

PBS Version 12.08

New Enhancements



Passport Business Solutions™

Passport Software, Inc.

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Welcome to PBS v12.08

PBS version 12.08 introduces a new product, PBS eDocs, our document management system that is fully integrated with PBS SQL. What does this mean? Well, for example, when entering a voucher into AP, you now have the option to click on “Scan Documents” to activate your scanner, allowing you to scan and create images of invoices, POs, receiving reports or other documents and save them into a SQL Server database, linked to the PBS SQL voucher data you have entered. Demo and training videos will prepare you to take advantage of this new solution soon. The first two PBS eDocs applications being released address Accounts Payable and Accounts Receivable. Additional integrations will be released each quarter as updates to provide a full PBS and CashPoint document management- enabled solution.

PBS Version 12.08 also introduces graphical reports which may be selected instead of the classic printed reports. The standard reports are still there and work the same way. Now you may also choose a graphical report that has an easy-to-read modern look which may also be delivered as an Excel spreadsheet. Demo and training videos will be available soon to show you how to select these new reports.

In addition, Purchase Order is now sporting a number of new GUI programs to make your purchasing actions more flexible and graphical.

User-specific printer assignments are now available, and you are no longer limited to 12 company file printers which makes a world of difference.

We hope that you explore, enjoy and use these enhancements! Our goal is to meet and exceed your needs in this changing and challenging business environment. Please continue to provide your feedback; your contributions are the driving force for our PBS enhancements.

A huge thank you for all your suggestions and for choosing PBS for your accounting needs. You are the reason we are here.

Sincerely,

John A. Miller

President

Passport Business Solutions v12.08 Enhancements

New Developments in PBS v12.08

Passport Business Solutions is a critical part of your successful business operation. For that reason we continue to improve and enhance the PBS software to increase your productivity.

This document explains by module the many benefits and features of the new PBS v12.08 enhancements.

This document was last changed on September 20, 2022.

Announcing the Next Generation of Passport Business Solutions™

PBS™ Version 12.08

Passport’s latest version of PBS delivers both new technology and feature enhancements to help better manage your business and save time and money.

NEW TECHNOLOGY

Introducing PBS Reports Plus™

PBS REPORTS PLUS is a completely new reporting option offering both Excel output and two graphical report designs. The current report options are still available and work as they always have. But now you may choose to have the reports sent to Excel and they will open up in a fully functional rows-and-columns spreadsheet. Or you may choose the new graphical report design, with or without printing grid lines to ease readability. System Manager, AP, PR, GL, ACA (Affordable Care Act) and CR (Check Reconciliation) packages have all been included in the 12.08 release. Other packages will follow as updates to 12.08. The new report options may be selected when printing reports.

PDF Generated report	Payables Distribution to General Ledger	Time 3:55 pm
Starting date: "Earliest"	Starting account #: "First"	
Ending date: "Latest"	Ending account #: "Last"	

----- Payables Distribution to General Ledger -----									
Account number	Distribution date	Voucher number	Vendor number	Vendor name	Invoice number	Reference	Journalk number	Amount	Type
Manual distributions in detail									

Accounts payable									
	2/18/15	2289	100	Vermont Metal Products	528777		AP0100376	8,538.51	
	2/18/15	2270	100	Vermont Metal Products	528777		AP0100376	8,538.51	
	2/18/15	2274	100	Vermont Metal Products	528777		AP0100385	8,538.51	
Date total:								25,615.53	
Account total:								25,615.53	

PDF Generated report

Open Payables by date

Time 4:00 pm

Payables by: Vendor invoice date Starting vendor #: "First" A/P account #: "All"
 Payables as-of: 05/24/2022 Ending vendor #: "Last"

