Sage MyAssistant Version 15.2
Release Notes

NOTE: The Sage 300 MyAssistant 15.1 Release notes have been included for those who didn’t previously upgrade to Sage 300 MyAssistant 15.1.

Sage 300 MyAssistant 15.2 contains many enhancements that can make you more productive. For example, the sorting, formulas and access to Sage data in the new MyAssistant Spreadsheet Templates (introduced in MyAssistant 15.1) were enhanced. An option to send someone one email per job, customer, etc.; that can be reviewed and forwarded was also added. An option to look up who someone should “reply to” based on the job, property, etc. that the email pertains to is now available. Also, enhanced Payroll Direct Deposit reports and a number of other fixes and updates have been added.

MyAssistant 15.2 Highlights:
- Send “One Email Per” option sends separate emails by Job, Service site, etc. based on a Sage field
- Email Directory support for “Reply To” – personalize who needs to be responded to per recipient
- New Spreadsheet Sort window that uses familiar field names
- Drag and drop Sage fields to spreadsheet formulas
- AutoSum button automatically generates spreadsheet formulas that contain Sage fields
- Checks for incomplete spreadsheet template when saving
- Include Sage Custom Fields in Spreadsheet Templates
- New PR Direct Deposit reports – filter, support for multiple checks in one week and can print time off
- Remembering product keys when upgrading your MyAssistant software
- Upgrade by running install files like normal, install – easy to do, no uninstall needed
- Search bar in MyAssistant remembers previous searches
- Updated prebuilt Conditions missing connections to associated records
- Resolved issue with Daily Summaries having duplicate information
- Support for Office 2016 added to MyCommunicator
- Resolved issue around missing information for Sage MyCommunicator support
- Job Cost conditions include Extras

This version of the software has been retired
**Task Setup**

The following Task Setup enhancements were added to MyAssistant 15.2:

- **Send one email per:** Added the ability to send someone one email per Sage field that you choose. For example, you can send a single Project Manager a separate email for each of his or her JC Jobs. If a report that is filtered by Job number is attached to the Task, each email sent to the Project Manager will have an attached report filtered to that email’s Job.

To use “Send one email per”, go to the Notification Options step of Task Setup. There, you’ll see a check box next to “Send recipient(s) a separate email for each:” – check the box, then choose a Sage field from the list that appears. You will now send one email per the Sage field you chose.

- **You can now use an Email Directory in the “Reply To” field in the Email Step of Task Setup.** Just like how you can send unique emails to multiple recipients with a single Task by adding an Email Directory to the “To” line, adding an Email Directory to the “Reply To” field means you can easily filter who a reply should be sent to by recipient.

**MyAssistant Spreadsheet Designer**

The following Spreadsheet Designer enhancements were added to MyAssistant 15.2:

- **Updated Sort Fields Window:**

  Updated to display friendly Sage record and field names like what you see in Sage 300 Construction and Real Estate, the new Sort Fields window also prefills the dropdowns with the Sage fields you have already added to the spreadsheet. You can also click “More Fields...” to sort on any available Sage field or MyAssistant formula. A search function is available to make it easy to find what you’re looking for.
• **AutoSum and other functions:**
The AutoSum button now automatically adds the formula needed to calculate totals, counts and more; based on the cell(s) you select. If you select one or more cells with a value and click `[AutoSum] > [Sum]`, a total is added to the next open cell beneath each one you chose. You can also click a blank cell under a value and click `[AutoSum] > [Sum]` to add the total of the value(s) above it. These examples apply to all the formulas in the AutoSum dropdown.

![AutoSum example](image)

• **Repeat Section Not Defined Alert:** If you click the “Preview” button in the Spreadsheet Template ribbon, MyAssistant now warns you if the Template is missing a Repeat Section or if nothing is in the Sort Fields window. The alert includes additional information on what a Repeat Section and Sort Fields do, and how you can easily add them to your spreadsheet:

![Repeat Section Not Defined Alert](image)

• **Custom Fields:** You can now add custom fields to a Spreadsheet Template in a cell or as a Sort Field. This means you can include and even group and sort information in your spreadsheet by a custom field.

• **You can now add Sage fields to spreadsheet cells that already contain information.** Examples include adding a Sage field to a formula to display its value under certain situations.
• Wait Cursor: You will now see a wait cursor if previewing a spreadsheet template takes longer than a given amount of time to appear.

