26 March 2014

**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. Five Cent Rounding of Cash Receipts

As the one-cent coin is being phased out in Canada, cash transactions are to be rounded to the nearest five cents (other methods of payment, such as cheque, debit, and credit card, will not be affected by this change). The receipting processes in TBW and TUW have been enhanced to offer the required rounding on cash payments.

With the new Five Cent Rounding feature, you will have the option to round a payment amount if the selected payment method is cash or a mixed payment that includes cash.

To use this feature, prepare the Receipt of Payment in the usual manner, selecting a **Cash** or **Mixed** (with a Cash element) Payment Method (see Figure 1.1).

**(Figure 1.1)**
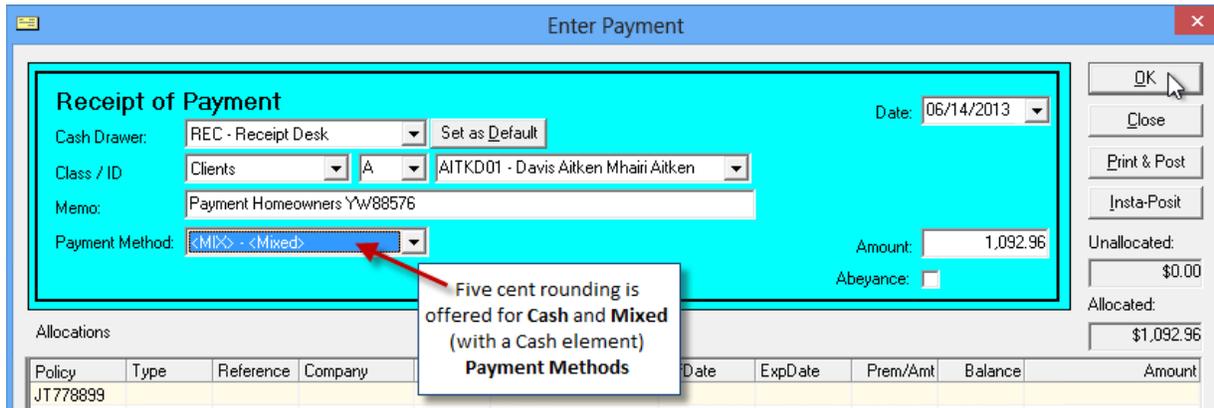


Click **OK** or **Insta-Posit** to post the receipt and, in the **Five Cent Rounding** dialog that displays, you can choose to decline the rounding if, in the early days of the phase out, the customer has exact change, or to accept the rounding, if not (see Figure 1.2).

- Either click **No** to decline the rounding and continue with the receipt posting as usual, *or* click **Yes** to apply the rounding process to the total of the Cash receipt or the Cash portion of the Mixed receipt.

**(Figure 1.2)**
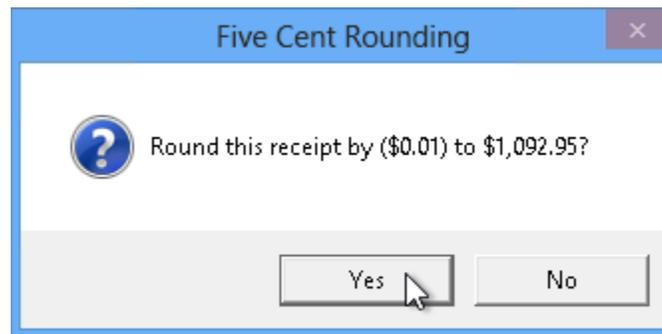


If **Yes** is selected, the rounding will be applied. The original receipt allocation will be unchanged, and the rounding differential will be debited or credited as appropriate to the expense account selected for the purpose.

- E.g. If a client pays an invoice of $299.97, the receipt will be entered initially as that amount, and the payment allocation will be done for that full amount. When a Cash Payment Method is chosen, the system will offer to round down to $299.95. When this rounded receipt is posted, the client AR will be credited with the full $299.97, and the $0.02 forgone in the rounding will be charged to the account set in the Five Cent Rounding XRef Code. At deposit time, the system will offer that receipt at its rounded amount of $299.95 to correspond to the actual amount of cash received.

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The Receipt of Payment will display the **Total AR Payment** (the full invoice amount) and **the Total Payment** (the rounded amount) (see Figure 1.3). The printed Receipt will display the rounding amount (see Figure 1.4).

