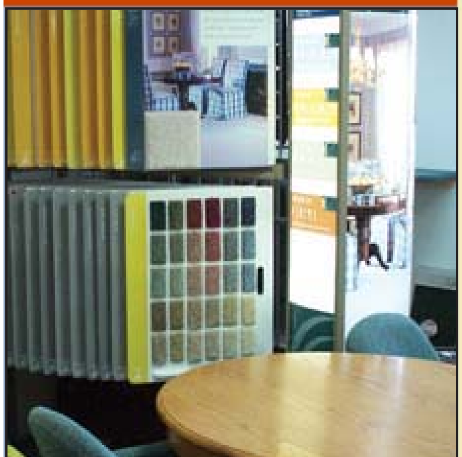
May 2006

Bits 'n Bytes

Tips, Tricks & Information



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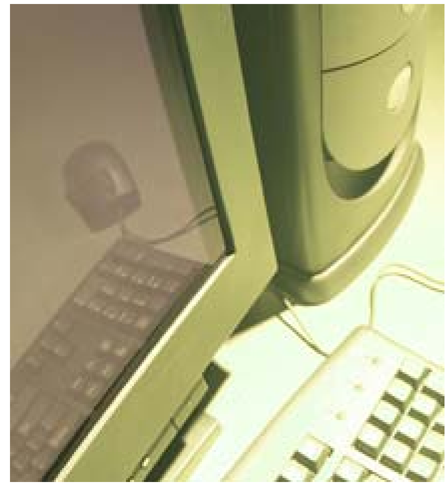
Systems for Success



NEW SOFTWARE FEATURES

Listed below are additions/changes to the software as of Version 9.6.

Order Entry - Integrate Inventory

The Integrate Inventory feature will take inventory assignments associated with a customer order line and balance that information to your inventory module. Disabling this switch will no longer implement these controls. It is recommended that you have VERIFIED BACKUP before disabling this feature. Using this feature is only recommended for those who are using Order Entry, however not yet ready to implement the use of Inventory and Purchase Orders.

Commissions

Average Commissions

This feature is available in the RFMS Order Entry module.

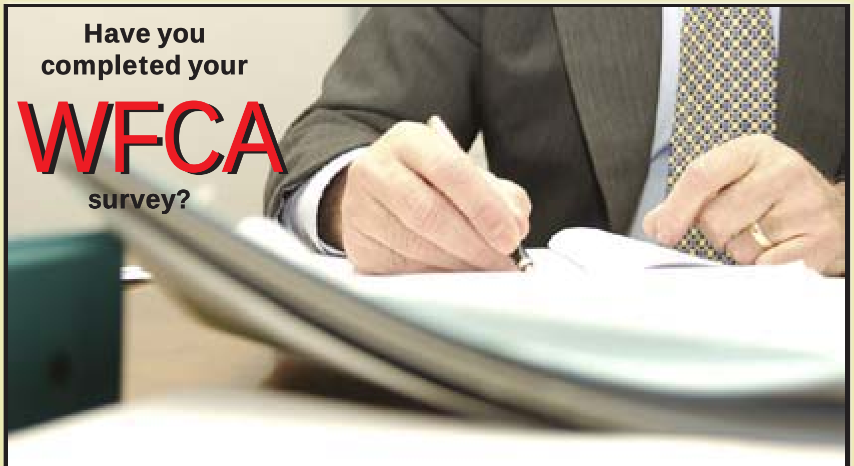
Using the Average Commissions feature allows you pay commissions on partially billed orders and average those commissions based on the entire order instead of the portion of the "order" that has been billed. This feature is useful when cost/material/service information is added to or subtracted from an order (between the first billing and the last). Upon the last jobcost for the order, the Averaged Commissions Report will display.

(cont. on page 2)

DID YOU KNOW?

RFMS founder and president Terry Wheat was recently interviewed at Coverings by Floor Daily, an online flooring news source. Visit www.floordaily.net/audio/ram/terrywheat-cov6-14.ram to listen!

Features & Enhancements



Deadline - May 15, 2006 More Info: Jake Jacobson - jjacobson@rfms.com

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Par Commissions

This feature is available in the RFMS Products module.

