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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.

Bulk Merge Stock (2.13.23)

This enables you to import a file containing the Existing stock code and the stock code you wish to merge it to. The file is Tab Delimited. ALWAYS back up prior to running a powerful routine like this.

Bulk Merge Creditors (coming soon)

This feature is expected to be available prior to Christmas, to bulk merge suppliers from a Tab Delimited file.

Standard Phrases (14.35)

Typing the same text time and time again? Previously you were limited to either the 22 Macro fields in the Macro file (14.7), or creating text Bill of Materials (which meant text had to go into the body of an invoice) to get standard text. This is no longer the case; we have developed a Standard Phrases file that allows for unlimited phrases with a very large volume of text in each phrase. The phrases can be grouped into categories for ease of recalling and a new function key **Shift+F8** allows you to search these phrases. The screen displays the first line of each phrase. If you enter on a selected phrase it will paste into your current screen.

These phrases can be used anywhere within Rees2000. Similar to the Macro file the ‘;’ denotes the use of an enter key, so phrases can be set up to enter text into an invoice or quote, as well as fields into normal text.

Job Costing Invoices

Full detailed job invoices have been able to be kept open for quite some time now, however when the invoice was altered (4.1) this was not updated back to the job cost, nor were Summary invoices able to remain open. Now, this feature is available, allowing for Summary invoices from job costing to be amended (4.1) and the amendments written back to the actual job cost for that job. This greatly increases your flexibility for invoicing jobs and having the appropriate audit of any amendments made.

Further jobs can be split invoiced to multiple clients using the Partial Invoice option. This allows for greater flexibility within your job module.

Job Labour can be discounted (previously just parts allowed for this) and special client prices for labour is now taken into account.

Thus the job pricing/discounting and invoicing options now provide your business with the flexibility to help ensure your invoicing is accurate.

Direct Parts Input (6.20)

Another new screen input to enable employees to post parts direct to jobs in a simple input screen that doesn't require batch names, job prices, cost prices, etc. The input can be as simple as Part number, Job Number and Quantity. This will post directly to the job at the job's sell price. Bar code entry into this screen will provide accurate, fast input.

Screen Font and Screen Size

By adding the word XFONT to the end of the Rees2000.exe in your shortcut you can increase your screen size. To decrease your screen size you can add FONT640 or FONT800 or FONT1024 or FONT1154, as required.

Icon display

When you have active Rees2000 screens running, on the Windows Task Bar the standard Rees icon displays then the screen name you are currently using. Often companies have more than one database of Rees2000 and they choose different screen colours to easily identify the various companies, however the icon on the Windows Task Bar looks the same. This requires either a click on each one to find the appropriate database (or Alt-Tab to scroll through the open programs). Now you can select at the end of your target in the shortcut to Rees ICON:XXX, with XXX being a number between 101 and 118. This changes the active icon on the windows task bar.

NB: A space between the FONTXXX and the ICON: XXX will allow you to use both the Icon display and the Screen Font options in your shortcut.

Client Stop Credit (1.13.27 & 1.11.20)

This feature has been enhanced to set the stop credit flag for clients with 1, 2 or 3-month balances OR clients over their credit limit. Other options include client areas, department, branches, salesperson, user groupings to include/exclude.

The stop credit report (1.11.20) has been altered to allow it to only print clients with a balance or only clients with a ZERO balance for greater management use.

General Ledger – Debtors Interface Audit

When viewing a transaction in the General Ledger (7.1) that occurred from a Debtors Interface, you can enter on the transaction to display the invoice number, date, client code, stock code and amount for each transaction.

Client Payment Method Descriptions (3-9)

can now be amended to suit your business' application (see 1.14 Page 2)

Duplicate Client Order number check

- a new option allows for the ability to ensure that a client order number cannot be used twice (1.14 Page 2).

Stock F9 function key

can now display the sell price of your choice (previously only allowed for Price 1 to display) (2.14)

Vehicle Tracking – Un-sale a vehicle

When crediting an item that is serial tracked (using 4.1), if the serial number already exists as a sold serial you have to ability to Un-sale it to return it to your stock. This should only be used in the case where the item is returned prior to being used, not for trade in's on previously sold items as the credit will use the original cost of the vehicle and place it back into your stock at that cost. This feature is only available if the credit is for the same client as the original sold invoice.

Print Packing Slip for Inwards Goods

You can now print a packing slip listing all the goods you have receipted on a purchase order, in either order of screen input or stock location order.

