

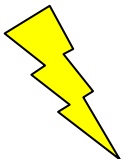


## June 2010 - Financial Products Release 14.0 (skipped unlucky 13) (Warehouse, WorkOrder, Fixed Asset, Accounts Receivable)

### 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 June 29<sup>th</sup> at 1:30pm Central.** Following covering the release (1 Hour) there will be an HST reminders discussion for BC/ON sites. 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 custom adjustments for reports and formats. 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:** This release incorporates the new HST effective in BC and Ontario July 1<sup>st</sup>, 2010. For Manitoba and Alberta clients – nothing should be affected BUT in your new year as you begin doing your first PO's pay attention that all fields etc. look the same and test the first set of encumbrances to confirm calculations are consistent.

For BC and Ontario – it will be critical to babysit the system and your processes VERY carefully. Aside from the simple tests of following through your first PO and AP entries make sure that within district you assess your yearend and carry forward operations as these could have awful ramifications to the G/L.



### Accounts Receivable

\*\*\* Adjusted all field titles to HST/GST

There were no code changes in A/R due to HST. 100% of the HST is payable to CCRA.

#### HST Customers

1. Must review ARS.110 in the new to remove sales tax and inflate GST/HST tax field
2. Must ensure A/R customers (ARS.310) default PST is blank. Contact Take Two if you need us to write an ADJ for you.

3. Carry forward of A/R invoices is unaffected by HST, i.e.: if you roll those invoices forward they will post as per the previous year rules – PST and GST intact.

### **A/R Invoice Maintenance – ARS.460**

- Added to audit – when A/R invoices are deleted
- New ability to add an attachment/backup documentation to an A/R invoice.
  - a) Document is stored in /cimsfms/arinvoices
  - b) Document name is inv#DOCID.pdf

E.g.: Invoice# 12 INV ... would be 000000012INV.pdf (Pad the Invoice# to 9)

- Corrected paid status indicator ... at time of initial 'A'dd paid status showed as paid because invoice owing is still 0 - corrected

### **Invoice Print ARS.465**

- Added option to print direct debit date on invoice print/email. If you have a custom format we will have to be told to make the change on your format – test one print and let us know!

### **Invoice Direct Debit Date Maintenance ARS.470 \*\* New Program \*\***

- New option to allow you to maintain direct debit date for A/R Invoice even after invoice has been printed/partially paid. This will allow you to edit the direct deposit date for invoice lines that have not already been processed.

### **Customer Statement Print – ARS.510**

- Adjusted print to accommodate variety of category selects, i.e.: with/without particular categories

### **Customer Invoice Detail Report – ARS.511**

- Enhanced to provide summary and detail print options:
  - **DETAIL:** Full customer invoice/payment details by customer (existed always) all invoice lines, all invoices
  - **SUMMARY:** New – customer invoice/payment summary one line per invoice – subtotaled by customer

### **All of the reporting options ARS.511, ARS.611 .. any report that included category selection**

- There was a problem with category select – resolved in all reports. Category selections are:
  - 'I'include – will select any customer that has any of the categories you have selected
  - 'E'xclude – will select any customer missing any of the categories
  - 'A'll – will select any customer that has ALL of the categories selected

### **A/R Cash Receipt Entry – ARS.816**

- Changed the posting date and cash receipt date in the cash receipt build to be the direct debit file date (used to select current date)

- Added option to send email message (no attachment included) that will indicate monies are coming out of your account. The payment details are not included in the email – just the generic message that you control when running ARS.816.
- Added grand total to report so you can balance with the actual bank

### **Invoice Write-off – ARS.850**

- Abandoned our AR-WRITEOFF keyword strategy. As you are performing the write-off the invoice lines appear with the original revenue accounts. If you need to change them – go ahead! You can input a new account number or input ‘AR\_WRITEOFF’ and it will resolve to your write-off revenue account



### **Accounts Payable**

\*\* Adjusted all field titles to GST/HST

\*\*MAJOR MAJOR account posting changes to accommodate the new HST formulas. All customers should be cautious on their first PO entries and A/P batch postings to ensure that processes complete and to random check a few balances

