



**PR: Payroll General Liability Insurance Report**

Program(s): Gemini Software Report: 4599

PR | Payroll Setup | Income Task

PR | Reports | Payroll by Income Task

Added a new report that will print out payroll Total Wages (gross) by Income Task. An optional use "General Rate %" field has been added to the existing Income Task setup window which will allow a general liability insurance rate to be entered for a given task. If a rate has been entered, the report will use it to perform its calculations when it is run.

On the new report setup window, the user may specify optional Beginning and Ending End-of-Period dates and an optional Income Task. If an Income Task is not specified by the user, the report will use only those tasks with a non-zero General Rate unless the optional "Include Tasks with No Rate" checkbox is checked. If it is, it will force payroll to output data for tasks with a General Rate of zero.

Likewise, when checked, an optional "Show Employee Detail" checkbox forces the report to display total wages for each employee. The "Show Employee Detail" option requires the user to have "View PR Detail" security enabled.

**PR: Direct Deposit Percentage Amount for Secondary Account**

Program(s): Gemini Software Report: 4802

PR | Employee List Maintenance | Insert/Change | Direct Deposit

Added a Deposit Amount "%" field to the Secondary Bank setup options. It allows an employee to deposit either a fixed dollar or a percentage amount to their Secondary Bank account. It should be particularly useful for hourly employees who want to contribute to a savings account but find it difficult to contribute a fixed amount if their hours fluctuate significantly from one pay period to the next.

As in prior versions, if any net pay is directed to the Secondary Bank account, all remaining net pay will be directed to the Primary Bank account.

**ALL PGMS: Replicate Vendor Contact**

Program(s): PSClient, Eclare, Gemini Software Report: 4823

ECLARE: Maintenance | Vendors | Insert/Change

GEMINI: AP | Vendor List Maintenance | Insert/Change

PSCLIENT: Scheduling | Maintenance | Vendor List | Insert/Change

Added a "Replicate" button to the Contacts tab. The Replicate button copies the information in the currently highlighted contact record into all of the other fixed (non-user defined) contacts. Please note that, when used, this function overwrites all existing information in the other contact records!

**AP: Vendor Labels Filter**

Program(s): Gemini Software Report: 4831

AP | Reports | Vendor Reports | Vendor Labels

Added new "Activity Date" from and to filter fields to existing report setup window. If dates are entered, the report will be limited to those vendors whose last activity date(s) fall(s) on/within the given date/date range. If a date/date range is omitted, the output will not be constrained.

Also added "Company Line Prefix" and "Suffix" fields. If either or both are entered, they will print out with the company name provided there is enough space. If there is not enough space, the output will be truncated.

NOTE: If the "Include Vendor Number" option is not checked, the space in which it would normally print will be freed up for the company name (to include Prefix and/or Suffix) information as space permits. You may wish to Preview the report or Print the output to plain paper for review before printing on actual labels.

**ALL PGMS: AP Vendor Status**

Program(s): PSClient, Eclare, Gemini Software Report: 4832

ECLARE: Maintenance | Vendors

File | Exchange | Update Common Information

GEMINI: AP | Vendor List Maintenance

File | Exchange | Send Common Information

PSCLIENT: Scheduling | Maintenance | Vendor List

File | Exchange | Update Master Vendors / Paycodes / Reason Codes

ECLARE and PSCLIENT:

- a. Added the ability to mark a vendor with activity "Deleted" the same way it's done in the Gemini vendor file.
- b. Added a "Deleted" checkbox to the Vendor Change window. If a vendor with activity has been marked Deleted it will be checked. Removing the checkmark will "undelete" the vendor.
- c. Added a "Show Deleted" checkbox to the Vendor browser window which will allow deleted vendors to be viewed.
- d. Added an "Include Deleted Vendors" checkbox to the Vendor Exchange window to allow deleted vendors to be imported if they are exported from Gemini.

GEMINI: Added an "Include Deleted Vendors" checkbox to the Vendor Exchange window to allow deleted vendors marked deleted to be exported, if desired, for import into Eclare and/or PSClient.

