



Systems for Success

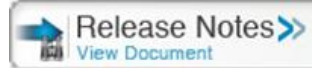
A large decorative graphic on the right side of the page, consisting of three overlapping, wavy, curved bands. The top band is light gray, the middle band is dark red, and the bottom band is black. The text "Version 15.1 User Guide" is overlaid on the red and black bands.

# Version 15.1 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.







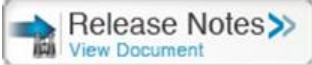
To see what you may have missed in previous updates click here.
































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


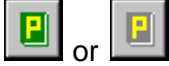
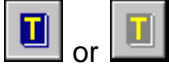


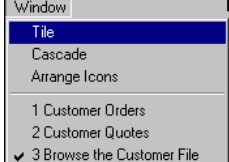



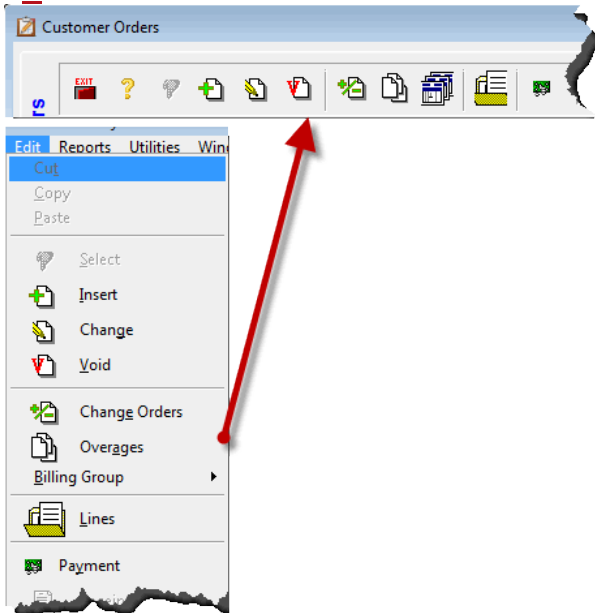
The same documentation is included in the on-line help system and can be accessed by pressing the F1 button at any RFMS screen. If there is something on the screen that you either don't recognize or understand, check this document or refer to the Help Files pressing F1.

## 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.
<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, non-graphic files or web sites.
	<b>Tag</b> Untag Tagall or Un-tagall record(s). Selects records
	<b>View</b> details of a record.
	Send an email or <b>RFMS mail message</b> regarding the highlighted record.

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

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# System Wide

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## Update

A step has been added in the update process. If the user would like a new shortcut created when the update is run, the box beside “Create Desk Top Shortcuts” needs to be checked.

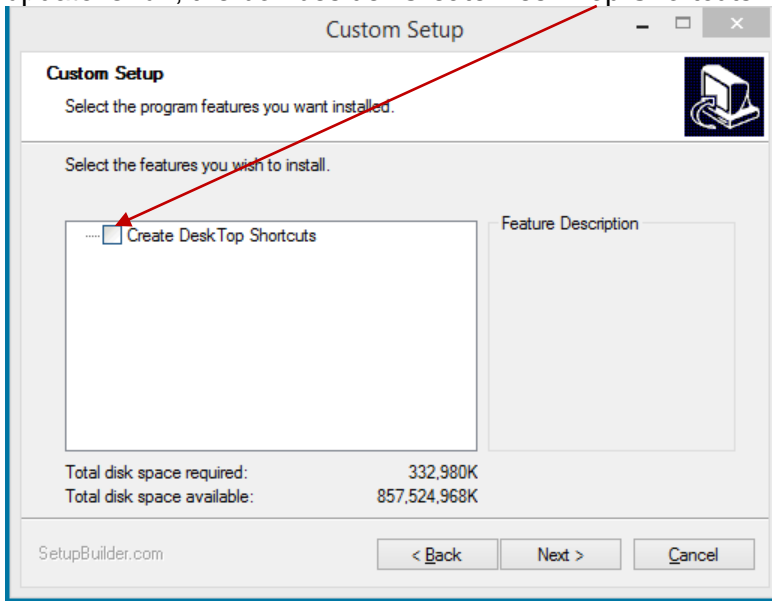


Figure Custom Setup Screen

A warning message about checking to make sure there is a current backup of the database before running the update

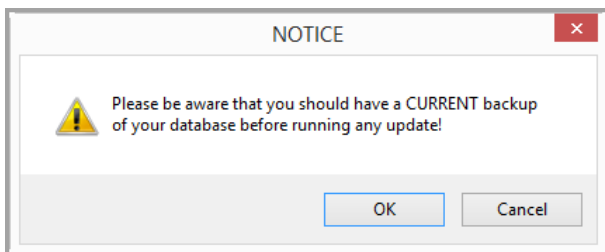


Figure Backup Warning Message

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## System Options

### Initialize New Billing Group as Partial Billing

>Utilities>System Options>Order Entry>Order Entry  
Category Configuration

Type- Can be Global, Assigned or User

This System Option allows users to specify if Billing Groups should start as Partial Billing or not.

# Order Entry

## Editing Orders/Estimates and Claims

When an order/estimate or claim had numerous lines, it would load the list slowly. It would also take a long time to refresh between edits. The loading times have now been decreased.

## Stores

If a Store has Users assigned, then the Inactive checkbox is grayed out. Click on the “Why can't I make this Store inactive?” link to get a report of all users tied to the store.

The screenshot shows the 'Change an Existing Store' dialog box. The 'Inactive' checkbox is grayed out, and a red circle highlights the link 'Why can't I make this Store inactive?'. A red arrow points from the text above to this link. The dialog contains fields for Store Information, Ship To Information, and Store Prefixes.

Figure Change Stores

Page: 1  
04/08/15  
1:13PM

**DOCUMENTATION**  
The users listed below are assigned to Store #"

NOTE: Be sure these users are unassigned both in System Wide and Sales Floor Assistant

User	User	User
admin	Administrator	Andrew
awheat	bcolburn	ben
bjordan	cheryl	Fred Love
gaplin	gordon	janna
Jeff	jeff_2	jthompson
kerwin	kimberly	mcorbett
Mike	mikec	mwheat
nikki	sabrina	terry
test	tevens	

Figure Users assigned to the Store

# Config Creator

Utilities>Set Up>Config Creator

## Dates

Invoice Date, Order Date and Report Date are now choices on the Config Creator fields.

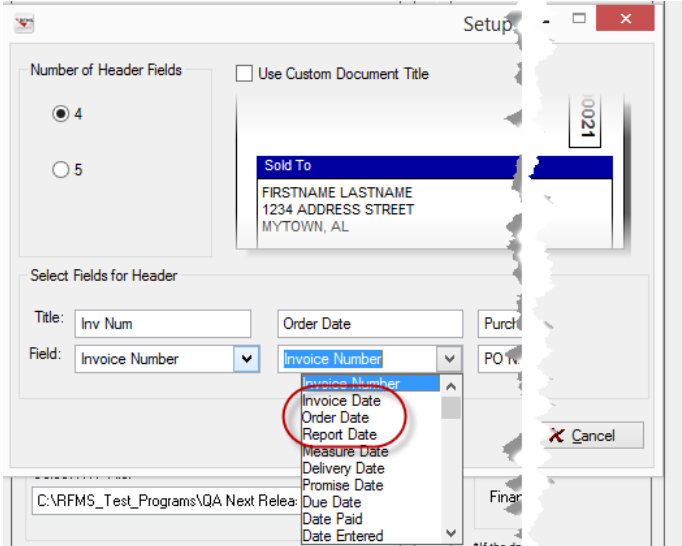


Figure Config Creator Setup Screen

If Report Date is selected, a message will appear at the bottom of the screen that reads “Report Date follows the date convention of the default invoice. It will print the Order Date until the order has been Job Costed or an Invoice Date has been assigned, at which point it prints the Invoice Date”.