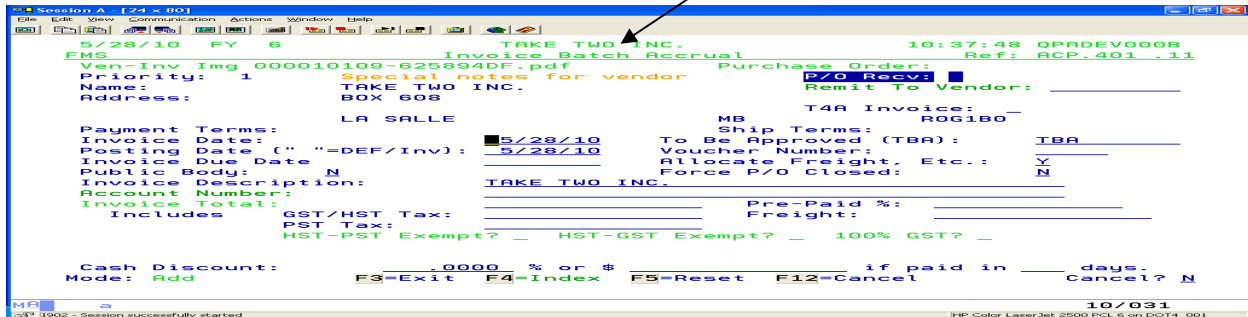
#### **HST Customers:**

1. Previous year A/P Invoices can be carried forward. There are no postings carried to the new Year (just transactions between the bank and A/P)

### **Invoice Entry - ACP.401**

- **VERY COOL:** Some customers setup separate Vendors for say Canadian Tire stores .. and in all of them the remit to points to a single Toronto payment address. In this scenario you pay the separate vendors and separate cheques are cut. It is more difficult to see the payments as there are several vendors you may have to look at. An alternative is to have all of the Canadian Tires setup for Purchasing ... but setup one additional Canadian Tire payment vendor. Each time you do an A/P invoice .. in the REMIT TO field indicate the pay vendor and this accumulates all of the payments to a single vendor- single cheque. In this release we added a new trick! If in the reference field of a vendor you indicate AP000102999 (vendor number 9 digits 0 filled) then as you do an invoice for this vendor – REMIT TO VENDOR will default to the pay to vendor
- New logic to double-check potential for double invoicing based on either the Vendor or the Remit To Vendor
- Added new HST switches. HST will apply to the entire invoice – no ability to breakdown each line to indicate that particular lines have different HST rules. From the front screen there are additional prompts for HST – PST portion exempt, HST – GST portion exempt
- Self Assessment is no longer automatically calculated/available to HST customers. If you are going to self assess it means adding the amount to the HST total and then adding the additional accounting in the body of the invoice.

- VERY VERY COOL. To support customers who are scanning at time of A/P Invoice entry ... If in CIMS you choose to 'A'dd the invoice and input the appropriate first screen of information (ENTER) ... at that time you can scan the document and then look to copy/paste from CIMS the appropriate name in the <SAVE AS>.



This should make it much simpler and ACCURATE to get the name right without having to think about it!

### Copy Posted Invoice to create a new one in batch XX – ACP.407, ACP.468

- Improved on the tax values coming back more accurately based on the stored header totals rather than calculating from the lines.

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

- In the Index – shortened comment slightly to accommodate showing the Voucher Number

### Invoice Batch Edit Listing – ACP.650

- Now indicates **\*\*DIRECT DEPOSIT\*\*** by vendor total to indicate amount will be direct deposited.

### Invoice Listing – ACP.711

- Properly adjusted the carried forward invoices (9999999) to be flagged as Unpaid in the year they are carried forward from.



