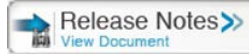




**Version 17.99-17.99.8
Update Document**

© RFMS, Inc.
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 changes see the release notes on the download web page. Click the release notes button to find these.







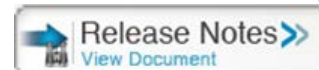
To see what you may have missed in previous updates click here.

[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 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 web page. 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 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.



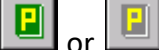
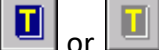


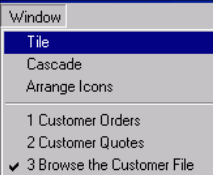



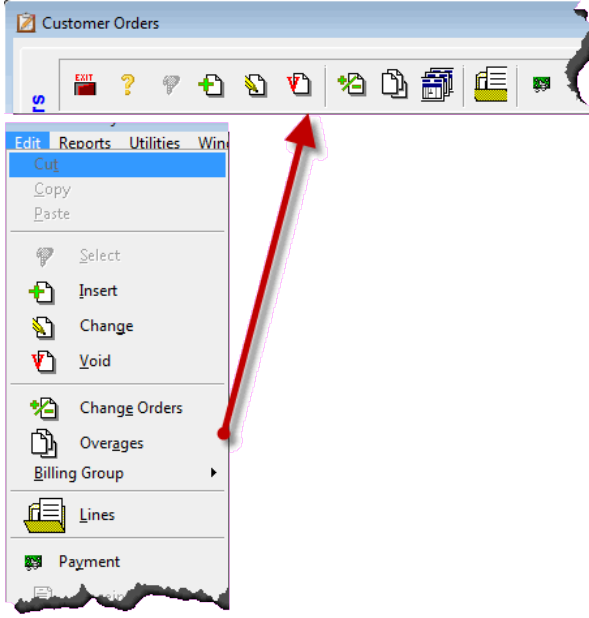
	<p>Send an email or RFMS mail message regarding the highlighted record.</p>
	<p>View the history of a record.</p>
	<p>View the pdf history of reports for the highlighted record.</p>
	<p>Click to view the tracking record created for every record insert made into Orders, Quotes, and Bid Pro Estimates. If gray, no records are present.</p>
	<p>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</p>
	<p>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.</p>
	<p>The bottom part of the screen lists all windows open in the current module. The one currently being viewed is checked. To view a different window, click it with the mouse.</p>
	<p>Access to customizing the tool bar</p>
	<p>Disabled Field. If set in <i>>Utilities>System Options>System Wide>General > (Set Up Global Interface System Options or Override Global Interface System Options)</i></p>
	<p>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>
<p>Edit Menu</p>	<p>The Edit Menu can be used as a shortcut to the toolbar options.</p> <p><i>>Edit></i></p> 

Table of Contents

- PAYROLL UPDATE..... 6**
- SYSTEM WIDE 7**
 - Navigator (17.99.1)..... 7
- ORDER ENTRY 7**
 - Customer Orders 7
 - Quotes (17.99.3)..... 8
- PRODUCTS 8**
 - Rolls (17.99.5)..... 8
- INVENTORY 9**
 - Batch Allocator (17.99.6)..... 9
- ACCOUNTING 9**
 - Accounts Payable..... 9
 - General Ledger 9
- HUMAN RESOURCES 9**
 - 941 (17.99.5)..... 9
 - Prepare Pay (17.99.3) 9
- SCHEDULE PRO..... 11**
 - Browes..... 11
- CLIENT MANAGEMENT 11**
 - Browes..... 11
- DIRECT DEPOSIT 11**
 - Subcontractor 11

If 16.99 was the last update installed, please check [Update Documents](#) for changes made in Versions 17.0 and 17.1.

Payroll Update

This version includes the Payroll Update for 2018.

This includes any Federal Tax changes for US and Canada.

The following areas had tax table changes and form changes.

