



New IR/Bill

How to Create a New IR/Bill

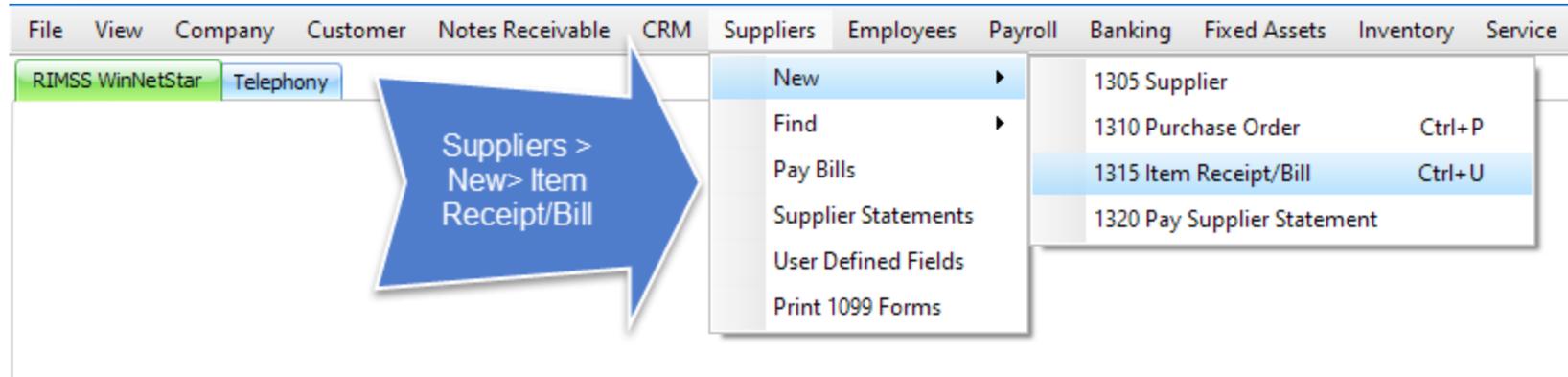
Software Development
RIMSS Business Systems Technology

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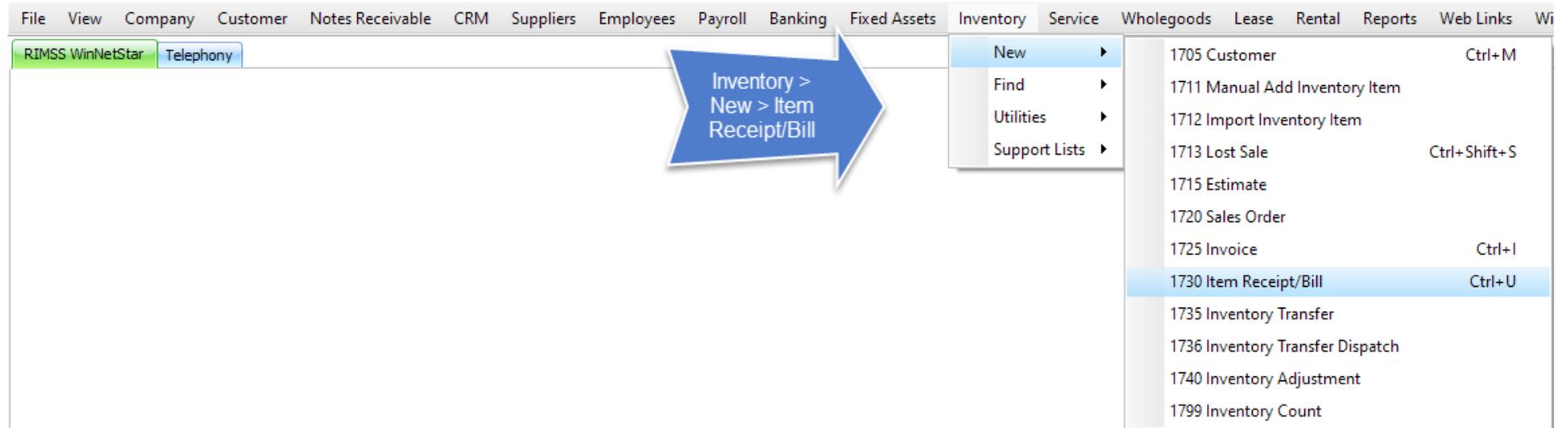
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Creating a New IR/Bill: There are a few options that allow you to create:

To create a New IR/Bill: Suppliers > New > Item Receipt/Bill



OR: Inventory > New > Item Receipt/Bill



Option 1: Creating an IR with an Approved PO: Once the PO # is populated, change the Invoice Date to the date of the Invoice. Enter your Packing Slip# or Invoice # in the Supplier Reference field. The Recv'ed Qty will populate automatically from your PO. Make sure that the quantities are correct. Verify the cost is correct and matches your document. Save the document. This completes the process of creating an IR with an Approved PO.

