



# Astute

Business & Consulting  
Services Pty Ltd

## Arrow Financials

### Enhancement Summary Version 5.2 – June 2010

Welcome to Version 5.20 for Arrow Financials. This document is an overview of all the exciting new features that are now available in the latest release of Arrow Financials. You can view the whole document, or click on the bookmarks to move to the modules that you are interested in. You can print it by using the printer icon on the toolbar. Arrow for Windows is no longer a supported product.

You can only be upgraded to Version 5.20, if you are a current ESP (Enhancement Software Policy) site.

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## Cash Book

### Enter Cash Receipts

The value of the invoice, for cash sales, will be defaulted in the first credit card value field if the cash value and first cheque value fields are left blank.

### Create Bank Transfer File

The message which indicates that a bank transfer file with the same payment date has been found was extended to explain that clicking the cancel button would create a new file.

### Print Income/Expense List

This report was modified to include an option to output to Excel.

The ability to print debtor and creditor journal transactions which include an income/expense code was added to this report.

### Print Bank Deposit List

The ability to exclude cheques from the report was added.

## Debtors

### Enter Debtors Invoices

The ability to enter a delivery address code was added to this program. The entered code is not retained after a delivery address has been selected. The option to maintain delivery addresses has been added to the Debtors module.

The code which warns if a stock invoice line is about to cause the stock on hand balance to become negative was altered to only show if there was some stock on hand

### Enter Debtor Credit Notes

This program was altered to locate the selling price and unit cost, of a stock item being credited, from the invoice to which the credit note relates. For balance forward debtors, the last invoice is located. For all debtors, the program will only search backwards up to the number of days set in the 'Main Menu-Setup-Background-Stock-Maximum Days For Price Lookup' parameter.

The program will also update the average cost of the stock item using the unit cost extracted from the related invoice lines.

The program was altered to adjust the stock receipt quantity, generated when a bill of materials is loaded into a credit note, to match the quantity in the finished goods line after it has been altered.

This program was altered to allow the selection of the stock location into which stock will be received when creating a credit note from an existing invoice.

The stock location, from the first stock line in an invoice to be copied to create a credit note, was defaulted in the stock location selection popup.

### Invoice/Credit Note Inquiry

The customer order number field was extended to allow the entry of up to 15 characters. The same change was made to the customer sales order inquiry.

## Stock

## **Maintain Stock Items**

The attempt to delete a stock item was amended to display a warning if there are special prices on file. Special prices for deleted stock items can be purged, using the Stock Master File purge utility, once the stock items have finally been deleted.

The Dataview lookup for stock items was altered to include the unit of measure.

## **Enter Stock Transfers**

The entry of stock adjustments was altered to display a warning if a stock adjustment was to be created from an existing stock transfer which had already been reversed.

## **Enter Stock Adjustments**

The ability to enter block text was added to the single location version of the program

The entry of stock adjustments and transfers was altered to not allow the selection of deleted stock items

## **Stock Details Inquiry**

The background option to not show costs was altered to not show the selling price of 'STSAL' transactions which are generated from production orders.

## **Bulk Price Update**

The option to update sales order prices was altered to not update a selling price if the price in the Stock Master File was zero.

The ability to update special prices for a selected customer was added to the single and multi location versions of this program.

## **Print Stock Location Valuation Report**

A selection option to display the stock location summary totals by stock category and for the report was added to the output to Excel.

## **Print Price List**

This report was modified to include an option to output a price list to Excel.

The option to print the average cost on the narrow format price list was altered to include an option to print selling price 1 instead of the average cost.

# **Creditors**

## **Maintain Creditor Accounts**

The option to enter a sales tax type of 'R' for retail GST was added for companies with a country code of New Zealand.

## **Enter Creditor Invoices**

The popup used to enter tax adjustments was altered to display foreign currency tax values for foreign currency invoices and credit notes in which GST is charged.

The option to click the hot print button and enter a cash payment, was amended to allow the entry of a prescribed payment line as well as a payment line.

The first line of block text was not shown in the stock code column after the block text was saved or redisplayed.

This program was modified to not allow access to the 'On Order' quantity field if there were incomplete purchase order lines for the stock item being invoiced.

### **Create Bank Transfer File**

The message which indicates that a bank transfer file with the same payment date has been found was extended to explain that clicking the cancel button would create a new file.

### **Print Exception Report**

The ability to select aged columns less than a nominated value was added to this program.

