

22 November 2021

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*

---

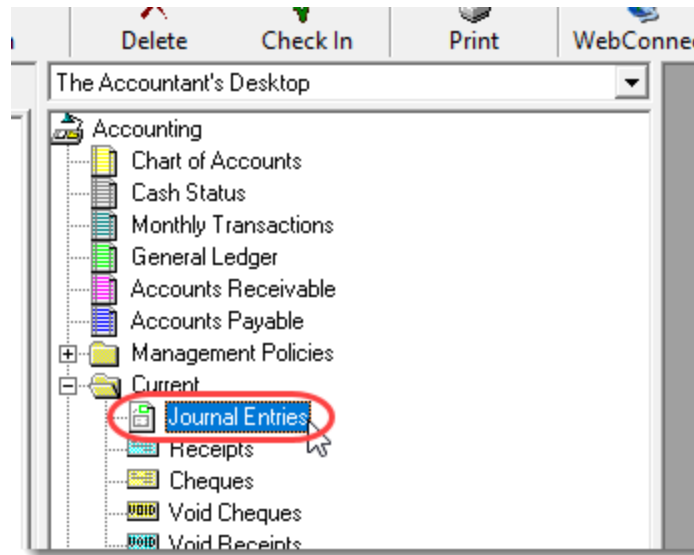
1. [Improved Search for Current Journal Entries](#) – The new search interface allows you to search and filter the Current Journal Entries list quickly and easily, targeting one or more specific journal entries.
2. ["Received From" Column Added to Receipts List](#) – A new Received From column has been added to the Current and Closed Periods Receipts lists on The Accountant's Desktop.
3. [Payee Column Added to Cheques List](#) – The Current and Closed Periods Cheques lists on The Accountant's Desktop have been improved with a new Pay To The Order Of column.

## 1. Improved Search for Current Journal Entries

Previously, when you double-clicked Journal Entries in the Current Tree on The Accountant's Desktop, a list of all current journal entries would display. Now, when you access current journal entries, the new search interface allows you to filter the list quickly and easily, targeting one or more specific journal entries.

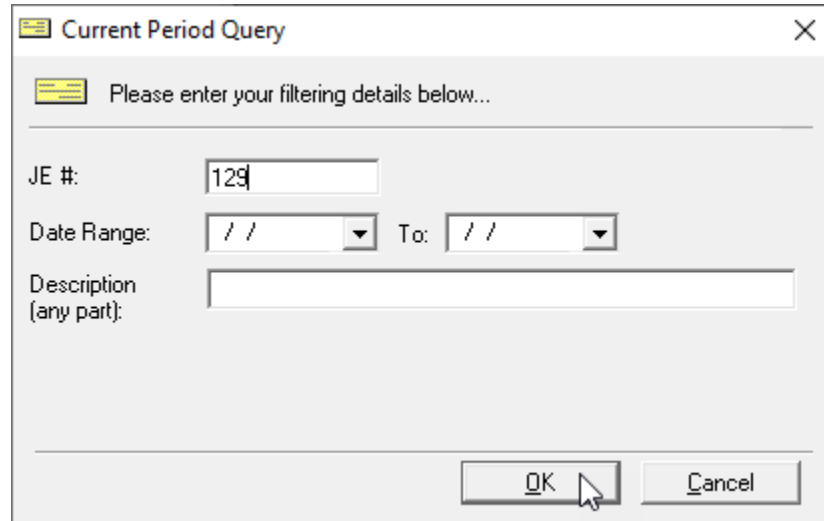
To view this new feature, double-click **Journal Entries** in the Current Tree on The Accountant's Desktop (see Figure 1.1).

(Figure 1.1)



In the **Current Period Query** form, enter filtering details (Journal Entry Number, Date Range, and/or Description) and click OK (see Figure 1.2). If you would like to view the complete list of current journal entries, simply click OK without entering any filtering details.

(Figure 1.2)



Any current journal entries matching the specified criteria will display in the **Current GL Journal Entries** list. To perform another search, double-click Journal Entries in the Current Tree again, and enter new search criteria in the Current Period Query form.

[Return to Contents](#)

## 2. "Received From" Column Added to Receipts List

A new **Received From** column has been added to the Current and Closed Periods Receipts lists on The Accountant's Desktop.

