



Systems for Success

A decorative graphic consisting of three overlapping, wavy bands. The top band is light gray, the middle band is dark red, and the bottom band is black. The bands curve upwards from left to right.

# Version 12.1 Update User Guide

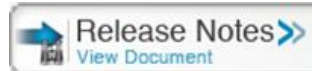
Release Date May 2013  
Revised June 19, 2013  
Revised June 27, 2013

© RFMS, Inc.  
3073 Palisades Court  
Tuscaloosa, AL 35401  
Phone 205-553-5257 • Fax 205-862-8788

Look for (Added in June 27, 2013 Revision) for newest features.

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.






















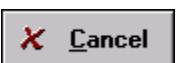








[For directions on loading updates to the RFMS software, click here.](#)




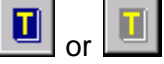


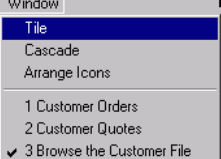



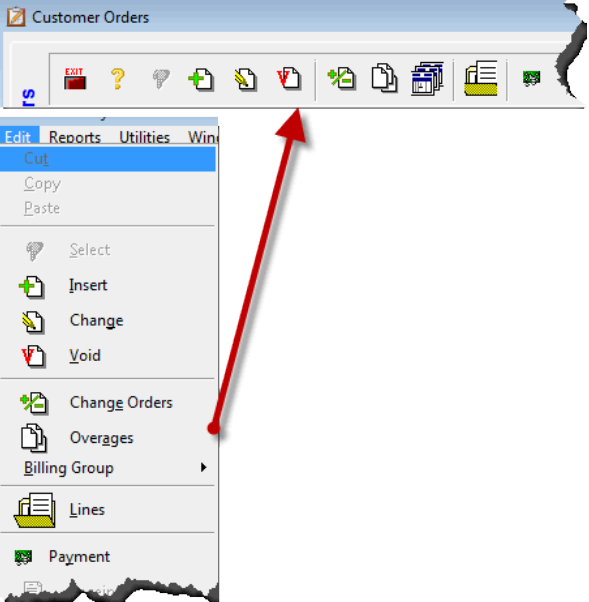
The same documentation is included in the on-line help system and can be accessed by pressing the F1 button at any RFMS screen. If there is something on the screen that you either don't recognize or understand, check this document or refer to the Help Files pressing F1.

## Documentation Conventions

 Notes:	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.

	<p>Send an email or <b>RFMS mail message</b> regarding the highlighted record.</p>
	<p>View the <b>history</b> of a record.</p>
	<p>View the <b>pdf history</b> of reports for the highlighted record.</p>
	<p>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.</p>
	<p>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</p>
	<p>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.</p>
	<p>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.</p>
	<p>Access to customizing the tool bar</p>
	<p>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></p>
	<p>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>
<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> 

# Contents

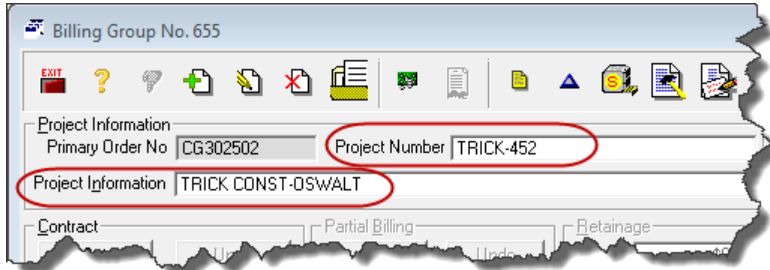
- Version 12.1 ..... 1
- Update User Guide ..... 1
- SYSTEM WIDE ..... 7**
  - Attachments ..... 7
  - New or Changed System Options in this Update ..... 8
    - Automatically Print Tags After Receiving ..... 8
  - New System Options Feature ..... 12
  - Order Entry-Customers..... 12
- INVENTORY ..... 14**
  - Item Inventory Transfer Adjustments ..... 14
  - Inventory Relocation ..... 14
  - Inventory Adjustments ..... 16
  - Adjustment Types ..... 16
  - Tags ..... 17
  - Stock Replenishment Report ..... 17
- PRODUCTS ..... 19**
  - Custom Find ..... 19
  - Tags ..... 20
- ACCOUNTING ..... 21**
  - Audit Viewer ..... 21
  - Accounts Payable ..... 21
    - Accounts Payable Report ..... 21
  - General Ledger..... 22
  - Banking ..... 22
  - Month End ..... 23
  - GST Tracking ..... 23
  - Human Resources..... 25
    - Massachusetts Quarterly Payroll Report ..... 25
    - Connecticut Tax Tables..... 27
- SALES REPORTS ..... 27**
  - Inventory Turns Report..... 27
- UPDATES TO ADD ON PROGRAMS..... 28**
  - Bid Pro ..... 28
    - New System Option..... 28
    - System Option Changed ..... 30
  - Screen..... 30
    - Line Lock..... 31
    - Rounding..... 32
    - Adjust Total ..... 32
    - Copy Line ..... 33

Update Line Gross Profit Percent (GP %)	33
Associated Product Bundles	34
Export to Customer Order	34
E-Commerce	34
Advanced Shipping Notices	35
CCA Pricing and Tagging	35
Property Connect	35
ProSource	36
Product Gateway	37
Sales Pro Mobile	37
Customer Pickup	38

# System Wide

The project number and project information from billing groups are now being included in the .csv file of these reports:

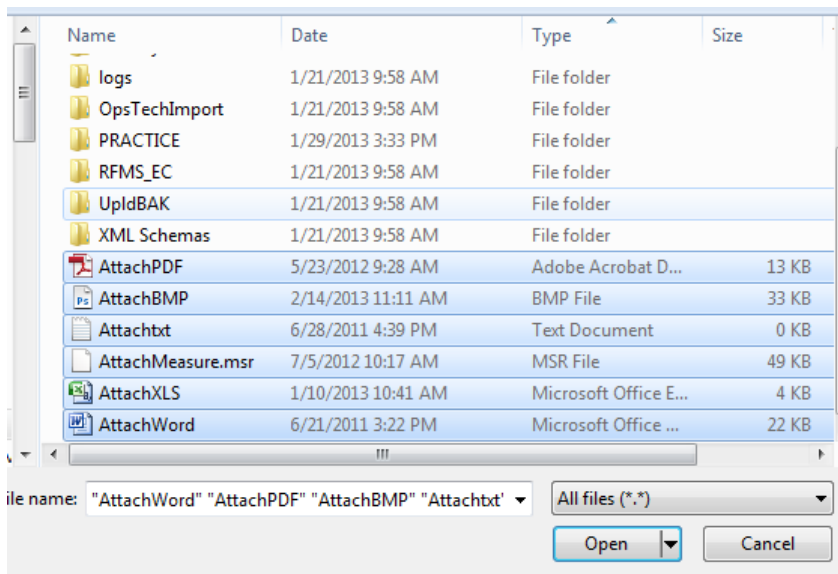
- Provider's Earnings *Order Entry>Reports>Provider's Earnings.*
- Job Cost Analysis *Sales Reports>File>Profitability>Job cost Analysis*
- Materials Analysis *Sales Reports>File>Materials Analysis>Orders*



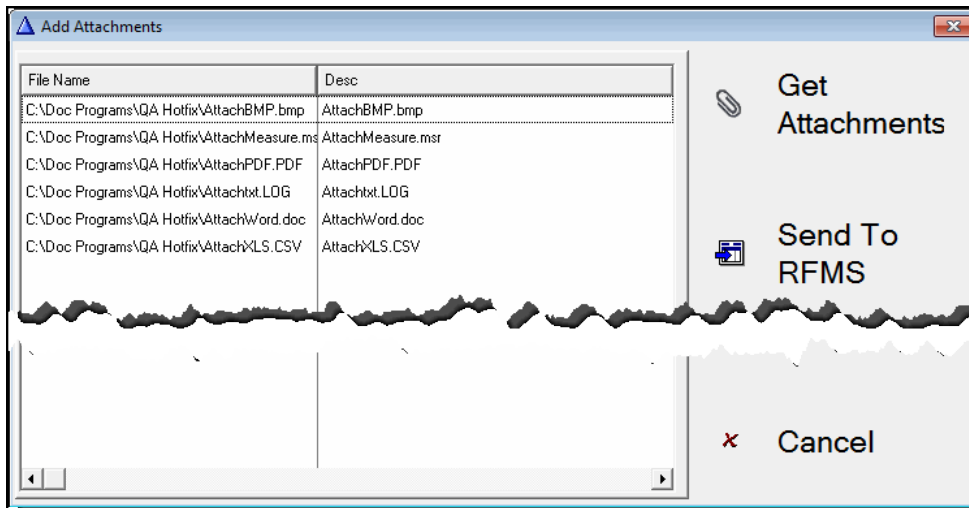
## Attachments

It is now possible to attach multiple files at one time.

1. Select the file or files to attach and click the **Open** button. (The get attachments screen now defaults to all files rather than just graphic files.)
  - i) To select several items in a row, choose the first by clicking it. Then go to the last item on the list and hold the Shift Key plus left click the mouse. All of the items between the first and last selection will be highlighted.
  - ii) To choose multiple items which are not in a row, highlight the first item and then hold down the Control Key and left click on each item to select.



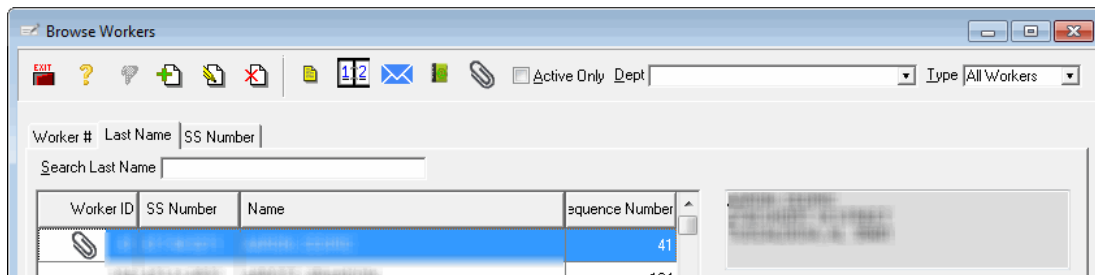
2. The **Adding an Attachments** screen will display.



3. Click **Get Attachments** to add more attachments.
4. Optionally change the description by clicking on the current description and typing in the field.
5. Click **Send to RFMS** to attach all the files to the record.

Attachments can now be added to worker records from the Browse Workers Screen.

*Accounting > File > Human Resources File > Worker Information > Click attachment button*



## New or Changed System Options in this Update

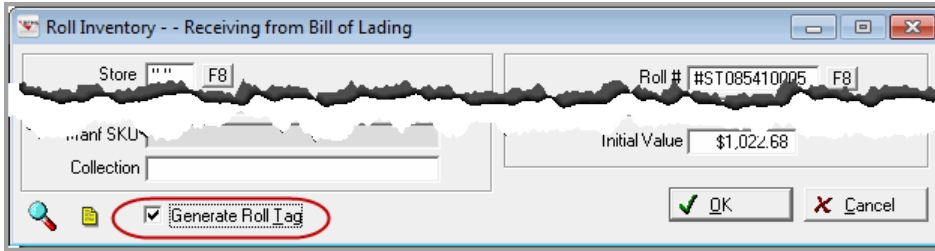
### Automatically Print Tags After Receiving

(Added in June 2013 Revision)

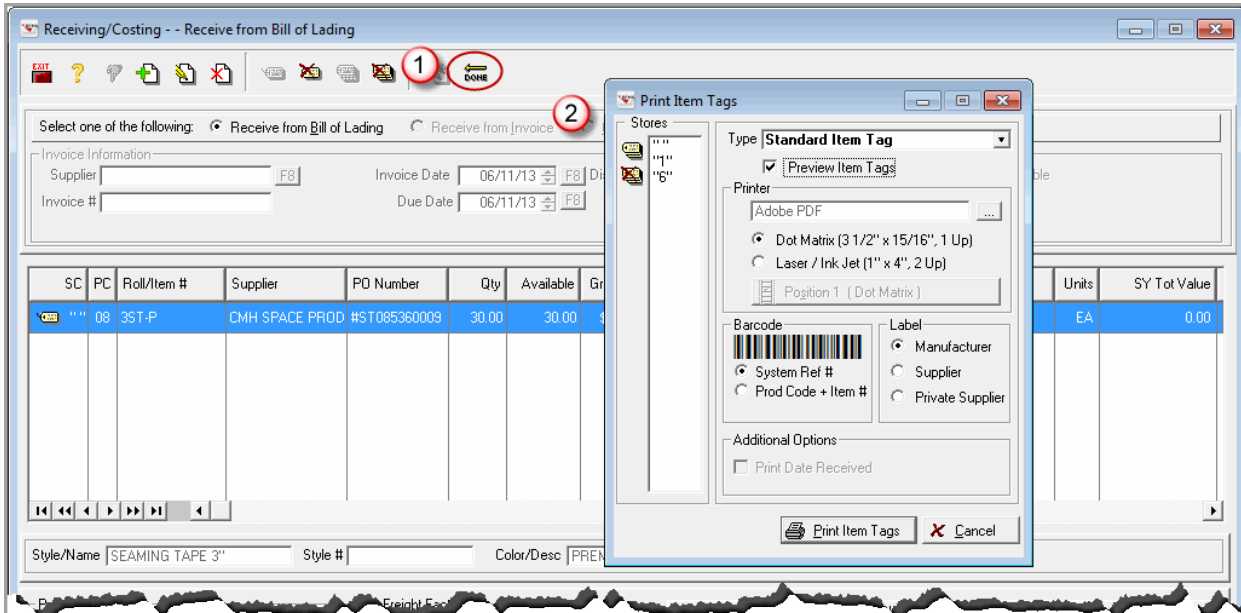
A new system option has been added which bring up options for printing tags after the receiving process is completed.

