

V8 ADMINISTRATOR'S GUIDE

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Introduction to the RPMS Administration System

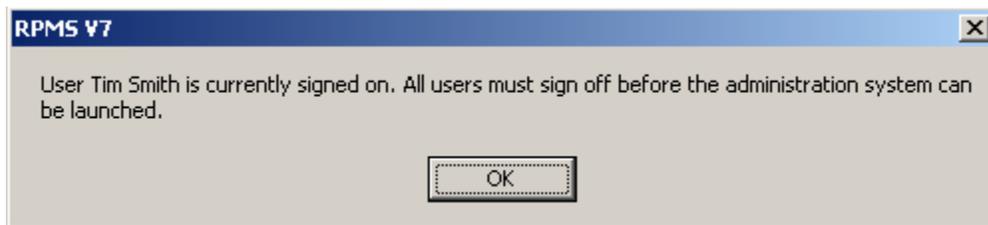
Launch the Administration System



From the RPMS system, select the Administration System from the File menu, or click the gavel icon shown above. A dialog box as shown below will be displayed, warning that all users must be logged out of RPMS before the Administration System will run.



If Yes is clicked and a user is found by the system to still be logged on, a message box will be displayed as shown below, and the Administration System will not launch.



If the user listed in the preceding dialog box was previously disconnected from the network, experienced a power failure or has otherwise exited abnormally from RPMS, it may be possible to run the Logout Utility to sign the user out. See the *Logout Utility* chapter in this guide. That documentation should be reviewed and understood before the Logout Utility is used.

Otherwise, if the Administration System launches successfully, the RPMS system will close, the Administration System will open, and a Supervisor Password login dialog box will be displayed as shown below.



The Supervisor Password is initially shipped to RPMS customers as blank – simply click OK without typing anything to enter the Administration System. The Supervisor Password is maintained from the

Chapter 1 - Introduction to the RPMS Administrator's System

Preferences form. See *Preferences* in this guide. If you have previously reset and now don't know or can't remember your RPMS Supervisor password, the license holder will need to contact RPMS technical support.

The Function of the Administration System



The RPMS Administration System establishes company-wide settings and individual user security levels; and maintains and manages the RPMS data files.

The functionality of the Administration system is found under the Utilities menu, shown above. Company wide settings and preferences are established under Preferences, and also by applying an update using Update RPMS. Individual security levels are established and maintained from the Security Passwords selection. All other selections on the utility menu manage and maintain the RPMS database.

The next several chapters in this guide will describe the function of each utility.

Archive and Purge

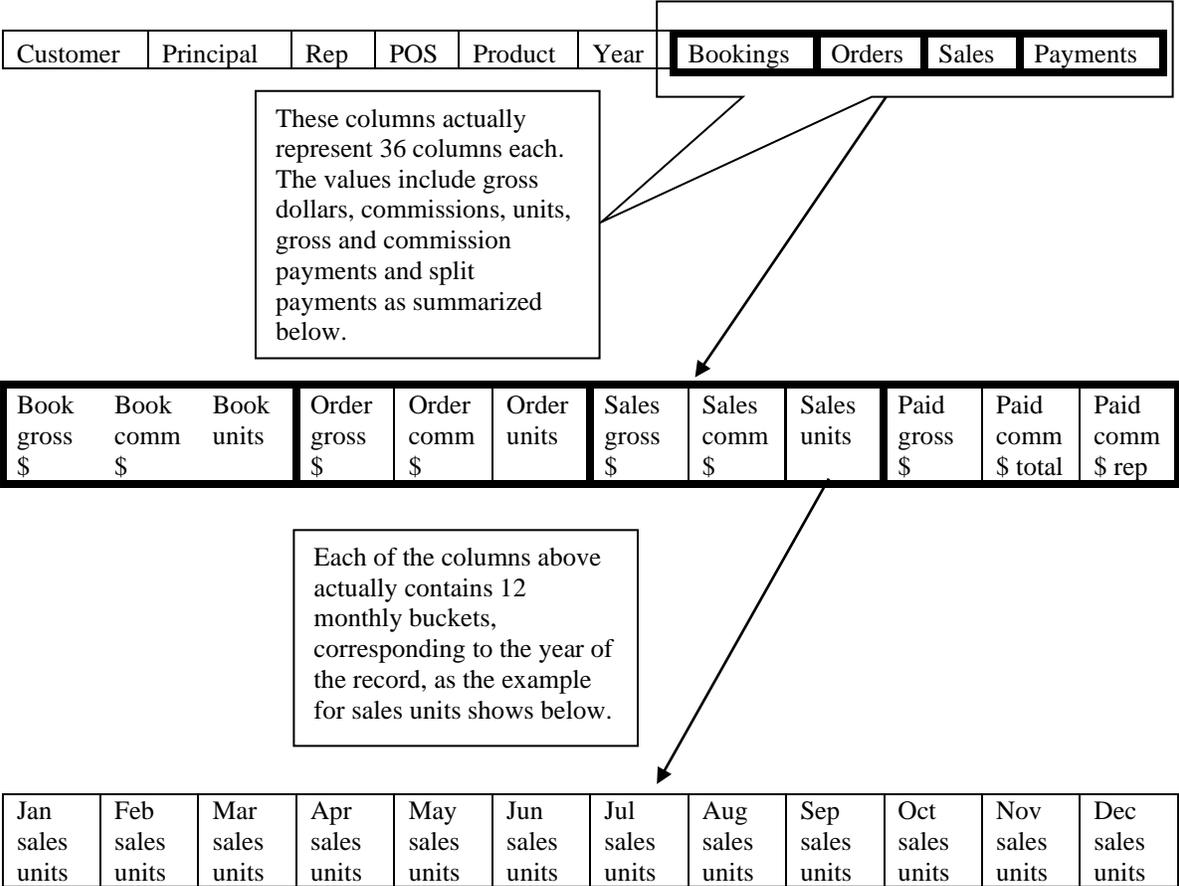
Purpose of Archive and Purge

RPMS Version 7 allows an unlimited accumulation of data. Periodically, less useful information may be archived or purged to speed up some reports and to reduce the size of backups. For example, if your RPMS Version 7 data includes history from 1997 through 2003, and you don't really study 1997 data using RPMS anymore, you may want to archive 1997. You may also wish to purge the details of completely paid transactions. The Archive and Purge are described together in this chapter, but are different forms selected from different items on the Utilities menu.

Archive / UnArchive Described

Archiving is the process of taking older historical and/or detail data and moving it to a static file where limited management can occur. UnArchiving is the process of returning that data back to the regularly managed file system.

RPMS historical data is stored in 'spreadsheet' style in two files – RPYTDSA.MKD and RPTERSA.MKD. RPYTDSA.MKD is fully described in the chapter *File Descriptions* found below in this guide. A summary of the file structure is shown below:



Chapter 2 – Archive and Purge

Because the historical arrays have the year embedded, they can be archived out to a similarly structured file, which removes them from daily processing by snapshots, historical and summary reports, and daily backups. This archive file is addressed only by the archive process itself, the Delete and Transfer function, and Summary and History Reports.

Some RPMS Detail data is stored in the file RPCURSA.MKD. This file is a log of all transaction entry, maintenance and payments. This file can be archived more regularly, based on the booking month and year of the transaction.

Once the History and Summary files have been archived, an important system limitation comes into effect. Summary and history reports can run accurately against only the unarchived data – so effectively a boundary is established for comparative purposes.

For example, in the year 2008 your rep agency may decide to archive the years prior to 2004, in order to speed up reports and snapshots. Summary and History reports can report 2004, but the comparative year of 2003 would be understated, since that data would reside only in the archives. To get an accurate comparison, 2003 could be UnArchived.

How Archive / UnArchive Works

Archive RPMS Files

Archiving is the process of taking older data and moving it to a static file where limited management can occur. UnArchiving is the process of returning that data to the active database.

History & Summary

Archive Data for and before the year: (yyyy) Archive
 UnArchive

Last Archive Date:

Detail

Archive Data for and before the month & year: Archive
 UnArchive

Last Archive Date: Archive
 UnArchive

Start

Be sure a good backup has been made of both the active data and the archives themselves before any archiving or unarchiving is begun.

To archive history, type the year and it's predecessors to move, select the Archive option and click Start. To unarchive history, choose the year and it's followers to restore, select the UnArchive option and click Start.

To Archive the detail data, select the booking month and year and it's predecessors to move, select the Archive option and click Start. To unarchive detail data, choose the booking month and year and it's followers to restore, select the UnArchive option and click Start.

Note that neither process has a cancel button – if this process is interrupted by catastrophic failure (like the power going out) then the backup made at the beginning of the process should be restored.

Purge Described

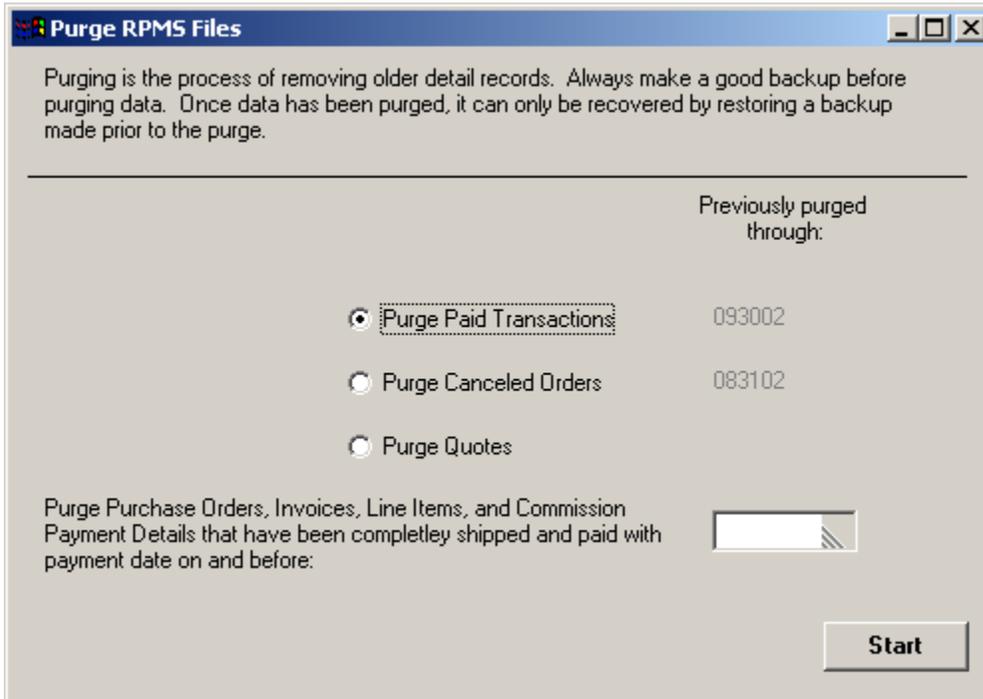
Purging is the process of taking older detail data and deleting it from the system.

Some of the RPMS detail transaction data is stored in three different files. RPBOM.MKD is an Order header file. RPBOS.MKD is an Invoice header file. RPBOD.MKD is a line item file.

When a transaction is added in RPMS, as many as six different detail records can be added, including RPCURSA records for the booking, the order and the sale, and transaction detail records for the order header, invoice header and line item. These files can become quite large, and are generally not referred to as time goes on.

When a purge is run against paid transactions details, the orders, line items commissions and payments that are purged can no longer be reviewed by the transaction maintenance and commission reconciliation functions. The orders reports (Expedite, Closed & Order Date) and commission reports (Agency & Sales Rep statements, Aging) are also impacted by the purge since they have the ability to report on fully shipped and paid transactions.

How Purge Works



Make a backup prior to running any purge operation. Once data records have been purged, they can only be recovered by restoring a backup made prior to the purge operation.

