

# Gemini Version 16 Changes

## **PO Price Book access - Non-Supervisor**

Program(s): Eclare, Gemini Software Report: 3221  
File | Export | Export Gemini Price Book

We have moved the PO Price Book export (Eclare) and import (Gemini) to menu locations where you do not need to be logged in as supervisor to access them.

## **Multiple Company Updating of Vendor Information**

Program(s): Gemini Software Report: 3223  
File | Supervisor | User Maint | Edit  
File | Supervisor | Configuration  
File | Supervisor | User Maint | User Report  
AP | Global Vendor Updates

There is a new utility to update vendors' information across multiple companies. This is done by maintaining the vendor information in a common company and then using that to synchronize vendors within the other companies. Note a new user security was created and the supervisor needs to check and update their users as desired.

## **Chart of Accounts Reports New Total**

Program(s): Gemini Software Report: 3267  
GL | Reports | Chart of Accounts

The Chart of Accounts report now has an "Annual Total" to the "Budget" section of the report.

## **Job Cost Reports "Additional User Filters"**

Program(s): Gemini Software Report: 3268  
Job Cost Reports "Additional User Filters"  
JC | Reports | Job List  
JC | Reports | Job Category  
JC | Reports | Job Monthly Summary  
JC | Reports | Job Report  
JC | Reports | Job Revenue  
JC | Reports | Work in Process  
JC | Reports | Bonding  
JC | Reports | Job Detail  
JC | Reports | Job Cost Overrun  
JC | Reports | Lender  
JC | Reports | More Reports | Cost Variance Report  
JC | Reports | More Reports | Budget Variance Report  
JC | Reports | More Reports | Job % Complete  
PO | Reports | PO Committed  
PO | Reports | Job Variance Report  
PO | Reports | Job PO Reason Summary

We have added additional user fields to the User Filters that is used on many of the job costing reports. This filter has also been added to a couple of reports that did not have it prior.

IMPORTANT NOTE: The "Project" filter is in the additional filter window and has been removed from many of the reports main window. To use the project filter, click on the Additional User Filter button and add it there.

**Added the ability to have multiple contacts for each vendor**

Program(s): PSClient, Eclare, Gemini Software Report: 3273

File | Supervisor | Company Maint

AP | Vendor List Maintenance

AP | Reports | Vendor Reports | Vendor Listing

PO | Reports | Print PO Documents

File | Exchange | Send Common Information

File | Supervisor | Data Maint | Master File Import

File | Supervisor | Export to Eclare

The vendor file structure now allows multiple contact names each with their unique title, phone, fax, cell and email address.

**Payroll Check Numbers added to Job Detail Report**

Program(s): Gemini Software Report: 3302

JC | Reports | Job Detail Report

In the Payroll Detail section of the report, we have added the PR Check Number for each employee when payroll detail is not consolidated. Also a new option for this same information has been added to the Export CSV option.

**Lien Waiver Generation**

Program(s): Gemini Software Report: 3331

JC | Waiver of Liens

Change so that if a vendor is listed in the Job Header "Lien" list, that a Waiver of Lien will be generated even if the vendor header does not have the "Print Waiver" checked.

**Check Register "Marks" Now Saved**

Program(s): Gemini Software Report: 3340

GL | Check Register Reconcile

When exiting the Check Register option, items marked will be offered to be saved for later. The next time the Check Register is entered, you will be given the choice of loading the previously saved marks and resuming where you left off. Note that this information is saved by Checking Account but not by user. If a user saves the session information and another user then enters the Check Register, they will be given the chance to load that prior session information.

**Group Deductions added to Paycheck Stubs**

Program(s): Gemini Software Report: 3351  
Payroll | Setup | Deduction Groups

Payroll | Setup | Master Deductions

A new way to group deductions together on the paycheck stub has been added. In the payroll setup area, there is an option to define "Deduction Groups" which are titles or descriptions to appear on the paycheck. Then in the Master Deduction, any employee deduction can be assigned to that Deduction Group. All deductions assigned to the same group will appear on the check stub as a single line entry using the Deduction Group description.

