

Sage MyAssistant Version 16.1 Release Notes

Sage 300 CRE MyAssistant 16.1 features an upgraded MyAssistant database that uses an instance of Microsoft SQL Server Express 2012 and compatibility with the Sage 300 CRE software.

NOTE: Depending on the version of Sage MyAssistant you're upgrading from, the Sage MyAssistant 15.2 and Sage MyAssistant 15.1 release notes have been included below.

Sage MyAssistant Version 15.2 Release Notes

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:

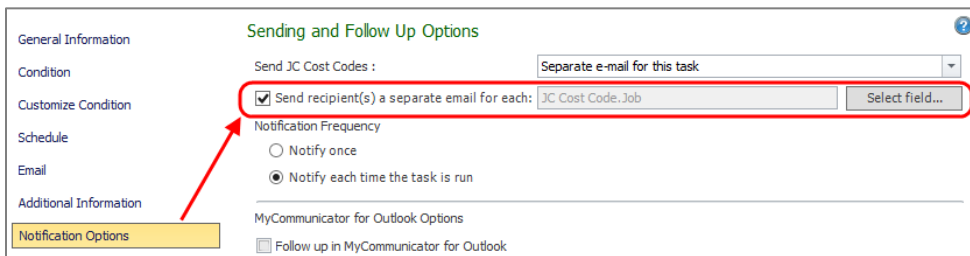
- Send "One Email Per" option sends separate emails by Job, Service site, etc. based on a Sage field
- Email Directory support for "Reply To" – personalize who needs to be responded to per recipient
- New Spreadsheet Sort window that uses familiar field names
- Drag and drop Sage fields to spreadsheet 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 – faster, 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

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.

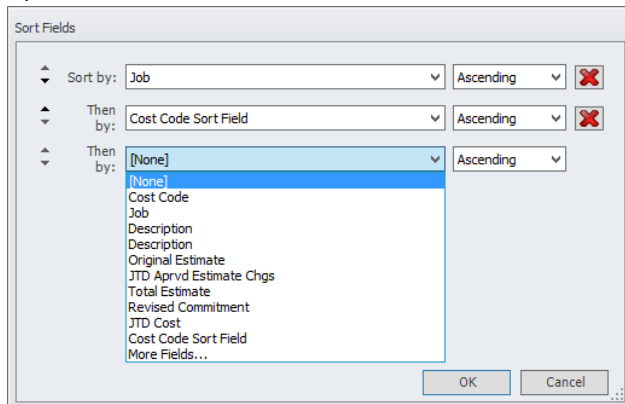


- You can now use an Email Directory in the "Reply To" field in the Email Step of Task Setup. Just like how you can send unique emails to multiple recipients with a single Task by adding an Email Directory to the "To" line, adding an Email Directory to the "Reply To" field means you can easily filter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

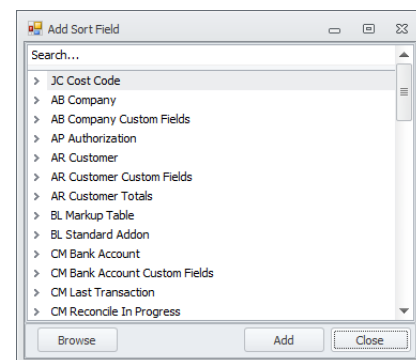
MyAssistant Spreadsheet Designer

The following Spreadsheet Designer enhancements were added to MyAssistant 15.2:

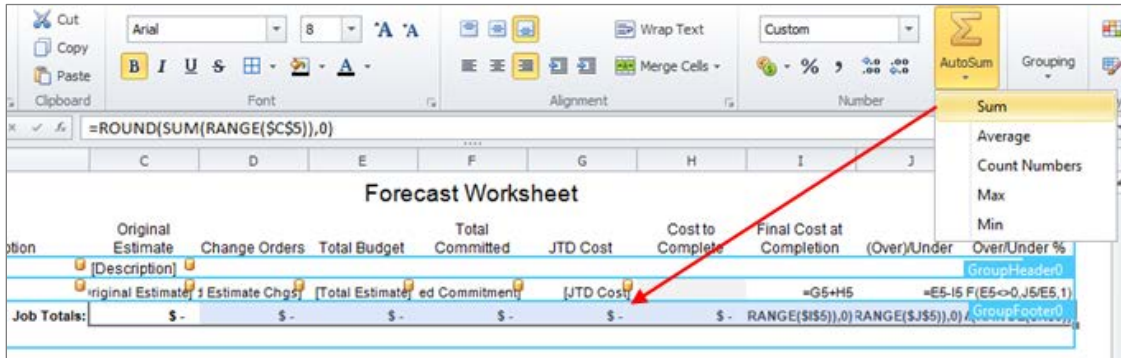
- Updated Sort Fields Window:



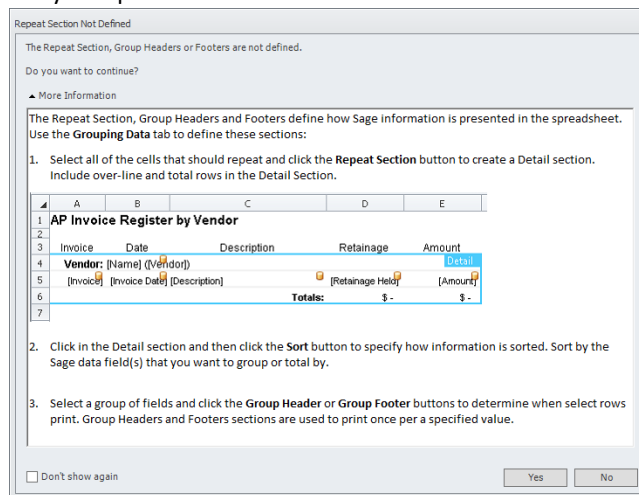
Updated to display friendly Sage record and field names like what you see in Sage 300 Construction and Real Estate, the new Sort Fields window also prefills the dropdowns with the Sage fields you have already added to the spreadsheet. You can also click "More Fields..." to sort on any available Sage 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.



- **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:



- **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:
 - 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:
 - PJ Submittal Log: This Spreadsheet Template creates a list of your Submittals from Project Management, grouped by Job and sorted by Submittal Number and Revision.

	A	B	C	D	E	F	G	H	I
1	Submittal Log								
2									
3	Number	Revision	Description	Received Date	Sent Date	Forwarded Date	Status		
4	Job: 03-001 - NW Food Warehouse								
5	03200-1	0	Footing reinforcement	2/26/2014	2/26/2014				
6	07300-1	0	Flexible roofing system	2/6/2014	2/7/2014	2/11/2014	Rejected		
7	07300-1	1	Flexible roofing system	2/6/2014	2/13/2014				
8	08400-1	0	Manufacturer's data for the roll-up dock doors	2/4/2014	2/5/2014	2/12/2014	Revise and resubmit		
9	08400-1	1	Manufacturer's data for the roll-up dock doors	2/14/2014	2/14/2014	2/18/2014	Approved		
10	16000-1	0	Electrical Drawings	3/6/2014	3/7/2014	3/15/2014	Approved as noted		
11									
12	Job: 03-002 - Clackamas Office Park #4								
13	02700-1	0	Storm Drain Type A	6/7/2014	6/10/2014	6/28/2014	Revise and resubmit		
14	02700-1	1	Storm Drain Type A	7/3/2014	7/3/2014	7/8/2014	Rejected		
15	02700-1	2	Storm Drain Type A	7/10/2014	7/10/2014	7/12/2014	Approved		
16	03400-1	0	Concrete mix designs	2/4/2014	2/4/2014	2/7/2014	Revise and resubmit		
17	03400-1	1	Concrete mix designs	2/12/2014	2/13/2014	2/15/2014	Approved		
18	08600-1	0	skylight for entry foyer	6/3/2014	6/3/2014				

- 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.

