SAGE TIMBERLINE OFFICE

Release Notes
Accounting and Management Products 9.1.4 CD

sage software

Contents

Release Notes

Overview

The Accounting and Management Products 9.1.4 CD contains the following major changes:

New in Accounting and Management Products 9.1.4

This release contains updates to W-2 magnetic media changes, 1099 magnetic media changes, and magnetic media changes for Alabama, Minnesota, Nebraska and Wisconsin.

New in Accounting and Management Products 9.1.3

- Accounts Receivable—You can now create retainage released transactions to accurately report outstanding retainage balances on Accounts Receivable aging reports. The AR Aging reports and the AR Statement of Account reports are improved to work with retainage released transactions.

- Payroll—You can process payroll for employees who worked in Washington State, the Workers' Comp State for Washington Employee Med-Aid (WAMED) and Washington Workers' Comp (WAWC_E) taxes now write to the Check Workers' Comp record used for workers' compensation reporting.

- Project Management—General improvements have been made to the Change Order feature in Project Management.

- Purchasing and Inventory—You will notice improved performance and workflow processes in these applications.

New in Accounting and Management Products 9.1.2

This release contains updates to 1098, 1099, W-2, and T4 tax forms for year-end 2004 processing. US Federal Changes:

- W-2 forms

- W-2 magnetic media

- 1098 magnetic media

- 1099 magnetic media

- T4 magnetic media format changed to XML

New in Accounting and Management Products 9.1.0

- Accounts Receivable—New and enhanced aging reports, new statement reports, and new retainage released transactions that improve retainage reporting.

- Accounts Receivable—You now receive a warning if you use an accounting date that is more than one year beyond the year-end date in the **AR Settings** window.

- Accounts Receivable—You can write off retainage amounts for retainage-billed invoices in Cash Receipts and enter write-off adjustments for retainage-billed invoices in Adjust Receivables.

- Billing—In the **Enter Worksheets** window (**Tasks** > **Enter Worksheets**), you can now enter a retainage percentage to bill for the period. In the **Retainage Percent to Bill This Period** column, right-click and click **Fill Down** on the shortcut menu to assign a percentage to multiple contract items.

- Billing—When you generate invoices (**Tasks** > **Generate Invoices**), you are no longer limited to a WIP cut-off date. You can now choose between an accounting cut-off date and a WIP cut-off date.

- Contracts—If you have security permissions, you can now change approved contract item amounts without the inconvenience of having to unapprove the contract item.

- Crystal Reports 9—Crystal reports in Sage Timberline Office now use the Crystal Reports 9 format.

- Installation—The installation has been revised to be faster, more stable, and more informative. Messages now inform you if you are using an invalid operating system, an unsupported network protocol, or inadequate access permissions. Messages also notify you if you are installing a product that is incompatible with another Sage Timberline Office product.

  The installation now displays which third-party components are being installed and the progress of those installations. Finally, the installation requires fewer restarts.

- Pervasive.SQL V8 Database Engine—The Accounting and Management Products 9.1.0 and Estimating Products 7.1.0 CDs upgrade to the Pervasive.SQL V8 database engine. With the new engine, you should notice that some Sage Timberline Office reports work significantly faster.

- Project Management—The new Project Management change management system is a simple, integrated, and efficient way to manage project changes. You can track vendor quotes, contract changes, and cost estimate changes through the entire change cycle.

- Property Management—Cash Receipts and Import Payments allow you to exempt a charge type from being automatically paid during cash receipts. Property Management also has improvements related to Cash Receipts, Change Lease, Import Payments, and Desktop.

- Residential Management—Improvements include the ability to assign an accrual start date to each deposit type, the ability to limit the bank accounts that are available for selection, and expanded online Help.

- Service Management—You can now view the dispatch board based on scheduled time, create custom dispatch board views, and track miscellaneous time such as training and vacation.

- Service Management—You can now create an interface between the @Road Mobile Resource Management system and Service Management.

- Supported Operating Systems

  Discontinuation of support—The Accounting and Management Products 9.1.0 CD does not support and will not install to Microsoft$^®$ Windows$^®$ 98 SE, Windows Me, Windows NT$^®$ Workstation 4.0, and Windows NT Server 4.0.

  Addition of support—The Accounting and Management Products 9.1.0 CD supports Window Server 2003 Enterprise Edition and Windows Small Business Server 2003.

- Sage Timberline Office Desktop—Desktop is the centerpiece of Sage Timberline Office. From Desktop, you can open Sage Timberline Office applications and tasks, open third-party applications, create favorites to your most commonly used tasks, and automatically display project status reports.

Updated Information

To learn about issues that have arisen since this document was published, open www.sagetimberlineoffice.com and click **Logon**. In the next window, on the left, click **Knowledgebase**. In the next window, type your client identification number in the **Client Identification** field; then click **Login**. Once you have logged on, click **Release Update** at the top of the page.

General Topics

Upgrade Information

Supported CD Upgrade Paths

Upgrade From	Upgrade Path
7.5.0–8.x.x	Upgrade directly to 9.1.4.
7.0.0–7.4.0	Upgrade to 7.5.x or 7.6.x; then upgrade to 9.1.4.
5.4.x or earlier	1. From TS-Main, select **Tools > File Doctor** and apply this utility to all files before you upgrade your 5.4.x installation. 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. 2. Upgrade to 7.5.x or 7.6.x. 3. Upgrade to 9.1.3.

Supported Data File Upgrade Paths

You may need to upgrade accounting and management data files after you upgrade CDs. Please review the table below to determine which files to upgrade.

Upgrade From	Applications That Require Data Upgrades
9.1.2 and 9..1.3	None
9.1.0 with Service Pack 1	General Ledger and either Purchasing or Inventory (When you open Purchasing or Inventory, you will be prompted to upgrade data. This process upgrades data for both Purchasing and Inventory.)
9.1.0	General Ledger
8.3.4 and earlier	All accounting and management applications

Notes About Upgrading Data Files

- To upgrade data files, open TS-Main and select **Tools > Upgrade Files**. For detailed instructions about upgrading data files, see "E. Upgrade Data Files" in *Get Started*. The Help topic "Upgrading Files" also contains data file upgrade instructions.

- You should upgrade data files at the server that contains your data. You can also upgrade data from a workstation, but this option is slower and less reliable because large amounts of data must travel across the network between server and workstation.

- 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 before you open an Estimating database.

New Features

Application Security

(This change occurred in Accounting and Management Products 9.1.0.)

Application security lets you hide applications from operators and groups. When application security is active, users cannot see the application in TS-Main or Sage Timberline Office Desktop.

Application security becomes active when an operator or group is denied access to all tasks in an application and you set secured menu items to not display (**Tools > Options >General Tab > Secured Menu Items > Don't display**).

Crystal Reports 9

(This change occurred in Accounting and Management Products 9.1.0.)

Crystal reports in Sage Timberline Office now use the Crystal Reports 9 format. The Crystal Reports viewer that comes with Sage Timberline Office reads reports that are based on Crystal Reports 9 as well as earlier versions of Crystal reports.

Notes About Custom Reports

- If you have custom reports that use the Crystal Reports format, be sure to open these reports in Crystal Reports Professional 9 or Sage Timberline Office's Crystal Reports 9, select the **Database > Verify Database** command, and then save the report. This optimizes report performance. For detailed instructions, please see *Crystal Reporting* (Crystal.pdf, available in the Documents folder of your CD).

- If you use Inventory, Purchasing, or Service Management custom Crystal reports, please see *Crystal Reporting* for special information about upgrading these reports.

- As with any release, database changes in Sage Timberline Office applications may affect your custom report designs or custom third-party applications. Please contact your Sage Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

- Crystal Reports 9 installs to a new location, X:\Program Files\Common Files\Crystal Decisions\2.0\Bin (X:\ represents your computer's system drive). The new location lets multiple versions of Crystal Reports run on the same computer. If you save a report in Crystal Reports 9.0, you cannot open the report in earlier versions.

Documentation Changes

(These changes began with Accounting and Management Products 9.1.0 and expanded in the current release.)

The *Installation Guide, Resource and Installation Guide, Quick Install Guides* and *Release Guide* have been retired.

The *Get Started* document now provides an overview of new features, installation instructions, system requirements, and support contact information. Sage provides a printout of this guide in your software shipment. The document is also available on the Accounting and Management Products CD and Estimating Products CD at \Documents\InstallationGuideAcctMgmtEst.pdfFormerly, the "Release Guide" listed the major new features of the release.

The *Technical System Reference* covers detailed systems-related issues. This document is available on your CD at \Documents\TechnicalSystemReference.pdf.

Pervasive.SQL V8 Database Engine

(This change occurred in Accounting and Management Products 9.1.0.)

The Accounting and Management Products 9.1.0 and Estimating Products 7.1.0 CDs upgrade to the Pervasive.SQL V8 database engine. With the new engine, you should notice that some Sage Timberline Office reports work significantly faster.

Purchasing and Inventory Applications Have Moved

(This change occurred in Accounting and Management Products 9.1.0.)

Purchasing and Inventory applications are now included on the Accounting and Management Products CD. To install Purchasing and Inventory applications, select D:\Install.exe from the Accounting and Management Products CD (D:\ represents your CD-ROM drive).

Revised Installation

(This change occurred in Accounting and Management Products 9.1.0.)

The installation for the Estimating Products CD and the Accounting and Management Products CD has been revised to be faster, more stable, and more informative. Messages now inform you if you are using an invalid operating system, an unsupported network protocol, or inadequate access permissions. Messages also notify you if you are installing a product that is incompatible with another Sage Timberline Office product.

The installation now displays which third-party components are being installed and the progress of those installations. Finally, the installation requires fewer restarts.

Specify Data Folders

(This change occurred in Accounting and Management Products 9.1.0.)

You now have the option to specify or create data folders when you are in the **Select Data Folder** window. Specifying data folders has the following benefits:

- It is faster than searching drives for data folders.

- You can easily create a list of data folders that includes both server and workstation paths.

- If you specify a folder as a data folder and the folder does not contain Sage Timberline Office data, the software will automatically convert it to a data folder. Users of estimating no longer need to open Address Book or TS-Main in order to create data folders.

Supported Operating Systems

(This change occurred in Accounting and Management Products 9.1.0.)

Sage Timberline Office supports Microsoft Windows 2000 Professional, Windows 2000 Server, Windows 2000 Advanced Server, Windows XP Professional, Windows Server 2003 Standard Edition, Windows Server 2003 Enterprise Edition, and Windows Small Business Server 2003. Sage has discontinued support for and will not install to Windows 98 SE, Windows Me, and Windows NT on the Accounting and Management Products 9.1.0 CD, Estimating Products 7.1.0 CD, and Residential Management Application 9.1.0 CD.

Sage also supports Novell® NetWare® 4.2 and 5.1. Sage will discontinue support for Novell-based installations in all versions of the software released after December 31, 2004.

You can read "Software Notice 04-S," dated April 9, 2004, which provides more information on this issue. To read this notice, open www.sagetimberlineoffice.com and click **Logon**. In the next window, on the left, click **Knowledgebase**. Follow the instructions to log on. In the **Search for a solution section**, type Notice 03-I2. In the **Document library** section, select **Software Alert/Notice**. Click [**Submit**].

Fixes

Crystal Reports Print Selection Window Opens More Quickly

When you run Crystal reports from application menus, the **Print Selection** window opens more quickly.

Error About File Renaming During Upgrade Files

Previously, during the upgrade of a data file, you may have received an error that said **unable to rename <*file name similar to 000000yyy*> to <*file name similar to xxxxxx.yyy*>**. A primary cause of this error has been corrected.

New File Corruption

Previously, you may have received an error message during posting that said **Error: New.xxx file may be corrupt. Use File Doctor.** A primary cause of this error has been corrected.

ODBC Driver May Cause Inaccurate Queries

Previously, fields used to join tables were required by the ODBC driver to have the same case (for example, both lowercase). This caused incomplete query results when a table was joined with fields of a different case (for example, a table joined by "Job Number" and "job number" fields). For accounting and management products, the ODBC driver is now case-insensitive. Note: For estimating products, the ODBC driver remains case-sensitive.

Known Issues

Intel® Pentium® 4 Processors

Some Intel Pentium 4 processors support Hyper-Threading Technology (HT Technology). Some Sage Timberline Office users have experienced degraded performance with HT Technology enabled. If you have questions about the possible affects of HT Technology on performance, please contact your computer manufacturer.
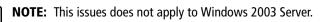
Pervasive.SQL V8 Database Engine and Windows 2000 Server

Windows 2000 Server limits the Pervasive database engine to 2 gigabytes (GB) of physical memory. If Pervasive tries to exceed this limit, the Pervasive Database Engine will stop responding. Pervasive can try to exceed this limit if the conditions that follow are all true:

- Your Windows 2000 server has more than 2 GB of physical memory.

- Your database is more than 2 GB.

- Your database activity accesses enough of the database that it exceeds 2 GB.

NOTE: This issues does not apply to Windows 2003 Server.

To ensure that Pervasive cannot try to access more than 2 GB of memory, set **Max MicroKernel Memory Usage** in Pervasive Control Center to a percentage of total memory that will not exceed 2 GB. For example, if your server has 4 GB of memory, set the value to 45 or lower. If your server has 3 GB of memory, set the value to 60 or lower.

To Set Max MicroKernel Memory Usage

Use the steps that follow to set the maximum amount of physical memory that the Pervasive database engine can allocate. You will need to restart Pervasive Services for the change to take effect.

1 Instruct all users of Sage Timberline Office and other Pervasive-based applications to exit the applications

2 Log on as an administrator at the server.

3 Click the **Start** button and select **Run**.

4 In the **Open** box, type <u>pcc</u> and click [OK].

5 In the Pervasive Control Center, select **Control Center Root > Pervasive.SQL Engines > ServerName > Configuration > Server > Performance tuning**.

6 Double-click **Max MicroKernal Memory Usage**.

7 Type a value in the **Current** box.

8 From the **Edit** menu, select **Apply**.

9 Select **Control Center Root > Pervasive.SQL Engines > ServerName**.

10 From the **Action** menu, select **Tasks > Restart Pervasive Services**.

Accounts Payable

New Features

Home Pages in Timberline Office Desktop

(This change occurred in Accounting and Management Products 9.1.0.)

The new Desktop application includes home pages that are appropriate for Accounts Payable specialists.

To start Desktop, select [**Start**] **> Programs > Timberline Office > Desktop**. To learn more about Desktop, please see Desktop.pdf, which is available in the Documents folder on your CD. For a complete list and description of home pages, see the Desktop Help topic titled "List of Timberline home pages." To learn more about home pages and Desktop, see the Desktop Help topics titled "Learn about home pages: What do you want to do?" and "Welcome to Timberline Office Desktop."