### **Job Project Filter**

Program(s): Gemini Software Report: 3357  
AP | Reports | AP Open Items

An optional filter has been added to the AP open Items report for Job Project. If a project is entered in, any invoice that has a distribution posted to a job with that project code in its header will be include.

### **DBA Name Included on Insurance Audit**

Program(s): Gemini Software Report: 3360  
AP | Reports | AP Insurance Audit

The "DBA Name" of a vendor if given will now print on the AP Insurance Audit report.

### **Enhanced the Change Order Process**

Program(s): Eclare, Gemini Software Report: 3373

This feature should be reviewed in conjunction with PSCClient, Eclare and Gemini as the functionality is greatly improved in all applications.

#### **Eclare**

We have added a "Change Order" number in the Job Take-Off Header. This is used by several areas to allow you to control what is included in the exchange of the job to Gemini. It is possible to send only specific take-off's (those indicated with a Change Order number) into Gemini through the Exchange process.

#### **Gemini**

We have added a new checkbox "Update CO Budgets" in the Purchase Orders header that when checked will create a linked Change Order (JC; Change Orders). Committed cost will still be updated, but if you have the global "Orig. Budget Updated by POs" checked (File; Supervisor; Configuration) original budget will not be updated for that specific PO..

### **Auto Reports**

Program(s): PSCClient, Gemini Software Report: 3376

## File | Auto Reports

"Auto Reports" was added to the program allowing the definition of a set of reports to be run as a group. This provides the option for a user to set up and save multiple report structures. Examples would be daily, weekly and monthly activity reports.

### **Job Closeout Accrual – Date Description**

Program(s): Gemini Software Report: 3377  
GL | Job Closeout Accrual

The "Post Date" has been changed to "End Period" (Month/Year). The Job-to-Date that will be used is now the amount at the end of the "End Period" month and not the most current month. Also, any Purchase Order with a Document Date in a month following the End Period will be ignored for these calculations.

The new "Post Date" will always be the last day of the End Period month in order to correspond to the new Job-to-Date and Purchase Order calculations.

### **Update Auto Income**

Program(s): Gemini Software Report: 3384  
PR | Add/Edit Payroll Entries

An option button, "Update Auto Inc.", has been added to the PR Edit window to allow you to save "Auto Income" tasks by employee. It allows you to save and automatically load income tasks which are the same each pay period.

### **Employee Overtime Summary**

Program(s): Gemini Software Report: 3385  
PR | Reports | Worker Compensation Report

A new option "Include Employee O/T Summary" has been added to the Worker Compensation Report. When checked, this will print a summary by employee of a combined total of hours and pay for Overtime and Double Time income.

### **Payment History – Amount Paid**

Program(s): Gemini Software Report: 3401  
AP | Reports | Payment History

A new column called "Amount Paid" will show the amount of a payment that was applied to a job specified on the report prompt window. This amount is based on a percentage of the job distribution as compared to total distribution. If no job is given on the report prompt window, the column will be blank.

### **Warranty Sheet Report**

Program(s): Gemini Software Report: 3403  
AP | Vendor List Maintenance | Default Tab

## JC | Reports | Warranty Sheet

A new report has been added called "Warranty Sheet", which will print a list of all vendors meeting a certain requirement for a given job. For the vendor to be included the vendor must have the checkbox "Include Vendor on Warranty Report" marked in vendor list maintenance and the cost code that is being distributed to also must have a "Task Description" in the master cost code item list.

### **Expanded the ITEM DESCRIPTION and Vendor Part DESCRIPTION Fields**

Program(s): Eclare, Gemini Software Report: 3442  
Maintenance | Master File | Insert or Change

We have expanded the description for the Item number and Vendor Part Number description in Eclare to 60 characters. Likewise, in Gemini the Purchase Order detail line description and the Price Book has also been expanded to 60 characters.

### **Cost Code Comparison – Export up to 100 Jobs - User Defined Filters**

Program(s): Gemini Software Report: 3446  
JC | Reports | More Reports | Cost Code Comparison

We have added the ability to export the report information. The export will allow for up to 100 jobs while the printed report in Gemini is still limited to 5 due to space. We have also added the "User Defined" filters to this report.

### **Purchase Orders - Option to not show Pricing**

Program(s): Gemini Software Report: 3453  
Print PO Documents

A checkbox has been added "Do Not Show Pricing" that when checked will suppress all pricing information.

### **Close Out List Addition of Revenue and Expense Accounts**

Program(s): Gemini Software Report: 3454  
JC | Maintenance | Job Close Out List Maintenance  
JC | Reports | More Reports | Job Close Out List Report  
Job | Close-out Job

This is an optional feature and will not impact a builders P&L structure – unless they elect to change. We have extended the Job Close Out List to be able to define two GL Accounts that will be used after a job is closed (as based on job header "Closed Date" field). One of these GL accounts will be used to capture any revenue postings that come in after the job is closed. The other GL account will be used to capture any costs posted after the job is closed. This feature was designed for builders that want to show costs incurred after closings – as a separate line item on their P&L. This feature requires the use of the multi-close out structure.

### **Job Detail Reporting Available - For Only After Job is Closed**

Program(s): Gemini Software Report: 3455

JC | Reports | Job Detail Report

GL | Reports | GL Detail Report

We have made several changes that will enable you in GL Detail Report and Job Detail Report to view just entries made after a job was closed (as indicated by job close date in job header).

Note that this only affects future postings and thus entries to closed jobs that have already been posted prior to updating to version 16 will not appear on the reports.

### **Globally Update Job Header Information**

Program(s): Gemini Software Report: 3459

JC | Maint | Globally Update Jobs

File | Define Toolbar

A new option in JC | Maint | Globally Update Jobs was added that will allow you to update certain job header fields for a number of jobs at one time.

### **Payroll Employee Report – Export Option**

Program(s): Gemini Software Report: 3461

PR | Reports | Print Employee Report

Have added export CSV option to the Payroll Employee Report. Note that this requires the optional Gemini "Export" option.

### **Payroll Transaction Report – Export Option**

Program(s): Gemini Software Report: 3462

PR | Reports | Payroll Transaction Report

New export CSV option was added to the Payroll Transaction Report to export deduction information only. Note that this requires the optional Gemini "Export" option.

### **Printing Proofing of Alert Invoice Only Option**

Program(s): Gemini Software Report: 3481

AP | Print Proofing Report

An option was added to "Print Alert Invoices Only". When checked, this will limit the report to only un-posted AP Invoices that have the "Alert" flag checked.

### **Optional Distribution Totals on Posting Report**

Program(s): Gemini Software Report: 3509

AP | Post AP Entries

The option to print a hash and distribution total on the AP Posting report was added. Prior versions only had the hash and distribution totals on the proofing report.

### **Vendor Filter Available on the Add/Edit AP Invoice Screen**

Program(s): Gemini Software Report: 3512  
AP | Add/Edit AP Invoice

A filter has been added on the Add/Edit Invoice screen to filter invoices by vendor.

### **Vendor Risk Report**

Program(s): Gemini Software Report: 3513  
JC | Reports | Vendor Risk Report

There is a new report in Job Costing called "Vendor Risk Report", this will provide a list of all vendors that have PO's for a specific job and optionally will also include vendors that have AP Invoices posted.

### **General Ledger Configuration – “Do Not Auto Fill GL Journal Entries**

Program(s): Gemini Software Report: 3514  
File | Login  
File | Supervisor | Configuration  
GL | Add/Edit GL Journal | Edit

A global switch has been added in File | Supervisor | Configuration that will allow you to turn off the Auto Fill in GL Journal Entry. This switch is located on the new GL Tab and is called "Do Not Auto Fill GL Journal Entries". When checked, this will suppress the auto filling of the Job, Cost Code and GL Account information.

### **Accounts Receivable Proposals**

Program(s): Gemini Software Report: 3519  
File | Supervisor | Company Maint  
File | Supervisor | Configuration | Proposal Tab  
AR | Customer Maintenance | Edit  
AR | Proposals | Add/Edit Quotes  
AR | Proposals | Add/Edit Quotes | Edit | Line Edit  
AR | Proposals | Copy Proposals  
AR | Proposals | Bill from Proposal  
AR | Proposals | Print Customer Proposal Summary

A new "Proposal" feature was added into the AR Section of the program. The menu feature will allow a user to create a proposal for a customer. The add/edit area also allows a user to copy existing proposals to other customers. Once a proposal is created the user can then process the proposal –effectively creating an AR entry. The proposal can be processed in its entirety or by specific line items within the proposal.

### **General Ledger Posting Report – Expounding Account Summary**

Program(s): Gemini Software Report: 3521  
GL | Post GL Journal

An option to print an account summary at the end of the report has been added. Also, report setup options, excluding batch numbers will now be remembered.

Program(s): Gemini Software Report: 3522  
JC | Reports | Change Order Detail Report

If you enter a cost code number into the new report filter prompt, then only Change Orders that have a distribution to that cost code will be included. Note that all distribution for that Change Order will still be shown.

### **Archiving Backups**

Program(s): PSCClient, Eclare, Gemini Software Report: 3523  
File | Backup Company Data and Restore Company Data

Added the ability to set the number of backup files saved and restore from a choice of different backup files.

### **Vendor Contact Information**

Program(s): Gemini Software Report: 3530  
AP | AP Vendor Maintenance | Edit

We rearranged the first and second tabs into an easier order when adding new vendors and added a new tab for company contacts.

### **Accounts Payable Aging Report – Filter Includes Pay Code and Job Number**

Program(s): Gemini Software Report: 3563  
AP | Reports | AP Aging Report

We have added Pay Code and Job Number filters to the AP Aging Report.

### **Process Checks by Parameter – Select Multiple Pay Codes & Waiver of Liens – Select Check Number Range**

Program(s): Gemini Software Report: 3567  
AP | Process AP Checks | Select by Parameter  
AP | Reports | Waiver of Lien

When selecting invoices to pay by parameter in Process AP Checks, you now have the option to select multiple pay codes. By entering a value into the new field "Pay Codes Matching", you can specify which pay codes to include. Using a question mark instead of a character will cause any character to match that position,

When printing Waiver of Liens, a range option is now available in the change status box at the bottom of the window. If a range of check numbers is entered, then whichever of the four buttons is pressed will be applied to all waivers within that range.

#### **Check Register Reconcile – Window Resizing**

Program(s): Gemini Software Report: 3573  
GL | Check Register Reconcile

The Check Register window was changed to allow for vertical resizing.

#### **Job Lender Report – CSV File**

Program(s): Gemini Software Report: 3601  
JC| Reports | JC Lender Report

The ability to export Job Lender report information to a CSV format was added. This option requires the program "Export" option.

#### **Job Cost Over-Run Reporting – Prints by Period**

Program(s): Gemini Software Report: 3602  
JC | Reports | JC Over-Run Report

The ability to specify a given period for the Job Cost Over-Run report was added. Also, the report will now show the current month (based on given period or current period if none given). If a period is given, then only Cost Codes with activity in that month will be shown.

#### **Vendor List Maintenance – Added Contact Information for Viewing to Main Window**

Program(s): Gemini Software Report: 3603  
AP | Vendor List Maint | Contact Window

We have added a new Contact button on the Vendor List Maintenance screen so the vendors primary address information can be viewed along with the vendor contact window. This is so that someone that does not have edit authority can still verify that the vendor they are about to select is the correct one.

#### **Worker Compensation Report – Include Non-Tax Pay**

Program(s): Gemini Software Report: 3625  
PR | Reports | Worker Compensation Report

We have included a new option "Include Non-Tax Pay" to control whether the employees non-tax pay should be included in report.

#### **Job Budgets – Import Budget Quantity**

Program(s): Gemini Software Report: 3643  
JC | Job List Maint | Budgets | Import Budgets

We have added "Budget Quantity" to the import fields as an option.