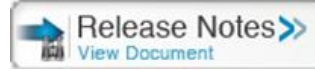




Version 20.99
Update Document

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3073 Palisades Court
Tuscaloosa, AL 35405

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 alterations, see the release notes on the download web page. Click the release notes button to find these.






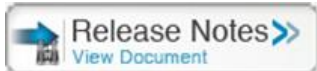
To see what you may have missed in previous updates, click [here](#).

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



















The same documentation is included in the online help system and can be accessed by pressing the F1 button at any RFMS screen. If something is on the screen, you either do not 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, type that Key.
Field Name	Indicates a Field Name or button Name
Important	Important information
Screenshots	To conserve space the screenshots 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. <div data-bbox="594 1644 1328 1745" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> UD JOB # _____ UD HEADER LABEL 1 _____ UD HEADER LABEL 2 _____ </div>

Update Release Notes	<p>Update documents contain only the new features included in the software updates. For all changes, see the release notes on the download web page.</p> <p>Click the release notes button to find these.</p> 
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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 start at the top of the list.
	Print a document or go to a report menu.
	Allows adding, changing, or deleting the graphic, non-graphic files, or web sites.





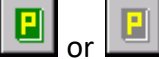
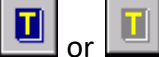


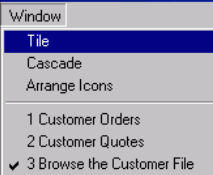



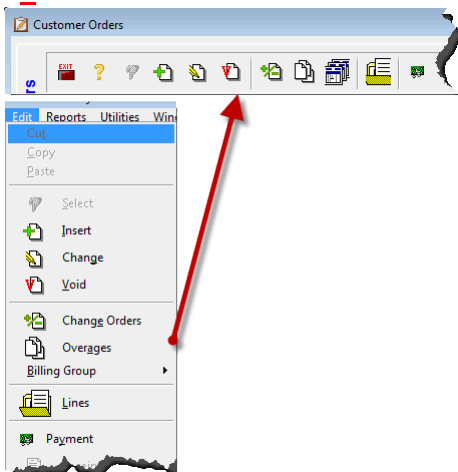
	Tag Untag Tagall or Un-tagall record(s). Selects records
	View details of a record.
	Send an email or RFMS mail message regarding the highlighted record.
	View the history of a record.
	View the pdf history of reports for the highlighted record.
	Click to view the tracking record created for every record 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 toolbar
	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>
Edit Menu	The Edit Menu can be used as a shortcut to the toolbar options. >Edit> 

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Payroll Update

This version includes the Payroll Update for 2021.

This includes any Federal Tax changes for the US and Canada.

The following areas had tax table changes and form changes. Please double check all state taxes before running payroll.

State Withholding changes made after the initial release of 20.99.0 will be made available at that time.

United States

Alabama (20.99.1)
Arkansas
California
Colorado (20.99.1)
Connecticut (20.99.1)
Georgia
Idaho
Illinois
Indiana
Iowa
Kentucky
Maine

Minnesota
Mississippi (20.99.1)
Missouri
New Mexico
New York
North Carolina
North Dakota
Oregon
Rhode Island
South Carolina
Vermont
Wisconsin

Canada

Alberta
British Columbia
Manitoba
New Brunswick
Newfoundland and Labrador
Northwest Territories