Choose the type of purge to run by selecting the appropriate option and then select the date through which to purge. Click the Start button to begin the purge. A message will be displayed that will give you the opportunity to confirm or cancel the operation.

Audit

Purpose of Audit

The audit program corroborates data files in RPMS by comparing known values in independent files. In this way, file damage can be discovered, and in some cases, recovered using utility programs.

Audit Described

The audit program corroborates data files in RPMS by comparing known values in counterpart files. There are two types of audits, known as Audit Summary and Audit Detail. The Audit Summary runs relatively quickly. The Audit Detail can take longer, depending on the number of records in the system.

The Audit Summary examines all RPMS records, and measures the values recorded by transactions. The Audit Summary ensures:

- That all RPMS data records can be read
- That the bookings and payment histories should be equal in the files RPYTDSA and RPTERSA.
- That the booking and or payment history for a given month or month range can be corroborated between the files RPCURSA and RPTERSA.
- That the values in the line item file RPBOD are equivalent to the corresponding totals in the header files RPBOM and RPBOS.

The Audit Detail checks for referential integrity. Referential integrity means that the codes stored in a given file have a reference record that describes their meaning in another file. A file that is damaged can lose records. Without a corresponding reference record the system cannot report meaningful information.

The Audit Detail checks the referential integrity of:

- Line Items for Order and Invoice Headers
- Invoice Headers for Order Headers
- Classification code records for Customers or Contacts
- Commission Payments for Invoice Headers
- Communication Information records for Customers, Contacts, Principals or Points of Sale
- Contacts for Customers, Principals or Points of Sale
- Principal Lag Days for Principals
- Principal Commission Exceptions for Principals and Customers
- Products for Principals
- Product Commission and Pricing Exceptions for Products and Customers
- Agency to Sales Rep Commission Split Exceptions for Customers, Principals and Points of Sale
- Text notes for all types and data
- Transaction histories and details for customers, principals, points of sale and sales reps

How the Audit Summary Works

The audit summary is selected from the Utilities menu, Audit, then Audit Summary. A sample Audit form is shown below:

Chapter 3 – Audit

The screenshot shows a window titled "U10A - RPMS File Audit". At the top, there are two rows of date pickers. The first row is labeled "Bookings Period:" and shows "Jan 2002" followed by "through" and "Dec 2002". The second row is labeled "Payments Period:" and also shows "Jan 2002" followed by "through" and "Dec 2002". To the right of these date pickers are two buttons: "Start" and "Print". Below the date pickers is a large text area containing the following audit results:

Audit Started: 10-02-2002 10:23:39

11 Customers on file with 13 Contacts, and 0 Split Profile Records.
18 Principals on file with 6 Contacts, 18 Products, 0 Exception Commission Rates, and 0 Lag Days.
4 Sales Reps on file with 0 Exception Splits Rates.
5 Territories on file.
2 POS on file with 0 Contacts.

Jan 2002 through Dec 2002
Current Bookings of 0.00 are equal to History Bookings of 0.00
History Bookings of 0.00 are equal to Summary Bookings of 0.00

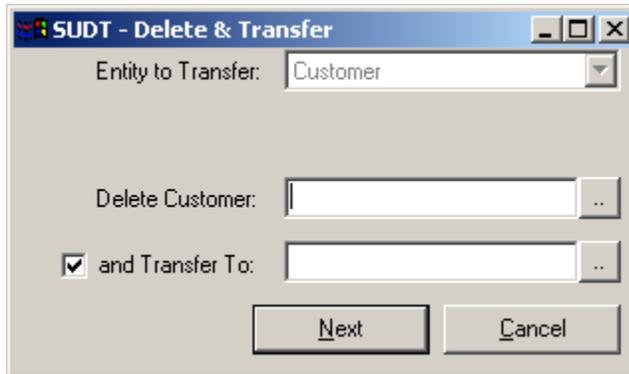
Jan 2002 through Dec 2002
Current Payments of 0.00 are equal to History Payments of 0.00
History Payments of 0.00 are equal to Summary Payments of 0.00

91 Purchase Orders with Orders of 298,851.18, Shipped Total of 263,088.38, and Quotes of 8,190.00

Each time the Audit Summary form is displayed, the results from the last file audit *run from this computer for this data set* are shown. To re-audit the data, set the Bookings period and Payments period time frames and then click the Start button. To print the results of the audit, click the Print button.

Delete and Transfer

Purpose of Delete and Transfer



The Delete and Transfer program is primarily for those situations where two accounts have been set up that really should be just one account. A secondary purpose is to make history disappear –all transactions and historical data associated with an entity are wiped from the RPMS system. *Warning – this second use should be thoughtfully considered before being recognized as a solution – in many cases transactions really did happen, and deleting the account through the standard delete options under RPMS would be preferable.*

How the Delete and Transfer Works

The Delete and Transfer utility first verifies that transactions in RPMS will not be duplicated as a consequence of the transfer. For example, deleting a customer and transferring orders to another customer could potentially cause a purchase order to be duplicated. If duplicate transactions would be a consequence of the Delete and Transfer, a message will indicate that the delete and transfer would not work. The Delete and Transfer will renumber duplicate PO and Invoice numbers if necessary.

Once the data has been verified to prevent potential duplicates, the history, transactions and the transaction log are all transferred to the surviving account. The account to be deleted is permanently erased.

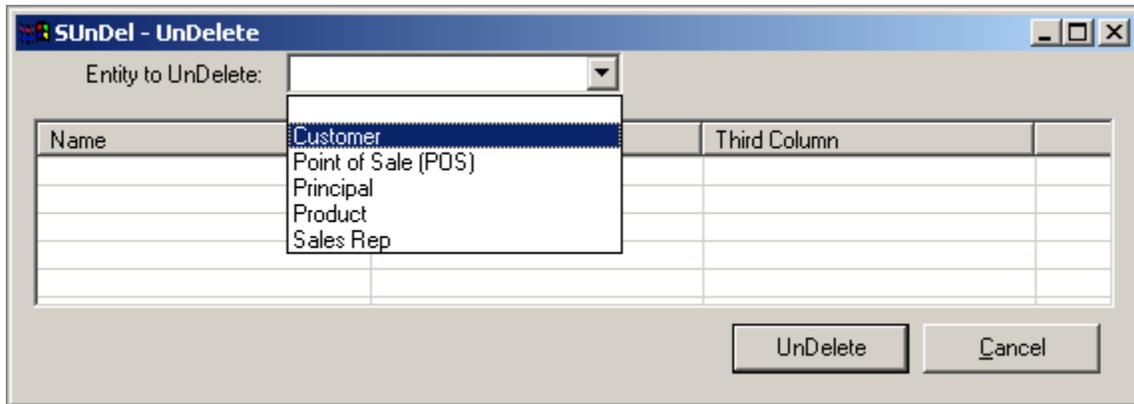
It is possible to completely delete transaction history by un-checking the And Transfer To option. Without a transfer all transaction history will be deleted. This is useful in cases where an account was set up twice and all the same transactions were recorded twice. Using this switch to delete history “because the customer is out of business or doesn’t buy from us any more” is not recommended however.

To accomplish a delete and transfer, first select the entity. It may be a customer, principal, sales rep, product or point of sale. Then choose the given record that will be deleted, followed by the record to which the transactions and transaction history should be transferred. Click the Next button to verify the information, including the account numbers of both records. This operation cannot be interrupted. This operation cannot be undone, except by restoring a backup. If a power failure, network crash or other catastrophic event caused the interruption of this process, the most recent backup would need to be restored.

Chapter 4 - Delete and Transfer

UnDelete

Purpose of UnDelete



The UnDelete program restores customers, points of sale, principals, products or sales reps that have been deleted from RPMS.

How the UnDelete Works

When users delete a customer, points of sale, principal, product or sales rep from within RPMS, all that really happens is the status of the record is changed to “D.” The RPMS program knows not to allow D status records to be displayed on the list of those records, or to be added with new transactions, or to be reported individually on reports. For reports the D status records are collectively accumulated under the heading “Deleted.” In that way the values associated are measured, but the entities themselves don’t take up space on the report.

The UnDelete function therefore simply displays those records that are D status and changes them back to A status. To UnDelete a record, choose the entity of the D status records to be displayed. A message will report that none are found if that is the case. Once the deleted record is displayed in the list, simply highlight it and click the Undelete button.

Note that the UnDelete function works only with entities that have been deleted from their respective lists within RPMS. Records deleted from the Administration system using the Delete and Transfer function documented above CANNOT be UnDeleted. To restore those records, a backup of all data made prior to the Delete and Transfer must be restored.

Preferences

Purpose of Preferences

The Preferences form stores agency-wide settings that determine how RPMS is configured and should behave for the rep agency. The preferences are divided into three groups – Printable Forms, Agency Information, and Book Date Control. Set any or all of the preferences as guided below, then click OK to save those preferences.

How Printable Forms Works

The Printable Forms list or the Printable Forms tab allows agencies to establish and maintain alias-named order, invoice and packing slip forms. An alias is a name for a document that changes the title of that document and can have different fixed text notes than other aliases of the same type.

The three document types that RPMS prints are Invoice, Packing Slip and Purchase Order. Each alias must be based on one of the document types. There are five standard or ‘fixed’ alias names that cannot be changed or deleted. Three of them are Purchase Order document types: Purchase Order, Quote and Change Order. The Invoice alias is an Invoice type, and the Packing Slip is a Packing Slip type. The five standard aliases can have their fixed text notes modified. A sample of the Printable Forms list is shown below.

Double clicking the Change Order alias will display the Detail tab of the Printable forms area, where the fixed text notes for a Change Order could be modified as shown below:

How the QuickBooks® Deposits Works

The QuickBooks® Deposits control area governs the way that RPMS will manage sending commission and invoice payment information to QuickBooks deposits. For information about the entire RPMS to QuickBooks integration feature, see chapter 10, RPMS is Made for QuickBooks®.

Within the QuickBooks Deposits area, choosing the radio option “**Choose QuickBooks® options on the fly**” causes RPMS to read and load accounts and customers from QuickBooks before a payment is applied. The data entry operator making the payment in RPMS can then choose which QuickBooks accounts to update for that particular payment. This option should be selected if different types of payments require updating different QuickBooks accounts. Choosing the option “**Auto-populate QuickBooks® options**” causes the remaining settings to force certain QuickBooks accounts and (potentially) customers to be pre-selected before payment. Choosing this option saves times if all payments should always be posted to the same QuickBooks accounts.

If the “Auto-populate QuickBooks® options” radio option is selected, RPMS will specify a particular QuickBooks deposit account, QuickBooks income account, and potentially a QuickBooks customer account.

The “**Deposit To**” **Account full name** prompts for a deposit account to be used for writing payments received in RPMS to deposits received in QuickBooks. You must use the QuickBooks full name for the account, and the account must be a Bank account type. The full name is normally just the account’s name, unless the account is a sub-account of another account. For sub-accounts, a full name is expressed as Parent:AccountName. For example, if you have two checking accounts, in QuickBooks you could consolidate both of them under the main account “Checking”. One might have a full-name of “Checking:Neighborhood Bank” and the other could be named “Checking:First National Bank”. In that circumstance you would avoid “Checking” as the Deposit To account name, because while that is a valid account name to QuickBooks, it is ambiguous.

The Income account area has three radio button options that help determine the From Account in QuickBooks that the deposit will use.

The option “**Use principal’s short name as the income account from which to receive deposits**” will cause RPMS to look for an account in QuickBooks that has the same name as the principal’s shortname. Choose this option when each principal has it’s own income account inside QuickBooks.

The option “**Use this full name for income account**” will cause RPMS to receive a deposit from the named account for every payment. Use this option when all payments recorded in RPMS go to the same income account.

