



Systems for Success

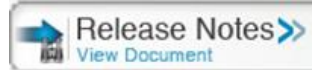
A decorative graphic on the right side of the page, consisting of three overlapping, curved bands. The top band is light gray, the middle band is dark red, and the bottom band is black. The text 'Version 14.1 User Guide' is overlaid on the red band.

Version 14.1 User Guide

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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.







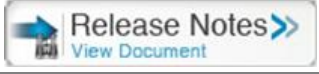
To see what you may have missed in previous updates click here.
































[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.
Field Name	Indicates a Field Name or button Name
Important	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.
Links to other topics	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

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


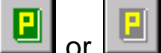
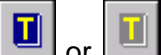


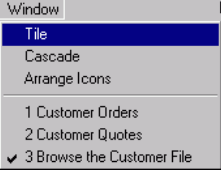



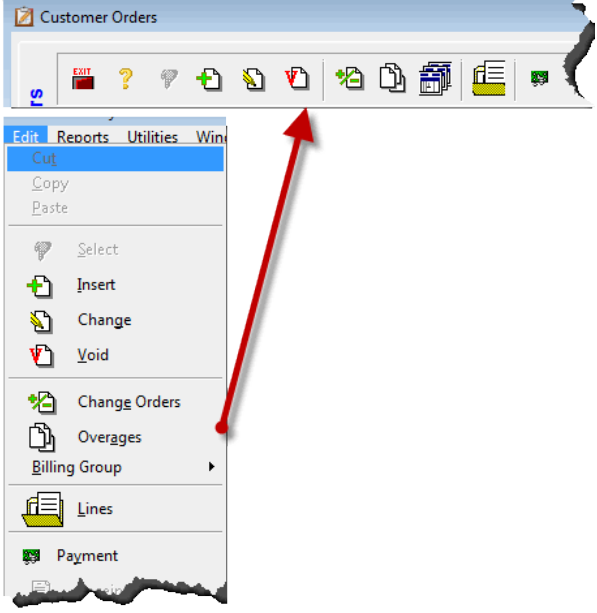
	View the history of a record.
	View the pdf history of reports for the highlighted record.
	Click to view the tracking record created for every record insert made into Orders, Quotes and Bid Pro Estimates. If gray, no records are present.
	Brings up the Client Management remote actions screen and allows 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 date fields in RFMS, hit the D 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 F8 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>>Utilities>System Options>System Wide>General >(Set Up Global Interface System Options or Override Global Interface System Options)</i>
	Required Field. If set in <i>>Utilities>System Options>System Wide>General >(Set Up Global Interface System Options or Override Global Interface System Options)</i>
<p data-bbox="142 1381 277 1413">Edit Menu</p>	<p data-bbox="394 1056 1218 1087">The Edit Menu can be used as a shortcut to the toolbar options.</p> <p data-bbox="394 1094 483 1125">>Edit></p> 

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Updating to Version 14.1

Customer Number

It is important to enter the customer ID number while running the update to ensure custom configurations are updated.

System Wide

Copying Browse Information

Ctrl-C

With this release, data can be copied from a browse list and pasted it into another program, for example a spread sheet or document. This function currently works on all browses that support the Alt-S search feature.

1. Click on a row to highlight it. Put mouse over the data that you want to copy and press Ctrl-C.
2. Click a row to highlight it. Press Ctrl-Alt-C to copy entire row plus the header
3. Click a row to highlight it. Press Ctrl-Alt-Shift-C to copy all data on Screen. This is meant to be used to copy filtered data plus the header



Notes:

Columns with no header (For example columns with indicator icons) will not be copied. Only the first copy will get the headers.

Depending on the policies of your network and the version of Windows that is running on the remote computer, this procedure might not work with some Remote Desktop or Citrix connections.

Attachments

Web Links can now be added as an attachment.

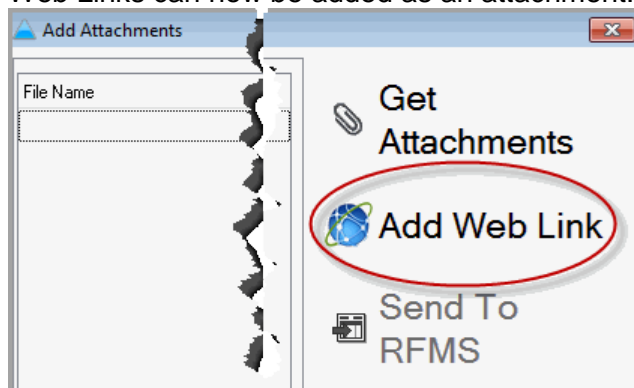


Figure Add Web Link

Clicking View and then OK will open the default web browser to the indicated web page.

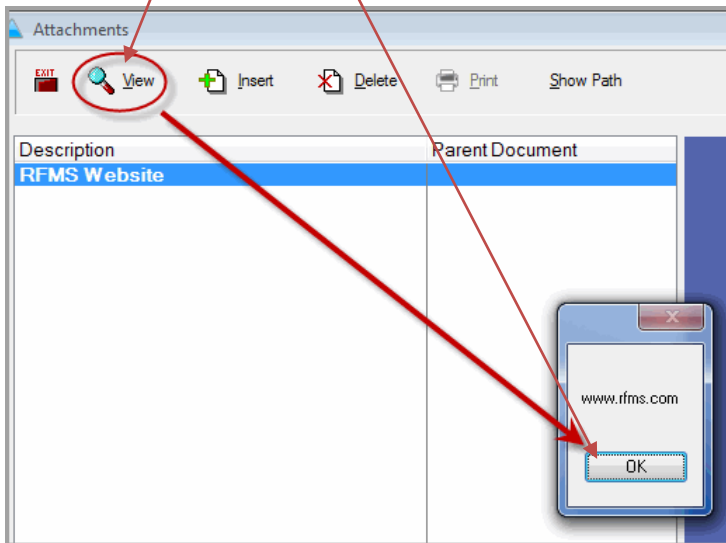


Figure View Web Attachment

System Options

Automatically Print Tags After Receiving

X>Utilities>System Options>Inventory>Costing/Receiving/Automatically Print Tags After Receiving

When this option is set to Yes, the tag will default to the last type of tag printed and a single tag will be printed; therefore no interaction will be needed.

Set Up California Recycle Fee

X>Utilities>System Options>Order Entry>Order Entry>Set Up California Recycle Fee

California Recycle Fee now allows applying the fee to Item Product Codes. Select the applicable product code from the list.

CA Recycle Fee will now work with Item Products.

Invoices will now follow these measurement rules for CA Recycle Fee.

1. Unit of Measure must be Square Yards, Square Feet or Square Meters.
2. Square feet and Square Meters must be converted to Square Yards.
 - a. SF Qty /9= SY
 - b. SM Qty * 1.1959 =SY

Provider Record System Options

x>Utilities>System Options>System Wide>Providers>Creating and Balancing Provider Records, Provider Rates Matrix, Certified Payroll and Union Payroll

All of the Provider Record System Options have been moved onto one screen

The options that are included on the screen are

- Method for Balancing Provider Charges with Order Service Line
- Balance Zero Cost Order Lines with Provider Records
- Allow Provider Rate Override
- Automatically Set Product Code to 00
- Post Load to Provider Rate for Subcontractors
- Use Units and Date From
- Combine Split Lines Display on Last Install Date
- Automatically Set Rate to 0
- Provider Work Order Number Field
- Automatically Set Order Entry Line Status

System Options for Provider Records

System Wide

- Enable Certified Payroll
- Enable Union Payroll
- Enable Provider Rate Matrix

Order Entry - Creating Provider Records

- Do Not Enable Provider Rate Matrix
- Enable Auto Match and Select From Matrix
- Only Enable Selection From Provider Rate Matrix

Order Entry - Balancing Provider Records with Order Lines

- Balance Zero Cost Order Lines with Provider Records

Note: The following System Options can also affect Balancing.
Automatically Balance Providers
Integrate Provider's Earnings

Schedule Pro - Creating Provider Records

- Recombine Split Lines and Use Last Install Date
- Automatically Set Product Code to 00
- Allow Users to Override the Provider Rate

Set Provider Rate to 0

- Never
- Always
- Subcontractors Only

Enable Provider Rate Matrix

- Do Not Enable Provider Rate Matrix
- Enable Auto Match and Select From Matrix
- Only Enable Selection From Provider Rate Matrix

Use Units and Dates From

- Scheduled Fields
- Actual Fields

Set Provider Record Work Order # To

- Service Description
- Order Number
- Blank

Set Order Line Status

- Do Not Set
- Set to Delivered
- Set to Cut

Automatically Post Order Line Load to Provider Record
For Non Subcontractors: Provider Record Load = Order Line Load
For Subcontractors: Provider Record Load = 0 And Provider Record Rate = Order Line Gross Cost + Order Line Load
NOTE: For this System Option to work properly, set the Balancing Provider Charges System Option to the 3rd choice.