### Cash Disbursements - Cash Receipts

**\*\* Adjusted all field titles to GST/HST**

**\*\*No posting adjustments to cash receipts. CIMS has never automatically posted the GST/HST to the GST/HST account – all revenue has been credited to the revenue account. You can use GNS.502 for a breakdown OR when doing the receipt DO NOT USE the GST field and do the accounting on the receipt line.**

### A/P Cheque Run – CDS.600

- Now displays direct deposit date (if direct deposit) next to cheque date

### Bank Statement Input – CDS.620

- Will disallow a bank statement to be deleted or edited if it has been closed 'Y'

- Shows on the bank statement index if statement is in balance

### **Schedule of Payments to Vendors – CDS.991**

- New option to be able to select only payments of certain docids (AUTCK, MANCK, USCK)



## **General Ledger and Reporting**

**\*\* No adjustments made/necessary for HST customers**

### **Email CIMS Reports – EMF.900**

- Normally, upon emailing – CIMS automatically moves the report a little down/right as many of our CIMS reports print to the left margin and as we move it to PC printing it is cutting off cause within the PC – cannot print to the margin. This works well in most cases but not for anything with overlays – work orders, Purchase orders, and A/R invoices. So we have adjusted EMF.900 to not move these things as above meaning emailing PO, A/R invoice, Work Order output should now look much better!

### **Journal Entries – GNL.401**

- New <F2> Image available for journal entries. Attachments are not available for view for restricted users! You can attach Journal entry backup documents:
  - Document is stored in /cimsfms/jentries
  - Document name is YY-Type-MON-numb#.pdf

E.g.: Fiscal Year 10, AJE June J/E #66 would be 10-A-JUN-00066.pdf (pad J/E number to 5)

### **Upload a Journal entry from a file – GNL.831**

- Confirm that posting date is within the journal entry Month indicator and within 90 day window to prevent bad entry

### **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 30<sup>th</sup>) ... 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

\*\* Adjusted all field titles to GST/HST

\*\*MAJOR MAJOR account posting changes to accommodate the new HST formulas. All customers should be cautious on their first PO entries and A/P batch postings to ensure that processes complete and to random check a few balances

### HST Customers

1. There is no longer any ability to control taxes per line or to make Purchase Orders HST partial exempt. Purchase orders will assume full HST or none.
2. For HST customers PUR.101 must be completed in the new year (as below)
3. You cannot carry forward Purchase Orders from previous year. This is critical. If any are brought forward they will be a problem and there will be no way of easily disencumbering them.
4. Your Vendors (PUR.301) may be defined with default PST% Y/N and GST/HST Y/N .. In the new configuration all standard Vendors who will be charging HST should be set to PST N ... If you need Take Two to mass change vendors – let us know!

-----  
Usual PST rate: .0000 %

Usual GST/HST rate: 12.0000 % Remit: 20.9000 % Receive: 79.1000 %

Are you an HST Province? Y

HST: PST rate: 7.0000 % Remit: 13.0000 % Receive: 87.0000 %

HST: GST rate: 5.0000 % Remit: 32.0000 % Receive: 68.0000 %  
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### Vendor Maintenance - PUR.301

- Caution for HST customers – Standard HST vendors will all need to be changed to PST=N
- The Reference field (screen 2) can now be used to auto-default REMIT TO Vendor (refer to messaging in ACP.401) The rule is that the field look like APXXXXXXXXXX (i.e.: If vendor 123 relates to paying vendor 456 then in Vendor 123 indicate AP000000456

### Purchase Order Entry and Requisition Entry – PUR.410/PUR.420

- If discount\$ amount is used (-10.00) and no percentage then it will automatically reduce the unit cost that amount
- Enhanced the view so that negative values automatically show (previously showed as positive value making the display VERY CONFUSING)
- Now displays Vendor attention to information on P/O and email information so inputter is aware of those details at time of entry

### Purchase Order Lookup – PUR.450

- Was an issue during approval where the F9-change P/O was not showing .. resolved

## **Create Purchase Orders from Requisitions – PUR.620**

- Enhanced to not allow a 0 value requisition to be turned into a P/O

## **Purchase Order Closing Procedure – PUR.910**

- Previously there was no option to change the close posting date – closing date and postings all used current date as the close date. Now at time of closing there is a date field available. The transaction date will always resort back to P/O date so that in viewing the G/L all of the postings for the P/O will appear together however the posting date will either use today or whatever date you select.



## **Warehouse and Stock**

### **HST Customers**

\*\* Significant adjustments were made to Receiving, A/P Posting to calculate stock price accurately including the appropriate tax percentages and exemptions. All stock customers upon doing their first receiving and first A/P posting should work through the stock value before/after to confirm everything is in balance.

