May 22, 2018 (Version 9.0.0)

Enhancements

Accounts Receivable

- **Modify** > **Customer Information** > **[Customer]** > **Edit** > **Relationships**: Added the ability to manage families and other relationships.

Bank Account Management

- **Modify** > **Positive Pay Layouts**: Added an option for Positive Pay formats to print payee names the way they appear on the corresponding check.

General

- **.NET Framework**: Updated to use .net Framework 4.6.2.

- **Email**: Upgraded email to communicate on tls1.2.

General Ledger

- **View** > **Posted Journals** > **Print Journal Inquiry Report**: The Project column now appears in the Journal Inquiry report if the detail lines have a project associated with them.

Remittance

- **Remittance**: Added the Remittance module.

Utilities

- **Utilities** > **AD Hoc Reports**: Added an Ad Hoc reporting feature to allow the creation of custom reports. (phase 1)

Fixes

Accounts Payable

- **Enter** > **Credit Card Transactions**: Fixed an issue where credit card transactions were creating journals with invoice date instead of selected posting date.

- **Manage** > **Payment Processing**: Updated the AP ACH files to have the word AUTOPAYMNT for the description instead of the date.

- **Reports** > **Aged Analysis**: Discounts are now included in the totals of the Aged Analysis report.

- **View** > **Transaction Inquiry** > **Details**: Fixed a display issue that was keeping users from seeing the account structure in Transaction Inquiry.

- **View** > **Transaction Inquiry** > **Print Transaction Inquiry Report** > **Report Preferences** > **Print Format** > **Summary**: Fixed an issue with the Transaction Inquiry Report where discount was being deducted twice in the total.

- **Manage** > **Unposted Transactions** > **Post Transactions**: Posting a Manual check will no longer give an error message when the GL interface is turned off.

Accounts Receivable

- **Reports** > **Aging Period Summary**: Aging Period Summary will now include voided checks correctly.

Bank Account Management

- **Modify** > **Bank Account Information** > **Add New Bank Account**: Newly created asset accounts can now be used as bank accounts.

General Ledger

- **Reports** > **Preliminary Budget**: The Preliminary Budget report now calculates totals correctly when both invoice and expense accounts are being totaled together.

- **Modify** > **Budget Information**: Fixed an issue with notes not being saved correctly on $0 budgets.

- **Manage** > **Unposted Journals** > **change (Current Financial Settings)**: Error no longer appears if a user switches years or companies in the Current Financial Settings while editing an unposted journal.

Purchasing Management

- **Enter** > **Request**: Fixed an issue where users could enter accounts from multiple companies.

- **Enter** > **Request** > **Update**: When a new vendor is selected on a request, the email address on the request will change to the newly selected vendor's email address.

Payroll

- **Modify** > **Compensation Information** > **[Compensation]** > **Edit Distribution**: Fixed an issue in Compensation Information and Deduction Information where sometimes the wrong distribution would open when clicked.

- **Modify** > **Compensation Information**: Corrected a display issue in Compensation Information and Deduction Information where users could not see accounts that were typed into the Distribution instead of selecting.

- **Manage** > **Payroll Processing**: Fixed an issue where the tax basis was incorrect when employer was not withholding FICA tax.

- **Manage** > **Payroll Processing**: Fixed an issue on Payroll checks where name was sometimes cut off.

- **Manage** > **Payroll Processing**: The button to Download the Positive Pay File now appears at the end of the check run for employees that are set up for ACH but the option to 'Do Not process ACH, print checks for all' is selected.

- **Modify** > **Tax Table Information**: Corrected Utah's tax calculations.

May 13, 2018 (Version 8.10.4)

Fix

Payroll

- **Modify** > **Tax Table Information**: Fixed the way Oregon state taxes are calculated to match state documentation.

- **Modify** > **Tax Table Information**: Updated OR tax calculations.

April 27, 2018 (Version 8.10.3)

Fixes

Payroll

- **Modify** > **Tax Table Information**: Updated the 2018 Oregon State Withholding tax tables.

- **Modify** > **Tax Table Information**: Updated the 2018 Colorado State Withholding tax tables.

April 08, 2018 (Version 8.10.2)

Fixes

Accounts Payable

- **Reports** > **1099s** > **Report Type** > **Use E-File Service**: Updated code to support Nelco's 1099 E-File Service.

Payroll

- **Payroll Processing**: Corrected an issue where the program was asking for a valid date during payroll processing when using Chrome version 60+.

- **Reports** > **941 Summary**: Updated code to support Nelco's 941 E-Filing as well as 2018 printed forms.

Purchasing Management

- **Requests** > **Detail Tab** > **Remaining Budget**: Corrected an issue with budget figures showing incorrectly when using multiple detail lines with different General Ledger periods.

March 13, 2018 (Version 8.10.1)

Enhancements

Security Setup

- **Users**: Added a "Locked?" check box that allows those with Admin rights to lock or unlock users.

Fixes

Accounts Payable

- **Manage** > **Payment Processing**: Fixed an issue where the postal code extension for a vendor's address was wrapping down to a second line when printing checks.

- **Reports** > **1099s**: Fixed an error that would occur in some circumstances when selecting to use the E-File option. The error was also fixed when running W2's in Payroll.

Payroll

- **Modify** > **Tax Table Information**: Updated the 2018 Louisiana State Withholding tax tables to comply with the state issued Emergency Order.

February 27, 2018 (Version 8.10)

Enhancements

Portal

- **Purchasing** > **Request a Purchase Order**: The Unit Price now rounds to four decimal places instead of only two decimal places.

Applications

- **Utilities** > **Organization**: The Security Settings tab has a new "Security Lock Account" section which allows you to lock out users for a specified amount of time after they enter an incorrect password a specified number of times within a specified number of minutes. For example, by setting the Threshold Count = 5, Threshold Minutes = 10, and the Duration Minutes = 60, you can lock out a user after the user attempts to log in more than 5 times within a 10 minute time frame and the program will keep that user locked out for an hour (60 minutes).

Fixes

Accounts Payable

- **Manage** > **Credit Card Statements** > **Update**: Modified the Payments/Credit grid so that the column headers (Amount, Date, and Vendor) align with their respective columns.

- **Manage** > **Payment Processing**: Fixed an issue where today's date displayed as the invoice date on the check stubs and vouchers.

- **Manage** > **Recurring Payments**: Modified the "Transfer Recurring Payments – Due Date" field so that it defaults to the current month and year and not the period and year specified on the Current Financial Settings window.

- **Reports** > **Cash Requirements**: Fixed an issue where the invoice number was partially truncated if the invoice was created from a recurring payment.

- **Reports** > **Vendor Summary**: Fixed an issue where the Vendor Summary report displayed 0 entries if it was run for the first fiscal year of a company.

- **Enter** > **Transaction**: Modified the Link to Purchasing Management button to display purchase orders that have been partially paid. Previously, if you had a partially paid purchase order that only had one detail line with a quantity of one, the Transaction Entry page did not display the PO as available for the remaining amount of money when clicking the Link to Purchasing Management button.

- **Enter** > **Transactions**: Fixed an issue where clicking the Apply button was retaining the ACH information of the previous vendor.

- **Enter** > **Transaction**: Fixed an issue where using the Plus "+" key to tab to the Invoice Date field did not highlight the date.

- **Modify** > **Vendor Information**: Modified the Enter Transaction page to automatically calculate the Due Date if the Vendor has "Terms" specified on their Vendor Information page. (Examples of Terms that can be specified on the Vendor's record where the invoice is due 7 days after the Invoice Date include the following: /7, /7/, 0/7, 0/7/, 0/7/0, 0/7/30.)

- **Enter** > **Transactions**: Fixed an issue where the ACH Information was being retained when entering consecutive recurring entries. This was also corrected in AR > Enter > Recurring Charge.

Bank Account Management

- **View** > **All Items**: Fixed an issue where an item entered with a negative amount was being saved as a positive amount.

General Ledger

- **Modify** > **Budget Information**: Fixed the Budget Revision grid to display the budget revision notes when hovering over the Note icon instead of the original budget notes.

- **Modify** > **Budgeted Financial Formats**: Changed the Alert Message window to display the following message when entering an incorrect password, "You must provide the correct password before you can update this report".

- **Reports** > **Preliminary Budget**: Fixed an error that would sometimes occur if the option "Use Revised Budget for Prior Year?" was selected.

- **Reports** > **Budgeted Financial Statement**: Long account descriptions now display on the report if the description does not have spaces and the option for 'Wrap account description?' is not selected. Previously, long account descriptions did not display on the report. This was also fixed for the Statement of Activities report.

- **Reports** > **Budget Financial Statement**: Calculated columns now include totals from sub-accounts even when the "Show Sub Accounts" checkbox is not checked.

- **Reports** > **Preliminary Budget**: Fixed an issue where the "Actual" columns were only including the period selected instead of the entire fiscal year.

- **Reports** > **Special Reports**: Corrected an issue with the Statement of Financial Position where it displayed zeros in the columns if the "Columnar By Fund?" option was selected and the database is using GLPlus.

- **Manage** > **Unposted Journals**: Users are no longer able to save journal entries if the journal or detail dates do not match the period if the option "Require the Posting Date and the Period to match on all Journals?" is selected on the Company Information page.

- **Reports** > **Budgeted Financial Statement**: Fixed the drill-down capability to correctly display the sub-account information.

Purchasing Management

- **Modify** > **Approval Paths**: Fixed an error that occurred if a user edited an Approval Path that contained an inactive user.

- **Enter** > **Requests**: Approvers can enter account numbers if the requester left it blank (from the portal for example) without having to "un-approve" the PO.

- **Enter** > **Requests**: Fixed an issue where checking "Approved" was not sending an email to the next user in the Approval Path.

- **Requests** > **Approve**: Fixed an issue where the purchase order detail was overlapping the Amount and Budget line if it was over 30 characters long. (This is the Approval page that appears when a user clicks the approval link from a PO email.)

Portal

- **Purchasing**: Fixed an issue that caused the "Request a Purchase" page to not appear if the company name contained quotation marks.

Payroll

- **Modify** > **Employee Information**: Fixed an issue on the Compensations tab where the Classification and Rate columns were blank if the Starting Date for the Compensation was entered as a future date.

