

THIS ISSUE:

- Rees2000 helpfile Recent Changes
- New menu created
- Stock price report (2.11.10)
- Add/Edit options using files
- How to create a File
- Other imports into Rees2000
- How to create a shortcut to Reesplay

This newsletter assumes that you are running the latest version of Rees2000. You can update your version of Rees2000 via main menu option 14.8

Stock price report

Existing report Price book (2.11.10), has been amended to enable you to print a specific client's price list, rather than just the systems standard prices. When printing for a client the report takes into consideration their client special prices, stock special prices, the discount matrix, discounts, and price level to create their actual price book. The report can still be run without a client to provide the general pricing guide.

Rees2000 Helpfile (F1) or



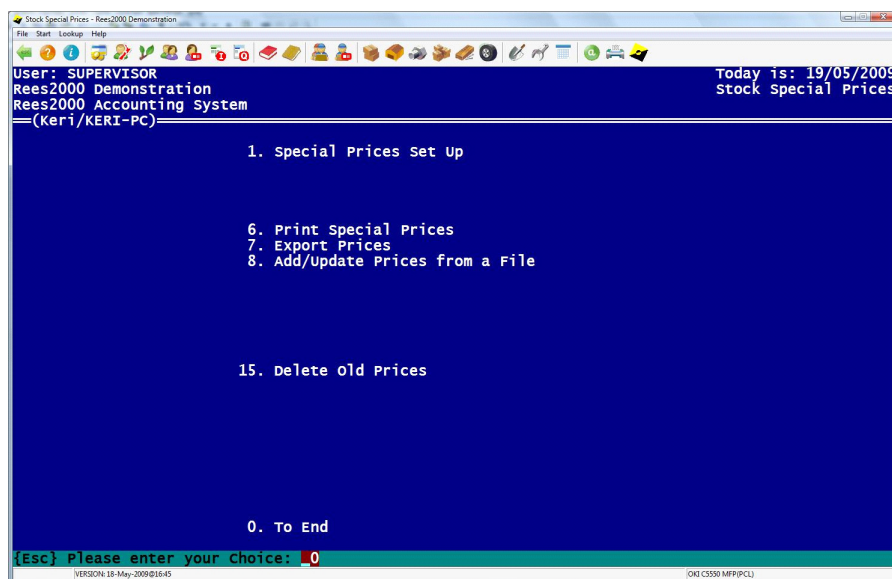
We regularly update our Rees2000 helpfile, this can be accessed in Rees2000 by pressing the F1 key or clicking on the orange ? on your Rees toolbar. When you get a program update (menu option 14.8) your helpfile is also updated.

Check out our Recent Changes section of the helpfile to ensure you always stay abreast of developments within Rees2000.

New menu created (2.12.xx)

New Menu option has been created to group all your Stock Special prices options together. The menu includes, editing/add special prices, printing them, exporting the special prices and importing special prices from a file.

