

What's New in Version 10?

Overall

- Contact management has been added, allowing tracking of contact details (integrated with Customers and Suppliers), as well as logging contact notes, managing tasks in a To Do List, and exporting names and addresses for mail merge purposes.
- Significant overhaul of the Customer and Supplier Invoicing module (see separate list below), involving simplifying processes, enhancing stability and powering up. We have attempted to offer the power of our DOS invoicing program (AccountManager) but keeping it as simple as CashManager.
- Most forms containing grids are now resizable, where the actual grid will size with the form. Columns in all grids are sizeable (like in Excel), and columns can be re-positioned by dragging the column heading to the desired location.
- A screen resolution minimum of 600 x 800 has been adopted, allowing more flexibility in the layout of fixed-size forms, and wider or more detailed grids on the resizable forms. This means that users on 640 x 480 may get scroll bars on some of the forms.
- With the new file structure required for CashManager 10, users will have to specify when making a Transfer File whether the file is destined for Versions 8.3/9 or for 10.
- New CashManager logo appears on the main form

Bank Reconciliation (including bank statement import)

- More bank formats supported under Bank Statement Import, including some of the banks' dial-up packages. Internet banking formats now offer: Australia – CBA, Westpac, ANZ, National, St George, Suncorp Metway, Macquarie, Bendigo, Credit Union of Australia and for New Zealand – ASB, ANZ, Westpac, National, BNZ, Kiwibank, TSB. For the banks' dial-up software formats, we now support: Australia – ANZ and National Australia Bank, and for New Zealand – ANZ, BNZ and National.
- In the Importing Bank Statement area, transactions on the bank statement side (the left side) can now be multi-selected in the normal way (by holding down the Shift or Control keys), then bulk allocated.
- When importing bank statements, the right hand grid (cashbook side) now has an extra column showing the account code that the transaction has been posted to (or the word "multi" if it's a multi-dissection one), allowing users to review the way CashManager has auto-generated transactions.
- The normal Bank Reconciliation grid now has two columns for the amount, one for debits and one for credits, making it look more like the bank statement, and thus aiding the manual reconciliation process.
- When importing bank statements, the selection of the bank from whom the files are received has been moved to the Bank Account Setup area, so it needs to be set only once per bank account.
- There is a facility to record the address of the bank's internet banking web site in Bank Account Setup, and if entered, a clickable link to this web site is presented in the Import Bank Statement area.
- When editing a transaction by right-clicking it in the bank reconciliation screen, focus is initially set to the amount box, as that's most likely the field the user is wanting to edit.

- Options added to the pop-up menu to Tick All and Untick All in the bank reconciliation grids

Transaction Entry

- When entering payee names in transaction entry, previously-used names will automatically come up as you type the first couple of letters of the name. The existing name search functionality is also still available.
- There are additional sort sequences in the Transaction Entry main grid. These are now Date, Reference, Amount, Name and As Entered.
- When the Allow Forward-dated Transactions option has been activated, the processing of automatic payments/deposits will also continue through to new financial year
- In transaction entry, a pop-up warning appears if the GST amount is larger than the total amount.
- A button has been added to the EFT Transaction form to print a report of the contents of that batch

Reports - generally

- Reports can now be saved as PDF, RTF (for opening in Word), TXT (for opening in Excel) and HTML documents.
- The Report Preview form now also includes an Email button, with default options to email the reports to the user's accountant, or to Accomplish Support. This feature is also offered on Customer Invoice previews, with a further option to email the invoice to the customer.
- Report headings are shaded, to give the reports a more modern look. However, electing not to print the report borders under Options | Preferences will also suppress shading of the headings
- The option to suppress report borders has been changed from being a company-wide setting to an installation-wide setting. This means that when it is set in one company, it will apply for all companies. Conversely, when a company's files are ported via a back-up or restore, this setting is not carried with it – whatever setting the recipient of the files has will be the one that applies to newly ported companies.
- The Heading field in the Report Totals / Sub-totals area has been increased from 12 characters to 50 characters