Security

- **SECURITY SETUP** > **USERS**: Modified the validation of adding new users to allow unlimited "External-Only" users instead of checking the license limit for Active users.

January 28, 2018 (Version 8.9.3)

Fixes

Payroll

- **Modify** > **Tax Table Information**: Added a "Locality Name" field to the County and Local tax tables. This allows you to specify a locality name to display on Box 20 of an employee's W-2. If this field is blank, then the state abbreviation displays in Box 20.

- **Reports** > **W2s**: When an employee has more than two lines for State wages or more than two lines for Local wages, the second W-2 was fixed to display the correct tax description. Previously, it was repeating the tax description from the first W-2.

January 16, 2018 (Version 8.9.2)

Fixes

Payroll

- **Modify** > **Compensation Information**: Added the ability to select code "FF" as a Box 12 Code when setting up a compensation. This is used to record Qualified Small Employer Health Reimbursement Arrangement (QSEHRA).

- **Reports** > **W2s**: W-2 File for Electronic Submission is now including necessary fields and amounts to accommodate the newly added reporting of Qualified Small Employer Health Reimbursement Arrangement (QSEHRA). This affects the "RW" and "RT" records.

- **Reports** > **W2s**: Box 12a on the W-3 has been fixed to include deduction amounts marked with code "EE".

January 5, 2018 (Version 8.9.1)

Fixes

Bank Account Management

- **Modify** > **Bank Account Information**: Modified the program so that the "Print Dollar Sign on Checks?" check box determines if Accounts Payable or Payroll checks contain a dollar sign. Previously, the "Include $ sign in Reports?" check box on the Utilities > Organization page was sometimes overriding this option.

General Ledger

- **Modify** > **Budget Information:** Fixed an issue where the grid was not sorting accounts with sub-accounts correctly.

- **Manage** > **Unposted Journals**: When posting a journal, the description for the bank account detail line is used as the description for the bank account item in Bank Account Management instead of a standard "deposit" or "withdrawal" description.

Payroll

- **Manage** > **Manual Checks**: Modified the Post Manual Checks process to correctly use the account number specified on the Non-Cash Compensation distribution when creating the corresponding journal entry.

- **Manage** > **Payroll Processing**: When processing a check that has both a compensation and a deduction that are both not subject to federal taxes, it reduces the tax basis correctly. This is also being done for state and local tax basis.

Portal

- **Portal**: Fixed an issue where you were not able to search for a Cost Center if you were using a company that has Cost Center levels.

December 12, 2017 (Version 8.9)

Enhancements

Accounts Payable

- **Manage** > **Credit Card Statements**: The "Electronic Funds Transfer" option located on the Enter Transaction page is now available on the Credit Card Reconcile Payment window. This window appears after clicking the Finish button on the Credit Card > Reconcile > Update page.

General Ledger

- **Modify** > **Budget Information**: The Budget Information page has been modified to display only active accounts by default. A "Show Inactive Accounts" check box was added to the Filters area and it defaults to not being checked. This check box also affects the budget export feature. For example, if the "Show Inactive Accounts" check box is not checked, then only active accounts are exported.

Purchasing Management

- **Manage** > **Request**: Added an option to print unapproved requests on purchase order forms. This is done by checking the "Print Request on PO Form" check box located on the Company Information page. If this option is checked, then a PO Form is generated after clicking the Print button on the Manage Requests page. If not, then the Request Approval form (Request List) is generated.

Portal

- The "Submit for Approval" checkbox now defaults to being checked when creating a request through the Financials Portal.

Scanner Client

- There have been several key improvements to the Scanner client to help with managing the resources on your PC. The Scanner client now automatically turns off after 20 minutes of inactivity. In Addition, the "Run on Windows Start" option has been removed. Instead, a desktop icon is created when installing the Scanner client to help with ease of access to the utility. Also, an auto update feature was added so future enhancements can be updated seamlessly. (For this update, the Scanner.Client.exe file will need to be reinstalled to take advantage of these new features.)

Fixes

Accounts Payable

- **Enter** > **Transaction**: If a vendor has an ACH Account set up on their record with a check mark on the "Default" field, then the ACH check box is always checked by default when entering a new invoice.

- **Manage** > **Unposted Transactions**: When posting multiple EFT transactions at the same time, the same item number was assigned in Bank Account Management. This has been fixed to assign separate item numbers for each EFT transaction.

- **Manage** > **Payment Processing**: Modified the email vouchers to display the Check Date specified on the Check Information window as the "Pay Date" on the voucher. Previously, the "Pay Date" was using the system date on the email vouchers.

- **Manage** > **Payment Processing**: The Report Preferences for the Edit Report were modified so that the Report Type drop-down includes the "Images" option. (It appears that moving the scanned attachments to being stored as PDF files disconnected this option.)

- **View** > **Transaction Inquiry**: Modified the Invoice Total From and To fields to accept negative amounts when searching for invoices. Also, modified the *Clear Filters* link to set the Invoice Total From and To fields to $0.00. Having both of these fields set to $0.00 displays ALL invoice totals, whether negative or positive.

- **View** > **Transaction Inquiry**: Fixed the Transaction Inquiry Report to display the vendor name and full expense account and also made some improvements to the column spacing.

- **View** > **Transaction Inquiry**: The Check Total filter is now working properly. It is no longer totaling multiple invoices that shared the same check number and it excludes voided and undone invoices.

Accounts Receivable

- **Enter** > **Payment**: Fixed an issue where an extra line was being added to the journal entry when posting a payment that used Unapplied Cash.

- **Manage** > **Unposted Invoices**: Modified the program so that journal entries are no longer created when posting invoices if the Revenue Center is set to Cash Basis.

- **Recurring Payments**: When processing a payment using ACH and entering a new ACH account, the new account is now correctly updated on the Bill To record. (Previously, the account was updated on the Customer record.)

- **View** > **Transaction Inquiry**: Fixed a display issue on this page. Some thin vertical blue lines would appear if the column widths were adjusted.

Bank Account Management

- **Enter** > **Transaction**: Fixed an issue where changing the header date on a transaction did not format the detail dates properly.

- **Manage** > **Bank Statements**: Fixed an issue where importing the Electronic Bank Statement would sometimes not mark a transaction as cleared even though it matched the transaction being imported.

General Ledger

- **Manage** > **Unposted Journals**: Fixed an error that occurred when saving an out of balance journal entry. An "Out of Balance" journal is now saved correctly as a pending journal.

- **Manage** > **Unposted Journals**: Fixed an issue where the same Item number was assigned for separate journal entries when posting the journal entries to Bank Account Management. The journal entries now post as separate item numbers when being sent to Bank Account Management.

- **Manage** > **Account Amortization**: Fixed the Run Amortization process to include the projects when creating the corresponding journal entries.

- **Reports** > **Special Reports**: Fixed the drill-down option on the Budgeted Financial Statement special report to display the associated journals correctly. Previously, it was displaying a blank Posted Journals page.

- **Modify** > **Chart Of Accounts**: Fixed an error that would occur if the Account name or Group name contained either the Greater Than ">" or Less Than "<" brackets.

Loan Processing

- **Reports** > **1098s**: Fixed an issue where the foreign address for a company was not displaying correctly on Form 1098.

Purchasing Management

- **Manage** > **Requests**: Fixed an error that would occur in certain circumstances when rejecting a request.

Portal

- **Request a Purchase**: Fixed an error that occurred on the Portal when using Funds and entering a purchase order request with more than five lines of detail.

Payroll

- **Enter** > **Employees to Pay**: Fixed an issue where the # Pay/Year drop-down would not allow the user to deselect the "2 for Semi-Annually" option if another # Pay/Year was also selected at the same time.

- **Enter** > **Manual Checks**: Fixed an issue where you were not able to save a manual payroll check if the net total was zero. Modified the manual check to allow you to enter the same compensation distribution twice even if they are both for a $0.00 amount. Also, fixed the update process so that a manual check that nets to $0.00 does not send a journal entry to the General Ledger.

- **Manage** > **Payroll Processing**: Fixed an issue where Extra Dollars or Extra Percent was not being taken out if the tax table did not have a rate table.

- **Manage** > **Payroll Processing**: Fixed an issue where Deductions set to "% Federal Gross Without non-cash" were not calculating the basis correctly.

- **Reports** > **941 Summary**: When creating a 941 report and combining companies with the same EIN, the program is now correctly calculating the number of employees.

- **Reports** > **California Wage And Withholding**: Fixed an error that would occur when sorting by Social Security Number.

- **Modify** > **Employee Information**: Changed the minimum compensation amount allowed for hourly employees from $7.25 to $0.00.

- **Utility** > **Void Checks**: Voiding a payroll check now correctly reduces the "Applied" amount for any deductions assigned to the voided check. (The "Applied" field is located on the Deduction tab of the Employee Information page.)

Security Setup

- **Users**: Fixed an issue where the security settings were not being implemented if the user rights or the assigned role rights had been modified after the initial setup of the user.

Utilities

- **Combine Duplicates**: Fixed an error that would occur in certain circumstances when combining duplicate records.

- **Payment Providers**: Modified the page to contain both a "Merchant Account" and "Sub-Merchant Account" field so that it is now consistent with the ShelbyNext Giving Admin site. The "Sub-Merchant Account" field replaces both the Shared Key and Page Name fields.

# September 12, 2017 (Version 8.8.2)

Enhancements

Other

- **Attachments** > **Scan**: The Scan.Client.exe file was modified to time out after 20 minutes to reduce unnecessary network traffic that was affecting other programs.

