

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

December 8, 2003

NEW PROGRAMS

- ⇒ Load these programs immediately!
- ⇒ Use Menu Option [9,5,?] to load the programs.

CRITICAL

Be sure everyone is either logged off or at 'Main Menu' before loading these. If you have any vendor payments, cash receipts, payroll, ancillary PO's or ancillary leave in progress, IT IS CRITICAL THAT YOU POST THEM BEFORE LOADING THESE NEW PROGRAMS.

Some modifications will be made to several files. It is highly recommended that after loading these programs, you make new backup copies of all OBY directories in case they ever need to be restored.

- ⇒ 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 !!!**
- ⇒ *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. **Employee Master File, Menu [1-2-1]**
The file has been expanded to allow for an Email address and cell phone number, as well as a longer address field.

The ability to scroll (browse) the employee master file has been added to several programs. The system will prompt an <F1> Scroll command in those files that have the browse capability.
2. **List of Employees (employee journal), Menu [3-4-1-1]**
The report is now in a different format in order to include additional information.
3. **Demographic Information, Menu [1-2-4] or [1-1-11]**
Area Code has been added to the Spouse's Phone Number field.
4. **Payroll Simulation, Menu [1-2-2-6]**
The simulation report will now show the Adjusted Gross Salary (subject to). It will not, however, show on the display.
5. **Idiosyncratic Payroll, Menu [2-5-4]**
The 'idiosyncratic' payroll (which generally is only used by MACS) will allow you to add more checks or delete ones entered in error before posting.

6. Bi-Weekly Payroll, Menu [2-5-2]

This program will now allow you to include additional employees after the initial files have been established. Use the "Add" option from the Payroll Maintenance screen. This will also add the employee to the Automatic Payroll file at the same time. If an employee was inadvertently added, simply delete the employee from the Automatic Payroll file.

7. Personnel Leave, Menu [1-2-9] or [3-6-8-5]

Additional fields and features have been added for Leave and are as follows:

- a. You can now set up or maintenance "Reason" descriptions, Menu [1-2-9-7] or [3-6-8-5-7] and include them in the Leave Used.
- b. A 'reason' report can be generated, Menu [1-2-9-8] or [3-6-8-5-8]. You can select all or certain reason codes for a specific date range.
- c. If a Substitute was involved, that person can also be noted.
- d. A 'substitute' report can be generated, Menu [1-2-9-9] or [3-6-8-5-9]. If you ask for 'all' employees, only one substitute can be selected. If you ask for a certain employee, you can select all substitutes or a specific substitute for that employee.
- e. New leave wording... 'Accrued' replaces 'Auto'.
- f. When adding Leave Used, the F1 key will display the reason codes/description and the F3 key will display the last few entries you made. This feature applies only to a 'current' process.
- g. The Leave Pool now has an additional option (Y/N/S) Yes, No, Split. Example: An employee has only a partial day of sick leave available but is gone all day. If that employee belongs to a Pool, the Split option will take the available amount from the sick leave and the remainder from the pool. This pertains only to sick leave, i.e., it does not allow you to split between other leave types.

8. Ancillary Leave, Menu [2-8]

The same additional fields and features described in #7 above, apply to ancillary leave. One exception is that if a Substitute is to be denoted, you have the ability to key 0000 at the substitute number for 'Unknown'. However, BEFORE the leave can be posted, the file will have to be edited to include a sub number. NOTE: A PRINT REPORTS option is now available.

9. Monthly Totals Report, Menu [3-9-5-12]

You can now select the report by Date Posted or by Date Issued. The posted date is based on the 'Date' entered during the calculation process, Menu [2-5-1]. The date issued is based on the 'For Month Of' during the calculation process.

10. The Payroll Check file has been expanded to allow for retaining more detail W4 and extra withholding information about the employee at the time the check was written. This will be especially helpful when writing Deduction Refund checks.

