

SAGE TIMBERLINE OFFICE

# Release Notes

**Accounting and Management Products 9.2.1 CD**

**sage**  
software

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## Release Notes

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# Overview

## New in Accounting and Management Products 9.2.1

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 Features and Fixes that occurred in 9.2.1 are noted next to the topics. All other New Features and Fixes occurred in 9.2.0.

### Estimating and Accounting Installation Sequence

Installing an Estimating 9.2.x CD on a server or standalone computer where you have also installed the Accounting and Management Products 9.2.x CD may disable security. To resolve this issue, install the Estimating Products 9.2.x CD before you install the Accounting and Management Products 9.2.x CD. If you have installed the Estimating Products 9.2.x CD after installing the Accounting and Management 9.2.x CD, you must copy the security folder from the backup you made prior to the installation. For detailed information, see Software Alert 05-I1.

## New in Accounting and Management Products 9.2.0

The Accounting and Management Products 9.2.0 CD contains the following major changes:

- Sage Software—In order to better align with our global parent company, Best Software is becoming Sage Software. While our name is changing, our commitment to being 100% customer-focused remains the same. Now you will find the Sage Timberline Office applications on the **Start** menu under **Start > All Programs > Sage Software > Sage Timberline Office**.
- Sage Information Center—The Sage Information Center delivers a variety of live news and announcements such as new features overviews for both new and existing products, company changes, and updates to conferences. The updates occur real-time on your desktop through your Internet connection.
- Accounts Payable—The **Quick Checks Feature** allows you to record an invoice and print a check all from one place, and a new reconciliation tool and reconciliation reports have been added.
- Accounts Receivable—A reconciliation tool and new reconciliation reports are now available with this version of Accounts Receivable.

- Billing—The **Enter Worksheets** task is now **Contract-Based Invoices** and **Quick Bill** is now available for contract-based jobs.
- Cash Management—A new reconciliation tool and reconciliation reports have been added.
- Crystal Reports 10—Crystal Reports in Sage Timberline Office now use the Crystal Reports 10 format.
- General Ledger—A new reconciliation tool and reconciliation reports have been added.
- Inventory—The Inventory installation is now fully incorporated into Accounting and Management Products installation. Mobile Inventory and TRA-SER also install from the Main Accounting CD. **Enter Stock Issues** automatically opens the batch detail window so you can directly enter batch information.
- Job Cost—A new reconciliation tool and reconciliation reports have been added.
- Payroll—The **Modify Check Forms** task has been enhanced to provide more flexibility and better security for employee information.
- Payroll (Australia)—The **Modify Cheque Forms** task has been enhanced to provide more flexibility and better security for employee information.
- Payroll (Canada)—The **Modify Cheque Forms** task has been enhanced to provide more flexibility and better security for employee information.
- Project Management—There have been a number of updates to the **Commitment Change Order** feature, and new reports and inquires have been added to the menus.
- Property Management—The amend lease process has been enhanced, including the ability to amend leases that have been incorrectly terminated. You can now access all Property Management functions from the Desktop.
- Purchasing—Case sensitive searches are now allowed with inquiries, and the Mobile Purchasing and TRA-SER installs from the main Accounting CD.
- Service Management—The **Filter** view and **Vendor Lookup** view have been updated, new reports have been added to the menu, and field sizes have increased.

## Updated Information

These documents are current at the time of the release. To review additional support documentation , open [www.sagetimberlineonline.com](http://www.sagetimberlineonline.com). The first time you visit the site you will complete a registration process and create your own Sage Timberline Online Passport ID. This new site replaces Gold Online and Precision Online. To complete the registration process, each individual authorized by your company needs:

- A unique e-mail address (required for log-on at the start of each site visit).
- Your Client ID number.

- Your TS-Main activation code found under the “Help/About” section of the TS-Main window.

After you log on to Sage Timberline Online, type a question for a specific issue in the **Issue** or **article ID** box or click **Solve** for advanced search options.

## General Topics

### Upgrade Information

#### Supported CD Upgrade Paths

| Upgrade From     | Upgrade Path   |
|------------------|--|
| 8.3.x and 9.1.x  | Upgrade directly to 9.2.0.   |
| 7.5.0–8.2.3      | Upgrade to 8.3.x or 9.1.x; then upgrade to 9.2.0   |
| 7.0.0–7.4.0      | 7.5.X or 7.6.x, then to 8.3.x or 9.1.x and then to 9.2.0   |
| 5.4.x or earlier | <ol style="list-style-type: none"> <li>1. From TS-Main, select <b>Tools &gt; File Doctor</b> 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.</li> <li>2. Upgrade to 7.5.x or 7.6.x.</li> <li>3. 8.3.x or 9.1.x.</li> <li>3. Upgrade to 9.2.0.</li> </ol> |

#### Supported Data File Upgrade Paths

You must upgrade accounting and management data files after you upgrade CDs. Please review the table below to determine the files to upgrade. For example, if you upgraded from 7.5.0 to 8.3.4 you must upgrade the 7.5.0 data files to 8.3.4 before you install the 9.2.0 CD. After you install the 9.2.0 CD, you must upgrade the data files from 8.3.4 to 9.2.0..

| Upgrade From      | Applications That Require Data Upgrades              |
|-------------------|--|
| 9.1.3 and earlier | All accounting and management application data files |

Please note that you can upgrade the data files for accounting applications, except for Purchasing and Inventory and Service Management, using **TS Main > Tools > Upgrade files** or **Sage Timberline Office > Desktop > Tasks > Common Tasks > Tools > Upgrade files**. Purchasing and Inventory data files and Service Management data file upgrade the first time you open the respective application.

## 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.
- A special processing segment has been added to Purchasing and Inventory that occurs between the data upgrade and the report menu upgrade. This processing may cause the upgrade to take longer if you are upgrading from a version before Accounting and Management Products 9.1.0 SP1.

Please allow extra time to complete the three segments of the Purchasing and Inventory upgrade (data upgrade, special processing, and report menu upgrade). There may be a pause between the segments as one portion finishes and another begins. Please be patient with this process and do not interrupt the upgrade.

**Note:** If you use Windows XP Professional, the progress bar may stop refreshing during the upgrade and will appear to have stalled. This does not mean the upgrade has stopped so please be patient. A message will appear letting you know when the process is complete. (This message may appear in the background.)

## Database Changes for Prior Versions

You can find current database change information for each application in the Database Changes section of the application. For information on database changes for prior software versions, insert the Accounting and Management Products 9.2.0 CD into your CD-ROM drive. Select **Browse CD** and open the Documents/Archive folder.

## New Features

### File Tools

File Tools, available from your **Tools** menu, has been enhanced. Some of the new features include the following:

#### Folder and Subfolder Selection

- You can now back up multiple folders and subfolders in a single File Tools backup operation. In the previous File Tools application, you could not use File Tools operations

to include subfolders. This feature allows you to back up datasets in one step and include files for applications such as Purchasing, Inventory, and Service Management datasets.

- You can use File Tools to back up multiple datasets in a single backup operation.
- Because you can select folders and subfolders, files such as printout files (files with a .prn extension) that are stored in separate folders will be included when you back up the dataset.

### **Activation Codes**

During installation, the activation codes for the Accounting and Management Products are now on one window. Previously, the activation codes were on two windows.

### **Error Checking**

File Tools now offers more error checking during operation processing:

- Checks for in-use files.
- Notifies you of any files that will be overwritten.
- Validates that selected files are complete files.
- Verifies the available space requirement for an operation.

### **Save and Reuse File Sets**

You can now save folder and file lists from one File Tools session, and then later open the saved file set to reuse.

### **File Tools Journal**

At the end of a File Tools session, you have the opportunity to print a File Tools journal or save the journal to a file.

### **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 10 or Sage Timberline Office's Crystal Reports 10, 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 on your CD in the Documents folder).
- 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 or certified consultant to discuss any issues relating to custom reports or third-party applications.

- Crystal Reports 10 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 10, you cannot open the report in earlier versions.

## Government Reporting

In Accounts Payable and Property Management, now you can select a check box for magnetic media prior year reporting.

## Reconciliation Tool and Reports

A reconciliation tool and reports were added to this version of Accounts Payable, Accounts Receivable, Cash Management, General Ledger, and Job Cost. This feature is included to help streamline your reconciliation process.

You can access the Reconciliation tool from the Sage Timberline Desktop. The reconciliation reports are available from the Desktop or from the **Reports** menu within the appropriate application.

The reconciliation tool provides the following features:

- **Dashboard**—A quick overview of your account reconciliation status for General Ledger, Cash Management, and Accounts Payable.
- **Account Reconciliation**—Each application has a page dedicated to the reconciliation of that specific sub ledger to the General Ledger. The Summary reports provide a quick look at the sub ledger balance compared to the General Ledger balance, and it shows differences that might exist.
- **Batch Reconciliation**—Each application page contains a batch report that lists transaction detail in addition to the batch totals.
- **Common Out of Balance Causes**—Each application page provides this section, which include reports that will help identify the most common causes for out of balance situations.
- **Common Period End Reports**—You can run common period-end reports.
- **Data Validation**—This feature allows you to validate the integrity of your data.
- **Multi-User**—This tool can be used by several users, such as controllers and those who specialize in a particular application.

## Supported Operating Systems

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 Timberline Office has discontinued support for 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 9.1.1 CD.

To learn about issues that have arisen since this document was published, open [www.sagetimberlineoffice.com](http://www.sagetimberlineoffice.com) and click **Logon**.

## **Upgrade Custom Reports**

Follow these steps to upgrade custom reports that were created in a previous version of Crystal Reports. Open the report design in the current version of Crystal Reports. From the **Database** menu, select **Verify Database**. Click **[OK]** when the message that indicates that the database is up-to-date appears. Save the report design as a Crystal report version 10.

## **Fixes**

### **Updates to Application Files**

(This change occurred in Accounting and Management Products 9.2.1)

The installation process now correctly updates application files. This issue was originally described in Software Alerts 05-E1 and 05-F1.

### **Event Logs**

Now all components use the Sage event log. You can archive and delete the Sage Timberline Office Software event log. This is true only with the Accounting and Management Products 9.2.0 CD.

## **Known Issues**

### **Installing an Estimating 9.2.x CD May Disable Security**

(This change occurred in Accounting and Management Products 9.2.1)

Installing an Estimating 9.2.x CD on a server or standalone computer where you have also installed the Accounting and Management Products 9.2.x CD may disable security. To resolve this issue, install the Estimating Products 9.2.x CD before you install the Accounting and Management Products 9.2.x CD. If you have already installed the Estimating Products 9.2.x CD after installing the Accounting and Management Products 9.2.0 CD, you must copy the security folder from the backup you made prior to the installation. For detailed information, see Software Alert 05-I1.

## **Crystal 10 for Sage May Cause Billing Invoices to Terminate Unexpectedly**

(This change occurred in Accounting and Management Products 9.2.1)

Previewing and printing landscape Billing invoice formats may cause the Billing application to terminate unexpectedly with a "memory could not be read" message when using Crystal 10 for Sage. To correct this issue, see Software Alert 05-K1.

## **Accounts Payable**

### **New Features**

#### **Quick Checks Feature Added to Accounts Payable**

In this version of Accounts Payable, you can record an invoice and print a check from one place. This time-saving feature is useful for such situations as when a vendor comes into the office for a payment, when you need to make a quick COD payment, or when you just need to cut a check for Payroll related liabilities. The Accounts Payable functionality has also been improved as part of this quick checks feature.

This new feature is easy to find and use. The menu title of **Record Manual Checks** is now **Record Manual/Print Quick Checks (Tasks > Record Manual/Print Quick Checks)**.

#### **Record Manual/Print Quick Checks Enhancements**

Now the record manual checks function includes transaction wrapping capability. This functionality protects data integrity in the event of interruptions or aborts. For more information on transaction wrapping, see the "Transaction rollback" topic in TS Main Help.

The Check Detail report (AP Record Manual/Print Quick Checks journal) and Check Summary reports have been enhanced. Now you see a summarize section on the reports and, if there are no totals to display, the Totals section does not appear on the journal.

Titles for check boxes in **Check Settings** have been modified (**File > Data Folder Settings > AP Settings > [Check Settings]**). The check box title **Record Manual Checks updates Last Check number** is now **Manual check updates Last Check number**. For the quick checks, the check box **Quick check updates Last Check number** has been added.

#### **Reconciliation Reports**

Reconciliation reports were added to this version of Accounts Payable. For an overview of the Reconciliation tool, see "Reconciliation Tool and Reports" in the section titled "General Topics."

The following new reports have been added to the **Reports** menu (**Reports > GL Reconciliation**). You do not need to use the Reconciliation tool from the Desktop to use these reports.

- AP Summary
- Retainage Summary
- Totals by Batch
- Retainage Totals by Batch
- Payable Account Entries
- Change in Void Acct Date
- Unposted AP Transactions in GL



**NOTE:** These reports are not compatible with data that contains A-B-C prefix combinations.

## Fixes

### Interface to Property Management—Performance Issues

(This change is being introduced in the Accounting and Management Products 9.2.1 Release Notes, but the change occurred in Accounting and Management Products 9.2.0)

The print checks and invoice related tasks and tools are no longer slower when you have the interface to Property Management active. In versions of Accounts Payable prior to 9.2.0, you may have experienced slowness in using some tasks such as Enter Invoices, Print Checks and tools such as Import Invoices if the interface to Property Management was active.

### Change Invoices (Tasks > Change Invoices)

- If you delete an invoice that has a tax set up to be excluded from Equipment Cost (EQ), this tax amount no longer gets reversed from EQ after the invoice is deleted. In prior versions, the tax may have been reversed in EQ even though it was never sent.
- If you change an invoice with a closed General ledger period, now you receive a warning message when your fiscal entity level is at the data folder.
- You can no longer delete retainage from an invoice distribution after it has been held. In previous versions, you may have inadvertently deleted retainage that was held on a distribution.
- If you use cash accounting and you reverse check transactions, the correct accounting dates now are used to complete this task.

## Enter Invoices

Accounts Payable penny rounding issues have been resolved.

## File Doctor

If you use File Doctor and you have set up expense allocations where you entered a negative value in the allocation percent field, File Doctor no longer removes the negative value for the percent. In previous versions, File Doctor removed the negative value sign because negative values were not allowed.

