

# GEMINI 12.00

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## General

The purpose of this document is to draw attention to the areas of the program that have substantial changes. Additionally to depict by menu option side effects of the change / enhancement.

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## FAX SUPPORT <SR2406>

Added support to FAX any report in the program. This requires setting up a FAX Server (supplied with this program). Auto Faxing is also support in selected areas in Gemini and PSClient. Once the FAX Server is installed and the program is properly configured, to FAX a report, you must preview it first. At the preview window along the top there is a button marked FAX. Select fax and enter in the required information. If the FAX button is dimmed out, then the program is not properly configured.

### File | Terminal

- Added AFE Server field to screen.

### AP | AP Vendor Maintenance

- Added "Auto Fax" check boxes to window.

### AP | Reports | Vendor Reports | Vendor Listing

- Added "Auto Fax" values to report.

### File | Exchange | Vendor/Pay Code/Cost Codes

- Added "Auto Fax" to vendor file exchange.

### File | Supervisor | Export Eclare

- Added "Fax #" and "Auto Fax" to export file.

### PO | Reports | Print Documents

- Added "multi-fax" support.

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## EXCEL INTERFACE <SR2544>

Add interface support for Microsoft Excel. This simply calls Excel passing the filename of the last file that was exported from Gemini during this run. If nothing has been exported since the program has been started, then Excel will be called with no file given. Note that "Exchange" is not considered to be an export for this option. To use this feature you must define the full location of Microsoft Excel in the File | Terminal option.

### File | Terminal

- Added "Excel Program" to window.

### File | Excel Launch

- New option to launch Excel and the last "exported" file during current program run.

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## AIA FORM CHANGES <SR2796>

Changed the program to properly work with the latest AIA documents available as of this release. The latest program works with the following documents and related copyright(s). G701 = 2001 Copyright; G702 = 1992 Copyright; G703 = 1992 Copyright. If you have an older form it should be replaced with the correct form copyright.

**AIA | AIA Job Maintenance**  
Added form compatibility

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## **ALERT BOX IN GL/AP/AR <SR2617>**

Added an "Alert Invoice" check box to GL, AP and AR sections of the program. This may be used to remind yourself or others that extra attention is needed on the marked transaction. Also in AP, you may optionally have the program automatically check the alert if the invoice is over budget, this is setup in the Global Configuration area. Transactions that have an alert status will not post.

### **File | Supervisor | Configuration**

- Added new "Set Alert if AP Over budget" to AP Tab.

### **GL | Add/Edit GL Journal**

- Changed browse to show red if batch is set to alerted.
- Changed invoice header to include new "Alert" flag.

### **GL | Print Proofing Report**

- Added logic to denote "Alerted" GL Journal entries.

### **GL | Post GL Journal**

- Added warning if GL Journals are marked as alerted.
- Added logic to skip GL Journals that are marked as alerted.

### **AP | Add/Edit AP Invoices**

- Changed browse to show red if batch is alerted.
- Changed invoice header to include new "Alert" flag.

### **AP | Print Proofing Report**

- Added logic to denote "Alerted" invoices
- Added optional logic to show over budget cost codes. Note that this is based on POSTED transactions only, not unposted.

### **AP | Post Invoices**

- Added warning if invoices are marked as alerted.
- Added logic to skip invoices that are marked as alerted.

### **AR | Add/Edit AR Invoices**

- Changed browse to show red if batch is alerted.
- Changed invoice header to include new "Alert" flag.
- Changed payment header to include new "Alert" flag.

### **AR | Print Proofing Report**

- Added logic to denote "Alerted" AR Invoices entries.

### **AR | Post AR Invoices/Payments**

- Added warning if AR Invoices are marked as alerted.
- Added logic to skip AR Invoices that are marked as alerted.

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## **ALL PREPRINTED FORMS <SR2661>**

Added prompts throughout the program when printing to a preprinted form to remind user to remove them when done. A reminder that because of how windows works, the computer may not have actual finished printing even though the program thinks that it has. Note that the message will NOT appear if previewing (it is hard to load forms into the CRT).

### **AP | Process AP Checks | Print Checks**

- Add prompts to "Load" and "Remove" forms.

### **AP | Reports | 1099 Forms | Print 1099's**

- Add prompts to "Load" and "Remove" forms.

### **AIA | AIA Maint | G703 Worksheet | Print AIA | G702**

- Add prompts to "Load" and "Remove" forms.

### **AIA | AIA Maint | G703 Worksheet | Print AIA | G703**

- Add prompts to "Load" and "Remove" forms.

### **AIA | AIA Maint | G701 Change Order | Print C/O**

- Add prompts to "Load" and "Remove" forms.

### **PR | Print/Post PR Checks**

- Add prompts to "Load" and "Remove" forms.

### **PR | W2 Operations | Print W2's**

- Changed form prompts to new standard.

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## **COMPANY CREATION <SR2669>**

Changed logic in Company Maintenance so that when a new company is inserted or created from another company, it will have it's company name set to "Company ### (<source>)", where "###" is new company number and <Source> is based on which company (###) copied from and how.

### **Example:**

- (New Company) - New Company that was not copied from any other company.
- (Copied from ###) - Copied from company number ##.
- (Duplicated from ###) - Duplicated from company number ##.

### **File | Supervisor | Company Maintenance**

- Changed to set new company name based on source company.