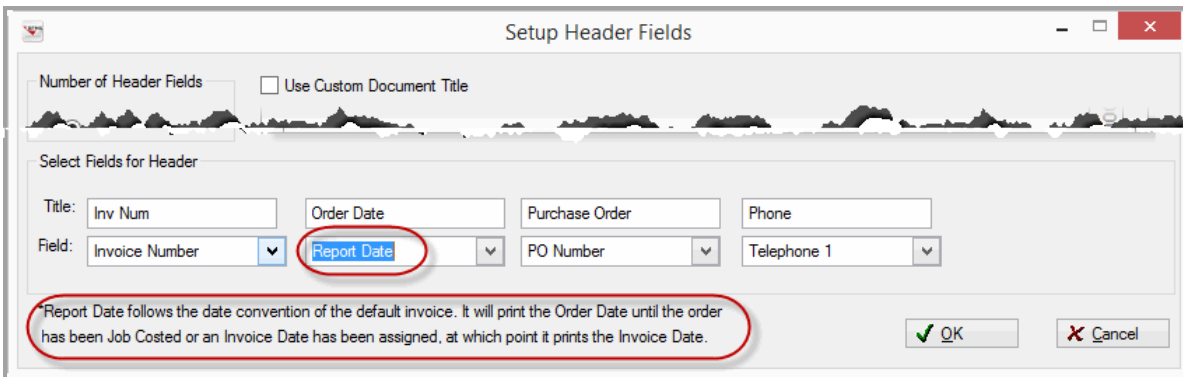


Figure Config Creator Report Date Note

## Custom Invoice Message

The ability to add a custom invoice message has been added to the Config Creator Screen. This message will override the invoice message set in System Options.

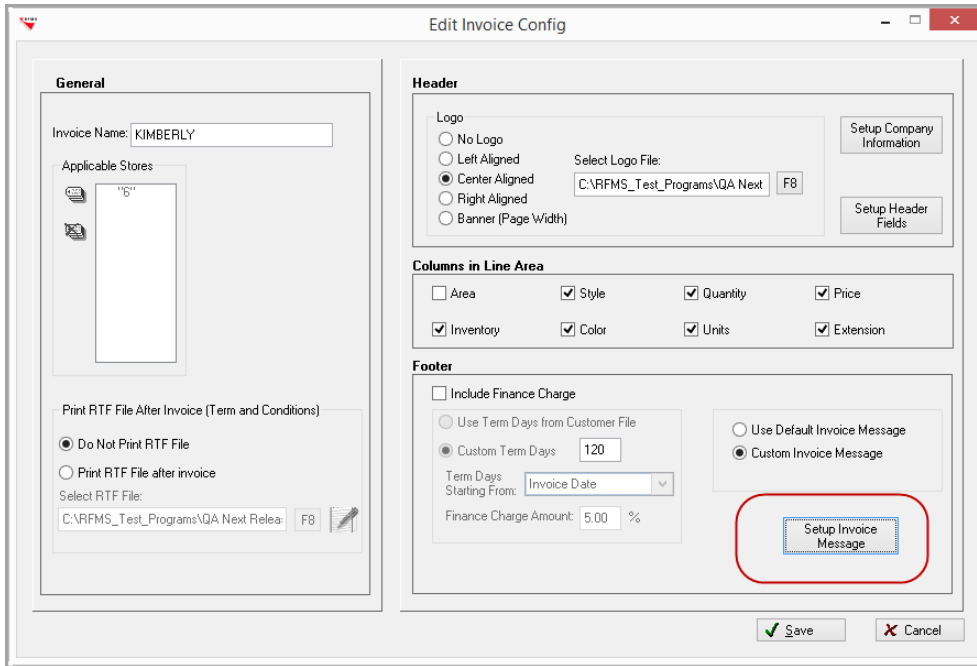


Figure Edit Invoice Config Screen

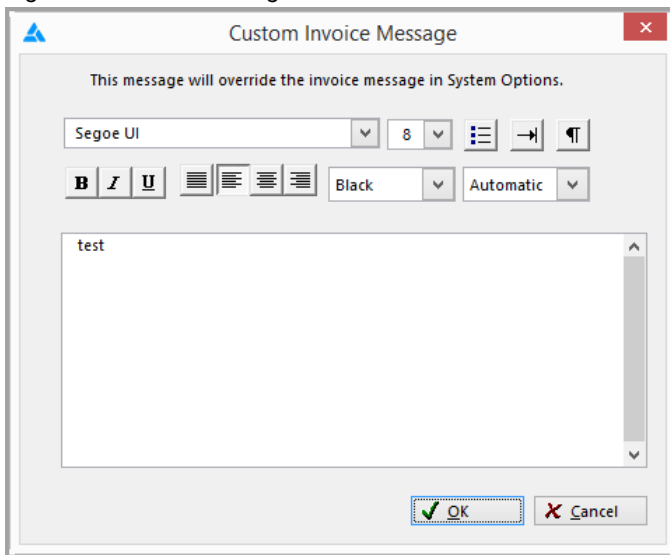


Figure Custom Invoice Message Screen

## Set Up Order Lines

The ability to choose the Line Columns that will print on the invoice has been added to the Edit Invoice Config screen. Choose these columns will add more details to the printed invoice.

The screenshot shows the 'Edit Invoice Config' window. The 'General' section contains 'Invoice Name: KIMBERLY' and 'Applicable Stores'. The 'Header' section includes 'Logo' options (No Logo, Left Aligned, Center Aligned, Right Aligned, Banner) and a 'Select Logo File' field with the path 'C:\RFMS\_Test\_Programs\QA Next' and 'F8'. The 'Columns in Line Area' section is highlighted with a red box and contains the following checked options:  Area,  Style,  Quantity,  Price,  Inventory,  Color,  Units, and  Extension. The 'Footer' section includes 'Include Finance Charge' options (Use Term Days from Customer File, Custom Term Days: 120) and 'Use Default Invoice Message' / 'Custom Invoice Message' options. A 'Setup Invoice Message' button is also present. At the bottom are 'Save' and 'Cancel' buttons.

Figure Config Creator Screen

## Quotes

*Order Entry>Utilities>Set Up>Config Creator*

The [Config Creator](#) will now allow creation of quotes as well as invoices.

The screenshot shows the 'Config Creator' window. A 'Create New...' dialog box is open, showing 'Invoice' and 'Quote' buttons. The main window displays a table of configurations:

SeqNum	Store	Config Type	Config Name
32	"6"	INVOICE	KIMBERLY
34	" "	INVOICE	TEST
35	"1"	INVOICE	TEST
36	"6"	INVOICE	TEST
37	"N"	INVOICE	TEST
38	"1"	INVOICE	ALPHA
39	" "	INVOICE	TEST 2
40	"1"	INVOICE	TEST 2
41	"6"	INVOICE	TEST 2
42	"N"	INVOICE	TEST 2

Figure Config Creator Screen

For more details on the Custom Quote Setup Screen, click [here](#).

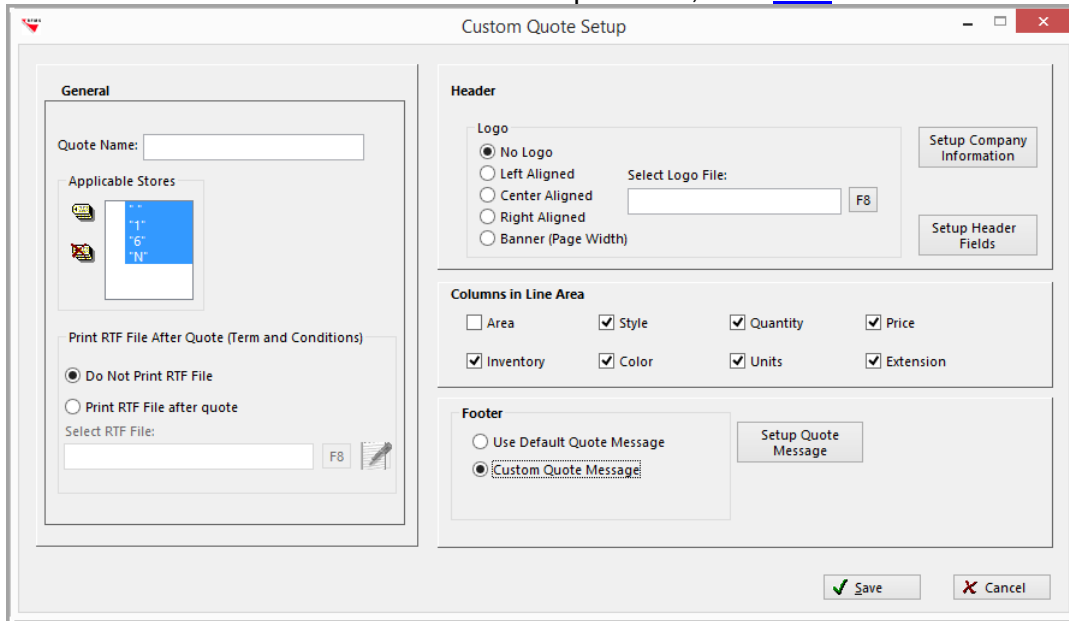


Figure Custom Quote Setup

## Customer Orders

### Due Button-Browse Sales Representative

When choosing F8 to pull in a Sales Representative from the Due Button screen, the Commission Schedule no longer displays.

