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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.***



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## Special stock buy pricing

In July 2001 we introduced Special stock prices into the Rees2000 system. This allows the ability to special a stock item for a particular timeframe, always ensuring that the client got their 'best' buy price at all times. This feature has been well utilised.

However when most companies special their stock, they normally have negotiated with their suppliers to buy the product in at a better buy than normal. So the problem arises with creating and receipting purchase orders, when to know to alter your existing cost prices and when not to, etc.

Now we have a system to handle these special buys. Using the same screen as the client stock prices, we have introduced the ability to add in special buy prices, including the option to have different date ranges from the sell prices.

Use Rees2000 menu option 2.2.25 Set up Special Prices for setting up both special sell and special buy prices for individual stock items.

### NOTE - IF SPECIAL PURCHASE COSTS FIELDS ARE USED:

1. Special purchase costs will only apply when you use menu option 5:1 (Set Up Purchase Orders) and option 2:2:1 (Record Stock Receipts).
2. They also apply for ALL suppliers but can be manually overridden when the purchase Order is raised.
3. They will only automatically apply if the Purchase Order date is within the special cost date range specified.
4. On receipt of the goods with a special purchase cost the Latest cost will not be updated, therefore to get accurate margin calculation you would need to be using the average cost as the basis for the margin calculation.

Note: The system only allows you to enter a special buy price for a stock item when there is a special sell price entered on that same line. If you just want to use this option for buying specials then you would need to enter a special sell price but enter the date range as ending before today's date, that way it won't affect your system prices.

## Rees Tip Bits

1. We have a new Comparative Sales Report now available in Rees2000, under menu option 1.11.33. This report will show by client the Month to Date, Year To Date sales, and the same for Last Year.
2. There is a new set up flag that allows price changes in quoting but not on an invoice (refer first line of Rees2000 menu option 4.14 Invoicing Options.)
3. New Report \*\* Rees2000 menu option 2.11.37 Alternate Supplier Details, this allows you to print alternate details, as displayed under Set up Stock (2.1) using the '+' key.
4. Invoice Line Sales report alteration. This report has been altered to allow for all invoices, credits notes only and to exclude credits as an extra reporting option. Plus the report shows the % of credits given to the client by dollar value – useful for establishing client patterns with regards to ordering then returning for credits.

## Multiple alerts

We have introduced multiple alerts to both stock and creditors, enabling you to use more specific alert notifications. See system configuration ( Rees menu 14:14 Password = setup) under Stock and Other options to activate.

The options are:  
Multiple Stock Alerts (Y, N or M for multiple only)

The default option in our setup 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 a 'N' you should notice no difference to the system except the name of the alert will change to the 'Stock Pricing / General Alert'.

A 'Y' to multiple alerts will enable you to have specific alerts for various areas that access stock. Depending on your installed modules you can have a Pricing/General Alert, a Sales Alert, a Sales Order Alert and a Purchasing Alert. These alerts are all maintained in the menu option 2:1 (/) selection.

The purpose of the multiple alerts resulting from this question being set to a Y or an M is as follows:

The Sales Alert will display when the stock item is used in Invoicing (4.1),  
Quoting (4.4) or Job Costing (6.1 and 6.5 and 5.2 - if placing on a job).  
The Purchasing Alert when the stock item is ordered/purchased (5.1).  
The Sales Order Alert when entering the item to a Sales Order (13.1).  
The Pricing/General Alert when receiving stock and entering special stock prices' (2.2.1 and 5.2 and 2.2.25).

For Creditors the alerts work the same way with the 'N', 'Y' and 'M' options. Within Creditors your specific alerts are:

The Purchasing Alert when the stock item is ordered/purchased (5.1 and 5.2).  
The General Alert when entering invoices (3.2).

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

1. With the question set at Y then if there is no specific alert for the function then the pricing / 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 Pricing/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 an item to have a specific alert without a general Alert.

## Job prioritising

In Job costing you can now enter a Time of Day on a Job, this will print out the standard job card, to advise your serviceman when they are expected for a job. This will then sort reports and searches in this order if doing a date search, to assist with scheduling your jobs. The effected reports are 6.11.1 Job List and 6.11.4 Job Status. The Alt+F2 and Shift+F3 searches for date also automatically sort by this Time of Day.

The field is numeric only, and although we have set it up to be used as a Time of Day, you can chose to use the field as a priority field, by allocating the job a number, such as a run number or any other sequence number you wish to use.

To activate this feature answer 'Y' to 'Enter ToD (Time of DAY) on Job?' This question is found at the base of page 1 in the Job Costing options (6.14).

## Purchasing specific timber/trellis lengths

We have been asked in the past for the ability to order from your suppliers' specific cut lengths under purchase orders, similar to how you invoice a client.

If you are ordering a timber or trellis item (that has the pre-defined symbols, normally # or ~, in the description) When you are in the details field of the purchase order, by pressing the **F12** function key you can enter your specific requirements. This will then automatically print on your Purchase Order – with the word 'Sizes' prior to the quantity and lengths required.

NB If you have a customised Purchase Order layout then this layout will need to be altered by our programmers in order to include these details on your orders. To see if you have a special layout, on the top grey toolbar of Rees2000 you have four options, being File, Start, Lookup and Help. Go to Help, then About Rees2000. On the screen that appears the second to last line shows \*.frr files, if in the brackets you have a PO.FRR then you have a special layout. Email to Support@rees.co.nz a copy of this PO.FRR file together with instructions asking for the specific timber /trellis length feature to be added.

