

SedonaOffice®

The #1 Financial Software for Security Companies

Version 5.5.16

Release Notice

Last Revised:

November 08, 2010

About this Document

This Release Notice is for use by SedonaOffice customers only. This document is not meant to serve as an operating or setup manual, its purpose is to overview the content contained within, and to be used for reference purposes only.

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Overview

This document is being provided to explain the new features and changes made to the SedonaOffice application after Version 5.5.8. This build contains application enhancements/changes and corrections reported by customers as listed herein.

Application Enhancements/Changes:

- Accounts Payable – Secured Vendors
- Accounts Receivable – New Payment Batch Posting Option
- Client Management - Bill To / Site Address Update Option
- Client Management – Document Move
- Job Management - Job Install Lines – New Costing Fields
- Sales Management - Prospect Contact – Drag and Drop from Outlook Contact
- Service – Critical Message Displayed for Alternate Service Companies
- Utilities - Option to use Web Maps
- Customer Query Builder changes

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Application Enhancements/Changes

Accounts Payable

Secure Vendors

A new option field, *Secure Vendor*, was added to the setup of a Vendor record. If this option is selected and saved with the Vendor record, only Users with permissions will be able to view, write check to, or pay bills for these types of Vendors. A new security option has been added to SedonaSetup User Group Security for this new feature.

The screenshot displays the 'Vendor Jack Fitzgerald Edit' window. At the top, there are fields for 'Vendor Code' (Jack Fitzgerald), 'Vendor Type' (Employee), 'Branch' (CA), and 'Category' (G & A). To the right, a summary table shows 'Open Bills' at 1,175.00, 'Open Credit' at 0.00, and 'Net Due to Vendor' at 1,175.00. Below this is a tabbed interface with 'Vendor' selected. The main area is divided into sections: 'Vendor Information' (Name, Address, Contact 1, Phone, Fax, Contact 2, Phone), 'Identification' (Federal Id, Social Sec #, Issue 1099), 'Payables' (Exp Account, Default Cost, Terms, Credit Limit, PO Memo), and 'Notes'. At the bottom left, there are checkboxes for 'Inactive' and 'Secure Vendor'. The 'Secure Vendor' checkbox is checked and circled in red, with a red arrow pointing to it. 'Save' and 'Close' buttons are at the bottom right.

SedonaSetup – User Group Security

New User Group Security Option – *Access to Secure Vendors*

User Groups

User Groups

Group	Description	Level	Credit Limit
Access Test	Access Test	1	\$0.00
Acctg Clerk	Accounting Clerk	1	\$0.00
Acctg Mgr	Accounting Manager	1	\$5,000.00
Administrator	Administrator	3	\$100,000.00
Appt Summary	Appt Summary	1	\$0.00
Clerk	Clerk	1	\$0.00
Customer Service	Customer Service	1	\$10.00
danielle	danielle	1	\$0.00
Donna	Donna	1	\$10.00

Include Inactive

Inactive

User Group Edit

Code	Description	Level	Credit Memo Limit
Administrator	Administrator	3	\$100,000.00

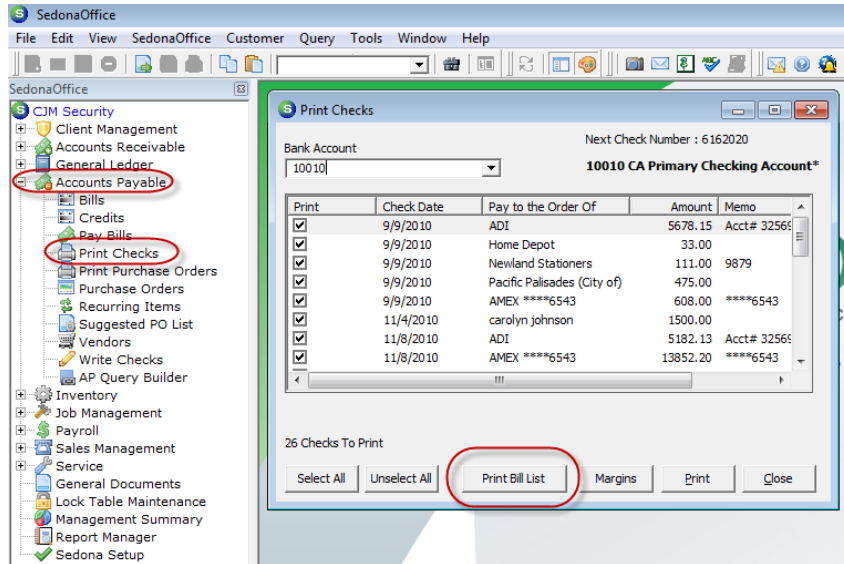
Application Access | Report Access

Access	Module
<input checked="" type="checkbox"/> Write Checks	AP
<input checked="" type="checkbox"/> AP Query Builder	AP
<input checked="" type="checkbox"/> Acknowledge PO	AP
<input checked="" type="checkbox"/> Edit Existing Transactions	AP
<input checked="" type="checkbox"/> Vendor Custom Fields	AP
<input checked="" type="checkbox"/> Vendor Documents	AP
<input type="checkbox"/> View Only Access for Checks	AP
<input checked="" type="checkbox"/> Edit Vendor Notes	AP
<input checked="" type="checkbox"/> Delete Vendor Notes	AP
<input checked="" type="checkbox"/> Access to Secure Vendors	AP
<input checked="" type="checkbox"/> Inventory	IN
<input checked="" type="checkbox"/> Issues/Returns	IN
<input checked="" type="checkbox"/> Manufacturer	IN

Print Apply New Delete

Print Bill List [Report]

A new option was added to the Print Checks form; *Print Bill List*. When selecting this option a listing of all checks that have not yet been printed will be displayed.