Nova Scotia
Nunavut
Ontario
Prince Edward Island
Saskatchewan
Yukon

System-Wide

SQL Message

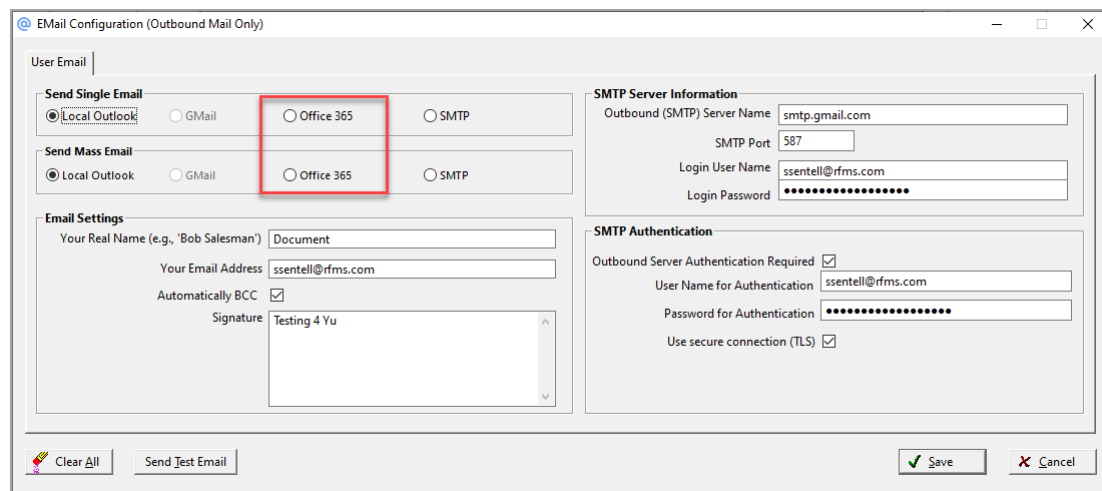
During the update, a message will appear if the version of SQL Server is 2012 or below. It reminds users that they have until version 21 of RFMS to update their SQL Server.



Office 365

Utilities>System Options>User Email Configuration

The ability to use Office 365 to send emails from RFMS has been added.



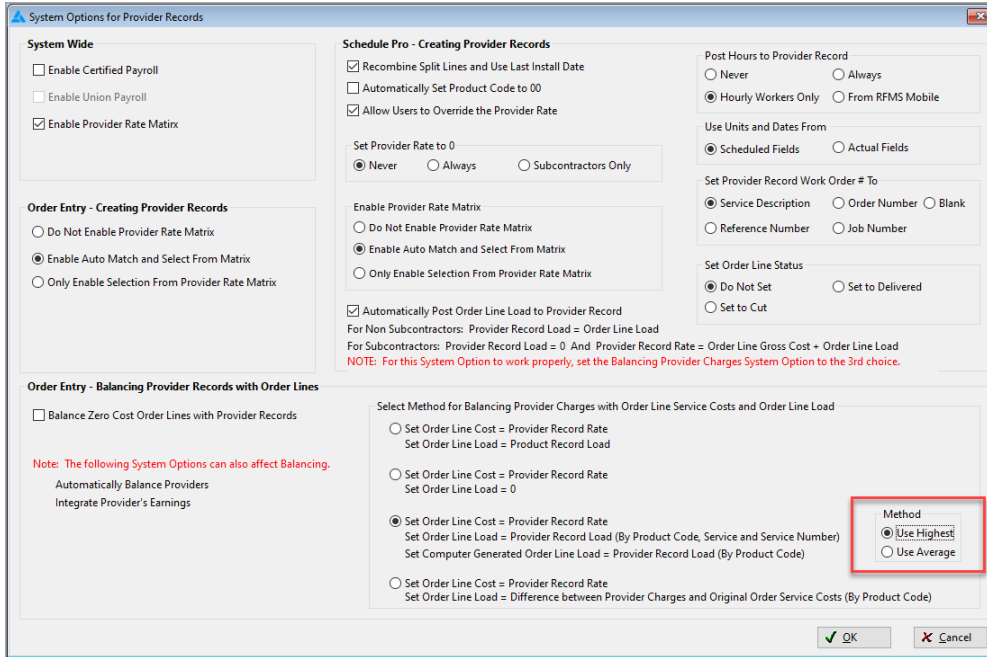
System Options

[Creating and Balancing Provider Records, Provider Rates Matrix, Certified Payroll, and Union Payroll](#)

Due to loads being on Provider Records and Products, an option has been added to the system option *Set Order Line Cost=Provider Record Rate*.