Installing and Running the new Scanner Client

1. The first step is to exit and remove the current Scanner Client. Right-click on the **Scanner Client** icon in the System Tray and then select the "Exit" option.
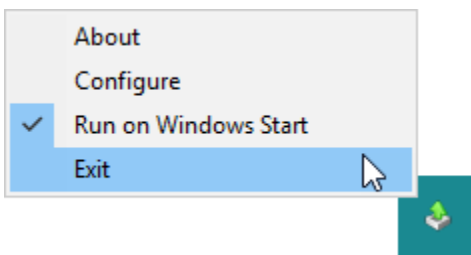
2. Next, locate the **Scan.Client.exe** file and delete it from your PC.
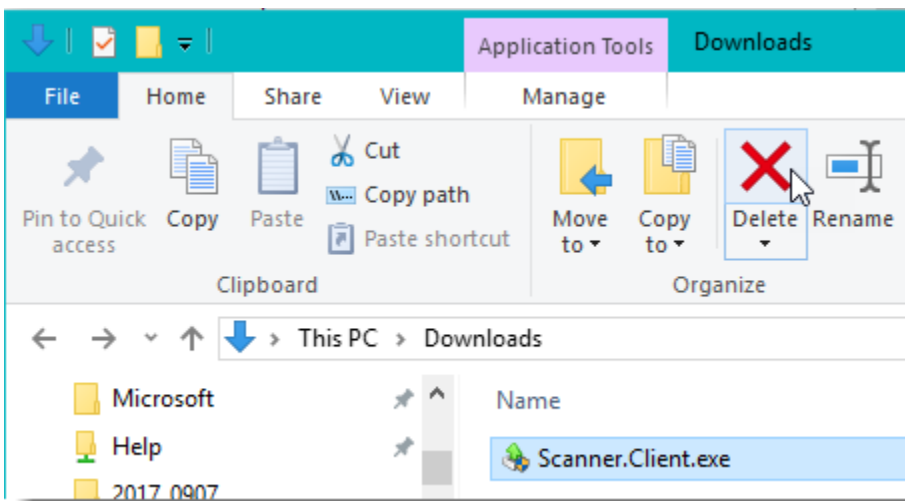
3. Navigate to any place in the Financials where an attachment can be added. Click the ✚ **Add New Attachment** icon-link. If the Scanner Client executable is not running, the following message appears.
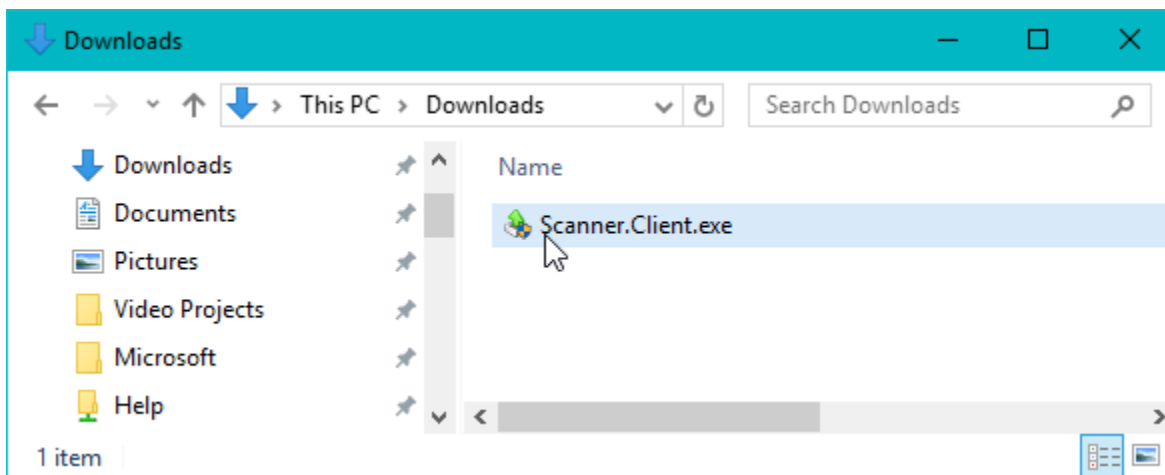
The Scanner.Client software was not found. It must be installed and running to be able to scan a file. When configuring Scanner.Client, use the following Server Uri and the credentials for the user you are currently logged in as:

http://   .com/

If you need to install it click here .

4. Click the *click here* link to download the Scanner Client executable (Scanner.Client.exe).

If you need to install it click here .

5. After downloading Scanner.Client.exe, locate it (commonly in your "Downloads" folder) on your PC and double-click it.

Downloads

This PC > Downloads

Search Downloads

Downloads
Documents
Pictures
Video Projects
Microsoft
Help

Name

Scanner.Client.exe

1 item

6. After the **Scanner.Client.exe** file has loaded, locate the Scanner Client icon in your System Tray. Right-click on it and select the "Create Desktop Shortcut" option if it is not already checked.

About
Configure
✓ Create Desktop Shortcut
Exit
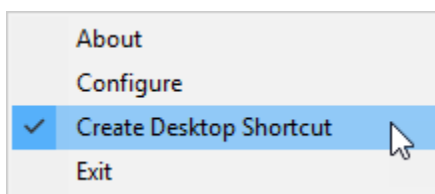
7. Right-click on the **Scanner Client** icon in your System Tray and then select the **Configure** option.
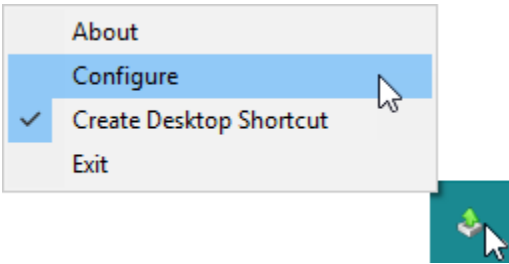
8. The **Connection Settings** window appears. Enter the Server Uri and your login information used for logging into your Financials product. (You must be logged into the Financials with the same User Name and Password or the program will not scan.)

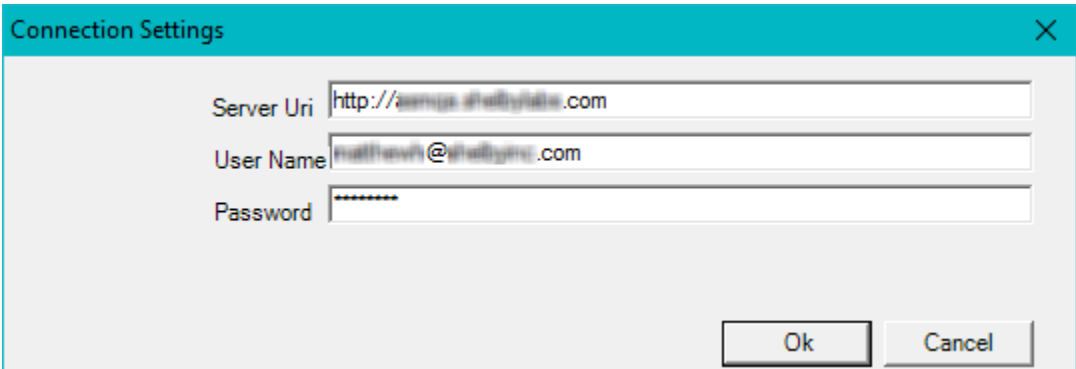**NOTE**: For your security, the Scan.Client.exe program automatically closes after it has been idle for 20 minutes. To restart the Scan.Client.exe program, simply double-click the **Scanner.Client** icon on the desktop or double-click the **Scanner.Client.exe** file from your Downloads folder (or wherever you selected to store it).
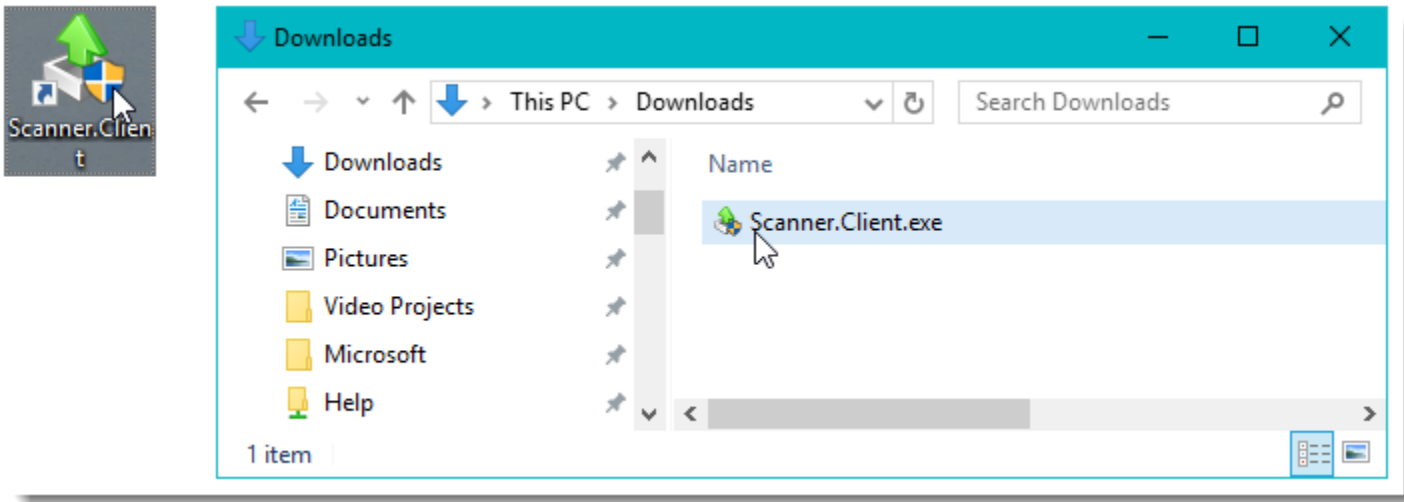
August 23, 2017 (Version 8.8.1)

Fixes

Accounts Payable

- **Payment Processing**: Fixed an issue where vendor names where being truncated on MICR Plus checks. MICR Plus checks now print up to 60 characters for the vendor name.

Accounts Receivable

- **Unposted Invoices**: When posting ACH Transactions, the ACH file that is downloaded has been modified on record 8 to be "225" when no offset is used.

Purchasing Management

- **Enter** > **Request**: Fixed an issue where a request was not becoming a purchase order or check request after all users in the approval path approved the request if the "Submit for Approval" check box was not checked.

Payroll

- **Payroll Processing** > **Time Entry**: Fixed an issue where the hours entered for the last employee were not being included on the Payroll Processing grid.

August 15, 2017 (Version 8.8)

Enhancements

Accounts Payable

- **Modify** > **Vendor Information** > **Update**: An "Active" check box was added to the Vendor Information page. This gives you the ability to mark a vendor as being inactive. Inactive vendors do not appear on vendor lists and labels. There is now an Active drop-down filter on the Vendor Information page and when searching for a vendor, only active vendors display unless you uncheck the "Only Active" check box on the Vendor Search window.

