

Advanced Fund Management Solutions

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Hi Everyone!

Those of you who periodically record cash receipts from customers who are not invoiced (for items such as business licenses or sales tax collections) will be interested in a new capability in the Utility Billing module—a capability that can help you avoid lost revenue!

Our second article discusses how to enter depreciation history for assets that you may have just added. You'll see another side of the asset import wizard.

If you have any questions, give me a call!

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Did You Know?

Human Resources. The HR component is normally used in conjunction with the Payroll module, although it can be used alone. It “embeds” itself into the Payroll module (if it is installed) and allows you to attach any amount of information to your employees. Examples include review dates, whether they have been issued equipment, languages spoken, job titles and dates, etc. All of this information is available for reporting along with your employees' payroll information such as year to date earnings, etc.

Accounts Payable. When you enter a new invoice (bill) that represents a purchase of an asset, you may so indicate on the invoice form. This adds an additional tab that contains information you would normally enter if you were using the Fixed Assets component. You will enter the same information. This way you can take care of adding an asset to the Fixed Assets component and enter the item for normal AP processing and check production all at the same time!

Reporting Customer Inactivity

There may be times when you receive money from customers where there has been no statement issued. This can be especially true for municipalities that receive sales tax revenue from businesses—there is never a statement issued to the customer for the sales tax because the amount is unknown, and could be zero. You rely on the business to report the amount. Some businesses may not need to remit taxes on a periodic basis, but only during the summer months, for example. It's easy to show receipts from customers, but what can be especially useful is to have a report that shows when receipts have not been collected from customers (businesses). Until now this type of exception reporting has not been available. A new data field is now available for use in your report designer (Reports/Form component). This article shows how the new data field can be used to create your own cash receipts exception reports.

The Exception report shown below (it was exported to Excel) shows organizations (customers) and the periods for which they have submitted tax receipts (this is the period in which the revenue was entered into cash receipts). The first customer (Azude Shops) is supposed to re-

	A	B	C	D	E	F	G	H
1	Tax Exception Report							
2								
3	Lookup/Organization Name	Address	Tax / Fee	Frequency	Fee Paid	Amount Owed	Reported Periods	Missing Periods
4	[050893] AZUDE SHOPS CO. LLC	CHERRY CREEK LANE EASTERLY, CO. 80521	SALES	Quarter	0.00	0.00	07/04, 04/04, 01/05	07/04, 10/04
5	[040251] ALLAN FOODS INC.	4509 MORTON BLVD CARBON, CO. 81013	SALES	Month	72.21	0.00	03/04, 04/04, 07/04, 08/04, 09/04, 10/04, 11/04, 12/04, 01/05	05/04, 06/04, 02/05, 03/05
6	[038999] AMERICAN FLAGS INC.	908 ELWELL ROAD DENVER, CO. 80114	SALES	Quarter	0.00	0.00		01/04, 04/04, 07/04, 10/04, 01/05
7	[010871] ANTLERS HOTEL	3341 DAVIS COURT LARSEN, CO. 85387	SALES	Quarter	0.00	0.00		01/04, 04/04, 07/04, 10/04, 01/05
8	[030518] ABEY PRODUCTS, INC.	113 E. HELL RYE, CO. 81058	SALES	Month	0.00	0.00		03/04, 04/04, 05/04, 06/04, 07/04, 08/04, 09/04, 10/04, 11/04,

port (submit) tax receipts quarterly. In the missing periods column, we can see that they did not submit receipts for the third and fourth quarters of 2004 (07/04 and 10/04). This may be OK, perhaps they did not collect taxes during those quarters. This report gives you visibility into when payments have been made, or not, and allows you to decide whether you need to contact the customer to see if they should have submitted taxes. Perhaps they forgot!