### Printing

The Print Invoice checkbox under printing invoices/acknowledgements, Job Cost and Batch Job Cost are now sticky. These all work independent of each other.

**Print PO**  **from Express PO** 

The ability to email the Purchase Order has been added.

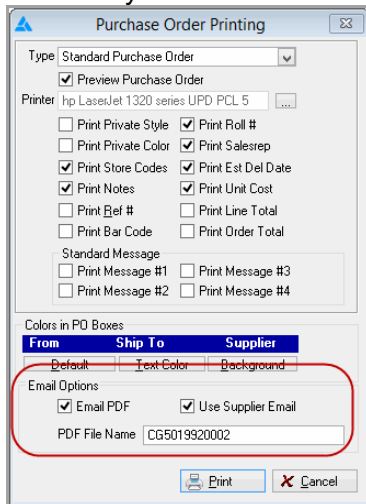


Figure Purchase Order Printing

## Credit Memo/Add On

The balance due for the entire order will not be printed at the bottom of the Credit Memo/Add On. This was confusing to the party receiving the add on or credit memo.

The image displays two invoice pages side-by-side, both from 'DOCUMENTATION COMPANY'. The left page is labeled 'Page 3' and the right page is labeled 'Page 2'. Both invoices are for 'INVOICE CG502022' and list 'TOTAL 80 BETWEEN' as the item. The left invoice shows a balance due of \$0.00, while the right invoice shows a balance due of \$170.00. A red arrow points from the \$0.00 balance on the left to the \$170.00 balance on the right. Both invoices include a section titled 'Add-On / Credit Memo' and a 'BALANCE DUE AFTER 7/05/15' field.

## Customers

If the country is set to UK, then the following screen will pop up for the County field

The screenshot shows a software interface for 'Changing a Customer Record'. The 'Customer Information' section includes fields for Customer # (403), Customer Type (COMMERCIAL), and Address #1 (1820 RICE MINE RD. SUITE 100). The 'Country' field is highlighted with a red circle and an arrow pointing to a 'Browse Counties' dialog box. The dialog box shows a list of counties with 'ABERDEENSHIRE' selected. The 'Country' field is set to 'F8'.

County	Country	Abbreviation	Seq
ABERDEENSHIRE	SCOTLAND	ABD	001
ALDERNEY	CHANNEL ISLANDS	ALD	003
ANGLESEY	WALES	AGY	002
ANGUS	SCOTLAND	ANS	004
ARGYLLSHIRE	SCOTLAND	ARL	006
AVON	ENGLAND	AVN	008
AYRSHIRE	SCOTLAND	AYR	009
BANFFSHIRE	SCOTLAND	BAN	010
BEDFORDSHIRE	ENGLAND	BDF	011
BERKSHIRE	ENGLAND	BRK	016
BERWICKSHIRE	SCOTLAND	BEW	012
BORDEAUX	SCOTLAND	BOR	014

Figure County/Customer Record

---

## Purchase Orders

The SKU number if it exists when creating a purchase order from Order Entry will be displayed.

Figure Purchase Order Generation Screen

---

## Reports

### Batch Job Cost

[Reports > Batch Job Cost](#)

The ability to email a PDF and Save a PDF to the PDF History have been added.

**Email PDF** - If this box is checked, and the Order being processed has a valid email address, an Invoice will be emailed. If Print Invoice is also checked, and no valid Email address, then the Order's Invoice will be printed.

**Save to PDF History** - All processed Orders will automatically save the Order's PDF to History.

Figure Batch Job Costing Screen

# Inventory

## Purchase Orders

### Automatically create Product Record

If an inventory record is entered that is not already in Products, the product record will now be created automatically. This will also happen when a PO is created in Inventory and Order Entry without a Product Record since an “on order” inventory record is also created at that time.



#### Notes:

- When the update is installed, product records will be created for rolls & items that have an available quantity that does not have a matching product record. This records will come over as inactive.
- Receiving inventory from a BOL without a purchase order will create the product record.
- Receiving inventory from an invoice without a purchase order will create the product record.
- Cost from Invoice without a purchase order will create the product record.
- Express receiving without a purchase order will create the product record.
- The PO truck in Order Entry will create the product record.

To read the reasons why a product file is important, click [here](#).

To read more about this feature, click [here](#).

### Email Purchase Order from Print Screen



*File>Purchase Order>Print Button*

When a Purchase Order is printed, the option to send it as an email is now given.

To use the Supplier Email listed in the Supplier file, check the box.

Printing Purchase Orders

PO Type: Standard Purchase Order  
Printer: hp LaserJet 1320 series UPD PCL 5  
Copies: 1

Print Private Style  Print Roll #  Print Bar Code  Print Line Total  Print Req. Dye Lot  Id#

Order Date: From 01/01/80 To 12/31/79  
Requested Ship: From 01/01/80 To 12/31/79

Open  Sent (EC)  
 Backordered  Rejected (EC)  
 Satisfied  Satisfied (EC)

Email Options  
 Email PDF PDF File Name: #ST085530002  
 Use Supplier Email

Print Cancel

Figure Purchase Order Print Screen

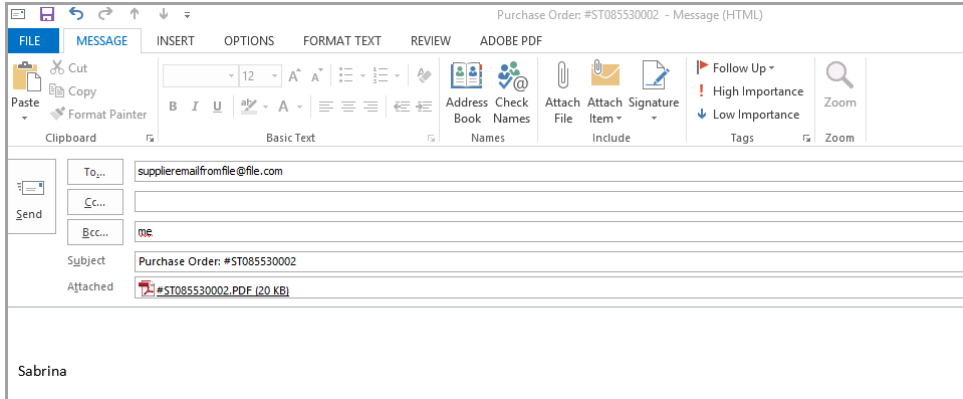


Figure Email of PO as PDF

## Inventory Adjustment Report

*Reports > Inventory Adjustments Report*

A dropdown list of adjustment types has been added to this report.

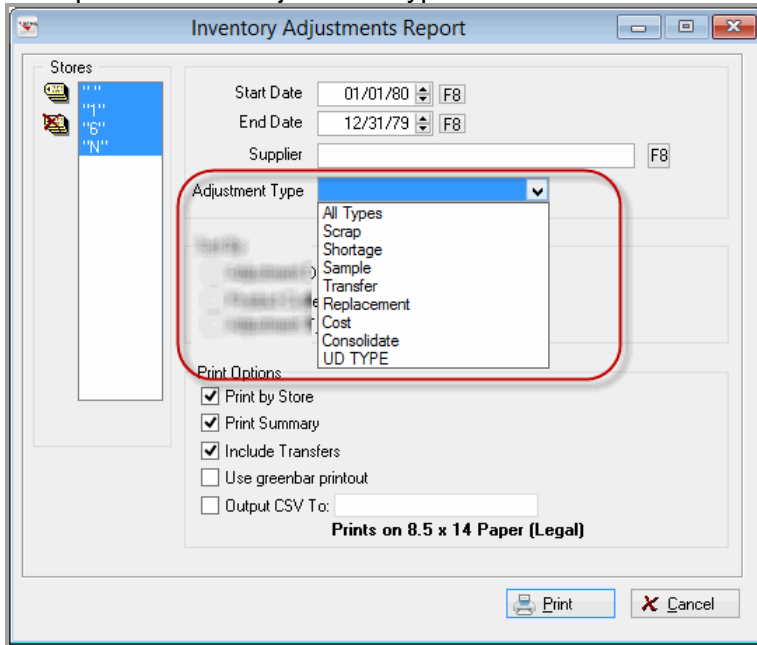


Figure Inventory Adjustment Report Screen

# Inventory Move

A User Defined Job # field has been added to the Inventory Move Tracking Sheet. This field will only display if the inventory being moved has an order line assigned.