**(Figure 1.3)**



**(Figure 1.4)**



Please note the following when working with the Five Cent Rounding feature:
- The Five Cent Rounding feature is also offered on a Cash or Mixed (with a Cash element) Flow-Through Direct Bill Receipt.
- When a GL Receipt containing a rounding element is copied, that rounding will not be pulled forward to the new receipt. If the new receipt requires a rounding element, it can be applied as required when the receipt is posted.
- When a GL Receipt containing a rounding element is modified, the existing rounding record will only be deleted by the system if a detail line is added or deleted, or if a detail line amount is changed.

Before the Five Cent Rounding feature can be used in TBW/TUW, the feature must be enabled in the system. To enable Five Cent Rounding, move to **The Accountant's Desktop**, and double-click **Demographics** in the **Management Policies** tree (see Figure 1.5).

**(Figure 1.5)**
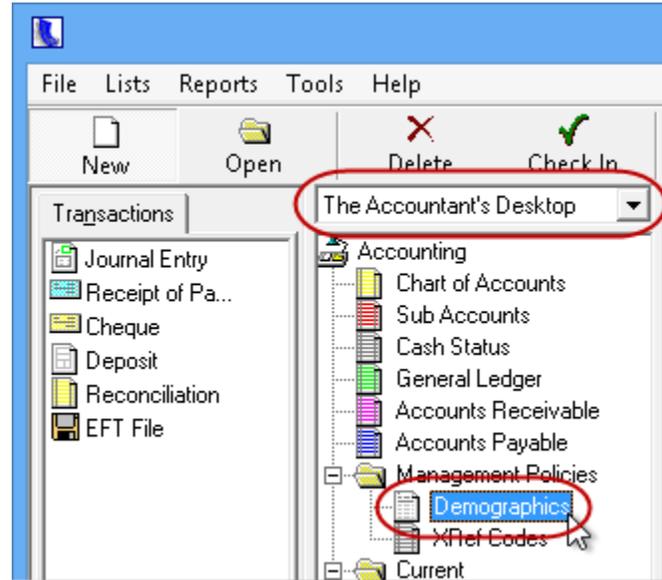
Then, on the **Options** tab, click to select the **Cash Receipt Rounding** checkbox (see Figure 1.6), and click **OK**.

**(Figure 1.6)**

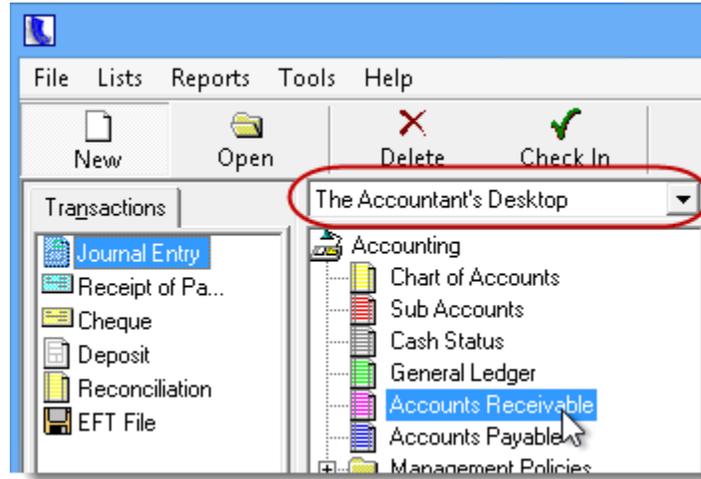## 2. Filter Accounts Receivable Report by Producer and Producer Level