Print Checks - Bills Paid **CJM Security**

Bill #	Date	Bill Amount	PO#	Total Paid	Credits Applied	Discount Taken	Cash Applied
ADI							
111223	3/21/2010	123.00	1099	123.00			123.00
1368999-1	8/24/2010	7.34		7.34			7.34
3322	3/22/2010	662.80	1300	662.80			662.80
419805	8/9/2010	4,208.05	1345	4,208.05			4,208.05
562211	10/6/2010	4.89	1377	4.89			4.89
5622110	10/6/2010	10.00		10.00			10.00
9698	3/24/2010	4,962.35	1293	4,962.35			4,962.35
9698	3/24/2010	100.00	1197	100.00			100.00
CJ123	8/24/2010	73.40	1310	1.47			1.47
Freight	8/14/2010	10.00		10.00			10.00
PO 12345	9/22/2010	122.00		122.00			122.00
PO1382-123	8/15/2010	718.38	1332	718.38			718.38
		<u>10,932.21</u>		<u>10,860.28</u>	<u>0.00</u>	<u>0.00</u>	<u>10,860.28</u>
AMEX ****6543 - American Express							
	8/4/2009	608.00		608.00			608.00
	8/7/2009	11,128.50		11,128.50			11,128.50
	8/7/2009	2,349.35		2,349.35			2,349.35
	8/23/2010	374.35		374.35			374.35
		<u>14,460.20</u>		<u>14,460.20</u>	<u>0.00</u>	<u>0.00</u>	<u>14,460.20</u>
AMEX 6599 - American Express ****6599							
job385	9/29/2010	125.00		125.00			125.00
		<u>125.00</u>		<u>125.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125.00</u>
API							
1851855	10/20/2009	12,385.00	1179	12,385.00			12,385.00
2165165	5/10/2010	7.34	1248	7.34			7.34
AK65418516	10/20/2009	100.00	1271	100.00			100.00
VG615165	10/20/2009	80.00	1262	80.00			80.00
		<u>12,532.34</u>		<u>12,532.34</u>	<u>0.00</u>	<u>0.00</u>	<u>12,532.34</u>
Cal-Osha							
102211-Replaced	4/12/2010	10.00		10.00			10.00
		<u>10.00</u>		<u>10.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10.00</u>

Page 1

Accounts Receivable

Payment Batch – Tape Total Balance Rule

A new option has been added in SedonaSetup/Setup Processing for Accounts Receivable which now allows your company to require the Tape Total and the Entered Total of a payment batch to match to be able to change a Batch Status to Ready to Deposit. If this option is selected and a User attempts to change a Batch Status to Ready to Deposit where the two totals do not match, a warning message will be displayed to the User.

The screenshot shows the 'Payment Processing Batches' window with the following data table:

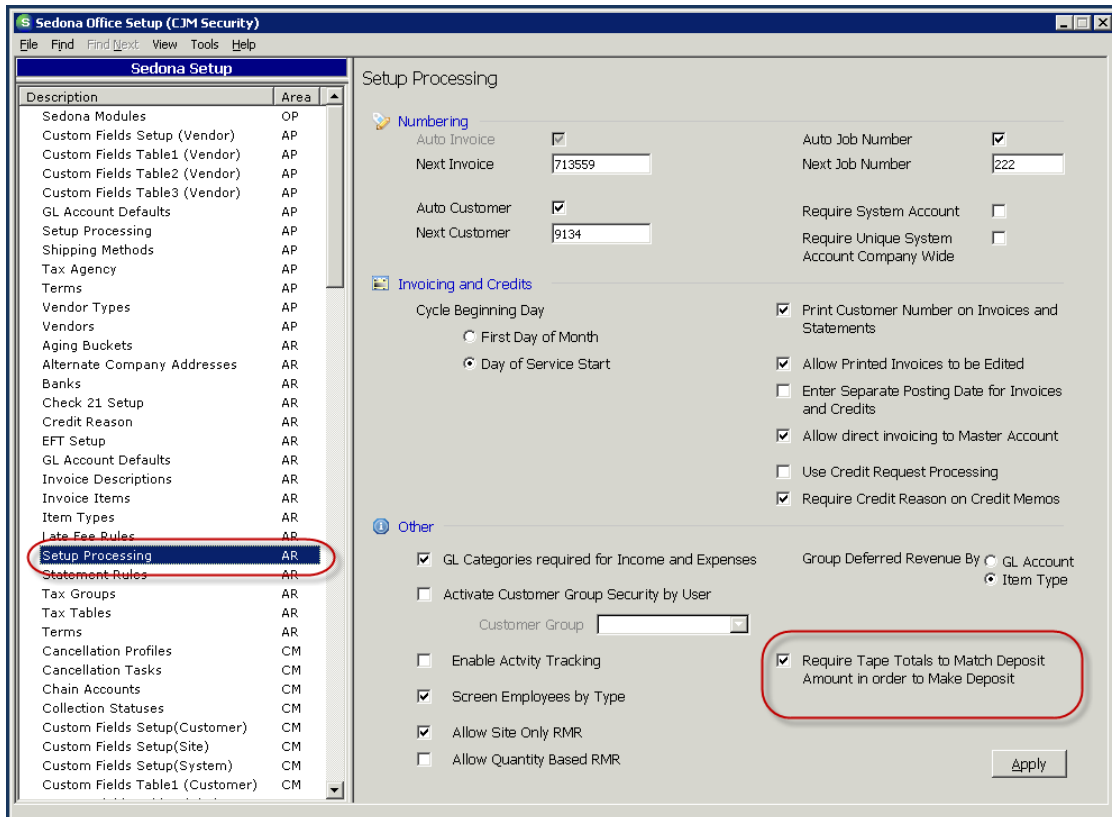
Ready	Date	Description	QTY	Tape Total	Entered Total	Balance	Deposit Date	Check 21
<input checked="" type="checkbox"/>	10/26/2010	Checks 10/26/2010	2	2541.64	3381.00	-839.36	**Undeposite...	N
<input type="checkbox"/>	8/30/2010	ACH: 083010083649	2	0.00	303.60	-303.60	**Undeposite...	N
<input type="checkbox"/>	8/30/2010	VISA/MAST	1	0.00	159.39	-159.39	**Undeposite...	N
<input type="checkbox"/>	8/30/2010	VISA/MAST	1	0.00	312.06	-312.06	**Undeposite...	N

