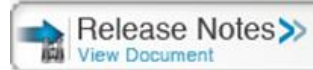
A large decorative graphic on the right side of the page, consisting of three overlapping, wavy bands. The top band is light grey, the middle band is red, and the bottom band is black. The bands curve upwards from left to right.

**Version 18.99
Payroll Update
Update Document**

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

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

page. Click the release notes button to find these.






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

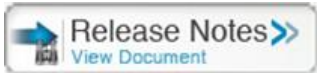


[For directions on loading updates to the RFMS software, click here.](#)



















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

Documentation Conventions

 Notes:	Indicates extra Information
	This symbol indicates a best practice or an example.
<u>Setup>System Setup</u>	Indicates Menu item shortcuts: An underlined letter indicates this is a "hotkey". 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 screenshots are seldom actual size and may have blank spaces or other non-essential information cropped from them.
	Links to other documents or web pages are included when additional explanations are available. Click the notebook to find that information.
Links to other topics	Various places in this document have links to other topics in the document. To return to the original topic click Alt + left arrow. Try it out with the link to the left!
User Defined FIELD	RFMS has many fields that can be user-defined. In the documentation, these will be shown in all capitals with the abbreviation UD before the field name. <div data-bbox="594 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.





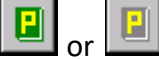
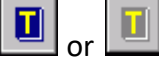


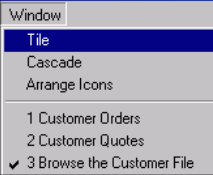



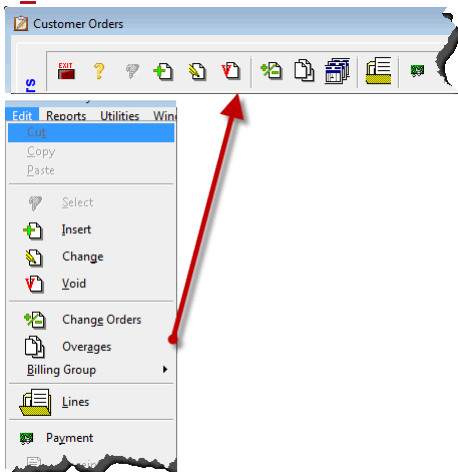
	Tag Untag Tagall or Un-tagall record(s). Selects records
	View details of a record.
	Send an email or RFMS mail message regarding the highlighted record.
	View the history of a record.
	View the pdf history of reports for the highlighted record.
	Click to view the tracking record created for every record 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 toolbar
	Disabled Field. If set in <i>>Utilities>System Options>System Wide>General > (Set Up Global Interface System Options or Override Global Interface System Options)</i>
	Required Field. If set in <i>>Utilities>System Options>System Wide>General > (Set Up Global Interface System Options or Override Global Interface System Options)</i>
Edit Menu	The Edit Menu can be used as a shortcut to the toolbar options. >Edit> 

Table of Contents

- PAYROLL UPDATE..... 6**
- SYSTEM-WIDE 7**
 - Print Preview Screens (18.99.3) 7
 - California..... 7
- INVENTORY 7**
 - Purchase Orders 7
- ACCOUNTING 8**
 - General Ledger 8
- HUMAN RESOURCES 9**
 - Prepare Pay..... 9
 - FICA..... 9
 - 1099 9
 - Ohio 9
 - Canada 9
 - Reports (Version 18.99.3)..... 9
- ERRM..... 10**
 - Month End 10
- NHMS 10**
 - Appointments 10

If 17.99 was the last update installed, please check [Update Documents](#) for changes made in Versions 18.0 and 18.1.

Payroll Update

This version includes the Payroll Update for 2019.

This includes any Federal Tax changes for US and Canada.

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

Other states will be added as their changes are published.

