

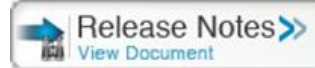
A large decorative graphic on the right side of the page consists of three overlapping, wavy, curved shapes. The top shape is light grey, the middle is red, and the bottom is black. The text 'Version 18.1 Update Document' is overlaid on the red and black sections.

Version 18.1 Update Document

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3073 Palisades Court
Tuscaloosa, AL 35405

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

page. Click the release notes button to find these.






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

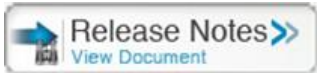


[For directions on loading updates to the RFMS software, click here.](#)



















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

Documentation Conventions

 Notes:	Indicates extra Information
	This symbol indicates a best practice or an example.
<u>Setup>System Setup</u>	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. <div data-bbox="594 1661 1328 1759" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> UD JOB # _____ UD HEADER LABEL 1 _____ UD HEADER LABEL 2 _____ </div>

Update Release Notes	<p>Update documents contain only the new features released in the software updates. For all changes see the release notes on the download web page.</p> <p>Click the release notes button to find these. </p>
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RFMS Button and Menu Conventions

	Exit the current screen. Can also use the Escape key on the keyboard.
	Access the help file. Can also use the F1 Key on the keyboard.
	Activates or selects the highlighted record.
	Add a new record. Can also use the Insert key on the keyboard.
	Make changes to a record.
	Delete a record.
	Add or View Notes on a record.
	View all notes and Client Management Remarks related to a record.
	Find a record using specific fields. Changes to blue when a find is in process.
	Resets a filter to the default settings.
	Refresh the browse without resetting the filters
	Saves the current information and exits the screen.
	Exits the screen without saving the newly entered information.
	Exact match required in a search.
	Partial match only required in a search.
 or Ctrl-S	Text search Reminder: this searches the browse list from the highlighted record down only. When beginning a search, it is best to 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.






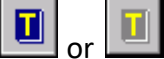


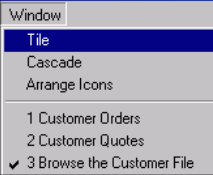



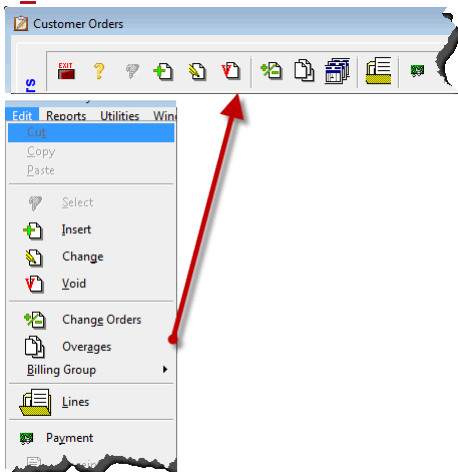
	Tag Untag Tagall or Un-tagall record(s). Selects records
	View details of a record.
	Send an email or RFMS mail message regarding the highlighted record.
	View the history of a record.
	View the pdf history of reports for the highlighted record.
	Click to view the tracking record created for every record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

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System Options

GST

Tax Inclusive Default Value for Quotes and Orders

>Utilities>System Options>Order Entry>General>

Category Configuration

Type- Must be Global 

This system option sets the default value for the new Tax Inclusive switch on Quotes and Orders. This is available for Australia, New Zealand and United Kingdom.