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## **CHART OF ACCOUNT MAINTENANCE <SR2451>**

Changed the program to allow selecting the suspense account as a cash account. This is typically only used during setup of a company were we use the suspense account as the clearing account for PR.

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## **PRINT CHART OF ACCOUNTS <SR2586>**

Added to the GL "Print Chart of Accounts" report a new option "Print Reference Only" which when checked will printed only the GL Account # and Description in two columns on the report. Note that when

this option is selected, the "Print Order By" is set to "Account #" order and disabled. Due to what is printed on the report, this is the only order by option that makes sense.

**GL | Reports | Chart of Accounts**

- Added option to print "Reference Only".
- Add "D" to denote deleted accounts to all report modes using same position that "linked account" uses.

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**GL DETAIL REPORT <SR2402>**

Added message to report to depict year end closing on income and expense accounts.

**GL | Reports | GL Detail Report**

- Added "Fiscal End-of-Year" message. (SR2402)

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**INCOME / BALANCE SHEET SUB TOTALING <SR2593>**

Added support that will allow you to subtotal GL Accounts on the Balance Sheet and Income Report. This is done in the Financial Statement maintenance area by adding "Subtotal Header" and "Subtotal End". These must be properly paired and can not be imbedded within other pairs.

**File | Supervisor | Financial Statement Maint**

- Added support for Subtotal Header/End types.

**GL | Chart of Acct Maint**

- Added logic to prevent selecting Line Sum that is marked either a Subtotal Header or Subtotal end.

**GL | Reports | Print Chart of Accounts**

- Added Subtotal Type to LineSum header.

**GL | Reports | Income Statement**

- Added support for Subtotals.

**GL | Reports | Balance Sheet**

- Added support for Subtotals.

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**GL PRINT BALANCE SHEET <SR2693>**

Added option "Include WIP Revenue by Type". If checked, this will show expand the WIP Revenue by type this allows separation of draws, change orders, customer deposits and etc on the balance sheet. The description used is defined in Cost Code | Type List Maintenance and if not defined, a standard default description is used.

**GL | Reports | Print Balance Sheet**

- Added "WIP Revenue by Type" option to report.

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**AP INVOICE NUMBER LENGTH <SR2318>**

Changed AP Invoice number length from 10 to 17 characters. (Note: The same length as purchase orders.)

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## **AP VENDOR CHECK ADDRESS <SR2182>**

Added a new "Check Address" to the AP Vendor header. If defined, then the check writer and some other locations (see below) will use that address instead of the normal address.

### **Notes:**

1. If a "Check" address field is blank, then the program will use the main equivalent field.
2. This blank test is done on each field individually. Thus if only the address (street) is given in the Check section, then all of the standard address information will be used except that the address (street) will be the check address.
3. When the file is converted, the "Check Section" information will all be blank. The program will then use the original address information until you enter something else.

### **AP | Process AP Checks | Print Proofing**

- Changed to show "Check Name" instead of vendor name if different.

### **AP | Vendor Maintenance | Edit**

- Create new tab called "Checks" and added new check name and address fields.
- Moved "Print on Check" fields to new tab.

### **AP | Reports | Vendor Reports | Vendor Listing**

- Added new fields to detail report.

### **AP | Reports | Vendor Reports | Mailing Labels**

- Added option to use "Check" address on labels.

### **AP | Process AP Checks | Print Checks**

- Changed to use "Check Name/Address" if available.

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## **AP/PO - FIELD APPROVAL (PSClient/Gemini) <SR2534>**

This advanced feature requires that you purchased both accounting (Gemini) and the client management system (PSClient).

Added the ability to do "Field Approval" for release of purchase orders or invoices.

### **File | Exchange | Vendors/Pay Codes/Cost Codes**

- Added "Pay Code" export to exchange.

### **File | Exchange | Retrieve PSClient Scheduling**

- New Option
- Retrieves information from PSClient about scheduling and updates local database. If needed, this will ask user to map Job Names between the two systems.

### **AP | Add/Edit AP Invoices**

- When invoices are inserted, the pay code will be as follows:
  - If vendor has a default pay code, it will be entered and overrides cost code defaults.
  - If invoice pay code is blank and a cost code is selected with pay code, that will be used.

### **AP | Process AP Checks**

- Modified existing "By Parameter" option with have a new "Use Approved List" option.

**JC | Item List | Cost Code Maint | Edit**

- Added support for default pay code. Master level only, not at job.

**JC | Job Approval**

- New option to maintain / view Job Approval information

**JC | Reports | Print Field Approval List**

- New Report to show list of "Field Approvals" for Gemini jobs.

**PO | Add/Edit PO Document | Edit**

- When inserting or editing a document, if document pay code is blank and cost code (if used) pay code is defined, then it will be used.
- Made changes to existing program option since operation requirements are very similar.
- Added "Marked Approved" button that using "Field Approval List" database from either PSClient or manually entered.
- Added "Receive Marked" button which does the actual bulk receiving of the marked docs.
- Added standard record marking logic except that closed documents can not be marked.
- Added filter option checkbox to "Show Marked Only".
- If user does not have "AP Add/Edit" authority, then "marking" and related buttons will be disabled since they are exclusively for receiving PO's, which require access to AP Unposted.

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**PO GLOBAL RECEIVE (GEMINI) SR2534A**

Added the function to allow tagging of multiple purchase orders at the add/edit screen for the purpose of processing (receiving) them as one batch.

