### **RMR List**

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The RMR page includes four tabs to display RMR records and transactional history pertaining to Rate Changes and RMR Invoice History. The last tab, Recurring Royalties/Commissions, is for future development.

Details on each of the tabs, and the two function buttons at the upper right of the page are described later in this article.

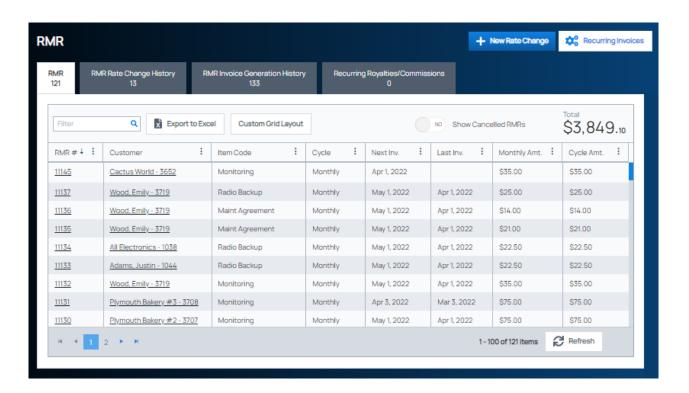
Creating a Rate Change batch is covered in a separate article.

## The RMR Tab

The RMR tab displays a list of all active RMR. The default view displays the following columns within the grid area:

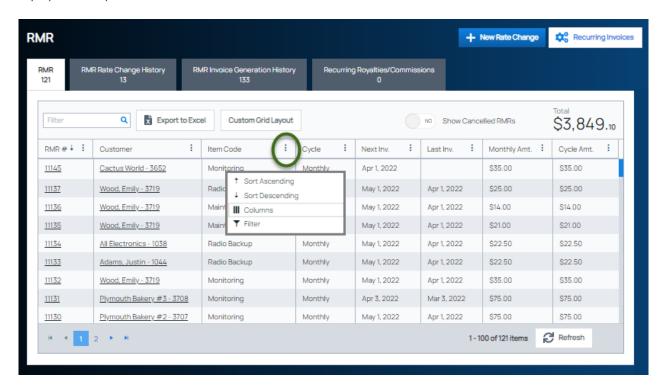
- RMR#
- Customer Name and Number
- Item Code
- Cycle
- Next Invoice Date
- Last Invoice Date
- Monthly Amount
- Cycle Amount

There are many other columns available to include in the grid area.

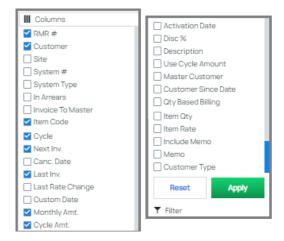


### **Custom Grid Layout**

Users have the ability to customize the grid layout. Clicking on the ellipse button on any of the column headers will display a list of options.



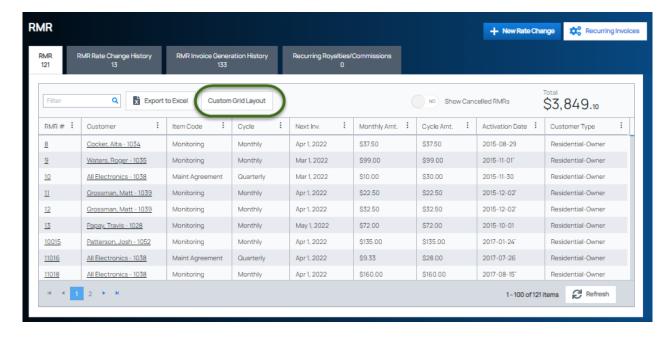
On the RMR List, the options are Sort Ascending, Sort Descending, Columns, and Filter. Clicking on the Columns option will display a list of all the available columns to display in the grid.



Once you have made selections, you may save the layout so that you do not have to repeat this process every time you open the RMR List.

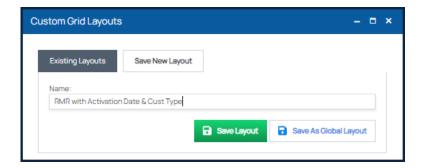
In the example below, we want a view of the RMR List that includes the Activation Date and Customer Type, and want to save this layout for future use.

To save this layout, click on the Custom Grid Layout button in the header area of the grid.



A dialog box will be displayed to enter the Name of the layout. There are two options for saving:

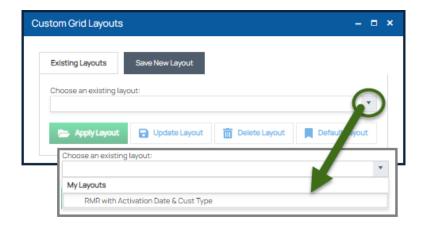
- Save Layout If this option is selected, the custom layout will only be available to the logged-in user that created the layout.
- Save As Global Layout Selecting this option will make the layout available to all users. Keep in mind, that if other users have access to this layout, they are able to make changes to the original layout.



If the user leaves the page displaying the Custom Grid Layout, and then returns, the default grid view will be displayed. To open a Custom Grid Layout, click on the Custom Grid Layout button at the upper right of the page.

The Custom Grid Layouts dialog box will be displayed. Click on the drop-down arrow in the "Choose an existing layout" field to locate the desired layout for viewing, and then click the Apply Layout button.

Once the grid is loaded, click on the Refresh button at the lower right of the page to refresh the data within the grid.



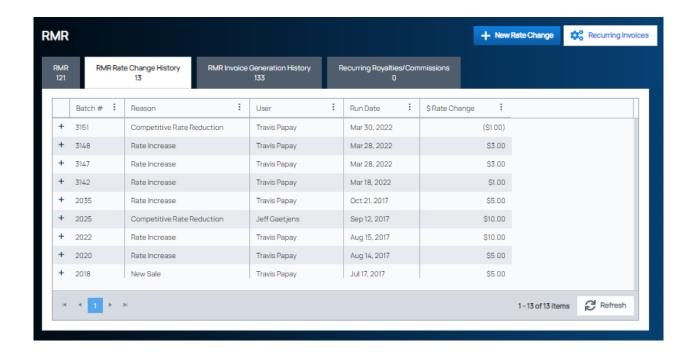
#### **RMR List Function Buttons**

At the upper right of the RMR List are two function buttons, and in the header area of the grid are four function buttons/options, each of which is described below.

- New Rate Change Clicking this button opens the Rate Change page. This topic is covered under a separate article.
- Recurring Invoices Clicking this button will open the Recurring Invoice Generation page. This topic is covered under a separate article.
- Filter This is a search field to refine the list of displayed RMR records. This filter only works with text data. For example, I want to see all RMR records where the billing cycle is Monthly, typing monthly into this field will display only the RMR records with the monthly billing cycle.
- Export to Excel Clicking on this button will export the current page of data displayed in the grid area. An Excel file icon will be displayed on your task bar to open the file for viewing.
- Custom Grid Layout Allows users to create, update, and retrieve custom grid layouts. See the topic on this feature earlier in this article.
- Show Cancelled RMRs Setting this toggle button to Yes will display a list of all previously cancelled RMR records.

# The RMR Rate Change History Tab

The RMR Rate Change History tab displays a list of all RMR Rate Change batches that have been posted. Clicking on the "+" symbol to the left of a Batch Number will display all the RMR records which were included in that particular batch.



## The RMR Invoice Generation History Tab

The RMR Invoice Generation History tab displays a list of all RMR Invoice batches that have been posted. Clicking on the "+" symbol to the left of a RMR (Batch Number) will display all the RMR Invoices created in that particular batch.

