

CountyCashier enhancements (v2.2 & 3.0):

- The clerk number field is now strictly numeric throughout the system.
- A clerk number greater than the last clerk number found in CLERK.INI cannot be entered into the field 'Prevent clerk number less than' located on the offices form.
- The clerk number that can be entered on the 'Receive a Document' form is now restricted to the length of the clerk number inside CLERK.INI.
- A payment can now be deleted and all of the detail records are properly handled. The button 'Delete' has been added to the 'Receive Payments' form behind the menu 'Accounts Receivable'.
- If using the 'under/over payment' capability of the system, one can elect not to allow under payments by entering \$ 0.00 for the 'maximum underpayment allowed'. Likewise, one can elect not to allow over payments by entering \$ 0.00 for the 'maximum overpayment allowed'. Otherwise, the amounts entered become the lower and upper boundaries of what will be accepted (up to and including the amount entered).
- The 'Filed By' cannot be changed once a receipt has been started.
- New menu item, 'Global Fee and Ledger Changes', has been added to the 'Tools' menu for any tellers with a supervisor security level. This allows one to post a fee structure and its ledger setup to a number of instrument types with just a few keystrokes. One can copy the fee structure and ledger setup for one instrument type to all instrument types in the same group or to all instrument types of the same type (official record or fees collected).
- New menu item, 'Remove Prior Year from History', has been added to the 'Accounts Receivable' menu for any teller with a supervisor security level. Intended as a housekeeping measure, this routine will move all detail records from the on-line historical database to an off-line historical database that are older than the cut off date entered. The records selected are posted to historical databases based on the year of the transaction. Normally, the on-line historical database would contain all closed months for the current year, along with one year of prior history. Any transactions older than that should be moved to an off-line historical database using this new menu selection.
- If a teller builds a receipt that contains any clerk numbers and before finishing the receipt decides to exit, the system now provides a friendly reminder that the clerk numbers that were being assigned to that receipt will be waiting to be assigned by that same workstation, starting with the next receipt that requires clerk numbers. Meant to be a reminder that once clerk numbers have been assigned they are tied to the workstation that assigned them. If one bails from a receipt that is in the process of being built, the clerk numbers in that receipt will be waiting to be used by that workstation on a later receipt.
- A new check box field, 'Print remarks on receipt', has been added to the 'configure', 'instrument types' form. If checked, the remarks field will print on any receipt that has this instrument type. The remarks will print one line below the existing information for that detailed transaction.
- A new check box field, 'Print allocations on receipt', has been added to the 'configure', 'instrument types' form. If checked, the detail allocations will print on any receipt that has this instrument type. The allocations will print one line below the existing information for that detailed transaction.
- The 'Tools', 'Login' menu selection has been changed so that the current user is automatically logged out of the system and the user is presented with the initial login screen. This change was made to enhance security. Previously, the login screen was presented but the current user remained logged in. The next user could hit the 'Cancel' button and could be right back in as the previous user.
- A new 'Clerk Number Register' (both Daily Reports and Historical Reports) that prints in clerk number order has been added to the system. The report prints the clerk number, instrument type description, number of pages, filing fee, payment type, receipt number, date of transaction and filed by description. This report can be printed for any date range requested.
- If using the 'stamp/endorse' capability of the system, one can now set the system to automatically check the box that will auto increment to the next clerk number when in the 'stamp/endorse' screen.

