

5 April 2019

To: Users of The Broker's Workstation and/or The Underwriter's Workstation

Dear Valued Client:

Re: The Broker's Workstation and The Underwriter's Workstation – Important Releases and Changes

Custom Software Solutions Inc. (CSSI) is pleased to announce the release of the following enhancements and new features to **The Broker's Workstation (TBW)** and **The Underwriter's Workstation (TUW)**:

Contents

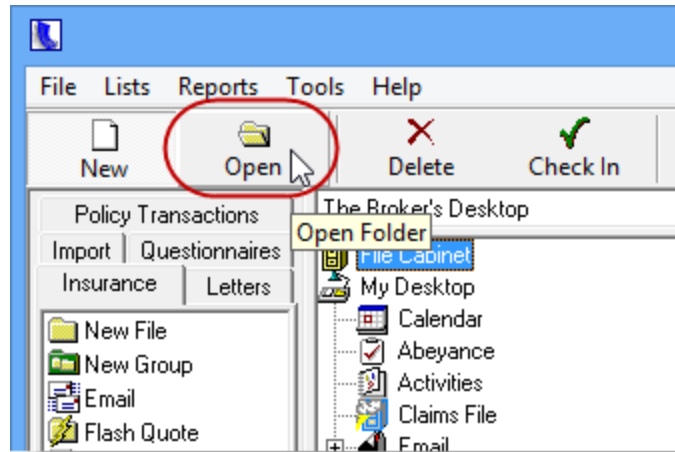
1. [Select Multiple ABDs in File Cabinet Filter](#) – The Filter option in the Open a File window has been improved with a Reporting Level feature that enables the user to select one, multiple, or all ABD combinations for the folder search.
2. [Recurring Journal Entry Transactions](#) – On The Accountant's Desktop, use the new Recurring Journal Entry feature to record recurring journal entry transactions quickly and easily.

1. Select Multiple ABDs in File Cabinet Filter

Previously, only all or one item could be selected in each of the Agency, Branch, and Department menus in the Folder Search Filter. Now, the Search Filter in the Open a File window has been improved with a Reporting Level feature that enables the user to select one, multiple, or all ABD (Agency/Branch/Department) combinations for the folder search.

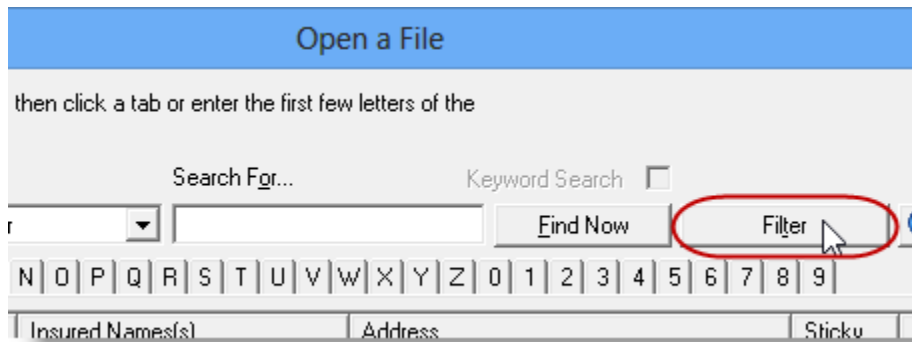
To apply filters to your folder search, first open the File Cabinet by clicking the **Open** button on the TBW/TUW toolbar (see Figure 1.1).

(Figure 1.1)



In the **Open a File** window, click the **Filter** button (see Figure 1.2).

