SedonaOffice®

The #1 Financial Software for Security Companies

Version 5.6.75

Release Notice

Last Revised:

October 5, 2011

About this Document

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

Overview

This document is being provided to explain the new features and changes made to the SedonaOffice application as of Version 5.6.76. This release notice includes features and options that were added since the release of version 5.6.45. This is an intermediate version update that contains new features, functionality changes, and new reports. Listed below are the modules affected by new features contained in this software release.

- Accounts Payable
- Client Management
- Job Management
- Service
- New Reports
- New User Group Security Options

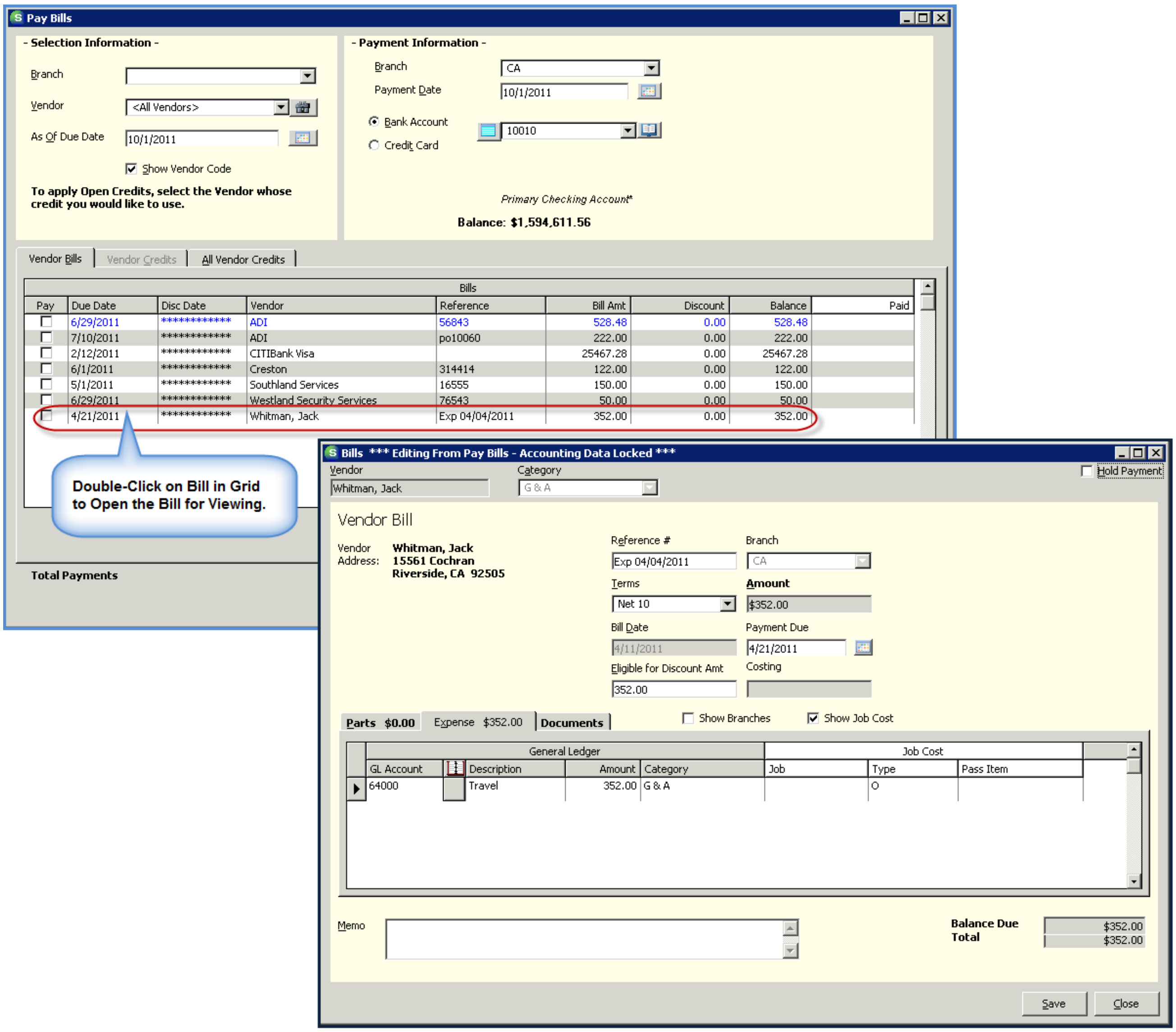
Table of Contents

Accounts Payable

Pay Bills

An enhancement was made to the application that now allows you to open and view a bill that is listed in the grid of the Pay Bills form. To open and view a bill, double-click on the bill in the grid to open.

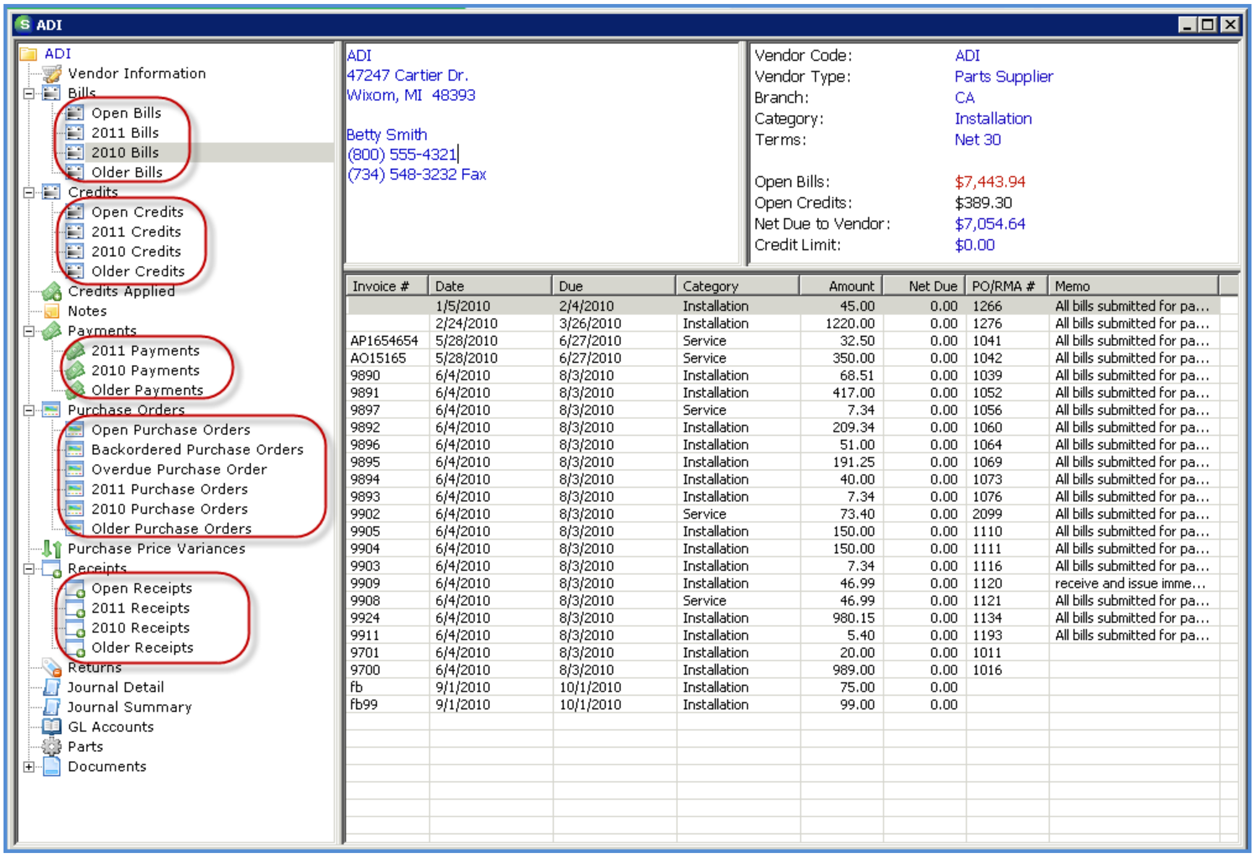
Note: Once a Bill is opened for viewing, it is in view only mode. If changes need to be made to the Bill, it must be opened from the Vendor Explorer to make any changes.



Accounts Payable (continued)

Vendor Explorer

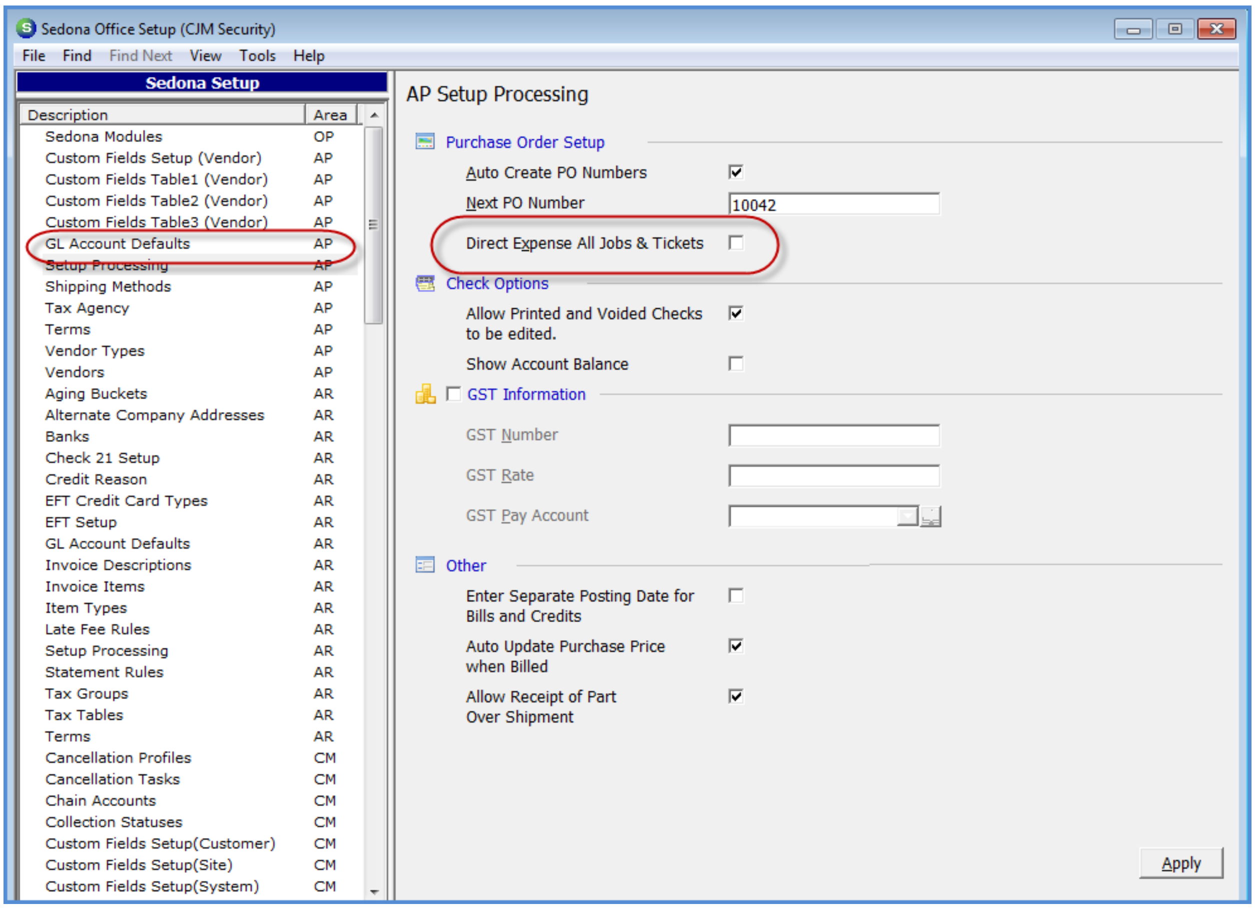
The Vendor Explorer has been enhanced to make locating transactions much easier. Grouping folders have been added in key areas to break out transactions by year. Generally, the year folders will be the current year, one year prior and older. These new folders have been added to the following areas: Bills, Credits, Payments, Purchase Orders, and Receipts.



Accounts Payable (continued)

Purchase Orders – Direct Expense

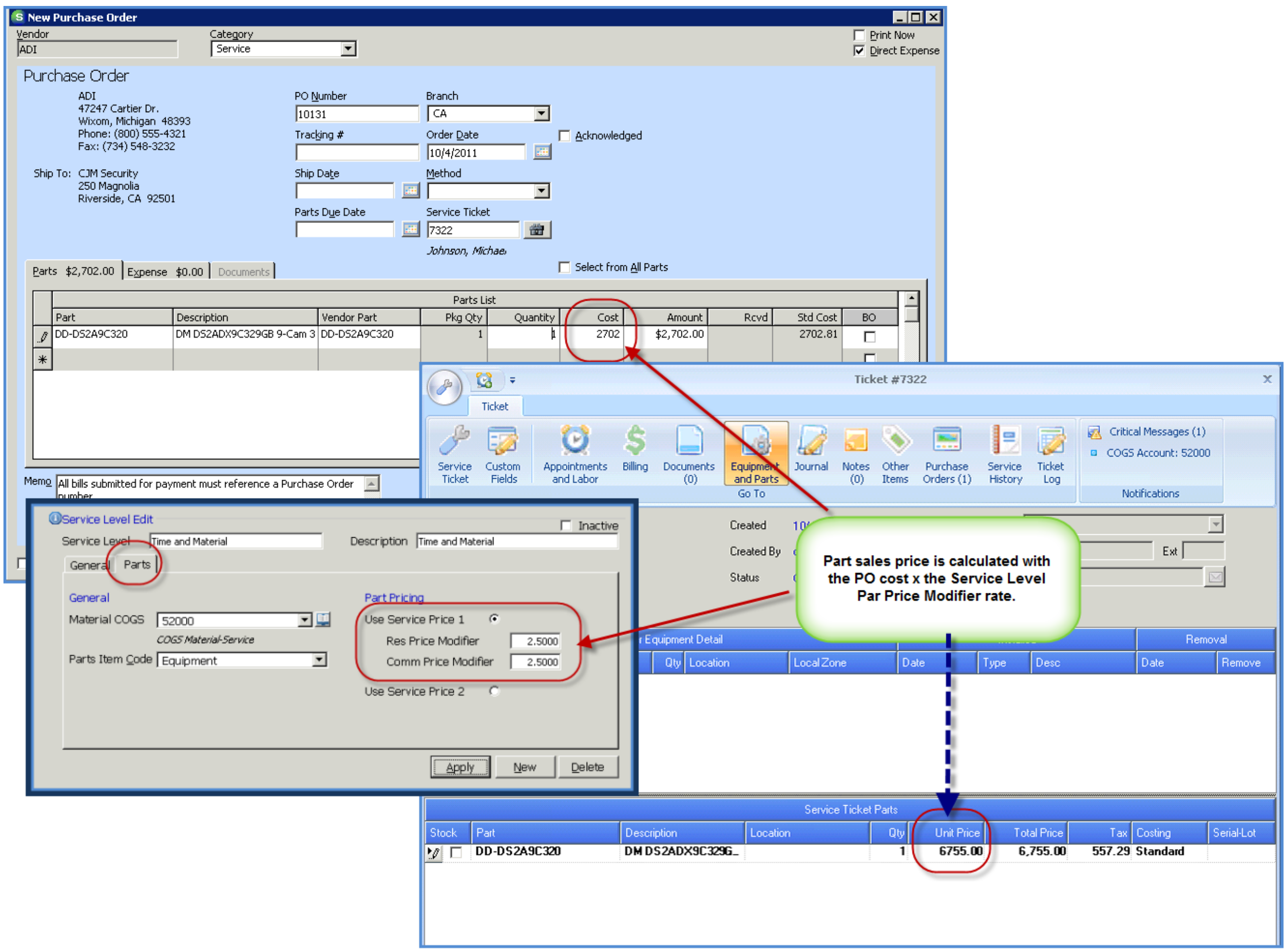
A change was made to the software functionality related to using the Direct Expense option on a Purchase Order. A new option was added to SedonaSetup Setup Processing (AP) – *Direct Expense All Jobs and Tickets*. If the option is selected, all Purchase Orders that are linked to a Job, Service Ticket or Inspection Ticket must be Direct Expensed.



Accounts Payable (continued)

Purchase Orders – Special Order Parts for Service/Inspection Tickets

A change was made to the software functionality related to ordering inventory parts flagged as "Special Order" on the Part setup. When a PO is created outside of a Ticket [Service or Inspection] and linked to a Ticket Number, when the Purchase Order is received, the part(s) on the PO will be added to the Ticket and the sales price will be calculated based on the cost of the part on the PO times the multiplier factor setup on the Service Level for the Ticket.

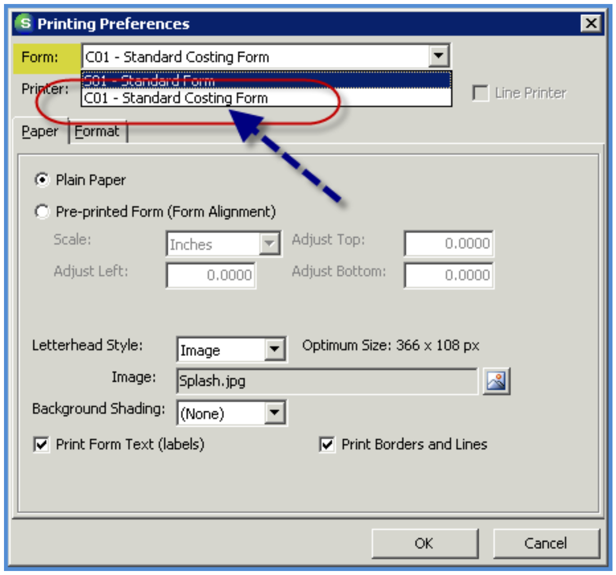


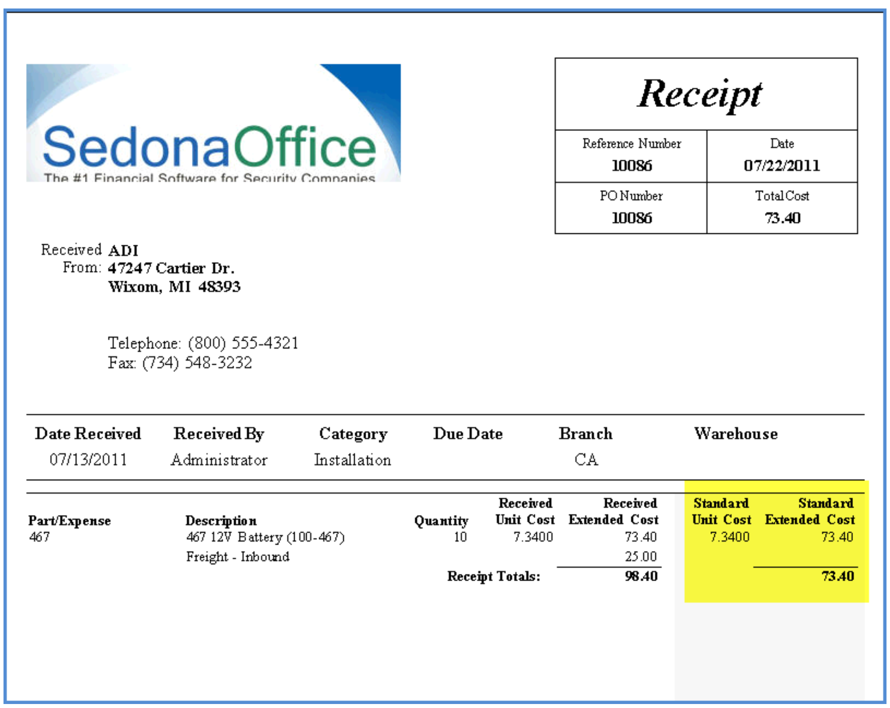
Note: This feature is only used for Inventory Parts that are flagged as Special Order. All Other Parts will use its standard Service Price.

Accounts Payable (continued)

Purchase Order (Inventory) Receipt Report

A new style of the Inventory Receipts Report was added to the drop-down list in the Form field of the *Printing Preferences*; **C01**. This new format will print the standard cost of parts along with extended amounts for the standard cost. If your company is using the Average Costing Method, these fields will display the purchase unit cost from the Purchase Order.





Receipt

Reference Number	Date
10086	07/22/2011
PO Number	**Total Cost**
10086	73.40

Received From: **ADI**
47247 Cartier Dr.
Wixom, MI 48393

Telephone: (800) 555-4321
Fax: (734) 548-3232

Date Received	Received By	Category	Due Date	Branch	Warehouse
07/13/2011	Administrator	Installation		CA	

Part/Expense	Description	Quantity	Received Unit Cost	Received Extended Cost	Standard Unit Cost	Standard Extended Cost
467	467 12V Battery (100-467)	10	7.3400	73.40	7.3400	73.40
	Freight - Inbound			25.00		
			Receipt Totals:	**98.40**		**73.40**

Accounts Receivable

EFT Processing

- The SedonaOffice application now supports the Canadian 1464 standard file for the National Bank of Canada for the processing of ACH payments.

- While and uploading and downloading batches to ACH Direct, the application now has the ability to import from multiple Merchant Ids and manage the password assigned to each profile when processing the imported file.

Please contact our support department for additional details and/or training if either of these are applicable to you.

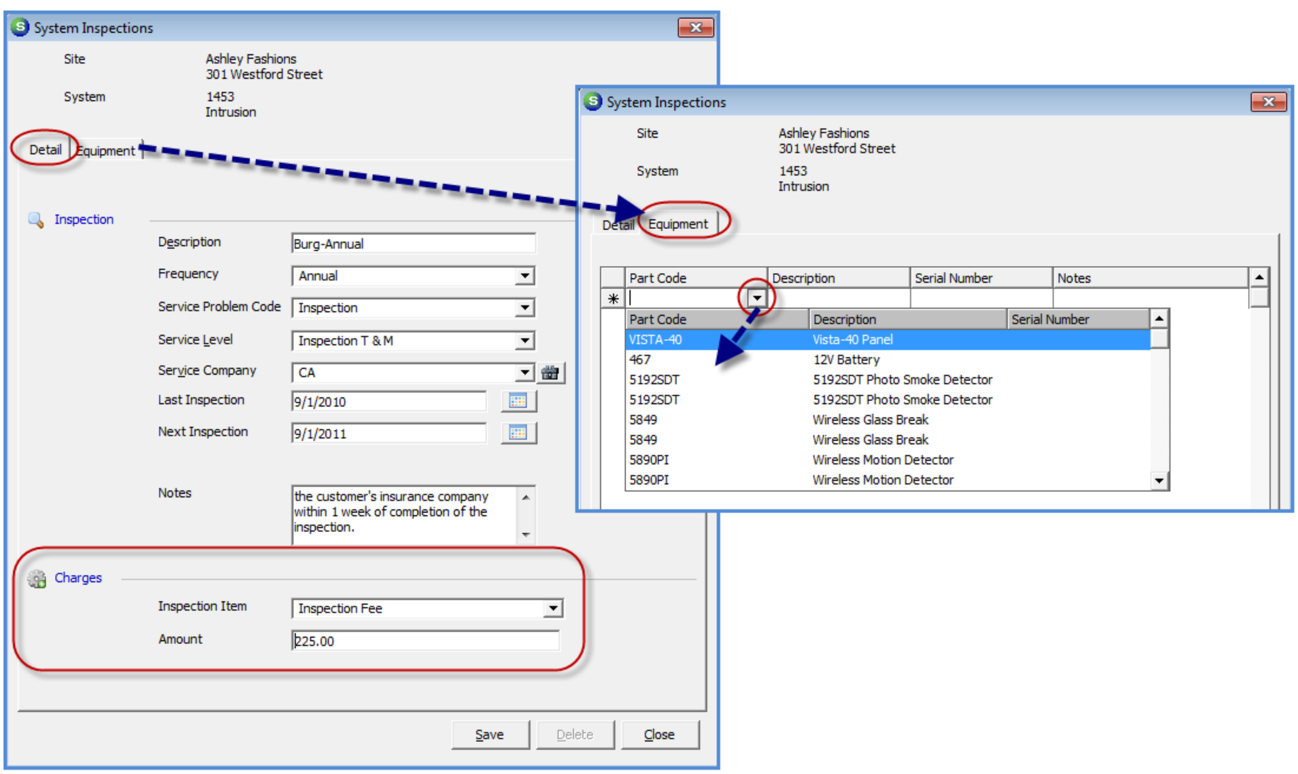
Client Management

System Inspection Setup

A few changes have been made to the layout of the System Inspection Setup as well as newly introduced functionality. We have also added additional User Group Security for this function. Please refer to the SedonaSetup/User Group Security topic later in this document for further information.

The Inspection setup form has now been divided into two data entry forms; Detail and Equipment to accommodate the addition of two new optional fields, *Inspection Item* and *Amount*. The Detail form contains all data entry fields available prior to this version with the exception of the list of customer equipment; the Customer Equipment list has been relocated on the new form labeled Equipment.

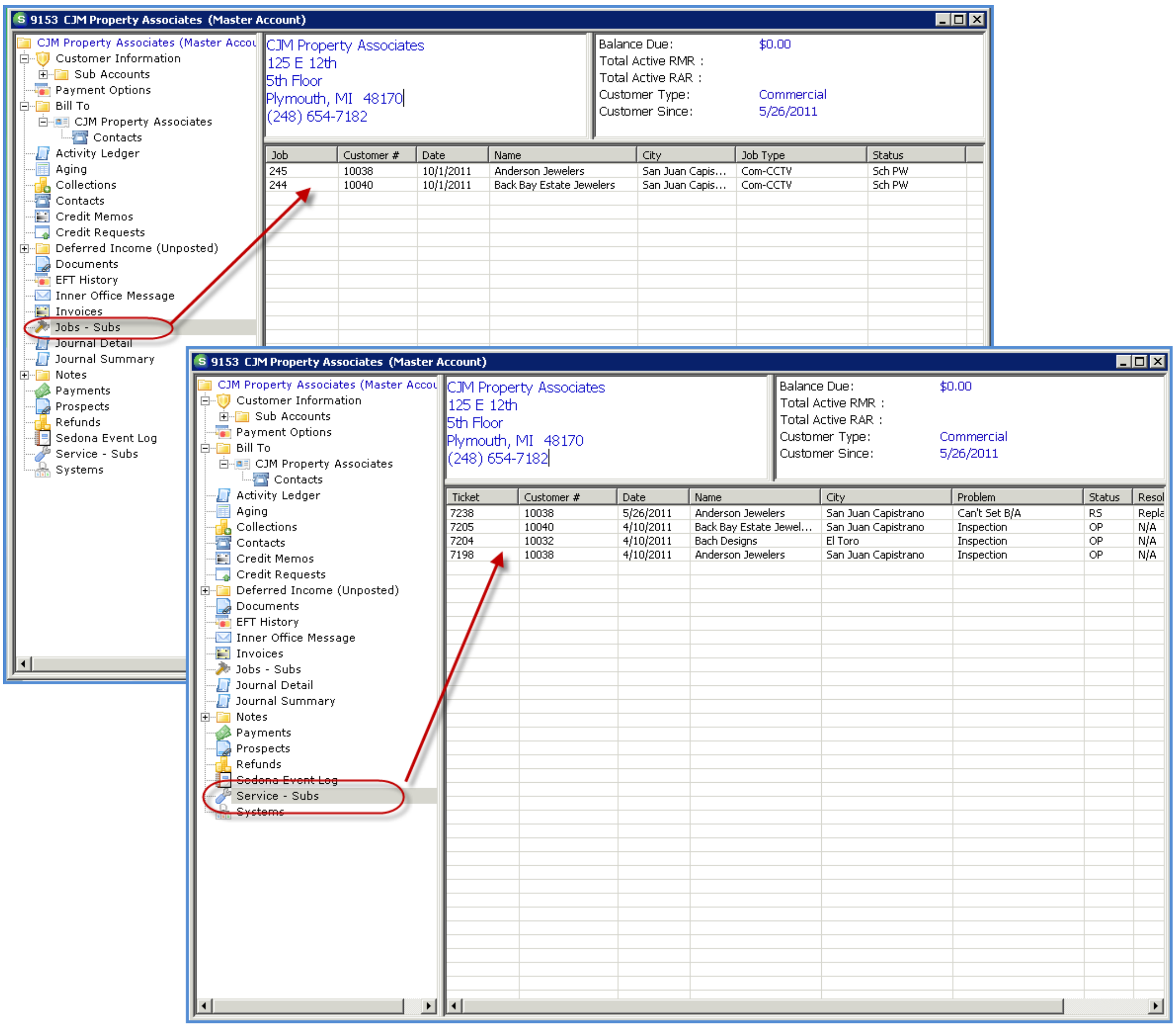
The two new fields on the Detail form of the Inspection record [Inspection Item & Amount] are optional. These fields would only be used if your company wants to add a special or one time charge to the Inspection Ticket. If an Item is selected and an amount is entered, when an Inspection Ticket is generated, a line will be added to the Other Charges form of the Inspection Ticket with this amount.



Client Management (continued)

Master Accounts

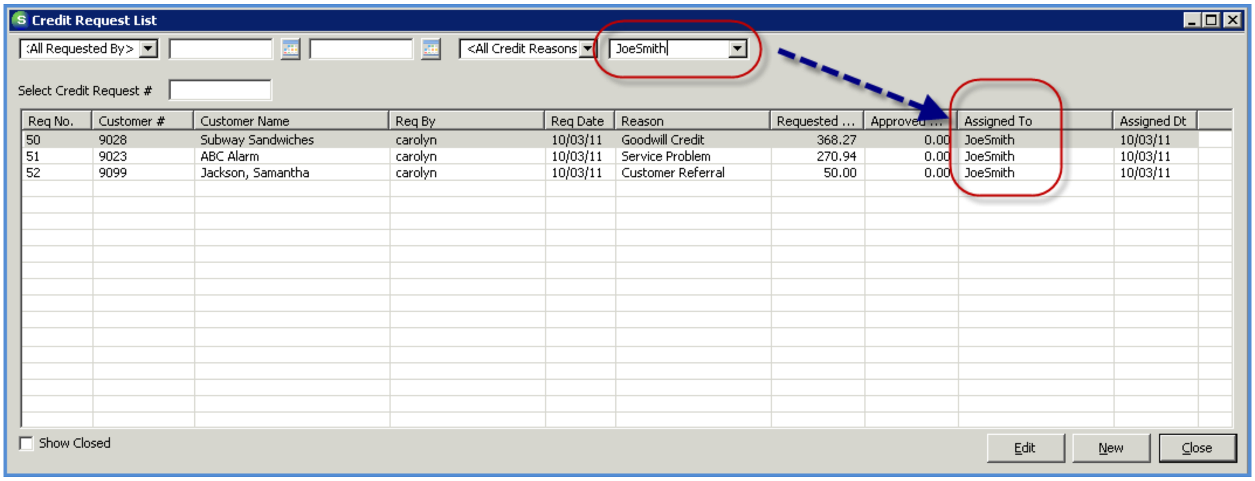
Two new options have been added to the Customer Tree of the Customer Explorer for Master Accounts; *Jobs – Subs and Service – Subs*. These options have been added for the purpose of displaying both open and closed Jobs and Service/Inspection Tickets for any Subaccount associated with the Master Account.



Client Management (continued)

Credit Request Queue

A change was made to the software to remember the Employee selected in the *Assigned To* filter field.

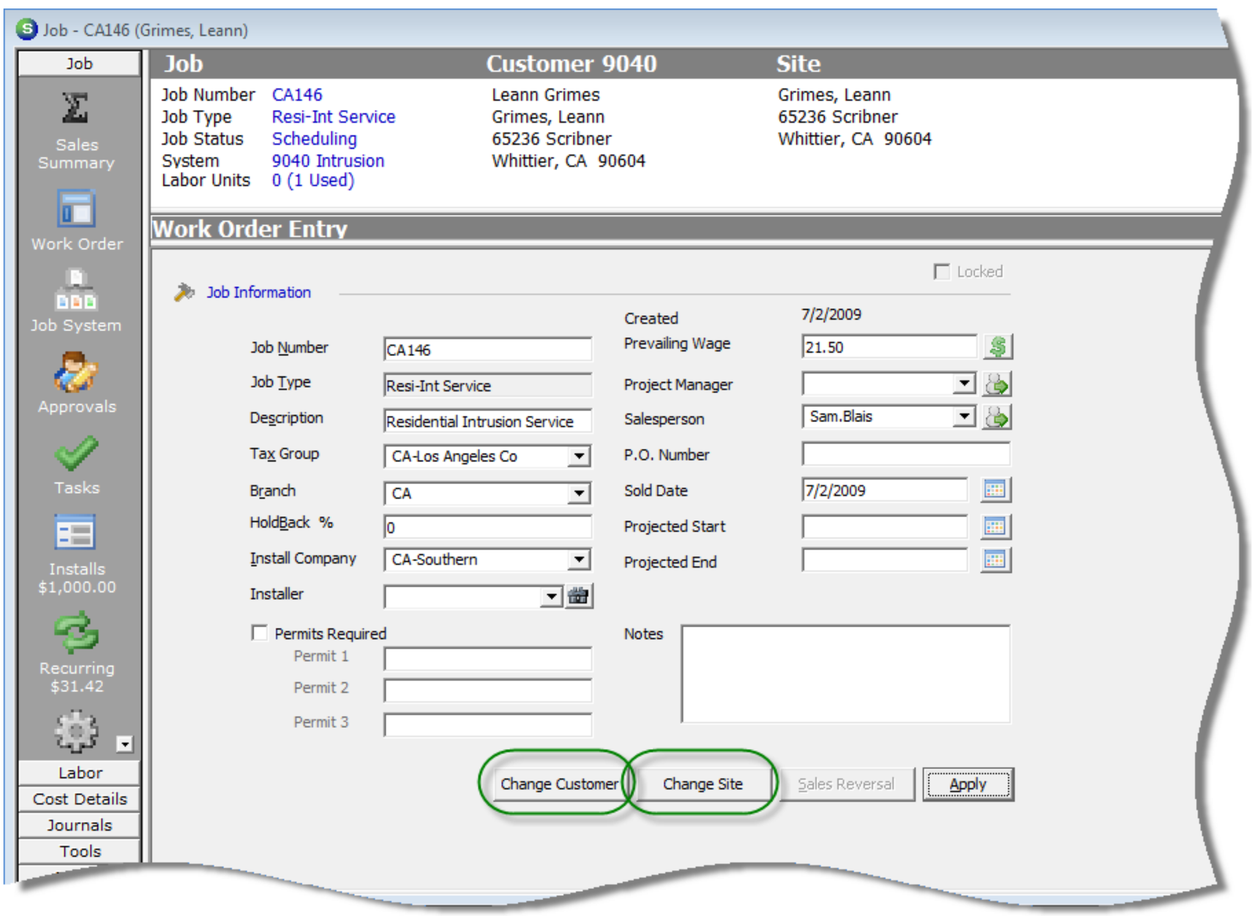


Job Management

Job Work Order

Two new buttons have been added to the Job Work Order form; *Change Customer* and *Change Site*. This allows the User to reassign a Job to a different Site within the same customer or a different Customer. These new options are only available if the Job is **not** in locked mode. Once the Job has become locked, neither of these options will be available.

Note: When selecting to Change Customer, any documents that have been attached to the Job will not move to the new customer. These documents will remain attached to the site of the original customer. You will need to manually delete and re-add to the Job documents under the customer to which the job was transferred.

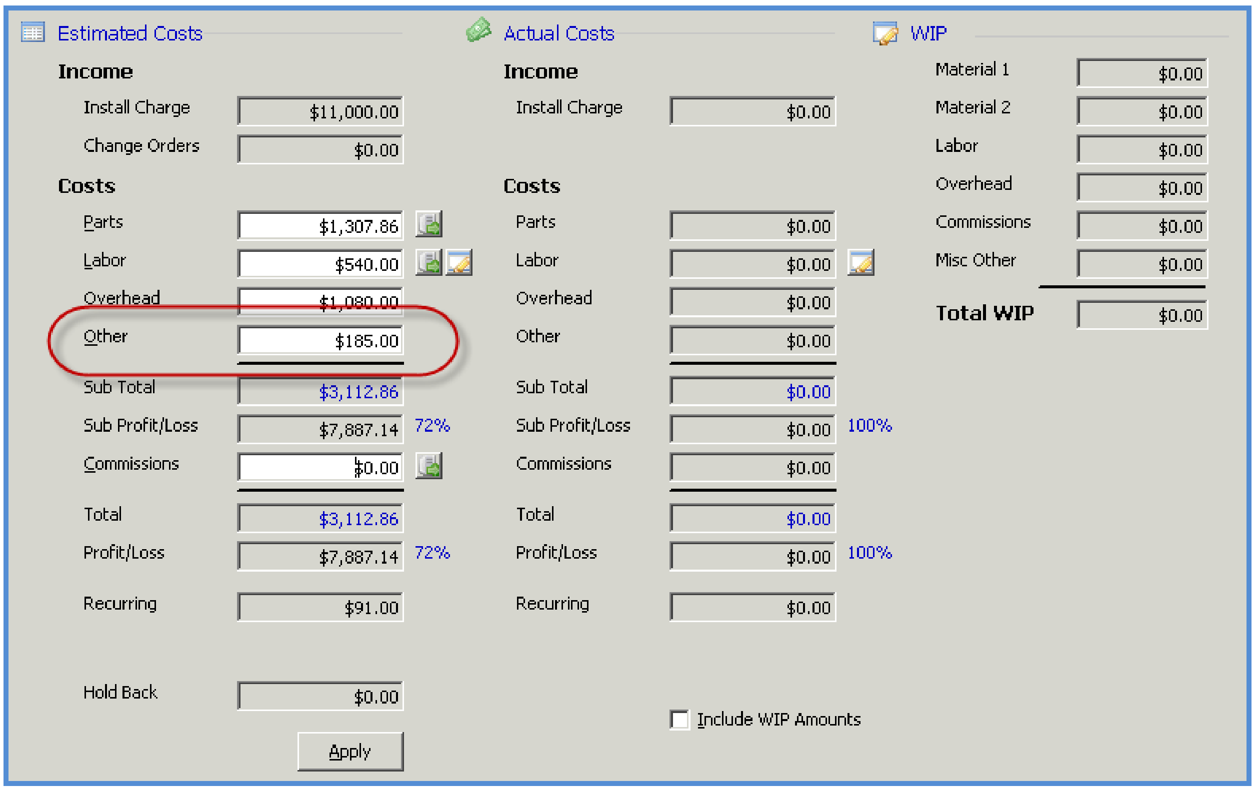


Job Management (continued)

WeSuite Integration

For SedonaOffice customers using the WeSuite application, the following enhancements are included in this release:

- When creating a new Job using the WeSuite import, the amounts of "Other" costs contained in the WeSuite quote will now automatically load into the Job Costing form.



- Notes entered into the WeSuite quote will be added to the Job Notes when importing and creating a Job.

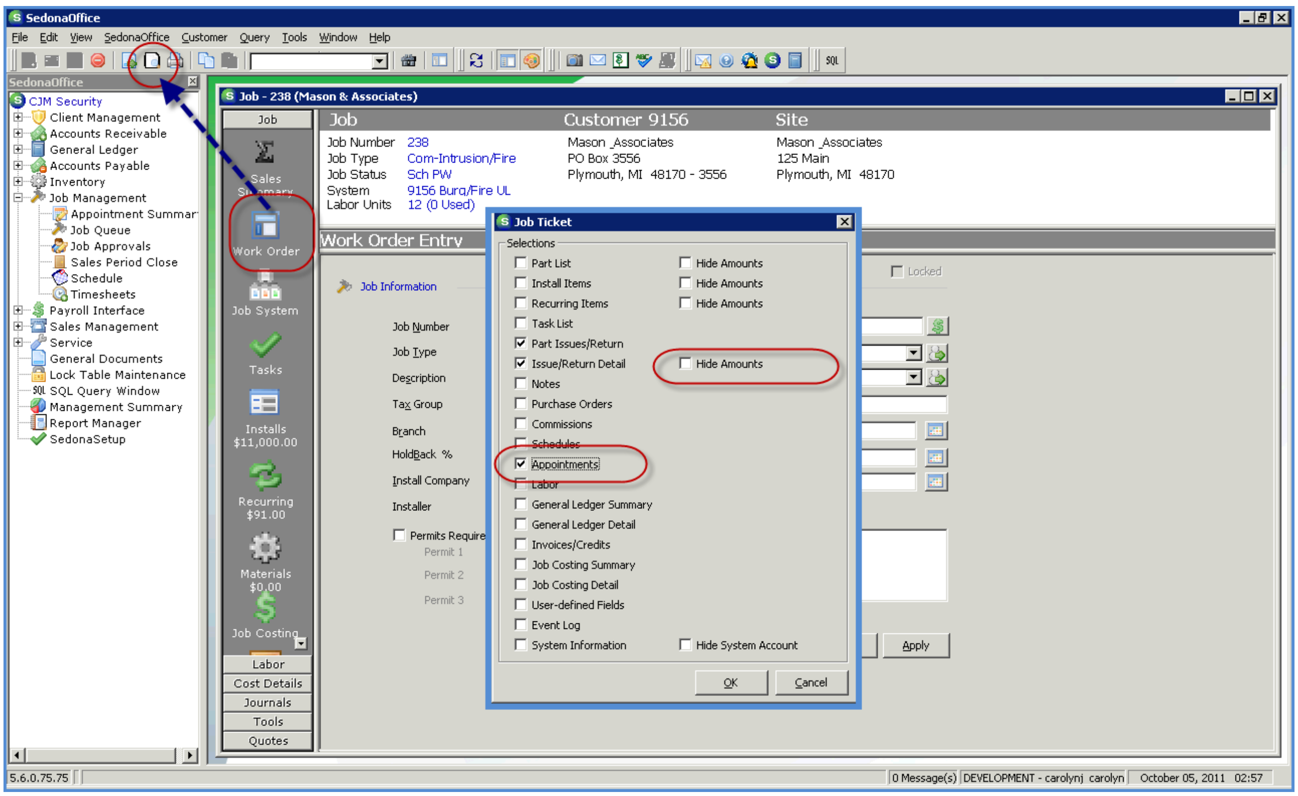
- Checks have been put in place to make certain the WeSuite quote was not mistakenly linked directly to a Master Account.

Job Management (continued)

Job Ticket Printing

Two enhancements have been made to the options list for printing Job Tickets:

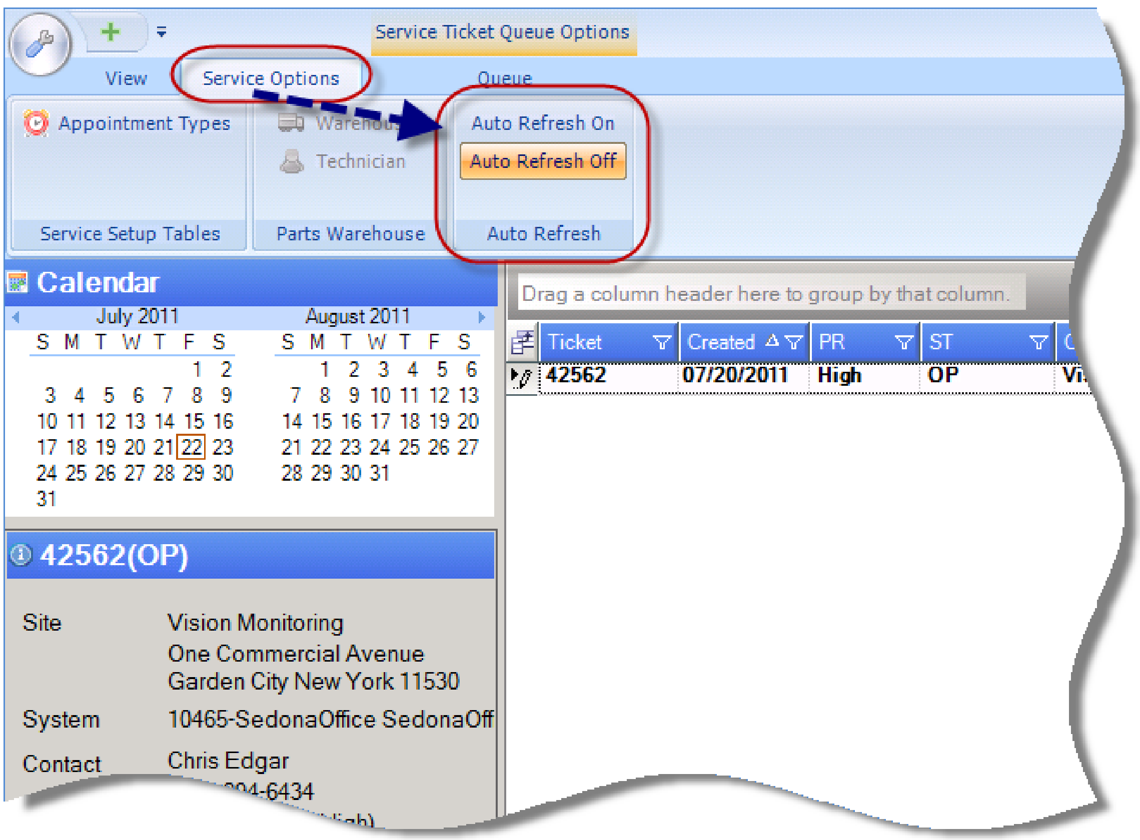
- *Hide Amounts* has been added for the Issue/Return Detail option.
- The new option of *Appointments* has been added to the options list. This will print Installer Appointments scheduled using the Appointment Summary or when scheduling an Appointment from a Job record.



SedonaService

Manual Refresh Button

A new Option was added under the Service Options context menu; Auto Refresh. This allows you to turn off the auto refresh of SedonaService. When you want to refresh the Schedule Board clicking on the Auto Refresh On button, then you may turn it back off by clicking on the Auto Refresh Off button.

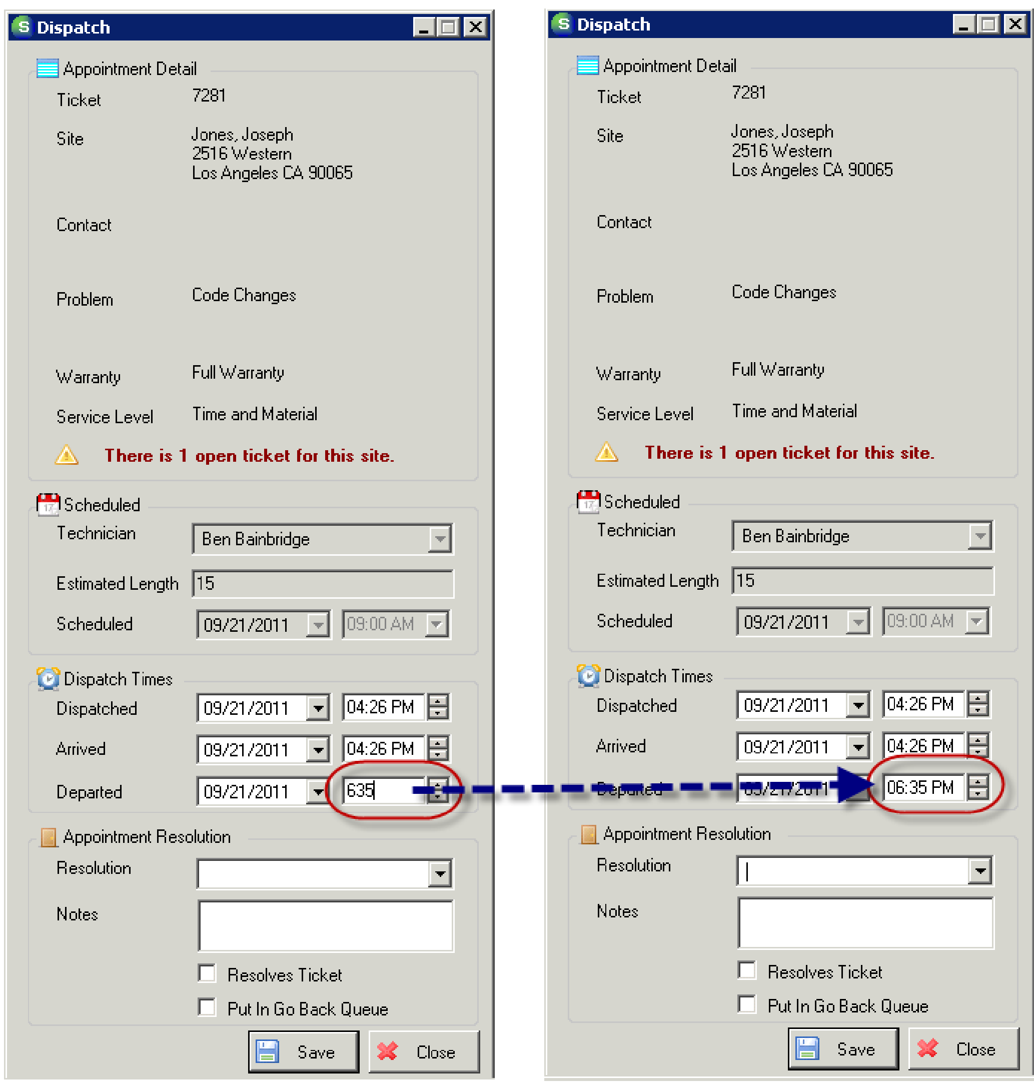


SedonaService (continued)

Entering Dispatch Time

A change was made to the application to make the manual entry of dispatch times easier. You may now type in the hour and minute without using a separator between the hour and minutes. I.e. instead of entering 6:35 or 6.35, you may enter 635. The application also now allows the entry of time in military format.

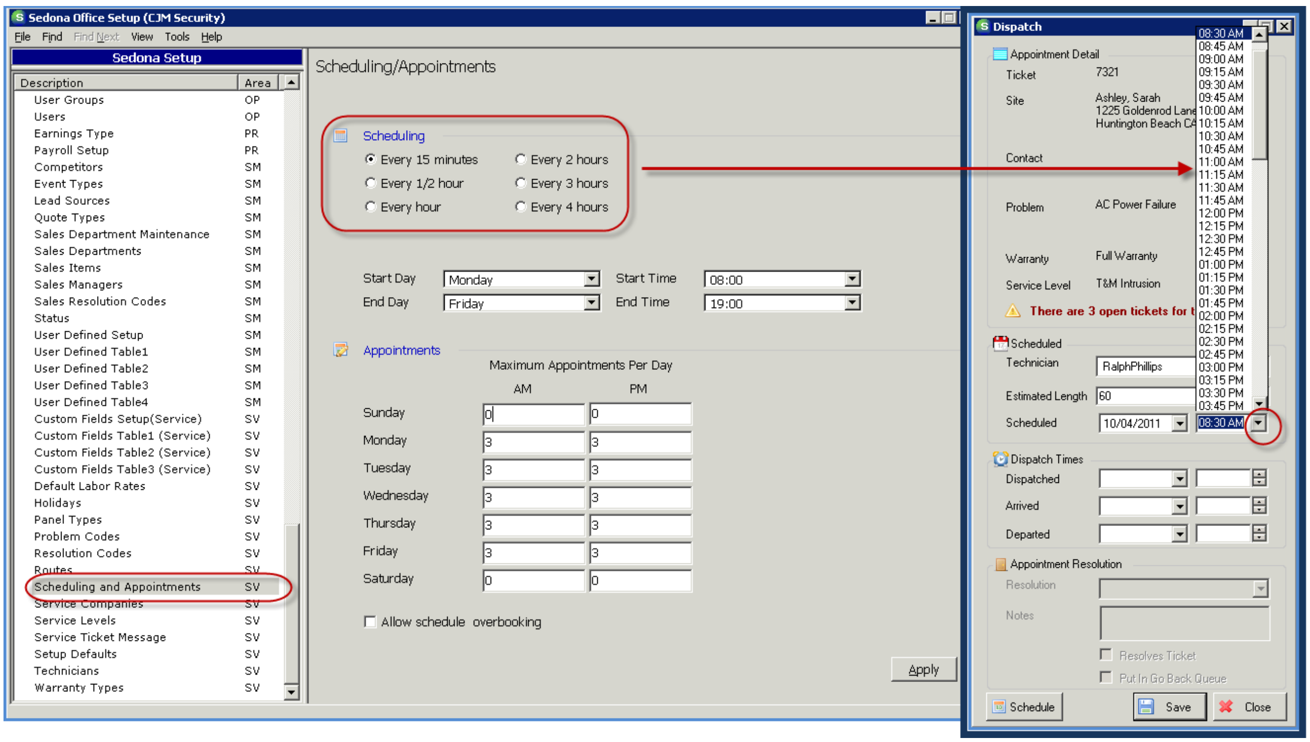
The application also has been enhanced to know whether the entered time should be AM or PM. For example, if the appointment time is in the morning, when entering the dispatch time, the application assumes the dispatch time is AM. If the appointment time is in the afternoon, the application assumes the times entered are in the afternoon.



SedonaService (continued)

Technician Appointment Time Selector

A change was made to Technician Dispatch form. A drop-down arrow was added to the right of the Appointment Time field which displays a time selector. The increments displayed are controlled by the scheduling option selected in SedonaSetup/Scheduling and Appointments.

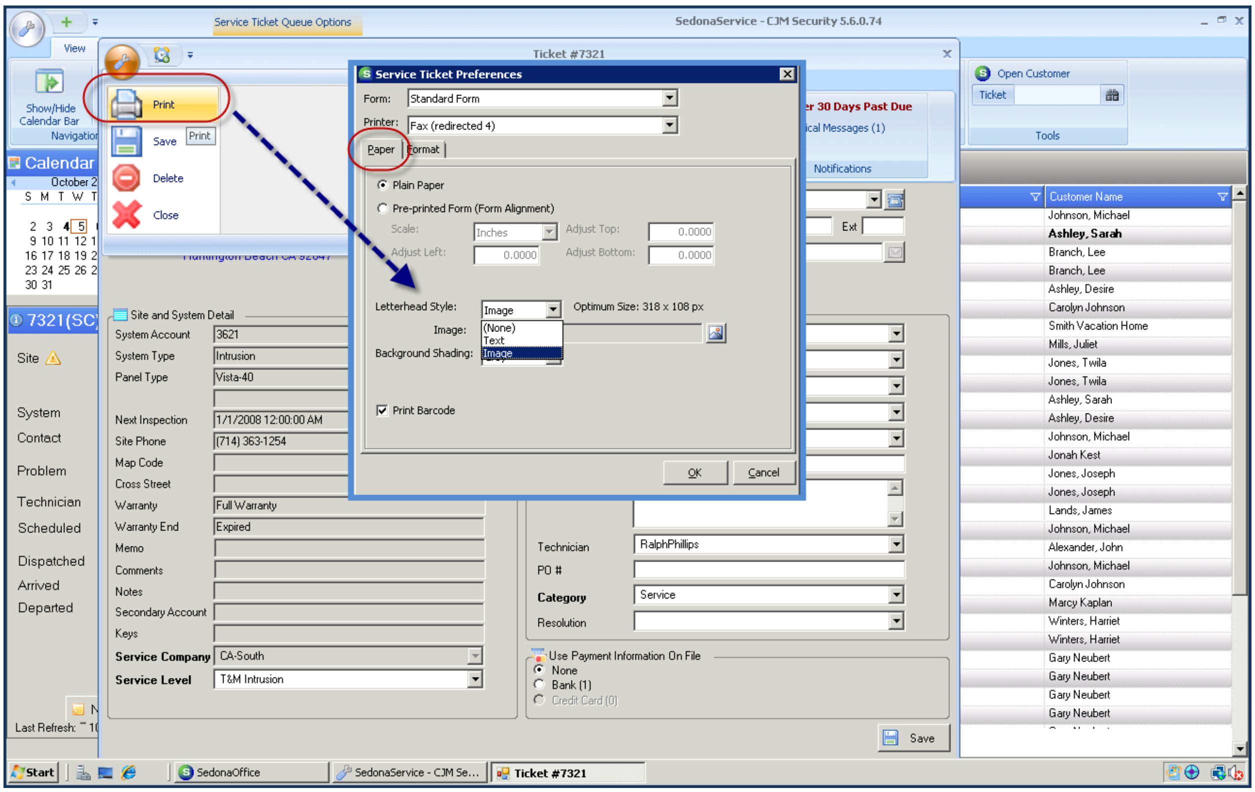


SedonaService (continued)

Service Ticket Printing

An enhancement has been made to the Service Ticket Printing Preferences that now allows you to print your company logo on the Service Ticket report.

On the *Paper* tab of the Preferences form, in the *Letterhead Style* section, click on the drop-down arrow and select the option of Image to select your logo image file.



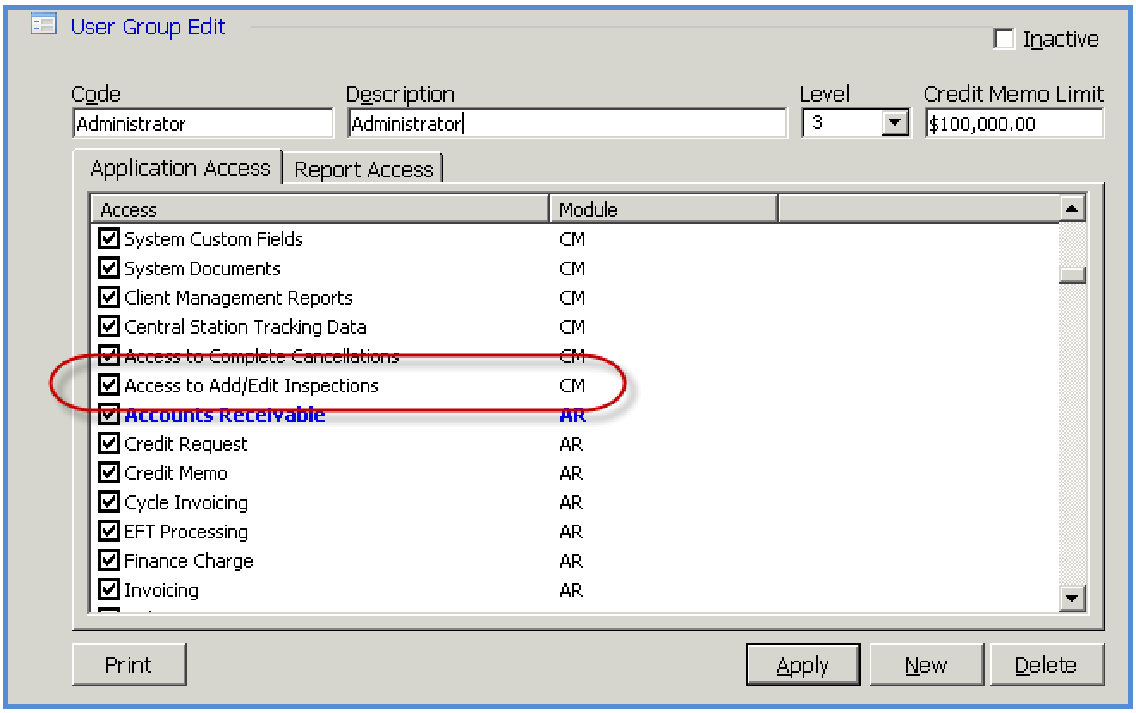
SedonaSetup

User Group Security

New permission settings have been added to the application as of this release; each user group permission is described below.

Access to Add/Edit Inspections (CM permissions group)

If the User Group is granted this permission, that User will be able to create a new or edit an existing Inspection Record on a System record from the customer explorer. If this permission is not granted, the user will be presented with a message that their Security Group permission does not allow access to this function.

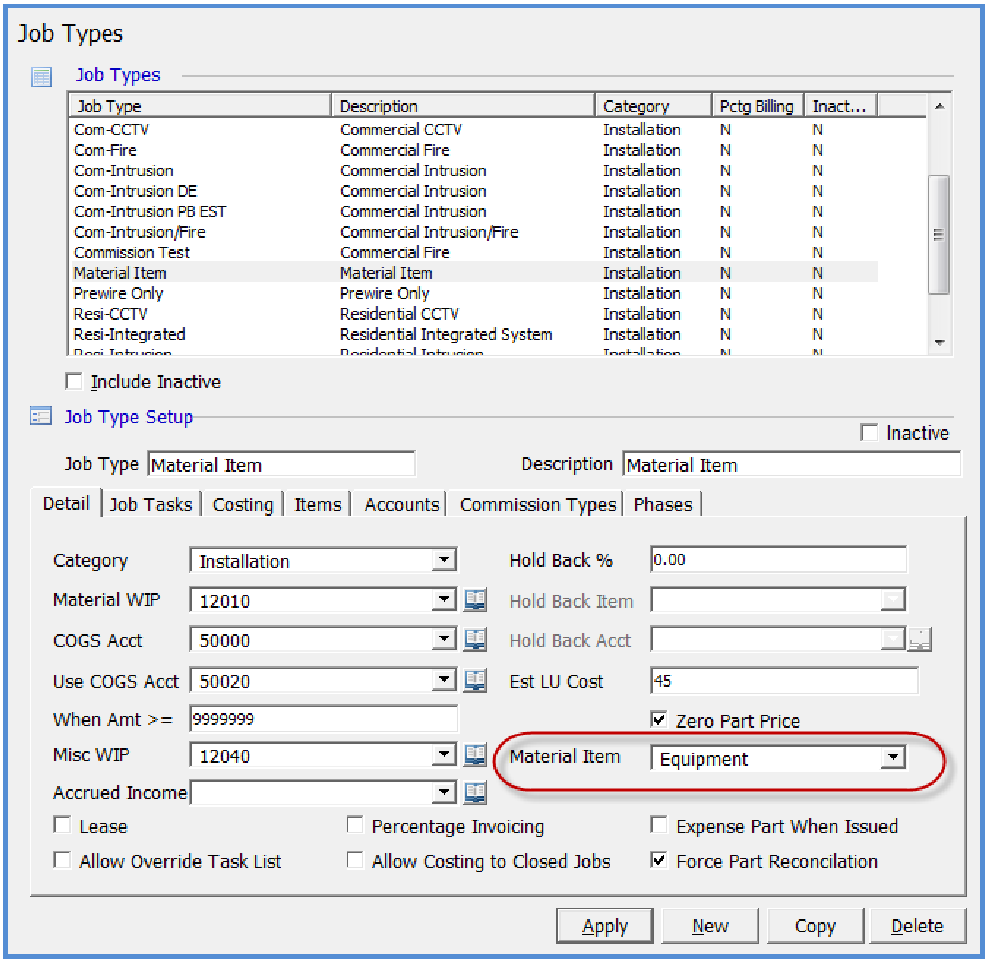


SedonaSetup Table Changes

Job Type (JM)

New Material Install Charge Default

The Detail form of the Job Type setup has been re-designed to accommodate a new field, *Material Item*. This field is only used by customers who have purchased the WeSuite integration with SedonaOffice that have a custom integration option activated. If your company is not using WeSuite, you may ignore this new field.



Report Manager

Jobs Over/Under Invoiced

This report is used to evaluate Jobs in process to determine whether journal entries need to be made to record revenue for Jobs that have been over or under billed. This report only works where Work in Process is not being used.

Jobs Over/Under Invoiced Report **CJM Security**

All open jobs as of 10/5/2011

Job / Job Type	Customer # / Date Sold	Site Name / RMR Sold	Est Income / Act Income	Est Material / Act Material	Est Labor / Act Labor	Est OH / Act OH	Est Other / Act Other	Est Comms / Act Comms	Tot Est Exp / Tot Act Exp	Est GPM / % Comp	Est Profit / Rev Earned	Over Invoiced	Under Invoiced
CA													
244	10040	Back Bay Estate Jewelers	4,900.00	520.11	360.00	0.00	250.00	0.00	1,130.11	76.9%	3,769.89		
Commercial Intrusi	10/1/11	59.00	0.00	520.11	270.00	0.00	0.00	0.00	790.11	69.9%	3,425.81	0.00	3,425.81
	CA											0.00	3,425.81
													0.00
											Net Amount Under Invoiced		(3,425.81)
Report Totals												0.00	3,425.81
													0.00
											Net Amount Under Invoiced		(3,425.81)

Selection Criteria
Branches: CA
All Salespersons
Job Types: Com-Intrusion-EXP

Application Corrections

Accounts Payable

Pay Bills & Write Checks

A correction was made to the software to correctly display the current Bank Account Balance to display when in the Pay Bills or Write Checks form.

Purchase Orders

For customers not using Stock Tracking; corrected a problem in Purchase Orders where the parts would not load correctly into the form.

Accounts Receivable

Payment Processing

Corrected a behavior in the Payment Processing form where leaving the payment form to view customer data and returning would cause the form to clear requiring re-entry of payment information.

Client Management

Recurring Line Manual Rate Increase

Corrected problem in the manual rate increase of a recurring item where the Renewal Date information was not being transferred over to the new recurring line.

System Service Company

Corrected problem where Inactive Service Companies were showing in the drop-down selection list on the System record.

General Ledger

Bank Reconciliation

Corrected problem in Bank Account Reconciliation where the status marked in the Account Register display wasn't always being updated with a closed status upon completion.

Job Management

Job Materials

Corrected a problem in Job Management where adding parts to a change order would cause display issues when the part is saved. The columns for Vendor, cost and purchase description were not displaying the correct data.

Application Corrections (continued)

Payroll

Payroll Timesheets

Corrected a problem in Payroll Timesheet entry where you could not enter separate labor tasks for the same employee to the same job on the same day.

Sales Management

Prospect – Contact Data Entry Form

Corrected a problem in the Prospect data entry form where entering a duplicated Contact Name would cause and error message to be received by the User.