Reports – specifically

- When printing the GST Return / BAS on an accruals basis using the non-general ledger version of CashManager with the Invoicing feature activated, a list of the individual debtors/creditors that make up the closing debtors/creditors used is presented at the end of the GST Audit Trail.
- Users of CashManager Plus with the general ledger activated can now run a cash-based GST Return, subject to certain assumptions, the main one being that the return needs to be run prior to the entering of subsequent period transactions.
- The layout of the CashManager Profit Report has been revised, to make it look more like a Profit & Loss Statement, and hence more readable.
- Under the Headings section of system setup, where the accounts used as Detailed Cashbook column headings are entered, it is now possible to enter accounts in a wild card format (e.g. 400* for all sub-accounts of motor vehicle expenses, or */01 for everything in Branch 01).
- There is more control offered in the layout of Financial Statements: (a) the user can elect to suppress the Period column (i.e. just show the year-to-date and last year, and (b) there is

facility for user-defined report headings for the Profit & Loss Statement and Balance Sheet. Also, this form now stays open after running a report – previously it closed after the report preview was closed.

- When running the Account Details Report for a range of accounts, the report footer will show the total of all the accounts in the range.
- Where the Sub-Accounts feature has been activated, the 'filter by sub-account' functionality is now offered for the Account Details Report and the Cash Profit Report.
- A warning appears on the foot of the BAS Worksheet if there are any items with GST in the "Excluded from GST Return" area.
- NZ GST Audit Trail wording changed to new wording, *Total Taxable Supplies Made* to become *Total Taxable Supplies and Income* and *Total Taxable Supplies Received* to become *Total Taxable Purchases and Expenses*.
- The Print List option in the Names screen has been expanded to also show the EFT details stored where applicable – i.e. bank account number and static ref.

Trust Account version

- The Accounts Detail Report layout has been revised so that debits and credits are shown in separate columns – i.e. the layout is now Dr, Cr, Balance rather than Amount, Balance.
- The full client details and matter print with the Account Details Report in order to comply with recommendations of members of the Law Institute.
- If the Sub-Accounts feature is activated, the Client Balances Report can be filtered / consolidated in the same way as other reports.

Other areas

- In the Budget entry screen – there is an option to increase the highlighted account's 12 monthly values by x%
- In the Budget entry screen there is a narrative field (60 chars) attached to each account to record "budget notes" so users can keep a record of how they arrived at the budget. The contents can optionally be printed with the budget.
- There is a button on the Bank Account Setup form to print the opening bank reconciliation. This can be printed at any time throughout the year.
- In End Of Year Rollover, the default budget action is now "Replace with last years actuals"
- Option to print cheques in landscape.
- The words "EFT Transaction" used alongside EFT transactions have been reduced to "EFT" in order to avoid unnecessary line-wrapping in reports
- The anomaly regarding report-level and file-level passwords has been addressed, such that people with access to the file password can no longer change the report password.
- Report totals/sub-totals data can now be stored in the StdChart.txt file
- Invoice Logs are now available to users of CashManager Lite who purchase the Invoicing module. Previously, Invoice Logs were only available at Standard and above.
- In the Names Setup area, multi-selection capability has been added to the grid (by holding down the Shift or Control keys), allowing for the deletion of multiple names in one process.
- In the Evaluation version, there is now an option to load demonstration data from a transfer file on a floppy disk or other external location.
- Data files can now be restored from a write-protected floppy disk.

- Taranaki Savings Bank direct credit (i.e. EFT) format now supported
- In manual cheque printing, a thousands separator has been added to the cheque amount
- When adding multiple accounts to the chart, the report category and GST setting default to the same as the previously entered account code, making data entry more efficient.
- The location of the previously created Transfer File is offered as a default for next time.
- New fields have been added to the Registration Form: "Nature of business" and "Name of Franchise (if applicable)". This will enable Accomplish to profile the types of businesses that use CashManager, enabling us to offer industry-specific options in the future.
- Extra buttons on the Evaluation screen to lead users into more detail about the different levels of CashManager.
- In Customer/Supplier Logs, there is an additional field for a Purchase Order Number.