	A	B	C	D	E	F	G	H	I
1	Change Request Log								
2									
3	Number	Date	Description	Price	Estimated Cost	Status	Change Order		
4	Job: 03-002 - Clackamas Office Park #4								
5	1	5/11/2015	Change circuit on fixtures in vestibule	-	425.00	Submitted			
6	2	5/14/2015	Additional Sidewalks	-	850.00	Submitted			
7	3	5/15/2015	Additional sills @ main entrance.	-	16,680.00	Submitted			
8	4	5/22/2015	Extended use of temporary power	-	2,642.00	Approved	1		
9	5	5/14/2015	Removal of trees not included on C-2 drawings	-	10,214.00	Approved	3		
10	6	5/18/2015	Change hardware in main conference room	-	489.00	Potential			
11	7	5/28/2015	Site electrical conduit	-	4,929.00	Approved	3		
12	8	5/29/2015	Addition of 31 isolation valves	-	985.00	Approved	3		
13	9	5/21/2015	Painting of exposed sprinkler pipe.	-	1,250.00	Approved	2		
14	10	5/28/2015	Upgrade networking system	-	6,000.00	Approved	4		
15	11	5/28/2015	Incorrect Mix of Concrete	-	3,500.00	Approved	5		
16	12	5/29/2015	Double thickness of drywall	-	209.00	Approved	6		
17	13	5/29/2015	Add bicycle enclosure off back entrance way	-	900.00	Approved	6		
18	14	4/8/2015		-	-	Potential			

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

Sage MyAssistant Version 15.1

Release Highlights

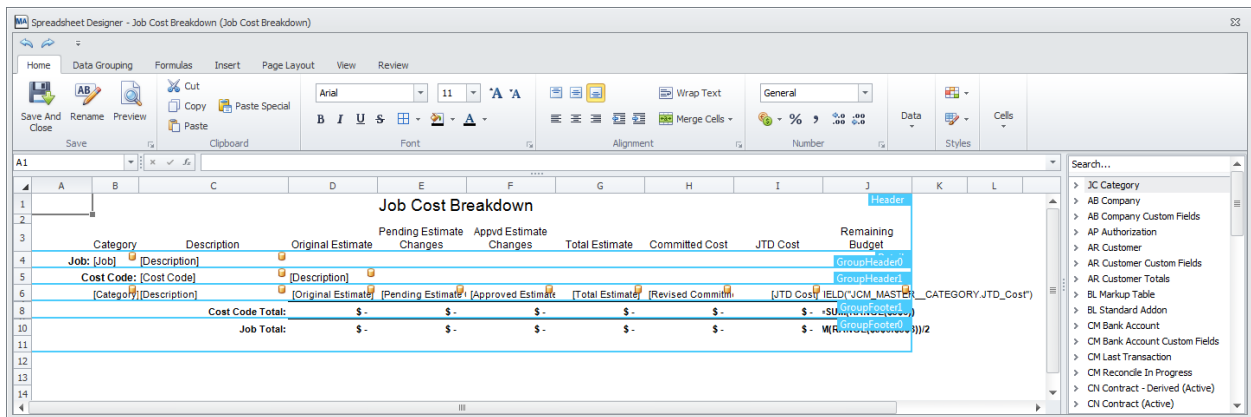
Sage MyAssistant 15.1 provides many new features in addition to over 50 new prebuilt Tasks and 11 new Spreadsheet Templates. New Sage MyAssistant 15.1 features include automatically generating and distributing Excel workbooks containing Sage 300 Construction and Real Estate information, notifying someone 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.

