



## In this Issue

- Features Since the 9.6 Update
- Keyboard Shortcuts
- Latest Versions of Software

## COME SEE US:



**NWFA - April  
Starnet - April  
Coverings - April**

Contact Stacie Thornton  
at 1.800.701.7367 ext.  
3100 for more details.

**BUSINESS  
MANAGEMENT  
SOFTWARE**



## FEATURES AND ENHANCEMENTS

Listed below are additions to the software since the release of Version 9.6.

### Order Entry - Percentage Billing

Percentage billing allows you to bill a portion of an original customer order by percentage instead of on a line by line basis. When using the Percentage Billing feature, the portion you wish to bill will be exported to a separate order within a billing group. This process puts a negative line(s) on the original order and creates lines on the new order showing the percentage billed amount. See the F1 help files for more details.

### Order Entry - Switches

#### 1 - Require Styles to be in Products for this Store

*This switch is found on the Add/Edit Store Screen.*

Selecting this switch will prohibit you from adding unreferenced lines for the selected default store. When adding a line, all styles must be in the Products file.

#### 2 - Always Invoice

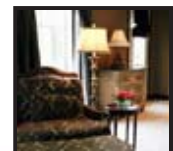
*Go to Utilities, Parameters, Private Parameters, Invoice, Invoice Heading.*

Selecting this option will allow you to ALWAYS print the Invoice Heading.

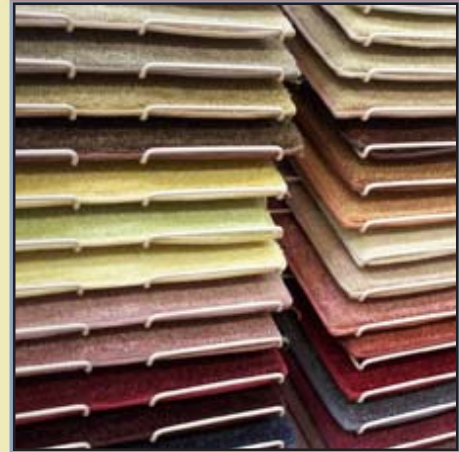
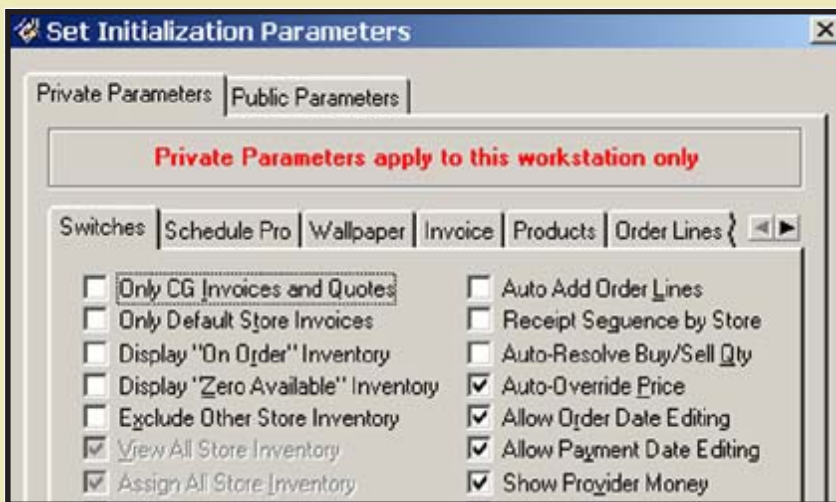
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## DID YOU KNOW?

RFMS In-Home Solution integrates with the Order Entry module. Orders entered into RFMS In-Home can be emailed back to the office and easily imported into RFMS Order Entry.



# Features & Enhancements



## New Product



RFMS Measure is now available in 4 Versions.

**NEW!!**

**Measure Simple**

\$299.00

**Measure Desktop**

\$899.00

**Measure Professional**

Call for Pricing

**Measure Commercial**

Call for Pricing



### 3-Require Default Customer Zip

Go to Utilities, Parameters, Private Parameters, Switches.

If "Require Zip Code" is checked, a switch called "Require Default Customer Zip" will become available for selection. If you select "Require Default Customer Zip", you will be required to enter a zip code for your Default Customer when adding a customer order. This can be especially useful in cases where Cash and Carry is your Default Customer and you wish to track demographic information by requiring that your data entry person input a zip code during the order entry phase.