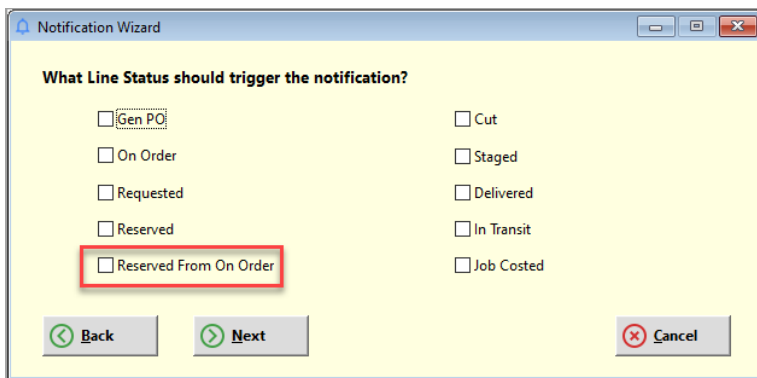
The options for the Load are

- Use Highest
- Use Average



Notifications

The ability to send a notification if an Order Line Status has been changed to Reserved from On Order has been added.



An Active Date field has been added to the Notification Setup screen. Notifications will not begin sending until the Active Date. This will default to the date the notification was created. It can be changed to a future date but cannot be set to a past date. If a Notification is marked Inactive, the Active Date will be cleared.

The screenshot shows the 'Edit Notification' window with the following fields and options:

- Reason:** Testing Notification Name for TM
- Message:** Testing Notification Message for TM
- Notify When:** New Order
- Destination:** External (selected)
- Method:** Text Message (selected)
- Send To:** Customer Tphone 1
- Reply Codes:** Reply A = Yes / B = No
- Receive Replies:** Order Salesperson 1
- Notification Based On:** Customer (selected)
- Customer:** All Records
- Filter By Store:** NA
- Filter By Customer Type:** NA
- Filter By Product Code:** NA
- Internal Details:** Testing Notification Internal Details for TM
- Record Information:**
 - Date Created: 09/10/20 9:01 AM
 - Created By: SSENTELL
 - Date Edited: 09/10/20 9:01 AM
 - Edited By: SSENTELL
 - Active Date: 09/10/20 F8 (highlighted with a red box)
 - Inactive

Buttons: Ok, Cancel

Attachments (20.99.2)

Selecting attachments now resolve mapped drives to unc paths IF the attachment folder is mapped to a unc path. This will keep the attachment system from copying the files even though the file is already in the attachment folder.

Order Entry

Customer Orders

Customer Orders Browse Screen

Salesperson 1 and Salesperson 2 have been added to the Customer Orders Browse screen. It will be included when using the [Copying Browse Information to CSV](#) feature.

Store	Order No	UD SERVICE OFFERING	Balance Due	Invoice Total	Sequence	Control	Customer #	UD Date2 MD	Hold Type	Salesperson 1	Salesperson 2
**	CG0 0051		\$0.00	\$0.00	81,345	CG0 0050	3,498			DOC TEST	TESTING
**	CG602598		\$9,977.47	\$12,892.60	79,177	CG602598	3,419			DOC TEST	TESTING
**	CG602628		\$0.00	\$2,827.92	79,210	CG602628	3,419			TESTING	DOC TEST
**	CG602630		\$2,176.00	\$2,176.00	79,212	CG602630	3,419			DOC TEST	TESTING
**	CG602631		\$13,287.01	\$13,287.01	79,214	CG602631	3,419			DOC TEST	

