

# SedonaOffice<sup>®</sup>

The #1 Financial Software for Security Companies

## **Release Notice**

### Version 5.7.57

Release Date: June 12, 2017

[www.SedonaOffice.PerennialSoftware.com](http://www.SedonaOffice.PerennialSoftware.com) | (440) 247-5602

**PERENNIAL SOFTWARE**

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## Table of Contents

<b>About this Document .....</b>	<b>5</b>
<b>Overview .....</b>	<b>5</b>
<b>Applications Enhancements/Improvements.....</b>	<b>6</b>
Accounts Payable .....	6
ADI Integration .....	6
AP Query Builder .....	16
Purchase Order .....	17
Accounts Receivable .....	18
Cycle Billing .....	18
Client Management .....	18
Customer Query Builder .....	18
Customer Active Recurring Pane .....	18
Forte Service to Update Credit Card Expiration Dates.....	19
Jobs .....	19
Job Templates .....	19
Job Query Builder .....	22
Materials List .....	23
Reports.....	30
Service Commission Report .....	30
SedonaEmail – Phase I .....	30
Setting Up SedonaEmail for Use .....	30
Providing Email Functionality to Your Employees.....	31
Configuring a Customer to Receive Emails.....	32

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## Table of Contents


SedonaSetup.....	44
Geographic Tables.....	44
Scheduling and Appointments.....	45
Terms – AR and AP .....	46
Invoice or AP bill is due on the 15 <sup>th</sup> of the following month (End of Month + 15): .....	47
User Groups for SedonaEmail.....	48
<b>Application Corrections.....</b>	<b>49</b>
Accounts Payable .....	49
AP Query Builder .....	49
Inventory Receipt.....	49
Voiding a Check.....	49
Accounts Receivable .....	49
Cycle Billing Invoices .....	49
Invoice Tax Summary on Invoices.....	49
Client Management .....	49
Customer Lookup .....	49
General Ledger .....	50
Bank Reconciliation – QuickBooks Import.....	50
Journal Entries to Service Tickets .....	50
Recognition of Deferred Income .....	50
Jobs .....	50
Change Job Site .....	50
Import of Jobs from QuoteWerks.....	50
Job Costing .....	50
Materials List.....	50
Tax Group  .....	51

Table of Contents

Reports..... 51  
    Vendor Remittance Detail.....51  
Service..... 51  
    Inspections .....51  
SedonaDocs ..... 51  
    Attaching Document to a Vendor Credit.....51

## 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 provide an overview of the enhancements and corrections made in the release and is to be used for reference purposes only.

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## Overview

This document is being provided to explain the changes made to the SedonaOffice application since Version 5.7.49. This is an intermediate version update that contains application corrections and enhancements.

## Applications Enhancements/Improvements

### Accounts Payable

#### ADI Integration

##### *ADI Part Code Option*

**ADI Part Code** allows the user to specify whether SedonaOffice stores the ADI Part Code as the Inventory Part Code or Vendor Part Code.

ADI Part Code       Inventory       Vendor

- **Inventory:** If selected, the ADI Integration will use the SedonaOffice Part Code to search for parts numbers when the user is selecting parts to create purchase orders for the ADI vendor. If the ADI Part does not exist in the SedonaOffice Database the user needs to create the SedonaOffice part before creating the purchase order.
- **Vendor:** If selected, the ADI Integration will use the ADI Product List to search for parts and creating purchase orders for ADI vendor. If the part code does not exist in the SedonaOffice part table, the integration will auto create the part in SedonaOffice database after the purchase order is saved.

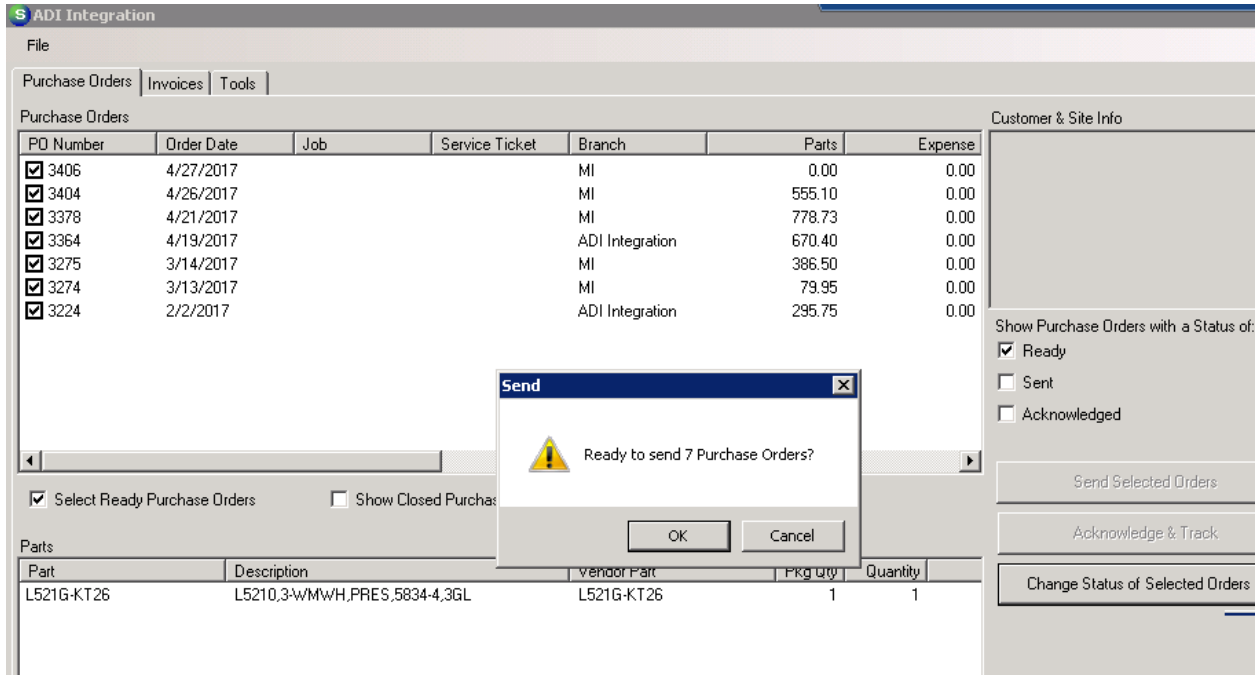
### Purchase Order Tab

The User has access to see the purchase order Branch

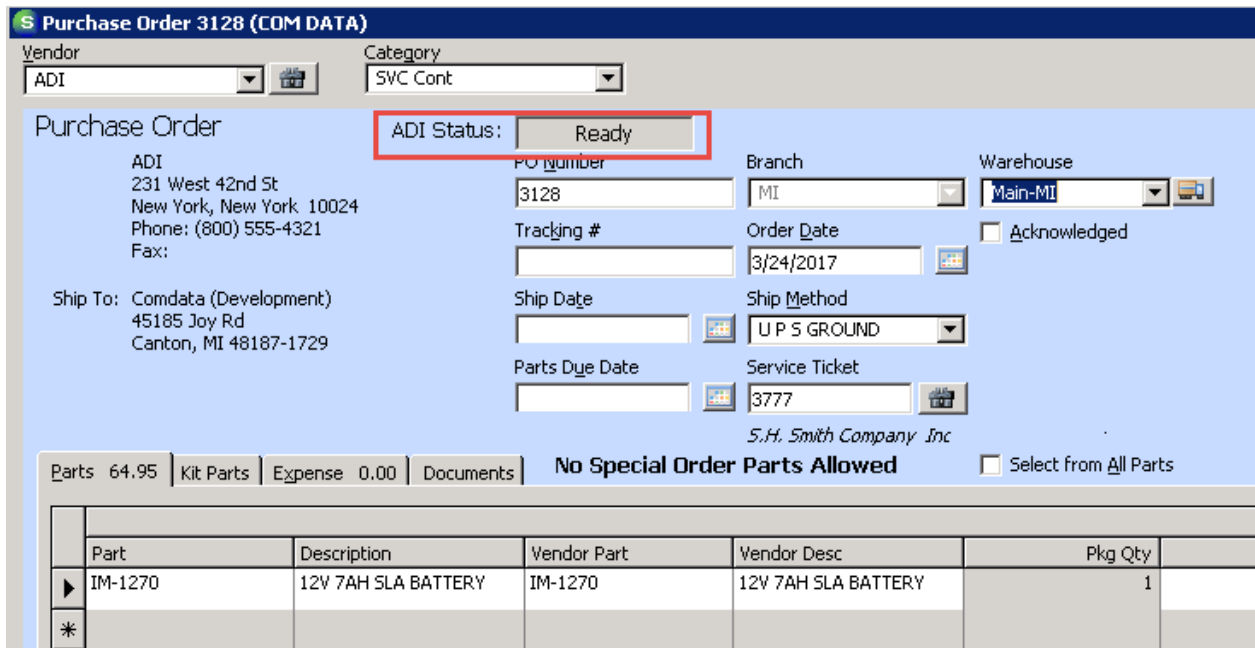
The screenshot shows the 'ADI Integration' window with a 'Purchase Orders' tab selected. The table below lists several purchase orders with their respective details. The 'Branch' column is highlighted with a red box.

PO Number	Order Date	Job	Service Ticket	Branch	Parts	Expense	Total	Status	Ack
<input checked="" type="checkbox"/> 3406	4/27/2017			MI	0.00	0.00	0.00	Ready	
<input checked="" type="checkbox"/> 3404	4/26/2017			MI	555.10	0.00	555.10	Ready	
<input checked="" type="checkbox"/> 3378	4/21/2017			MI	778.73	0.00	778.73	Ready	
<input checked="" type="checkbox"/> 3364	4/19/2017			ADI Integration	670.40	0.00	670.40	Ready	
<input checked="" type="checkbox"/> 3275	3/14/2017			MI	386.50	0.00	386.50	Ready	
<input checked="" type="checkbox"/> 3274	3/13/2017			MI	79.95	0.00	79.95	Ready	
<input checked="" type="checkbox"/> 3224	2/2/2017			ADI Integration	295.75	0.00	295.75	Ready	

When sending invoices, the user gets a notification box to confirm the user is ready to transmit the selected number of invoices



The Purchase Order form has an ADI Status field which will show Ready, Sent and Acknowledged.



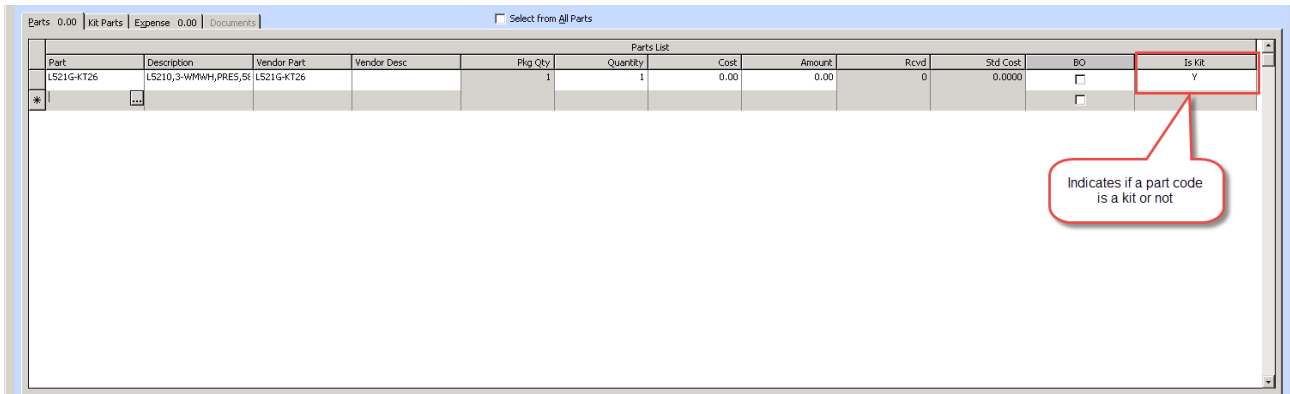
## Kitted Parts

Kitted parts are now included under the parts tab.

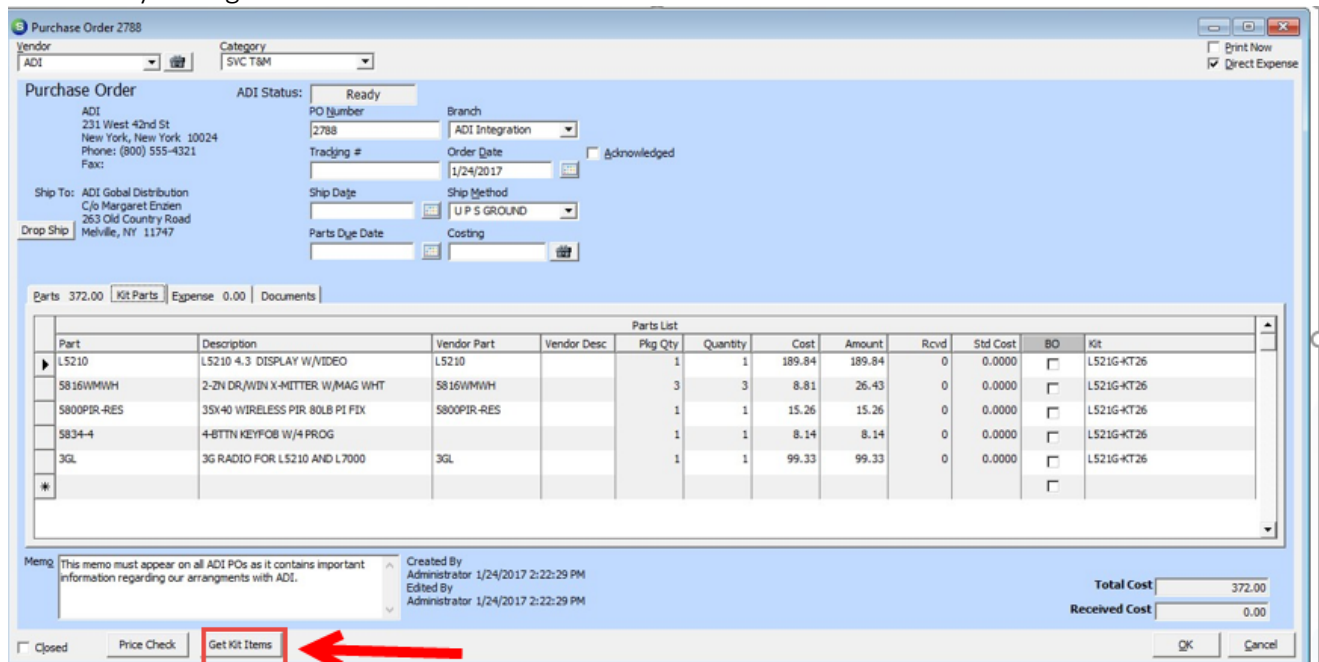
## Create Purchase Order

A kit can be purchased on the same purchase order as regular parts. To clearly demonstrate the steps, we only list a kit on this purchase order.

1. Your first steps are the same to create a purchase order as listed in the previous section. You will notice a new column called "Is Kit." This indicates whether a part code is a kit or not.



2. Perform a Get Kit Items before saving the new order. The Get Kit Items button populates the individual parts under the Kit Parts tab. The user will need to select the Get Kit Items button whenever they are ordering kit parts. Then press the Price Check button to check prices. The Purchase Order form will check prices on new orders if you forget.





Once the “Get Kit Items” button is selected, the application will load the individual parts under

**Purchase Order 2788**

Vendor: ADI | Category: SVC T&M

AD Status: Ready

AD: 231 West 42nd St, New York, NY 10024, Phone: (800) 555-4321, Fax: [redacted]

Ship To: ADI Global Distribution, C/o Margaret Enzien, 263 Old Country Road, Melville, NY 11747

PO Number: 2788 | Branch: ADI Integration

Order Date: 1/24/2017 | Acknowledged: [checkbox]

Ship Method: UPS GROUND

Parts Due Date: [calendar icon] | Costing: [calendar icon]

Parts: 372.00 | Kit Parts: [selected] | Expense: 0.00 | Documents: [icon]

Part	Description	Vendor Part	Vendor Desc	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO	Kit
L5210	L5210 4.3 DISPLAY W/WIDEO	L5210		1	1	189.84	189.84	0	0.0000	<input type="checkbox"/>	L521G-KT26
5816WMMWH	2-ZN DR/W/IN X-MITTER W/MAG WHT	5816WMMWH		3	3	8.81	26.43	0	0.0000	<input type="checkbox"/>	L521G-KT26
5800PIR-RES	35X40 WIRELESS PIR 80LB P1 FIX	5800PIR-RES		1	1	15.26	15.26	0	0.0000	<input type="checkbox"/>	L521G-KT26
5834-4	4-BTTN KEYFOB W/4 PROG			1	1	8.14	8.14	0	0.0000	<input type="checkbox"/>	L521G-KT26
3GL	3G RADIO FOR L5210 AND L7000	3GL		1	1	99.33	99.33	0	0.0000	<input type="checkbox"/>	L521G-KT26

Memo: This memo must appear on all ADI POs as it contains important information regarding our arrangements with ADI.

Created By: Administrator 1/24/2017 2:22:29 PM  
Edited By: Administrator 1/24/2017 2:22:29 PM

Total Cost: 372.00  
Received Cost: 0.00

Buttons: Closed, Price Check, Get Kit Items, OK, Cancel

the Kit Parts tab.

It is important to note if your company selected the Inventory option to search parts based on Sedona part code, all kit parts must be listed in the SedonaOffice Part Table in order for the part to appear under the Kit Parts tab.

ADI Part Code  Inventory  Vendor

**Inventory Parts**

Search Parts

Product Line: <ALL>    Manufacturer: <ALL>    Warehouse: <ALL>

Match:  Exact  Beginning  Contains

Search Part Detail     Pre-Load Parts

Product Line	Part	Description	Detail	Manufacturer	Primary Vendor	Cost	Sales Price	Costing Meth
Motion Detectors	5800PIR	WIRELESS RESID...	WIRELESS RESID...	Honeywell	Tri-Ed	71.0000	175.14	Standard
Motion Detectors	5800PIR-COM	WIRELESS COMMERC...	WIRELESS COMMERC...	Honeywell	ADI	78.5200	194.34	Standard
Motion Detectors	5800PIROD	WIRELESS OUTDOOR...	WIRELESS OUTDOOR...	Honeywell	ADI	193.9900	480.13	Standard
Motion Detectors	5800PIR-RES	WIRELESS RESIDEN...	5800PIRRES WIRELES...	Honeywell	ADI	62.1000	153.70	Standard
Motion Detectors	5890PI	WIRELESS FRESNEL PIR	WIRELESS FRESNEL PIR	Honeywell	ADI	79.5300	196.84	Standard
Motion Detectors	6155CTN	6155CTN MOTION DE...	6155 FRESNEL DE...	Sentrol	ATL	52.1200	129.00	Standard
Motion Detectors	99SLR	LENS FOR RECESS MO...	LENS FOR RECESS MO...	Honeywell	Tri-Ed	2.7700	10.67	Standard
Motion Detectors	ALEHA50INF	60 FT INDOOR FLUSH...	60 FT INDOOR FLUSH...	Honeywell	ADI	64.6800	160.09	Standard
Motion Detectors	AURORA	PET IMMUNE PIR	PET IMMUNE PIR	Honeywell	ADI	16.9800	46.70	Standard
Motion Detectors	AX1005	SURFACE MOUNT MO...	SURFACE MOUNT MO...	Honeywell	ADI	60.2700	149.17	Standard
Motion Detectors	BOSBLUELINEGEN2	TRITECH PET PIR	TRITECH PET PIR	Honeywell	ADI	28.4800	78.32	Standard
Motion Detectors	BOSDS150	DS150 EXIT MOTION	DS150 EXIT MOTION	Bosch	ADI	61.5000	152.22	Standard
Motion Detectors	BOSDS150I	DS150 EXIT MOTION	DS150 EXIT MOTION	Bosch	ADI	189.7000	156.45	Standard
Motion Detectors	BOSDS160	DS160 EXIT MOTION	DS160 EXIT MOTION	Bosch	ADI	54.2700	134.32	Standard
Motion Detectors	BOSDS161	DS161 EXIT MOTION	DS161 EXIT MOTION	Bosch	ADI	70.6600	174.89	Standard
Motion Detectors	BOSDS415I	DS415I PHOTO ELECT...	DS415I PHOTO ELECT...	Bosch	Bosch Security...	88.2600	218.45	Standard
Motion Detectors	BOSDS433	DS433 PHOTO ELEC D...	DS433 PHOTO ELEC D...	Bosch	ADI	67.5000	167.07	Standard
Motion Detectors	BOSDS433I	DS433 PHOTO ELEC D...	DS433 PHOTO ELEC D...	Bosch	Communication...	72.9500	180.56	Standard
Motion Detectors	BOSDS720I	DS720I PHOTO ELEC...	DS720I PHOTO ELEC...	Bosch	ADI	136.0000	338.66	Serial Number
Motion Detectors	BOSDS794Z	LONG RANGE MOTION	LONG RANGE MOTION	Bosch	Communication...	93.2300	230.75	Standard
Motion Detectors	BOSDS820	PET MOTION	PET MOTION	Bosch	ADI	30.5800	84.10	Standard
Motion Detectors	BOSDS835I	DS835I PET DUAL MO...	DS835I PET DUAL MO...	Bosch	Bosch Security...	28.4800	78.32	Standard
Motion Detectors	BOSDS938Z	PANORAMIC PIR W/P...	PANORAMIC PIR W/P...	Bosch	Bosch Security...	70.4300	174.32	Standard
Motion Detectors	BOSDS964Z	DS964Z MOTION	DS964Z MOTION	Bosch	Communication...	70.0000	173.25	Standard
Motion Detectors	BV300	BV300 MOTION DETEC...	BV300 MOTION DETEC...	DSC	ATL	9.3250	30.76	Standard
Motion Detectors	BV300DP	DIGITAL PIR MOTION	DIGITAL PIR MOTION	DSC	ATL	11.0600	30.42	Standard
Motion Detectors	BV600	BV600 PET IMMUNE M...	BV600 PET IMMUNE M...	DSC	ATL	23.0200	63.31	Standard
Motion Detectors	CKDT7435	DUAL TECH MOTION PRI	DUAL TECH MOTION PRI	Intellisense	Tri-Ed	31.9000	87.73	Standard
Motion Detectors	CKDT7435W	DUAL/PET MOTION DE...	DUAL/PET MOTION DE...	Ademco	BESTVENDORE...	75.0000	185.63	Standard
Motion Detectors	CRODD	OUTDOOR DUAL TECH	OUTDOOR DUAL TECH	Crow	BESTVENDORE...	66.4500	164.47	Standard

Include Inactive

New Edit Close

### Submit Order to ADI

Within the ADI Integration dialog, the order created in the previous step now appears in the Purchase Orders list with the *Ready* status. Select all purchase orders you intend to submit, as described in the ADI Integration Dialog section, and press Send Selected Orders.

**ADI Integration**

File    Purchase Orders | Invoices | Tools

Purchase Orders

PO Number	Order Date	Job	Servic...	Branch	Parts	Expense	Total	Status	Acknowledged	Memo
<input type="checkbox"/> 2788	1/24/2017			ADI Integration	372.00	0.00	372.00	Acknowledged	1/25/2017	This memo must appe
<input type="checkbox"/> 2787	1/24/2017			ADI Integration	738.98	0.00	738.98	Acknowledged	1/25/2017	This memo must appe
<input type="checkbox"/> 2781	1/24/2017			ADI Integration	766.74	0.00	766.74	Acknowledged	1/25/2017	This memo must appe
<input type="checkbox"/> 2780	1/23/2017			ADI Integration	540.87	0.00	540.87	Acknowledged	1/23/2017	This memo must appe
<input type="checkbox"/> 2779	1/23/2017			ADI Integration	766.74	0.00	766.74	Acknowledged	1/23/2017	This memo must appe
<input type="checkbox"/> 2778	1/23/2017			ADI Integration	627.98	0.00	627.98	Acknowledged	1/23/2017	This memo must appe
<input type="checkbox"/> 2763	1/17/2017			ADI Integration	609.94	0.00	609.94	Acknowledged	1/19/2017	This memo must appe
<input type="checkbox"/> 2752	1/6/2017			ADI Integration	424.99	0.00	424.99	Acknowledged	1/6/2017	This memo must appe
<input type="checkbox"/> 2710	12/16/2016			ADI Integration	424.43	0.00	424.43	Acknowledged	12/19/2016	This memo must appe
<input type="checkbox"/> 2546	11/14/2016			ADI Integration 3	11.50	0.00	11.50	Acknowledged	11/14/2016	This memo must appe
<input type="checkbox"/> 2545	11/14/2016			ADI Integration	11.50	0.00	11.50	Acknowledged	11/14/2016	This memo must appe
<input type="checkbox"/> 2541	11/14/2016			ADI Integration 3	0.93	0.00	0.93	Acknowledged	11/14/2016	This memo must appe

Select Ready Purchase Orders     Show Closed Purchase Orders

Parts

Part	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost
3GL	3G RADIO FOR L5210 AND L7000	3GL	1	1	\$99.33	\$99.33	1	
5800PIR-RES	WIRELESS RESIDENTIAL PIR	5800PIR-RES	1	1	\$15.26	\$15.26	1	
5816WMWH	2-ZN DR/WIN X-MITTER W/MAG WHT	5816WMWH	1	3	\$8.81	\$26.43	3	
5834-4	4-Button wireless keyfob	5834-4	1	1	\$8.14	\$8.14	1	
L5210	L5210 4.3 DISPLAY W/VIDEO	L5210	1	1	\$189.84	\$189.84	1	
L521G-KT26	L5210.3-WMWH.PRES.5834-4.3GL	L521G-KT26	1	1	\$372.00	\$372.00	0	

PO #2781 - Invoice #L6RBP401



## Receive Shipment

**Parts Receipt**

Vendor: ADI Category: SVC T&M  Close - No Bill Expected  Create Bill From Receipt

**PO# 2788**

ADI 231 West 42nd St New York, NY 10024

Reference #: Test 2788-1 Branch: ADI Integration

Receive Date: 1/25/2017 Received By:

Other Costing: COGS Acct: 520001

Direct Expense  
 Receive  
 Receive & Issue Immediately

Parts 330.86 Expense 0.00 Documents

Part Code	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
L5210	L5210 4.3" DISPLAY W/VIDEO	L5210	1	1	189.8400	189.84			0.0000
5816WMWH	2-ZN DR./WIN X-MITTER W/MAG WHT	5816WMWH	3	3	8.8100	26.43			0.0000
5800PIR-RES	35X40 WIRELESS PIR 80LB PI FIX	5800PIR-RES	1	1	15.2600	15.26			0.0000
5834-4	4-BTTN KEYFOB W/4 PROG		1	0	8.1400	0.00			0.0000
3GL	3G RADIO FOR L5210 AND L7000	3GL	1	1	99.3300	99.33			0.0000

Memo: This memo must appear on all ADI POs as it contains important information regarding our arrangements with ADI. Track #1267WR080332218623. Track #1223X7550327065349.

Part Total: 330.86  
Expense Total: 0.00

Print Stock Labels Apply Save Close

## Create Bill from ADI Invoice Data

**ADI Integration**

File

Purchase Orders Invoices Tools

Data Files

File Name	Lines
CBT178_20170125.TXT	34
CBT178_20170124.TXT	11

Invoices

PO Number	Branch	Invoice Number	Invoice Date	Due Date	Parts	Expenses	Bill Received By	Posted On
<input checked="" type="checkbox"/> 2788	ADI Integration	L6RBP701	1/24/2017	3/10/2017	363.07	53.91		
<input type="checkbox"/> 2788	ADI Integration	L6RBP702	1/24/2017	3/10/2017	8.93	17.48		
<input type="checkbox"/> 2787	ADI Integration	L6RBP601	1/24/2017	3/10/2017	738.98	93.83		
<input type="checkbox"/> 2781	ADI Integration	L6RBP401	1/24/2017	3/10/2017	766.74	120.61		

Select All Invoices  Show Completed Invoices

Parts

Part	Description	Quantity	Unit Price	Ext. Price	Special
L521G-KT26	L5210.3-WMWH.PRES.5834-4.3GL	1	0.00	0.00	N
L5210	L5210 4.3" DISPLAY W/VIDEO	1	208.32	208.32	N
5816WMWH	2-ZN DR./WIN X-MITTER W/MAG WHT	3	9.67	29.01	N
5800PIR-RES	35X40 WIRELESS PIR 80LB PI FIX	1	16.74	16.74	N
3GL	3G RADIO FOR L5210 AND L7000	1	109.00	109.00	N

PO #2788 - Invoice #L6RBP701

## ADI Invoice

All kit parts are listed under the Parts Tab

Vendor: ADI  
Address: 544 Greer, Plymouth, MI 48170

Reference #: L6RBP701  
Branch: ADI Integration

Terms: 2-10 N-30  
Amount: 416.98

Bill Date: 1/24/2017  
Payment Due: 3/10/2017  
Posting Date: 1/25/2017

Eligible for Discount Amt: 0.00  
Costing:

Parts: 363.07 | Expense: 53.91 | Documents

Parts are only loaded in from Inventory Receipts and Returns.

Part Code	Description	Vendor Part	QTY	Cost	Amount
L5210	L5210 4.3" DISPLAY W/VIDEO	L5210	1	208.32	208.32
5816WMWH	2-ZN DR/WIN X-MITTER W/MAG WHI	5816WMWH	3	9.67	29.01
5800PIR-RES	3SX40 WIRELESS PIR 80LB PI FIX	5800PIR-RES	1	16.74	16.74
3GL	3G RADIO FOR L5210 AND L7000	3GL	1	109.00	109.00

Memo: This memo must appear on all ADI POs as it contains important information regarding our arrangements with ADI. Track #1Z67WR080332218623. Track

Total: 416.98  
Balance Due: 416.98

Taxes and miscellaneous costs are listed under the Expense Tab. The kit part will show with a zero value because the individual parts are listed on the Parts tab.

Vendor: ADI  
Address: 544 Greer, Plymouth, MI 48170

Reference #: L6RBP701  
Branch: ADI Integration

Terms: 2-10 N-30  
Amount: 416.98

Bill Date: 1/24/2017  
Payment Due: 3/10/2017  
Posting Date: 1/25/2017

Eligible for Discount Amt: 0.00  
Costing:

Parts: 363.07 | Expense: 53.91 | Documents

Show Branches  Show Job Cost  Single Expense Line

GL Account	Description	Qty	Rate	Amount	Branch	Category
210310	L521G-KT26 (Qty 1)	1	0.00	0.00	ADI Integratio	SVC T&M
580113	COS - Freight on Parts	1	19.75	19.75	ADI Integratio	SVC T&M
630620	Insurance - Liability	1	1.05	1.05	ADI Integratio	SVC T&M
660620	Taxes - Other	1	33.11	33.11	ADI Integratio	SVC T&M

Memo: This memo must appear on all ADI POs as it contains important information regarding our arrangements with ADI. Track #1Z67WR080332218623. Track

Total: 416.98  
Balance Due: 416.98

## Summary of Inventory Tracking for Kitted Part

Purchase Order:

PO Number	Category	Branch	Closed	Order Date	Total Cost	Parts	Received Cost
2788	SVC T&M	ADI Integration	N	1/24/2017	372.00	372.00	339.00

Receipt:

Reference	Date	Type	Job/Svc #	PO/RMA #	Warehouse	Received By	Cost	DE
Test 2781	1/25/2017	OTH		2781	** Direct Expense **	Administrator	755.74	Y
Test 2787	1/25/2017	OTH		2787	** Direct Expense **	Administrator	721.98	Y

Journal Entry:

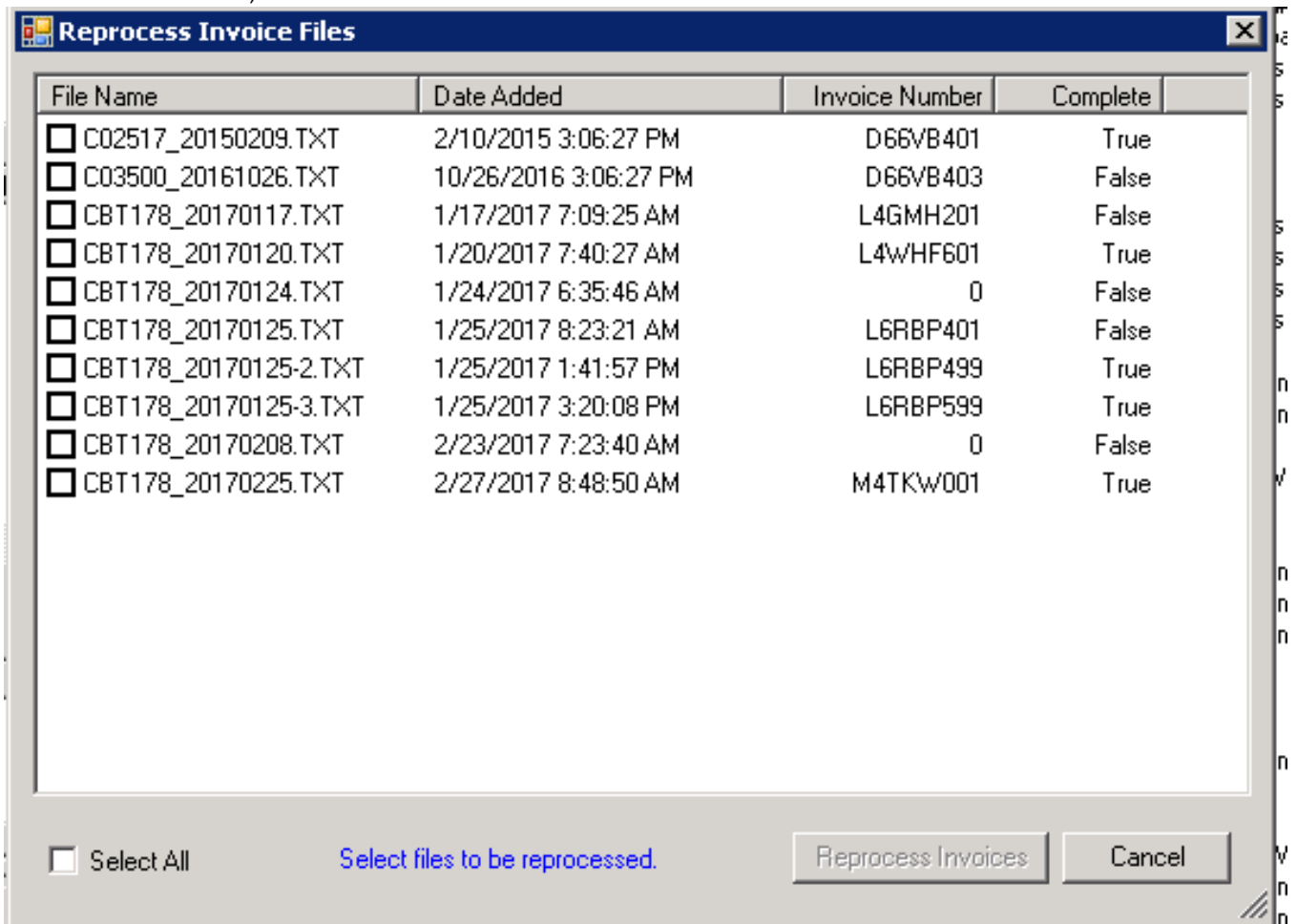
572591	1/25/2017	BILL - L6RBP701	Accounts Payable*			\$416.98	(\$1,089.94)	
		BILL - L6RBP701	Open Inventory Receipts*		\$330.86			
		PPV - L6RBP701	Purchase Price Variance*		\$18.48			
		PPV - L6RBP701	Purchase Price Variance*		\$2.58			
		PPV - L6RBP701	Purchase Price Variance*		\$1.48			
		PPV - L6RBP701	Purchase Price Variance*		\$9.67			
		BILL - L6RBP701	COS - Freight on Parts		\$19.75			
		BILL - L6RBP701	Insurance - Liability		\$1.05			
		BILL - L6RBP701	Taxes - Other		\$33.11			

### Reprocess Invoice Files Button

This button shows all invoice data files that have been download via ADI server. If an invoice data file is “missing” the user can re-open the file by selecting the files then press the Reprocess Invoices button.

Column Definitions:

- File Name: ADI file name
- Date Added: date the file was downloaded to SedonaOffice database
- Invoice Number: ADI Invoice number, if the invoice number is 0 this means the file has not been linked to a SedonaOffice AP Invoice
- Complete: True or False
  - True, file is linked to an SedonaOffice AP Invoice
  - False, file is not linked to an SedonaOffice AP Invoice



## AP Query Builder

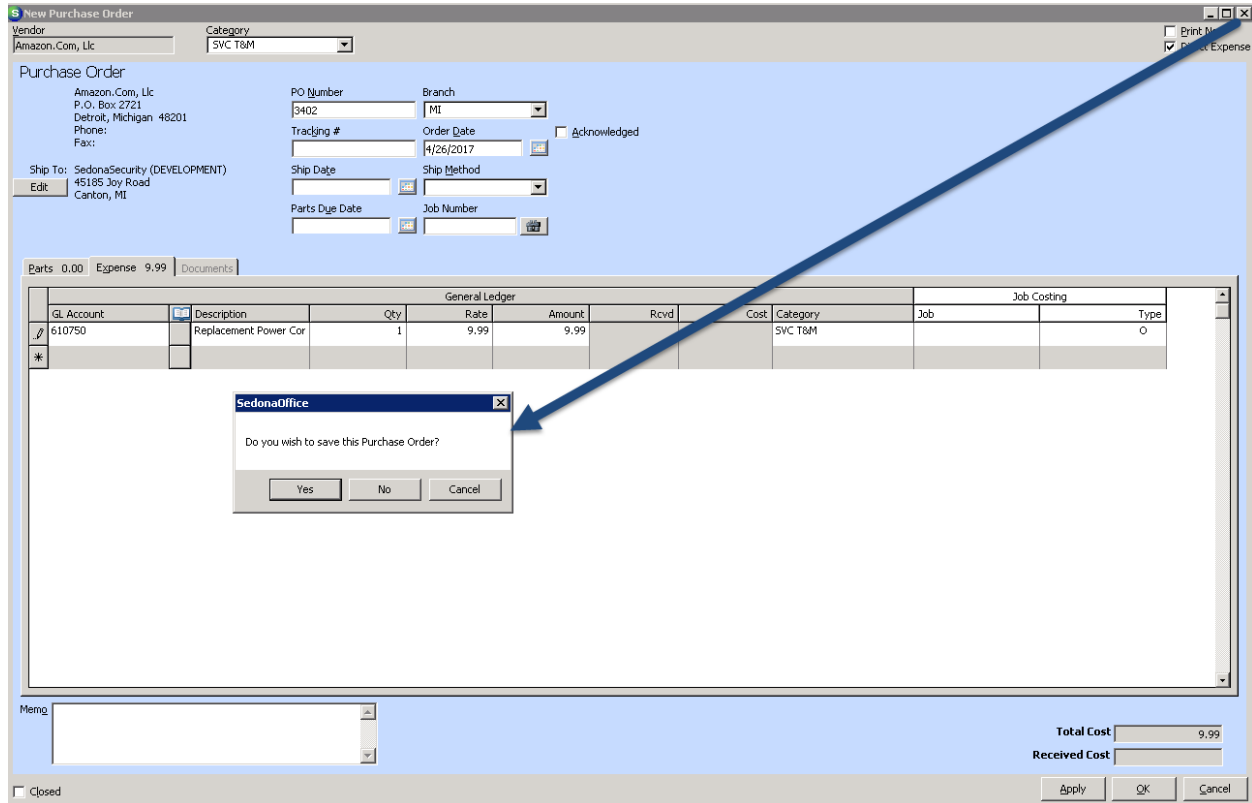
The fields Bill Expense Qty and Bill Expense Rate have been added to the query builder.

- Bill\_Expense
  - Bill\_Expense\_GL\_Account
  - Bill\_Expense\_GL\_Account\_Desc
  - Bill\_Expense\_Amount
  - Bill\_Expense\_Qty
  - Bill\_Expense\_Rate
  - Bill\_Expense\_Description
  - Bill\_Expense\_Customer\_Number
  - Bill\_Expense\_Job\_Number
  - Bill\_Expense\_Job\_Customer\_Number
  - Bill\_Expense\_Service\_Ticket\_Number
  - Bill\_Expense\_SV\_Customer\_Number
  - Bill\_Expense\_Category
  - Bill\_Expense\_Category\_Description
  - Bill\_Expense\_Job\_Expense\_Type
  - Bill\_Expense\_Expense\_Type
  - Bill\_Expense\_Expense\_Type\_Desc
  - Bill\_Expense\_Branch
  - Bill\_Expense\_Branch\_Description
  - Bill\_Expense\_Charge GST



## Purchase Order

When a user attempts to close out of the PO window without first saving the PO, the following message will be displayed:



## Accounts Receivable

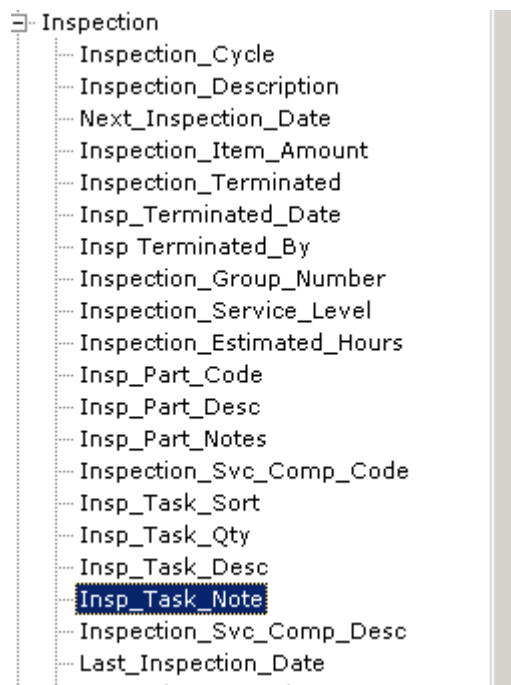
### Cycle Billing

Cycle billing was re-written to expedite the selection of RMR to be billed in a specific cycle and posting process. A new checkbox has been added to the bottom of Cycle Invoicing screen to provide the option of reverting back to the old routine.

## Client Management

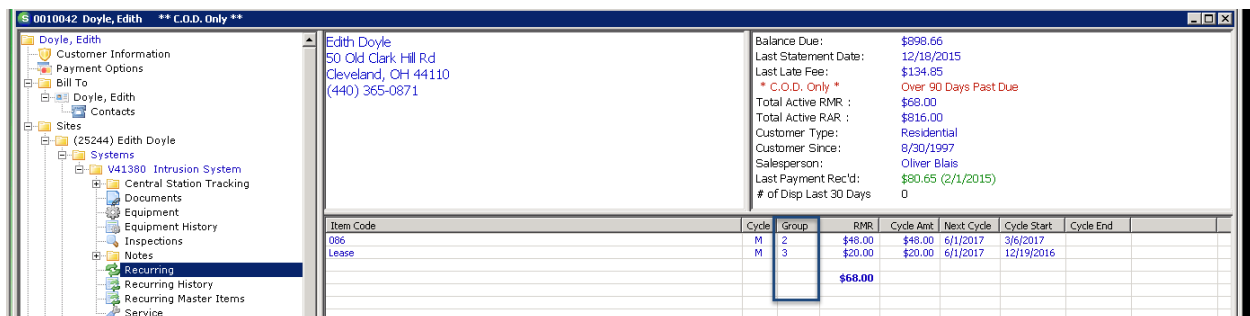
### Customer Query Builder

The field “Inspection Task Note” has been added to the query builder.



### Customer Active Recurring Pane

A new column has been added to the customer active recurring pane to define the cycle group number assigned to each recurring item.



## Forte Service to Update Credit Card Expiration Dates

Forte offers a special add-on service to its merchants to have credit card expiration dates automatically updated once a month. Prior to this version, this update information was not passed into SedonaOffice. *Any customer that has signed up with Forte to have this service enabled will have their customers' credit card expiration date automatically updated within SedonaOffice once a month. Please contact Forte Customer Service if your company is interested in this service but has not signed up for it or if you are unsure if your company has this service enabled.*

## Jobs

### Job Templates

#### *Editing a Job Template Description/Comment*

Job template descriptions and comments may now be edited **from the job in which it was originally created**. The work order on that job will now have an Edit Template button.

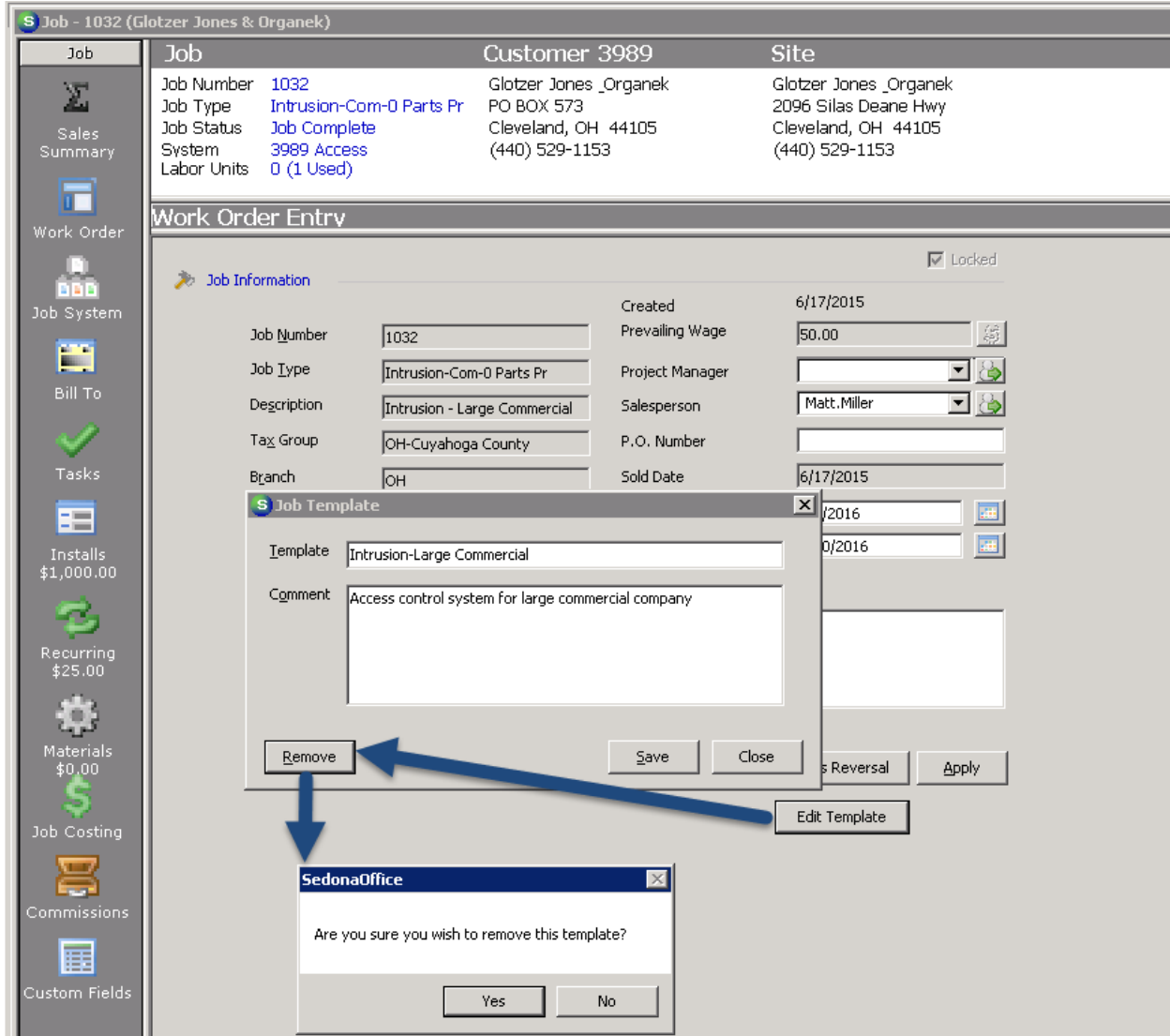
The screenshot displays the 'Work Order Entry' interface for Job 1032. The job information includes Job Number 1032, Job Type 'Intrusion-Com-0 Parts Pr', and Description 'Intrusion - Large Commercial'. A 'Job Template' dialog box is open, showing the current template name 'Intrusion-Large Commercial' and a comment 'Access control system for large commercial company'. A blue arrow points to the 'Edit Template' button at the bottom of the dialog box.

Job	Customer 3989	Site
Job Number: 1032	Glutzer Jones _Organek	Glutzer Jones _Organek
Job Type: Intrusion-Com-0 Parts Pr	PO BOX 573	2096 Silas Deane Hwy
Job Status: Job Complete	Cleveland, OH 44105	Cleveland, OH 44105
System: 3989 Access	(440) 529-1153	(440) 529-1153
Labor Units: 0 (1 Used)		

Editing may be made to the name of the job template or to the comment on the template.

## Removing a Job Template from the Template List

A job template may be removed from the template list by navigating to the **job in which it was originally created**. The work order on that job will have an Edit Template button.



Removing a job template from the list will not affect any job for which the removed template had previously been applied.

## Application of Job Template to the Job Materials List

If any parts have been issued to a job, it will not be possible to apply a job template to the Materials list. The Apply Template button will no longer be displayed.

The screenshot shows the 'Job - 1496 (Surelock Homes)' window. The 'Materials' section is active, displaying a table with columns: Part, Description, Vendor, Qty, On Hand, Location, Unit Price, Ext Price, Tax, LU, Issued Qty, Stock Item, PO Cost, and PO Description. The table contains three rows of material data. A blue arrow points from the 'Issued Qty' cell (value 1) in the third row to the 'Total Material LU' field at the bottom left of the window, which currently shows '0'. The 'Apply' button is disabled.

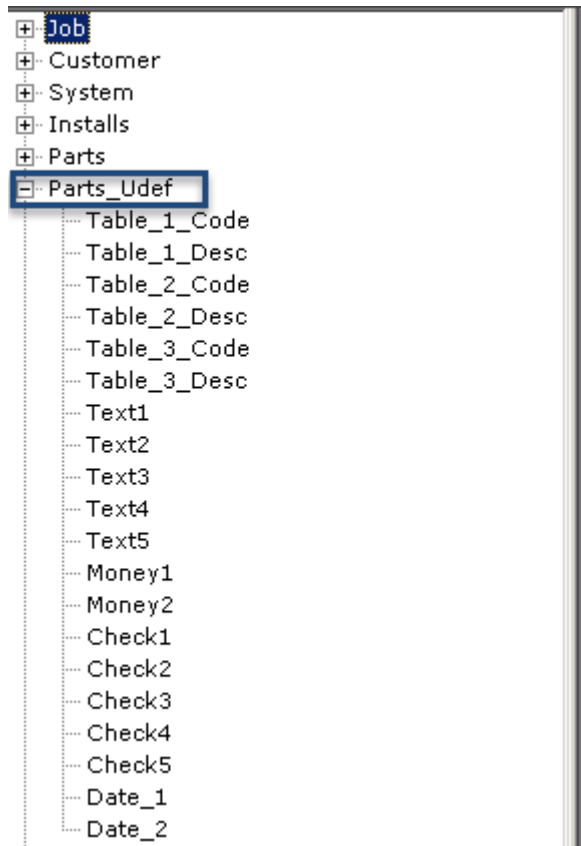
Part	Description	Vendor	Qty	On Hand	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock Item	PO Cost	PO Description
449CSRT	4-WIRE P/E SMOKE	ATL	1	1		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	45.5400	
5034	449AT SMOKE DETE	Tri-Ed	1	7		0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	0.0000	
302AW13S	ALL WEATHER HEAT	ATL	1	2		0.00	0.00	0.00	0	1	<input checked="" type="checkbox"/>	0.0000	



**Please Note:** *The job template feature was added as a custom enhancement for a specific customer in 2015. The changes being made to this feature were written to the specifications of the same customer and cannot be altered. Users that would like to edit template descriptions or remove templates from their template list will need to keep track of the job numbers on which the templates were created.*

## Job Query Builder

User defined part information has now been added to the query builder.



## Materials List

### Copying and Pasting

It is now possible to copy and paste the parts list created in one job into another. It is also possible to copy the materials list from a job into an Excel spreadsheet and copy from an Excel spreadsheet into a job. Two new buttons have been added to the Materials list – an Excel button and a Copy button.

### Copying a Materials List from One Job to Another

Navigate to the materials list of the job whose material list should be copied. Open the materials list and press the Copy button.

The screenshot displays the 'Materials' window for Job 1208 (Bakers Best Pie Co.). The window includes a sidebar with navigation options like 'Sales Summary', 'Work Order', 'Job System', 'Bill To', 'Tasks', 'Installs', 'Recurring', 'Materials', 'Job Costing', 'Commissions', and 'Custom Fields'. The main area shows a table of materials with the following data:

Part	Description	Vendor	Qty	On Hand	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock Item	PO Cost	PO Description
2WB	2 WIRE SMOKE DE	ATL	8	0		0.00	0.00	0.00	0	8	<input type="checkbox"/>	0.0000	
4XTMF	TRANSMITTER MC	ATL	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000	
411UD	FIRE LITE 411 UD	ATL	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000	
5056	M5-5024UD PANEL	Tri-Ed	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000	
5077	L200 HEAT DETEC	Tri-Ed	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000	
1EZA431P331	DSL Filter	Tri-Ed	1	0		0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000	
1EZA431P331	DSL Filter	Tri-Ed	1	0	Back	0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
12	12 Volt Battery	ADI	1	0	<==	0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	0.0000	
ACTACM3011	ARACM3011 3 INC	Bosch Se	1	0		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5809	WIRELESS HEAT C	Tri-Ed	1	85		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5208	SILENT KNIGHT 52	Bosch Se	1	4		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5036	449CT SMOKE DET	Tri-Ed	1	0		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5036	449CT SMOKE DET	Tri-Ed	1	0		0.00	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	

At the bottom of the window, there are summary fields: 'Total Material LU' (0), 'Sub Total' (0.00), and '0.00'. There are also buttons for 'Capture Original Parts', 'Copy', 'Documents', and 'Apply'.

Open the job into which the materials list should be copied. Click the Excel button at the bottom of the screen:

The screenshot displays the SedonaOffice software interface. On the left is a vertical sidebar with navigation icons for Job, Sales Summary, Work Order, Job System, Bill To, Tasks, Installs (\$0.00), Recurring (\$0.00), Materials (\$0.00), Job Costing, Commissions, and Custom Fields. The main window is titled 'New Job' and contains the following information:

Job	Customer 47726	Site
Job Number 1496	Surelock Homes	Surelock Homes
Job Type Fire-Com	123 Watson Avenue	123 Watson Avenue
Job Status Scheduling	Canton, MI 48187	Cleveland, OH 44124
System	(273) 455-5121	(273) 455-5121
Labor Units 0 (0 Used)		

Below this is the 'Materials' section, which includes a 'Show Phases' checkbox and a 'Warehouse' dropdown menu set to 'Main-MI'. A table with the following columns is present:

Part	Description	Vendor	Qty	On Hand	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock Item	PO Cost	PO Description
*											<input type="checkbox"/>		

At the bottom of the window, there are several controls: 'Total Material LU' with a value of 0, 'Sub Total' with a value of 0.00, and buttons for 'Apply Template', 'Copy', 'Documents', and 'Apply'.



The materials list will now be populated:

Job - 2378 (Paws A White)													
Job		Customer PW234			Site								
Job Number	2378	Paws A White			Paws A White								
Job Type	Fire-Com	48517 Joy Road fdf			48187 Joy Road								
Job Status	Prewire	Canton, MI 48187			Canton, MI 48187								
System	PW234 Fire	(734) 555-1212											
Labor Units	0 (0 Used)												
Materials													
<input type="checkbox"/> Show Phases      Warehouse: <u>MainMI</u>													
Part	Description	Vendor	Qty	On Hand	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock Item	PO Cost	PO Description
2WNB	2 WIRE SMOKE DETE	ATL	8			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
4XTMF	TRANSMITTER MOD	ATL	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
411UD	FIRE LITE 411 UD D	ATL	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5056	MS-5024UD PANEL F	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5077	L200 HEAT DETECT	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
1EZA431PJ31	DSL Filter	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
1EZA431PJ31	DSL Filter	Tri-Ed	1		Back	0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
12	12 Volt Battery	ADI	1			0	0.00	0.00	0	0	<input checked="" type="checkbox"/>	0.0000	
ACTACM3011	ARACM3011 3 INCH	Bosch Sec	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5809	WIRELESS HEAT DE	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5208	SILENT KNIGHT 520	Bosch Sec	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5036	449CT SMOKE DETE	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5036	449CT SMOKE DETE	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
5036	449CT SMOKE DETE	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
*											<input type="checkbox"/>		

## Copying the Materials list into an Excel Spreadsheet

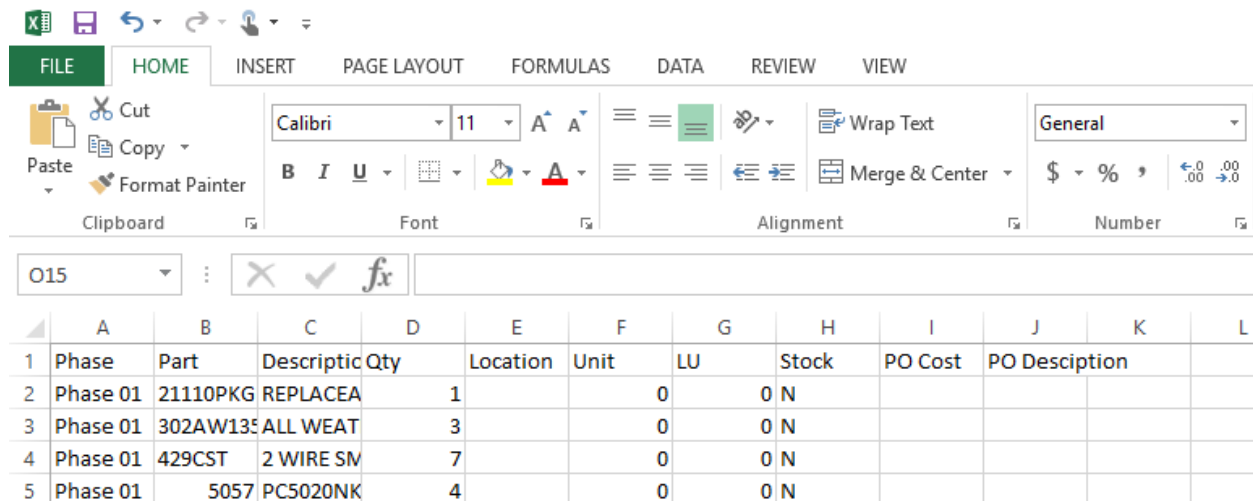
To copy the content of the materials list into an Excel spreadsheet, press the Copy button at the bottom of the materials list.

The screenshot displays the 'Job - 1490 (Bed Bath and Bubbles-Huntington)' window. The top section shows job details: Job Number 1490, Job Type Fire-Com, Job Status Parts, System 477001 Fire, Labor Units 0 (0 Used), Customer 47701, and Site Bed Bath and Bubbles-Huntington. Below this is the 'Materials' section with a table listing items for three phases. The 'Copy' button at the bottom of the table is highlighted with a red box.

Phase	Part	Description	Vendor	Qty	On Hand	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock Item	PO Cost	PO Description
Phase 01	21110PKG	REPLACEABLE OPTI	ATL	1			0	0.00	0.00	0		<input type="checkbox"/>		
Phase 01	302AW135	ALL WEATHER HEA	ATL	3	0		0	0.00	0.00	0		<input type="checkbox"/>		
Phase 01	429CST	2 WIRE SMOKE DET	ATL	7	0		0	0.00	0.00	0		<input type="checkbox"/>		
Phase 01	5057	PC5020NKC/PANEI	Tri-Ed	4	0		0	0.00	0.00	0		<input type="checkbox"/>		

At the bottom of the window, the 'Total Material LU' is 0 and the 'Sub Total' is 0.00. The 'Copy' button is highlighted with a red box.

Open an Excel spreadsheet and position the cursor in the first cell in which the Phase information should be pasted. Press either the Paste button or CTRL-V. The information will be pasted into the spreadsheet.



### Copying Parts from an Excel Spreadsheet into the Materials List

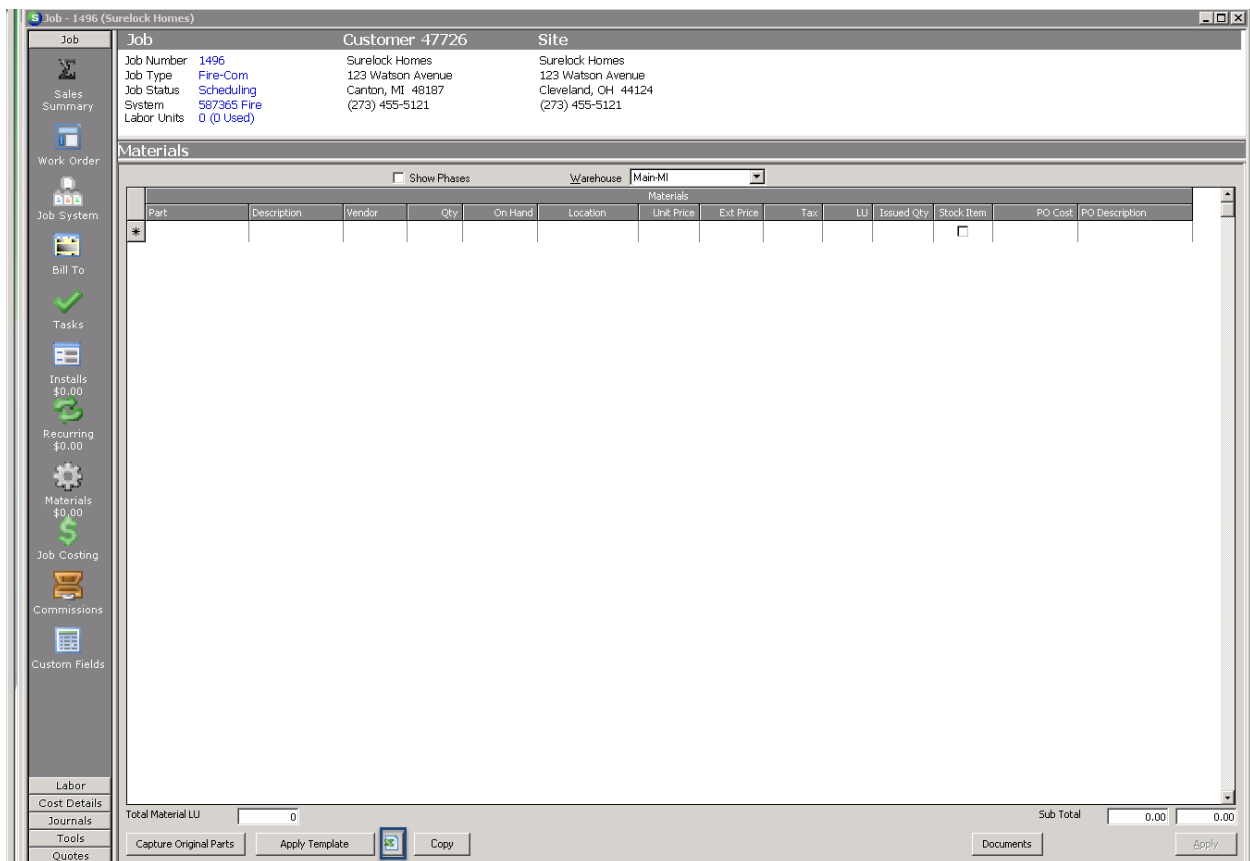
The Excel spreadsheet must have the following columns defined: Part, Description, Qty, Location, Unit, LU, Stock, PO Cost, and PO Description (as shown in columns A-I on the Excel spreadsheet below):

	A	B	C	D	E	F	G	H	I
1	Part	Description	Qty	Location	Unit	LU	Stock	PO Cost	PO Descript
2	2WB	2 WIRE SMOKE DETECTOR NO THERM	8			0	0 N	0	
3	4XTMF	TRANSMITTER MODULE FOR MASTE	1			0	0 N	0	
4	411UD	FIRE LITE 411 UD DIALER	1			0	0 N	0	
5	5056	MS-5024UD PANEL FIRE	1			0	0 N	0	
6	5077	L200 HEAT DETECTOR FIXED 200	1			0	0 N	0	
7	1EZA431P	DSL Filter	1			0	0 N	0	
8	1EZA431P	DSL Filter	1	Back		0	0 N	0	
9	12	12 Volt Battery	1			0	0 N	0	
10	ACTACM3	ARACM3011 3 INCH IP DOME CAME	1			0	0 N	0	
11	5809	WIRELESS HEAT DETECTOR	1			0	0 N	0	
12	5208	SILENT KNIGHT 5208 PANEL	1			0	0 N	0	
13	5036	449CT SMOKE DETECTOR	1			0	0 N	0	

Highlight all rows and columns to be added to the job and click on the Copy button within Excel:

	A	B	C	D	E	F	G	H	I	J
1	Part	Description	Qty	Location	Unit	LU	Stock	PO Cost	PO Description	
2	2WB	2 WIRE SMOKE DETECTOR NO THERM	8			0	0 N	0		
3	4XTMF	TRANSMITTER MODULE FOR MASTER	1			0	0 N	0		
4	411UD	FIRE LITE 411 UD DIALER	1			0	0 N	0		
5	5056	MS-5024UD PANEL FIRE	1			0	0 N	0		
6	5077	L200 HEAT DETECTOR FIXED 200	1			0	0 N	0		
7	1EZA431P	DSL Filter	1			0	0 N	0		
8	1EZA431P	DSL Filter	1	Back		0	0 N	0		
9	12	12 Volt Battery	1			0	0 N	0		
10	ACTACM3	ARACM3011 3 INCH IP DOME CAMEL	1			0	0 N	0		
11	5809	WIRELESS HEAT DETECTOR	1			0	0 N	0		
12	5208	SILENT KNIGHT 5208 PANEL	1			0	0 N	0		
13	5036	449CT SMOKE DETECTOR	1			0	0 N	0		

Go into the job into which the materials are to be copied. Click on the Excel button at the bottom the screen:



The parts will be added to the materials list.

Job - 1496 (Surelock Homes)

Job		Customer 47726	Site
Job Number	1496	Surelock Homes	Surelock Homes
Job Type	Fire-Com	123 Watson Avenue	123 Watson Avenue
Job Status	Scheduling	Canton, MI 48187	Cleveland, OH 44124
System	587365 Fire	(273) 455-5121	(273) 455-5121
Labor Units	0 (0 Used)		

Materials

Show Phases Warehouse: Main-MI

Part	Description	Vendor	Qty	On Hand	Location	Unit Price	Ext. Price	Tax	LU	Issued Qty	Stock Item	PO Cost	PO Description
2WB	2 WIRE SMOKE DET	ATL	8			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
4XTMF	TRANSMITTER MOD	ATL	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
411UD	FIRE LITE 411 UD D	ATL	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
S056	M5-5024UD PANEL I	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
S077	L200 HEAT DETECTI	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
1EZA431P331	DSL Filter	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
1EZA431P331	DSL Filter	Tri-Ed	1		Back	0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
12	12 Volt Battery	ADI	1			0	0.00	0.00	0	0	<input checked="" type="checkbox"/>	0.0000	
ACTACM3011	ARACM3011 3 INCH	Bosch Sec	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
S009	WIRELESS HEAT DE	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
S208	SILENT KNIGHT 520	Bosch Sec	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
S036	449CT SMOKE DETE	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	
S036	449CT SMOKE DETE	Tri-Ed	1			0	0.00	0.00	0	0	<input type="checkbox"/>	0.0000	

## On Hand Quantity

It is now possible to select a specific warehouse on the Materials page to see if there are sufficient parts available. The on-hand quantity column will display the number of parts that are available for each requested part on the job. If the part is indicated to be pulled from stock, and the on hand quantity is less than the requested quantity, a red column is displayed with a white arrow pointing to the part for which there is insufficient quantity in stock.

Part	Description	Vendor	Qty	On Hand	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock Item	PO Cost	PO Description
16/25OL	16/2 WIRE 16/2	Tri-Ed	1000	6000	0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	0.0000	
2WTAB	BK-2WTAB SMOKE	Tri-Ed	1	24	0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	0.0000	
302-AW	302-AW HEAT DET	Tri-Ed	1	0	0.00	0.00	0.00	0	0	<input checked="" type="checkbox"/>	0.0000	

## Reports

### Service Commission Report

Two new fields have been added to this report – Invoice Description (column I) and Problem Code (column M).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Service Company	Service_Level	Cnt_Tech	Tech_Cod	Tech_Name	Last_Tech	Invoice_Number	Invoice_Date	Inv_Description	Ticket	Creation_Date	Closed_Date	Problem_Cod	Part_Code	Part_Descript	Qty	Rate	Ext_Rate	Product
2	OH-T&M	Bill 5 Minute Incr	1	Mark_Tayl	Mark_Taylor	Mark_Taylor	423110	4/19/2017	Service Call	3492	7/23/2015	4/19/2017	Add Equipme	Trip Charge	Trip Charge	1	\$85.00	\$85.00	
3	MI-SVC Cont	SVC Cont-Com	2	Mark_Tayl	Mark_Taylor	Mark_Taylor	425163	4/1/2017	Service Call	4097	10/31/2016	12/30/1899	Add Equipme	Trip Charge	Trip Charge	1	\$25.00	\$25.00	
4	MI-SVC Cont	SVC Cont-Com	2	Madison.M	Madison Morris	Mark_Taylor	425163	4/1/2017	Service Call	4097	10/31/2016	12/30/1899	Add Equipme	Trip Charge	Trip Charge	1	\$25.00	\$25.00	
5	MI-SVC Cont	Fire Com	1	Mitchell.M	Mitchell Malloy	Mitchell.Malloy	425164	4/1/2017	Service Call	4131	12/7/2016	4/25/2017	Add Equipme	IM12120	ULTRA TECH 1:	1	\$83.26	\$83.26	Batteries
6	MI-SVC Cont	Fire Com	1	Mitchell.M	Mitchell Malloy	Mitchell.Malloy	425164	4/1/2017	Service Call	4131	12/7/2016	4/25/2017	Add Equipme	6052 SC-3 SONITRO		10	\$31.30	\$313.00	Access C

### SedonaEmail – Phase I

SedonaEmail is a new feature within SedonaOffice that provides functionality for sending email versions of invoices to your customers. The invoice that the customer will receive is embedded directly into the email using the Bridgestone Standard invoice format. Embedding the invoice within the email prevents having an attachment blocked by firewall or anti-virus software. Invoices may be emailed individually or as part of a batch.

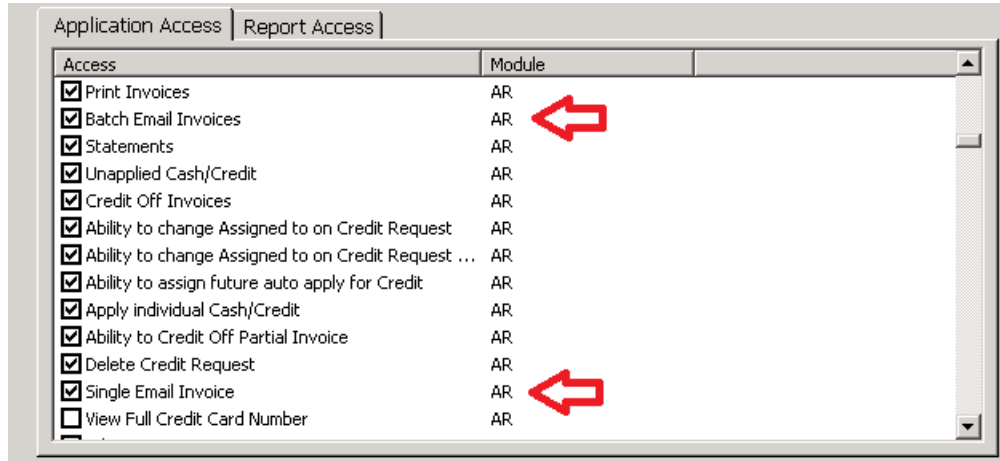
Note: *SedonaEmail only utilizes the Bridgestone Standard invoice format.*

### Setting Up SedonaEmail for Use

**When you are ready to implement SedonaEmail, you need to contact SedonaOffice Support to arrange for activation of this feature.** The SedonaOffice staff will configure the connection from your system to the email servers and provide the necessary credentials for login. Once the system is set-up, no further configuration needs to be done.

## Providing Email Functionality to Your Employees

SedonaEmail provides two permission levels in the SedonaSetup User Group table- “Single Email Invoice” and “Batch Email Invoice.”



As the names imply, “Single Email Invoice” gives a user access to all of the single email functionality in the invoice display and “Batch Email Invoices” gives a user access to the Batch sending routine from the main A/R Tree. These permissions are exclusive, so any user that requires rights to perform both of these activities will need both boxes checked. Once you have checked the appropriate boxes for a User Group, anyone in that User Group will have access to these features.

## Configuring a Customer to Receive Emails

Email addressing and Email preference are controlled by the customer's bill-to record.

The screenshot shows a software window titled "Customer Billing 10111 (COM DATA)". The window contains a "Customer Information" section with the following details:

- Customer #: 10111
- Customer Name: Abc Glass Company

Below this is a "Billing Information" tab. It includes a "Residential" radio button (selected) and a "Commercial" radio button. There are checkboxes for "Inactive" (unchecked) and "Primary Mail" (checked). The "Name" field contains "Abc Glass Company". The "Address..." field contains "37-43 Sullivan Street, Detroit, MI 48201".

There are also fields for "Phone 1" (containing "(586) 785-5566"), "Phone 2", and "Fax". To the right of these fields are checkboxes for "Primary RMR" (checked), "Primary Service" (unchecked), "Primary Job" (checked), and "Primary Other" (checked).

The "Email" field contains "JimM@SedonaOffice.Com". Below it is a checked checkbox labeled "Email Invoices", which is highlighted with a red rectangle. At the bottom, there is a checkbox for "Copy Billing Address to Site" (unchecked) and "Save" and "Close" buttons.

Emails designated for this customer will default to the email address entered in the indicated space. If this space is blank, the customer will not be eligible for emailing of invoices. The "Email Invoices" check box sets the preference for whether this customer will receive invoices via email. If the box is checked, all invoices created for this Bill-To will start with the "In Email Queue" setting checked. This setting has no impact on whether the customer receives paper invoices.

**\*IMPORTANT\***

Each Bill To record on a customer is treated separately, so you must enter the email address and decide the email preference for each bill-to record.



## Single Invoice Emailing

If the user has the permission to “Single Email Invoice”, the invoice screen will appear as pictured below showing the Single Email button and the Email History Button.

Invoice # 279295      10/1/2015 - 12/31/2015

ABC Glass Company  
37-43 Sullivan Street  
Detroit, MI 48201

Site: ABC Glass Company  
Address: 37-43 Sullivan Street  
Detroit, MI 48201

Item	Site	Months	Rate	Amount	Memo
INSP Cont	Inspection Contract	3	75.00	225.00	
MON-Taxable	Monitoring	3	77.50	232.50	
Service Agreement	Service Contract	3	37.50	112.50	
MON-Taxable	Monitoring	3	77.50	232.50	

Sub Total: 802.50  
Tax: 37.79  
Total: 840.29  
Balance Due: 840.29

Buttons: **Email a Single Invoice**, **Email History**

From: Sedona Email <SedonaEmail@SedonaOffice.com>

Reply To: SedonaEmail@SedonaOffice.com

To: JimM@SedonaOffice.Com, JimM@PerennialSoftware.Com

Template: Sedona Office Invoice Test

Subject: SedonaOffice Invoice #279295

Additional Note On This Email

Here is the email copy of your invoice that you requested. This is seriously past due, please pay ASAP!!!! If you have any questions, please call Jim at 734-414-0760

**You can type whatever you like in this area and it will appear in the body of the email!**

Buttons: Send, Cancel

## To

From here you can review and edit the destination email address listed in the “To” section. The default value of this address is taken from the set-up of the Bill-To record associated with the invoice. You can add multiple recipients by separating additional email addresses with a comma. Note that, in the above screen, this invoice will be sent to [JimM@SedonaOffice.Com](mailto:JimM@SedonaOffice.Com) and [JimM@PerennialSoftware.Com](mailto:JimM@PerennialSoftware.Com).

## Template

This is the invoice template that the email server will use to build the contents of the email sent to the customer. Currently there is only one template available.

## Subject

The default subject is the company and the invoice number. You can edit this as needed.

## Additional Notes

This space is provided so that you can include a specific note associated to this email. The note will display at the top of the email, prior to the invoice section.

Once you are satisfied with these entries, you click **SEND** to finish or **CANCEL** to abort. If you click **SEND**, the system will write a confirmation that the email went out successfully.



If you receive an error, the error message will indicate the issue. You may need to contact SedonaOffice Support for assistance with any issues.

Below is an example of the invoice that went out as a result of the above process:

Here is the email copy of your invoice that you requested. This is seriously past due, please pay ASAP!!!! If you have any questions, please call Jim at 734-414-0760

**Invoice #279295** on your account for Contracted Services (10/1/2015-12/31/2015).

**Summary of Current Invoice**

**SedonaSecurity**

417 Forest rd  
Plymouth, MI 48170  
7344140760

Invoice	
Customer	Abc Glass Company
Customer Number	10111
Invoice Number	279295
Invoice Date	10/1/2015
PO Number	
PAYMENTS APPLIED THRU	03/17/2017
Job / Service Ticket #	

**CURRENT CHARGES**

Description	Amount
<i>Abc Glass Company, 37-43 Sullivan Street, Detroit, MI</i>	
3 Inspection Contract	75.00 225.00
3 Monitoring	77.50 232.50
3 Service Contract	37.50 112.50
3 Monitoring	77.50 232.50
<b>Subtotal:</b>	<b>802.50</b>
Tax	37.79
Payments/Credits Applied	(0.00)
<b>Invoice Balance Due:</b>	<b>\$840.29</b>

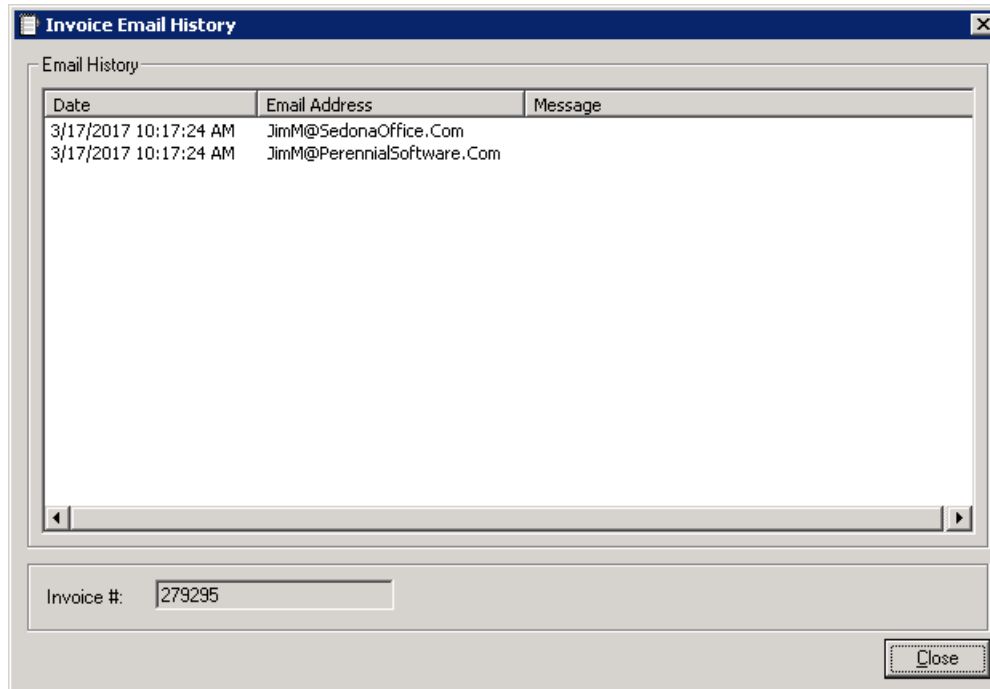
**IMPORTANT MESSAGES**

Message that will print on Std and bridges invoice

Note the Additional Message printed at the top of the email. Once you send the email, you can click **CANCEL** or the **X** to leave the email screen.

## Email History

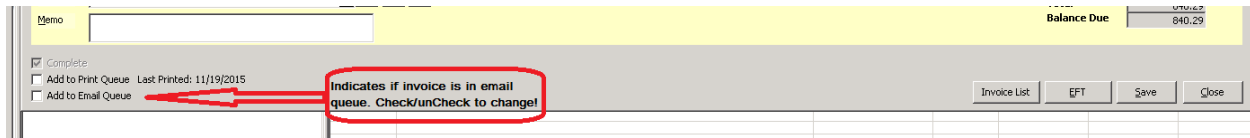
If you click the Email History button, the below will display.



This provides a listing of all email attempts made for this invoice. As this feature undergoes further development, additional messages from the email server will be displayed, including whether the email was viewed by the customer.

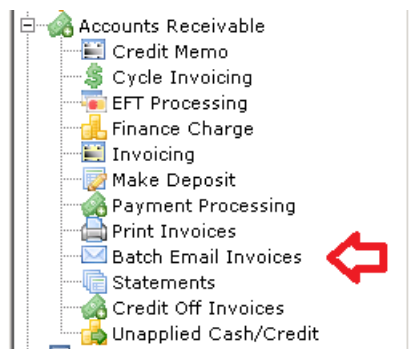
## Add/Remove Invoice from Email Queue

All users that can edit invoices have the ability to add or remove an email from the Email Queue.

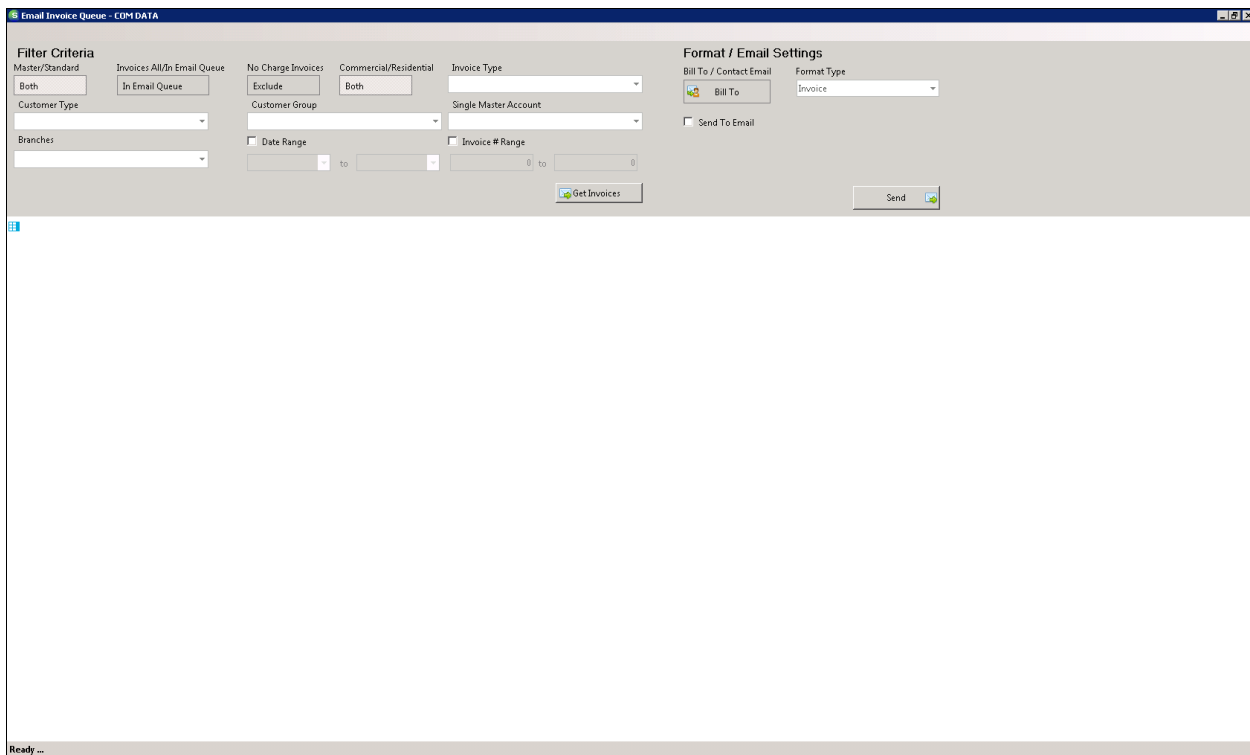


## Batch Emailing of Invoices

If the user has the permission for “Batch Email Invoices”, they will see the below option on the main SedonaOffice tree.



Double clicking this option will take them to the following screen:



This is the Invoice Email Queue. All batch emailing of invoices takes place from this window and the items that show are populated based on the filters chosen.

The screenshot displays the 'Invoice Email Queue' interface. It is divided into two main sections: 'Filter Criteria' and 'Format / Email Settings'.  
**Filter Criteria:**  
- **Master/Standard:** A dropdown menu with 'Both' selected.  
- **Invoices All/In Email Queue:** A button labeled 'In Email Queue'.  
- **No Charge Invoices:** A button labeled 'Exclude'.  
- **Commercial/Residential:** A dropdown menu with 'Both' selected.  
- **Invoice Type:** A dropdown menu.  
- **Customer Type:** A dropdown menu.  
- **Customer Group:** A dropdown menu.  
- **Single Master Account:** A dropdown menu.  
- **Branches:** A dropdown menu.  
- **Date Range:** A checkbox and two date input fields with 'to' between them.  
- **Invoice # Range:** A checkbox and two numeric input fields with 'to' between them.  
**Format / Email Settings:**  
- **Bill To / Contact Email:** A button labeled 'Bill To'.  
- **Format Type:** A dropdown menu with 'Invoice' selected.  
- **Send To Email:** A checkbox.  
At the bottom, there are two buttons: 'Get Invoices' and 'Send'.

### Master/Standard

You can select to filter Master Account Invoices, Standard Invoices or Both by clicking this button.

### Invoices All/In Email Queue

This button switches the filter between items with "In Email Queue" checked and those that do not.

### No Charge Invoices

If these are excluded, any invoice with a balance = \$0 will not display.

## Commercial/Residential

You can choose commercial customers, residential customers or both.

## Invoice Type

Cycle, Service, Jobs, Other

## Customer Type

Select the customer types you would like to include. The default is all.

## Customer Group

Select the customer groups you would like to include. The default is all.

## Single Master Account

Allows you to select all invoices associated with a particular Master account.

## Branches

Select the branches you would like to include. The default is all.

## Date Range

Checking this box allows the user to restrict the invoice selection to only invoices dated within this range.

## Invoice Number Range

Checking this box allows the user to restrict the invoice selection to only invoices numbered within this range.

## Bill-to/Contact Email

The button toggles back and forth to designate whether to use the email address associated with The Bill-To address or the email address associated with the Contact. In cases where the contact is not provided or the email address for the contact is blank, the bill-to email address is used.

## Format Type

Currently, "Invoice" is the only option.

## Send to Email

When you check this box, you are provided with a box to input an override email address. All emails sent while this box is checked are sent to the override email address instead of the designated email address. This is highly useful for testing and when emailing invoices internally.

## Column Filters

Each column provides the functionality to sort by that column and filter the items displayed based on the settings you choose within that column.

## Populating the Email Queue

Once you have your filters set, click the **GET INVOICES** button. This will populate the invoice listing using the filters selected. If you decide that you need to change any filters, simply change the filter settings and then click **GET INVOICES** again.

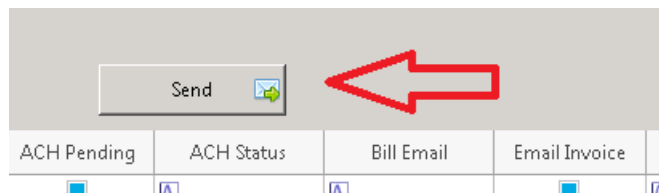
The screenshot shows the 'Email Invoice Queue - COMP DATA' application window. It features a 'Filter Criteria' section on the left with options for Master/Standard, Invoices: All/In Email Queue, No Charge Invoices, Commercial/Residential, Invoice Type, Customer Type, Branches, Date Range, and Invoice # Range. The 'Format / Email Settings' section on the right includes 'Bill To / Contact Email', 'Format Type', and a 'Send To Email' checkbox. A 'Get Invoices' button is located below the filter criteria. The main area contains a table of invoices with columns for Invoice #, Customer #, Type, Invoice Date, Amount, Net Due, Tax Amount, Aging Date, Customer Name, Branch, Term, ACH Pending, ACH Status, Bill Email, Email Invoice, Contact, and Contact Email. The table lists 224 invoices, with the first row showing invoice # 234023 for customer 10001, dated 02/01/2015, with an amount of \$1741.90. The status is 'Due On Receipt' and the bill email is 'JimM@Sedona...'. The bottom of the window displays 'Found 224 Invoices.'

Invoice #	Customer #	Type	Invoice Date	Amount	Net Due	Tax Amount	Aging Date	Customer Name	Branch	Term	ACH Pending	ACH Status	Bill Email	Email Invoice	Contact	Contact Email
234023	10001	Cycle	02/01/2015	\$1741.90	\$1741.90	\$125.29	02/01/2015	Evergreen Medic...	OH	Due On Receipt			JimM@Sedona...		Mr. Fred Savage	JimM@Sedona...
249018	292	Job	02/05/2015	\$500.00	\$250.00	\$0.00	02/05/2015	Melissa Robinson	MI	Due On Receipt			mellissar@pere...			
249178	129	Cycle	03/01/2015	\$142.50	\$142.50	\$0.00	03/01/2015	Smith, William	MI	Due On Receipt			willsm@system...			
249246	147	Cycle	03/01/2015	\$370.47	\$370.47	\$0.00	03/01/2015	Kringle, Kris	MI	Due On Receipt			KrisKringle@Chr...			
249247	147	Cycle	03/01/2015	\$172.50	\$172.50	\$0.00	03/01/2015	Saint, Nicholas	MI	Due On Receipt			KrisKringle@Chr...			
249256	148	Cycle	03/01/2015	\$62.00	\$62.00	\$0.00	03/01/2015	Jones, Mary	MI	Due On Receipt			maryjones@gm...			
249273	152	Cycle	03/01/2015	\$144.00	\$144.00	\$0.00	03/01/2015	Lands, Rebecca	MI	Due On Receipt			rebecca.lands@...			
249676	229	Cycle	03/01/2015	\$55.00	\$55.00	\$0.00	03/01/2015	Dot216, FiveDotSix	MI	Due On Receipt			5.6.216@gmail.c...			
249682	22942	Cycle	03/01/2015	\$505.00	\$505.00	\$0.00	03/01/2015	Dept Parks Bldg...	MI	Due On Receipt			jimm@sedonaO...			
250078	292	Cycle	03/01/2015	\$53.00	\$53.00	\$0.00	03/01/2015	Melissa Robinson	MI	Due On Receipt			mellissar@pere...			
254635	45942	Cycle	03/01/2015	\$108.00	\$108.00	\$0.00	03/01/2015	Brookside Plaza	MI	Due On Receipt			billing@brooksi...			
255354	14552	Cycle	03/01/2015	\$42.09	\$42.09	\$3.03	03/01/2015	American Sleeve...	MI	Due On Receipt			jmlkowsk@me...			
255369	22942	Cycle	03/01/2015	\$97.02	\$97.02	\$6.98	03/01/2015	Dept Parks Bldg...	MI	Due On Receipt			jimm@sedonaO...			
255488	10111	Cycle	04/01/2015	\$710.38	\$710.38	\$27.88	04/01/2015	Abc Glass Compa...	MI	Due On Receipt			JimM@Sedona...			
255910	148	Cycle	04/01/2015	\$71.50	\$71.50	\$0.00	04/01/2015	Jones, Mary	MI	Due On Receipt			maryjones@gm...			
255940	152	Cycle	04/01/2015	\$72.00	\$72.00	\$0.00	04/01/2015	Lands, Rebecca	MI	Due On Receipt			rebecca.lands@...			
256727	229	Cycle	04/01/2015	\$20.00	\$20.00	\$0.00	04/01/2015	Dot216, FiveDotSix	MI	Due On Receipt			5.6.216@gmail.c...			
256733	22942	Cycle	04/01/2015	\$349.52	\$349.52	\$6.98	04/01/2015	Dept Parks Bldg...	MI	Due On Receipt			jimm@sedonaO...			
257366	292	Cycle	04/01/2015	\$53.00	\$53.00	\$0.00	04/01/2015	Melissa Robinson	MI	Due On Receipt			mellissar@pere...			
262194	45942	Cycle	04/01/2015	\$16.50	\$16.50	\$0.00	04/01/2015	Brookside Plaza	MI	Due On Receipt			billing@brooksi...			
263246	10001	Cycle	04/01/2015	\$1741.90	\$1741.90	\$125.29	04/01/2015	Evergreen Medic...	OH	Due On Receipt			JimM@Sedona...			
263433	13697	Cycle	04/01/2015	\$310.19	\$310.19	\$22.31	04/01/2015	Arianna English	OH	Due On Receipt			adrianna.english...			
263497	14552	Cycle	04/01/2015	\$42.09	\$42.09	\$3.03	04/01/2015	American Sleeve...	MI	Due On Receipt			jmlkowsk@me...			
263901	21312	Cycle	04/01/2015	\$103.54	\$103.54	\$7.45	04/01/2015	Wellington Cove...	OH	Due On Receipt			jimm@sedonaof...			
265060	121	Cycle	05/01/2015	\$69.28	\$69.28	\$0.00	05/01/2015	Davis, Roger	MI	Due On Receipt			roger@sedona...			
265158	147	Cycle	05/01/2015	\$157.50	\$157.50	\$0.00	05/01/2015	Kringle, Kris	MI	Due On Receipt			KrisKringle@Chr...			
265165	148	Cycle	05/01/2015	\$31.00	\$31.00	\$0.00	05/01/2015	Jones, Mary	MI	Due On Receipt			maryjones@gm...			
265179	152	Cycle	05/01/2015	\$72.00	\$72.00	\$0.00	05/01/2015	Lands, Rebecca	MI	Due On Receipt			rebecca.lands@...			
265408	213	Cycle	05/01/2015	\$50.00	\$50.00	\$0.00	05/01/2015	Mountain Retreat	Spain	Due On Receipt			annet@sednao...			

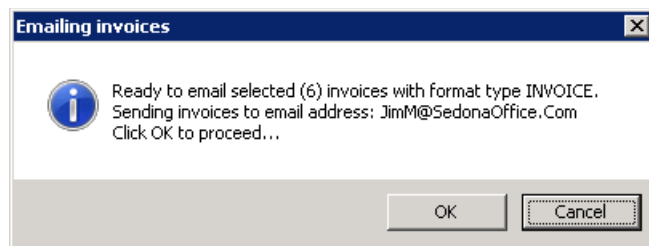


Once the list is populated, you can check the associated box to email that invoice. If you want to check all, simply check the very top box and the system will check all. If you need to uncheck all, you can uncheck that box (if all are checked) or check and then uncheck the box to clear everything.

Once you have the desired invoices selected, you initiate the email process by clicking **SEND**.