Tax Inclusive Default Value for BidPro Estimates

>Utilities>System Options>BidPro>Estimates/Templates

Category Configuration

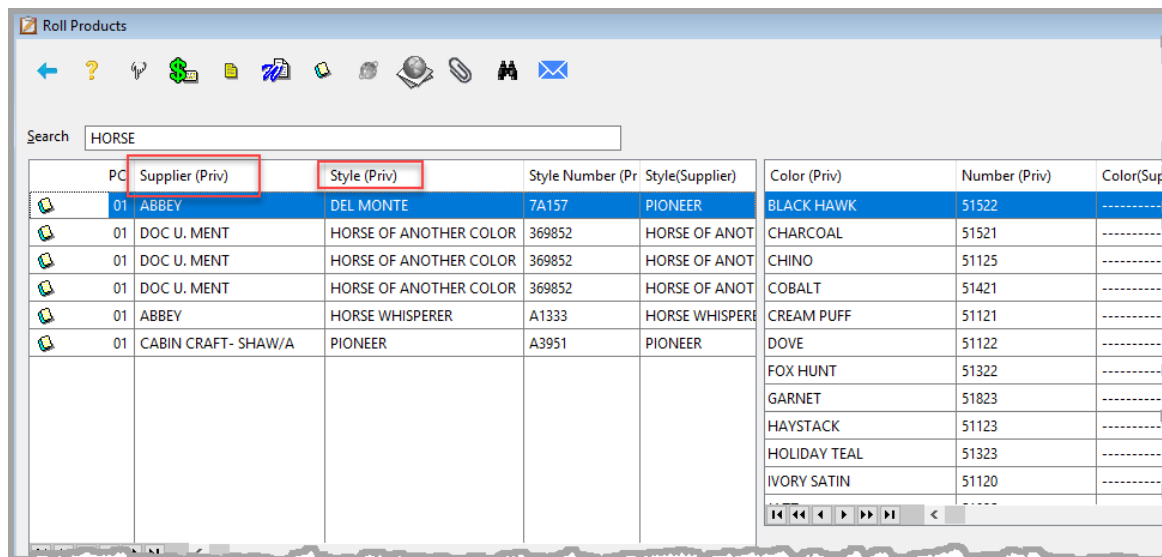
Type- Must be Global, Assigned, or Use

This system option sets the default value for the new Tax Inclusive switch on BidPro Estimates. This is available for Australia, New Zealand and United Kingdom.

Order Entry

Products

(Priv) has been added to appropriate column headers to reduce confusion.



PC	Supplier (Priv)	Style (Priv)	Style Number (Pr	Style(Supplier)	Color (Priv)	Number (Priv)	Color(Sup
01	ABBEY	DEL MONTE	7A157	PIONEER	BLACK HAWK	51522	-----
01	DOC U. MENT	HORSE OF ANOTHER COLOR	369852	HORSE OF ANOT	CHARCOAL	51521	-----
01	DOC U. MENT	HORSE OF ANOTHER COLOR	369852	HORSE OF ANOT	CHINO	51125	-----
01	DOC U. MENT	HORSE OF ANOTHER COLOR	369852	HORSE OF ANOT	COBALT	51421	-----
01	ABBEY	HORSE WHISPERER	A1333	HORSE WHISPER	CREAM PUFF	51121	-----
01	CABIN CRAFT- SHAW/A	PIONEER	A3951	PIONEER	DOVE	51122	-----
					FOX HUNT	51322	-----
					GARNET	51823	-----
					HAYSTACK	51123	-----
					HOLIDAY TEAL	51323	-----
					IVORY SATIN	51120	-----

GST

The GST Inclusive checkbox can now be changed for an order if there are no lines. Once there are lines on the order, the GST inclusive/exclusive is determined and cannot be changed.

Original Order

Tax Inclusive

Order # CG Inv** F8 Store 1 F8 Order Date 28/08/18 F8 Phone 205-888-7777

Sold To	Ship To
HOOD, ROBIN 71118 SHERWOOD FOREST AUCKLAND, QLD	HOOD, ROBIN 71118 SHERWOOD FOREST AUCKLAND, QLD

Billing Groups

When exporting lines from the Percentage Billing, the information in the PO Number field will carry forward.

Work Orders

The ability to print Line Weight on a Work Order has been added.

