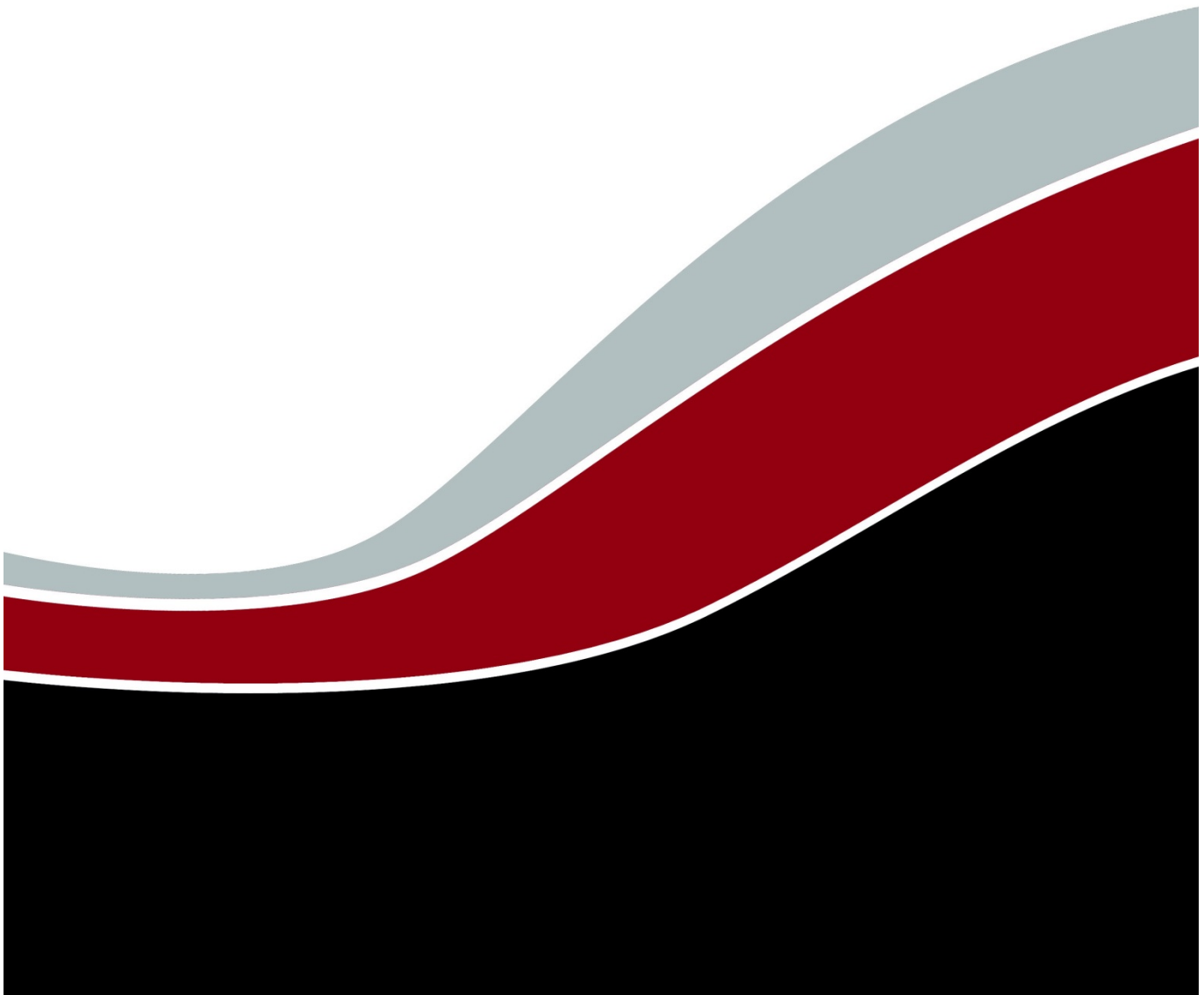


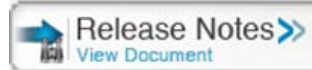


Systems for Success



This update to the Windows version of the RFMS Business Management System includes many new features and enhancements. The update also includes many "behind the scenes" changes that increase processing speed and other performance related functions. This document explains only the new features contained in this update. For all changes see the release notes on the download

webpage. Click the release notes button to find these.