- **View** > **Transaction Inquiry**: When viewing the details for a posted credit card transaction, a "Copy Transaction" button is now available. Selecting this button puts a copy of the credit card transaction into the Unposted Credit Card Transactions page.

- **Manage** > **Unposted Credit Card Transactions**: Modified the program to display the number of selected records at the bottom of the grid. The number of selected records includes those records selected on other pages if you have multiple pages of records for your grid listing. (This feature was also added to the following pages: AP - Manage Recurring Payments, AR - Manage Recurring Charges and AR - Manage Payment Processing.)

Bank Account Management

- **Modify** > **Bank Account Information** > **Update**: A "Signature Image" field has been added to both the AP and Payroll Pre-printed Check tabs. This option allows you to specify an image to print as a signature on your pre-printed checks.

General Ledger

- **Utilities** > **Close Fiscal Year**: Modified the Fiscal Year Closing page so that the "Copy Budgets?" and "Copy Accounts?" check boxes default to not being checked.

- **Reports**: A "Change Appearance?" check box was added to the Options tab of reports. This check box allows you to change the Font type and size. There is also a drop-down option to control the white space between the columns by a percentage.

Pension Billing

- **Reports** > **Appointee Information Report**: Added an "Include Reporting Data?" check box. Selecting this check box includes the Organization Name, Employer Number, Percent Type, Social Security Number, Appointment Housing Allowance, Parsonage, and Plan Amount on the report. The Organization Information page now has "Employer Number" and "Appointment % Type" fields. The Appointee Information page now has "Parsonage" and "Reimbursements" fields.

Purchasing Management

- **Enter** > **Requests** > **Update**: Added the ability to put a request on hold by checking a "Hold?" check box on the Approvals tab. There is also a "Reason" field next to enter the reason why a request was put on hold. Putting a request on hold prevents the approval process from moving forward using the email notifications. Added the ability to set an "Out of Office" status for users that are assigned to an Approval Path and the ability to report on who is Out of Office. Integrated the "Out of Office" status with the Approval process. Added the ability to inactivate and copy Approval Paths. Added the ability to change the email text that is sent to Request approvers. Added a "Submit for Approval" checkbox to start the Approval process.

- **Manage** > **Requests**: A Copy Requests icon was added to the Requests grid. Clicking this icon makes a copy of the request.

- **Manage** > **Requests**: Requisitions now print a report, which includes the approval path detail when using the 'Print' button, instead of printing the actual PO. Purchase Orders and Check Requests still print the PO/CR when using the same button.

Payroll

- **Modify** > **Employee Information**: Modified the grid listing for Compensations and Deductions to display in a summarized view by default instead of an expanded view.

- **Reports** > **Employer Matching Contribution**: Added an "Include Social Security Number?" check box on this report.

- **Utilities** > **Change Check Dates**: Added a utility to change a check date for payroll checks.

Fixes

Accounts Payable

- **Manage** > **Credit Card Transactions**: An error no longer appears when trying to post a large number of credit card transactions.

- **Manage** > **Payment Processing**: The ACH Verification report no longer displays an Account Type for the company offset line.

- **Manage** > **Payment Processing**: Fixed issue that was causing a vendor address to wrap down on printed checks.

- **Manage** > **Payment Processing**: Resolved an error that occurred when processing MICR checks for any vendor that had a leading zero in front of their name.

- **Manage** > **Payment Processing**: Fixed issue where discounted amounts were doubled on the Bank Account Management item after processing the AP payment.

- **Reports** > **Vendor List**: Fixed the Vendor List report to display the Accounts Payable address type instead of displaying the Main/Home address.

- **Enter** > **Transaction**: Fixed issue where negative purchase orders where not being brought over to the invoice detail line when using the 'Link to Purchasing Management' grid.

Accounts Receivable

- **Manage** > **Payment Processing**: Fixed an error that occurred after clicking the "Process Payments" button if an Insurance Billing payment contained a vendor that was not setup in Accounts Receivable.

- **Manage** > **Payment Processing**: Fixed an issue where unapplied cash would be deleted if you were making a payment and using unapplied cash from multiple revenue centers.

- **Manage** > **Recurring Charges**: Changed the Recurring Charges grid to list the customers alphabetically.

- **Manage** > **Recurring Charges**: Modified the program to no longer allow an ACH account to be deleted from an "Bill To" record if the ACH account is already setup on a recurring charge. The recurring charge needs to be edited to remove the ACH account before it can be deleted from the "Bill To" record.

- **Reports** > **Monthly Statements**: Change the Email Statements so that the password is only the last 4-digts of the phone number. Previously, it was including the extension in the password.

- **Reports** > **Sales Tax Report**: Removed an unnecessary label for totals when running the Summary version of the AR Sales Tax Report.

- **View** > **Transaction Inquiry**: Unapplied Cash payments that have been voided no longer appear in the Transaction Inquiry Report.

- **Manage** > **Unposted Invoices**: Fixed an issue where two invoices to the same item and GL account did not create a journal entry in General Ledger.

Bank Account Management

- **Manage** > **Bank Statements**: Fixed an issue where no results were appearing after importing the Electronic Bank Statement.

Fixed Assets

- **Reports** > **Selections And Listings**: Fixed an issue where selecting to uncheck all reports was not working if it was the second time you clicked the "Select All" check box.

General Ledger

- **Modify** > **Budget Information**: Modified the program so that the Annual Amount for a "Defined %" budget saves correctly.

- **Reports** > **Budgeted Financial Statement**: Fixed BFS to show correct Actual YTD total when not showing sub-accounts.

- **Reports** > **Comparative Trial Balance**: YTD Budget column now shows the correct figures when using revised budget.

- **Reports** > **Detail Ledger**: Fixed the Detail Ledger report to include journal detail when the journal date and/or detail line date is outside of the fiscal year.

- **Reports** > **Financial Spreadsheet**: Made a correction so that the "Revised Budget" displays correctly.

- **Reports** > **Project Register**: Fixed an issue where users with limited Account Rights were able to see all accounts on this report.

- **Manage** > **Unposted Journals**: Fixed an issue where imported journals were able to post to a closed period.

- **Manage** > **Unposted Journals**: Fixed an issue where manual journals were able to post to a closed year.

- **Manage** > **Unposted Journals**: Fixed an issue where the Export Invalid Journals button only worked for Internet Explorer. (The Export Invalid Journals button only appears after importing a XLSX file that contains errors, such as invalid account numbers.

- **Manage** > **Unposted Journals**: Fixed an issue where posting to a period with a non-standard month could cause an error.

- **Reports** > **Special Reports**: Fixed an issue with the Budgeted Financial Statement report producing an error when a value in the actual column is clicked for drill down.

- **View** > **Posted Journals**: Fixed an issue with GL Plus where Current Year values were not showing in the View Posted Journals grid when using the master company.

Loan Processing

- **Manage** > **Payment Processing**: Fixed the Person Search window to display the correct results when searching by the loan number.

Purchasing Management

- **Manage** > **Requests**: Fixed an issue where the email address was not displaying correctly after clicking the Apply button.

- **Manage** > **Requests**: Added functionality to prevent the use of duplicate PO#s.

Other

- **Portal** > **AR**: The Unpaid Invoices page was modified so that the HTML code is no longer displayed at the bottom if invoices are expanded to show detail.

- **Person Search Window**: Fixed an error that occurred when searching on both the name field using a comma and either the State or the City field.

- **Utilities** > **Combine Duplicates**: Fixed a time out error that would occur in some circumstances when searching on the name field.

Payroll

- **Manage** > **Payroll Processing**: Enhanced the Time Entry screen to prevent users from clicking the "Finish" button multiple times which resulted in duplicate payroll postings.

- **Reports** > **ACA Reporting**: Fixed an error that occurred if an employee had a name longer than 34 characters.

- **Reports** > **Unemployment Tax Report**: Changed the calculation of the Excess column to be based on the entire calendar year instead of the date range filter.

- **Reports** > **Unemployment Tax Report**: Fixed the Unemployment Tax Report amount of Gross Wages to not include Employer Paid Health Care values.

- **Reports** > **W2s**: When selecting to Create Electronic File Format, the information previously typed under the Electronic File Info tab is now being retained.

- **Reports** > **W2s** > **Use E-File Service**: Fixed an issue with the county code for Whitley County in Indiana so that a Transmit Failed error no longer appears.

- **Modify** > **Tax Table Information**: Fixed an issue where the "Edit Tax Table" page did not display correctly in some browsers.

- **Utilities** > **Void Checks**: Fixed an issue in Payroll Void Checks where if an employee had multiple checks that shared the same check date and check number, it would void the first one listed versus the one selected.

- **Manage** > **Manual Checks**: Added a feature where you may now process payroll checks that net to zero.

- **Manage** > **Manual Checks**: Fixed an error that appeared on the check register when posting a manual check.

June 6, 2017 (Version 8.7.1)

Enhancements

General Ledger

- **Reports** > **Statement of Activities**: Added a "Print by Project" option that allows you to select which projects to include on the report.

Fixes

General Ledger

- **Reports** > **Statement of Financial Position**: Fixed an issue where the prior period column was not matching up with the YTD balance of the previous month.

- **Reports** > **Statement of Activities**: Corrected a problem when exporting to a .csv file. The program was including the "Current Year" and "Current Year %" columns even though they were not selected in the criteria.

- **Reports** > **Special Reports**: Fixed an issue where password protected reports would run a blank report instead of prompting for the password. It now prompts for the password instead of running the report.

- **Reports** > **Statement of Financial Position**: Fixed an issue where in some circumstances amounts would not display correctly when running the report a second time.

Bank Account Management

- **Modify** > **Bank Account Information**: Fixed an issue where the record type was not being included in the file layout.

Loan Processing

- **Reports** > **Statements**: Corrected a problem with statements and a problem with the calculation of loans.

Accounts Receivable

- **Reports** > **Monthly Statements**: Fixed an issue where a statement would print multiple times if the customer had more than one page of invoices.

May 23, 2017 (Version 8.7)

Enhancements

Bank Account Management

- **Utilities** > **Reverse/Copy Posted Transactions**: New utility added to reverse and copy posted Bank Account Transactions. This is helpful if you have posted an incorrect transaction or copy a large transaction to be used again. The new transaction has the same date as the original transaction and is placed in the Manage Unposted Transactions page.

General Ledger

- **Modify** > **Special Reports Setup**: Added the ability to password protect a special report.

- **Reports** > **Budgeted Financial Statement**: Added option that might be helpful for non-accountant types to understand the Budgeted Financial Statement.

Payroll

- **Employee Information** > **Update**: Added the ability to include multiple time off approvers at the Home Department level.

Other

- **Video Link Play Icon**: Program now provides video instructions on pages where the Play icon appears next to the Help icon.

- **Scan Client**: Program now saves images as a PDF file, which provides better experience for multiple page attachments.

Fixes

Accounts Payable

- **Enter** > **Transactions**: Printing a Quick check with many detail lines now prints the overflow on additional sheets.

- **Enter** > **Transaction**: Purchase Order detail lines that have been marked 'closed' in AP will now appear closed in Purchasing Management.

- **Manage** > **Payment Processing**: Able to include Notes on AP check stubs and vouchers.

- **Manage** > **Payment Processing**: Fixed an issue where the Positive Pay file always used the current date for the Check Date field.

- **Manage** > **Payment Processing**: Added a warning in payment processing when entering in a check number that has already been used. (Also fixed in Payroll.)

- **Manage** > **Recurring Payments**: Recurring payments marked for February will now assign the correct due day.

- **Manage** > **Payment Processing**: Fixed an issue where the Check Stub format was not printing the Memo for the invoice.

- **View** > **Transaction Inquiry**: When selecting only the Credit Card Charges check box, other items would display. This has been fixed.

- **Reports** > **Vendor Summary**: Fixed an issue where the Vendor Summary report was not calculating Credit Card transactions correctly.

- **Reports** > **Cash Requirements**: Fixed a spacing issue with larger numbers for the Cash Requirements report that affected accounts with five or more digits.

- **Reports** > **1099s**: E-File Service for 1099's is now able to accept vendor city names longer than 20 characters.

- **Modify** > **Vendor Information** > **Update**: Fixed an issue where an error occurred when switching the ACH account type on a vendor record.

- **Modify** > **Company Information**: Option to 'Print Expense Account Description Instead of Line Item Description now works on pre-printed and MICR checks.

Accounts Receivable

- **Enter** > **Transactions**: Fixed an issue where a project code was being kept when moving to next invoice entry.

- **Enter** > **Payment Processing**: Fixed a bug where the Miscellaneous Cash tab was not enabled when the user is not dealing with unapplied cash.

- **Manage** > **Unposted Invoices**: Posting invoices is no longer limited to a certain number of invoices at a time.

- **Manage** > **Payment Procesing**: Users will no longer be able to create zero dollar payments where there is no distribution of money to invoices or Miscellaneous Cash. This was creating empty journals.

- **Reports** > **Aging Detail**: Fixed an issue where the Aging Detail report wasn't showing users who do not have open invoices when using the "unpaid as of a period" option.

- **Reports** > **Statement**: Error no longer happens when running the Payment Statement Report.

- **Report**: Number of units is no longer being rounded in the invoice, invoice edit report and when posting the invoice.

- **Reports** > **Monthly Statements** > **Email Statements**: Fixed an issue causing only the last page of the monthly statement to be emailed out.

- **Reports** > **Monthly Statements**: Corrected a situation where a Billing Statement from AR was not calculating the total amount due correctly.

- **Modify** > **Invoice Design**: Text item heading for body totals will now appear when printing invoices.

- **Modify** > **Statement Design**: Fixed issue with AR Monthly Statements where an error appeared between the header and the body of the statement.

- **Modify** > **Company Information**: Fixed an issue when saving invoice lines as separate invoices was not functioning properly.

- **Utilities** > **Move Account**: The Move Account Utility now has an option to apply the 'move' to only the current year or all years. This will affect how much history will move to the new account location.

Bank Account Management

- **Manage** > **Reconcile Bank Statement**: Revised Bank Reconciliation Code to improve calculations.

Fixed Assets

- **Reports**: The Summary - Associated Church Format report for Book Depreciation now shows the correct amounts for End Accumulated Depreciation and Beginning Accumulated Depreciation.

- **Reports**: Editing a Selections and Listing report, under the report tab, clicking on the plus sign for Export To Excel, the Update and Cancel button were not visible. Both buttons are now visible.

- **Selections and Listings**: Error no longer happens when adding criteria options to a report.

General Ledger

- **Enter** > **Recurring Journals**: Recurring journals will no longer have an option to designate whether a Bank Account Management item will be sent when posting it. The program defers to the setting that is selected on the Company Information page.

- **Enter** > **Manual Journals**: System now allows users to post to the Audit period when option to force posting date and period to agree is selected.

- **Manage** > **Unposted Journals**: Journals with long descriptions in the detail lines can now be easily read when doing the Journal Edit Report or Posting List of Journals.

- **Manage** > **Unposted Journals**: Fixed an issue where a detail line was flagged as having an invalid account if the user was rapidly entering the account. Now the program catches up with fast users rather than marking the account as invalid.

- **Manage** > **Unposted Journals**: Fixed an issue with the Change Year utility allowing for a year to be selected that was either closed, or an account within the journal entry didn't exist. An error will not appear at the bottom of the screen explaining this.

- **Manage** > **Recurring Journals**: Fixed an issue that allowed a user to post recurring entries directly to GL when a journal entry was out of balance.

- **View** > **Posted Journal**: Fixed an error that was appearing on the Print Journal Inquiry Report.

- **View** > **Posted Journals**: Fixed issue with the 'Posted Journals Column Options' modal not saving the selections properly.

- **Reports** > **Budgeted Financial Statement**: Modified security settings. In some cases, the program would include account code activity for a user that did not have rights to view that information.

- **Reports**: Fixed issue with changing the account lengths and then running reports.

- **Reports**: Modified several GLPlus reports to correctly display requested information.

- **Reports** > **Financial Spreadsheet**: The Financial Spreadsheet now shows the description of the levels in the report.

- **Reports** > **Budgeted Financial Statement**: Fixed an issue with the Budgeted Financial Statement showing opening and ending balance lines for companies with no departments.

- **Reports** > **Budgeted Financial Statement**: Exporting the Budgeted Financial Statement report as an Excel Worksheet no longer includes blank lines between each row.

- **Reports** > **Budgeted Financial Report**: Fixed drill down feature in Budgeted Financial Statement when including information across accounting years.

- **Reports** > **Trial Balance Worksheet**: The option to show sub-accounts in the Trial Balance Worksheet report no longer shows under 'Options' for companies that do not use sub-accounts.

- **Modify** > **Chart Of Accounts**: Balance Sheet accounts will no longer be assigned to closing accounts when adding them to other levels through the 'Account Usage Detail' modal.

- **Modify** > **Chart of Accounts**: Fixed an issue in GL - Chart of Accounts where toggling the GAAP restriction value would not hold after being edited.

- **Modify** > **Budget Information**: Adding formulas to a Budgeted Financial Format no longer causes an error.

- **Modify** > **Budget Information**: If the selected account group range starts with an account number, then that account number displays out of order in the budget export to Excel.

- **Modify** > **Budget Information**: Fixed issue in modifying budget information for those that were defined by Percent or Period, when tabbing between fields caused a loading period before moving onto the next field.

- **Utilities** > **Close Fiscal Year**: The Closing report was corrected to show only income/expense accounts that have activity.

- **Utilities** > **Close Fiscal Year**: Updated message in the Close Fiscal Year utility to alert user if there are closing accounts marked as inactive.

Loan Processing

- **Manage** > **Payment Processing**: The date specified when posting payments is used to create the journal instead of using the system date.

Miscellaneous

- **Person Search**: When using FireFox Person Search window is now working.

Payroll

- **Enter** > **Manual Checks**: Improved usability when entering information into fields.

- **Enter** > **Employees To Pay**: Improved the code to respond faster when entering hours for employees, as well as blanking out the prefilled data in those fields.

- **Manage** > **Payroll Processing**: The 'Payroll Ending' line has been removed from Payroll Edit Report.

- **Manage** > **Payroll Processing**: Fixed an error processing a negative deduction in Payroll using MICR Plus.

- **Manage** > **Payroll Processing**: Fixed an issue where Payroll was allowing you to process checks that had a negative amount.

- **Manage** > **Payroll Processing**: The Payroll Voucher, which was meant to display overflow stub information, has now been renamed to Overflow Voucher to prevent confusion.

- **Manage** > **Payroll Processing** > **Time Clock Plus Export**: Corrected an issue for records that have an extension on their phone number.

- **Manage** > **Payroll Processing**: Fixed a rounding issue when using a 'per hour' rate in deductions.

- **Manage** > **Process Payroll**: When processing ACH, any vouchers with overflow information will populate properly.

- **Reports** > **Employee Earnings**: Employee Earnings report is now showing the correct net amount which no longer includes non-cash totals.

- **Reports** > **941 Summary**: 941, has been updated to calculate fields correctly.

- **Reports** > **941 Summary**: The required fields under 'Options' and 'Other Information' will no longer be flagged as required when running the 941 Summary Informational format.

- **Modify** > **Employee Information** > **Update**: Fixed an issue with deductions rounding the amount to the nearest hundredth to be compliant with Oregon's Worker Compensation laws.

- **Modify** > **Tax Table Information**: Fixed tax tables for "Missouri - Married One", when processing payroll for an employee that has that on their record. It was calculating $0.

- **Modify** > **Employee Information**: Fixed an issue caused by disabling MISC hours in Employer Information and editing an existing time off thereafter. It was producing an error.

Portal

- **Accounts Receivable**: Fixed issue where voided payments were not changing the invoice to unpaid in the Portal.

Purchasing Management

- **Enter** > **Request**: Request now uses the Primary Address rather than the Previous Address.

- **Enter** > **Request**: Fixed an issue in Purchasing Management when entering a request, the "Ship to" field was showing the Vendor name in the address field rather than the Ship To name.

- **Enter** > **Request**: Fixed vendors' email address issue in PM Requests.

- **Enter** > **Request**: The Remaining Budget numbers now show correctly when entering/reviewing requests.

- **Manage** > **Requests**: The "Print" button under "Manage > Requests" is now available when filtering by Requisitions only.

- **Manage** > **Requests**: In Managing Request, the Project Code filter now functions correctly.

Security Setup

- **Task Roles**: The default API Applications task role can no longer be copied or deleted.

Utilities

- **Utilities** > **Combine Duplicates**: Fixed an issue when combining duplicates. Before it was producing an error.

March 29, 2017 (Version 8.6)

Enhancements

Accounts Payable

- **Transaction Inquiry**: When selecting to include Credit Card Charges, there are now options to filter by Credit Card and Credit Card Users.

Accounts Receivable

- **Modify Item Information**: After changing the item description, you are now prompted to apply the description change to Recurring Charges.

Bank Account Management

- **Modify** > **Positive Pay Layouts**: A new Positive Pay Layouts page has been added. It allows you to add and modify Positive Pay layouts to meet the specifications of various banks.

- **Modify** > **Bank Account Information** > **Update**: If you mark a bank account that is used across multiple funds as Inactive, then the Reconciliation items from the newly marked inactive account are combined to the first active fund's bank account.

- **Enter** > **Transaction**: The description entered for a transaction is now assigned as the journal description when the transaction is posted. Previously, all transactions from Bank Account Management were assigned the journal description of "Bank Account Management Transactions".

General Ledger

- **Enter** > **Manual Journal**: There is a new check box named "Create Reversing Journal in the Next Period?". If you select this option, the program creates a reversing journal entry for the next period after you click the "Apply" or "Update" button. The reversing journal entry contains all the detail of the original entry except the debit and credit amounts are reversed. The journal and detail dates will assigned the first day of next month.

- **Reports** > **Financial Spreadsheet**: An "Ending Period" drop-down has been added to the Options tab. This drop-down allows you to select the ending period for the report rather than using the period selected on the Current Financial Settings.

- **Modify** > **Company Information**: The option "Require the Posting Date and the Period to match on Sub Ledger Journals?" has been changed to "Require the Posting Date and the Period to match on all Journals?". Selecting this option now requires not only Sub Ledger Journals, but also Manual Journals to have the Posting Date and the Period match.

- **Reports**: The formatting of an exported CSV (comma delimited) file has been cleaned up for the following reports and their corresponding special reports: Statement of Financial

Position, Budgeted Financial Statement, Designated Fund Summary, Financial Spreadsheet, Trial Balance Worksheet.

- **Reports** > **Statement of Activities**: A "Print by Project?" check box has been added and appears on the Filters tab if at least one project is assigned to a posted journal. This option allows you to select multiple projects to include on the report and displays the sum total of all selected projects on the report.

- **View** > **Posted Journals**: A "Show Summary Journal" check box has been added to the Filters area. Selecting this option lists each journal one time on the grid instead of listing each detail line for the journal. This new feature works best when filtering by Journal Types.

Other

- **Applications** > **Security Setup** > **Task Roles**: Under the Bank Account Management application, there is now an option for "Update Finalized". This option controls which users can edit or view a statement that has been finalized.

- **Dashboard** > **Widgets**: The Bank Balances widget only displays Bank Accounts that the user has rights to view. (If the rights for a user are changed, then click the Refresh button on the widget to update the accounts that are displayed.)

- **Help** > **Tutorials & Videos**: The Help files have been enhanced with new tutorials and videos. There are step-by-step tutorials that guide you through accomplishing essential tasks and answering frequently asked questions. Many of the tutorials also have accompanying videos.

Fixes

Accounts Payable

- **Enter** > **Credit Card Transaction**: Fixed an error that would occur if you selected to enter a credit card transaction when there are no credit card users setup.

- **Manage** > **Recurring Payments**: The program has been modified so that when transferring recurring payments, the Due Date can be assigned a date that is prior to the current date.

- **Reports** > **1099s**: The Report Type "Create File for Electronic Submission" was putting a "P" in the sixth position of the Transmitter record. This has been corrected to be blank unless it is prior year information.

- **View** > **Transaction Inquiry**: The vendor field is no longer enabled when viewing the details of a Credit Card Transaction.

- **Enter** > **Transaction**: Added pagination to the Link to Purchasing Management window in order to accommodate a larger amount of purchase orders.

- **Manage** > **Payment Processing**: When processing payments for invoices that use Tax, Freight, or Other charges, the Bank Account item was displaying an incorrect amount. This has been fixed.

- **Vendor Search Window**: When searching for vendors, the sort was not working correctly for names containing all capital letters. For example, "Allen SMITH" was displayed after "Zach Smith". This has been corrected and the names now sort properly regardless of the capital letters being used.

Accounts Receivable

- **Manage** > **Payment Processing**: The Payment field on the Miscellaneous Cash tab has been disabled since that amount should not be modified.

- **Manage** > **Payment Processing**: The Payment Date is retained as the default for the next payment after clicking the Apply button.

- **Manage** > **Recurring Charges**: Recurring charges were listed multiple times in some cases depending on what was selected on the Items filter. This has been corrected.

- **Reports** > **Monthly Statements**: When Accounts Receivable is set to run as Balance Forward, statements would include invoices paid outside of the date range in the payment due amount. This has been corrected.

- **Reports** > **Monthly Statements**: The option "Include Customer Name On Invoice Description?" has been added to the Options tab.

- **View** > **Transaction Inquiry**: The Transaction Inquiry grid no longer displays a number of "Days Past Due" for any invoices with status of 'Unposted' or 'Closed'.

- **Utilities** > **Void Payments**: The corresponding journal that is created when voiding an ACH Payment now handles the Debits and Credits properly so that the correct accounts are used.

- **Utilities** > **Void Payments**: An error was occurring when adding a payment to the grid if the Amount was incorrect. This has been fixed.

Bank Account Management

- **Modify** > **Bank Account Information**: The "Company Extra Line" information located on the Company/Bank Info tab now prints on MICR checks if no images are used for the company.

- **Bank Account Information**: The delete icon no longer appears next to a bank account if it has a statement date created on the Manage > Bank Statements page.

Fixed Assets

- **Modify** > **Asset Information**: The Retired Date has been fixed to work properly to filter assets. The Retired Date filter was also fixed to filter properly on the Selections and Listings page.

General Ledger

- **Modify** > **Budget Information**: The "Current Budget" link on the Budget grid has been fixed. Previously, it would not function correctly if there were multiple pages of budgets displaying.

- **Utilities** > **Close Fiscal Year**: The Fiscal Year Closing utility was modified so that it cannot be run unless you have full rights to all the accounts that have activity in that year.

- **Reports** > **Budgeted Financial Statement**: The "Show Sub Accounts?" check box has been fixed to only show sub accounts when this option is selected. Previously, it showed sub accounts regardless of whether the check box was selected or not.

- **Reports** > **Budgeted Financial Statement**: The report was improved to run faster.

- **Reports** > **Designated Fund Summary**: There was an issue where the Credits and YTD Credits were including amounts that should show on the Transfers & Adjustments column. This has been fixed.

- **Reports** > **Detail Ledger**: Fixed an error that would occur if the Enter key was pressed after specifying an account.

- **Reports** > **Journal History**: Fixed an issue where the "Updated By" details would not display when selecting the "Show Setup Information?" check box.

- **Reports** > **Preliminary Budget Report**: Fixed an issue where the note information would not display when selecting the "Show Note Information?" check box.

- **Reports** > **Statement of Activities**: Fixed an issue that caused totals per level to show with no amounts.

- **Reports** > **Statement Of Financial Postion**: Prior period figures are now displaying correctly.

- **Special Reports Setup**: The speed was improved when auto generating special report templates.

Other

- **Financials**: There was an issue where entering a number (#) character into an address line caused an error. This has been fixed.

Pension Billing

- **Modify** > **Organization Information**: The Membership field is now limited to 9 characters.

Purchasing Management

- **Manage** > **Requests**: The Print screen for requisitions now stays open in Chrome. However, you may need to change the Pop up setting in Chrome. In Chrome, go to Settings, Show advanced settings, and then click

the Content settings button. Under Pop-ups, either choose Allow all sites to show pop-ups, or choose Manage exceptions and add your Financials URL to the Allow list. Exit Chrome and restart.

Payroll

- **Payroll Processing**: An error no longer appears when editing an employee's time card if they have a deduction that is not subject to taxes set to "% net" and the employee has state and local/county tax tables on file.

- **Manage** > **Payroll Processing**: Clicking the Finalize Post button multiple times no longer creates empty journal entries.

- **Reports** > **ACH Prenotification**: The ACH Prenotification file has been updated to include new transaction codes required by banks.

- **Reports** > **Employee Information**: When selecting the "Export to Excel?" option, the output file now has one line of information per employee and there was some cleanup done (merged cells, extra rows and columns).

- **Utilities** > **Void Checks**: The Void Check Edit Report and the Void Check Register was including non-cash in the compensation total that caused the Net Total to be incorrect. This has been fixed.

January 30, 2017 (Version 8.5.2)

Fixes

Accounts Payable

- **Reports** > **1099s**: Fixed an error that was happening if you selected the "Create File for Electronic Submission" report type.

- **Reports** > **1099s** > **Use E-File Service**: If your company address has "Alabama" as the state, then the E-File service no longer prompts for the State ID. This was changed to accommodate a unique requirement for the state of Alabama.

General Ledger

- **Utilities** > **Close Fiscal Year**: Fixed a problem where duplicate account numbers would display on the Year End Closing Entries report in certain circumstances.

Payroll

- **Reports** > **W2s**: Fixed an error when selecting the report type "Create File for Electronic Submission" if an employee had two state tax tables and one local/county tax table.

January 3, 2017 (Version 8.5.1)

Fixes

General Ledger

- **Reports** > **Budgeted Financial Statement**: Fixed issues where amounts were not showing for columns using formulas. Also, fixed an issue where the report was displaying a blank space instead of zeros when using the "Print Whole Dollars?" option.

- **Reports** > **Financial Spreadsheet**: Fixed an issue where the report was displaying a blank space instead of zeros when using the "Show Whole Dollars Only?" option.

Payroll

- **Manage** > **Payroll Processing**: Fixed an issue that was causing the Check Date and Pay Period to not show on check stubs and vouchers.