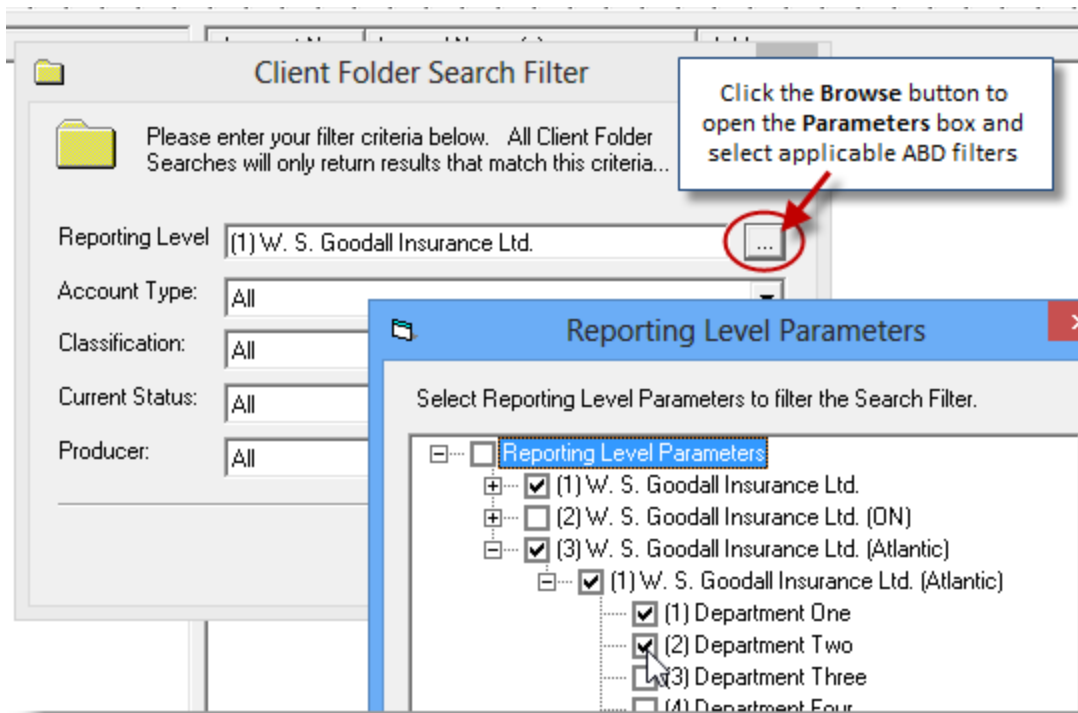
(Figure 1.2)



In the **Client Folder Search Filter** window, select appropriate filter criteria. To choose applicable ABD parameters for the folder search, click the **Reporting Level Browse** button. In the **Reporting Level Parameters** window, select desired filters (see Figure 1.3), and click **OK**.

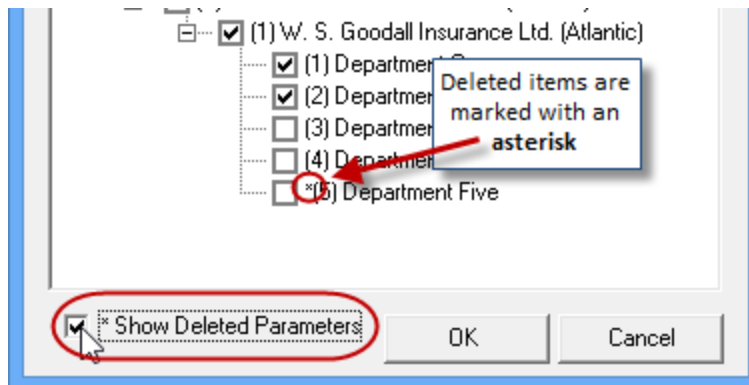
- **Note:** Once filter criteria have been applied, they will remain in place until changed by the user.

(Figure 1.3)



- Select the **Show Deleted Parameters** checkbox if you would like deleted ABD items to display in the list (see Figure 1.4). Deleted items will be marked with an asterisk (*).

(Figure 1.4)



Select additional filters, as needed, in the Client Folder Search Filter window, and click OK. In the Open a File window, perform a client folder search in the usual manner, and search results will return a list of folders matching the selected criteria and filter settings.

