



November 2006 - Financial Products Release 9.5 (Warehouse, WorkOrder, Fixed Asset, Accounts Receivable)

Standard Release Procedures:

- Applying a release means that new items may appear on menus or item numbers may be shifted. Pay attention to your selections for a few days until you know/recognize differences.
- If you cannot find an item that is described below on your menu and you think it may be useful to you, please contact your district IS to ensure that the item is added.
- Pay attention to 'critical' items, ie: if you see changes to G/L Report Writer or cheque processing for instance, please test these items early to ensure that the change has not affected you badly.
- Webinar date to review the FMS Release online with Take Two: Wednesday Dec 13th 10:am central time



Accounts Receivable

Invoice Maintenance - ARS.460

- If current date is greater than financial yearend date - invoice date will default with the June 30th date rather than current date.

Audit ARS Customer - ARS.190 ****New Item, New Thinking****

- All changes to A/R customers are now audited. Use ARS.190 to view changes by date, customer, type of change etc.

Duplicate an existing A/R Invoice - ARS.463

- New option to change customer. So, you can copy from an existing A/R invoice and either maintain current customer, or use as a copy to a new customer and invoice.

Customer Maintenance - ARS.310

- New option to be able to 'P'rint envelope. User is prompted to select the remit to address or the customer address.



Budget Module

No adjustments to this module on this release



Accounts Payable

Invoice Entry - ACP.401

- Added new ADJ Y/N item directly beside the account default header. If you need to change all account numbers on invoice lines, input the correct account in the first screen and ADJ Y to change the account on all detail lines.
- Special Note: If you have a line on the P/O (eg: shipping) and it appears on the invoice BUT you know you will not be paying for shipping and you want the line to close/cancel - THEN - leave the line in the invoice with appropriate quantity - change the unit cost to 0.
- If you 'Index inside the batch ... you will see all of the invoices and now on the bottom a grand total and total # of invoices. This way you can check the totals without even having to do a batch edit listing.



Invoice Batch Edit Listing and Posting - ACP.650/660 **Very Cool **

- At bottom of edit listing new invoice earliest and latest dates will appear. This should help to ensure that you are not posting with incorrect dates !!!!

Posted Invoice Lookup and Approval - ACP.460

- Changed PAID status on indexes to be CFWD if invoice was carried forward to new year

Invoice Listing - ACP.711

Enhancements have been made to help isolate quarter end issues with unpaid invoices !!!

- Enhanced to show Paid or Unpaid based on the invoice date range requested, ie: show all invoices in the quarter and indicated paid/unpaid as to the end date of the quarter.
- Added option to select to report based on invoice date or posting date

Bill 2000 Upload ACP.838

The Export issue with Telus/AT & T has been resolved. Customers that are on the web app should have an export report option that will load directly to CIMS. If this option is not available contact Louise at Seven Oaks or Gerry at River East Transcona for details.

Manitoba Hydro & Natural Gas (ACP.852, ACP.860)

- File formats changed in May and CIMS uploads were adjusted to accommodate
- Hydro & Gas accumulated into a single upload. But CIMS still breaks the two into separate history files for analyzing usage.

Vendor Labels - ACP.550

- Adjusted the label print to include Vendor number at bottom right of label.

Prepare and Print T4A's - ACP.830

- New include or exclude category option. This way you can run your Scholarship (category SCHOL) to a different box# from your regular other T4a's.
- Reminder: T4A's should not include GST. If GST is included, make sure to input this as a second invoice and T4A 'N'.

Print T4A Edit Checklist - ACP.832 ** New Report

- Before running T4A's use this new option to:
 - a) List all T4A Vendors and their Invoices (T4A Y and T4A No)
 - b) Indicate where T4A invoices are Y but Vendor is marked T4A 'N'
- When you run ACP.830 similar list prints BUT does not bring out the potential errors where a Vendor has been marked not T4A. Also, this edit list shows categories

Bank of Montreal VISA Card Upload to CIMS Invoice - ACP.846

- New load to invoice batch for Bank of Montreal VISA Card
- Enhancements for Alberta to include PST in total cost (not separated)



Cash Disbursements - Cash Receipts

Manual Cheque Entry - CDS.401

- New Index #2 for 9999 Vendor cheques. Index will list by description and allow user to request all cheques written to ?XYZ? based on cheque description

Bank Reconciliation – CDS.625

- Separate A/R receipts from standard deposits. New reports sort and sub-total between the two types of deposits.

