Release Notes 8.3.2

The following notes describe changes on the Accounting and Management Products 8.3.2 CD. Please read them carefully before you use your new software.

See the following sections for changes:

For information on previous releases, please refer to the following documents in the Documents\Archives folder of your accounting and management products CD:

- 811ReleaseNotes.pdf
- 820ReleaseNotes.pdf
- 821ReleaseNotes.pdf
- 830ReleaseNotes.pdf
- 831ReleaseNotes.pdf

Upgrade to the 8.3.2 CD

If you have a 7.x.x or 8.x.x CD, upgrade directly to the 8.3.2 CD.

If you have a Gold Collection 5.4.x CD, upgrade to a 7.5.x or 7.6.x CD before you upgrade to the 8.3.2 CD. Be sure to use File Doctor on all files before you upgrade your 5.4.x CD. You cannot wait until after the upgrade to perform this check because later versions of File Doctor are not compatible with 5.4.x data.

The data file upgrade process can be quite lengthy if you have many large files. For more information, please refer to the TS-Main Help topic "Upgrading files."

Upgrade Your Data Files

After you upgrade your applications, upgrade your data files so that they are compatible with your upgraded applications. Please see the following sections for data file upgrade instructions.

Upgrade Accounting and Management Data Before You Upgrade Estimating Data

Be sure to upgrade your accounting and management data files before you upgrade your estimating data files. Upgrading accounting data first ensures that Address Book data is upgraded when an estimating database is opened.

Determine Which Applications Need Data File Upgrades

CD That You Upgrade From	Applications That Need Data File Upgrades
8.3.0–8.3.1 CDs	Accounts Payable Payroll
8.2.0–8.2.2 CDs	Accounts Payable Accounts Receivable Address Book Contracts Inventory Job Cost Payroll Project Management Property Management Purchasing Service Management
8.0.0–8.1.1 CDs	Accounts Payable Accounts Receivable Address Book Cash Management Contracts Inventory Job Cost Payroll Project Management Property Management Purchasing Service Management
7.x.x CD	All accounting and management applications, as well as Inventory and Purchasing.

Upgrade Data Files

To upgrade data files, start TS-Main. Then select **Tools > Upgrade Files** and follow the instructions in the windows.

For more information, see the TS-Main Help topic "Upgrading files."

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 (U.S.A)

Fixes

Form 1099

You can now use a federal ID that begins with the number 69. In earlier versions, federal ID 69-123456789, for example, would be invalid.

Government Mandated Changes

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

Job Cost

New Features

Scope of Work Field Size Change

You can now enter or import up to 999 characters in the **Commitments Scope of Work** and **Commitment Items Scope of Work** windows.

Fixes

Document Field ID

The commitments document ID now increments correctly for numbers over 32,767. The document ID is not the commitment number; it is an internal number used in reporting.

You are affected by this issue only if you have entered more than 32,767 combined commitments, commitment change orders, and change orders. If so, you may have duplicate, blank, or negative commitment document IDs.

To determine whether your system has this issue, use the report called "Commitment-Duplicate, Blank and Negative IDs." It is available in Timberline Office\Accounting\Report.

The report displays a letter in the Blank or Negative column if blanks and negatives are present and a digit in the Duplicate column if duplicates are present.

To correct blank and negative IDs, select **Upgrade Files** and upgrade your Job Cost master file. Contact Software Support if you have duplicate IDs.

Payroll

New Features

AccuWage

You can find the Social Security Administration’s AccuWage 2003 application on your Accounting and Management Products 8.3.2 CD at \Main\Tools\Accuwage\accu03s.exe. After you create your federal magnetic media file, use this application to check for any errors.

To install AccuWage, use Windows Explorer to copy accu03s.exe from the CD to a temporary folder on your hard drive; for example, C:\Accuwage. For information on how to install the application, please refer to the guide located at http://www.ssa.gov/employer/accuwage/userguide03.html. The Social Security Administration does not guarantee that all errors will be found, but using the application reduces submission rejections.

AccuWage for 2003 was modified by adding the new **Error Limit** window, in which you can enter a limit on the number of errors that AccuWage can find before it stops testing. The error limit range is from 1 to 25,000 errors, with a default value of 500. To change the default setting, from the AccuWage welcome window, select **Test** > **Set Error(s)**.

