Product Showcase: RFMS Next

Webinar #3

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RFMS A Cyncly Company

cyncly.com

Today's Webinar

Accessing RFMS Next

- Fill out request form
- Set up Users
- URL link

Setting up Users in ROS account

- Map users in RFMS Online services – Users Tile
- Verify RFMS Next access

Managing Users & Groups

- Quickly create permission groups for user roles

Today's Webinar

Creating Accounts Payable

- Create Payable
- Flag Payables
- Print Checks

Accounts Payable Reports

- Review the AP reports that are now available
- Print Preview, Print, and Save as PDF

Working with CRM

- Customer File – view, add and edit the customer file
- View communication center

What do I need to do to obtain access to RFMS Next?

- Must be a current subscriber to RFMS ERP

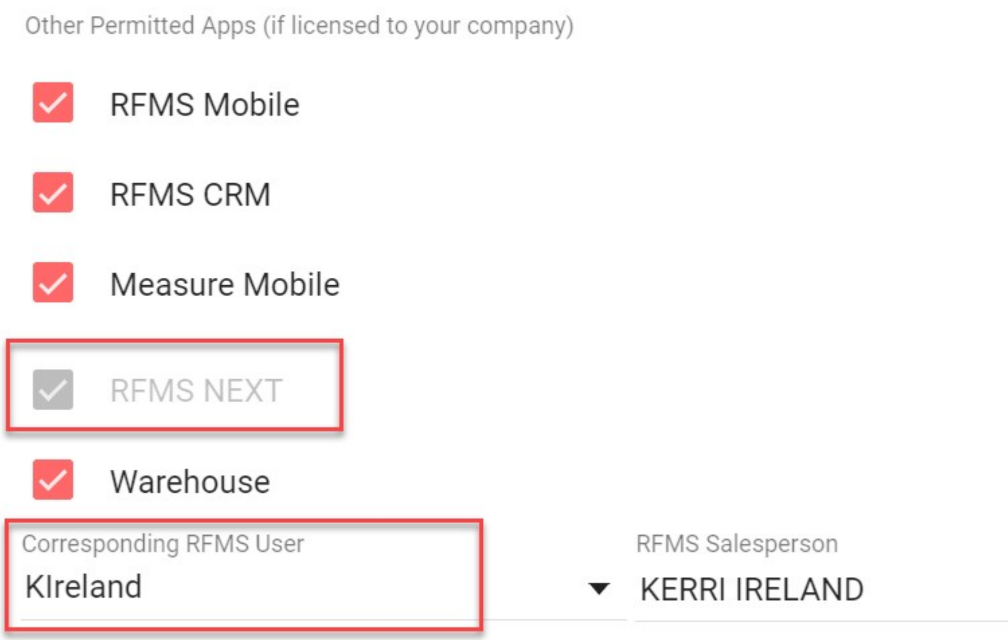
- Fill out the RFMS Next Access Request Form

How do control access to RFMS Next?

- RFMS System Options
  - User must be in RFMS Core
  - Checking Account Numbers Visible to User

How do control access to RFMS Next?

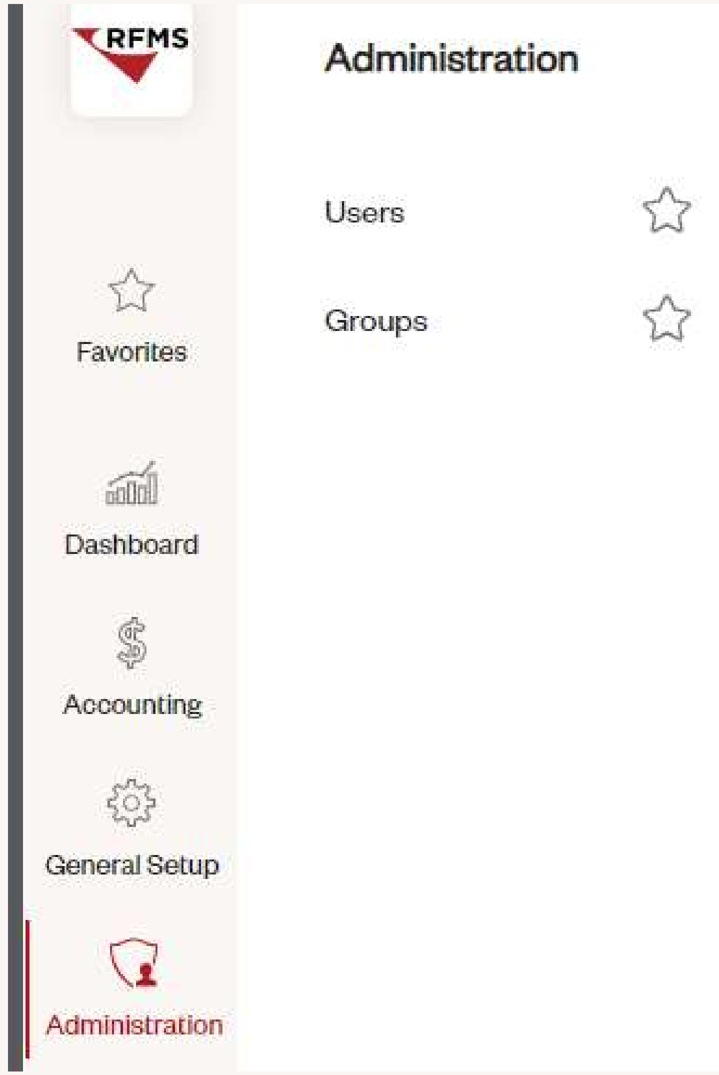
- Map user in RFMS Online Services



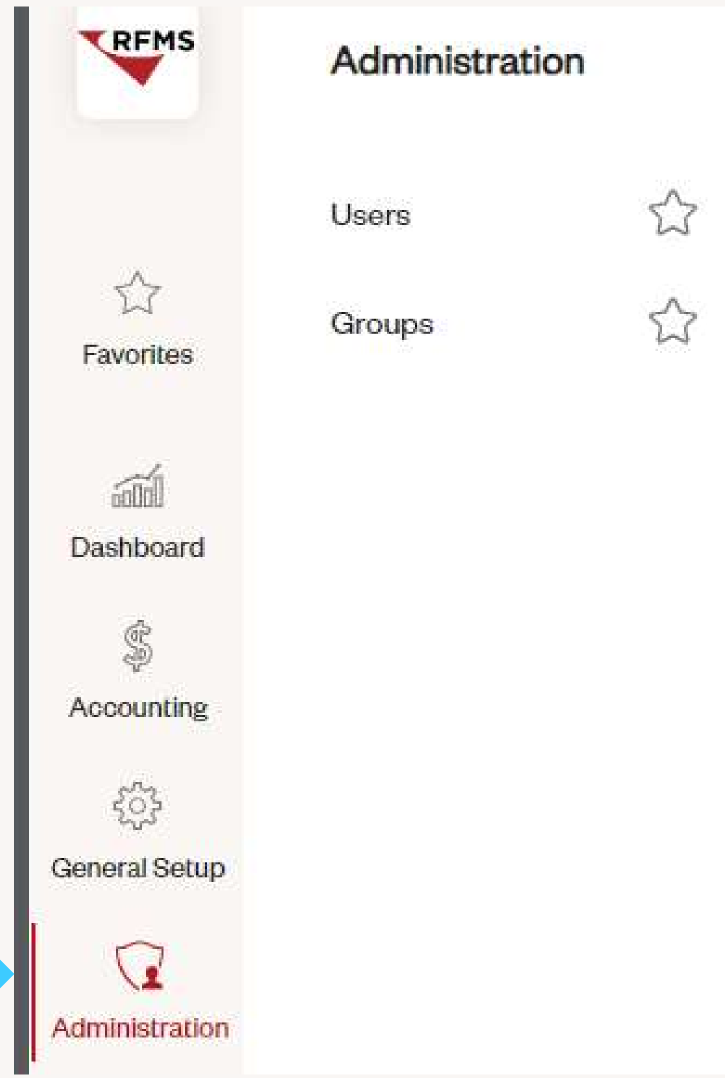
How do I log into RFMS Next?

- Go to www.rfms.online
- Log in with your email and password set up in ROS

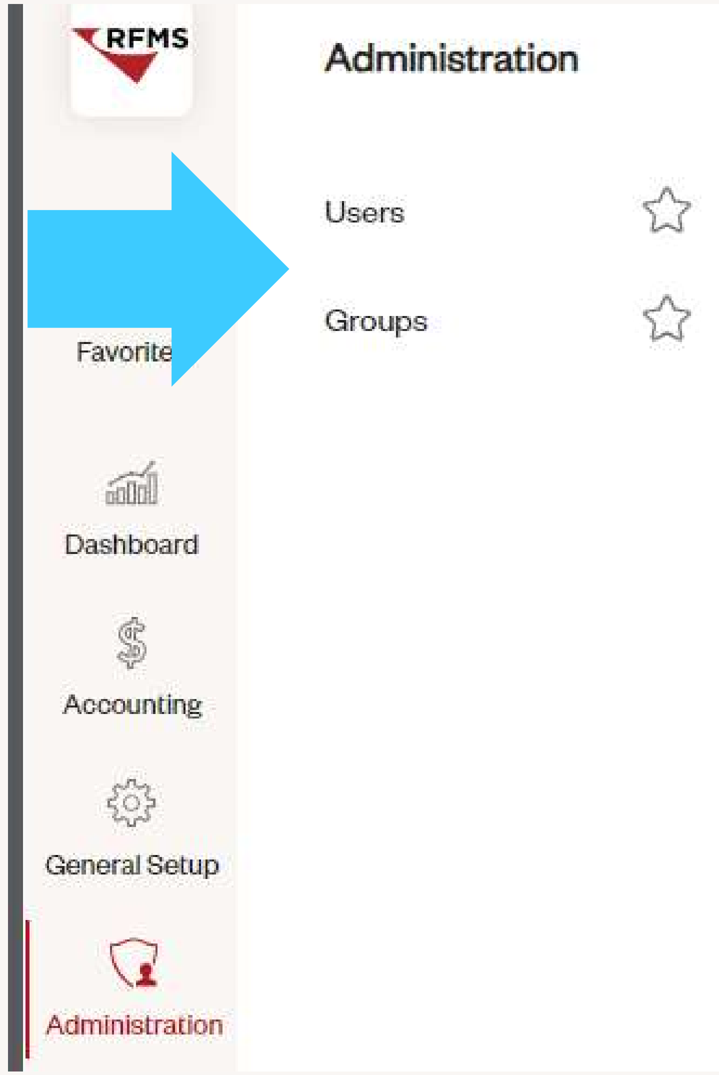
Set up Groups and Users Roles in RFMS Next



