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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

Purchase Order Hot Keys (5.1)

When in Purchase Order set up (5.1), the following special function keys are available:

When on the stock code field:

F11 – to Copy a line in from a Quote, Invoice, Job or Sales Order

When on a stock description line you can use the following function keys

F10 – to scan/type in a barcode

F11 or **Shift+F11** – to display the Sales History for this stock code

Shift+F12 – to display Sales Backorders for this stock item

Ctrl+A – to display alternative supplier for this stock item (if using Alternatives)*

Ctrl+Q – to display branch quantities (if using Branches)

Ctrl+T – displays the stock transactions for the stock item*

F12 – allows you to enter selected lengths (Timber/Trellis)

* - also available in (5.2)

Stock Setup Symbol Definitions (2.1)

Stock setup screen now displays a '.' At the top by the stock code in red if there are special client prices applied to this code.

The fields that show in red are:

Symbol	Reason
X	Text notes
/	Stock Alert(s)
\$	Special Stock Price
.	Special Client Price
%	Documents Stored against stock code (System Documents)

By pressing the required symbol the information requested will display.

Employee Time Clock Input (6.19)

Employee Time Clock Input has been enhanced to allow for Labour units in minutes to allow for the calculation of the time taken for the job in hours to be converted to the actual time units being used in Job costing. Also:

Added ability to round the time units posted to the job. The following selection options (menu option 14:14 password SETUP page 4) should be changed:

1. Round Labour allows N)o U)P D)own and Swedish options.
2. Round to value - Would be 1.00 if rounding to the standard labour units.
3. Activity code - This is an activity code that will be used to record the rounding values.
4. Minimum chargeable quantity - any elapsed time less than this will not be charged to the job (i.e. if someone spends 40 seconds on a job and the minimum chargeable is set to 1 minute and you are always rounding up, this stops them from being charged for the full unit).

Work in Progress Report

This report (6.11.21) has new selection criteria's that allow for Date Before, Job Type, Job Status and Last Active Date.

NEW JOB Function

Close Inactive Jobs (6.18) will automatically close all jobs, which have no transactions and were created prior to the selected date.

Locking your Average cost

If you have security you can now stop users altering the Average Stock value under Stock Setup (2.1), refer to (14.15) to the new question 'Exclude editing of Stock 'Average Cost' field.

New Price Import

Rexel Limited price file can now be imported (2.10.37).

Client Stop Credit flag

Changing the stop credit flag in Set up Clients (1.1) are now recorded in the Event Log (14.5) under type General.

Special Print Formats

If you have a customised invoice layout * then you can have this amended to allow extra lines in the body of an invoice, this can be used to word wrap your long product descriptions onto a second line.

* To establish if you have a special layout (called IN.FRR, QU.FRR, PA.FRR, SO.FRR) Click on the top Grey toolbar on Help, then About Rees2000, on the 4th to last line is a list of your FRR files.

NB:

IN.FRR = Special Invoice Layout

QU.FRR = Special Quote Layout

PA.FRR = Special Packing Slip Layout

SO.FRR = Special Sales Order Layout

Merge Creditors in Bulk

Merge Creditor codes from a file (3.13.20) allows you to merge creditors from an ASCII file.

Change Creditor Codes in Bulk

Change codes from a file (3.13.21) allows you to change codes for creditors from an ASCII file.

Edit Min/Max Quantities (*new feature*)

Ability to edit Min/Max Quantities (2.13.18) so that your security can be set to prevent changes in Stock Setup (2.1) but you can allow users access to this feature to edit the Min/Max Quantities section only.

Job Cost Invoicing

Job Costing Invoicing enhancement to allow for the ability to sort the labour by activity on the invoice. Also can now summarise labour by activity by rate and by stock code.

Job Cost report

Our standard Job Costing Report (6.1 P for print or 6.11.3), allows the ability to 'combine all stock codes on invoice' while leaving reports printing the stock codes in job card sequence.

Charge to Client Sales

Charge to sales and margins can now be included in the main account totals allowing you to easily see the value of the entire business for that group. Sales and Margins from the Client Setup screen include all the 'charge to' sales, however each sub-client still retains it's individual Sales/Margin figures as well. This option is activated from 1.14, Page 1.

Timber/Trellis in Bill of Materials

Bill of materials can now use the Timber/Trellis lengths functionality in the component materials.

IMPORTANT NOTICE: In order to help save the environment this newsletter will be the last to be both emailed and posted. Newsletters will only be emailed from now on, unless you notify us that you require a printed version. email support@rees.co.nz, fax 03 546 8841 or telephone 0800 733 739.

Job Costing - Job Allocation Summary

{CTRL+J} function to display a summary of the number of jobs allocated to each salesman/technician/serviceperson for the next 7 days. Combined with this is a new screen (6.12) enabling the inputting and editing of notices on availability of staff. If you are using 'time of day' on your job setup screen, then the display will split the morning and afternoon jobs.

General Ledger System Menu - Rees2000 Demonstration

File Start Lookup Help

Job Date	02/06/08	03/06/08	04/06/08	05/06/08	06/06/08	07/06/08	08/06/08
Serviceman	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1. Keri	2 + 2= 4	3 + 1= 4	2 + 0= 2	0 + 2= 2	1 + 1= 2	0 + 0= 0	0 + 0= 0
2. Peter	2 + 2= 4	2 + 0= 2	2 + 0= 2	0 + 0= 0	0 + 0= 0	0 + 0= 0	0 + 0= 0
4. Jack	2 + 0= 2	0 + 0= 0	1 + 1= 2	0 + 0= 0	2 + 2= 4	0 + 0= 0	0 + 0= 0
5. Sam	0 + 0= 0	2 + 0= 2	1 + 1= 2	0 + 0= 0	1 + 2= 3	0 + 0= 0	0 + 0= 0
6. Noah	2 + 2= 4	2 + 2= 4	3 + 1= 4	2 + 3= 5	2 + 1= 3	3 + 0= 3	0 + 0= 0

Notes:

Tony is away 2-6 June 2008
 Keri unavailable Friday PM 6 June 2008
 Sam back Tuesday 3 June 2008
 Sam in Takaka Friday 6 June 2008
 Noah is on Saturday

{Esc} to finish V)iew {PgDn} {PgUp}

Shows the allocated jobs for both morning and afternoon, with a total by day

Notes added (6.12) to assist with job

New Reports

Invoice Line Sales by Client (for Branches) - 2.6.10

A report similar to our existing report Invoice Line Sales by Client (2.11.16) however this has branch functionality.

Client Sales History Report -1.11.35

This new report uses the history file to show the total Sales, Cost, Margin and GP% for the reporting period selected. As the history file is used the sales will not include the current month data and only retains the last two years data. This report has various reporting options including the ability to sort by value, print a maximum number of clients, combine Charge to, etc.

Invoicing Sales Statistics Report -4.11.21

This report compares by client and stock code the sales quantity and value for current period, sale period last year, current year to date and YTD last Year.

Invoice Passwords

Not a new feature, but something that is becoming increasingly popular.

When entering invoices, quotes or sales orders a salesperson password can be required to track who placed the order/invoice. This enables managers to hold salespersons more accountable, credit notes cannot be entered using another person's sales number, low quotes can be pinpointed back to the originator, etc. This functionality is set up in (14.1) and then (1.6) for each salesperson's password. After activating you must log out then log back in to use. NB It is recommended that you have the Security module if you use this feature, otherwise users can access (1.6) to view other salesperson passwords.

NEW Cashbook Entry Option

Hot from the programming team is a new Cashbook reconciliation function (8.18). This eliminates the need to go to numerous screens to complete a Bank Reconciliation (Cashbook balance). Currently you use option (8.2) to enter non cheque/DC payments such as Bank fees, AP's, Loans etc, option (8.2) to record receipts (or you may post your receipts from your Debtor's module), then (8.3) to present Cheques/Direct Credits and finally (8.9) to transfer between bank accounts. Exhausting!!! Then when you think you are finished you print your Cashbook balance report out to see if everything balanced.

Now you can undertake all these functions from one screen. The screen allows you to enter in the date and closing balance from the bank statement, then you confirm all the transactions on the statement Y = On Bank Statement, N = Not on Bank Statement. The entry screen allows you to add payments/receipts and transfers. And the screen tells you what your variance is from the bank statement to your 'ticked' entries to easily check what is missing.

When the bank statement change equals the changes you have ticked (i.e. Zero Variance) you can File and Reconcile that statement. By reconciling you remove these transactions from appearing on the screen again and update your opening bank statement balance to what was the closing balance on this statement.

Reconcile Bank Statement - REES SOFTWARE & SYSTEMS LTD.

File Start Lookup Help

Which Bank A/C **1** Cheque Account Transaction End Date **20/06/08**

Statement:

- Opening Balance	15948.13	Transactions:	- Total Deposits	16140.13
- Closing Balance	24996.51		- Total Payments	1601.89
-----			-----	
Change in Statement	9048.38	Net Change	14538.24	Variance -5489.86

Transactions for Reconciliation To Add CB Payment {ALT+I}, Receipt {ALT+R}, Transfer {ALT+T}

Detail	Date	Type	Reference	Payments	Deposits	Include? Y/N
Receipts From Debtors	20/06/08	R	LODGEMENT		16140.13	Y
Receipts From Debtors	20/06/08	R	EFTPOS		1568.50	N
MILK	20/06/08	Q	1815	9.50		Y
ARM	20/06/08	Q	1816	63.00		Y
ROLL	20/06/08	Q	1817	154.00		Y
TELE	13/06/08	Q	1819	1375.39		Y
MIA	04/06/08	Q	101136	10.00		N
TRUST	13/06/08	Q	101137	276.03		N

Alt+I - Allows you to enter manual payments such as bank fees, AP's, Loans etc.

Alt+R—Allows you to enter receipts

Alt+T—Allows for Bank Transfers between accounts

This shows the balance required to balance your bank statement

line: 2/ 8 {Esc} to finish or {PgDn} {PgUp}

Cheques/Direct Credits are still paid under either creditors options (3.1 A for Pay), (3.3) and (3.5) and manual Cheques/Direct Credits using (8.12).

Options include the ability in un-reconcile the previous bank statement (8.13.12)

A new report has also been included that shows you the bank statement balance, all outstanding receipts, payments and transfers and the Cashbook balance. (8.11.16).

IMPORTANT NOTE You can only start to use this feature straight after balancing your cashbook to a bank statement. You must run function (8.13.11) to set the reconciliation flag. This then sets up the reconciliation function and calculates the initial Bank Statement Opening Balance, it is best that you don't have any unrepresented deposits, as these will flag as deposited and be included in your bank statement opening balance.