Par Commissions is a method of computing line commissions on a sliding scale in order to gain a weighted average commission amount on specified products (on a line by line basis). The ability is given to enter low and high selling prices along with a low and high commission percentages. When a product is sold that falls in between the high and low selling prices, the system will figure the commission percentage based on the ratio for the scale.

Order Entry & Schedule Pro Integration

From Order Entry, click the Utilities menu. Select Parameters, Private Parameters. The parameters under this tab have recently changed.

Create Schedule Pro Alerts - If the switch is set to "Create Schedule Pro Alerts," you can create "To Be Scheduled" Alert.

Open Schedule Pro for selected order - If this option is selected, and if Schedule Pro was already open, you can bring the screen up just as you left it. If Schedule Pro was closed, pressing the icon will open Schedule Pro.

Create Schedule Pro Alerts for Edited Orders - Selecting this checkbox determines whether you'd like to create an alert when a change has been made to an order AFTER it has been scheduled in Schedule Pro. Here are the following scenarios:

Order Voided, Order Line Deleted, Order Line Added, Order Style, Color, or Units Edited, Order Quantity Edited or Order Status Set to Cut or Reserved

Display Schedule Pro Alerts on Order Entry Browse - This features determines whether the red Order Entry Alert icon appears on this workstations browse screen.

For more detailed explanations, use the F1 key while working in RFMS to display the help files in their entirety.

Software Specials

SCHEDULE PRO

15% off
for the entire month of May

MEASURE

$400 off
for the entire month of June

Professional & Commercial Versions only.

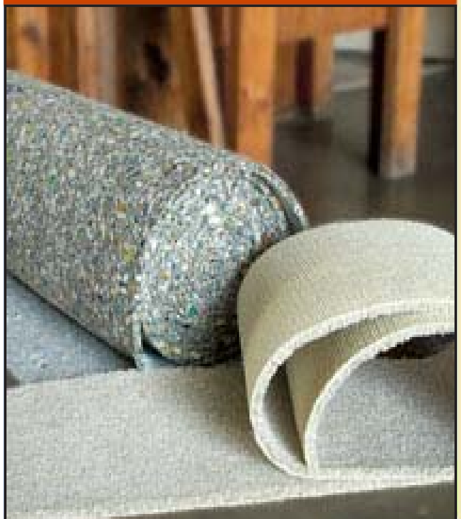
For more details, contact the RFMS Sales Department at 800-536-7367.

Maximize Productivity with System Upgrades

Increase the productivity of every member of your staff, and give them access to the aspects of RFMS that will empower them to give you their best.

- License Updates
- Single User to Network
- Additional User Licenses
- Store Specific Pricing
- Inventory Move Routine
- Color Crossover

Balancing Inventory... in One Report!



Inventory Balance Report

In the RFMS Inventory module, a recent addition to reports provides you with an easier way to balance month-end inventory. The Inventory Balance Report (located in Inventory, Reports, Inventory Balance Report) alleviates the need to run any of the following reports to balance your Inventory.

- **Inventory Value Reports**
- **Material Analysis Report (Cut & Delivered Value from Lines)**
- **Inventory Range Reports (Uncosted Roll Inventory)**

The Inventory Balance Report (Adjusted Cost Inventory) will provide information found on the Inventory Value Report, Material Analysis Report and Inventory Range Report for month-end close as well as balancing the Inventory Values. The Balance calculation is **Costed Inventory+ Cut & Delivered – Uncosted Inventory** and this equation is located on the report printout.

Balance Journal Against Inventory Report

Do the following after running the Inventory Balance Report.

Perform Preliminary Journal Close

1. Click General Ledger Functions and select Preliminary Journal Close.
2. Check the option called, “Include Inventory Adjustments”.
3. Run the Journal Close. Once this function has been completed, you will then need to click on Print Journal Information button. Print Journal Information for the Inventory Account code **ONLY**.
4. Choose SINGLE account code and enter the inventory code.
5. This report will list all entries posted to the inventory account code. All debit (increase inventory) postings should be posted to the journal from Cost roll or Cost item. All credit (decrease Inventory) postings should be posted to the journal from Job Cost. The only other entries should be Inventory Adjustments.
6. Use Ending Balance on this report to check against the Inventory Balance Report.

Reasons Inventory may not balance:

1-Posting made directly to G/L Inventory Account code.

