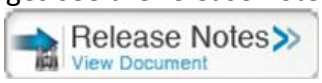
Version 18.0
Update Document

© RFMS, Inc.
3073 Palisades Court
Tuscaloosa, AL 35405

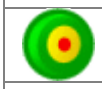
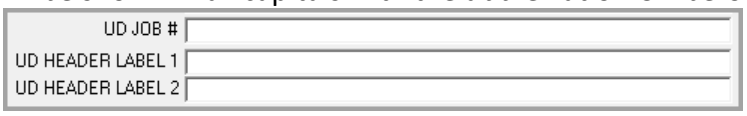
This update to the Windows version of the RFMS Business Management System includes many new features and enhancements. The update also includes many "behind the scenes" changes that increase processing speed and other performance related functions. This document explains only the new features contained in this update. For all changes see the release notes on the download web page. Click the release notes button to find these. 

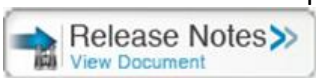
To see what you may have missed in previous updates click here.

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.
Setup>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.
	Send an email or **RFMS mail message** regarding the highlighted record.
	View the **history** of a record.
or	View the **pdf history** of reports for the highlighted record.
or	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
D	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.
Window Tile Cascade Arrange Icons 1 Customer Orders 2 Customer Quotes ✔ 3 Browse the Customer File	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.
Ctrl + F8	Access to customizing the tool bar
Invoice Number CG102596	Disabled Field. If set in *>Utilities>System Options>System Wide>General > (Set Up Global Interface System Options or Override Global Interface System Options)*
	Required Field. If set in *>Utilities>System Options>System Wide>General > (Set Up Global Interface System Options or Override Global Interface System Options)*
Edit Menu	The Edit Menu can be used as a shortcut to the toolbar options. *>Edit>*

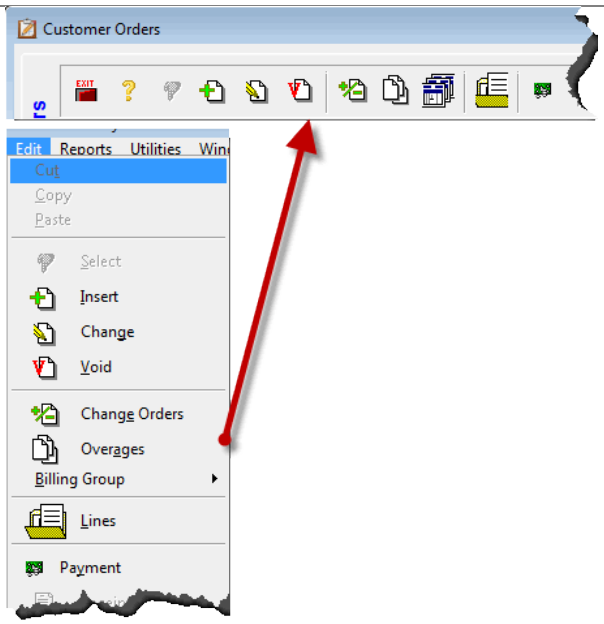

Customer Orders
Edit
Reports
Utilities
Cut
Copy
Paste
Select
Insert
Change
Void
Change Orders
Overages
Billing Group
Lines
Payment

Table of Contents

SYSTEM WIDE 9

Utilities 9
Users 11
Interface Mode 11
Load Filters 11
PDF File Location 12
Product Templates 12

ORDER ENTRY 13

Utilities 13
Customer Orders 16
AIA Billing 25
Word Merge 25
Claims 26
Customers 27
Inventory 30
Reports 30

PRODUCTS 37

Roll/Item Products 37
General Range Edit 37
Reports 39
Product Import/Export (PIE) 40
Web Services 42

INVENTORY 42

Purchase Orders 42
Receiving/Costing 49
Adjustments 52
Soft Reserves 53
Web Services 54
Roll and Item Inventory 54
Reports 59

ACCOUNTING 60

Account Receivable 60
Account Payable 61
General Ledger 64
Banking 66

MONTH END 68

A/R Reports 68

HUMAN RESOURCES 69

Tax Updates (18.0.1) 69
System Options 69
Tax Tables 69
Prepare Pay 69
Company Address on Pay Stub 70
Release Departments to Another User 71
Worker Information 71
Provider Rate Matrix 73
Reports 73

SALES REPORTS 74

Material Analysis 74
Sales 74
Profitability 75
Marketing 75
Claims Report 76

SCHEDULE PRO 76

Work Order 76
Work Ticket 77
Quick Schedule 79
Weekly Grid 80
Alerts 80
Orders Ready to Schedule 81
Reports 81
Utilities 83
Crews 83

BIDPRO 83

System Options 83
Estimates 84
Utilities 91

CMM 91

Prospects and Customers 91
Projects 92

E-COMMERCE 92

System Options 92
Product Catalog Download 93
E-Commerce Invoices 94
EC 850s 94
Inventory 94

ERRM 95

Order Entry 95
Accounting 96

CONTRACT PRICING 97

PROPERTY CONNECT 98

PRICING & TAGGING 99

NHMS 100

Utilities 100
Browsing Home Buyers 100
Order Entry 100
Utilities 101

OPS CONNECT 102

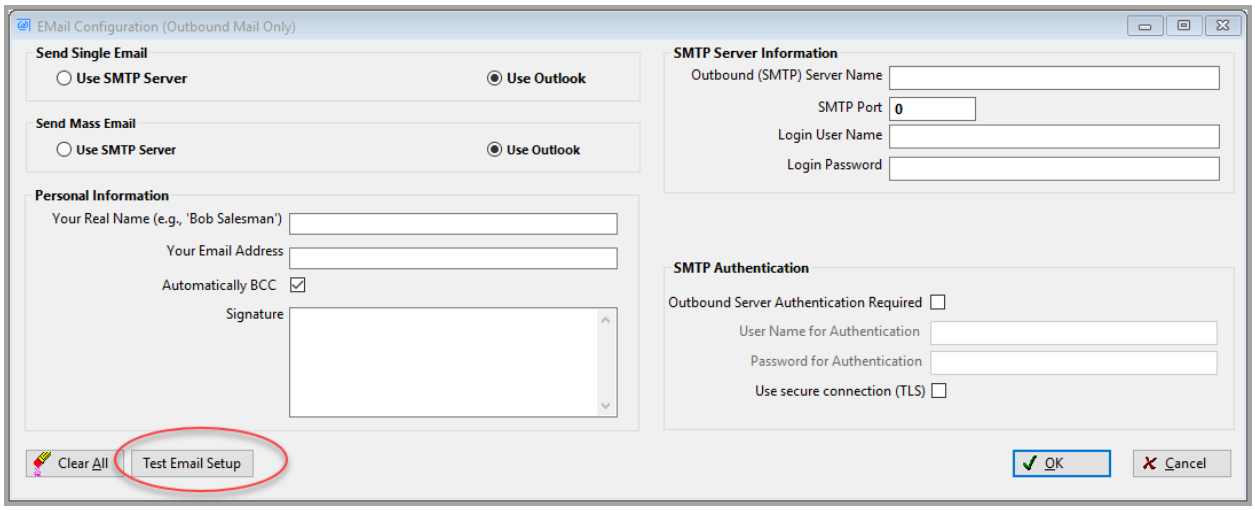
System Wide

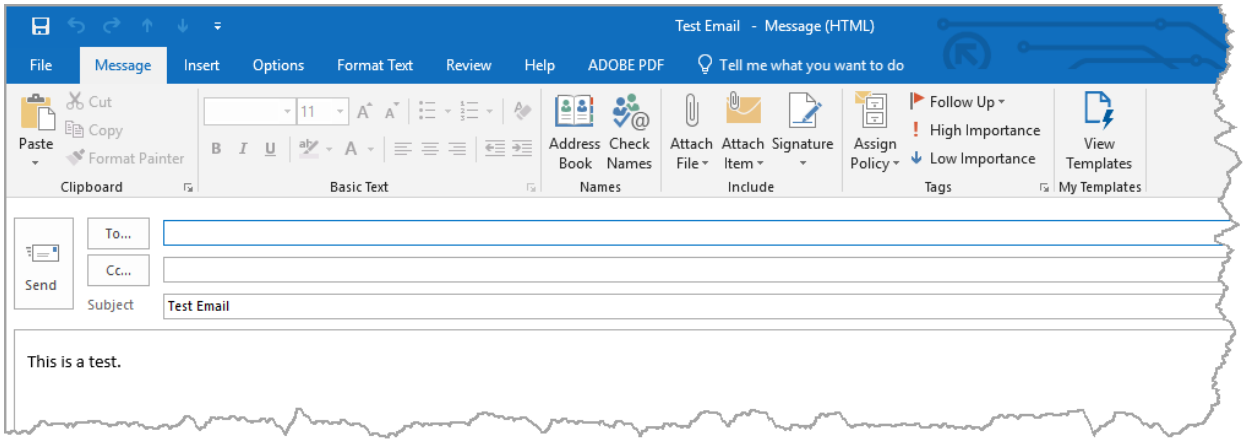
Utilities

Email Configuration

Utilities>System Options>Email Configuration or Utilities>Set Up>Email Configuration

The ability to send a Test Email to verify if the Email Configuration is set up correctly has been added.

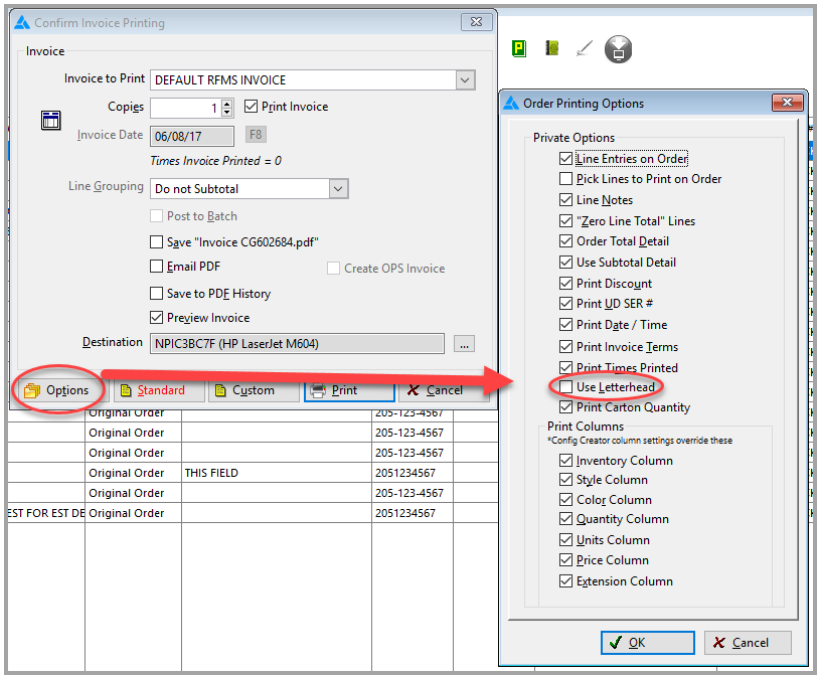




System Options

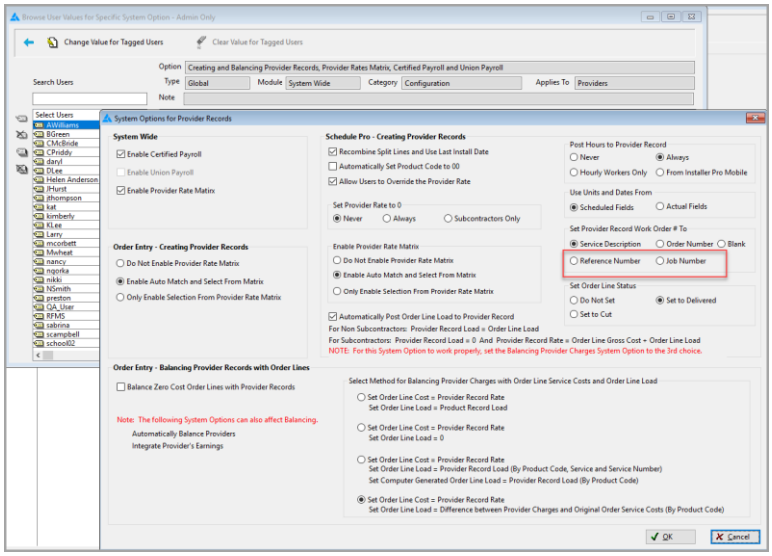
Use Letterhead Stationary for Invoices

This system option has been removed. The ability to use Letterhead has been moved to the Print Options screen.



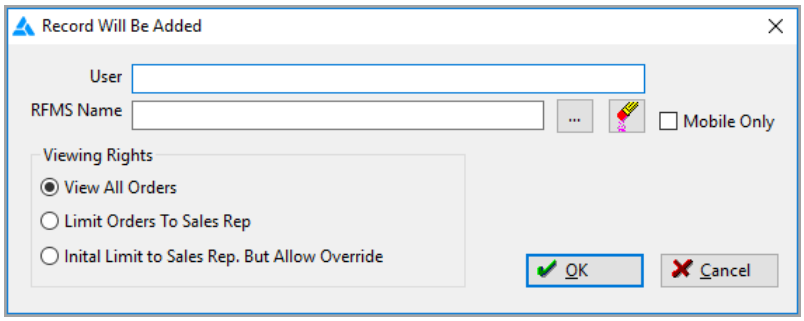
Creating and Balancing Provider Records, Provider Rates Matrix, Certified Payroll, and Union Payroll

The ability to Set Provider Record Work Order # to Reference Number from Schedule Pro and Job Number have been added.



Users

User can now be added manually. Manually entered users can be designated as Mobile Only. This means they will be excluded from the browse when selecting a user in RFMS Core.



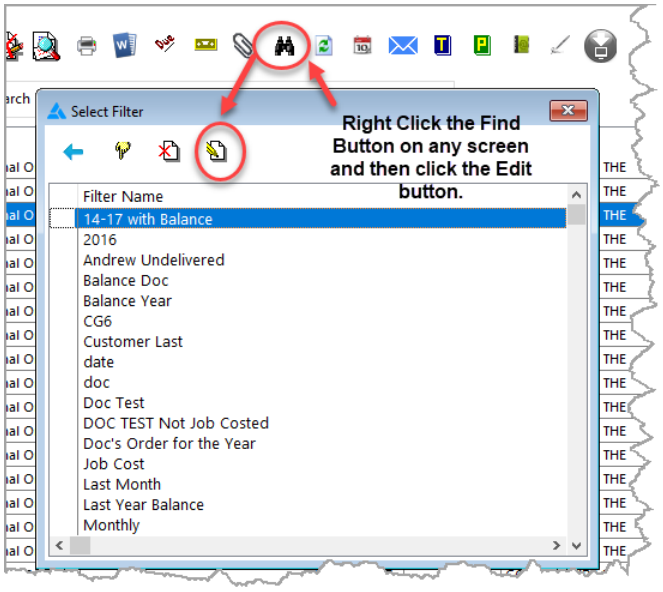
Interface Mode

Interface Mode gives the ability to determine which fields are required when inserting or editing a record. It gives the ability to protect the data entered by making fields read only with or without masking the data.

For more information, click here.

Load Filters

The ability to edit Filter names has been added to the Select Filter screen.



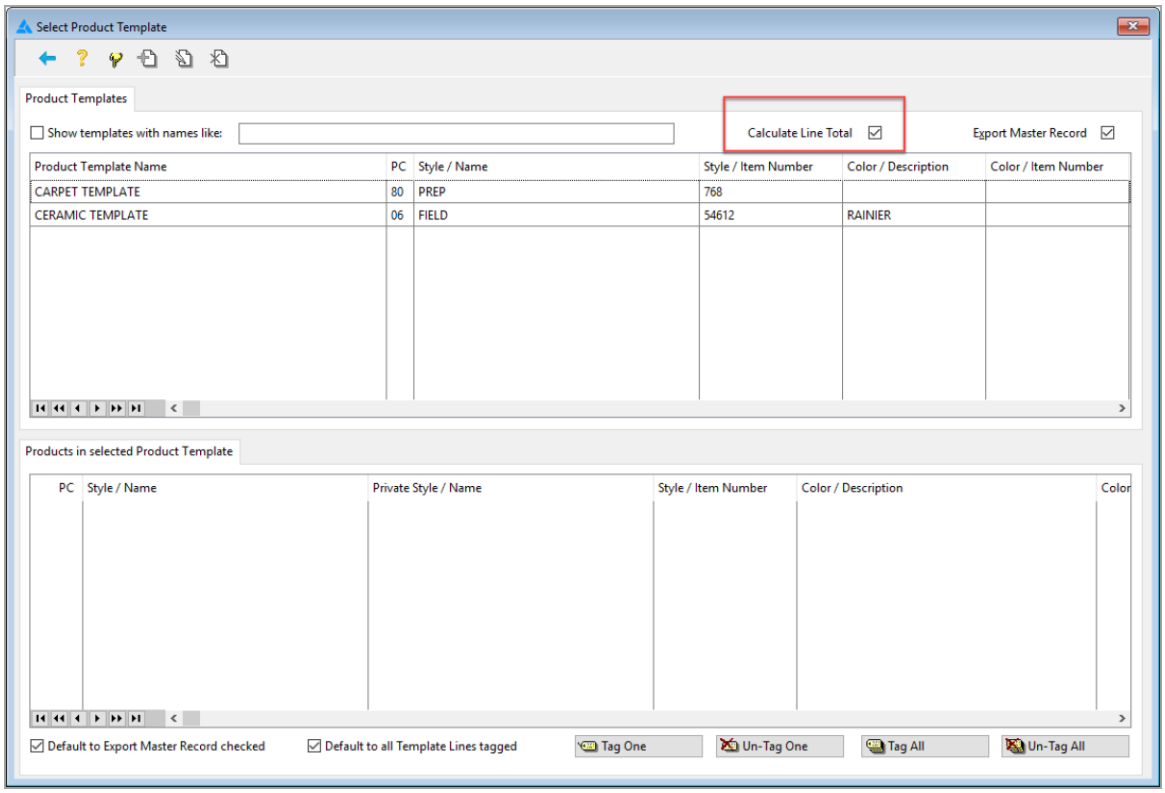
PDF File Location

When a user uses the Save As PDF in RFMS, the default location is now My Documents\RFMS_PDF.

All pdfs that are created by the system that do not allow for the user to select the location are now created in the Temp folder.

Product Templates

Calculate Line Total check box has been added to Select Product Templates screen for Customer Orders and BidPro.



User must check this check box for the line total to be calculated.

In Order Entry, if user does not check this check box, when template lines are inserted, the line will have a quantity (if Default Quantity is set up in Templates) and Price (if one is available), but line total will be $0.

Notes:

Default Quantity only applies to Items.

	06	54613	MOUNTAIN	RAINIER	0	0		1.00	CTN		27.16	0.00	None
	80		PREP		----------	----------		1.00	HR		224.36	0.00	None
1	01		13.17 FOOT GOODS	BLUEISH	13.17	0.00		0.00	SF		1.23	0.00	None
2	02		AURORA	CANYON SUNSTON	12.00	0.00		0.00	SF		1.45	0.00	None
	80	768	PREP		----------	----------		1.00	HR		224.36	0.00	None
	80		CARPET INSTALL		----------	----------		1.00	SY		157.05	0.00	None
	05	NG25	GROUT - DAP WALL	NATURAL GREY	0	0		1.00	EA		6.25	0.00	None

If the box is not checked, each line will have to be edited to have line totals recalculated.

If each line is not edited, then you will run the risk of sending inaccurate estimates/invoices to clients.

In BidPro, if the Calculate Line Total box is not checked, then the Line Total will be $0 when template lines are added. If the Calculate Line Total is checked, then the line total will be calculated based on whatever default Gross Profit Percent is set on the estimate or in BidPro.

Order Entry

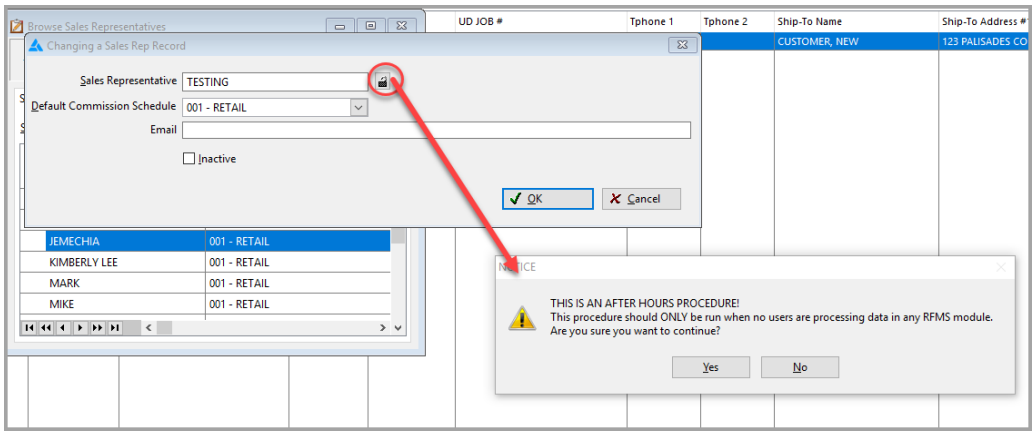
Utilities

Sales Representatives

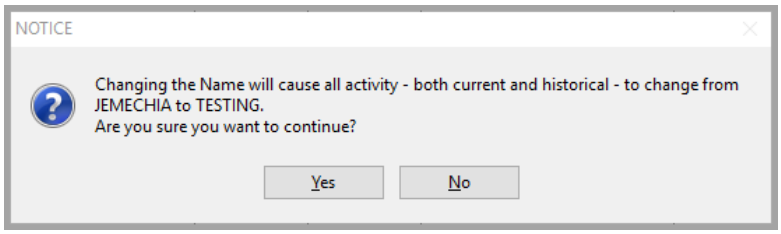
Utilities>Set Up>Sales Representatives

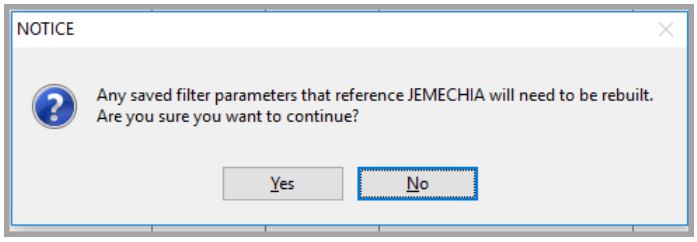
The ability to edit a Sales Representatives name has been added.

The name must be unlocked to make the change. Also, the change needs to be made after hours since it is affecting every module of RFMS.

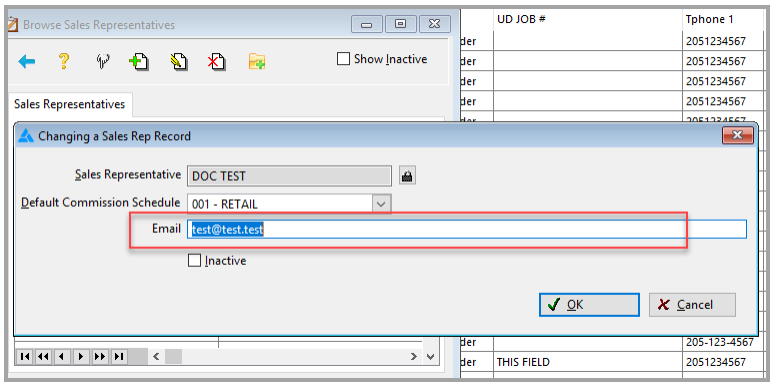


When the change is made, it effects current and past activity, and all saved filters will have to be rebuilt.





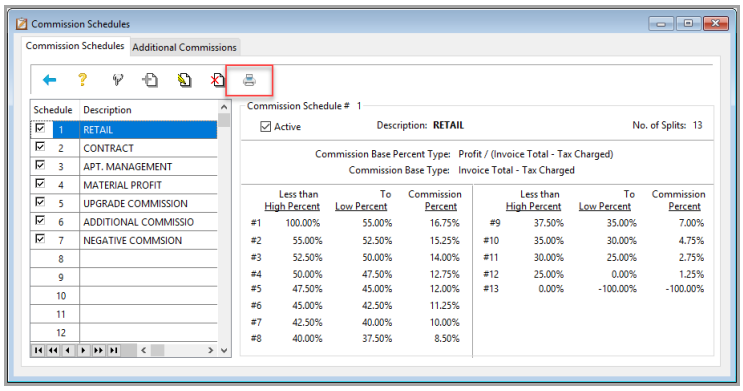
The ability to add an Email Address to a Sales Representative has been added.



Commissions

Utilities>Commissions

The ability to print commission schedule has been added.



Description: RETAIL No. of Splits: 13

Commission Base Percent Type: Profit / (Invoice Total - Tax Charged)

Commission Base Type: Invoice Total - Tax Charged

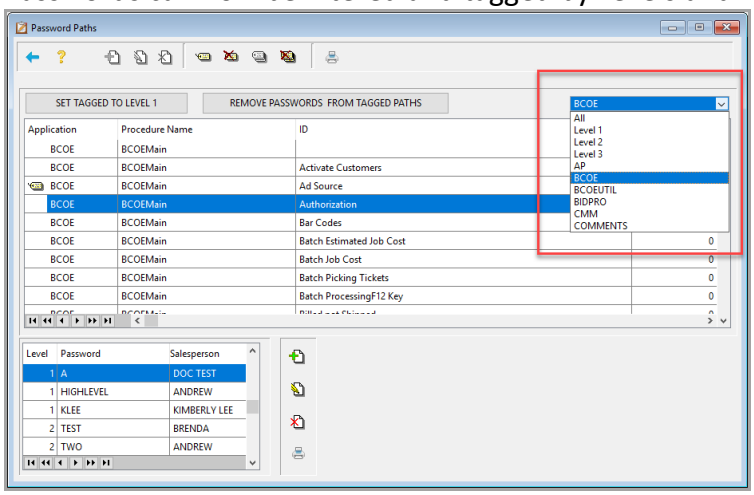
Commission Schedule # 1

	Less Than High Percent	To Low Percent	Commission Percent
#1	100.00%	55.00%	16.75%
#2	55.00%	52.50%	15.25%
#3	52.50%	50.00%	14.00%
#4	50.00%	47.50%	12.75%
#5	47.50%	45.00%	12.00%
#6	45.00%	42.50%	11.25%

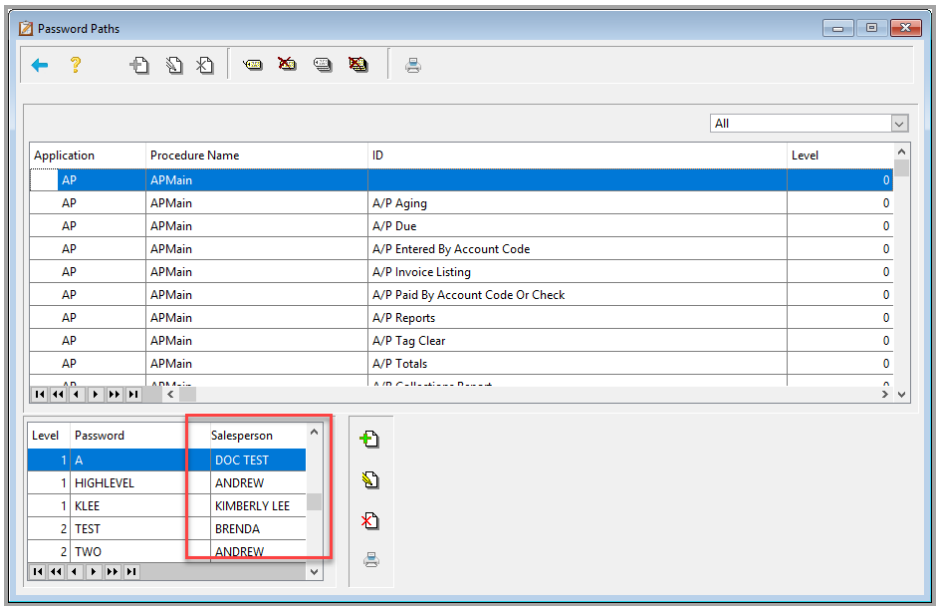
Maintain Passwords

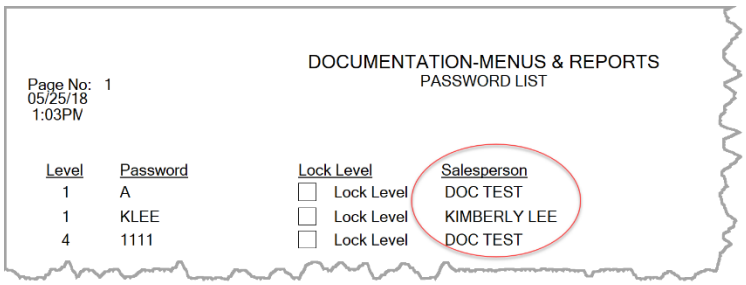
Utilities>Maintain Passwords

Passwords can now be filtered and tagged by Levels and Modules on the Password Paths screen.



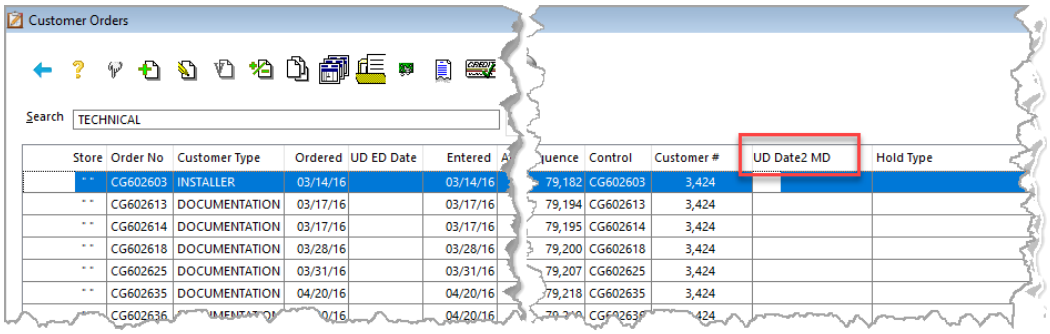
The Salesperson has been added to the lower browse screen and prints on the Password List.



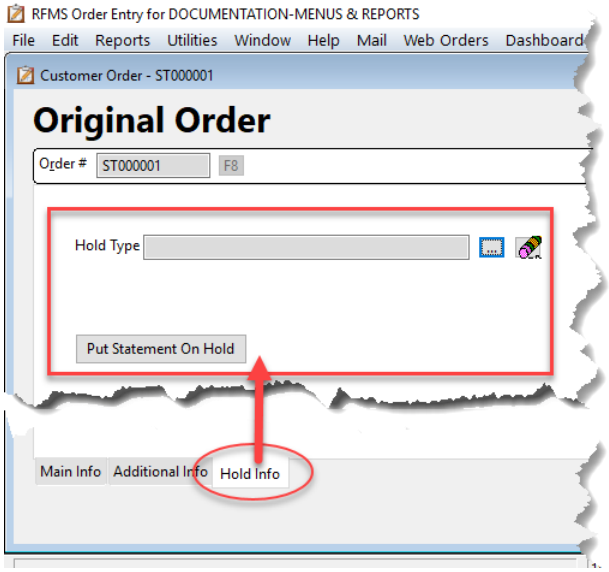


Customer Orders

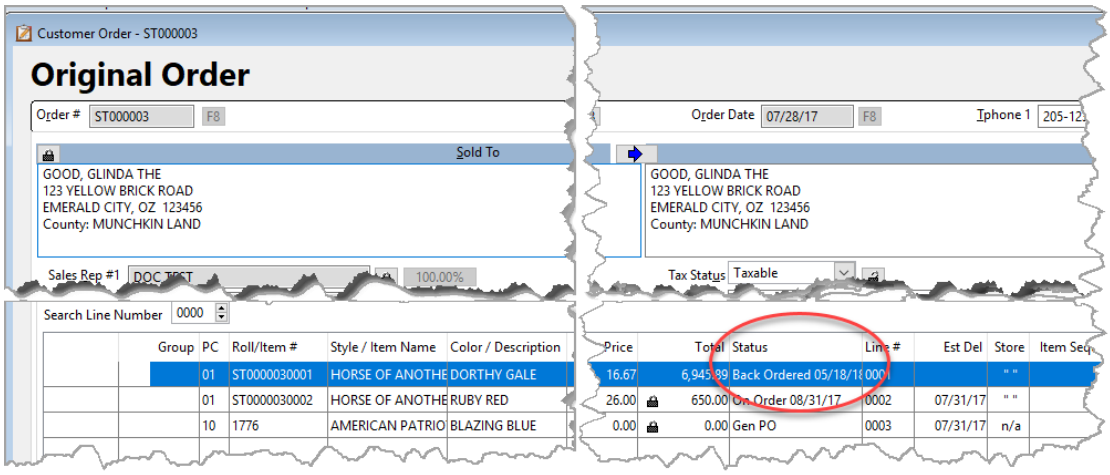
Measure Date Prompt has been added to the Customer Order Browse.



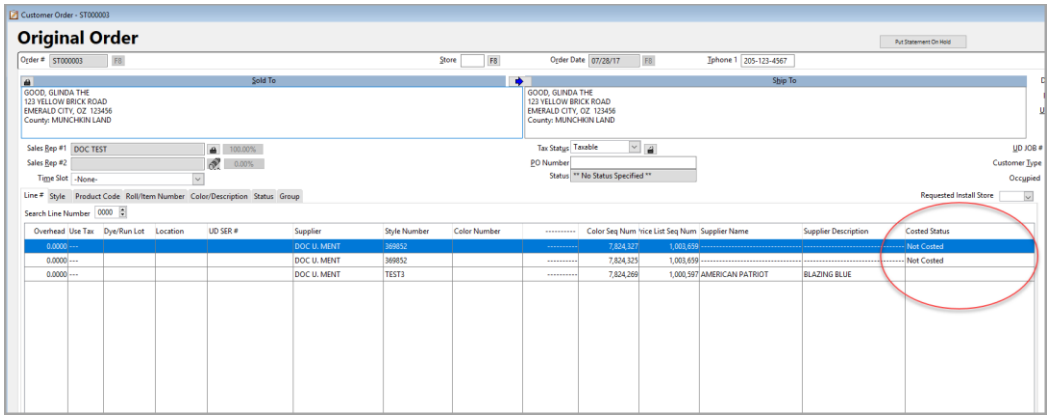
The Hold Checkbox for Statements has been changed to a Put Statements on Hold button so that it can be password protected and has been moved to Hold Info Tab.



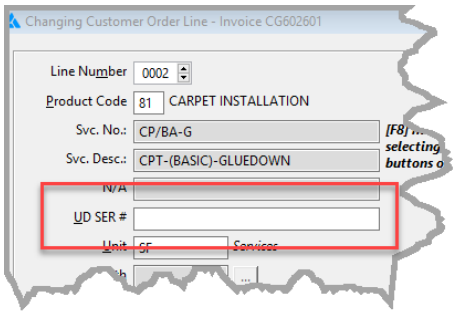
Back Ordered status of Inventory now shows on the Order Line.



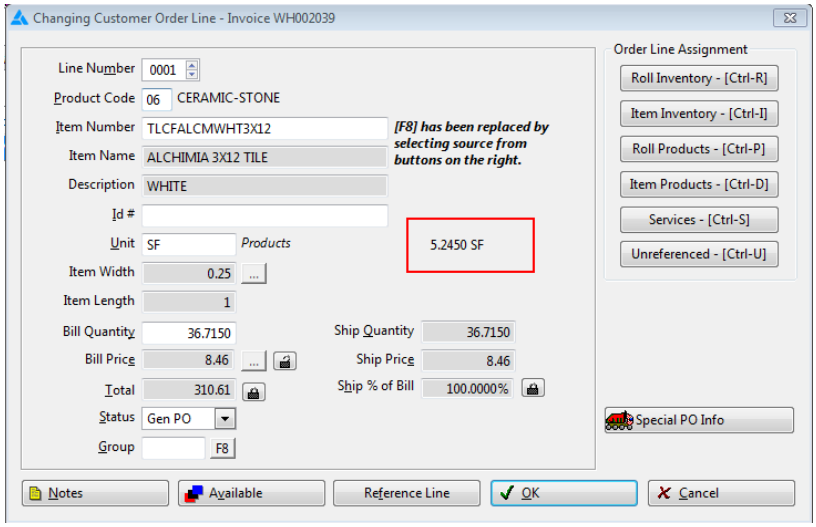
A column has been added to the Line Browse to show the Costed Status. If a line is in None or Gen PO status, the column will be blank. If a line is On Order or has been received from BOL (Inventory record shows Date Received, but not Invoice Date or Invoice Number), then the column will read Not Costed. If Inventory record shows Date Received, Invoice Number and Invoice Date, then the column will read as Costed.



When importing from Services, the User Defined (Serial Number) field now populates from Products.



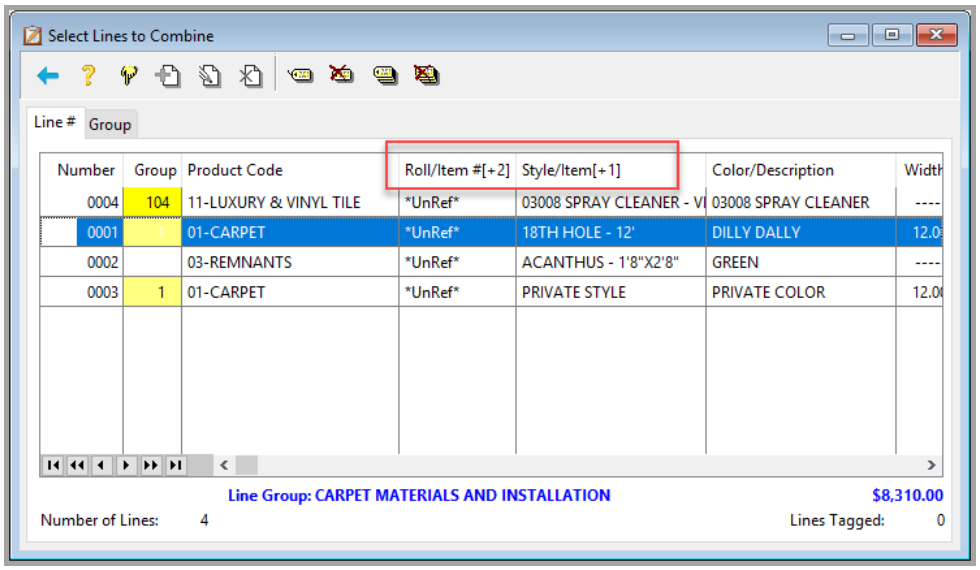
For an item, if the carton qty is different from the stocking qty, it will show on the Edit Line screen.



When editing lines, the Active/Inactive status will be checked when setting the status to Gen PO. A Gen PO status will not be allowed on an Inactive product.

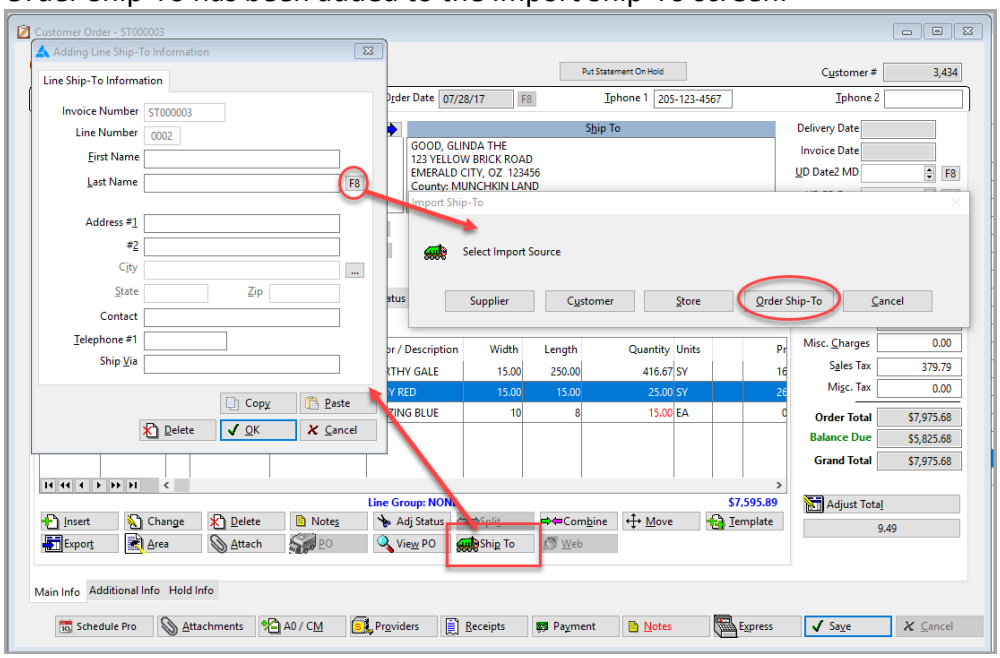
Select Line Screen

The columns on the Select Lines screen (such as Combine, Split, Copy Quote, Export Quote, etc.) can now be sorted.



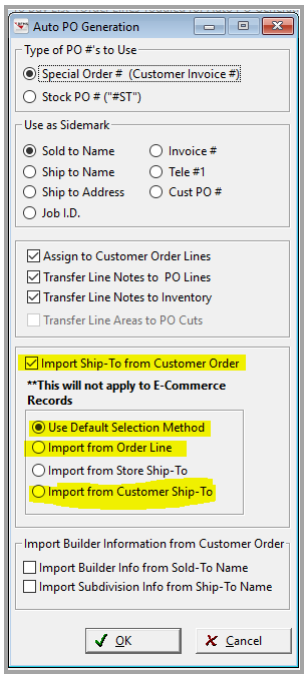
Line Ship-To

Order Ship-To has been added to the Import Ship-To screen.



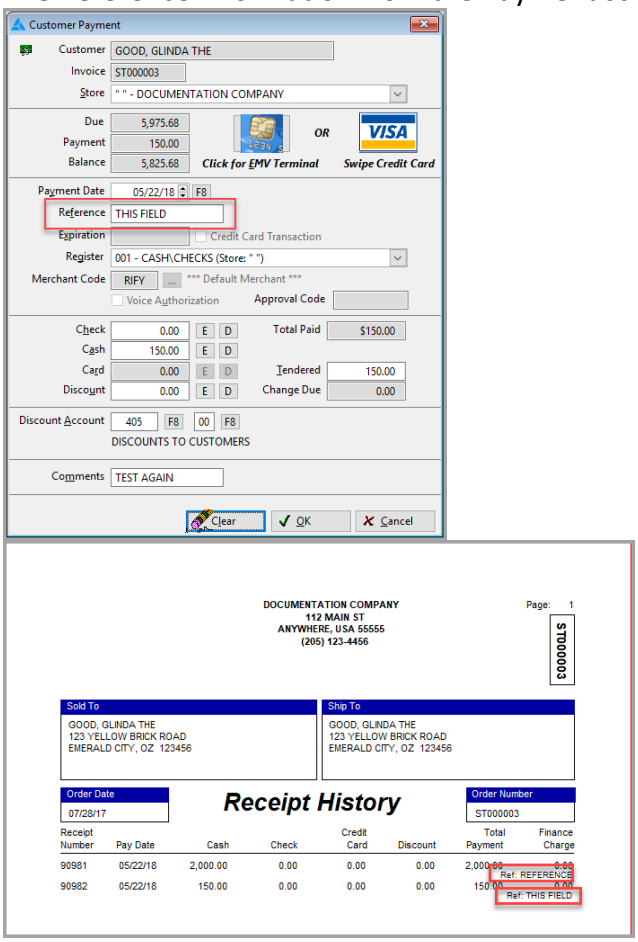
Notes:

In Auto PO Generation, if one of the first two highlighted options are selected (Default or Import From Order Line) the selected order ship to will remain as the PO ship to.

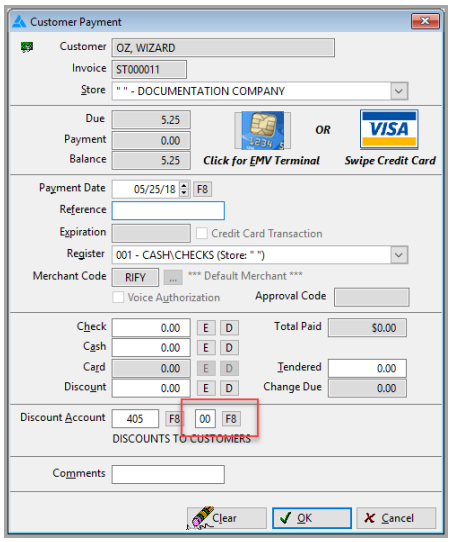


Payment

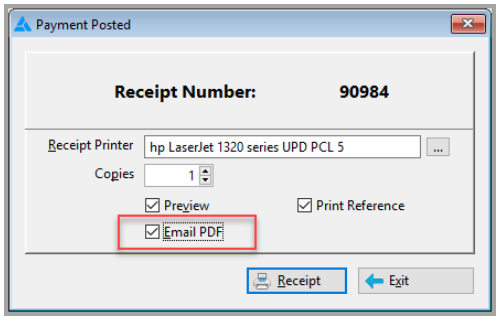
The Reference Information from the Payment screen now shows on the Receipt History.



