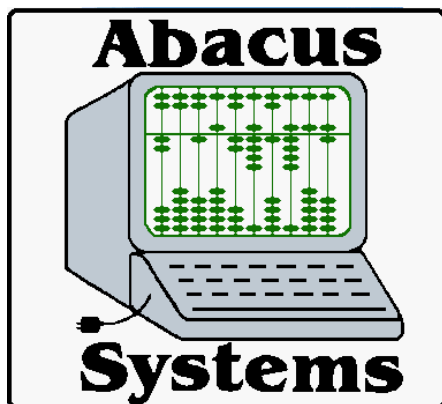


# **RENTAL MANAGEMENT SYSTEM UPDATES USER DOCUMENTATION**



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## **RMS UPDATE NOTES**

These notes represent changes to RMS programs that may not be listed in the documentation. They should, however, be noted in the help files. The purpose of these notes is to let you know of recent changes that have been made to RMS programs that may affect you. Some changes are listed as "custom". This means that the enhancement is not available to you unless you specifically request it. There may be a charge associated with "custom" changes. Other enhancements may not be available unless you receive a complete update tape from Abacus Systems. Installation of update tapes is charged at the standard hourly rate. The updates contained within this document date back from present through January 2013. Updates for other years are available upon request.

Each note is listed with the date of the change, the programs affected, and the initials of the client requesting the change. At the bottom of the document, an index showing all updated programs and their corresponding page numbers is available so that updates can be reviewed by program.

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**04/04/25 CFM**

**RSE**

[CFM] will now warn you if any of the statement email contacts are entered but the fax flag does not contain an “X”. Currently this is a custom change but easily ported to other installations.

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**04/03/25 ARDQ**

**RMS**

The long form option has been added to the CSV version. The aging box has also been fixed when applying on-account payments to the oldest buckets.

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**04/02/25 PURGE**

**RMS**

The cash (temporary) account and job site program has been re-written to print the report before updating. Before this change, the report would update as it printed so there was no way to proof what it was going to do. The log was also enhanced to give more information as well. The function can also be run for up to 30 account ranges. The summary customers used for cash (temp) customer accounts that are purged has been changed to “~~” and the sales category. In the past, it was “~~~” and the 1<sup>st</sup> and 3<sup>rd</sup> characters of the sales category because the 2<sup>nd</sup> character used to indicate a wholesale account. Since that no longer applies, the entire sales category is used for the “tally” accounts. The original reason for doing this was to insure that no data was lost for report like the customer sales analysis [CSA].

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**03/26/25 DSJ**

**RSE**

The sales journal will now print a remark under any invoice that has terms that contain the word “card” (case insensitive) as a reminder to check for credit card payments. The remark can be changed with [RSM] code “cc”.

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**03/20/25 ARIQ**

**RSE**

[ARIQ] can now have an alternate fax/email tag from contacts that will override the default. Currently this is a custom change but can be implemented on other systems if desired.

**03/10/25 PREM**

**LSSI**

Employee images may now be in sub folders by employee code similar to the way AP images are saved in vendor folders. This makes more sense to keep large numbers of images organized. The option is enabled by the presence of the “unassigned” folder, which will be the preferred method going forward.

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**02/14/25 REX**

**RMS**

REX (RMS export) now has several new options to allow to enhanced “relational” file data to be included. Relational data may also include field ranges.

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**02/10/25 POPR**

**LSSI**

The PO print program now has the option to run a “post” script that can be used to archive PO images.

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**01/29/25 JCTR**

**LSSI**

The time sheet report has been modified to allow for more date summaries when run by date.

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**01/24/25 PRRE**

**LSSI**

The employee record of employment format for Canada has been modified to allow for new file formats as required by Canada Revenue.

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**01/08/25 PRCK**

**LSSI**

The check flags now override the employee flags and have been added to the CSV version.

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**01/02/25 IMR**

**RMS**

The CSV version of the Inventory Movement Report has been modified to account for column changes.

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**01/02/25 AP99**

**RMS**

The position of the account number has been changed to accommodate newer forms.

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**12/20/24 PRT4**

**LSSI**

The format for T4 slips (Canadian version of US T4's) has changed to make room for the new CNP2 tax. The program will use the year entered to decide to run the old version if necessary.

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**11/27/24 RIT**

**RMS**

RIT can only update the field counts if run for all items. A future enhancement may be to allow updating for a single item based on customer requests.

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**10/01/24 IFM**

**SWING**

Field 48 in [IFM] has now been split to contain a "substitute" item, a "recommended item", and the SE (Serialized Equipment) "master item". In the past this field was used for all three functions, but only one. An item can now be in all 3 groups.

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**09/24/24 DSC**

**STI**

The custom Daily Sales and Collection report now has the tax and misc. charge included on the CSV version. Although custom, others may be able to use this report, or realize that custom reports are always an option.

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**09/19/24 JFP**

**RMS**

The job-site report can now include the job contacts using the "C" option at the "Short Form" prompt.

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**09/11/24 JFM**

**RMS**

You may now have a separate contact list for jobs which may override the contact in the customer file for some RMS functions. Since it makes sense to use the letter “C” to select contacts, the category exception function is now accessed with a “E”.

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**08/29/24 PORR**

**RMS**

You may now enter up to 20 ranges of PO numbers to run the PO Receiving Report.

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**08/22/24 VSA**

**NSS**

The vendor sales analysis [VSA] report may now be run using the first vendor only, the second only, or both. The vendor selected at the “Vendor Range” prompt is compared to either vendor field from [IFM] depending on how you answer the “Include Secondary Vendor” prompt. Leave it blank to compare to the first vendor only, enter “Y” to use either vendor, and enter a “\*” to use only the second vendor. EG: if line 50 in [IFM] contains “0001/0002” and the report is run for vendor “0002”, the item will not be listed unless you enter either “Y” or “\*”. If you run the report for vendor “0001”, it will only print if you leave it blank, or enter “Y”.

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**08/06/24 CSH**

**NSS**

The customer sales history report will now print the vendor code in the summary CSV version as it is needed by the “intercompany billing” program [ICB].

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**07/30/24 ARCP**

**RMS**

The total adjustment has been added to the details screen of the AR Customer Payment display and report.

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**07/25/24 HDRMAIN**

**RMS**

The customer account number and job number are now validated in [HDRMAIN].

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**07/12/24 TS**

**RMS**

Item qualifiers S (sale), D (damaged), N (not returned), and U (used) can now be

included in the tally sheet. Normally they would be shown on a leases after the DSJ is run. These items will be listed as a separate line under the rental item.

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**07/03/24 CIR**

**SWING**

The “file date” (run date) has been added to the CSV report.

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**06/05/24 ARCJ,ARHR**

**SWING**

The PO# has been added to the cash receipts journal and the historical AR cash receipts report.

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**05/08/24 PRCR**

**LSSI**

The new CNP2 employee rate has been added to the PR check register.

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**04/24/24 IGL**

**RMS**

The GL number override from IFM (line 49) has been added to the Inventory GL list.

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**04/11/24 MTD**

**RMS**

Payment terms has been added to the AR historical file.

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**04/11/24 ARAR**

**RMS**

A “long form” option has been added to the AR Audit Report that prints the lease#, Salesperson, terms, and PO#.

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**04/08/24 PRPE**

**LSSI**

A “recalculate” option has been added at “Corrections” that will force the recalculation of deductions and taxes.



**04/03/24 PRTM,PRTP,PRPE**

**LSSI**

Support for the new tax table CNP2 (Canada) has been added which uses a minimum gross amount before the tax is applied.

**03/2024 ARPI**

**NSS**

A new format for EPSG (Echelon Payment Solutions Group) – a clearing house for payment processing – has been added to [ARPI] – AR payment import.

**02/23/24 UCP**

**RMS**

The sort order selection in the Utilization Chart has been changed to match other RMS programs, ie. leaving the sort blank will print in item number order. In addition, a category sort option has been added. The quantity fields have also been changed to support decimal quantities. The word “factor” has been replaced by Util %” since it was always a percentage and should be labeled as such.

**02/23/24 PRPE,PRDM,PREM**

**LSSI**

Four new deduction qualifiers (%R, %O, /R, /O) have been added to the RMS payroll system. In this case, the “R” means to use only regular gross or hours (paytype 1). The “O” means use only overtime hours (paytype 2). These qualifiers can be used in [PRDM] as the default rate, or in [PREM] to set the individual rate.

**02/21/24 GLED**

**RMS**

When period 13 is active, [GLED] will now check to make sure a reference number or range has been entered. This was done to prevent users when updating the entire trial balance as period 13, often doubling the period totals.

**02/09/24 PRPE,PRDM,PREM**

**LSSI**

A new deduction qualifier (%S) has been added to the RMS payroll system that calculates a percentage of the gross wage for types 1 (regular pay), 2 (overtime), and 3 (special time), but NOT including type 4 (extra pay). A single “%” calculates using all wage types. This is similar to a dues code of “%S” that was added previously. In

this case, the “S” means “standard wage”.

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**02/07/24 JCJS**

**RMS**

The “source journal” option of “\*\*” to print transactions with no journal has been added to the job summary to match the filter in [JCEN] below. Also, the first 2 characters of the journal name has been added to the source description if not already included such as on “DS” entries.

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**02/06/24 JCEN**

**RMS**

You can now “filter” the display in [JCEN] by the source journal just like in [JCJS]. The source journal can be “AP” for entries from [APEN] and [APMN]; “PR” for entries from [PRCR], “DS” for posting from [DSJ], or “\*\*” for no journal. You can list two of these options separated by a “,”. Keep in mind that older entries may not have a journal specified since that was added later. Note that changing what displays using the filters does not prevent you from changing an entry or creating a new one using other type, dates, or sources.

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**02/06/24 ARCJ**

**RMS**

The cash receipts journal will now correctly tally receipts against sale invoices versus rental invoices. Before this change, on-account payments and interest charges were put in the wrong category.

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**02/01/24 IFM**

**RSE**

[IFM] now has an option to tally the assembly cost by adding the components and quantity using the recipe in [AFM]. This option can be run by entering a “T” at the corrections prompt. When selected, all costs, prices, and rental rates are calculated and displayed in a highlighted color with a “\*” after them. These prices are not saved and the displayed is cleared as soon as you press enter. These prices/rates are the same as those printed on the price list [IPL] for assemblies that have a 0 in the price field.

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**01/25/24 GLAS**

**RMS**

The amortization schedule term has been fixed. This error was introduced when the “monthly” option was added.

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**01/19/24 IFM**

**STI**

If the optional “value cost” is active on your system, you now have another option of having up to 4 additional costs associated with it. These could be FOB cost, brokerage and duty, delivery, or freight as examples. These 4 extra fields display to the right of “Value Cost” and can be changed at line 5 after entering the appropriate password. These extra fields do not change any of the other costs automatically and do not show anywhere except the [IFM] screen at this time.

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**01/18/24 FORMS**

**RMS/RSE**

It is now possible to enhance RMS forms to 600 dots/inch as used in [OPR], [IPR], [ER], [ARST], etc. when printing to a laser printer or PDF document. Some of the logos used do not convert to PDF well producing splotchy output at 300 DPI. This change makes it possible to produce higher quality images used by RMS to produce these documents. By using standard fonts such as Times New Roman or Courier greatly reduce the size of the files and make storage and emails much more compact.

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**01/09/24 GLED**

**RMS,RSE**

When GLED was tallying multiple branches under the consolidated account, it was not printing the current credit and debit totals for each location. This has been fixed.

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**12/29/23 REX**

**RMS**

It is now possible to include fields from relational files using [REX]. For example, if exporting the AR file, you can include the customer name. The AR file contains the customer number but not the name, so you have to lookup the name in file CST. To do this, you would enter a field component of “=1^CST.3”. The “=” indicates a formula using field 1 of the AR file (the customer number), the “^” is the insert relational data from the CST file. The “.” Is to separate the file name from the field number which comes next, in this case field 3 which is the customer name. You can combine the pad and justify options also. Again, using the AR file as an example, field 13 is the salesperson code, but may contain more than 1. To take only the first 4 characters and do the lookup, you would enter “=13<4^SMN.2” where “<4” says to

take only the left 4 characters. This may be a little complicated, but a powerful tool for extracting data from RMS files.

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**12/28/23 Value Cost**

**RMS**

Labels on various screens and reports have been changed to “VALU COST” and “LAST COST” when that option is enabled. In the past the labels were simply “COST” and “AVG COST”.

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**12/21/23 PIW**

**STI**

The yard/resale columns may now be reversed on the report using the new option “A” at the “include counts” prompt. This does not affect the spreadsheet version which will still print yard first.

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**12/07/23 IFM**

**RMS**

Deleting an active item in [IFM] will now properly change the item to “+M” in invoice history. The log file is “ifclog##” where “##” is the station ID and can be found in the reports directory.

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**12/06/23 FLC**

**RMS**

This little used program original was written to create lists for Fax blasts, such as specials or notices. It is still useful to extract select data from the customer data base that might be used for verifying data or email blasts. The change allows multiple search strings now, so you could check keywords such as “:IPREM:” OR “:AREM:” in the customer contacts files. To use multiple searches, separate the text with a pipe sign (|).

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**12/05/23 MSR**

**STI**

A new column has been added to the Monthly Sales Report spreadsheet that lists the state for the customer from [CFM]. This was done to aid in sales tax reporting.

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**12/04/23 RIT**

**PSS**

The long form version of [RIT] to a spreadsheet now includes the trade price saved when the lease was entered, labeled “LS trade”. This is in contrast to the current [IFM] trade labeled “trade” on the spreadsheet. Remember that the trade price of each item is captured when the order is entered and can certainly change between the time of entry to the time the report is run.

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**11/21/23 CFM****RMS**

Administrators may now use the merge function in [CFM] to merge one customer into another. A test has been added to make sure there are no duplicate jobs – something that has been a stumbling block for this function. If duplicate jobs between the two accounts are found, a message is displayed. You can then use JFM to make sure the job numbers are unique and attempt the merge again. A log is kept in the reports directory currently named “cfclog###” where “###” is the current station number. Since station numbers float, the easiest way to find the correct file is to sort by date. There are similar logs for jobs (jfclog##), vendors (vfclog##), and inventory (ifclog##). While these logs were created as a debugging tool and are somewhat cryptic, the import information to check is the final count for each file that indicates the number of errors. Just above that you can see the details that caused the error, which most of the time are duplicates that get ignored. A good example of this is perhaps a duplicate price exception after a merge.

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**11/21/23 VFI****RMS**

You may now see (but not change) the vendor memos in [VFI]. The screen will now be restored properly after using the memo function.

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**11/16/23 APIQ****RMS**

If the alternate vendor option is used in [APxN] you can display the vendor code in place of the reference number on the detail page for a voucher. To do this, enter a “V” at the options prompt. This is a toggle, meaning if you press the “V” again the screen will revert back to displaying the reference#. The toggle is reset when you exit the voucher detail display. This is very useful for credit card vendors where the alternate vendor is usually used to indicate who the payee was.

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**10/19/23 BRP****RMS**

Two new substitution fields have been added to the batch report processor (used by EOM). The keyword ^CY will insert the century year as a 4 digit number, and keyword ^CM will add the century and month as a 6 digit number. As a recap, substitution fields are ^YY=2 digit year, ^MM=2 digit month, ^DD=2 digit day, ^DT=date as YYMMDD, ^YM=month as YYMM, ^LOC=location number, ^COMP=company code, ^%M=3 character month name, ^USER=user ID, ^CY=4 digit year, ^PE=GL period ending as YYYYMM, ^PN=GL period number, and ^CM as century year and month as YYYYMM. Other keywords may be added in the future as the need arises.

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**10/10/23 MSM,DSJ**

**STI**

The sales journal will now save the total sales tax on sale invoices only in the MSM totals on line 36. This is used for specific sales tax requirements for internet sales at for a customer.

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**10/03/23 ARCR**

**SAVAGE**

Cash receipts entry will now check for duplicate reference numbers that may exist in history. While the reference number is 6 digits, it often starts with the branch number limiting the number of references. If the purge factor for AR data is set such that the reference numbers roll, it is possible to get a duplicate number and perhaps cause the original entry to go out of balance which will affect [ARCP] and [ARHR]. The program will now search for an open reference when a duplicate is found. If there are no entries available, the program may appear to lock up – but at least no damage is done. In the future letters may be used to allow more entries.

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**09/12/23 FAX**

**RMS**

While seldom used, the SPEED DIAL function in [FAX] and also in the link from Another option has been added to the union benefit rate section in [JCUM] to calculate the amount based on regular hours times the BASE rate (line 17 in [PREM]). The rate code for this option is “%b”. This is not to be confused with “%B” (upper case) that uses the total hours (regular + over time + special time) times the base rate. The help screen for [JCUM] describes the options in more detail.

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**09/13/23 EMSM**

**RMS**

A print option has been added to the “Email System Maintenance” program that is used to change the default subject and body text for various RMS programs. It also also used to edit “speed dial” emails and fax numbers. You can print just one “handle” or all handles. You can print from the [EMSM] menu or from within the handle itself. When printing “speed dials”, the entire list is always printed.

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**09/12/23 FAX**

**RMS**

While seldom used, the SPEED DIAL function in [FAX] and also in the link from several other RMS programs has been corrected to look up speed dials. This feature allows for “shortcuts” in the program for emails (and fax numbers). The speed dial keys can be up to 10 characters and are maintained by [EMSM] with handle “SPEED”.

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**08/23/23 OE,IAE**

**SSL**

There is now a custom option that creates an inventory adjustment to automatically move resale inventory to yard to prevent inventory from going negative. Only the quantity needed to fill the order up to the quantity in resale will be moved. [OE] runs [IAE] in a special “background” mode to do this so the adjust report [IAR], movement report [IMR] and the GL on the [DSJ] are all affected as if the user had actually entered the adjustment. There is also an exception generated for this in the [MER]. The adjustment is made just before the inventory is normally moved in [OE]. This means that if the quantity on the order is increased after the line is written to the details, you may get another [IAE] entry for the difference. If the quantity on the order is decreased of the item removed, the resale quantity will not be restored because there is no way to know how many pieces were actually adjusted at that point. This is a custom change and must be requested.

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**08/21/23 CMR**

**SSL**

The “Customer Motor Service” report now has an “Archive Days” prompt that will cause a separate section to print that lists motors that have not been served in that many days. This is done to keep up with equipment that should be serviced on a regular basis but has fallen through the cracks.

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**08/16/23 MSR**

**STI**

There is now a short form version of [MSR] that was designed for a sales tax audit. To print this version, follow the selection with a “T”. This special version is only available for selections 1 and 4 at this time. It has been carried through to the CSV format also.

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**07/31/23 PIU**

**LSSI**

The physical inventory update now allows for updating a category or partial category. You can enter 1, 2, or 3 characters here (no wild card character) and the program will match only that number of categories to the [IFM] code for update.

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**07/28/23 DSJ**

**RMS**

The “missing invoice” message will now account for the location code, usually the first digit of the invoice number.

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**07/27/23 APIQ**

**RMS**

If a check is pending update by [APCK] for a voucher, the check number and date will appear in the header section on the inquiry screen. This only shows if the historical check info is blank. A “\*” is shown to the left of the check number and check date if the data shown is from pending checks. If the voucher had already been paid, the historical check info will display as before.

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**07/25/23 IPR**

**RSE/RMS**

When using printer “X” to fax/email invoices, the program will show not just new invoices generated in this run, but also a count of pending invoices that may not have been sent. Since it is possible to run IPR several times to generate emails and have them save until the batch is executed, there was no way to know how many invoices were waiting to be sent. This is especially true if the new run did not produce any new invoices. The message “###/## new/pending invoices found – send ALL now?” includes a new option (Full) to display the waiting batch. This option currently only lists the customer numbers and email address, but that may change in the future. Note that the “Log” option only lists the current IPR log which includes problems, such as missing email – this has not changed.



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**07/25/23 IPR**

**RSE/RMS**

When using printer “ME”, will now default to “Draft Run” = “Y”. The cursor will still stop at this prompt and you can change it if necessary. The reason for the change is to prevent invoices getting flagged as “invoiced” when there is no hard copy or PDF copy saved.

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**07/25/23 POEN**

**RMS**

Purchase Order Entry will now write the PO header before the details section. This is to prevent headers from getting lost during a power failure for example. This does not really cause a problem because PO’s are not updated until the register is run, but it could leave junk in the files. Often the user will just enter the PO again not realizing the details may already be written to the file. To recover from this situation, you would have to change the last PO number to one before the missing one so that [POEN] uses the same PO again. Another way would be to blank the last PO number to put it in manual mode and enter the missing PO in POEN #1, then put it back when done.

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**07/24/23 ARCR/ARCJ**

**SSL/RMS**

The cash receipts journal will now save the rental category and job number in the cash history file that some are using to export data into Excel or other systems. The rental category also indicates an on-account payment or deposit on the header line. A time stamp has also been added to each record.

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**07/14/23 CFM**

**NSS**

The “web/email” address on line 44 may now be expanded to 45 characters using the <PGDN> key when in the field. This was done to match the email size in the contacts file. Note that if the address is already larger than the default size of 35 characters, entering the field will automatically redisplay the entire address at the bottom of the screen – very similar to the way the extended PO field is handled in [OE].

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**07/14/23 OPR**

**NSS**

The UPS shipping log that is used to interface to the UPS shipping PC now includes

the customer email address. The system now supports the customer notification flags as defined in the control file.

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**06/09/23 JCTE**

**LSSI**

Job Cost Entry has a new option to “copy” a time sheet from history, essentially duplicating it. This is done with the ‘R\*’ option. There is also a “shadow” option that does the same as recall, but by reversing the sign . Option “S\*” will shadow the time sheet in the current file and leave the original in history. This is useful for reversing an entire time sheet.

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**06/09/23 CSH**

**ASCI**

A category summary option has been added [CSH]. The options are the same as the “item summary” – ie. “Y”=included the summary at the end of the report, “\*”=print ONLY the summary and no details. The information printed on the category summary is the same as the item summary, category code, description, total quantity, amount, and weight. When selecting the “cost” option, it will also print cost and profit. Note that selecting either “item” or “category” summary ONLY will suppress printing of the order details.

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**06/07/23 GLAS**

**COLUMBIA**

The GL loan calculator and amortization schedule now has an option to enter a monthly term. To do this, follow the term (Number of Years) with “/M”. Before this change it was not possible to have anything but whole years for the term.

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**05/26/23 PRPD**

**SLC**

The Payroll Pay Type Detail report will now build the title header before printing so the a complete header is printed at the top of the spreadsheet listing all pay types on the report. Before this change the heading would vary while the report ran.

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**05/26/23 PREC**

**SLC**

Earnings Cards now have the spreadsheet option (printer SS). The spreadsheet will have 324 columns since everything from the check detail is included as well as some

info from the employee master.

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**05/24/23 SHM**

**SSL**

When adding a new record to Service History Maintenance, the block-stop and motor number from the FIRST record will populate those fields. The date will also show as 1 day prior to today, ignoring Sunday. This is a custom program, but others may benefit realizing RMS has other abilities that may not be so obvious.

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**05/10/23 CSH**

**ASCI**

The Customer Sales History report now has an option to include an inventory category summary, or print ONLY the category summary. This follows the same format as the item summary and both can be included on the report.

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**05/08/23 OE, MTD**

**NSS**

Due to changes in the Fedex file integration format, RMS will not specifically skip the header record when searching for freight charges and tracking info in [OE]. The header record is also ignored when [MTD] clears the old data. This change was necessary because the Fedex software inserts bogus characters in front of the header record when voiding a shipment.

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**04/21/23 JFM**

**ASCI**

An “export” function has been added to [JFM] to print selected fields in “CSV” format to a file to be import into another software application. A control file is necessary to tell [JFM] where to put the file and what fields to include from [CFM] and [JFM]

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**04/20/23 JCTR**

**LSSI**

The current pay rate (which may include job-cost billing rates) has been added to the report version. The user must be level 7 or greater to include the rates. Note that the rates printed are the “current” rates since time sheet history does not save the rate at the time the report is updated. When selecting this option, the rate is retrieved from the current [JCUM] or [PREM].

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**03/09/23 ARAG**

**RMS**

The transaction date has been added to the “last pay” info when printing to a CSV file (printer = “SS”).

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**02/24/23 JCUM, JCTE, JCUP**

**LSSI**

A 6<sup>th</sup> pay rate has been added to [JCUM] and carried through to [JCTE] and [JCUP]. This is controlled by the optional suffix when entering payroll in [JCTE] (which may have come from the import function [JCTI]).

=====

**02/23/23 LAR**

**RSE**

The Lease Analysis Report was ignoring the customer account range – this has been fixed.

=====

**02/07/23 IPR, OPR, ER, POPR**

**SWING**

Epson printers are now supported by RMS for bar-code printing on the above forms. The PCM code for Epson printers supporting the “ESC-P” format is “eps”. Printing bar-code on these printers requires program changes and a small control file.

=====

**01/19/23 OE**

**SAVAGE**

The display of the anniversary date has been fixed.

=====

**01/11/23 JNE,JNS**

**RMS**

The status flag in the Job Notice system was changed to “P”=printed, “L”=label printed, or “PL” for both. The original system had a “U”=updated flag but this was not used anywhere and has been removed. The “L” flag indicating the labels have been printed has been moved to the label print program. Before this change, it was assumed by the job notice print program.

=====

**01/10/23 MENU**

**RMS**

OLDPR was change previously to only allow entering the directory name without the full pathname as a security measure. But when the user selected OLDPR again, it would display the full pathname. This had been changed to be more consistent.

=====

**01/09/23 OE,RR**

**ELLIS**

[OE] will now check to make sure the user doesn't enter the same tax code twice. Before this change it was possible to do this causing double taxation and listing the invoice on [MSR] twice.

=====

**01/04/23 PRTP**

**RMS**

The format of the PR tax table print was changed slightly to make room for the expanded credit table.

=====

**12/28/22 PRTM,PRPE**

**LSSI**

A new exemption type "m\*" has been added that gets replaced by the pension (medicare) amount from line 29. This is used by the Canadian federal table as well as provincial tables for Alberta and Saskatchewan.

=====

**12/20/22 JCTR**

**RMS**

The option to print the pay rates has been added to the job-cost timesheet report. The level of the user is checked before printing the rates, currently only available if higher than level 6.

=====

**12/07/22 FAXLOG**

**RMS**

You can now add a "search string" when printing the fax log from [FAXADM]. The string is not case sensitive. The program will look anywhere in the handle for the string entered. For example, you can search for a customer account or a program/handle name like "arst".

=====

**10/26/22 ITE**

**ASCI**

Entering an invalid item number in [ITE] will now display the “invalid” message at the bottom of the screen and require the user to press <ENTER> to continue. Before this change, “INVALID” would flash and the cursor would return to the item # prompt.

=====

**10/04/22 OE**

**SWING**

You can now “click” on the menu items in [OE] instead of entering the menu selection.

=====

**09/02/22 DSGL,DSJ**

**RMS**

The [DSGL] report that lists the GL details by update invoice creates an “audit” file when it runs. Once the “audit” file is created, the [DSJ] continues to write GL details to it making for a potentially very large file. This is normally a temporary diagnostic file and is now cleared with each run to prevent it from getting too big. The file has also been renamed “dsjtmp”&station ID and is placed in the work directory.

=====

**09/02/22 ARLG**

**RMS**

The total boxes have been fixed to take into account the font size and aging.

=====

**09/01/22 OPR,IPR**

**SAVAGE**

The total size and weight has been added to summary invoices in [IPR] and the format for these totals has been changed on [OPR].

=====

**08/31/22 JCBR**

**LSSI**

The Job-Cost billing report [JCBR] will now populate the industry code on created hold orders with the [JFM] sales category if not blank, otherwise it uses the sales category from [CFM] like before.

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**07/18/22 JCFM,JCJF**

**BETCO**

Job-Cost file maintenance now has a “forecast” page that can be used to predict revenue. Up to 72 “periods” can be entered using start and end dates along with optional expected revenue. The program will populate each period with the revenue amount if entered, but you can change each period individually. When using the “auto-fill” option it will respect the pre-post flag from the associated account-job from [JFM]. Since the program is by period, the actual dates are shown on the quick-help line when you change each field. Navigation keys such as up-arrow, down-arrow, <TAB> and <S\_TAB> can be used and the amount from the field above can be duplicated using the <F4> key. There is also a “reset” option to start over and a “delete” option to completely remove the forecast. [JCJF] is a new program to print the forecast compared to the actual billing amounts.