- Added logic behind 'Tools,'Purge Accounts' to create a new table 'Names_xx/xx/xxxx' inside COUNTY that contains a copy of each 'Names' record that is being purged from the system.
- A new security level, 'Inactive,' has been added to 'Configure,' 'Tellers'. Setting a teller to 'Inactive' will prevent that teller from being able to log into CountyCashier but it will retain the teller id for reporting purposes.
- The length of the accounting group field has been increased from 15 to 25 characters in order to support the PeopleSoft G/L number.
- The length of the check number field has been increased from 15 to 16 characters in order to handle the length of credit card numbers. The system can now accept credit cards for payment. Up to 5 different credit cards can be accepted (AMEX, Carte Blanche/Diners Club, Discover, MasterCard, VISA). These are set up behind 'Configure,' 'Offices', on the 'General' tab. If any of these are checked then one can set up a payment type that accepts a credit card number, expiration date, authorization code, and name on card when trying to accept a specific credit card for payment. All of this information is tracked by the system. The system will (based on credit card type) perform a check sum on the credit card number to make sure that the card number being entered is a valid credit card number, it will not verify the card number as being active or able to accept the charge. The system expects a third-party credit card verification system to be used.
- A new 'line number' field has been added to the 'ledger' account maintenance form. This 'line number' field, along with the accounting group field, offers the ability to sum ledger accounts in new ways. New allocation reports offered are: 'Allocations by Line Number,' 'Allocations by Line Number/Accounting Group,' 'Allocations by Accounting Group'.
- A new 'Deposit Permit' report is created each time you run a preliminary allocation. Some of the fields on the report are maintained behind 'Configure,' 'Deposit Permit'. The Deposit Permit is meant to be a single page recap of how the monies are being allocated (by ledger number), a breakdown of the monies collected by payment type, and the receipt number range for the date range provided.
- A new 'stamp style' has been added to the system, located behind 'Configure,' 'Offices,' 'Official Records'. Choices are 'Ithaca – no barcode,' 'Ithaca – barcode,' 'Bottom – no graphic,' 'Bottom – with graphic' (requires new SIGNAT.BMP file). The first two require an Ithaca slip printer and offer the ability to print a barcode (clerk number only) before the regular stamp information. The last two open up the possibility of using an inkjet printer to print at a fixed location on a specific page (i.e. last page of document). If one selects 'Bottom – no graphic' or 'Bottom – with graphic,' then one must supply the horizontal and vertical spacing of where to print the stamp.
- A new 'batch module' has been added to the system. Located behind 'Configure,' 'Offices,' 'Official Records'. If checked, then the menus will offer two new menu selections. 'Configure,' 'Batches' will allow one to create and maintain batches. A batch will allow one to set aside a block of clerk numbers (assigning them to one 'filed by' with a specific filed date and time) to be used at a later time. 'Cashiering,' 'Work a Batch' will allow one to 'cashier' a batch, using only the clerk numbers that were earlier set aside for the batch that is being worked on.
- The two buttons, 'Verify Fees' and 'Verify Ledgers' located on the 'Configure,' 'Instrument Types' form had problems dealing with instrument types that had no fee structure or ledger information set up because the fee collected varied from instance to instance. Both now handle these cases properly. These buttons can be used to help find instrument types that do not have a fee structure set up and/or do not have the ledger allocation information correctly set up.
- The clerk number assigning logic has been improved to better support multiple workstations.
- Some additional tools have been added to the 'Tools' menu to help with troubleshooting. A teller with a manager or supervisor security level can run 'Check Station Printer Setup' at any time to determine if the printer names set up behind 'configure,' 'stations' are still valid for the current workstation. When a new station is set up on CountyCashier, the laser printer, receipt printer, and slip printer names are associated with that station for future use. If a printer is deleted from the workstation at a later date and a new printer is not added by the same name then the printer that is stored in the station record can become invalid and can cause printer problems. A teller with supervisor rights can run 'Display TEMP = environment variable' at any time to verify that this variable points to 'c:\windows\temp'. Care should be taken on a NT, Windows 2000 or Windows XP machine that the TEMP= variable has been changed at the operating system level to point to 'c:\windows\temp'. CountyCashier's Crystal Reports will not work correctly if this variable is not set properly. Any teller can run the new 'Tools,' 'Show Next Assigned Numbers' at any time to see what the next clerk number and receipt number will be assigned. Remember that the next clerk number being assigned can vary based on whether the workstation at hand has backed out of a receipt that contained some clerk numbers. This menu selection will show the values that will be used for the workstation that it is being run on.

