



15 September 2011

To: Users of The Broker's Workstation and/or The Underwriter's Workstation

Dear Valued Client:

Re: The Broker's Workstation and The Underwriter's Workstation – Important Releases and Changes

Custom Software Solutions Inc. (CSSI) is pleased to announce the release of the following enhancements and newest features to **The Broker's Workstation (TBW)** and **the Underwriter's Workstation (TUW)**:

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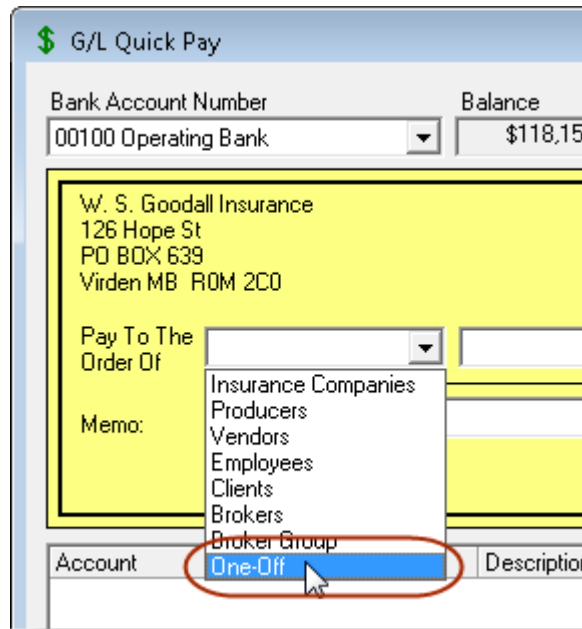
1. [One-Off Payees](#) – The TBW/TUW Accounting system has been enhanced with the ability to create a cheque for a one-time payee without having to create a corresponding List item entry.
2. [Void Cheques](#) – This enhancement allows the TBW/TUW user to void a cheque while leaving the history of the original cheque intact.
3. [Mass Cheque Printing](#) – This program enhancement allows TBW/TUW users to print multiple cheques at one time quickly and easily.

1. One-Off Payees

Clients have requested the ability to create a cheque for a one-time payee, such as a vendor, without having to create a corresponding List item. The One-Off Payee enhancement allows TBW/TUW users to generate cheques for single payees without the need to create a related List item entry.

To create a cheque for a one-off payee, move to **The Accountant's Desktop**, and double-click the **Cheque** icon in the **Transactions Tray**. In the **G/L Quick Pay** dialog, select **One-Off** from the **Pay to the Order of** drop-down menu (see Figure 1.1).

(Figure 1.1)




In the **One-Off Payee** dialog that opens, enter name and address details to include on the cheque (see Figure 1.2), and then click **OK**.

- Note that the **Payee Code**, which will fill automatically, is system generated based on the name.

(Figure 1.2)

Complete the cheque in the usual manner.

Please note the following when working with One-Off Payees:

- To reopen the One-Off Payee dialog to adjust name and/or address details while creating the cheque, simply click the **Details**  button in the **G/L Quick Pay** dialog.
- One-Off Payees are not a valid class for AR and AP sub-accounts. If this option is required, create an appropriate List item.
- The GL Report and GL Inquiry will display the full One-Off Payee name as for a cheque payable to another List variety.
- The One-Off Payee variety will have a Class of "O" in the list of Current or Closed Period cheques.

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2. Void Cheques

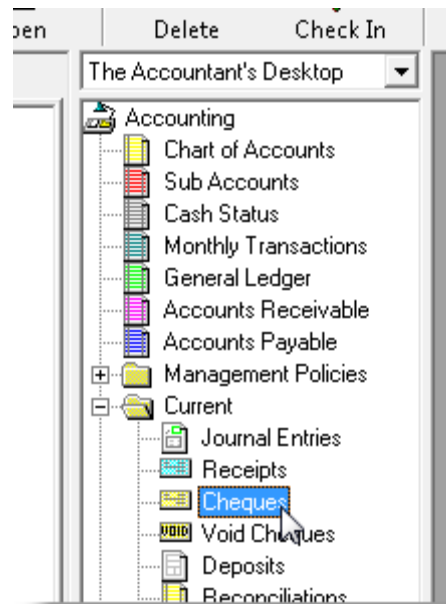
We are pleased to announce a program enhancement that allows the TBW/TUW user to void a cheque while leaving the history of the original cheque intact for the purposes of maintaining a continuity of cheque numbers and internal control.


