

# Client Ledger System™ Software

# FOCUS

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## CLS 5.3 Release Scheduled for December 16<sup>th</sup>

CLS 5.3 is nearing completion and is currently scheduled for release December 16<sup>th</sup>. It supports the new 2002 W-2 and 1099 formats. Two new formats for the laser-printed, vendor copy of the 1099-MISC are now available. One provides a single page that includes one Copy B and the form instructions; the other includes two Copy Bs and one Copy 2 on a single page. State unemployment wage continuation sheet formats have been also updated where necessary.

A **new program** for **filing state unemployment tax wage information on magnetic media** (for the states supported by Unemployment Plus) is now available. W-2 and 1099 magnetic media file formats have also been updated to reflect any changes.

CLS 5.3 also includes a number of other new, innovative features. The **Enforced Cosmetics** routine helps you clean up the presentation of your financial statements and then maintain it. **Formal journal entries** let you enter free-form, multi-line descriptions for journal entries. A new transaction register lets you print these journal entries and their corresponding descriptions. New **pro forma journal entry worksheets** provide worksheets for standard journal entries. The completed worksheets become the source documents used when entering these journal entries.

**Early Bird Discount:** All CLS updates include 90 days of technical support at no additional charge. If you place your CLS 5.3 update order early (by 11/22/02), you will receive coupons for two free CLS support calls, which can be used after your warranty support expires (see page 4 for details).

## Nelco Forms Catalog Enclosed

Nelco is the preferred forms supplier for CLS. We have enclosed a new Nelco forms catalog for your convenience. In addition to payroll tax forms, the catalog includes check formats supported by the new CLS - CheckWriter™ (see page 3) and other popular accounting software packages.

## Accounting Today's Top 100 Products

CLS has once again been included in *Accounting Today's* list of the top 100 products, one of seven write-up packages to receive this honor. *Accounting Today's* Top 100 Products lists the leading software solutions and Internet-based services marketed specifically to accounting professionals.

## Inside

Laser-Printing Payroll Tax Forms ....	2
CLS and Novell® Netware® .....	2
Update Reminders .....	2
New CLS Products .....	3
SUTA Florida Reporting .....	3
Tech Support News .....	4
CLS 5.3 Special .....	4
Benefits of CLS .....	4
Holiday Schedule .....	4

## Laser-Printing of Payroll Tax Forms

Many CLS users laser-print their W-2, W-3, 1099, 1098, 1096, 940, 941 and 943 forms.

**With the exception of copy A of the 1099, 1098 and 1096 forms, CLS can create submittable copies** of all of these payroll tax forms on blank paper using a laser printer; unfortunately, the IRS still requires pre-printed forms. **To use this feature, you will need the CLS 5.3 update.**

While CLS supports forms from several different vendors, Nelco (see page 4) is our preferred provider! You can use the W-2/1099 Forms Requirements program (program TF, menu selection 6) to estimate the number of payroll tax forms you will need. Order copy A of the pre-printed W-2 and 1099 forms you require, and don't forget to order perforated paper for the employee copies of the W-2 forms and vendor copies of the 1099 forms.

## CLS and Novell® Netware®

### Using Btrieve® in Novell® Netware® 5.1 or later

Prior to Netware® version 5.1, the license for the copy of Btrieve® shipped with Netware® was sufficient to support the 15-user CLS network version limit. If possible, you were encouraged to use the Netware® version of Btrieve®.

Beginning with version 5.1, the Novell® license for Btrieve® was changed so that it will support only two CLS users. If you are using the Network version of CLS with Netware® 5.1 or later, use the copy of Btrieve® supplied with CLS instead. Be sure the batch file used to start CLS on the server (normally cl.bat) *does not* contain the command BREQUEST.

### Netware File Corruption

A few CLS users have reported corruption of CLS data files when using Novell® Netware® with Windows® 95 or 98 workstations. The reported corruption occurred primarily with Netware® versions 4.1 and 5.1, and was not restricted to CLS. It seemed to occur with any database software package, whether based on Windows® or MS-DOS®, and whether or not Btrieve® was used as the database manager.

The problem can be solved by changing settings in the Novell® Client32 software on Windows® 95 or 98 workstations, and by disabling the Novell® TurboFat feature. See the CLS web site for more information.

## 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 5.3. 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 5.3 is released, orders are processed *during* shipping, which increases the turn-around time. During the holiday season, delivery delays are beyond our control.
- CLS updates are now shipped on CD-ROM. **CLS is no longer available on 3½" diskettes.**
- 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 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:

Financial MicroSystems, Inc. • 3000 Langford Road, Suite 2500 • Norcross, GA 30071 • Telephone: (770) 446-5709 • Fax: (770) 446-1802  
e-mail: [custserv@clientledgersystem.com](mailto:custserv@clientledgersystem.com)

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## New CLS Products

### **CLS ~ CheckWriter™**

We are pleased to announce the release of the CLS ~ CheckWriter™. Although it is still an MS-DOS® based software package, it has received such an excellent response from our test sites that we decided to release it anyway. A single-computer and a network version are both available. Call to request a working demo!

The CheckWriter is intuitive and very easy to use! Set up a chart of accounts (or copy one from CLS), enter beginning account balances, set up your bank accounts, and you're ready to go! The CheckWriter supports pre-printed check formats for Peachtree Software® and QuickBooks®/Quicken®, so you can use existing check stock.