To see what you may have missed in previous updates click here.
































[For directions on loading updates to the RFMS software, click here.](#)



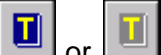




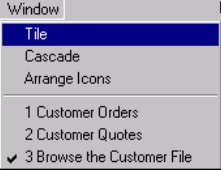


The same documentation is included in the on-line help system and can be accessed by pressing the F1 button at any RFMS screen. If there is something on the screen that you either don't recognize or understand, check this document or refer to the Help Files pressing F1.

## Documentation Conventions

 <b>Notes:</b>	Indicates extra Information
	This symbol indicates a best practice, or an example.
<u>Setup</u> >System Setup	Indicates Menu item shortcuts: An underlined letter indicates this is a "hot key". On Main menus click the Alt button plus that key to go directly to that field or function. On Drop Down menus just type that key.
<b>Field Name</b>	Indicates a Field Name or button Name
<b>Important</b>	Important information
Screen Shots	To conserve space the screen shots are seldom actual size and may have blank spaces or other non-essential information cropped from them.
	Links to other documents or web pages are included when additional explanations are available. Click the notebook to find that information.
<a href="#">Links to other topics</a>	Various places in this document have links to other topics in the document. To return to the original topic click Alt + left arrow. Try it out with the link to the left!
User Defined FIELD	RFMS has many fields that can be user defined. In the documentation these will be shown in all capitals with the abbreviation UD before the field name. 
Update Release Notes	Update documents contain only the new features contained the software updates. For all changes see the release notes on the download webpage. Click the release notes button to find these. 

# RFMS Button and Menu Conventions

 	<b>Exit</b> the current screen. Can also use the <b>Escape</b> key on the keyboard.
	Access the <b>help</b> file. Can also use the <b>F1</b> Key on the keyboard.
	Activates or <b>selects</b> the highlighted record.
 	<b>Add</b> a new record. Can also use the <b>Insert</b> key on the keyboard.
 	Make <b>changes</b> to a record.
 	<b>Delete</b> a record.
 	Add or View <b>Notes</b> on a record.
	View <b>all notes</b> and <b>Client Management Remarks</b> related to a record.
 	<b>Find</b> a record using specific fields. Changes to blue when a find is in process.
 	<b>Resets</b> a filter to the default settings.
	<b>Refresh</b> the browse without resetting the filters
	<b>Saves</b> the current information and <b>exits</b> the screen.
	<b>Exits</b> the screen without saving the newly entered information.
	<b>Exact</b> match required in a search.
	<b>Partial</b> match only required in a search.
 or Ctrl-S	<b>Text</b> search Reminder: this searches the browse list from the highlighted record down only. When beginning a search it is best to begin at the top of list.
 	<b>Print</b> a document or go to a report menu.
	Allows adding, changing or deleting graphic and non-graphic files.
	<b>Tag</b> Untag Tagall or Un-tagall record(s). Selects records
	<b>View</b> details of a record.
	Send an email or <b>RFMS mail message</b> regarding the highlighted record.

	View the <b>history</b> of a record.
	View the <b>pdf history</b> of reports for the highlighted record.
	Click to view the <b>tracking</b> record created for every record insert made into Orders, Quotes and Bid Pro Estimates. If gray, no records are present.
	Brings up the <b>Client Management remote actions screen</b> and allows adding a CMM action or relate a CMM record to this record. Yellow indicates that CMM information is associated with the highlighted record
	With all <b>date</b> fields in RFMS, hit the <b>D</b> key to fill in today's date, type in a date, use the up and down arrows to move the date one day at a time or click <b>F8</b> to bring up the calendar and then choose the date.
	The bottom part of the screen lists all windows open in the current module. The one currently being viewed is checked. To view a different window, click it with the mouse.
	Access to customizing the tool bar
	Disabled Field. If set in <i>&gt;Utilities&gt;System Options&gt;System Wide&gt;General &gt;(Set Up Global Interface System Options or Override Global Interface System Options)</i>
	Required Field. If set in <i>&gt;Utilities&gt;System Options&gt;System Wide&gt;General &gt;(Set Up Global Interface System Options or Override Global Interface System Options)</i>
<p>Edit Menu</p>	<p>The Edit Menu can be used as a shortcut to the toolbar options.</p> <p><i>&gt;Edit&gt;</i></p> 

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# Order Entry


## Overages

Ad Source, Order Type, Contract Type and Service Type can no longer be entered on an Overage, but the values are inherited from the Original.