- **Deduction Information**: Fixed an issue concerning the wage calculation when using the "% Net" option.

December 20, 2016 (Version 8.5)

Enhancements

Accounts Payable

- **Enter Transactions**: The title and suffix now appear when vendors are listed on the Vendor Search window and on the Vendor Information page.

- **Payment Processing**: The program now applies the Auto-Select setting when both selecting and deselecting a record. Previously, it was only being applied when selecting a record.

Accounts Receivable

- **Recurring Charges**: Added the ability to create $0 recurring charges. (For example, a customer may have both a tuition charge and a scholarship for the same amount and thus yields a $0 recurring charge.)

Bank Account Management

- **View** > **All Items**: Added the ability to create $0 items in order to record voided and unissued checks.

General Ledger

- **Modify** > **Chart of Accounts**: A Usage column has been added to the chart of accounts grid for each detail account. This feature gives you the ability to manage the same account across multiple levels (e.g. departments). Hover over the Information icon in this column to view information on how many times this account is used in other levels. Click the Information icon to view the Account Usage Detail window. This window allows you to see the where this account exists in other levels, displays the description, allows you to update the description, and gives you the ability to add this account to other levels.

- **Reports** > **Budgeted Financial Statement**: The Budgeted Financial Statement now has an option that allows you to get totals across years for the YTD columns. This is the "Select Different Starting Period for Fiscal Year?" Check box. When checking this box, the Reporting Period drop-down changes to a Starting Period drop-down and allows you to select a year and period. The report uses the period specified on the Current Financial Settings as the ending period. This option does not show up if the user has the first year of the company selected under Current Financial Settings. This option is also available in Special Reports as well. Inactive accounts and accounts that don't exist in the current year but had data in any of the periods within the range selected, appear on the report.

Payroll

- **Reports** > **W2s**: There is now an option to combine companies that have the same Federal Tax ID Number (EIN).

- **Reports** > **W2s**: Added the ability to create a file for electronic submission of W-2's.

- **Modify** > **Employer Information**: Added a "Print additional check stub info?" check box that allows you to print the company name, address, and current pay period on the check stubs.

- **Modify** > **Employee Information**: Added a warning message when adding any of the New York City tax tables if the employee makes $500,000 or more annually and is paid Monthly or less frequently.

- **Modify** > **Compensation Information**: When adding a new compensation type, "Box 7" is now available from the "Box # on W2" drop-down list. This can be used for recording Social Security tips for things such as church employees that are working at the church's coffee bar.

- **Modify** > **Deduction Information**: Added a default deduction type for both Elective deferral Roth 403(b) and Elective deferral Roth 401(k).

- **Modify** > **Tax Table Information**: A County Code field was added to the Tax Table window for counties. This code appears in position 306-307 of the RS line when creating a W2 electronic file.

Fixes

Accounts Payable

- **Manage** > **Unposted Transactions**: The "Download Positive Pay File" button has been added to the Finalize Post page when processing Quick Checks for a bank account that is marked to use Positive Pay.

- **Manage** > **Payment Processing**: The word "Savings" has been removed from the total line on the ACH Verification Report.

- **View** > **Transaction Inquiry**: Fixed an issue where the Reprint Voucher option was not working properly in certain circumstances.

- **Reports** > **1099s**: Invoices that were undone, then re-posted and paid are now included on 1099's.

Accounts Receivable

- **Reports** > **Payment Reports**: Added a Statement report option that prints a summary for each vendor on a separate page so that the item totals are displayed for each item description. (This can be used for reporting childcare tax credits.)

General Ledger

- **Reports** > **Statement of Financial Position**: Fixed the "Prior Month" and "YTD Prior" figures so that they include amounts from accounts that aren't part of the current year chart of accounts.

Other

- **Attachments**: Attachments with file names that contain special characters can now be viewed without getting an error. (The program has been modified to allow the following special characters when naming attachment files: ~ ` ! @ # $ % ^ & (-) _ + = [{ }] ; ' ,)

Payroll

- **Manage** > **Manual Checks**: The 'Manual Check Edit Report' and the 'Manual Check Register' now display the correct total of hours in the Final Totals section.

- **Manage** > **Payroll Processing**: Fixed the cursor action so that it highlights the hours when entering timecards.

- **Manage** > **Payroll Processing**: The Y-T-D Net amount is no longer including non-cash amounts when processing ACH vouchers.

- **Manage** > **Payroll Processing**: The ACH Verification Report, Payroll Voucher, & ACH File have been fixed to only show the account type that is being affected by the payroll. Zero amounts are not shown if the check amount is not large enough to be split between savings and checking accounts.

- **Manage** > **Payroll Processing**: The word "Savings" has been removed from the total line on the ACH Verification Report.

- **Reports** > **941 Summary**: The "Deposits for Quarter" field has been renamed to "Calculated Deposits for Quarter". The amount is now calculated instead of displaying the value from the previous period.

- **Reports** > **Unemployment Tax Report**: Added a Start Date and End Date to this report.

- **Reports** > **Time Off Hours**: The Summary line now shows information when processing the Time Off Hours report for a different start date than 1/1.

- **Reports** > **ACH Prenotification Report**: Modified the Account Type field to correctly display either "Savings" or "Checking" according to what is assigned on the employee's record. Previously, the report was displaying "Savings" for all accounts.

- **Utilities** > **Void Checks**: Voiding checks now correctly resets any Time Off that was accrued by the check.

- **Utilities** > **Void Checks**: Users are now able to void ACH transactions even if they were processed on the same day, and they can void them in any order.

October 25, 2016 (Version 8.4)

Enhancements

Accounts Receivable

- **Item Information**: The program now allows you to assign any account type (assets, liability, capital, income, and expense) instead of only income account types.

- **Transaction Inquiry**: Added a "Print Labels" button so that labels can be printed based on the available filters.

- **Company Information**: Added the check box "Include Contract # on Invoice?" to this page. Selecting this option not only adds a Contract # field on the invoice entry page, but also adds a Contract # field for filtering and viewing invoices on the Transaction Inquiry page and adds a Contract # field on the Body tab of the Modify Statement Design page and Invoice Design page.

General Ledger

- **Reports**: Added the ability to search for accounts on the following reports: Special Reports Setup – Auto Generate, Budgeted Financial Statement, Chart of Accounts, Comparative Trial Balance, Designated Fund Summary, Detail Ledger, Financial Spreadsheet, Preliminary Budget, Statement of Activities, Trial Balance Worksheet.

- **Company Information**: Added the check box "Create Separate Bank Items for Each Detail Line?" to this page. Select this option if you want to create a separate reconciliation item for each bank account detail line when a manual journal is posted.

Payroll

- **Reports** > **941 Summary**: Added the ability to run the 941 Summary report across multiple companies that share the same Federal Tax ID Number.

- **Employee Information** > **Update:** A Marital Status field has been added to the Demographics tab.

- **Compensation Information** > **Update:** Added the ability to assign Box 7 to compensations. The Box # on W2 drop-down now includes a "Box 7" option.

- **Reports** > **W2s:** Added the option "Create File for Electronic Submission" on the Report Type drop-down.

Portal

- **Portal:** Added an option to allow authorized users to assign General Ledger accounts and projects on requisitions created from the portal. Also, the budget information for the account displays.

Purchasing Management

- **Company Information:** Added "Last PO# Used" and "Last Requisition# Used" fields so that the user is able to see a reference of this information. This field is not editable.

Other

- **Utilities** > **Organization**: Added an "Include $ sign in reports?" option on the Default Settings tab.

- **Grids**: The Select All check box located at the top of selectable grids was modified to select all records of the listing instead of just the currently viewed records. This is particularly helpful when you have more than one page of records listed on a grid and you want to select all the records on all the pages. The functionality also works the same when de-selecting records on a grid.

Fixes

Accounts Payable

- **Transaction Inquiry**: The 1099 status now displays as a clickable link. Click the 1099 Status link to change the 1099 Status on a "quick-view" window.

- **Vendor Information** > **Update**: The "Doing Business As" field on the Demographics tab is now available for organization records. Previously, this was only available on individual records.

- **Reports** > **1099s**: Added the option "Create File for Electronic Submission" on the Report Type drop-down.

- **Recurring Payments**: After the Transfer Recurring Payments process is completed and then an EFT is changed to an Invoice, it doesn't show under Payment Processing. Made a change that fixes any transferred recurring payments that were changed from "EFT" to "Invoice" to display in Payment Processing so that they can be paid.

- **Transactions** > **Update**: The Link to Purchasing Management window is now limited to show open PO's from the last 3 years. This speeds up processing time when entering transactions.

Accounts Receivable

- **Payment Processing**: The calendar has been changed so that you can only select up to two years in the future. This aids in preventing payments from being saved with unrealistic future dates.

Bank Account Management

- **Reconcile Bank Statement**: Fixed an error when reconciling more than 5,000 items at one time.

- **Reconcile Bank Statement**: The reconciliation report was modified to show all items that make up the outstanding items total.

- **Reconcile Bank Statement**: Fixed a problem where the reconciliation was not tracked properly if two bank accounts were being reconciled at the same time.

General Ledger

- **Unposted Journals**: Fixed an issue where the date field was not wrapping properly on the Journal Edit and Posting List of Journal reports.

- **Unposted Journals**: Fixed an issue where typing too quickly sometimes causes an issue with dollar amounts not being recognized.

- **Posted Journals**: Changes have been made to speed up the View Posted Journals page for customers with many accounts in their Chart of Accounts or many projects.

- **Posted Journals**: The Clear Filters link now properly clears all the filters on the Posted Journals page.

- **Recurring Journals**: When posting recurring journals, the Posting Date field no longer appears on the Finalize page since the posting date is entered in the Date field on the Transfer Journal window.

- **Unposted Journals** > **Import Journals**: Changed how the JournalNumber column functions in the Import Journals Excel file. It now functions by grouping together detail lines with the same journal number. The program assigns the next available journal number. In addition, the preview screen now shows the next available journal number.

- **Unposted Journals** > **Update**: Project codes entered on the detail lines of a journal are now validated. Prior to this change, the entry was updated and any invalid project codes were removed from the grid without warning.

- **Posted Journals**: Fixed a timeout error that occurs with certain criteria specified.

- **Chart of Accounts**: When adding or editing an income or expense account, the Closing Accounts are now sorted by account number.

Loan Processing

- **Reports** > **1098s**: Added the ability to process 1098 and 1096 forms.

- **Loan Information**: A change was made to correctly calculate simple interest loans.

- **Post Invoices**: Updated the Post Invoices utility to allow multiple postings per month, allowing you to bring interest up to a certain date, like the end of the month.

Payroll

- **Control Table Information:** The Workers Compensation "Rate" field has been increased to include 4 decimal places instead of 2.

- **Employee Information** > **Update:** The Applied field in the Deduction Distribution section can now be edited. This allows the user to manipulate the deduction amounts applied against the pre-established deduction limits.

- **Reports** > **941 SUMMARY:** The IRS Informational format no longer uses the required fields under the Other Information tab since those fields only apply to the IRS format.

- **Reports** > **941 SUMMARY**: There is now an informational icon next to the Number of Employees field explaining how this number gets calculated.

- **Employee Information > Update**: Fixed an issue causing "Available Time Off" hours to be reset to the Maximum limit if the Available was greater than the Maximum.

- **Reports** > **ACA Reporting**: In the ACA form 1095-C, Box 15 prints 0.00 instead of .00. when using codes 1B, 1C, 1D and 1E.

- **Reports** > **ACA Reporting**: The Contact Telephone Number (Box 10) on form 1095-C now shows proper formatting.

- **Reports** > **ACA Reporting**: The 1095-C forms now appears in true alphabetical order regardless of the Home Department.

- **Reports** > **ACA Reporting:** The ACA website no longer requires a number of FTE Employee Count when using the 98% Offer Method under Certifications of Eligibility.

- **Reports** > **ACA Reporting**: The Social Security Number (box 2) on form 1095-C now shows proper formatting.

Security

- **Security Setup** > **Users**: Errors no longer appear when trying to delete a user that has historical data.

September 1, 2016 (Version 8.3)

Fixes

General Ledger

- **Account Amortization**: Journal entries created when a user runs amortization no longer produce an error about debits and credits not matching per fund.

- **Reports** > **Budgeted Financial Statement**: Opening and Ending balances now display properly when a user selects the option to "Include Opening and Ending Balance for Each Department."

- **Reports** > **Budgeted Financial Statement**: Header lines no longer show zero dollar amounts.

- **Unposted Journals**: Users can now edit account numbers and amounts on journals that come from sub-ledgers as unbalanced.

Payroll

- **Payroll Processing**: Journal entries created during payroll processing now properly include any projects assigned to compensation distributions on the employee record.

August 30, 2016 (Version 8.2)

Enhancements

Accounts Payable

- **Manage** > **Unposted Credit Card Transactions**: Users can now import credit card transactions using the "Import Credit Card Transactions" link. The file needs to be in ".xls" or ".xlsx" format and imports into the company, year, and card selected under the Current Financial Settings. Transaction details can be viewed/edited before import. Once imported, transactions appear as unposted and an import report is displayed.

Accounts Receivable

- **Reports** > **Monthly Statements**: There is a new option to "Email Statements" on the Options tab of Monthly Statements. When this option is selected, the program emails PDF statements to customer records that have an email address and phone number. These PDF statements open using the last four digits of the customer's primary phone number.

Financials

- **Utility** > **Email Configuration**: Several fields have been re-labeled for clarity purposes.

General

- The program now keeps you logged in while on any update page. Update pages no longer time out due to inactivity.

General Ledger

- **Enter** > **Manual Journal**: You can now save "in-progress" journal entries that are incomplete/out of balance. Out of balance entries are marked "Pending" and a column has been added to the grid displaying which entries are pending. In addition, there is now a filter for "Pending" journals so you can view only pending or non-pending journals as desired.

- **Reports** > **Detail Ledger**: The option to page break by budgeted levels (e.g., Cost Center, Department) is now available on the Options tab of the Detail Ledger report.

Purchasing Management

- **Mobile Pages**: The login page, approval page, and rejection page have all been redesigned for a better mobile experience.

Fixes

Accounts Payable

- **Manage** > **Unposted Transactions**: ACH Information for an unposted transaction is now updated if the vendor on that transaction is changed.

- **Manage** > **Payment Processing**: Names containing certain special characters (such as names with accent marks) no longer cause errors when printing MICR checks.

- **Reports** > **1099s**: The 1099 report now only includes paid invoices.

Accounts Receivable

- **Manage** > **Unposted Invoices**: ACH information for unposted invoices is now updated if the customer on that invoice is changed.

- **Modify** > **Invoice/Statement Design**: The "Legal" Paper Type now prints properly.

Deposits on Hand

- **Modify** > **Statement Design**: The "Legal" Paper Type now prints properly.

General Ledger

- **Manage** > **Unposted Journals**: The program no longer allows the posting of journals with no detail.

- **Modify** > **Chart of Accounts**: Fixed problem that caused certain sub-account groups not to display in the Chart of Accounts.

- **Reports** > **Budgeted Financial Statement**: The Budgeted Financial Statement now shows all accounts that exist in the fiscal years on which you are reporting. Previously, only the current year accounts were shown.

- **Reports** > **Designated Fund Summary**: The Designated Fund Summary report no longer includes unposted journal amounts.

Loan Processing

- **Manage** > **Payment Processing**: Updating payments now creates accurate journals when Loan Processing is on an Accrual basis.

- **Manage** > **Payment Processing**: Payments made towards loans that have not been invoiced are now creating accurate journal entries.

- **Manage** > **Payment Processing**: The program now properly adjusts the "Interest Through" date and puts in an invoice "behind the scenes" when a user puts in a payment ahead of when invoices have been posted for a loan. This prevents interest calculations from being incorrect for that loan going forward.

June 30, 2016 (Version 8.1)

Enhancements

Purchasing Management

- **Manage** > **Request**: Users with full account rights are now able to edit requisitions without getting a message stating that they do not have rights to the accounts in the requisition.

June 23, 2016 (Version 8.0)

Enhancements

Accounts Payable

- The reprint voucher/check icon in Transaction Inquiry now displays in pre-printed check form even when Accounts Payable is set to use MICR checks.

Accounts Receivable

- There is now an option to print the Customer Number next to the name on Aging reports.

- The "Check Date" field has been changed to "Payment Date" throughout Accounts Receivable.

General Ledger

- **Reports**: The Export to Excel option for the Budgeted Financial Statement, Financial Spreadsheet, and Statement of Financial Position reports now has improved formatting.

- **Reports** > **Detail Ledger**: There is now an option to suppress accounts with no activity in the selected date range or period. Users can also select to still display accounts with balances when choosing the previous option.

Insurance Billing

- The Insurance Billing module for Headquarters is now available. Insurance Billing allows your organization to manage insurance plans and send charges to Accounts Receivable.

Payroll

- **Reports** > **941 Summary**: The 2016 Form 941 now properly displays.

Pension Billing

- The Pension Billing module for Headquarters is now available. Pension Billing allows your organization to manage pension plans and send charges to Accounts Receivable.

Portal

- **Purchasing Management**: Users can now enter Check Requests using the Portal.

Security

- **Portal**: All widgets for the financial modules now honor your task roles to determine whether or not they display.

Fixes

Accounts Payable

- **Credit Card Reconciliation**: Credit Card Reconciliation now affects the correct funds when scheduling invoices and payments.

- **Credit Card Reconciliation**: Users can now reconcile credit card transactions that have been reversed, edited, and reposted.

- **Credit Card Transactions**: Existing Purchase Orders not linked to General Ledger account numbers can now be linked to Accounts Payable transactions without generating an error.

- **Credit Card Transactions**: Project codes are now brought over to detail lines when linking a Purchase Order to a credit card transaction.

- **Payment Processing**: Multiple users can no longer select the same invoice to be paid. Invoices selected to be paid by someone other than the currently logged-in user are disabled for manual selection. Users can edit an invoice and override this on a per-invoice basis.

- **Payment Processing**: Vendor names can no longer exceed 50 characters. This was done to prevent error 1812.

- **Transaction Inquiry**: Project codes and 1099 status can now be edited and saved on any posted transactions through View > Transaction Inquiry.

- **Transactions**: Object error no longer occurs when a user clicks the "Link to Purchasing Management" button for vendors with POs that have no email address associated with the email originator.

Bank Account Management

- **Bank Account Information**: Alphanumeric characters now properly display on the ACH Verification report and show up, as entered, within the Company/Batch Header Record in the ACH file.

General Ledger

- **Account Structure**: Users can now delete funds in companies set up to use funds but not departments.

- **Reports** > **Designated Fund Summary**: When using 'Transfer and Adjustment' columns on the Designated Fund Summary report, the credit/debits and receipt/disbursements no longer reflect the adjustment figures.

Loan Processing

- **Payment Processing**: Accurate journals are now created when a user updates payments and Loan Processing is on an Accrual Basis.

- **Payment Processing**: Accurate journals are now created when a user updates a payment against a loan that has not been invoiced.

Payroll

- Bonus checks now properly increase the state tax basis when the compensation is subject to state wages and the employee has the state tax table on their individual record.

- **Reports** > **California Wage And Withholding**: The 2016 form now properly displays. In addition, an error no longer occurs if the company does not have a zip code extension.

- **Reports** > **Employee Earnings**: The Employee Earnings report no longer generates errors when a user attempts to export large amounts of data to Excel.

- **Reports** > **W2s**: The appropriate forms are now provided when a user selects VI (for Virgin Islands) or GU (for Guam) in the Company Info. section.

Portal

- **Accounts Receivable**: Users can now process payments through the portal even if the revenue center is set up to accept only one payment method (Credit Cards or ACH).

Purchasing Management

- **Manage** > **Requests**: Error no longer occurs when a user without rights to accounts being used on a purchase order attempts to open it.

- **Manage** > **Requests**: All detail lines now print when a user prints a purchase order containing a large number of detail lines.

- **Manage** > **Requests**: Account numbers are required for all detail lines before a requisition receives final approval.

- **Manage** > **Requests**: Users can now enter text in the 'Reason' field when rejecting a requisition.

- **Widget**: The Purchasing Management widget now shows the correct number of requisitions.