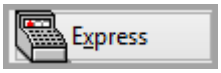
The ability to add a sub code to the Discount Account has been added.



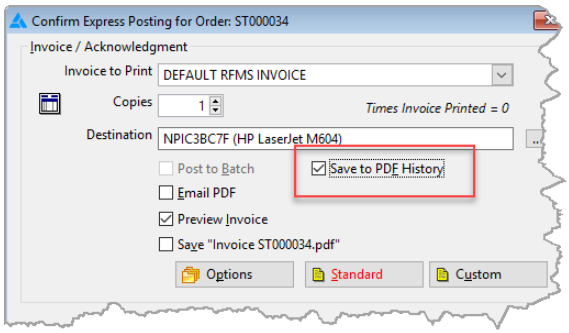
The ability to email a PDF copy of a receipt has been added to the Payment Posted screen.



Express Checkout

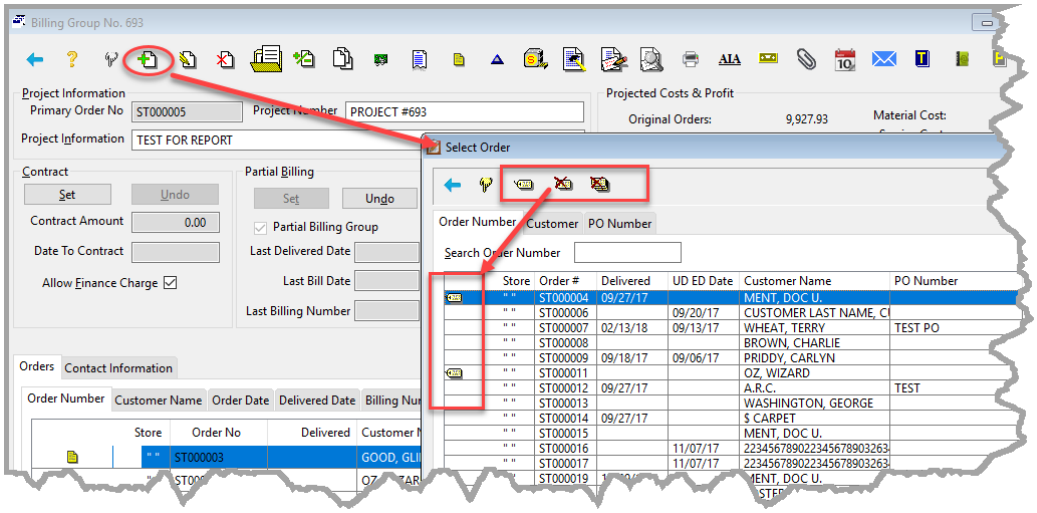


The ability to Save to PDF has been added to Confirm Express Posting screen.



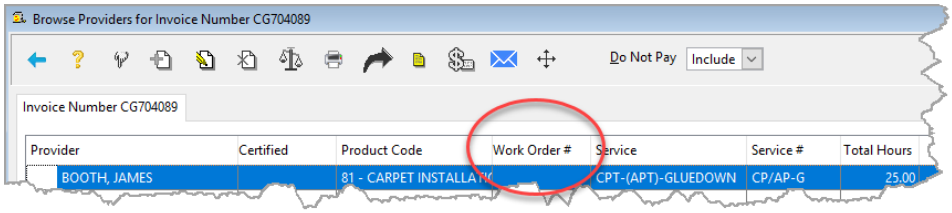
Billing Groups

While in a Billing Group, click Insert . The Select Order screen will open. On the Select Order screen, the ability to tag has been added to allow for adding multiple orders to the Billing Group at once.



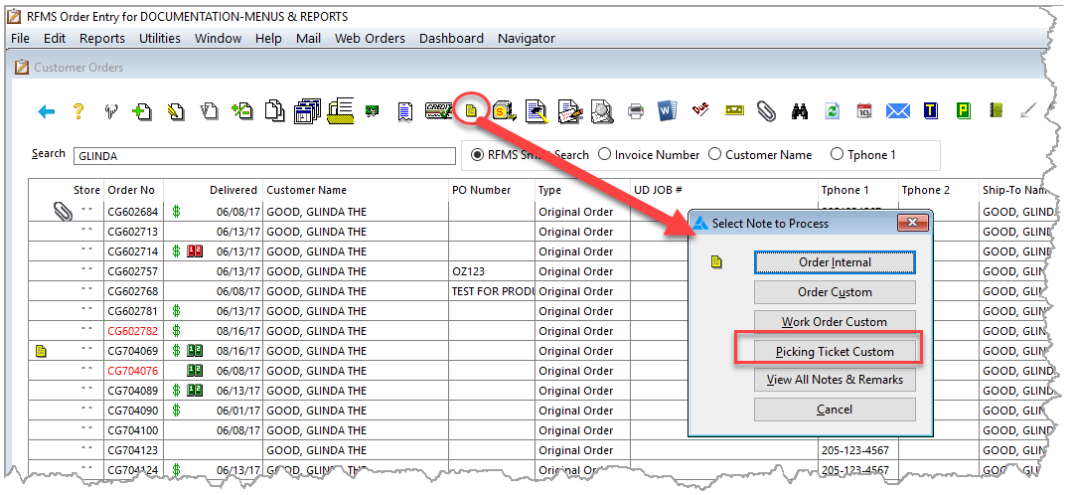
Providers

The Work Order Number column has been added to the Provider Browse screen.



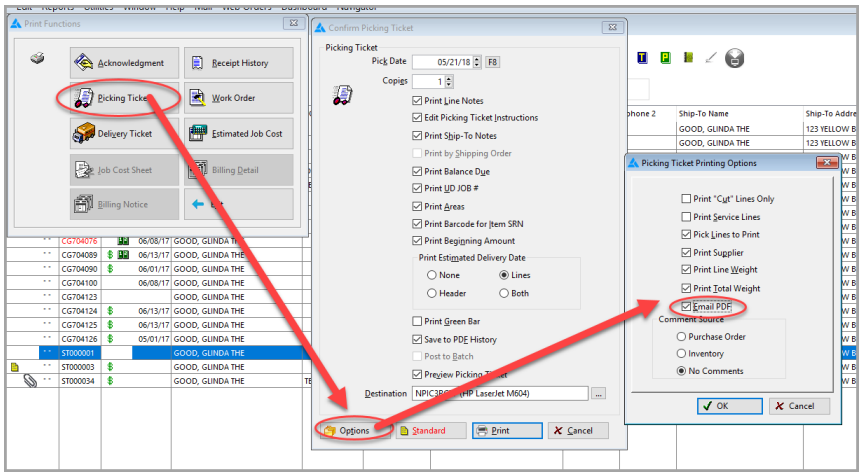
Picking Ticket

Picking Ticket Notes can now be added and viewed in the Notes window.

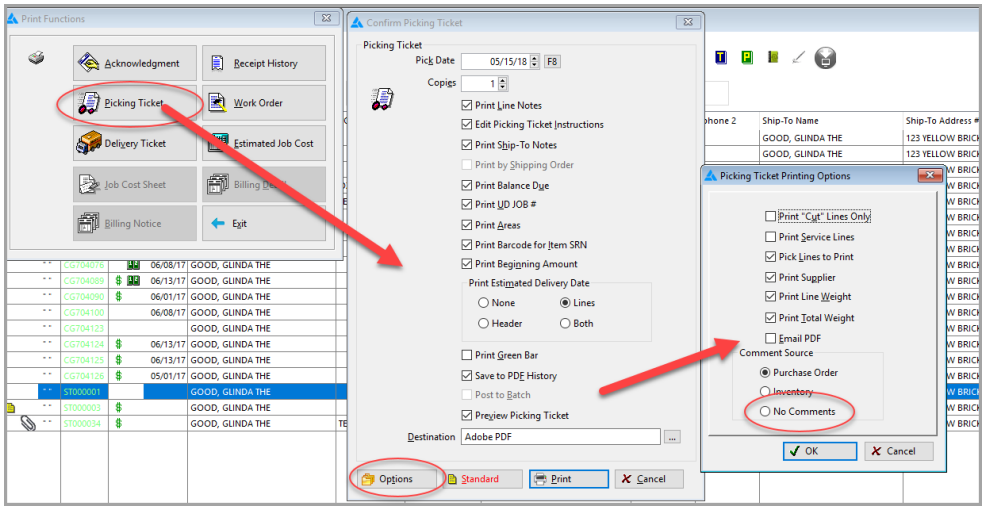


The Picking Ticket will now save to PDF History (if the box is checked) when Print Preview is exited without printing.

The option to Email a PDF of the Picking Ticket has been added.



An option has been added on the Picking Ticket Print Options to not Print Comments.



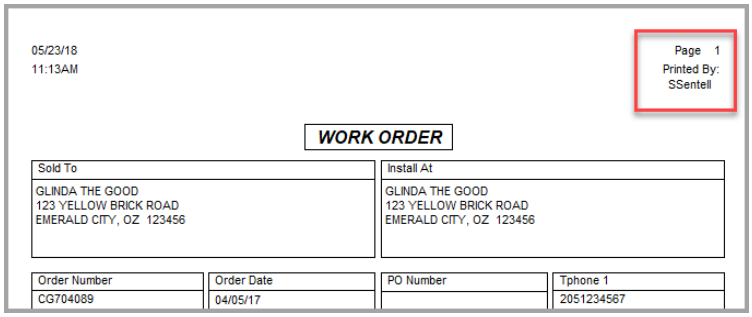
The Original Purchase Order number and Line number have been added to the Picking Ticket.

The Picking Ticket now has a barcode at the bottom that can be scanned to process the Delivery Ticket for the inventory that was set to Staged by the Picking Ticket. This is done from *Inventory>File>Process Delivery Tickets From Picking Tickets.*

Work Orders

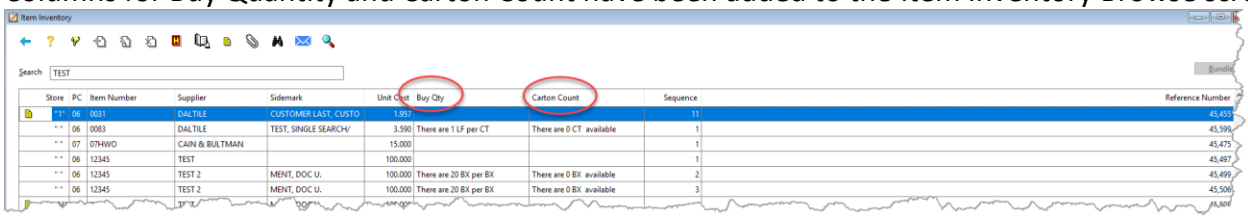
The Work Order will now save to PDF History (if the box is checked) when Print Preview is exited without printing.

Work Orders now displays the user who printed it.



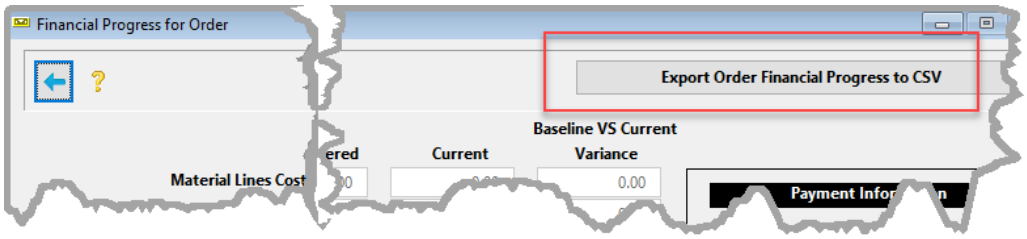
Item Inventory Browse Screen

Columns for Buy Quantity and Carton Count have been added to the Item Inventory Browse screen.



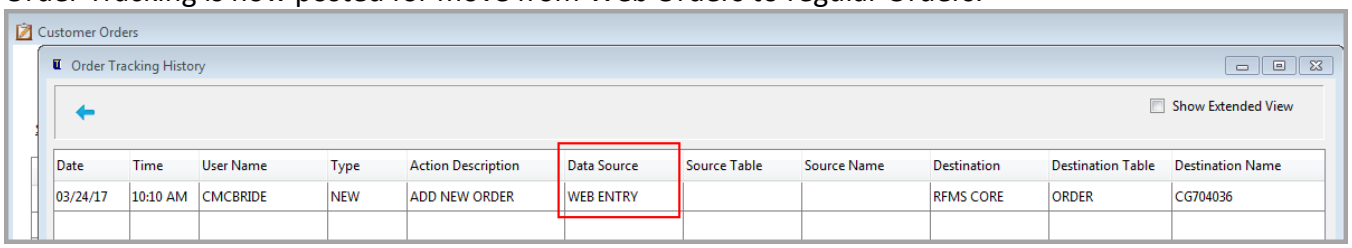
Baseline/Financial Progress

Financial Progress data can be exported to CSV for a single Order, Billing Group or CMM Project. It can also be exported for all open Orders or all Billing Groups with open Orders.

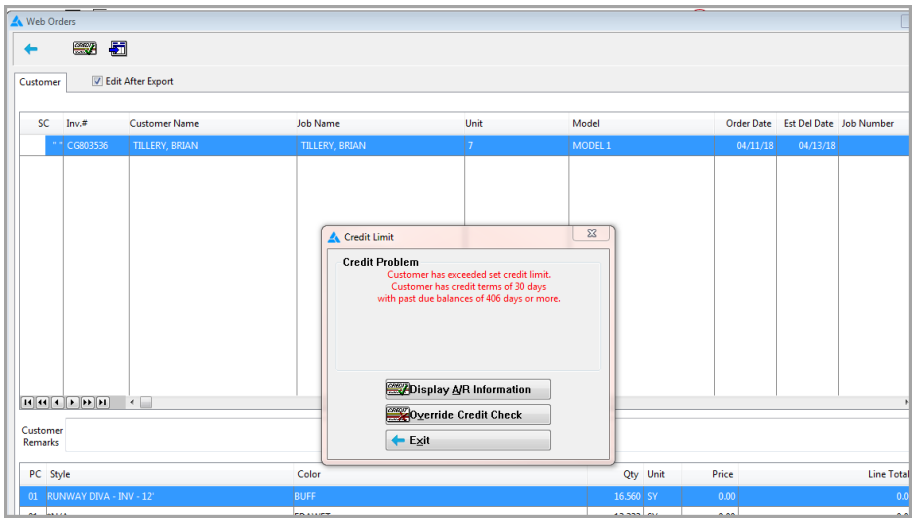


Web Orders

Order Tracking is now posted for move from Web Orders to regular Orders.



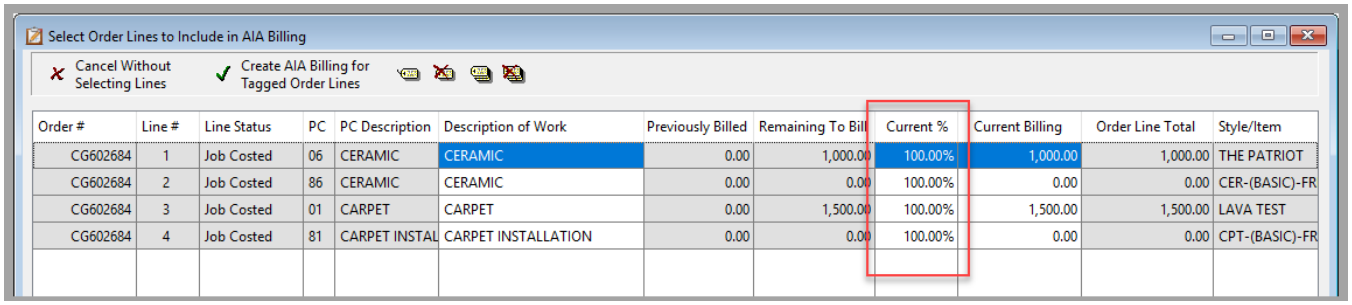
The system now does a credit check when exporting to an order.



AIA Billing

The ability to use the Copy Browse feature has been added to the AIA Billing screen.

Current Billing can now be a negative amount.
The ability to type in a percentage in the Current % column has been added. This is used to calculate the Current Billing Amount.



Order #	Line #	Line Status	PC	PC Description	Description of Work	Previously Billed	Remaining To Bill	Current %	Current Billing	Order Line Total	Style/Item
CG602684	1	Job Costed	06	CERAMIC	CERAMIC	0.00	1,000.00	100.00%	1,000.00	1,000.00	THE PATRIOT
CG602684	2	Job Costed	86	CERAMIC	CERAMIC	0.00	0.00	100.00%	0.00	0.00	CER-(BASIC)-FR
CG602684	3	Job Costed	01	CARPET	CARPET	0.00	1,500.00	100.00%	1,500.00	1,500.00	LAVA TEST
CG602684	4	Job Costed	81	CARPET INSTAL	CARPET INSTALLATION	0.00	0.00	100.00%	0.00	0.00	CPT-(BASIC)-FR

Word Merge

The following fields have been added to the Invoice Word Merge file:

- Customer Number

The following fields have been added to the Quote Word Merge file:

- Customer Number
- Discount Amount-This is the amount set when using Allow Price Modifier.
- Discount Percentage-This is the amount set when using Allow Price Modifier Discount Percent.

The following fields have been added to the BidPro Word Merge file:

- Customer Number

The ability to sort by Line Group Description has been added to the Invoice and Quote Word Merge files.

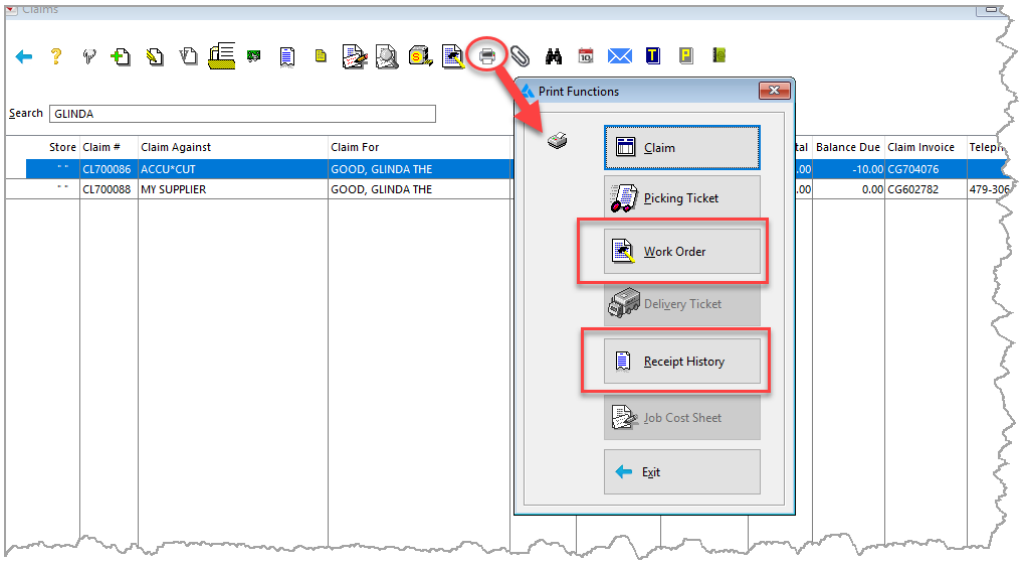
The ability to Pick Lines to Print has been added to the Quote Word Merge.

The Invoice Word Merge file now follows the Order Entry rules for changing the title from Acknowledgement to Invoice.

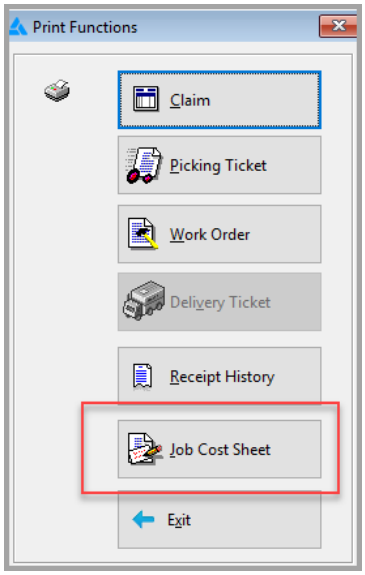
The Quote Word Merge File now follows Order Entry option for being named Quote or Estimate.

Claims

The ability to print the Work Orders and Receipt History from Claims has been added to the Print Functions screen.



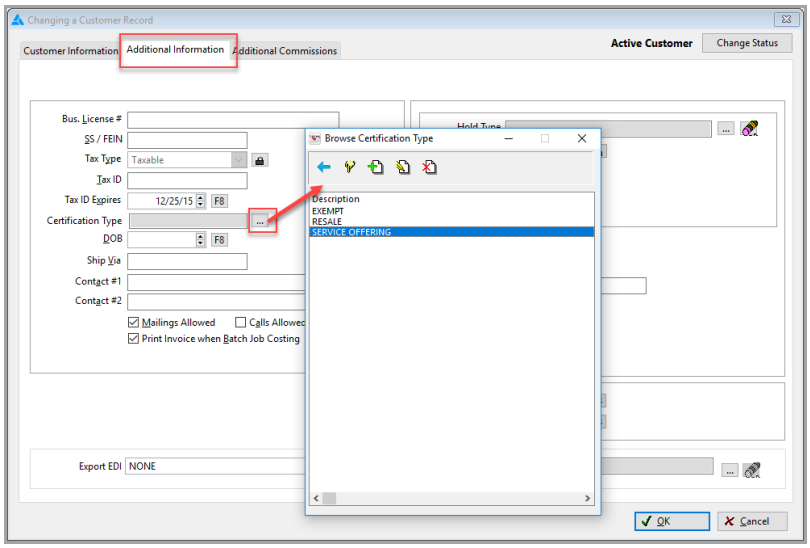
The ability to reprint the Job Cost Sheet in Claims has been added.



Customers

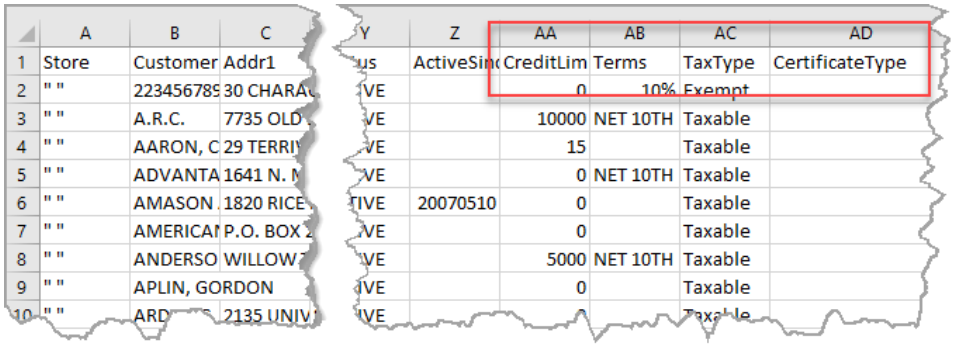
Additional Information

Tax Exempt Certification Type has been added. These types can be set up under *Utilities>Set Up>Certification Type.*



Customer List Report

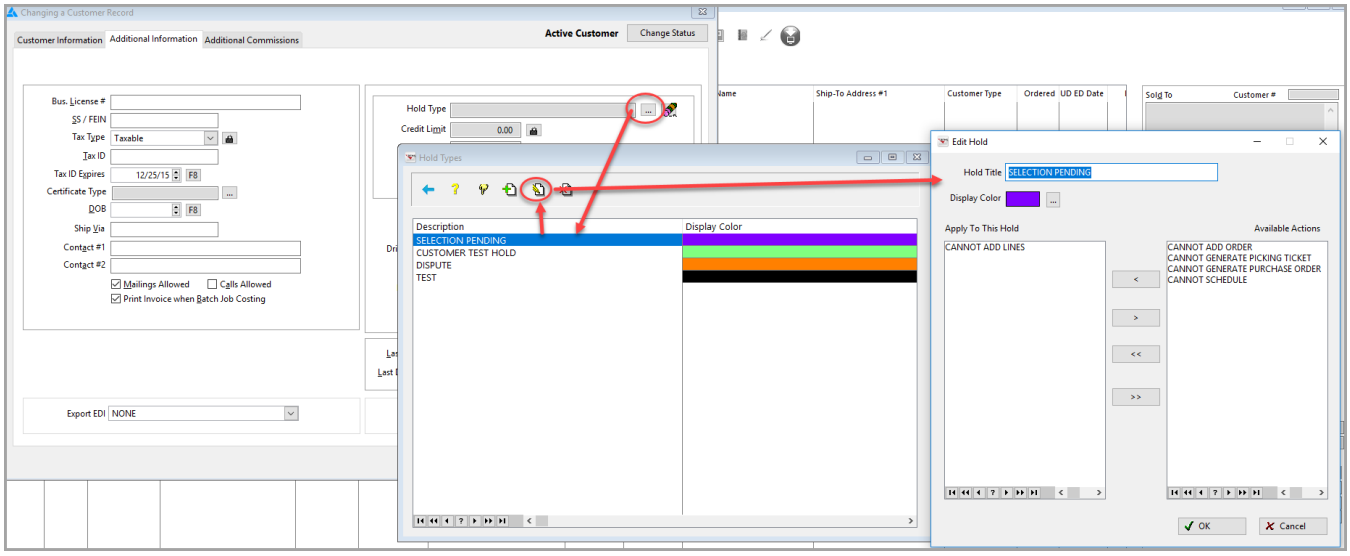
The Credit Limit, Terms, Tax Type, Certificate Type has been added to the CSV.



	A	B	C	Y	Z	AA	AB	AC	AD
1	Store	Customer	Addr1	us	ActiveSin	CreditLim	Terms	TaxType	CertificateType
2	" "	223456789	30 CHARA	VE		0	10%	Exempt	
3	" "	A.R.C.	7735 OLD	VE		10000	NET 10TH	Taxable	
4	" "	AARON, C	29 TERRI	VE		15		Taxable	
5	" "	ADVANTA	1641 N. M	VE		0	NET 10TH	Taxable	
6	" "	AMASON	1820 RICE	TIVE	20070510	0		Taxable	
7	" "	AMERICAN	P.O. BOX 2	VE		0		Taxable	
8	" "	ANDERSO	WILLOW	VE		5000	NET 10TH	Taxable	
9	" "	APLIN, GORDON		VE		0		Taxable	
10	" "	ARD	2135 UNIV	VE		0		Taxable	

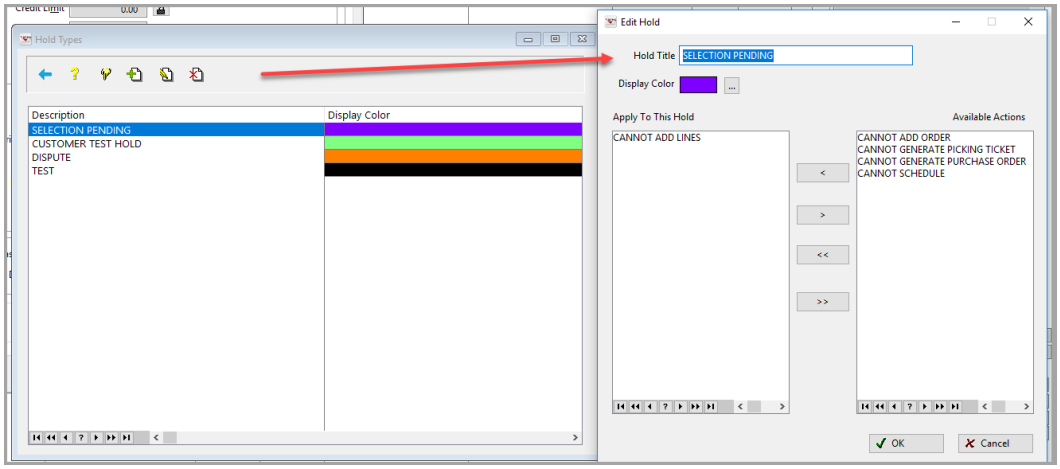
Hold Type

Utilities>Set Up>Hold Types or File>Customers>Changing a Customer Record>Additional Information>Hold Type> ...



The ability to create and add Hold Types to a Customer has been added. The actions available to add to the hold are

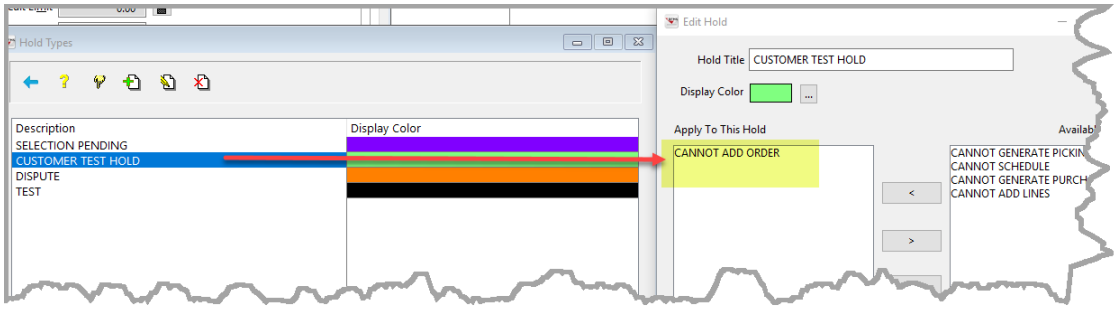
- Cannot Add Order
- Cannot Add Lines
- Cannot Generate Purchase Order
- Cannot Generate Picking Ticket
- Cannot Schedule



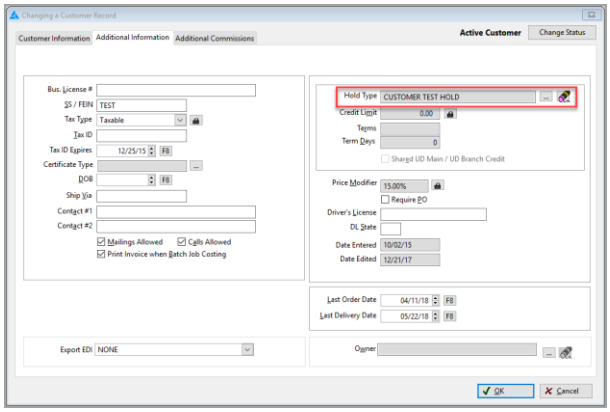
The Hold Type can be selected from the Drop-Down Menu.

Display Color will determine whether Customer Names in Customers and Order Numbers in Browse Customer Orders screens will show in default Black or assigned color.

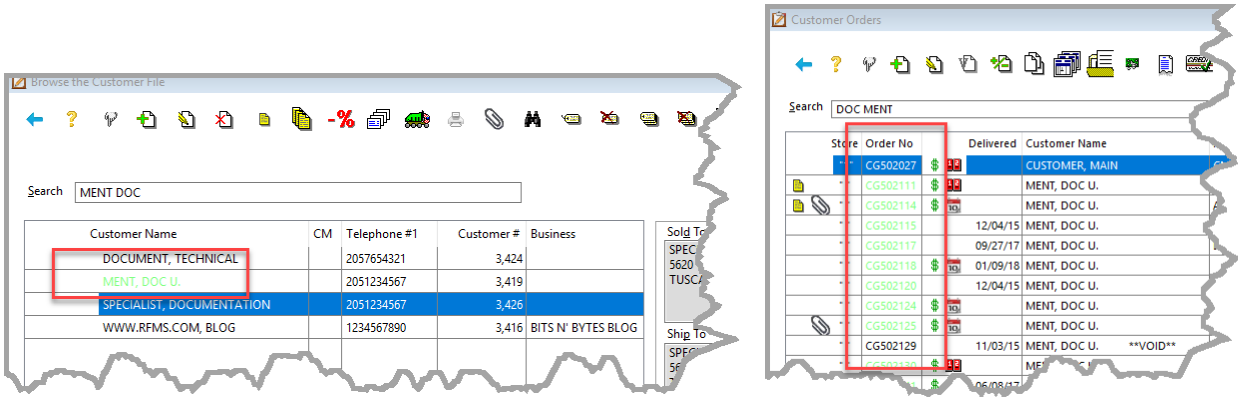
For Example, a Hold Type called Customer Test Hold is created. The only hold on this type is Cannot Add Order.



This Hold Type is selected for Doc U. Ment.

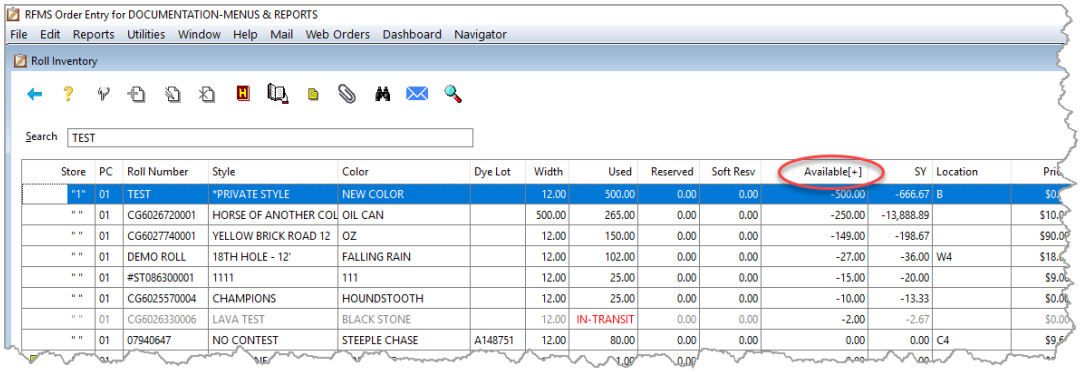


On the Customer Browse screen, Doc U. Ment is now written in Green and on the Order Browse screen, the Order Number is now in Green.



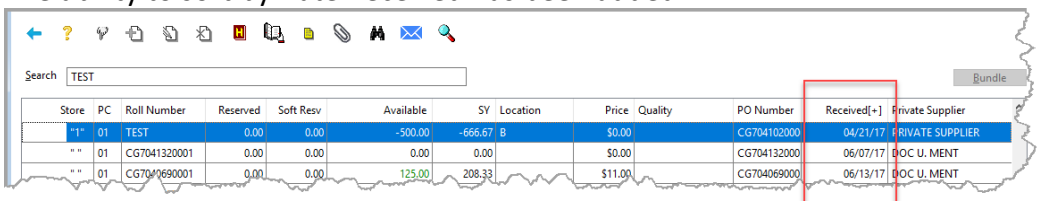
Inventory

The ability to sort by the Available column has been added.



Store	PC	Roll Number	Style	Color	Dye Lot	Width	Used	Reserved	Soft Resv	Available[+]	SY	Location	Pri
"1"	01	TEST	*PRIVATE STYLE	NEW COLOR		12.00	500.00	0.00	0.00	-500.00	-666.67	B	$0.
" "	01	CG6026720001	HORSE OF ANOTHER COL	OIL CAN		500.00	265.00	0.00	0.00	-250.00	-13,888.89		$10.
" "	01	CG6027740001	YELLOW BRICK ROAD 12	OZ		12.00	150.00	0.00	0.00	-149.00	-198.67		$90.0
" "	01	DEMO ROLL	18TH HOLE - 12'	FALLING RAIN		12.00	102.00	0.00	0.00	-27.00	-36.00	W4	$18.
" "	01	#ST086300001	1111	111		12.00	25.00	0.00	0.00	-15.00	-20.00		$9.0
" "	01	CG6025570004	CHAMPIONS	HOUNDSTOOTH		12.00	25.00	0.00	0.00	-10.00	-13.33		$0.0
" "	01	CG6026330006	LAVA TEST	BLACK STONE		12.00	IN-TRANSIT	0.00	0.00	-2.00	-2.67		$0.0
" "	01	07940647	NO CONTEST	STEEPLE CHASE	A148751	12.00	80.00	0.00	0.00	0.00	0.00	C4	$9.

The ability to sort by Date Received has been added.



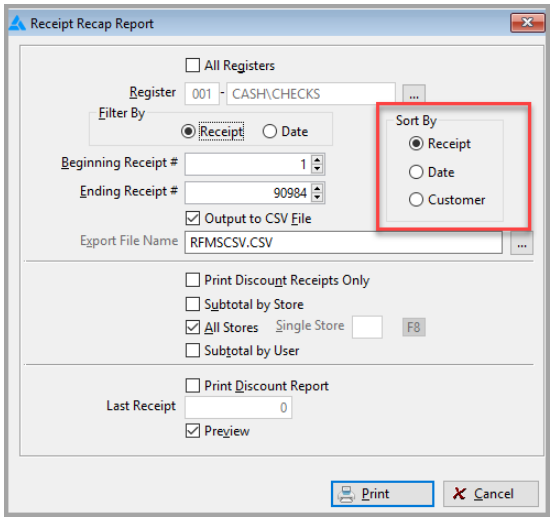
Store	PC	Roll Number	Reserved	Soft Resv	Available	SY	Location	Price	Quality	PO Number	Received[+]	Private Supplier
"1"	01	TEST	0.00	0.00	-500.00	-666.67	B	$0.00		CG704102000	04/21/17	RIVATE SUPPLIER
" "	01	CG7041320001	0.00	0.00	0.00	0.00		$0.00		CG704132000	06/07/17	DOC U. MENT
" "	01	CG7040690001	0.00	0.00	125.00	208.33		$11.00		CG704069000	06/13/17	DOC U. MENT

Reports

Receipt Recap

Reports>Receipt Recap

The ability to sort by Customer Name has been added to the Receipt Recap Report.

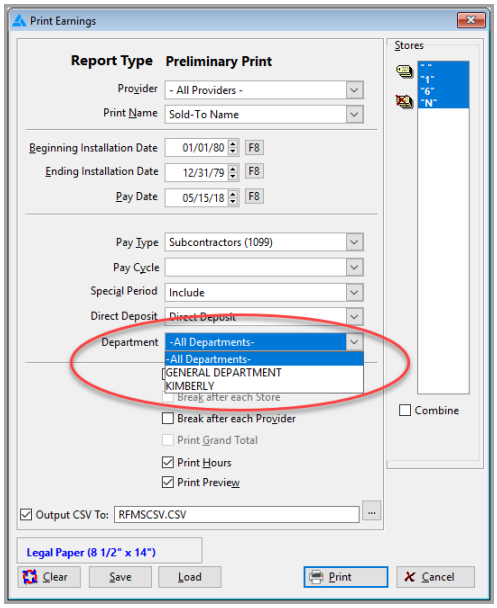


Provider Earnings Report

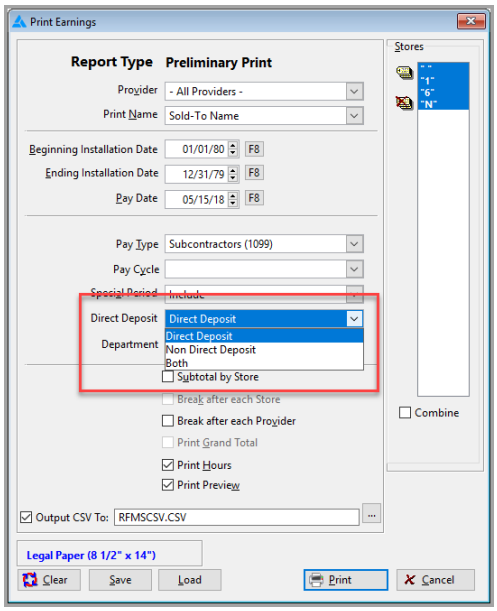
Reports>Provider Earnings

Pay Type, Pay Cycle, Special Period, Direct Deposit, and Department fields are now sticky on the Provider's Earnings Report.

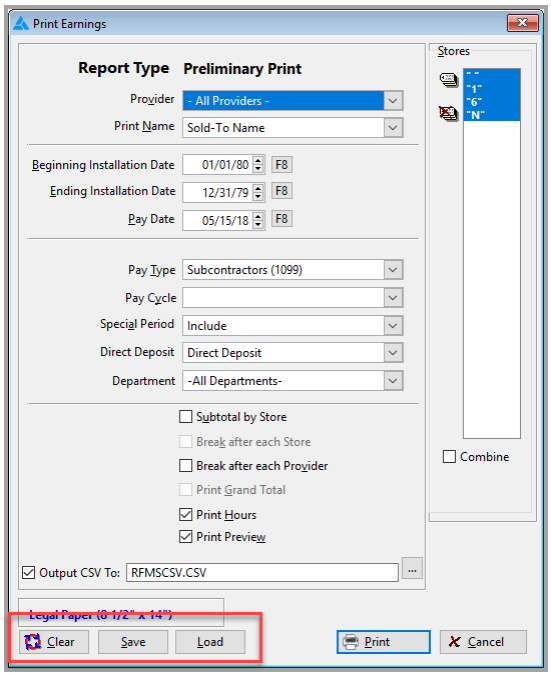
The ability to select Departments from a drop-down menu has been added to the Print Earnings screen.



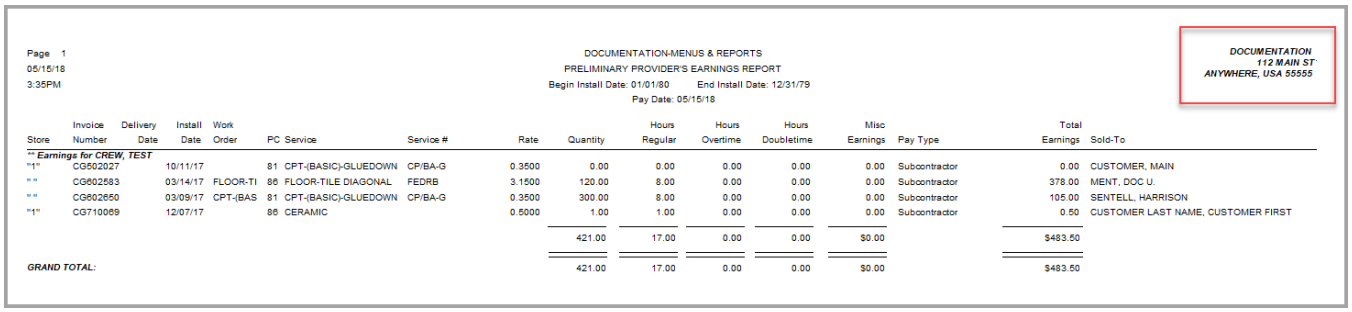
A Direct Deposit drop-down menu has been added to the Preliminary and Final reports.



The ability to Clear/Save/Load a filter on the Print Earnings screen has been added.



The Store Name has been added to the Report.



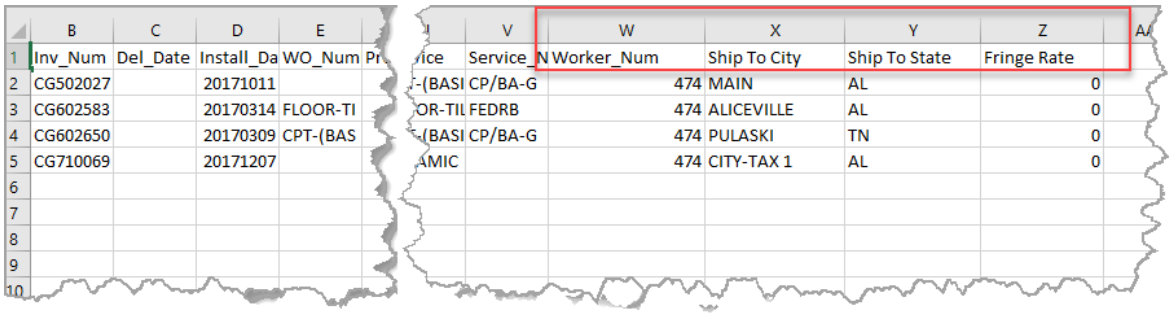
Page 1
05/15/18
3:35PM

DOCUMENTATION-MENUS & REPORTS
PRELIMINARY PROVIDER'S EARNINGS REPORT
Begin Install Date: 01/01/80 End Install Date: 12/31/79
Pay Date: 05/15/18

DOCUMENTATION
112 MAIN ST
ANYWHERE, USA 55555

Store	Invoice Number	Delivery Date	Install Date	Work Order	PC	Service	Service #	Rate	Quantity	Hours Regular	Hours Overtime	Hours Doubletime	Misc Earnings	Pay Type	Total Earnings	Sold-To
** Earnings for CREW, TEST																
"1"	CG502027		10/11/17		81	CPT-(BASIC)-GLUEDOWN	CP/BA-G	0.3500	0.00	0.00	0.00	0.00	0.00	Subcontractor	0.00	CUSTOMER, MAIN
" "	CG602583		03/14/17	FLOOR-TI	86	FLOOR-TILE DIAGONAL	FEDRB	3.1500	120.00	8.00	0.00	0.00	0.00	Subcontractor	378.00	MENT, DOC U.
" "	CG602650		03/09/17	CPT-(BAS	81	CPT-(BASIC)-GLUEDOWN	CP/BA-G	0.3500	300.00	8.00	0.00	0.00	0.00	Subcontractor	105.00	SENTELL, HARRISON
"1"	CG710069		12/07/17		86	CERAMIC		0.5000	1.00	1.00	0.00	0.00	0.00	Subcontractor	0.50	CUSTOMER LAST NAME, CUSTOMER FIRST
									421.00	17.00	0.00	0.00	$0.00		$483.50	
GRAND TOTAL:									421.00	17.00	0.00	0.00	$0.00		$483.50	

The Installer Number (Worker_Num), Ship-To City, Ship-To State, and Fringe Rate has been added to the CSV.