Select Method for Balancing Provider Charges with Order Line Service Costs and Order Line Load

- Set Order Line Cost = Provider Record Rate
Set Order Line Load = Product Record Load
- Set Order Line Cost = Provider Record Rate
Set Order Line Load = 0
- Set Order Line Cost = Provider Record Rate
Set Order Line Load = Provider Record Load (By Product Code, Service and Service Number)
- Set Order Line Cost = Provider Record Rate
Set Order Line Load = Difference between Provider Charges and Original Order Service Costs (By Product Code)

OK Cancel

Figure Provider Record System Options




Notes:

To enable [Certified Payroll](#) or [Provider Rate Matrix](#), an access code will need to be obtained from RFMS. Union Payroll will be included in a future release.

Store Price History

X>File>Utilities>System Options>Products>General>Store Price History Category Configuration

Type- Must be Global

When set to yes, this activates the code to store changes to prices, formulas and the cost associated with them. Users can view this information when they click the green dollar sign  and click the Price History button

Order Entry

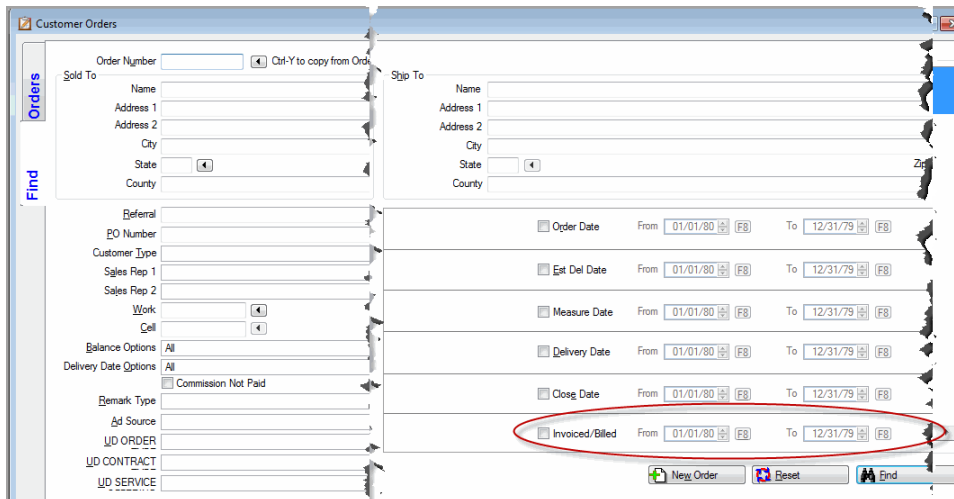
Find Screen

The following fields have been added to the Find Screen for Orders, Quotes/Estimates, Claims and Batch Processing: Phase, Tract, Block, Lot, Model and Bldg. /Unit #.

Customer Order

Customer Order Find Screen

On the Customer Order Find Screen, Use Invoiced/Billed date has been added as a filter.



The screenshot shows the 'Customer Orders' window with a 'Find' sidebar on the left. The main area contains search criteria for 'Sold To' and 'Ship To' addresses, and several date-based filters. The 'Invoiced/Billed' filter is highlighted with a red circle. The filters include: Order Date, Est Del Date, Measure Date, Delivery Date, Close Date, and Invoiced/Billed. Each filter has 'From' and 'To' date pickers set to 01/01/80 and 12/31/79 respectively. At the bottom, there are buttons for 'New Order', 'Reset', and 'End'.

Figure Customer Order Find



Notes:

Non-ERRM Orders-Invoice Date when printing Invoice will be used.
ERRM Orders-Billed Date will be used.

If a newly entered Order will not appear in the browse because of the filter settings, the following message will appear.

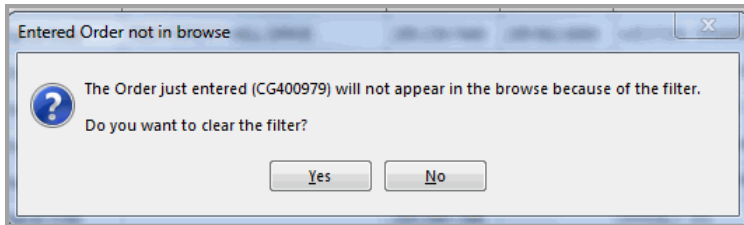


Figure New Order on Find Screen

Order Screen

The unit of Measure is now a column on the browse lines list of the customer order screen.

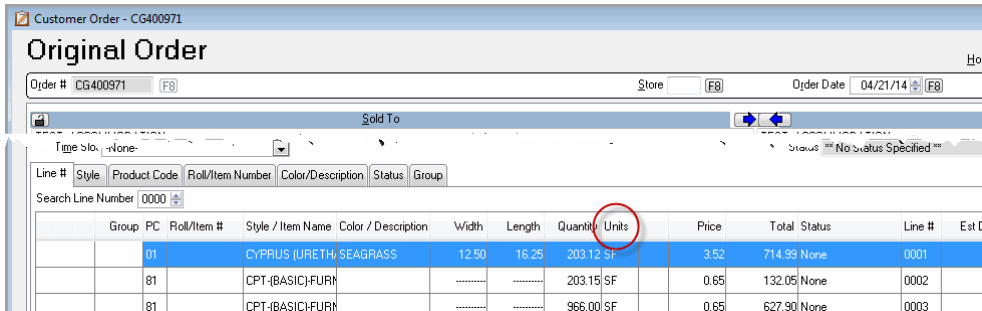


Figure Unit of Measure on Order Screen

Posting Payments

Payments posted to a credit card receipt file with no credit card number entered will cause a warning to be displayed.

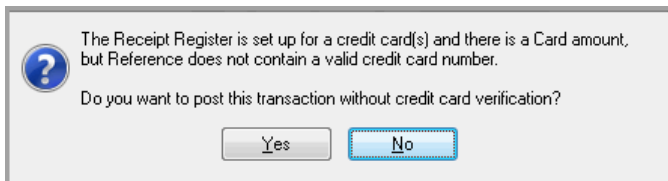


Figure Without Verification Warning

For the message to appear the following conditions must be met:

1. Credit card verification is turned on.
2. The selected Receipt Register has a credit card configuration
3. There is an amount in the Card
4. Reference does not contain a valid card number.

When posting a credit card payment, the posted window shows Approval Code in addition to Receipt Number.

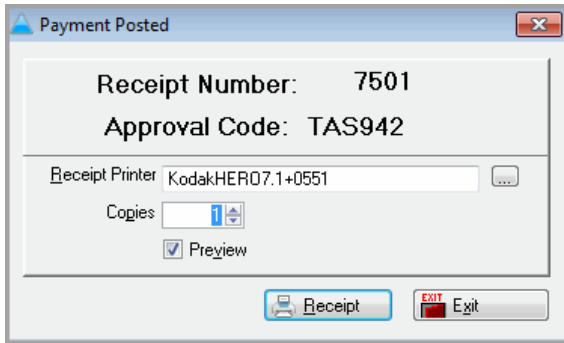


Figure Payment Posted

Add/Edit Provider

Order Entry > File > Customer Orders >  Provider Button

A new field for Quantity installed has been added. This gives the user the ability to calculate both hourly and unit rates for a provider record. A comparison can now be done between the Actual Total Earnings with Certified Required Earnings.

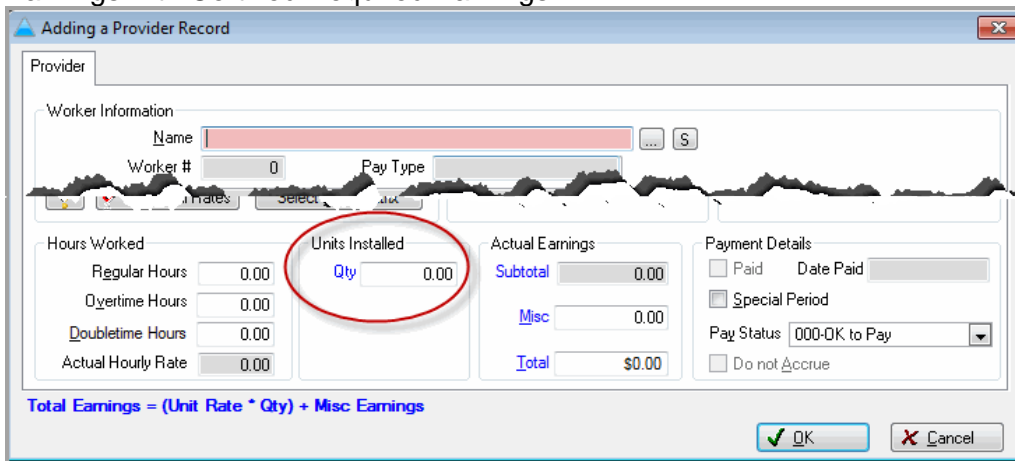


Figure Units Installed

Notice when the worker information is changed, the formula also changes and the fields used are highlighted in blue.

