

Bromcom MIS

v5.2019 Update 7.1 – Finance Release Notes



Administration



Analysis



Assessment



Attendance



Behaviour



Census



Communication



Cover



Curriculum



Diary



Dinner



Examination



Finance



MyChildAtSchool



Reporting



Setup



Student Portal



Support

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Introduction

This document contains an End User version of the **Release Notes** for the **Bromcom MIS Software for Version 7**. The **Release Notes** contain details of the latest updates, fixes and new features that have been implemented in this release.

An enhancement is either an improvement we have added or a new feature. Some of these are user requested, but most are enhancements we make to improve the software.

This document contains the **Release Notes for v5.2019 Update 7.1**

What is an Update?

When an enhancement is requested or an issue is found, the details are sent to the Development Team. Once they have made the enhancement or fixed the issue an update is created. This update can contain one or many fixes, for one or many modules, it is then tested by the Testing team and released either to be included into the next Build, (if there is one imminent), or it is passed as an Update to be deployed by the Support Team who will contact you and arrange a mutually agreeable time to apply the Update. Each of the issues listed here has been fixed with the latest Update.

1. Server side Installers:
 - a. MIS v5.2019.7.1

New Features

Finance

Updates to Payment Processing

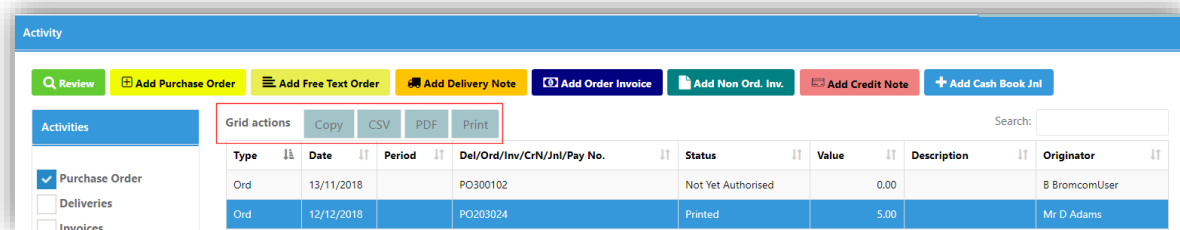
Accounts Payable > Payment Processing

Now when clicking the **Close** button when the **Payment Type** is a **Cheque** it reloads the **Payment Processing** page the same as for the **Payment Type BACS** or **Card**.

New Grid Actions added

Accounts Payable > Suppliers > View/Edit > Activity

New **Grid Actions** have been added allowing the selected information to be **Copied**, **Printed** or **Exported** to .CSCV or .PDF.

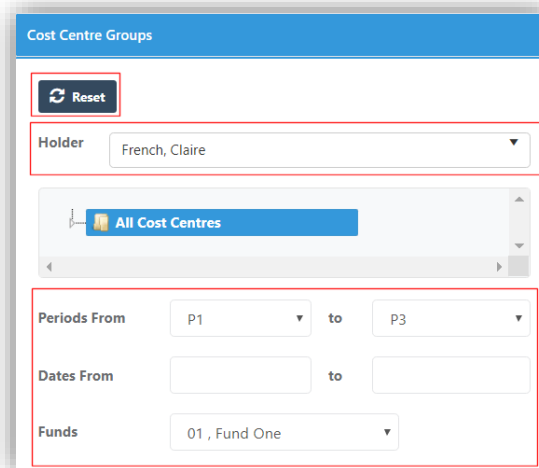


Type	Date	Period	Del/Ord/Inv/CrN/Jnl/Pay No.	Status	Value	Description	Originator
Ord	13/11/2018		PO300102	Not Yet Authorised	0.00		B BromcomUser
Ord	12/12/2018		PO203024	Printed	5.00		Mr D Adams

Filter options added

General Ledger > Coast Centre Enquiry

New **Filter** options have been added to the **Centre Cost Enquiry** page allowing **Filtering** to be made by **Holder** on the **Periods From**, **Dates from** and **Funds**. A **Reset** button has also been added to reset the **Filters** to the default setting.



Cost Centre Groups

Reset

Holder: French, Claire

All Cost Centres

Periods From: P1 to P3

Dates From: to

Funds: 01, Fund One

The **Header** at the top of the page will change to orange to advise that **Filters** have been set and the selected **Filter** options will be displayed in the **Header**.

Cost Centre Enquiry - Entries for fund 01 for periods P1 to P3

New option Ledger added

General Ledger > Cost Centre Enquiry > Details > Actuals > Journals

A new option **Ledger** has been added, when selected this will open the **Ledger** for the selected row in a new window.

