Bits 'n Bytes

Tips, Tricks & Information

August 2007

10.1

Enhancements

BUSINESS
MANAGEMENT
SOFTWARE

RFMS

Systems for Success

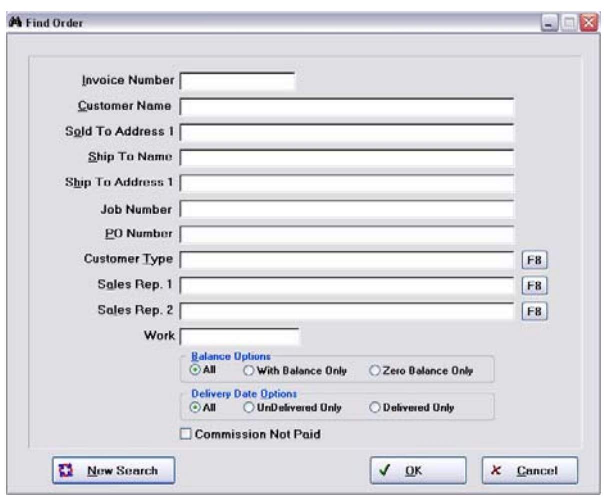
In this Issue

Main Screen Order Entry Updates

There are three new buttons on the main Order Entry screen.

Find - Searches for Customer Orders
Reset - Reset Search Parameters
Refresh List - Updates any new orders added since the search that fit within the search parameters.

You now have the ability to more accurately search for customer orders by selecting specific parameters to narrow the customer order list down. To initiate the search, click the **Find** located at the bottom of the customer order screen.



Enter the appropriate parameters in the spaces provided. When finished, click the **OK** button. All customer orders that fit the selected criteria will display.

Version..10.1 Enhancements

RFMS Referrals

You now have the ability to set up and pay referral commissions out of RFMS. Referrals pertain to overrides or spiffs paid from a flooring dealer to anyone (Designers, Builders, etc) that sends customers to his/her flooring store.

To use RFMS Referrals, see the following steps:

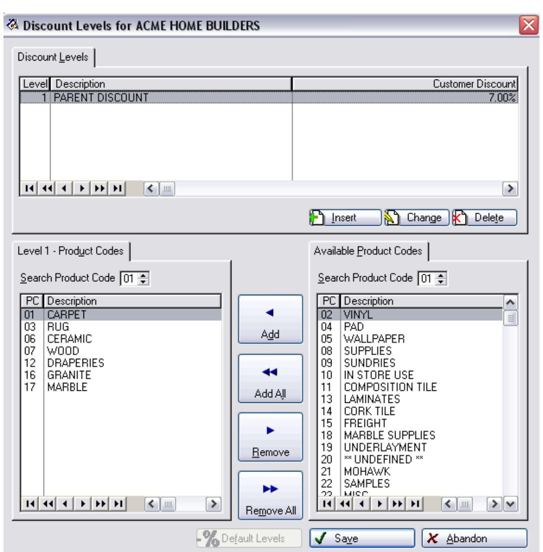
1. Setup up Customer Relationships

- From the main Customer Order Screen (in Order Entry), select the customer to which you wish to assign a relationship.
- Click the Edit icon.
- Select the appropriate relationship, Main or Branch.
- If you add a customer as “Branch”, remember you must associate it with a “Main” customer before you can save and exit this screen.
- If you are not using referrals, this simply creates a relationship from one customer to another.
- If you are using RFMS Referrals, Customer Relationships are slightly different. For instance,you have an interior designer who refers her clients to your store for their flooring needs during remodeling, new construction, etc. For every referred customer that purchases carpet or vinyl from your store, the Interior Designer receives a “referral” amount. You would set the interior designer in the Main Field and the referred customer would be set up in the Branch Field (as in a Branch of the main or a connection to the Main).

2. Setting up Customer Discount Levels

Once you set up the customer relationships properly, you must enter the appropriate discount level for the “Main” and “Branch” customers.