The screenshot shows a software window titled "Adding a Provider Record". It contains several sections:

- Worker Information:** Name: EMPLOYEE, HOURLY; Worker #: 215; Pay Type: Hourly; Skill Level: (empty). This section is highlighted in blue.
- Hourly Rate:** Rate: 7.7500; OT Rate: 11.6250; DT Rate: 15.5000; Load: 0.00. Buttons include "Set to Selected Service", "Select From History", "Auto Match From Matrix", and "Clear All Rates".
- Matrix Rate Information:** Not Applied.
- Certified Payroll Requirements:** Use Certified Payroll (checkbox).
- Hours Worked:** Regular Hours: 0.00; Overtime Hours: 0.00; Doubletime Hours: 0.00.
- Units Installed:** Qty: 0.00; Rate: 0.00.
- Actual Earnings:** Subtotal: 0.00; Misc: 0.00; Total: \$0.00.
- Payment Details:** Paid (checkbox), Date Paid: (empty); Special Period (checkbox); Pay Status: 000-OK to Pay; Do not Accrue (checkbox).

At the bottom, a formula is displayed: $Total\ Earnings = (Reg\ Hours * Hourly\ Rate) + (OT\ Hours * OT\ Rate) + (DT\ Hours * DT\ Rate) + Misc\ Earnings$. Buttons for "OK" and "Cancel" are at the bottom right.

When selecting an hourly employee from the worker information file, if the final hourly rate paid on the provider record is less than the hourly rate in the worker information file for the provider, then a warning message will be display.

The screenshot shows a warning dialog box titled "Hourly Rate Warning". It contains a yellow warning icon and the following text: "Rate being paid is less than the Providers's Hourly Rate in Worker Information. Continue?". There are two buttons: "Yes" and "No".

Figure Hourly Rate Warning

Printing Invoices/Acknowledgements

Order Entry>Edit>Print>Acknowledgements/Invoice>Options>Order Total Detail> Use Subtotal Detail



or Print button>Acknowledgements/Invoice>Options>Order Total Detail> Use Subtotal Detail

The default invoice now has an option called *Use Subtotal Detail*. This replaces the subtotal invoice that was a separate configuration available from the web page.

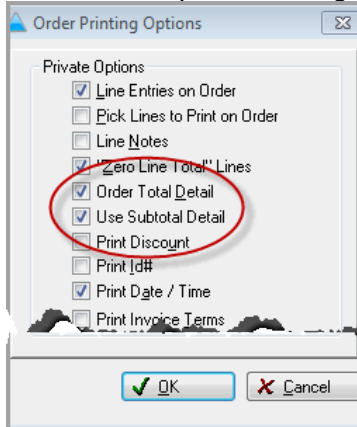


Figure Order Printing Options Screen

When selected, it combines Material, Labor, and Misc. Charges into one Subtotal line in the Total Detail Area.

MY NEW STORE
82 SKYLAND BLVD
TUSCALOOSA, AL 34758
Telephone: 205-943-2282 Fax: 205-943-2283

Page 1
CG400974

ACKNOWLEDGMENT

Sold To	Ship To
BARTON VERY LONG NAME CONSTRUCTION COMPANY P. O. BOX 1426 TUSCALOOSA, AL 35403-1426	BARTON VERY LONG NAME CONSTRUCTION COMPANY P. O. BOX 1426 TUSCALOOSA, AL 35403-1426

Order Date	Work	PO Number	Order Number
04/28/14	000-000-0205	7721	CG400974

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
#ST085640001	PRIVATE STYLE	PRIVATE COLOR	731.88	SF	4.57	3,344.69

Invoice Standard Message

04/30/14 11:16AM

Sales Representative(s):
GORDON

Sub Total:	3,344.69
Sales Tax:	301.02
Misc. Tax:	0.00
INVOICE TOTAL:	\$3,645.71
Less Payment(s):	0.00
BALANCE DUE:	\$3,645.71

Acknowledge Message from System Options

Figure Use Subtotal Detail Invoice



Notes:

The *Use Subtotal Detail* option is dependent on the *Order Total Detail* option. If *Order Total Detail* is not selected, then *Use Subtotal Detail* is grayed out.

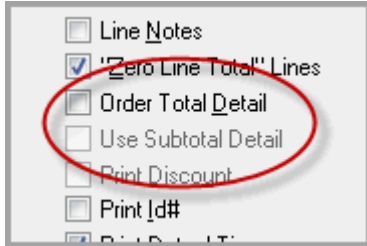


Figure *Order Total Detail* not selected

Quotes

Exporting Quotes

If Customer Type is set to ask for a baseline when creating an order then it will also ask at when a quote with that customer type is exported.

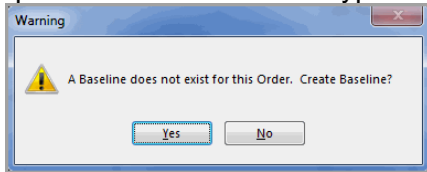


Figure *Baseline Message*

Printing Quotes

Quotes>Edit>Print Quote>Options>Quote Total Detail> Use Subtotal Detail or  Print button>Options>Quote Total Detail> Use Subtotal Detail

The default quote now has an option called *Use Subtotal Detail*.

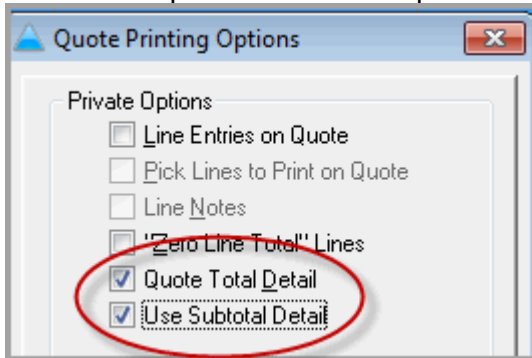


Figure *Quote Printing Options Screen*

When selected, it combines Material, Labor, and Misc. Charges into one Subtotal line in the Total Detail Area.

MY NEW STORE
82 SKYLAND BLVD
TUSCALOOSA, AL 34758
Telephone: 205-943-2282 Fax: 205-943-2283

Page 1
ES300145

QUOTE

Sold To		Ship To	
RETAIL CUSTOMER 26521 CHOCTAW TRAIL NORTHPORT, AL 35475		RETAIL CUSTOMER 26521 CHOCTAW TRAIL NORTHPORT, AL 35475	
Quote Date	Work	PO Number	Quote Number
04/04/14	205-339-7790	PO	ES300145

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
	PRIVATE STYLE	PRIVATE COLOR	228.00	SF	3.00	684.00
TGZ06	4X4 AUTUMN SLT	INDIAN AUTUMN	1,390.00	EA	0.75	1,050.40
CF/AP-4G	CPT-APT-SLUEDOWN		228.00	SF	0.57	129.96
FT-ST	FLOOR-TILE STRAIGHT		151.94	SF	4.25	643.20

— 04/30/14 — 12:00PM —

Sales Representative(s):
ANDREW

	Sub Total: 2,513.56
	Sales Tax: 0.00
	Misc. Tax: 0.00
	QUOTE TOTAL: \$2,513.56

Figure Use Subtotal Detail Invoice



Notes:

The Use Subtotal Detail option is dependent on the Quote Total Detail option. If Quote Total Detail is not selected, then Use Subtotal Detail is grayed out.

Quote Printing Options

Private Options

- Line Entries on Quote
- Pick Lines to Print on Quote
- Line Notes
- "Zero Line Total" Lines
- Quote Total Detail
- Use Subtotal Detail

Figure Quote Total Detail not selected

Quote Information Report

Quotes>Reports>Quote Information Report

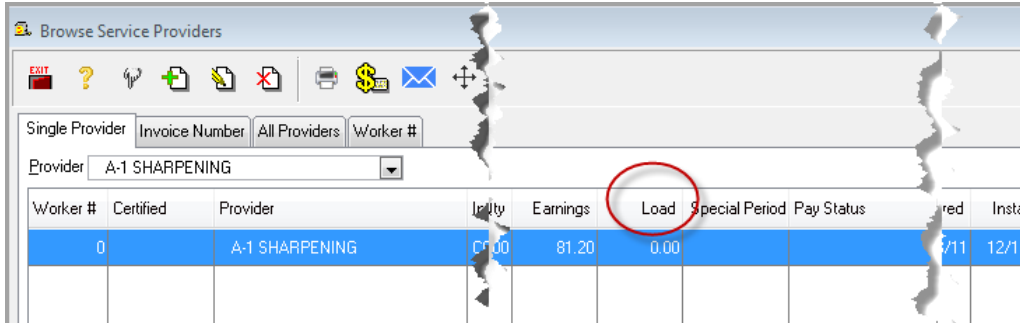
The Telephone Number 1 & 2 has been added to the CSV output file.

