



NEWSLETTER

Number 74

Established 1974

September 2009

BUCS® Release 10.3 Ships Out!



Version 10.3 of BUCS® will be arriving at your office soon. The 10.3 release of BUCS® is loaded with over 20 new features, improvements, and refinements. These changes come from our users via the annual BUCS® User Survey, the User Conference, and from your suggestions gathered by our support personnel from clients throughout the year. Some highlights include:

Budget Planning: For those with the Budget Planning module, the Revenue and Expense Accounts programs have been changed to allow the user to enter up to 5 years of budget projections (check out John Milleck's Support tip). There are several other improvements to this particular module including simplifying Edit by Range of accounts, allowing the user to 'check' which plans are to be set to zero, and being able to include the future plan on the Revenue and Expense Plan Reports.

Chart of Accounts: Major changes are coming to the Chart of Accounts in version 10.3. The biggest change is for the Account Activity Graph section. This has now been expanded to include 26 different graph formats. Plus, the user can now print the graphs themselves without using the Print Screen feature. The user will also be able to add individual values for the graphed points to be displayed.

Encumbrances: In Encumbrances, the system has been modified to add the ability to differentiate between encumbrances carried over from the past fiscal year from those that are in the current fiscal year (check out Mike Emmerich's Support tip). It should be noted, however, that with this new change, the user will no longer be able to edit an encumbrance that was created in the prior year.

Positive Pay: Positive Pay now has the capability to handle multiple pay banks. Look for this option on the Checking Accounts tab in System Controls.

Purchase Orders: Purchase Orders have been changed to allow 50 line items per order along with multiple page purchase orders so that the extra line items will be accommodated.

Invoice Processing: Several changes have occurred with Invoice Processing. Several of these new changes affect the CC Tracker module such as providing the capability to include/exclude certain invoices from the search grid. There is also a new date range option in the invoice search grid.

Be sure to explore these and other additions and refinements for yourself when you update your BUCS® 10.3 Release. ■



Bob Foster, Sales
Milford Printers
317 Main Street
Milford Ohio 45150

(888) 831-6630 rfoster@milfordprinters.com

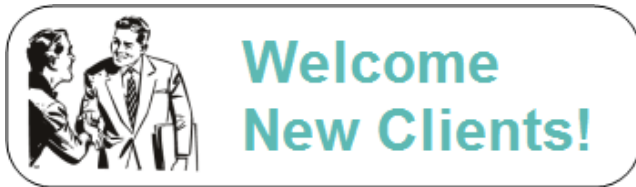
New Forms Supplier Announced

Frey & Company recently announced the selection of a new forms supplier **Milford Printers**. This was not an easy decision. The previous forms supplier had been serving Frey clients' specialty forms printing needs very well for more than ten years. Unfortunately, the supplier changed ownership twice in recent years and Frey and its clients started

experiencing a decline in customer service, follow-up, and follow through on orders. Frey & Company prides itself on providing its clients support and service second to none, and demands that its preferred partners must live by this same golden rule.

Interviews were conducted and Milford Printers was selected as the new forms supplier based upon their experience, years in business, reputation, alignment with our clients specific printing needs, size of operation, and ability to dedicate sales staff to our client base. Milford Printers is also an experienced printing and mailing service provider. This service is well suited to small and medium sized utilities which prefer to deliver the benefits of a statement format utility bill but do not want to invest in the folding, stuffing, and posting equipment required.

Please contact our dedicated sales representative, Bob Foster, at Milford Printers for all your Frey Software forms printing needs as well as any other printing jobs you may have. We are confident you will be very pleased with the service and quality of work you will receive! 📧



Frey & Co. is pleased to announce the following new clients:

- Ulysses Municipal Authority, PA
- Leon County Property Appraiser, FL
- Lake County Property Appraiser, FL
- High Hills Rural Water Co., SC
- Timberlake Community Club, WA
- Clarendon County Water & Sewer Dept, SC
- Grand Bahama Port Authority, Bahamas
- Village of Alexandria, OH

These clients have recently upgraded or expanded their Frey Software systems:

- St. Lucie County PA, FL
- City of Carrington, ND
- St. Johns County TC, FL
- Citrus County TC, FL
- Sycamore Township, OH
- City of Falmouth, KY
- Albany County, WY
- City of Orange City, FL
- Town of McCordsville, IN
- Clay County TC, FL
- Collier County TC, FL
- Hendry County TC, FL
- Leon County TC, FL
- City of Reading, OH
- Osceola County SOE, FL
- Collegetown-Trappe Public Works Dept., PA
- Aha Macav Power Service, AZ 📧
- KY Frontier Gas, LLC, KY
- City of Springboro, OH
- Anderson Township, OH
- Town of Brownsburg, IN
- Mitford Water Co., SC
- Oro Valley Water Utility, AZ
- Cedarpines Park Mutual Wtr, CA
- Peoria Township, IL
- Diocese of Jackson, MS
- City of Augusta, KY
- Cook County JTDC, IL
- Santa Rosa County TC, FL
- City of Balcones Heights, TX
- Pearl River Valley Water, MS
- Village of Peoria Heights, IL

2009 User Conference



This year's user conference was held August 9th-11th at the Embassy Suites Hotel, Covington, Kentucky.

2009 marked 35 years of continuing excellence. Our theme was "Celebrating 35 Years of Partnership – a Winning Team" and you, our partners, were the centerpiece of this 35 year milestone.

The overall conference was a great success. Users came from all over the country to hear about the proposed improvements to their software and network with other users and learn how to better implement the software.

Our evening event was held at Vito's Café "A Music & Dining Experience". It was a wonderful way to spend an evening socializing with our users and their guests.

Reserve these dates – August 8-10, 2010 and make your plans now to attend the 2010 user conference. Contact Shelley at 800-659-3739 to make your reservations. We look forward to seeing you there! 📧



Spotlight on: Robyn Brown, Finance Director for City of Springboro, OH

Size: Population 18,000/\$53.9 M Budget

Frey Software: BUCS®, CHIPS®, & CUBIC®

Year: 2



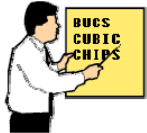
Robyn Brown manages her city's administration offices which includes various departments such as finance, utility billing, income tax, engineering, building/zoning, public works (water/sewer/street/parks) and police. Her search for more efficient software to manage her needs led her to Frey & Company.

Her decision to go with Frey Software was based in part due to the fact that Frey Software offered a true windows based system with outstanding support, she explained. "When checking the Frey references, every single one of Frey's customers raved about the customer support" said Robyn.

When asked what BUCS® manages for her, Robyn listed several things including Budget, Purchase Orders & Encumbrances, Accounts Payable & Receivable, the financial reporting, and she soon plans to utilize the Fixed Assets and Investments options. Her favorite thing in BUCS® is Requisition Control for Purchase Order Routing calling it "Fantas-

tic!” She also mentioned the ability to be able to download all reports to Excel® or a PDF format which her auditors love and allows the city to save storage space and money.

To wrap it up, we asked Robyn her feelings about Frey & Company and what she liked best about us. Her reply, “The People! Customer service has exceeded our expectations.” She cites the willingness of the support team and the programmers to listen to their needs, wants and suggestions. “It is a true working relationship with our software company which we did not have with our previous provider,” Robyn stated. 📧



Tips From Support

By Adam Best

BUCS®: BUCS® allows an invoice to be designated as an electronic payment. An example for using this would be by paying a bill on-line by entering in checking account information. Electronic payments work similar to prepaid checks. When entering an invoice, check the box for Electronic Payment. Invoices for electronic payments do not get released but are updated through the Electronic Payment Processing. To update electronic payments, click on *Payables-Electronic Payment Processing*.

CHIPS®: In the Quarterly Report, CHIPS® has the option of being able to select previous quarters and previous pay years to be printed. In the past, CHIPS® would automatically select the correct quarter in the current year to be printed regardless of what date was typed in. Now, you can select the quarter from a drop down list and type in the year you want. The report now makes it easier to view previous years if desired.

CUBIC®: For those with the Backflow module, you can add all the information in concerning your backflow testers in the Backflow Tester file. The type of information included in this file is the name, address, certificate number, certificate acquired date, and certificate expiration date.

By Dean Eldridge

BUCS®: When posting activity in BUCS® (Journal Entries, Invoices, Cash Receipts, etc.), the system defaults to the current month/year BUCS® is in. If a user enters activity into a future period (a period beyond what BUCS® is in), this date needs to be over-riden to post into the future period. If the user intends to enter future activity but forgets to change this date, the activity will post into the incorrect period. If this occurs periodically, an option is available in the System Controls (*General Ledger-System Controls-Preferences*) to *Require Manual Month/Year Entry*. By checking this box, BUCS® will no longer default to the current period when entering transactions. The user will be forced to key in the period for the activity being posted. This could help to cut down transactions keyed into the wrong period by forcing the user to specify the period each time.

CHIPS®: Between payroll cycles, sometimes items come up that need to be taken care of at payroll time. However, payroll won't be processed for a couple of weeks. Reminders and Note Alerts can be utilized to help the user keep track of these upcoming events. Reminders can be used to set up general things that need to be taken care of for all employees. These are setup by going to *General-Reminders*. These can be setup for a specific user as well as a specific frequency (for example: a one time reminder or something to do every month). Note Alerts are more specifically used for an individual employee. From the Notes tab within Employee Maintenance, choose to Add a Note. By keying in a Follow Up Date, this note will automatically display upon logging into CHIPS® on the day the Note needs to be dealt with. An example of this would be special pay amounts or temporary deductions/earnings that need to be addressed on the employee's next payroll transaction.

