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You can view a list of the upcoming events by clicking the “View Current Active Employee Event Items” menu item located under the Payroll Menu from the main screen. This will open a list of events occurring within the next month for all you active employees. You can filter that list by checking only the events you wish to include in your list. Your filter selections are retained each time you open the list but will not affect the total upcoming employee event count displayed on the main screen.

Finally, if you need more control over this list, you can run the new PR Event List report which is located in the Payroll section of your report selection screen. This report offers several additional parameters you can specify for even more control over the events you wish to list. You can even specify a date range to list events occurring within any time frame.

We would like to thank you for your requests and suggestions for adding this new feature and are pleased to incorporate it into Pro Fund Accounting. We hope you find it helpful for managing and tracking your Employee Events.

Equipment Questionnaire and the Equipment Profit and Loss

In the beginning there was the Equipment P&L. Mandated by the Highway Department, it was used to help calculate the rental rates for each type of equipment for the following year.

When all the P&L reports were in, the State could calculate the equipment rental rate for each type of equipment. That rate is meant to balance the expenses for each type of equipment. The rate gives the road commissions the optimal charge out rate to projects when the equipment is used.

Simple. And there was just a small list of required data to pull this together: the cost of operating stock, the indirect costs via a percentage spread, the depreciation, the hours used, and the earnings for the year. The reports would also show the profit or loss: the earnings minus all the expenses.

Once a year the Highway Department would gather all this together for all the Road Commissions and calculate new rates for the next year. This was all done manually in the beginning and later with the assistance of computers. But even so it was a big job with all the Road Commissions reporting on their entire fleet of equipment.

New Feature for Employee Events

You may have noticed that we recently added a new feature to Pro Fund Accounting for managing and tracking Employee Events. This feature was designed to inform you when certain events are approaching for your active employees.

The Employee Events feature is enabled whenever you are logged in with Payroll rights. You will see a number of events displayed on the status bar on the bottom right side of your main screen in Pro Fund Accounting. This is the total number of events occurring within the next month for all your active employees. This number is retrieved automatically from a list of event dates you have saved for each of your employees.

We have included a wide range of events for you to manage for each of your employees. These events include items such as insurance renewals, license renewals, performance reviews and many others. For a complete list of these events, please see the new Events page in the Employee Maintenance form. Here, you will find a list of these events with dates you can enter individually for each employee. There is even a Misc Event and Misc Note that you can enter for special events that are not already included in the list. You can save dates for any events you wish to manage. Pro Fund Accounting will keep an eye on these dates for you and let you know when they are approaching.



Spread the Word!

If you know of a Township, Village or City that's looking for new accounting or utility billing software, please recommend us!

You can refer them to our websites at:

www.profundaccounting.com
 and/or www.utilability.com.

They can ask for further information and request a quote or demonstration from either Steve Ferguson (ext. 6) or George Loescher (ext. 9) at (866) 634-9991.

Thanks!

Equipment Questionnaire and the Equipment Profit and Loss

(continued)

On the Road Commission side, Cogitate provided a report: the Equipment P&L to gather all this information into a report. Originally this report existed before Cogitate implemented the Fixed Asset programs to calculate depreciation. Since the equipment's depreciation was part of the required information the report had to calculate it on the fly. That was no problem when the early reports were programmed just like a maintenance screen might be but when we switched to a report generator like Crystal Reports the depreciation calculation was beyond its capabilities.

To use the report generator for the Equipment P&L we needed the Fixed Asset programs to be up and running. When that was done we made a new report Equipment P&L using FA. We still had the original report for users who hadn't yet implemented all their Fixed Assets but it was subject to the limitations of the report generator and left a lot to be desired. Since everyone now has Fixed Assets running the original Equipment P&L has been removed from the system.

Meanwhile the state still needed to automate the whole process of getting the P&L reports from all the Road Commissions in order to calculate the next year's rental rates. The Equipment Questionnaire was born. Initially this was just a specification of a report layout that could be put in spread sheet form and the State could receive a file instead of the printed P&L. Later a data file format was specified that the State could import into a program of their own and automate the whole process.

To support this, Cogitate implemented the Equipment Questionnaire program in 2007. It gathered all the data from expenses, fixed assets, and usage and updated a special table meant to hold this information. From that table the Equipment Questionnaire report and the data file for the state are produced.

The Equipment Questionnaire system has worked very well for the State and our Road Commissions and so we made a new Equipment P&L from Calculation report to use the results from the Questionnaire calculation to produce a P&L report that would exactly match the Questionnaire.

And that's where we sit as of 2012. Two Equipment P&L reports: one from Fixed Assets and one from the Questionnaire and then the Questionnaire calculation that produces both a report and a data file for the state.

Pro Fund Accounting Tip of the Month

Anytime you're posting in GLPOST, you can print the journal you've posted to by clicking on the PRINT JOURNAL button ***before*** you COMMIT. This will load the journal you are working on so that you can print it and then afterward COMMIT it.

Fiscal Year-End Procedures for Pro Fund Accounting

Since all postings are done by effective date, you have a couple of options at year end.

Option 1: Run the Post Balances Forward program on the last day of your fiscal year. This will close all of your Expense and Revenue accounts to your Fund Balance, and give you starting balances for your new fiscal year. This is usually done if you are not due for an audit, or, if your audit is going to be delayed by a couple of months.

If you do have an audit, and receive adjustments, you will have to delete the Closing Entries and Balance Forward Entries journals before posting your adjustments.

To do this, go to General Ledger, GL Constant Maintenance, Settings. Click on Edit and change the Fiscal Year Start Date to the prior year, and save and done.

Next, go to GLPOST, change the SOE to BF, click on the folder button (next to Journal Number), and double-click on the top journal. This should load the last BF journal. If the Effective Date is the first day of your current fiscal year click on Delete All. Next go to GLPOST, change the SOE to CE and repeat the steps above. You can now post your audit adjustments, using an Effective Date of the last day of your old fiscal year.



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FISCAL YEAR-END PROCEEDURES for Pro Fund Accounting (continued)

Rerun the Post Balances Forward program, and continue on with your postings.

Option 2: Continue posting into the new year. After you receive and post your audit adjustments, run the Post Balances Forward program, and you will have new beginning balances. Just remember that until you run the Post Balances Forward program, you will not have current year to date balances on your reports.

Attention Barcode Scanner Customers

Scanner Support Application Update

There is a new version of the Scanner Support application that contains an updated Physical Inventory Adjustments function. This update allows the scanned adjustment entries you save to be edited later, using the Inventory Post function within Pro Fund Accounting. Previous versions did not allow this and would incorrectly update your journals if you tried to do so.

Please note: This update is not retroactive, so you still need to avoid editing any Physical Inventory Adjustment Journals that were created with previous versions of the Scanner Support application and Physical Inventory Adjustments function.

Cogitate Scan Application Update

There will be a new version of the Cogitate Scan application available soon. This is the application located on your barcode scanner. This update will allow Cogitate Scan to properly identify the type of item you are scanning for multi type entries, even if there are other types using the same code. For example, if you have a work order and equipment code that use the same number, you can scan either one and the program will recognize the type of item you are scanning. If you are entering these manually, you will be able to specify the type of item that you are entering if there is more than one type using that same code. This is important so the information can be saved correctly when scanning or entering multi type entries such as the Account/ Equipment/W.O. Number field within the Inventory Charges function.

Important Note

Both updates listed above will be retrieved when you check for updates; however, they need to be copied to their correct locations to complete the update correctly. Please contact the Cogitate support staff for help installing these updates correctly.

Capturing Screen Shots and Attaching them to Emails

There are times when you need support and it would help you to explain the problem if you could show a picture of what you mean. Capturing screen shots and attaching them to an email is the easiest way to do this. But how do you do that?

In Windows XP and Windows 7: To capture a copy of an open window, hold down the ALT key and press the PrtScn key on your keyboard. This action copies the active window. To save the screen shot, open Paint (under Start/All Programs/Accessories). Under the Edit menu, select Paste to paste your screen shot into the Paint window, or simply hold down the CTRL key and press the letter "V". To save the screen shot, hold down the CTRL key and press the letter "S". Give the screen a title and select a file type for the picture format. Use .BMP, .JPG, .GIF, or .PNG. You can use your saved screen shots in Power Point presentations, word processing documents, and as attachments to emails.

Windows 7 Snipping Tool: Windows 7's Snipping Tool lets you select what part of the screen you want to capture (full-screen, a selected region of the screen/window, or window only), and then gives you the opportunity to save the screen shot. This is a nice little tool that will save you some of the steps described above. Before running the Snipping Tool, make sure you're running the program whose screen you want to capture.

To use the Snipping Tool, click the start button. Type Snipping (you don't have to type the whole name) and the program name will appear at the top of the window that opens under the **Programs (x)** heading. Click it to select it.



Bar Code Scanner

Cogitate's Bar Code Scanner is ideal for taking physical inventories or receiving stock. Just scan the bar code label on the inventory item, and the Bar Code Scanner does the rest. From posting inventory information to printing bar code labels, this tool is invaluable!

For further information on our Bar Code Scanner, please contact Brett Brouwer at (866) 634-9991, ext. 5.

Capturing Screen Shots and Attaching them to Emails

(continued)

Click the NEW drop-down arrow and select Window. Under the NEW drop-down arrow you're asked to select the window you want to capture. Click on the window you want a screen shot of. That's it! Your screen shot will be displayed in a new window. To save the screen shot, under the File menu, click on "Save As" (or hold down the CTRL key and press "S"), and where the default picture name is displayed, type in the name you want to use. Don't forget to select the type you want to use. Notice that your screen shots will be saved under "Libraries/Pictures." You can use your saved Snipping Tool screen shots in Power Point presentations, word processing documents, and as attachments to emails.

UtilAbility Tip of the Month

Our tip this month is to please remember to keep your UtilAbility software up to date by checking for updates frequently.

When you check for updates, UtilAbility will compare your UtilAbility related software to the latest available on our web site and update any files necessary to stay current. This includes your database, application, reports and other files related to or used by UtilAbility. It's important to keep UtilAbility up to date to ensure you have the latest enhancements and features.

Checking for Updates is easy and you can do it as often as you wish. You simply click the Check for Updates menu item located under the Help Menu and follow the instructions to check for and complete your update.

You can check for updates from any computer running UtilAbility, even if you are on a network. If you use UtilAbility on more than one computer, please make sure no one else is running UtilAbility while you perform the update. This ensures no files are locked by another user, which may prevent them from being updated.

If your database has already been updated, other computers on your network may let you know that they need to be updated as well, upon logging into UtilAbility. However, to be absolutely sure they are up to date, it is always best to check for updates on all computers that have UtilAbility installed on them. If any computer is already up to date, the check for updates utility will let you know. There is no harm in checking, even when you already have the latest updates.

If you have any questions about checking for updates or about your UtilAbility installation, please contact the Cogitate support staff for more information.



Cogitate has partnered with Bill Flash. Bill Flash is a company that will print your UtilAbility invoices and mail them for you, for a low per-piece price. This price includes the cost of producing the bills, stuffing them for mailing, and the cost of postage.

For further information about Bill Flash, please contact Brett Brouwer at (866) 634-9991, ext. 5.



<http://www.9gbackup.com>

New 9G BACKUP™ Website Design

Cogitate just unveiled the new 9G BACKUP™ website. We urge you all to take a peek and give us your feedback.

In future website updates, we'll be adding "how-to" videos, a more extensive FAQ page, customer testimonials, and a blog spot to which you can contribute.

We're very proud of our 9G BACKUP™ online data storage software, and we hope those of you who've not yet taken advantage of the speed and ease of backing up your data will join those who have! We think you'll also be surprised at just how little peace of mind can cost.

We're giving the big dogs a run for their money and we hope you will all share with us in this endeavor!

Skipping a Generation



We humans are an amazing bunch and I'm always interested in how we got to be who we are.

In some recent readings I learned that early humans had and we still have an unexpected capability that helped us survive evolution's winnowing process. We can outrun any animal. That seems surprising since many animals are faster than we are but our unique capability is to outlast any animal in a run. So while a cheetah is much faster than any human, a human can eventually run down and catch a cheetah for a meal.

The reason that we can do this is that other animals overheat with exertion and have to stop to cool down. At least two factors contribute to this capability: we are upright and we are without fur. Being upright means we present less surface area to the sun and so absorb less heat. A horse at noon absorbs much more sunlight and heat than does a standing or running man. Being upright also allows our hands to use weapons to dispatch our prey. Being without fur allows sweat to evaporate and cool our bodies. Humans are the world-class long distance runners.

Evolution needs diversity to work and humans and probably most other species have some tricks up their genes to promote diversity. It is commonly understood that a child is a product of the mother and father. The genes of each are mixed up and so the child is a combination of both. But that is not exactly correct. Each parent produces genes from his or her two parents. It is those four sets of genes from the grandparents that are combined to make a baby. That means that to see a child's heritage it is best to look not at the two parents but at the four grandparents. It is their characteristics that form the genetic base for the child.

There is an old adage that some characteristics "skip a generation." It is a commonplace and often heard reason for height or hair color not matching the parents but matching one of the grandparents. And since the child is the result of selected genes from the four grandparents, it is easy to see the hereditary reason for this.

Hmm... My mother and father were both exceptionally intelligent. That says something about me but I don't want to think about it right now.

Have questions about what you read this month in our newsletter?

Want more information about our products or services?

Visit our website:
www.cogitateinc.com

Contact Us:
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