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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. When in a field requiring a client, product or supplier code how do you skip straight to a name search?
2. What is the shortcut key to provide you with the appropriate function lookup for the field you are currently in?
3. How can you view who is currently logged on to Rees2000?

(Answers on back page)

Sales Orders

We have recently enhanced our Sales Orders module adding 3 new features that enable you to save as a quote, use a 'Supply All' option or "Complete" option at the base of the sales order entry screen.

Save as a Quote

This feature enables you to easily change a Sales Order to a quote, should you have entered it as a Sales Order. This eliminates the need to change screen options or open another screen if your customer service personnel predominately use the Sales Order module.

Supply All

Enables you to supply all the products on the Sales Order, regardless of the quantities shown in the stock system.

Complete

Similar to the Purchase Order complete option, this feature will change the Sales Order order quantity to equal what you have supplied (including pre-supplied) so that there is no unfilled back order left for that particular order. NB There is no audit trail with this therefore no way of knowing what the actual order originally was, only what you supplied.

Completed Purchase Order

Sometimes a Purchase Order is completed and you need to re-activate it again. Maybe you completed it in error, or goods arrived that you were not expecting that you decided to keep anyway, either way the existing Purchase Order has been completed, therefore does not allow you to change it and enter the shipment received, right?

Wrong, you can uncomplete a purchase order under Rees2000 menu option 5.1 Set up Purchase Orders. Recall the purchase order number required (i.e. '.' + number), then select 'C' for change. A warning message appears saying 'P/O was been FULLY COMPLETED', press the 'U' key. This uncompletes the purchase order. You can then change the purchase order, re-print it etc as required.

NEW PaidBy Report

We have introduced a new report in the Creditors Module, primarily to assist clients who use the 'Payment To' option under creditors, such as ITM, etc.

This report is similar to the Aged Trial Balance report (Rees2000 menu option 3.11.4), however it summaries all the creditors that are paid by the creditor you select only, or you can select to print the transactions for each of these creditors paid by the selected creditor either only those on hold or all transactions with those on hold flagged with a '*'. Find this report in Rees2000 Menu Option 3.11.19.

Quoting an item at a % markup on cost

If you want to quote a particular item at a markup percentage on cost, and don't have this markup set as one of your 6 sell prices, you can use the Shift+F11 option, when on the sell price field in the quote and enter the required percentage to achieve the correct price.

Description alteration with '^'

You can select not to be able to change a stock description on an invoice. Which may be great for 99% of the stock items in your system, however you have a few that require a description change, items such as Non Stock, or Freight etc.

So therefore you can't use the option to not allow stock description changes. Now you can reset this option (Rees2000 menu option 4.14, Page 1). Enter the '^' into the stock description that require a description change under Rees2000 menu option 2.1 Set up Stock.

Invoice/Statement layout - think about it!

Recently we had a client come to us for an Invoice layout. They had had pre-printed A4 sheets that they wanted to use for invoicing and therefore required a layout change. The sheet had logos all the way down the right hand side of the page, taking up 1/3 of the page width. It looked great, but left no room to fit the product description quantity and net price on the page without looking silly. We recommend you run your draft invoice or statement page by us before getting thousands printed, a small change prior to printing may save you a lot of headache later on.

Set Min/Max based on past history

Rees2000 menu option 2.2.20 Set Min & Max Values, has been a feature of our software for several years. This option will create individual stock items minimum and maximum quantities to hold in stock, based on your sales history to enable you to control your stock holdings and re-ordering through the system.

Options include selected stock items, stock group, supplier, number of months sales history to use, month to start sales history at (for seasonal fluctuations), a multiplication for percentage increases required and the option to print only, rather than update the fields.

This option saves you extensive time and effort from manually setting your min/max's. Using min/max allows you to place an order with your supplier for all products your company should require without having

to look at each item individually, by using Rees2000 menu option 5.3 Create P/O from Recommendation, options within this option include the ability to produce a draft order only, instead of creating the actual Purchase Order.

