

PBS Version 12.08

New Enhancements

A thick diagonal line runs from the bottom left towards the top right, transitioning from a dark blue color to a teal color.

Passport Business Solutions™

Passport Software, Inc.

181 Waukegan Road, Suite 200

Northfield, IL 60093

Welcome to PBS v12.08

PBS version 12.08 introduces a new product, PBS eDocs, our document management system that is fully integrated with PBS SQL. What does this mean? Well, for example, when entering a voucher into AP, you now have the option to click on “Scan Documents” to activate your scanner, allowing you to scan and create images of invoices, POs, receiving reports or other documents and save them into a SQL Server database, linked to the PBS SQL voucher data you have entered. Demo and training videos will prepare you to take advantage of this new solution soon. The first two PBS eDocs applications being released address Accounts Payable and Accounts Receivable. Additional integrations will be released each quarter as updates to provide a full PBS and CashPoint document management- enabled solution.

PBS Version 12.08 also introduces graphical reports which may be selected instead of the classic printed reports. The standard reports are still there and work the same way. Now you may also choose a graphical report that has an easy-to-read modern look which may also be delivered as an Excel spreadsheet. Demo and training videos will be available soon to show you how to select these new reports.

In addition, Purchase Order is now sporting a number of new GUI programs to make your purchasing actions more flexible and graphical.

User-specific printer assignments are now available, and you are no longer limited to 12 company file printers which makes a world of difference.

We hope that you explore, enjoy and use these enhancements! Our goal is to meet and exceed your needs in this changing and challenging business environment. Please continue to provide your feedback; your contributions are the driving force for our PBS enhancements.

A huge thank you for all your suggestions and for choosing PBS for your accounting needs. You are the reason we are here.

Sincerely,

John A. Miller

President

Passport Business Solutions v12.08 Enhancements

New Developments in PBS v12.08

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

This document explains by module the many benefits and features of the new PBS v12.08 enhancements.

This document was last changed on October 14, 2022.

Announcing the Next Generation of Passport Business Solutions™

PBS™ Version 12.08

Passport's latest version of PBS delivers both new technology and feature enhancements to help better manage your business and save time and money.

NEW TECHNOLOGY

Introducing PBS Reports Plus™

PBS REPORTS PLUS is a completely new reporting option offering both Excel output and two graphical report designs. The current report options are still available and work as they always have. But now you may choose to have the reports sent to Excel and they will open up in a fully functional rows-and-columns spreadsheet. Or you may choose the new graphical report design, with or without printing grid lines to ease readability. System Manager, AP, PR, GL, ACA (Affordable Care Act) and CR (Check Reconciliation) packages have all been included in the 12.08 release. Other packages will follow as updates to 12.08. The new report options may be selected when printing reports.

PDF Generated report

Payables Distribution to General Ledger

Time 3:55 pm

Starting date: "Earliest" Starting account #: "First"
Ending date: "Latest" Ending account #: "Last"

----- Payables Distribution to General Ledger -----									
Account number	Distribution date	Voucher number	Vendor number	Vendor name	Invoice number	Reference	Journalk number	Amount	Type
Manual distributions in detail									
- Accounts payable									
	2/18/15	2269	100	Vermont Metal Products	528777		AP0100376	8,538.51	
	2/18/15	2270	100	Vermont Metal Products	528777		AP0100376	8,538.51	
	2/18/15	2274	100	Vermont Metal Products	528777		AP0100385	8,538.51	
Date total:								25,615.53	
Account total:								25,615.53	

PDF Generated report

Time 4:00 pm

Open Payables by date

Payables by: Vendor invoice date Starting vendor #: "First" A/P account #: "All"
 Payables as-of: 05/24/2022 Ending vendor #: "Last"

----- Open Payables by Vendors invoice date show invoices show history -----									
Invoice number	Invoice dat	Original-amount Original-discount			Open-amount Open-discount		-First- Journal number	-First- Voucher number	Purchase order number Reference
A/P account #:		2000-000							
Vendor:		&1 Ampersand Uno							
1245-05/26/11	5/26/11	12.33-			12.33-		AP6416	2031	
		.00			.00				
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-date	Jrnl-#	Vchr-#	P.O-#/Cash-aoot	
1245-05/26/11	5/26/11	12.33-	.00	Invoice	5/26/11	AP6416	2031		
Vendor:		50 Acme Manufacturing							
454566	5/23/13	499.00			499.00		AP6628	2048	
		14.97			14.97				ref 2
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-date	Jrnl-#	Vchr-#	P.O-#/Cash-aoot	
454566	5/23/13	499.00	14.97	Invoice	5/23/13	AP6628	2048		

NEW TECHNOLOGY

Introducing PBS eDocs™

Fully Integrated Document Management

BENEFITS OF DOCUMENT MANAGEMENT

The major benefits of document management include the following:

- Eliminates the filing and retrieval time of paper documents, which has been estimated to save about ten percent of a clerk's time.
- Improves remote worker productivity due to availability of document images directly from the database.
- Faster circulation of electronic documents for review, approval or other actions, without lost or misplaced documents, and the problems that can create. An eDocument attachment may be emailed to one or more people, avoiding making paper copies and physically sending them to local or remote recipients.
- Reduces office space used for file cabinets.

