Do the following to setup National Accounts:
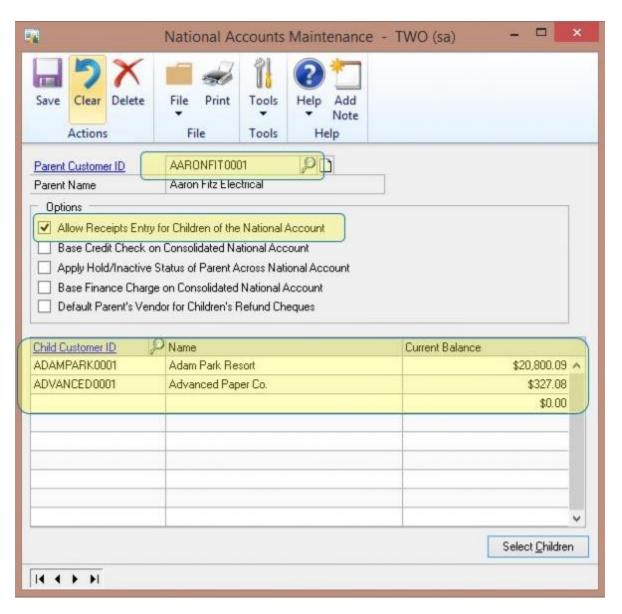
1. Go to Sales module >> Cards >> National Accounts.
2. In the National Account Maintenance window select the Parent Customer ID and the related Child Customer IDs.
3. In the options list select the desired options. Ensure that the "*Allow Receipts Entry for Children of the National Account*" option is checked off and click "Save" to save all selections made in the window.
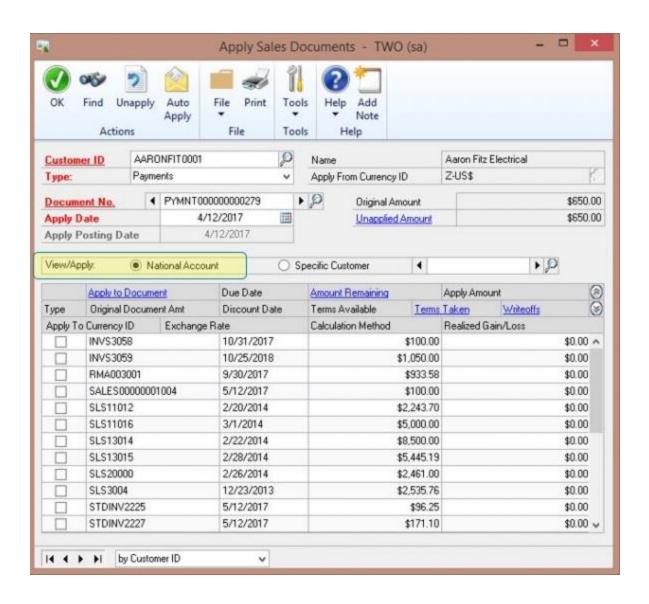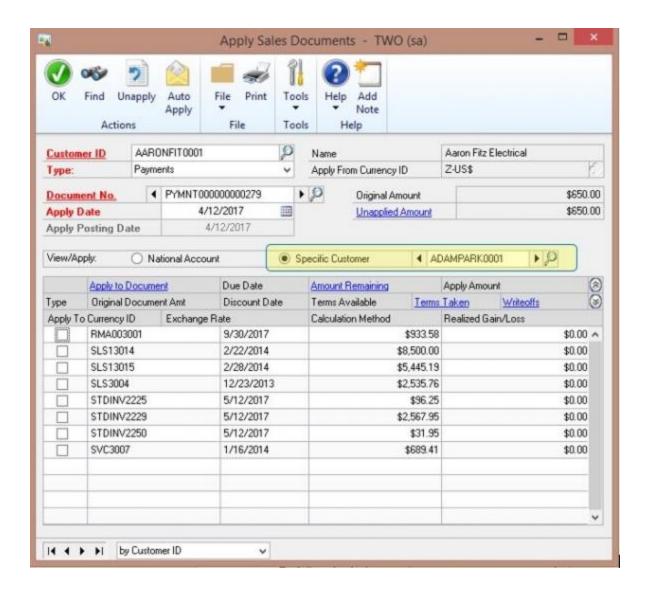
When entering a cash receipt received from a Parent Customer you can choose to Auto Apply the cash receipt amount to either the Parent Customer or National Account.

If you prefer to apply cash receipts manually, you need to use the "Apply" option which will bring you to the "Apply Sales Documents" window. In this window you will see a list of all sales documents related to the established Parent/Child customers relationship.

You can select to view the open documents that you need to apply payments by either the National Account or by a Specific Customer name as shown below.