----- Open Payables by Vendors invoice date show invoices show history -----								
Invoice number	Invoice dat	Original-amount Original-discount		Open-amount Open-discount		-First- Journal number	-First- Voucher number	Purchase order number Reference
A/P account #:		2000-000						
Vendor:		&1			Ampersand Uno			
1245-05/26/11	5/26/11	12.33-		12.33-		AP6416	2031	
		.00		.00				
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-date	Jrnl-#	Vchr-#	P.O-#/Cash-aoc
1245-05/26/11	5/26/11	12.33-	.00	Invoice	5/26/11	AP6416	2031	
Vendor:		50			Acme Manufacturing			
454566	5/23/13	499.00		499.00		AP6928	2048	
		14.97		14.97		ref 2		
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-date	Jrnl-#	Vchr-#	P.O-#/Cash-aoc
454566	5/23/13	499.00	14.97	Invoice	5/23/13	AP6928	2048	

NEW TECHNOLOGY

Introducing PBS eDocs™ Fully Integrated Document Management

BENEFITS OF DOCUMENT MANAGEMENT

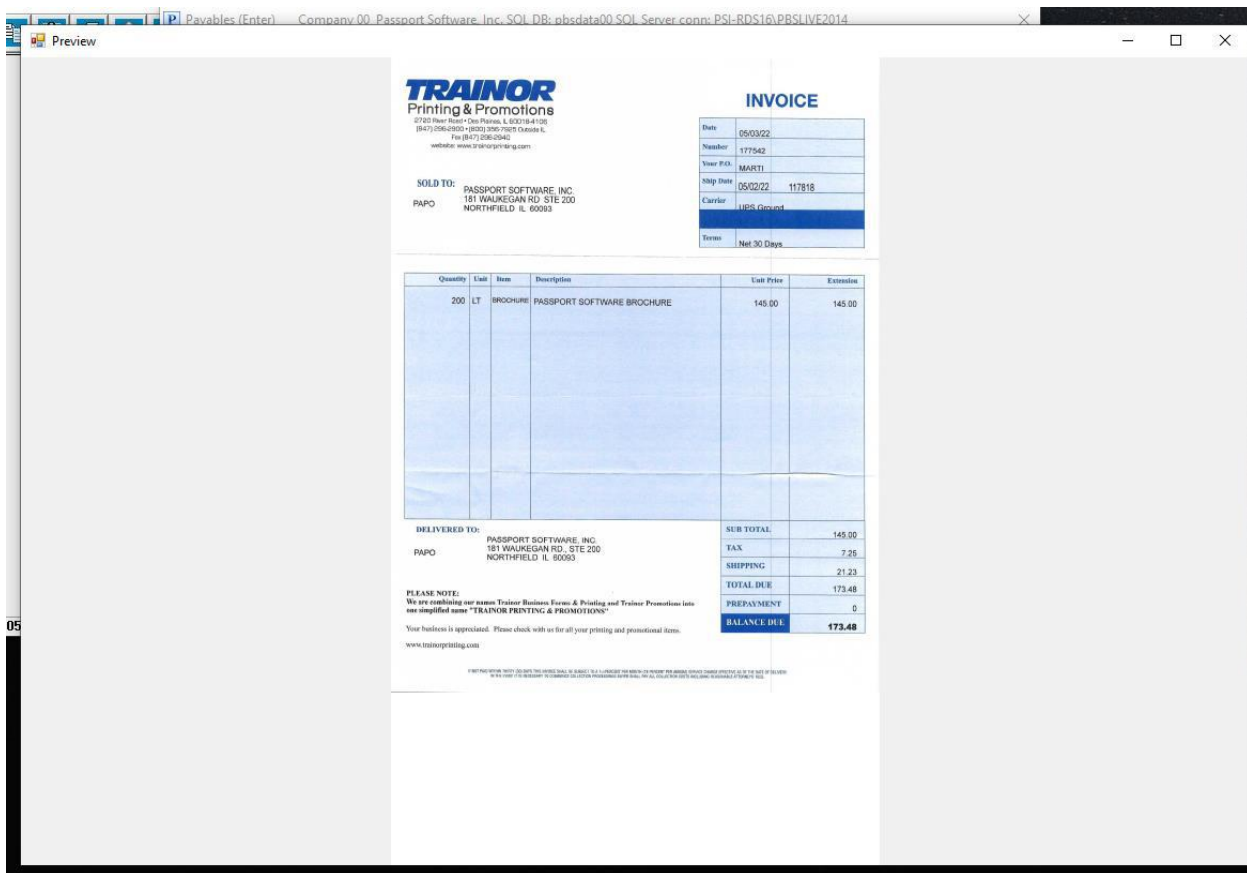
The major benefits of document management include the following:

- Eliminates the filing and retrieval time of paper documents, which has been estimated to save about ten percent of a clerk’s time.
- Improves remote worker productivity due to availability of document images directly from the database.
- Faster circulation of electronic documents for review, approval or other actions, without lost or misplaced documents, and the problems that can create. An eDocument attachment may be emailed to one or more people, avoiding making paper copies and physically sending them to local or remote recipients.
- Reduces office space used for file cabinets.

PBS eDocs is a new fully integrated document management solution for PBS SQL or CashPoint 12.08.

Passport Business Solutions v12.08 Enhancements

- The initial release of 12.08 includes PBS Accounts Payable integrations with key programs – Vendors, Vouchers (payables Enter), Open Items, and View Vendor Invoices. With a couple of clicks, it allows the scanning and saving of documents associated with a purchase.
- PBS eDocs Integration with Accounts Receivable is also released with 12.08 with many key programs included.
- PBS eDocs training webinars and recordings will be available to help you better address your document management needs.
- Other applications will be released as completed.
- An example of how this will help save time spent filing (and retrieving) AP and other paper documents, as well as eliminating hard copy file drawer space follows: If you receive a vendor invoice you can scan it and later view or print it directly from the data base as in the following:



Since this document is saved as a PDF image in the eDocs data base, it is backed up and safe with the rest of your accounting system data so you have the potential of safely keeping no paper documents for this transaction. They all can be viewed or printed/rendered-to-paper after-the-fact.

- When entering a new AP voucher, a new button is available that will allow scanning of one or more documents into the new document management window, as shown below. Scan the vendor invoice, the receiving document, packing slip, the PO, or even a warranty document. The customer can choose what to scan and include as many documents as desired.

The screenshot shows the 'Payables (Enter)' window for 'Company 00 Passport Software, Inc.'. The 'eDocs' menu is open, showing options: 'Scan In Documents', 'Search Documents', 'Bulk Processing', and 'Manual entry of parameters to Scan in'. The 'Scan In Documents' option is highlighted. Below the menu is a table with the following data:

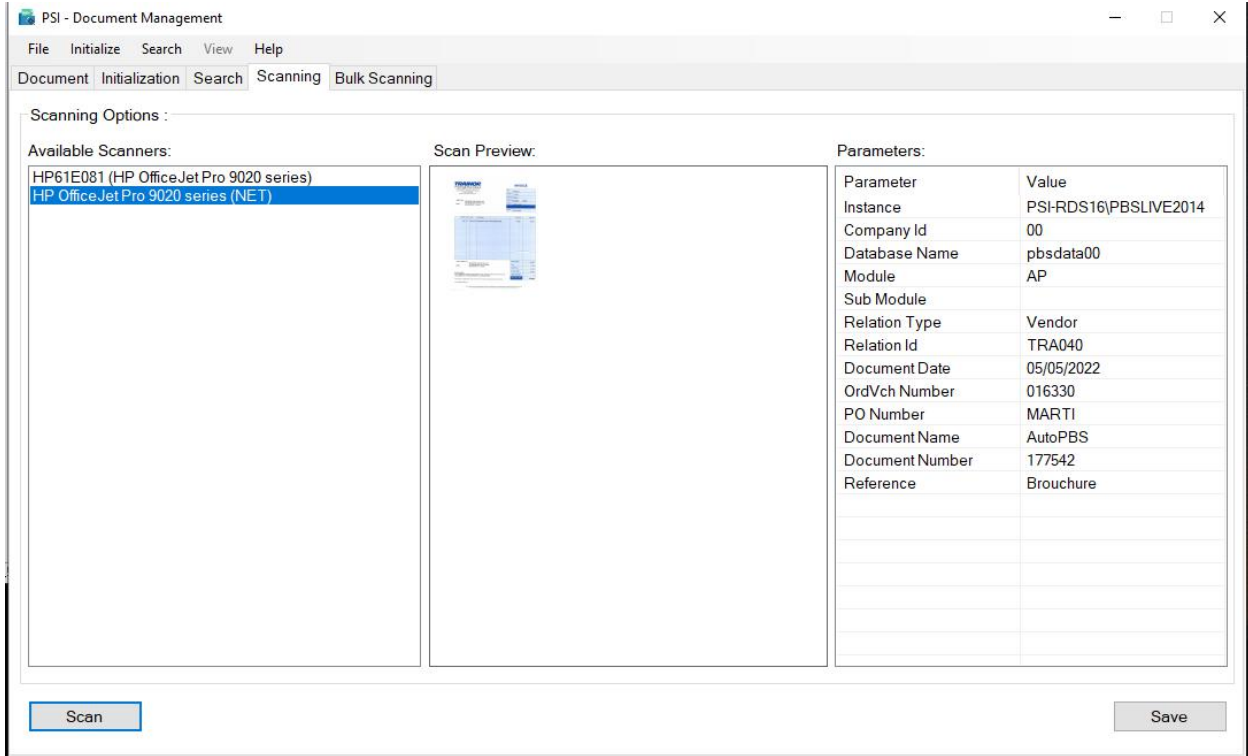
Vchr #	Invoice #	Vendor	Type	PO number	Invoice date	Invoice amount
16330	177542	TRA040	Regular	MARTI	05/05/2022	173.48

The 'General' tab is active, showing the following fields:

- Voucher: 16330
- Type: Regular
- Vendor: TRA040 (Trainer Printing & Promotions)
- Entry period: 05/01/2022 thru 05/31/2022
- Gets 1099: No
- Terms: Net 30
- 1099 type: None
- P.O. #: MARTI
- Recvr #'s: (empty)
- Distrib. date: 05/05/2022
- Invoice #: 177542
- Invoice date: 05/05/2022
- Invoice amt: 173.48
- Non disc amt: (empty)
- Reference: Brochure
- Due days: 30
- Due date: 06/04/2022
- Discount days: (empty)
- Discount date: None
- Discount pct: (empty)
- Discount amt: (empty)
- Discount acct: (empty)
- Check #: (empty)
- Check date: (empty)
- Cash account: (empty)

