

GEMINI 14.00

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.

AP - Separate checks for individual invoices. <SR2594>

Added the ability to print a separate AP check for each invoice for any given vendor. On the Vendor List Maintenance "Checks" tab, there is a new checkbox, "Print Each Invoice on Separate Check". When checked, a separate check is printed for each invoice for that vendor with the following exception: if the above checkbox is marked for a vendor who has any open credit memos, that vendor will be skipped (no checks will print for that vendor).

To apply credit memos, you must first uncheck the checkbox in the vendor file, select which invoices are to be paid together, and print that individual check. After the credit memos are cleared with the printing of the check, you may recheck the box to select and individually print checks for any remaining invoices. If you wish to retain open credit memos, then you must deal with printing single checks for single invoices manually.

PO - Updating job original budgets through PO module. <SR2729>

Added a global option to File; Supervisor; Configuration; PO Tab, "Orig. Budget updated by POs", that, if checked, updates the Job Original Budgets whenever PO's are entered or changed. It only applies to POs created or changed within Gemini; not to POs imported or copied from Eclare or other applications.

PR - Employee Deductions Setup Report <SR2774>

Added a "Print Summary Only" checkbox option to the PR; Reports; PR Setup; Employee Deductions report. When checked, the report will only contain the basic information for each employee's list of deductions instead of all of the details. This will allow for a quick overview without requiring a lot of paper.

AP - Vendor "Beeper" field <SR2778>

In the vendor record, changed the name of the "Beeper" field to "Add'l Ph#".

AR - General display order <SR2798>

Changed most of the list and reports to show in Invoice Number order instead of date.

PR - Accrued Hours <SR2800>

Added an "Available Hours" information window to the PR; Add/Edit PR Entries; Update Records window that displays the projected remaining sick, holiday, and vacation hours. Information displayed is updated from data contained in the employee's data file and is based on the following formula: Projected Sick/Holiday/Vacation hours = "Hours Earned" + "Due/Period" - "Used" - "Current Period" hours. "Current Period" hours equal zero unless sick, holiday, or vacation pay is entered/changed for the current pay period.

Added a new option checkbox (Show Accrued Hours on Ck Voucher) to the File; Supervisor; Configuration; PR Tab that, when checked, allows the accrued sick, holiday, and vacation hours to be printed on the PR check voucher.

JC - Job Close browse window <SR2805>

Added a new checkbox option, "Show Open Jobs Only" to the JC; Close Out/Transfer Jobs browse window. When checked, all closed jobs will be hidden. This option uses the "Date Closed" field in the job header and considers a job closed if there is any date in that field.

PO - Require Reason code on PO documents <SR2830>

Added a global option to File; Supervisor; Configuration; PO Tab, "PO Reason Code is Required" that, if checked, requires a reason code be entered into PO documents.

PO - Quick Print button on PO Add/Edit browse window - <SR2835>

Added a new button to the PO; Add/Edit Documents; Add/Edit PO Documents browse window that will allow for quicker printing of the currently highlighted document. When selected, it will call the "Print PO Documents" routine and set the upper and lower document range to the highlighted document on the Add/Edit window.

JC - Change Order Detail Report <SR2837>

Added a new report option selection field, "Revenue Type", to the JC; Reports; Change Order Detail Report setup window. If a revenue type code number (1-9) is entered here, the report will include the "Revenue Detail" for the current job based on the postings to GL Detail. Only items that have been posted to a cost code with the specified type code will be included.

PO - PO Reason Codes <SR2840>

ECL: File - Import; Import PO Reason Codes
GEM: PO - Add/Edit Document; Reason; Insert/Change

Increased the PO Reason Code from one to two characters.

PR - Print/Post Payroll Checks <SR2849>

Changed the PR check printing function to omit the SSN from the employee's check stub. The SSN will still print on the employer's check stub on laser/ink jet checks.

JC - Model Budget Report <SR2851>

Added the option to specify a lower and upper model number range to the JC; Reports; More Reports; Model Budget Report window.

AP - Waiver of Lien Log Report <SR2852>

Added the option to print report either by Vendor or Job Number to the AP; Reports; Waiver of Lien Log window.

JC - Job Detail Report <SR2861>

Added a new option, "Show CCode if Budgeted". If checked and if the cost code has either an original budget or change orders, it will be printed on the report even if it does not have any detail for the specified period.

Supervisor Security Posting Log <SR2865>

Changed the operation of the report to improve speed.

FILE - Backup Files <2868>

GEM: File; Backup Company Data
ECL: File; Backup Data
PSC: File; Backup Company Data

Added a checkbox, "Save 'Backup To' location as Default". When checked, backups will always be saved in the same "Backup To" location. When unchecked, your "normal" backup location will not be changed. However, it will allow you to backup to a location which is different from the "normal" backup location without having to go through the process of reselecting the "normal" location the next time you backup.

GL - GL Chart of Accounts <SR2907>

Added a new checkbox, "J/C Direct Only", to the GL; Chart of Accounts Maintenance; Chart of

Accounts; Account will be Added/Changed windows. When box is checked, Gemini will only allow postings to the affected job account through the Job Cost module (it will prevent selection of that account for postings through GL, AP, AR, and PR modules).

PO - PO Reasons - New report <SR2908>

Added a new "PO Group" tab to general program configuration (File; Supervisor; Configuration; PO Group Codes) and a selection pull down option for selecting those Group Codes to the PO Reason window (PO; Add/Edit Document; Insert or Change; Reason). Also added a new report (PO; Reports; Job PO Reason Summary) that summarizes by the new PO Group codes.

GL - Export Financial Trend (New GL Export Report Option) <SR2909>

Added a new .CSV file report option to export up to 36 months of P & L information. This option requires the "Export" option to be used.

AP - Job Payable Analysis <SR2910>

Added new "Job Payable Analysis" report (AP; Reports; Job Payable Analysis). This is an AP Open Items report that is summarized by Job Number and/or Vendor.

JC - Job Maintenance <SR2911>

When adding a job, you can now select the "Sum" (GL Asset and Liability Line Summary) numbers for the Work in Process GL Accounts on the JC; Jobs List Maintenance; Insert window.

GL - Job Closeout Accrual (New function) <SR2912>

New option added in General Ledger (GL; Job Closeout Accrual). The purpose of the "Job Closeout Accrual" option is to automate the process of determining a job's outstanding costs (i.e., invoices that have not been received but are expected). It may be desirable to close a job at the end of a given month by accruing future costs based on either budget balances or outstanding purchase orders. By selecting the specific method, the system will calculate the difference between what has already been posted against a specific job (by individual cost code), subtract that amount from either 'budget balances' or 'outstanding purchase orders', and create a GL batch entry which can be posted to your accounting. Individual adjustments are possible after calculations. The resulting values can then be posted to the desired GL account through the General Ledger.

GL/AP/AR - Recurring Journal Entries <SR2913>

Added a checkbox (Translate Job When Loading) to the GL, AP, and AR load recurring invoices windows (GL; Add/Edit GL Journal; Load Recurring, AP; Add/Edit AP Invoices; Load Recurring, and AR; Add/Edit AR Invoices/Payments; Load Recurring, respectively) to provide the ability to

change job numbers when loading recurring documents. New/replacement job numbers must use the same cost item list as the original job.

JC - New Job List Report Sort Option <SR2917>

Added an option to sort the job list report by either "Job Number" or "Job Name" (Description).

PO - Print PO Documents - Fax Subject line <SR2928>

For POs which are FAXed, changed the Fax Subject line to show the "Purchase Order Number" of the first PO for each vendor for tracking purposes.

AP - Load Recurring Invoices <SR2929>

Added the Vendor Number to the recurring invoice selection window browse list (AP; Add/Edit AP Invoices; Load Recurring).

PR - Reorder Payroll Entries <SR2932>

Added Up- and Down-Arrows to the Payroll Update Records browse window (PR; Add/Edit PR Entries; Edit) to allow payroll line entries to be reordered as desired.

FILE - Added ability to print the Fax Log <SR2935>

GEM: File; Fax Manager; Log; Preview or Print
ECL: File; Fax Manager; Log; Preview or Print
PSC: File; Fax Manager; Log; Preview or Print

PO - Import PO Price Book <SR2938>

Added an Exception report to show any errors that occur during price book import (File; Supervisor; Import PO Price Book).

PO - Document Summary Report Date Range Filter <SR2950>

Added Beginning/Ending Date range document filter to report setup window (PO; Reports; Document Summary).

FILE - Exchange Retrieve Jobs <SR2963>

Added support to update/change Chart of Account "Line Summary" numbers at runtime (File; Exchange; Retrieve Jobs).

PO - Expanded Legal Text size <SR2987>

Expanded PO Legal Text from 4,000 to 14,000 characters (including carriage return/line feeds).

PO - PO Summary Report <SR3011>

Added a new "Print Detail Notes" checkbox to the PO; Reports; Document Summary; Print PO Summary window that, when checked, will include any PO Line Detail Notes that might exist. The new checkbox is only available when the "Print Detail" checkbox is checked.

PO - Purchase Orders <SR3019>

Added Job Number and Cost Code to Purchase Order/Work Order documents directly below the location information. The Job Number:Cost Code is printed on documents distributed to a job and will include any addendums that are marked "Print with Master". If addendums marked as "Print with Master" have different job distributions than the master document, then the Job Number:Cost Code will be followed by a plus (+) sign.

AIA - Form G702 Retainage <SR3042>

Updated AIA output to show the retainage breakdown information on lines 5a and 5b of form G702.

GL - Load Recurring <SR3043>

Changed process to allow you to select which account the offsetting entry will be made to.

