

Sage Timberline Office Release Notes

Version 9.8.0

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

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Support and Assistance

Read the Supporting Documentation Before You Install

Be sure to read the following supporting documentation before you install:

- The *Installation Guide* includes an overview of this release, installation instructions, system requirements, and contact information.
- The *Installation Checklist* is shipped with your software. It contains a brief description of the steps involved in upgrading your software.
- The *Important* document is shipped with your software and contains critical late-breaking topics.
- The *Release Notes* provide details about new features, database changes, known issues, and fixes.
- The *User's Guide* contains information about systems, security, Crystal reports, ODBC, and more.

To learn the latest, log on to the Sage Customer Portal at <https://customers.sagenorthamerica.com/irj/portal/anonymous/login> and search the Knowledgebase.

Online Help

Each Sage Timberline Office application includes Help, which provides answers to your questions about procedures as well as items in the windows.

To access Help in software:

In a window, click the Help button or icon, or press [F1] to display the help topic for that window.

In the Desktop, click **Help > Application Help**, and then choose the desired application.

To aid you in finding the information you need, Help for each application includes the following tabs:

- **Contents** contains links to the help topics.
- **Index** contains keywords that link to help topics related to that keyword.
- **Search** type text and click [**Search**] to locate that text in the help topics.

We would like your feedback about Help so we can make improvements. Each Help topic contains an area where you can indicate whether the topic was helpful and provide additional comments. To protect your privacy, all comments are anonymous.

Training

Sage University offers online and classroom training sessions to help you get the most out of your software. To access Sage University, from the Desktop, select visit www.sageu.com.

You can also get access to Sage University from the Sage Timberline Desktop from **Help > Sage on the Web > Sage University**.

Technical Assistance

Depending on your Sage Service Plan, you may be able to take advantage of the following services:

Sage Customer Portal

You may log on to the Sage Customer Portal at

<https://customers.sagenorthamerica.com/irj/portal/anonymous/login> to access any of the following:

- **Knowledgebase** Find answers to your questions, access downloads, and subscribe to your favorite articles. This service is available online 24/7.
- **Live Chat** Chat online with a customer support analyst - a great option for quick questions. Chat hours are Monday through Friday from 6 a.m. to 3 p.m. Pacific Time, with the same exceptions as telephone support (see below).
- **Online Support Request** Submit an online support ticket when you have a non-urgent question. One of our call center support analysts will assist you. Online support hours are the same as our customer support call center hours (see below).

Sage Customer Support Call Center

Telephone Support When you have a more urgent question or would prefer to speak to a customer support analyst directly, call us at 800-551-8307. Telephone support is available Monday through Friday from 6 a.m. to 5 p.m. Pacific Time with the following exceptions:

- Every Thursday from 2 p.m. to 3 p.m. Pacific time (closed for customer support staff meetings)
- Standard United States holidays
- Quarterly company meetings

Upgrading Your Service Plan

If your service plan does not provide online or telephone customer support and you would like to add or upgrade a service plan, please call 800-858-7098.

Submitting Enhancement Requests

We want to hear your suggestions for improving the software. To send us your comments, select **Help > Sage Timberline Office on the Web > Submit Enhancement Requests**.

Release Overview

Read the Supporting Documentation Before You Install

Be sure to read the following supporting documentation before you install:

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- The *Installation Checklist* contains a brief description of the steps involved in upgrading your software.
- The *Important* document contains critical late-breaking topics.
- The *Release Notes* provide details about new features, database changes, known issues, and fixes.
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About this document

This document contains information about the current release of Sage Timberline Office. Each Sage Timberline Office module is described in a separate section. Each section includes information about new features and enhancements for the release, resolved issues, and any known issues.

About this release

The 9.8.0 release of Sage Timberline Office includes enhancements and software fixes. For detailed information about the enhancements and fixes in a specific module, refer to the appropriate section in these release notes. Highlights of this release are described below.

New Features and Enhancements in 9.8

You will find the following enhancements to Sage Timberline Office in this release:

Credit Card Management

Instead of using checks to pay for materials or services, sometimes paying by credit card is more convenient. The new Accounts Payable credit card management feature allows you to record and track credit card purchases, bank fees, and miscellaneous charges. You can record credit card receipts, reconcile the credit card statement against the receipts, track your balances, and select how you will pay the credit card issuer. In addition, you can record credit card payments or Electronic Funds Transfer (EFT) against existing invoices.

For detailed instructions on setting up and working with the credit card management feature, open Accounts Payable Help. Enter "credit card management" in the Index tab to access detailed Help topics.

To get started, set up a liability account for credit cards in General Ledger, then add the account in **Accounts Payable: AP Settings > GL Entry Settings**.

Set up each credit card issuer in **Setup > Vendors**, then set up one or more credit cards for each account or cardholder in **Setup > Credit Cards**.