Apply Sales Documents - TWO (sa)

OK | **Find** | **Unapply** | **Auto Apply** | **File** | **Print** | **Tools** | **Help** | **Add Note**

Actions | File | Tools | Help

Customer ID	AARONFIT0001	Name	Aaron Fitz Electrical
Type:	Payments	Apply From Currency ID	Z-US$

Document No.	◄ PYMNT000000000279 ►	Original Amount	$650.00
Apply Date	4/12/2017	Unapplied Amount	$650.00
Apply Posting Date	4/12/2017		

View/Apply: ● National Account   ○ Specific Customer ◄ ►

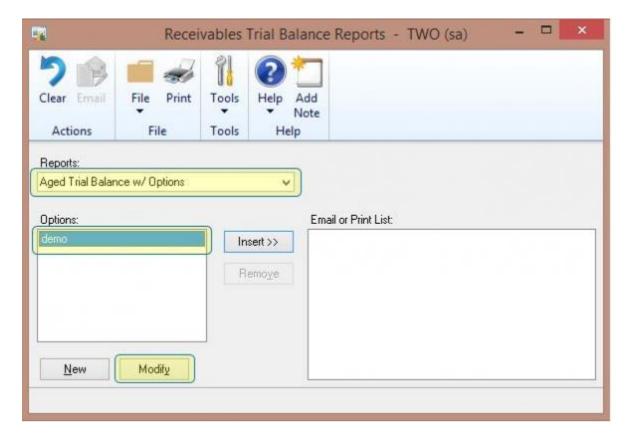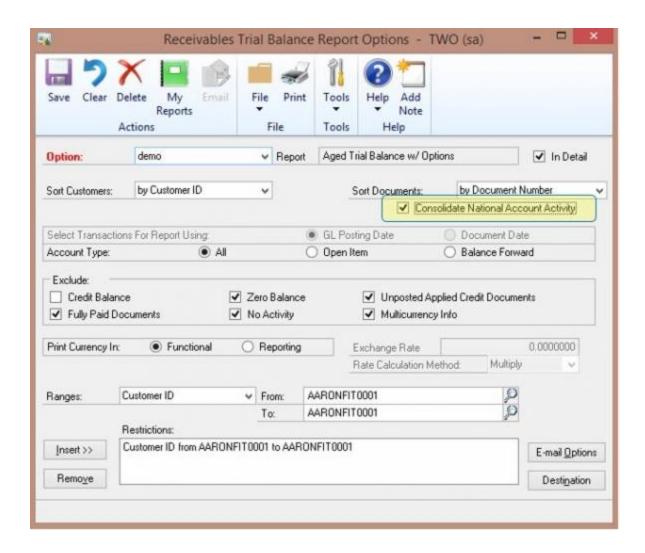|	Apply to Document	Due Date	Amount Remaining	Apply Amount	
Type	Original Document Amt	Discount Date	Terms Available	Terms Taken	Writeoffs
Apply To Currency ID		Exchange Rate	Calculation Method	Realized Gain/Loss	
☐	INVS3058	10/31/2017	$100.00	$0.00
☐	INVS3059	10/25/2018	$1,050.00	$0.00
☐	RMA003001	9/30/2017	$933.58	$0.00
☐	SALES00000001004	5/12/2017	$100.00	$0.00
☐	SLS11012	2/20/2014	$2,243.70	$0.00
☐	SLS11016	3/1/2014	$5,000.00	$0.00
☐	SLS13014	2/22/2014	$8,500.00	$0.00
☐	SLS13015	2/28/2014	$5,445.19	$0.00
☐	SLS20000	2/26/2014	$2,461.00	$0.00
☐	SLS3004	12/23/2013	$2,535.76	$0.00
☐	STDINV2225	5/12/2017	$96.25	$0.00
☐	STDINV2227	5/12/2017	$171.10	$0.00

◄◄ ◄ ► ►◄   by Customer ID

The Aged Receivables Trial Balance with Options allows users to run a report for either a Specific Customer (Parent or Child) and for Consolidated National Accounts Activity depending on whether you would like to view information.

To generate Aged Trial Balance for Consolidated National Account Activity do the following:

1. Go to Sales module >> Reports >> Trial Balance.
2. In the Receivables Trial Balance Reports select "Aged Trial Balance w/Options" report option, highlight the report option and select "Modify".
3. In the Receivables Trial Balance Report Options screen check off "Consolidated National Accounts Activity option"

4. In the Ranges option select Customer ID and choose the Parent Customer ID inserting it in the Restrictions area.
5. Print the report.

If you have any questions or need any assistance with setting up National Accounts in Dynamics GP, please feel free to contact us and we will be happy to help you.