



June 2008 - Financial Products Release 11.0 (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 September 10th at 1:30pm Central.** Customers should review these notes now. If there are particular features you want implemented now and/or over the summer that need clarification – contact Take Two.

Email a CIMS Report - EMF.900 ****CRAZY GREAT NEW OPTION ****

- This option allows you to take any CIMS output (run any report) and email it. In running the option the user selects which report to do - CIMS will convert it to .pdf and then email it to whoever you requested. Often people email it to themselves ... then forward it to the 2 or 3 users they want and include other message information.

***** THIS IS A MUST MUST TRY OPTION *****

Special Note: I typically put more lightning bolts and happy faces on great items. There are so many in this release – the document would be too full of special attention indicators. There are many new concepts and many great items on this release. Take the time to review with your departments.

Special Note: Make sure to review the technical notes for items that have been completed custom for you (your customer ID will appear under the CUSTOM column. In this release there were adjustments for cheque prints, Purchase Orders, A/R Invoices etc. that you need to ensure are working the way you expect. We do not highlight custom adjustments on this release document – the technical notes are the only way to know about custom changes.



Accounts Receivable

A/R Customer Maintenance - ARS.310

- Added new flag 'Active Customers Only?' This means that even 'I'ndex will only include active vendors unless you select 'N'
- Inactive customers are now highlighted so user is aware of inactive status
- Added additional fields necessary to accommodate direct debit – route and account information

A/R Invoice Maintenance – ARS.460

- Now displays account number on index – means less invoice lines appear per screen but now you don't have to 'L'ook into the line to see the account details
- New Index item #5 that will indicate all customer changes made to any invoice (leave customer and invoice info blank and select to 'I'ndex #5). This helps to explain why a particular A/R keyword may be out of balance.
- System will now disallow user to input an invoice date outside the financial year

Auto Asses Interest for Outstanding Invoice(s) – ARS.462

- Added new select by customer category to allow user to better control what types of invoices should be assessed interest
- Prompted invoice terms information will now appear on the new interest invoice lines

Clear Outstanding Invoice Amounts for Customer – ARS.464 ** New Item

- New option will look at everything owing for a customer (or just those invoices you indicate) and automatically create the necessary adjustment invoice and 0 cash receipt to clear the balance.

Customer Invoice Inquiry Current Year all Details – ARS.481 ** New Item

- New option to show all customers invoices in the current financial year and their status. This is similar to ARS.480 but shows all lines (not just those unpaid).

Customer Statement Print – ARS.510

- Added new comment field that can be used at time of statement print. This message will appear at the bottom of every statement.

Customer Invoice Detail Report – ARS.511

- Added an option to print 'Envelope Format'. If YES, the standard report header information will disappear and customer information will be presented to fit in a window envelope so that the listing can be mailed. Overlay ARSTAT is also added to the listing.
- Added additional balance owing, total paid and total charged items to the bottom of each customer

Customer Multi-Year Invoice History Report – ARS.512 ** New Cool Item

- This will provide a single line per invoice for every invoice on file any year (user indicates date range). It will show invoice number, amount, and then amount paid and written off. An invoice may appear multiple times only if it has been carried forward from year to year and in those cases, only appropriate totals are included (not duplicated).

Aged Open A/R Invoice List by Customer – ARS.612

- Now prints reference (Permit#) on report

A/R Cash Receipt Entry – ARS.810

- Changed the order of fields PAID STAT and Invoice Account and renamed PAID STAT to read Line Fully Paid? The goal is to help users remember that this field is important, ie: when

you input a payment amount and that amount clears the total owing for that line you must indicate Line Fully Paid in order for the outstanding listing to know.

- System now prevents you from being able to change a receipt once it has been reconciled
- Added date range select to focus on receipts just per a certain date range. By default it assumes from the beginning of the financial year

Print Cash Receipts & Build Direct Debit File – ARS.816 ** New & exciting !

- New option to select an A/R cash receipt range and build a direct debit file for the bank based on customers having bank routing information. This means it would be possible to auto-debit accounts (also new item CDS.144 to setup direct debit control options and CDS.681CD to build direct debit file) instead of receiving cheques.



