

THIS ISSUE:

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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.

TEST YOUR REES KNOWLEDGE

Questions:

1. How do you make an invoice GST exempt?
2. What is the quick key for the Invoice list?
3. When viewing your client lookup (F6) what does the \$, * and ~ mean?
4. How long can you keep your history for within Rees2000?

(Answers on back page)

Multiple Alerts – Clients

Rees2000 can now have multiple alerts on clients; this enables you to customise your alerts so the appropriate ones appear where required.

To set up go to Rees2000 menu option 14.14, password = SETUP, on Page 1 in the Debtors Section there is a new question 'Multiple Client Alerts (Y, N or M for multiple only)'

The default value for this question is N. This will leave the system unchanged in that the existing alert (Now called the General Alert) will continue to be the ONLY alert that can be maintained or which is displayed. With an N you should notice no difference to the system except the name of the alert has been changed to the 'General/Default Alert'.

A Y or an M in this question will:

Enable you to have specific alerts for various areas. Depending on your installed modules you can have a Sales Alert (which will display when a client code is used in Invoicing (4.1), Quoting (4.4) or Sales Orders (13.1)), a Job Costing Alert (which will display with entering a client code or job number in Job Costing (6.1)) and a General/Receipting Alert (which will display when receiving Client Payments, entering Hand written invoices, and Client pricing (1.2, 1.9, 1.10 and 1.12)).

These alerts are all maintained in the menu option 1:1 (/) selection.

The difference between a Y and an M is as follows:

1. With the question set at Y then if there is no specific alert for the function then the general alert will display in default. (i.e. a Y means, that the specific alert will display BUT if you don't have a specific alert the General Alert will display instead).
2. With the question set at M then ONLY the specific alert will display. If there is no specific alert then it will NOT default to the General Alert.

NB It is possible for a client code to have a specific alert (for example, a Sales Alert) without a general Alert.

Reminder

10 cent rounding

We sent out an email on 15 May 2006 outlining the changes we put in place for the removal of the 5 cent coin, and again on 31 July 2006. If you missed the emails then visit our web site under our newsletters section for another copy, or the direct link is:

<http://www.rees.co.nz/company/news/01-10cent.html>

Stock Transactions

When looking at stock transactions under Rees2000 menu option 2.1 you may notice that I (invoice) type transactions now usually show as a negative (whereas previously they didn't). This change is to enable you to easily add or subtract the transactions as they affect the stock balance, for example if you start with no stock, buy 5 then sell 2, you have 3 items left in stock.

Previously when looking at the transactions under the stock code in 2.1 Set up Stock, it would have shown as

Type	Qty
I	2
R	5

So you had to take the type of transaction into account to work out its affect on stock balances.

Now it will appear as:

Type	Qty
I	-2
R	5

As when you received 5 into stock, your stock balance increased, when you sold 2 it was reduced.

Please note this is a display change only and does not affect or change stock balances, invoices etc.

Pricing flexibility

If you want to lock up prices and discounts for the bulk of your staff, but want to also override it at selected management level. Until now the Rees2000 system only allowed an all or nothing solution, either everyone could override prices and discounts or no one.

This has now been rectified within our security module. Now you can lock pricing and discounting up tight, then selectively allow certain users the ability to alter both prices and discounts. This setting appears under User Maintenance (Rees2000 menu option 14.15), the question 'User can alter invoiced price/discount? (Default = N)'. If you enter Y above this user can alter both price and discount % on Invoices, quotes, sales orders etc.

NB this question will only appear if you have locked prices by having the following two set up flags set at N,

Rees2000 Menu option 4.14 Invoicing Options 'Alter Selling Price?' – Set to No

And

Rees2000 Menu option 14.14 System Configuration Password = SETUP, on page 3 under Invoicing, 'Alter Discount %' – set to N.

Editing Client Receipt Allocations

If you have Open Item clients, then when receipting the client's payment under Rees2000 menu option 1.2 Client Payments Received and you allocated the receipt to the wrong invoices, there was no way to undo this error.

Now, provided you discover the error in the same month, you can edit the receipt allocation under Rees2000 menu option 1.13.8, by entering in the receipt transaction number and entering through the fields, when you get to the last field you are asked 'Change Receipt Allocation?', if you enter Yes then the receipt allocation appears enabling you to amend as required before filing to save.

Creditor Merge

Previously we added the ability to merge clients together – and what a hit that was. Then stock merges were introduced, much to the delight of many. So the pressure was on for a Creditor/Supplier merge. Well we have done it. Yes the ability to merge two suppliers together is now available on Rees2000 menu option 3.13.19 Merge Creditors Together.