The option “**Use this principal’s “QUICKBOOKS CROSSREF” Product**” as the income account will cause RPMS to look inside RPMS at the principal’s product database in order to find a product called QUICKBOOKS CROSSREF. The income account name will be the description(s) of that product. This third option is useful when some, but not all, principals will use one given income account, while other principals use another income account. For example, you may receive payments that are strictly commission payments from principals, and choose to record that income under an account called “Other Income:Commissions”, while your Buy/Sell payments from customers would be recorded under an account called “Customer Payments”. You would choose the third option, and set up a product under each commission-paying principal called QUICKBOOKS CROSSREF, and make the description “Other Income:Commissions”. Then you would set up a product under the Buy/Sell principal called QUICKBOOKS CROSSREF, and make it’s description “Customer Payments”.

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The prompt **Optional QB Customer** determines whether or not RPMS will attempt to ascribe a QuickBooks customer to the deposit, and if so, whether it will use a principal's short name or let the RPMS user choose from a list of accounts for QuickBooks.

How the Book Date Control Works

The Book Date control area governs book date usage for data entry operators. Review the explanation of Bookings in the RPMS User's Guide to understand the implications of the actual book date used. This setting governs whether the book date will be maintained by the administrator, the users' system clocks, or defaulted to the users' system clocks but modifiable. If bookings are irrelevant for your agency then "Automatic – locked by clock date for all users" is the recommended setting.

If bookings are important to track, and if either the administrator is the sole data entry operator, or the usage of book date can otherwise be maintained by well-understood agency rules, you may choose to use the "Default clock date – modifiable for all users" setting.

If bookings are so important to track that only the system administrator should declare to which month transactions should be booked, then the setting "Maintain from this form – Locked for all users" would be most effective. The costs methods that can be established are Standard, Average, Last, LIFO and FIFO.

How the Inventory Cost Method Control Works

The Inventory feature of RPMS requires that the Inventory Cost Method be established. When stocked products are sold from Inventory for rep firms that also have the Accounts Receivable feature, commission dollars are automatically re-stated to be the gross profit of the line item – the cost of the item sold, based on the Inventory Cost Method, subtracted from the selling price. The costs methods that can be established are Standard, Average, Last, LIFO and FIFO.

Standard means that the costs of products are those that are entered and stored on the records of the products themselves, and must be changed by a data entry operator. Receipt of product, even at another cost, will not change the cost of a product.

Average means that the Inventory feature will calculate the cost of any given product to be the sum of the costs of all units of that product in stock, divided by the total number of units in stock. For example, assume there are 100 units of product J104 on hand, and the average cost is \$3.00. If 100 more are received at a cost of \$4.00, the cost of the J104 will become \$3.50.

Last means that the Inventory feature will value all the units of a product at the cost of the last product received. Using the example above, all 200 J104 units would have a cost of \$4.00

For both LIFO and FIFO cost methods, the cost of an item depends on its cost when received. A product's cost 'layers' are held with received cost. In LIFO (Last In, First Out) the most recently received cost layers are depleted first. In FIFO (First In, First Out) the oldest received cost layers are depleted first.

For example, in LIFO, if 100 products are received at \$3.00, and later 100 more are received at \$4.00, the next one sold (and 99 thereafter, unless more are received) will be shown to have cost \$4.00.

Allow Negative Balances can be checked if the Cost Method is Standard, Average or Last. Checking this box allows product to be declared as shipped even though the system believes that the inventory levels are insufficient. Leaving the option unchecked will prevent inventory from being over-shipped.

Changing the Inventory Cost Method

The Inventory Cost Method can be changed from the Agency Preferences form, but all repercussions should be considered. The table below describes the consequences of changing from one cost method to another.

Changing From	Changing To	Note
Standard	Average or Last	The Cost field becomes protected on the product master record.
	LIFO or FIFO	Beginning Balance and Unit Cost must be initialized using the Inventory Data Entry program.
Average	Standard	The Cost field becomes unprotected on the product master record, and must now be periodically maintained.
	Last, LIFO or FIFO	Beginning Balance and Unit Cost must be initialized using the Inventory Data Entry program.
Last	Standard	The Cost field becomes unprotected on the product master record, and must now be periodically maintained.
	LIFO, FIFO or Average	Beginning Balance and Unit Cost must be initialized using the Inventory Data Entry program.
LIFO or FIFO	Standard	The Cost field becomes unprotected on the product master record, and must now be periodically maintained. All LIFO/FIFO records are deleted Beginning Balance and Unit Cost must be initialized using the Inventory Data Entry program.
	Average or Last	All LIFO/FIFO records are deleted Beginning Balance and Unit Cost must be initialized using the Inventory Data Entry program.
	FIFO or LIFO	The Layer Sequence File is reversed for all products.

How the QuickBooks® Bills Works

The **QuickBooks® Bills** area is enabled for agencies with the Inventory feature and with Enable QuickBooks® controls selected. This area governs how inventory receipts will be passed to QuickBooks, and how freight and tax (if any) will be handled.

Set the **AP Account** field to the specific Accounts Payable account that bills for inventory should increase. If you don't have a specific account for these types of bills, use the generic Accounts Payable account.

The **Subtotal**, **All Items** and **Condense** options establish what type of bill RPMS will pass to QuickBooks. Choose All Items for a fully detailed bill with product line items, tax, and freight. For this option, note that all product numbers must already be set up in QuickBooks. Select Condensed to send a single value of the amount to pay, including the tax and freight values. Or choose Subtotal to pass one item as a subtotal of the received line items and two expense items (as warranted) for the tax and freight.

For many users, a subtotaled or condensed bill is sufficient. Other users who employ stricter control over accounts payable may want greater detail.

Freight Account must be established if All Items or Subtotal is selected above, and must be the QuickBooks full name of an account that will carry the freight charges for a bill. No freight expense line will be added to a bill for freight amounts of zero.

Chapter 7 – Reorganize - Fix

Tax Account must be established if All Items or Subtotal is selected above, and must be the QuickBooks full name of an account that will carry the tax charges for a bill. No tax expense line will be added to a bill for tax amounts of zero.

Summary Account must be established if Subtotal or Condense is selected above, and must be the QuickBooks full name of an account that will carry the subtotal of the line items for a bill, or the or the aggregate of the invoice amount.

Click OK to save the QuickBooks settings and other agency preferences.

Reorganize - Fix

Purpose of Reorganize and Fix

File Name	Size	File Name	Size	File Name	Size
<input type="checkbox"/> RP852S	8,192	<input type="checkbox"/> RPINVD	49,152	<input type="checkbox"/> RPRTVOTX	24,576
<input type="checkbox"/> RPBOD	385,024	<input type="checkbox"/> RPINVM	49,152	<input type="checkbox"/> RPRTVTXT	24,576
<input checked="" type="checkbox"/> RPBOM	208,896	<input type="checkbox"/> RPINVR	49,152	<input type="checkbox"/> RPSEC	77,824
<input type="checkbox"/> RPBOS	274,432	<input type="checkbox"/> RPINVT	57,344	<input type="checkbox"/> RPSEKNO	110,592
<input type="checkbox"/> RPCLASS	53,248	<input type="checkbox"/> RPLAYER	24,576	<input type="checkbox"/> RPSLM	53,248
<input type="checkbox"/> RPCODES	49,152	<input type="checkbox"/> RPMISC	61,440	<input type="checkbox"/> RPSLMS	28,672
<input type="checkbox"/> RPCOMD	32,768	<input type="checkbox"/> RPPRIN	102,400	<input type="checkbox"/> RPTERR	53,248
<input type="checkbox"/> RPCOMMU	40,960	<input type="checkbox"/> RPPRINL	24,576	<input type="checkbox"/> RPTERSA	1,138,688
<input type="checkbox"/> RPCONTS	77,824	<input type="checkbox"/> RPPRINS	24,576	<input type="checkbox"/> RPTEXT	53,248
<input type="checkbox"/> RPCROSS	28,672	<input type="checkbox"/> RPPROD	90,112	<input type="checkbox"/> RPVEND	45,056
<input type="checkbox"/> RPCURSA	94,208	<input type="checkbox"/> RPPRODS	40,960	<input type="checkbox"/> RPYTDSA	13,283,328
<input type="checkbox"/> RPCUST	118,784	<input type="checkbox"/> RPREP	40,960	<input type="checkbox"/> Reserved	0
<input type="checkbox"/> RPCUSTS	28,672	<input type="checkbox"/> RPRTVD	69,632	<input type="checkbox"/> Reserved	0
<input type="checkbox"/> RPDIST	94,208	<input type="checkbox"/> RPRTVM	204,800	<input type="checkbox"/> Reserved	0
<input type="checkbox"/> RPFRCST	40,960	<input type="checkbox"/> RPRTVO	40,960	<input type="checkbox"/> Reserved	0

Free space required: 208,896 of 1,534,504,960

Use Null Files to Create New Data Files

Buttons: Select All, Clear All, Fix, Reorganize

The Reorganize and Fix functions re-shuffle the RPMS data files, collapsing the space occupied by deleted records. The Reorganize function rebuilds the data in the order of its primary key, in some circumstances allowing for faster access of multiple records.

The Fix function rebuilds the file in the same way as the reorganize function, but will not stop when it encounters unreadable records. It simply recovers as many records as possible. The Fix function should only be used when restoring a backup is not possible.

How Reorganize and Fix Work

To reorganize a file, check the box of the file and click Reorganize. To fix a file, check the file's checkbox and click Fix. To Select All files for either reorganization or fixing, click Select All. To clear all the selections, click Clear All.

The Reorganize and Fix functions read valid records from the current versions of RPMS data files and write them out to a temporary file. When all the records have been written out to the temporary file, a new, empty version of the data file is created, and the valid records are reloaded. If the "Use Null Files to Create New Data Files" checkbox is checked, the RPMS system will create the new version of the data file by copying an existing 'NUL' version of the data file. If that checkbox is unchecked, RPMS creates the new, empty version of the file by issuing a command to the database record manager.

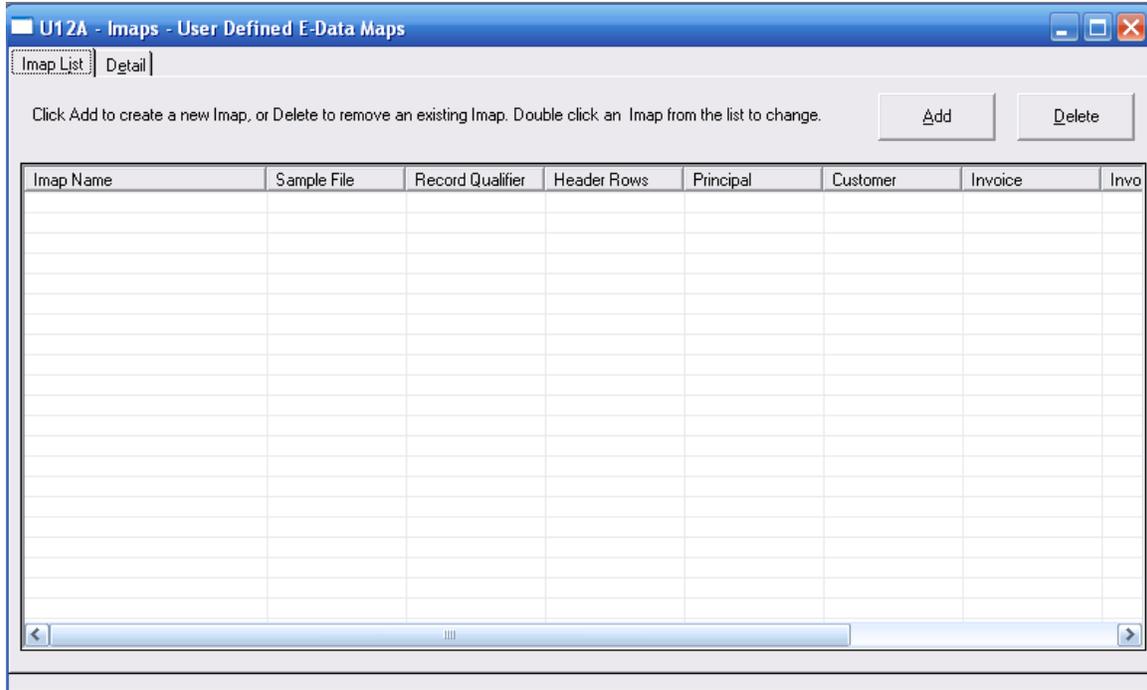
Chapter 7 – Reorganize - Fix

Normally, leaving the “Use Null Files” option unchecked is preferred. However, there are some circumstances where the limited or partial use of more advanced versions of the Pervasive record manager warrant checking the “Use Null Files” checkbox. If you have any trouble with the Fix or Reorganize, you may be instructed by RPMS Technical Support to check the “Use Null Files” option.

Once either Reorganize or Fix has been clicked, a progress meter will be displayed that shows the progress of the individual file and the progress of all files being reorganized or fixed.

Imap Management

Purpose of Imap Management



The Imap Management system allows RPMS E-Data users to .set up and maintain user-defined data import maps. These maps allow RPMS to import flat Microsoft Excel files as simple invoices.

How Imap Management Works

To set up an Imap, it is first recommended that you open a sample of the Excel file that you want to map using Microsoft Excel. It is also recommended that you set up the Imap on the same computer that will be processing the Imap for data entry purposes.

Click the Add button to get to the Imap detail tab as shown below:

Chapter 8 – Imap Management

U12A - Imaps - User Defined E-Data Maps

Imap Ljst Detail

Imap Name: Sample File: Browse

Record Qualifier:

Skip Top Rows:

Principal:

Customer:

Invoice #:

Invoice Date:

Invoice Amount:

Commission:

Add - A new Imap may be added.

Test Add Save Delete Clear

To add an Imap, choose a name and specify a sample file, then choose an option for each rule and specify the detail of the rule in the corresponding textbox. Click Test to test your Imap, and click the Add button to Add the Imap.

The **Imap Name** is the unique name you will assign to this particular map. The name can be up to 50 characters long and after adding will be listed among your available maps on the E-Data Wizard form.

A **Sample File** should be specified so that you can check your map definition upon completion. Use the Browse button to select a file.

The **Record Qualifier** and **Skip Top Rows** selections help the map consider only valid records.

The **Record Qualifier** allows you to include or exclude certain records from the file, based on data criteria in the file. If all the records in the file should be processed, use the selection “1. All Records OK”. If only records that are not blank in a certain column should be included, select “2. Column Not Blank” and declare the letter of the column that must not be blank in the corresponding text box. If disqualified records have a certain label in a column select “3 Column <>” and in the textbox type the column, then ‘<>’, then the text or value that disqualifies the record. For example, if the word “TOTAL” in column B disqualifies the record as an invoices, in the corresponding textbox type “B<>TOTAL”. Likewise if only records that have a certain value in a column should be considered, type the column letter, the ‘=’ sign, and the qualifying value.

Choosing to **Skip Top Rows** over-rides anything in the Record Qualifier field. So for example, whether or not one of the first two records is qualified or disqualified, if “2. Skip 2 Records” has been selected, neither of the first two records of the Excel file will be processed.

If the **Principal** EDI ID occurs on every record, specify the column in the text box after selecting “1. Column”. If the principal’s EDI ID only occurs once in the file, choose “2. Column and Row” then type the column letter, a colon character, and the row number – for example “A:2”. If the principal’s EDI ID does not occur at all in the data, the principal EDI ID to use for every record can be specified in the text box itself by choosing “3. Hard Coded”.

The principal's identifier for the **customer** can be defined to be found in either one column or two. When a two-column designation is used, the customer has both a 'main' and 'sub' ID that must be set up in cross-referencing for the given principal.

Sometimes a principal's identifier for a customer can be longer than the 16 characters RPMS allows in 'main' ID, but is presented entirely in one column by the source data. In those cases you can set up cross references that have the fully expected values in the main ID for 16 characters, and in the sub ID area for the rest. If cross-referencing has taken advantage of this, for the customer choose a two-column designation, but use the same column for each side. For example, "C:C" would indicate a customer ID with both main and sub parts that is concatenated into column C in the source data.

For more information, see the chapter RPMS Lists in the RPMS User's Guide, and the chapter E-Data Wizard.

The **Invoice #** option dictates whether the invoice number for the transaction will be found in a column, or invented by RPMS. Sometimes sales reports don't have invoice numbers, so the Imap will invent invoice numbers when that happens.

The **Invoice Date** may be found in a single column for each invoice, or may exist once on the spreadsheet in a particular column and row, or may be declared when the map is processed (at "run time.")

The **Invoice Amount** should be listed either individually in a single column, or be the product of two columns, i.e. a quantity column and a unit price column. If the invoice amount is a product of two columns, declare the two column letters separated by a colon.

The **Commission** amount for the invoice can be determined in one of eight different ways.

1. \$ Amount in Column
2. Rate in Column
3. % in Column
4. A Rate
5. B Rate
6. C Rate
7. Hard Coded Rate
8. Commission Hierarchy

The first, and preferred way is to retrieve the \$ amount directly from one of the columns using option 1. This method avoids rounding disparities with your principal.

The second method and third method are similar but will create very different results. If a commission dollar amount is not available, but a rate or percentage is available, you can use the listed rate or percentage. The difference between 'rate' and 'percentage' is the value that Excel determines is in the data. For example, some spreadsheets may contain the number **5** to represent 5%. RPMS calls that a rate, and option 2 would be used. Other spreadsheets may contain **.05** to mean the same thing, and we call that a percentage and option 3 should be selected. Sometimes cells can contain something like **5 %** and it is unclear what to use. To determine what value Excel will export to RPMS, copy the cell (right click, Copy) and then in another cell, right click and "paste special" choosing value. If the actual value Excel sees shows as **.05** use option 3.

The A, B, or C default rates from the principal can be used if selected here, or a custom rate can be typed in to be used on every invoice by selecting option 7. If RPMS should determine the rate based on the commission hierarchy, select option 8.

Once all the fields have been filled out, **Test** the map results by clicking the Test button. A text file representation of the translated file will be displayed in a text box. If all the data seems to be under its

Chapter 8 – Imap Management

correct heading, **Save** the map by clicking the Save button. The map will now be available to use with the E-Data Wizard.

To edit or change an Imap at a later time, double click the Imap from the list, make any changes, then click the **Save** button. To change the name of an Imap, you will have to add a new Imap, then delete the previous version.

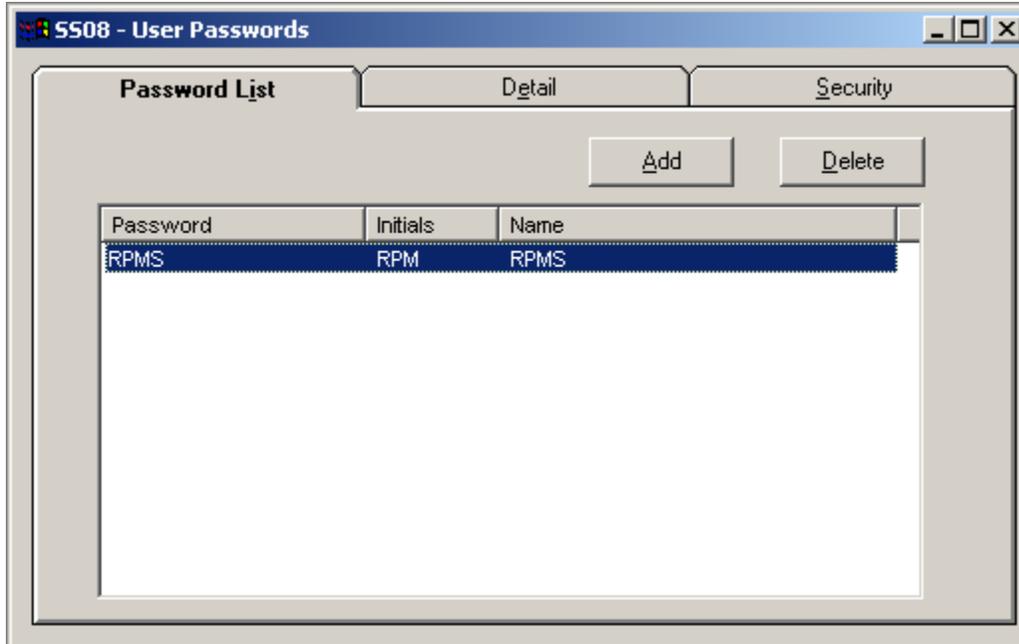
It is not necessary to keep the declared sample file in its referenced location after a map has been saved or edited. However, in order to edit and then re-save the Imap, a valid sample file must be declared.

To troubleshoot an Imap, double click it and use the Test button, declaring the file you are trying to process as the Sample file.

While you are editing or adding an Imap, you may find it helpful to have the file open in Excel at the same time.

User Passwords & Security

Purpose of User Passwords



The User Passwords form contains the list of all the passwords that can be used to access the RPMS system. User passwords can be added, deleted or edited from this form. With the Security feature installed, user passwords can be granted or denied access to various functions of the software from the Security tab.

How User Passwords Works

User passwords are part of the RPMS database. The password file is RPSEC.MKD, which is an encrypted file that is not defined for ODBC access. When RPMS is installed for the first time, a single user password of “RPMS” exists in the database. There must always be at least one user password.

To change the password, or the associated initials or name, double click the password record. From the detail tab make any changes and click Save. Changing either the password field or initials field to be the same as that of another user password record is not allowed.

To add a new password, from the password list tab click the Add button. From the detail tab, type the new password, user initials and user name, then click Save.

To delete a password, highlight the password to delete on the list tab, then click the delete button. From the detail tab, confirm that this is the record you want to delete by clicking the delete button.

RPMS user passwords are unconventional compared to other MS Windows passwords in two respects. First, asterisks do not obscure the passwords themselves as they are maintained from this form. Second, the user name field is not a unique and required field, but the initials field is both unique and required.

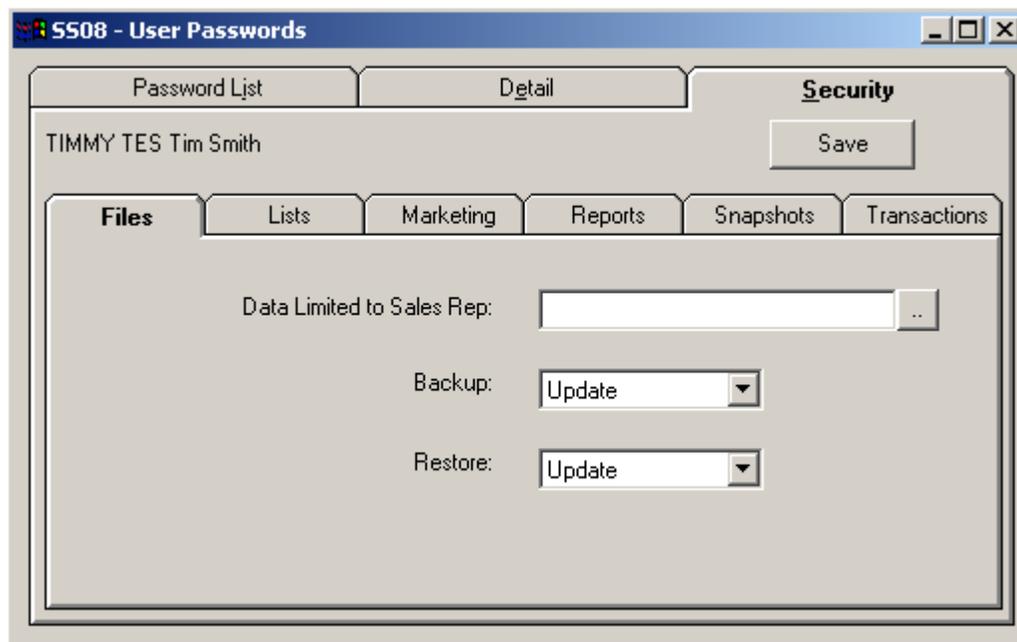
Security Feature

Purpose of Security Feature

The Security feature of RPMS allows you to limit individual user access to various system functions.

How the Security Feature Works

To establish security limits for a user, select the password on the password list, then click the Security tab as shown below.



Each tab within the Security tab represents areas within the RPMS system, associated with their menu selections. The exception to this is the Data Limited to Sales Rep field on the Files tab as pictured above. This field will limit all data on all menus for this password to data associated with the sales rep provided.

Other options may be set to one of three security levels. Update is the setting that indicates full access to the function. View Only means that data within the corresponding function can be examined, but can't be changed. No Access means the function is unavailable to that user. As of Version 7.7, the Transactions tab has an option labeled **Post to QuickBooks®** that dictates whether this user has the ability to automatically post payment or invoice information to QuickBooks®.

By default, when a password is added, full access is provided to all features and functions. When all limitations have been established for the user, click Save.

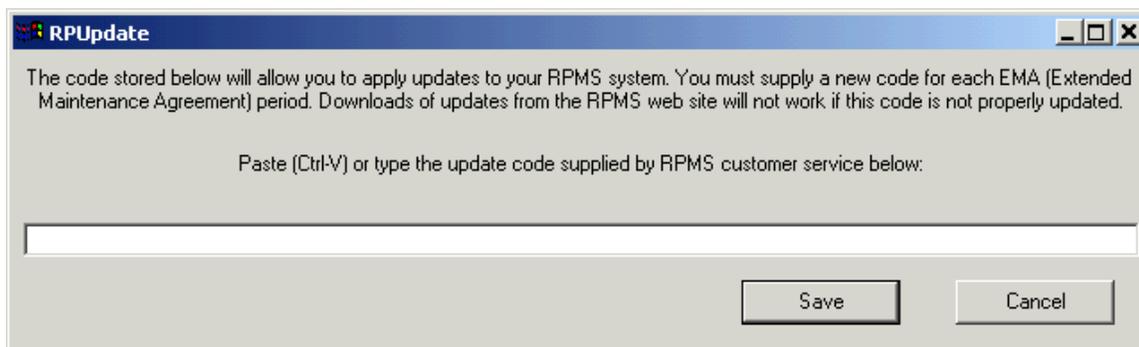
Update RPMS

Purpose of Update RPMS

The Update RPMS function allows you to apply a code to upgrade your system license file. The system license file governs maintenance release eligibility codes (EMA), additional features and modules, E-Data maps and other features.

How Update RPMS Works

To update the RPMS license file, select Utilities, Update RPMS to display the form shown below.



The code stored below will allow you to apply updates to your RPMS system. You must supply a new code for each EMA (Extended Maintenance Agreement) period. Downloads of updates from the RPMS web site will not work if this code is not properly updated.

Paste (Ctrl-V) or type the update code supplied by RPMS customer service below:

Save Cancel

Type or paste the supplied code and click Save.

WARNING: Use caution when typing codes, and only enter codes sent to you by RPMS. While most incorrect codes will be harmless, it is theoretically possible to enter a code that downgrades your system.

Chapter 10 – Update RPMS

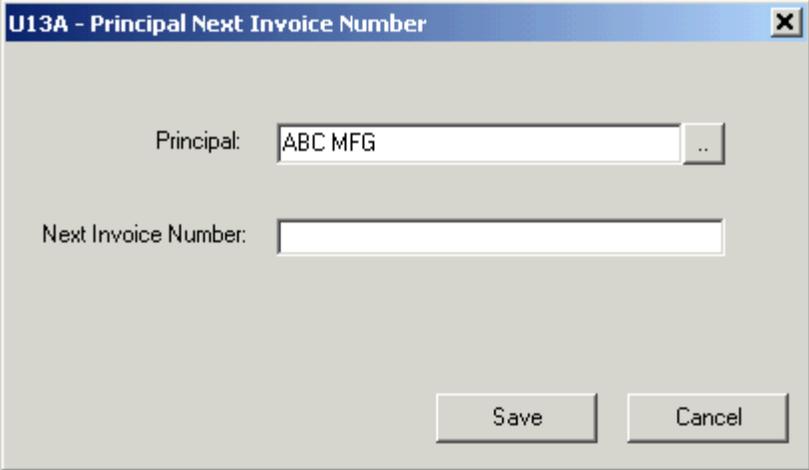
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Next Invoice Number

Purpose of Next Invoice Number

The Next Invoice Number function allows you to set the next invoice number that various principals would use. This function is primarily designed for rep firms with the Accounts Receivable feature that will be issuing their own invoice numbers for products they sell directly to customers, and receiving payments from those customers.

A screen shot of the Next Invoice Number form is shown below.



The screenshot shows a dialog box titled "U13A - Principal Next Invoice Number". It features a "Principal:" label followed by a text box containing "ABC MFG" and a small dropdown arrow. Below this is a "Next Invoice Number:" label followed by an empty text box. At the bottom of the dialog are two buttons: "Save" and "Cancel".

If you try to establish a number that is lower than the highest invoice number currently found for a given principal, you will receive a warning.

Once established, RPMS will increment the Next Invoice number value whenever it is used for that principal.

Chapter 11 – Next Invoice Number

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Re-assign Sales Reps

Purpose of Re-assign Sales Reps

The Re-assign Sales Reps function allows you to globally change the sales reps that are assigned to customers. Using this function is no different than going into each individual customer and re-assigning the account from one sales rep to another, except that it saves time.

A screen shot of the Re-assign Sales Reps form is shown below:

In the first prompt, type or look up the name of the sales rep that you want to be re-assigned on some accounts. Note that this sales rep must already be set up in RPMS, under Lists, Sales Reps.

Then use the other five prompts to choose the criteria that will be applied to customer accounts, to see whether or not a particular customer will be re-assigned.

The conditions are coupled, so all the conditions must be met for any given customer to be re-assigned. After clicking Start, the system will check each customer and re-assign to the new sales rep if the criteria have been met. Once all customers have been checked and changed as necessary, a message will be displayed reporting how many customers were re-assigned.

Chapter 12 – RPMS is Made for QuickBooks®

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RPMS is Made for QuickBooks®

Purpose of the RPMS to QuickBooks Integration Feature

RPMS is a versatile and powerful orders, sales and commission management system designed for manufacturers rep agencies, and for distributors that also receive commissions. The reason that a rep-specific product like RPMS exists is because of the need to track gross sales between principals and customers, in addition to tracking commissions paid. Most general accounting packages can do one of those things, but not both. But RPMS does not provide a general ledger or accounts payable system, because of the wide availability of inexpensive and generally suitable products available to fulfill that need.

QuickBooks® by Intuit (www.intuit.com) is the world's most widely used business accounting software, featuring excellent ease of use and rapid implementation. By integrating RPMS and QuickBooks together, manufacturers' rep agencies achieve the best of both worlds. Orders, sales, commissions, and the myriad business relationships of multiple-line representatives are the specialty of RPMS. Assembling all the detail into a tightly summarized, accurate and accountable general ledger is the province of QuickBooks. This guide describes the information shared between RPMS and QuickBooks, and the process of implementing the two software applications to work together. The RPMS administrator, the QuickBooks administrator, and your network administrator should all read this guide to successfully implement the RPMS to QuickBooks Integration.

Data Shared Between RPMS and QuickBooks®

Beginning with RPMS Version 7.7, commission payment information recorded in RPMS can be sent directly and automatically into QuickBooks deposits, without duplicate data entry. RPMS can also post one or more invoice payments as a deposit for rep agencies with the Accounts Receivable feature; and can post inventory purchases as payable records (bills) for those rep firms with the Inventory feature. RPMS integrates with QuickBooks Pro, Premier and Enterprise desktop editions for Windows, versions 2002 through 2014.

Setting Up the RPMS to QuickBooks® Integration

The RPMS to QuickBooks Integration feature is not currently available on RPMSCloud.

Install or update RPMS on a user's workstation that has the QuickBooks program installed. Follow the installation or update instructions for RPMS. If you have a local area network, the data folder for RPMS can be specified to be anywhere on your company network that is available to that workstation and that user, as always. The RPMS data does NOT need to be installed in the same folder as the QuickBooks company file.

RPMS is sold with a 'floating' license, so you can install the program on multiple workstations, provided the simultaneous use count does not exceed the number of RPMS seat licenses. At this time, RPMS and QuickBooks must both be installed on any computer that wants to update QuickBooks from within RPMS. Also at this time the RPMS to QuickBooks integration is not supported on Microsoft Vista operating systems. QuickBooks requires Vista's UAC (User Authentication Control) to be enabled on Vista machines with integrated applications. It is possible to run the RPMS to QuickBooks integration system on Vista without UAC enabled, if the user is logged in as a Standard User, but installed both RPMS and QuickBooks as an Administrator. However, because this scenario is not supported by QuickBooks, RPMS currently requires the RPMS to QuickBooks integration module to be run from a Windows 7 or later operating system.

QuickBooks® Options on the Preferences Form

This description of the QuickBooks Options is also available in Chapter 6, Preferences. The QuickBooks administrator and the RPMS administrator should jointly determine and set these options.

Once RPMS and QuickBooks are installed together on some computer, launch RPMS. Click Files, then Administration System. Type the Supervisor's password. Click Utilities, then Preferences, to see the RPMS Agency Preferences form, the lower portion of which is shown below:

The screenshot shows a portion of the RPMS Agency Preferences form. At the top, there is a checkbox labeled "Enable QuickBooks® Controls" which is checked. Below this, the form is divided into several sections:

- QuickBooks® Deposits:** This section contains three radio button options: "Choose QuickBooks® data on the fly", "Auto-populate QuickBooks® data", and "Use principal's shortname as the income account from which to receive deposits". The "Auto-populate QuickBooks® data" option is selected. Below these options is a text field for "The 'Deposit To' Account full name:" with the value "Checking". There are also three radio button options for the income account: "Use this full name for income account:", "Use the Principal's 'QUICKBOOKS CROSSREF' Product as the income account", and "Optional QB Customer:". The "Use this full name for income account:" option is selected, with the text "Other Income:Commissions" in the adjacent field.
- Inventory:** This section includes a "Cost Method:" dropdown menu set to "Standard", a checked "Allow Negative Balances" checkbox, and a "QuickBooks® Bills" section with three radio button options: "Subtotal the line items, track tax & freight", "All items, tax & freight", and "Condense to one". The "Subtotal the line items, track tax & freight" option is selected. Below these are three text fields: "Summary Account:" with "Sub Total", "Freight Account:" with "Freight", and "Tax Account:" with "Sales Tax".

Check **Enable QuickBooks® Controls** to enable the other QuickBooks options, and allow RPMS users to post transactions automatically to QuickBooks. If this option is not checked, no RPMS user for this data set can post information to QuickBooks and the RPMS system will not connect to QuickBooks.

Within the QuickBooks Deposits area, choosing the radio option “**Choose QuickBooks® options on the fly**” causes RPMS to read and load accounts and customers from QuickBooks before a payment is applied. The data entry operator making the payment in RPMS can then choose which QuickBooks accounts to update for that particular payment. This option should be selected if different types of payments require updating different QuickBooks accounts. Choosing the option “**Auto-populate QuickBooks® options**” causes the remaining settings to force certain QuickBooks accounts and (potentially) customers to be pre-selected before payment. Choosing this option saves times if all payments should always be posted to the same QuickBooks accounts.

If the “Auto-populate QuickBooks® options” radio option is selected, RPMS will specify a particular QuickBooks deposit account, QuickBooks income account, and potentially a QuickBooks customer account.

The “Deposit To” Account full name prompts for a deposit account to be used for writing payments received in RPMS to deposits received in QuickBooks. You must use the QuickBooks full name for the account, and the account must be a Bank, Accounts Receivable or Other Current Asset account type. The full name is normally just the account's name, unless the account is a sub-account of another account. For sub-accounts, a full name is expressed as Parent:AccountName. For example, if you have two checking accounts, in QuickBooks you could consolidate both of them under the main account “Checking”. One might have a full-name of “Checking:Neighborhood Bank” and the other could be named “Checking:First National Bank”. In that circumstance you would avoid “Checking” as the Deposit To account name, because while that is a valid account name to QuickBooks, it is ambiguous.

The Income account area has three radio button options that help determine the From Account in QuickBooks that the deposit will use.

The option “**Use principal's short name as the income account from which to receive deposits**” will cause RPMS to look for an account in QuickBooks that has the same name as the principal's shortname. Choose this option when each principal has it's own income account inside QuickBooks.

The option “**Use this full name for income account**” will cause RPMS to receive a deposit from the named account for every payment. Use this option when all payments recorded in RPMS go to the same income account.

The option “**Use this principal’s “QUICKBOOKS CROSSREF” Product**” as the income account will cause RPMS to look inside RPMS at the principal’s product database in order to find a product called QUICKBOOKS CROSSREF. The income account name will be the description(s) of that product. This third option is useful when some, but not all, principals will use one given income account, while other principals use another income account. For example, you may receive payments that are strictly commission payments from principals, and choose to record that income under an account called “Other Income:Commissions”, while your Buy/Sell payments from customers would be recorded under an account called “Customer Payments”. You would choose the third option, and set up a product under each commission-paying principal called QUICKBOOKS CROSSREF, and make the description “Other Income:Commissions”. Then you would set up a product under the Buy/Sell principal called QUICKBOOKS CROSSREF, and make it’s description “Customer Payments”.

The prompt **Optional QB Customer** determines whether or not RPMS will attempt to ascribe a QuickBooks customer to the deposit, and if so, whether it will use a principal’s short name or let the RPMS user choose from a list of accounts for QuickBooks.

The **QuickBooks® Bills** area is enabled for installations with the Inventory feature, and governs how inventory receipts will be passed to QuickBooks, and how freight and tax (if any) will be handled.

Set the **AP Account** field to the specific Accounts Payable account that bills for inventory should increase. If you don’t have a specific account for these types of bills, use the generic Accounts Payable account.

The **Subtotal**, **All Items** and **Condense** options establish what type of bill RPMS will pass to QuickBooks. Choose All Items for a fully detailed bill with product line items, tax, and freight. For this option, note that all product numbers must already be set up in QuickBooks. Select Condensed to send a single value of the amount to pay, including the tax and freight values. Or choose Subtotal to pass one item as a subtotal of the received line items and two expense items (as warranted) for the tax and freight.

For many users, a subtotaled or condensed bill is sufficient. Other users who employ stricter control over accounts payable may want greater detail.

Freight Account must be established if All Items or Subtotal is selected above, and must be the QuickBooks full name of an account that will carry the freight charges for a bill. No freight expense line will be added to a bill for freight amounts of zero.

Tax Account must be established if All Items or Subtotal is selected above, and must be the QuickBooks full name of an account that will carry the tax charges for a bill. No tax expense line will be added to a bill for tax amounts of zero.

Summary Account must be established if Subtotal or Condense is selected above, and must be the QuickBooks full name of an account that will carry the subtotal of the line items for a bill, or the or the aggregate of the invoice amount.

Click OK to save the QuickBooks settings and other agency preferences.

Set QuickBooks® Security Options in the RPMS Administration System

For RPMS agencies with the Security feature, the right to post transactions to QuickBooks must be further specified for each individual user. See the User Passwords & Security in this guide for information about adding and administering RPMS passwords. The RPMS Security option for QuickBooks is on the Transactions tab, and is labeled **Post to QuickBooks®**.

Chapter 13 – RPMS is Made for QuickBooks®

Agencies without the security feature will still need to click the Save button on existing passwords to ensure that password's inheritance of the new Post to QuickBooks® capability.

Authorizing RPMS in QuickBooks®

Once the RPMS administrator has set the QuickBooks Options and closed the RPMS Administration system, start QuickBooks from a computer that also has RPMS installed. Log in to QuickBooks as the QuickBooks Administrator. Then start RPMS from that same computer.

This portion of the authorization procedure is described in more detail below under For Each User of RPMS, after Authorization of RPMS in QuickBooks®

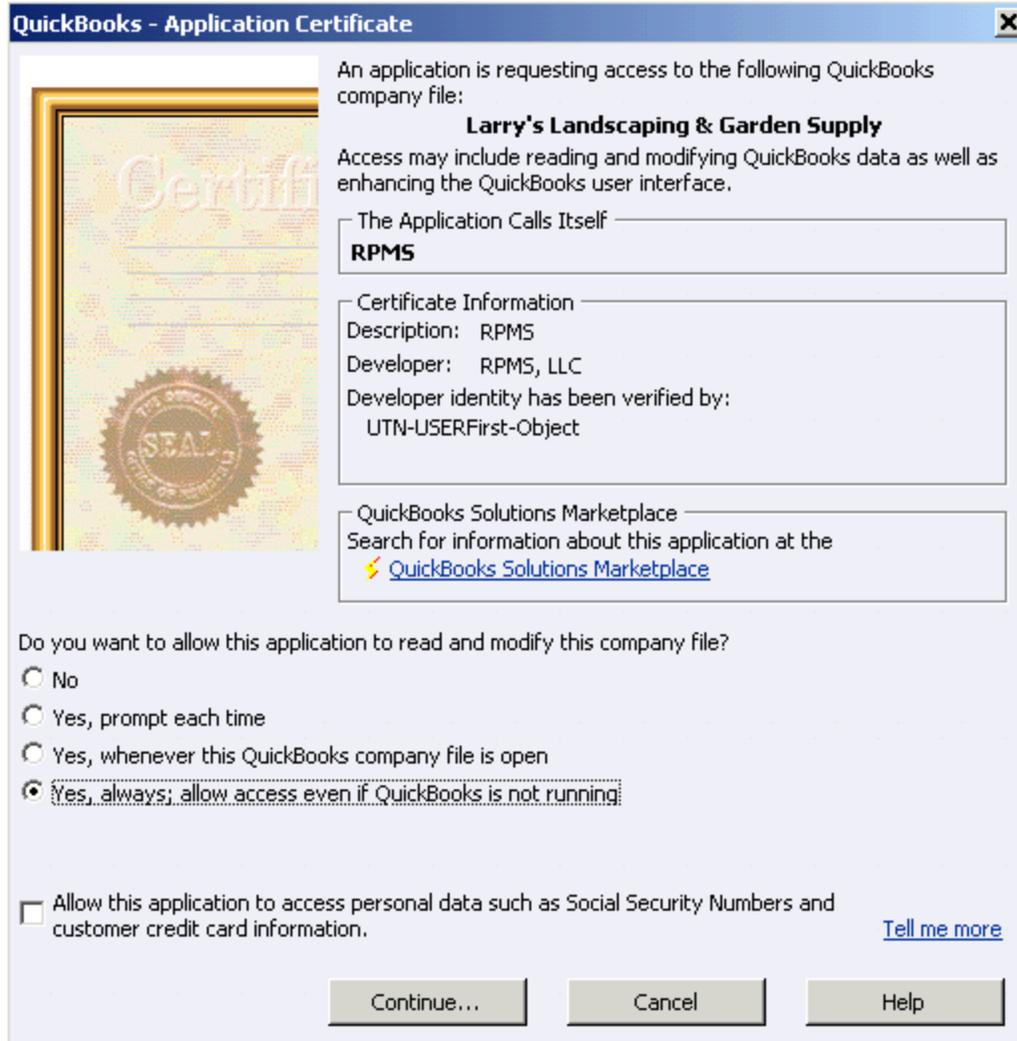
In RPMS, click Files, then Preferences. On the tab Other Products & Settings, click the binoculars button next to the **QuickBooks Path** prompt. Use the standard Open dialog box that results to select the QuickBooks company file that this RPMS user's computer should update.

Once you have the path to QuickBooks in the text box, click the "Test" button.

The very first time an RPMS application finds and attempts to connect with the QuickBooks company file, the QuickBooks program must already be launched and running in the foreground on the same computer, with the company file open and the administrator user logged in. These requirements prevent other unauthorized applications from gaining access to QuickBooks.

If this is the first time that an RPMS application has attempted to connect to the company file, an authorization page will be displayed in QuickBooks, allowing the QuickBooks administrator to dictate whether RPMS can update the QuickBooks files.

The sample Authorization dialog, shown below, declares that RPMS is an Application with a Certificate. RPMS has an embedded digital certificate issued by Comodo and verified by UTN-USERFirst-Object.



In order to use the RPMS to QuickBooks Integration automatically, select “Yes, always; allow access even if QuickBooks is not running”.

You do not need to grant RPMS access to personal data such as Social Security Numbers or customer credit card information.

After clicking “Continue...” a confirming dialog of the action you have taken will be displayed as shown below.



If this QuickBooks company file already acknowledges RPMS as an integrated application, QuickBooks will not show the application and confirmation dialog boxes displayed above.

If RPMS is subsequently removed from QuickBooks as a known integrated application, RPMS will no longer be able to automatically connect to QuickBooks, and this Authorizing RPMS in QuickBooks process will have to be repeated.

For Each User of RPMS, after Authorization of RPMS in QuickBooks®

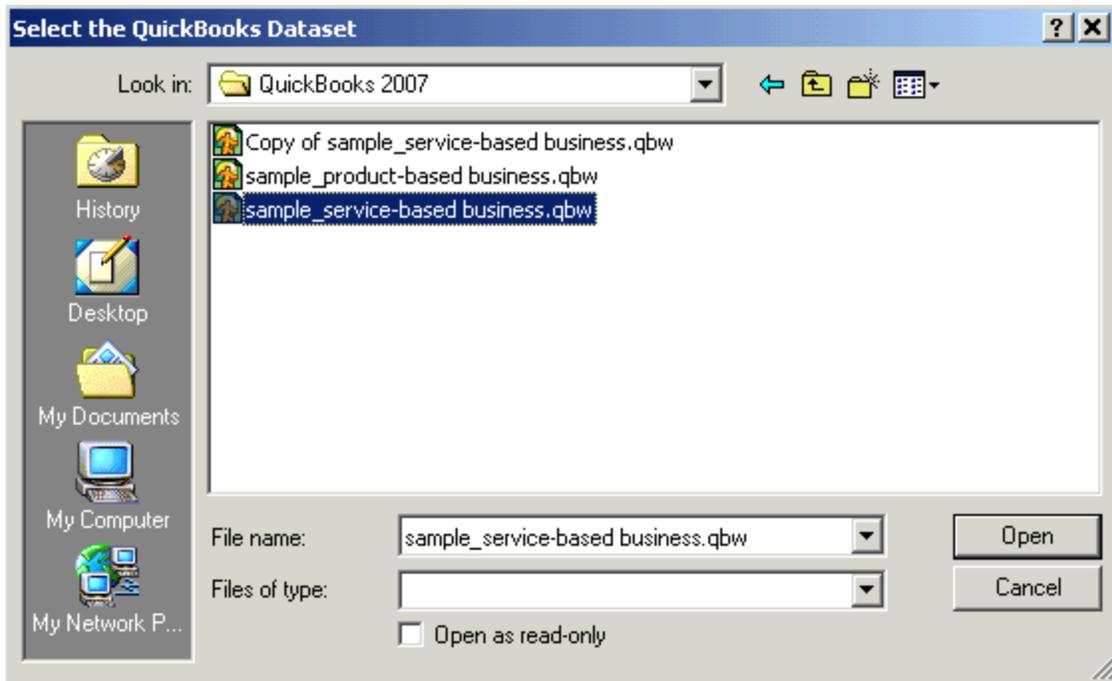
This portion of the documentation is repeated in the Preferences description of the RPMS User's Guide.