• Updated Spreadsheet Templates: The following templates were updated in Sage MyAssistant 15.2:
  o AP Vendor Insurance by Job: You can now more clearly see which insurance types for a vendor have “Proof Required” checked

• New Spreadsheet Templates: Sage MyAssistant 15.2 also includes two new Spreadsheet Templates:
  o PJ Submittal Log: This Spreadsheet Template creates a list of your Submittals from Project Management, grouped by Job and sorted by Submittal Number and grouped Revision.
  o PJ Change Request Log: This Spreadsheet Template generates a list of your Change Orders out of Project Management, grouped by Job and sorted by Change Request Number.
The following Spreadsheet Designer fixes were also added to MyAssistant 15.2:

- Resolved issue where you saw incorrect information in a spreadsheet preview if the template was on a Task that had “Customize Condition” step in Task Setup
- Resolved issue where your Group Header & Footer sections disappeared after going in and out of the Sort Fields window and did not reappear until you clicked in the spreadsheet

Report Designs

The following report design enhancements were added to MyAssistant 15.2:

- Updated the PR Direct Deposit pay stub reports on prebuilt MyAssistant Tasks to optimize performance with the new version of Crystal used by Sage
- Added the option for you to print time off accrued, taken and the balance on the PR Direct Deposit pay stub reports included on prebuilt Tasks
- Enabled the PR Direct Deposit pay stub report to be able to print multiple checks/deposits for your employees from the same week but with different period end dates
- Updated Sage Knowledgebase article with current variations of the standard PR Direct Deposit pay stub report designs
- Updated the PR Direct Deposit pay stub report design that runs off the New file to print correct year-to-date totals (See Sage Knowledgebase for report design)
**Installation**
The following installation enhancements were added to MyAssistant 15.2:

- **Remembering Product Keys**: MyAssistant 15.2 now remembers your previously entered product keys when upgrading from a previous version of MyAssistant.

- **Upgrade installation**: You can upgrade from any previous version of MyAssistant, including MyAssistant 15.1, to MyAssistant 15.2 by running the MyAssistant 15.2 install files like a normal installation – no uninstall required

**Database/General Updates:**
- Updated prebuilt Task Conditions previously missing connections to associated Sage records

- Resolved issue where your Daily Summary email messages with multiple recipients had duplicate lists

- Updated the MyAssistant Task that sends AP Open Invoices for Jobs that received a cash receipt in the last X days to only look at AP Invoices with an invoice date before the AR Invoice Date

- Updated MyAssistant to confirm that a port is open when starting the ReportRunner.exe process

- Resolved issue with MyAssistant emails not containing the information required for Sage MyCommunicator for Outlook to correctly work with your Sage data in Microsoft Outlook

- Updated select Job Cost Task Conditions to correctly consider amounts from Extras on the Job

*Please see next page for the Sage MyAssistant 15.1 Release Notes*
Sage MyAssistant Version 15.1
Release Highlights

Sage MyAssistant 15.1 provides many new features in addition to over 50 new prebuilt Tasks and 11 new Spreadsheet Templates. New Sage MyAssistant 15.1 features include automatically generating and distributing Excel workbooks containing Sage 300 Construction and Real Estate information, notifying someone when the value for a specified field has changed and a new way to run MyAssistant Tasks that increases throughput.

Excel Attachments
Many times you need to work with (sort, filter, annotate, forward) your project, property or accounting information. To support this, you can now create Spreadsheet Templates that define how to use information stored Sage 300 Construction and Real Estate to create an Excel workbook.

Spreadsheet Templates are attached to MyAssistant Tasks and pass in the Sage 300 Construction and Real Estate information from the Notifications generated by running the Task to populate the spreadsheet. Because they’re attached to Tasks and use Notification and associated Sage data, the generated Excel workbook that is sent with the email message updates each time it’s sent with the most up-to-date data.

Creating a Spreadsheet Template is a one-time process, and can be accomplished by simply dragging Sage database fields into a spreadsheet, sorting and grouping data information and by building formulas.
Prebuilt Spreadsheet Templates

Sage MyAssistant 15.1 includes prebuilt Spreadsheet Templates that can be used out-of-box or customized given your unique needs. The list of available Spreadsheet Templates that can be added to a Task is presented when first attaching a template.