Confirm Work Order Printing

Work Order

Work Order to Print: DEFAULT RFMS WORK ORDER

Print Order

- Area
- Customer Order Line Number
- Product Code / Style / Color / Inventory #

- Print Work Order Line Notes
- Print Balance Due
- Print Rate
- Print Labor
- Print Sales Representative(s)
- Encrypt Labor
- Letterhead
- Print Shipping Instructions
- Print Color Number
- Print SKU
- Print Order's Custom Note
- Print Line Weight

Copies: 1

- Email Work Order
- Post to Batch
- Save to PDE History
- Preview Work Order

Destination: hp LaserJet 1320 PCL 5 (Copy 1)

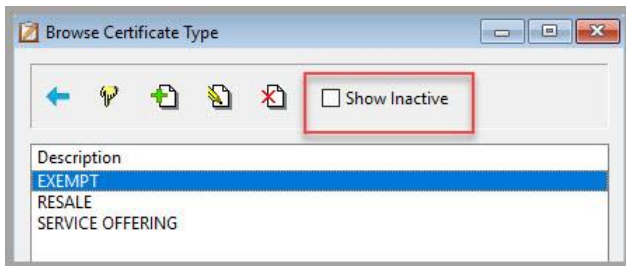
Standard Custom Print Cancel

Utilities

Certification Type

Utilities>Set Up>Certification Type

An Inactive checkbox has been added to the top of the Certification Type screen.

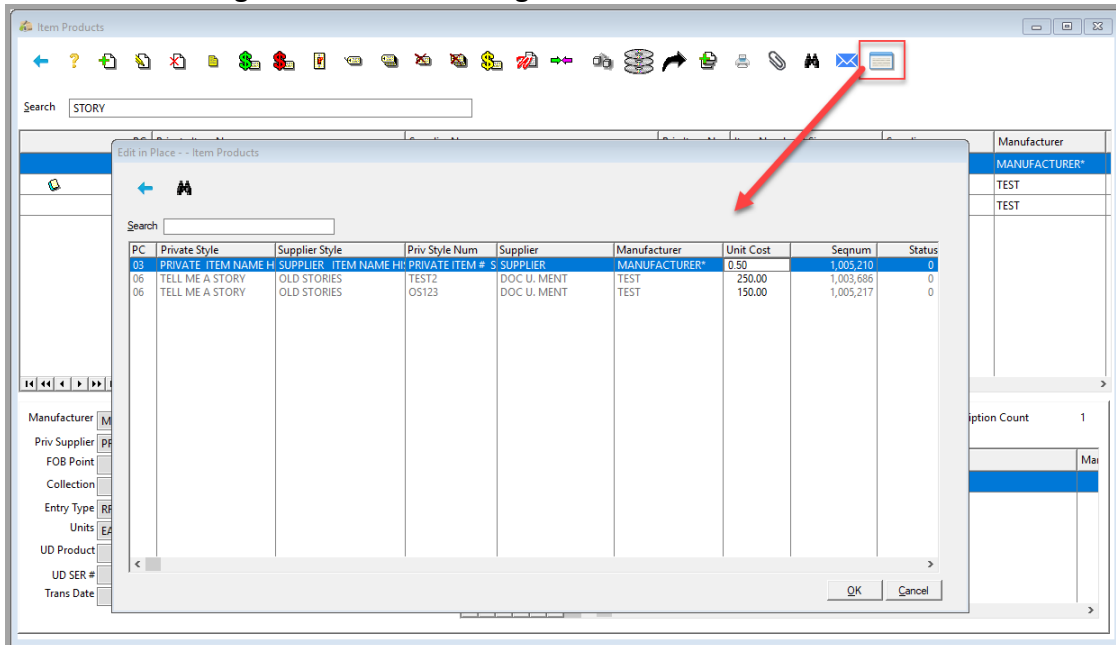


Products

Edit in Place

An Edit in Place button has been added to the toolbar for Rolls, Items, and Services. To edit a roll, item, or service from the browse screen now, the user must click the button and open the window. Editing is no longer allowed on the browse screen.

Tab before clicking OK to save the changed made in the Edit in Place screen.



Inventory

Browse Screens

The ability to sort by Store Column has been added to

- *Purchase Orders->Insert->Import Item Inventory*
- *Purchase Orders->Insert->Import Roll Inventory*
- *Browse Adjustments*
- *Receiving/Costing->Open Purchase Orders*
- *BCOE->Browse Roll Inventory*
- *BCOE->Browse Item Inventory*

Auto PO

The Browse screen can now be sorted by User Defined Date 1 (Est Delivery Date).