**JC: Job Detail Report Labor Hours**

Program(s): Gemini Software Report: 4834

JC | Reports | Job Detail Report

Added a summary of Payroll hours to the individual Cost Codes. The appearance of the summary line is predicated on PR being selected as a source and that the hours be greater than zero. The summary line shows the Total hours for a given Cost Code and is further broken down by type of hours (Regular, Overtime, and Other).

**JC: Notice to Owner TxText Option**

Program(s): Gemini Software Report: 4835

File | TxText Maintenance

JC | Job List Maintenance | N.T.O.

Expanded TxText Maintenance to include support for Job Cost Notice to Owner (NTO) documents similar to the way Accounts Payable Lien Waiver documents are presently handled. New and replacement tokens for existing NTO "\$\$" string tokens greatly expand NTO document capabilities and allows multiple NTO documents to be created to accommodate different job NTO requirements.

Added a new "Print TxText" button to the Job Cost header Notice to Owner (NTO) tab. For now, the ability to preview/print NTO documents as it was done in prior versions is still available.

To convert your existing NTO document, please refer to the PDF document "Manual Notice to Owner Document Conversion Instructions". The document is available:

- a. On your Gemini version 2013 program release CD.
- b. On our web site ([www.prosoftinc.com](http://www.prosoftinc.com): Support | Downloads | Current Program Manuals, Online Help Files, etc | Gemini).
- c. Through the Gemini Help | Prosoft Server option after you have installed version 2013 (assumes your computer/workstation has access to the internet). Mark the file and download it. It will automatically be copied into the "ProgramUpdates" folder in the Gemini program folder.

**AP: Check Posting Date Test**

Program(s): Gemini Software Report: 4837

AP | Process AP Checks | Print Checks

Added an "(Earliest Posting Date Allowed)" information message to the right of the Posting Date field. The earliest posting date safety test is designed to prevent printing checks with a posting date earlier than the latest posting date of any invoice being paid.

For example, if printing a check to pay invoices which were originally posted on 1 June, 5 August, and 17 September, the earliest posting date allowed for the check run would be 17 September.

**ALL PGMS: Prosoft Alternate File Dialog (Directory Navigation Mode)**

Program(s): PSCClient, Eclare, Gemini Software Report: 4841

ECLARE: File | Supervisor | Program Setup | Configuration

GEMINI: File | Supervisor | Configuration | Additional

PSCCLIENT: File | Supervisor | Configuration | General Information

Added a new "Use Prosoft alternate File Dialog control" checkbox. When checked, the native OS directory navigation control is replaced by the Prosoft File Dialog control which may improve program compatibility on some installations. The user must exit out of the program and restart it to effect the change.

Pertinent information is presented on the file dialog window and allows the user to easily navigate a given drive's folders and/or files. Action buttons allow the user to Cancel an action or to Save or Open a file. Right-clicking on a folder or file displays a pop-up menu with a limited selection of activities.

**AR: Payment Posting Date Test**

Program(s): Gemini Software Report: 4847

AR | Add/Edit AR Invoices/Payments | Payments

Added a test to prevent applying a payment with a posting date in an period prior to the invoice posting date period.

**JC: Project Code GL Account Number**

Program(s): Gemini Software Report: 4850

JC | Job List Maintenance | Insert/Change | General

AP | Process AP Checks | Insert

AP | Reports

1. Job List Maintenance: Added a new "Bank Account" field to the existing Project Codes setup window. It is not required but, if entered, it must be a GL cash account.

2. Process AP Checks:

Added a new "Job Project" field to the Check Run setup window. If a Job Project code is entered, it cannot be changed after the Check Run is accepted. If a Project Code Bank Account exists, when the Print Checks option is selected, it will become the default Checking Account. Otherwise, the Checking Account will default to whatever Checking Account was last used. In either case, the Checking Account can be changed by the user.

Added a new "Show Project Exceptions Only" check box which, when checked, will only show invoices that have distributions to any job which is not included in the specified Job Project. The option is not available if no Job Project is specified.