=====

**7/08/22 GLR/GLXE**

**RMS**

It is now possible to combine non-sequential accounts on a single line when designing a GL report template. Before this change, multiple accounts on a single line had to be in sequence on the chart of accounts, or you had to use one of the 35 registers for intermediate calculations. To add multiple accounts, separate them with a single “,” on the line. As usually, follow the last account with a space and then enter the description to print for the entire line. For example, to print the total of these accounts enter “+072100,072500,072900”. Each component of the line may include a wild card or range, eg: “+0721\*,0725..0729”. Remember to use “..” as the range indicator otherwise each account in the range will print-not usually desired. If you need more room to list accounts, end the list with a “,” and continue it on the next line. The first character on the line following will be ignored, an “!” is suggested for clarity:

+072100,072500, Office Expenses  
!072900,072950

Remember that the first description found becomes the label for that line, either from the [GLAM] account description or from the template itself.

=====

**07/07/22 DSJ**

**ASCI**

When posting contract (lump-sum) invoices to job-cost, the residual will now be calculated and posted to rental revenue. In the past, rounding of each line on the invoice would often cause the total rental to be off a few cents. This could happen

because RMS pro-rates the contact amount to each item using the ratio of “book rate” to “contract amount” and rounds each to 2 decimal digits. [DSJ] had always done this for GL posting to the sub accounts as well as rental revenue in [IFM], but the GL always calculated the residual and added it to the largest amount item. This change will do the same for job-cost.

=====

**07/05/22 ER**

**COLUMBIA**

The consolidate option has been fixed so you can now enter “account-C” at the account number prompt, or enter a single “C” from the job lookup screen to print a return ticket for multiple jobs.

=====

**06/30/22 DSJ**

**RMS**

The “Open Order Summary” section of [DSJ] will now print only for the account and optional job selected. The title of the main section and the summary will show this info if this option is used.

=====

**06/30/22 OE,RC,OPR,IPR,HDRMAIN,ERD,DSJ,RIT,OPN**

**COLUMBIA**

A “STOP RENT” feature has been added to OE and supporting programs. If a “stop rent” date is added to a lease on line 19 (labeled ERD=Expected Return Date) with a “\*” after it, then no continuations will be generated for this lease after that date (using the next bill date compared to the stop rent date). Adding a “stop rent” date requires password #12 (HDRMAIN) if active. Leases that have reached the “stop rent” date will be listed in the “Open Order Summary” section of [DSJ] if the date is before the report date. Programs that were modified to support this include OE, HDRMAIN, ERD, DSJ, RIT, RC, OPR, IPR, and OPN.

=====

**06/24/22 IPA**

**SWING**

The “Inventory Price Audit” report will now include the last purchase received date and include it on the report. If using the oldest date sort option, the PO received date will be included in that sort.

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**06/21/22 VFM**

**LSSI**



Vendor Maintenance now has the option to flag and display a vendor image like in other maintenance programs. Vendor images must be in the image directory, sub directory “vfm” and must be named with the 4 character vendor code.pdf. Additional files for the vendor must have an “\_” after the vendor code, then any additional text such as an index, then “.pdf”. Remember that the first file without an “\_” is used to display the “\*” indicator next to the vendor code. When selecting “A” = attachment at the corrections prompt, all appropriate files will be displayed at the same time.

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**06/17/22 CHR**

**STI**

This new Customer History Report sorts the historical invoices using the update date to give totals by month or year in a date range. This is the report version of the “history” display in [CFM] with a few options. You can print the report sorted by customer number, zip code, or alpha by customer name, select a range of customers, salespersons, or sales category, select flagged accounts, and include customers with no activity.

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**06/16/22 ARIQ**

**RMS**

The function to add lines in [ARIQ] has been modified to display the lines being added at the bottom of the screen instead of trying to squeeze them at the end of the line. As before, entering just a “\*” will prompt for the lines to add on a separate line. This was done because there just isn’t enough room on the line with all the options.

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**06/14/22 IFM**

**SWING**

The price audits can now be displayed in [IFM] using either the <F4> key within the price field, or by using the “Audit” option at the corrections prompt. After entering “A” at corrections, you will be prompted for the price code or line number. You can use the mnemonic for the price code as listed on other RMS programs such as IPL and IPC (CO,AC,TR,WH,...) or enter the [IFM] field number. This display uses the RMS “lookup” function and all keys are active including the search key “/”.

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**06/13/22 OE,RR,RA**

**ROLLS**

The fuel surcharge is not normally calculated if the delivery/pick-up charge is 0. A new flag has been created to calculate the surcharge even if the misc. charge is 0. This is supported for both the misc. charge only option (“A”) and the total

merchandise amount (“B”). To use this feature, enter the flag in lower case on page 2 in [SYSMAIN]

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**05/26/22 IFM,IPC,IPU,POEN,PORU,IPA**

**SWING**

RMS will now track price/cost/rate changes made using any of the price change methods such as IFM, IPC, IPU, etc. The changes are saved in reverse date order in an “audit” file or transaction list. Each entry shows the price being changed, the old price, the new price, the date and time, and the user making the change. [IPA] is a report that can be run by item, category, date range, and price code. The file is purged by the [EOM] procedure with a default of 5 years.

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**05/18/22 JCPR**

**BETCO**

[JCPR] will now create an entry in [MER] when updated.

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**05/13/22 ITE**

**STI**

When using the “COPY” function in [ITE], current transfers will be checked after checking history (updated) orders and PO’s.

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**04/20/22 ITE**

**STI**

The “COPY” function will now check the destination location as well as current orders/PO’s and history.

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**04/07/22 ITE**

**STI**

A function to “COPY” details from an updated order or PO has been added to [ITE] similar to the function in [OE]. To use this, start a transfer as normal, press <ENTER> at the item number, and enter “COPY” at the corrections prompt. The program will check current (non-updated) orders/PO’s then history in the current location. See above for additions to this.

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**03/30/22 MER**

**RMS**

You can now print the exception report in date or reverse date order. The default is to print in user ID order. The date used for the sort is the terminal date in force when the exception was made-ie. it uses SETDATE if set. The change requires a modification to the data which would be done by the next RMS update.

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**03/29/22 AFP**

**LSSI**

Since assembly “recipes” are global and apply to all locations, it is possible to have a assembly loaded in IFM in one location and not others. AFP may not find the assembly header in this case and will print “UNKNOWN”. [AFP] will now ignore these unless in location 0. Since [ICN] always updates all items to location 0, an “UNKNOWN” assembly there usually means a file inconsistency. To fix this, enter the item in IFM as an assembly, remove the recipe in AFM, then delete the item. This change applies to groups and kits as well.

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**03/21/22 GRWS**

**LSSI/RMS**

The group worksheet called from the menu or from [OE] now has the ability to convert a group to an assembly using the items on the worksheet. The complete assembly is replaced with the new “recipe” and a count of the items on the original assembly as well as the current worksheet are displayed. The unit of measure is changed from “GR” to “AS”. Note that if the assembly number is found on a current ticket, a warning is displayed and a password required to continue. This is because inventory is moved using the recipe when the ticket is entered, but if the recipe changes the inventory will not be correct. This is not true with hold orders, though [GRWS] does not check the order type at this time.

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**03/17/22 MER**

**SWING/RMS**

It is now possible to search for multiple strings in [MER] by separating them with a “|” for “or” or “&” for “and” similar to the way the “LOOKUP” function allows. At this time, the order of the components does not matter as the program will first check for ANY “or’d” value and if found, will then look at the “and’d” values to make sure they all exist. For example, the search string “F5|F6&IFM” will look for either “F5” or “F6” and if found, will then look for “IFM” In other words, either one of “F5” or “F6” must be present along with “IFM”. Remember that case does not matter.

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**03/17/22 IFM**

**RMS**

Changes that normally log to [MER] will now include the old and new data as “old->new”. If the user enters a field but does not change it, OR puts it back as it was, no entry is made in [MER]. A change does not consider if the field is a number though, so an exception is logged for example if “1.0” if changed to “1” since the text is different.

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**03/17/22 OE**

**RMS**

Item qualifier (+N,+D,+U, etc.) descriptions that display under the item will now always come from page 2 of [SYSMAIN]. Before this change, if the descriptions were blank default values were used. Other programs such as [OPR] and [IPR] did not do this so this change was made for consistency. The reason defaults were loaded in the first place was a remnant from before they were loaded in [SYSMAIN] and are no longer necessary.

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**03/16/22 GRWS**

**RMS**

When using the group worksheet from [OE], the item qualifier “+S”, “+U”, “+D”, “+N” is passed so that the correct quantity is displayed on the worksheet. When using [GRWS] from the menu for testing, you can now add the qualifier after the item code.

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**03/09/22 COI**

**ASCI/RMS**

[COI] is a quick entry program used to maintain damage waiver and certificate of insurance data on each customer. The same data can be entered using [CFM], but this program makes it easier.

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**03/08/22 DWR**

**ASCI**

The damage waiver report, [DWR] now has an option to print in the “special COI format” using the “user defined fields” as listed in [CFM] below. The fields can be used, but not printed on [DWR] or loaded with [COI], but will still appear in [CFM]. Expired expiration dates will print with a “\*” next to them – blank dates are ignored.

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**3/02/22 CFM**

**ASCI**

The damage waiver fields in [CFM] have been expanded to include several “user defined” fields in addition to the standard expiration date, flag, rate, and insurance policy. There can be a total of 15 fields that can be of several types including a text field, yes/no, option list, numeric field, currency, integer, date, or expiration date. The fields can be ignored on the [COI] quick entry or the DWR report (see above). If any of the (non blank) expiration dates have expired based on the system date, [CFM] will display “\*\*COI\*\*” in the upper right corner under the date.

=====

**02/28/22 GRWS/OE**

**LSSI**

The group worksheet, which may be called from [OE] when a group item is entered, now has the option to load a complete category (currently up to 380 items) rather than create a “recipe” in [AFM]. This is intended to be used with categories that may change, or an occasional use. A group header must still be created in [IFM] to use this feature. To load a category of items, enter the group item as normal and use the worksheet. At the “corrections” prompt, enter a “T”, then the category or partial category to load. Any items already in the worksheet will be replaced by the category selected.

=====

**02/22/22 ARLG**

**RSE**

A new option has been added to AR Ledgers that will print the report in compressed format listing the rental term dates for rental invoices and 34 characters of the order remarks. The spreadsheet version will print the entire remarks line 1 from the ticket.

=====

**02/15/22 HOL**

**SSL**

This new report, the “Hold Order Log”, captures new hold orders, activated hold orders, and saved hold orders from [OE] using the exception file [MER]. The keywords used in [MER] are “H/O NEW:”, “H/O ACTIVATE:”, and “H/O SAVE:”. [HOL] can be run by account ranges, salesperson ranges, date range, types listed above, and order amount.

=====

**02/12/24 ICB**

**NSS**

This new function for intercompany billing will create a PO and associated invoice when certain inventory is purchased by one company and sold by another. It is a

custom function, but may be applicable to other processes.

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**02/09/22 CTSA**

**SI**

The category sales analysis report now has an option to include the previous year totals. In the past, only the previous year rentals was trapped in [IFM], but now that all sales figures are retained for the previous year they can be printed on this report.

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**02/08/22 IPR**

**SSL**

File names may now include the first salesperson and rental category using the special printer “sub fields” ^4 and ^5. This is currently used for the special end-of-day batch listed below, but can have other uses, for example paperless billing which uses sub fields 1,2, and 3 for the account, job, and invoice#.

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**02/03/22 HIR/MSR**

**SSL**

Historical invoices and the Monthly Sales Report can now be printed for multiple rental categories separated by the pipe sign “|”. Wild cards may also be used as per the help screen. This change was necessary for a custom end-of-day batch that emails return invoices to the salesperson of record along with a tally sheet for the job.

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**02/02/22 POEN**

**LSSI**

PO Entry will now check other locations for duplicate PO numbers. There is a “back door” to allow this by entering “Y\*\*” at the duplicate warning.

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**02/02/22 JCFM/JCBR**

**LSSI**

When using the Job-Cost billing report [JCBR] an optional “post adder” can be applied to the rates after the other adders are applied.

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**02/01/22 ARCD**

**SI**

A short form option that prints in the old 1 line per deposit or on-account payment like the old version of ARCD did. To get this format, enter “S” at the “Include open

A/R ...” prompt. This option has no affect on spreadsheet formats.

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**01/31/22 SPC**

**BETCO**

An option to change salesperson on historical (updated) invoices has been added to [SPC]. The file code is “I” as in the other salesperson utilities. In addition, [SPC] will now run the report first and ask if you want to update at the end. The old version used to print and update at the same time so there was no way to proof the changes first. The log file has also been renamed to include the date and time as reports/spclogYYYYMMDDHHMM where YYYYMMDD is the date and HHMM is the time. If the report is not updated, the log is not saved. To make room on the option list, the old “Zip” code assignment option has been removed, however you can still enter it if necessary.

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**01/25/22 ARAG**

**SWING**

The special “last pay” option to spreadsheet now includes the terms and credit limit from [CFM].

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**01/20/22 JCJS**

**BETCO**

Estimated E&D labor from [JCFM] line 15 phase 0 has been added to the job-cost header on [JCJS].

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**01/9/22 JCTE**

**LSSI**

A “move timesheet” function has been added to the job-cost timesheet entry program. To do this a “Corrections Yes/Move/Delete” prompt has been added when the employee code is blank. Enter an “M” to move (change) the entire timesheet to another number. You can also enter “D” to delete the entire timesheet. The old method to delete it by removing the job-cost code still works, but may be removed in the future.

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**01/18/22 IPR**

**LSSI**

You can now “hide” job name/address lines by preceding the text with an “!” as is done for other “hidden” options.

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**01/18/22 AP99**

**RSE**

The IRS has created a new 1099form for “non-employee compensation”. [AP99] now has an option to print the 1099-NEC in a 3-up format. Remember to adjust the margins by pressing <PGDN> at the “test form” prompt if necessary. At this time there is no way to identify a “vendor” for the type of form, but that may change in the future based on customer needs.

=====

**01/14/22 JCUM,JCUP**

**LSSI**

A memo function has been added to [JCUM], 150 lines using the same keys as the other memo options. An indicator has been added to the upper left corner of the screen if there is a memo for the particular union. [JCUP] now has an option to print the memos to both report formats and to spreadsheet.

=====

**01/10/22 PRO**

**ASE**

The laser and PS format for PRO invoices has been “tweaked” for the heading and page count.

=====

**01/04/22 PRAD**

**RMS**

When using [SETDATE] and closing payroll, [PRAD] will create a log using the “real” system date, but attempt to print/display it using the [SETDATE] date. This would cause a “file not found” error. The program runs fine, it just cannot display the log. This has been changed to “respect” the date set with [SETDATE] to prevent the error.

=====

**12/24/12/21 PRAD**

**RMS**

The payroll archive function will now send the log to an email address using a script in controls named prad.notify. This is useful to notify us when it’s time to install new tax tables.

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**12/23/21 PRTM**

**RMS**



A new function to export and import tax tables has been added to [PRTM] to make updating the tables easier when they change.

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**12/21/21 PREM/PRCK**

**RMS**

The YTD totals will no longer print on the PR check stub when printing a check copy from the history display in [PREM]. The YTD totals are not saved and are calculated by adding the current check tally to the YTD totals in [PREM]. Accurate totals are not available when printing a check from history so to prevent misleading info the YTD totals are suppressed.

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**11/12/21 PRCK**

**RMS**

Before this change printing a duplicate check from [PRCK] would print multiple checks if the check number was the same. It will now consider the check date and bank code as well. If there are multiple (non-updated) checks with the same info they will all print.

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**11/11/21 PREM**

**RMS**

A “history” display has been added to [PREM] that will list the earnings card in a lookup window. The left page of the display shows the check number, bank code, check date, period date, gross amount (without expenses) and remarks. The right screen shows the check information and a summary of the earnings. To switch between the left and right screen, use <TAB> and <SH-TAB> as normal. The other navigation keys are as in other lookup windows. You can select an individual check for printing using <PGDN>. You then have the option of printing the earnings card entry for that check, or a duplicate check and stub.

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**10/28/21 ARCJ,ARHR**

**RMS**

[ARCJ] will now print the bank code on the “CASH ACCOUNT” line in the totals section. The bank code will be saved with the reference when updated and will print next to the check number when running [ARHR].

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**10/21/21 PREC,PRMC,PRMR,PRVD**

**RMS**

Payroll reports that search archived data will now print the first year and last year found in the heading. This does not mean that all years between are found, but the assumption is that payroll was archived correctly each year. In the past, there was no way to know if you entered a date range for years outside the available data archives. If you run these reports from [OLDPR], they should now skip those archives because they would be considered “current” payroll. Before this change, the [OLDPR] year could have been included in the totals twice.

=====

**10/18/21 ARCR,ARCJ**

**RMS**

You may now put a check on hold such that it will not update on the cash receipts journal by entering a “^” in the check number. The reference, date, check# and amount will print with a message indicating the reference is on hold. The amount will not be added to the totals. Since [ARCR] posts the payment to the invoice lines they will still be marked as paid, but the last pay info in [CFM], commissions and GL will not be updated since that is done by [ARCJ]. The reference will stay on hold until the “^” is removed in [ARCR].

=====

**09/30/21 PREM,PRPE,PRCR**

**LSSI**

The “forced savings” account field has been expanded to include the ABA# and account number so savings or split payments can be applied to a different bank account. The “direct deposit” section in the check register [PRCR] will post two lines for each check if this field is used. The amount shown here can be either a fixed amount, or a percentage if followed by a “%”. The amount is copied to new checks entered in [PRPE], or in other entry programs such as job-cost entry or time-clock entry. The amount can be overridden or removed completely using the “Savings” option at the “line number” prompt. The check stub will list the amount in the earnings section and it will be subtracted from the check amount. The check register will also list it and print a warning if either the ABA# or account number is missing. If you update anyway, a separate check is still listed but using the info from the normal bank. Currently, the check number listed for the alternate amount is the same as the pay check but with a “+” appended. The direct deposit section of the check register will create a separate line for the alternate check.

=====

**09/29/21 PORU**

**SWING**

PO receiving update will no longer post quantities received to “SE” (serialized equipment) items. The new “SI” items created will be updated as before. The

quantity received and amount received YTD will still be updates so you can see how many “SE” items were purchased. This change was made because the inventory could have been overstated since both items were updated. Note that in the event there are not enough “SI” items created to account for the quantity received, the balance will be saved under the “SE” item – though this should never happen.

=====

**09/27/21 PEM**

**SWING**

It is now possible to have a category exception that bills based on a percentage of COST. Using selection #3, you can enter a discount of ###%C. For example, to bill cost plus 10%, enter “110%C”.

=====

**09/20/21 TS**

**ELLIS**

Using a special PS printer, you can now create separate files for each job when creating PDF files for multiple jobs. Substitute field 1 is the account number and field 2 is the job-site number. This is in addition to the global substitute fields D=date, T=time, P=program name, U=user ID, C=company ID, L=location ID, and “^”=process ID. Since the directory separator may be included also, you can have files be created in sub-directories as needed.

=====

**08/25/21 GLDM**

**LSSI**

You can now change the item number (field 1) in [GLDM]. This does not cause any problems with links to other files since this field is not used anywhere else.

=====

**07/31/21 IFM, ISR**

**SWING**

The “SE” option in [IFM] and [ISR] will now scan the entire inventory to calculate the totals, not just items that start with the SE master characters.

=====

**07/16/21 MTD (ERL)**

**RMS**

ER Log entries will now use the cease billing date as the RR/RA date if they are unused. In the past entries would never purge if there was a cease billing date and the ER was never used in RR or RA.

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**07/13/21 APIQ images****LSSI**

You can now have sub directories in the AP image directory using the vendor number as the directory name. File names must still be of the format “vvvv\_invoice#” where “vvvv” is the vendor code in lower case. The “unassigned” directory must exist in the AP image directory as an indicator use sub-directories. If this directory does not exist, the old method will be used. Remember that directory and file names must be lower case, and must not contain any punctuation except for the “\_” between the vendor and invoice number and the “.” Before the “pdf” file extension. Windows will often display an inaccurate file name in “File Explorer” as it often changes the case to make the file name “pretty”, but the actual name as stored could be something else. The PICS program has an option to rename AP an OI images to lower case.

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**07/13/21 JFM images****LSSI**

You can now have sub directories by account number for JFM images to keep images better organized and increase the efficiency of the file system. To enable this feature, the directory “unassigned” must exist in the “jfm” directory. While “unassigned” is not used that this time, it is a “flag” to be consistent with the AP images (see above).

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**07/12/21 ARIQ,ARST,EMSM****SSL**

It is now possible to add multiple attachment files to AR statements printed from any program linked to ARST. The files may be of any format (be wary of mail servers that may block attachments) and can be stored in an attachment directory – currently in the images directory on the shared drive. The system also supports using a full pathname for an attachment, but since the field is limited to 61 characters this could be limiting. Attachment files are entered in the email control file maintained by EMSM for the appropriate handle which in this case is ARIQ, ARST, and ARSTFAX.

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**07/09/21 MSR****LSSI**

The date format for the spreadsheet version will now include the century. This is necessary because later versions of Excel apparently do not recognize the data as a date if only 2 digits are used for the year.

**07/09/21 PREM**

**MDM**

The size of the ABA and bank account numbers have been increased to 17 characters. While the ABA number size is always 12 digits, apparently the account number can be up to 17 characters.

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**07/06/21 ARCJ/ARHR**

**LSSI**

When running these reports from location 0, the location will not be checked against the entering location. Location 0 should always include all locations.

=====

**07/01/21 APCK**

**LSSI**

The AP check update was changed to allow images of manual checks to be created automatically. Before this change, the update was such that manual checks were updated with a separate program making it difficult to create check images for them. Substitute fields are 1=vendor, 2=bank code, 3=check# as well as the global fields D=date, T=time, P=program name, U=user ID, C=company ID, L=location ID, and “^”=process ID. The printer used to create the images is specified in the check format control file giving more control over how and where they are saved.

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**06/08/21 JCUP**

**RMS**

The spreadsheet option has been added to the job-cost union print report.

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**06/04/21 APCK**

**LSSI**

It is now possible to print voided checks for manual checks by following the bank code with an “!”. You can print all manual checks for the selected vendors, or enter a specific check number. When printing manual checks, the program will not prompt to “update”, but will update the manual checks with the printed copies like before.

=====

**06/04/21 JCUP, JCUM**

**RMS**

The job-cost Union Print will now include the override GL numbers for the benefits. There is also an option to print just craft types and pay rates or just benefit codes and associated info. [JCUM] has been modified to properly display the GL overrides.

=====

**05/26/21 TS**

**ELLIS**

The Tally Sheet program has an option to include the full customer and jobsite address on a single job reports. On summary tally sheets (just entering the account and no job, or account-\*\*\*) the job info is printed at the bottom.

=====

**05/26/21 OPN**

**RMS**

You can now “stack” options at the “TYPE” prompt (now called STATUS) so you can print multiple types. A new option “A” = all will print new orders, picked orders, and invoiced. Entering “A” is the same as entering “NPI”.

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**05/25/21 ARST**

**RMS**

The optional name from customer contacts will now be used instead of line 9 in [CFM] if populated. The optional name is entered after the last punctuation after the keyword, usually a “:”.

=====

**05/24/21 ARST**

**NSS**

You can now print statements for only customers that have a positive invoice over “###” days. To do this, enter the days in the “Credit Supress” field. For example, to only print/fax/email statements for customers that have an invoice over 30 days, enter “30” in this field.

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**05/20/21 APCK**

**LSSI**

It is now possible to create a PDF image of AP checks when updated. The images may be saved in separate folders for each vendor and can include the company code, bank code, check number, date, and time in the file name. (The signature image is suppressed on the saved PDFs.) The file names for the PDF images may include the vendor (^1), bank code (^2), and check number (^3) as well as the standard substitution fields of company (^c), location (^l), date (^d), time (^t), program name (^p), and user ID (^u).

**05/18/21 GLDR**

**LSSI**

The depreciation report will now include the month the item is put in service. Prior to this change, depreciation would not start until the following month.

**05/13/21 RC**

**RMS**

The RC log that displays the status messages when RC runs now includes the company code in the file name. The log is saved in the “reports” folder as “rclog\_company\_location”. In the past, installations having multiple companies would overwrite the log. The file is also appended to the history log, “rcloghist”. Note that the log is cleared with each run.

**05/07/21 APRM**

**LSSI**

[APRM] will no longer allow changes to non-recurring vouchers. Before this change, it was possible to use [APRM] to change non-recurring vouchers (with a password) which could result in inconsistent data.

**05/05/21 JCJL**

**LSSI**

The JC job-list report now includes the rate code and adders used for customer billing – the system that generates hold orders from time sheet data.

**04/27/21 MSR**

**LSSI**

The CSV (spreadsheet) version now includes a breakdown of sales tax (multiple codes if necessary) – taxable amount and tax billed.

**04/22/21 ISR**

**STI**

The Inventory Sales Report [ISR] was modified to print totals(only) for sales/open PO's/Received for a date range. To use this feature, indicate “\*” at the “Include Sales/Open POs/Received/All/\*” prompt.

**04/13/21 MSR**

**JSS**

The total value of each invoice, based on the trade value (list price) has been added to the spreadsheet version of the Monthly Sales Report. The trade value used in this calculation is the list price of the item(s) at the time the order is entered.

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**04/01/21 ARST**

**RMS**

When [ARST] looked at the account balance when testing for “credit suppress” it was treating deposits as on-account. In other words, if the deposit was greater than the open invoices, it “looked” like the account balance was a credit. Deposits are not on-account payments and are now excluded when calculating the account balance. Note: this has nothing to do with printing a deposit on the statement which remains a setup flag.

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**03/31/21 JCTR**

**LSSI**

The Job-Cost Timesheet Report now has an option to sort and select by job PO# as entered in [JCFM]. (For some installs, such as LSSI, the PO# is pulled from phase 0 if it is blank on the phase used on the time-sheet.)

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**03/29/21 RR**

**PSS**

The Rental Return program has been modified to remove the expanded item descriptions when the return quantity is changed to 0 to remove the item. Previously these items were left on the return invoice so that remarks with no item codes could be added to the return. We now have the option to add items with no item code to the returns, so this feature was no longer needed.

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**03/29/21 OE/IPR**

**ELLIS**

It is now possible to have the tax code change on the lease header when the initial invoice is printed. The options are to copy the tax code from the location setup, the job, or the customer.

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**03/18/21 DSCR**

**STI**

The “Daily Sales and Collections Report” [DSCR] is a new report that prints updated invoices for a date or date range with the payment data listed. It also searches the



check number for keywords to separate cash, credit cards, and checks giving totals for each. In addition, it lists period sales totals for the entire month for dates in the range selected. For example, if you print the report for 03/18/21, the period sales totals for all of March 2021 would print. If you select 02/15/21-03/14/21, you would get period totals of 02/01/21-03/31/21. The report supports the RMS spreadsheet printer “SS”.

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**03/16/21 ISR****STI**

The [ISR] report has been modified to allow the inclusion of sales, open purchase orders, and purchase order receiving. In addition, a date range option has been added to narrow the search results as follows: For sales, the DSJ update date, for the open PO's the date entered, and the PO Receiving, the date received is checked.

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**03/11/21 BID****SSL**

Bid sheet details may now be export to CSV format using printer “SS”. This only applies to the details section of the bid sheet. There is an option within the template to add up to 10 lines of column labels. The labels may include substitution fields, so you can have a line that includes the ticket number, date, account-job, etc – any data from the header or support files. The keyword for header lines is “^^CL” followed by the labels. This keyword can occur multiple times in the template as needed and should include commas as necessary to separate the labels into the appropriate columns.

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**03/05/21 JCFM,JCBR****LSSI**

Two new fields have been added to [JCFM] that are used to modify the billing rates table entered on line 5. The first field is a “dollar” adder that is added to every “LA” item in the table. The second field is a percentage adjustment that is applied to the rate (after adding the dollar adder). For example, if a rate of \$42/hour is entered in the [JCBM] table and [JCFM] has a adders of \$1.50 and 10%, the rate billed to the customer will be  $\$42 + \$1.50 = \$43.50 * 1.10 = \$47.85$ . Note that the rate is rounded to two decimals if a percentage adder is applied.

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**03/03/21 OI****LSSI**

OI now has an option to include PDF invoice attachments when emailing/faxing the

invoice. After entering the email/fax info, a prompt asking if you want to include supporting documents will be displayed. Answering “Y” will “popup” a window listing all documents that start with the invoice number found in the OI images folder on the shared drive. You can then select images one at a time by using the navigation keys (F1, F2, Home, Up, Down) and pressing <F5> to select. You can also enter “S” to select all images, “C” to clear all images. You can also display an individual image by pressing <F6>. Pressing <END> here, and at the next “corrections” prompt will cancel the function. When done, press <ENTER> to build a PDF file containing all the selected images to be attached to the email or fax.

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**02/25/21 ARIQ,ARST,ARCO**

**LSSI**

You can now specify the age of invoices to include with a statement email/fax as well as including all open invoices. At the “include invoice copies” prompt, you can enter either “Y” as before to include ALL open invoices, “N” to not include them even if the [CFM] flag is set to yes, or enter a number to indicate the aging override. When using the new option, any open invoice that is this age or older (using the invoice date) will be included with the email or fax.

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**02/24/21 PRVD**

**LSSI**

When printing the Voluntary Deduction report to spreadsheet, the W2 and T4 codes will be included on the description of the deduction code. This should make it easier to reconcile W2 and T4 amounts.

=====

**02/23/21 PRT4**

**LSSI**

Payroll T4 forms will now list the compensation code in the error report when listing negative amounts. It will also list a “BOX” number for negative amounts in the body of the T4. The “box” number is an internal number, not the box number pre-printed on the form – but it does make it easier to find out which amount may be negative. You cannot report negative amounts on the T4 or in the electronic forms. This is true for W2’s as well and forms for employees with a negative amount will not print.

=====

**02/18/21 IFM (plus supporting programs)**

**SSL**

The substitution field on line 49 in [IFM] is now a pop-up box showing 3 separate fields that include the substitution field, the recommended item, and the “SE” master item. It is now possible to have all 3 items loaded. In theory, it doesn’t make sense

to have a “substation” item with the other two, but it might be handy to be able to enter something in those fields.

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**02/03/21 PRCR**

**MDM**

When creating payroll check images for emailing using “direct deposit”, a “,” in the employee code will be replaced by an “\_”. The reason is that a “,” is a reserved character and wreaks havoc on filenames.

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**02/28/21 AP99,APSM**

**PSS**

The 1099 form will no longer use the payroll state ID and now has it’s own field in [APSM].

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**02/01/21 AP99**

**PSS**

When printing 1099’s, if a year is entered and there is no “extended” [VFM] totals file (very rare), the program will tally checks from the historical check file. This allows you to print 1099’s from a prior year but not use the “previous year” totals in [VFM]. The reason for this change is that many users will keep AP open in order to enter residual checks for the prior year, but have not closed AP yet. This will distort the year-to-date figures.

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**01/29/21 JCTR**

**LSSI**

The job-cost timesheet report will now print employee remarks under each line on the timesheet when printed in employee order. Before this change, they only printed when run in timesheet order because of the report format.

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**01/28/21 OPR**

**STI**

It is now possible to print a pick ticket without the company heading at the top to use as a bill-of-lading for “blind” drop shipments. This is controlled by a flag in the printer control; ie. printing to a special printer will suppress the heading.

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**01/27/21 ARPI**

**NSS**

The payment import program will now use the memo field to verify the customer account number. Before, it was using the column labeled “customernumber”, but apparently there is no way to populate this field when processing a payment. Note that this program is probably bank/clearing house specific and will require a customer format if used with your bank.

=====

**01/26/21 AP99**

**RMS**

The 1099 print program, [AP99], now uses an image overlay so forms are not required. It can still be used without the mask if pre-printed forms are used. The alignment has been changed for laser printers to agree with the new 1099 forms. Zero values are no longer printed, though the test form will print something in each box. Continuous forms have not been checked with this change (does anyone actually use them?) The program expects to use the 1099-MISC form and prints only the amount in box 3, though you can override the box used by changing field 27 in [VFM]. The version date displayed in the upper left corner of the screen must be 2020 or later in order to use the overlays.

[APSM] was changed to allow entry of the state ID which is printed on the 1099. The state ID must be loaded or [AP99] will abort with a message.

Note that since the IRS releases a new 1099 each year, with the year pre-printed on the form, we will need to provide a new overlay each year. The program will now use the overlay for the system date and will display the form name in the upper left corner of the screen (after it prompts for “test form”). If you want to force AP99 to use an old form, you can change your system date with [SETDATE].

=====

**01/14/21 PRRE**

**LSSI**

All codes used by the “Record of Employment” form are now in tables that can be maintained by [PRRE]. The user must be greater than privilege level 6 in order to change the tables and the default values. To access them, enter the employee number equal to all “~” characters. To change defaults such as occupation, contact, default reason, etc. enter “Y\*\*” when prompted. To change the tables, enter “T\*\*”. Table codes are currently “T” and the CRA table number from user requirements and currently include: T01: recall code, T06: language, T08: frequency, T09: reporting periods, T10: reason code, T11: vacation pay, T12: other monies.

**01/12/21 PRWS**

**PSS**

The payroll worksheet will now check to see if there is a check pending for the employee. A "\$" next to the employee number indicates a "positive" check is pending, an "!" means an adjustment check is pending.

=====

**01/07/21 RC**

**RMS**

The Rental Continuation [RC] program has been modified to write an error to the rclog if a summary lease is encountered, but the job site is not set to summary. When this condition occurs, the leases will not continue.

=====

**01/06/21 DSJ**

**BETCO**

The Daily Sales Journal was modified so that zero job cost records no longer print or write to the job cost files.

=====

**12/04/20 ARPI**

**NSS**

This new AR program may be used to automatically pay open invoices using a downloaded report from your credit card clearing house. Currently, the only format supported is the one from AACP. The program applies the file to the current AR for each invoice listed. It checks for valid customers, dates, amounts, invoice numbers, etc during a pre-scan. If any errors are found they are listed on the report. If any valid records are found, the program will ask if you want to update. At this time, it will create the [ARCR] entries as if you had entered them. When done, you can make corrections if necessary and run [ARCJ] as normal. Just like with [ARCR], the invoices are marked paid during the update phase so the aging reflects the new amounts even if [ARCJ] has not been run. [ARPI] will check to make sure no one is running [ARCJ] so there is no conflict. There is a separate control file (arpictl) that is used to define the location of the files, the archive files, a log file, and a purge command to remove old files automatically. The file also lists the valid payment types which include Mastercard, Visa, Amex, Discover by default. Since AACP maintains a batch number, [ARPI] will also make sure a batch has not been used before. If so, it will display a message but allow you to override. This could be useful to process records that may have had errors the first time it was run.

=====

**12/03/20 PREM**

**LSSI**

The direct deposit status flag will now default to “Active”. It has been set to “New” to comply with regulations for direct deposit when processing directly with the federal banking system, but RMS now expects direct deposits to be processed by your bank.

=====

**12/02/20 JCFM,JCJT**

**BETCO**

A new field has been added to [JCFM] labeled “E&D” that can be used to maintain estimated labor costs on a job. The estimated labor and E&D will be include in the spreadsheet version of [JCJT] along with estimated profit amount and percent, along with a variance to the actual profit. The new field as well as estimated labor apply to all phases as well as phase 0.

=====

**11/24/20 PRCR,PRDD**

**MDM**

The payroll direct deposit program (normally run by [PRCR] during update, now supports the US NACHA format as well as the proprietary Frost Bank format. Which format to use is set in the prddctl control file.

=====

**11/23/20 PREM,PRPE**

**MDM**

The direct deposit status flag may now be set to “S” to indicate that the account is active, but is a saving account. This is necessary for the NACHA format which requires the account type to be specified. Either “A” for active, and “S” for active savings will set the direct deposit flag in PRPE. Note that the AFT format for Canada does not use the account type.

=====

**11/13/20 JCUM,JCUP,JCTE**

**LSSI**

JCUM now allows up to 5 “shift” rates for each craft type. These are printed on the [JCUP] report and use by the shift qualifier in [JCTE].

=====

**11/03/20 APPJ,APCD**

**LSSI**

You may now enter up to 20 vendor ranges (or vendor-line numbers) in these two journals. The ranges entered will be printed as part of the heading on the first page.

=====

**11/02/20 RFID**

**SWING**

The automatic print option has been expanded to print to either of two printers based on the text entered in the "SHIP VIA" field. For example, if the order says "OUR TRUCK" it will print on one printer, otherwise the default is used.

=====

**11/02/20 APOP**

**RMS**

The AP open voucher report will now work properly when printing from reconciliation history. The report was broken when bank codes were allowed to be 1 or 2 characters. Under the old system using exactly 3 characters it worked fine.

=====

**10/13/20 JCPI**

**BETCO**

Job-Cost Payroll Import will now pad the month and day with a zero as some systems may report the date as M/D/YY.

=====

**09/28/20 APPJ,APCD**

**LSSI**

The voucher line number has been added to these two journals. To allow room, the vendor name may have been shortened by a few characters on the report. The line number has also been added to the "SS" version.

=====

**09/23/20 ARCO**

**RMS**

AR collection calls will now allow multiple email addresses and attention lines.

=====

**09/15/20 GLDM**

**LSSI**

The "net" book value (cost minus depreciation inception-to-date) has been added to the depreciation maintenance screen. This is a calculated field and cannot be changed.

=====

**09/04/20 APCK**

**SSL**

AP check printing now has the ability to include a signature from a “JPG” file. The signature is automatically scaled and printed in the same position as the “VOID” line for zero and negative checks using substitution code “^C14”.

=====

**09/03/20 RC**

**RMS**

[RC] has been modified to print a message to the rental continuation error log when a summary job site is found with pending summary invoices, but does not have an anniversary date loaded in [JFM].

=====

**08/27/20 ARAD**

**RMS**

AR adjustments will no substitute the location code for a “?” in the GL account number field. This is consistent with the way [ARCJ] does the location substitution.

=====

**08/20/20 JCPI**

**BETCO**

[JCPI] is a new program used to import payroll data into [JCPE] from a “CSV” file. The program is similar to [JCTI] which imports into the time-clock program [JCTE]. The file can be created in a spreadsheet or from a physical time-clock device. The resulting “CSV” file is saved in a shared directory on the server so [JCPI] can find it. [JCPI] will first validate the data with regard to job-cost number, employee code, date, and work hours. Any errors found are printed on the report. Valid records may then be updated to [JCPE] which can be used to correct the data, add or delete as necessary before updating to the payroll with [JCPR]. The update process will log the file name, date, time, user, and status counts. If the same file is used again, the program will report the date and time it was last updated. File name should be unique because of this and should contain the date, location, company code, etc. [JCPI] will also archive the files to a separate directory and purge the archives based on a factor set in a control file, “jcpictl”. The directory names, “CSV” format, purge factor, number of header lines, default pay types, and default remarks are also loaded in the control file.

=====

**07/28/20 IPCError! Bookmark not defined.**

**SWING**

Inventory Price Change program [IPC] can now be used to set the remarks code normally entered on line 47 in [IFM]. The code is “RM” and the same keys to skip



an item, duplicate, or end the run are the same as the other fields when using a wild card or item range.

=====

**07/10/20 OPR,BCL**

**SWING**

The Bar Code Label print program now has an option for alternate formats. Each printer used to print the labels can have its own set of codes to control the size, how and where the label prints. [BCL] will ask which format to use, and if left blank will use the default format. In addition, there is a prompt to load just serialized items when populating the screen from an invoice or PO#. This is used with a custom link to [BCL] from [OPR] to print "Motor Rental Tags".

=====

**07/02/20 OE,RR,RA**

**LSSI**

Order Processing will no longer affect quantities on non-stock item (unit of measure = "NS") or as designated in [GLSM].

=====

**06/29/20 IFM,DSJ**

**RMS**

It is now possible to override the revenue GL numbers used by [DSJ] for an individual item and not use the GL number built using [GLSM] or [SCM]. To do this, press <PGDN> while in field 49 (GL SUBS) to display a box listing the GL subs, the sale GL code and the rental GL code. Note that only the income GL number will be changed if a non-blank override code is entered here. Cost of Goods and any other GL numbers needed will be built using the GL subs and the system controls. Note that the item may also be part of an assembly. A ">" is displayed on line 49 next to the first 8 characters of this field indicating there is an override in force. [REX] will export these values as a single field separated by a "|".

=====

**06/25/20 MER**

**RMS**

All programs that write an entry to the exception report have been modified to capture the system time-stamp. [MER] will now print the time stamp under the line if the terminal date does not match the time time-stamp. This change will make it easier to track exceptions made while [SETDATE] is active. The report has also been modified by adding another option for the time-stamp date range. In this case, if the time-stamp is blank the terminal date is used instead.

=====

**06/17/20 PRVD**Error! Bookmark not defined.

**RMS**

The payroll voluntary deduction report [PRVD] now has an option to print the deduction rates and amounts from [PREM] and not look at the checks. Enter an "E" at the "use current payroll" prompt to print the list. When selecting this option, the date, include wages, and zero amounts prompts are skipped since they do not apply. This option also works for the CSV format using printer "SS".

=====

**06/17/20 OE**

**RMS**

The Order Entry program has been modified to allow the entry of +U items (used sales) on rental tickets.

=====

**06/12/20 JCBR**

**LSSI**

The Job-Cost Billing Report will now combine phases onto one hold-order when the job-type in [JCFM] is set to "2". This option lets you bill all phases on the selected timesheets at the same time. When selected, some of the information like the PO# comes from phase 0. This option also clears the remarks on the hold-order. Changes have also been made for job-type "2" and the keywords have been standardized.

=====

**05/28/20 APPP**

**ASE**

The format for PNC bank has been added to the AP Positive Check verification program. The format code in the control file is "PNC".

=====

**05/19/20 APCD,APPJ**

**LSSI**

It is now possible to print and update a single voucher using these reports. To use this option, enter the vendor-line# in the vendor range prompt. The line # can be found in APIQ and on the APEN/APMN screen in the vendor box. The line must be entered as 3 characters.

=====

**05/13/20 JCEN**

**RMS**

A print option has been added to [JCEN]. This option actually runs [JCJS] for the

selected jobs (-phase), type, and dates so the resulting report is exactly the same as running [JCJS] with the appropriate options.

=====

**05/13/20 JCJS**

**RMS**

An option to print only selected job-cost types (employee types) has been added to [JCJS]. You may list several types separated by a “,”. Leave this field blank to print all types. You may now specify a phase after the job number preceded by a “-“. Specifying a phase will negate the wild-card option.

=====

**05/07/20 OPN**

**RMS**

The [OPN] report was modified to print for only those invoices coded as Add to Lease (ATL). To use this feature, enter “&” at the Order Type prompt.

=====

**05/04/20 JCTE**

**RMS**

Re-using a time-sheet number will now write a message to [MER]. Before this change, only a “recall” was logged.

=====

**04/29/20 IHR, CSH, IFM**

**BETCO**

The quantity totals on the Inventory History Report and the Customer Sales History report have been modified to ignore the quantities on rental credit memos as these do not affect inventory count. When a credit memo is encountered on either report the dollar amounts will be added to the totals, but not the quantities themselves. A message will print on the bottom of both reports indicating this is the case. The Inventory File Maintenance History option has been modified to ignore the quantities on the rental credit memos – no message will be displayed indicating this.

=====

**04/22/20 ARPH**

**SSL**

[ARPH] will now display the total invoice amount, amount paid, and balance at the top of the column headings. The balance was also added to the reports. The report selection now has the option to fax/email the document. Entering a printer of “X” will display the fax popup after the other options are entered. From here, you can use the contact inquiry as normal and enter an override subject and body text.

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**04/17/20 PRPE****LSSI**

Pay Type “4” (extra pay) will now use the override rate if the “\$” option is used in PRPA line 4 (for a non-zero rate).

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**04/17/20 OE****SSL**

The Order Entry “Add to Lease” module has been modified to allow the conversion of an initial (non-updated) order to an add to lease order for the same account-job. When an initial, non-updated order number is entered at the “add to lease” LEASE#, the prompt “Convert to Add to Lease? Yes/<ENTER>” will be displayed. When “Y” for Yes is entered, [OE] will prompt for the lease number that this ATL should add to. Once the lease number (with matching account-job) is entered, you’ll be prompted “ARE YOU SURE? Y\*\*”, and entering Y\*\* will convert the rental order to an ATL.

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**04/08/20 ARPH****SSL**

AR Payment History now has a new option to create a consolidated PDF document containing scanned images, duplicate invoices, and the current equipment on a lease using [OPN]. Entering “R” for reconciliation at the bottom of the screen will display a box with options to allow you to include scanned images, include duplicate invoices not scanned, and/or the current [OPN] for the lease. You can include all duplicates or just the last continuation, ATLs (add-to-lease), exchanges, or any combination. The program link scanned images, or creates duplicate invoices as needed in a temporary directory named “arphtmp##” (where ##= the station ID) in the PDF directory on the shared drive. The [OPN] report is also placed there if selected, along with a list of the files included. Once the consolidated PDF document is created, you will see a count of the files and the total pages on the screen. At that point, you can elect to cancel the mission, or continue and have the document displayed. You can also enter “F” to see a display of the files included. The consolidated PDF document will be in the PDF folder as “arph##”. Currently, the pdf documents created are saved until the next time this function is used on that same station, though an automatic purge may be added to [EOM] later.

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**04/06/20 OPN****SSL**

The [OPN] report was modified to print for one lease. To utilize this feature, enter the desired lease # at the “Rental Category/Lease number” prompt.

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**03/13/20 OPN**

**PSS**

The [OPN] report was modified to allow a new order type of “\$” for Suspended orders that have non-zero billing rates. The “0” option prints ALL suspended orders regardless of rates, so prints suspended orders that when “unsuspended” will bill zero totals as well as non-zero totals. The “\$” option will print only those orders that will bill non-zero totals when “unsuspended”.

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**03/05/20 IHR**

**BETCO**

A new option was added to include inactive items with inventory quantities on the Inventory History Report.

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**02/14/20 TS**

**ELLIS**

A new option was added to the second page of tally sheets that will add the “rate” for each ticket next to the quantity. Due to space limitations, at this time the option will only work for spreadsheets. To use this, enter a “P” (price) on the “Print totals only ...” line. The “P” may be combined with other options listed. When using this option with “DA” leases, the 3<sup>rd</sup> rate will print since that is usually the monthly (continuation) rate. Note that including the rates restricts the number of tickets per spreadsheet to 2048.

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**02/12/20 PRTR**

**RSE**

A prompt was added to the Payroll Time Clock Report that will fill each employee’s time sheet with zeros for days not worked within the date range specified. This will provide the same number of records for each employee on the report (and/or spreadsheet export).

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**02/05/20 PRSK**

**MDM**

This report to print vacation, sick, and holiday hours was previously modified to include retention hours. This increased the width of the report so only hours

remaining and YTD used were printed for each type. The report is now modified to revert back to the old method of “allowed”, “YTD”, and “balance” if 3 or less types are selected. The default was changed to print only vacation, sick, and holiday but a macro can always be used to “remember” the settings from the last time. Note that the spreadsheet will always print the 3 columns for each type.

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**01/29/20 PIP**

**RMS**

When the Physical Inventory Print is running from archived data (ie, no current physical started), it will now display the archive date in the upper left and print it on the report.

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**01/28/20 PRPE**

**RMS**

When using the auto-pay option “A”, “S”, or department, the period dates at the top could be erased if using “E” to exit the current check. The dates were correct in the file, just not on the screen. Recalling the check would display correctly. In addition, changing the dates on one check did not restore them to the original dates for the run. That has been fixed.

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**01/28/20 PRW2**

**RMS**

Apparently NJ did not follow their own documentation for submitting W2s electronically (which will be mandatory for all employers in 2021). The file status flag documented in the NJ-EFW2 dated 01/2020 is listed as either “p” for production, or “T” for test. The service insisted that the column should be blank, and that they would “fix” it – whatever that means. PRW2 has been modified accordingly.

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**01/27/20 PREM**

**RMS**

Using the “\*” option on line 14 in PREM to lookup union pay rates when checks are created will no longer display the pay rate on line 17 for a new employee. This could be misleading. The rate will not be changed on a correction as before.

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**01/27/20 JCUM,JCTR**

**SEN**

Several fields have been added to the header section of JCUM that determine shift

number, automatic overtime, lunch deduction, and weekend rate split. The craft rate section also allows for 2<sup>nd</sup> and 3<sup>rd</sup> shift rates using the shift start times in the header. If a shift rate applies, a “@” (2<sup>nd</sup> shift) or “#” (3<sup>rd</sup> shift) will display in JCTE and print on the report JCTR.

The “break” field is the number of hours before a forced break of “dock” minutes will be deducted from the calculated time. The report will list the total hours as entered, but if a forced break applies, an “L” will print to the right.

The “OT” field is the maximum hours allowed per day at the regular rate with the balance being forced to overtime. (The code used for overtime is loaded in PRPA using code “~T”.) If automatic overtime is in force for the current line, an “O” will print on the right.

The field labeled “SPLIT” is a list of 3 pay types used to change the rate if the employee works through midnight on Friday, works on Saturday, or works past midnight on Sunday. These must be valid codes as entered in PRPA, but can be the same as the normal overtime codes if you want. The rates are calculated using the factors in PRPA.

JCTR has also been modified to use a separate line when creating the check if the rate changes.

Note that time-sheet entry programs will consider a time-out of less than the time-in to be the next day.

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<b>01/27/20 JCTE</b>	<b>SEN</b>
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Job-Cost timesheet entry now has an alternate format that allows entry of time-in and time-out per line with the hours being calculated automatically. The change is coupled with the automatic overtime, lunch time, and weekend split as described above with the JCUM and JCUR changes. Time-in and Time-out may be entered using a 24 hour clock, or using AM/PM indicators after the time, either upper or lower case “A” and “P”. In all cases, the time is saved using a 24 hour clock. Midnight may be entered as 1200a, 2400 or 0000 but is always displayed as 2400. See above for flags that may display next to the times based on shift number, forced breaks, and weekend split times.

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<b>01/15/20 RC</b>	<b>RMS</b>
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When a summary continuation is already pending for an account, the [RC] program will not generate a new continuation. The message “account-job PENDING SUMMARY ON DSJ, NO NEW RC WILL BE GENERATED!” was added to the exception log that displays after the RC’s have finished generating.

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**01/07/20 OLDPR**

**RMS**

To access a past year's payroll, enter only the last leg of the directory (folder), eg "PR2019". Do not enter the full pathname. This was done to be sure you stay in the correct company, and to make it easier to remember.

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**01/06/20 PRW2**

**RMS**

An extra tax code has been added since NJ has raised the limits on two of the four components of unemployment withholding. The unemployment insurance (UI) and workforce (WF) components are subject to a limit of \$35,300, but the disability (DI) and family leave (FI) components have a limit of \$134,900. RMS has always listed a total rate for these four components with a single limit. A new code "NJDI" for married and single has been added basically splitting the withholding into two pieces. The new code must be entered in the state misc field in [PREM] on page 2. The W2 has been modified to correctly handle the amounts when the code is loaded. The program will work as before for prior tax years.

The date range field has also been corrected when changing the reporting year, and the override date range now follows the standard RMS format of first and last dates separated by a "-". If the last date is left blank, [PRW2] will use all dates after the first one in the range.

[PRW2] has also been checked for electronic reporting in NJ as starting in 2020 this will be mandatory.

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**12/27/19 PRTM,PRCR, PRMR, PRPE, PRQS, PRTP, PRW2**

**RMS**

The breakpoint size in PRTM has been increased to 5 digits to support the new federal alternate tables. You may also enter an "A" after the breakpoints to cause the program to divide the amount by 52 and round to the nearest dollar. This is convenient since some tables list annual amounts but RMS always expects weekly tables. [PRTM] will convert the existing tables if the file structure is changed.

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**12/24/19 PREM,PRPE**

**RMS**

In order to support the new W4s that require an alternate tax table, [PREM] has been modified to accept an alternate table name in the "extra" withholding field. The alternate table is only used to calculate the taxes and does not change how they are reported. For example, if the federal withholding table is "USWH" and the alternate



table is “USAT”, the calculation is made using “USAT”, but the taxes are tallied under the “USWH” code. This keeps the reports consistent. This change also makes it possible to support the “head of household” tables “USHH”. It’s important to note that the new W4s eliminate the personal (and spouse) exemption so when using the “USAT” table, you must remember to change the deduction allowance in [PREM] accordingly. This is because the new tables have a base deduction built into the table.

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**12/20/19 PRSS,PRQD**

**RMS**

The link to PRQD to create the quarterly data file has been changed to check menu permissions. The base weeks field has been fixed to properly calculate maximum base weeks for the quarter and also the base weeks for an employee. Sub field “^4” has been changed to quarter number and last digit of year as required for NJ reporting. The hot-screen has also been fixed.

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**12/18/19 OPR**

**SWING**

The bin # has been moved to the right on the pick ticket so that it lines up with the item description. This makes the delineation between items clearer.

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**11/26/19 IPR**

**RMS**

When the option to faX Invoices “XI” is selected at [OE] detail corrections, the orders will now be flagged as invoiced. Previously, invoice print would not flag the order as invoiced. To run a draft invoice and email it, select “D” for Draft at the [OE] detail corrections prompt and then enter the print number as “X” to use paperless biling.

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**11/14/19 ARCJ**

**LSSI**

The cash receipts journal now checks the invoice’s industry code when an invoice is paid, and uses the AR general ledger code specified there if present to post the payment to. If no GL code is present for the AR, the default is used from GLSM.

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**11/12/19 DSJ**

**PSS**

When the job cost job is loaded on the invoices in Order Entry without a phase, the DSJ will now load the current phase onto the invoice at the time of update.

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**10/17/19 OE**

**LSSI**

You may now have a “wild-card” job-site in [OE]. This option allows you to enter a job-site address on hold orders without having an actual job-site. You can change the address and applicable job-site fields such as the rental category, salesperson, tax code, etc. and you can move the order to a “real” job-site and back again. When the hold order is activated you will be required to enter a “real” site so the system has a way to track the equipment and necessary information. You can also have default “wild-card” settings by customer, otherwise the defaults from [CFM] are used as if the job-site was “000”. To use this option, a 3 character wild-card code must be determined, by default this is “^^^”.

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**10/04/19 PREL**

**LSSI**

The email address field was added to the PR employee listing spreadsheet option.

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**10/04/19 OPN**

**SSL**

The Open Order Report has been modified to print only rental Continuations when “C” is entered at the Order Type field.

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**10/03/19 TS**

**ASCI**

A new header line has been added containing the Equipment Return numbers when printing a historical tally sheet. The ER numbers are extracted from the 3<sup>rd</sup> remarks line using the keywords from RR and RA (“EQUIPMENT RETURN #: “, and “EQUIPMENT RETURN: “ 2 spaces). Header row labels have also been added.

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**09/23/19 OI,OPN**

**RMS**

The totals section has been modified to follow the new format used in OPR and IPR (see TFM change from 09/09/19).

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**09/17/19 PCM**

**RMS**

The laser init code for labels has been expanded to 60 characters using the <PGDN> key at that field.

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**09/16/19 PRLB**

**RSE**

The payroll label format has been changed to print blank lines (inter-label) after the label instead of before it. This makes more sense when specifying the top margin. Blank lines after the last label are suppressed to prevent unexpected page ejects.

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**09/12/19 PRCR**

**PSS**

You can now limit the amount of accumulated vacation on a single check by specifying the limit in parentheses after the rate. For example, to accumulate 5% to a maximum of 3 hours, enter “5%(3).

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**09/09/19 TFM,STR**

**ELLIS**

The size of the tax code description has been increased to 40 characters. This change required that the totals section of orders and invoices be changed to allow the larger field. The totals descriptions are now right justified to the amounts and the dots have been removed. This gives the totals section a much cleaner look. [STR] has been modified to allow the larger description also.

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**09/09/19 POHMAIN**

**LSSI**

A new maintenance program has been added to the MGR2 menu that will allow a “back door” change to either the current PO header, or to a received header that has already been updated. The program looks for the index at the end of the 6 digit PO to decide if it is in history or current. As with all maintenance programs, make sure you know what you are doing before changing this info!

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**09/05/19 CTRL “A” screen print**

**RMS**

It is now possible to change the RMS print screen printer (ctrl a) from within Anita using the Unix ENV configuration. This change also requires a simple change to the login profile and Anita version 11.5.07 or later. Note that CSP from the menu will

also change the screen printer temporarily. To change it within Anita, go to the Unix ENV setup under the “config” tab and add a line like this “\_\_sp=|lp -dxxxx” where “xxxx” is the Unix printer name, eg “lp01”, “lp02”, etc. The Unix names are always in lower case and 1 or 2 digit printers will have “lp0” or “lp” pre-pended.

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**08/16/19 CAC, CFM**

**RMS**

The Customer Account Change [CAC] program has been removed from the system because it was obsolete. To change customer account codes from this point forward, the [CFM] program should be used.

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**08/16/19 ARAR**

**RMS**

You may now print the AR Audit Report by transaction type (invoices, payments, and/or adjustments). You may also select a customer range or reference range. An option has been added to include history AR. Remember that the date range refers to the transaction date which can be an invoice date or a cash receipts date. The reference number is either an invoice or cash receipts reference. AR adjustments generate an “invoice” number that starts with an “A” and can be repeated for each customer. You can also leave the “transaction type” blank to print all transactions in the ranges selected in date order without totals by type. The report will now print the original amount and the amount paid. The spreadsheet option has also been added.

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**07/30/19 AP**

**RMS/LSSI**

AP distribution history is now linked to the voucher with a unique “record number” instead of using the invoice number and date as before. This allows for duplicate vouchers with the same date and invoice number since the “record number” is unique system wide.

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**07/19/19 JFM**

**RMS,ASCI**

You may now display an image associated with a job-site using the “attachment” option at the “corrections” prompt like in [CFM]. Images must be “pdf” documents saved in the “jfm” image folder on the shared drive as “act-job.pdf”. Multiple files may be attached by following the job with an “\_” and some index characters. A “\*” is displayed next to the “ACCOUNT-JOB” prompt in [JFM] if the base image (without the “\_”) is present. Note that multiple files may be “pdf” or “jpg” files. All

files must be saved in lower case.

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**07/17/19 PRPE**

**ELLIS**

When using the “BONUS” calculation option in [PRPE], the deductions are no longer cleared. You can still clear them using the “C” option at the corrections prompt.

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**07/12/19 EMSM**

**RMS**

The email system maintenance program used to enter defaults for the email/fax system will now properly keep the “default” section at the end. The fax/email system expects it as the last section.

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**06/20/19 APSL**

**RMS,LSSI**

Several enhancement have been made to the AP invoice selection program, [APSL]: A new function “U” has been added to reverse, or unselect every (non manual) line similar to what [APRV] would do.

The “month” select option has been changed to a lower case “m” because line number may now start with “M”. (“M” by itself still accesses vendor memos.)

The default bank from [VFM] will now display at the top under the vendor #.

You may now specify a bank code for each voucher when selecting the line. Using any of the automatic line options, <F6>, or a line range will not ask for the bank code. If a bank code was entered on the “check#” line, it will be used instead of the [VFM] bank. The last bank code entered on a line becomes the new default.

The label “CHECK AMT” as been changed to “PENDING \$” because there could be multiple checks as per the above change.

The total “manual” checks will now be displayed under the “pending \$” prompt if there are any. (Manual checks are those entered in [APMN].)

You may now display the bank distribution of current checks by entering “B” at the line prompt. This will display current and manual totals for each bank as well as unassigned banks. Currently, only 10 banks are listed with all others shown as bank “\*\*\*”.

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**06/12/19 PICS**

**RMS**

[PICS] selection 3 to move images from a PC or floppy disk on the server has been deprecated. Selection 3 is now used to move “unassigned” images to the correct

locations for AP images. AP images are now stored in subfolders by vendor code to make maintenance easier and retrieval faster. The format for the file names has not changed and is still “vendor\_invoice”. Both selection 3 and 4 have been updated to use navigation keys like in the other RMS programs. AP programs that use images (APIQ, APIA, APSL, APXN) have been modified to look in the new folders when the “unassigned” folder exists.

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**06/11/19 OE**

**SSL**

The Add To Lease process has been modified to calculate the invoices based on the total days on the associated lease. The item extensions and sub totals will reflect the current cycle that the lease is billing in .For example, if the ATL is added and the lease has billed the initial 28 days (but not continued) the ATL will calculate using those total days. This method forces the ATL to prorate the days rather than billing a minimum of 28 days (depending on the rental category).

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**06/03/19 JCEN**

**LSSI**

Since job-cost now tracks the quantity posted from [DSJ], [JCEN] has been modified to allow changing this quantity. If a quantity is present on the line, a “\*” is displayed in column 80. Pressing <PGDN> at the amount field will display the quantity and allow changes.

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**05/24/19 CSH**

**SSL**

You can now print the customer sales history report with a wild card account of “\*\*\*\*\*” and a specific job number, eg: “\*\*\*\*\*-SRV. This is useful if you reserve a special job-site for a specific purpose, eg “service” in this example.

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**05/23/19 APXN**

**RMS**

The EQ section of APXN (APMN/APEN) now follows the same format as the changes made for job-cost on 05/16. Full navigation has been added and lookups for inventory, serial number, and type as well. Note that since <F1> and <F2> are used as navigation keys for next page and previous page, the only inventory lookup is alphabetical by description using the <PGDN> key. This modification also changes the display order to chronologically as entered instead of sorted by item-serial no-type as before. Note that this change requires a file rebuild that would normally be

done with an RMS update.

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**05/17/19 MTD, HIPURGE**

**RMS**

The Month To Date and Historical Invoice Purge were modified to purge the historical invoices using the Daily Sales Journal update date. Previously the invoices were purged based on the bill date. If the DSJ update date is more recent than the bill date, the invoice will be purged by the DSJ transaction date.

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**05/16/19 APXN**

**PSS**

The job-cost section of APXN (APMN/APEN) has been rewritten to allow full use of navigation keys (up, down, <S\_DEL>, <S\_INS>, <F1>, <F2>, <HOME>, <TAB>, <S\_TAB>, <END> following the format used for the GL distribution. It also allows duplicate lines and supports the recently added quantity field. If there are no job-cost postings for this voucher, the cursor will stop under the first job-ph-type. If there are any existing postings, such as for corrections, the cursor will stop at the corrections prompt. Under the job-ph-type column, you can enter a job-phase-type using the required “-“. You can also enter just the job-type which will insert the current phase as listed in [JCFM]. If you enter 2 characters, the job and phase will be copied from the line above. Entering 3 characters without a “-“ will replace the phase and type from the line above but keep the job the same. You can also enter a job- to enter the type inquiry, and press <PGDN> for a job lookup. Navigation keys include the standard up, down, <F1>, <F2>, and <HOME>. You can also insert a line and remove a line with <S\_INS> and <S\_DEL> - however the data is always resorted by job-phase-type when saved. <TAB> will move to the next column, and <S\_TAB> the previous column. Pressing <PGDN> at the amount field will drop to the bottom for entry of the quantity. At the “Corrections?” prompt you can also use <F1>, <F2>, and home. To add a new line at the enter, enter “A” for add. To see a total of all job-cost lines, enter “T”. To cancel any changed, use “X” and to completely remove the transactions enter “D”. You can also print the audit slip here with “I” and the audit slip with worksheet (if any) with “W”. Some systems may force the job-cost total to match the voucher total and require a password to continue if they are not the same.

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**05/16/19 JCTR,JCBR**

**LSSI**

The number of time-sheet ranges has been increased to 40 on both of these programs.

**05/14/19 ATL, OE, IPR, OPN, OI, RR, RA**

**SSL**

The Add To Lease module has been modified to calculate the billing days on the ATL invoice based on the order date and the lease bill through date, rather than using the default for the rental category. For example, if the lease has billed through 5/31/19, and the ATL order date is 5/15/19, the billing cycle for the ATL invoice will be set to 17 days.

In addition, the way contract items on the ATL invoices are handled on the DSJ update was modified to add all contract items rather than combine the totals with the original lease. If a contract item is already on the original lease, and then added on using ATL, the item designator +0 will be added and the item description will be changed to "ATL INVOICE #: xxxxxxxx, LUMP SUM". Should the +0 item be on the initial, the system will use +1, +2, through +9. Once the item designator reaches +9, and another contract item is encountered with the same item code, DSJ will then add 1 to the contract item. For example, if the lump sum item is ZTOTAL, the DSJ would then use ZTOTAL1 and so on. If the length of the new item code exceeds the preset item length, then the contract rates will be added together making one large lump sum item. Invoice Print, Rental Return, Order Inquiry, Open order report, and Automatic Returns were all modified to print/display the adjusted contract item descriptions so that the appropriate add to leases lump sum items can be returned as needed.

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**05/10/19 JCUM**

**LSSI**

There is now an option in [JCUM] to print the union rate copy report without rates using the "X" option. Note that you will not be prompted to update the report when using this option.

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**05/07/19 JCPC**

**SLC**

The Social Security, Social Insurance number is now chopped to the last 4 digits on this report and spreadsheet.

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**04/24/19 MSR**

**SSL**

You can now print the sales report with a wild card account of "\*\*\*\*\*" and a specific job number, eg: "\*\*\*\*\*-SRV". This is useful if you reserve a special job-site for a specific purpose, eg "service" in this example. This option also works for a "range"



of jobs, but note that RMS sorts numbers before letters.

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**04/05/19 MSR**

**SSL**

A new prompt has been added to [MSR] to filter the report by user ID. You can optionally specify the function performed using a qualify of “+E” for entered, “+I” for invoiced, “+U” for updated, or “+D” for deleted. If you do not specify one of the qualifiers, then the ticket will be listed if the user touched it at all – including making a change. You can list up to 20 users, and case does not matter.

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**04/03/19 ARCR**

**ELLIS**

When entering an invoice number for payment instead of a line number, you can now use the <F1> key to recall the next invoice with the same number. Normally, invoice numbers are not duplicated, but on-account and adjustment invoices can be.

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**04/03/19 OE**

**BETCO**

OE will now check the date to make sure it is not older than 30 days from the current system date. The reason for this check is because the user could type a 6 digit date OVER the default formatted date leaving a valid date in the wrong century. For example, if the current date is “04/03/19” and the user typed “040219” over it then pressed <enter> instead of <pgup>, the resulting date would be “04021919” which is a valid date, but certainly not what was intended. Since the century does not display on formatted dates, it would be difficult to even know this was done. Now, a message is displayed indicating the full date with a passcode required to continue (using the RR/RA grace period passcode #18).

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**04/02/19 CML**

**RMS**

Similar to the date opened change for [CSL], you can clear the activity date range to print accounts with activity in the current month. Again, this change was made so the report can be batched at end-of-month.

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**04/02/19 CSL**

**SSL**

You can now print accounts opened in the current month by entering a blank date at

the “date opened” prompt. The default is “A” for all accounts. This was changed to allow the report to be batched for end-of-month and have it use the current month dates.

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**04/01/19 IPR**

**RMS**

The totals on [IPR] will now print in the same order as the order total display in [OE] and [RR] with respect to the taxable flags. Before this change, hazmat and fuel surcharge always printed at the bottom regardless of the tax flags.

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**03/25/19 PRCK**

**LSSI**

There is now a separate message to print for voided direct deposit checks and duplicate checks. Image 14 (^I14) will be used for this if specified. You may also include the amount in the literal check amount line using a “^” as the substitution character. These checks will also print the numeric amount instead of the word “void”, but the void messages will still print in the literal check amount and the signature line.

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**03/14/19 BID**

**SSL**

Two new substitution fields have been added to the bid template: ^D35 is the profit amount using cost (field#4) from [IFM] and ^D36 is the profit percent using that cost. The corresponding totals are ^\*35 and ^\*36.

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**03/13/19 SCR**

**ELLIS**

RMS now has an option to print the commission report quarterly instead of monthly. This is a setup option that delays the purge of paid invoices and flagging of new invoices to months that end a calendar quarter. This lets the report build for 3 months before it clears.

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**03/11/19 ARCR**

**ASCI,RMS**

You may now write-off invoices or just interest charges for a single job-site by following the “W” or “I” options with the 3 character job number. The program will still prompt for the date range and GL number as before, but only invoices coded to

the selected job-site will be affected.

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**03/04/19 CRM, OE**

**SSL**

A new module was added the Order Processing system which allows users to enter credit request hold orders for various job sites and pass that approval on to a specific approval group. When the user enters a credit request (“C” at the OE sub menu), all freight charges and other items being credited should be processed. When exiting OE, a box will pop up where the user can select the approval group that will be in charge of handling the request, and then (based on the user id’s assigned to the group) asked if they want to send an email notification to the first approver in the list.

When the approver calls the credit request hold order up using OE corrections, the “approver” box will display on the screen allowing the following options: 1) Accept the credit request (email will be sent to “owner” of request – the owner), 2) Reject the credit request (email sent to “owner”), or 3) Escalate the request to the next user in the group (if not qualified for the amount requested).

The system will automatically send reminder emails to the users if the credit request is not acted upon for a specific length of time (depending on the group).

Once the credit request is approved, the owner will activate the hold order credit request and process it through to the customer’s account. If rejected, the user must start the process over with a new credit request.

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**02/18/19 JFM,OE**

**SSL**

AS with new customers, the user ID of the user who created the job-site will now be saved with the date opened. The user ID will display next to the date but can only be changed by the administrator.

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**02/07/19 CFM,OE**

**SSL**

The user ID of the user who created the customer will now be saved with the date opened. The user ID will only display when the date opened field is entered at this time. It may be printed on certain reports and screens in the future. The create user can only be changed by the administrator.

**01/28/19 PREM,PRCK,PREC,PREL,PRLB,PRRE**

**LSSI**

A short text field has been added next to the termination date in [PREM] to save a “reason” for termination. This field will currently only print on a few reports, such as PREC in wide format but may be added to more reports/screens as requested.

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**01/21/19 JCTI,JCTE,JCTR,JCBR,OE**

**LSSI**

The job-cost import, entry, and reports now support the job phase. If the phase is not specified at entry, the programs default to the current phase from [JCFM]. The billing update will also flow through to [OE] which also supports the job phase. Going forward, all entry programs will pull the current phase at the time of entry. Phase “0” will be used on historical data that did not have a phase.

=====

**01/18/19 JCTI**

**LSSI**

While [JCTI] is a custom program to import time-sheet data from a spreadsheet, it may be useful to others using the extended payroll entry programs. It has been modified to automatically set the job phase based on data in the spreadsheet, in this case an “activity code”. The associated control file (jctictl) has been modified to support this change.

=====

**12/20/18 PRPD**

**PSS**

The payroll pay-type details reports will now list the total hours/quantity for each pay type in addition to the gross amount. The “SS” option has also been added. Note that when printing to a spreadsheet, the program will “build” the heading as it encounters a new pay type for each employee. This means the heading is not complete until the last employee prints, and thus ends up at the bottom of the spreadsheet. It can easily be moved to the top if necessary.

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**12/14/18 CML**

**RSE**

The last activity date has been added to the long form spreadsheet format.

=====

**12/11/18 PRMC**

**RMS**

The Payroll Master Control will now print the current deduction rate from PREM

next to each code. If the same code is used more than once, only the first rate will print followed by a ">". When printing to spreadsheet, all rates are shown. To avoid confusion, deduction codes should not be used more than one for each employee. For example, if you have a code for employee loan that may be repeated, enter multiple codes in PRDM, such as "LN1", "LN2", etc.

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**12/10/18 ARIR,TFP,IGL,OVP**

**RMS**

The "SS" option has been added to these reports.

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**11/29/18 BFM,ARCJ**

**PSS**

You must now set a cash receipts flag in [BFM] to allow the bank to be used by [ARCJ]. As with the other bank flags, a lower case "c" means you can select the bank for cash receipts, and upper case "C" sets it as the default.

=====

**11/21/18 ARTX,SCP,AAR,SML,CSL,ITR,ITD,PSA,ISR,SIL,ICR RMS**

The spreadsheet option has been added to these reports. Note that [SCP] will only export for the short form. [SML] will not print rate exceptions when printing to "SS".

=====

**10/29/18 CML**

**ELLIS**

You can now print the contact name on labels using a "key" in the contacts data-base. If the key does not exist, the label is printed as before without a contact line under the company name. The contact name must be after the last ":" used for the key. This allows combined keys such as ":AR:IPR:Contact Name" to be used. Since the program looks for the last ":", the contact above would be to "Contact Name".

=====

**10/26/18 PRCK**

**PSS**

A new substitute field has been added to the PRCK check template to print the current "net" plus "expenses" (to match the check amount) and the YTD "net" plus YTD "expenses". The fields are ^C23 and ^C24 respectively.

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**10/19/18 IPR**

**LSSI**

Hidden expanded remarks starting with an “!” will no longer be printed on summary invoices. This option was available for ticket billing, but was never added to the summary invoice.

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**10/18/18 SMI**

**SWING**

Option 6 (find missing images on current orders) will now look at the “alternate” item on line 48 of [IFM] if the image for the item number is not found.

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**10/18/18 REX**

**PSS**

The RMS export utility, [REX], now has an option to include column labels useful when sending the data to a CSV file for import into a spreadsheet. Several files that were missing from the previous [REX] file list have been added.

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**10/11/18 RR**

**SSL**

When entering an exchange, [RR] will now prompt to use the [IFM] rate for the new item with a required “Y/N” answer. If you answer “Y”, the current rate for the rental category will be used from [IFM]. If you answer “N”, the rate from the exchanged item will be copied to the new item as before. Both rates are displayed on the screen.

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**10/01/18 MSR**

**SSL**

When including remarks, MSR will also print the original hold order number if that option is available on your system. It will also print as a separate line when using printer “SS”.

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**09/13/18 BFM**

**STI**

Field 18 has been added to bank maintenance to set the default bank by location, and also restrict banks by location. Journals will now set the bank to the first valid code based on the type (AP or PR), but continue to search the banks until it finds one that lists the specific location. If no specific location is found, the default is set to the first one it found like before. This means you can enter location banks by “exception” and not worry about changing the system default.

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**09/12/18 OPR**

**PSS**

You can now have a separate hold-order mask for OPR where the word “INVOICE” is changed to “QUOTE”.

=====

**09/11/18 OE**

**PSS**

You may now override the job-cost phase in OE on an individual invoice by entering the phase on line 22 by entering a “-“ after the job-cost number followed by the override phase. Leaving the phase blank, specifically entering “0” or selecting phase 0 in the job-cost lookup, will cause [DSJ] to retrieve the current phase as before.

=====

**08/31/18 OE, RR, RA, RC, DSJ, OI, HDRMAIN**

**RMS**

The order processing system was modified to save the actual system date to the order headers in addition to the “setdate” dates for the date entered. The HDRMAIN and OI programs were modified to display the date, but it cannot be changed.

=====

**08/21/18 APAS, APIQ**

**RMS**

The AP audit slip [APAS] now has an option to print any worksheets that may be attached to the GL distribution lines. When printing from [APXN] or [APIQ], the default is not to print the worksheets. If a worksheet is on file for the line, a “^” will be printed next to the amount. (The “history” flag has been moved to before the amount.) On the GL details page of [APIQ], the flag is also displayed next to the amount if a worksheet is attached. You may now use the arrow keys to navigate to a distribution line and press <F4> to see the worksheet.

=====

**08/20/18 APXN**

**RMS**

[APMN] and [APEN] now have a “worksheet” option accessed by pressing <F4> on any distribution line. The worksheet allows for 100 lines consisting of a short remark, date and amount. The purpose of the worksheet is to breakdown a distribution line and tally the amounts automatically. The worksheet is saved until the voucher is purged by [APMU].

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**08/08/18 GLAP****PSS**

An option has been added to the chart of accounts to print only active GL codes, ie. those with non-zero amounts. You can add an “A” to the “short form” prompt to prevent zero amounts from printing. In the case of the default selection (MTD and YTD), both figures must be zero to be considered inactive. With the “fiscal” option, only the fiscal open must be zero to be inactive.

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**08/07/18 PREM****PSS**

The <F4> key has been added to page 2 in [PREM] to maintain all 12 deduction codes. Only 10 codes are allowed on page 2 even though [PREM] has room for 12. If there are more than 10 on page 2, the word “more” will appear under line 10.

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**07/27/18 PRCR****LSSI**

A new option has been added to the direct deposit check-stub email program to suppress the passcode on the emailed PDF document. Adding “pdfpwd=n” in the “prcrem.ctl” control file will remove the password. The reason for this change is that some ISPs will block emails that have PDF attachments with a password! In addition, the batch files will now list the total emails and the total checks – the difference being those employee without email addresses loaded.

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**07/26/18 TS****ELLIS**

An option to print the current AR aging at the bottom of tally sheets has been added to the “print totals only ...” prompt. Appending a “\$” will cause the account aging to print under the totals, whereas “\$J” will print the job-site aging. This option can be used with the other selections in this field such as print totals only, date order, etc. The aging box will use the breakdowns from the location’s [SYSMAIN] configuration. It will also include deposits and interest in separate boxes. Note that selecting job aging for account total tally sheets will revert to account aging even if “\$J” is selected.

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**07/17/18 EMSM, emdefaults****RMS**

RMS programs that have the fax/email option have been changed to use the



combined “emdefaults” file that is maintained by [EMSM]. These include ARCO, ARIQ, ARST, FAX, FAXADM, FAXFORM (used by cover sheets), GETFAX (used by most fax programs), IPR, OE, OI, RA, and RR. [EMSM] has also been enhanced with the addition of a lookup function using <PGDN> for the section (handle) names and also the speed-dial section. Note that if the system is not configured for these changes, or the emdefaults file is missing, most programs will use a fax key of :AR:.

=====

**06/29/18 APMN**

**RMS**

Activating non-invoiced PO’s will now allow entering the check information just as it does with new vouchers. It will also go through the prompts like a new voucher so you can change the date, invoice number, amount, etc.

=====

**06/29/18 CML**

**ELLIS**

An option has been added to the [CML] program to print all contacts for each customer. To utilize this feature, enter “C” for Contacts at the “Short Form?” prompt. NOTE: the “C” used to print a mailing list report – this feature has been changed to “M” for Mailing list.

=====

**06/28/18 LBL/LBLM**

**ELLIS/RMS**

The general purpose Customer/Vendor/Employee label program has been re-written to better handle laser labels of any size. It now supports the intercolumn “skip” option, top margin, and labels/page. There is also an init string that will override the one in [PCM] and a label position field that will be used like bar code labels [BCL]. The internal file format has changed, so the first time you run [LBLM] it will ask if you want to convert to the new format. You will not be able to use [LBL] until this is done and you will receive a “corrupt file” message if you try.

The old menu in [LBL] has been replaced by a simple prompt giving more room on the screen for a 15 line label, printer lookup, etc. The lines on the screen now match the label lines and the top section is changed with a “header” option.

A new option (upper “B”) has been added to the flags that will suppress a blank line if the line above it is also blank. For example, on an address if the second address line is blank and you are double spacing the labels, an upper case “B” on the blank line will prevent it from printing if there is no 2<sup>nd</sup> address line.

When selecting and printing labels, you no longer need to enter “N” when done with one label. Pressing “P” to print it will clear and setup for the next label.

[LBL] now properly supports multi-columns and will create labels across and down

as does [BCL]. But once you exit the format, the page will print on a laser printer. On a dot matrix printer, the printhead will remain where it was like before.

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**06/12/18 APAG**

**RMS**

AP Aging now has an option to include invoice details. This is similar to the [ARDA] report with the amount for each open invoice listed in the corresponding aging column. The spreadsheet version of both the summary and detailed aging will now always include a column for future invoices whether they are included on the report or not. This was done to keep the column headings consistent.

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**06/11/18 APDU/APDS**

**RMS**

Both of these reports have been reformatted to include the line number and PO/Voucher number. To make room, the line balance column has been removed from the printed version. The spreadsheet option has also been added to both reports and does include the line balance.

An option to include AP Invoice Authorization users to the report has been added to [APDS].

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**06/08/18 APIQ**

**RMS/LSSI**

A “filter” option has been added to [APIQ] that functions a lot like the filter in a lookup window. To filter the vouchers being displayed, enter a “/” at the “<F1><F2>...” prompt. The program will then ask for a filter to apply when displaying the vouchers. Case does not matter when entering the filter text, but dates must be formatted exactly as they would appear on the screen. The entire display is searched for the text entered, so you can search for a PO, invoice, date, or even an amount. To turn off the filter, either exit the vendor and start over, or press “/” again, then clear the field or press <END>. As a shortcut, you can also enter a “/” followed by a few characters of text at the bottom of the screen, or enter “/” followed by <END> to clear the filter. When the filter is active, it will be displayed under the vendor address at the top of the screen. Note that the <F2> key, and pressing <UP> at line 1 will do the same thing as pressing <HOME>.

There is also an option in [APIQ] to print an Audit Slip by pressing “I” at the bottom prompt. When printing an Audit Slip this way, the history option is set to “H” to include history for any vouchers that are already archived, “\*” to print current

distribution if either distribution journal ([APPJ] or [APCD]) is open, or “Y” for updated journals. See the help screen for [APAS] for further explanation of these options.

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**06/07/18 APAS**

**LSSI**

You can now suppress printing of historical distribution ([APHD]) on current vouchers using the “\*” option at the “Print all vouchers” prompt. This does the same as entering a “Y”, but [APHD] is not checked at all. The reason for this is to avoid printing old distribution for duplicate invoices and vouchers.

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**06/06/18 BID**

**SWING**

A new option to print stock status has been added to the [BID] program. Substitution field “^D34” will get replaced with an “S” if the item is for resale and there is sufficient stock in [IFM] resale, “R” on a rental item with sufficient stock in yard, and a “C” if only the combined resale plus yard will be enough to fill the order. The field is blank if there is not enough stock. This change also made it necessary to have a “no-fill” option so only a single character would be printed. Normally at least 4 characters must be printed in a bid template. To suppress the padding, use a lower case letter, eg “^d34”.

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**05/31/18 IFM**

**RMS**

Hyphens in item numbers have always caused problems since they are used in reports to indicate a range. Plus signs are used as the item qualifier code in order processing and PO programs. [IFM] had blocked using these characters on new items, but did not prevent you from changing an item number to one that included a hyphen or plus sign. Those will now be blocked, however, you can still recall an existing item using the lookup function. This way you can change the item that includes a hyphen to something else. [IFM] will also prompt for the new item number next to the existing number whether it is active or not to match the procedure used in other maintenance programs.

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**05/30/18 APMAIN**

**RMS**

You now have the option of changing the history ([APHD]) when changing the vendor, invoice number, invoice date, or remarks in [APMAIN] for both current and

historical records. If any of the above fields are changed, you will be prompted to “sync” to history when exiting the record. Note – be very careful when using duplicate PO numbers with the same original invoice as all history details will be changed. The program compares the vendor and original invoice number to the history for the PO and only changes records that match. If you forget to answer “Y” to change the history, change the data back to the original info, do not change history, then go back into [APMAIN] and change it to the new number this time answering “Y” to change the history.

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**05/30/18 VFM**

**LSSI**

The override bank on line 25 in [VFM] will now be displayed on the quick-help line in [APxN] and [APSL] followed by a “\*”. In both programs, if the bank is cleared it will be reset to the [VFM] bank unless it is blank, in which case it is set to the default bank as set in [BFM].

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**05/18/18 APIQ**

**RMS**

You can now print an audit slip from the APIQ info screen for the selected voucher (by pressing <PGDN> on the line). Enter a single “T” at the distribution display. This will run [APAS] in background prompting for the printer number. If a new voucher is selected here, [APAS] will not prompt to update the audit slip file, but will print anyway. Note that both current distribution, and updated distribution will both be printed, with updated records marked with a “\*”.

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**05/18/18 EMSM**

**RMS**

The email System Maintenance program has been enhanced to handle all options in the email control file. It is no longer necessary, nor suggested, to use the editor to change email defaults. The fax control file will be phased out and combined with the email control file so there is only one program needed to maintain both files. This program lets you change the subject line, copy-to, blind copy, contact key, default cover pages, and body text for each handle. The help screen lists the current handles recognized by RMS, though this is subject to change as more features are added. Be very careful if you change the “contact key” because this will not change the keys in the contacts data-base. Currently there are 4 substitution fields: ^^0=system date, ^^1=contact name, ^^2=sender name, ^^3=company name. [EMSM] will show the last user that made a change to the handle along with the date of the change.

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**05/16/18 APAS**

**RMS**

The AP Audit Slip report has been re-written to allow printing for previously entered vouchers, as well as those that have been paid and archived. Normally, [APAS] must be enabled on your system so it collects info on new vouchers. With this change, you can print audit slips for any voucher – current vouchers which show a line number in [APIQ], and historical vouchers depicted by an “H” in [APIQ]. You can also select an invoice date range for the report, and a date entered range. The help screen has been updated to describe how these options work. Remember that the “update” prompt at the end only shows if the “new” audit slip option is enabled and you are printing only new slips. To enable the “new” option, enter a printer of “Y\*\*” with any report parameters. If the option is already enabled nothing will change.

=====

**05/03/18 MTD**

**BETCO/RMS**

Miscellaneous cash postings will now be purged using the same AR history purge factor set for the system. Misc. cash postings were not always being cleared before which caused a problem when the cash receipts number rolled combining the old entry with the new one.

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**04/20/18 CML**

**ELLIS**

You can now limit this report to include one or more billing flags. To do this, enter a single character in the sales category range prompt. You can enter multiple flags in which case all flags must be present. You can also enter sales categories to further limit the report. For example, to print only customers with a “W” (wholesale) and “P” (PO required) in category 300, you would enter “W” for sales category range #1, “P” for range #2, and “300” for range #3.

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**04/18/18 RA**

**ASCI**

Using the assembly breakdown option in [RA] will now create an entry in [MER].

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**04/10/18 ARIQ**

**ELLIS**

When printing a statement, ARIQ will now prompt to exclude paid invoices. This prompt will also appear when printing a list selected using the <F5> key. The “list”

function will now use the same printer info popup box used for the print-statement option, but will display “LIST” at the “include invoice copies” prompt. The “statement flags” prompt is slightly different when printing a list. It will not default to the [CFM] flags, and can be blank to print the invoices without a statement. (If this prompt is cleared when not printing a list, the operation is cancelled.)

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**04/03/18 ARCJ**

**RMS**

The summary page of [ARCJ] will now print in CSV format when exporting to spreadsheet.

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**03/30/18 RMS MANUAL: OP, OVERVIEW, BT**

**RMS**

The RMSOP manual was overhauled and streamlined. General commands and screen handling instructions, sample invoices, and frequently asked questions were moved to the RMSOVERVIEW section of the manual. In addition a separate manual section was created for the Bid Template (BT) system.

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**03/27/18 MSR**

**ELLIS**

The “ship via” field has been added to the MSR spreadsheets export function.

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**03/14/18 Order Processing System**

**SWING**

The entire order processing system has been modified to allow a new invoice type of “A” for Add to lease so that the Add to Lease (ATL) invoices are more distinguishable from the Initials.

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**02/27/18 CMR**

**SWING**

The Customer Motor Report was written to list the customer motor service dates for specified customers, with the option to print totals for each motor type serviced.

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**02/12/18 OE, OPR, IPR, OI, OPN, DSJ**

**SWING**

The RMS order processing system has been changed so that equipment can be added

to leases after they've been updated on the DSJ. The Order Entry program now has an option "A" for Add to Lease on the OE sub-menu. When selected, a box will display on the screen and the user will be prompted to enter the lease number to add the equipment to. Once a valid, updated lease has been entered, the "normal" OE screen will display (with the title reflecting "add to lease"), and the header information will default to that of the original lease. NOTE: Including the order Freight charges and things like that can be added and the header information can be modified as with a new order. Once the header section has been processed, and you're in the item section, enter whatever items you wish to put on the new lease. You can also add sale items with a +S if desired. If corrections are desired to this invoice after the initial entry, you would use selection 3 (as normal). When you are dealing with an "add to lease", you will see the lease number the equipment is being added to under the new invoice # with a plus sign, similar to how the "original hold orders" display on the screen. Also, if an item is already on the lease, and the same item is added to it, the original rate on the lease will be used.

Pick tickets which will show the message "EQUIPMENT TO BE ADDED TO LEASE # xxxxxxxx" at the bottom of it rather than the normal "rental term" message.

Invoices will also print the "equipment to be added to lease # xxxxxxxx" on the bottom, and prepare the "add to lease" to print & update on the DSJ. Since the equipment will NOT be added to the lease until this invoice is updated on the DSJ, you can make corrections to it & reprint at anytime up until it is updated.

DSJ: The "add to lease" invoice will print as a normal rental invoice, post GL, etc. The message "Equipment to be added to lease # xxxxxxxx" under these invoices as an indicator of the equipment addition on both the DSJ and the HSR reports. When the DSJ updates, the equipment found on the "add to lease" is then added to the lease specified in the current files (not history). Items with +S or +\* will not be added, nor will expanded descriptions on items.

Once the DSJ has updated, the OI and historical invoice reprints will still show "equipment added to lease # xxxxxxxx", and these invoices will ALSO show on the tally sheets, since the ORIGINAL lease in history will not have them. For example, if the original lease has 10 of item ABC and the "add to" invoice has 50 of item ABC, you'll see the initial of 10 on the historical tally sheet, followed by the "add to" invoice's 50, with a total of 60. If you go into rental return or run an ER ticket, you'll see that there are now 60 on the lease. This way we have the paper trail of what was added, on which invoice, and everything is still in balance on this historical tally sheet.

NOTE: There are some "loopholes" in the "add to lease" process. Once the

equipment has been added to the lease, we have no idea what date they were added – they become “regular” items as though they’d been on the lease since the first day. SO if equipment is added to a lease that’s in the 3<sup>rd</sup> or 4<sup>th</sup> billing cycle, and a return is entered with a date in the first billing cycle, it’s likely that the credit will be too large – more than the customer should receive. Caution should be used when adding equipment to leases because of this. In addition, things like contract items will have the quantity added together (if on both the original & add to invoice) but the RATES will not be combined.

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**01/31/18 APIQ, APXN**

**SWING**

These two AP programs now have an option to link the current voucher to the PO system and display the details using [POIN] for updated PO receivings. On the main [APIQ] screen, you can press <PGDN> after selecting a voucher using the navigation keys. From the GL details screen, you can also press <PGDN> to link to [POIN]. In APXN, you can use the <PGDN> key from either the header corrections prompt, or the “confirm non-invoiced PO” prompt. In all cases, the program will check for duplicate receivings and display a lookup window showing the vendor, PO# with index, PO date, received date, and remarks. The lookup window will not display if there is only one receiving in history. Also note that the lookup window will include POs for all vendors.

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**01/29/18 APXN**

**RMS**

Both [APXN] and [APEN] have an option to display the PO using <PGDN> at the non-invoiced PO prompt. If there are multiple receiving entries for the PO a lookup window will display listing them, otherwise the details for the only entry will be displayed.

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**01/16/18 PR**

**RMS**

The new tax tables now have a 5 digit breakpoint at the high end. The probably does not affect any RMS users and using an upper breakpoint of “9999” in the weekly table (\$519948/year) will suffice. The program has been modified to accommodate the new rates in case this does become important. This change must be requested, but will probably be included in the next RMS update.

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**01/10/18 LPC**

**COLUMBIA**



The Lease Price Change [LPC] program has been changed to check customer price exceptions when “T” for Inventory changes is selected. If a price exception is found for a particular customer and item, that price will be used. If no price exception is found, the inventory rates will be used.

=====

**01/09/18 PRCR,PRDD**

**LINK**

Payroll checks with the word “VOID” (any case) in the check number will no longer be sent to the bank. The check register will now print a message in the check summary section in this case.

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**12/18/17 OE,CFM,JFM**

**ELLIS**

It is now possible to block a job from entering new rentals in [OE]. Simply enter a rental category of “\*\*” on line 12 in [JFM] and [OE] will display a message if you try to enter a rental ticket. You can also enter “\*\*” in [CFM] line 15 so future jobs are also blocked. Existing jobs and rental tickets already entered are not affected by this change. [CML] can be used to get a list of blocked customers, and [JFP] can be used to print blocked jobs.

=====

**12/07/17 OE**

**RMS**

You can now see the user ID of the person that entered or changed a ticket along with the date in [OE] similar to the option in [OI]. Enter a “U” at the header line number prompt to display a box containing this information. The letter “D” next to the date means this user deleted the ticket (though it could have been re-activated later).

=====

**12/05/17 ARIR**

**RMS**

The AR Interest Report will now print the AR purge months at the top. The AR purge is the total of the months paid AR records stay in the current file plus the number of months they stay in the history file. When the total of the paid data (eg from ARCP) does not match the total on the invoices, the reference from the AR file is printed along with the last date. The message now includes “or payment data missing” because it could have purged from the payment detail, but not the AR files.

=====

**12/05/17 OE**

**SSL**

The credit exceeded check in [OE] will now write the hold order number to the exception report when a hold order is activated for a credit exceeded customer.

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**12/04/17 ARCJ**

**SSL**

The credit exceeded check in [OE] is sometimes inaccurate since [ARAC] usually runs at night creating a file that is used by [OE] and [CEO]. To make the process more up-to-date, [ARCJ] will now refresh the aging by running a “postarcj” process in the controls directory. A log is kept in reports as “postarcj.log”. This change uses the same procedure that [DSJ] does in running “postdsj”. Although this script is usually run to export data from the [DSJ], it can also be used to run reports or recalculate the aging. The log for “postdsj” is also in reports as “postdsj.log”. Both changes are custom and must be requested.

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**12/04/17 IIC,PEM**

**NL**

Both programs will now ask if you want to convert all import files to lower case when the file entered is not found. IIC used to convert without asking – but this could slow down the program and is not always necessary. Typically, RMS expects all file names to be in lower case, but Windows will sometimes use an upper case extension, make the first letter of the file name upper case, or even change the entire name.

[PEM] will now remove the double quotes at the beginning and ending of a cell as Excel will sometimes surround the data with quotes if it “thinks” it is necessary. [PEM] will also remove the line termination of carriage-return on the last column if present. Windows and DOS files usually end in a carriage-return plus line-feed where Unix files only terminate with a line-feed. If the carriage-return is part of the data, the import probably will not work.

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**11/30/17 PR EMAIL**

**LSSI**

The ability to add attachments to payroll emails was added to the payroll system using a common folder as specified in the \$c/prcrem.ctl file.

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**11/28/17 JCBB**

**LSSI**

The Job-Cost billing report now has the capability to create an expanded description for each job/craft/pay-type code on the report that [ILOG] may use to create an export file. The option is controlled using the job-type field in [JCFM]. A single digit may be entered at the end of the job-type that will indicate the format of the hold order created by [JCBB]. Currently, only job-type "1" is used to create a detailed hold-order used for Conoco, but this may be expanded in the future.

=====

**11/23/17 SMI**

**SSL**

A new option has been added to [SMI] to look for imaging missing on current orders. The date range (using order date) and customer range may be specified. Note that "+M" items are ignored for this report. This report is currently run at night by eod.sh and emailed to configured users. It is also run by postopr and emailed to a select speed dial entry.

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**11/22/17 APMAIN**

**RMS**

[APMAIN] will now make an entry on [MER] when deleting a record.

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**11/16/17 JCBB**

**LSSI**

Job-Cost billing maintenance now has a default pay-type option by rate table that will caused each pay-type to be displayed on the screen for new craft-code entries. You must still press <ENTER> on each pay-type, and the pay-type may be skipped by pressing <PGUP> or by skipping the item#. The defaults are listed in the header section labeled "AUTO-FILL". Up to 9 pay-types may be entered for each rate table.

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**11/08/17 PIW**

**SWING**

Rather than having one count line labeled QUANTITY, the Physical Inventory Worksheet was modified to print RESALE and YARD count lines.

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**11/03/17 JCTR**

**LSSI**

The Job-Cost Time Sheet Report now has an option to print from both history and

current timesheets like [JCBR].

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**10/23 JCBR**

**LSSI**

The Job-Cost Billing Report now has an option to combine both history and current timesheets on the same report. The data is sorted together from both the updated history and the currently pending timesheets when entering “\*” in response to the “print from history” prompt.

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**10/13/17 PRPA,PRPE,JCTR**

**LSSI**

A pay-type may now have an “adder” associated with the rate. The adder is an amount that is to be added to the union rate for the craft as entered in [JCUM]. The amount is added after the factor is applied.

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**10/11/17 FAX**

**SAVAGE**

The fax system will now allow you to over-ride the subject and body text for any fax/email. You do not need to have a cover page to do this. The “modem class” field has been removed and replaced with “EM SUBJECT”. If you enter something in this field, the program will allow you to enter 50 free-format lines that will become the body of the email. The subject line and body will replace the defaults loaded in the control file (faxcover/emdefaults). The “subject” prompt is skipped when a fax number is entered, and “Time to Send” and “Retry Schedule” are now skipped when an email address is entered. This change also applies to any program that uses the fax/email system.

[FAXLOG] has an option to display the override body text on the details page. A “\*” is displayed on the cover page line and the prompt will give you the opportunity to see the text. The file will also be purged when the log entry is purged.

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**10/09/17 CSH**

**ELLIS**

The rental billing dates and billing cycle fields have been added to the Customer Sales History spreadsheet option.

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**09/22/17 PIW**

**SWING**

The Physical Inventory Worksheet was modified to print using a Bin # sort order, as well as allowing the entry of bin number ranges. In addition, a prompt was added to allow the printing & exporting of the resale, yard, and field counts, with appropriate entry lines added for the Yard and Resale counts.

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**09/08/17 ISP**

**RMS**

The Inventory Stock by Location [ISP] has been modified to allow the inclusion of resale and yard hold order quantities.

=====

**09/05/17 ER, MTD**

**SI**

The [MTD] program will no longer purge unused equipment returns when a cease billing date is present.

=====

**08/30/17 RA**

**ELLIS**

The [RA] worksheet now supports the “CSV” format for import into a spreadsheet. The printer lookup has also been added to the worksheet.

=====

**08/29/17 IFM**

**SWING**

Emailing an image directly (eg. “JPG”), or converting to “PDF” using the “J” and “X” options in [IFM] will now also attach a file in the image folder that has a “PDF” extension. The file name must match the item number exactly to be included in the email. The purpose of this change is to also include information about the item, such as a spec sheet.

=====

**08/25/17 APPJ,APHD**

**ELLIS/RMS**

The check number will now be inserted into the historical disbursements report for “PJ” entries. In the past, only [APCD] would insert the check number but it assumed that [APPJ] was already updated. If [APCD] were updated before [APPJ], there were no “PJ” records in [APHD] and the check number would not be inserted. Note that [APHD] may still not be accurate for partial payments since there is room for only 1 check number, check date, and bank code. This may be changed in the future. If it is important to have check numbers on the “PJ” records in [APHD], there is a “fix”

program available.

=====

**08/24/17 ARIQ**

**ELLIS/RMS**

The prompt to include a job statement when printing an invoice list while displaying a single job in [ARIQ] has been changed to “Include a statement? Account/Job/AJ=both, blank=none” as it is when displaying the entire account. Also, the default “include invoices” flag from [CFM] will be ignored when printing an invoice list. Printing a list of invoices by selecting them with <F5> will only print those invoices no matter what the [CFM] flag says.

=====

**08/22/17 JCRR**

**LSSI**

The Job-Cost billing report will now copy the notes line from [JCTE] to remarks line 1 and 3 on the hold order, space permitting. The list of time-sheets is on remarks line 2 and may overflow to line 3. The separator for the time-sheet list has been changed to a “;” because embedded commas are not handled properly by Excel in some circumstances. For LSSI, the custom BLR billing as set by the sales category in [CFM] will generate a rental BLR invoice. Note, in this case there is no room on the order for duplicate item numbers since the item qualifier is set to “+S”. In this case, the last rate will apply to that item.

=====

**08/16/17 PREC**

**ELLIS/RMS**

The employee earnings cards may now be printed sorted alphabetically by employee name (sort option “A”) within each company selected with totals for each company, division, and department. The existing option sorted the report alphabetically within each department – not for the entire company. Another new option, “E”, has been added to print the report in employee code order by company, with totals for each department. The existing “Y” option prints by employee code for all companies mixed and hence only prints a grand total. You can now enter a partial company-division-department to select employees HOME codes as entered on line 2 in [PREM].

=====

**08/07/17 RC**

**RMS**

The Rental Continuation program was modified so that different summary rental categories will no longer continue on the same summary invoice. For example, if a

particular job site is set to summary rental category S3, and leases are entered using an L3 rental category (also summary), the L3 leases will be ignored and not summarize on the S3S invoice. A message will be written to the rental continuation error log (and displayed on the screen upon program completion) indicating that the lease rental category doesn't match the job rental category. NOTE: if your system is set to allow contract leases to summarize, these contracts will summarize as normal.

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**07/28/17 POTE**

**LSSI**

The Purchase Order Template Entry program was written to allow the entry of various purchase order details that are not stored elsewhere in the system. Things like supplier name, quote number, email address, approval id's, reviewer id's and things of that nature can be entered into the template and stored, as well as a total PO value, and PO revisions & amounts.

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**07/28/17 PREM**

**RMS**

You can now change the employee ID in PREM and the program will move the current and historical pay records to the new code, as well as the social security check file and memos. To change the code, simply change line 1 at the "corrections" or "line number" prompt. The program first checks to see if there is any history or current pay record and will display a prompt asking if you are sure. You can then enter a new code next to the original one. The inquire key is active at the "new" prompt if you need to see what code is available. The program will not merge into an existing code, so you must enter a new one. To cancel the change, you can enter line 1 again and simply remove the new code or press <END> at the "new" prompt. The change is made immediately when you exit the employee - there is no separate "change" program like in the other maintenance programs.

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**07/20/17 APPJ,APCD,APPR,APCR**

**ELLIS**

The spreadsheet option has been added to these AP reports. When printing either the APPJ or APCD journal to spreadsheet, the program will not ask to update. This is done to insure there is a printed or spooled journal as these post to GL.

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**07/19/17 VML**

**ELLIS**

The vendor range selection in the Vendor Master List program has been expanded to

allow up to 30 vendor codes rather than the previous 20.

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**06/23/17 PEM (import)**

**NL**

Selection 7 used to import price exceptions will now only look in the “import” folder in “shared” (/shared or /data/shared). The file must be saved as “.csv” from Excel or compatible as lower case. [PEM] will convert the entered file name to lowercase. You may have subfolders under “import” as long as they are also in lower case. [PEM] will also treat embedded commas correctly (surrounded by double quotes as from Excel).

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**06/19/17 OE, OPR, IPR,HDRMAIN**

**SWING**

Order Entry has been modified to save the hold order number to the new lease/invoice upon hold order activation. The Order Print and Invoice print programs have been modified to print the original hold order number in two places: Next to the “SOLD TO/.LESSEE” line in the customer address box, and as a remark in the body of the order/invoice after the totals. The HDRMAIN program has been modified to allow 8 characters to be accepted off the screen since we use the “BACKORDER #” field to store this information with “<” in front of the hold order number. For example, if the hold order number is 0H12345, the activated hold order number will be stored as “<0H12345” using the BACKORDER # field.

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**06/08/17 CMS**

**SWING**

The Create Motor Service [CMS] program has been modified to allow the entry of a specific invoice # to create the service records for. To utilize the new INVOICE # field, press the <TAB> key in the ACCOUNT-JOB field.

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**06/05/17 JFM**

**RMS**

[JFM] now has a history option like [CFM]. This option sorts invoice data by date for the job-site allowing for inquiry by year and month. It will also display item details for any month or totals.

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**05/24/17 IFM,CFM,JFM,VFM**

**SWING**



These maintenance programs will no longer “lock” a record when first displayed. Instead, a copy is kept and compared to the current screen when the program is exited. If nothing has changed, the program does not attempt to update the record at all. If any field has changed, it then compares the “before” data to the current file to see if someone else changed the same field. If so, a “conflict” message is displayed and all changes are cancelled. If both the current screen and the file have changed, it compares the final datum to see if they are identical, in which case it is not considered a conflict. Note that only the first 7 conflicts are displayed.

This change should eliminate a bulk of the “record lock” errors. It is currently in testing but will be made available to all.

\*\*\* out of testing on 06/23/17 – now default for all \*\*\*

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**05/17/17 APAG**

**RRS**

The AP aging schedule may now be printed to spreadsheet using printer “SS”.

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**04/27/17 POHR**

**SWING**

[POHR] will now prompt for the date type, date due, date placed, date entered, or date updated. Note that any batched reports will have to be re-batched.

=====

**04/25/17 JCBA,JCBM**

**LSSI**

This new program will create hold-orders using payroll data from [JCTR]. [JCFM] now has a “rate type” field that references a table maintained by [JCBM]. The table consists of craft codes and pay-types that point to an RMS item number and rate for each. When [JCBA] is run for a time-sheet, it looks up the account-job and rate table from [JCFM] and builds hold-orders for the time entered on the time-sheets. You can do this as many times as you want, combine spreadsheets by job, and even build orders from time-sheet history.

=====

**04/17/17 IPR**

**SWING**

[IPR] was modified to allow an “invoice identifier” that prints under the header box to clarify the invoice type.

Initial rentals will print as RENTAL - INITIAL LEASE INVOICE  
Rental continuations will print as RENTAL - LEASE CONTINUATION INVOICE  
Final Returns print as RENTAL - FINAL LEASE INVOICE  
Partial Returns print as RENTAL - EQUIPMENT RETURN  
Equipment Exchanges print as RENTAL - EQUIPMENT EXCHANGE / ADD TO LEASE  
Summary continuations print as RENTAL - CONSOLIDATED  
Sale invoices print as SALE INVOICE  
Credit memos print as CREDIT INVOICE

NOTE: This is a custom change and must be requested. The exact text for the descriptions can be changed as requested.

=====

**04/14/17 ER,ERFM**

**ELLIS**

[ER] does not normally print expanded descriptions, but it is now possible to print only lines that start with certain characters - for example, a ">". The character to use is prompted in [ER] and saved in [ERFM] for future reprints.

=====

**04/11/17 JCTI**

**LSSI**

This new program will import data into [JCTE] from a spreadsheet CSV file. Currently, the format is custom but may be modified later for multiple formats.

The current format had 15 columns:

Date, time-sheet#,job-cost#,PO#,Work-Order#,Tag#,Location,Description,Employee code, Employee name, Craft Code, Regular hours, O/T hours, Regular exception code, O/T exception code

A control file (jctictl) sets the location of the import CSV files, the number of header lines in the spreadsheet, the pay-type code for regular hours, the pay-type code for overtime hours, the mask for remarks lines 1 and 2, and the pay-type code for night shift. The control file also lists an archive folder to contain updated import files and a purge factor to be used in the future for automatic purging of archived files.

The masks may contain any of the spreadsheet columns, currently set to:

Notes 1: PO#:^D WO#:^E TAG#:^F LOC:^G

Notes 2: ^H

“^” indicates the substitution field indicator followed by the spreadsheet column

[JCTI] will ask for the import file and a printer name. The printer name can be PS or a file and will list any errors or warnings as well as a total regular and O/T hours.

[JCTI] will also check to see if a time-sheet has already been import and will print any duplicates in the log. It further checks to see if the time-sheet is in either the current file or has been updated by [JCTR] and prints a warning on the report. It is possible to ignore the warning and repost a time-sheet in which case the new data will be added to the end of the existing sheet.

When [JCTI] is updated, it creates entries in [JCTE] in the order they occur in the CSV file. This is important and spreadsheets should be sorted accordingly.

[JCTI] also checks for valid dates, valid jobs, employee codes, craft codes, and pay-types. It checks to make sure the hours listed are valid numbers, and the remarks do not resolve to more than 72 characters as that is the limit for [JCTE]. Night-shift is an exception and will write the total regular plus overtime hours under the code listed.

When the file is updated, it is moved to the archive folder. If the file already exists, an index will be appended to insure a unique file name.

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**04/07/17 RR**

**NL**

The Rental Return program has been modified to allow the addition of consumables (+U, +D, +N, +S) items on same day returns. Previously same day returns did not allow this..

=====  
**04/05/17 IIC**

**NL**

The inventory import program will now treat commas within embedded quotes properly, ie. they will not be treated as field separators. IIC will now count columns and only input as many as it needs (up to 200) so it will run much faster.

=====  
**03/20/17 PREM,PRPE,PRCK,PRCR**

**ELLIS**

The “forced savings” feature in PREM has been enhanced to allow a fixed amount or a percentage of net (by following the amount with a “%”). PRPE will now copy the amount or rate to the check and display the calculated amount under the net check amount. If using a percentage, it will recalculate if the net amount changes. PRCK

will print the savings amount in the earnings column as a negative number and subtract it from the check amount. PRCR will also recalculate and post as before. DO NOT change the amount without reprinting the check.

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**03/16/17 IFM**

**CSEC**

Inventory File Maintenance will now prompt for a password when entering a new item. NOTE: The password will only be prompted for the first time a new record or “secure” field is corrected or unless the program is exited and reentered.

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**03/14/17 CSH**

**ELLIS**

When the [CSH] program is run for +S items, sale invoices will now be considered. Previously, only +S items on rentals were included.

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**03/07/17 ARST**

**SAVAGE**

Statements can now be emailed/faxed to multiple email addresses as listed in the contacts box under “:ARST:”.

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**02/17/17 OPN**

**ELLIS**

The Open Order Report [OPN] has been modified to all the enter of “R” for Returns only at the “Rental Category” prompt. When selected, the “R” will print the [OPN] for all returns, final returns, and exchanges.

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**02/15/17 OE**

**ASCI**

Order Entry corrections has been modified to reverse the sign of the quantity when corrections are made to a credit memo. For example, if entering an item with a quantity of 10, the quantity will automatically be changed to -10 to be consistent with credit memo entry.

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**02/14/17 PREC**

**SLC**

When selecting the option to exclude expenses, if there are no wages, deductions, and

taxes, the check will not be printed at all.

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**02/14/17 JCPC**

**SLC**

The spreadsheet format has been added using specs provided by LCPtracker – a widely used wage reporting website. The spreadsheet currently consists of 98 columns of data per check in the range selected. Employer portions of benefits are recalculated from the rates loaded in [JCUM] and must use the appropriate codes (H,W=health and welfare, P=pension, V=vacation, T=travel. All other employer expenses are added to “other”. Voluntary deduction codes must be “UNI”=union, “GAR”=garnish, “PEN”=pension, “SAV”=savings, “TRV”=travel, “MED”=medical. When using LCPtracker, the 2 character RMS craft codes from PREM must be “mapped” in the setup screen online. RMS spreadsheets are saved as “CSV” files but must be resaved a full spreadsheets with an XLS extension before uploading.

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**02/09/17 RC**

**RMS**

Summary rental continuations have been modified so that all leases will bill to the anniversary date loaded into the [JFM] screen. If the job anniversary date is set into the future, all leases on the job will bill forward to that date regardless of billing cycle. NOTE: Setting the job anniversary date far in the future would also serve to suspend the billing of all leases on that job site until that anniversary date is reached.

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**02/08/17 MSR**

**LSSI**

The option to omit zero dollar invoices has been added to the [MSR] report. To utilize this option, enter “Z” at the “Credits/RCs” prompt.

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**02/07/17 PREC**

**SLC**

An option to exclude expenses and pass-thru amounts (paytype 5 and 0) has been added to the earnings cards.