Gen Po Order Lines * NOTE - Order Lines that are currently being edited by other workstations will not be displayed below.

Supplier	SC	PC	Style/Item	Color/Desc	Roll/Item #	Width	Length	Item Size	Qty	Unit	Cost	SKU	Est Del Date+	Measure Date	Line Del Date	JOB Info
** FROM BCOE **	01	ROLL	TBD			12.00	22.00	-----	263.97	SF	0.00					
.....	11	TILE CARPE	FROSTED JADE	MANSXS				0X0	84.00	LF	54.18	MAN923150011				

Item Inventory Consolidation

Utilities>Item Inventory Consolidation Tool

Location has been added to the browse screen and to the bottom right of the screen, so that consolidation across locations does not happen.

Qty Used	Qty Rsv	Qty Avail	Gross Cost	Date Rcvd	Inv Date	Invoice #	Units	Manufacturer	Location	Seq Num	SysRefNum
10.00	0.00	40.00	150.00	06/13/17	06/13/17	0987654321	EA	TEST	TEST	33	45.730

Store: ** Item Number: 123456 Seq Num: 30 Gross Cost: \$150.0000

Product Code: 06 Item Name: BLOGGING Units: EA Qty Avail: 40.00

Manufacturer: TEST Description: BLOG FROG Location: LOCATION Qty Rcvd: 50.00

Supplier: DOC U. MENT Run Lot: Sidemark: CG602782 New Qty Rcvd: 40.00

Buttons: Set Destination, Clear Destination, Average Cost

RFMS Created Records

When importing Inventory, it now creates an RFMS Created Record if there is not a product already in the Product File.

Accounting

Accounts Payable

Input Taxed Supply (ITS) has been added as GST Code and it was added to the Month End GST Report.

AUSTRALIA TEST DATABASE
GST Report
From 01/10/18 To 31/10/18
* Denotes Journal Batch Number

Page No: 1
30/10/18
12:36PM

Date	ID#	Name	Rate	Sale Value	Purchase Value	Tax Collected	Tax Paid
Store Combined							
GST							
30/10/18	DOC1	DOC U MENT	9.99	0.00	35.00	0.00	3.18
GST Totals:				110.00	255.00	10.00	23.18
ITS							
30/10/18	DOC3	DOC U MENT	10.00	0.00	100.00	0.00	9.09
ITS Totals:				0.00	100.00	0.00	9.09
Store Combined Totals:				110.00	355.00	10.00	32.27

Payables can now be created as GST Included.

The screenshot shows the 'Add/Edit Payable' window. The 'Supplier' is 'DOC U MENT' and the 'Invoice #' is 'DOC1'. The 'Trans Date' is '30/10/18' and the 'Invoice Date' is '30/10/18'. The 'GST Included' checkbox is checked and highlighted with a red box. The 'Days Until Due' is '0', 'Due Date' is '30/10/18', 'Discountable' is '15.00', 'Non Discountable' is '20.00', 'Invoice Total' is '35.00', and 'Disc Rate' is '0.0000%'. The 'Status' is blank, 'Date Paid' is blank, 'Check #' is blank, 'Checking Acct.' is blank, 'Proj. Disc. Amount' is '0.00', and 'Proj. Check Amount' is '35.00'. Below the form is a table with columns: SC, Account Code, Sub, Amount, Comment, and GST Code. The first row has SC '1', Account Code '203600', Sub '00', Amount '35.00', Comment blank, and GST Code 'GST'. To the right of the table are buttons: Insert, Change, Delete, F7 Copy, Notes, and Remit. At the bottom are 'GST Code' '000000', 'GST Included: 3.18', and 'OK' and 'Cancel' buttons.

SC	Account Code	Sub	Amount	Comment	GST Code
"1"	203600	00	35.00		GST

For a system set to New Zealand, all GST coding types are hidden except GST, FRE, and TAXPD.

