TI̅MBERLINE®

Release Guide

Timberline Office

Accounting and Management Products 8.3.2 CD
Estimating Products 6.7.2 CD
Residential Management Application 8.3.1 CD

Overview

This release includes changes that are necessary to comply with year-end government reporting requirements. It also includes enhancements to Payroll and numerous Residential Management improvements. In addition, Timberline products now support Windows® Server 2003 Standard Edition. Please read the sections that apply to the products you own.

Changes to Existing Products

General Changes

Support for Windows Server 2003 Standard Edition

Timberline now supports Windows Server 2003 Standard Edition. You can install all Timberline Office products to this server unless you are an estimating client who uses License Manager. This application does not currently support Windows Server 2003.

Note: At this time, Timberline has not tested Windows Server 2003 Enterprise Edition, Datacenter Edition, or Web Edition. For this reason, Timberline does not currently support these operating systems.

Accounts Payable

The software is updated to accommodate all changes to 1099 tax forms and magnetic media.

Payroll

Payroll includes the following changes:

- You can now print two states at a time on W-2s.

- Local level W-2s include an employee minimum.

- W-2s include state changes for Arkansas, Indiana, Kansas, Kentucky, Missouri, New Jersey, New York, North Carolina, and Wisconsin.

- The software accommodates quarterly reporting changes for Arizona, Iowa, Kansas, and New York.

Property Management

The software is updated to accommodate all changes to 1099 tax forms and magnetic media.

Residential Management

Help

You can now access the first phase of Help, which provides Help for the basic workflow. This includes the guest card tabs, cash receipts, working with units, and moving in applicants.

From the **Help** menu, select **Help Topics** for topics that tell you how to use the software and where to find information. To start What's This? Help, click a question mark button and drag it to the field or grid, or press [**F1**] in the field or grid for which you want to see Help.

Look for more Help in future releases.

Late Charges

Setup > Properties—On the **Late Charges** tab, the field title of **Maximum Days** has been changed to **Maximum Charge.** When you use this feature, the software no longer creates late charges after the maximum charge entry has been reached.

Setup > Properties—The late charges process has been enhanced to charge a late fee on an open item that is paid, but that was paid late. To use this feature, select the **Process Paid Late Items** check box on the **Late Charges** tab.

Setup > Property Settings—The setting **Minimum Late Charge Balance** has been moved to **Property Settings** so that you can enter a minimum balance amount for late charges at the property level.

File > Generate Late Charges—The late charges process has been enhanced so that you can preview late charges in a grid before you post. In the grid, you can modify the charge amount, charge date, and description for any late charges. You can control access to these fields in **Setup > Security**.

File > Generate Late Charges—You can now enter a cut-off date by which to process late charges.

Refund Credit

A new task called **Refund Credit** (**Tasks > Refund Credit**) lets you refund credits for current residents.

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.

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

Solution Providers

For more information on Timberline products, contact your Timberline solution provider, visit www.timberline.com, or call 800-628-6583 for assistance.

Timberline Web Site

Visit www.timberline.com for the latest information about the company and its products:

- News—Find articles about products, releases, and industry issues.

- Knowledgebase—Search a comprehensive database of solutions, hints, and other issues.

- Files—Download software updates, network patches, and other files.

- Support—Send requests to 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 us 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. (Pacific time)

For Estimating Support in Australia:

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

For Other Product 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. (Australian Eastern time)

For Estimating Support in Asia-Pacific:

Call +503-439-5178, fax +503-439-5333, or e-mail austrest@timberline.com
Support hours: Monday through Friday 8 a.m. to 5 p.m. (Australian Eastern time)

For Other Product 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. (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. (Pacific time)