Set up Groups and Users Roles in RFMS Next



Set up Groups and Users Roles in RFMS Next



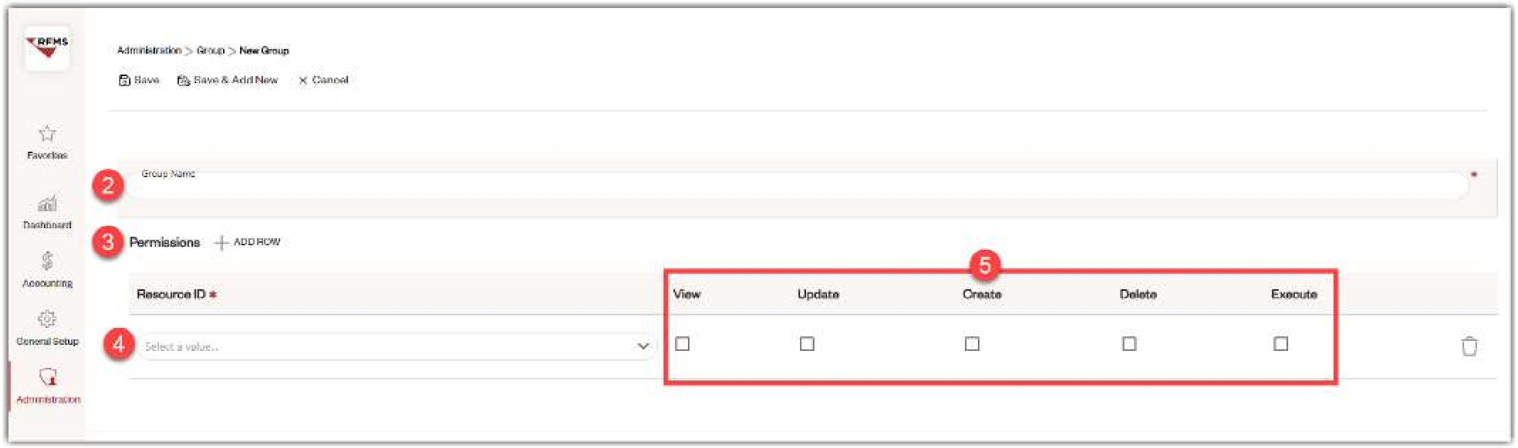
Default Groups

- Owners Dashboard
- Admins – full access to each module*

*(except checking accounts which still need to be turned on in System Options in Core & AP Reports)

Set up Groups in RFMS Next?

How to Add a New Group



1. Select the + Add button in the toolbar.

2. Enter the Group name

3. Add a row for permissions

4. Select a module, screen, or field using the dropdown.

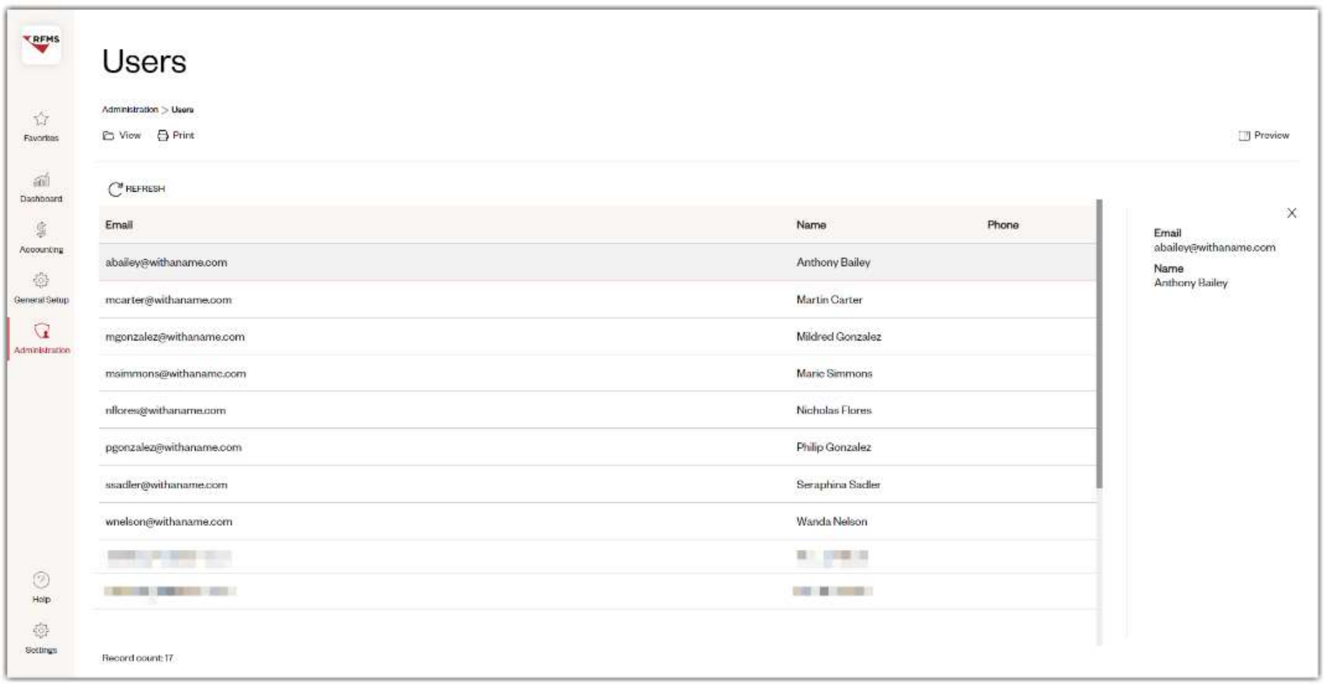
5. Check the boxes to allow access.

6. Click Save or Save & Add New to add the group and save changes.

Set up Users in RFMS Next?

Users must be assigned to a group in order to use RFMS NEXT. For more information about groups please see the article How to Use Groups.

The Users screen shows your complete list of users and include their email address, name, and phone number. What columns you choose to see in the browse window are customizable under the Sort and Filter Options list.



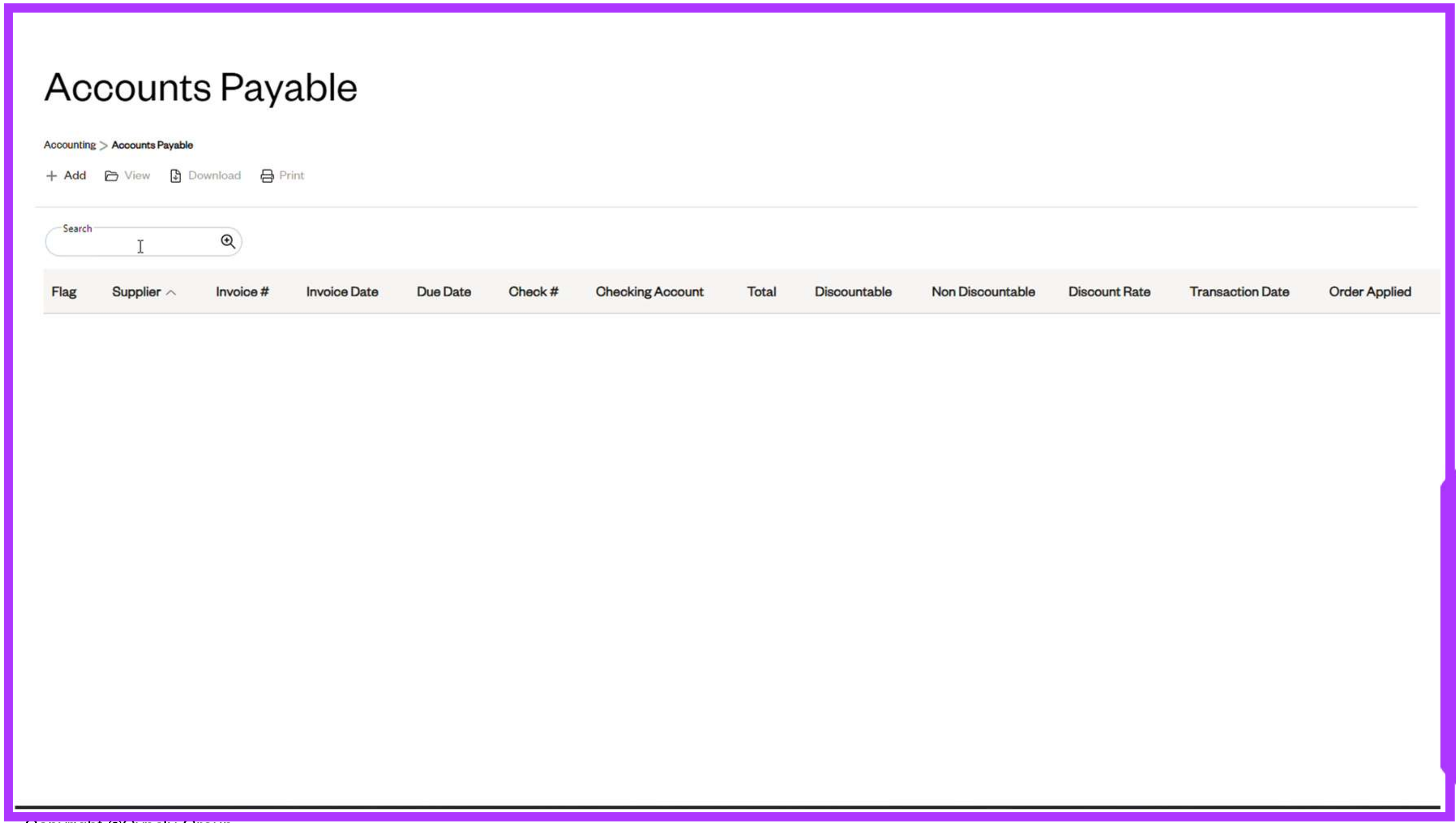
Accounting

Accounts Payable:

- Search, edit & add payables
- Print multiple or single checks
- Mark bills paid

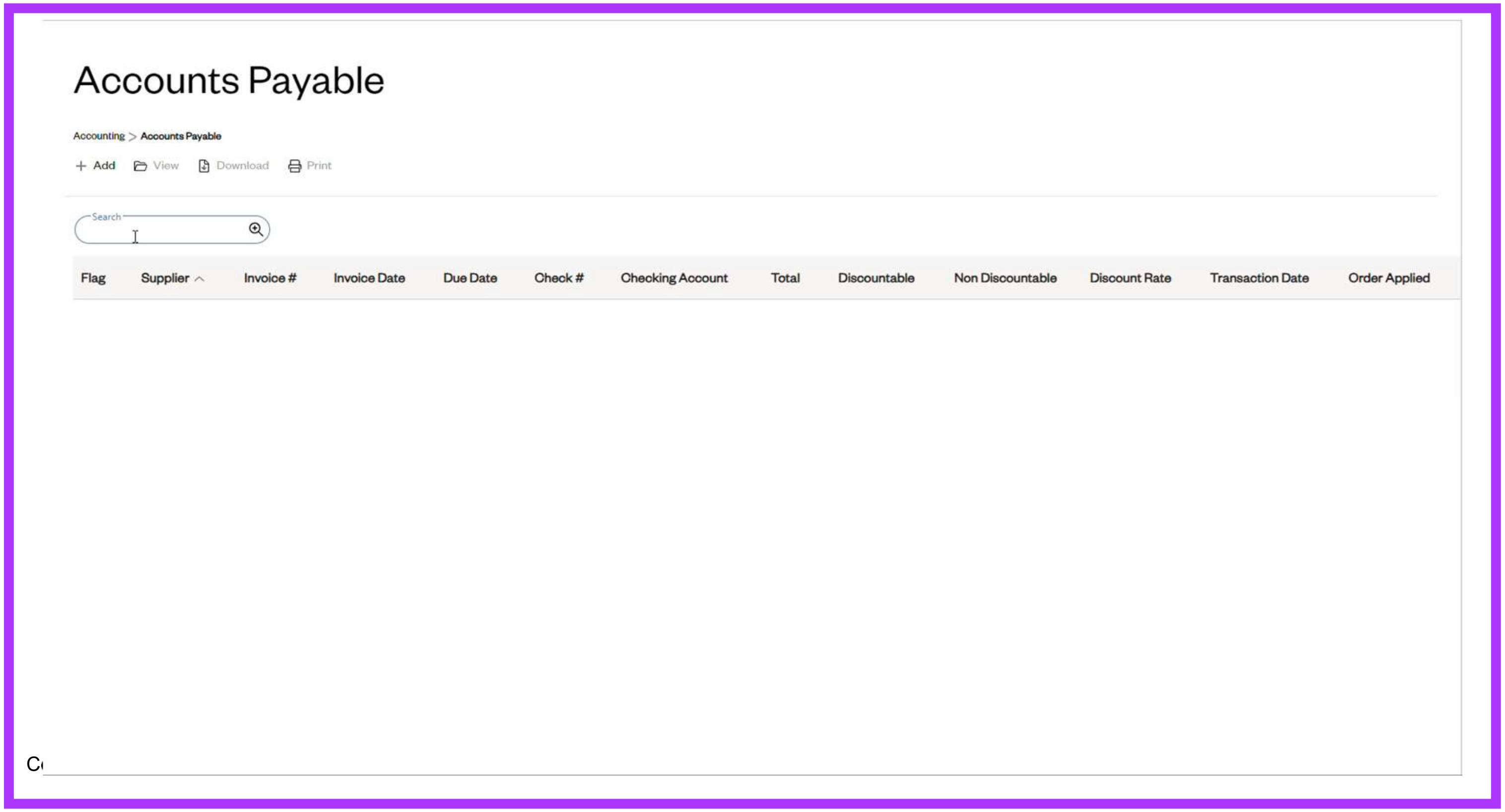
Accounts Payable

Adding a payable:



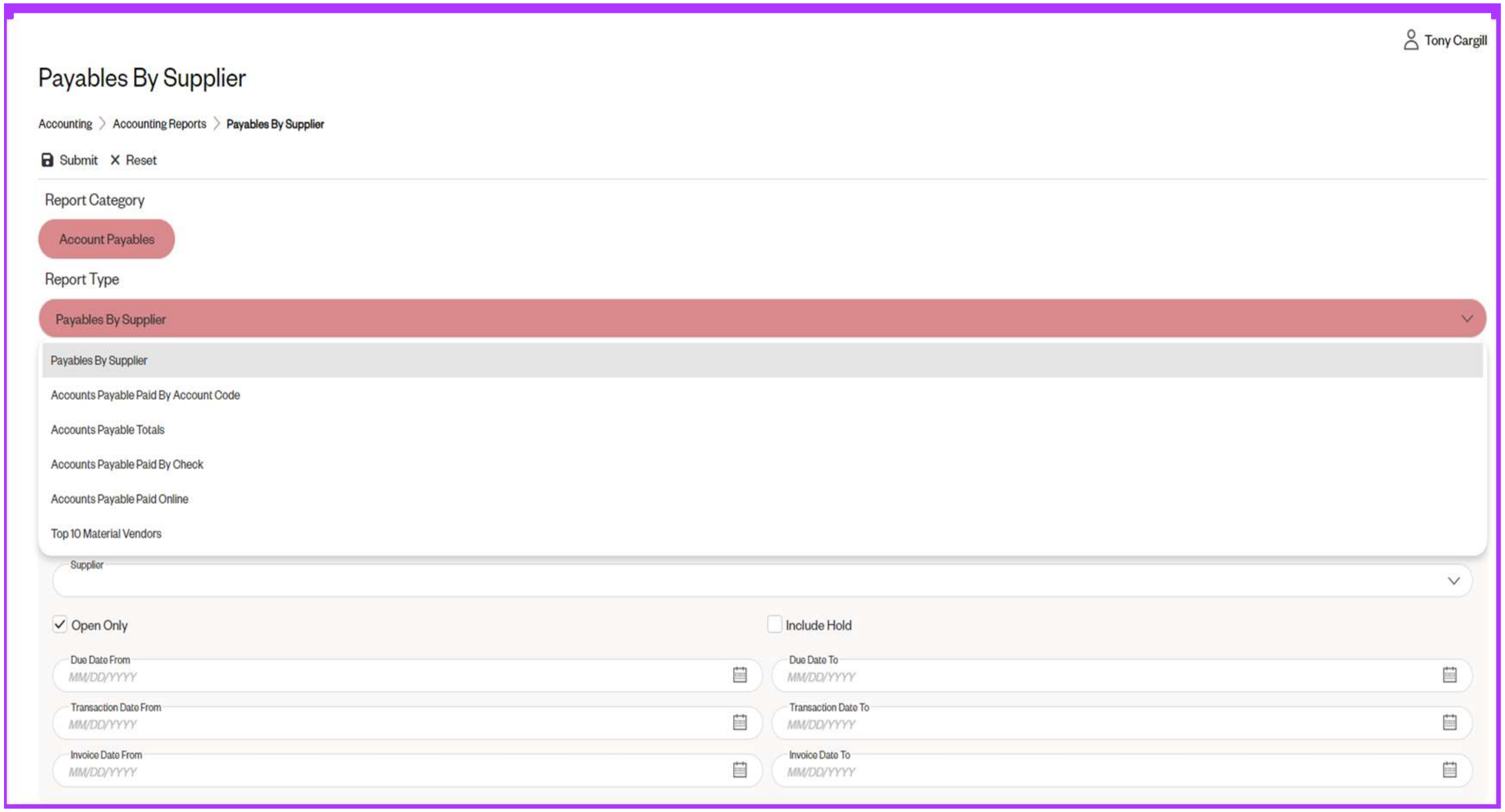
Accounts Payable

Tagging and Printing Flagged Checks:



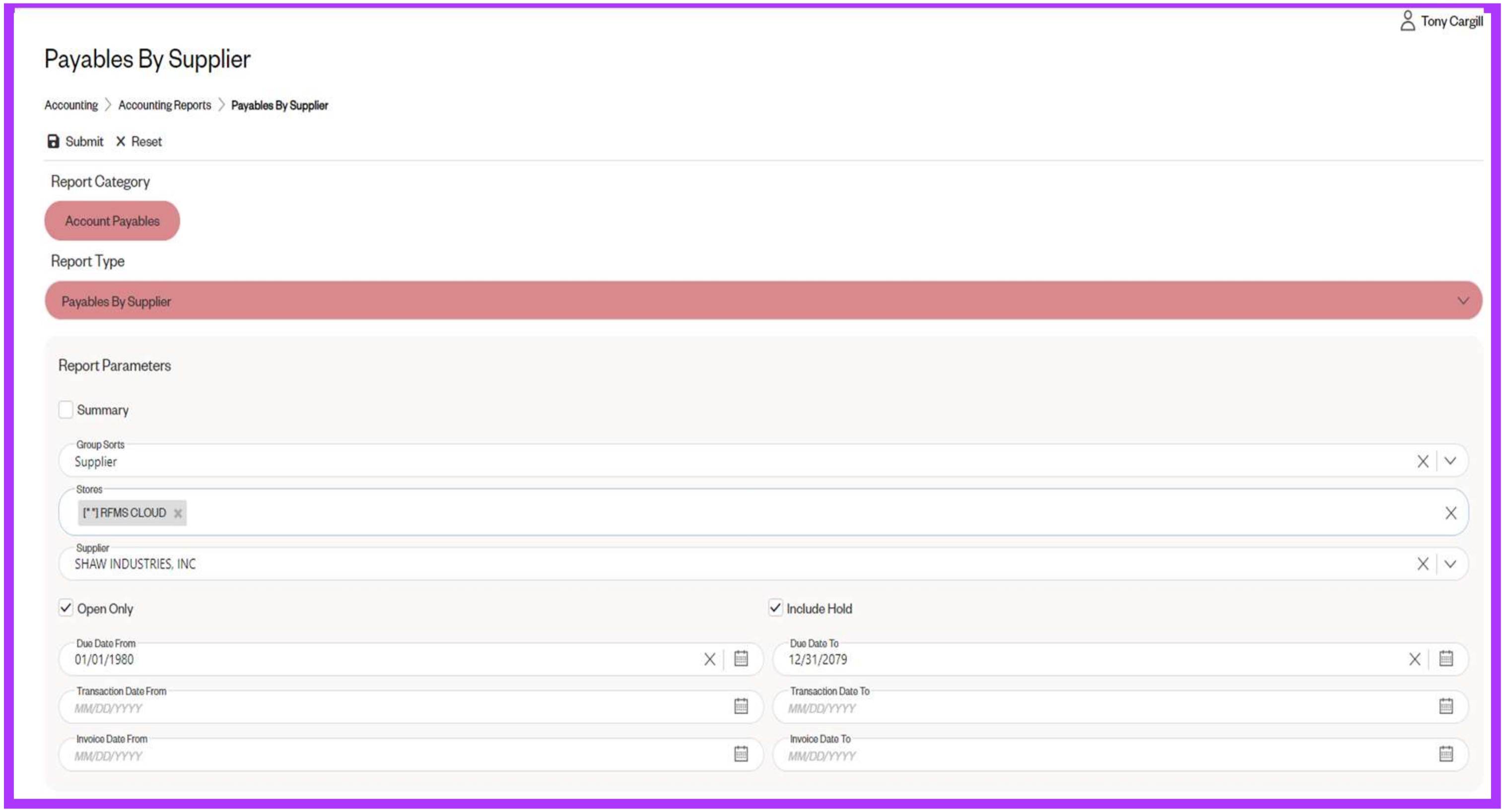
Accounts Payable

Accounting Reports



Accounts Payable

Accounting Reports – Payables by Supplier



Accounts Payable

Accounting Reports – Payables by Supplier

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Payables By Supplier

SHAW INDUSTRIES, INC

Invoice Number	Invoice Date	Trans. Date	Due Date	Invoice Amount	Discount Percent	Discount Amount	Non Disc. Amount	Amount Due	Status
123456	9/13/2023	9/6/2023	9/26/2023	$5,000.00	5.00%	$250.00	$0.00	$4,750.00	Open
232685	8/6/2023	8/7/2023	8/6/2023	$4,041.83	5.00%	$200.00	$41.75	$3,841.83	Open
232685/S01	8/6/2023	8/7/2023	9/26/2023	$4,041.82	5.00%	$200.00	$41.75	$3,841.82	Open
232685/S02	8/6/2023	8/7/2023	10/26/2023	$4,041.83	5.00%	$200.00	$41.75	$3,841.83	Open
3456789	3/23/2023	3/24/2023	4/12/2023	$690.68	5.00%	$34.53	$0.00	$656.15	Open
3456789-1	7/20/2023	7/20/2023	8/9/2023	$582.30	5.00%	$24.17	$99.00	$558.13	Open
908765	10/2/2023	10/2/2023	10/22/2023	$1,054.50	2.00%	$19.40	$75.00	$1,035.10	Open
			Supplier Total:	$19,452.96		$928.10	$299.25	$18,524.86	
			Grand Total:	$19,452.96		$928.10	$299.25	$18,524.86	

Accounts Payable

Accounting Reports – Accounts Payable Paid by Account Code

Accounts Payable

Accounting Reports – Accounts Payable Paid by Account Code

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Accounts Payable Paid By Account Code

From: 1/1/2023 To: 10/11/2023

Store : [] RFMS CLOUD

Account Code : 140 INVENTORY

Sub- Account Code : 1 CARPET

Supplier	Invoice Number	Invoice Date	Transaction Date	Paid Date	Check Number	Checking Account	Gross Amount
AAB	AAB	2/4/2014	2/4/2014	10/11/2023	ONLINE	114	$32.00
ABC	K001	2/20/2018	6/29/2018	10/3/2023	69	114	$1,800.00
MOHAWK BILLING	91883838	7/10/2023	7/20/2023	7/20/2023	ONLINE	114	$191.72
MOHAWK CARPET CORPORATION	56789	6/19/2023	6/19/2023	6/19/2023	ONLINE	114	$442.79
MOHAWK-BILLING	76473290	2/22/2023	2/22/2023	2/22/2023	55	114	$937.53
PHENIX FLOORING	5473289	2/2/2023	2/22/2023	2/22/2023	ONLINE	114	$274.33
SHAW	123435	9/7/2023	9/7/2023	10/3/2023	ONLINE	114	$360.00
SHAW BILLING	3213255-A	2/17/2014	2/17/2014	10/11/2023	ONLINE	114	$1,699.96
						Sub-Account Total :	**$5,738.33**

Sub- Account Code : 11 VINYL TILE/SUPPLIES

Supplier	Invoice Number	Invoice Date	Transaction Date	Paid Date	Check Number	Checking Account	Gross Amount
SOUTHERN WHOLESALE	4738229	2/22/2023	2/22/2023	2/22/2023	56	114	$644.03
						Sub-Account Total :	**$644.03**

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RFMS TRAINING SERVER

Accounts Payable Paid By Account Code

From: 1/1/2023 To: 10/11/2023

Sub- Account Code : 25 GRANITE

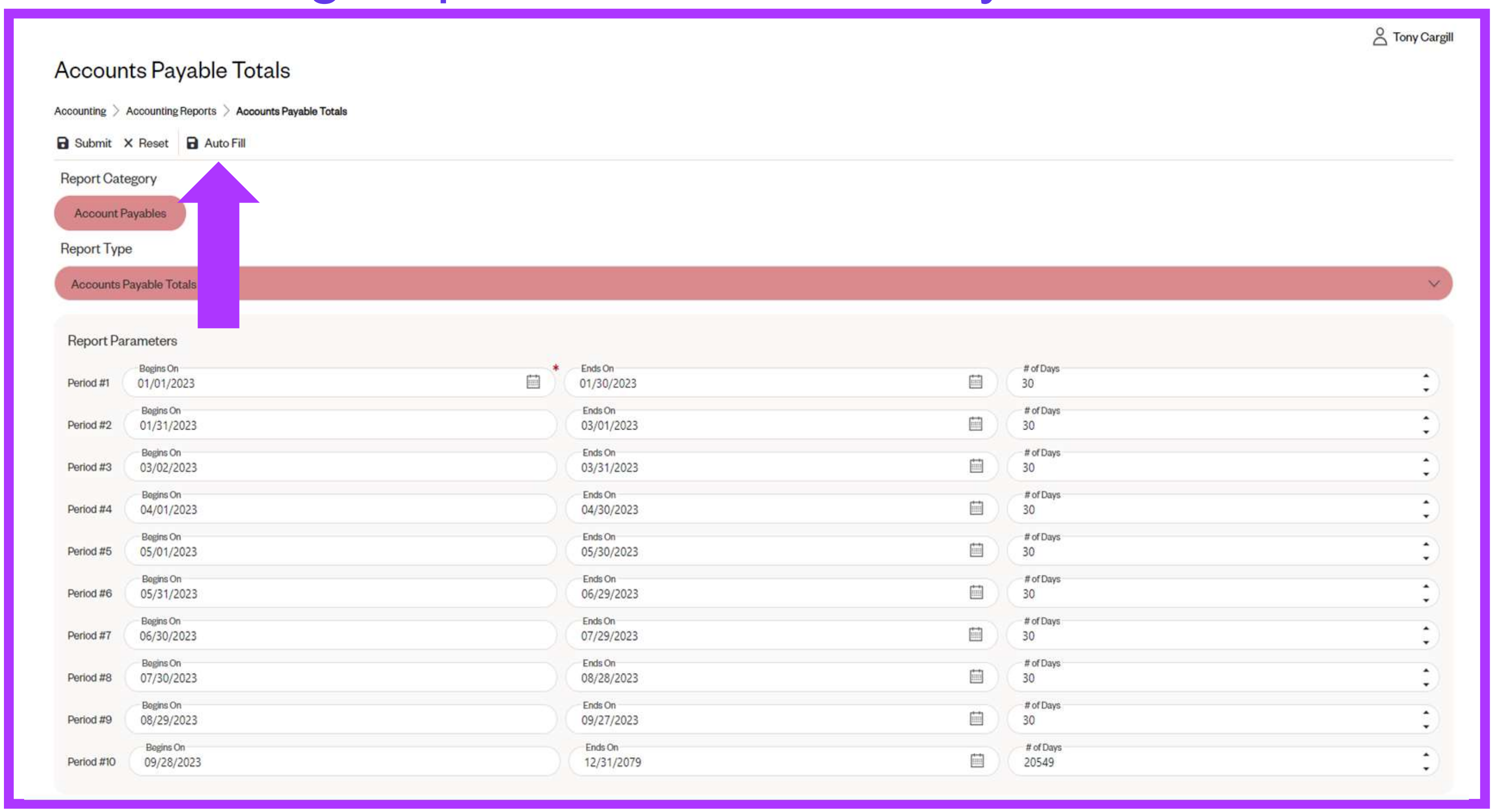
Supplier	Invoice Number	Invoice Date	Transaction Date	Paid Date	Check Number	Checking Account	Gross Amount
DAL TILE	387872	5/30/2017	5/30/2017	7/5/2023	ONLINE	114	$1,000.00
						Sub-Account Total :	**$1,000.00**

Sub- Account Code : 8 SUPPLIES

Supplier	Invoice Number	Invoice Date	Transaction Date	Paid Date	Check Number	Checking Account	Gross Amount
TOM DUFFY COMPANY	67890-0	6/1/2023	6/1/2023	6/1/2023	61	114	$86.24
						Sub-Account Total :	**$86.24**
						Account Total :	**$7,468.60**
						Total For Store: [] RFMS CLOUD	**$7,468.60**
						Grand Total Gross Amount:	**$7,468.60**

