

RMS ACCOUNTING AND EDI SOLUTIONS

***The RMS Accounting Solutions programs are free to
RMS EDI customers***

***If you are a current RMS customer and need to switch from the
old EDI programs to the new Solutions system, you may need to
contact RMS.***

***If you are ready to move to the new system, please contact RMS
to convert your mailbox. Once converted you must use the new
software when receiving EDI data.***

Introducing RMS On-Line Solutions ...

Welcome to RMS On-Line Solutions for Windows! This software provides you the advantage of complete EDI capabilities without having to devote countless hours to maintaining your own EDI system. RMS On-Line takes care of it all for you and with the Optional Accounting Solutions, removes duplicate keying of information into several systems.

The following pages give instructions on installing the software and important information on getting your system up and running.

Thank you for allowing RMS On-Line to be your "Solutions Company". If you have any

questions, please feel free to call on us.

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UPGRADING FROM A PREVIOUS VERSION

If you are upgrading from a previous version of the RMS On-Line software that used the Paradox Runtime program and want to convert your current data, you can run the RMS_UPDT .EXE program found in the new install directory **after installing the new software.**

- Orders are not converted for those companies using the RMS Accounting Solutions. You may send a PO Request using the RMS Send/Receive program to obtain older PO's.

To run the update program from a Windows XP computer:

After installing the RMS Solutions software.

1. Click **START | RUN**, type c:\acct_rms\data\rms_updt.exe (c:\acct_rms\ would be replaced by your RMS installed directory)
2. Install Database Update. Click **START | RUN**
3. Based on your drive letter and your download path, type in **c:\acct_rms\data\update2 424.exe** (c: would be replaced by your drive letter. acct_rms would be replaced by your RMS dir) Follow the instructions on screen.
4. A completed message will display when the program finishes.

INSTALL THIS SOFTWARE AS SOON AS POSSIBLE.

QUICK START OVERVIEW

The following pages contain a step by step guide to getting your EDI Solutions system up and running.

Once the RMS software has been installed (read chapter 1. installing rms on-line) you will test your connection with RMS (read chapter 3. initial testing).

If the testing is successful you must read the information in GETTING STARTED (read chapter 4. information you must read and understand).

You will then be ready to setup with the retailer requesting EDI (read chapter 5. setting up with a retailer for edi). The next step (read chapter 6. adding upc's to the rms catalog) is an option, but does have many advantages. You must now wait for the retailer to let you know when they have completed the EDI setup.

When the retailer has finished the setup, they can start sending you EDI information (read chapter 7. receiving information).

Entering the shipping and invoicing (read chapter 8. shipping/invoicing) information back into the RMS system allows you to generate the data to send back to the retailers.

The final process is to send the shipping/invoice EDI data back to the retailer (read chapter 9. sending information). Remember to check for you FA's the next morning to make sure the retailer has received your EDI data.

If you are also using the RMS Accounting Solutions you should read and understand how the two systems work together (read chapter 10. edi and accounting)

1. INSTALLING RMS ON-LINE

Q & A

Q. Can RMS be installed to a network drive?

A. Yes. The current release does provide for network configuration. Your company's network administrator is responsible for setting up all access to the Network Drives. If you plan to use the C/S network, you should read the help on the Main Menu of the RMS system.

Q. Can we use a network printer?

A. Yes you can use a default printer assigned to the network, and set each label for different printers. You can read more about labels in the How To of the Help (Getting Started) section on the RMS main menu after installing the software.

Q. We need to reinstall RMS on the same computer. What should we be aware of?

A. Reinstalling the RMS software will replace all information and label formats with those found on the install disk. Always have a backup before reinstalling. You should at the very least save all *.rtm and *.btw label formats. These formats can then be saved back to the install directory after reinstalling the RMS software. Using old formats not approved by the retailer can result in charge backs from the retailer.

Q. What about my label software?

A. If you are required by the retailer to print UCC-128 carton labels, you have a choice when selecting a label program, the RMS Reporter or Bartender. If you ordered the RMS Reporter, it comes with the RMS system disk. It is automatically installed. If you choose to use The Bar Tender for Windows Software, it can be loaded at any time. The software is needed ONLY if you are required to print UPC or UCC 128 bar code labels using the RMS system. Please see your Bar Tender for Windows manual for installing this software. The Bartender software must be installed to c:\btw.