## Cost plus

Previously sell prices have been limited to 1-6, with 7 being at Latest Cost and 8 being at Average Cost. Plus you have the Discount Group Matrix, the special client prices, the set percentage discount and the special stock prices to set up your companies pricing policies.

We have now added mark up on cost. So you can set your client up to be on say price 7 and in the Markup/Discount field just above the stock price field, under set up clients (1.1) you can enter a set percentage and Rees2000 will mark up on the cost by that percent. So you could have a client on cost-plus say 20% etc. This cost + 20 would apply across the board on all stock items sold to that client.

Now here's the really clever part. Cost Plus is great for your business BUT you want the percentage to alter for different products. Well, the short answer here is you can't unless you want to get VERY clever AND you use a customised invoice layout (IN.FRR and possibility SO.FRR – refer to the article on Purchasing Specific Timber lengths for more on FRR's files and how to know if you have one).

So here's the deal, we put the client (Rees2000 option 1.1) on cost (i.e. 7 or 8), the Markup at 100% and give them a new Discount Group number (option 1.5 to set up). If you are already using the discount matrix, great your stock will be set up, if not, then set up stock discount group names (Rees2000 option 2.5) as required to for each of the different percentages you wish to use. Then under Set up Stock (2.1) enter the appropriate stock group number in the GROUP field found under Price 6 on the screen.

Then go to the Client Discount Group number you selected to use (1.5) and enter D for discounts, all the stock discount groups will appear. Enter the required percentage to bring them back to the required markup.

The formula is:

$$x = 1 - ((1+\mu)/2) \times 100$$

Where x = the discount required Mu= Mark up you wish to achieve, as a decimal i.e 25% = 0.25.

For example you want all products in Stock Discount Group 1 to have a 25% mark up on cost.

Then the calculation is

$$\begin{aligned}x &= (1 - (1.25 / 2)) \times 100 \\X &= (1 - .625) \times 100 \\X &= .3725 \times 100 \\X &= 37.5\end{aligned}$$

To give stock discount group 1 a markup on cost of 25% - enter a discount of 37.5%

For a 50% markup enter 25 % discount, 75% markup a 12.5% discount etc.

Once you have all your discounts calculated and entered, then you can get your special invoice layouts altered so that instead of showing the price with discount they just so the Net price.

e.g.

<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Disc%</u>	<u>Net</u>
Stock item	2	20	37.5	25.00

It can show as

Stock item	2	12.50		25.00
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Etc.

Creating multiple markups on cost is not an easy task and needs to be completed in the following stages:

1. Establish Stock Discount Groups (2.5).
2. Ensure each stock code in an appropriate stock discount group (2.1 – field under Price 6).
3. Establish the Client Discount and appropriate discounts for the required markups – using the above formula (1.5).
4. Send Rees a copy of your customised layouts IN.FRR and SO.FRR via email to support@rees.co.nz stating you wish to take advantage of multiple markups (there will be a cost associated with changing this file, we will quote you for the time required prior to commencing any work).
5. If you do not have an IN.FRR, then you must obtain one. Fax a printed invoice to us on (03) 546 8841 and write on it "Cost plus required" and any other changes you would like.
6. Install your new customised formats (IN.FRR and SO.FRR).
7. Set up the Client (1.1) to a cost price with 100% markup AND enter the Client Discount Group appropriate for this client.
8. All systems are go, you now have a very sophisticated multiple cost Plus pricing implemented.

## Print your statements and invoices at the same time

### Criteria:

1. If you print statements and invoices using the same paper for both, i.e plain paper, or letter-head etc.
2. You use the same printer for your statements and invoices
3. If you use a bitmap picture on invoices and or statements, then both the statement and invoice must use the same bitmap profile.

Under Rees2000 menu option 1.14 Setup Options for Debtors there are two extra questions; 'Statement Plus Current Posted Invoicing option' – if you answer Yes, then under the Print Statements option (1.11.2) you are asked if you wish to 'Also Print Current Posted Invoices' and the second question under the setup options 'Only Unprinted Invoices?' will set the default to print only unprinted invoices when printing with the statement.

Then you can select to print statements, followed by the current POSTED invoices for that statement (either all current, or only unprinted current), then the next statement. This will save time in collating your statements and invoices together.

### ~~~ IMPORTANT! ~~~

#### **PAYROLL CHANGES EFFECTIVE 1 APRIL 2005!**

**Note: This will not affect the Rees2000 software product.**

Here's a reminder of what's happening with our Payroll product.

Effective from 1 April 2005 the Pay2000 software program will be removed from our product portfolio. This means that from 1 April 2005 the software code will not be maintained by Rees Software & Systems Ltd, effective from that date we will cease charging your company the software rental and support fee.

We wish to take this opportunity to thank you for your loyal support of our payroll product over the years.

Once support stops and you are no longer paying rental or support fees, Rees Software & Systems Ltd grants you a non-exclusive royalty free license to continue to use the software in it's binary form for as long as you or your successor wish. You use the software without any support whatsoever and at your own risk.

The program will be changed to remove the necessity to register your payroll each year and the program will be altered to allow you to maintain the tax changes each year in line with the current NZ tax laws. The keeping of history for Holiday pay calculations and sick pay etc will be removed from the payroll system.



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