



## **Creating a new IR/Bill with Multiple Scheduled Payments**

Software Development  
RIMSS Business Systems Technology

Company Confidential

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PO #:  Doc. # 395 Doc. Type Item Receipt Doc. Date 4/7/2017 Status Open

Name: INTERNATIONAL Supplier ID: 44 Supplier Ref.  Supplier Ref ID: 44

Address 1: 123 Navistar Street Supplier Inv. Date 4/7/2017

Address 2: Business Address

City: Chicago

State: IL Zip Code: 12345

Liability Account SAT-2-11000-01 (ACCOUNTS PAYABLE)

Allocation Amount: \$0.00 Allocation Memo:

Allocation Desc.:  Allocation Type:  Extended Weight  Extended Dollars  Qty Received

Allocate

Memo:

Item Number (Ctrl-N):

	Type	Number	Description	Order Type	Primary Bin	Reference	Recv'd Qty	Needed Qty	Alloc. Qty	Qty	Unit Cost	Total	Extended Cost	Source Doc Number	Source Doc Type
<input type="checkbox"/>	Item	245713C93-198	ALTERNATOR	Stock Order			5.0	.0	.0	5.0	\$245.6800	\$1,228.40	\$1,228.40	0	
<input type="checkbox"/>	Item	1007719M1-AGC	BEARNING				3.0	.0	.0	3.0	\$367.0000	\$1,101.00	\$1,101.00	0	
<input type="checkbox"/>	Item	87017883-198	JOINT, UNIVERSAL		1253240		4.0	.0	.0	4.0	\$329.0000	\$1,316.00	\$1,316.00	0	
>	G/L	SAT-6-10350-02 (PARTS FREIGHT)					1.0	.0	.0	1.0	\$150.0000	\$150.00	\$150.00	0	
*	<input type="checkbox"/>														

Create and Save your Item Receipt with all Item and G/L lines. Verify your Header information and Total are correct.

The Due Date shown in the header will be the Due Date of your First Payment. Make sure it is set correctly.

13.00 0.00 13.00 Total = \$3,995.40

Add Scheduled Payment

Due Date	Amount
> 5/7/2017	\$3,795.40
6/7/2017	\$0.00
7/7/2017	\$0.00
8/7/2017	\$0.00
9/7/2017	\$0.00

Once you have saved your Item Receipt, click on the "Scheduled Payments" tab of the document.

This tab will open blank. You will click "Add Scheduled Payment" and the system will populate the first line with the full amount of the IR and the due date from the header. This date cannot be edited.

Click "Add Scheduled Payment" 1 time for each payment you want to schedule. The system will automatically date them according to the terms. You can override the due dates on the newly added scheduled payments after the lines are added.

Add Scheduled Payment

Due Date	Amount
5/7/2017	\$759.08
6/7/2017	\$759.08
7/7/2017	\$759.08
8/7/2017	\$759.08
> 9/7/2017	\$759.08

Next you will want to enter the amount for each payment under the "Amount" column. The individual payments can be set at any amount, but the total must equal the total saved on the Item Receipt General Tab.

Once you have your dates and amounts correct for the scheduled payments, click "Save"

\$3,795.40

General Scheduled Payments Attachments Related Orders

PO #:  Doc. # 395 Doc. Type Item Receipt Doc. Date 4/7/2017 Status Open  
 Name: INTERNATIONAL Supplier ID: 44 Pmt Terms Net 30 Due Date 5/7/2017 Supplier Inv. Date 4/7/2017  
 Address 1: 123 Navistar Street Supplier Ref.   
 Address 2: Business Address Supplier Ref ID: 44  
 City: Chicago  
 State: IL Zip Code: 12345

Allocation Amount: \$0.00 Allocation Memo:   
 Allocation Desc.:  Allocation Type:  
 Extended Weight  
 Extended Dollars  
 Qty Received  
 Allocate

Memo:

Item Number (Ctrl-N):

	Type	Number	Description	Order Type	Primary Bin	Reference	Recv'd Qty	Needed Qty	Alloc. Qty	Qty	Unit Cost	Total	Extended Cost	Source Doc Number	Source Doc Type
<input type="checkbox"/>	Item	245713C93-198	ALTERNATOR	Stock Order			5.0	.0	.0	5.0	\$245.6800	\$1,228.40	\$1,228.40	0	
<input type="checkbox"/>	Item	1007719M1-AGC	BEARNING				3.0	.0	.0	3.0	\$367.0000	\$1,101.00	\$1,101.00	0	
<input type="checkbox"/>	Item	87017883-198	JOINT, UNIVERSAL		1253240		4.0	.0	.0	4.0	\$329.0000	\$1,316.00	\$1,316.00	0	
>	G/L	SAT-6-10350-02 (PARTS FREIGHT)					1.0	.0	.0	1.0	\$150.0000	\$150.00	\$150.00	0	
<input type="checkbox"/>	G/L	SAT-2-11001-01 (SCHEDULED PAYM...				INTERNA...	-1.0	.0	.0	-1.0	\$3,036.3200	(\$3,036.32)	(\$3,036.32)	0	
*	<input checked="" type="checkbox"/>														

When you click save, the system will create an offset GL line for the scheduled payments. An additional IR for each scheduled payment will also be created with the same supplier information, but the correct due date and amount per the information you input. These IR's will open in additional tabs for your review.