- Select the appropriate Customer Name.
- Click the Discount Level icon.
- Enter a Discount Level by clicking the Insert icon.
- Select the appropriate Products for the discount.
- This works the same as normal discount levels.



Version..10.1 Enhancements

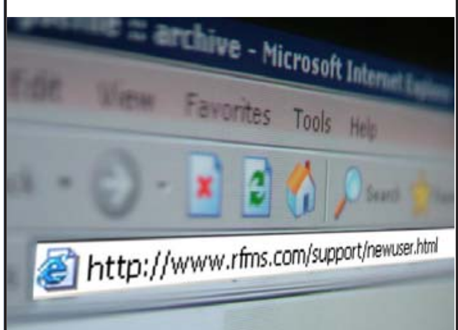
Welcome New Users!

We are very happy to have you as an RFMS client and look forward to helping you through the transition and the implementation process of RFMS.

Visit us on the web at www.rfms.com/support/newuser.html for details on implementation of your new system. This page is an introduction, or primer, for the RFMS website. The information on this page can be found at other places on our site, but we've pulled together in one place the questions most asked by new clients.

Sincerely,

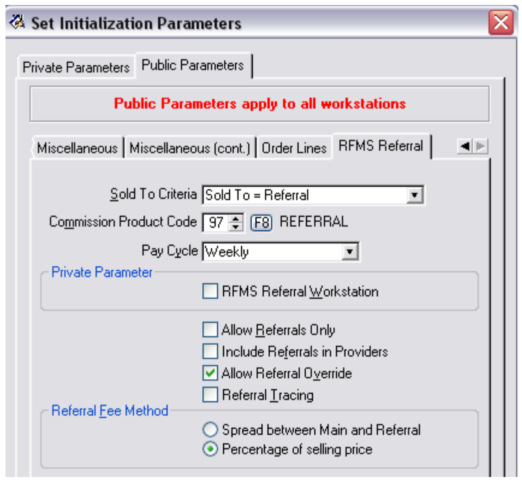
Your RFMS Family



RFMS Referrals (continued from page 2)

3. Setting up RFMS Referral Parameters

Enter the appropriate information in the fields provided to set up referral parameters.



Sold To Criteria
Select which customer you are selling to. In our example, you can select either Parent or Child. Unless you change this, you may only sell to customers that you have specifically marked in the Customer List as “Parent” or “Child”.

Commission Product Code
Select a Product Code to assign all Referral commissions to during jobcosting. This is only used for jobcosting and/or printing reports.

Pay Cycle
This field notes when you will pay Referral commissions. It also corresponds with the Pay Cycle field in HR. Select either Weekly, Biweekly, Semimonthly, Monthly.

RFMS Referral Workstation
Select this option if the particular workstation you are using is going to be set up as a Referral workstation.

Allow Referrals Only
Checking this switch will not allow any orders to be input other than Main or Branch.

Include Referrals in Providers
Checking this switch controls whether BCOE will include Referral Fees in Provider Costs. This in turn affects Job Costing, Gross Profits and Percents. This will likely affect Commissions since most are based on Profit. Pre-Job Cost sheets will also show a Referral Provider.

Referral Tracing
Helps in determining how a referral was created.

Referral Fee Method

This switch controls how the referral is calculated. You choices are: Spread between Main and Branch (the difference between the main and branch prices) or Percent of the selling price. Click inside one of the circles to select a method. Referral fees are calculated when you enter a customer order line. Referral Fees may be viewed by clicking on File, Providers. Only jobcosted orders will have referral records posted on the Provider screen.