**PO | PO Add / Edit PO Documents**

- Added "Marked Approved" button that using "Field Approval List" database from either PSClient or manually entered.
- Added "Receive Marked" button which does the actual bulk receiving of the marked docs.
- Added standard record marking logic except that closed documents can not be marked.
- Added filter option checkbox to "Show Marked Only".

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**AP INVOICE - BACK CHARGE <SR2344>**

In AP Invoice entry, on the invoice form there is a new checkbox called "Back Charge". When this is checked, you can print an invoice from the "AP | Print AP Proofing Report" prompt by clicking on the "Print Back Charges" button. All unposted invoices that are have the "Back Charge" checked will be printed. The AP Notes text is what is used for the description on the Back Charge Invoice. Note that you must print the back charge invoices prior to posting.

**AP | Add/Edit Invoices**

- Added "Back Charge" checkbox to invoice header.

**AP | Proofing Report**

- Added "Back Charge" field to report.

**AP | Proofing Report | Charge Back Report**

- New report printing AP Back Charge/Credit Invoice

**AP | Post AP Invoices**

- Added warning message if Back Charge Invoices exist.

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**AP VENDOR ADDRESS <SR2646>**

Expanded both the AP Vendor address and check address to include a second line. Also changed all program locations (see below) that reference this information with the exception of the 1099 processing. The 1099 Magnetic and forms do not have space for the additional address. Note that the Lien Waiver addresses the 2nd address line by appending it to primary address line separated by a comma instead of having a second token.

**File | Supervisor | Export Eclare**

- Changed export vendor to write 2nd address line.

**File | Supervisor | Data Maint | Master Import**

- Add support for 2nd address line import.

**Files | Exchange | Vendors/Pay Code/CCode**

- Add support for 2nd address line

**AP | AP Proofing Report | AP Back Charge**

- Add support for 2nd address line

**AP | Process Checks | Print Checks**

- Add support for 2nd address line

**AP | Vendor List Maint**

- Added 2nd Address line for both main address as well as the check address.

**AP | Reports | Print 1099 | Print 1099 Forms**

- Added vendor 2nd address line to form.

**AP | Reports | Vendor Reports | Ven Detail**

- Added 2nd main & check address to detail. Did NOT change reference report will only show 1st address.

**AP | Reports | Vendor Reports | Expiration**

- Add support for 2nd address line

**AP | Reports | Vendor Reports | Ven Hold**

- Add support for 2nd address line

**AP | Reports | Vendor Reports | Labels**

- Add support for 2nd address line

**AP | Reports | Lien Waivers**

- Add support for 2nd address line in \$\$ADDR token. Note that this appends the 2nd line to the first separated by a comma instead of separate line.

**PO | Reports | Print Documents**

- Add support for 2nd address line

<< The following do not support 2nd address line >>

**AP | Reports | 1099 Forms/Mag | Create 1099**

- DOES NOT support 2nd address line.

**AP | Reports | 1099 Forms/Mag | Proofing Rpt**

- DOES NOT support 2nd address line.

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**AP VENDOR DEFAULT PAY CODE <SR2596>**

Added default pay code to vendor maintenance functions in same manor as default GL and Cost Code).

**AP | Vendor Maint**

- Added new "Default Pay Code" to default tab.

**AP | Add/Edit Invoices**

- Added support for default vendor paycode.

**AP | Reports | Vendor Reports**

- Added new "Default Pay Code" to report.

**PO | Document Maintenance**

- Added support for default vendor paycode.

**PO | Import Documents**

- Added logic for Vendor & Cost Code default pay codes.

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**AP VENDOR MAINTENANCE <SR2477>**

Added the ability to access OPEN and PAID items for a vendor from the main vendor list instead of having to enter the edit mode.

**AP | Vendor Maintenance**

- Added view button for transactions.

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**AP PROCESS AP CHECKS PROOFING REPORT <SR2674>**

Changed the AP Check writer Proofing Report to always print the warning if either Worker Comp or Liability dates have expired even if there is no code defined. Before, it would only print if a code was also entered.

**AP | Process AP Checks | Proofing Report**

- Changed logic to print warning if Insurance or Liability has expired but no code was given.

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**PRINT AP CHECKS <SR2699>**

Change AP Print Checks to print the bottom voucher "Vendor Name" as the vendor number followed by the payee as it appears on the check.

**AP | Process AP Checks | Print Checks**

- Changed vendor name on bottom laser voucher to be vendor number and then payee.

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## **AP INVOICE DISTRIBUTION NOTES <SR2041>**

Added the ability to edit an AP Invoice descriptions after invoice is posted. This change effects both the main invoice description, pay code, due date, and distribution description.

### **Notes:**

1. The user must have AP Posting authority for buttons to be enabled.
2. In the change invoice header, the Due Date can only be changed if the amount of payment is zero and there has not been a lost discount.

### **AP | Vendor Maintenance | Edit | View Detail**

- Added ability to edit a few select items in posted AP invoices.

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## **AP REVERSE POSTED INVOICE <SR2501>**

Added tabs to the browse list to allow you to choose between "Open Only" or "All Invoices".

### **AP | Add / Edit Invoices | Reverse Posted Invoice**

- Added filter tab for "Open Only" or "All" invoices.