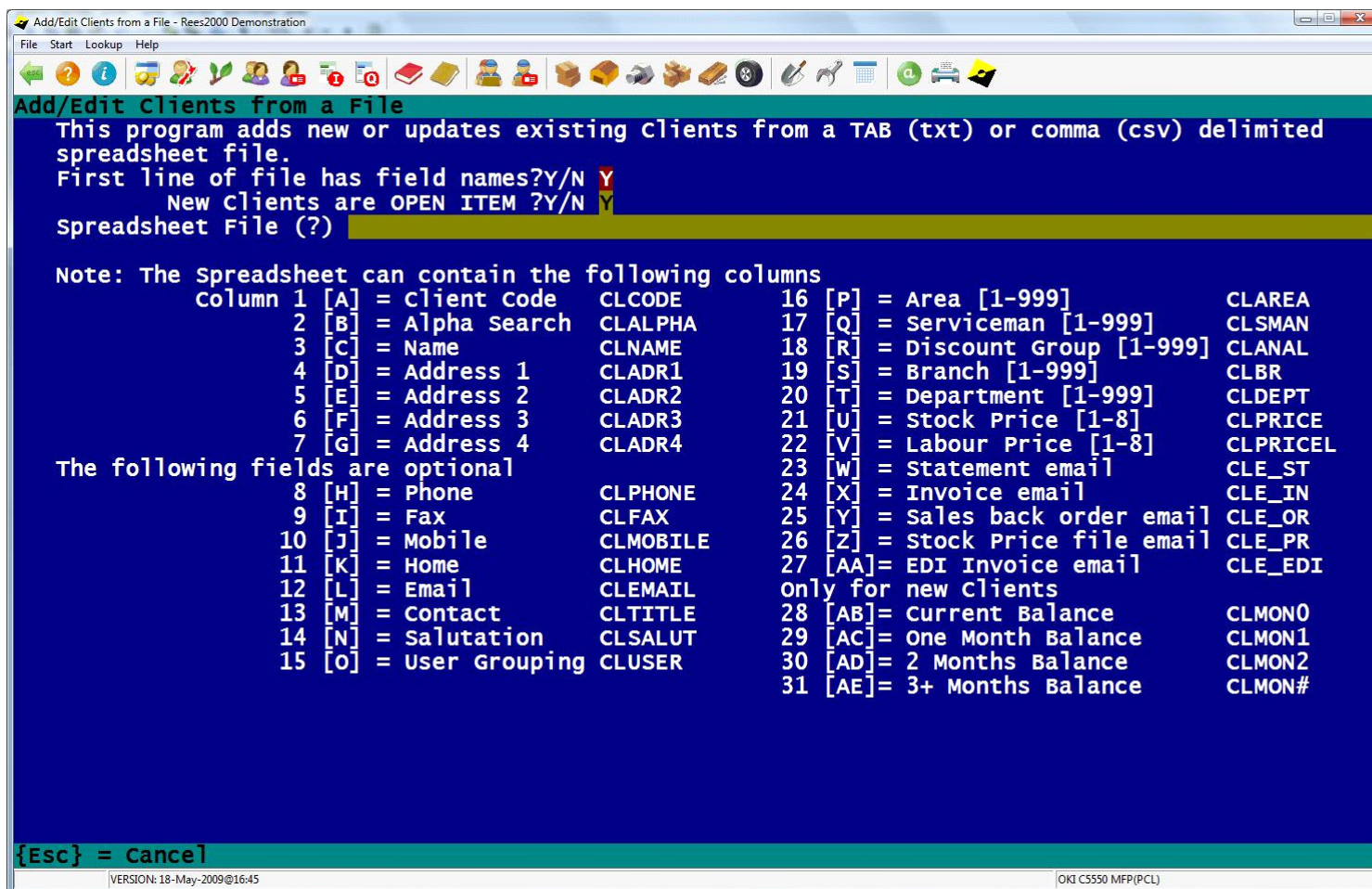
Check it out, the menu option is 2.12. NB this menu will only appear if Stock Special prices are activated (14.14, password = SETUP, on page 2 under Stock, 2nd to last question 'Use Special Stock Prices? Y/N')



Add/Edit Options using files

We have added new features for client, stock, supplier, general ledger and cashbook options to enable you to add or edit files using an import into Rees. Let's take a look at the client option (menu option 1.13.38) This screen enables you to import changes or additions. The file must be formatted as shown on the screen, i.e. In column A for your spreadsheet is your client code, column C is the client name etc. If you are editing, then you must ALWAYS have a client code (column A), then fill on only the columns requiring editing, e.g. column A and say Column Q for Salesperson. When you have finished your spreadsheet, you must save it as the TAB (txt) or comma (csv) delimited file to enable importing. We strongly recommend that you back up your software prior to doing any maintenance like this and that you also test in your Reesplay copy to ensure the changes are as required.

NB To update your Reesplay to your latest data, use menu option 14.39.



As mentioned, the above example is for clients, however also available:

- ↘ Client Prices (1.12.8)
- ↘ Stock (option 2.13.39)
- ↘ Special Stock Prices (2.12.8)
- ↘ Suppliers (option 3.13.38)
- ↘ General Ledger (option 7.13.38)
- ↘ Cashbook (option 8.13.18)

All these options use spreadsheets as the bases of creating the data for re-importing.

So the question arises **how do I get my data into a spreadsheet first?**

How do I get my data into a file to start?

From a report

Any report can be printed to File instead of screen or printer. If selecting to print to F, a couple of questions are asked.

```
Enter File Name for output to be stored in
Format for Browser (HTML)? Y/N N
Remove Headings and Pagebreaks? Y/N Y
File Name C:\USERS\KERI\DESKTOP\20090519-105421.TXT
If Browser format the extension should be .htm - this is the HTML standard
open File when created? Y/N N
```

Format for Browser – answer N

Remove Headings and Page breaks – answer Y

File name, it defaults to your desktop in a file named YYYYMMDD-HHMMSS.txt (that's the Year, month, date and time with a TXT extension), you can make the file name any place, name you want but the extension is always .txt.

Open file when created – Answer N otherwise some field data can get altered and lost (see below).

When the report has completed, open Excel, then open the file (be sure to change the extension you are looking for to .txt) follow the wizard that appears, **ensure you open as TEXT type fields** to prevent losing the leading zero's on the fields that could have zero's such as stock code, alternative code (barcode), etc, if unsure click on each column and change to Text format.. NB most of the time the columns breaks will automatically be correct, but you can insert/remove columns as part of the wizard options.