As your employees turn in credit card receipts, open **Tasks > Record Payments by Credit Card** to record the transactions for each credit card. When you receive the billing statement from the credit card company, use **Tasks > Verify Statement Balance** to reconcile the transactions for each card. Once you've verified all the transactions on the statement, you can generate an invoice for the credit card (issuer) vendor. The invoice can be later paid by check. If the balance due is automatically deducted from your bank account, you can use **Tasks > Record Manual/Print Quick Checks** to record an electronic payment (EFT). Click [**Help**] in each task for detailed instructions.

You can use the credit card management method described above if your accounting method is accrual. If your accounting method is cash or cash and accrual, see the Help topics on managing credit card transactions on a cash basis.

Notes: New reports and inquiries have been added for credit card management. Reports that use the AP Invoice Payment, Distribution Payment, Tax Distribution Payment and Lien Waiver records have been modified. If you have customized reports that use these records, open the reports in Report Designer and resave them. If you run these reports prior to resaving them, you will receive a prompt to resave them. The reports are upgraded and will run without error even if you do not resave them. The prompts will no longer appear after you resave.

Lien waiver records are created and saved when you enter data and click [**Finish**] in **Tasks > Record Payments by Credit Card**.

Pervasive Update

For compatibility with the latest version of the Pervasive database, we have updated the file formats of files.

The upgrade may cause file sizes to increase up to 150% of the current size of your data. Be sure and allow for increased disk space requirements when you upgrade to 9.8. Do not install Sage Timberline Office products until you have sufficient hard disk space available.

Server and Data Migration Tools

The new server and data migration tools allow you to easily transfer your Sage Timberline Office Accounting customizations and data to a new server. Items such as reports and reports menu, inquiries, formulas, macros, and custom fields can be moved. Company data, security settings and attachments can also be moved with the server migration tool. You can select which companies you want to move, giving you the flexibility to move all companies or only move selected companies.

After you have installed 9.8 on the new server, open **[Drive]:/Program Files/Timberline Office/Shared**. Double-click **Sage.STO.ServerMigrator.exe**. The **Server Migration Tool** window opens.

Click **[Help]** in any of the Server Migration windows for detailed instructions.

Things to Know Before you Begin

- You must first install Sage Timberline Office Accounting 9.8 on your new server to access the server migration tool.
- You can migrate data from 9.6 or later.
- You must have administrative rights to the new server and a minimum of read permission to the old server.
- Ensure that your new server has enough disk space to hold the information from the old server.
- Most of the migration tasks are performed in a few minutes. However, moving attachments can take more time. If you have a large number of attachments, consider transferring them during non-business hours.
- Estimating and Document Management items are not included in the migration.
- We recommend that you perform a test migration, then validate that all of your data, reports, macros and settings work properly on the new server. You can then stop work on the old server and perform the migration again with the latest files.
- The migration will overwrite companies and security on the new server. You should perform the migration first, then set up companies and security (for example, if you start a new job).
- Set up existing or new printers on your new server. The TS PDF printer cannot be the only printer on your system and cannot be selected as the default.
- Macros must be in the Company folder on the old server prior to migration. You can copy the

macros to the Company folder, if necessary. If the macros are not in the Company folder, will need to recreate them on the new server after the migration.

Aatrix Updates

Federal WH-347 (US)

You can now print the WH-347 Certified Payroll report through Aatrix. To access this and many other state and federal reports, open **Payroll: Tasks > Federal Reporting > Federal eFile and Reporting** or **Tasks > Quarterly Reporting > State eFile and Reporting**.

Canadian ROE Form

You can now eFile a Canadian Record of Employment form through Aatrix. To access this and many other reports, open **Payroll: Tasks > Federal Reporting > Federal eFile and Reporting**.

Human Resources Forms (US version only)

Sage Timberline Office offers a comprehensive set of human resources forms for employee and payroll management. This HR documentation solution, powered by Aatrix®, includes virtually any form you will need for employee relations and payroll management. The best way to avoid costly claims and other employee-related liabilities is to maintain proper human resources documentation.

Seventy customizable forms are included to handle a variety of common HR tasks, including evaluations, applicants and new hires, and discipline. A number of preconfigured packets are provided, which helps automate many of the steps along the way. For example, the new hire packet contains forms and documents you need to bring a new employee on board. Plus, employee-related fields are automatically populated with information from Sage Timberline Office Payroll, saving you loads of time. Best of all, you can customize documents and packages to suit your company's needs.

To access Aatrix HR forms, open **Payroll: Tasks > Generate HR Forms**.

Note: You can set up **Task Security** to allow users to access the HR Forms feature.

| Human Resources Forms | | |
|-------------------------------|--------------------------------|---------------------------|
| ▪ Absence Request Form | ▪ First Warning Notice | ▪ Notice of Dismissal |
| ▪ Affirmative Action Form | ▪ Flex Plan Form | ▪ Notice of Probation |
| ▪ Bonus and Incentives | ▪ Flex Reimbursement | ▪ Overtime Authorization |
| ▪ COBRA Enrollment Form | ▪ Flextime Schedule | ▪ Overtime Request |
| ▪ COBRA Enrollment Letter | ▪ Handbook Acknowledgment Form | ▪ Payroll Advance Request |
| ▪ Confidential Data Agreement | ▪ IC Agreement | ▪ Payroll Deduction |

| Human Resources Forms | | |
|-------------------------------|------------------------------|----------------------------|
| ▪ Confidential Data Exit | ▪ Illness Report | ▪ Performance Evaluation |
| ▪ Conflict of Interest | ▪ Info Release Authorization | ▪ Performance Objectives |
| ▪ Direct Deposit | ▪ Injury Report Form | ▪ Polygraph Consent Form |
| ▪ Disciplinary Notice | ▪ Interview Checklist | ▪ Property Receipt |
| ▪ Drug Alcohol Screening | ▪ Interview Schedule Form | ▪ Proprietary Agreement |
| ▪ Drug Screening Non-Employee | ▪ Interview Summary | ▪ Reference Refusal |
| ▪ Drug Testing Consent | ▪ Job Description Form | ▪ Referral Bonus |
| ▪ Employee Data Sheet | ▪ Layoff Notice | ▪ Reimburse Prof Fees Form |
| ▪ Employee Terms Form | ▪ Leave Request Form | ▪ Reimbursement Request |
| ▪ Employee Manual | ▪ Liability Waiver | ▪ Rejection Letter |
| ▪ Employee Verification Form | ▪ Loan Agreement | ▪ Retirement Checklist |
| ▪ Employment Application | ▪ Mileage Reimbursement | ▪ Self-Evaluation |
| ▪ Employment Application P. 2 | ▪ Military Absence | ▪ Separation Report |
| ▪ Evaluation Form | ▪ Military Leave Record | ▪ Shift Work Agreement |
| ▪ eW2 Consent | ▪ Military Reinstatement | ▪ Suggestion Form |
| ▪ Exit Interview | ▪ Military Verification | ▪ Temporary Employment |
| ▪ Extended Probation Notice | ▪ Non-compete Agreement | ▪ Time Off Report |

New Change Request Task Security

Administrators can now secure the **Update Job Estimate** task which appears in **Project Management: Contract Control > Change Requests and Change Orders**. If **Allow Update Job Estimate** is selected in **Task Security**, the user can update the job estimate as pending. If **Allow Update Job Estimate Approved** is selected, the user can approve the new estimate. If neither are selected, the user can not update job estimates.

Software Changes, Resolved Issues, and Known Issues

Pervasive Update

For compatibility with the latest version of the Pervasive database, we have updated the file formats of files.

Note: The upgrade may cause file sizes to increase up to 150% of the current size of your data. Be sure and allow for increased disk space requirements when you upgrade to 9.8. Do not install Sage Timberline Office products until you have sufficient hard disk space available.

Installation Changes for 9.8

9.8.0 is Available by Download Only

As part of our ongoing efforts to "Go Green", we will deliver our 9.8 release via software download only. In addition to being more environmentally conscientious, this approach also helps us get the release into your hands more quickly than traditional shipping methods.

Full Workstation Installations

The Accounting workstation install no longer includes an option to install partially in order to integrate with Estimating. Full Accounting installations are now required.

Application Files Installed to Shared Location

To increase system performance, we have moved the location of the .exe files to the X:\\Program Files\\Timberline Office\\Shared folder. We have placed links in the Accounting folder so that shortcuts you may have in place will continue to work.

Note: If you set up a shortcut to Desktop, you must re-create it after installing 9.8. Select **Desktop.exe** in **C:\\ProgramFiles\\Timberline Office\\Shared**. All other applications' shortcuts will continue to work after installing 9.8.

General Enhancements

Live Chat With a Support Representative

You can now access Live Chat with a Customer Support representative from within any application in the software. Live Chat is a great option for quick questions. Click **Help > Live Chat**, then log in. Select **Support**, then **Live Chat** to initiate a session.

New InfoCenter tab in Desktop

You can now find all the information you need about Sage Timberline Office products and services, including new enhancements, technical tips, training, special offers and much, much more. To access the new InfoCenter, open **Desktop** and click the **InfoCenter** tab.

Microsoft Office 2010 Compatibility

9.8 is compatible with 32-bit MS Office 2010. When you install Microsoft Office 2010, select to install the 32-bit version. Sage Timberline Office will not work with the 64-bit version.

9.8 is required for Document Management and Project Management Correspondence Log to work with MS Office 2010.

Performance Enhancements

We have made general enhancements to the performance of Sage Timberline Office in the 9.8 release. You may experience faster performance with 9.8.

Use SMTP to Send Email

In **Tools > Options > Mail Settings**, you can set up your email system to use SMTP to send email. After you set up your system, click the [**Test SMTP mail**] to send a test email. The system will continue to use Simple MAPI if you do not set up SMTP.

You may need to change your anti-virus settings to allow Sage Timberline Office applications to send email via SMTP. Click [**Help**] in the **Mail Settings** window for instructions on adding exclusions to your anti-virus software.