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## **AP WAIVER OF LIEN <SR2567>**

Expanded the Waiver of Lien to handle situations where a subcontractor does work on a job and purchases material from a supplier and you require a lien from the supplier to be submitted with the vendors pay request. You may now define "Additional Waivers Required" for subs or suppliers used by a vendor. This in turn can then be printed on the Wavier of Lien. The "Additional Waivers Required" is defined in the Job Header maintenance on a new tab called "Lien". You will also need to update your Waiver of Lien text to include a new token "\$\$REQWAIVER".

### **Notes:**

1. The new lien waiver token "\$\$REQWAIVER" is of the form "\$\$REQWAIVER\prefix\suffix\"," where the prefix" text is printed before the text from the file and "suffix" is printed after the text.
2. Either or both can be left blank.
3. The "text" that defines the related waiver requirements is defined in the job header on the new "Lien" tab. Each job has its own reference for each vendor and a single vendor may not have more than one record for a given job. (Different jobs can and do require a separate record for a vendor.)
4. The \$\$REQWAIVER can not be used on the same lien as the \$\$JOBLIST token. This is due to the fact that the vendor related information is dependent on a specific job.

### **File | Supervisor | Job Cost | Wavier of Lien**

- Added new \$\$REQWAIVER token.

### **AP | Reports | Print Waiver of Lien**

- Added support for \$\$REQWAIVER token.
- Updated "Export Profile" to include new token.

### **JC | Job Maintenance | Edit**

- Added new "Lien" tab that contains the list of "Additional Waivers

- Required" information for each job.

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## **AP WAVIER OF LIEN <SR2595>**

Expanded AP Wavier of Lien to be able to print multiple jobs per waiver instead of usual one per job. To implement this, you will need to add a new token "\$\$JOBLIST1" to your Waiver of Lien and probably make some other adjustments (See notes). Before using this feature, be sure to check the legality of this in your area.

### **Notes:**

1. The new token is "\$\$JOBLIST1" and indicates the location in the text that the list of jobs is to be placed. Note that this should be on it's own line.
2. The Job List that is produced in place of the token is of a fixed format and can not be changed by the user.
3. When the "\$\$JOBLIST" token is used on a form, the tokens related to job and check are not allowed.
4. In order for waivers to be combined on one form, the waivers must be to the same vendor, same mode (Full/Partial) and same lien number.
5. Also the Master Lien Form must have the "\$\$JOBLIST1" token.

### **JC | Job Maint | Edit | Lien Wavier (2nd tab) | Waiver Maint**

- Added "\$\$JOBLIST1" token to choices for new "Combine Wavier"

### **AP | Reports | Lien Waiver**

- Changed program to support new "\$\$JOBLIST1" token.

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## **WAVIER OF LIEN <SR2408>**

Added a "Check #" tab to browse list. Also gave the user the ability to alter the amount of a waiver. Note that the change in waiver amount only applies during the current session. If you leave the option, any dollar amount changes will be lost.

### **AP | Reports | Waiver of Lien**

- Changed to allow user to alter the amount of the waiver.
- Added "Check #" tab.

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## **AP VIEW OPEN ITEMS <SR2654>**

Added a "Search Invoice Number" to the Vendor Maintenance View Open Items.

### **AP | Vendor Maintenance | View Open Items**

- Added invoice search to browse.

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## **PRINT AP JOURNAL <SR2473>**

Changed the Account Distribution summary at the end of the AP Journal report to subtotal by job.

### **AP | Reports | Print AP Journal**

- Added "Job Subtotal" to Account Distribution section.

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## **AP PROOFING REPORT <SR2500>**

Added an option to print "Discount" instead of "Retainage" on the report.

### **Notes:**

1. If Discounts is chosen, the "retainage column" become the discount column.
2. If Discounts is chosen, the "Invoice Amount" column is changed to be pre-discount. Normally the amount shown is after discount.

### **AP | Process AP Checks | Print Proofing Report**

- Added "Show Discount" option to report.

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## **AP VENDOR 1099 HANDLING <SR2565>**

Changed the AP Vendor maintenance "Defaults" tab to include "Type of 1099" pull down. Use this to select which box on the 1099-MISC form this vendor shown print in or select "Do Not Print 1099" if no 1099 is required. Usually when printing 1099, option "Non-employee Comp[7]" is used but the others maybe required in special cases.

### **File | Supervisor | Data Maint | Master Files Import**

- Change "Print 1099" to "1099 Type"

### **AP | Vendor Maint | Edit**

- Change "Print 1099" to pull down listing option of boxes to print to and also "Do Not Print".
- Pull down options would be: 1, 3, 6, 7, 14 and "No 1099".

### **AP | Reports | Vendor Listing**

- Changed report for "Print 1099" to new use of "1099 Type".

### **AP | Reports | Print 1099 | Print 1099 Forms**

- Add support for other boxes on the form based on "1099 Type"

### **AP | Reports | Print 1099 | Print Proofing Report**

- Change report layout to handle new possible boxes.
- Report should show all fields separately.

### **AP | Reports | Print 1099 | 1099 Magnetic**

- Change logic to place amount into correct field based on "1099 Type".
- Added logic to accumulate new information as needed.

### **AP | Reports | Print 1099 | 1099 Magnetic | Print Proofing Report**

- Updated report to show additional information due to new boxes supported.