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 | Telephony | **New IR/Bill** | Purchase Order List | Purchase Order - 149

Save Save and Close Save and New Save and Print Save Attachments Void Layouts Print Receiving Report Export Create Inventory Dispatch Auto Allocate Stock to Back Orders Set Qty Recv'd to Zero Options

General Scheduled Payments Attachments (0) Related Orders

PO #: 149 Doc. # 0 Doc. Type Item Receipt Doc. Date 6/18/2020 Status Supplier Inv. Date 6/18/2020

Name: KUBOTA Supplier ID: 63 Pmt Terms NET 30 - 3... Due Date 6/28/2020 Supplier Ref. Transfer Status Open

Address 1: 1234 So Supplier Ref. Exch Rate: 1.000000

Address 2: Androka Supplier Ref ID: Apply Rate Allocate

City: AK Zip Code: 99856

Memo

Item Number (Ctrl-N): GL Shortcut ID Reference ID

Select All

	Type	Number	Description	Primary Bin	Order Type	Reference	Memo	Recv'ed Qty	Needed Qty	Alloc. Qty	Qty	Unit Cost	Total	PO #
>	Item	01123-70816-620	BOLT M8x1...	AB1			Part number 01123-60816 is...	1.0	1.0			\$0.3100	\$0.31	149
	Item	V0631-97010-620	KIT, COUP...					3.0				\$327.2500	\$981.75	149
	Item	YW404-00710-620	PISTON				Line will split if single wareho...	6.0	6.0			\$52.3800	\$314.28	149
	Item	RG138-62150-620	FILTER, SU...					1.0	1.0			\$37.1700	\$37.17	149

Annotations:

- If using a PO # enter here** (points to PO # field)
- Enter in a Supplier Ref. - Packing Slip #, Invoice #** (points to Supplier Ref. field)
- Change the date to invoice date** (points to Supplier Inv. Date field)
- Verify all Recv'ed Qty are correct.** (points to Recv'ed Qty column)
- Make sure the cost matches your document.** (points to Unit Cost and Total columns)

Option 2 – Creating an IR manually.

1. Type in Supplier Name or a portion of the Supplier Name and hit enter to search for the Supplier. Double click on the correct Supplier to add that Supplier to the I/R.
2. Enter your Invoice # or Packing List # into the Supplier Reference field.
3. Once you finalize all information on the IR/Bill, change your Doc Type to Bill*.

*The Doc Type “Item Receipt” means that the Items are received into inventory and in Accounts Payable. In order for the document to display in Pay Bills or Pay Supplier Statement, the Doc Type must be changed to “Bill”. Usually the accounting office will reconcile all IR’s and be in charge of the Doc Type.

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RIMSS WinNetStar Telephony New IR/Bill

Save Save and Close Save and New Save and Print Save Attachments Void Layouts Print Receiving Report Export Create Inventory Dispatch Auto Allocate Stock to Back Orders Set Qty Recv'd to Zero Options

General Scheduled Payments Attachments (0) Related Orders

PO #: [] Doc. # 0 Doc. Type Item Receipt Doc. Date 6/18/2020 Status []

Name: [] Supplier ID: 0 Supplier Ref. [] Supplier Ref ID: []

Address 1: [] Supplier Inv. Date 6/18/2020

Address 2: [] Transfer Status []

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

State: [] Currency: [] Exch Rate: 1.000000

Memo [] Allocate

Item Num GL Shortcut ID Amount Reference ID

Type	Number	Description	Primary Bin	Order Type	Reference	Memo	Recv'd Qty	Needed Qty	Alloc. Qty	Qty	Un
------	--------	-------------	-------------	------------	-----------	------	------------	------------	------------	-----	----

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Telephony New IR/Bill

Save Save and Close Save and New Save and Print Save Attachments Void Layouts Print Receiving Report Export Create Inventory Dispatch Auto Allocate Stock to Back Orders Set Qty Recv'd to Zero Options