The Accounts Receivable Report can now be filtered by Producer and Producer Level. The resulting report can be printed or exported to Microsoft Excel for additional use or analysis, as required.
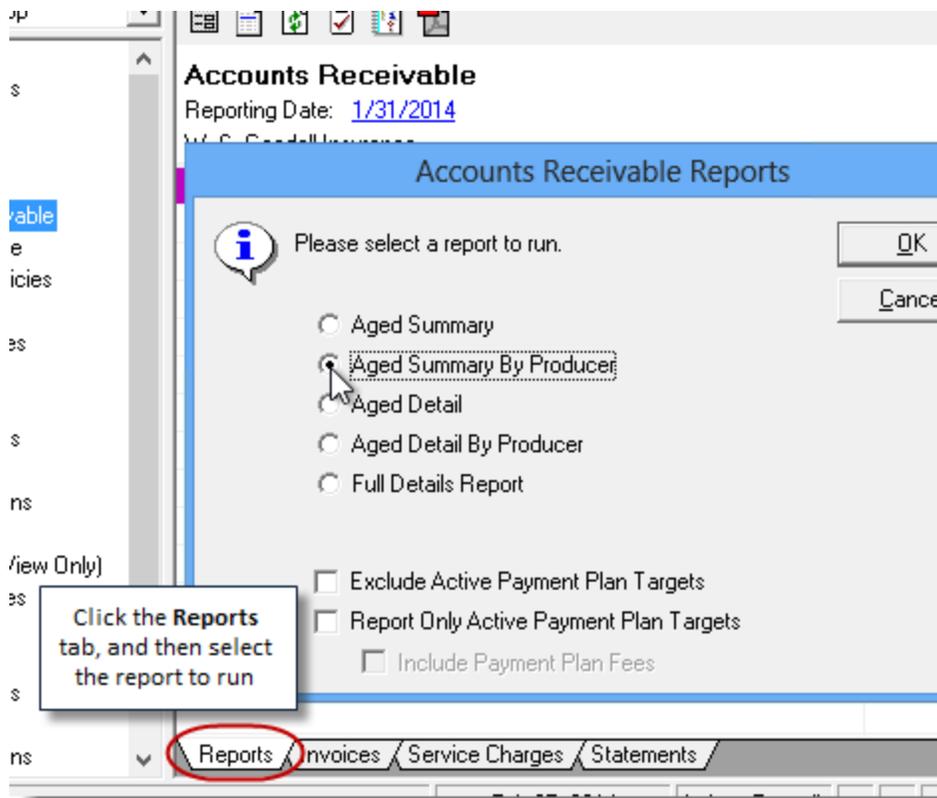
To view this feature, move to **The Accountant's Desktop** and double-click **Accounts Receivable** in the Accounting Tree (see Figure 2.1).

**(Figure 2.1)**



Click the **Reports** tab to open the **Accounts Receivable Reports** dialog. Select either the *Aged Summary by Producer* or *Aged Detail by Producer* report type (see Figure 2.2), and then click **OK**.

**(Figure 2.2)**

In the **AR Report Filter** dialog, select the **Producer/CSR Assignment**, and then select **All**, **Unassigned**, or a specific **Producer/CSR** in the **Producer/CSR** menu. Click **OK** (see Figure 2.3).

