

# Banyon Data Systems

## Fund, Payroll, Utility Billing FYI

### Fund Accounting:

1. Unposted batches and checks button from main desktop: Great for year end closing to see what needs to be finished before month/year can be closed.
2. Under checks a new Checks for month report has been added: Shows beginning balance of account and then shows balance after each check is listed.
3. In Journal Entry area, a Journal entry Posted report for month(s) button has been added. Simply click the button and enter in the month or range of months. Example 01-12 will be for the whole year (January-December) Auditors really like this report. Report runs for the current year your fund accounting desktop is in.
4. In checks area you can now combine cash accounts for the purpose of reconciliation. Very nice feature if your bank sends you a combined statement to reconcile from. From checks click on combine cash account. Next, click on add new combined cash account and give it a name. Next, click on the new name in your list and select the accounts to combine for reconciliation purposes and then save.
5. In see checks, clean up old reconciled checks. If a year has been audited, filter reconciled checks only, then filter for a date range that can be deleted. Next, highlight all the records and delete. (you might want to give us a call to help with this).
6. Adding new accounts has changed. From the chart of accounts menu, click add new account or press f5 to display the add account screen. On the top, select what account type you need to add (example expenditure) and then select from the drop down the fund and department, etc. Now, you can add multiple object of expense codes by clicking on each one. The old way, you had to do one at a time.
7. Projects have been added from the main fund accounting desktop. Click projects on the left hand side and then click add new project. Give it a name, number, and abbreviation. You can then add a start date, ending date, estimated cost, and estimated receipts or donations expected. When doing a payment or receipt

batch, select the drop down by project code to apply a line item to a specific project. Later you can come back to the project area to run reports and see history on that project.

8. Easily print a vendor/customer transaction report. Go to vendor/customer and look up the vendor/customer. Next, go to the history 1 line option on the left. Next, click the print button on the right to display the print menu. Next, choose the years and if you want comments printed with.
9. From the customer vendor screen click on checks on the left hand side. From this area now click on a check # for a vendor. You will then have options to change check #, re-issue check, cancel check, or change check status. You can also choose the print option on the top right to reprint the check stub.
10. From the customer vendor screen you can also now merge two vendors into one. This is useful if the same vendor is entered by accident more than once and transactions have occurred. Be on the vendor you want another one to be merged with and select merge two vendors on the left hand side. Next, click the vendor from the drop down to combine with the current one.
11. Banyon Fund Accounting has the ability to create recurring vendor entries and recur batches for the month. To set up recur payments for vendors, pull up the vendor and select recur payment/receipt. Next, highlight payment on the top. Next, fill out the account codes that are commonly used by this vendor. Dollar amounts can be filled in or they can be left blank and filled in, once the software inserts into a payment batch. Click on the headings where it says "click below to customize" click on the first heading so it reads copy for payment batch. Click on the next heading to read not a receipt. The next option if clicked to copy automatically is used when you are doing a payment batch and you type in the vendor, the entry will automatically pull in the recur items set up. The last column will read copy amount as is. In the set up, amounts can be entered as % and then the last column can read ask for amount to allocate. This will then pop up an invoice box on the payment screen and allow you to break the invoice total down by the % set up to each account code.

This setup can be confusing, so we can explain this over the phone as well as how to utilize recur batches to help speed up data entry.

12. Using the calculator tool from transaction screens (vendor, inquiry, chart of accounts transaction area) to create a report. Once the table or view

transactions are selected, filter the data table down to the specific information wanted. Next, click on the calculator on the top menu to display the query column totals screen. Next, highlight items one at a time like vendor, then select add to group. When choosing amount, choose add to total. After items are selected click compute totals button and information will be displayed on the bottom. The columns can then be highlighted and moved or widened. When ready, click print results to give a name for your report and print to screen.

13. Vendor ACH Payments can now be made. This is an add on module, that can electronically send payments to vendors who want to be paid that way.
14. A new check design feature has been added. This allows you to adjust where items print on your checks. To access, go to tools, setup options, checking accounts tab, highlight a bank, then click the check margins tab. Next, click the check design button on the bottom right. You can then move the boxes to better align your checks if they are aligned properly. Same can be done in Payroll.
15. Want to set the tab order for your payment, receipt, & journal entry batches? If so, when you are on the batch entry screen click on **options** then choose set skip fields. You can now decide which fields will be skipped when pressing enter or tab on the batch entry screens.

## **Payroll:**

1. Direct Deposit email notification. For those that use direct deposit, you can now email the stub to employees. This is an add on module.
2. A pay control, leave code, deduction/benefit can now be added to multiple employees from tools, setup options, codes and descriptions. Next click on the option like pay control and then click on attach to employee on the right hand side. The next screen will then display who currently has that pay control. To attach to multiple employees, click the attach/detach option in the right corner. This will then allow you to check employees that need to receive that. Very useful also to get a quick view of who all is using a pay control, leave type, or deduction benefit.
3. Workers comp codes can now be set up. First go to tools, set up options, codes and descriptions and click workers comp on the left. Next, fill out the class code, description and amount per \$100. Next, on the left menu select account reference and then fill in the workers comp code for each account code. Next, select an employee and go to the employment data option on the left. Next, fill in

a workers comp code for this employee. Do this for all other employees. When you are ready to run the report, go to view and select special reports and then workers compensation.