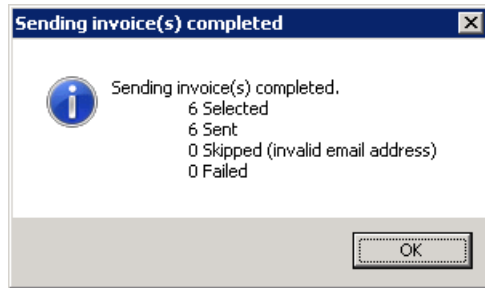


The system will prompt you to confirm that you are ready to email the selected items.



Click **OK** to continue or **CANCEL** to abort.

Once the emails are sent, you will get a confirmation screen indicating the success rate. If there are items that failed, you can review the log to determine why the item failed.



When you are done with emailing invoices, simply click the X in the upper right hand corner to exit.

Clicking the Email Invoice button brings up the following screen:

**S Invoice #279295 (COM DATA)**

From  
Sedona Email <SedonaEmail@SedonaOffice.com>

Reply To  
SedonaEmail@SedonaOffice.com

To  
JimM@SedonaOffice.Com, JimM@PerennialSoftware.Com

Template  
Sedona Office Invoice Test

Subject  
SedonaOffice Invoice #279295

Additional Note On This Email

Here is the email copy of your invoice that you requested. This is seriously past due, please pay ASAP!!!! If you have any questions, please call Jim at 734-414-0760

**You can type whatever you like in this area and it will appear in the body of the email!**

Send Cancel

Updated status for 0 items.

## SedonaSetup

### Geographic Tables

#### *Linking a Zip Code To a Route and/or a Service Company*

It is now possible to link a zip code to a specific Service Company and/or a Route.

Geographic Information

Geographic Information

Zip Code	City	State	Service Co	Route
48187	Canton	Michigan	MI-T&M	001
48188	Lilly	Michigan		
48189	Whittmore Lake	Michigan		
48190	Whittaker	Michigan		
48191	Willis	Michigan		
48192	Wyandotte	Michigan		
48195	Southgate	Michigan		
48197	Ypsilanti	Michigan		
48198	Ypsilanti	Michigan		
48201	Detroit	Michigan		
48202	Detroit	Michigan		
48203	Highland Park	Michigan		
48204	Detroit	Michigan		
48205	Detroit	Michigan		
48206	Detroit	Michigan		
48207	Detroit	Michigan		
48208	Detroit	Michigan		
48209	Detroit	Michigan		
48210	Detroit	Michigan		
48211	Detroit	Michigan		
48212	Hamtramck	Michigan		
48213	Detroit	Michigan		
48214	Detroit	Michigan		
48215	Detroit	Michigan		
48216	Detroit	Michigan		

Zip Code: 48187

State: Michigan City: Canton

Service Company: MI-T&M Route: 001

Apply New Delete

It is not possible to assign two service companies to the same zip code.

Once a Service Company or Route has been linked to a zip code, it can be changed through the drop-down button or removed by pressing the Delete key on the keyboard.



Linking any zip code in the Geographic Table to a Route will make Routes a mandatory field to be completed on all open service tickets. As long as one zip code has been defined to a route, users will be prompted to enter route information on tickets regardless of whether the site is in a zip code that has assigned been assigned to a route or not.

## Scheduling and Appointments

This area of SedonaSetup is used to define the days of the week for which service appointments may be scheduled. The week is now defined as beginning on Sunday and ending on Saturday. Prior to this version, users had the ability to enter the start and end days as they wished (e.g. start day was Friday and end date was Monday). SedonaOffice will now automatically correct these days to read a start day of Monday and an end date of Friday. This corrects an issue where overtime began to be calculated on days outside of the sequence entered.

### Scheduling/Appointments

**Scheduling**

Every 15 minutes       Every 2 hours  
 Every 1/2 hour       Every 3 hours  
 Every hour       Every 4 hours

Start Day:       Start Time:   
 End Day:       End Time:

**Appointments**

	Maximum Appointments Per Day	
	AM	PM
Sunday	0	0
Monday	3	3
Tuesday	3	3
Wednesday	3	3
Thursday	3	3
Friday	3	3
Saturday	0	0

Allow schedule overbooking

## Terms – AR and AP

A new term (End of Month) has been created. This can be used for defining either the last day of the month as the due date or to define the last night of the month plus additional days as the due date.

Invoice or AP bill is due on the last day of the month:

Terms

Terms

Term	Description	Days Due	Based On	Disc Days	Disc %
2-10 N-30	2%-10 Days Net-30 Days	30	Due Date	10	2
2-20 N-60	2%-20 Days Net-60 Days	60	Due Date	20	2
AP Month End	AP Month End	10	Aging Date	0	0
Conv Invoice	Terms for converted invoices	0	Aging Date	0	0
Due On Receipt	Due On Receipt	0	Aging Date	0	0
End of Month	End of Month	0	Aging Date	0	0
Net 10	Net 10	0	Due Date	10	5
Net 30	Net 30	30	Due Date	0	0
On Receipt	On Receipt	0	Due Date	0	0
Same?	Same?	0	Aging Date	0	0

Include Inactive

**General**

Term Code:   Inactive

Description:

**A/R Aging Based On**

Invoice Aging Date (A/R Only)  
 Due Date  
 End of Month

Days Net Due:

Invoice and Bill Due Date will be ( End of Month + Days Net Due )

**A/P Discounts**

Discount Days:

Discount %:

Invoice or AP bill is due on the 15<sup>th</sup> of the following month (End of Month + 15):

Terms

Terms

Term	Description	Days Due	Based On	Disc Days	Disc %
2-10 N-30	2%-10 Days Net-30 Days	30	Due Date	10	2
2-20 N-60	2%-20 Days Net-60 Days	60	Due Date	20	2
AP Month End	AP Month End	10	Aging Date	0	0
Conv Invoice	Terms for converted invoices	0	Aging Date	0	0
Due On Receipt	Due On Receipt	0	Aging Date	0	0
End of Month	End of Month	0	Aging Date	0	0
Net 10	Net 10	0	Due Date	10	5
Net 30	Net 30	30	Due Date	0	0
On Receipt	On Receipt	0	Due Date	0	0
Same?	Same?	0	Aging Date	0	0

Include Inactive

**General**

Term Code:   Inactive

Description:

**A/R Aging Based On**

Invoice Aging Date (A/R Only)  
 Due Date  
 End of Month

Days Net Due:

Invoice and Bill Due Date will be ( End of Month + Days Net Due )

**A/P Discounts**

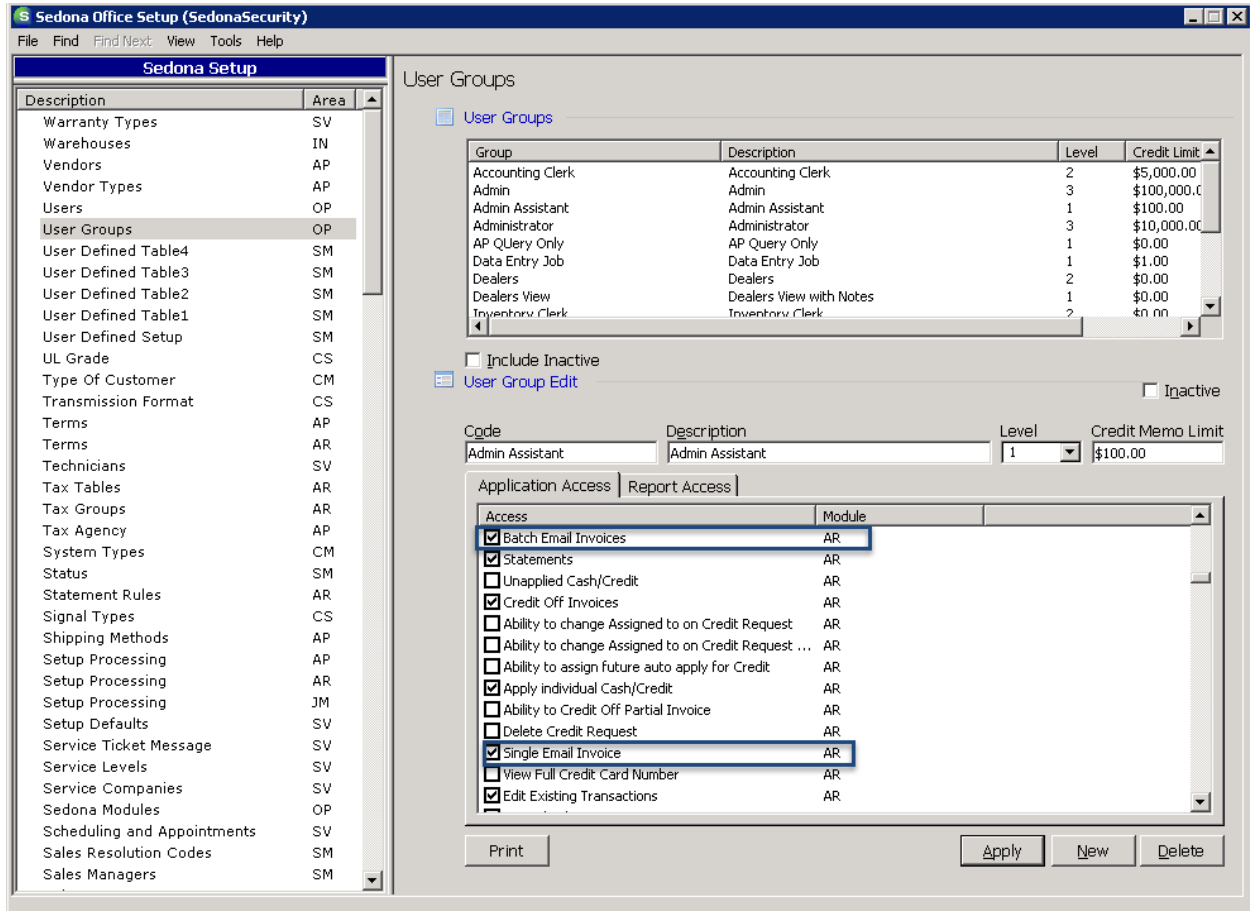
Discount Days:

Discount %:

Apply New Delete

## User Groups for SedonaEmail

Previous versions of SedonaOffice had an application entitled “Email” within the User Group table. This has been removed as an application selection. Users that will be responsible for the emailing of invoices should be given two new permissions under Accounts Receivable –Batch email invoices and Single Email Invoice:





## Application Corrections

### Accounts Payable

#### AP Query Builder

Reported Issue: The error message “Key Not Unique” was being return on queries due to duplicate fields being in place in the database. This issue has been corrected.

#### Inventory Receipt

Reported Issue: The error message “Insufficient number of parts on hand (0) for part code xxxx” was being received when attempting to receive and issue parts to a job. This issue has been corrected.

#### Voiding a Check

Reported Issue: When a check was voided (which was drawn from one branch to pay a bill for another branch), the void was only posting to the branch on which the check was written instead of also posting to the inter-branch accounts. This issue has been corrected.

### Accounts Receivable

#### Cycle Billing Invoices

Reported Issue: When re-saving an invoice that would post deferred income, the update statement was not using the same prorates as the cycle did. This resulted in missing or incorrect income posting. This issue has been corrected.

Reported Issue: The cycle billing program was allowing inspected linked RMR to bill continuously regardless of the inspection(s) being completed. This issue has been corrected.

#### Invoice Tax Summary on Invoices

Reported Issue: Create an invoice using Tax Group “A.” Go back into the invoice and change the tax group to Tax Group “B.” Look at Invoice Tax Summary on the invoice. Both the old and the new tax groups are displayed. The old tax group correctly carries \$0.00 charged, but is still displayed on the invoice. This issue has been corrected.

### Client Management

#### Customer Lookup

Reported Issue: If the information entered into customer lookup matched over 1000 branches, customers from the other branches would not be displayed. This issue has been corrected.

## General Ledger

### Bank Reconciliation – QuickBooks Import

Reported Issue: QuickBooks provides more than one layout style for statement import. SedonaOffice did not accept both layout styles causing some users not to be able to import their statements. This issue has been corrected.

### Journal Entries to Service Tickets

Reported Issue: When a journal entry was being made to multiple service tickets, the system chose the first service ticket and saved all journal entries under that ticket instead of looking at each one. This issue has been corrected.

Reported Issue: When a journal entry was made to a closed service ticket, the error “Job ST(followed by service ticket) is Closed” was received. This issue has been corrected.

### Recognition of Deferred Income

Reported Issue: When deferred income was being recognized occasionally the program would timeout before completion. This issue has been corrected.

## Jobs

### Change Job Site

Reported Issue: Customers that used credit requests and had experienced a usercode change to <<All Assigned To>> (which was fixed in 5.7.49) also attempted to change the site on a job and had Sedona crash. This issue has been corrected.

### Import of Jobs from QuoteWerks

Reported Issue: The QuoteWerks integration was not passing Introduction, Closing, Internal Notes, or Installation Note information into the job in SedonaOffice. This issue has been corrected.

### Job Costing

Reported Issue: When a check (that had been written with an expense line costing to a job) was voided, the job costing screen did not remove the expense, and the expense also showed on the job ticket. This issue has been corrected.

### Materials List

Reported Issue: When a user attempted to add an inactive part to the materials list, all parts on the materials list were replaced by the inactive part. This issue has been corrected.



## Tax Group

Reported Issue: The tax group on the customer site drove the tax group assigned to the job. The job did not honor the tax group on the Work Order. **The job will now only look to the tax group on the Work Order.**

## Reports

### Vendor Remittance Detail

Reported Issue: The report used credits twice against one invoice when the check remittance detail indicated that it was used once. Selecting one vendor to report on also resulted in multiple vendors being selected. These issues have been corrected.

## Service

### Inspections

Reported Issue: Some customers had two inspection tickets created for the same inspection. This issue has been corrected.

## SedonaDocs

### Attaching Document to a Vendor Credit

Reported Issue: Users had been unable to attach a document to a vendor memo. This issue has been corrected.