Instruction Guide

Recurring A/R

RFMS
Systems for Success

RFMS, Inc.

Table of Contents

Recurring A/R

Overview

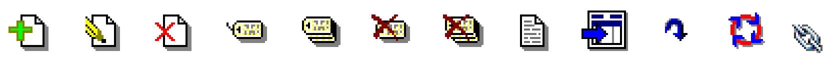
Recurring A/R gives you the ability to set up cyclical billing invoices for clients. For instance, if you have an in-house financing program for clients, you may set up billing information in this application to allow you to bill on a certain date each month as well bill the same amount each month. You may also use Recurring A/R to bill for continued services rendered.

System Options

Type	Module	Applies To	Category	Option	Value
Global	Recurring A/R	General	Configuration	Import Customer Type from Customer File	No
Global	Recurring A/R	General	Prompts	Expiration Date Prompt	Expiration Date
Global	Recurring A/R	General	Prompts	Extra 1 Date Prompt	Extra 1 Date
Global	Recurring A/R	General	Prompts	Extra 2 Date Prompt	Extra 2 Date
Global	Recurring A/R	General	Prompts	Recur Date Prompt	Recur Date
Global	Recurring A/R	General	Prompts	Start Billing Date Prompt	Start Bill Date

The Main Screen

Recurring A/R - The Icon Bar

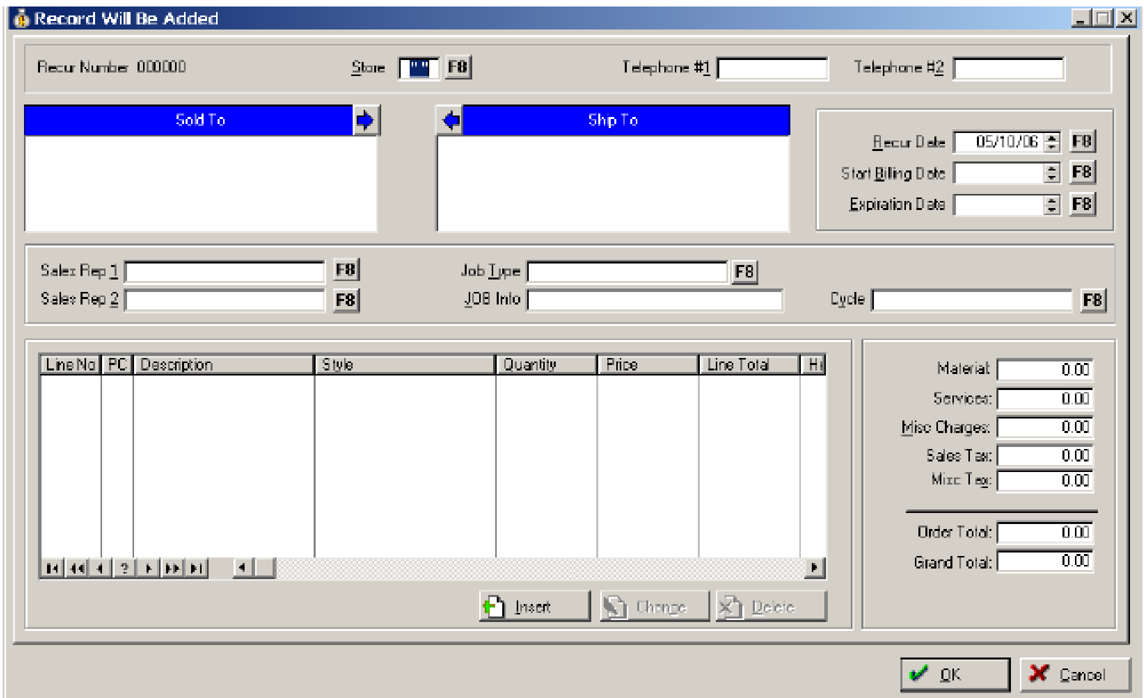


	Adds new recurring invoices.
	Changes existing recurring invoices.
	Removes existing recurring invoices.
	Tags the highlight invoice. You may only tag one invoice at a time using this icon.
	Tags all invoices at once.
	Un-tags the highlighted invoice. You may only un-tag one invoice at a time using
	Un-tags all tagged invoices at once.
	Allows you to add notes to each invoice. All note properties will be the same as in RFMS. Click here for more details.
	Allows you to export invoices from Recurring A/R to RFMS Order Entry.
	Allows you to filter invoices in order to select ones that you wish to export.

