

PBS Version 12.05

New Features

Passport Business Solutions™

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Welcome

PBS v12.05, designed for the 21st century of business accounting systems, is the first of Passport's two installments of enhancements that include expansion of data fields. Version 12.06 will be the second installment and will complete our expansion of the data base fields.

Specifically, in version 12.05 we have expanded name and address fields to accommodate longer entries, improve formatting and to address an increasing need for international addresses. We have also added email addresses, website link fields and improved overall contact data management. This release addresses Accounts Payable, Purchase Order, Payroll, and PBS Manufacturing Product Purchasing (PP) areas, including the contacts data for AP, PO and PP. In our next major release, PBS v 12.06, we will expand Accounts Receivable, Orders and Ship-to areas and the balance of the contacts data.

We've incorporated many changes to make it easier for you to accommodate current and future business management tasks. Watch for upcoming webinars where we will present those changes in v12.05. They will also be recorded for you to view at your convenience.

With screen changes, some documents such as the Purchase Order also had to be changed to accommodate the increased field sizes. We hope that these meet your needs. If you do not need to expand the size of names and addresses for your vendors, then the system prints the PO's at the current ten characters per inch. If you do utilize the increased size of name or address fields, we compress the data to fit into the current form. If you have designed custom forms, you will want to adjust the sizes you set up for the larger fields. Because so many changes to the data files have been made, the conversion requires a new PBS system installation to convert into, even for the SQL version.

In addition, we now support emailing payroll remittance stubs to the employee if you wish to avoid printing them on paper and distributing them. They are encrypted in a PDF and each employee may choose a password of their own which is recorded on their employee record.

Below you will find more details about all the enhancements in PBS v12.05. Please continue to give us your feedback as we work to adapt PBS to this changing world to meet your needs. You are the driving force we listen to when we enhance PBS. And we know that with so many changes, there will be things that you would like adjusted; so please tell us.

And allow me to thank you for all your feedback and for continuing to use PBS. You are the reason we are here.

Sincerely,

John Miller

President

New Developments in PBS v12.05

Passport Business Solutions is a critical part of your successful business operation. For that reason Passport Software, Inc. continues to improve and enhance the PBS software to increase your productivity.

This document explains the many benefits and features of the new PBS v12.05 enhancements by module.

Accounts Payable

Expanded vendor fields

In v12.05 the vendor name, address 1, address 2, city, state, and zip fields were all expanded. In v12.05 we also added address fields 3, and 4, and County. The vendor contact fields were removed in vendors and put in a separate contacts file. This is the new vendor general tab:

The screenshot shows a software interface with a tabbed menu at the top: **General** | Terms | Accounts | Totals | Contacts. The 'General' tab is active and contains the following fields:

- Name and address:**
 - Vendor:** 50 | Acme Manufacturing
 - Address 1:** 2345 West Canyon Drive
 - Address 2:** Building H8
 - Address 3:** (empty)
 - Address 4:** (empty)
 - City:** Phoenix
 - State:** AZ | **Zip:** 85001
 - County:** (empty) | **Country:** USA
- Pay-to:**
 - Use pay-to:**
 - Pay-to:** (empty field with a small icon)

Character Mode Vendor Screens

To allow room for the longer fields, the character mode screens were also changed. Fields 8 through 18 on screen one were moved to a new second screen.

The first screen displays contact 1 information. The Contact, Phone, Fax and Email fields are now view-only fields on screen one. In order to edit these fields, you must select <F7> to access Vendor contacts and edit Contact 1.

Here are the first two screens:

The screenshot shows a character mode interface with the following text:

vendors (Enter) XYZ Company
Current period: December, 2017

- * 1. Vendor# [input field]
- 2. Name
- 3. Addr 1
- 4. Addr 2
- 5. Addr 3
- 6. Addr 4
- Default PO contact
- 7. City
- State
- Country
- State ID#
- Contact
- Phone
- Email

Postal code

Fax

<F1> = next vendor, <SF1> = previous vendor, blank = look up by name

vendors (Enter) XYZ Company
Current period: December, 2017

For vendor: 1001 Vermont Metals

8. Payment group	<input type="text"/>	13. Terms type
9. Vendor type		14. Terms desc
10. Vendor status		15. Due days
11. Vendor's ref #		16. Disc days
12. 1099 type		17. Disc pct
1099 ID #		18. Cutoff day
ID type		

Name and Address Field Notes

The name and address fields are longer in 12.05 compared to 12.04 and earlier. Only certain functions take advantage of this increased length as explained here:

- Screens

For *Vendors*, the name and address field entry has been expanded for both graphical and character screens. For all screens where you enter a vendor name, that field has been expanded.

For displaying the vendor name on screens most graphical screens take advantage of the increased vendor name length. Most character screens do not.

- Checks, Remittances, ACH file, Positive Pay and Purchase Orders

Check Fmt 1, Fmt 2, Fmt 2 with reference and Fmt 1 on blank stub

The entire name and address will print in compressed format (smaller font up to 132 columns) on checks if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. A laser printer that supports PCL5 is **required** for the compression to work properly. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font). On the stub, due to the lack of space on a pre-printed form, a long vendor name is partially cut off.

Check and Remittance user-defined forms

Printing a user defined check and a direct deposit remittance are optional. This paragraph may not apply to you. ***It is recommended that following the data conversion to v12.05, you should review the settings for your user definable check format and remittance format to adjust the field maximums.*** There are new and changed address field options. Here are the forms design choices for the check and stub totals:

Check and Stub Total Fields		
Fld#	Description	Fld# Description
1.	Blank line	10. Vendor address 3
2.	Vendor no.	11. Vendor address 4
3.	*Vendor name	12.*Vendor city
4.	Vendor last name	13.*Vendor state
5.	Vendor first name	14.*Vendor zip code
6.	Vendor middle init	15. Vendor city, st, zip
7.	Vendor suffix	16. Vendor county
8.*	Vendor address 1	17.*Vendor country
9.*	Vendor address 2	18. Compressed name/addr
		19. Vendor phone 1
		20. Vendor phone 2
		21. Vendor fax 1
		22. Vendor fax 2
		23. Vendor email 1
		24. Vendor email 2
		25. Vendor contact 1
		26. Vendor contact 2
		27.*Vendor reference no.

You may want to use field 18 for the name and address, eliminating all the other name and address fields. The *18 Compressed name/addr* field will print compressed regardless of the

number of characters in the name and address fields. For other vendor name and address fields, the maximums have changed to allow printing more characters. When any of the name and address fields are more than 30 characters, the vendor name and address will print in compressed format. If all the fields are 30 characters or less, the name and address will print non-compressed. Experiment with the field choices and maximum lengths to determine what works for you. A laser printer that supports **PCL5 is required** for the compression to work properly.

Direct deposit ACH file

The vendor name in the ACH file was and remains restricted to 24 characters. This is a general business rule and cannot be changed. The name will be truncated in the ACH file if it is more than 24 characters.

Positive Pay

The positive pay format has longer name and address fields. Depending on what your bank allows, you may want to modify your export format.

Purchase Order and Product Purchasing

For the Purchase Order and Product Purchasing modules, similar to A/P checks, the name and address will now print in compressed format (smaller font up to 132 columns) on purchase order forms if any of the name and address lines are more than 30 characters.

