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*This newsletter assumes that you are running the latest version of Rees2000 (including support files). You can update your version of Rees2000 via main menu option 14.8.*

## TEST YOUR REES KNOWLEDGE

### Questions:

1. What key can you press when in the Address section of an invoice, quote, job cost or sales order to display a list of all delivery addresses loaded against that client?
2. What does the ! mark beside a stock price in the F9 key mean?
3. Why shouldn't you enter a client receipt to clear a client's balance that you want rid off?

*(Answers on back page)*

## Alternative Suppliers

Rees2000 has had an alternative supplier feature available for several years, yet it seems many of our clients do not know of its existence.

By activating the Alternative Supplier, the system will track details on each stock item of who it was purchased from, when last purchased/received, the last cost price, the supplier part number, pack size, minimum order quantity and lead time for each supplier that the stock item has been received from.

This provides useful information when ordering stock, for example, if your normal supplier can't supply you can look up and see where else you have purchased the product in the past, their last cost price, etc. The alternative supplier can also be used for creating purchase orders by recommendation for a particular supplier, enabling you to also automatically order from a supplier all product required from a supplier, regardless of whether the supplier is the normal supplier.

Using alternative suppliers eliminates the double ups of effectively the same stock items. So if you buy a hammer from numerous suppliers, load one stock code for the hammer, then load the alternative suppliers under Set up Stock (Menu option 2.1) under '='. Then when you order this item from any of the suppliers the part number the purchase order will display that supplier's part number etc.

When you order items from a new supplier, the alternative supplier details will be automatically added to that stock items file.

We recommend if you are using bar code scanning that in conjunction with alternative suppliers you have a barcode printer to replace any barcodes that are different to the main supplier's barcode.

To activate Alternative Suppliers go to Rees2000 menu option 14.14 password = SETUP, on Page 2 near the base 'Track Multiple Suppliers for stock items?'



### **Spending Summary by Date (Menu option 5.11.11)**

This report is available in the purchase order module and summarises by either Supplier or Our Reference the purchases made during your specified date range. Other options include including/excluding specific supplier user groupings.

NB This report is based on the ordered value of purchase orders within the specified date range and does not take into account either whether it has been received nor the received value.

### **Purchase Summary by Date (Menu option 3.11.20)**

This report shows you by date range the total value of purchases received, by supplier and allows you to include or exclude specific supplier user groupings. This report will most likely provide different dollar values to reports 3.11.14 Creditor Purchases History, and the 24 month pop up list under base command P in Set up Creditors (3.1), as these two sources of information are period generated not date.

### **Timber lengths Change**

There is now the ability to enter up to 16 lines of timber lengths on one SKU (previously set at 8). Under Rees2000 menu option 14.14 password = SETUP, on Page 3, after the Timber and Trellis characters are set is a question 'Entry line 8-16'. This will only increase the timber input screen, not the trellis.

### **Larger Screen Fonts in Rees2000**

If you are running a relatively new screen, say 17" or large, and have your screen set on a resolution greater than 1024 x 768 then under Rees2000 menu option 14.27 you can change your PC's screen font to better suit your purposes.



### **F12 key**

The F12 key is used in invoicing, sales orders; job costing and quotes to display all previously invoiced lines for that client. It is great for crediting returned goods, or for correcting pricing errors. Many Rees2000 users have extended its use to easily find a previously purchased stock code when creating an invoice, and that is where danger arises.

The F12 key provides you the information as stated, invoice line sales at the quantity and price of the sale. By using the F12 key to recreate a new invoice, you can potentially under (or even over) price the item. The F12 key does not change the stock item to the new price for that client; it is merely showing you what has previously been sold to that client.

Of course you could get around that by recosting the invoice/sales order/job/quote before completing it, but would your staff remember to do this every time? Probably not, so we have added a new question under Rees2000 menu option 4.14 'Importing lines via F12 key, ask question "Get Latest Sell Price?"' to enable you to continue using the F12 import function without sacrificing your pricing structure.

## BACKUPS

Yes, the same old story. Make sure you do regular (daily) backups. Here's the rules:

1. Ensure that they are actually working, by asking your computer technician to test it for you.
2. DON'T use our Rees2000 menu option 14.21 as your main backup - there is no guarantee this will back up all your files correctly and there is no check/comparison of that backup to your data.
3. Keep your year end backup and put it aside in a safe place (keep these for at least 7 years)
4. Rotate your backup media regularly, i.e. have say Monday, Tuesday, Wednesday, Thursday, Friday, Month end -odd, Month end - even.
5. Replace your backup media at regular intervals, as recommended by your hard ware technician - media does wear out over time.
6. Remove your backup from your premises at night, or place in a fire proof safe.
7. Ensure your back up compares backed up files to originals during the back up process.

## Sales Orders

Sales orders is a module that allows you to take client orders and supply them based on stock available. It handles the back orders of stock when a part is unavailable, provides reordering information, reports to your clients advising that you have their order in your system and better still means that a client is not invoiced until you have sent/given then the goods.

Here's the scenario:

Customers phone up during the day wanting materials, which you provide delivery, or in which they wish to collect at a certain time.

*Ring, ring*



*"Hello, ABC Ltd here, John speaking, how can I help?"*

*"Hi John, Bruce here from Top Builders, I need 12 lengths of 100x50 timber say 3.6m long, some more of those nail plates we got the other day, 6 bags of nails, and two bales of bats, can you deliver to site, 154 Rees St, this arvo?"*

*"Sure Bruce, I'll make sure it's on the afternoon dispatch"*

John, enters a Sales Order into the system against Top Builders, to supply the goods Bruce requested (he would probably use the F12 function key to find the right nail plate SKU etc). The Sales Order shows the goods ordered, with no supplied quantities entered. This is printed directly to the dispatch office. End of John's role.

Trevor in Dispatch takes the Sales Order from the printer and gathers up the stock, he knows from the Order that it is required today and the delivery address is Rees St. Trevor gathers up the stock required, then recalls the Sales Order number enters the supplied quantities. He then Invoices the Sales Order, and prints the dispatch (packing slip) to go with the goods.



If freight is charged on delivery based on say Haab Time, the invoice can be left open, and freight added to the invoice, before it is closed (this entry is done under Invoicing).

The Sales Order module also handles orders that are required on a specific date, and provides reports on outstanding sales orders by date required.

*Continued on page 4...*

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Other reports include back order confirmations, stock available by Sales Order, Sales Order list, Items to order to meet sales order requirements, etc.

By using Sales Orders you are only invoicing items actually supplied, this keeps your stock control more accurate, as well as Sales reports, profitability and GST return calculations. No more entering an invoice and

pinning it to a wall until a specific date or writing a handwritten note that falls under someone's desk. Sales orders can be viewed by numerous members of staff to answer specific client queries, added to, deleted or amended with ease, they effectively help manage your business (if you are dealing with stock) in a more effective, efficient way.

## TEST YOUR REES KNOWLEDGE

### Answers:

1. The F11 key.
2. The price displayed is not the normal sell price 1, it is the special stock price that is currently valid (as entered under 2.2.25 Set up Special Stock Prices).
3. Client receipts **MUST** only be used for actual receipts. If you want to clear a client's account enter a credit note, or a Hand Written Credit, rather than a receipt. By using a receipt you are overstating your sales results, you may be affecting your stock control, it may bring taxation (including GST) overpayment/underpayment, etc. Client receipts **ARE NOT** a utility to use for clearing account balances, only to receipt actual money received.

## Price Changes

It seems that prices around the country are on the rise. How do we know this? From reading the financial pages of the newspaper and the financial forecasts on the economy sent to us from our bank? No, actually we know this due to the number of telephone calls we have had over recent months relating to price increases from our clients.

The most common ways of updating your system for price increases are:

- a) A percentage price increase across a supplier range, or stock group etc. Use menu option 2.2.2 Change prices by %. This option allows you to increase your cost prices only, or as well as, and you can select to alter your 6 sell prices by different percentages. This option can be run with the selection of supplier code, stock group and/or stock type.
- b) Entering preset price changes, effectively on a specific date, using Rees2000 menu option 2.13.6. Prices can be loaded into this section by stock code for all six-sell prices. A report on preset prices is available on menu option 2.13.8. Please note the prices do not activate themselves automatically you need to run option 2.13.7 and enter a valid date for these prices to take affect.

When changing prices in your system remember to review your client specific pricing, found under menu option 1.12.x.