Available prebuilt templates include:

- JC WIP Report
- JC Cost to Complete
- AP Invoice Register
- AR Aging by Job
- AP Vendor List
- AR Customer List
- Open Service Management
- SM Work Orders
- Expiring Service Agreements

MyAssistant also allows you to create your own Spreadsheet Template starting with a blank spreadsheet and adding Sage 300 Construction and Real Estate fields; you can sort and group by fields as you please.
Filter spreadsheet content using MyAssistant Email Directories

In setting up a Task, the Condition can be used to determine at runtime whether someone should receive a specified spreadsheet (such as Customers that are past due). The Task definition can also specify an Email Directory.

When a MyAssistant Email Directory is specified on a Task, the Sage data sent to each recipient is filtered for that recipient. By adding an Email Directory to the Task, the content of the Excel workbook is filtered in the same way as an attached report or Notification list in the body of the email: each spreadsheet is filtered to only that recipient’s needed information or Sage data.
**Notify on change of Sage 300 database value**

Sage MyAssistant 15.1 can notify someone when a specified Sage 300 Construction and Real Estate database value has changed, such as an employee pay rate, vendor address or banking information.

In addition, you can notify someone when a value is entered into a previously empty field. This can be used to inform a person that was waiting to receive information to start a task.

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**New Task and Sender Processes**

The power of MyAssistant is the way scheduled Tasks can automatically run. At the heart of this are two Windows Services that run Tasks and send email messages, which have been enhanced to enable multiple process to run simultaneously. For example, you can configure MyAssistant to concurrently send Payroll Direct Deposit or PM tenant statements at the same time. This new model also means that the Task run and Sending queues aren’t placed on hold if an issue arises with a single email or report.

The MyAssistant Services also have configurable timeouts where they will restart themselves in the event of a problem.
Over 50 New Prebuilt Tasks

Based on Sage customer feedback, over 50 new prebuilt Tasks have been added in Sage MyAssistant 15.1. Some of the new Tasks are listed on the following pages by application:

**Accounts Payable**
- Send Vendors Electronic Payment Statements

<table>
<thead>
<tr>
<th>Paid by:</th>
<th>Timmerline Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 728</td>
<td>15195 NW Greenbrier Parkway</td>
</tr>
<tr>
<td>97000</td>
<td>Beaverton, OR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paid to:</th>
<th>B &amp; M Marble, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 SE Hawthorne</td>
<td>Portland, OR 97203</td>
</tr>
</tbody>
</table>

**Send Inquiries to:** AP@Sage500Construction.com

<table>
<thead>
<tr>
<th>Bank Acct #</th>
<th>EFT Ref #</th>
<th>Effective Date</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXX1432</td>
<td>00000001</td>
<td>5/15/2013</td>
<td>$294.00</td>
</tr>
</tbody>
</table>

**Payment Detail**

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Description</th>
<th>Amount</th>
<th>Retainage Held</th>
<th>Discount Taken</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>200123</td>
<td>Marble</td>
<td>$300.00</td>
<td>$0.00</td>
<td>$6.00</td>
<td>$294.00</td>
</tr>
</tbody>
</table>

- Payment for job related costs made the last 30 days
- Vendors missing a Recipient Tax ID
- Vendors with open invoices or commitments and expiring insurance
- Vendors with no invoices in the last three years and are marked active
- Vendors recently setup in Sage Accounts Payable
- Vendors whose address information has been changed
- Vendors whose banking information has changed
- Vendors missing address information
- Vendor Insurance Call List by job sent in an Excel Spreadsheet
- Send a letter to AP Vendors with insurance expiring in the next 30 days

Dear A1 Electric Company,

Based on our records, the following table outlines your current insurance.

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Company</th>
<th>Policy #</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker's Comp.</td>
<td>Safeco</td>
<td>49596416</td>
<td>10/1/2013</td>
</tr>
<tr>
<td>General Liability</td>
<td>State Farm</td>
<td>28814426</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>Automobile</td>
<td>CECO</td>
<td>082607554C</td>
<td>7/1/2013</td>
</tr>
<tr>
<td>Umbrella</td>
<td>Safeco</td>
<td>025607554C</td>
<td>5/31/2013</td>
</tr>
</tbody>
</table>

Please provide us with a new insurance certificate for all expired or policies expiring in the next 30 days.

If you are not the correct contact, please forward to the correct person within your company.

Thank you.

