



## What's New in PBS v12.04 by Module

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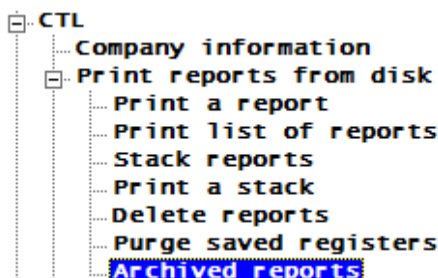
Passport Business Solutions software is a critical part of your business system and your successful business operation. Passport Software, Inc. continues to improve and enhance the PBS software to help make using the software more productive and enjoyable.

PBS v12.04 contains many new enhancements and fixes. This document explains the benefits and features of the enhancements by module.

## System

### New Archive of Reports Printed to Disk

After several years of use, the PBS *Print a report* menu selection, under *Print reports from disk*, can get filled up with many reports. The purpose of the new archive feature is to allow users to move rarely needed print to disk reports to a new archive location for processing, printing or viewing later. The moved reports can be accessed for a new *Archived reports* menu selection as seen here:



### Print a Report Button Changes

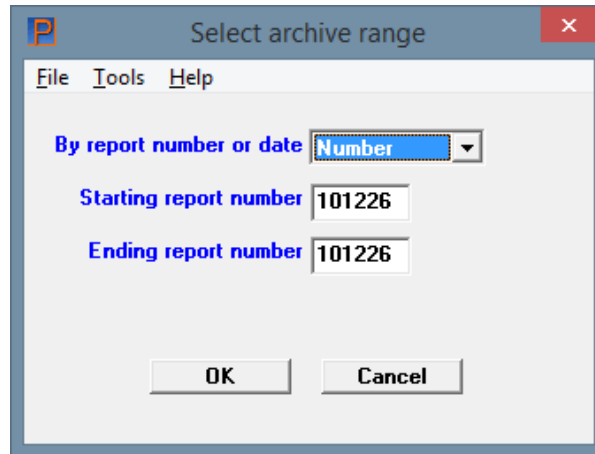
New buttons have been added to the *Print a report* screen. These include Archive and Delete, as seen here:



The next two sections explain what these new buttons provide.

### Archiving Reports

Reports can be archived by date created range or report number range. When filtered by module only, reports for that module will be archived. Here is an example of the archive range selector window when archiving by *Number* range:



In character mode the <F2> key accesses a similar archive range selector window.

#### *Deleting Reports*

From the *Print to disk* menu selection we are now allowing the deletion of printed audit trail reports and all informational reports. You no longer have to use the *Delete reports* menu selection to remove a report from the system. General users can be restricted from deleting reports if they do not have access to *Delete reports*. As before, audit trail reports must be printed before they can be deleted.

For security purposes, if the general user cannot access the *Delete reports* menu selection, that user cannot select the Delete button from *Print a report*.

#### *Archived Reports*

Archived reports are accessed from the new *Archived reports* menu selection. The archived reports screen is similar in design to the *Print to disk* screen, as seen here:

How many copies 
Select printer
PDF
HTML
Archive
Delete
Cancel
Exit

Reports for All packages

Select by descending created date

Pkg	Report #	Report name	Created	User	Pages	Last printed	File name
PR	101223	Payroll Check Register	06/03/2015 11:05	PS	1		00PR0101223
PR	101222	Positive Pay Register	06/03/2015 11:05	PS	1		00PR0101222
PR	101221	Payroll Register	06/03/2015 11:05	PS	2		00PR0101221
PR	101220	Time Worked Register	06/03/2015 11:05	PS	1		00PR0101220
PR	101219	Direct Deposit Register	06/03/2015 11:03	PS	1		00PR0101219
PR	101218	Payroll Check Register	06/03/2015 11:03	PS	1		00PR0101218
PR	101216	Payroll Register	06/03/2015 11:03	PS	2		00PR0101216
AP	101191	Payables Register	06/02/2015 11:15	PS	2		00AP0101191
PR	101174	Payroll Check Register	05/30/2015 17:08	PS	1		00PR0101174
PR	101039	Payroll Check Register	05/28/2015 06:44	PSI	1		00PR0101039
AP	100675	Payables Register	02/26/2015 13:36	PS	2		00AP0100675
PR	100672	Positive Pay Register	02/25/2015 19:37	PS	1		00PR0100672
PR	100671	PR Adjustments Register	02/25/2015 19:37	PS	3		00PR0100671
AP	100665	Payables Register	02/24/2015 16:28	PS	2		00AP0100665
GL	100651	Distributions Register	02/24/2015 11:20	PS	1		00GL0100651
GL	100650	Distributions Register	02/24/2015 11:18	PS	13		00GL0100650
CR	100646	Checkbook Transfer Register	02/20/2015 11:26	PS	2		00CR0100646
AP	100644	A/P Aged Open Items by Vendor	02/20/2015 10:23	PSI	2		00AP0100644
CR	100643	Checkbook Transfer Register	02/20/2015 09:59	PS	2		00CR0100643
AP	100642	A/P Voided Checks Register	02/20/2015 09:59	PS	1		00AP0100642
AP	100640	A/P Voided Checks Register	02/20/2015 09:55	PS	1		00AP0100640
AP	100638	A/P Check Register	02/20/2015 09:49	PS	1		00AP0100638
PR	100629	Payroll Check Register	02/13/2015 15:01	PS	1		00PR0100629
PR	100628	Positive Pay Register	02/13/2015 15:01	PS	1		00PR0100628
AR	100623	A/R Aging Report	02/12/2015 15:24	PSI	4		00AR0100623

First 10 lines of report:  

Date 06/03/2015 Time 11:05:52
Apollo1 - Company 00
Report #0101223 Page 0001

**P A Y R O L L   C H E C K   R E G I S T E R**

For the pay period ending 06/03/15  
 Check types: R = regular   U = vacation   B = bonus/separate suppl earning   C = commission  
 Cash account: 1000-000 Cash account #13557-000  
 "T" by check number denotes direct deposit  
 Checks automatically transferred to Check Reconciliation

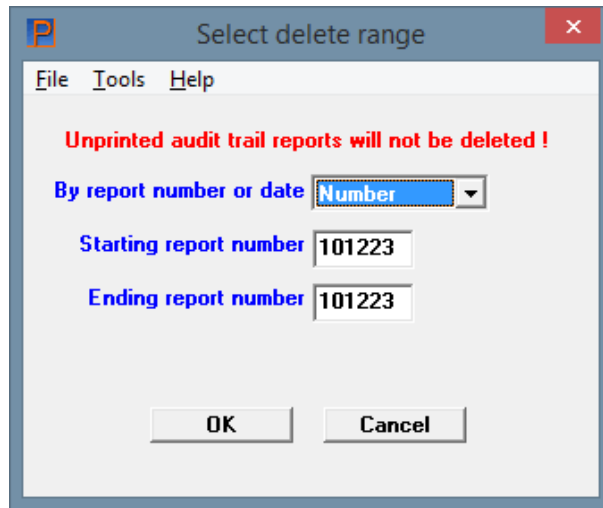
Search format is MM/DD/YYYY

From this screen you may search for, print, and view any report that has been archived. You may also delete archived reports.

### Deleting Archived Reports

In order to remove archived reports you must do so from the *Archived reports* menu selection. Reports can be deleted by date created range or report number range. When filtered by module only, reports for that module will be deleted.

Audit trail reports must be printed before they can be deleted. Here is an example of the delete range selector window:



In character mode the <F2> key accesses a similar delete range selector window.

#### Protected Disk Reports

From the *Print a report* menu selection, the *Protected disk reports* setting in *Company information* only allows a general user to access reports printed to disk if the user has access to the menu selection where the report originated. This same general user security limitation applies to archived reports.

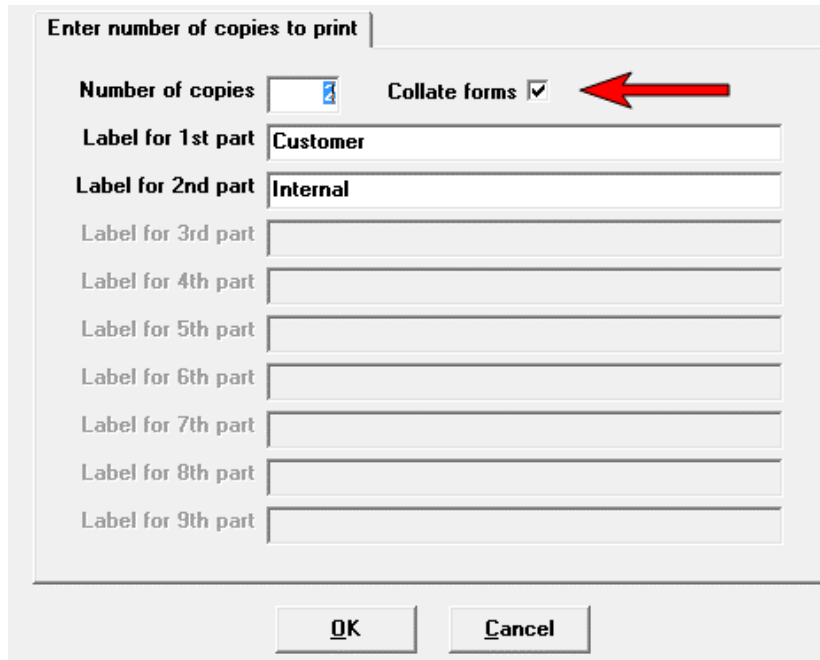
A general user can also be restricted from accessing the *Archived reports* menu selection as well. If the user cannot access the *Archived reports* menu selection, that user cannot select the Archive button from *Print a report*.

