



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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## 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

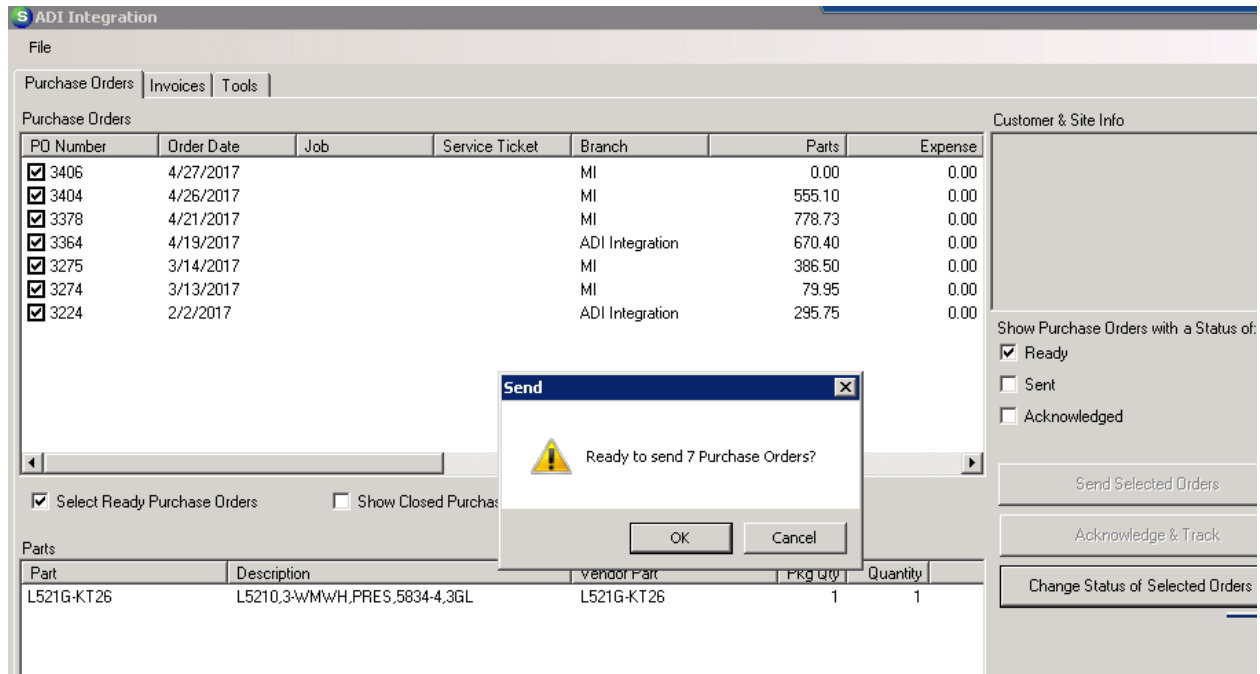
- **Inventory:** If selected, the ADI Integration will use the SedonaOffice Part Code to search for parts numbers when the user is selecting parts to create purchase orders for the ADI vendor. If the ADI Part does not exist in the SedonaOffice Database the user needs to create the SedonaOffice part before 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

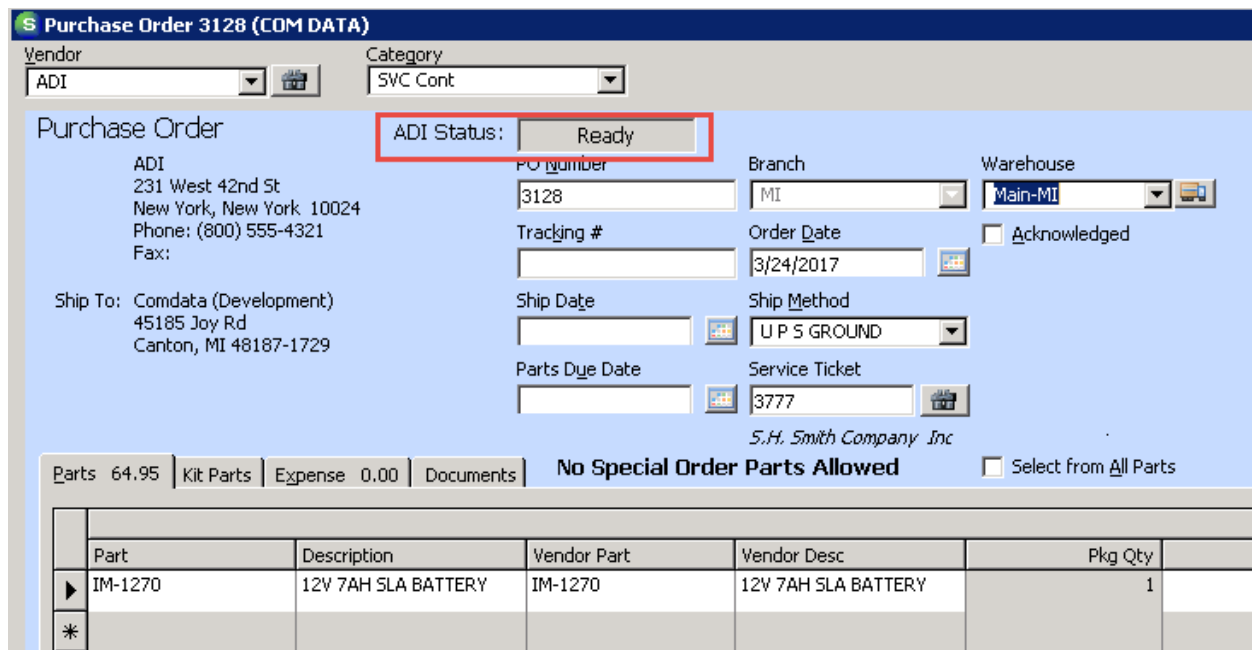
The User has access to see the purchase order Branch

ADI Integration									
File									
Purchase Orders   Invoices   Tools									
Purchase Orders									
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 purchase orders, the user gets a notification box to confirm the user is ready to transmit the selected number of purchase orders.



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.

Part	Description	Vendor Part	Vendor Desc	Plg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO	Is Kit
L521G-KT26	L5210,3-WMWH,PRES,SE	L521G-KT26		1	1	0.00	0.00	0	0.0000	<input type="checkbox"/>	Y
*										<input type="checkbox"/>	

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.

Purchase Order 2788

Vendor: ADI | Category: SVC T&M

ADI Status: Ready

PO Number: 2788 | Branch: ADI Integration

Tracking #: | Order Date: 1/24/2017

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

Ship Date: | Ship Method: U P S GROUND

Parts Due Date: | Costing:

Parts 372.00 | Kit Parts | Expense 0.00 | Documents

Part	Description	Vendor Part	Vendor Desc	Plg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO	Kit
L5210	L5210 4.3 DISPLAY W/VIDEO	L5210		1	1	189.84	189.84	0	0.0000	<input type="checkbox"/>	L521G-KT26
S816WMWH	2-ZN DR/WIN X-MITTER W/MAG WHT	S816WMWH		3	3	8.81	26.43	0	0.0000	<input type="checkbox"/>	L521G-KT26
S800PIR-RES	35X40 WIRELESS PIR 80LB PI FIX	S800PIR-RES		1	1	15.26	15.26	0	0.0000	<input type="checkbox"/>	L521G-KT26
S834-4	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



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

**Purchase Order 2788**

Vendor: ADI  
 231 West 42nd St  
 New York, New York 10024  
 Phone: (800) 555-4321  
 Fax:

Category: SVC T&M

ADI Status: Ready  
 PO Number: 2788  
 Branch: ADI Integration  
 Tracking #:   
 Order Date: 1/24/2017  
 Ship Date:   
 Ship Method: UPS GROUND  
 Parts Due Date:   
 Costing:   
 Acknowledged: ☐

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

Drop Ship: ☐

Print Now ☐  
 Direct Expense ☒

Parts 372.00 | **Kit Parts** | Expense 0.00 | Documents

Part	Description	Vendor Part	Vendor Desc	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO	Kit
L5210	L5210 4.3" DISPLAY W/VIDEO	L5210		1	1	189.84	189.84	0	0.0000	<input type="checkbox"/>	L521G-KT26
5816WMWH	2-ZN DR/WIN X-MITTER W/MAG WHT	5816WMWH		3	3	8.81	26.43	0	0.0000	<input type="checkbox"/>	L521G-KT26
5800PIR-RES	35X40 WIRELESS PIR 80LB PI 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

☐ Closed

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 RESIDUAL MOTION DETECTOR	WIRELESS RESIDUAL MOTION DETECTOR	Honeywell	Tri-Ed	71.0000	175.14	Standard
Motion Detectors	5800PIR-COM	WIRELESS COMMERCIAL MOTION DETECTOR	WIRELESS COMMERCIAL MOTION DETECTOR	Honeywell	ADI	78.5200	194.34	Standard
Motion Detectors	5800PIR-OD	WIRELESS OUTDOOR MOTION DETECTOR	WIRELESS OUTDOOR MOTION DETECTOR	Honeywell	ADI	193.9900	480.13	Standard
Motion Detectors	5800PIR-RES	WIRELESS RESIDENTIAL MOTION DETECTOR	WIRELESS RESIDENTIAL MOTION DETECTOR	Honeywell	ADI	62.1000	153.70	Standard
Motion Detectors	5890PI	WIRELESS FRESNEL PIR MOTION DETECTOR	WIRELESS FRESNEL PIR MOTION DETECTOR	Honeywell	ADI	79.5300	196.84	Standard
Motion Detectors	6155CTN	6155CTN MOTION DETECTOR	6155CTN MOTION DETECTOR	Sentrol	ATL	52.1200	129.00	Standard
Motion Detectors	99SLR	LENS FOR RECESS MOUNTED PIR MOTION DETECTOR	LENS FOR RECESS MOUNTED PIR MOTION DETECTOR	Honeywell	Tri-Ed	2.7700	10.67	Standard
Motion Detectors	ALEHA50INF	60 FT INDOOR FLUSH MOUNT PIR MOTION DETECTOR	60 FT INDOOR FLUSH MOUNT PIR MOTION DETECTOR	Honeywell	Tri-Ed	64.6800	160.09	Standard
Motion Detectors	AURORA	PET IMMUNE PIR MOTION DETECTOR	PET IMMUNE PIR MOTION DETECTOR	Honeywell	Tri-Ed	16.9800	46.70	Standard
Motion Detectors	AX1005	SURFACE MOUNT PIR MOTION DETECTOR	SURFACE MOUNT PIR MOTION DETECTOR	Honeywell	Tri-Ed	60.2700	149.17	Standard
Motion Detectors	BOSBLUINEGEN2	TRITECH PET PIR MOTION DETECTOR	TRITECH PET PIR MOTION DETECTOR	Honeywell	Tri-Ed	28.4800	78.32	Standard
Motion Detectors	BOSDS150	DS150 EXIT MOTION DETECTOR	DS150 EXIT MOTION DETECTOR	Bosch	Bosch Security...	61.5000	152.22	Standard
Motion Detectors	BOSDS150I	DS150 EXIT MOTION DETECTOR	DS150 EXIT MOTION DETECTOR	Bosch	Bosch Security...	189.7000	156.45	Standard
Motion Detectors	BOSDS160	DS160 EXIT MOTION DETECTOR	DS160 EXIT MOTION DETECTOR	Bosch	Bosch Security...	54.2700	134.32	Standard
Motion Detectors	BOSDS161	DS161 EXIT MOTION DETECTOR	DS161 EXIT MOTION DETECTOR	Bosch	Bosch Security...	70.6600	174.89	Standard
Motion Detectors	BOSDS415I	DS415I PHOTO ELECTRIC MOTION DETECTOR	DS415I PHOTO ELECTRIC MOTION DETECTOR	Bosch	Bosch Security...	88.2600	218.45	Standard
Motion Detectors	BOSDS433	DS433 PHOTO ELECTRIC MOTION DETECTOR	DS433 PHOTO ELECTRIC MOTION DETECTOR	Bosch	ADI	67.5000	167.07	Standard
Motion Detectors	BOSDS433I	DS433 PHOTO ELECTRIC MOTION DETECTOR	DS433 PHOTO ELECTRIC MOTION DETECTOR	Bosch	Communication...	72.9500	180.56	Standard
Motion Detectors	BOSDS720I	DS720I PHOTO ELECTRIC MOTION DETECTOR	DS720I PHOTO ELECTRIC MOTION DETECTOR	Bosch	ADI	136.0000	338.66	Serial Number
Motion Detectors	BOSDS794Z	LONG RANGE MOTION DETECTOR	LONG RANGE MOTION DETECTOR	Bosch	Communication...	93.2300	230.75	Standard
Motion Detectors	BOSDS820	PET MOTION DETECTOR	PET MOTION DETECTOR	Bosch	ADI	30.5800	84.10	Standard
Motion Detectors	BOSDS835I	DS835I PET DUAL MOTION DETECTOR	DS835I PET DUAL MOTION DETECTOR	Bosch	Bosch Security...	28.4800	78.32	Standard
Motion Detectors	BOSDS938Z	PANORAMIC PIR W/PIR MOTION DETECTOR	PANORAMIC PIR W/PIR MOTION DETECTOR	Bosch	Bosch Security...	70.4300	174.32	Standard
Motion Detectors	BOSDS964Z	DS964Z MOTION DETECTOR	DS964Z MOTION DETECTOR	Bosch	Communication...	70.0000	173.25	Standard
Motion Detectors	BV300	BV300 MOTION DETECTOR	BV300 MOTION DETECTOR	DSC	ATL	9.3250	30.76	Standard
Motion Detectors	BV300DP	DIGITAL PIR MOTION DETECTOR	DIGITAL PIR MOTION DETECTOR	DSC	ATL	11.0600	30.42	Standard
Motion Detectors	BV600	BV600 PET IMMUNE MOTION DETECTOR	BV600 PET IMMUNE MOTION DETECTOR	DSC	ATL	23.0200	63.31	Standard
Motion Detectors	CKDT7435	DUAL TECH MOTION DETECTOR	DUAL TECH MOTION DETECTOR	Intellisense	Tri-Ed	31.9000	87.73	Standard
Motion Detectors	CKDT7435W	DUAL/PET MOTION DETECTOR	DUAL/PET MOTION DETECTOR	Ademco	BESTVENDORE...	75.0000	185.63	Standard
Motion Detectors	CRODD	OUTDOOR DUAL TECH MOTION DETECTOR	OUTDOOR DUAL TECH MOTION DETECTOR	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

**Bills**

Vendor: ADI Category: SVC T&M

Vendor Bill for PO# 2788

Vendor Address: ADI 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
S816WMWH	2-ZN DR/WIN X-MITTER W/MAG WHI	S816WMWH	3	9.67	29.01
S800PIR-RES	3SX40 WIRELESS PIR 80LB PI FIX	S800PIR-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

Copy Expenses Save Close

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.

**Bills**

Vendor: ADI Category: SVC T&M

Vendor Bill for PO# 2788

Vendor Address: ADI 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

Copy Expenses Save Close

## 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:

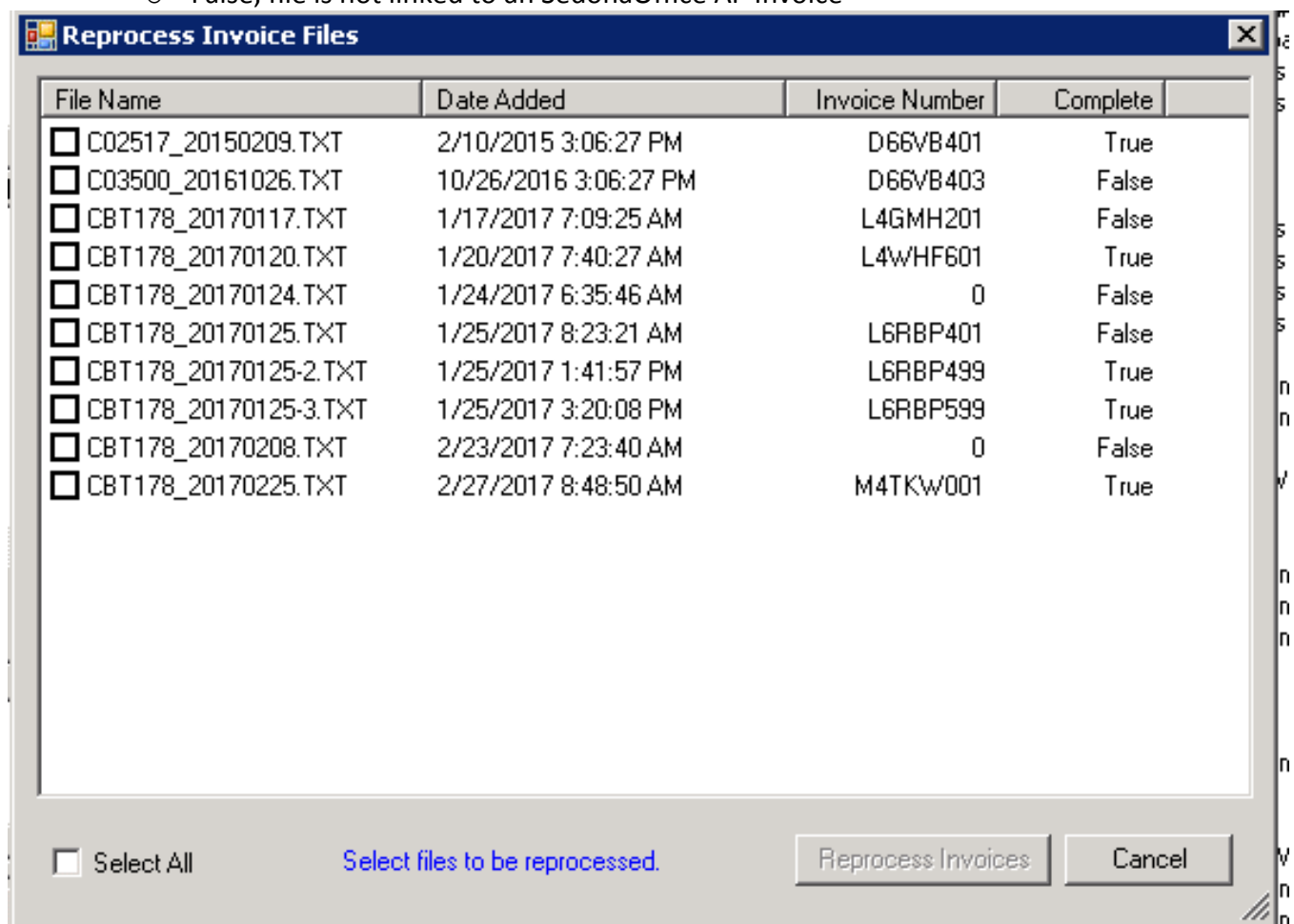
572591	1/25/2017	BILL - L6RBP701	Accounts Payable*			\$416.98	(\$1,089.94)
		BILL - L6RBP701	Open Inventory Receipts*		\$330.86		
		PPV - L6RBP701	Purchase Price Variance*		\$18.48		
		PPV - L6RBP701	Purchase Price Variance*		\$2.58		
		PPV - L6RBP701	Purchase Price Variance*		\$1.48		
		PPV - L6RBP701	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:

**New Purchase Order**

Vendor: Amazon.Com, Llc Category: SVC T&M

**Purchase Order**

Amazon.Com, Llc  
P.O. Box 2721  
Detroit, Michigan 48201  
Phone:  
Fax:

Ship To: SedonaSecurity (DEVELOPMENT)  
45185 Joy Road  
Canton, MI

PO Number: 3402 Branch: MI

Tracking #: Order Date: 4/26/2017 ☐ Acknowledged

Ship Date: Ship Method:

Parts Due Date: Job Number:

Parts: 0.00 Expense: 9.99 Documents:

General Ledger						Job Costing		
GL Account	Description	Qty	Rate	Amount	Rcvd	Cost	Category	Type
610750	Replacement Power Cor	1	9.99	9.99			SVC T&M	O
*								

Do you wish to save this Purchase Order?

Yes No Cancel

Total Cost: 9.99  
Received Cost:

Apply OK Cancel

## Accounts Receivable

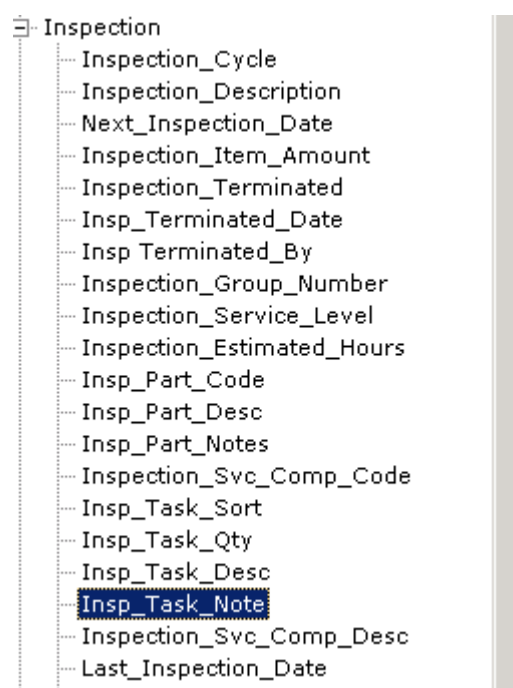
### Cycle Billing

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

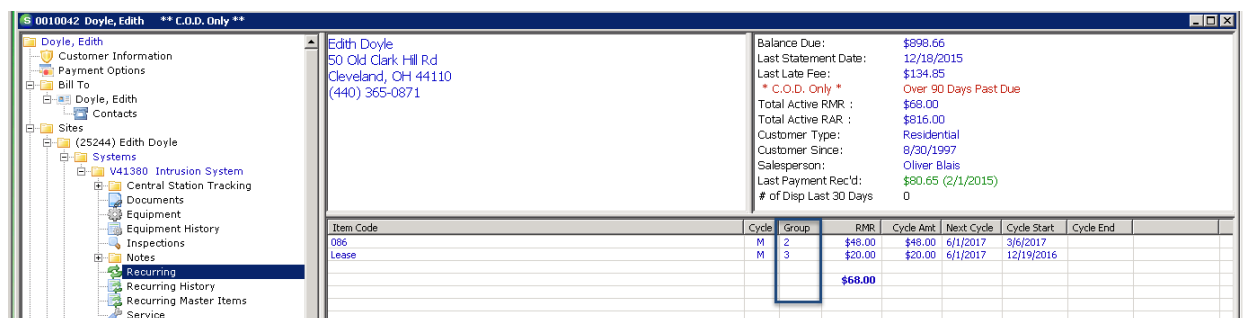
### Customer Query Builder

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*

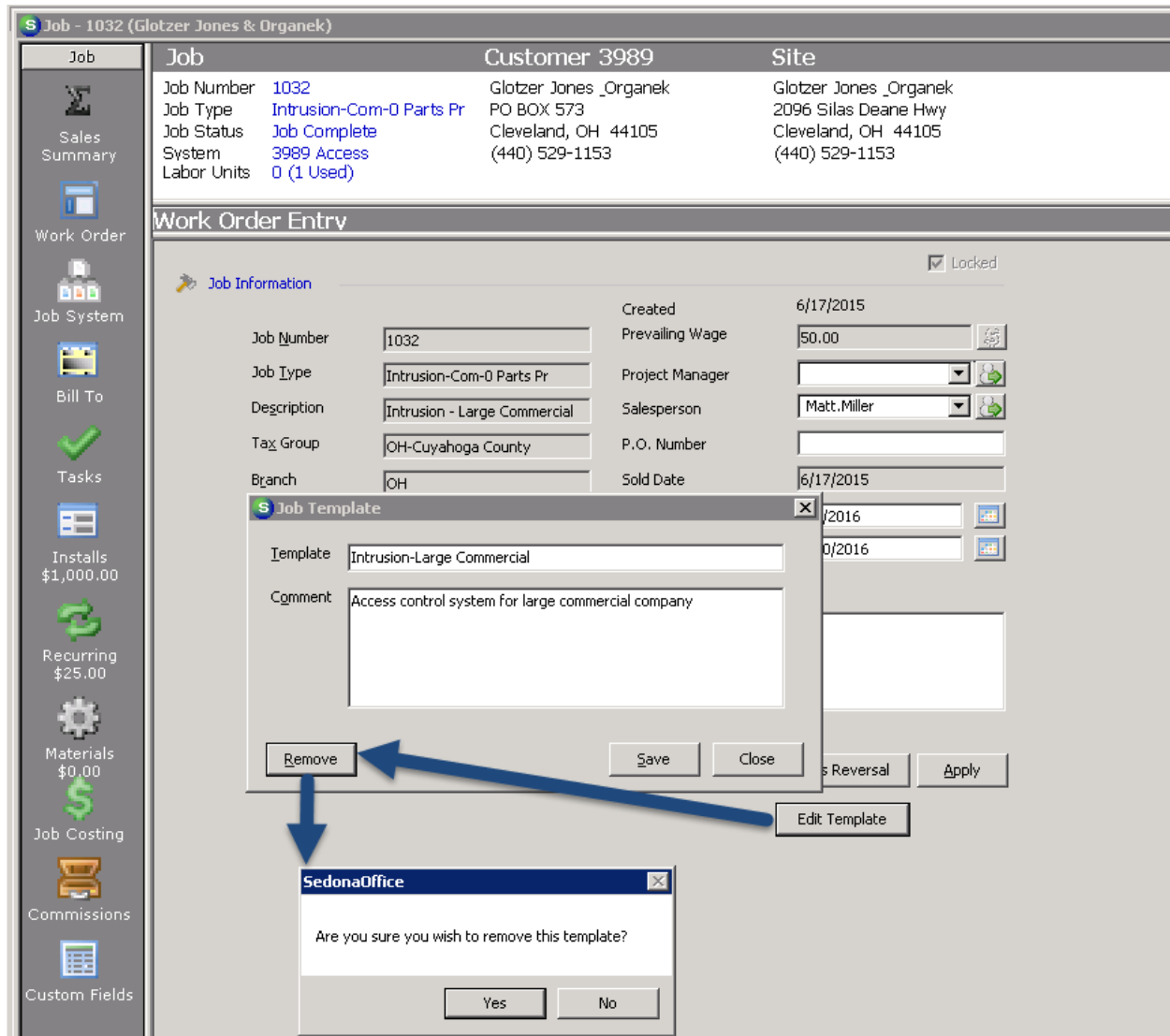
Job template descriptions and comments may now be edited **from the job in which it was originally created**. The work order on that job will now have an Edit Template button.

The screenshot displays the 'Job - 1032 (Glotzer Jones & Organek)' window. The left sidebar contains navigation icons for Sales Summary, Work Order, Job System, Bill To, Tasks, Installs (\$1,000.00), Recurring (\$25.00), Materials (\$0.00), and Job Costing. The main area shows job details for Job Number 1032, Job Type Intrusion-Com-0 Parts Pr, Job Status Job Complete, System 3989 Access, and Labor Units 0 (1 Used). The Customer is Glotzer Jones \_Organek, PO BOX 573, Cleveland, OH 44105, with phone (440) 529-1153. The Site is Glotzer Jones \_Organek, 2096 Silas Deane Hwy, Cleveland, OH 44105, with phone (440) 529-1153. The 'Work Order Entry' section is visible, showing a 'Job Information' tab with fields for Job Number, Job Type, Description, Tax Group, Branch, Created, Prevailing Wage, Project Manager, Salesperson, P.O. Number, and Sold Date. A 'Job Template' dialog box is open, showing the template name 'Intrusion-Large Commercial' and the comment 'Access control system for large commercial company'. The dialog box has buttons for Remove, Save, Close, s Reversal, and Apply. A blue arrow points to the 'Edit Template' button at the bottom right of the dialog box.

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.

**Job - 1496 (Surelock Homes)**

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

**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
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	
302AW135	ALL WEATHER HEAT	ATL	1	2		0.00	0.00	0.00	0	1	<input checked="" type="checkbox"/>	0.0000	

**Total Material LU** 0

Sub Total 0.00 0.00

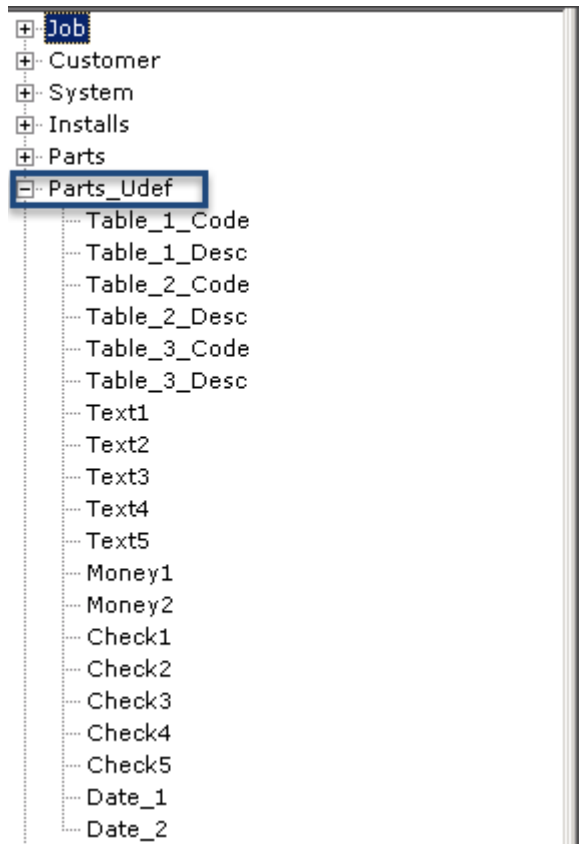
Buttons: Capture Original Parts, Copy, Documents, Apply



**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.

Job - 1208 (Bakers Best Pie Co.)

