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)**:

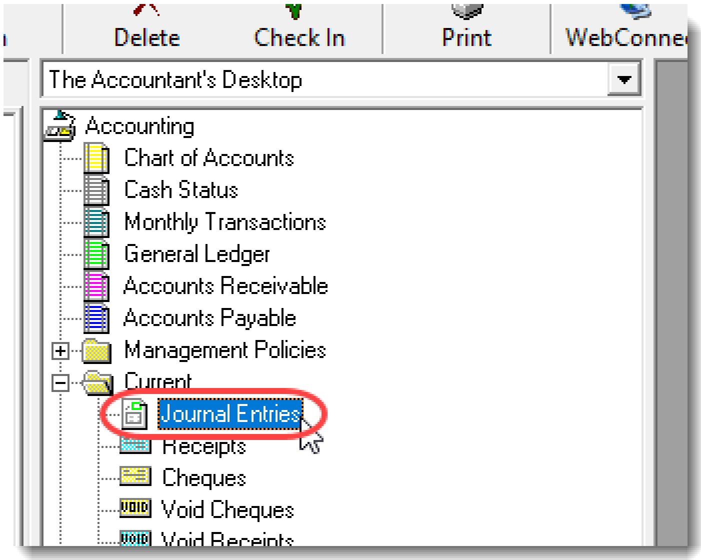
Contents

1. Improved Search for Current Journal Entries

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.

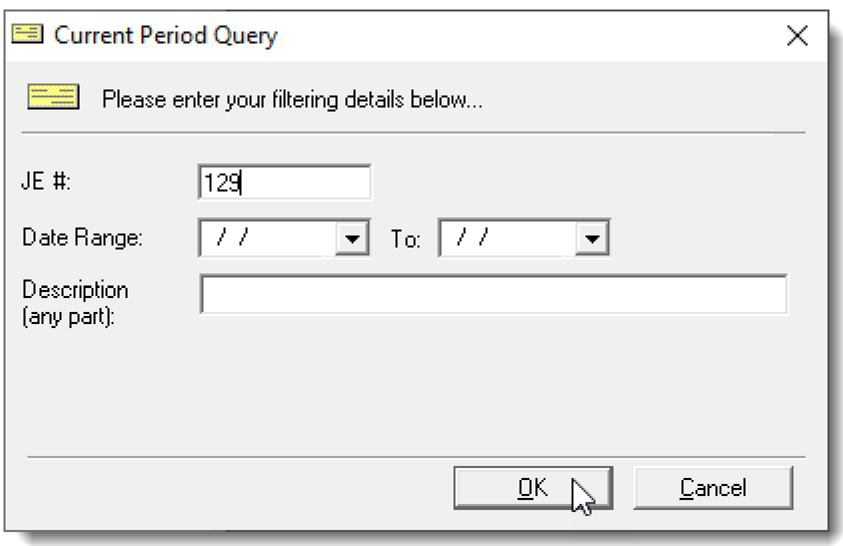
To view this new feature, double-click **Journal Entries** in the Current Tree on The Accountant's Desktop (see Figure 1.1).

(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.

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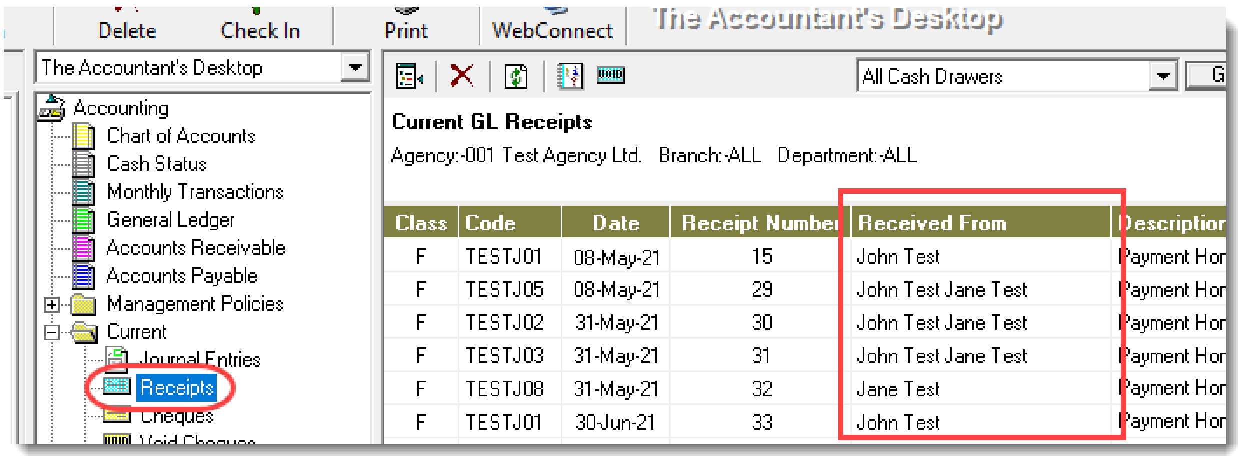
2. "Received From" Column Added to Receipts List

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).