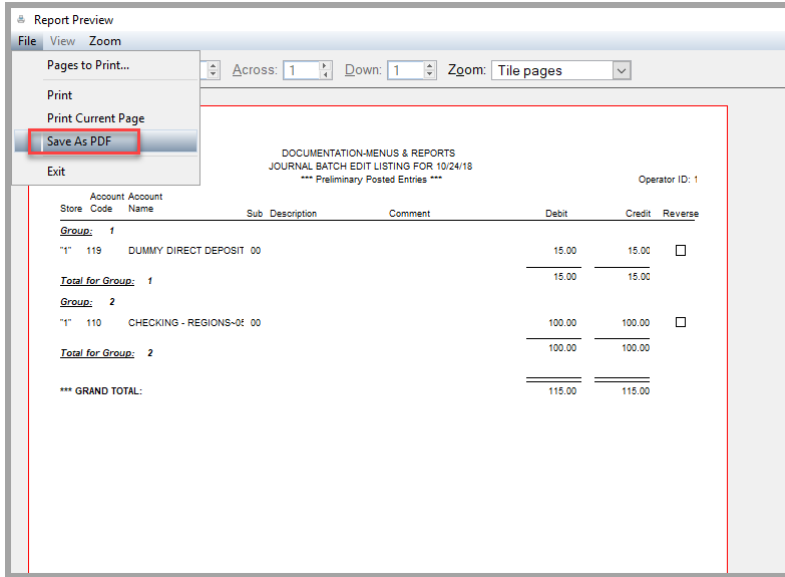
The screenshot shows the 'Add/Edit Payable' window with an 'Add Detail' dialog box open. The 'Supplier' is 'DOC U MENT' and the 'Invoice #' is 'DOC2'. The 'Trans Date' is '30/10/18' and the 'Invoice Date' is '30/10/18'. The 'GST Included' checkbox is unchecked. The 'Days Until Due' is '0', 'Due Date' is '30/10/18', 'Discountable' is '30.00', 'Non Discountable' is '30.00', 'Invoice Total' is '60.00', and 'Disc Rate' is '0.0000%'. The 'Status' is blank, 'Date Paid' is blank, 'Check #' is blank, 'Checking Acct.' is blank, 'Proj. Disc. Amount' is '0.00', and 'Proj. Check Amount' is '60.00'. The 'Add Detail' dialog box has columns: Store, Account Code, Sub Code, Amount, Comment, and GST Code. The first row has Store '1', Account Code '000000', Sub Code '00', Amount '60.00', Comment blank, and a dropdown menu for 'GST Code' with options 'FRE', 'GST', and 'TAXPD'. The 'GST Code' dropdown is highlighted with a red box. Below the dialog box are buttons: Notes, Remit, 'OK', and 'Cancel'.

Store	Account Code	Sub Code	Amount	Comment	GST Code
"1"	000000	00	60.00		FRE GST TAXPD

General Ledger

File>General Ledger>Journal Batch

The ability to save this report as a PDF has been added.



Human Resources

Tax Tables

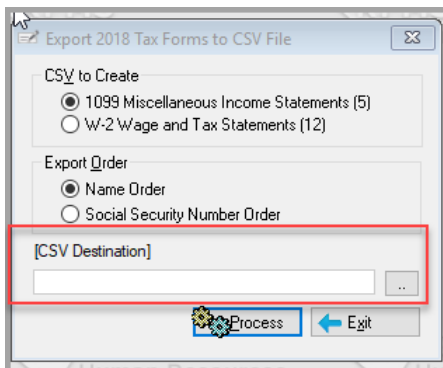
Maine and Missouri Tax Tables have been updated.

Reports

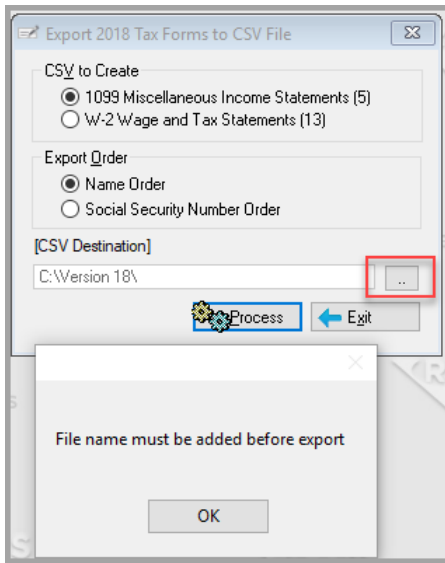
Export Tax Forms to .csv

Report>End of Year> Export Tax Forms to .csv

The ability to choose the destination of the export has been added to the selection screen.