Payroll and Student Loans

If you have employees who pay student loans, please ensure your ReesPay program is version 12 May 2004 or later. The version number is on the right hand corner of your main menu in the Payroll, underneath today's date. To update your program use menu option 28.8.

Client Receipts direct to Cashbook

Some of you already use this feature, but most have been advised not too, especially in an organization where several people receipt client monies under Rees2000 menu option 1.2 Client Payments Received as it then asked for the Cashbook batch and interface details, confusing most people.

However we have recently streamlined this integration so that it can be set only to interface using the Print Bank Lodgment form (Rees2000 menu option 1.11.14), so that the administration officer can use this integration when they print their bank lodgement to read the lodgement directly into the Cashbook, effectively saving a double entry process.

To activate this feature go to Rees2000 menu option 8.14 Set Up Options, enter Y to 'Post Debtors Receipts direct to Cashbook' and Y to 'But ONLY in "Bank Lodgment" (1.11.14)'.

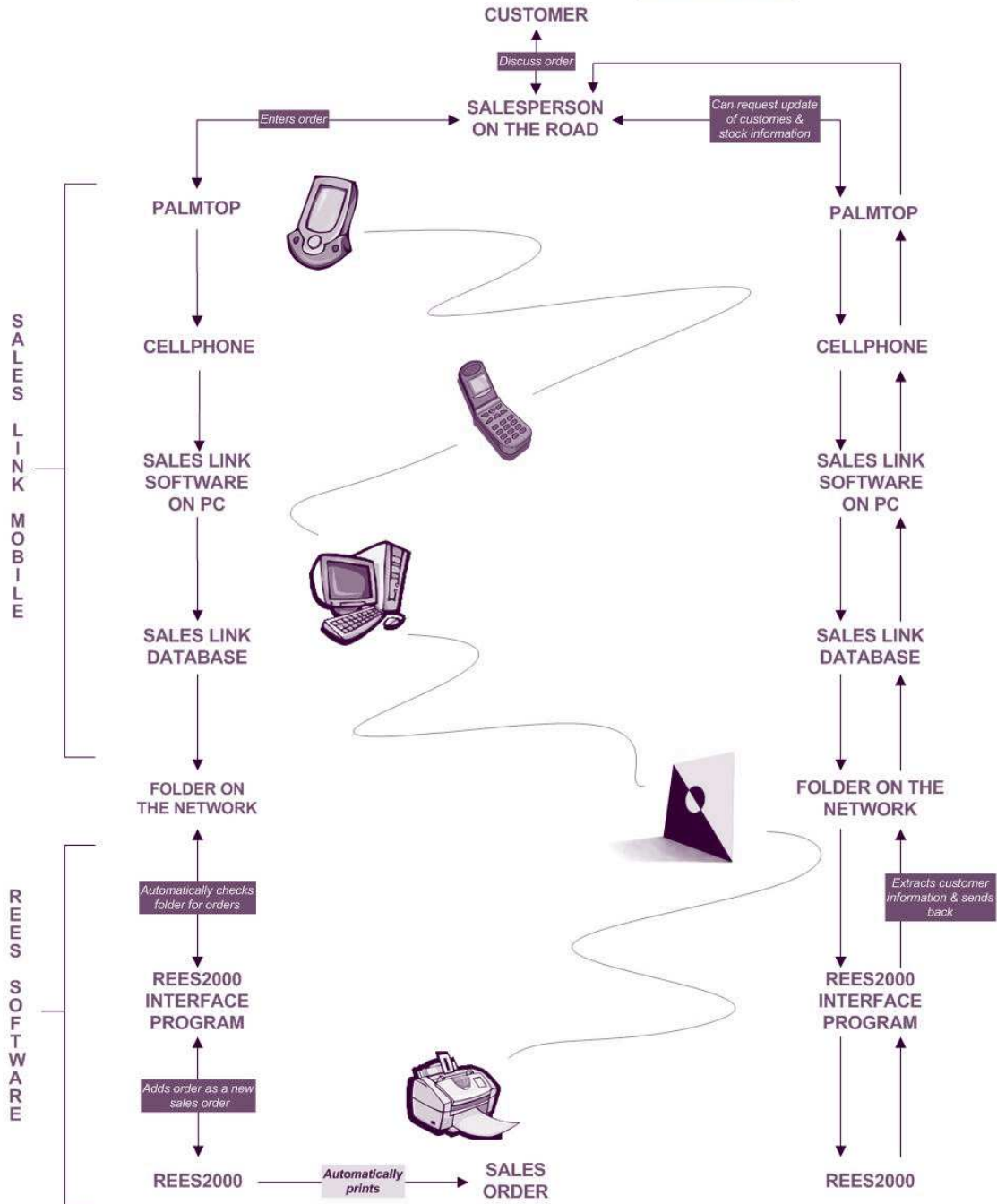
Rees2000 & the Sales Link module

We have developed an interface between "Sales Link Module" (a software system designed by ITLink) and our Rees2000 program. This enables your "on-the-road" people to send your customers' sales orders back to the office for immediate processing. The following page provides a generalized illustration of this process:



REES SOFTWARE & SYSTEMS LTD
 Premium Business Software Providers
 P O Box 1039, Nelson
 Phone 03 546-6939
 Free Phone: 0800 REES EZ
 Web: www.rees.co.nz

Sales Link Mobile



Sales Link Contact Details:

ITLINK HEAD OFFICE
 P O Box 1333
 Christchurch
 Ph: 03 374-6490
 Fax: 03 374-6493
 Email: sales@itlink.co.nz
 Web: www.itlink.co.nz

TEST YOUR REES KNOWLEDGE

Answers:

1. Enter one space then the name required. This skips the code search & takes you straight to the name
2. The “?” key
3. Rees2000 Menu Option 14.9
“Show logged on workstations”

Set the value of your invoice or quote, by dollar value (\$)