Providers

Order Entry>File>Provider

Browse Screen

A load column has been added to the browse screen.




Worker #	Certified	Provider	Initial	Earnings	Load	Special Period	Pay Status	Created	Insta
0		A-1 SHARPENING	0.00	81.20	0.00			7/11	12/12

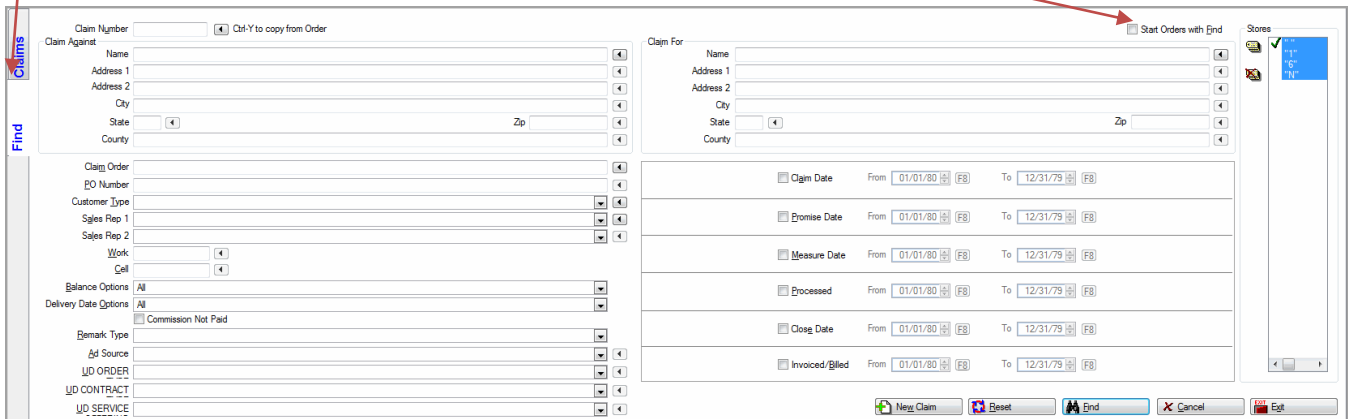
Figure Provider Browse Screen

Claims

Order Entry>File>Claims



A search feature has been added to Claims. This can be accessed by the Find button  or by clicking the find tab to the left of the screen. Clicking the checkbox will cause the Find Screen to appear when claims is opened.



Claim Number Ctrl-Y to copy from Order

Claim Against

Name

Address 1

Address 2

City

State Zip

County

Claim Order

EO Number

Customer Type

Sales Rep 1

Sales Rep 2

Work

Cell

Balance Options All

Delivery Date Options All

Commission Not Paid

Remark Type

Ad Source

UD ORDER

UD CONTRACT

UD SERVICE

Claim For

Name

Address 1

Address 2

City

State Zip

County

Start Orders with End

Claim Date From To

Promise Date From To

Measure Date From To

Processed From To

Close Date From To

Invoiced/Billed From To

New Claim Reset End Cancel Exit

Figure Claims Find Screen

Batch Processing

Order Entry>File>Batch Processing

The filter now includes Ad Source, Contract Type, Order Type and Service Type.

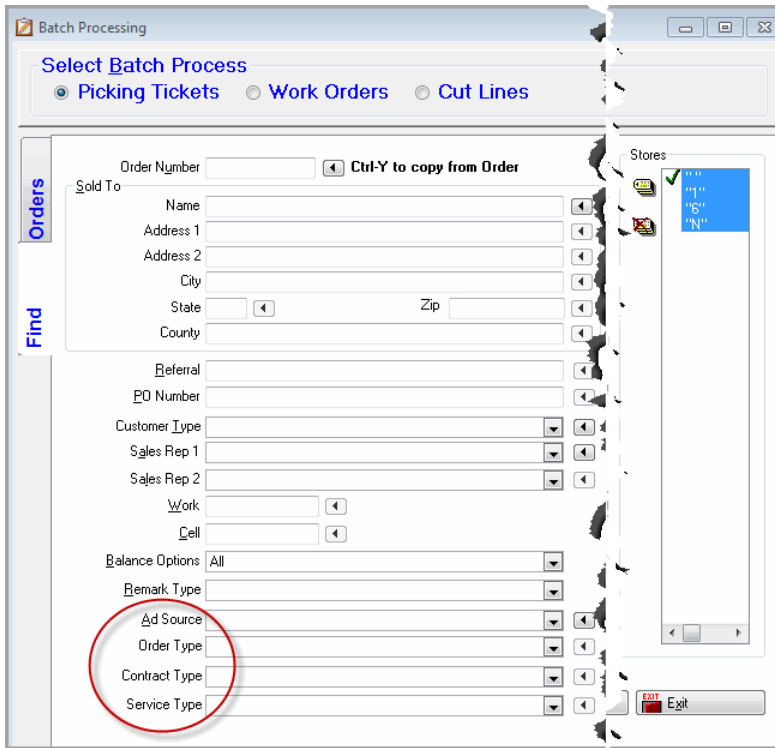


Figure Batch Processing Filter

Reports

Order Entry>Reports

Provider Earnings Report

Order Entry>Reports>Providers Earnings

This report now includes a pull-down menu which allows a choice of "Print Name".

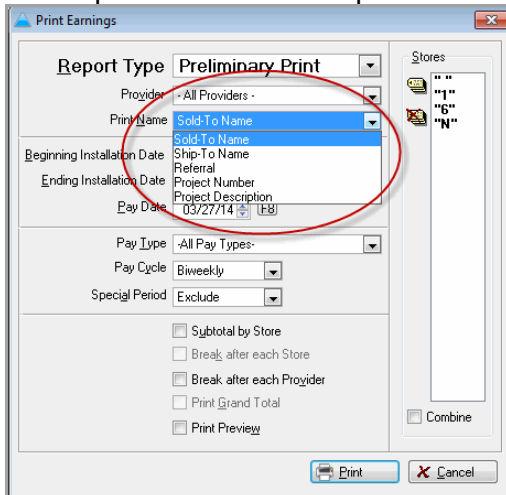


Figure Provider Earnings Report Print Screen



Notes:

If the sort order is set to "Sold-To Name" or "Ship-To Name", then "Print Name" will default to "None" because it will list the same value as sort order.

Certified Payroll Report

Order Entry>Reports>Certified Payroll

The header is now in compliance with WH-347. Also, annotations and signatures are now able to be added. The information typed in is sticky per user.

Figure Certified Payroll Report Screen

Page 1 CERTIFIED PAYROLL REPORT

Subcontractor: TEST FOR UPDATE, 123 MAIN STREET, TUSCALOOSA, AL 35405
 Payroll No.: 1 For Week Ending: 05/13/2014
 Project Number: Project Name:

Name Address and Social Security Number	Employer	Work Classification	Type	Day and Date							Total Hours	Rate of Pay	Gross Amount Earned	Deductions	Net Wages Paid for Week
				Wed	Thu	Fri	Sat	Sun	Mon	Tue					
				07	08	09	10	11	12	13					
BOTH, JAMES 15236 HILLVIEW ROAD COKER, AL 35452 SS#: 419-02-6384	0	CRAFT WORKERS (SKILLED)	DT										Certified 0.00		
			OT										Payroll 559.54	233.02	326.52
			Reg									3.00			

DEDUCTIONS: AL SWH TAX: 20.36, FICA TAX PAYABLE: 34.69, FWH TAX: 68.71, INSURANCE: 91.15, MEDICARE WITHHELD: 8.11, NYL: 10.00

Figure Certified Payroll Report Page 1

Page 2

Date 05/13/2014

I, SABRINA TESTER
 (Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by
TEST FOR UPDATE on the

 (Contractor or Subcontractor)
 _____; that during the payroll period commencing on the

 (Building or Work)
7th day of May, 2014, and ending the 13th day of May, 2014,
 all persons employed on said project have been paid the full weekly wages earned, that no
 rebates have been or will be made either directly or indirectly to or on behalf of said
TEST FOR UPDATE from the full

 (Contractor or Subcontractor)

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
 - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in
 the above referenced payroll, payments of fringe benefits as listed in the contract
 have been or will be made to appropriate programs for the benefit of such employees
 except as noted in section 4(c) below.

