

Bits 'n Bytes

July 2010

Tips, Tricks & Information

BUSINESS
MANAGEMENT
SOFTWARE



In this Issue

- **10.5.6 NEW FEATURES & ENHANCEMENTS**
- **UNDERSTANDING RFMS BANKING**
- **GETTING THE MOST FOR YOUR \$**
- **TRAINING/EDUCATION**
NEW REGIONAL SEMINARS
NEW WEBINARS AVAILABLE



10.5.6 FEATURES AND ENHANCEMENTS

The most recent update to RFMS was released on July 14, 2010.



Click the notebook to see the full documentation. You must be logged in with your RFMS user number and web password to get to this section.

[Commission Splits](#)

Commissions may now be split between salespersons at ratios of other than 50/50. In Order Entry-Parameters-Parameters Private-Switches, check the boxes View Commission Splits and Edit Commission Split. When entering an order on this workstation with two sales reps, the percent buttons will become active. Click on one of the buttons and change the percentage for one of the reps in the set commissions pop up box. The percentage for the other sales rep will automatically recalculate. These buttons can be password protected.

[Quote Information Report](#)

An option to include marketing information on this report has been added. Marketing information is Ad source, contract type, order type, service type and email that are entered on the additional information tab of the quote. The information is also exported to the .csv file.

[Costing Inventory](#)

Abandoning a payable for inventory from the Inventory Costing routine is no longer allowed. The payable must instead be voided if it is not wanted. The inventory will be marked as having its payable voided.

[Beginning Inventory](#)

[Inventory-Utilities-Enter Beginning Inventory](#)

Features...and Enhancements

A routine has been added to facilitate a new user entering beginning inventory. This selection defaults to being password protected with a level 1 password. The inventory will be added in a "Costed" status with an invoice number of "BEGINV". The inventory will be added without a payable being posted.

Products

When a product or a product color has a future inactive date, a warning giving the inactive date will be given when using this product in either BidPro or Order Entry. Click ok to accept the product or cancel to choose a different product.

Products-Utilities-Archive File Management

A utility was added to delete archived files. Only files older than one year will be available for deletion. This tool works for Gateway also if present on the machine.

Online Payment

Accounting-File-Accounts Payable-Add/Edit Payables-Online

Payment Icon

This will mark the payable and enter a credit into the bank account. The check number will read ONLINE. This selection defaults to having a level one password.

Bank Transfers

Accounting-File-Banking-Add/Edit Checks-Transfer Funds Icon

This routine now allows choosing a source register instead of making the source the register the one currently open.

Human Resources

With this version, RFMS will integrate with the external payroll service, Paychex. Other providers will be added.

Quarterly Payroll Report

Accounting-File-Human Resources-Reports-QuarterlyReport-941 Quarterly Report

The quarterly payroll report has been adjusted for the HIRE Act. [Click here for details on the ACT.](#)

Bidpro

A function was added to allow entering a new total for an estimate and the actual line amounts (and possibly misc charges) will be adjusted proportionally to force the estimate to match the desired estimate total.

Client Management Module

This new product has many exciting enhancements.

Understanding...Banking in RFMS



BANKING FEATURES

Allows for an unlimited number of accounts (cash, savings, payroll, etc.).

Allows posting of handwritten or typewritten checks

Automatically posts all deposits and checks to General Ledger

Provides printout of all check activity in chronological order

Easily reconciles bank accounts

Maintains record of all outstanding checks and deposits

Allows automatic transfers from one account to another

Convenient access to all banking features

The Bank Transactions Module...continued from last issue

Accounting -File-Banking

This Module is part of the robust Accounting system found in RFMS.

Voiding a check

Accounting-File-Banking-Add/Edit Checks-Void Check Icon

Current Check (The one shown on the screen)

Next Available Check (The next check with an "open" status.)

Not Previously Posted Check (A check that has never been posted to the system.)