3. AP Reports: Added a new "Job Project" filter field to the Payment History report setup window.

**PR: Government Report**

Program(s): Gemini Software Report: 4851

PR | Reports | Government Report

Changed report to separate 401K and CAF125 type deductions into separate fields. Also added a box to show the detail of what makes up the "Other Deductions" amount when one or more deductions have an amount greater than zero.

**ALL PGMS: Offsite Company Backup Option**

Program(s): PSCClient, Eclare, Gemini, Other Software Report: 4853

ECLARE: File | Supervisor | Program Setup | Configuration  
File | Backup Data

GEMINI: File | Supervisor | Configuration | Additional  
File | Backup Company Data

PSCLIENT: File | Supervisor | Configuration | General Information  
File | Backup Company Data

Added third-party support to all programs to allow a user to send a company backup offsite to Google(R) Documents Service. Google provides 1 GB of free storage space (which can be increased to 5 GB for \$5/year). To use the new backup option, you must:

1. Have a dedicated internet connection (high speed recommended) on the computer/workstation/other device on which the Prosoft program is accessed and run.
2. Have/Create a Google Gmail(R) account. Prosoft does NOT provide support for this activity.
3. Enter the Google Gmail account setup information in the Google Email and Google Password fields provided in the Prosoft program configuration areas as noted, above, along with the maximum number of backups that you wish to keep at any given time in the Google Max Backups field (max = 999).

Once the Gmail account information is properly configured, a new "Send to Google" button will appear on the Backup Company Data window. When selected, the Prosoft program creates an encrypted backup in a temporary ToGoogle folder and then sends it to Google Documents. A new Prosoft Google Documents Uploader window will subsequently appear to inform you of the upload status of the backup.

Please note that there may be a significant delay (perhaps as long as a couple minutes) between the completion of the backup and when the document uploader status window appears. Please be patient. The Prosoft program has not stopped operating, it has called the third-party communications interface program which subsequently negotiates with Google.

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**ALL PGMS: Disable Reports "Page of Page" Option**

Program(s): PSCClient, Eclare, Gemini Software Report: 4855

ECLARE: File | Supervisor | Program Setup | Configuration

GEMINI: File | Supervisor | Configuration | Additional

PSCLIENT: File | Supervisor | Configuration | General Information

Added a new global configuration option, "Disable Report Page of Page" on the appropriate program configuration tab as noted, above. When checked, the reports "Page of Page" feature is disabled and may reduce the amount of time it takes to produce a given report in your system.

"Page of Page" is the report feature that prints the specific page number of the total number of pages on each page of the report. For example, "Page 2 of 10".

**PO: Job List Report Enhancement**

Program(s): Gemini Software Report: 4873

JC | Reports | Job List

Added a new "Continue Next Job on Same Page" checkbox option to the Job List setup menu. The new option becomes active when the "Include Job Header", "Include PO Notes", and/or "Include N.T.O. Information" checkboxes are checked.

When the new option is checked, page-breaks that would normally occur when one of the activation options is also checked will be suppressed; they will be replaced by a single solid line.

**AIA: G701 Form Data Format Changed**

Program(s): Gemini Software Report: 4879

AIA | AIA Job List Maintenance | G701 Change Order | Print Change Orders

1. Changed data layout to allow users to print on newest AIA G701 Change Order forms (the current copyright date of 2001 was not changed but there were minor changes to the layout).

2. Added a new "Use Older Format" checkbox option to the G701 Change Order print menu (the setting of which will be remembered in the .INI file) that, when checked, will allow users with the previous copyright 2001 forms to continue using them until they are gone.



## **Gemini 2012**

**Create PO Without Affecting Job Budgets**

Program(s): Gemini Software Report: 4643

PO | Add/Edit Document | Insert/Change

File | Supervisor | Configuration | PO

Added a new "Update Job Budget" checkbox to the PO Insert/Change window which provides the ability to create a PO which does not affect job original nor change order budgets. The new checkbox defaults to either checked or unchecked depending on the setting of the "Default Orig. Budget updated by PO's" checkbox option in the PO configuration area.