## Provider

### Provider History

On the Browse History screen, when a service is selected those will be the services that are filtered in

the history. To clear the records to see all, click the clear button .

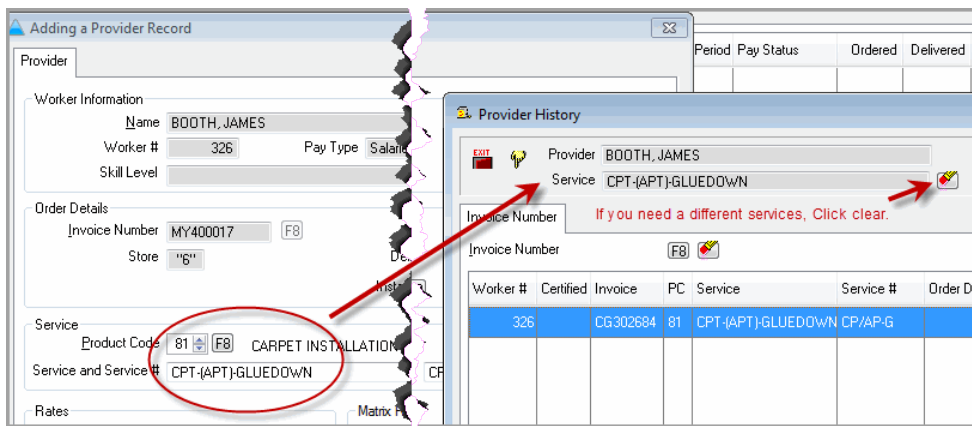


Figure Provider History

## Picking Ticket

The shipping weight now shows on the Picking Ticket

Page 1 01/27/14 10:03AM	<b>Picking Ticket</b> DOCUMENTATION COMPANY	Invoice: CG400950								
Sold To BEARDEN 123 SEYMOUR, TN 37865	Ship To BEARDEN CASH & CARRY, AL	Pick Date: 01/27/14								
Customer Purchase Order: SHIPPING WEIGHT Sales Representative: MARK Paid in Full: No										
Prod Code	Roll/Item No.	Width	Beginning Amount	Amount Required	Ending Amount	Units	Status	Location	Store	Sign
03	SEC		55.00	6.00	49.00	EA	CUT			
Color Number: SEC										
Width x Length: 0.0 x 0.0										
Shipping Weight: 10 lb										
Area										
Amount Checked										
8.00										
Picking Ticket Instructions										

Figure Picking Ticket Preview

# Inventory

## Purchase Orders

The PO search by tab #ST PO has been removed.

# Accounting

## Accounts Payable

### A/P View Screen

*File>Accounts Payable>Add/Edit Payables* 

The browse list now shows any orders the payable is tied to in Order Entry.

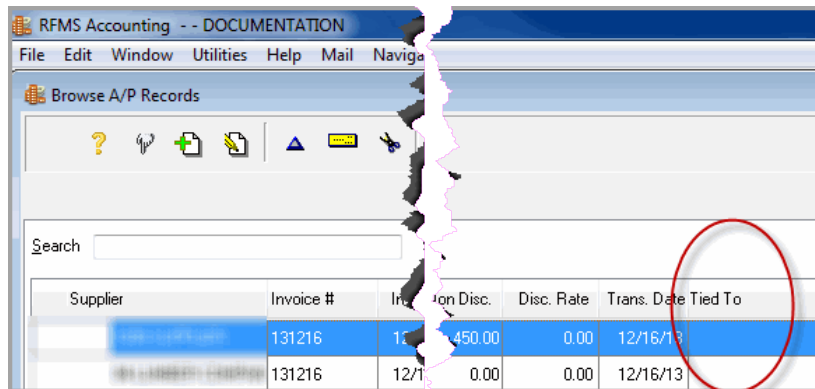


Figure A/P View Screen

## Filter Payables

*File>Accounts Payable>Add/Edit Payables>*



A/P's that are tied to invoices can be filtered by the invoice number.