- Invoices with open balance sorted by Job sent in an Excel spreadsheet

- Invoices that are on-hold
- Invoices paid with a Credit Card in the last 15 days
- Vendor contact list that can be used in MyCommunicator to look up and update Vendor information from MS Outlook
- Vendor Contacts without an email address
Accounts Receivable

- Send Project Managers an AR Aging in an attached Excel spreadsheet

<table>
<thead>
<tr>
<th>Customers</th>
<th>Name</th>
<th>Invoice</th>
<th>Draw</th>
<th>Date</th>
<th>Amount</th>
<th>Current</th>
<th>Over 30 Days</th>
<th>Over 60 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLST</td>
<td>ALL State University</td>
<td>3M4000</td>
<td>3M4000</td>
<td>1/1/2015</td>
<td>472.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALLST</td>
<td>ALL State University</td>
<td>3M4001</td>
<td>3M4001</td>
<td>1/1/2015</td>
<td>655.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALLST</td>
<td>ALL State University</td>
<td>3M4012</td>
<td>3M4012</td>
<td>1/1/2015</td>
<td>590.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALLST</td>
<td>ALL State University</td>
<td>3M4011</td>
<td>3M4011</td>
<td>1/1/2015</td>
<td>490.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALLST</td>
<td>ALL State University</td>
<td>3M4013</td>
<td>3M4013</td>
<td>1/1/2015</td>
<td>270.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALLST</td>
<td>ALL State University</td>
<td>3M4006</td>
<td>3M4006</td>
<td>1/1/2015</td>
<td>275.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILL</td>
<td>BIRKINER</td>
<td>3M614</td>
<td>3M614</td>
<td>1/1/2015</td>
<td>1,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILL</td>
<td>BIRKINER</td>
<td>3M615</td>
<td>3M615</td>
<td>1/1/2015</td>
<td>1,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILL</td>
<td>BIRKINER</td>
<td>3M616</td>
<td>3M616</td>
<td>1/1/2015</td>
<td>1,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AR Cash recipients for the current year
AR Customers exempt from Finance Charges
AR Customers missing a “Days before due” value in Sage AR Customer setup
AR Customers missing an email address in Sage AR Customer setup
AR Invoices coming due in a specified number of days
New AR Customers added to Sage
AR Customers without a Credit Limit entered in Sage AR Customer setup
AR Customer Contact List that can be using in MyCommunicator to look up and update Customer information from MS Outlook
Send Customers their Account Statement
Job Cost

- Send Project Managers a Cost to Complete spreadsheet for their Jobs
- Send Project Managers Labor reports for their JC Jobs with payroll last week
- Commitments (i.e. Subcontracts and Purchase Orders) committed today
- JC Commitments with Retainage-only balances over 30 days old
- Jobs where the work is complete and not fully billed
- Send Work-in-Process spreadsheets
- Subcontracts / POs entered at least 14 days ago and are not committed
- Jobs without costs in 90 days
- Jobs with an Actual Completion Date one year ago and are not Closed
- Jobs where the percent of the budget used exceeds the percent billed
- Cost Codes with costs in the last seven days
- Cost Transactions posted in the last seven days
- Cost Transactions posted after the Job’s Completion Date
- JC Jobs missing a Worker’s Comp. group
- Send Project Managers their cost spreadsheet
Payroll

- Employee contact list that can be used with MyCommunicator to view and update Employee contact information from MS Outlook.
- Employees who have been employed for specified number of days
- Employees who have reached a deduction limit
- Employees whose address information has been changed
- Employees whose pay rates have changed
- Employees with a birthday next month
- Employees with employment anniversaries next month
- Send Employees their pay statements (totals from Employee master file report)
- Employees with Overtime (not posted)
- Send a welcome letter to salary employees hired in the last 7 days
- Time coded to Jobs where the work state & employee home state differ (no reciprocity agreement)

New Formulas

- First of the month
- Current month text – returns the current month spelled out in text.
- Current Year
- Percent of contract billed
- Percent of budget – Job
- AP Payment Date - any source
- PR Employee first name
- Person Name Switch
- Vendor Name Switch
- First of the Month
- Current Month – Text
- Current Year
- Cost Code sort field
- Cost Code first section
- Job sort field
- Job first section

New Reports

New Crystal Reports are included with Sage MyAssistant 15.1.

- AP Electronic Payment Statement
- AR Customer Statement
- PR Direct Deposit report where year-to-date totals are retrieved from the employee master file