General

- There is a new tab under System Options called Preferences, which allows for editing of what were previously only accessible by editing Cashwin.ini. These are installation-wide settings, rather than company-wide (i.e. they affect all companies in a multi-company CashManager). These settings control: the Enter key acting like the Tab key in transaction entry; bypassing the "Back-up now?" question when exiting CashManager; automatically load the Windows calculator at start-up; validate files on exit, print report borders, and more. A new option has also been added: "Validate files prior to backing up".
- Option on the Help menu to launch the CashManager Walkthrough (if installed – the Walkthrough will be installed when installing from the CD but not from an Internet download).
- New options on Help menu: (1) Send Email to Accomplish Support and (2) hyperlink to Accomplish web site
- Multi-business users who launch CashManager from a desktop shortcut can have a separate shortcut for each company, by recording the company code on the command line of the shortcut (as Cashwin32.exe "ABC123" – i.e. the company code in quotes appears after the application name).
- The Accomplish phone number has been added to the Help | About form
- On the File menu for multi-company users, Select Company has been renamed "Open Company" and a new option "New Company" has been added – this option launches the New Company Wizard directly, without having to open the Companies Selection form
- The "Hide Toolbar" menu option has been moved from the "Setup" menu to the "Window" menu
- The caption on the Select Companies form now shows the number of companies listed
- The level of detail in the Data Validation Report has now been increased to assist users and the Accomplish Support Team in identifying and fixing errors

Just for accountants

- The Browse-and-Edit feature in CashManager Plus has been streamlined in that transactions can be re-assigned to different accounts by right clicking the mouse.
- In a CashManager Plus file, journals appear, and can be edited, from within Transaction Browse & Edit.
- The account name now appears in the main Transaction Browse and Edit grid, making it a more intuitive way of reviewing a client's data file.

- By adding a setting "Bureau=True" in Cashwin.ini in the [SETTINGS] area, "bureau" users (e.g. accounting firms) have an extra option when emailing transfer files – they can elect to email them back to their client. This relies on the client's email address being recorded in System Setup under the Other tab.
- GST codes used in the Solution 6 Commercial export (default is 2/1/4/4) will be saved and offered as the future default
- New Solution 6 export format – MAS 5.1 and above
- Option to export the CashManager chart of accounts to Banklink (under File | Export)
- A message has been added to the Accountants Export form to remind users that they should only use this option if specifically requested – otherwise send the accountant a Transfer File.

Invoicing Module - General

- Revision of the user interface, making data entry more intuitive and efficient
- Enter-as-Tab functionality enhanced, so that invoices can be created without using the mouse, and by using the Enter key in place of the Tab key
- New System fields have been added, and are available for invoice, statements and remittances layouts. These are: CoyAddress4 , Company Email address (60 chars) and Company Phone.
- The Invoice/Receipt and Invoicing/Payment Matching screen has been revised, adding additional functionality as well as making the process of matching/unmatching easier. Changes include : (a) there is a separate Tick column – ticking this will have the same effect as clicking the Match column did (b) when the screen loads from a transaction (i.e. not from the Match menu) there is an Auto button that when clicked, automatically applies the receipt amount against invoices, oldest to newest; (c) the Result column is now visible when the form is loaded from a Transaction (previously only showed when loaded from the Match menu) ; (d) when loaded from the Match menu, the Result column is editable as well as the Match column – this way, the user can either enter the result they want or the amount they want to apply – and CashManager automatically fills in the corresponding column (e) the pop-up menu has additional options of Unmatch (i.e. set this current transactions match amount to 0); and Remove Transaction from this [Customer]/[Supplier], (the equivalent of making the transaction "not related to any customer or supplier").
- Aged Customers/Suppliers Report shows last receipt/payment date
- More comprehensive range of RAV file layouts offered (i.e. invoice, statement, remittance etc layouts). Also, the RAV file management has been streamlined, whereby users can have multiple RAV files in their company data folder, the contents of which are all visible when printing invoices etc. This will mean users can download alternative layouts from the web site or Accomplish Support without having to lose existing layouts.
- There is an option when printing the Aged Customer Balances Report and Aged Supplier Balances Report to exclude invoices dated after the nominated cut-off date. This assumes that no subsequent payments/receipts have been applied against invoices in that period (and a report footer warns of this).
- As a result of user requests, the customer/supplier selection method in the main Invoicing grid has reverted back to being a full code entry with easysearch, rather than a dropdown of customer/supplier names.
- Users with CashManager Plus's general ledger feature are warned if they attempt to use a customer/supplier control account for a non-invoicing transaction, or if they attempt to receipt/pay a customer/supplier invoice without posting it to the control account. Also, the Data File Validation Report lists specific transactions that contravene this requirement, to assist in rectifying user errors.