United States

California	New Mexico
Colorado* (17.99.6)	New York City
District of Columbia	New York
Idaho (17.99.8)	North Carolina
Kentucky	North Dakota (17.99.4)
Louisiana (17.99.3)	Oklahoma
Maine	Rhode Island
Maryland	South Carolina
Minnesota	Yonkers
Mississippi	Wisconsin
Missouri	Utah (17.99.7)

Canada

Alberta	Nova Scotia
British Columbia	Nunavut
Manitoba	Ontario
New Brunswick	Saskatchewan
Newfoundland and Labrador	Yukon
Northwest Territories	

*The Colorado Department of Revenue recommends using these updated tables for the remainder of calendar year 2018 to ensure more appropriate withholding.

W2 and 1099 Electronic Filing have been added for the following states (Version 17.99.2)

Alabama	North Carolina
Colorado	Mississippi
Georgia	Oklahoma
Illinois	Wisconsin

For End of the Year documents, click [here](#).

The New Zealand Payroll Update was included in 17.99.6.

System Wide

Navigator (17.99.1)

Business Insights

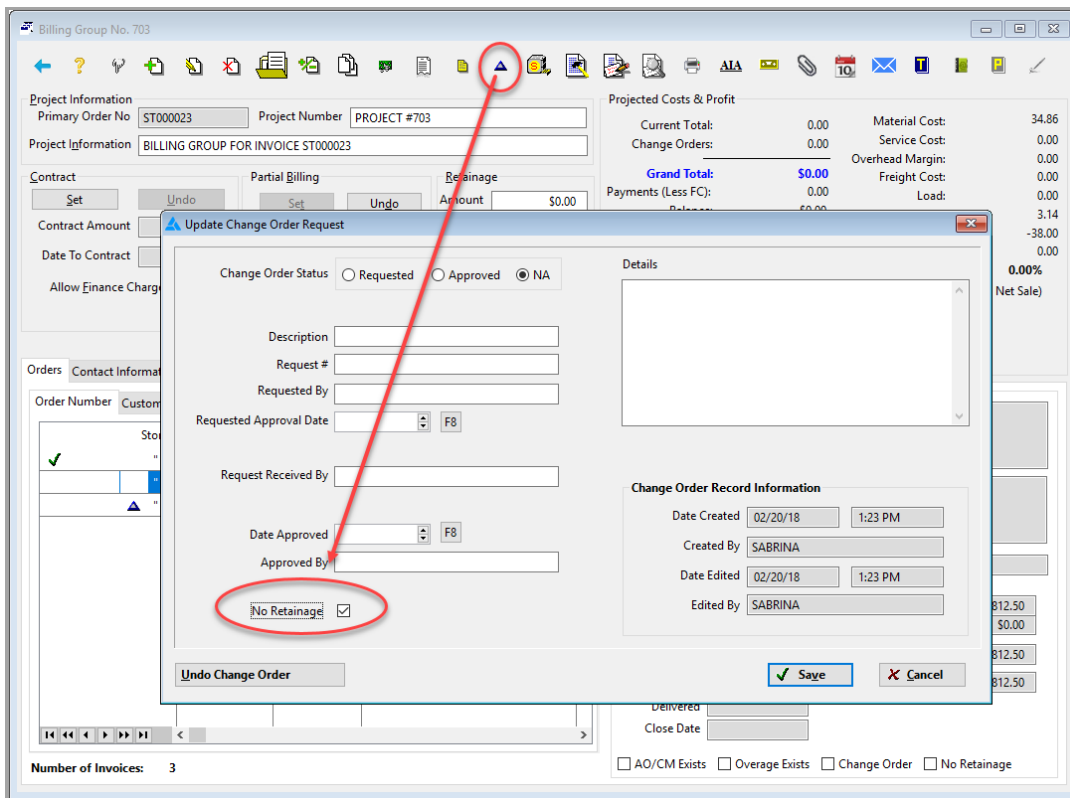
Business Insights has been added to the RFMS Navigator. For more information on it, click [here](#).

Order Entry

Customer Orders

Billing Groups (17.99.3)

The “No Retainage” checkbox is now sticky on the Change Order screen.



Job Costing

When "Combine Miscellaneous Cost with Gross Cost" is turned on the Job Cost Sheets will only print one cost field. It will contain all Material, Service, Loads and Freight numbers.

Page 1 Store: 086

JOB COST
Order Entry

Sold To PARTLOW, NEIL 120517 TESTING AVENUE HELENA, AL 35080 Cell Phone: 205-555-1212	Ship To PARTLOW, NEIL 120517 TESTING AVENUE HELENA, AL 35080	Order CG7V00BZ
--	--	--------------------------

Sales Representative #1: CPRIDDY

Prod Code	Inventory Number	Quantity	Unit Cost	Tax Cost	Unit Price	Line Total	Profit	Profit Percent
*Line # 1 Style: MELISSA II Color: CHAMBORD								
07	EBRG700	829.25	2.2176	0.00	5.00	4,146.25	2,307.30	55.65%

COMMISSIONS	Base Percent	Commission Percentage	Projected Commission Base	Projected Commission
CPRIDDY	55.65%	30.00%	2,307.31	692.19

GRAND TOTALS	
Total Transaction: 4,560.88	Gross Profit: 2,307.31
Net Sale: 4,146.25	Gross Profit Percent: 55.65%
Total Cost: 1,838.94	(Gross Profit / Net Sale)
Tax Cost: 414.63	Projected Net Profit: 1,615.12
	Projected Net Profit Percent: 38.95%
	(Net Profit / Net Sale)

Date Generated: 12/18/17
Time Generated: 2:46PM
Delivered Date: 12/18/17

Quotes (17.99.3)

The ability to sort by Quote Date, Export Date, and Est Del Date has been added.

Store	Quote #	Export Date	Export Status	Quote Type	Primary	Customer Name	PO Number	JOB Info	Tele #	Work	Ship-To Name	Ship-To Address #1	Customer Type	Quote Date	Est Del Date	Quote Total	Sequence
..	ES900240	03/06/09	Original Expo	Original		SKINNER, CATHY	HARDWOOD RE				SKINNER, CATHY	4808 LEEWARD AVE	INSURANCE CLAIM	02/03/09	03/09/09	6,033.99	12,582
..	ES900241			Original		SKINNER, CATHY	CARPET REPLAC				SKINNER, CATHY	4808 LEEWARD AVE	INSURANCE CLAIM	02/03/09	02/20/09	4,179.48	12,583
	ES900452			Original		MORROW CONST	ADDITIONS/REN	MOUNDVIL			MOUNDVILLE EI		COMMERCIAL	02/27/09	12/25/09	22,917.00	12,794
..	ES901814			Original		CLEMENTS, TRACY					CLEMENTS, TRAI		CASH & CARR	08/06/09	08/06/09	557.24	14,156
	E5000086			Original		A & D HOME IMP							REMODELING	01/18/10		60.72	15,251
..	ES600687	03/14/06	Original Expo	Original		STATE FARM INSU	01-Q187-345	CTR-2210	1205-205-00	205-205	CTR INVESTMEN	2210 17TH AV	INSURANCE CLAIM	03/14/06	03/21/06	4,096.46	2,415

Products

Rolls (17.99.5)

Grams are now the default roll shipping UOM for weight used for Australia and New Zealand.

Inventory

Batch Allocator (17.99.6)

Batch Allocator

The Batch Allocator (Dyelog Version) now considers the inventory age first, then the amount left.

Accounting

Accounts Payable

The Supplier has been added to the Payables by Supplier CSV.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	InvNum	InvDate	TransDate	DueDate	InvoiceAn	Discount%	DiscountA	NonDiscA	AmountDi	Status	Supplier		
2	092817-05	20170928	20170928	20171028	85569.32	0.00%	0	85569.32	85569.32	Flagged	ALABAMA RISCORP NATIONAL		
3	092817-05	20170928	20170928	20171028	95759.28	0.00%	0	95759.28	95759.28	Flagged	ALABAMA RISCORP NATIONAL		
4	100217	20171002	20171002	20171101	156.8	0.00%	0	156.8	156.8	Open	ALABAMA RISCORP NATIONAL		
5	101617	20171016	20171016	20171115	156.8	0.00%	0	156.8	156.8	Open	ALABAMA RISCORP NATIONAL		

General Ledger

Importing Journal Entries using a CSV (17.99.3)

File>General Ledger>View Journal>Import 

Journal Import will now fail if the import file has multiple periods represented in the data. The Month/Year must match for all entries or an error will happen.