Figure Certified Payroll Report Page 2



Notes:

Project number and Project Name fields are populated depending on the “Group By” option chosen

- By Billing Group: Project Name and Number comes from the value in the Billing Group
- By Job Number: The Project Name will be the Job Number. The Project Number will only appear if the Order happens to be part of a Billing Group.
- By Invoice Number: The Project Name will be the Invoice Number. The Project Number will only appear if the Order happens to be part of a Billing Group.

Batch Job Costing

Order Entry>Reports>Batch Job Costing


The ability to print overage invoices on batch job costing has been added. For information, please contact a RSA.

Figure Batch Job Costing

Sales Representatives

Order Entry>Utilities>Set Up>Sales Representatives



By clicking  on the toolbar, a CSV file of the Sales Representatives can be exported. When the export is done, the user can click

- Copy-Copies the file path to be used to go to the file
- Folder-Goes directly to the folder where the file is located
- Exit-Goes back to the Browse Sales Representative Screen

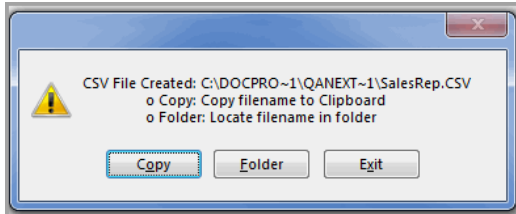


Figure Sales Representatives Message

	A	B	C	D
1	Salesman	Comm_Sc	Descriptic	Inactive
2		1	RETAIL	0
3		1	RETAIL	0
4		1	RETAIL	0
5		1	RETAIL	1
6		1	RETAIL	1
20		1	RETAIL	0
21		1	RETAIL	1
22		1	RETAIL	0

Figure Sales Representatives CSV



Notes:

In the Inactive column of the CSV, 1=yes and 0=no.

Stores

Order Entry>Utilities>Set Up>Stores

A column for Division has been added to the Store Browse Screen. This is only for reference purposes. It is not printed on any reports or used in the system.

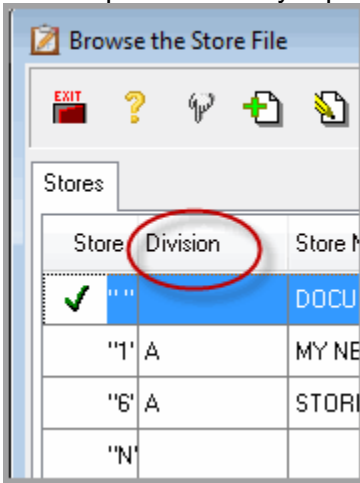


Figure Store Browse Screen

Inventory

Purchase Orders

The ability to add password protection has been added to the Print PO button on the View PO window.

When Printing a PO, the company fax number will be displayed for the FROM and SHIP to if the number exist in the store file. It is displayed on the same line as the Telephone Number.

PURCHASE ORDER						
PO NUMBER	ACCOUNT NUMBER	DATE	Page:			
CG400950	1-732808-0001	03/26/14	1			
From			CG400950			
DOCUMENTATION COMPANY STORE ADDRESS FAX: 111-222-3333 NORTHPORT, AL 35478 Tel: 205-349-2233 / Fax: 205-349-3393						
Ship To			Supplier			
DOCUMENTATION COMPANY STORE ADDRESS FAX: 111-222-3333 NORTHPORT, AL 35478 Tel: 205-349-2233 / Fax: 205-349-3393			PEERLESS CARPET DBA BEAULIEU CANADA COMPANY 335 ROXTON ACTON VALE, QUEBEC, CANADA Tel: 800-853-9048			
Order Date	Product Code	Item Number	Style / Item Color / Description	Roll/Cut	Amount Ordered	Quoted Promise Unit Price Date
03/26/14	18		PIN DROP - 12" RARE EARTH		1.00 EACH	\$0.0100 03/26/14
PO #: CG400950-0002 Store: " " Desc#: " " Taken By: ME Salesrep: JEMECHIA SideMark: CUSTOMER, MAIN Comments Private Item #02523051						
Item Size: 0'0"X0'0"						

Figure Purchase Order

Receiving/Costing

To carry forward the Supplier information, press F7 while the cursor is in the Supplier field. This will populate the field with the supplier from the previous costing.

If the Automatically Print Tags after Receiving option is set to yes, then the inventory tags will be printed automatically without any print windows opening. Only one tag will be printed for each record and the previous print method will be used.



Check the tag selection before receiving to make sure the correct type of tag will be printed.

Inventory Move

The ability to split available inventory and assign it to multiple store in one screen is now available.



Select the inventory you would like to move and click the Distribute Icon

The Inventory Distribution Browse Screen will appear.

From this screen, the new store, qty to move, location, user field, unit price and comments can be selected or made. Press Apply to add it to the holding queue while allowing distributions to additional stores. When the distributions are completed, press process



Notes:

The Move Inventory Program is required for this feature.

Estimated Delivery Date and Truck Number can be added to a requested transfer.

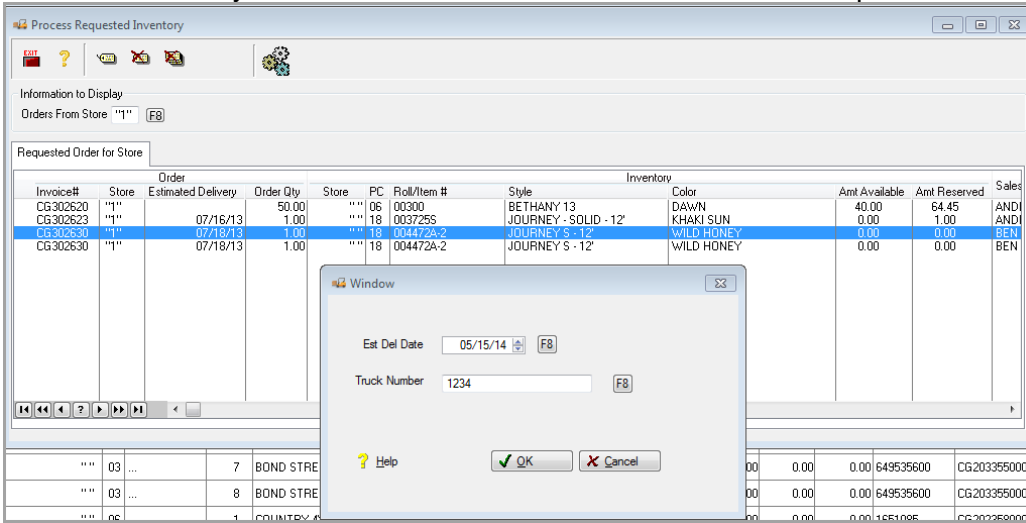


Figure Receive Moved Inventory Screen

Inventory Move Summary Report


The Ship Weight, Total Ship Weight (Qty x Weight) and Carton Quantities (Items Only) have been added to the report.

Products

System Options

X>File>Utilities>System Options>Products>General>Store Price History Category Configuration

Type- Must be Global

When set to yes, this activates the code to store changes to prices, formulas and the cost associated with them. Users can view this information when they click the green dollar sign  and click the Price History button

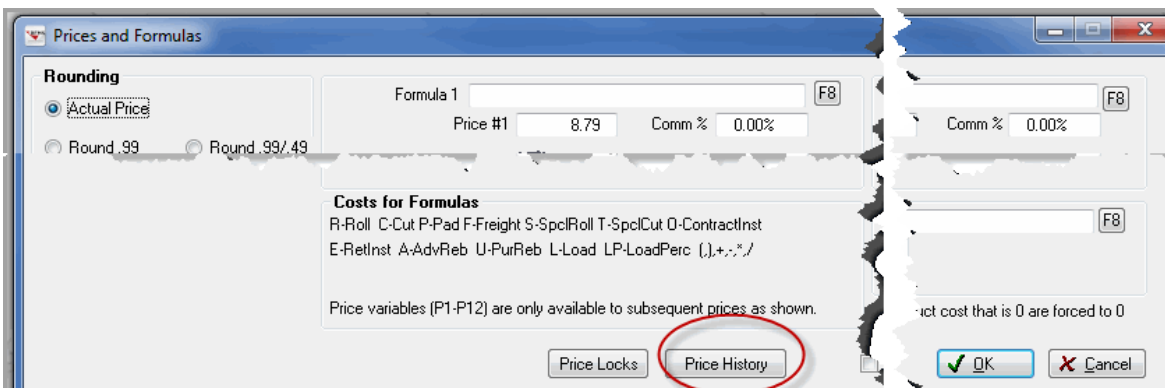


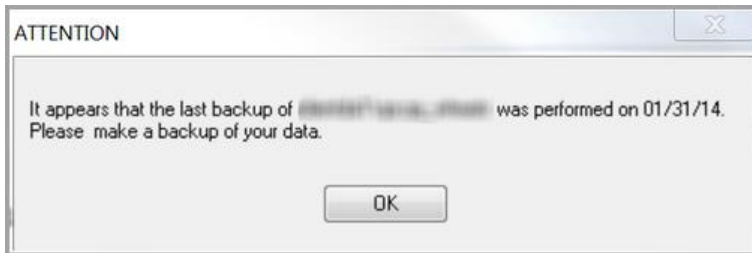
Figure Price History Button

Accounting

Back Up Warning

While everyone recognizes the importance of having verified backups, some clients find themselves with system failures and no current backup to restore.