A cheque can be voided from three different locations: the *Current or Closed Periods Cheques list*, the *Cheque form*, or the client *Ledger Card*.

Void a Cheque from the Current or Closed Periods Cheques List

To void a cheque in the Current or Closed Periods Cheques list, double-click **Cheques** under **Current** or **Closed Periods** in the **Accounting Tree** on **The Accountant's Desktop** (see Figure 2.1).

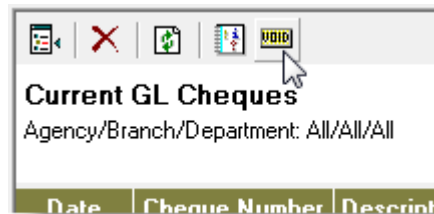
(Figure 2.1)



Once the list of cheques has loaded in the Document window, select the cheque to be voided, and then click the **Void Cheque**  button on the toolbar (see Figure 2.2).

- Please note a cheque that has already cleared the bank cannot be voided.

(Figure 2.2)



In the **Void Cheque** dialog, adjust the **Void Date** if required, select the appropriate **Reason**, edit the default **Description** as necessary, and click **OK** (see Figure 2.3). An **Attention** window will appear to confirm the cheque has been voided.

- Subject to the Prior Period Adjustments setting under *Management Policies, Demographics, Options*, the Void Date can be backdated into a closed month, always subject to the limitation that the Void Date cannot be backdated to a date earlier than the later of the date of the original cheque *or* the last closed fiscal year-end. For example, assume it is August of 2011, the cheque targeted for voiding is dated March 31, 2011, and the last closed fiscal year end is April 30, 2011, the dating of the void item may not be earlier than May 1, 2011.

(Figure 2.3)

Chq No	Bank Acct	Date	Class	ID	Description	Amount
4095	00100	13-Sep-10	P	GG	Producer Gilly Gc	\$386.70

Void Date: 09/13/2010 MM/DD/YYYY
Reason: ERR - Cheque Issued in Error
Description: Void Chq No. 4095 00100 9/13/2010 P - GG

Void a Cheque from the Cheque Form

A cheque can also be voided from the **Cheque** form. In the list of **Current** or **Closed Periods Cheques**, double-click the cheque to be voided. In the **G/L Quick Pay** window, click the **Void Cheque** button (see Figure 2.4).

- If the cheque is not eligible for voiding, the Void Cheque button will be inaccessible.

(Figure 2.4)

Cheque Number: 4095
Date: 09/13/2010
Amount: \$ 386.70

Buttons: OK, Cancel, Void Cheque, Print, Printer Setup

Modify details in the **Void Cheque** dialog as necessary (see Figure 2.3), and then click **OK**.

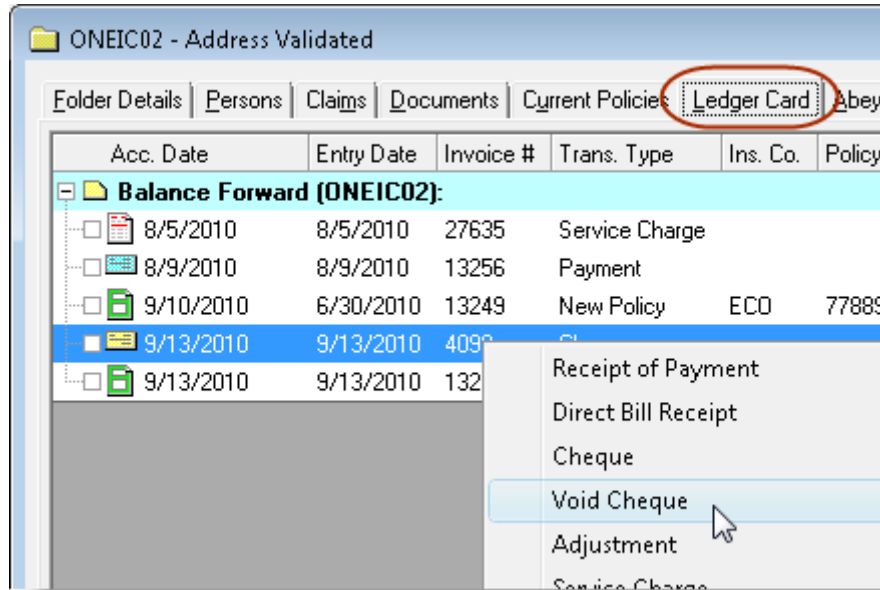
Void a Cheque from the Client Ledger Card

A cheque created on the client's Ledger Card can also be voided on the Ledger Card.