After RPMS has been authorized to the QuickBooks company file by the QuickBooks administrator, each individual user that wants to update QuickBooks automatically must establish their own path to the QuickBooks company file, by following this procedure.

After logging in to RPMS, click Files, then Preferences. On the tab Other Products & Settings, click the binoculars button next to the **QuickBooks Path** prompt. The lower portion of that tab is shown below:

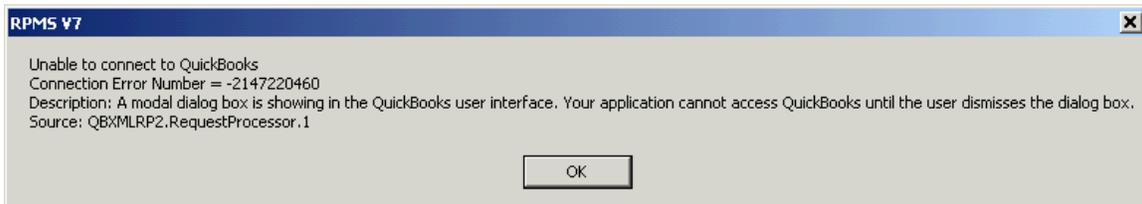


Use the standard Open dialog box that results to select the QuickBooks company file that this RPMS user's computer should update. If the QuickBooks Path option is disabled, it means that the QuickBooks controls for this RPMS data set have not been enabled; or, your user password does not have appropriate Security rights to post transactions to QuickBooks. Check with your RPMS system administrator.

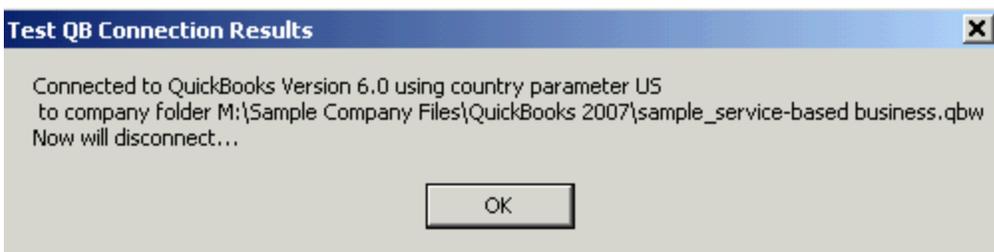


Note that the open dialog box above shows selecting the sample company files that come with QuickBooks. Check with your QuickBooks administrator to be sure that you are selecting the QuickBooks company file that is appropriate for your agency.

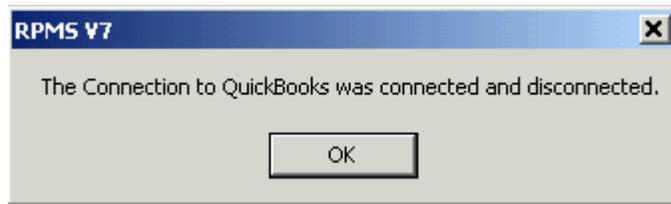
Once the path to QuickBooks is in the text box, click the “Test” button to check the path and controls for QuickBooks. A message box indicating success or failure of the test will follow the test. Below is a sample of a failed test, indicating that the user was unable to connect to QuickBooks because QuickBooks was busy.



You and your QuickBooks administrator, or RPMS technical support, can work together to try to fix any errors you encounter in the test connection. A more successful connection is shown below...



...which will be followed by a message that QuickBooks was both connected and disconnected successfully.



Once this message has been displayed, save user preferences by clicking the Apply button, then OK, and then exit RPMS. Launch RPMS and log back in with the same password, from the same computer, to automatically establish a background connection with QuickBooks.

This procedure works for one user on one computer. If a given user runs RPMS on multiple computers, that user must repeat this process on each of those computers. If two different users log in to RPMS from the same computer, but with different RPMS passwords, each of those users must establish their own path to QuickBooks.

The automatic connection to QuickBooks occurs in the background, while other RPMS operations can continue. This connection can take several seconds, in the same manner that opening QuickBooks can take several seconds, and is a function of the way QuickBooks opens. This delay should be transparent for most RPMS users, since certain amounts of navigation and operation within RPMS will occur before the access to QuickBooks is necessary.

Using QuickBooks and RPMS Simultaneously

It is possible to run QuickBooks and the RPMS integration with Quickbooks at the same time. Both applications are using the QuickBooks company file. Various scenarios require different procedures depending on single or multi-user usage, and operating the applications on the same or different computers on the network.

Single QB Authorized User of RPMS and Single QuickBooks User on the Same Computer: Launch QuickBooks first, then start RPMS to run both applications simultaneously on the same computer. If the user tries to launch QuickBooks after making a connection with RPMS, most versions of QuickBooks will be prohibited from running with an 'Already Running' error message. This error will not prohibit the RPMS integration from working. To make QuickBooks work again from that computer, close RPMS, then launch QuickBooks. At that point RPMS could be re-started and the integration would work as expected while QuickBooks was running simultaneously.

Single QB Authorized User of both RPMS and QuickBooks, with other QuickBooks Users that need access: Launch QuickBooks first in multi-user mode on any computer before starting RPMS. The user that runs both RPMS and QuickBooks should launch QuickBooks before running RPMS. If that user is the first user to launch QuickBooks, it should be in multi-user mode to allow other users to log in to QuickBooks.

Multiple QB Authorized Users of RPMS that don't run QuickBooks, on the same network with QuickBooks User(s) that do not run RPMS: At least one QuickBooks user should start QuickBooks first. That user should start QuickBooks in multi-user mode if other QuickBooks users will need to run QuickBooks. Because the RPMS integration module does not care whether the QuickBooks company file is opened in single or multi-user mode, it will most likely open the QuickBooks company file in single user mode if it is not already opened by someone else. This increases performance of the RPMS to QuickBooks integration feature but does not prevent other RPMS QB Authorized Users from making a connection to QuickBooks. It would however prevent QuickBooks from being opened by a purely QuickBooks user. So in this scenario, open QuickBooks on at least one computer before any RPMS user attempts to establish a QuickBooks connection.

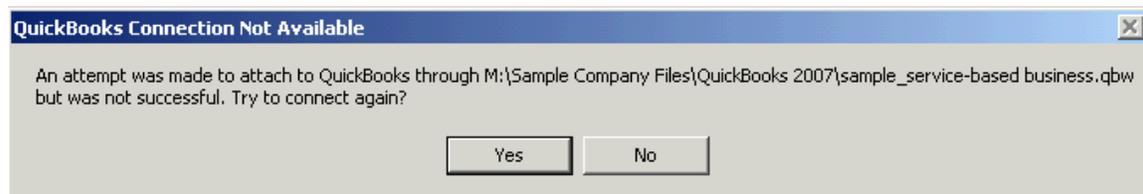
Example: Assume that Alan and Barbara are QuickBooks users that do not use RPMS, and that Charlene and David are QB Authorized RPMS users that connect to the QuickBooks company file to post deposits and bills, but otherwise do not run QuickBooks. Below are several scenarios of operation to start a day, after all computers have been re-booted and at the beginning of a day:

- ❑ Alan opens QuickBooks first in multi-user mode – all other users can log in and work as expected.
- ❑ Barbara opens QuickBooks first in single-user mode. Charlene and David can run RPMS as expected and update the QB company file, but Alan will be prevented from opening QuickBooks.
- ❑ Charlene launches RPMS, then Alan opens QuickBooks in multi-user mode. Barbara and David will be able to work as expected.
- ❑ David launches RPMS, then Barbara opens QuickBooks in single-user mode. Charlene will be able to run RPMS and update the QB company file, but Alan will be prevented from running QuickBooks.

Receive Payment in RPMS and Deposit to QuickBooks®

This portion of the documentation is repeated in the Commission Reconciliation section of the RPMS User’s Guide.

When records have been selected in the RPMS commission reconciliation process to pay and the Apply button has been clicked, RPMS checks to see whether a connection to QuickBooks is necessary. If the connection has been attempted but was not yet successful, a message similar to the one shown below will be displayed.



There are many reasons that a connection to QuickBooks would be unavailable. A common problem is that the computer that runs QuickBooks is not turned on, or is not hooked up to the local network. Other problems can include network-mapping problems, disabling of RPMS authorization within QuickBooks, or that not enough time has gone by to establish the RPMS to QuickBooks connection. A user presented with this message can work with the network system administrator, the QuickBooks administrator, and RPMS technical support to resolve the problem before clicking Yes. If after clicking Yes the system is still unable to connect to QuickBooks, a message will relay that information to the user and the QuickBooks controls on the payment dialog shown below will be disabled.

On the RPMS receive payment screenshot below, the QuickBooks prompts are displayed below the Check Date, Check Number and Pay Date prompts.

C01A - Apply Commission Payments

Check Date Check Number Pay Date

101507

Apply Commission Payment to Quickbooks® of 296.25

Apply Invoice Payment to Quickbooks® of 5,125.00

Payment Type: Check

Deposit To Account: Checking

(Optional) QB Customer:

From Income Account: Other Income:Commissions

OK Cancel

If the principal receiving the payment is an “A” status principal, the commission is defaulted as the **Apply Payment** amount. If the principal is “S” status, the invoice amount is defaulted. Some “S” status principals are set up as stocking principals for consigned inventory, and will send a commission statement. In that case, check Apply Commission Payment. If this payment should NOT be automatically posted to QuickBooks as a deposit, uncheck both options.

The **Payment Type** will default to Check if that Payment Type is stored within QuickBooks. All QuickBooks Payment Types will be loaded in the drop down option and any may be selected for this transaction. If a QuickBooks customer was pre-selected based on selection criteria in the RPMS Administration System (see *QuickBooks Options in the RPMS Administration System*, above) and that customer has a default Payment Type, then that Payment Type will be defaulted.

The **Deposit To Account** will contain all the QuickBooks account options if the Choose QuickBooks Options On the Fly was specified in the RPMS Administration System. If Auto-populate QuickBooks options was specified, only the specified account will be listed. See *QuickBooks Options in the RPMS Administration System*, above.

