

**MANAGEMENT ADVISORY COMPUTER SYSTEMS
1703 WEST 6TH
PO BOX 1197
EMPORIA KS 66801**

December 9, 2002

NEW PROGRAMS

- ⇒ Load these programs immediately !!!
- ⇒ Use Menu Option [9,5,?] to load the programs.
- ⇒ Please return tapes (diskettes) as soon as possible. CD's do not need to be returned.
- ⇒ **Be sure to load these on any Attendance Center doing Activity Accounting !!!**

**VERY
IMPORTANT**

Be sure everyone is either logged off or at 'Main Menu' before loading these. Adjustments will be made to some files in MAPP and all OBY directories. When the process has completed, immediately log to any Activity, Rec. Commission, etc. directories so the updates can be processed for those files as well.

NOTE

*A copy of this list will be posted on our MACS website @ www.m-a-c-s.com
Click on "Newsletter" and select the appropriate file by Date.*

WHAT'S NEW?

1. Fixed some bugs.
2. **Deduction Register, Menu [3,6,5]**
Now includes Date and Check Number, provides an option to print a Page Per SACCT, and includes a Summary by Liability SACCT for either "C" Current or "P" Posted.
3. **Revenue/Expense Chart of Accounts, Menu [3,2,2]**
Includes an option to create the report by Fund/Function/Object.
4. **Special Bi-Weekly Payroll, Menu [2,5,2,6]**
Now has an option to set a flat percentage rate for Federal and State Withholding. This would be used only for payment of supplemental wages identified separately from regular wages, e.g., longevity pay, bonuses, etc. *Refer to IRS Publication 15 Circular E and your State Withholding Tax Guide for a definition of supplemental wages and the appropriate percentage rate.*
5. **Expenditure Detail by Program, Menu [3,5,9,2]**
You can now run an Expenditure Detail report By Program. You must establish the Program Code Description first, Menu [1,1,7].

6. **Function Code Description, Menu [1,1,21]**
Both revenue and expense Function Codes can be established for report purposes such as Ledger By Dimension, Menu [3,5,3], Ledger by Function, Menu [3,5,6] and Budget Analysis, Menu [3,9,1].
7. **List Function Codes, Menu [3,9,21]**
This report provides a list of established Function Codes.
8. **Balance Sheet, Menu [3,1,1] and [3,1,2]**
If you select Fund '00', you can request only Banks, only Liabilities, or Both.
9. **Direct Deposit Mag Media Verification, Menu [12,13,30,3]**
Will now allow you to print out the summary information displayed on the screen.
10. **List Gross Salary By Salary Schedule #, Menu [3,9,5,10]**
A new report that gives Gross Salary information based on a Salary Schedule table number. You can Search by Quarter or by Date.
11. **List Payroll Expenses By SACCT/Employee, Menu [3,9,5,11]**
This is a new report that lists Payroll Expenditures either by Employee or by SACCT. You can ask for 'All' employees/SACCT or 'Select' employees/SACCT with a Search option by Check or by Date. The information will include SACCT, Fund, Function, and Object code.
12. **Vendor Master File, Menu [1,3,1] and Employee Master File, Menu [1,2,1]**
These maintenance programs now offer an option to Scroll through the file. The 'Scroll List' prompt will appear when the cursor is at the Vendor Number and Employee Number field. If it appears to work and you like it, we'll add this option to other programs.
13. **List of Vendors, Menu [3,7,2]**
You can now print an only Active list as well as an only Inactive list of Vendors.
14. **Budget Analysis, Menu [3,9,1]**
The Function code description, for either revenue or expense, will now print IF function codes have been established. *See 6 above.*
15. **Ledger By Dimension, Menu [3,5,3]**
The Function code description will print if you select the 'Summary' option and one dimension, with the dimension being FTN. Again, the function codes must first be established. *See 6 above.*
16. **Ledger By Function, Menu [3,5,6]**
If object and function codes have been established, Menu [1,1,19] and [1,1,21] respectively, this report will print the description of each. In order for the descriptions to appear, you MUST MATCH all 4 digits of the function code and all 3 digits of the object code.
17. **List Payroll Setup By Deduction Codes, Menu [3,9,5,1]**
Now includes the Code Description as well as the Code Number.
18. **Personnel Organization Information, Menu [1,2,6] or [1,1,11,13]**
A 'Negotiated Days' field has been added which will allow you to maintain negotiated days per employee. The system still has the ability to set negotiated days in the Standard Information Master File (SIMF), Menu [1,1,1,16]; however, if days are entered for an individual, the number of days set in the SIMF will be overridden.
19. **Inventory Object Codes, Menu [1,1,1,20]**
Normally the 700 band of object codes are held in the Unassigned Property file. This option allows you to set a different range of numbers. For example, an inventory item may have a 610-object code; therefore, your range would become 610-799.

20. Reconciliation Report, Menu [10]

The Check Reconciliation report now has the option to include 'Deposits In Transit' as well as the number/amount of outstanding checks for a particular date. The latter may be helpful if you have to write checks prior to reconciling your bank statement. Thus another reason we strongly encourage you to use the Bank Statement date as the Reconciliation Date.

21. Direct Deposit Bank Names, Menu [1,1,18]

If a bank changes their Routing Number, the system will now mass change the employee Direct Deposit Master File, Menu [1,2,13], with the new routing number. The same applies if a bank changes its name.

22. Cash Receipt Number, Menu [2,3,1]

In the past, if you allowed the system to automatically assign a Cash Receipt Number through the 'Standard' input cycle, the system would assign a different number to each entry even if a receipt had multiple entries. The system will now assign the same receipt number to those that have multiple entries.

23. Create Individual Invoice, Menu [2,11,2]

If a customer has Advance Pay, the system will now display the available amount at the beginning of the input cycle when prompted to 'Credit Advance Pay', rather than at the end of the input cycle. If a customer does not currently have Advance Pay, the system will not display the 'Credit Advance Pay' prompt.

24. Billing Receipt, Menu [2,3,3] or [2,11,5,3]

You now have the ability to change the Credit SACCT when doing Billing Receipts if the wrong SACCT was entered at the time of invoicing.

25. Missouri ASBR-FD5, Menu [3,9,22]

1. Part 1 – Levy (Part I – Summary)
NOTE: Make sure you change the District number!
2. Part 1 – Restricted Balance (Part I – Summary...Detail of Part 1, 3412, Restricted Fund Balance By Fund)
3. Part 1 – Transfers (Part I – A Transfer Summary)
4. Part 3 – Individual Expenses (Part III – C...Individual Expenditure Amounts Used In Various Calculations)
5. Part 4 – Long/Short Term Debt (Part IV Long and Short Term Debt)
6. Prepare Report

Options 1-5 are manual key screens. Once you have completed these, take Option 6 to prepare and print your report.