The ellipse must be clicked each time to name the file or a warning message will appear.



Tax Responsibility Report

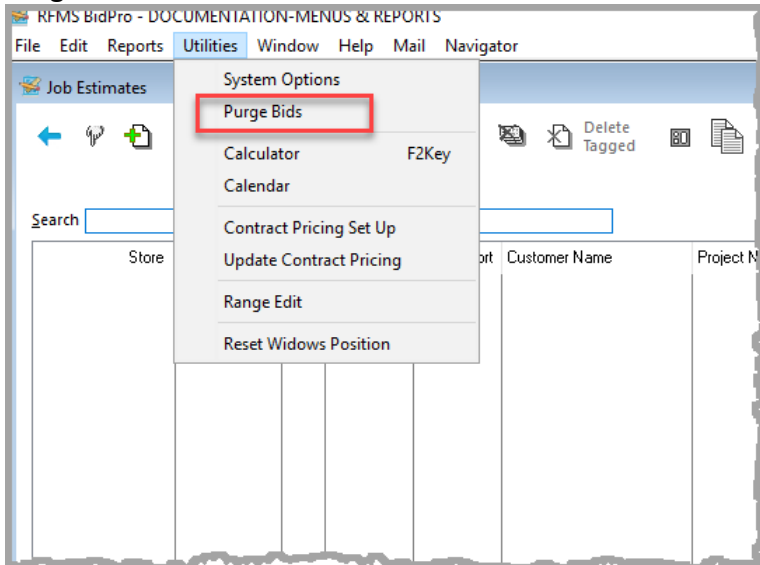
A Tax Responsibility report has been added to the Reports Menu for Australia and New Zealand.

BidPro

Utilities

Purge Bids

Purge Bids has been moved under the Utilities Menu.



GST

The GST Inclusive flag has been added to BidPro and will mimic Order Entry. It will export over when creating an order.

CMM

Projects

The [Copy Browse feature](#) has been added to the Projects Accounts Payable Tab.

The ability to view Notes from the Browse screen has been added to the Scheduled Lines Tab.

The screenshot displays the 'Project Accounts Payable' interface. At the top, there is a form with various fields for project details:

- Contract #: []
- Project Name: CUSOTMER LAST
- Project Type: HEALTH CARE
- Project Status: []
- Store: "1"
- Customer Name: CUSTOMER LAST NAME, CUSTOMER F
- Business Name: CUSTOMER LAST, CUSTOMER FIRST
- Project Manager: []
- Salesperson: ANDREW
- Estimator: []
- Primary Order/Quote/Estimate: ORDER CG401076
- UD JOB #: []
- UD PROJ FIELD 1: []
- UD PROJ FIELD 2: []
- UD PROJ FIELD 3: []
- UD PROJ FIELD 4: []

Below the form is a navigation bar with tabs: Project Profile, Bids, Orders, Materials & Services, Scheduled Lines, Provider & Other Expenses, Purchase Orders, AR Payments, Accounts Payable, Commissions, Resources, App.

The 'Scheduled Lines' tab is active, showing a table with the following columns: Store, Installation Depot, Customer, Ship To Name, Job Status, Order #, Line #, Release Date, PC, Style, Color, Qty, and Unit. A red box highlights a document icon in the left margin of the table.