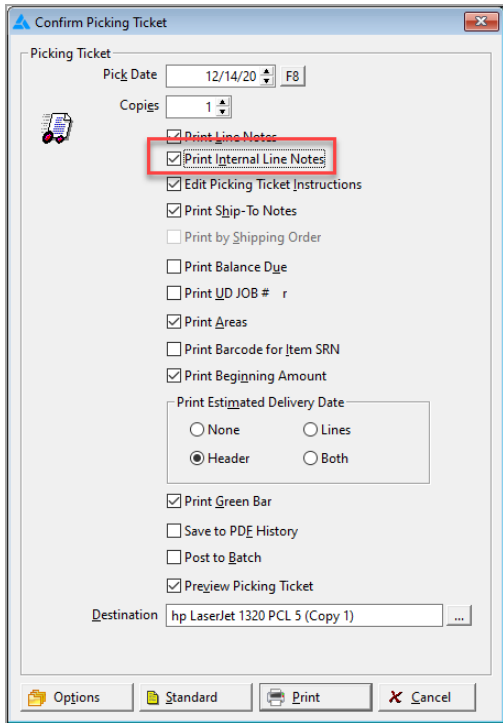
	A	B	C	D	E	F	G	X	Y	Z	AA	AB
	Store	Order No	Delivered	Customer PO Numbr	Type	UD JO	Customer UD Date2	Hold Type	Salesperson 1	Salesperson 2		
1		CG9 0093		WASHING SC\PU	Original O DOC		3,428		DOC TEST			
2		CG602648		SPECIALIST, DOCUM	Original Order		3,426		DOC TEST			
3		CG602666	9/5/2017	SPECIALIST, DOCUM	Original Order		426		DOC TEST			
4		CG0 0051		ON TOP OF THE WOF	Overage Order		498		DOC TEST	TESTING		
11		CG9 0050	#####	MENT, DOACR\CSE1	Original O EDIT		419		TESTING			
12		CG502111		MENT, DO SP BUTTO	Original Order		419		DOC TEST			
13		CG502114	#####	MENT, DO AVAILABL	Original Order		419		GORDON			
14		CG602583		MENT, DO PURCHASI	Original O DOC T		3,419		DOC TEST			
29		CG602598		MENT, DO 40657	Original Order		3,419		DOC TEST	TESTING		
30		CG602601	8/4/2020	MENT, DOC U.	Original Order		419		DOC TEST			
31		CG602620	#####	MENT, DO PC DEMO	Original Order		3,419		DOC TEST			
32		CG602624	6/8/2017	MENT, DOC U.	Original Order		419		DOC TEST			
33		CG602628		MENT, DOC U.	Original Order		3,419		TESTING	DOC TEST		
34		CG602630	#####	MENT, DO TEST FOR	Original Order		3,419		DOC TEST	TESTING		
35		CG602631		MENT, DOC U.	Original Order		3,419		DOC TEST			
36		CG602633		MENT, DOC U.	Original Order		419		DOC TEST			

Special PO Cost

The ability to add Special PO Cost has been hidden from use on a Service line. The system option [Edit Cost in Unreferenced Lines and Service Lines, also Set New Cost for Service Lines](#) is where this is done.

Picking Tickets

The ability to print internal line notes has been added to the Confirm Picking Ticket print screen.



Page 1
12/14/20
9:46AM

Picking Ticket
DOCUMENTATION COMPANY

Sold To BROWN, CHARLE 123 PEANUTS ROAD TUSCALOOSA, AL 35401	Ship To BARRON, THE RED 123 SNOOPY LANE UNIONTOWN, AL 36786	Invoice: CG0 0053
Customer Purchase Order: Sales Representative: TESTING		Pick Date: 12/14/20
Paid in Full: No		12/31/20

Customer Purchase Order: _____ Tphone 1 : 205-554-0139

Prod Code	Roll/Item No.	Width	Beginning Amount	Amount Required	Ending Amount	Units	Status	Location	Store	Sign
*Line #0001	18TH HOLE - INV - 12/FRESH BLUE	120	150	Gen PO
Color Number: 76410 UD SER #: UD SER # 010-7000470410 This is an internal LINE note										
Area	Size	Checked	Area	Size	Checked	Area	Size	Checked	Area	Size
.....	150'

Picking Ticket Instructions

Products

Services

Warranty Notes have been added to the toolbar. A Blue W means there is a warranty note. A Red W means there is not a note.

Service Products

Search: CPT

PC	Private Service	Priv Service#	Service	Service#	Supplier
81	CPT-(APT)-GLUEDOWN	CP/AP-G	CPT-(APT)-GLUEDOWN	CP/AP-G	WCO
81	CPT-(APT)-STRETCH/IN	CP/AP-S	CPT-(APT)-STRETCH/IN	CP/AP-S	WCO
81	CPT-(BASIC)-FREE INSTALL	CBFID2012	CPT-(BASIC)-FREE INSTALL	CBFID2012	WCO
81	CPT-(BASIC)-GLUEDOWN	CP/AP-G	CPT-(BASIC)-GLUEDOWN	CP/AP-G	WCO

Edit Displays

Utilities>Edit Displays

The ability to show or hide inactive displays have been added to the screen.