Type	Module	Applies To	Category	Option	Value
Global	Inventory	Costing/Receiving	Configuration	Automatically Print Tags After Receiving	No

During the receiving process, the generate tag option must be checked on the inventory record just as it would to generate the tags later.



With this option set to yes, when the receiving process is completed, the tag printing screen immediately displays.



### Inventory Stores Visible to User

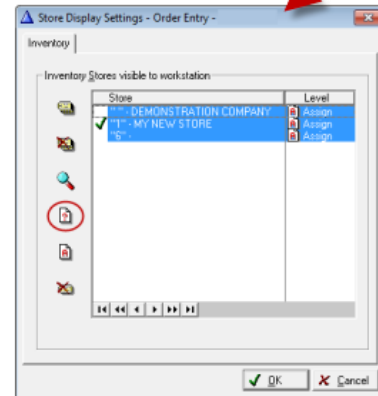
(Added in June 2013 Revision)

A new choice has been added to the Inventory Stores Visible to User system option to allow requesting inventory from another store.

*Utilities>System Options>Order Entry>Inventory> Inventory Stores Visible to User*

*Type is Assigned or User*

Type	Module	Applies To	Category	Option	Value	Note
 Assigned	Order Entry	Inventory	Display	Inventory Stores Visible to User	Multiple Options	



Request- Request inventory from another store.


### Disable Log Out

A new system option has been added to dictate whether or not the log out feature is available from drop down navigators throughout the software.

*Utilities>System Options>System Wide>General>Disable Log Out*

**Type is Global** 

If this option is set to no, the logout function is available.

Type	Module	Applies To	Category	Option	Value	Note
 Global	System Wide	General	Configuration	Disable Log Out	No	

### Use GST Coding

A new system option has been added to allow clients to add a default GST code to each account from the chart of accounts.

*Utilities>System Options>System Wide>General>Use GST Coding*

**Type is Global** 

The GST code will default to yes on all accounts. This is used for coding Accounts Payable records. This option is only available for Canadian or Australian users.

Type	Module	Applies To	Category	Option	Value	Note
 Global	System Wide	General	Configuration	Use GST Coding	No	Enabled only for Canada or Australia or New Zealand

### Allow Change of Private Supplier While Costing

This system option has been added and will be helpful to track rebates by a buying group. Create the buying group as a private supplier. During costing select F8 and bring in the Private supplier. The Item Range and Roll Range report are two of the reports that can be run by Private Supplier giving the invoice number an amount.

*Utilities>System Options>Inventory>Allow Change of Private Supplier While Costing*

**Type is Assigned, User or Global**

Type	Module	Applies To	Category	Option	Value
Global	Inventory	Costing/Receiving	Configuration	Allow Change of Private Supplier While Costing	No

## Display Item Manufacturer Description and Name

*Utilities>System Options> (Order Entry or Sales Floor Assistant)>Display Item ...*

This system option was Display Item Manufacturer Description and Name the only options were yes or no. Now the options are:

- Neither
- Supplier Description
- Supplier Name
- Both

Type	Module	Applies To	Category	Option	Value	Note
Global	Order Entry	Products	Display	Display Item Supplier Description and Name	Neither	
Global	Sales Floor Assistant	Products	Display	Display Item Supplier Description and Name	Neither	

The Item Product Browse, *Order Entry>File>Products>Items*, has been changed to include the supplier item name and the column was renamed from manufacturer description to supplier description.

Store	Name	Item Number	Supplier Name	Size	Description	Number	Supplier Description	Cancel Date	SKU	Manufactur
	PRIVATE ITEM NAME	PRIVATE ITEM	SUPPLIER ITEM NAME	73.84"x50"	PRIVATE DESCRIPTIC	PRIVATE DESCRIPTION	SUPPLIER DESCRIPTION			

On the customer order line, the supplier item name and description can be seen by scrolling to the far right of the line.

Line #	Style	Product Code	Roll/Item Number	Color/Description	St	Freight	Load	Overhead	Use Tax	UDSerial #	Style Number	Color Number	Line Comm	Color Seq Num	ice List Seq Num	Supplier Name	Supplier Description
						0.0100	0.0000	0.0190	---	ITEM INFO	PRIVATE ITEM NUMB	PRIVATE DESCRI	0.00%	7,814,503	992,037	SUPPLIER ITEM NAME	SUPPLIER DESCRIPTION

**New Bid Pro System Option – [Click for Details](#)**

**New System Options Feature**

The symbol is used like “or” so any option having one or the other term will be listed.

Hidden	Type	Module	Applies To	Category	Option	Value	Note
	Assigned	Bid Pro	Estimates/Templates	Display	Display Unreferenced Lines in Red	User Specific Values	
	Assigned	Inventory	Purchase Orders	Configuration	Display only Default Store for Auto PO Generation	User Specific Values	
✓	Global	Schedule Pro	Capacity Settings	Configuration	View Installation Depot Capacities By	Quantity Available	
	User	Schedule Pro	General	Authorization	Display System Settings Restrict Message as a Warning Messa	User Specific Values	
	User	Schedule Pro	General	Authorization	View Edit Default Store Only	User Specific Values	
✓	Global	Schedule Pro	General	Configuration	Quick Schedule Display Time Slot Totals 1	MORNING	
✓	Global	Schedule Pro	General	Configuration	Quick Schedule Display Time Slot Totals 2	AFTERNOON	
	User	Schedule Pro	General	Display	Display Availability on Schedule New Jobs Calendar	User Specific Values	

**Order Entry-Customers**

(Added in June 2013 Revision)

Additional options have been added to Customer Find function.

Figure Old

Figure New with new options circled.

1. A combination of stores can now be chosen, before only a single store or all stores were options.
2. Customer and Business name are now options. (Name/Business (Sold to or Ship to) Enter all or part of the information. Use % before and after a value to search for that value in where in the field.
3. Now sold to and ship to addresses are available for searching. Enter all or part of the information. Use % before and after a value to search for that value in where in the field.
4. A range of ship to zip codes is available.
5. Owner group (Owner comes from the information entered on tab two of the customer record.)
6. Member group. (Search for the main and the main and all the branches will be listed.)
7. Additional options are Telephone numbers, email address, contacts, and an option to include inactive customers.

A box has been added on the customer browse list to indicate if a client is active or inactive. (Added in June 27, 2013 Revision.)

Customer Name	CM	Store	Date Edited
A.E. SANDERS CONSTRUCTION,		***	06/05/13
A.R.C.		***	06/24/13
AARON, HARRIS		***	06/24/13
ADVANTAGE REALTY		***	06/04/13
ALFA INSURANCE, ATTN:D HANK		***	10/01/07
AMASON AND ASSOCIATES		***	09/11/09
AMERICAN CHOICE REAL ESTAT		***	11/11/09
ANDERSON MGMT. CO.		***	05/29/13
APLIN, GORDON		***	04/01/05
ARD, INC.		***	05/03/13
ARGO, AARON		***	02/11/13
ATTN- ACCOUNTS PAYABLE CIT		***	

Sold To	
AARON, HARRIS 225 30TH AVE E TUSCALOOSA, AL 35404	
Ship To	
AARON HARRIS 225 30TH AVE E TUSCALOOSA, AL 35404	
UD Tele #1	205-553-0270 Ext
UD Tele #2	
UD Tele #3	
Bus. License #	
Customer #	1,311
Customer Type	REPAIR
	<input checked="" type="checkbox"/> Active

## Provider's Earnings History

*Order Entry>Reports>Provider's Earnings Report*

Sold to has been added to the .csv output of this report. (Added in June 27, 2013 Revision.)

# Inventory

## Item Inventory Transfer Adjustments

(Added in June 2013 Revision)

A cost adjustment can no longer be done at the same time as a transfer adjustment.

## Inventory Relocation

(Added in June 2013 Revision)

RFMS is implementing a new Inventory relocation feature. This new feature allows the requesting store to use the order lines to initiate the process of transferring inventory. This involves adjustments in both Order Entry and Inventory. This requires an [Inventory Move](#) license.

### Set up Users

*Utilities>System Options>Order Entry>Inventory> Inventory Stores Visible to User.*

Users should have request level permission for stores other than their home store.

### Adding or Editing Order lines

A customer order in one store selects inventory from another store. The line status is reserved.

Store | 1 | F8 | Order Date | 06/05/13 | F8 | UD Tele #1 | 111-222-3333 | F8

Sold To | Ship To

SOLD

Adding Customer Order Line - Invoice CG302614

Line Number 0002  
Product Code 01 CARPET  
Roll Number  
Style  
Color  
UDSerial #  
Unit SF Unreferenced  
Width 0.00

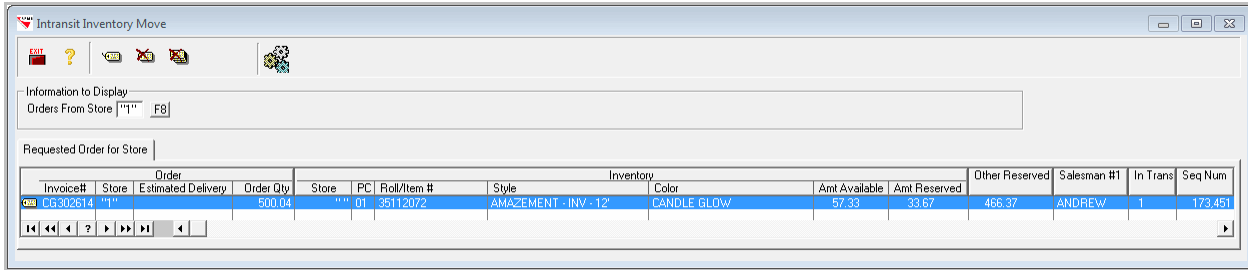
Roll/Item Inventory

Store	PC	Roll / Item Number	Style / Name	Color / Description	Seq	Lot	Width	Leng
01		34927730	IMAGINE PLUS - 12'	THICKET	0	11854600	12	
01		35112072	AMAZEMENT - INV - 12	CANDLE GLOW	0	13563100	12	

### Moving the Inventory

The "requested from store" will have a button in roll inventory and item inventory to see what inventory

has been requested.



If the amount reserved for the requested store is leaves an amount available, the requested quantity onto a new record.



Tag the lines to move, then click the process button.