## **General Ledger**

### **Update Other Ledgers**

The process to update payroll transactions to the General Ledger was amended to use the suspense account when posting transactions for payment types which have no general ledger account code.

### **Update Other Ledgers – Extended General Ledger**

The option to dissect a creditor invoice over multiple accounts was altered to show the creditor name in the journal line description if the description in the dissection journal was blank and the description in the invoice line was the same as the income/expense code description.

### **Print Trial Balance**

The report format for the extended version of the module was altered to allow for larger values to be printed in the body of the report.

### **Print General Ledger**

This report was modified to include an option to output the general ledger to Excel.

## **Sales Orders**

### **Enter Sales Orders**

The message shown when a delivery date was altered, asking if all sales order lines with the same delivery date should also be altered, has been changed to make the wording clearer.

The program was altered to stop users selecting a customer code, entering a delivery address, clicking back to the customer code, altering the customer code and clicking the OKAY button to save the header with an incorrect delivery address.

The special price option to find the lowest special price was altered to recognise a special price of zero as being the lowest.

The program was altered to reduce the field which stored the total quantity of a line previously printed on a packing slip if the allocated quantity of the line was reduced by increasing the backorder quantity.

This program was altered to change the delivery date in the sales order lines to match the new delivery date in the sales order header when a sales order is created from a quotation.

## **Print Quantities by Order and Customer**

The option to select order lines for a selected stock location was added to this program.

## **Job Costing**

### **Enter Stock Transfers**

The ability to enter block text lines was added to this program. They will be printed on any transfer notes which are hot printed.

### **Enter Staff Timesheets**

This program was altered to warn if an entry for an employee will cause the sick, annual or LSL leave entitlements to become negative.

### **Enter Job Adjustments**

The option to generate a General Ledger transfer was altered to update the headers of the job transactions transferred to stop them being deleted.

### **Enter Supplier Invoices**

The option to enter block text for jobs lines was added.

### **Enter Supplier Credit Notes**

The option to enter block text for jobs lines was added.

### **Enter Debtor Credit Notes**

This program was altered to warn the user if the cost value entered for a line causes the invoiced cost for the job to become negative.

## **Job Inquiry**

The uninvoiced cost value, shown on the job header screen, was split into two values - the uninvoiced cost for the job and the cost not yet flagged as being invoiced. In theory the two should be the same, but they can differ when debtors invoices are deleted without unflagging the cost transactions which were flagged when the debtor invoices were first created.

Previously, a rebuild of the Job Master data could cause the invoiced costs to reappear as uninvoiced costs. Creating two separate values allows the system to display the correct information when they become different. The System Auditor validates and reports on the two values separately. The Job Ledger Report and Invoicing Summary include new options which allow the deduction of the invoiced cost or flagged cost values. The Job Cost Master File must be rebuilt to get the correct values in the two fields.

### **Process Automatic Job invoices**

The option to exclude cost centres was added to this program.

### **Print Job Ledger**

The report was altered to not allow the option to include estimate transactions when the option to deduct invoiced costs was selected. As both options print a variance to the actual cost, selecting them together produced incorrect totals.

### **Print Job Status Report**

This report was modified to include an option to output the list to Excel.

## **Print Invoicing Summary**

The option to include jobs with negative uninvoiced costs when the option to include flagged lines was added to this report.

The include flagged transaction lines selection was extended to include an option to deduct invoice charge values where there was no cost of sales value attached to the invoice line.

This option was added to deduct deposit charge values from the total amount to be invoiced for the job.

## **Print Margins/Variiances Report**

The ability to print a brief summary report, which shows two lines per job, was added to the report selection options.

## **Payroll**

### **Maintain Employee Details**

The ability to enter a protected earnings amount, for an employee, was added to this screen. This amount represents the minimum pay value, after tax, to be paid after deducting child support payments. The child support entry, in the standard or variable pay, must be a fixed value after tax deduction with a payment type of `CHLDSP'. It must be inserted after the last taxable payment or allowance.

### **Maintain Payment Types**

A new annual leave entitlement method was added. It is 'U' for uncapped pro rata which will calculate annual leave entitlement on all hours worked.