PBS eDocs is a new fully integrated document management solution for PBS SQL or CashPoint 12.08.

Passport Business Solutions v12.08 Enhancements

- The initial release of 12.08 includes PBS Accounts Payable integrations with key programs – Vendors, Vouchers (payables Enter), Open Items, and View Vendor Invoices. With a couple of clicks, it allows the scanning and saving of documents associated with a purchase.
- PBS eDocs Integration with Accounts Receivable is also released with 12.08 with many key programs included.
- PBS eDocs training webinars and recordings will be available to help you better address your document management needs.
- Other applications will be released as completed.
- An example of how this will help save time spent filing (and retrieving) AP and other paper documents, as well as eliminating hard copy file drawer space follows: If you receive a vendor invoice you can scan it and later view or print it directly from the data base as in the following:

Preview

Payables (Enter) Company 00: Passport Software, Inc. SQL DB: pbsdata00 SQL Server conn: PSI-RDS16\PBSLIVE2014

TRAINOR
Printing & Promotions
2720 River Road • Oak Park, IL 60216-4106
(847) 296-4100 • (800) 296-7975 Outside IL
Fax (847) 296-0540
website: www.trainorprinting.com

SOLD TO: PASSPORT SOFTWARE, INC.
181 WALKER RD. STE 200
NORTHFIELD, IL 60063

INVOICE

Date	05/02/22
Number	177542
Year Pk	MARKT1
Ship Date	05/02/22 117818
Carrier	UPS Ground
Terms	Net 30 Days

Quantity	Unit	Item	Description	Unit Price	Extension
200	LT	BROCHURE	PASSPORT SOFTWARE BROCHURE	145.00	145.00

DELIVERED TO: PASSPORT SOFTWARE, INC.
181 WALKER RD. STE 200
NORTHFIELD, IL 60063

PAPO

PLEASE NOTE:
We are combining our name Trainor Business Forms & Printing and Trainor Promotions into one simplified name "TRAINOR PRINTING & PROMOTIONS"

Your business is appreciated. Please check with us for all your printing and promotional items.
www.trainorprinting.com

SUB TOTAL	145.00
TAX	7.25
SHIPPING	21.23
TOTAL DUE	173.48
PREPAYMENT	0
BALANCE DUE	173.48

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Since this document is saved as a PDF image in the eDocs data base, it is backed up and safe with the rest of your accounting system data so you have the potential of safely keeping no paper documents for this transaction. They all can be viewed or printed/rendered-to-paper after-the-fact.

- When entering a new AP voucher, a new button is available that will allow scanning of one or more documents into the new document management window, as shown below. Scan the vendor invoice, the receiving document, packing slip, the PO, or even a warranty document. The customer can choose what to scan and include as many documents as desired.

Payables (Enter) Company 00 Passport Software, Inc. SQL DB: pbsdata00 SQL Server conn: PSI-RDS16\PBSLIVE2014

File View Print eDocs Options Tools Help

New Scan In Documents Search Documents Bulk Processing Manual entry of parameters to Scan in

Select by asc

Vchr #	Invoice #	Vendor	Type	PO number	Invoice date	Invoice amount
16330	177542	TRA040	Regular	MARTI	05/05/2022	173.48