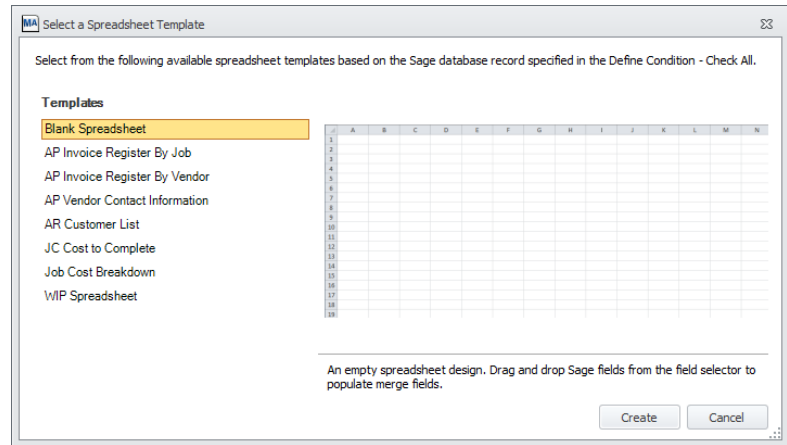


Prebuilt Spreadsheet Templates

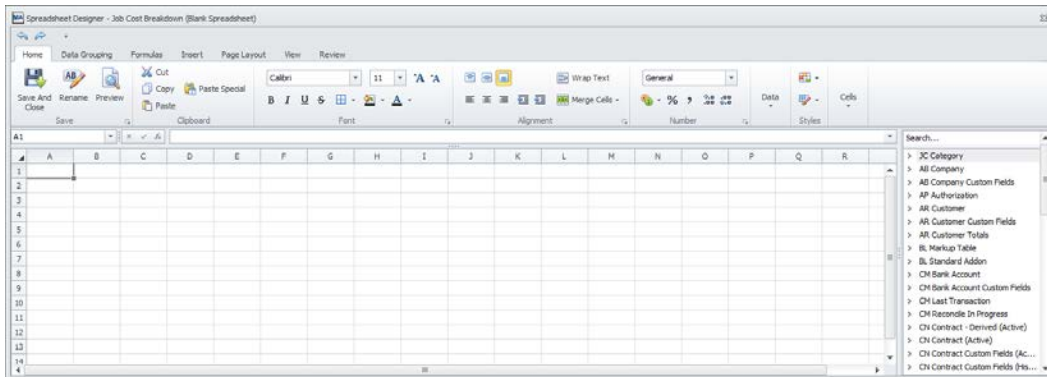
Sage MyAssistant 15.1 includes prebuilt Spreadsheet Templates that can be used out-of-box or customized given your unique needs. The list of available Spreadsheet Templates that can be added to a Task is presented when first attaching a template.

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

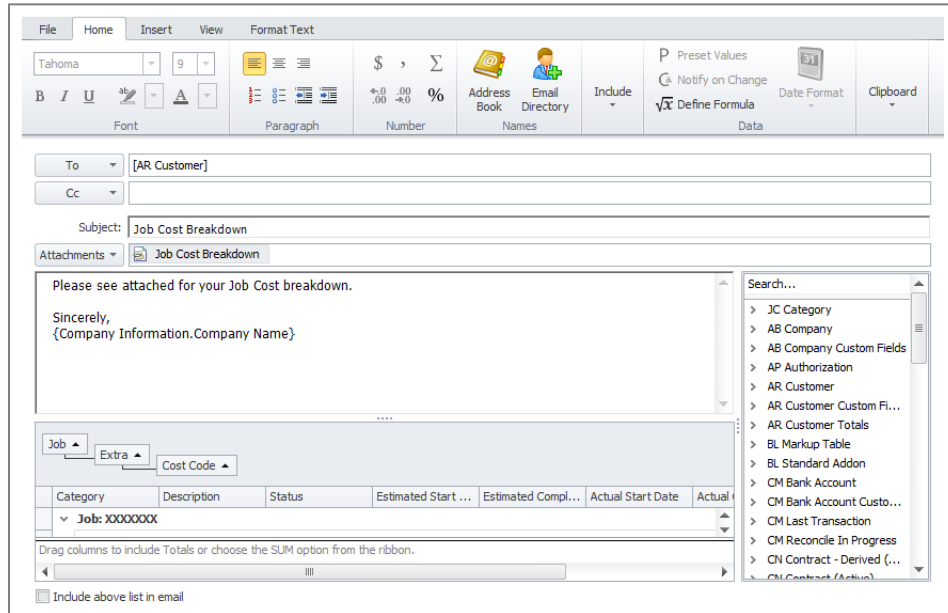


MyAssistant also allows you to create your own Spreadsheet Template starting with a blank spreadsheet and adding Sage 300 Construction and Real Estate fields; you can sort and group by fields as you please.

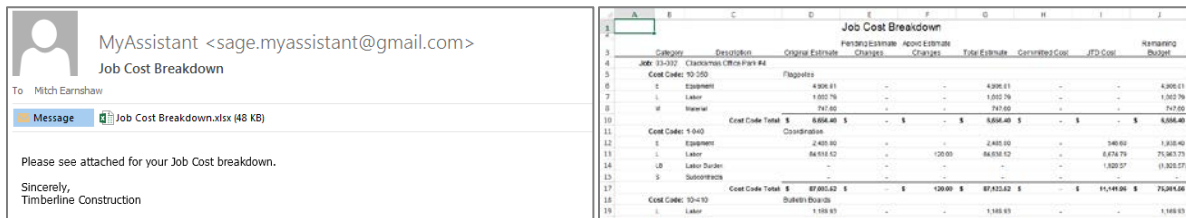


Filter spreadsheet content using MyAssistant Email Directories

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.



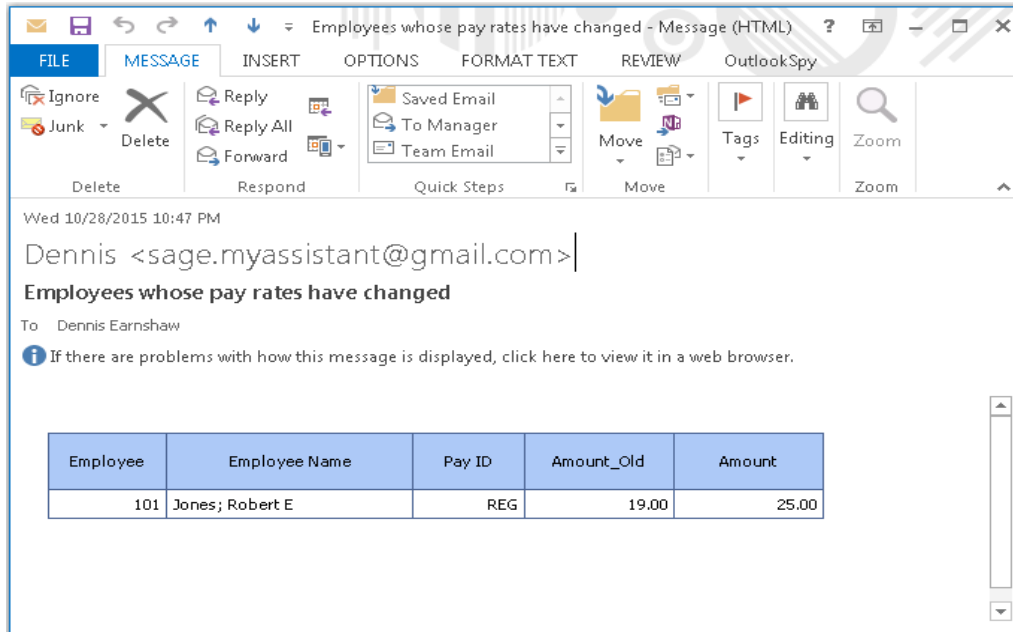
When a MyAssistant Email Directory is specified on a Task, the Sage data sent to each recipient is filtered for that recipient. By adding an Email Directory to the Task, the content of the Excel workbook is filtered in the same way as an attached report or Notification list in the body of the email: 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.