(Original) Page 1  
Printed 05/26/15 12:37 PM

**Transaction # 1030**

**Origin Store:" "**

DOCUMENTATION COMPANY  
STORE ADDRESS  
FAX: 111-222-3333  
NORTHPORT, AL 35476

**Destination Store:"1"**

MY NEW STORE  
82 SKYLAND BLVD  
TUSCALOOSA, AL 34768  
Tel: 205-943-2282

Roll/Item #	Product Code	Style/Iter	Width	Length	Quantity
0031	06 - CERAMIC	PERDIDO FLOOR & WALL FIELD TILE 12X12	0.00	0.00	500.00 SF
Color #:		Dye Lot:	Color/Desc:MUSHROOM FLAIN		Moved 05/26/15
Carton Size:		Received _____	Old Loc _____	New Loc _____	Rcvd By _____
Carton Qty:		SidemarkCUSTOMER LAST, CUSTO *In-Transit*			
Sys Ref #5455		Unit Ship Weight:		Line Total Ship Weight: (635)	
Notes		Est Del Date: Invoice Number:G502026 <b>UD JOB #</b> Ship To: MAIN CUSTOMER			

If only a portion of an inventory record is requested, the balance of the inventory is now available for use.

The Customer Name and Invoice Number have been added to the Inventory Move Summary Report.

**Inventory Move Summary Report**  
Date Printed: 05/15/15 Page 1  
Sorted By: Origin Store + Destination Store

Origin	Destination	Trans #	Roll/Item #	Style/Item	Date Moved	Date Rcvd	New Bin Location	Width	Quantity
			Product Code	Color/Desc	Received By		Old Bin Location	Length	
**	**	1000	Z650843	ACER WIN 7 SOLD	03/07/13	05/23/13		12.00	525.00 SF
Customer Name: SENTELL, S...		Invoice Number: CG502011							
**	**	1006	00700	SANTA MARIA 12	05/12/14	05/12/14		12.00	41.00 SF
Completed		06		ELMWOOD					
Unit Ship Weight:		Line Total Ship Weight:							
Notes:		Customer Name: CUSTOMER LAST, CUSTOMER FIRST Invoice Number: CG401044							
**	**	1009	A	18TH HOLE - 12"	05/14/14	05/14/14		12.00	5,400.00 SF
Completed		01		FALLING RAIN					
Unit Ship Weight:		Line Total Ship Weight:							
Notes:		Customer Name: Invoice Number:							

**Inventory Move Report** Sorted By: Origin Store + Destination Store Page 1

Figure Inventory Move Summary Report

# Products

## Filter

When the Roll, Item or Service browse is opened, the inactive products are filtered out.

## Deleting Products

If there is an inventory record for the product and the Inventory record has a quantity in either Reserved or Available then the product cannot be deleted.

## Colors

When adding colors, users can now import colors from an existing record by tagging the colors they want to import.

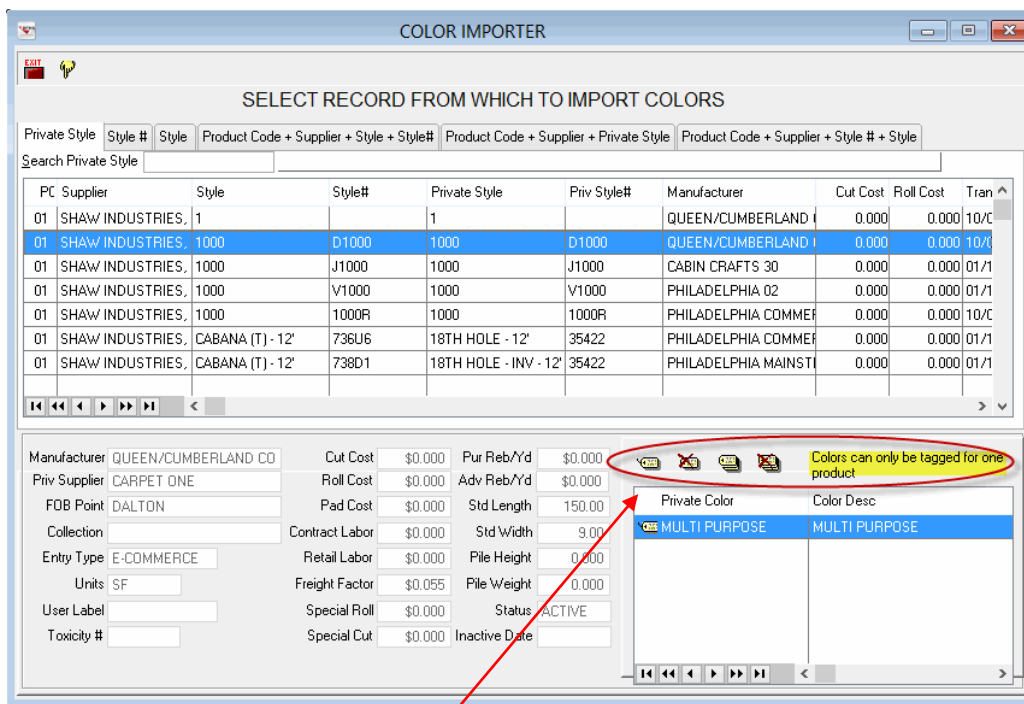


Figure Color Importer



Notes:

Colors can only be tagged for one product.

## Rolls and Items

A new entry type called “RFMS Created” has been added to products. This entry type is for records that have been created in inventory and did not have a product record associated with them.

The screenshot shows a dialog box titled "Changing an Item Product" with two tabs: "Product Information 1" and "Extended Information 2". The "Product Information 1" tab is active and contains the following fields:

Product Code	03	F8	AREA RUGS
Manufacturer	RUGS R US F8		
Collection			
Supplier	TEST F8		
Supplier Item Name	RUG TEST		
Supplier Item Number	TEST RUG		
Id#			
Private Supplier	TEST F8		
Private Item Name	RUG TEST		
Private Item Number	TEST RUG		
Priv Id#			
Units	25	F8	
EOB Point			
Sample Type			
Quality	F8		
Warranty	F8		
Toxicity #			
UD Product			
FHA #			

The "Extended Information 2" tab contains the following fields:

Item Cost	\$250.0000	Tiered Costs		
Freight Factor	\$0.0000			
Special Item	\$0.0000			
Pur Rebate	\$0.0000			
Adv Rebate	\$0.0000			
Cont Inst	\$0.0000			
Ret Inst	\$0.0000			
Load	\$0.0000			
Load Percent	0.0000	%		
Entry Type	RFMS Created			
Input Date	05/15/15			
Trans Date	05/15/15			
Status	Active	F8		
Inactive Date				
Item Width	20.00	Ft	0.00	In (20 Feet)
Item Length	20.00	Ft	0.00	In (20 Feet)
Buy In Multiples Of	0.0000			
Sell In Multiples Of	0.0000 (More)			

At the bottom right, there are "OK" and "Cancel" buttons.

Figure Item Product Tab 1



Notes:

When searching in Products, the RFMS Created type can be included or excluded.

The screenshot shows a dialog box titled "Product Filter Screen" with two tabs: "Filter Parameters" and "Additional Parameters". The "Filter Parameters" tab is active and contains the following fields:

Product Codes	
PC	Description
03	AREA RUGS
04	CUSHION
05	CHANGE
06	CERAMIC

The "Additional Parameters" tab contains the following fields:

Entry Type	
<input type="checkbox"/> Manual	<input type="checkbox"/> E-Commerce
<input type="checkbox"/> Imported	
<input type="checkbox"/> Import w/XRef	<input type="checkbox"/> RFMS Created

The "RFMS Created" checkbox is circled in red.

Figure Product Filter Screen

Estimation fields for use with Measure have been added to the Extended Information 2 tab on Rolls and Items.