Let's take a look at what's going on behind the scenes to make this report work. First, notice (in the Frequency column) that the customers normally pay taxes on different periods. The frequency of the tax item (SALES in this case) is selected when the tax is added to the customer, as seen below:

Organization will be Added

Individual

Name:

Lookup:

Usage

Inactive

Vendor Employee

Customer Department

Donor Client

Business

OK

Cancel

General | Address | Phone Number | Contact | Demographics | Tax / Fee | Tax / Fee Activity

Tax Fee	Frquency	Options
Sales	Quarter	

From the customer's frequency, the system knows when taxes should have been received. It then reports the periods into which tax receipts were made (that's the Reported Periods column). It then calculates the periods into which no tax receipts were made (and they are reported in the Missing Periods column).

The Reported Periods and Missing Periods columns rely on two new dbGets (dbGets are used to pull information from the database. The Reported Periods column uses this dbGet:

```
dbGet('TaxFee', 'ReportPeriods', fromDate, toDate)
```

and, the MissingPeriods column uses this dbGet:

```
dbGet('TaxFee', 'MissingPeriods', fromDate, toDate)
```

The dbGets may be brought into the report as a variable. If so, here's what the Reported Periods variable looks like:

Custom Report / Form will be Changed

Name: Tax Exception Report Type: Business License Renewal

Description: Tax Exception Report 61

Options: Form Page Break Inactive Design

Next Previous OK Cancel

Report / Form Property

- Page Setup
 - Layout
 - Paper Size
 - Default Font
- Report Bands
 - Header
 - Detail
 - Image
 - Total
 - Report
- Report Processing
 - Variables**
 - Filter
- Images
- Security

#	Variable Name	Expression
4	repPrimaryAddress	dbGet('Address', 'Address', 'Primary')
5	repBillingAddress	dbGet('Address', 'Address', 'Billing')
6	repContact	dbGet('Contact', 'fmlName')
7	repAddress	repContact & nl & CHOOSE(repBillingAddress<>), repBilling
8	repFirstDate	FromDate
9	repLastDate	ToDate
10	repTitle	CHOOSE(repFirstDate<>0, ' From ' & FORMAT(repFirstDate
11	repFeePaid	dbGet('TaxFee', 'Total', 'FeeAmountPaid', repFirstDate, rep
12	repFeeDwed	dbGet('TaxFee', 'Total', 'FeeAmountDwed', repFirstDate, re
13	repMissingReports	dbGet('TaxFee', 'MissingPeriods', FromDate, ToDate)
14	repTaxReports	dbGet('TaxFee', 'ReportPeriods', FromDate, ToDate)

Insert Copy Change Delete

You can see that the variable is highlighted above. Just above it is the Missing Periods variable. Both of these variables may be placed in a field, such as is shown at right for the variable repTaxReports (or, you could just key in the dbGet by itself).

This exception report can help you recover revenues that you are losing because they are not being reported. Call us if you need this type of exception reporting on your periodic tax or fee type receipts!

Update Control

Control Type: Field Detail

Field Name: repTaxReports

Picture: Title: Report Periods

Relative Position of Control

At X: 7.8594 inches At Y: 0.0000 inches

Justification of Field

Default
 Left
 Right
 Center
 Decimal

Size of Resulting Control

Width: 0.9844 inches Height: 1.1719 inches

Offset: 0.0000 inches

Font To Be Used

Font... ..0

OK Cancel

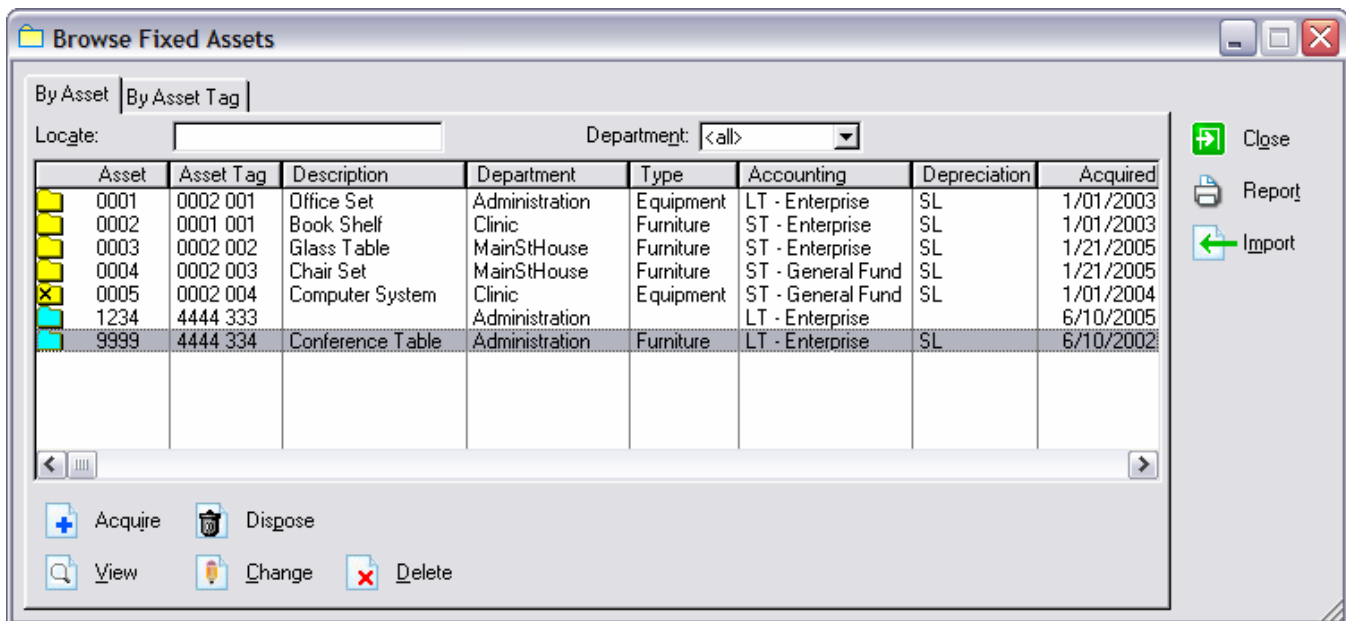
Reported Periods

<<repTaxReports>>

Importing Asset Depreciation History

Once you have entered (or imported) your fixed assets, it is likely that you will have to import depreciation history as well. The depreciation calculations that you will be running periodically must know how much depreciation has already been taken against the assets. The import of asset history is done in a manner slightly different than the assets themselves—this article outlines the procedure.

We'll keep this example simple by working with only one asset (highlighted below); it has already been added to our list of assets (it could have been imported, or entered manually).



We will be importing the history for this asset, and must prepare an import file. In this case the depreciation history is in an Excel spreadsheet:

Note that there are only three pieces of information on the worksheet; the asset number, the depreciated amount (total depreciation taken on the item to date), and the remaining book value. Our item was purchased in June of 2002 for \$500 (this information was entered on the asset earlier, either manually or by import, when the asset was originally added).

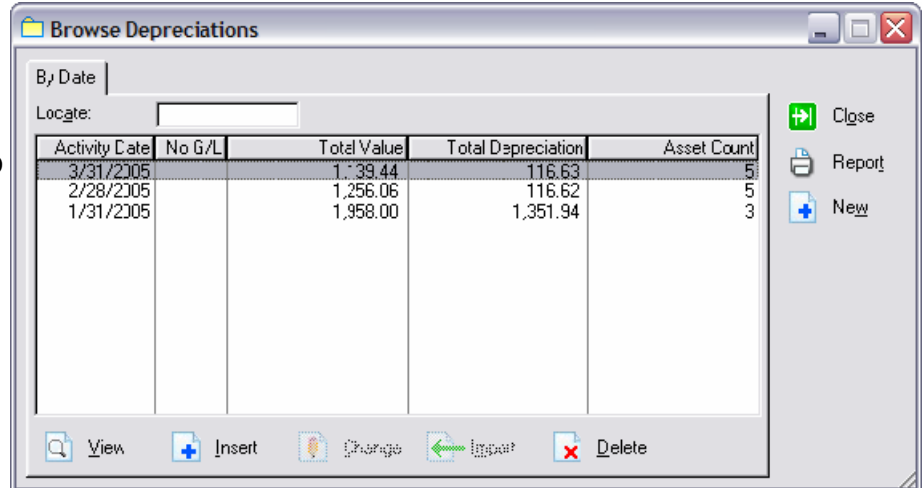
	A	B	C
1	Asset Number	Depreciated Amount	Book Value
2	1234	200	300
3			

The worksheet shown above would normally have many assets listed. In addition, the column titles are not needed as far as the AccuFund import program is concerned.

To prepare for the import, click on the depreciation button:



The form at right opens: Note that the "Import" button at the bottom is grayed out. We must first create an "empty" depreciation entry into which we will import the history. Creating the "empty" depreciation entry will activate the "Import" button at the bottom of the screen.

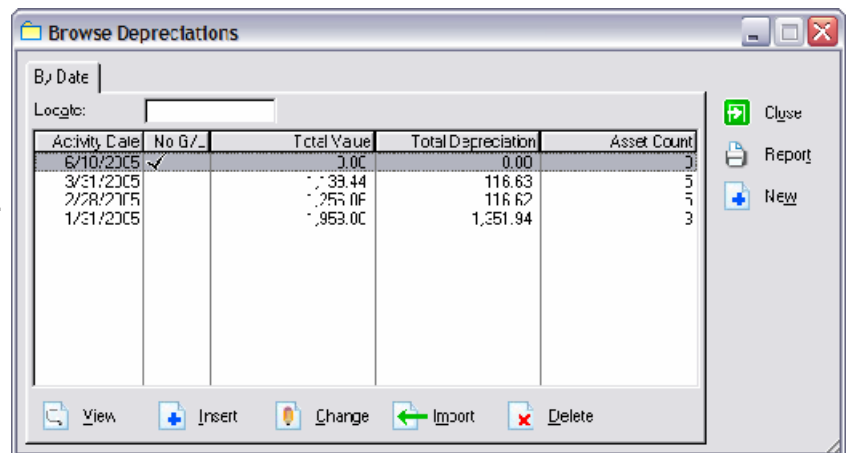


Click on the "Insert" button. The following form will open:

If you do not want the depreciation that we will import to be posted to the General Ledger (that history may already be in GL), check the "Historical" box, as shown. Then click the OK button.



The "empty" depreciation entry is shown at right. Notice that the "Import" button is now available. Click on it, and follow the Import Wizard instructions to import the depreciation entries.



Once the import is accomplished, the history will be attached to the asset, as seen below:

Note that the current value of the asset is \$300, which is the original \$500 purchase price minus the \$200 depreciation history we imported.

The screenshot shows a software window titled "Asset will be Changed". It contains several input fields and a table. The fields include "Asset" (9999), "Description" (Conference Table), "Department" (Administration), "Type" (Furniture), "Accounting" (LT - Enterprise), "Depreciation" (S), and "Asset Tag" (4444 334). There are also buttons for "New", "Inactive", "Next", "Previous", "OK", and "Cancel". Below the fields is a table with columns: Activity Date, Type, Reference, Description, Activity Value, and Amount. The table has two rows: one for a depreciation entry on 6/10/2005 and one for an acquisition entry on 6/10/2002. At the bottom, a summary shows: Original Value: 500.00, Depreciated: -200.00, Current Value: 300.00.

Activity Date	Type	Reference	Description	Activity Value	Amount
6/10/2005	Depreciation			500.00	200.00
6/10/2002	Acquire	9999	Conference Table		500.00

Original Value: 500.00 Depreciated: -200.00 Current Value: 300.00