Figure A/P Filter Screen

## Flagged Payables

*File>Accounts Payable>Check Writing>Print Flagged A/P or File>Accounts Payable>Check Writing>Flag Payables>*



The Flagged Payables listing now includes the Year To Date Totals for the vendor.

Page No. 1  
01/24/14  
11:48:07AM

DOCUMENTATION  
ACCOUNTS PAYABLE  
FLAGGED PAYABLES LISTING

Invoice Number	Invoice Date	Due Date	Invoice Amount	Discount Amount	Check Amount
<b>** 1099 SUPPLIER</b>					
131216	12/16/13	12/16/13	450.00	0.00	450.00
	Past 12 Month Totals		450.00	0.00	450.00
<b>** 84 LUMBER COMPANY</b>					
131216	12/16/13	12/26/13	500.00	0.00	500.00
131216A	12/16/13	12/16/13	200.00	0.00	200.00
131216B	12/16/13	12/16/13	1.00	0.00	1.00
	Past 12 Month Totals		701.00	0.00	701.00
<b>** AAA COOPER</b>					
131216	12/16/13	12/26/13	1.00	0.00	1.00
	Past 12 Month Totals		1.00	0.00	1.00
<b>** ABZ</b>					
123456	10/22/13	11/01/13	562.00	0.00	562.00
123456987	10/22/13	11/01/13	652.30	0.00	652.30
	Past 12 Month Totals		1,214.30	0.00	1,214.30

Figure Flagged Payables Listing

## A/P Reports

*File>Accounts Payable>A/P Reports>AP's Sent to Order Entry*

A report has been added that will show the A/P's sent to Order Entry in a given period. It also shows any difference between the amount in AP and Order Entry.

DOCUMENTATION A/P Sent To Order Entry						
Date	Supplier	A/P Invoice	OE Invoice	A/P Total	OE Total	Difference
Page No: 1 01/27/14 03:23PM						
Store: " "						
10/24/05	UNIVERSITY	056606	CG501288	8.67	8.67	0.00
10/27/05	UNIVERSITY	26678	CG500990	16.22	16.22	0.00
10/27/05	UNIVERSITY	055503	CG501308	6.88	6.88	0.00
10/27/05	SHAWFORD SERVICE CO.	003742	CG501290	75.00	75.00	0.00
10/28/05	SHAWFORD SERVICE CO.	003743	CG501304	335.00	335.00	0.00
10/28/05	SHAWFORD SERVICE CO.	003744	CG501432	340.00	340.00	0.00
11/02/05	UNIVERSITY	057943	CG501498	8.62	8.62	0.00
11/03/05	FRANK SPIT	N46559	CG501133	66.39	66.39	0.00
11/09/05	HOME DEPOT	7055764	CG501482	40.84	40.84	0.00
11/09/05	HOME DEPOT	3056210	CL500014	47.48	47.48	0.00

Figure APs Sent to Order Entry Report

## General Ledger

*File>General Ledger>View Journal*

The Group number from the Batch Entries has been added to the View Journal Screen.

Sub	Debit	Credit	Description	Chk Num	Inv num	Trans Date	Store	Comment	Batch Num	Group	Seq. Num
00	0.00	36,588.53	TRANSFER TO 105			03/09/07	""	TRANSFER TO 105	0		27,768
00	0.00	640.51	TRANSFER TO 105			03/09/07	""	TRANSFER TO 105	0		27,768
00	0.00	640.51	TRANSFER TO 105			03/09/07	""	TRANSFER TO 105	0		27,770
00	1,650.00	0.00	DEPOSIT		104	03/15/07	""		0		27,565
00	0.00	30,026.01	PR-NET			03/23/07	""	PAYROLL Check	0		27,616
00	35,000.00	0.00	DEPOSIT		106	03/23/07	""		0		27,657
00	0.00	20,252.95	Checks 1037-1058			03/27/07	""	A/P CHECK WRITE	0		27,662
00	0.00	12,037.16	PR-NET			03/30/07	""	PAYROLL Check	0		27,666

Figure View Journal Screen

# Banking



## Transfer Funds

Funds that have been transferred can now be marked as reconciled or left as unreconciled.

