

Release Guide

Timberline Office

Accounting and Management Products 8.2.1 CD

Overview

This release includes quarterly Payroll changes, as well as a change in Cash Management. Also included on this CD are numerous enhancements to Project Management and other products, which originally appeared on the 8.2.0 CD. For a detailed description of the changes, see the release notes (**Help > Release Notes**) in each application.

For installation instructions, see the “Quick Install Guide,” included with your CD.

Beginning with 8.0.0, the installation process includes some prerequisite software. For details, see “Description of Prerequisite Software” (Prerequisite.pdf) in the Documents folder of the Accounting and Management Products 8.2.1 CD.

Note: Outlines of the numerous additions and enhancements that were included in the Accounting and Management Products 8.0.0, 8.1.0, 8.1.1, and 8.2.0 CDs appear in 8_0ReleaseGuide.pdf, 810ReleaseGuide.pdf, 811ReleaseGuide.pdf, and 820ReleaseGuide.pdf, found in the Documents folder of the Accounting and Management Products 8.2.1 CD.

Changes to Existing Products

Cash Management

Cash Management now interfaces with Residential Management. You can automatically send deposit, adjustment, and insufficient funds information from Residential Management to Cash Management. You must select the Residential Management check box on the bank account (**Setup > Bank Accounts > GL Cash Account** tab). Residential Management transactions use the general cash account.

Payroll

This release includes quarterly reporting changes for clients registered to receive Payroll updates for the first quarter in these areas: Canada, Minnesota, Oregon, Pennsylvania, Washington, Wisconsin, and Wyoming.

Changes to Existing Products on the 8.2.0 CD

The following changes, which originally occurred on the 8.2.0 CD, are also available on this CD.

Address Book

You can now enter an extension to the business telephone number in the **Person Setup** window.

Cash Management

You can now quickly and easily clear individual transactions in the **Edit Register** window. You can also use the **Clear Checks** window to clear up to five ranges of checks at once.

For more information on this new and enhanced feature, see the topic “Clearing entries” in the Cash Management Help index.

Inventory

Inventory 8.2.0 is compatible with database changes made in Job Cost 8.2.0. To use Inventory with Job Cost 8.2.0, you must install Inventory 8.2.0.

Purchasing

Purchasing 8.2.0 is compatible with database changes made in Job Cost 8.2.0. To use Purchasing with Job Cost 8.2.0, you must install Purchasing 8.2.0.

Project Management

Meeting Minutes

Meeting minutes provide a way to record meeting attendees, issues, events, and action items that you discuss in your project meetings. You can track issues from one meeting to the next, record an ongoing series of events about a particular issue, track who is

responsible for the issue, and close issues when they are resolved. You can print meeting minutes and agendas, and you can send copies of meeting minutes to all participants by e-mail, fax, or paper.

Drawing Log

Use the drawing log to track drawings, revisions, and sketches over the life of a project. You can quickly identify the most current drawings to ensure that all project participants are building the project as planned, using the most current revisions. Drawing history information tells you to whom you sent drawings and when you sent them.

Check Spelling

With the check-spelling feature, you can check certain fields for misspelled words. For a list of PJ fields that have check-spelling capabilities, see the Help topic titled "Where you can check spelling in Project Management."

Other Enhancements and Changes

- New and revised reports.
- New and revised inquiries.
- Request for information (RFI) number sorting change.
- Ability to reference drawing log drawings on a request for information.
- New way to enter a job number in document windows.
- Default view change in the **Contact Selection** window.
- Print previews for all documents.

Help and Information

Help

Each Timberline application includes Help, which provides many answers and instructions at the click of your mouse. To use Help, select **Help Topics** from the **Help** menu in any application.

An important feature of the Help system is What's This? Help. For detailed information about each field in the application, press F1, or click the question mark that appears in the title bar of each window, place it over the area in question, and click again.

Timberline Web Site

Visit the Timberline Web site (www.timberline.com) for the latest information about the company and its products, including:

- News—Find articles about products, releases, and industry issues.
- Knowledgebase—Search a comprehensive database of solutions, helpful hints, and other issues.
- Files—Download software updates, network patches, and other files.
- Software Support—Send requests to Timberline’s Software Support.
- Training—Learn more about our authorized training centers, including locations, course descriptions, and schedules.

Software Support

If you have questions or issues, you can contact Timberline’s Software Support by telephone, fax, or e-mail.

For Support in the U.S. or Canada:

Call 1-800-551-8307, fax 503-439-5333, or e-mail support@timberline.com
Support hours: Monday through Friday 6 a.m. to 5 p.m. PT (Pacific time)

For Support in Australia:

Call 1800-120-369, fax +503-439-5763, or e-mail austracct@timberline.com
Support hours: Monday through Friday 8 a.m. to 5 p.m. AET (Australian Eastern time)

For Support in Asia-Pacific:

Call +503-439-5178, fax +503-439-5763, or e-mail austracct@timberline.com
Support hours: Monday through Friday 8 a.m. to 5 p.m. AET (Australian Eastern time)

For Support in Other International Areas:

Call +503-439-7155 , fax +503-439-5333, or e-mail support@timberline.com
Support hours: Monday through Friday 6 a.m. to 5 p.m. PT (Pacific time)

© 2003 by Timberline Software Corporation. All rights reserved. TIMBERLINE is a registered Mark of Timberline Software Corporation. All other trademarks and registered trademarks are the property of their respective holders.