Instructions for installing RMS On-Line

FROM THE WINDOWS DESKTOP SCREEN:

1. Insert the RMS CD provided or locate the setup.exe file downloaded
2. Click **START | RUN**
3. Based on your CD drive letter, type in **C:\Setup.exe** (C:\ would be replaced by your CD drive letter.) Click on OK.
4. **Leave all defaults** as you continue thru the install and follow the instructions on the screen.

2. INSTRUCTIONS FOR RUNNING THE RMS ON-LINE SYSTEM

Double click on the **new** RMS SOLUTIONS shortcut located on the Desktop.

The User name is **ALL**, the Password is **DEMO**.

You are now at the **RMS ON-LINE MAIN MENU**.

Whenever using the RMS system, always exit each screen using the RMS EXIT DOOR button.

If you installed RMS Solutions to a network drive and need to access the main menu from a workstation, you must create a shortcut to the install directory and point to the \..\main\afdmnu.exe. Where .. is your install directory.

You can read the Microsoft help for exact details on setting up a shortcut.

3. INITIAL TESTING

Q & A

Q. Can your company use a FTP connection over the internet to send and receive instead of a dial up connection.

A. **Yes. It is highly recommended that you still test and have ready the dial up connection.** If you have any problems connecting using the internet, we will ask you to use the dial up connection until the internet problem has been corrected.

Q. How does your company switch between FTP and Dial up connection?

A. From the RMS main menu, click Utilities | Settings | System Info | select FTP or RMS COMM

Q. I am unable to dial out. What do I do?

A. Follow the instructions listed below (INSTRUCTIONS FOR USING DIAL UP CONNECTION). Double check your telephone line, is it plugged into a single line telephone jack? It will not work on a multi-lined phone plug. Also, if it is an external modem, try turning the modem off then back on. Check the properties, for the telephone #, do you need to add a '1' in front of the # or a '9' to get out of your company's telephone system? This can be changed in the Utilities | Settings | System Info screen.

Instructions for using dial up connection

The following steps outline procedures for new RMS Vendors to complete their initial connectivity testing after loading their RMS SYSTEM CD onto their computer. It can also be used to trouble shoot dial-up connections.

These steps can be attempted on your own prior to contacting RMS for initial testing. Whenever using the RMS system, always exit each screen using the EXIT door button.

1. Check your modem setup and connect to RMS

>From the RMS main menu. Click on the following buttons UTILITIES | SETTINGS | COMMUNICATION | MODEM

Select your modem device and click OK.

Click on the RECEIVE button

You should hear a dial tone and the modem dials and connects. If it does connect, let the system go through the automatic logon and download process. After completion

your system will receive a GOOD BYE message from RMS. Proceed to # 3. Exit to the main RMS menu.

2. If you did not connect.

If there is no connection or if there is an attempt to logon and you see garbage scrolling on the screen (i.e. the question 'Is this correct?' again and again), click on the Exit button. Click on SETTINGS from the communication screen.. Confirm that the method for dialing to RMS is listed correctly (i.e. do you have to dial 9 to get an outside line, do you need to enter a security code for dialing long distance, etc.) and if not, correct and click OK..

3. Receiving a test PO after successfully testing the connection.

A test PO has already been placed in your mailbox on the RMS Network. To receive the test PO, from the main RMS On-Line menu, click SEND/RECEIVE and then RECEIVE and answer 'yes' when asked if you want to continue with receive. The program should automatically engage the modem, dial RMS, log you on, download your files, log you off and return to the Send/Receive screen. Your system automatically keys information during this process. The final message 'your files have updated and you may now print your data' ends the receive process. Answer OK, uncheck all boxes except PO's and click PRINT to print your test PO.

4. Testing is complete.

Instruction for using FTP connection

The following steps outline procedures for new RMS Vendors to complete their initial connectivity testing using a FTP connection over the internet.

These steps can be attempted on your own prior to contacting RMS for initial testing. Whenever using the RMS system, always exit each screen using the EXIT door button.

1. Connect to RMS

>From the RMS main menu. Click on the following buttons UTILITIES | SETTING | SYSTEM INFO, select FTP, Exit back to the main menu.

2. Receiving a test PO after successfully testing the connection.

A test PO has already been placed in your mailbox on the RMS Network. To receive the test PO, from the main RMS On-Line menu, click SEND/RECEIVE and then RECEIVE and answer 'yes' when asked if you want to continue with receive. The program should automatically engage the FTP, connect to RMS, log you on, download your files, log you off and return to the Send/Receive screen. Your system automatically keys information during this process. The final message 'your files have updated and you may now print your data' ends the receive process. Answer OK, uncheck all boxes except PO's and click PRINT to print your test PO.

3. If you did not connect or you get an error message.

If there is no connection, click on the Exit button. First check to make sure if you are running a firewall that it allows FTP connect. If you still cannot connect, contact your ISP and verify their security will allow FTP connections. Your Router may also need to be configured to open all ports to GO.RMSFTP.COM or use IP 66.138.218.107.

4. Testing is complete.

FTP is now the preferred method to connect with RMS.

4. INFORMATION YOU MUST READ AND UNDERSTAND

1. RMS has provided AGetting Started@ information to quickly give you very important information on using the RMS system. To find out how to get setup with a retailer and other issues, click on the Help (Getting started) from the RMS Main menu.
2. Read over the Getting Started Documents and Glance at the How To.

It is very important that you take the time to read the documents listed under the Getting Started section. Start from the first document and work your way down.

5. SETTING UP WITH A RETAILER FOR EDI

Q & A

Q. On the Retailer Setup Screen, when it says 'Your Name' does that mean the name of the company?

A. No, that is asking for the individual's name that is filling in the form.

Q. How long does it take to get a retailer setup to where we can trade documents?

A. Each retailer is different; the average is 7 working days.

Q. I have sent a retailer setup request but on the acknowledgment from RMS it says N/A?

A. This means that we are not trading this document at this time. Please check the Thursday report that you receive every Thursday thru 'mail'. If this retailer is not listed on the Thursday mail, please print and fill out from the retailer setup screen the 'New Doc Request' and fax to the number on the top.

Q. How long does it take to get a new document setup or a new retailer setup?

A. A good way to calculate it is to watch it's progress on the Thursday reports. The retailer at the bottom of the list was submitted last and will work it's way through the list one by one.

Q. I need my retailer or document setup now, how can I expedite this?

A. Yes. On your 'New Doc Request' form that you will fax in, please write at the bottom to expedite the setup which is an additional \$200 fee.

Q. How do I know if I am setup already with a Retailer in RMS?

A. Each day you receive from RMS we place an update file in your system. You can access this information from the RMS main menu by clicking on Send/Receive | Status and Setup. You should always monitor this information to make sure each retailer's document status list correct information. Your retailer will let you know if you should be in "T" or "P" status for any of the documents listed. Most retailers will issue charge backs if you are not in "P" status within a predefined time frame.

Q. Does your company need to send UCC-128 carton labels and how do you get a UCC-128 label format for the retailer?

A. The retailer's routing guide will explain if the UCC-128 is required. The UCC-128 carton labels formats are placed into your RMS mailbox for you to receive the next day with a normal receive from the Send/Receive screen. **You should read the "Working with UCC-128 labels" before using any of these labels on your cartons.**

Instructions for setting up with a retailer for EDI

1. In the Help (Getting started) Section of the main menu, you should print the "Setting up a retailer" information. Please follow these instructions.

6. ADDING UPC=S TO THE RMS CATALOG

Q & A

Q. Should I add my upc numbers into the RMS Catalog?

A. This is up to each company, but it does have advantages. Many retailers send just the upc number, making it harder to just glance at a PO and know the items description. Adding your upc numbers into RMS, allows the system to update all information as you receive. UPC's listed in the catalog can add additional information, such as color, size and description.