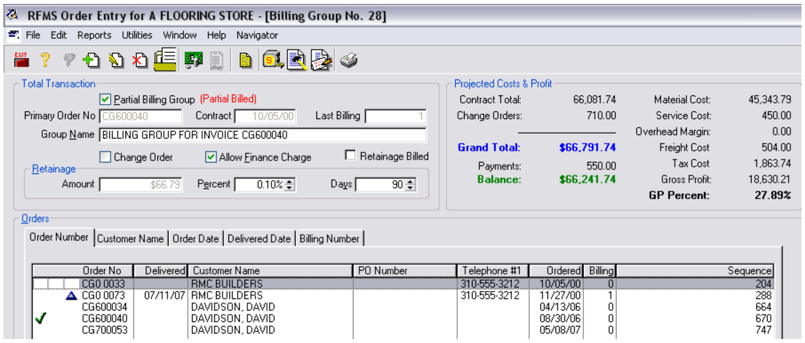
Spread Between Main and Branch
(Main Price * QTY) – (Branch Price * QTY)

Percentage of Selling Price
(Main Discount % - Branch Discount % * QTY) * (QTY * Selling Price of Sold To Critieria)

Version..10.1 Enhancements

Billing Groups Enhancements

When creating Billing Groups, you now have the ability to flag an actual customer order as a Change Order. See the screen below.



These Change Orders are regular Customer Orders with everything associated: Lines, Add Ons / Credit Memos, Overages, payments, etc. The difference is, the use of these Change Orders allow you to designate those orders that adjust the Contract Total (the Contract Total is the total amount of all orders within a Billing Group combined). Only the Original Order cannot be designated as a Change Order.

- When an Order is a Change Order, note the delta icon (change).
- Also, the Change Order checkbox will be boldface.

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Note: All orders in Order Entry previously designated as Change Orders have been changed to AO / CM (Add Ons / Credit Memos).

Projected Costs & Profit

An addition to the billing groups screen allows you to view a "pre-jobcost" look at all orders associated with a particular billing group.

When viewing the **Projected Costs & Profits** section, notice that the **Contract Total + the Change Order** equals the **Grand Total**. This section allows you to see what has affected the job total. Any Change Orders (add-on's or credit memos) and payments will display here. This information will be included on the Billing Notice.

In addition, you now have the ability to view **Costs, Gross Profit and GP %**. These figures are arrived at by pre-Jobcosting each Order in the group. The figures are calculated upon entry and are adjusted when Inserting, Changing or Deleting Orders from the Billing Group, as well as designating a Change Order and posting Payments. The larger the group, the longer it takes to calculate.

Note: When an order that is in a Billing Group has been jobcosted, actual figures are used rather than the pre-jobcost projection figures. Thus, as other orders in the Billing Group are jobcosted, the projections become more and more accurate.

Measure Tools

Leica DISTO™ A6:
The Communicative One for in-/ outdoors

NEW Bluetooth® data transfer - for a reliable transfer of measured values

The measuring process on the Leica DISTO™ A6 isn't over with the display of the results: integrated BLUETOOTH® technology, combined with software designed to let you export measurement readings straight into various programs (e.g. Word® Excel®, AutoCad®) without the use of cables. Take the hard work out of measuring – it is fun now!

Measuring range of 0.05 up to 200m (0.16 up to 650ft); typ. accuracy ± 1.5 mm (± 0.06in)

GTCO Super L IV™ Digitizer

The Super L IV is the next generation of the well-known Super L Series—the family of digitizers that set the standard in large-format digitizing. Professionals in construction estimating, CAD, textiles and other fields will appreciate the Super L IV's added flexibility and improved performance. In addition to an RS-232 serial port, the Super L IV includes an integrated USB connection that allows power to be supplied via the USB port, making set-up quick and easy.

Visit http://www.rfms.com/products/measuretools.html for more details.

Version..10.1 Enhancements

Maintain Passwords

You now have the ability to set and associate passwords with salepeople. This will allow you to restrict their viewing rights in regards to customer orders. In addition, you can use this feature for tracking purposes. From the Maintain Passwords screen, upon clicking the Insert button, the following screen will display.

1. Enter the appropriate level.

2. Enter the password in the field provided.

3. Click the **F8** Button next to the User Name. The Sales Representative list will display.

4. Select the appropriate user name from the list provided.

5. You will notice that now the section below called "Viewing Rights" is available for selection. Select the appropriate option.