Notes:

- Using Simple MAPI causes a security warning to appear each time you send an email from Sage Timberline Office. This message no longer appears if you use SMTP.
- Be aware that messages sent using SMTP do not appear in your "Sent" email folder, and therefore cannot be attached to the Project Management Correspondence Log. To record messages you send, enter your own email address in the Cc box of each message you wish to attach to the Correspondence Log.

Journals Enhancements

Automatically Print Journals

Use this option to automatically print your journals to a file, rather than selecting **Print to file** each time you finish and print. This new option will save you time and keystrokes. You can set up the option and the naming convention for journal folders and journal files in **Tools > Options > Journals**.

Tip: Add the date and time to the Journal File name to eliminate the possibility of overwriting journals.

Forced Page Breaks Removed

Frequently used accounting journals have been updated to remove forced page breaks, allowing those journals to be printed on one page. If the journal was created using Report Designer, the first page will print the design and the second page will print the report.

Print Audit Activity

You can now print a journal when changes are made to fields controlled by the audit setup activity setting. In **Tools > Options**, select **Print Audit Activity**.

Inquiry File Type Selections Persist

The system now remembers which file selections you made in Inquiries, and opens those selections when you next open that inquiry. This will save you time and keystrokes. For example, if you selected **Current.jct** when you last ran the **Job Cost: Inquiry > Cost Control > Profit inquiry**, then **Current.jct** is selected the next time you run the inquiry.

Create Tax Rate and Tax Group Records in ODBC

You can now create and update **Tax Rate** and **Tax Group** records in ODBC.

Drag and Drop Files From Microsoft Outlook or Explorer (First Released in 9.7.0 Update 4.1)

With the new drag and drop functionality, you can copy files directly from Microsoft Outlook or Explorer into any Attachments windows to store them with other project files. To use this feature:

1. Open Explorer or Outlook and locate the file you want to add to an attachment.
2. Open a Sage Timberline Office application Attachment window and click the File Links tab.
3. Select the file in Outlook or Explorer.
4. While pressing the left mouse button, move the cursor to the Attachments window.
5. Release the left mouse button.

The file is now attached to your Sage Timberline Office task.

Office Connector

The latest release of Office Connector contains enhancements that provide compatibility with a wider range of versions of Windows, Excel and Sage Timberline Office. Additional enhancements have been made to streamline the user experience, improve feedback, and provide more configuration options.

Resolved Issues

When using 64-bit operating system printing to a PDF file was not successful. This has been resolved.

Estimating data could not be accessed using ODBC when Sage Timberline Office Security had been enabled. This has been resolved.

First Released in 9.7.0 Accounting Update 5

In some cases, if Sage System Verification was run Desktop customizations could be lost. This has been resolved.

First Released in 9.7.0 Update 4.1

Memory Cannot Be Read errors when exiting applications

If Microsoft .Net Framework 4 is installed then “Memory cannot be read” errors displayed when closing Sage Timberline Office applications. This has been resolved.

Printer Setup (64-bit operating systems)

On 64-bit operating systems, an application appeared to freeze or lose focus for several minutes after using the Printer Setup option. This has been resolved.

Known Issue

Resave Reports

New reports and inquiries have been added for credit card management. Reports that use the AP Invoice Payment, Distribution Payment, Tax Distribution Payment and Lien Waiver records have been modified. If you have custom reports that use these records, open the reports in Report Designer and resave them. Each time you run the reports until you resave, you will receive a prompt to resave them. The reports are upgraded and will run without error even if you do not resave them. The prompts will no longer appear after you resave.

Database and Report Changes

As with any release, database changes in Sage Timberline Office applications may affect your custom report designs or custom third-party applications. Contact your Sage Timberline Office authorized business partner to discuss any issues relating to custom reports or third-party applications.

To view fields contained in new records:

- In Report Designer, view the **Available Fields** report (**Tools > Available Fields**).
- In Crystal Reports, open an existing report, specify the data source location, add new or modified records, and view the fields through Field Explorer. For more information about this procedure, refer to the Crystal section of the [User's Guide](#).

Accounts Payable

New Features and Enhancements

Credit Card Management

Instead of using checks to pay for materials or services, sometimes paying by credit card is more convenient. The new Accounts Payable credit card management feature allows you to record and track credit card purchases, bank fees, and miscellaneous charges. You can record credit card receipts, reconcile the credit card statement against the receipts, track your balances, and select how you will pay the credit card issuer. In addition, you can record credit card payments or Electronic Funds Transfer (EFT) against existing invoices.

For detailed instructions on setting up and working with the credit card management feature, open Accounts Payable Help. Enter "credit card management" in the Index tab to access detailed Help topics.

To get started, set up a liability account for credit cards in General Ledger, then add the account in **Accounts Payable: AP Settings > GL Entry Settings**.

Set up each credit card issuer in **Setup > Vendors**, then set up one or more credit cards for each account or cardholder in **Setup > Credit Cards**.

As your employees turn in credit card receipts, open **Tasks > Record Payments by Credit Card** to record the transactions for each credit card. When you receive the billing statement from the credit card company, use **Tasks > Verify Statement Balance** to reconcile the transactions for each card. Once you've verified all the transactions on the statement, you can generate an invoice for the credit card (issuer) vendor. The invoice can be later paid by check. If the balance due is automatically deducted from your bank account, you can use **Tasks > Record Manual/Print Quick Checks** to record an electronic payment (EFT). Click [**Help**] in each task for detailed instructions.

You can use the credit card management method described above if your accounting method is accrual. If your accounting method is cash or cash and accrual, see the Help topics on managing credit card transactions on a cash basis.

Notes: New reports and inquiries have been added for credit card management. Reports that use the AP Invoice Payment, Distribution Payment, Tax Distribution Payment and Lien Waiver records have been modified. We recommend that you open these reports in Report Designer and resave them. Each time you run the reports until you resave, you will receive a prompt to resave them. The reports are upgraded and will run without error even if you do not resave them. The prompts will no longer appear after you resave.

Lien waiver records are created and saved when you enter data and click [**Finish**] in **Tasks > Record Payments by Credit Card**.

Aatrix Updates

eFiling Capability (First Released in 9.7.0 Update 5)

Electronic filing capability has been added for Form 1099 (new vendor selection range included).

Grids (First Released in 9.7.0 Update 3)

Several grids have been expanded for viewing in monitors where the resolution is set to 1024 x 768 or higher:

- Accounts Payable Enter Invoices, Pending Invoices and Change Invoices Distribution grids.
- Accounts Payable Enter Invoices, Pending Invoices and Change Invoices Commitment Item selection windows.
- Accounts Payable Tasks > Select Invoices to Pay on screen list and Approve Invoices.

eFile T4s and T5018s (First Released in 9.7.0 Accounting Update 7)

As of version 9.7.0, you can eFile T4s and T5018s through your Sage Timberline Office software. [Find out more about eFiling.](#)

The 2011 Q1 update (9.7.0 Accounting Update 7) added a new tab in Accounts Payable Vendor Settings where you can enter additional T5018 vendor information. This information is used when eFiling T5018s.

Open **Accounts Payable: Setup > Vendors** and click the new **T5018** tab. For each vendor that you want to receive a T5018, select the **Vendor Receives Form T5018** check box, and complete other vendor information.

When it is time to generate and eFile Form T5108, use **Accounts Payable: Tasks > Government eFile and Reporting > Form T5018 (CAN)** and follow the prompts. For details about eFiling and the new T5018 tab, see Accounts Payable Help.

Database and Reports Changes

APM Header #2 - AP Controls

- GLCCPBL

APM #9 - Vendor

- VTYPE
- VCCPAY
- VOREC

APM #9 - Vendor (Canada)

- VCANFMT
- VCANRCT
- VCANBN1
- VCANBN2
- VCANFIR
- VCANMI

- VCANLST
- VCANRAN
- VCANSIN

APM #17 - Credit Card Payment to a Vendor

All new

APM #18 - Electronic Payment

All new

API & APP #10 - Credit Card Payment

All new

API & APP #11 - Electronic Payment

All new

APM, API, & APP #2 - Distribution

- ODCCID

APM, API, & APP #4 - Check

- CPMTID

APM, API, & APP #5 - Invoice Payment

- PIPMTID
- PIPTYPE

APM, API, & APP #6 - Dist Payment

- PTPMTID
- PTPTYPE
- PDCCPA

APM, API, & APP #7 - Tax Dist Payment

- PTPMTID
- PTPTYPE

APM, API, APP, & APT records:

- OISRC
- CSRC
- BSOURCE
- TSRC

APL #1 - Lien Waiver:

- LPO
- LPMTID
- LPTYPE
- LCCID
- LCPREF
- LEPREF
- LWID

APT #1 - Transaction:

- TPMTID
- TPTYPE
- TWKFLOW
- TTYPE - The Transaction Type field was enhanced to allow for more types of transaction operations:
 - "EL" "Electronic"
 - "REL" "Rev Electronic"
 - "CC" "Credit Card"
 - "RCC" "Rev Credit Card"

Resolved Issues

Enter Invoices, Change Invoices and Enter Pending Invoices (First Released in 9.7.0 Update 4.1)

Accounts Payable status messages (Vendor on hold, Joint check and 1099 exempt) did not display below the distribution grids in the Enter Invoices, Change Invoices and Enter Pending Invoices tasks. This has been fixed.

Accounts Receivable

Resolved Issue

In some cases, entries for closed General Ledger periods were created when billing retainage (**Accounts Receivable: Tasks > Bill Retainage**) even though General Ledger was set to not allow entries to a closed periods (**General Ledger: GL Settings > Processing Options**). This has been resolved.

Address Book

Address Book contains no changes for 9.8.0.