A new sick leave entitlement method was added. It is 'U' for uncapped pro rata which will calculate sick leave entitlement on all hours worked

The ability to enter a maximum value to be paid in a financial year was added to the popup used for payment types with a calculation type of specials or wildcard specials

References to the 'Group Certificate' were altered to 'Payment Summary', the descriptions of the 'E6' and 'E7' and 'E9' boxes were altered to match the terms used by the ATO and the 'E5 ' and 'E8' box options were removed

There are a number of new boxes on the 2009/10 payment summaries, the 'Maintain Payment Types' program has been modified to include the 'Payment Summ Box' codes,

R - reportable employer superannuation contributions (payment)

E - exempt foreign employment income (payment)

P - professional association/union fees (deduction)

The current 'LA' lump sum A code will be used for payments for a lump sum genuine redundancy and a new code, 'LN', added for payments which are not for a lump sum genuine redundancy.

The 'O' other income code is no longer used but will be treated in the same way as the 'G' for gross value code, if present.

### **Maintain Tax Scales**

The ability to create two specific 'HECS' and two specific 'SFSS' payment types was added to the system. The available codes are as follows,

Payment Type: HECS Tax Scale Code: H

Payment Type: HECSI Tax Scale Code: I

Payment Type: SFSS Tax Scale Code: S

Payment Type: SFSST Tax Scale Code: T

The system currently process the 'HECS' and 'SFSS' payment types

### **Maintain Superannuation Guarantee Links**

When new lines are added the program now checks to see if there is an existing line for the employee in the new line.

The ability to alter the type of link in existing super guarantee links was added to this program.

### **Process Employee Payroll**

The ability to enter user default settings for a number of the combo box selection fields was added to this program.

### **Create Bank Transfer File**

The message which indicates that a bank transfer file with the same payment date has been found was extended to explain that clicking the cancel button would create a new file.

### **Print Pay Slips, Print Pay Advices, Print Pay Cheques.**

The ability to enter the payment dates was added to the selection options for the pay advice and pay envelopes.

The total year to date hours for the type 'P' payment types was added to the 'XTN\_' total section of the Quickforms output. The total pay slip hours for the type 'P' payment types was already present.

The period covered by the employee pay was added to the header of the pay advice.

### **Print Transaction List**

The option to print standing pays was amended to include an option to show the cost centre code in each line. The code is added to the end of the payment type description.

### **PAYG Payment Summaries**

The Payroll, Creditors and Other Modules menus include options for PAYG summary programs for the 2008/2009 and the 2009/2010 financial years.

In Payroll, the 'Print PAYG Payment Summaries' format for individual non business and employment termination payments has been altered to match the slightly changed ATO formats.

A new business and personal services format has been added to replace the old labour hire and voluntary agreement payment summaries. In Creditors, the 'Print PAYG Payment Summaries' formats have been altered to match the new business and personal services format.

There are a number of new boxes on the 2009/10 payment summaries, the 'Maintain Payment Types' program has been modified to include the 'Payment Summ Box' codes,

R - reportable employer superannuation contributions (payment)

E - exempt foreign employment income (payment)

P - professional association/union fees (deduction)

The current 'LA' lump sum A code will be used for payments for a lump sum genuine redundancy and a new code, 'LN', added for payments which are not for a lump sum genuine redundancy.

The 'O' other income code is no longer used but will be treated in the same way as the 'G' for gross value code, if present.

The PAYG payment summaries disk file includes a requirement to show the value of professional association and union fees for the individual non business format.

### **PAYG Payment Summary Disk File (Other Modules Menu)**

The option to not set the amendment flags, in the payroll and creditors master files, when creating a disk was added to this program. This option was added to allow the creation of a trial disk for checking by the ECI software

The option to enter the ABN number to be placed in the Payer Identity records was added to the selection options. The same change was made to the Payroll and Creditor PAYG Summaries.

## **Purchase Orders**

### **Enter Purchase Orders**

The entry process was altered to not update the print flag in the purchase order header until after the last line had been entered.

### **Enter/Confirm Receipts**

Arrow now changes the stock location in a purchase order line to match the stock location in a stock receipt or supplier invoice line, if the purchase order lines were fully received or invoiced.

The process which converts a receipt to an invoice was altered to write entries to the System Status Log when transactions created cause the selling prices on the Stock Master Files to be updated.

### **Enter Supplier Invoices**

Arrow now changes the stock location in a purchase order line to match the stock location in a stock receipt or supplier invoice line, if the purchase order lines were fully received or invoiced.

The process which converts a receipt to an invoice was altered to write entries to the System Status Log when transactions created cause the selling prices on the Stock Master Files to be updated.

### **Supplier/Stock item Inquiries**

The status flag in each line will now show the status from the purchase order header unless the purchase order line is complete in which case it will show the status as completed.