## Generate Recurring Invoices (Tasks > Generate Recurring Invoices)

- The length for the recurrence group record (recurring invoices) has been expanded to allow for 15 characters. In previous version, you may have received the error message **No recurring invoices were generated because none met the selection criteria** if you generated recurring invoices by recurrence group.
- In previous versions, if the First/Next Gen date was missing the generate recurring invoices process may have generated many of the same invoices while many invoices still waited to be posted.

## Import Invoices (Tasks > Import Invoices)

If you set up the **AP warning Total amount invoiced exceeds commitment** option to **Warn Only** (**File > Data Folder Settings > AP Settings > [Invoice Settings] > [Warning Message Settings]**) now you successfully import invoices if the amount exceeds the commitment. In previous versions, the software would not import the invoices.

## Move Checks (Tools > Move > Checks)

Move Checks has been improved so that the journal prints the correct number of checks that were moved based on the conditions you set up. In previous versions, the journal listed all checks regardless of the conditions that were set up.

## Post Invoices (Tasks > Post Invoices)

- When you use change invoices to edit an invoice and then post the invoice, you no longer incorrectly receive the message **Missing Batch Report**.
- Performance time for post invoice processing has been improved.

## Record Manual Checks (Tasks > Record Manual Checks/Print Quick Checks)

- Now you can change an invoice number after you enter a distribution and the correct number will send to the AP Transaction file.

- The Record Manual Checks journal no longer includes page breaks.

## Reports (Reports menu)

General improvements were made to the AP Lien Waiver with Detail report, including improvements to the detail information.

Now 1099 Forms include a new check box for magnetic media prior year reporting (**Magnetic Media is for prior year**). This was added because the software does not determine the prior year from the reporting year because the current tax year depends on when you closed your year.

## Select Invoices to Pay

Select invoices to pay correctly calculates gross and net amounts to the penny.

## Database Changes

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 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 Reports* (Crystal.pdf, available on your CD).

### API Modified Fields

The Invoice record contains the following modified fields:

- batch source

The Check record contains the following modified fields:

- batch source

The Batch record contains the following modified fields:

- batch source

### APM New Fields

The AP Controls header record contains the following new fields:

- update last quick check, manual/quick checks journal

### **APM Modified Fields**

The Invoice record contains the following modified fields:

- batch source

The Check record contains the following modified fields:

- batch source

The Batch record contains the following modified fields:

- batch source

### **APP Modified Fields**

The Invoice record contains the following modified fields:

- batch source

The Check record contains the following modified fields:

- batch source

The Batch record contains the following modified fields:

- batch source

### **APS Modified Fields**

The Allocation distribution record contains the following modified fields:

- allocation percent

The Recurring Invoice record contains the following modified fields:

- recurrence group

### **APT Modified Fields**

The Transaction record contains the following modified fields:

- batch source, workflow program

# Accounts Receivable

## New Features

### Accounts Receivable Reconciliation

A reconciliation tool and new reconciliation reports are available with this version of Accounts Receivable. For an overview of the reconciliation tool, see “Reconciliation Tool and Reports” in the section titled “General Topics.”

You can print the new reconciliation reports from the **Reports** menu (**Reports > Reconciliation**). You do not need to use the reconciliation tool from the Desktop to print these reports. The report names are as follows:

- AR Summary
- Totals by Batch
- Accounts Receivable Entries
- Unposted AR Transactions in GL
- Unapplied Cash Receipts
- Account Entry Review



**NOTE:** These reports are not compatible with data that contains A-B-C prefix combinations.

### Crystal Reports 10

All Accounts Receivable Crystal reports have been upgraded to the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

### Aging Reports

The Crystal designs of the Accounts Receivable aging reports use new formulas that significantly improve processing time. The new formulas are:

- tsarCustomerDetailWithRetainage
- tsarJobOnlyDetail
- tsarJobCustomerDetail
- tsarContractOnlyDetail
- tsarContractCustomerDetail

# Fixes

## Invalid Key Error

Changing an unposted invoice without changing the invoice date no longer produces an invalid key error.

## Refunding an Applied and Reconciled Cash Receipt

Accounts Receivable displays an error message and no longer allows a refund of an applied cash receipt that has a status of **Reconciled** or **Cleared** in Cash Management. Instructions are given to first unapply the cash receipt.

## Partial Refund of a Cash Receipt

A partial refund no longer disappears from the **Adjust Receivables** window when you unapply an invoice cash receipt, apply a partial refund to it, and then reapply the remaining cash receipt amount back to the original invoice.

## Unapplying or Refunding a Cash Receipt

Unapplying or refunding a cash receipt in **Adjust Receivables** no longer updates deposit batch numbers, reference dates, or accounting dates in Cash Management.

## NSF Bank Charges

Accounts Receivable no longer allows NSF bank charges to post if they are more than one year in the future when compared to the year-end date in **AR Settings**.

## Accounting Dates on Voided Invoices

Now voiding an invoice when the **Retain voided activity** check box is not selected in **AR Settings** uses the correct accounting date of the void instead of the original accounting date of the invoice.

Now voiding a retainage bill uses the correct accounting date of the void for the retainage released transactions instead of the original accounting date of the invoice.

## Zero or Negative Refund Adjustment Amounts

The **Adjust Receivables** task no longer allows a zero or negative value in the amount field on an adjustment to a customer cash receipt.



## **Customer Credit Applied Against a Retainage Bill**

A customer credit applied against a retainage billed invoice no longer results in an invoice that is the sum of the customer credit and the retainage billed invoice.

## **Editing Retainage Bill Invoices**

Now editing a retainage bill correctly updates retainage released transaction amounts.

## **Tax Retainage Total**

Now The **Tax Retainage To Bill** total on the **Select Invoice** window updates correctly when you select an invoice in the **Bill Retainage** task.

## **Retainage Held Amounts**

Now Retainage amounts in the **Bill Retainage** task display correctly after adjusting retainage held amounts.

## **Cash Receipt Deposits**

Accounts Receivable no longer reduces the deposit amount when a void for a reconciled cash receipt remains unposted in Accounts Receivable and you post a new deposit to Cash Management.

## **Enter Cash Receipts**

Accounts Receivable no longer displays deposit items from a previous deposit when the arrow keys are used to navigate through the **Enter Cash Receipts** task.

## **Future Dates on Misc GL and Misc JC Cash Receipts**

Misc GL and Misc JC cash receipts no longer post if you enter a future date on the deposit. This prevents out-of-balance batches from posting when multiple cash receipts types exist in the same deposit.

## **Generate Finance Charge**

Now the **Generate Finance Charge** task correctly includes all distributions in the calculation when another invoice's distribution is deleted and reentered.

## **Correct Spacing on Aging Reports**

Several of the Accounts Receivable aging reports no longer include extra spacing. The following reports are modified:

- AR Aging Detail by Contract (CR).rpt

- AR Aging Detail by Customer (CR).rpt
- AR Aging Detail by Customer Name (CR).rpt
- AR Aging Detail by Job (CR).rpt

### **Statement of Account by Invoice Date (to form)**

Now the AR Statement of Account by Invoice Date (to form).rpt correctly prints the customer address.

## **Database Changes**

Accounts Receivable does not have any database changes for this release.

## **Address Book**

### **New Features**

#### **Crystal Reports 10**

All Address Book Crystal reports have been upgraded to the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

## **Database Changes**

Address Book does not have any database changes for this release.

## **Billing**

### **New Features**

#### **Contract-based Invoices**

Options on the **Tasks** menu have changed. Now the **Enter Worksheets** task is **Contract-Based Invoices**.

Now you can do most of the workflow for contract-based billing from within the **Contract-Based Invoices** task. Use this task to generate, preview, and then print draft or final copies of your contract-based invoice.

It is no longer necessary to generate invoices for contract-based invoices, as these automatically generate during the **Contract-Based Invoices** task. Now the **Generate**

**Invoices** task is named **Generate Cost-Based Invoices** and applies to cost-based billing only.

Synchronization between the contract and the invoice occurs automatically. Billing compares the contract amounts, customer, invoice format, billing contact, and billing type each time you select an invoice from within the **Contract-Based Invoices** task. If it finds differences, it displays a message and allows you to synchronize the contract and invoice. It is no longer necessary to delete a worksheet and recreate it in order to update the billing invoice with changes made to the contract.



**NOTE:** If you modify a contract while you have a worksheet open, you can still click [**Synchronize Entries**] to update the worksheet with the current amounts.

You can approve an invoice from within the **Contract-Based Invoices** task. Task security allows increased control over who can approve and print a final invoice.

You can use the **Send** function to send a contract-based invoice for approval or payment.

The Enter Worksheets journal has been replaced with a Contract-Based Invoices journal. The change is automatic and requires no action on your part. However, if you previously used a customized journal and want to revert to that design, you can change it in **BL Settings (File > Data Folder Settings > BL Settings > Journals/Forms)**.



**NOTE:** To work properly, your custom design must use the **BL - Invoice** record as the primary record.

## Now Quick Bill is Available for Contract-based Jobs

Now you can use the **Quick Bill Invoices** task to bill a contract job. A new setting in **BL Settings** activates this feature. Use it to bill items that relate to the job but are not part of the approved contract amounts. For example, use this to do a chargeback billing to an original subcontractor to pay for rework done by a second contractor.

## Crystal Reports 10

All Billing Crystal reports have been upgraded to the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

## Fixes

### Margin Settings in Billing Invoices

(This change occurred in Accounting and Management Products 9.2.1)

You can now adjust margin settings when printing Billing invoices.

## **Billing Reports Labor Calculations**

Corrections have been made to the labor calculations on the following reports:

- CP\_Period Ending with amts.rpt
- CP\_Period Ending with amts (TRET).rpt
- Blcp.rpt (CP\_L\_Payperiod,Cert Class with Amounts.rpt sub report)

## **Billing Reports Subfolder is no Longer Installed**

Now Crystal Reports has the ability to use subreports as main reports, so the .crx files in the Billing Reports subfolder are no longer needed. The Billing Reports subfolder is no longer installed. Now the following templates exist in the Reports folder:

- Cost Based Portrait Template.crx
- Contract Portrait Template.crx
- Contract Landscape Template.crx

## **Printer Properties**

[**Printer Properties**] is available when you print invoices from the **Tasks > Print Invoices** and **Contract-Based Invoices** tasks. This allows the selection of printer trays when printing invoices.

## **Print to File**

Now you have the option to print to a file when printing draft, final, or reprint invoices.

## **Warning Message on Print Journal**

When printing invoices and no invoices meet the necessary criteria to print, the print journal prints the following statement: “No invoices met the conditions for printing.” See the Troubleshooting topic for ‘invoice is not printing’ in Help.”

## **AIA G703 Form**

The AIA G703 forms have correct page breaks in the form. This prevents totals from printing on the form without any detail. This affects the following forms:

- CL\_To original AIA forms with CO detail.crs
- CL\_To original AIA forms.crs
- NL\_To original AIA forms with CO detail.crs
- NL\_To original AIA forms Summary Items with CO detail.crs

- NL\_To original AIA forms Summary Item.crs
- NL\_To original AIA forms.crs
- Blnl.crs

## Post Invoices

When using Sage Timberline Office security, an operator can post invoices without needing security approval for the **Generate Work-In-Progress** or **Change Work-In-Progress** tasks.

## Printing Invoices in Multiple Sessions

Billing no longer intermittently prints a blank invoice when multiple operators attempt to print invoices at the same time.

## Known Issues

### Special Considerations for Crystal Reports Billing Invoice Designs

(This change occurred in Accounting and Management Products 9.2.1)

If you use a custom Crystal report design for your Billing invoice task and it does not contain the **tsDesignMode** formula, you will receive the following error messages: "Print Engine error 7: Unable to connect to database" and "File [Report design] is not a valid invoice design."

Beginning with Accounting and Management Products 9.2.0, the Billing invoice format report design and all subreports must contain the **tsDesignMode** formula. The value in that formula must be "Dictionary".

The invoice format designs provided with your Sage Timberline Office software already include this change. If you need to modify a custom format, use Crystal Reports to add the formula, or contact your business partner or certified consultant.

### Invoice Formats Fail when Printing or Previewing

If you use the Billing **Invoice Formats** command to create a cost-based billing invoice format that uses any of the **Job, Cost Code (Amounts)** or **Job, Cost Code (Hours, Rate & Amts)** sub-reports in the **Detail** section, the invoice fails to print or preview.

For instructions to correct this issue, log onto the Technical Support Knowledgebase and in the **What is your issue or article ID?** box, type: **Error: Logon failed. Details:IM002:[Microsoft][ODBC Driver Manager] Data source name not found and no default driver specified.**

## Database Changes

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 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 Reports* (Crystal.pdf, available on your CD).

### New Fields

The BL - Invoice record contains the following new fields:

- on hold



**NOTE:** This replaces the invoice status selection of **On Hold**.

## Cash Management

### New Features

#### Desktop

You can access all Cash Management menu items and functions from the Desktop. To learn more about Desktop, please see *Sage Timberline Desktop* (Desktop.pdf, available on your CD in the Documents folder).

#### Reconciliation Reports

Reconciliation reports were added to this version of Cash Management. For an overview of the Reconciliation tool, see “Reconciliation Tool and Reports” in the section titled “General Topics.”

The following new reports have been added to the **Reports** menu (**Reports > Reconciliation**). You do not need to use the Reconciliation tool from the Desktop to use these reports.

- CM Summary
- Direct Cash Account Entries

- Change in Void Acct Date
- Bank Acct Bal Verification
- Unposted CM Transactions in GL



**NOTE:** These reports are not compatible with data that contains A-B-C prefix combinations.

## Residential Management Transaction Records Accepted

Cash Management accepts accounting dates on transactions records for deposit transactions coming from Residential Management.

## Fixes

### Bank Transfers (Tasks > Bank Transfers)

When you use the bank transfer task, the software displays a message to let you know if you enter a closed General Ledger period.

### Dictionary

Bank record security limits access to bank balances.

### Edit Register (Tasks > Edit Register)

- If you use Edit Register to reconcile a deposit and another application tries to access the same bank, you receive a warning message to let you know that the bank is in use.
- You can complete the edit register process if you changed the **CM Check** custom description to a different title (**File > Data Folder Settings > Custom Descriptions**). In previous versions, Edit Register may have failed if you changed the CM Check description and then used Edit Register to access check information.
- Cash Management no longer allows you to clear unposted payroll checks.