- Reports and Posting Journals

No reports or posting journals use the longer length vendor name and address fields. However, where the print program provides the vendor name as an entry field, the name field has been expanded.

- Comparison to Previous Versions and 1099 Year-end Processing

The table below shows a comparison of the vendor fields between previous PBS versions and the current v12.05 version of PBS.

Regarding Year-end processing, the information here is based on year-end 2016 1099s. Although the specifications do not change very often, the field lengths for 1099 magnetic media may change in the future. When generating a magnetic media file there are specific maximum allowable field lengths for vendor name and address fields. This table explains what PBS Vendor fields provide and what the magnetic media allows:

Field	New, changed or removed	Previous maximum length	New maximum length	1099 mag media max length
Vendor name	Changed	25	50	40
Address 1	Changed	30	60	40
Address 2	Changed	30	60	Not available
Address 3	New	Not available	60	Not available
Address 4	New	Not available	60	Not available
City	Changed	16	45	40

State	Changed	2	22	2
Zip	Changed	10	15	9
County	New	Not available	45	Not available
Country	Same	3	3	Not available

Expansion of purchasing addresses

Most purchasing address fields are expanded and more address fields have been added. During conversion to 12.05, EZ Convert attempts to put the purchasing address data in the proper fields.

Here is the purchasing address general tab:

Combining and Expanding Contacts

In addition to expanding vendor contact fields, contacts have been added to purchasing addresses. The vendor and purchasing address contacts are combined into one new system file/table named CONTAC. The previous vendor contact file named PCOFIL has been removed. Maintenance for each vendor and purchasing address contact types will be done on separate screens but stored in the same file.

Compared to previous versions where the contact name was one field, the new contact name is now divided into first, middle initial, last and suffix. The address fields are expanded and two more address fields have been added. For each contact there are now 2 phone numbers, 2 email addresses, 2 web site addresses, 2 fax numbers and 2 mobile numbers.

The contacts lookup has been modified to include more fields.

Here are the vendor contacts tabs:

The screenshot shows the 'Vendor Contacts' application interface. At the top, there is a menu bar with 'File', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with buttons for 'New', 'Edit', 'Save', 'Save / New', 'Delete', 'Cancel', and 'Exit'. A table titled 'Select by ascending contact number' lists two contacts: Contact # 2 (Jones, Jennifer) and Contact # 3 (Alcott, Horace). Contact # 3 is selected. Below the table, there are fields for 'Vendor # 12' and 'Davidson Engineering', and 'Location #'. The 'General' tab is active, showing fields for 'Contact # 3', 'First name Horace', 'Middle initial', 'Last name Alcott', 'Suffix', 'Title CFO', 'Address 1 9000 East Parkway', 'Address 2', 'Address 3', 'Address 4', 'City Omaha', 'State NE', 'Zip code 68445', 'County', 'Country', 'PostNet', 'FIPS code', and 'Carrier route'. There are also checkboxes for 'Print documents', 'Email documents', and 'Fax documents', and a 'Document encryption key' field.

This is the contact Phone/Email tab.

The screenshot shows the 'Phone \ E-mail' tab for contact #3. It contains fields for 'Office phone 1', 'Mobile phone 1', 'Fax 1', 'E-mail 1', 'Web site 1', 'Authorization # 1', 'Office phone 2', 'Mobile phone-2', 'Fax-2', 'E-mail-2', 'Web site 2', and 'Authorization #-2'. There are also icons for adding new phone numbers and email addresses.

Contacts conversion note:

1. Name conversion

In previous versions of PBS the full contact name is in one field. In v12.05 there are separate first, middle and last name fields as well as a suffix. Due to the freeform nature of the previous contact name field, during conversion to v12.05, the full name will be written to the new contact last name field. Here is an example where Betty Caldwell's full name is in the Last name field:

The screenshot shows a close-up of the name fields: 'First name', 'Middle initial', 'Last name Betty Caldwell', and 'Suffix'.

It cannot be parsed out to the first, middle and last name fields in the new PBS version as there is no way to predict all the variations on how the name was originally entered. You may manually enter the parts of the name into the appropriate fields following the conversion or leave the data as is.

2. Vendor contacts conversion

The previous version of PBS has contact information on the vendor record and in the contacts file. During conversion to v12.05, contact 1 and contact 2 on the vendor record, if entered, become contact numbers 1 and 2 respectively in the contacts file. When a duplicate contact number is found in the existing A/P Contacts, the contact number for existing contacts are advanced until an open number is available. For example, if an existing contact number is 345 and is the only vendor contact, it is renumbered to contact 3 in v12.05.

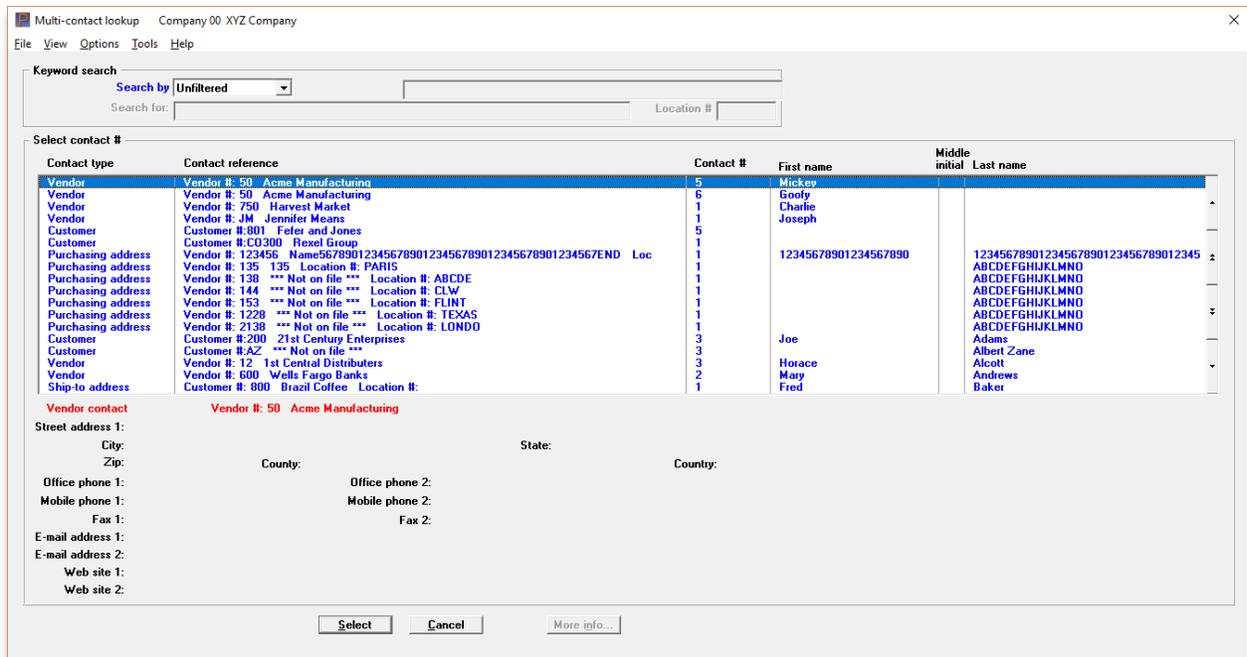
3. PBS v12.05 Usage of contacts 1 and 2

Contact number 1 and contact number 2 are used on A/P View vendor invoices and various reports. Office phone 1 from contact 1 is displayed in the vendor lookup. Following conversion, contacts 1 and 2 from the contacts file are displayed and printed on the view screens and reports.