Job: 1208, Customer: 5365, Site: Bakers Best Pie Co.

Job Number: 1208, Job Type: Fire-Com, Job Status: Scheduling, System: 5365 Fire, Labor Units: 0 (9 Used)

Materials

Part	Description	Vendor	Qty	On Hand	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock Item	PO Cost	PO Description
ZWB	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 S2	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	

Total Material LU: 0

Sub Total: 0.00

Buttons: Capture Original Parts, Copy, Documents, Apply

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

The screenshot shows the 'New Job' window in SedonaOffice. 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 is currently empty. At the bottom of the window, there are several buttons: 'Apply Template', 'Excel' (highlighted with a red box), 'Copy', 'Documents', and 'Apply'. The 'Excel' button is used to export the materials list to an Excel file.



The materials list will now be populated:

Job - 2378 (Paws A While)

Job

Job Number 2378

Job Type Fire-Com

Job Status Prewire

System PW234 Fire

Labor Units 0 (0 Used)

Customer PW234

Paws A While

48517 Joy Road fdf

Canton, MI 48187

(734) 555-1212

Site

Paws A While

48187 Joy Road

Canton, MI 48187

Sales Summary

Work Order

Job System

Bill To

Tasks

Installs \$5,000.00

Recurring \$0.00

Materials \$0.00

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 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	
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	
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	

Last Revised: June 19, 2017

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## 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.

Job - 1490 (Bed Bath and Bubbles-Huntington)

Job	Customer	Site
Job Number 1490 Job Type Fire-Com Job Status Parts System 477001 Fire Labor Units 0 (0 Used)	47701 Bed Bath and Bubbles 129 Living Way Canton, MI 48187 (734) 555-1212	Bed Bath and Bubbles-Huntington 129 New York Avenue Huntington, NY 11743

Materials

☒ Show Phases Warehouse Main-MI

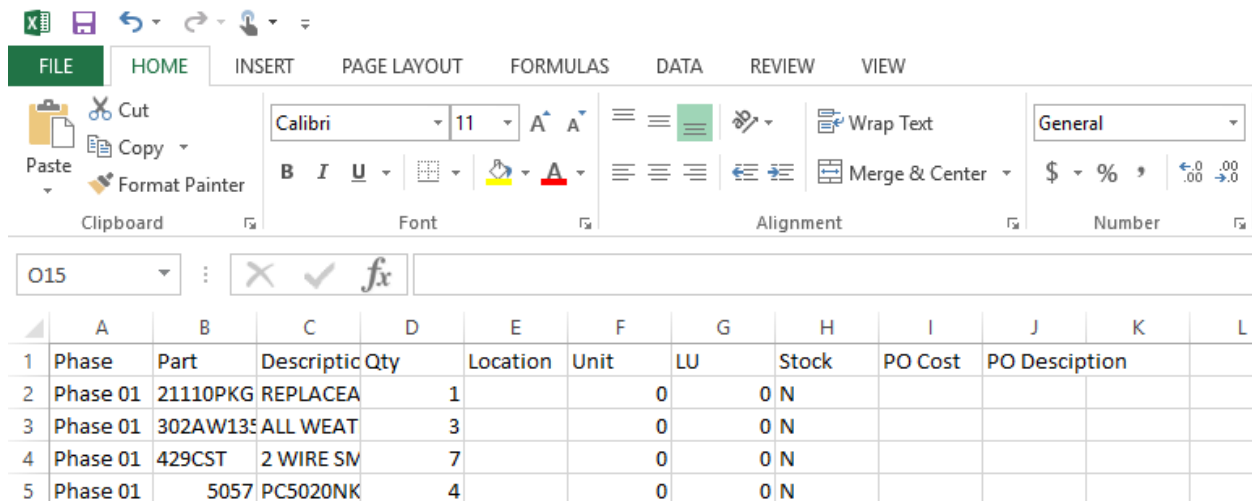
Phase	Part	Description	Vendor	Qty	On Hand	Location	Unit Price	Ext Price	Tax	LU	Issued Qty	Stock Item	PO Cost	PO Description
Phase 01	21110PKG	REPLACEABLE OPTI	ATL	1	0		0	0.00	0.00	0		<input type="checkbox"/>		
Phase 01	302AW135	ALL WEATHER HEA	ATL	3	0		0	0.00	0.00	0		<input type="checkbox"/>		
Phase 01	429CST	2 WIRE SMOKE DET	ATL	7	0		0	0.00	0.00	0		<input type="checkbox"/>		
Phase 01	5067	PC5020NKC/PANEI	Tri-Ed	4	0		0	0.00	0.00	0		<input type="checkbox"/>		
*														

Total Material LU 0

Sub Total 0.00 0.00

Apply Template **Copy** Documents Apply

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 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		

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

Job - 1496 (Surelock Homes)

Job Number: 1496  
Job Type: Fire-Com  
Job Status: Scheduling  
System: 587365 Fire  
Labor Units: 0 (0 Used)

Customer: 47726  
Surelock Homes  
123 Watson Avenue  
Canton, MI 48187  
(273) 455-5121

Site: Surelock Homes  
123 Watson Avenue  
Cleveland, OH 44124  
(273) 455-5121

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
*													

Total Material LU: 0

Sub Total: 0.00

Buttons: Capture Original Parts, Apply Template, **Excel**, Copy, Documents, Apply

The parts will be added to the materials list.

Job - 1496 (Surelock Homes)

Job

Job Number 1496

Job Type Fire-Com

Job Status Scheduling

System 587305 Fire

Labor Units 0 (0 Used)

Customer 47726

Surelock Homes

123 Watson Avenue

Canton, MI 48187

(273) 455-5121

Site

Surelock Homes

123 Watson Avenue

Cleveland, OH 44124

(273) 455-5121

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	
5056	M5-5024UD PANEL I	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	

Job System

Bill To

Tasks

Installs \$0.00

Recurring \$0.00

Materials \$0.00

### 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	Cont	Tech	Tech_Name	Last_Tech	Invoice_Number	Invoice_Date	Inv_Description	Ticket	Creation_Date	Closed_Date	Problem_Code	Part_Code	Part_Description	Qty	Rate	Ext_Rate	Product
2	OH-T&M	Bill 5 Minute Incr		1	Mark.Tayl	Mark.Taylor	423110	4/19/2017	Service Call	3492	7/23/2015	4/19/2017	Add Equipmer	Trip Charge	Trip Charge	1	\$85.00	\$85.00	
3	MI-SVC Cont	SVC Cont-Com		2	Mark.Tayl	Mark.Taylor	425163	4/1/2017	Service Call	4097	10/31/2016	12/30/1899	Add Equipmer	Trip Charge	Trip Charge	1	\$25.00	\$25.00	
4	MI-SVC Cont	SVC Cont-Com		2	Madison.M	Madison Morris	425163	4/1/2017	Service Call	4097	10/31/2016	12/30/1899	Add Equipmer	Trip Charge	Trip Charge	1	\$25.00	\$25.00	
5	MI-SVC Cont	Fire Com		1	Mitchell.M	Mitchell Malloy	425164	4/1/2017	Service Call	4131	12/7/2016	4/25/2017	Add Equipmer	IM12120	ULTRA TECH 1	1	\$83.26	\$83.26	Batteries
6	MI-SVC Cont	Fire Com		1	Mitchell.M	Mitchell Malloy	425164	4/1/2017	Service Call	4131	12/7/2016	4/25/2017	Add Equipmer		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.

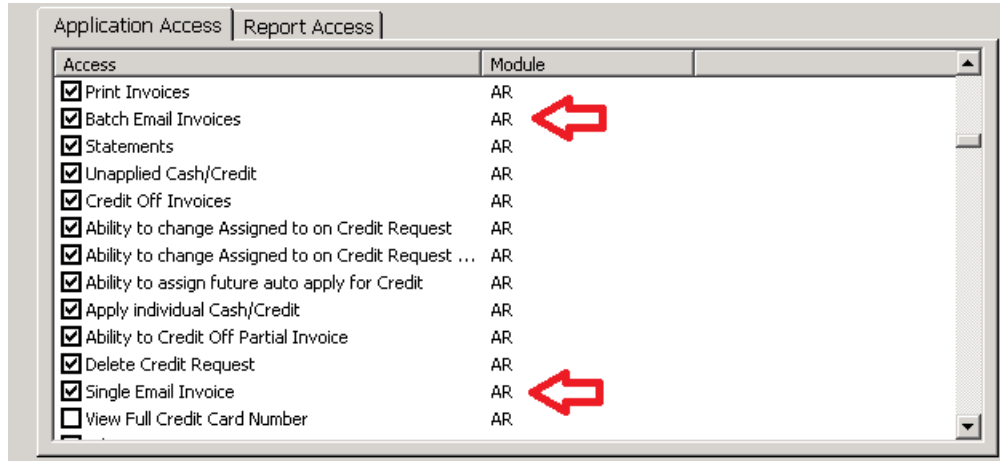
**Note: SedonaEmail only utilizes the Bridgestone Standard invoice format.**

#### 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)". Inside, there's a "Customer Information" section with fields for "Customer #" (10111) and "Customer Name" (Abc Glass Company). Below this are tabs for "Billing Information" and "Contacts". Under "Billing Information", there are radio buttons for "Residential" and "Commercial" (selected). To the right are checkboxes for "Inactive" and "Primary Mail" (checked). The "Name" field contains "Abc Glass Company". Below it is an "Additional Name" field. The "Address..." field contains "37-43 Sullivan Street, Detroit, MI 48201". There are fields for "Phone 1" ((586) 785-5566), "Phone 2", and "Fax". To the right of these are checkboxes for "Primary RMR" (checked), "Primary Service" (unchecked), "Primary Job" (checked), and "Primary Other" (checked). The "Email" field contains "JimM@SedonaOffice.Com". Below the email field is a checkbox for "Email Invoices" which is checked and highlighted with a red rectangle. At the bottom left is a checkbox for "Copy Billing Address to Site". At the bottom right are "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.

(COM DATA) \*\*\* Multiple Tax Groups - Invoice Locked \*\*\*

Customer ID: 10111 Category: A/R Account: 110110 Tag Group: OH-Cuyahoga County

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

Invoice Date: 10/1/2015 Aging Date: 10/1/2015

Branch: MT P.O. Number:

Warehouse: Term: Due On Receipt

Invoice Type:

Cycle Bill:

Salesperson: Posting Date: 10/1/2015

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

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

Items \$802.50

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

Description: Recurring

Contact:

Memo:

Complete: ☒ Add to Print Queue: Last Printed: 11/19/2015 Add to Email Queue:

Invoice List EFT Save Close

**Email a Single Invoice**

**Email History**

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.

## 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>

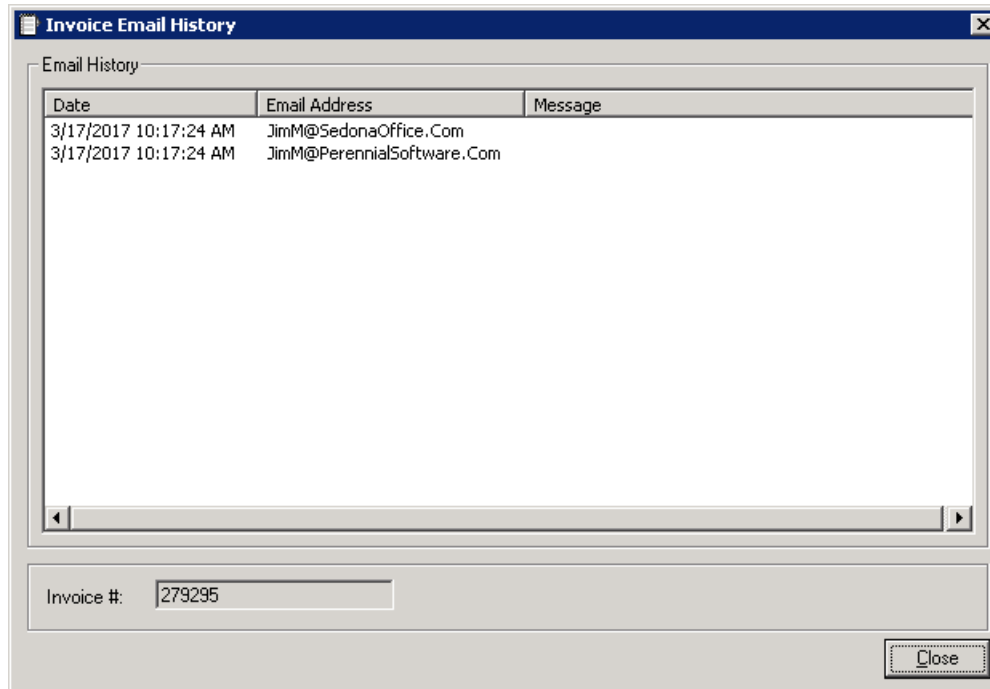
**IMPORTANT MESSAGES**

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

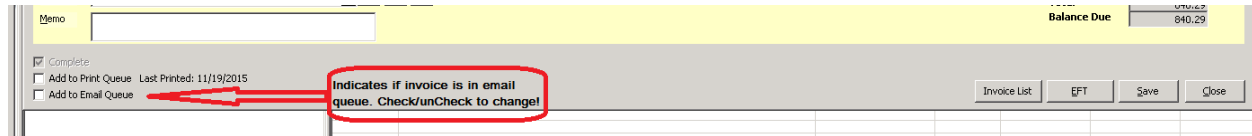
If you click the Email History button, the below will display.



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.

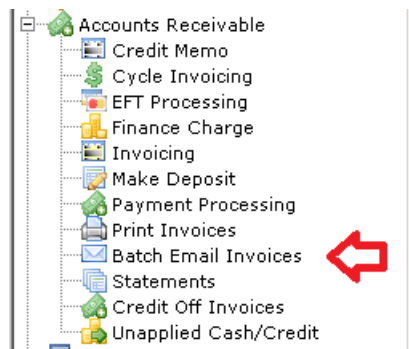
## Add/Remove Invoice from Email Queue

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

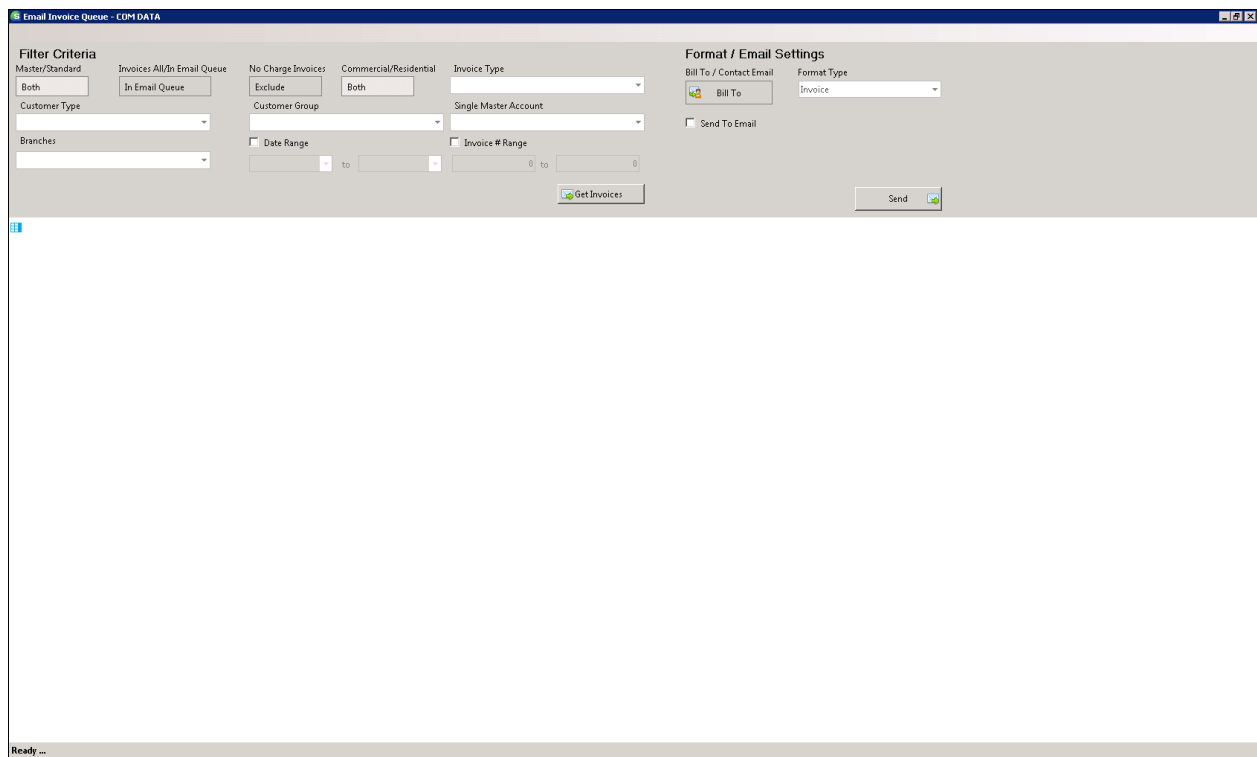


## Batch Emailing of Invoices

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 shows the 'Invoice Email Queue' window. It is divided into two main sections: 'Filter Criteria' on the left and 'Format / Email Settings' on the right. The 'Filter Criteria' section includes several filters: 'Master/Standard' with a 'Both' button; 'Invoices All/In Email Queue' with an 'In Email Queue' button; 'No Charge Invoices' with an 'Exclude' button; 'Commercial/Residential' with a 'Both' button; 'Invoice Type' with a dropdown menu; 'Customer Type' with a dropdown menu; 'Customer Group' with a dropdown menu; 'Branches' with a dropdown menu; 'Date Range' with a checkbox and two date input fields; and 'Invoice # Range' with a checkbox and two numeric input fields. The 'Format / Email Settings' section includes 'Bill To / Contact Email' with a 'Bill To' button, 'Format Type' with a dropdown menu, and a 'Send To Email' checkbox. At the bottom right, there is a 'Get Invoices' button and a 'Send' button.

### 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.

**Email Invoice Queue - COMPANY**

**Filter Criteria**

Master/Standard: ☐ Both ☐ All Invoices

Customer Type:

Branches:

No Charge Invoices: ☐ Exclude ☐ Commercial/Residential: ☐ Both

Customer Group:

Invoice Type:

Single Master Account:

☐ Date Range:  to

☐ Invoice # Range:  to

**Format / Email Settings**

Bill To / Contact Email:  Bill To:  Format Type:

☐ Send To Email

**Get Invoices** **Send**

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 Em
234023	10001	Cycle	02/01/2015	\$1741.90	\$1741.90	\$125.29	02/01/2015	Evergreen Medic...	OH	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	JimmM@Sedona...	<input type="checkbox"/>	Mr. Fred Savage	JimmM@Sedona...
240018	292	Job	02/05/2015	\$500.00	\$250.00	\$0.00	02/05/2015	Melissa Robinson	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	mellissar@pere...	<input type="checkbox"/>		
240178	129	Cycle	03/01/2015	\$142.50	\$142.50	\$0.00	03/01/2015	Smith, William	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	willsm@systemi...	<input type="checkbox"/>		
240246	147	Cycle	03/01/2015	\$370.47	\$370.47	\$0.00	03/01/2015	Kringle, Kris	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	Kriskingle@Chr...	<input type="checkbox"/>		
240247	147	Cycle	03/01/2015	\$172.50	\$172.50	\$0.00	03/01/2015	Saint, Nicholas	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	Kriskingle@Chr...	<input type="checkbox"/>		
240256	148	Cycle	03/01/2015	\$62.00	\$62.00	\$0.00	03/01/2015	Jones, Mary	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	maryjones@gm...	<input type="checkbox"/>		
240273	152	Cycle	03/01/2015	\$144.00	\$144.00	\$0.00	03/01/2015	Lands, Rebecca	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	rebecca.lands@...	<input type="checkbox"/>		
240676	229	Cycle	03/01/2015	\$55.00	\$55.00	\$0.00	03/01/2015	Dot216, FiveDotSix	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	5.6.216@gmail.c...	<input type="checkbox"/>		
240682	22942	Cycle	03/01/2015	\$505.00	\$505.00	\$0.00	03/01/2015	Dept Parks Bldg...	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	jimm@sedonaO...	<input type="checkbox"/>		
250078	292	Cycle	03/01/2015	\$53.00	\$53.00	\$0.00	03/01/2015	Melissa Robinson	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	mellissar@pere...	<input type="checkbox"/>		
254635	45942	Cycle	03/01/2015	\$108.00	\$108.00	\$0.00	03/01/2015	Brookside Plaza	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	billing@brooksi...	<input checked="" type="checkbox"/>		
255354	14552	Cycle	03/01/2015	\$42.09	\$42.09	\$3.03	03/01/2015	American Sleeve...	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	jmlkowski@me...	<input checked="" type="checkbox"/>		
255369	22942	Cycle	03/01/2015	\$97.02	\$97.02	\$6.98	03/01/2015	Dept Parks Bldg...	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	jimm@sedonaO...	<input type="checkbox"/>		
255498	10111	Cycle	04/01/2015	\$710.38	\$710.38	\$27.88	04/01/2015	Abc Glass Comp...	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	JimmM@Sedona...	<input checked="" type="checkbox"/>		
255910	148	Cycle	04/01/2015	\$71.50	\$71.50	\$0.00	04/01/2015	Jones, Mary	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	maryjones@gm...	<input type="checkbox"/>		
255940	152	Cycle	04/01/2015	\$72.00	\$72.00	\$0.00	04/01/2015	Lands, Rebecca	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	rebecca.lands@...	<input type="checkbox"/>		
256727	229	Cycle	04/01/2015	\$20.00	\$20.00	\$0.00	04/01/2015	Dot216, FiveDotSix	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	5.6.216@gmail.c...	<input type="checkbox"/>		
256733	22942	Cycle	04/01/2015	\$349.52	\$349.52	\$6.98	04/01/2015	Dept Parks Bldg...	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	jimm@sedonaO...	<input type="checkbox"/>		
257366	292	Cycle	04/01/2015	\$53.00	\$53.00	\$0.00	04/01/2015	Melissa Robinson	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	mellissar@pere...	<input type="checkbox"/>		
262194	45942	Cycle	04/01/2015	\$16.50	\$16.50	\$0.00	04/01/2015	Brookside Plaza	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	billing@brooksi...	<input checked="" type="checkbox"/>		
263246	10001	Cycle	04/01/2015	\$1741.90	\$1741.90	\$125.29	04/01/2015	Evergreen Medic...	OH	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	JimmM@Sedona...	<input type="checkbox"/>		
263433	13697	Cycle	04/01/2015	\$310.19	\$310.19	\$22.31	04/01/2015	Arianna English	OH	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	adrianna.english...	<input type="checkbox"/>		
263497	14552	Cycle	04/01/2015	\$42.09	\$42.09	\$3.03	04/01/2015	American Sleeve...	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	jmlkowski@me...	<input checked="" type="checkbox"/>		
263901	21312	Cycle	04/01/2015	\$103.54	\$103.54	\$7.45	04/01/2015	Wellington Cove...	OH	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	jimm@sedonaof...	<input checked="" type="checkbox"/>		
265060	121	Cycle	05/01/2015	\$69.28	\$69.28	\$0.00	05/01/2015	Davis, Roger	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	rogerd@sedona...	<input type="checkbox"/>		
265158	147	Cycle	05/01/2015	\$157.50	\$157.50	\$0.00	05/01/2015	Kringle, Kris	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	Kriskingle@Chr...	<input type="checkbox"/>		
265165	148	Cycle	05/01/2015	\$31.00	\$31.00	\$0.00	05/01/2015	Jones, Mary	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	maryjones@gm...	<input type="checkbox"/>		
265179	152	Cycle	05/01/2015	\$72.00	\$72.00	\$0.00	05/01/2015	Lands, Rebecca	MI	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	rebecca.lands@...	<input type="checkbox"/>		
265408	213	Cycle	05/01/2015	\$50.00	\$50.00	\$0.00	05/01/2015	Mountain Retreat	Spain	Due On Receipt	<input type="checkbox"/>	<input type="checkbox"/>	anet@sedona...	<input checked="" type="checkbox"/>		

Found 224 Invoices.



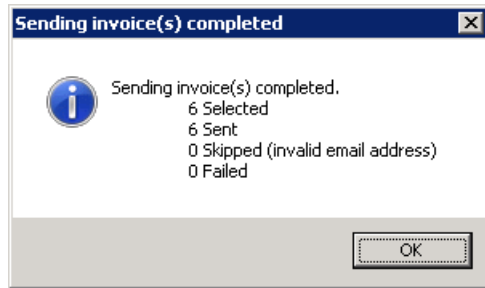
Once the list is populated, you can check the associated box to email that invoice. If you want to check all, simply check the very top box and the system will check all. If you need to uncheck all, you can uncheck that box (if all are checked) or check and then uncheck the box to clear everything.

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:

**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

Monday

Start Time


08:00

End Day

Friday

End Time

19:00

 **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

Apply

## 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: End of Month ☐ Inactive

Description: End of Month

**A/R Aging Based On**

☐ Invoice Aging Date (A/R Only)

☐ Due Date

☒ End of Month

Days Net Due: 0

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

**A/P Discounts**


Discount Days: 0

Discount %: 0

Apply New Delete


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 %

## 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:

**Sedona Office Setup (SedonaSecurity)**

File Find Find Next View Tools Help

**Sedona Setup**

Description	Area
Warranty Types	SV
Warehouses	IN
Vendors	AP
Vendor Types	AP
Users	OP
<b>User Groups</b>	<b>OP</b>
User Defined Table4	SM
User Defined Table3	SM
User Defined Table2	SM
User Defined Table1	SM
User Defined Setup	SM
UL Grade	CS
Type Of Customer	CM
Transmission Format	CS
Terms	AP
Terms	AR
Technicians	SV
Tax Tables	AR
Tax Groups	AR
Tax Agency	AP
System Types	CM
Status	SM
Statement Rules	AR
Signal Types	CS
Shipping Methods	AP
Setup Processing	AP
Setup Processing	AR
Setup Processing	JM
Setup Defaults	SV
Service Ticket Message	SV
Service Levels	SV
Service Companies	SV
Sedona Modules	OP
Scheduling and Appointments	SV
Sales Resolution Codes	SM
Sales Managers	SM

**User Groups**

☐ User Groups

Group	Description	Level	Credit Limit
Accounting Clerk	Accounting Clerk	2	\$5,000.00
Admin	Admin	3	\$100,000.00
Admin Assistant	Admin Assistant	1	\$100.00
Administrator	Administrator	3	\$10,000.00
AP Query Only	AP Query Only	1	\$0.00
Data Entry Job	Data Entry Job	1	\$1.00
Dealers	Dealers	2	\$0.00
Dealers View	Dealers View with Notes	1	\$0.00
Inventory Clerk	Inventory Clerk	2	\$0.00

☐ Include Inactive

☒ User Group Edit ☐ Inactive

Code: Admin Assistant    Description: Admin Assistant    Level: 1    Credit Memo Limit: \$100.00

**Application Access | Report Access**

Access	Module
<input checked="" type="checkbox"/> Batch Email Invoices	AR
<input checked="" type="checkbox"/> Statements	AR
<input type="checkbox"/> Unapplied Cash/Credit	AR
<input checked="" type="checkbox"/> Credit Off Invoices	AR
<input type="checkbox"/> Ability to change Assigned to on Credit Request	AR
<input type="checkbox"/> Ability to change Assigned to on Credit Request ...	AR
<input type="checkbox"/> Ability to assign future auto apply for Credit	AR
<input checked="" type="checkbox"/> Apply individual Cash/Credit	AR
<input type="checkbox"/> Ability to Credit Off Partial Invoice	AR
<input type="checkbox"/> Delete Credit Request	AR
<input checked="" type="checkbox"/> Single Email Invoice	AR
<input type="checkbox"/> View Full Credit Card Number	AR
<input checked="" type="checkbox"/> Edit Existing Transactions	AR

Print    Apply    New    Delete



## 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.