### File Doctor

If you run File Doctor and you have blank GL cash accounts on a bank account, File Doctor no longer deletes the GL cash account line.

### Import Cleared Checks (Tools > Import Cleared Checks)

The import cleared checks process has been improved so that you can no longer inadvertently clear checks with an amount that exceeds the maximum discrepancy amount in CM Settings (**File > Data Folder Settings > CM Settings**). In previous versions, you

received a warning that asked you to review a journal for the checks that exceeded the amount but you could continue. Some checks may have been incorrectly cleared.

## **Post to CM No Longer Includes Reject Transactions**

If a voided transaction is rejected, Cash Management no longer reduces the deposit amount in Cash Management. In previous versions, Cash Management included voided transactions when posting to Cash Management.

## **Reports**

The following reports have been modified to include voided checks in the appropriate period and calculate the running balance based on the void date of the check.

- CM Register
- CM Check Register
- CM Check Register by Date

## **Void Checks in CM Allows Void Date**

Check Register and Check Register by Date reports handle checks that are voided in a future period and correctly calculates running balances.

## **Database Changes**

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 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 Reports* (Crystal.pdf, available on your CD).

### **CMM Modified Fields**

The CM Settings header record contains the following modified fields:

- allow rec status chg rgst

### **CMT Modified Fields**

The Cash Detail record contains the following modified fields:



- task

## Contracts

Contracts does not have any new features, fixes, or database changes for this release.

## Financial Statements

### Fixes

#### **Budget Type Saves With Monthly Selected as Accumulator GL Field**

If you set up an accumulator with an accumulator GL type of monthly, Financial Statements saves the value entered in the **Budget Type** field. In prior versions, the value entered for the budget type was not saved.

#### **Colors and Images Resize Correctly**

Existing financial statements will retain the appropriate colors and images when you upgrade to this version of Financial Statements.

### Database Changes

Financial Statements does not have any database changes for this release.

## General Ledger

### New Features

#### **Desktop**

You can access all General Ledger menu items and functions from the Desktop. To learn more about Desktop, please see *Sage Timberline Office Desktop* (Desktop.pdf, available on your CD in the Documents folder).

#### **Reconciliation Reports**

Reconciliation reports were added to this version of General Ledger. For an overview of the Reconciliation tool, see “Reconciliation Tool and Reports” in the section titled “General Topics.”

The following new reports have been added to the **Reports** menu (**Reports > Reconciliation**). You do not need to use the Reconciliation tool from the Desktop to use these reports.

- Totals by Batch
- GL Summary
- Prior Year Adjustments
- Batches by Accounting Date
- Batches by Prefix
- Reconciliation Dashboard



**NOTE:** These reports are not compatible with data that contains A-B-C prefix combinations.

## Fixes

### **Allocate Expenses (Tasks > Allocate Expenses > Allocate Current to New)**

If you allocate current expenses to new expenses, the debits and credits are updated correctly in the batch record.

### **Change Entries (Tasks > Change Entries)**

A [Cancel] button was added to Change Entries, which allows you to cancel changes you made during the session.

### **Close Fiscal Year (Tasks > Close Fiscal Year)**

If you distribute earnings to a different fiscal entity than the entity that you are closing, the retained earning balances correctly update.

## Fiscal Controls

The Foreign Entity check box was added to the Fiscal Controls settings. If you select this check box, U.S. validation on the Federal ID field does not apply when you print 1099 and 1098 forms and generate magnetic media in Accounts Payable and Property Management.

### **Move Transactions (Tools > Move Transactions)**

When you move current transactions to history, batch records move to the history file. In previous versions, batch records may have been deleted when the transactions were transferred to history.

## Post Entries (Tasks menu)

The aborting of out-of-balance batches with 10 or more characters in the name during the posting process has been corrected.

## Recurring Charges (Tasks > Recurring Charges)

You can post to future periods regardless of your fiscal entity setting.

## Database Changes

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 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 Reports* (Crystal.pdf, available on your CD).

### GLT Deleted Fields

The following fields were deleted from the Tenant Transaction record:

- tenant

## Inventory

### New Features

#### Enter Stock Issues Allows You to Directly Enter Batch Information

When you enter stock issues (**Tasks > Enter Stock Issue**) and you add a new batch name and date, the **Batch Detail** window automatically opens so you can directly enter the batch detail information. In previous versions, when you entered a new batch, the batch listed in the window and you had to select and open the new batch before you could enter information.

#### File Tools Allows You to Back Up Folders and Subfolders

Sage Timberline Office File Tools has a new face and the ability to back up the entire company data folder, including Purchasing, Inventory and Service Management data. For

more details on how to back up your company data folder, see the File Tools Help topic “Backing up files.” You must exit the Purchasing and Inventory applications before using the Sage Timberline Office File Tools to back up or restore the company folder.

## **Crystal Reports 10**

Crystal reports in Inventory use the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

## **Now the Inventory Application is Fully Incorporated into Accounting and Management Products Installation and CD**

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

Now the Inventory application is 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).

## **Inventory Opens New Data Set in Same Way as Accounting Applications**

When you open Inventory and you open a new data set, the process is consistent with the way you open new data sets in other Accounting applications.

## **Now Mobile Inventory and TRA-SER Installed From Main Accounting CD**

Now you can install Mobile Inventory and TRA-SER applications from the main Accounting and Management Products CD at D:\AdditionalInstalls\POIV (D:\ represents your CD-ROM drive).

## **Fixes**

### **Additional Setup and File Upgrades Required**

(This change occurred in Accounting and Management Products 9.2.1)

Because of recently introduced performance enhancements, you must perform additional setup and file upgrades to the server for Purchasing and Inventory. To complete the setup and file upgrades, log on to the server as the administrator and open Purchasing or Inventory to begin the setup process. The message **Data connection setup complete appears** when the setup is complete.

## **Folder Names Cannot Begin with Numbers**

(This change occurred in Accounting and Management Products 9.2.1)

Creating data folders that begin with a numeric character will result in an error in Purchasing or Inventory. If your data folder name begins with a number and you start Purchasing or Inventory, you will receive an error message that your data folder failed to create because it contains invalid characters. Current data folders that begin with a number will not upgrade. If you have a data folder that begins with a number, rename the folder before the upgrade process.

## **Inventory Now Retrieves Correct Unit Rates for Sock Issues**

(This change occurred in Accounting and Management Products 9.2.1)

Inventory now retrieves the correct unit rates for stock issues when a Purchasing receipt is unposted for items that use LIFO or FIFO costing methods. For the 9.2.0 version, you received Software Alert 05-D1 that asked you not to unpost receipts for items that had a costing method of LIFO or FIFO. This has been fixed.

## **Costs Update from Billing**

Now when you update from Billing, the expected costs are update correctly. In previous versions, the cost updated from Billing for a new item with no average cost associated and costing method average was not retrieving the correct value. This has been fixed.

## **Improved General Performance**

System and client DSNs were created to improve performance in client/server environments.

Improvements were made throughout Inventory to improve performance. Some of the main processes that have improved performance are opening items inquiry, preparing, launching, and posting physical count, entering and opening stock issue batches and stock transfer batches, posting stock receipts, and entering requisitions.

## **Import to EQ Allows Longer Description on Stock Issues**

Now the description on stock issues being sent to EQ imports correctly. In previous versions, the software used the item description as the description for import stock issues into EQ. With this release, the software will use the stock issue description. If the stock issue description is blank, the software will use the first 30 characters of the item code description.

## **Intercompany Transactions Create Properly**

Intercompany accounts are retrieved correctly for stock transfers and other areas of Inventory.

## **Inventory Successfully Opens Using File Locations**

If you use file locations for accounting data files, now you can open Inventory without receiving an error.

## **Item Average Cost Shows Correct Amount**

The items average cost (**Setup > Item**) has been changed. In previous versions, the items average cost potentially showed amounts that were unrealistic, such as negative average cost. The average cost is affected by receiving or transferring items. You cannot issue or transfer items that you do not have on hand. Inventory will no longer allow negative quantities on hand.

## **Reports**

The **Quantity Running Total** and **Cost Running Total** now appear correctly on the report with break lines between them on the Transaction Running Totals report.

## **Resend Costs to Job Costs No Longer Displays Error Message**

Now you can select to resend inventory costs to Job Cost without receiving a type mismatch error. In previous versions, when you selected to send inventory costs to Job Cost (**Tasks > Send Inventory Costs to JC**), and then selected the **Re-send** check box, you may have received a mismatch error when you tried to preview.

## **SM Usage Transactions Are Accepted if Quantity is Zero**

If the quantity on hand for a synchronized location is zero in Service Management, synchronization will continue and the software will update the entries related to the location in Inventory. In previous versions, the SM usage transactions were not recognized if the location was zero.

## **Stock Issues That Use LIFO/FIFO Relieve Stock in Expected Date Order**

When you enter a stock issue for an LIFO or FIFO item and then post the stock issue batch, the stock receipts now appear in the proper date order. In previous versions, the oldest stock receipt was not relieved first and the items may not have appeared in the correct order.

## **Stock Receipts, Stock Issues, Stock Transfers Appear in the Order Entered**

Stock receipts, stock issues, and stock transfers now appear in the order that you entered them. In previous versions, if you deleted a batch and reentered a batch, the lines appeared in reverse order of how they were entered.

## Synchronization to SM Accounts for Adjustment Transactions

If you choose to synchronize to SM, now the software takes into account adjustment transactions from within Service Management. In previous versions, if you adjusted quantities within Service Management, the total on hand costs did not update correctly.

## TRA-SER Task Use UPC Item Link Code as TS Item Handles Full UPC

Now the TRA-SER Maintain Item Link File task of **Use UPC Item Code as TS Item Code** allows full UPC numbers. In previous versions, full UPC codes were not allowed.

## Update from Billing No Longer Allows Negative Quantity On Hand

Inventory has been improved so that you cannot allow an FIFO or LIFO item to have a negative quantity on hand. This allows a transaction to reject if there is not stock in-house to cover it.

## Upgrade Allows Report Menu to Update

When you upgrade to the new version of Inventory, now the software updates the **Reports** menu. In previous versions, the **Reports** menu was not updated with all reports during upgrade if the process was canceled. The cancellation caused the **Reports** menu to clear. This has been fixed.

## Database Changes

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 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 Reports* (Crystal.pdf, available on your CD).

### New Fields

The Itemlocs record contains the following new fields:

- avgcost

The Itmmastr record contains the following new fields:

- avgcost

## **Modified fields**

The Apinhead record contains the following modified fields:

- recvalue, retention, tax, m1, m2, discount, proratatotal, addsupproratetot

The Apintrans record contains the following modified fields:

- valuereceived, prorateamount, tax, retention, m1, m2, altsupprorate, discount, recprorate, recadsupprorate, proratatexamt

The ReqDetail record contains the following modified fields:

- origextendedvalue

The Podetail record contains the following modified fields:

- origextendedvalue, revextendedvalue, valuereceived, srcecurrvalue, revsrcecurrvalue, taxamount, revtaxamount, txrecamt, txrecamttt, m1, m2, retheld, retheldthistran, taxamountlb, revtaxamountlb, txrecamtlb, txrecamttlb

The Icpriclist record contains the following modified fields:

- price, unitbuyprice, baseratedisc, break1price, break1disc, break2price, break2disc, break3price, break3disc, break4price, break4disc, break5price, break5disc, break6price, break6disc

The Icreceiptsbthch record contains the following modified fields:

- batchvalue

The Icrecpt record contains the following modified fields:

- amount, unitcost, markup, unitprice

The Icsuppitms record contains the following modified fields:

- contractprice, mostrecentprice

The Povar record contains the following modified fields:

- povaramount, popendingamount, poreceivedamount, postdretention, m1, m2, taxtotal

The Povardet record contains the following modified fields:

- unitrate, extendedvalue, taxrate, taxamount

The HstApiTr record contains the following modified fields:

- valuereceived, prorateamount, tax, retention, m1, m2, altsupprorate, rate, discount, recprorate, recadsupprorate, proratatexamt

The HstPoVar record contains the following modified fields:

- povaramount, popendingamount, poreceivedamount, m1, m2



The HstPovD record contains the following modified fields:

- extendedvalue, taxamount

The HstRecAd record contains the following modified fields:

- addchgamt, taxamt, prorateamount, altsupprorate

The Icclassdisc record contains the following modified fields:

- disc0, disc1, disc2, disc3, disc4, disc5

The Apinaddchg record contains the following modified fields:

- addchgamt

The Arterms record contains the following modified fields:

- settlementdisc

The HistPOD record contains the following modified fields:

- unitrate, origextendedvalue, revextendedvalue, valuereceived, thisstranunitrate, linedisc, valuethistran, srcecurrvalue, revsrcecurrvalue, taxamount, revtaxamount, txrecamt, txrecamttt, m1, m2, retheld, retheldthistran

The HistPOH record contains the following modified fields:

- poorigamount, porevisedamt, poreceivedamount, srcecurrrate, srcecurrvalue, taxtotal, revtaxtotal, blanketamt, blanketamtused

The HstApiAd record contains the following modified fields:

- addchgamt

The HstApiH record contains the following modified fields:

- recvalue, retention, tax, m1, m2, discount, proratatotal, addsupproratetot

The HstRecH record contains the following modified fields:

- recvalue, taxamount, retentionamt, discount, proratatotal, altsupproratetot

The HstRecT record contains the following modified fields:

- origpovalue, valuereceived, prorateamount, confirmedvalue, taxamount, retentionamt, proratataxamt, altsupprorate, confirmedtaxamount, taxamountac, taxamountlb

The Iccontrac record contains the following modified fields:

- contractprice

The Icissue record contains the following modified fields:

- startvalue, endvalue, unitcost, markeduprate, tax, extendedcost, issuevalue

The Icissuebtch record contains the following modified fields:

- batchvalue

The Ictfrs record contains the following modified fields:

- unitcost, extendedcost, markuprate

The Ictfrsbtch record contains the following modified fields:

- batchvalue

The Ictranhist record contains the following modified fields:

- cost, markup, srcecurrvalue, taxamount, issuevalue, markuprate

The Ictrans record contains the following modified fields:

- cost, markup, srcecurrvalue, taxamount, issuevalue, origvalue, currvalue

The Itemlocs record contains the following modified fields:

- valueonhand

The Itmmastr record contains the following modified fields:

- mostrecentcost, standardcost, valueonhand

The PIVissue record contains the following modified fields:

- startvalue, endvalue, unitcost, markeduprate, tax, extendedcost, issuevalue

The PIVissuesbtch record contains the following modified fields:

- batchvalue

The poauth record contains the following modified fields:

- m1, m2

The Poheader record contains the following modified fields:

- poorigamount, porevisedamt, poreceivedamount, srcecurrvalue, taxtotal, revtaxtotal, blanketamt, blanketamtused

The Recaddchg record contains the following modified fields:

- addchgamt, taxamt, proratement, altsupprorate

The Ppodetail record contains the following modified fields:

- origextendedvalue, taxamount, m1, m2

The Recheader record contains the following modified fields:

- recvalue, taxamount, retentionamt, discount, proratetotal, altsupproratetot

The Ppoheader record contains the following modified fields:

- poorigamount, taxtotal, excltax

The Rectrans record contains the following modified fields:

- origpovalue, valuereceived, prorateamount, confirmedvalue, taxamount, taxamountac,
- taxamountlb, retentionamt, proratetaxamt, altsupprorate, confirmedtaxamount

The Reqheader record contains the following modified fields:

- poorigamount, porevisedamt, poreceivedamount, srcecurrvalue, taxtotal

The Users record contains the following modified fields:

- poapplmt, povarapplmt, pocommitlmt, nonpoapplmt, estapplmt, po1oramt, po2oramt, po3oramt, po4oramt

The Unitsofm record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- alternativeuom, itemcode

The Apintrans record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, supplieritemcode, itemcode

The Recheader record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- recnumber, reference

The Recdetail record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location

The ReqDetail record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The Podetail record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, supplieritemcode, itemcode

The Recaddchg record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The PIVissue record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The Location record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location

The Pitemloc record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The Itmmastr record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- binlocation, class, itemcode

The Itemlocs record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- binlocation, location, itemcode

The Icrecpt record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The Icvtrans record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The Ictrans record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- receivinglocation, location, itemcode

The HstApiTr record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The HstRecAd record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The Ictranhist record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- receivinglocation, location, itemcode

The HistPOD record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, supplieritemcode, itemcode

The HstRecTr record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The HstRecD record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location

The Ictfrs record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- relocation, location, itemcode

The Icissue record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The Icclass record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- class, description

The Iccontract record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode

The Rectrans record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location, itemcode, supplieritemcode

The Icsuppitms record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- suppliersitemcode, itemcode

The Lcaltern record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- alternate

The Icitmset record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, setitem

The Icaltern record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode

The Icpriclist record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode

The Traser record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode

The Ppodetail record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, supplieritemcode

The ReqDetail record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- supplieritemcode

The Itematch record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode

## Job Cost

### New Features

#### Crystal Reports 10

All Job Cost Crystal reports have been upgraded to the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

#### Dictionary

Now you can update the **Job Tax Group** on the **Job** record using Open Database Connectivity (ODBC).

## Reconciliation Reports

Reconciliation reports were added to this version of Job Cost. For an overview of the Reconciliation tool, see “Reconciliation Tool and Reports” in the section titled “General Topics.”

The following reports have been added to the **Reports** menu under **Reconciliation**:

- JC Summary
- Cost Account Entries
- Account Entry Review
- JC Totals by Batch
- Unposted JC Transaction in GL Fixes

## Fixes

### All Transaction Types Only Post One Month into the Future

When you post changes (**Tasks > Post Entries**) for approved estimates or approved scheduled values (contract amounts), now Job Cost checks the transaction date to see if it is beyond the next month or current period. If the transaction date is more than one month in the future, Job Cost will reject the transaction and it will remain in the **New.jct** file. Previously, Job Cost posted approved changes with a transaction date more than a month in the future. This resulted in the totals, such as the Contract Totals and Estimate Totals, not updating correctly.

### Balance-to-Bill Formula Corrected

Now the **Balance to bill** column on the **Contract Summary** window (**Inquiry > Billings > Billing Summary**) calculates the total balance left to bill for each job. Previously, the **Balance to bill** column calculated the total balance for the job to date.

### Commitment Change Orders Require Valid Date

Now the **Enter Commitment COs** window (**Tasks > Commitment COs**) verifies that the **Date** field includes a valid date in the MM-DD-YYYY format. Unless you cancel the commitment change order, you cannot leave the **Date** field if the field is blank or in the wrong format. Previously, you could save the commitment change order when the date field was blank.

### Commitment Inclusion List Sorts Correctly

Now the **Commitment Inclusion** list sorts based on the order in which you enter the inclusions and exclusions (**Tasks > Commitments > [Inclusions & Exclusions]**). Previously, the list sorted by the first digit of the Item Number and then the second digit,

etc.

## Cost Codes Correct in Job Cost When Quick Added from Contracts

Now all cost codes appear correctly in the Job Cost New and Current transaction files (**Inquiry > Entries > Entries by Batch**). Previously, an extra hyphen displayed in **Cost Code** column on the **All Entries** window for cost codes that were “quick added” in Contracts and that were not already on the job.

## Reports

The Buyout Summary report (**Reports > Committed Cost > Buy Out Summary**) no longer displays the cost type. Previously, the report included the cost type **Labor** for each line item.

## Transmittal Saves When Change Order Includes Extra

When you fill out the **Extra** field on the **Change Order** window in Job Cost and then open the **Transmittal** window, now you can save the transmittal (**Tasks > Change Orders > [Transmittal]**). Previously, error messages displayed when clicking [**Save**].

## Database Changes

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 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 Reports* (Crystal.pdf, available on your CD).

## New Fields

The JCM Commitment record contains the following new fields:

- doc ID

## Modified Records

The following records have been modified:

- JCM commitment, JCM commitment item, JCM job, JCT transaction, JCT batch



## Modified Fields

The JCM Commitment Item record contains the following modified fields:

- commitment item index changed to CI doc index, commitment CO index, commitment CO detail index change to CCOD index

The JCM Job record contains the following modified fields:

- job tax group

The JCT Transaction record contains the following modified fields:

- commitment CO index, commitment CO detail index changed to CCOD index, source, JCT batch record, source

## ODBC

### Fixes

#### Like Queries Returning Numeric Fields

Like queries will return records if you add an asterisk to the start of the string, "Like '\*2\*-100?'" for example.

#### Linking MS Access Tables

Now you can link or import Microsoft Access tables using Sage Timberline Office's ODBC driver.

## Payroll

### New Features

#### Adjust Form

(This change occurred in Accounting and Management Products 9.2.1)

You can now align your form by changing the value in the **Form Adjustment** box found under **Tools > Modify Forms > Check Forms**. You can move the print area on the form up by decreasing the value and move the print area on the form down by increasing the value. Please see the field help associated with the **Form Adjustment** box for more information.

## AccuWage

(This change occurred in Accounting and Management Products 9.1.2)

You can find the Social Security Administration's AccuWage 2005 application on your Accounting and Management Products 9.2.1 CD at \AdditionalInstalls\Accuwage\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.

## Check Form Enhancements

The **Modify Check Forms** task has been updated to provide more flexibility when using check formats. Now there are three types of check formats:

**Standard**—This is the original or existing form that contains six YTD buckets and has not changed from previous versions. You can also print duplicate stubs with the **Standard** form.

**Short stub**—This form introduces up to 15 current and YTD earnings and deduction items and the duplicate stub feature.

**Extended stub**—This form allows for up to 30 current and YTD earnings and deduction items. The duplicate stub feature is not available with the extended form.

In addition, you can choose to control the earnings and deduction items that print on the check stub and whether taxes appear on the check stub, or automatically print earnings and employee paid taxes and deductions that appear on the check.

## Check Form Reports

The following check form reports are available but have not been added to the menu:

- PR Check Format Detail for Deducts Taxes and Fringes.rpt
- PR Check Format Detail for Earnings.rpt

## Crystal Reports 10

All Payroll Crystal reports have been upgraded to the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

## Desktop

Now you can access all Payroll menu items and functions from the Desktop. To learn more about Desktop, please see *Sage Timberline Desktop* (Desktop.pdf, available on your CD in the Documents folder).

### Print Masked Account Number on Direct Deposit Notification

In order to help prevent identity theft, you have the option to print the employee's masked account number on the direct deposit notification. If you choose this option, only the last four characters of the employee's bank account number will be printed. To use this option, select the **Print masked account number on direct deposit notification** check box in the **Modify Check Forms** window.

### Print Masked Social Security Number

In a continued effort to help prevent identity theft, the print social security number option has been modified. By selecting the new **Print masked soc sec number** check box in the **Modify Check Forms** window, you can still print the employee's social security number on the check or direct deposit stub, however. The first five numbers of the social security number will be masked with Xs. For example, the social security number 123-45-6789 will print as XXX-XX-6789.

### Print Preview Feature in the GL Recap and Quarterly Forms

Now the **Print Preview** feature is available in the GL Recap report and the quarterly forms.

## Fixes

### Download Taxes

(This change occurred in Accounting and Management Products 9.2.1)

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

- Now after you use **Download Taxes** and the **Update tax files when download is complete** check box is not selected, the PayrollTaxReleaseNotes.pdf will be moved into 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 9.2.1)

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.

## **Accelerator Key in Change Posted Time**

Now you can use the accelerator key (ALT + F) in addition to clicking **[Finish]** in the **Change Posted Time** window.

## **Change Posted Time and Background Processes**

After you use the **Change Posted Time** task, **Enter Checks** and **Print Checks** tasks process in the background normally.

## **Change Posted Time Grid Data Validation**

When you change dates in a **Change Posted Time** grid, now the process correctly validates the new dates.

## **Change Posted Time Reassigning Burden When Cost Code Entered**

Now the **Change Posted Time** feature correctly reassigns a burden to a new job if you select a default **Cost Code** when you set up the fringe or the employer tax.

## **Change Posted Time to Non-certified Job**

Now you can use the **Change Posted Time** function to change a certified job to a non-certified job and the daily distribution records are deleted appropriately, which means the blank hours do not appear on the certified reports.

## **Change Posted Time for Washington Workers Compensation Employer Tax Amounts**

When you reassign job information in **Change Posted Time**, now the Workers Compensation employer tax amounts round correctly.

## **Check Workers' Compensation Record**

When you process Payroll, the **Workers Compensation State** writes to the **PR Check Workers' Compensation** record for any tax set up as **Workers Compensation**. The **Check Workers' Compensation** record is used for printing workers' compensation reports.

## **Expense Account Retrieval**

When you select an **Expense Account** but do not select a **JC Category** in the **Enter Checks - Detail** window, the first line that contains job information retrieves the correct expense account.

## **Posting Voided Checks Assign Unique Numbers**

If Payroll and Accounts Payable use the same bank in Cash Management, re-posting voided checks in Payroll does not change the Accounts Payable check information in Cash Management.

## **Recalculate Subject-to Amounts**

When you use **Recalculate Subject-to** for an employee who has pre-tax deductions and has worked in multiple states, the taxable and subject-to amounts recalculate correctly.

## **Reprinting Cleared Checks in Cash Management—New Status**

When you reprint a check that has been cleared in Cash Management, the status changes to **Printed** in Payroll instead of **Processed**, which allows you to post the cleared checks in the usual manner in Payroll.

## **Voiding Checks and Accruals Date**

When you attempt to void checks in Payroll but the void is not successful, the check is no longer assigned a status of voided in Cash Management.

## **Voiding Checks and Removal From Payroll**

When you void checks that send a voiding entry to Cash Management, a voiding entry is also created in Payroll.

## **Workers Compensation Code Retrieval**

If an invalid WC state and WC code is retrieved and the **Use employee work state** check box is selected in the **Employee - Setup** window, now a warning message appears.

# **Government Mandated Changes**

## **Alabama**

(This change occurred in Accounting and Management Product 9.2.1)

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 9.2.1)

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

## **Nebraska**

(This change occurred in Accounting and Management Product 9.2.1)

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 9.2.1)

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 9.2.1)

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-2 Information for tax year 2005. These changes have been incorporated into Timberlines Print W-2 Forms task. Visit [www.ssa.gov](http://www.ssa.gov) for more information about the Social Security Administration's changes.

## **Alabama Magnetic Media Format Change**

The Alabama magnetic media file specifications have been updated for this release.

## **Colorado Quarterly Form UTR-1(a)**

This form was removed in the 2004 Year-End Release because the state of Colorado stated they would no longer accept it. Since the state of Colorado is still accepting the Colorado Quarterly Form UTR-1(a) support for the form has been re-instated.

## **Minnesota Quarterly Wage Detail Filing**

The state of Minnesota will no longer accept paper form or magnetic media on diskette or CD effective July 1, 2005. You must submit forms on the Internet beginning July 1, 2005. The magnetic media file generated by Sage Timberline Office (Special 100 character state format) can be submitted via the state's web site. Although the state of Minnesota will no longer accept the quarterly wage detail form on paper, Sage Timberline Office still provides

the option for the state form to be printed for your company records. You should not submit this form to the state.

## Database Changes

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 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 in the Documents folder on your CD).

### PRS New Fields

The Check Form YTD Total Detail record contains the following new fields:

- check form ID, sequence, current type, description, current amount, YTD type, YTD amount, employer paid, operator stamp, date stamp, time stamp

The Check Form Earnings Detail record contains the following new fields:

- field description, check form ID, sequence, description, current type, current amount, YTD type, YTD amount, operator stamp, date stamp, time stamp

### PRS Modified Fields

The Check Form record contains the following modified fields:

- auto prefill YTD totals, auto prefill earnings, placement, CFSMSG, print deposit account, YTD 1 desc, YTD 1 formula, YTD 2 desc, YTD 2 formula, YTD 3 desc, YTD 3 formula, YTD 4 desc, YTD 4 formula, YTD 5 desc, YTD 5 formula, YTD 6 desc, YTD 6 formula

# Payroll (Australia)

## New Features

### Cheque Form Enhancements

The **Modify Cheque Form** task has been updated to provide more flexibility when using cheque formats. Now there are three types of cheque formats:

**Standard**—This form is the original or existing form that contains six YTD buckets and it has not changed from previous versions. You can also print duplicate slips with the **Standard** form.

**Short slip**—This form introduces up to 15 current and YTD earnings and deduction items and the duplicate slip feature.

**Extended slip**—This form allows for up to 30 current and YTD earnings and deduction items. The duplicate slip feature is not available with the **Extended** form.

In addition, you can choose to control the earnings and deduction items that print on the cheque slip and whether taxes appear on the cheque slip, or automatically print earnings and employee paid taxes and deductions that appear on the cheque.

### Cheque Form Reports

The following cheque form reports are available but have not been added to the menu:

- PR Cheque Format Detail for Deducts Taxes and Fringes.rpt
- PR Cheque Format Detail for Earnings.rpt

### Desktop

Now you can access all Payroll menu items and functions from the Desktop. To learn more about Desktop, please see *Sage Timberline Desktop* (Desktop.pdf, available on your CD in the Documents folder).

### Print Masked Account Number on Direct Deposit Notification

For security purposes, you can print the employee's masked account number on the face of the direct deposit notification by selecting the **Print masked account number on direct deposit notification** check box in the **Modify Cheque Forms** window. The last four characters of the employee's bank account number are printed.



## Print Masked Tax File Number

For security purposes, you can select the **Print masked tax file number** check box in the **Modify Cheque Forms** window to print the employee's tax file number on the cheque or direct deposit slip with all but the last three digits of the tax file number masked with Xs. For example, the tax file number 123-456-789 prints as XXX-XXX-789. You must print a masked tax file number or no tax file number at all.

## Database Changes

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 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 in the Documents folder on your CD).

### PRS New Fields

The Cheque Form YTD Total Detail record contains the following new fields:

- cheque form ID, sequence, current type, description, current amount, YTD type, YTD amount, employer paid, operator stamp, date stamp, time stamp

The Cheque Form Earnings Detail record contains the following new fields:

- field description, cheque form ID, sequence, description, current type, current amount, YTD type, YTD amount, operator stamp, date stamp, time stamp

### PRS Modified Fields

The Cheque Form record contains the following modified fields:

- auto prefill YTD totals, auto prefill earnings, placement, CFSMSG, print deposit account, YTD 1 desc, YTD 1 formula, YTD 2 desc, YTD 2 formula, YTD 3 desc, YTD 3 formula, YTD 4 desc, YTD 4 formula, YTD 5 desc, YTD 5 formula, YTD 6 desc, YTD 6 formula

# Fixes

## Download Taxes

(This change occurred in Accounting and Management Products 9.2.1)

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

- Now after you use **Download Taxes** and the **Update tax files when download is complete** check box is not selected, the PayrollTaxReleaseNotes.pdf will be moved into 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 9.2.1)

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.

### Cheque Form Enhancements

The **Modify Cheque Form** task has been updated to provide more flexibility when using cheque formats. Now there are three types of cheque formats:

**Standard**—This form is the original or existing form that contains six YTD buckets and it has not changed from previous versions. You can also print duplicate stubs with the **Standard** form.

**Short stub**—This form introduces up to 15 current and YTD earnings and deduction items and the duplicate stub feature.

**Extended stub**—This form allows for up to 30 current and YTD earnings and deduction items. The duplicate stub feature is not available with the **Extended** form.

In addition, you can choose to control the earnings and deduction items that print on the cheque stub and whether taxes appear on the cheque stub, or automatically print earnings and employee paid taxes and deductions that appear on the cheque.

## Cheque Form Reports

The following cheque form reports are available but have not been added to the menu:

- PR Cheque Format Detail for Deducts Taxes and Fringes.rpt
- PR Cheque Format Detail for Earnings.rpt

## Desktop

Now you can access all Payroll menu items and functions from the Desktop. To learn more about Desktop, please see *Sage Timberline Desktop* (Desktop.pdf, available on your CD in the Documents folder).

## Print Masked Social Insurance Number

For security purposes, you can select the **Print masked soc ins number** check box in the **Modify Cheque Forms** window to print the employee's social insurance number on the cheque form with all but the last three digits of the social insurance number masked with Xs. For example, the social insurance number 123-456-789 prints as XXX-XXX-789. You must print a masked social insurance number or no social insurance number at all.

## Database Changes

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 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 in the Documents folder on your CD).

## PRS New Fields

The Cheque Form YTD Total Detail record contains the following new fields:

- cheque form ID, sequence, current type, description, current amount, YTD type, YTD amount, employer paid, operator stamp, date stamp, time stamp

The Cheque Form Earnings Detail record contains the following new fields:

- field description, cheque form ID, sequence, description, current type, current amount, YTD type, YTD amount, operator stamp, date stamp, time stamp

## PRS Modified Fields

The Cheque Form record contains the following modified fields:

- auto prefill YTD totals, auto prefill earnings, placement, CFSMSG, print deposit account, YTD 1 desc, YTD 1 formula, YTD 2 desc, YTD 2 formula, YTD 3 desc, YTD 3 formula, YTD 4 desc, YTD 4 formula, YTD 5 desc, YTD 5 formula, YTD 6 desc, YTD 6 formula

## Fixes

### Download Taxes

(This change occurred in Accounting and Management Products 9.2.1)

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

- Now after you use **Download Taxes** and the **Update tax files when download is complete** check box is not selected, the PayrollTaxReleaseNotes.pdf will be moved into 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.

### T-4 XML File

A header has been added to the first line of the T-4 XML file and now it is accepted by Revenue Canada.

# Project Management

## New Features

### Commitment Change Orders (Contract Control > Commitment COs)

Project Management contains a new **Commitment Change Order** feature that you can use to view commitment history, process pending and approved changes to commitments, and print commitment change order documents. Integrated with change management and commitments, you can link and prefill information from change requests and commitment items.

### Commitment Change Order Column Available in Details View

Now you can add commitment change order columns to the detail view of Change Request and Change Order inquiries.

## Commitment Change Order Numbers Display on Reports

Commitment Change Order numbers have been added to the following reports:

- CR Log-Full Detail (CR) (**Reports > Change Request**)
- CR Log-Internal Detail (CR) (**Reports > Change Request**)
- CO Log with Detail (CR) (**Reports > Change Order**)
- Change Order Release Log (CR) (**Reports > Change Order**)

## Crystal Reports 10

All Project Management Crystal reports have been upgraded to the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

## Inquiries

The following inquiries have been added to the **Inquiry** menu:

- Commitment CO Log (**Inquiry > Change Order**)
- CCOs not signed (**Inquiry > Change Order**)
- CCOs not released (**Inquiry > Change Order**)
- CCOs released, commit not revisd (**Inquiry > Change Order**)
- Unassigned CCOs (**Inquiry > Change Order**)
- Subcontract CO Log (**Inquiry > Subcontract**)
- PO CO Log (**Inquiry > Purchase Order**)

## Purchase Order Reports

The following reports have been added to the **Reports** menu under **Purchase Order**:

- Purchase Order CO Form 1 (CR)
- Purchase Order CO Form 2 (CR)

The following report has been added as the default **Purchase Order CO** report on the **Change Management** tab (**File > Data Folder Settings > PJ Settings**).

- PJ Purchase Order CO Form 1 (T) (CR)

If you prefer, you can use PJ Purchase Order CO Form 2 (T) (CR) as the default Purchase Order CO report instead.

## Reports Include Project Management Commitment Change Orders

Now the following reports only display information from the new Project Management commitment change orders:

- Commitment Change Order Log (**Reports > Change Order**)
- PO Change Order Log (**Reports > Purchase Order**)
- Subcontracts with CO Detail (**Reports > Subcontract**)

Previously, these reports used information from Job Cost commitment change orders.

## Subcontract Reports

The following reports have been added to the **Reports** menu under **Subcontract**:

- Subcontracts with CO Detail
- Subcontract CO Form 1 (CR)
- Subcontract CO Form 2 (CR)

The following report has been added as the default **Subcontract CO** report on the **Change Management** tab (**File > Data Folder Settings > PJ Settings**).

- PJ Subcontract CO Form 1 (T) (CR)

If you prefer, you can use PJ Subcontract CO Form 2 (T) (CR) as the default Subcontract CO report instead.

## Unreleased Documents Report

The **Unreleased Documents** report has been added to the **Reports** menu under **Other**.

## Fixes

### Microsoft Word Menu and the Correspondence Log

(This change occurred in Accounting and Management Products 9.2.1)

The Project Management correspondence log no longer disables the Microsoft Word toolbar menu.

### Duplicate Entries in the Correspondence Log

(This change occurred in Accounting and Management Products 9.2.1)

Saving and closing a correspondence log entry and the associated Word document on a client/server network no longer creates duplicate correspondence log entries.

## All Categories Display on Change Order Log with Detail Report

When a change request has a **Lump Sum** pricing method, now the categories will display and print on the Change Order Log with Detail report (**Reports > Change Orders > CO Log with Detail (CR)**). Previously, the categories only displayed and printed for change requests with a **Time & Material** pricing method.

## Amounts in Labor Cost Detail Match Labor Costs

Now the **Amount** column on the Labor Cost Detail report (**Reports > Labor Control**) matches the amount on the Labor Costs report. Previously, the **Amount** column in the Labor Cost Detail report did not include employer taxes.

## Change Orders Recognizes 10-Digit Job Numbers

Now Change Orders recognizes job numbers containing up to 10 digits (**Contract Control > Change Orders**). Previously, you received an error message when selecting the Contract Item if your job number format exceeded eight digits.

## Commitment Change Order Number No Longer Prints on Some Reports

The following reports no longer print the commitment change order number from the Commitment CO field on the JC transaction record.

- Commitment Recap with Detail (**Reports > Change Order**)
- PO Log with Full Detail (**Reports > Purchase Order**)
- Subcontract Log w Full Details (**Reports > Subcontract**)
- Subcontract Recap with Detail (**Reports > Subcontract**)

## Commitment Change Order Reports

The commitment (purchase order and subcontract) change order reports have been redesigned for the new Project Management commitment change orders. If you were using the commitment change order reports in an earlier version of Project Management, you may notice differences in your reports. The new reports print Project Management commitment change orders only. They do not include Job Cost commitment change orders.

The original Job Cost report designs are still available in the **Timberline Office\Accounting\Report** folder. These reports have the same name as the Project Management versions with the exception of the first two characters (JC or PJ), which designate the application that the report was designed to report on. For example, JC Purchase Order CO Form 1 (CR).rpt, which reports on Job Cost purchase order change orders, has been replaced under **Reports > Purchase Order** with PJ Purchase Order CO Form 1 (CR).rpt, which reports on Project Management purchase order change orders.

If you need to report on Job Cost commitment change orders from within Project Management, use **Reports Manager** from the **Reports** menu to add or change the report design to the Job Cost version.

## **Correspondence Log Toolbar Displays Correctly from Outlook**

If you display the Correspondence Log toolbar in Microsoft Outlook when it is using Microsoft Word as e-mail editor (**View > Toolbars > PJ Correspondence Log**), the toolbar will remain open unless you close it.

In addition, if you have had previous or multiple installations of Project Management, you will no longer see multiple copies of the PJ Correspondence Log toolbar (**View > Toolbars**).

## **Help**

Help has been added for the new Commitment Change Order feature.

## **Item Count Correct on Items by Responsible Contact Report**

When the items for a contact flow onto a second page of the Items by Responsible Contact report (**Reports > Meeting Minutes > Items by Resp Contact (CR)**), now you will see a correct item count.

## **Job Contract Summary Report Calculates Correctly**

The Job Contract Summary report (**Reports > Job Contract Summary (CR)**) calculates correctly.

## **Sage Timberline Office Desktop—Meeting Items Totals Correct**

The **Meeting items** totals under the **Document Control** section of the following Desktop home page reports calculate correctly.

- Comm Const Proj Assistant Job Overview (CR).rpt (**Home Pages > Commercial Construction**)
- Comm Const Proj Mgr Job Overview (CR).rpt (**Homes Pages > Commercial Construction**)
- Comm Const Proj Mgr Job Overview (no CN) (CR).rpt (**Home Pages > Commercial Construction**)
- Res Bldr Proj Mgr Job Overview (CR).rpt (**Home Pages > Residential Builder**)
- Res Bldr Proj Mgr Job Overview (no CN) (CR).rpt (**Home Pages > Residential Builder**)



## Sent Date on E-mail Messages Correct (Documents > Correspondence Log)

When you open an e-mail message from Correspondence Log, you will see the original sent date. Previously, Correspondence Log used the system date.

## Submittal Log by Received From Report Prints

Now you can print the Submittal Log by From (CR) report (**Reports > Submittal**). In addition, you can use the Print Preview feature.

## Database Changes

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 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 Reports* (Crystal.pdf, available on your CD).

## New Records

The following are new records:

- Commitment Change Order, Commitment Change Order Detail

## New Fields

The Commitment Change Order record includes the following new fields:

- commitment CO index, job index. job, commitment index, commitment, vendor, description, number, number sort key, date, schedule impact, revised completion date, scope, signed date, misc text, status, release to accounting, revise commitment, total, revised commitment date, revised commitment time, not issued amount, pending amount, approved amount, pre-approved status, actual status, operator stamp, date stamp, time stamp

The Commitment Change Order Detail record includes the following new fields:

- commitment CO detail index, commitment CO index, description, units, unit cost, unit description, tax group, pre tax amount, tax, amount, job index, job, extra, cost code, category, reference no., price date, source type, source number, reason, back charge,

misc. text, misc. date, misc. list, misc. amount, commitment item index, commitment, commitment item, change order index, change request index, change request detail index, last used non-costed task, user pre tax amount, user amount, operator stamp, date stamp, time stamp

## **Modified Records**

The following records have been modified:

- PJM Settings, PJD Transmittal Item, PJD Document Contract, PJD Change Request Detail

## **Modified Fields**

The PJM Settings record includes the following modified fields:

- subcontract CO, purchase order CO, automatically assign commitment item

The PJD Transmittal Item record include the following modified fields:

- internal type

The PJD Document Contract record includes the following modified fields:

- document type, commitment CO index, commitment CO detail index

The PJD Change Request Detail record includes the following modified fields:

- commitment CO index, commitment CO detail index

# **Property Management**

## **New Features**

### **Amend Terminated Lease Process Added to Property Management**

Several enhancements were made to the amend lease process. The main feature included in this release is the ability for you to amend leases that have a status of terminated, which you could use for leases that may have been incorrectly terminated. In the **Amend Lease - New Amendment** window, you can select the lease that you want to amend from a list of either current or terminated leases. For leases that are terminated, the amend function includes the move-in portion of the process. The Amend Lease journal and lease modification history include more information about the status of the lease you are amending.

### **Amend Lease Includes Informational Messages**

Messages have been added in the amend lease area to help you through the process. Any time you create a new amendment or edit a lease on an existing amendment in the amend lease task, a message appears that provides a way to print the step required to activate the

amendment. If you click [OK] in the **Amend Lease –Effective Now** window, a message appears that provides information about how the software uses the dates you entered, with an option to print the topic.

## Crystal Reports 10

All Property Management Crystal reports have been upgraded to the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

## Desktop

Now you can access all Property Management menu items and functions from the Desktop. To learn more about Desktop, please see *Sage Timberline Desktop* (Desktop.pdf, available on your CD in the Documents folder).

## Help

Online Help has been improved and updated in several areas of Property Management, mainly in Manage Leases and Change Entries.

## Fixes

### 1099-INT and 1098-Mortgage Interest Forms (Reports menu)

- 1099-INT and 1098-Mortgage Interest forms include a check box to indicate prior year reporting for magnetic media.
- The journal that prints when you create a 1098-Mortgage Interest form has been improved to include the correct Tax ID information.

### Cash Receipts (Tasks menu)

- Now Property Management allows you to include multiple deposits in the same session of Cash Receipts. In previous versions, the software aborted if you selected [**Start New Deposit**] more than forty times in the same cash receipts session.
- General improvements were made in the way the software creates intercompany and intracompany accounting transactions. In previous versions, the software could create accounts in General Ledger with a zero prefix. This has been corrected. When banks used intracompany accounting with a combination of full account and base account, there may have been situations in which the intracompany transactions were not created. This has also been corrected.
- Now intercompany transactions are created as appropriate in addition to intracompany transactions. In previous versions, if intracompany transactions were created, the software did not create intercompany transactions even if the condition was valid.

- Messages have been consolidated and an option added to suppress warning messages. In previous versions, the software warned you each time the depositing bank was different than the accounting bank or if a check number was blank. Now you can select an option to suppress the warning message for the session.

## **Change Entries (Tasks menu)**

- Now when you use Change Entries to change a payment, the software retains the original reference date on the original Cash Management deposit. In previous versions, the original reference date was changed to the accounting date.
- In previous versions, if you made a change to the accounting date of a tenant or miscellaneous income payment, the original and reversing transactions would have the original accounting date and the correcting transaction would have the new accounting date. This could cause to an out-of-balance situation. In the current software, you are asked to select the date (the original or the correcting) to use on reversing transactions.
- Messages have been consolidated and an option added to suppress warning messages. In previous versions, the software warned you each time the depositing bank was different than the accounting bank or if a check number was blank. Now you can select an option to suppress the warning message for the session.
- An improved warning message appears when you attempt to void a tenant payment that has been reconciled in Cash Management. This message directs you on how to correct the issue.
- If you attempt to edit a payment that is associated with a historical lease, now you receive an error message directing you to use Change Lease to change the lease status. In previous versions, the software allowed you to edit payments on historical leases although historical leases cannot have a balance.

## **Formulas (Tools menu)**

- The Future Charge Date formula function has been improved. The formula correctly returns the future charge date for the recurring charge. In previous versions, the formula always returned the future charge date for the first recurring charge in the recurring charge table regardless of the recurring charge that was selected.
- The Detail Effective Unit Square Foot formula function correctly retrieves the property and unit from the unit record, In previous versions, the formula pulled the unit from the lease recurring charge record. There were instances when the formula returned incorrect values. This has been corrected and the Rent Roll -Summarized Commercial and Commercial Rent Roll by Charge Type reports have been updated.
- The Tenant Detail As Of formula function has been improved so that the proper parameters are included.

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

The generate rent roll process has been improved so that you no longer incorrectly receive error messages concerning temp files when you perform a trial run.

## **Late Charges (Tasks > Manage Leases > Start Lease)**

Now credits are considered when calculating late charges in conjunction with the minimum lease balance field.

## **Leases (Tasks > Manage Leases)**

### **Amend Lease (Tasks > Manage Leases)**

- **Lease Duplication Process**—The amend lease duplication process has been enhanced. Now the duplication process transfers more detailed Insurance tab information, additional recurring charge amount tables, next dates and original effective dates, and terminate dates if applicable.
- **Lease Dates**—When you open the **Effective Now: Dates and Occupancy** window, the date fields no longer prefill with the system date. During the amend lease process, these dates fields will use your dates for the terminated lease you are amending or the fields remain blank for the current lease you are amending. When you first enter the **Effective Date** for a current lease, the rest of the dates prefill with that date. Also, the amend lease process no longer adjusts (behind the scenes) the **Effective Now** dates you entered. This corrects situations you may have experienced in previous versions that had to do with missing one day of rent, vacancy loss calculations, and occupancy calculations.
- **Future Leases**—You can no longer amend a future lease. In previous versions, the software allowed you to start a new lease without activating it and this inactive lease was available in Amend Lease.

### **Amend and Start Lease Improvements (Tasks > Manage Leases > Amend Lease or Start Lease > Charge Start Dates window)**

- The lease activation process for both Amend Lease and Start Lease has been improved. In previous versions, in some situations charges that should not be prorated showed up as charges to be prorated in the charges list, or charges had inaccurate effective dates or next dates on their recurring charge table. This may have caused the start date for the recurring charge to be inaccurate. This has been fixed.
- The **Charge Start Dates** window has been improved. The [**Show Charges**] button has been renamed to [**Preview Charges**]. You will find more instructional information on the window, in online Help, and through improved messages that guide you on how to make corrections when the information on the window looks incorrect.

### **Copy Lease Process Improved (Tasks > Manage Leases > Start Lease)**

The copy process in Start Lease has been improved. Now the copy process transfers more detailed **Insurance** tab information, additional recurring charge amount tables, and it stamps the correct property on recurring charges.

### **Incorrect Sequence Numbering of Lease Option (Start Lease > Lease Option tab)**

The lease option sequence numbering function has been corrected. In previous versions, under certain conditions you could no longer create lease options because it appeared as though you had reached a maximum. This has been fixed.

### **Incorrect Unit on Lease Option (Change Lease > Lease Option tab)**

When you entered different properties in Lease Options, it was possible that you would have an incorrect unit for the property entered in previous versions of the software. This has been fixed in this release.

### **Lease Dates Changes (Start Lease)**

When you first access the Activate Lease: Dates and Occupancy window, the date fields are blank rather than being prefilled with the system date. Once you enter the Actual Move In date, the rest of the dates prefill with that date.

### **Lease Dates Changes (Terminate Lease)**

When you first access the **Terminate Lease: End Lease** window, the date fields are blank rather than being prefilled with the system date. Once you enter the **Actual Move Out Date**, the rest of the dates prefill with that date.

### **Lease Status Error Correction (Change Lease)**

Now you can change the status of a lease from historical to terminated for error correction.

## **ODBC**

More lease recovery and late charge fields are ODBC replaceable. See the Property Management topic “Database Changes” for a list of the fields.

### **Post Entries (Tasks menu)**

Now the correct **Bill To Tenant** for the charge type is updated to the open items when you post entries. In previous versions, the incorrect **Bill to Tenant** was updated on the open item because it was based the summary charge type rather than the charge type.

## Refund/Apply Deposit (Tasks menu)

Now the process of forfeiting an deposit correctly creates intracompany transactions in cases where the Cash Management bank uses a combination of base and full accounts.

## Report Designs (File > Data Folder Settings > PM Settings)

Now you can enter a longer path in the **Design Name** column, which allows you to successfully run the reports. In previous versions, if the design name path was too long the software could not find the report based on the path and you received an error message that no report was found.

## Reports (Reports menu)

- **Summarized and Detailed Cash Activity report:** This report has been enhanced to account for returned checks.
- **Aged Receivable reports**—Now the tenant name correctly appears for all tenants listed on the report. In previous versions, the tenant name did not print if the final tenant balance was zero.
- **Charge Type Summary report (Charge Type Detail report)**—This report has been renamed to Charge Type Detail. The Charge Type Detail report lists detail transactions by charge type. The new report Charge Type Summary prints a total for each charge type by month based on a date range.
- **Reprint Invoices**—Now you can use **Reprint Invoices (Reports > Forms)** to reprint the invoices correctly. In previous versions, the **Next Invoice** field did not reset correctly.
- **PM Lease Summary Report**—Now this report correctly calculates the lease square footage when amendments exist.
- **Transactions by Lease**—A batch ID was added to this report to assist with reconciliation.

## Returned Checks (Tasks menu)

An improved warning message appears when you attempt to void a tenant payment that has been reconciled in Cash Management. This message directs you on how to correct the issue.

## Straight Line Rent (Tasks > Manage Leases > Amend or Terminate Lease)

The way the software handles Straight Line Rent's balance forward function has been improved. Now you can enter a negative amount in the **Balance Forward** field. Also, in previous versions when a balance forward amount existed and you either terminated or amended the lease, the amount on straight line rent entries or the forwarded amount was incorrect. The calculation of the straight line rent entries and the forwarded amount has been fixed in this version.

## Tenant and Lease Balances Now Match

In previous versions, the possibility existed to have the tenant balance not equal to the lease balance. This occurred when one operator attempted to write to a record already in-use by another operator. For example, if you apply a cash receipt to a lease while someone else uses Manage Leases to change a date on the same lease, this may have caused a discrepancy between the tenant and lease balances. In the current version, you can complete one of the conflicting routines as normal while the other routine displays a warning that the data in that session could not be saved. To reduce the occurrence of this situation, always exit out of the lease routine immediately after you have made changes.

## Database Changes

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 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).

### PML New Fields

The PML Lease Modification, Record 4 includes the following new fields:

- original lease status

### PML Modified Fields

Now the PML Lease Late Charge Controls record includes the following fields replaceable through ODBC:

- subject to formula 1, subject to formula 2, subject to formula 3

Now the PMP Property Late Charge Controls record includes the following fields replaceable through ODBC:

- subject to formula 1, subject to formula 2, subject to formula 3

The PMS PM Settings Header 2 record contains the following records with the report design field lengths changed from 80 to 255:

- late notice design, open item statement design, balance forward design, invoice report design, rent roll journal design, accrue int journal design, pay int journal design, ref/apply crds jrn design, ref/apply deps jrn design, ret checks jrn design, misc entries jrn



design, cash receipts jrn design, receipt design, deposit slip design, start lease jrn design, term lease jrn design, porters' wage jrn desig, CPI escal jrn design, recovery jrn design, enter sales vol jrn design, amend lease jrn design, management fees jrn design

Now the PMV Property Recovery Controls record contains the following fields replaceable through ODBC:

- recon basis calc method, recon calc method, recon adjust charge type, recon subtract prev chgs, recon print on invoice, escal basis calc method, escal calc method, escal percent increase, recon print on invoice, escal retro charge type, admin fee basis calc mthd, admin fee calc method, admin fee percent, admin fee charge type, base year, base amount, multiplier, stop method, stop SF type, stop amount, cap method, cap SF type, cap amount, occ clause fixed expenses, occ clause var expenses, occ clause percent, occ clause SF type, occupancy manual percent

Now the PMV Lease Recovery Controls record contains the following fields replaceable through ODBC:

- active, recon basis calc method, recon calc method, recon adjust charge type, recon subtract prev chgs, recon print on invoice, escal charge type, escal basis calc method, escal calc method, escal percent increase, escal retro charge type, admin fee basis calc mthd, admin fee calc method, admin fee percent, admin fee charge type, base year, base amount, multiplier, stop method, stop SF type, stop amount, cap method, cap SF type, cap amount, occ clause fixed, occ clause variable, occ clause percent, occ clause SF type, occ clause manual percent

Now the PMV Lease Recovery Controls record contains the following fields that allow and retain negative amounts:

- base amount, multiplier, property actual expenses, property escal budget, property admin fee budget, property actual expenses, property escal budget, property admin fee budget, reconciliation share, escalation share, admin fee share, escalated charge, admin fee amount

## Purchasing

### New Features

#### Case Sensitive Searches Now Allowed With Inquiries

Now you can search for inquiry orders (**Inquiry > Orders**) that are narrowed down by a case-sensitive search.

#### File Tools Allows You to Back Up Folders and Subfolders

Sage Timberline Office File Tools has a new face and the ability to back up the entire company data folder, including Purchasing, Inventory and Service Management data. For

more details on how to back up your company data folder, see the File Tools Help topic “Backing up files.” You must exit the Purchasing and Inventory applications before using the Sage Timberline Office File Tools to back up or restore the company folder.

## **Crystal Reports 10**

Now Crystal reports in Purchasing use the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

## **Help > Users Shows System Administrator Information**

The ability to view a list of Purchasing users to verify the system administrator has been readded to the **Help** menu (**Help > Users**).

## **Mobile Purchasing and TRA-SER Now Installed From Main Accounting CD**

Now you can install Mobile Purchasing and TRA-SER applications from the main Accounting and Management Products CD at D:\AdditionalInstalls\POIV (D:\ represents your CD-ROM drive).

## **Purchasing Application Now Fully Incorporated into Accounting and Management Products Installation and 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).

## **Purchasing Opens New Data Set in Same Way as Accounting Applications**

Now when you open Purchasing and you open a new data set, the process is consistent with the way you open new data sets in other Accounting applications.

## **Service Management 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.

# Fixes

## **Additional Setup and File Upgrades Required**

(This change occurred in Accounting and Management Products 9.2.1)

Because of recently introduced performance enhancements, you must perform additional setup and file upgrades to the server for Purchasing and Inventory. To complete the setup and file upgrades, log on to the server as the administrator and open Purchasing or Inventory to begin the setup process. The message **Data connection setup complete** appears when the setup is complete

## **Folder Names Cannot Begin with Numbers**

(This change occurred in Accounting and Management Products 9.2.1)

Creating data folders that begin with a numeric character will result in an error in Purchasing or Inventory. If your data folder name begins with a number and you start Purchasing or Inventory, you will receive an error message that your data folder failed to create because it contains invalid characters. Current data folders that begin with a number will not upgrade. If you have a data folder that begins with a number, rename the folder before the upgrade process.

