



Release Notes – Build 391

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System Administrator – Task List

Pre-Installation Recommendations

Support Subscription

We do not advise installing an update without a support subscription. Besides being able to submit support tickets, a support subscription gives you access to the “Training Company” option described above. A support subscription also enables your users to review the video training courses listed below.

Training Company Preview

With each new product build, we recommend that you install the “Training Company” option before you apply the product update. This enables your users to make practice entries in advance on the screens they commonly use so that there are no surprises when you go live. The training company installation file can be downloaded from the “What’s New” area of the online support center.

Resolved Programming Issues

A list of resolved programming issues in build 391 is available in the “What’s New” area of the online support center.

Review New Training Videos

We recommend that your accounting users review these new training videos in the online support center.

Setup Training Courses

Customers

- Customer Terms

Suppliers

- Supplier Terms

How Do I? Training Courses

Accounts Receivable

- Payment Reversal
- Credit Card Processing

Accounts Payable

- Paying by Credit Card
- Misc Credit Card Charges
- Credit Card Payment

Banking

- Ledger Setup
- Supplier Setup
- Bank Accounts
- Merchant Accounts
- Credit Card Accounts
- Bank Deposits
- Bank Account Transfer
- Merchant Account Transfer
- Bank Reconciliation
- Reconciliation Startup
- Credit Card Reconciliation
- Account Balances Inquiry

Update Installation Tasks

Print Operating Guide

If you maintain a hard copy of the *Operating Guide* for user reference, reprint the guide in its entirety to update to the most recent documentation.

Implement New Credit Card Features

See *Appendix A – Credit Card Processing Implementation* for a list of the specific steps required to implement build 391's new credit card processing features.

New Features

Forms Edit – Invoice

(Utilities – Forms Edit – Invoice)

A new sub-report has been added that allows shipping information to be added to the invoice, including the shipment number, ship date, ship method, number of packs, and total weight. This new sub-report is invisible by default and must be edited to become visible if you wish to print shipping information on the invoice form.

Forms Edit – Quote, Acknowledgement, Packing List, Invoice

(Utilities – Forms Edit – Quote, Acknowledgement, Packing List, Invoice)

A new sub-report has been added that prints customer cross-reference information. The customer part number and customer description are visible by default. The customer quantity (order quantity * customer multiplier) is also available, but must be made available through editing.

Customer Terms

(Sales – Sales Setup – Customer Terms)

A new *Credit Card?* checkbox option is available to handle customer payments made by credit card. When this option is selected you also specify a default banking account and payment type. When a credit card payment term is applied to an invoice, at time of invoice printing, you are prompted to apply immediate payment to the default banking account.

NOTE: This feature is not available if you are using the *Financial Transfer* module.

Sales Orders

(Sales – Sales Orders)

When the new “credit card” type payment term is applied to an invoice, at time of invoice printing, you are prompted to apply immediate payment to the default banking account.

Job Data Views (New)

(Jobs – Job Data Views)

Five new data views are now provided on the *Jobs* menu:

Total Job Hours

Use this data view to list job hours and work center completion quantities. Standard layouts include:

- Hours by Work Center and Primary Output

- Hours by Primary Output and Job
- Worker Job Hours
- Worker Job Hours by Day

Closed Job Cost Summary

Use this data view to get a listing of summarized job costs, including a comparison of estimated versus actual cost. Standard layouts include:

- Unit Cost by Primary Output

Closed Job Performance

Use this data view to get a listing of estimated versus actual job hours. Standard layouts include:

- Estimated vs Actual Hours
- Estimated vs Actual Hours and Setup

Work Center Performance

Use this data view to get a listing of estimated versus actual job hours within each work center. Standard layouts include:

- Est vs Actual by WC and Primary Output

Worker Performance

Use this data view to get a listing of estimated versus actual job hours by worker. Standard layouts include:

- Est vs Actual by Worker
- Est vs Actual (all columns)
- Est vs Actual by Primary Output, Worker
- Est vs Actual: Primary Output, WC, Worker

Supplier Terms

(Purch – Purchasing Setup – Supplier Terms)

A new *Credit Card?* checkbox option is available to handle supplier payments paid by credit card. When this option is selected you also specify a default credit card banking account and payment type. When a credit card payment term is applied to a supplier invoice, at time of invoice posting you are prompted to make immediate payment from the credit card banking account.