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**01/23/17 FAXLOG**

**SAVAGE**

The manual “clear” option in the [FAXLOG] display used to clear the entire file for all users. It has been changed to only clear the current user displayed. When the

display is for all users, it will ask which users to clear with an option to clear all users like before.

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**01/20/17 JCTR,JCHB**

**LSSI**

The “hour bank” option used by [JCTR] now has its own maintenance program, [JCHB]. The configuration file can no longer be edited using [BTE]. The new program allows up to 200 jobs-cost jobs to be listed for each of 10 groups. It will also support 200 employee types. Each job and type is now validated against [JCFM] or [PRET]. You can now page through the list using the standard RMS function keys <F1>, <F2>, <HOME>, and <END> as well as the <UP> and <DOWN> arrows. There is also a “sort” option that will resort the list alpha-numerically, removing unknown and blank codes. Before the configuration file is saved, the original file is moved to “tmp” with a time stamp making recovery easier than before. Note that [JCTR] will check for the existence of the old “control” file and abort if found. This is to prevent accidentally using an old file that may be blank or contain incorrect data. [JCHB] can only be used by one user at a time, and [JCTR] will abort with “PROGRAM NOT AVAILABLE” if the file is being changed by another user.

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**01/17/17 TS**

**RMS**

The Tally Sheet report has been modified for same day returns. Previously when a same day return was encountered, only the return portion of the lease was printed. Since this would show a negative in the total for that lease, we now print the initial portion of the same day return yielding a zero balance.

=====

**01/10/17 PRT4**

**LSSI**

The Canadian payroll wage reporting slip (T4) has been modified to print on either pre-printed forms obtainable from the “CRA”, or it will use its own mask when printing on white paper. Like the “SSA”, it is no longer necessary to print a “red” copy for the government since all filing is now done electronically. The [PRW2] program could be modified as well if someone is willing to fund the project.

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**01/10/17 PRHR**

**SWING**

The spreadsheet version of [PRHR] will now include the job-site code for each invoice listed.

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**12/28/16 ARCO**

**RMS**

The A/R collection call program [ARCO] will now check to make sure only one user is running the program at a time. In the past, the sort file could be reset if another user tried to run the program while someone else was in it.

=====

**12/27/16 OE, RR, RA**

**SWING**

The [OE], [RR], and [RA] programs have been modified to warn the user that the customer is enrolled in paperless billing. This message will display on line 23 just above the "Corrections?" prompt allowing the printing of invoices/pick tickets.

=====

**12/27/16 POHI**

**RMS**

The current quantities for yard, resale, and on-order will now display on the right of the second description line. This lets you see the current inventories without having to press <F4> to see the complete [IFI] screen.

=====

**12/23/16 POHI**

**RMS**

[POHI] will now display the current [IFM] yard, resale, and on-order quantity on the right under the description.

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**12/15/16 CFM, PASSMAIN**

**SWING**

The ability to add new customers using [CFM] has been password protected (note that the ability to enter new customers in [OE] has always been password protected). The password for new customers in [CFM]/[OE] is located on line 30 of PASSMAIN. If you would prefer NOT to have this feature password protected, remove the password on line 30 of PASSMAIN.

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**12/13/16 TS**

**ELLIS**

The Tally Sheet program now allows either "X" or "FAX" to email or fax the tally sheets.

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**12/06/16 JCTR****LSSI**

There is now an override in the JCTR control file (jctrctl) that will cause the program to bypass the check to make sure the standard time does not exceed the regular plus overtime hours. To use this feature, put a “-“ before the maximum standard time hours limit. (See SSF: 039713).

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**11/30/16 PORU, IAE, ONH, DSJ****SWING**

The programs that calculate the average cost on items have been modified to all the inclusion of open orders (non-updated on the [DSJ]). When the average cost is calculated for each item at the time of the receivings, the programs will go out and calculate the open sales (+U, +D, +N, and +S) pending [DSJ] updated, and include those counts in the total inventory. The [DSJ] has been modified to update the average cost on each item to reflect any changes on the average cost since the order was entered. NOTE: This change must be requested specifically since it changes the inventory values.

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**11/02/16 OE, JFM****RMS**

The [JFM] program has been modified and the closed job flag has been moved from the “DEPOT #/Yes” field, to the “JOB STATUS” field (line 28). When the JOB STATUS is set to “C” (closed) the [OE] program will not allow new orders to be entered for that account-job. NOTE: If you have previously used the DEPOT field to enter the Closed flag let us know as we have a program to move it for you during the RMS update.

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**11/02/16 OE****SWING**

The delete and Save option in Order Entry now allows the preservation of the invoice number being deleted, as well as preserving the invoice number when the hold order is activated. For example, if invoice number is 0000123 is deleted and saved, the equipment on that order will be returned to the inventory, and the order itself will be converted to a hold order (“H” in the rental category). When the hold order is activated, the equipment will again be withdrawn from inventory and the “H” will be removed from the rental category and the rental category restored to it’s original status (“I” for Initial on rentals or a number for sales). This feature must be requested



as a program change in order for it to be used.

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**11/01/16 IPREM**

**RMS/Savage**

The invoice email system now has an option to print all invoices emailed to a laser printer. There is also an option to create a “proof” file that contains all invoices in one file that is also converted to PDF and stored in the same folder as the customer invoices.

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**10/26/16 IIC**

**NL**

The “Import Inventory Costs” program has been enhanced to allow importing the vendor item and unit of measure in addition to the current description, category, replacement cost, rental and sale average cost (if installed), trade and wholesale prices, vendor, and GL subs. In the case of vendor item, the vendor in the import file will be used if also being import. If the vendor is not being import, or is blank, the current vendor will be used from line 50 in [IFM]. Adding the extra fields forced restructuring of the input screen.

In addition to adding the extra fields, more checking has been added to the program such that sizes of required fields such as category and unit of measure is checked. Numeric fields are checked as before, but costs are now forced to 5 decimal places and trade and wholesale are forced to 2 decimals. The log file has enhanced to list all fields before and after the import, as well as print a status flag of Ignored, New, or Updated.

A “debug” option has been added so the program can be run, the log file created, and the file checked but nothing in changed in [IFM].

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**10/11/16 OE**

**RMS**

When faxing an invoice from [OE], the override email/fax number will be obtained from the contacts file using the key “:OPR:” or “:IPR:”. These keys can be changed by editing %c/faxcover/defaults. The contact name will now come from the override name in the contacts file for that key (after the last “:”). If blank, the “placed by” name from the order will be used, and if that is blank, the customer contact from [CFM] will be used.

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**10/07/16 CSH**

**SWING**

An option to select only invoices for particular salespersons has been added to [CSH]. You can enter up to 20 salesperson codes or ranges. These will print at the top of the report on page 1. The invoice salesperson field will now print on the spreadsheet versions.

=====

**10/06/16 AFM, AFP, DSJ, MSR**

**NL**

When labor items (U/M of LA) are included in an assembly, the system will tax them using the assembly unit of measure, and they will NOT be counted as labor items as far as taxation is concerned. Previously, the DSJ was picking up the labor amount and passing it through to the MSR as labor, but this was not consistent with the way the sales tax was being charged on the invoices. The tax amounts shown on the MSR were correct, but if the total amount of the invoices less the labor amount were multiplied by the tax rate the total did not match the total taxed. The AFM and AFP programs were modified to display/print a warning for labor items on assemblies.

=====

**09/13/16 MSR**

**SOCON**

A new selection “8” has been added to [MSR] to print the inventory category breakdown for each invoice. Selection “8S” will print just job-site totals by category and not list the invoices. These options will also work in the spreadsheet versions.

=====

**09/01/16 IPR**

**SWING/RMS**

[IPR] now allows sending printed invoices to a fax/email address for the entire customer or all customers. When specifying a printer number of “X”, the program will look for a contact with the appropriate “key” (default=“:IPREM:”) and if present create PDF versions of the invoices and fax/email them instead of printing. When selecting this option, customers that do not have the “key” present will be skipped. If you select a single customer however, and the key is not present, an error log will display. This new fax/email option does not affect sending a single invoice from [OE] and that procedure will still ask for the fax/email each time. For a normally daily invoice run, [IPR] would be run twice, once for fax/email customers, and again for normal hard-copy customers. The “key” may be shared with other contact “keys” since the program looks for the presence of the key – it does not have to be on the line by itself. For example, to use the same email address for AR statements and faxed invoices, you could enter “:AR:IPREM:” as the contact. Note that this can be a different key than that used for sending a single invoice from [OE] and [OI]. Additional text after the “keys” is ignored is assumed to be the alternate “attention”

field for the fax/email, otherwise the contact in [CFM] is used.

Then using the fax option in [IPR], an “at sign” (“@”) is added to the user ID of the “invoiced” user to indicate that the invoice was emailed and not printed on paper. Remember that the invoice is not flagged as printed when faxing from [OE].

When using this option, a folder is created on the archive drive (as specified in the control file) named “current”. As invoices are created, subfolders named with the customer account number are added. Invoices are spooled to those folders and converted to PDF later when sent. This is done so [IPR] will run faster as the PDF conversion can take some time.

Once [IPR] has finished spooling the invoices, the count is displayed with the option to send now or save for later. In this way, you can run [IPR] multiple times on the same day and the invoices will be saved and sent at one time. Invoices are still marked as “printed” and will not send again unless you use the duplicate print feature of [IPR]. Once the invoices are sent, the “current” folder is renamed with a date and time stamp as “YYMMDD.HHMM” so they do not send again. Logs are kept in each folder.

The default purge factor is normally 90 days, but can be changed.

You can also include other documents to be sent with the emails by putting them in the “.common” folder. These documents will be copied to each customer folder and included in the email. If they have no extension, or a “.txt” extension, they will be converted to PDF first. Documents should be saved as PDF in the common folder though so the process runs faster. Remember to remove common files when done or they will be sent every day. This is a good way to send advertisements or product announcements with invoices. To send documents for only one customer, you can pre-create the customer folder within the “current” folder and put them there.

By default, only 10 invoices and common files are sent per email (configurable option). When faxing, each document is sent separately.

This new feature is a custom change and has a separate charge. A full RMS update may be required.

=====

**08/31/16 CMS**

**SWING**

A new program was written to provide a list of the serialized equipment out on rent for a particular account an job. The CMS program will scan through all current

leases for the account-job specified, finding serialized items and then checking the service history module for the last service date. The list will be display the item #, description, and last service date on the screen. Users can then change the next service dates on the screen if desired as well. The list of equipment and service dates can be printed as well. When all changes have been made, the new service dates can be written to the service history module by specifying Y\*\* to update when prompted.

=====

**08/25/16 TS**

**SOCON**

In addition to the “date sort” option, another option has been added to the “totals only” prompt. Enter an “R” here to sort the report by date, AND combine all returns with the same date and job into 1 column.

The job-site will now always print on the line with the rental category, even if only 1 job-site was selected.

=====

**08/18/16 ARIQ**

**RMS**

Requesting a statement in [ARIQ] now brings up a pop-up that prompts for the printer, account/job statement, and whether to include invoice copies. This was done to match [ARCO] and [ARST], but since we already know the account number, the statement flags from line 18 in [CFM] are displayed and can be changed. The fax/email option has been moved to this “statement” box and removed from the prompt on the invoice display page, but entering the “X” on the first page will still work as well.

=====

**08/18/16 ARCO**

**RMS**

The “include invoices” prompt when printing statements from [ARCO] now has the same 3 options as the prompt in [ARST] – see below.

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**08/18/16 ARST, CFM**

**SWING**

AR statements now have an option to include unpaid invoice copies with each statement. WARNING: this can be a very large file if the customer has a lot of invoices on the statement – especially when printing to “PS”. This option has 3 choices: blank means use the new flag on line 18 to include invoices, “Y” means to include the invoices for all customers selected regardless of the [CFM] flag, “N” means to ignore the [CFM] flag and not include invoice copies.

Statements may now be printed for an individual job, or range, in much the same way as [ARLG]. Remember that jobs are sorted alpha-numerically so be aware when using non-numeric job-sites numbers.

When printing a job statement, and selecting the option to include invoices, only those invoices on the job statement will be printed.

Note that [ARIQ] also runs [ARST] and will use the [CFM] flag accordingly.

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**08/17/16 ARAG**

**SEA**

A new option to print the [JFM] user defined fields under each statement line, or exported to a spreadsheet, has been added to the “long form” prompt in ARAG. Note that more than one option may be selected, eg. To print both the address and the user defined fields, enter “YU”. There may be up to 4 user defined fields in [JFM], and each may be a yes/no questions, a number, a date, or a choice. These fields will show in [JFM] under the “permit info” field. These fields are optional and must be requested.

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**08/16/16 HDRMAIN**

**RMS**

The “links” option will now work when displaying a historical invoice such as a summary or PRO. The warning about accessing history is suppressed when using the “link” option.

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**08/15/16 GLR**

**SEA**

[GLR] will now export each column on the report to a separate column on the spreadsheet. This includes MTD and YTD figures, “percent of” calculations, and budget and actual data from the “cash-flow” screens. When exporting to spreadsheet, the underline command is ignored. Note that since headings in [GLR] are free format comments, they will not appear as column headings and will always display in column 1. You can insert a comma where appropriate to force this to happen. A future enhancement may be to have two headings, one for the printed report and another for column headings on a spreadsheet.

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**08/11/16 PRCK,APCK**

**RMS**

When using the new check printing that uses a template, you may now force a field to truncate by inserting a “\” to prevent fields from running into each other. Normally, a field is truncated up to the next non-space character. The “\” holds the place so the “insert” stops there. The “\” will be replaced by a space before the line is printed.

=====

**08/11/16 JCJT,JCJS**

**BETCO**

The salesperson code from the account-job referenced in [JCJM] now prints on the “long form” version of these reports. It is also exported to the spreadsheet version.

The export to “SS” for the summary version of [JSJS] has been added.

=====

**08/10/16 TS**

**SOCON**

A new option to print the tally sheet in date order has been added to the “Print Totals Only” prompt. Enter a “D” to sort the report in date order.

=====

**08/10/16 ARPH**

**RMS**

The payment detail key has been changed to <S\_TAB> and the invoice details key added as <PGDN> on the invoice display list in AR Payment History. Once in the payment box, you may now select a payment reference number and press <PGDN> for details on that reference – just like [ARIQ].

=====

**08/02/16 AP/PR/BFM**

**SEA**

AP and PR banks have now been merged into one program, [BFM] (Bank File Maintenance), making the bank section in [APSM] and [PRSM] obsolete. Bank codes can now be from 1 to 3 characters, and are consistent throughout both systems. Banks can now be coded as AP banks, PR banks, or both. They can also be deactivated, and hidden. A bank may be flagged as the default for AP, PR, or both. All displays and reports have been changed to allow 3 character bank codes accordingly. The <PGDN> key can now be used to search the bank file.

[CASH] will now display 100 banks with a grand total at the top (if more than one bank is used). Navigation keys (arrows, <F1>, <F2>, <HOME> have been enhanced and you can now jump directly to a particular bank by entering the bank code.

=====

**07/19/16 ARCR**

**NL**

On-account funds may now be distributed to 100 jobs when posting in [ARCR]. To do this, answer the "Create new line ..." prompt with a "\*". After entering the PO/Remarks, a popup allowing up to 100 job numbers and amounts will display. You can use the arrow keys, <F1>, <F2> and <HOME> to navigate between the pages. Press <END> to finish, or to load all jobs in the window. You can use the job status field in [JFM] to load only certain jobs. You can also load from a CSV file by entering the file name (saved in REPORTS). The import file must contain at least 3 fields with the first 2 being the 3 character job number and the amount. When done, the program will check to make sure the balance matches the total of all the jobs entered. On update, an on-account invoice will be created for each job as needed.

The initial purpose of this change is to track clothing allowances put on-account for a customer. The customer sends a check listing each employee, which correspond to the jobs in RMS. This is a quick way to enter multiple payments without having to split the check.

=====

**07/08/16 GLDR, GLDM, MTD**

**SWING**

The entire general ledger depreciation system was retooled to allow item recapture figures for reporting purposes. The GLDM program was rewritten to reflect new fields such as: Original quantity, quantity balance, recaptured, recaptured not posted, recaptured quantity this period, and last depreciation date. The ability to specify 2 different depreciation methods (book vs tax) as it was determined it was no longer useful. The MTD program was modified to calculate the item recapture each month using the inventory adjustments file, and the GLDR was modified to print the new data that had been added to the file. Note: A conversion program must be run to import all data for the recapture – a quote can be provided upon request.

=====

**07/07/16 JCTR**

**LSSI**

The job-cost timesheet report and update will now allow exceptions by pay-type when calculating banked hours. The report also allows setting maximum hours for earnings type 3. The report will now list banked hours and total hours for both earnings types 3 and 4. Note that totals are calculated separately for each pay-type so they are not combined for the earnings types. The purpose of this change is to calculate add-ons and premiums such that they do not exceed the regular and

overtime hours on any particular run.

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**07/07/16 ARCR**

**SWING**

The salesperson from the AR record (see below) will not export to the CSV version of this report. The reference number will also be listed.

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**07/07/16 ARCR**

**SWING**

Posting on-account and deposits in [ARCR] will not populate the salesperson field from wither [JFM] or [CFM] based on the job-site entered. Prior to this change, the salesperson was left blank. We can run a utility to populate existing data if necessary.

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**06/30/16 IFM/IFI**

**SOCON**

The primary bin will now display to the extreme right of the item number. If there is more than one bin loaded, a “>” will display next to the bin (space permitting).

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**06/30/16 PRINTERS**

**RMS**

The “printer lookup” feature has been added to all RMS programs. Pressing <PGDN> at the printer prompt will display a list of all defined printers. All programs should now support the printer restrictions by user so printers can now be “locked in” to a list of users, or “locked out” from a list.

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**06/29/16 JCJL**

**BETCO**

The “spreadsheet” option has been added to [JCJL].

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**06/14/16 PRHR**

**SLC**

[PRHR] will now attempt to find archived data when a journal date range that spans years is requested. There is no prompt for this like in [PREC] – the program assumes you want multiple years when the date range requested includes other than the current



year. Note that the control for this report is the *CURRENT* employee master. If the employee was removed from the current file, he will not be included on the report.

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## 05/27/16 PRINTERS

## RMS

You may now use “substitution” fields in all RMS printers:

^d=date as YYMMDD

^t=time as HHMMSS

^p=program name

^u=user ID

^c=company ID

^l=location number

^^=process ID

The specific program may also have numeric substitution fields such as ^1, ^2, etc.

One such program is IPR which will substitute the account number for ^1, job number for ^2, and invoice number for ^3. For example, printing invoice#

“0123456” for account “12345”, job “001” using printer “PS.INV^d/^1-^3 will create a pdf file named “0123456.pdf” in subfolder inv160527 in the pdf folder. You could create a new printer in [PCM] with this printer name in the “system command” field to use this printer name repeatedly and the program will substitute the correct data into the name before creating the file.

This change does not affect the field substitution that is done by [BRP] – usually for EOM reports.

Note that a “/” and a “.” do the same thing and all printer files are translated to lower case, even though Windows may display them as upper case.

You can also specify alternate folders for printer PS by using two “/” or “.” After the “PS”. For example, printer “PS./archive/^d\_statements” will create a PDF file in the archive folder named “160517\_statements”.

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## 05/18/16 ARCD

## ASCII

There is now an option in AR Customer Deposits to print closed jobs that have deposits or on-account payments. Closed is defined as having no open orders in any location. Selection this option at the “Include open A/R ...” prompt implies that the open AR will also be printed.

**05/17/16 JFP**

**SWING**

A new summary option, “R”, has been added to [JFP] to print only active “rental” jobs. Note that a job may be considered active if all equipment has been returned, but the lease has not been updated and closed. This option in [JFP] does not check every item on a lease to see if the balance is zero, but rather checks for open headers. Normally, [DSJ] will remove headers for closed leases.

=====

**05/10/16 EREM**

**SWING**

This new function will send equipment lists to active jobs based on an email address in JFM or a default address in [CFM] contacts – see below. [EREM] uses a [BRP] control file (controls/eremgrp) to run [JFP] using the new email option for active rental jobs. It then runs a special version of [ER] with no “fill-in” boxes on the right and no ER number. The ERs are created as PDF documents in an archive folder “erem” by date. Logs are created during each phase of the operation. This process may be added to an EOM batch control file manually using the “system” option. [EREM] can also purge old files using a factor set in the control file (controls/erem.ctl). This function can also be added to an EOM batch.

=====

**05/10/16 JFP**

**SWING**

[JFP] now has an option to print job email addresses only. The main reason is to support [EREM] – see above. The default email address for a customer may be stored in the contacts list using keyword “:EREM:”. JFP will print this address followed by a “\*” if there is no email address loaded in [JFM].

=====

**05/10/16 JFM**

**SWING**

A field for job email/fax number has been added to [JFM]. This required moving the name and address lines up to make room. The email address will be used for the new [EREM] function – see above.

=====

**05/04/16 ARAG**

**ASCI**

You may now print the summary job-site aging sorted by the first salesperson listed in [JFM] using sort option “S”. This overrides any salesperson entered in OE when the order was entered. The report will also print subtotals by salesperson. The

purpose of this change is to give something the salespersons can use for collections.

=====

**04/28/16 SPC3**

**ASCI/RMS**

The “Salesperson Change #3” program has been changed to print before updating so you can get a proofing report before actually making any changes. There is also a “file” option that will take it’s input from a CSV file (acct,job,salesperson) supporting 1000 job-sites. In addition, and option to change [JFM] and historical invoices has been added. Before this change, [JFM] was always changed.

=====

**04/19/16 IPC**

**ASE**

You may now use inventory price change to change the GL subs on each item using price code “GL”. When changing GL subs, you may enter either 2 or 4 characters as in [IFM] where the first 2 are the sale GL sub, and the last 2 are the rental sub.

=====

**04/06/16 OPN**

**SWING**

A new option has been added to [OPN] to print an item summary at the end. The summary will not include +T,+A,+B, or +R items. Miscellaneous items (+M) will

=====

**04/06/16 OPN**

**SWING**

A new option has been added to [OPN] to print an item summary at the end. The summary will not include +T,+A,+B, or +R items. Miscellaneous items (+M) will not be tallied and will be listed separately with the ticket number added to the description. The item summary will also be included in the spreadsheet version.

=====

**03/29/16 ARCJ**

**SEA**

The cash receipts journal can now make a GL entry for inter-location transfer for invoices paid from another location. To activate this feature, enter a GL number in group 2 in GLSM labeled “INTER-LOC”. The program compares the location you are in when posting to the location on the invoice header and if different will substitute the wild-card (“?”) for the GL number with the location codes.

=====

**03/28/16 ARST**

**SOCON**

The ability to specify particular salesperson codes has been added to the ARST program. Up to 10 salesperson ranges can be specified or "A" for All salespeople. **WARNING WARNING WARNING!** Sending a statement to a customer that has been run for only one salesperson can be misleading as not all invoices may be represented. For example, things like interest invoices, collection fees or adjustments will not be present and can result in collection issues. The salesperson range has been added for review by salespeople only!

=====

**03/23/16 RR**

**SWING**

The Rental Return program was modified to allow the "Continuation Rate" to be changed on equipment exchanges to allow for equipment of larger value to be exchanged for items of lesser value. To utilize this change, enter "P" for Price at the item corrections prompt on the new item being sent out to the job site when entering an exchange.

=====

**03/17/16 OPD**

**SWING**

The open order display will now allow multiple order types (open, hold, archived). The "un-archive" option ("U\*\*") is only allowed when just archived orders are displayed. The option is not available when combining types.

=====

**03/09/16 IAE, IAR, IAM**

**SWING**

Inventory Adjustment Entry has been modified to allow one line of remarks to be entered for each adjustment made. These remarks will print on the Inventory Adjustment Report, the DSJ's inventory adjustment report, and the additional field was added to all programs that write to the inventory adjustments file.

=====

**02/26/16 ARIC**

**ASI**

The AR Interest Calculator was modified so that when interest or collection fee invoices are generated each item (finance charge and collection fee items, page 2 of SYSMAN) will also show expanded item details listing the invoices that were considered in the calculation of the fees.

**02/16/16 MTD**

**SWING**

The Month To Date program was modified to purge inventory adjustments (IAE, IAR) based on a purge factor rather than clearing all data at the end of the fiscal year.

**02/04/16 SPCH**

**ELLIS**

The Salesperson Change History program was written to allow changes to the salesperson codes on invoices that have updated on the Daily Sales Journal. The program allows changes to the Commissions (“K”), Accounts Receivable (“A”), lease Header (“H”), and Order Inquiry (“O”). Once the desired files have been selected for changes, the program will prompt for the invoice # to change the salesperson code on, followed by the entry of the new salesperson code.

**01/26/16 ER**

**SEA**

The special “\*” quote remarks will now display in ER under the ACCT-JOB field. This remark is entered in the quote system and must be the first line of the quote and be preceded by a “\*”. This remark also displays in OE.

**01/25/16 CML**

**ELLIS**

The “customer range” list has been increased to 30 lines to allow a full page of labels to be entered one customer at a time.

**01/12/16 JCUM,PRPE**

**LSSI**

A new qualifier has been added to the union dues rate that will calculate dues based on pay types 1, 2, and 3 but not 4 (extra pay). To use this option, enter the rate followed by “%S” (S=standard pay).

**01/11/16 ARAD**

**RMS**

AR adjustments are now tagged with the user ID of the person making the adjustment.

**01/06/16 OPN**

**CCS**

Total weight and size have been added to OPN when run in detailed format. These fields have also been added to the spreadsheet export. The detailed report exported to spreadsheet format also has been modified to correctly list the totals (on a separate row).

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**01/06/16 APEN, APMN**

**ELLIS**

The AP Entry programs have been modified to ask for the AP password from PASSMAIN if the entry of a duplicate invoice # is attempted. When a duplicate invoice # is entered, and the override prompt of Y\*\* is specified, the user will be prompted for the password. If entered correctly, the user can proceed, if not entered correctly, the entry will be prevented.

=====

**12/31/15 PIP**

**RMS**

The a Physical Inventory Print (from the updated files) will now print the saved yard and resale counts that were saved when Physical Inventory Update [PIU] was run so that the count variances will be based on the updated figures rather than the current figures from the inventory file.

=====

**12/30/15 OPD**

**SWING**

A password/privilege level restriction was added to the Open Order Display [OPD]. Only users who correctly enter the password or meet the privilege level criteria will be able to select orders to convert, but will be able to use the [OPD] to view and inquire upon orders. To utilize this change, enter the appropriate privilege level or password on line 39 of PASSMAIN. NOTE: When a password is loaded, all users will be prompted for the password. Once the password is correctly entered, the password will not be prompted again during that session. The privilege level option will only allow those users with levels equal to or above the set privilege level to select.

=====

**12/22/15 ER, OPR, IPR**

**ELLIS**

The Equipment Return, Order Print, and Invoice Print programs have been modified to draw from multiple paper trays so that colored paper can be used when printing

multiple copies of these forms. In addition, this change works with printing the terms and conditions, safety instructions, and marginal words as already provided for in each program.

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**12/18/15 PREM,PRCR**

**LSSI**

A new field has been added to PREM to store the email address of the employee. If this field is entered, a PDF copy of the payroll check will be emailed to the employee when the check register is updated. The password to open the document is the last 4 digits of the social security number. If the SSN is blank, the password will be the system ID. To store an email address, but NOT send a copy of the check, enter an “!” as the first character. Note that multiple checks to an employee are emailed as one PDF file. Copies of the files along with a log are saved in an archive folder for each year by employee number.

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**12/07/15 SHR**

**SWING**

The Service History Report now has the option to include the invoice details. To utilize this new feature, indicate “Y” for Yes at the “Include Details?”. Leaving the “Include Details” prompt will print only the hoist information with invoice totals.

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**12/03/15 OI,BID**

**SWING**

You can now print a “bid” sheet from OI for the selected invoice. Additional fields have been added to the bid template as entered with [BTE].

