



March 2011 - Financial Products Release 15.0 (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.
- **There will not be a webinar for this release as all items will be discussed fully at Conference in April.**
- Customers should review these notes ASAP. If there are particular features that need clarification before conference – 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.

Summary of Feature:

- We anticipate no frustration at loading this release. There are no changes that will affect users in a bad way or change their normal processes.
- There are very nice convenience features added in this release. If you do not discuss them with staff they may miss the benefits of some key items.
- Image and attachments have been added to all functions (P/O, Journal entry, A/P, Cheques, cash receipts, A/R)
- The latest releases of AdminConnect have opened up Work Order Requisition entry, Journal Entry Requests, Stock Requests, and Bid Requests. This is a huge statement to really saying – Schools do not need green screen to do their financial tasks!



Accounts Receivable

A/R Invoice Maintenance – ARS.460

- Added expected image name to display so user can <copy><Paste> that into the scanned image name at time of saving.

Invoice Print ARS.465

- If switch to fax/email is 'N'o, then the default for Email Invoices will also be 'N'
- In provinces where 10 digit dialing is now enforced (NCOLL, FMCM) programs have been updated to dial all numbers even if not long distance.

Customer Statement Print ARS.510 ** Great new add **

- Now allows you to Email 'Y' customer statements to customers. Customer MUST have an email address and an EIN category. It is also expecting an ARSTAT overlay so that you are not sending plain paper statement.
- Test this feature first by adding your own email address to a customer. This will test the email and the overlay.

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

- New option to print in Customer Totals Only Y – which will provide one summary line per customer rather than all the invoice details per customer.

A/R Cash Receipt Entry – ARS.810

- New F2 to view cash receipt attachment (if applicable)



Accounts Payable

Invoice Entry - ACP.401

- On Invoice entry show the P/O message codes #2 and #3. This will assist HST customers. P/O will not allow you to specify PST or GST exempt. Use P/O message codes on the P/O – and they will be more easily visible to Accounts Payable to know to watch for HST inconsistencies. If you put that message on the first message box it will not appear to A/P. If you have a hard time explaining this to schools have them use two message codes 1. HSTREM (HST REMINDER TO AP, then 2. What the exemption is)
- IMPORTANT: As you are inputting an invoice if your invoice taxes do not match your P/O lines make sure to use F18 to update the tax fields on the lines, i.e.: if the P/O lines indicated YES to HST but in the invoice it is GST 100% and pst exempt then use F18 to modify the tax lines.
- New rule (due to imaging) that the invoice number has to be more than 1 character in length.

Reoccurring Batch Entry ACP.405

- Now allows a skeleton batch to be appended to an existing batch (not have to start a new one)

Posted Invoice Lookup and Approval ACP.460 and ACP.461

- New F2 – Images appear to show the imaged invoice
- New indicator to show that P/O images are on file so that if user is looking for documentation they know to go to P/O lookup

Schedule of Cheques Written report ACP.515

- Report now identifies whether image has been posted. This should help at invoice checking. If you are expecting to have an attachment on every invoice – the report will now show you if you have made a keying error on any of them.
- Report now indicates if the invoice has been marked T4A

Invoice batch edit listing ACP.650

- Report now identifies whether image has been posted. This should help at invoice checking. If you are expecting to have an attachment on every invoice – the report will now show you if you have made a keying error on any of them.
- For HST customers: Report indicated EXM (Exempt) next to PST or GST if the invoice has exemptions marked on it

HST Tax Report Listing ACP.712

- Tax report for HST customers that split the PST and GST values for reporting to CRA
- Allows for PST_S/A in addition to the GEX_PST, GST_PEX combinations.
- Added Account fund at start of Vendor name for NCOLL funds breakdown for ITC reporting

Prepare and Print T4A ACP.830

- Reformatted to new laser format.
- Added new box 105 for scholarships
- Added a new summary page report to display all T4A box totals
- Added a new grand total “excluded amounts” so that your ACP.830 and ACP.832 would balance.

Mass Upload Invoices from a file to A/P Batch

- Made adjustments to accommodate HST. The upload assumes all lines of an invoice have the same exemption flags and builds the header based on last uploaded line of the invoice.



Cash Disbursements - Cash Receipts

Manual Cheque Entry CDS.401

- Added F2 = View Image
- Added image naming to manual cheque so you can copy/paste as you scan an attachment (if applicable)

Cheque Writer CDS.610

- **HUGE HUGE:** Changed the direct deposit email statement to be .PDF so that it can have an overlay and look more professional than the simplified file statement.
- Changed employee A/P notification to be an email message that indicates ‘You have been paid, go to EmployeeConnect for details’ instead of to include payment details in an attachment.

Cash Receipts Entry CRS.401

- Added F2 view attachment
- Added expected attachment name so you can copy/paste as you scan attachment (if applicable)



General Ledger and Reporting

Free Form Report Writer FRW.570

- Added new location restriction to free form report definition. Free Form R/W is now offered in AdminConnect so you needed a way to be able to restrict school reports to each school.

Journal Entry Requisitions GNL.311 ** Huge New Potential !!

- Enhanced the Print to show all details and summary by account
- New F2=View image if an image has been attached to the request
- Corrected Approval process where posting was going in reverse (credit/debit)
- Journal Entry request could occur internally (your own clerks) or could occur on the Web from AdminConnect and then be approved using GNL.320.