General

Voucher 16330 Entry period: 05/01/2022 thru 05/31/2022

Type Regular

Vendor TRA040 Trainor Printing & Promotions

Cancel vchr

Gets 1099: No Terms: Net 30

1099 type None

P.O. # MARTI

Recvr #'s

Distrib. date 05/05/2022

Invoice # 177542

Invoice date 05/05/2022

Invoice amt 173.48

Non disc amt

Reference Brouchure

Proximo terms

Due days 30

Due date 06/04/2022

Discount days

Discount date None

Discount pct

Discount amt

Discount acct

Check #

Check date

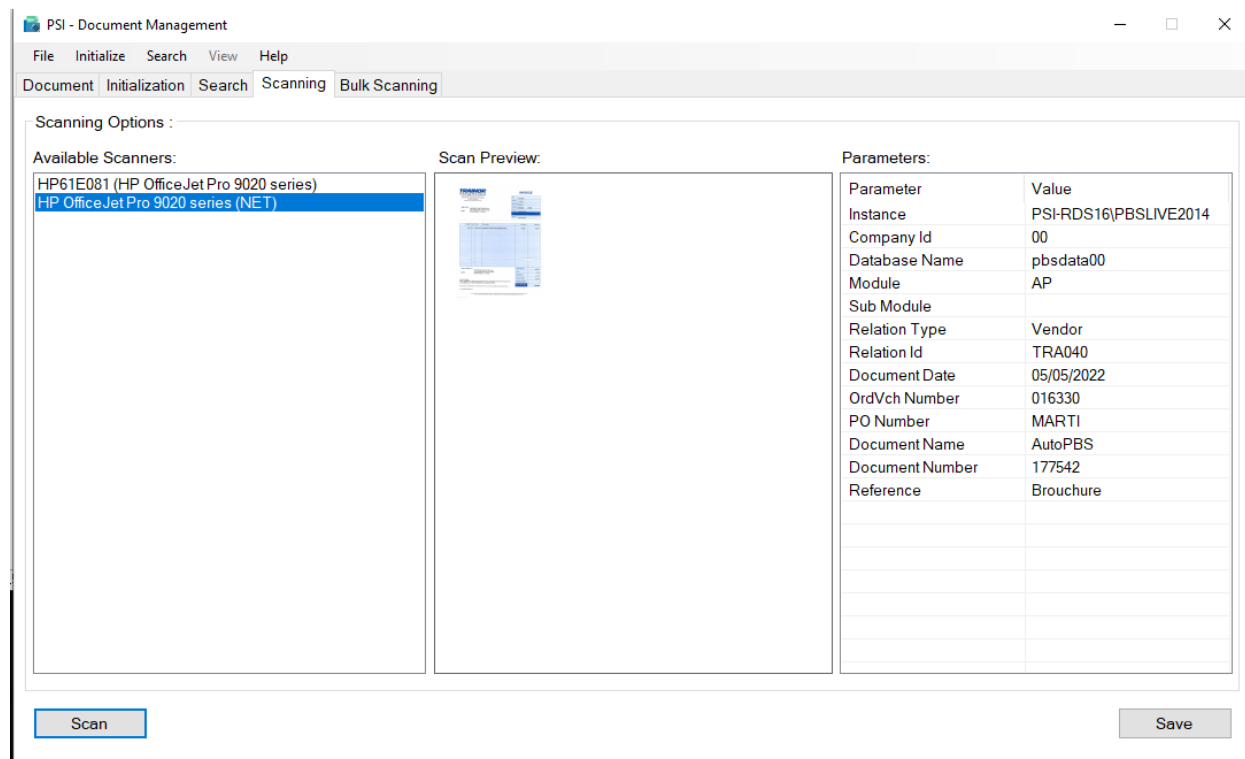
Cash account

Correcting entry

Assign memo

<F1> = next voucher, <SF1> = previous voucher, <F3> = delete entry

- Review the scanned document or documents (as in the sample on the last page) and voucher data in the PBS eDocs window, then click "SAVE":



- When clicking “Save” those documents are added to a SQL database as a PDF and linked to this particular voucher for a subsequent easy search. The option to add your own search tags is available. Search tags are non-accounting information that you create and that mean something to you and can be used for searching and recalling information about this document.

Passport Business Solutions v12.08 Enhancements

PSI - Document Management

File Initialize Search View Help

Document Initialization Search Scanning Bulk Scanning

Scanning Options :

Available Scanners:

- HP61E081 (HP OfficeJet Pro 9020 series)
- HP OfficeJet Pro 9020 series (NET)

Scan Preview:

Parameters:

Parameter	Value
Instance	PSI-RDS16\PBSLIVE2014
Company Id	00
Database Name	pbsdata00
Module	AP
Sub Module	
Relation Type	Vendor
Relation Id	TRA040
Document Date	05/05/2022
OrdVch Number	016330
PO Number	MARTI
Document Name	AutoPBS
Document Number	177542
Reference	Brouchure

Document was saved successfully.

OK

Scan Save

Once the document has been saved to the SQL database, it may then be searched for using a variety of the criteria including the search tags mentioned above. Once found the document can be viewed, printed or emailed. Here is a sample of the search/lookup screen including the list of search criteria:

PSI - Document Management

File Initialize Search View Help

Document Initialization Search Scanning Bulk Scanning

Random Search:

Search Criteria :

Companies List : Passport Current Year 12/31/12

Apps : AP

Sub Apps : Select Sub Module

Relation Type : Vendor

Relation Name : Trainor Printing & Promotions

Order/Voucher Number : 016330

PO Number : MARTI

Document Name : AutoPBS

Document Number : 177542

Document Date From : 5/ 5/2022 To : 5/23/2022

Post Date From : 5/23/1822 To : 5/23/2022

Search

Search Results :

Post Date	Order/Vouch...	Document Number	Document Date	Document N
5/23/2022	016330	177542	5/5/2022	AutoPBS

Send eMail

Cancel

Records found: 1

Preview

Summary list of Changes and Additions made to PBS for 12.08

Accounts Payable

[See in-depth writeup of PBS eDocs.](#)

This enhancement is for PBS 12.08 SQL only.

Accounts Receivable

[See in-depth writeup of PBS eDocs.](#)

This enhancement is for PBS 12.08 SQL only.

General Ledger

Allocation of G/L distributions coming from A/P, C/R, and P/R to various sub-accounts (only enabled if the company is using sub-accounts).

Order Entry

[Invoicing](#)

Customer's own Item number and descriptions may now be included on invoices

Payroll

[Time Worked, Enter](#)

An Excel spreadsheet template may be used to prepare employee payroll hours. The data may be saved to an XML file and imported directly into the Payroll Time Enter program. Similar to the TimeClick import for time worked, this is now available for those who do not use the TimeClick software.

Inventory Management

We've enhanced the entire inventory system to allow the user to include an expiration date on lot-controlled items to allow companies that deal with purchased or manufactured products with a shelf life. This is perpetuated throughout all inventory receipts, and visible in many places including reports, displays, and look-ups. Some of the major areas this is now visible include:

[Item Master](#)

Added shelf life for automatic calculation of the new expiration date feature on lot-controlled items.

[Lot/Serial # history/On-Hand Detail](#)

Added expiration date for lot numbers in the on-hand detail report and display, as well as the lot/serial # history report and display.

Purchase Order

[Graphical User Interface updates](#)

Many report and maintenance screens are now GUI-ized. Additional programs will be included as an update to 12.08

Manufacturing

Graphical User Interface updates

A graphical user interface has been added to additional manufacturing programs including IM, Inventory Transactions, Receive/Issue Components and several reports.

Product Purchasing

Added an item cost threshold option to the P/P, Control Information File. This allows an administrator to set a threshold in the form of a percentage above the item's total unit cost. When entering a new line item on an order, the buyer will be warned if it exceeds this threshold over current costs. This may prompt the buyer to question the quoted price or seek alternative sources for the item.

System

Federal Tax Table Import

The 1207 Year End update featured a utility to update the Federal tax tables. For 1208 this utility will not require its own installation, though it will still be launched from the top-level using *FEDUPDATE.BAT*.

User Printers

Individual PBS users may now have uniquely assigned printers. If no printers have been directly assigned to a user, PBS will display Company Information printers as previously done.

Fresh Look in GUI

A new 12.08 system wide screen display enhancement provides a cleaner, crisper view for easier readability.

Vendors Company 00 XYZ Company Fytek Rpts

File View Print Contacts Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Select by ascending vendor name

Vendor #	Vendor name
*misc	Misc
ABT	Absolute Banking Tech
50	Acme Manufacturing
200	Acme Office Supplies
1	Amersand Uno
1111	Black Hawks Prod

Current period: November, 2021

General Terms Accounts Totals Contacts

Name and address

* Vendor 200 Acme Office Supplies

Address 1 456 N. Broadway

Address 2 100

Address 3

Address 4

City Los Angeles

State CA Zip code 90101

County Country USA

Pay-to

Use pay-to ☐

Pay-to

<F1>=next vendor, <SF1>=previous vendor, <F3>=delete, <F6>=notes, <F7>=contacts

SQL Data Upgrade

As with v12.05 through

12.07, there is no PBS SQL upgrade-in-place option for v12.08. A completely new install of v12.08 is needed and EZ Convert (required) is then used to move the exported data.

Master Key Conversion Tool Added

The PBS Master Key Conversion Tool is included with v12.08. A master key is a primary identifying field of a master file, such as Item Number, Employee Number, Vendor Number, Customer Number, or Valid G/L Account Number. The tool provides a means of changing this field for every file on your system which contains it. For example: if you change the Employee Number, that new number will be updated in every other file related to that employee—QTD history, YTD history, ACA records, and countless other records.

File and Field Name Changes

Changed files

DEDCOD	(OST logic added)
EMPSAU	(OST logic added)
MSCFIL	(OST logic added)
MJRFIL	(OST logic added, New RV record)
TIMHIS	(OST logic added)
TIMTRX	(OST logic added)
SYUSRF	(Add e-mail/security fields)

New files:

EMPTAX
ICRPTP
INTFCA

KHSTXF
MANTAX
MANTXH
PRTCFCG
QTDTXH
SCDTXH
TAXCDX
TIMTAX
TIMTXH
USRprt
VDMTAX

Greater detail may be found in the PBS Field Definition Guide.

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