**Changing a Roll Product**

Product Information 1 | Extended Information 2

Additional Product Spec  
 Id#   
 Inventory User #   
 Shipping Weight  oz /SF  
 Ship Qty Variance (+/-)   
  
 Berber

**Estimating Information**

Measure Product  
 Estimating Unit: Imperial

Cut Gap  In 0 Inches  
 Seam Width  In 9 Inches  
 Pattern Width  In 0 Inches  
 Pattern Length  In 0 Inches  
 Pattern Drop  In 0 Inches  
 Waste Factor

NHMS Product

Last price formulas applied date: 03/14/12  
 Last cut cost used for pricing: 2.9000  
 Last roll cost used for pricing: 2.9000

XW= 1

E-Commerce Unique ID: J1000

Figure Roll Extended Information Tab 2

**Changing an Item Product**

Product Information 1 | Extended Information 2

Additional Product Spec  
 Private Collection   
 Price /Cost Code   
 Construction   
 Country  F8   
 Fiber  F8   
 Species  F8   
 Inventory User #   
 Shipping Weight   
 Thickness  mm F8  
 Ship Qty Variance (+/-)  oz F8  
 Primary Component  
 Composition  
 Type

NHMS Product

**Estimating Information**

Measure Product  
 Estimating Unit: Imperial

Actual Length  In 4.2 Inches  
 Actual Width  In 4.2 Inches  
 Pattern Width  In 0 Inches  
 Pattern Length  In 0 Inches  
 Pattern Drop  In 0 Inches  
 Waste Factor

Last price formulas applied date:  
 Last item cost used for pricing: 0.0000

XW= 1

Figure Item Extended Information Tab 2

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## Price Range Edit

The Price Range Edit screen has changed. For more information, click [here](#).

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# Accounting

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## Accounts Receivable

*File>Accounts Receivable>Statements>Print Statement*

An option has been added for a message to print on the statement after the last invoice is printed.

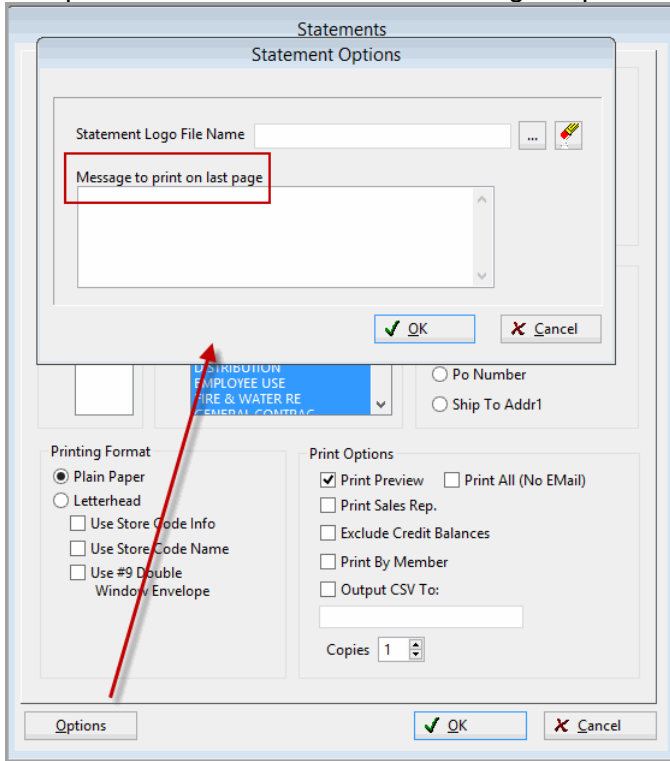


Figure Print Statements Screen

Statement now have an “Other Adj.” column. This column will contain any discounts given. The Credit column will now only contain actual payments made by the customer.

**STATEMENT**

DOCUMENTATION  
111 MAIN ST  
ANYWHERE, USA 55555  
(205) 123-4456

April 01, 2015 Page No. 1

2234567890223456789032634567890423456789052345678906234567890 Balance Due  
120.79

AKRON, AL 35441

---

Transaction Delivery Date	Invoice Number	Description	Charges	Credits	Other Adj	Balance
10/03/14	CG401069	2234567890223456789	120.79	0.00	0.00	120.79

Figure AR Statement

## Accounts Payable

*File>Accounts Payable>Add/Edit Payables*

### A/P Tied To Order

A warning message is displayed if the A/P is opened for edit.

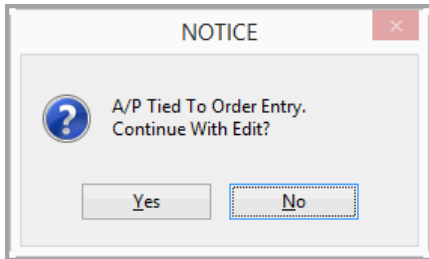


Figure Warning Message

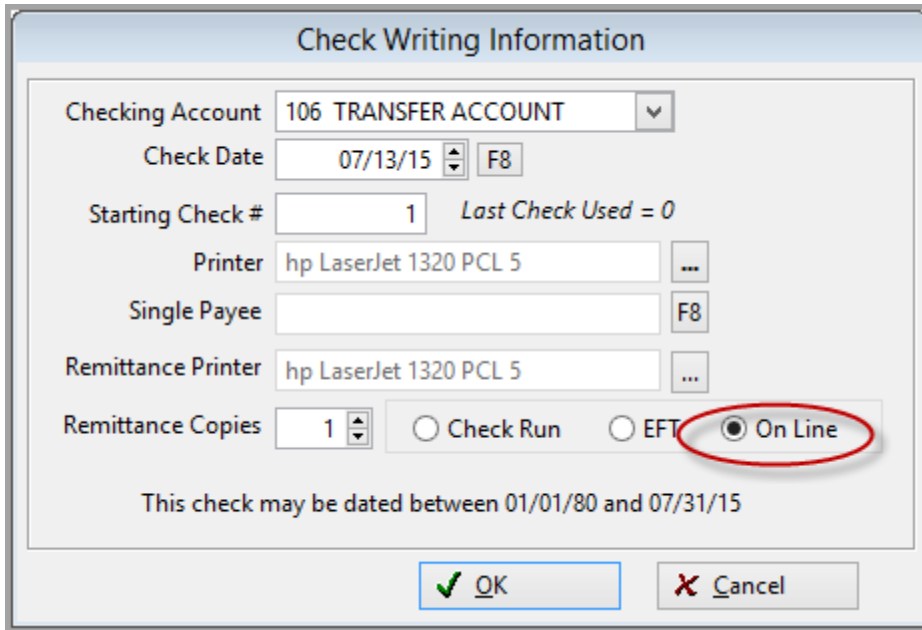
### On Line Payments

*File>Accounts Payable>Check Writing*

On Line payments can be made in multiples from the check writing screen. Tag the AP invoices that need to be paid. On the check writing screen click On Line. This option allows including payables with a credit balance.

To effectively use the on-line payments function, setup a TRANSFER bank account. This account will be the checking account to select on the Check Writing Information Screen.





**Check Writing Information**

Checking Account: 106 TRANSFER ACCOUNT

Check Date: 07/13/15 F8

Starting Check #: 1 Last Check Used = 0

Printer: hp LaserJet 1320 PCL 5

Single Payee: F8

Remittance Printer: hp LaserJet 1320 PCL 5

Remittance Copies: 1

Check Run
  EFT
  On Line

This check may be dated between 01/01/80 and 07/31/15

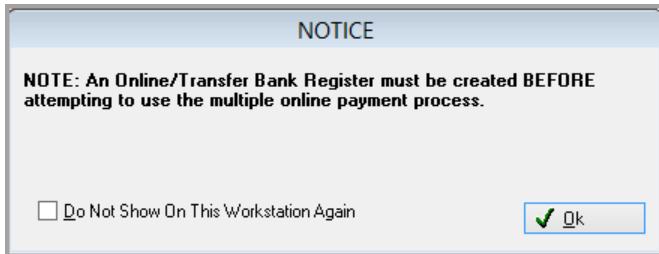
OK Cancel

Figure Check Writing Screen



Notes:

When On Line is chosen, the following warning message appears



**NOTICE**

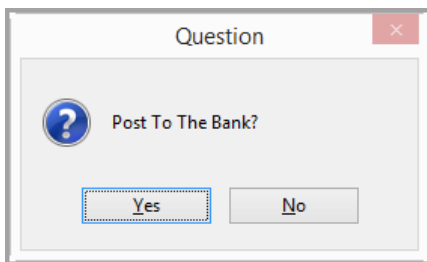
**NOTE: An Online/Transfer Bank Register must be created BEFORE attempting to use the multiple online payment process.**

Do Not Show On This Workstation Again

OK

Figure Warning Message

After choosing the TRANSFER ACCOUNT as the Checking Account and clicking On Line, click OK. The following question will appear.



**Question**

Post To The Bank?

Yes No

If yes is chosen, the Transfer Funds Screen pops up. Check your actual check register as the source register and the TRANSFER register as the destination register.