	Resets the filter to view all invoices.
	Allows you to print a list of any linking errors that may occur between RFMS Order Entry and RFMS Recurring A/R. Click here for more details.

Adding a Recurring Invoice

From the **Recurring A/R** Main Screen, click the Insert button to display the following screen.



Customer Information

You will need to enter all the appropriate information in the fields provided. When entering Customer Information, double-click within the Sold To or Ship To fields to display the Customer Information screen. You may enter on the fly or you may pull from the RFMS Customer File by clicking the F8 button next to the Last Name field. Only Active clients may be pulled from RFMS. If Sold To information is the same as Ship To information, click the Copy button.

Additional Information

Once the Customer Information has been entered, any Customer Type, Sales Person or Job Number (User Defined field, can be anything you want) that is present on the RFMS Customer File will now display on this invoice. Any Customer Info entered "on the fly" in **Recurring A/R** will require this information to be entered.

Note:

- The RFMS Customer File is not affected by anything that is added in **Recurring A/R**. In other words, you cannot enter a customer in **Recurring A/R** "on the fly" and have it automatically be added to the Customer File. You must Export the recurring invoice to Order Entry and add the customer to the Customer File from the Sold To or Ship To screens once the invoice becomes a Customer Order.

The Cycle Type and Sales Person fields are both required for saving. If you do not information in these fields, you will receive a dialog message prompting you to enter the appropriate information in the fields provided.

Adding a Line

For each Invoice that is added, a line must be added that includes the reason for creating a cyclical billing invoice for a particular customer. Many times this line will reflect a specific service provided. In those cases, be completely sure that you have the Public Parameter in Order Entry called "Allow Service Lines" selected. If not, you will be unable to access the service file from **Recurring A/R**.

Note:

- Remember that all Parameters set in RFMS Order Entry will apply in the **Recurring A/R** application as well. Any features that you wish to apply to **Recurring A/R** must first be applied to Order Entry.

See Topics:

Overview

The Main Screen

Exporting Invoices to Order Entry

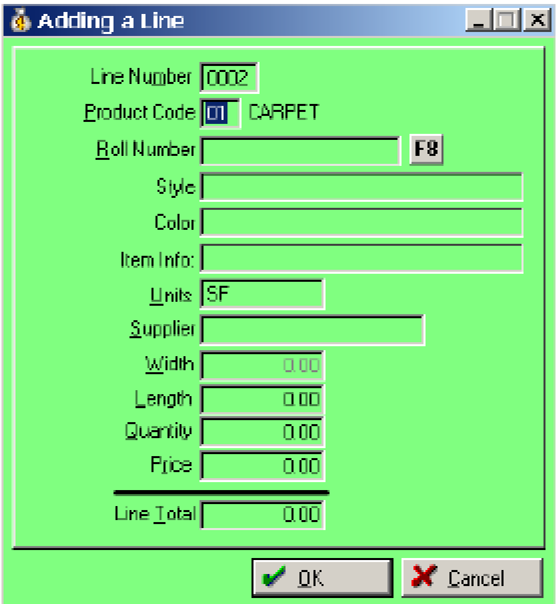
View Customer Link Errors

Adding a Line

Adding a Line

When entering an invoice, you may click the Insert icon to enter a line.

Click the Insert button and the following screen will display.



1. Click the F8 button located next to the Roll Number field. You will have the same options as in Order Entry: Roll Inventory, Item Inventory, Roll Products, Item Products, Services, Misc.
2. Select the appropriate option. For instance, if you select Services, the Services screen will display with all information from the RFMS Service file.
3. Continue entering all the appropriate information for this line. When you are done, click the Ok button to return the "Adding an Invoice" screen.