Edit Display Information

Displays

Display Name	SC
ADURA BY MANNINGTON	"0"
AMERICAN EXPRESSIONS LVT	"0"
Active	"0"
Adura Viewpoint Luxury Resilient	"0"
American Expressions Hardwood	"0"
American Expressions Laminate	"0"
Armstrong Sheet Vinyl	"0"
Armstrong West Coast Display	"0"
Bel Terra	"0"
Bellissima	"0"
Bigelow Prestige	"0"
Bigelow Smartstrand Soft Style	"0"
Bigelow Stainmaster	"0"
Bigelow Weardated Soft Style	"0"
Biltmore For Your Home	"0"
CCA POWER BUYS	"0"
Casual	"0"
Classic	"0"
Color Stories II	"0"
DESIGN MATERIALS	"0"
DOCUMENT DISPLAY	" "
Design Concepts	"0"

Display Positions

Position
01
02
03
04
05
06
07
08
09
10
11
12
13
14
15
16
17
18
19
20
21
22

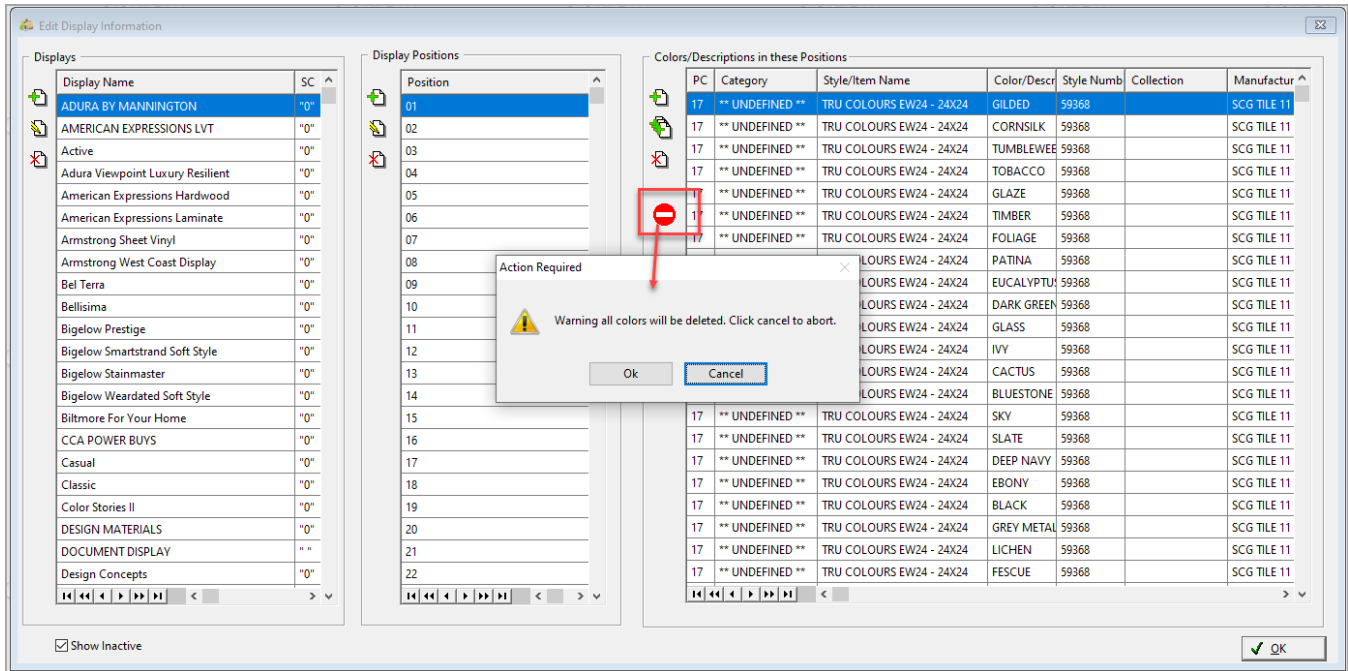
Colors/Descriptions in these Positions

PC	Category	Style/Item Name	Color/Descr	Style Numb	Collection	Manufacturer
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	GILDED	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	CORN SILK	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	TUMBLEWEE	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	TOBACCO	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	GLAZE	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	TIMBER	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	FOLIAGE	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	PATINA	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	EUCALYPTUS	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	