Packing Slips can be re-printed either from options 5.2 or 3.1 option K for Packing Slip.

Delivery Addresses on Purchase Orders

Ever order from your supplier and want the goods delivered somewhere else, direct to your client or to another warehouse? The Purchase Order entry screen now allows for entry of a delivery address AND the ability to paste in a client's delivery address using a F11 function key. When viewing the Purchase Order the delivery address is displayed on the screen. (5.14 Page 2) NB If you have an existing special Purchase Order layout (po.frr), this will require amending prior to this feature working.

```
Rees Software & Systems Ltd                PURCHASE ORDER
Address line 1                               P/O No.: 618202
Address line 2                               Date: 13/11/2007
Address line 3                               Page: 1
PH XX XXX XXXX FAX XX XXX XXXX            Supplier: REESSOFT
                                           PLACED BY:
                                           Our Ref:

=====
Rees Software & Systems Ltd                De iver To:
26 New Street                               Joe Someone
PO Box 1039                                 123 Somewhere
Nelson                                       Some Town
                                           Some City
                                           Some City
Attention: KERI                            Phone: (03) 546-8939 Fax: (03) 546-8642
=====
Qty unit Your Part No. Description unit cost
```

To see if you have a special layout, go to the top grey toolbar in Rees2000, Help, then About Rees2000 on the 4th to last line are all your special layout files.

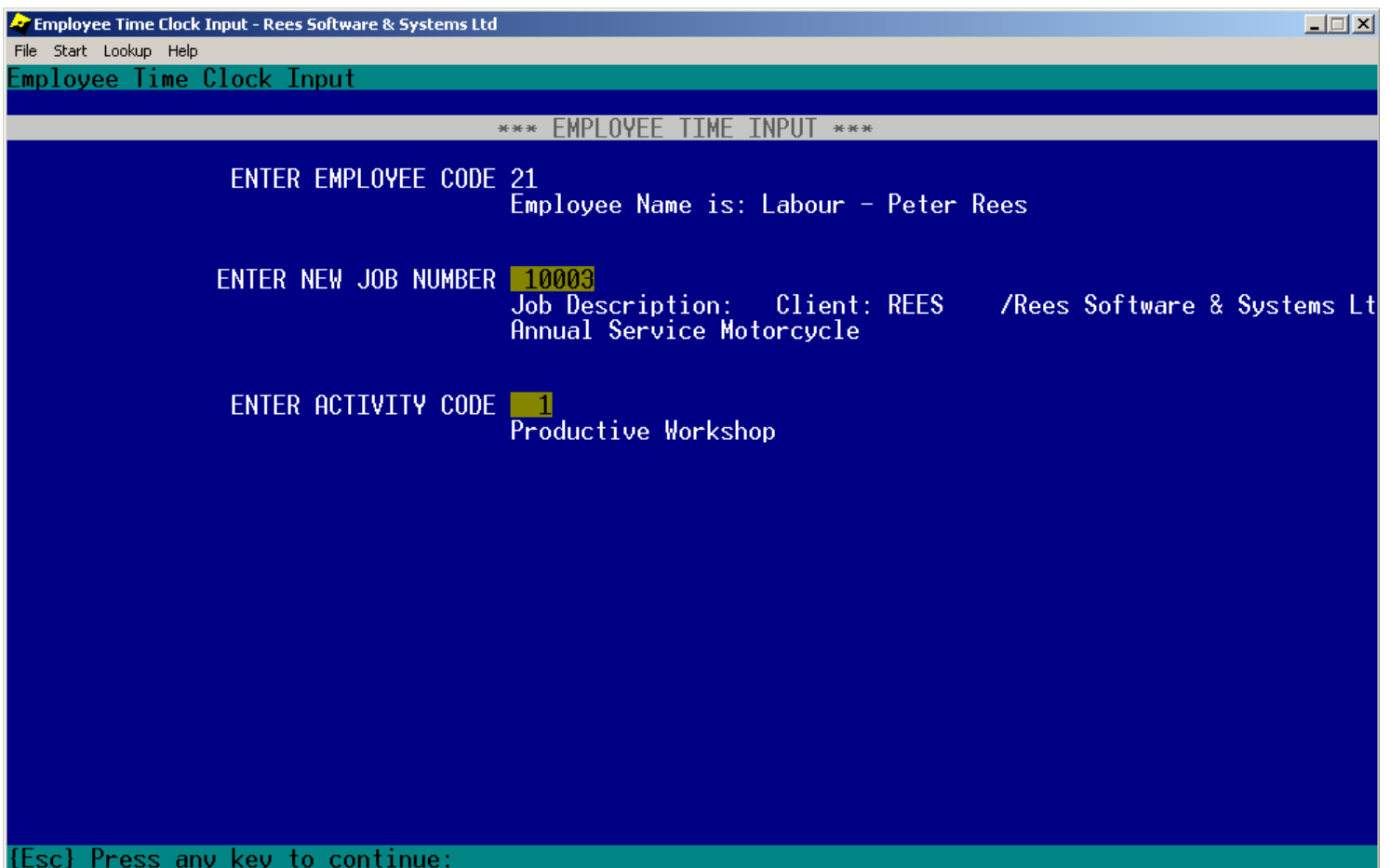
Direct Time Clock Input – Job Costing (6.19)

