

v5.2020 Update 4.1 – Finance Release Notes



Contents

- Introduction..... 1**
- New Features 2**
 - Finance..... 2*
 - Payment Processing page updated 2
 - Invoice page updated 3
 - Suppliers Activities Filter updated 4
 - Purchase Orders page updated 4
 - Invoices Filter updated..... 5
 - Delivery Notes Filter updated..... 5
 - Customer List Filter updated 6
 - Invoices List Filter updated..... 6
 - Funds option added to Timelines page..... 6
 - Customers Activity page updated 7
 - Cost Centre Enquiry page updated 8
 - Chart of Accounts Enquiry page updated..... 8
 - Bank Reconciliation Report updated 9
 - Unreconciled Bank Transactions Report updated..... 9
 - Purchase Order page updated..... 9
 - Changes made to Supplier BASC Approval Process 10
- Resolved Issues..... 11**
 - Finance..... 11*

Introduction

This document contains an **End User** version of the **Release Notes** for the **Bromcom Finance Software** for **Version 4**. 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 v5.2020 Update 4.1** for June 2020.

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 v5.2020.4.1

Please Note: The **Minimum Screen Resolution** that we support is **1280 x 1024**.

We support the following Browsers:

- Google
- Edge
- Safari
- Firefox

We always support the latest version of these Browsers and recommend our Users should always use the latest versions as well.

New Features

Note: All routes are based on the New Bromcom Menu

Finance

Payment Processing page updated

Modules > Finance > Accounts Payable > Payment Processing

Updates have been made to the page in general.

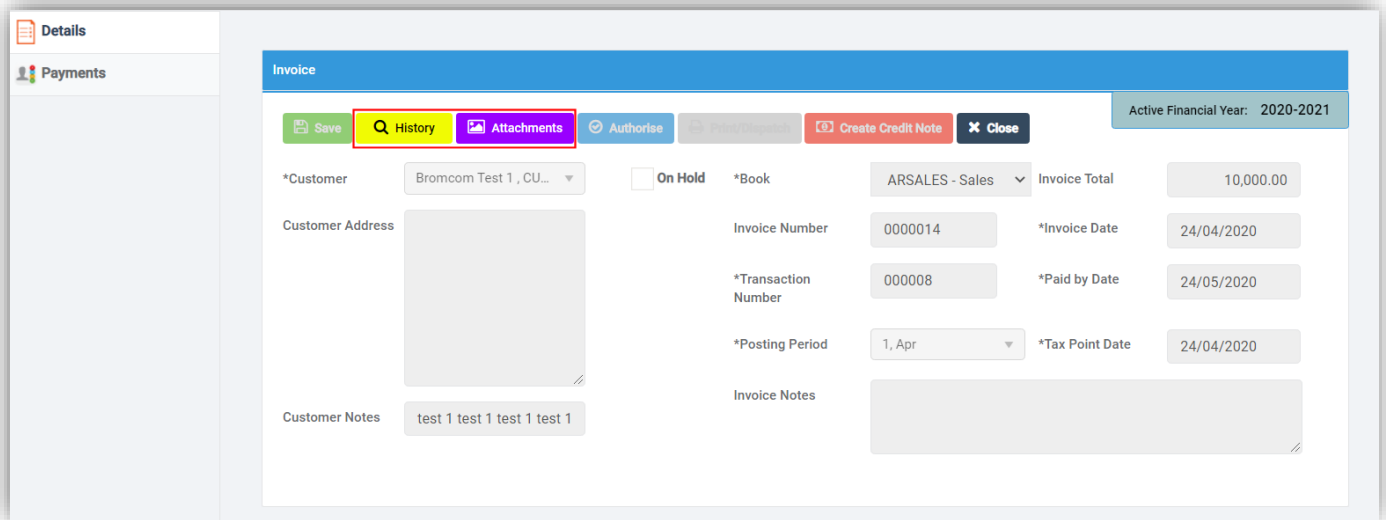
Process	Process Date	Run Number	Status	Report	Narrative	No. Paymts	Bank Reconcile	No. Inv. Cr/nt.	No. Chqs	Chqs Spoilt & Cancel	User	Bank
Card Payment	15/05/2020	Q000008	Part Cancelled		test part cancelled	2	No	2			B BromcomUser	Bank Account
BACS	14/05/2020	B00309	Valid File		test	1	No	1			B BromcomUser	HCBC Bank
Cheque	14/05/2020	C00053	Unconfirmed		test	1	No	2	1	1	B BromcomUser	HCBC Bank
Cheque	14/05/2020	C00054	Unconfirmed		test	2	No	3	2	2	B BromcomUser	HCBC Bank
Cheque	13/05/2020	C00049	Part Cancelled		test cheque print	4	3 missing	5	4	1	B BromcomUser	Bank Account
Cheque	04/05/2020	C00044	Confirmed			3	No	3	3		B BromcomUser	Bank Account
Cheque	04/05/2020	C00045	Confirmed			2	Yes	2	2		B BromcomUser	Bank Account
Cheque	04/05/2020	C00046	Confirmed			1	No	1	1		B BromcomUser	Bank Account
Cheque	04/05/2020	C00047	Part Cancelled		13 14 15 16	4	No	5	4	2	B BromcomUser	Bank Account

- The **Payment Type Heading** on the left panel has been changed to **Payment Filters**.
- The **Sort Order** of the **Payments** has been changed and now sorts by descending by **Processed Date** followed by **Run Number**
- A **Year Selection** option has been added to the **Payment Filters** panel
 - **Active Year Only** – all **Payments Runs** for the currently selected **Financial Year**
 - **Active Year and Other Outstanding** - all **Payments Runs** for the currently selected **Financial Year** and in any other years that have not been reconciled with a **Bank Reconciled Number**
 - **All** – all **Payment Runs** on file

Invoice page updated

Modules > Finance > Accounts Receivable > Invoices

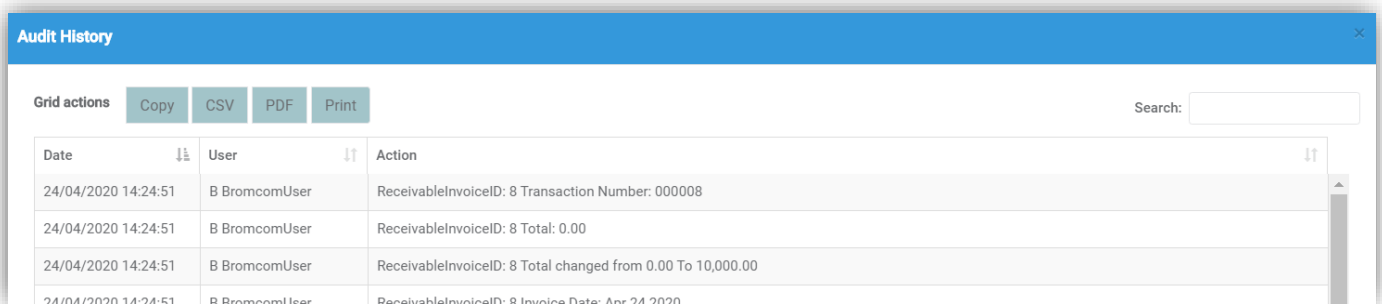
The **Documents** option has been removed from the left side panel and replaced with an **Attachments** button and a **History** button has been added.



The screenshot shows the 'Invoice' page with the following details:

- Buttons:** Save, History (highlighted), Attachments (highlighted), Authorise, Print/Preview, Create Credit Note, Close.
- Active Financial Year:** 2020-2021
- *Customer:** Bromcom Test 1, CU... ☐ On Hold
- *Book:** ARSALES - Sales
- Invoice Total:** 10,000.00
- Customer Address:** [Empty field]
- Invoice Number:** 0000014
- *Invoice Date:** 24/04/2020
- *Transaction Number:** 000008
- *Paid by Date:** 24/05/2020
- *Posting Period:** 1, Apr
- *Tax Point Date:** 24/04/2020
- Customer Notes:** test 1 test 1 test 1 test 1
- Invoice Notes:** [Empty field]

The **History** button will only be visible once an **Invoice** has been saved, clicking on it will open the **Audit History** page.



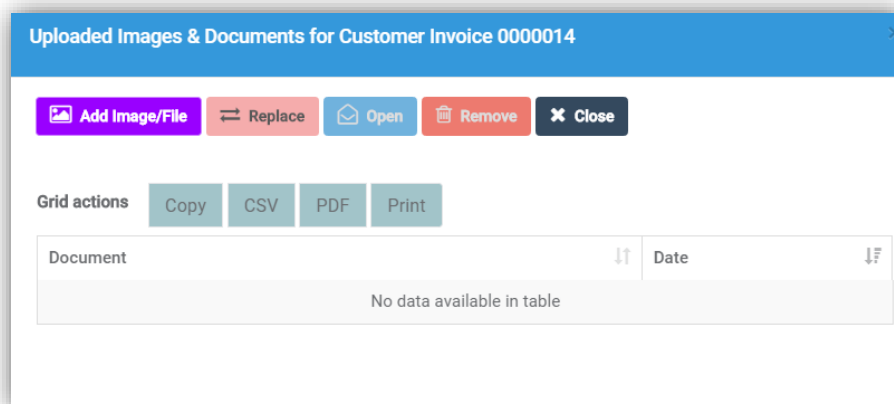
Audit History

Grid actions: Copy, CSV, PDF, Print

Search: [Empty field]

Date	User	Action
24/04/2020 14:24:51	B BromcomUser	ReceiveableInvoiceID: 8 Transaction Number: 000008
24/04/2020 14:24:51	B BromcomUser	ReceiveableInvoiceID: 8 Total: 0.00
24/04/2020 14:24:51	B BromcomUser	ReceiveableInvoiceID: 8 Total changed from 0.00 To 10,000.00
24/04/2020 14:24:51	B BromcomUser	ReceiveableInvoiceID: 8 Invoice Date: Apr 24 2020

Clicking on the **Attachments** button will open the **Upload** page.



Uploaded Images & Documents for Customer Invoice 0000014

Buttons: Add Image/File, Replace, Open, Remove, Close

Grid actions: Copy, CSV, PDF, Print

Document	Date
No data available in table	

Suppliers Activities Filter updated

Modules > Finance > Accounts Payable > Suppliers > View/Edit > Activity

Any **Filters** selected in the **Activities** panel will now be retained during the session as you move to and from this page.

Supplier List: 1st Aid at Wor

Active Financial Year: 2020-2021

Activities

- ☒ Purchase Order
- ☐ Deliveries
- ☐ Invoices
- ☐ Credit Notes
- ☐ Payments
- ☐ Journal Payments
- ☒ Show Current Only

Grid actions: Copy, CSV, PDF, Print

Type	Date	Period	Trans. Ref	Status	STLN o.	Value	Description	Originator
Ord	16/10/19		Ord No: #05138 (BAN K)	Not Yet Authorised		0.00	0 order lines.	Mrs M Kennor
Ord	16/12/19		Ord No: BANK05194	Partly Invoiced		400.00	1 order lines.	B BromcomUser
Ord	20/12/19		Ord No: BANK05195	Printed		10.00	1 order lines.	B BromcomUser
Ord	21/05/20		Ord No: BANK05257	Partly Invoiced		60.00	3 order lines.	B BromcomUser
Ord	26/05/20		Ord No: BANK05267	Authorised		60.00	3 order lines.	System
Ord	26/05/20		Ord No: BANK05268	Partly Delivered		60.00	3 order lines.	System
Ord	26/05/20		Ord No: BANK05269	Fully Delivered		60.00	3 order lines.	System

Purchase Orders page updated

Modules > Finance > Accounts Payable > Purchase Orders

Updates have been made to the page in general.

Purchase Order List

Active Financial Year: 2020-2021

Purchase Order Filters

Supplier: [Dropdown]

Order Status

- ☐ Outstanding Group
- ☐ Not Yet Authorised
- ☒ Authorised
- ☒ Printed
- ☒ Partly Delivered
- ☒ Fully Delivered
- ☒ Partly Invoiced
- ☒ Fully Invoiced
- ☐ On Hold
- ☐ Cancelled

Year(s)

- ☒ Active yr only
- ☐ Active yr & other outstanding
- ☐ All

Grid actions: Copy, CSV, PDF, Print, Select All

Date	Order Number	Supplier Code	Supplier	Order Status	Order Method	Ord Value
08/04/20	BANK05234	00000314	2Simple Software Ltd	Printed	EMAIL PO	360.00
08/04/20	BANK05236	00000314	2Simple Software Ltd	Authorised	EMAIL PO	384.00
08/04/20	BANK05237	00000314	2Simple Software Ltd	Partly Invoiced	EMAIL PO	100.00
08/04/20	BANK05239	00000314	2Simple Software Ltd	Partly Invoiced	EMAIL PO	100.00
08/04/20	BANK05240	00000314	2Simple Software Ltd	Fully Delivered	EMAIL PO	100.00
08/04/20	BANK05241	00000314	2Simple Software Ltd	Partly Delivered	EMAIL PO	100.00
08/04/20	BANK05242	00000314	2Simple Software Ltd	Partly Invoiced	EMAIL PO	100.00
21/04/20	BANK05243	00000479	A & C Black	Authorised	PRINT PO	1.00
13/05/20	BANK05246	00000376	4 LEARNING	Partly Invoiced	PRINT PO	165.00

- The **Supplier Heading** on the left panel has been changed to **Purchase Order Filters**.
- Any **Filters** selected will now be retained during the session as you move to and from this page.
- A **Year Selection** option has been added to the **Purchase Order Filters** panel
 - **Active Year Only** – all **Purchase Orders** entered for the currently selected **Financial Year**
 - **Active Year and Other Outstanding** - all **Purchase Orders** for the currently selected **Financial Year** and in any other years that have an **Order Status** in the outstanding group.
 - **All** – all **Purchase Orders** on file

Invoices Filter updated

Modules > Finance > Accounts Payable > Invoices & Credit Notes

Multi-Year option added.

- A **Year Selection** option has been added to the **Invoice Filters** panel
 - **Active Year Only** – all **Invoices & Credit Notes** for the currently selected **Financial Year**
 - **Active Year and Other Outstanding** - all **Invoices & Credit Notes** for the currently selected **Financial Year** and in any other years that have an Invoice/Credit Note Status in the outstanding group.
 - **All** – all **Invoices & Credit Notes** on file

Delivery Notes Filter updated

Modules > Finance > Accounts Payable > Deliveries

Any **Filters** selected in the **Supplier** panel will now be retained during the session as you move to and from this page.

Customer List Filter updated

Modules > Finance > Accounts Receivable > Customers

Any **Filters** selected in the **Customer List** panel will now be retained during the session as you move to and from this page.

The screenshot shows the 'Customer List' panel with the 'Active Financial Year: 2019-2020' header. On the left, there is a filter sidebar with a 'Reset' button and checkboxes for 'Type' (Contact, Student, Staff, Other), 'Balance' (Overdue, >0.00, 0.00), and 'Status' (Closed, On Hold). The main area contains a table with columns: Customer Name, Account No, Customer Ref., Balance, Oldest debt days, Credit Limit, Credit Days, Telephone, Type, and Status. The table lists several customers, including Adeniyi, David, Bromcom Test 1, Bromcom User, Shaun, JAMIELYNN, RENE, Margaret, Mary, and Moore, Samantha.

Invoices List Filter updated

Modules > Finance > Accounts Receivable > Invoices

Any **Filters** selected in the **Customer List** panel will now be retained during the session as you move to and from this page.

The screenshot shows the 'Invoices List' panel with the 'Active Financial Year: 2020-2021' header. On the left, there is an 'Invoice Filter' sidebar with a 'Reset' button and dropdowns for 'Customer', 'Invoice/Credit Status', and 'Inv/CrNt Date'. The main area contains a table with columns: Customer Name, Customer Ref., Inv/CrNt No., Trans. ID, Inv/CrNt Date, Paid by Date, and Status. The table lists several invoices, including Bromcom Test 1, with various invoice numbers and dates.

Funds option added to Timelines page

Modules > Finance > Maintenance > Manage Timelines

A new option **Funds** has been added to the **Timeline for** dropdown menu, when selected this will display the **Funds Timeline** information. Excluding **FD** and **FC** type **Ledgers** from the **Ledgers Manage Timeline**.

The screenshot shows the 'Timelines' page with the 'Active Financial Year: 2020-2021' header. On the left, there is a 'Timeline For' dropdown menu with options: Funds, Cost Centres, Ledgers, and Customers. The 'Funds' option is highlighted. The main area contains a table with columns: Fund Code, Description, Opening, Closing, First Used, and Last Used. The table lists two funds: 01 School Budget Share and 02 Devolved Capital.

Customers Activity page updated

Modules > Finance > Accounts Receivable > Customers > Activity

Updates have been made to the page in general.

The screenshot shows the 'Activity' page for 'Meldreth Pre Sci'. The top bar includes buttons for 'Add Invoice', 'Add Credit Note', 'Add Refund', 'Add Receipt', 'Pay In', and 'Close'. The 'Active Financial Year' is set to '2020-2021'. The form fields show 'Customer Name: Meldreth Pre Sci', 'Contact Name: Meldreth Pre Sci', 'Account Number: ', 'Account Ref: MPI', and 'Account Balance (Posted): 0.00'. The 'Activity Filters' panel on the left has checkboxes for 'Invoices', 'Receipts', 'Credit Notes', 'Refunds', and 'Write Offs', all of which are checked. Below these is a 'Status' section with a 'Show Current Only' checkbox, which is also checked. Under 'Year(s)', there are three radio buttons: 'Active yr only' (selected), 'Active yr & other outstanding', and 'All'. The 'Grid actions' bar includes 'Copy', 'CSV', 'PDF', 'Print', 'Review', 'Authorise', 'Create', and 'Cancel'. The table below has columns for 'Type', 'Date', 'Period', 'Book No.', 'Transaction No.', 'Status', 'Payment Type', 'Value', 'Narrative', and 'Printed'. The table is currently empty, displaying 'No data available in table'.

- The **Activities** heading on the left panel has been changed to **Activity Filters**.
- A **Status** option has been added with a **Show Current Only** tick box, ticked by default. Changes will be retained for this session only. When ticked items that are no longer active are not displayed. For example:
 - **Invoices** that are **Paid**
 - **Receipts** that are **Posted** and fully matched
 - **Credit Notes** that are **Paid**
 - **Refunds** that are **Posted**
 - **Write Off's** that are **Posted**
- A **Year Selection** option has been added to the **Activity Filters** panel
 - **Active Year Only** – all entries for the currently selected **Financial Year**
 - **Active Year and Other Outstanding** - all entries for the currently selected **Financial Year** and in any other years
 - **All** – all entries on file

Cost Centre Enquiry page updated

Modules > Finance > General Ledger > Cost Centre Enquiry

A new **Commitments** button has been added to the **Cost Centre Enquiry Details** page, clicking on this will open the **Commitments** page.

Teachers	Current Budget	Commitments	Actual	Central	Remaining	% Spend / Recd.
101 (99%)	Expenditure £0.00	£400.00	£0.00	£0.00	£-400.00	0%
S Support	Income £0.00	£0.00	£0.00	£0.00	£0.00	0%

Once open the **Commitments** page also has a new **Actuals** button, which will be displayed when the **Actuals Total** is non-zero, when selected this will open the **Actuals** page.

Pupil Premium	Office Staff	Current Budget	Commitments	Actual	Central	Remaining	% Spend
119	11111-01	Expenditure ledger £0.00	£174,885.61	£10,022.66	£0.00	£-184,908.27	0%

Chart of Accounts Enquiry page updated

Modules > Finance > General Ledger > Chart of Accounts Enquiry

A new **Commitments** button has been added to the **Chart of Accounts Enquiry** page, clicking on this will open the **Commitments** page.

Q Actuals

Q Commitments

Q Show Periods

Journal Browser

X Close

Active Financial Year: 2020-2021

Ledger Enquiry

	Current Budget	Commitments	Actual	Central	Remaining	% Spend / Recd.
Expenditure	£0.00	£195,360.43	£16,449.71	£100.00	£-211,910.14	0%
Income	£0.00	£0.00	£8,015.00	£0.00	£-8,015.00	0%
Combine all listed	£0.00	£400.00	£51.00	£100.00	Trail Balance	£151.00

Filters

Reset

Ledger Code

☒ Include Ledgers with zero balances

All Ledger Groups

Details

Grid actions

CopyCSVPDFPrint

Search:

Ledger Code	Ledger Description	Fd	Tp	Ledger Group	Commitments	Actual	Central Invoiced	Remaining	% Spend	Current Budget
007	007		AO	Bank		0.00	0.00			
11104	Pre/after school	01	E5	Employees	0.00	0.00	0.00	0.00		

Once open the **Commitments** page also has a new **Actuals** button, which will be displayed when the **Actuals Total** is non-zero, when selected this will open the **Actuals** page.

View Details **Actuals** Close

Active Financial Year: 2020-2021

Ledger Enquiry Detail

Office Staff 11111-01

	Current Budget	Commitments	Actual	Central	Remaining	% Spend
Expenditure ledger	£0.00	£175,967.61	£12,290.66	£0.00	£-188,258.27	0%

Commitments Listing

Grid actions: Copy CSV PDF Print Search:

Order No. Emp No.	Supplier/ Staff	Date	Item	Tp	Qty O/S	Commitment	Cost Centre Code	Cost Centre Description
103	Mrs K Flanagan	29/04/2020	Mrs K Flanagan SS_B4 BASIC Ref:SALARY	SI		16,482.00	119	Pupil Premium
112	Mrs L McQuillen	29/04/2020	Mrs L McQuillen SS_B4 BASIC Ref:SALARY	SI		942.64	119	Pupil Premium

Bank Reconciliation Report updated

Modules > Finance > Reports > Bank Reconciliation Report

The **Bank Reconciliation Report** has been updated and will no longer include **Period 0 Transactions**. The **Year 1** opening **Balance Journal** posted in **Period 0** will always appear on the **Bank Reconciliation** whether it is **Reconciled** or **Unreconciled**.

Unreconciled Bank Transactions Report updated

Modules > Finance > Reports > Unreconciled Bank Transactions Report

The **Unreconciled Bank Transactions Report** has been updated and will no longer include **Period 0 Transactions**.

Purchase Order page updated

Modules > Finance > Accounts Payable > Purchase Order

When you open a **Purchase Order** and select the **Delivery Note(s)** option a new **Add Invoice** button will be available. The button will only be enabled if a **Delivery Note** is selected and that **Delivery Note** has a **Confirmed** or **Linked** status.

Details

Delivery Note(s)

Invoices/Credits

Documents

Order Number: BANK05236

Supplier Name: 2Simple Software Ltd

Order Date: 08/04/2020

Status: Authorised

Total Net Order Value: 384.00

Contact Name:

Email: sonali.sankpal@bromc

Delivery Instructions:

Contract:

Special Instructions:

Active Financial Year: 2020-2021

Deliveries

Add Delivery View/Edit Delete **Add Invoice** Close

Del Note Number	Del Status	Del Note ID	Del Note Date	Del Date
-----------------	------------	-------------	---------------	----------

Changes made to Supplier BASC Approval Process

Modules > Finance > Accounts Payable > Suppliers

Modules > Finance > Accounts Payable > Invoices & Credit Notes

When a change is made to the **Bank Details**, **Payee Details** or both and the **Save** button clicked, the colour of the page will change, a message will be displayed **CHANGES AWAITING APPROVAL** and two new buttons **Approve** and **Reject** will be displayed. Clicking either the **Approve** button or the **Reject** button will remove both buttons, the **Message** and the colouration and **Approve** or **Reject** the change.

The screenshot shows the 'Supplier BASC Approval Process' interface. At the top, there are buttons for 'Save', 'Approve', 'Reject', and 'History'. The 'Supplier List' dropdown is set to '1st Aid at Work'. The 'Active Financial Year' is '2019-2020'. The interface is divided into two main sections: 'Bank Details' and 'Payee Details'. Both sections have a red background and a 'CHANGES AWAITING APPROVAL' message. The 'Bank Details' section includes fields for 'BACS Payable Supplier', 'Bank Name' (Abbey National), 'Account Name' (1st Aid at Work Training), 'Account Number' (13344444), 'Sort Code' (99-99-99), 'Account Type' (0), 'Branch' (UNKNOWN), and 'Payment Reference No.' (STFIDELIS/5087). The 'Payee Details' section includes fields for 'Pay using Payee', 'Payee Name' (S Sankpal), 'VAT Registration Number' (222 2222 22), 'External/LA Reference' (1230-129402), 'Bank Name' (HSBC), 'Account Name' (S Sankpal), 'Account Number' (83584778), 'Sort Code' (35 34 54), 'Account Type' (0), and 'Branch' (Bromley). There is also a 'Notes' section at the bottom.

If you have more than one **User** with the **Access Permission** to **Approve** or **Reject** or the same **User** has multiple tabs open, the first selection is accepted the second selection will be given a message that the page has been dealt with by another **User**.

When A **Bacs Run** is made from the **Invoices & Credit Notes** option, if a change is still waiting to be **Approved** or **Rejected** a message will be given.

The screenshot shows the 'Invoices and Credit Notes' interface. At the top, there are buttons for 'New', 'View/Edit', 'Authorise', 'Cancel/Credit', 'BACS Run', 'Cheque Run', 'Card Payment', and 'Close'. The 'Active Financial Year' is '2020-2021'. The interface is divided into two main sections: 'Invoice Filter' and 'Invoices and Credit Notes'. The 'Invoice Filter' section includes a 'Reset' button and dropdowns for 'Invoice/Credit Status' (Outstanding), 'Invoice/Credit Type' (All), and 'Order Status' (--- Select Order Stat). The 'Invoices and Credit Notes' section has a 'Select All' checkbox and a 'Grid actions' button. An error message is displayed: 'Error! You cannot pay supplier(s) 4 LEARNING until the payment details have been approved.' The background shows a table of invoices with columns for 'Cr No', 'Inv/Crd Type', 'Inv/Crd Date', 'Inv/Crd Value', and 'Inv/Crd Status'.

On the **Suppliers List** a new tick box has been added **Show awaiting approval**, by default this is unticked and only visible to those with the **Permissions** to **Approve** or **Reject** changes. When ticked only **Suppliers** awaiting **Approval** will be listed.

The screenshot shows the 'Suppliers List' interface. At the top, there is a toolbar with buttons: '+ New', 'View/Edit', 'Delete', 'Email', 'Order', 'Export', 'Import', and 'Close'. On the right, it says 'Active Financial Year: 2020-2021'. Below the toolbar, the title 'Supplier List' is displayed. Underneath, there are checkboxes for 'Show Sundry', 'Show on hold', and 'Show awaiting approval' (which is highlighted with a red box). At the bottom left, there are 'Grid actions' including 'Copy', 'CSV', 'PDF', 'Print', and 'Select All'. A search bar is located at the bottom right.

Resolved Issues

Finance

Reference(s)	Affected Area(s)	Issue Description
CAS-126095-W3P4C9	Reports > Finance > Bank Reconciliation Report	Was not able to select bank when running Bank Reconciliation Report in new Finance year
CAS-125867-P4R1X	Modules > Finance > Accounts Payable > Invoices & Credit Notes	Was giving an error message, Since starting this payment one or more invoices have been paid. Cannot continue
CAS-122458-H7S7S4	Modules > Finance > Accounts Payable > Payment Processing	It was possible to cancel a BACS run when it should not have been
CAS-125670-H4H0D8	Modules > Finance > Maintenance > Cheque Definition	Payee Name was not printing on cheque
CAS-127864-Q9L8C2 CAS-128050-W0V4Q9 CAS-127836-G0Y3Y5 CAS-127127-P9M7S6	Modules > Finance > Routines > Bank Reconciliation	After reconciling a transaction and closing from bank statement a Bank Reconciliation Statement could not be saved error was given
CAS-127716-F7C2C7	Modules > Finance > Accounts Payable > Purchase Orders	After creating a new Purchase Order the Save and Next option was not available
CAS-124614-H9R4X0	Modules > Finance > Accounts Payable > Purchase Orders	Was sending an e-mail to the Supplier when the Purchase Order was previewed
CAS-127225-K5Y6K8	Modules > Finance > Routines > CFR Returns	0.00 or negative values were not being validated and were displaying with an exclamation mark
CAS-124825-J5N4N2	Groups > Tutor Groups	There was an error when transferring leaver staff memberships/timetables within a tutor group