

# RMR Bulk Updater

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The RMR Bulk Updater is for users who want to update RMR settings for a set of customers.

1. Open the RMR Bulk Updater page (Setup > Uploaders > RMR Bulk Updater).
  2. Click Download Template (or Download Template with Data for sample data to see what is needed and how it is formatted.)
  3. Add the appropriate data based on your company to the template and save the spreadsheet.
  4. On the RMR Bulk Updater page, click Select file and browse to the spreadsheet and select it. The spreadsheet appears under the Select file button.
  5. Click the Upload button.
  6. At the confirmation message, click Yes to overwrite existing RMR data. There is a background job notification and a percentage bar showing progress.
  7. When the job is finished, open the RMR page (Accounts Receivable > RMR) and RMR detail pages to see the changes.
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