Journal Entries GNL.401

- Added F2 view attachment
- Added expected attachment name so you can copy/paste as you scan attachment (if applicable)
- New system check for unique journal entry numbers. For districts that DO NOT WANT journal entries to be re-used – contact Take Two. We will change the setup and this will ensure duplicate adds are not possible.

SchoolBooks: Account Summary Listing by Journal GNS.588

- Be able to restrict to print single/range of Accounts per location on District Summary Report which has HUGE potential on focusing on say just the BNK at each location (would now take 1 page rather than 40 schools and 40 pages). This will only work if schools have common chart of accounts.
- Download now includes full account titles (all parts of account – not just object)

Beginning Account Balance Maintenance

- Show object title and up to four other element titles
- Custom to Fort McMurray: Changed Enforce Control Account Entry to ‘N’ as they do not utilize control accounts. Districts that do not use control accounts and struggle with this option can have us change your default!

Transaction Activity Report Writer GNL.560P

- Previous to this release line details of cheques or receipts would print the heading information even if Include all Details indicated ‘Y’. Now, if all details are requested then line details instead of header will appear. This is especially useful in SchoolBooks.



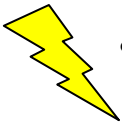
Purchasing

Purchase Order Entry PUR.410

- P/O status is now shown on main Index
- System will now allow a “P”rint on any P/O. Previously would not allow a “P”rint on a closed PO.

Purchase Order Print PUR.410P

- Locked down the selections to prevent someone from accidentally emailing out all P/Os for a financial year (YEP – it happened).
- The person that prints/emails P/Os will now get a confirmation email message after the job completes. This is an important step. It tells you that the job completed and that email services were working. DO not start printing or releasing output until you get this message! This is only applicable if you are emailing P/Os.
- Updated Fax for 10 digit dialing for those customers who have gone to 10 digit dialing (NCOLL)
- HUGE: P/O Fax and email will now accommodate sending the P/O AND attachment (separate documents) through FaxStar or email. For those customers using Faxstar there is an additional module (\$600 one time) that is required to purchase.



Purchase Order Requisitions PUR.420

- Added F2 view attachment
- Attachments for P/O Requisitions can only be done through AdminConnect. They cannot be scanned and copied to a directory (not same process as A/P Invoices).

Purchase Order Approval and Lookup PUR.450

- F2 – view attachment has been enhanced to show F2-Vw Attach and F2-Vw Vendor. This shows the difference between an attachment that will/has been sent to Vendor versus a regular internal attachment.
- **NEW Approval:** Previous options were Approve Y or N. Now it is Y or N or V. V implies to Y approve the P/O and change the attachment to be a Vendor Attachment.

Print Purchase Orders PUR.530

- Added heading to Internal notes so user is aware that these are internal notes that will not print on the P/O to vendor.

Group P/O Requisition Approval PUR.625

- New prompt to Transfer attachments as Vendor Attachments Y/N.

Purchase Order Closing PUR.910

- Important NEW feature: Previously the close date postings defaulted to today’s date and did not align with the P/O initial encumbrance activity. There is a new prompt for close date that defaults today’s date. It is your option to change this to the original P/O date. This will not affect month end as anything old will still post/clear in this month end reporting but visibly the entries will appear alongside the original P/O in the G/L lookup



Warehouse and Stock

- No Changes this release



Permits

Permit Cancellation Maintenance MAT.008

- Added options to exclude printing/sending notification copies so you can print a cancellation internally without that it also emailed and notified users as per permit instructions. The default is still Y so user must change to 'N' if notifications should not be made.

Permit Calendar Activity Report by Location MAT.508

- Now shows block dates on calendar activity listing.

Mass Cancellation of Permit Dates MAT.908

- Added options to exclude printing/sending notification copies so you can print a cancellation internally without that it also emailed and notified users as per permit instructions. The default is still Y so user must change to 'N' if notifications should not be made.



Work Orders

W/O Requisition Entry WOR.402

- Added new FY (Fiscal Year) select to be able to search by description for any work order any year to check on something done/requested.

W/O Maintenance WOR.416

- Added new FY (Fiscal Year) select to be able to search by description for any work order any year to check on something done/requested. It will provide you with W/O number and summary information but you would need to go to that year to access the full details of that work order.
- New Active work order count added beside tradesman line with the goal that as you print and distribute work orders you know how many work orders that person already has outstanding (not handed in/marked completed). Most districts have a custom print – Review your Work Order print and let us know if you need this added!
- VERY NICE: Assigned Tradesman name will appear right on the main screen of the work order beside task. This helps the approver and clerical to know right from the main screen who has been assigned without having to F7-labour.

Mass Complete/Change Work Orders WOR.417

- Added hours field to mass complete. This will allow you to mass complete and indicate hours (will assign to the first labour line of the work order). Previous to this feature it meant going into each work order, assigning the hours and Fx to approve.



School Accounting

Deposit Listing GNS.501

- Now prints first 10 characters of account title beside account# to assist in double-checking account(s) used.
- Do not print additional CASH or CHEQUE titles if there are not being used

GST Statement GNS.502

- For HST provinces show GST/PST breakdown in totals so you have necessary PST and GST values for GST statement

Simple Account Transactions Report GNS.505

- Improved on page breaks and re-stating account information at top of new page

Alberta Cost of Sales List Report GNS.506 **New Report for Alberta******

- New report to collect all cheque information for all schools that relate to Cost of Sales. Schools must indicate COS in first 3 characters of the “Extra 2” line of a cheque. By doing this, district office can run GNS.506 for a date range and collect the necessary COS values for Ministry reporting.

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Transaction Activity Report Writer GNL.560P

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