

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.

The screenshot shows the 'National Accounts Maintenance - TWO (sa)' window. The 'Parent Customer ID' is 'AARONFIT0001' and the 'Parent Name' is 'Aaron Fitz Electrical'. Under the 'Options' section, the checkbox 'Allow Receipts Entry for Children of the National Account' is checked. Below this is a table of child customers.

| Child Customer ID | Name | Current Balance |
|-------------------|--------------------|-----------------|
| ADAMPARK0001 | Adam Park Resort | \$20,800.09 ^ |
| ADVANCED0001 | Advanced Paper Co. | \$327.08 |
| | | \$0.00 |
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At the bottom right of the window is a button labeled 'Select Children'. At the bottom left are navigation arrows.

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.

Cash Receipts Entry - TWO (sa)

Actions: Save, Auto Apply, Post, Delete, AA, File, Print, Tools, Help, Add Note

Receipt: PYMNT00000000279

Batch ID:

Date: 4/12/2017

Customer ID: AARONFIT0001

Name: Aaron Fitz Electrical

Currency ID: Z-US\$

Locate Customer By: Document

Payment Type: ☒ Cheque ☐ Cash ☐ Credit Card ☐ EFT

Amount: \$650.00

Chequebook ID: UPTOWN TRUST

Credit Card ID:

Cheque/Card Number: 121212

Expiration Date: 01 2018

Authorization Code:

Comment:

Auto Apply To: ☒ AARONFIT0001 ☐ National Account

Buttons: Apply, Distribution

Process Electronically: ☐ **Authorize:**

Status: Unsaved

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

| Type | 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 |
| <input type="checkbox"/> | INVS3058 | 10/31/2017 | \$100.00 | \$0.00 ^ |
| <input type="checkbox"/> | INVS3059 | 10/25/2018 | \$1,050.00 | \$0.00 |
| <input type="checkbox"/> | RMA003001 | 9/30/2017 | \$933.58 | \$0.00 |
| <input type="checkbox"/> | SALES00000001004 | 5/12/2017 | \$100.00 | \$0.00 |
| <input type="checkbox"/> | SLS11012 | 2/20/2014 | \$2,243.70 | \$0.00 |
| <input type="checkbox"/> | SLS11016 | 3/1/2014 | \$5,000.00 | \$0.00 |
| <input type="checkbox"/> | SLS13014 | 2/22/2014 | \$8,500.00 | \$0.00 |
| <input type="checkbox"/> | SLS13015 | 2/28/2014 | \$5,445.19 | \$0.00 |
| <input type="checkbox"/> | SLS20000 | 2/26/2014 | \$2,461.00 | \$0.00 |
| <input type="checkbox"/> | SLS3004 | 12/23/2013 | \$2,535.76 | \$0.00 |
| <input type="checkbox"/> | STDINV2225 | 5/12/2017 | \$96.25 | \$0.00 |
| <input type="checkbox"/> | STDINV2227 | 5/12/2017 | \$171.10 | \$0.00 v |

by Customer ID

Apply Sales Documents - TWO (sa)

OK Find Unapply Auto Apply File Print Tools Help Add Note

Customer ID: AARONFIT0001 Name: Aaron Fitz Electrical

Type: Payments Apply From Currency ID: Z-US\$

Document No.: PYMNT00000000279 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 ADAMPARK0001

| Type | Apply to Document | Due Date | Amount Remaining | Apply Amount |
|--------------------------|-----------------------|---------------|--------------------|--------------------|
| | Original Document Amt | Discount Date | Terms Available | Terms Taken |
| | Apply To Currency ID | Exchange Rate | Calculation Method | Realized Gain/Loss |
| <input type="checkbox"/> | RMA003001 | 9/30/2017 | \$933.58 | \$0.00 |
| <input type="checkbox"/> | SLS13014 | 2/22/2014 | \$8,500.00 | \$0.00 |
| <input type="checkbox"/> | SLS13015 | 2/28/2014 | \$5,445.19 | \$0.00 |
| <input type="checkbox"/> | SLS3004 | 12/23/2013 | \$2,535.76 | \$0.00 |
| <input type="checkbox"/> | STDINV2225 | 5/12/2017 | \$96.25 | \$0.00 |
| <input type="checkbox"/> | STDINV2229 | 5/12/2017 | \$2,567.95 | \$0.00 |
| <input type="checkbox"/> | STDINV2250 | 5/12/2017 | \$31.95 | \$0.00 |
| <input type="checkbox"/> | SVC3007 | 1/16/2014 | \$689.41 | \$0.00 |
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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.

Receivables Trial Balance Reports - TWO (sa)

Clear Email File Print Tools Help Add Note

Actions File Tools Help

Reports:

Aged Trial Balance w/ Options

Options:

demo

Insert >>

Remove

Email or Print List:

New Modify

Receivables Trial Balance Report Options - TWO (sa)

Save Clear Delete My Reports Email File Print Tools Help Add Note

Option: demo Report Aged Trial Balance w/ Options ☒ In Detail

Sort Customers: by Customer ID Sort Documents: by Document Number ☒ Consolidate National Account Activity

Select Transactions For Report Using: ☒ GL Posting Date ☐ Document Date

Account Type: ☒ All ☐ Open Item ☐ Balance Forward

Exclude:

☐ Credit Balance ☒ Zero Balance ☒ Unposted Applied Credit Documents

☒ Fully Paid Documents ☒ No Activity ☒ Multicurrency Info

Print Currency In: ☒ Functional ☐ Reporting Exchange Rate: 0.0000000

Rate Calculation Method: Multiply

Ranges: Customer ID From: AARONFIT0001 To: AARONFIT0001

Restrictions:

Customer ID from AARONFIT0001 to AARONFIT0001

Insert >> Remove E-mail Options Destination

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.