

## What's new in CashManager 2016

### Consistency Changes

Changes have been made in a number of screens and reports to ensure that deposits show as positive amounts and payments show as negative amounts where Debit and Credit columns are not used.

### Purchase Orders

You can now enter and track Purchase Orders in CashManager through the new Supplier, Purchase Order menu. Once an order has been entered its status is set to 'Outstanding'. When the order has been converted to an invoice, the status will change to 'completed' and is available via the drop down list in 'Display Transaction'. You can manually change the status of a purchase order by right clicking it and select 'set status' from drop down menu.

In consultation with our clients we have chosen not to integrate Purchase Orders with the Products/Received feature which ensures CashManager remains uncomplicated. When the stock arrives you simply enter the items into the Customer, Products/Received Adjustments menu.

### Job Tracking Budgets – Opening Balances

With the introduction of unlimited budgets in CashManager 2015 we have now expanded this so that you can setup budget opening balances for Jobs per chart of account code. When editing a budget that is attached to a job you can now enter in Opening Balances or you can use the Import button at the bottom of the screen to import last years actual figures as the opening balance.

See Transactions, Budgets, then Edit a budget.

### Job Tracking Codes – Increased to 30 digits

Job Tracking codes have been increased to cater for 30 characters.

### EziFeed Bank Transactions – Remove Exclusions Text

Banks sometimes change what comes through in the bank transaction details so we have added a feature that allows you to "exclude" text from the bank statement details that you do not want brought into CashManager. These items can include text such as Direct Payment, Direct Deposit, Card numbers, etc. This feature is activated in Setup, Bank Accounts, Edit bank account then choose the Reconciliation tab at the bottom of the screen and tick Remove Exclusions text from EziFeed and CSV data. Once this is ticked and accepted you can then go into Setup, Maintain Name and Lists, and in the Show list choose Bank Statement Exclusions text. Use the Load default button to bring in the default list and you can then add and delete exclusions text as needed. If you have imported the bank data the exclusions text will work when you next import your data.

The following Transactions Search and Replace feature can be used to update historical text that has been imported into CashManager that you wish to change.

## Transaction Search & Replace

There is a new Replace button in the Transactions, Browse and Edit screen that allows you to search for specific Payee and Payer text and replace it with the preferred name you wish to use in CashManager. This is useful if you have memorised transactions and not entered in a preferred name to be shown in the transactions and banking screen. In this scenario the bank statement text is used which is often not what you want to see in CashManager.

See Transactions, Browse and Edit on the menu.

## Changes to Financial Budgets

The budget Opening Balance input field (Future Year budgets only) is now located in the Editing budget screen.

Import budget features are now available from within the Editing Budget screen. To import actual figures from another CashManager company into a budget - Edit the budget and select the Import button at the bottom of the screen. Then select 'update budget with actuals in selected company.'

You can also set your preferred Current Year budget and Future Year budget so that these are automatically selected when you are printing reports. To do this go into the Transactions, Budgets screen and use the new right mouse click menu items.

## Activate Duplex Printing in Setup, Options

Duplex Printing can now be activated through Setup, Options, Preferences. You can also set CashManager to prompt to print Duplex each time you choose print.

## Customer Invoicing – In-Screen Matching

The Customer Invoicing screen now has a 'Total Selected' box situated just under the Match button. This box shows the total amount of items ticked so that you can see if what is ticked = Zero or not. Many customers are now memorising their EziFeed deposits/payments – which allows them to quickly complete their bank reconciliation. Then later when they have time they are using the Invoicing In-screen Match button to quickly match deposits or payments in bulk. Call our support team if you would like a demonstration of this.

## Copy Recurring Invoice to Other Customers/Suppliers

It is now possible to copy a recurring invoice to other customers. From within the Customer, Recurring Invoices screen, right click on the invoice and select Copy Invoice to other Customer from the menu.

## Supplier Reports

In CashManager 2015 we introduced a new Supplier Invoice Reference field. There is now a Show Invoice Reference Details check box in the following Supplier reports; Supplier Ledger Report, Matching Report, Transactions List.

## Email from within the Customer/Supplier Invoicing screens.

There is a new Email button at the top right of the Customer/Supplier Invoicing windows that allow you to quickly email the selected Customer/Supplier. NOTE: This feature does not

attach invoices – to send invoices you still need to select the invoices and choose Print , Bulk Email, or Preview.

### **Customer EDI Export now includes Discounts**

The Customer export option for EDI invoices now includes discounts in the export file.

### **Chart of Accounts – New Quick Menu's**

When in Setup, Chart of accounts the right mouse click menu now has options to Edit chart of account code and to Delete chart of account code.

### **New Accountants Export Format to CCHiFrim**

The accountants export file window now has an option for CCHifirm

## **Accountants and Business Partners Only**

### **EziReconcile**

We have introduced a Business Partner only EziReconcile feature that allows your customers to code bank transactions only using our new EziFeed feature. This feature is for coding of bank transactions only and allows memorising of bank transactions.

### **Move & Split Feature**

At the request of accountants we have added a Transactions Move and Split feature which facilitates searching for a single chart of account codes and splitting across multiple chart of account codes.