**RPM Upgrade Changes Version 6.0.0 – 6.0.5**

**Version 6.0.5**

**General System**

- An optional Subcategory has been added to transactions. The subcategory can be entered for both payments and deposits. New reports are available to show transactions and balances by subcategory.
- An optional schedule has been added for users to limit available login times. A default schedule can be set on the System Setup screen and the schedule for each user can be set on the Users screen.

**Clients**

- Client Account Balances – corrected the problem where the balances were as of the beginning of the selected day instead of the end of the day. This was only an issue in SQL licenses.
- Schedule Pmts, Schedule Deps and Schedule Xfer – added optional subcategory selection.

**Transactions**

- Process Pmts, Process Deps and Process Xfer – date check settings preventing dates will only apply to the date of the transaction and not to the date range displayed on the screen.
- Enter Payment, Enter Deposit, Enter Transfer and Details – added optional subcategory selection.
- Details, Void – changed the "Create New *Batch* Check for Printing" option to "Create New Check for Printing". New transactions can be automatically created when *any* check (individual or batch) is voided.

**Reports**

- Balances, Balances By Subcategory – new report showing balances by subcategory.
- Transactions By Client, Client Statement By Subcategory – new report showing client statements by subcategory.
- Transactions, Transactions By Subcategory – new report showing all transactions for a subcategory.
- Transactions, Receipts Required Not Received – added Client selection.
- Transactions, XEFT Transactions – added count of transactions.
- Case Notes, Case Notes By Client – added User ID selection.
- Security, User Schedule – new report listing the allowed login schedule for each user.
- Custom, Case Notes and Case Notes Archived – added User ID selection.
- Custom, Clients By Date Range – new custom report listing active clients for a date range.
- Custom – added Subcategory column to the following custom reports: Scheduled Deposits, Scheduled Payments, Scheduled Transfers, Scheduled Payments Archived, Transactions, Transactions Archived, Transaction Documents and Transaction Documents Archived.

**Utilities**

- List Maintenance – added new Subcategory list for transactions.
- Set Up, Check Layout – new Sample Layouts tab added to the screen. Easily switch between the available sample layouts.

- Set Up, System Setup – new User Schedule tab added. This is used to set a default work schedule for new users.
- Scheduled Deposits Update and Scheduled Payments Update - added optional subcategory selection. Groups of existing scheduled transactions can be updated on these screens.
- Transactions, Purge Data – new screen added for permanently removing old inactive clients and their related information.

**Security**

- Users – new Schedule tab added to set the default work schedule for each user. The schedule will default to unlimited (24 hours, 7 days a week). If a limited schedule is entered for a user, they will only be allowed to access RPM during their scheduled work hours.

**Version 6.0.4**

**General System**

- Added shortcut menus to most screens. Right-click on fields to access the shortcut menu. The available options include copy/paste, find, sort and filtering depending on the screen.

**Clients**

- Changed format of the tabs for better readability.
- Added *Client Account Balances* to the top of the screen including the balance on a date, total balance and balance less the client's minimum (if any). Each user can turn this on or off on the *User Settings* screen.
- Schedule Pmts – added *Quick Budget Balance* to calculate a client's budget balance based on upcoming transactions.
- Documents tab - added option to link web sites or online documents.

**Transactions**

- Process Pmts, Process Xfer, Enter Payment, Enter Transfer
  - New option checking for negative balances on the transaction date. Settings are on the *System Setup* screen.
  - Balance on the transaction date will displayed in addition to the total account balance.
- Enter Deposits – added the client account balance and balance on transaction date.
- Process Deps – added a *Bal*. button for displaying the balance on transaction date and total balance for the selected client and bank account.
- Enter Payment, Enter Deposit, Enter Transfer and Details - Documents - added option to link web sites or online documents.
- Print Checks – a message will be displayed before printing checks if the electronic signature file(s) are missing. This will prevent checks from being printed without signatures.
- Process Pmts and Process Deps – performance improvements processing payments and deposits with SQL Server databases.

**Vendors**

- Added a default *Payment Method* to the *Transaction Defaults.* The default payment method for new vendors can be set on the System Settings screen.
- When defaults are changed for a vendor, you will have the option to update existing scheduled payments on the Scheduled Payments Update screen.

**Reconcile**

- Added a check number column separate from the payment method.

