

**MANAGEMENT ADVISORY  
COMPUTER SYSTEMS**

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**NEW PROGRAMS**

- ⇒ You will need to load these programs immediately!!
- ⇒ Please return tapes as soon as possible. CD's do not need to be returned.
- ⇒ Use Menu Option [9,5,?] to load the programs.
- ⇒ **These programs must also be loaded on any Attendance Center doing Activity Accounting, IF it is on a stand-alone machine. You do not need to do this if Activity Accounting is on the same server as the Board Office.**

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**WHAT'S NEW?**

1. Fixed some bugs. What's new!
2. **Vendor List, Menu [3-7-1]**  
Now has an option for a shorter (partial) version, which is 1 line per vendor.
3. **Expense Balances By Fund report, Menu [3-3-1]**  
Now has an option to include Prior Year Encumbrance activity.
4. **Revenue / Expense Ledgers, Menu [3-5-10] and [3-5-2]**  
Using the select 'SEL' option will still list only by SACCT. Using the 'ALL' option will now allow listing by SACCT or by 'Fund-Function-Object'. Because of space limitation on the page, using the fund-function-object option will not show the 'Revenue Received' column, or the 'Unexpended Balance' column.
5. **Ledgers, Menu [3-5-1], [3-5-7], [3-5-8], [3-5-9], [3-5-11], and [3-5-16]**  
Now will include the Vendor for Cash Receipts.
6. **Payment Journal, Menu [3-4-5-2]**  
If you request 'Canceled' checks, you now have an additional option to 'Print by Date Paid or Canceled' as well as 'Select by Date Paid or Canceled'.
7. **Journal Entry, Menu [2-4]**  
Some of you have requested that Journal Entries be entered like cash receipts, i.e., make the entries, run a pre-posting report, and then post. This would allow a chance to make corrections before posting, and alleviate tying up the posting process for others if you have a lot of entries to make. You will, however, be given an option to 'Post Immediately' without running the pre-posting report, if you so desire.  
  
NOTE: The option to Post Journal Entries is [7-15].
8. **Budget Transfer Journal, Menu 3-4-7]**  
Will now allow you to select by 'Location'.
9. **Cash Receipts, Menu [2-3-1] and [2-3-2]**  
Both processes now includes a 'Deposit #' field.

**10. Cash Receipts Journal, Menu [3-4-8]**

If a deposit # is used, the journal will now show the number. You can select the journal by date for a specific deposit #. This may be helpful in reconciliation.

**11. Voucher Payments, Menu [2-7-2]**

Will now allow you to change the Vendor or Invoice number.

**12. Reconciliation Reports...**

The report generated after the reconciliation process, Menu [10], now has a file name of RCNREP. The reconciliation journal, Menu [3-8], still has the file name RECREP. This way, one report will not overlay the other.

**13. New Report! -- Outstanding Checks by Date, Menu [3-14]**

This will list all outstanding checks as of a particular date. This may be useful to auditors attempting to determine what was outstanding June 30, for example.

In order for this to be effective, the actual reconciliation should always use the Bank Statement date. In fact, the reconciliation program now requests that date, rather than defaulting to today's date!!

**14. New Option! -**

The following programs give you the ability to browse (look up) account numbers by entering the:

Fund-Function-Object	Cash Receipts, Menu [2-3-1]
	Cash Receipts, Menu [2-3-2]
	Purchase Order Payments, Menu [2-7-1]
	Voucher Payments, Menu [2-7-2]
	Journal Entry, Menu [2-4]
Fund-Object	Payroll Master File, Menu [1-2-2-2]
	Automatic Payroll Master File, Menu [1-2-3]

**15. 1099, Menu [3-7-5]**

Changing vendor names after checks have been written to the original name seems to be a continuing problem (in spite of all the warning messages!!). The programs have been re-designed to try to correct some of this. However, if the vendor name is changed after the 1099 process has started and the work file has been created, you can no longer edit that vendor in the work file.

There are 2 options. Either change the name back in the vendor master file, or use Option 8 on the 1099 menu 'Repair Vendor Name'. This will update the work file to match the vendor master file. You're welcome!