General Scheduled Payments Attachments (0) Related Orders

PO #: Doc. # 0 Doc. Type Item Receipt Doc. Date 6/26/2020 Status Allocation Amount Allocation Memo

Name: Supplier ID: 0 Pmt Terms Due Date 6/26/2020 Supplier Inv. Date 6/26/2020 \$0.00

Address 1: Supplier Ref. Allocation Desc. Allocation Type:

Address 2: Transfer Status

City: State: Zip Code: Memo

Item Number (Ctrl-N): GL Shortcut ID

Select All

Select Name

System ID	Ref ID	Name
		napa

Fetch

Drag a column header here to group by that column

Inactive	Supplier Name	System ID	Supplier Ref ID	Supplier Type	Primary Contact	Primary Contact Work Phone	Primary Contact...
False	Napa Auto Parts	1838	1838				
False	NAPA AUTO PARTS	119	119		a, a	(222) 222-2222 2222	(222) 222-...

Click here to Select Name

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Telephony New IR/Bill

Save Save and Close Save and New Save and Print Save Attachments Void Layouts Print Receiving Report Export Create Inventory Dispatch Auto Allocate Stock to Back Orders Set Qty Recv'd to Zero

General Scheduled Payments Attachments (0) Related Orders

PO #: Name: napa Doc. # 0 Doc. Type Item Receipt Doc. Date 6/26/2020 Status Allocation Amount Allocation Memo

Address 1: Supplier ID: 0 Pmt Terms Due Date 6/26/2020 Supplier Inv. Date 6/26/2020 \$0.00

Address 2: Supplier Ref. Allocation Desc. Allocation Type

City: Supplier Ref ID: Liability Account SAT-2-11000-01 (ACCOUNTS PAYABLE)

State: Currency: Exch Rate: 1.000000

Memo: Apply Rate Allocate

Item: GL Shortcut ID Amount Reference ID

If you start typing and hit enter a Supplier Search will pop up. Double click on the one you want.

Supplier Search

Supplier Name/Phone Search - (2) records found, please select one.

Inactive	System ID	Reference ID	Supplier Name	Business Address
	119	119	NAPA AUTO PARTS	
	1838	1838	Napa Auto Parts	

Now you are ready to add items to your IR. The illustration below shows how you can enter a partial part # and an Item Lookup will pop up. Double clicking on the item you want will add it to the IR. You can also use shortcut key F12 to open the Item Lookup.

The screenshot shows the RIMSS WinNetStar interface. The main window displays an 'Item Receipt' form for 'Customer - JOHNSON FARMS (72)'. The 'Item Lookup' dialog box is open, showing search criteria for 'SAN ANTONIO' and 'All Price Books'. A callout box with a blue border and text explains: 'Type item # here or partial of the # and hit enter. Item lookup will pop up select by double clicking to add to the IR'. An arrow points from the callout to the 'Item Number' field in the main form, which contains '1234'. Another arrow points from the callout to the 'Item Number' column in the 'Item Lookup' table.

Locations	Inactive	Has Associations	Data Source	Location	Price Book	Item Number	Oem Vendor	Oem Division	Description	QOH
	False	<input type="checkbox"/>	#c	#c	#c	#c	#c	#c	#c	=
	False	<input type="checkbox"/>	Location	SAN AN...	NAV	1234564	072		Test Part	4
	False	<input type="checkbox"/>	Location	SAN AN...	999	PARTSBUILDER 111	AMZ		PARTS BUILDER TEST ...	12
	False	<input type="checkbox"/>	Location	SAN AN...	NAV	123456	071		123456	42
	False	<input type="checkbox"/>	Location	SAN AN...	CAS	123456.789	198		Test Part	6
	False	<input type="checkbox"/>	Location	SAN AN...	POL	123456	865		GASKET	10
	False	<input type="checkbox"/>	Location	SAN AN...	KUB	12345-12345	620		New Description 8	0
	False	<input type="checkbox"/>	Location	SAN AN...	NAV	1234564	072	NAVISTR	Test Part	5
	False	<input type="checkbox"/>	Location	SAN AN...	NAV	123456	071	NAVISTR	123456	21
	False	<input type="checkbox"/>	Location	SAN AN...	RON	123456777	RON		Filtre a tondeuse Honda	8
	False	<input checked="" type="checkbox"/>	Location	SAN AN...	CAS	1234587	198		OBSOLETE	8
	False	<input type="checkbox"/>	Location	SAN AN...	ABC1	Zero Core Cost	ABC1		Zero Core Cost	25
	False	<input type="checkbox"/>	Location	SAN AN...	RON	Intrrenal Part	RON		Intrrenal Part	63
	False	<input checked="" type="checkbox"/>	Location	SAN AN...	CAS	82848895	198		OBSOLETE	158
	False	<input type="checkbox"/>	Location	SAN AN...	WOODY	123456	WDY		scan test	0

When searching for a part and your search doesn't return any items, click on Include Catalog to search and see if this part is available in the catalog.