If the system senses the database backup is over 7 days old, each accounting user will be notified until a backup is done.

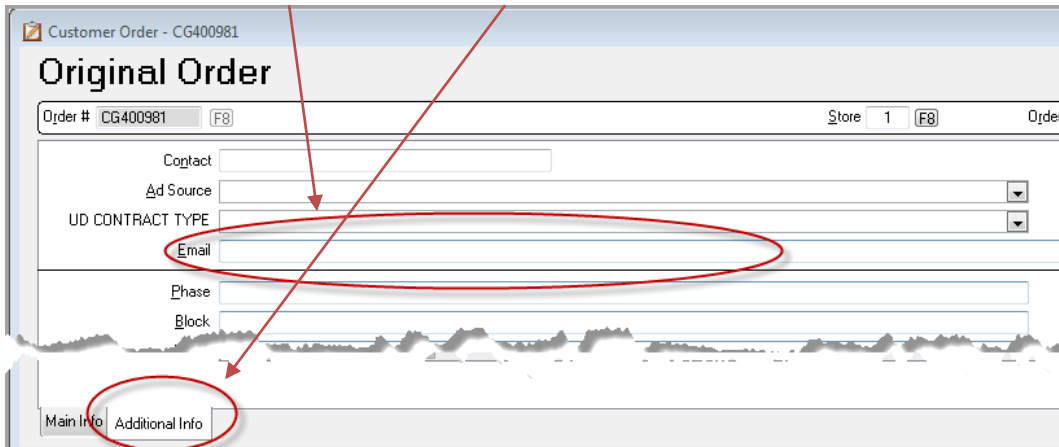


Accounts Receivable

Print Statements

File > Accounts Receivable > Statements > Print Statements

Statements can now be emailed if email is setup correctly in System Options and there is an email address in the Email Field on the Additional Info Tab of the Customer Order.



If there is an email address listed on the Additional Info Tab, then the statement will only be emailed. If there is no email address listed on the Additional Info Tab, then the statement will print like normal.

For printed statements only, check the Print All (no Email) box.

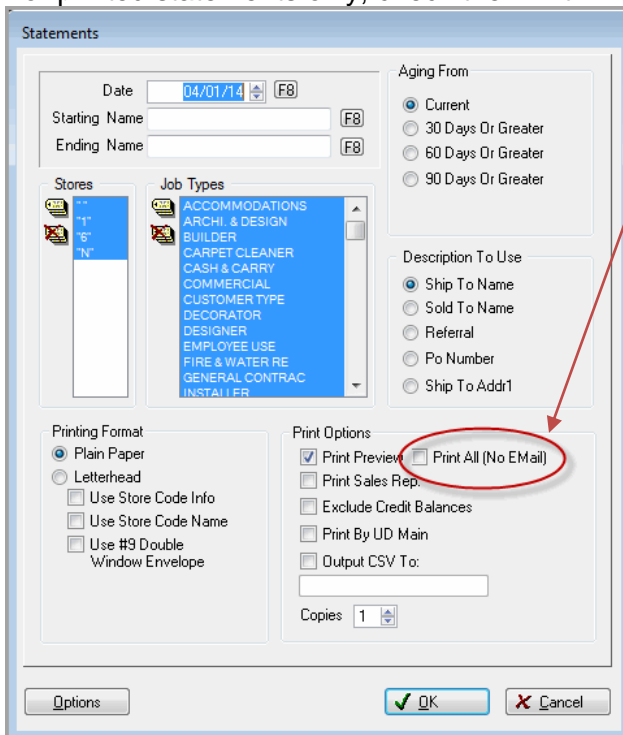


Figure Print Statements

Aging Report

File > Accounts Receivable > Aging Report

Aging Report has the option to sort by Billing Group and Showing Retainage is now optional.

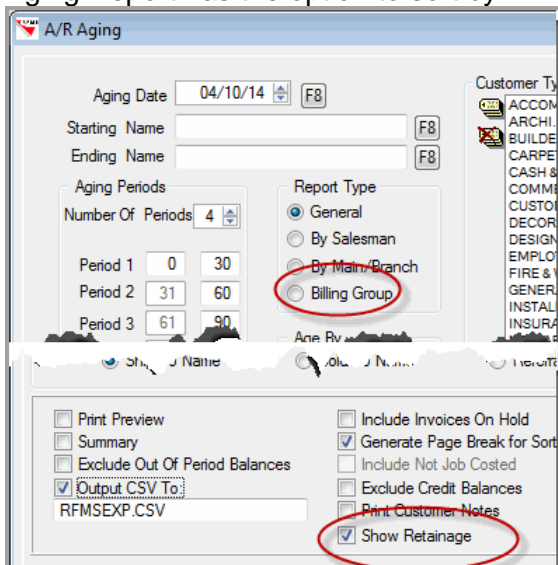



Figure Aging Report

Accounts Payable

Check Writing

Writing a check to a supplier not in the supplier file is no longer allowed.

Remittance Advice Printing/Email

A Remittance can now be reprinted for a paid payable from the A/P grid by clicking the Print  button. It will reprint the remittance that the check run produced.



Notes:

If the selected payable is not paid, then the print button functions will function as it did.

Remittance Advice can be emailed to the supplier after the check print or EFT. The email address must be entered in the Remittance email field in the Supplier Information

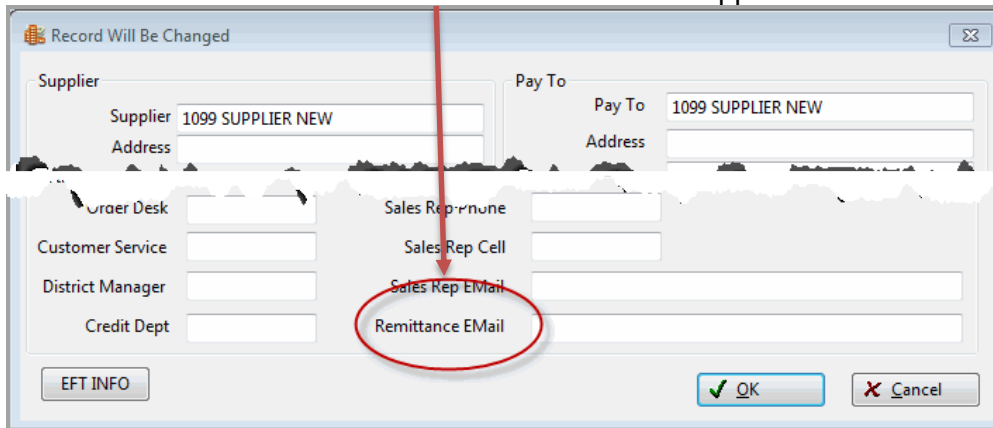


Figure Supplier Information Screen



Notes:

Since some Remittance Advices could be printed, the warning to add paper to the Remittance printer will be displayed.

Suppliers

Inactive Suppliers can no longer be selected from the supplier list when adding a payable.

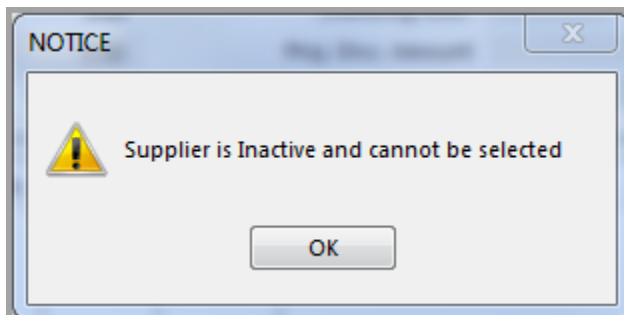


Figure Inactive Supplier Message

Reports

Discounts Taken

File > Accounts Payable > A/P Reports > Discounts Taken

A new report has been added which shows the total of discounts taken on Accounts Payables in the given date range chosen.

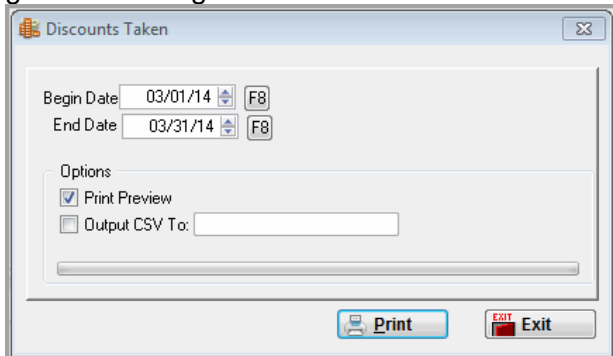


Figure Discounts Taken

DOCUMENTATION

Discounts Taken

Page No: 1
03/26/14
02:47PM

Invoice Number	Inv. Date	Paid Date	Discountable	Non-Discountable	Invoice Total	Disc. Rate	Disc. Taken
ABZ							
TEST123	03/26/14	03/26/14	150.00	0.00	150.00	3.50%	5.25
			150.00	0.00	150.00		5.25
			150.00	0.00	150.00		5.25

Figure Discounts Taken Preview

General Ledger

Chart of Accounts

File > General Ledger > Chart of Accounts

When the Browse List has Inactive Accounts excluded then the print out will also exclude them.

View Journal

File > General Ledger > View Journal

Printing is now available from the View Journal Screen

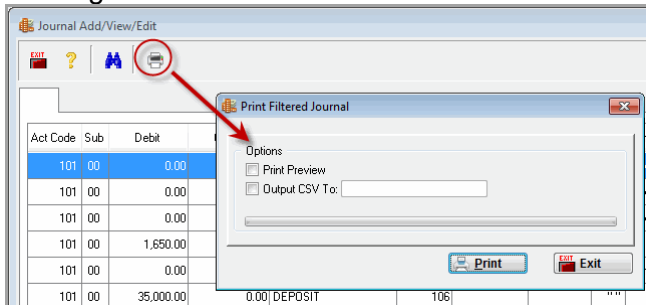


Figure Journal Add/View/Edit Print

Journal will now show a description for the bank charges.

Journal Batch Entries

File>General Ledger>Journal Batch Entries

Journal Batch Entries can be added continuously without having to click the add button. A message appears that asks to Add Another Entry.

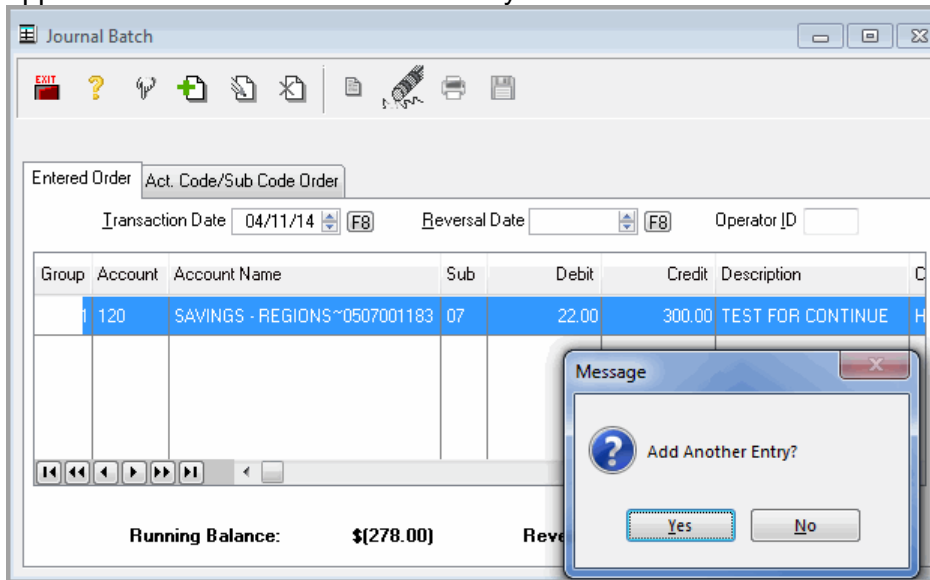


Figure Continuous Add of Entries

Cash Flow Report

File>General Ledger>General Ledger Functions>Cash Flow

A Cash Flow Report has been added to the General Ledger Function Menu.

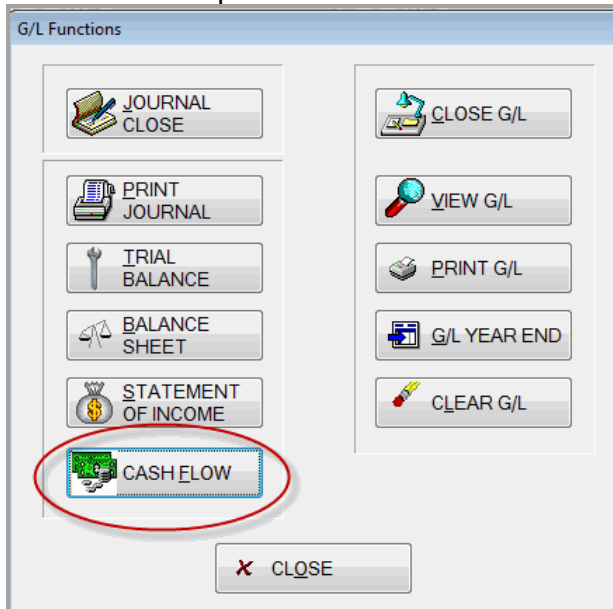


Figure G/L Functions

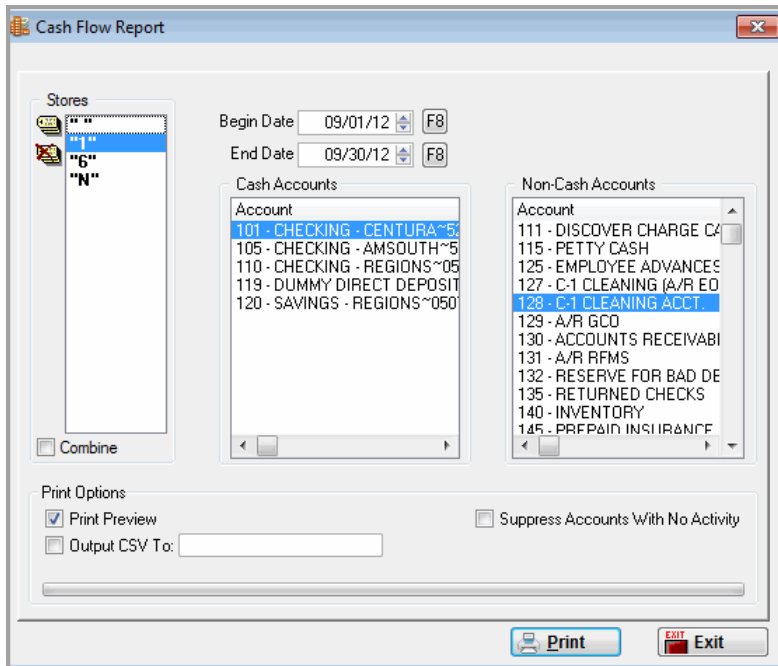


Figure Cash Flow Report Print Screen

This report shows how cash is moving and the origin of non-income cash. It explains how the change in balance sheet accounts plus income equals the change in cash accounts.

Banking

Checking

By clicking the headers Check Amt. and Deposit Amt., the user can now sort these columns by amounts.



By clicking Ctrl-Click on other columns, you can sub sort the columns.

Reconcile Register

[File>Banking>Reconcile Register](#)

Automatic reconciliation of the check register via a bank supplied file is now available. An ofx file is required.

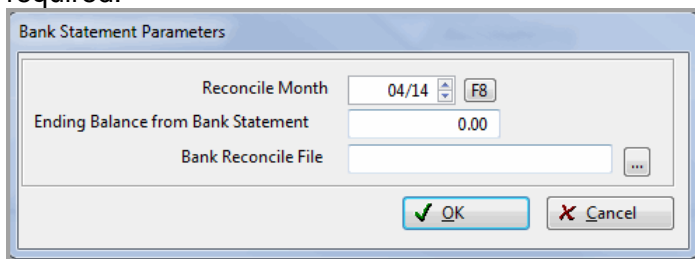


Figure Bank Statement Parameters



Notes:

Some banks do not support ofx files. Check with your bank.

A filter has been added to only show uncleared items

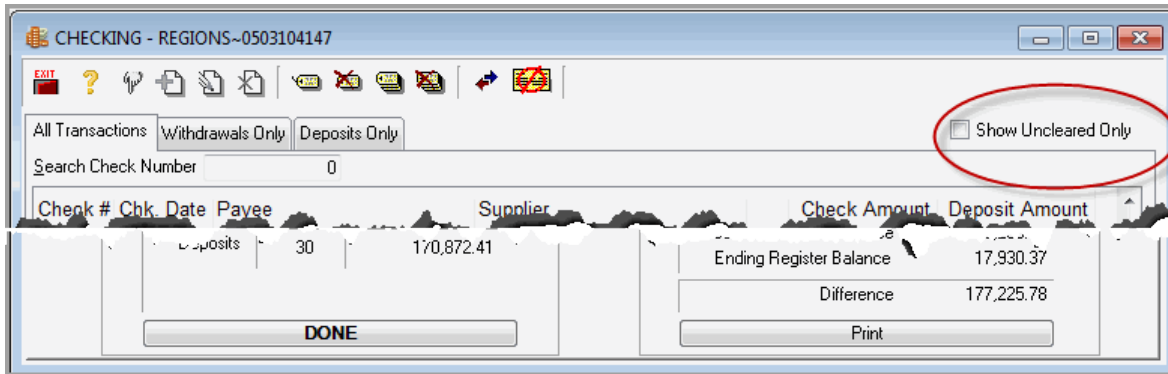


Figure Reconcile Register Uncleared Only

Accounting>File>Banking>Add/Edit Checks

The ability to add notes to a checking transaction was added.



Figure Banking Tool Bar

Sales Report

Material Analysis

Quotes

File>Material Analysis>Quotes

Under the tab MORE PARAMETERS, the ability to filter by Ad Source, Contract Type, Order Type, and Service Type has been added.

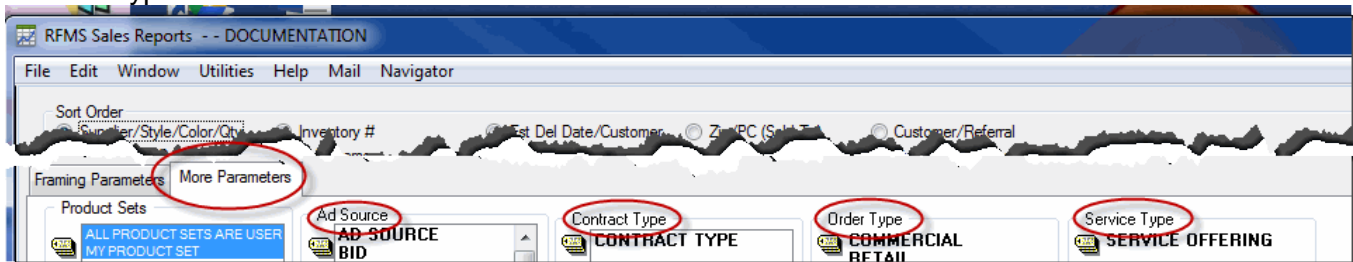


Figure Material Analysis More Parameters Tab

In the print options, Output to CSV has been added.

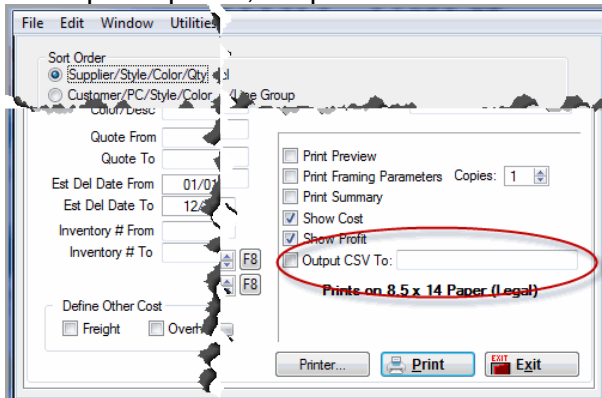
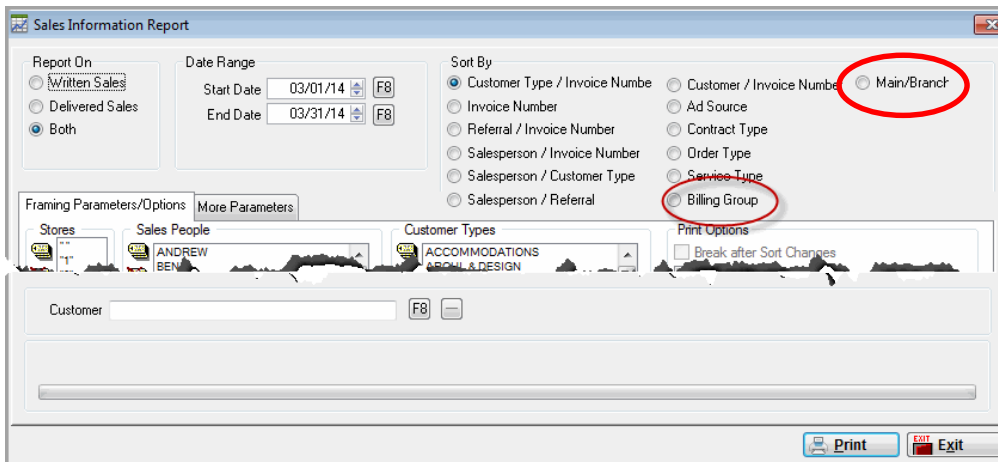


Figure Material Analysis CSV

Sales Information Report

File>Sales>Sales Information

Billing Groups and Main/Branch have been added as a sort by options.



CMM

Appointments

When an appointment date changes, the reminder date will change accordingly.

Bid Pro

Edit Estimate Screen

The Estimate notes button is now also available on the Edit Estimate Screen.

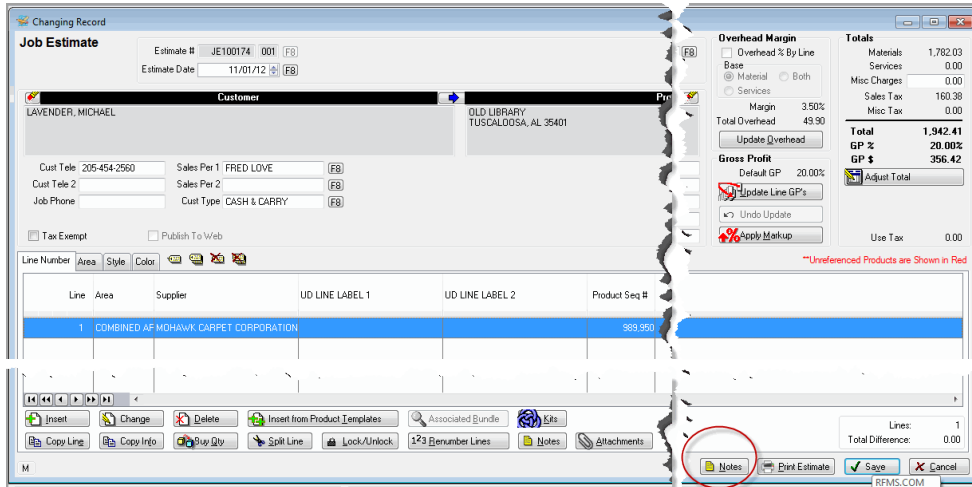


Figure Edit Estimate Screen

NHMS

Selector Reports

The option has been added to not print the stage on the Complete Selector Condensed reports if the Buyer is in the Draft stage. These settings are sticky.

Price Requests

Grout Lines will now be sent to Order Entry.

Project Notes

NHMS>Projects>Pricing Version>Notes, Disclaimers and Warranties

A type of notes called System Generated Notes has been added. These notes cannot be edited or deleted. They are used when a project is archived or deleted.

NHMS Management Tools

The ability to permanently delete old project versions has been added. RFMS recommends password protecting this option.

With the option:

- Only Project Versions where all Home Buyers have been sent to Order Entry can be deleted.
- This sets the Project Version field to Completed and Archived.
- A note will be added for the Project Version with the date of the delete and the user who deleted the project. This note cannot be edited or deleted.
- All Project date and Home Buyer data will be permanently deleted except the Project Version record and the Project Notes. The information cannot be retrieved after it is deleted.

Options Selector

The option to hide the Qty and Total columns in the browse has been added. The Default Value for this is set in the System Settings on the Design Center Tab



Notes:

This would be for situations where the Qty is always going to be 1. If the columns are hidden and the Qty is not 1, a red asterisk will display next to the price to alert the designer.

Print Reports

A Print Reports button has been added to the Category Browse screens.