June 2009 - Financial Products Release 12.0 (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: Tuesday September 15th 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.

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.

IMPORTANT TECHNICAL ITEM: We created a new option in ACS - ACS.264 that allows you to 'A'dd a userid and indicate when to inactivate the password. This option is available specifically to help with assigning SUB passwords. A Sub Clerk calls in and says she will be at location XX for the week. You can provide her with a password and then ACS.264 and 'A'dd an entry to expire that password at the end of the week. Every night a CIMS job runs to check the file and it will automatically reset the password of that ID so that the sub will not be able to just use that ID and password.

REMINDER: EMF.900 – This is the option that will allow you to take any CIMS generated report and email it to yourself (or anyone) as a .pdf document. We have adjusted certain reports to NOT margin over (e.g.: P/O's) so that when you EMF.900 them the lineup of the text and overlay will look good

NEW ITEM DOF.900 – This option replaces DOWNFMS … It will take any CIMS report and drop it to a file so that you can open it in Excel. You would never do this with GNL.570, GNL.560P as these reports already have a build file option … BUT … if it is some other CIMS option that does not have a build file option – then DOF.900 is an excellent utility to take that report and drop it to file FMSTRANS/PDOWNOUT(USERID) so that you can open it in Excel.

Accounts Receivable

A/R Customer Maintenance - ARS.310

- Created a new ‘P’rint #3 – Customer Profile (in addition to envelope prints) to print a contact page and verification for direct deposit/banking information to accommodate direct debit
- Added additional customer detail (address, city, phone) to indexes to make it easier to identify differences between alike customers (same company but different departments). Note that ‘I’ndex shows much more than <F4>ing in customer number
- Added new Index by Customer Phone# to help with reducing duplicates
- Added new Index by Customer City to assist in quick summary view of customers by location
- Added verification to email address. It will confirm that there is a @ somewhere in it to ensure that at minimum there is a grammatically correct email address in that field

A/R Invoice Maintenance – ARS.460

- Added new direct debit date field in the lines of an invoice. If you are wanting the system to auto-build a receipt and a direct debit file this date field is necessary on lines to know which entries should be paid for the particular cycle.

Invoice Print ARS.465

- New ability to be able to email Invoices. In addition to emailing the A/R invoice to the customer (customer must have an email address and a category of EIN. Also A/R invoice must have email/fax flag on which will be default be on)

Aged Open A/R Invoice Listing – ARS.612

- Added ‘Limit to DocId’ in selection to separate say permit invoices from regular A/R invoices
- The report will now identify Direct Debit if customer is defined to be direct debit to show you amounts outstanding regular versus could direct debit

A/R Cash Receipt Entry – ARS.810

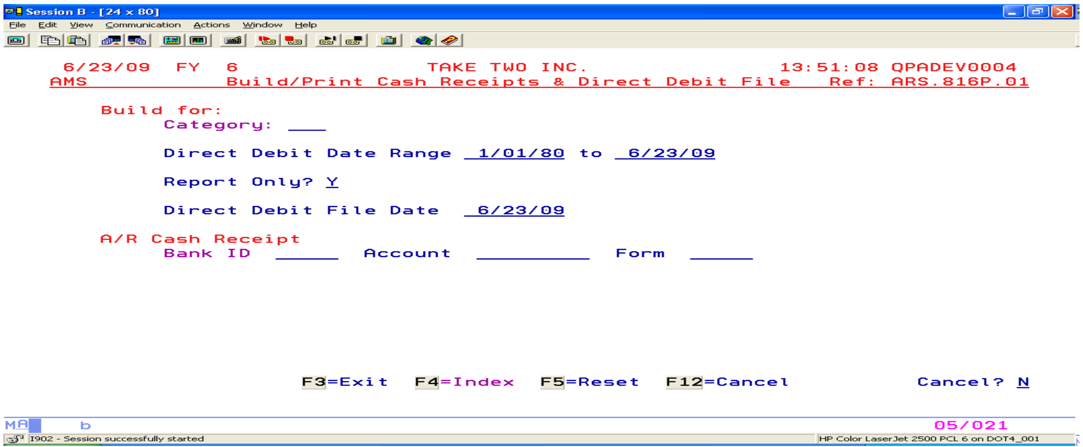
- Added a default receipt date. It defaults to blank meaning use today’s date. If you are backdating entries or wanting a specific receipt date – input a value in the default and it will be used instead of current date on all the lines.