Now you have your spreadsheet, it must be carefully formatted into the correct columns, then the data can be edited as required, before resaving to import back into Rees.

From an export

Clients, stock and suppliers also have the ability to export their data. (Options 1.13.16, 2.13.16 and 3.13.16). These options allow you to select the information required, just like in reports, such as selected group, supplier, department etc. And to choose the information you export, (Selected fields only), if you answer Y to this, then a box pops up, press the insert key to find the field options. Most of the field options will make sense to you – they are in code form – if unsure look at the import (add/edit) option for the area you are in and the file format has the field codes on it.

This export option enables you to choose where to export to, again the file extension is txt, however you can choose their tab or comma separated. Be careful with comma, as often descriptions have commas in them and this would move your description into two or more fields when opening in excel, and therefore move information after these fields into different columns than required.

Other exports include Client Special Prices (1.12.7), Stock Special Prices (2.12.7) and Alternative Suppliers (2.13.28)

CAUTION

Always be very carefully when dealing with exporting or importing. Both processes require you to have excel spreadsheet skills. It is important that you are careful with what you are exporting, importing and how you open the files created. If, for example, you don't select Text as the column format for your INSALTE (barcode) field, then your existing barcode will be lost on the file and become something like for example 6.83E+11, which is meaningless. If you were then to reimport this into Rees your barcode would be invalid. As advised earlier always do a back up prior to importing data, and we highly recommend you run a trial copy in your Reesplay system.

Other useful information that can be read in by FILE

- ↘ Load Alternative Suppliers from a file (2.13.29)
- ↘ Load Mark ups from a file (2.13.31)
- ↘ General Ledger budgets (7.13.30)
- ↘ Cashbook Cash forecasts (8.13.19)

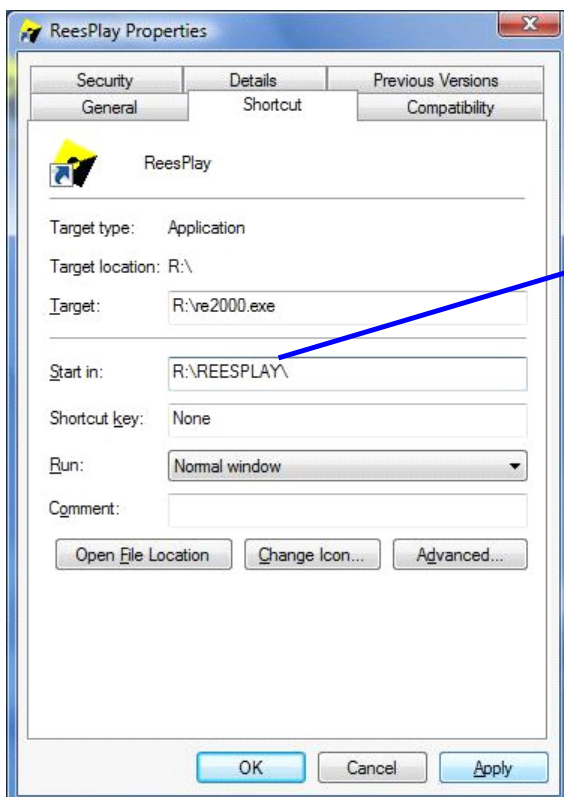
Creating a shortcut to Reesplay

Reesplay is an extremely useful feature, especially when doing maintenance and system set up changes. Rees2000 has a menu option 14.39 to copy your existing data into another folder, called Reesplay.

After doing the copy to Reesplay you then need to access it. On your desktop you have an icon to open your Rees2000 program (the icon you normally use), left click on this icon once, just to highlight it (instead of open), then right click with your mouse, a menu option appears left click on Copy to select. Move your mouse to another place on your desktop (your screen that shows you all your programs), right click—a menu option appears and then left click on paste Shortcut.

You now have a new icon on your desktop, right click on it to bring up the menu options, then rename it to ReesPlay, enter when finished. Right click on the icon again, and left click on the option Properties. In the Start in box, replace the word DATA (only) with REESPLAY, then click on Apply then OK.

Double click on the icon, a copy of Rees2000 should open. Reesplay defaults to a purple colour, and the registered name changes from your company name to REESPLAY DEMONSTRATION. Log in and settings are the same as your live copy (until you alter them yourself).



In the Properties menu, replace the word DATA with Reesplay, in the Start in box.

NB Either upper and/or lower case can be used

NB

You can follow the same procedures above, if you performed a Copy to LAST YEAR, as per our end of year email (option 14.37) to create access to that copy. Change the Start in, replace the word DATA (only) with LASTYEAR (make sure there is no space between LAST and YEAR). Remember to rename your icon to enable you to correctly identify it.