#### -PDFP- PDF Multiple Form Copies Printing

When using the -PDFP- option for forms, the program generates a PDF version of the document (invoice, statement or purchase order) and also generates a PDF file. Instead of only being allowed to print one copy there is now a new option to print 1 to 9 copies of each document.

#### Collating Forms

For printing forms such as invoices, statements and purchase orders, there is a new option to collate a print job that has multiple pages for transactions with multiple copies. Here is an example of the *Collate forms* check box on the *Enter number of copies to print* screen:



Check the box to collate the forms.

### PBS SQL

In order to make a PBS SQL system more robust we have added a new runtime component, along with changing some programs and we added a new reorganize index script.

### AcuSQL

In v12.04 we are providing a new runtime component called AcuSQL which allows us to use imbedded SQL statements in our programs. This leverages the power and flexibility of SQL from within a COBOL program. Certain programs now process a query which results in a faster and more efficient method of reporting than when using Acu4GL only.

Testing results prove that performance is increased significantly. Here we have an example of the how the Purge vendor history was improved, with a vendor history of 145,000 records. In this case, AcuSQL, performance is similar to a vision install purge time and 10 times faster than Acu4GL:

Vision install	Acu4GL install	AcuSQL install
4 minutes	40 minutes	4 minutes

For v12.04 the following menu selections now contain imbedded SQL statements that take advantage of AcuSQL:

- Accounts Payable
  - Aged open items
  - Vendor history
  - Purge vendor history



#### Accounts Receivable

- Aging

- Invoice history

#### General Ledger

- Print financial Statements

- Trial balance

- Source cross reference

- Working trial balance

### Reorganize a Database

In order to improve SQL performance we have also provided a script to help you re-organize your databases. This may be run from time to time and should be run on each PBS company.

### View Reports in PDF or HTML Default Program

When selecting to send a report to View PDF or View HTML, the PDF file is now opened by the default PDF application and the HTML file is opened by the default web browser. This allows you to keep the report open for later viewing or printing and return to PBS to continue your work.

For some applications, like A/R invoices and O/E invoices, when using immediate printing and selecting a PDF printer, the invoice displays in the default PDF application. You do not have to close the PDF invoice to go back to using PBS.

### Tokenization - New Credit Card Token Security added to A/R and O/E

To better handle the requirements of B2B (Business to Business) operations, and to increase the security of sensitive credit card data, Passport has added a credit card token file to the Accounts Receivable *Cash receipts* and *Invoices* as well as O/E *Orders* (Invoice and Credit memo types) and *Select for billing* (Order types).

So what is a token and how does this help your customer with credit card payments?

A token is a special number that a credit card processor issues when a card transaction is processed. The token is a unique number for that credit card processor and it provides a link to the encrypted credit card number saved in the vault of the credit card processor's secure system. Passport's software saves this token in the customer information to be used on future purchase transactions without needing to ask the customer for the entire credit card number again. This reduces the need for the merchant to ask the customer repeatedly for their credit card number. Now a simple, "Do you wish to charge that to your VISA card ending in 9486?" and if the customer says "Yes" the merchant clicks on that token to complete the payment.

Customers are allowed to store these tokens on their system as they only have meaning to their own merchant account and credit card processor, and do not contain the actual credit card number.

Historically, payment processing using credit and debit cards has predominantly been used for in-store and retail purchases, and not as often in B2B purchases. With the changing world of credit card payments, more and



more B2B transactions are settled using credit cards, often using the Internet as the vehicle to place an order, and to also provide credit card information.

In addition, VISA and other associations continually change the security requirements, and issuing banks have reduced the time an authorized charge may remain open from 30 days to as little as 3 days, giving suppliers less time to ship an order and capture the funds that were authorized when the order was placed.

B2B is typically repeat business where the customer periodically orders and receives goods and services sometimes over a period of many years. In addition, B2B purchases are frequently taken as phone orders, online orders or email orders that will be shipped by a carrier and delivered to the customer's business location at some future point. Sometimes, back orders for items that are out of stock may wait for months until they are received and then shipped to the customer.

In this respect, B2B is different from most retail transactions, which usually occurs in-store with credit card in hand and may be a one-time purchase (but not always.) Typically, the customer walks away with the merchandise or service completed.

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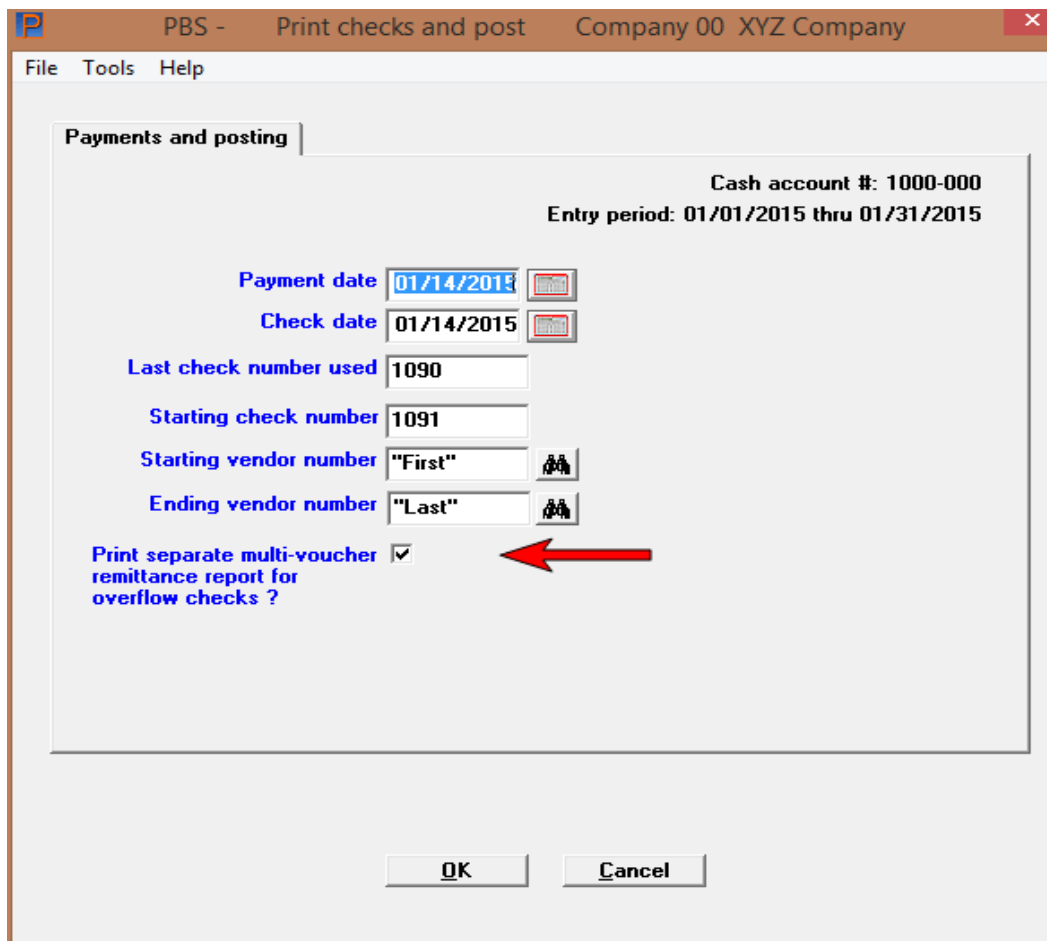
## Accounts Payable

### Separate Multi-voucher Remittance Form

#### Print checks and Post

Originally, when there were 8 to 15 or more vouchers being paid, depending on the maximum allowed by the form type, the program would void the first check, print as many vouchers as possible on the check stub and print the remaining vouchers on the next check along with the check amount.

Now there is another option to print a Multi-Voucher Remittance on plain paper for all the vouchers being paid. The new option is *Print separate multi-voucher remittance report for overflow checks* as seen here:



When checked the program prints the new report. When not checked it prints as before.

When checked and there are more vouchers than will fit on the check stub, the program prints, *See multi-voucher report for voucher details* on the stub. The full payment is printed on the check. The vouchers are printed on a separate page after the checks or direct deposit remittances are printed. This applies to all pre-programmed formats 1, 2, 3, 4 and the custom format.