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2. Recurring Journal Entry Transactions

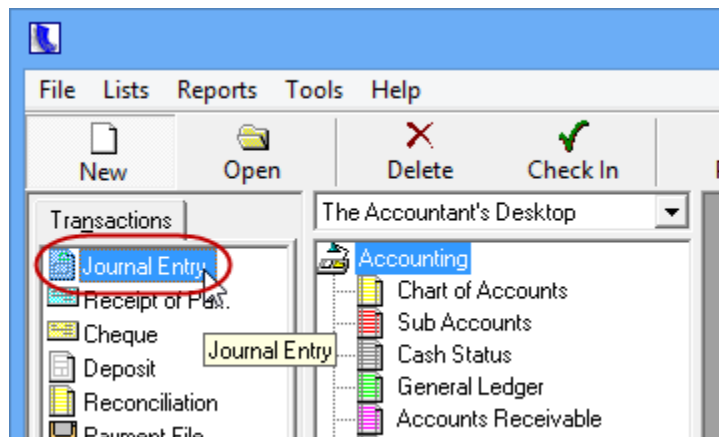
Until now, recurring journal entries on The Accountant's Desktop were created using manual entry and the Copy JE (journal entry) function. Now, you can record recurring journal entry transactions quickly and easily with the new Recurring Journal Entry feature, which provides the ability to duplicate a journal entry for a specified number of recurrences or on specified future dates.

A recurring GL journal entry can be created from a new journal entry or by copying an existing JE.

Create a Recurring JE from a New JE

To create a recurring GL journal entry from a new journal entry, initiate a new JE in the usual manner by moving to The Accountant's Desktop and double-clicking **Journal Entry** in the Transactions Tray (see Figure 2.1).

(Figure 2.1)



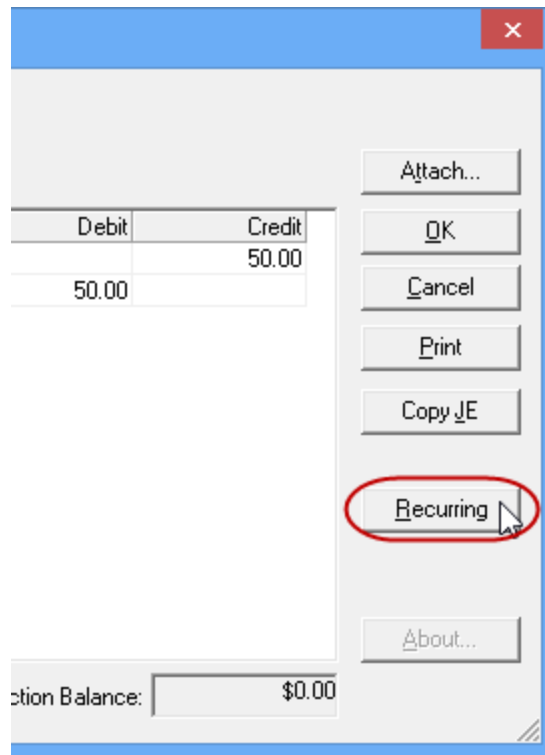
In the Journal Entry dialog, select/enter the **Accounting Date** and enter a detailed **Description**. Then, to add a Detail Line item for the journal entry, click the **New** button, enter applicable details in the **Journal Entry Line Item** form, and click OK (see Figure 2.2).

(Figure 2.2)

Add additional Detail Line item(s) until the Debits and Credits are equal and the Transaction Balance is equal to \$0.00. Then, click the **Recurring** button (see Figure 2.3).

- **Note:** The Recurring button will be inaccessible/greyed out until the entry on the form is balanced.