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

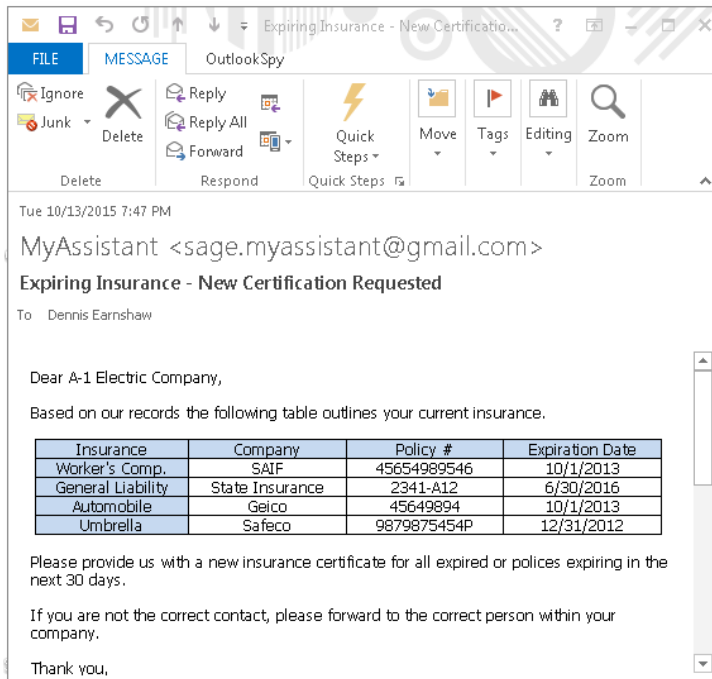
Electronic Payment Notification					
Paid by: Timberline Construction P.O. Box 728 15195 NW Greenbrier Parkway Beaverton, OR 97006			Phone: (503) 690-6775 Website: www.Sage.com		
Paid to: B & M Marble, Inc. 2350 SE Hawthorne Portland, OR 97003			Customer Acct: 85497 Send Inquires to: AP@Sage300Construction.com		
Bank Acct #		EFT Ref #		Effective Date	Amount Paid
XXXXX1482		0000001		5/15/2013	\$294.00
Payment Detail					
Invoice	Description	Amount	Retainage Held	Discount Taken	Amount Paid
200123	Marble	\$300.00	\$0.00	\$6.00	\$294.00

- 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

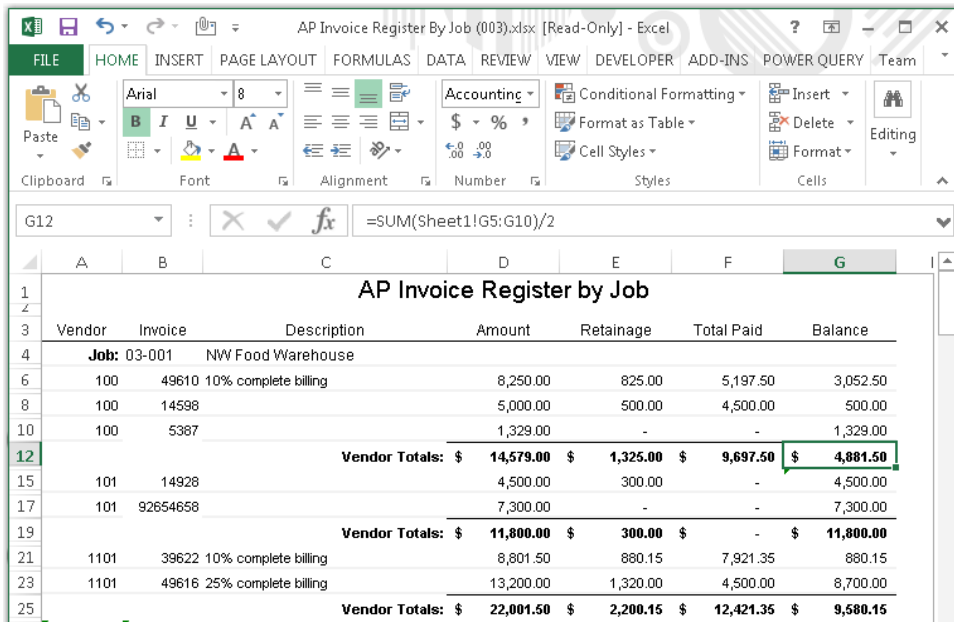
The screenshot shows an Excel spreadsheet with the following data:

Commitment	Vendor Name	Phone	Contact	General Liability		Auto		Worker's Compensation	
				Proof Req	Exp Date	Proof Req	Exp Date	Proof Req	Exp Date
Job: 03-001 NW Food Warehouse									
01001-01	1101 Kingston Plumbing	(503)289-5623	Turner, Laura	x	1/31/2014			x	3/31/2014
01001-02	401 Dallas Tile & Carpet	(503)655-5252	Clark, Jim			x	10/31/2013	x	9/30/2013
01001-03	1000 Jackson Heating & A/C	(503)854-6663	Brown, Pete	x	6/1/2013			x	12/31/2014
01001-04	1900 Sprinkler Contractors	(503)743-6343	Smith, Mike	x	4/30/2014			x	10/30/2013
01001-05	203 Barth Electric	(503)466-3945	Walker, Dennis	x	6/30/2014			x	12/31/2013
01001-06	100 A-1 Electric Company	(503)744-3200	Carlton, Rob	x	6/30/2016	x	10/1/2013	x	10/1/2013
01001-08	204 Bronson Signs	(503)650-8454	Hall, Steven					x	1/31/2014
01001-09	202 Beaverton Painting	(503)626-8484	Gardner, Sally			x	2/28/2014	x	3/31/2014
01001-10	1400 Northwest Landscaping	(503)242-1105	Bates, Lori					x	6/30/2013
03001-06	100 A-1 Electric Company	(503)744-3200	Carlton, Rob	x	6/30/2016	x	10/1/2013	x	10/1/2013
03001-07	101 Alpha Insulation	(503)821-1176	Elliott, Collin	x	12/1/2012	x	4/30/2012	x	2/28/2014
03001-08	103 Ace Drywall	(503)858-3838	Ryan, Pau	x	4/30/2014	x	4/30/2013	x	6/14/2013

- Send a letter to AP Vendors with insurance expiring in the next 30 days



- 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

Customer	Name	Invoice	Draw	Date	Amount	Current	Over 30 Days	Over 60 Days
ALLST	ALLState University	SM4500	SM4500	1/10/2015	473.00			
ALLST	ALLState University	SM4501	SM4501	1/25/2015	555.00			
ALLST	ALLState University	SM4512	SM4512	7/15/2015	500.00			
ALLST	ALLState University	SM4511	SM4511	8/8/2015	466.50			466.50
ALLST	ALLState University	SM4513	SM4513	8/26/2015	275.00		275.00	
ALLST	ALLState University	SM4505	SM4505	6/30/2014	5,500.00			
ALLST	ALLState University	SM4508	SM4508	6/30/2014	275.00			
BILL	Bill Rickey	SM4514	SM4514	3/7/2015	1,580.00			
BRONS	Bronson Signs	SM4515	SM4515	4/27/2015	125.00			
BURNS	Burns Restaurant	SM4516	SM4516	3/5/2015	375.00			
					895.00		4,898.00	
					509.55			433.40

- 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

Timberline Construction P.O. Box 728 15195 NW Greenbrier Parkway Beaverton, OR 97006 (503) 690-6775						
Statement of Account						
Grocer's Association Paul Jones - Purchasing Agent (503)988-9898 1234 South Street Beaverton, OR 94030						
Statement of Account as of: 9/30/2015						
Invoice	Description	Date	Charges	Credits	Retainage	Finance Charge
Non-Contract						
1009	Invoice	06/22/2013	2,937.87		-326.43	
Non-Contract Totals:			2,937.87	0.00	-326.43	
0300100 NW Food Warehouse						
010010000002	Invoice	February Billing	03/30/2013	117,000.00	-13,000.00	
43423	Cash receipt	March Payment	03/30/2013		117,000.00	
010010000003	Invoice	March Billing	04/30/2013	214,740.00	-23,860.00	