This is an example of the Multi-Voucher Remittance report:

Account No	Vend No	Vend Name	Check No	Check Date
	300	Red Line Freight	11413	9/01/14
-----				
Vchr Invoice No	Invc Dte	Invc Amt	Disc taken	Ck amount
-----				
2154 1	9/01/14	1.00	.00	1.00
2155 2	9/01/14	2.00	.00	2.00
2156 3	9/01/14	3.00	.00	3.00
2157 4	9/01/14	4.00	.00	4.00
2158 5	9/01/14	5.00	.00	5.00
2159 6	9/01/14	6.00	.00	6.00
2160 7	9/01/14	7.00	.00	7.00
2161 8	9/01/14	8.00	.00	8.00
2162 9	9/01/14	9.00	.00	9.00

## New Check Register Options

[A/P, Reports > Check register](#)

The check register has two new options:

1. Print just one check on the report. When a customer calls and asks about a specific check and the invoices that were applied to it, the user can print it easily and find this information.
2. Print in order by date or check number order. Sorting by date was the default and by check number order is new. This sort option has two advantages:
  - a. An immediate or non-A/P check number sequence may be different than the check number sequence.
  - b. Direct deposit numbers are always in a different sequence than check numbers.

Here is the new report screen indicating the two new fields:

Reports (Check register) Company 00 XYZ Company

File Tools Help

**Report criteria**

Cash account # "All"

Starting vendor # "First"

Ending vendor # "Last"

Starting check date "Earliest"

Ending check date "Latest"

Check number "All"

Show invoice detail ☒

In order by Date

<F1> = next cash account, <SF1> = previous cash account  
<F2> = 1000-000 Cash account #13557-000-12345, <F5> = "All"

OK Cancel

## More Fields in the Payables List Box and Lookup

A/P, Payables > Enter

The invoice date and invoice amount has been added to the graphical mode list box and the character mode lookup. This allows the user a way to verify the invoice date and amount before exiting the window. Here is an example:

Select by ascending vchr #

Vchr #	Invoice #	Vendor	Type	PO number	Invoice date	Invoice amount
5080	8585	400	Regular		09/03/2014	563.23
5081	79526	100	Regular		09/02/2014	589.63
5082	GC-2121	256	Regular		09/04/2014	7,895.00

## Automated Cancellation Voucher

Payables > Enter

When entering a cancellation voucher type and after entering the original invoice number, the program pulls the invoice data from open items eliminating the need for manual entry.


After getting the original payable data from open items, the program displays the original distribution date and allows you to change it. You may also enter a reference. No other fields can be changed.


Here is an example of open item data that was pulled from open items into Payables to be cancelled:

**General**


Voucher  \* To be assigned \*


Type **Cancellation**



Vendor **200**  **Acme Office Supplies**


Cancel vchr **1029**  Proximo terms ☐ Correcting entry ☐

Gets 1099: Yes Terms: 2/15 net 30 Due days **30**



1099 type **None** Due date **01/16/2015** 

P.O. #   Discount days **15**


Recvr #'s   Discount date **01/01/2015** 


Distrib. date **02/27/2015**  Discount pct **2.00**

Invoice # **12155** Discount amt **17.86**

Invoice date **12/17/2014**  Discount acct **4050-000**  **Discounts allowed**

Invoice amt **893.21** Check #

Non disc amt  Check date  


Reference  Cash account  

<F5> = correcting

You must enter the distributions manually as this information is not retained in history. However on the Distributions graphical screen there is a new menu option to *View vendor invoices*, as seen here:

File View **Options** Tools Help

**Distributions to G/L**


**View vendor invoices**  **Save / New** **Delete** **Cancel** **Exit**

Select by ascending account #

Invoice #: 5645 Vendor: 12 1st Central Distributors Voucher: 1039

Account #	Account Description	Distribution Amt

**Distribution**

Account **5020-100**  **Purchases - tools**

Distribution amt **850.00**

Amount remaining: **850.00**

Invoice amount: **850.00**



After selecting *View vendor invoices*, the program defaults to viewing the original voucher. When you select the *View distribution history* button, the program displays all the original voucher accounts and amounts that were used.

## Audit Trail for Cancellation

A/P, Payables > Post

There is now an audit trail for a cancellation.

With v12.04 the posting of a cancellation writes a cancellation voucher type in history, matching the original, but with the amount having the opposite sign of the original. The original voucher with a positive amount is retained.

Here is an example of the original invoice and cancellation as seen on the vendor history report:

Inv-#	Inv-date	Orig-amount Orig-discount	Open-amount Open-discount	----First----- Jrnl-# Vchr-#	P.O.-# Reference
Vendor: EXTLS Expert Tools A/P acct #: 2000-000 Pmt Group:					
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte Jrnl-# Vchr-# P.O.-#/Cash-acct
5656	9/01/14	564.00	28.20	Invoice	9/01/14 AP0100236 5078
5656	9/01/14	564.00-	28.20-	Cancellation	9/05/14 AP0100238 5079
5656	9/01/14	.00	.00	AP0100236 5078	
Grand Direct totals: .00 .00					
Grand Discount totals: .00 .00					
Grand Memo totals: .00					

## Enhanced Close a Period

A/P, Close a period, Posting programs, Vendors

The current period is determined by a date in A/P Control information and Period to date information is stored for each vendor.

You no longer have to immediately close a period in order to keep the *Vendors* period to date fields accurate. There is a new set of fields called *Next period*, where period data can be temporarily stored before closing the period as seen here:

General | Terms | Accounts | Totals

Current balance

↓

	Period to date	Next period	Year to date	Last year
Purchases	5,230.00	850.00	5,230.00	99.99
Discounts	.00	.00	.00	.00
Payments	5,230.00	.00	5,230.00	99.99
Memo purchases	.00	.00	.00	.00

Last purchase date  Last payment #

1099 amount year to date  Last payment date

1099 amount next year  Last payment amount

You may keep a period open for up to a month while entering and posting vouchers and payments in the next month. These amounts are stored in the Next period fields.

The payables, modify open items and check posting registers were modified to post the next period fields in vendors.

The close a period has been modified to:

- Clear the vendor current period purchases, payments, discounts and memo purchases amounts.
- Transfer the amounts stored in the vendor next period amounts into the like period-to-date fields and add the amounts to the year-to-date fields. The period-to-date fields are now accurate for the new period.
- The A/P Control information current period end date is set to the ending date of the new period.

The Close a year menu selection has been removed. The close a period program now includes an option for closing the year as seen here:

Close a period criteria

Closing out the period ending on 01/31/2015

This program will clear the current Period to date purchases, payments, discounts and memo purchases. It will move the Next period amounts to period to date and add Next period to Year to date.

Is 01/31/2015 also your year-ending date ? ☐

Please enter the new period-ending date

the new starting entry date

Ending entry date



When close a year is also selected, this occurs:

- The vendor current period purchases, payments, discounts and memo purchases amounts are cleared out.
- The amounts stored in the vendor next period purchases, payments, discount and memo amounts are transferred into the like period-to-date fields and year-to-date fields, so that the period-to-date fields are now accurate for the new period.
- The current year-to-date purchases, discount amounts, payment totals and memo purchase amounts are moved to the last year matching fields.
- The current period end date in A/P Control information is set to the ending date of the new period.
- The year-to-date amounts in Recurring payables are cleared.

Another benefit is that the closing for Accounts Payable now works in a similar manner to Accounts Receivable. This helps maintain module consistency.

### Audit Trail for Voids

#### A/P, Void checks > Post

With v12.04, a posted void is written to history for all vouchers originally paid and the original check is also retained. The original vendor and voucher number is written to the void record.

For v12.04 checks that are voided during a check run are still written to history with no vendor number and no voucher number. However, we added to the reference, *Voided at check run*.

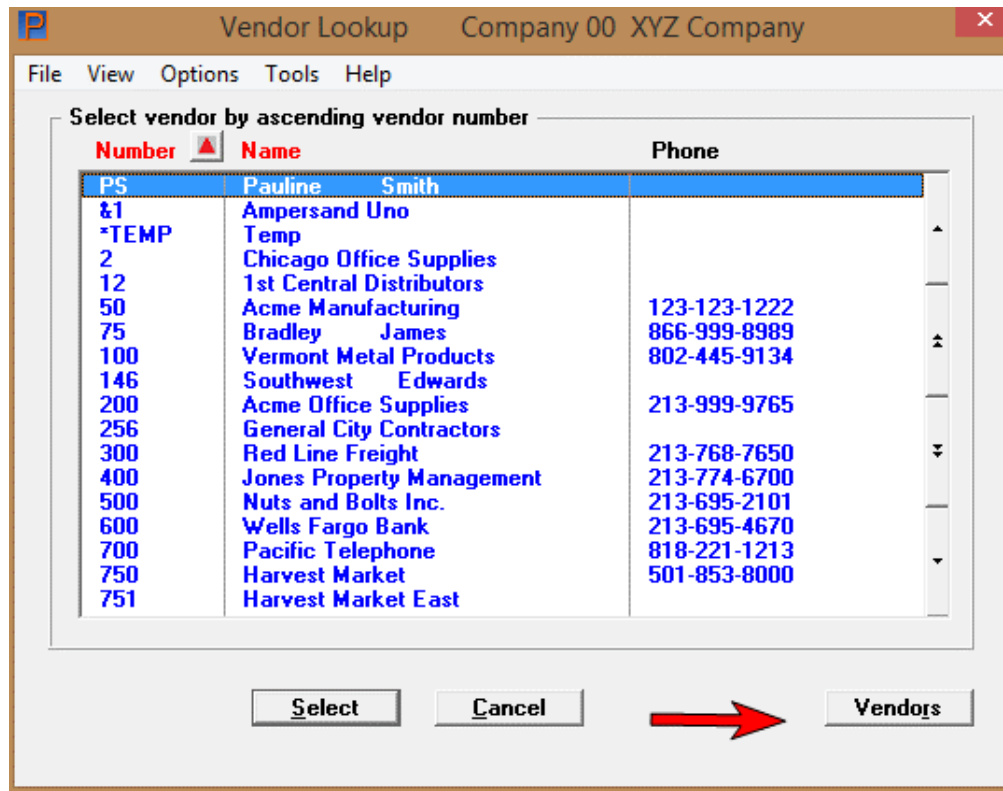
This is an example of a voided check, original check and invoice printed on the Vendor history report:

Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte	Jrnl-#	Vchr-#	P.O.-#/Cash-acct
700	3/01/15	100.00	10.00	Invoice	3/01/15	AP0100055	115	
001010	3/11/15	100.00-	.00	Computer chk	3/11/15	AK0100057		1000-000
001010	3/11/15	100.00	.00	Voided check	3/11/15	AV0100058		1000-000

### Added Functionality from Vendor Lookup

With v12.04 the *More info...* button has been changed to *Vendors*. After selecting this button you may still view data, however, the user can now *edit*, *add* or *delete* vendors as well.

As before, if the user does not have access to the *Vendors* menu selection, the *Vendors* button is greyed-out and inaccessible. Here is an example of the lookup:



### Vendor Change Log Print and Purge

There are new report and purge options available for the *Vendor change log*.

You may now print a range of changed vendor log entries. This helps you find specific changed vendor data rather than having to print the entire report.

You may purge up to a cut-off date. This allows you to keep more recent data rather than purging it all.

### Aged Open Items Report

The report now provides an option to print each vendor on a separate page. This would allow a user to include the vendor's open items information when mailing a vendor payment.

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## Accounts Receivable

### Immediate Print Button on Invoices Screens

Invoices -> Enter

This feature is only available in graphical mode.

To allow a faster method of printing immediate invoices, we are now providing a new button to print previously entered invoices on the header and miscellaneous charges screens. Here is example of the header screen with the Print button:

The screenshot shows the Accounts Receivable header screen. At the top, there is a menu bar with buttons: New, Edit, Save, Save / New, Delete, Cancel, Line items, Print, and Exit. Below the menu bar, there is a section titled "Select invoice by ascending reference #". This section contains a table with columns: Ref#, Group, Customer #, Customer name, Type, and Invoice date. The first row of the table is highlighted in blue and contains the following data: Ref# 926, Group WIN, Customer # 1, Customer name Elliott Enterprises, Type Invoice, and Invoice date. Below the table, there is a "General" tab. Under the "General" tab, there are two fields: "Bill ref #" with the value 926 and "P.O. #" with an empty field.

### New Option to Print Credit Hold Customers on Collections Report

In order to help identify credit hold customers we have a new option to print only credit hold customers. The field is *Show customers* and the option is *Credit hold only* as seen here:

The screenshot shows the Collections Report criteria screen. It is divided into two main sections: "Report criteria" and "Aging periods".

**Report criteria:**

- Cut-off date: 06/24/2014
- Age by: Invoice date
- By cust number or name: Number
- Starting customer number: "First"
- Ending customer number: "Last"
- Last payment cut-off date: No cut-off
- Group by sales rep: ☐
- For which sales rep:
- Cut-off balance due: "All"
- Cut-off aging period: "All"
- Print DR/CR bal customers: Both DR and CR accounts
- Show customers: Credit hold only
- Detail or summary: Summary

**Aging periods:**

- Define aging periods: Days
- # aging days in period 1: 30
- Period 1 description: Current
- # aging days in period 2: 60
- Period 2 description: Over 30 c
- # aging days in period 3: 90
- Period 3 description: Over 60 c
- # aging days in period 4: 999
- Period 4 description: Over 90 c





The same type of print credit hold customers only option is also available when printing the Customers by customer name and Customer by customer # reports.

## Aging Report – One Line per Customer Option

### A/R, Reports, Aging

There is a new option for a one-line per customer condensed aging report. For v12.04, the *Condensed* option is now included with *Detail* and *Summary*.

Here is an example of the condensed report option:

Cust-#	Name	Balance	-----Aged customer balances-----			
			Current	Over 30 days	Over 60 days	Over 90 days
5	Sullivan Graphics Design	764.62-	764.62-	0.00	0.00	0.00
10	Harris, Goldberg & Jones	135.57-	135.57-	0.00	0.00	0.00
20	James Holloway	1,427.53	0.00	0.00	0.00	1,427.53

Grand totals for      3 customers printed

Note that a blank line exists between each line to accommodate amounts too large to fit in the space.

## New Features for Entering Recurring Bill Lines

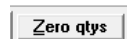
### A/R, Recurring Bills

#### Entering or Changing Recurring Bills

A new total quantity for all the lines has been added to the line entry screen. As new lines are entered, the total quantity for all lines entered is updated.

#### Changing Recurring Bills

There is a new button to zero all quantities for a Bill.



In character mode you can zero quantities if you select to change the line items.


Zeroing line quantities applies to all items and most services; except flat-rate services.


## Print Invoices applied to Payments


### A/R, Reports, general -> Cash history


For open item customers there is a new option to print the invoices applied to each open items customer's payment. The new option is *Show Application* as seen below:




Cash account  

Starting date  

Ending date  

Starting customer  

Ending customer  

Deposit #

**Show Application** ☒

Purge file ☐

Here is an example of a check payment with invoices applied to it:


Receipt date	----- number	-----Customer----- name	Check number	Amount received	Credit A/R?	Reference/Bank Appl-to	route # Amount	Journal number	Deposit number
10/10/12	5	Sullivan Graphics Design	6781	80.33	Y	PBS		CJ6653	206
						373	3.15		
						522	77.18		
Grand total:				80.33					


## New Sales Tax Report


The *Sales tax due edit list*, *Sales tax exception report* and the new *Sales tax report* were combined to be accessed from one menu selection called *Sales tax reports*.

The new Sales tax report provides a new input screen that lets you enter a date range and optionally print details as seen here:

**Report criteria**

Tax code  

Starting date  

Ending date  

Print details ☐

Print each tax code on separate page ☐

<F5> = "All"

The printed report combines taxes by tax code as seen here with details:

Date 07/13/2015 Time 15:30:35 Apollo1 - Company 00 PDF Generated Report Page 0001

# S A L E S T A X R E P O R T

Tax code: CAL Taxable sa  
Starting date: 6/01/2015 Ending date: 6/30/2015  
Print details ? Yes

NOTE: Sale Amount = Total Invoice Amount.

Report location :N:\v1204\_AcuConnect\_TC\_925/RWWRK/15300570.pdf

Code	Description	Sale-amt	Taxable-amt	Non-txbl-amt	Collected-tax	Uncollected-Tax
CAL	Taxable sales Cal State Due to state on invoice date	689.20	200.00	475.00	10.65	.00
Doc-#	Doc-type Doc-date Customer-#	Sale-amt	Txbl-amt	Non-txbl-amt	Collected-tax	Uncollected-tax
110	Inv 6/03/15 200	53.55	50.00	.00	3.55	0.00
111	Inv 6/03/15 200	53.55	50.00	.00	3.55	0.00
518	Inv 6/04/15 10	53.55	50.00	.00	3.55	0.00
114	Inv 6/05/15 200	53.55	50.00	.00	.00	0.00
118	Inv 6/18/15 BZ	475.00	.00	475.00	.00	0.00


## New Graphical Screens for v12.04:

These new graphical screens have been added to Accounts Receivable:

- Finance charges > Calculate
- Finance charges > Modify
- Finance charges > Edit list
- Finance charges > Post
- Open items > Calculate past due amounts

- Open items > Change apply-to number or due date
- Open items > Purge
- Close a period
- Utility > Load A/R open items
- Utility > Set customer account balances
- Utility > UPS address export

The *Change apply-to number or due date* graphical screen makes it easier to identify an open item that requires an apply-to or due date change. Both the apply-to number and due date can be changed at the same time. This is an example of the graphical mode *Change apply-to number or due date* screen:


Open items (Change apply-to number or due date)
Company 00 XYZ Company

File View Tools Help

New Edit Save Save / New Delete Cancel Exit

Select customer by ascending customer #

Customer #	Customer name
00/AB/12	00 All Best Pros #12
1	Elliott Enterprises
5	Sullivan Graphics Design
10	Harris, Goldberg & Jones
20	Holloway James
30	W.J. Bjornfreq A/G

Select open item by ascending document date

Document date	Apply-to #	Document #	Document type	Due date	Document total
01/14/2014	177	177	Invoice	02/13/2014	1,392.09
01/14/2014	178	178	Invoice	02/13/2014	190.31
11/13/2014	177	78645	Payment	11/13/2014	-1,392.09
11/13/2014	178	78645	Payment	11/13/2014	-190.31
11/13/2014	181	78645	Payment	11/13/2014	-3,812.22
11/20/2014	* Open *	12345	Payment	11/20/2014	-500.00

General

Customer number
1
Elliott Enterprises

Document number
177

Document type
Invoice

Document date
01/14/2014

Due date
02/13/2014

Apply-to number
177

Amount 1
1,221.13

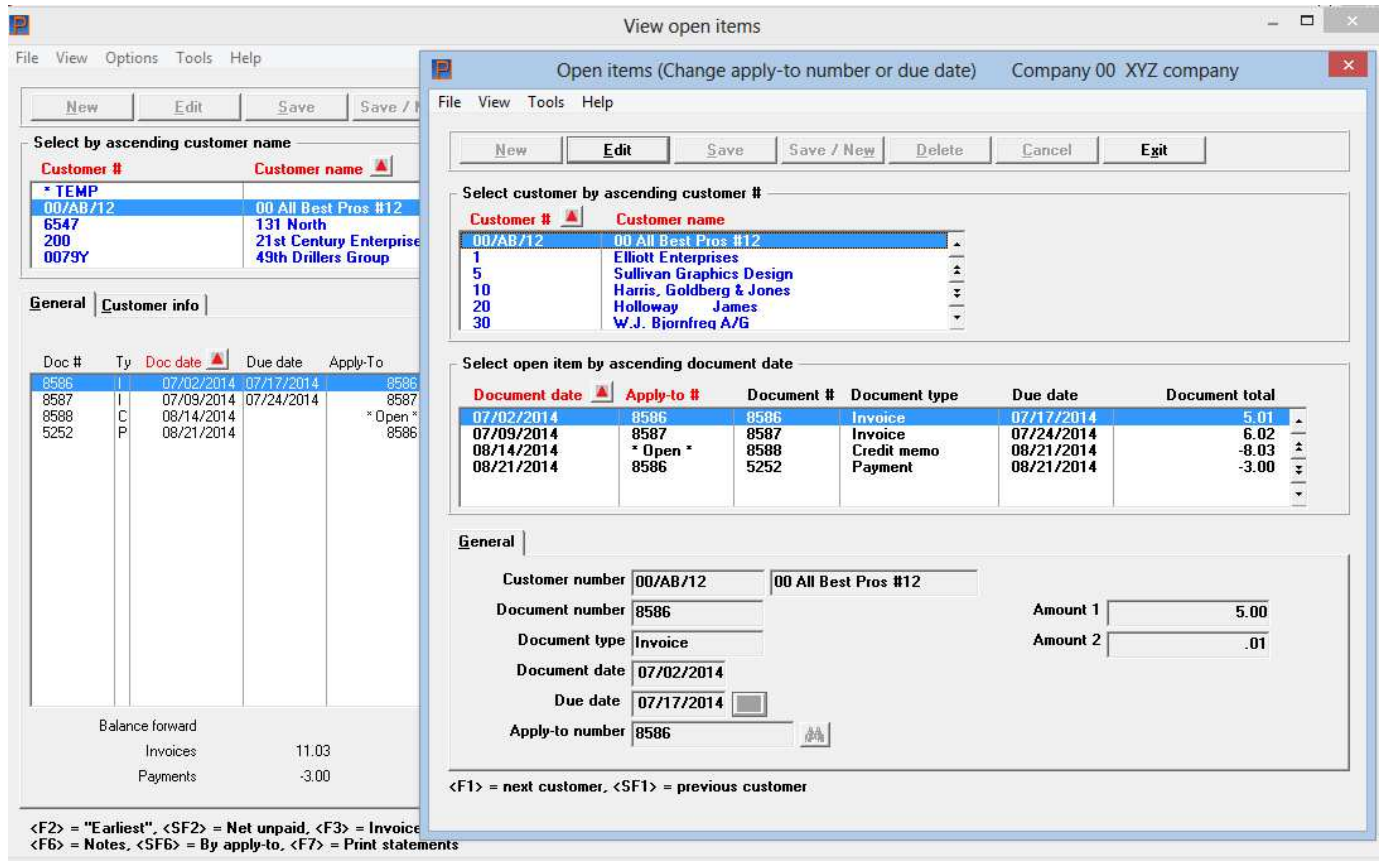
Amount 2
170.96

<F1> = next customer, <SF1> = previous customer

## Change to View Open Items

A/R, View -> Customers

When viewing open items you may now access the new graphical mode *Change apply-to number or due date* screen. Here is an example:



The screenshot shows the 'View open items' window with the 'Open items (Change apply-to number or due date)' sub-window active. The sub-window displays a list of customers and a table of open items.

**Customer Selection:**

Customer #	Customer name
00/AB/12	00 All Best Pros #12
6547	131 North
200	21st Century Enterprise
0079Y	49th Drillers Group

**Open Items Table:**

Document date	Apply-to #	Document #	Document type	Due date	Document total
07/02/2014	8586	8586	Invoice	07/17/2014	5.01
07/09/2014	8587	8587	Invoice	07/24/2014	6.02
08/14/2014	* Open *	8588	Credit memo	08/21/2014	-8.03
08/21/2014	8586	5252	Payment	08/21/2014	-3.00

**General Information:**

Customer number: 00/AB/12    00 All Best Pros #12

Document number: 8586    Amount 1: 5.00

Document type: Invoice    Amount 2: .01

Document date: 07/02/2014

Due date: 07/17/2014

Apply-to number: 8586

<F1> = next customer, <SF1> = previous customer

<F2> = "Earliest", <SF2> = Net unpaid, <F3> = Invoice  
<F6> = Notes, <SF6> = By apply-to, <F7> = Print statements

## Added Functionality from Customer Lookup

With v12.04 the *More info...* button has been changed to *Customers*. After selecting this button you still may view data, however, the user can now *edit, add* or *delete* customers as well.

If the user does not have access to the *Customers* menu selection, the *Customers* button is greyed-out and inaccessible. Here is an example of the Customer lookup:

Customer Lookup Company 00 XYZ Company

File View Options Tools Help

Select customer by ascending customer #

Customer #	Customer name	Phone #	Rep #	State	Zip Code
00/AB/12	00 All Best Pros #12		1	IL	60000
1	Elliott Enterprises	213-779-6011	20	CA	94994
5	Sullivan Graphics Design	213-884-7797 EXT. 1	789	CA	92104
10	Harris, Goldberg & Jones	714-221-8500	JAK	CA	92100
20	Holloway James		100	WA	98200
30	W.J. Bjornfreg A/G	213-886-7722	20	CA	92100
40	Washington, Mrs. Thomas	617-444-7780	1	TX	75201
50	Space Concepts & Design	212-220-9981	789	NY	10052
100	Neptune Underwater Supply	408-776-1102	23	CA	91100
200	21st Century Enterprises	415-555-7844	10	CA	95782
300	Beverly Beauty Supply	213-778-9000	23	CA	90005
325	Pete's Place	212-925-6548	100	NY	11200
500	Delecroix & Wilson		PBS	LA	70129
600	Ariel Enterprises	213-554-4300 X608	23	CA	90005
658	Jones & Sons Engineering		15A	IL	60209
700	English Tea Co	555-555-4658	1	CO	80307
800	Brazil Coffee	555-555-4444	789	IL	60000
801	Fefer and Jones		AU	IL	60026

Select Cancel Customers

### New Cash Receipts Screen Character Mode

A new cash receipts application screen provides a faster way to apply multiple invoices to a payment. Selecting the F3 key provides an easy way to alternate from the multiple line to the single line application.

Cash receipts (Enter)

XYZ Company

Entry period: 09/01/2014 thru 09/30/2014

Harris, Goldberg & Jones

\* 1. Cust # 10

Apply-to	Type	Doc date	Due date	Balance	Amt Pd this ck
1 503	INVC	02/16/15	03/18/15	25.28	
2 504	INVC	02/16/15	03/18/15	25.28	
3 505	INVC	02/16/15	03/18/15	53.55	
4 506	INVC	02/16/15	03/18/15	53.55	
5 507	INVC	02/16/15	03/18/15	1.93	
6 508	INVC	02/16/15	03/18/15	1.93	

No more open items for this customer

Page 1

<F1>=Forward, <SF1>=prev, <F3>=single-line method Amt remain: 500.00

Line number(s) ?

### Multi-Payments Additions

With Multi-payment processing Passport, along with X-charge, now provide a tokenization feature. This provides greater security as the credit card number is never stored on the local

### Customer Change Log Print and Purge

There are new report and purge options available for the customer *Change log*.



You may now print a range of changed customer log entries. This helps you find specific changed customer data rather than having to print the entire report.

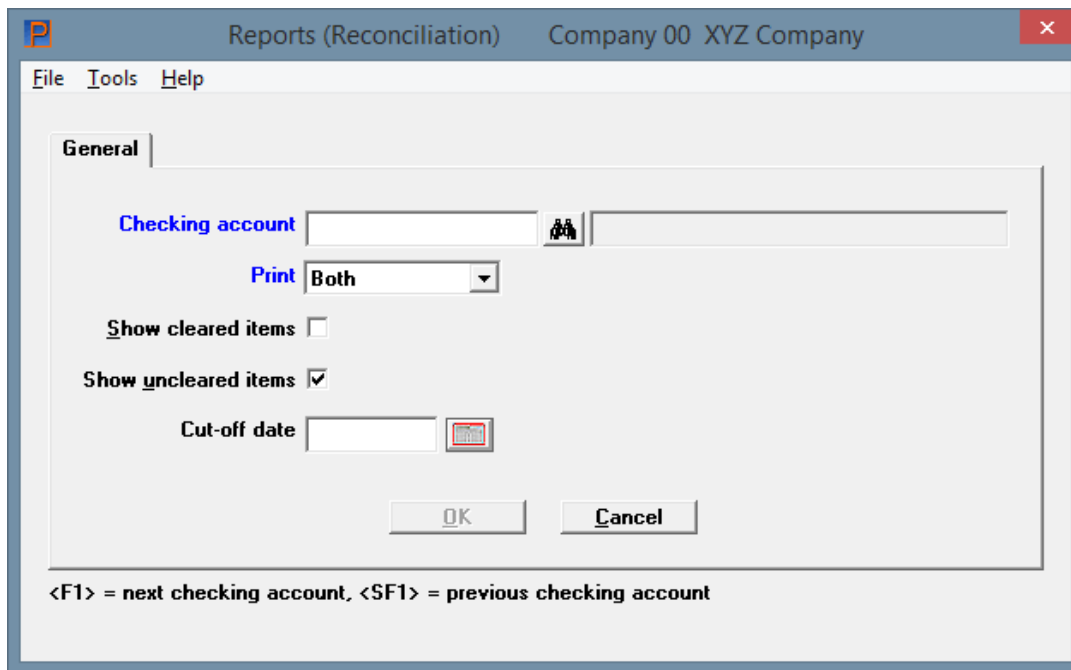
You may purge up to a cut-off date. This allows you to keep more recent data rather than purging it all.

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## Check Reconciliation

Added Detail Totals and Checkbook Balance Amounts to the Reconciliation Report

The report entry screen has been altered to provide new options:



Reports (Reconciliation) Company 00 XYZ Company

File Tools Help

**General**

Checking account [ ] [ ]

Print Both [v]

Show cleared items ☐

Show uncleared items ☒

Cut-off date [ ] [ ]

OK Cancel

<F1> = next checking account, <SF1> = previous checking account

The new *Print* field allows you to print the *Details only*, *Summary only* and *Both* details and summary information.

When printing the details we provide a total for the Deposit/CR column and a total for the Check/DR column as well as a Net amount.

The summary now provides a checkbook balance and the outstanding amounts as of the statement date. Here is a summary example:





Checking account: 1000-000 Cash account #13557-000-12345 Reconciliation method: Book-to-Bank  
Bank acct #: 013557000  
Statement date: 5/01/15

Report location :

-----RECONCILIATION SUMMARY-----			
This stmt bal:	314,605.64-	5/01/15 checkbook bal:	310,159.80-
Last stmt bal:	314,785.41-	5/01/15 outstanding:	0.00
-----			
Difference:	179.77	Cleared on 5/01/15:	164.77
Cleared this date:	164.77	This stmt bal:	314,605.64-
-----			
Recon difference:	15.00	Recon difference:	4,445.84
-----			
Items cleared:	10	Items uncleared:	0
-----			
Checks cleared:	113.00-	Checks uncleared:	0.00
ACH payments cleared:	1,451.23-	ACH payments uncleared:	0.00
Deposits cleared:	1,587.00	Deposits uncleared:	0.00
Adjustments cleared:	142.00	Adjustments uncleared:	0.00
-----			
Total cleared:	164.77	Total uncleared:	0.00

## Handling of A/P Zero Amount Void Checks Now Improved

There are two new options for handling A/P zero amount void checks:

- During the reconciliation process you may now manually clear A/P voided checks. This helps you keep track of all check numbers and verify when they are being used. The clear date, in this case, is assigned to the statement date.
- For those that do not want to manually clear voided checks there is a new option in *C/R Control information* that allows the system to automatically clear zero amount voids when brought into the checkbook. This is the field that provides the new option:

Auto-clear zero amount voids: ☒

You can be set up to use either *Transfer checks/deposits* or to automatically bring the check data in during posting in A/P. Regardless of your method, voids will be auto-cleared. The clear date for this process becomes the same as the posting date.

## New Graphical Screens for v12.04:

These new graphical screens have been added to Check Reconciliation:

- Utility > Close checking accounts
- Utility > Compress cleared entries

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## General Ledger

### Trial Balance Period Sub Totals

There is a new option that allows you to print sub totals by period. This is the trial balance screen with the new option:

Report criteria

Fiscal year
2015

Reporting period
01/01/2015
01/31/2015

Starting account #
"First"

Ending account #
"Last"

Show detail
☒

New page for each account
☐

Compression
Compress using acct compress code

Compress G/L entries
☐
Keep DR/CR separate
☐

Include zero balance accounts
☐

Print for sub account group
All sub accounts

Cost center 1

Cost center 2

Group by cash flow type
☐

Cash flow types

Operations
☐
Investment
☐
Financing
☐

Formatting type
Horizontal totals

Create csv file
☐

Reporting periods

Period	Starting date	Ending date
1	01/01/2015 thru	01/31/2015
2	02/01/2015 thru	02/28/2015
3	03/01/2015 thru	03/31/2015
4	04/01/2015 thru	04/30/2015
5	05/01/2015 thru	05/31/2015
6	06/01/2015 thru	06/30/2015
7	07/01/2015 thru	07/31/2015
8	08/01/2015 thru	08/31/2015
9	09/01/2015 thru	09/30/2015
10	10/01/2015 thru	10/31/2015
11	11/01/2015 thru	11/30/2015
12	12/01/2015 thru	12/31/2015

Period sub totals
☐

### Totals for Budgets

When entering or viewing an existing budget, totals for the Budgets and Comparatives columns now display at the bottom of the screen. Here is an example:

New Edit Save Save / New Delete Cancel Exit

Select fiscal year to process

Fiscal year 2015

Select by ascending account number

Fiscal year	Account number	Description	Budget type
2015	4000-000	Revenue from jobs	NORMAL
2015	4000-200	Sales - misc. items	NORMAL
2015	4000-300	Revenue from jobs	NORMAL
2015	4010-000	Equipment income/expense	NORMAL
2015	4010-300	Equipment income/expense	NORMAL
2015	4020-100	Sales - parts	NORMAL

**General**

Budget for

Fiscal year 2015

Account# 4000-000

Description Revenue from jobs

Budget type NORMAL

Normal Budget

Periods	Budgets	Comparatives
1	10,000	9,872.01
2	10,000	9,905.20
3	10,000	10,055.08
4	10,000	9,823.44
5	10,000	10,087.15
6	10,000	8,867.12
7	10,000	9,546.41
8	10,000	8,978.91
9	10,000	11,252.16
10	10,000	9,456.87
11	10,000	9,125.17
12	10,000	10,652.10
13		
<b>Totals</b>	<b>120,000</b>	<b>117,621.62</b>

<F1> = next budget, <SF1> = prev budget, <F3> = delete

## Purge and Archive Fiscal Years

General Ledger transaction data may have been accumulating on your system for some time which can result in millions of G/L transaction records. A new utility now allows you to purge older fiscal years and optionally archive those years to another company.

There are various reasons why you may want to purge your older fiscal data. Here are some examples:

- Due to multiple fiscal years, the transaction file/table has a large number of records which has reduced the performance of financial reporting and posting of the current year.
- You wish to modify the data in a previous fiscal year. Moving that year to another company will allow this. Please note that the data posted to the new company will not be written to the current company. That would require balance forward entries in the current company as well.
- You want to remove some G/L accounts that are no longer used, but the program does not allow you to remove them until the data is gone. Purging the data from the fiscal years that contain the no longer used accounts and optionally moving that data to another company will allow you to remove the accounts in the current company.