MICR

(This change occurred in Accounting and Management Products 9.1.0.)

A new MICR check format is available. The MICR 5 format includes the customer account number, and the **Invoice** field has a maximum field length of 15 characters and the **Description** field has a maximum field length of 30 characters. If this CD is an upgrade, you must set up the new format before you can use it (**Tools > Check Formats**). See the MICR 5 topic in the Help index for detailed format information. If this is your initial Accounts Payable installation, the format is automatically set up for you.

Non-U.S. Clients Can Now Print 1099s and Generate Magnetic Media

If you are a company that resides outside of the United States, you can now print 1099s and generate magnetic media for companies that reside in the United States. To print 1099s by fiscal entity or by prefix a or prefix b, select the **Foreign Entity** check box in General Ledger (**Calendar/Fiscal Settings**). To print by vendor, select the **Foreign Entity** check box when you set up 1099 payer an magnetic media information (**Reports > Forms > 1099s**.)

Fixes

Change Invoices (Tasks > Change Invoices)

(This change occurred in Accounting and Management Products 9.1.0.)

When you use the change invoices task, you will no longer receive an error message indicating that the macro size limit has exceeded.

Distribution of Discounts Improved

(This change occurred in Accounting and Management Products 9.1.0.)

The invoice to distribution spreading formula for discounts now correctly spreads the discount for invoices with multiple distributions and discount amounts entered at the invoice level.

Enter Invoices (Tasks > Enter Invoices)

(This change occurred in Accounting and Management Products 9.1.0.)

Enter Invoices has been improved so that an error message appears that tells you when a General Ledger account could not be retrieved from the Job Cost hierarchy.

Enter Pending Invoices (Tasks > Enter Pending Invoices)

(This change occurred in Accounting and Management Products 9.1.0.)

When a commitment record is locked in Job Cost at the same time that you use **Enter Pending Invoices** to process an invoice for that commitment, you now receive an error message that prevents you from changing the distribution.

Generate Recurring Invoices (Tasks > Generate Recurring Invoices)

(This change occurred in Accounting and Management Products 9.1.0.)

In this version of Accounts Payable, you can successfully generate recurring invoices when an invoice register inquiry is open. In previous versions, you may have received an error message that caused the system to abort in this circumstance.

Print Checks (Tasks > Print Checks)

(This change occurred in Accounting and Management Products 9.1.0.)

- You will now receive an error message on the AP Print Checks journal if you have selected the MICR interface but you have not set up a bank correctly for intercompany accounting. In earlier versions, checks would not print but you did not receive an error message that explained the cause.

- When you print checks, you no longer print pages on the Accounts Payable Check report that are mostly blank. In previous versions, in certain conditions the software may have printed several pages that contained only one or two invoices.

Recurring Invoices (Setup > Recurring Invoices)

(This change occurred in Accounting and Management Products 9.1.0.)

In previous versions, if you clicked [**Select Invoice**] and deleted a fixed invoice, the amortization table for the first amortization invoice was also deleted. This has been fixed.

Reports

(This change occurred in Accounting and Management Products 9.1.0.)

The Invoice Aging with Cut-off report now correctly calculates if you select **Invoice Date** as the aging basis.

Select Invoices to Pay (Tasks > Select Invoices to Pay)

(This change occurred in Accounting and Management Products 9.1.0.)

If you use prefixes in the **Invoice selection order** (**AP Settings > Orders**) and you range on the prefix when you select invoices to pay, you no longer receive an invalid error message.

Accounts Receivable

New Features

Aging Report Enhancements

(This change occurred in Accounting and Management Products 9.1.0.)

Accounts Receivable contains several aging report enhancements:

- New application function formulas prevent record overlines from printing on aging reports if the record contains no details.

- New retainage released transactions provide improved reporting for retainage.

- Aging reports now include retainage-only invoices.

- Aging reports now handle duplicate customer invoices.

Crystal Reports Designs for Agings and Statement

(This change occurred in Accounting and Management Products 9.1.0.)

Accounts Receivable provides these new Crystal Reports designs:

- Aging reports for customer, customer name, contract, and job.

- Statement.

Crystal Reports User Defined Functions

(This change occurred in Accounting and Management Products 9.1.3)

Two User Defined Functions (tsarContractCustomerDetail and tsarCustomerDetailWithRetainage) were added to this release. For information on these functions, please read *Crystal.pdf* on your CD at \Documents\Crystal.pdf.

Future-Year Warning

(This change occurred in Accounting and Management Products 9.1.0.)

You now receive a warning if you use an accounting date that is more than one year beyond the year-end date in the **AR Settings** window (**File** > **Data Folder Settings** > **AR Settings**). This warning occurs in the **Enter Invoices** window (**Tasks** > **Enter Invoices**) and in the **Deposit Information** window (**Tasks** > **Enter Cash Receipts**).

Retainage Released Transactions

(This change occurred in Accounting and Management Products 9.1.0.)

Accounts Receivable now creates retainage released transactions to accurately report outstanding retainage balances on Accounts Receivable aging reports.*

If you upgraded from a version of Accounts Receivable earlier than the Accounting and Management Products 9.1.0 CD, you must perform a one-time task to ensure that your aging reports show accurate outstanding retainage balances. After you complete the task, it will not appear on the **Tools** menu when you next open Accounts Receivable. To create retainage released transactions, follow these steps:

1 Post all Accounts Receivable entries.

2 Back up all data files.

3 From the **Tools** menu, select **Create Retainage Released Transactions**.

4 If a file selection list opens, select the current transaction file (.art) in which you want to place these transactions; then click [**OK**].

5 Refer to the Accounts Receivable Create Retainage Released Transactions journal to verify that the transactions were successfully created.

NOTE: You need to complete this process only once for each data folder. The software creates transactions for all the activity files in the data folder.

*If you have custom aging reports that were created with software earlier than the Accounting and Management Products 9.1.0 CD, you will need to modify them. Contact your Timberline Office business partner (solution provider) or certified consultant to discuss any needed changes.

Write Off Retainage

(This change occurred in Accounting and Management Products 9.1.0.)

Accounts Receivable now lets you write off retainage amounts for retainage-billed invoices in **Cash Receipts** and enter write-off adjustments for retainage-billed invoices in **Adjust Receivables**.

For information about how to write off retainage, see the following topics in Accounts Receivable Help: "Writing off billed retainage (Enter Cash Receipts)" and "Writing off billed retainage (Adjust Receivables)."

Fixes

Aging and Statement Reports Improved

(This change occurred in Accounting and Management Products 9.1.3.)

The following reports now show an appropriate level of detail. In earlier versions, they printed a line item for each retainage released transaction, which may have provided more detail than you needed.

- AR Aging Detail by Job

- AR Aging Detail by Contract

- AR Aging Detail by Customer

- AR Aging Detail by Customer Name

- AR Aging Detail by Job (CR)

- AR Aging Detail by Contract (CR)

- AR Aging Detail by Customer (CR)

- AR Aging Detail by Customer Name (CR)

- AR Aging of Unpaid Invoices

- AR Aging of Unpaid Invoices by Month

- AR Aging Summary by Invoice

- AR Aging Summary by Invoice by Month

- AR Statement of Account (CR)

The following reports no longer suppress the customer name and ID on zero balance customers if you use negative invoices to attain a zero balance amount. They also now suppress voided invoices correctly.

- AR Aging Detail by Job (CR)

- AR Aging Detail by Contract (CR)

- AR Aging Detail by Customer (CR)

- AR Aging Detail by Customer Name (CR)

The following aging reports no longer include overbilled retainage in retainage totals.

- AR Aging of Unpaid Invoices

- AR Aging of Unpaid Invoices by Month

- AR Aging Summary by Invoice

- AR Aging Summary by Invoice by Month

- AR Statement of Account by Accounting Date (to form)

- AR Statement of Account by Accounting Date

- AR Statement of Account by Due Date (to form)

- AR Statement of Account by Due Date

- AR Statement of Account by Invoice Date (non GL)

- AR Statement of Account by Invoice Date (to form)

- AR Statement of Account by Invoice Date

- AR Statement of Account to form (M)(cf)

- AR Statement of Account with Detail by Acctng Date (to form)

- AR Statement of Account with Detail by Acctng Date

- AR Statement of Account with Detail by Due Date (to form)

- AR Statement of Account with Detail by Due Date

- AR Statement of Account with Detail by Invoice Date (to form)

- AR Statement of Account with Detail by Invoice Date

- AR Statement of Account (CR)

The following reports no longer print asterisks in the ID column of retainage released transactions.

- AR Aging Detail by Customer Name by Month

- AR Aging Detail by Customer Name

- AR Aging Detail by Customer by Month

- AR Aging Detail by Customer

- AR Aging Detail by Contract by Month

- AR Aging Detail by Contract

- AR Aging Detail by Job by Month

- AR Aging Detail by Job

Bill Retainage for Jobs Without a Draw ID

(This change occurred in Accounting and Management Products 9.1.0.)

You can no longer bill retainage for a job unless you enter a draw ID.

Print Page Headings on Journals

(This change occurred in Accounting and Management Products 9.1.0.)

Page headings, which include the company name, report date, and page number, now print on all pages of the following journals:

- Enter Invoices Journal

- Enter Cash Receipts Journal

- Adjust Receivables Journal

- Bill Retainage Journal

- Age Receivables Journal

Database Changes

As with any release, database changes in Timberline applications may affect your custom report designs or custom third-party applications. Please contact your Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

To view fields contained in new records:

- In Report Designer, view the Available Fields report (**Tools > Available Fields**).

- In Crystal Reports, open an existing report, specify the data source location, add new or modified records, and view the fields through Field Explorer. For more information about this procedure, refer to *Crystal Reporting* (Crystal.pdf, available on your CD).

New Records

(This change occurred in Accounting and Management Products 9.1.0.)

- Retainage Released Transaction

- Tax Retainage Released Transaction

Address Book

Fixes

Custom Fields Are ODBC Writable

(This change occurred in Accounting and Management Products 9.1.0.)

You can now select whether a custom field (**File > Data Folder Settings > Custom Fields**) can be replaced by a third party software through Open Database Connectivity (ODBC).

Database Changes

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Modified Fields

(These changes occurred in Accounting and Management Products 9.1.0.)

AB Company record:

- AB Custom Fields are now ODBC readable and replaceable.

Custom Fields in the AB Person record:

- AB Custom Fields are now ODBC readable and replaceable.

Billing

New Features

Accounting Date Option in Generate Invoices

(This change occurred in Accounting and Management Products 9.1.0.)

When you generate invoices (**Tasks** > **Generate Invoices)**, you are no longer limited to a WIP cut-off date. You can now choose between an accounting cut-off date and a WIP cut-off date.

AIA Documents G702 and G703

(These changes occurred in Accounting and Management Products 9.1.0 and in Service Pack 1.)

In March 2004, the American Institute of Architects (AIA) changed the format of the G702 and G703 forms. The default AIA invoice formats now print correctly on this new form. However, you may have a supply of the old forms and want to use the old invoice design. To select a design that works with the old form, select **Tools** > **Invoice Formats**. In the **Invoice Format** field, select **To original AIA forms**. In the **Design name** field, select a design with v2003 in its name. Following are your choices:

- CL_To original AIA forms v2003.crs
- CL_To original AIA forms w CO Detail v2003.crs
- NL_To original AIA forms Summary Item v2003.crs
- NL_To original AIA forms Summary Item w CO Detail v2003.crs
- NL_To original AIA forms v2003.crs
- NL_To original AIA forms with CO Detail v2003.crs

Billing Invoice Formats Updated

(This change occurred in Accounting and Management Products 9.1.0.)

The invoice formats that you select on the **Billing** tab in the contract item window in Contracts now include Project Management change management information. If you do not

use Project Management change management, the invoice formats continue to print as they did before.

Retainage Percent to Bill

(This change occurred in Accounting and Management Products 9.1.0.)

You can now use a new, convenient method to bill retainage. In the **Enter Worksheets** window (**Tasks** > **Enter Worksheets**), you can now enter a retainage percentage to bill for the period. In the **Retainage Percent to Bill This Period** column, right-click and click **Fill Down** on the shortcut menu to assign a percentage to multiple contract items.

Fixes

Generate Invoices

(This change occurred in Accounting and Management Products 9.1.0.)

Tasks > **Generate Invoices** no longer causes a general exception error with the message **Invalid save number** if you have more than 32,767 records in the Unbilled.wip file.

Rate Table Detail

(This change occurred in Accounting and Management Products 9.1.0.)

Billing no longer inadvertently deletes rate table details if you start to delete a rate table and then cancel the deletion.

Rate Table Last Modified Date

(This change occurred in Accounting and Management Products 9.1.0.)

When you change the details for a rate table in the **Rate Table Detail** window (**Setup** > **Rate Tables** > [**Table**]), Billing now updates the **Last modified** date with the system date in the **Rate Table Setup** window.

Database Changes

As with any release, database changes in Timberline applications may affect your custom report designs or custom third-party applications. Please contact your Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

To view fields contained in new records:

- In Report Designer, view the Available Fields report (**Tools > Available Fields**).

- In Crystal Reports, open an existing report, specify the data source location, add new or modified records, and view the fields through Field Explorer. For more information about this procedure, refer to *Crystal Reporting* (Crystal.pdf, available on your CD).

New Fields

(This change occurred in Accounting and Management Products 9.1.0.)

BLI Worksheet Entry record:

- Retnag Pcnt Billd Ths Prd (WRPBP)

Known Issue

Crystal Reports

If you customized your Cost Landscape (CL) and Contract Landscape (NL) invoice formats and you want them to include Project Management change order data, you need to modify the designs in Crystal Reports Professional.

Cash Management

Fixes

Bank Accounts (Setup > Bank Accounts)

(This change occurred in Accounting and Management Products 9.1.0.)

You can now change the date in the **Last reconciled date** field if you select the **Audit Setup Activity** check box (**Tools > Options**).

Dictionary

(This change occurred in Accounting and Management Products 9.1.0.)

The transaction note in the register.cmt transaction file is now ODBC writable.

Edit Register (Tasks > Edit Register)

(This change occurred in Accounting and Management Products 9.1.0.)

- The edit register journal now correctly displays the GL recap. In previous versions, if you used Edit Register to edit a posted transaction, the journal did not include a GL recap.

- You can now successfully edit an adjustment by changing a subtraction to an addition or an addition to a subtraction. In previous versions, this would incorrectly calculate the

> **Open Adjustments (+)**, **Open Adjustments (-)**, **Unreconciled Adjustments (+)**, **Unreconciled Adjustments (-)**, and **Totals by GL Cash Accounts** (**Setup > Bank Accounts**).

