



November 2011 - Financial Products Release 16.0 (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 to discuss/highlight enhancements – Thursday November 17th, 11am Central**
- 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.
- With email becoming more popular, we are now validating/ensuring correctness in email addresses. Any grammatically incorrect email addresses or occasions where you use the email field badly (for other stuff, to record more than one email address) will now beep as incorrect.
- To continue with moving towards scanning and attachments – more reconciliation reports are showing IMG or NOIMG to confirm that you have saved/attached documents properly. Also schools/departments can consider scanning receiving documents
- 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!

Email CIMS Reports – EMF.900

- Added new prompts for subject and message so in addition to sending the report you can explain the content at time of sending directly to the recipient.
- New Indent feature 'N' to allow user to not move the report. By default CIMS adjusts/moves the output to fit in a normal page. On some occasions for wide GNL.570 reports or other transaction listings moving the document cuts off the right side. On these occasions you can now select to indent N ... only use this on appropriate reports else the left side may start cutting off with no indent. The system will adjust to 'N' automatically for overlay driven reports like Purchase Order, Work Order, and A/R invoice etc.



Accounts Receivable

A/R Customer Maintenance – ARS.310

- Added Email address validation so ensure that grammatically incorrect addresses are not inputted. Bad information in the email address field can bomb your email run!

Invoice Maintenance – ARS.460

- Now disallow the invoice date to be changed in 'C'hange mode as postings all exist with the original date and changing the header could be misleading.

Mass email A/R customers – ARS.525

- Now validates email addresses before sending and will indicate BAD ADDR on email report. If there are any grammatically incorrect email addresses an email will not be sent out to the address.

Cash Receipt Listing – ARS.815

- Reformatted to look more like CRS.510 for cleaner and easier to read report



Accounts Payable

Posted Invoice Lookup and Approval – ACP.460

- For A/P Invoices where the Purchase Vendor is different than the Vendor that you paid – it is confusing in naming the image – which Vendor# to use? Always use the Purchase Vendor in naming the image ... BUT ... in this new release the view will show the image regardless of which Vendor# was used in the image name. This will help old A/P Invoices where you may have misnamed them.

Schedule of Cheques to be written report – APC.515

- For A/P Invoices where the Purchase Vendor is different than the Vendor that you paid – it is confusing in naming the image – which Vendor# to use? Always use the Purchase Vendor in naming the image ... BUT ... in this new release the view will show the image regardless of which Vendor# was used in the image name. An *IMAG will appear.

Posted Invoices Missing Images Report – ACP.713 * New Report**

- New report to identify any invoice (date range select) that does not have an attached image. This can help confirm that you have identified everything appropriately in reconciling your images to invoices.

Manitoba Hydro/Gas Upload – ACP.860

- Custom to Brandon... but worth mentioning to everyone else. The file comes in with a line for gas and a line for hydro. In Brandon's case they charge to a different GL code so we now read the additional type field to assign expense accounts. At the same time we enhanced the description line to indicate which line is for gas and which for hydro.

Upload Public Bodies A/P Entries – CSD.801 **New Option

- New option that will allow districts to upload their Employee public bodies entries from a spreadsheet (rather than to input at A/P Invoice time or input from CSD.401). Districts have been asking for this specifically for employee reimbursements where they are already calculating and working in Excel to easily upload this rather than to have to re-key it.



Cash Disbursements - Cash Receipts

Manual Cheque Entry CDS.401

- Corrected the reimbursement total to consider Voided cheques
 - Added ability in green screen to include attachments with manual cheques (format = client+chq#+docid.pdf SEVEN000122345MANCK).
 - GREAT ADD: For those districts with imprest accounts (schools have bank accounts in regular district funds) or those with additional bank accounts it is possible to use CDS.401? for those restricted staff and the system will
 - Restrict them to their appropriate QCxxx
 - Show them the appropriate bank balance as defined in CDS.100
- ** Make sure that user is restricted in GLB.001 to the appropriate QCxx docid. Make sure that CDS.100 only has one bank account for each of the QCxx active.

Manual Cheque Register – CDS.510

- New IMG or NOIMG to indicate whether you have included an attachment with your cheque

Cheque Writer – CDS.610

- Changed the email statement to include LTRHEAD overlay so attachment looks a little more professional/complete.

Bank Account Definitions – CDS.100

- Great new feature to inactivate old bank account definitions. All customers make sure to go in and inactivate the old bank Ids as this will make your 'F4'ing much cleaner!

Cash Receipt Listing – CRS.510

- New IMG or NOIMG to indicate whether attachments have been included



General Ledger and Reporting

Bank Statement – CDS.620

- New F2 function available to view bank reconciliation statement (if found).
- New ability to copy your bank statement pdf into /cimsfms so it is visible in Bank Rec view. The name appears at top of bank rec statement and is /cimsfms/schlacct/bankstatemdetails.pdf. – JULIANE date !

Cheque Expenditure Listing – CDS.990

- Made a few cosmetic changes to encourage districts to use this as their report to trustees (if you have to report cheques at all). We changed titles to make them more readable, enhanced the page breaking, updated wording from #cheques to #payments (your report may now include direct payments), and removed unnecessarily subtotals. We also save the last selection (by user) so if you do use this monthly it will come up month to month with your last month's selection which should make it easier to ensuring cheque number ranges.
- Added two more docid selections to accommodate for the multitude of CANDB, CANCK, MANCK, ... opportunities.