Cash Receipt Listing – ARS.815

- Added additional invoice information (date, line amount, description, totals) to assist in ensuring payment is being applied to appropriate lines and comparing the existing invoice details to payment lines.

Print Cash Receipts & Build Direct Debit File – ARS.816 ** REBUILT **

- Previous to this release the system expected the user to create a receipt and input all entries that needed to be direct debited. This is NO LONGER TRUE. At the time of A/R invoice entry there is a new direct debit date field. This does mean that if you have monthly rental you would have to input all 12 lines (each with a different direct debit date if you are drawing monthly) rather than just the one line. ARS.816 will now review what should be paid and produce a report for checking and then with a report only 'N' will automatically create the A/R cash receipt and also generate a direct debit file ready for transmission to the bank.



Write-Off Listing by Customer ARS.817

- New option to produce a report of A/R write-offs by customer for a specific date range

Invoice Write-Off Maintenance ARS.850

- Previous to this release, there was really no difference between an adjustment invoice and a write-off. In both situations the revenue account and A/R accounts were affected. NOW – write-off means that the accounting will be between the A/R account and a new AR_WRITEOFF keyword. All districts make sure that you have defined an AR_WRITEOFF keyword in GNL.201 with an appropriate account.

Accounts Payable

Invoice Entry - ACP.401

- As you are inputting the A/P Invoice if it is against a blanket P/O it will indicate that right by the invoice total so you are aware
- On the Index of Invoices within a batch a '*' before the Vendor Name indicates that you have used a Remit To Vendor rather than the original vendor on the PO. Also – index always showed the original vendor – now the remit to vendor name will appear. All G/L references will still show the original vendor#
- The position of the Vendor# was moved to far right to assist in scanning. Most scanning applications "pop up" in the middle of the screen – moving vendor means you should still be able to see the vendor# and invoice# at the time of scanning
- SPECIAL NOTE: 4 districts are now scanning all of their A/P invoices and loving it. Access to the Invoice and especially through Admin Connect in G/L drilldown is excellent. There is also a savings in filing time that outweigh the <30 seconds it takes to scan the document and store the document

Posted Invoice Lookup and Approval – ACP.460 (1)

- New search by description for A/P Invoice. This is a GREAT feature that reviews all invoices for any year for a particular description. It will look anywhere in the line to find whatever you input. This feature has been available in P/O lookup but there are a majority of items that get paid for without a P/O – searching at the invoice level could get a better hit.
- Invoice Lookup also now shows the internal note so if communication between purchaser and A/P have occurred it is now shown

Invoice Listing – ACP.711

- ACP.711 has always produced a detail listing of invoices. Now, an additional summary report appears on the output queue that just lists one line summary per invoice. Depending on your purpose you may prefer the simple listing rather than to see all of the invoice detail.

Carry All Open Invoices from Prior Year – ACP.811

- New option to exclude Vendor

BMO MasterCard Upload PC File to A/P Batch – ACP.846

- Changed the program default to use a '-' rather than '/' in the naming to be consistent with our new scanning and naming images policies
- Also adjusted the automatic naming to accommodate either 2 or 3 digit location numbers so that a blank is not in the invoice name
- Program will now error in upload if there is unreasonable GST or PST values (i.e.: greater than the total of the entry itself)
- Added a new prompt field for posted date to autofill into the invoices that get created

Cash Disbursements - Cash Receipts

Prepare and Print T4A – ACP.830

- There was an issue with creating the XML file for transmission. Customers were not consistent in entry of a SIN (PUR.301). This has been resolved. The T4A SIN Field in PUR.301 (Vendor) is expecting XXX-XXX-XXX

Manual Cheque Entry – CDS.401

- Added DocID restriction checking in CDS.401. For districts that allow schools to write cheques from their own district assigned bank accounts this ensures that they have access to only their own bank ID.
- Added new Index to search by line description so user can search for any cheque written based on the content description rather than by amount or by Vendor.
- Now shows account balance on lines so user is aware of account status when inputting account distribution
- Now shows bank cash balance at top so user is aware of cash balance at time of writing a cheque

Manual Cheque Register – CDS.510

- Report is enhanced so that if miscellaneous Vendor (9999) then print description in Vendor Name Field

Build/Print Manual Cheques – CDS.860   ** New Item **

- New option to build and print manual cheques based on an upload file FMSTRANS/PCDS860u. This is ideal when district office has to do some major paybacks (say a school needs to reimburse all the student fees – 100’s of entries or district was on strike and has to reimburse transportation fees to selected families).