Update Vendor Info from Employee – CDS.684

- Enhancement: If the Employee is no longer active (employee status) they will now inactivate on the Vendor File for A/P.
- Each district has a custom load. Over time – your requests for what should load/not and inactivate in Vendors etc. .. probably deserves a review.
 - What should update in Vendor based on Employee. By default banking info is updated – how about email address? Location ?

Cash Receipt – CRS.401

- Enhanced Index – for ?description? ... Look for ‘from whom’ and the phrase anywhere in the description rather than just starting with.



General Ledger and Reporting

Copy Journal Entry – GNL.403

- Enhanced to allow for positive or negative factor. Eg: create quarter end journal entry X. You can now copy journal entry X to Y * -1 ... this will allow you to do reversals from one quarter to the next (same fiscal year).

Copy Report Format to another Member – GNL.576 **New Item **

- You can copy an existing report (either GNL.570 or transaction report writer) to another member (ie: select another year OR select school accounting member). This way if you create a nice format in one year – you can copy to previous year(s) ... or if you create a report for school accounting you can push it to school accounting members.

General Ledger Auditing - GNL.190 ** New Item **

- New item to audit all changes/adds/deletes made to G/L keywords, account objects, and Vendors. This will help to resolve any issues as to who/what/when made changes as well as before/after images.

Build Journal Entry from Previous Year Prepaid - GNL.408

- Resolved all issues regarding multiple vendors, odd situations. This option is now tested/true! Using the prepaid option in invoicing will make next year much easier for automating the journal entry to handle appropriate charging.



Purchasing

Purchase Order Entry & Create P/O – PUR.410, PUR.620

- Beside Vendor info indicate whether this Vendor has been marked as T4A. Intent is to assist purchasing/accounting in knowing at time of purchase based on Vendor/Item whether T4A details should be investigated/got.

Purchase Order Print – PUR.410x

- Enhanced to select for only Vendor X.
- New and Cool for Faxstar customers whose faxing creates a separate outq entry for every P/O to be sent (Seven Oaks, Louis Riel, Fort McMurray). On the OUTQ view - when you are viewing the list of all items waiting to fax, the P/O number now appears in the USER DATA column rather than just saying OPURxxx ... So you can tell from the list which P/O is what without having to go into each P/o with a '5'.

Purchase Requisition – PUR.420 ** Should Inform Schools **

- New F18 option in Requisition Lines to allow user to change tax flags if incorrectly entered, ie: added 20 lines indicating Tax Y .. when really it should have been tax 'N'. F18 will allow you to auto Y or N any of the Tax fields and apply to all lines.
- CAREFUL: When you adjust with F18 the totals do not update until you exit/save.
- Reminder of F11 - that is a nice toggle between seeing full details versus compressed (as it would appear on the P/O print)

Check P/O Fixed Asset versus Fixed Asset Item - PUR.587 ** New Item **

- New item to confirm that all assets marked in Purchasing "Fixed Asset Y/N" have been asseted in the Fixed Asset System. This is usable by those districts using CIMS to record fixed assets.

Purchase Order Stock History Report - PUR.585

- Enhanced to prompt for detail Y/N. In Summary, the report will summarize by sort - ie: Sort by stock item, a listing will appear indicating per stock item how much has been purchased for the date range selected.

Vendor Maintenance - PUR.301

- Enhancements to 'Print and selection, ie: Print Envelope with either remit to or P/O address OR print Vendor Profile.



Warehouse and Stock

Update stock from awarded items – INV.AWR

- New selection to 'Mark Items as Tendered Items' Y/N
- Tendered items appear as 'Tendered' to users when they order which is NEW. So if you have standard items and tendered items in your catalogue – the user will now be more aware of those items you prefer them to purchase based on tender.

Stock Items – INV.310

- New Field: Tendered Item. This will auto-load at time of awarding bids or updating catalogues. These marked items will show to users when they F4 on the catalogue so user is aware that it is a tendered item in comparison to just a regular catalogue loaded item.
- On user order Index – users will see 'TEND' to the right of all items that have been marked tendered.