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Telephony Inventory Master List

Add New Refresh Print Layouts Bin Labels Manual Entry User Reports Find by Bin

Location: SAN ANTONIO Price Book: All Price Books Item Number: OEM Vendor: 620 OEM Division: Item Description: filter Fetch Exact Include Catalog

Category: Group: Class: Pricing Source: Stock Class:

Drag a column header here to group by that column

Selection	Associations	Inactive	Has Associations	Data Source	Location	Price Book	Item Number	Oem Vendor	Oem Division	Description	Cost Stock Total	QOH	List Total
		False											
		False		Location	SAN ANTONIO	KUB	HH151-32430	620		FILTER, OIL	\$12.63	8.0	
		False		Location	SAN ANTONIO	KUB	HHV00-51640	620		FILTER FUEL, CART	\$58.90	47.0	
>		False		Catalog									
		False		Catalog	SAN ANTONIO	KUB	YR.280-00210	620		FILTER, MESH	\$24.84	0.0	
		False		Catalog	SAN ANTONIO	KUB	W2336-71600	620		FILTER,PAPER	\$76.94	0.0	
		False		Catalog	SAN ANTONIO	KUB	V1311-65170	620		FILTER, SUCTION	\$40.91		
		False		Catalog	SAN ANTONIO	KUB	V1311-65050	620		FILTER, RETURN ****	\$44.57	0.0	
		False		Catalog	SAN ANTONIO	KUB	V1311-39850	620		Item not in your Item Master			
		False		Catalog	SAN ANTONIO	KUB	V1311-39810	620					
		False		Catalog	SAN ANTONIO	KUB	V0631-99402	620					
		False		Catalog	SAN ANTONIO	KUB	V0631-99400	620					
		False		Catalog	SAN ANTONIO	KUB	V0631-65450	620					
		False		Catalog	SAN ANTONIO	KUB	V0631-63460	620					

Item not in your Item Master

This item does not exist at your location. Would you like to add it now?

Yes No

I did not have a part # but I knew it was a "Kubota Filter" checked Include Catalog and fetch the list brought back all filters for OEM vendor 620 found the "Filter" I was looking for double clicked and got the pop up below. And clicked yes to add to inventory for my IR.

By selecting “Yes” a Quick Add Inventory Item will populate. Make sure all the information is correct, select a Bin Location, and then click Ok to Add into inventory.

Quick Add Inventory Item

Price Book: KUB Item #: YR.700-03150 OEM Vendor #: 620

Description: FILTER

Pricing Source: KUB - KUBOTA

Accounting Source: 100 - Location Default

Stocking Source: 100 - Location Default

Stock Class: 6 - New Parts

Tax Status: Taxable

of Pricing Units Inc. in Cost: 1.00

Bin Locations		
Code	Description	Primary
*		

Manufacturer Product Data	
Description	Data Value
> Item Code	
Product Code	
Group Code	FILTER
Category Code	F
Order Type	

Raw Mfg. Values					U/M Converted Mfg. Values			Store Values			Store Values		
Product Pri...	W/O Core	P-Core	Total	S-Core	W/O Core	P-Core	Total	W/O Core	P-Core	Total	Margin	Mark Up	COS
Cost	\$13.03	\$0.00	\$13.03	\$0.00	\$13.03	\$0.00	\$13.03	\$13.03	\$0.00	\$13.03	0.00%	0.00%	100.00%
List	\$18.62	\$0.00	\$18.62	\$0.00	\$18.62	\$0.00	\$18.62	\$18.62	\$0.00	\$18.62	30.02%	42.90%	69.98%
Trade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.28	\$0.00	\$23.28	44.03%	78.66%	55.97%
Special 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.03	\$0.00	\$13.03	0.00%	0.00%	100.00%
Special 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.03	\$0.00	\$13.03	0.00%	0.00%	100.00%
Special 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.03	\$0.00	\$13.03	0.00%	0.00%	100.00%

Recalculate OK Cancel

Quick Add Inventory Item popped up verify all information is correct and click on the 3 little dots to find the bin location and click OK.

