

Advanced Fund Management Solutions

November 2005

Hi Everyone!

Version 3.03 will be released in a matter of days! With it come a number of enhancements and even some new modules. One of the new products is the Vision report writer. This easy to use product resides in Microsoft Excel and gives you access to your accounting database tables. See how easy it is to use in this issue!

The Sarbanes-Oxley legislation has made us all more aware of security requirements. Check out the Positive Pay check report that banks can use to verify your checks.

If you have any questions, give me a call!

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Did You Know?

Accounts Receivable. A department field has been added to the Update Invoice window. You may now attach a department to your invoices and then filter and report by it. If you have the professional edition, you may also restrict access to a user to one or more departments.

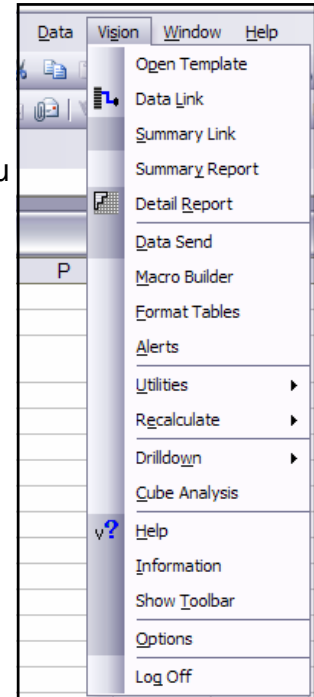
AF Query. This new module (AccuFund Query) allows you to assign view restrictions to a user. The user setup in AF Query will only be able to view modules that they are allowed to see. They will also be able to run reports, again, subject to any restrictions. They will not be able to enter any data or make any changes.

Cash Receipts. You may define a default account number to be used for new credits. This number is automatically added to the accounting distribution whenever a new credit is created. Activate this feature by going to Setup/General Ledger/Account Structure and choose the Cash Receipts option. Enter the default account number into the Default Credit Account field.

The New Vision Report Writer

A new report writer, Vision, is now available, for those users on version 3.03, that wish to create AccuFund reports within Microsoft Excel (and Microsoft Word). This extra cost report writer provides real time access to the General Ledger and Accounts Payable database tables. (Tables from other modules will be added in future releases.) Once created, users may also access Vision reports via a web page or through a portal such as Microsoft SharePoint. In addition, reports may run without your intervention, based on event or exception reporting—and then distributed automatically to users. This article will provide an introductory demonstration of how easy it is to create an Accounts Payable vendor report in Excel.

Once installed into Excel, as an add-in, you will find a new Vision menu item, as shown opened at right:

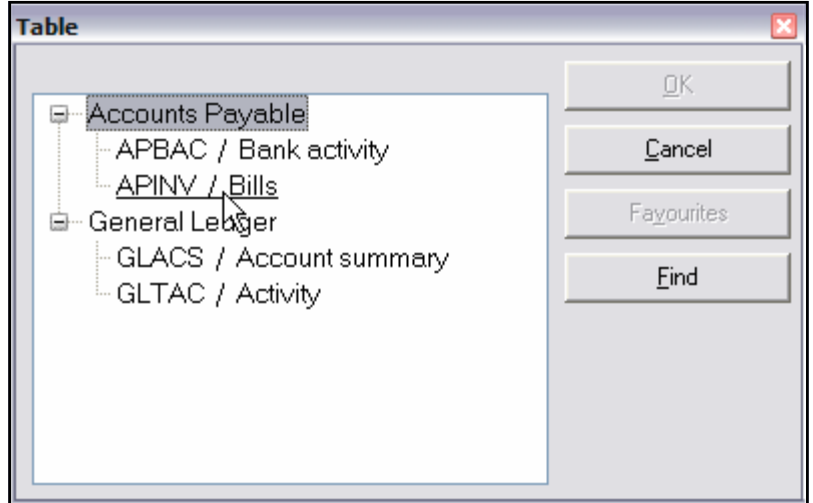


We selected Summary Report as the first step in creating the report shown at the end of this article. Once you've done that, a form will open that will give you access to your database, as shown at right:

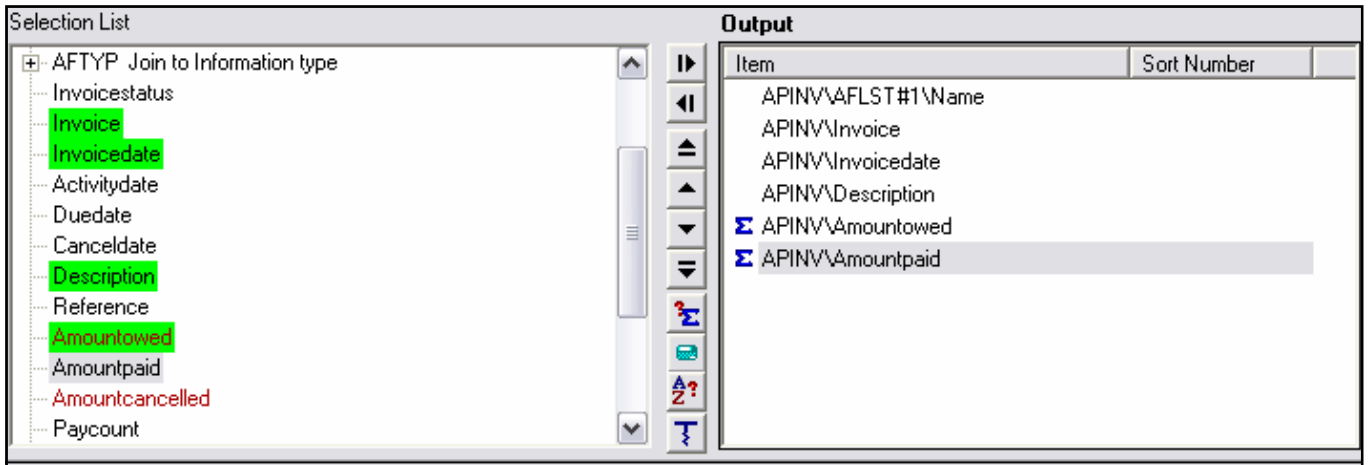
Product Database Table	Filter From	Filter To	Value From	Value To
	AccuFund Samples		AccuFund Samples	

After double clicking on the word “Table” in the top portion of the form, you will be shown the available modules and the groupings of tables for each:

Our invoice report will require tables contained in the APINV/Bills grouping—double click on it.



The list of available tables will be shown, as seen below:



Some of the fields to be shown on the report have been double clicked upon and now appear in the Output window in the order in which we wish to see them on the final report (The Name field is the vendor name, and comes from the AFLST table).

Note: The Amountowed field is the original invoice amount. The Amountpaid field contains any amounts that have been paid against the invoice. We will add an Amount Owed column on our report that will subtract Amountpaid from Amountowed to get the real Amount Owed amount.

Click on the OK button to save the field choices. The report will appear on the worksheet in a compressed form. Widen the columns to contain the information properly. Edit the titles, add blank lines, and otherwise “pretty up” the report. Our version of the report is shown below:

Invoice Report

Vendor Name	Invoice	Invoicedate	Description	Original		Amount Owed
				Invoice Amount	Amountpaid	
1st National Bank of Jeffco	1-001	1/20/2005	supplies	24.20	24.20	0.00
1Time		1/1/2005	Miscellaneous Supplies	123.00	0.00	123.00
AccuFund, Inc.		3/14/2005		1,000.00	1,000.00	0.00
AccuFund, Inc.	12300	1/15/2005	Partial Shipment of Software	9,600.00	9,600.00	0.00
AccuFund, Inc.	3456	3/31/2005	Accounting Software	1,090.00	1,090.00	0.00
AccuFund, Inc.	7188	3/1/2005	Some software	3,015.00	3,015.00	0.00
AccuFund, Inc.	78978	10/15/2005	Computer Software	10,000.00	7,500.00	2,500.00
Advantage Laser Products	1	1/10/2005	Partial receipt	50.00	50.00	0.00
Colorado Custom Decks	12356	11/20/2005		500.00	0.00	500.00
Colorado Custom Decks	4557	10/15/2005	New Deck	4,000.00	2,000.00	2,000.00
Colorado Custom Decks	4567	11/1/2005	New back deck	1,000.00	0.00	1,000.00
Colorado Custom Decks	F1200	1/21/2005	Furniture	650.00	0.00	650.00
Colorado Department of Revenue	2005-02-28	2/28/2005	February citation disbursement	25.00	0.00	25.00
Munson, John T	January	1/15/2005	Consulting Services	1,000.00	1,000.00	0.00
Public Service of Colorado	4563241879	1/15/2005	Electricity	230.15	230.15	0.00
Twenty Pines Resources, Inc.	5698	1/29/2005	Computer Software	3,995.00	3,995.00	0.00
Totals				36,302.35	29,504.35	6,798.00

Note that a calculation column has been added, called Amount Owed. It is the difference between the Original Invoice Amount and Amountpaid columns. Save your report. It may be recalled and refreshed with the F9 key at any time. Each time it is refreshed, the AccuFund database is accessed to update the data.

We have not shown many of the most powerful features in this report writer, including drill down, filtering, charting, automatic alerts, etc. The power and ease of the Vision report writer is obvious when it only takes several minutes to create a new report. Look for more information soon!

Accounts Payable Positive Pay

Version 3.03 brings us another feature that is being requested more and more, partly because of the focus on security brought about by the Sarbanes-Oxley act. The feature is called Positive Pay. It's purpose is to provide your bank with a simple data file that contains your check numbers and amounts (and any other information the bank requests). When your checks are presented to the bank for payment by your vendors, they compare the check's amount with the amount on the Positive Pay file you previously sent them. If a check does not match the information in the Positive Pay file, it is immediately flagged for investigation. This feature may be turned on for any, or all, of your banks. This article shows how to activate it and create a positive pay file.

Note: This feature is also available for Payroll Checks. It works the same way.

The Positive Pay feature is activated by going to your bank in Setup/Banks. Double click on your bank and notice that there is a new tab called "Positive Pay". This is shown in the image below:

Bank will be Changed

Bank: Federal Bank and Trust Inactive

Description:

Current Balance: 21,224.56
 Unpaid Bills: 5,623.00
 To Deposit: 15,920.37
 New Balance: 31,521.93

Next
 Previous
 OK
 Cancel

Accounts | Routing | EFT | **Positive Pay** | Security

Options: Postive Pay Active Each Record is Fixed Length
 Use Header 1 Use Header 2 Use Footer

Length: 0

Header 1: '//Positive Pay Sample'

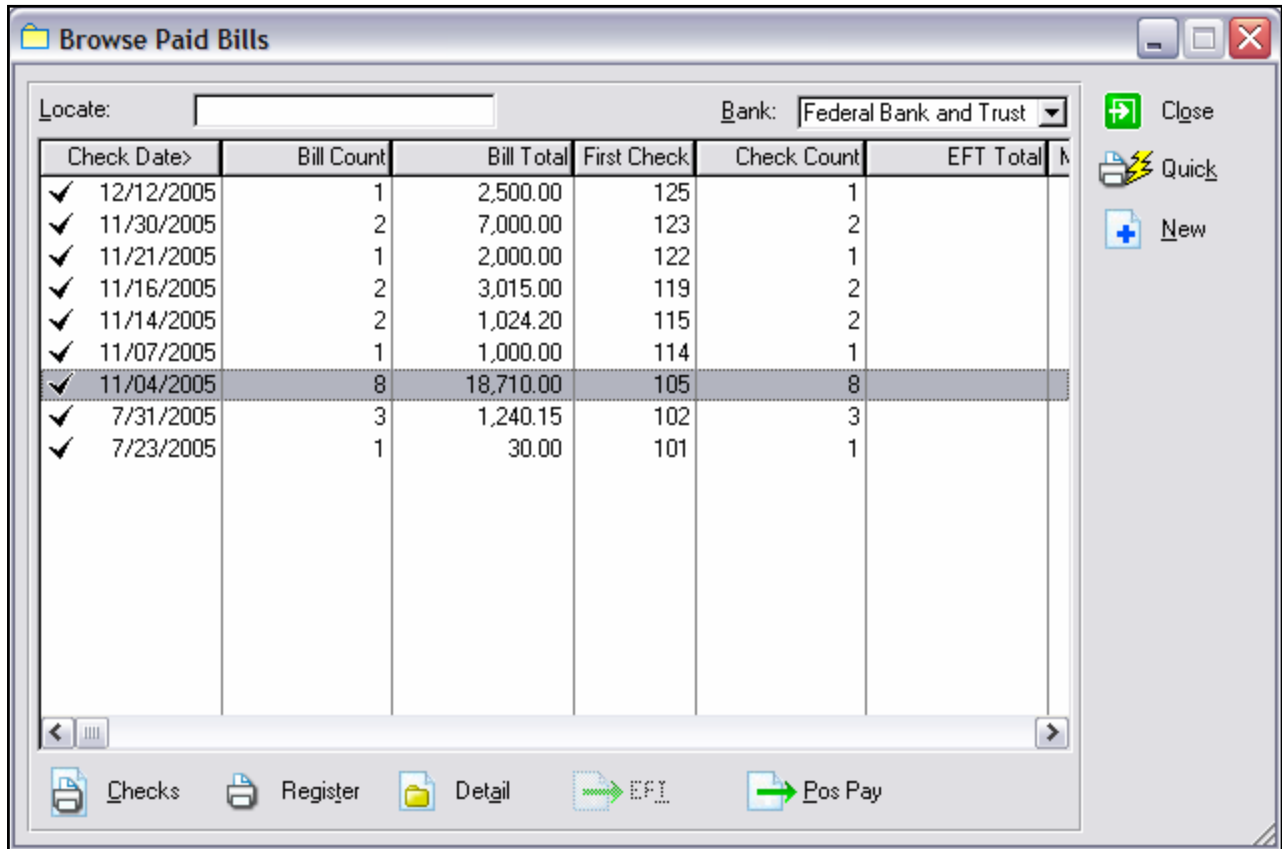
Header 2:

Detail: RegisterReference & ',' &RegisterAmount

Footer:

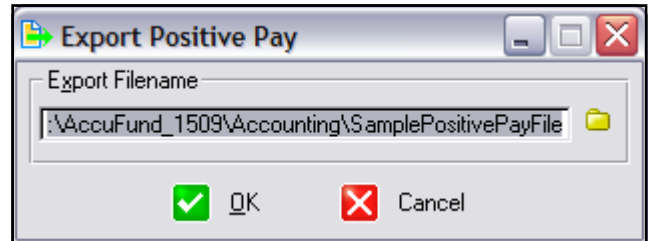
There are a number of options that may be selected and filled in on the Positive Pay tab. These selections and fields control what information will be placed on the Positive Pay file and how it will be formatted. Contact your bank for specific instructions regarding the information they require. In our sample we have initiated the Positive Pay feature for this bank by checking the Positive Pay box. We have also indicated that we wish to include one header at the top (beginning) of the file. Since we indicated we are using Header 1, that field opens up for us. In the Header field we have indicated that we want to see the text '//Positive Pay Sample'. This text, without the single quotes, will appear at the top of the file. The detail field will always be open because that's where the check information will appear. Using field names from the system (you may use these—others you may need can be obtained by contacting us) you will determine what appears in the body of the report. We have told the system to show us the check number (RegisterReference) and amount (RegisterAmount). The two pieces of information are to be separated by a comma (this is indicated by the ','). The ampersands indicate that the two pieces of information are to be "pushed together" (concatenated, with the comma in between). In our example, we do not need to add a Header 2 or a Footer, so our instructions are complete! Click on the OK button to save your work.

After you have produced your checks, and you want to create the Positive Pay file for the bank, go to Browse paid bills. You will see your check runs on the form, as shown below:



Highlight the check run for which you want to create the Positive Pay file. Then click on the “Pos Pay” button at the lower right. You will be asked for a file name and where to place the file:

Once you have entered the path and file name (click on the yellow folder to open up the File form which will allow you to select a path and enter a file name). Click on the OK button, and the file will be created.



Open the file with a text editor (or with Note Pad). You will see the checks and their amounts, as shown below:

Present this file to your bank and verify that it satisfies their requirements. You may now check another item off your Sarbanes-Oxley things-to-do list!

```
//Positive Pay Sample
0000105,-10
0000106,0
0000107,-9600
0000108,0
0000109,-3995
0000110,-3015
0000111,-1000
0000112,-1090
```

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