If the new "Update Job Budget" option is checked, the existing "Update C/O Budget" option is grayed out and the job original budget is updated. If the existing "Update C/O Budget" option is checked, the new "Update Job Budget" option is grayed out and the job change order budget is updated. If both options are unchecked, neither budget is updated.

**Vendor Check Message/Account Number Expanded**

Program(s): Gemini Software Report: 4713

AP | Vendor List Maintenance | Insert/Change | Checks | Check Msg

AP | Reports | Vendor Reports | Vendor Listing

Increased check message length (usually used for the vendor account number) from 20 to 50 characters. The primary purpose is to allow contractors to enter multiple insurance policy numbers when paying multiple policies with a single check so there can be no doubt which policies are being paid.

**Job Reports by Date Change**

Program(s): Gemini Software Report: 4738

JC | Reports

Added the ability to produce correct job Change Order budget totals through a specific date for the Job Report, Work in Process report, Bonding Report and Job Detail Report.

Additionally, the "Percent Complete Financial Report" is now available for historical months due to the change to the WIP Report.

The above reports calculate the Budget-To-Date based on JC Change Order "Approval Date" field information. If a given Change Order's Approval Date field is blank, that Change Order's amount will not be included in the report.

**AR Invoice Taxable Detail Options**

Program(s): Gemini Software Report: 4745

AR | Add/Edit AR Invoices/Payments | Invoice | Insert

AR | Maintenance | Taxing Authority Maintenance

AR | Reports | Setup Reports | Taxing Authorities

Added a new Taxing Authorities pull-down menu titled 'Default Invoice Detail "Taxable" to'. New pulldown options are "Taxable", "Non-Taxable", and "Last Default Value". During data conversion, Taxable Authorities are automatically set to "Last Default Value".

If "Taxable" or "Non-Taxable" is selected, the "Taxable" checkbox option operates as in previous versions. However, if "Last Default Value" is selected, AR will use a given customer's last Taxable checkbox setting when a new invoice is added. The Taxable checkbox setting is only preserved while Gemini is running - it resets to unchecked on program startup.



**W2 Annual Health Insurance Premium**

Program(s): Gemini Software Report: 4751

PR | Employee List Maintenance | Insert/Change  
PR | W2 Operations  
PR | Reports | Employee Listing

Added a "Health Premium" field to the employee data file Misc tab as well as a "Calc" button which easily converts a monthly premium amount to an annual amount. It allows employers to easily comply with the IRS requirement to add an annual non-taxable Health Premium amount to box 12 of the employee's Form W2 (using code DD).

The annual Health Premium amount and code can also be manually added to the employee's W2 through the W2 Operations | Insert/Change option once the December accounting period is closed.

**GL Detail Report - Add AP Invoice Number**

Program(s): Gemini Software Report: 4754

GL | Reports | GL Detail

Added a new checkbox, "Show AP Invoice #", to the Print GL Detail setup window. Due to space limitations, when both the 'Print Account Names / Desc.' and the new 'Show AP Invoice #' options are checked, the AP invoice number will print on a separate line. The new option only reports out for Source codes AP (AP Batch Post) and AV (Void AP Check).

**AR Invoice Lookup**

Program(s): Gemini Software Report: 4765

AR | Add/Edit AR Invoices/Payments | Reverse Posted  
AR | Customer List Maintenance | View Payments

Added the ability to search the AR Reverse Posted and View Payments browser options by Invoice Number.

NOTE: When the browser opens, the most recent invoice at the end of the list is highlighted. Gemini searches backward for the first invoice entry prior to the current invoice. Since multiple invoice payments are common, to search for more instances of a given invoice, return to the Invoice Number field, add a space to the existing invoice number, and tab off. Gemini will search for the next previous instance of the invoice.