Accounts Payable

Invoice Entry - ACP.401

- Invoice entry screen will now reverse highlight if T4A is YES (happens automatically based on the Vendor PUR.301 indicating T4A = Y). This will help the inputting user to realize it is a Y and change if necessary.
- Added function key to be able to view invoice image (PDF) if it has been scanned already. The function key will not appear if there is no image on file.
- Index now shows account number so user does not have to go 'C'hange each line to see the account charge
- Index now shows PO Line# of item if it was payment against a P/O.
- HUGE: previous to this release we never held the actual tax amounts separately, ie: they were just combined in the invoice total. NOW, whenever you input an invoice we are storing the actual PST, GST, freight amounts and this is visible when viewing the posted invoice.

Posted Invoice Lookup and Approval – ACP.460(1) ** Exciting New Option

- New function key F2 – Display Invoice will appear to the user if we have a scanned image of the exact invoice onfile. This means no more photocopying, no more sending invoices to schools and departments!
- In addition to invoice total, user will now see separate totals for gst, pst, freight. This will only appear for invoices entered starting at the time the release has been installed (will show 0 for all old invoices)
- More drill-down like information is included in the journal summary page including PO# and invoice date
- To assist in approving invoices for payment new messaging is now shown on the lines to indicate whether there is a price difference between P/O and Invoice or tax differences.

CMD	Inv	P/O	Rc/Cn	Description	Account	Amount
BEGIN						
001.0	1	1		TEXTBOOK FOR RUNNING CLUB		65.00
			*	PRICE/TAXES DIF 01.120.000.511.009		No Tax

A/P Batch Posting History & Image Lookup – ACP.600 **New Item

- Each time a batch is posted, CIMS will now convert the reports to .pdf and store the batch edit listing for you electronically. This new option will show you all of the posted batches and information about them, and then you can F2 to view the report (in pdf). This means you can consider NOT printing or filing the batch edit listings..... HUGE HUGE HUGE

Carry All Open Invoices from Prior Year – ACP.811

- User is forced to enter in an account in case there are inactive account(s) found on invoices.
- An invoice will not carry forward if the same Vendor#, Invoice# is found in the new year. Be careful that you do not re-key an invoice in the carryforward year as this can cause stress in your reconciliation of you're A/P accounts.



Cash Disbursements - Cash Receipts

Bank Account Definitions – CDS.100

- There is a new Payment Priority field available in CDS.100 to match your BANK ID up with your Vendor Priority (US Vendor = 5, Canadian = 9). By filling in this field it will prevent you from accidentally running your US cheques against your Canadian bank account. ALL CUSTOMERS ensure that you have gone through all of your CDS.100 accounts and indicated an appropriate priority!



Cheque Inquiry – CDS.460

- New function key to be able to view invoice image at time of cheque review.

A/P Cheque Run History & Image Lookup – CDS.600 ** New Item

- Each time a cheque run is requested, CIMS produces a schedule of cheques, cheque register, and direct deposit register (if applicable). Now CIMS also creates an electronic version (PDF) of all of those items and you can use CDS.600 anytime to review your cheque runs

and bring up a copy of the actual scanned report. This is significant. It means you should review whether you need to print these reports yourself for any reason and get used to not printing or filing them.

Cash Receipt Entry – CRS.401

- Changed G/L posting so that as a receipt posts it will post the deposit# reference into the G/L so on G/L reporting you can see the deposit match# with the receipt#.

Build Transportation Fees Cash Receipt and Direct Debit File – CRS.404

****New Item**

- This new feature takes assessment information recorded in student (Bus Fees indicating a payment type of DD = direct debit), matches it with the student transportation record indicating banking information for the parent and produces a debit file (monthly or as per your payment cycle) to send to the bank and auto-debit money.
- If there are a significant number of students who pay to ride the bus – this CIMS process is ‘the best’ as it allows the schools to manage assessment and then board office to collect that information, compare to transportation to resolve who hasn’t been assessed, and then automatically handle bank debit (no NSF cheques, no stack of cheques to file, better chance of money being in account...)