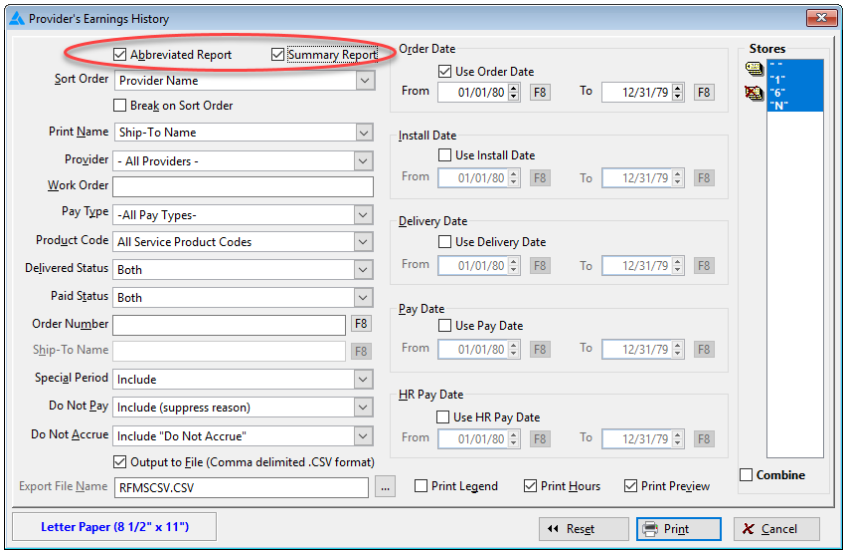


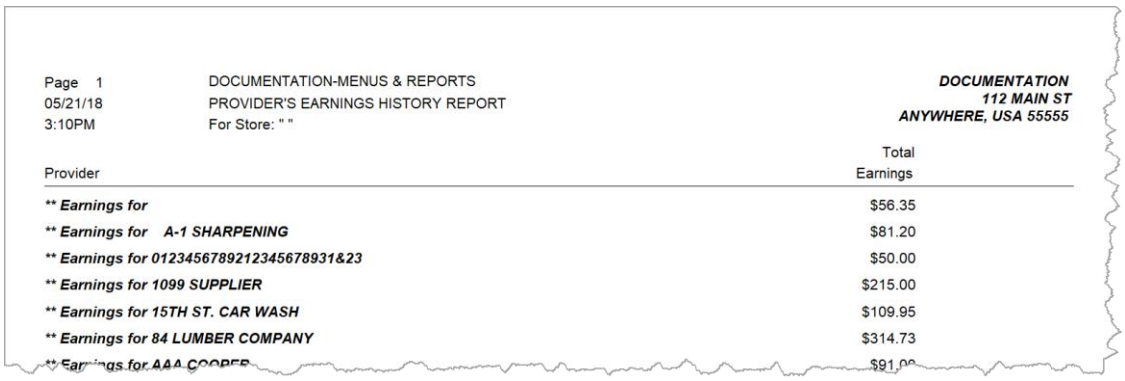
	B	C	D	E	I	V	W	X	Y	Z	AA
1	Inv_Num	Del_Date	Install_Da	WO_Num	Pr ice	Service_N	Worker_Num	Ship To City	Ship To State	Fringe Rate	
2	CG502027		20171011		-(BASI	CP/BA-G	474	MAIN	AL	0	
3	CG602583		20170314	FLOOR-TI	OR-TIL	FEDRB	474	ALICEVILLE	AL	0	
4	CG602650		20170309	CPT-(BAS	-(BASI	CP/BA-G	474	PULASKI	TN	0	
5	CG710069		20171207		AMIC		474	CITY-TAX 1	AL	0	
6											
7											
8											
9											
10											

Provider's Earnings History Report

Reports>Provider's Earnings History

The ability to print a Summary Report on the Provider's Earnings History Report has been added. To be able to print, Abbreviated Report and Summary Report must be checked.





Page 1
05/21/18
3:10PM

DOCUMENTATION-MENUS & REPORTS
PROVIDER'S EARNINGS HISTORY REPORT
For Store: " "

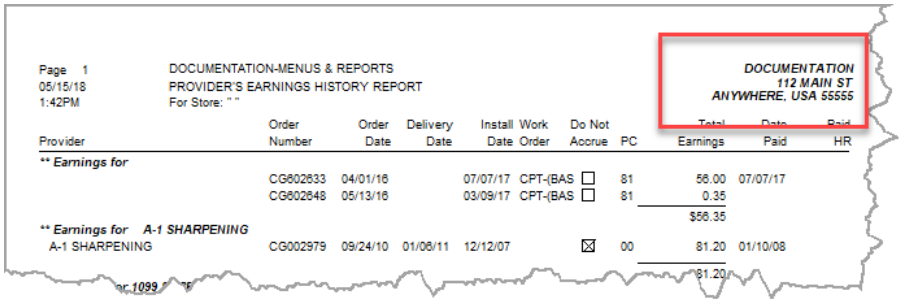
DOCUMENTATION
112 MAIN ST
ANYWHERE, USA 55555

Provider	Total Earnings
** Earnings for	$56.35
** Earnings for A-1 SHARPENING	$81.20
** Earnings for 0123456789212345678931&23	$50.00
** Earnings for 1099 SUPPLIER	$215.00
** Earnings for 15TH ST. CAR WASH	$109.95
** Earnings for 84 LUMBER COMPANY	$314.73
** Earnings for AAA COOPER	$91.00

Pay Status has been added to the CSV.

Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
a ShipToZip	WorkerNu	DoNotAcc	Cust_Nam	JobNumb	ProjectNo	BillGrp	Primary_I	Fringe	Pay Status
35442	0	0	MENT, DOC U.					0	OK to Pay
35405	0	0	SPECIALIST, DOCUMENTATION					0	OK to Pay
35452	0	1	CUSTOMER LAST, CUSTOMER FIRST					0	OK to Pay
354	0	1	CUSTOMER LAST, CUSTOMER FIRST					0	OK to Pay
35045	0	0	CUSTOMER LAST NAME, CUSTOMER FIRST					0	OK to Pay
35444	0	1	CORNERSTONE HOMEBUILDERS LLC.					0	OK to Pay
351112	0	1	CUSTOME MAIN CUSTOMER					0	OK to Pay

The Store Name has been also added to this report.



Page 1
05/15/18
1:42PM

DOCUMENTATION-MENUS & REPORTS
PROVIDER'S EARNINGS HISTORY REPORT
For Store: " "

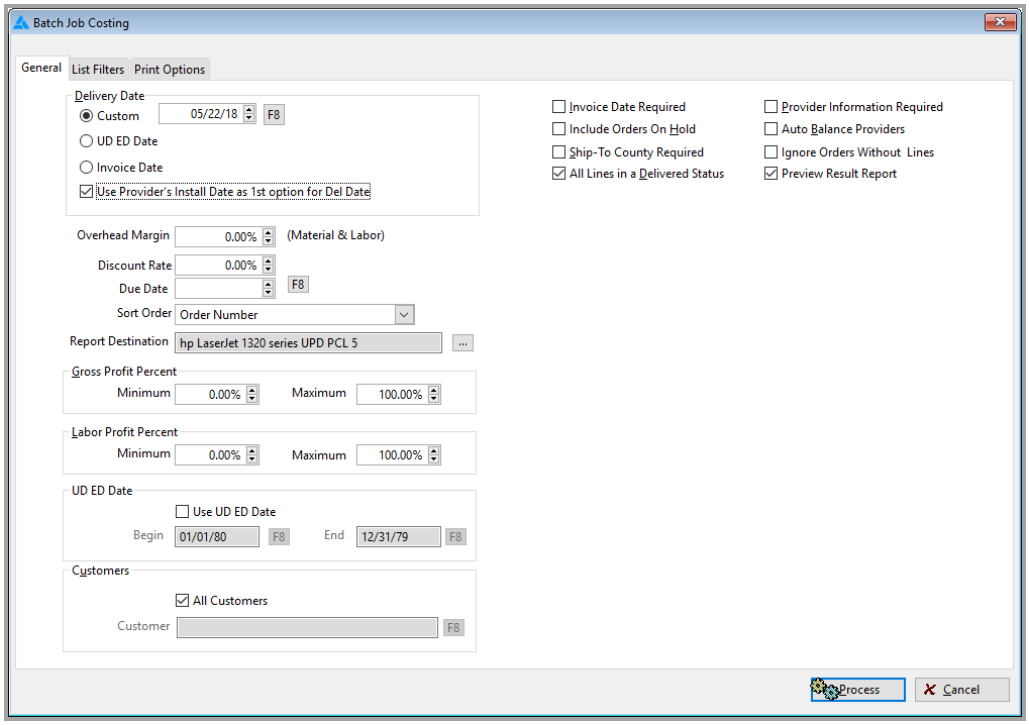
DOCUMENTATION
112 MAIN ST
ANYWHERE, USA 55555

Provider	Order Number	Order Date	Delivery Date	Install Date	Work Order	Do Not Accrue	PC	Total Earnings	Date Paid	Paid HR
** Earnings for										
	CG602833	04/01/16		07/07/17	CPT-(BAS	☐	81	56.00	07/07/17	
	CG602848	05/13/16		03/09/17	CPT-(BAS	☐	81	0.35		
								$56.35		
** Earnings for A-1 SHARPENING										
A-1 SHARPENING	CG002979	09/24/10	01/06/11	12/12/07		☒	00	81.20	01/10/08	
								81.20		

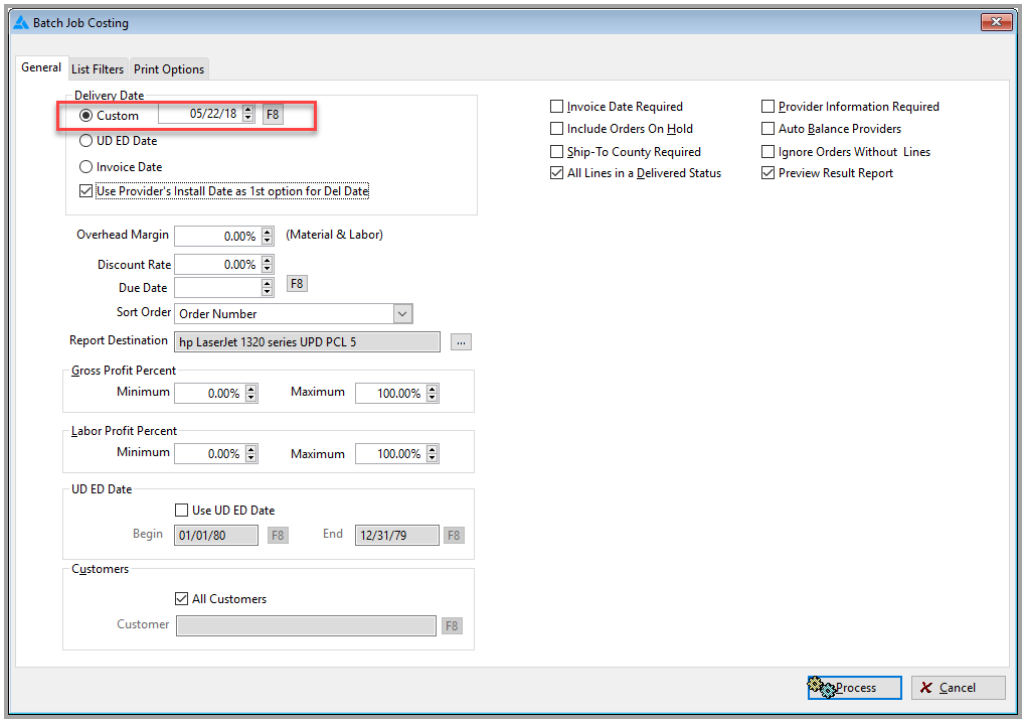
Batch Job Cost

Reports>Batch Job Cost

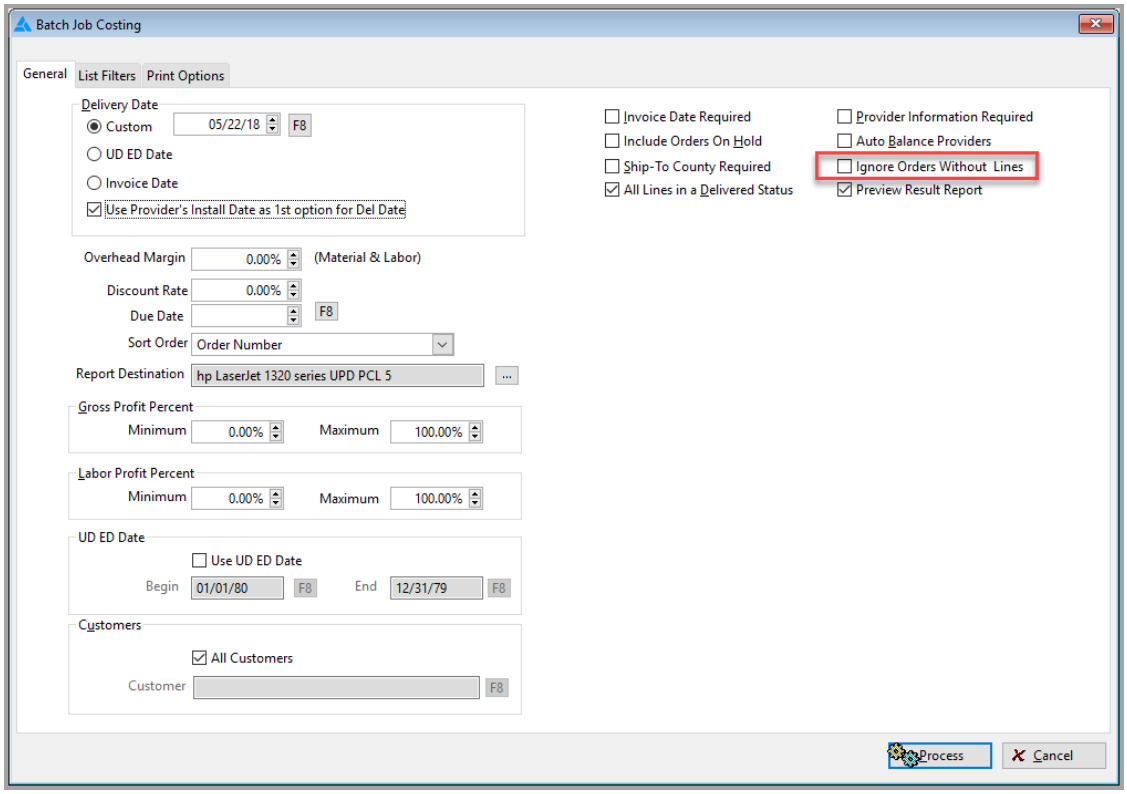
The Batch Job Cost screen has been redesigned for easier understanding and access.



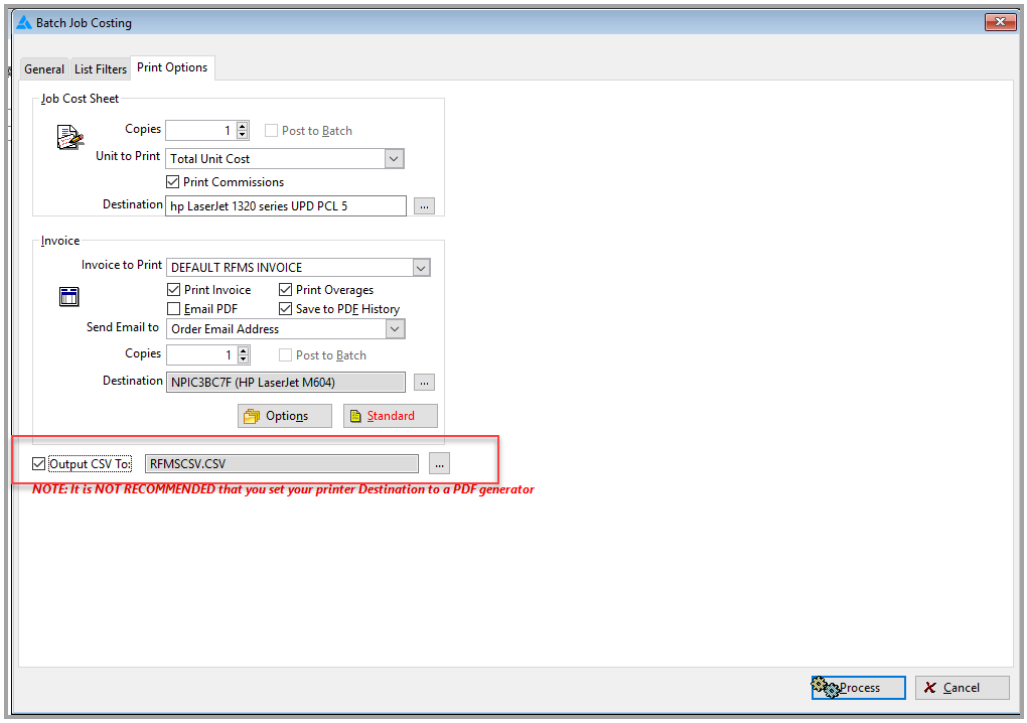
The Delivery Date can now be selected on the Batch Job Cost screen.



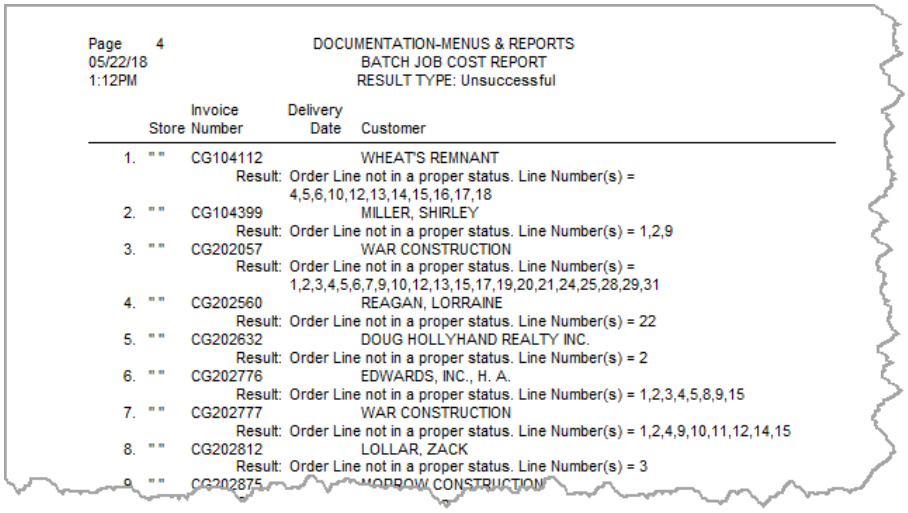
The Option to Ignore Orders Without Lines has been added to the Batch Job Cost screen.



Batch Job Cost results can now be sent to CSV.



All conditions that need to be corrected when an order cannot be Job Costed are now displayed on the Batch Job Cost Report.



Page 4 DOCUMENTATION-MENUS & REPORTS
05/22/18 BATCH JOB COST REPORT
1:12PM RESULT TYPE: Unsuccessful

	Store	Invoice Number	Delivery Date	Customer
1.	" "	CG104112		WHEAT'S REMNANT
		Result:		Order Line not in a proper status. Line Number(s) = 4,5,6,10,12,13,14,15,16,17,18
2.	" "	CG104399		MILLER, SHIRLEY
		Result:		Order Line not in a proper status. Line Number(s) = 1,2,9
3.	" "	CG202057		WAR CONSTRUCTION
		Result:		Order Line not in a proper status. Line Number(s) = 1,2,3,4,5,6,7,9,10,12,13,15,17,19,20,21,24,25,28,29,31
4.	" "	CG202560		REAGAN, LORRAINE
		Result:		Order Line not in a proper status. Line Number(s) = 22
5.	" "	CG202632		DOUG HOLLYHAND REALTY INC.
		Result:		Order Line not in a proper status. Line Number(s) = 2
6.	" "	CG202776		EDWARDS, INC., H. A.
		Result:		Order Line not in a proper status. Line Number(s) = 1,2,3,4,5,8,9,15
7.	" "	CG202777		WAR CONSTRUCTION
		Result:		Order Line not in a proper status. Line Number(s) = 1,2,4,9,10,11,12,14,15
8.	" "	CG202812		LOLLAR, ZACK
		Result:		Order Line not in a proper status. Line Number(s) = 3
9.	" "	CG202875		MORROW CONSTRUCTION

The Purchase Order Number of Uncosted Inventory has been added to the report.

Quote Information Report

Reports>Quote Information Report

The Quote Information Report now includes exported orders that have had the Export Date cleared. A ^ will mark these records in the Days to Conversion field if the quote was exported but is missing the export date.

05/22/18
10:32AM

DOCUMENTATION-MENUS & REPORTS
Quotes Information Report
Exported Sales Report: 05/05/11 To: 05/31/18
For Store Location " "

Invoice Number	Quote Date	Customer Name	Exported Date	Est. Del. Date	Material	Inst Svc	Misc Charge	Net Sale	Gross Profit %	Invoice Total	Days to Conversion
	Sales for No Desc										
ES200101	01/15/12	HOPKINS, JACK			0.00	0.00	0.00	0.00	0.00%	0.00	Not Converted
ES200102	01/15/12	HOPKINS, JACK			8.34	0.00	0.00	8.34	93.05%	9.09	Not Converted
ES202693	11/14/12	**NONAME**			404.64	227.50	0.00	632.14	71.28%	632.14	Not Converted
Subtotals for No Desc		(3 Orders, Avg $213.74			412.98	227.50	0.00	640.48	71.57%	641.23	
	Sales for BUILDER/GEN CON										
ES000049*	01/11/17	MORROW CONSTRUCTION		01/11/17	0.00	0.00	0.00	0.00	70.43%	0.00	Not Converted^
ES000049*	01/11/17	MORROW CONSTRUCTION		01/11/17	28,223.07	11,850.31	0.00	40,073.38	70.43%	40,073.38	Not Converted^
ES101000*	05/09/11	MORROW CONSTRUCTION		12/25/11	0.00	0.00	0.00	0.00	100.00%	0.00	Not Converted
[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	05/18/11	MORNING POINT	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible] Days

^ - indicates exported but missing export date
* - indicates 2 salespersons, amounts split
** - indicates Related Quote and will not be included in totals
*** Print Parameters Do Not Apply to Related Quotes ***

Page No: 1

Products

Roll/Item Products

Product information fields are now editable for imported records

Add/View/Edit Prices

Cost/Price Comparison option is now hidden for UK, AU, and NZ.

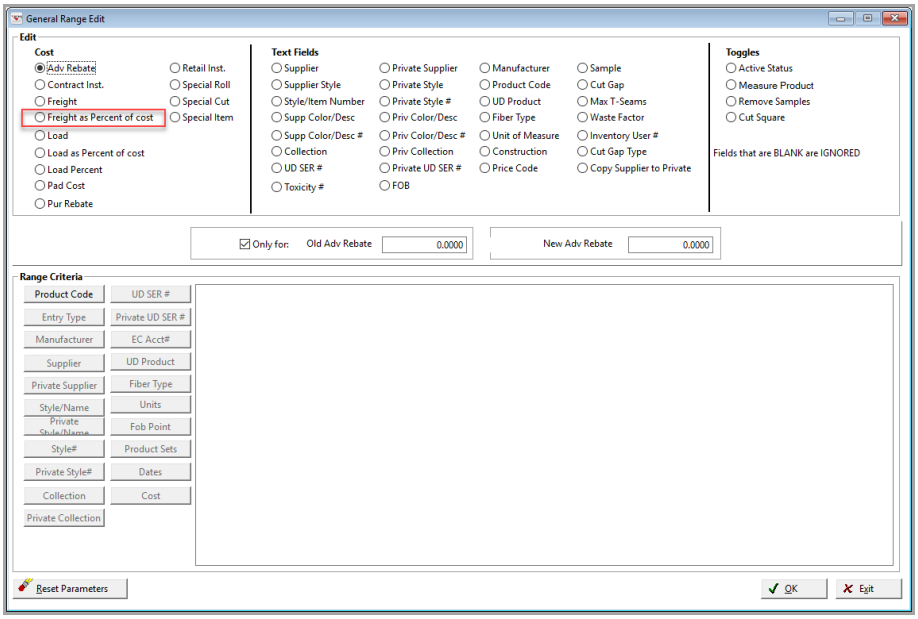
General Range Edit

File>General Range Edit

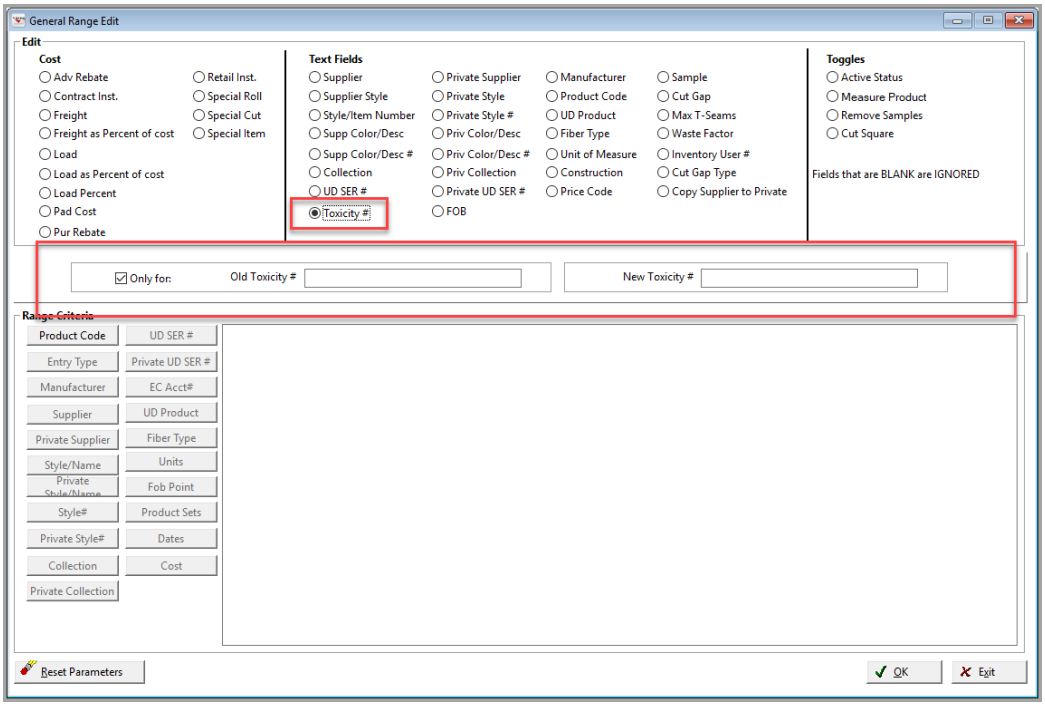
Measure flag can no longer be added to Items or Rolls via General Range Edit. All products were being marked Measure and causing the system to slow down. We recommend that users only sync the following to the cloud:

- All Services (to be associated with checklist items)
- Frequently used add-on type products such as Pad, Adhesive, Grout, etc. (to be associated with checklist items)
- Frequently sold primary flooring products such as carpets, tiles, planks, etc. (to be added to Measure Project Templates)

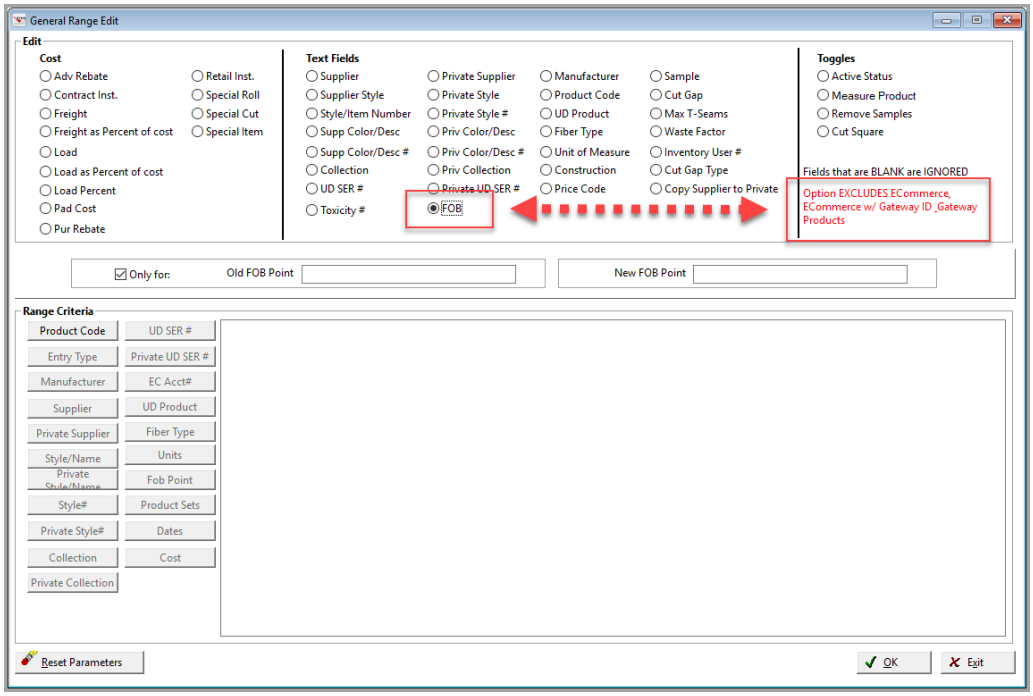
The option to edit Freight as a Percentage of Cost has been added.



The Toxicity # can now be edited in General Range Edit.



The FOB can now be edited in General Range Edit except for EC or Gateway products.

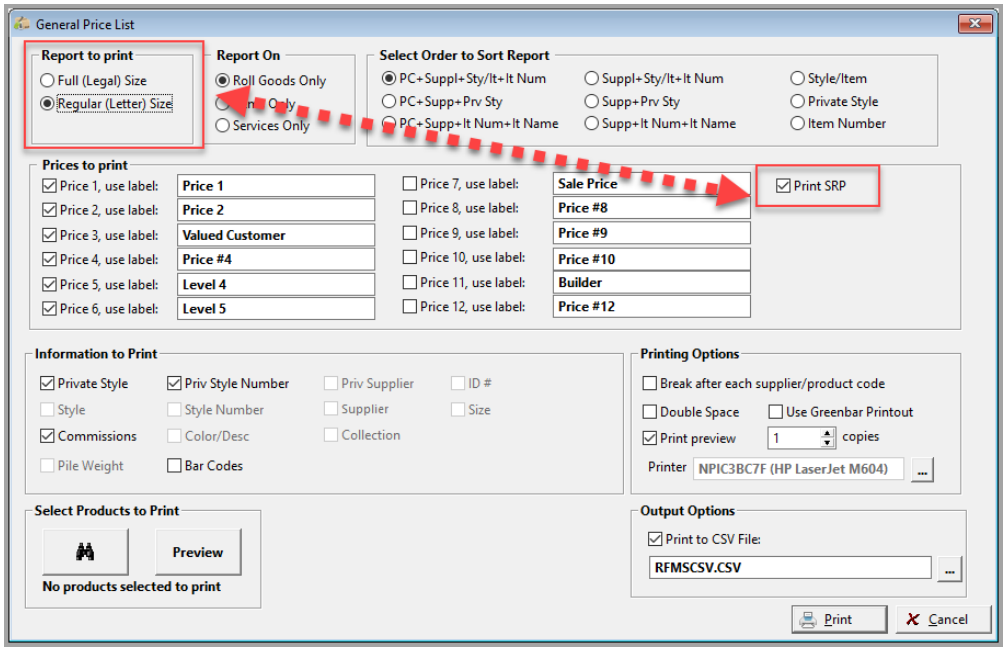


Reports

Price List Report

Reports>Price List Report

SRP will now be included on the CSV report when Regular (Letter) Size and Print SRP are selected.



	A	B	C		P	Q	R	S	T	U	V	
1	ProductCc	Supplier	Style	Sty	Price10	Price11	Price12	SRP	Commissi	Commissi	Commissi	Com
2	6	DOC U. MENT		$0	$0	$0	$0	12.5	0.00%	0.00%	0.00%	0.
3	6	DOC U. MENT		$0	$0	$0	$0	0	0.00%	0.00%	0.00%	0.
4												
5												

Cost List Report

Reports>Cost List Report

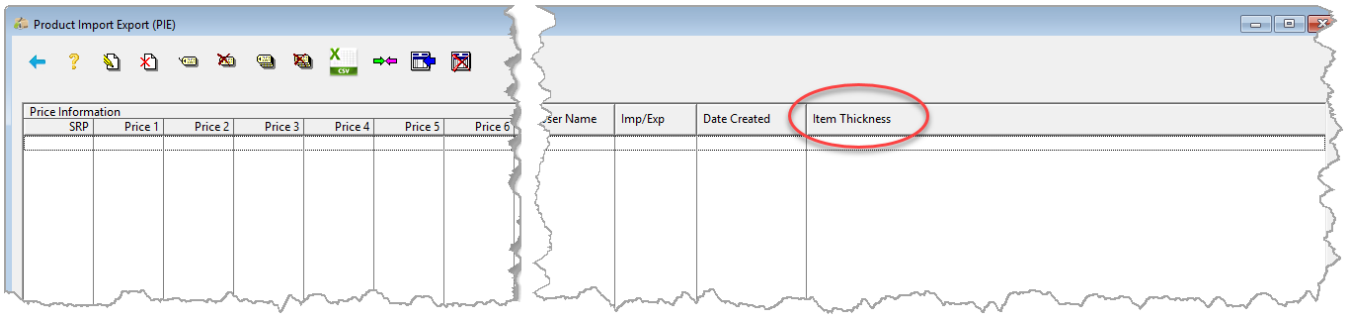
The Cost Source is now included on the CSV.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
ProdCode	Supplier	ItemName	ItemNum	PrivItemN	PrivItemN	Item Cost	N/A	N/A	Freight	Ret Labor	Spec Item	Cont Labo	N/A	PurReb	AdvReb	SIZE	Collectior	Load	Load Perc	Priv Suppl	Manufacti	UD SER #	Source	
6	DOC U. M	OLD STORIES				0			10	0	0	0		0	0	0X0 BX		0	0	Priv Suppl	Manf		MANUAL	
		Item Descriptions:																						
			GLASS SLIPPER																					
			PUMPKIN																					
			GINGERBREAD MAN																					
			RED RIDING HOOD																					
			SNOW WHITE																					
			GOLDILOCKS																					
			SPINNING WHEEL BROWN																					
			BEANSTALK GREEN																					
			PORRIAGE TAN																					
			HOUSE OF STRAW																					
			HOUSE OF STICKS																					
			HOUSE OF BRICKS																					
			FAIRY BLUE																					
		Cost History:																						
6	DOC U. M	OLD STORIES				250			10	0	0	0		0	0	0X0 BX		0	0	Priv Suppl	Manf		IMPORTED	
		Item Descriptions:																						
			GLASS SLIPPER																					
			PUMPKIN																					
			GINGERBREAD MAN																					
			RED RIDING HOOD																					
			SNOW WHITE																					
			GOLDILOCKS																					
			SPINNING WHEEL BROWN																					
			BEANSTALK GREEN																					
			PORRIAGE TAN																					
			HOUSE OF STRAW																					
			HOUSE OF STICKS																					
			HOUSE OF BRICKS																					
			FAIRY BLUE																					
		Cost History:																						

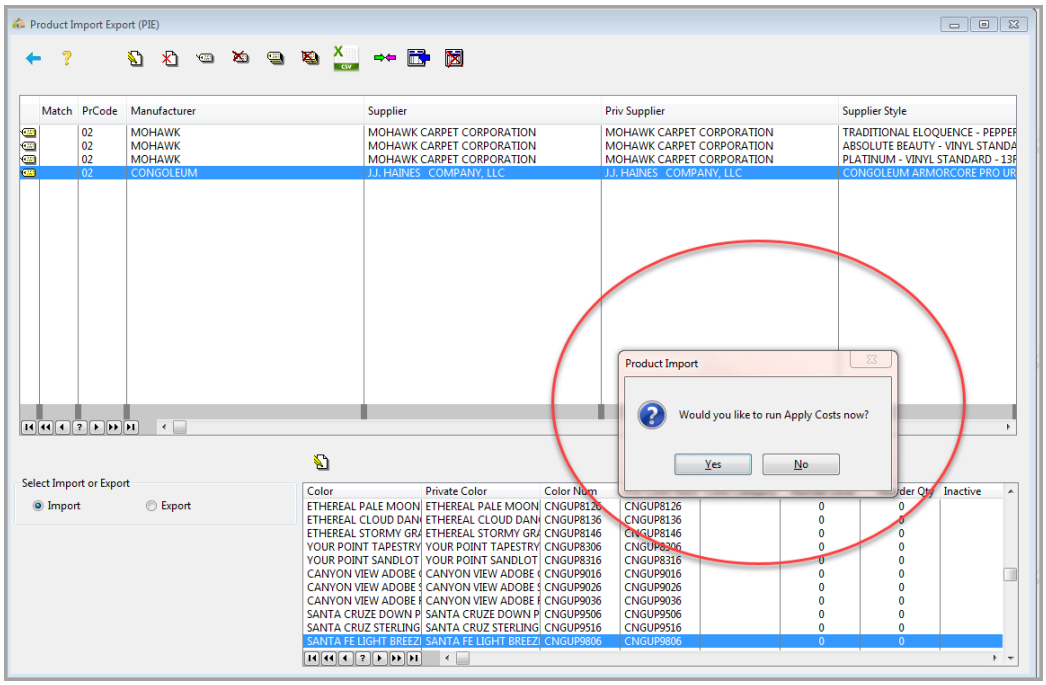
Product Import/Export (PIE)

Utilities>Product Import/Export (PIE)

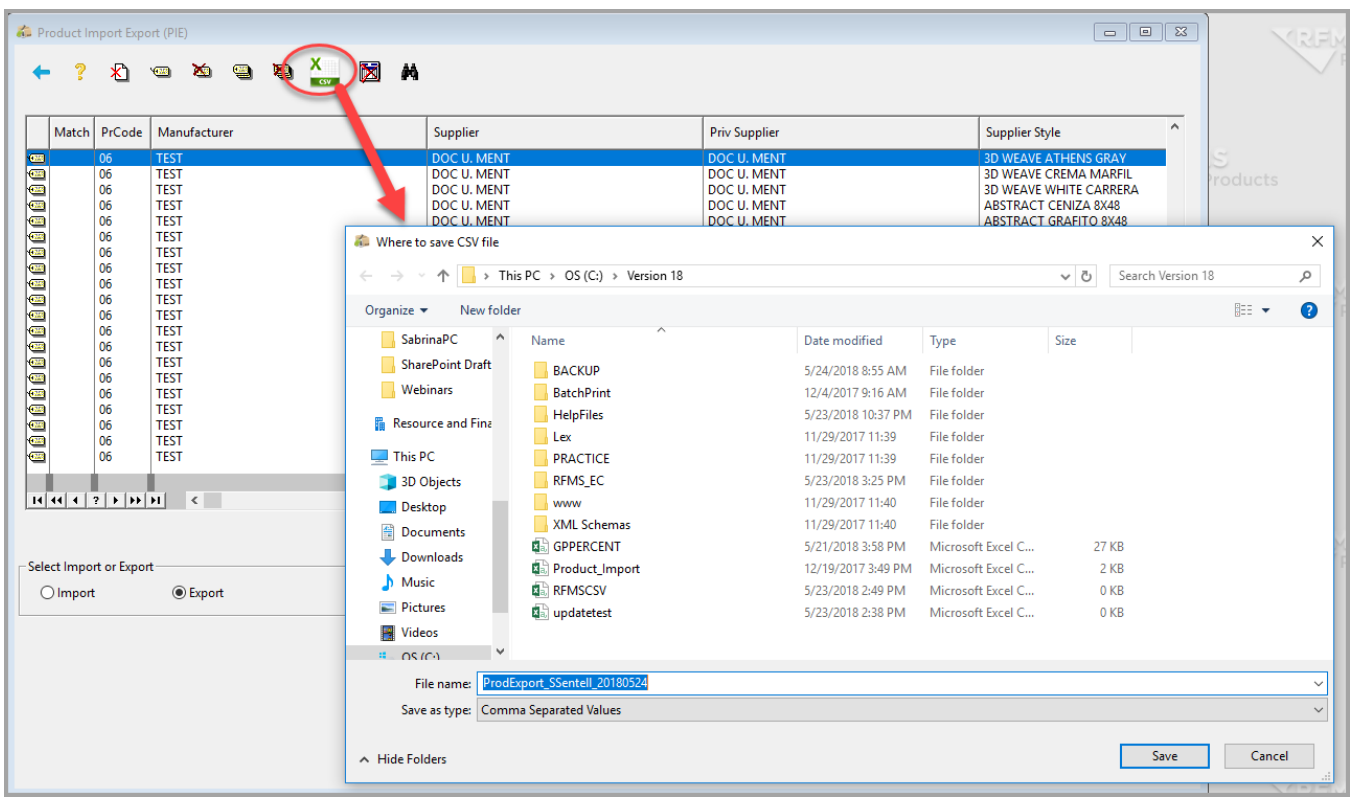
The ability to import and export thickness has been added. It displays on the Import screen.



After importing, the user is now prompted to run Apply Costs.

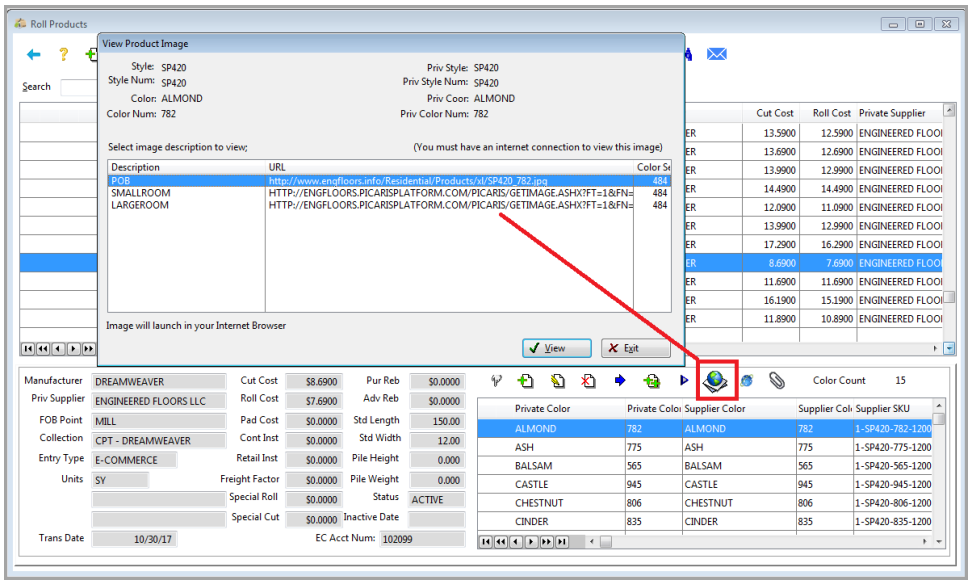


The option to select which folder to export the CSV to has been added.



Web Services

The ability to access Room Renderings for certain suppliers has been added to the Product Browse if this web service is available.