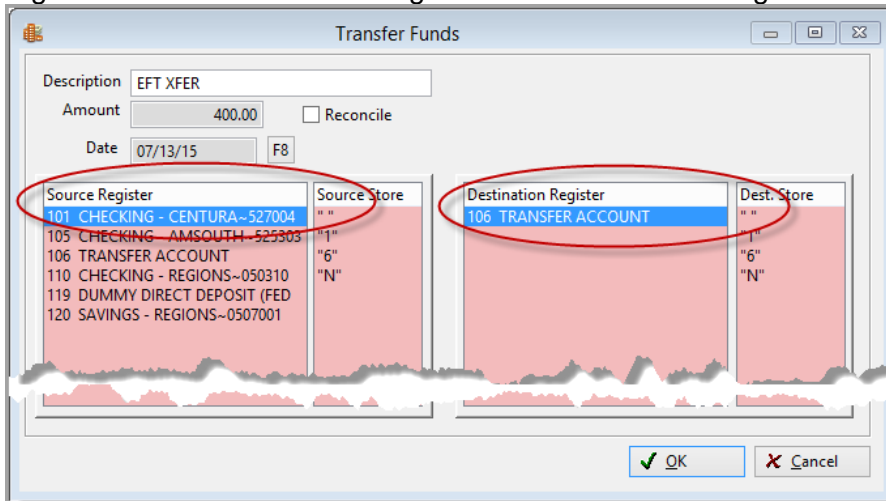


Figure Transfer Screen



Notes:

**IMPORTANT NOTE**-Canceling at this point in the process will still mark all the selected Accounts Payables as being paid. There will be credit to the bank account in the TRANSFER bank account. This will need to be manually transferred to the actual checking account to properly reflect the transaction.

## A/P Reports

### Payables by Supplier

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

A summary option has been added.

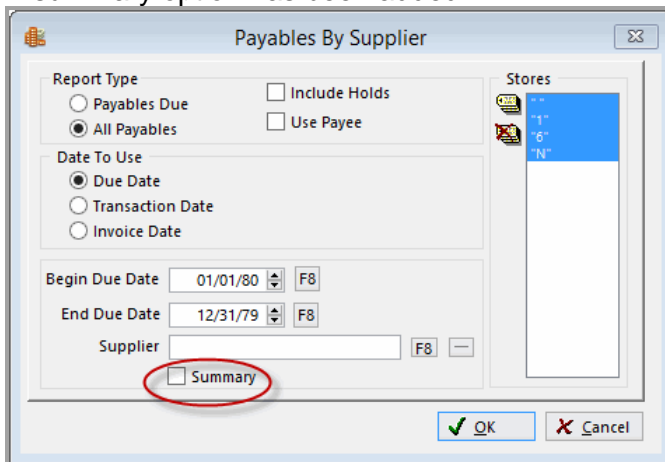


Figure Payable By Supplier Screen

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## General Ledger

### View Journal

*File > General Ledger > View Journal*

Browse List now shows the Account Name for the Account Code of each transaction.

Act Code	Account Name	Sub	Description	Chk Num
101	CHECKING - CENTURA~521	00	TRANSFER TO 105	
101	CHECKING - CENTURA~521	00	-0.51 TRANSFER TO 105	

Figure Add/View/Edit Journal Browse

The Payable can now be viewed on a journal record if the record is involved in a payable posting.

640	CLAIMS IN PROCESS	00	0.00	141.68	MONTH END SUMMARY	30/07
640	CLAIMS IN PROCE				MONTH END SUMMARY	31/07
640	CLAIMS IN PROCE				MONTH END SUMMARY	31/08
640	CLAIMS IN PROCE				LEES/MOHAWK	05/08
640	CLAIMS IN PROCESS	00	300.00	0.00	LEES/MOHAWK	05/08

Figure View Journal Screen.



Notes:

If the payable is not involved in a payable posting, then the View option is grayed out.

640	CLAIMS IN PROCESS	00	1,002.40	0.00	MOHAWK	
640	CLAIMS IN PROCESS	00	702.00	0.00	MOHAWK	
640	CLAIMS IN PROCESS	00	0.00	9.54	MONTH E	
640	CLAIMS IN PROCESS	00	366.95	0.00	SOUTHER	
640	CLAIMS IN PROCESS	00	0.00	141.68	MONTH E	
640	CLAIMS IN PROCESS	00	0.00	8,663.21	MONTH E	
640	CLAIMS IN PROCESS	00	0.00	655.20	MONTH END SUMMARY	

Figure View Journal Screen

## Print Journal

If an account code has had no activity for the date ranges selected, the warning message “No Records Met Criteria” will appear.

## Banking

### Transfer Funds

*File>Banking>Add/Edit Checks>Transfer Funds button*

The Transfer Funds window is resizable. The Source and Destination list are now side by side.

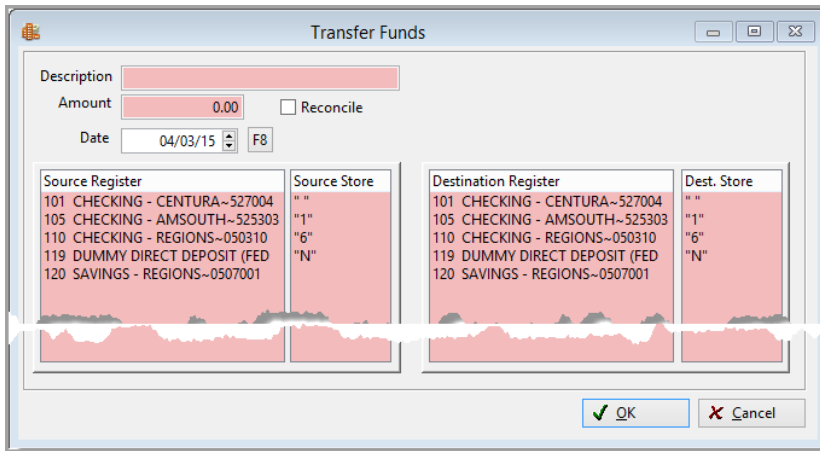


Figure Transfer Funds Screen

When the register is locked, a retry message will now appear.

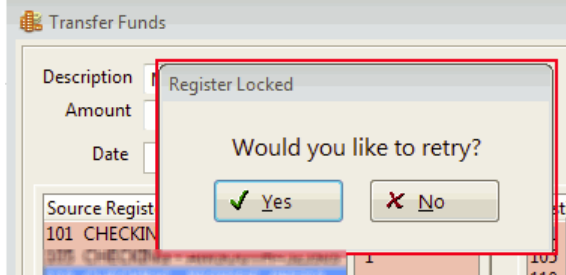


Figure Transfer Retry

## Human Resources

### Certified Payroll

The Certified Payroll report will now automatically increment the payroll number (week number) when it is run. If there is no activity for a payroll run, a zero report will be produced.

### Tax Update

Canada Revenue adjusted tax rates available for the following provinces: Alberta, British Columbia, New Brunswick, Newfoundland and Labrador, and Yukon.

New York City tax tables have been updated for June 1, 2015.

Connecticut adjusted their withholding tax calculation rules effective August 1, 2015.

Australia End of Period Update has been added to this release

# Sales Reports

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## Finance

*File>Finance>Management Report*

The Fiscal Year Begin Month field is now sticky.

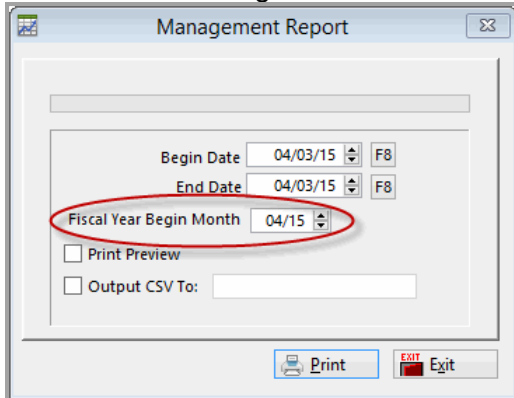


Figure Management Report Screen

# Productivity Tools

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## Purchasing Productivity Tools

Please see your [RSA](#) about purchasing any of the following Productivity Tools.

---

### BidPro

#### Billing Quantity

Like Order Entry, Billing Quantity no longer has to be in exact inch increments for Roll Goods. The Shipping Quantity will reflect the exact inch increments.