NOTE: This feature is not available if you are using the *Financial Transfer* module.

PO Invoices

(PO– PO Invoices)

When a new “credit card” payment term is applied to a PO invoice, upon updating you are prompted to immediately pay the invoice through your credit card banking account.

AR Payment Types

(AR – Accounts Receivable Setup – AR Payment Types)

Formerly, Accounts Receivable and Accounts Payable shared a common *Payment Types* table. The existing *Payment Types* table is now used for *AP Payment Types* and a new table is now used for *AR Payment Types*. This new table is initially populated by the same values that were used in the old table. *AR Payment Types* are user-defined and are assigned to one of these four payment methods:

- **CHECK**
- **CCARD**
- **FILE**
- **CASH**

Customer Payments

(AR – Customer Payments)

Formerly, customer payments were deleted when there were insufficient funds or errors were made. Now this is handled with a reversal process where the original payment record remains and a reversal payment record is created.

AR Data Views

(AR – Data Views)

This new *Customer Aging* data view replaces the old *Customer Aging Inquiry* and provides all the capabilities associated with the standard data view utility.

Customer Detail Aging

Customer Summary Aging

Customer Past Due Aging

(AR – Reports)

Formerly, each of these reports had its own layout. These layouts have been replaced with a common, standardized layout.

AP Payment Types

(AP – Accounts Payable Setup – AP Payment Types)

A new 'CCARD' payment method has been added. Payment types with this payment method are used for paying supplier invoices by credit card.

Supplier Invoices

(AP – Supplier Invoices)

When a new “credit card” payment term is applied to a supplier invoice, upon updating you are prompted to immediately pay the invoice through your credit card banking account.

Misc Credit Card Charges (New)

(AP – Misc Credit Card Charges)

Use this screen to enter miscellaneous credit card charges such as meals, entertainment, and travel expenses. These expenses are posted to the general ledger and flow through to the *Account Reconciliation* screen for matching with your credit card statement.

Credit Card Payment (New)

(AP – Credit Card Payment)

Use this screen to make a payment against any of your credit card accounts. You have the option of making the actual payment now or creating a payable to be paid later through the *Payment Processing* screen.

AP Data Views

(AP – Data Views)

This new *Supplier Aging* data view replaces the old *Supplier Aging Inquiry* and provides all the capabilities associated with the standard data view utility.

Supplier Detail Aging

Supplier Summary Aging

Supplier Past Due Aging

(AP – Reports)

Formerly, each of these reports had its own layout. These layouts have been replaced with a common, standardized layout.

Account Assignments

(GL – General Ledger Setup – Account Assignments)

Banking Tab

Formerly, all bank accounts had the same account assignments. Now there are separate account assignments for ‘Bank Account’, ‘Merchant Account’, and ‘Credit Card’ type banking accounts.

‘Bank Account’ types have four account assignments: *Asset*, *Interest Income*, *Bank Charges*, and *Merchant Fees*. ‘Merchant’ type banking accounts have an *Asset* account assignment and ‘Credit Card’ type accounts have a *Liability* account assignment.

Banking Accounts

(Bank – Banking Setup – Banking Accounts)

A new *Type* field enables banking accounts to be categorized as 'Bank Account', 'Merchant' account, or 'Credit Card' account types. Existing bank accounts are categorized as 'Bank Account' types.

A new *Inactive* checkbox removes a banking account that is no longer being used from lookups on payment processing screens.

Bank Account Transfer

(Bank – Bank Account Transfer)

An option has been added to transfer funds between bank accounts through a payment by printed check.

Merchant Account Transfer (New)

(Bank – Merchant Account Transfer)

This new screen is used to transfer customer credit card payments from a merchant account to its designated bank account.

Account Reconciliation

(Bank – Account Reconciliation)

When reconciling 'Bank Account' type accounts, a new *Merchant Fees* button enables the entry of monthly merchant account fees associated with the processing of customer credit card payments.

NOTE: This button is only visible when a *Merchant Fees* account assignment is made against this bank account.

When reconciling 'Credit Card' type accounts, a new *Ccard Fees* button enables the entry of credit card fees such as interest charges or late fees.

Account Balances Inquiry

(Bank – Account Balances Inquiry)

The screen now has separate panels for cash accounts and liability accounts.

Appendix A – Credit Card Processing Implementation

Credit card processing has been extensively enhanced throughout the three DBA financial modules – Accounts Receivable, Accounts Payable, and Banking. Perform these steps to take advantage of these new capabilities.