Q. When adding my catalog items, I receive an error?

A. Click OK | Cancel | Exit. Go to Utilities | Settings | System Info | Insert your UCC ID in that field. Then exit out to the main menu and try adding your catalog item again.

Q. How do I know if my retailer requires a color code or size code?

A. Consult the retailer's routing guide.

Q. I entered my items in the catalog, why is the description still blank on the order?

A. If you set up your catalog after receiving an order, it will not insert the description. You must add this info into the items screen in the order manually. Each order received after you set up the item in the catalog should have the description inserted as long as the UPC/EAN # is identical on the order to the catalog set up.

Q. On the order I just received, the case pack is different than what is setup in the catalog?

A. When the order was received, the case pack reflects what was entered by the retailer on the order. The information received from the retailer overrides what is in the catalog. Consult the retailer with the correct case packs. Ask the retailer if it is OK to change the case packs that are on the orders already received.

Q. I already have my catalog information on another system, can't I just import it?

A. If the catalog is in ASCII format you can. Go to: Utilities | Tools | Import/Export | Import Catalog.

Instructions for adding UPC=s to the RMS catalog

1. From the RMS main menu, click Admin | Edit Items.

7. RECEIVING INFORMATION

Q & A

Q. How do I know when to receive?

A. RMS will send you a fax summary any day new information comes to RMS from a Retailer.

Q. When I receive every Thursday, I have a bunch of mail. Is this intended for me and is it important?

A. Yes, every Thursday we send out notices to you for changes in the RMS system and/or notices regarding particular retailers. It is important that you review this mail every Thursday.

Q. On the Send/Receive screen, why is there check marks in the Documents Received, when I have not received yet?

A. These check marks are from your last successful receive. After you have received, they will be updated with the current day=s information.

Instructions for receiving information

1. From the RMS main menu, click Send/Receive | Receive.

8. ENTERING SHIPPING / INVOICING INFORMATION

Q & A

Q. Can I enter in an order from scratch if I have a hard copy PO?

A. Yes, but we strongly recommend receiving the EDI PO. There is a greater chance for errors and charge backs when done from scratch and keying the information.

Q. If I changed some fields from the original PO, can I get another PO sent to me?

A. Yes, you may do a PO request from the Send/Receive screen. The server will send you a fax when the order(s) are ready to be received.

Q. Where do I go if my carrier is not listed in the Ship Via table?

A. Call the carrier and ask for their SCAC EDI Shipper Code, then add it to the table. If the carrier does not know, please ask the retailer.

Q. Do I have to add an invoice # when sending an ASN (advanced ship notice)?

A. Yes, something other than blank or a 0 must be in the field in order for the RMS program to know that you are ready to transmit the document.

Q. Under 'Items', can I print out UPC labels for the items on this order?

A. Yes, but keep in mind that the system's UPC label is generic. If your retailer is requesting addition information on the label, you need to go into label designer and adjust the 'upc_#.rtm or upc_#.btw' and then save under that customer #'s ID, (i.e. 'upc_128.rtm or upc_128.btw' for BBB.)

Q. If my order is not complete, what happens to the items that do not ship?

A. Once you transmit the first shipment, the system generates a backorder of the items that did not ship. It will zero out the invoice field, but will be under the same order and store#. The original shipment will still be in the system also until deleted.

Q. How do I delete the orders that are older or if I just want to clean out my order file?

A. Under Utilities | Tools | Maintenance you can delete old orders.

Q. Do I fill in the Qty Boxed column on the items screen?

A. No, the system automatically fills this in for you once you've actually boxed the order.

Q. I am wasting quite a few labels when printing my UCC128 labels on a four per page label when I have a store that is only shipping 1 carton, is there any way around this?

A. If you have several stores shipping for this one PO, you can do all of the boxing for all of the stores, then print the labels. Fill in all of the information, including the boxing, for all of the stores, then on the 'Ucc Boxes and Items' page of the last store, change the print option to by PO rather than the default of by Store and it will print out all of the labels at once. Otherwise, we do have the thermal printer option that prints one label at a time.

