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Pro Fund Accounting Import and Export Capabilities

Imports

Equipment Rental Update (Equipment menu). Applies state rates to Equipment.
 Import Fuel Readings (Equipment menu). Support for several types of fuel pumps.
 Credit Card Fuel Purchases. Part of Import Fuel Readings.

Import Meter Readings (Equipment menu). Reads a text file with equipment meter readings.

Import Inventory Gun Scans – Stand alone program that processes all the inventory scan gun transactions.

Saginaw CRC Import – Payroll and Inventory data from their systems.

Import Checks – from Bank Account dialog.

Import Receipts –from Bank Account dialog.

Exports

Payroll Direct Deposit (Payroll menu). Creates electronic bank deposit file to be sent to bank.

Positive Pay (General Ledger menu). Creates A/P and P/R check confirmation file for banks. Support for 3 bank formats. More can be added.

EPass MERS file (Payroll menu). Creates data file for State MERS.

State Trunkline Update (General Ledger menu). Calculates State Trunkline Billing and produces data file for state.

Equipment Questionnaire Calc (Equipment menu). Creates data file with questionnaire data for state.

Cogitate Scan Sync – Stand alone program. Update Inventory Scan Gun with latest Pro Fund Accounting data.

Invoice Plus – Stand alone program. Creates Invoices automatically and exports into Pro Fund Accounting.

W2 Tax Calc Wizard (Payroll menu). Creates Electronic W2 data file for the IRS.

Pay Stub – Stand alone program to render Pay Checks for web display.

SCRC Import – Stand alone program (Saginaw-specific). Imports Saginaw CRC Project labor and equipment data.

Sync Tables – Stand alone program (Saginaw-specific). Updates Saginaw CRC Project Tracker tables with latest values from Pro Fund Accounting.

Notes on Imports and Exports

To import or export any data file the software must know the format of the data. Some programs have this hard-coded into the actual coding of the program and any change or new format requires some reprogramming.

Positive Pay is another example where the different bank specified formats are preprogrammed into the application. Other programs like Import Fuel work from an INI (Initialization file) that specifies the expected format. Changes here can usually be made by a simple change to the INI file.

To maximize the usefulness of Pro Fund Accounting, we try to support whatever formats our users may require and can usually implement any changes quickly or by the next update cycle.

Voiding A/P Checks and Removing Invoices

There are many reasons why an accounts payable check needs to be voided:

- The check was issued to the wrong vendor
- The check will not be reissued to any vendor
- The check amount is wrong
- The check was damaged during printing
- The check was lost

When you void an accounts payable check, there are several things that -- depending on what prompted the check to voided -- will need to be done. All the remedies listed here will require that you know:

- The journal number(s) in which the invoice(s) on the voided check was posted (AP Post)
- The journal number in which the check was paid (AP Pay)
- The check number being voided (Void Checks)

The check was issued to the wrong vendor

To issue the check to the correct vendor, first run Void Checks and void the check. Then, open the journal number in

which the invoice was posted. Locate the invoice in the upper grid and click on it. Click the DEL IND button, then repost the invoice to the correct vendor. Remember to distribute the invoice.

Remember: Commit your journal!

NOTE: If more than one invoice needs to be changed for the voided check, locate it in the upper grid, click on it, and click the DEL IND button. Repost the invoice to the correct vendor. Continue in this manner until all invoices on the voided check have been deleted and reposted.

The check will not be reissued to any vendor

To remove the check and invoice completely, first run Void Checks and void the check. Then, open the journal in which the invoice was posted. Locate the invoice in the upper grid and click on it. Click the DEL IND button.

Remember: Commit your journal!

The check amount is wrong

To change the amount on a check, first run Void Checks and void the check. Then, open the journal number in which the invoice was posted. Locate the invoice in the upper grid and click on it. Click the EDIT button and enter the correct amount. Then edit the amount of the distribution to balance the invoice. Save the distribution, then save the invoice. **Remember: Commit your journal!**

The check was damaged during printing

The check will need to be reprinted; however, you will not need to remove the invoice(s) on the voided check. Run Void Checks and void the check. Run AP Pay and using a new check number, pay only the invoices that were on the voided check.

The check was lost

The check will need to be reprinted; however, you will not need to remove the invoice(s) on the voided check. Call your bank and place a stop payment on the check. Run Void Checks and void the check. Run AP Pay and using a new check number, pay only the invoices that were on the voided check.

Printing New Check Registers

To print an updated Check Register, run Renumbr Checks. Enter the AP Pay journal number in which the voided check was paid. The Beginning and Ending Check Numbers to Change will be the voided check's number. The NEW Beginning Check Number is the new check number you issued.

If a new check number was not issued, simply print a new check register. Any voided checks will be shown as "Voided" on the new check register.

Please call Barbara Kowalczyk at 1-866-634-9991, ext. 8 if you have any questions.

Making Sure Your Data is Backed Up

Automation is awesome. I really do love the automatic updates from Microsoft and other vendors. I also like the automatic door openers at retail stores especially grocery stores where I usually have a multi-cart train of food. We use automation every day and it is terrific, but without the monitoring of the automation to make sure it is working, it can lead to a false feeling of security. When it comes to backup solutions, automation is an integral part of the solution. Therefore, make sure you know how to tell if your backup solution is doing its job. Never assume that it is working since you never hear otherwise. Make it a habit to check on your backup every time you back up.