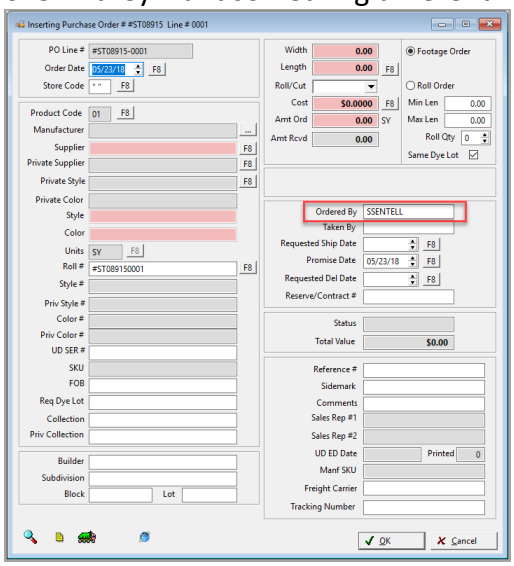


Inventory

Purchase Orders

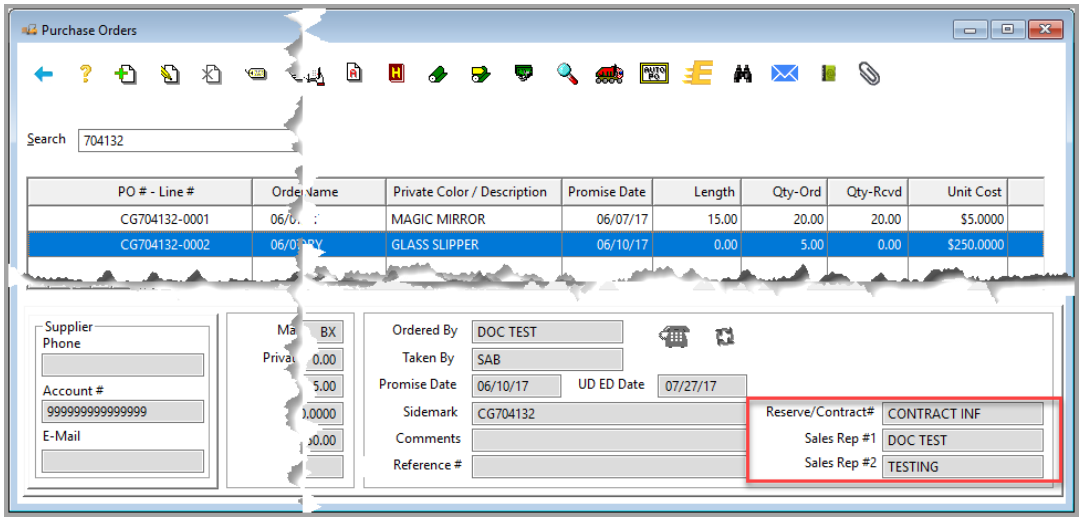
Create a New PO

The Ordered By field will auto populate with user name. This is the Windows User Name. User can type over if they want something different. This will also happen for Auto PO.



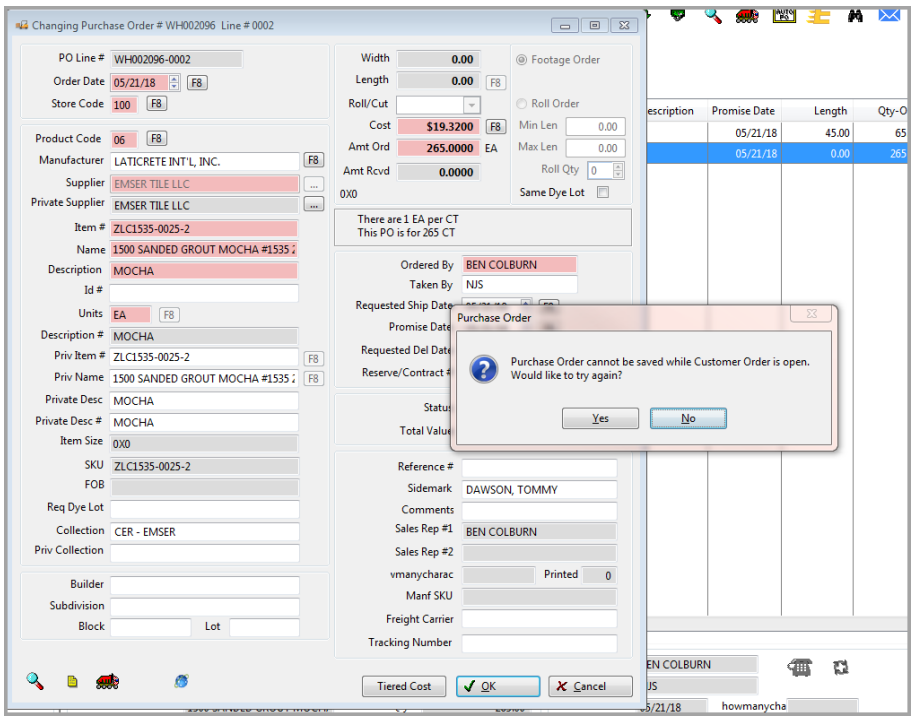
Browse Screen

Contract Information is now visible on the Purchase Order screen.



Editing Purchase Orders

If another related record is open at the time a Purchase Order is edited, a warning message will now appear when attempting to save the changes. Users will not be permitted to save changes until related record is closed.

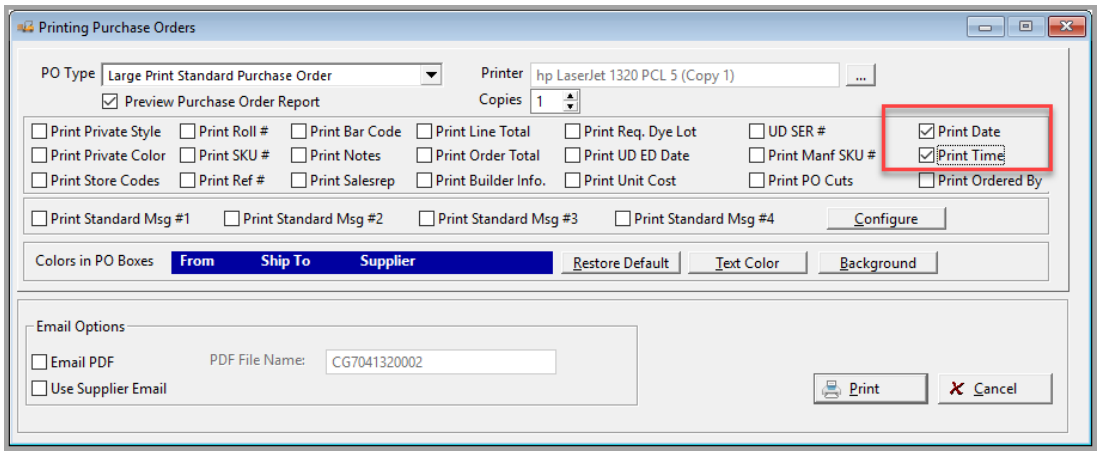


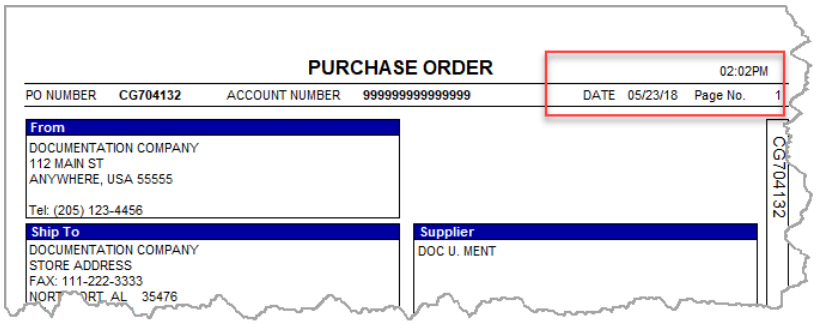
Answering "Yes" will take the user back to the Purchase Order Edit screen, allowing them to wait until the related record is closed.

Item Amount on a Purchase Order now supports 4 decimal places.

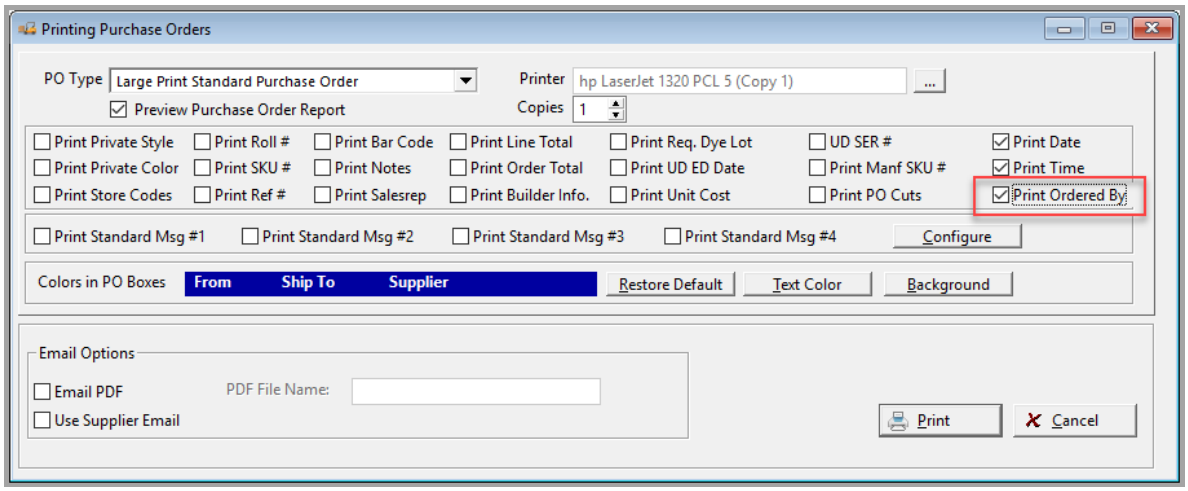
Printing

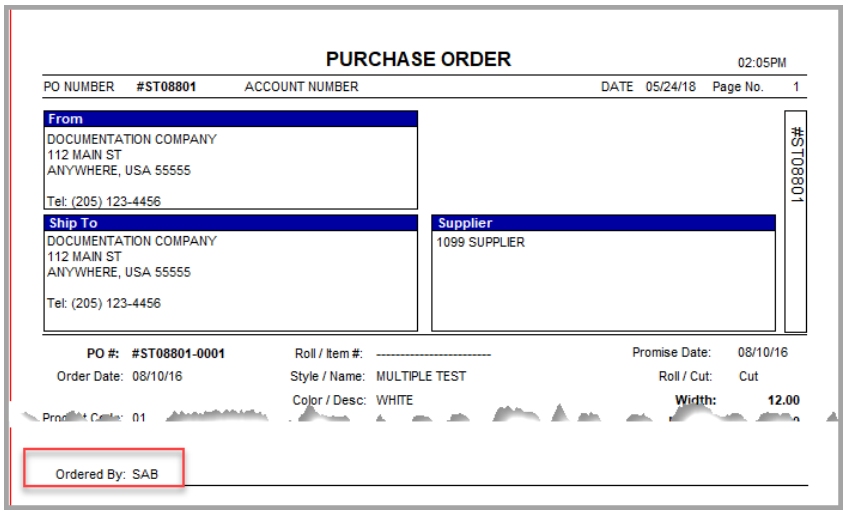
The Print Date and Print Time can now be printed on the Purchase Order.



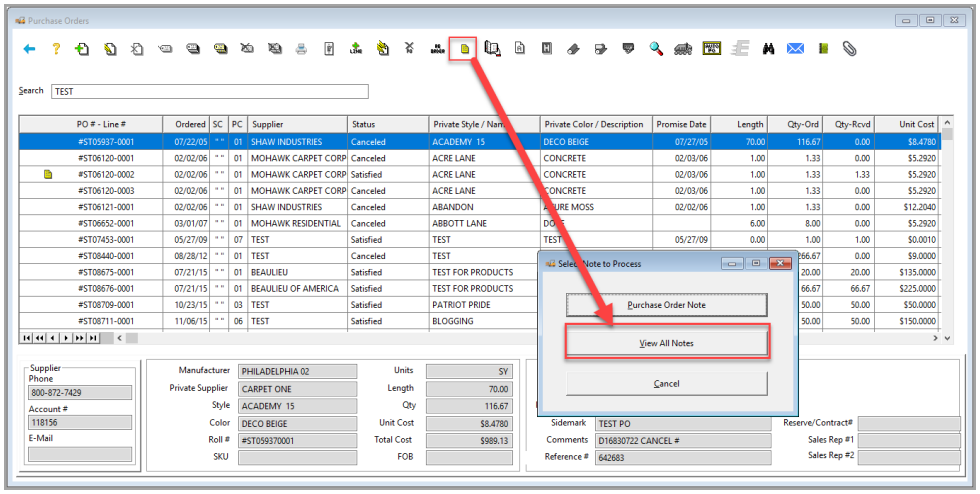


The Ordered By field has been added to the Print Options

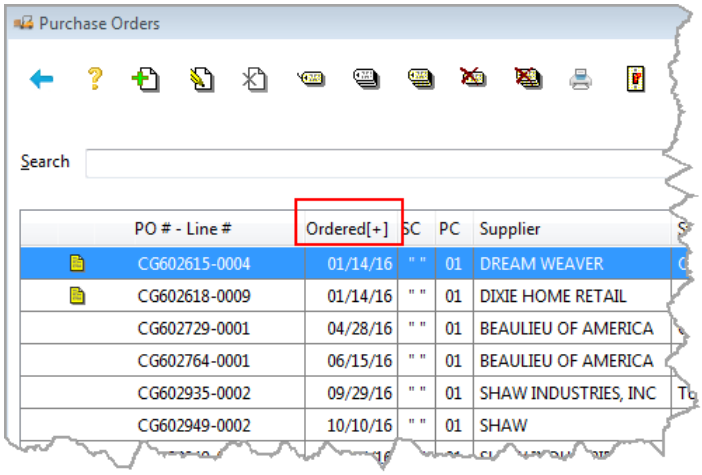




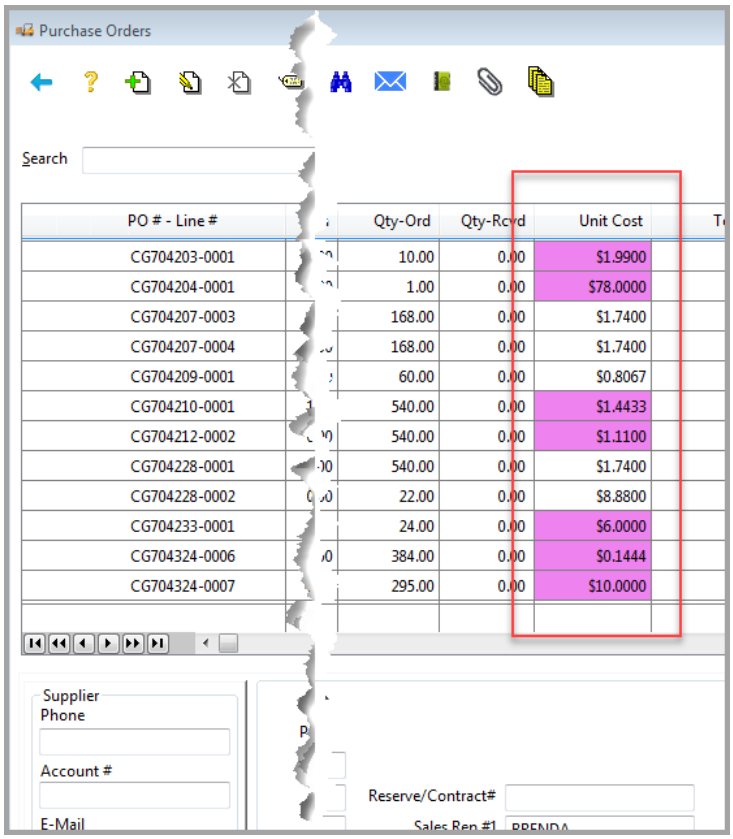
View All Notes has been added to the Purchase Order Browse screen.



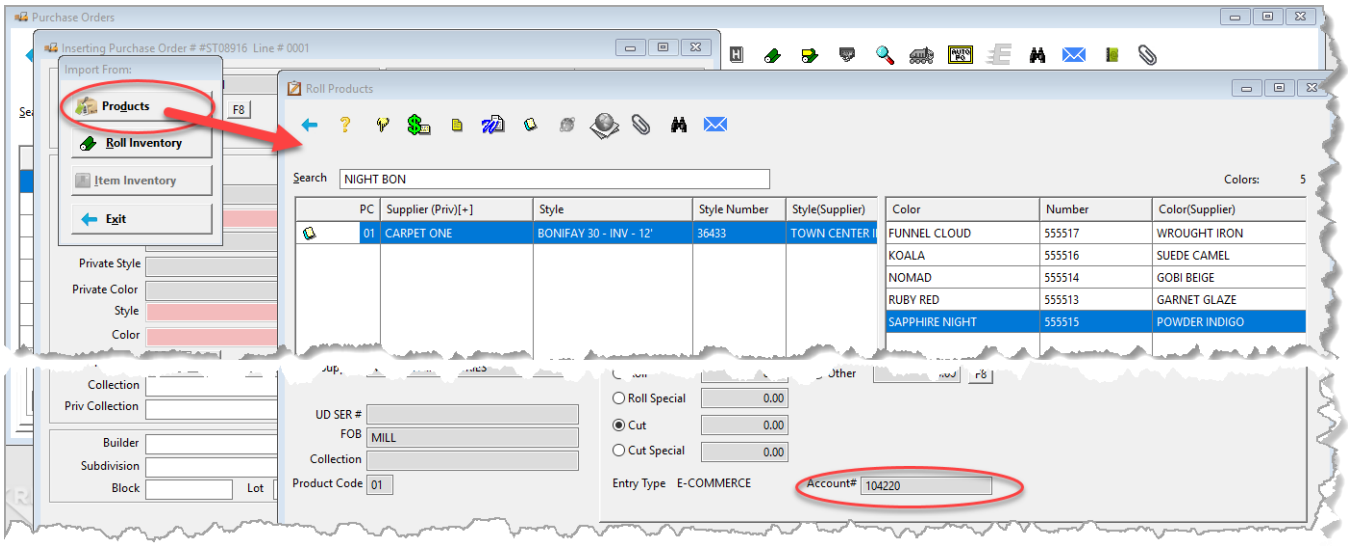
The Purchase Order Browse screen can now be sorted by PO Ordered Date.



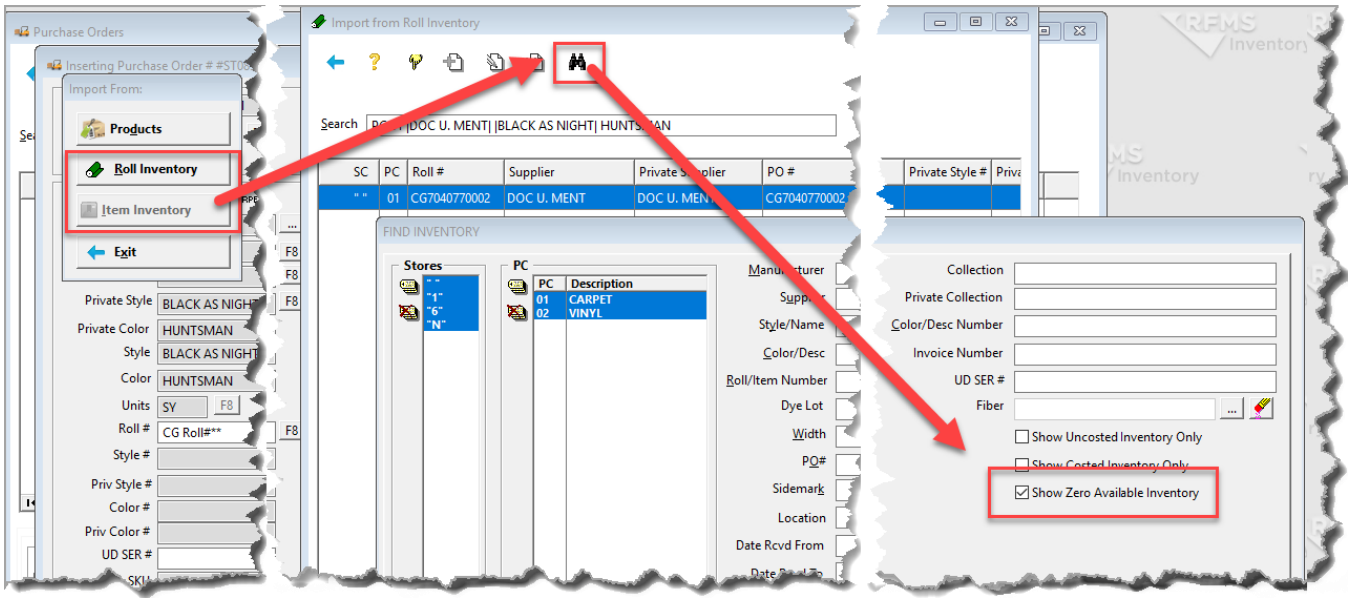
In the Purchase Order Browse screen, Unit Cost will now show in pink if Special Cost was entered on the Purchase Order. This does not apply to Satisfied or Cancelled POs.



When selecting a record from Products on the Purchase Order screen, if the Product is an E-Commerce record, then the EC Account Number will display.

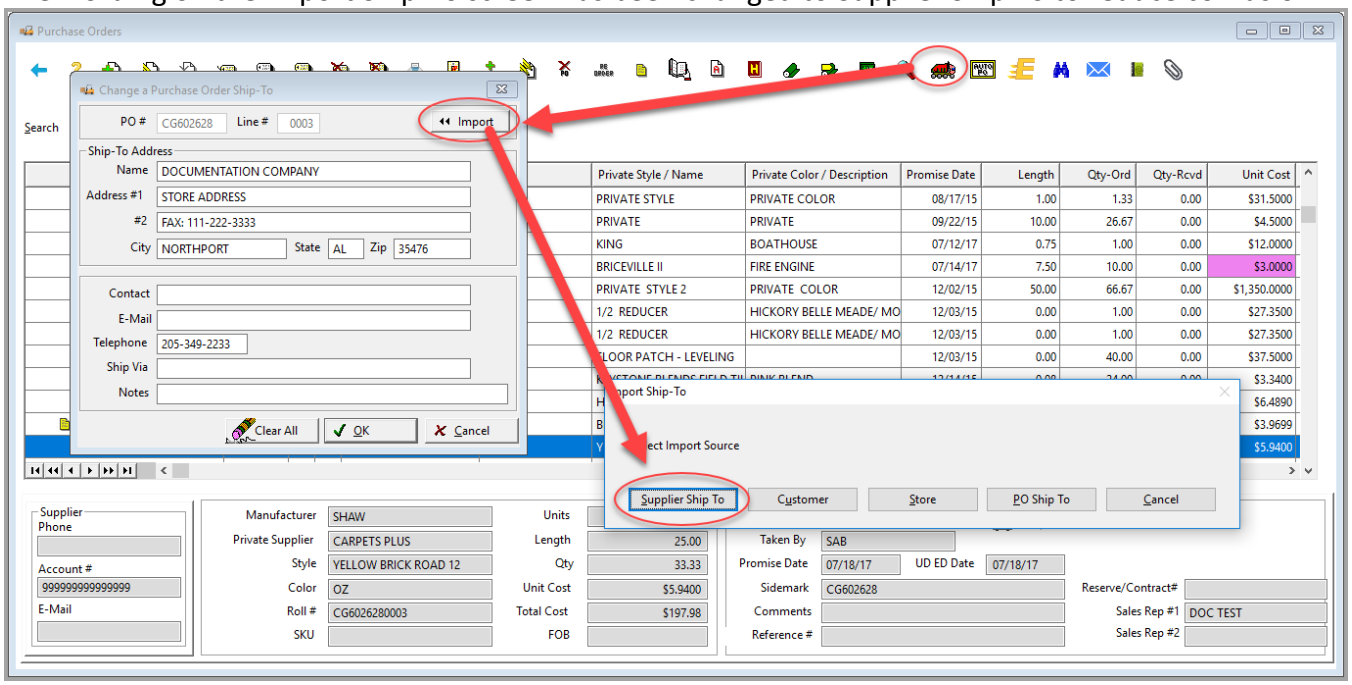


When selecting a record from Roll/Item Inventory, the “Show Zero Available Inventory” checkbox has been added to the Find Inventory screen.



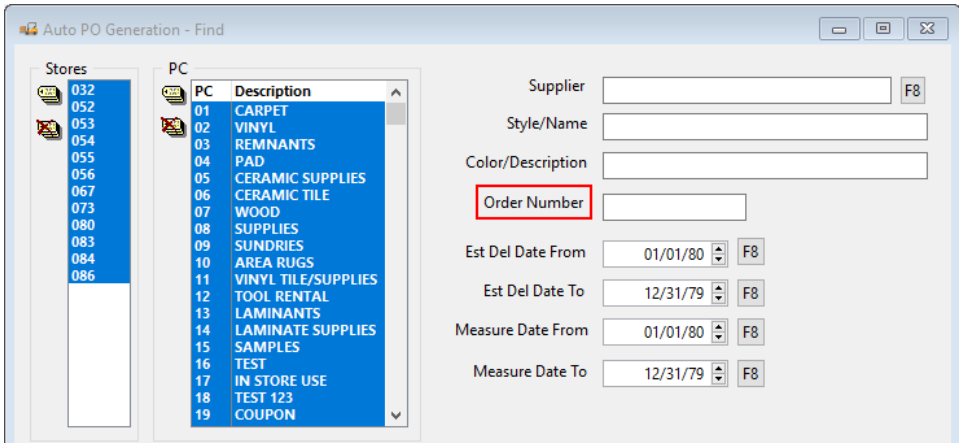
Add/View/Edit Ship-To

The wording on the Import Ship-To screen has been changed to Supplier Ship To to reduce confusion.

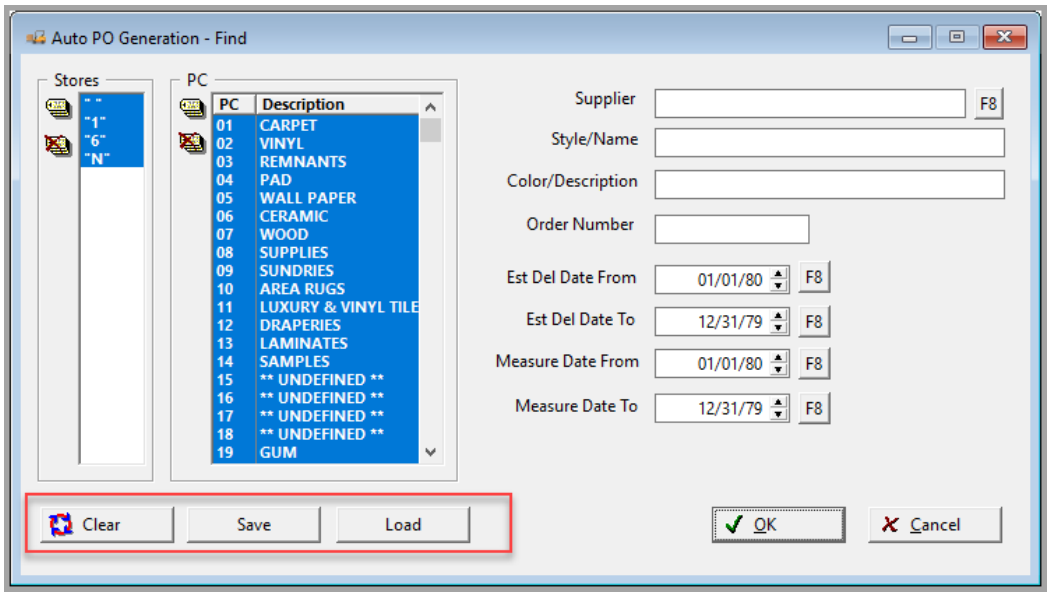


Auto PO Generation

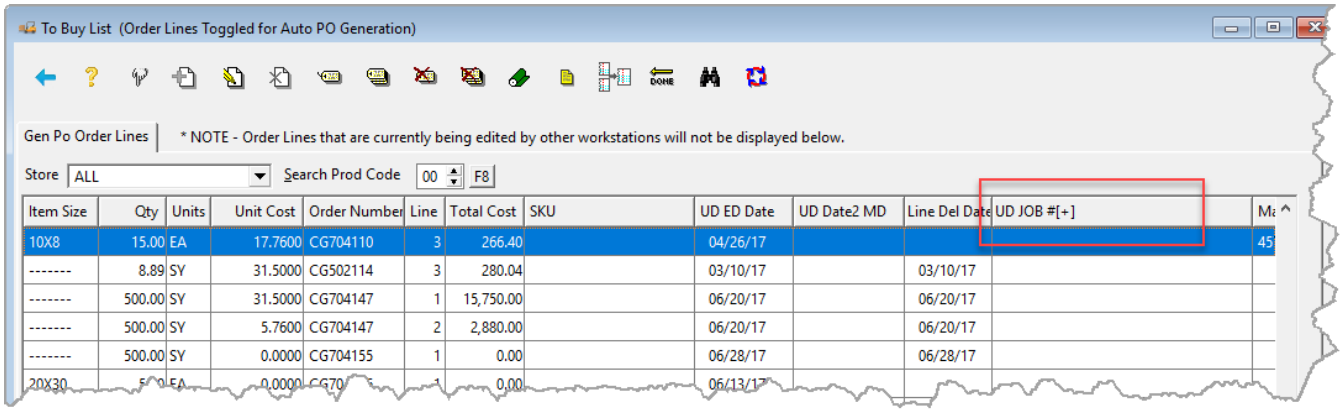
In the Find screen for Auto PO Generation, Invoice Number has been relabeled as Order Number to eliminate confusion between Vendor Invoice and Customer Order Numbers.



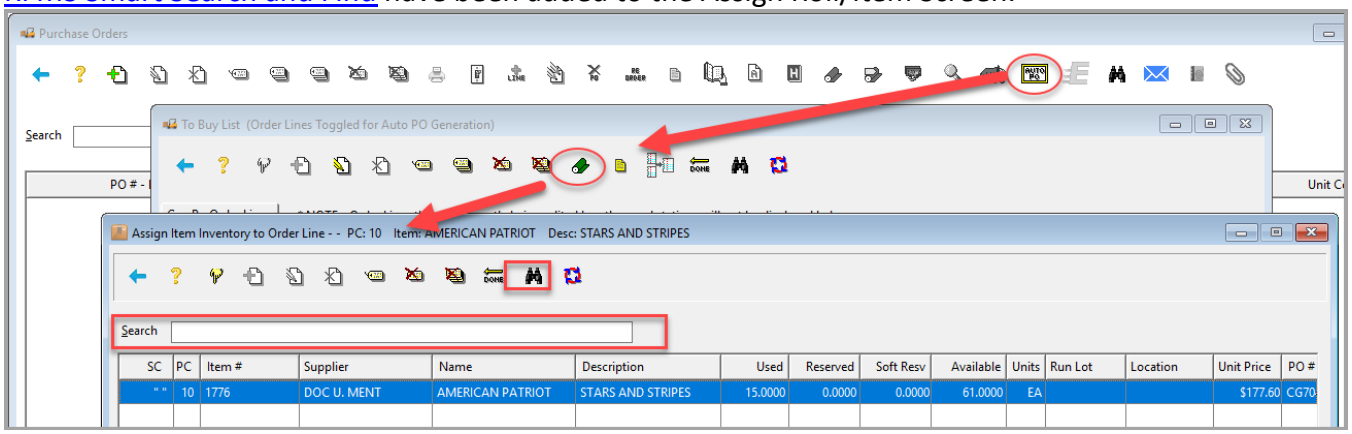
The ability to Clear/Save/Load a filter on the Auto PO Find Screen has been added.



The ability to sort by the User Defined Job Number Prompt has been added to the Auto PO screen.

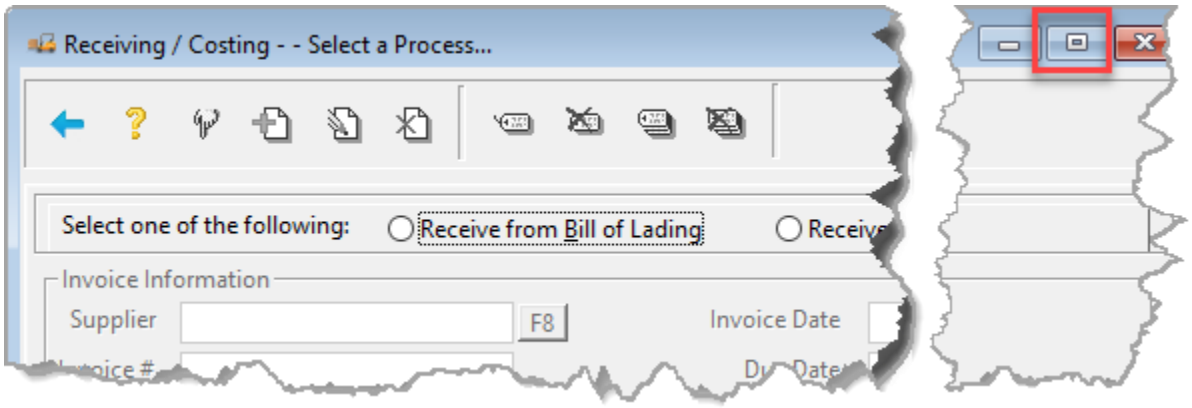


RFMS Smart Search and Find have been added to the Assign Roll/Item Screen.



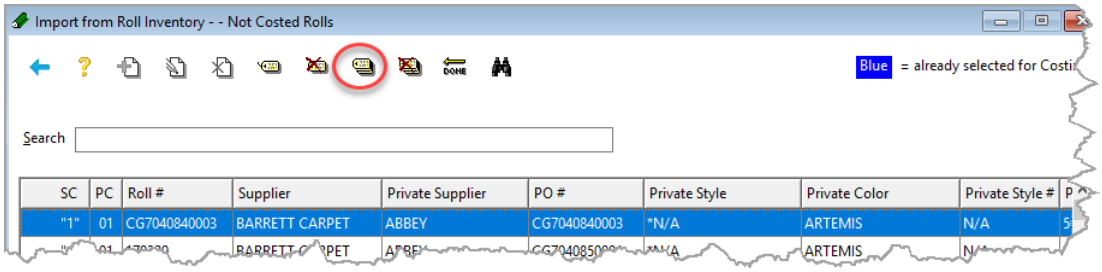
Receiving/Costing

Receiving/Costing Screen can now be maximized.

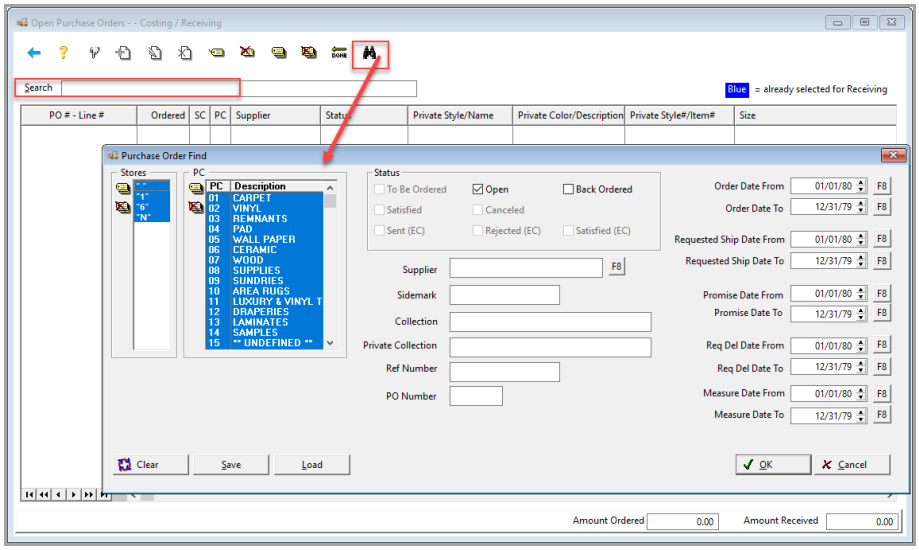


CTRL + T will move down to the next line when tagging.

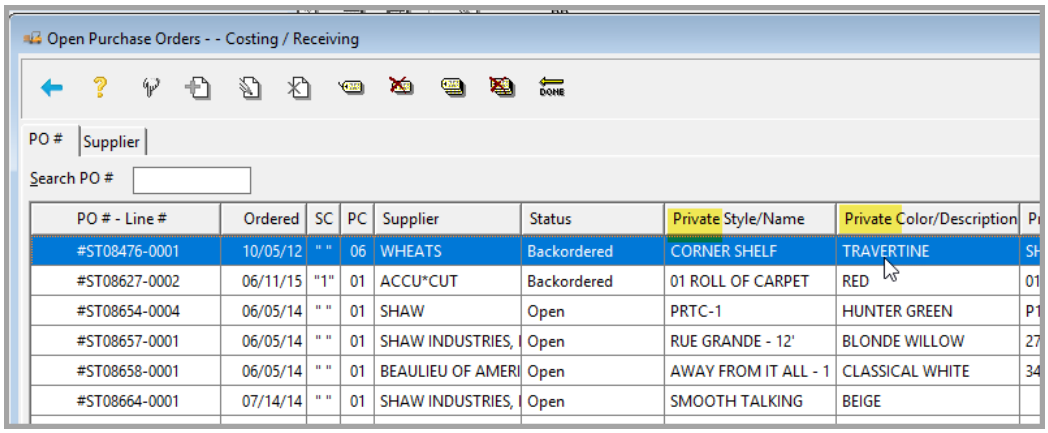
A Tag All button has been added to the import screens for Cost from Invoice.



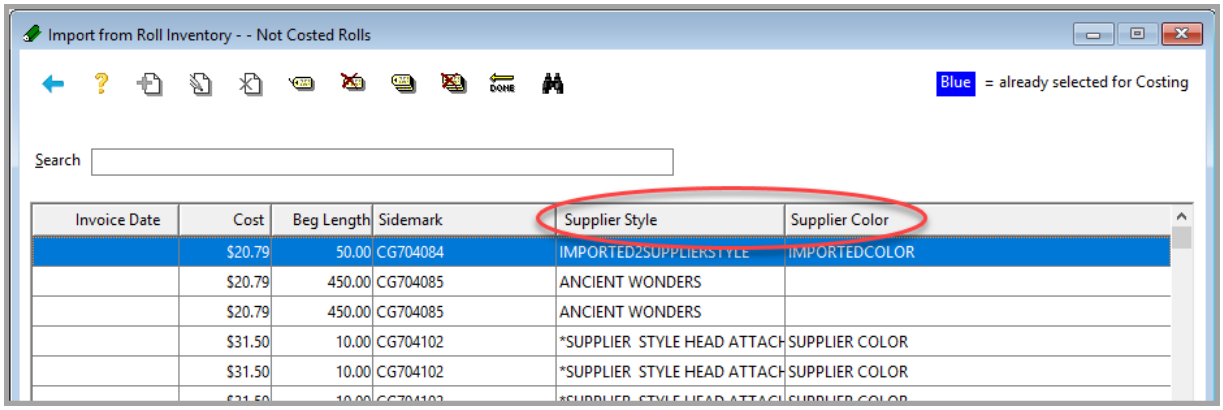
[RFMS Smart Search and Find](#) have been added to the Open Purchase Orders window.



Style and Color column headers have been relabeled to Private Style and Private Color.



The Supplier Style and Supplier Color have been added to the Cost from Invoice screen.

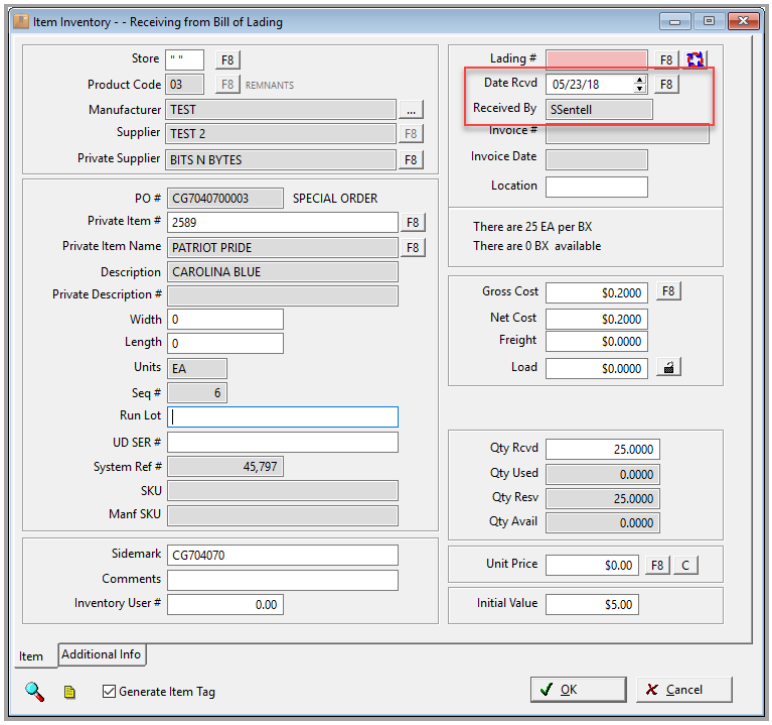


Invoice Date	Cost	Beg Length	Sidemark	Supplier Style	Supplier Color
	$20.79	50.00	CG704084	IMPORTED2SUPPLIERSTYLE	IMPORTEDCOLOR
	$20.79	450.00	CG704085	ANCIENT WONDERS	
	$20.79	450.00	CG704085	ANCIENT WONDERS	
	$31.50	10.00	CG704102	*SUPPLIER STYLE HEAD ATTACH	SUPPLIER COLOR
	$31.50	10.00	CG704102	*SUPPLIER STYLE HEAD ATTACH	SUPPLIER COLOR

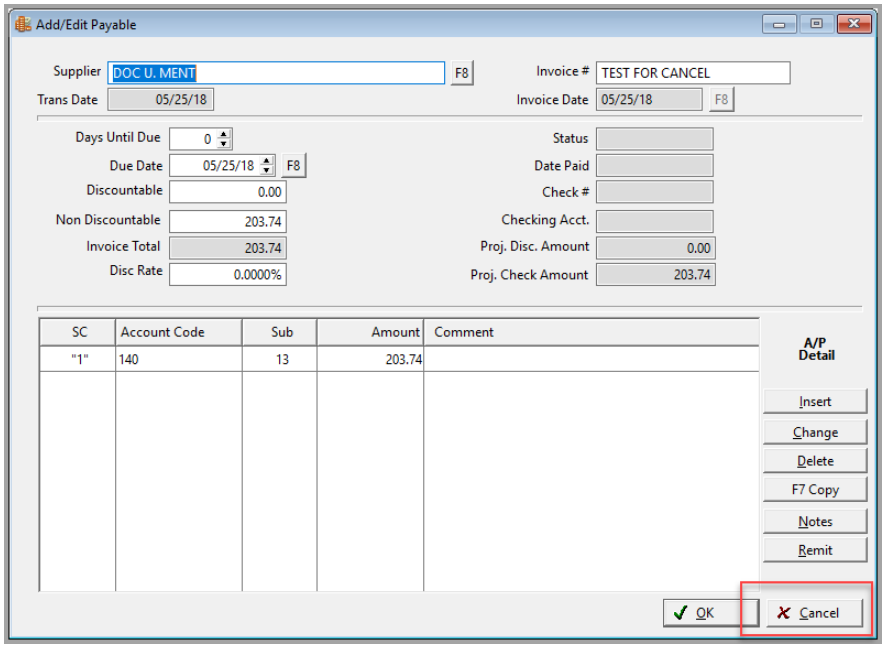
When Uncosted Inventory is transferred to another store, a new inventory record is created. When the original inventory was costed, the new record would stay uncosted. The new record now gets costed.

When consolidating during the Receive from Invoice process, the consolidation routine will include criteria that were matched on Item Name and Description.

The User who Received the Inventory and the Date it was received are now included on the Receiving/Costing screen.