Cheque Expenditure Listing – CDS.990

- Report is enhanced so that if miscellaneous Vendor (9999) then print description in Vendor Name Field
- Added option to limit to cheques on or over X amount

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#.

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.

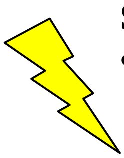
General Ledger and Reporting

Finance Web Management Options – FMS.324 ** New Item **

- This option controls Finance access and view for Admin Connect finance component.

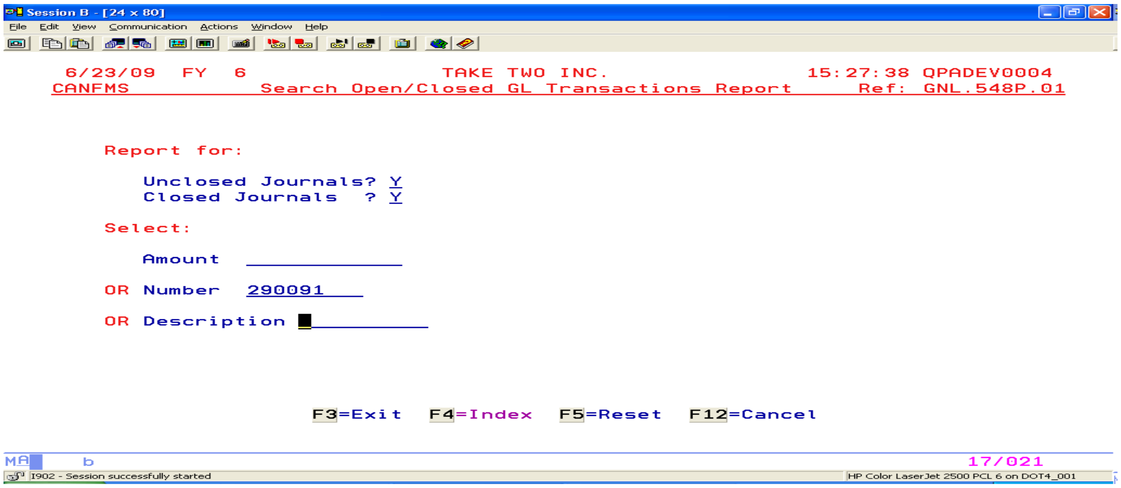
Journal Entry Listing – GNL.520

- Reformatted the listing to include description on same line as credit/debit and to add account description titles in addition to just seeing the account number on the report



Search Open/Closed GL Transactions Report – GNL.548 ** New Item **

- Excellent new option that will search the entire GL transactions file (open or closed) looking for transactions with a particular reference number, amount, or description. For instance – if you want to know all of the lines items that dealt with PO# 2900091 then indicate that number



Transaction Activity Report Writer – GNL.560P

- Changed OGNL560T to show asset accounts as OVER if ending balance is less than 0 (opposite to expense account)

Transaction Activity Report Writer Submittal – GNL.565 ** Great Improvement **

- Previous to this release there was no option for the end user running the particular report to override the selected account. This means way too many formats just for the sake of selecting an account. Now, when a user selects to run a format – a second page appears also allowing them to select their own criteria for accounts. The system in producing the report still confirms user GL restrictions so if a school asks for loc 001-999 it would still give them just their own location.

Beginning Account Balance Maintenance – GNL.601

- Added new 'Enforce Control Account' Y at front screen. This means by default as you add a new account on the following screen the control account field will not be blank FORCING you to either wipe it out or add an appropriate control account. The goal is to remind you of the added duty of attaching new accounts to appropriate control accounts. If you change the front option to 'N'

Account Lookup – GNL.610L

- Beside Account Number – reformatted the account titles and now present all of the titles for all of the elements rather than just some

Build Journal Entry from Payroll Run# - GNL.870

- New option to build a journal entry based on a payroll run# (Pay and benefits type 2 and 6) and a percentage/factor. If you are wanting your GL to reflect more/less across the year to compensate for paying teachers 10 times (want to reflect 12 months) – then this is one way to achieve it.