## **Upgrading From 8.3.x CD to Purchasing and Inventory 9.2.0 CD May Require a Patch Download**

(This change occurred in Accounting and Management Products 9.2.1)

Review the details of Software Alert 05-G1 to determine if the solution to download a patch applies to you. If you upgrade from an 8.3.x CD to Purchasing and Inventory 9.2.0 without first downloading the patch, the upgrade files command fails to upgrade two fields related to change orders.

## **Accounting Date No Longer Changes to Invoice Date During Post**

When you post invoices or receipts, the date that you enter for accounting date remains, and no longer changes to the invoice date. In previous versions, the accounting date was changed to the invoice date.

## **Approval IDs Prefill Properly When Sent to Accounts Payable**

If you use **Enter Receipts** (**Tasks > Enter Receipts**) to create an invoice, now the correct ID sends to Accounts Payable.

## **Blanket Orders Improved**

- When you use **Enter Orders (Tasks > Enter Orders)** to receive blanket orders, now you can successfully receive the orders without entries for units or rates. In previous versions, if you received a blanket order with empty units or rates you received an error.
- Now you can successfully receive blanket orders with tax liability automatically calculated.
- If you use blanket orders, now the commitment order items are created correctly when you send orders to Job Cost.
- Now the Tax amount for Blanket orders correctly sends to Accounts Payable when a receipt is posted as an invoice.

## **Dashes in Numbers Now Allowed in IDs**

- Now you can use Job Cost extras and tax groups that contain dashes and numbers. In previous versions, extras and tax groups with numbers and dashes could not be used on an order detail line when you entered a purchase order.
- Accounts Payable vendor numbers can contain dashes and numbers. In previous versions, you were not allowed to select vendor numbers with dashes and numbers.
- Now purchase orders, change orders, and invoice numbers can contain a dash (-). In previous versions, if numbers contained dashes, the purchase order or invoice did not send correctly to Accounts Payable or Job Cost.

## **Enter Change Orders No Longer Issues Warning for Committed COs**

Change Orders has been changed so that you can successfully enter change orders once they have been committed. In previous versions, you may have received a warning message about uncommitted change orders even after you committed them.

## **Enter Orders Allows Selection of Vendor Item**

When you enter an order (**Tasks > Enter Orders**), in the **Detail** grid you can select a vendor from the list. In previous versions, the vendors may not have listed for you to select.

## **“Exponential” Values No Longer Appear in Fields**

You no longer see exponential (values expressed as exponents) in fields in Purchasing. In previous versions, fields may have displayed these values if the software did not round numbers.

## **Improved General Performance**

The Export Orders as XML performance has been improved.

Improvements were made throughout Purchasing to improve performance. Some of the main processes that have improved performance are adding items, closing orders, entering receipts, vendor lookup, posting and unposting processes, processing pending orders, setting up items, and committing a purchase order.

### **Import CSV Orders Now Follows Approval Limit in User Settings**

Now Import Orders accepts the setting for an approval limit in User Settings so that orders will not commit if they are outside of the approval limit. In previous versions, if you selected the **Automatically commit** check box (**Tools > Import Orders > Import CSV Orders** window) the system would override the user settings and imports would import even though they exceeded the limit.

### **Item Lookup Sorts Correctly in Setup**

When you set up an item (**Setup > Items**) the item lookup sorts correctly. In previous versions, the items were incorrectly sorted when they appeared.

### **PO Invoice Displays PO Commitment Number**

When you enter receipts, you no longer see information about a change order that is uncommitted. In previous versions, the PO commitment ID appeared incorrectly on the PO Invoice if it was not committed.

### **Now Print Selection Accepts Changes in Setup Options**

When you select [**Printer Setup**] from the **Print Order** window, now you can change settings (such as changing the page setting from **letter** to **legal**). In previous versions, the change was not accepted.

### **Process Pending Orders Allows You to Select POs Without Error**

When you process pending orders, you no longer receive an error message once you have approved an order. Previously, an error message incorrectly appeared even though the purchase orders were ready to commit.

### **Purchase Order Numbers Can be Entered Manually**

If you enter a purchase order number manually (**Tasks > Enter Orders**) now you can proceed without receiving an access violation error.

### **Purchase Order Numbers With Prefixes Now Successfully Import**

Now you can successfully import a purchase order that has a prefix as part of the purchase order number. In previous versions, purchase order numbers with prefixes were incorrectly incremented in the import process (**Tasks > Import Orders**).

## **Purchasing Sends Correct Value and Tax Amounts to Accounts Payable and Job Cost**

Purchasing sends the correct values and tax amounts to Accounts Payable and Job Cost during **Enter Invoices** (**Tasks > Enter Invoices**). In previous versions, the amounts were not correct.

## **Purchasing Successfully Opens Using File Locations**

If you use file locations for accounting data files, now you can open Purchasing without receiving an error. The software's process of looking for file locations has been improved.

## **Reference Number Selection in Enter Receipts Improved**

If you select reference numbers in **Enter Receipts** (**Tasks > Enter Receipts**) you no longer receive an error that the system cannot find the number.

## **Reports**

- Now you can successfully complete Expected Delivery for Job and Overdue Deliveries for Job reports even if you do not enter information into all fields.
- In Purchase Order documents, the PO lines correctly print in order. Also, Purchase Order documents that are set up on the **Reports** menu print correctly after you upgrade.

## **Retainage Amount Correctly Transfers to Accounts Payable**

When you change a retainage amount on a receipt and post it as a delivery docket, now the change is recognized when you enter invoices (**Tasks > Enter Invoices**) and send the Invoice to Accounts Payable.

## **Synchronize Location, Items, Costs Settings Removed**

The only setting that appears on the SM Integration tab is **Synchronize Items** (**File > Data Folder Settings > SM Integration** tab). The other selections were not used by Purchasing.

## **Tax Amounts Correctly Created in Accounts Payable**

If you use tax and tax liability in Accounts Payable, the tax amounts are correctly created in Accounts Payable. In previous versions, if you used tax and tax liability and in Purchasing you selected **Never Show** for the distribution setting (**Distribute Taxes** window), an incorrect tax amount was created in Accounts Payable if you changed the tax amount in the receipt process.

## **Tax Groups Field Added**

Now you can add a tax group to orders in **Enter Orders**, **Enter Requisitions**, and **Return Authorities**.

## **Totals Correctly Updated in Enter Return Authorities**

If you enter return authorities (**Tasks > Enter Return Authorities**), now the software correctly updates the total in the **Amount** field.

## **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 trailing spaces, and reports that link from the poheader and poheadsd records now print successfully.

## **Uncommitted Change Orders No Longer Appear in Enter Receipts**

Detail lines from uncommitted change orders no longer appear Enter Receipts, which helps to identify where change orders are not approved (**Tasks > Enter Receipts**). In previous versions, you may have been allowed to enter a receipt for an uncommitted change order.

## **Unit Rate Amount Remains Accurate on Purchase Order**

The **Unit Rate** amount remains the correct amount on purchase orders when you enter orders (**Tasks > Enter Orders**).

## **Value Received Updates Properly After Partial Receipt**

Now the value received on a purchase order updates properly when you create a partial receipt and then a full receipt for a purchase order. In previous versions, the value received did not update correctly in this situation.

## **Upgrade Allows Report Menu to Update**

When you upgrade to the new version of Purchasing, now the software updates the Reports menu. In previous versions, the process may have gotten caught in a loop when updating the Reports menu. If you canceled out of the process, you had no reports. This has been fixed.

## **Vendor and PO IDs Create Correctly in Receipt Process**

If you enter a vendor and PO IDs in receipts, Purchasing correctly retains the numbers whether you enter the numbers manually or by selecting the ID from a list.

## Vendor IDs Can Contain Apostrophes

Now Purchasing accepts vendor IDs that contain apostrophes, which was not allowed in past versions.

## Vendor Price Lists Prefill Correctly

Now when you enter a purchase order, the vendor price list prefills correctly.

## XML Import Works Correctly

Purchasing has been improved so that you can successfully import XML orders. In previous versions, this process may have incorrectly applied the information if you had multiple orders imported.

## Database Changes

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 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 Reports* (Crystal.pdf, available on your CD).

### New Fields

The Itemlocs record contains the following new fields:

- avgcost

The Itmmastr record contains the following new fields:

- avgcost

### Modified fields

The Apinaddchg record contains the following modified fields:

- addchgamt

The Apinhead record contains the following modified fields:

- recvalue, retention, tax, m1, m2, discount, proratatotal, addsupproratetot



The Apintrans record contains the following modified fields:

- retention, valuereceived, prorateamount, tax, m1, m2, altsupprorate, discount, recprorate, recadsupprorate, proratetaxamt

The Arterms record contains the following modified fields:

- settlementdisc

The HistPOD record contains the following modified fields:

- unitrate, origextendedvalue, revextendedvalue, valuereceived, thisstranunitrate, linedisc, valuethistran, srcecurrvalue, revsrcecurrvalue, taxamount, revtaxamount, txrecamt, txrecamttt, m1, m2, retheld, retheldthistran

The HistPOH record contains the following modified fields:

- poorigamount, porevisedamt, poreceivedamount, srcecurrrate, srcecurrvalue, taxtotal, revtaxtotal, blanketamt, blanketamtused

The HstApiAd record contains the following modified fields:

- addchgamt

The HstApih record contains the following modified fields:

- recvalue, retention, tax, m1, m2, discount, proratetotal, addsupproratetot

The HstApiTr record contains the following modified fields:

- valuereceived, prorateamount, tax, retention, m1, m2, altsupprorate, rate, discount, recprorate, recadsupprorate, proratetaxamt

The HstPoVar record contains the following modified fields:

- povaramount, popendingamount, poreceivedamount, m1, m2

The HstPovD record contains the following modified fields:

- extendedvalue, taxamount

The HstRecAd contains the following modified fields:

- addchgamt, taxamt, prorateamount, altsupprorate

The HstRecH record contains the following modified fields:

- recvalue, taxamount, retentionamt, discount, proratetotal, altsupproratetot

The HstRecTr record contains the following modified fields:

- taxamountlb, origpovalue, valuereceived, prorateamount, confirmedvalue, taxamount, retentionamt, proratetaxamt, altsupprorate, confirmedtaxamount, taxamountac

The Icclclassdisc record contains the following modified fields:

- disc0, disc1, disc2, disc3, disc4, disc5

The Icontract record contains the following modified fields:

- contractprice

The Iissue record contains the following modified fields:

- startvalue, endvalue, unitcost, markeduprate, tax, extendedcost, issuevalue

The Iissuesbtch record contains the following modified fields:

- batchvalue

The Ipricelist record contains the following modified fields:

- price, unitbuyprice, baseratedisc, break1price, break1disc, break2price, break2disc, break3price, break3disc, break4price, break4disc, break5price, break5disc, break6price, break6disc

The icreceiptsbth record contains the following modified fields:

- batchvalue

The Icrecpt record contains the following modified fields:

- amount, unitcost, markup, unitprice

The Icsuppitms record contains the following modified fields:

- contractprice, mostrecentprice

The Ictfrs record contains the following modified fields:

- unitcost, extendedcost, markuprate

The Ictfrsbth contains the following modified fields:

- batchvalue

The Ictranhist record contains the following modified fields:

- cost, markup, srcecurrvalue, taxamount, issuevalue, markuprate

The Ictrans record contains the following modified fields:

- cost, markup, srcecurrvalue, taxamount, issuevalue

The Icvtrans record contains the following modified fields:

- origvalue, currvalue

The Itemlocs record contains the following modified fields:

- valueonhand

The Itmmastr contains the following modified fields:

- mostrecentcost, standardcost, valueonhand

The PIVissue record contains the following modified fields:

startvalue, endvalue, unitcost, markeduprate, tax, extendedcost, issuevalue

The PIVissuesbtch record contains the following modified fields:

- batchvalue

The Poauth record contains the following modified fields:

- poauthlimit, m1, m2

The Podetail record contains the following modified fields:

- valureceived, srcecurrvalue, revsrcecurrvalue, taxamount, revtaxamount, txrecamt, txrecamttt, m1, m2, retheld, retheldthistran, taxamountlb, revtaxamountlb, txrecamtlb, txrecamttlb, origextendedvalue, revextendedvalue

The Poheader record contains the following modified fields:

- poorigamount, porevisedamt, poreceivedamount, srcecurrvalue, taxtotal, revtaxtotal, blanketamt, blanketamtused

The Povar record contains the following modified fields:

- povaramount, popendingamount, poreceivedamount, postdretention, m1, m2, taxtotal

The Povardet record contains the following modified fields:

- unitrate, extendedvalue, taxrate, taxamount

The Ppodetail record contains the following modified fields:

- origextendedvalue, taxamount, m1, m2,

The Ppoheader record contains the following modified fields:

- poorigamount, taxtotal, excltax,

The Recaddchg record contains the following modified fields:

- addchgamt, taxamt, prorataamount, altsupprorate

The Recheader record contains the following modified fields:

- recvalue, taxamount, retentionamt, discount, proratetotal, altsupproratetot

The Rectrans record contains the following modified fields:

- prorataamount, confirmedvalue, taxamount, taxamountlb, origpovalue, valureceived, taxamountac, retentionamt, proratetaxamt, altsupprorate, confirmedtaxamount

The ReqDetail record contains the following modified fields:

- origextendedvalue

The Reqheader record contains the following modified fields:

- poorigamount, porevisedamt, poreceivedamount, srcecurrvalue, taxtotal

The Users record contains the following modified fields:

- poapplmt, povarapplmt, pocommitlmt, nonpoapplmt, estapplmt, po1oramt, po2oramt, po3oramt, po4oram

### **New Variable Length Character Field Records**

The Apintrans record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, supplieritemcode

The HistPOD record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, supplieritemcode

The HstApiTr record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, supplieritemcode

The HstRecAd record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location

The HstRecTr record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location

The Icaltern record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- alternate, itemcode

The Icclass record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- class, description

The Icontract record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location

The Icissue record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location

The Icitmset record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, setitem

The Icpricelist record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode

The Icrecpt record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location

The Icsuppitms record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, suppliersitemcode

The Ictfrs record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, relocation

The Ictranhist record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, receivinglocation

The Ictrans record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, receivinglocation

The Icvtrans record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location

The Itematch record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode

The Itemlocs record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- binlocation, itemcode, location

The Itmmastr record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- binlocation, class, itemcode

The Location record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location

The Pitemloc record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location

The PIVIssue record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location

The Podetail record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, supplieritemcode

The Ppodetail record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, supplieritemcode

The Recaddchg record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, supplieritemcode

The Recdetail record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- location

The Recheader record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- recnumber, reference

The Rectrans record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, supplieritemcode

The ReqDetail record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode, location, supplieritemcode

The TRASER record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- itemcode

The Unitsofm record contains the following fields that were changed from fixed length character fields to variable length character fields for more efficient storage:

- alternativeuom, itemcode

## Sage Timberline Desktop

### New Features

The following enhancements have been made to the Sage Timberline Office Desktop:

- Timberline Office Desktop has been renamed Sage Timberline Desktop.
- The **Catalog** pane has been renamed **Tasks**.
- The **Favorites** pane has been renamed **My Tasks**.
- Now all Sage Timberline Office applications and menu items are located in the **Sage Timberline Office** folder in the **Tasks** pane.
- Now you can access menu items in the **Tasks** and **My Tasks** panes from the **Tasks** and **My Tasks** menus.
- You can access the Reconciliation tool from the Desktop.
- Sage Timberline Office Security has been implemented from the Sage Timberline Desktop menu items. You can access Sage Timberline Office Security settings under **Tools > Security > Tasks (Operators and Groups)**.
- Now you can access all Cash Management, General Ledger, Payroll and Property Management menu items and functions from the Desktop. To learn more about Desktop, please see *Sage Timberline Desktop* (the Desktop.pdf document is available on your CD in the Documents folder).
- The new Sage Software Information Center on the Sage Timberline Desktop contains sections for News and Announcements, Tips and Techniques, Training and Support, and Alerts and Notifications. You can access the Sage Software Information Center in the **Tasks** Pane, and you can set it as your default home page under **Tools > Options Current Home Page [Use Default]**.

