Webinar: What's New in ECS 10.1.6.x AP & GL 09/23/2021

This webinar is intended for any current users of ECS's AP & GL modules to show enhancements that have been made. It is also intended for ECS clients who do not currently use ECS's AP & GL modules and are interested in seeing how it works. Using ECS's AR, AP, & GL modules, means clients can have one complete clinical and financial system!

Contact Information

Want more information on the AP & GL modules after this demo? Don't already have our AR module? Contact us!

Email Addresses

- Financial Support: financial@american-data.com

Phone Number

- General Inquiries/Support: 1-800-464-9942

Key Points:

- By using ECS's AR, AP, and GL modules, you can have one complete clinical and financial system.
- Entries made in the AR, AP, and Trust Account flow directly to the General Ledger. This provides accurate, up to the minute, General Ledger Reporting capabilities.
- The AP and GL modules follow the same principles of ECS allowing you to create custom reports specific to your organization.
- Send paper checks or payments via ACH on your schedule.

What's New in AP & GL

Accounts Payable

- We can import vendor demographics to populate vendor lists as well as import vendor profile information.
- When paying vendors, you have been able to enter in an E in the Check Number field to indicate a payment was made by something other than a paper check. You are now able to enter in E or ACH to indicate this.

- The icon on the toolbar called "Banking" has been re-named to be called "AP Aging".
- We have added the ability to send payments via ACH.
- We added ACH Settings to the system to track information needed to send ACH transactions to your bank. These are found in American Data-ECS>Setup>Financial<ACH Settings. These changes are tracked in Change Log Viewer.
- On the Checks screen (Write>Payables/Adjustments) you can see if a payment was sent via ACH and when it was sent. Click the Display All checkbox on the Control screen. You will see "Sent MM/DD/YYYY" in green on the left side of the line if the payment was sent via ACH and not yet cleared. Once it is cleared, this will display as Cleared and the date it cleared the bank.
- On the Checks icon (Write>Payables/Adjustments) control screen, we added an ACH checkbox. This setting will tell ECS to utilize the ACH settings, and the bank account information charted on a vendor to send a payment via ACH. If a Vendor does not have bank account information charted, the vendor's name will not appear.
- If a payment was sent via ACH, you are not allowed to reverse the payment.
- We created an Analyzer that allows us to review the ACH file that was created that can be used in troubleshooting if there is a problem with the file. An ACH file will be saved in a location that is defined in ecs.properties on the server and will be stored for 30 days. This is found in American Data – ECS>View>ACH Analyzer.
- In Site Settings, on the Financial Tab, we added a field called State Account No. that is required on certain 1099 forms.
- When you are on the Checks icon (Write>Payables/Adjustments screen), the Print button has been fixed to print what is on the screen.
- We have added Search functionality to the Checks icon (Write>Payables/Adjustments screen).
- We added the ability to Export the Payables/Adjustments screen to Microsoft Excel.
- We created a new word property called Chart of Accounts AP Descriptions. This is found on the Text Control tab in word properties. This allows us to display the description of an account number in an entry.
- Access Buttons for Accounts Payable have been enhanced to have an AP Over-Ride area. This allows us to link a task and change the function of the task on the access button, eliminating the need for multiple tasks. For example, the same task can be used for paying vendors as for voiding a check with this setup.
- We can import Vendor Names into the Demographics screen with a new utility so that users do not have to manually enter them all in during implementation.
- On the Checks icon (Write>Payables/Adjustments screen) we have removed the option for Clearing. It is only found in the Bank Reconciliation function now.
- The AP Aging report can be exported to Microsoft Excel.

- You are not allowed to Reverse a payment that has already been marked as having cleared the bank. If a user tries to do this, an error message will be displayed. This has always been true. The error message is new.
- On the AP Aging Control screen, the Activity to Date checkbox was not functioning properly and it has been fixed. Checking Activity to Date will display transactions within the selected period, omitting payments or invoices that were made outside of the selected date range.

General Ledger

- Many enhancements have been made to the setup of General Ledger reports to make them easier to create and manage.
- Users can create a Custom Header in their General Ledger reports. If a Custom Header is chosen, it will appear in the GL Report Setup screen under the actual Report Name, as well as on the General Ledger tab when the report is previewed. The Custom Header can have different font than the Report Name.
- There is a new menu option linking directly to General Ledger reports. This new menu option allows you to link an access button to the list of General Ledger reports, which may be used less frequently, but are still needed.
- Within the General Ledger report setup, we added options for Only Show Accounts with Activity, Print Hidden Columns and Rows, and By Clients. These were previously found within the General Ledger report preview screen.
- We added the ability to add custom Footers to the General Ledger reports. The Footer options are all checked by default and may be un-checked by the user if desired when creating a report.
- We created an Ignore Prefix option within GL Report setup on Row Properties that allows us to create Composite Type reports that combine accounts regardless of pre-fix.
- General Ledger reports now allow you to drill down and see itemized journal detail making up the numbers on your General Ledger reports. On the General Ledger Reports tab, click an amount that you would like to see details for. The details will display along the right side of the screen. These details may be printed or exported using buttons at the bottom of that right panel. Clicking somewhere on a line, other than an amount, will display detail for the first amount column in the report. In the Detail panel on the right, you may sort the data by clicking on the column headings. You will also see colored symbols that associate with Original, Reverse, and Auto-Adjusted transactions.
- There is an option called require Active Accounts, found in American Data – ECS>Setup>Financial>General Ledger>File that provides an error if a user tries to use an inactive account.
- The **Budget** area within the Define Accounts screen has been updated and there is a new Budget tool for managing budgets. Within the Define Accounts Screen, you

may still update a Budget, but more efficiently is the new Budget function. This can be found by going to American Data – ECS>Setup>Financial>General Ledger>Budgets. Budgets will follow the month structure of the Fiscal Year defined in American Data – ECS>Setup>Financial>General Ledger>Edit Lock Periods.

- Within the Chart of Accounts, if you open a Define Accounts screen (open an account number) there are Next and Previous buttons that allow you to easily navigate between account numbers.
- In the General Ledger Lock Periods, we have removed the options for Fiscal Year/Same Year. ECS will know that based on the months that are selected on this screen. The Lock Periods screen will display months based on what you have chosen for your year. If your fiscal year starts 07/01/2021 and runs through 06/30/2022, you will see July 2021 through June 2020 on the Lock Period screen.
- There is a new setup screen that relates to a future Year End Process within ECS. The setup screen is located at American Data – ECS>Setup>Financial>General Ledger>Year End Process. At this time, there is a setup that controls Retained Earnings. The setup screen has been completed, but the functionality of the Year End Process is not in place in this update.

Bank Reconciliation

If you are currently using the Clear/Reconcile function, you should reach out to American Data's Financial Staff for assistance in reviewing these changes.

- The Clear/Reconcile function has been renamed and is called Bank Reconciliation.
- The order of the fields at the top of the Bank Reconciliation screen have been re-arranged to match the order on a bank statement. We have also removed the Date, Check No., Amount field, and the Clear button from the top of the screen. We also added a box to show what Cash Account number is included in the task.
- We have separated out the Deposits from the Withdrawals into two separate columns on the Bank Reconciliation screen. This does mean that if you are using the Bank Reconciliation you will need some minor setup changes for it to work properly.
- A user may enter a Target Balance, from the bank statement, when using the Bank Reconciliation function. If the Target Balance does not match the New Balance, you will not be allowed to Post.
- An optional Statement Date has been added to the Bank Reconciliation screen. This allows you to choose a Statement Date that is associated with the transactions that you are clearing. If you choose a Statement Date, the transactions with displayed Cleared with the Statement Date. Transactions cleared without the Statement Date will continue to say Cleared.
- We enhanced the Print button to include the printing of the fields across the top of the screen (Previous Balance, Withdrawals, Deposits, and New Balance.)

- You are now able to export the Bank Reconciliation screen to Microsoft Excel.

Importing

- The Import from File screen is now a tab which allows the ability to link these tasks to access buttons.
- The Import process has been enhanced to allow importing based on Vendor Number.

Financial Fields in Report Maker

- We have added Discard Beyond Field to Financial Fields in Report Maker. This can be set on Checks so that if there is more detail than fits on one page, the report will only display one page. If this happens, users can click the Error button on the toolbar to see which vendors have additional data that didn't fit on one page.