Print W-2 Forms (Tasks Menu)

Timberline no longer supports double-wide forms.

Print Two States on W-2s

You can now print two states on W-2s. See Payroll Help for more information.

Employee Minimum

The **Employee minimum** field in the **Modify W-2 Forms** window on the **Controls** tab is now also available and can be overridden in the **Print W-2 Forms – Print Selection** window. The minimum now also works for local taxes.

Recalculate Subject-To

You can now recalculate subject-to for the prior year. For more information, see "Recalculating subject-to amounts for the prior year" in Payroll Help.

Government Mandated Changes

Modify W-2 Forms (Tools > Modify Forms)

Q is no longer a valid option for Box 12. It has been removed.

Indiana

Required changes were made to Indiana W-2 magnetic media.

In order to accommodate one of these changes, if any employees have received Indiana Advance EIC, enter the following formula in Box 19b (bottom row of Local income tax boxes) replacing “INEIC” with the tax ID you used for Indiana Advance EIC tax.

LOOKUP (YTD Tax<PR Employee Tax>, Employee<PR Employee>, 2, "INEIC")* -1

Enter the following formula in Box 20b:

“INADV”

County taxes must be reported in Boxes 18a, 19a, and 20a (top row of Local income tax boxes).

See "Special note about printing W-2 forms for Indiana" in Payroll Help for example formulas.

New York

The state of New York now requires the following:

- For residents of New York (regardless of where they work) or nonresidents who work in New York all or part of the year, employers should report YTD FWH taxable in Box 16 (State wages, tips, etc.) of the W-2. Employers should still report the YTD NYSWH tax (if any) in Box 17 (State income tax).
- For employees who lived or worked in Yonkers for any portion of the year, employers should report YTD FWH taxable in Box 18 (Local wages, tips, etc.). Employers should still report Yonkers tax (if any) in Box 19 (Local income tax).

In order to meet this requirement, Timberline will look for one of the following when selecting employees to print for NY state W-2s:

- Employee's YTD NYSWH taxable amount for the year is greater than zero.
- Employee residence state equals NY.
- Misc Tax Code 3 equals NY on the Employee State record for NY.

Residents of New York who worked out of state the entire year will have no YTD NYSWH taxable, so you should implement one of the last two options above to ensure that they receive a New York W-2.

When setting up Box 16 or Box 18 to report YTD FWH taxable amounts, use one of the following formulas:

For current year FWH taxable:

PR FWH_YTD_TAXABLE

Lookup (YTD taxable<PR-Employee Tax>, Employee <PR-Employee>, 1, “FWH”)

For prior year FWH taxable:

PR FWH_PRIOR_YEAR_TAXABLE

Lookup (Prior Year Taxable<PR-Employee Tax>, Employee <PR-Employee>, 1, “FWH”)

These formulas are also included in the PR formula file in Payroll Tax 03.09 and later.

Print W-2 Forms (Tasks Menu)

Arkansas

Arkansas now requires a special W-2 magnetic media format.

Kansas

The magnetic media format was converted to the MMREF1 format to meet the new state requirements.

Kentucky

Changes were made to W-2 magnetic media to comply with the latest state requirements.

Massachusetts

The resubmit check box is now available for Massachusetts in the **Magnetic Media Option** window. This check box is available when you resubmit the magnetic media at the request of the government.

Maryland

A minor change was made to Maryland magnetic media.

Missouri

The magnetic media format was converted to the MMREF1 format to meet the new state requirements.

Print Quarterly Reports (Tasks Menu)

Arizona

A minor change was made in the quarterly magnetic media to conform with the latest state requirements.

Iowa

Magnetic media is now available for Iowa quarterly reporting.

Kansas

Magnetic media is now available for Kansas quarterly reporting.

New York

Changes have been made to the data that prints in column D of Form NYS-45-ATT.

Column D now prints YTD FWH taxable instead of YTD NYSWH taxable. If a New York resident does not have YTD NYSWH taxable because he worked out of state, do one of the following:

- Set employee Residence State equal to NY.
- Set Misc Tax Code 3 equal to NY on the Employee State record for NY.

The above steps apply to magnetic media also.

Texas

Changes were made to quarterly magnetic media to comply with the latest state requirements.