SC	PC	Roll #	Supplier	Style	Color	Dye Lot	Width	Beg Length	Used	Rsvd	St Rsv	Avail	PO #
''''	01	35112072	BEAULIEU OF AMERICA	AMAZEMENT - INV - 12'	CANDLE GLOW	13563100	12.00	250.25	200.92	-8.00	0.00	57.33	#ST081860003
''1''	01	35112072A	BEAULIEU OF AMERICA	AMAZEMENT - INV - 12'	CANDLE GLOW	13563100	12.00	0.00	-41.67	41.67	0.00	0.00	#ST081860003

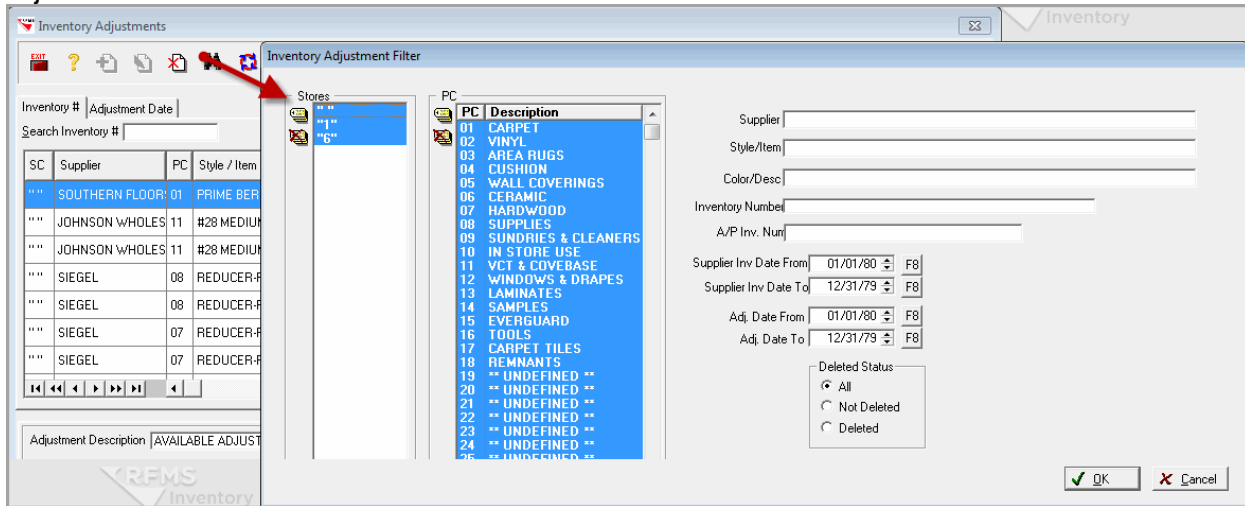
The material is then placed on reserve in the new store.

# Inventory Adjustments

*Inventory > File > Adjustments*

(Added in June 2013 Revision)

A find button has been added to this browse list.  Click **Reset**  to set the list back to all adjustments.



## Adjustment Types

It is now possible to add a user defined adjustment. The adjustment type must be quantity.

*Inventory > File > Adjustment Type*

The Adjustment Type Browse List screen has been added to the inventory file menu and this is where user defined adjustments are added and edited. Click the **insert** button to add a user defined adjustment. Click the **edit** button to change the description of the adjustment or to make it inactive. Only adjustments which have not been used can be **deleted**.

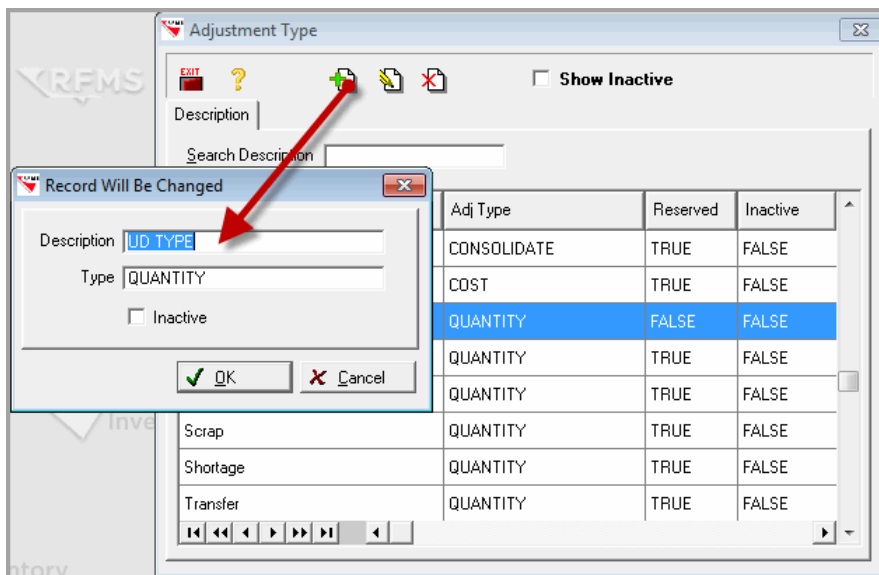


Figure Adjustment Type Browse List

**Browse list columns**

**Description-**The name of the adjustment type record.

**Adjustment Type-** How the inventory record will be adjusted. Only quantity adjustment types can be user added.

**Reserved-** System added adjustments records are reserved and cannot be edited, deleted or made inactive.

**Inactive-** Only user defined adjustment records can be made inactive.

**Tags**

Tagging for printing is now user specific in inventory. One user can tag some records while another user tags a different group of records and when each user prints tags, only their tags will be printed.

There are two new inventory tags that print on a label printer and are designed to use the durable stock tags. They are the "4x6 Item Tag" and "4x6 Roll Tag".

02 - VINYL


---

Mill: MANUFACTURER\*  
 Style PRIVATE STYLE  
 Color: PRIVATE COLOR

Order # / Line #	Size	Store
CG302584-1	X 8.33	"1"

---

Supplier: SUPPLIER  
 Dye Lot  
 Sidemark: PO, AUTO/ Stock  
 Invoice #  
 PO #: #ST085530001  
 Location:  
 Style # PRIVAT  
 Fiber:  
 Color #: PRIVATE COLOR #  
 Beg. Length 8' 4"  
 Date Rcvd:



\$2.19 SF  
\$19.71 SY

02#ST085530001  
 12.00 1089224409

---

**ACTUAL SIZE MAY VARY**

VCT & COVEBASE


---

#28 MG-6

Name: #28 MEDIUM GRAY  
 Description: 6IN VINYL COVEBASE  
 Manufacturer: JOHNSON WHOLESALE  
 Supplier: JOHNSON WHOLESALE  
 Run Lot:  
 Serial #:  
 PO #: CG2022580006  
 Location:  
 SKU #:  
 Item Seq #: 1  
 Sidemark: INSURESOF-3 CTNS  
 Qty Rcvd: 360

---

\$ 1.17 LF



(144161)

Figure 4X6 Roll Tag


4X6 Item Tag

**Stock Replenishment Report**

[Inventory > Reports > Stock Replenishment Report](#)

This report pulls information from the inventory file to report on Inventory to help in establishing needed levels.

<b>Purpose</b>	Inventory forecasting	<b>Data Source</b>	Customer Order lines- sold per week Inventory file
----------------	-----------------------	--------------------	---

<b>By Store</b>	Y	<b>By Style</b>	Sort only	<b>By Product Code</b>	Sort only
<b>Profit</b>	N	<b>By Supplier</b>	N	<b>Balance Due</b>	N
<b>Order Status</b>	NA	<b>.CSV output</b>	Y	<b>User Defined</b>	N
<b>Paper Size</b>	8.5 X11	<b>Balance to</b>	Sales –Materials Analysis		
<b>Common uses:</b> Determine rates of usage and on hand levels of stock materials					
 <b>Tips for Use:</b> “Stock Inventory” is that ordered by stock (not special order) purchase orders.					

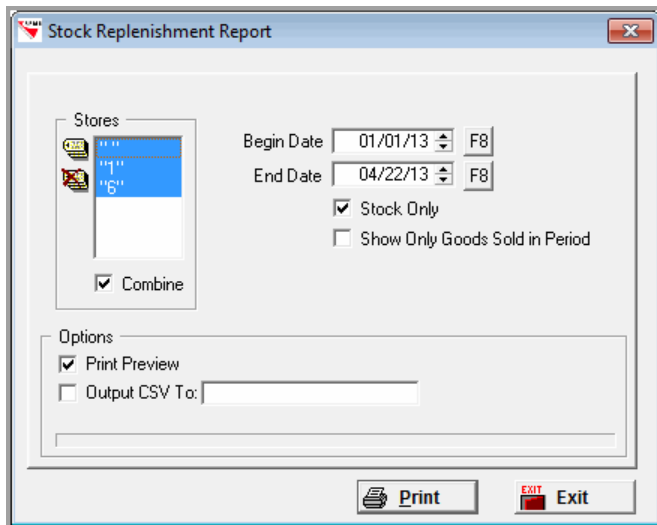


Figure Stock Replenishment Report Options

**Stores:** Choose one or more store or all stores by tagging. Selecting combined will total all chosen stores together.

**Begin/End Date:** These are the dates to use when reporting on the sales/week.

**Stock Only:** Selecting this will look at inventory purchased via stock purchase order. Any inventory for this style and color will be included in the numbers, even if it was special ordered.

**Show Only Goods Sold in Period:** This looks at only goods sold in the specified time period, otherwise all inventory with amounts committed or on hand will be analyzed.

**Print Preview:** Select to view the report on the screen before printing.

**Output CSV To:** select to create an ASCII text file for use in other applications. The file name and location can be user designated. The output to file option could include fields not included on the printed report due to space constraints.

**DOCUMENTATION**  
 Stock Replenishment Report  
 Between 01/01/12 and 12/31/12  
 (52.1 Weeks in period)

Color	Item Number	Sales/Week	On Hand	Committed	On Order	Weeks to Clear
Store ""						
PC 01						
	Style CC150 - 12'		Units SF			
	MUFFIN	18.39	9,162.72	0.00	0.00	498.18
	PARK BENCH	17.72	3,321.00	0.00	0.00	187.41
	Style DEFENDER 20 - 12'		Units SF			
	GREEN EARTH	34.50	15,147.00	0.00	0.00	439.05
	Style DELIGHT - 12'		Units SF			
	CAMEO	0.00	32,400.00	0.00	0.00	0.00
	NEUTRA	0.00	32,400.00	0.00	0.00	0.00
	Style DERBY (S)		Units SF			
	SOMBRERO (S)	9.21	0.00	0.00	0.00	0.00
	Style DERBY - 12'		Units SF			
	LIONESS (S)	20.52	16,910.64	0.00	0.00	824.05

*Example Report*

The report is sorted by:

1. Store Code
2. Product Code
3. Style
4. Color

**Sales Per Week:** Amount sold during the listed time frame (Amounts adjusted are not included in this number.) Divided by number of weeks analyzed by the report.

**On Hand:** square feet available not committed (reserved)

**Committed:** square feet reserved

**On Order:** amount on outstanding purchase orders.

**Weeks to Clear:** if sold at the sales per week rate, how many weeks would it take to use all the on hand plus on order. The amount committed is not included.