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## **JC COST CODE CLOSEOUT ACCOUNTS <SR2686>**

This program option is not available to all users. Added in the CAT closeout (list closeout) the addition of a number to each of the 26 closeouts. This would in effect have the impact of letting each of the 99 lists close out to over 500 detail accounts. Note: This is part of the option "JC Close Out list". If you do not have this feature, contact Prosoft or your sales representative for more information.

**File | Supervisor | Data Maint | Remove Marked**

- Updated RI Logic to newer JCCLOSE structure.

**JC | Item List Maintenance | Cost Code Maintenance**

- Added new Cat Close out (CatSub) field to form. Valid range 1 - 20.
- "Cat Closeout" is disabled if user does not have "Job Close List" option.

**JC | Reports | Cost Code List**

- Added new Cat Close out field to report.

**JC | Reports | Job Close Out List Report**

- Updated report for new structure.

**JC | Close Out List**

- Changed layout for new Cat Close out category value in master item list.

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**JC NOTICE TO OWNER <SR2227>**

Added option to JC to help handle "Notice to Owner". The purpose of this function is to track NTO filings against age. This feature is normally used by subcontractors who have a requirement to file NTO within 45 days of the 1st day on the job.

**File | Supervisor | Company Maintenance**

- Added new files to Copy Company.

**File | Supervisor | Job Costing | JC Notice to Owner**

- New procedure for editing Notice to Owner form text.

**JC | Job Maintenance**

- Added new "N.T.O." tab to job header.

**JC | Reports | Notice to Owners Requirements Report**

- New report

**JC | Reports | Job Listing**

- Added NTO Information to report.
- Updated Profile Export with new NTO information.

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**JOB BUDGET MAINTENANCE <SR2240>**

Added a toggle button on the Job Maint. Budget browse list that allows you to toggle quickly through the various status codes.

**JC | Job Maintenance | Budgets**

- Added toggle "Status" button to main browse list.

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**JC/MODEL BUDGET MAINT - GET FROM JOB <SR2339>**

Added to the two existing budget sources ("revised budget" or "original budget") a third choice of using Cost-to-Date.

### JC | Model Budget Maintenance | Budget from Job

- Added "Job-to-Date" budget option in addition to previous choices of "Budget" and "Revised Budget".

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### JC COST CODE LIST <SR2441>

Added "Sort by AIA Line" option to report.

### JC | Reports | Cost Code List

- Added "Sort by AIA Line" option to report.

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### JOB CLOSED DATE <SR2479>

In the Job Header, we have added a new box for "Date Closed". This is the date that the job was closed and is set by Job Closeout/Transfer the first time that a closed is closed and the "Set Job Status To Close" is checked. This date is used by a new report called "Job Closing Report". This is now the basis for showing closed jobs on other job reports.

#### Notes:

1. When the data is converted, the program will fill in this new field on the month that the job was closed in. This will only occur if the job is marked as closed.
2. If "Reverse Job Closeout/Transfer" is run on a job, it will clear the "Date Closed" field since the program always sets the job status back to Open.
3. If you are using "Direct Post", you must enter this date manually.

### JC | Job Maintenance | Edit

- Added new "Date Closed" field to first tab.

### JC | Closeout/Transfer Jobs

- Added logic to set "Date Closed" in JCMaster.

### JC | Reverse Closeout/Transfer Jobs

- Added logic to clear "Date Closed" in JCMaster. The program currently sets status to "Open".

### JC | Reports | Job Closing Report

- New Report

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### JC CLOSEOUT/TRANSFER JOBS <SR2582>

In Job Closeout/Transfer, changed program to set to closed ALL cost codes that are inactive (nothing to transfer) or if direct post job, when the "Close Cost Codes" checkbox is marked.

#### Note:

If you close a direct post (or inactive job) by mistake with close cost codes marked, they will have to manually set the cost code status back to open if that is what you want. The "Job Closeout Reverse" can not be used because there is no actual dollar closing on these jobs and thus nothing will appear in the list to be reversed.

### JC | Closeout / Transfer Jobs

- Changed logic to also closeout all cost codes if there is no WIP transferred. It was skipping cost code closing if no transfers occurred due to direct post or inactive regular jobs.

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## **JC OPEN/CLOSED STATUS WHEN PRINTING REPORTS <SR2702>**

Changed the Job Filter handling in reports in regard of determination if a job is open or closed. It now uses the "Date Closed" field in the job header instead of the job status. If a "Date Closed" is given, the job is considered to be closed for report selection, other wise it is open.

### **Note:**

This change does not affect any other job operation other than the Job Filter (Open/Closed/Inactive) that appears on report prompt windows.

### **JC | ALL REPORTS**

- Changed Job Filter to use "Date Closed" for Open/Closed test.

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## **JOB COST DETAIL REPORT <SR2225>**

Added option for "GL Distribution Detail".

### **JC | Reports | Job Detail**

- Added option to print GL Journal Notes on the report.
- Added "Source" totals by job.
- Reformatted report totals.
- Added GL Journal Note to Export Profile option.

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## **JOB REPORT - CHANGES <SR2302>**

This report has been updated with some customer request including the ability to print "Original Budget".

### **JC | Reports | Job Report**

- Added option "Include Original Budget" to report.
- Changed logic to remember report options to INI.

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## **JOB DETAIL REPORT - PAYCODE FILTER <SR2331>**

Added Pay Code Include or Exclude filter to the report.