Accounts Payable

Accounting Reports – Accounts Payable Totals



Accounts Payable

Accounting Reports

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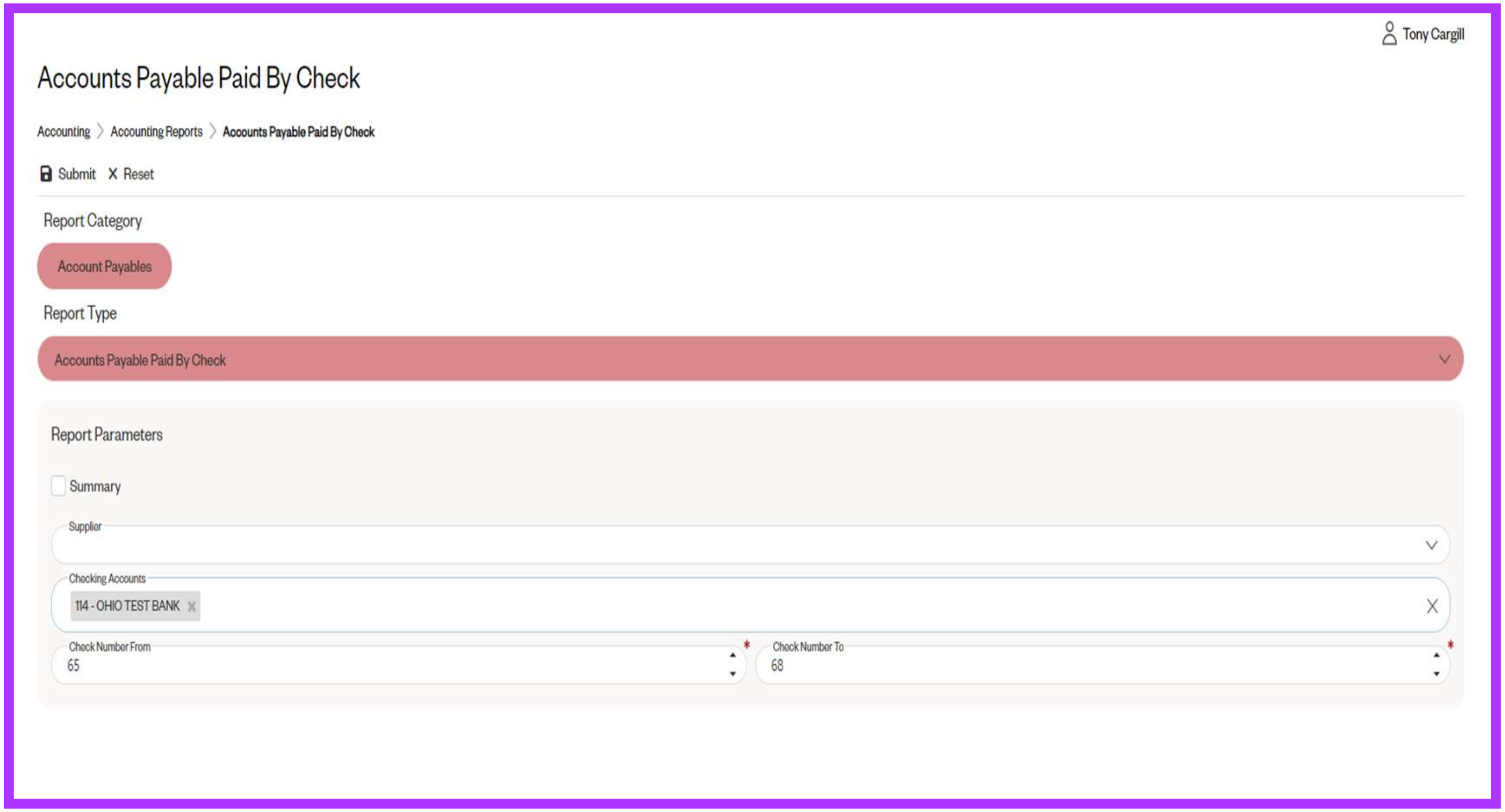
Accounts Payable Due

Period Beginning	Period Ending	Invoice Totals	Eligible Discounts	Net Due
* All Payables Due (including those with Hold Status)				
1/1/1980	12/31/2079	$62,562,092.78	$20,220.36	$62,541,872.42
* All Payables Due (excluding those with Hold Status)				
1/1/1980	12/31/2022	$1,263,470.31	$18,102.58	$1,245,367.73
1/1/2023	1/30/2023	$12,460.74	$7.50	$12,453.24
1/31/2023	3/1/2023	$47,612.87	$618.96	$46,993.91
3/2/2023	3/31/2023	$19,328.85	$137.89	$19,190.96
4/1/2023	4/30/2023	$4,605.38	$109.28	$4,496.10
5/1/2023	5/30/2023	$8,986.16	$6.58	$8,979.58
5/31/2023	6/29/2023	$2,130.00	$0.00	$2,130.00
6/30/2023	7/29/2023	$4,459.27	$32.25	$4,427.02
7/30/2023	8/28/2023	$6,603.76	$244.58	$6,359.18
8/29/2023	9/27/2023	$58,750.98	$452.50	$58,298.48
9/28/2023	12/31/2079	$61,133,684.46	$508.24	$61,133,176.22
* Total Payables Due				
1/1/1980	12/31/2079	$62,562,092.78	$20,220.36	$62,541,872.42

Accounts Payable

Accounting Reports – Accounts Payable Paid by Check



Accounts Payable

Accounting Reports – Accounts Payable Paid by Check

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RFMS TRAINING SERVER

Accounts Payable Paid By Check Number

From: 65 To: 68

Account Number: 114 OHIO TEST BANK

Check Number: 67

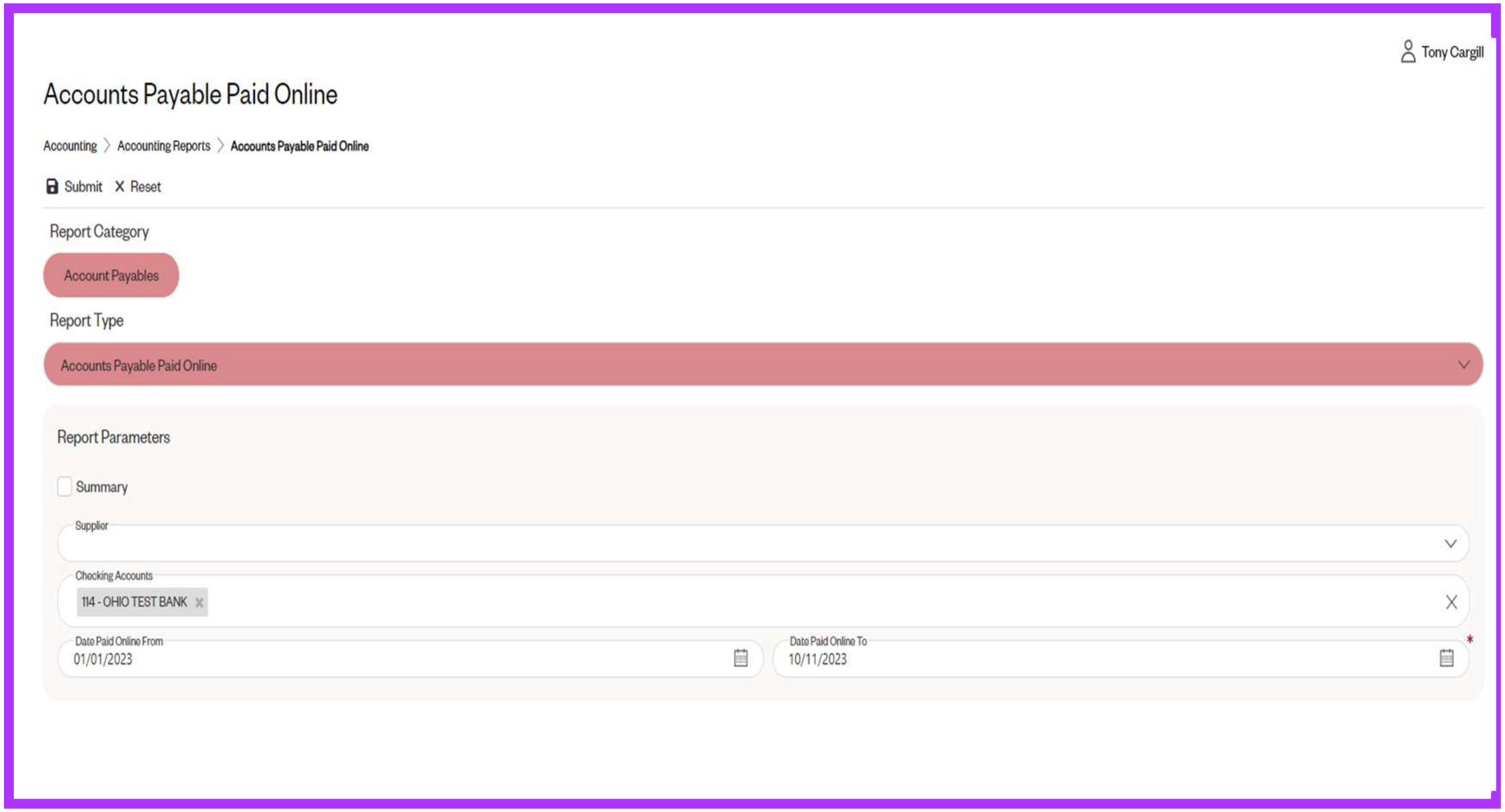
Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
ALABAMA POWER	66543	10/27/2023	10/3/2023	580	0	$378.65		
Check Total:						**$378.65**	**$0.00**	**$378.65**

Check Number: 68

Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
A.T.D.	741001/S01001	9/27/2012	10/3/2023	132	80	$3,750.00		
A.T.D.	FDSAD	3/9/2023	10/3/2023	555	0	$150.00		
Check Total:						**$3,900.00**	**$187.50**	**$3,712.50**
Grand Total:						**$4,278.65**	**$187.50**	**$4,091.15**

Accounts Payable

Accounting Reports – Accounts Payable Paid Online



Accounts Payable

Accounting Reports – Accounts Payable Paid Online

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RFMS TRAINING SERVER

Accounts Payable Paid Online

From: 1/1/2023 To: 10/11/2023

Account Number: 114 OHIO TEST BANK

ONLINE

Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
AAB	AAB	2/4/2014	10/11/2023	140	1	$32.00		
Total:						**$32.00**	**$0.00**	**$32.00**

ONLINE

Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
Total:						**$1,699.96**	**$0.00**	**$1,699.96**

ONLINE

Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
DAL TILE	387872	5/30/2017	7/5/2023	140	25	$1,000.00		
Total:						**$1,000.00**	**$0.00**	**$1,000.00**

ONLINE

Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
PHENIX FLOORING	5473289	2/2/2023	2/22/2023	140	1	$274.33		
Total:						**$274.33**	**$0.00**	**$274.33**

ONLINE

Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
MOHAWK CARPET CORPORATION	56789	6/19/2023	6/19/2023	140	1	$442.79		
Total:						**$442.79**	**$0.00**	**$442.79**