**Utilities**

- Set Up, System Setup
    - Separate default payment methods for new payments to clients and new vendors.
    - Added a *Negative Balance Check* option for checking the *Balance on Transaction Date.*
    - *Send From Email* option added to the *Email Settings.*

**Security**

- Added a separate security option for the *Allow Negative Balance* option on the *Process Pmts* screen.

User Settings – added option to display account balances at the top of the *Clients* screen.

## Version 6.0.3

### Dashboard

- The new Dashboard screen provides quick access to scheduled tasks in RPM. Tasks include outstanding transactions, urgent case notes and events not completed. Each user can set defaults for the *Dashboard* on the *User Settings* screen.

### Clients

- New tabs have been added replacing the buttons on the screen. The new tabs are *Schedule Pmts*, *Schedule Deps*, *Schedule Xfer*, *View Trans* and *Assets*.
- Filter Support Type - changed Support Type filtering to *All* or *Selected*. Each user can set a default for this on the *User Settings* screen

### Transactions

- Process Pmts – added payment method to the *Transaction Filter* options.
- Process Pmts – added option for *Allow Negative Balance* to bypass negative balance prompts when processing payments.

### Reports

- Client, Client List By Type – added client counts for each client type.
- Graphs, Income vs. Expense – exclude transfers between accounts for the same client.
- Reconciliation, Account Reconciliation with Archive – new report for printing account reconciliations including archived transactions.

### Import/Export

- Export XEFT transactions – added option to export NACHA file as either a *Balanced* or *Unbalanced* file. An unbalanced file is the default format. A balanced file includes offset entries to your bank account for the payments being made. Ask your bank which option you should use.

### Utilities

- Check Layout – increased the width of the check number to a 9 digit number. Open the *Check Layout* screen and print a *Test Check* to verify your checks print correctly. This only applies to check layouts where the check numbers are printed by RPM and not when using pre-numbered check paper.

Transaction, Receipts Required – new screen for marking receipts received for all transactions requiring receipts.

**Version 6.0.2**

**General System**

- The RPM Client can now be installed on a computer with either 32-bit or 64-bit Office.
- **The encryption used for passwords in RPM has changed. Users will be required to change their password when logging in to RPM for the first time following this upgrade.**

**Vendors**

- An Envelope button has been added next to each address to print an envelope for a specific vendor and address.

**Reconcile**

- The client name has been changed to display in "Last Name, First Name" format on the Reconcile screens and reports.

**Reports**

- Client, Client Count – new report showing the active client count on a selected date with a detailed listing of clients added or with status changes from that date forward.
- Client, Client Count on Day of Month – new report showing a count of active clients on a selected day of the month for each month in the date range.
- Transactions, Balance and Income Statement – new report showing beginning and ending balances with deposit and payment category totals for all clients for a date range.
- Vendor, Vendor Envelopes – new report to print envelopes for all active vendors.
- Audit, Audit Events by Client – added *Audit Event* selection criteria to this report to run for a specific audit event.
- Miscellaneous, Company List – new report showing the company database list for companies with a Multi-Company RPM license.
- Security, User List – new report showing the active users with the current and last login date and time.
- Custom, Clients and Contacts List – added Mail Statement column.

**Utilities**

- Set Up, System Setup - The auto-capitalization option has been changed to handle the items below. This applies to names and address for clients, contacts and vendors.
    1. Handle names beginning with Mc and O'.
    2. Upper case values will be left as entered (PO, for example, or if the user has the Caps Lock on).
    3. Small words will be left in lowercase ("a", "an", "of", "the", etc.).
- Transaction, Scheduled Deposits Create – new screen for creating scheduled deposits for all active clients or for active clients by client type, account manager and support type.
- Transaction, Scheduled Payments Create – new screen for creating scheduled payments for all active clients or for active clients by client type, account manager and support type.
- Reset Transactions - added new options (Scheduled Deposits Create and Scheduled Payments Create) to remove the scheduled items created with the new utilities above.

**Security**

The encryption used for passwords in RPM has changed. Users will be required to change their password when logging in to RPM for the first time following this upgrade.

**Version 6.0.1**

**Clients**

- Case Notes tab – added a *Display Case Notes Overview* option to allow each user to turn the *Case Notes Overview* on or off.
- Contacts tab – added *Fax* number.
- Scheduled Payments – the *Verified* box will display a green border for payments that require verification but have not been verified.

**Transactions**

- Details – the date can now be changed on a void transaction. The date cannot be changed to a date before the original transaction date.
- Enter Payment – when entering more than one payment, the Pay To option will default to the selection used on the previous payment.

**Reconcile**

- The *Outstanding Items Thru* date will be saved for a reconciliation until that reconciliation is completed.

**Reports**

- Transactions, Printed Checks – added Category to the report.
- Audit, Audit Events By User – new report showing audit events for each user.

**Utilities**

- Check Layout – added a *Clear Printer* button to remove printer settings saved with your checks. A *Printer* tab has also been added to display your current check printer information.
- Scheduled Payments Update – the *Verified* box will display a green border for payments that require verification but have not been verified.

**Backup/Restore**

- Backup Data – new *Backup Data* audit event saved when the backup is run.

**Security**

- New *User Login* audit event added when a user logs in or out of RPM.

**Version 6.0.0**

**General System**

- The Access Runtime version used by the RPM Client has been upgraded from Access 2010 to Access 2013-2019. If you have Access 2016 or 2019 installed on your computer, RPM will use that. If you do not, Access 2013 Runtime will be installed. Because of this change, the RPM Client will have to be reinstalled on all client workstations for this upgrade.

**Clients**

- Basic tab – added a *Mail Statement* option to mail the *Client Statement (Window Envelope)* report to a client's mailing address. This will default to checked for existing clients. The default option for new clients can be set on the System Setup screen.
- Housing/Income tab – renamed Income to Expected Income. The expected deposits entered on this screen can be compared to actual deposits using the new *Deposits Actual Vs. Expected* report.
- Contacts tab – added a *Mail Statement* option to mail the *Client Statement (Window Envelope)* report to a contact's mailing address.
- Scheduled Payments, Deposits and Transfers – added a *View Trans* button to each of these screens to show the actual transactions that have been processed for a scheduled payment, deposit or transfer.
- Scheduled Payments, Deposits and Transfers – added a new *Monthly 5th Week* frequency option. Not every month will have a 5th week so some months will be skipped.
- Urgent Notes button has been moved to the top of the Clients screen and will display if the client has any urgent case notes, regardless of the currently selected tab.
- Account manager changes will be logged under a new *Account Manager Change* audit event.

**Transactions**

- The date entered will now be saved with each transaction. New audit reports have been added for viewing all transactions by the date entered. You can also view the date a transaction was entered on the Details screen next to the Entered By User ID.
- The Reconciled column on the Transactions screen will display "R" for transactions that have been reconciled. Transactions that have been marked as cleared but the reconciliation has not been finished will display "c". This also applies on the View Transactions screens under Clients and Vendors.

**Reports**

- Report List – new report showing all the available reports in RPM.
- Clients, Client Statement Mailing List – new report showing the client and contact addresses marked as *Mail Statement* for the *Client Statement (Window Envelope)* report.
- Transactions By Client, Client Statement – archived and current transactions can be included at the same time on a client statement. The available archived transactions date range will be displayed at the top of the Reports screen.
- Transactions, Deposits Actual Vs. Expected - compares the expected deposits for each client to the actual deposits received.
- Reconciliation, Outstanding Deposits and Outstanding Payments – a "c" will display in the Reconciling column for transactions that have been marked as cleared but the reconciliation has not been finished.
- Audit, Audit Event List – new report with a list of all available audit events and when the event occurs.
- Audit – moved existing Transaction Audit reports from the Transaction reports to the Audit reports section and added new reports by date entered.
    - o Transaction Audit – By Date Entered – new report showing all transactions by the date the transactions were entered.
    - o Transaction Audit – By Transaction Date – report moved from Transaction reports section.
    - o Transaction Audit By Client – By Date Entered – new report showing all transactions by the date entered sorted by client.
    - o Transaction Audit By Client – By Transaction Date – report moved from Transaction reports section.
- Security – new section on the Reports screen for the user security reports.
- Custom, Custom Report Column List – new report listing the available columns for each custom report option.

**Import/Export**

- Export Positive Pay File – added new format options for the standard export file. Format options can be selected for the amount and date fields. A text qualifier can be selected to export with or without double quotes around each field.

**Utilities**

- Check Layout – added a Check Font selection to allow changing the font used on checks.
- System Setup – added *Mail Statement to Client* option to default mailing statements to the client's mailing address when new clients are entered.
- Reset Transactions - added the ability to reset part of a Check Run.
- Scheduled Deposits Update and Scheduled Payments Update – added client filter options for account manager, client type and support type to filter the transactions to be updated.