RELEASE NOTES

Practice Management

Version 11.1

Author

Created and Published by Reckon Limited
Level 7, 65 Berry Street
North Sydney NSW 2060
Australia
ACN 003 348 730
All Rights Reserved
Copyright © 2015 Reckon Limited

Copyright & Trademarks

Contents

Introduction

These notes are part of your package and are installed in the location shown below. Please note that if you do not have the previous version of PM installed, you are able to download older release notes from the Practice Hub.
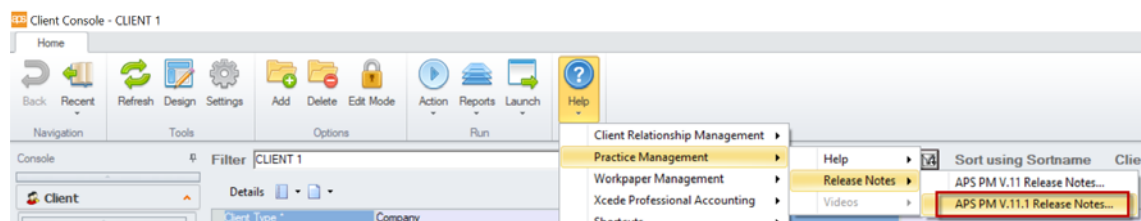
The following convention is used throughout this document:

⭐ Enhancement

✓ Correction

Known Issues

A knowledge base article has been created to record any new known issue as a result of this release - Knowledge Base article # 19237.

The known issues are detailed separately in the knowledge base article, linked to the knowledge article #. For each 'FIXED' article the linked Knowledge Article will contain details on how to obtain the update. For each 'LOGGED' article, the issue has been logged for development and will be resolved in a future release.

To review the Knowledge Base Article # 19237, visit the MyAPS Portal, enter the article number and press the search button.

MyAPSPortal - http://myaps.aps-advance.com/vsm_prod/Servicemanager.aspx?lite

Reference Numbers

Each item in this document is prefixed by a corresponding reference number. From time to time a Reckon staff member may advise you of a reference number for an outstanding issue or enhancement request. Once that change has been released, the release notes document will include the reference and an explanation of the change.

Client Due Diligence (AML) console page

⭐ ACC-2471. A new console page called "Client Due Diligence" (CDD) has been added to the Client Console to assist with recording additional client information required under the Anti Money Laundering (AML) legislation. This console page is designed to allow you to record the information required to meet the Standard CDD requirements. The CDD page includes a default set of required information. Available fields displayed, and their value lists can be added to and edited using Attribute Maintenance.

Appendix 1 gives an overview of the new Client Due Diligence console.

All applications

The following situations have been corrected.

Debtors

Period End

✓ ACC-2400. Debtors Integrity Check - IF Client Security Model is used, block users who are not members of the Administrator security group from running the Debtors Integrity Check.

✓ ACC-2362. Prevent the display of a 'yellow' Data Dynamics evaluation message at the bottom of reports.

Fees Console

Auto Fees

✓ ACC-2369. Contract Billing - Fee was not created correctly when more than one milestone per matter was due to be billed.

Correspondence

⭐ ACC-2396. Add functionality to automatically create Notes for invoices emailed using .REPX.

✓ ACC-2338. Using .REPX statements. Prevent 'table 0 ...' error when selection filter criteria contains Partner name with a comma.

InfoTrack

✓ ACC-2337. Disbursement charges were not created for searches processed on the last day of the Debtors Period.

Work Centre

✓ ACC-2362. Unallocated milestone work did not display correctly.

CRM Users

Activities

- ✓ ACC-2402. In some circumstances loading the Activities page generated timeout errors.

Appendix 1 Client Due Diligence (AML)

NZ Accountants are required to meet AML (Anti Money Laundering) legislation as of 1 October 2018. APS software can assist with this by providing additional data capture points to record the required CDD (Client Due Diligence) data in APS.

CDD is a process of verifying the client, some specific information is gathered through this process and needs to be recorded, APS is an ideal location to record this.

System and User Settings

The following System and User Setting is used to configure the Primary Document Management System (DMS).