**Billing Quantity**

Use Bill Quantity      Product Ship Qty Variance

Bill Length	<input type="text" value="15.66"/>	Ship Length	<input type="text" value="15.67"/>
Bill Quantity	<input type="text" value="187.92"/>	Ship Quantity	<input type="text" value="188.04"/>
Bill Price	<input type="text" value="0.76"/>	Ship Price	<input type="text" value="0.76"/> <input type="button" value="Edit Price"/>
Line Total	<input type="text" value="142.82"/>	Line Total	<input type="text" value="142.82"/>
		% of Bill Qty	<input type="text" value="100.00%"/>

Figure Billing Quantity Screen

## CMM

### Alerts

Alert Type and Related Record Type information have been added to the browse.

Find Alert Records

Search Fields

Date Created

Date Created	Due Date	Alert Description	Alert Type	Business Name	Related Record Type
04/12/13		ORDER LINE STATUS		A.E. SANDERS CONS'	ORDER LINE

Figure Alert Browse

### Reminders

The option to dismiss all reminders has been added.

**Reminders & Requests**

Description	Type	Related Record Name	Related Record	Category	Due Date
TEST TASK	OTHER			REMINDER	05/08/15
PUBLISH NEW	OTHER	14.1	PROJECT	REMINDER	05/18/14
SMART REGRESSION	OTHER	14.1	PROJECT	REMINDER	04/20/14
ORDER LINE STATUS CHANGE		CG400950-1	ORDER LINE	REMINDER	

Figure Reminders & Request Screen

## Letters

The following letter templates have been added.

- Waiver and Release of Lien Upon Progress Payment can be found under Lien in Letter Types.
- Waiver and Release Upon Final Payment can be found under Lien in Letter Types.
- Request for Certificate of Insurance can be found under Insurance in Letter Types.
- Waiver and Assumption of Risk Form can be found under Waiver in Letter Types.

## Projects



### Tabs

The Projects area (Commercial Project Manager) now has numerous tabs which contains all the related information to the project. For more detailed information, click [here](#).

### Customers

When selecting a Primary Customer, if there is no Business Name then both the Business Name and Contact Name fields will be populated with the Customer Name.

Changing Prospect or Customer

General

Customer # 8 Default Store "" F8 Relationship UD Stdalon

Customer Type COMMERCIAL F8

Sold To

Salutation Export Name

First Name CITY

Last Name ATTN: ACCOUNTS PAYABLE

Business ATTN: ACCOUNTS PAYABLE, CITY

Ship To

Salutation

First Name

Last Name

Business

Record Information

Created By

Date Created

Edited By

Date Edited

The Business name is Blank

Figure Customer Information Screen

Adding Project

Primary Customer

Business ATTN: ACCOUNTS PAYABLE, CITY F8

Contact ATTN: ACCOUNTS PAYABLE, CITY

Work # 000-000-0339 Mobile #

Business # Other #

Email

Store "" F8

Address P.O. BOX 569

City NORTHPORT

State AL Zip 35476

General Information

Contract Number UD JOB #

Project Name UD PROJ FIELD 1

Primary Estimate, Quote or Order

Report History

Last Proposal 0 Last Request 0

Last Transmittal 0

Record Information

Date Created 02/17/15 Inactive

Created By SABRINA

Figure Project Information Screen

### Email Button

The Email button will use the Project Email Address except for the records on the Resources tab. The Resources tab will pick up the Customer, Contact, Supplier, Manufacturer or Personal email.



## Search All Records

Screen now opens with nothing selected.

## Contract Pricing

On the line browse there is now a delta icon that will appear to indicate the cost has changed on a product in that contract.

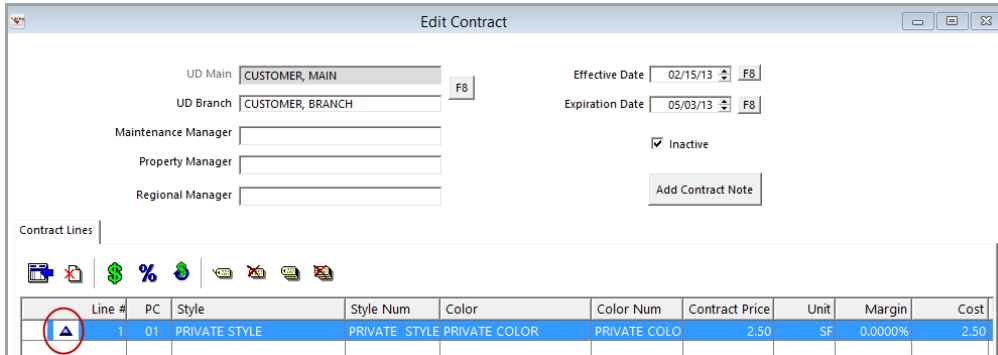
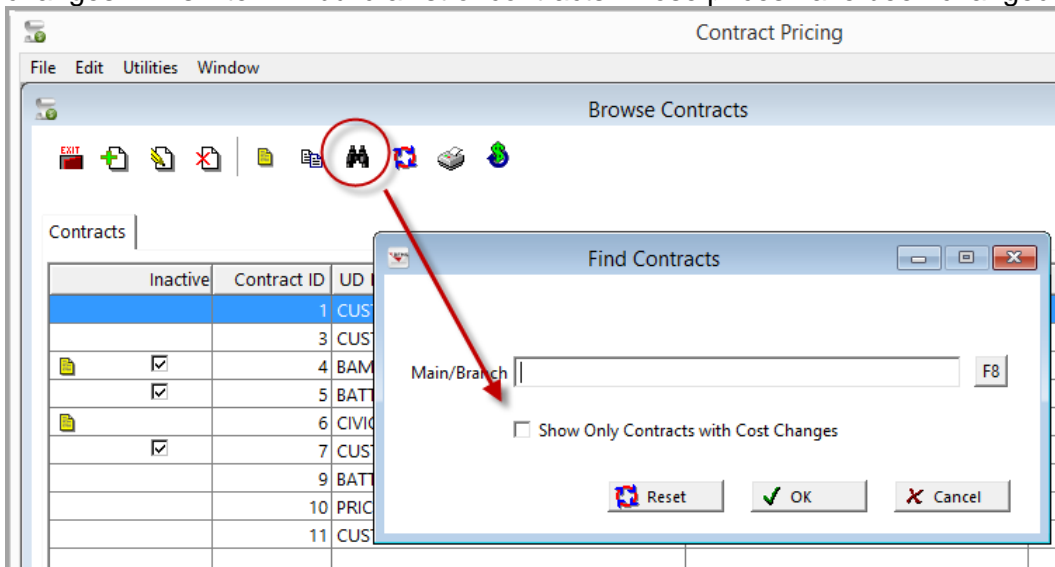


Figure Line Browse Screen

A checkbox has been added to the Find screen to create a filter that only shows contracts with cost changes. This filter will build a list of contracts whose prices have been changed.



Update Cost Button has been added to the Main Browse.



---

## Direct Deposit

A new banking group has been added to Direct Deposit for New Zealand.

Lodgement has been added to the New Zealand EFT system. If the supplier has a Lodgement entered, it is used. If there is no Lodgement entered, then the Supplier Account code is used.

---

## E-Commerce

Linear Meters added to the Electronic Purchase Order

Rubber added to material classification for product import and mapping.

---

## Enterprise Manager

A pop-up warning appears when a user does not have proper credentials.

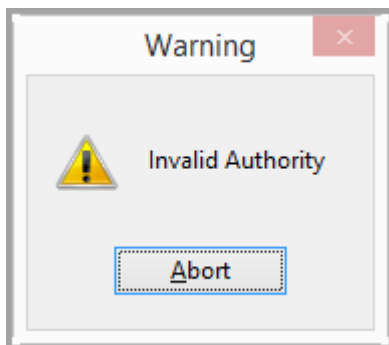


Figure Warning Screen

## SPMaintenance

Auditing for SP Maintenance has been added.

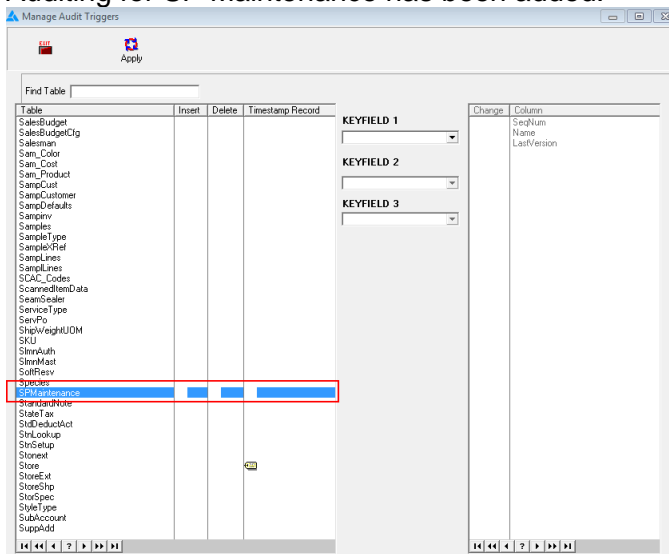


Figure Audit Triggers Screen

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## Customer Import/Export

A column for the statement email address has been added to the Customer Import/Export program.