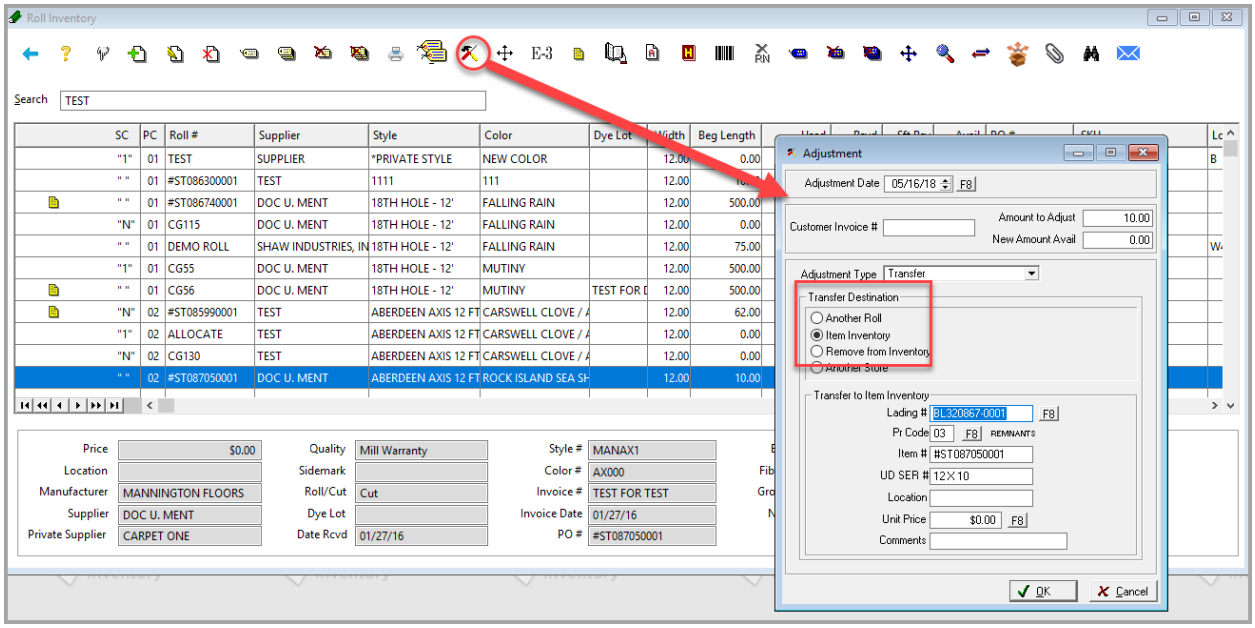


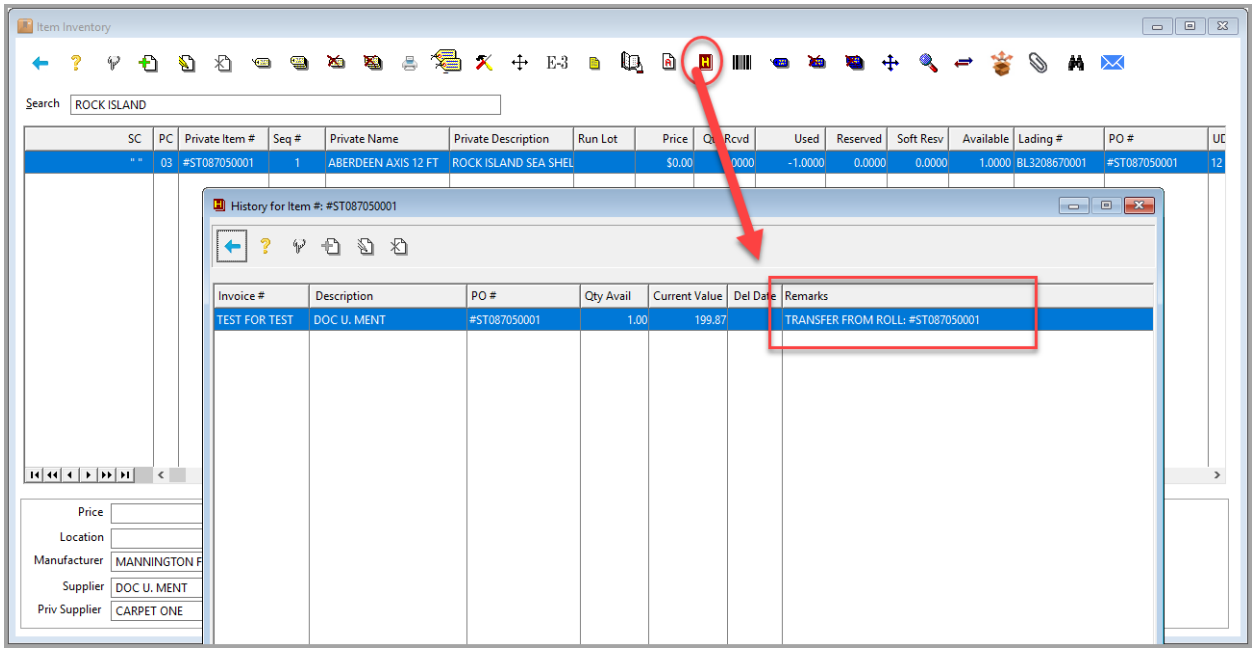
Users will now be able to exit Add/Edit Payable screen and return to Receiving/Costing screen during the costing process, if additional changes are necessary. Nothing will post to journal until the user clicks OK in the Payable screen.



Adjustments

When Adjusting a Roll to Item, the Roll Number is now shown in the Remarks column in Item History.

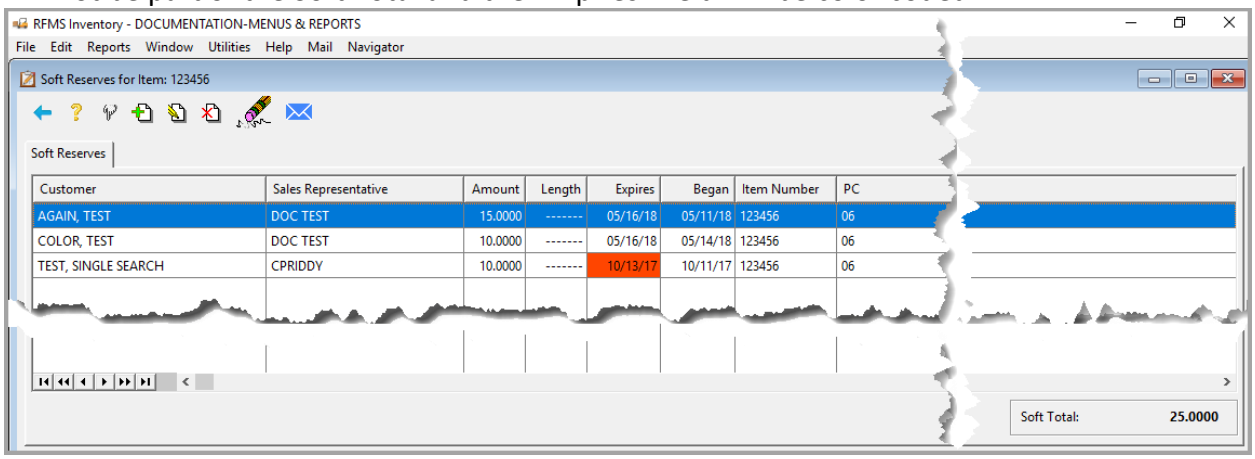




Soft Reserves

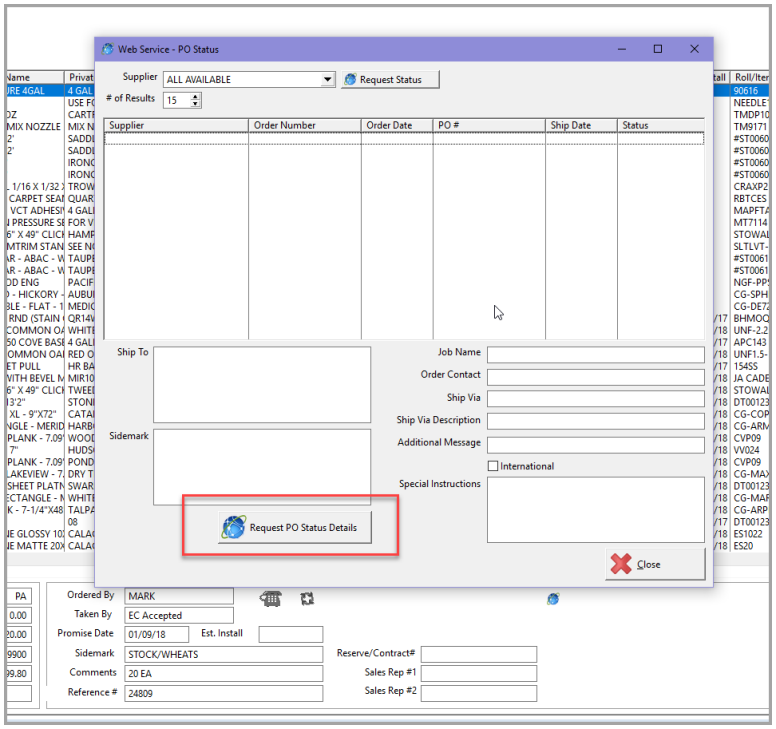
File>Roll or Item Inventory>Soft Reserves

Soft Reserves now follow the Expiration Date. If the Soft Reserve Expire Date is in the past, the amount will not be part of the Soft Total and the "Expires" field will be color coded.



Web Services

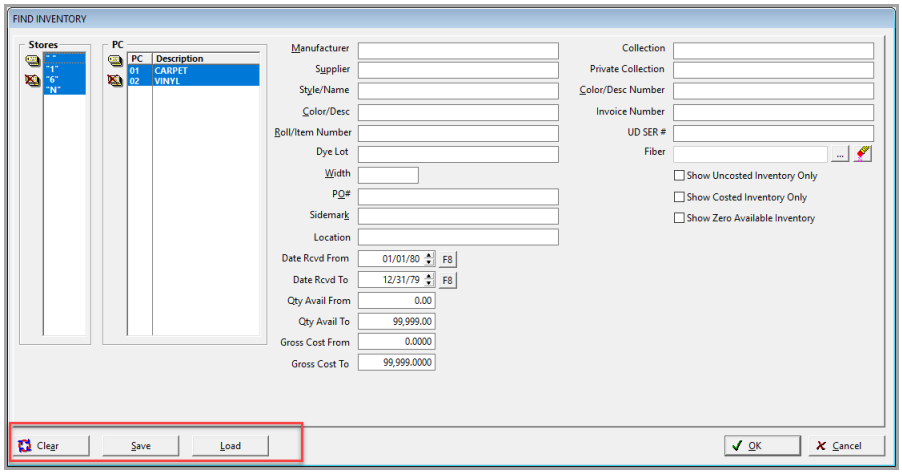
A new web service is available to B2B clients. This web service will allow user to select active suppliers and retrieve their PO status from the vendor.

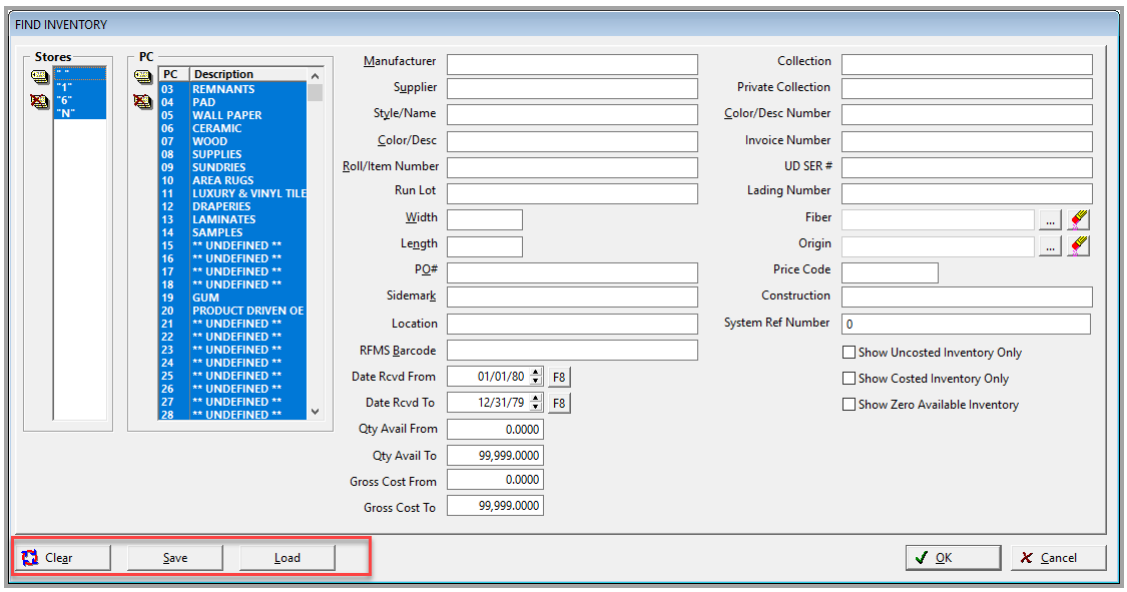


Roll and Item Inventory

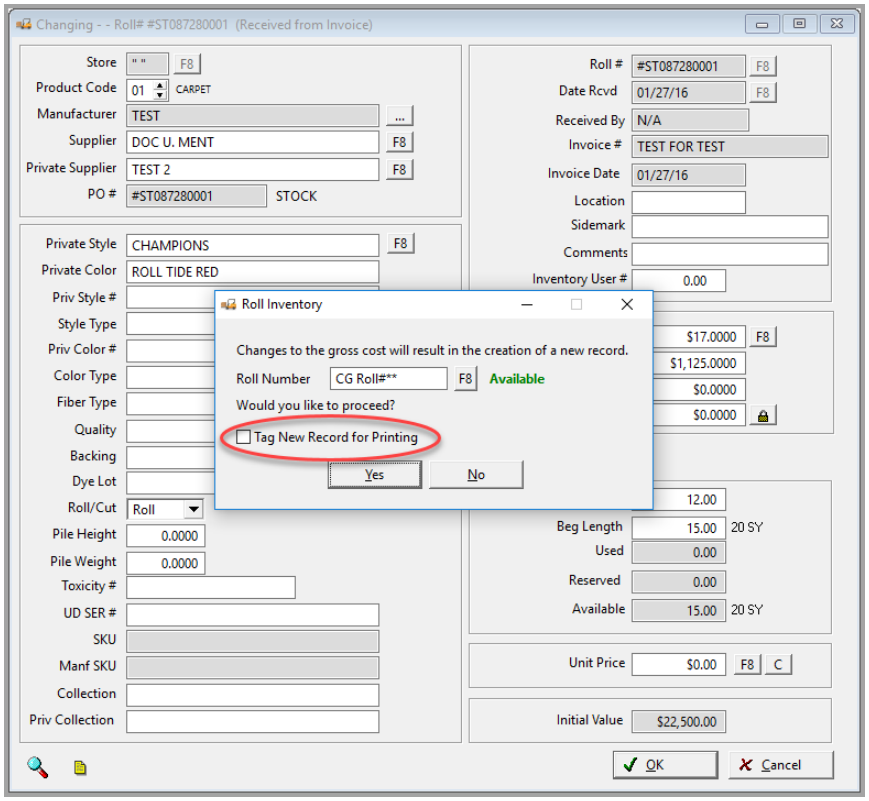
Standard Dot Matrix Tags in Roll and Item Inventory will be removed in a future update.

The ability to Clear/Save/Load a filter on the Roll and Item Inventory Find Screen has been added.

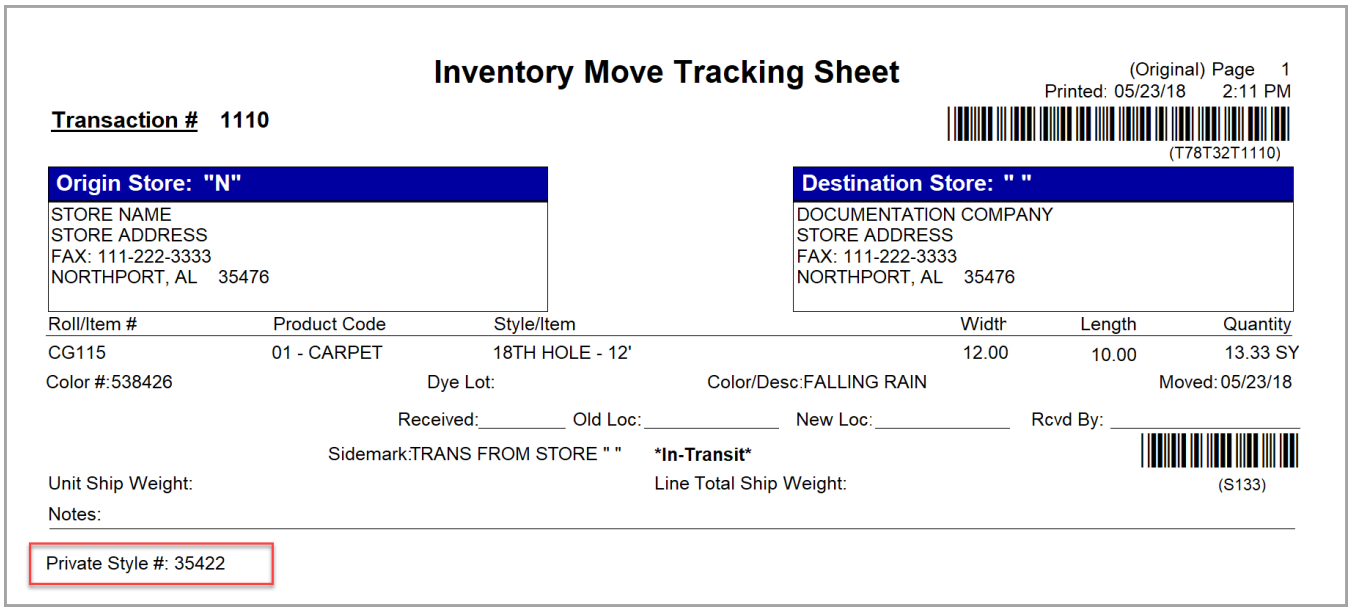




If the Cost is changed on a Costed Roll or Item, the option to Tag the new record for printing a tag has been added.



The Private Style Number will be included on the Inventory Move Tracking Sheet for rolls.



Inventory Move Tracking Sheet

(Original) Page 1
Printed: 05/23/18 2:11 PM

Transaction # 1110

(T78T32T1110)

Origin Store: "N"
STORE NAME
STORE ADDRESS
FAX: 111-222-3333
NORTHPORT, AL 35476

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

Roll/Item #	Product Code	Style/Item	Width	Length	Quantity
CG115	01 - CARPET	18TH HOLE - 12'	12.00	10.00	13.33 SY

Color #:538426 Dye Lot: Color/Desc:FALLING RAIN Moved: 05/23/18

Received:_____ Old Loc:_____ New Loc:_____ Rcvd By: _____

Sidemark:TRANS FROM STORE " " ***In-Transit***

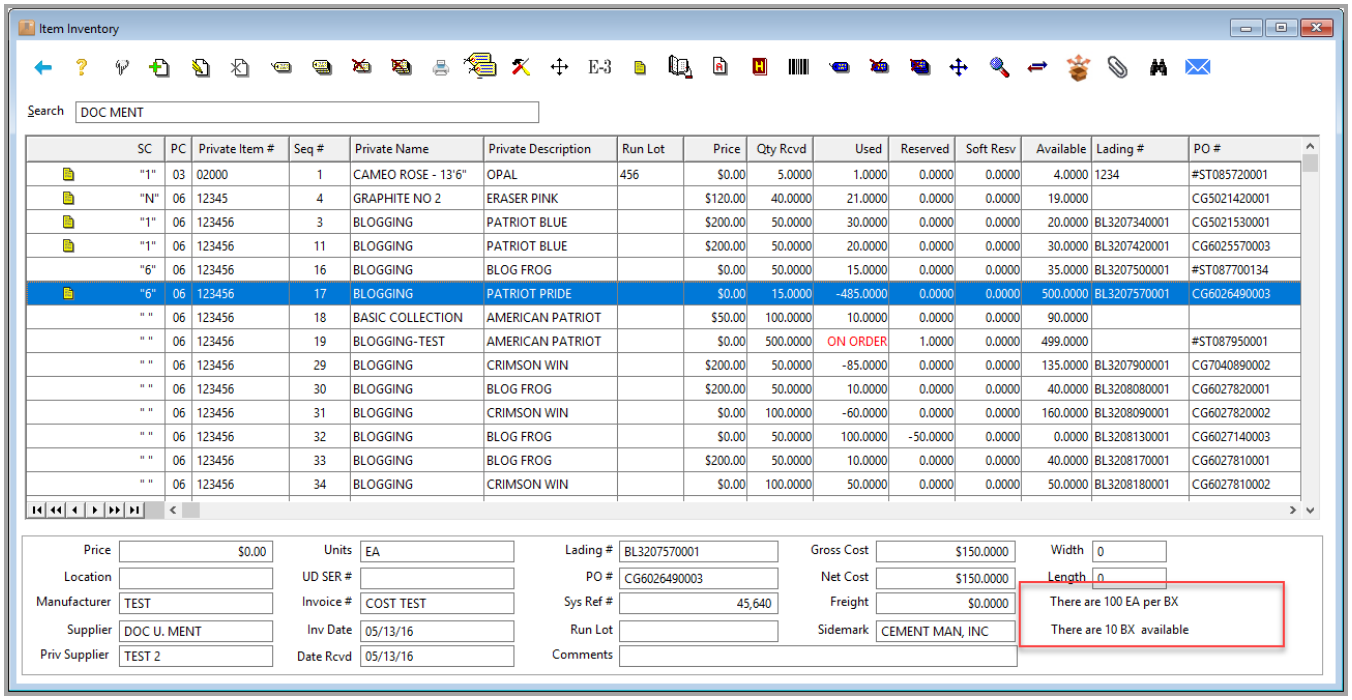
(S133)

Unit Ship Weight: Line Total Ship Weight:

Notes:

Private Style #: 35422

The Buy/Sell Values have been added to the Item Inventory Browse Screen.



Item Inventory

Search DOC MENT

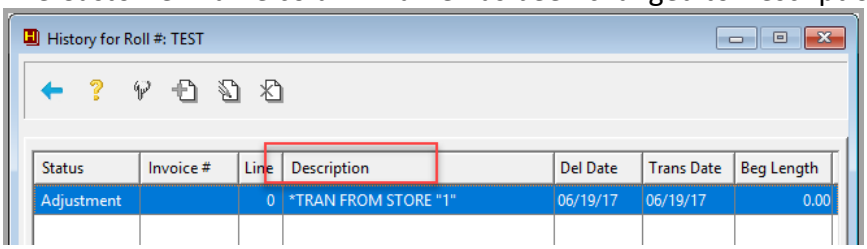
SC	PC	Private Item #	Seq #	Private Name	Private Description	Run Lot	Price	Qty Rcvd	Used	Reserved	Soft Resv	Available	Lading #	PO #
"1"	03	02000	1	CAMEO ROSE - 13'6"	OPAL	456	$0.00	5.0000	1.0000	0.0000	0.0000	4.0000	1234	#ST085720001
"N"	06	12345	4	GRAPHITE NO 2	ERASER PINK		$120.00	40.0000	21.0000	0.0000	0.0000	19.0000		CG5021420001
"1"	06	123456	3	BLOGGING	PATRIOT BLUE		$200.00	50.0000	30.0000	0.0000	0.0000	20.0000	BL3207340001	CG5021530001
"1"	06	123456	11	BLOGGING	PATRIOT BLUE		$200.00	50.0000	20.0000	0.0000	0.0000	30.0000	BL3207420001	CG6025570003
"6"	06	123456	16	BLOGGING	BLOG FROG		$0.00	50.0000	15.0000	0.0000	0.0000	35.0000	BL3207500001	#ST087700134
"6"	06	123456	17	BLOGGING	PATRIOT PRIDE		$0.00	15.0000	-485.0000	0.0000	0.0000	500.0000	BL3207570001	CG6026490003
" "	06	123456	18	BASIC COLLECTION	AMERICAN PATRIOT		$50.00	100.0000	10.0000	0.0000	0.0000	90.0000		
" "	06	123456	19	BLOGGING-TEST	AMERICAN PATRIOT		$0.00	500.0000	ON ORDER	1.0000	0.0000	499.0000		#ST087950001
" "	06	123456	29	BLOGGING	CRIMSON WIN		$200.00	50.0000	-85.0000	0.0000	0.0000	135.0000	BL3207900001	CG7040890002
" "	06	123456	30	BLOGGING	BLOG FROG		$200.00	50.0000	10.0000	0.0000	0.0000	40.0000	BL3208080001	CG6027820001
" "	06	123456	31	BLOGGING	CRIMSON WIN		$0.00	100.0000	-60.0000	0.0000	0.0000	160.0000	BL3208090001	CG6027820002
" "	06	123456	32	BLOGGING	BLOG FROG		$0.00	50.0000	100.0000	-50.0000	0.0000	0.0000	BL3208130001	CG6027140003
" "	06	123456	33	BLOGGING	BLOG FROG		$200.00	50.0000	10.0000	0.0000	0.0000	40.0000	BL3208170001	CG6027810001
" "	06	123456	34	BLOGGING	CRIMSON WIN		$0.00	100.0000	50.0000	0.0000	0.0000	50.0000	BL3208180001	CG6027810002

Price	$0.00	Units	EA	Lading #	BL3207570001	Gross Cost	$150.0000
Location		UD SER #		PO #	CG6026490003	Net Cost	$150.0000
Manufacturer	TEST	Invoice #	COST TEST	Sys Ref #	45,640	Freight	$0.0000
Supplier	DOC U. MENT	Inv Date	05/13/16	Run Lot		Sidemark	CEMENT MAN, INC
Priv Supplier	TEST 2	Date Rcvd	05/13/16	Comments			

Width 0
Length 0
There are 100 EA per BX
There are 10 BX available

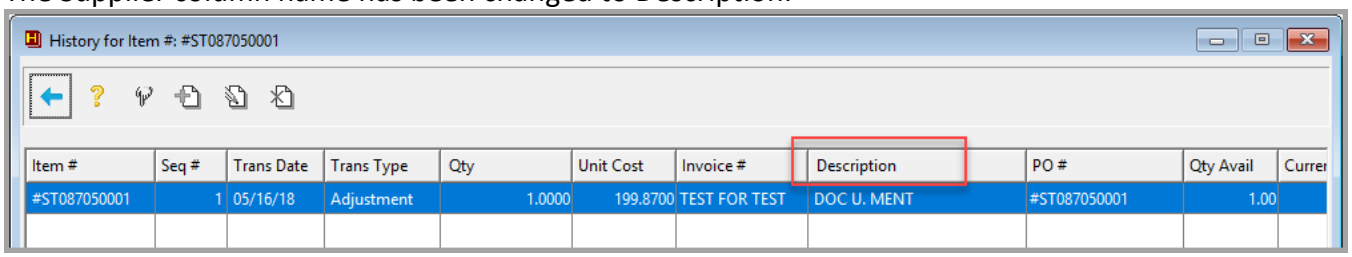
Roll Inventory History

The Customer Name column name has been changed to Description.



Item Inventory History

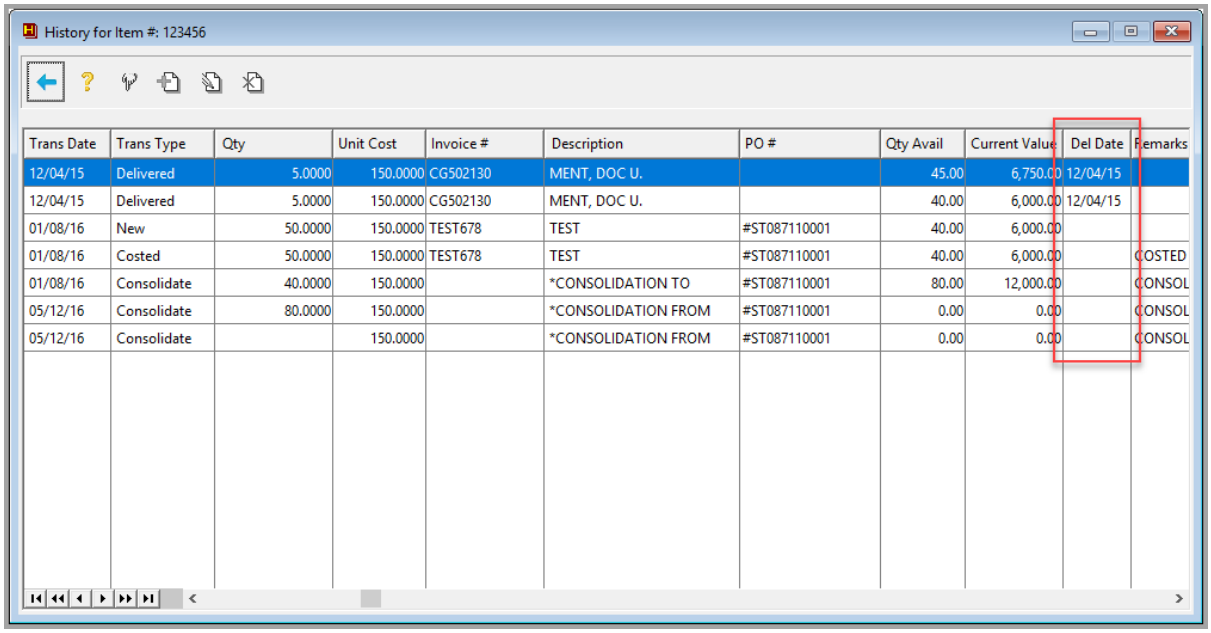
The Supplier column name has been changed to Description.



The Delivery Date is now displayed on the Item Inventory History Browse screen. The value is pulled from the Order Line.

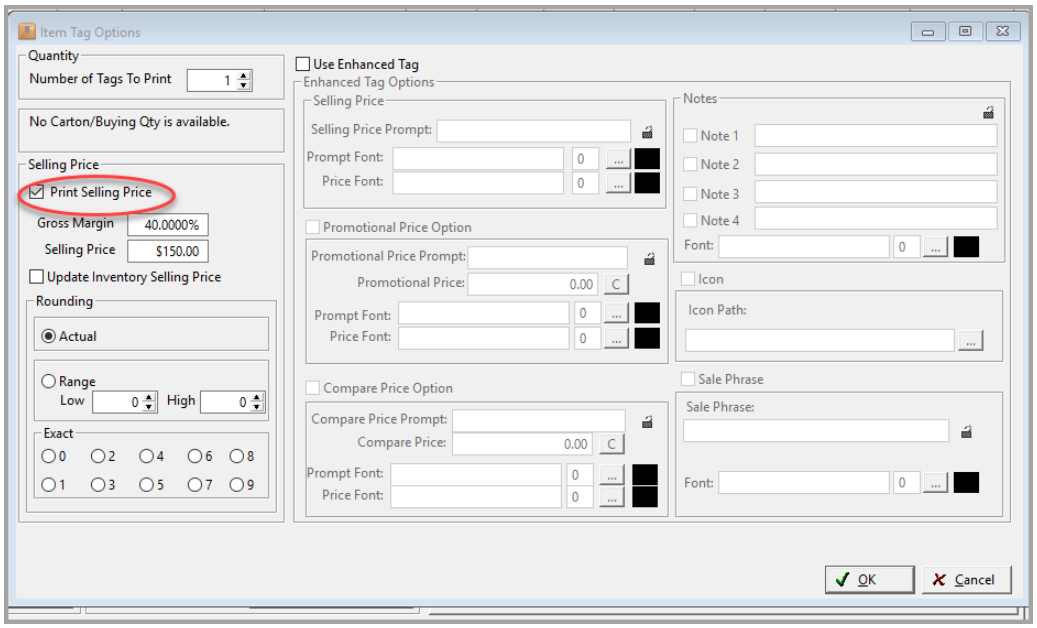
Notes:

The Line Delivery Date is the date the Delivery Ticket was printed.



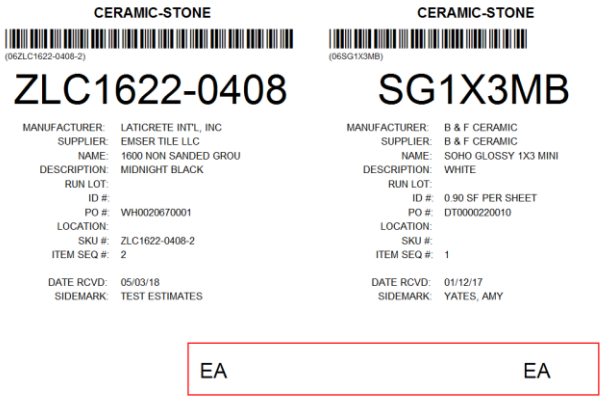
Automatically Print Tags After Receiving

If Automatically Print Tags After Receiving is set to Yes, then it will now follow the Print Selling Price checkbox on the Item Tag Options screen.



Landscape Item Inventory Tag

Tag will always print the unit of measurement.



Zebra Inventory 4x6 Tag

Pricing has been enlarged from 8pt font to 15pt font. Price will also show on the left side of unit instead of right.

Inventory Move

In Customer Orders when Inventory is requested to be moved, Adjustments may be made on the amount available on Requested or In-transit Inventory.

Reports

Reserve Report

Reports>Reserve Report

The Print Preview box is now sticky.

Inventory Balance Report

Reports>Inventory Balance Report

The Location column has been added to the CSV.

	A	B	C		Q	R	S	T	U
1	Descriptic	Store	Sort 3		Qty Avail	Qty Resv	Grs Cost	Grs Value	Location
2	Roll Coste	" "	1		1.3333	1	31.5	42	TRAIN
3	Roll Coste	" "	1		-36	0	6.6699	-240.12	W4
4	Roll Coste	" "	1		200	0	5.85	1170	A1
5	Roll Coste	" "	1		200	0	5.85	1170	A1
6	Roll Coste	" "	1		13.3333	0	5.49	73.2	
7	Roll Coste	" "	1		200	0	5.85	1170	A1
8	Roll Coste	" "	1		200	0	6.3	1260	A1
9	Roll Coste	" "	1		200	0	5.85	1170	A1

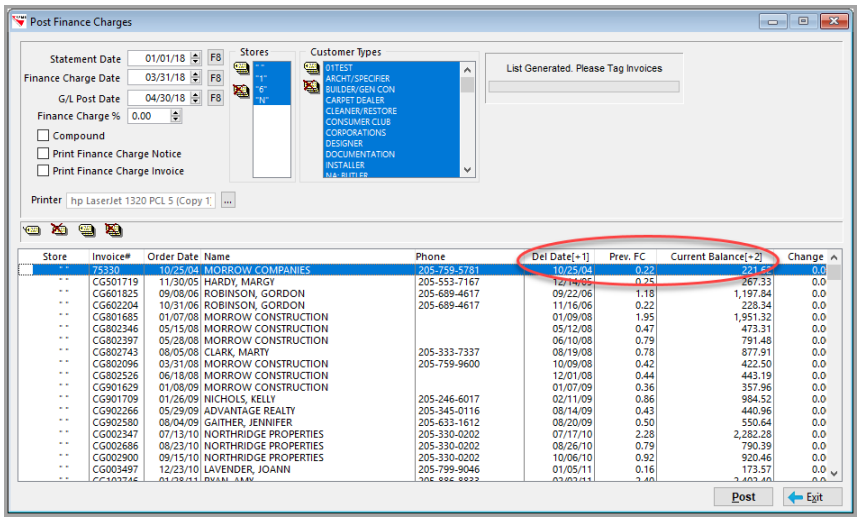
Accounting

Account Receivable

Post Finance Charges

File>Accounts Receivable>Finance Charges>Post Finance Charges.

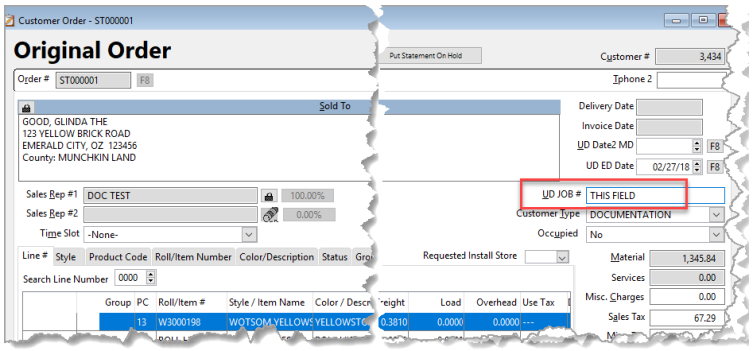
The Columns on the Post Finance Charges Browse screen can now be sorted.

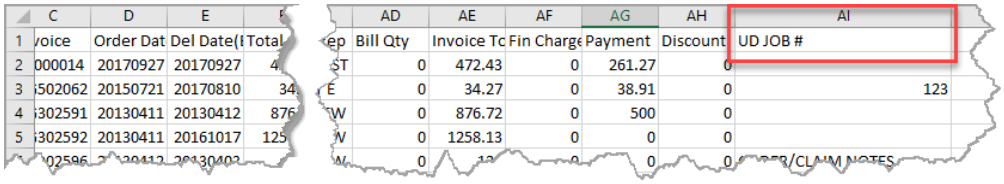


A/R Collections Report

File>Accounts Receivable>A/R Collections Report

The User Defined [Job Number Prompt] from the Invoice has been added to the A/R Collections Report CSV.





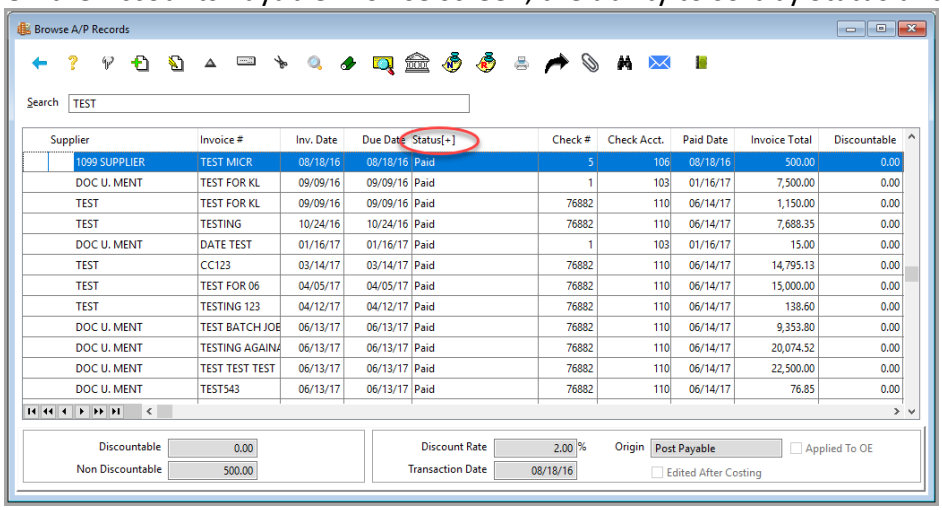
Account Payable

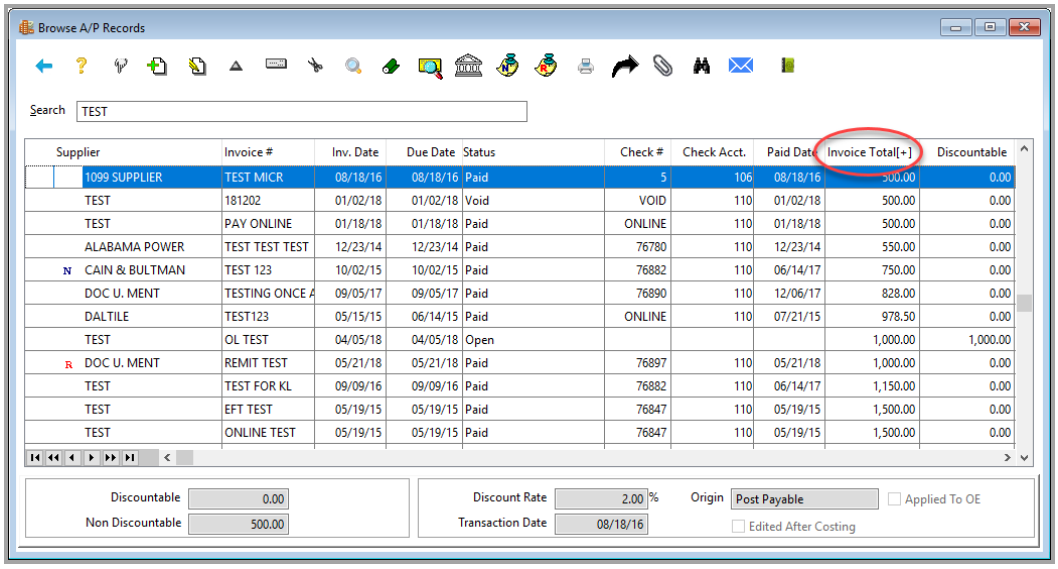
Add/Edit Payables

File>Accounts Payable>Add/Edit Payables

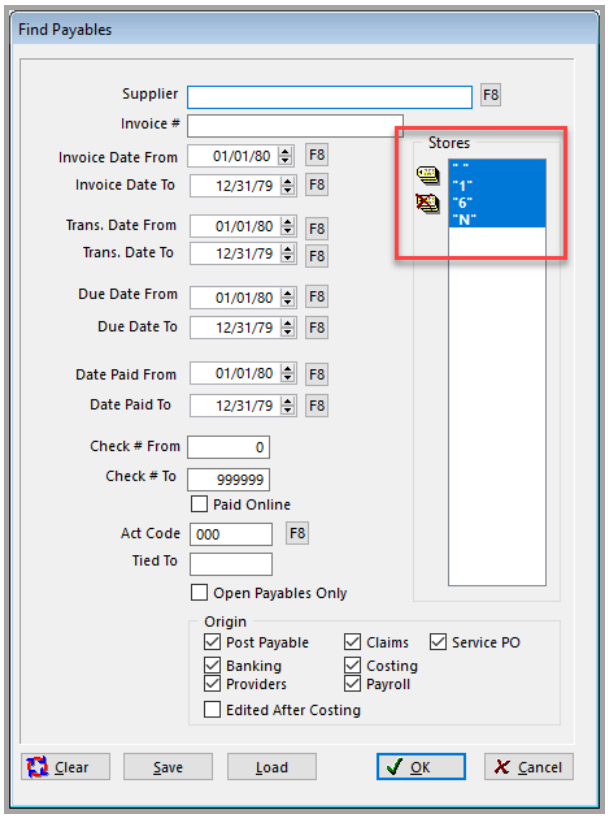
Functions are now locked down to keep two users from editing the same payable.

On the Accounts Payable Browse screen, the ability to sort by Status and Invoice Total has been added.



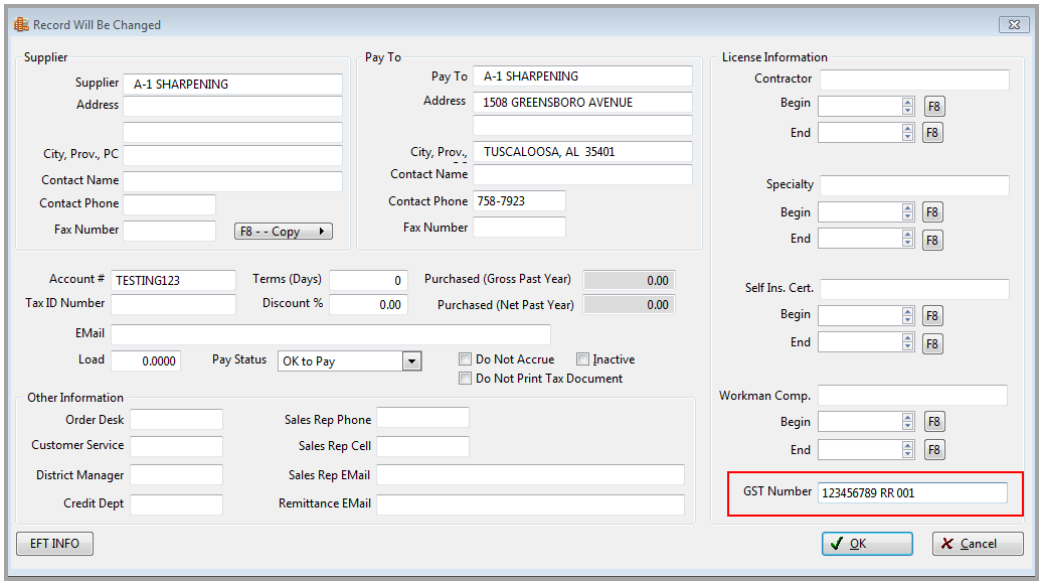


Stores have been added to the Find screen. If a store is on an AP it will be included in the filter even if there are other stores on that AP.



Suppliers

A GST Number field has been added to the Supplier Information screen.



Reports

A/P Paid by Account Code or Check

Accounts Payable>A/P Reports>A/P Paid by Account Code or Check

The Remittance information has been added to the report.

Page No: 3
05/21/18
11:42AM

DOCUMENTATION-MENUS & REPORTS

Monthly Bills Paid By Check Number

From: 0 To: 0

Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
** Check Number: 76884								
DOC U. MENT	170703	07/03/17	07/26/17	140	01	99.90		
Test for Check Number								
** Check Total:						99.90	0.00	99
** Check Number: 76892								
DOC U. MENT	DD1	12/06/17	12/06/17	699	00	20.00		
DOC U. MENT	DD2	12/06/17	12/06/17	699	00	25.00		
DOC U. MENT	DD3	12/06/17	12/06/17	699	00	30.00		
** Check Total:						75.00	0.00	75
** Check Number: 76897								
DOC U. MENT	REMIT TEST	05/21/18	05/21/18	118	00	1,000.00		
This is the Remittance Advice Note								
** Check Total:						1,000.00	0.00	1,000.00
Account #: 116 TEST FOR OFX								
** Check Number: 1								
DOC U. MENT	SC-151105-01	11/05/15	11/05/15	116	00	150.00		
DOC U. MENT	SC-151105-01*VD-001	11/05/15	11/05/15	116	00	-150.00		

Pay To, Pay To Addresses, Pay To City and State, and Tax Id have been added to the CSV.