CUBIC®: After all Reads have been entered through interactive billing or uploaded through handheld, many users will print the edit list to check high reads, low reads, or unbilled customers. Another option to make sure all the services for all active customers within a book range will at least receive an estimated bill if no reads have been entered is to Batch Bill the customers. In order to do this, go to *Billing – Batch Billing*. Key in the book/account ranges as well as the appropriate dates. Select All Services and choose Estimate in the 'Season' section. Click OK. The system will prompt with a message concerning customers with no history to estimate. Choose Minimum Bill and select OK. This will scan through and any customer that does not already have a bill in interactive billing (within the ranges selected) will at least receive an estimated bill. This is just another option to make sure each customer receives a bill.

By Mike Emmerich

BUCS® 10.3: BUCS® 10.3 has been modified to enable it to differentiate encumbrances that were carried over from a previous fiscal year from those encumbrances that were added in the current fiscal year. Carryover Encumbrance fields, such as Beginning Balance, Liquidated, and Remaining fields have been added. These fields have been programmed into BUCS® so you can use the Report Parameter program to display these fields on your Expense Reports for those that desire that separation and detailed tracking of current and prior year's encumbrances. It was mentioned to me that it is helpful for audits when, for example, you have a \$30 Million budget and this fiscal year shows that you have spent \$40 Million. It's nice to be able to show that the extra \$10 Million in expenses this year actually were from the prior year's purchase orders.


CHIPS®: The Off-Time Report can be sent to Excel with the CHIPS® 10.2 Release. This is very helpful to your auditors when they spot check employees' time used such as sick, vacation, or personal. The Deduction Reports along with the Deduction Report Scheduler also have the capability of being sent to Excel provided you have the Data Dictionary module. I've found many people are starting to store their reports in Excel by date which helps to save paper. Some are even e-mailing the Deduction Report to the companies that are receiving amounts deducted from the employee for such things as Dental or Cancer Insurance.

CUBIC®: Several years ago, we added an Auto Search feature in CUBIC®. This feature will automatically bring up a search window when the <ENTER> key is pressed and the Book # is left blank. This enables the user to be able to search for a particular customer. However, we have noticed that this has been a problem for some users in Cash Receipts since the search window pops up when the enter key is hit by mistake as this slows them down. To avoid this, you can disable this feature by going to *General-System Controls*. Click on Edit and go to the Cash Receipts tab. On the bottom right of the screen, check the box to “Turn Off Customer Auto-Search in Cash Receipts.” Click OK to update the change.

By John Milleck

BUCS® 10.3: Budget Analysis has changed to allow the system to store 5 years of yearly budget projection amounts. The analysis now lets you choose to include the current year’s budget and actual and prior years’ budgets. The prior years to be analyzed can be up to 4 prior years that are to be included on the report. Also within the Budget Analysis report are the new plan and future plans (future plan 1-4). The user has the option to double space the report which adds a blank line between each detail line on the report. The spreadsheet can also list the account description on the same line with all the other information listed on the report.

CHIPS®: Bank Institutions has added the ability for the routing ID number to be expanded to 9 digits. The first 8 digits are really the routing ID number and the 9th one is the check digit. The system will still hold 8 digits inside the field and the program will calculate the check digit automatically. This allows the user to key in the 9th digit if all 9 numbers are known.

CUBIC® 10.3: If the user is manually selecting which customers should get delinquent notices while processing delinquent notices, there is now the ability to edit customers from the selection screen. Previously, you could only view the customer. There is also now the ability to change the text that is defaulted when a note is generated during printing of delinquent notices. The default text for the note can be pre-defined inside of Preferences in System Controls. 



Fund Accounting

- General Ledger
- Accounts Payable
- Cash Receipts
- Fixed Assets
- Credit Card Tracker
- Encumbrances
- Check Reconciliation
- Requisition Control
- Advanced Allocations
- Budget Planning
- Data Dictionary
- Fee Receipts
- Positive Pay
- Combining Reports
- Accounts Receivable
- ACH for Accounts Payable
- MSSQL Database Option



Payroll

- Check Reconciliation
- Time Clock Interface
- Florida Retirement System
- Magnetic Media
- Positive Payment
- ACH Direct Deposit
- Web Services – E-Stub & W2s
- MSSQL Database Option
- Data Dictionary



Utility Billing

- AR Billing
- Multi-User
- Productivity
- CASS Certification
- E-Billing
- RUBS Billing
- Budget Billing
- Data Dictionary
- AMR Interface
- Inventory
- Back Flow Device Mgmt
- Internet Inquiry
- On-Line Payments
- Meter Maintenance
- Installments
- MSSQL Database Option

Call Toll Free	1-800-659-3739
Internet	www.drffrey.com
E-Mail Sales	sales@drffrey.com
E-Mail Support	support@drffrey.com