

## RPM Upgrade Changes Version 5.0.4 – 5.1.1

### Version 5.1.1

#### Client Information

- Changed note fields to allow formatting including bold, underline, italics, bullet points or numbered lists, highlighting, font and color changes. This includes the Statement Notes on the Personal tab and the notes on the Case Notes and Notes tabs. A Text Formatting section will be added to the RPM ribbon menu when you are on any of those tabs.

#### Transaction Information

- Print Checks – the batch check details report will display automatically following a check run if applicable and if the new *Print Batch Check Details Report after Checks* option is checked on the Check Layout screen. This option will be turned on automatically following the upgrade.

#### Reconcile

- Added an Update button to show any changes or additions to transactions made by you or another user while the Reconcile screen is open.

#### Reports

- Added an E-mail PDF button to the RPM reports ribbon menu. This will allow you to send a PDF copy of the displayed report directly to yourself. You would then be able to forward that report to others if needed.
- Added an Email button for most of the Transactions By Client reports. This can be used to email reports directly to each client's email address or to the email address for a selected contact type for each client.
- Renamed the Client Statement reports:
  - Client Statement (Window Envelope) – previously Client Statement report.
  - Client Statement – previously Transactions (Portrait) report.
  - Client Statement (Detail) – previously Transactions (Landscape) report.
- Case Notes, Last Contact Date – new report listing clients sorted by the last contact date.
- Added additional client fields including the address and other demographic fields to the custom reports: Events, Housing List, Impairments List and Income List.

## Utilities

- Check Layout – added new options for Vendor Batch Checks:
  - Hide Details on Stub for Checks with more than 7 lines – this option will hide all batch detail lines on stubs that have more than 7 lines. All of the detail lines will instead be shown on the batch check details report.
  - Print Batch Check Details Report after Checks – this will automatically display the batch check details report following a check run if applicable. This option will be turned on automatically following the upgrade.
- System Setup – added email configuration settings for SSL Authentication for sending emails from RPM. These settings apply to all users. Each user's individual email address can be entered on the new User Settings screen.

## Security

- User Settings – added a new screen to the RPM ribbon menu to allow each user to enter settings for themselves including their Email Address for sending reports to themselves.
- Added a separate security option for the XEFT Account information on the Client Information screen Personal tab: *Personal - XEFT Account*.
- Added a separate security option for the XEFT Account information on the Vendor Information screen: *XEFT Account*.

## General System Changes

- Added a New button to all main screens that allow entering new records: Client Information, Vendor Information, Enter Payments, Enter Deposits, Enter Transfer.
- Added a “new” button (+) to the top right of all the grid screens that allow entering new records: events, case notes, contacts, documents, etc. Click the + button to add a new row.
- The New button was removed from the RPM ribbon menu. Use the New button on a screen instead or click the + button to add a row.
- The Delete button was removed from the RPM ribbon menu. Use the Delete button on a screen instead or click the X button on a row to delete it.

## Version 5.1.0

### Client Information

- Case Notes – added an overview to the right of the case notes for viewing all the case note details. This will allow you to easily read the client case notes.
- Photo – added a Remove Photo button to remove the link to a photo.
- Schd Pmts – added an option to display the scheduled payments on 1 or 2 lines. The 2 line option will display the Remaining Balance for any payments with a Total Due entered, the day of the week for the Next Payment date and 2 lines of information for the Check Memo and Notes fields.

### Transaction Information

- Added fields to the Transaction Details screen including Batch, Sort by Client, Exp. (Exported), Receipt Req., Receipt Rcvd. and Mail To.
- Print Checks – the batch reference number for batch checks has been changed from three to four digits. Batch check lines will start with 0001 instead of 001.
- Performance improvement changes opening the screen with SQL databases.