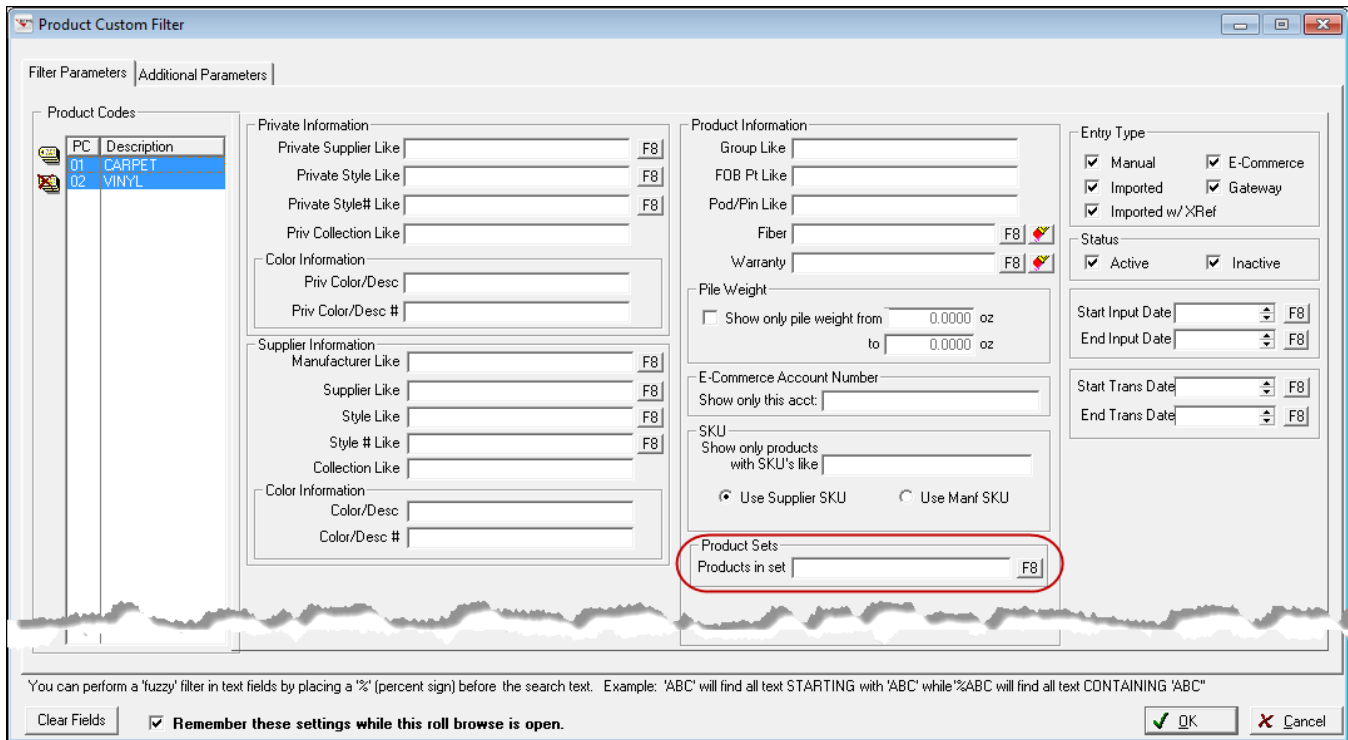
## Products



### Custom Find

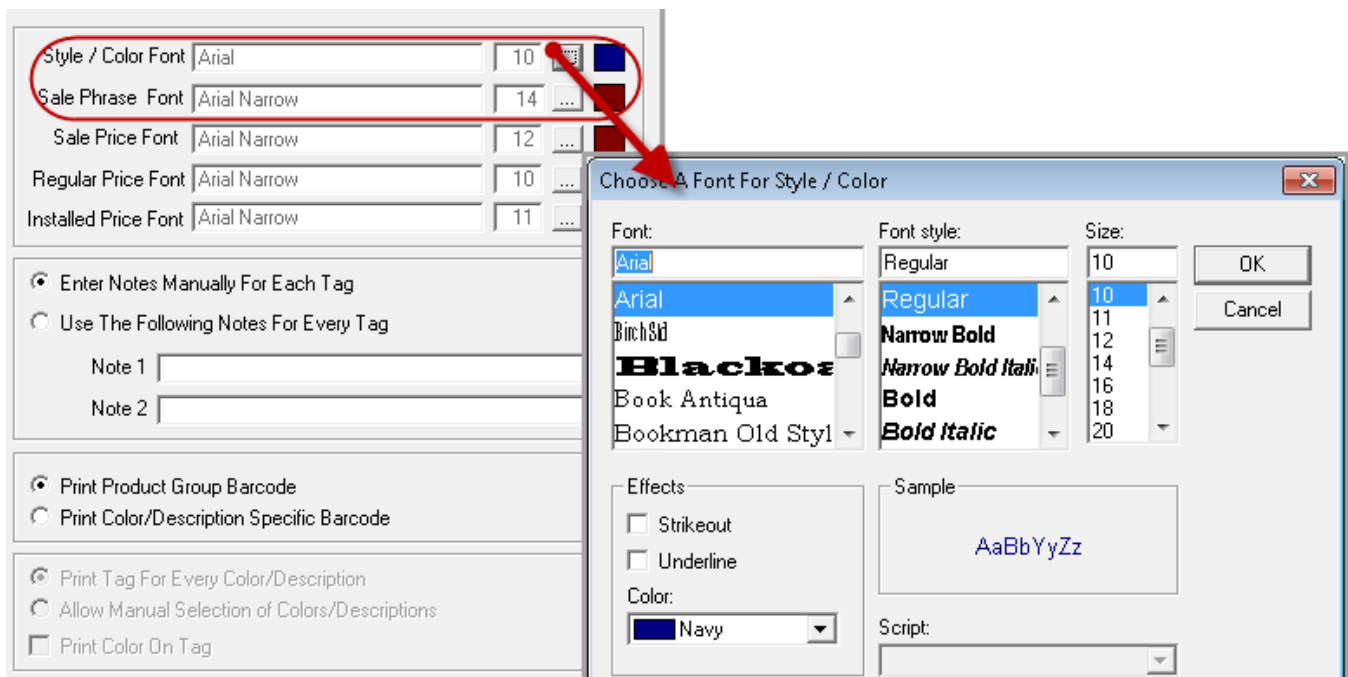
The Products Custom Find Screen has been reorganized. The fields have been grouped together in categories like private, color and supplier.

Product Set is now a search criterion. Product Sets are also part of the Products Find in Order Entry.



## Tags

Product Tags now allow choosing the font color and size for the Style Color Line and the Sale Phrase.

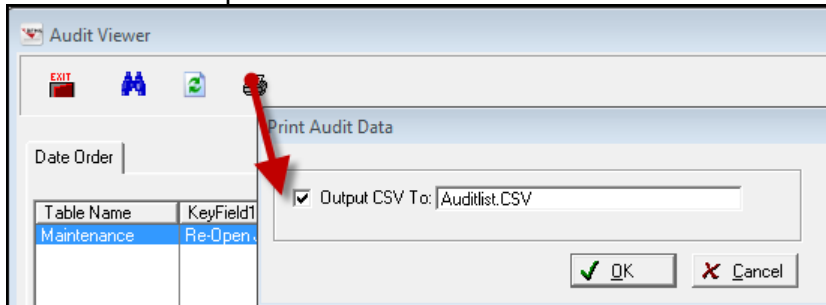


# Accounting

## Audit Viewer

*Accounting>Utilities>Audit Viewer*

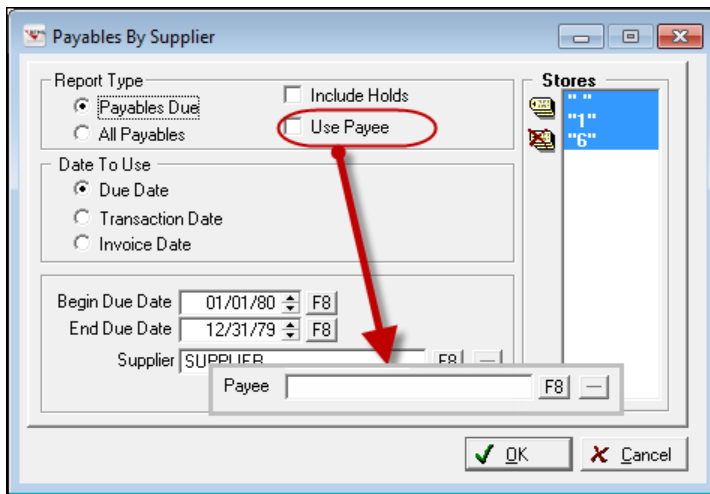
The audit view report can now be sent to a .csv file.



## Accounts Payable

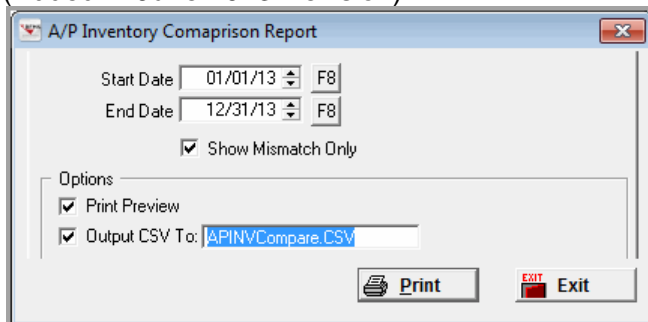
*Accounting>File>Accounts Payable>A/P Reports>Payables by Supplier*

A new option has been added to Payables by Supplier report, to allow filtering the report by the payee. With this option selected the filter option for Supplier changes to Payee.



## Accounts Payable Report

*Accounting>File>Accounts Payable>A/P Reports>Payables to Inventory Comparison Report*  
(Added in June 2013 Revision)



This report lists differences between what was posted to Inventory and what was posted to Payables. A mismatch is recorded if it is on the inventory account AND the amount of difference is greater than +-.01

DOCUMENTATION				
Page No: 1		Payables/Inventory Comparison Report		
06/03/13				
09:56AM				
**** Marks Mismatched Items				
Supplier 84 LUMBER COMPANY				
Invoice #2607460149				
*	<u>Act. Code</u>	<u>PC</u>	<u>Inventory Amount</u>	<u>Payable Amount</u>
	140	07	70.56	0.00
Supplier ARMSTRONG WORLD INDUSTRIES				
Invoice #9006778007				
*	<u>Act. Code</u>	<u>PC</u>	<u>Inventory Amount</u>	<u>Payable Amount</u>
	140	07	1,786.14	1,606.14
Supplier ARMSTRONG WORLD INDUSTRIES				
Invoice #9007144802				
*	<u>Act. Code</u>	<u>PC</u>	<u>Inventory Amount</u>	<u>Payable Amount</u>
	140	11	89.80	89.13
Supplier ARMSTRONG WORLD INDUSTRIES				
Invoice #9007158614				
*	<u>Act. Code</u>	<u>PC</u>	<u>Inventory Amount</u>	<u>Payable Amount</u>
	140	11	297.09	297.10
Supplier DAL TILE				
Invoice #0107082289				
*	<u>Act. Code</u>	<u>PC</u>	<u>Inventory Amount</u>	<u>Payable Amount</u>
	140	06	501.80	525.20

## General Ledger

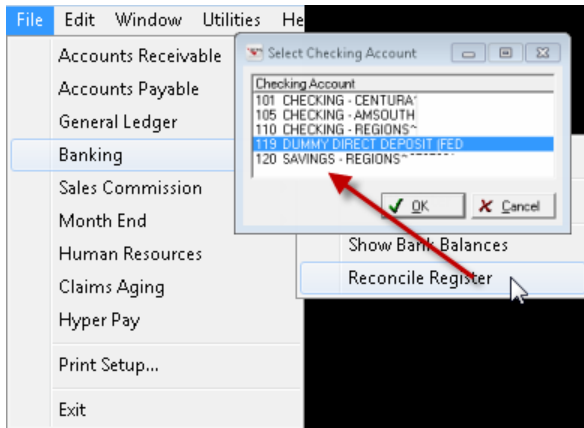
[Accounting>File>General Ledger>View Journal](#)

This procedure now displays the filter screen going in so all of old journal data does not have to be loaded before searching for the desired data.

## Banking

[Accounting>File>Banking>Reconcile Register](#)

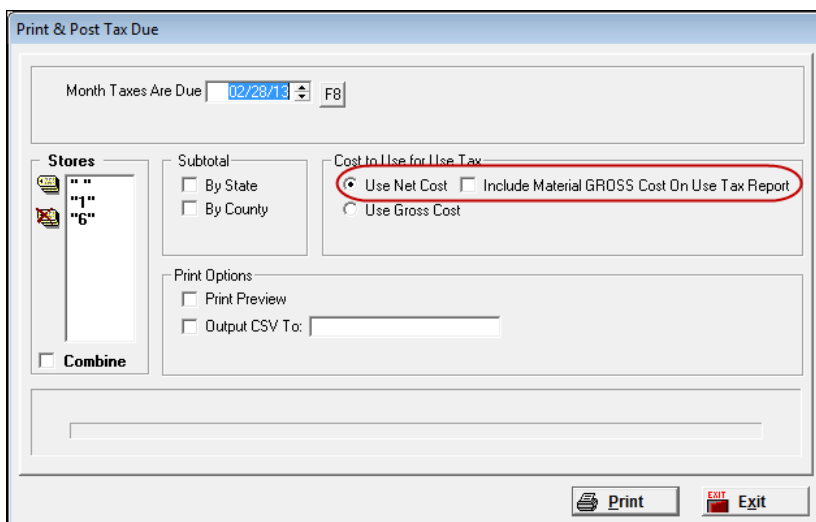
Each Account can now be password protected separately.



## Month End

Accounting>File>Month End>Tax Reports

The tax due report has been changed. The option to include material gross cost on the use tax report is only available if the choice of Use net cost for the report has been selected.