Billing

Resolved Issues

Quick Bill Invoices

If you entered Quick Bill Invoices (**Billing: Tasks > Quick Bill Invoices**) on 64-bit Windows 7 and the display was set to **Medium**, columns in the entry grid would increase in size each time the **Quick Bill Invoice** task was opened. This has been resolved.

Billing - Entering lines on a quickbill for a closed job (First Released in 9.7.0 Update 1)

If you select not to continue adding lines to a quickbill on a closed job, items above the line are now included in the total, producing correct billing invoices. This has been resolved.

Cash Management

Database and Report Changes

CMT #1 - Transaction

- TPMTID
- TPTYPE

Contracts

Contracts contains no changes for 9.8.0.

Desktop

New Features and Enhancements

New InfoCenter tab in Desktop

You can now find all the information you need about Sage Timberline Office products and services, including new enhancements, technical tips, training, special offers and much, much more. To access the new InfoCenter, open **Desktop** and click the **InfoCenter** tab.

Equipment Cost

Equipment Cost contains no changes for 9.8.0.

Financial Statements

Financial Statements contains no changes for 9.8.0.

General Ledger

Resolved Issue

Closing current period on selected prefixes (First Released in 9.7.0 Update 1)

When running **Tasks > Close Current Period > Prefixes**, you can now use the date filter to select specific prefixes to close.

Database and Report Changes

GLT #1 - Transaction

- TPMTID
- TPTYPE

Information Assistant

Information Assistant contains no changes for 9.8.0.

Inquiry Designer

Inquiry Designer contains no changes for 9.8.0.

Inventory

Resolved Issues

Update from Billing (First Released in 9.7.0 Update 4.1)

In some cases when using the Update from Billing task, the inventory items were properly updated but the Item Code column would display the Billing Interface Code instead of the Item Code. This has been resolved.

Job Cost Entries (First Released in 9.7.0 Update 3)

When updating inventory from Billing (**IV: Tasks > Update from Billing**) in cases where the **Inventory Item code quantity** and **value on hand** are zero the entries sent to Job Cost were incorrect. This has been resolved.

Job Cost

New Features and Enhancements

Import as an approved estimate change (First Released in 9.7.0 Update 1)

You can now import an estimate as an approved change. Select the **Import as an Approved Estimate Change** check box on **Tools > Import > Estimates** to create an approved estimate change transaction. The **Approved Estimate Change** and **Total Estimate** fields are updated.

Note: Production unit estimate amounts are always imported as original estimate amounts.

Resolved Issues

Import Direct Costs (First Released in 9.7.0 Update 4.1)

While importing direct costs (**Tools > Import > Direct Costs**) if the **Don't allow override** checkbox (**Job Cost: File > Company Settings > JC Settings > GL Entry**) was selected, then entries containing the same cost account as the cost account that was retrieved were rejected.

Non-costed tax in JC Reports (First Released in 9.7.0 Update 1)

The following Job Cost reports now subtract the non-costed tax from the amount:

- JC Category Summary as of Specific Date
- JC Cost Code Summary as of Specific Date
- JC Cost Spreadsheet with Date Range
- JC Job Cost Summary as of Specific Date
- JC Profit as of Specific Date

Database and Report Changes

JCT #1 - Transaction

- TPMTID
- TPTYPE

ODBC

Resolved Issues

Estimating Data

Estimating data could not be accessed using ODBC when Sage Timberline Office Security had been enabled. This has been fixed.

ODBC Applications Quit Unexpectedly (First Released in 9.7.0 Update 3)

An issue with the previous release of Sage Timberline Office Accounting & Management caused ODBC-based applications, such as Crystal Reports, to quit unexpectedly. The issue has been resolved.

Payroll (Australia)

New Features and Enhancements

Grids (First Released in 9.7.0 Update 3)

The **Payroll: Tasks > Enter Time** grid has been expanded for viewing in monitors where the resolution is set to 1024 x 768 or higher.

Resolved Issues

In some cases Payroll Time imported from Service Management was rounded differently than time entered into Payroll. This has been resolved.

Voided checks no longer appear on the Direct Deposit register.

First Released in 9.7.0 Update 1

System log indicates missing information

In order to create valid ETP Payment Summaries, the Employee record must contain the date of payment and the taxable and tax free amounts. The system log and summary page now indicate if this information is missing.

ETP errors logged only for employees receiving an ETP payment summary

The system log and summary page now indicate errors in employee records when the employee is receiving ETP rather than when they receive an INB payment summary.

Payroll (Canada)

New Features and Enhancements

Grids (First Released in 9.7.0 Update 3)

The **Payroll: Tasks > Enter Time** grid has been expanded for viewing in monitors where the resolution is set to 1024 x 768 or higher.

Aatrix Updates

Canadian ROE Form

You can now eFile a Canadian Record of Employment form through Aatrix. To access this and many other reports, open **Payroll: Tasks > Federal Reporting > Federal eFile and Reporting**.

Resolved Issues

In some cases Payroll Time imported from Service Management was rounded differently than time entered into Payroll. This has been resolved.

Voided checks no longer appear on the Direct Deposit register.

