



Enhanced Business Systems Monthly

Disbursements & Receipts

Have you ever tried any of the reports found in our Disbursements & Receipts module? Check it out by running a few. You'll be surprised at the data that's available!

Technical Tip

Q. Where to I go to find "balances" for all my g/l accounts?

A. Click on the Inquiry tab in General Ledger and select "Account Balances". Two radio buttons will be presented at the top of the screen. The "Last Closed Period" option will display the balances as of the last closed (updated) period. The "Current" radio button option will display balances as of the current date.

Add the Supervisor's / Mayor's signature

Want to add the Supervisor's / Mayor's signature to all accounts payable and payroll checks? Give us a call. We can "embed" the signature on the face of the check eliminating the need to wait for "sign off".

What does the "System Toolbox" do?

Many of you may not be aware of the features found in our System Toolbox module. Here's a brief overview:

- Ability to change the vacation/sick hours on pay stubs
- One screen entries when adjusting employee pay rates
- Remove deleted suppliers from accounts payable
- Undo/Redo employee W2's and supplier 1099's
- Remove customer invoices

More information can be found in the STB quick steps located on our website (client area).

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Are you sending the electronic (ASCII) file for your retirement report? If not, give us a call and we will walk you through it.

Good advice from Bookkeeper Gia and Della the Fund Accounting dog.



Bank Reconciliation

Struggling with balancing out those bank statements? We have a easy to use step by step guide within our Client Area. Just click on the "Help" button and type in your user-name and password.

Finance School in May

James will be manning a booth at the Association of Towns May Finance School in Saratoga at the Gideon Putnam. The dates are May 13 and 14. Stop by and say hello!!

A recent "AUDIT" suggested to better control expenditures!

One of our clients was recently audited. A major hit was the lack of control on purchase authorizations". It seemed that everyone was buying goods and services without seeking prior approval. The auditor recommend a "purchase requisition & order" system. Our purchase order module fit the bill. The client in question is now able to determine who's requesting the product, at what cost and from whom.....prior to committing the actual purchase!

Enhanced Business Systems offers the following software modules

- General Ledger
- Accounts Payable
- Budget Preparation
- Disbursements & Receipts
- Payroll
- Fixed Assets
- Purchase Order
- Accounts Receivable w/Utility Billing

We also integrate to several other popular software products from premier NYS companies. Give us a call to preview any of our software programs or to discuss your particular needs.

To remove your name from our mailing list, please [click here](#).

Questions or comments? E-mail us at James@EnhancedFund.com or call 518-372-1420

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