The screenshot shows a 'Journal' window with the following details:

- Year: 2019/2020
- Period: 1, P1
- Posting Date: 20/12/2018
- Journal Number: 003121
- Narrative: Inv: 0000012
- User: Mr D Adams
- Type: AR
- Total Debits: 144.00
- Total Credits: 144.00

The 'Journal Lines' section contains a table with the following data:

Ledger	Fund	Ledger Description	C/Centre	Cost Centre Description	Remark	Debit	Credit
C0702111	01	Admin and Support (APT&C)	ADMINCLER	Admin & Clerical			120.00
DEBTCON		Debtor Control Account				144.00	
VATOUT20		VAT 20% Standard Rate Collected					24.00

Grid actions: Copy, CSV, PDF, Print, **Ledger**, View Action

The **Actions Button** has been renamed to **View Action** the functionality remains the same.

Pay from Dropdown List updated

Accounts Payable > Purchase Orders

The option **Banks** has been removed from the dropdown list, the **Banks** will now be listed under the **Central** selection.

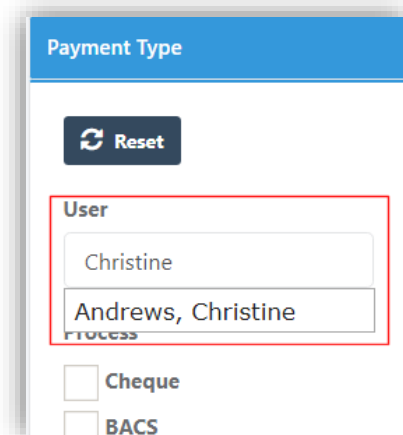
The screenshot shows an 'Invoice Filter' window with the following options:

- Reset
- Invoice/Credit Status: --- Select Invoice Status---
- Order Status: --- Select Order Status---
- Payment Method: --Select Payment Method-
- Pay From: Central**

User Box Size changed

Accounts Payable > Payment Processing

The size of the **User** box has been increased allowing longer names to be displayed.



The screenshot shows a form titled "Payment Type" with a blue header. Below the header is a "Reset" button. The "User" dropdown menu is open, showing two options: "Christine" and "Andrews, Christine". The "Process" button is visible below the dropdown. There are also checkboxes for "Cheque" and "BACS".

Double click options added

Accounts Payable > Order and Non Order Invoice Rows

A double click option has been added for **Order** and **Non Order Invoices**. Regardless of **Status** double clicking on these rows will open a **Read Only** pop-up window. Previously this could only be done by selecting the row and clicking on the **View Selected** button, this button remains and can still be used in the same way.

Drill Down option added

General Ledger > Chart of Accounts Enquiry

Journals created during the cancellation of **BACS**, **Card** and **Cheques** now have a link to the drill down for the payment run record with the cancellation that generated the cancellation **Journal**.

Updates to Add Payment Page

Staffing > Individual Salary Payment > Add Payment

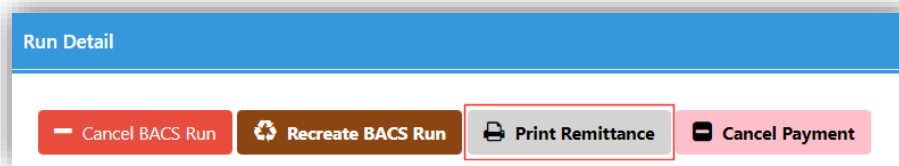
On selecting **Save** the record is displayed on the right-hand grid as before but is now highlighted making it easy to find and continue with.

Also the **Paid from** dropdown list has been extended to include all the **Payroll Control (PY Type) Ledgers** and **Central**.

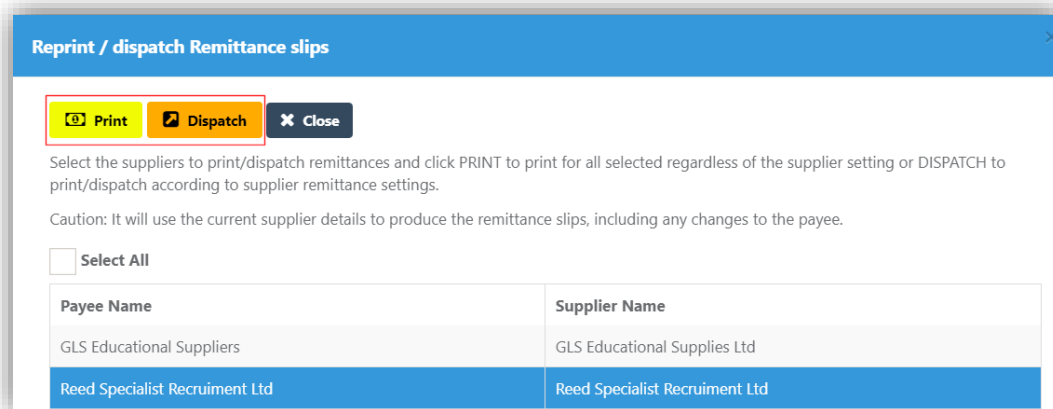
Remittance Advice Pop-up added

Accounts Payable > Payment Processing

When selecting a **BACS Remittance** and clicking on the **View/Edit** button the function of the **Remittance** button on the **Run Detail** page has been updated.



When clicking on the **Print Remittance** button a **Pop-up** will be displayed listing all of the **Suppliers** in that **Run**.



Tick the **Select All** box to select all or click on each **Payee** name to select individually. When selected the **Print** and **Dispatch** buttons become available.

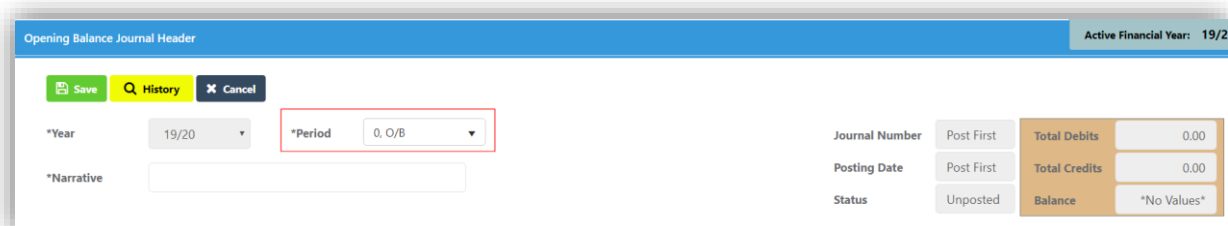
Clicking the **Print** button will produce **Remittance Advice Slip(s)** for the selected **Payee**.

Clicking the **Dispatch** button will use the **Supplier Settings** for sending **Remittance Slips** by e-mail, where this has been setup or will produce a **PDF Remittance** to be sent to the **Payee** where e-mail options have not.

Opening and Year End Periods added

This has been added to several pages

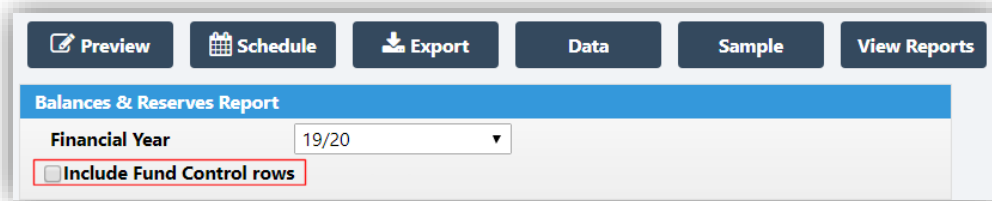
Two new **Periods** have been added **0 (OB)** for the start of the year and **13 (YE)** for the end of the year. **Period 0** will be used for holding **Opening Balances** and **Period 13** for entering **End of Year** adjustments. The **Periods** will be created automatically and will in most cases not be visible to the **User**. For example **General Ledger > Journals > Opening Balance** is one of the pages that will display **0 (OB)**.



New Parameter added to Balances & Reserves Report

Reports > Balances & Reserves Report

When selecting a **BACS Remittance** and clicking on the **View/Edit** button the function of the **Remittance** button on the **Run Detail** page has been updated.



When selected a new section below the **Retained Earnings** section will be displayed to list the **Fund Control Balances**.

Description	Amount	Amount
RETAINED Retained Earnings-07	0.00	0.00
RETAINED Retained Earnings-08	0.00	0.00
RETAINED Retained Earnings-09	0.00	0.00
01 School Budget Share (Control)	10,390,722.41	10,390,722.41
02 Devolved Capital Grant (Control)	899,907.00	899,907.00
03 PeerR (Control)	0.00	0.00
04 Test (Control)	0.00	0.00
05 TEST (Control)	-2,500.00	-2,500.00
06 Control (Control)	0.00	0.00
07 xxx (Control)	0.00	0.00
08 Catering (Control)	0.00	0.00
09 TEST RE&FUNDS (Control)	0.00	0.00
Totals	11,879,362.37	11,728,602.95

The report previously summed the **Retained Earnings** across all funds without a breakdown by **Fund**. The **Retained Earning Type Ledgers** are now separated into a row per **Fund Code** with totals per **Fund**.

Description	Amount	Amount
Output VAT	-333.80	-333.80
Capital	-1,000.00	-1,000.00
RE01 Test Retained Earnings-Funds-01	0.00	0.00
RE01 Test Retained Earnings-Funds-02	0.00	0.00
RE01 Test Retained Earnings-Funds-03	0.00	0.00
RE01 Test Retained Earnings-Funds-04	0.00	0.00
RE01 Test Retained Earnings-Funds-05	0.00	0.00
RE01 Test Retained Earnings-Funds-06	0.00	0.00
RE01 Test Retained Earnings-Funds-07	0.00	0.00
RE01 Test Retained Earnings-Funds-08	0.00	0.00
RE01 Test Retained Earnings-Funds-09	0.00	0.00
RE02 Test Retained Earnings-funds-01	500.00	500.00
RE02 Test Retained Earnings-funds-02	0.00	0.00

New Petty Cash Report added

Reports > Petty Cash Reports

A new **Petty Cash Report** has been added, displaying **Reimbursement** or **Expenditure**.

Petty Cash reports parameters

Financial Year	19/20		
Petty Cash Account	Petty Cash		
Transaction Date	from		to
Listing Type	<input checked="" type="radio"/> Reimbursement <input type="radio"/> Expenditure		

If no **Transaction Date** is added it will display all **Transactions** for the **Year**.

Petty Cash Reimbursement Listing				Bromcom SFCPB Academy	
Financial Year: 19/20		Petty Cash Account: Petty Cash		From: n/a	To: n/a
<i>(Cash in hand 256.99 as of 17/10/2019)</i>					
Trans. No.	Posted	Date	Description	Amount	
RB00000001	Yes	09/05/2019	Petty Cash for Premises and Office	-250.00	
RB00000002	Yes	15/05/2019	2018/19 balance b/fwd from FMS	-136.03	
RB00000003	Yes	27/06/2019	Petty Cash for premises and office	-250.00	
RB00000004	Yes	14/08/2019	Test	-200.00	
Total Reimbursements for Petty Cash:				-836.03	

If no **Reimbursement Date** is added it will display all **Reimbursements** for the **Year**.

Petty Cash Expenditure Listing				Bromcom SFCPB Academy		
Financial Year: 19/20		Petty Cash Account: Petty Cash		From: n/a	To: n/a	
<i>(Cash in hand 256.99 as of 17/10/2019)</i>						
Trans. No.	Posted	Date	Description	Folio No.	Folio Item Description	Amount
EX00001010	No	16/10/2019	TEST PETTY CASH EXP REPORT		expenditure narrative TEST PETTY CASH EXP REPORT	50.00 500.00
EX00001010 Total:						550.00
EX00000001	Yes	20/05/2019	Cancelled : Petty Cash for Summer Term 1	STF02000	Air Freshener	2.58
				STF02001	T-bags/sugar/coffee for staff	13.90
				STF02002	Flexi pipe and ant traps	9.43
				STF02003	Tea/Coffee/Sugar for Staff Room	21.15
				STF02004	Dishwasher tables	8.99
				STF02005	Batteries	2.58
				STF02006	Waste pan x 2 - toilet repairs	29.98
				STF02007	Cable ties/raw plus/filler	5.16
				STF02008	Plaster for repairs	12.70
				STF02009	Plumbing parts	4.98
				STF02010	Coffee, Sugar for staff	9.78
				STF02011	Milk for staff room	1.10
				STF02012	Lunch for First Holy Communion	27.90
				STF02013	Fly killer	2.58
				STF02014	Plastic cups for movie night	3.87
				STF02015	Tea, coffee, sugar for staff room	14.05
EX00000001 Total:						170.73

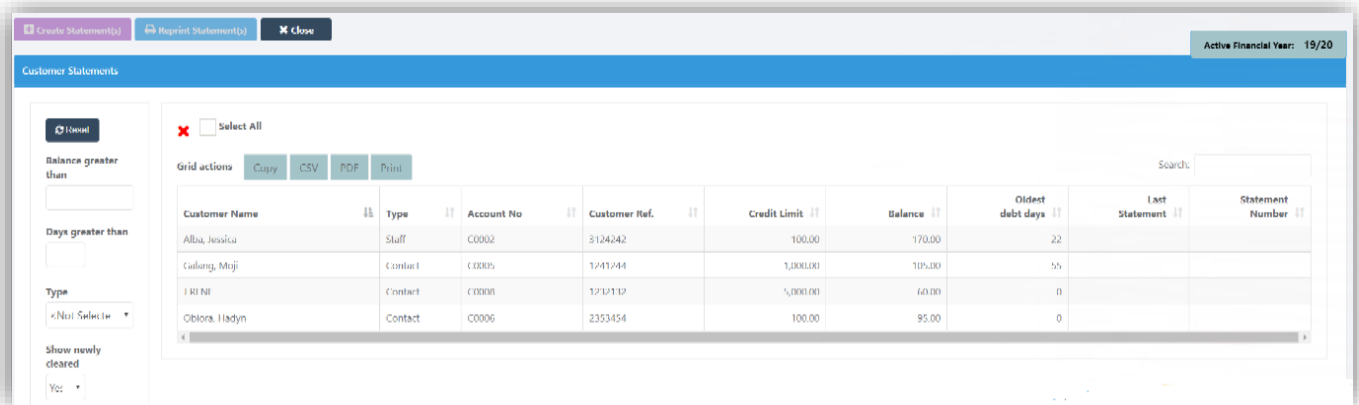
Produced by B BromcomUser 09:17:32 17/10/2019
Page 1 of 3

New Statements Reporting option added

Accounts Receivable > Statements

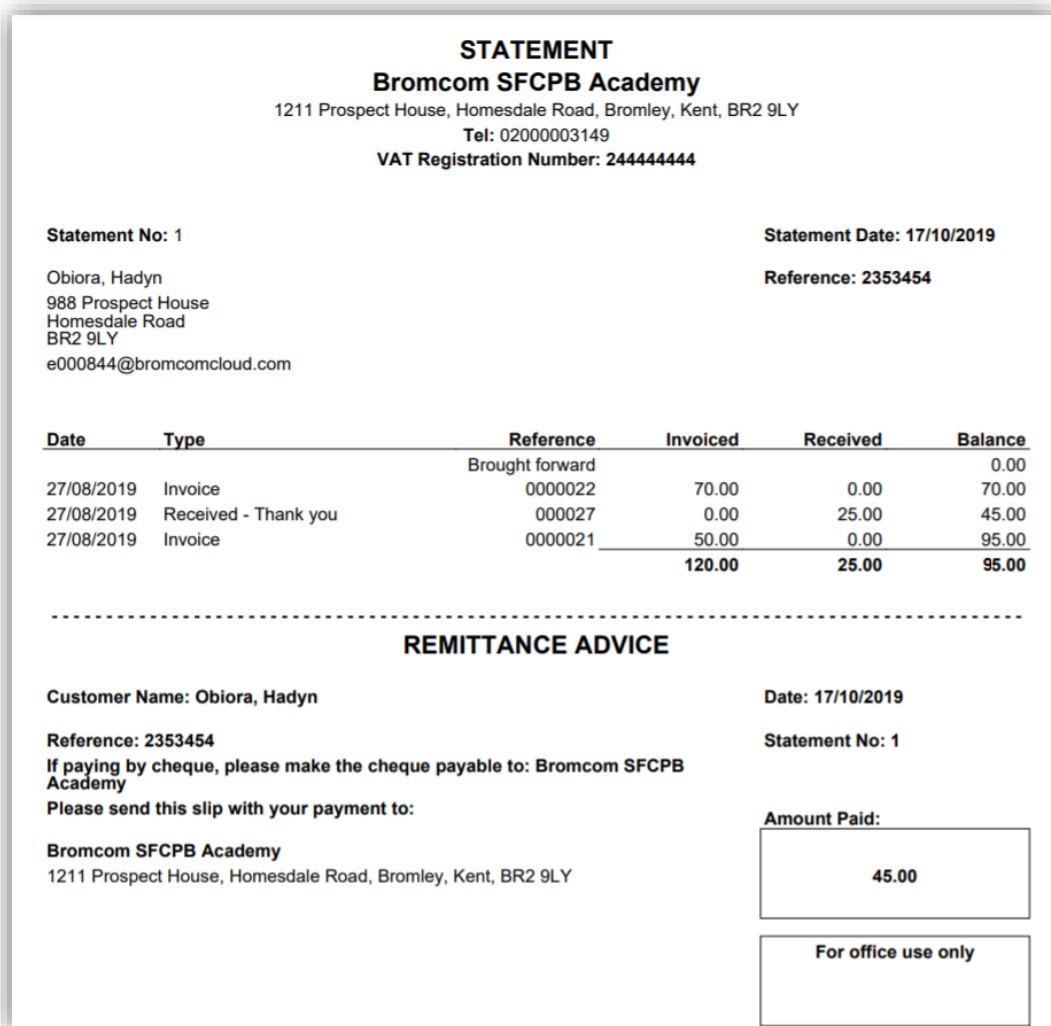
Accounts Receivable > Customers

A new option **Statements** has been added, selecting this will open the **Customer Statements** page.