View All Orders – This will give the associated Sales Rep the ability to log on using his/her password and view all orders for all Sales Reps.

Limit Orders to Sales Rep – This will give the associated Sales Rep the ability to log on using his/her password and view only his/her orders. Also, using this feature allows you to limit a Sales Rep from searching for customer orders that belong to other Sales Representatives (In Order Entry, Customer Order Screen, Find)

Initial Limit to Sales Rep but allow Override – This will give the associated Sales Rep the ability to log on using his/her password and view only his/her orders. Upon entering Order Entry they may override this.

Two documents are now available for RFMS users who are running the SQL version (Version 10) regarding the important tasks of performing daily backups on your SQL databases. VERY IMPORTANT!

Visit **www.rfms.com** to access these documents.

Version..10.1 Enhancements

Product Field Expansions

Fields on the Product Record screen have been expanded to accommodate longer Product Names, Colors, Styles, Etc.

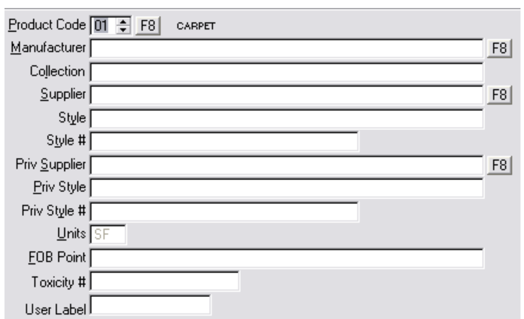
Manufacturer, Supplier, Color, Style, Name and Description fields have all been expanded to 80 characters throughout the RFMS system. Pay close attention to the following fields for they have also been expanded within the Rolls, Items and Services Products Modules.

Roll Products Fields Expanded to 48 Characters:

Style #
Private Style #

Roll Products Fields Expanded to 80 Characters:

Manufacturer
Collection
Supplier
Style
Private Supplier
Private Style
FOB Point
Style Type
Fiber Manufacturer
Supplier Color
Supplier Color #
Private Color
Private Color #
Color Type

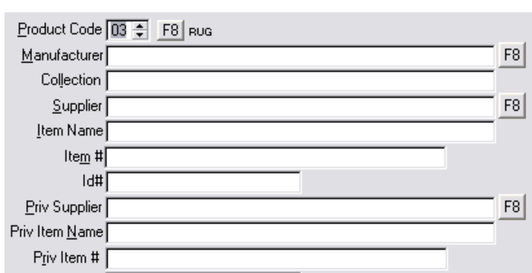


Item Products Fields Expanded to 48 Characters:

Item #
Private Item #

Item Products Fields Expanded to 80 Characters:

Manufacturer
Collection
Supplier
Item Name
Private Supplier
FOB Point
Supplier Description
Supplier Item #
Private Description
Private Item #
Description Type

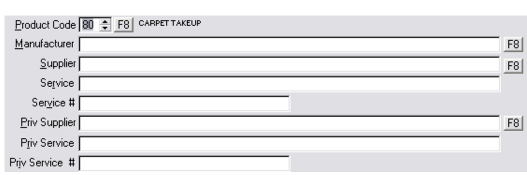


Service Products Fields Expanded to 48 Characters:

Service #
Private Service #

Service Products Fields Expanded to 80 Characters:

Manufacturer
Supplier
Service
Private Supplier
Private Service



Direct Deposit

Direct Deposit allows you to pay your employees electronically and eliminates the writing of physical payroll checks.