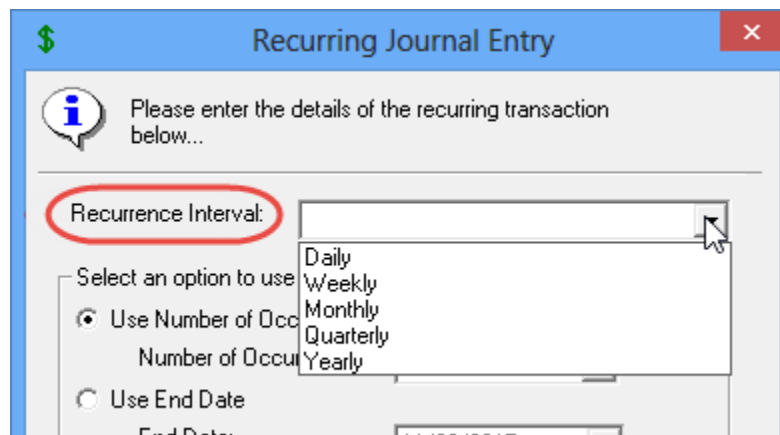
(Figure 2.3)



Enter details for the recurring transaction in the **Recurring Journal Entry** form as follows:

- a. First, choose the applicable **Recurrence Interval** (*Daily, Weekly, Monthly, Quarterly, or Yearly*) from the drop-down menu (see Figure 2.4).

(Figure 2.4)



- b. Next, select whether the journal entry will be duplicated for a specified number of recurrences or on specified future dates.
 - o If **Use Number of Occurrences** is selected, also select the **Number of Occurrences** (see Figure 2.5).

- If **Use End Date** is selected, also select/enter the **End Date** (i.e. the latest possible date) for the recurring transaction.

(Figure 2.5)

Recurrence Interval: Weekly

Select an option to use

Use Number of Occurrences
Number of Occurrences: 6

Use End Date
End Date:

Cancel

- c. Click **OK**.

Click **OK** in the **Attention** pop-up to post the journal entry and all recurrences (see Figure 2.6).

(Figure 2.6)

Attention

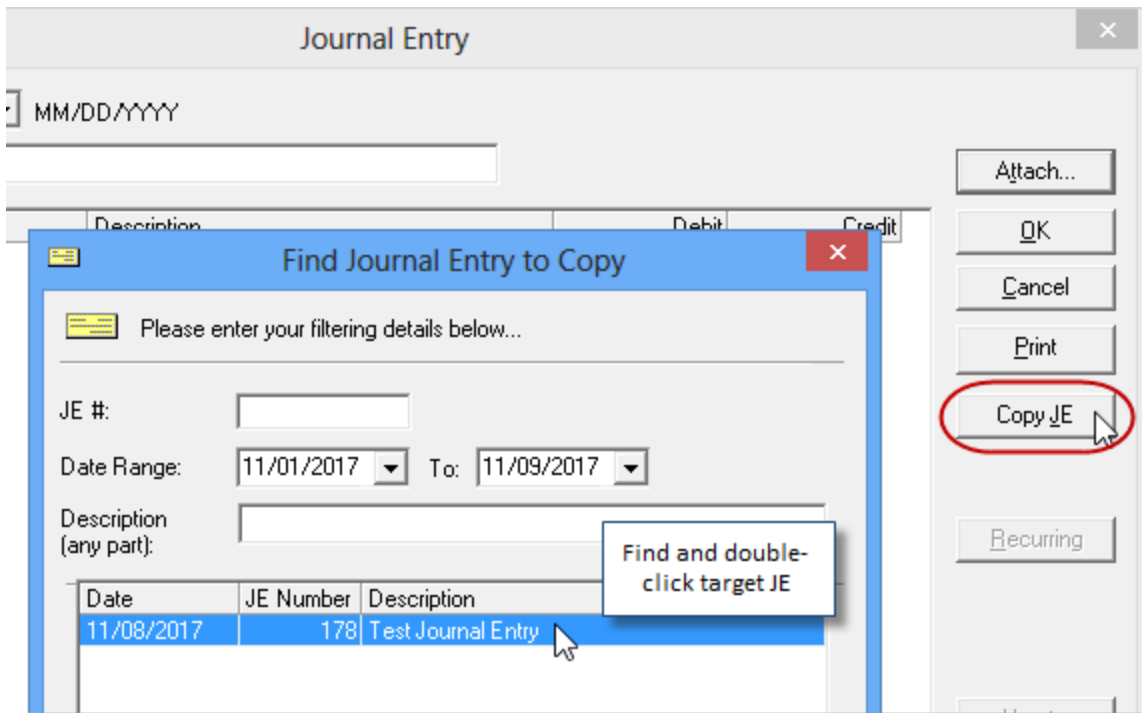
? The JE and all recurrences will now be posted. Would you like to continue?