To view the Ledger Card, double-click the client's **Folder Details** in the **Desktop Tree**, and click the **Ledger Card** tab in the Folder Details window. In **Balance Forward** view, right-click the cheque to be voided, and select **Void Cheque** (see Figure 2.5).

- Note the Void Cheque menu option is available only if the cheque is eligible for voiding.

(Figure 2.5)



Modify details in the **Void Cheque** form as required (see Figure 2.3), and then click **OK**.

Once a cheque has been voided, the **Void Number** and **Void Date** will be displayed in the Current or Closed Periods Cheques list, as applicable (see Figure 2.6).

(Figure 2.6)

The screenshot shows a window titled 'Current GL Cheques' with the subtitle 'Agency/Branch/Department: All/All/All'. It contains a table with the following columns: 'Description', 'Bank Account', 'Void No', 'Void Date', and 'Amount'. The 'Void No' and 'Void Date' columns are circled in red. The table contains three rows of data:

Description	Bank Account	Void No	Void Date	Amount
Producer Commission	00100	1	13-Sep-10	386.70
Heat & Lights	00100			395.33
...

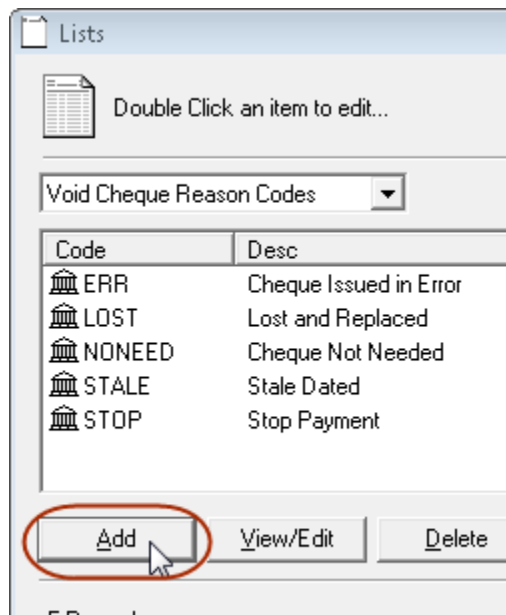
Voided cheque transactions can be viewed by double-clicking **Void Cheques** under Current or Closed Periods in the Accounting Tree. A list of Void Cheques will appear in the Document window (see Figure 2.7). To view additional details about a particular void cheque, double-click that cheque in the list to open the **Void Cheque** form.

(Figure 2.7)

Void No	Date	Reason	Void Chq No	Bank Account	Class	ID	Amount
2	13-Sep-10	LOST	4096	00100	P	LC	632.21
1	13-Sep-10	ERR	4095	00100	P	GG	386.70

Void Cheque Reason Codes are managed through TBW Lists. Click **Lists**, **Void Cheque Reason Codes** to view the list of default codes. To add one or more custom reason codes to the list, click the **Add** button (see Figure 2.8), complete the requested details for the new code, and click **OK**. The new reason code will appear in the list.

(Figure 2.8)



Please note the following when working with the Void Cheque function:

- A cheque that has cleared the bank cannot be voided.
- When a cheque is voided, the void item cannot be dated earlier than the cheque that is being voided.
- Once a cheque has been voided, it cannot be deleted.
- If a voided cheque is reprinted, it will have a Non-Negotiable watermark.
- A void item that reverses a cheque's Accounts Receivable or Accounts Payable entry becomes an available Accounts Payable or Receivable reconciliation target or allocation. Once a void item has been used in an Accounts Payable or Receivable Reconciliation or AP Pending Payment, it cannot be deleted.
- When a cheque is voided, it and the void item are both marked as being cleared in the Bank Reconciliation.