Two dialog boxes are overlaid on the window:

- Change Batch Status:** A question mark icon and the text "Do you want to change this batch's status?" with "Yes", "No", and "Cancel" buttons.
- Tape Total Balance Rule:** A red 'X' icon and the text "The Tape Total doesn't match the entered amount for this batch!" with an "OK" button.

SedonaSetup – Setup Processing (A/R)

New Option – *Require Tape Totals to Match Deposit Amount in order to Make Deposit.*



Payment Processing – Late Fees

A change has been made to the SedonaOffice application when applying a customer payment to Late Fees. Prior to version 5.5.15, when the Late Fee option was checked, the balance of the check would automatically fill into the Late Fee Amount field. Now the system will default to the *Last Late Fee* amount for the customer. If the balance of the check is less than the Last Late Fee, then the balance of the check will default into the Late Fee Amount if selected for application.

The screenshot shows the 'Payment Processing' window with the following details:

- Batch Tape Amount:** 2,541.64
- Amount Entered:** 631.00
- Batch Balance:** 1,910.64
- Entry #:** 2 of 2
- Branch:** CA
- Customer:** 9022
- Invoice #:** [Empty]
- Address:** Jennifer Blair, 2342 Hans Lane, Holtville, CA 92250
- Memo:** [Empty]
- Balance to Apply:** 2,646.80
- Amount:** 2,750.00
- Payment Method:** Check
- Check Number:** 6516
- Posting Date:** 10/27/2010
- Check Date:** [Empty]
- Statement Late Fee:** \$103.20 (highlighted with a red circle)
- Other Credits:** 0.00
- Invoices / Other:**
 - Miscellaneous**
 - GL Account: [Empty]
 - Category Code: [Empty]
 - Amount: 0.00
 - Advance Deposit**
 - Job: [Empty]
 - Amount: 0.00
 - Late Fee**
 - Amount: 103.20 (highlighted with a red circle)
 - Unapplied Cash**
 - Amount: 0.00
 - Future Auto Apply
- Total Due:** \$2,601.16
- Buttons:** Auto, Clear, View Checks, Import Lockbox, Scan Batch, Save, Close

Client Management

Bill To – Copy Billing Address to Site

A new option, *Copy Billing Address to Site*, has been added to the Customer Bill To form. If this option is selected, when the record is saved, the address on the Bill To record will copy to the Site record.

Note: This option is only available if a Customer has only one Site record.

The screenshot shows a software window titled "Customer Billing 10030". The window contains a form with the following fields and options:

- Customer Information:** Customer # 10030, Customer Name Able_Scott
- Navigation:** Billing Information (selected), Contacts
- Status:** Inactive, Primary
- Type:** Residential (selected), Commercial
- Name:** Able, Angela
- Address...:** P.O. Box 369, Murrieta, CA 92564
- Phone 1, Phone 2, Fax, Email:** Empty text boxes
- Options:** Email Invoices. Note: Email Invoices Available through PDF Explode Only
- New Option:** Copy Billing Address to Site (highlighted with a red circle)
- Buttons:** Save, Close

Client Management

Site – Copy Site Address to Billing

A new option, *Copy Site Address to Billing*, has been added to the Site form. If this option is selected, when the record is saved, the address on the Site record will copy to the Bill To record.

Note: This option is only available if a Customer has only one Bill To record.

The screenshot shows the 'Site' form for Customer # 10030, 'Able & Scott'. The form is divided into several sections:

- Customer Information:** Customer # 10030, Name Able & Scott, Contact: Able, Angela, P.O. Box 369, Murrieta, CA 92564.
- Navigation:** Site | Custom Fields | Systems | Jobs | Contacts | Invoices | Service Tickets | Items
- Site Name and Address:** Site Number: 1, Site Name: Able&Scott, Address: 150 Bennington, Unit 320, Murrieta, CA 92564. Radio buttons for Residential (selected) and Commercial.
- Site Information:** Branch: CA, Cross Street, Map Code, Customer Since: 4/7/2007, C/S Linking.
- Tax Information:** Tax Group: CA-Riverside Co, Cycle Tax Group: CA-Riverside Co. Tax rates: CA-State Sales Tax 7.5%, CA-Riverside Co 0.75%.
- Comments:** A text area for notes.
- Other:** Inactive checkbox, Save, Apply, Close buttons.