UtilAbility Tip of the Month

Utilizing the Automated Shut off Functions within UtilAbility

Do you print and send shut off notices for your overdue accounts? Are you currently processing these manually? Why not utilize the automated shut off functions provided within UtilAbility?

UtilAbility has the ability to automate the shut off notification process, saving you valuable time and effort. The entire process is simple to complete and was designed to



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UtilAbility Tip of the Month (con't.)

require minimal additional time and effort.

Once you have designated your criteria for shut off, you can begin using the automated system. First, you will need to prepare your accounts for shut off notices. Once you have designated your criteria for shut off, you can begin using the automated system. First, you will need to prepare your accounts for shut off notices.

UtilAbility will examine all accounts that fall within limits that you specify to locate any that need to be marked for shut off. If any accounts are found with overdue amounts that are equal to or greater than the amount you have designated, for at least as many days as you have designated, they will be marked for shut off. When they are marked for shut off, the shut off notice date will be saved to the account along with the pay by date and amount which they need to pay to avoid shut off.

Once your accounts are prepared, you can print and send your shut off notices. These notices include the pay by date and amount which they need to pay to avoid shut off. After you send your shut off notices, you can continue to receive payments as usual through the shut off date.

When the shut off date arrives, you can finalize your accounts for the shut off report. UtilAbility will review all accounts that fall within limits that you specify; updating the amounts they need to pay to avoid shut off, based on any amounts they have paid since you prepared them for the shut off notices. Any accounts that have paid their required amount will have their shut off information cleared.

Once your accounts are finalized, you can print a shut off report that your employees can use to perform the shut offs or accept payments from your customers to avoid shut off, if your policies permit. They can record comments for the actions they have performed for each account on the report. When they return the shut off report to you, you can use their comments to update your records.

The automated shut off functions are managed independently from your accounting, so they do not update any billing or receipt transactions for any of your customers. They can be performed as often as you wish. Each time you perform one

Important Note for Barcode Scanner Users

If you post your physical inventory adjustments using the Barcode Scanner, please make sure you are running the latest version of the Scanner Support application and that it is installed in all the correct location(s). This is necessary to ensure your adjustments are posted correctly.

The latest version of the ScannerSupport.Exe file needs to be copied into all folders that you run the Scanner Support application from. This file will have a modified date on or after 11/21/2011 and the captions of the top three fields in the "On Hand Adjustments To Make" section of the Physical Inventory Adjustments form in the Scanner Support application will read: "Scan Time Qty:", "Scan Time Price Each:" and "Scan Time Value:". Please be sure the Scanner Support application properly reports your Scan Time Qty values before you commit any adjustments. This is necessary to post your adjustments correctly.

If you have any questions or need help confirming that you are indeed running the correct version, please contact Brett Brouwer at 866-634-9991, ext. 5 for further assistance.

Please note: It is not enough to simply run the Check for Updates Function from within the Pro Fund Accounting software to perform this update.

Posting Physical Inventory Adjustments

When you post physical inventory adjustments, it is important to be mindful of any other inventory related entries that you make around that same time frame. This is important so that you can be sure that the quantities and values of the items you are adjusting are updated in the way you expect.

To determine the current On Hand Quantity and Value for an inventory item for any given date, the system must consider all transactions posted for that item through that date. As a result, the On Hand figures are sensitive to the effective dates of the transactions. With the ability to predate and postdate any transaction and when multiple users may be posting these transactions, it's not too difficult to imagine how this can create some confusion or inaccuracies when you are posting your physical inventory adjustments.

Knowing the process of posting physical inventory adjustments from the time you count your items to the point where the inventory is actually updated and the On Hand figures are adjusted will help you avoid conflicting entries and all the associated confusion that can result from them. Whether you are using the Inventory Post Function within the Pro Fund Accounting or the Barcode Scanner, we recommend that you become familiar with the entire inventory process to help you feel more confident when posting your entries.

Philosopher's Stone

— by *Jim Harlan*

Much of our chemistry has its roots in the ancient search for the Philosopher's Stone. That stone was believed to be able to turn lead into gold and was the Magnus Opus of the people who called themselves alchemists.

Of course they never found the stone, but the quest never ended. It changed into the search for personal improvement and self perfection and we are all practitioners of this modern form of alchemy. We strive for ways of improving ourselves or our lot. We want to turn ourselves from a "base metal" into something gold.

I have spent most of my life practicing this alchemy. Working hard, learning all I could, experimenting with new concepts and dedicating my energy to turning myself into gold. And like the alchemists before me, I never did reach that level of perfection. But the chase has been an exciting and wild ride and I guess I'm done.

With so many years and so much effort invested I sometimes wonder what I have achieved. I don't think I would change anything I did but I wonder where I am now. Then I look at a nearby shelf and there is a rock that symbolizes my efforts that I have kept with me for many, many years. It is a block of Fool's Gold and I look at it and smile.

Maybe I did turn myself into something gold!



Coming Next Month

In next month's Newsletter:

- Township, Village, City Year End
- Payroll Events
- Equipment P&L vs. Equipment Questionnaire: Which one to use?
- Capturing Screen Shots and Attaching them to Emails

Cogitate wishes you all a



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:
Phone: 1-866-634-9991
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