

Bits 'n Bytes

July 2008

Tips, Tricks & Information

BUSINESS
MANAGEMENT
SOFTWARE



In this Issue

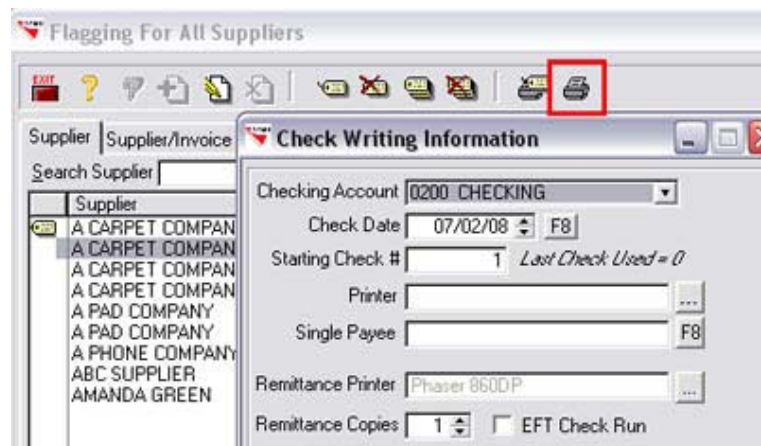
- INTERESTING TIPS AND FEATURES
- TRAINING/EDUCATION
- SOFTWARE DOWNLOAD INFORMATION

DID YOU KNOW YOU COULD...?

This edition of Bits and Bytes focuses on time saving features and processes in RFMS and RFMS Add-On Modules that perhaps you were not aware were available. For instance, **did you know it was possible to print checks from the Flag A/P screen or to post provider records from Schedule Pro into Order Entry? Did you know that BidPro allows you to create estimates comparing actual totals to totals allowed on a job?** The following describes these specific processes as well as many others. Utilizing these features can assist you in saving your time and your money!

Printing Checks from the Flag A/P Screen

Did you know you don't have to flag payables, exit the payable screen and open the Add/Edit Payables screen in order to print A/P checks? You can flag A/P's and print A/P checks from the Flag screen. See the following.

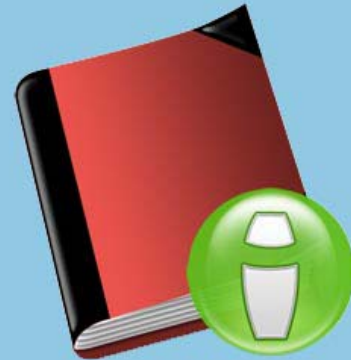


Flag the payable as normal by selecting the appropriate record from the list provided and clicking the flag button. Next, click the printer icon. This will display the Check Writing dialog box. This allows you to flag payables and print A/P checks all at the same time. You won't have to exit this screen and open another to accomplish both. This is a great time saving tip!

Features...and Tips

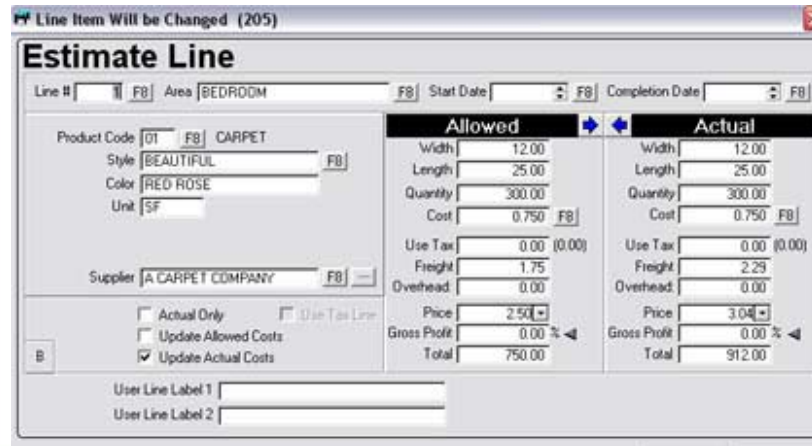
Posting Provider Records from Schedule Pro

Once you have entered a Customer Order and scheduled an install for that order, you have the ability to quickly and easily post a provider record to it through Schedule Pro. Using this tip takes a fraction of the time when posting a provider! Once you have scheduled a job, go to the main menu of Schedule Pro and click the Create Provider Records button. Tag all appropriate service lines and click the Create Provider Records from Tagged Lines button. This automatically creates and posts a provider to the corresponding customer order.



BidPro - Allowed vs. Actual

For a company that does builder work, RFMS BidPro is a great tool. Did you know that you can enter an estimate into BidPro and keep track of the allowed amounts of the job versus the actual amounts of the job on a line-by-line basis? For each estimate line there is an allowed column and an actual column. You can enter the builder allowed amount and compare it to the actual amount spent on the job. If there is an overage (because the Actual amount is more than the Allowed amount), you can use this feature to automatically export this information to Order Entry! The original order will post to Order Entry and the appending Overage order will as well. This is a great time and money saving feature!



Features...and Tips



Warehouse Module

Did you know that you can use the RFMS Warehouse module to convert an entire workstation to a warehouse workstation that concentrates solely on receiving goods into your system? From the Inventory module, click Utilities and select Warehouse workstation only. This is a great feature, especially if you want all other aspects of your inventory module to be private to your employees. The Warehouse receiving feature will allow those who access it only the ability to scan inventory and receive it into the system.

Express Receiving

Were you aware that you can instantly receive PO's from the PO screen by using the Express Receiving button? It's an easy to use feature that you may not have even realized was available. With the push of a button, receive a single PO! Select the appropriate PO and simply click the Express Receiving button.



Certified Payroll

Did you know that RFMS now allows you to enter Certified Payroll rates on provider records? You can use this feature if you are doing government jobs and you need to make sure that your providers are being paid the appropriate amount for the job. The Certified Payroll feature gives you the ability to compare what you are paying your provider against the appropriate government rate. This makes certain that your providers are always fairly compensated based on the government guidelines assigned for a particular job. When entering a provider, select the Certified Payroll button. The following section of your provider screen will become available. Simply enter the appropriate pay information in the fields provided. (Be sure to turn the Certified Payroll switch on in Public Parameters, Switches)

Pay Type	Subcontractor
Invoice Number	CG800012 (F8)
Order Date	04/29/08
Delivery Date	
Installation Date	07/07/08 (F8)
Work Order Number	
Product Code	80 (F8) CARPET LABOR
Service	CARPET LABOR
Service #	
Rate	1.000 (F8)
Total Units	250.00
Overtime Hours	
Doubletime Hours	
Miscellaneous Earnings	0.00
Total Earnings	\$250.00
<input type="checkbox"/> Paid	
Date Paid	
<input type="checkbox"/> Special Period	
Pay Status	001-Do Not Pay
<input type="checkbox"/> Do Not Accrue	

Certified Payroll

Rate

Regular Hours

Overtime Hours

Doubletime Hours

Total: \$150.00

Educational... Opportunities



Since we began offering our web-based classes, we've had a lot of questions and gotten a great deal of feedback. I would like to take this opportunity to let you know how our new training programs are set up.

Previously, training was purchased in a block of time. When you purchased the system initially, you may have bought 3 days of onsite training and 10 to 20 hours worth of eLearning and our trainer typically relied on you to direct their efforts. As we have learned from many of our clients, they would like to have a more structured training process, also.

Accordingly, we have introduced some specific RFMS University formats:

eLecture - eLecture utilizes the latest innovations in web training events to train as many people as possible at one time on courses selected from the [RFMS University Course Catalog](#). These lectures are scheduled in advance and can be registered through the [RFMS University Schedule](#). The eLecture is conducted with only the instructors having speaking capabilities. Attendees can submit limited questions electronically during the lecture. Extensive course literature is included and a recorded version of the event is typically available 24 hours after the event. These classes are highly affordable with most costing less than \$25 per course hour.

eClassroom - eClassroom utilizes the same technology and course selections as the eLecture format but are conducted on a smaller scale. Attendees can interact with the instructors and the instructors work to make sure all questions are followed up. Typically, classes are limited to less than 30 attendees. Extensive course literature is included and a recorded version of the event is typically available 24 hours after the event. The classes are scheduled in advance and can be registered through the [RFMS University Schedule](#). These classes are very affordable with most costing less than \$50 per course hour.

eConsulting - eConsulting is the classic online training many of you have already experienced. This can be directed by you, or you can choose from any of our predefined courses in the [RFMS University Course Catalog](#). eConsulting is scheduled at your convenience and is typically a one-on-one training event. If you've seen a course in the catalog that hasn't been offered in eLecture or eClassroom and would be interested in taking the class, contact training@rfms.com and set the class up immediately. eConsulting is billed at an hourly based on the certification level of the consultant required for the consultation.