## Fixes

### **Desktop > Tasks > Additional Tools > Reconciliation—Active X Instructions**

When you open the **Reconciliation** task available under the **Additional Tools** folder in the **Sage Desktop Task** pane and then click one of the application links, such as Accounts Payable, available under Application Procedures, a message, depending on your security setting, asking if you want to use ActiveX. Click [**Yes**]. If you click [**No**], subsequent errors may occur.

## Service Management

### **New Features**

#### **Accounting Date—Purchase Order Invoicing**

Now you can select an accounting date when you approve an invoice for a purchase order.

#### **Billed Amount in Work Order List View**

In the **Work Order List** on the **Location Details**, the **Billed** column has been replaced with a **Total Billed** column. **Total Billed** includes taxes billed.

#### **Calculate Payment Days**

Now you can enter an invoice payment date when approving a vendor invoice. The default date is determined using the invoice date and Accounts Payable vendor information, but you may enter any date. Service Management will include the invoice payment date on the invoice information exported to Accounts Payable.

#### **Call Type Report**

The **Call Type** report (calltst.rpt) has been updated with a new invoice format field under the rate sheet column.

#### **Cancel Open Purchase Order Items**

Now you can cancel open purchase order items in the purchase order view (**View > Purchase Orders**) by right-clicking an open purchase order and selecting **Cancel Open Items** from the menu.



## Change Standard Cost

Now you can change the standard cost of a part without the Inventory add-on installed.

## Crystal Reports 10

All Service Management Crystal reports have been upgraded to the Crystal Reports 10 format. For information about using Crystal reports, see *Crystal Reporting*. This document is available on your CD in the Documents folder.

## Default Payment Method

Now you can select the **Default payment method** on the **Taxes/Payments** tab under **File > Data Folder Settings > SM Settings**. You can change the **Usual payment method** on the service location's **Billing** tab.

## Default Work Order Item Type

Now you can select the **Default item type** on the **Work Orders** tab under **File > Data Folder Settings > SM Settings**. The default item type is **Parts**.

## Employee Sort Order

Now you can sort employee lists throughout Service Management, including the DBoard, by selecting **Name**, **PR Employee ID**, or **Alias** in the **Sort Employees by** box on the **Misc** tab under **File > Data Folder Settings > SM Settings**.

## Expiring Agreements

If an agreement has no billings generated for the current period, how you can expire and then renew that agreement.

## File Tools Allows You to Back Up Folders and Subfolders

Sage Timberline Office File Tools has a new face and the ability to back up the entire company data folder, including Purchasing, Inventory and Service Management data. For more details on how to back up your company data folder, see the File Tools Help topic "Backing up files." You must exit the Purchasing and Inventory applications before using the Sage Timberline Office File Tools to back up or restore the company folder.

## Filter Views

Now you can filter the following views by clicking the buttons that appear at the top of the view:

- **Location List** (All, Customers, Jobs, Properties, Units)
- **Work Orders List**

- **Agreements List**
- **Invoices List**
- **Purchases List**
- **Vendors List**
- **Setup Location Lists** (Customers, Jobs, Properties, Units)
- **Setup Parts** (also used in WO Register)
- **Setup Flat Rate** (also used in WO Register)
- **Setup Miscellaneous Items** (also used in WO Register)
- **Work Order List Dialog** (used when entering POs)
- **Location View** tabs (Work Orders, Equipment, Agreement, Invoices, Leads, Notes)
- **Vendor View** tabs (Open POs, Closed POs, Notes)
- **Edit Time Entries**
- **Accounting Entries** window

## **Help**

Help has been updated in a number of areas including the **Filters** view, the **Freight Product** field, the **Products** tab in **SM Settings**, default payment method information, the **5 Week Schedule**, the **DBoard**, and **Import Trade Services Pricing**. You will also find new PageRunner topics in the table of contents (**How to > Set up PageRunner**).

## **Invoices Generate in the Same Order They Appear In the Work Order Billing Invoice Tree**

Now invoices generate in the same order that they appear in the **Work Order Billing - Invoice Tree**.

## **Invoice List Report**

Now you can double-click a work order's or agreement's invoice; then click the **[Preview]** button to open the invoice list report.

## **Labor Detail Report**

Now the **Labor Detail** report retrieves the correct unbilled items.

## Outstanding Balance in Location View

Now the balances in the aging buckets of a service location view display an **Outstanding** balance.

## Part Description

The part's **Description** field on the work order's **Register** tab **Select part** window has increased from 26 characters to the full 40 characters allowed, so now you can read the more complete description.

## Prefill Labor Items

If you select the **Automatically prefill labor based on timestamps** check box on the **Work Orders** tab under **File > Data Folder Settings > SM Settings**, the labor items will automatically prefill on started and suspended timestamps.

## Preventive Maintenance Work Order Reports

The following reports have been updated so that parts for preventive maintenance tasks that do not reference standard tasks now appear on the report. The equipment description also now appears correctly on these reports if the manufacturer on the equipment is none:

- pmwrkord.rpt
- pmwrkord-both.rpt
- pmwrkord-pm.rpt
- pmwo(AU).rpt
- pmwo(AU)-both.rpt
- pmwo(AU)-pm.rpt

## Sort Views in Ascending and Descending Order

If there are lookup buttons in the view, now you can click a button to change the sort from ascending to descending, or descending to ascending order.

## Vendor Lookup View

The **Vendor Lookup** view (**View > Vendors**) has been updated to match the other lookup views in Service Management. Now you can look up vendors by **Vendor Name**, **Timberline Vendor ID**, **Address**, and **Phone**.

## Re-Open Cancelled Work Orders

Now you can re-open a work order that has a status of cancelled by selecting it in the list, right-clicking, and selecting **Re-Open Work Order** from the menu. This starts the work order wizard and you can make the selections you want to apply when the work order changes to an open status.

## Reports

- The **SM Batch** report has been added to the **Reports > Accounting** menu.
- Now you can preview and print a new purchase order list report from the context menu on a work order's **Purchase Order** tab.
- Now you can preview and print an invoice list report from the context menu of a work order's **Invoice** tab, and from an agreement's **Invoice** tab.

## Sales Tax Amount Now Appears in Work Order Register for Small Jobs

The sales tax amount for a small job work order now appears on the **Register** tab.

## Standard Task Check List

The standard task check list is now sorted in alphabetical order.

## Standard Tasks—To-Dos

If you select more than one standard task for a preventive maintenance task, all related to-do items for each standard task now appear on the work order. The following reports that list To-Dos have been updated:

- pmwrkord.rpt
- pmwrkord-both.rpt
- pmwrkord-pm.rpt
- pmwo(AU).rpt
- pmwo(AU)-both.rpt
- pmwo(AU)-pm.rpt

## Synchronizing PR Employees

When you set up a new employee, now you can select a **PR Employee ID** without first pressing [**Synchronize**]. The order of the **Employee ID** and **Name** has changed to simplify the entry process. The **PR Employee ID** will be saved correctly on the **SM Employee** record when you press [**Synchronize**].

## Hover tip on the Part Description Field

A new hover tip has been added to the part's **Description** on the work order **Register** tab. This hover tip allows you to see the full description.

## Vendor List Report

The **Vendor List** report (vendolst.rpt) has been updated with the discount information of days and percent and the contact field, The vendor phone has been renamed vendor main phone.

## Vendor Synchronization Retrieves Contact Phone Number

When you select **Tasks > Synchronize vendors from AP**, the Accounts Payable vendor retrieves the contact phone number instead of the main phone number.

## Voided? Column

Now the **Voided?** column appears in the **Accounting Entries** view, and on the **Accounting Entries** tabs of work orders, invoices, and purchase orders.

## Work Order Item Description

The work order item's **Description** field increased from 50 characters to 61 characters to accommodate the full length of the part number plus the description, and a space between the part number and description.

## Work Orders Report

The **Work Orders** report (wrkordlst.rpt) has been updated so that now the **Cost** field includes parts and miscellaneous cost in addition to labor cost.

## Fixes

### Data Upgrade Process

This change occurred in Accounting and Management 9.2.1)

In the 9.2.0 version of Service Management, when you started the upgrade an error message would appear regarding dictionary files. In this release, your upgrade will complete normally.

## **Average Cost of a Part Saves After the Part is Saved**

When you set up a new part, any changes made to the standard cost are reflected in the average cost.

## **Average Cost Calculation On Negative Inventory**

When you create a new part, now the average cost is zero. When you select **Average Cost** from the **Inventory valuation method** drop-down list on the **PO/Inventory** tab in **SM Settings**, and number of items in inventory is 0, the retrieval for the cost on the work order is standard cost first, last price paid second, and 0 third.

## **BTrieve Deadlock**

High DBoard activity in a client server environment no longer results in a BTrieve deadlock.

## **Non-expired Agreements**

Now you can approve and bill non-expired agreements that have renewal offers pending but are already generated.

## **Purchase Order List**

When you generate a purchase order list from the **Purchase Order** tab of a work order, now the report contains the correcting grouping order.

## **Received Date on Invoice Wizard**

Now the received date on the invoice wizard is called **Date invoice received**.

## **Tenant in Unit View**

Now a tenant only appears in the **Unit** view as a **PM Unit** if that tenant currently occupies the unit.

## **Transaction List Report**

The **Transaction List** report (translst.rpt) has been updated so that it follows the same formatting guidelines, such as header and font, as the other Service Management reports.

## **Voiding a Small Job Work Order Reverses WIP Entries**

Now when you void a small job work order, Service Management reverses the original WIP transactions. This allows for easier error correction for small jobs.

## Work Orders Item Report

Now the **Work Orders Items List** report (woitelst.rpt) calculates the unit cost correctly.

## Database Changes

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 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 in the Documents folder on your CD).

### New Fields

The Options record contains the following new fields:

- defpaymethod, employeesortopt, defwoitemtype

The POIV record contains the following new fields:

- paymentdate

The Service Site record contains the following new fields:

- defpaymethod

The Vendor record contains the following new fields:

- mainphone

The Wrkorder record contains the following new fields:

- scheddate, salestaxbilled

The Timeentry record contains the following new fields:

- name, alias

### Modified Fields

The following fields have been modified:

- phone, description woitems, description wocost, description timeentry, description transaction, description stdtaskitem, description eqppmtaskitem, description poitems, description invititems, description owtodo, premployee

### **Deleted Fields**

The Porcpt record no longer contains the following fields:

- taxnfreight

The Miscitems record no longer contains the following fields:

- qtaxable

The Options record no longer contains the following fields:

- dateformat

### **Deleted Tables**

The wopart table has been deleted.

## **Further Assistance**

### **Technical Support Knowledgebase**

The Knowledgebase is an online source to get answers to your Sage Timberline Office application issues. To access the Knowledgebase, open [www.sagetimberlineonline](http://www.sagetimberlineonline). See the register and log on instructions in “Updated Information” on page 2. After you register and log on, type a question for a specific issue in the **Issue** or **article ID** box or click **Solve** for advanced search options.

### **Customer Support**

If you cannot find the answer to your question in the Knowledgebase, submit a new support incident on Sage Timberline Online. See the register and log on instructions in “Updated Information” on page 2. After you register and log on, in the **Solve** area. click **Support > Request Support**.

### **Contact Information**

#### **U.S. or Canada**

Call 1-800-551-8307 or send an e-mail to [support.timberline@sage.com](mailto:support.timberline@sage.com).

You can also contact Customer Support by phone or e-mail.

Support hours: Monday through Friday 6 a.m. to 5 p.m. PT (Pacific time)



**Australia**

Accounting/Property Management: Call 1800-120-369, or send an e-mail to [australia.support@sage.com](mailto:australia.support@sage.com)

Estimating: Call 1800-120-369 or send an e-mail to [support.timberline@sage.com](mailto:support.timberline@sage.com)

Support hours: Monday through Friday 8 a.m. to 5 p.m. AET (Australian Eastern Time)

**Asia-Pacific**

Accounting/Property Management: Call +503-439-5763 or send an e-mail to [support.timberline@sage.com](mailto:support.timberline@sage.com)

Estimating: Call +503-439-5178 or send an e-mail to [support.timberline@sage.com](mailto:support.timberline@sage.com)

Support hours: Monday through Friday 8 a.m. to 5 p.m. AET (Australian Eastern Time)

**Other International Areas**

Call +503-439-7155 or send an e-mail to [support.timberline@sage.com](mailto:support.timberline@sage.com)

Support hours: Monday through Friday 6 a.m. to 5 p.m. PT (Pacific Time)

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