2-An Inventory adjustment should not have been posted. For example, a roll was incorrectly costed, a payable was edited to the correct amounts, a roll record was edited to the correct amount, or the inventory adjustment was posted. This adjustment should have been deleted if automatic posting was chosen at Journal Close.

3-Incorrect Beginning Balances in the Journal.

4-At the present time, inventory reconciliation has to be considered time sensitive with RFMS. Therefore, we recommend the above procedures to give you the best way of supporting your General Ledger inventory balances. These adjustments should be checked to make sure that they are true adjustments and that they should actually be posted as such to the General Ledger. Each time you adjust costed inventory in any way, the system logs an adjustment to Cost of Materials.

Balancing Provider Records

Balancing Provider Records in Order Entry

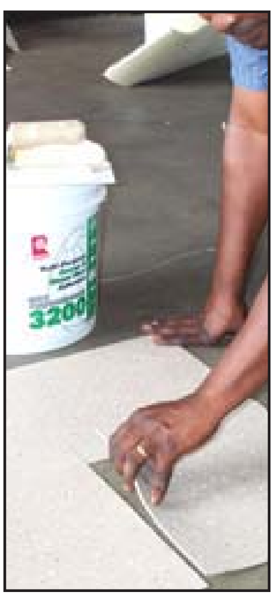
This feature houses all service lines entered for a particular customer order. The purpose of this feature is to allow you to be sure the service lines for each product code have corresponding Provider records entered. REMEMBER that balance feature only applies if you have the "Allow Service Lines" switch turned on through Public Parameters.

To balance, the system looks at the total earnings for each product code posted on the Provider record. Those totals are compared to what has been entered on the customer order as service lines (looks at the COST, not the selling price). If those two figures are not the same, the charges are considered as "Not Balanced".

Tips and Hints when Balancing Provider Records

Check carefully to make sure that the provider record cost and service line cost balance properly. If they do not, note the differences in the two figures. This may be a "red flag". Check to see that everything was entered into the system correctly or that no change has been made to the provider record or the service record.

If the dollars don't match, they need to be balanced. Do so by doing one of the following:



1. Adjusting the labor line (budgeted line) in the order.
2. Adding a line that is different than the original agreement
3. There is an automatic balancing button that should be used as a last resort. This adjusts labor dollars and/ or adds a line entry if necessary as "computer generated". If you force it to balance you loose historical information about where that job started versus where it ended up (BASELINE) so you definitely would be advised to have approval process in place based on the Work Order issued.

Other Facts about the Providers Module

The Provider's module is useful in keeping a record of all of the following associated with installation and service costs:

Warranty

- A computer-generated invoice can be created at the beginning of each month for "Warranty".
- As each warranty job is completed service lines to cover that labor can be added.
- You can then create correspond ing Providers' records so they can be paid for their labor.

Burdens

- A provider record can be created to attach any hidden expenses to the cost of a job.
- If an hourly crew uses the company truck, the expense of running the truck for that job can be costed to the job by entering a Provider's record for "Burden-Truck" at whatever rate desig nated.
- The employer's costs for FICA, etc. can be charged against the job by adding another record for "Burden-Mechanic" for those costs.

Installation Supplies, etc.

- If you are not stocking installation supplies, but are providing them for hourly provider crews, a Provider's record for "Burden - Supplies - Carpet", "Burden - Supplies - Vinyl", etc. and a per yard or per square foot rate can be entered to be charged against the job.
- While it is highly recommended that the provider record feature be used to its full potential, it is not mandatory to track individual provider/service costs. These can be posted as a lump sum to the "misc. extra costs" on the jobcost screen and will still be charged against the job.

3073 Palisades Ct. Tuscaloosa, Al 35405. 800.701.7367. www.rfms.com

RFMS Educational Opportunities

Course Overviews

Windows Refresher

•Processing orders from Quotes all the way through Job Costing
•Inventory, Purchasing and Receiving/ Costing
•Accounts Payable, Accounts Receivable and Banking
•Human Resources
•Preview of the General Ledger

In Depth Seminar

Open Orders
•Work in Process
•Labor Accrual

Job cost Analysis Report
•Report Parameters
•Uses of Report
•Investigating Problems

Inventory
•Balancing Inventory to the G/L
•Claims Module
•Inventory Adjustments and their effects on G/L Inventory Reports

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 Question and Answer Period

Tuscaloosa Classroom Training

Traditional classroom learning methods have tremendous value and appeal. That's because in a classroom, students can ask questions, request clarification or explanation when it's needed and interact with a knowledgeable instructor who can help them understand concepts and terminology in terms of their own frames of reference.