The creditor merge will also update your stock accordingly. NB If you are using Alternative Suppliers this information will also be merged. This means that if you have the stock recorded as being supplied by both the Merged From and the Merged To supplier, then the information on the Merged From will disappear. If you only had the stock supplied by either one supplier (either Merged From or Merged To) then it will be replaced with the Merged To supplier details.

Quotation Layouts

We thought it time to revisit the Quotation layout options available to your company, with a special print file. Some of these options have been available for a while and others are recent additions.

1. The ability to have a Quote Summary page, just detailing the subtotals (which must include a description of the sub total) of your quotation, as per the sample below:
NOTE: This becomes an extra selection option when you print a quote

Quotation Layouts continued...

2. The ability to have longer pages (i.e. more detailed lines) on multi paged quotations with **** CONTINUED ON NEXT PAGE **** at the base of each page, then a shorter header together with page number on each consecutive page, see below. NB This can also be done for Invoice layouts provided you are not using pre-printed stationery. Instead of the company name, you can have your logo printing on each page.

3. And also on the above example we have moved the right hand margin in several spaces so that if you print the quote (same available with invoice) to the browser, or you email it direct, then your invoice will print nicely on browsers with wide margins. (Your browser is the program that opens when you open a Rees2000 emailed invoice or statement).

So in summary by having a specialised quote (and/or Invoice), you can

- a) have a summary page (quotation only);
- b) have pages numbered and increased detail lines on each page;
- c) have your margin moved across for easier printing from browser (note this means reducing the information that prints on your quote/invoice by 10 characters)

If you already have an existing specialised layout and you wish to take advantage of any or all of the above features you would need to send us the existing file. To find out if this applies to you, in the Rees2000 program, there is a grey toolbar at the top of the page, with 4 options on it, the last one is Help, click on this then About Rees2000. On the 3rd to last line is a list of the FRR files, if in the brackets you have either IN.FRR (for invoice), or QU.FRR for quote, then you have a specialised layout.

QUOTATION	
ReesPlay Test System	
No: 12266	Date: 18/07/06
26 New Street PO Box 1039 NELSON, New Zealand PH:03 546 8939 Fax:03 546 8841	GST No.: 58-728-861 Customer: CASH2 Order Number: 1 Our Reference: Q:12268
Charge TO: Cash Sale Account This Street Line 2 Line 3 Nelson	Deliver TO: Cash Sale Account This Street Line 2 Line 3 Nelson PH:
Phone:	Fax:
Summary For:	
Total Value	
FOUNDATIONS	3394.18
FRAMING	6221.20
DECKING	12295.27
ROOFING	439.70
SUBTOTAL \$22350.35	
GST \$2793.79	
TOTAL \$25144.14	
Unless otherwise noted, this quotation is valid for a period of 30 days from the date appearing herein. All prices exclude GST.	