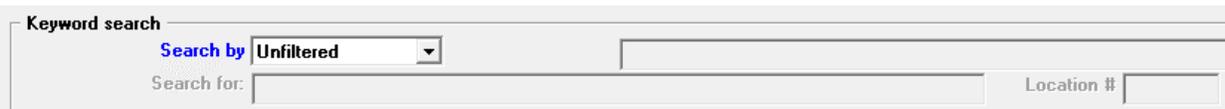
All Contacts Lookup

This is a graphical mode feature only.

The lookup will help you search for contacts from *Vendors* and *Purchasing addresses*. The file that stores the keywords is generated when running EZ Convert. Here is the all contacts screen:



Here are the keyword search fields:



Searches can be done by Last name, Phone number, Fax number, E-mail address, Web site, Street address 1, City, State, Zip, County or Country. Once you select a search by option then enter the *Search for data*.

Vendors > Enter

Encrypt Social Security Numbers

We have provided a means of encrypting vendor social security numbers in the vendor and changed vendor data files/tables. In addition to displaying and general reporting, the social security numbers can be masked. Masking does not apply to year-end reporting of 1099s.

Vendors who are individuals have a social security number. Other vendors are companies that have an EIN number. The *1099 ID type* field in Vendors determines this. Only social security numbers are encrypted and masked. EIN numbers and vendor bank account numbers are not encrypted.

There are new fields in A/P Control information that determine how the Social Security numbers are saved in the file/table, reported and exported with utilities. These include:

Optional encryption of social security numbers

Encrypt data files (run EncryptAP script from the command prompt to change this field)

Use encryption mask

Encrypt export files

The *Encrypt data files* field is changed via a batch program outside of the A/P menu. The other two fields are selected in *A/P Control information*.

Check and remittance forms

New date option for AP check forms.

The date can now be spread out for the requiring banks. There is a new date format of D D M M Y Y Y where there is one space between each day digit, month digit and year digit and 2 spaces between the day, month and year. Here is an example: 0 6 1 6 2 0 1 7

Accounts Receivable

Aging with total by apply-to number

The detail version of the report will include a new field option called Sum by apply-to, which prints a document balance by apply-to. A new field has been added to the report screen:

Sum by apply-to

When this field is checked, a total displays below each apply-to group if there is more than one detail line with the same apply-to number. Here is an example of an apply-to group as printed on the aging report:

Doc-#	Doc-date	Typ	Apply-to	Due-date	P.O.-#	Amount-1	Amount-2	Doc-total	Age
222	6/30/16	D	222	8/31/16	1314	100.00	0.00	100.00	62
228	7/15/16	I	222	7/30/16	567	50.00	0.00	50.00	47
2245	7/31/16	C	222	8/31/16		50.00-	0.00	50.00-	31
								100.00	***

XCharge Credit Card Interface

For greater convenience we now provide entry and storage of the user ID and XCharge password in A/R Control information.



CC acct user id system

CC acct password *****

For security purposes the password automatically changes every 90 days and can now be entered and changed in A/R Control information.

This affects both A/R Invoicing and O/E Orders.

Change to A/R and O/E Credit Card Tokenization

A skip button is provided on the PBS credit card payment program. This allows the user to bypass the Credit Card Token entry for a customer with a one-time use of a credit card.

Entry of Credit Card Token

You may enter credit card token information in two ways.

1. On the Customers Screen

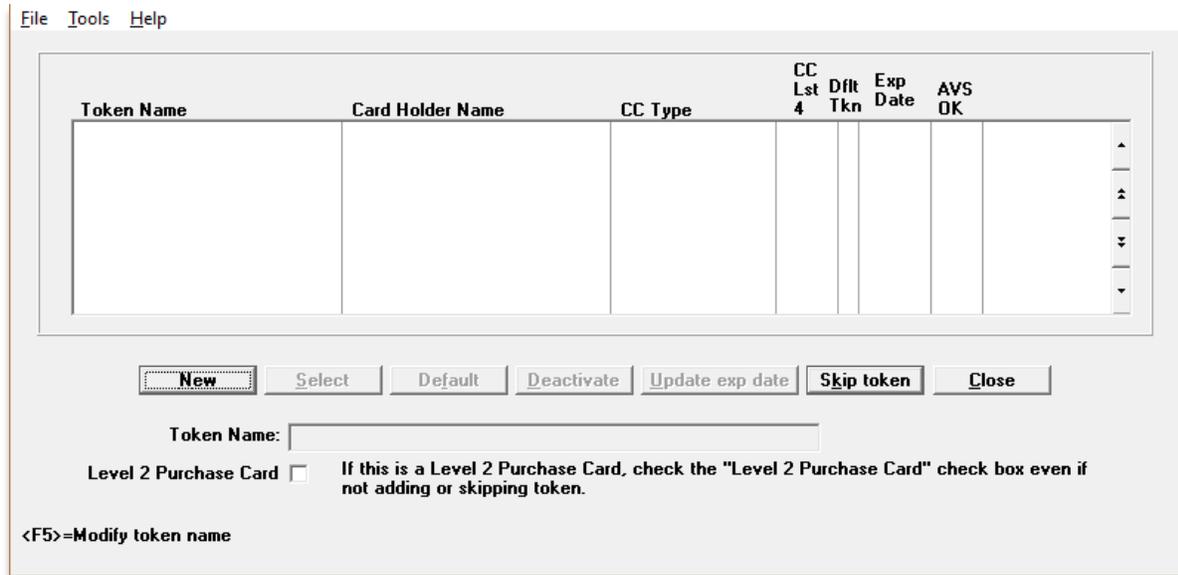
You may now enter the customer's credit card information, stored as a token, in *Customers*. Selecting <SF5> displays the token lookup.

2. On a Transaction Screen

From either an A/R Invoice or O/E Order screen, when entering payments you may enter a new Credit Card token.

The token window allows several options. While accessing the window you may:

- Enter a new credit card number token.
- Update the expiration date of an existing credit card token.
- Make the token entry a default. The default is used when paying the customer's invoice in O/E, saving users time.
- Inactivate an existing token.



Allow level II purchase cards

In order to provide greater security and savings on processing fees, level 2 Credit card processing (Corporate purchase cards) are now allowed.

Chip card reader

EMV chip reader support is now provided. Debit cards can be processed. This applies to A/R Invoices, Cash receipts and O/E orders.

Deposit slips > Prepare deposits

The Deposit date field is now controlled by A/R date control range.

The Deposit date field can now be controlled by A/R date control range. The program warns or stops entry of a date outside the specified range in *A/R Control information*.

Check Reconciliation

Reconcile bank statements

Bank reconciliation audit trail register.

When *Finalizing* the reconciliation there is now a requirement to print a Reconciliation Bank Statement and Checkbook Register. This has the benefit of providing an audit trail of what was done and a way for the user to look back at a previous reconciliation.

The register is similar to the reconciliation report. The details section of the register provides the reconciled items for the current statement date. The summary page includes the totals for both the cleared and uncleared items.

General Ledger

General Journal

Entry of Reference on Transactions

A new option has been added to allow entry of a reference for each detail line. For v12.04 and earlier the header reference was used for all the lines. The header reference is the default for the transaction lines. The difference now is users may overwrite the reference on the lines. Here is the general journal Detail tab with the new reference field:

The screenshot shows a 'Detail' window with the following fields and controls:

Account #	Description	Reference	Debit
<input type="text"/>	<input type="text"/>	<input type="text"/>	.00

Below the table are buttons: **New**, **Edit**, **Insert**, **Save**, **Save / New**, **Delete**, and **Cancel**. A red arrow points to the 'Reference' field.

Edit List Totals

For the *General journal* Edit list and posting register, Debit and Credit totals have been added. Here is an example:

8 detail lines exist for 2 journal entries. Report totals: 2.75 2.75

Expansion of the Journal Entry Number

The *General journal* Entry number field has been expanded from 4 to 7 digits. Here is an example:

The screenshot shows the 'General Journal (Enter)' window for 'Company 00 XYZ Company'. It includes a menu bar (File, View, Transaction, Print, Options, Tools, Help) and a toolbar with buttons: **New**, **Edit**, **Save**, **Save / new**, **Delete**, **Cancel**, and **Exit**.

Below the toolbar, there is a section 'Select by ascending entry number' with a table:

Entry #	Date	Reference	Entry period: 12/01/2011 thru 12/31/2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	▲ ▲ ▼ ▼

At the bottom, there are input fields for:

- Entry #**: 1234567
- Date**: 03/14/2017
- Reference**:
- Reverse next period**:
- Correcting entry**:

Inventory Control

New Graphical Screens

New graphical screen programs for PBS v12.05 I/C include:

- Reports (ABC analysis)

- Reports (Distributions to G/L)
- Reports (Inventory history)
- Reports (Inventory turnover)
- Reports (Label layouts)
- Reports (Labels)
- Reports (Physical count worksheet)
- Reports (Purchasing advice)
- Reports (Stock status)
- Reports (Usage report)
- Reports (Valuation report)
- Reports (History valuation by date)
- Reports, kits (Kits)
- Reports, kits (Kits price/cost)
- Reports, kits (Completed W/O edit list)
- Reports, kits (Incompleted work orders)
- Reports, kits (Work order edit list)
- Reports, kits (Work order history)
- Reports, kits (Where-used)
- Reports, serial (Flooring report)
- Reports, serial (Loans/Rentals by customer)
- Reports, serial (Loans/Rentals by item)
- Reports, master info (Commission codes)
- Reports, master info (Coverage types)
- Reports, master info (Inventory accounts)
- Reports, master info (Item sequence)
- Reports, master info (Price codes)
- Reports, master info (Status codes)
- Reports, master info (Units)
- Reports, master info (Warehouses)
- Reports, master info (Warranty programs)
- Prices (Sale prices)
- Utility (Purge sale prices)

PBS Manufacturing Modules

Inventory History

There is a new field added to the inventory history to capture the parent item on an issue transaction. This allows you to see not only the order the material was issued to but the parent item produced using it.

Entering a New Purchase Order

The Vendor status is taken into account when entering a new PO.

- Normal = process with no message.
- Always take discount = process with no message.
- Hold payments = notify the user of this condition and ask if they wish to continue.

- No purchases = Notify the user of this condition and prevent them from entering the order.

Item Master Comments

Item Master comments can now be included on the Indented Bill of Material in manufacturing Product Definition.

Sales Order Acknowledgment Custom Form

Sales Order Acknowledgement/quotes has had a custom forms option added and can now be printed using a custom form.

Sales Order Acknowledgment Option

Customer Orders *Control information* was expanded to include a flag to determine how you wish to print Acknowledgements.

New Graphical Screens

The list of new graphical screens for manufacturing include:

Customer Orders

- Sales orders Acknowledgments
- Displays Shipment Status
- Reports, orders Detail Backlog
- EDI interface EDI items

Inventory Management

- Item Masters Copy
- Branch warehouse items
- Displays Item masters
- Displays On-hand Detail
- Displays Inventory history
- Displays Lot/Serial # history
- Displays Purchase order items
- Displays Period qty sold history
- Reports, items Inventory stock status

Master Scheduling

- Reports, MRP explosion MRP item summary
- Reports, MRP explosion MRP order actions
- Reports, MRP explosion MRP vendor purchase actions
- Reports, MRP explosion MRP order pegging

Product Definition

- Displays Single level bill

Product Purchasing

- Purchase orders Print new P.O.'s

- Item sources Enter

PBS Mobility™ – Mobile Orders and Inventory

PBS Mobility is a series of add-on mobile applications that integrate with the PBS software. This will be an expanding library of applications to help you work on your Android mobile devices and integrate with the PBS SQL database.

Mobile Orders and Inventory

Inventory items and orders can be quickly imported from PBS SQL to your phone for off-line processing.

Key data is stored on your phone and accessible anywhere you are, allowing you to process orders and inventory anytime, anywhere.

Barcode scanning, using your phone's camera or a Bluetooth scanner, allows you to update item records and quickly find items in the product and order tables.

Using the Pick application, select orders for shipping and push that data back to PBS SQL for fast and accurate Packing List generation.

View item images from WEB servers with the click of a button - pick an item and see an item.

Access your phone from the local network using FTP and WiFi for drag and drop file access.

PBS Mobility is fully integrated with PBS Order Entry, Inventory Control and Accounts Receivable modules.

Order Entry

Credit Card Auto Pay for Order Entry

PBS v12.05 O/E allows the user to automatically pay a customer's invoice with their default credit card. The program no longer goes to the credit card window and prompts the user to re-enter credit card information that was previously entered.

The user enters a new invoice for the customer. When the customer has a default token for a credit card, after the Save button is selected for the Invoice, there is a message that asks *Process payment using CC ending in 1234? (Yes/No)*. Select Yes and the program will automatically process the invoice with the default credit card. If you answer No the payment window opens.

Two fields have been added to the *A/R Control information*. The first allows processing of auto payments and the second is the default credit card payment code:



Auto process payments	<input checked="" type="checkbox"/>	
Default CC pmt code	CCP	Credit Card Pmt

Credit card processing requires PBS multi-payments interfaced with Xcharge.

Allow adjustment of payments for Orders.

When changing an O type order the program allows updating the credit card information.

Payroll

Distributions and Jobs information Print on graphical check and mailer

Distributions are printed on the graphical check and mailer stub. Additionally, when interfaced to Job cost, the job number, description and rate are printed for each job.

This feature is not available on the older forms due to lack of space. Increased Employee name and address field sizes

The employee name, address, city, state and zip code fields have been expanded. We have added a country field, as well as email address, email delivery password and email documents flag. In addition the EIC (Earned Income Credit) related fields have been eliminated from Employees and other Payroll files. Fields have been expanded to allow larger check amounts.

Here is the Employees General tab:

The screenshot displays the 'General' tab for an employee record. The interface is divided into three main sections: Personal, Payment, and Dates.

Personal Information:

- Employee ID:** 4
- Last name:** Wilson
- First name:** Arnold
- Middle name:** David
- Street address 1:** 517 Harrowsmith Road
- Street address 2:** (empty)
- City:** Glendale
- State:** CA
- Zip:** 91055
- County:** Direct deposit
- Country:** (empty)
- Phone:** 987-734-8468
- Soc. sec. #:** ***-**-9123
- Birth date:** 03/21/1961
- Marital status:** Married
- E-mail documents:**
- E-mail document password:** PayAdvice13579\$
- E-mail address:** awilson@xyzcompany.com

Payment Information:

- Payment group:** ENG
- Home department:** 0000
- W-2 ins premium:** 355.00
- Distribute wages:**
- Pension plan:**
- Can get tip CR:**
- Electronic payment:**
 - Direct deposit:**
 - Description:** (dropdown menu)
 - Type/amount:** (dropdown menu)
 - Bank acct:** (text field)

Dates:

- Hire date:** 01/03/1909
- Review date:** 03/21/1916
- Last raise:** 03/21/1916
- Terminated:** (empty)

Name and Address Field Notes

The name and address fields have been increased in v12.05. Only certain functions take advantage of this increased length as explained here:

- Screens

The name and address field entry for employees have been expanded for both graphical and character. Using character mode, in order to allow for the longer fields, the fields that were on the first screen are now on two screens.

Most graphical screens take advantage of displaying the increased employee name length. Due to size constraints, many character screens do not.

- Check and Direct Deposit Mailer Forms

All the check and direct deposit formats take advantage of the increased name and address lengths.

Format 1 and format 4 print the name and address in either compressed (smaller font) or non-compressed format (normal font), depending on the length of the name and address fields. If there are 25 characters or more for any name and address field combination, the program prints the data on the check in compressed format.

The graphical check and direct deposit mailer will always print in the same font used for the form.

The name and address fields have been moved on the form depending on the form type to help display the longer name and address properly through an Envelope A window. Please print an alignment of your v12.05 form choice to verify that the address fits your envelope window. Your printer **MUST** be PCL5 compatible to take advantage of the compressed format printing.

- Direct Deposit ACH file

As before, the employee name in the ACH file is restricted to a maximum of 24 characters. This is a standard that cannot be changed. The name is truncated if there are more than 24 characters.

- Positive Pay

The name and address fields for positive pay have been expanded. Following the conversion to v12.05, you may want to edit the positive pay format to take advantage of the expanded lengths and new fields. Before doing this, contact your bank to determine if they have maximum field size restrictions.

- Reports and Posting Journals

No reports or posting journals use the longer length name and address fields. However, when the print program allows the employee name as an entry field, the name field has been expanded.

- Comparison with Previous PBS Versions and W-2 Year-end Processing

When generating a magnetic media file there are specific maximum field lengths for the employee name and address fields. This table illustrates what the maximum lengths are for PBS Payroll and W-2 magnetic media:

Field	New or changed	Previous maximum length	Employees field maximum length	Mag media maximum length
Last name	New *	*	30	20
First name	New *	*	20	15
Middle name	New *	*	20	15
Address 1	Changed	25	60	22
Address 2	New	Not available	60	22
City	Changed	20	45	22
State	Changed	2	22	2
Zip	Changed	10	15	5

County	New	Not available	45	Not used
Country	Same	Not available	3	2
Email	New	Not available	120	Not used

* First, Middle and Last Name were all in one field in previous versions of PBS. The field length for entering the first and last name was 25 characters.

State Reporting Formats

When designing state quarterly reports and magnetic media, research the maximum lengths for name and address fields to verify that the data is entered properly.

Emailing Pay Advices for Checks and Mailers

PBS v12.05 now provides a method of emailing Pay Advices to employees. A Pay advice is a PDF form that contains the employee's check and check stub information. Generating a Pay Advice PDF file is done during a check and direct deposit pay run. Emailing of the Pay Advice file to each employee can be done during the check run or later.

For direct deposit paid employees this is a convenience by not having to mail or hand deliver the remittance. For employees paid by check, the emailed pay advice can let the employee know that their pay check is available and ready for pick-up.

See the *Pay Advice Setup* in the Payroll Employees chapter for the steps. In order to email, you must set up the emailing feature in *Company information* and enter the email address in User maintenance. For instructions on the email setup see Appendix H *Email Configuration* in the PBS Administration documentation.

Employees

There are several new employee fields for controlling the emailing of Pay advices:

The screenshot shows a form with three fields:

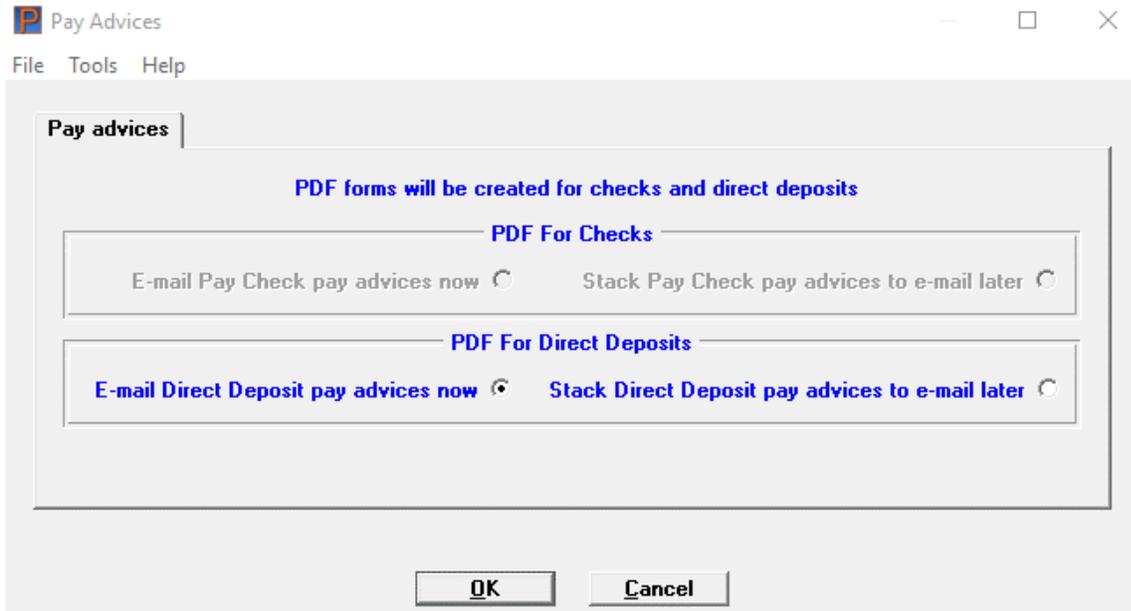
- E-mail documents**: A checkbox that is currently unchecked.
- E-mail document password**: A text input field.
- E-mail address**: A text input field with a small icon on the right side.

The E-mail documents field determines whether or not a pay advice PDF file is generated. This allows you to determine by employee who gets emailed a Pay advice. The email-address field is required.

For added security, the E-mail document password is written into the PDF file. After an employee receives an emailed pay advice, the employee must enter the password in order to view the Pay advice pdf file. This gives you some assurance that even if the Pay advice is emailed or forwarded accidentally to the wrong employee, that person will not be able to view the contents.

Checks, Mailers and Pay Advices

During the running of checks and mailers and just before posting, the generation of the PDF Pay Advices occurs. You may optionally email the PDF Pay Advices immediately or you may choose to email them later. You must have emailing configured and active for the company. Here is the Pay Advices screen that provides the options:



The default is to e-mail the pay advices now. Selecting OK will generate the PDF files and e-mail them.

If stacking the files for emailing later, use the *Email/view printed PDFs* features. See the *PDF Form File Processing* chapter in the PBS System documentation.

Here is an example of a pay advice that an employee receives attached to an email:

		XYZ Company 1235 Main Street Suite 500 Lake City, Florida 33526 123-569-8971	
Pay Advice			
Employee:	4	Pay Period Beginning:	04/01/16
Name:	Wilson, Arnold David	Pay Period Ending:	04/30/16
Address:	517 Harrowsmith Road Glendale, CA 91055	Check Number:	589
		Check Date:	04/30/16
	Social Security Number:	***--*-9123	
	Taxable Marital Status:	Married	
	Exemptions/Allowances:	Federal:	0
		State:CA-M:	1
	Voluntary Withholding:	Federal:	35.00 Per Period
		State:CA-M:	35.00-Per Period
		City: - :	35.00 Per Period

Earnings	Job-#	Rate	Hours	This Period	Year to date
Regular		Salary		2,000.00	
		Gross Pay:		2,000.00	14,000.00

Deductions	Statutory		
	Federal Income Tax	233.13-	1,643.16
	Social Security Tax	122.76-	860.56
	Medicare Tax	28.71-	201.26
	CA State Income Tax	1.42-	12.94
	Other		
	401(K)	55.00- *	330.00
	Deduct	20.00- *	
	Deduct	30.00-	
	Net Pay:	1,508.98	

* Excluded from federal taxable wages
 Federal taxable wages this period: 1,925.00

VAC REM: 9.189 Sick Hours Remaining: 14.457

Payments

ACH: Code	Bank Name	Amount	Type	Account #
BNB	Bank of New Bankers	1,508.98	Chk	***8713

Employees - Standard Regular Hours

Running Standard Payroll and Time Worked Entry

If the Employee type is Hourly, you can enter a standard number of hours regardless of the Pay frequency. Here is an example of the new field in the employee record:

Wage account	6000-100	Salaries and wages expense
Employee type	Hourly	Salary
Pay frequency	Monthly	Regular rate
Work Comp class		Overtime rate
	Unit	Standard regular hours


10.000

This amount can be used when running Standard payroll and when entering a time worked record:

Standard Payroll

Previously, when an employee was hourly and his wages were not distributed, you could run Standard payroll to automatically create the time worked record. The number of work hours used were only based on the pay frequency. However, it may not always be the case where the employee has a pay frequency of let's say 'weekly' and the employee actually works a full 40 hours.

Now, with v12.05, the *standard* number of regular hours are used regardless of the pay frequency.

When standard payroll is run, the hours entered in the Employee record become the Time worked Regular hours.

The system will also work as before when the standard hours employees field is left blank.

Time Worked Entry

When entering a new time worked regular pay record, if the employee has an amount other than zero in this field, there is a new <SF1> option to use these Standard regular hours and auto fill the remaining fields with typical values. The previous <F1> option to auto fill the pay period calculated hours and remaining fields with typical values is still available. Here are the time worked options:

<F1>= set to typical values, <SF1>= Stnd regular hours, <F2>= supplemental only

Merge Payroll Data with 941B form

941 Prep. Report

Currently PBS can merge exported data with a 941 PDF form. Additionally we generate an XML output of the 941-B data so it can be restored to the f941sb.pdf.

Also, the updated program works with the 2017 941 and 941-B forms.

New Jersey OST

New Jersey OST Tracking

The tracking of the three New Jersey OST taxes has been simplified. For tracking two of the OST taxes, use the standard OST setup. For tracking the third OST enter and accumulate it as a city tax. Although the OST is entered and accumulated as a city tax, the amount and OST description prints on the W-2 in the fields required by the State of New Jersey.

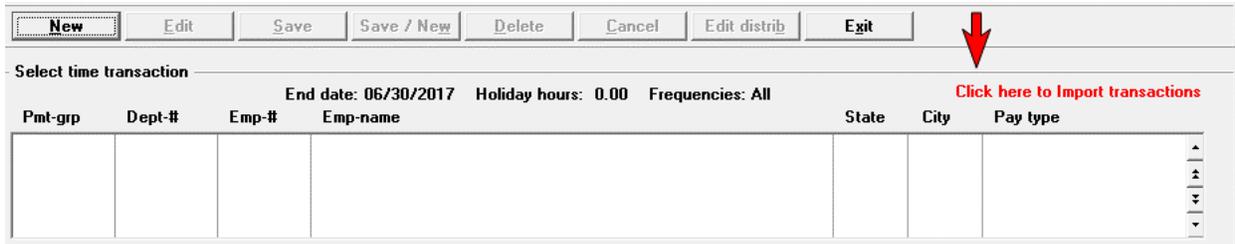
ACA Enhancement - Multi-Company Employee Hours Consolidation report

This new Affordable Care Act report behaves similarly to the Monthly Labor Summary report and serves as a substitute for the ACA Standard Measurement Period and Initial Measurement Period reports where employees work for multiple EINs under common ownership.

If you have a multiple company ACA license and you have an employee working in at least two of the companies, this report will consolidate the employee's hours which helps you evaluate if they are full or part time.

TimeClick Import

TimeClick is an employee time card software. Passport has an option to import employee hours data directly into Time worked (Enter). When ready, on the Time worked entry screen there is a new button option to [Click here to import transactions](#) as shown below:



The screenshot shows a software interface with a menu bar at the top containing buttons: 'New', 'Edit', 'Save', 'Save / New', 'Delete', 'Cancel', 'Edit distrib', and 'Exit'. Below the menu bar, there is a section titled 'Select time transaction' with the following details: 'End date: 06/30/2017', 'Holiday hours: 0.00', and 'Frequencies: All'. A red arrow points to a red text link that says 'Click here to Import transactions'. Below this link is a table with the following columns: 'Pmt-grp', 'Dept-#', 'Emp-#', 'Emp-name', 'State', 'City', and 'Pay type'. The table is currently empty.

More information about TimeClick may be found at timeclick.com.

Purchase Order

Forms Printing - Vendor Name and Address Expansion and Purchasing Address Expansion

There are two types of printing options; fixed forms and user-definable custom forms. They have both been altered to take advantage of the expanded vendor name and address and purchasing address:

Fixed forms

Purchase Order forms were changed to accommodate the expansion of the Accounts Payable Vendor name and address fields as well as the expanded purchasing address fields.

Addresses may print in non-compressed or compressed format. If you are using a *Company information* printer, a laser printer that supports PCL5 is **required** for the compression to work properly.

The entire name and address will print in compressed format (smaller font up to 132 columns) on PO forms if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

The vendor name and address print a bit further to the left than in previous PBS versions. Do an alignment test printing to determine if the address will fit properly on your current form.

The fixed form vendor name and address compression affects the following menu selections:

- Purchase orders -> Print new P.O.'s
- Print purchase orders
- Changes to P.O.'s -> Print changed P.O.'s
- Releases -> Print release P.O.'s (available only if blanket orders are used)
- Forms - > All menu selections – see below for User-definable forms.

User-definable forms

The user definable custom formats, as found under Master information -> forms, have also been changed. If you are printing purchase orders using user definable forms, **it is highly recommended that you review and alter the name and address field settings if you are going to take advantage of the**

longer and additional name and address fields. For example, in 12.04 there were 2 address fields. There are now up to 4 address fields. The same font compression occurs with user-definable forms as with the fixed forms, described above. The only exception is the printing of an alignment, where compression is not used. Here are screen excerpts from the forms design program showing the available vendor name and address fields:

Fld#	Description
46.	Special message-3
47.	Special message-4
48.	Total price
49.	Transaction date
50.	Transaction no
51.	Vendor FAX number
52.	Vendor address-1
53.	Vendor address-2
54.	Vendor address-3

Fld# Description		Headers and Totals Fields	
Fld#	Description	Fld#	Description
55.	Vendor address-4	64.	Vendor no
56.	Vendor city	65.	Vendor phone number
57.	Vendor state	66.	Vendor reference no
58.	Vendor zip code	67.	Vendor country
59.	Vendor city, st, zip	68.	Compressed name/addr
60.	Vendor county	69.	
61.	Vendor contact	70.	
62.	Vendor location no		
63.	Vendor name		

Field 68 is the vendor name and all the address fields printing compressed. There are now individual city, state and zip fields as well as a combined city, state and zip field. Experiment with the choices to find something that works for you.

Vendor Address Conversion

The following applies for both Vision files and SQL tables.

For some Purchase Order files, the vendor city, state and zip are stored in one field. The city, state or zip can be in the address 2, 3 or 4 field. Now with v12.05, the city, state and zip are all separate fields for all files. There is an EZ Convert program routine that “looks” at the existing data and converts it based on specific programmed instructions. The program searches from the end of the field(s) to determine if there is a zip, then moves back to get the state or province, validates the state or province, then goes back to get the city.

Based on what the program finds, it puts the correctly formatted city, state and zip in the new v12.05 system. For a list of files and tables see the *V12.05 Purchasing and Vendor Address Conversion* section of the EZ Convert documentation.

Product Purchasing

Vendor Address Conversion

The following applies for both Vision files and SQL tables.

For some Product Purchasing files, the vendor city, state and zip are stored in one field. The city, state or zip can be in the address 2, 3 or 4 field. Now with v12.05, the city, state and zip are all separate fields for all files. There is an EZ Convert program routine that “looks” at the existing data and converts it based on specific programmed instructions. The program searches from the end of the field(s) to determine if

there is a zip, then moves back to get the state or province, validates the state or province, then goes back to get the city.

Based on what the program finds, it puts the correctly formatted city, state and zip in the new v12.05 system. For a list of files and tables see the *V12.05 Purchasing and Vendor Address Conversion* section of the EZ Convert documentation.

Purchase Order Printing

Purchase Order forms were changed to accommodate the expansion of the Accounts Payable Vendor name and address fields as well as the expanded purchasing address fields.

The entire name and address will print in compressed format (smaller font up to 132 columns) on PO forms if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. If you are using a Company information printer, a laser printer that supports PCL5 is **required** for the compression to work properly. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

The vendor name and address print a bit further to the left than in previous PBS versions. Do an alignment test printing to determine if the address will fit properly on your current form.

Point of Sale

Invoice Printing

User Defined Forms

User defined forms of Invoices, credit memos, returns, quotes, layaways, picking tickets, orders and payments have been added. The designing of a form and printing functions are modeled after the Order Entry user defined forms. Here is the Point of Sale Design forms screen:

Setup information design forms **XYZ Company**

* 1. Form ID

* 2. Type

3. Description Print using graphic image? File name:

4. Width

5. Form handles ?

6. Paginated ?

Forms can be printed in compressed format (smaller type font - up to 132 columns rather the non-compressed of 80 columns), thus fitting more data on an invoice or receipt.

Forms can be paginated which will work with 8.5 by 11 pages. There is an option to not paginate which works well with a continuous form like a receipt.

Many new fields are available that were previously never printed in Point of Sale. For example, you may print the payment types and amounts for each. If a credit card is used, the credit card number field can be assigned and the program can print the last four digits of the card number.

Invoice batch printing of the new user designed forms is similar the O/E batch printing of invoices. You may send a transaction to multiple form designs all in one print run.

With v12.05 you may still use the older pre-printed forms. That will give you some time to set up, test and use a new form.

A few invoice and receipt forms have been designed and are available in the PSFRMF00.zip file. They can be used as is or as a starting point for designing your own form. Extract the file and using PSUTIL restore it into company 00.

Drawer Activity Report with Payment Code Totals

This report now provides total amounts for each pay code by transaction type, drawer, store and company. Here is an example of the drawer and store totals:

DRAWER TOTAL:

Pmt cod	Pmt description	Amount
AMX	AmericanExpress	42.75
CA	CASH	207.20
MC	MasterCard	128.00

STORE TOTAL:

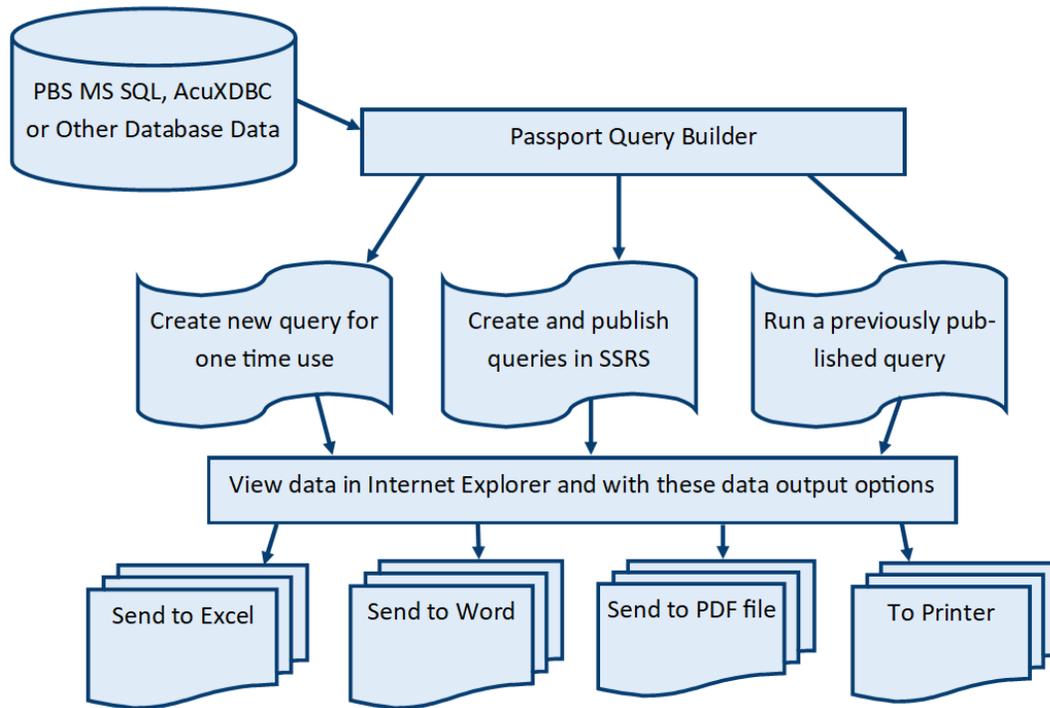
Pmt cod	Pmt description	Amount
VS	Visa	224.00
AMX	AmericanExpress	266.75
CK	Check	96.00
CA	CASH	207.20
MC	MasterCard	128.00

Passport Query Builder

The Easy Way to Get Exactly the Data you need

Passport Query Builder harnesses the power of Microsoft SQL Server using SQL Server Reporting Services (SSRS), allowing the creation of boardroom quality reports from within Passport Business Solutions, either directly from PBS SQL, CashPoint or from our PBS Vision file format with AcuXDBC installed.