Benefits:

- Gain more control over cash flow
- Reduce the amount of time spent processing payroll
- Enhance employee services - they do not have to be present to receive their payroll
- Virtually error-proof - not a single one of 18 million monthly EFT Social Security transactions has ever been lost
- Safe - there is no possibility of electronic checks being lost or stolen
- Enables you to submit electronic federal tax deposits (EFTPS)

Features:

- Seamless integration with the RFMS payroll module
- Modem communication software included
- Completely automated one-step electronic deposit process
- Maintains complete audit trail
- Can activate/deactivate employees
- Unlimited number of business payroll accounts

Version..10.1 Enhancements

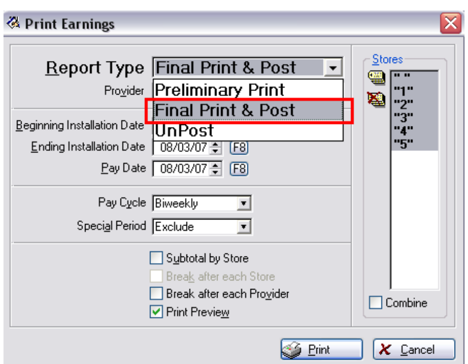
Posting Providers Through Human Resources

This feature allows you to post provider earnings from the RFMS Order Entry module to the RFMS Human Resources module AUTOMATICALLY. To initiate this feature, you must set up parameters, set up worker switch and select the Post Provider switch on the Prepare Pay screen. Three steps needed to setup your RFMS system to begin posting providers through HR are:

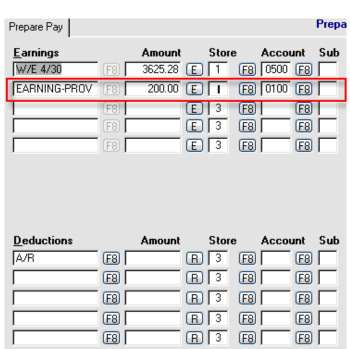
1. **Setting Up Parameters:**
2. **Set Up Worker Switch:**
3. **Prepare Pay setup**

After setting the above mentioned parameters, follow the process listed below in order to Post Providers through Human Resources.

1. Setup the appropriate account codes under Human Resources, Parameters, Post Providers.
2. If you wish to pay a particular employee by posting information directly from Order Entry, select the Post Providers through HR switch on the worker information screen.
3. Print and Post provider information in the Order Entry module by clicking Reports, Provider's Earnings.
4. Select Final Print and Post.



5. Run Payroll as usual for your providers. The provider earnings entered on the Order Entry side will automatically be entered on the HR side.



RFMS Educational Opportunities

2007 Tuscaloosa Classroom Training

RFMS Total Implementation
The 3-Day RFMS Basic Class

May 21-23	June 11-13
August 6-7	September 17-19
October 15-17	November 12-14
December 17-19	

RFMS Windows Refresher/DOS to Windows Conversion
2 Day course

May 24-25	June 14-15
August 9-10	November 15-16
October 11-12	

Call 800-701-7367 ext 3298 or visit www.rfms.com
for more details and pricing information.

Advanced Training Seminar

Agenda Day One

Products File -B2B
In-Depth Inventory
Purchasing
Receiving/Costing
Freight/Load
Inventory Adjustments
Reports
In-Depth Order Entry
Shortcuts
Quotes
Provider's
Job Costing
Q&A
New Features

Agenda Day Two

Claims
Billing Groups
Percentage Billing
Partial Billing
Reports for Management
Creating a PDF
Human Resources
Accounts Payable
G/L Checklist
Passwords
Parameters
Q&A
New Features

In Depth Financial Seminar

Agenda
8:30-12:00

Open Orders
Work in Progress
Laboral Accural

Job Cost Analysis Report
Report Parameters
Uses of Report
Investigating Problems

Inventory
Balancing Inventory to G/L
Claims Module
Inventory Adjustments G/L
Inventory Reports

1:00-4:00

Journal Close
Reconciling Accounts
Closing Procedures

Journal Listing
Balance Sheet Accounts
Income/Expense Accounts

Year-End Close
Procedures
Reports

Financial Statements
Reviewing and Comparing

Open Q&A Period

Dates 2007

Seattle, WA	June 5-6	Detroit, MI	June 6
Orlando, FL	August 14-15	Minneapolis, MN	July 11
San Francisco, CA	October 23-24	Dallas, TX	August 8
Baltimore, MD	October 30-31	Atlanta, GA	September 12
Denver, CO	November 27-28	Tampa, FL	October 12
Nashville, TN	December 11-12		

Who Should Attend

All current RFMS users wishing to implement the many new features of RFMS. Also perfect for Management, Order Entry, Purchasing, Receiving Personnel, Bookkeeping. Anyone using RFMS who has not had training in the past year.

Anyone who is responsible for the closing routine, preparation and interpretation of financial statements. Includes Owner's, Outside CPA's, Controllers and top level management as well as accounting department personnel.

Call 800-701-7367 ext 3298 or visit www.rfms.com
for more details and pricing information.

Software Versions

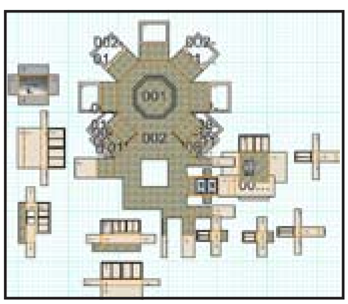
Program	Version 9		Version 10	
Accounts Payable	9.6.0.1889	1/04/06	10.1.0.4332	07/03/07
Bid Pro	9.6.2.397	09/28/06	10.1.0.810	5/30/07
E-Commerce	9.6.0.544	8/21/06	10.1.0.4017	6/15/07
Human Resources	9.6.1.27	6/15/07	10.1.0.1979	4/09/07
Inventory	9.6.0.1668	4/09/07	10.1.0.1698	4/19/07
Multi-Pay	9.6.1.5	4/21/06	10.1.0.255	2/08/07
Order Entry	9.6.1.37	6/08/07	10.1.0.9721	7/21/07
Products	9.6.0.518	3/31/06	10.1.0.5635	5/02/07
PO Printing	9.6.0.4	8/08/05	10.1.0.2	4/19/07
Sales Floor Assist	9.6.1.10	10/16/06	10.1.0.148	7/31/07
Sales Reports	9.6.0.832	11/28/06	10.1.0.289	01/24/07
Schedule Pro	3.5.11	2/12/07	10.1.0.805	5/29/07

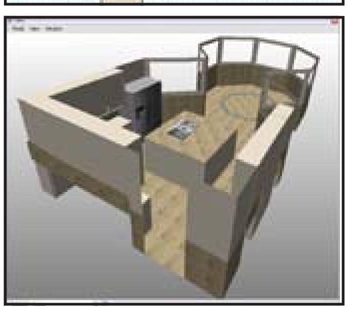
Measure 3.2 - Measure Designer
Is Now Available

RFMS Measure

What's Included?

- Uses images for Photorealistic Views
- Scene Editor: Combine independent 3D Models
- New Material Selection Window
- Slab Tools
- Windows Vista Compatible
- New Diamond Inset Quick Tile functions
- And Much More!





Visit www.rfmsmeasure.com for more details.

B2B Supplier List

RFMS E-Commerce

Over 425 Users Currently Enrolled

Active (17):
- Shaw
- Mohawk
- Beaulieu
- Ohio Valley
- WM Bird
- All Tile
- Adleta
- JJ Haines
- Florstar
- Gulistan
- Tri West
- BR Funsten
- RA Siegel
- BPI
- Tom Duffy(NEW!)
- Royalty Carpet(NEW!)
- Case Supply(NEW!)
- BPI(NEW!)

In Test (4):
- Dal Tile
- Herregan
- Hoboken Floors
- The Dixie Group

Committed (10) :
- Longust
- Galaher
- CDC
- T & A
- WC Tingle
- SeaPac
- T & L
- C & C Wholesale
- CMH
- Bayard

Flooring B2B Industry

Call 1-800-701-7367, ext. 3306