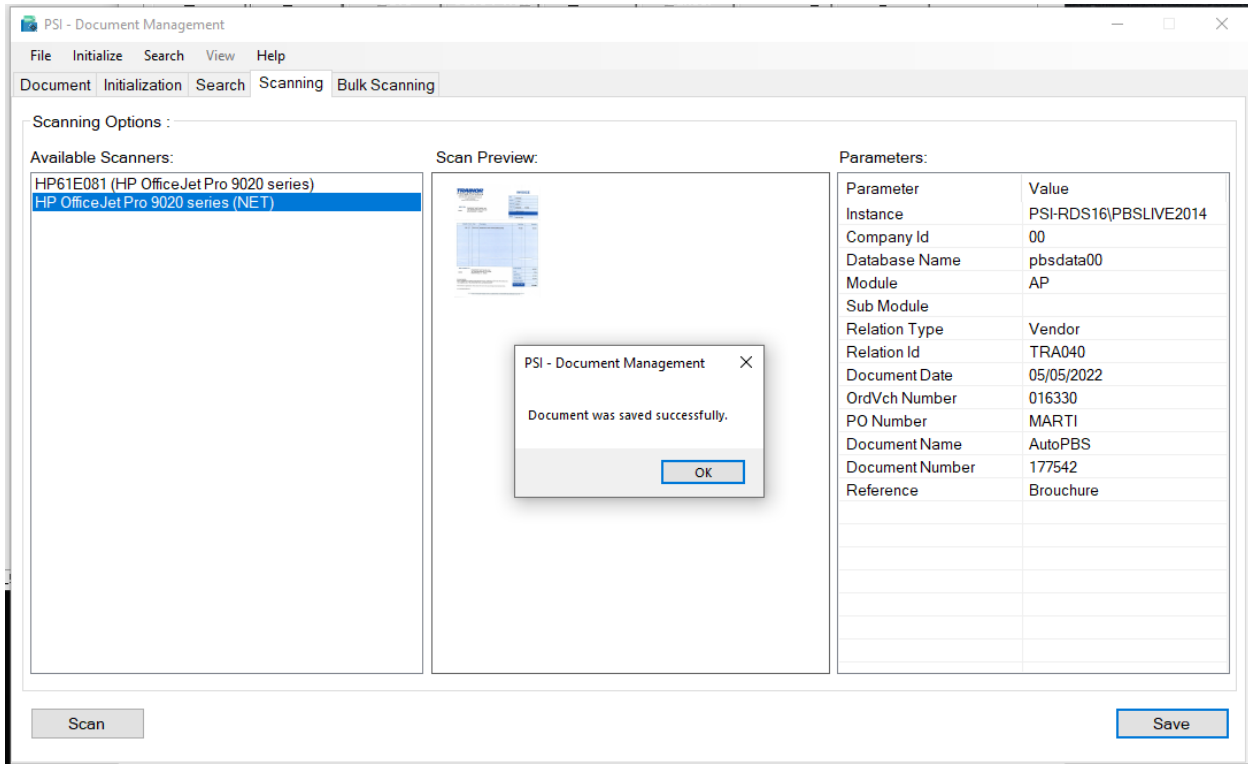
At the bottom, there are keyboard shortcuts: <F1> = next voucher, <SF1> = previous voucher, <F3> = delete entry.

- Review the scanned document or documents (as in the sample on the last page) and voucher data in the PBS eDocs window, then click "SAVE":

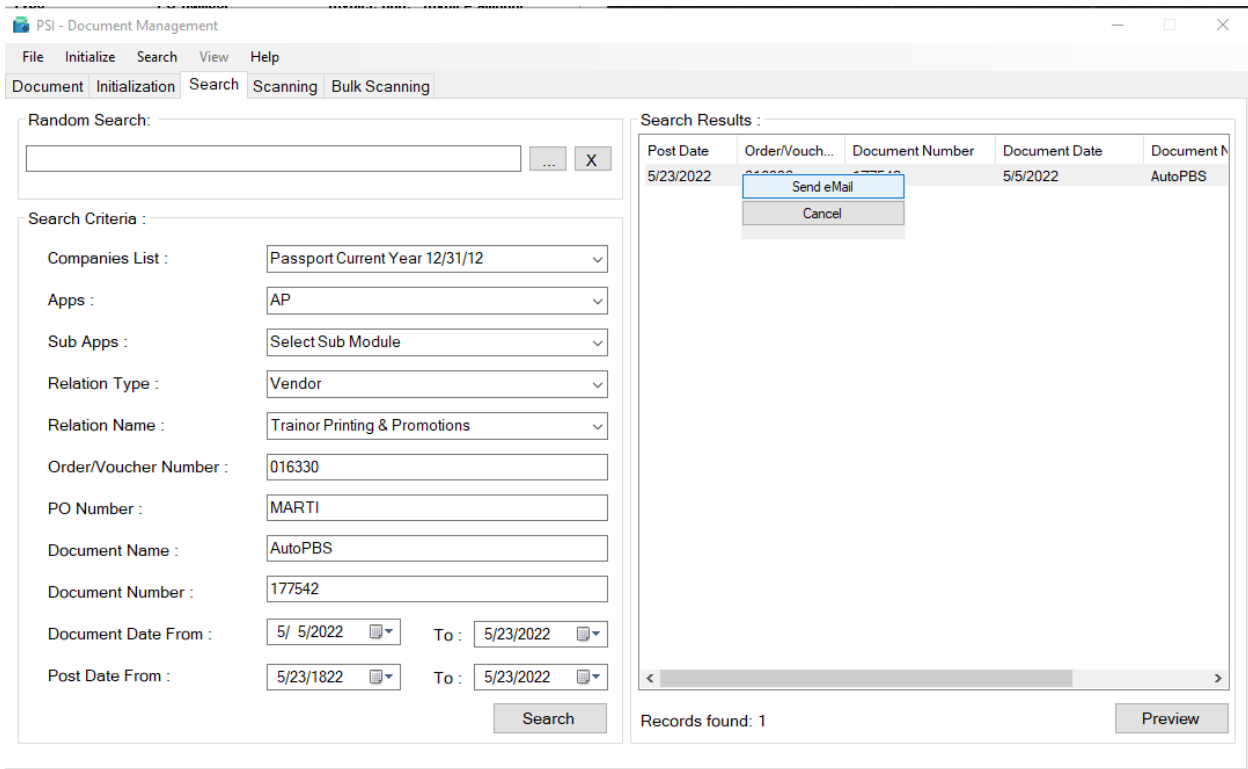


- When clicking “Save” those documents are added to a SQL database as a PDF and linked to this particular voucher for a subsequent easy search. The option to add your own search tags is available. Search tags are non-accounting information that you create and that mean something to you and can be used for searching and recalling information about this document.

Passport Business Solutions v12.08 Enhancements



Once the document has been saved to the SQL database, it may then be searched for using a variety of the criteria including the search tags mentioned above. Once found the document can be viewed, printed or emailed. Here is a sample of the search/lookup screen including the list of search criteria:



Summary list of Changes and Additions made to PBS for 12.08

Accounts Payable

[See in-depth writeup of PBS eDocs.](#)

This enhancement is for PBS 12.08 SQL only.

Accounts Receivable

[See in-depth writeup of PBS eDocs.](#)

This enhancement is for PBS 12.08 SQL only.

Order Entry

Invoicing

Customer's own Item number and descriptions may now be included on invoices

Payroll

Time Worked, Enter

An Excel spreadsheet template may be used to prepare employee payroll hours. The data may be saved to an XML file and imported directly into the Payroll Time Enter program. Similar to the TimeClick import for time worked, this is now available for those who do not use the TimeClick software.

Inventory Management

We've enhanced the entire inventory system to allow the user to include an expiration date on lot-controlled items to allow companies that deal with purchased or manufactured products with a shelf life. This is perpetuated throughout all inventory receipts, and visible in many places including reports, displays, and look-ups. Some of the major areas this is now visible include:

Item Master

Added shelf life for automatic calculation of the new expiration date feature on lot-controlled items.

Lot/Serial # history/On-Hand Detail

Added expiration date for lot numbers in the on-hand detail report and display, as well as the lot/serial # history report and display.

Purchase Order

Graphical User Interface updates

Many report and maintenance screens are now GUI-ized. Additional programs will be included as an update to 12.08

Manufacturing

Graphical User Interface updates

A graphical user interface has been added to additional manufacturing programs including IM, Inventory Transactions, Receive/Issue Components and several reports.

Product Purchasing

Added an item cost threshold option to the P/P, Control Information File. This allows an administrator to set a threshold in the form of a percentage above the item's total unit cost. When entering a new line item on an order, the buyer will be warned if it exceeds this threshold over current costs. This may prompt the buyer to question the quoted price or seek alternative sources for the item.