PO #: [ ] Doc. # 396 Doc. Type **Item Receipt** Doc. Date 4/7/2017 Status Open

Name: INTERNATIONAL Supplier ID: 44 Pmt Terms Net 30 Due Date 6/7/2017 Supplier Inv. Date 4/7/2017

Address 1: 123 Navistar Street Supplier Ref. [ ]

Address 2: Business Address Supplier Ref ID: 44

City: Chicago Liability Account SAT-2-11000-01 (ACCOUNTS PAYABLE)

State: IL Zip Code: 12345

Allocation Amount: \$0.00 Allocation Memo: [ ]

Allocation Desc. [ ] Allocation Type:  Extended Weight  Extended Dollars  Qty Received

Memo: Scheduled Payment created from I/R Bill: 395

Item Number (Ctrl-N): [ ]

	Type	Number	Description	Order Type	Primary Bin	Reference	Rec'ed Qty	Needed Qty	Alloc. Qty	Qty	Unit Cost	Total	Extended Cost	Source Doc Number	Source Doc Type
>	<input type="checkbox"/>	G/L	SAT-2-11001-01 (SCHEDULED PAYM...			INTERNA...	1.0	.0	.0	1.0	\$759.0800	\$759.08	\$759.08	0	
*	<input checked="" type="checkbox"/>														

Here is an example of one of the scheduled payment IR's created.

It has the due date you set and the amount due input.

You will want to convert them all to Bills, then save and close.

1.00	0.00	1.00	Total = \$75...	\$759.08
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Save Save and Finish Later Save and Create Payment Document Refresh Grid Print

Supplier: INTERNATIONAL Payment Acct: SAT-1-11500-01 (CHASE BANK CHEC... Statement Date: 4/7/2017

Memo:

G/L Balance: \$3,902,024.55 Statement Balance: \$0.00

Balance After Pmt: \$3,897,503.55 Selected Items: \$4,521.00

Payment Date: 4/7/2017 Difference: (\$4,521.00)

Payment Type: System Check Total Amount Paid: \$4,521.00

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"/>	8/31/2016	SAN ANTO...		8/31/2016	IR / Bill	309	\$4,521.00	\$4,521.00	\$4,521.00	8/31/2016		
<input checked="" type="checkbox"/>	4/7/2017	SAN ANTO...		4/7/2017	IR / Bill	395	\$759.08	\$759.08	\$0.00	5/7/2017		
<input type="checkbox"/>	4/7/2017	SAN ANTO...		4/7/2017	IR / Bill	396	\$759.08	\$759.08	\$0.00	6/7/2017	Scheduled ...	
<input type="checkbox"/>	4/7/2017	SAN ANTO...		4/7/2017	IR / Bill	397	\$759.08	\$759.08	\$0.00	7/7/2017	Scheduled ...	
<input type="checkbox"/>	4/7/2017	SAN ANTO...		4/7/2017	IR / Bill	398	\$759.08	\$759.08	\$0.00	8/7/2017	Scheduled ...	
<input type="checkbox"/>	4/7/2017	SAN ANTO...		4/7/2017	IR / Bill	399	\$759.08	\$759.08	\$0.00	9/7/2017	Scheduled ...	

Once converted to bills, each amount will show as a separate bill with a separate due date to be paid in either Pay Bills or Pay Supplier Statement.

The Header Memo will provide the detailed Scheduled Payment information and the Supplier Reference will be the same for all the bills created.

\$8,316.40

\$4,521.00

\$4,521.00

Drag a column header here to group by that column

Control Account	Account Number	Account Description	Amount	Account Type
		*paym		
	<b>SAT-2-11001-01</b>	<b>SCHEDULED PAYMENTS SUSPENSE</b>	<b>\$250.00</b>	<b>ACCOUNTS PAYABLE</b>

The Scheduled Payments Suspense account is the clearing account for this function. It should always have a 0 balance. If it does not, it is likely because one of the scheduled payments was voided. You will want to verify any outstanding balances and re-create those bills as needed or create an offsetting journal entry to clear any balances from this account.