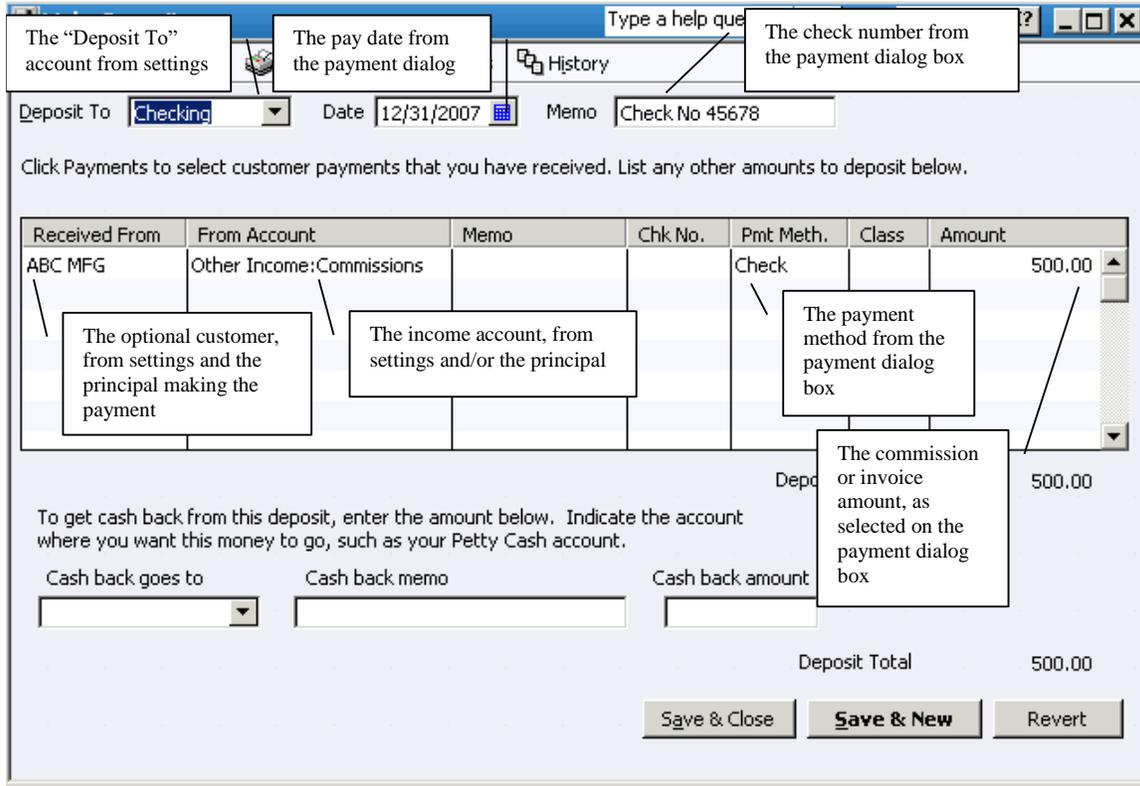
The **Optional QB Customer** drop-down will contain either no customers at all, or just the principal’s shortname, or the entire list of QuickBooks customers. See *QuickBooks Options in the RPMS Administration System*, above.

The **From Income Account** drop-down will contain either a single entry or all account entries from QuickBooks, depending on the rules established in the Administration system. See *QuickBooks Options in the RPMS Administration System*, above.

Once all the selections have been established, click OK to apply the payment to RPMS and the deposit to QuickBooks.

How RPMS Payment Data Corresponds to QuickBooks® Deposits

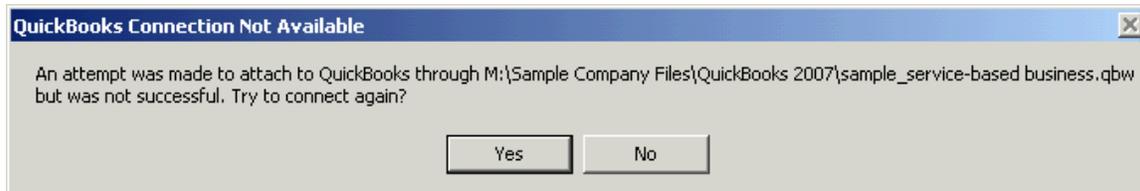
On the QuickBooks deposit screenshot below, the relevant fields in QuickBooks are pointed out and corresponded to the settings or data from RPMS.



Receive Inventory in RPMS for Accounts Payable in QuickBooks®

This portion of the documentation is repeated in the Inventory section of the RPMS User’s Guide.

As ordered inventory is received in RPMS, a bill can be created and passed into QuickBooks, updating the Accounts Payable. Whenever R (Receive) or P (Partially Receive) is applied against an inventory order, RPMS checks to see whether a connection to QuickBooks is necessary. If the connection has been attempted but was not yet successful, a message would be displayed as shown below, allowing an attempt at re-connection.



There are many reasons that a connection to QuickBooks would be unavailable. A common problem is that the computer that runs QuickBooks is not turned on, or is not hooked up to the local network. Other problems can include network-mapping problems, disabling of RPMS authorization within QuickBooks, or

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that not enough time has gone by to establish the RPMS to QuickBooks connection. A user presented with this message can work with the network system administrator, the QuickBooks administrator, and RPMS technical support to resolve the problem before clicking Yes. If after clicking Yes the system is still unable to connect to QuickBooks, a message will relay that information to the user and the QuickBooks controls on the Assign Invoice dialog shown below will be disabled.

On the Assign Invoice dialog shown below, the QuickBooks prompts are displayed below the Invoice Number and Received Date.

The screenshot shows the 'SI02 - Vendor Maintain/Ship Inventory Transactions' window. The 'Detail' tab is active, showing a list of purchase orders for 'ABC MANUFACTURING'. A dialog box titled 'SI02A - Assign Invoice' is overlaid on top. The dialog box contains the following fields and options:

- Invoice Number: [Text Field]
- Received Date: [Calendar Picker]
- Post to QuickBooks® Payables
- Items Subtotal: 300.00
- Freight Amount: [Text Field] 20.00
- Tax Amount: [Text Field] 0.00
- Terms: [Dropdown Menu] 2% 10 Net 30
- Total Amount: 320.00
- Due Date: [Calendar Picker]
- Buttons: OK, Cancel

The background window shows a table with columns for Action, Purchase Order, Amount, Order Date, and Rec. The table contains two rows of data:

Action	Purchase Order	Amount	Order Date	Rec
	20071015	0.00	10/15/07	
R = Receive	20071016	0.00	10/16/07	

The **Invoice Number** will be sent to QuickBooks as the Reference Number for this bill.

The **Received Date** will be sent to QuickBooks as the Transaction Date for this bill.

The **Post to QuickBooks® Payables** option governs whether or not this transaction will be sent by this user to QuickBooks. If this option is not enabled, the user may not have the appropriate rights to send data to QuickBooks, or QuickBooks may not currently be available.

The **Items Subtotal** will be sent to QuickBooks either be added in to a single sum with tax and freight; or will be shown as it's own value; or will be broken into the distinct line items of this invoice. The method used is governed by settings in the Administration system – see *QuickBooks® Options in the RPMS Administration System* above.

Freight Amount is pulled over from the detail of the order, but may need adjustment for this invoice. Changing the Freight Amount does NOT change the freight amount recorded in the RPMS order, if any.

Tax Amount can be added, if any tax was charged for this invoice.

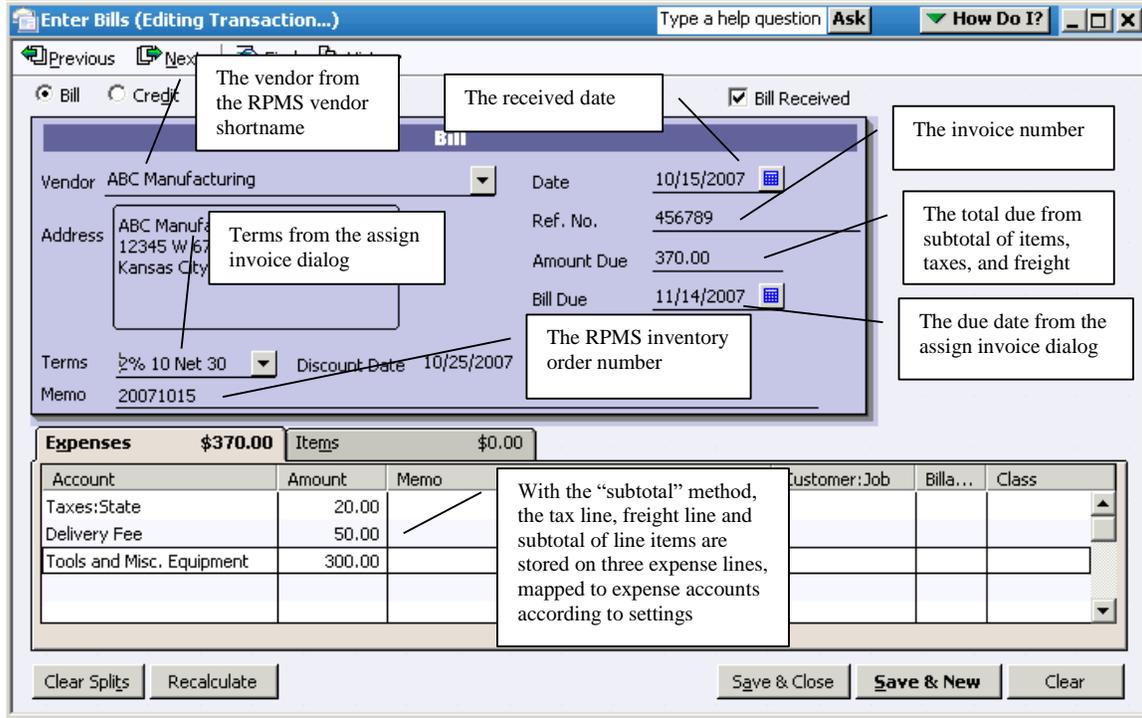
Terms are pulled over from the detail of the order IF they match an available Terms value in QuickBooks. Otherwise, terms may be selected from the list of QuickBooks terms values. Changing or setting the Terms value does not change or set the Terms value for the order in RPMS.

Due Date is a date field that can be added to this bill, to establish pay precedence in QuickBooks.

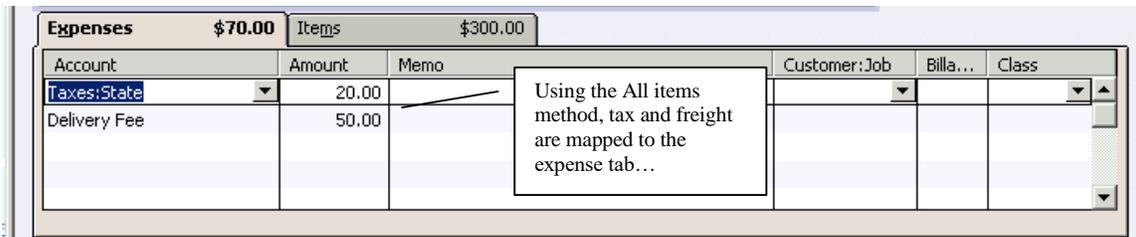
The Vendor in QuickBooks will be the RPMS Vendor – you must have the identical vendor name set up in both applications. The memo for the bill in QuickBooks will be the RPMS Order number.

How RPMS Inventory Receipt Data Corresponds to QuickBooks® Bills

On the QuickBooks Enter Bills screenshot below, the relevant fields in QuickBooks are pointed out and corresponded to the settings or data from RPMS. This screen shows the “Subtotal the line items, track tax & freight” method of creating bills.



The screen shots below shows the difference on the Expenses and Items split list tabs for the “All items, tax and freight” method of creating bills.



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Expenses		\$70.00		Items		\$300.00	
Item	Description	Qty	Cost	Amount	Customer:Job	B...	Class
J104		3	60.00	180.00			
Pump	Fountain pump #198-30	2	60.00	120.00			

Select PO Receive All Show PO

...and all the line items are detailed on the Items tab. For the All Items method, the products MUST be set up in QuickBooks.

Finally, the screen shot shows how the Expenses split list tab would appear for the “Condensed” method of creating bills.

Expenses		\$370.00		Items		\$0.00	
Account	Amount	Memo	Customer:Job	Billa...	Class		
Uncategorized Expenses	370.00						

All the items, plus the tax and the freight are summed together in one entry. The account is the Summary Account chosen in the Administration system.