Fixes

Change Posted Time (Tasks Menu)

Change Posted Time Journal

The journal now prints correctly. The recap section of the journal now prints before the time entries section. Previously, blank pages could be printed before the recap information.

Default General Ledger Accounts

If the General Ledger interface is not activated, the software no longer looks for default General Ledger accounts.

Employee Taxes (Setup > Employees > [Taxes])

You now must select **Audit setup activity** (**Tools > Options**) before you can change values in the **Pr Qtr SUI Hr**, **QTD SUI Hrs**, **Pr Qtr SUI Wk**, and **QTD SUI Wks** columns.

Foreign State and Postal Code (Setup > Employees)

The foreign state and postal code now clears after an employee is changed to a United States employee. This applies to only the United States version.

Import Time (Tools Menu)

Import Time no longer creates Equipment Cost revenue records with no units or amount.

Import Time previously aborted during the import of Equipment Cost revenue entry if the **Rate Table Search**

Order was set to **Display selection list**. This has been corrected.

Post Entries (Tasks Menu)

Entries from Service Management now post correctly regardless of whether or not Job Cost uses categories.

Print Checks (Tasks Menu)

If an employee name is longer than allowed on the check stub, the name will be truncated to print in the field. Previously, asterisks printed instead of the employee name.

Print W-2s (Task Menu)

Foreign Addresses

A fourth address line was added to single-wide (2-up) W-2s to accommodate foreign addresses. They no longer print on top of adjoining fields.

Address

The state employer ID now prefills in the **Print W-2 - Magnetic Media Options** window based on the state selected in the **Print W-2 Forms - Print Selection** window.

Employee Name

When an employee first name and middle initial is longer than 18 characters, it is truncated. Previously, employee names longer than 18 characters printed on top of adjoining fields.

Social Security Number

If the **Social Security Number** field is blank on an employee's record, "APPLIED FOR" is now printed in Box d of the W-2.

Multiple Error Messages

Multiple error messages previously could be received when invalid state and zip code information was entered. This has been corrected.

New Jersey

If the **Disability Insurance Private Plan Number** is entered on the second employer ID line of the New Jersey tax group, DIPP will now print in Box 15b, followed by the plan number. Previously, NJ printed in Box 15a and the plan number printed in Box 15b. For the preferred method of reporting the DIPP number on W-2s, see New Jersey Department of Treasury document M–6025.

The Code Sec. 401(k) plan window in the **Print W-2 - Magnetic Media Options** window now allows the entry of a formula. To report employer contributions to a 401(k) plan, click [**List**] and select a formula that returns the YTD contribution as an amount. This lets you report on more than one fringe associated with the 401(k).

Wisconsin

The state requires that the magnetic media file name be STATREPT. The **Mag Media Path** field in the **Print W-2 - Magnetic Media Options** window will prefill with this name if you select Wisconsin.

Process Payroll (Tasks Menu)

Termination Warning

Salaried employees without a termination date now process correctly. Previously, salaried employees without a termination date could be falsely treated as terminated employees. This also caused an invalid warning message.

Tax Calculator (Tools Menu)

Previously, when the tax calculator did not find the new Payroll transaction file, an error message appeared. Now, if the new transaction file does not exist, it is automatically created.

Payroll (Canada)

New Features

Print ROE Forms

The employer information is now shown in the **Print ROE Reports** window and can be overridden at print time.

In the **Print ROE Forms - Print Selection** window, you will see the option, **Export File**, under **ROE format**. This was added to generate a file for bulk import into Human Resource Development Canada's (HRDC) ROE Laser Print software, version 4.1. HRDC has experienced some problems with version 4.1, and it is currently not available. We will let you know when this feature is ready to use.

ROE Forms—Printed Forms options

Pay types have been added to the **Other monies** section. Pay types must be selected for **Other monies** pay IDs before you print ROEs.

A new tab, **Other**, was added to **ROE Forms - Printed Forms Options**. Enter your contact's phone extension and language preference. Enter the issuer phone and extension.

[**List**] is now available on each of the pay ID fields on the **ROE Printed Forms - Printed Forms Options** window. Use this button to display a list of the other pays available.

Property Management

Fixes

Form 1099

You can now use a federal ID that begins with the number 69. In earlier versions, federal ID 69-123456789, for example, would be invalid.

Government Mandated Changes

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