Voiding a check for an A/P

Select the same check register that you used when you paid this invoice. The system voids the check and the payable using the system date at the time of the void and also creates a negative or offsetting payable. These two records will wash each other out in the General Ledger.

Re/issuing the A/P Invoice

The system will prompt to reissue the invoice. If done, the invoice will be re-created with the same invoice number with a suffix of R1, etc. The invoice will be posted to the G/L using the system date at the time of the reissue. When a payable is first entered, Accounts Payable is credited and the account to which it is assigned is debited. When the check is printed, AP is debited and the bank is credited for the amount of the check. If earned discounts were taken, a credit will be posted to the standard account for earned discounts. When looking at this voided check record, it will be in line with the last check in the register but the voided check number is listed in the Payee column.

Voiding a Payroll Check

When voiding a check that has already been posted to the system's file, the computer will automatically post the proper journal distribution. All pay history reports will automatically be corrected. In the past, this was done by just negating the original numbers and marking them with a V. Now a positive entry is left for the original check and a negative entry is made for the void, leaving a net zero. This leaves a better accounting trail. The only time amounts will have to be manually edited is when there was an accounts receivable pay deduction. In that case, you will notice when viewing the receipts for that corresponding invoice that there is still a receipt for the pay deduction. You will need to post a negative discount to the invoice to which that deduction was applied so as to correct its balance. In this instance, that discount should be posted to the G/L account for accounts receivable.

Understanding...Banking in RFMS

Viewing the Detail: [Accounting-File-Banking-Add/Edit Checks-Click on the View Payables icon located on the toolbar](#)

A/P invoice information and account code distribution for checks that were posted from accounts payable. After the display screen appears, you may click on the View Payable button to see the actual A/P invoice detail.

Bank charge, the general ledger distribution is displayed. This feature is available beginning with the May 9, 2002 version of Account Payable program. All future bank charges will show the G/L distribution. Bank Charges that were already entered when this version is loaded will not have the G/L distribution.

Deposits posted for INCOME OTHER THAN SALES: general ledger distribution information for . If you posted deposits with the same deposit number, the G/L distribution information will not display.

Voiding a Check in the Check Register:

[Accounting-File-Banking-Add/Edit Checks-Void Check Icon](#)

This option allows you to void:

- Current Check (one shown on the screen)
- Next Available Check (next "open" status check)
- Not Previously Posted Check (has never been posted to the system)

Then click on the Void Check icon located on the toolbar.

Re/issuing the A/P Invoice: When an A/P invoice is voided, the system will ask you if you want to reissue the invoice. If you choose to reissue, the invoice will be re/created with the invoice number being the same as the original with a suffix of R1, R2, R3, etc.

Voiding a Pay Check:

When voiding a check from Human Resources that has already been posted to the system's file, the computer will automatically post the proper journal distribution. When voiding a paycheck, all pay history reports will automatically be corrected. In the past, this was done by just negating the original numbers and marking them with a V. Now a positive entry is left for the original check and a negative entry is made for the void, leaving a net zero. This leaves a better accounting trail. The only time amounts will have to be manually edited is when there was an accounts receivable pay deduction. In that case, you will notice when viewing the receipts for that corresponding invoice that there is still a receipt for the pay deduction. You must post a negative discount to the invoice to which that deduction was applied so as to correct its balance. In this instance, that discount should be posted to the G/L account for accounts receivable. Voiding a check will post a debit to the bank and a credit to the account to which the check was originally coded. The journal will use the check date of the reversing void entry.



Over 550 Users
Currently Enrolled

B2B SUPPLIER LIST

Active (23):

- Shaw
- Mohawk
- Beaulieu
- Ohio Valley
- WM Bird
- All Tile
- Adleta
- JJ Haines
- Florstar
- Dal Tile
- Herregan
- Gulistan
- Tri West
- BR Funsten
- RA Siegel
- Tom Duffy
- Royalty Carpet
- Case Supply
- BPI
- Beaulieu Canada
- Jaeckle
- Wheeler
- T & L

In Test (4):

- The Dixie Group
- Armstrong
- Buckwold
- T & A

Committed (5):

- Future Foam
- Kraus Floors
- WC Tingle
- Dealer's Supply North
- J&J Industries



Call 1-800-701-7367, ext. 3306 or
click below.