Cash Receipt Listing by Deposit# - CRS.514 ** New Report

- The Reference field in cash receipt can be used to record a common deposit number for receipts to accumulate and then balance to a physical bank deposit. You could use a date or the next number in the deposit book etc. This listing reviews all of the receipts included in that deposit and makes it easier to include/reconcile at bank reconciliation time.



General Ledger and Reporting

Journal Entry Requisition – GNL.311 **New exciting option

- This new option will be available in Admin Connect (Web) and is already available in green screen format. The goal is to have admin/schools/department request a journal entry – ie: describe why the change, what to change and potentially attach documentation (web version). Board Office will review requests and change as necessary and then approve/post directly to the G/L (using new GNL.320)
- By adding these features it means:
 - Requests are automated and user is faced with inputting valid account numbers
 - Documentation/attachments are included with the request and retained automatically for history meaning reduced filing
 - Text/explanations are also included in the entry and viewable at any time to be able to review/re-track and re-confirm why items have occurred.

Session A - [24 x 80]

6/03/08 FY 6 TAKE TWO INC. 15:19:09 QPADEV0003
 CANFMS Journal Entry Requisitions Ref: GNL.311.11
 J/E Requisition: 6 JE001 Requested: DONNA 4/10/08

Type of Journal Entry B B = Budget Status A R = Ready to go
 A = Transaction C = Changes Reqd
 I = Budget Increase A = Approved
 D = Denied

Description FROM SUPPLIES TO MINOR EQUIPMENT

Supporting Document/Attachment Provided? N P = .pdf X = .xls D = .doc
 R = .rtf T = .tif J = .jpg
 Name = DOCID + 9 digit number C = .docx
 e.g. JE001000009821

Approved by DONNA on 4/10/08

Journal Entry 112 Type B Month APR

Internal Note: _____

Mode: Change Text? N F3=Exit F2=View Attach F4

Session A - [24 x 80]

6/03/08 FY 06 TAKE TWO INC. 15:29:22 QPADEV0003
 CANFMS Journal Entry Requisitions Ref: GNL.311.11
 Requisition 6 JE001

CMD	DESCRIPTION/FROM ACCOUNT	TO ACCOUNT	AMOUNT
BEGIN			
->	FROM SUPPLIES TO MINOR EQUIPMENT		100.00
	01.120.000.514.009	01.120.000.516.007	

1.000 FROM : 01.120.000.514.009
 TO : 01.120.000.516.007 AMOUNT: 100.00
 DESC : FROM SUPPLIES TO MINOR EQUIPMENT
 F4=Index F5=Reset F12=Cancel Cancel? N

23/079

Maintain Journal Entries – GNL.401

- New Journal Entry approval is now possible on standard journal entries. The system automatically indicates who last made or edited the journal entry.
- There is also a new Journal Entry Approved Flag within the journal entry and when that is selected, the journal entry name is updated to the person who selected to approve 'Y'. In doing this board office can easily control online what journal entries have not been reviewed/approved.

Carry Forward Balance Sheet Balances – GNL.010

- Added a message/error for accounts not carried forward (they are marked D or I). There should not be any balance on these accounts ... but just in case!

Docutech/Nuvera Photocopier usage Journal Entry Upload and maintenance – GNL.868 *New Item

- Based on a file that comes from the photocopier and a translation table that looks at work order location and type of printing to assess account number(s), a nightly job automatically fills a temporary file which accumulates until board office is ready to create a journal entry. GNL.868 allows board office to look at uploaded entries and potentially change/remove them before requesting to build the journal entry.

Check for unused Accounts – GNM.607

- Excellent cleanup report that should become part of your process before opening the new year. Run the report and review accounts. Mark accounts as inactive meaning they will not carry to the new year.



Purchasing

Vendor Maintenance - PUR.301

- New field #DAYS REQUIRED allows purchasing to control the date expired field in requisition/PO's. By default system uses 90 days (to a max of June 30th). With this new field per Vendor a requisition/PO add will now listen to whatever you have indicated on that Vendor. If blank, then defaults are used – else it will autofill expired/required date with however number of days you have indicated (up to June 30th). This could be VERY good for textbook vendor where you might add 365 so that all orders max at June 30th (for instance).