G/L line items and Parts can be added to the IR/Bill by clicking on the Type drop down box. Choose the G/L in the drop-down menu for non-inventory items. This will open a pop-up of the Chart of Accounts to allow you to choose the appropriate account for the charge. Once the appropriate account has been located, double click to add that account to the IR/Bill. Enter in the cost as it appears on the packing slip or invoice.

Telephony New IR/Bill

Save Save and Close Save and New Save and Print Save Attachments Void Layouts Print Receiving R

General Scheduled Payments Attachments (0) Related Orders

PO #: Doc. # 0 Doc. Type Item Receipt

Name: NAPA AUTO PARTS Supplier ID: 119 Pmt Terms COD

Address 1: Print on Check Supplier Ref.

Address 2: Supplier Ref ID: 119

City: San Antonio

State: TX Zip Code: 78249

Memo

Item Number (Ctrl-N): GL Shortcut ID

Select All

	Type	Number	er Type	Reference	Mem
	Item G/L				

If non-inventory item you can select G/L

The screen below shows the Select G/L Account pop-up. Double click on the appropriate G/L to add to the I/R. Enter the cost that is on the packing slip or the invoice in the Unit Cost column.

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Telephony New IR/Bill

Save Save and Close Save and New Save and New

General Scheduled Payments Attachments

PO #:

Name: NAPA AUTO PARTS

Address 1: Print on Check

Address 2:

City: San Antonio

State: TX Zip Code: 7824

Memo:

Item Number (Ctrl-N):

Select All

Select GL Account

Drag a column header here to group by that column

Location	Acct. #	Description	Type
BOERNE	BOE-1-11500-01	CHASE BANK CHECKING	BANK
BOERNE	BOE-1-12000-01	UNDEPOSITED FUNDS	BANK
BOERNE	BOE-1-12345-01	PETTY CASH	BANK
BOERNE	BOE-1-13000-01	CREDIT CARD CLEARING	BANK
BOERNE	BOE-1-30100-01	DIRTY CORE INVENTORY	ITEM INVENTORY
BOERNE	BOE-1-36000-01	WHOLE GOODS INVENTORY - NEW	WHOLEGOODS INVENTORY
BOERNE	BOE-1-37000-01	WHOLE GOODS INVENTORY - USED	WHOLEGOODS INVENTORY
BOERNE	BOE-1-43000-01	DIRTY CORE RECEIVABLE	OTHER CURRENT ASSET
BOERNE	BOE-2-13000-01	CREDIT CARD PAYABLE	CREDIT CARD PAYABLE
BOERNE	BOE-2-31000-01	CUSTOMER DEPOSITS	OTHER CURRENT LIABILITY
BOERNE	BOE-2-37000-01	OUTSIDE PARTS AND SERVICE CLEARING	OTHER CURRENT LIABILITY

Allocation Memo:

Allocation Type:

- Extended Weight
- Extended Dollars
- Qty Received

Type	Number	Unit Cost	Total
G/L		1.0	\$0.0000
*			

Telephony **New IR/Bill**

Save Save and Close Save and New Save and Print Save Attachments Void Layouts Print Receiving Report Export Create Inventory Dispatch Auto Allocate Stock to Back Orders Set Qty Recv'd to Zero Opti

General Schedule Attachments (0) Related Orders

PO #: Doc. # Doc. Type Doc. Date Status

Name: Supplier ID: Pmt Terms Due Date Supplier Inv. Date

Address 1: Supplier Ref:

Address 2:

City: Supplier Ref ID: Liability Account:

State: Zip Code: Currency: Exch Rate:

Memo:

Allocation Amount: Allocation Memo:

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

Item Number (Ctrl-N): Shortcut ID: Amount: Reference ID:

Select All

MainView														
	Type	Number	Description	Primary Bin	Order Type	Reference	Memo	Recv'd Qty	Needed Qty	Alloc. Qty	Qty	Unit Cost	Total	P
	G/L	SAT-6-10350-0...						1.0	.0	.0	1.0	\$50.0000	\$50.00	
>	Item	FILTER-AGC	FILTER 123					1.0	.0	.0	1.0	\$57.0000	\$57.00	
*														

Verify the total is what the invoice or packing slip reads, if all is okay you can Save noting the Doc#, Save and Close or Save and New.

								2.00		0.00	2.00		\$107.00	
--	--	--	--	--	--	--	--	------	--	------	------	--	----------	--