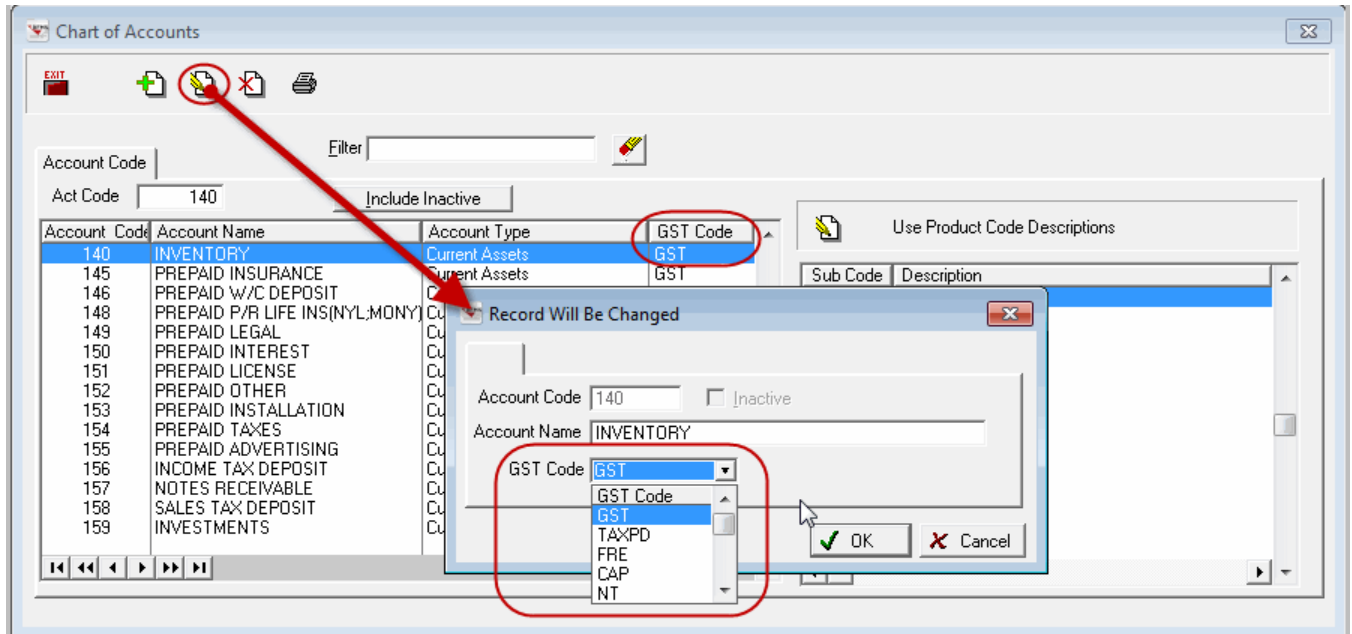
## GST Tracking

Enhanced GST tracking and reporting has been added to RFMS. This allows reporting the difference between GST collected and GST paid on a monthly basis. Account codes can be sub classed by a GST type.

1) Enable the tracking.

Set the system option Utilities>System Options>System Wide>General>Use GST Coding to yes.

2) Set the default GST Code Type for each necessary account code. (Code can be changed during accounts payable posting or order entry. This just sets the default.



Highlight an account code, click the edit button. Select the default GST value in the new GST Code field.

The GST Code options are:

GST: GST Paid(A/P) or collected (OE)

FRE: Free of GST/No GST Paid or collected

ABN: No GST (Tax ID) Number for the supplier on file (Absent Bank Number)

CAP: A Capital Expense

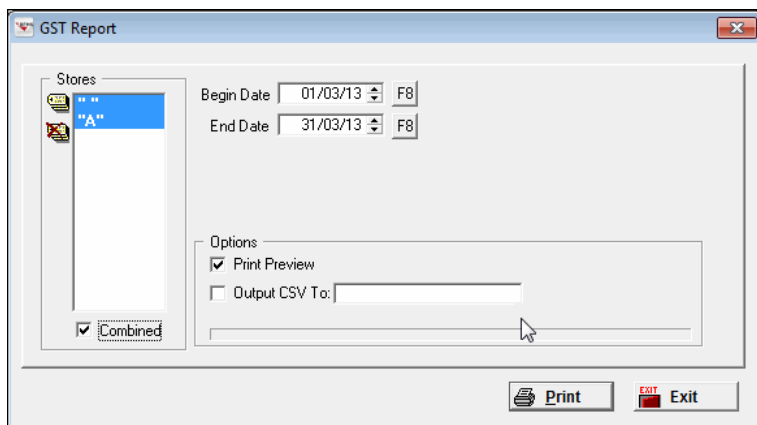
NT: Not GST Taxable

GNR: GST Not registered

TAXPD: GST Paid on Payable

### 3) Run the new Month End GST Report.

This report shows all payables with an Invoice Date in the date range and for those payables shows the different GST categories and the tax paid. It also list customer orders with a Delivery Date in the date range and the tax collected on those orders. The customer order will either be GST (If Taxable) or FRE in Exempt or Resale.



Page No: 1  
18/03/13  
12:59PM

GST Report  
From 01/03/13 To 31/03/13

Date	ID#	Name	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid	
Store Combined								
GST								
12/03/13	101	A	10.00	0.00	1,100.00	0.00	100.00	
				GST Totals:	0.00	1,100.00	0.00	100.00
Store Combined Totals:				0.00	1,100.00	0.00	100.00	
Store Combined Totals:								
				13.40		13.43	0.00	
Store Combined								
GST								
18/03/13	130318	SHAW	0.00	0.00	3,600.18	0.00	0.00	
				GST Totals:	0.00	3,600.18	0.00	0.00
FRE								
12/03/13	102	A	0.00	0.00	500.00	0.00	0.00	
				FRE Totals:	0.00	500.00	0.00	0.00
Store Combined Totals:				0.00	4,100.18	0.00	0.00	
Grand Totals:						13.43	100.00	

## Human Resources

[Accounting>File>Human Resources>File](#)

Alabama and Idaho tax tables have been updated. These tables should be implemented as soon as possible.

## Massachusetts Quarterly Payroll Report

(Added in June 2013 Revision)

HR now produces a file for employers to report quarterly payroll to Massachusetts electronically as required by the state for more than 100 employees.

[Accounting>File>Human Resources>Reports>Quarterly Reports>Massachusetts-Electronic](#)

Massachusetts Employment and Wage Detail Electronic Filing - EFW2 Specification

Employer ID:

Employer UI Act No.:

Employer's State UI Account:

Default Unit Location No.:

Year:

Quarter:  January, February, March

Massachusetts Employment and Wage Detail Electronic Filing - EFW2 Specification

Employment and Wages Paid for the Quarter: **January, February, March (Q1)**  
 Year: **2013**  
 Submission Type: **Original**  
 Number of Employees Reported: **38**

Sort Order: SS Number

SS Number	Last Name	First Name	MI	Unit Number	UI Gross	MA WH	MA Income	Employment			Hours Worked	Owner/Officer	Adjust
					Wages	Wages	Tax	Month #1	Month #2	Month #3			
					\$14,293.26	\$14,293.26	\$509.10	Yes	Yes	Yes	480		
					\$16,065.60	\$16,065.60	\$589.37	Yes	Yes	Yes	480		
					\$1,042.50	\$1,042.50	\$205.32	Yes	Yes	Yes	480		
					\$14,870.16	\$14,870.16	\$511.52	Yes	Yes	Yes	480		
					\$24,913.50	\$24,913.50	\$804.12	Yes	Yes	Yes	480		
					\$11,050.00	\$11,050.00	\$304.01						

The above are the results of processing payroll for the specified period. This allows information to be fine tuned. **Note: Information changed here does not post back to Payroll History. If the employee's wage or tax information is not accurate, it is probably better to make needed YTD Adjustments and then produce this report.**

 *Insert* or  *Edit information* – Add new employee information, or edit existing information

Adding Report Information

SS Number:

First Name:  Middle Initial:  Last Name:

Unit Number:

UI Gross Wages:  MA Gross Wages:  MA Income Tax:


Employment


Month #1:  Month #2:  Month #3:


Hours Worked:


Owner/Officer:

Adjustment Reason:

 *Delete information* – Remove highlighted employee's information

 *Print Report* – Print a report of information to be submitted


 *Save information to file to be submitted*


 Create "Employment and Wage Detail Electronic Filing" file?

If "Yes" then the reporting file will be created. The filename is in the format specified by Massachusetts and so should not be changed.

Massachusetts Employment and Wage Detail Electronic Filing - EFW2 Specification

Reporting File Location

 Explorer

- Reporting File Location – The filename shown includes the complete path. So, the user can copy the filename and use it to specify the location of the file when transmitting.
-  - Pressing this button opens Windows Explorer with the file highlighted.

## Connecticut Tax Tables

Table E has been added allows the user to specify CT earnings with no withholding. (Added in June 2013 Revision)

Description	Code	Method	Earnings	Percent	Base
CT4	CONNECTICUT - CODE = D	22	0.00	0.0000%	0.00
CT6	CONNECTICUT - CODE = E	22	0.00	0.0000%	0.00
CT5	CONNECTICUT - CODE = F	22	0.00	0.0000%	0.00
DC	DC - ALL EARNINGS	22	0.00	0.0000%	0.00
FDM	FEDERAL - MARRIED (2013)	0	0.00	0.0000%	0.00
FDS	FEDERAL - SINGLE (2013)	0	0.00	0.0000%	0.00

Code: CT6		Method Number: 22	
Description: CONNECTICUT - CODE = E			
Effective: 01/01/13		United States	
Field 1:	0.000000	Field 4:	0.000000
Field 2:	0.000000	Field 5:	0.000000
Field 3:	0.000000	Field 6:	0.000000

## Sales Reports

### Inventory Turns Report

[Sales Reports](#)>[File](#)>[Finance](#)>[Inventory Turns](#)

The Inventory Turns report reflects the number of times a selected group of products has sold to zero quantity/value in the selected period.

<b>Purpose</b>	Inventory sold rates	<b>Data Source</b>	Inventory file		
<b>By Store</b>	Y	<b>By Style</b>	Y	<b>By Product Code</b>	Y
<b>Profit</b>	N	<b>By Supplier</b>	Y	<b>Balance Due</b>	N
<b>Order Status</b>	NA	<b>.CSV output</b>	Y	<b>User Defined</b>	N
<b>Paper Size</b>	8.5 X11	<b>Balance to</b>			

#### Common uses:

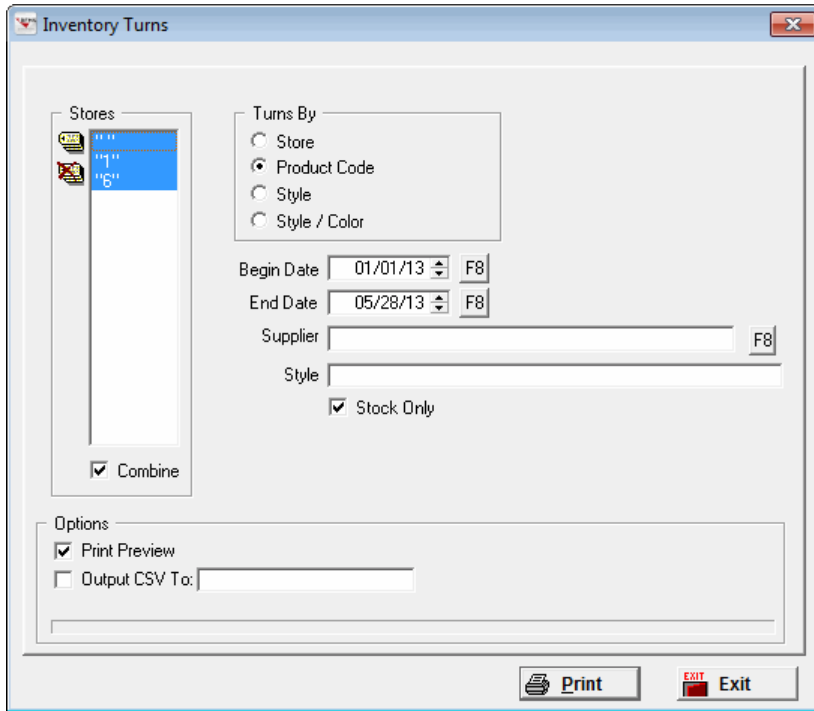
- Determine if overstocking or purchasing wrong product (low turn rate)
- Determine if inadequate inventory levels with (high turn rate combined with many rush orders)
- Determine if warehouse space is being used effectively.



#### Tips for Use:

This report assumes inventory costs remain constant. If inventory is marked down, the numbers will be skewed.

For most users analysis to the color level is unnecessary.



It can be run for stocked goods only by checking the box or both stocked and special order goods by leaving the box unchecked.

DEMONSTRATION COMPANY						
Inventory Turns						
Between 01/01/11 and 12/31/11						
(364 days in period)						
<u>Product Code</u>	<u>Beq Value</u>	<u>Debits</u>	<u>Credits</u>	<u>End Value</u>	<u>Turns</u>	<u>Days to Sell</u>
Store Combined						
01 CARPET	4,085,614.07	487,328.10	-3,939,107.76	8,512,039.12	-0.63	-582.40
02 VINYL	662,867.85	42,179.47	-619,499.31	1,324,547.02	-0.62	-584.27
03 AREA RUGS	18,300.44	3,152.28	15,959.81	5,492.91	1.34	271.24
17 CARPET TILES	2,385.60	16,449.25	15,706.81	3,128.04	5.70	63.89
18 REMNANTS	1,302.65	637.58	1,208.72	731.51	1.19	306.40

## Updates to Add on Programs

[For Information on these programs, please click here.](#)

---

### Bid Pro

#### New System Option

*Resolving Bid Pro Overhead Margin Discrepancies*

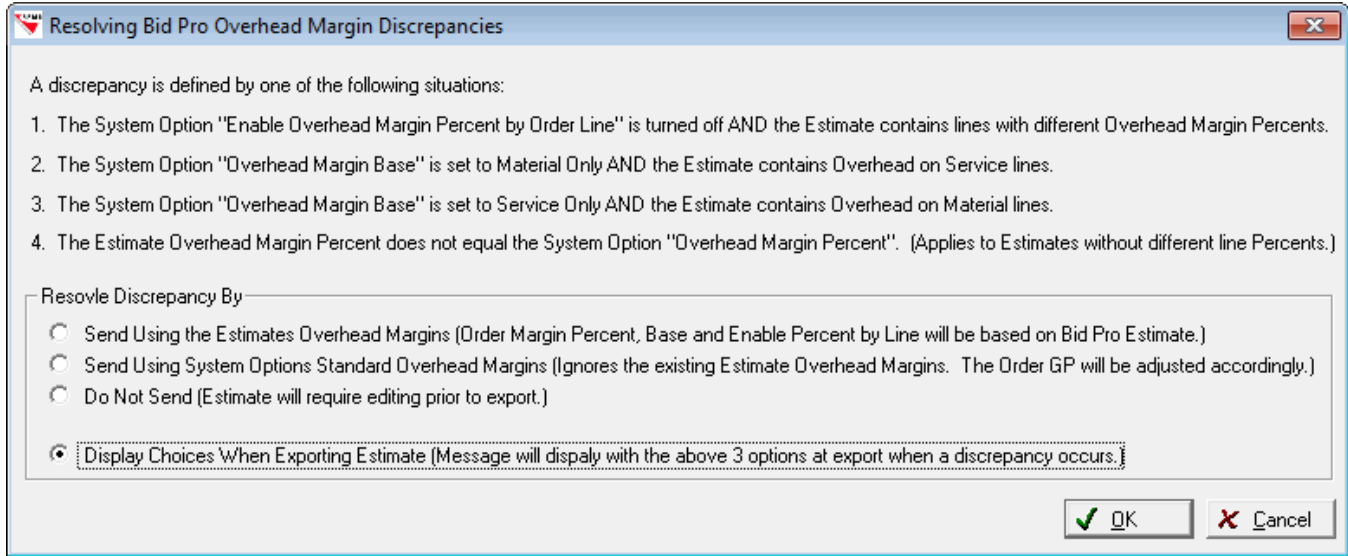
In the winter 2013 release, the ability was given to have overhead margin by line in order entry. Overhead margin by line has always been possible in Bidpro, these just did not transfer over to order entry. Because of this some bids or templates were created and the overhead amount was not taken into consideration. This caused issues for some users. This new option tells the system what to do when discrepancies exist.

A discrepancy can occur in one of the following situations:

- 1) Enable Overhead Margin by Order Line is turned **off** but there are different Line Overhead Margin Percentages in BP Estimate
- 2) Overhead Margins on Material in BP Estimate BUT System Options set to Labor Only Overhead Margin.
- 3) Overhead Margins on Labor in BP Estimate BUT System Options set to Material Only Overhead Margin.
- 4) Overhead Margin Percent on BP Estimate does not equal the System Option Overhead Margin Percent. (Only applies when estimate does not have different overhead percentages by line).

This option tells Bid pro what to do when one of these discrepancies exist. The options are:

- Send using the Estimate's Overhead Margins. Set the order up with the correct percentage, M/L/B setting and enable order line overhead margin setting based on the way the estimate exists.
- Send using the standard overhead margin data. Ignore the existing overhead margins on bid pro estimate and use the system options overhead margins. This will cause the GP to be adjusted accordingly on the Order
- Do not send. This will force the user to edit the bid pro estimate before sending.
- Display Choices When Exporting Estimate. Ask for each export (only when discrepancy exists). Message will pop up on export with the above 3 options.



## System Option Changed

The system option

*Utilities>System Options>Bid Pro>Estimates/Templates>All estimate lines will be set to user actual figures only*

Type	Module	Applies To	Category	Option	Value
Global	Bid Pro	Estimates/Templates	Configuration	All estimate lines will be set to use actual figures only.	No

Has been changed to:

*Utilities>System Options>Bid Pro>Estimates/Templates>Default "Use Actual Only" to True for New Estimate Lines*

This more accurately reflects the function of the system option.

Type	Module	Applies To	Category	Option	Value
Global	Bid Pro	Estimates/Templates	Default Values	Default "Use Actual Only" to True for New Estimate Lines	No

## Screen

The Bid Pro Add/Edit Estimate Template Screen has been rearranged. Some of the major changes are circled in the *Figure Old Screen*.

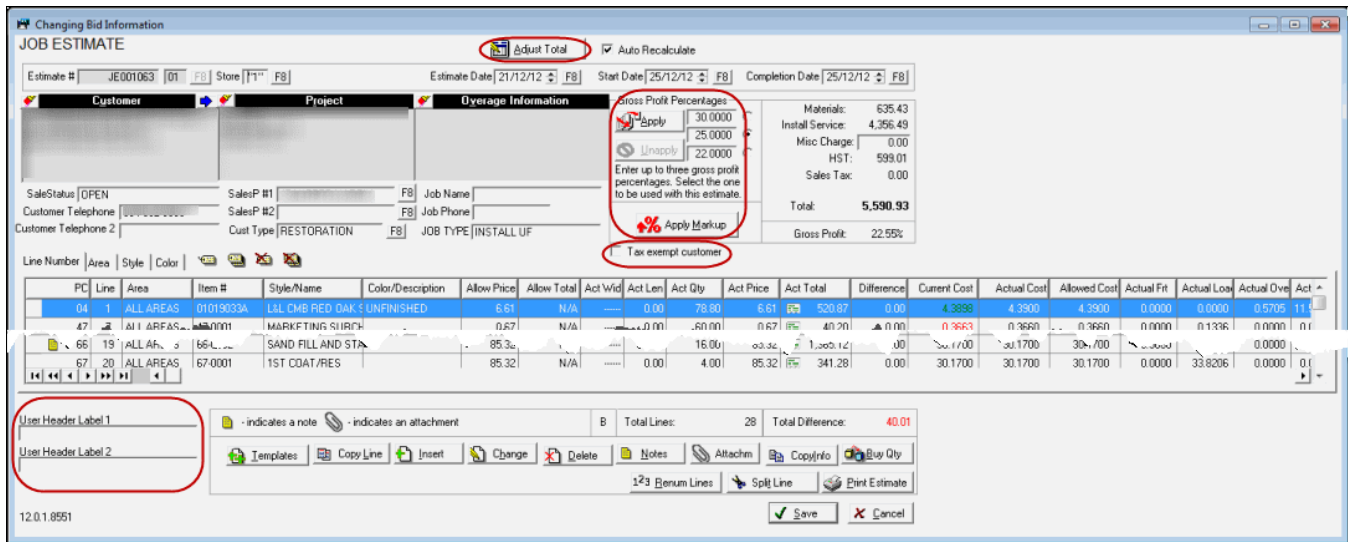
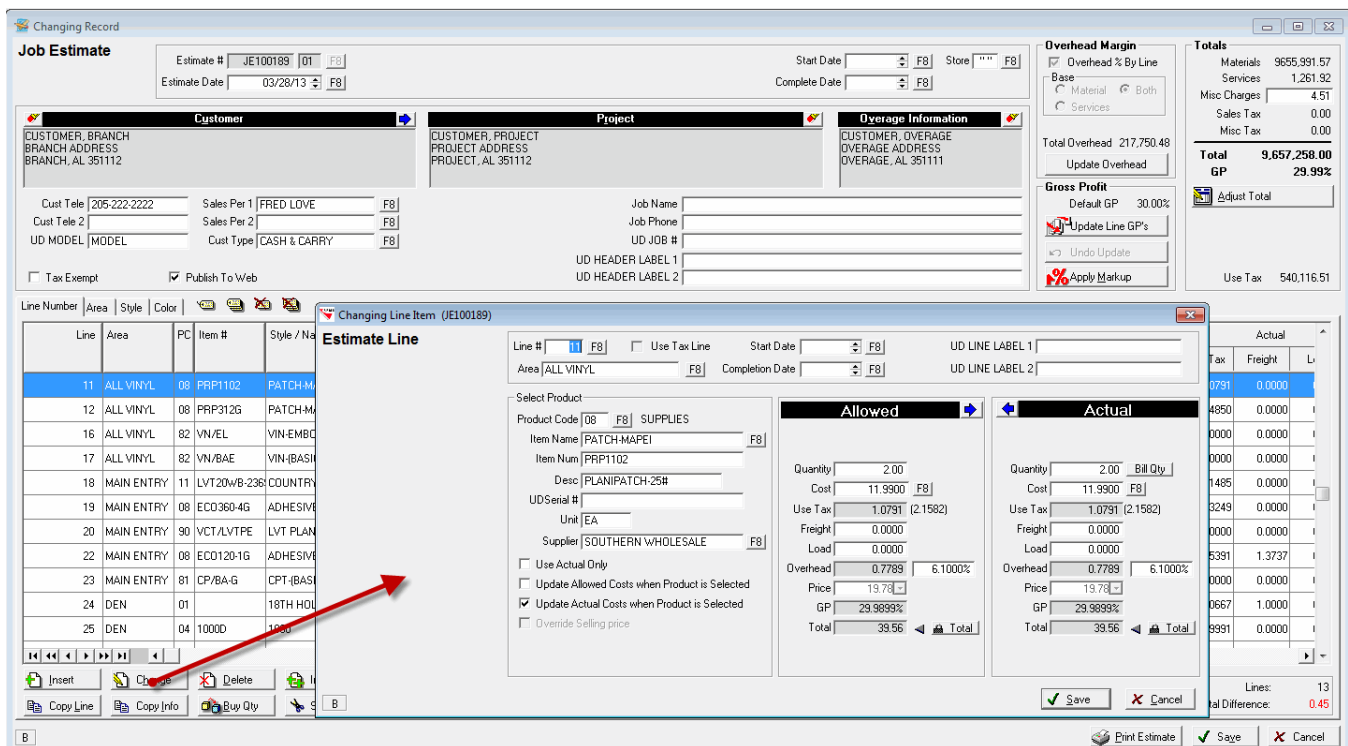


Figure: Old Screen



## Line Lock

In addition to the lock on individual lines, a tool has been added to Lock or Unlock all lines at once. The tool allows setting the allowed and actual lines separately. In the case of estimates created by importing from measure all the lines are brought in locked.