### **JC | Reports | Job Detail Report**

- Added PayCode Include or Exclude filter.

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## **JOB REVENUE REPORT <SR2440>**

Expanded the Job Cost "Type" list to have descriptions for revenue types as well as the expenses. Revenue cost codes may now be assigned different types (1 - 9) for summary purposes. The new "Job Revenue" report uses the revenue new use the new type description.

### **JC | Cost Item Maintenance | Type List**

- Updated edit for new Revenue Description.

**JC | Reports | Master Category / Type Report**

- Updated to show new Revenue Descriptions.

**JC | Reports | Job Revenue Report**

- New Report

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**JOB DETAIL REPORT <SR2461>**

Added a way to get AIA grouping from Job Detail Report.

**JC | Reports | Job Detail Report**

- Added "AIA Line: #####" to Cost Code header.
- Added optional "AIA Summary" to end of each job.

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**JOB MONTHLY SUMMARY REPORT <SR2513>**

New report "Job Monthly Summary". This shows a summary of all expenses on a job by month per job for a period of six months.

**JC | Reports | Job Monthly Summary Report**

- New Report

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**PRINT COST CODE LIST <SR2586>**

Added to the JC "Print Cost Code List" report a new choice in the "Report Type" for "Quick Reference". This will print just the cost code number and description in two columns. Note that this requires that the "sort by" to be "division" and will lock the sort by option and disable it.

**JC | Reports | Cost Code List**

- Added option to print "Reference Only".
- Add "D" to denote deleted cost codes to all report modes using position just left of cost code #.

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**JOB PHASE REPORT <SR2639>**

Changed the JC Job Phase Report to show budget as a total of Original Budget plus Change Orders.

**JC | Reports | Job Phase Report**

- Changed "Budget" amount to include Change Orders.

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**LENDER REPORT <SR2662>**

Added a couple of new options to the JC Lender Report. A "Job Status Filter" that will allow you to include only the specified job status of Open, Closed and Inactive. Also added "Do NOT Show Cost-to-Date" option. If this is checked, the "Cost-to-Date" column is hidden on the report.

**JC | Reports | Lender Report**

- Added Job Status Filter to report.
- Added "Do NOT Show Cost-to-Date" option.

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## **PR MASTER DEDUCTIONS <SR2097>**

Added an option to set "Show on Stub" when adding new default deduction to existing employees.

### **Notes:**

1. Added new question if the user answers "yes" to the update employee with a new default deduction. The question will ask if they user wants to check the "Show On Stub" for all employees when adding the deduction.
2. If an employee already has the limit of "Show on Stub" deductions (currently 9), the program will show a message to that effect and then it will add the deduction but not check the "Show on Stub" option.

### **PR | Payroll Setup | Master Deductions**

- Added new option to set "Show on Stub" when adding new default deduction to existing employees.

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## **PR MASTER DEDUCTIONS - LABEL HELP <SR2342>**

In Payroll Master Deductions, added a "help" text that can be entered in, to help explain to the user how to properly use a deduction. This help text is then available in Payroll Employee Deduction maintenance.

### **PR | Employee Maint | Deductions | Edit**

- Added "Deduction Help" button to show message defined in Master Deduction setup.

### **PR | Payroll Setup | Master Deductions**

- Added new "Help" text box to "Labels" tab.

### **PR | Reports | PR Setup | Master Deductions**

- Added option to print "Help" text on report.

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## **PR EMPLOYEE DEDUCTIONS <SR2382>**

Added a new checkbox in the employee deduction called "Deduction is Inactive". When checked this will cause this deduction not to be loaded when doing "Add/Edit PR Entries".

### **PR | Add/Edit Payroll**

- Added logic to handle new deduction "Inactive" flag.

### **PR | Print/Post PR Checks**

- Update PJRNLD to include IDPEMP field.

### **PR | Emp Maint | Change | Emp Ded**

- Added new column for "Status".
- Added color (Red if Inactive).

### **PR | Emp Maint | Change | Emp Ded | Edit**

- Updated Delete preprocessing.
- Add "Inactive" checkbox to deduction edit window.
- Added warning if "Inactive" is checked and deduction exist in the unposted file.

**PR | Void PR Check**

- Update PJRNLD to include IDPEMP field.

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**PR MASTER DEDUCTIONS <SR2476>**

Added the ability in the Payroll Master Deduction to mark that a given deduction does not require Gross or Basis amounts. This allows you to skip having to put in an amount in these fields when they are not necessary.

**PR | Payroll Setup | Master Deductions**

- Added new "Gross/Basis Not Required" button.

**PR | Add/Edit PR Entries | Edit Deductions**

- Change test for Gross/Basis equal to zero only if option is not checked.

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**PR EMPLOYEE MAINTENANCE <SR2502>**

Added "Date of Birth" to employee record and changed Employee Report to show same.

**PR | Employee Maintenance**

- Added "DOB" field to first tab.

**PR | Reports | Employee Listing**

- Added "DOB" field to detail band.

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**PR RESET EMPLOYEE HOURS <SR2541>**

Added new menu option "File | Supervisor | Data Maint | Reset Payroll Hours" which allows you to reset both used and accumulated Holiday, Sick or Vacation hours in all employees.

**File | Supervisor | Data Maint | Reset Payroll Hours**

- New function to reset all employee hours.