4. User access restrictions can be set up to not display social security #'s. Call BDS to help set up new password for a user you do not want to have access to this.
5. New deduction/benefit reversal wizard for multiple periods. Select tools, then deduction reversal. Next, highlight the code(s) and click next. Now, select the periods you want reversed and click next. Now, select the employees you want it reversed for. Next, you will have the option to enter the correction amount. You then can follow the options to create exception on next payroll or create a reimbursement check right away.
6. Leave remarks have been expanded from 30 characters to 100
7. For those on direct deposit you can now print an ACH sign up form. Click direct deposit from the left menu for an employee. Next, click the blue help on the right and on the next screen below the routing id and account # click print ach sign up form.
8. Employer leave liability report added under view and special reports. Some places needed to know if everyone quit working at city hall, what the city would owe in liability.
9. Track information on employee dependents and add emergency contacts. Go to personnel on the left for an employee and the information can be entered.
10. Under employment data the blue headings in the education area and events can be changed by clicking in the heading and typing in a new name. Maybe you want to track courses taken by employees instead. Easy to customize to your HR needs.
11. Employee guide has been added to help with the entry of a new employee into payroll. Click on add new employee (just above your first employee listed on the left hand side) Fill in name and address information. Now, if you want to load another employees default information like pay control, leave, deductions/benefits click the load default button to bring up a list of employees to copy from. Highlight the employee to copy. Then, to finish the set up wizard, keep clicking on next at the top to verify the setup is correct and fill in information as needed.

12. Salary/Wage global increase option. From the pay control screen click on change wage/salary for multiple employees. Next, select an amount or % and then choose the employees that will be affected. Software will then show what the changes will be. Run the report to verify and once verified, click commit changes to update the pay controls and timecard. You can then run a retro pay from the timecard screen by clicking on retro pay worksheet at the bottom of the timecard screen. Next, click the starting from payroll in the top right to find the pay period to go back to. Once selected the software will calculate the retro pay automatically based on the new rate and the hours worked. Once the amount is calculated click the append to create a timecard entry that will be paid on the next check.
13. A reimbursement option has been added to the timecard as well. This can be used to reimburse employees for travel, meals, or other expenses that need to be reimbursed. This is automatically sheltered from any taxes. Simply choose the reimbursement option from the timecard screen.
14. A new check design feature has been. To access go to tools, setup options, then checks printing. General setup should be defaulted on the left, then click the green check image on the right and then click on custom layout.
15. If you are using direct deposit, you can also set up how you want direct deposit employees printed. Again under tools, setup options, checks printing, then select direct deposit on the left. You can then specify to print on a separate batch and select a different paper tray or the software will prompt when it's done printing regular checks and you insert paper to print direct deposit employees on.

## **Utility Billing:**

1. Print a current statement for a customer. From the account screen, right click, select edit current bill and then click the print button. This is great for giving to a customer after the original bill has been sent out and adjustments have been made to the account since. Shows current bill on top and then any transactions that have happened since the bill was sent out. This can be folded and fit into a window envelope.
2. Some customers do not realize that Banyon Utility Billing can print out late notices or you can even use postcards to generate a late notice. From the main account screen click on the reports drop down and choose penalty forms. It is either defaulted to post cards or full bill. To change, right click on the account screen and choose set up and then choose forms. In the penalty forms column

either click on win pen postcards 2, penalty full bills, or pre printed penalty full bills if you have letterhead. We also have a special form for Disconnects. Call Chris to inquire.

3. Want to track the maintenance done on water, electric, or gas meters? From the meter tab, click on the metered service and then on the meter screen click on view/edit meter info on the bottom right. Next, click on add new on the top to create a maintenance number and then log the needed information.
4. If you have customers inquiring on what their bill is going to be and you have not yet calculated bills, try the preview bill for the account under the meter tab.
5. A good way to see what has happened or who has posted or made changes to an account is to view the logs. Pull up an account, right click and choose logs. This will also show logs for the whole utility billing for batches posted & calculations.
6. Want a better way to track customer complaints? Try using the complaint section built right into utility billing. Right click on an account and choose complaint. If the complaint is relevant to a specific service, select that service on the right or choose none. Next, click on add complaint and enter in a date. Next fill out the complaint screen and mark as resolved when it is taken care of.
7. If you use Banyon Direct Payment module, a new sign up form is available to print off for your customers that inquire. From the account screen right click and choose tools and then select direct payment application form.
8. Want a quick report to show total balances, deposits, past due amounts, and more? From the account screen right click, choose tools, then system info.
9. Need to un-post a receipt for insufficient funds? Simply right click on the account and select tools, then un-post receipt.
10. Need to remove a penalty from an account? Simply right click on the account screen and select tools, then remove penalty.
11. Need to write off balances that you will not collect? Simply right click on the account screen and select tools, then write off account. This will automatically do adjustments to remove the balances.

Any questions on the above items, give us a call at 800-229-1130 or email [support@banyon.com](mailto:support@banyon.com)