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**11/25/15 OE**

**RMS**

The Order Entry program will now allow the user to change the tax rate on a tax code adjustment invoice. Enter the tax adjustment as normal, and if the tax rate needs to be changed answer “Y” for Yes to item corrections, and the cursor will be placed at the RATE field so that the tax rate can be changed. Previously no corrections were allowed to the tax rate field as it came directly from Tax File Maintenance [TFM].

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**11/23/15 APCA**

**SWING**

An option to include fully paid invoices has been added to the Cash Requirements

Forecast.

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**11/20/15 OE**

**RMS**

The Order Entry [OE] program was modified to display the order status under the date in the upper right hand corner of the screen. When an order has been put on purchase order hold (“^” in PO # field), the status “PO HOLD” will display, when a lease or order has been suspended, the status of “SUSPENDED” will display, when invoiced the status of “INVOICED” will display, and when a pick ticket has been printed, a status of “PICKED” will display. When no status displays, the order has been entered but no other status applies.

=====

**11/18/15 CSH**

**SWING**

An option to include invoice remarks has been added to [CSH]. This option is only available when exporting to spreadsheet.

=====

**11/17/15 SHM**

**SWING**

There is now a link to [OI] to display a “service” invoice by pressing <PGDN> at the “corrections” prompt.

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**11/13/15 DSGL**

**SWING**

The salesperson code was added to the DSGL spreadsheet export between the last job address and the invoice total.

=====

**10/19/15 GLED**

**SWING**

When the credit column is written out to the spreadsheet format the sign of the amount is now being shown. For example, if there is a credit amount of 10, the amount will show as -10.

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**10/19/15 DSGL**

**SWING**

A column for the total average cost was added to the spreadsheet export on sales revenue records (only). Total average cost will be zero on all other records.



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**10/16/15 GLED****SWING**

The spreadsheet option for the GLED was modified. The OPEN column was eliminated, the OPENING amount moved to the AMOUT column, with the description of "OPENING" added under the REF# column. The date shown on the opening total is the beginning date from the date range the report was run for. In addition, the account # and description were added to the total debits, credits and ending balance line, with the ending date of the report showing in the DATE column.

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**10/07/15 GRWS****SWING**

The group worksheet, both stand alone and also called from OE, now has an option to enter a "multiplier" to adjust the quantities in the group. To use this option, enter "M" at the corrections prompt, then enter a factor to multiply each quantity on the screen by. Note that the factor is applied to the current quantity, it does not re-read the group recipe. If you want to start over with the default quantities, simply enter "G" to change the group number and start over.

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**10/06/15 OI****RMS/SWING**

You can now print a duplicate pick ticket from OI. The "duplicate" remarks that prints at the bottom is maintained with [RFM], code "O", flag "D".

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**10/06/15 OI****RMS**

The "remarks" label has been moved up one line and the remarks field increased to 60 characters to match the change made to [OE] on 09/17/14.

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**09/03/15 RFP****RMS**

An option to include the customer address has been added to the remarks file print program. The spreadsheet option has also been added.

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**08/31/15 MENUMAIN****LSSI**

An option to copy user exceptions from another user has been added to [MENUMAIN]. To use this option, recall the new user, enter corrections, then select "C" to copy the exceptions. The program will display the number of programs that had an exception when done. Note that if the user already existed for a program it will not be replaced. You can also remove all exceptions for a user with the "copy" feature by entering a "source" user of "D" for delete. The program will confirm your selection, then proceed to remove the exceptions. This does not remove the user, just the program exceptions.

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**08/27/15 MENUMAIN**

**LSSI**

You may now change the user ID in [MENUMAIN] while preserving the password and all privileges and exceptions. You must be super-user to use this feature. To do this simply change line 1 in the user maintenance section. The program will ask for the new user ID. When you exit this user, the operating system login info will be changed and all exceptions moved to the new user. Note that you must verify that the new user does not already exist. If it does, exceptions will be merged, but the basic info and login password from the user maintenance screen will not be changed. If the exceptions would end up being duplicated by changing the user, the original exception will be removed. If you want to cancel the change before existing the user, simply remove the "new user" by going back to line 1.

=====

**08/12/15 OI,IPR**

**BETCO**

When reprinting a non-item contract ticket ("N") from [OI], you will be asked if you want to include the item list. Answering "Y" will print the invoice as if it were a standard contract ("C"). If the [RFM] remark "il" (lower case = inventory list) exists, it will print at the bottom of the invoice. A suggested remark is "Inventory list included-DO NOT MAIL!"

=====

**08/12/15 APMU**

**ASE**

The AP Monthly Update [APMU] program has been modified to verify that there are no users utilizing the accounts payable programs while the [APMU] program is running. [APMU] rennumbers all of the accounts payable lines for all vendors, and posting new entries during this process can cause inconsistencies in the files.

=====

**08/04/15 APPR**

**LSSI**

The AP preliminary check register will now print the GL code and description for any adjustments on the invoice that were entered when selecting it for payment. Note that this is not the GL distribution that would print with APCD or APPJ.

=====

**07/29/15 OPN**

**UAL**

The spreadsheet option has been added to OPN, but only for basic formats. The extended “summary” versions (L,V,S,J,A) do not have this option at this time as there has been no customer request for these.

=====

**07/21/15 JCTR**

**LSSI**

A new option has been added to the Job-Cost Timesheet Report to print the entries sorted by employee, then by date. This change was requested to make it easier to check total hours by day. Banked hours are also listed. The craft-code sort will now also list banked hours.

=====

**07/16/15 OPN**

**SOCON**

The total weight will now print on the item summary section of OPN.

=====

**07/15/15 IMFM**

**RMS**

A new program has been created to allow modifications to the new date driven inventory movement file. Note: this program is only available at installations where the revised [IMR] has been installed.

=====

**06/29/15 OPN**

**RMS**

You may now follow any of the OPN options with a “^” to limit the report to only tickets on “PO HOLD”. The status will print at “PO HOLD” if the “^” is present in the PO#.

=====

**06/24/15 OE, CFM, JFM, SAE**

**CSEC**

The Order Entry, Customer File Maintenance, Job site File Maintenance, and

Salesperson Adjustment Entry programs have all been modified to restrict changes to the salesperson code by password or privilege level. When a one digit password is loaded on line 2 of PASSMAIN, these programs will check the users privilege level against the level loaded, and will not allow users with insufficient privilege level access. When a password is loaded on line 2 of PASSMAIN, the users must enter that password in order to gain access to the salesperson field. Leaving the passcode field blank in PASSMAIN will not restrict the field at all.

=====

**06/23/15 OE**

**SWING**

The Order Entry program has been modified to allow users to view the invoiced orders without asking for a password. When/if the user attempts to correct any of the information on the orders they will be prompted to enter the passcode at the "Order already printed" prompt.

=====

**06/03/15 PIW**

**SWING**

Blocked and conversion units of measure have been eliminated from the [PIW] report and inventory tags, joining the already eliminated units of measure such as contract, labor, assembly, group, etc. As items with these units of measure are not a "counted" item, there is no need to include them on the report or the counting tags.

=====

**06/03/15 POEN, POPR, POHR**

**SWING**

A modification was added to the [POEN] program that will run the Purchase Order Historical Report [POHR] for each item on the purchase order. After the printer number has been entered to print the purchase order, a separate prompt will display on the screen and asked for the POHR printer #, as well as the number of years to print the history for. Once the information has been entered at these prompts the POHR will be generated for those items associated with the purchase order.

=====

**05/11/15 VFM, PORU**

**SWING**

A prompt has been added to the Vendor File Maintenance PO/AP FLAGS box on line 25 that allows zero dollar purchase orders to post to the accounts payable system as non-invoiced PO's. When the "Write zero PO's to AP?" flag is set to "Y" for Yes, any zero dollar purchase orders for that particular vendor will write to the accounts payable system. The Purchase Order Receiving Update was modified to check this

flag and write the purchase orders accordingly.

=====

**05/08/15 DSJ, HSR**

**SOCON**

The Daily Sales Journal and Historical Sales Report (DSJ reprint) have been modified to ask for an account code or account-job to print the reports for (and update in the case of the [DSJ]). The lookup functions for both the customer and jobs are available at the Customer(-job) prompt as well. In addition, the ability to run the [DSJ] for Sales, Rentals, or All has been provided so that the user can select whether to print and update Sales only, Rentals only, or “A” for All to print both (as it always has).

=====

**04/14/15 CSH**

**BETCO**

The Customer Sales History report has been modified to allow initial rentals only at the Sale/Rent/Both/Move/Init prompt. When “I” for Initials is specified, only initial rental leases will be considered when printing.

=====

**04/10/15 OE, PASSMAIN**

**NL**

A password restriction has been added to the Order Entry screen for changing prices. When the cursor goes to the price field, the user will be prompted for a password, if the correct password is entered, the user will be allowed to enter the rate field, and if the incorrect password is entered the cursor will go to the discount column. If the password is left blank on the PASSMAIN screen, no password prompt will come up. NOTE: This is a custom change and must be requested.

=====

**04/07/15 ER**

**ELLIS**

A prompt has been added to the Equipment Return [ER] screen that asks “Include Non-updated orders?”. When open orders are included, all rental orders that have not been updated on the Daily Sales Journal will be included in the items. Leaving the prompt blank will print as normal.

=====

**04/07/15 PO**

**RMS,SWING**

When receiving “SE” items, the same serial number may be used to build the new item number and also used in the description. This is useful for serialized items that

do not have a separate serial number. To do this, use a “^^” as the substitution field in the description of the “SE” item. [PORC] will not display a separate column for the “^^” field. You can still have another serial number in the description using a single “^”.

[PORC] also has a feature to duplicate the serial number in one of the substitution fields using the <F4> key.

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### **04/03/15 LOCATEIN**

### **SWING**

This custom program is used to search spooled invoice files for a text string, such as an item number or serial number. Using standard Unix utilities before did not allow printing the associated invoice number and date, just the line containing the text. The new version runs like an RMS report and will print the invoice number containing the search text along with the date and customer-job info.

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### **03/30/15 MENU**

### **ASE**

You can now have up to 10 alternate menus, numbered 0-9, assigned to users. The alternate menu is created by copying items in [MENUMAIN] using selection 3. When you copy a menu item to an alternate menu the first time, the program will ask if you want to create the menu. If you copy an item to a menu a second time, you will be prompted to remove the item. Note that when copying menu items to an alternate menu you may also have to copy the menu it is on or the user will not see it. Expert mode will still work however. If you copy a menu item to a new menu, you must also copy the menu header (index 0).

To assign an alternate menu to a user enter the menu number before the top level menu, field 4, for each user. You can also use selection 6 to change users based on privilege level. These selection will also print a log of the changes made. You can also use this selection to set the users back to the default menu.

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### **03/30/15 PO**

### **RMS,SWING**

[PORC] will now automatically create [IFM] items for serialized equipment (unit of measure SE). When an SE item is received, a popup will appear prompting for the correct number of serial numbers (up to 100). Up to three optional columns will appear that will serve as substitution data in the item code and description. To use this feature, enter a “^” in the correct position in field 48 of the “SE” item and

description. Field 48 must start with a “^” so [OE] ignores it. If the second “^” is missing, the serial number will be added to the end. The serial number entered in [PORC] will be limited to the number of characters available considering the size of the item number, either 7 or 12. For example, “SE” item “XE501P” is used to order swing motors. Field 48 in [IFM] contains “^XE501P.^”. In a 12 character item number installation, [PORC] will prompt for 5 characters in the serial number column. The second “^” will be replaced by these serial numbers. (In this case, the second “^” could have been left out since it is at the end of the item code.) If the user were to enter “101” as the serial number, [PORC] will create item “XE501P.101”. All pertinent fields such as description, category, trade price, etc. will be copied from item “XE501P”. The cost and average cost will come from the PO itself. The unit of measure for the new item is taken from the first pair loaded in [GLSM] page 2 for “CONVERSION U/M” if loaded, otherwise “SI” is used. Resale items will have a “1” in field 14 in [IFM], rental (+U) items will use field 12. If the description of item “XE501P” contains one or two “^”s, [PORC] will also prompt for these fields. For example, if the description is “XE501P HOIST, BSO#^ M#^”, [PORC] will prompt for the BSO number AND M#, labeled “SUB1” and “SUB2” on the screen. These entries will be inserted into the description. If the user entered “12002” and “9882” in those columns, the resulting description would be “XE501P HOIST, BSO#12002 M#9882”.

[PORC] will check to make sure enough serial numbers are entered to create all the items received. If not, the received quantity will be changed to match the number of serial numbers and a message written to “PORULOG##” in reports, where ## is the location code.

Note that this change also applies to “EQ” items.

In all cases, the “SE” item is also written to PO history. POIN, POHR, etc. will list both the “SE” item and all the serialized items. POHI will put a “\*” next to SE/SI items that have also been received like this. The extension for these items will also be suppressed on historical reports and displays.

=====

**03/27/15 JFM,OE**

**SOCON**

The Order Entry and Job File Maintenance programs have been changed so that if new job sites are entered into the system and the default job tax code is set to “\*\*”, the programs will not ask for the tax code change password. If the tax code is set to anything other than \*\* the programs will prompt for the tax code password (or check privilege level) as normal when new job sites are entered.

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**03/19/15 LOCATE****SWING**

[LOCATE] will now export to a spreadsheet. Optionally, the company address can be included. The “codes” have been changed so lower case “c” is used for customer contacts, lower case “v” for vendor contacts.

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**03/19/15 OI, DSJ, DCO****NL**

The [OI] program has been modified to allow the posting of payments against historical invoices. The [DSJ] and [DCO] reports have been modified to print these payments as a part of the Cash Out reports.

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**03/16/15 JCTR****LSSI**

The spreadsheet option has been added to JCTR.

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**03/10/15 MSR****SOCON**

The Summary option (“S” at Credits/RC’s/Initials/Summary prompt) that prints the Summary invoice information only and not the summary links, has been modified to add all totals from the links for things like miscellaneous charges, fuel surcharges, labor, sale items, etc and print only the summary invoice record (which is what posts to accounts receivable). This change was applied to both the printed report as well as the spreadsheet export.

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**03/10/15 PREM,PRPE****LSSI**

A new deduction qualifier “b” has been added to payroll that will calculate based on the percentage of regular time only. This is similar to the “B” (base) option to calculate using the “base” rate from PREM rather than the rate on the check. The help file in PORM and PRDM have been updated to explain this change.

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**03/10/15 GLEN****RMS**

When changing a line in [GLEN], you may now press <up> or <down> to change the



previous line and the next line respectively. This does not move the cursor up, but rather calculates the previous/next line by subtracting or adding 1 to the last line changed.

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**02/28/15 DSGL, DSJ**

**SWING**

The [DSGL] was written to provide a detailed list of general ledger postings for each invoice and item for the date, general ledger code, and/or invoice number range specified. The data is obtained from invoices that have been updated to history by the [DSJ] and is based on the current general ledger codes loaded into the system. Each invoice will be broken down by item, followed by all general ledger codes affected by that item.

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**02/13/15 OE**

**RMS**

The payment box in the Order Entry screen was modified so that if the payment type of “\$” is entered, the check number can now be left blank and will automatically default to “\$”.

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**02/11/15 PREC**

**RMS**

Payroll Earnings Cards now have an option to select based on the date type, check date, update (register) date, period beginning, or period ending. The date range and type will now be printed at the top of page 1.

You also have the option of including job-cost information including the job code, phase, job name, craft code, and description. The report will print in compressed print when the job-cost option is selected.

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**02/10/15 PJEX**

**ESL**

The payroll/Job-Cost export program now has an option to include all employee details when running to spreadsheet. This data is retrieved from the checks so the report could take a while to print. It will also look for historical payroll files spanning multiple years.

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**02/06/15 IIC**

**NL**

Import Inventory Costs [IIC] now allows the import of the gl subs to line 49 in [IFM]. If the import field is 2 characters, that field will be duplicated to create a 4 character GL sub field. If imported at 4 characters, no changes will be made upon import.

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**02/05/15 DSJ**

**RMS**

[DSJ] will now write a message to [MER] when it runs in “recovery” mode. It will include the date and user ID of the initial run as well.

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**02/05/15 IFM/IFI**

**RMS/ASE**

The vendor item window in IFM has been changed to display existing alternate item numbers and allow corrections. A item that does not have vendor items on file will stop at the first line with the default vendor shown as before. The display mode will also allow using <F1> for the next page of 15 items, <F2> for the prior page, and <HOME> for the first page.

=====

**01/23/15 PRCK**

**LSSI**

[PRCK] now supports a check mask, primarily to print direct deposit “checks” on white paper. The mask can be created in any program (such as Word) similar to fax cover pages. It is then converted to a mask the RMS uses as a template when printing the check. [PRSM] now has a separate “sequence” number for direct deposit checks. This number is used only when selecting “direct deposit” only by following the bank code with a “\*”, or when printing a single direct deposit check from [PRPE].

=====

**01/15/15 POEN**

**RMS**

When a new PO (one that has not been updated on the register) is deleted, the items will now be removed from the PO and the header flagged as deleted. You can still re-activate the PO number by “deleting” it again in POEN, but the items will not be there. Use the “delete & save” option to create a hold PO if you may want to restore the items.

=====

**01/14/15 GRWS**

**RMS**

The group worksheet may be run from the menu for either yard or resale quantities. The program has been added to the [/MC] menu. This is a convenient way to check stock on a collection of items that may go together. While you can change the suggested quantities on the worksheet, they are not saved and are only for display.

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**01/13/15 POEN**

**SWING/RMS**

It is now possible to copy the item list to a PO from any of four sources. In order, they are: updated invoice, open invoice/lease, updated PO, open PO. After selecting "COPY" from the PO header on either a new entry or a correction, the program will prompt for the source invoice or PO#. Entering a 6 character PO# will check updated POs (including all receiving entries), and then check current open POs. Entering a 7 character number will check in the order above with the option to <F1> to the next source. Note that received POs have a 7 digit code because the receiving suffix is appended to the end. When using a 6 character PO, the item may appear more than once if it has been received more than once. In all cases, the new items are added to the existing PO.

POEN will display the number of items and the source of the document found with the option to <F1> to the next source, or <END> to cancel. If a PO is found, you will have the option to keep the costs (and discounts) from the source PO, or lookup the costs from [IFM].

The program will also prompt if you want to verify each item. In this case, the item, description, cost, and quantity are displayed and you may change any field, including zero the quantity. Pressing <END> at any of the fields will cancel the "COPY" function.

Since the source document may be an invoice, lease, or a PO, not all item qualifiers are valid for the new PO. In this case, +D and +N items are changed to +U, +\* are changed to "+S", and +T, +A, and +B are ignored. Items with no quantity are also ignored, such as the balance on a lease.

If an expanded description is found on any source item, the program will check to see if that item is actually on the new PO before copying it. If that item already has an expanded description, the lines may be "interleaved" and should always be checked.

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**01/09/15 JCTE, JCTR**

**LSSI**

A second "notes" line has been added to Job-Cost Timesheet Entry and the associated

report. The field sizes have been expanded to 72 characters each. Note that if the first notes line is cleared, JCTE will automatically clear the second line. The program will not stop on the second line if the first line is blank.

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**01/07/15 CML**

**SEA**

The ability to specify a rental category has been added to the Customer Master List report. Leave the Rental Category field blank to print for all rental categories, or enter a specific rental category such as "L1".

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**11/06/14 ARCD**

**NL**

The ability to export the [ARCD] to spreadsheet has been added.

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**10/21/14 IMR**

**SWING**

The Inventory Movement Report [IMR] has been modified to prompt for a date range, and based on the date range as well as "captured" data will print all inventory movement, showing starting inventory figures, all activity for the date range, and the ending inventory figures for the date range. When EOM is run, the inventory figures are saved so that they can be utilized by the [IMR] as either starting or ending figures with the end of month date— we refer to this as the inventory "snap shot". When the [IMR] is run and a date range specified, the program will look at the "snap shot" dates and find the closest match to the date entered. For example, if the [IMR] is run for the date range 1/01/14-12/31/14 but the system has only saved data from 4/01/14 through 10/21/14, the "snap shot" dates of 4/01/14-10/21/14 will be printed at the top of the report, and the report will show only that activity (since anything before 4/01/14 will not be available). Programs such as [PORU], [ONH], [IAE], [PIU], [ACUP], [ITU], [DSJ], [EOM], and [IFC] were also modified to write to the new inventory movement file.

When a new RMS update is installed, the starting figures for the current end of month will be loaded as well as any current activity so that the [IMR] can still be run for the current data. There is no additional charge for this setup. If there is a desire to obtain older data so that the [IMR] can be run for, say, a year at a time, backups can be restored and the movement and starting figures for each month loaded, provided that the end of month backups are available (either on disk or tape). A quote will be provided (upon request) for this service as the additional time it will take to harvest the data is billable.

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**10/21/14 OE****RMS**

The “COPY” function in [OE] is no longer limited to hold orders. You may now copy a previously updated order, a PO, or the equipment list from a current tally sheet to an active order. If you use the “copy” feature for an existing order, the quantities of like items are added to the existing quantity. During the “copy”, only the new quantities are shown, but a recap of the order will show the total. The partial/full/% options will all work as with hold orders.

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**10/17/14 OE****LSSI**

You can now use a percentage with the “COPY” option when creating a hold order. After selecting “COPY”, the program displays the number of items found and gives the option of full, partial, or %. To use the “%” option, enter a number (no percent sign). As each item is added to the hold order, it will be multiplied by that percentage and rounded to the nearest whole number. (Contract items and labor will be calculated to 5 decimals.)

If a depot is loaded on line 25 in JFM for the job selected, you now have the option of using “COPY” from the depot. This runs the tally sheet for the depot number instead of the job on line 3.

When using the “activate hold order” selection in [OE], you can also specify a percentage. An additional prompt has been added to “adjust”, “retain”, or “clear” the balance on the original hold order. Using these options, you can split a hold order between jobs, but keep the original hold order as it was. Clearing the balance will automatically remove the hold order header.

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**10/15/14 ITU****BETCO**

The [ITU] program was modified to return to the menu after processing each transfer rather than going back to the PO # prompt when one PO # is specified.

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**10/13/14 RR****CCSI**

The RR program has been modified to prevent the deleting of return invoices where the leases have already been purged from the system. This situation can occur when returns linger on the open order report and are not processed. Previously this would

lead to “UNKNOWN” on the [RIT], and now we no longer allow the return invoice to be deleted. Instead allow the return to update on the DSJ and then issue a credit (or reverse credit) using [OE] selection 2.

=====

**09/24/14 PEM,OE,RR,RA,TS,IFM**

**CSEC**

If the blanket order number has no header from PEM, the date check will now be ignored. Before this change, if a blanket order number was entered in PEM but there were no dates associated with it (PEM #4), the exception had no effect.

=====

**09/14/14 OE,RR,RA**

**LSSI**

The invoice header remarks fields are now 60 characters each. Some systems may need the printer drivers adjusted so they do not print off the page.

=====

**09/12/14 PRNH,PRQD**

**SLC**

The new-hire format has been updated to use the new specs (from NJ but should apply to all states.)

=====

**09/11/14 PRCK,PRCR**

**LSSI**

Direct Deposit payroll checks only may now be printed in PRCK and PRCR by following the bank number with a “\*”. To print just “paper” checks, follow the bank number with an “X”.

=====

**09/10/14 RR,RA**

**ELLIS**

Both RR and RA now have an option to print a “draft” invoice.

=====

**09/09/14 PIW**

**SWING**

The physical inventory worksheet now has an option to print a bar-code image of the item number. Follow the “long form” option with a “B” to include the bar-code. Note that a font library must be installed in order to use this option.

=====

**09/05/14 JCTR**

**LSSI**

The job-cost time sheet report has a selection for “craft code” and will filter the report accordingly. The report cannot be updated when a craft code is selected. The option works for summary and history reports as well.

=====

**09/04/14 MSR**

**SWING**

The “CSV” version of MSR will now include the order date and update date.

=====

**09/03/14 PRSM,APSM**

**LSSI**

Then bank section of these programs has been changed to include more data that might be needed for electronic transfers (EFT and AFT). The navigation of the screens has been improved –all extra information needed for electronic transfer may now be accessed by pressing <PGDN> from any bank info field. While in the extended fields screen, the <UP> and <DOWN> arrows can be used to navigate, and the <END> key can be used to finish the changes.

=====

**09/02/14 POPR**

**SWING**

PO print may now include a bar-code image of the PO number similar to IPR, OPR, and ER. This is a custom change since it requires additional fonts to be installed on the server.

=====

**08/26/14 IPR**

**ASE**

You may now print invoices for just a particular rental category, including using wild cards. At the “account (-job)” prompt you may enter “S1”, or “S\*”, or “\*C”, etc. More information is available in the help file.

=====

**08/25/14 PRCR, PRSM, PRDD**

**LSSI**

RMS payroll now supports the Canadian AFT standard 005 for direct deposit of payroll checks. The bank information of [PRSM] has been modified to make room for the extra fields needed. You can now change the bank code, check number, and

GL number on page 1 of [PRSM]. To change the bank name and direct deposit information, press <PGDN> on any bank. You can use the arrow keys to select a bank in field 8.

[PRCR] will now run a new program [PRDD] to create the direct deposit files. If any of the banks are coded to use the “AFT” format, [PRCR] will prompt for the user ID after the update prompt. If the user ID is not entered, the update will not be performed. This means that the “entire” update is cancelled – not just the direct deposit section.

Direct deposit files should be stored in a secure location – NOT on the shared drive. The shared drive generally has full access to all users. Samba allows shares in secure locations restricted to certain users.

=====

**08/12/14 APIA,APAM**

**ASE**

A new section has been added to the AP Invoice Authorization module that will map GL numbers to user or group IDs. The system will check to see if any of the “mapped” GL numbers have been used on the GL distribution section of the voucher and automatically add those users to the authorization list. GL numbers may be exact or may contain wildcards (for example the branch code) that will replace the wildcard in a group code. For example, entering “?812-00” in the GL code section mapping to group code “BR?” will replace the “?” with a “1” if GL number “1812-00” is used giving “BR1” as the group number. Invalid codes built like this will be ignored. APXN will only add mapped users the first time authorization hold is called. It will not replace existing users on subsequent calls. If more than one group code is mapped, the “break” order is maintained such that users listed before the break will be inserted before the break in the final list. If a “break” is entered in the GL map list however, then everyone after the break will remain after the break.

=====

**08/12/14 JCFM,RR,RA,OE**

**LINK**

The job-code PO (field 14 from JCFM) will now display on the job-cost lookup screens. OE will pull the PO number from JCFM when a job is selected here, or if a job-cost code is entered at the act-job prompt in OE.

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**08/02/14 CSA**

**SWING**

CSA now has the option to print to spreadsheet.



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**07/30/14 OE,HDRMAIN,DSJ****LINK**

A field has been added to OE to allow entry of a job-cost code to override the one in JFM. When the invoice is updated by DSJ, it will use the code entered here instead of the one from JFM. In addition, if the job-cost lookup key (F7) is used in OE, the job-cost field (#22 in OE) is populated with that selection. You may also enter a job-cost code in the acct-job field in OE and the system will cross reference to the JFM entry from JCFM line 5, as well as populate the job-cost field.

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**07/30/14 JFM,OE,DSJ****LINK**

A job-cost code can be required in OE by entering a “^” in the job-cost field (#24 in JFM). If a job-cost code is not entered (see above), a warning will display in OE and also in the first section of the DSJ.

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**07/30/14 DSJ****LINK**

The sales journal will now check the total revenue billed to a job-cost phase against the contract amount entered in JCFM. If the amount is more than 75% of the contract amount, a warning is printed in the job-cost section of the DSJ. Note that this is a custom change.

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**07/28/14 JCFM,DSJ****LINK**

Revenues billed to a job will now post to a new field in JCFM. There are 7 separate totals that match the breakdown currently used in JFM – sales, labor, rentals, tax, delivery, costs, and trucking. The total minus costs is displayed on line 13, but if you enter that field a dropdown box will appear showing the breakdown. Note that these amounts are posted to the current phase at the time the DSJ is run. The breakdown codes (if overridden) in JFM are used at that time.