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**ADD/EDIT PR ENTRIES <SR2714>**

Made a couple of changes in this area:

1. Added message to "Employee Maintenance" that if the employee has a calculated payroll pending and user goes into maintenance and click on OK to exit, a message will be shown.
2. Added message to "Print Payroll Checks" to show a warning message if there is any employees with either open transactions or errors. It will also show on the window the "Error/Open Transaction" fields that have a non-zero in red.

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**ADD/EDIT PR ENTRIES <SR2405>**

Made changes to assist in tracking equipment within payroll. If configured the system will auto create a reversing entry allowing for equipment to be charged in the hourly PR entry screen, automatically credit (reverse) that entry against a billing account.

**PR | Add/Edit Payroll | Income Entry**

- Added support for "Create Reverse Entry" task.

**PR | Payroll Setup | Income Task**

- Added "Create Reverse Entry" checkbox to edit.

**PR | Reports | Setup | Master Income Task**

- Added "Create Reverse Entry" value to report.

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**PR CALCULATE/PROOFING REPORT <SR2503>**

Added a "Show Summary Only" option to the report.

**PR | Calculate / Proofing Report**

- Added "Show Summary Only" option to report.

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**PR PRINT/POST PR CHECKS <SR2636>**

Changed the PR Print/Post PR Checks program to use the same rules as AP Batch uses for setting of the default due date when creating "Auto Transactions" for AP. If vendor does not have any default information, the due date will be set to Doc Date as was done in prior version.

**PR | Print/Post PR Checks**

- Changed Due Date Handling of created PR Batch to be same as used in AP Batch Entry.

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**PAYROLL JOB HOURS SUMMARY REPORT <SR2093>**

Added a new report that gives a summary of hours per job.

**PR | Reports | Payroll Job Hours Summary Report**

- New Report

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**PR JOURNAL REPORT <SR2367>**

Added new option "Print Employee Totals Only" to the Payroll Journal Report that allows you to print only the employee totals. Note that this is exclusive to the other two options.

**PR | Reports | Print PR Journal**

- Added option for "Employee Total Only" to report.

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**PR EMPLOYEE DEDUCTION SUMMARY <SR2698>**

Changed the PR Employee Summary Report to use "Posting Date" instead of the previous "End-of-Period Date".

**PR | Reports | Employee Deduction Summary**

- Changed report to use Post Date instead of End-of-Period Date.

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## **AR CUSTOMER NAME "\$" <SR2332>**

Change AR Customer name to allow for the same trailing "\$" as is allowed in AP Vendors. If an AR Customer name contains a "\$", that sign and all characters following it will not be printed on Statements, Invoices and Labels. Thus different customers with the same name can be handled.

### **AR | Reports | Print Invoices**

- Made change for trimming trailing "\$" in customer name.

### **AR | Reports | Print Statements**

- Made change for trimming trailing "\$" in customer name.

### **AR | Reports | Customer Reports | Mailing Labels**

- Made change for trimming trailing "\$" in customer name.

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## **AR CUSTOMER MAINTENANCE <SR2495>**

In the AR Customer Maintenance browse window, added buttons to view "Open Items" and "Payments". These work the same as the buttons on the Customer Edit window except does not require you to open the record for editing.

### **AR | Customer Maintenance**

- Added two new view buttons.

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## **POST AR INVOICES/PAYMENTS <SR2450>**

### **AR | Post AR Invoices/Payments**

- Added GL Acct. Description for "Cash" accounts to display on the screen

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## **AR ADD/EDIT INVOICES/PAYMENTS <SR2475>**

On the AR Add/Edit Invoice browse list, changed the "Type" column to show a "C" if the invoice balance is negative.

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## **AR INVOICE WITH PAYMENT <SR2634>**

Changed the program to print on the invoice the total amount of payments that have been received against the invoice. Note that this is all payments and not just payment received on the original invoice.

### **AR | Reports | Print Invoices**

- Changed invoices to show payments received on invoice.

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## **AR TRANSFER UNPOSTED ENTRIES <SR2608>**

Added new functionality for transfer AR Unposted entries from the current user to another user. This is done from a new main menu option under the AR pull down called "Transfer AR Unposted Entries". You will also need to update the user security as required for AR.

**File | Supervisor | User Maintenance**

- Added AR "Entry/Transfer" option to security tab.

**AR | Transfer Unposted Entries**

- New option used to transfer entries to another user.

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**AR STATEMENTS NOTES <SR2235>**

When printing AR Statements, the program will now allow you to enter two different optional messages (each up to 250 characters) to be printed on the statements. The "Additional Information Note" will be printed on all statements. The "Print the following if past due \_\_" will only print on statements that are past due by the user specified number of days. Note that these messages are not stored and have to be re-entered each time.

**AR | Reports | Print Statements**

- Added "Additional Information" notes option.
- Added "Account Past Due" note option and # Days option.

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**AR OPEN ITEM REPORT <SR2356>**

In the AR Open Item Report, added a new optional filter "Job Project".

**Notes:**

1. If ANY detail line is posted to a job that matches the Job Project given, the AR Journal will be printed even if other distributions are posted to jobs that do not match.
2. The Job Project is an exclusion filter independent of the job number filter. If both a Job Number and Job Project filter is given, then BOTH must be true for the invoice to be accepted.
3. The report speed will be slower (amount depends on how much detail per invoice exist) when the Job Project filter is given. This is due to the fact that the AR Journal Invoice detail must be examined and checked against job project filter. This is different from the Job Number filter which is able to use a much faster checking approach.