- When the void item is dated later than the cheque it voids, and that date extends beyond the date of a Bank Reconciliation that would otherwise report the voided cheque, the voided cheque will appear as an outstanding item in that reconciliation, but the user will not be able to mark it as being cleared. Once the Bank Reconciliation date is later than both that of the voided cheque and the void item, neither item will appear in the Bank Reconciliation, as they are both cleared.
- Void cheques and the void items may not be released from the Bank Reconciliation using the Release Cleared Bank Items tool.
- If a void item is deleted, the cheque that it voided is released from the Bank Reconciliation.
- Once a void item is in a closed accounting month, it cannot be deleted.
- Voided cheques are not available for printing in the Mass Cheque Printing system.

The ability to manage Void Cheques and Void Cheques Reason Codes is controlled by **User Rights (Tools, Administrative, User Manager, Rights)**.

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3. Mass Cheque Printing

Until now, cheques in TBW/TUW have been printed on a one-off basis. However, if a significant batch of cheques needed to be prepared, this could be a time-consuming task. For this reason, the program has been enhanced with the ability to perform a mass cheque printing job. At the same time, the cheque printing system has been enhanced with additional control features to safeguard your organization and prevent errors.

The first of these controls is the ability to mark accounts as having printable cheques or not. This can be an important control in that you will want to prevent the printing of a cheque from an account for which you only have a manual chequebook onto the cheque stock of another. To accomplish this, click **Tools, Accounting Tools, Cheques Setup** and then select or deselect the **Allow printing of cheques** option for each account as appropriate. This new control is displayed in Figure 3.1.

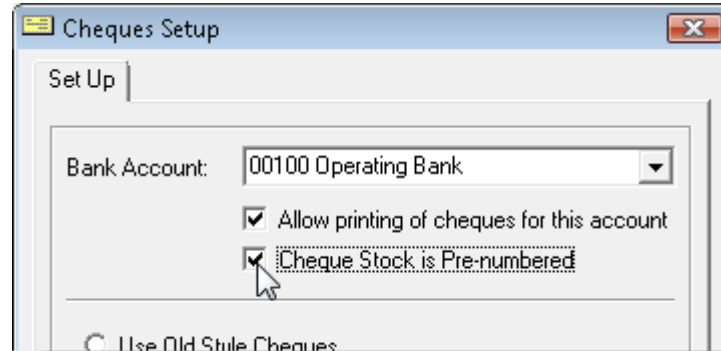
The second new control involves informing the system as to whether the cheque stock for a particular account is pre-numbered or not. If your stock is *not* pre-numbered, the mass printing system will be unconcerned with the order or sequence of the cheques selected for printing, as it does not matter. However, if your stock *is* pre-numbered, it is necessary to enforce intact cheque sequencing to ensure the correct cheque information is printed on the correct blank cheque. This new controls is also displayed in Figure 3.1.

Note these two new controls will be preset to enabled upon initial installation of these new features so that no previous capabilities are removed as a result. The Administrator should consider this information and the organization's particular circumstances and adjust the settings accordingly.

Before the Mass Cheque Printing feature can be used, it must be enabled in the Cheques Setup window. Click **Tools, Accounting Tools, Cheques Setup**. In the **Cheques Setup** dialog, select the appropriate **Bank Account**, click to select the **Allow printing of cheques** checkbox and, if applicable, select the **Cheque Stock is Pre-numbered** checkbox (see Figure 3.1). Click **OK**, or click **Apply** to apply these settings but keep the window open to add settings for another account.

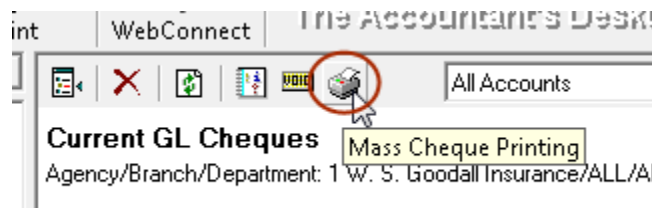
- **Note:** When **Cheque Stock is Pre-numbered** is selected, mass cheque printing will only be allowed if the cheque numbers selected in the **Mass Cheque Printing** dialog are in sequence (see Figure 3.3).

(Figure 3.1)



Now you can proceed with using the Mass Cheque Printing feature. On **The Accountant's Desktop**, double-click **Cheques** in the **Current Tree** to open the **Current GL Cheques** viewer. Click the **Mass Cheque Printing** button on the toolbar (see Figure 3.2).