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**07/11/14 PREM,PRPU,PRET****LINK**

A field to track “retention” for certain jobs has been added to [PREM], page 2, field 32. Retention is calculated as a factor for regular time and overtime pay. Retention is paid out with a pay type entered in PRET coded “R” in field 5 (hol/vac/sic/ret). As

setup file is necessary to list the jobs and rates affected by this change.

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**07/08/14 RPR**

**NL**

RMS now supports the new Star receipt printers and will print a logo sent to the printer with the StarPnt utility. RPR will also print a trailer if the setup file is present. The heading logo must be logo #1, the trailer is logo #2. The automatic cutter is also supported using the “end-of-doc” code from PCM.

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**07/08/14 APLG**

**RMS**

AP Ledgers may now be printed sorted by “last” check date using the sort option “C”. Note: this is the LAST check date, which could be blank.

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**07/07/14 OVP**

**ELLIS**

Two prompts were added to the Overage Print report: Purge date and Purge zero balance items”. Entering a date next to the “Purge date” prompt will allow records from the overage file to purge up to and including the date entered (after entering Y\*\* after the report prints). Once a purge date has been entered, the cursor will be placed at the Purge zero balance items field, where a response of “Y” will check to make sure the customer account code and item balance to zero before purging. If the purge zero records prompt is left blank, the records will be purged regardless of whether the records balance to zero. NOTE: The cursor will not stop at the “purge zero items” prompt if the purge date field is left blank.

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**06/19/14 FAXADM**

**SSL**

[FAXADM] will now show pending faxes/emails for all users if the privilege level of the operator is 7 or greater. The log will prompt for the user if the operator is authorized, with the option to display “all” users.

The format of the fax log has been changed to print two lines per entry to allow more space for the fax/email and cover pages.

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**06/09/14 TS**

**CSEC**

You may now enter a percentage discount in the “include price exceptions” field on page two of [TS]. As a precaution, you must follow the percentage by a “%”, for example, to print a long form with wholesale prices, you would enter “WH” in the pricing field, and “10%” in the “include price exceptions” field.

=====

**06/04/14 APDS,APDU,APCA**

**ASE**

An option to print only vouchers with a rejected authorization has been added to these reports. These are not vouchers waiting authorization, but those that have been specifically rejected by a user.

=====

**06/03/14 ARIQ**

**ASE**

Invoices selected with the <F5> key for print or fax may now be sorted by job number so invoices for the same job are grouped together. To sort and redisplay the list, enter “J” at the “Enter printer number/faX/Clear/J=job sort ..” prompt. When selected a “job statement” – whether sorted or not, only statements for the jobs listed will be printed. This only affects when an invoice list is selected. Selecting “J” when printing using the “statement” option will still print all jobs. Using the job only display in ARIQ by putting the job number after the account number is not affected by this change.

=====

**05/23/14 PRMC**

**ESL**

The payroll master control now has an option to export detailed information for each employee to CSV (Excel) format. The detailed version includes 130 fields from both PREM and the results of tallying checks in the date range. There is also an option to “print active employees” only. Note that when using a date range, checks tallied may result in more than 8 tax codes and 10 deductions because the tax codes and deductions on individual checks may not match the PREM configuration. This is especially true if an employee moved, or you use on-the-fly deduction codes. In this case, only the first 10 tax codes and first 20 deductions are listed, with all others tallied in the last column in each section labeled “other”.

=====

**05/20/14 JCVR**

**BETCO**

A new program was written called Job-Cost Variance Report [JCVR] to compare the estimated hours on a job cost job with the actual hours worked.

=====

**05/19/14 ARST**

**ASE**

The standard statement format has been “tightened” slightly to allow for a 25 character check number as is allowed in new versions that use the credit card authorization format.

=====

**05/14/14 RIE**

**SWING**

The spreadsheet option has been added to the Rental Income Evaluation report.

=====

**05/09/14 IPL**

**SSEC**

When using the adjustment factor in IPL, the program would normally print the calculated rates “full float”. A new prompt (Round adjusted rates to stored precision?) has been added that will round the calculated rate to the precision used in IFM for that rate. For example, an IFM rate of \$11.95 with a 5% discount would calculate to 11.3525. With this change, it will print as 11.35 (assuming a 2 decimal rate field). The same rate printed as a PRO would print as 11.35250 since PRO is normally 5 decimals. This prompt only applies if an adjustment factor was entered. The default for this prompt is “Y” – forcing IPL to round the rates.

=====

**05/01/14 PREL**

**ESL**

[PREL] now has an option to “exclude” the Social Security number from the report. Enter an “S” in “Short Form” prompt to print the long form report without the SSN/SIN, or “YS” to print short form without the SSN/SIN.

The spreadsheet option has been added to [PREL].

=====

**05/01/14 JFM**

**NSS**

[JFM] can now be used to flag a job site as closed in the Order Entry program. To do so, enter “C” for Closed on line 25 “DEPOT/Yes/C”. The [OE] program now checks this field when entering a new order to make sure the job site has not been closed.

**04/21/14 JFP**

**NSS**

You may now search for physical addresses only by entering “P” in the “Active Jobs Only” field in JFP.

=====

**04/17/14 IIC**

**NL**

The ability to import the wholesale price and vendor code has been added to the Import Inventory Costs program. In addition, rather than having to specify the full pathname of the import file, the program has been modified so that only the name of the file be specified with no .csv on the end, and there is a special folder called “import” on the shared drive where the files need to be saved. For example, previously the filename would be specified as /data/shared/invup.csv and now the file needs to be saved in /data/shared/import, and at the Importing Filename prompt, specify only “invup”.

=====

**04/10/14 OE, POEN**

**LSSI**

Entering expanded item descriptions on items with zero quantities has now been blocked in the Purchase Order Entry [POEN] and Order Entry [OE] programs. This feature was provided a long time ago to allow remarks to print on POs and Invoices with no item code being printed. The ability to do this has since been added to the system by putting “!” in the first position of an item’s description (usually a labor item) without leaving “unattached” expanded item descriptions lingering on the system.

=====

**04/10/14 OE**

**SEA**

The Order Entry [OE] program was not deducting quantities on +S, U, D, or N items that were put on RENTAL credit memos. This has been fixed.

=====

**04/04/14 OPR,IPR**

**SWING**

A bar code of the order number may be printed at the top of these documents when printing on a dot matrix printer. Currently, only Oki and Lexmark printers are supported. This is a custom change and requires configuration files that are not normally installed with RMS.

=====

**03/07/14 SHI**

**SWING**

The Service History Inquiry [SHI] program was created to allow easy access to the service history database, as well as using the [OI] program to show specific invoice details for the services (no prices or totals), and/or scanned images associated with the work orders or pick tickets.

=====

**03/07/14 JCJT**

**BETCO**

The Job Cost Job Tally has been modified to allow up to ten different job cost codes to be specified, enabling the report to be used to compare things like payroll time spent versus labor billed (based on job cost code).

=====

**03/05/14 APIA**

**ASE**

The concept of a “tier break” has been added to APIA such that all users above the break must approve the voucher before the rest of the users are notified. To use the “tier break”, enter a “\*” as the user ID.

=====

**03/05/14 HIR**

**NL**

Duplicate invoices may now be printed with a salesperson range or group of ranges. A partial salesperson may also be entered.

=====

**03/04/14 APMN,APEN,APIQ,APIA,APMU**

**ASE**

You may now add up to 150 lines of “notes” for a voucher in the above AP programs. Notes are a free format memo field that is attached to the voucher and will purge when the voucher itself is purged from the system by APMU. Since an AP voucher is duplicatable, notes will apply to all vouchers with the same number.

=====

**02/25/14 APMN,APCK**

**RMS**

Cash discounts will no longer show in APMN in the GL distribution section. This was inconsistent with the way cash discounts were handled in APEN. A cash discount should not post until the check is printed and updated. Note that APMN

uses the discounts earned GL number in GLSM, where APSL allows you to enter it, but defaults to the same GL number.

You can now enter a discount percentage followed by “%” to force a cash discount amount. This is in addition to the “?” option which looks at the terms to determine if a discount can be taken based on the invoice data and check date.

This change only applies to new AP.

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**02/13/14 APIQ****ASE**

An option has been added to the APIQ detail screen to display the details of the authorization hold information. After pressing <SH><TAB> to see the invoice details, press <H> <ENTER> to see the authorization info.

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**02/06/14 PREC****ESL**

Expenses are no longer included in the NET totals on the earnings cards. This change was made so the total NET matches the PRMC and PRW2 reports.

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**02/05/14 PRMC****ESL**

The “rehire” date now prints next to the “hire” date on the master control. The “extra pay” fields from PREM have been moved to the bottom of the “rates” box to make room.

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**01/30/14 PRUR****LSSI**

The union report spreadsheet format will not include columns for regular and overtime hours before the total hours. Total hours column is now a simple formula summing the two columns before it.

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**01/20/14 APRU****LSSI**

The AP recurring invoice update program may now be run for up to 20 voucher ranges as well as vendor ranges. The screen format during the update has been changed slightly to accommodate the extra fields.

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**01/15/14 PR**

**LSSI**

The payroll system can now accumulate vacation hours automatically based on a percentage of the hours worked each pay period. A new field on page 2 or PREM indicates the percentage to accumulate. When the check register is updated, the program multiplies the percentage in field 32 on page 2 in PREM times the regular hours and adds it to field 29. When this change is activated, field 29 changes to hours remaining. When vacation hours are paid out, they are subtracted from field 29. The same goes for sick and holiday hours, fields 30 and 31. The balance of hours may now be printed on the payroll check stub. Note that the calculation for salaried employees uses field 13 from page 1. If there are no regular hours on a check for a salaried employee, the calculation is skipped. This allows for adjustment checks without accumulating holiday hours. PRPU will now clear the YTD hours and remaining hours are always carried forward. This change also opens the door for other holiday hour calculations.

=====

**01/08/14 CSH**

**ASI**

The cost of each line item has been added to the CSH item summary section, along with the profit percentage, when cost is selected. It has also been added to the spreadsheet format.

=====

**01/07/14 VFM,APIQ,APLG,APCK**

**ASE**

Average Days to Payment has been added to VFM. This field is updated by APCK when checks are updated using a formula similar to the ADP calculation in CFM. The days to payment for each invoice paid in full is added to the current ADP and the result divided by 2. This weights the average in favor of new payments. Note that this is not an arithmetic average, but a weighted average. It does not take into account the amount of the invoice. ADP will display on the APIQ screen and print on the total line (labeled VADP) on the vendor ledgers.

(This change required increasing the field count on the vendor master file so individual programs cannot be sent.)  
(apcd2,apckup,apmu,appj2,apru2,apxn,mtd,porgup,poru,prcr3,vfc,vfm,...)

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**11/14/13 CML**

**SEA**



The “SS”=spreadsheet option has been added to [CML] for all formats including labels.

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**11/13/13 APLG**

**CSEC**

The AP ledger will now print the average days to pay for paid in full invoices on the vendor total line labeled “ADP”. The average age of open invoice will also be printed labeled “AGE”. Note that the calculation only included invoices that are listed on the ledger based on the report criteria. This is a simple average, sum of days from invoice date to payment date (or system date for open invoices) divided by the number of invoices. Remember too that an invoice is not considered paid unless the balance is zero.

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**11/06/13 IAE, IAR, IAM, IMR, DSJ**

**BETCO**

The inventory adjustments programs have been modified to allow a new adjustments code. Code “J” for Job E&D adjustments works exactly the same way as the Yard adjustments, but tracks them separately on the inventory adjustments reports.

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**11/04/13 OI**

**RMS**

Order Inquiry will now display payment history for the selected invoice. There are two ways to display payment info from [OI]. When a “\$” is entered at the header prompt “press <ENTER> to continue ...”, a window will appear showing each reference, date, check number, and check amount – 8 payments at a time. You can press <F1> to display the next screen of payments, or <HOME> to start at the top. Pressing <END> or <ENTER> will close the window. You can also enter a “\$” at the details section to run [ARPH] for the displayed invoice. [ARPH] will cross reference the invoice to the lease, then display all invoice for that lease. The normal [ARPH] functions are available at this point.

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**10/28/13 OE**

**RMS**

The Order Entry program has been modified to allow quantity changes on hold order activation when the “Full” activation has been selected and an insufficient quantity situation exists. Previously when [OE] encountered an item with insufficient quantity while activating a hold order the program required that a password be entered, and if the user didn’t not know the password would just bounce back and forth between the

passcode and insufficient quantity warning. The program has now been modified so that if the passcode is not entered properly and there is insufficient quantity the cursor will be placed in the QTY column where the amount can be zeroed (or modified to the current stock situation).

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**10/23/13 APCD, APPJ**

**RMS**

In the rare instance of a missing AP header, APCD and APPJ will now print the vendor and line at the bottom of the report. If there are more than one, they will be listed separated by a “,”.

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**10/23/13 PRCR, PRPE**

**RMS**

Payroll will now test for 10 banks as allowed in [PRSM]. In the rare case of using code 9 with 1 other bank, the program assumed there was only 1 bank and did not ask for the bank code.

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**10/22/13 PRPR**

**LSSI**

The preliminary check register will now print a total of unassigned checks. A bank code is not assigned to payroll checks until the checks are printed and updated so the program was skipping the grand total section “thinking” the total was printed with the bank totals.

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**10/17/13 PIU**

**RMS**

The Physical Inventory Update program was modified to save the Yard and Resale counts for all counted items in the “old” physical inventory file. Note: the yard count was already being saved.

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**10/15/13 CSH**

**RMS**

The Customer Sales History report was modified to show partial Returns and Final returns as negative numbers so that the total pieces printed at the bottom of the report is accurately represented. NOTE: +U, +S, +D, and +N items on returns are not affected by this modification as they are considered sale items.

=====

**10/10/13 ITP, FORMGEN**

**RMS**

The laser format has been added to the Inventory Transfer Print program, and the form generation for the form has been added to the Form Generation program.

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**09/26/13 RR**

**NL**

The ability to change the billing flags on a rental return invoice has been added to the [RR] program. To access the billing flags box, specify line 21 at the corrections prompt. Note: The industry code is now displayed on the [RR] screen, but cannot be changed.

=====

**09/24/13 GLEN**

**BETCO**

[GLEN] will now copy/move memos attached to a reference when using the copy/move function. If you copy a reference to one that already exists, memos will be added to the end. Note that the result is more than the current limit of 26 lines, a warning is displayed and no more lines are moved.

=====

**09/19/13 TS**

**COLUMBIA**

The Tally Sheet program has been modified to allow the Historical option to pick up any pending current Initials and Returns to provide an accurate equipment count for each jobs site.

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**09/17/13 SHR**

**SWING**

The Service History Report [SHR] has been modified to print the net amount of the invoice and the labor total under each service invoice.

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**09/13/13 IPR, OPR, EE, ER**

**NL**

The invoice print, order print, equipment exchange, and equipment return tickets have been modified to allow for separate logo files for each location. The programs will check to see if the current location has a separate mask for the program being run, and if so, that mask will be used to print the tickets. If not, the default logo file will

be used.

=====

**08/12/13 APCD,APPJ**

**RMS**

Both of these posting journals were not checking to see if someone was entering while attempting an updated at the same time. In this case, data could get lost resulting in the dreaded “missing AP headers” message, or loss of GL data. These programs will now check to see if someone is using the AP files and make adjustments to prevent the loss of data. Also see the change made on 10/23/13.

=====

**07/25/13 ALL RMS REPORTS**

**RMS**

RMS has a new printer database accessed through PCM – a multi-year project that is finally complete. Printer names may now be up to 8 characters and the restriction to have the 3<sup>rd</sup> and 4<sup>th</sup> digit indicate the type of printer has been removed. Most RMS reports now have a printer lookup accessed by pressing <PGDN> at the “Printer Number” prompt. This uses the standard RMS lookup function so search and select keys are active. Groundwork to restrict printers by user, location, etc have been incorporated to be used in the future. Printer capabilities supported by the driver (copies, duplex, etc) may also be specified in [PCM].

Along with this change, most RMS reports will now print the heading in a shaded box, column labels in a clear box, and totals in a shaded (color) box. The color is controlled by a setting in PCM.

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**07/25/13 OE,RA**

**RMS/LSSI**

The Order Entry [OE] and Automatic Return [RA] programs were modified to allow assembly items on progressive rentals with out being broken down into components. When an assembly item is entered onto a progressive order, the OE program will ask “Keep assembly item on Pro? Yes=save assembly,<ENTER>=breakdown item”. Specifying “Y” for Yes will retain the assembly item whereas <ENTER> will breakdown into individual components. [RA] will not allow the breakdown of assembly items on progressives – if the item goes out as an assembly, it must be returned as an assembly. If a partial assembly is received from the customer, it must be returned as a whole unit, followed by entering a new rental for the remaining items.

**07/24/13 IAR**

**SWING**

The inventory adjustment report will now print the GL subs from [IFM] in the right column. They will also exported when using the “SS” option.

Note that the extended adjustments that list all transactions is now the RMS standard. The “summary” version of [IAR] and all related programs is being phased out.

=====

**07/22/13 JNP**

**RMS**

The job-notice print will no longer update as it is printing. The update has been moved to the end so you can “accept” the report if it prints OK. This is currently a custom report for California and prints on a pre-printed form, but can be modified for other states if necessary.

=====

**07/19/13 PRUR**

**RMS**

The “export to spreadsheet” option has been moved to the printer prompt (printer=”SS”) to be consistent with other RMS reports that support this feature.

=====

**07/17/13 PRRL,PRSL**

**RMS**

The employee review list, [PRRL], and the seniority list, [PRSL], may now be printed by employee range and/or company-division-department range.

=====

**07/17/13 JCPC**

**ESL**

The job-cost payroll certification report will now span payroll archives like [PREC] does. If you specify a date range that is outside the current payroll year, it will look for archive folders as “PRyyyy” where “yyyy” is the 4 digit year of the archive. For example, if you enter a date range of 01/01/10-12/31/12, the report will try to find archives “PR2010”, “PR2011”, and “PR2012”. Grand totals have also been added to this report.

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**07/16/13 PRPP**

**RMS**

The pay-type report may now be printed by up to 20 ranges.

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**07/11/13 PREC****RMS**

Earnings cards may now be printed by up to 20 employee ranges and 20 company-division-department ranges.

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**06/25/13 HPC****BETCO**

The Historical Purchase order Change [HPC] program was written to allow purchase order numbers to be changed throughout the system. Files that can be modified for the PO # using this program are Historical invoices, current Invoices, Leases. Accounts receivable and/or historical accounts Receivable. [HPC] will prompt for the printer number, the files to change, the invoice number, and the new purchase order number.

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**06/25/13 GLMU,GLED****RMS**

[GLMU] will now check to make sure the last [GLED] was run for a period 13 reference when closing the adjustment period. It will also check to make sure all journals were printed when closing all other periods.

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**06/18/13 IFM****SWING**

You may now fax/email the original JPG picture of the item using the new "J" option. This behaves just like the "X" option, but does not convert the picture to PDF first.

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**06/18/13 PREM****BETCO**

[PREM] will now insert company "00" if you enter 4 characters at the "CO/DV/DP" field.

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**06/07/13 JCTT****BETCO**

The direct export to spreadsheet option (printer="SS") has been added to JCTT. The report will no longer print job "to-date" totals if all dates are selected since these would be the same as the "period" totals.

=====

**06/06/13 ARAT**

**SWING**

The ARAT program has been rewritten to print a list of paid invoices with the option of sorting that report by invoice type, when the paid invoice sort is selected. The report can be restricted by payment date ranges, payment types, invoice numbers, and/or invoice dates. When the option is NOT chosen to print the paid invoices, the ARAT report will list all UNPAID invoices and print the aging for each invoice based on the invoice date. NOTE: The sort by payment type is dependent upon the alternate payment (credit card control) being installed on the system.

=====

**06/05/13 MENUMAIN**

**SWING**

It is now possible to assign “user” and “password” authorizations to a user other than “root”. This allows you to have a system administrator that can create or remove users without knowing the “root” password. You can grant “password” authorization separately from “user” authorization. If a user has either permission, the word “AUTHS” will display in the upper left corner of MENMAIN selection1 with either or both letters “U” and “P” for “user” and “password” authorization. A new option has been added to the user maintenance section that allows you to force a password change on the next login. The user must login first with the old password and will then be prompted to create a new password.

=====

**05/30/13 PS,SS,WP,EOM**

**RMS**

[EOM] will now remove temporary files in the pdf and tmp folders in shared that have not been accessed in 30 days. (“accessed also means read, not just created.) A log is kept of all deleted files in reports/cleanlog. Only files in the root of [\\shared\\pdf](#) and [\\shared\\tmp](#) are purged, files in subfolders are not considered. Note the file name changes below necessary to support this.

The naming of temporary files when using “PS”, “SS”, or “WP” as the RMS printer name has been changed. In all cases the upper case letters “PID” (process ID) are now pre-pended to the system assigned number. This does not affect user specified file names that may be entered after the “.”, eg “PS.CIRJUNE13”. In this case the file will still be named “cirjune13”. The reason for this change is that we can now purge “temporary” files automatically at EOM because they all start with upper case “PID”. (Note that the user cannot create a file with upper case letters so user assigned files could not be purged.)

As always, it is a good practice to organize permanent files in subfolders with meaningful names. Remember too that EOM reports can now include sub folders in the name and will create them as necessary. Folder names can include substitution fields such as the date, location code, and company code (see [BRP] change from 10/30/08). Also remember that both folders are public and payroll reports should be moved to a secure place.

=====

**05/30/13 UCP**

**RMS**

The spreadsheet option has been added to [UCP].

=====

**05/30/13 JCEN**

**BETCO**

You may now specify a date range in JCEN to limit the transactions that display, as well as delete. The range may be a “start” and “end” date separated by a “-“ as in other RMS programs, but you can also enter just an “end” date by preceding it with a “-“. Entering a single date displays transactions from that date forward as before. The change is useful if you want to purge old transactions on jobs you do not need a complete history on since the “delete” function will only remove transactions in the range specified.

=====

**05/24/13 OE**

**BETCO**

When entering a rental credit memo, and also when correcting a “lease”, you can now press <S\_TAB> at the “billing field” (#16) to change the total days on the header. This allows you to change the effective extension and override the minimum days billed.

=====

**05/23/13 JFM,OE**

**BETCO**

There is now an option to copy the complete address from [JFM] to [JCFM] when setting up new jobs in either [JFM] or [OE]. Without this change, only the job name is copied to the [JCFM] record. Note that creating a [JCFM] job from a new job-site is a system option.

=====

**05/22/13 JCJS,APCH,POHR,POOP,GLAR,JCJT,IMR,ISR,ISP, BETCO**



**IMR,ISR,ISP,TOP,TOPI,ARCP,ARLG,ARHR,IAR,PIP,  
CTSA**

The direct export to CSV (spreadsheet) has been added to the above programs. Note that the technique used has been changed and exported data will repeat heading fields as necessary so the Excel “subtotal” option will work correctly. For example, on a AR report that would normally have the account number in one column with invoices repeating in another column will now repeat the account number on every row. Prior to this change, the account number would not be repeated if it were the same as the line above. Although the old method made it easier to read, the “subtotal” option would not work.

=====

**05/16/13 POOP**

**BETCO**

The open purchase order report now has an option to sort by PO number.

=====

**05/15/13 JCIQ**

**BETCO**

[JCIQ] will not display the vendor name or customer name on detail records (level 3) for AP vouchers and OI invoices. The format of the display has been modified slightly to allow more room for the names.

=====

**03/20/13 SCR**

**LI**

You may now export the commission report directly to a spreadsheet using printer “SS” or “SS.file-name”. Note that the spreadsheet will contain all possible columns such as tax, freight, costs, etc. not just the ones that print on the report. A column has also been added for the phase (new invoices, paid invoices, unpaid invoices) as well as the salesperson data listed in the heading. The option to include invoice details is not supported with the spreadsheet option at this time.

=====

**03/19/13 PREC**

**RMS**

The earnings cards will now check for period ending dates and check dates that are not in the current year when the date range is left blank. When it sees a date that looks incorrect, a message will be printed.

**03/15/13 RIT**

**LI**

RIT now has the spreadsheet option using printer "SS". All the various options are supported.

**03/13/13 STR**

**LI**

STR now supports the direct spreadsheet option using printer "SS". To support multiple locations, the location code is listed in its own column.

**02/18/13 APIA,APXN,APCA,APCD,APPJ,APDS,APDU,APIQ    BETCO  
APLG,APSL,APSS,APSU**

[APIA] is a new program that allow you to put vouchers on hold pending approvals from up to 10 users before the voucher can be paid. Vouchers are put on "authorization hold" and cannot be selected for payment until all users tagged to the voucher have approved payment. [APIA] will send an email to each user when the voucher is first entered as well as sending a reminder periodically if necessary. Various approval/denial codes may be setup to make the authorization process easier. Groups may also be defined so that multiple users may be added at one time simply by entering the group code. [APIA] also allows the user to display a scanned image of the voucher. This is a custom installed application and is not part of the basic AP system. A separate document is available that describes the system in more detail.

**02/15/13 TS**

**BETCO**

The tally sheet program was modified to allow up to 30 accounts or account-jobs to be specified. The <END> key as also been activated in the account-job column to a exit the column and place the cursor at the corrections prompt.

**02/13/13 IPC**

**SSEC**

The ability to round price changes to the nearest nickel (or nearest xx) has been added to the factor field when copying rates from field to field. To utilize the rounding enhancement, the factor would be entered as (for example) 1.06R.05 where the rates would be raised 6% and then rounded up to the nearest nickel.

**02/13/13 IPR**

**ASI**

A special PDF printer may now be used in [IPR] to include the date, account number, job number, and invoice number in the file name. This includes creating folders when necessary. This change lets you run invoices in a batch and have each invoice created in a subfolder based on account or date as necessary. We use this feature to make faxing invoices at end of month easier.

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**02/13/13 IPR**

**ELLIS**

It is now possible to print invoices in a stream to a duplex printer such that blank pages are inserted for invoices with an odd number of pages. This forces each invoice to start on the front page of a new sheet when necessary.

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**02/11/13 MTD (RERENT)**

**LSSI**

[MTD] will no longer purge individual re-rent items unless the entire PO has been returned. The date used for the purge is the last date for any item on the original PO. This change will only be affect systems updated since 09/19/12 that have the option to print [RIL] in original PO number order. (See paragraph below dated 09/19/12).

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**02/07/13 GLED**

**RMS**

The spreadsheet option has been added to [GLED].

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**02/05/13 PORR,POPR,PORU,APXN**

**RMS**

The PO receiving report (and reprints from POIN) now have the option of printing the GL distribution based on GLSM and IFM settings. This distribution may be passed to APXN as the default when activating non-invoiced PO's.

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**01/29/13 ARDA**

**SSL**

The spreadsheet option has been added to the AR Detailed Aging report. When printing with the physical address, columns are added for the address lines, city, state, zip code and phone number. Note that these are taken from the physical address from CFM if loaded, otherwise the customer address is printed. If the phone number is

blank in the physical address, the main phone is listed. The spreadsheet also has a column for the CFM salesperson and sales category. This is not the salesperson and category from the invoice.

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**01/28/13 PRPE**

**ESL**

You may now enter the job-cost code without the phase and type in PRPE. The phase will be taken from the current phase in JCFM. The type (craft) will either be the “locked in” code from PRVM, or the default in PREM if PRVM has “\*\*\*” in that field. The old program required a “-“ to be entered after the job code. This is no longer necessary, but assumes that all job-cost codes are at least 2 characters. If exactly 2 characters are entered, it is assumed to be a craft code. PRPE will use the job and phase from the last line entered and use those 2 characters as the craft code.

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**01/28/13 CSH**

**NSS**

The “customer sales history” report now has a spreadsheet option. This is supported in both the details section and the summary.

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**01/24/13 APPP**

**SSL**

The “positive pay” format for Wells Fargo Bank has been added to [APPP].

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**01/16/13 IGL**

**RMS**

You may now print the Inventory GL Sub List, [IGL], by a list of 20 GL sub ranges. The ranges will also be printed on the first page of the report.

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**01/03/13 PRT4**

**LSSI**

The Canadian version of the US W2 program, PRT4, has been modified to create the XML reporting file. The program has also been modified for the new version of the T4 form.

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