Getting..The Most for your Money



Measure Upgrade Special

Upgrade any previous version to Measure 2010 for the price of 2009 to 2010 upgrade. Through August 31. See your RSA for details.

Featured Product: BidPro

RFMS Bid Pro eliminates the drudgery of hand bids and estimates. and was designed with the unique estimating and bidding needs of floor covering operations.

This time saving routine is only \$1295 for up to 9 users. Click the notebook to read more about this program.



Regional Sales Analyst

Madeleine Bayless
GA, NC, SC,VA,WV
mbayless@rfms.com
205-246-2278

Chuck Brown
DC,MD,NJ, DE PA,NY,CT,RI,MA
VT,NH,ME,ON PQ,NB, NF, NS
cbrown@rfms.com
205-246-4332

Venita Brown
AL, FL, LA, MS, TX,OK
vbrown@rfms.com
205-246-2428

David Kilbourne
AB, AK, BC, CA,
NV, OR, WA,HI
dkilbourne@rfms.com
425-877-3811

Jerry Miller
AR, IL, IN, KY, TN
WI,OH,MI,MN
jmiller@rfms.com
205-246-4235

Clarence Fortune
SK,MB,CO,WY,AZ, ID, NM,UT
MT,KS,NE,SD, ND,IA,MC
cfortune@rfms.com
205-824-0283



Click the Hand Icon to learn more about your RSA.

JOB ESTIMATE Auto Recalculate

Estimate # [JE000136] [F8] Store [F8] Estimate Date [03/14/07] [F8] Start Date [F8] Completion Date [F8]

Customer: DESIGN BUILD CONCEPTS
1770 INDIAN TRAIL ROAD
KINGMAN, GA 30143

Project: [F8] Overage Information: [F8] Gross Profit Percentages: [F8] Apply [F8]

Materials: 51,462.91
Install Service: 22,639.36
Misc Charge: 0.00
Sales Tax: 0.00
Misc Tax: 0.00
Total: 74,102.27
Gross Profit: 24.32%

Estimate Line

Line # [1] [F8] Area [Group 1] [F8] Start Date [##/##/##] [F8] Completion Date [##/##/##] [F8]

Product Code [C1] [F8] CARPET
Style [C1-CAMBRIDGE EXPRESS COMB] [F8]
Color [26907 HOLE IN ONE]
Unit [SY]

Supplier [F8]

Actual Only Use Tax Line
 Update Allowed Costs
 Update Actual Costs

Allowed		Actual	
Width	12.00	Width	12.00
Length	429.17	Length	429.17
Quantity	572.23	Quantity	572.23
Cost	12,240.00 [F8]	Cost	12,240.00 [F8]
Use Tax	1,101.6 (630.3686)	Use Tax	1,101.6 (630.3686)
Freight	0.00	Freight	41.76
Load	0.0000	Load	0.0000
Overhead	0.0000 0.0000 %	Overhead	0.0000 0.0000 %
Price	12.24	Price	17.55
Gross Profit	-9.00 %	Gross Profit	24.00 %
Total	7,004.10	Total	10,042.64

Line #	Act Total	Difference
85	10,042.64	3,038.53
70	2,438.75	738.49
21	539.35	163.30
21	1,904.73	576.70
112	5,071.04	1,535.48
99	2,441.23	739.01
74	41.76	10.08
06	892.80	431.58
42	629.88	149.97
57	3,896.54	2,632.56
88	1,184.16	284.16
44	3,336.85	1,011.99
42	574.38	177.78
45	1,982.96	478.85
09	741.41	0.00

Amazing Bidding Abilities:

- Eliminates the drudgery of hand bids and estimates.
- Point & Click commands decrease bid preparation time.
- Accomodates Overhead and other cost factors.
- Integrated with RFMS Order Entry and RFMS Products.
- Quick proposals w/ various line & estimate copying options.
- Optional allowed and actual quantity pricing
- Start & completion dates for the job & on a line-by-line basis.
- Perfect for Tract and Multi-family bidding.
- Provides bidding history.
- Print a very detailed bid or a summary bid.
- Custom bid coversheets.
- Create PDF files or direct email capabilities for distribution

Educational... Opportunities



Learn more about how our experienced trainers can help you. Click the hand below to Meet the trainers.