DARK GREEN	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	GLASS	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	IVY	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	CACTUS	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	BLUESTONE	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	SKY	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	SLATE	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	DEEP NAVY	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	EBONY	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	BLACK	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	GREY METAL	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	LICHEN	59368		SCG TILE 11
17	** UNDEFINED **	TRU COLOURS EW24 - 24X24	FESCUE	59368		SCG TILE 11

Show Inactive

OK

A warning message had been added when clicking the Delete All Colors button.

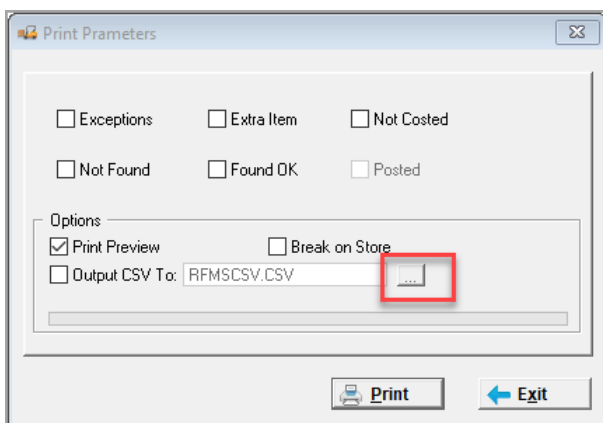


Inventory

Barcoded Inventory

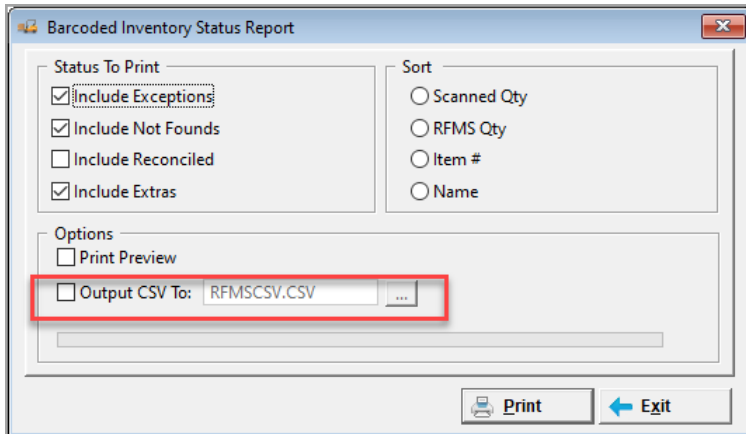
Barcoded Rolls

If outputting to CSV, the ability to select where the file goes has been added.



RFMS Barcoded Items

If outputting to CSV, the ability to select where the file goes has been added.



Accounting

General Ledger

View Journal

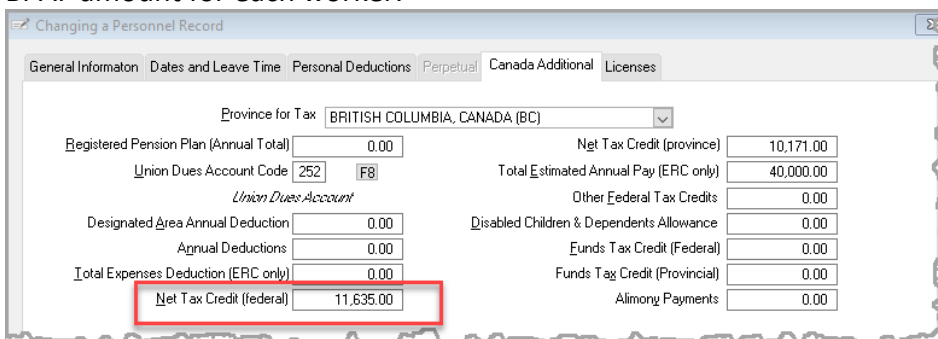
File>General Ledger>View Journal

The comment field now holds 75 characters when importing a journal entry from a CSV file.