Q. Can I reprint just one label if it doesn't print correctly?

A. Yes, you would highlight the ucc carton# that you want to reprint, select ABY: One@, then click on the printer button to print.

Q. If I need to change one of the fields for this label, can I change it in the 'Ucc Boxes and Items' screen?

A. No, you will need to empty all boxes first. Then exit back to the items screen and make your changes. Finally rebox.

Q. How do I know which label goes on which box?

A. You may print out a report from the 'Ucc boxes and Items' screen rather than the label format that will tell you what ucc carton# goes with what item and what quantity.

Instructions for entering Shipping / Invoicing information

1. From the RMS main menu, click OE | Run EDI Invoicing. You can click on the help button to get step by step instructions for entering invoice/shipping information.

9. SENDING INFORMATION

Q & A

Q. How does the system know which Invoices/Asn information that I need to transmit?

A. If an order has not been transmitted before, the invoice# is filled in and the quantity shipped is filled in, the system is ready to send this order. If you do not want this Invoice/ASN to be sent at this time, the easiest way to not send it is to change the invoice# to zero.

Q. I have already transmitted a document once, how can I resend it?

A. If you want to resend a whole transmission, you can do this through the Send/Receive screen by clicking on the Resend ASN/INV, then tell the system the transmit# that is located on your first transmission summary. If you want to retransmit individual Invoice/ASN information, in the shipping/invoicing screen, bring up the order and click on the Retransmit button. This will put the order in the queue to be transmitted.

Q. When will the documents get to the retailer?

A. If you choose to send Prime Time (located on the Send/Receive screen) and transmit prior to 5:00pm Central Time, the information will be sent within the hour or as soon as the system can process it. If you choose to send it regular, it will be transmitted during the night.

Q. What do I do if my transmission is not going through?

A. Please wait a couple of minutes and try again. If this persists, please contact RMS.

Q. If I sent a transmission in error, can I delete it?

A. If you did not send the transmission Prime Time and the transmission was on the same day, you can send in a Tran Deletion Request from the Send/Receive screen. You will receive a notification by fax when it has been deleted from the server. If you need to correct information on that transmission and were then going to resend, wait for the fax before resending the transmission.

Q. How do I know if the retailer has received the Ship notice and/or Invoice?

A. You need to check the next 2-3 mornings for functional acknowledgments (FA). To do this, you should receive your daily information from the

Send/Receive screen and print out the >Mail=. We strongly recommend keeping these FA's in case there are any issues at a later time. These FA's tell you if your ship notice and/or invoice was accepted or rejected. You will receive a FA for each doc sent to the retailer, so if you send one transmit for both the ship notice and Invoice, you should get two FA's back.

Instructions for Sending Information

1. From the RMS main menu, click Send/Receive | Send.

A Complete Walk Thru

RMS is here to answer any of your questions related to EDI. If you feel you need a complete Walk Thru on inputting invoice and/or shipping information, RMS can schedule a 30 minute session at a rate of \$50.

10. RMS Accounting Solutions

This full feature network accounting package is free to all RMS EDI customers.

The Solutions program CD and download includes both the EDI and Accounting programs. The single install program loads both the EDI and Accounting Solutions.

Either program can be run without the other. If you just want to use the accounting program without EDI, that's allowable. The same goes with using the EDI program without the accounting program. The incredible thing about the solutions program is that the EDI program and the accounting package are completely integrated.

This integrated solution allows you to receive your EDI data and have it update the accounting data. You key invoice and shipping information into the accounting module and it generates the EDI data to send back to RMS and the retailer.

The main difference when keying information into the accounting package that is intended for EDI use, is the amount of data required for EDI. Those retailers requiring EDI, need more information. Once the "EDI integration" is turned on, RMS helps you with the additional EDI information you need for in the different accounting screens.

If you are considering switching to a new accounting package, take a look at the RMS accounting modules. They provide a full featured Solution. When combined with EDI they create a powerful system with capabilities beyond many of the more costly high end packages.

To learn more about the RMS Accounting Solution system, click on the Getting Started light bulb on the main menu.