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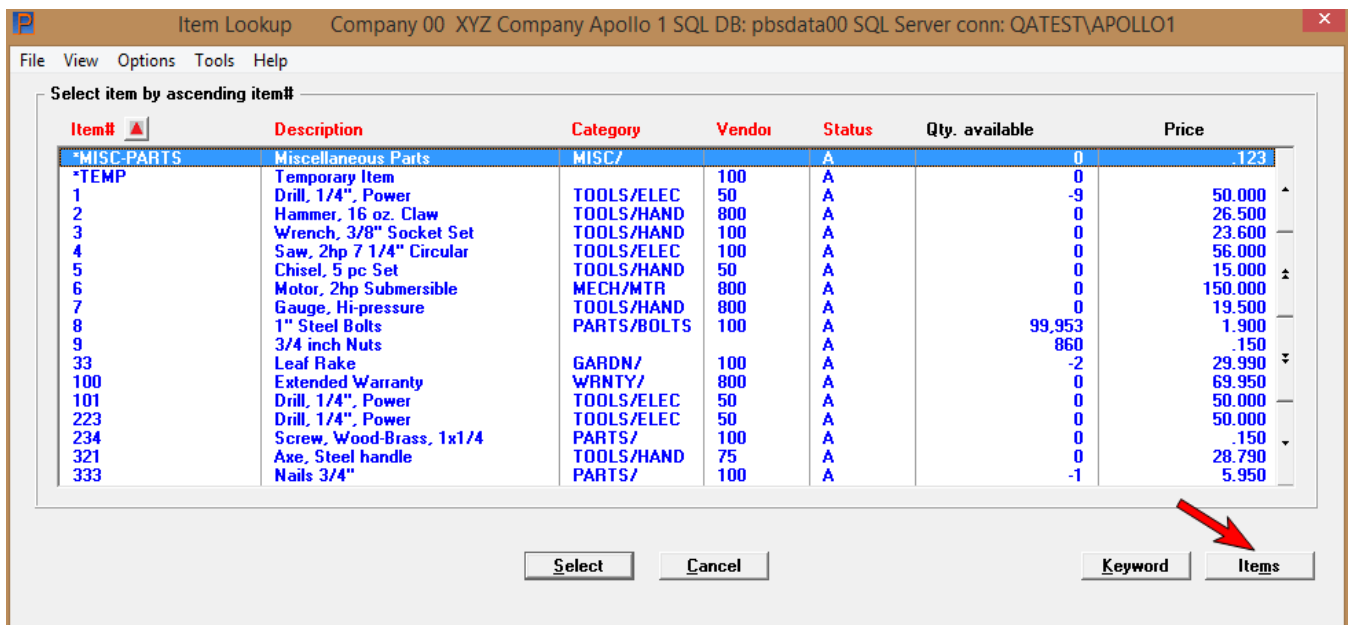
## Inventory Control

### Added Functionality from Item Lookup

With v12.04 the *More info...* button has been changed to *Items*. After selecting this button you may still view data on a graphical mode screen, however you now can *edit*, *add* or *delete* items as well.

One benefit is that it allows a user to enter an item when in the process of entering an order. This would be necessary when you know the item is in stock but it has not been entered and received yet.

If the user does not have access to the *Items* menu selection the *Items* button is greyed-out and inaccessible. Here is an example of the item lookup:



Item Lookup Company 00 XYZ Company Apollo 1 SQL DB: pbsdata00 SQL Server conn: QATEST\APOLLO1

File View Options Tools Help

Select item by ascending item#

Item#	Description	Category	Vendor	Status	Qty. available	Price
*MISC-PARTS	Miscellaneous Parts	MISC/		A	0	.123
*TEMP	Temporary Item		100	A	0	
1	Drill, 1/4", Power	TOOLS/ELEC	50	A	-9	50.000
2	Hammer, 16 oz. Claw	TOOLS/HAND	800	A	0	26.500
3	Wrench, 3/8" Socket Set	TOOLS/HAND	100	A	0	23.600
4	Saw, 2hp 7 1/4" Circular	TOOLS/ELEC	100	A	0	56.000
5	Chisel, 5 pc Set	TOOLS/HAND	50	A	0	15.000
6	Motor, 2hp Submersible	MECH/MTR	800	A	0	150.000
7	Gauge, Hi-pressure	TOOLS/HAND	800	A	0	19.500
8	1" Steel Bolts	PARTS/BOLTS	100	A	99,953	1.900
9	3/4 inch Nuts			A	860	.150
33	Leaf Rake	GARDN/	100	A	-2	29.990
100	Extended Warranty	WRNTY/	800	A	0	69.950
101	Drill, 1/4", Power	TOOLS/ELEC	50	A	0	50.000
223	Drill, 1/4", Power	TOOLS/ELEC	50	A	0	50.000
234	Screw, Wood-Brass, 1x1/4	PARTS/	100	A	0	.150
321	Axe, Steel handle	TOOLS/HAND	75	A	0	28.790
333	Nails 3/4"	PARTS/	100	A	-1	5.950

Select Cancel Keyword **Items**

### History valuation by date

The *Valuation by date* report has been renamed *History valuation by date* to better specify that inventory history is being accessed. The *Valuation report* does not access inventory history.

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## Order Entry

### New Over-committed Indicator on the Edit List

Orders > Edit list

When there is a shortage for an item there is now an option to print an indicator on the edit list.

A new *Show item shortages* field has been added to the selection criteria screen. When checked the program prints a warning if an item is over-committed. A "?? " is printed between the Quantity to ship and the Item number.

This provides a way for an administrator to find out when an entered quantity has been accepted after a *Full quantity not available* message was overridden.

This is the edit list selection screen with the new *Show item shortages* field:

Order type(s) ☒ Order ☐ Invoice ☐ CR memo ☐ Rental ☐ Quote ☐ RMA ☐ Loan

In order by Order #

Starting order # 1006

Ending order # 1006

Starting date "Earliest"

Ending date "Latest"

Customer #

Format Full Show costs ☒ Show item shortages ☒

Print notes ☐

Warehouse "All"

Here is an example of the edit list printing the double question marks to the right of Qty-to-ship:

Seq-#	Qty-ordered	Unit Type	Qty-to-ship Qty-backord	Item/Svc # Description Description	Unit price Line disc%	Extend-price Unit cost	Shp-date Sub-acct Scrap/Slr-acct	Whse
10	1	EACH Goods	1	?? 33 Leaf Rake	29.99	29.99 13.22	ASAP 000	Central
1 line								



## Orders for an Item Addition

View -> Orders for an item

In order to better identify the data you are viewing, the order type has been added to the screen. Here is an example of it in graphical mode:

**Select by ascending item description**

Item #	Description	Description (2nd line)	Unit of measure
10	Bolt 3/4 x 3 inch		EACH
5	Chisel, 5 pc Set		EA
2134	Curved Blade Saw	18 inch	EACH
1001	Drill, 1/2 inch		EACH
1	Drill, 1/4", Power	Blue, Red, Green & Black	EACH
223	Drill, 1/4", Power	Blue, Red, Green and	EACH

**General**

Order #	Customer #	Customer name	Type	Qty. ordered	Qty. backordered	Cust
1004	20	James Holloway	Goods	1.00000	0.00000	234
1007	100	Neptune Underwater Supply	Goods	1.00000	0.00000	
1087	1	Elliott Enterprises	Goods	2.00000	0.00000	

**Invoice** (indicated by a red arrow)

Item # 1

Drill, 1/4", Power  
Blue, Red, Green & Black  
Handles  
Best in the business!

Warehouse Central Central

Quantity ordered 1.00 EACH

Quantity to ship 1.00 EACH

Unit price 50.00 EACH

Discount percent .00

Ship date 12/29/2014

Average cost 12.143 EACH

Sub-account 000

☒ Tax rate-1  
☐ Taxable  
☐ Taxable  
☐ Taxable  
☐ Taxable  
☒ Commissionable

This applies to character mode as well.

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## Purchase Order

### Additions to the Vendor Item Lookup

The vendor product number and the Unit price have been added for v12.04. Here is an example of the v12.04 lookup:

**P** Vendor Item Lookup    Company 00   XYZ Company Apollo 1 SQL DB: pbsdata00 SQL Server c... ✕

File   View   Tools   Help

Select by ascending item number

Item number	Description	Product number	Unit price
1	Drill, 1/4" Power Hand	1/4" DRILL-PH	\$12.14300
2	Hammer, 16 oz. Claw	2	\$15.00000
3	3/8 inch Wrench	3-8WRENCH	\$9.68000
4	Saw	4	\$50.00000
5	Chisel, 5 pc Set	CH-SET	\$10.01000
6	Motor - Submersible	MTRS2	\$55.23000
7	Gauge, Hi-pressure	HP-GAUGE	\$6.78500
8	1" Steel Bolts	BOLT-1-ST	\$13.12000
33	Leaf Rake	323	\$17.00000
223	Drill, 1/4", Power	223	\$1,426.00000
234	Screw, Wood-Brass, 1x1/4	WD-S1.14-R	\$8.00000
321	Axe, Steel handle	111	\$0.00000
333	Nails 3/4"	323	\$0.00000
334	1" Nails	334	\$3.01000
1508	1 & 3/4 Inch Wood Screws	1508	\$0.20000
2134	Big Saw	12010	\$0.00000
12008	SAW	12008	\$300.00000
ABC	ABC Spade	ABC	\$0.75000

Press <F2> to look up items.

