<input type="checkbox"/>	1765	RUGER EAST COAST...	POS Document	SAN ANT...	1176		(\$1,100.00)	2/15/2016	(\$1,100.00)	(\$1,100.00)	\$0.00	
<input checked="" type="checkbox"/>	1763	RUGER HQ (1763)	Customer Receipt	SAN ANT...	246		(\$11.00)	4/5/2017	(\$11.00)	\$0.00	(\$11.00)	
<b>Total:</b>											(\$2,600.00)	(\$1,111.00)

We recommend processing the information on the Receipt in the following order:

1. Select all Credits that you want to apply on the customer receipt.
2. Edit the amount of the credit if you do not want to apply the full amount.
3. Select all invoices that you want to apply payments or credits against.
4. Click "Apply credits" and the system will apply credits automatically to selected invoices.
5. Click "Apply payments" and the system will apply the Payment Received to all selected invoices.
6. You can edit the amount of payment applied to each invoice in the payment applied column.
7. You can key in any discount or write-off that you want to apply to the invoices in the appropriate column. These amounts are keyed in as dollar amounts only. Discounts will always subtract from the invoice. Write-offs can be entered as a positive or negative amount.
8. Verify that your Unused Payment is \$0.00 (or that the overpayment is correct). If an overpayment is left in the unused payment field, the amount will be left as a credit on the Customer's A/R account.
9. Click "Save and Close", "Save and New", or "Save and Print".