Control Access to FMS/WHS/FAS Locations – GLB.002

- New ability to restrict a userid to particular departments and catalogues for Bid Requisitions. You can restrict say clerical staff to General catalogue and then have your custodians onboard for Custodial Supplies. Bid requisitions on web will not work for anyone until you have added them/adjusted for these additional fields in GLB.002.

Journal Entry Requisition Approval – GNL.230

- New prompt for Journal Entry Month/Number and now posting date.

Build Journal Entry for Previous Year Prepaid Invoices – GNL.408

- Added grand total values at bottom to use for reconciling.

Journal Entry Listing – GNL.520

- New IMG or NOIMG to indicate whether attachments have been included

Search Open/Closed GL Transactions Report – GNL.548

- Added option to limit search to a specific journal identifier, i.e. search A/P journal only

General Financial Report Writer – GNL.570

- ****Significant**** The default month now defaults to one month past last close. This means if you just 'P'rint the report it will now include YTD figures. Previous to this release the default month was last month closed.
- ****HUGE**** Reminder that in addition to the SCHOOL SUMMARY report you have created for your main school report – consider adding a SCHOOL CUM PREVIOUS YEAR. Copy the same report but use the FY (Fiscal year) on second page to point to previous year records. This way in AdminConnect schools can run current year and previous year!!!

Search G/L Transactions – GNL.548

- Added new limit to Journal ID (only include C/D Disbursements)



Purchasing

Record Message Text for Purchase Orders – PUR.202

- New prompt in message to ‘Allow Schools to Select’ ... Districts can review their messaging and determine which ones schools should be able to select – all those marked ‘N’ can be used by unrestricted users and can still default on Purchase Orders – just not maintainable by schools.
- New prompt ‘Add Message to P/O Notifications’ ... So the Message text will appear in the email to the P/O Notification. If you have additional details that you want highlighted on the email message – this will do it.

Maintain Vendor Records – PUR.301

- Added Email address validation so ensure that grammatically incorrect addresses are not inputted. Bad information in the email address field can bomb your email run!
- ****Important**** Added new 3rd page for P/O Print information. This will help to reduce your message codes as you can use this per Vendor Specific details. It will print in the same area as message text. Check your first P/O print to confirm your district custom P/O format handles it. You will have to contact us to confirm on your print/email/fax where it should print.
- New default account number on Vendor. Anytime a user goes to create a P/O requisition or P/O to this vendor the default account will be selected.

Purchase Order Lookup and Approval – PUR.450, PUR.460

- Added new F10 – View Vendor attachment. Previous to this release it was just an F2 ... now F2=internal attachment, F10=to be included with the P/O to Vendor attachment

Mass email Vendors – PUR.525

- Now validates email addresses before sending and will indicate BAD ADDR on email report. If there are any grammatically incorrect email addresses an email will not be sent out to the address.

Scanning of Packing slip/Receiving Document * NEW FEATURES****

- In AdminConnect – user can now attach the packing slip or receiving document. Only one attachment is allowed so if there are many packing slips per P/O – recommended process is to hold off on scanning until complete order has arrived then scan and chuck paperwork.
- Purchase Order Lookups and Invoice lookups have been adjusted for a new Function key F11=View Receiving document.



Warehouse and Stock

Delivery Location Codes – REQ.210

- To add flexibility in Warehouse requests for stock – new default account, warehouse code, and docid selections are available per location and must be filled in one time in order for web requests for stock to work. Now that custodial and clerical are online – this allows you to direct clerical (docid STxxx) to a particular account and items (central stores items) and custodial to a different account and only their appropriate items (CS items docid CSxxx)

Backordered Stock Item Listing – REQ.540

- Improved readability of the report by adding message next to account – reducing lines
- Added summary of backordered items and preferred Vendor to assist in knowing what needs to be ordered based on backorder requests.



Permits

Permit Maintenance MAT.004

- New ability to add an attachment to a permit and new F2=View attachment. Same method as rest of finance – name and copy document to appropriate folder .. in this case ‘/permits/permit#(9)PR.pdf’



Work Orders

W/O Requisition Entry WOR.401

- New priority code of CN = Cancelled which will put the work order in its own Cancelled status rather than to complete it with no work/activity.

Work Order Maintenance and Approval – WOR.416

- New F16 to cancel and close a work order. Make sure all districts have defined a CN (Cancelled code) in WOR.206
- System now will only allow a F15 to complete a work order on ones that have been turned into work orders. Impossible to Complete a Requisition – must become a work order first.

Mass Complete Work Order – WOR.417

- Added Internal note field to mass complete ... can update that text right from mass complete when additional notes are required at time of completion.
- NOTE: You do not have to indicate a DOCID ... at minimum require Work Order # to complete – all other fields optional and as you see necessary.

Work Order Listing by Tradesman – WOR.553 **New Report**

- New report of work order information by tradesman (select one or run for all with Page Break Y/N).

Work Order Summary Report – WOR.894

- New selection to run report based on total tradesman hours OR by count of work orders (number of work orders and number of staff that worked on work order rather than time spent).



School Accounting

Simple Transaction Report – GNS.505

- Now prints out the line description rather than header description for all items (not just 9999 vendor cheques). This should result in more meaningful reports to the end user as they will get more description on the report without having to look online.