RMS Accounting Solutions Features to Review

1. EDI and RMS Accounting Solutions are integrated so when receiving an EDI order, it automatically updates the accounting data without manual entry. Accordingly, the invoice/ASN is the same way. The user needs to only key in the information once for the invoice/ASN and it stays in the accounting data and posts, no double entry.

From the main menu:

Send/Receive module | The user would do a 'Receive' from here if a fax was received from RMS with the PO's that are in their mailbox. At this point, the orders are updating the open orders files and now showing as orders for each of the items in the Administration module | Edit items | History tab.

You can view and edit the orders in the OE modules | Run EDI Invoicing or to view and print out a Pick List or Order go to the OE module | Enter/Edit Invoices/Orders/Quotes | select the retailer | view or print the order.

2. All incoming EDI orders are checked against the inventory database and will generate a report describing the differences such as price, case pack and inventory discrepancies.

This occurs when doing a receive from the Send/Receive module off the main menu | Receive (when there are PO's in your mailbox which RMS would send you a fax telling you this) | an error report is then generated at this time if there are any discrepancies.

3. Over 500 UCC-128 label formats designed for user use.

To review the list of retailers in which we trade documents with, please review our website at www.rmson-line.com | EDI button | Retailers button. Some retailers have multiple label formats; others don't require a UCC128 label.

4. RMS Accounting Solutions includes integrated modules such as GL, AP, AR, Inventory/Purchasing, EDI/Order Entry, Payroll, Job Costing, Fixed Assets, Contact Management, Point of Sale, Show Order with scanning and Administration.

To view the different modules, you can find them all showing

horizontally on the RMS Accounting Solutions Main Menu.

5. Report Builder allows the user to build any report to their specification.

From the main menu:

Click on the Utilities button | Under Programs | Report Designer | File | New Report to create a report from scratch (tutorial on the production CD) or File | Open to print out an already created report. Once the installation of the Software has occurred, you can access the Report Builder Tutorial by doing Start | Programs | RMS Solutions | RMS Solutions | Setup Report Tutorial.

6. When physically building product, our Production Schedule function adjusts the inventory with ease and by Purchase Order.

From the main menu:

Inventory/Purchasing button | Scheduling | Update Production Schedule which adjusts for all new orders | Scheduling | Production Schedule | Find the order that product was just built for and insert the actual quantity and post. This adjusts the inventory to reflect what was built for invoicing purposes.

7. RMS's capability of tracking in transit inventory allows purchasing to review and make informed decisions timely.

To view the simplicity of this function, go to

Inventory/Purchasing from the main menu | Enter/Edit receipts | when you have information on an in transit truck or container, the items can be entered here. This information can also be pulled out to any Report Builder report that you wish in what format you are needing it.

8. The Reserved Inventory utility gives the option of having multiple inventory locations. When a Pick List is printed, the system reserves that order's quantity of inventory against a location so Purchasing is better aware of what inventory is already allocated.

To observe the reserved quantities, you can find this in the software under the Administration module | Edi Items | select an item that has multiple locations with inventory and some picking slips printed | go to the Loc Qty.

9. Automatic backup and night posting options.

From the main menu, click on the After Hours Options | Select what time you wish for the backup and the postings to start | turn off the different postings that you wish to not occur by double clicking | turn off the reports that you wish not to occur by double clicking on them.

10. Quotes can be inputted, and then changed into orders at the click of a button.

First, enter the Quote by going into the OE Module | Enter/Edit Invoicing/Orders/Quotes | Select the retailer | New | Type=Quote | Create From=Scratch | Click by the Header | Create the quote | OK | Once the Quote becomes an order, in the same Enter/Edit Invoices/Orders/Quotes | New | Type=Order | Create from=Quote | Select the Document # for the quote | Click over by the Shipto | OK | OK. You have just created an Order from your quote.

11. The Show order program is an amazing easy and efficient program used to take orders.

During shows or markets, when speed and accuracy are very important, the Show Program allows your sales people to scan items using a Scanpal Scanner. The scanners then send the information quickly into a computer and print the customers order off within seconds.

All order information can be quickly updated into the Order Entry module of the Accounting Solutions, avoiding keying the orders manual. New customers are also added automatically.