Select one or more **Statements** and click on the **Create Statement(s)** button, this will create a **PDF Statement** that will be attached to the **Customer Record** in the **Documents** section.

The most recent **Statement** can be reproduced at any time by clicking on the **Reprint Statement(s)** button.



New Filters options added

General Ledger > Chart of Account Enquiry

Date Range and Fund Filters have been added.

Filters

Ledger Code

Include Ledgers with zero balances

Periods From to

Dates From to

Funds

Ledger Types

Exclude Balance Sheet Accounts

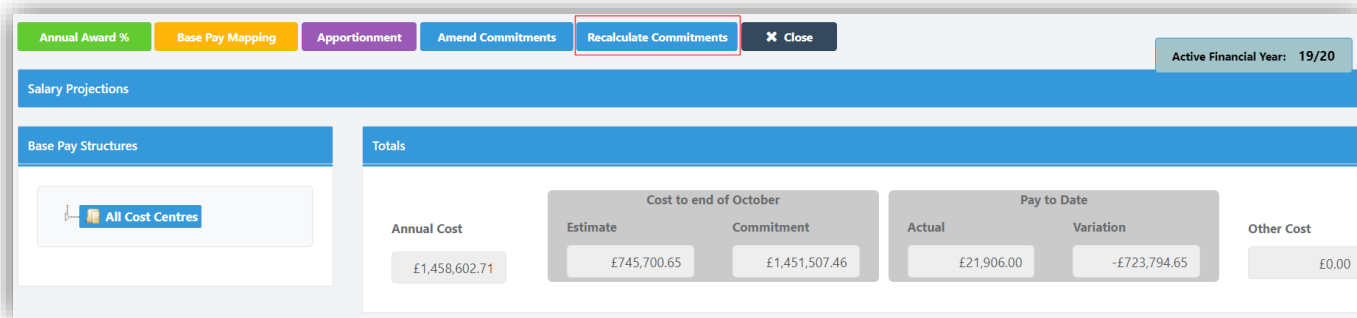
The **Header** at the top of the page will change to orange to advise that **Filters** have been set and the selected **Filter** options will be displayed in the **Header**.

Ledger Enquiry - Entries for fund 01 for periods Apr to Jun

Salary Projections page updated

Staffing > Salary Projections

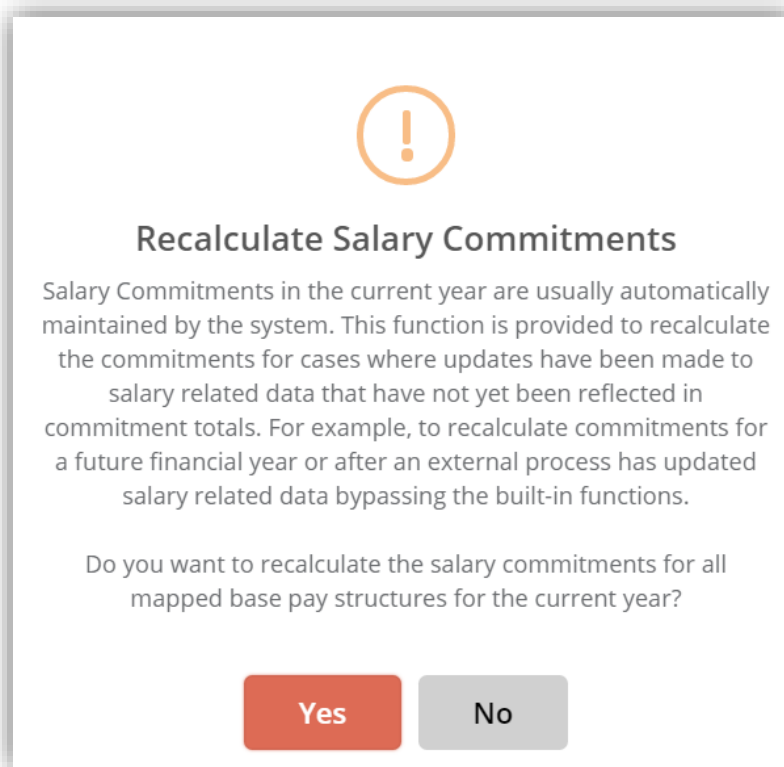
A new button **Recalculate Commitments** has been added. Selecting this option will clear and then reinstate **Commitments** for each **Period** in the **Year** for every **Base Pay**. If **Actuals** exist for a **Staff** member in a **Period**, that **Period** will be ignored for that **Staff Member**.



