

## November 2009 News Letter

Dear Client

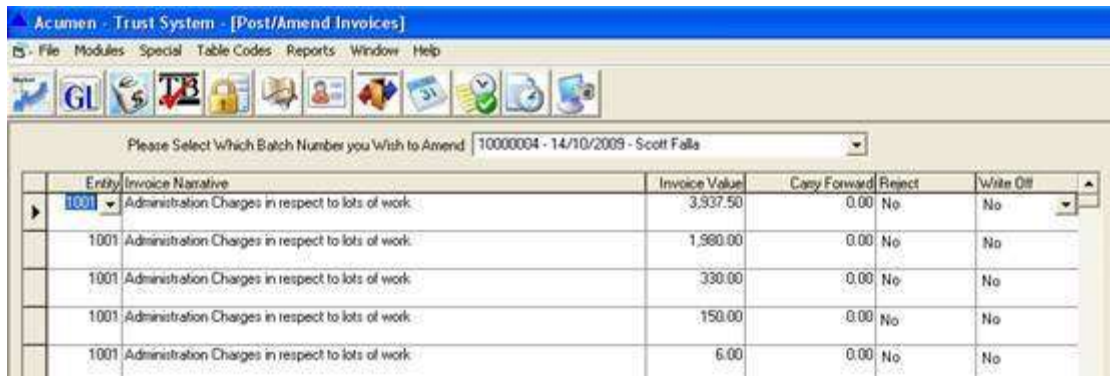
We are now in the process of rolling out the latest version of Acumen, which will see the introduction of our updated icons, Help, Billing, Amend WIP and General Ledger

### Help

The Help system has been updated to include the new functionality available in Amend / Delete WIP and billing etc

### Billing

Billing has been updated so that instead of having to reject an entire entity, decisions can be made on a line by line basis; if you want to reject an entity simply reject every line. Likewise the same approach can be made in respect to write offs. Please note that Write Off and Reject take president over Carried forward, so you cannot write off and carry forward for the same line.



The screenshot shows the 'Acumen - Trust System - [Post/Amend Invoices]' window. It features a menu bar with 'File', 'Modules', 'Special', 'Table Codes', 'Reports', 'Window', and 'Help'. Below the menu is a toolbar with various icons, including 'GL', 'Help', and 'Billing'. A dropdown menu is open, showing 'Please Select Which Batch Number you Wish to Amend' with the selected value '10000004 - 14/10/2009 - Scott Falls'. The main area contains a table with the following data:

Entity	Invoice Narrative	Invoice Value	Carry Forward	Reject	Write Off
1001	Administration Charges in respect to lots of work:	3,937.50	0.00	No	No
1001	Administration Charges in respect to lots of work:	1,960.00	0.00	No	No
1001	Administration Charges in respect to lots of work:	330.00	0.00	No	No
1001	Administration Charges in respect to lots of work:	150.00	0.00	No	No
1001	Administration Charges in respect to lots of work:	6.00	0.00	No	No

This new functionality will allow you to do the following per entity per invoice line:

- Increase / Decrease the invoice value
- Carry forward WIP
- Reject the line back to WIP
- Write off the Line (Set the WIP to Invoice 999999)

### General Ledger

The General Ledger screens have been updated so that all the functions are now on a toolbar rather than spread out as separate buttons.

### Database Search

The database search has been updated to match the main database screen, so instead of using individual drop downs the screen is now populated by selecting the relevant code table and codes.

Master Entity Number: All Master Entities

Sort Entities By:
  Alpha
  Numeric

Entity Status:
  Active
  Inactive
  Both

Companies/Trusts:
  Companies
  Trusts
  Both

Add New User Defined Code

Table:

Code:

### Amend Work in Progress

This screen has been updated to allow WIP selection based on employee and improved filtering. Extracting by employee has proved to be good and bad because it can retrieve vast amounts of data, to help with this we have also enhanced filtering so that you can then reduce the data by Entity, Activity Code etc.

Selection: Employee

Please Enter Master Entity: Squeaky Clean Limited

Please Enter Employee: Falla Scott

Continue

Entity	Date	Activity Code	Comments	Units	Actual Value

### Invoices and Statements

We have created a new Invoice and Statement which allows us to use your current invoice as a template for all your invoices and statements; this means that instead of the current plain statement, we can include your invoice logo, footers and payment details which would then appear on your statements. To have your current invoice converted to this new layout please contact us with the fee to budget for being £450

Kind Regards  
Scott Falla