Purchase Order Entry – PUR.410

- Changed Fax PO field to read Fax/Email PO. If Vendor has fulfilled either email or fax criteria then this field will default as 'Y' (as it always has).
- System now checks tendered item and vendor discount potential. If it is a tendered item, then vendor discount as found in Vendor setup (PUR.301) will be ignored.
- System will now automatically get WHS# stock number, description and price based on Vendor Part#. If the user inputs the Vendor Part# and <ENTER> the system will autofill the WHS#, description, and price providing it finds a match in stock items (INV.310 – matching vendor part# and standard Vendor)
- Uses new Vendor # of required days to autofill required date (if applicable)

Purchase Order Print – PUR.410P2C ** Very Cool Enhancements **

- New selection to include printing Notifications Y/N. If you are re-printing purchase orders remember to turn this to 'N' so that schools/issuers are not getting multiple copies of the P/O just because you wanted to print them again.
- New option available to email Purchase Orders. If Vendor has a category of EPO and an email address indicated on the purchasing email address line then if email is selected at time of print 'Y' a copy of the purchase order will be emailed as an attachment. When you are ready to test emailing a P/O contact Take Two. We have to change a few custom options at your site to enable this process.

Adjust Closed P/O Details (Notes, Quantities) – PUR.462

- Was a problem that you could not 'A' dd additional text notes – just edit. This has been corrected. PUR.462 is an excellent way to be able to make additional comments after a P/O closes as to why/issues etc.

P/Os marked receiving required that are past and still not fully received – PUR.588 **New Item

- Use this report to indicate any P/O lines where the expected date has been exceeded and items are still not received.
- You can run this report by P/O date – ie: give me all P/O’s generated from September – December. Alternatively you can run by expected date, ie: give me anything expected before today that is still outstanding.

Create Purchase Orders from Requisitions – PUR.620

- System now reverse highlights if Reference field is used. Districts use this field at requisition/PO stage to indicate things like Petty Cash or IT Purchase so that approvers can see this on the Index and focus on their particular items.

Receiving Report Entry – REC.401

- Show Vendor Part# in index for all items (not just inventory items)



Warehouse and Stock

Transfer awarded items to P/O Requisition – BID.410

- Added option to sort awarded lines in Vendor Part# or WHS part# order

Stock Bid Reqs/Vendor Awarded Listing – BID.523

- New selection to update awarded ‘Y’ for lowest bid
- New autobuild file fmstrans/pbid523 for print #4 (Full Catalogue). There is a new Awarded spreadsheet that you can import this to and it will assist immensely with your awarding process.

	A	B	C	D	E	F
1	STKCAT	PA				
2						
3			STKSUB			
4	VNNAME	Data	1	2	3	Grand Total
5	CORPORATE EXPRESS	Total: Price*quantity	\$690.74		\$246,951.50	\$247,642.24
6		Number of Items Bid	2		21	23
7	GRAND & TOY	Total: Price*quantity	\$5,426.50	\$1,316.00	\$223,740.70	\$230,483.20
8		Number of Items Bid	4	1	21	26
9	UNISOURCE CANADA INC.	Total: Price*quantity	\$3,798.42	\$1,835.20	\$182,639.16	\$188,272.78
10		Number of Items Bid	4	1	21	26
11	GOULD PAPER (CANADA) LTD.	Total: Price*quantity	\$2,255.96	\$1,041.36	\$193,998.92	\$197,296.24
12		Number of Items Bid	4	1	21	26
13	Total Total: Price*quantity		\$12,171.62	\$4,192.56	\$847,330.28	\$863,694.46
14	Total Number of Items Bid		14	3	84	101
15						

Build Bid Requisitions from Purchase Order Quantities – BID.905 ** New Item

- New option to build a bid requisition based on a catalog (does not include inactive items or those marked 'Do not tender'). It will add a line for each item and also check for a year of P/O's and indicate expected quantity based on what has been purchased. If no purchasing history has been done the item will still be in the bid requisition with a 0 quantity. This will allow you to review those items and determine whether they still should be included in the bid. Make sure to remove them and potentially inactivate the stock item so that you have handled this bid as well as all future ones.