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RFMS TRAINING SERVER

Accounts Payable Paid Online

From: 1/1/2023 To: 10/11/2023

ONLINE

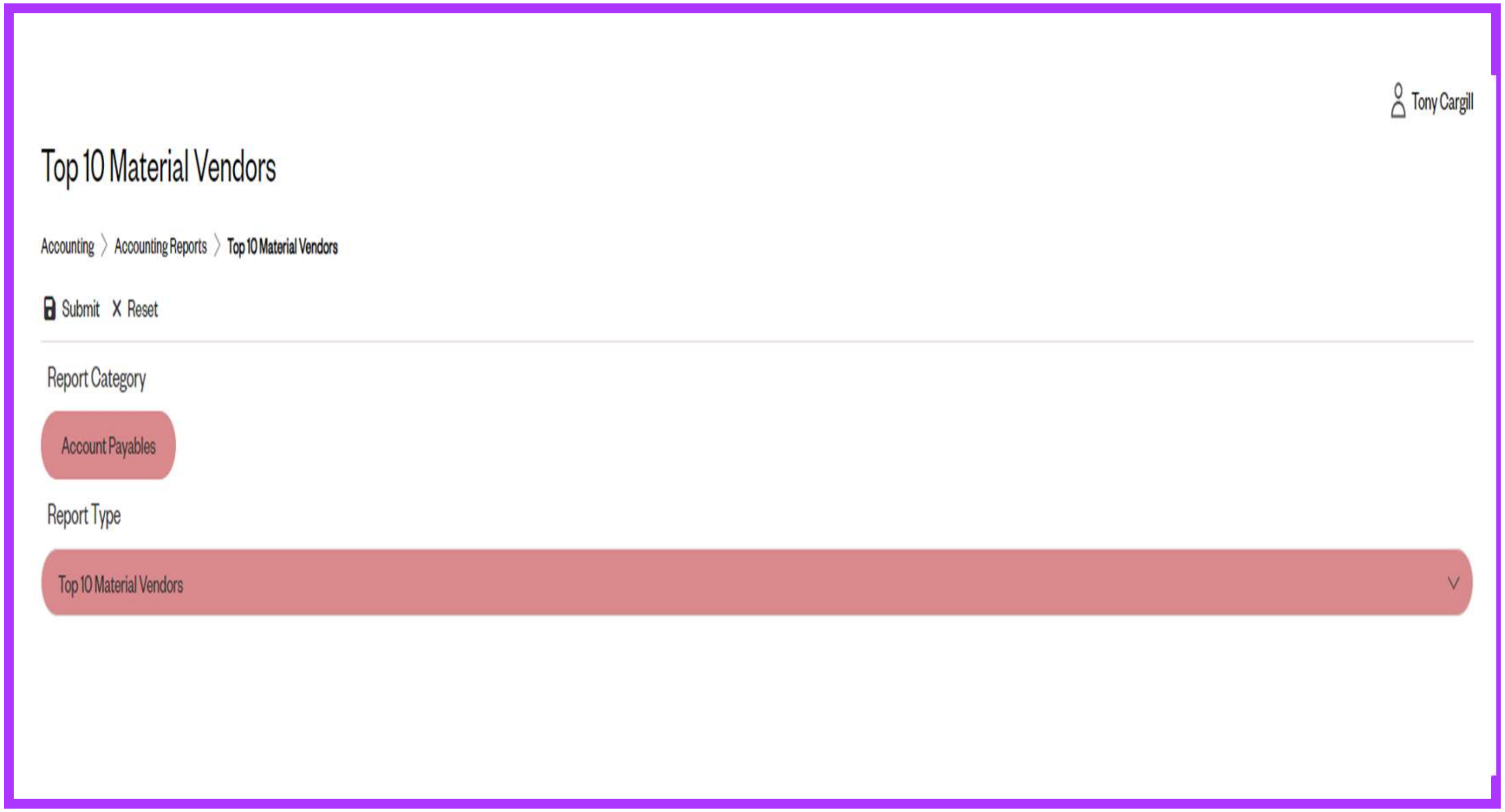
Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
MOHAWK BILLING	91883838	7/10/2023	7/20/2023	140	1	$191.72		
MOHAWK BILLING	91883838	7/10/2023	7/20/2023	451	0	$100.00		
Total:						**$291.72**	**$0.00**	**$291.72**

ONLINE

Supplier	Invoice Number	Inv. Date	Paid Date	GL Act.	Sub Code	Gross Amount	Disc. Taken	Net Amount
SHAW	123435	9/7/2023	10/3/2023	140	1	$360.00		
SHAW	123435	9/7/2023	10/3/2023	451	0	$100.00		
Total:						**$460.00**	**$0.00**	**$460.00**
Grand Total:						**$4,200.80**	**$0.00**	**$4,200.80**