The screenshot shows the 'Salary Projections' interface. At the top, there are several tabs: 'Annual Award %', 'Base Pay Mapping', 'Apportionment', 'Amend Commitments', 'Recalculate Commitments' (highlighted with a red box), and 'Close'. On the right, it says 'Active Financial Year: 19/20'. Below the tabs, there are two main sections: 'Base Pay Structures' on the left with a button for 'All Cost Centres', and 'Totals' on the right. The 'Totals' section contains a table of financial data.

Annual Cost	Cost to end of October		Pay to Date		Other Cost
	Estimate	Commitment	Actual	Variation	
£1,458,602.71	£745,700.65	£1,451,507.46	£21,906.00	£-723,794.65	£0.00

Selecting this will open a **Confirmation** window with an explanation click **Yes** to continue



The confirmation window features an orange warning icon at the top. The title is 'Recalculate Salary Commitments'. The text explains that salary commitments are usually automatic but this function allows for manual recalculation when data is updated. It asks for confirmation to recalculate for all mapped base pay structures for the current year. At the bottom, there are two buttons: 'Yes' (highlighted in red) and 'No'.

Recalculate Salary Commitments

Salary Commitments in the current year are usually automatically maintained by the system. This function is provided to recalculate the commitments for cases where updates have been made to salary related data that have not yet been reflected in commitment totals. For example, to recalculate commitments for a future financial year or after an external process has updated salary related data bypassing the built-in functions.

Do you want to recalculate the salary commitments for all mapped base pay structures for the current year?

Yes **No**

Note: **Commitments** are updated automatically when a new member of **Staff** is added, an **Annual Award Percentage** is saved or a new **Base Pay** is mapped or edited.

New Search option added to Purchase Orders

Accounts Payable > Purchase Orders

A new button **Find Invoices** has been added, double click on an item from the **Product Order List**, this will open the **Invoices** page, move to the **Order Lines** section.

Order lines

Buttons: Add, View/Edit, Remove, Clone, Find Invoices

Grid actions: Copy, CSV, PDF, Print

Search:

Line No.	Part Number	Description	Qty	Unit Cost	Disc %	Line Net Total	VAT Code	Cost Centre Code	Ledger Code
1	06566009	Blue hand towels	4	17.50	0.00%	70.00	V	206	26103
2	06026860	Black sacks	3	3.30	0.00%	9.90	V	206	26103
3	06026779	Black sacks 200	2	15.10	0.00%	30.20	V	206	26103

Select an **Item** and click on the **Find Invoices** button, this will display the **Invoice** information.

Search for 06026779-Black sacks 200

The Part in the Selected row has been found in the following invoices.

Buttons: View/Edit, Close

Search all invoices for supplier

Date	Type	Invoice Number	Associated Order	Financial Year
12/05/2019	Invoice	I3392016	BANK05018	19/20

Ticking the **Search all invoices for Supplier** box will display all **Invoices** for that **Part Number** from that **Supplier**.

Search for 06026779-Black sacks 200

The Part in the Selected row has been found in the following invoices.

Buttons: View/Edit, Close

Search all invoices for supplier

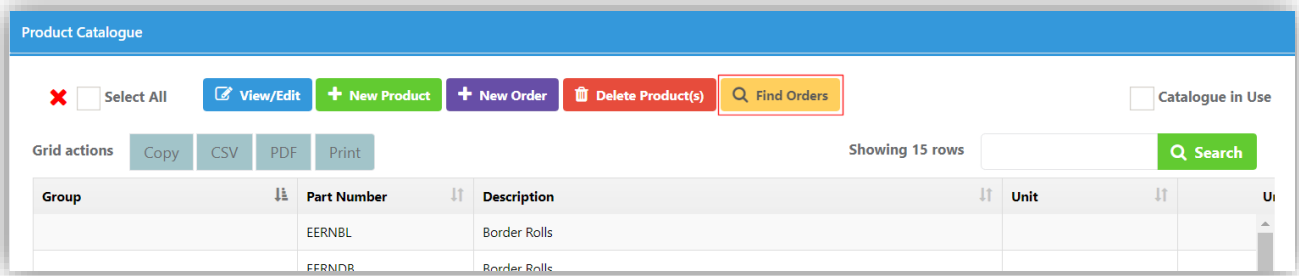
Date	Type	Invoice Number	Associated Order	Financial Year
12/05/2019	Invoice	I3392016	BANK05018	19/20
06/06/2019	Invoice	I3407322	BANK05035	19/20

Select an **Invoice** and click on the **View/Edit** button this will open a new window with the information for that **Invoice**.