- New 'RequireDocDate=False' added to COUNTY.INI, this new setting allows one to make the instrument date field required during receipt creation. If set to 'False' then the instrument date is optional, if set to 'True' then a valid date must be entered.
- New 'LoginMethod=1' added to COUNTY.INI. If equal to 1 then the 'Tools','Login' will relaunch CountyCashier and force a new teller login. If equal to 2, then CountyCashier will allow a quick switch of tellers, retaining whatever forms are currently open.
- The 'Daily Cash Activity' reports and the 'Detail Payments in Full by Transaction Type' reports have been updated to print the 'paid by' field if it is present. It prints adjacent to the 'filed by' field separated by a single asterisk. Example: CASH*JOHN DOE, there would be an account called 'CASH' and a 'paid by' of 'JOHN DOE'.
- Added a new 'Permit=3' to the COUNTY.INI to handle posting the deposit permit 'Distribution Amount' by transaction type rather than by payment type. Requires new xxxDEP3.RPT Crystal Report.
- Added a new 'Inactive' check box to the 'configure', 'instrument type' screen. If this check box is checked then the instrument type can no longer be used for new receipts.
- Added date and time to the 'Cash Balance – End of Day' caption as a reminder to the end-user what the workstation's date and time are. Hopefully this will help prevent performing an end of day on a workstation with an incorrect date and time.
- Added a new deposit permit format (xxxDEP4.RPT Crystal Report) that has check off space in the upper right hand corner for the treasury department to use. PERMIT=4 in COUNTY.INI
- Added a new button on the 'configure','accounts' screen to quickly show a subset of 'accounts allowed to carry balance forwards'.
- Added a new field 'court cost and fines instrument type' to the 'configure','offices','bonds' tab. Modified the 'disburse bond funds' behind 'cashiering'. The user can now tell the system that the bond disbursement has 1) court costs and fines, 2) bond forfeiture, or 3) is a regular disbursement. If 1 or 2, then the user is asked to enter the dollar amount to be withheld for court costs and fines or bond forfeiture. The system then tracks the monies based on the office configuration for 'bonds'.
- Added new system-wide option to print the instrument type description as a second line for any clerk number assigned detail line on the receipt. Located on the 'configure','offices','official records' tab.
- Added a new date/time check whenever a workstation enters the 'receive a document', 'receive a payment', or 'fees collected' menu selections. The system now compares the current date/time of the workstation against the date/time that the cash drawer was opened and if the workstation's date/time is older than the one for the cash drawer the user is notified of this on the screen and given the option to either continue (trying to enter something from a prior period) or to exit (to correct the date/time of either machine).
- Added a new message when receiving a payment and clicking on the 'auto-reconcile' button. When the 'auto-reconcile' button is clicked the system starts to mark outstanding detail items for payment, it continues to do this until it exhausts the amount provided for payment. Previously, if the payment amount failed to pay the last item in full (partial payment), the system applied what money it had against the last item and it did not notify the user that this last transaction would be marked as a 'partial payment' (which would prevent this detail item from being allocated until paid in full). Now the system will display a message telling the user to check the detail records for what item was partially paid.
- Added the instrument type description to the stamp/endorse window in order to make it easier to pick the proper clerk number to match to the document in hand.
- Created a new 'Voided Receipt Register' behind both the 'Print Daily Reports' and 'Print History Reports'.

CORRECTIONS:

- The Stamp/Endorse logic now automatically picks the first entry in the list the first time in.
- If one voided a receipt with clerk numbers and told the system to free up the clerk numbers to re-use; then proceeded to create a new receipt re-using those same clerk numbers; a problem developed whereby the stamp for the final document contained the information from the first voided receipt. This problem has now been corrected.

- If using percentages for allocations, a potential problem with penny variance has been fixed. If an odd amount of money was being evenly divided, the extra penny was not always going to the ledger account set up as the penny variance account for that tier.
- It was discovered that if one was using percentages for allocations, the system would only allow a decimal out to two places. This would prevent being able to input a sales tax of 0.0725 (it would round this off to .07). The system can now handle percentages out to 5 places.
- A problem was discovered that allowed one to delete accounts that had no current transactions but did have historical transactions. The system will now not allow an account to be deleted that has any current or historical transactions. If the number of accounts has grown large and one wishes to reduce the number of accounts based on inactivity since a specific date, then one should use the 'Tools', 'Purge Names' menu selection (see next item).
- The 'Instrument Type Item Count' report was not correctly bypassing voided receipts. This would throw the item counts off. Voided receipts are now being completely bypassed.
- Fixed problem where some fee structures (i.e. base \$6.00, \$3.50 tier 1 for 2 pages and \$3.00 for all subsequent pages) would not run through preliminary allocations without errors.
- The 'Receipt Register by Number' has been re-worked to show all receipt numbers issued for the time frame entered. It used to skip all payments. It prints 'Payment' in the 'Refund Check' column to identify those that are payments. All voids are clearly marked on the report. The heading now includes the receipt number range that will appear on the report. There is a count of payments made along with a total dollar amount for payments at the end of the report.
- Fixed a problem where if one tried to reprint a receipt from within 'cashiering', 'reprint a receipt' menus, the receipt had to be in the current period and not yet in history. The receipt would print with a message '* unable to reprint full receipt *'.
- Fixed a problem where if one tried to re-stamp a document by using the 'cashiering', 'reprint a receipt' menus, the clerk number had to be in the current period and not yet in history. The system would report back 'that no detail was found for that receipt'.
- Fixed a problem with the Preliminary Allocations 'Deposit Permit' report whereby it was showing payments made against balance forwards (nothing to allocate) and therefore was throwing the amounts off on the report. Logic was added to check the detail records paid by the payment to see if they were balance forward transactions and to bypass if true.
- Fixed a problem whereby 'Load Balance Forwards' allowed any account to have a balance forward entered. Now, only accounts that are allowed to carry balance forwards will appear in the drop down list and the end-user can only enter a balance forward for an account that is set up to carry a balance forward.
- Fixed a problem where voiding a payment was physically deleting the payment record which then caused receipt numbers to disappear from the system. The payment record is now marked as 'voided' and the filing fee and payment made are now zeroed out.