T4 Forms (First Released in 9.7.0 Update 5.1)

Canadian T4 forms now print correctly using **Payroll: Tasks > Generate T4 Forms**. The T4 is correct if you print it using **Payroll: Tasks > eFile and Reporting**.

First Released in 9.7.0 Update 5

- In versions 9.5 and 9.6 a rate in excess of 21,274 could not be entered in **Payroll: Setup > Other Tables > Pay Rate Tables**. This has been resolved.
- When code 41 is specified in Modify T4 forms a Pay, Deduct, Fringe, or Formula can now be selected.

Payroll (United States)

New Features

Grids (First Released in 9.7.0 Update 3)

The **Payroll: Tasks > Enter Time** grid has been expanded for viewing in monitors where the resolution is set to 1024 x 768 or higher.

Aatrix Updates

Human Resources Forms (US only)

You can now access many of the forms you need to provide documentation for every aspect of employee relations and payroll management, as well as a sample handbook. You can set up alerts to remind you when important tasks need to be performed; for example, when an employee reaches the end of their probationary period or when COBRA letters need to be sent. You can customize many of the forms to suit your business. All forms can be printed. Employee and company data from Sage Timberline Office is used to create the forms. You can also choose to create blank forms. To access Aatrix HR forms, open **Payroll: Tasks > Generate HR Forms**.

You can set up **Task Security** to allow users to access the HR Forms feature.

Federal WH-347 (US)

You can now print the WH-347 Certified Payroll report through Aatrix. To access this and many other state and federal reports, open **Payroll: Tasks > Federal Reporting > Federal eFile and Reporting** or **Tasks > Quarterly Reporting > State eFile and Reporting**.

Bank-Assigned ID for Direct Deposit

The **Bank Assigned Id** field (**Payroll: Tasks > Generate Direct Deposits > Options**) in the **Direct Deposit Options** window will now accept alpha characters.

Form Updates (First Released in 9.7.0 Update 6)

- Form 941 has been updated for 2011.
- California DE 6 Quarterly Report Wage Detail is changed to DE 9C.

First Released in 9.7.0 Update 5

- The W-2 format has been updated to allow the code CC, which is used to indicate employees that are HIRE act qualified.
- The Hire Act Qualified checkbox on the employee record can now be updated via ODBC.
- Quarterly Magnetic Media formats have been updated for Iowa, Oklahoma, and Pennsylvania.
- Federal W-2 Magnetic Media format has been updated.
- W-2 Magnetic Media formats have been updated for Idaho, Ohio, Maine, and Vermont.
- Electronic Filing capabilities have been expanded.

Grids (First Released in 9.7.0 Update 3)

The **Payroll: Tasks > Enter Time** grid has been expanded for viewing in monitors where the resolution is set to 1024 x 768 or higher.

Enhancements (First Released in 9.7.0 Payroll Update 1)

To learn more about how to perform these tasks, log on to the [Sage Customer Portal](#) and review Knowledgebase article KB4320.

- The number of tax IDs allowed in a single AATRIXTAXID can now be exceeded by using nested formulas.
- You can now use nested formulas to include multiple individual tax IDs and combined tax IDs on your W-2s.

Database and Report Changes

PRM Header #1 - Payroll Controls

- ORIGTYP
- BANKID
- USEBKID

Resolved Issues

In some cases Payroll Time imported from Service Management was rounded differently than time entered into Payroll. This has been resolved.

Voided checks no longer appear on the Direct Deposit register.

First Released in 9.7.0 Update 5.1

- Box 12 Code CC on the W-2 form now calculates correctly if you have HIRE Act eligible employees who received a payroll check from you prior to 3/18/2010 and you will eFile your W-2s using **Payroll: Tasks > Federal Reporting > Federal eFile and Reporting**.
- Box 12 Code CC on the W-2 form now calculates correctly if you have HIRE Act eligible employees and you will print W-2 forms using Payroll: Tasks > Federal Reporting > Generate W-2 Magnetic Media.
- New Jersey W-2s now print correctly.

First Released in 9.7.0 Update 5

- In versions 9.5 and 9.6 a rate in excess of 21,274 could not be entered. This has been resolved.
- The amount in column e of the NYS-45-ATT form has been resolved.
- Alaska SUI now takes into account other state earnings if the other state does not have an equivalent tax.
- Louisiana SUI_E calculations no longer take into account earnings in other states.
- In some cases boxes 5a and 5c on Form 941 would contain #### instead of amounts.

- The default path for magnetic media files has been changed from A:\ to the current data folder.
- Aatrix - Boxes 4 and 5 were incorrect on Form 940. This has been resolved.

Enter Time (First Released in 9.7.0 Update 4.1)

In some cases Payroll would quit while using the scroll bar if the **Enter Time** window had been resized to its maximum width (**Payroll: Tasks > Enter Time**). This has been resolved.