How to Register

RFMS will send you a GoToMeeting link after you register. You may register for any of the webinars for \$49 or for the entire series at a discounted rate. Go to www.rfms.com/University/CourseSchedule.aspx to register. Or call 1-800-701-7367, extension 3102

RFMS Weekly Webinar Series

LOCATION: Online / eClassroom

DATE: Through Sept 30, 2010 **TIME:** 2:00-3:30 PM Central

COST: \$49.00 per Seminar or \$199 for the series

RFMS University invites you to register to attend one of our weekly webinars offered on Thursdays at 2 PM CST. These webinars will be beneficial for owners, sales administrators, office managers and accountants. Each webinar includes a course overview/training outline and is designed to run 75-90 minutes. The webinars will be conducted by highly qualified RFMS trainers who average 10 years of experience using the RFMS business management system. In each webinar, attendee will learn:

- Key icons and their business functionality
- Examples of how to use the software
- Best Practices
- Key Reports, including how to create/save/find a CSV file

August/September Webinar Schedule

Dates and Presenters to be determined

DATE: PRESENTER:

TOPIC: Banking and Check Writing

[New Webinar](#)

DATE: PRESENTER:

TOPIC: Advanced Accounting

[New Webinar](#)

DATE: PRESENTER:

TOPIC: Best Business Practices

DATE: PRESENTER:

TOPIC: How to Balance Inventory

DATE: PRESENTER:

TOPIC: How to Control Labor Costs

[New Webinar](#)

DATE: PRESENTER:

TOPIC: How to Prepare for Month End Closing

Educational... Opportunities

RFMS Regional Seminar Schedule - 2010

1 or 2 Day Training Available Across the U.S.

New for 2010!

RFMS and Romano Consulting have teamed up to share their knowledge and insights as to how you can incorporate best practices, key features and critical profit indicators into the way you use the RFMS business management system.

Seminar Dates and Cities

Aug 17-18 CHICAGO

Sept. 14-15 ORLANDO

Oct 19-20 SAN FRANCISCO

The seminar presenters, Ruby Massey of RFMS and Ken Crawford of Romano Consulting, are seasoned flooring professionals with over 40 years of RFMS experience as users, owners and consultants.

Ruby Massey, Senior Consultant/Project Manager, RFMS
Ken Crawford, Senior Consultant, Romano Consulting

Day One:

Smart Ways to Fully Utilize Key Features in RFMS

- Overall RFMS system review
- Key best practices and features in all core modules, plus Claims, Schedule Pro and Measure integration
- Sales vs. Administrative responsibilities and what the impact is to efficiency and profitability if key procedures are omitted or compromised

Day Two:

Best Practices - How RFMS can Help you Manage Critical Profit Indicators

- Best practices in the areas of AR/cash management, sales commissions, tracking open orders, inventory management and reconciliation
- Review established selling prices, controlling installation, measuring sales productivity
- Review the P&L statement and related critical profit indicators

Pricing:

1 Day - \$299.00 pp 2 Days - \$549.00 pp



Scholarship Funds Available
Increase your knowledge and usage of RFMS!
[Get more info](#)



Tuscaloosa Classroom Schedule

July 22-23 Measure

August 16-18 RFMS Beginner

August 19-20 Measure

Sept 20-22 RFMS Beginner

Sept 23-24 Measure

Click here to register for a seminar or classroom training.