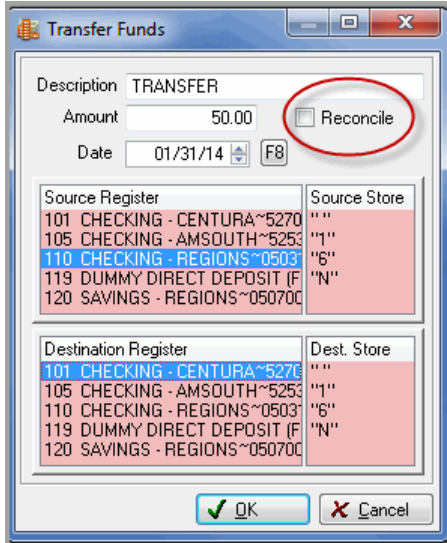


Figure Transfer Funds

In the register, Transfers are now listed as “TRANS” instead of a check number.

The screenshot shows a banking register window titled 'CHECKING - REGIONS-0503104147 CK110'. The register contains the following data:

Check. #	Date	Payee	Supplier	Check Amt.	Deposit Amt.
076705	01/18/13	UNITED STATES TREASURY	COLBURN/423-98-18	468.86	
Dep	01/18/13	DEPOSIT (7495)	Receipt 90678 To 90		5,335.56
Dep	01/19/13	DEPOSIT (3880-A)	Receipt 6920 To 692		31.61
TRANS	10/03/13	TRANSFER 110 TO 105	TEST TRANSFER	R 100.00	
Dep	10/30/13	DEPOSIT (S00031)	Receipt 90700 To 90		9,708.43
Dep	11/07/13	DEPOSIT (S00032)	Receipt 90702 To 90		19.62
TRANS	12/12/13	TRANSFER 110 TO 101	TEST	R 100.00	

Figure Register showing Transfer

# Bid Pro

## Estimates

Gross Profit Dollars are now listed on the estimate screen.

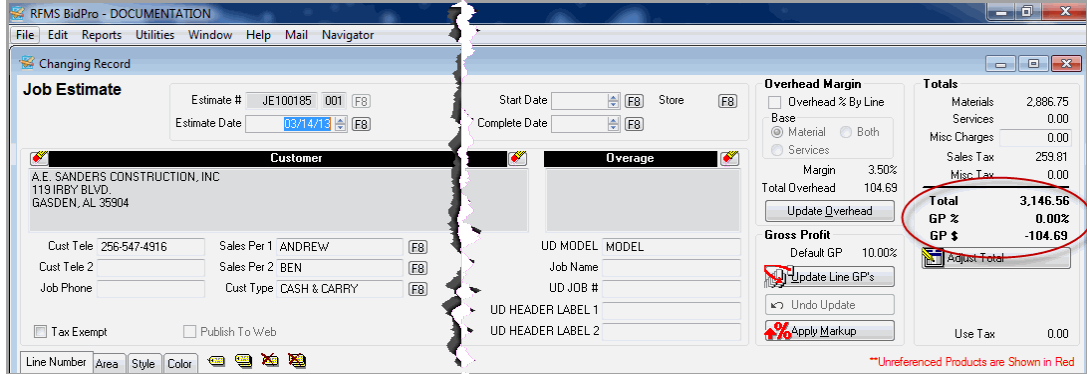


Figure Estimate Screen

## Attachments

Drawings and other attachments on estimates and estimate lines will copy over to a new estimate when

using the Quick Copy feature



# Schedule Pro

## Map Tagged Jobs

*Utilities>Set Up>Job Address Mapping*

Yahoo Maps has had a longstanding issue. With this release this feature will be switched to Bing Maps. In a future release other options will be added.