**AR | Reports | AR Open Items**

- Added new "Job Project" filter to report.

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**AR OPEN ITEM REPORTS <SR2357>**

Made a couple of changes on the AR Open Item Report in regard to retainage amounts. If an invoice has a retainage amount and the retainage due date has not been set, then a "P" is printed to the right of the retainage amount. If retainage due date is set, then nothing would be printed. Also changed the "Exclude Retainage ..." option to only exclude retainage if the retainage due date has not been set.

**AR | Reports | AR Open Items**

- Added "P" flag to Retainage Amount.

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**AR BILLING REPORT <SR2472>**

**AR | Reports | Print AR Billing Report**

- Added new "AR Billing Report" to menu.
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## **AR BILLING REPORT <SR2509>**

Added Category Summary as an option to the AR Billing Report. If the Category Summary is selected, the report will take a little longer due to the extra processing that is required.

### **AR | Reports | Print AR Billing Report**

- Added Category Summary to report.

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## **AR DEPOSIT REPORT <SR2511>**

Added a new report called "AR Deposit Report". This report shows deposits made and what customers and invoices make it up.

### **AR | Reports | Print AR Deposit Report**

- New report

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## **EXPORTED PO DESCRIPTIONS <2523>**

When exchanging or exporting PO's from Eclare to Gemini, have added the "PO Package Number Description" as the PO description in Gemini.

### **File | Exchange | Retrieve Jobs**

- Change for ver 12 format with PO Descriptions
- Does not support Pre-version 12 Eclare.

### **PO | Import Documents**

- Change for ver 12 format with PO Descriptions
- Will support older Eclare exports automatically.

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## **PO ADD/EDIT DOCUMENTS <SR2350>**

Added radio button option for "Date to Show". Choices are "Doc Date" or "Approved Date".

### **PO | Add/Edit Documents**

- Add option to select "Doc" or "Approved" date.

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## **PO COPY REPRICING <SR2385>**

Change PO Copying to use the Price Book using the following rules:

1. If a PO detail line does not have a Part Number, price is left unchanged and not counted.
2. If detail Part Number is not found in price book, no price change and counted as "not found".
3. If detail Part Number is found but has a different Unit, no price change and counted as "Incorrect Units".
4. If detail Part Number and unit matches, unit price is updated and counted as "Items Updated".
5. The "Sales Taxable" flag in the PO Detail is never updated by the Price Book flag.

### **PO | Copy Documents**

- Added "Reprice using Price Book" option.

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## **COPY PO <SR2568>**

Changed Copy PO to show a browse list of all available documents in the source job. The browse will only show the master document but all addendums will be copied if the master is marked unless the "Copy Master Only" checkbox is marked.

### **Note:**

1. The "Master Amount" column is showing only the amount of the master document and does not include any addendums.

### **PO | Copy PO**

- Changed to allow user to select which PO's are to be copied.

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## **PRINT PO'S BY PO PACK NUMBER <SR2062>**

Add to report prompt window "PO Pack <from> <to>". This filters PO's based on PO Pack # but would not be tied to "job" number. In other words, if "jobs" were left blank, then all jobs would be printed whose PO # meets the requirement.

### **PO | Reports | Print Documents**

- Rewrote internal logic to speed up operation & handle new filters.
- Added "PO Pack Range" ability to report.

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## **PRINT PO DOCUMENTS <SR2394>**

Added the ability to print a range of documents. Also improved speed of processing when using filters.

### **PO | Reports | Print Documents**

- Rewrote internal logic to speed up operation & handle new filters.
- Added "Document # Range" ability to report.

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## **PO PRINT DOCUMENTS <SR2623>**

Made a change that allows you to change the "Title Description" based on the reason code within a purchase order. This was done by adding a new "Title Description" to the "Reason Code" record. If this field has a description, then the print PO Documents will use that description instead of the standard document title on any purchase order that has that reason code.

### **PO | Add/Edit PO's | Edit | Reason Code lookup**

- Added new "Title Description" to record. If given, this will be used on a printed PO if the specific "Reason Code" is entered on the PO. If not given, then the standard "Purchase / Work Order" is used.

### **PO | Reports | Print Documents**

- Added support for "Title Description", to be used when specific Reason Code is selected.

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## **PO SUMMARY REPORT <SR2403>**

Added a new report to summarize PO information in a more concise format.

**PO | Reports | Print Summary PO Log**

- New Report

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**PO PROJECTION REPORT <SR2539>**

New report that shows a "projection" of Purchase Orders due dates. This utilizes the new "Job Field Approval List" explained elsewhere. Requires Prosoft Client Management software.

**Notes on document classification:**

1. If a PO is assigned to a job & the pay code exist in the Job Field Approval list, then the document is a "scheduled" document.
2. If an "Ending Date" is given in the Approval list, that date will be used otherwise the document date is used. Both cases will use the "Additional Offset Days for Schedule PO's".
3. If a document is not assigned to a job, and does not have a pay code or does not have an entry in the Job Field Approval List, then the document is an "Unscheduled" document and will use the document date plus the "Offset Days for Non-Scheduled POs" value.

**PO | Reports | PO Projection Report**

- New Report