G/L Account Year Crossover Report – GNL.549 ** New Report **

- User selects two financial years to compare. The report will identify what accounts are in one year and not the other. This could be MOST helpful in situations where you are running for a non financial year (April 1 – March 30th) … and you are not in balance because accounts that were used April-June in previous year did not carry forward to the new chart but you are running a GNL.570 from the current year asking for previous year figures.

Purchasing

Vendor Maintenance - PUR.301

- System now validates the email address field to at minimum check for a @ symbol
- System now validates that the T4A Reference/SIN field is filled as XXX-XXX-XXX if SIN number is recorded. If you start the field with "R" indicating reference number rather than SIN# then no validation is done on the field.

Purchase Order Entry – PUR.410

- Changed heading form Index #6 to read Purchase Orders by date – to search for P/Os regardless of DOCID strictly by date

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

- Many districts are emailing Purchase Orders (SD23,SEVEN, RIVER, BSD, CRIVER) so if this is something your district wants to get into – contact Take Two
- Have made adjustments and enhancements to the email process. An email with an attachment will now go to vendors by email (output will appear temporarily in the output queue) and then a copy is sent to the output queue so district office still has a copy of the PO
- Added vendor email address to register so you can tell where emailed POs were sent

Purchase Order Lookup – PUR.450 ** New awesome concept **

- Within Admin Connect you can now attach an image or document to your Purchase Order requisition or P/O (order details, backup ordering info) at the time you create the entry. That document is then efiled and available for view from the approval stages and P/O lookup.

Print Purchase Order Requisitions – PUR.530

- Now allows for ?? DOCID selection, i.e.: you can print RQ??? And not have to print separately for each DOCID. If you are doing school accounting reimbursement this allows you to separate School book request for reimbursement from regular purchase order reqs.

Mass Inactivate Stale Vendors – PUR.975

- Many districts have successfully inactivated 100's and 100's of vendors that have not been used in years. This has made school, F4ing> more meaningful and helped to keep the catalogue of vendors accurate. We have made improvements in the process to also factor in initial add date to make sure we do not remove newly added vendors who do not have a P/O out their for them yet.

Receiving Report Entry – REC.401

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

- Post the 3 character day name beside date in Invoice Line to help with description
- Reformatted the screen – first page reporting details, and second page will only appear if posting is requested showing the remaining Posting prompts and expecting user to check prompts and select appropriate A/R Invoice date.
- Adjusted to accommodate potential for new A/R direct debit. Permit line date will autofill into the A/R direct debit date. If permit customers are turned on for direct debit then it will be easy to auto debit based on usage.

Work Orders

Approve Work Orders – WOR.416

- Added 'Include Not Ready W/O' and defaulted to a 'N' … This means that by default when you go to approve Work Order Requests – only those marked ready to go will appear
- Added a new 'I'ndex Active Work Orders by Date Required versus Work Order Date. This will allow you to see workload based on priority rather than when the requisition got approved to a work order.

School Accounting

School Accounting Reimbursement Setup – GNS.105

- Will now allow district to leave financial member blank. The program will use the district client info and school financial year to piece together an appropriate district member. THIS WAY you do not have to update GNS.105 for every school every year just to up the financial year. This works providing your school books year follows with your district finance year.

Simple Account Transactions Report – GNS.505

- Changed to smaller font size and added additional information like account element titles and vendor name
- Corrected a voided cheque date issue showing the wrong void date