We have added an option when invoicing or quoting that allows you to set the dollar value of the invoice. To use this option you create an invoice as normal, placing the items and quantities required, then before printing the invoice, one of the base options is ‘Set Total (\$)’, enter the \$ and then type in the required amount. Rees2000 will go back and discount the items on your invoice accordingly to achieve this dollar value, GST inclusive, using the discount % field.

If a stock item has been setup to not allow discount (under Set Up Stock 2.1) then no discount will be given on that item.

The system will try to get the invoice to total the selected value, however it is limited to the decimal place restrictions with rounding. For example if you sell 50 Widgets @ \$68.80, that is \$3444.00 plus GST (\$3874.50), if you select to say price at \$3650.00, that is a discount of \$224.50 including GST, or \$199.56 excl. GST. A discount of 5.79% will bring the invoice to \$3650.16 or with rounding to the nearest 5 cents = \$3650.15 NOT \$3650, whereas 5.80% would bring the invoice to \$3649.78, or \$3649.80 (rounding), so the system will enter the 5.79% discount for.

We recommend that if you choose to use this feature you also use the round to the nearest 5 cents.

If you have the option set not to allow discount percentages, then your sell price will alter as the discount field will not be available. If you have also selected not to alter the sell price (Menu Option 4.14, Page 1), then the \$ option will not appear as it cannot re-price your invoice/quote.

To activate this option, go to Rees2000 menu option 4.14, page 3 ‘Allow total dollar (\$) value to be set?’ and set at Yes.

NOTE You can display on the first line of your invoice notes at the base of the screen the total dollar discount given, by using the short key &DISC in the notes (the notes are entered under

Rees2000 menu option 4.14 on page 1), i.e. ‘This invoice contains a total discount of &DISC.’

Other options for your invoice notes that use built in MARCO’s include &GST, for users with GST inclusive pricing and &DUE, which will print the date of the 20th of the month following the actual invoice date.



REES SOFTWARE & SYSTEMS LTD

PO Box 1039, Nelson
Phone: 03 546-8939 Fax: 03 546-8841
Free Phone: 0800 REES EZ (0800 733 739)
Email: support@rees.co.nz Web: www.rees.co.nz

To: