SedonaOffice
The #1 Financial Software for Security Companies

Release Notice

Version 5.7.40

Release Date: September 23, 2016

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The #1 Financial Software for Security Companies

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 5.7.34. This is an intermediate version update that contains new features and application corrections.

Application Enhancements/Improvements

Accounts Payable

Comdata

Version 5.7.40 contains the interface to Comdata. Comdata is a third party electronic Accounts Payable processor. The interface is an add-on product to SedonaOffice which must be purchased separately. Customers who are already Comdata customers and are interested in this add-on product should contact SedonaOffice Sales at 440-247-5602 x207.

Single Line Expense

A new feature has been added to AP bills entitled "Single Expense Line." When the total amount of a bill consists of a single expense line, the user now has the ability to place a checkmark in the box entitled "Single Expense Line" and have a previously used GL number (selected from the drop-down box) default to the total amount of the bill.

Standard Cost

The standard cost of a part will now display 4 decimal places on the Purchase Order and PO Receipt:

Accounts Receivable

Australian Business Number

Customers in Australia that have populated the ABN number on the customer information screen (see Country Codes in the Customer Information section of the enhancements) will have this number appear on each customer's invoice when using invoice format Custom Form (CS 44)and Master Invoice Custom Form (CM46).

Credit Requests – Amount Verification

Credit requests will now notify users when the amount of the credit template does not equal the amount of the credit request. *Credit templates are required when the entire amount of a specific invoice is not being credited off or if the credit is not tied to a specific invoice*.
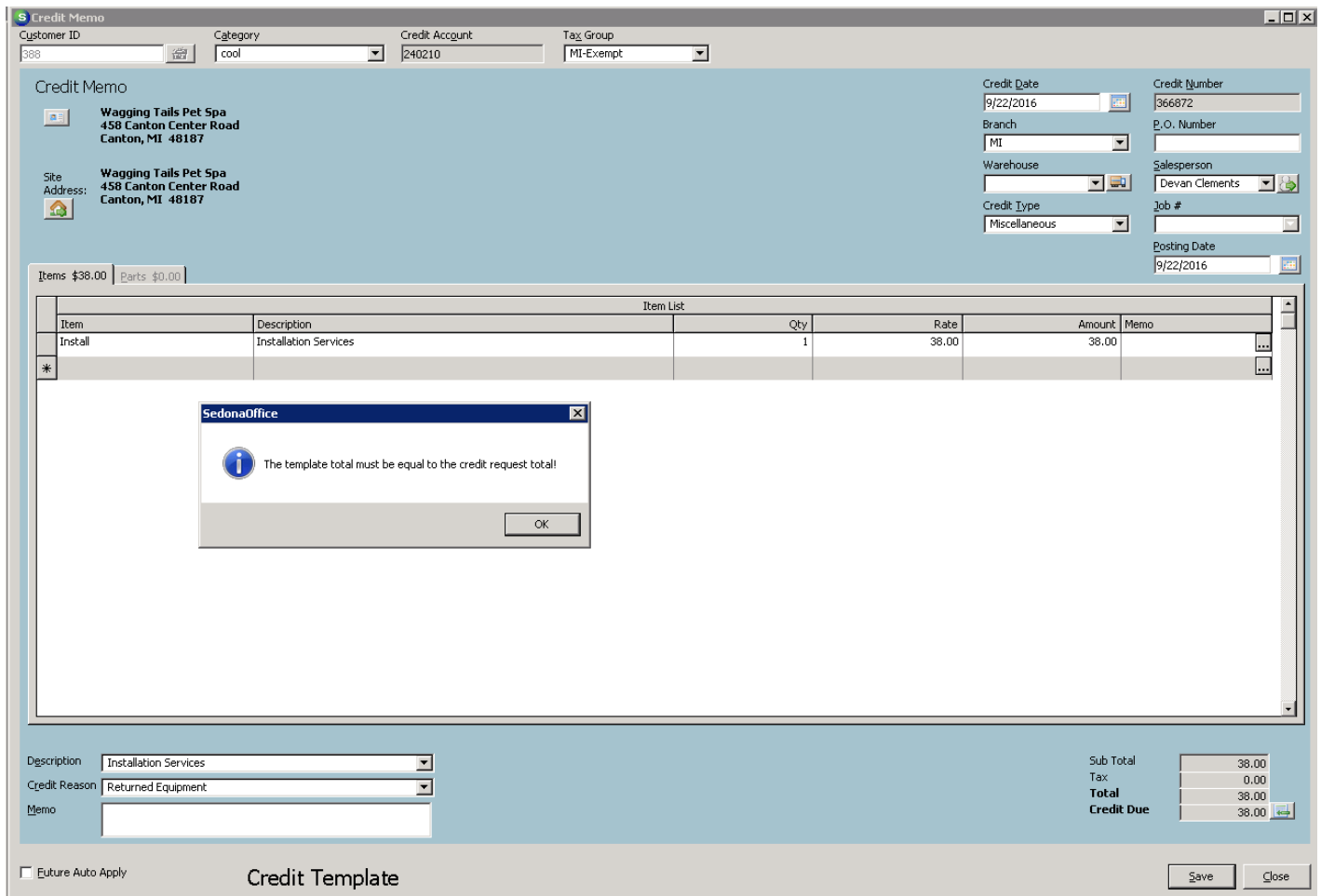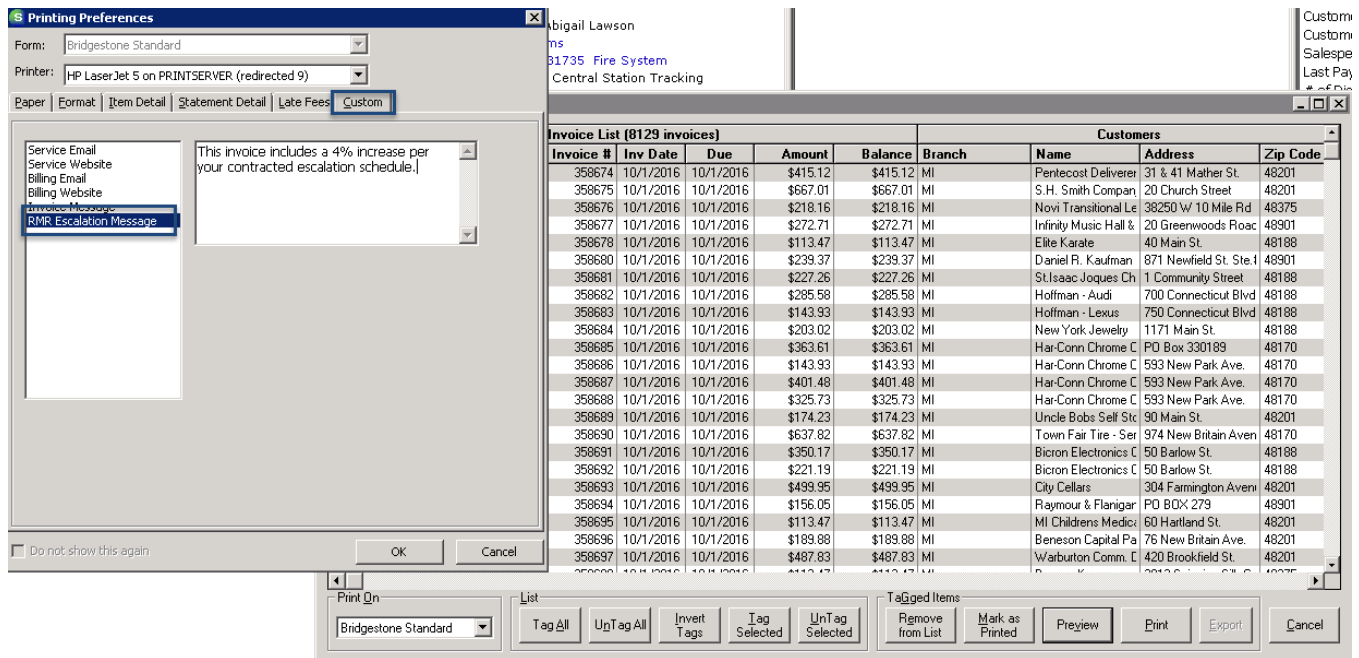
Credit Request Template– Job Number

The credit request template has been locked down to prevent users from entering a job number in the Job # field job when miscellaneous credits are created outside of the job. This modification is being made to prevent incorrect billing totals from appearing on the Sales Summary page of jobs when credits were being created outside of the jobs module. Credit requests to credit off an entire job invoice within the jobs module with automatically fill in the Job # field on the credit memo.

RMR Escalation Message ⚠

Customers that are using the RMR Escalation Message on their invoice forms will need to re-enter the text on the custom tab of print preferences when printing the first set of recurring invoices involving RMR Escalation after updating to 5.7.40. This change is necessary because of a correction which was made in the database which interfered with this message. This message only shows on invoice forms if the RMR escalation feature is used. Customers that do not use RMR escalations can leave this area blank.

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Client Management

Customer Information

SedonaOffice will begin migrating away from having the program look at the country code assigned to the type of SedonaOffice license issued to the customer (Canadian vs. US) to having the program look within the Sedona Modules setup table within SedonaSetup to determine various features and spellings within the program. This migration will be happening over multiple releases. With this version, a new field has been added to the customer information section enabling users to enter customer identification information into their customer records.   If the Country Code in Sedona Modules is set to US, users may enter an Employer Identification Number (EIN) for their customers if they choose to do so.   If the country code is set to CA (Canada), users may enter a Business Number (BN) for their customers. If the country code is set to AU (Australia), users may enter an Australian Business Number (ABN) for their customers. Beginning with this release, if the country code is set to AU (Australia) the Australian Business Number (ABN) entered into the ABN field will print on all customer invoices. Countries outside of Australia will not see this information printed on invoices. More information on the Country Codes may be found in the section on Country Codes within the SedonaSetup section of the enhancements in these release notes.

Customer Query Builder

The field Secondary Prospect Source has been added to the Customer Query Builder.

Inspection Record

The last inspection date field on an inspection record will not update when an inspection ticket is closed with the resolution code of "Void."
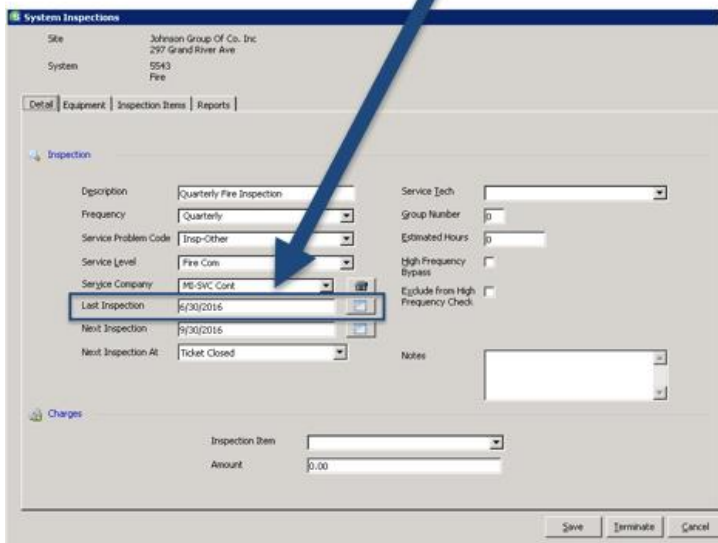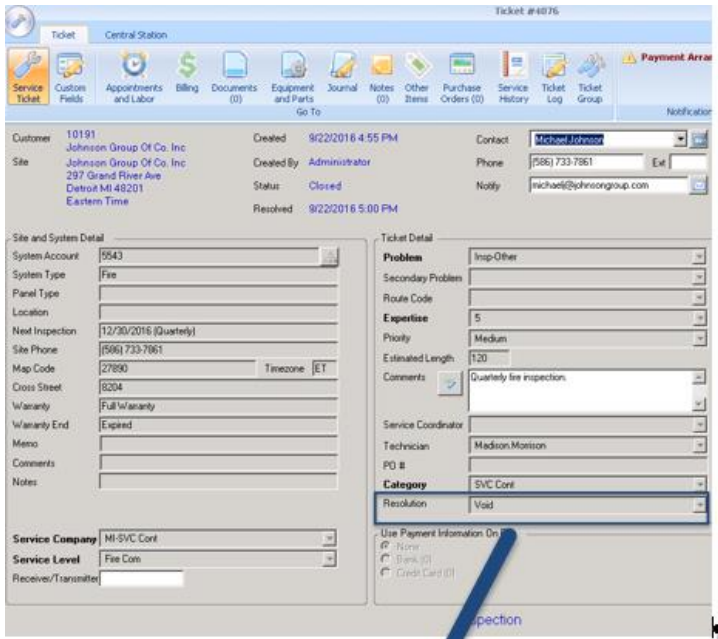
General Ledger

Inventory Labor COGS Account –
Customers that want to track labor associated with the building of a parts kit (see Inventory enhancements) will need to define two new GL account numbers in their GL. An Inventory Labor Accrued account (liability account) needs to be setup as well as an Inventory Labor COGS account (COGS account). The accrued labor account will be journaled out at the end of each month. The Labor COGS account will display a reference to the specific part kit that was built.

Month End Procedure
If your company is posting labor to the GL, you will need to perform the following Journal Entry to clear out any amounts posted to the Inventory Labor Accrual account (used in Build Your Own Part Kit discussed in Inventory enhancements) at the end of each month. A debit should be made the Inventory Labor Accrual account and a credit made to the Inventory Labor COGS account to zero out this account. Amounts posted to the accrual account are for reporting purposes only. Actual wages are posted through your Payroll Journal Entry.

Purchase Price Variance
The build your own parts kit is available to all customers who use standard costing as their method of inventory costing for all parts. In addition to recording the difference between the price paid for apart and its standard cost, the PPV account will now also track the difference between the standard cost of all components in a parts kit built and the standard cost assigned to the parts kit. Please see the Inventory Enhancements section for more information on Build Your Parts Kit.

Inventory

Build Your Own Parts Kit – Available To Standard Costing Customers Only

It is now possible to "Build Your Own Parts Kit" in SedonaOffice **if your company values its inventory using standard costing**. Building your own parts kit combines several parts from your internal inventory into a single part or "kit" which can subsequently be sold as one part with its own unique part number and standard cost associated with it. When a kit is built, the individual parts components of the kit are reduced in your warehouse and the total number of part kits is increased in the same warehouse. The standard cost that will be assigned to the parts kit is the sum of the standard costs assigned to each of the parts comprising the kit. Any variation in this will automatically be written into your purchase price variance (PPV) account at the time that the kit is built.   Part kits can be built to "break out" their components individually on the customer equipment list or marked to not break out on the customer equipment list (in which case only the name of the parts kit would be listed on the equipment list). At present, building your own part must be done manually. In a future release, the Auto Build option will be enabled. ***Please review each of the sections below for creating the parts kit as some screens will require different information than is usually entered when creating a parts kit that will be ordered from a vendor.***

Usergroup Permissions

Any user that will be building a parts kit must be given the permission to "Edit Parts" in the Inventory section of the Usergroup table within SedonaSetup.

Creating the Part – Parts Detail Tab

Customers that build their own part kits must define a name for the part kit that they are creating. This is accomplished by creating a new part in Inventory.

Part (Code) – Enter the code for which the parts kit will be identified within your company.

Description – Add a brief description of the part kit.

Detail – Additional information about the part kit may be entered into this field.

Product Line – Select the appropriate product line from the drop-down list. If a new product line needs to be created, press the [+] button to the right of the drop-down list.

Manufacturer - The manufacturer of the part is the name of your company. You can add your company's name to the manufacturer list by pressing the [+] button next to the drop-down list.

Manuf Part Code – Re-enter the part code that you have assigned to the part kit

Manuf Warranty- Your company is the manufacturer of the part kit. As such no warranty is provided to your company for a part kit that it creates.

U.P.C – Since your company manufacturers the part, a Universal Part Code number has not been assigned to it. Leave this field blank.

Notes – Pertinent information about the parts kit may be entered into this field.

Costing and AR Setup

Costing Method – This must be listed as standard costing.

PPV Account- Enter the General Ledger number assigned to the Purchase Price Variance asset account.

Direct Expense Account – Enter the General Ledger number assigned to the Cost of Goods Sold account that should be used when this part is sold over the counter on a miscellaneous invoice. (This field is no longer used for definition of a Direct Expense account).

Invoice Item – Select the invoice item from the drop-down list that will be used when creating a customer invoice for this part kit.

Income Account- This is a customized field whose entries are recognized by only one SedonaOffice customer through a special database script. Please enter N/A in this field.

Sales Pricing

Invoice Description – This field will automatically populate with the information entered into the Description field; however, you may override the description. This information will print on customer invoices if this part kit is sold separately on a job or is listed on a miscellaneous invoice.

Price – Enter the default sales price that will be used on part sales for jobs or miscellaneous invoices.

Pricing Level - To the right of the Price field is the Price Level setup button. 🏷 Your company has the ability to create up to ten unique price levels. Any Price Levels setup for the Sales Price will copy down to the Price Levels for Service Price 1.

Available for Sales- This option is used with QuoteWorks and WeSuite applications. If this part kit will be exported to QuoteWorks or WeEstimate, place a checkmark in this box.

Service Pricing

Each inventory part may be given 2 different price designations. Each service level is linked to a serve price level. When service is performed on a service ticket where parts are used, the application uses the parts price of the price level setup on the service ticket service level.

Invoice Description – This field will automatically populate with the information entered into the Description field. You may override this description. The Service description will print on Service Ticket invoices when invoicing the customer for this part.

Price 1- Enter the default level 1 sales price that will be used on sales of this parts kit on service or inspection tickets.

Pricing Level - To the right of the Price 1 field is the Parts Price setup button. Your company has the ability to create up to ten unique price levels for this parts kit.

Price 2 - Enter the default level 2 sales price that will be used on sales of this part kit on service or inspection tickets.

Available to FSU- Select this option if this part should be made available to technicians using Field Service Units (FSUs). This field is only available to SedonaOffice customers that have purchased the add-on module FSU or FSULT.

Kit Detail Information (Continued)

Part Kit – Place a checkmark in the box to identify this part as a parts kit.-

Special Order – Your company will be building this part and not ordering it from a vendor. Please leave this box unchecked.

Customer Equipment - This option should be selected on all parts that will become a part of a customer's System Equipment List. Basically this indicates whether this is a serviceable part

Stock Item For Jobs – If this parts kit will be used on jobs, place a checkmark in this box. Since your company is building the part, it will not be ordered from a vendor.

Freeze All Purchasing- - Since your company is building the part, it will never be ordered from a vendor. Place a checkmark in the box to freeze all purchasing.

Ship Weight – Since your company is building the part and not ordering it from a vendor, a shipment weight is not required since a PO will never be created to order the part from a vendor.

Labor Units **- This field records the total number of labor units required to *install* one of these parts kits on a job. The Build Your Own Part Kit feature has a separate labor setting which records the labor dollar amount to actually *build* the part. Enter information into this field only if the parts kit will be used in conjunction with the Job Materials List to *estimate* the amount of labor units which will be required to **install** the parts kit.

Creating the Part – Vendor Tab

Vendor – Your company is the vendor for this part. Your company should be setup as a vendor to easily identify this as an item produced by your company. Your company must be listed as the primary vendor for this part. Please make sure that a checkmark is in the box entitled "Primary Vendor".

Creating the Part - Warehouses

Define the warehouses in which these kits will be built. The standard cost assigned to the part must be the sum of the standard cost of all parts components in the kit. In the example below, we are stating that the sum of the standard costs for parts in this kit comes to $500.00. That dollar amount is the standard cost of this parts kit.

Creating the Part – Parts In Kit

A part kit is created by adding the individual parts to the kit list, selecting how many of that part is used in the kit, and showing the breakout allocation percentage of that part against the standard cost assigned to the entire parts kit. (Standard cost of the part/standard cost of the kit=breakout allocation percentage).

Part, Description – Select a part using the lookup button to the right of the field. The user may also manually type in the part number if the exact part number is known. Once a part is selected, the description field will automatically be filled in.

Quantity- Enter the quantity of the part that will be contained in this parts kit.

Breakout Allocation – Enter the percentage of the kit's standard cost allowed to this part. If the quantity in the kit is greater than one, the percentage would include all of the quantities of this single part. Once all parts have been entered, click on the Save button. The total of all allocations must equal 100% of the standard cost. The kit will not save until 100% is allocated.

In the example below, we have assigned a standard cost of $500.00 for the parts kit. The breakout allocation assigned to each of the parts is the percentage that each part contributes to the $500.00 standard cost. The equation is standard cost of the part / standard cost of the parts kit.

The following parts are being used and their standard cost is listed as the following to easily identify the breakout allocation:

Part Number	Quantity	Standard Cost	Breakout Allocation
CSW9057	1	$274.00	54.8%
DPT16OU	1	$150.00	30.0%
KF4939	1	$ 22.00	4.4%
DC4945	3	$ 51.00 ($17/ea.)	10.2%
BAT1270	1	$ 3.00	0.6%
		$500.00	100%

If, at any point, the standard cost of one of the kit components changes, the standard cost of the kit should also be modified so that a Purchase Price Variance (PPV) entry is not created.

Building the Parts Kit – Handling Negative Inventory

The Build Your Own Parts Kit will honor the rule in the Inventory Setup table regarding handling negative inventory. If your setup tables state "Allow", the kit will be built regardless of the number of individual part kit components that are in stock in the warehouse where the part kit is being built. If the rule states "Warning Message", the system will present a warning message that not enough parts are in stock and will identify the specific part in question. If the rule states "Do Not Allow" the parts kit will not be built. Parts may need to be transferred into the warehouse in which the kit will be built to ensure on-hand stock availability.
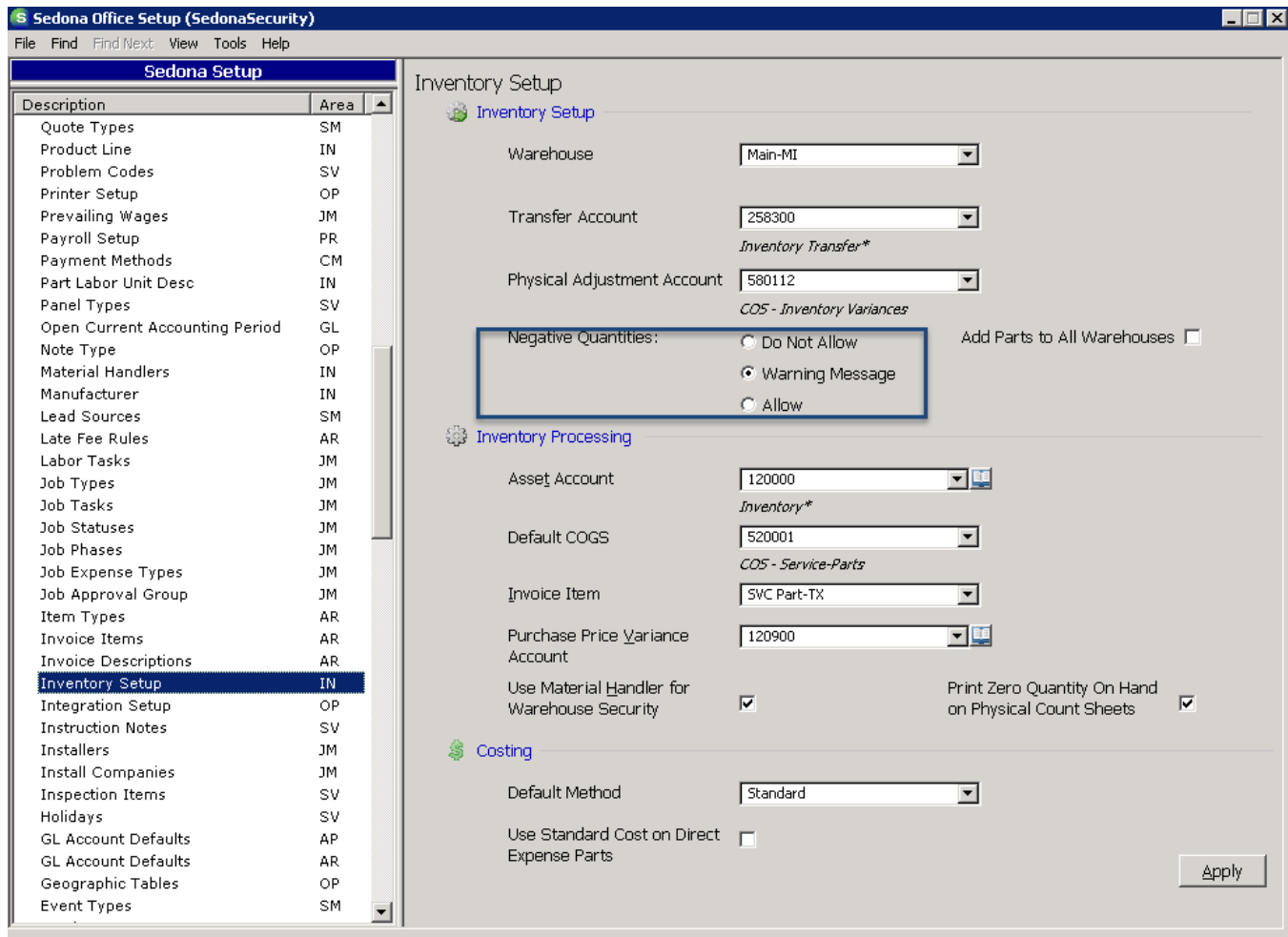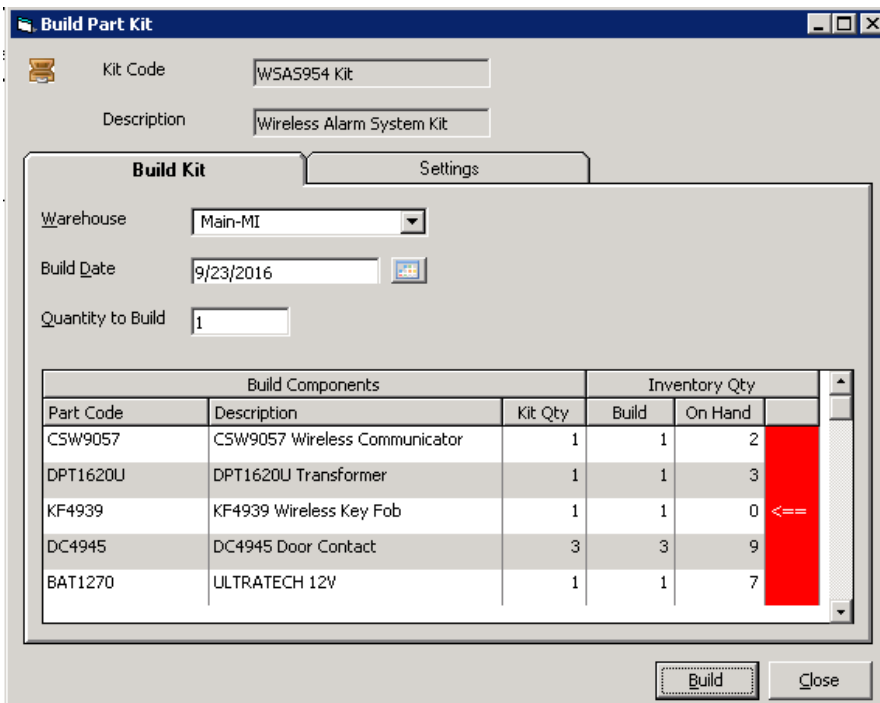
Building the Parts Kit - Warehouse

To build a parts kit, bring up the inventory part defining the parts kit. Highlight the warehouse in which the kit will be built and right-click. Select the option "Build Parts Kit."
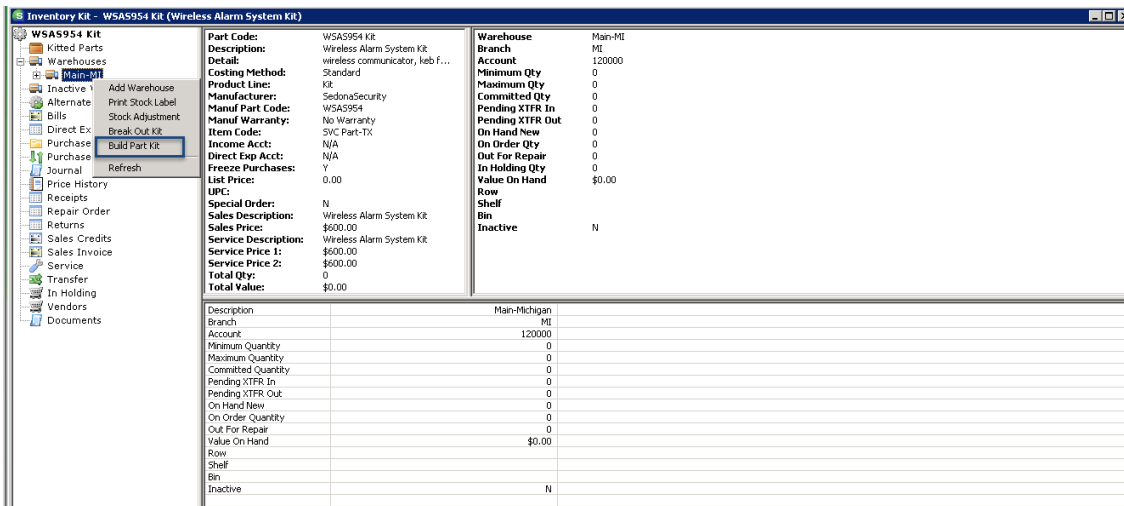
The Build Part Kit form will be displayed. Any part kit component that does not have enough stock on hand will have an arrow displayed next to it. This lets the user know which parts need to be transferred to the warehouse in order to build the kit.

Click on the Settings tab. The settings page will be displayed:

Building the Parts Kit– Internal Labor Costs

If your company will be tracking labor costs associated with building part kits, a COGS Labor Kit Build account must be defined in your Chart of Accounts. This account will track the internal labor costs associated with each parts build.   We recommend that this account be a different account from one currently tracking COGS job and service labor. A labor category should be defined as well. Enter the dollar amount of the internal labor cost which will always be used to build 1 parts kit. This dollar amount each time that a kit will be built regardless of which user builds the kit. A labor accrual account (liability account) should also be defined in the Chart of Accounts. This account should be journaled out at the end of each month so that the labor expense is not duplicated when payroll is posted (see the General Ledger enhancement section). Tracking labor is optional when building a parts kit.

Building the Parts Kit – Parts Breakout and Auto Build

Customers have the option of having a parts kit breakout the individual parts onto the customer's equipment list when the kit appears on the Customer's Equipment List. The default is to have the kit breakout into individual components unless a checkmark is specifically placed in the box "No Breakout." If No Breakout is selected, the name of the parts kit alone will appear on the customer's equipment list instead of the individual components.

The Auto Build feature is still under development and not available for use at this time. Please do not place a checkmark in this box.

Once all information has been entered, place a checkmark in the box to Save As Default settings. Press the Save button.

Building the Part Kit – Build

Navigate to the Build Kit tab. Enter the quantity of kits to build and press the Build button.

The system will respond:

Building the Parts Kit – Inventory Stock

Once the kit is built, the inventory stock for the kit will increase by the number of kits built, and the journal for the warehouse in which it was built will note the number of kits built.

The individual parts components of the kit will be reduced as a result of the kit build, and the journal for the warehouse will note the kit action:

Building the Parts Kit – General Ledger Labor Accounts

If labor is being tracked as part of the parts kit build, an entry will be made to the Accrued Parts Build Labor account and the COGS account noting the date of the parts build, which part was built, and the labor charge for building the part:

Accrued Labor account:

This account should be journaled out at the end of each month to clear out any amounts posted to the Accrued Labor account. The JE is to debit the accrued labor account and debit the COGS labor kit build account. Actual wages are posted through your payroll journal entry.

COGS Labor Kit Build account:

Building the Parts Kit – Purchase Price Variance

In the event that the standard cost is changed on one or more of the parts kit components, and the sum of the parts in the kit no longer equals the standard cost of the parts kit, an entry will be made to the purchase price variance account. The register will note for which part kit the variance occurred and the specific part(s) in the kit that caused the variance.

Account Register

Account Code	120900		Branch		
	*Purchase Price Variance**				
From Date	9/23/2016		Reg Type		
Thru Date	9/23/2016				

Reg No.	Date	Type	Reference	Name	Branch	Amount	Balance
	9/23/2016			** Beginning Balance **			0.00
643186	9/23/2016	PPV		BAT1270	MI	36.40	36.40
643187	9/23/2016	PPV		BAT1270	OH	-20.80	15.60
643193	9/23/2016	PPV	WSAS954 Kit	DC4945	MI	-42.00	-26.40
643194	9/23/2016	PPV	WSAS954 Kit	BAT1270	MI	-1.00	-27.40
643196	9/23/2016	PPV	WSAS954 Kit	DC4945	MI	-42.00	-69.40
643197	9/23/2016	PPV	WSAS954 Kit	BAT1270	MI	-1.00	-70.40

Standard Cost

The standard cost of a part now displays 4 decimal points. This had previously rounded down to two decimal points.

Jobs

Notes

The user will now be presented with a warning message when attempting to delete a note within a job.

Sales Reversal Button

The sales reversal button on all work orders (original and change orders) **will reverse the entire job.**
The job will automatically close from the screen and be locked down. Reversed jobs cannot have work
continued in them and every field will be blocked from data entry. **Please use the sales reversal
button with extreme caution**. **This modification puts the sales reversal button back to its original
design. Please make sure that your staff is alerted to this important change. SedonaOffice Support
staff will not be able to "un-reverse" a job from behind the scenes if this is pressed in error.**

Report Manager

Australian GST Report*

This is a customized report that was commissioned by a specific customer according to their specifications. This report now selects records based on the invoice or credit date. It had previously selected the records based on the posting date.

Balance Sheet (Classic) Export

The Balance Sheet (Classic) Report will export to Excel with a separate column for the account number and a separate column for the account description. The standard Balance Sheet report when export combines the account number and description into the same column.

Deferred Income Summary Audit

The amounts on this report will now be based on the *posting dates* of invoices and credits rather than the dates of invoices and credits. This modification is being made for those customers that use posting dates other than the date of the invoice or credit.

GL Register Entries Report

The GL Register Entries report now has an export button enabling data to go out to a .csv file without page headers.

Service Ticket Cost By Contract*

This is a customized report that was commissioned by a specific customer according to their specifications.

The report provides invoice and expense analysis broken out by Materials, Labor, and Other for service tickets created within the period covered by the contract at the system level. Tax is not included in the amounts.

Contract Number – Enter the contract number you would like to review. You can only enter one contract number. If you leave this field blank, the report will run for all contracts. The report will not display service tickets on a system if the system does not have a contract number entered.

For a ticket to be included, it must have a created date on or after the contact start date but prior to the contract end date which is the Contract Start Date + Months.

Ticket Type – The options section, on the right of the screen, looks at the inspection flag on tickets.

Show only service tickets - gives you tickets that are not inspections.

Show only inspection tickets - gives you tickets that are inspections.

Show all of the above - does not limit the results by service ticket verses inspection ticket.

The word 'Inspection' appears at the bottom of tickets created through the Inspection Creation area of the ribbon with SedonaSchedule.

Printing Options –The Options section on the left of the screen, below Contract Number, are Printing Options. You can select Summary Only or Print Resolution Note, but not both.

Summary Only - If you choose to print a summary only version, this report will not list each service ticket but will still provide subtotals based Contract Number and Site.

Print Resolution Note - If selected, the resolution note will display as a third line for each ticket. This option is not available if you have *Summary Only* selected.

The report is grouped by Contract Number and Site. Within this grouping in the detail section, tickets are sorted by System Account and Ticket Number.

The summary section at the end of the report will subtotal by Contract Number and Site.

Contract Service Ticket Report   SedonaSecurity

Ticket Number Problem Code Creation Dt Closed Dt Res Code		Totals Invoiced	Expenses	PCT	Hours	Materials Invoiced	Expenses	Labor Invoiced	Expenses	Other Invoiced	Expenses
Customer Number Site Name		Site Address									
13004 - 19492 - Kelly Ferguson - 8 Livingston Road, Plymouth MI, 48170											
Site Total Tickets:	1	255.00	59.00	76.86%	3.68	0.00	0.00	195.00	59.00	60.00	0.00
13005 - 19493 - Darren Jacobs - 33 Juniper Rd, Solon OH, 44139											
Site Total Tickets:	1	655.00	173.42	73.52%	5.30	168.75	75.00	431.25	98.42	55.00	0.00
13900 - 2907 - Jason Harris - 220 Somerset Street, Novi MI, 48375											
Site Total Tickets:	1	0.00	(27.50)	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	(27.50)
14646 - 14847 - Danielle Gordon - 67 Northbrook Dr., Novi MI, 48375											
Site Total Tickets:	1	227.00	132.94	41.44%	2.50	32.00	9.19	135.00	123.75	60.00	0.00
15387 - 18123 - Deanna Jones - 33 Old Meadow Rd, Chagrin Falls OH, 44022											
Site Total Tickets:	1	387.60	188.93	51.26%	2.00	222.60	98.93	105.00	90.00	60.00	0.00
15971 - 948 - Jessica Frank - 72 Grist Mill Rd., Novi MI, 48375											
Site Total Tickets:	2	195.00	31.70	83.74%	2.00	30.00	11.70	105.00	20.00	60.00	0.00
16397 - 7209 - Bryan Fowler - 32 South Lee Rd, Cleveland OH, 44110											
Site Total Tickets:	1	406.96	200.87	50.64%	2.25	226.96	100.87	120.00	100.00	60.00	0.00
16445 - 7269 - Michael Bryan - 10 Bethal Lane, Novi MI, 48375											
Site Total Tickets:	1	186.53	283.66	-52.07%	6.22	74.03	5.00	112.50	278.66	0.00	0.00
16660 - 13565 - Clayton Johnson - 25 Terrys Plain Rd, Chagrin Falls OH, 44022											
Site Total Tickets:	1	445.00	138.00	68.99%	3.07	0.00	0.00	330.00	138.00	115.00	0.00
16675 - 13579 - Leila Mills - 66 North Parker Road, Novi MI, 48375											
Site Total Tickets:	4	710.50	118.75	83.29%	7.25	53.00	8.75	472.50	110.00	185.00	0.00
16678 - 13582 - Luke Allison - 353 Geraldine Dr., Solon OH, 44139											
Site Total Tickets:	1	266.65	10.66	96.00%	0.00	26.65	10.66	180.00	0.00	60.00	0.00

Page 89 of 95   Report selection criteria displayed on the last page.   September 26, 2016 3:34:26 PM

SedonaSchedule

Batch Billing

Service and inspection tickets **which are not part of Group Tickets** are now eligible to be automatically billed in bulk through batch billing. All resolved tickets that have an amount to be billed greater than $0.00 will be displayed in the batch billing queue. *Tickets may not be opened in the batch billing queue to view their contents*. The review process prior to billing (including selection of a credit card if the customer designated one to be used) must be accomplished in the service or inspection queues. Only one user may batch bill at any one time. Users working outside of batch billing will be prevented from viewing any tickets in which there is a checkmark indicating that the ticket is ready to be billed.