Roll Inventory

When adding a line, click the Insert button. Choose Roll Inventory.

This selection displays the roll inventory file as entered in RFMS Roll Inventory. Editing or deleting records is not possible through Order Entry. Display the entire file or filter the records by product code (carpet or vinyl). You may also change the sort order of the list by clicking on one of the sort tabs. View any attachment to an inventory record by clicking on the icon. If the attachment icon is grayed out, it means that there are no attachments to the highlighted inventory record.

Item Inventory

When adding a line, click the Insert button. Choose Item Inventory.

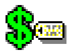
This selection displays the item inventory file as entered in RFMS Item Inventory. Editing or deleting records is not possible through Order Entry. Display the entire file or filter the records by product code (carpet or vinyl). You may also change the sort order of the list by clicking on one of the sort tabs. View any attachment to an inventory record by clicking on the icon. If the attachment icon is grayed out, it means that there are no attachments to the highlighted inventory record.

Roll Products

When adding a line, click the Insert button. Choose Roll Products.

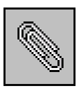
The Product Information for rolls is divided into basically two columns. The column on the left contains the style name. The column on the right contains any color names and color numbers associated with that style. Inactive records will be displayed in gray, if the option to display inactive products, colors/descriptions is selected in RFMS Order Entry Utilities. You can double-click the mouse on either the name field or the color/description fields to select the record.

The Icon Bar



Prices - Displays the selling prices as entered on the Roll Product record. Prices 1 through 6 may be displayed. To control which prices display for this workstation, click on Utilities, Parameters, Private Parameters, Miscellaneous in RFMS Order Entry.

Notes - Add, edit or delete notes for the highlighted roll record.



View Attachment - If there are attachments for this item, click on the icon to view. Be sure to click on the Description name on the right side of the screen to see if attachments are available for this Item name. Click on the Insert button to add an attachment.

Samples - This icon displays a listing of the sample types you carry in your showroom for the highlighted roll product. See Adding Sample Types in Order Entry.

Manufacturer

The manufacturer name may be blocked out from view on this screen. The blocking is controlled by a setting in Utilities, Parameters, Private Parameters, Products, Display Manufacturer.

Item Products

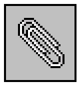
When adding a line, click the Insert button. Choose Item Products.

The Product Information for items is divided into basically four columns. Column one lists the item name, column two lists the item number, column three lists the description and column four lists the description number. Inactive records will be displayed in gray, if the option to display inactive products, colors/descriptions is selected in Utilities, Parameters, Private Parameters, Products in RFMS Order Entry. You can double-click the mouse on either the name field or the color/description fields to select the record.

The Icon Bar

Prices - Displays the selling prices as entered on the Item Product record. Prices 1 through 6 may be displayed. To control which prices display for this workstation, click on Utilities, Parameters, Private, Miscellaneous in RFMS Order Entry.

Notes - Add, edit or delete notes for the highlighted item record.



View Attachment - If there are attachments for this item, click on the icon to view. Be sure to click on the Description name on the right side of the screen to see if attachments are available for this Item name. Click on the Insert button to add an attachment.

Samples - This icon displays a listing of the sample types you carry in your showroom for the highlighted item product. See Adding Sample Types in Order Entry.

Services Lines

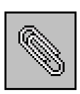
When adding a line, click the Insert button. Choose Services.

The Product Information for services displays the product code, supplier name, service description, selling price and the unit of measure for service codes. These codes and descriptions are entered in the RFMS Products module. When you enter this screen, product code 80 will display (because 80 is the first code in the services category). If you wish to view all product codes (codes 80 through 98), click on the ALL SERVICES tab. Any Inactive Services records will display in gray.

The Icon Bar

Prices - Displays the selling prices as entered on the Services Product record. Prices 1 through 6 may be displayed. To control which prices display for this workstation, click on Utilities, Parameters, Private, Miscellaneous in RFMS Order Entry.

Notes - Add, edit or delete notes for the highlighted service record.



View Attachment - If there are attachments for this item, click on the icon to view. Be sure to click on the Description name on the right side of the screen to see if attachments are available for this Item name. Click on the Insert button to add an attachment.