Create Merchant Account(s)

(Bank – Banking Setup – Banking Accounts)

If any of your existing bank accounts are being used as a “merchant” account, into which customer credit card payments are temporarily received until they are transferred to an actual bank account, select the *Inactive* checkbox to inactivate the account. Create a new ‘Merchant’ type banking account to replace it. Assign this new account the same *Asset* account as the old account so there is no need to transfer the account balance. Change the GL account description in the *Chart of Accounts* screen, if needed.

Create Credit Card Account(s)

(Bank – Banking Setup – Banking Accounts)

If any of your existing bank accounts are being used as a “credit card” account for payment of supplier invoices and miscellaneous expenses, select the *Inactive* checkbox to inactivate the account. Create a new ‘Credit Card’ type banking account to replace it. Assign this new account the same *Liability* account as the old account so that there is no need to transfer the account balance. Change the GL account description in the *Chart of Accounts* screen, if needed.

Create Credit Card AR Payment Type(s)

(AR – Accounts Receivable Setup – AR Payment Types)

Create one or more *AR Payment Types* with a *Method* of ‘CCARD’ to handle each of the credit card payment terms you offer your customers.

Create Credit Card Customer Terms

(Sales – Sales Setup – Customer Terms)

Create new ‘Credit Card’ type customer terms for each of the credit card payment terms you extend to your customers. Assign each such payment term to a ‘Merchant’ banking account and to a ‘CCARD’ method payment type.

Review Customer Terms Assignments

(Sales – Customers)

Review customers that pay by credit card and change their payment terms to the new credit card payment terms.

Create Credit Card AP Payment Type(s)

(AP – Accounts Payable Setup – AP Payment Types)

Create one or more AP Payment Types with a Method of 'CCARD' to handle each of the credit cards you use to pay suppliers and charge miscellaneous expenses.

Create Credit Card Supplier Terms

(Purch – Purchasing Setup – Supplier Terms)

Create new 'Credit Card' type supplier terms for each of the credit cards you use to pay suppliers and charge miscellaneous expenses. Assign each such payment term to a 'Credit Card' banking account and to a 'CCARD' method payment type.

Review Supplier Terms Assignments

(Purch – Suppliers)

Review suppliers that you pay by credit card and change their payment terms to the new credit card payment terms.

Credit Card Processing

Now that credit card setup is completed, you can perform the following processes:

Customer Invoices

When the new "credit card" type payment term is applied to an invoice, at time of invoice printing, you are prompted to apply immediate payment to the default banking account.

PO Invoices & Supplier Invoices

When a new "credit card" payment term is applied to a supplier invoice, upon updating you are prompted to immediately pay the invoice through your credit card banking account.

Misc Credit Card Charges

Use this screen to enter miscellaneous credit card charges such as meals, entertainment, and travel expenses. These expenses are posted to the general ledger and flow through to the *Account Reconciliation* screen for matching with your credit card statement.

Credit Card Payment

Use this screen to make a payment against any of your credit card accounts. You have the option of making the actual payment now or creating a payable to be paid later through the *Payment Processing* screen.

Merchant Account Transfer

This new screen is used to transfer customer credit card payments from a merchant account to its designated bank account.

Reconcile Old and New Account(s)

(Bank – Account Reconciliation)

When you reconcile each of your next credit card account statements, some transactions will be matched against the old account and some against the new account.

After you match all transactions that were posted to the old account, save and close that reconciliation, even though it will not match the statement. Go to the *Account Balances Inquiry* and obtain the *Non-Reconciled* amount against the old account.

Now create a beginning reconciliation against the new account. Enter the credit card account statement's previous balance in the *Previous Statement Balance* field. Enter the *Non-Reconciled* amount from the old account in the *Adjustments* field. Match all transactions that were posted against the new account. The sum of the *Adjustments* and the matched transactions should equal the statement balance. Save the reconciliation. All future reconciliations will be confined to the new account.

NOTE: Reconciliation only applies to new 'Credit Card' type accounts. 'Merchant' type banking accounts do not need to be reconciled.

Inactivate Old Account(s)

(Bank – Banking Setup – Bank Accounts)

You can now select the *Inactive* checkbox against each of your old merchant and credit card banking accounts so that they are no longer listed on lookups and the *Account Reconciliation* screen.