- You can now successfully use **Edit Register** to delete a bank transfer. In previous versions, this process caused an out of balance entry in General Ledger.

Move Entries (Tools > Move Entries)

(This change occurred in Accounting and Management Products 9.1.0.)

In this version of Cash Management, the move entries process has been improved so that if a batch is missing, a new batch will be created based on the cash detail record. You can now move cash detail records to history. If there is no batch, a batch is created.

Post Entries (Tasks > Post Entries)

(This change occurred in Accounting and Management Products 9.1.0.)

Posted batches no longer appear when you select ranges in **Post Entries**.

Reconcile (Tasks > Reconcile)

(This change occurred in Accounting and Management Products 9.1.0.)

You can now change the **Statement ending balance** in the **Reconcile-Statement** window when a reconciliation is in progress. In previous versions, you had to open the reconciliation and select [Statement] to make this change.

Taxes

(This change occurred in Accounting and Management Products 9.1.0.)

The software calculates tax amounts correctly when you enter an adjustment, deposit, or withdrawal in the **Edit Register**. In an earlier version, tax calculated only for the whole dollar amount. For example, the tax amount for a $2.00 transaction was the same as the tax amount for a $2.99 transaction.

Contracts

New Features

Change Approved Contract Item Amounts

(This change occurred in Accounting and Management Products 9.1.0.)

If you have security permissions, you can now change approved contract item amounts without the inconvenience of having to unapprove the contract item. For more information, see the Contracts Help topic "Change approved contract item amounts."

Integration With Project Management Change Management System

(This change occurred in Accounting and Management Products 9.1.0.)

The new Project Management change management system is a simple, integrated, and efficient way to manage project changes. It tracks potential and approved contract changes through the entire change cycle and eliminates the need to enter change orders in Job Cost or Contracts. For more information, see the Project Management section in these release notes.

Fixes

Contract Items Linked to Extras Can Now Be Unapproved

(This change occurred in Accounting and Management Products 9.1.0.)

Previously, if you attempted to unapprove a contract item that was linked to an extra, an error message would state that the contract amount on the contract did not match the contract amount on the job.

Database Changes

As with any release, database changes in Timberline applications may affect your custom report designs or custom third-party applications. Please contact your Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

To view fields contained in new records:

- In Report Designer, view the Available Fields report (**Tools > Available Fields**).

- In Crystal Reports, open an existing report, specify the data source location, add new or modified records, and view the fields through Field Explorer. For more information about this procedure, refer to *Crystal Reporting* (Crystal.pdf, available on your CD).

New Fields

(This change occurred in Accounting and Management Products 9.1.0.)

Contract record:

- Use PJ Change Management (CCCOMET)

Equipment Cost

Fixes

Cost Transaction Report

(This change occurred in Accounting and Management Products 9.1.0.)

The Equipment Cost transaction report now prints only the appropriate memo cost transactions. Memo cost transactions are filtered and returned correctly now when you select the new Equipment Cost transaction file.

WIP ID—Write to Transaction File

(This change occurred in Accounting and Management Products 9.1.0.)

The WIP ID now writes to the Billing transaction file when you post revenue transactions from Equipment Cost to Billing.

Financial Statements

Fixes

General Reports

(This change occurred in Accounting and Management Products 9.1.0.)

- You can now print or print preview reports in landscape orientation. In previous versions, you may not have been able to print a good copy if you used a landscape setting.

- A blank page no longer prints when you mix landscape and portrait orientations for entity comparisons.

Print Statements

(This change occurred in Accounting and Management Products 9.1.0.)

If you use prefixes, you are now required to select the prefix group when you print all statements.

General Ledger

Non-U.S. Clients Can Now Print 1099s and 1098s and Generate Magnetic Media

(This change occurred in Accounting and Management Products 9.1.2.)

In General Ledger (**Calendar/Fiscal Settings**), select the **Foreign Entity** check box so that U.S. validation on the **Federal ID** field does not apply when you print 1099 and 1098-Mortgage Interest forms in Accounts Payable and Property Management for non-U.S. companies.

Fixes

Error Message

(This change occurred in Accounting and Management Products 9.1.0.)

The General Ledger error message for the **Close Fiscal Year** task that warns of a missing prefix is now more specific and includes both the prefix section custom description and the prefix ID.

General Ledger Account Description On The PR GL Recap Report

(This change occurred in Accounting and Management Products 9.1.0.)

The General Ledger account title now appears on the GL Recap section of the posting journals.

Import Transactions Buffer Limit

(This change occurred in Accounting and Management Products 9.1.0.)

You will no longer receive a buffer overrun error when you import transactions.

Incorrect Account Formats Deleted

(This change occurred in Accounting and Management Products 9.1.0.)

When the General Ledger master file upgrades, General Ledger now checks suspense accounts for incorrect formats and, if it finds them, deletes these accounts.

Post Entries With No Prefix

(This change occurred in Accounting and Management Products 9.1.0.)

General Ledger now uses the suspense account on transactions with missing prefixes and continues the posting process with the next valid transaction.

Recurring Entries—Change Amounts

(This change occurred in Accounting and Management Products 9.1.0.)

You can now change amounts on recurring entries in **Change Entries**.

Inventory

New Features

Crystal Reports 9

(This change occurred in Accounting and Management Products 9.1.0.)

Timberline Office Crystal reports now use the Crystal Reports 9 format. Timberline's Crystal Reports viewer reads this format as well as earlier Crystal Reports formats. If you have custom Crystal reports that need to be converted to the Crystal Reports 9 format, please see *Crystal Reporting*, which is available on your CD at \Documents\Crystal.pdf.

As with any release, database changes in Timberline applications may affect your custom report designs or custom third-party applications. Please contact your Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

Inventory Application Now Installed From Accounting and Management Products CD

(This change occurred in Accounting and Management Products 9.1.0.)

The Inventory application is now included on the Accounting and Management Products CD. To install Inventory, select D:\Install.exe from the Accounting and Management Products CD (D:\ represents your CD-ROM drive).

Mobile Inventory Now Installed From Training Data Sets CD

(This change occurred in Accounting and Management Products 9.1.0.)

Mobile Inventory is now included on the Training Data Sets CD. To install Mobile Inventory, run the setup from D:\Main\tools\POIV\Mobile Applications\Mobile_IV\ from the Training Data Sets for Accounting and Management Products CD (D:\ represents your CD-ROM drive).

Reports Now Use New "Timberline Office Data IV" ODBC DSN

(This change occurred in Accounting and Management Products 9.1.0.)

Inventory reports have been updated to use the new "Timberline Office Data IV" ODBC data source. For information on upgrading custom reports and using the new data source, please read *Using Reports With Timberline Software*. This document is available on the Timberline Office Accounting and Management Products 910 CD at \Documents\Crystal.pdf.

Reports Now Use New "Timberline IV Data" ODBC DSN

(This change occurred in Accounting and Management Products 9.1.0)

Inventory reports have been updated to use the new "Timberline IV Data" ODBC data source. For information on upgrading custom reports and using the new data source, please read *Using Reports With Timberline Software*. This document is available on the Timberline Office Accounting and Management Products 9.1.0 CD at \Documents\Crystal.pdf.

TRA-SER Now Installed From Training Data Sets CD

(This change occurred in Accounting and Management Products 9.1.0.)

TRA-SER is now included on the Training Data Sets CD. To install TRA-SER, run the setup from D:\Main\tools\POIV\ACTRASER\ (D:\ represents your CD-ROM drive).

Fixes

Create Issue From Requisition Now Applies Price From Price List

(This change occurred in Accounting and Management Products 9.1.0.)

When you create a stock issue from a requisition and use a price list, the price is now correctly retrieved from the price list. In previous versions, the price list was ignored.

Enter Requisitions Retrieves the Rate Based on the Item Costing Method when you select Create Issues

(This change occurred in Accounting and Management Products 9.1.0.)

When you select the **Create Issue** check box in the **Requisition** window grid (**Tasks > Enter Requisitions**) the software now retrieves the unit rate according to the costing method assigned when you set up the item (**Setup > Items**). In previous versions, the average cost was always used.

Enter Requisitions Selects Correct PO UOM

(This change occurred in Accounting and Management Products 9.1.0.)

When you create a requisition (**Tasks > Enter Requisitions**) and you enter a quantity, the software now displays the quantity based on the stocking UOM of the item, which prevents you from issuing more stock than is available. In previous versions, the requisition quantity was displayed based on the default PO UOM even though quantity on hand was displayed using the stock UOM.

Help Now Includes Updated Fax Information

(This change occurred in Accounting and Management Products 9.1.0.)

Help has been changed to include updated fax information. You can find the updated information in the topics titled "Setting Up a Fax," "Fax Printer Name," and "Using UniMessage Pro and other fax software."

Inventory Reports no Longer Truncate Data

(This change occurred in Accounting and Management Products 9.1.0.)

The following reports no longer truncate the data that appears in the columns: IV Item Reorder Point.crs, IV Issues Posting Journal.crs, IV Transfers Posting Journal.crs.

Item Valuation Report Totals Display Accurate Data

(This change occurred in Accounting and Management Products 9.1.0.)

The IV Item Valuation Report by Location.crs and the IV Item Valuation Report by GL Accounts.crs have been improved so the **Account** and **Location** totals are accurate. In previous versions, this report may have displayed incorrect totals.

Locations Cannot Be Deleted if Items Are Stored at the Location

(This change occurred in Accounting and Management Products 9.1.0.)

You can no longer delete a location if there are stock items stored there.

Non-Stock Items Now Handled Correctly in Enter Stock Issue

(This change occurred in Accounting and Management Products 9.1.0.)

- The software now allows you to successfully issue a non-stock item (**Tasks > Enter Stock Issues**). In previous versions, you may not have been able to complete the issue when you entered a non-stock item.

- You can now successfully issue non-stock items as part of an item set. In previous versions, non-stock items were not added to the issue when items sets were used.

Requisition Report No Longer Displays Error or Prints Blank Data

(This change occurred in Accounting and Management Products 9.1.0.)

If you print the IV Requisition.crs report (**Tasks > Enter Requisitions** or from **Reports > Requisition**) the reports print the correct data. In previous versions, the report showed no data or presented an error message.

Requisitions With Multiple Lines Correctly Included in Stock Issues

(This change occurred in Accounting and Management Products 9.1.0.)

If you create a stock issue based on a requisition with multiple lines, all of the lines are now transferred to the stock issue. In previous versions, only the first line item from the requisition appeared on the stock issue.

Stock Issues Extendedcost Field Correctly Updated

(This change occurred in Accounting and Management Products 9.1.0.)

When you create a stock issue from a requisition, Inventory correctly updates the **extendedcost** field in the icissue table.

Stock Receipts Unit Rate Field Updates Correctly

(This change occurred in Accounting and Management Products 9.1.0.)

When you enter stock receipts, the **Unit Rate** field now correctly updates if changes are made to UOM. In previous versions, if you changed the UOM, the unit rate field did not update based on the change although the value received was correct.

Toolbar Buttons Now Have Unique Icons

(This change occurred in Accounting and Management Products 9.1.0.)

The following toolbar buttons now have unique icons: **Item Inquiry**, **Issues by Job**, **Issues by Equipment**, **Price Lists Setup**, **Job and Vendor Price List**, **Cascade**, and **Tile**. These buttons are added through **Tools > Customize > Toolbar**.

Update from Billing Task No Longer Reduces Quantity on Hand for Non-Stock Items

(This change occurred in Accounting and Management Products 9.1.0.)

If you use a non-stock item in Billing and then use the **Update from Billing** task (**Tasks > Update from Billing**), the quantity on hand is no longer reduced. In previous versions, this quantity was incorrectly reduced.

Move to History Performance Time Improved

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0)

The **Move IC Transactions to History** performance has been improved (**Tools > Move Data > Move IC Transactions to History**). In previous versions, you may have noticed performance delays when you used this task.

Report Can Be Printed More Than One Time in One Session

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0)

In this version of Inventory, you can print a report more than once in the same session. In previous versions, you may have received an error message or the software may have aborted in this scenario.

Upgrade Files Correctly Converts Float Fields

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0)

In previous versions, float fields were not converted to numeric fields correctly and the message **Error converting to numeric type** appeared in the upgrade journal. These fields now convert correctly.

Upgrade Performance Time Improved

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0)

Dataset upgrade performance has been improved. In previous versions, you may have noticed delayed performance when you upgraded to a new version of Inventory.

Enter Physical Count Performance Increase

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues introduced in **Enter Physical Count** (**Tasks > Enter Physical Count**) in the Accounting and Management Products 9.1.0 CD were addressed in this version of Inventory.

Enter Stock Issues Performance Increase

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues introduced in **Stock Issues** (**Tasks > Enter Stock Issues**) in the Accounting and Management Products 9.1.0 CD were addressed in this version of Inventory. The following specific areas were addressed:

- Item Set Performance

- Post Stock Issues Performance

Enter Stock Receipts Grid Behavior Improved

(This change occurred in Accounting and Management Products 9.1.3.)

- If you enter stock receipts, the receipt lines now display in the order that you entered them. In previous versions, stock receipts sometimes appeared in the reverse order of how you entered them.

- When you enter stock receipts, the software allows you to continue to the next field in the line regardless of entry window size. In previous versions, you may have been returned to a previous line of entry rather than allowed to continue forward if the entry window was filled.

Enter Stock Receipts Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Posting performance issues introduced in **Stock Receipts** (**Tasks > Enter Stock Receipts**) in the Accounting and Management Products 9.1.0 CD were addressed in this version of Inventory.

Enter Stock Transfers Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Posting performance issues introduced in **Stock Transfers (Tasks > Enter Stock Transfers)** in the Accounting and Management Products 9.1.0 CD were addressed in this version of Inventory.

Import Items Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues introduced in Import Items **(Setup > Item > [Import/Export Items])** in the Accounting and Management Products 9.1.0 CD were addressed in this version of Inventory.

Item Lookup Sorted Correctly

(This change occurred in Accounting and Management Products 9.1.3)

The list of items displayed in the **Item Master** (**Setup > Items**) is now sorted correctly in alphanumeric order. In previous versions, the item list appeared in an incorrect order.

Item Performance Increase

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues related to item list operations **(Setup > Items)** introduced in the Accounting and Management Products 9.1.0 CD were addressed in this version of Inventory. The following specific operations were addressed:

- Item Lookup

- Best Fit

- Type Ahead

- Add New Item

Item Sets Prefilling Quantity Based on Correct UOM

(This change occurred in Accounting and Management Products 9.1.3)

Quantities for set items now prefill correctly when the stocking UOM and default PO UOM are different. In previous versions, the item quantity may have prefilled based off of the incorrect UOM.