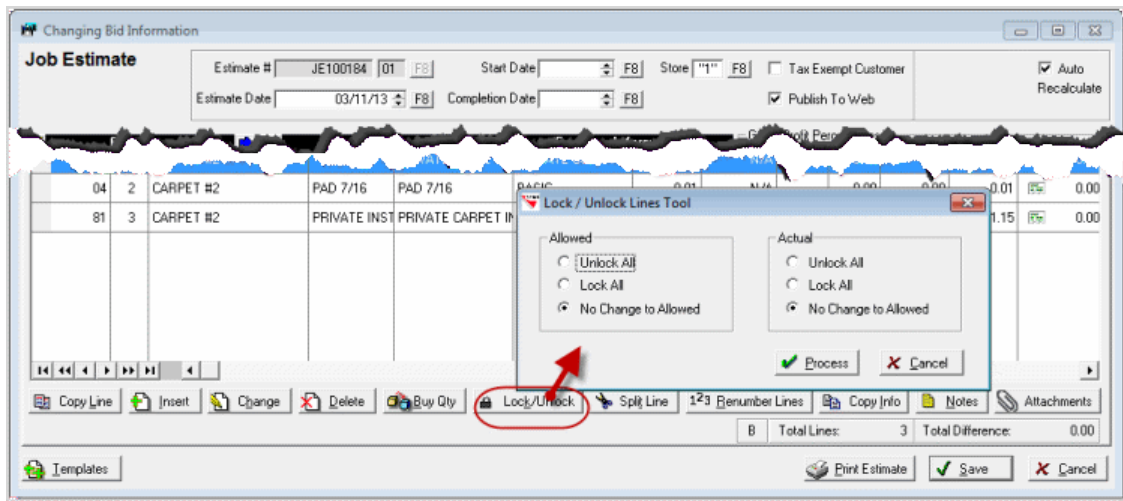
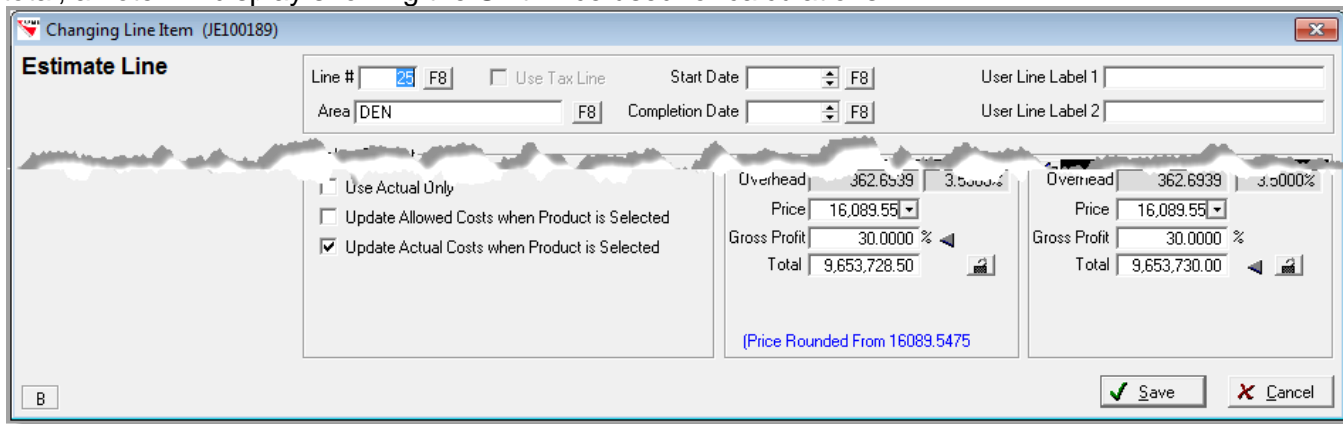


Figure Line Lock Tool

### Rounding

If the Unit Price has been rounded to a two digit number which seemingly does not calculate to the total, a note will display showing the Unit Price used for calculations.



### Adjust Total

Totals	
Materials	671.57
Services	360.80
Misc Charges	0.00
Sales Tax	0.00
Misc Tax	0.00
<b>Total</b>	<b>1,032.37</b>
<b>GP</b>	<b>0.00%</b>
Adjust Total	
UseTax	77.02

The Adjust Total Tool button has been moved on the add/edit screen. It has also been enhanced to take into account lines which have been locked.

Figure Totals Section

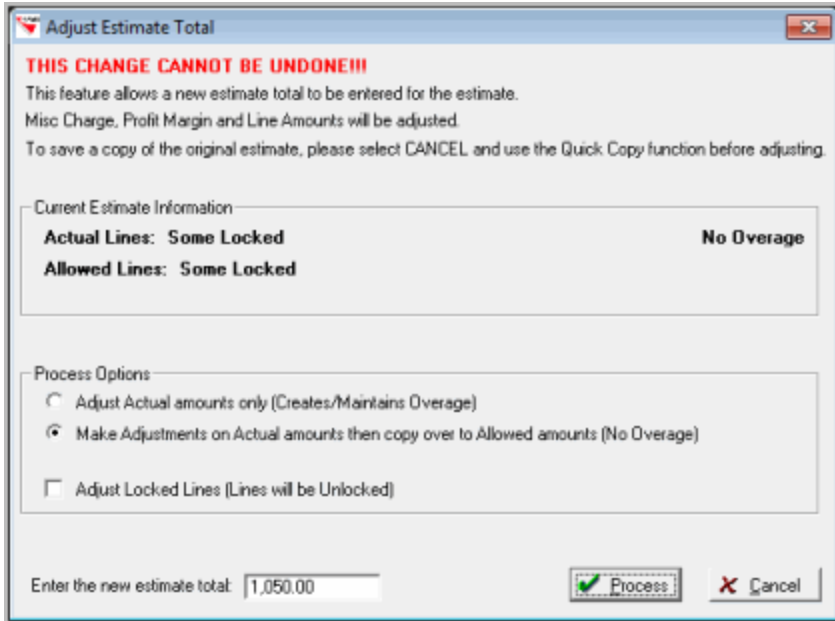


Figure: Adjust Estimate Total Tool

An option is given to adjust allowed amounts or only actual amounts.

An option is given to adjust locked lines. If not chosen the changes will be applied to only unlocked lines.

## Copy Line

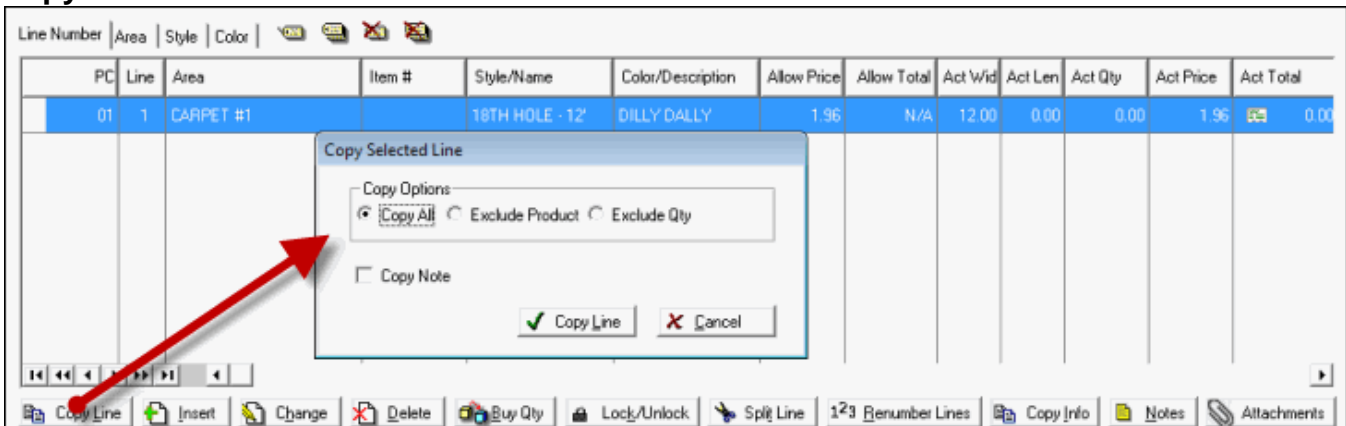


Figure: Copy Line

The copy line tool now displays a selection box for making copies.

## Update Line Gross Profit Percent (GP %)

This tool has been modified to display a selection box when clicking the button.

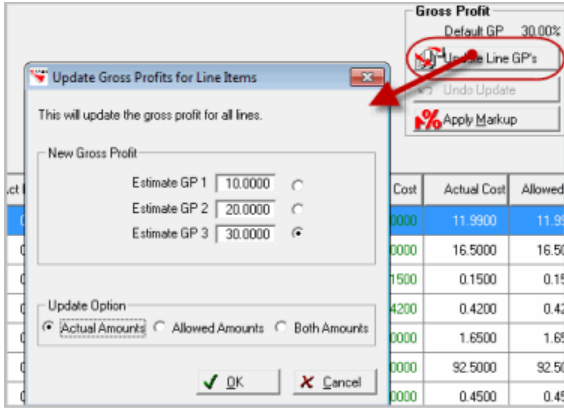
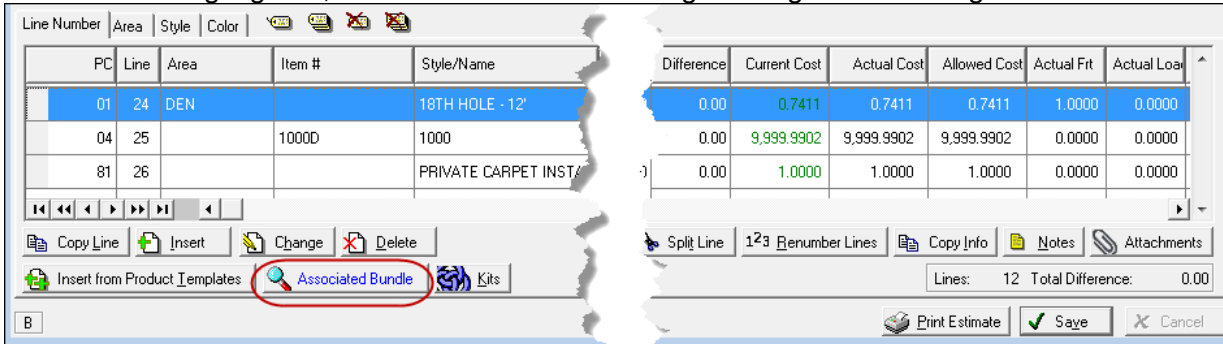


Figure: Update Line GP%

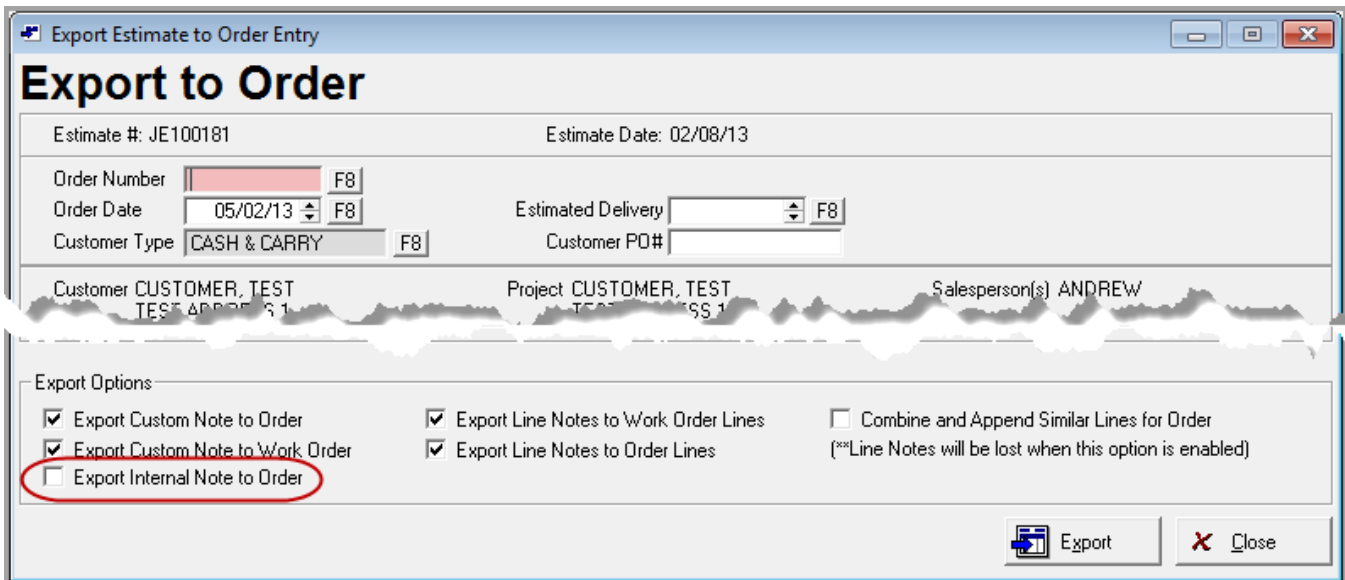
## Associated Product Bundles

An Associated Product Bundle Button has been added to the add/edit screen. When the main product in a bundle is highlighted, the button is active allowing viewing and selecting bundle members.