Simply enter all of the checks you wish to pay, and then print a batch. The last check written to each vendor is memorized, and becomes the template for the next check. You can select the checks you want to print, leaving the rest to be printed later. A quick-check feature lets you bypass an existing batch to write a few checks without disturbing it. At the end of the month, transfer the CheckWriter activity directly to CLS!

The CheckWriter has its own bank reconciliation module. Standard reports include a check register, transaction register, general ledger, trial balance, disbursements by payee, and payee labels.

With the MICR add-on, the CheckWriter becomes a real workhorse! Use blank check stock - you no longer need pre-printed checks. You can begin writing checks for a new client in minutes. And, you can create your own manual checks!

The Payroll add-on for the CLS ~ CheckWriter™ is nearing completion, and should be in test-sites before the end of the year. It will be released after tax season.

### **CLS ~ TaskMaster™**

CLS ~ TaskMaster™, our first completely Windows®-based product, has just gone into test-sites. TaskMaster provides excellent due-date tracking capabilities and a heavy-duty client database (including officers, partners or family members, and client contacts). It also provides a diary (schedule) for tracking meetings and phone calls, and you can enter a list of business contacts for your firm.

Tasks are organized by department and by services provided. Reports include Tasks by Due Date, Tasks by Client, a schedule of meetings/phone calls, and client lists sorted in various ways. You may also print an address book or mailing labels for clients, business contacts, or staff members. It includes a sophisticated interface with Word®, and information may also be transferred to Microsoft® Outlook®. Client information may be imported from CLS, Timeslips®, Act!™ and other software packages. Client names and addresses can also be exported.

## Florida SUTA reporting

Florida has announced that, for the first quarter of 2003, SUTA wage information must be submitted on magnetic media if you are reporting ten or more employees for a single employer, or are reporting for five or more employers. A paper UCT-6 must accompany all submissions. The new SUTA Magnetic Media™ add-on package for CLS, combined with Unemployment Plus™, will help you meet these requirements.

Also, the employer's SUTA ID issued by Florida includes a check-digit, and the method of calculating this check-digit is being changed. CLS is already using the new calculation method. We have been notified by Florida that *their* pre-printed forms will not use the correct method until sometime next year. Either check-digit is acceptable until then.

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

CLS 5.3 contains the tax form images approved for 2002. If you are printing plain paper forms, the year will not be correct unless you update to CLS 5.3.

## Ordering 2002 Payroll Tax Forms

CLS continues to support plain paper and pre-printed 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 either (800) 266-4669 or [www.cls.taxforms.com](http://www.cls.taxforms.com) to place your order.

## Order CLS 5.3 Early and Save Money

Place your CLS 5.3 order early and receive two free support calls. Make sure your order is faxed to us or postmarked by 11/22/02 and we'll take care of the rest. You will receive two coupons which can be redeemed for future support calls. That's a savings of \$50 to \$70!

## Benefits of CLS

- Excellent quality software
- Sophisticated reporting
- Easy to learn and use
- Extremely fast data entry
- Reliable technical support
- Very reasonable prices

## FMSI Holidays

Financial MicroSystems will be closed on **November 28<sup>rd</sup> - 29<sup>th</sup>** for Thanksgiving, and **December 24<sup>th</sup> - 25<sup>th</sup>** and **December 31<sup>st</sup> - January 1<sup>st</sup>** for the holidays.

## CLS Tech Support News

### Free Technical Support with CLS 5.3

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 5.3 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*. To ensure the quickest response when using e-mail, please make sure to direct all technical support e-mails to [techsupport@clientledgersystem.com](mailto:techsupport@clientledgersystem.com).

## CLS and Windows®

The Windows® version of CLS is currently under development, and is now about half-finished. Work on this product has been delayed for a few months so we can finish other products that are closer to release (see page 3). We know that some of you will be disappointed by this decision. However, we *are* committed to the success of the CLS family of software products, and believe that you will benefit from using the new products. Work on the Windows® version of CLS will resume early next year.

The MS-DOS® version of CLS performs very well with all versions of the Windows® operating system, including Windows® XP. CLS does, however, require an HP-compatible laser printer, or a dot-matrix printer, with a parallel port. USB-port printers can be used by CLS only if you are running Windows® XP Professional (call for details) or the printer is set up as a network printer connected to a different computer. Detailed instructions for installing CLS in each of the Windows® environments are provided in Chapter 2 of the CLS Getting Started Guide.

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.

#### Mail:

Financial MicroSystems, Inc.  
3000 Langford Rd., Suite 2500  
Norcross • GA 30071

#### E-Mail:

[custserv@clientledgersystem.com](mailto:custserv@clientledgersystem.com)  
[techsupport@clientledgersystem.com](mailto:techsupport@clientledgersystem.com)  
[programming@clientledgersystem.com](mailto:programming@clientledgersystem.com)  
[marketing@clientledgersystem.com](mailto:marketing@clientledgersystem.com)

#### Telephone and Fax:

(770) 446-5709  
Fax (770) 446-1802

#### FMSI Web Site:

[www.clientledgersystem.com](http://www.clientledgersystem.com)

