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**9G Backup Launch!**

The time has finally come! 9G Backup is rolling out this October and we want you to know all there is to know!

9G Backup is a data backup system that has been carefully crafted to be the fastest way to back up and restore your files. The Cogitate team has taken the past 9 years to perfect every algorithm and aspect of this new software. 9G Backup offers fabulous features such as multiple version saving and disaster recovery, but that's not all! Here's a brief overview:

High Speed Technology: With our hand-crafted adaptive compression and choice algorithm technology, 9G Backup has the fastest upload speeds around.

Multiple Version Saving: You can choose how many different versions of a file that you want to save, whether that's 1 or 15, you call the shots.

Zero Impact on System Resources:

When 9G Backup isn't doing its fabulously fast job of saving your files it won't slow down or tie up your system.

Disaster Recovery: Mother Nature can be vicious, but we offer a better way to protect your data by keeping it in not just one, but two separate geographical locations if you wish.

For more details and to learn how to sign up check us out at: <http://www.9GBackup.com>

Did you 9G today? You should.

**UtilAbility Tip of the Month**

Preparing your utility bills for printing is an essential step in your bill cycle process. This function can be accessed from Prepare Utility Bills which is located under the Calculations Menu. This function gathers and saves the information necessary for your invoice report to print your invoices. This relieves the invoice report from the responsibility of processing the data so it can focus more on the formatting and

alignment of your invoices. It does not affect your accounting in any way but is necessary in order for the invoices to print correctly.

When you prepare your utility bills, you will be asked to enter four dates. Typically, this information will be filled in for you by default, but you should still inspect all four dates and change them if necessary. It is important that they are entered correctly for your invoices to print the proper information.

First, you will need to enter the Calc Date and Due Date that you used when calculating your bills. Next, you will need to enter a From Date and a To Date. The From Date and To Date are used to establish the time frame since you last printed your invoices. This time frame is used to determine any receipts that were paid since then. The From Date should be entered as one day after the previous Calc Date.

The To Date should be entered as the same date as your current Calc Date.

Even though many invoice reports use the From Date and To Date as your billing period for your invoices, you should not vary these dates for that purpose. This would result in preparing incorrect receipt amounts for your invoices. There are alternate invoice reports that allow you to enter any From Date and To Date you wish to be use for the billing Period on your invoices if they are not the same.

It is important to note that if you ever need to recalculate your bills for any reason, you will need to prepare your utility bills again in order for your invoices to print the updated information properly.

**HMS/MMS Tip of the Month**

As the weather turns colder you may experience a problem with static electricity. There are sprays available to use around your computer area. Lacking the spray, touch something metallic to discharge yourself before touching your computer or printer. Also, be sure to fan your checks before you load them, so they won't stick together.

**Finding Information in HMS/MMS**

There are many pieces of helpful information for HMS and MMS users embedded in the software and many other types of informational files are available on the internet that you can read, print and/or download. Help documentation, version release notes, and electronic books are all at your fingertips whenever you need them. >>

**Finding Information in HMS/MMS**  
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**Help Documentation**

Help documents are available for each program by clicking the Help menu at the top of the program form or clicking the "Help" button from within the program, or as a complete, full-color, printable, searchable HMS or MMS Users Guide. To search the HMS or MMS Users Guide for specific help, go to the index page (starting on pg. i), and click on a topic. The book will automatically jump to the topic you've selected.

Year-end closing instructions, trouble-shooting guides, procedural check lists, and printable forms are all part of the help documentation.

**Electronic Books**

The full version of Ronald L. Wohlford's book, *Understanding Local Government*, is available under the main screen's Help menu.

**Other Sorts of Information and Forms**

Version release notes can be read, printed and/or downloaded on our website on the Links page (<http://www.cogitateinc.com/links>).

A downloadable signed and dated W9 form with Cogitate's information is available in PDF format on our website on the Links page (<http://www.cogitateinc.com/links>).

A copy of the IRS's approval letter for our user-printable W2 and W3 forms can be read, printed and/or downloaded on our website on the Links page (<http://www.cogitateinc.com/links>).

Archived copies of our newsletters can be read, printed and/or downloaded on our website on the News page (<http://www.cogitateinc.com/news>).

Links to the websites for:

[Michigan Townships Association](#)

[Government Documents Library](#)

[Michigan County Road Commissions](#)

[Internal Revenue Service](#)

[State of Michigan](#)

can be found on our website on the Links page (<http://www.cogitateinc.com/links>).

**Getting into and out of trouble**

So you've made a mistake in a posting. Identifying the error, and when it was made, is the first step in correcting the problem. Let's look at some common situations.

**1. Problem: An AP check needs to be voided.**

Fix: First we have to determine the Pay Journal that the invoice was paid in, and the Post Journal that the invoice was posted in. The easiest way to find this is by running a vendor history for the vendor involved. Here you will find the Effective/Pay Date, the Journal number, the Account number, and the Type. A type of PAY is the Pay journal, and a type DST is the Post Journal. Now you can go to Accounts Payable/Void Checks. Enter the Source of Entry (AP) and the PAY journal number, and void the check. Once the check is voided you can go to the POST journal and edit or delete the invoice.

**2. Problem: A posting has been made to the wrong account number.**

Fix: You can determine where the posting was made by running a Transactions by Account and Date report for the account it was posted in. This will show the Effective Date, the Source of Entry, and the Journal Number of the posting. Once this is determined you can go to that journal and edit the account number.

**3. Problem: A posting or journal is not being picked up on the Trial Balance.**

Fix: This is more often than not an Effective Date problem. Once you have identified the journal (using the steps above) you can run the Change Effective Date on a Journal, under Utilities/Repair Tables.