**16. Payroll, Menu [1-2-2-2]**

Retired employees, 9-10-11 month employees, employees on leave of absence, etc. who are still receiving insurance benefits...The system won't let you generate a zero gross check, with the following exception:

The employee must be 'Salaried' with a 'Zero' rate of pay, and only 'Contribution' codes with a special routine 11 (Benefits). No other deduction / contribution codes are allowed. The employee also must be in 'Active' status and have at least '1' remaining pay period. This will create a 'Zero Gross check' and put the benefit amount into the appropriate liability account. The check will be automatically reconciled.

**17. Payroll Journal, Menu [3-4-4-2]**

If you request 'Canceled' checks, you now have an additional option to 'Print by Date Paid or Canceled' as well as 'Select by Date Paid or Canceled'.

**18. Payroll Checks / Deposit Slips**

With the new privacy laws and concern about identity theft, the Employee Social Security Number will no longer appear on the check or deposit slip. The Employee number will be there instead.

**19. Direct Deposit Report, Menu [3-6-9-1]**

If you sort by bank or location, you can opt to 'Page Break' or not.

20. **Used Leave, Menu [1-2-9-1-2]**

After the new leave programs came out in December, a couple of you were suddenly unable to do something that the system probably should not have allowed in the first place. Namely, entering leave for an employee totaling more than 1 day on any given day. Okay – you are able to do it again! You will have to use different leave types, and you will be warned when you do it, because it will inflate the actual amount used!

21. **Ancillary Leave, Menu [2-8-6]**

If you enter leave for any type that does not have an available amount, the system will prompt a message ‘No Leave Available For This Type’. However, it will not prohibit you from recording the leave.

22. **PDC Transcript, Menu [3-6-8-8-2]**

The signature lines for the transcript have changed to Chairman, Committee Member, and Applicant due to the revisions put forth by the state. *Refer to the KSDE Professional Development Guidelines.*

23. **PDC Points – Add / Delete by Employee, Menu [1-1-11-20-2]**

You can now change the Content, Education, Service points or the University Credit. This will allow you to enter those for entries made prior to the last update without having to delete the record and re-enter it. Because an employee could have numerous entries for the same date, the system will display each entry ‘one-by-one’. Be sure you pay attention to the Hrs / Cert field. If you selected ‘Both’ when the credits were first entered, there will be 2 records...one for (H)rs and one for (C)ert. Be sure to edit the correct one.

You should not...change the C, P, S from one type to another unless it is in error. The date will remain the same and you will lose track of the previous C, P, S code. For example: when moving from C to P, add a new record with the P code so you can keep track of when the C code was earned.

24. **Payroll Tickler File, Menu [1-2-2-4]**

Some new options have been added...

Option 7 **Move Payroll Group:** will allow you to change an employee’s processing or auxiliary group number as of a certain date.

Option 8 **Move Payroll Location:** will allow you to change an employee’s location in the payroll master file as of a certain date.

Option 9 **Change Active Status:** will allow you to change an employee’s status in the payroll master file as of a certain date.

Option 10 **Process Adjustments:** is now on the main screen as Option 10, rather than where it used to be, Menu [1-2-2-4-4-2].

**NOTE:** Option 5 **Delete Records from File:** will still only mass delete Ded / Con adjustments. The Group, Location, and Status changes must be deleted individually. Naturally, they are automatically deleted when they are processed.

Option 6 **Adjustment Journal:** allows the printing of Deduction / Contribution code adjustments (just like before), or the printing of Group, Location, and Status changes. Using the individual display option will show all changes set for that employee.

25. **Standard Information File – Active Modules, Menu [1-1-1-3]**

For those of you who, as the employer, are required to report total unemployment wages paid to each employee during a calendar year, but only pay taxes based upon a taxable wage base, a switch must be set in the standard information file as well as entering the wage base. *This type of employer uses the Contributing Method - Refer to the Kansas Unemployment Insurance Employer Handbook.*

26. **Property Journal by Program, Menu [3-11-2-14]**

If you are using depreciation, the book value (if any) will be saved in the adjustment file, Menu [3-11-2-9], and displayed on the disposal journal, Menu [3-11-2-9]. If you wish, you can re-calculate the book value to show the value on the disposal date, rather than the last inventory date.

27. **Accounts Receivable... Billing Codes by Invoice, Menu [3-12-1-13]**

Should be more accurate now as it includes any billing adjustment.