**(Figure 2.3)**
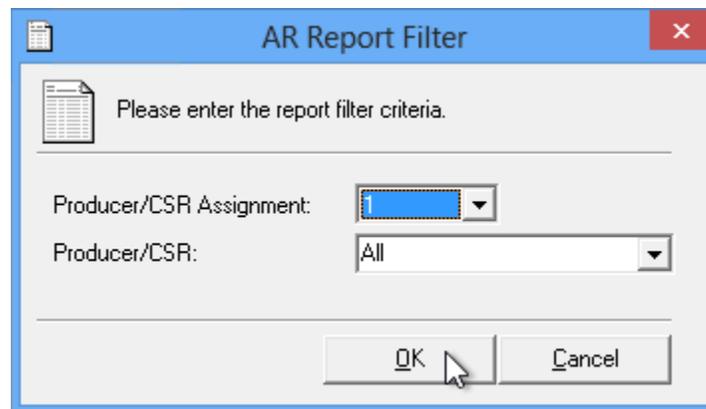


Report results will display in the Document Window, with the selected report filters applied. To print the report, click the **Print** button on the TBW/TUW toolbar. To export report results to Microsoft Excel for additional use or analysis, click **Tools**, **Export**, **Excel**; then, in the **Save As** dialog that displays, enter a **File Name**, select the **Location** to save the report, and click **Save**.
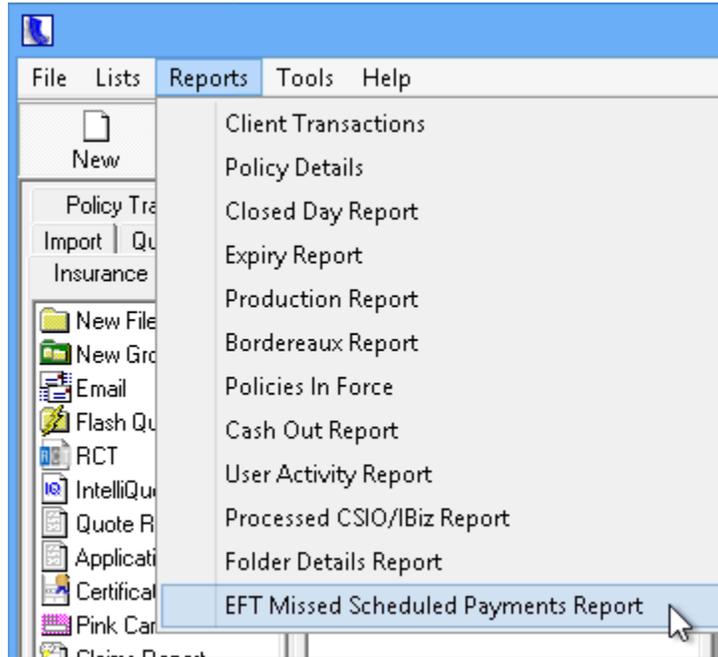
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## 3.   EFT Missed Scheduled Payments Report

Use the EFT Missed Scheduled Payments Report to identify scheduled payments from active payment plans that have not been processed as of a user-defined reporting date. This report will be useful in identifying cases where perhaps a payment has a non-standard scheduled date or has been deselected from a file and so not processed. This will provide another valuable control mechanism to ensure that all payment commitments are being processed.

To create the report, click **Reports**, **EFT Missed Scheduled Payments Report** in the TBW/TUW window (see Figure 3.1).

**(Figure 3.1)**



In the EFT Missed Scheduled Payments Report dialog, select **All** or the applicable **Agency/Branch/Department**, select the appropriate **Originator**, and then select or enter the **Reporting Date**. Click **OK** (see Figure 3.2) to print a copy of the report.

**(Figure 3.2)**
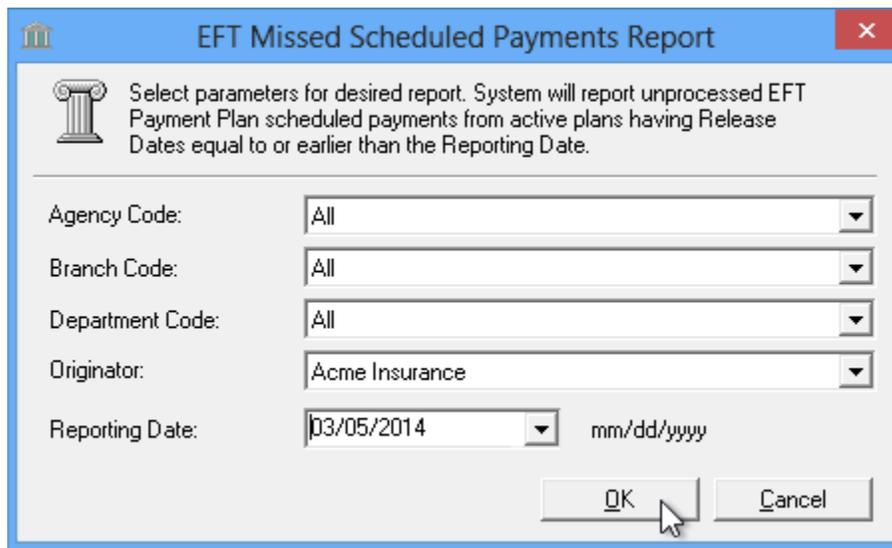


If **Print Preview** is enabled (through Tools, Options, Printing), first preview and then print the report.

The printed report will display scheduled payments from active payment plans that have not been processed as of the selected reporting date, including details such as the Release Date, Due Date, Folder Code and Name, Contact information, and more.

Please note that the EFT Missed Scheduled Payments Report is controlled by **User Rights** (through Tools, Administrative, User Manager, Rights). In the User Access Rights dialog, the EFT Missed Scheduled Payments Report User Right is found on the **General** tab in the **Reports** section.

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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 **clientservices@cssionline.com** (email) or 1-888-291-3588 (toll-free telephone).

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


Yours sincerely,

Custom Software Solutions Inc.

**Microsoft** Partner
Gold Independent Software Vendor (ISV)