United States

Alabama (18.99.1)

California

Colorado (18.99.1)

Georgia

Illinois

Indiana

Iowa

Kentucky

Maine

Massachusetts

Minnesota

Missouri

New Mexico

New York

North Carolina (including NC-3) (18.99.1)

North Dakota

Ohio

Oregon

Rhode Island

South Carolina

Vermont

Yonkers, NY

Canada

Alberta

British Columbia

Manitoba

New Brunswick

Newfoundland and Labrador

Northwest Territories

Nova Scotia

Ontario

Prince Edward Island

Quebec

Saskatchewan

Yukon

System-Wide

Print Preview Screens (18.99.3)

All print preview screens will now default to “Page Width” as the zoom level.


California

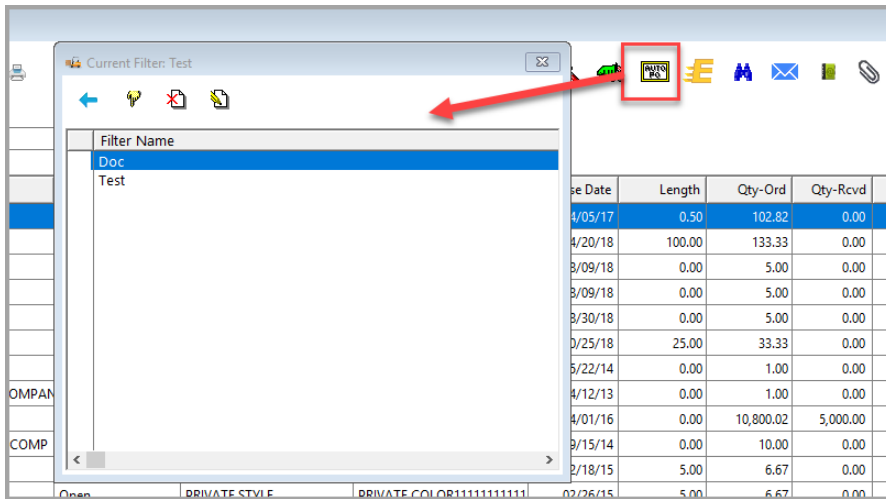
The California Recycle Fee now reads as the CA Carpet Assessment.

Inventory

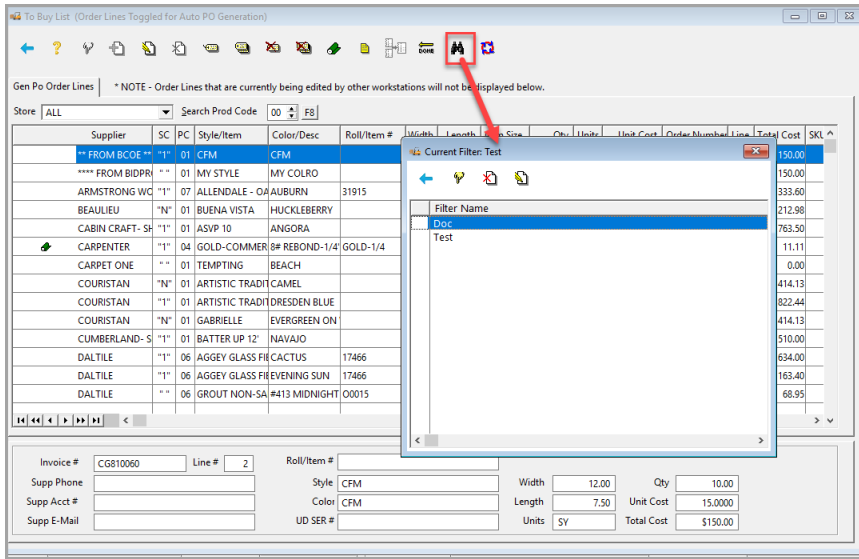
Purchase Orders

Auto PO

The ability to select, edit or delete a filter when right-clicking on the Auto PO button  has been added.



These are filters that were saved on the Auto PO screen.