- A column has been added to the main Suppliers/Customers invoicing screen to show their name in the grid (it previously only showed their code)
- If there is an out-of-balance situation in the Customers or Suppliers files, a warning will now appear when going into the Customer / Suppliers area, recommending the user run the Data File Validation. Similarly, when in the Invoicing area, if the customer or supplier being loaded is out of balance, a similar warning will appear.
- In the main Invoicing grid there is now an option to show Unpaid Only, All Transactions and a new third option: All Transactions This Financial Year.
- The warnings regarding entering/editing an invoice for a prior GST period or a prior financial year have been tightened up.
- The RAV Report Designer has been upgraded, offering a cleaner and more powerful interface.

Invoicing Module - Customers

- Facility for generating and printing customer quotes
- Provision for line discounts on customer invoices
- Facility for generating and processing recurring customer invoices
- Product and Customer groups added (visible only if feature activated), and existing Customer reports modified to accommodate the extra functionality this offers. New group-by-group report.
- Additional data fields for customers: extra address line, delivery address, email, contact person, note field, with these new fields being accessible to the invoice and statement layout files
- There is now an option to make automatic adjustment of prices by set percentage, eg. increase Price List 1 and Price List 2 by 10%.
- The 3 price lists can now be named by the user e.g. Retail, Wholesale etc
- Prices in the Product file can be set up as GST inclusive or exclusive (file-wide setting)
- The Product file's Enhanced Description field has been converted to an unlimited length field.
- In edit product and customers grids, Easysearch functionality now offered, with a "search for" box to assist when working with large files
- There is a facility to move invoice lines up and down. This will also provide a means for inserting invoice lines
- When printing several customer invoices at the same time from the main Customer Invoice screen, the sequence that the invoices print will be the same as the sequence that the main Invoicing grid is sorted by at the time of printing.
- The Aged Customer Balances Report and Customer Statements can be aged on a weekly or monthly basis (setting accessed under Setup | Options, on the Invoicing tab).
- When clicking the Print button in the main Invoicing grid without any invoices ticked, CashManager now assumes that it is the highlighted one that is to be printed. Same applies when printing Customer Statements.
- There is now the facility to record a unit cost price for each Product (activated under Setup | Options, on the Invoicing tab). If this feature is activated, the cost price is carried into the invoice area, and can be edited at this point if necessary.
- There is a new report: Gross Profit Report, presenting the Selling Price, Cost Price and Gross Profit for a user-defined date range.

Invoicing Module – Suppliers

- The default trading terms for suppliers can now be set at the supplier level rather than at a file-wide level
- In the Supplier Payments Wizard, there is an option to "Select invoices due as at xx/xx/xx" instead of just "Select invoices due today".
- The Supplier Expense Analysis Report can now be run as Supplier by Expense, or Expense by Supplier.
- The Proposed Payment Report now includes details down to the invoice dissection level (previously only goes down to invoice level). This allows for the presentation of the full details of the invoice/s being paid, including dissection details and account code allocation.
- In the Supplier file, there is a new field to hold a fixed reference number (i.e. our account number with that supplier). This field can be added to the Remittance Advice layout.
- Supplier invoices can now be marked as "held", and therefore excluded from payment runs.
- Supplier Bank Account details can now be shown on the EFT Remittance Advice.
- Easysearch is now available on the Details field if this feature is activated for normal Transaction Entry.