System

Federal Tax Table Import

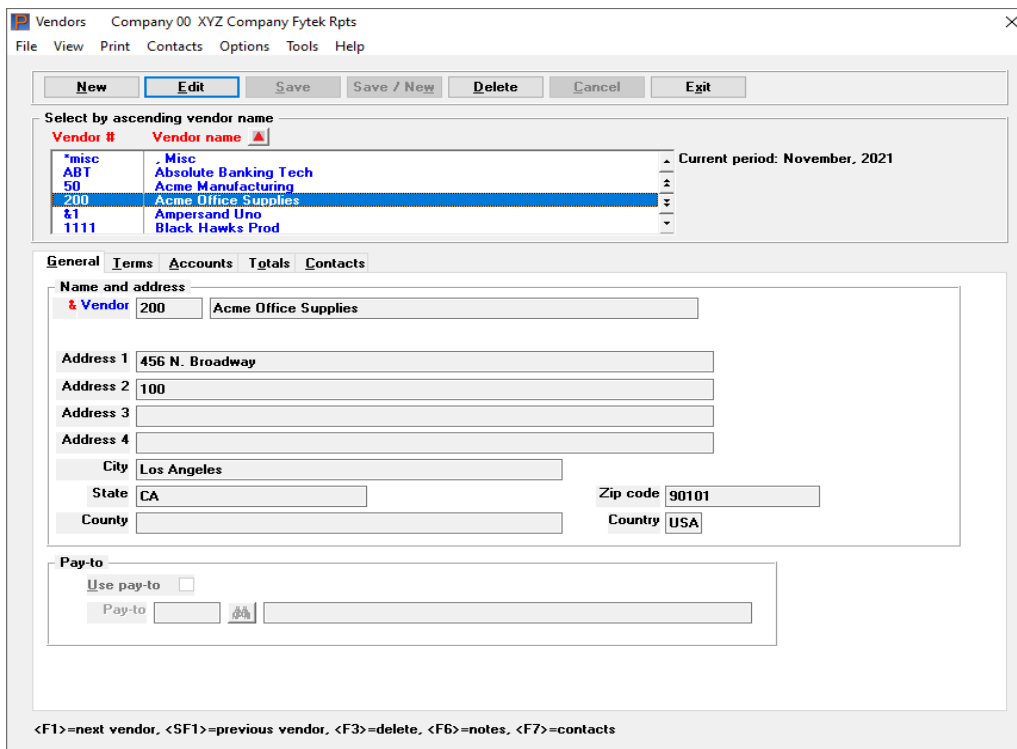
The 1207 Year End update featured a utility to update the Federal tax tables. For 1208 this utility will not require its own installation, though it will still be launched from the top-level using *FEDUPDATE.BAT*.

User Printers

Individual PBS users may now have uniquely assigned printers. If no printers have been directly assigned to a user, PBS will display Company Information printers as previously done.

Fresh Look in GUI

A new 12.08 system wide screen display enhancement provides a cleaner, crisper view for easier readability.



SQL Data Upgrade

As with v12.05 through 12.07, there is no PBS SQL upgrade-in-place option for v12.08. A completely new install of v12.08 is needed and EZ Convert (required) is then used to move the exported data.

File and Field Name Changes

Changed files

DEDCOD	(OST logic added)
EMPSAU	(OST logic added)
MSCFIL	(OST logic added)
MJRFIL	(OST logic added, New RV record)
TIMHIS	(OST logic added)
TIMTRX	(OST logic added)
SYUSRF	(Add e-mail/security fields)

New files:

EMPTAX
ICRPTP
INTFCA
KHSTXF
MANTAX
MANTXH
PRTCFCG
QTDTXH
SCDTXH
TAXCDX
TIMTAX
TIMTXH
USRPRP
VDMTAX

Greater detail may be found in the PBS Field Definition Guide.

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