### Reports

- The Client selection list for reports will now only include active clients by default. Check the “Include Inactive Clients” option to see inactive clients if that option is available for a report.
- Miscellaneous, Data Statistics – the Last Archive Date has been added to this report.
- Miscellaneous, Security Option Details – new report listing the available security options with a description for each option.
- Custom, Scheduled Payments Archived – new custom report showing archived scheduled payment information.
- Performance improvement changes for reports with SQL databases including:
  - Balances – Average Daily Balance, Balance On Day Of Month.
  - Transactions By Client – Transaction Totals, Transaction Totals By Group.
- Performance improvement changes for reports with Access and SQL databases including:
  - Assets – Asset Detail with Checking, Asset Detail By Date Range, Asset Detail By Date Range with Checking, Asset Summary with Checking.

## **Import/Export**

- Export XEFT Transactions – added the ability to batch XEFT transactions. When entering XEFT transactions, you can select the batch option if desired. This will allow you to group payments to a vendor or client in the same account and for the same date on a single transaction in the export process. Batch XEFT transactions will have a batch “check number” assigned during the export process. The check number for those transactions will display XEFT followed by a sequence number followed by the individual reference number for each line. The sequence number will start at 1000 in each bank account.

## **Utilities**

- Archive Balance Forward – scheduled payments will now be included in the archive process.
- Scheduled Payments Update – changed to allow XEFT transactions to be marked as Batch Payments. If you want to batch XEFT payments, you can use this utility to automatically update all the payments to selected vendors and/or categories.

## **Security**

- User Security – added “Menu Option Details” on the right side of the screen showing the details for the selected security menu option.
- Menu Security Security – added “Menu Option Details” at the top of the screen showing the details for the selected security menu option.

## Version 5.0.9

### Client Information

- Schd Pmts – added an option to require receipts (Rcpt. Req. column). Once the payment has been processed, you will be able to mark the receipt as received on the Transaction Details screen.

### Transaction Information

- Details – added Receipt Required and Receipt Received.
- Enter Payment – added Receipt Required option.
- XEFT Transactions – added warnings when entering manual or scheduled payments if the routing and/or account number is missing for the pay to client or pay to vendor.

### Reports

- Transactions, Receipt Required Not Received – new report showing transactions requiring a receipt where the receipt has not been marked as received.
- Audit – new report grouping for all audit event reports.
- Audit, Audit Events By Check Number – new report showing audit events for a selected check number. This can be used to assist in finding the reason for a missing check number.
- Audit, Audit Events By Transaction – new report showing transaction audit events by the date of the transaction.
- Custom, Columns button – added option to save selected columns for custom reports. This will allow users to save multiple groupings of columns for each custom report.
- Custom, Accounts – added Latest Transaction Date column.
- Custom, Client – added SSN without dashes and Balance columns.

### Import/Export

- Export Positive Pay File – new audit event for Positive Pay Export when the export process is run.
- Export XEFT Transactions – new audit event for XEFT Export when the export process is run.

### Security

- Added separate security options for rights to edit payments, deposits and transfers on the Details screen: Details – Edit Payment, Details – Edit Deposit, Details – Edit Transfer

- Users, User Log – new screen showing the users currently logged in to RPM. This screen can be used to clear users from RPM.

## **Version 5.0.8**

### **Client Information**

- Basic – new audit events Client Phone Change and Client Cell Phone will be logged when a client's phone or cell phone is changed.
- Personal – added Statement Notes that can be used to enter information you want to print for the client on the statement reports including the Client Statement, Transactions (Portrait) and Transactions (Landscape) reports.
- Schd Xfer – new screen for entering scheduled transfers for clients.

### **Transaction Information**

- Enter Payment, Enter Deposit, Enter Transfer and Details – added a documents section for linking documents to a transaction.
- Process Xfer – new screen for processing scheduled transfers.
- Print Checks – the check printer currently assigned for your checks will display on the screen.

### **Reconcile**

- Items that have been marked as cleared will now have a gray background. Items that have not been cleared will have a white background.
- Any transactions that are unreconciled after a completed reconciliation will be logged under the new Reconcile Removed audit event. These changes were previously logged under the Transaction Update audit event but have been moved to a separate audit event.

### **Vendors**

- Added a new Transaction Defaults section for each vendor. In addition to the existing Batch Checks default for vendors, you can now default the Mail To Client Address, Verify Each Payment and Sort By Client options for each vendor.