OK Cancel

Create a Recurring JE by Copying an Existing JE

To create a recurring GL journal entry from an existing journal entry, double-click **Journal Entry** in the Transactions Tray to open the Journal Entry dialog. Click the **Copy JE** button and, in the **Find Journal Entry to Copy** form, enter filter details to locate the target Current or Closed Period journal entry, and click **OK**. Double-click the target JE to pull details to the Journal Entry dialog (see Figure 2.7).

(Figure 2.7)

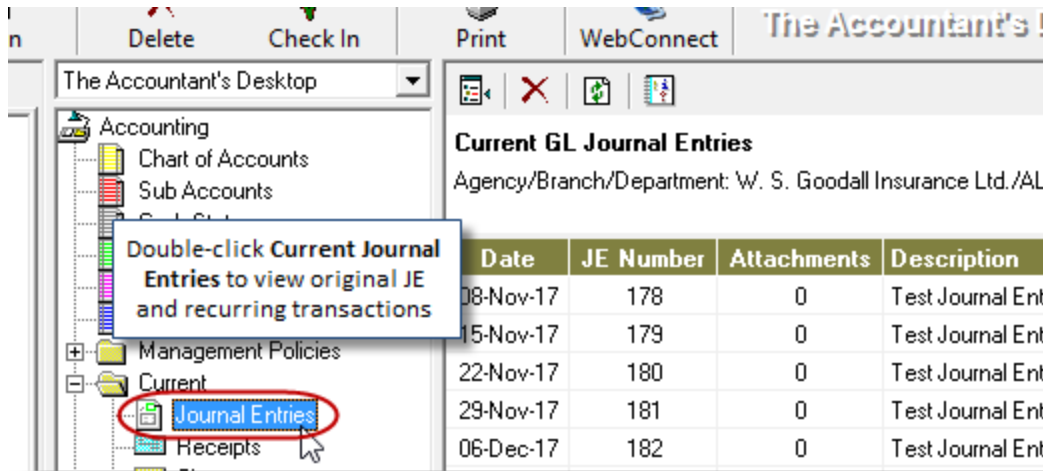


In the Journal Entry dialog, adjust the copied JE details as required and, when the entry is balanced, click the **Recurring** button. Proceed to enter details for the recurring transactions in the Recurring Journal Entry form as described above.