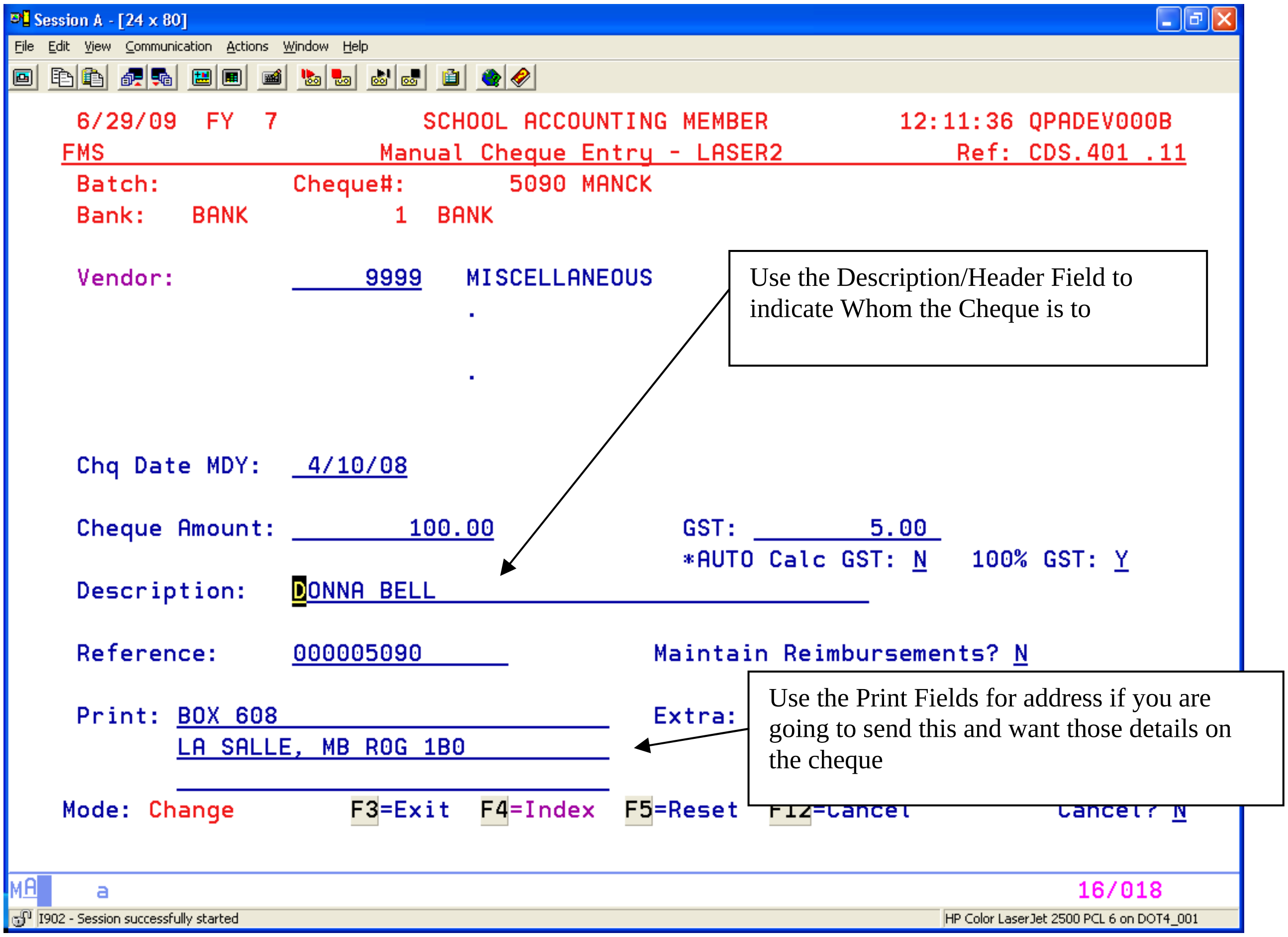
Cheque Entry – CDS.401S

- Bank Balance shows and blinks if balance is less than $500 to make user aware they are may be in a cash flow situation
- If School reimbursements are being used then the total $ value of unclaimed reimbursements will show on the front screen of CDS.401S so school is aware they should be considering doing a reimbursement

CHANGE TO MANUAL CHEQUES

- This affects both School Books and regular finance for Campbell River, Central Okanagan, North Okanagan-Shuswap, and Seven Oaks.

To date, when a manual cheque has been ‘A’dded for Miscellaneous Vendor districts as listed above are indicating the ‘From Whom’ in the Print lines of the cheque. The proper way to input a manual cheque for a miscellaneous Vendor is:



If you are using Web School Books and choose to <Add> cheque to a 9999 miscellaneous vendor even the wording of the Description field changes to ‘To Whom’.

Effective with this release the Description AND print Lines will both print on the cheque. It is important to inform all cheque inputters to make sure to use the description line properly now for miscellaneous vendor 9999 ELSE the cheque description will not be complete.