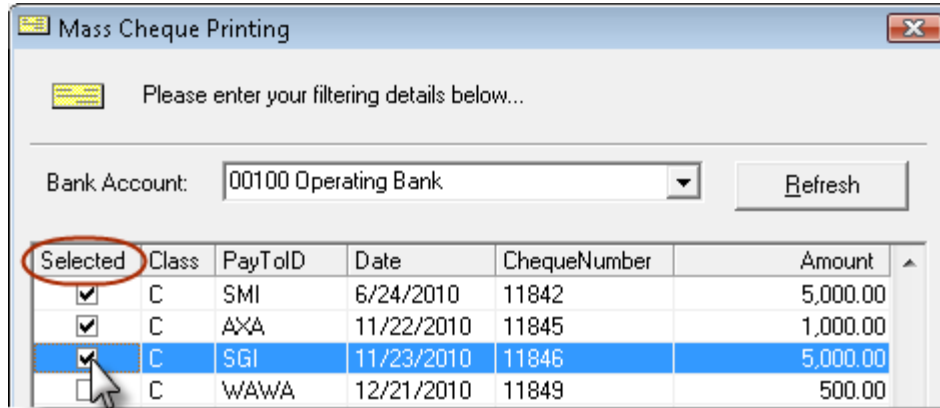
(Figure 3.2)



In the **Mass Cheque Printing** dialog, select the applicable **Bank Account** and click the **Refresh** button to view the list of unprinted cheques for the selected account. In the **Selected** column, click to select cheques to print (see Figure 3.3).

- Note that the **Mass Cheque Printing** form will only display Accounting cheques (Client folder cheques will not be available for printing using this method).
- Use **Ctrl+Shift+A** to select or deselect all items. A range of cheques can also be selected with **Shift+click** (click the first desired cheque, click and hold the **Shift** key on your keyboard, and then click the last cheque in the range).
- To sort the list by a particular category, click the applicable column heading.

(Figure 3.3)

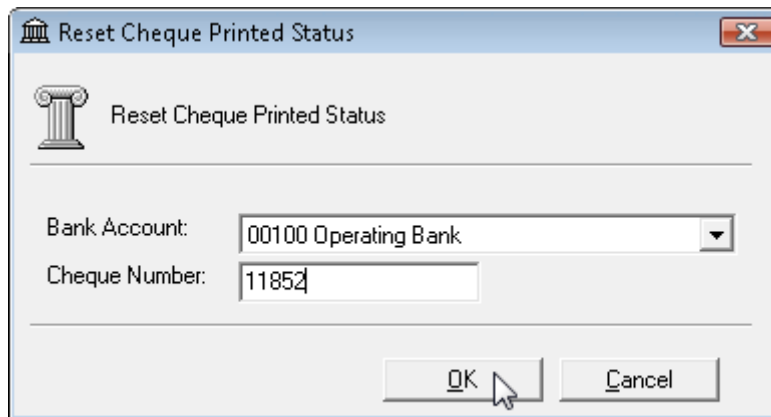


Once appropriate cheques have been selected to print, click the **Print** button. If **Print Preview** is enabled (through **Tools, Options, Printing**), preview and then print the cheques.

- Note that cheques are printed in accordance with the settings in the **Cheques Setup** dialog.

Each printed cheque will then have its status marked as *Printed* in the database so it cannot be printed a second time. (This is the third new control added to the system, with the intent of preventing the unauthorized reprinting of cheques.) Should it become necessary to reprint one or more cheques (e.g. due to printer malfunction, no cheque stock in the printer, etc.), simply reset the cheque print status. To do this, click **Tools, Accounting Tools, Reset Cheque Print Status**. Then, in the **Reset Cheque Print Status** dialog, select the applicable **Bank Account**, enter the number of the cheque to be reprinted, and click **OK** (see Figure 3.4). An **Attention** box will display to notify you that the requested reset has been completed, and you can proceed to print that cheque.

(Figure 3.4)



Please note the **Mass Cheque Printing** feature is subject to Bank Account Control, and the **Cheques Setup** and **Reset Cheque Print Status** features are subject to User Rights and Bank Account Control.

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Please share this information with the appropriate TBW and TUW users in your office(s). Once you have reviewed this document, if you have any questions regarding these features or need further assistance in their usage, please contact our Client Services Team at 1-888-291-3588 (toll-free telephone) or clientservices@cssionline.com (email).

Thank you for using The Broker's Workstation and The Underwriter's Workstation.

Yours sincerely,

Custom Software Solutions Inc.

