

## What's new in CashManager 2015

### Job Tracking

Budgets can now be assigned to Jobs and a selection of related reports have been added to the Job Tracking Reports. Within the Transactions, Budget Setup screen you can Add or Edit budgets, right click on an existing budget and copy it and then when editing you can enter the Job number into the Job box to associate it with a Job. You can also have multiple budgets assigned to 1 Job.

When you select any of the Job Budget reports you can then select which Budget you wish to use when generating the report.

### Unlimited Budgets

You can now have as many budgets as you please and label them for easy recognition. From within the Transactions, Budget screen you can right mouse click on any existing budget and copy it. You can also add, edit and delete budgets. When printing budgets or budget reports you can select the budget you wish to use within the report.

### Flexible Column Selection & Sorting

Choose what columns you want to view by right clicking on any column heading and selecting Show/Hide Grid Columns. This produces a list of available columns that you can tick to show or untick to hide.

Sorting is easier and much more flexible. To sort columns simply click on the column heading - the sorted column shows an arrow which indicates if it is sorted in ascending  or descending  order.

### Match Receipts/Payments from the Customer & Supplier Invoicing screens

We have added the ability to match receipts/payments to invoices from within the Customer/Supplier Invoicing screens. This feature is particularly useful if you use the CashManager EziFeed Memorising feature where you can attach customer deposits and supplier payments to your Customer or Supplier records.

Use the 'Select' column to tick the invoices and receipts/payments you wish to match – then choose the Match button.

### Generate Quotes or Recurring Invoices from Existing Invoice

You can now use an existing invoice to generate a new quote or recurring invoice. Simply right mouse click on the Customer or Supplier Invoice, select 'Copy Invoice' then select either Invoice, Quote, or Recurring Invoice from the drop down list

### Suppliers – Edit Bank Account Password Protection & Audit Log

We have added additional password security to the Supplier bank account information. Administrators can now set a Supplier Bank Account password and this must be used to edit/change any supplier bank accounts. Bank accounts can be added without the password but the password must be provided for changes to be made.

When logging into the company using the Administrators login there is an additional Menu Administrators and from within this menu the Bank Account Audit Report can be printed.

## Recurring Supplier Invoices

Like our Customer recurring invoicing – the new Supplier recurring invoices can be setup and scheduled to recur daily, weekly, monthly, or annually. Use the menu Suppliers, Recurring Invoices to setup recurring invoices.

## Supplier Invoicing Screen – New Invoice Reference Field

Supplier Invoices now have an Invoice Ref field in the Invoice Header area. Data typed into this box can be displayed in the Supplier Invoicing window. To view the column right click on any heading in the Supplier Invoicing screen and choose Show/Hide Columns.

## Parent\Child invoices

In the Customer Invoicing screen, the Drop down box to show 'All Customers' or 'Selected Customer' has a new option to show 'Selected Parent'. If there is only 1 Parent setup in your customer list they will automatically be displayed, otherwise you can use the Search button to select the Parent you wish to display invoices for. All 'child' invoices related to that Parent will then be displayed in the Customer invoicing screen. This is useful for selecting and emailing some or all invoices that relate to the selected parent.

## Customer Listing Report – Can Now Include Notes

The Customer Listing Report Now has an option to also print the general notes.

## New Products Tab in Setup, Options

Our Customer and Product features are expanding with each release. In CashManager 2015 we have added a new Products Tab in Setup, Options which holds all of the product related features and settings. The Product Tab is enabled and disabled when the Customer Invoicing feature is activated or deactivated.

## New Product List (with no pricing)

The Product Item List report, now has a new check box 'Product List (with no pricing)' that is useful if you want to provide customers with a product list but do not want them to see the prices.

## Customer & Supplier Invoicing - Notes

General notes entered into the Customer or Supplier notes (under Customers, Add Edit Customers, Other tab) can now be displayed when creating a customer or supplier invoice. To view the notes all you need to do is widen the invoice window until the full notes box is visible.

Also – the Customer and Supplier Listing Reports now have a check box "Include notes" so that the Clients details can also include the notes.

## New Column View & Sort Options

In any of our screens that contain 'Grids or tables' you can now customise which columns are displayed and which columns to sort by. If you right click on any column heading you can choose Show/Hide Columns and then tick or untick the columns to suit your needs. The right click Reset Columns menu will reset the visible columns to the defaults.

To sort any column simply click on the column heading and an arrow is displayed to the right of the column heading showing whether it is sorted in Ascending or Descending order. To sort the opposite way simply click the heading again.

Note: With the new Column Sort function you can no longer sort by amount unless there is a Gross column available in the grid. Instead you can sort by Deposit or by Payment (which essentially sorts by amount).

### New EziFeed & CSV Import Reconciliation Rule

When Reconciling using either EziFeeds or the CSV Import options – if you select the Detailed Allocation feature and then match the deposit or payment to an invoice you will receive a warning if the amount ticked against invoices does not match the statement amount. You can choose to continue with the unbalanced amount if required – but when you are returned to the Adding transaction screen you are forced to make the transaction amount match that shown on the bank statement.

### Non-GST Customers – GST is now Automatically Removed

If a Customer is set to not 'Charge GST' in Customers, Add/Edit Customers, when items are added into invoices any GST is automatically removed.

### Warning if Invoice Line or Invoice is Zero

You can now receive a warning when accepting an invoice line item or an invoice if it equals Zero. To activate this feature choose the menu Setup, Options, Customers and tick the option 'Warn if invoice line or invoice is zero'.

### Warning for Duplicate Reference Numbers on all Transaction Types

When entering transactions in the Banking screen CashManager can now warn when any reference number has already been duplicated with the same type of transaction (currently only duplicate cheque numbers give a warning).

This feature can be activated by choosing the menu Setup, Options, Preferences and selecting 'Show warning for duplicate bank reference numbers'. Duplicate cheque reference numbers will continue to show the message whether this feature is ticked or not.

### Plus – Payments Based GST Change

#### (NOTE: Year End must be completed before upgrading to CashManager 2015)

We have made the GST calculation method easier, quicker, and less complicated for Plus companies that are on Payments based GST. The Audit Trail reflects these changes also.

### New CSV Import for Victoria Teachers Mutual Bank (Australian Only)

CSV Bank import now allows Victoria Teachers Mutual Bank.

### Export ACC invoices (NZ only)

There is a new Customer Invoice export for ACC Invoices (NZ).