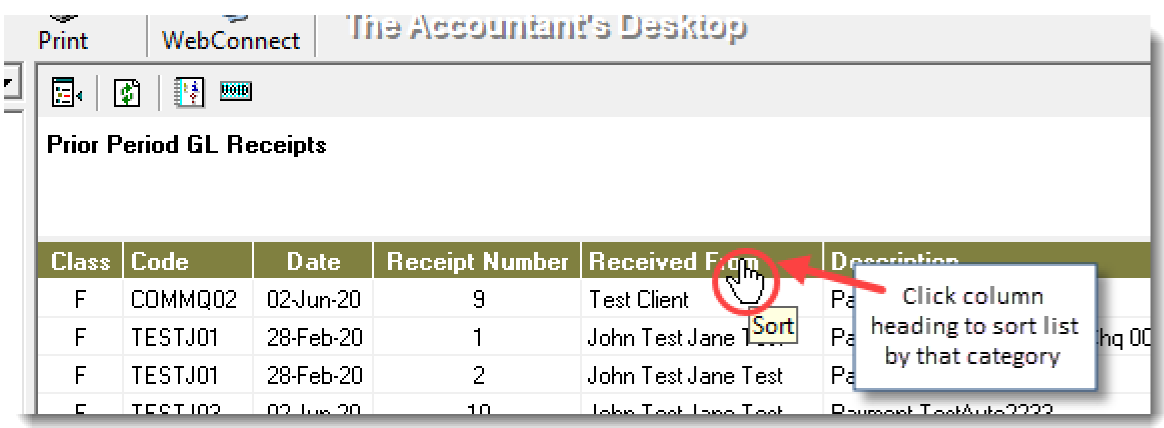
(Figure 2.1)



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)



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.

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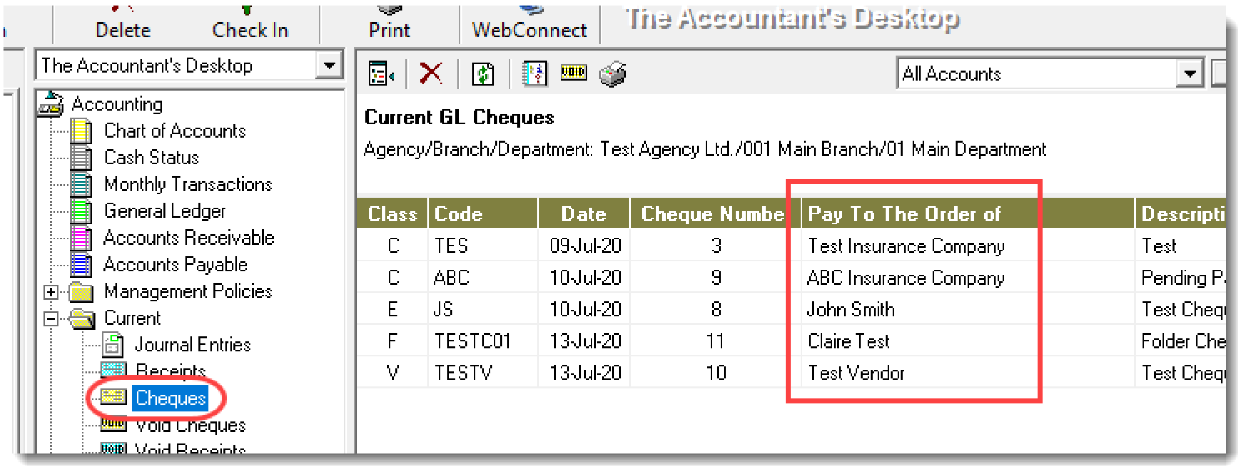
3. Payee Column Added to Cheques List

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).

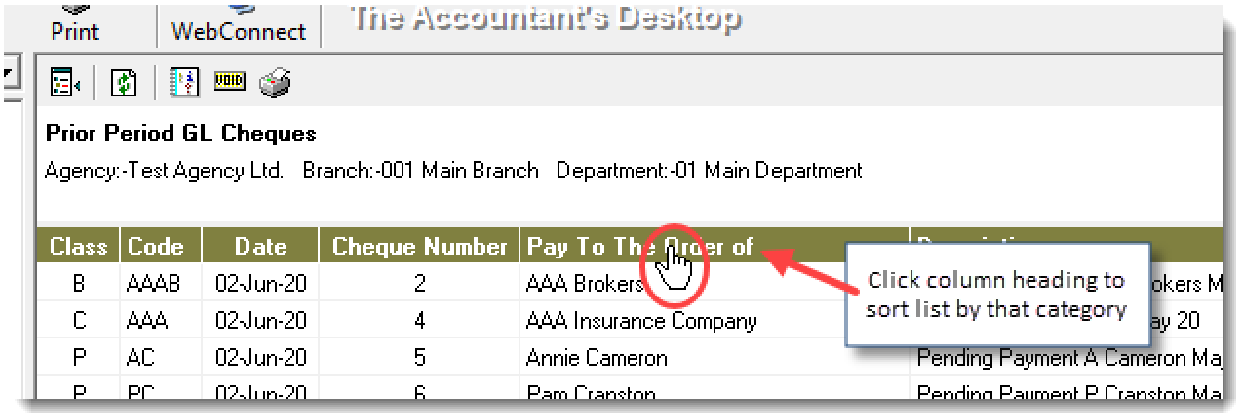
(Figure 3.1)



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)



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.

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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.

Microsoft Partner
Microsoft
Gold Application Development
Silver DevOps
Silver Application Integration

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