## Export to Customer Order

A new option has been added to allow a choosing whether or not to export the **Internal Note**.



## E-Commerce

RFMS Navigator>E-Commerce

E-Commerce product importer has been enhanced to handle the Mohawk International Catalog.

## Advanced Shipping Notices

*RFMS Navigator > E-Commerce > File > Advanced Shipping Notices*

A Purchase Order barcode has been added to the ASN document.

Advance Ship Notice							
Ship To WHEATS CARPET ONE Store Num: 0007		Account #: 104220	Date: 3/10/2009 8:02AM	From: MOHAWK	Bill of Lading #: <b>2164569</b>		
Matching Information		Barcode		2		Auto Match YES	
PO #: <b>CG901878</b>		Supplier Name: MOHAWK		Delivery Contact		Order Contact	
PO Date: 3/10/2009		Supplier Reference#: 3603548					
Line#	Prod ID	Style/Style#	Color/Color#	Dye/Run Lot	Roll#	Size	# Shipped
	ROLL	BLUEHILL 22 CT167	CANYON BLUFF 732	64366 Sidemark: REYNOLDS, JIMMY	61903193	50.00 X 12.00 FOOT// Prod Type:	1.00 RL
Matching Information		Barcode		PO# CG901878 Line: 4		Received Status: NO	Auto Match YES

## CCA Pricing and Tagging

### RFMS .NET Workstation Components Update

The RFMS .NET Workstation Components are required for users of **CCA Pricing and Tagging**. An update to this software is required. The Workstation Components update must be installed on every workstation that runs **CCA Pricing and Tagging**.

#### Installation:

- 1) Download the installer package from the RFMS website.
- 2) Run the installer on the target workstation(s).
- 3) Follow the prompts to install the software.

#### Notes:

Be sure to install the software in a directory on the local machine, not on a network drive. The Workstation Components will only function properly when they are installed locally.

## Property Connect

[Click here for details on this product.](#)

Property Connect now has the ability to create an invoice to tenants for replacement costs. The cost to the tenant can optionally be prorated based on the move out (replacement) date and the life expectancy of the product. A generic invoice can be created for replacement costs of products not associated with property connect.

[Click here for details on this feature.](#)



Hello Admin User

Home Create Order Search Orders History **Prorated Cost**

Settings Admin Logout

**Prorated Cost Calculator**

Property/Management company name: CUSTOMER, BRANCH

Property/Management company address: [Empty]

Bldg/Unit: 3/3

Tenant name: Tenant

Tenant move-in date: 01/02/2012

Tenant move-out date: 07/02/2012

**Prorated lines**

Description	Total Price	Date Last Replaced	Expected Lifetime	Calculated Cost
AMAZEMENT - INV - 12'	286.2	12/31/2011	12/31/2012	143.85 <span style="color:red">✘</span>

Deposit: 250  
 Payment: 106.15  
**The tenant receives \$106.15.**

Figure: Prorated Cost Calculator

## ProSource

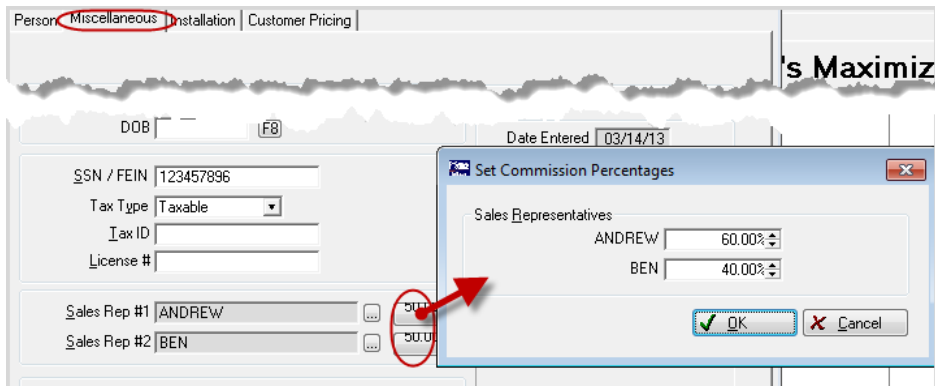
ProSource users now have the ability to split commissions between sales reps at rates other than fifty/fifty.

To allow this at least one user must have both these options set to yes. Only answer yes for this on users authorized to set the commission percentages. Mark View Split Commission Percent on Order as yes to make the option for Edit Commission Split Percent available.

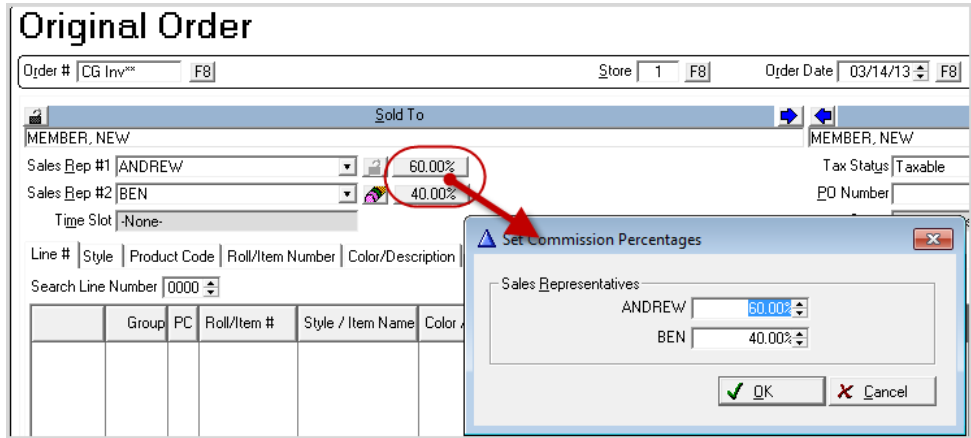
*>Utilities>System Options>Order Entry>Order Entry>View Split Commission Percent on Order*  
*>Utilities>System Options>Order Entry>Order Entry>Edit Split Commission Percent On Order*

Type	Module	Applies To	Category	Option	Value	Note
Assigned	Order Entry	Order Entry	Authorization	Edit Split Commission Percent On Order	User Specific Values	Depends on the "View Split Commission Percent On Order" Setting
Assigned	Order Entry	Order Entry	Display	View Split Commission Percent On Order	User Specific Values	

This allows entering a default commission rate for each of the two sales reps for a member. Go to the miscellaneous tab click the button next to one of the Sales Rep names showing the current percent rate. When the rate for one sales rep is edited the rate for the other sales rep will be automatically calculated.

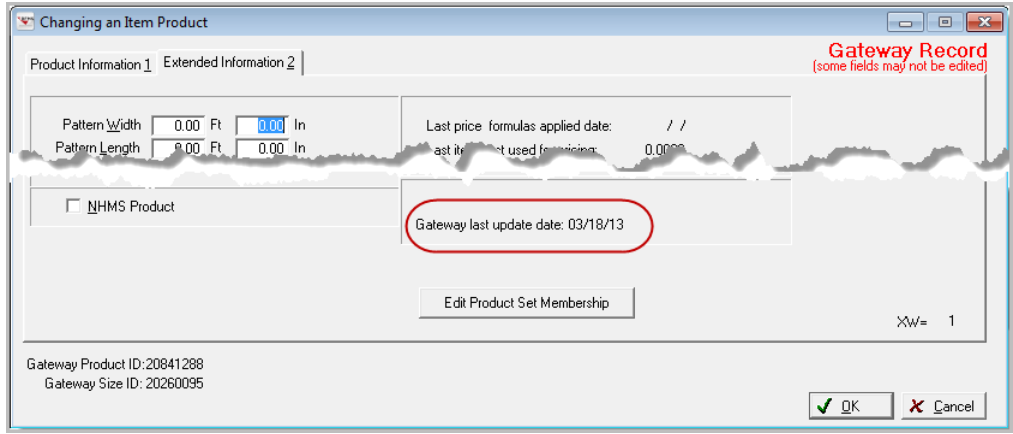


When an estimate or customer order is entered for this member the commission split percentages will automatically be added. The rates can be edited on the order by clicking on the the button next to one of the Sales Rep names showing the current percent rate. When the rate for one sales rep is edited the rate for the other sales rep will be automatically calculated.




## Product Gateway

The last update date via gateway is included on the product record. It is on the extended information tab.



## Sales Pro Mobile

[For Details on this product, click here.](#)

Tap the  button and a pop up box will display the prices of the product. Tap the X on the pop up to close it. Formerly this was done by swiping the product but it was too easy to accidentally tap and list the colors instead.

Found Products		ARROWHEAD - 13'2"	
ARROWHEAD - 13'2"	\$3.49 SF	New 1	\$3.49
ART - 13'2"	\$5.89 SF	New 2	\$2.30
ASPEN - 12'6"	\$5.59 SF	New 3	\$1.97
		New 4	\$1.76
		New 5	\$1.69
		New 6	\$0.00
		Price #7	\$0.00
		Price #8	\$0.00
		Price #9	\$0.00

Figure Found Products

The store location has been added to the found inventory screen.



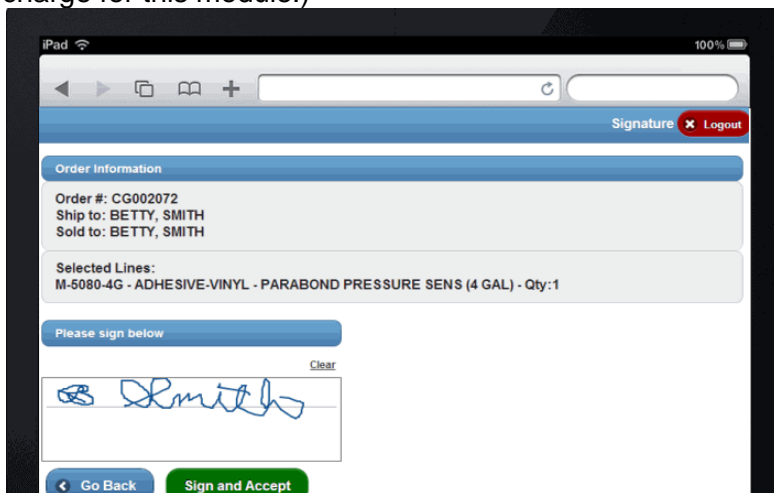
Found Inventory	
AMAZEMENT - INV - 12' - CANDLE GLOW \$14.31 SF 22.33 SF Available at store 32	
AMAZEMENT - INV - 12' - PAPER BAG \$14.31 SF 25.25 SF Available at store 32	

Figure Inventory Found

## Customer Pickup

**Customer Pickup by RFMS** facilitates customers picking up merchandise directly from a warehouse. The program searches for an order and accepts a signature from the customer. The customer order status is then changed to delivered and an attachment of the signature is created. (There will be a charge for this module.)




Order Information

Order #: CG002072  
 Ship to: BETTY, SMITH  
 Sold to: BETTY, SMITH

Selected Lines:  
 M-5080-4G - ADHESIVE-VINYL - PARABOND PRESSURE SENS (4 GAL) - Qty:1

Please sign below



Go Back Sign and Accept

See [Customer Pickup Document](#) for details.

---

# Ops Connect

[Click here for the full Ops Connect Document.](#)

These invoices can now be sent via the job cost routine. (Added in June 27, 2013 Revision.)

*Order Entry>Job Cost Button*

The screenshot shows a software dialog box titled "Confirm Job Cost for Order Number CG302622". It has two tabs: "Parameters" and "Additional Commissions".

- Parameters Tab:**
  - Sales Rep #1:** Name: ANDREW; Commission Schedule: 001 - RETAIL; 100.00%
  - Sales Rep #2:** Name: (empty); Commission Schedule: (empty); 0.00%
  - Job Cost Sheet:** Copies: 1; Post to Batch: (unchecked); Unit to Print: Unit Gross Cost; Print Commissions: (unchecked); Preview Job Cost Sheet: (unchecked); Destination: Adobe PDF
  - Invoice:** Print Invoice: (checked); Copies: 1; Post to Batch: (unchecked); Email PDF: (unchecked); Preview Invoice: (unchecked); **Create OPS Invoice: (checked and circled in red)**; Destination: HP Deskjet 3050 J610 series
- Buttons:** Options, Standard, Custom