

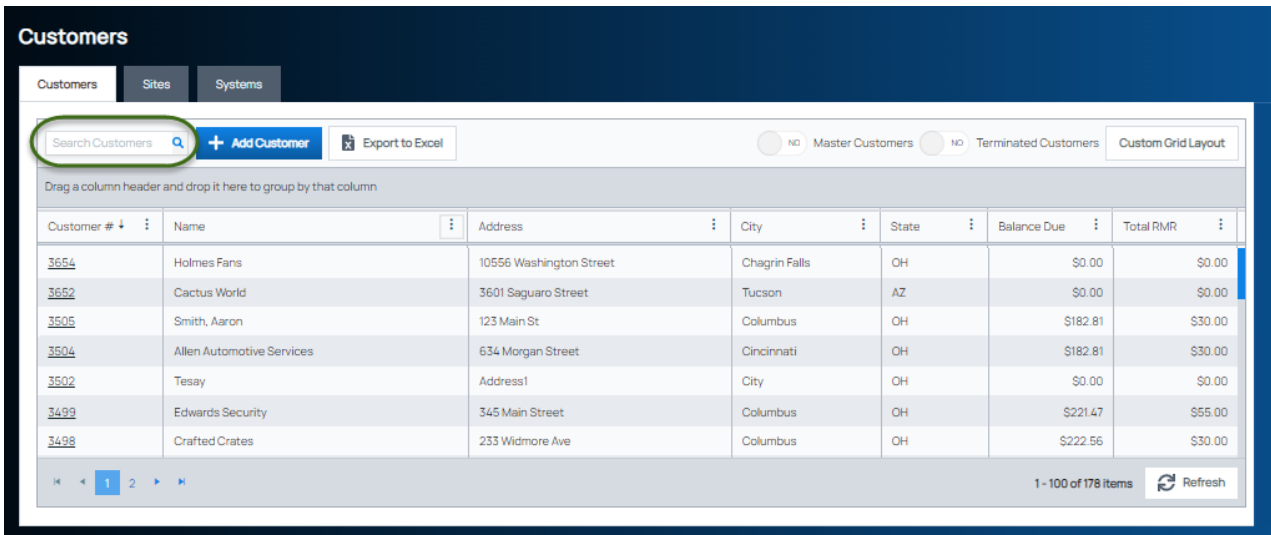
# Edit System RMR

Last Modified on 12/12/2024 2:48 pm EST

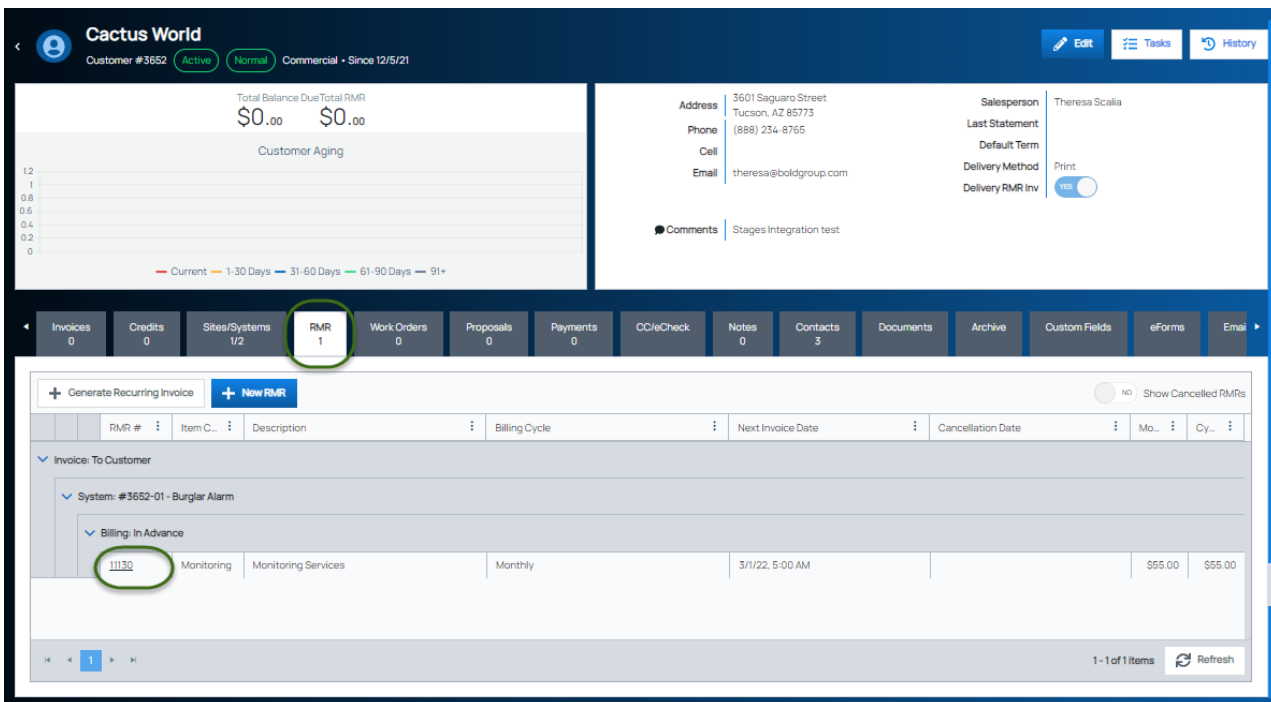
RMR records are attached to a Customer record, so you must first access the customer record.