Reports Menu Update Process Fixed

(This change occurred in Accounting and Management Products 9.1.3)

You can now successfully update the Reports menu when creating a new inventory data set. In previous versions, when you updated the Reports menu of a new data set, the software would put you into a continuous update loop until you selected [**Cancel**] to exit the process.

Job Cost

New Features

Integration With Project Management Change Management System

(This change occurred in Accounting and Management Products 9.1.0.)

The new Project Management change management system is a simple, integrated, and efficient way to manage project changes. It tracks potential and approved contract changes through the entire change cycle and eliminates the need to enter change orders in Job Cost or Contracts. For more information, see the Project Management section in these release notes or the Help topic titled "About Project Management Change Management".

Fixes

Commitment Change Order ID Prefills Correctly

(This change occurred in Accounting and Management Products 9.1.0.)

The **Commitment CO** field on a commitment change order now prefills correctly with the commitment change order ID. The correct IDs appear when you click the [**List**] button.

Previously, the number prefill caused blank commitment change orders to be created.

Commitment Scope of Work and Item Scope of Work Windows

(This change occurred in Accounting and Management Products 9.1.0.)

You can now enter up to 1000 characters in both the **Scope of Work** window (**Tasks** > **Commitments** > [**Scope**]) and the **Item Scope of Work** window (**Tasks** > **Commitments** > [**Item Scope**].

(This change occurred in Accounting and Management Products Service Pack 1 for 9.1.0.)

In Job Cost and Project Management, information that you enter in these windows is now saved properly when you close them. If you installed the Accounting and Management Products 9.1.0 CD, this information was previously lost.

Copying a Job Cost Job Creates a New Project Management Job

(This change occurred in Accounting and Management Products 9.1.0.)

When you copy a job in **Setup** > **Copy Jobs**, it is now available in Project Management.

Previously, when you attempted to open the copied job in Project Management, you received a message prompting you to add the job to Job Cost.

Extras on Transactions No Longer Created With Import Estimates

(This change occurred in Accounting and Management Products 9.1.0.)

Tools > **Import** > **Estimates** now adds only existing extras to transactions. Previously, imported estimates may have added nonexistent extras to some transactions.

Job and Extra Fields on Commitment Record

(This change occurred in Accounting and Management Products 9.1.0.)

Previously, if the combination of job and extra was different between items on a commitment, the software cleared the job and extra values on the commitment record.

Job and extra fields are now updated as follows:

- If the job is the same for all commitment items, the job is stored on the commitment.

- If the commitment items have multiple jobs, the job field is cleared on the commitment.

- If the combination of job and extra is the same for all commitment items, the extra is stored on the commitment.

- If the combination of job and extra varies for multiple commitment items, the extra field on the commitment is cleared.

This change also applies to imported commitments and commitments affected by commitment change orders.

When you upgrade your files (**Tools > Upgrade Files**), this change will be applied to your existing records.

Unapprove Contract Items Linked to Extras

(This change occurred in Accounting and Management Products 9.1.0.)

You can now unapprove contract item amounts that are linked to extras.

Database Changes

As with any release, database changes in Timberline applications may affect your custom report designs or custom third-party applications. Please contact your Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

To view fields contained in new records:

- In Report Designer, view the Available Fields report (**Tools > Available Fields**).

- In Crystal Reports, open an existing report, specify the data source location, add new or modified records, and view the fields through Field Explorer. For more information about this procedure, refer to *Crystal Reporting* (Crystal.pdf, available on your CD).

New Fields

(This change occurred in Accounting and Management Products 9.1.0.)

Job Cost Transaction record:

- Change Request index (TCEID)

- Change Request Detail index (TCEDID)

- Add-on index (TAOID)

- Change Order index (ACOID)

Modified Fields

(This change occurred in Accounting and Management Products 9.1.0.)

Change Management (CM) in the Job Cost Batch record:

- A new source item was added to the existing source item list.

Change Management (CM) in the Job Cost Transaction record:

- A new source item was added to the existing source item list.

ODBC

Fixes

Invalid Argument Error in Microsoft Access

(This change occurred in Accounting and Management Products 9.1.0.)

Previously, if you linked or imported tables in Microsoft Access and you used Windows 2000 SP4 or Windows Server 2003 operating systems, you could receive one of two errors.

Connection	Error Message
File DSN	**Invalid Argument.**
Machine DSN	**ODBC - call failed [Simba] [SimbaEngine ODBC Driver] [DRM File Library] No such database. (#1203) [Microsoft] ODBC Driver Manager] Driver's SQLSetConnectAttr failed (#0)**

This version of ODBC fixes the errors.

Open Estimating Data Without a Password

(This change occurred in Accounting and Management Products 9.1.0.)

Previously, if you had set up a password to estimating data, ODBC would not ask for your log on information when you accessed estimating data. This version of ODBC fixes the prompt for password issue.

Prompt for Log On Information in Estimating

(This change occurred in Accounting and Management Products 9.1.0.)

Previously, if you had security set up in accounting, ODBC would ask for your log on information when you accessed estimating data.This version of ODBC allows you to set the "Database type" when you set up an ODBC datasource. If the "Database type" is set to "Estimating Data Folder," you will not be prompted to log on when you access estimating data. If accounting data exists in the same data folder and you have set up security in accounting, ODBC will not allow access to the accounting data using that ODBC datasource. If the "Database type" is set to "Accounting Data Folder" and you have security set up in accounting, ODBC will ask for your log on information when accessing accounting or estimating data using that ODBC datasource.

Queries With Multiple Criteria and a Prompt

(This change occurred in Accounting and Management Products 9.1.0.)

Previously, if you ran a query in Microsoft Query with multiple criteria and a prompt on one of the criteria, ODBC could generate the following error: **Access violation**. This version of ODBC fixes the error.

SQL "Like" Statement and Numeric Key Fields

(This change occurred in Accounting and Management Products 9.1.0.)

Previously, wildcard search characters ("*" and "?") in a SQL "Like" statement may not have behaved as expected when the statement referenced a numeric key field that uses sections. If the wildcard appeared in the middle of the SQL string (not at either end), the "Like" statement would not return any records. This version of ODBC fixes the wildcard characters in a SQL "Like" statement issue.

Unable to Connect to a Data Source When Using Windows Server 2003

(This change occurred in Accounting and Management Products 9.1.0.)

Previously, if you logged on to Windows Server 2003 as a power user and tried to connect to a data source, you received an error message that the data source was not found. This version of ODBC fixes the error.

Payroll

New Features

AccuWage

(This change occurred in the Accounting and Management Products 9.1.4)

You can find the Social Security Administration's AccuWage 2005 application on your Accounting and Management Products 9.1.4 CD at \Main\Tools\AdditionalInstalls\accu05.exe. The accu04.exe application has been removed. After you create your federal magnetic media file, use this application to check for any errors.

To install AccuWage, use Windows Explorer to copy accu05.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/userguide04.html. The Social Security Administration does not guarantee that all errors will be found, but using the application reduces submission rejections.

Reports

The following reports have been added to the **Reports > Government Reporting** menu:

- ME Quarterly Form 941 C1-ME

- PR OK Quarterly Form OES-3A

The following reports have been added to the **Reports > Tax Preparation** menu:

- PR Prior Period Subject-to Employee

- PR Prior Period Subject-to Employer

The PR Subject-to Date Range report is now installed to the report folder.

W-2 Changes

Under **Tools > Modify Forms > W-2 Forms > Amounts** you can now type <u>W</u> in box 12 to represent the employer contributions to a health savings account.

Fixes

Download Taxes

(This change occurred in Accounting and Management Products 9.1.4)

The following fixes have been made to **Download Taxes**:

- Now after you use **Download Taxes** but you do not select the **Update tax files when download is complete** check box, the PayrollTaxReleaseNotes.pdf will be moved to the wininst\documents folder when you run **Update taxes** from the **Tools** menu.

- Now if you encounter a problem when you use **Download Taxes**, Sage Timberline Office provides detailed information of what occurred.

W-2 Form Changes

(This change occurred in Accounting and Management Products 9.1.4)

The employer address on the W-2 form now aligns to the left on the laser 2-up form. The other amount descriptions now print in the correct position on the laser 4-up form. You can now use codes Q, Y, and Z in box 12 of the W-2 Form to identify annual deferrals of income under a non-qualified compensation plan.

Address

(This change occurred in Accounting and Management Products 9.1.0.)

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.

Cash Fringe

(This change occurred in Accounting and Management Products 9.1.0.)

You can now modify the cash fringe amount field. In previous versions you could not change this amount.

Change Posted Time

(This change occurred in Accounting and Management Products 9.1.0.)

In previous versions, the pay expense account was not being retrieved correctly from the department in the **Change Posted Time** task. This retrieval process is fixed in the 9.1.0 release.

Check Journal Report

(This change occurred in Accounting and Management Products 9.1.0.)

A space has been added between the **PE Date** and the **Check Number** fields on this report.

Employee Name

(This change occurred in Accounting and Management Products 9.1.0.)

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.

Employee Taxes (Setup > Employees > [Taxes])

(This change occurred in Accounting and Management Products 9.1.0.)

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.

Enter Checks

(This change occurred in Accounting and Management Products 9.1.0.)

The **Enter Checks** task in previous versions allowed you to create entries that were missing the period end date. You cannot do this in the 9.1.0 release.

Enter Checks—Washington

(This change occurred in Accounting and Management Products 9.1.0.)

In previous versions, when you manually overrode the calculated **WAMED** tax, the result could be out-of-balance General Ledger entries. This discrepancy was fixed in the 9.1.0 release.

Error Message—Payroll Tax Not Found

(This change occurred in Accounting and Management Products 9.1.0.)

If the Payroll tax file cannot be found or it is not available when you start Payroll, a warning message appears.

Foreign Addresses

(This change occurred in Accounting and Management Products 9.1.0.)

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.

Job Status Indicator

(This change occurred in Accounting and Management Products 9.1.0.)

In previous versions, when you exported jobs to Remote Time, all jobs were assigned a status of active, regardless of the actual job status. In the 9.1.0 release, jobs are assigned their appropriate status when you export them.

Maine Quarterly Form 941/CA ME Report Now Prints Totals

(This change occurred in Accounting and Management Products 9.1.0.)

The Maine Quarterly Form 941/C1 ME report now prints tax totals for the quarter.

Maine Quarterly Report

The new ME Quarterly Report 941 C1-ME now appears under **Reports > Government Reporting**. The report now prefills the correct state ID.

Manually Add WC IDs and Amounts—In Balance Transactions

(This change occurred in Accounting and Management Products 9.1.0.)

Now when you manually enter a WC fringe ID and an amount in **Enter Checks** Payroll retrieves the expense account and calculates it correctly.

Massachusetts

The W-2 magnetic media file total record now correctly reports FICA tax values.

Multiple Error Messages

(This change occurred in Accounting and Management Products 9.1.0.)

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

New Jersey

(This change occurred in Accounting and Management Products 9.1.0.)

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).

New York

The New York W-2 no longer includes employees who have no year-to-date earnings.

Payroll Tax Release Notes

In previous versions, if you ran **Tools > Download Taxes** but you did not select the **Update tax files when download is complete** check box, the PayrollTaxReleaseNotes.pdf located in the Documents folder would reflect the updated tax version instead of the version you were currently using. Now the PayrollTaxReleaseNotes.pdf updates when you select the **Update tax files when download is complete** check box when you run **Tools > Download Taxes** or when you run **Tools > Update Taxes**.

Post Checks—Notes

(This change occurred in Accounting and Management Products 9.1.0.)

In previous versions, notes associated with the check record were lost sometimes. This does not happen in the 9.1.0 release.

Quarterly Forms for Maine, Texas, Utah, and Wisconsin

The year in the header of the second and subsequent pages of the quarterly reports for Maine, Texas, Utah, and Wisconsin now appears correctly.

Social Security Number

(This change occurred in Accounting and Management Products 9.1.0.)

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.

Supplemental Pay Subject-to Amount

The subject-to amount now includes supplemental pay when you change the tax amount on a check that has both supplemental and regular pays.

W-2 Grand Totals

In previous versions, if you entered a formula in box 16b under **Tools > Modify Forms > W-2 Forms**, when you printed W-2s that did not contain amounts in box 16b the grand totals page would include a total for box 16b. The totals now appear correctly on the W-2 grand totals page.

Washington Workers' Compensation Reporting

(This change occurred in Accounting and Management Products 9.1.3.)

When you process Payroll in the Accounting and Management Products 9.1.3 CD for employees who worked in Washington State, the Workers' Comp State for Washington Employee Med-Aid (WAMED) and Washington Workers' Comp (WAWC_E) taxes now write to the Check Workers' Comp record used for workers' compensation reporting. In the Accounting and Management Products 9.1.0 CD with or without Service Pack 1 and the Accounting and Management Products 9.1.2 CD the taxes did not write to the record.

Wisconsin

(This change occurred in Accounting and Management Products 9.1.0.)

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.

Government Mandated Changes

Alabama

(This change occurred in Accounting and Management Product 9.1.4)

The RS and RE magnetic media records have been updated in accordance with the state's changes.

Minnesota

(This change occurred in Accounting and Management Product 9.1.4)

A text (.txt) extension has been added to the magnetic media file.

Nebraska

(This change occurred in Accounting and Management Product 9.1.4)

Nebraska now requires magnetic media quarterly reporting, Select the **Generate magnetic media** check box under **Tasks > Print Quarterly Forms** to select your magnetic media report options.

Wisconsin

(This change occurred in Accounting and Management Product 9.1.4)

Wisconsin now requires MMREF-1 but no change was required in Payroll.

W-2 Magnetic Media Reporting

(This change occurred in Accounting and Management Products 9.1.4)

The Social Security Administration has released new versions of Pub MMREF-1 magnetic media reporting and electronic filing for tax year 2005, and Pub, MMREF-2, Magnetic Media Reporting and Electronic Filing of W-2c Information for tax year 2005. These changes have been incorporated into Timberlines Print W-2 Forms task. Visit www.ssa.gov for more information about the Social Security Administration's changes.

Colorado

Since Colorado will discontinue acceptance of the wage list form UITR-1(a), Timberline now supports magnetic media (ICESA format) for Colorado beginning with the fourth quarter 2004.

Maryland

Maryland introduced new magnetic media changes for their special state format. These changes have been incorporated into Timberline's Print Quarterly Forms task. Visit www.dllr.state.md.us/employment/magnetic.html for more information about Maryland's changes.

Oklahoma

Oklahoma now uses a scannable OES-3a Employee Quarterly Contribution Report Continuation Sheet that is required for filings in the fourth quarter of 2004 and is due by January 31, 2005.

W-2 Form Changes

The laser and dot matrix single wide forms have been updated with margins on the left and right side that are half an inch larger.

Payroll (Australia)

New Features

Reports

(This change occurred in Accounting and Management Products 9.1.0.)

The following new reports have been added to the **Reports** menu under **Tax Preparation**:

- PR Prior Period Subject-to Employee.rpt

- PR Prior Period Subject-to Employer.rpt

- PR Subject-to Date Range(AU).rpt (This report installs only to the Timberline Reports folder and does not appear on the menu.)

Fixes

Download Taxes

(This change occurred in Accounting and Management Products 9.1.4)

The following fixes have been made to **Download Taxes**:

- Now after you use **Download Taxes** but you do not select the **Update tax files when download is complete** check box, the PayrollTaxReleaseNotes.pdf will be moved to the wininst\documents folder when you run **Update taxes** from the **Tools** menu.

- Now if you encounter a problem when you use **Download Taxes**, Sage Timberline Office provides detailed information of what occurred.

Payroll (Canada)

New Features

T4 Filing Format

(This change occurred in Accounting and Management Products 9.1.4)

The T4 magnetic media file now correctly prints employee income amounts that are over a certain amount. Box 24 in T4 is blank if the amount is the same as that in box 14.

T4 Printed Forms

(This change occurred in Accounting and Management Products 9.1.2)

- The CCRA no longer accepts printed T4 forms that are printed on continuous feed printers.

Reports

(This change occurred in Accounting and Management Products 9.1.0.)

The following reports have been added to the **Reports** > **Tax Preparation** menu:

- PR Prior Period Subject-to Employee.rpt

- PR Prior Period Subject-to Employer.rpt

- PR Subject-to Date Range(Can).rpt (This report installs only to the Timberline Reports folder and does not appear on the menu.)

(This change occurred in Accounting and Management Products 9.1.2.)

The following reports have been added to the **Reports > Tax Preparation** menu:

- PR Prior Period Subject-to Employee

- PR Prior Period Subject-to Employer

The PR Subject-to Date Range report is now installed to the report folder.

T4 Filing Format

(This change occurred in Accounting and Management Products 9.1.2)

The T4 magnetic media file is now in the XML format only, which is a requirement of the Canadian Revenue Agency beginning in 2005.

T4 Printed Forms

- The CCRA no longer accepts printed T4 forms that are printed on continuous feed printers.

Fixes

Download Taxes

(This change occurred in Accounting and Management Products 9.1.4)

The following fixes have been made to **Download Taxes**:

- Now after you use **Download Taxes** but you do not select the **Update tax files when download is complete** check box, the PayrollTaxReleaseNotes.pdf will be moved to the wininst\documents folder when you run **Update taxes** from the **Tools** menu.

- Now if you encounter a problem when you use **Download Taxes**, Sage Timberline Office provides detailed information of what occurred.

Project Management

New Features

Change Management

(This change occurred in Accounting and Management Products 9.1.0.)

The new Project Management change management system is a simple, integrated, and efficient way to manage project changes. You can track vendor quotes, contract changes, and cost estimate changes through the entire change cycle. PJ change management lets you:

- Record and produce pending change requests when they are first discovered (such as from an RFI).

- Set up default markups, add-ons, and tax descriptions to make data entry easier.

- Send cost estimate changes to Job Cost whenever you choose, without waiting for the "official" change order.

- Group approved change requests onto change orders and send approved contract changes to Job Cost and Contracts from one entry point.

- Route and track the distribution of change documents and related attachments using transmittals and Timberline's sending feature.

- Track due dates for vendor quotes and owner responses and produce dunning letters.

- Correct errors and apply revisions easily, with the flexibility to unapprove changes or even edit approved changes.

- Produce professional AIA style forms and change documents with the latest Crystal Reports designs.

For more information, see the Project Management training supplement at **Help > Documents > ProjectManagementChangeManagement.pdf.** You can find additional information in Project Management Help: Select **Help > Help Topics** and click the **Contents** tab**.** Under **Change Orders - Project Management,** see these topics:

- About PJ Change Management

- Converting existing jobs to PJ change management

- Set up a job for PJ change management

Commitment Change Orders

(This change occurred in Accounting and Management Products 9.1.0.)

You can use several reports to help you to create commitment change orders. You can select reports that list changes related to commitments for a specific change request, for a specific change order, or from a particular change request date.

Entry Reports

- CCO Entry by CR (CR)

- CCO Entry by CR Date (CR)

- CCO Entry by CO (CR)

These designs, available on the **Reports > Change Request** and **Reports > Change Order** menus in Project Management, provide information in an ideal layout to create commitment change orders when you select **Contract Control** > **Commitment COs**.

Import Reports

- PJ CO Export to CCO Import by CR (CR).rpt

- PJ CO Export to CCO Import by Date (CR).rpt

- PJ CO Export to CCO Import by CO (CR).rpt

The information in these reports is formatted to import into Job Cost using **Tools** > **Import** > **Commitments**. These designs are stored by default in the Timberline Office\Accounting\Report folder. To learn how to add these designs to the Project Management **Reports** menu, read "Adding report names to the Reports menu" in Project Management Help. To learn how to use these reports to generate an importable text file, open www.timberline.com and click **Logon**. In the next window, on the left, click **Knowledgebase**. Follow the instructions to log on; then search for "Project Management CO Export to CCO Import Reports."

Correspondence Log Compatible with Microsoft Office 2003

(This change occurred in Accounting and Management Products 9.1.0.)

Correspondence Log (**Documents** > **Correspondence Log**) has been tested and is compatible with the entire Office 2003 suite of products.

Default Change Management Forms

(This change occurred in Accounting and Management Products 9.1.0.)

Timberline provides default forms for the new change management system. The new default forms are installed for both new and existing Project Management and Job Cost customers. These forms support the latest presentation-quality styles and formats. For more options, you can choose alternate designs which let you print to preprinted AIA forms, access different Timberline records for various information, and include more or less pricing detail on your forms.

You can change the default forms in **File** > **Data Folder Settings** > **PJ Settings** on the **Change Management** tab. Forms are stored by default in Timberline Office\Accounting\Report.

Timberline forms created with Crystal Reports have a (T) (CR).rpt or (CR).rpt in their name. The (T) indicates that the form is meant to be used when you print documents from the **Documents** menu in Project Management or the **Tasks** menu in Job Cost. Forms with just a (CR) in their name are meant to be used when you print documents from the **Reports** menu.

RFI Question and Answer Fields Size

(This change occurred in Accounting and Management Products 9.1.0.)

You can now enter up to 4000 characters in the **Question** and **Answer** fields on an RFI.

Timberline Office Desktop Home Pages

(This change occurred in Accounting and Management Products 9.1.0.)

The new Desktop application includes many home pages that are appropriate for project managers. You can choose from home pages that focus on such project information as overdue items, upcoming items, job costs, or job overviews. For a complete list and description of home pages, see the Desktop Help topic titled "List of Timberline home pages." To learn more about home pages and Desktop, see the Desktop Help topics titled "Learn about home pages: What do you want to do?" and "Welcome to Timberline Office Desktop."

Fixes

Approved Contract Amount Transactions in Job Cost Now Use Correct Date

(This change occurred in Accounting and Management Products 9.1.3.)

In earlier versions, if you added a change request to a change order and selected the **Revise Contract Amount** check box on the change order, the transactions sent to Job Cost used the date of the change request, rather than the change order.

Change Orders and Change Requests Now Reverse to Zero Correctly

(This change occurred in Accounting and Management Products 9.1.3.)

In earlier versions, reversing certain totals to zero could leave a small balance on the contract item or change request because of a rounding error. Rounding now works correctly.

Change Orders Can Now Be Deleted

(This change occurred in Accounting and Management Products 9.1.3.)

In earlier versions, if you installed Project Management without installing Accounts Receivable and Contracts, the change orders that you created and approved could not subsequently be unapproved or deleted.

Change Orders Now Correctly Validate Contract Items

(This change occurred in Accounting and Management Products 9.1.3.)

In previous versions, if your job number format exceeded eight characters, contract items were not validated correctly on the change order.

Change Request Contract Items Are Now Saved Correctly

(This change occurred in Accounting and Management Products 9.1.3.)

In earlier versions, if you cleared a prefilled contract item on the **Price/Cost Estimate** tab of a change request, the next time that the contract item prefilled, it would not save correctly. This could later cause errors when you tried to reverse entries.

Commitment Scope of Work and Item Scope of Work Windows

(This change occurred in Accounting and Management Products 9.1.0.)

You can now enter up to 1000 characters in both the **Scope of Work** window (**Contract Control** > **Commitments** > [**Scope**]) and the **Item Scope of Work** window (**Contract Control** > **Commitments** > [**Item Scope**].

(This change occurred in Accounting and Management Products Service Pack 1 for 9.1.0.)

In Job Cost and Project Management, information that you enter in these windows is now saved properly when you close them. If you installed the Accounting and Management Products 9.1.0 CD, this information was previously lost.

Copy and Paste Contacts in Correspondence Logs

(This change occurred in Accounting and Management Products 9.1.0.)

You can now copy and paste contacts from one **Correspondence Log** contact field to another. These fields include **From**, **To**, and **Cc**.

Correspondence Log Toolbar Now Remains Visible in Word and Excel

(This change occurred in Accounting and Management Products 9.1.0.)

The [**Add to Log**] toolbar remains visible in Word and Excel when you close the document.

Custom Log Data Remains With Reinstall

(This change occurred in Accounting and Management Products 9.1.0.)

Custom log data is now properly retained when you reinstall Timberline Office.

Previously, when you upgraded, certain custom log data may have been deleted.

Last Job Used Reappears in New Session

(This change occurred in Accounting and Management Products 9.1.0.)

If you selected the **Use Last Job** check box in **File > Data Folder Settings > PJ Settings** on the **General** tab, the last job you used will be retained when you restart Project Management, restart Timberline Office, or restart your computer.

Opening a File Attached to an E-Mail in Correspondence Log

(This change occurred in Accounting and Management Products 9.1.0.)

When you open a file attached to an e-mail in **Documents** > **Correspondence Log**, you are no longer prompted to save a file in the **Save As** window.

Report Now Shows Correct Time and Material Amounts

(This change occurred in Accounting and Management Products Service Pack 1 for 9.1.0.)

The PJ Change Order Log with Detail (CR) report now shows the correct detail price amounts for time and materials. If you installed the Accounting and Management Products 9.1.0 CD, these amounts were sometimes incorrect.

Reports Now Show the Correct Amount for Other Price Type

(This change occurred in Accounting and Management Products Service Pack 1 for 9.1.0.)

The following reports now show the correct amount for the Other type in the Price column. If you installed the Accounting and Management Products 9.1.0 CD, these reports sometimes showed an incorrect value.

- PJ Change Order Release Log - transition (CR).rpt

- PJ Change Order Release Log (CR).rpt

Reports Now Show the Correct Price Base

(This change occurred in Accounting and Management Products Service Pack 1 for 9.1.0.)

The following reports now show the correct price base. If you installed the Accounting and Management Products 9.1.0 CD, these reports sometimes showed an incorrect value.

- PJ Change Request Form 1 (CR).rpt

- PJ Change Request Form 1 w price breakdown (T) (CR).rpt

- PJ Change Request Form 2 (CR).rpt

- PJ Change Request Form 2 (T) (CR).rpt

- PJ Change Request Form 2 w price breakdown (T) (CR).rpt

- PJ Change Request Form 3 (CR).rpt

- PJ Change Request Form 3 (T) (CR).rpt

- PJ Change Request Form 4 (CR).rpt

- PJ Change Request Form 4 (T) (CR).rpt

- PJ Change Request Form 5 (CR).rpt

- PJ Change Request Form 5 (T) (CR).rpt

- PJ Change Request Form 6 w price breakdown (T) (CR).rpt

Database Changes

As with any release, database changes in Timberline applications may affect your custom report designs or custom third-party applications. Please contact your Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

To view fields contained in new records:

- In Report Designer, view the Available Fields report (**Tools > Available Fields**).

- In Crystal Reports, open an existing report, specify the data source location, add new or modified records, and view the fields through Field Explorer. For more information about this procedure, refer to *Crystal Reporting* (Crystal.pdf, available on your CD).

New Files

(This change occurred in Accounting and Management Products 9.1.0.)

- View.pjv

New Records

(This change occurred in Accounting and Management Products 9.1.0.)

- Request

- Request Detail

- Change Order

- Add-on

- Change order total

- Change request total

New Fields

(This change occurred in Accounting and Management Products 9.1.0.)

PJ Job record:

- Use Change Management

RFI record:

- Change Request index

Known Issues

Certain Reports May Create Files That Fail to Import Commitment Change Orders

The following reports create text files that you can use to import commitment change orders into Job Cost:

- PJ CO Export to CCO Import by CO (CR).rpt

- PJ CO Export to CCO Import by CR (CR).rpt

- PJ CO Export to CCO Import by Date (CR).rpt

If you use these reports and you select **Approved** in the **Status of CCO's created** field, the file will fail to import the commitment change orders. To make your import successful, select either **Pending** or **Not issued** in the **Status of CCO's created** field.

For complete instructions on using these reports, first open www.timberline.com and click **Logon**. In the next window, on the left, click **Knowledgebase**. Follow the instructions to log on; then search for **KB149505**.

Change Order Forms May Not Show Some Amounts of Previously Authorized Change Orders

If you convert an existing job to the Project Management change management method and create another change order, you can choose among many change order forms. These forms contain a line labeled **Net change by previously authorized Change Orders**. However, this line will not include previous change orders created in Job Cost unless you manually reenter those change orders in Project Management.

A new form is available that corrects this issue. Open www.timberline.com and click **Logon**. In the next window, on the left, click **Knowledgebase**. Follow the instructions to log on; then search for **KB53168**.

Property Management

New Features

Cash Receipts (Tasks > Cash Receipts) and Import Payments (Tools menu)

(This change occurred in Accounting and Management Products 9.1.0.)

You can now exclude certain charge types from import payments or cash receipts. The check box **No Auto-Apply** field has been added to the property charge controls grid (**Setup > Properties > Chg Ctrls** tab). If you select this check box, the software bypasses the charge type when you use cash receipts or import payments. You can apply the payment manually, but the payment will not be included when payments are automatically applied.

For information about setting up charge controls, see the Help topics "Setting up lease charge controls" and "Setting up property charge controls." To find help on the **No Auto-Apply** field, in the Charge Controls grid (**Setup > Properties > Chg Ctrls** tab), find the **No Auto Apply** field and click F1 or click the question mark that appears in the title bar to open a What's This Help topic.

Home Pages in Timberline Office Desktop

(This change occurred in Accounting and Management Products 9.1.0.)

The new Desktop application includes home pages that are appropriate for property managers and owners. Property managers can view the high-level status of occupancy rates, vacancy rates, renewals, receivables, and payables. Property owners can view the high-level summary of receivable balances, bank account balances, payables summary, occupancy rates, vacancy rates, and renewals.

To start Desktop, select [**Start**] > **Programs > Timberline Office > Desktop**. To learn more about Desktop, please see Desktop.pdf, which is available in the Documents folder

on your CD. For a complete list and description of home pages, see the Desktop Help topic titled "List of Timberline home pages." To learn more about home pages and Desktop, see the Desktop Help topics titled "Learn about home pages: What do you want to do?" and "Welcome to Timberline Office Desktop."

Non-U.S. Clients Can Now Print 1099s, 1098s, and Generate Magnetic Media

(This change occurred in Accounting and Management Products 9.1.2.)

If you are a company that resides outside of the United States, you can generate magnetic media for 1099s and 1098-Mortgage Interest forms for companies that reside in the United States. To print 1099s by property, select the **Foreign Entity** check box in General Ledger (**Calendar/Fiscal Settings**). To print 1099s by data folder, select the **Foreign Entity** check boxes in the 1099 forms windows and 1098-Mortgage Interest windows (**Reports > Forms**).

Fixes

Cash Receipts (Tasks > Cash Receipts)

(This change occurred in Accounting and Management Products 9.1.0.)

- In prior versions, you may have been able to create a payment in Cash Receipts in which transactions did not match up to the full payment amount. In this version, when you enter a payment in Cash Receipts the software detects this situation and you receive a message to reapply the payment.

- You can no longer enter a cash receipt for a charge with a blank summary charge type. In previous versions, you may have applied a cash receipt to an open item with a blank summary charge type.

- If you enter multiple payments in one session and edit one of the existing payments, then move to a different existing payment, you will receive an error message that warns you that edits you made to the previous payment will be lost. This allows you to decide if you want to save the payment. In previous versions, you did not receive a warning message and changes made to the previously edited payment may have been lost.

Change Entries (Tasks > Change Entries)

(This change occurred in Accounting and Management Products 9.1.0.)

- When you reapply a payment, you can no longer save the payment if it has not been fully applied.

- If you use Change Entries to void a payment that was applied to charges, using **Refund Apply** (**Tasks > Refund/Apply**), that payment now voids correctly so that you can apply a new payment to the charges.

- The change entries process has been improved to look for transactions in the history file as well as in the current file. In previous versions, you may have received an error message when you voided a payment that indicated that not all transactions were in the current file.

- You now receive a warning message when you try to void a deposit payment in which transactions were split between the history and the current file. The new message explains how to void the payment.

Change Lease (Tasks > Manage Leases > Change Lease)

(This change occurred in Accounting and Management Products 9.1.0.)

A message now appears reminding you to post any open items or unposted chargebacks before you delete a lease. You can no longer delete a terminated lease until it has been moved to history.

Generate Rent Roll (Tasks > Create Charges > Generate Rent Roll)

(This change occurred in Accounting and Management Products 9.1.0.)

- **Generate Rent Roll** has been improved so that you receive a warning message if the generate rent roll cutoff date is more than 60 days beyond the system date.

- The **Generate Rent Roll** process now recalculates unit current rent. In previous versions, the unit current rent may have been adjusted incorrectly.

Late Charges (Setup > Properties or Manage Leases > Leases)

(This change occurred in Accounting and Management Products 9.1.0.)

Late charges now process correctly for leases with more than one unit that have a late charge of **Fee** set to **Once/Delinquent Pmt**. Previously, late charges were created multiple times for open items that should have had only one late charge created.

Management Fees (Setup > Properties > Mgmt Fees tab)

(This change occurred in Accounting and Management Products 9.1.0.)

- The Management Fee Journal General Ledger recap now correctly displays when you use PM Trial Run. In previous versions, the General Ledger recap may not have displayed correctly under certain circumstances.

- In this version of Property Management, when you create tax transactions for management fees the balance sheet level prefix will be validated for the tax entries. In prior versions, you may have had inaccurate tax entries if your tax base accounts were balance sheet accounts.

Miscellaneous Entries (Tasks > Create Charges > Miscellaneous Entries)

(This change occurred in Accounting and Management Products 9.1.0.)

You can no longer enter a charge with a blank summary charge type. In previous versions, you may have entered a charge with a blank summary charge type under certain circumstances.

Property Management No Longer Deletes System.pms File

(This change occurred in Accounting and Management Products 9.1.0.)

In this version of Property Management, the software will no longer delete the system.pms file when you launch Property Management.

Reconcile Account (Tasks > Manage Leases)

(This change occurred in Accounting and Management Products 9.1.0.)

The Reconcile Account feature has been improved so that when you click [**Auto Apply**] to reconcile accounts (**Tasks > Manage Leases > Terminate Lease > [Reconcile Account]**), only refundable deposits are applied to outstanding charges. In previous versions, some non-refundable deposits may have been applied.

Recoverable Expenses

(This change occurred in Accounting and Management Products 9.1.0.)

Tasks > Manage Leases > Change Lease > Recur Chgs tab > Recovery Controls [...>]

- Charge amounts from retroactive charges will now accumulate in the **Charges this period** or **Charges next period** fields if you select **Create a Charge** as the **Retroactive option** even if the retroactive charge type is different than the charge type that is being recovered. In previous versions, if the retroactive charge type was different than the charge type that was being recovered, the amount of the retroactive charge would not accumulate in the **Charges this period** or **Charges next period** fields. However, If you set up a retroactive charge type that is different from the recovery recurring charge type, and you have selected **Dist through Cal Year** as your **Retroactive** method (**Escalation Ctrls [...>]**), any retroactive amounts created when you process recoveries will not apply to **Charges this period** or **Charges next period**. You now receive a message during this scenario that allows you to accept the setting or change the recovery settings.

Setup > Properties > Chg Controls tab > Recovery Controls [...>]

- If you set up recovery controls on a lease, you can now use ODBC to write to the **Charges this period** and **Charges next period** fields. In previous versions, you could use ODBC to only read data in these fields.

- You must now select Create a Charge as the Retroactive **option** in order to use the **Retro charge type** field (**Escalation Controls [...>**) when you set up escalation controls. In previous versions, the **Retro charge type** field was available regardless of what you selected in the **Retroactive option** field.

Refund/Apply Credits, Refund/Apply Deposits (Tasks > Refund/ Apply) and Reconcile Account (Tasks > Terminate Lease and Amend Lease)

(This change occurred in Accounting and Management Products 9.1.0.)

In this version of Property Management, open items will appear when you refund credits or reconcile an account. In previous versions, open items would not appear in Refund/Apply Credits**,** Refund/Apply Deposits, or in Reconcile Account if the first open item on a lease was for a tenant who was no longer on the lease.

Returned Checks (Tasks Menu)

(This change occurred in Accounting and Management Products 9.1.0.)

The returned checks process has been improved to look for transactions in the history file as well as in the current file. In previous versions, you may have received an error message when you returned checks that did not have all transactions in the current file.

Start Lease and Terminate Lease (Tasks > Manage Leases)

(This change occurred in Accounting and Management Products 9.1.0.)

This version of Property Management provides improved warning messages that appear before you a change the lease status to historical or canceled. In prior versions, you may have canceled a lease that had unposted transactions.

Database Changes

As with any release, database changes in Timberline applications may affect your custom report designs or custom third-party applications. Please contact your Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

To view fields contained in new records:

- In Report Designer, view the Available Fields report (**Tools > Available Fields**).

- In Crystal Reports, open an existing report, specify the data source location, add new or modified records, and view the fields through Field Explorer. For more information about this procedure, refer to *Crystal Reporting* (Crystal.pdf, available on your CD).

New Fields

(This change occurred in Accounting and Management Products 9.1.0.)

PM - Transaction record:

- Original Recovery Charge Type (CFORCT)

PM - Property Charge Controls record:

- No Auto-Apply (PCNAUTO)

Modified Fields

(This change occurred in Accounting and Management Products 9.1.0.)

Charges This Recon Period (RCCTRP) in the PM - Lease Recovery Controls record.

- You can now use ODBC to replace information in this field.

Charges Next Recon Period (RCCNP) in the PM - Lease Recovery Controls record.

- You can now use ODBC to replace information in this field.

Purchasing

New Features

Crystal Reports 9

(This change occurred in Accounting and Management Products 9.1.0.)

Timberline Office Crystal reports now use the Crystal Reports 9 format. Timberline's Crystal Reports viewer reads this format as well as earlier Crystal Reports formats. If you have custom Crystal reports that need to be converted to the Crystal Reports 9 format, please see *Crystal Reporting*, which is available on your CD at \Documents\Crystal.pdf.

As with any release, database changes in Timberline applications may affect your custom report designs or custom third-party applications. Please contact your Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

Mobile Purchasing Now Installed From Training Data Sets CD

(This change occurred in Accounting and Management Products 9.1.0.)

Mobile Purchasing is now included on the Training Data Sets CD. To install Mobile Purchasing, run the setup from D:\Main\tools\POIV\Mobile Applications\Mobile_PO\ from the Training Data Sets for Accounting and Management Products CD (D:\ represents your CD-ROM drive).

Purchasing Application Now Installed From Accounting and Management Products CD

(This change occurred in Accounting and Management Products 9.1.0.)

The Purchasing application is now included on the Accounting and Management Products CD. To install Purchasing, select D:\Install.exe from the Accounting and Management Products CD (D:\ represents your CD-ROM drive).

Reports Now Use New "Timberline PO Data" ODBC DSN

(This change occurred in Accounting and Management Products 9.1.0.)

Purchasing reports have been updated to use the new "Timberline PO Data" ODBC data source. For information on upgrading custom reports and using the new data source, please read *Using Reports With Timberline Software*. This document is available on the Timberline Office Accounting and Management Products CD 9.1.0 at \Documents\Crystal.pdf.

Reports Now Use New "Timberline Office Data PO" ODBC DSN

(This change occurred in Accounting and Management Products 9.1.0.)

Purchasing reports have been updated to use the new "Timberline Office Data PO" ODBC data source. For information on upgrading custom reports and using the new data source, please read Using Reports With Timberline Software. This document is available on the Timberline Office Accounting and Management Products 9.1.0 CD at \Documents\Crystal.pdf.

TRA-SER Now Installed From Training Data Sets CD

(This change occurred in Accounting and Management Products 9.1.0.)

TRA-SER is now included on the Training Data Sets CD. To install TRA-SER, run the setup from D:\Main\tools\POIV\ACTRASER\ (D:\ represents your CD-ROM drive).

Fixes

Archived Orders Inquiry Now Displays Correct Data

(This change occurred in Accounting and Management Products 9.1.0.)

The archived orders inquiry (**Inquiry > Archived Orders**) has been fixed so that it displays data correctly. In previous versions, some of the fields on the inquiry displayed incorrect or blank data although the data was correct in the software.

Auto Change Orders No Longer Reduce Quantity on Order in Item Master

(This change occurred in Accounting and Management Products 9.1.0.)

You can now create an auto change order with a status of pending without reducing the quantity on order in the item master.

Auto Change Orders Now Created for Unit Orders With Multiple Receipts

(This change occurred in Accounting and Management Products 9.1.0.)

The software now creates auto change orders for unit rate orders with multiple receipts. In previous versions, the auto change orders were created for only the first receipt.

Change Order Tax Rate Field Prefilled on Change Order Detail Record

(This change occurred in Accounting and Management Products 9.1.0.)

When you enter a change order (**Tasks > Enter Change Orders**) the tax rate field is now correctly prefilled on the change order detail record.

Delete Invoices Now Works if You Do Not Select Track Taxes in Accounts Payable

(This change occurred in Accounting and Management Products 9.1.0.)

You can now delete invoices if you have not selected the track taxes setting in Accounts Payable (**AP: File > Data Folder Settings > AP Settings**).

Distribute Taxes Button in Enter Receipts no Longer Causes Error Message

(This change occurred in Accounting and Management Products 9.1.0.)

If you close the **Distribute Taxes** window in **Enter Receipts** (**Tasks > Enter Receipts**) error messages no longer appear.

DSNs Now Viewable From Report Manager

(This change occurred in Accounting and Management Products 9.1.0.)

When you access the list of DSNs from the Purchasing **Report Manager** (**Reports > Report Manager**) the software now correctly lists any DSNs that have been set up.

Duplicate Change Orders no Longer Allowed Following Upgrade

(This change occurred in Accounting and Management Products 9.1.0.)

You can now upgrade Purchasing without receiving duplicate change order numbers as a result. When you upgraded from 8.0.x and earlier to 8.3.0, the application may have created a duplicate change orders that rejected when imported into Job Cost.

Enter Orders Performance Time Improved

(This change occurred in Accounting and Management Products 9.1.0.)

The **Enter Orders** task (**Tasks** menu) performance has been improved. In previous versions, if you selected **Control Estimates Overruns** or **Show Warnings on Estimate Overruns** (**File > Data Folder Settings**) the enter orders process may have been slow.

Enter Receipts Performance Time Improved

(This change occurred in Accounting and Management Products 9.1.0.)

The **Enter Receipts** task (**Tasks** menu) performance has been improved. In previous versions, you may have noticed long delays when you tried to complete the receipt.

Enter Requisitions Now Prefills Price List to Stock Issue

(This change occurred in Accounting and Management Products 9.1.0.)

When you use the **Enter Requisitions** task (**Tasks** menu) to create stock issues, the price list now correctly prefills from the requisition to the stock issue.

Help Now Includes Updated Fax Information

(This change occurred in Accounting and Management Products 9.1.0.)

Help has been changed to include updated fax information. You can find the updated information in the topics titled "Setting Up a Fax," "Fax Printer Name," and "Using UniMessage Pro and other fax software."

Import Orders Now Uses Tax Groups From Import File

(This change occurred in Accounting and Management Products 9.1.0.)

When you import orders (**Tasks > Import Orders**), tax groups are now correctly imported from text files if available. If not available, the software uses the normal tax group hierarchy to retrieve the appropriate tax group.

Import Orders Handles Contact ID from Buyout

(This change occurred in Accounting and Management Products 9.1.0.)

If you use the **Import Orders** task (**Tasks** menu) to import a file from Buyout, the software now validates the contact ID. In prior versions, the file may have been rejected.

Import Price List Imports Without Error Message

(This change occurred in Accounting and Management Products 9.1.0.)

You can now successfully import a price list without receiving an error message (**Setup > Price List > [Export/Import List]**).

Item UOM Conversion Factors of 0 no Longer Produce Errors

(This change occurred in Accounting and Management Products 9.1.0.)

You can now create partial receipts, back order receipts, or delete receipts for items that have a UOM conversion factor of 0 without receiving an error message.

Locations Cannot be Deleted if Items Are Stored at the Location

(This change occurred in Accounting and Management Products 9.1.0.)

You can no longer delete a location if there are stock items stored there.

Orders Inquiry Now Allows Filters by Vendor

(This change occurred in Accounting and Management Products 9.1.0.)

You can now use the option to filter by vendor when you use orders inquiry (**Inquiry > Orders**).

Orders Inquiry Now Allows You to Enter Date Range Without Error

(This change occurred in Accounting and Management Products 9.1.0.)

You can now successfully filter by date range when you use orders inquiry (**Inquiry > Orders**). In previous versions, if you selected to filter by date range you may have received an error message.

Purchase Order PE Requisition Report Upgraded

(This change occurred in Accounting and Management Products 9.1.0.)

The Purchase Order PE Requisition Export report has been upgraded to match the Estimating version.

Purchase Order Reports no Longer Truncate Data

(This change occurred in Accounting and Management Products 9.1.0.)

The following reports no longer truncate the data that appears in the columns. PO Format 1.crs, PO Order Format 3.crs, PO Order Sample.crs, PO AP Posting Journal.crs, PO Back Order.crs, PO Additional Vendor Invoices on Invoices not Posted. crs, PO RA Format 1.crs, PO AP Invoice Detail.crs, PO Daily Receiving by Warehouse.crs, PO Daily Receiving by Job.crs.

Purchase Orders Now Print with Alphanumeric Purchase Order Number Values

(This change occurred in Accounting and Management Products 9.1.0.)

You can now print purchase order reports for purchase order numbers with alpha numeric characters or punctuation. Previously, you may have received an error message if the purchase order number contained alpha numeric characters, dashes, or periods.

Receipt of Purchase Order Now Correctly Updates Taxes

(This change occurred in Accounting and Management Products 9.1.0.)

When you enter a partial receipt and post the receipt, the tax calculated on the podetail record now totals the correct amount. In previous versions, the tax was zero.

Requisition Report Now Displays RTF Formatting Correctly

(This change occurred in Accounting and Management Products 9.1.0.)

The **Description** field on the Requisition report now appears with the correct rich text formatting (RTF) that you applied.

Service Management Synchronization Task and Settings Now Included

(This change occurred in Accounting and Management Products 9.1.0.)

The SM Synchronization task and its related settings are now available within the Purchasing application (**File > Data Folder Settings > SM Integration**). Previously, the synchronization task and settings were only available in the Inventory application.

Subcontract Payment Certificate Report Lists Retainage Correctly

(This change occurred in Accounting and Management Products 9.1.0.)

If you track tax retainage, the Subcontract Payment Certificate report now correctly calculates the retainage tax. In previous versions, the **Retention** column in the payment detail section of the report showed incorrect amounts.

Trailing Spaces Removed From POHeader Record

(This change occurred in Accounting and Management Products 9.1.0.)

The purchase order number in the poheader record no longer contains unnecessary trailing spaces, and reports that link from the poheader and poheadersd records now print successfully.

Enter Receipts Purchase Order Selection No Longer Case Sensitive

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0.)

You can now select a purchase order that has a vendor code that is not the same case as the vendor code in Accounts Payable. Previously, if you created an Accounts Payable vendor with a code that was one case (such as AbC1) and then entered a purchase order in the **Vendor** field with a different case (such as abc1) you could not select that purchase order for the receipt.

Item Codes With Apostrophes No Longer Cause Error Message in Enter Orders

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0.)

In this version, you will no longer receive an error message in **Enter Orders** (**Tasks > Enter Orders**) if item codes for the purchase order you entered contained apostrophes.

Move to History Performance Time Improved

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0.)

The **Move POs and COs to History** task performance has been improved (**Tools > Move Data > Move POs and COs to History**). In previous versions, you may have noticed performance delays when you used these tasks.

Monetary Fields Now Correctly Allow Up to Four Decimals

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0.)

When you enter amounts in monetary fields, the number now correctly displays four decimal places. In previous versions, the numbers were incorrectly rounded to two decimal places.

Report Can Be Printed More Than One Time in One Session

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0.)

In this version of Purchasing, you can print a report more than once in the same session. In previous versions, you may have received an error message or the software may have aborted in this scenario.

Tax File Now Imports to Accounts Payable

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0.)

If you enter a receipt with tax distributions to multiple tax rates, the tax distributions are now correctly added to the APINV.txt file in Accounts Payable. In previous versions, these distributions were not correctly added to the APINV.txt file, and Accounts Payable may have distributed the taxes incorrectly during the import process.

Blanket Orders - [Edit PO] Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues related to the **[Edit PO]** button in **Enter Receipts (Tasks < Enter Receipts)** and **Process Pending Orders (Tasks < Process Pending Orders)** introduced in the Accounting and Management Products 9.1.0 CD were addressed in this version of Purchasing.

Close Orders Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues introduced in **Close Orders (Tasks < Close Orders)** in the Accounting and Management Products 9.1.0 CD were addressed in this version of Purchasing.

Enter Invoices Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues introduced in **Invoices (Tasks < Enter Invoices)** in the Accounting and Management Products 9.1.0 CD were addressed in this version of Purchasing. The following specific areas were addressed:

- Post/Unpost Invoice
- Delete Invoice
- Vendor Lookup
- [**Conf All**] button

Enter Orders Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues introduced in **Enter Orders (Tasks < Enter Orders)** in the Accounting and Management Products 9.1.0 CD were addressed in this version of Purchasing. The following specific areas were addressed:

- **Item Set Performance** (add an item and its related set items to the order entry grid)

- Commit an Order

- Copy Order (**Order Lookup** window)

Enter Orders Vendor Item Search Returns Data

(This change occurred in Accounting and Management Products 9.1.3)

You can now view related vendor items using the item lookup in the **Enter Orders** detail grid. In previous versions, searching by vendor item returned no data

Enter Receipts Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues introduced in **Receipts (Tasks < Enter Receipts)** in the Accounting and Management Products 9.1.0 CD were addressed in this version of Purchasing. The following specific areas were addressed:

- **Express Receipt** Window

- [**Edit PO**] Button (Blanket Orders)

- Delete Receipt

- **Receipt Detail** Window

Import Items Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues introduced in **Import Items (Setup > Item > [Import/Export Items])** in the Accounting and Management Products 9.1.0 CD were addressed in this version of Purchasing.

Inquiry Performance Increased

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues related to the **Search** window in the **Orders Inquiry (Inquiry > Orders)** and introduced in the Accounting and Management Products 9.1.0 CD were addressed in this version of Purchasing.

Invoices Posting When Amount Confirmed is More than Received Value

(This change occurred in Accounting and Management Products 9.1.3)

An invoice can now be posted even if the confirmed value exceeds the amount received. In previous versions, this workflow was prohibited and a database rollback message appeared.

Item Lookup Sorted Correctly

(This change occurred in Accounting and Management Products 9.1.3)

The list of items displayed in the **Item Master** (**Setup > Items**) is now sorted correctly in alphanumeric order. In previous versions, the list of items did not appear in the correct order.

Item Master Performance Increase

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues related to **Item Setup** operations (**Setup > Items**) introduced in the Accounting and Management Products 9.1.0 CD were addressed in this version of Purchasing. The following specific operations were addressed:

- Item Lookup
- Best Fit
- Type Ahead
- Add New Item

Item Sets Prefilling Quantity Based on Correct UOM

(This change occurred in Accounting and Management Products 9.1.3)

Quantities for set items now prefill correctly when the stocking UOM and default PO UOM are different. In previous versions, the item quantity may have prefilled based off of the incorrect UOM.

Lookup Fields No Longer Filter Incorrectly

(This change occurred in Accounting and Management Products 9.1.3)

In any of the Purchasing tasks, you can successfully click the binoculars select an item from the list and change the **Search by** field without loosing some of the items in the **Lookup**

window. In previous versions, the list may have been incorrectly filtered when you focused on a specific transaction in the list.

Process Pending Orders Validates Correct Purchase Order Report Location

(This change occurred in Accounting and Management Products 9.1.3.)

Process Pending Orders (**Tasks > Process Pending Orders**) now validates the correct purchasing order report location when you open the task. Previously, an incorrect report location was validated and an error message such as **Invalid Directory** or **File Not Found** may have appeared.

Reports Menu Update Process Fixed

(This change occurred in Accounting and Management Products 9.1.3)

You can now successfully update the **Reports** menu when you create a new Purchasing data set. In previous versions, when you updated the **Reports** menu of a new data set the software would put you into a continuous update loop until you selected [**Cancel**] to exit the process.

Send Invoices to Accounts Payable Correctly Sends All Valid Invoices

(This change occurred in Accounting and Management Products 9.1.3)

When you send invoices to Accounts Payable (**Tasks > Send Invoices to Accounts Payable**) the software now sends all valid invoices. In previous versions, invoice numbers greater than 2147483647 were continuously resent.

Send Invoices to Accounts Payable Performance Increase

(This change occurred in Accounting and Management Products 9.1.3)

Performance issues related to Send Invoices (Tasks > Send Invoices to Accounts Payable) introduced in the Accounting and Management Products 9.1.0 CD were addressed in this version of Purchasing.

Send Orders to Job Cost Correctly Sends All Change Orders

(This change occurred in Accounting and Management Products 9.1.3)

When you send orders to Job Cost (**Tasks > Send Orders to Job Cost**) the software now sends all change orders to Job Cost. In previous versions, not all change orders would send correctly to Job Cost.

Service Management

New Features

@Road® Interface

(This change occurred in Accounting and Management Products 9.1.0.)

You can now create an interface between the @Road Mobile Resource Management system and Service Management. If you subscribe to the @Road service, you can share Service Management information such as employees, service locations, and work orders with the @Road service for Global Positioning System (GPS) mapping and tracking functions. The interface allows you to track, via the internet, your employees' vehicles and their positions in relation to service sites. In addition, you can monitor important work order information such as status and department.

5 Week Schedule—Print Entire 5 Week Schedule by Employee

(This change occurred in Accounting and Management Products 9.1.0.)

You can now print the **5 Week Schedule** for an employee by right-clicking on the employee's name in the list of employees on the left side of the 5 week schedule.

Accounts Payable Invoice—Enter Invoice, Accounting, and Receipt Dates

(This change occurred in Accounting and Management Products 9.1.0.)

You can now enter an invoice date, a receipt date, and an accounting date when you create an Accounts Payable invoice in Service Management. Select the **Specify accounting date for AP Vendor invoices** check box in **SM Settings** (**File > Data Folder Settings > SM Settings > PO/Inventory**) to enable this option.

Agreements—View Related Invoices From An Agreement

(This change occurred in Accounting and Management Products 9.1.0.)

You can now view invoices that are related to an agreement by opening the agreement and clicking the **Invoice tab**.

Communication Center

(This change occurred in Accounting and Management Products 9.1.0.)

The employee paging device information that was previously located on the **General** tab under **Setup > Employees > Employee** is now on the **Communications** tab under the same

path. You can indicate if the employee is to use Service Messaging (paging), you can select a paging device for the employee, and you can assign the @Road integrator functionality.

Daily Processing—The Order of the Agreement Tasks Has Changed

(This change occurred in Accounting and Management Products 9.1.0.)

The order in which the **Daily Processing** agreements tasks are performed has changed. In previous versions, the expire agreements task was performed before the tasks that generate agreement renewals.

Dispatch Board—Drag and Drop

(This change occurred in Accounting and Management Products 9.1.0.)

If you have priority view and scheduled view employees on the same dispatch board, you can drag and drop assignments and ECards between these views. If you use only the scheduled view, you can also drag and drop to specific slots on the dispatch board, which allows blank space between ECards.

Dispatch Board— Inactive Employees

(This change occurred in Accounting and Management Products 9.1.0.)

The dispatch board column header is now gray for inactive employees when you select **Show Inactives** under the **Setup** menu. In previous versions there was no visible difference between active and inactive employees when you selected **Show Inactives**.

Dispatch Board—Miscellaneous Assignments

(This change occurred in Accounting and Management Products 9.1.0.)

You can track non-work order time such as shop time, vacation, training, and medical appointments by creating a miscellaneous assignment on the dispatch board. Set up standard miscellaneous assignment types under **Setup > DBoard > Miscellaneous Time**, or create them on the fly on the dispatch board.

Dispatch Board—Named Views

(This change occurred in Accounting and Management Products 9.1.0.)

You can now set up custom, named views your employees can use when they open dispatch boards. Assign these personal views and settings to your dispatcher, service manager, and other office personnel to save them time when they open a dispatch board under **DBoard > New**. You will set up these dispatch board views under **Setup > DBoard > DBoard Views**.

Dispatch Board—Refresh Employee Properties

(This change occurred in Accounting and Management Products 9.1.0.)

When you change an employee's properties from the dispatch board view, the changes now refresh immediately. You no longer have to close the dispatch board and open a new dispatch board to see them.

Dispatch Board—Resize ECards

(This change occurred in Accounting and Management Products 9.1.0.)

In the schedule view you can resize ECards by clicking the bottom edge of the ECard and dragging it up or down. When you do this the estimated repair hours field updates automatically.

Dispatch Board Settings

(This change occurred in Accounting and Management Products 9.1.0.)

The **Dispatch Board Settings** now include a list of named views that you can set up under **Setup > DBoard > DBoard Views**. If you select multiple views at once, all of them will open simultaneously. To open the **Dispatch Board Settings** window, open the **Dispatch Board Selection** window (**DBoard > New**), or right-click and select **DBoard Settings**. In this window you can also select the **Show unassigned column** check box. The selections you make in this window are persistent by user.

Dispatch Board—Scheduled View

(This change occurred in Accounting and Management Products 9.1.0.)

This is a new view of the dispatch board that displays ECards based on their scheduled times as opposed to timeslots. You will select this option on the **Schedule** tab under **Setup > Employees > Employee**. Select the time interval for this view in **DBoard Settings** (**DBoard > New**). If no employees are selected to appear by scheduled time, the dispatch board will continue to display in the priority, or timeslot view. If your dispatch board contains employees in both views, a split pane appears displaying both views.

Dispatch Board—Split an ECard

(This change occurred in Accounting and Management Products 9.1.0.)

In the scheduled time view you can split an ECard by highlighting it; right-clicking; then selecting **Split ECard**. This will divide the original ECard into two equal ECards by the scheduled time and is useful when you need to schedule around an existing appointment or the employee's lunch hour.

Employee—New Scheduling Tab

(This change occurred in Accounting and Management Products 9.1.0.)