	R	S	T	U	V
rC	PayTo	PayToAddress1	PayToAddress2	PayToCityState	TaxID
	LOWES BUSINESS ACCOUNT	P.O. BOX 530970		ATLANTA, GA 30353-0970	
:O	84 LUMBER COMPANY	P.O. BOX 365		EIGHTY FOUR, PA 15330-0365	
	AVERITT EXPRESS, INC.	P.O. BOX 3145		COOKEVILLE, TN 38502-3145	

Payables to Inventory Comparison

Accounts Payable>A/P Reports>Payables to Inventory Comparison

The Purchase Order Number has been added to the Payables to Inventory Comparison report.

DOCUMENTATION-MENUS & REPORTS

Payables/Inventory Comparison Report

Page No: 1
05/24/18
02:40PM

"*" Marks Mismatched Items

Supplier ABBEY
Invoice # 1234
PO # ST0000130001

	Act. Code	PC	Inventory Amount	Payable Amount
*	140	01	9,027.78	9,027.85
			9,027.78	9,027.85

Supplier IVC US INC.
Invoice # 180118
PO # CG3025470004

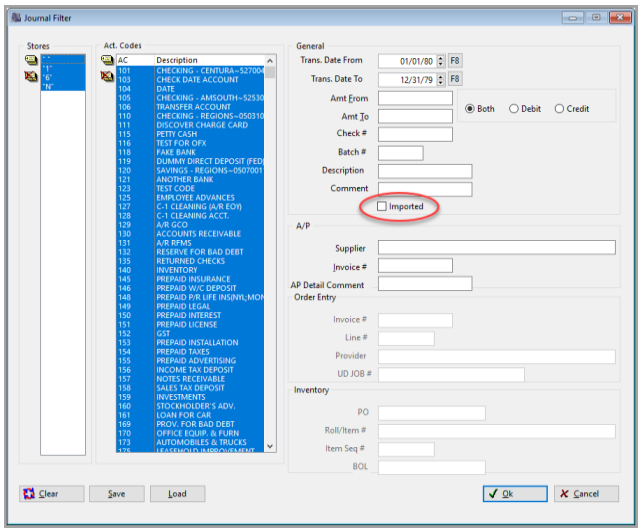
General Ledger

Import Journal

File>General Ledger>View Journal>Import

Records are now recorded as Imported.

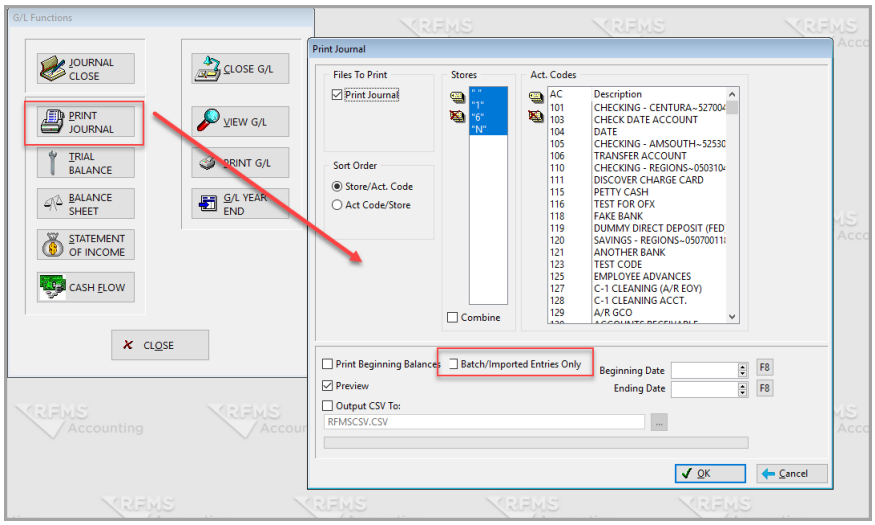
The journal filter now allows filtering on the imported.



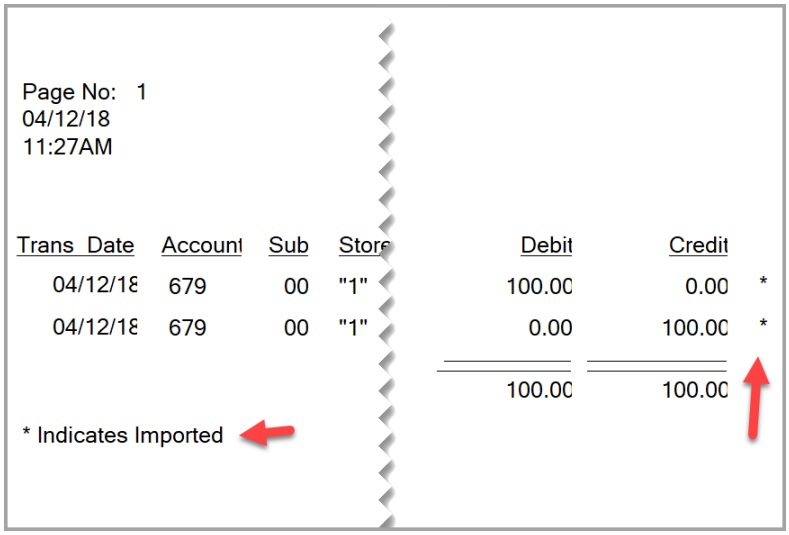
General Ledger Functions

File>General Ledger>General Ledger Functions>Print Journal

Batch/Imported Entries Only has been added to the Print Journal screen.



An asterisk (*) has been added to indicate an entry was imported.



Page No: 1
04/12/18
11:27AM

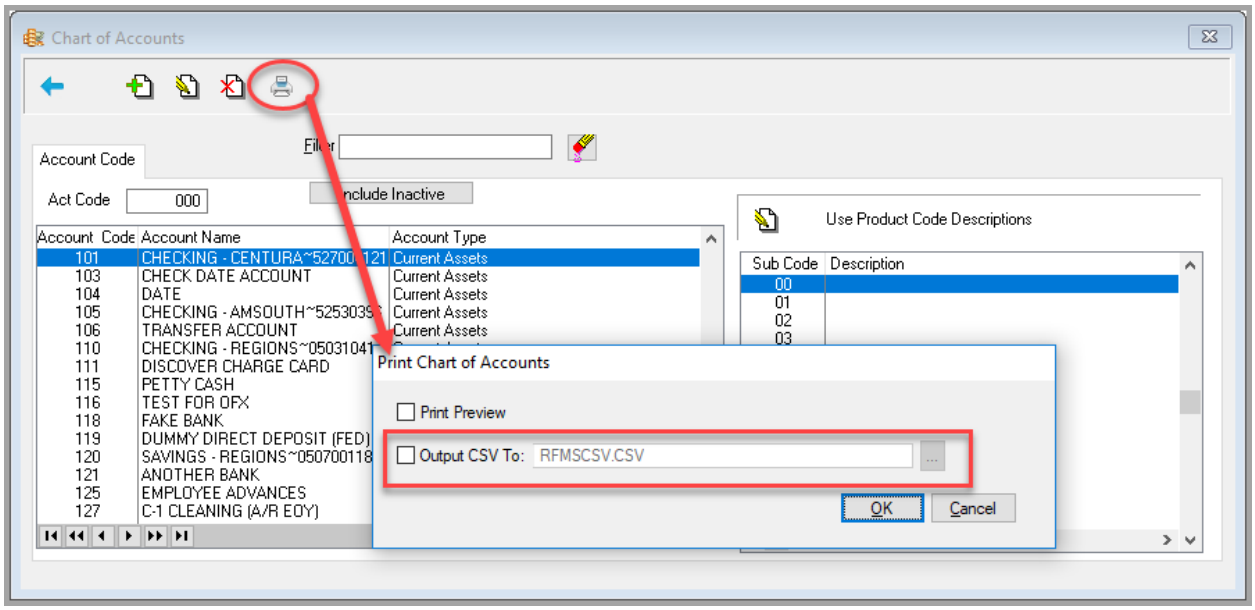
Trans Date	Account	Sub	Store	Debit	Credit	
04/12/18	679	00	"1"	100.00	0.00	*
04/12/18	679	00	"1"	0.00	100.00	*
				100.00	100.00	

* Indicates Imported

Chart of Accounts

File>General Ledger>Chart of Accounts>Print Chart of Accounts

The ability to send the Chart of Accounts to a CSV has been added.



Balance Sheet

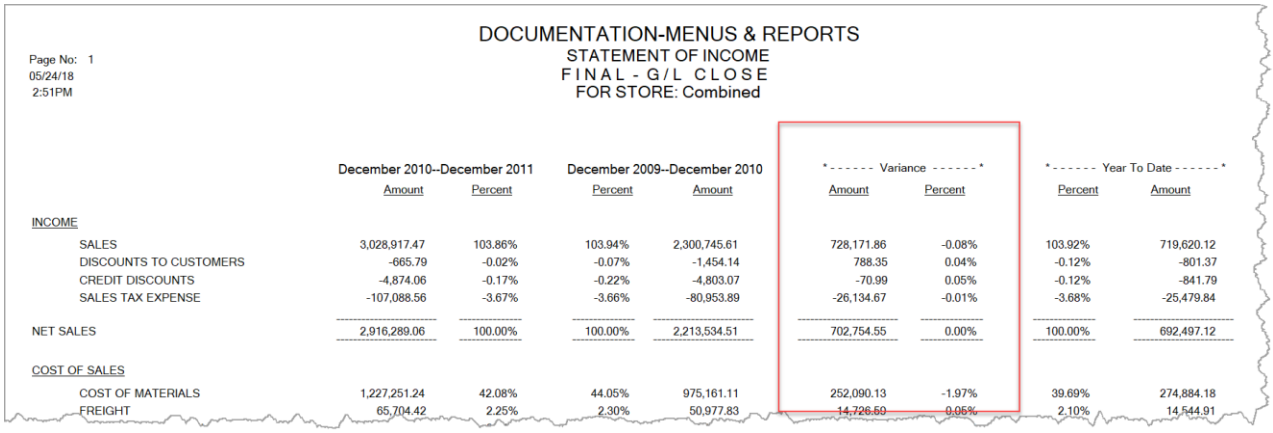
File>General Ledger>General Ledger Functions>Balance Sheet

The Balance Sheet for Year End will now show the Current Profit/Loss on it instead of having it zeroed out if the General Ledger has already been closed.

Statement of Income

File>General Ledger>General Ledger Functions>Statement of Income

Variance Columns have been added to show the difference per line between the current year and the past year.



DOCUMENTATION-MENUS & REPORTS
STATEMENT OF INCOME
FINAL - G/L CLOSE
FOR STORE: Combined

Page No: 1
05/24/18
2:51PM

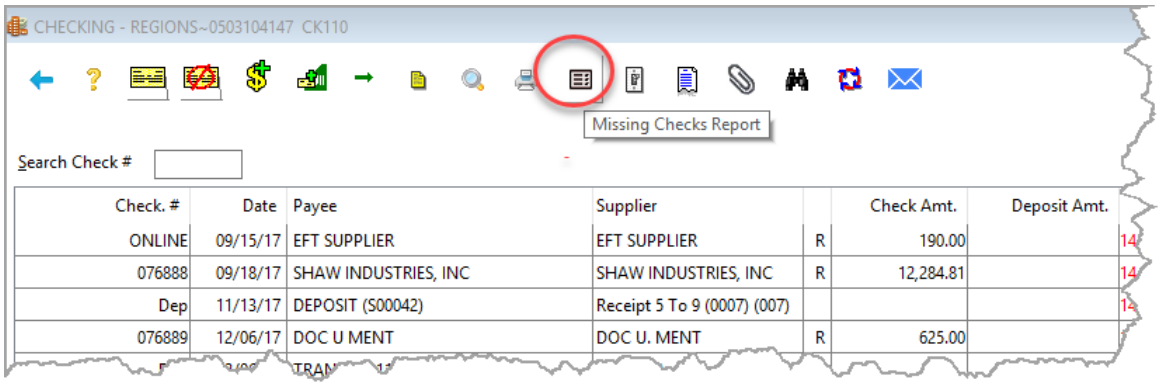
	December 2010--December 2011		December 2009--December 2010		*------ Variance ------*		*------ Year To Date ------*	
	Amount	Percent	Percent	Amount	Amount	Percent	Percent	Amount
INCOME								
SALES	3,028,917.47	103.86%	103.94%	2,300,745.61	728,171.86	-0.08%	103.92%	719,620.12
DISCOUNTS TO CUSTOMERS	-665.79	-0.02%	-0.07%	-1,454.14	788.35	0.04%	-0.12%	-801.37
CREDIT DISCOUNTS	-4,874.06	-0.17%	-0.22%	-4,803.07	-70.99	0.05%	-0.12%	-841.79
SALES TAX EXPENSE	-107,088.56	-3.67%	-3.66%	-80,953.89	-26,134.67	-0.01%	-3.68%	-25,479.84
NET SALES	2,916,289.06	100.00%	100.00%	2,213,534.51	702,754.55	0.00%	100.00%	692,497.12
COST OF SALES								
COST OF MATERIALS	1,227,251.24	42.08%	44.05%	975,161.11	252,090.13	-1.97%	39.69%	274,884.18
FREIGHT	65,704.42	2.25%	2.30%	50,977.83	14,726.59	0.05%	2.10%	14,544.91

Banking

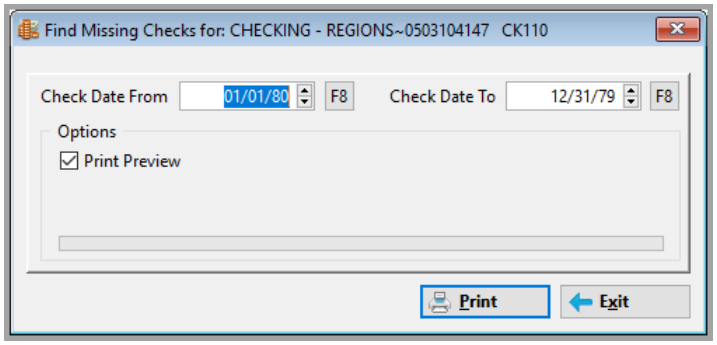
Add/Edit Checks

File>Banking>Add/Edit Checks

A Missing Check Report has been added to the Add/Edit Checks Browse Screen.



Check. #	Date	Payee	Supplier		Check Amt.	Deposit Amt.	
ONLINE	09/15/17	EFT SUPPLIER	EFT SUPPLIER	R	190.00		14
076888	09/18/17	SHAW INDUSTRIES, INC	SHAW INDUSTRIES, INC	R	12,284.81		14
Dep	11/13/17	DEPOSIT (S00042)	Receipt 5 To 9 (0007) (007)				14
076889	12/06/17	DOC U MENT	DOC U. MENT	R	625.00		



Page No: 1
05/21/18
11:55AM

DOCUMENTATION-MENUS & REPORTS
Missing Checks Report
CHECKING - REGIONS~0503104147 CK110
From: 01/01/80 To: 12/31/79

Starting Date: 01/01/80
Ending Date: 12/31/79
Starting Check Number: 56,910
Ending Check Number: 76,897
Number of Checks Missing: 3
Missing Check Numbers: 75984
75985
75986

Reconcile Date has been added to the Browse Screen. This is set as the statement date for the reconciliation period if the transaction is cleared in the reconcile procedure. If it is cleared when entered (Transfers/Bank Charges) then it gets todays date.

CHECKING -

Search Check #

Check. #	Date	Payee	Supplier		Check Amt.	Deposit Amt.	Balance	Reconcile Date
076884	07/26/17	DOC U MENT	DOC U. MENT	R	99.90		14,751,449.90	04/30/18
Dep	07/26/17	TRANSFER 116 TO 110	EFT XFER	R		99.90	14,751,350.00	04/30/18
076885	08/14/17	SUPPLIER PAYEE	SUPPLIER	R	666.44		14,752,016.44	04/30/18
076886	08/14/17	SUPPLIER B	SUPPLIER B	R	155.19		14,752,171.63	04/30/18
076887	08/14/17	CONNIE BUTLER DESIGNS	CONNIE BUTLER DESIGNS	R	462.00		14,752,633.63	04/30/18
ONLINE	09/15/17	EFT SUPPLIER	EFT SUPPLIER	R	5,000.00		14,757,633.63	04/30/18
ONLINE	09/15/17	EFT SUPPLIER	EFT SUPPLIER	R	190.00		14,757,823.63	04/30/18
076888	09/18/17	SHAW INDUSTRIES, INC	SHAW INDUSTRIES, INC	R	12,284.81		14,770,108.44	04/30/18
076889	12/06/17	DOC U MENT	DOC U. MENT	R	625.00		14,770,733.44	04/30/18

The Find Screen has been modified to allow for searching a date range for reconciled items.

Banking Filter

Check Date From 01/01/80 F8
Check Date To 12/31/79 F8
Check # From 0
Check # To 999999
Supplier F8
Payee F8
Amount 0.00
Rec. Date From 01/01/80 F8
Rec. Date To 12/31/79 F8

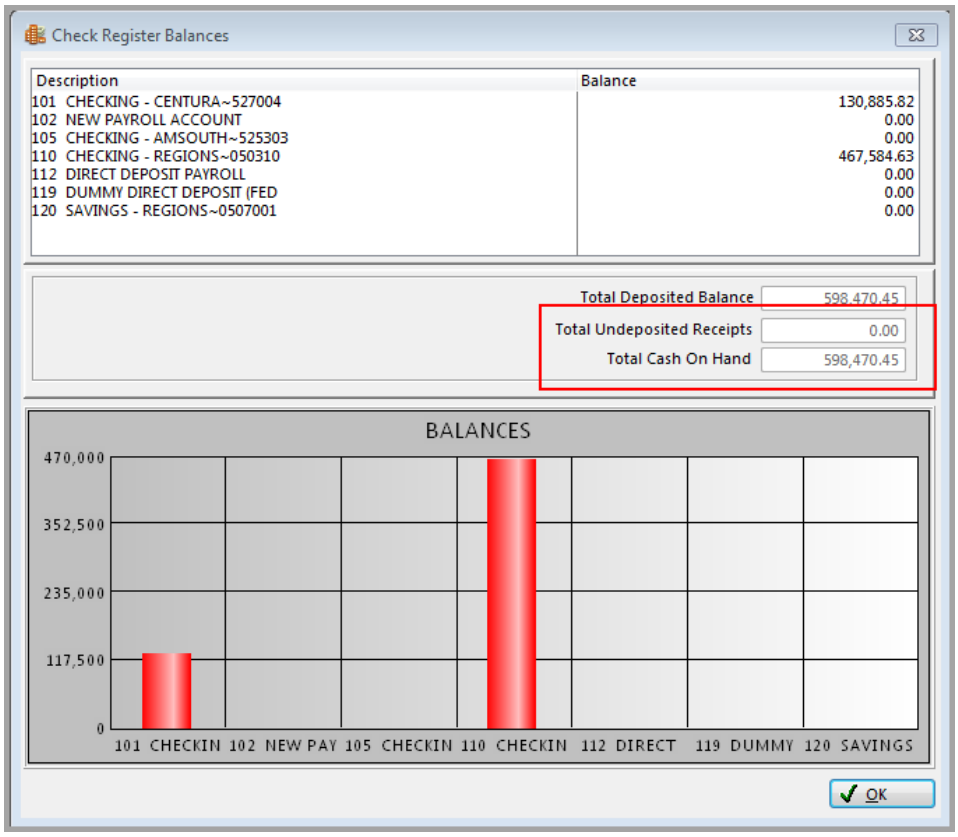
Transaction Type
- All
- Checks
- Deposits
- Bank Charges
- Transfers
- Voids
- Online Payments

OK Cancel

Show Bank Balances

Banking>Show Bank Balances

Total Undeposited Receipts and Total Cash On Hand have been added to the screen.

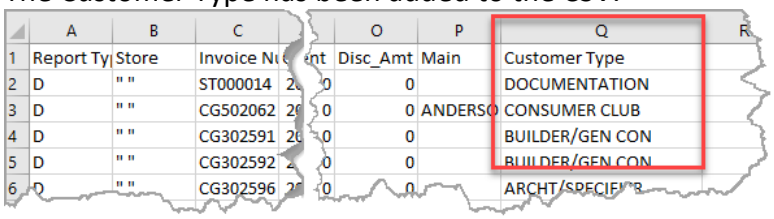


Month End

A/R Reports

File>Month End>A/R Reports

The Customer Type has been added to the CSV.



	A	B	C	O	P	Q
1	Report Ty	Store	Invoice Nu	Disc_Amt	Main	Customer Type
2	D	" "	ST000014	0		DOCUMENTATION
3	D	" "	CG502062	0	ANDERSO	CONSUMER CLUB
4	D	" "	CG302591	0		BUILDER/GEN CON
5	D	" "	CG302592	0		BUILDER/GEN CON
6	D	" "	CG302596	0		ARCHT/SPECIFIER

Human Resources

Tax Updates (18.0.1)

Illinois Personal Exemptions has been increased from $2000 to $2225.

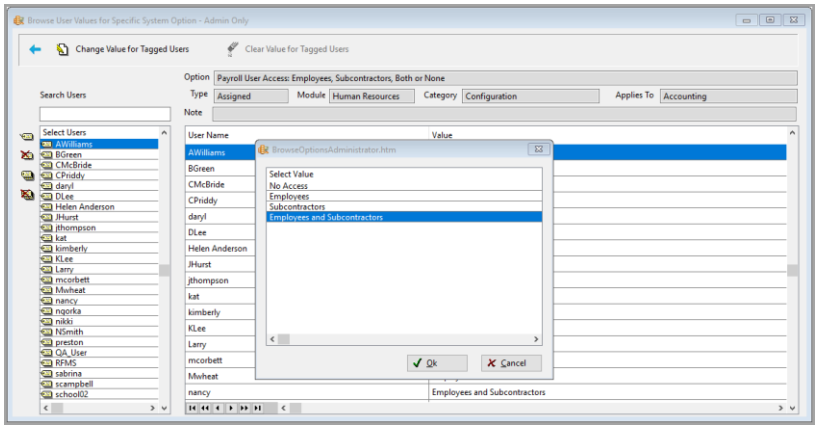
System Options

Payroll User Access Employees, Subcontracts, Both or None

>Utilities>System Options>Human Resources>Accounting
Category -Configuration

Type-Assigned

This system option will assign permissions to user available to process payroll. The choices are No Access, Employees, Subcontractors, and Employees and Subcontractors



Tax Tables

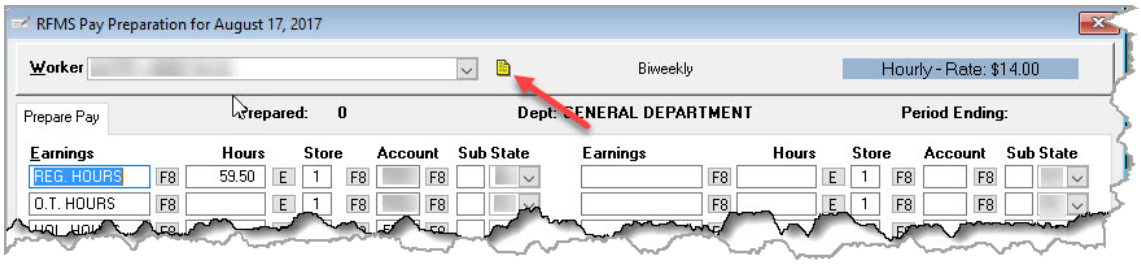
Kentucky Withholdings have been updated.

New Mexico Withholdings have been updated.

Ontario and Prince Edward Island have been updated for Payroll on or after 07/01/2018.

Prepare Pay

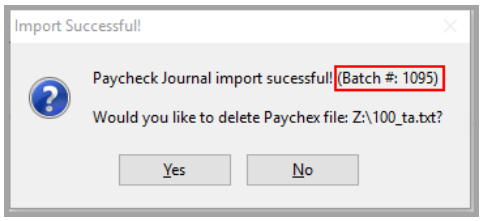
The Prepare Pay screen now has access to the Worker Notes.



Import Journal – Paychex

File>Prepare Pay>Import Journal – Paychex

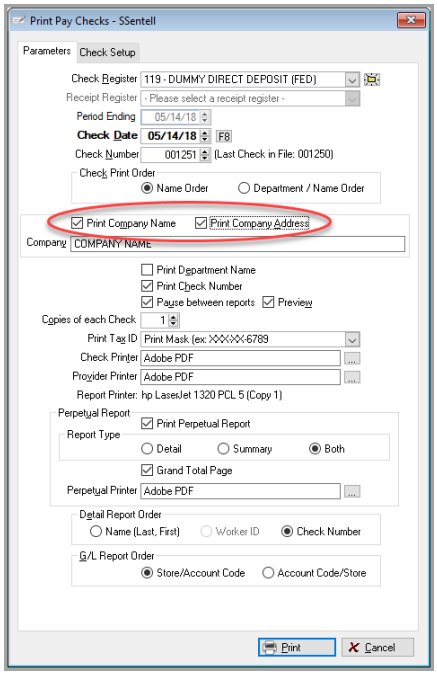
Imported Vendor Pay, such as Paychex, will now display the Batch Number upon successful import.



Company Address on Pay Stub

Prepare Pay

The ability to print the Company Address on the pay stub has been added.

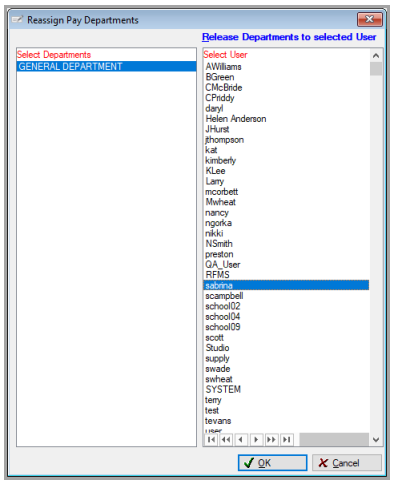


Release Departments to Another User

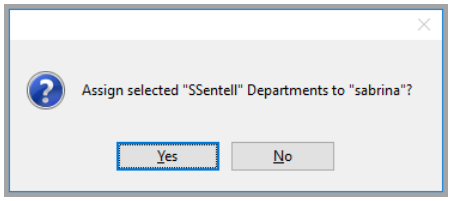
File>Prepare Pay>Release Department(s) to Another User

In previous version, this function was named Release Workstation to another User.

The user will now select the department to send to another user and then select the user.



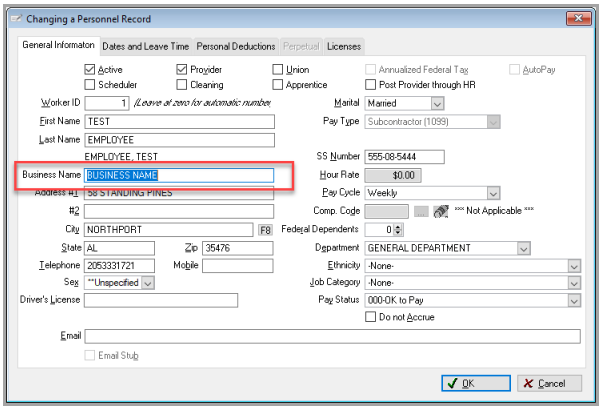
A message will appear to double check the assignment.



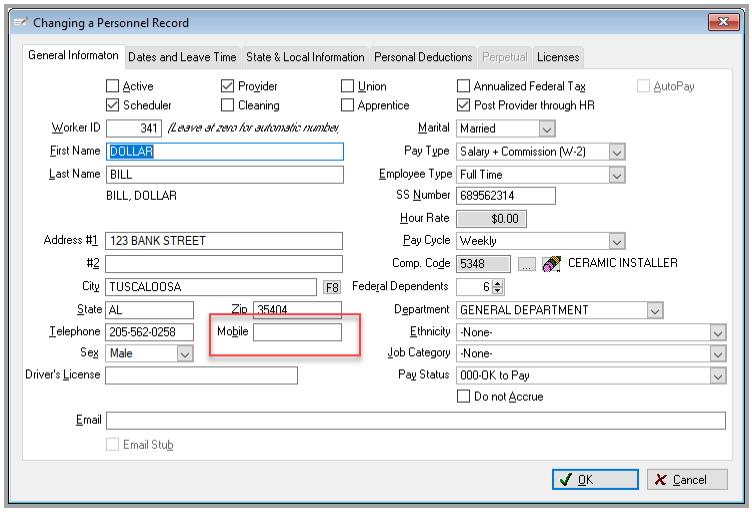
Worker Information

File>Worker Information

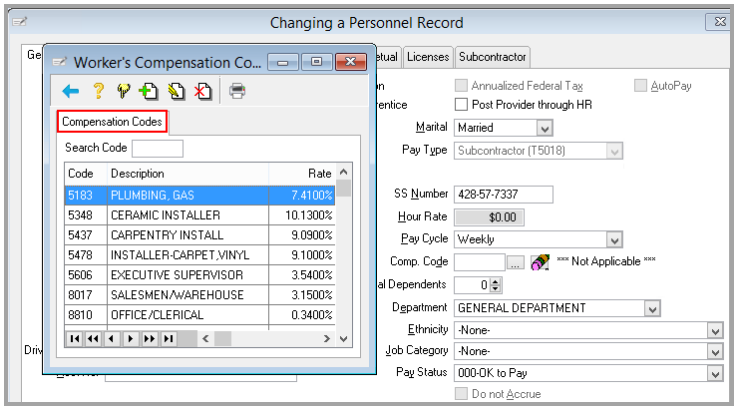
The Business Name has been added to the Personnel Record screen for Subcontractors.



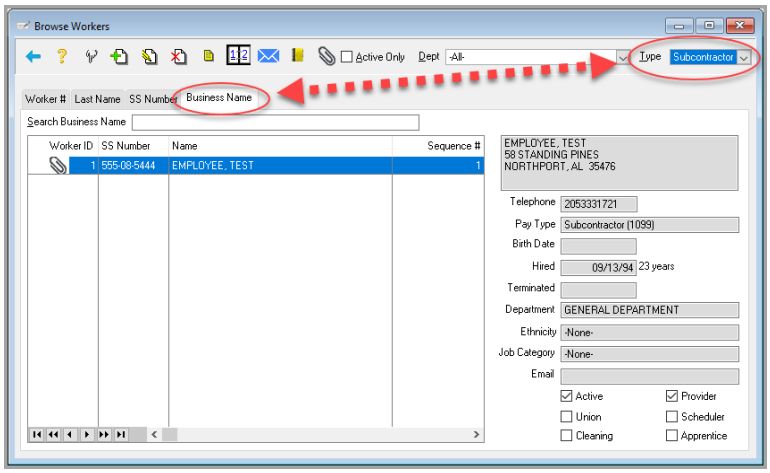
The mobile telephone number has been added to the Personnel Record screen.



The ability for a Canadian database to assign Workman's Comp has been added to the Worker Information General Information tab.



A tab for Business Name on the Browse Workers screen will appear if filtered by subcontractors.



Provider Rate Matrix

Utilities>Provider Rate Matrix

The ability to use the Copy Browse feature has been added to the Provider Rate Matrix Browse screen.

Reports

Worker Information

Reports>Work Information

The Business Name has been added to the Subcontractor CSV.

A8 | MARSHALL, DYLAN

	A	B	C	D	E	F	G	H	I	J	
1	Worker	Address1	Address2	City	State	Zip	Business Name	Telephone	Active	Birth Date	Pay T
2	ESTRADA HERNANDEZ, JOSE	11327 MAGNOLIA WOOD AVENUE		NORTHPORT	AL	35476		239-919-9685	T	19870730	Sub
3	FIELDS, SALLY	2200 RODEO DRIVE		ALICEVILLE	AL	35442			T		Sub
4	FLOORING WHOLESALE INC.	P.O. BOX 287		BROWNSBORO	AL	35741		205-479-5258	T		Sub
5	JONES, BOBBY	2020 MAIN AVE		BUTLER	AL	36904		205-877-0000	T		Su

Quarterly Report

941 Quarterly Report

The last form of the 941 Quarterly Report that deals with FUTA and SUTA has been more accurately labeled “940 Quarterly Report”

Page No. 1
05/23/18
3:19PM

DOCUMENTATION-MENUS & REPORTS

940 Quarterly Report

FROM: 01/01/18 TO: 03/31/18

	Taxable Wages	Employer Over Limit	Taxable Employer	Employer Rate	Employer Liability	Employee Over Limit	Taxable Employee	Employee Rate	Employee Liability	Total Liability
FUTA Tax	37,127.73	15,000.00	22,127.73	0.6000%	132.77	37,127.73	0.00	0.0000%	0.00	132.77
suta-AL	34,977.05	0.00	34,977.05	4.0769%	1,425.98	0.00	34,977.05	0.0850%	29.73	1,455.71

Sales Reports

Material Analysis

The Bin Location, PO Number/PO Sidemark, and Supplier Invoice Date have been added to the csv.

O	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY
Addr1	ShipAddr2	SoldCoun	ShipCoun	Sup_Colle	UOM	InvStore	&UD Date	Bin Locati	PO Number	Inv Date
3ANK STREET		JEFFERSO	JEFFERSON		SY					
DOVE CREEK AV		TUSCALOC	TUSCALOOSA		SY	" "			TEST FOR NEW	20160127
TEST		TUSCALOC	TUSCALOOSA		EA					
TEST		TUSCALOC	TUSCALOOSA		EA					
TEST		TUSCALOC	TUSCALOOSA		EA					
TEST		TUSCALOC	TUSCALOOSA		EA					

Sales

Open Orders

File>Sales>Open Orders

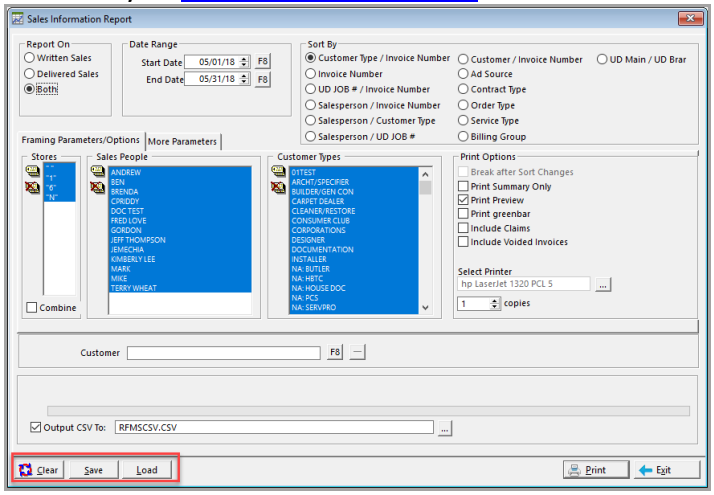
The status of Open has now been changed to None.
The Job # has been added as a column to the CSV.

	A	B	C	D	E	U	V	W	X	Y	Z
1	Store	Order Dat	Pr Code	Invoice Nu	Line N	PercPaid	Transit Sta	Inventory	Install Sto	Job #	
2	" "	20160314	1	CG602603		1847.669		DOCUMEN	"1"	TEST	
3	"1"	20170623	1	CG704149		0		DOCUMEN	"1"	HIDE COMP GEN WO LINES	
4	"6"	20160318	1	RD12345		0		STORE 6	"6"	DOC TEST	
5	"6"	20160318	6	RD12345		0		DOCUMEN	"6"	DOC TEST	
6	"N"	20160920	3	CG602748		0		DOCUMEN	"N"		
7	"N"	20160922	1	CG602750		0		DOCUMEN	"N"		
8	"N"	20160105	6	CG602716		100		DOCUMEN	"N"		
9	"N"	20160105	6	CG602717		0		STORE NA	"N"		
10											

Sales Information Report

File>Sales>Sales Information

The ability to Save/Load/Clear filters has been added to this report.



Profitability

Job Cost Analysis Report

File>Profitability>Job Cost Analysis

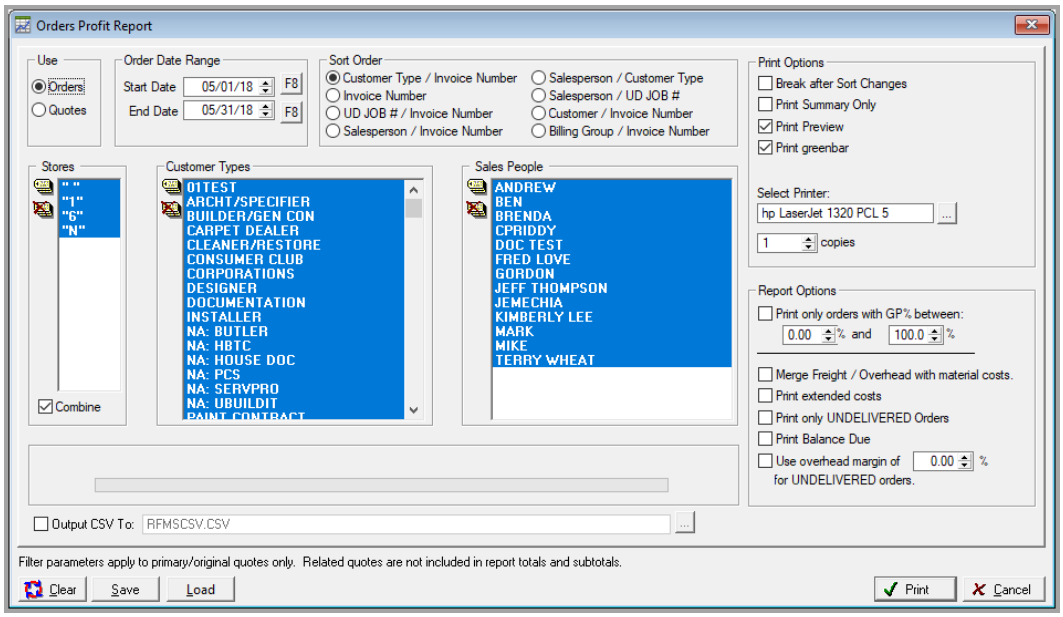
The Service Price and Main/Member have been added to the CSV. These columns only are populated when Detail/Extended is selected on the parameters screen.

AI	AJ	AK	AL	AM	AN	AO
omm_Dc	Comm_Pe	Profit_Aft	Profit_Af	ServicePrice	UD Main	
0	0	-26756.4	-717.934	124.2		
0	0	0	0	0		
0	0	-1995.2	-246.321	0		
90.59	10.507	450.22	52.218	0		
32.07	1.25	224.79	8.76	597.5		
0	0	0	0	0		
286.03	7	1202.75	29.434	1557.5		
174.67	16.75	778.71	74.675	82.8		

Orders/Quotes Profit Report

File>Profitability>Orders/Quotes Profit Report

The ability to Save/Load/Clear filters has been added to this report.



Marketing

Top Customers

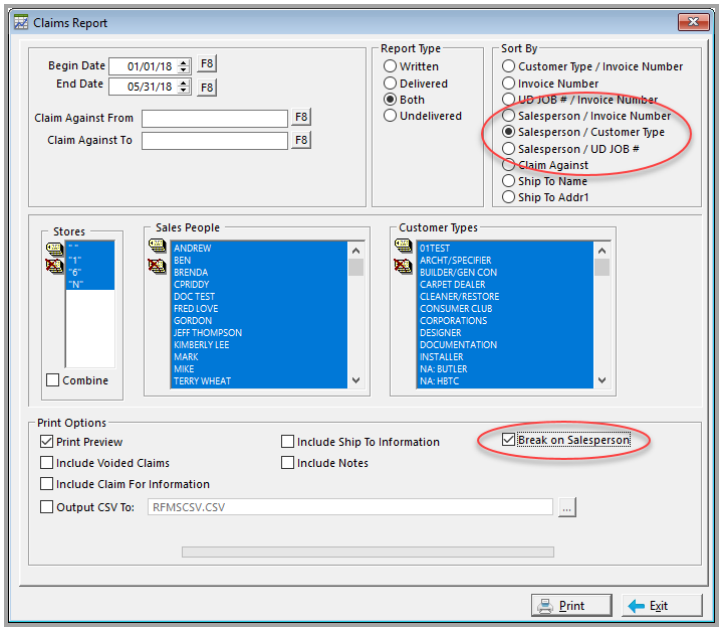
File>Marketing>Top Customers

The Email field has been add to the CSV file.

	A	B	C	D	L	M	N
1	Store	Ranking	Customer	Sold St	Zip	SubSort	Email
2	" "	1	MENT, DO	AL	35442	MENT, DOC U.	test@test.com

Claims Report

The ability to page break on the Salesperson is now available if sorted by Salesperson.



Schedule Pro

Work Order

The Work Order in Schedule Pro now prints the Primary and (if applicable) the secondary installer name.

05/23/18
2:56PM

Page 1
Printed By:
SSentell

WORK ORDER

Sold To	Install At
DOC U. MENT 123 PAPER STREET ALICEVILLE, AL 35442	DOC U. MENT 123 PAPER STREET ALICEVILLE, AL 35442

Order Number	Order Date	PO Number	Tphone 1
CG502141	12/02/15	TEST STRANGE ADDRESS	2051234567

Area	PC	Style/Item	Color/Description	Inventory #	Units	Width	Length	Ship Wt.	Quantity	Rate	Control #
	06	GRAPHITE NO 2	PENCIL YELLOW	12345	BX	0.5	0.5		40.00		N6S0SS1S4H
Color Number: NO 2											
	61	CPT-(BASIC)-GLUEDOWN		CP/BA-G	SF				40.00	0.350	F3A0AE5Y6B
	61	COMPUTER GENERATED			EA				1.00		C5J1400J2D

Balance to be Collected: $4,349.83

Standard Message prints on every work order

Installers: DOCUMENT CREW, WORKER
Sales Representative: DOC TEST

Work Ticket

The Color Number will now print on the Work Ticket

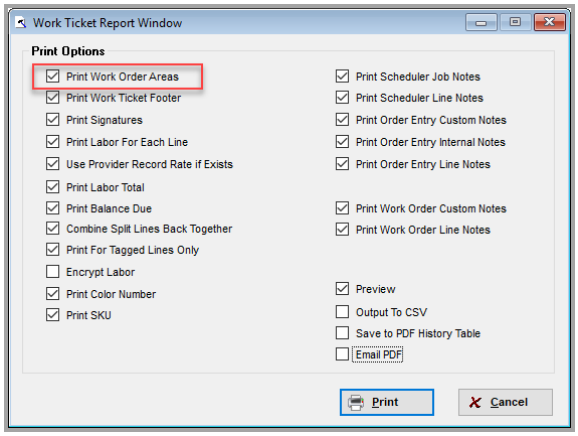
WORK TICKET

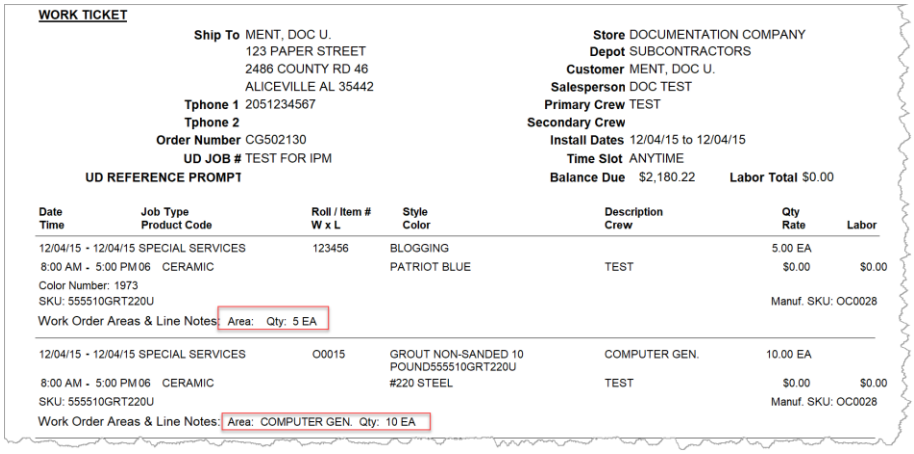
Ship To MENT, DOC U.
123 PAPER STREET
2486 COUNTY RD 46
ALICEVILLE AL 35442
Tphone 1 2051234567
Tphone 2
Order Number CG502130
UD JOB # TEST FOR IPM
UD REFERENCE PROMPT

Store DOCUMENTATION COMPANY
Depot SUBCONTRACTORS
Customer MENT, DOC U.
Salesperson DOC TEST
Primary Crew TEST
Secondary Crew
Install Dates 12/04/15 to 12/04/15
Time Slot ANYTIME
Balance Due $2,180.22 **Labor Total** $0

Date Time	Job Type Product Code	Roll / Item # W x L	Style Color	Description Crew	Qty Rate
12/04/15 - 12/04/15	SPECIAL SERVICES	123456	BLOGGING		5.00 EA
8:00 AM - 5:00 PM	06 CERAMIC		PATRIOT BLUE	TEST	$0.00
Color Number: 1973					
SKU: 555510GRT220U					Manuf. Sk
Work Order Areas & Line Notes: Area: Qty: 5 EA					
12/04/15 - 12/04/15	SPECIAL SERVICES	O0015	GROUT NON-SANDED 10	COMPUTER GEN.	10.00 EA

When Print Work Order Areas is checked, the Area Qty will now Print on the Work Ticket.





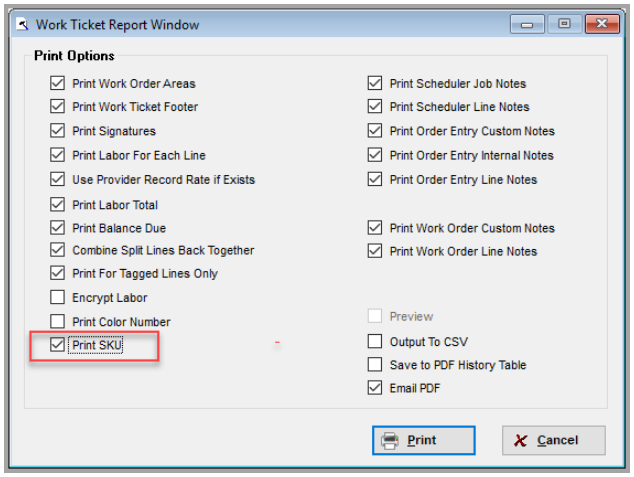
WORK TICKET

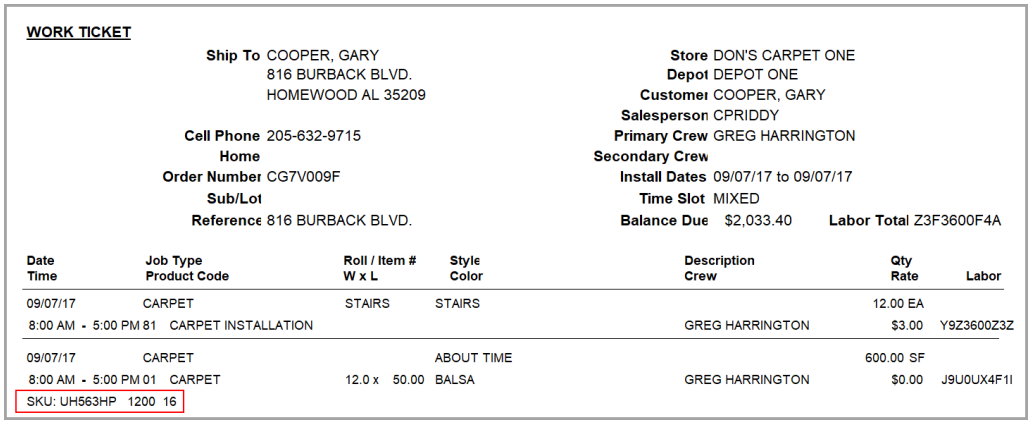
Ship To MENT, DOC U.
123 PAPER STREET
2486 COUNTY RD 46
ALICEVILLE AL 35442
Tphone 1 2051234567
Tphone 2
Order Number CG502130
UD JOB # TEST FOR IPM
UD REFERENCE PROMPT

Store DOCUMENTATION COMPANY
Depot SUBCONTRACTORS
Customer MENT, DOC U.
Salesperson DOC TEST
Primary Crew TEST
Secondary Crew
Install Dates 12/04/15 to 12/04/15
Time Slot ANYTIME
Balance Due $2,180.22 **Labor Total** $0.00

Date Time	Job Type Product Code	Roll / Item # W x L	Style Color	Description Crew	Qty Rate	Labor
12/04/15 - 12/04/15	SPECIAL SERVICES	123456	BLOGGING		5.00 EA	
8:00 AM - 5:00 PM	06 CERAMIC		PATRIOT BLUE	TEST	$0.00	$0.00
Color Number: 1973						
SKU: 555510GRT220U					Manuf. SKU: OC0028	
Work Order Areas & Line Notes: Area: Qty: 5 EA						
12/04/15 - 12/04/15	SPECIAL SERVICES	O0015	GROUT NON-SANDED 10 POUND555510GRT220U	COMPUTER GEN.	10.00 EA	
8:00 AM - 5:00 PM	06 CERAMIC		#220 STEEL	TEST	$0.00	$0.00
SKU: 555510GRT220U					Manuf. SKU: OC0028	
Work Order Areas & Line Notes: Area: COMPUTER GEN. Qty: 10 EA						

The SKU can now be printed on the Work Ticket





WORK TICKET

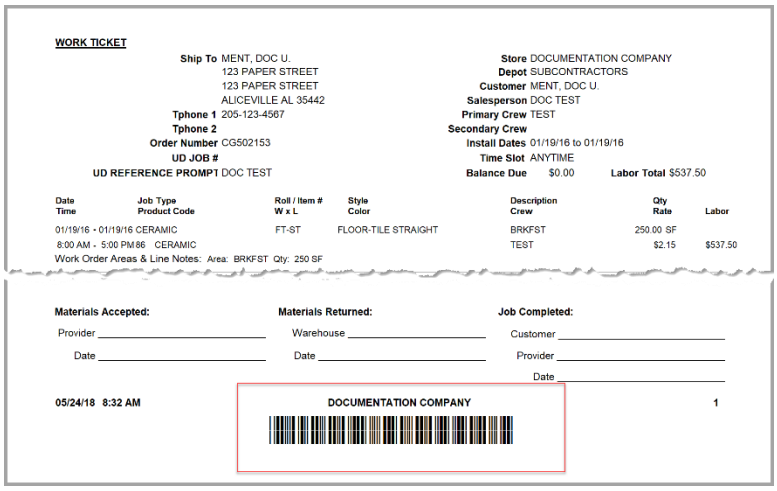
Ship To COOPER, GARY
816 BURBACK BLVD.
HOMEWOOD AL 35209

Cell Phone 205-632-9715
Home
Order Number CG7V009F
Sub/Lot
Reference 816 BURBACK BLVD.

Store DON'S CARPET ONE
Depot DEPOT ONE
Customer COOPER, GARY
Salesperson CPRIDDY
Primary Crew GREG HARRINGTON
Secondary Crew
Install Dates 09/07/17 to 09/07/17
Time Slot MIXED
Balance Due $2,033.40 **Labor Total** Z3F3600F4A

Date Time	Job Type Product Code	Roll / Item # W x L	Style Color	Description Crew	Qty Rate	Labor
09/07/17	CARPET	STAIRS	STAIRS		12.00 EA	
8:00 AM - 5:00 PM 81	CARPET INSTALLATION			GREG HARRINGTON	$3.00	Y9Z3600Z3Z
09/07/17	CARPET		ABOUT TIME		600.00 SF	
8:00 AM - 5:00 PM 01	CARPET	12.0 x 50.00	BALSA	GREG HARRINGTON	$0.00	J9U0UX4F1I
SKU: UH563HP 1200 16						

If [Add Scan Bar Codes to Selected Forms]() is set to Yes, a bar code will now print at the bottom of the Work Ticket with or without the Print Signatures option checked.



WORK TICKET

Ship To MENT, DOC U.
123 PAPER STREET
123 PAPER STREET
ALICEVILLE AL 35442
Tphone 1 205-123-4567
Tphone 2
Order Number CG502153
UD JOB #
UD REFERENCE PROMPT DOC TEST

Store DOCUMENTATION COMPANY
Depot SUBCONTRACTORS
Customer MENT, DOC U.
Salesperson DOC TEST
Primary Crew TEST
Secondary Crew
Install Dates 01/19/16 to 01/19/16
Time Slot ANYTIME
Balance Due $0.00 **Labor Total** $537.50

Date Time	Job Type Product Code	Roll / Item # W x L	Style Color	Description Crew	Qty Rate	Labor
01/19/16 - 01/19/16	CERAMIC	FT-ST	FLOOR-TILE STRAIGHT	BRKFST	250.00 SF	
8:00 AM - 5:00 PM 86	CERAMIC			TEST	$2.15	$537.50

Work Order Areas & Line Notes: Area: BRKFST Qty: 250 SF

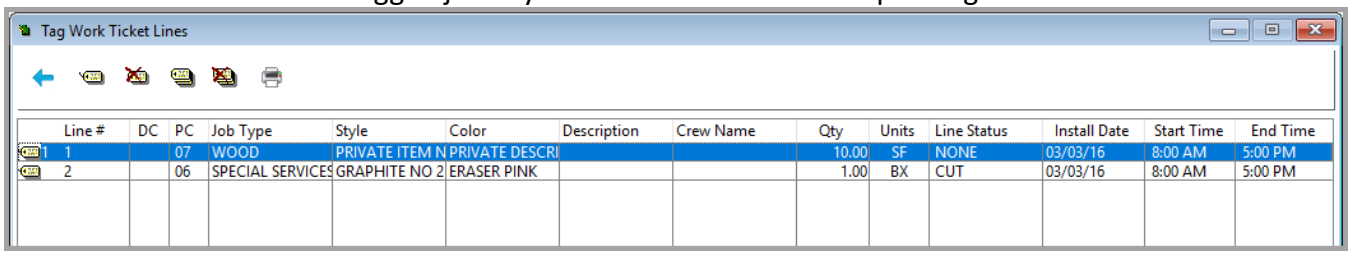
Materials Accepted: Provider _____ Date _____
Materials Returned: Warehouse _____ Date _____
Job Completed: Customer _____ Provider _____ Date _____

05/24/18 8:32 AM **DOCUMENTATION COMPANY** **1**

Quick Schedule

File>Quick Schedule

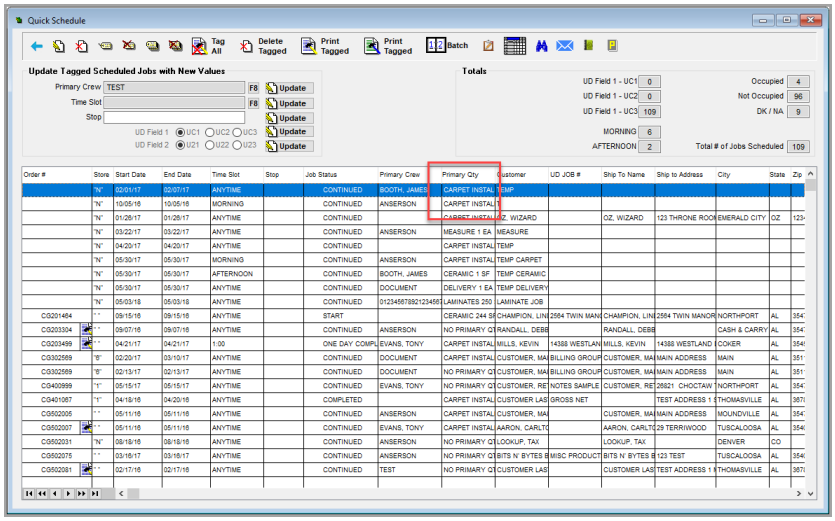
The ability to tag Work Ticket lines to print from Quick Schedule has been added. Clicking Tag All then Print Work Ticket will sort tagged jobs by Crew Name before batch printing



Tag Work Ticket Lines

	Line #	DC	PC	Job Type	Style	Color	Description	Crew Name	Qty	Units	Line Status	Install Date	Start Time	End Time
1	1		07	WOOD	PRIVATE ITEM N	PRIVATE DESCRI			10.00	SF	NONE	03/03/16	8:00 AM	5:00 PM
	2		06	SPECIAL SERVICES	GRAPHITE NO 2	ERASER PINK			1.00	BX	CUT	03/03/16	8:00 AM	5:00 PM

Primary Qty has been added to the Browse Screen.



Weekly Grid

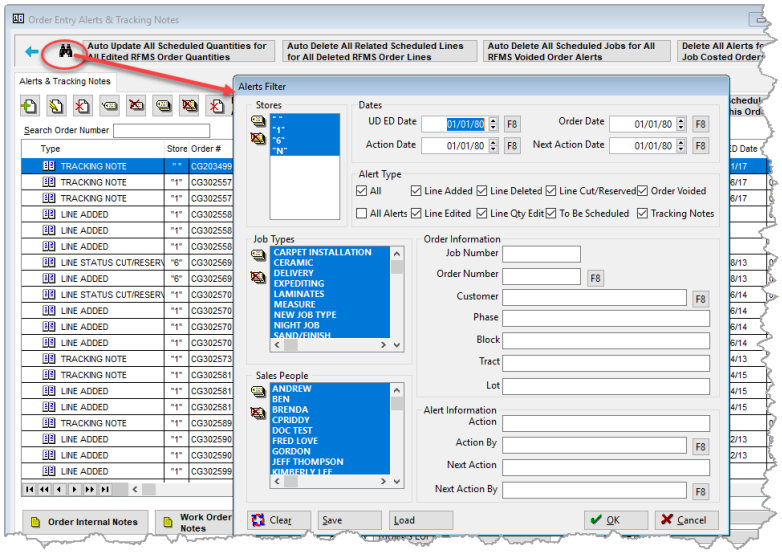
File>Weekly Grid

Landscape printout of simple grid includes colored availability dots
Landscape printout of detailed grid includes colored availability dots.
Landscape printout of detailed grid includes colored Material triangles.

Alerts

File>Alerts

A Find screen has been replaced the Filter section, and the Find and Reset buttons on the Alerts Browse for more efficient filtering. Users will be able to filter by Stores, Job Types, Sales People, Dates, Alert Types, Order Information, and Alert Information. The ability to Save and Load filters has also been added.

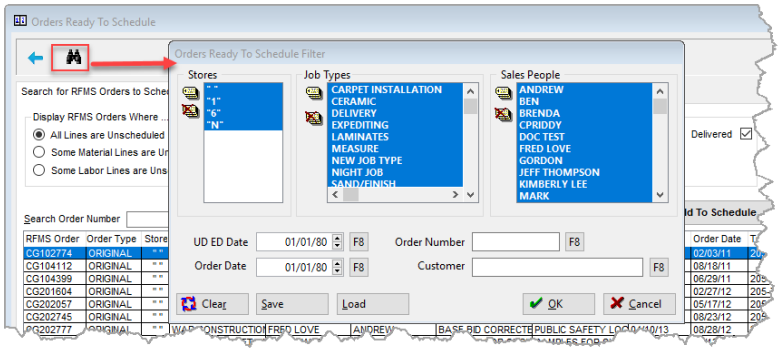


Orders Ready to Schedule

File>Orders Ready to Schedule

The ability to use the Copy Browse feature has been added to the Orders Ready to Schedule Browse screen.

A Find screen has been added to the Orders Ready to Schedule screen for more efficient filtering. Users will be able to filter by Stores, Job Types, Sales People, etc. The ability to Save and Load filters has also been added.

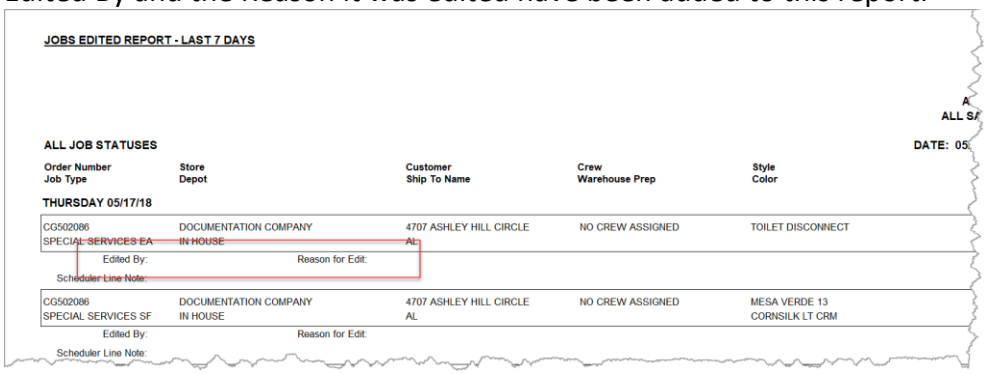


Reports

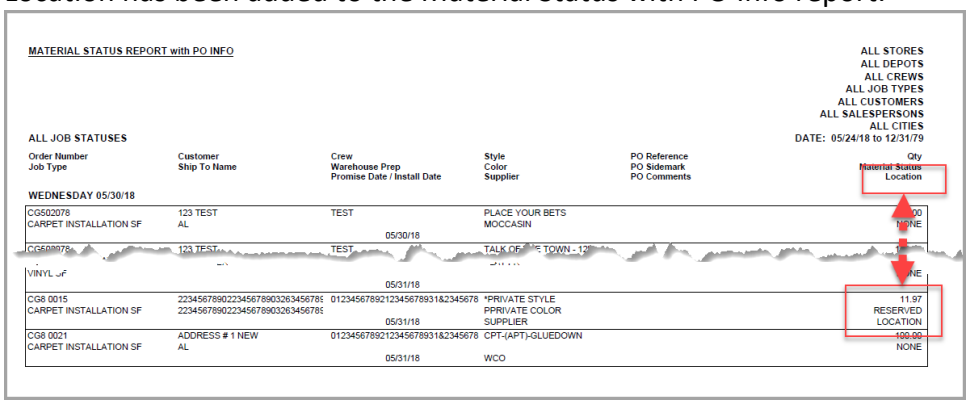
Daily Scheduling Report

Reports>Daily Scheduling Report

Edited By and the Reason it was edited have been added to this report.



Location has been added to the Material Status with PO Info report.



MATERIAL STATUS REPORT with PO INFO

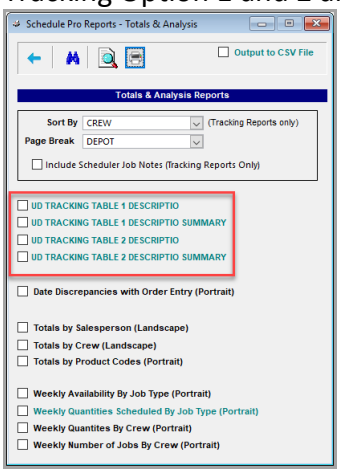
ALL STORES
ALL DEPOTS
ALL CREWS
ALL JOB TYPES
ALL CUSTOMERS
ALL SALESPERSONS
ALL CITIES
DATE: 05/24/18 to 12/31/79

ALL JOB STATUSES

Order Number / Job Type	Customer / Ship To Name	Crew / Warehouse Prep / Promise Date / Install Date	Style / Color / Supplier	PO Reference / PO Sidemark / PO Comments	Qty / Material Status / Location
WEDNESDAY 05/30/18					
CG502078 CARPET INSTALLATION SF	123 TEST AL	TEST 05/30/18	PLACE YOUR BETS MOCCASIN		00 NONE
CG502078	123 TEST	TEST	TALK OF THE TOWN - 12		
VINYL SF		05/31/18			NE
CG8 0015 CARPET INSTALLATION SF	2234567890223456789032634567 8 2234567890223456789032634567 8	0123456789212345678931&2345678 05/31/18	*PRIVATE STYLE PRRIVATE COLOR SUPPLIER		11.97 RESERVED LOCATION
CG8 0021 CARPET INSTALLATION SF	ADDRESS # 1 NEW AL	0123456789212345678931&2345678 05/31/18	CPT-(APT)-GLUEDOWN WCO		100.00 NONE

Total & Analysis Report

Tracking Option 1 and 2 and their summaries can now be output to CSV.

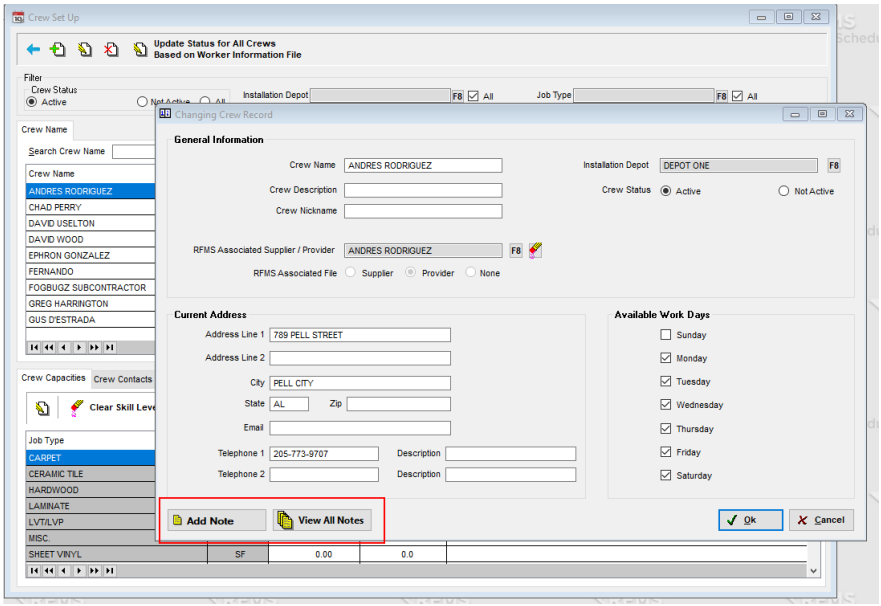


Utilities

Crews

Utilities>Set Up>Crews

The Add Notes and View All Notes buttons have been added to the Add/Edit Crew screen.

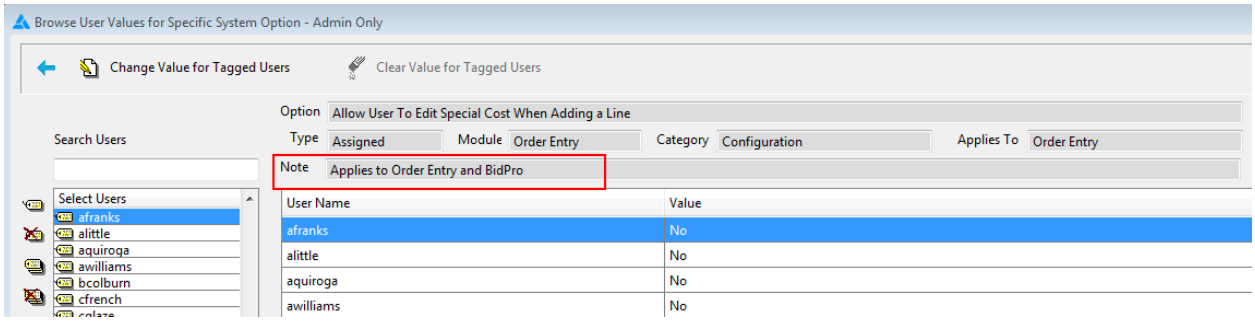


BidPro

System Options

Allow User to Edit Special Cost When Adding a Line

A note has been added to the system option that states the option applies to Order Entry and BidPro.

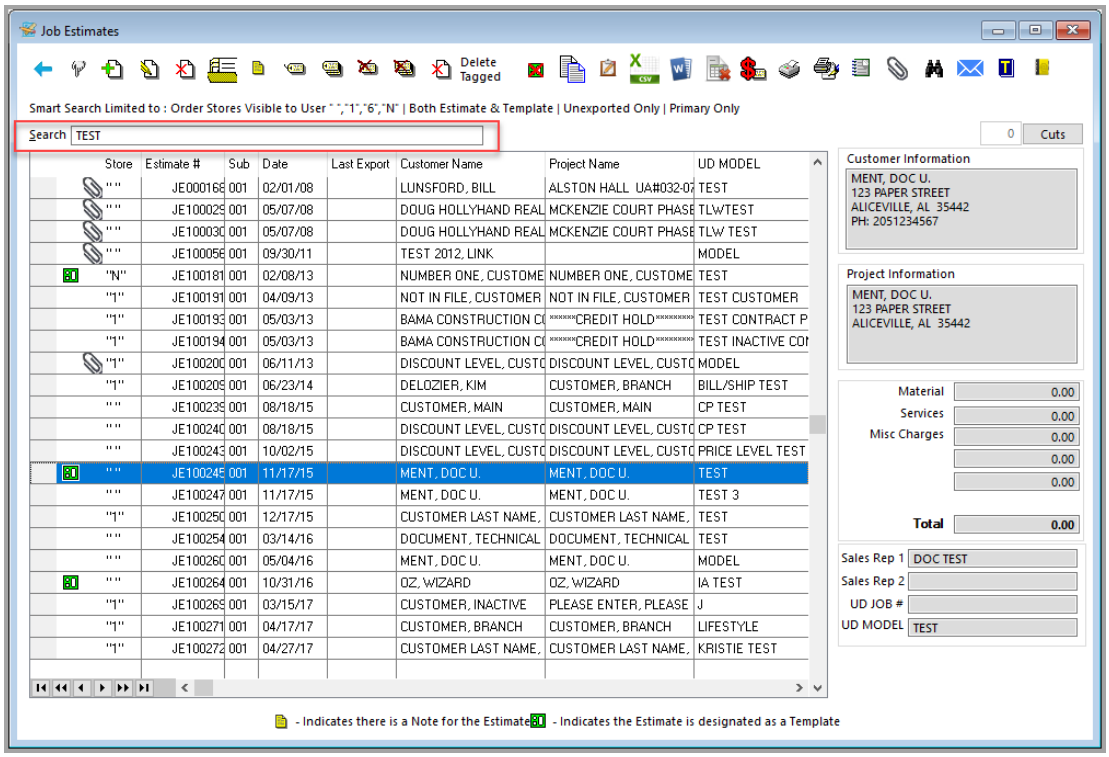


Estimates

RFMS Smart Search

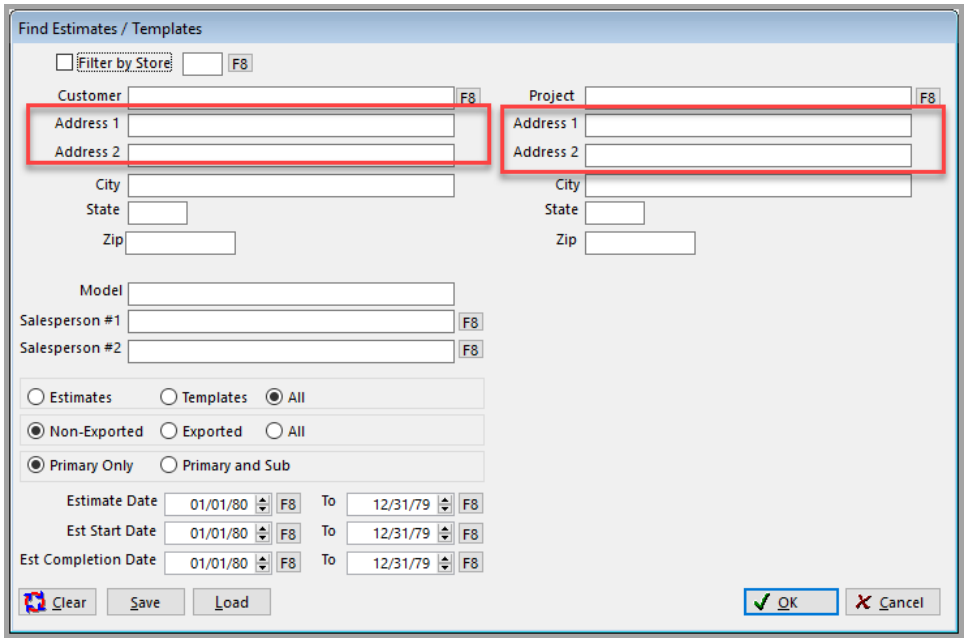
RFMS Smart Search has been added to the Estimate Browse Screen in BidPro. The fields it is looking at are

- Estimate Number
- Customer Name
- Project Name
- Model
- Sales Rep 1
- Sales Rep 2



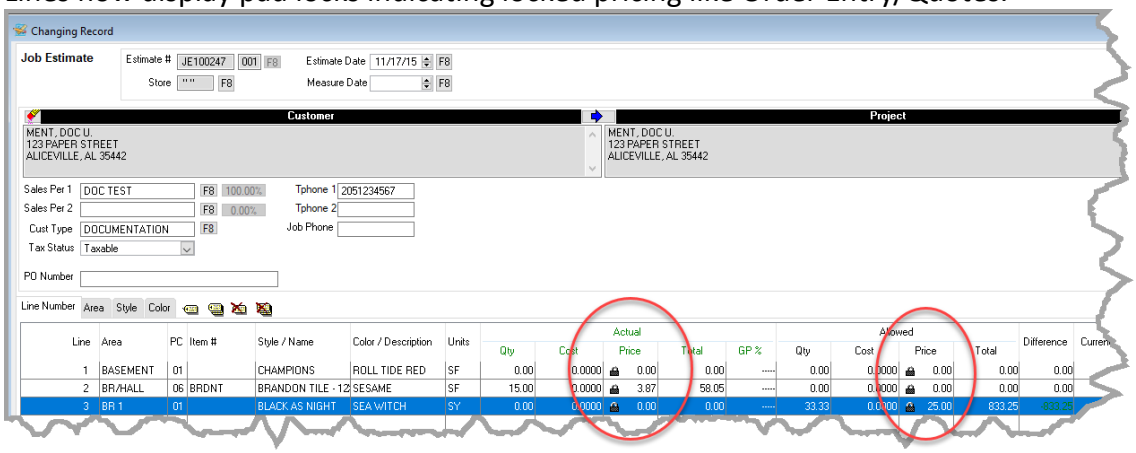
Find Screen

Customer Address and Project Address have been added to the Find screen.



Estimate Lines

Lines now display pad locks indicating locked pricing like Order Entry/Quotes.



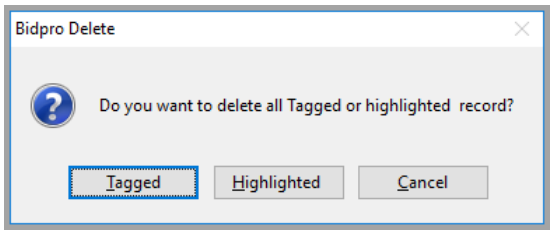
To Be Determined has been added to Products for use on lines in BidPro. It will follow the same functionality as it does in Order Entry.

Adjust Total

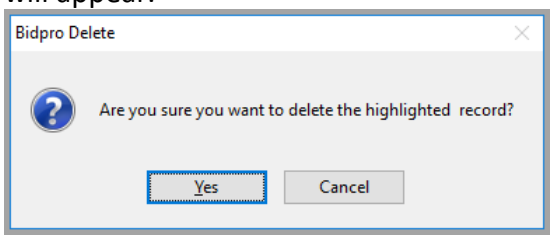
Adjust Total will now modify Miscellaneous Charges and Taxes in BidPro if there are rounding differences as it does in Order Entry.

Multi Line Delete

If the highlighted record is tagged and there are more than one tagged records the following message will appear.



If the highlighted record is not tagged or there are not multiple records tagged the following message will appear.

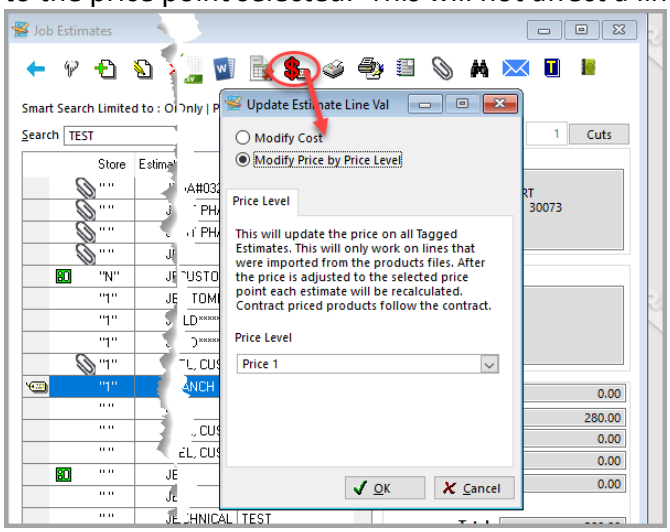


Notes:

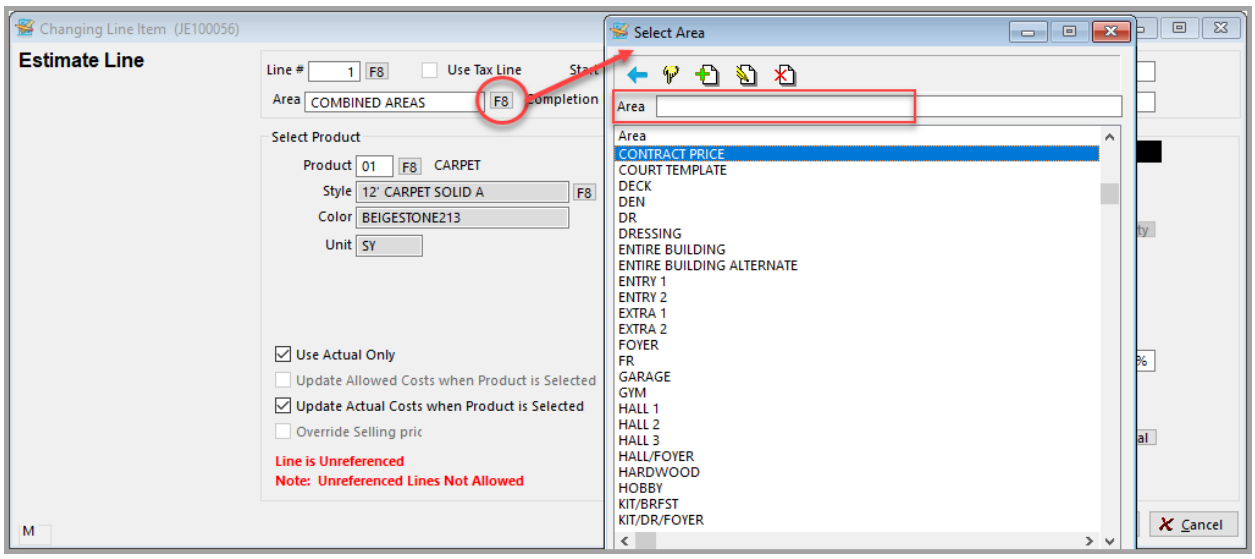
Delete will also remove Comments and Attachments.

Update Cost for Tagged Estimates

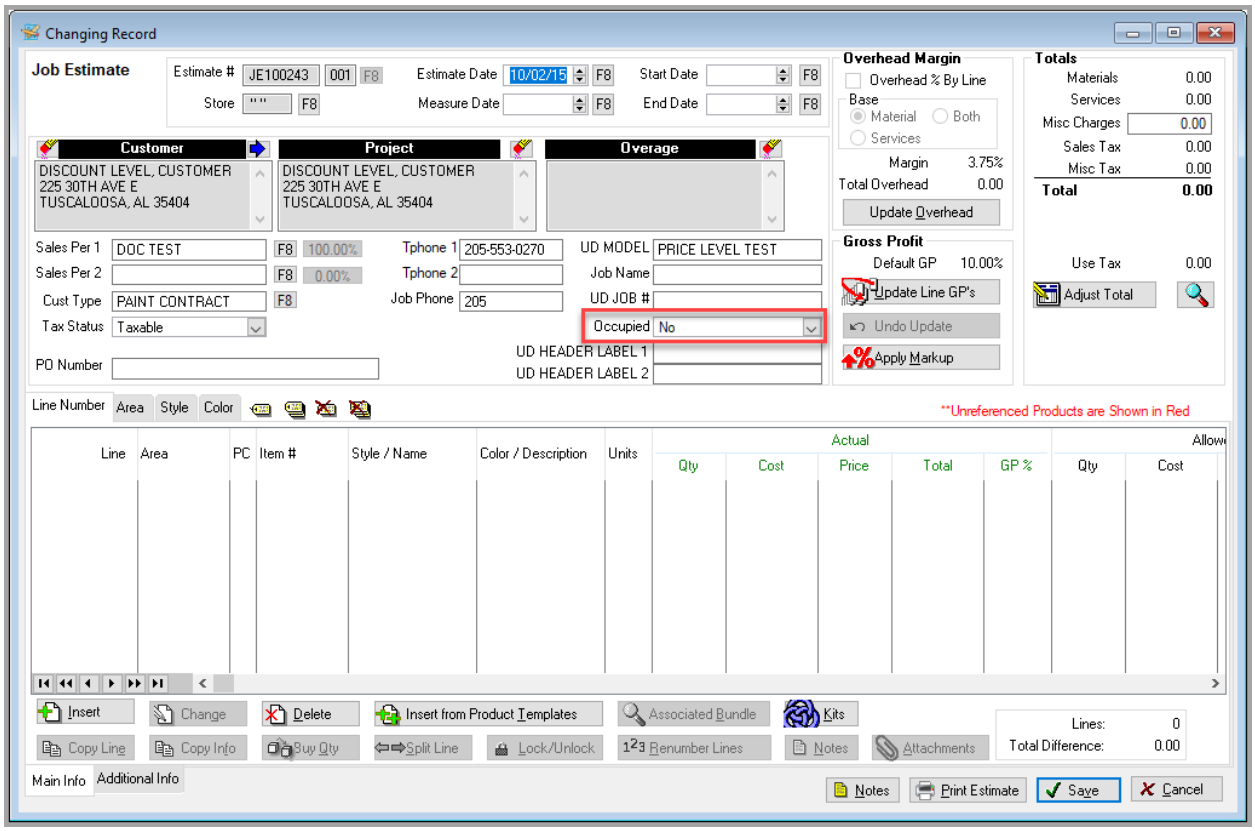
There is now a selection called Modify Price by Price Level. This will update the tagged estimates lines to the price point selected. This will not affect a line with Contract Pricing.



A search field has been added to the Select Area screen.

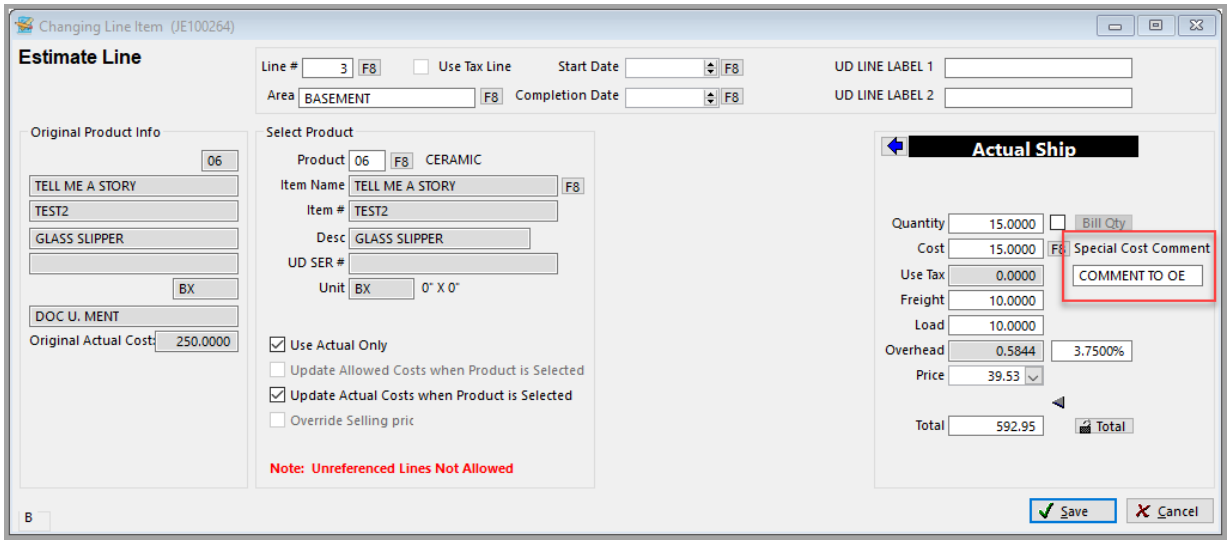


The Occupied field has been added to the Estimate screen and is exported to Order Entry.

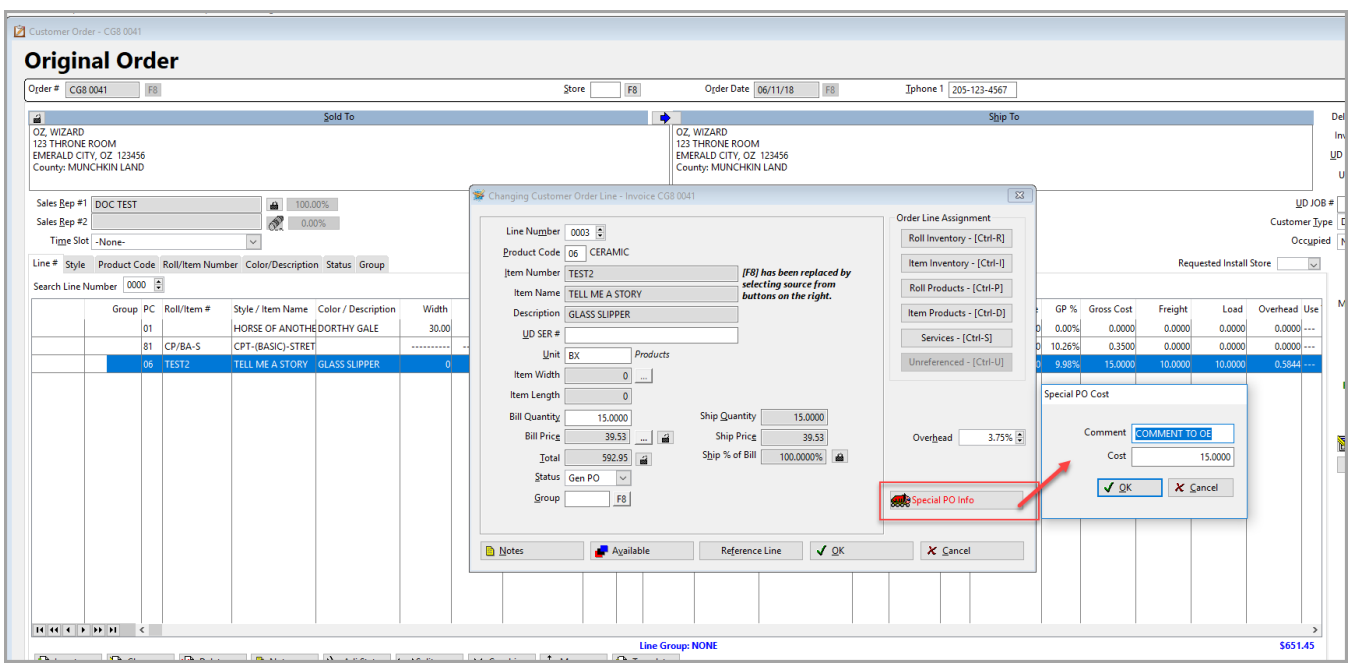


Special Cost

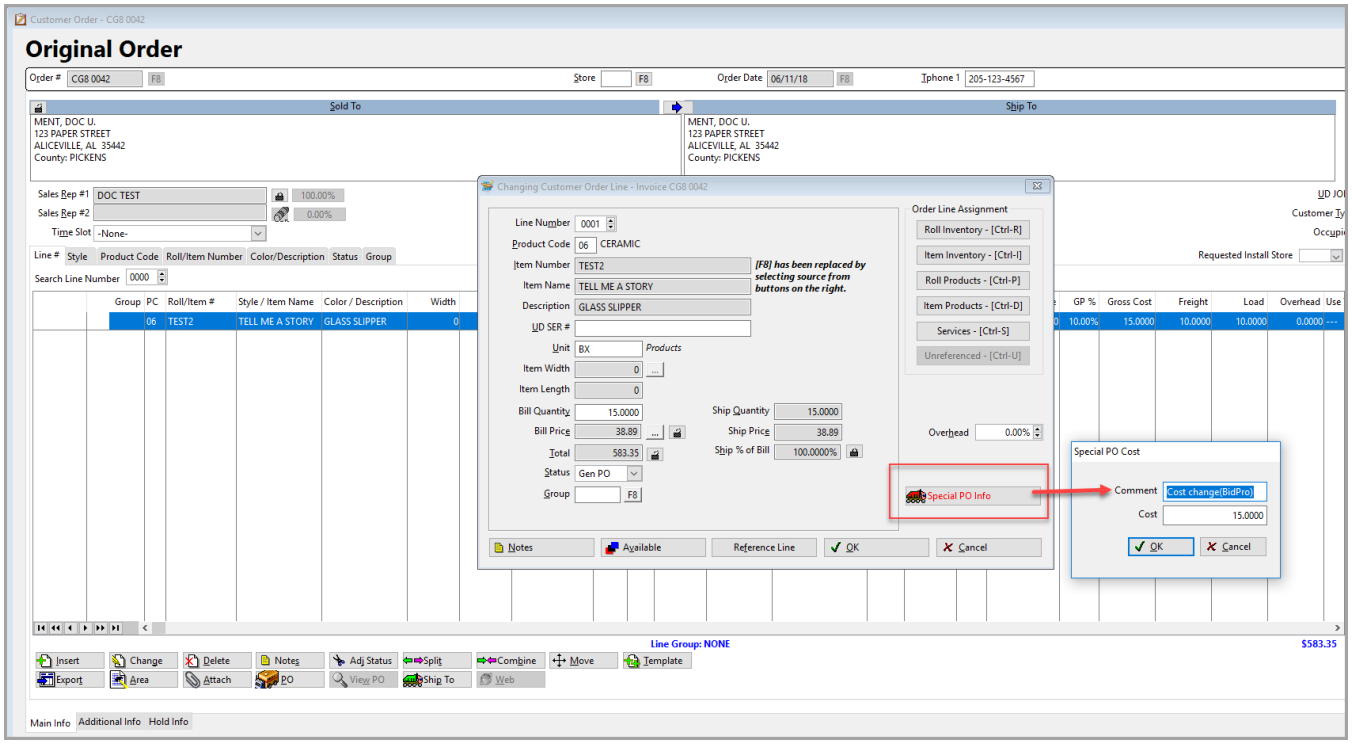
If [Allow User to Edit Special Cost When Adding a Line]() is set to yes, then the Special Cost Comment field will now appear on the record just like in Order Entry.