### **Reports**

- Transactions, Scheduled Transfers – new report for scheduled transfers.
- Custom, Scheduled Transfers List – new custom report for scheduled transfers.
- Custom, Transaction Documents and Transaction Documents Archived – new custom reports for displaying information for documents linked to transactions.

### **Import/Export**

- Export Positive Pay File – a new Checks Not Exported option has been added to export any checks that have not been previously exported.

- Export XEFT Transactions – the first and last dates that have not been exported have been added to the screen.
- Export XEFT Transactions – added a new screen under the Send Emails button for emailing exported transaction details to vendors.
- Import ACH Deposits – added new validation to the Unmatched Deposits report to check for missing deposit dates, amounts or categories on imported deposits.

## **Utilities**

- Check layout – added an option to hide the Mail To name when it's the same as the Pay To name. This would be used if the Pay To and Mail To print together on your checks and you don't want duplicates to print.
- System Setup – added an Outgoing Mail Server for sending vendor emails for exported XEFT Transactions.
- Reset Transactions – added a new Positive Pay Export option to remove the exported flag for checks exported in a positive pay file so those checks can be exported again.
- Reset Transactions – added a new Scheduled Transfers option to reverse processed scheduled transfers.

## **Security**

Added a separate security option for the account information on Client Information Basic tab. The new Basic – Accounts option is under the View tab on the User Security screen.

## Version 5.0.7

### Client Information

- Contacts – added an extension for the phone number.
- Documents – added a new Hyperlink option for opening documents.
- Schd Pmts – added an option to Verify Each Pmt. If this option is checked, the payment must be Verified before it can be processed. This can be used for payments that vary each month, for example, to ensure the payment has been updated before processing. This can be mass updated on existing scheduled payments using the Scheduled Payments Update screen under the Utilities, Transaction menu.
- Schd Pmts and Schd Deps – the Start Date has been moved to the end of the row and will no longer be used for calculating the initial next payment or next deposit date. The next payment and next deposit date will need to be entered instead of the start date for each new scheduled payment or deposit.

### Transaction Information

- Set up separate columns for the Payment Method and Check Number for each transaction. Checks that are printed from RPM will have a payment method of 'Check'. Checks that are entered manually will have a payment method of 'Manual Check'.
- Print Checks – for security purposes, the bank account will no longer print on check stubs.
- Process Pmts – added a Bal. button for displaying the current balance for the selected client and bank account.
- Enter Payment – added a new payment method for 'Debit'. This can be used to remove money from a client's account without printing a check. For example, it can be used for a bank fee. This payment method will also be available for scheduled payments.
- Enter Transfer – changed transactions between different bank accounts to display with a payment method of 'Transfer In' and 'Transfer Out'. For transfers between different accounts for the same client, the category will be set to 'Xfer' and cannot be changed. The category will still be entered for transfers between different clients.

### Reconcile

- Transactions By Client, Archived Transactions – added deposit notes.
- Reconciliation, Account Reconciliation – added reconciled deposit and payment subtotals back to the top of the report.

## **Vendors**

- Added email address.
- Added fax number.

## **Reports**

- Miscellaneous, Data Statistics – added archived transactions count and date range.

## **Import/Export**

- Export XEFT Transactions – added a standard NACHA file format export option.
- Import ACH Deposits – added a standard NACHA file format import option.

## **Utilities**

- List Maintenance – added a Merge button for the Deposit Category and Payment Category lists.
- Archive/Balance Forward – an Archive/Balance Forward audit event will be logged when this process is run.
- Check layout – added an optional Maximum Amount for Signature(s). Any checks over the maximum amount will be printed without the electronic signature.
- Check Layout – added an option to the Test Check button to print boxes around the check fields. The boxes can be used to assist in positioning the fields and finding overlapping fields.

## **Restore Data**

- Information about the backup data file being restored will be displayed. You will be able to compare this to the current data file before completing the restore.

## Version 5.0.6

### Client Information

- Personal tab – added Ethnicity.
- Events tab – added Complete flag for events. Reports for events can be run for complete and/or not complete events.
- Custom tab – all custom fields have been moved to a separate Custom tab and additional custom fields have been added. This includes up to 10 custom dates, 7 custom text fields and 7 custom lists.