In addition, as seen above, access to I/C items was added through the <F2> key. You may use items lookup to locate the vendor item. Once accessed with the *Items* button, the items lookup allows you access the vendor graphical screen where you can view, add, change and delete items.

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## Payroll

### Workers' Compensation Pay Report

A new option is provided when running Workers' Compensation.

The new Pay type shows employee hours, pay, overtime hours, overtime base, and overtime premium by quarter. It can be printed with or without check detail. It can be grouped by workers' compensation code or department. When entering specific dates it is restricted to a maximum of three years of data. The totals are grouped by quarter with a grand total for each year.

Here is an example of the Pay option with check details:

Emp#	Name	Soc Sec #	Hire date	Term date						
Chk-#	Chk date	Hours	Avg rate	Pay	OT hrs	OT premium	OT base	W-Comp pay	Gross pay	
-----										
W-comp code:		*****								
5000	Zender, Jimmy	*****1212	7/14/2011							
1026	11/02/2014	86.67	28.85	2,500.00				2,500.00	2,500.00	
Quarter 4 totals		86.67		2,500.00				2,500.00	2,500.00	
Year 2014 totals		86.67		2,500.00				2,500.00	2,500.00	
W-Comp totals										
Quarter 4 totals		86.67		2,500.00				2,500.00	2,500.00	
Year 2014 totals		86.67		2,500.00				2,500.00	2,500.00	
Rpt. totals										
Quarter 4 totals		86.67		2,500.00				2,500.00	2,500.00	
Year 2014 totals		86.67		2,500.00				2,500.00	2,500.00	

### Printing W-2s and the New W-3 Forms

Starting with version v12.03.03, when printing W-2s, we added an option to print the W-3 form. This removes the inconvenience of have to use a typewriter to print your W-3 forms.

During the process of printing W-2s you will be asked to select *Forms to print*. There are three options, two of which offer the printing of a W-3:

1. To print **Both** W-2s and a W-3.





2. To print W-2s only. If you select to print W-2s only you will still be offered an option to print a W-3 from the totals screen.
3. To print a W-3 only.

### 2015 941 Prep. Report

The 941 Prep. report is used for quarterly reporting. The 2015 PDF was updated for the 941 Prep. report.

### Employee Change Log Print and Purge

There are new report and purge options available for the *Employee change log*. You may now print a range of changed employee log entries. This helps you find specific changed employee data rather than having to print the entire report.

You may purge up to a cut-off date. This allows you to keep more recent data rather than purging it all.

### California and Massachusetts Sick Leave

Due to recent regulation changes we are now providing a means of accruing sick time for both vacation and special pay when the employee is paid by the hour. In addition to accruing sick time for regular pay, there is a new setting per employee to allow either accruing for sick, vacation or both. Here are the new *Include overtime* and *Include special* employee fields:

<b>Sick</b>			
Accumulate	per hour worked	<input checked="" type="checkbox"/> Include overtime <input checked="" type="checkbox"/> Include special	
Hours start date	<input type="text"/>		
Fraction per	<input type="text" value=".00"/>	Hrs. due	Hrs. paid
Max Sick Hours	<input type="text" value=".00"/>	<input type="text"/>	<input type="text"/>

Entering a regular Time worked provides the user a default accrued sick time which is calculated per overtime hours.

Entering a special pay transaction will also provide an <F2> option for the accrument of sick time as seen here:

<b>Special pay</b>						
Hours	Description	Rate	W-comp code	Work units	Sick accrued	
10.00	SPRT	32.000	WC	Desk	<input type="text" value="0.00"/>	

<F2> = 1.00000

When the payroll checks post the employees Hrs. due is updated.

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## PBS Manufacturing

### Product Definition and Customer Order Processing

#### "Configurator-Like" Capability

We've enhanced the existing data structure to allow users who sell certain types of products with features and options the ability to enter a sales order that can reflect these features and options both for the sales order, as well as production. While not a traditional "rules based order entry tool", this can be very useful for companies who make larger products with some features and options such as commercial refrigeration units, commercial trailers and other similar types of goods. They can "customize" each order to the customer's needs without having to create a new, unique item for each unique finished product.

#### MRP Logic added to Sales Order Line Entry and Shop Order Explosion


The basic MRP logic can optionally be applied when entering a sales order line for a manufactured product and a recommended quantity to order results. This will encompass all current supply and demand information while deciding what to order. That means not only what is on hand, allocated and on order being taken into account, but safety stock as well. The resulting recommended quantity to order is then filled into the shop order quantity field where you can automatically create a shop order in the sales order line.

Additionally, similar logic is available for the Shop Order Explosion program. When performing a multi-level explosion, the same MRP rules can be applied allowing the explosion process to automatically account for all supply and demand information. It determines if you have sufficient inventory on hand or on order to satisfy the need which allows you to act on your manufacturing needs far faster, resulting in quicker deliveries to your customers. This is an example Shop Order Explosion program when applying MRP rules:


Job orders (S.O. explosion audit list) Company 00 XYZ Com...


File Options Tools Help

**Explode criteria**

Shop order # "All"  "All open shop orders"

Release #

Item #  

Warehouse Main  Main

Shop order status:

Explosion level

Single or multiple level Multiple ▾

Combine requirements ☒

Apply MRP rules ☒ Order complete quantities for sub-assemblies ☐

The single level explosion creates single level material requirements records for open shop orders.

The multiple level explosion creates single level material requirements records for open shop orders, and automatically creates shop order and material requirements records for lower level manufactured items.

Combine requirements by earliest required date.

OK Cancel

Important to note is that this is only available for Master Scheduling and MRP users.

#### Filtering Added to the Item Master Lookup

The lookup has a new option to only show items that are sold. It can also be filtered to view and select Purchased, Manufactured, Transient, or Super bill items. Here is an example:



## Filtering Added to the Item Master Lookup (continued)

Item Lookup Company 00 XYZ Company SQL DB: pbsdata00 SQL Server conn: QATEST\APOLLO1

File View More info Tools Help

Select by Item number ascending

Item # ▲	Description	Whse	Type	Inv-UM	Purch/Mfgd	Vendor	Qty-on-hand
*INSTALLATION	Installation charges	Main		HR	Purchased		.000
*PROGRESS BILL	PROGRESSING BILLING	Main		EACH	Purchased		.000
6	item 6 serialized	Main		EACH	Manufactured		6.000
1000	WAGON BODY RED	Main	ASSY	EACH	Manufactured		742.000
1001	WAGON BODY BLUE	Main	ASSY	EACH	Manufactured		23.000
1002	Test Item	Main	MISC	EACH	Purchased		.000
1003	Wagon Body R&D 2010	Main	ASSY	EACH	Manufactured		.000
1004	Wagon Body, Pink	Main	ASSY	EACH	Manufactured		23.000
1005	WAGON BODY YELLOW	Main	ASSY	EACH	Manufactured		.000
1006	pink wagon body	Main	ASSY	EACH	Manufactured		.000
1007	Test body	Main		EACH	Manufactured		.000
1008	This is a test	Main	ASSY	EACH	Manufactured		.000
1009	Wagon body test	Main	ASSY	EACH	Manufactured		.000
1010	Wagon Wagon Body	Main	ASSY	EACH	Manufactured		.000
1020	Test Assembly	Main	ASSY	EACH	Purchased		.000
1021	Plate Charge	Main	MISC	EACH	Purchased		.000
1099	Ian Test for Demo	Main	ASSY	EACH	Manufactured		.000
1100	Dazor Test	Main	ASSY	EACH	Manufactured		.000

☐ Only show items that are sold    Show Purchased or Mfd    Show all ▼

Select    Cancel    More info...

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## Data Import Manager

For importing data into Inventory (Enter) we have added sales and transaction types.

## Passport ACA Management Software

Our Affordable Care Act Management Software includes over a dozen management reports that help anticipate ACA-related obligations and avoid penalties. It easily tracks offers of insurance, calculates Safe Harbor options, monitors employee hours worked totals and more, throughout the year. 1094-C and 1095-C reporting is included, with electronic filing as required. Optional Proxy submission service and Full Service ACA reporting is also available.

Reports include:

- **1095-C** -Federally filed forms required for each insurance-eligible employee.
- **1094-C** -Transmittal summary for a company or Applicable Large Employer group.
- **ALE Calculation Report**- Determines if a company is subject to ACA regulations.
- **Standard Measurement Period Report**- Monitor current employees, identify Full-Time employees and adjust schedules accordingly.
- **Initial Measurement Period Report**- Monitor part time employees hired between Standard Measurement Periods, identify Full-Time employees and schedule accordingly.
- **ACA Insurance Report**- Review insurance affordability and employee/employer contributions.
- **ACA Safe Harbor Comparison** -Compares measurement methods used for determining affordability.
- **Eligibility and Offers of Insurance Coverage**- Audit Report to help ensure compliance.

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