Usergroup Permissions

Users that will be utilizing batch billing must be given the permission "Batch Billing" in their usergroup.

Batch Billing Queue

The batch billing queue may be accessed by pressing the Batch Billing button within SedonaSchedule under the View tab.
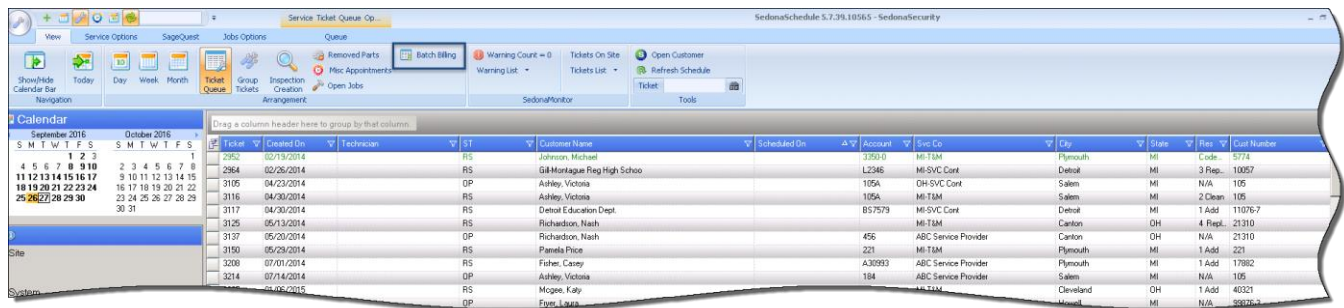
A list of all resolved tickets that will have invoices created greater than $0.00 will be displayed:

Field Chooser

SedonaSchedule enables the user to select custom fields to be selected for viewing in batch billing. ***Please note that these fields are different from the ones used in the standard ticket queues***. The user preferences from the service ticket queues will not automatically flow into batch billing. The user will need to define which fields are to be viewed in the batch billing queue.
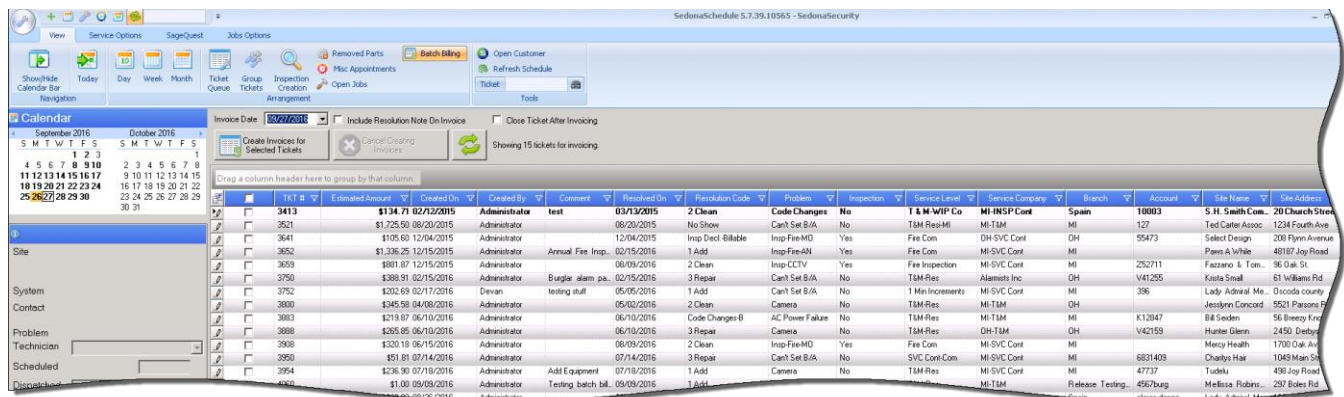
To select which fields to display in the batch billing queue, click on the Field Chooser button located in the upper left hand corner of the batch billing screen.
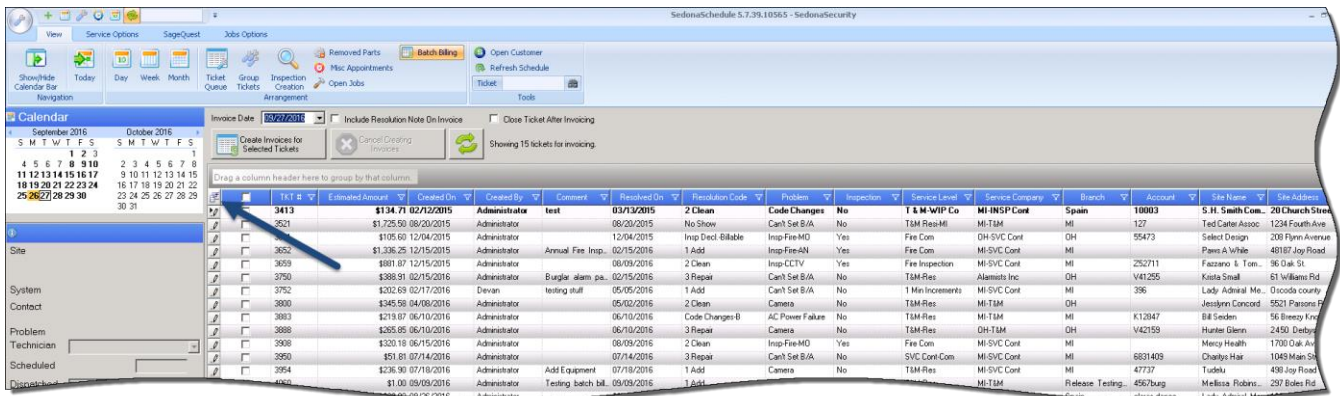
The field chooser will be displayed. This is a listing of all of the available fields from which the user may select. All fields are checked by default. If certain fields are not needed for viewing while in batch billing, un-check the box to the left of the fields which do not need to be displayed. Use the scroll bar on the right hand side of the field chooser to view more panes of fields. When finished, click the "x" in the upper right hand corner of the field chooser to close the window.
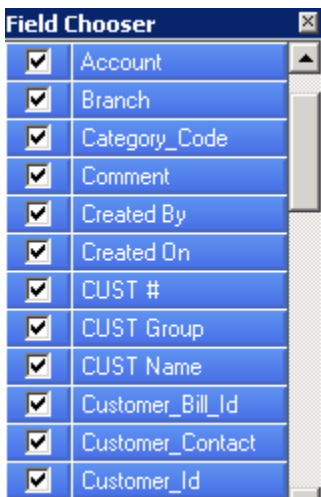
Fields may be arranged in any order desired and follow the same procedures as is currently done in the standard ticket queues. **Note**: *At this time, field re-arrangement will not be saved as part of user preferences. The fields will remain re-arranged for the current session only.*

The procedures for sorting, filtering, and grouping the items in the batch billing queues are the same as are currently in place in the standard ticket queues.

Refresh Button

A refresh button has been provided to ensure that all tickets are brought into the ticket for billing. If one has just been marked for billing, but is not appearing on the screen because batch billing is taking place, press the Refresh button to include the ticket in this set of batch bills.
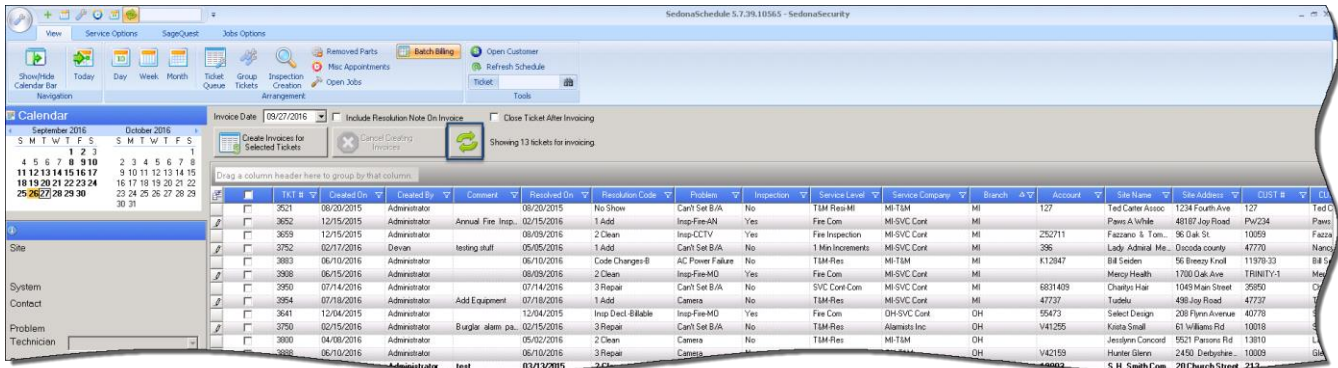
Selecting The Tickets To Be Billed

Place a checkmark next to each ticket that is ready to be billed. This will lock out the ticket from viewing by all users until billing has been completed.
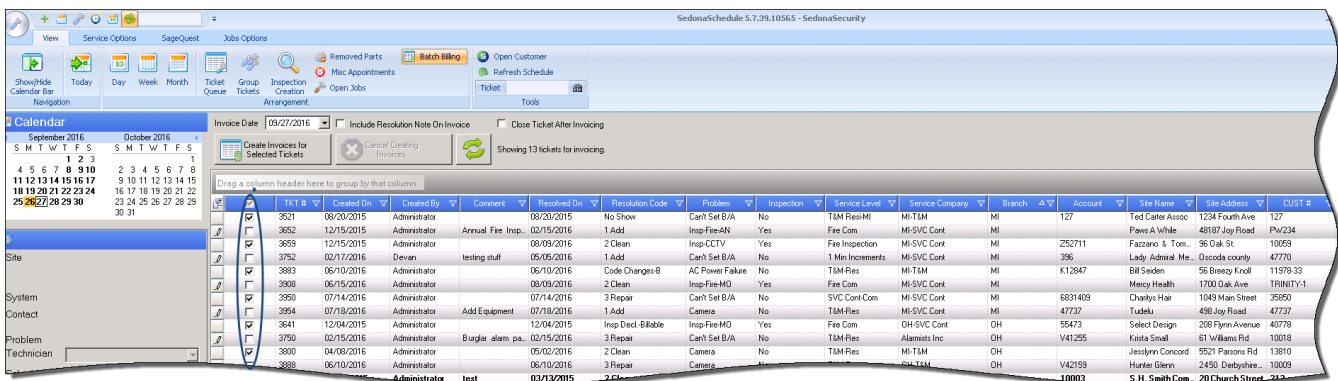
Invoice Date, Resolution Notes, and Ticket Closure

The invoice date will default to today's date. If the resolution note on the ticket should be included on the memo of the invoice, please a checkmark in the box marked "Include Resolution Note On Invoice". If the ticket should be closed after billing takes place, place a checkmark in the box entitled "Close Ticket After Invoicing."
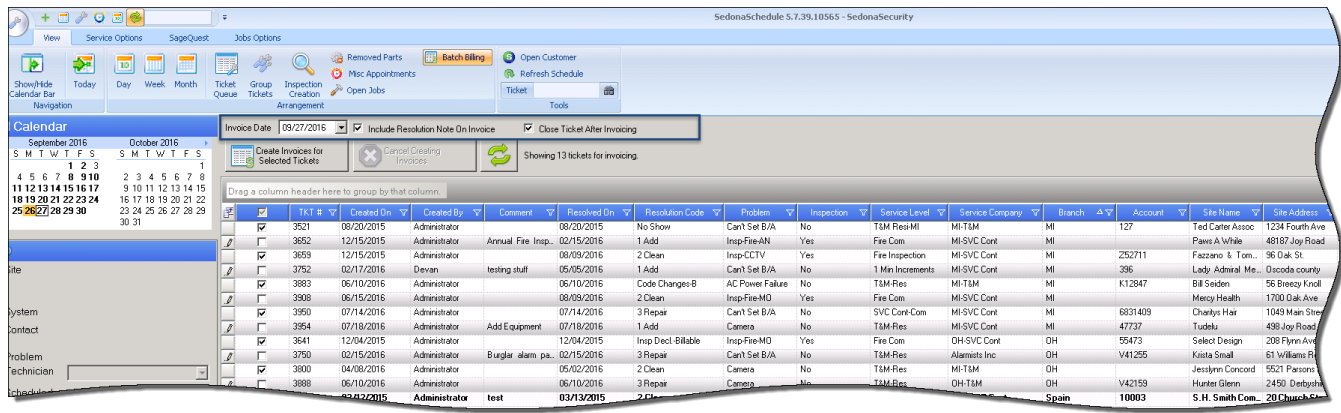
When the correct invoice selections have been made, press the button to Create Invoices For the Selected Tickets.
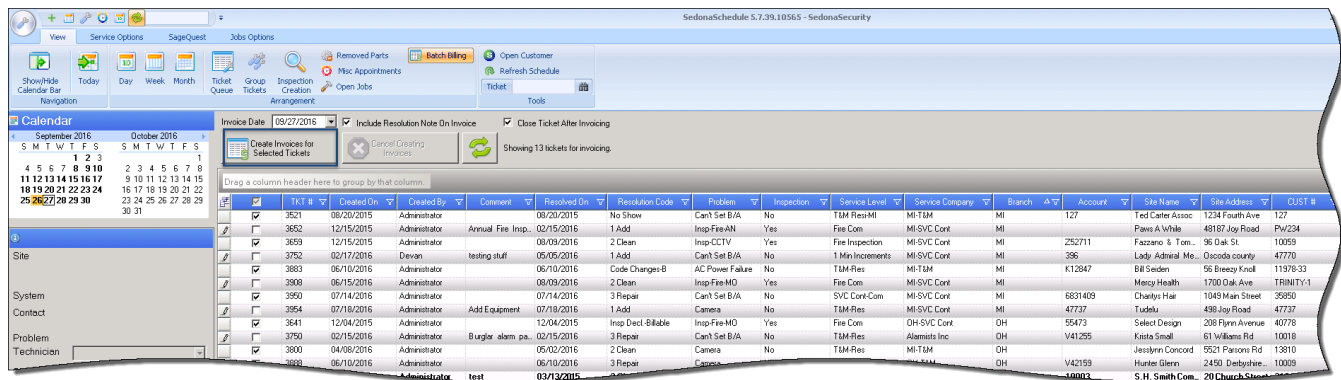
The system will confirm how many invoices have been slated to be created and ask:
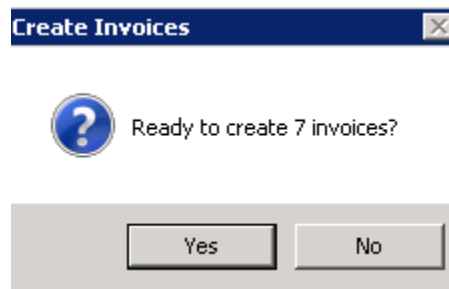
Respond by clicking the "Yes" button.

Messages

The system will record how many invoices were created as well as any problems that were encountered. **This list cannot be printed. Users should use either Snipit (provided by Microsoft on every Windows installation) or use CTRL-Print Screen to record all errors encountered into a word processing document. Once the batch billing screen has been exited, it will not be possible to bring these messages back again.**
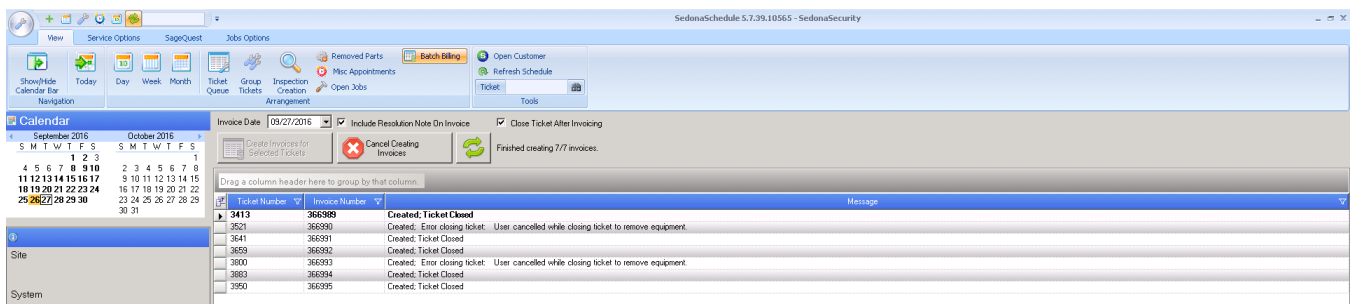
Print Queue

The invoices just created through batch billing will be visible in the Accounts Receivable print queue as well as on the customer record.

Any customer whose service ticket was marked to bill to a credit card will have that invoice waiting in a batch to be submitted to Forte.

SedonaSetup

Alternate Company Addresses

The Alternate Company Addresses table will now accept international telephone numbers:
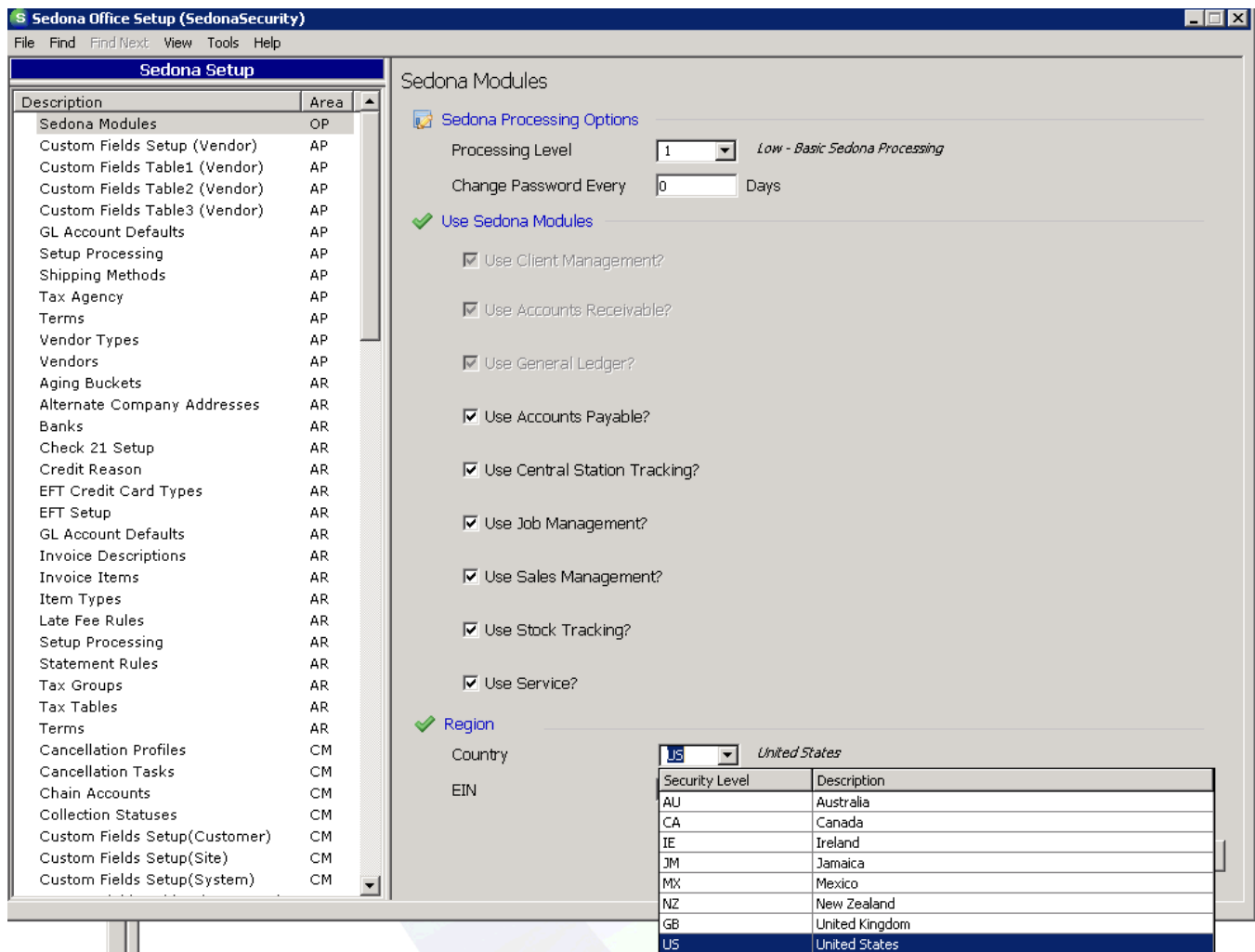
Sedona Modules ⚠

This setup table (which is only accessibly under the userid "Administrator") now has a Region setting which will soon control some of the features, AR tax wording for type of tax being charged to customers (e.g. Tax vs. GST/HST), customer identification numbers, and spellings within the program depending upon the Country Code that has been set. The default is US. *Any customer that is not in the United States should have their SedonaOffice Administrator access this table and ensure that the Country Code is set to the appropriate country and that the correct identification number for the company is entered underneath.*

US customers will be prompted for an Employer Identification number (EIN), Canadian Customers will be prompted for a Business Number (BN), Australian Customers will be prompted for an Australian Business Number (ABN), etc.
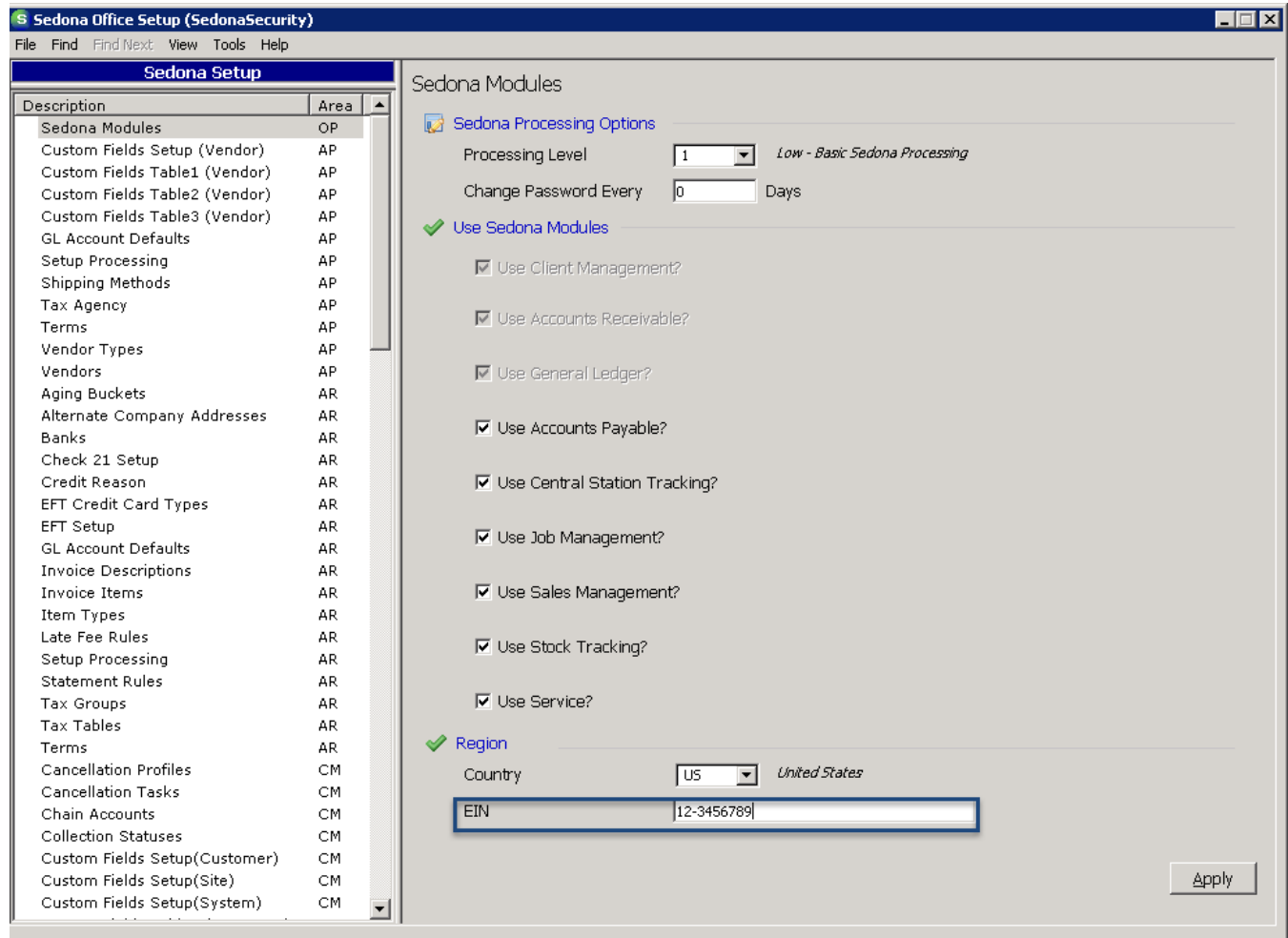
Usergroups

Several additions have been made to the Usergroup settings.

Accounts Payable

Customers that have purchased the add-on module "Comdata Interface" will need to have a checkmark placed in "Comdata Interface" for any user that will be uploading invoices to Comdata. *Unless this add-on module has been purchased and turned on by our staff, having this icon visible will not result in any AP bills being sent to Comdata*.
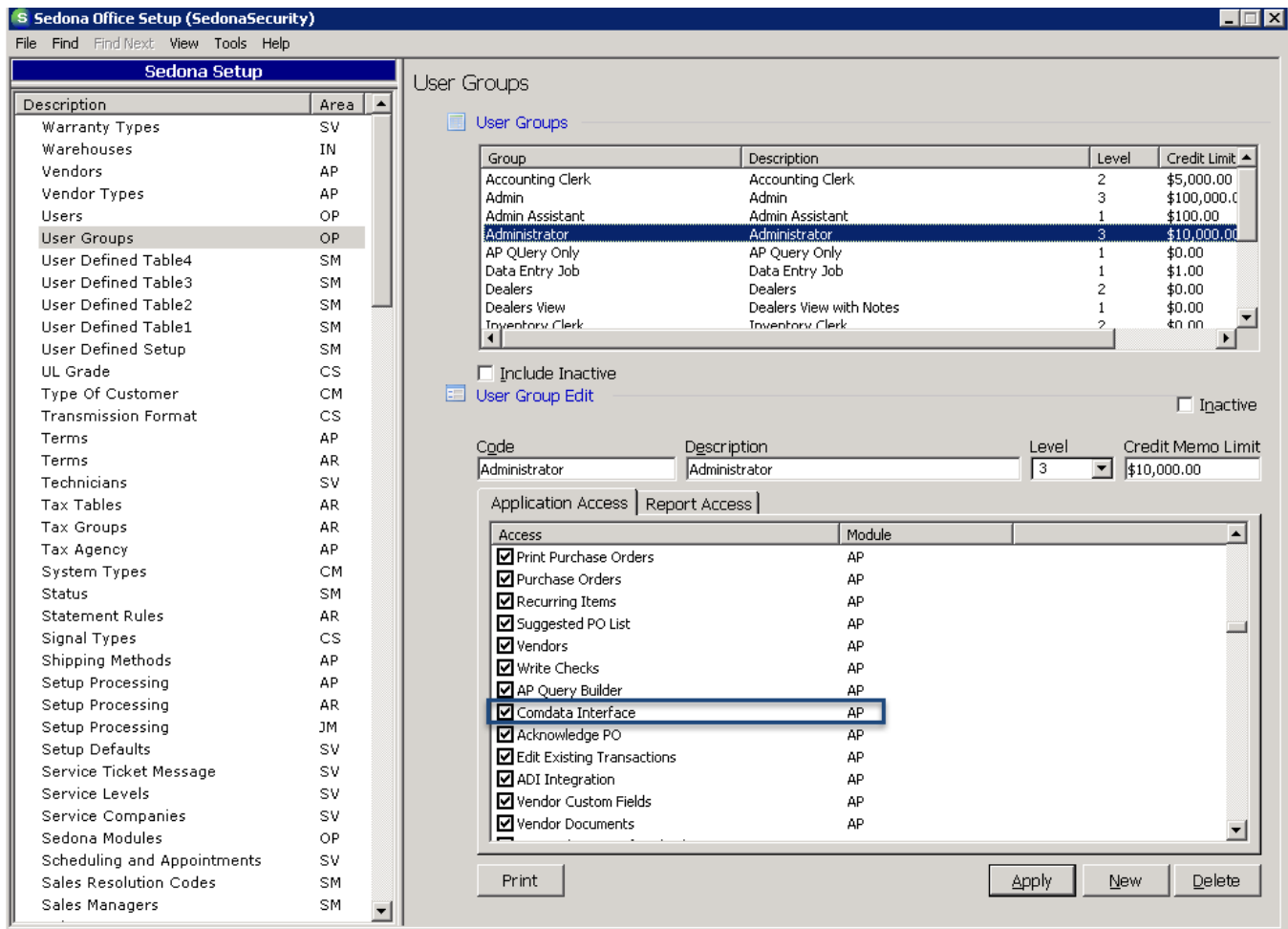
SedonaSchedule

Users that will be utilizing batch billing within the service module (see enhancement notes in Service) will need to be given access to this permission.
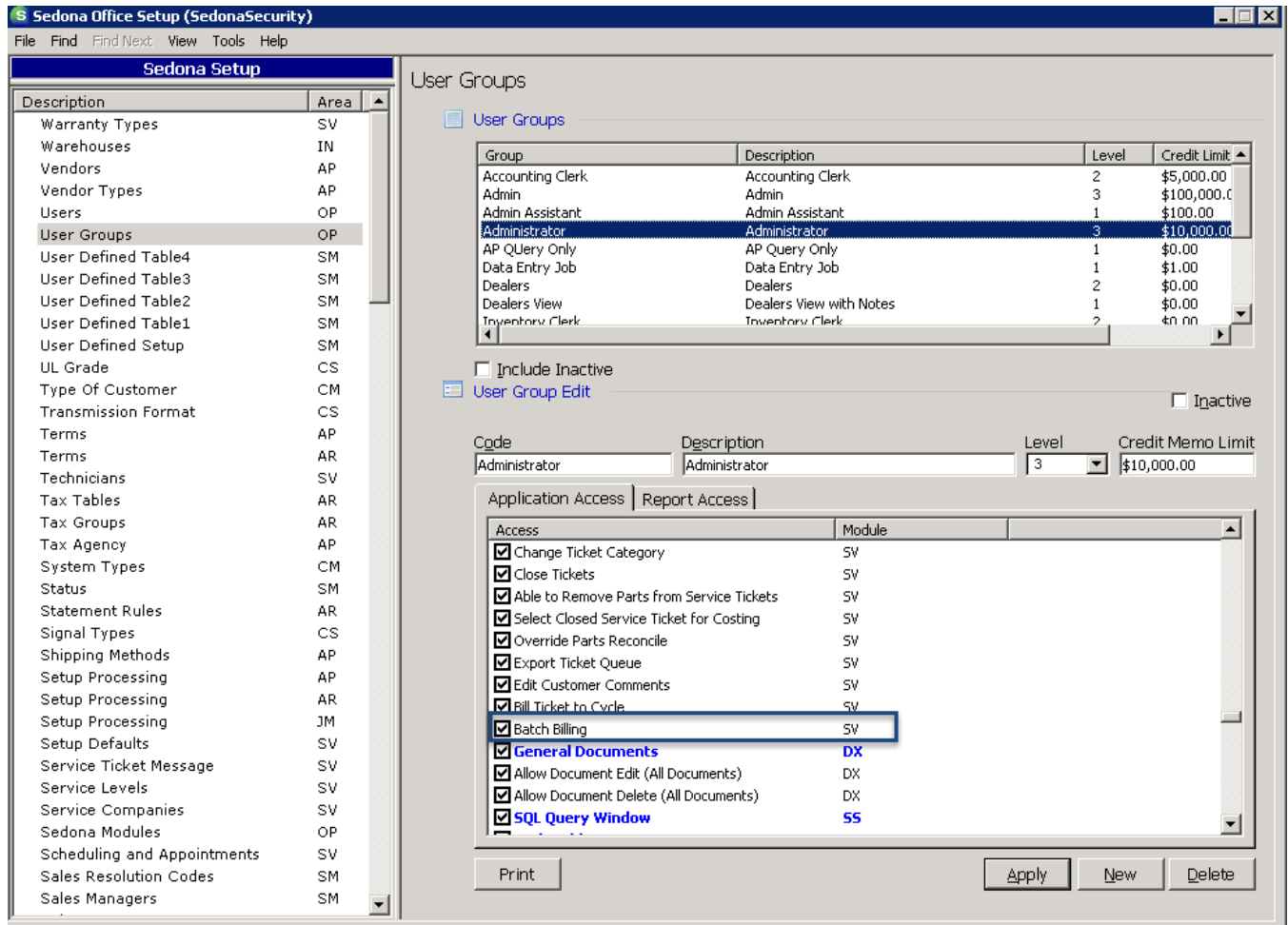
Application Corrections

Accounts Payable

Bills

Reported Issue: When an expense line was added to a Purchase Order Receipt, and the bill was created from the receipt, the expense changed to $1.00 on the bill instead of the amount entered on the receipt. This issue has been corrected.

Pay Bills

Reported Issue: If the user expanded the column width of any column, the first bill in the list was marked as paid. This issue has been corrected.

Purchase Orders

Reported Issue: When a PO was created and was designated to be shipped to a warehouse, the name of the company was not displayed or printed on the Ship To section of the purchase order. This issue has been corrected.

Reported Issue: When the Drop Ship button was pressed, the system displayed the city, state, and zipcode of the company's warehouse instead of the city, state, and zipcode of the customer site. This issue has been corrected.

Reported Issue: Drop Ship information was not being saved on the Purchase order. Once the PO was exited, and the PO re-opened again, the Ship To address reverted back to address of the branch instead of the Drop Ship information originally saved. This issue has been corrected.

Reported Issue: When the Ship To address was edited to include an ATTN line on line 2, it printed correctly. When the PO was re-opened, the ATTN line did not save and instead reverted to the city, state, and zipcode informaton. This issue has been corrected.

Reported Issue: When a PO was created, and the user clicked on the binoculars next to the costing button, and subsequently sorted by job number, any job number containing a dash automatically dropped the dash. Selecting that job number without the dash translated into a non-existent job number and the PO was saved with Job 000. This issue has been corrected.

Write Checks

Reported Issue: When a check was written in Write Checks, and the user clicked on the Apply button instead of the Save button, the error message "Either BOF or EOF is True or the current record has been deleted" was displayed. The system also generated a one sided journal entry. This issue has been corrected.

Reported Issue: When a check was written and expensed to a closed job, the program was not checking the job types table to ensure that expensing could be done to closed jobs. This issue has been corrected.

Accounts Receivable

EFT Transactions

Reported Issue: Reversing a transaction could be done multiple times from the same transaction. This issue has been corrected.

Client Management

Customer Equipment List

Reported Issue: Parts on the Customer Equipment List could not be edited. This issue has been corrected.

Reported Issue: When a recurring item was edited in RMR history, inactive as well as active RMR reason codes were available for selection. This issue has been corrected.

Customer Query Builder

Reported Issue: When users selected Service User Defined Tables 4-8 to display as part of their query, they received an invalid object name message. This issue has been corrected.

Inventory

Parts Transfer

Reported Issue: When a partial part number was entered into the part codes field, a Runtime 5 error was received. This issue has been corrected.

Manitou

Reported Issue: Users received a Type 13 Mismatch error message when right-clicking on a customer account and selecting to have it open in Manitou. Users were unable to launch Manitou to look up the customer manually as a work around. This issue has been corrected.

Reports

AP Aging Summary

Reported Issue: The caption on the display indicated that aging was being done by Bill Receipt day when that option had not been chosen. This issue has been corrected.

Balance Sheet

Reported Issue: When the balance sheet encountered missing information on an account, it printed the words "Column2Sum." This has now been modified to read "No Data".

SedonaDocs

Reported Issue: It was not possible to edit the security level of a document attached to a service or inspection ticket. This issue has been corrected.

SedonaSchedule

Reported Issue: When a job number contained a dash, users were unable to click on a technician's appointment for that job and have it open in the SedonaOffice main application. This issue has been corrected.

Reported Issue: When a service ticket was assigned to a vendor service company, the parts assigned to the ticket were not being taken from the warehouse assigned to the vendor service company. This issue has been corrected.

Reported Issue: When working in technician mode, and adding parts to a service ticket, the system displayed the default warehouse as the technician's warehouse instead of the warehouse actually assigned to the technician. This issue has been corrected.

Reported Issue: Group tickets were not looking to see if an appointment occurred in a closed accounting period before allowing modifications to be made to the labor record. This issue has been corrected.

Reported Issue: When a user selected a credit card number under "Use Payment Information on File" on the service ticket, additional SQL fields appeared instead of just the credit card type, last 4 digits, and expiration date. This issue has been corrected.

Reported Issue: When attempting to view an invoice on a service ticket that was billed to a large master account with many invoices, the system lagged and eventually timed out after presenting a "Not Responding" error message. This issue has been corrected.