View, Edit, or Delete Recurring Journal Entries

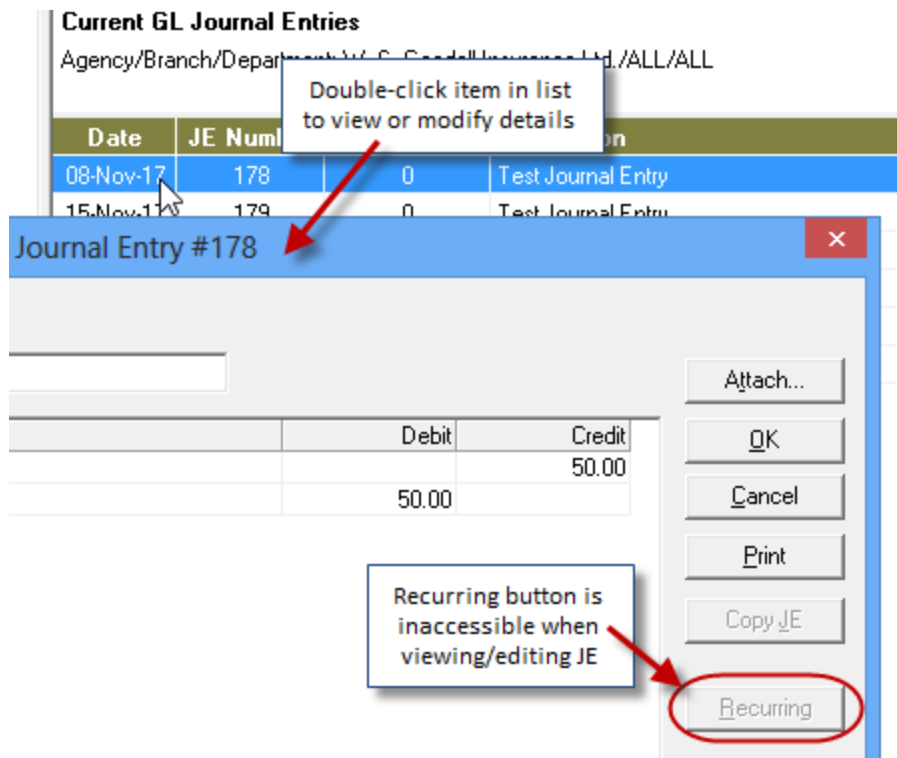
To view the recurring journal entries just posted, double-click **Journal Entries** in the **Current Tree**. The original journal entry and all recurrences will display in the list, along with relevant details, such as the corresponding **Date** and unique **JE (reference) Number** (see Figure 2.8).


(Figure 2.8)



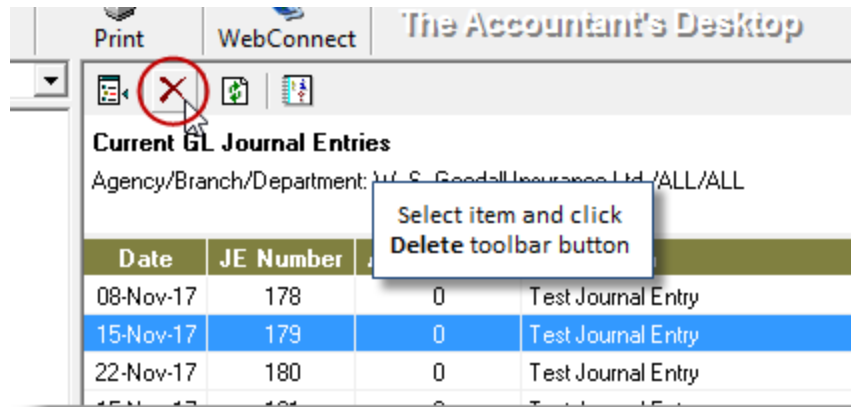
To view or modify details for the original or any of the recurring journal entries, double-click the item in the Journal Entries list, and make required changes in the **Journal Entry** window. Note that the **Recurring** button will be inaccessible/greyed out when an existing JE is viewed or modified (see Figure 2.9).

(Figure 2.9)



Any single recurring journal entry in the Current Journal Entries list can be deleted, if required. Simply select the item, and then click the **Delete**  button on the Journal Entries toolbar (see Figure 2.10). Please note that a series of recurring journal entries can only be deleted one at a time.

(Figure 2.10)



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Please share this information with the appropriate TBW and TUW users in your office(s). Once you have reviewed this document, if you have any questions regarding these features or need further assistance in their usage, please contact our Client Services Team at clientservices@cssionline.com (email) or 1-888-291-3588 (toll-free telephone).

Thank you for using The Broker's Workstation and The Underwriter's Workstation.

Yours sincerely,

Custom Software Solutions Inc.



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Gold Independent Software Vendor (ISV)

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