ReesPlay Test System		Quotation No: 12266 Page No: 2			
Code	Description	Unit	Quantity	Price Disc%	Amount
Foundations					
POLE	H4 treated Pole, 66c	EACH	4.00	28.75 10.00	103.50
POLE	H4 treated Pole, 28c	EACH	8.00	10.00 10.00	81.00
POLE	H4 treated Pole, 38c	EACH	15.00	20.00	306.00
POLE	H4 treated Pole, 15c	EACH	1.00	10.00	99.00
8408112	75 x 25 Cleare Radlata KD UT 04 #	metre	14.40	2.20	31.68
8408107	200 x 50 Cleare Radlata KD H3 04 #	metre	150.00	18.00	2700.00
NS	80Tn 4w	EACH	10.00	4.20	42.00
NS	80Tn 6w	EACH	20.00	5.30	106.00
Sub Total Foundations					3394.18
Framing					
8208912	200 x 50 D/Fir KD No.1 H1.2 Framing	metre	200.00	8.00	1600.00
8208932	250 x 50 D/Fir KD No.1 H1.2 Framing	metre	100.00	12.00	1200.00
8208932	300 x 50 D/Fir KD No.1 H1.2 Framing	metre	150.00	14.00	2100.00
8208305	100 x 50 D/Fir Kiln Dried H1.2 #1 treated Framing	metre	180.00	4.90	810.00
8208325	200 x 50 D/Fir Kiln Dried #1 H1.2 treated Framing	metre	14.40	10.00	144.00
8208335	250 x 50 D/Fir Kiln Dried #1 H1.2 treated Framing	metre	9.60	12.00	115.20
8208345	300 x 50 D/Fir Kiln Dried #1 H1.2 treated Framing	metre	18.80	15.00	252.00
Sub Total Framing					6221.20
Decking					
8408107	200 x 50 Cleare Radlata KD H3 04 #	metre	35.00	18.00	1045.00
8408101	75 x 50 Cleare Radlata KD H3 04 #	metre	24.00	8.91	213.84
NS	10/2-40	EACH	50.00	242.65 10.00	10919.25
NS	80Tn	EACH	15.00	2.42 10.00	32.57
NS	80Tn	EACH	5.00	15.00 10.00	81.25
Sub Total Decking					12295.27
ROOFING					
8408075	100 x 25 Cleare Radlata KD H3.1 04 #	metre	18.00	4.00	72.00
840812w	100 x 25 Cleare Radlata KD UT 04 #	metre	9.60	3.50	33.60
8208315	150 x 50 D/Fir Kiln Dried #1 H1.2 #1 [140x45]	metre	10.80	7.00	75.60
8408500	150 x 25 Cleare Radlata KD UT 04 #	EACH	1.00	7.10	7.10
8408301	50 x 25 Cleare Radlata KD UT 04 #	metre	19.20	1.50	28.80
**** CONTINUED NEXT PAGE ****					
Unless otherwise noted, this quotation is valid for a period of 30 days from the date appearing herein. All prices exclude GST.					
SUBTOTAL					\$22350.35
GST					\$2793.79
TOTAL					\$25144.14

ReesPlay Test System		Quotation No: 12266 Page No: 3			
Code	Description	Unit	Quantity	Price Disc%	Amount
8208245	2/4.20 3/3.60 300 x 50 D/Fir Kiln Dried UT #1 [250x45]	metre	16.80	13.25	222.60
4/4.20					
Sub Total Roofing					439.70
Unless otherwise noted, this quotation is valid for a period of 30 days from the date appearing herein. All prices exclude GST.					
SUBTOTAL					\$22350.35
GST					\$2793.79
TOTAL					\$25144.14

TEST YOUR REES KNOWLEDGE

Answers:

1. Either set the client up under Client Set up (Rees2000 menu option 1.1) as type E for Exempt GST -if they always are GST exempt (i.e. overseas client), or in Invoicing, when at the options at the base of the screen, enter G for Change Client code, leave code as it is but answer Y to GST Exempt.
2. Shift+F4
3. \$ the client has a current balance
* the client is on stop credit
~ the client has a cash sale account.
4. 120 months (that's 10 years!)

And more on Quoting

While on the subject of quoting here's another two new features that may be of interest:

- ↘ When copying a quote to another quote you can now stop non-stock items being re-costed. Previously non-stock items were automatically re-costed along with stock items to the latest or average costs of each code at the time of the copy. Now you have the choice about re-costing Non-stock items. Please note it's the cost that is revisited when copying a quotation, not the prices on the quote. To reprice (i.e. update sell prices) you also need to use option E for reprice (if required).
- ↘ You can now set the number of days to default the "valid to date" on a quote. This is set up under Rees2000 menu option 4.14, Page 2, after the question Print Valid to date on quotes? is a new question 'No. of days to add for default'. This can be overridden at the time you do the quote.
- ↘ There is available an extra option that restricts the accepted quotes used for pricing to those quotes where the invoice date falls between the quote accepted date and the quote valid to date. NB This requires you to use the 'Valid To' date field in the quoting screen **AND** the 'Date Accepted' field. This option is found in Rees2000 menu option 14.14, page 3 'Check dates'.
- ↘ When you use the F11 key to import a quote line or you have a quote number in the header of an invoice and you enter a part that is on the quote, the quantity of that stock code is defaulted to the first quantity it finds on the quotation, so you have to be careful to ensure the quantity is correct. We have now ensured that the 'Force Quantity field', if set to Yes in Invoicing options, will make you enter a quantity in this scenario (whereas before it wasn't checked).

The missing dollar

Three guys were having dinner in a restaurant and the bill came to \$30, so they each paid the waiter \$10.

The waiter took the money to the cashier who told him he had overcharged them and gave the waiter \$5 to give back to the patrons. The waiter decided to pocket \$2 and gave the remaining \$3 back to the guys.

So we started with \$30, the guys ended up paying \$27 (\$9 each) plus the \$2 that the waiter took—This equals \$29, we started with \$30, what happened to the other \$1?

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

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