A new **Scheduling** tab has been added to the **Employee Properties** window where you determine if the employee appears on the dispatch board by **Scheduled time** or **Priority**. You can also select the **Warn when employee is overbooked** check box, which will evoke a message when the employee has a scheduling conflict. A new track lunch option allows you to track specific lunch hours for employees by determining the start and end time.

Purchase Orders—Receive and Invoice From Purchase Order Lookup

(This change occurred in Accounting and Management Products 9.1.0.)

You can now receive and approve items on purchase orders from the **Purchase Order Lookup** window (**View > Purchase Orders**) by selecting one; right-clicking; then selecting **Receive Items or Approve Vendor Invoice**.

Purchase Orders—Select Reversal Accounting Dates When You Delete Receipts

(This change occurred in Accounting and Management Products 9.1.0.)

A dialogue now appears when you right-click on a receipt from the purchase order's **Receipts** tab and select **Delete Receipts.** It gives you the option to use the original accounting date or you can specify an accounting date for the reversal transactions for the deleted purchase order receipt.

Reports—Crystal Reports 9

(This change occurred in Accounting and Management Products 9.1.0.)

Service Management 9.1.0 or later now uses Crystal Reports® 9 Professional. For full information on converting your custom Crystal reports, read Using Reports With Timberline Software. This document is available on the Accounting and Management Products CD at \Documents\Crystal.pdf.

Reports—New

(This change occurred in Accounting and Management Products 9.1.0.)

The following reports have been added:

- Location Profitability report—This report summarizes work order profitability to the service location. Drill-down capability allows you to view detailed work order information, if necessary.

- Dispatch Board Named Views report—This report lists all custom dispatch board views that you have set up.

- Miscellaneous Time List report—This report lists all miscellaneous assignment types that you have set up.

SM Settings—Overbooked Warning

(This change occurred in Accounting and Management Products 9.1.0.)

You can select the **Warn when employee is overbooked** check box on the **Work Orders** tab in **SM Settings** to automatically prefill this option to the employee's **Scheduling** tab. If you try to schedule an employee who already has an assignment at that time, a message appears warning you of the scheduling conflict.

Toolbar—New Icons

(This change occurred in Accounting and Management Products 9.1.0.)

You can now add the **Edit Time Entries** and **Post Time Entries** icons to your toolbar under **Tools > Customize > Toolbar**; select **Task** under **Menus** and then select the appropriate tasks in the **Commands** window.

Fixes

Accounts Payable Invoice Rounding

(This change occurred in Accounting and Management Products 9.1.0.)

When you create an Accounts Payable invoice for purchase order items, the APSMImport.txt file now rounds the amounts correctly and prevents the invoice from being rejected when you import invoices in Accounts Payable.

Agreements—Call Type List

(This change occurred in Accounting and Management Products 9.1.0.)

The default call type drop-down list in the agreement type setup window (**Setup > Agreements > Agreement Types**) is now filtered to display only service call types. In previous versions this list incorrectly included small job call types.

Agreements—Ability To Inactivate Related Preventive Maintenance Task When Cancelling An Agreement

(This change occurred in Accounting and Management Products 9.1.0.)

When you cancel an agreement that has associated preventive maintenance tasks, Service Management now asks if you want to inactivate the preventive maintenance tasks related to the agreement you are cancelling.

Daily Processing—Amortization Amounts

(This change occurred in Accounting and Management Products 9.1.0.)

Daily Processing now creates amortization transactions only for agreements that you have invoiced through Service Management.

Edit Time Entries—No Longer Rounds Unit Cost

(This change occurred in Accounting and Management Products 9.1.0.)

The **Cost Units** field in **Edit Time Entries** (**Tasks > Edit Time Entries**) no longer automatically rounds the cost value up or down.

Invoice Format Field—Default Folder

(This change occurred in Accounting and Management Products 9.1.0.)

The default folder for the browse button next to the **Invoice Format** field is now servmngt\reports.

Invoice Format Hierarchy

(This change occurred in Accounting and Management Products 9.1.0.)

The **Print Invoices** task under **Tasks > Accounts Receivable > Print Invoices** now uses the expected invoice format retrieval hierarchy.

Invoice Number—Field Expanded

(This change occurred in Accounting and Management Products 9.1.0.)

The size of the Accounts Payable invoice number in Service Management has been expanded from 10 characters to 15 to match the invoice number field size in Accounts Payable.

Invoices—Balance No Longer Uses "N/A" For Sectioned AR Customer IDs

(This change occurred in Accounting and Management Products 9.1.0.)

If you use sectioned Accounts Receivable customer IDs, the invoice balance in Service Management now appears with the correct dollar amount. Also, bill to locations now appear correctly on reports if you use a sectioned Accounts Receivable customer ID.

Invoices—Description

(This change occurred in Accounting and Management Products 9.1.0.)

The invoice description field from the Service Management invoice is now sent to Accounts Receivable as the Service Management invoice description.

Invoices—Notes On Invoices

(This change occurred in Accounting and Management Products 9.1.0.)

When you add notes to the invoice during the invoice wizard entry process they now appear on the printed invoice.

Notes Greater Than 255 Characters

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0.)

Service Management reports that contain note fields with more than 255 characters now print and preview all of the characters. The Current Note field limit is now 1,920.

Purchase Order—Accounting Transactions

(This change occurred in Accounting and Management Products 9.1.0.)

If you receive a purchase order and then change the unit cost of the purchase order items, accounting transactions now generate to represent the change in cost.

QPrinted Field Correctly Updated

(This change occurred in Accounting and Management Products 9.1.0.)

The **QPrinted** field on the invoice now correctly sets to "Y" when you select **Print Invoices** under **Tasks > Accounts Receivable > Print Invoices**.

Report Changes

(This change occurred in Accounting and Management Products 9.1.0.)

The following reports have been modified:

Report	Description
Assignment List	This report now includes miscellaneous ECard assignments.
Customer List	New versions of this report were created to address users who interface only with Property Management and both Property Management and Accounts Receivable. Access this report through **Reports > Lists > Locations** or through the context menu when in the location views.
Dispatch Board	This report now includes miscellaneous ECards assignments.
Invoice Proof	Work order items notes now appear on the printed invoice proof. The page header now appears correctly on all pages of the invoice proof. In previous versions, the header appeared on only the first page.

Report	Description
Invoices	When you add notes to the invoice during the wizard entry process they will now appear on the printed invoice. When you add notes through the invoice register they will now appear on the printed invoice. The page header now appears correctly on all pages of the invoice. In previous versions, the header appeared on only the first page.
Technician Assignment	This report now includes miscellaneous ECard assignments.
Work Order and P.M. Work Order	The customer notes now appear correctly on the work order and preventive maintenance work order reports. The to do list now prints correctly on the P.M. Work Order report when you combine multiple preventive maintenance tasks on a single work order.
Work Orders by Status	Works orders with an on hold status now appear correctly on the Work Order by Status report. A new date range parameter has also been added to the report.

Reports—Custom Folder Now Included in Report Retrieval Hierarchy

(This change occurred in Accounting and Management Products 9.1.0.)

The report retrieval process now searches the servmngt\reports\custom folder before it searches the servmngt\reports folder for the report. In previous versions, the contents of the custom folder was not included in the retrieval process.

Service Location—Tax Prefill When Changing an Accounts Receivable Customer

(This change occurred in Accounting and Management Products 9.1.0.)

When you change an Accounts Receivable customer on the service location and you click [**Yes**] when the message appears asking if you want to accept the information, the tax information now automatically updates based on the new Accounts Receivable customer.

Service Location—Work Orders List Updates After Reassignment

(This change occurred in Accounting and Management Products 9.1.0.)

When you reassign a work order to a new employee and open the service location's **Work Orders** tab, the new employee now appears as the assigned employee.

Vendor Synchronization

(This change occurred in Accounting and Management Products 9.1.0.)

When you synchronize vendors Service Management now checks the file locations located in **File > Data Folder Settings > File locations**.

Work Order Billing—Print Invoice Proof

(This change occurred in Accounting and Management Products 9.1.0.)

You can now successfully print an invoice proof with multiple work orders selected while in the **Work Order Billing** task.

Work Orders—Accounting Date, Work Date, and Transaction Date Fields Added To the Form View

(This change occurred in Accounting and Management Products 9.1.0.)

You can now designate a transaction date, a work date, and an accounting date for work order register items through the work order **Form** view.

Work Orders—Labor Unit Sale Amount Updates

(This change occurred in Accounting and Management Products 9.1.0.)

The labor unit sale amount now refreshes between the form and the register views of the work order when you change the pay ID for a labor item in the form view.

Work Orders—Miscellaneous Items On Standard Tasks

(This change occurred in Accounting and Management Products 9.1.0.)

When you set up a miscellaneous item on a standard task the unit cost and the unit sale now prefill to the work order when the standard task is referenced.

Work Orders—Work In Progress Accounting Dates

(This change occurred in Accounting and Management Products 9.1.0.)

The work in progress flip transaction on a small job work order now uses the invoice date as the accounting date.

Database Changes

As with any release, database changes in Timberline applications may affect your custom report designs or custom third-party applications. Please contact your Timberline Office business partner (solution provider) or certified consultant to discuss any issues relating to custom reports or third-party applications.

To view fields contained in new or modified records:

- In Report Designer, view the Available Fields report (**Tools > Available Fields**).

- In Crystal Reports, open an existing report, specify the datasource location, add new or modified records, and view the fields through Field Explorer. For more information about this procedure, refer to *Crystal Reporting* (Crystal.pdf, available on your CD).

New Files

(This change occurred in Accounting and Management Products 9.1.0.)

- MISCTIME.DAT
- DBOARDVIEW.DAT
- ECARD.DAT

New Records

(This change occurred in Accounting and Management Products 9.1.0.)

- MISCTIME
- DBOARDVIEW
- ECARD

New Fields

(This change occurred in Accounting and Management Products 9.1.0.)

EMPLOYEE record:

- ATROADLATITUDE
- ATROADLONGITUDE
- QUSESATROAD
- QUSESSERVMESSAGING
- QWARNEMPOVERBOOK
- DBOARDVIEWOPT
- QTAKESLUNCH
- LUNCHSTARTTIME
- LUNCHENDTIME

SERVICESITE record:

- ATROADLATITUDE
- ATROADLONGITUDE

DEPARTMENT record:

- ATROADCOLORNBR

OPTIONS record:

- QWARNEMPOVERBOOK
- QAPINVACCTDATE
- QTAKESLUNCH
- LUNCHSTARTTIME
- LUNCHENDTIME

ASSIGNS record:

- QCREATETIMEENTRY
- PRPAYID
- DESC
- COMMENTS
- ENDDATE
- ENDTIME
- ASSIGNMENTTYPE
- NEXTECARDNBR
- QPAIDLUNCHBREAK
- QBROKENTIMELINK
- DEPTNBR

WOITEMS record:

- ACCTDATE

Modified Fields

(This change occurred in Accounting and Management Products 9.1.0.)

VENDORINVNBR field in the POINV record

- Size changed from 10 to 15 characters.

ORIGIN field in the WOITEMS record.

- A new value, "9 - Communication Center" has been added

The DATE field on the WOITEMS record

- Name changed to WORKDATE field

Deleted Fields

(This change occurred in Accounting and Management Products 9.1.0.)

SERVICESITE record:

- QFINCHGEX
- QSTATEMENTEX
- DISCOUNTCODE

MISCITEMS record:

- QTAXABLE

EMPLOYEE record:

- QPG_ENABLED
- MOBILEDATA
- VEHICLENBR

ASSIGNS record:

- TIMESLOT

TIMEENTRY record:

- ASSIGNMENTNBR

Known Issues

Upgrade of Paging Services

Note to customers who upgrade to the Accounting and Management Products 9.1.0 CD: This release replaces Paging Services with Service Messaging, which is part of Service Management's new Communication Center. If you own Paging Services, the upgrade program automatically adds an activation code for Service Messaging but fails to add an activation code for Communication Center.

To activate Service Messaging, you must manually enter an activation code for Communication Center. Retrieve this code from Gold Online (http://www.timberline.com/login/gold/logon.asp). At this Web page, select the **Company Information** tab; then select the **Activation Data** tab. You can also retrieve codes from the voice response unit at 800-848-4173.

Timberline Office Desktop

Introduction

(This change occurred in Accounting and Management Products 9.1.0.)

Desktop is the centerpiece of Timberline Office. From Desktop, you can open any Timberline application. You can also open Timberline tasks without opening their associated applications. For example, you can open the Correspondence Log task without opening Project Management.

In Desktop's **Favorites** pane, you can create links to the applications or tasks that you use the most. For example, you can create links to the Enter Invoices, Post Invoices, and Print Checks tasks. You can also create links to any Web page or third-party application.

Desktop's home pages show the status of your projects, accounts, properties, and estimates. You can choose from dozens of home pages that Timberline provides, or you can select a home page of your own design.

To start Desktop, select [**Start**] **> Programs > Timberline Office > Desktop**. To learn more about Desktop, see Desktop.pdf, available in the Documents folder on your CD.

Fixes

Desktop Now Successfully Launches

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0)

You can now launch Desktop without it failing. In previous versions, certain conditions (such as having record security enabled or installing a Microsoft .Net service pack) may have caused Desktop to fail when you tried to open it.

Warning Messages Received No Longer Cause You to Close Tasks

(This change occurred in Service Pack 1 for Accounting and Management Products 9.1.0)

If you receive a warning message as you use a task in a Timberline Office application, you can now start another task without having to close the original task and the warning message. In previous versions, you were forced to close the task and the warning message in order to use another task.

Improved Performance in a Terminal Services Environment

(This change occurred in Accounting and Management Products 9.1.3)

Previously, application performance decreased when multiple operators logged on to a terminal server and opened Desktop. This issue, which was also evidenced by a dramatic increase in processor usage, has been corrected.

Further Assistance

Technical Support Knowledgebase

The Knowledgebase is an online source to get answers to your Timberline application issues. To access the Knowledgebase, open www.sagetimberlineoffice.com and click **Logon**. In the next window, on the left, click **Knowledgebase**. In the next window, type your client identification number in the **Client Identification** field; then click **Login**.

Once you have logged on, type a question about a specific issue, or click **Release Update** at the top of the page for a list of key support topics.

Customer Support

If you have questions or issues, you can contact Customer Support by telephone, fax, or e-mail. When calling, have your customer number available and be at your computer. If you are not on a service plan, you can call on a charge-per-call basis. Please be prepared to give the number of a major credit card when you call. If you are using the trial software, please contact your local solution provider.

For Support in the U.S. or Canada:

Call 1-800-551-8307, fax 503-439-5333, or e-mail support.timberline@sage.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 australia.support@sage.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)