Travel vs. Online - All of these classes can be taught online or at your facility. We've been getting consistent information from our clients that the economy is pressuring everyone to economize and based on that feedback, we've focused a great deal of our effort on promoting Internet based training. However, if it better suits your business needs, we will come onsite and work with you face-to-face. Onsite rates are billed hourly based on the certification level of the consultant required. One-half of the hourly consulting rate will be charged for the time to travel onsite. To arrange onsite training, contact training@rfms.com.

Please send any questions or comments directly to me at wshank@rfms.com. Your feedback keeps us on the cutting edge.

Thank you very much for your time and attention, Wes Shank, CFE Director of Continuing Education RFMS, Inc.

RFMS..Software Downloads

Program	Version 9 (Pervasive)		Version 10.2 (SQL)	
Accounts Payable	9.6.0.1889	1/04/06	10.2.0.964	5/27/08
Bid Pro	9.6.2.397	12/10/07	10.2.0.1460	05/07/08
E-Commerce	9.6.0.544	8/21/06	10.2.0.5208	5/22/08
Human Resources	9.6.1.39	7/01/08	10.2.0.248	7/01/08
Inventory	9.6.0.1668	4/09/07	10.2.0.1744	6/27/08
Multi-Pay	9.6.1.5	4/21/06	10.2.0.35	2/09/08
Order Entry	9.6.1.47	4/02/08	10.2.0.5503	5/06/08
Products	9.6.0.518	3/31/06	10.2.0.3921	6/17/08
PO Printing	9.6.0.4	12/11/07	10.2.0.2	6/26/08
Sales Floor Assist	9.6.1.13	01/13/08	10.2.0.123	04/02/08
Sales Reports	9.6.0.832	02/12/07	10.2.0.863	06/11/08
Schedule Pro	3.5.11	2/12/07	10.2.0.863	05/14/08



B2B SUPPLIER LIST



Over 500 Users
Currently Enrolled

Active (20):

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

In Test (6):

- Herregan
- The Dixie Group
- C & C Wholesale
- Jaeckle
- CMH
- Buckwold

Committed (8):

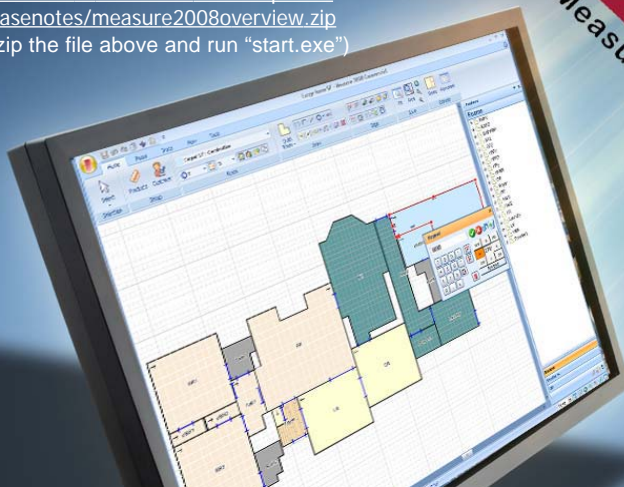
- Longust
- Galaher
- CDC
- T & A
- WC Tingle
- SeaPac
- T & L
- Virginia Tile

MEASURE 2008

RFMS is proud to announce a new version of the Measure estimating software: Measure 2008. For more details copy the following links and paste them into your internet browser.

<http://www.rfmsmeasure.com/update/releasenotes2008mustread.pdf>

<http://www.rfmsmeasure.com/update/releasenotes/measure2008overview.zip>
(unzip the file above and run "start.exe")



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

Regional...Sales Analysts



Listed below are the Regional Sales Analysts for RFMS. Contact the RSA in your area for questions and/or comments about any of our RFMS products!

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

Whitney Lambert
MI, OH, ON, VA, WV
wlambert@rfms.com
205-246-4318

Sean Black
CO, IA, KS, MB, MN, MO,
MT, ND, NE, SK, WY
sblack@rfms.com
205-246-4236

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

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

Lisa Roy
AZ, CA
lroy@rfms.com
205-246-3593

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

Jacob Wheat
NM, OK, TX
jwheat@rfms.com
205-233-0282

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