Stock Multi-Year Invoice History Report – INV.568 ** New Report **

- New report to answer the question – show me all invoices paid across all years for a particular stock item. This will help to resolve pricing and average pricing issues for warehouse or tendered items.

Stores Orders Requisitions posting – REQ.620

- Added new ONLY LOCATION parameter to allow maintenance to post only all items from a specific location rather than the entire batch.



Permits

Permit Maintenance – MAT.004

- Disallow a permit start/end date to be outside the financial year
- New Select to not print additional notification/email/fax copies. It defaults to 'Y' but if this is a re-print it allows you to turn off the additional copies
- There is a new field 'If \$0 build as A/R Line?' If you are waiving fees for a line or a line has \$0 value (free) and you still want to show that date on the invoice so customer is aware that the date is booked then answer this prompt 'Y'. The 0 value line will be included in the A/R build.
- Permit email option has been converted to the new Coolspool method. This means that the email will include an attachment of the exact permit as it looks when it is printed including overlay. When customers get the release installed, test an email copy to yourself and check it closely for lineup and that all information is printing as you expect including your logo/overlay. In previous version only summary/line contents were in the email – in this new version it is complete and professional looking – consider using it!

Location/Room Maintenance – MAT.005

- Added new field to disallow room to be cancelled. Make sure to go mark rooms like admin fees so that when you use the 'Cancel Permit' option – it will only cancel valid lines and still leave the admin charge fee lines intact (if applicable). The only other way around that or to control the cancel/not consider adding the admin fees on a separate date (say permit add date rather than the first date of activity).

Permit statistic summary by customer – MAT.513 ** New Report **

- This is a statistical report that will indicate one line for each customer and statistics about how many permits, hours, total charges. This is an excellent yearend reporting item along with MAT.511 for statistics by location/room type.

Mass Block Date for Multiple Locations – MAT.906

- Now allows you to block for up to 7 dates at one time to assist with winter and spring break blocking.

Build A/R Invoices from Permit Lines – MAT.910

- The build option used to come defaulted with the date you last ran it to assist in knowing what date range needed to be run. It now defaults to today's date as people were forgetting to up the invoice date and invoice were being generated with old dates.



Work Orders

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

- This item was available from the previous release. Enhancements have been done so that summary by work order (all lines combined) post to a journal entry rather than each line of detail from each work order.

Work Order Cost Center Analysis – WOR.564

- Added option to restrict to DOCID so that schools can run this report and automatically be restricted to only their own location.



School Accounting

Cash Receipt Entry – CRS.401

- Changed G/L posting so that as a receipt posts it will post the deposit# reference into the G/L so on G/L reporting you can see the deposit match# with the receipt#.

Define Account Numbers – GNL.203S

- For school accounting only – system now defaults financial class as ‘9’ when adding a new account object.

Simple Account Transactions Report – GNS.505 ** Great New Report

- Schools were traditionally using transaction activity report writer to let someone know ‘What has happened in my account’. This report is difficult to read and shows to much as the end-reader is rarely interested in the accounting. SO, this new report GNS.505 runs thru just the cash receipt, cheques, and J/R files and produces a simple to read history of all that has occurred in the account providing the same opening balance, used, and balance available.

Board Office School Account Summary – All Schools GNS.588

- Additional details are provided per school regarding last month closed and last reconciled date along with the opening, transaction, remaining balance information. This prevents you from having to check each set of books to know how current schools are in terms of bank reconciliation and monthend closing.

Copy Single Object to all other school accounting members – GNS.903 **New Item

- If board office is in charge of adding objects for schools (schools can create elements but not objects) – then this is a perfect way to keep all of the school books consistent. If a school needs a new object, then you can create it in a school member and from there use GNS.903 to have that object automatically copied/created to all of the other schools (for that same year).