---

## Installer Pro Mobile

Installer Pro Mobile now used the timestamp feature from the device instead of user input. Users are only asked to enter times if they forgot to clock out from the previous day. For more information on Installer Pro Mobile, click [here](#).

### Crew Screen

- Crews can now look ahead to upcoming jobs. The only job that can be edited is the jobs on the current day.
- The installer is now asked for the end time from the previous day if they forgot to clock out.

### Administration Screen

- This screen allows the administrator to view and edit times for any crew for any given day. This includes End Times when an installers have forgotten to “clock out”.
- A report can be printed that shows the hours worked for all crews or a given crew for a given time period. This report can be printed out and used as a simple time sheet.

---

## Inventory Allocator

The Inventory Allocator will now consider Dye lot when selecting rolls. For this to happen the system option *x>Utilities>System Options>Order Entry>Inventory>Use Single Dye/Run Lot for Style/Color* needs to be set to YES. For more information on this system option, click [here](#).

---

## Schedule Pro

### Tracking Tables

*x>Utilities>System Options>Schedule Pro>Scheduling>Tracking Table (1 or 2) Required*

This system option allows a user to set the message received when a Tracking Table is not assigned.

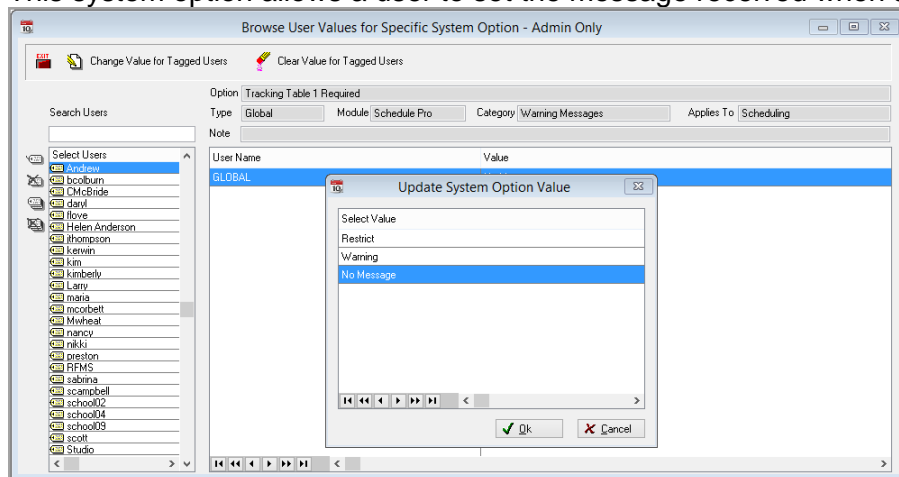


Figure System Option

The options are Restrict, Warning and No Message.

**Restrict**-A tracking table must be selected. The process will not continue until a tracking table is chosen.

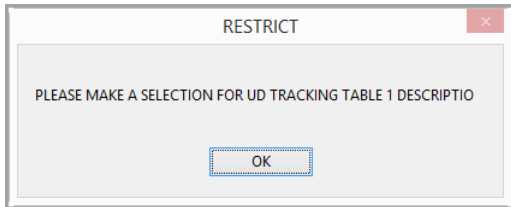


Figure Tracking Table Restrict Message

**Warning**-A warning message will appear and allow the user to decide if they want to continue without choosing a tracking table.

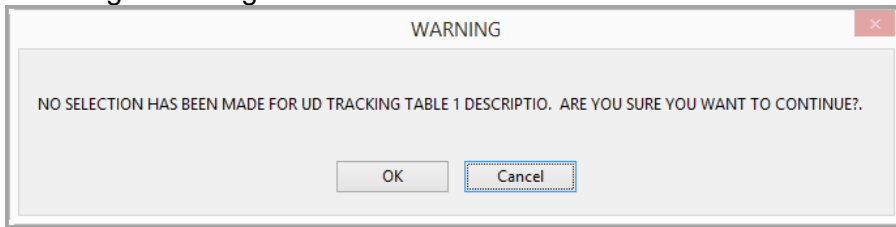


Figure Tracking Table Warning Message

**No Message**-No message will appear

## Maintenance Purge

*Schedule Pro > Utilities > Maintenance > Purge Completed Jobs*

A progress bar has been added to the Maintenance Purge screen to indicate that it is processing records and not frozen.

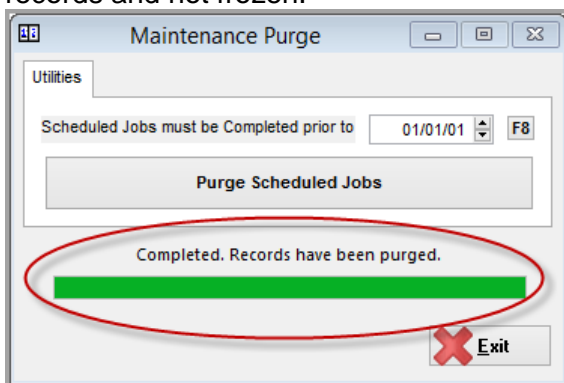


Figure Maintenance Purge Screen

Purge will now delete “orphan” records. These are records where the corresponding customer order has been deleted.

## Work Order

The ability to Email a PDF of the Work Order has been added to the Print screen.

Click on the Print Work Order button  in the tool bar.

Check the box beside Email Work Order.

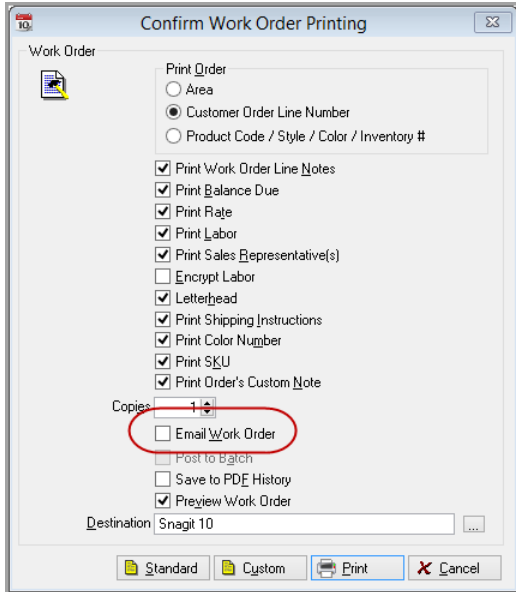


Figure Work Order Print Screen

## Work Ticket

The ability to email a work ticket as a pdf has been added to the Work Ticket Report Window.



Click on the Print Work Ticket button in the tool bar.

Check the box beside Email PDF.

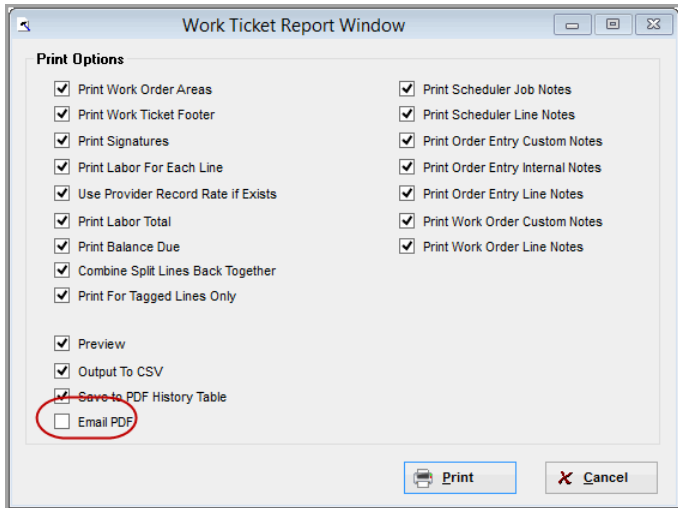


Figure Work Ticket Report Window

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## Web Based Programs

### **Attachment Size**

The attachment upload size for the API has been increased to 100MB. This change effects all of the web based programs (SalesPro Mobile, Installer Pro Mobile, etc).