

# Version 5.6.135

# **Release Notice**

Last Revised: July 24, 2012

#### About this Document

This Reference Document is for use by SedonaOffice customers only. This document is not intended to serve as an operating or setup manual, its purpose is to overview the content contained within, and to be used for reference purposes only.

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#### Overview

This document is being provided to explain the new features and changes made to the SedonaOffice application as of Version 5.6.135. This release notice includes features and options that were added since the release of version 5.6.132. This is an intermediate version update that contains application changes as well as application and report corrections. Listed below are the modules affected by this software release.

- Accounts Receivable
- Accounts Payable
- Report Manager



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### **Application Changes**

#### **Accounts Receivable**

#### **Invoice Printing – Bridgestone Standard**

A new option button, *Summary Setup*, was added to the Printing Preferences form which allows your company to customize the accounts receivable aging buckets if selecting to include the statement summary.

This new option allows the user to select one of two methods of displaying accounts receivable aging information on the Invoice/Statement. Both options will be described within this topic section.



#### **Show Statement Summary Options**

From the Printing Preferences form, when selecting the checkbox, *Show Statement Summary*, the new Summary Setup button will be activated. When clicking on the Summary Setup button the new Statement Summary Setup form will be displayed. This form has two options available for defining Aging Bucket 1; *Current Invoice Only* or *Net Due*.

- *Current Invoice Only* when selecting this option, the current invoice being printed will appear in the first aging bucket of the Statement Summary area of the printed Invoice. Any other open invoices will appear in the remaining three aging buckets depending on your number of days specified on this form.
- *Net Due* when selecting this option, the amount of the current invoice being printed will be included in the amounts with any other open invoices that fall within that same aging bucket.

S Printing Preferences	
Form: Bridgestone Standard	
Printer: HP Officejet 7300 series (redirected 2)	
Paper   Eormat   Item Detail   Statement Detail	
☑ Include Statement	
Summary Setup	
Show Other Open Invoices	
Re-age Customers	Statement Summary Setup
✓ By Customer (show invoices from all bill addresses)	Label Include:
Show Only Same Site Invoices	
☑ Update Last Statement Date	Bucket 1: 0 - 30 Days • Current Invoice Only
✓ Show Open Credits	C Net Due =< Days
Show Late Fees	
🔽 Recalculate Late Fees	Bucket 2:  31 - 60 Days Net Due = < 60 Days
Minimum Days Past Due 30	Bucket 3: 61 - 90 Days Net Due = < 90 Days
<u>A</u> s of 7/24/2012	Bucket 4:
Minimum Invoice Balance \$ 1.00	jover su Days
Annual Interest Rate % 18.00	
Minimum Charge \$ 5.00	
	OK Cancel Apply
Do not show this again OK Cancel	

#### User Defined Aging Days/Labels

Regardless of which statement aging method is selected, you have the option of customizing the labels and days of the aging buckets. If your company does not make any changes to the settings on the Statement Summary Setup, then the labels and days will use what is currently saved in SedonaSetup A/R Aging Buckets Setup.

The application will accept up to 16 characters of printable text for the aging bucket labels.

#### **Current Invoice Option**

When selecting the Current Invoice Option, you may type in whatever label is appropriate for the first aging bucket; typically the text "Current" or "0 - 30 Days" would work well for this aging bucket. The next two aging bucket labels and number of days is also user definable. The fourth and last aging bucket will contain any amounts beyond the days specified for aging bucket number 3.

🗟 Statement Sum	nary Setup	×
	Label	Include:
Bucket 1:		Current Invoice Only
		C Net Due =< Days
Bucket 2:	31 - 60 Days 🗲 🗕	Net Due =< 60 Days
Bucket 3:	61 - 90 Days 🚽 🗕	Net Due =< 90 Days
Bucket 4:	Over 90 Days	
		OK Cancel Apply



#### Sample Bridgestone Standard Invoice/Statement

#### Current Invoice Option

Senon	aSecurity			Invoid	ce/Statement	
11790	lov Road		Custo	omer		Pro Oil
Ganton			Cust	omerNumber		44220
Canton	, IVII 48188		Invoid	ce Number		64482
/34.4	414.0760		Invoid	ce Date		7/16/2012
			PON		RU	7/24/2012
						112 112012
		CURI	RENT CHARG	ES		
Quantity	/ Descripti	ion			Rate	Amount
Pro Oil, 4184 P	ost Road, Clevelar	nd, OH			4.75	4.75
1.00	/ Monitorin Instrusio	g n System, 8/1/2012 - 8/31/2	012		4.75	4.70
1.00	) Open/Clo	se Logging	010		15.00	15.00
	Tax	n System, 8/1/2012-8/31/2	012			0.00
	Payment	s/Credits Applied				0.00
				Invoice Bak	ance Due:	\$19.75
		OTHER		CES		
Date	Invoice #	Description			Amount	Balance Due
Pro Oil, 4184 P	ostRoad, Clevelar	nd, OH			40.75	40.75
6/1/2012	454 <i>32</i> 56551	Recurring			19.75	19.75
0/23/2012	30331	Recurring	Other	r Onen Immices Bal	ance Due:	\$39.50
0 - 30 Days	34 60 Da					
19.75	J1-00 Daj	ys 61-90 Days	Over 90 Days	LATE FEES	CREDITS	TOTAL DUE
	39.50	ys 61-90 Days 0.00	Over 90 Days 0.00	LATE FEE S 0.00	CREDITS (34.50)	TOTAL DUE
	39.50	ys 61-90 Days 0.00	Over 90 Days 0.00	LATE FEES 0.00	CREDITS (34.50)	TOTAL DUE 24.75 Page 1
	39.50	ys 61 - 90 Days 0.00 Please detach and return this	Over 90 Days 0.00 portion with your pays	LATE FEES 0.00	CREDITS (34.50) redit.	TOTAL DUE 24.75 Page 1
Sedo	naSecurity	vs 61 - 90 Days 0.00 Please detach and return this	Over 90 Days 0.00	LATE FEES 0.00 ment to ensure proper or REMITTAN	CREDITS (34.50) redit.	TOTAL DUE 24.75 Page 1 ATION
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Sedo 4478	naSecurity 39.50	ys 61 - 90 Days 0.00 Please detach and return this	Over 90 Days 0.00 portion with your pays Cus Invo	LATE FEES 0.00 ment to ensure proper c REMITTAN tomer Number ice Number	CREDITS (34.50) redit.	TOTAL DUE       24.75       Page 1       ATION       44220       64482       7/462012
Sedo 4478 Canto	39.50 39.50 naSecurity 39 Joy Road n, MI 48188	vs 61 - 90 Days 0.00 Please detach and return this	Over 90 Days 0.00 portion with your pays Cus Invo Invo	LATE FEES 0.00 ment to ensure proper c REMITTAN tomer Number ice Date ns	CREDITS (34.50) redit. NCE INFORM,	TOTAL DUE       24.75       Page 1       ATION       44220       64482       7/16/2012       Due On Beceint
Sedo 4478 Canto 734	<b>naSecurity</b> 39 Joy Road n, MI 48188 I.414.0760	vs 61 - 90 Days 0.00 Please detach and return this	Over 90 Days 0.00 portion with your pays Cus Invo Invo Invo Invo	LATE FEES 0.00 ment to ensure proper c REMITTAN tomer Number ice Number ice Date ns ice Balance Due	CREDITS (34.50) redit. NCE INFORM	TOTAL DUE       24.75       Page 1       ATION       44220       64482       7/16/2012       Due On Receipt \$19.75
Sedo 4478 Canto 734	39.50 30.50 50 50 50 50 50 500	vs 61 - 90 Days 0.00 Please detach and return this	Over 90 Days 0.00 portion with your pays Cus Invo Invo Tem Invo Add	LATE FEES 0.00 ment to ensure proper c REMITTAN tomer Number ice Number ice Date ns ice Balance Due itional Amount Due	CREDITS (34.50) redit.	TOTAL DUE       24.75       Page 1       ATION       44220       64482       7/16/2012       Due On Receipt       \$19.75       \$5.00
<b>Sedo</b> 4478 Canto 734	39.50 39.50 39.50 39.50 39.50 80.50 80.50	ys 61 - 90 Days 0.00 Please detach and return this	Over 90 Days 0.00 portion with your pays Cus Invo Invo Tem Invo Add TOT	LATE FEES 0.00 ment to ensure proper o REMITTAN tomer Number ice Number ice Date ns ice Balance Due titonal Amount Due AL DUE	CREDITS (34.50) redit.	TOTAL DUE       24.75       Page 1       ATION       44220       64482       7/16/2012       Due On Receipt       \$19.75       \$5.00       \$24.75
<b>Sedo</b> 4478 Canto 734	39.50 39.50 39.50 39.50 39.50 89.50 89.50 89.50 80.50	vs 61 - 90 Days 0.00 Please detach and return this	Over 90 Days 0.00 portion with your pays Cus Invo Invo Tem Invo Addi TOT Amo	LATE FEES 0.00 ment to ensure proper of REMITTAN tomer Number ice Number ice Date ns ice Balance Due titonal Amount Due AL DUE punt Enclosed:	CREDITS (34.50) redit.	TOTAL DUE       24.75       Page 1       ATION       44220       64482       7/16/2012       Due On Receipt       \$19.75       \$5.00       \$24.75



#### Net Due Option

When selecting the *Net Due Option*, you may define the labels for aging buckets 1 through 4 and the aging days for aging buckets 1 through 3. Any amounts that are older than specified for aging bucket 3 will automatically be displayed in aging bucket 4.

*Just to clarify*: If the current invoice being printed is an older invoice, the amount of that invoice would appear in the appropriate aging bucket column.

Statement S	ummary Setup	×
	Label	Include:
Bucket 1:	0 - 30 Days	C Current Invoice Only
		● Net Due =< 30 Days
Bucket 2:	31 - 60 Days	Net Due =< 60 Days
Bucket 3:	61 - 90 Days	Net Due =< 90 Days
Bucket 4:	Over 90 Days	
		OK Cancel Apply



#### Sample Bridgestone Standard Invoice/Statement

#### Net Due Option

Sadana	Socurity			Invoid	e/Statement	
Seuona	Security		Custo	mer		Pro Oil
44789.	loy Road		Custo	merNumber		44220
Canton, I	MI 48188		Invoic	e Number		64482
734.43	14.0760		Invoic	e Date		7/16/2012
			PO Ni	Imber		
			PAYM	ENTS APPLIED THE	۲U	7/24/2012
		CURI	RENT CHARGE	S		
Quantity	Description				Rate	Amount
Pro Oil, 4184 Pos	stRoad, Cleveland, (	DH -				
1.00	Monitoring Instrusion Sv	stem, 8/1/2012 - 8/31/2	012		4.75	4.75
1.00	Open/Close l	_ogging	04.0		15.00	15.00
	Instrusion Sy Tax	stem, 8/1/2012-8/31/2	.012			0.00
	Payments/Cr	edits Applied				0.00
				Invoice Bala	nce Due:	\$19.75
		OTHER		ES		
Date	Invoice # E	Description			Amount	Balance Due
Pro Oil, 4184 Pos	stRoad, Cleveland, C	ОН				
6/1/2012	45432 F	Recurring			19.75	19.75
6/29/2012	100001	Recurring	Other	Onon Immicos Bala	19.75	19.75 \$39.50
0 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	LATE FEES	CREDITS	TOTAL DUE
39.50	19.75	0.00	0.00	0.00	(34.50)	24.75
						Page 1
	Pl	ease detach and return thi	is portion with your pay	ment to ensure proper o	redit.	
Sedor	aSocurity			REMITTAI	NCE INFORM	
3200	Diav Bood		Cus	tomerNumber		ATION
4478	9 Joy Road		Invo			ATION 44220
Cantor	n, MI 48188		Invo	ice Number		ATION 44220 64482
734			Top	ice Number		ATION 44220 64482 7/16/2012
	.414.0760		Ten	ice Number ice Date <b>ns</b> ice Balance Due		ATION 44220 64482 7/16/2012 Due On Receipt \$19.75
	.414.0760		Ten Invo Add	ice Number ice Date ns ice Balance Due		ATION 44220 64482 7/16/2012 Due On Receipt \$19.75 \$5.00
	.414.0760		Ten Invo Add TOT	ice Number ice Date ns ice Balance Due itional Amount Due AL DUE		ATION 44220 64482 7/16/2012 Due On Receipt \$19,75 \$5.00 \$24,75
	.414.0760		Ten Invo Add TOT Amo	ice Number ice Date ns ice Balance Due itional Amount Due AL DUE punt Enclosed:		ATION 44220 64482 7/16/2012 Due On Receipt \$19,75 \$5,00 \$24,75



#### **Report Manager**

**RMR Cycle Analysis\*** - changed to use the branch of the subaccount when the recurring is billed to the master. Previously, this used the master account's branch.

**RMR Cycle Distribution Analysis\*** - changed to use the branch of the subaccount when the recurring is billed to master. Previously, this used the master account's branch.



## **Application Corrections**

#### **Accounts Receivable**

#### **Invoice Printing**

Corrections have been made to problems reported when printing invoices using the Bridgestone Standard (with Statement Detail selected) or the standard Invoice/Statement forms.

*Invoice/Statement* - Open credits were correctly being taken into account in Net due amount area.

*Bridgestone Standard* – The net due amount was incorrect when the primary invoice of the invoice statement had payments or credits applied towards it.



#### Application Corrections (continued)

#### **Accounts Payable**

#### **Non-Vendor Checks**

Corrected a problem where the Pay-to name was not printing on the remittance portion of a check when the payee was not a vendor. This change affects the following check forms: CS01, CS02, CS03, CS04, CS05 and CS06.

#### **Report Manager**

**Job WIP Monthly Audit\*** - Corrected code that caused some customers to receive incorrect totals after the first time the report was run.