### Transaction Information

- Added a Void button to the Details screen. This can be used to void checks, deposits, EFTs and transfers.

### Reconcile

- Added a list for selecting previously completed statement ending dates.

### Reports

- Balances, Budget Balances and Transactions By Client, Client Budget – added client's balance limit, if any, to the budget reports.
- Transactions By Client, Transactions (Landscape) – fixed problem with the Hide SSN criteria not displaying.
- Transactions, Void Transactions – new report listing void transactions including checks, deposits, EFTS and transfers.
- Reconciliation – fixed problem displaying reconciled individual EFT transactions for the same client on the same date.
- Miscellaneous, Audit Events By Date – new report listing audit events in order of occurrence.
- Miscellaneous, List Maintenance – new report showing values for all lists from the List Maintenance screen.
- For multi-company licenses, the company name will display in the report footer in addition to the license name.

### Utilities

- Check Layout – added a Save button.
- System Setup – added new tab for Custom Client Fields.
- System Setup – added new tab for Security Settings. This includes an option to require passwords, a password change interval, a minimum length and complexity requirements.

- Scheduled Payments Update – vendor payments can be updated for a selected vendor and/or category. This will allow you to update payments to different vendors for a selected category.
- Void – added an option to create a new batch check when voiding a batch check. This will void the selected batch check and create a new copy to be printed. Corrections can then be made prior to printing the new batch check.

## **Security**

- Users – added an Inactive option for users.
- Added new security rights for each tab on the System Setup screen: System Settings, Custom Client Fields and Security Settings.

Added new security rights for voiding each transaction type on the Details screen: Void Payment, Void Deposit, Void Transfer.

## Version 5.0.5

### Client Information

- A Client Name Change audit event will be saved whenever a client's name is changed.
- The SSN will default to displaying only the last four digits. A new *View/Edit* button has been added to view the entire SSN or modify it.
- Scheduled Payments and Deposits – added new frequency options for payments or deposits that occur in the same week each month: Monthly 1<sup>st</sup> Week, Monthly 2<sup>nd</sup> Week, Monthly 3<sup>rd</sup> Week and Monthly 4<sup>th</sup> Week.

### Transaction Information

- Enter Payment – a \$0 XEFT transaction can be entered to send a pre-note in the XEFT export.

### Reconcile

- Added deposit category to the screen.

### Vendors

- The One Time Vendor can be marked as inactive to prevent it from being used in transactions.
- Multiple mailing addresses can be entered for each vendor. If a vendor has more than one address, you will be able to select the address to use on each transaction. If a vendor has only one address, that address will be used by default on a transaction.
- Merge button – new option to allow combining duplicate vendors with the same name into a single vendor record. Use *Reports, Vendor, Vendor List with Transaction Counts* to see possible duplicate or unused vendors.

### Reports

- Exported reports (PDF, Excel, Word) will be saved in a Reports folder under your RPM Local Path location. Your Report Export location is shown on the System Info screen under the Help menu.
- Query button – added a query option for some reports to allow exporting the data to Excel.
- Client, Client Notes – new report showing the notes for a selected client.
- Balances, Balances with Scheduled Deposit – new report showing the total balance for each client with the total active scheduled deposits for one or all categories.
- Balances, Balances with Scheduled Deposit By Category – new query showing the total balance for each client with the total active scheduled deposits in each category.
- Transactions By Client, Client Statement, Transactions (Portrait) & (Landscape) – added a *Combine Accounts* option to display all the accounts for a client on a single page.

- Reconciliation, Account Reconciliation – reconciled items dated AFTER the statement ending date will display in bold and will not be included in the new Client Balances Total.
- Reconciliation, Account Reconciliation and Outstanding Deposits – added deposit category.
- Reconciliation, Missing Check Numbers – new report showing check numbers for a date range with missing and/or duplicate numbers.
- Vendor, Vendor List With Transaction Counts – new report showing active vendors with the number of transactions and scheduled payments for each.

### **Import/Export**

- Export Positive Pay File – added option to export all accounts assigned to a bank.
- Export XEFT Transactions – added option to export all accounts assigned to a bank.