Human Resources

Worker Information

On the Canada Additional tab, the Net Tax Credit (federal) can now be used to manually enter the BPAF amount for each worker.



Percentage Tax Rates

The Employee Earn Limit for FICA has been updated for 2021.

The screenshot shows the 'Percentage Tax Rates' window with the 'Tax Year' set to 2021. A red box highlights the updated Employee Earn Limit for FICA, which is 142,800. The window also displays rates for Medicare and FUTA taxes.

FEDERAL		Account	Sub			Employee Rate	Employee Earn Limit	Employer Rate	Employer Earn Limit	
FICA Tax	210	F8	32	F8	per Year	Federal Taxable	6.2000%	142,800	6.2000%	142,800
Medicare*	211	F8	32	F8	per Year	Federal Gross	1.4500%	9,999,999	1.4500%	9,999,999
FUTA Tax	215	F8	32	F8	per Year	Federal Gross			0.6000%	7,000

STATE											
Type	State	Description	Account	Sub	Cycle	Gross to Use	Employee Rate	Employee Earn Limit	Employer Rate	Employer Earn Limit	No.
Withholding	AL	Withholding	223	00							0171
Withholding	CA	Withholding	225	03							0172
Withholding	CD	Withholding	216	00							0173
Withholding	GA	Withholding	221	00							0174
Withholding	KY	Withholding	229	00							0175
Withholding	LA	Withholding	222	00							0176
Withholding	NY	Withholding	224	00							0177
Withholding	OK	Withholding	156	00							0178
Withholding	OR	Withholding	221	00							0179

*Note: Employee wages in excess of \$200,000.00 will have an Additional Medicare Tax of 0.90% (effective rate: 2.35%).

End of the Year

1099-NEC

The ability to print a 1099-NEC is now available.

Reports

Quarterly Reports

941 Quarterly Report (printed) (20.99.2)

Human Resources>Reports>Quarterly Report>941 Quarterly Report (printed)

The 941 Quarterly Report has been updated to the 2021 version.

End of Year

Tax Forms Summary

The 1099-NEC has been added to the Tax Forms Summary Report.

The screenshot shows the 'Print Forms Summary Report' dialog box. The 'Tax Year' is set to 2021. The 'Print 1099 NEC Forms (6)' checkbox is checked and highlighted with a red box. Other options include 'Print 1099 MISC Forms (0)' and 'Print W-2 Forms (20)'. The 'Report Order' is set to 'Name Order'.

W-2 and 1099 Forms

The ability to print 1099-NEC forms was added. A 1096 will print for 1099-MISC and 1099-NEC.

Export Tax Forms to CSV

A 1099-NEC option was added to the export screen.

Export 2020 Tax Forms to CSV File

CSV to Create

1099 Miscellaneous Income Statements (0)

1099 Nonemployee Compensation Statements (6)

W-2 Wage and Tax Statements (20)

Export Order

Name Order

Social Security Number Order

[CSV Destination]

C:\Users\SSentell.RFMS\Downloads\

Process Exit

Import Tax Forms for CSV

A 1099-NEC option was added to the import screen.

Import 2020 Tax Forms from CSV File

CSV to Import

1099 Miscellaneous Income Statements

1099 Nonemployee Compensation Statements

W-2 Wage and Tax Statements

CSV File Name: 1099Forms.CSV

Add Duplicate Tax Form numeric totals to existing matching Tax Form

Create Empty File Process Exit

A/P 1099 Edit Listing

The report now shows the 1099 form type and amount.

Supplier	Identification Number	Form Type	Amount
DOC U. MENT	123698745	NEC	655,117.95

Page 1
01/05/21
1:16:55PM

DOCUMENTATION-MENUS & REPORTS
A/P 1099
EDIT LISTING

A/P 1099 Forms

The ability to print a 1099-NEC has been added.