We have recently developed a new screen input for live time entry directly to jobs. This entry starts you on the job you select when you log on and starts the clock ticking. When you log onto your next job it will automatically log you off the previous job. It also allows for log off at lunch break and end of day.

The entry screen has been deliberately kept simple for easy fast input. In its simplest form Employee code, Job Number and Labour Activity are all the entries required.

A New Report has been introduced to list currently active employees, their current job, activity and start date/time., [6.11.31](#) List Employee Time Records. Also [6.11.11](#) Times by Employees - now has an option to *sort by transaction for audit purposes*.

Barcode entry into this screen eliminates the need to use the keyboard, allowing non-computer literate employees to use this screen feature quite simply.



When the employee clocks back in this screen, there is the option of allowing the employee to then enter their job details (see article in this newsletter regarding Standard Phrases), as well as view the details already on the job. Once this is complete they enter their new job and the program stops the previous job (updates the net labour time into the job costing module) and commences the new job.

Direct Time Clock entries can be easily edited later as required to alter job, activity, time, etc.

Alternative Suppliers

Multiple Barcodes

Using the multiple supplier option within stock allows you to have multiple bar codes for the same stock item. See below, this Tape measure can be sold using bar code 1234567890, ABCDEFGH or 34FH645. **

Alternative Stock item file

If you have the multiple supplier option activated you can now enter under a stock code all the other stock codes that could be supplied if this item is unavailable. Then when you can't supply the item, the + key will display the similar stock codes AND the qty of them you have in stock. So, for example, if you have a client requiring a Tape Measure and you are out of stock, by pressing the + key you can see the after market equivalent stock code and how many you have in stock to easily discuss with the client the possibility of sending the other item instead of the requested item. **

** If you are not currently using the Multiple Supplier option please be aware that when you activate this feature it affects the pricing of your Purchase Ordering and Purchase Order receipting and its relationship to your stock costs. Please refer to our Helpfile for more information on this.

The screenshot shows the 'Stock Set Up' window for 'Rees Software & Systems Ltd'. The main window displays the following details for stock code (4216/4219):

- Stock Code: TAPE
- Description: Tape Measure
- Alpha Key: TAPE MEASURE
- Unit of Sale: EACH
- Pack Size: 0.000
- Minimum stock: 0
- Maximum stock: 0
- Qty in stock: 0
- Stock Type: 1 General
- Supplier Code: TAPE
- Purchase Orders: 22.00

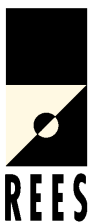
Below this, a table titled 'Suppliers for: TAPE - Tape Measure' is shown. The table has columns for Supplier Details, LastRece'd, RecCost, TheirPartNo, Bar, PSize, MinOQ, Lead, and StkQty. The data is as follows:

Supplier Details	LastRece'd	RecCost	TheirPartNo	Bar	PSize	MinOQ	Lead	StkQty
3M 3 M Ltd	/ /	10.00	3MT					16
MEASURE Measure Instruments Ltd	15/11/2007	10.44	MTAPE	ABCDEFGH				
TAPE Tape Measure Suppliers	15/11/2007	9.58	TAPE	34FH645				

Two callout boxes are present: one pointing to the barcodes 'ABCDEFGH' and '34FH645' with the text 'Alternative bar codes are listed here', and another pointing to the '16' in the 'StkQty' column with the text 'This shows that you have 16 of another stock item in stock that is the same as this tape measure.'

All information in this newsletter is to the best of the authors' knowledge true and accurate.

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