Unreferenced Lines

This screen allows you to enter your own product or service information on a customer order line. This screen is only available if the "Allow Unreferenced Lines" switch is set in Public Switches in RFMS Order Entry.

Available Fields

Style Name / Color for product codes 01-02.

Item Name / Description for product codes 03-79.

Service Description for product codes 80-98. You may enter a cost amount or commission percentage (if line commissions are used) for an unreferenced service line.

Units: the unit of measure for the product (sy, sf, ea, bx, etc.)
Price: the selling price of the product.
Status: None - no action to be taken
Generate PO - create a purchase record for Auto PO Generation so the product will be ordered.

Note(s):

- If you select the Private Parameters switch "Suppliers from Supplier File Only", Supplier will be a required field on Un-Referenced lines.

Customer Information

This screen allows you to quickly enter the basic customer information necessary to enter a complete invoice. You may enter information "on the fly" or you may click the F8 button and pull from the RFMS Customer File. Double clicking inside either the Sold To or Ship To fields on the customer order screen accesses the screen.

First Name, Last Name

If you think the customer is already in the customer list, press the F8 button to search. If they are not in the file, enter the first and last name here.

Address #1, #2, City

Enter the address information for the customer. Press the F8 button to search for existing records by City name.

State, Zip, County

Enter the State, zip and county information as needed. If the record was exported from the customer list, these fields should have already been filled in at this point.

Copy

If the ship to is the same as the sold to, you can click on the Copy button to auto insert the entered data into the corresponding fields. The copy works either direction.

Browse RFMS Customer File

When entering customer information, click the F8 button to display the RFMS Customer File.

You may only pull information from this screen, you cannot add, edit or delete customer information. In order to do so, you must go to Order Entry, File, Customers. You may search for a customer record by either the LAST name, TELEPHONE #1 field, CUSTOMER number or by BUSINESS name.

Browse Sales Rep File

Allows you to browse the Sales Rep file from RFMS Order Entry.

You may edit or delete Sales Rep information. If you wish to add a salesperson, go to Order Entry, File, Sales Rep.

Sales Representative Name

Enter the name of the Sales Representative with the first name, space, last name. (Do not put commas after the first name.) You may not have duplicate names. If you have two people with the same first and last name, use an initial or something similar.

Default Commission Schedule

Click on the down arrow to designate the commission schedule to be used as the default for this sales representative. The commission schedule will be used when jobcosting a customer order, but may be changed on the jobcost screen, if necessary. To add or edit commissions go to Utilities, Commissions from the Order Entry main screen.

Customer Types

Click the F8 button next to the Customer Types field to display the Customer Type file from RFMS Order Entry.

This option will allow you to define your own Customer Type descriptions. A check to the left of a Customer Type indicates the default as set in Public Parameters, Miscellaneous Tab. You may also edit or delete Customer Types.

To add a Customer Type:

1. Click the Insert icon to bring up the 'Adding a Customer Type Record' screen.
2. Enter your Customer Type in the space provided and click OK.
3. This record should now be visible on the Customer Type screen.

To search for a Customer Type:

1. Click inside the Search Name box.
2. Enter a few characters of the Customer Type description you are looking for.
3. Press the TAB key and the closest match will be highlighted.
4. If a default Customer Type is not selected, you will be required to select a Customer Type by pressing F8 at the Customer Type field when entering customer orders. An excessive number of Customer Types will cause reports to be longer.

Renewal Groups

Click the F8 button located next to the Cycle field to display the Renewal Group file from RFMS Order Entry.

You can add, edit or delete groups from this screen.

To add a Renewal Group:

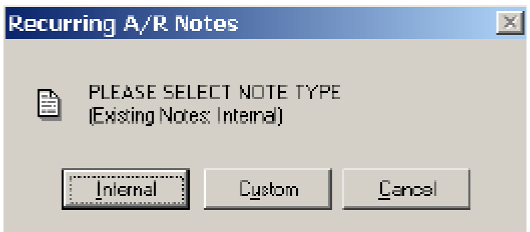
5. Click the Insert icon to bring up the 'Record Will Be Added' screen.

6. Enter your Sequence Number and Description in the space provided and click OK.
7. This record should now be visible on the Renewal Groups browse.

Notes

Click the Notes icon on the toolbar. This screen allows the entry of informational notes. The note entry area works just like a word processor. The characters will automatically wrap to the next line as you are typing.

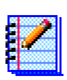
You may enter an Internal Note or Custom Note and upon clicking the Note icon the following dialog box will display.



After typing in the note, click OK to save the note. It will remain attached until you either change the note or Click on the Clear button.

Click on the History button to view when the note was originally created and when the note was last changed.

Click on the Printer button to print the notes.



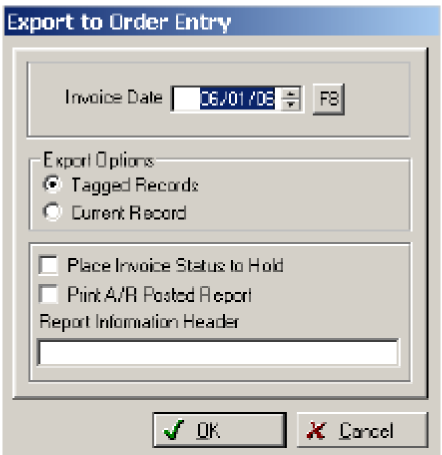
Using this feature will allow you to enter frequently used notes to the standard notes browse screen in order alleviate retyping the same expressions over and over for various customer orders. Click on the Notes icon located anywhere in the RFMS system. You will be prompted to select Internal or Custom Notes. Both options will allow you to use Standard Notes. Clicking the Recurring Note button will bring up the Recurring Note screen. Click the Insert button to bring up the "Record Will Be Added" screen. Add as many standard notes as needed by including a description and description number.

By clicking the Date Stamp button, you can automatically enter the date and time of the note into the body of the note.

Exporting Invoices to Order Entry

Once you have entered your recurring invoices into the Recurring A/R application, you will need to export them into RFMS Order Entry.

Do so by clicking the Export button located on the toolbar. The following screen will display.



Invoice Date

Enter the invoice date in the space provided. This should reflect the date that you wish to bill. In Order Entry, this will be your delivery date.

Export Options

Select whether to export all Tagged Records into Order Entry or only the highlighted record (Current Record). This will allow you to export multiple invoices or one invoice at a time.

Note:

- Once exported, all invoices will be automatically jobcosted in Order Entry IF and ONLY IF the invoice has service lines. No invoice containing material lines will be jobcosted upon entering RFMS Order Entry.

Place Invoice Status on Hold

Selecting this option automatically places all exported invoices in a hold status upon entering Order Entry.

Print A/R Posted Report

This option allows you to print a list of all invoices exported from **Recurring A/R** to RFMS Order Entry. In addition, it supplies you with the RFMS Invoice Number, Customer Name and Invoice Total.

Note:

- In this report, if an Invoice Number is not present, the invoice has not been posted to Order Entry.

Report Information Header

This feature allows you to enter your own specific Report Title. This option is user defined.

See Topics:

Overview

The Main Screen

Adding a Recurring Invoice

View Customer Link Errors

Filtering Invoices

Filter By

Selecting the following options to filter by will allow you to retrieve a more specific listing of invoices.

Recur Date - Date of recurring Invoice.

Billing Date - Date in which billing begins.

Expiration Date- Date in which billing ends.

Stores , Customer Types, Sales People, Period Type, Recur Cycle - Select the appropriate information to narrow your filter field.

View Customer Link Errors

This option allows you to look at any inconsistencies between Customer Information in **Recurring A/R** and Customer Information in the RFMS Customer File. For instance, if a name change occurs to the RFMS Customer File and is not updated in **Recurring A/R**, clicking the link button will provide you with a list of these inconsistencies. You can click the printer icon and print a report. Any link errors must be fixed manually.

See Topics:

Overview

The Main Screen

Adding a Recurring Invoice

Exporting Invoices to Order Entry

Index