If there is a special PO Comment, then when exported the cost and comment will come over to the order lines in the Special PO Info field.



If there is not a comment, the export will check against the product cost and if there is a difference then it will import the cost and add the comment "Cost Change (BidPro)" to the Special PO Info fields.



Commissions

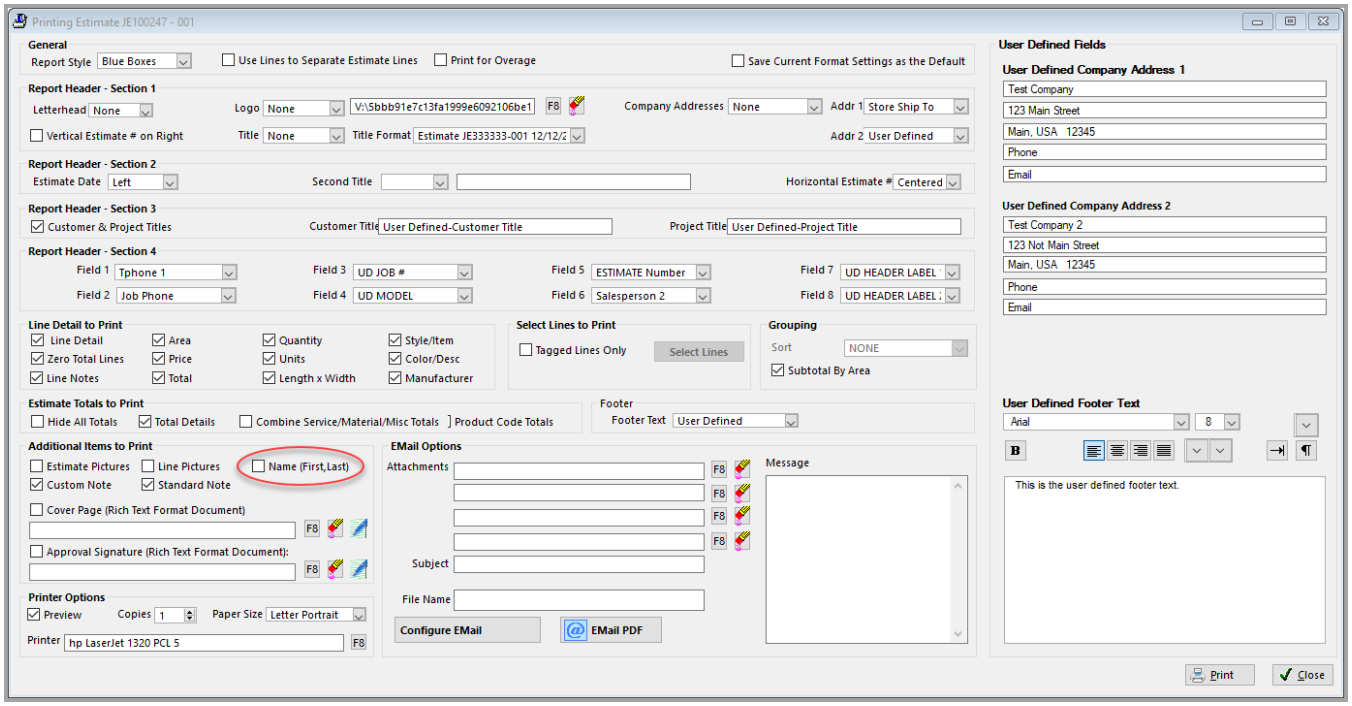
Users can import commissions splits from customers as well as add commission splits to salespeople in BidPro. It is no longer limited to 50/50. This will export over to Order Entry. This feature follows the same switch settings as order entry has.

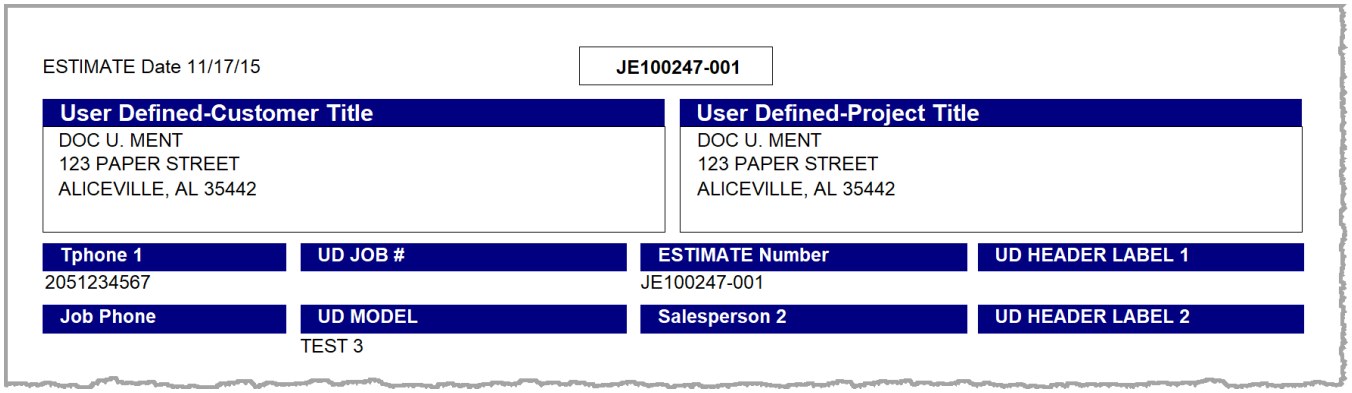
Baseline

When Exporting an Estimate to Order Entry, a baseline is created.

Printing Estimates

A check box has been added to Print Name (First, Last).





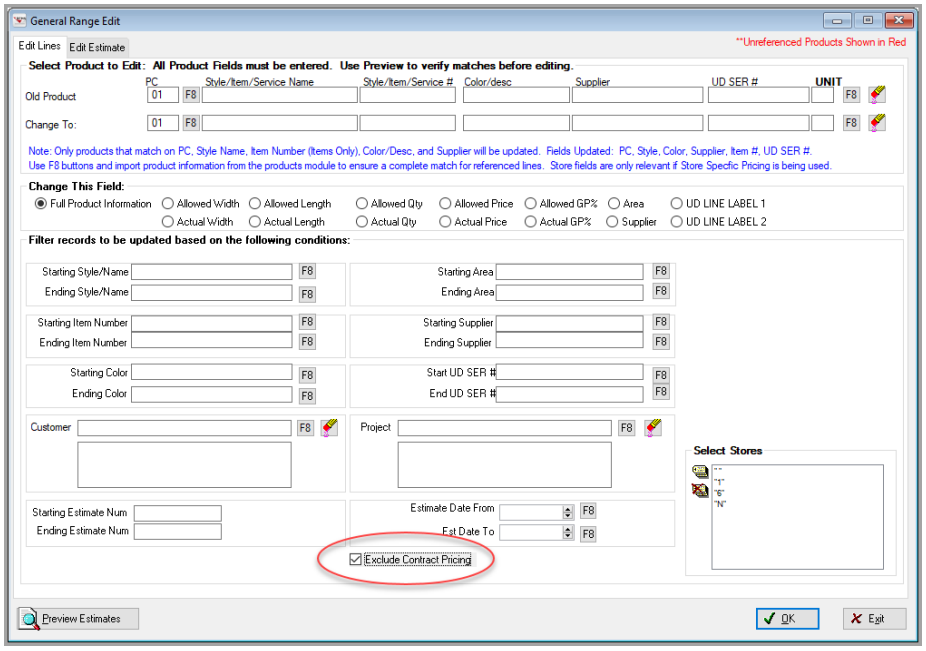
Product Templates

When selecting from a product template, users can decide to update the Estimate Line totals or leave them 0 based on the Update Totals check box.

Utilities

Range Edit

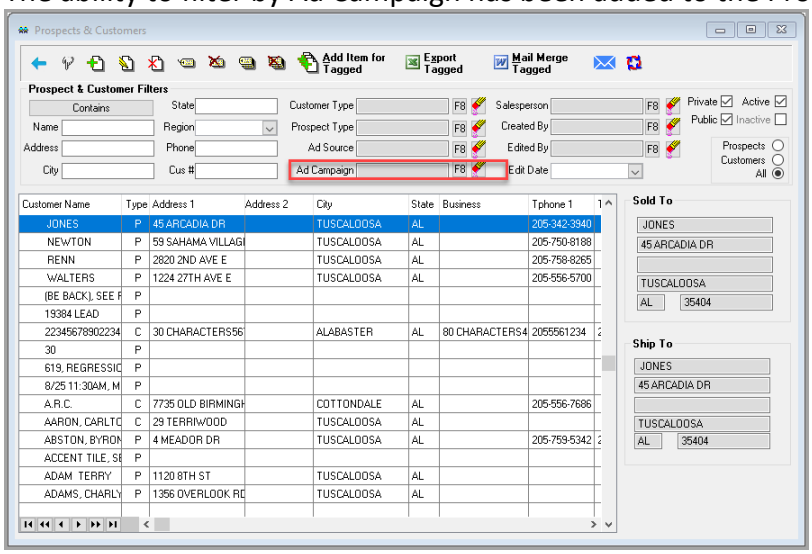
A check box has been added to the Range Edit screen to exclude Contract Pricing when updating products.



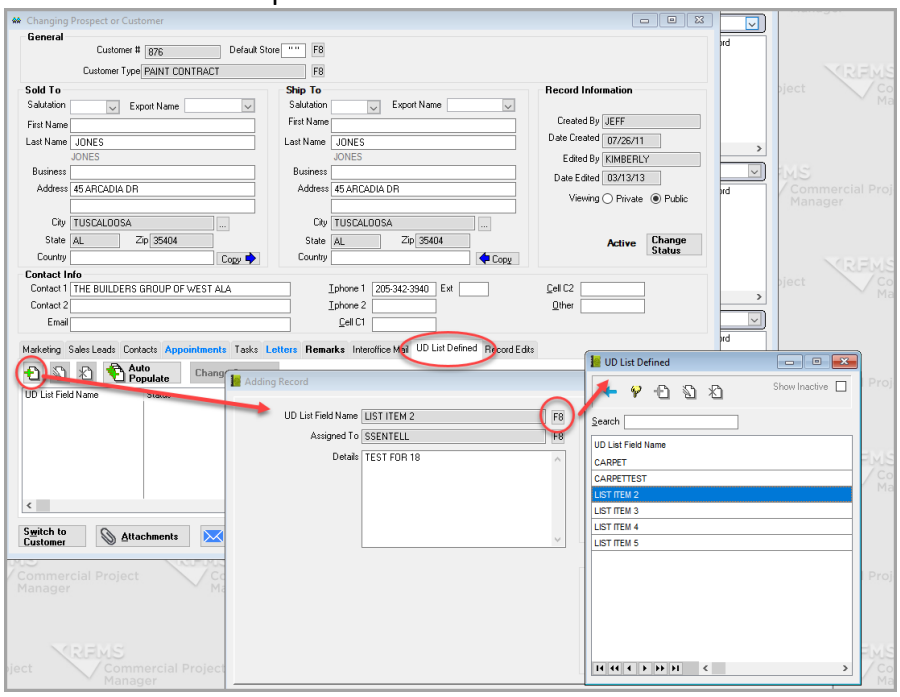
CMM

Prospects and Customers

The ability to filter by Ad Campaign has been added to the Prospects & Customers screen.



When adding/editing a prospect or customer on the User Defined List tab, the User Defined List Field Name now has a dropdown menu.



Projects

The ability to use the Copy Browse feature to Materials & Services, Scheduled Lines, Providers & Other Expenses browse screen. It has also been added to the Search All records screen.

E-Commerce

System Options

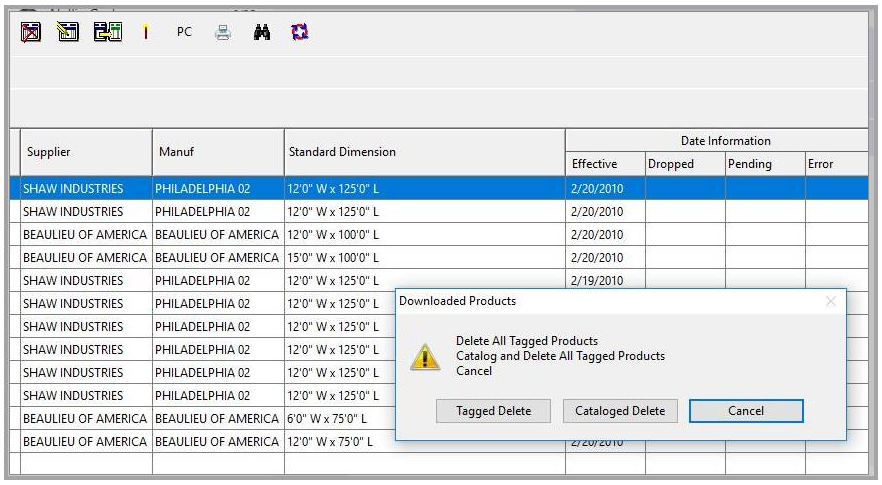
Allow Do Not Import List for Deleted Records from Catalog - System Option

>Utilities>System Options>E-commerce>Product Catalog
Category Configuration
Type- Can be Global, Assigned or User

This option when set to yes gives the user the ability to Make a DO NOT IMPORT list of products that the user does NOT wish to see again from that vendor.

If the option is set to Yes, it allows the Tagged Delete, Cataloged Delete and Cancel options to appear when the Delete Tagged Products .

If the option is set to No, the tagged products will only be able to be deleted.



The Tagged Delete button deletes All Tagged products but does NOT add the products to the DO NOT IMPORT LIST.

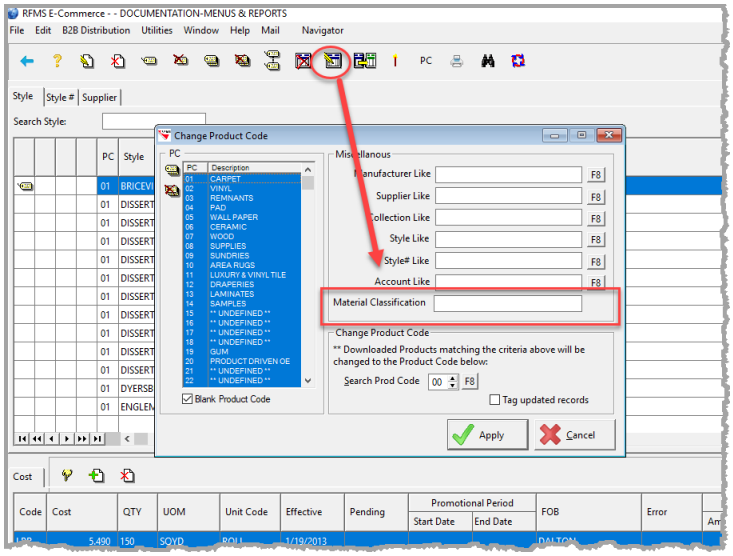
If the products are Cataloged Delete, then the next time the product comes in it will not be viewed in the EC Download Screen for Import. The products will stay on the "DO NO IMPORT List until it is cleared from the list.

Cancel button will cancel the Delete.

Product Catalog Download

File>Product Catalog Download>Range Edit Product Codes

Material Classification has been added to the Range Edit screen.



E-Commerce Invoices

E-Commerce Invoice Screen can now go full screen.

The Post Import Report CSV now shows Inactive date, Date to, Date From, Type Column, and Import Date.

EC 850s

The notification that EC 850s are in the upload folder has been added to Inventory in addition to the products module.

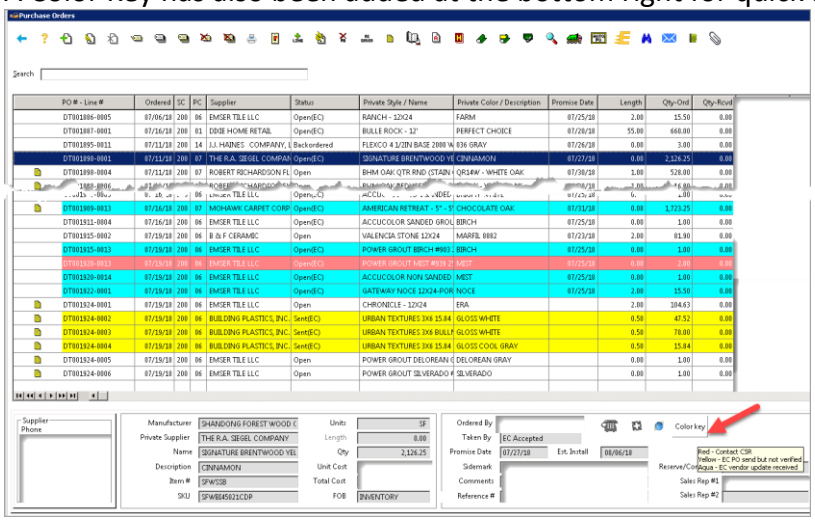
Inventory

Purchase Orders

The status of EC Inventory is now represented by color coding.

- Yellow=850 sent, No 855 but Yes to 997
- Aqua=850 sent and 855 Update flagged
- Red=850 sent and 855 status is Item is on hold-contact CSR

A Color Key has also been added at the bottom right for quick access to what the colors mean.

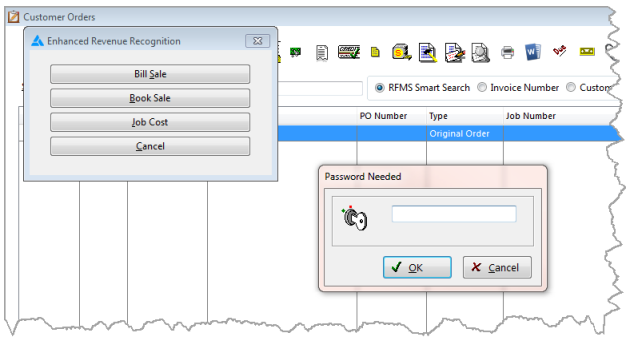


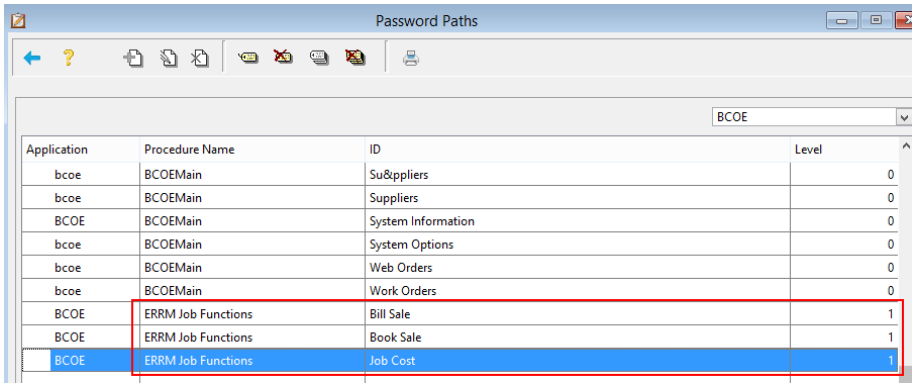
ERRM

Order Entry

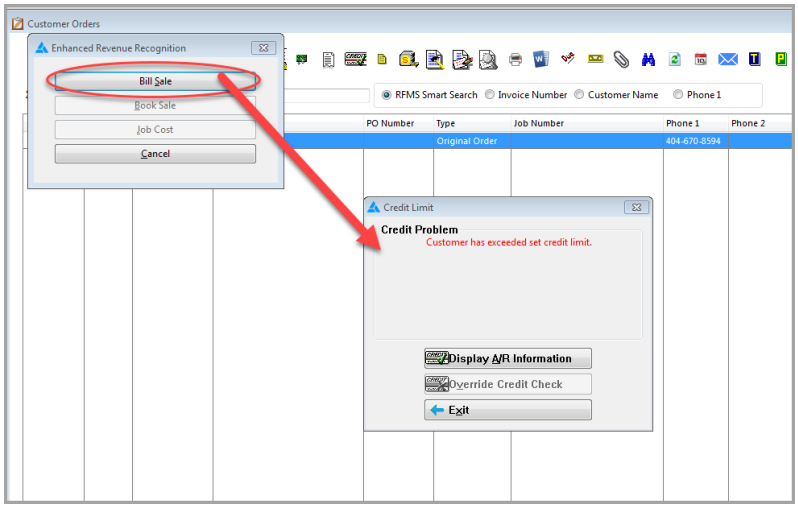
Billed and Booked have been added to the Delivery Date Options on the Find screen.

The ability to password protect the billing/booking screen has been added.

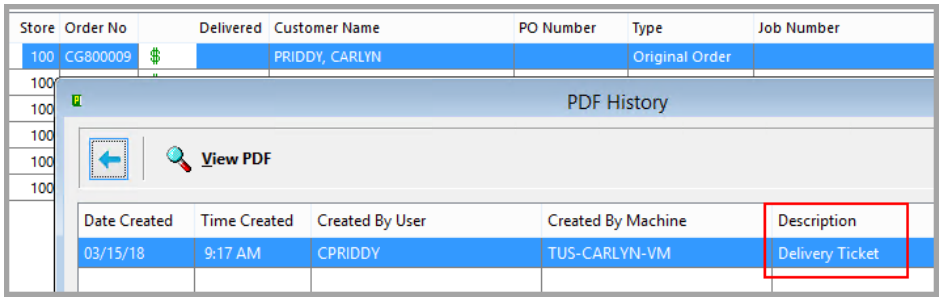




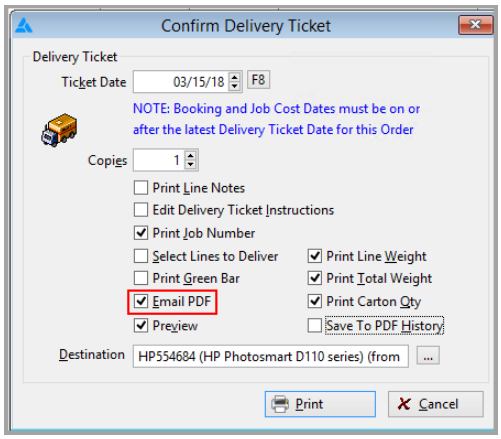
If Allow Credit Check at Job Costing is set to Yes, then a credit check will be done at billing.



Delivery Ticket can now be saved in the PDF History .

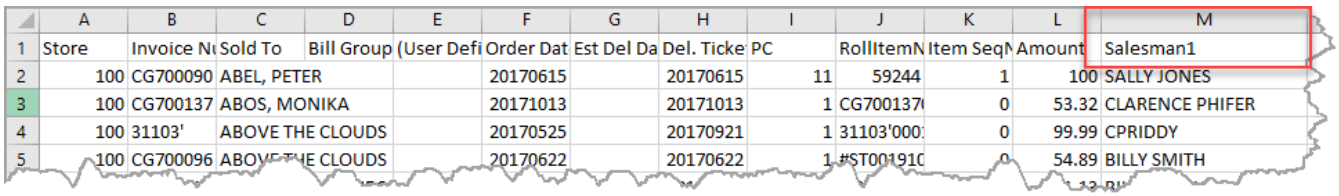


Delivery Tickets can now be emailed.



Accounting

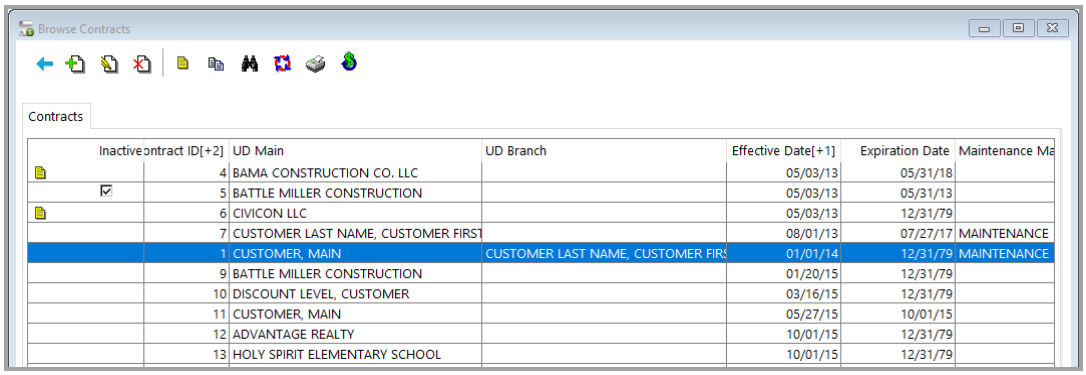
The Sales Representative is now included on the CSV for the WIP Material and the WIP Labor reports.



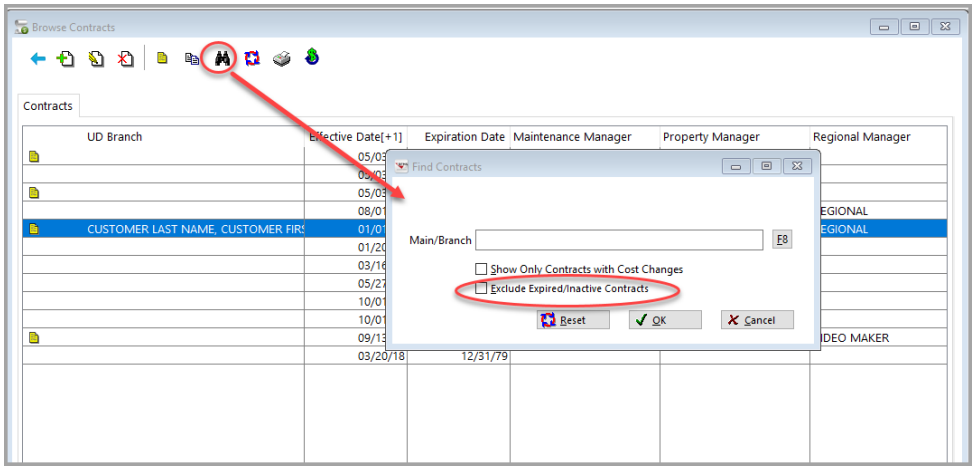
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Store	Invoice N	Sold To	Bill Group	(User Defi	Order Dat	Est Del Da	Del. Ticke	PC	RollItemN	Item SeqN	Amount	Salesman1
2	100	CG700090	ABEL, PETER			20170615		20170615	11	59244	1	100	SALLY JONES
3	100	CG700137	ABOS, MONIKA			20171013		20171013	1	CG700137	0	53.32	CLARENCE PHIFER
4	100	31103'	ABOVE THE CLOUDS			20170525		20170921	1	31103'000	0	99.99	CPRIDDY
5	100	CG700096	ABOVE THE CLOUDS			20170622		20170622	1	#ST001910	0	54.89	BILLY SMITH

Contract Pricing

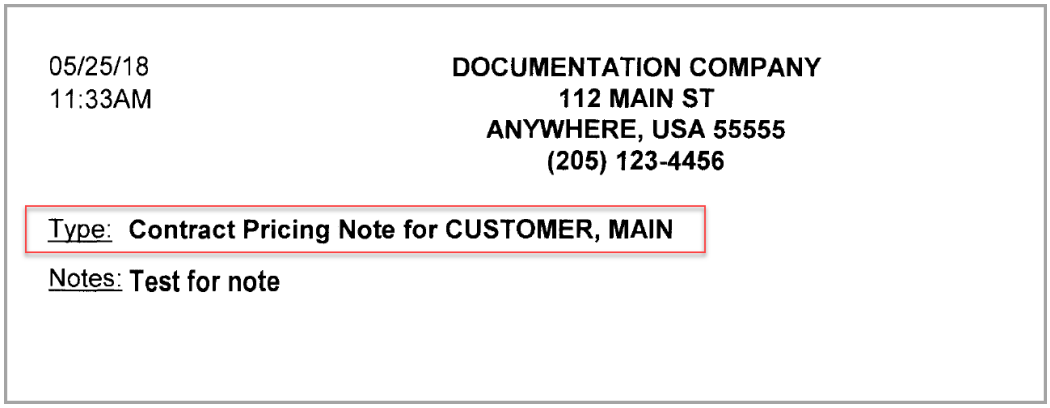
On the Contract Browse screen, the ability to sort by Contract ID, Effective Date, Expiration Date, Maintenance Manager, Property Manager, and Regional Manager has been added.



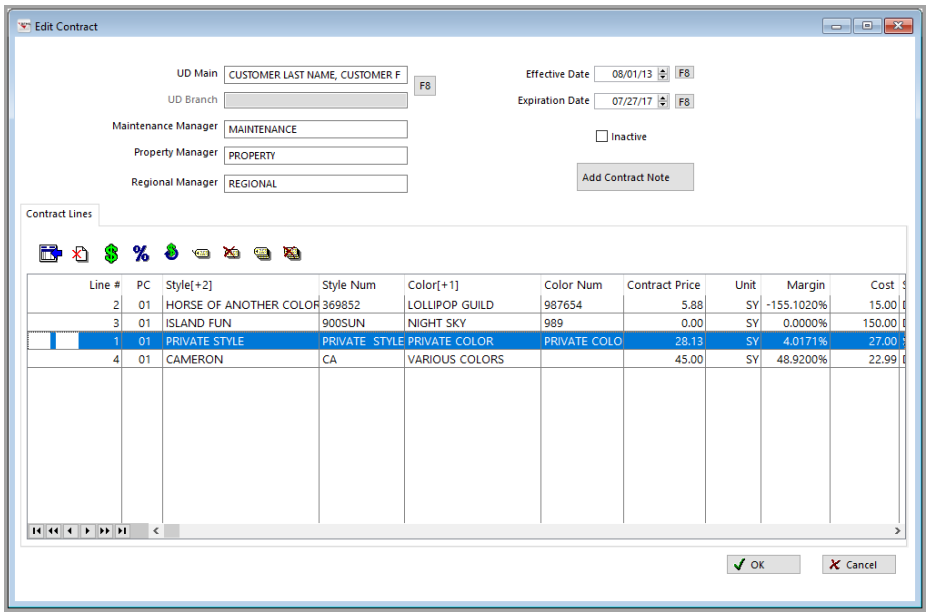
On the Find screen, a check box to exclude Expired/Inactive Contracts has been added.



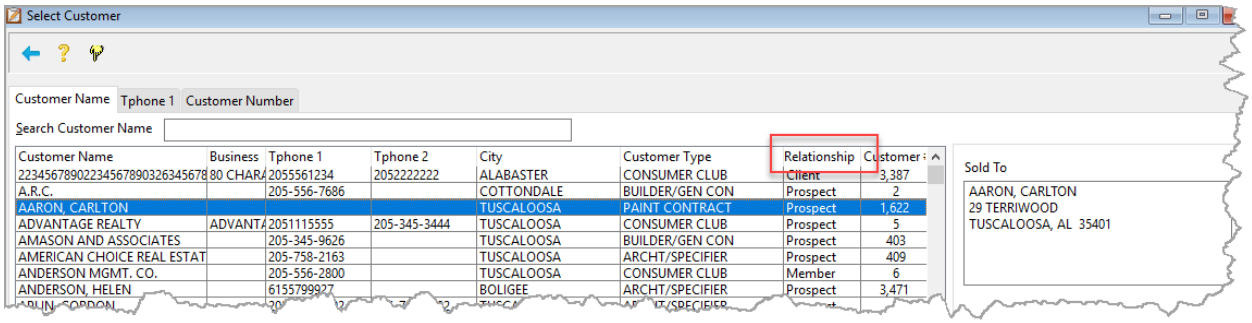
When you print Notes, the Contract Name will now show.



On the Edit Contract screen, you can now sort on the columns.



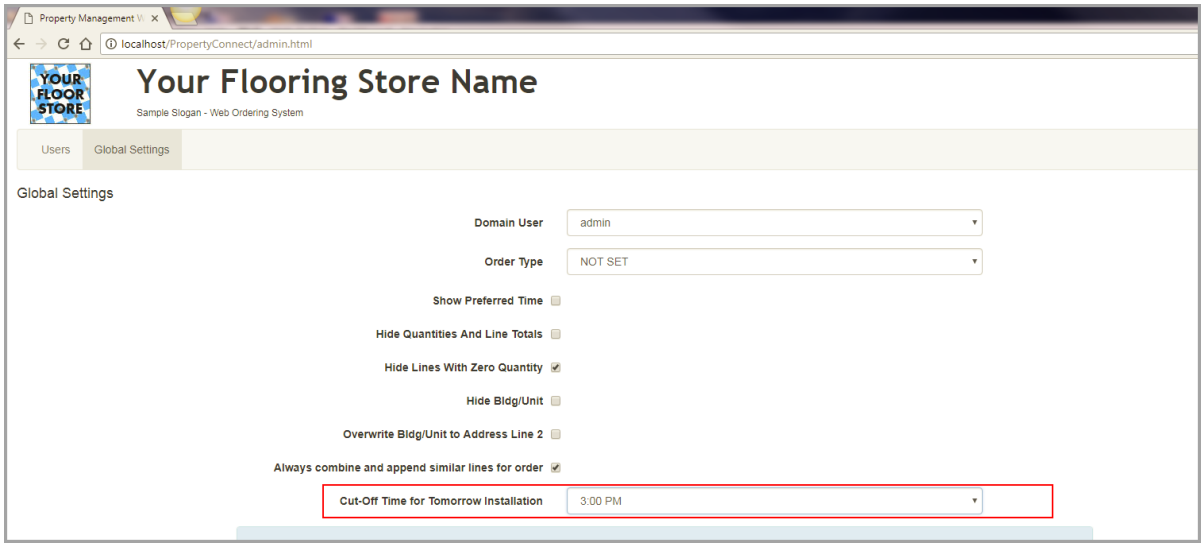
Customer Relationship column has been added to the Customer Browse.



Property Connect

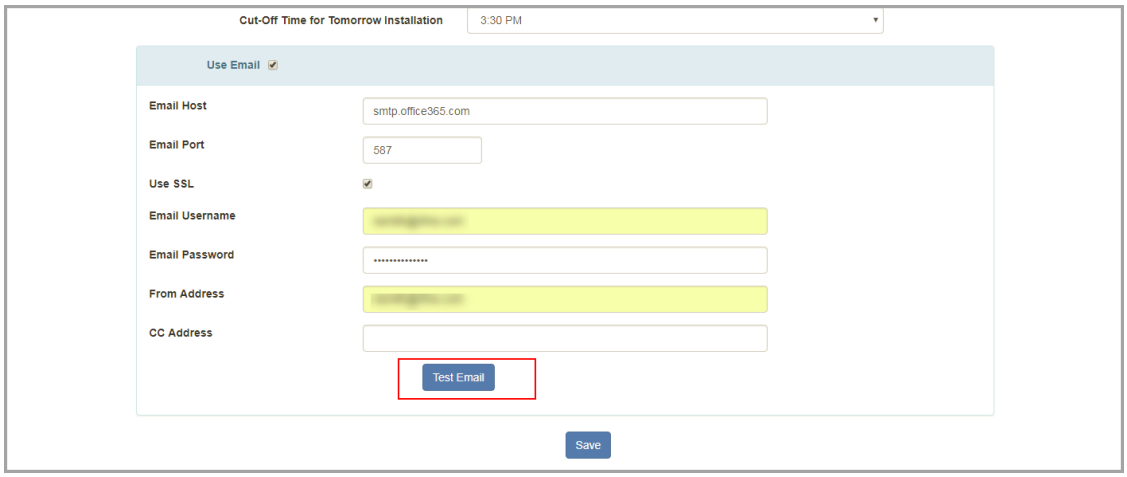
A setting has been added to allow the users to set the cutoff time for the next days' installation. Default time is 3:30 pm.

If current time is after the Cut Off time, when entering an order, the user will not be able to select the current date, or the next day's date. The system will default to 2 days from the current date.



The email response that is sent from Property Connect can now be edited by the user in the EmailResponse.html file.

Test Email sends a copy of the custom email to the user.



Pricing & Tagging

The GWFusionBaseStyle value will only be used for roll products.

NHMS

Utilities

Archive & Delete

Utilities/Archive & Delete Project Versions

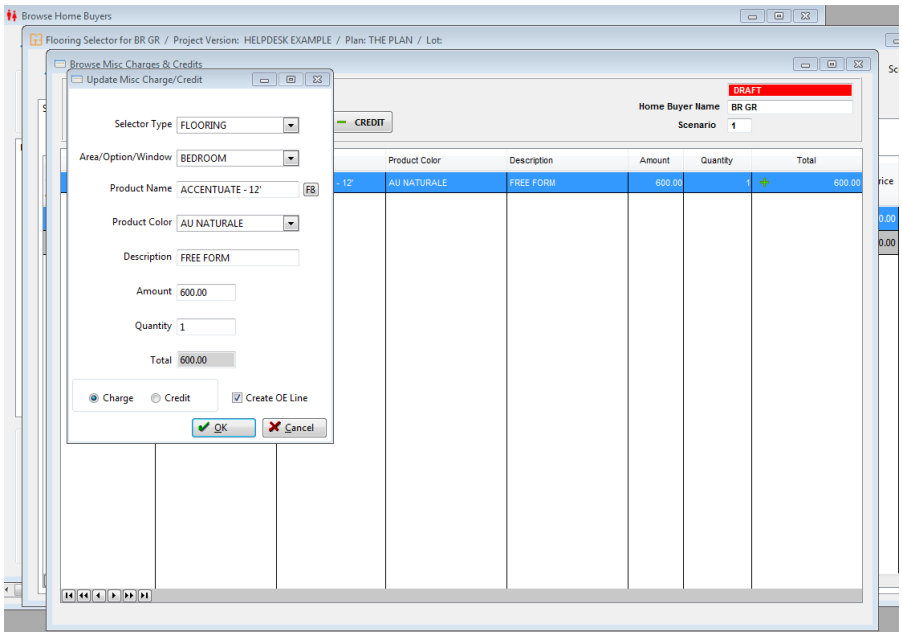
Archiving a project version now deletes all unused plans and takeoffs.

Browsing Home Buyers

Update Misc. Charge/Credit

Browsing Home Buyers/Home Buyer Selectors/Miscellaneous Charges and Credits

A form has been added for adding or updating Miscellaneous Charges and Credits



Order Entry

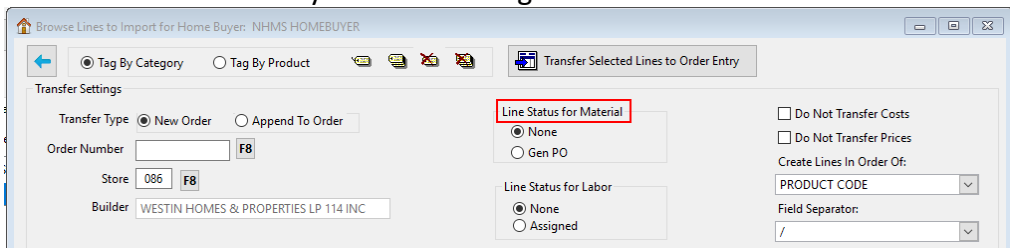
Customer Orders

CA recycle fee now calculated when NHMS order imported and created.

NHMS Import

Order Entry>Utilities>NHMS Import

Line Status for Inventory has been changed to Lines Status for Material.

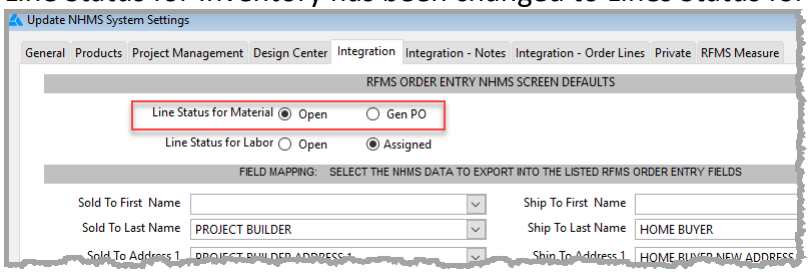


Utilities

NHMS Settings

Utilities>NHMS Settings>Integration

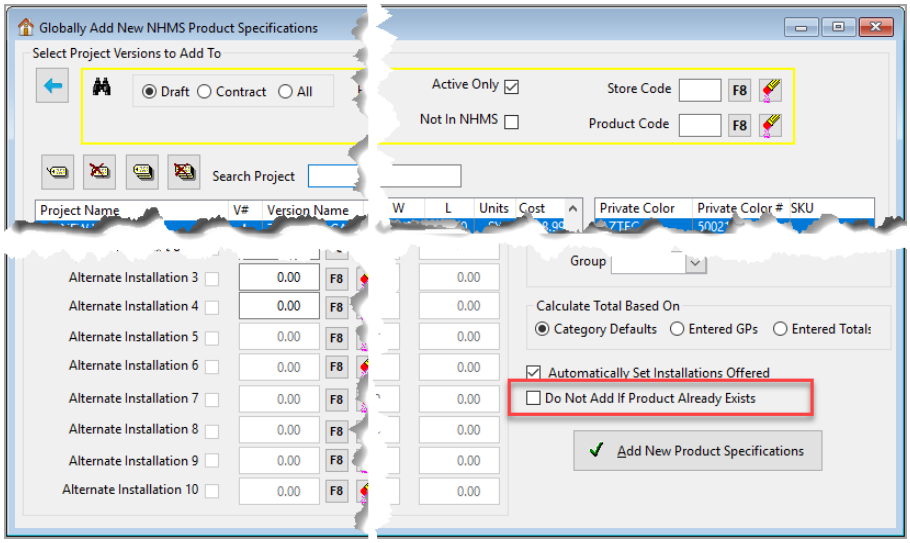
Line Status for Inventory has been changed to Lines Status for Material.



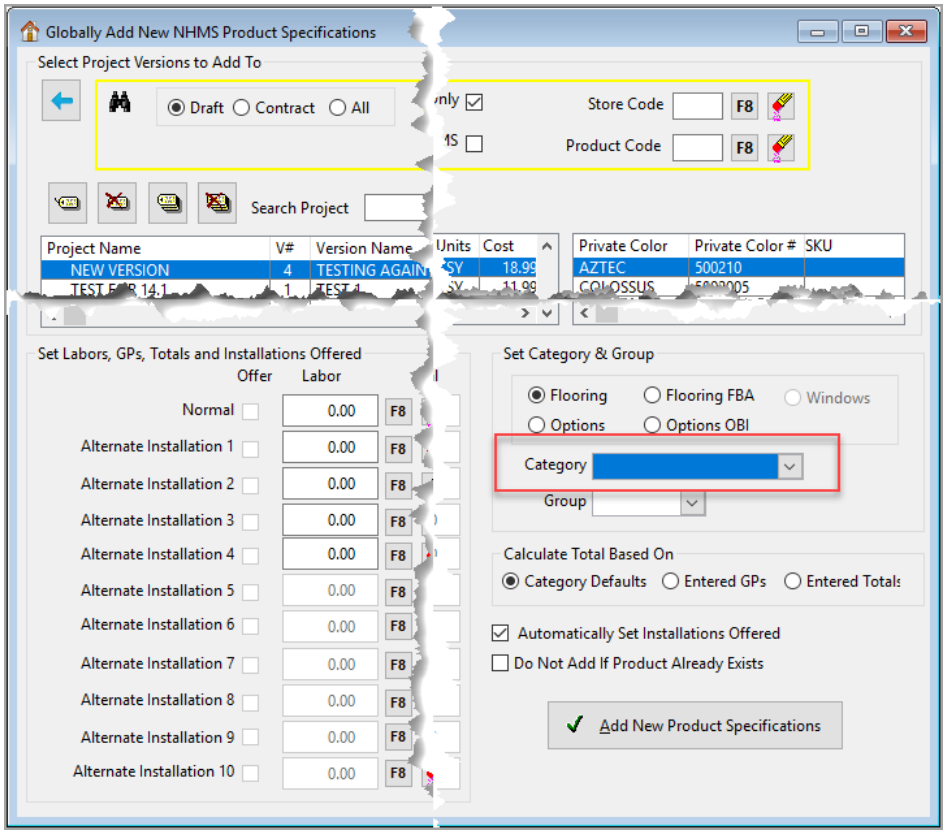
Add Product

Utilities>Add Product

A checkbox to not add products that already exist has been added.



The Category drop-down list is based on which project versions are tagged.



OPS Connect

Ops Connect can run via FTP or SFTP.