To view this new column, move to The Accountant's Desktop and double-click Receipts in the Current Tree. Enter filtering details in the Current GL Receipts form and click OK. Items meeting the specified criteria will display in the Current GL Receipts list. The new Received From column is located between the Receipt Number and Description columns (see Figure 2.1).

(Figure 2.1)

Class	Code	Date	Receipt Number	Received From	Description
F	TESTJ01	08-May-21	15	John Test	Payment Hor
F	TESTJ05	08-May-21	29	John Test Jane Test	Payment Hor
F	TESTJ02	31-May-21	30	John Test Jane Test	Payment Hor
F	TESTJ03	31-May-21	31	John Test Jane Test	Payment Hor
F	TESTJ08	31-May-21	32	Jane Test	Payment Hor
F	TESTJ01	30-Jun-21	33	John Test	Payment Hor

The new column has also been added to the Closed Periods Receipts list. Double-click Receipts in the Closed Periods Tree, enter filtering details in the Closed Period Query form, and click OK. View applicable details in the Received From column.

As with other columns in the Current or Closed Periods Receipts list, click the Received From column heading to sort the list by that category (see Figure 2.2). Click the heading again to sort the list in reverse order.

(Figure 2.2)

Class	Code	Date	Receipt Number	Received From	Description
F	COMMQ02	02-Jun-20	9	Test Client	Pa
F	TESTJ01	28-Feb-20	1	John Test Jane	Pa
F	TESTJ01	28-Feb-20	2	John Test Jane Test	Pa
F	TESTJ02	02-Jun-20	10	John Test Jane Test	Payment TestAuto2222

Note that the Received From column will not be included when the Current or Closed Periods Receipts list is printed. However, the column will be included when the Receipts list is exported to Microsoft Excel.

[Return to Contents](#)

### 3. Payee Column Added to Cheques List

The Current and Closed Periods Cheques lists on The Accountant's Desktop have been improved with a new **Pay To The Order Of** column.

To view this new column, move to The Accountant's Desktop and double-click Cheques in the Current Tree. Select All Accounts or a specific account and click Go. Items meeting the specified criteria will display in the Current GL Cheques list. Payee details will be available in the new Pay To The Order Of column (see Figure 3.1).

(Figure 3.1)

Class	Code	Date	Cheque Number	Pay To The Order of	Description
C	TES	09-Jul-20	3	Test Insurance Company	Test
C	ABC	10-Jul-20	9	ABC Insurance Company	Pending P.
E	JS	10-Jul-20	8	John Smith	Test Cheq
F	TESTC01	13-Jul-20	11	Claire Test	Folder Che
V	TESTV	13-Jul-20	10	Test Vendor	Test Cheq

The new column has also been added to the Closed Periods Cheques list. Double-click Cheques in the Closed Periods Tree, enter filtering details in the Closed Period Query form, and click OK. View payee details in the Pay To The Order Of column.

As with other columns in the Current or Closed Periods Cheques list, click the Pay To The Order Of column heading to sort the list by that category (see Figure 3.2). Click the heading again to sort the list in reverse order.

(Figure 3.2)

Print | WebConnect | The Accountant's Desktop

Prior Period GL Cheques  
Agency: Test Agency Ltd. Branch: -001 Main Branch Department: -01 Main Department

Class	Code	Date	Cheque Number	Pay To The Order of	
B	AAAB	02-Jun-20	2	AAA Brokers	AAA Brokers M ay 20
C	AAA	02-Jun-20	4	AAA Insurance Company	
P	AC	02-Jun-20	5	Annie Cameron	Pending Payment A Cameron Ma
P	PC	02-Jun-20	6	Pam Cranston	Pending Payment P Cranston Ma

Please note, the Pay To The Order Of column will not be included when the Current or Closed Periods Cheques list is printed. However, the column will be included when the Cheques list is exported to Microsoft Excel.

[Return to Contents](#)

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](mailto: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.



To unsubscribe from our email notifications and updates, please contact us at [info@cssionline.com](mailto:info@cssionline.com) or reply to this email.

Connect with us on [Facebook](#) and [Twitter](#) for product updates and other news!