Store	Installation Depot	Customer	Ship To Name	Job Status	Order #	Line #	Release Date	PC	Style	Color	Qty	Unit
"1"	IN HOUSE	CUSTOMER, TEST	CUSTOMER, TEST	COMPLETED	CG302570	1		01	AMAZEMENT - INV - 1	PAPER BAG	125.04	SF
"1"	IN HOUSE	CUSTOMER, TEST	CUSTOMER, TEST	COMPLETED	CG302570	3		04	PRIVATE ITEM NAME	3.5# REBOND-77	1.00	SF
"1"	IN HOUSE	CUSTOMER, TEST	CUSTOMER, TEST	CONTINUED	CG302570	6		81	CPT-(BASIC)-STRETCH		2,000.00	SF
"1"	IN HOUSE	CUSTOMER, TEST	CUSTOMER, TEST	CONTINUED	CG302570	7		81	CPT-(BASIC)-STRETCH		1,000.00	SF
"1"	IN HOUSE	CUSTOMER, TEST	CUSTOMER, TEST	CONTINUED	CG302570	8		81	CPT-(BASIC)-STRETCH		1,000.00	SF
"1"	IN HOUSE	CUSTOMER, TEST	CUSTOMER, TEST	CONTINUED	CG302570	5		81	CPT-(APT)-STRETCH		1,366.53	SF
"1"	IN HOUSE	CUSTOMER, TEST	CUSTOMER, TEST	CONTINUED	CG302570	5		81	CPT-(APT)-STRETCH		1,366.94	SF
"1"	IN HOUSE	CUSTOMER, TEST	CUSTOMER, TEST	CONTINUED	CG302570	2		08	PRIVATE ITEM NAME	PRIVATE DESCR	2.00	SF
"1"	IN HOUSE	CUSTOMER LAST, CL	CUSTOMER LAST, CL	CONTINUED	CG401076	1		01	PRIVATE STYLE	PRIVATE COLOR	60.00	SF
"1"	IN HOUSE	CUSTOMER LAST, CL		CONTINUED	CG401076	2		01	PRIVATE STYLE	PRIVATE COLOR	60.00	SF
"1"	IN HOUSE	CUSTOMER LAST, CL		CONTINUED	CG401076	3		81	CPT-(APT)-STRETCH		60.00	SF

ERRM

Month End

The Product Code has been added to the Month End Accrued Inventory Report .csv file.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Supplier	PO	Roll/ItemNum	Item SeqNum	BOL	Date Received	Cost	Store	PC			
2	A		378	0		20160815	1426.56	Combined	1			
3	AA	#ST001860001	402	0		20180214	864	Combined	1			
4	AAA		AAA1	0		20170616	27.52	Combined	1			
5	AAA		AAA2	0		20170616	298.39	Combined	1			
5	ALADDIN		MOVETEST1	0		20141202	0	Combined	1			
7	ALADDIN		250	0		20141202	28687.5	Combined	1			
3	BEAULIEU		252	0		20141202	1474.67	Combined	1			
9	BIRD	#ST001660001	CAP142	2	BL0000910001	20180214	180.5	Combined	59			
0	BIRD	CG7000370004	CAP013	2	BL0000520001	20170216	227.9	Combined	59			
1	CARPENTER	CG7000710002	#123	1	BL0000680001	20170425	12	Combined	3			
2	CARPENTER	CG7000710003	#123	2	BL0000690001	20170425	6	Combined	3			
3	CFS	#ST002020001	MELII	5	BL0000890001	20180117	0	Combined	3			
4	CFS	CG7000870005	MELII	2	BL0000930001	20180622	435.56	Combined	3			
5	D		380	0		20160815	1419.43	Combined	1			
6	FOGBUGZ	CG8000170002	CG8000170002	0		20180321	266.67	Combined	1			
7	HAMMER JAMMER		397	0		20180129	504	Combined	1			
8	HAMMER JAMMER	#ST001710037	348	0		20160812	1200	Combined	1			
9	KRAUS CARPET MILLS LIMITED	#ST001590001	381	0		20170516	14696	Combined	1			
10	ME	CG6000440001	ONTOP	2	BL0000370001	20160812	280	Combined	3			
11	S		379	0		20160815	2454.72	Combined	1			
12	SEIGEL	CG8000270001	404	0		20180423	604.8	Combined	2			

NHMS

Takeoffs

A Reset Button has been added to the takeoff screen, so that the browse can be reset after a takeoff has been imported from Measure.