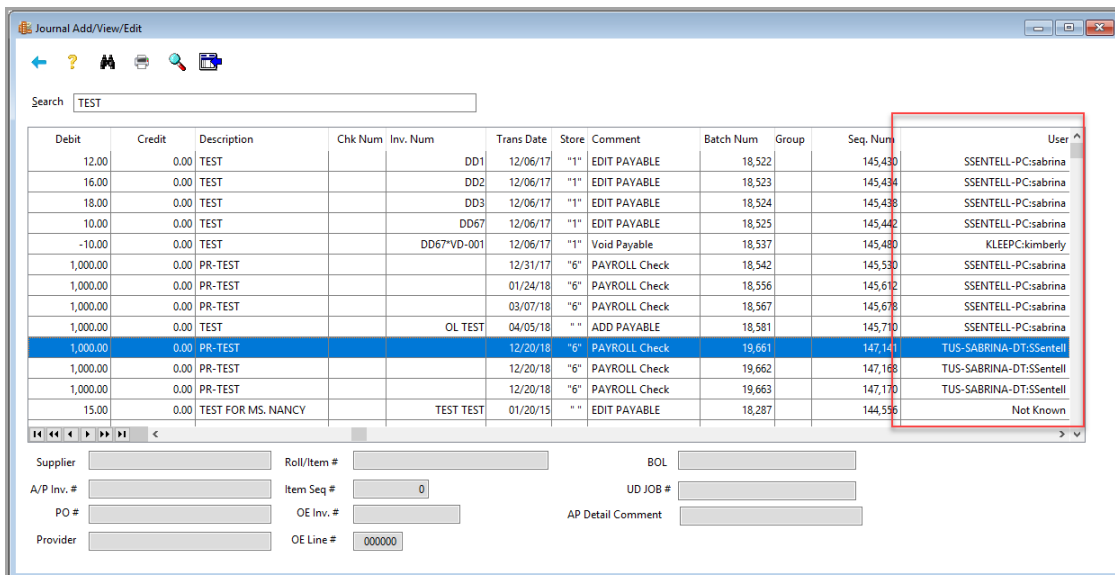
Accounting

General Ledger

View Journal

File>General Ledger>View Journal

A column has been added for the user who created the journal entry to the browse screen.



Import Journal Entries

File>General Ledger>View Journal>Import

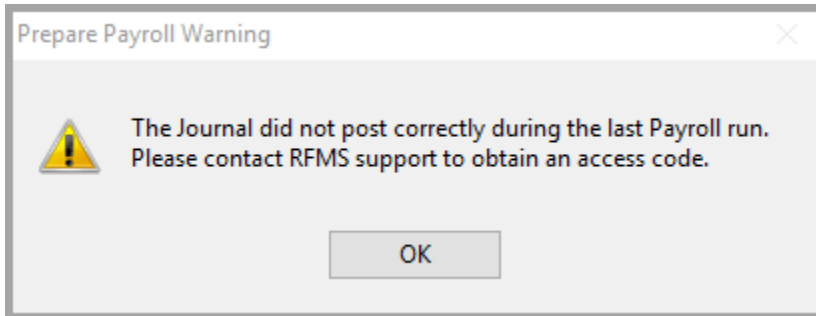


The ability to import entries for a closed journal period has been added.

Human Resources

Prepare Pay

Prepare Pay will lock now when the journal doesn't post. A message like below will appear.



FICA

For 2019 the rate is remaining at 6.2%, but the maximum amount of earning is increasing to \$132, 900 per [SSA](#).

1099

1099 now uses the "Pay To" field instead of the "Supplier Name" field. "Supplier Name" will be used when "Pay To" does not have a value.

Ohio

Local School District Tax

A field has been added to the Local Withholdings. It will be included in box 20a of the W2.

IT3 Form

The implementation of the Ohio IT 3 form has been added to the HR Quarterly reports.

Canada

The EI rate, CPP and the QPP have been updated.

Reports (Version 18.99.3)

Human Resources>Reports>Quarterly Reports>941 Quarterly Report

The 941 has been updated to the 2019 version.

ERRM

Month End

Accrued Inventory Report

File>Month End>Accrued Inventory

The uncosted amount used in this report is now saved and used on the Month End Report. This allows the user to monitor cost changes at costing.



A checkpoint has been added to record Received Costs for all available inventory. Checkpoint 1800 will run when updating RFMS to v18.99.0, which may require additional time to complete. Please allow checkpoint to complete without aborting prematurely.

NHMS

Appointments

The Appointment type REMOTE has been added.

