



THIS ISSUE:

- Bulk Change Client codes
- Bulk Merge Client codes
- Shelf Labels
- F9 stock for branch only
- Add purchase order lines WHEN receipting stock
- Merge Jobs
- General Ledger stock interface changes
- Print to file with headers/ footers
- Summary Quote Pages
- Creditor—GL Description by line
- GST Exempt Invoicing

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 change a payment receipt type and correct the cheque details?
2. Where do you enter special stock prices?
3. Where do you delete a cheque or Direct Credit payment?
4. Which country is hosting the Rugby World Cup in 2011?

(Answers on back page)

Merry Christmas from the team at Rees

Well it's that time of year again, the silly season; Christmas is rapidly approaching and along with it a new year. We hope that you and your team have had a great year, and we take this opportunity to thank you for your patronage this year. We look forward to continuing our relationship into 2006 and beyond.

What's new in Rees2000?

Our programming team have been busy beavering away at our code and have made a whole heap of programming enhancements to help you manage your businesses. Some of these changes include greatly enhancing the speed of searches and processes, others are more cosmetic, and some are just down right delicious.

Debtors

1. The ability to change the number of seconds a stop credit alert displays (this feature is found on Page 2 of the Debtor Set up Options – Rees menu option 1.14).
2. The ability to set the number of seconds a client alert displays (also in Page 2 of the Debtor Set up Options screen)
3. You can now change client codes in bulk, from a file. This allows you to use a spreadsheet with two columns, the first column being your existing code and the second column being the new code you wish to change to. This is a fantastic option, especially when used in conjunction with our 'Export Client Data' (Rees2000 menu option 1.13.16). The Export Client Data feature allows you to export from your client file selected fields, based on the selection criteria you enter. If you select say fields CLCODE (for client Code) and maybe CLNAME (for client Name) you can read this file into a spreadsheet, add a column between the two columns imported and easily change you client codes in bulk. Save the file so that column 1 is your existing code and column 2 is your new code, as a TAB delimited TXT file, then after taking a system backup, bulk change your client codes using Rees2000 menu option 1.13.22 'Change Client code from a file'.
4. Bulk merge client codes together. Sick of having a heap of old obsolete clients on your database taking up room, interfering with your searches etc, but not being able to delete them due to their history. Well, as you would probably already know you could merge clients together. However it is a tedious process and allows only one client to be merged at a time, while no one is on the system. Well not anymore, you can now bulk merge clients from a file (similar to the bulk changing of client codes above). The first column on the TXT file would be your existing code and the second column the code you wish to merge it to. Imagine how easy it will now be to merge all those old codes into one using this feature. (Rees2000 menu option 1.13.23). NB The code you wish to merge to MUST exist in the client file before you can merge to it.

Stock

1. New report created to print Shelf Labels (Rees2000 menu option 2.11.39). This report will generate a shelf label for stock codes based on the selection criteria you choose. Options include the ability to print a GST inclusive price on the label, and to print on laser printer labels, Avery DL20 or equivalent.
2. Ability to set number of seconds to display stock alerts for (this is found under Rees2000 menu option 2.14).
3. If you are using multiple branches in a TERMINAL Server environment, you can choose for the F9 stock look up key to display your branches stock in the quantity field, rather than the total company's stock (To activate this Rees2000 menu option 2.14 'Show Branch stock on F9 lookup?' – please note this requires a DEFAULT.BR to be setup. A DEFAULT.BR is the file that tells the PC which branch it belongs to, so if you are running multiple branches and your PC's at one branch defaults purchase orders, invoices etc to your branch number (e.g. 1) automatically, and at your other branch to their branch number (e.g. 2) then you have a DEFAULT.BR. If you don't have this set and you wish to make use of it please get your PC technician to contact Rees for assistance with this.

A BIGGIE!!! Purchase Orders

The ability to add lines to an existing Purchase Order WHEN RECEIPTING. Yes, that's correct you can now add lines to your Purchase Order when receipting it WITHOUT losing the receipting information you have already entered.

Under Rees2000 menu 5.2 Receive Goods, when receipting Purchase Order lines, press hot key Alt+S to add lines to your order. You will be taken to a new screen where you can add the lines you wish, then when you escape to file you are asked if you wish to File the additional lines to the Purchase Order, if you enter Y for yes the lines are added and you are then taken back to the Purchaser Order receipt that you were working in, which now includes the extra lines you added. By answering N for No, you are also taken back to the Purchase Order receipt you were working in, without any extra lines on it.

If you are already at the base of the screen where you have file, change, etc options you will note the addition of S. S allows you to add more lines to the Purchase Order at this point.

Job Costing

Under Rees2000 menu option 6.1 there is an additional option that will allow you to merge an existing job into another job. When the job is merged to the other job it is repriced according to the pricing structure of the job that it is going to. You cannot merge a job if it has been invoiced. NB The option that allows the job to merge is the letter **W**.

General Ledger/Stock interface

If you are using the General Ledger, you can now set an individual stock code to go to a specific General Ledger code for Sales, Cost of Sales and Stock. Rees2000 will then ignore the group setup for this code and place the transactions for the period in the selected GL codes during the Debtors Interface. This is extremely useful and eliminates the need to a separate stock group for each item you wish to place in a particular GL code, such as interest charges, bad debts, etc. This is setup under Rees2000 menu option 2.1 Set up Stock, on Page 2 of the stock screen.

General system change

When printing a report to File instead of Screen, Printer or Browser, you are now asked if you wish to remove the Headings and Page breaks?

This means that it is so much easier to then import the file into another program such as excel as required



Summary Quote Pages

There is now the ability to have a quote summary page print with your quotation. The quote summary option is only available if you have a special quote layout (QU.FRR) and this quote layout will need to be altered to allow for the summary option. To check if you have a QU.FRR, go to the grey toolbar at the top of the Rees2000 program, click on Help, then select About Rees2000 from the menu that displays. On the 3rd to last line on the screen that displays, it will show you *.frr files, then in brackets the FRR files that your business uses. An example of a Quote Summary is:

Rees Demonstration System		Quotation No: 40
PO BOX 1039	Nelson	Page NO: 1
PH 03 546 8939 FAX 03 546 8841		Date: 17/11/05
		Customer: AAA
Building Company AAA 1 New Street Nelson	Building Company AAA 1 New Street Nelson	
Phone:	Fax:	
FOUNDATIONS		2384.30
FRAMING		933.50
CLADDING		576.94
Quotation terms and conditions		
	SUB TOTAL	\$3894.74
	GST	\$486.84
	TOTAL	\$4381.58

Here is the supporting full detailed quote for the above summary.

Page No: 2	Quotation No.: 40					
Code	Description	Unit	Quantity	Price	Disc%	Amount
FOUNDATIONS						
N	Reinforcing Rod	EACH	5.00	26.86		134.30
CONCRETE	Ready Mix	EACH	150.00	15.00		2250.00
	Total Foundations					2384.30
FRAMING						
4X2	4x2 timber#	EACH	150.00	3.25		487.50
N	6x2 timber	EACH	45.00	6.80		306.00
NAILS	Nails	EACH	10.00	14.00		140.00
	Total Framing					933.50
CLADDING						
N	Paint	EACH	5.00	15.90		79.50
N	Weatherboard	EACH	150.00	2.60		390.00
N	Nails	EACH	4.00	26.86		107.44
	Total Cladding					576.94
Quotation terms and conditions						
	SUB TOTAL					\$3894.74
	GST					\$486.84
	TOTAL					\$4381.58