1. Nothing in the new year should be started in Warehouse until PUR.101 has been setup and Vendor defaults have been adjusted
2. Category Codes (INV.210) must all be adjusted to indicate PST N
3. Requisition Batch entries should not be copied forward to the new year. All non-posted entries that did not get posted should be deleted from the existing year. New requests need to be made in the new year

### **Bid Requisition – BID.220**

- An F4 to select items will not show inactive items for you to select .. but if users are entering items they can select any valid item#. The display will now indicate \*INACT beside any entry where item# is inactive that has been selected.

### **Vendor Proposal Report – BID.230**

- Added option to exclude inactive stock items

### **Stock Bid Reqs/Vendor Awarded Listing – BID.523**

- Indicate on report with \*INAC if stock item is inactive

### **Stock History Listing – INV.565**

- Added new selection by warehouse code
- Enhanced to check location restrictions. This means you can add this report to your school menus so that they can report on their own usage in detail.



## Permits

\*\* Adjusted all field titles to GST/HST

\*\*For HST no accounting logic had to change. All HST charged will be posted at A/R time

### **Permit Maintenance – MAT.004**

- If permit line is cancelled – system will no longer allow line to be changed at all

### **Equipment Delivery Maintenance – MAT.015**

- Added new Index of deliveries by date and location

### **Permit Calendar Activity Report by Date – MAT.509**

- Added fields to omit up to 15 rooms from report, i.e.: to exclude activity in rooms like FEE, ADMIN, etc.

### **Permit Statistic Summary by Customer – MAT.513**

- Added subtotals by customer

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

- Added options to build a specific line range of permit calendar lines to A/R in special cases where date range does not work



## Work Orders

\*\* Adjusted all field titles to GST/HST

HST Customers

1. Review WOR.100 in new year to ensure PST% = 0, HST = 12% and appropriate remit splits

### **Approve Work Orders – WOR.416**

- On Index by WO Requisitions – added option to exclude requisitions marked as Ready to Go=N



## School Accounting

\*\* Adjustments made to all field titles to GST/HST  
 \*\* Adjustments made for HST customers in cheque entry to allow user to indicate whether (HST – PST exempt, HST-GST exempt) .. and in the GNS.502/GNS.504 GST report. If your yearend is not July 1<sup>st</sup> .. it will be IMPORTANT for you to run the GST report to June 30<sup>th</sup> , change your PUR.101 options and then begin your cheque entry/receipting from that point onwards!

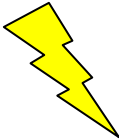
\*\* New PUR.101 options to fully define out HST percentage and then portions of HST

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 Usual PST rate: .0000 %  
 Usual GST/HST rate: 12.0000 % Remit: 20.9000 % Receive: 79.1000 %

Are you an HST Province? Y  
 HST: PST rate: 7.0000 % Remit: 13.0000 % Receive: 87.0000 %  
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### Bank Statement Input – CDS.620

- Will disallow a bank statement to be deleted or edited if it has been closed ‘Y’
- Shows on the bank statement index if statement is in balance



### 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

### School Accounting GST Statement – GNS.502

- Summarize cheque accounts and line amounts and rebate values for each account so that schools wish to reimburse individual accounts at time of receiving GST rebate – the report will help to show them where to give it back to.
- Adjusted to accommodate calculation for HST

### School Accounting Board Summary Report – GNS.588

- Added new \*INC next to last bank statement date to show you if that statement is NOT IN BALANCE .. i.e.: too misleading to just see that they did a bank rec – now that \*INC indicates bank statement was done but wrong.

### School Accounting Reimbursement Report – GNS.504

- HUGE CHANGE – with the implementation of HST in BC and Ontario the GST rebate percentages are no longer hard coded into the report but coming from PUR.101 for the district office. This means you will not see the refund percentage on this report except when you are building the requisition.

- For reporting only Y – there is a new ability to limit the report to an account – or to run the report excluding certain accounts (CRIVER). If your reimbursements are handling separately depending on the account – this will allow you to compile the report just for those specific accounts and then exclude them