

## CLS 5.1 Release Scheduled for December 11<sup>th</sup>

CLS 5.1 is nearing completion and is currently scheduled for release December 11<sup>th</sup>. It supports the new 2000 W-2 and 1099 formats. Form 1099-INT has a new format and, of course, the magnetic media file formats have been updated to reflect the changes. You can also print 943 forms and 941 vouchers.

CLS 5.1 also includes the ability to define *pro forma* journal entries (pre-defined journal entries without dollar amounts); new amounts can then be entered each period. You can now use the Query Transactions program to print a list of transactions sorted, and totaled, by payee. And, you can correct misspelled payee names or descriptions in transactions. If you have not been keeping history, a new feature lets you *automatically accumulate current year history* from the annual transaction detail. The Batch Processing program includes a temporary *global* batch capability. Solid lines have replaced dashes on all supporting CLS reports. For more new features, turn to page 2.

Many CLS users laser-print their W-2 and 1099 forms. If you are using a *laser* printer, remember that CLS can **create** all copies of the W-2, W-3, 1098, 1096 and 1099 forms, **except copy A**, on plain paper. CLS provides 2-up, 3-up, and two different 4-up formats. To use this feature, you will need the CLS 5.1 update. Next, use the W-2/1099 Form Requirements report (program TF, Menu Selection 6) to estimate the number of payroll tax forms you will need. Order copy A of all of the forms you will use, and a supply of perforated paper for employee copies of the W-2 forms and the recipients' copy of the 1099/1098 forms.

## CLS ~ The Limited Edition and CLS ~ General Ledger

The Limited Edition and General Ledger packages have been updated to include more features previously available only in the single-user or network versions of CLS. Both packages now include Ratio Analysis, the Income Tax Summary, current period and year-to-date Transaction Registers by Account, and the ability to renumber accounts. We have also added batch processing for *all* ledgers on file, and the ability to back up to a zip drive, delete specific ledger generations, and change a ledger I.D.

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# Client Ledger System™ Version 5.1

## New Features

### Payroll Tax Forms

- CLS 5.1 includes 2000 W-2 and 1099 forms.
- You can print W-2 forms (except for copy A) for 1997-1999.
- You can print 943 forms and 941 vouchers.
- You can also print 941 forms and state unemployment reports *for prior quarters* from within the current ledger generation.

### Other Payroll Features

- When importing transactions in the AT program, you can display the edit listing. This makes it easier to import transactions when no printer is available. In AT 4, you can also import an employee list from QuickBooks or Peachtree Complete Accounting.
- The Employee File List (EL) program lets you batch print the New Hire Report.
- In the TW program, 940 forms will print "0% tax rate" on the line for state contributions if no state unemployment tax is due.

### Financial Statements

Type 5 and type 6 accounts can be used on balance sheet and income statement sub-schedules. This will give you the ability to create more complex sub-schedules containing multiple sub-totals.

### Improvements to ET

Standard journal entries may be entered using *the new pro forma* journal entry routine. This routine lets you set up multiple pre-defined journal entries, then enter only the dollar amounts each period. Lines can be added or deleted while entering amounts.

### Other Important New Features

- In the Bank Reconciliation (BR) program, the number of supported bank accounts has been increased to 30 per ledger (from 20).
- The Batch Processing (BP) program includes a temporary *global* batch. This lets you print a selected set of reports for multiple ledgers.

- The Computed Transactions (CT) program will display a diamond next to menu selections that have already been run at least once during the current period.
- In the Description File Maintenance (DM) program, you can select descriptions to be deleted by tagging them.
- When copying the Cash Flow Statement and Statement of Changes in Financial Position in LI 2, you can select the specific reports to be copied. You can optionally copy account line number assignments. In LI 3, 1, you can specify a default Source Code to be used in the ET program. In LI 6, you can enter an optional footnote to be printed on the current-period transaction register or general ledger. In LI 9, you can duplicate the current generation of an existing ledger using a new ledger I.D.
- If you are using the CLS income tax calculations, you can use MF 1 to specify the *percentage* of a particular account balance to be excluded from net income. A new feature in MF 3 lets you *automatically accumulate current year history* from stored annual transaction detail.
- In the Query Account (QA) program, you can print a list of all accounts (and account balances) for a specific department.
- The Query Transactions (QT) program can be used to print a list of transactions sorted, and totaled, by *payee*. You can then use the QT program to change selected year-to-date transaction descriptions.
- Program SI 3 provides up to six 50-character lines in the transmittal letter letterhead (instead of four 36-character lines). In SI 4, you can also enter an *alternate path for transmittal letters*. This will let users of the single-user version of CLS in a peer-to-peer network share a single set of transmittal letters.
- In the Transaction Register (TR) program, menu selections TR 2 and TR 4 have been enhanced. You can select a range of accounts to be printed and, for TR 2, *optionally include the current period ET transaction numbers*.
- When printed on a laser printer, all CLS reports use *solid lines* instead of dashes or equal signs.

### And Much More...

CLS Focus is published by Financial MicroSystems, Inc. for users of Client Ledger System™ software. We encourage readers to share ideas for publication. Forward all correspondence including address changes to:

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## Year 2000...

If you are using an older version of CLS (prior to CLS 4.8), you will need to update. Older versions are not year 2000 compliant.

## Ordering 2000 Payroll Tax Forms

CLS continues to support plain paper and preprinted laser forms and pre-printed dot-matrix forms from a number of vendors. Nelco, Inc. is our recommended forms supplier. We are confident that Nelco will meet your tax form needs. You can contact them at (800) 266-4669 or [www.fmsi.taxforms.com](http://www.fmsi.taxforms.com) to place your order.

