



Pass It On...

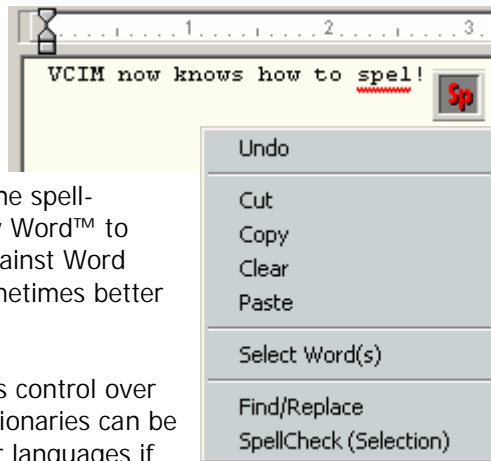
Three horizontal lines with a hand icon at the start of each line, intended for user input.

VCIM Spell-Check Has Arrived!

While we were waiting for our test sites to confirm the stability of the new VCIM Accounting and other new features in Release 4.1, we've been busy adding more features. One of the coolest is the built-in Spell-Check feature. But, not only is spell-check available in the WordPro screen, it is also built into the two dozen or so other word processors in VCIM, including CIMMail, ComTracks, Account Notes, the Commercial Screens, Policy Notes... well you get the picture.

Word-Smith Quality Spell Check

The Spell-Check engine is based on an updated version of an old UNIX spell-checker. Both Canadian English and French dictionaries are available, and since the files are public domain, the spell-checker is free (you do not have to buy Word™ to have spell-check). In our basic tests against Word 2003, ours is at least as good, with sometimes better alternate spelling suggestions.



Even better, a system administrator has control over the spell-check files: Other spelling dictionaries can be downloaded from the Internet for other languages if so desired. But the best part is the ability to manage personal spelling libraries.

In Word™, if a user comes across a word that is not in the dictionary (say "coverages"), that word can be added to the dictionary. But lets say someone tries to use the slang word "comprable", and decides to add it to their own dictionary, it will then be available for that user from then on, without any warning. Worse, it is not easy for an administrator to check the individual additional word lists kept by each user by Microsoft Word™.

In the VCIM version, it is still possible to add your own words, except the files are kept on the server. File security can be set to select who is allowed to add a word, and everyone can use the same additional word list or have their own. It is easy for a system administrator to periodically take a peek at the VCIM personal word lists to ensure that the added words are appropriate.

The original 4.1A spelling test sites have added a few standard insurance terms to their lists, and these are now being distributed as part of the 4.1A Release.

Unicode Support

As part of adding the French dictionary, we also decided to expand our support for accented characters, symbols, and other special characters both in database data and in Word Processing Files. VCIM now handles several file formats and character encodings, and some of these are already available for test sites. (Actually, this is one of a number of planned VCIM WordPro enhancements.)

Back-Dating Journal Entries

December 31 is the end of the financial year for many brokerages. Based on recent conversations with brokerages, it appears some people are not aware that Journal and other GL entries can easily be back-dated to an earlier period provided the user has the correct security settings. It is not necessary to change the accounting period for the whole system. This makes year-end adjusting entries very easy to enter and it can be done with everyone in the system.

Technique #1— simply change the accounting period in each transaction.

Technique#2—use the YEA (Year-End Adjustment) which automatically posts into your year-end accounting period.

2007 Holiday Hours

December
24th: 8.30am - 1.00 pm
25th: Closed
26th: Closed
31st: 8.30am – 1.00 pm



January
1st: Closed

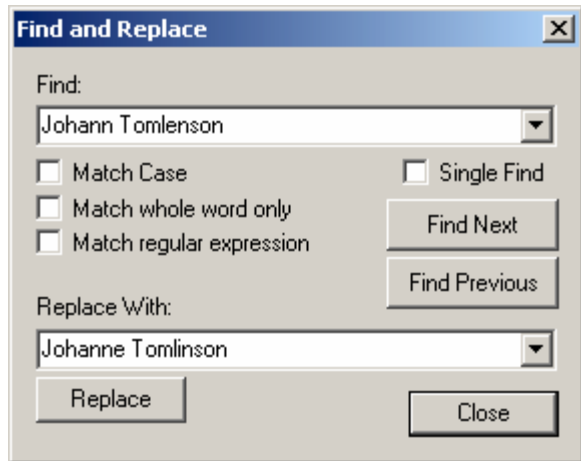


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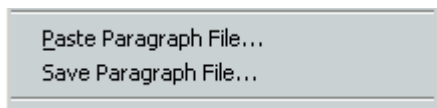
Other New VCIM Word Processing Features

More new features are:

- Find and Replace - has been implemented in a simple pop-up.
- Bold, Underline, Italic, and Wide are available in most editor screens by using [CTRL]+B/U/I/W.



- "Paste Paragraph" now has a companion: "Save Paragraph", which will copy a selected range of text to a paragraph file. With the new File Type options, paragraph files can now include character attributes (bold, italic, underline) and paste in beautifully. (Paste Paragraph is an excellent way to maintain standard wordings to be added to mail-merged documents, commercial wordings, etc.)



Other new VCIM Features

We're running out of room here, but next month, we'll talk about other new features such as the new VCIM "Hot Buttons" - a feature to quickly and easily navigate to screens, and faxing directly from CIM-Mail.

Why should you use blank MICR Cheques?

Recently, another one our brokers had the misfortune of having some cheques altered fraudulently. The bank immediately closed the current account, which meant their pre-printed cheques could no longer be used. Furthermore the quickest any of the printers could print more cheques at that moment, was unusually, two to three weeks. If this had happened to a broker using blank cheques with a printer using MICR toner they would have called CIM-Data support staff with the new account information and would have been printing cheques less than five minutes later.



"Not only did we get you an apple with a mouse like you asked, we also got you a banana with a lizard."

The cost of printing cheques with MICR is very reasonable. The blank cheques with standard security features come in four colours and are \$97.45 per 1000. The charge for creating the logo macro is \$75.00. MICR toner is available for many printers. The cost of a new printer and MICR toner ranges between \$550 and \$2000 depending on the printer features. Please contact us if you would like more information on this.

The CIM-Data MICR printed cheques meet all the new CPA standards, which all Canadian banks are currently implementing. Another advantage is that if a cheque is caught in the printer it is easy to reprint a replacement. Bank reconciliations are also easier because the bank statement has the cheque number printed.

Holiday Backup Settings Reminder



To make your return from the holidays smoother, remember to disable both the Automatic Backups and EDI Sessions for the days that your office will be shut down.

- To disable the backup, go to zFiler>Backup>Backup Manager>Scheduling and uncheck the auto Backup days. Then click save.
- To disable EDI go to zFiler>Batch>Communications Manager. Select the time and click the Edit button, choose disable, and click OK to exit out. (On 4.0F, zFiler needs to be closed and reopened for communications changes to take effect.)