Setting	Definition
Primary DMS	For ADM, set this to Advance (default) VC for Virtual Cabinet integration IMANAGE if one of these is used.
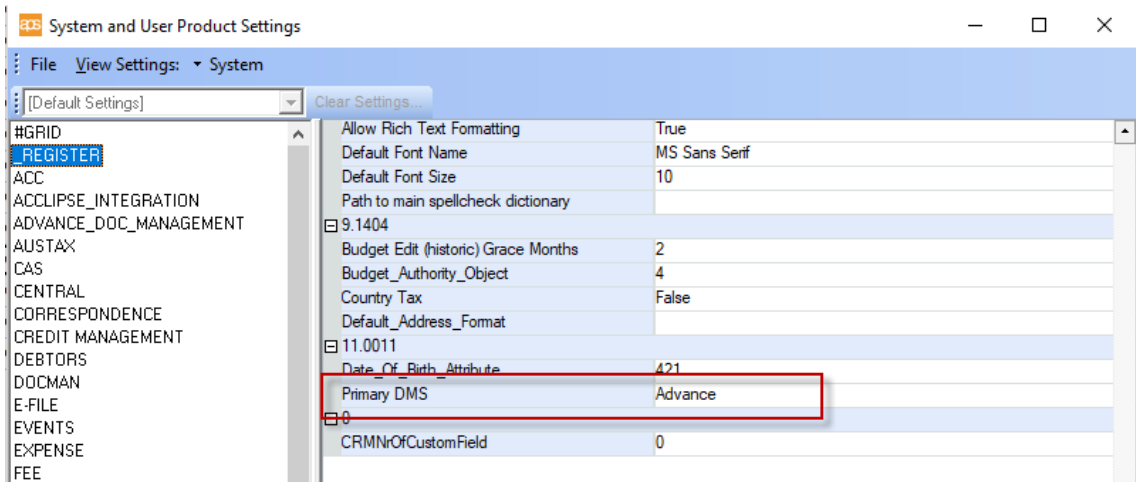
JOE Admin

Joe security has one new set of permissions for the CDD Console, these are located in the Central console section as shown below.

| Setting	Definition
View Allowed	Allows users to access the Client Due Diligence page.
Allow Edit	Allows users to edit the Client Due Diligence page.
Allow Add - Notes	Allows users to add Notes.
Allow Delete - Notes	Allows users to delete Notes.
Allow Editing – Notes	Allows this user to edit all Notes.
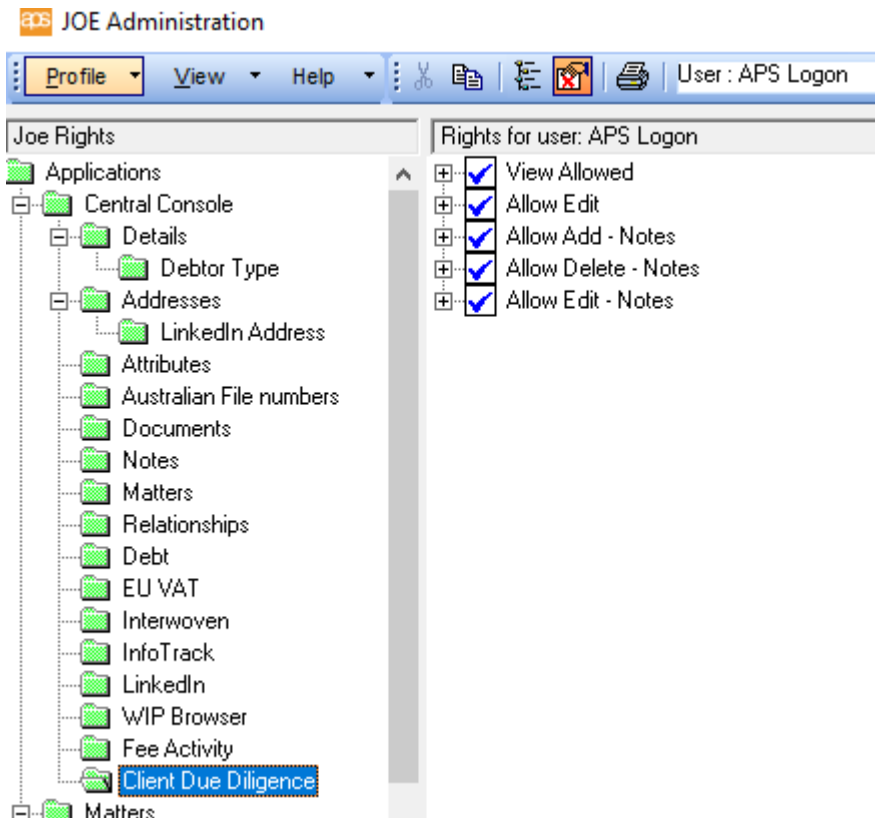
Client Due Diligence page