### **Process Back Order Allocations**

The option to select a range of stock locations to process was added to this program.

### **Generate Purchase Orders**

If only a range of sales orders are to be processed in stock code sequence, the program will read the sales order lines and determine the actual range of stock codes to read speeding up the processing.

**Print Stock Report**

The option to select a range of purchase order dates was added to this report. For the quantities only version, the report will print a subtotal of quantities for each stock item.

**Print Purchase Order Report**

The option to select purchase orders for a selected stock location was added to this report. The stock location in the first stock line of the purchase order is used as the stock location for selection purposes.

**Print Purchases Report**

This report was modified to include an option to output the report to Excel.

## Bill of Materials

**Recost Bills of Material**

The print or update option was amended to include an option to update the bill of material costs but not the stock master file costs.

**Generate Production Orders**

The description field, in production order lines generated from sales orders, was altered to show the customer name from the sales order instead of the sales order line description if the sales order line description is the same as the bill stock item description.

**Print Production Orders**

The option to print production orders for a selected stock location was added to this program. The stock location selection is made using the stock location code entered in the header of the production order.

An option to print the block text only from the production order plus a requirements summary was added to this report.

**Print Materials Requirements**

The ability to exclude future stock balances was added to the report.

## Fixed Assets

**Calculate Asset Depreciation**

Assets purchased after the 10/06/2007 which are depreciated using the diminishing value method over a number of years should use a rate of 200% instead of 150%

**Print Depreciation Schedule**

The option to output the report to an Excel spreadsheet was added to this report.

**Print Stocktake Report**

This report has been altered to bypass assets which have a status of sold, written off and deleted.

**Print Stocktake Labels**

This report has been altered to bypass assets which have a status of sold, written off and deleted.

## **Print Maintenance Due List**

The report was altered to bypass assets which have a status of sold or deleted.

## **Front Counter**

### **Print Forty Column Invoice**

The standard invoice line format was amended to print a different invoice line for quantities over 1000. The extra character position was obtained by shortening the description.

The background options were altered to include an option to enter the description to appear on top of credit notes.

### **Print End of Day Report**

A new index was added to the Debtors Transaction File to speed up this report on SQL sites.

This report was modified to include an option to output the report to Excel.

## **Other Modules**

### **Download Debtor Invoices**

The option to select up to eight invoices or credit notes for downloading was added to this program.

### **PAYG Payment Summary Disk File (Other Modules Menu)**

The option to not set the amendment flags, in the payroll and creditors master files, when creating a disk was added to this program. This option was added to allow the creation of a trial disk for checking by the ECI software

The option to enter the ABN number to be placed in the Payer Identity records was added to the selection options. The same change was made to the Payroll and Creditor PAYG Summaries.

## **System/Other**

### **Block Text Entry**

The maximum amount of text which may be edited is around 65,000 characters. A popup was added to warn when the amount of text entered exceeds 64,000 characters.

### **Report Output to Excel**

The method of operation of the facility to output reports to Excel was altered. Previously, existing spreadsheets were closed each time a new one was created. All reports will now leave any open spreadsheets untouched. It will be the responsibility of the user to save and close spreadsheets.

### **Executive Summary**

The date range selections were removed from the selection screen as the option will never be implemented. When the report was originally written it was intended to be offered as an option but internal testing showed that the report would take too long to compile.

**Dataview**

The option to access the maintenance programs from Dataview was altered to not allow access if the menu option for the selected maintenance program contained a password.

**System Auditor**

The transaction summary for the General Ledger was altered to include a line for a 'GLLED' transaction type. This line is the summary of transactions totalled by account and should match the report totals for the G/L Trial Balance and G/L General Ledger. The transaction summary totals will now be wrong but they were not always correct in the first place

**Alter Arrow Codes**

When run on an SQL database, the conversion of the G/L Other Modules link records took a long time. The code was rewritten to work more efficiently on SQL databases.

**Combine Arrow Codes**

The option to perform a bulk combine of stock codes was added.

The ability to combine payment types was added to this program.

**Print Budget Sales by Debtor**

The report was altered to include debtors with budgets but no year to date sales.

**General Processes**

The number of processes which can be loaded was increased to 15. As the maximum size of the text line which holds the process list is 180 characters, there is now a new numbering system. It is '1:', 2:', 3:', 4:', 5:', 6:', 7:', 8:', 9:', 10:', 11:', 12:', 13:', 14:', 15:'. The original system of 'First:' through to 'Ninth:' will still work.