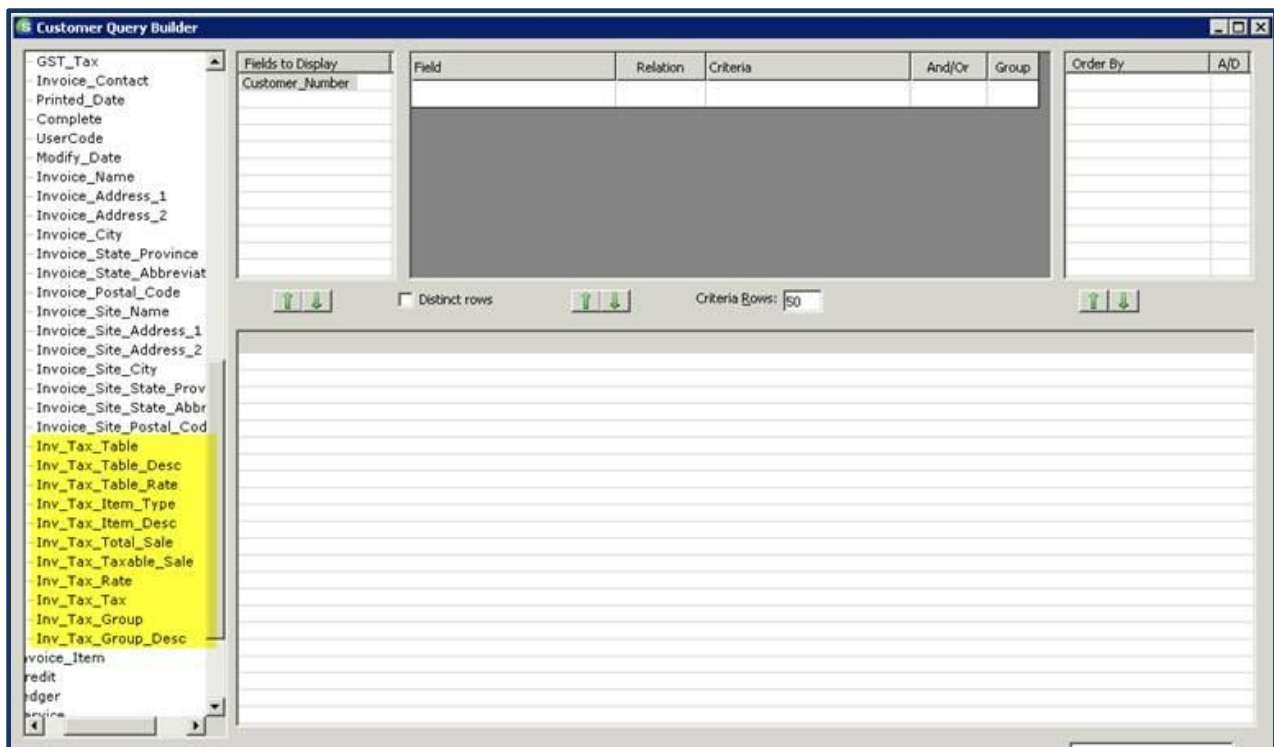
A red oval highlights the checkbox labeled 'Copy Site Address to Billing' in the Site Name and Address section, which is currently unchecked.

Client Management

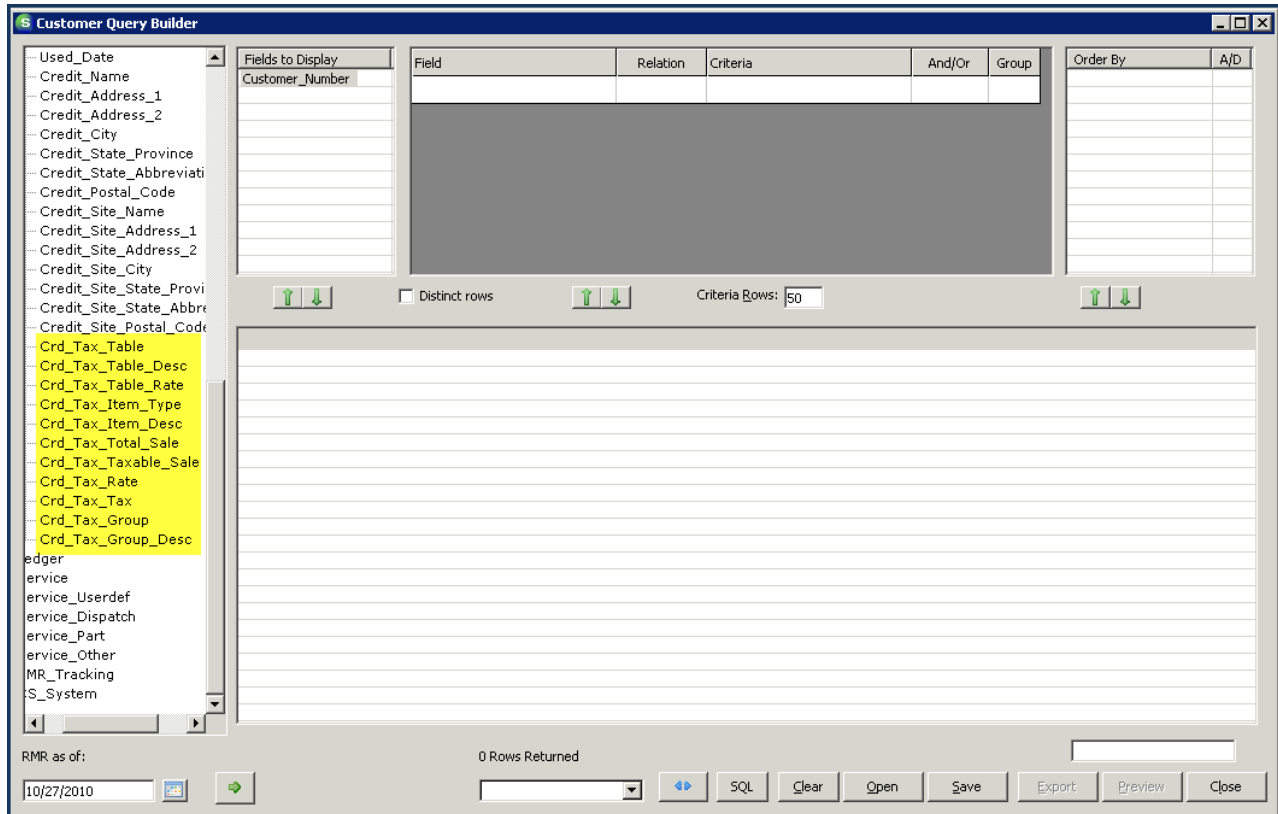
Customer Query Builder

Aging Group – The ***Average_Days_to_Pay*** field has been removed from the list of available field names. This field is not currently being used and has never been used within the SedonaOffice application.

Invoice Group – Several new fields have been added to this group which are related to the sales tax on the invoice. The new field names are highlighted in the screen shot below.



Credit Group – Several new fields have been added to this group which are related to the sales tax on the credit memo. The new field names are highlighted in the screen shot below.



Client Management

Document Move

A new option has been added which allows a User to move a document to a different location within the Customer Explorer. A document may be moved from the existing location to any other available location within the Customer Explorer. Documents are stored at the Customer, Site or System level.

To be able change the location of a document the User's User Group must have the permission Allow Document Edit activated.

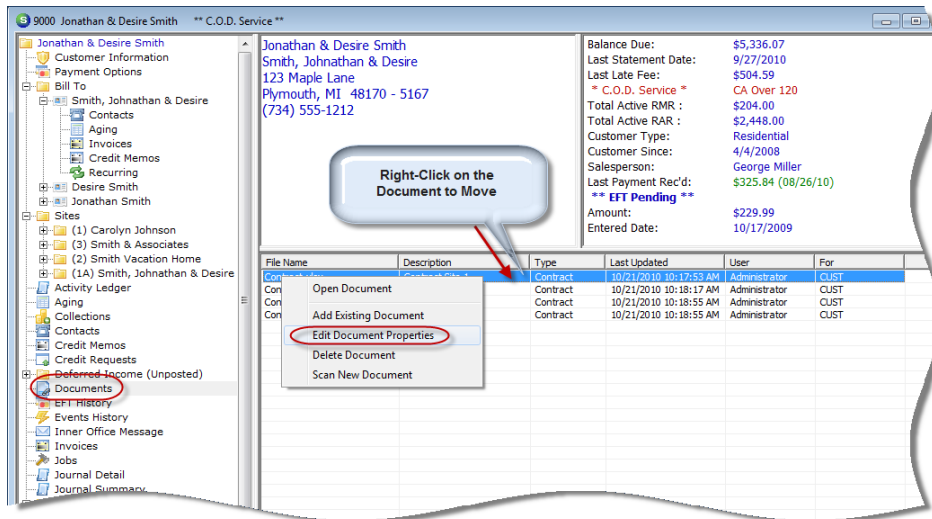
Code	Description	Level	Credit Memo Limit
Administrator	Administrator	3	\$5,000.00

Access	Module
<input checked="" type="checkbox"/> Journal	SV
<input type="checkbox"/> Manage EFT in Service	SV
<input checked="" type="checkbox"/> Able to Remove Parts from Service Tickets	SV
<input checked="" type="checkbox"/> General Documents	DX
<input checked="" type="checkbox"/> Allow Document Edit (All Documents)	DX
<input checked="" type="checkbox"/> Allow Document Delete (All Documents)	DX
<input checked="" type="checkbox"/> Lock Table Maintenance	CM
<input checked="" type="checkbox"/> Unlock Users	CM
<input checked="" type="checkbox"/> Management Summary	MS
<input checked="" type="checkbox"/> Report Manager	RM
<input checked="" type="checkbox"/> Accounts Payable Tables	SS
<input checked="" type="checkbox"/> Shipping Methods	SS
<input checked="" type="checkbox"/> Terms	SS

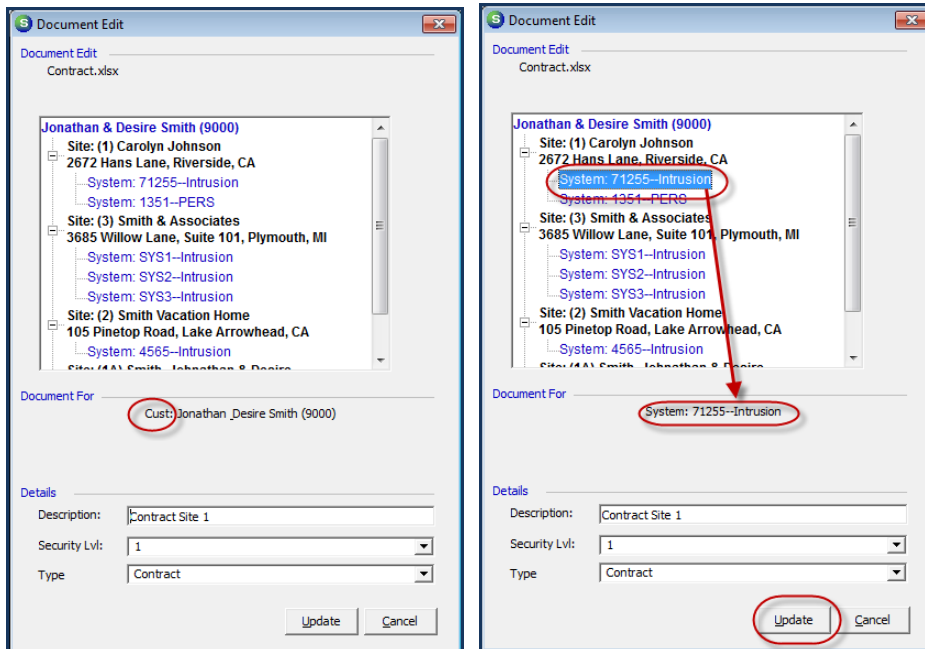
To move a document, follow the instructions on the next page.

Document Move (continued)

1. Open a Customer Explorer record and click on the Documents option on the Customer Tree.
2. In the Active Pane, highlight the document to be moved.
3. Right-Click on the document, and select the *Edit Document Properties* option.



4. The *Document Edit* form will be displayed. The Upper area of this form will list the Customer Tree of Sites and Systems. Highlight the Customer or Site or System of where the document should be placed. Press the Update button at the lower right of the form to move the document to the new location.

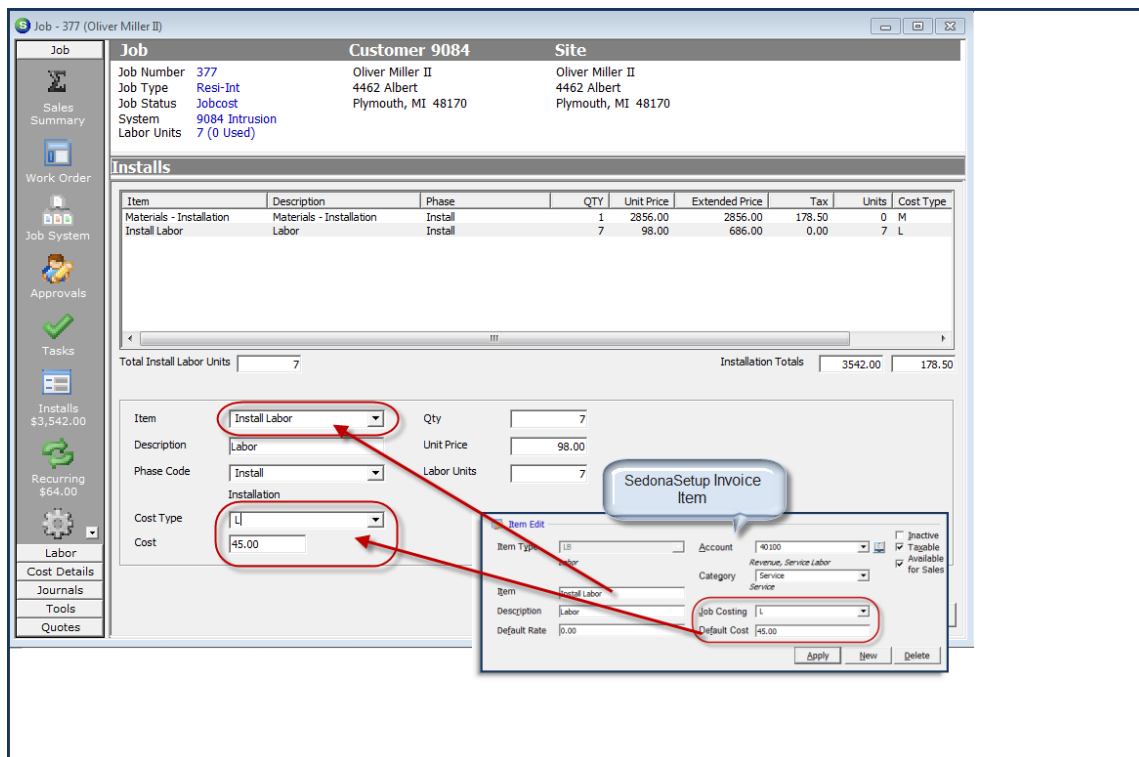


Job Management

Install Charges – New Costing Fields

Two new fields were added to the Job Install Charges form; *Cost Type* and [default] *Cost*. If these fields are populated on the Invoice Item within SedonaSetup, these fields will automatically fill-in from SedonaSetup. The User may override either the Cost Type or the default Cost that auto-fills into the Install Charge line.

Currently, the *Cost Type* and *Cost* fields are for informational purposes only; they do not have any impact on the Job Costing information.




Sales Management

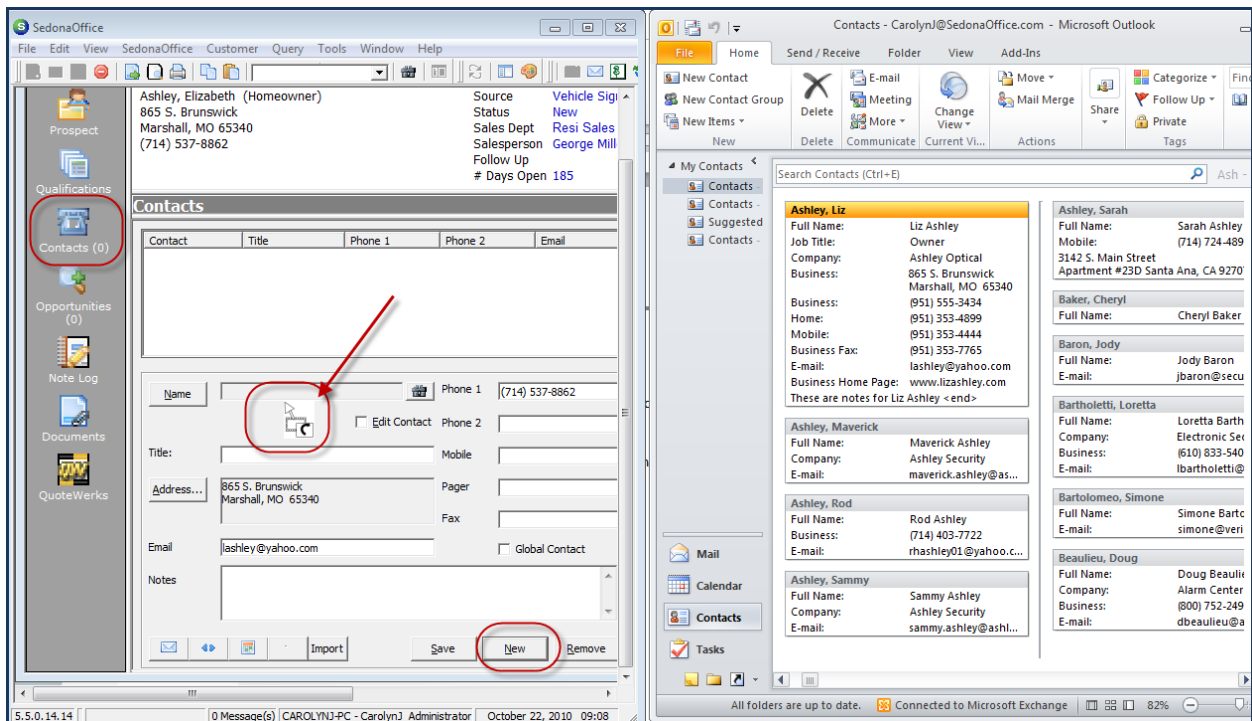
Prospect Contact – Drag & Drop from Outlook

A new feature has been added which now allows you to drag a Contact from the Microsoft Outlook Contact List into the Prospect Contact form or the Prospect form.

Note: The Outlook Contact list must be displayed in **Card View** to be able to perform the drag & drop.

To use this feature, open an existing Prospect on the Contacts form and press the *New* button or begin with a new Prospect form. Click the minimize button on the upper right of the SedonaOffice application. Open Outlook to the Contacts List and change the view to Card view; reduce the size of the Outlook application so that you are able to see SedonaOffice and Outlook side by side [as shown below]. Locate the contact name on the Outlook Card list; highlight the header of the Contact Name,

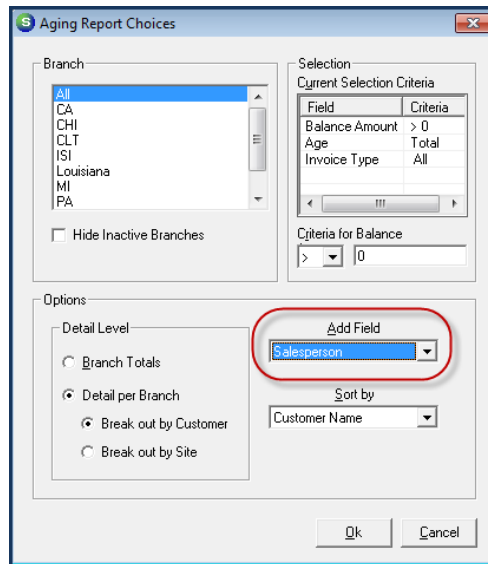
then hold down the mouse and drag over to the SedonaOffice Contact form. Once the  symbol appears, release the mouse.



Reports

Branch Current Aging [A/R] Report

A new option was added to the selection list in the Add Field group. Salesperson is now an available choice from which you may select. When selecting the Salesperson option, the report will print the Salesperson assigned to the Customer as well as the Collection Queue in which the Customer currently resides.



November 1, 2010 9:02 AM		Current Aging by Customer								Page # 1
		All Branches All aged customers All Invoice Types Balance Due > 0								
<u>Customer #</u>	<u>Customer Name</u>	<u>Collection Status</u>	<u>Salesperson</u>	<u>Current</u>	<u>1-30 days</u>	<u>31-60 days</u>	<u>61-90 days</u>	<u>91-120 days</u>	<u>over 120</u>	<u>Total</u>
CA										
10090	Able & Scott		George Miller	0.00	1,110.96	324.75	0.00	0.00	0.00	1,435.71
10011	Abramson, Joel & Mary	Legal	George Miller	0.00	42.71	42.71	170.82	0.00	42.71	298.95
10012	Aldrich, Scott	Over 30 Days Past	George Miller	0.00	42.71	42.71	419.83	0.00	547.94	1,053.19
10091	Alexander, John	C.O.D. Service	George Miller	0.00	32.48	32.48	129.90	0.00	227.34	422.20
9008	All States Security	Sent Letter	George Miller	0.00	0.00	0.00	0.00	99.65	175.20	274.85
10013	Ames, Frank	Legal	George Miller	0.00	0.00	0.00	0.00	0.00	75.00	75.00
9048	Andrew Jackson	Over 30 Days Past	Sam	0.00	48.72	48.72	194.85	0.00	346.51	638.80
9038	Anthony Marin	Over 30 Days Past	George Miller	0.00	75.71	75.71	302.84	0.00	555.29	1,009.55
B10004	Ashley, Sarah	Over 30 Days Past	George Miller	0.00	203.46	216.60	0.00	0.00	456.08	876.14
10014	Ashton Jewelers	Legal	George Miller	0.00	108.35	363.35	433.41	0.00	433.41	1,338.52
10099	Averick, Jeff	Legal	George Miller	0.00	0.00	0.00	114.98	0.00	329.48	444.46
10096	Barbero, Jim		George Miller	0.00	30.50	23.00	20.81	0.00	0.00	74.31
10048	Barham, Laurie		George Miller	0.00	19.71	19.71	0.00	0.00	0.00	39.42
10020	Barletta, Vicky	Legal	George Miller	0.00	121.38	0.00	121.38	0.00	752.32	995.08
10026	Barnes, Denise	Legal	George Miller	0.00	0.00	0.00	0.00	0.00	5.50	5.50
10025	Bartlett, Keith	Legal	George Miller	0.00	0.00	0.00	0.00	0.00	139.90	139.90
10010	Beale & Company	Legal	George Miller	0.00	0.00	0.00	0.00	0.00	18.99	18.99
10017	Becker, Ernest	Legal	George Miller	0.00	38.33	38.33	0.00	0.00	0.00	76.66

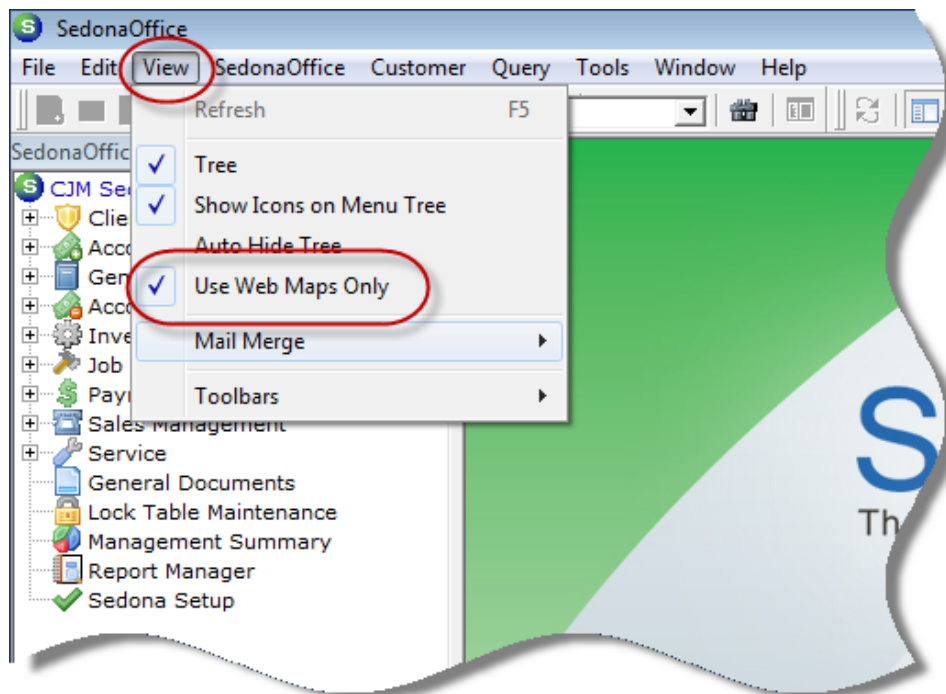
CJM Security

Utilities

Mapping Option

In version 5.4 of SedonaOffice a new feature was added to the software which will launch Google Maps when pressing the *Map Location* button on the application button bar. If the workstation has been installed with Microsoft MapPoint, then the MapPoint application would automatically be used. With the release of SedonaOffice version 5.5.15, a new option has been added that allows the User to always use Web based maps instead of MapPoint.

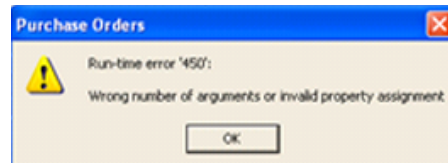
To activate the option to always use Web Maps, navigate to the Main Menu of the application. Select the *View* option, and then select the option *Use Web Maps Only*.



Undocumented Feature Corrections

Accounts Payable

- **Print a Single Purchase Order** – Corrected reported issue: When pressing the Printer Icon on the main application button bar, a run-time error message was displayed. This has been corrected.

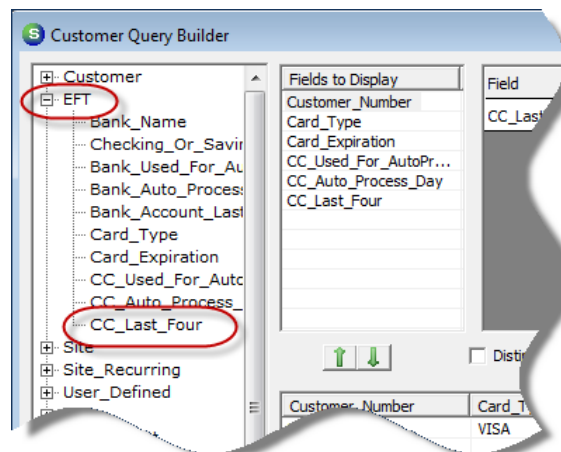


Accounts Receivable

- **Depositing Multiple Payment Batches** – Corrected reported issue: Unable to deposit a positive and negative payment batch at the same time. This has been corrected.

Client Management

- **Customer Query Builder** – EFT Group: If the **CC_Last_Four** or **Bank_Account_Last_four** field was selected in a Query, an error message was returned to the User. This has been corrected.



Inventory

- **Transfers** – Corrected reported issue: When transferring a Part from one warehouse to another, if the warehouse from which the part is being transferred contains row/shelf/bin locations, the location fields would update the warehouse into which the part was being transferred. This has been corrected.

Job Management

- **Moving a Job Task** – Corrected reported issue: After adding a new Task to an existing Job, the User was unable to move the Task up on the list [using the green move buttons] more than one line without first having to apply the change for each sequence move.

Service

- **Scheduling a Tech Appointment from a Service/Inspection Ticket** – Corrected reported issue: The [Appointment] Time field is defaulting to 12:00 AM. The application has been changed to not display a default time.

Ticket # 7197

Customer Information		Ticket Information		
Sleek, Brittany	417 Forest	Plymouth Michigan 48170	Problem Code	Camera Is
			Expertise	3

Make Appointment For

Date: 10/14/2010 Tech: [Dropdown]

Time: [Dropdown] Est Len: 60

Allow Appointment Outside Business Hours

Current Date: 10/14/2010 <All Companies> City

	Bainbridge, Ben	Cabe, Cain (5)	Jones, Mark	Medina, Jose
Svc Co	CA	CA	CA	CA
Install Co	CA-Southern	CA-Southern	CA-Southern	CA-Southern
08:00 AM				

Reports

- **Check Register Report** – Corrected reported issue: If an accounts payable check had been cleared by using the bank reconciliation program, the report did not display a “Y” in the Cleared column.