**4. Problem: Correction has to be made in a prior fiscal year.**

Fix: First, you need to go to Gen Ledger/GL Constant Maintenance/Settings and edit the Fiscal Year Start Date. Next go to GLPost, change the SOE to BF and click on the folder button next to the Journal Number field. Click on OK and OK. >>>

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**Getting into and out of trouble**  
(continued)

If the Effective Date is the current Fiscal Year start date click on Delete All. Next, go to GLPost, change the SOE to CE and click on the folder button next to the Journal Number field. Click on OK and OK. If the Eff Date is the previous Fiscal Year end date click on Delete All. You are now working in the previous year, and can proceed with your corrections or adjustments. After you've made your postings rerun the Post Balances Forward program.

**5. Problem: Payroll**

Fix: Payroll problems can affect a lot of stuff. The best thing is to make sure your numbers are correct before you print your checks. If you find a problem after you've printed your checks, give me a call, and I'll give you the bad news.

manufacturer codes or codes assigned by your vendors for your inventory items if you wish.

The information you enter will be transferred to your database where it is saved in the same format as if you had entered it using our Highway Management Software. This allows you to use our typical methods to view/edit and report on your data as you wish.

Currently, Cogitate performs the initial installation for you when we deliver your scanner. In fact, the scanner, all its related software, the installation, delivery and up to one day of on-site training are all included in the cost of the scanner.

If you are interested in obtaining more information about our Inventory Barcode Scanner device and software or for current pricing information, please visit our web site at: [www.cogitateinc.com](http://www.cogitateinc.com) or you can contact Brett Brouwer at Cogitate by phone at: 1-866-634-9991 Ext: 5 or by email at: [brett@cogitateinc.com](mailto:brett@cogitateinc.com)

**Cogitate Inventory Barcode Scanner**

The Cogitate Inventory Barcode Scanner is designed to offer an easier and more efficient method for entering your Inventory data in situations where it is not necessarily convenient or practical to sit in front of a desktop computer to enter the information using our Highway Management Software.

It is not intended to replace our existing software, but rather to enhance it by offering increased mobility and a more streamlined alternative for your data entry. This mobility proves particularly convenient in the shop environment where you can scan bar codes directly from your equipment and inventory items. We have optimized the software to require the minimal amount of information to accept your entries which further simplifies the process.

**Positive Pay**

Someone scans one of your vendor checks into their computer, changes the amount to \$15,123.45, changes the payee to their own name, prints it out and submits it to the bank. Banks nowadays usually don't check the signature. They just process it. Three days later you find out about it and challenge the transaction. You are informed that there is only a 48-hour window to challenge a transaction for public entities and you are out the money.

Positive Pay solves this problem.

Positive Pay has been part the Cogitate HMS and MMS systems since 2009. It produces a file that the bank can use to verify the information on checks submitted to the bank. It provides a positive check on all information. Positive Pay is provided at no extra cost to our HMS/MMS customers. Banks also make this service free to its account holders. >>

The scanner device is built to withstand rough environments such as in the shop. It scans your bar codes using a laser line which you activate by aiming the scanner towards the bar code you wish to scan and pulling its trigger. You have visual and audio feedback on whether or not your scan is accepted.

You can scan bar codes to enter various items such as Equipment Numbers, Inventory Codes, Purchase Order Numbers, Work Order Numbers and Account Numbers. This is much quicker and more accurate than entering it manually.

You can Charge Inventory, Receive Inventory (when using our Purchase Order System), enter Hours and/or Miles for Equipment, and Adjust Your Inventory On Hand Quantities and Values. You can even assign alternate bar codes such as

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**Positive Pay**  
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If you implement Positive Pay with the bank, they will notify you immediately upon receiving a check that is not in your Positive Pay files.

We currently produce three types of checks: P/R checks to employees, P/R checks for deductions and A/P checks to vendors. Positive Pay allows any or all of these to be summarized to a file that is then uploaded to the bank. The bank then uses this information to validate the checks.

Different banks require have different formats of the Positive Pay file. We currently support 3 formats: Huntington Banks, MICash, and PNC. Other bank formats can be added as necessary. Cogitate will work with you and your bank to get it all set up.

Even before you print the P/R or A/P checks you can produce the Positive Pay file and upload it to your bank. You can then be positive that no fraudulent check will get processed.

**The To-Do List**  
*An Editorial by Jim Harlan*

Writing this article is on my to-do list. When I'm finished writing, I'll, with some little satisfaction, cross it off. One thing done!

I've written up to-do lists many, many times in my life and though I've crossed hundreds of line items off the lists, I don't think I've ever completed every item on a to-do list. The fault

can't possibly be me, I work hard and efficiently. The fault must be in the to-do list itself.

An initial problem starts out with simply adding an entry. It seems so simple: "Save the whales." That's a great entry and worthy of lots of effort but the chances of me getting that done are pretty small especially when there are pressing items also on the list like "Pick up the laundry." ("Pressing," get it?) It seems that the to-do list entries need filtering and prioritizing.

But even filtered and prioritized items have a way of not ever being completed. One issue is that there are always new

items being added to the top of the list. That pushes everything else down and reduces the chances of lower items being completed. Another problem is that the world changes and some things that are on the list no longer need to be there and other items need to be added. A list implies a static environment where nothing changes, where every item on the list can be addressed and checked off until the list is finished. Unfortunately, I have never lived in a static environment.

But I do get lots of static, in fact, it's the static itself that adds to my lists. Static emerges from the environment: this is broken or that needs revision, it never

ends. My list grows and changes and even the item I'm working on may turn out to be unnecessary.

To-do lists are impossible so I'm putting on my to-do list an entry to never do another to-do list. I'm just not sure when to check it off!



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