From the main menu, arrive at the Customers list with this path: CRM > Customers.

The Customers list opens. Locate the Customer in the list, and then click on the hyperlink in the Customer # column to open the customer record.



The Customer record opens. Click on the RMR tab. A list of RMRs attached to the Customer is shown in the grid area. Click on the hyperlink to the left of the RMR you want to edit.



The RMR record is displayed. Click the **Edit** button located at the upper right of the page.

< RMR 11131 Edit History

Emily Wood

Monthly Amount <b>\$35.00</b>	Cycle Amount <b>\$35.00</b>	Original Monthly Amount <b>\$0.00</b>	Item Monitoring	Activation Date March 7, 2022	RMR Group Non-Arrears
Original Cycle Amount <b>\$0.00</b>	Quantity Rate <b>\$0.00</b>		Description Monitoring Services	RMR Cycle Start Date March 1, 2022	P.O. Number -
			Invoice In Arrears <input type="radio"/> NO	Next Invoice Date March 1, 2022	Deferred Posting Day 1
			Do Not Prorate <input type="radio"/> NO	Last Invoice Date	Discount -
			Use Cycle Amount <input type="radio"/> NO	Cancellation Date	
			Qty Based Billing <input type="radio"/> NO	Custom Date	
			Include Memo <input type="radio"/> NO	Billing Cycle Monthly	

Tracking Custom Fields Royalties/Commissions

The RMR record opens in edit mode. Make the necessary changes, and then click the **Save** button when finished.

< RMR 11131 Save Cancel Cancel RMR Delete

Emily Wood

Monthly Amount <b>\$35.00</b>	Item Monitoring	Activation Date 3/7/2022	Discount Item
Cycle Amount <b>\$35.00</b>	Description Monitoring Services	RMR Cycle Start Date 3/1/2022	Monthly Amount \$35.00
Original Monthly Amount <b>\$0.00</b>	Invoice In Arrears <input type="radio"/> OFF	Next Invoice Month 3/1/2022	Cycle Amount \$35.00
Original Cycle Amount <b>\$0.00</b>	Do Not Prorate <input type="radio"/> OFF	Last Invoice Date	Default Cost \$0.00
Quantity Rate <b>\$0.00</b>	Use Cycle Amount <input type="radio"/> OFF	Custom Date	
	Qty Based Billing <input type="radio"/> OFF	Billing Cycle Monthly	
	Include Memo <input type="radio"/> OFF	Recurring Reason New Sale	
	Memo	RMR Group Non-Arrears	
		P.O. Number	
		Deferred Posting Day 1	