### Help...My tax forms are printing the wrong year!

CLS 5.1 contains the tax form images approved for 2000. If you are printing plain paper forms, the year will not be correct unless you update to CLS 5.1.

## Laser-Printing W-2 forms

When you print W-2 forms in CLS, you may use a laser printer or choose between several different dot-matrix formats. You can print an individual form or a set of forms. With the exception of Copy A, all of the W-2 forms can be printed on pre-printed forms or laser-printed on blank paper. (You *must* use pre-printed forms for Copy A).

You don't need to worry about aligning the forms which CLS creates on blank paper. However, you must test the alignment of *each* pre-printed form you plan to use, and change the offsets as necessary. These alignments are *global*; i.e., they apply to all ledgers. However, they are *printer-specific*; if you are using more than one laser printer to print W-2s, you must check the alignment of each form on each printer.

CLS uses a *paper-type* assigned to each form to decide whether to create the form image on blank paper and to prompt you to change the paper if needed. Paper types B, 2, 3 or 4 tells CLS that you are using blank paper, or two, three or four-part perforated paper, and that a form image should be created. Paper type P indicates you are using pre-printed forms.

### The W-2 form sets available in CLS are:

The Traditional Set:

Prints W-2 forms for two employees on each page of Copy A, B, C, D, 1 and 2.

### The Combined Set:

Combined B and C form, plus two employees per page for copies A, D, 1 and 2.

### The Condensed 3-up Set:

Combined B, C, and 2 form, plus two employees per page for copies A, D and 1.

### The Condensed 4-up Set:

Combined B, C, 2, and 2 form, plus two employees per page for copies A, D and 1.

### The Horizontal 4-up Set:

Combined B, C, 2 and 2 form, plus two employees per page for copies A, D and 1.

## Update Reminders

- CLS add-on programs are compatible *only* with the CLS version for which they are released. If you use the CLS Tax Package Interface, Magnetic Media Processing or Unemployment Plus add-on products, earlier versions will not work with CLS 5.1. Remember to update them also.
- Update prices for add-on products apply only if you own licensed versions of those products.
- Place your order early! Orders are processed and shipped in the order received. Once CLS 5.1 is released, orders are processed *during* shipping, which increases the turn-around time. During the holiday season, delivery delays are beyond our control.
- Remember that the CLS Bank Reconciliation module is now part of CLS. It does not need to be updated separately.
- If you plan to print plain-paper payroll tax forms for 2000, *you will need CLS 5.1*. Earlier CLS versions will print forms for a prior year (e.g., CLS 5.0 will print forms for 1999).
- CLS updates are available *only* on 3½ disks.
- Review your order form for accuracy. Is your credit card number correct, including the expiration date? Is the grand total correct? If you charge the update to a personal credit card, be sure to provide the address associated with that card.
- Do not include sales tax unless you live in Georgia.

## CLS Tech Support News

### Free Technical Support with CLS 5.1

When you purchase a CLS update, you automatically receive 90 days of free (warranty) technical support. During this time, our technical support staff will be happy to assist you with CLS payroll questions or questions about the new CLS 5.1 features – at no additional charge.

### Help us help you

Please include your CLS customer number, your company name, and the correct person to contact when calling or e-mailing for technical support. Support calls are logged in as they are received. CLS users with Priority Support appear first on our call-back screen, then those with warranty support, followed by those with no support or an older version of CLS. Support calls without a CLS customer number appear last.

## CLS 5.1 Order Confirmation Postcards

When we receive your order, we will promptly send you a confirmation card listing the CLS product(s) you ordered. If you have any questions after you receive the postcard, please call our customer service department at:

(770) 446-5709

## FMSI Holiday Schedule

Financial MicroSystems will be closed on **November 23<sup>rd</sup> - 24<sup>th</sup>** for Thanksgiving, and **December 25<sup>th</sup> through January 1<sup>st</sup>** for the holidays.

## CLS Seminar Update

CLS seminars were held this summer in Atlanta, Chicago, Los Angeles, Memphis, Orlando and San Antonio.

Speakers Fred Martin and Tim McCallum highlighted features added to CLS in recent versions. Not all users are aware of CLS capabilities such as income tax estimates and the ability to automatically compute cost of goods sold. Tim, a CPA from San Antonio, has been using CLS in his accounting and tax practice since 1983. He has been a featured speaker in sixteen CLS seminars. Tim put a lot of time and effort into this project. His hard work and sense of humor are much appreciated.

Of the topics covered, attendees were most interested in importing transactions from other accounting packages such as QuickBooks and Peachtree Software, departmentalizing a ledger, and how to use the CLS Bank Reconciliation module.

The seminars provided a refresher course for long-time CLS users and a good overview for new users. Also, they provided an excellent opportunity to exchange ideas with other CLS users.

Additional CLS seminars will be held in 2001. Your suggestions for topics and locations are welcome.

## Order CLS 5.1 Early and Save Money

Place your CLS 5.1 order early and receive free shipping and handling. Just write **"Bonus"** on the Shipping & Handling line and make sure your order is faxed to us or postmarked by 11/17/00.

We know what a tremendous amount of work the year-end brings, and how anxious CLS users are to receive their new updates. Make sure you mail or fax your order right away – orders received after the extended deadline which do not include the appropriate shipping and handling charges *will not be processed* until payment is arranged.

We'd like to hear from you! CLS year-end updates reflect your needs; let us know how CLS can better serve your client write-up needs.

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