The Client Due Diligence page is accessed via the Client Console.
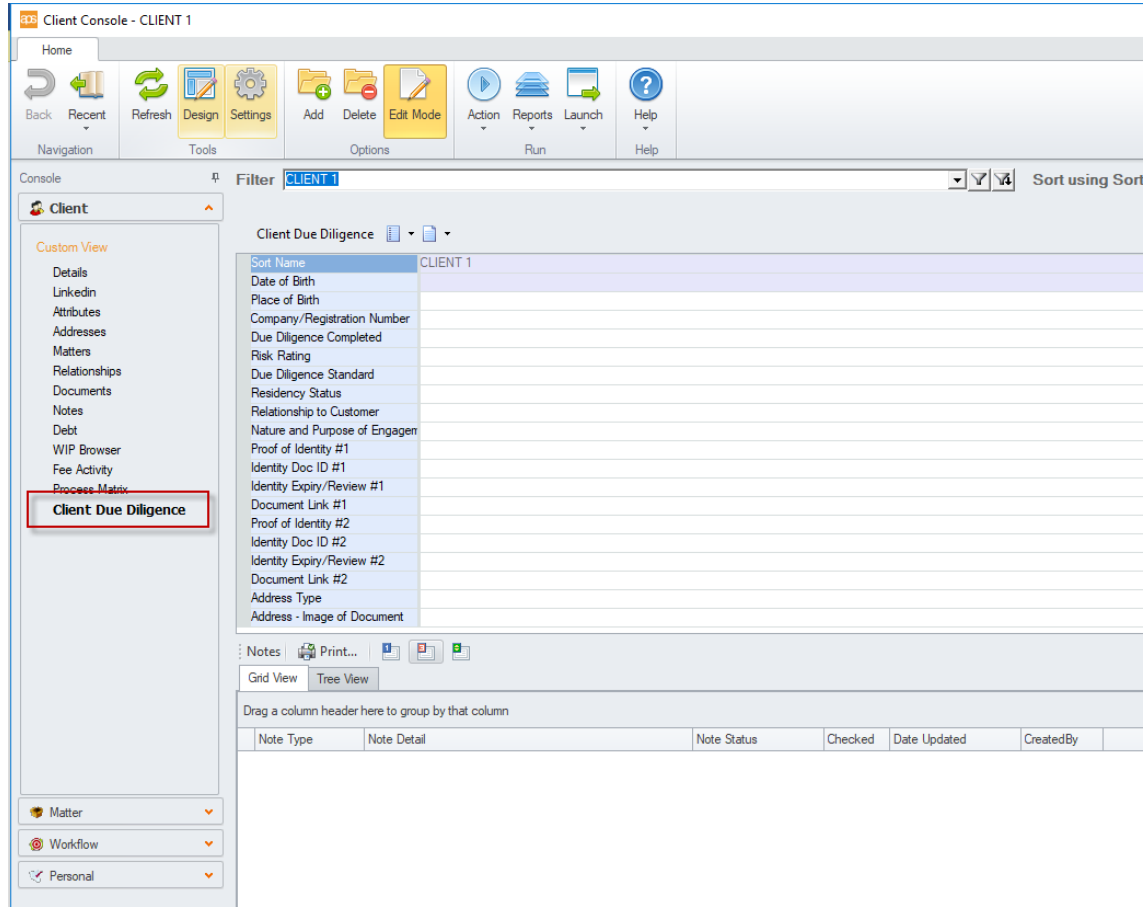
Details of the fields in the page and their intended use.

Title	Description
Sort Name	As currently stored in client details
Date of Birth	As currently stored in client attributes.
Place of Birth	Free text
Company/Registration Number	Not the NZBN number
Due Diligence Completed	Yes/No
Risk Rating	Default values: High, Medium, Low
Due Diligence Standard	Default values: Simplified, Standard, Enhanced

Relationship to Customer	Default values: Director, Trustee, Secretary
Residency Status	Default values: Resident, non-Resident
Nature and Purpose of Engagement	Default values: Annual Compliance, Business Acquisition
Proof of identity	Valid proof of id
Identity Doc ID	Unique document Id, this must be unique across the database for each document type
Identity expiry/review	Date the identity verification expires or needs to be reviewed
Document Link	Link to DMS copy of the Identity verification document
Address Type	Default values: Registered Office, Utility Statement, Bank Statement
Address - Image of document	Link to DMS copy of the Address verification document
Notes	Note Type/status values are maintainable via Attribute Maintenance.

The value lists for these attributes can be edited via Attribute maintenance as per standard attributes. There are additional fields that can be customised and added to the Client Due Diligence page as required.

If your APS database already has a Date of Birth or Place of Birth fields these existing fields can be added into the Client Due Diligence page, for assistance with this please contact APS Support.

These fields are all available in the selector: