

# SedonaOffice®

The #1 Financial Software for Security Companies

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## **Version 5.6.128**

### **Release Notice**

*Last Revised:*

**June 12, 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 5.6.128. This release notice includes features and options that were added since the release of version 5.6.115. This is an intermediate version update that contains new features, functionality changes, and new reports. Listed below are the modules affected by new features contained in this software release.

- Accounts Receivable
- Client Management
- General Ledger
- Job Management
- Service
- Report Manager
- SedonaSetup

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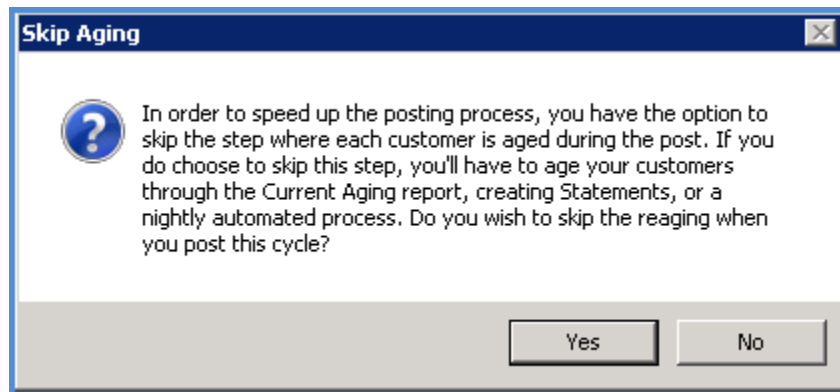
## Application Enhancements

### Accounts Receivable

#### Cycle Invoice Posting

An option that was available several releases ago which gave the User the option of skipping the customer aging process has been added back to the application. When pressing the Post button on the Cycle Invoicing Process form, the User will be prompted with the question as to whether they want to skip the re-aging of all customer accounts as a part of the posting process.

**If your company wants to have this option available, you must contact SedonaOffice Support to activate this feature.**

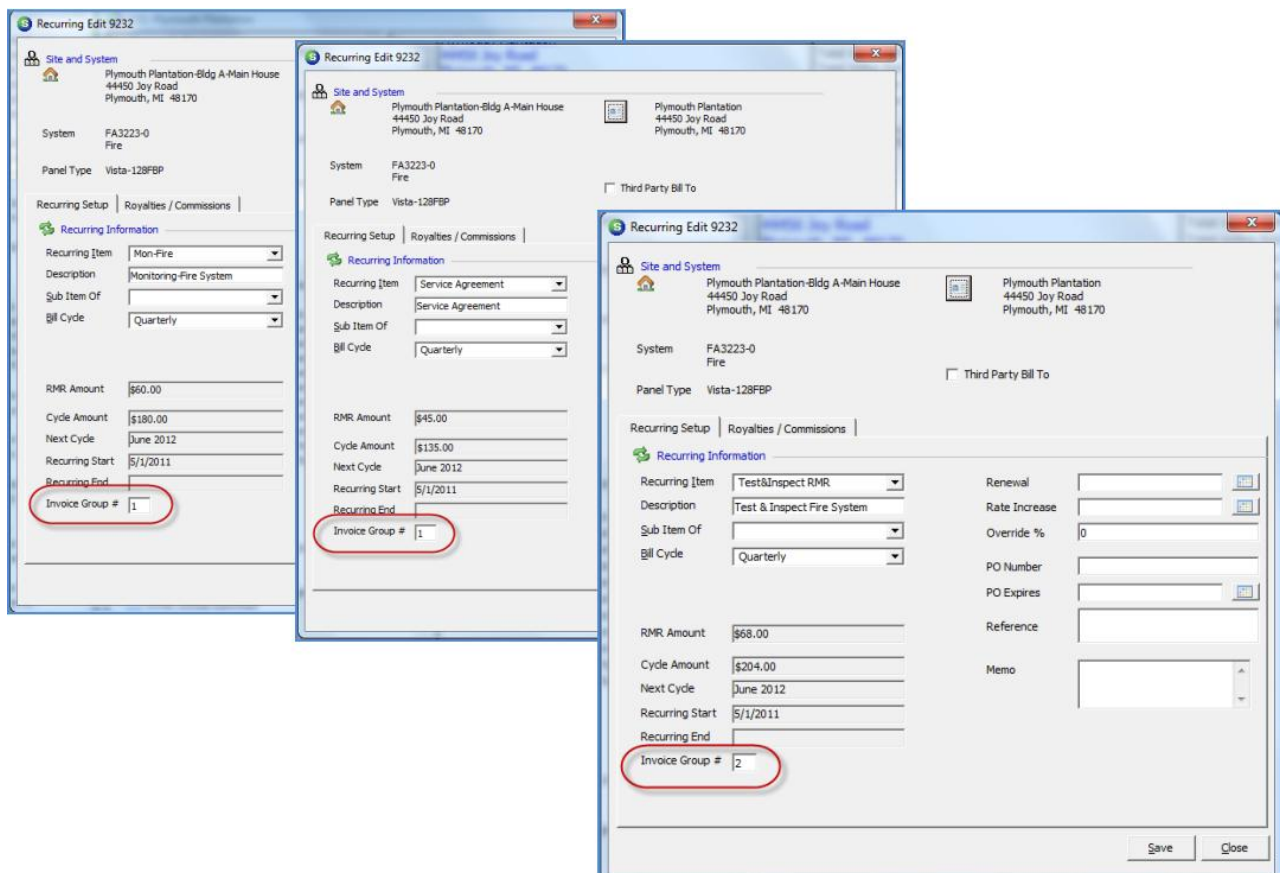


*Application Enhancements (continued)*

**Client Management**

**Recurring Line Setup – New Invoice Group Number**

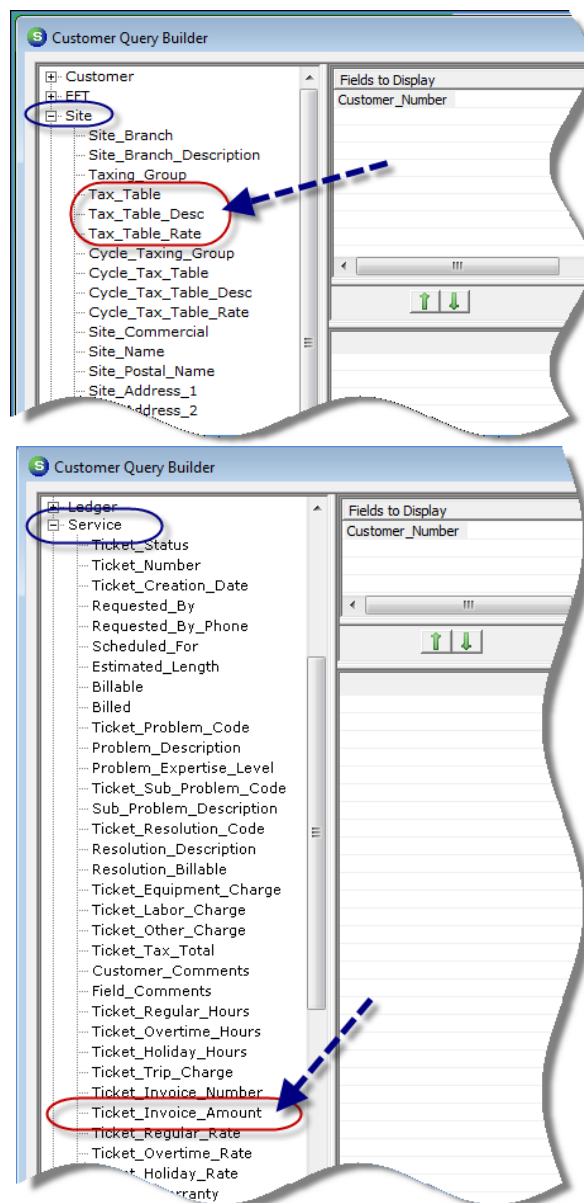
A new field, *Invoice Group #*, has been added to the recurring line setup. This field allows you to designate which recurring services will be invoiced on the same invoice within the same site. For example if you want regular monitoring services and service agreements to be on one invoice, and inspection services on a separate invoice, you would set the Invoice Group # accordingly to separate the services on the invoice. In the screen shot below two Recurring Lines are setup with an Invoice Group # 1 and one Recurring Line is setup with an Invoice Group # 2. The two recurring lines assigned to Group 1 will be on one invoice, and the recurring line assigned to Group 2 will be on a separate invoice. Invoice Group Numbers may be between 1 and 9.



*Application Enhancements (continued)*

**Customer Query Builder – New Fields Added**

Several new fields have been added to the Customer Query Builder. Three new fields are located within the Site Group and are related to the sales tax rate for a Site. These new Site Group field names are: Tax Table, Tax Table Description and Tax Table Rate. A new field has also been added to the Service [Ticket] Group labeled Ticket Invoice Amount. This field represents all charges on the invoice; sales tax is not included in this total.

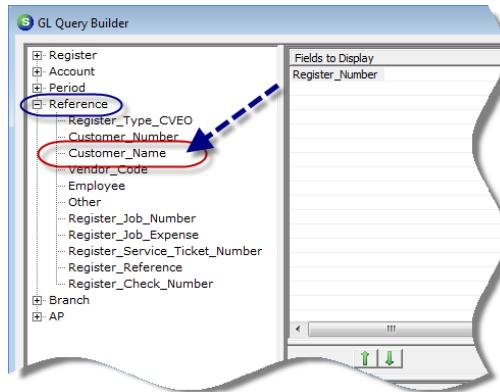


*Application Enhancements (continued)*

**General Ledger**

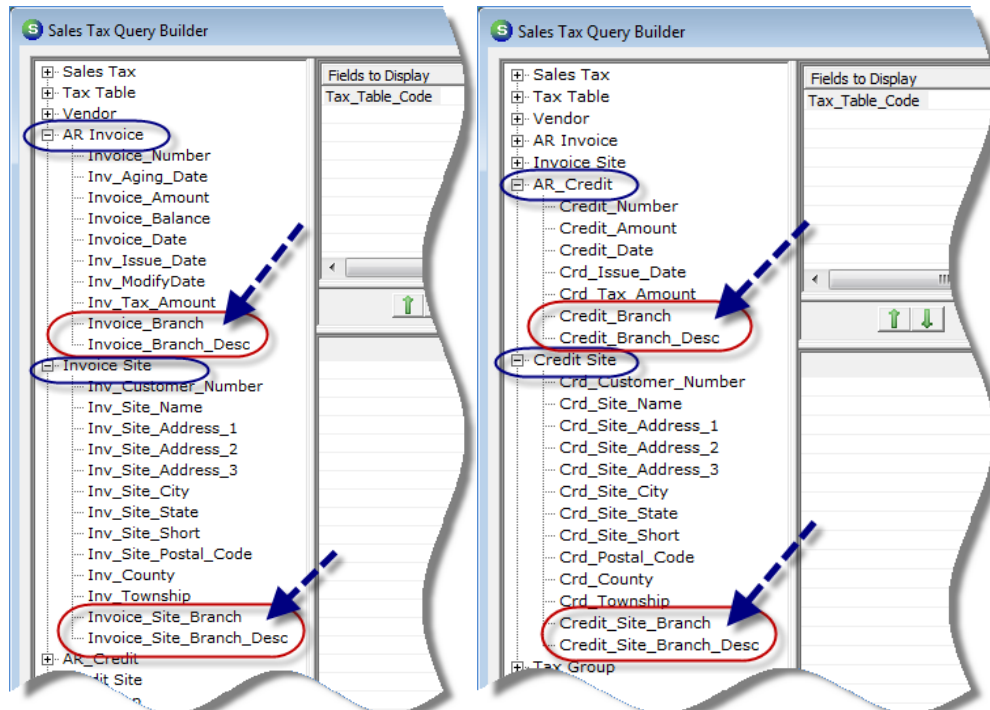
**GL Query Builder – New Field Added**

A new field, “Customer Name”, was added to the GL Query Builder. This new field is located within the Reference Group.



**Sales Tax Query Builder – New Fields Added**

New fields have been added to the Sales Tax Query Builder in four different field groups which relate to the Branch Code and Branch Description. Both of these new fields are located within the following Groups: AR Invoice, AR Credit, Invoice Site and Credit Site.



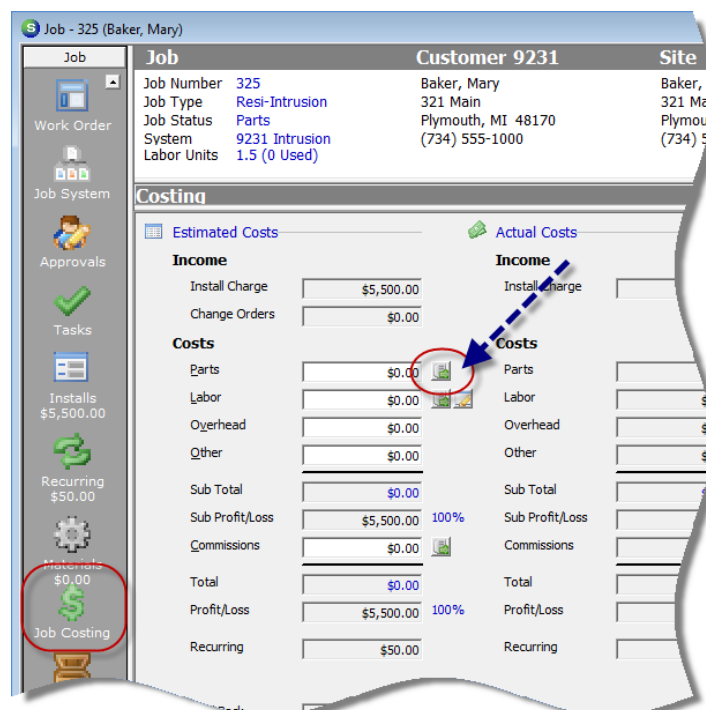
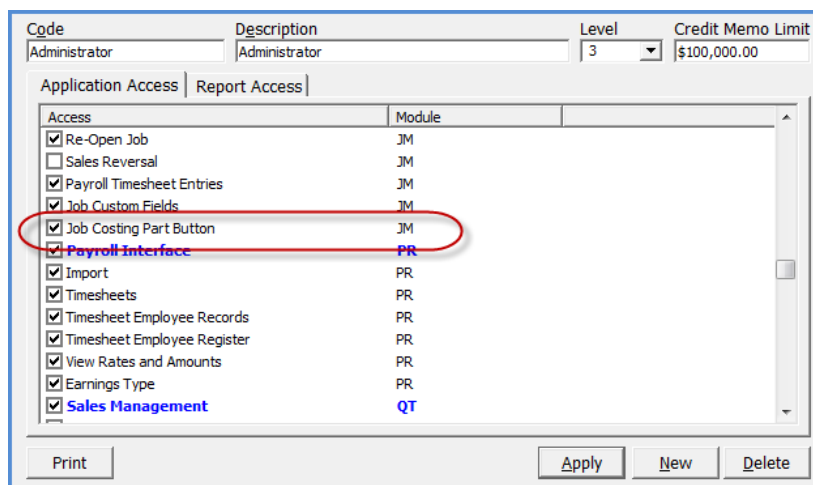


*Application Enhancements (continued)*

**Job Management**

**Job Costing Security**

A new User Group Security option, "Job Costing Part Button", was added which affects the Job Costing form. A user must now be assigned this security permission in order to use the Auto Part Costing button within the job costing form. If a User not assigned this security permission clicks on the Auto Part Costing button, they will be presented with an "Invalid Security Access" message.



*Application Enhancements (continued)*

**SedonaService**

**Inspection/RMR Link**

New functionality is being introduced in this version of the SedonaOffice application which allows the User to link an Inspection Setup to a recurring line. This functionality is controlled by a new option setting on the Service Level Setup. A new tab has been added to the Service Level setup form which indicates if a User is required to link a Recurring Item when setting up a new inspection. If the Service Level selected on the Inspection setup is not required to be linked to a recurring item, the linking fields on Inspection setup form will be hidden.

If a recurring line that is linked to an Inspection record is cancelled, the application will automatically terminate the Inspection record(s) linked to the recurring line effective on the date the recurring is being cancelled.

**Inspection Setup Enhancements/Changes**

Several new fields and a new button have been added to the Inspection setup form, most of which are being put in place for future functionality, but some which may be used in this version of the application. These new fields and button will be described on the following page.

- Recurring Item Link
- Cycle Amount
- Service Tech
- Group Number
- Estimated Hours
- High Frequency Omit
- Terminate (button)

A new button, Terminate, has been added to the Inspection setup form. Previously a Delete button was available to remove an Inspection record; this button is no longer available. If an Inspection needs to be removed, the User will now use the Terminate button which will stop Inspections as of the date the Terminate button is pressed and confirmed.

**Note:** Since Inspections are terminated on the date the button is pressed, the User needs to look at the next inspection date to make certain the termination is occurring on the correct date. For example, if the Next Inspection Date is set to 06/01/2012 and the June Inspection ticket has not yet been created, if we terminate the Inspection today (June 11, 2012), then the June Ticket will still be created by the application. To prevent un-wanted tickets from being created, make certain that the next inspection date is at least equal to the termination date.

Application Enhancements (continued)

**Inspection Setup Form – New Fields/Buttons Definitions**

- **Recurring Item Link** – This field will only be exposed if the Service Level selected on this form is flagged to require linking to a recurring item. When clicking on the drop-down arrow, all active recurring lines for the Site will be listed from which to select.
- **Cycle Amount** – If a recurring line was selected in the Recurring Item Link field, this field will display the cycle amount of that recurring line.
- **Service Tech** – (optional) This field is available to select any active Technician as the preferred person to perform the Inspection. If a Technician is selected in this field, when Inspection Tickets are created, this Technician's name will display on the front page of the Inspection Ticket and in the Technician field within the Ticket Queue. Selecting a Technician on this setup form does not schedule an appointment; this is for reference purposes only.
- **Group Number** – This field is for future development.
- **Estimated Hours** – (optional) This field is used to enter an estimated number of hours required to perform the Inspection. This is for informational purposes only and is displayed in the header area of the Appointments and Labor form of the Inspection Ticket.
- **High Frequency Omit** – This field is for future development.
- **Terminate** (button) – Pressing this button will terminate the Inspection as of the date on which the button is pushed. The User will be presented with a confirmation message prior to the termination occurring.

The screenshot displays the 'System Inspections' window. At the top, it shows site information: 'Plymouth Plantation-Bldg A-Main House' and '44450 Joy Road'. The system is identified as 'FA3223-0 Fire'. The 'Inspection' section contains several fields: 'Description' (Q-Fire Inspection), 'Frequency' (Quarterly), 'Service Problem Code' (Inspection), 'Service Level' (INSP Contract), 'Service Company' (MI), 'Last Inspection' (4/15/2012), and 'Next Inspection' (7/1/2012). A red box highlights the 'Recurring Item Link' field (Test&Inspect RMR) and the 'Cycle Amount' field (204.00). Another red box highlights the 'Service Tech' field (Egor Earle), 'Group Number' (0), 'Estimated Hours' (2), and the 'High Frequency Omit (Duplicate Inspection)' checkbox. The 'Charges' section at the bottom shows an 'Inspection Item' dropdown and an 'Amount' field (0.00). At the bottom right, there are three buttons: 'Save', 'Terminate' (circled in red), and 'Cancel'.

*Application Enhancements (continued)*

**SedonaSetup**

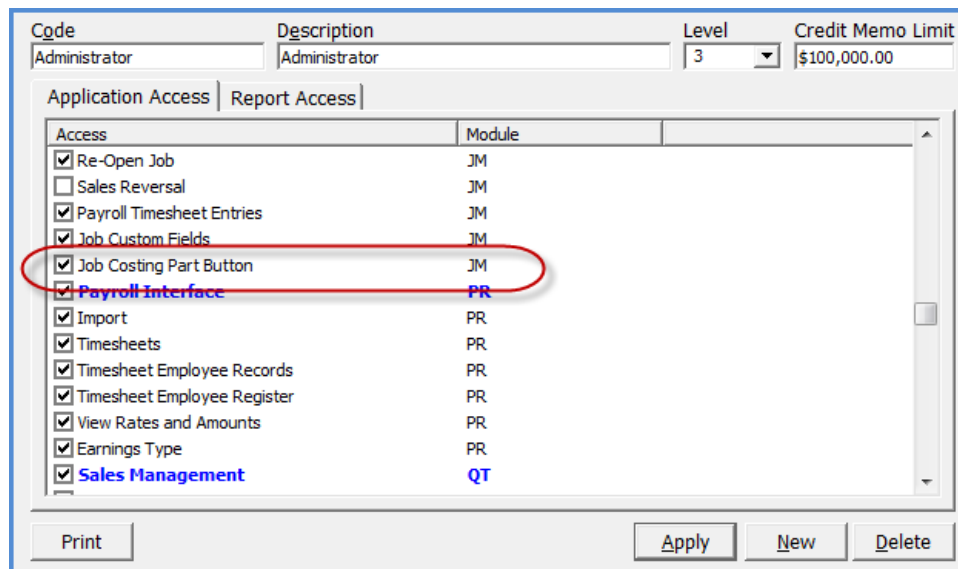
Changes have been made within SedonaSetup with this release of SedonaOffice. Make certain to review the changes carefully to determine if they will affect your company.

**User Group Security**

A new permission setting has been added to the application as of this release; this new user group permission is described below.

**Job Costing Security**

A new User Group Security option, “Job Costing Part Button”, was added which affects the Job Costing form. A user must now be assigned this security permission in order to use the Auto Part Costing button within the job costing form. If a User not assigned this security permission clicks on the Auto Part Costing button, they will be presented with an “Invalid Security Access” message.



*Application Enhancements (continued)*

**Service Level (SV)**

A new tab has been added to the Service Level setup forms. This new form labeled “Inspection”, has been added to facilitate the new functionality in linking an Inspection Record to an existing Recurring Line. If this new option is selected, when creating or modifying an existing Inspection Record assigned to this Service Level, the User must link the Inspection to an active Recurring Line for the customer site.

The screenshot displays the 'Service Levels' application window. At the top, there is a table listing various service levels. Below the table, there are checkboxes for 'Include Inactive' and 'Inactive'. The 'Service Level Edit' section shows the 'INSP Contract' selected, with the 'Inspection' tab highlighted. A checkbox labeled 'RMR Link to Customer Recurring is Required' is checked and circled in red. A note below explains that this option is used to force a link between the inspection and customer RMR. At the bottom, there are 'Apply', 'New', and 'Delete' buttons.

Service Level	Description	Parts	Labor	Other	Bill As	Trip Ch...	Labor Item	Other Item
90-Dav T & M	90-Dav T & M	N	N	N	Min Svc Call	\$45.00	Service Labor	
Full Service	Full Service	Y	Y	Y	Min Svc Call	\$0.00	Service Labor	Min Svc Call
INSP Contract	INSP Contract	Y	Y	Y	Min Svc Call	\$0.00	Service Labor	
Inspection T & M	Inspection T & M	N	N	N	Min Svc Call	\$0.00	Insp T & M	
Leased System	Leased System	Y	Y	N	Min Svc Call	\$0.00	Service Labor	
Maintenance Co...	Maintenance C...	N	N	N	Min Svc Call	\$65.00	Service Labor	

Include Inactive

Inactive

Service Level: INSP Contract      Description: INSP Contract

General | Parts | **Inspection**

RMR Link to Customer Recurring is Required

*\*This option is used in Service Inspections to force a link between the inspection and customer RMR.*

Apply    New    Delete

*Application Enhancements (continued)*

**Report Manager**

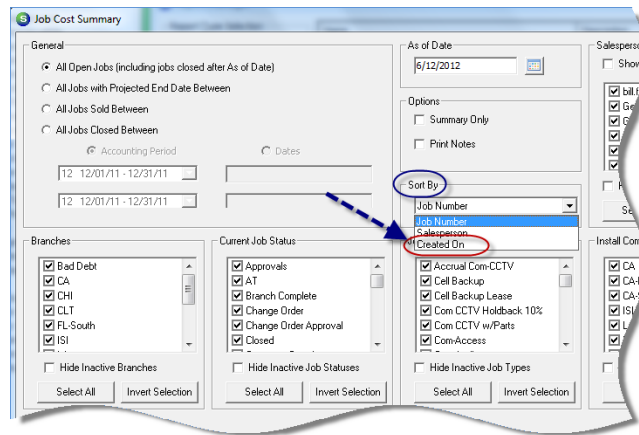
One new custom report has been added to the Report Manager list along with changes to three existing reports.

**Jobs WIP Monthly Audit\***

This report is designed to print any changes in WIP [Work in Process] for a selected date range. The report is grouped by Job Branch, with a page break after each Branch. This new report was designed for a specific SedonaOffice customer.

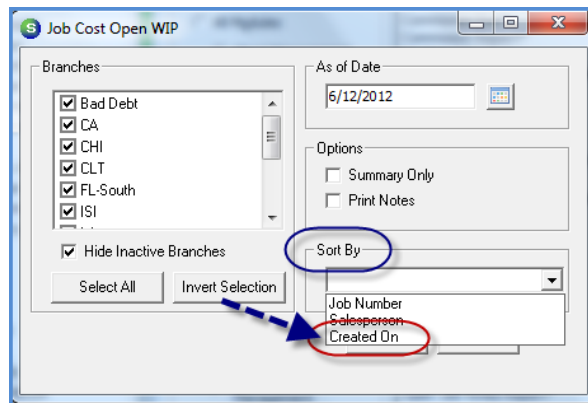
**Jobs Cost Summary (JC05)\***

A new sorting option was added to this report which allows a User to sort by Job Created Date.



**Jobs Cost Summary (JC05) WIP\***

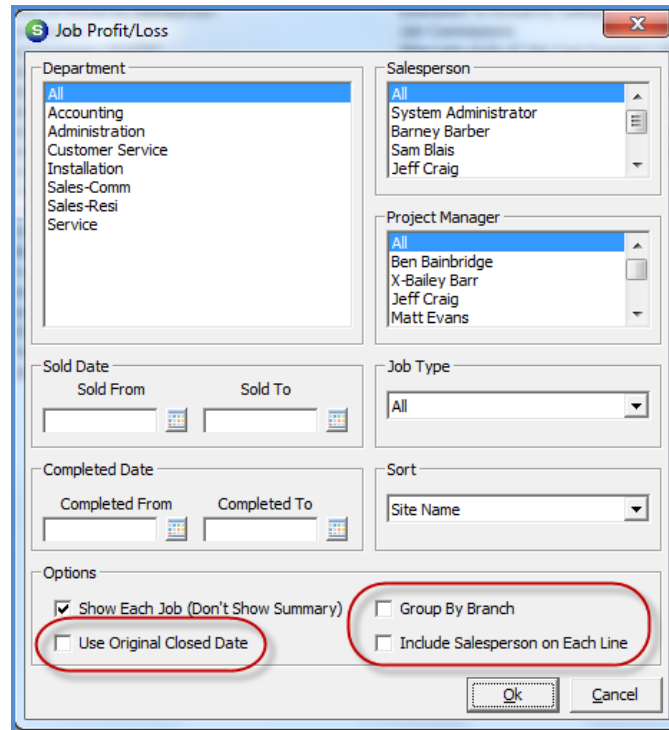
A new sorting option was added to this report which allows a User to sort by Job Created Date.



*Application Enhancements (continued)*

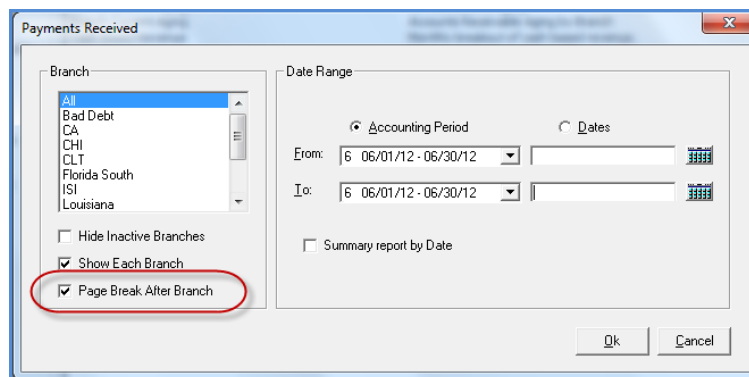
**Job Profit/Loss**

The following new options have been added to this report: Use Original Closing Date, Group By Branch and Include Salesperson on each line.



**Payments Received**

A new option was added to this report: Page Break After Branch.

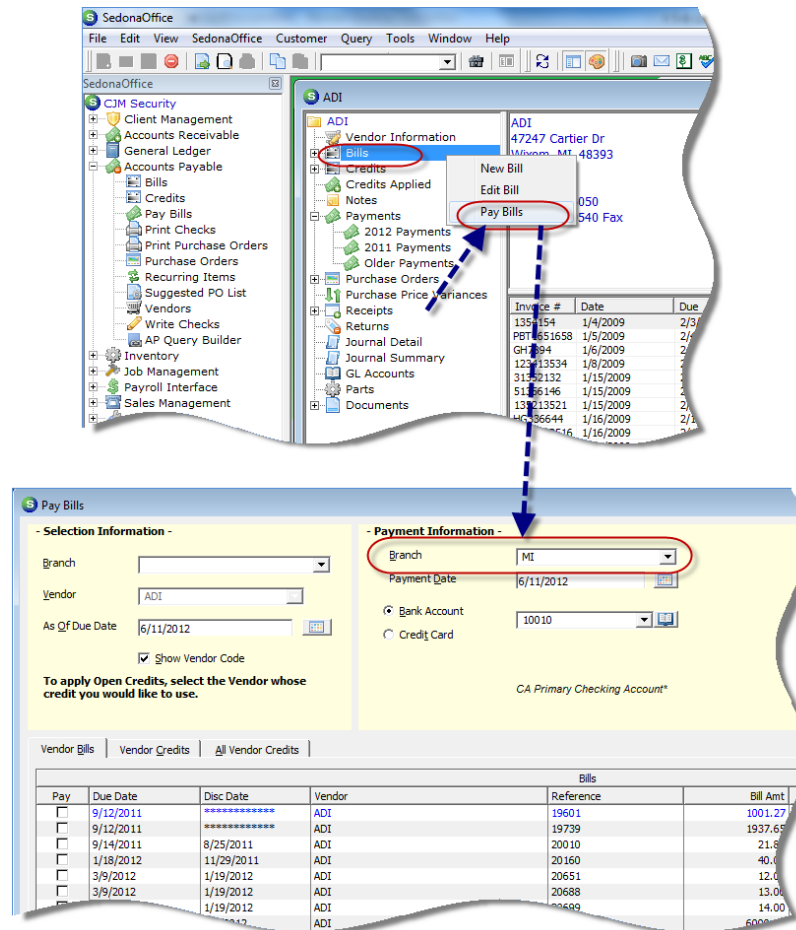


## Application Corrections

### Accounts Payable

#### *Pay Bills from Vendor Explorer*

A correction has been made to a reported problem in Bill Payment. If a User right-clicked on the Bills option within the Vendor Explorer to pay a bill and then changed the branch name in the payment posting section, the application would close.





*Application Corrections (continued)*

**Pay Bills from Accounts Payable Menu**

When Bills were paid using a discount, the amount of the Discount Taken was not printing on the check remittance; this has been corrected.

Bills Paid Allocation		ADI	06/11/2012	35055
Bill #	Date		Discount Taken	Amount Applied
15651	6/11/2012		0.50	24.50
369874125	6/11/2012		1.65	81.06
			<u>2.15</u>	<u>105.56</u>
<b>Check Amount:</b>				105.56

Remittance Advice		Page 1		Payment Date: 6/11/2012	
				Check No: 35055	
				Check Amount: \$ 105.56	
<b>From</b>			<b>To</b>		
SedonaSecurity 417 Forest Plymouth, MI 48170			ADI 231 West 42nd St New York, New York 10024		
			<b>Vendor</b> ADI		
Summary:		Quantity	Amount		
Total Bills Paid		2	107.71		
Total Discounts Applied			(2.15)		
Total Credits Applied			0.00		
<b>Net Bills Paid by Check</b>			<u>105.56</u>		
Total Direct Part Purchases			0.00		
Total Direct Expenses			0.00		
<b>Check Amount</b>			<u>105.56</u>		
Bills Paid Allocation					
Bill #	Date	Total Paid	Credits Applied	Discount Taken	Cash Applied
15651	6/11/2012	25.00		0.50	24.50
369874125	6/11/2012	82.71		1.65	81.06
		<u>107.71</u>		<u>2.15</u>	<u>105.56</u>

**Purchase Orders**

Corrected a problem in Purchase Orders where selecting a standard cost part that does not exist in the warehouse for the Purchase Order, was not setting the standard cost to the purchase cost when the Purchase Order was received.

*Application Corrections (continued)*

**Accounts Receivable**

***Credit Memos***

Corrected a problem where the system was allowing a User to delete a credit memo with recurring items where the deferred income had already been posted.

***Statement Printing***

A problem was corrected in statement printing where if the User selected the "Show Open Credits" option, the open credits would not always print on the Customer Statements.

***Invoice Printing – Standard Invoice Form***

When printing invoices using the Standard Form and selecting to use Background shading, the document was not being rendered with shading; this has been corrected.

***Miscellaneous Invoices***

Under certain circumstances the application was allowing a User without access to accounting periods with the Re-Open status permission to edit an invoice. This has been corrected.

*Application Corrections (continued)*

## **Client Management**

### ***Customer Query Builder – Exporting Queries***

Under certain circumstances, a User without permissions to Export Queries was able to do so; this has been corrected.

### ***SedonaDocs – Document Type***

The application has been corrected to now alphanumerically sort the drop-down list of Document Types.

*Application Corrections (continued)*

## **Inventory**

### ***Repair Order List***

Corrected a problem in the Repair Order List of open repairs where the system would error if the Material Handlers option is activated.

### ***Job Purchase Orders***

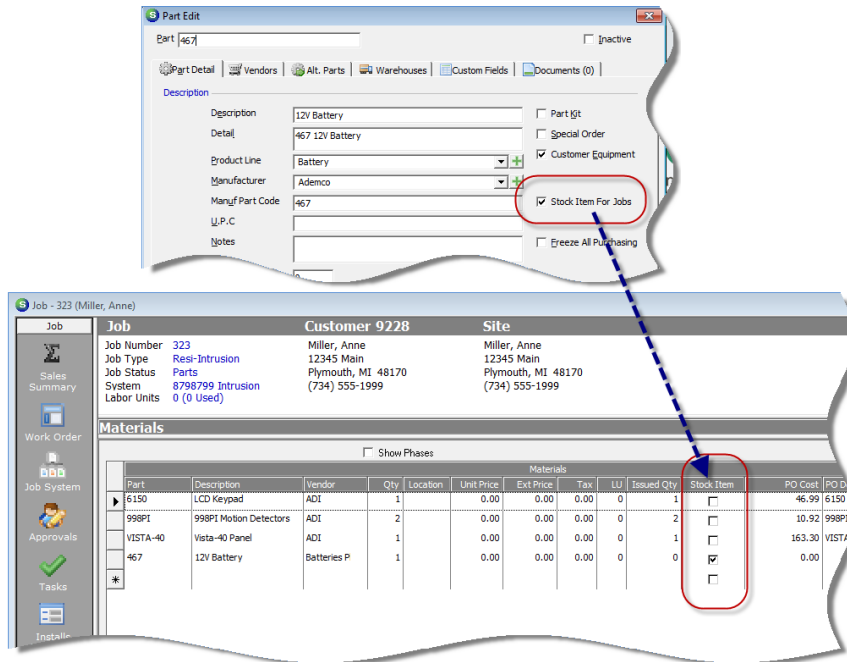
A problem has been corrected for Job Purchase Orders (for parts) that were being received using the "Receive and Issue Immediately" option. If the parts were being received to a warehouse where the part had not previously been setup with a standard cost, the part was being issued to the Job at \$0.00 cost. The application has been changed to use the purchase cost on the Purchase Order if a standard cost does not exist for the warehouse.

*Application Corrections (continued)*

**Job Management**

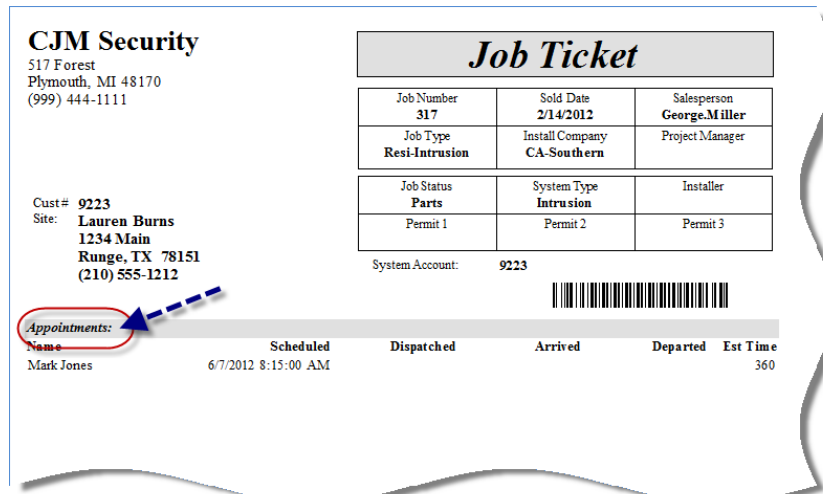
**Job Materials**

A problem was corrected for Jobs imported from either QuoteWerks or WeEstimate where the application was not using the default setting for stock items.



**Job Ticket (Report)**

A spelling error was corrected in the Appointment section of Job Ticket printing.

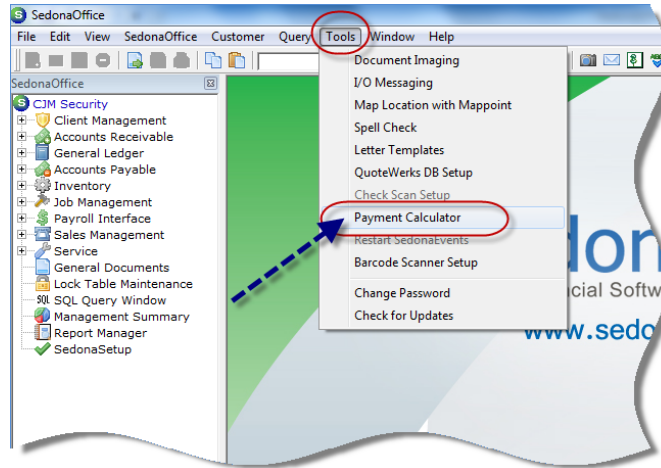


*Application Corrections (continued)*

**Miscellaneous**

***Payment Calculator***

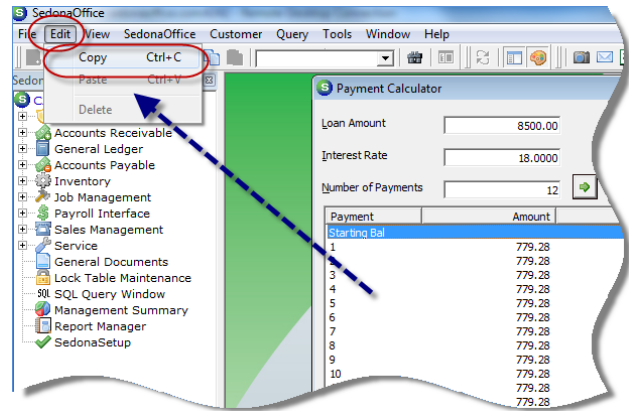
Corrected a problem where you could not copy and paste the Amortization schedule when using the Payment Plan tool.



Once a Payment Plan has been calculated, click anywhere in the calculated payments area then press CTRL-C to copy the payment schedule. Alternately to copy the payment information, you may click on Edit on the main application menu, and select the Copy option. You may then open Excel and paste in the payment schedule.

A screenshot of the 'Payment Calculator' window. It shows input fields for Loan Amount (8500.00), Interest Rate (18.0000), and Number of Payments (12). Below these are summary statistics: Payment Amount (779.28), Total Payments (9351.36), and Total Interest (851.36). A table displays the amortization schedule with columns for Payment, Amount, Interest, Principal, and Balance. The first row is highlighted in blue.

Payment	Amount	Interest	Principal	Balance
Starting Bal	779.28	127.50	651.78	7848.22
1	779.28	117.72	661.56	7186.66
2	779.28	107.80	671.48	6515.18
3	779.28	97.73	681.55	5833.63
4	779.28	87.50	691.78	5141.85
5	779.28	77.13	702.15	4439.70
6	779.28	66.60	712.68	3727.02
7	779.28	55.91	723.37	3003.65
8	779.28	45.05	734.23	2269.42
9	779.28	34.04	745.24	1524.18
10	779.28	22.86	756.42	767.76
11	779.28	11.52	767.76	0.00
12	779.28			



*Application Corrections (continued)*

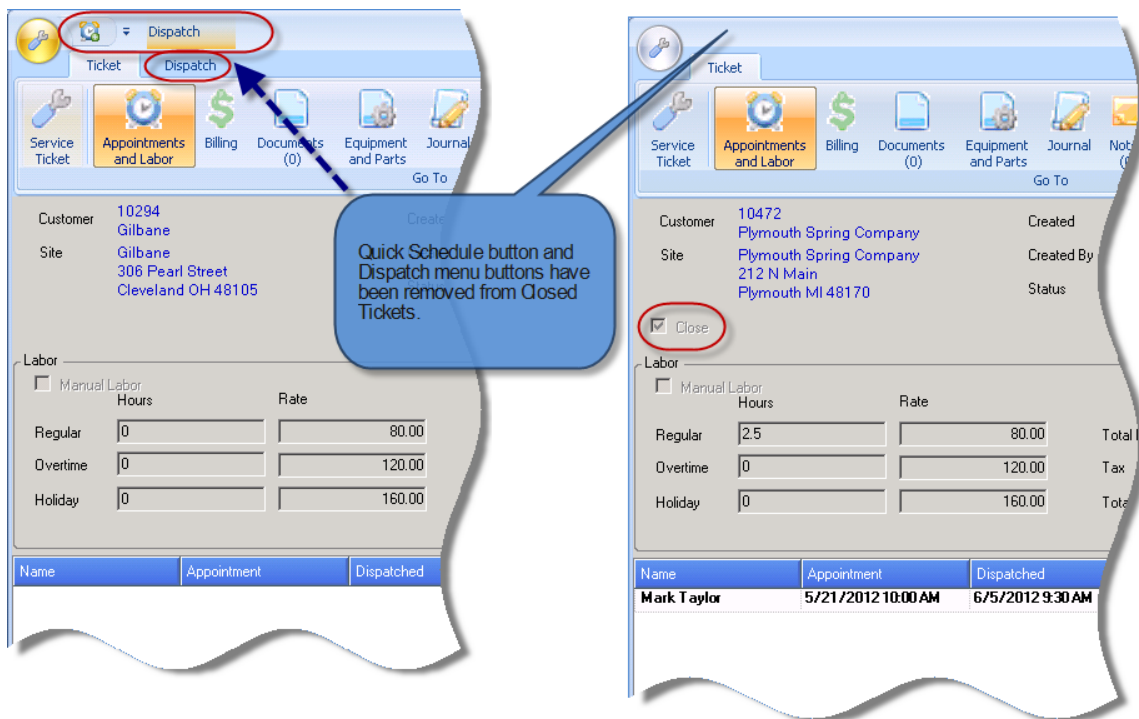
**SedonaService**

***Ticket Part***

A problem was reported where Users were able to make changes to Parts on Closed Service or Inspection Tickets. This has been corrected; the application will no longer allow any changes to be made to Parts on Closed Tickets.

***Appointments on Closed Tickets***

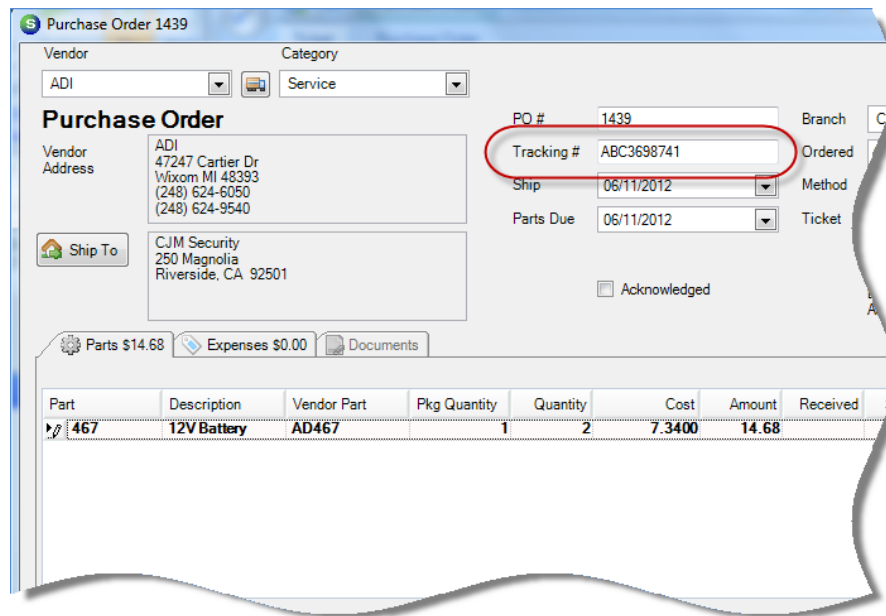
A correction has been made to stop a User from scheduling a new technician appointment for tickets where the status is set to Closed. The quick schedule button and Dispatch menu buttons have been disabled for closed tickets.



*Application Corrections (continued)*

***Service Purchase Orders / Tracking Numbers***

If a Tracking Number was entered on a Purchase Order created for a Service Ticket, that number was not being displayed once the Purchase Order was saved. This has been corrected.



***Service Purchase Orders***

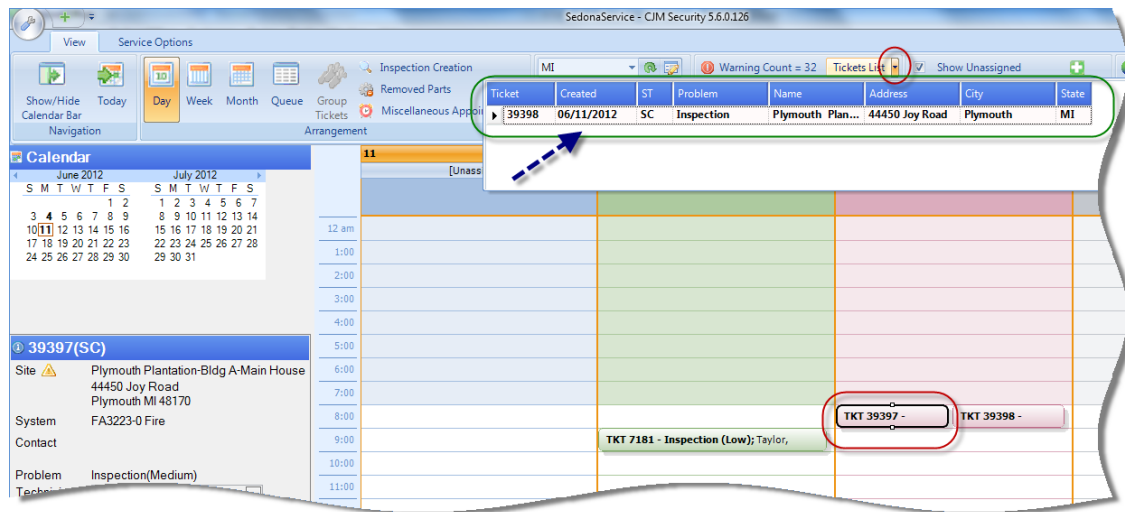
If a User began to create a Purchase Order within a Service Ticket, they would have to complete the process and save the Purchase Order; the Purchase Order Close button did not function properly to back out of the process. This has been corrected. A User is now able to press the Close button without completing and saving the Purchase Order.



*Application Corrections (continued)*

**Service Schedule / Tickets on Site**

When clicking on the Ticket List drop-down, the Site Ticket List has now been expanded to view the information for other open tickets for the same site.



**Service Schedule / Drag & Drop Scheduling**

When using the drag and drop method of scheduling technician appointments on the Service Schedule Board, the application was not automatically updating the ticket status to SC (scheduled). This problem has been corrected.

**Service Schedule / Drag & Drop Job Appointments**

A problem was corrected where certain SedonaOffice customers were able to drag and move Job Appointments on the Service Schedule Board. This functionality has been disabled.

**Service Appointments**

A problem was reported where the appointment departure time was automatically filling in when scheduling a new technician appointment; this issue has been corrected.

***Miscellaneous Appointments***

- A reported problem was corrected that allowed a User to schedule a miscellaneous appointment without selecting a Technician. The application has been corrected to only allow a Miscellaneous Appointment to be saved if at least one Technician's name has been selected.
- A problem has been corrected that allowed a User to type in and save invalid characters within the Appointment Type field. The application has been changed to not allow the saving of a Miscellaneous Appointment without a valid selection from the drop-down list within the field.

***Invoicing Service Labor***

A problem was reported where the application was rounding the unit hourly labor rate on the customer invoice, but the total extended amount was correct on the invoice. This issue has been corrected.

***Invoicing Viewing Permission***

A problem was reported where a User has to be granted permission to Edit Existing Transaction in A/R to be able to view an invoice from a Service Ticket. The application has been corrected to no longer require this permission to view a service invoice..

***Inspection Tickets – Service Company***

A problem was reported where the Service Company that automatically defaults into Inspection Tickets was the System Service Company where it should have been the Service Company selected on the Inspection Setup form. This issue has been corrected.

***Service Ticket Part Quantities***

A problem was reported where the application would not allow a quantity of a Part to be less than 1. This issue has been corrected.

***Service Ticket Form Changes***

A problem was reported where the application would not save any changes made to the Service Ticket form and no warning message was presented to the user prior to navigating to a different form on the ticket. The application has been changed to present the User with a warning message that information has been changed on the current form.

*Application Corrections (continued)*

## **Reports**

### ***Accounts Receivable - AR Retroactive Aging***

Corrected a problem in AR Retroactive Aging where the report would sort by Customer Number even when Customer Name was selected for the sorting option.

### ***Accounts Payable – Open Receipts & Open Receipts Detail***

Corrected a problem where the Open Receipts and the Open Receipts Detail reports were not matching the total amounts.

### ***Job Management – Job Cost Summary (JC05)\* & Job Cost Summary (JC05) WIP\****

Corrected a problem where JC05 and JC05 WIP reports gave an error message when trying to sort by Salesperson.