### 4-Allow Percentage Billing

Select this option if you wish to use the Percentage Billing Feature. The Percentage Billing is a Partial Billing feature that will only work by selecting this switch AND the Partial Billing option on the Billing Groups screen.

### Order Entry Utilities - Shrink Picture File

This feature is found under the RFMS Order Entry Main Menu, click File, Utilities, Fix, Shrink Picture File.

This feature allows you to add more picture files to RFMS by creating an external TPS file. Currently, RFMS only allows a 2GB file to store pictures. Using this new feature, you may add as many pictures as disk space allows.

### Order Entry - New Field Additions

#### 1-Print Discounts Only Field

This field has been added on the Receipt Recap Report screen.

Selecting this option will allow you to print only receipts with discounts. If you want a report of orders with discounts entered within the specified range, select this option.

#### 2-Print Generator Field

This field can be found on the Print Billing Notice screen.

This option will allow you to use a custom designed Billing Notice. If you wish to use this option you must contact RFMS at 1.800.701.7367 for more details on Custom Configurations.

# Function Keys & other Shortcuts



## Schedule Pro

The RFMS Schedule Pro program makes managing your flooring installations a simple task. With specialized tools and features at your disposal, you'll be able to quickly schedule and track jobs and crews. Schedule Pro is built to completely integrate with the RFMS Order Entry module, allowing you to measure your installation capacity and increase your productivity and customer service.



- Easy to Implement and Use
- Built for Flexibility
- Complete Integration



The **Function Keys** on your Keyboard can be used to enhance your usage of the RFMS Business Management Software by providing you with handy and easy to remember shortcuts. Using the "F" keys on your keyboard while in the following modules will accomplish the following tasks:

Order Entry	Products	Accounting	Inventory
F1-Help	F1-Help	F1-Help	F1-Help
F2-Calculator	F2-Calculator	F2-Calculator	F2-Calculator
F3-Cust Orders	F6-Set Password	F6-Set Password	F6-Set Password
F4-Quotes		F7-Price Check	F7-Price Check
F5-Claims			F12-Bin Location (Roll/Item Inv)
F6-Set Password			
F7-Price Check			



**Keyboard Combinations** throughout RFMS are the same as General Windows behaviors. See the following shortcuts.

- Ctrl+C= Copy
- Ctrl+X= Cut
- Ctrl+V= Paste
- Ctrl+Z= Undo
- Ctrl+A= Select All
- Alt+TAB= Switches between open windows
- Shift Delete= Deletes an item permanently



# Software Versions

Program	Version	Date
Accounts Payable	9.6.0.1889	01/04/06
Bid Pro	2.0.0.2112	12/08/05
ECommerce	9.6.0.380	11/18/05
Human Resources	9.6.1.11	2/24/06
Inventory	9.6.0.908	11/18/05
Multi Pay	9.6.1.2	11/15/05
Order Entry	9.6.1.21	1/09/06
Products	9.6.0.280	1/21/05
PO Printing	9.6.0.4	08/08/05
Sales Floor Assist	9.6.1.10	11/15/05
Sales Reports	9.6.0.697	3/01/06
Schedule Pro	3.4.4.5	2/14/06

## B2B Supplier List



Over 300 Users Currently Enrolled

Active B2B Suppliers: Committed B2B Suppliers:

- Adleta
  - All Tile
  - CMH
  - Gulistan
  - JJ Haines
  - Tri-West
- BPI
  - BR Funsten
  - Dal Tile
  - Emser Tile
  - Hobken Floors
  - Longust
  - RA Siegal
  - Royalty Carpet

Contact David Marshello at 1.800.701.7637 ext.3306 to get started with RFMS B2B.

### Did You Know?



**RFMS E-Learning** is an exciting new cost-effective internet-based training program that allows employees to learn and work at their own computer - saving our clients expensive travel costs and valuable out-of-office travel time.

For more information concerning our One-on-One Consulting, please call Kimberly Lee at 800-701-7367 ext. 3298 or fill out our online form by visiting [www.rfms.com](http://www.rfms.com).

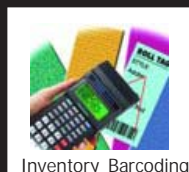


## JUST A REMINDER!

RFMS products are available on the **ONLINE STORE!** Here are just a few!



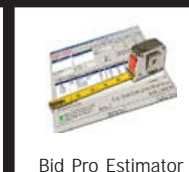
Showroom Tags



Inventory Barcoding



Direct Deposit



Bid Pro Estimator