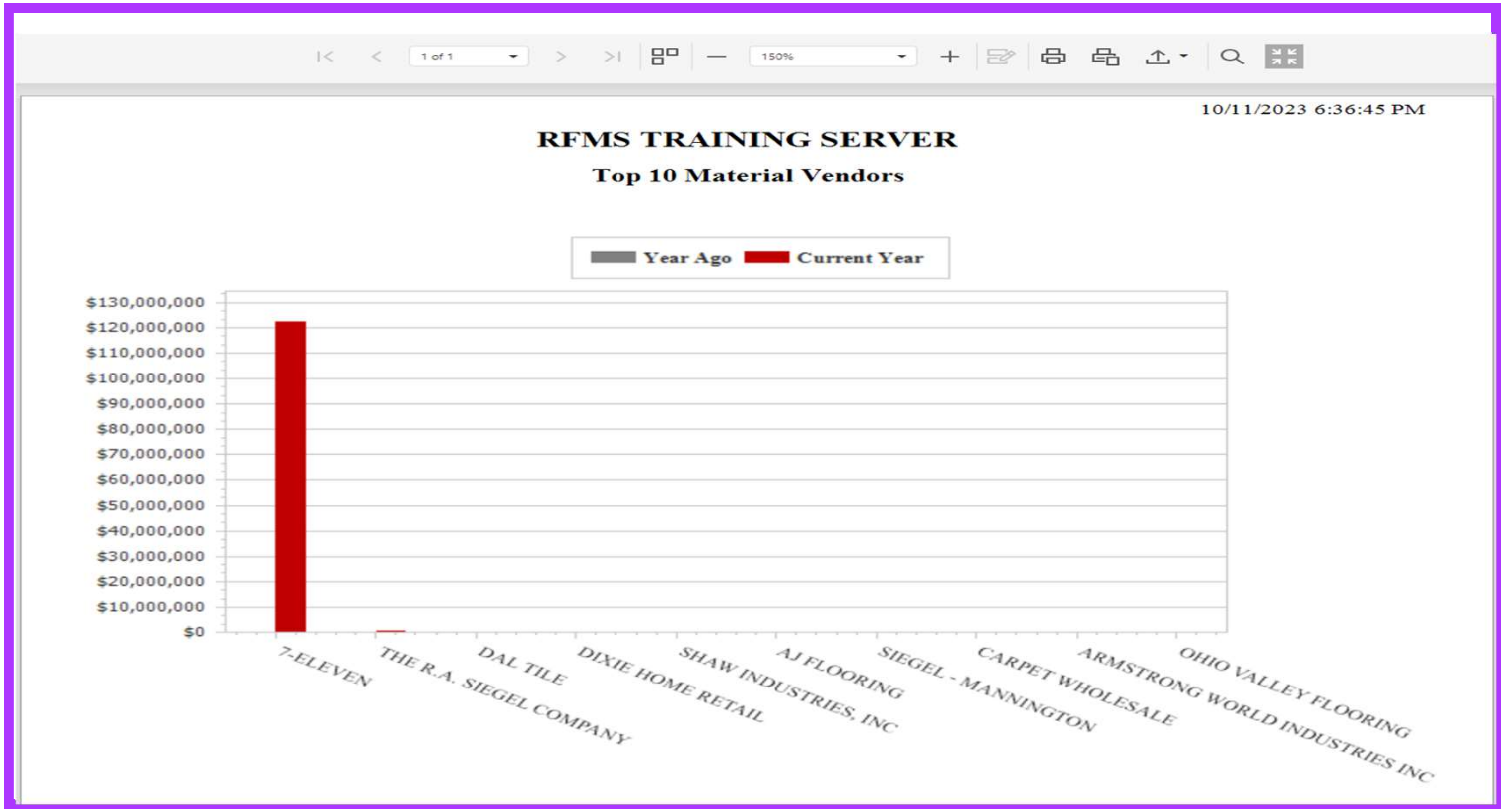
Accounts Payable

Accounting Reports – Top 10 Material Vendors



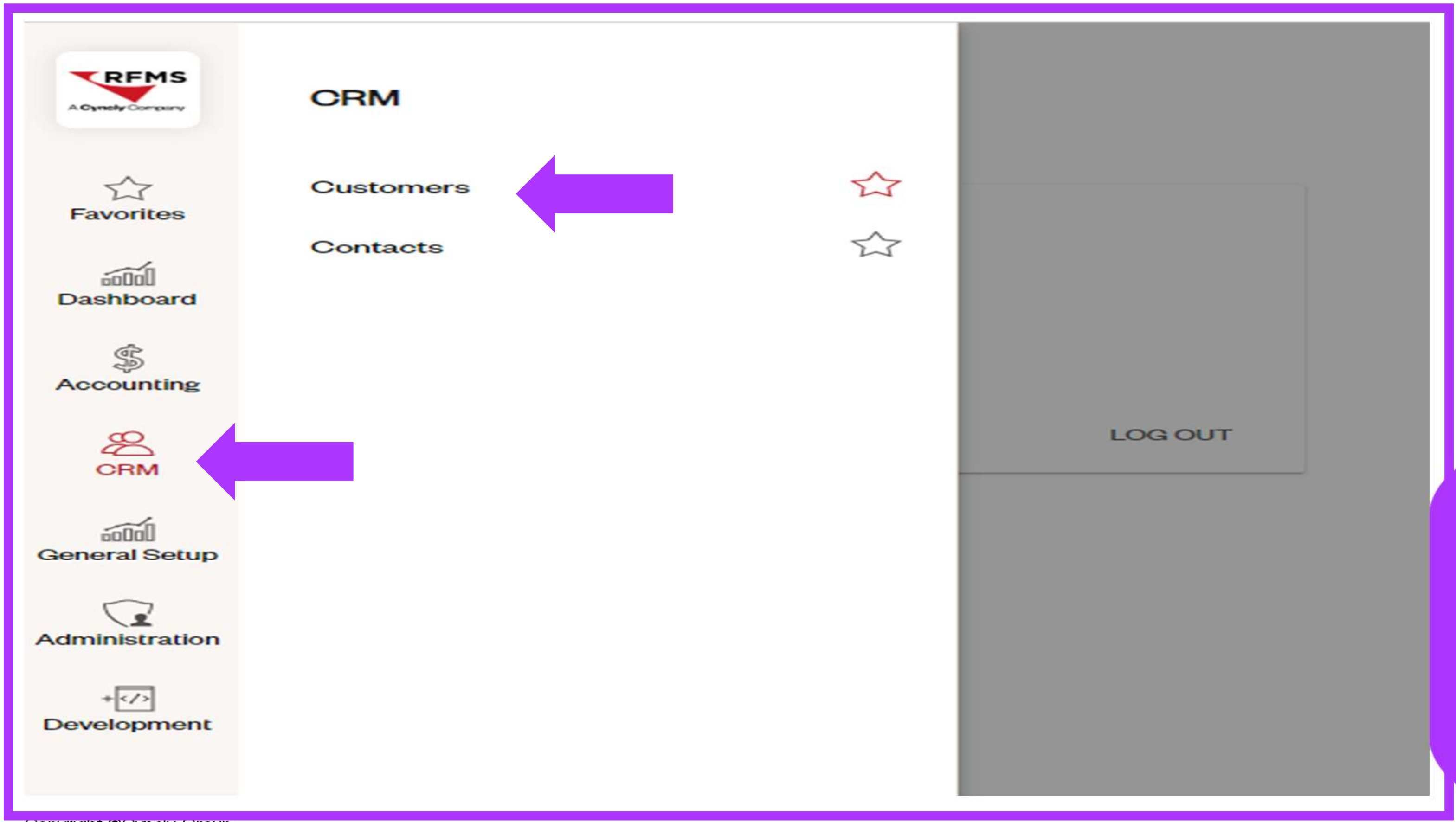
Accounts Payable

Accounting Reports – Top 10 Material Vendors



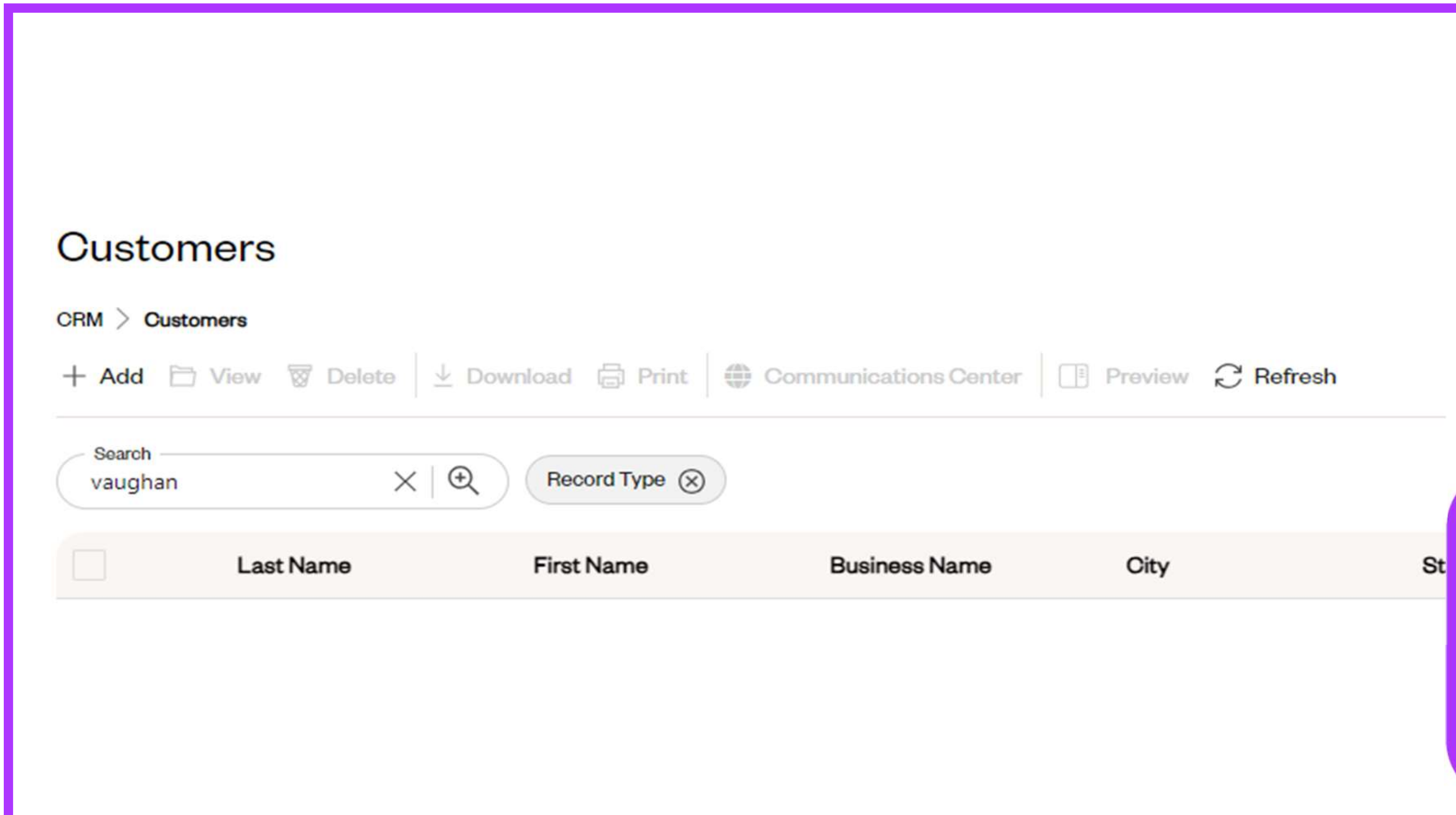
CRM

Manage Customer File



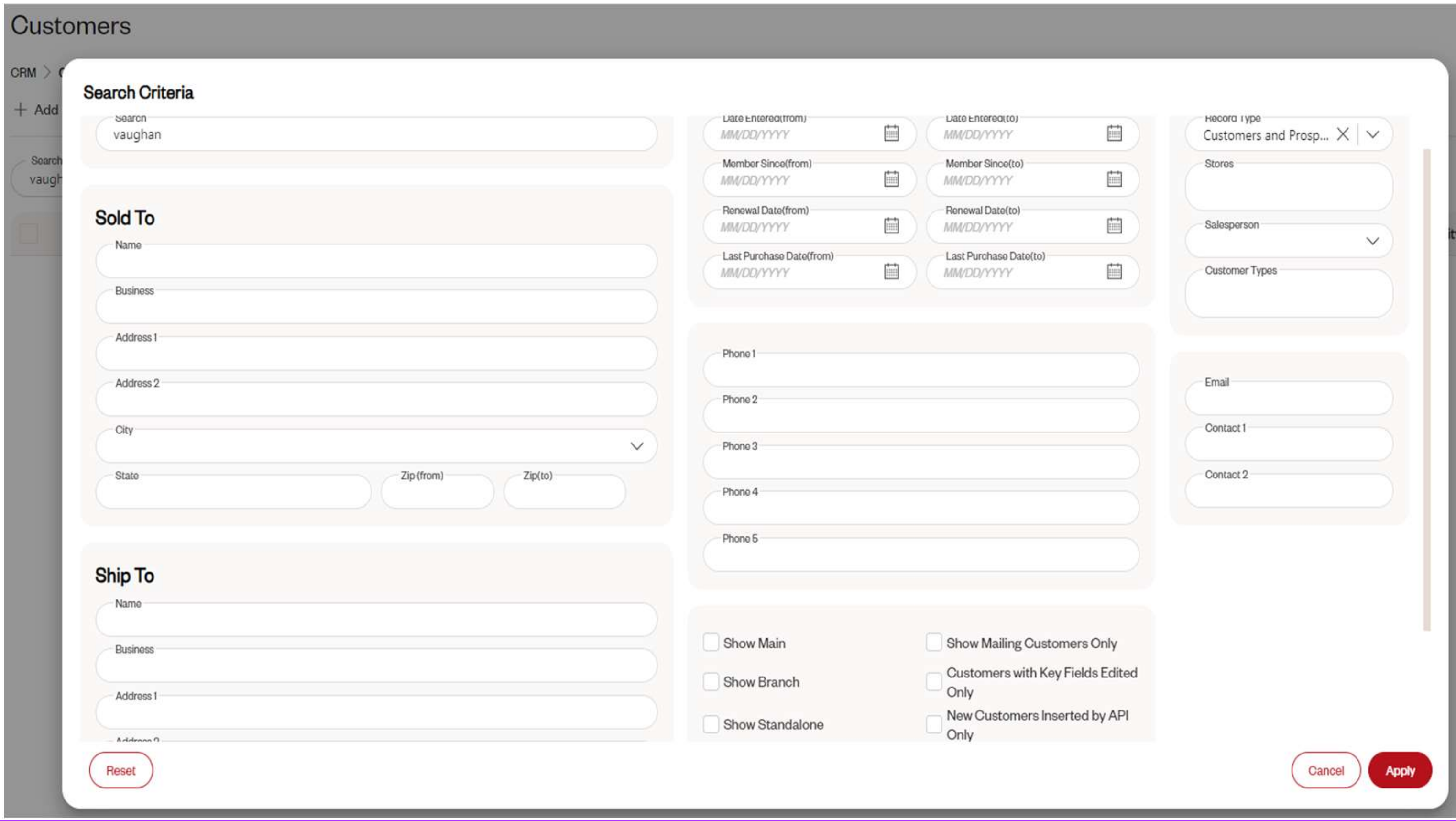
CRM

Manage Customer File



CRM

Manage Customer File

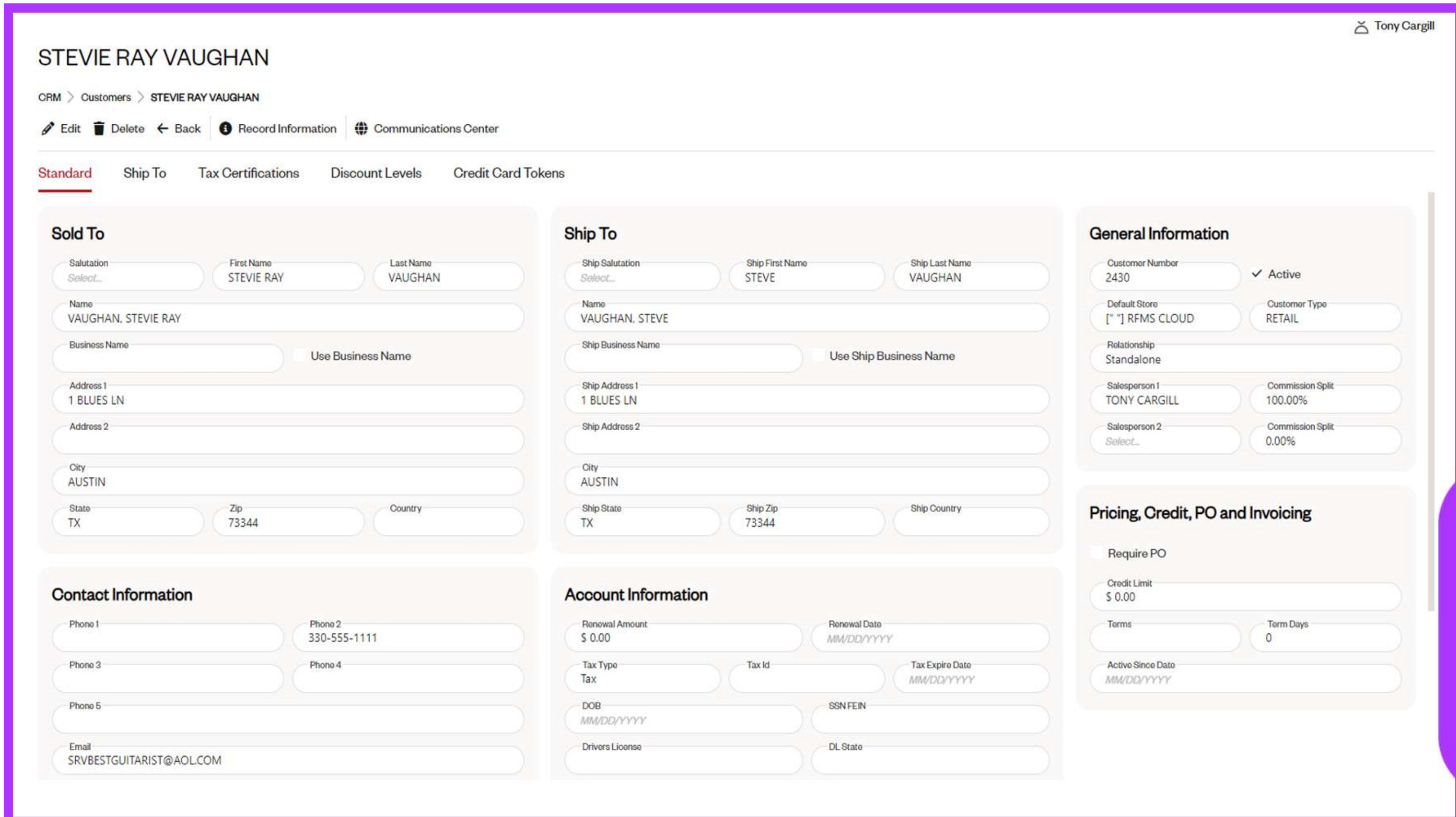


CRM

Manage Customer File

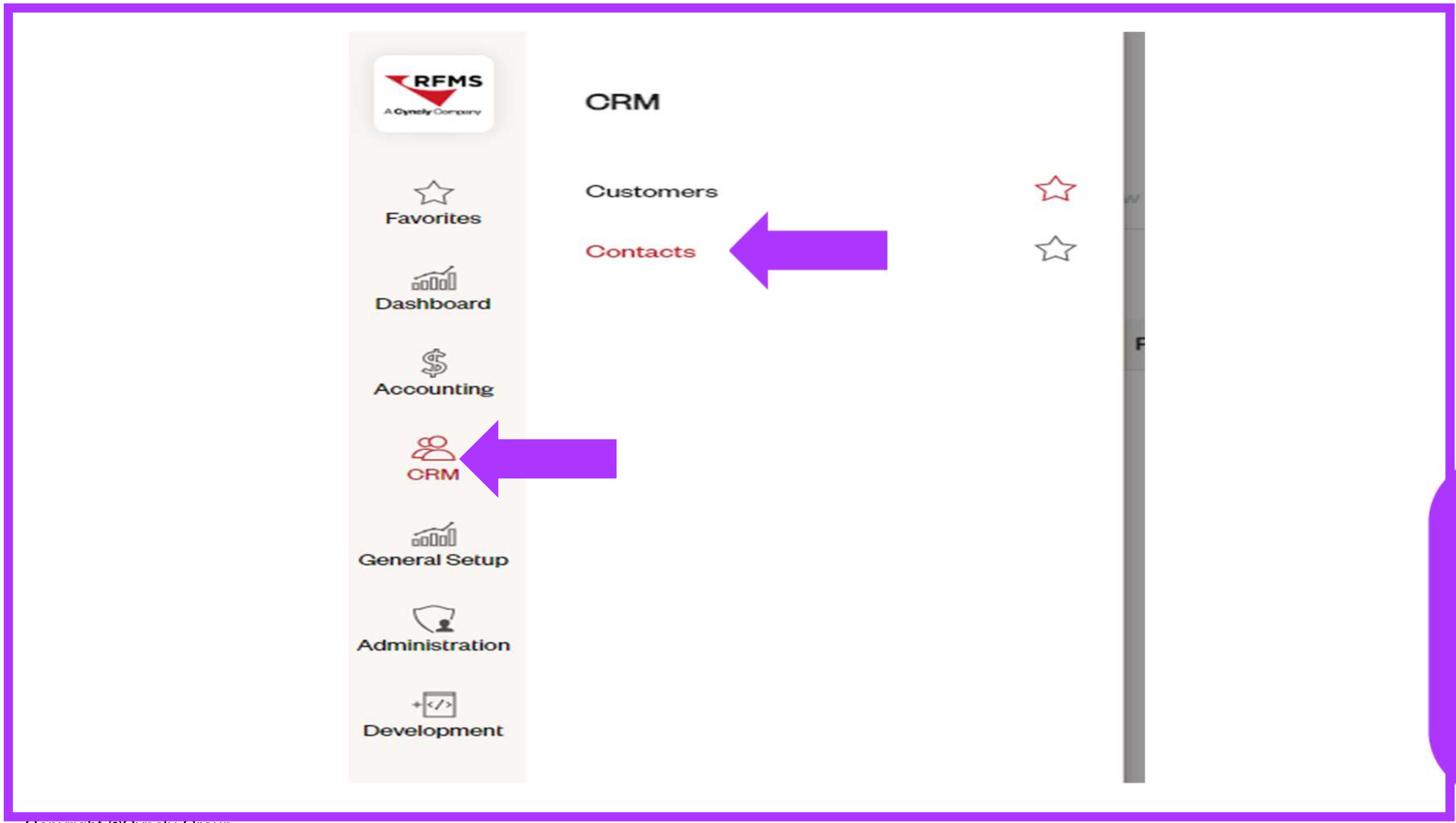
CRM

Manage Customer File



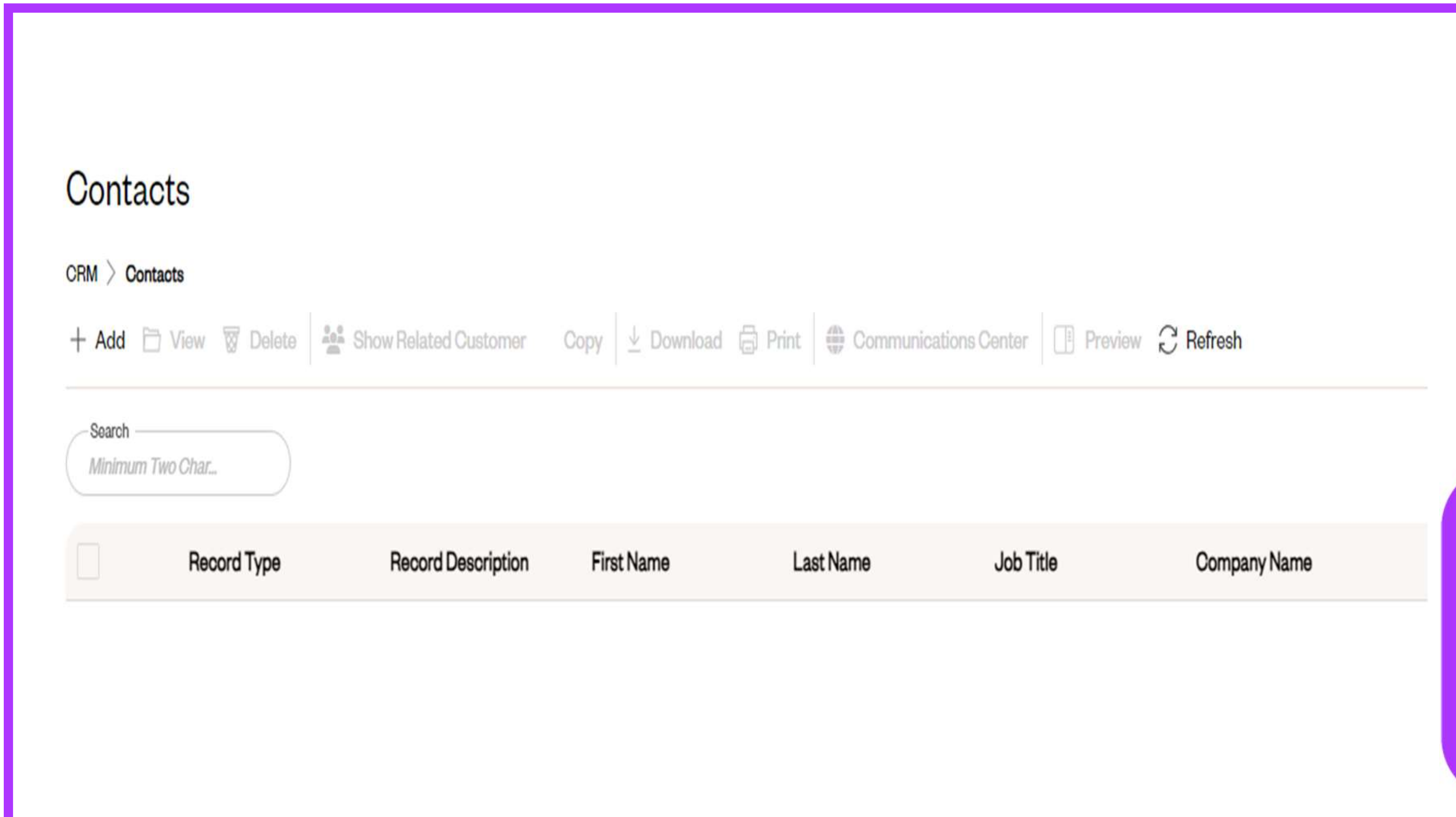
CRM

Manage Contacts



CRM

Manage Customer File



RFMS Next Release Roadmap

Next Roadmap | Q4 2023-Q1 2024*

November 29

Version 1.2

- User Experience
  - Custom Search Filters
  - Improved Tabbing through Editable Fields
- Accounting / Accounts Payable
  - Manual Costing of Inventory
  - Pay Bills via EFT
  - Mark Invoices as Paid Online via Batch
- Accounting / Banking
  - Perform Bank Transfers

December 18

Version 1.2.1

- Accounting / Accounts Payable
  - Automated Costing of EC Records

January 24

Version 1.3

- Accounting / Accounts Receivable
  - AR Detail Report
  - AR Totals Report
  - AR Aging Report
- General Ledger Functions and Reports
- Accounting / Banking
  - Receipt Recap Report
- Owner Dashboard Reports
  - Business Insights Reporting

February 28

March 27

Version 1.3

- Accounting / Accounts Receivable
  - AR Credit Management
  - Preview/Edit Statements
  - Print Statements
  - Manage Finance Charges
- Accounting / Month End Reports Phase 1
- Inventory
  - View/Edit Inventory
  - Browse/Search Inventory
- Products
  - View/Edit Products
  - Browse/Search Products
  - Create New Products

** Proposed Feature List Only – Subject to Change*

Client Success Manager Territory Map
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