### **Utilities**

- Check Layout, Check Sorting – added a new option for sorting vendor checks with or without a mailing address.

### **Security**

- Added a new security option for *View/Edit SSN* with the options *None*, *View* and *Update*. Users with rights set to *Update* will be able to view and edit the full SSN. Users with rights set to *View* will be able to view the full SSN. Users with rights set to *None* will only be able to view the last 4 digits of the SSN.
- Added separate security options for rights to delete payments, deposits and transfers:
  1. Details – Delete Payment
  2. Details – Delete Deposit
  3. Details – Delete Transfer

### **General System Changes**

SQL Server ODBC Drivers – for SQL licenses only, a new option has been added to the SQLConnect application to allow you to select the SQL ODBC driver to use. The same SQL ODBC driver must be installed on all RPM Client computers.

## Version 5.0.4

### Transaction Information

- Added new Search Criteria to the Transaction Information screen. Enter any of the criteria listed below and use the Search button to display the matching transactions. Use the Clear button to remove all criteria.
  - Begin Date - enter a date to display transactions on or after or leave blank for all dates. The begin date will default based on the number of days entered on the System Setup screen.
  - End Date - enter a date to display transactions on or before or leave blank for all dates.
  - Check # - enter a full or partial check number or leave blank for all. For example, enter *Deposit* to show all deposits. Enter *Print* for all unprinted checks. Enter *185\** to display all check numbers beginning with 185.
  - Category - select a category from the list or leave blank for all.
  - Client - select a client from the list or leave blank for all
  - Pay To - enter a full or partial pay to name or leave blank for all. Use an \* at the beginning and/or end of the name for a partial match. For example, enter *State\** to display all the names beginning with State. Enter *\*Insurance\** to display all the names containing Insurance.
- New date range check added when transactions are entered and processed. Use the Transaction Date Check settings on the System Setup screen to set the number of days in the past and future for checking transaction dates. You can set the option to Warn or Prevent dates outside of the defined range.
- Process Pmts, Enter Payment, Enter Transfer - new option added to Warn or Prevent transactions that would cause a negative balance. Use the Negative Balance Check settings on the System Setup screen to set this option.
- Enter Payment, Enter Deposit, Enter Transfer – added a Delete button to the screens.
- Print Checks – added the option to print checks by date, account manager and client type at the same time. Any combination of the options can be used at one time.
- Print Checks – added a Preview button to display the list of checks selected to print.
- Print Checks – validation added to confirm the account and routing has been entered prior to printing checks. This only applies if you are printing the encoding on your checks.

### Reports

- Client reports – fixed reports where the client name was missing on the first line of each page after the first page. This includes the reports: Account List, Account List By Type, Contacts, Housing, Impairments, SSN/Claim Numbers.

### Utilities

- List Maintenance, Mass Account – added a Move Acct utility to automatically move clients from an old to a new mass account.
- Set Up, System – added new transaction settings listed below.
  - Default Number of Days for Displaying Transactions – used for the default number of days to display transactions on the Transaction Information screen. If you have a large mass account, use a lower number of days for better performance.
  - Negative Balance Check – select *Warn* to display a warning message for transactions that would cause a negative balance. Select *Prevent* to prevent transactions from being entered that would cause a negative balance.
  - Transaction Date Check – select the option to *Warn* or *Prevent* transactions from being entered outside of the selected range of days in the past or days in the future.
- Archive/Balance Forward – added transaction counts and dates to the screen. The archive process can also now be run even if there are unreconciled transactions prior to the archive date. Only reconciled transactions will be archived.
- Void Check – a message will be displayed if the check selected to void is for an inactive client.

## Security

- Client Information tabs – added the security level *None* to the Personal, Housing/Income, Impairments, Events, Case Notes, Notes, Contacts, Photo, Documents and Test Scores tabs. The tab will hidden if the security level is set to *None*.
- Users, Menu Security – added a new screen to display the security rights for all users for a selected menu option. This screen can be used to view or update rights to each menu option for all users.

## General System Changes

Individual accounts will be sorted for each client with the default account first followed alphabetically by other active accounts and then alphabetically by inactive accounts.