11. Payroll Journal by Date, Menu [3-4-4-5]

This report lists adjusted gross salary subject to federal, state, FICA, etc. In the past you only had the ability to sort by location and/or employee sub-totals. You now have the option to select outstanding, reconciled, third party, and/or deduction refund type checks. This should be particularly beneficial in obtaining a third party 'subject to' report.

12. Update Contract Days, Menu [1-2-21]

Either contract days or negotiated days can be mass changed within the Personnel Organization file, Menu [1-2-6] or [1-1-11-13]. Mass changing contract days does not change negotiated days and you must match all criteria. Likewise, mass changing negotiated days does not change contract days and again, you must match all criteria.

Note that when mass changing contract days, the extended days amount will be affected as will the hourly rate for salaried employees. When finished, you should run the options [1-1-11-3] or [1-2-12] and [1-2-15] to update files.

13. Maintenance Educational Credits, Menu [1-1-11-20]

When entering credits, the system will now prompt you if a similar entry has already been recorded.

14. **Automatic Payroll Journal (List Employees Whose Setup Is Adjusted), Menu [3-4-1-3-2]**
This program no longer requires an exact match if you select Description. A string search is available.
15. **Vendor Master File, Menu [1-3-1]**
This file has been expanded to allow for Email address as well as a longer address field. In the past you could identify whether the vendor was an Order from, Pay to, or Both. Another option has been added and that is 'Received'. See #19 for detail.
16. **Vendor Journal, Menu [3-7-1]**
The report is now in a different format in order to include additional information.
17. **Purchase Order, Menu [2-6]**
A caution message will now appear if you create a purchase order to a 'Pay' to only vendor. This has been designed for those who create purchase orders remotely (ancillary); however, it may be beneficial to all. Note that the system will not prohibit you from creating a purchase order to this type of vendor though.

It will also prompt a caution message if a 'Received' from vendor is used. See #19 for 'Received' information.
18. **New Budget Year Purchase Order, Menu [1-3-7-2]**
This program allows you to re-set the beginning NBY PO Number.
19. **Cash Receipts, Menu [2-3-1] or [2-3-2]**
Cash receipts now have a "Received From" field in addition to a "Description". These vendors must be in the Vendor Master file, Menu [1,3,1], and identified as such. When entering cash receipts, the F1 key provides an alpha search of vendors, the F2 key allows you to add a new vendor without exiting the cash receipts cycle, and the [ENTER] key allows you to skip the received from field. NOTE: If you add a new vendor through this process the system will default to "R" whereas adding a new vendor through the Vendor Master file, menu [1-3-1], the default is "B".
20. **Cash Receipts Journal, Menu [3-4-8]**
The journal will list the received from vendor, if one was identified during the actual cash receipts process.
21. **Cash Receipts Audit report, Menu [3-13-5]**
New! It allows you to generate a report for a Received from vendor. You can select a specific vendor or all. A date parameter is also provided. The report summarizes by vendor, by fund, and by SACCT. This may be beneficial to the auditor in comparing revenue with the KSDE Annual Federal and State Aid Funding Report.
22. **Expenditure Summary-Original Budget, Menu [3-5-4]**
New! This report calculates budget balances and percentages based on the Original Budget, rather than the Working Budget. You must use the Budget Transfer program, Menu [2-1], in order to utilize this report.
23. **Reports**
For those reports that provide a date parameter, the system will now display 000000 if you return at the beginning date and 063004 (or the fiscal year) at the ending date. In the past it displayed 010149 and 123150.
24. **Building Master File, Menu [1-1-8]**
Includes an additional field for a State Assigned #. This is for reference only.
25. **List Property by Program, Menu [3-11-2-14]**
The report can now provide a sub-total by Room if you wish.

The following files now include additional fields in anticipation of new changes to the Financial Accounting for Local & State School Systems, 2003 Edition.

26. **Fund Master File, Menu [1,1,2]**
Provides an additional field to identify the fund Type, e.g., governmental, proprietary, fiduciary, and agency.
27. **Revenue/Expense Master File, Menu [1-1-4]**
Provides additional fields for Project, Instructional Level, Subject Matter, and Job Class.