Human Resources

941 (17.99.5)

The 941 for 2018 has been added to the software.

Prepare Pay (17.99.3)

The ability to click on Sick Hours, Vacation Days, Holiday Days, or Other Leave and enter the number of hours/days has been added.

If the desired hours/days is accepted, then the *Remaining Number of Hours/days* will turn blue. If the amount desired drops below zero, the *Remaining Number of xxx hours/days* will turn red.

RFMS Pay Preparation for February 21, 2018

Worker: AARON, CEDRIC (W-2) Weekly Salaried+Commission

Prepared: 0 Dept: GENERAL DEPARTMENT Period Ending:

Earnings	Amount	Store	Account	Sub	State	Earnings	Amount	Store	Account	Sub	State
GROSS AMOUNT	F8 1000.00	E	F8 455	F8	LA						
	F8	E	F8 455	F8	LA						
	F8	E	F8 455	F8	LA						
	F8	E	F8	F8	LA						
	F8	E	F8	F8	LA						

Total Earnings: 1,000.00
Federal: 1,000.00
FICA: 1,000.00

State	Taxable	Desc	Time Off	Sick Hours	Holiday Days	Vacation Days	Other Leave
LA	1,000.00	Tax Table - LOUISIANA - MARRIED		3.00	5.00	18.00	3.00

Time Off

Sick Hours 3.00

Holiday Days 5.00

Vacation Days 18.00

Other Leave 3.00

Deductions	Amount	Store	Account	Sub	De
	F8	R	F8	F8	
	F8	R	F8	F8	
	F8	R	F8	F8	
	F8	R	F8	F8	
	F8	R	F8	F8	

Number of Hours Desired: 3.00
Remaining Number of Sick Hours: 0.00

Buttons: OK, Cancel

Navigation: Home, Previous, Next, End, Undo, Pay, Preliminary, Print, Exit

If the terms are in red, then the employee has gone over their allotted time. If the terms are blue, then the employee will have time left after taking these hours/days.

RFMS Pay Preparation for February 21, 2018

Worker: AARON, CEDRIC (W-2) Weekly Salaried+Commission

Prepared: 0 Dept: GENERAL DEPARTMENT Period Ending:

Earnings	Amount	Store	Account	Sub	State	Earnings	Amount	Store	Account	Sub	State
GROSS AMOUNT	F8 1000.00	E	F8 455	F8	LA						
	F8	E	F8 455	F8	LA						
	F8	E	F8 455	F8	LA						
	F8	E	F8	F8	LA						
	F8	E	F8	F8	LA						

Total Earnings: 1,000.00
Federal: 1,000.00
FICA: 1,000.00

State	Taxable	Desc	Time Off	Sick Hours	Holiday Days	Vacation Days	Other Leave
LA	1,000.00	Tax Table - LOUISIANA - MARRIED		5.00	4.00	16.00	5.00

Time Off

Sick Hours 5.00

Holiday Days 4.00

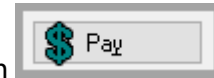
Vacation Days 16.00

Other Leave 5.00

Deductions	Amount	Store	Account	Sub	De
	F8	R	F8	F8	
	F8	R	F8	F8	
	F8	R	F8	F8	
	F8	R	F8	F8	
	F8	R	F8	F8	

Total State: 1,000.00

Buttons: Home, Previous, Next, End, Undo, Pay, Preliminary, Print, Exit



The Time Off will not be posted until the payroll clerk presses the Pay button and the payroll is processed. Once processed, the numbers all return to zero. If the pay is not process, the numbers will remain until the next payroll.

Schedule Pro

Browses

The [Copy Browse feature](#) has been added to Job Header and Job Detail browses.

Client Management

Browses

Added List Search (Ctrl+S) feature to the browses for Letters, Contacts and Workflow Actions.

Direct Deposit

Subcontractor

The Subcontractor setup menu option in Direct Deposit has been opened for New Zealand.