Active Stock Expiration Report – INV.609 ** New Report **

- This report will help to identify items whose price effective dates are expiring (select by category)
- Concurrently, user may select to 'Up' the effective date for the selected items to a new date

Upload MTTB (Manitoba Textbook Bureau) Textbook Catalogue – INV.835

- New MTTB File now includes ISBN Number. File has been adjusted and user is prompted as to what line# to include the new ISBN field into.

Upload Standard Catalogue - INV.840 ** New Item **

- CIMS currently has options to load specific formats for Grand N Toy, Rose Delta, Supreme - Instead of continuing to make custom formats - this standard option is how we expect to load all other catalogues. This means district may have to edit the file to conform to INV.840 file specifications.

Delete inactive Stock / Inactivate old stock - INV.933 ** New Report **

- New item to review stock items based on date counted (date counted is updated when catalogue is loaded, when price effective date is changed) to potentially inactivate catalogue entries that are old/expired
- Item can also delete all inactive stock



Permits

Permit Maintenance - MAT.004

- If an A/R Customer is selected with an F4 (cannot key in number directly) – address information is brought into the Permit immediately so user is aware of details and can alter if necessary for this permit.

Permit Cancellation Codes – MAT.007 **New Program

- District can define cancellation codes (ie: cancel - owe customer money, cancel – customer has been given free dates in lieu, cancel – handled before charges). This will assist in the cancellation process to be able to report cancellations and know what you and accounting should be doing with the cancellation. Thinking users should setup 1 - free time given, refund not necessary, 2 - Not charged yet, adjustment made, refund not necessary, 3 - Refund Customer.

Cancellation Maintenance – MAT.008

- Cancellation code is a required field.
- Cancellation code prints on cancellation and on cancellation listing to assist district in knowing how to handle the charge/refund.

Permit Cancellation Summary Report – MAT.512 ** New Report **

- Fabulous report that will print by cancellation type or for cancellation date range (date you made the cancellation entry – not date of activity). This should finish a loose end with our permit system! You can separate those cancellations that require refund to those that you have handled thru free days or before billing. There is a sort by customer to handle multiple refunds at once.

Permit Calendar Activity Report by Location or Date – MAT.509, MAT.508

- Second report automatically prints showing block dates entered for the same time period. This will give the user the whole picture – activity from permits as well as activity related to block dates.

Permit Charges Summary Report by Location and Room Type - MAT.511 **

New Item **

- New report: A summary of permit charges in a specific date range by location and room type. Room types are specified in MAT.005 TYPE field.
- Report allows breakdown of up to 8 different types with a 9th column for all other values
- This is excellent to view permit charges and costs by custodial time, admin costs etc.

SEP01/05 - JUN30/06								
Location	COM	GYM	LIB	FLD	CRM	MPR	CAF	OTH
GEORGE ELLIOT COMMUN	.00	1685.26	.00	58.93	214.00	.00	.00	.00
GEORGE PRINGLE ELEME	.00	5120.26	.00	.00	.00	.00	.00	.00
KELOWNA SECONDARY SC	156.01	3364.08	2803.23	.00	.00	138.67	.00	.00
K.L.O MIDDLE SCHOOL	.00	4193.83	.00	385.26	145.41	.00	.00	.00
DR. KNOX MIDDLE SCHO	.00	3646.30	.00	.00	.00	.00	69.34	.00
OKANAGAN MISSION SEC	.00	6553.01	.00	104.41	.00	121.34	.00	243.43
RUTLAND MIDDLE HIGH	.00	1206.48	.00	.00	.00	.00	260.01	.00
RUTLAND SENIOR SECON	.00	14639.32	.00	.00	1097.16	63.34	.00	973.70
SPRINGVALLEY MIDDLE	.00	9293.69	.00	599.33	.00	.00	.00	.00



Work Orders

Build Journal Entry for W/O charges – WOR.430 ** New Item, Very Cool **

- Select an account range (eg: all object XYZ that has a location code not 005)
- Select a date range
- A report and journal entry will get created based on W/O charges (labour or parts) charged to those accounts. The entries are marked as posted so they will never re-post. Once an item is posted it cannot be edited.
- This should be GREAT to automatically handle these charges and to also show the schools better detail about the charges,



School Accounting

Board Consolidation Report – GNS.588 **Major Cool ***

- Along with summary report (one line per school) – new ability to print the backup at the same time, ie: print detail reports per school automatically with the summary report.

School Accounting Deposit Listing - GNS.501

- New prompt to print all cash receipt lines or just a single line for the deposit