ACA Health Coverage (Form 1095-C)

This report has been updated to the 2020 version.

Re-print Pay Stub

Period Dates, Check Number and Leave fields now appear on the reprinted Pay Stub.

Page No. 1		DOCUMENTATION-MENUS & REPORTS		REGRESSION	
12/15/20		Period: 12/01/20 - 12/15/20		Check No. 30	
4:36PM		Check Date: 12/15/20			
PAYEE: 335-BUSH, GEORGE			Pay Cycle: Biweekly		
Earnings		Deductions		YTD Summary	
SALARY:	1,500.00	Federal W/H:	71.11	Gross Earnings:	1,673.20
COMM EARNED:	73.20	State W/H:	87.73	Tot Deductions:	-1,193.02
:	0.00	:	0.00	Net Pay:	480.18
:	0.00	FICA:	92.97	YTD Fed W/H:	71.11
INS:	100.00	Medicare*:	24.26	YTD State W/H:	87.73
:	0.00	:	0.00	:	0.00
:	0.00	:	0.00	YTD Misc:	1,034.18
:	0.00	:	0.00	YTD Fed Taxable:	1,499.58
:	0.00	:	0.00	YTD FICA Taxable:	1,666.20
:	0.00	:	0.00	YTD State Taxable:	1,666.20
Federal Taxable:	1,499.58	:	0.00	:	0.00
FICA Taxable:	1,666.20	:	0.00	YTD Gross:	1,673.20
State Taxable:	1,666.20	:	0.00	YTD Net:	480.18
		401K LOAN:	243.53		
		Sick:	0.000/ 24.000		
		Vacation:	0.000/ 12.000		
		Holiday:	0.000/ 6.000		
		Other:	0.000/ 0.000		

ERRM

Accounting

Standard Account Code

File>General Ledger>Standard Account Codes

A/R Unbilled is now called A/R Unbooked.

Account Name	Balance
Accounts Receivable	12000
Inventory	14000
Money Market (Savings)	11000
Checking	10200
Mill Claims Due	12500
Accounts Payable	20100
Sales Tax Payable	20500
Federal Withholding	22000
Local Withholding	22600
Misc. Payroll W/H	22800
Customer Deposits	25000
Sales	40000
Discounts To Customer	49000
Sales Tax Expense	45000
Cost of Materials	50000
Freight	51000
Earned Discounts	52000
Insurance	55000
Payroll Taxes	62500
Interest Income	70000
Finance Charges	70500
Claims In Process	46000
Cost Of Claims	59000
Inv. In Uncosted	14100
Acc. Inv. For Costing	21200
WIP Material	13800
WIP % Billing Material	13810
Cost Of Mat. % Billing	50100
WIP Labor	13900
Cost Of Labor % Billing	50600
Acc. Labor	21300
Acc. % Billing Labor	21310
A/R Unbooked	12100
Cost Of Labor	53000
Receipts Not Deposited	10800
Labor Suspense	21400
Inter-Store Transfers	ISTAC

Month End

File>Month End>UnBooked A/R

UnBilled A/R is now called UnBooked A/R.

RFMS Accounting -- CARPET DEN, INC.

File Edit Window Utilities Help Mail Navigator

- Accounts Receivable
- Accounts Payable
- General Ledger
- Banking
- Sales Commission
- Month End**
 - Tax Reports
 - A/R Reports
 - A/P Reports
 - Accrued Inventory
 - Accrued Labor
 - UnBooked A/R**
 - WIP Material
 - WIP Material Percent Billed
 - WIP Labor
 - WIP Labor Percent Billed
 - Month End Inventory Balance Report
 - Booked Not JobCosted
- Human Resources
- Claims Aging
- Hyper Pay
- Print Setup...
- Exit

Commercial Project Management (CPM)

Name Changes

Client Management (CMM) will now be called Commercial Project Management (CPM). This includes the Retail and Commercial versions. The functionality will stay the same. If only the Retail version was purchased, then the Retail side of the software will be all that can be accessed.

Office 365

The integration of Office 365 and the Appointment locations has been improved.