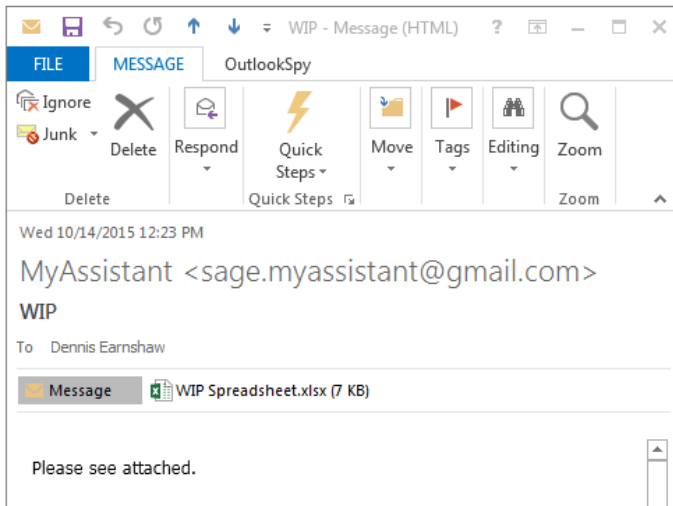
Job Cost

- Send Project Managers a Cost to Complete spreadsheet for their Jobs

The screenshot shows an Excel spreadsheet with the following data:

Cost Code	Description	Original Estimate	Change Orders	Total Budget	Total Committed	JTD Cost	Cost to Complete	Final Cost
Job: 03-001 Warehouse								
1-000	GENERAL CONDITIONS	138,577.36	-	138,577.36	2,296.25	44,029.89		44,029.89
10-000	SPECIALTIES	58,979.52	860.00	59,839.52	34,360.90	-		
10-160	Toilet Part. Metal	2,766.19	-	2,766.19	2,400.00	-		
1-040	Coordination	57,134.58	-	57,134.58	-	14,367.34		14,367.34
10-430	Exterior Signs	30,193.63	-	30,193.63	30,000.00	-		
1-045	Insurance	5,050.00	-	5,050.00	-	4,895.00		4,895.00
10-500	Lockers	509.55	-	509.55	433.40	-		
10-522	Fire Ext. Portable	1,506.14	-	1,506.14	-	-		
10-551	Mail Chutes	1,205.92	-	1,205.92	-	-		

- 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



WIP Spreadsheet.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS POWER QUERY Team

Clipboard Font Alignment Number Styles Cells Editing

A4 03-001

Jobs In-Progress for Timberline Construction

Job	Description	Contract Amount	Billed to Date	Percent of Contract Billed	Total Estimate	Cost to Date	Percent of Estimate Spent
03-001	NW Food Warehouse	2,489,500.00	885,800.00	36%	2,341,200.38	757,152.25	32%
03-002	Clackamas Office Park #4	831,930.00	122,000.00	15%	805,471.61	175,558.04	22%
03-003	Fort Wayne Officer's Club	479,300.00	41,425.00	9%	442,347.39	148,440.09	34%
03-006	PGE Line WO#345	-	110.00	100%	-	14,589.11	100%
03-008	Rose Garden Arena Rewiring	-	-	0%	-	-	0%
Totals:		\$ 3,800,730.00	\$ 1,049,335.00	28%	\$ 3,589,019.38	\$ 1,095,739.49	31%

Sheet1 COUNT: 5 100%

- 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

Cost Breakdown.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS POWER QUERY Team

Clipboard Font Alignment Number Styles Cells Editing

A1

Job Cost Breakdown

Category	Description	Original Estimate	Pending Estimate Changes	Appvd Estimate Changes	Total Estimate	Committed Cost	JTD Cost
Job: 03-001 NW Food Warehouse							
Cost Code: 1-500 Project Identification							
L	Labor	71.45	-	-	71.45	-	11
Cost Code Total:		\$ 71.45	\$ -	\$ -	\$ 71.45	\$ -	\$ 11
Cost Code: 2-140 Dewatering							
ER	Equipment - Rented	28,500.00	-	-	28,500.00	34,500.00	30,000.00
LB	Labor Burden	10,050.00	-	-	10,050.00	-	10,750.00
M	Material	26,165.60	-	-	26,165.60	25,843.47	26,500.00
Cost Code Total:		\$ 64,715.60	\$ -	\$ -	\$ 64,715.60	\$ 60,343.47	\$ 67,300.00
Cost Code: 2-220 Excavate & Backfill							
E	Equipment	23,040.55	-	1,625.00	24,665.55	-	27,000.00

Sheet1 100%

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