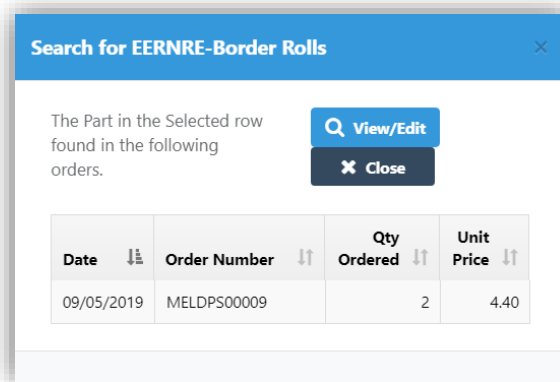
New Search option added to Purchase Orders

Accounts Payable > Suppliers

A new button **Find Orders** has been added, select a **Supplier** from the **Supplier List** and click on the **View/Edit** button, then select the **Product and Catalogue** option from the left menu, this will open the **Product Catalogue** page.



Select an **Item** and click on the **Find Orders** button, this will display the **Order** information.

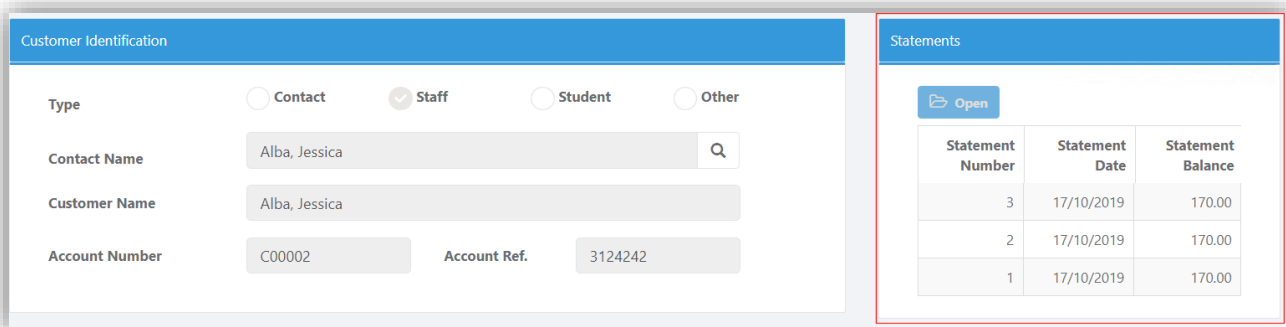


Select an **Order** and click on the **View/Edit** button this will open a new window with the information for that **Order**.

A Statement List has been added to the Customer Documents Section

Accounts Receivable > Customers

Statements can now be viewed from within the **Customer Document** page. From the **Customer List** double click on a **Customer** then select the **Documents** option from the menu on the left.



The **Statements** Information will be displayed in the **Statements** box to the right, clicking on a **Statement** will download it as a **PDF**.

Resolved Issues

Finance

Reference(s)	Affected Area(s)	Issue Description
CAS-109075-R5G2Y3	Accounts Receivable > Receipts	A cancelled receipt was not displaying on the report output
CAS-110664-F4X7P5	Reports > Ledger Code Transactions	Was not returning Journal entries for invoice transactions that had already been reconciled
CAS-71460-W1D0M3	General Ledger > Journals	Option to Add/Edit on the VAT Ledger row should not have been an option
CAS-111365-K1Z0G1	Account Receivable > Invoices > View/Edit	When selecting the Payments icon it was giving an error
CAS-111388-R3S7R1	Account Receivable > Pay in Slips	Combination Pay in Slips were not being displayed
CAS-111595-Z8T0M0	Accounts Payable > Payment Processing > BACS Run Report	Was displaying the wrong wording Cheque Total when it should have been Payment Total
CAS-111455-S7N4Q7	Accounts Payable > Purchase Orders	Was displaying all Staff, Students & Contacts when it should be just current Staff
CAS-112259-H5C8S4	Accounts Receivable > Invoices	When selecting the View/Edit option then Payments it was giving an error page
CAS-90836-R9H1X8	Accounts Receivable > Receipts	Gave an error when saving after adding an invoice receipt but no matching information
CAS-111955-F0B9V9	Staffing > Salary Reconciliation	Period 6 Actuals were not importing
CAS-111365-K1Z0G1	Account Receivable > Invoices	When selecting an Invoice and then then viewing, clicking on the Payments Icon was giving an error
CAS-113433-D2W7J8 CAS-111980-B8T2M7	General Ledger > Journals	After adding a Journal and Journal lines, then double clicking on the Post journal button, it was Giving an error