Passport is proud to deliver powerful reporting to you with Passport Query Builder for Passport Business Solutions SQL or Vision, and Cashpoint! Here is a Passport Query Builder overview:



With v12.05, Passport Query Builder is part of the PBS Windows install for both SQL and Vision. Call your PBS provider to make sure it gets added to your license and is active following the install of v12.05.

System

Multi-Monitor Support with Runtime Update

Multi-monitor support means that PBS will open at the same size and position on the last monitor where PBS was closed. The program will also open any sub windows on the same monitor as the initial menu screen.

This is done by storing the PBS screen location in an XML file on the server. There is a file for each PBS user. This file stores the numeric settings of the last location where PBS was opened.

In addition, the initial PBS menu window is now smaller. This helps side by side applications open on the same monitor simultaneously.

HTML5 PBS User Documentation

The PBS user module documentation has been upgraded to HTML5. This means that the documentation screen will automatically resize and be readable on tablets and mobile devices. The search feature is now faster. Links to the doc can be saved on your computer, tablets or smart phone.

Printing SQL Reports

There is a new option for some reports that allows you to view the report data in a more graphical flexible SQL report format. When selected, the program launches Internet Explorer and the data is displayed there.

Once the report data displays in Internet Explorer, additional options become available. These include:

- Switching to other pages of the report
- Change the viewing size
- Find text in the report
- Move the report data and format to PDF, Excel or Word, which can be saved in those formats
- Re-enter any report criteria and refresh the report data
- Print the report

Many reports will have the SQL Report option added. See examples of SQL reports:

CTL > Reports > Valid G/L accounts

A/P > Reports, Vendor > Vendor history

A/P > Reports, Aged open items

Here is a sample page from the vendor history report:

Accounts Payable Vendor History

Company: Company 00 SQL 12.05 SSRS Generated Report Date/Time: 6/30/2017 4:43 PM

Jones Property Management		400	2000-000	Pay Grp:	ACH						
		Vendor Totals		Inv Amt	Discnts	Memo	Net Purch	Retnage			
A/P Account		2000-000		Original	100.00	1.00	0.00	99.00			
Pay Grp		ACH		Open	0.00	0.00	(N/A)	0.00			
Invoice	Voucher	Doc #	Doc Type	Doc Date	Amount	Disc Amt	Dist Date	Journal	Cash Acct	Retnage	Reference
		P.O. #		Orig Amt	Opn Amt	Opn Disc					
	1254	1124	1254 Invoice	09/22/2015	100.00	1.00	09/22/2015	AP0101331		(N/A)	
			1151 Non-A/P check	09/22/2015	-100.00	-1.00	09/22/2015	AP0101331	1000-000		
			Invoice		100.00	0.00	0.00				
		Totals for Jones Property Management:			100.00	0.00	0.00				

*** INVOICE PAID ***

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You may still optionally print the report using the classic format.

SQL report printing for PBS requires an initial setup before the SQL report option becomes functional. See the PBS SQL install guide for *SQL Reports Configuration* instructions.

Menu type by User ID

V12.05 allows you to enter a menu type per User ID. Here is a new Menu type field in Setup -> User maintenance.



Following the conversion to 12.05, if no Menu type is entered the program defaults to the Menu type in Company information. When entering a new user or changing an existing user, you will be required to enter a menu type.

Reports Printing to PDF Bolded

During the install of PBS v12.05 there is now a new option to print all –PDF- reports in bold. The option is:

```
<VAR Font=2>
```

The bold setting is 2. The regular setting is 1.

This new option is located in the pbspsi66.ini file found in the PSIB00 folder. Changing of an .ini file should not be necessary. However, before changing a configuration file, it is recommended that you make a copy so you can revert back to the original settings.

The explanation of each *PDF INI Files* setting is found in the *More on PBS Printing* chapter of the PBS Administration documentation.

Printing Forms to PDF

When generating –PDF- and –PDFP- forms there are new v12.05 settings in the pbspsi.ini file, found in the PSIB00 folder. With the expansion of the vendor name and address it has become necessary to compress the font to a smaller size when either a name or address field becomes too long for fitting in the available space on the check and purchase order forms. The new PDF settings are added during the install of PBS 12.05. The new options are:

```
<COLONEFLAG CODE=~ FACE=2 SIZE=8>
```

```
<COLONEFLAG CODE=` FACE=1 SIZE=12>
```

Changing of an .ini file should not be necessary. However, before changing a configuration file, it is recommended that you make a copy so you can revert back to the original settings.

The explanation of each *PDF INI Files* setting is found in the *More on PBS Printing* chapter of the PBS Administration documentation.

Year 2000 cutoff in Control information

The year 2000 cutoff determines the century in which dates are written into PBS date fields. Currently with the default as 20, dates entered as 1/15/20 will be written in the file as 1/15/2020. However, dates entered as 1/15/21 will be written as 1/15/1921. Therefore it is necessary to change the Year 2000 cutoff so that aging dates, invoice dates and so on are written with the correct century as we approach 2020. So, when converting to PBS v12.05, installing a new PBS system or creating a new company, the cut off is now set to 30.

The only field in PBS where users may want to save a year as 19xx is the employee birth date. Following the installation and conversion to v12.05, you may change the Year 2000 cutoff to some other cutoff year if you like however, the new default after installing PBS, running EZ Convert and adding a company is now 30.

Data Upgrade

The PBS SQL upgrade-in-place option is suspended for v12.05.

Due to the large amount of field additions, changes and deletions in v12.05 files and tables, Vision as well as SQL systems will be required to complete a full new install of v12.05 and use EZ Convert to move the exported data from the older PBS version to PBS v12.05.

AcuXDBC File and Field Name Changes

As with other major releases of PBS, AcuXDBC requires a new System Catalog. It contains files that have been added and changed in PBS v12.05. **The file names and many field (column) names for AcuXDBC have been changed to mimic the SQL table names.** This is a major change that will require modifying your queries. This change allows Passport to support one set of source files providing more efficiency when releasing new versions and allowing Passport Query Builder to work with both the Vision and SQL versions of PBS.

If you are licensed for Passport Query Builder and you have a PBS Vision system, AcuXDBC is required to be installed on each workstation where the user wants to build or run a query.

Last changed July 06, 2017.