Classroom training can be an affordable easy way to train several staff members at the same time. But consider carefully how the benefits of classroom training will mesh with the needs and learning styles of your staff. To do this, consider the following questions:

- Do you prefer to interact with others while learning?
- Do you learn best by doing?
- Do you require a distraction-free learning environment?
- Do you need to be held accountable for your learning?
- Do you work best in a structured environment?
- Do you prefer to have immediate answers to questions and an opportunity to talk about training content?

RFMS Classroom training is conducted in a state-of-the-art training facility located on-site within a successful floor covering store. In addition to learning the RFMS software programs, students will see first-hand the software being used live, in a real-world application.

For more information on classroom training courses and schedules, please call 1-800-701-7367, extension 3298.

May-June Seminars and Classroom Training

Seminars

May 10, 2006	In-Depth Seminar	Baltimore, MD
June 14, 2006	In-Depth Seminar	Detroit, MI

Classroom Training

May 8-10, 2006	Total Implementation	Tuscaloosa, AL
June 5-7, 2006	Total Implementation	Tuscaloosa, AL
June 8-9, 2006	Windows Refresher	Tuscaloosa, AL
June 19-20, 2006	Windows Refresher	Palo Alto, CA
June 19-21, 2006	Total Implementation	Tuscaloosa, Al
June 21-23, 2006	Total Implementation	Palo Alto, CA
June 22-23, 2006	Windows Refresher	Tuscaloosa, AL

Software Versions

Program	Version	Date
Accounts Payable	9.6.0.1889	1/04/06
Bid Pro	2.0.0.2113	3/31/06
E-Commerce	9.6.0.467	4/27/06
Human Resources	9.6.1.12	4/20/06
Inventory	9.6.0.1325	4/17/06
Multi-Pay	9.6.1.5	4/21/06
Order Entry	9.6.1.26	4/03/06
Products	9.6.0.518	3/31/06
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	4/14/06
Schedule Pro	3.5.2	4/27/06

Do you know why over 325 RFMS clients are actively using B2B E-Commerce software?

WHY? Because B2B gives the independent floorcovering dealer the same technological capability as the large retailers and home centers by automating key business functions:

1. Price catalog maintenance
2. Purchasing
3. Billing

In addition, RFMS B2B supplies:

- An up-to-date product catalog that provides your sales staff with reliable pricing for quotes and estimates and keeps your showroom priced correctly.
- Accurate PO pricing that improves the accuracy of product delivery dates and job cost reports.
- Increased productivity by eliminating the extra work and errors associated with processing documents manually.

Call 1-800-701-7367, ext. 3306 for **FREE** live meeting demonstration!

B2B Supplier List

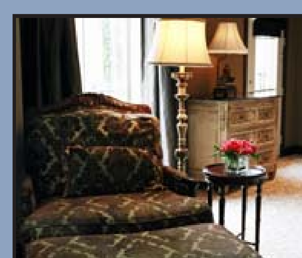
Over 325 Users Currently Enrolled

Active:	Committed :	In Test:
• Shaw	• BPI	• Florstar
• Mohawk	• BR Funsten	• Gulistan
• Beaulieu	• Dal Tile	• CMH
• Ohio Valley	• Longust	• Tri West
• WM Bird	• RA Siegal	
• Al Tile	• Gallher	
• Adleta	• Case Supply	
• JJ Haines	• CDC	

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

Success in the Field

RFMS **In Home Solution** allows you to process orders, take payments and print receipts without being connected to the main RFMS system.



Other software features include:

- Imports projects from RFMS Measure
- Post customer payments
- Print customer invoices/receipts
- Add additional line items not in Measure
- Calculates sales tax
- Email order information to office
- Exports customer orders to Order Entry
- Use on laptop computer offsite
- Integrates with RFMS Products files

For more details, contact the RFMS Sales Department at 800-536-7367.