First Released in 9.7.0 Payroll Update 1

- Local tax formulas for the tax forms and W-2s now function after closing the year.
- Bulk file submission is no longer rejected if you generate W-2 magnetic media for the State of Georgia using **Payroll: Tasks > Federal Reporting > Generate W-2 Magnetic Media**.

Project Management

New Features and Enhancements

The **Date** field has been expanded on the Project Management Drawing Log reports.

First Released in 9.7.0 Update 4.1

The Project Management Change Orders (**Project Management: Change Control > Change Orders**) and Change Requests (**Project Management: Change Control > Change Requests**) tasks now allow a change order or change request to be selected when starting the tasks.

Send Attachments to DocuVault (First Released in 9.7.0 Update 4.1)

You can now send attachments to DocuVault from several Project Management tasks, including:

- Change Order Requests
- RFIs
- Submittals
- Meeting Minutes
- Commitments
 - Purchase Orders
 - Subcontracts
- Commitment Change Orders
 - Purchase Order Change Orders
 - Subcontract Change Orders
- Custom Logs
- Drawing Log

From the Project Management task, click [**Attachments**] > **File Links** tab.

Sending files to DocuVault allows you to store, route, and work with the Project Management files in Document Management. When you send a file to DocuVault, it is indexed automatically so you can search for it in DocuVault at a later time. After you have sent a file to DocuVault, you can select whether to open it from DocuVault, or from the original location. You can now open a Document Management query from the Project Management Attachment window.

You can send attachments to DocuVault when:

- Compatible versions of Accounting and Document Management are installed; for example, Accounting 9.7.0 Update 4.1 and Document Management 9.7.1.
- The Accounting task is integrated with DocuVault.

- The file type is one of the following:
 - ASCII : *.txt
 - Microsoft Excel : *.xls, *.xlsx
 - Microsoft PowerPoint : *.ppt, *.pptx
 - Microsoft Word : *.doc, *.docx
 - PDF : *.pdf
 - RTF : *.rtf
 - Image types : *.jpeg, *.png, *.bmp, *.tif, *.tiff, *.jpg, *.gif

Resolved Issues

In some cases, Project Management transmittals would quit unexpectedly if the display was set to **Medium**. This has been resolved.

First Released in 9.7.0 Update 5

Project Management change orders and change requests appear to freeze when the **Open Find window when opening Change Request** checkbox is selected. This has been resolved.

Commitment Change Orders (First Released in 9.7.0 Update 4.1)

While using the **Commitment Change Orders** task (**Project Management: Contract Control > Commitment COs**) new commitment items were created without warning even though the **In the Commitment CO window, automatically assign the Commitment Item column** checkbox (**Project Management: Company Settings > PJ Settings > Change Management** tab) was not selected. This has been resolved.

Project Management - Estimating Interface (First Released in 9.7.0 Update 1)

An error message no longer appears when you select a new estimate in **PJ: Contract Control > Change Request > Price/Cost Estimate tab > [Estimate Change Request]**.

Transmittals (First Released in 9.7.0 Update 1)

You can now save your selection on the **Transmittals For Approval** and **Attached** check boxes.

Property Management

New Features and Enhancements

First Released in 9.7.0 Update 5

Electronic filing capability has been added for Form 1099-INT (new lease selection range included).

Resolved Issue

Change Lease (First Released in 9.7.0 Update 4.1)

The **Current tenant** field (**Property Management: Setup > Units > General** tab) on the unit was incorrectly updated to be a former tenant if a change was made to a terminated or historical lease (**Tasks > Manage Leases > Change Lease**). This has been resolved.

Purchasing

Resolved Issues

When emailing from within Purchasing or Inventory on a Windows 7 workstation, an OLE error was received. This has been resolved.

Unprintable Characters (First Released in Purchasing Update 1)

In **Purchasing: Tasks > Enter Orders > Insurance 1** and **Insurance 2** may contain unprintable characters. This can cause Job Cost to reject imported purchase orders. You may receive an "unprintable character" or "invalid liability amounts" error message when you send purchase orders to Job Cost. This has been resolved.

Viewing data folders information (First Released in 9.7.0 Update 1)

You can now view the correct data folder information in **Items** when you switch data folders and then open **File > Company Settings**.

Report Designer and Reporting

Report Designer contains no changes for 9.8.0.

Sage System Verifier

Sage System Verifier contains no changes for 9.8.0.

Sage Installation Manager

New Features and Enhancements

Remove Workstations

You can now remove retired or discarded workstations from Sage Installation Manager. Open **Check workstation status** and select the workstation you want to remove from the list. Right-click and select **Remove**.

Previous Updates Installed

When you install the latest update, previous updates listed in the **Updates** pane now appear as installed, even if you did not install them. Sage Timberline Office updates are cumulative and each successive update includes the enhancements and fixes from all previous updates.

Service Management

Resolved Issues

In some cases Payroll Time imported from Service Management was rounded differently than time entered into Payroll. This has been resolved.

First Released in 9.7.0 Update 3

After changing the next work order number (**Service Management: SM settings > Misc** tab) the new next work order number was not used as the next work order number. This has been resolved.