**Check Register Reconciliation Security for Payroll Accounts**

Program(s): Gemini Software Report: 4767

GL | Charts of Accounts Maintenance | Insert/Change  
GL | Check Register Reconcile  
GL | Reports | Check Register

Added a new "Req. View PR Detail" checkbox option to the GL Chart of Accounts maintenance window which works with the existing User Maintenance "View PR Detail" checkbox. For customers with separate GL checking accounts for Payroll, it allows a user without payroll access to perform check reconciliations on non-payroll operating accounts.

During Gemini program upgrade data conversion, the new "Req. View PR Detail" checkbox is automatically checked if an account is marked as Cash AND one or more "PR" GL Detail transactions is found in that account. The "View PR Detail" checkbox option on the User Maintenance Security tab must also be checked before a user can perform checkbook reconciliations on such accounts. The Check Register report was not changed.

NOTE: For security purposes, the checkbox in Chart of Accounts can only be altered by a user with "User Maintenance"

authority or by the user Supervisor.

### **AR Payment Postings as Related to Check Register**

Program(s): Gemini Software Report: 4768

AR | Post AR Invoices/Payments

Added a new checkbox, "Do Not Allow Check Register Split by Month", to the AR | Post AR Invoices/Payments window. When unchecked (our recommended default setting), Gemini will create separate Check Register entries for each month based on Post Date.

For example: If the box were unchecked and an AR posting contained payments in both June and July but your Deposit Date was in July, two Check Register entries would be made; one for a total of all payments in June and a second one for the total of all payments in July. Conversely, if the box were checked, only one Check Register entry would be made for the total amount in the month of July.

Note: Past versions created the Check Register Entry based on the month on the "Posting Screen" regardless of the post date on the individual invoices.

### **Create AR Invoice Number When Reverse Posting**

Program(s): Gemini Software Report: 4769

AR | Add/Edit AR Invoices/Payments | Reverse Posted

Added a new checkbox option, "Create Invoice # on Reversal" to the AR Reverse Posted window. When checked, Gemini automatically fills in the invoice number on an unposted reversing invoice using the original invoice number plus a single letter (similar to the method of handling reversals in AP).

### **Hide Company on Company Selection Window**

Program(s): PSClient, Eclare, Gemini Software Report: 4770

File | Supervisor | Company Maintenance | Insert/Change

Added a new "Hide Company" checkbox on the Company Maintenance window which can be used to mark a company as "hidden" on the Select Company window during login. A new "Show Hidden Company" checkbox has been added to the Select Company window (which appears during login). When checked, all companies marked as "hidden" will appear on the Select Company window.

### **Multi-Job Delete Function**

Program(s): Gemini Software Report: 4772

JC | Maintenance | Bulk Job Delete

Added a new function that allows multiple jobs to be marked for simultaneous deletion. Requirements for deletion are the same as the requirements for deleting a single job.

### **Current Year Job Analysis by Period**

Program(s): Gemini Software Report: 4773

JC | Reports | More Reports | Job Analysis by Period

Added a new report named "Job Analysis by Period" which provides a summary of job expenses and revenues for a user-specified number of periods. This can be very helpful at year end when evaluating costs that were incurred during a specific year when jobs spanned multiple years.

**New Multi-check Vendor Warning**

Program(s): Gemini Software Report: 4778

AP | Process AP Checks | Print Proofing

Changed processing of invoice payment for vendors with "Multi-Check" (one check per invoice) enabled and invoice selection includes at least one negative invoice. Now, if the total of all negative and positive invoices equals zero, a 'zero-check' will process as if the Multi-check option was not selected in the vendor file.

If the invoice total does not equal zero, a warning message will appear in red on the invoice selection window and the vendor will be skipped as in prior versions. If ignored, the warning message will also appear on the check-run proofing report and on a pop-up window that will appear when the Print Checks Preview/Print button is selected.

Note: In prior versions, if the vendor was set to Multi-Check (the "Print each invoice on separate check" checkbox was marked), the system required the check-mark to be removed, the credit and invoice to be processed/paid, and the checkbox to then be re-checked. This change eliminates these steps.

**Windows Registry Settings and Microsoft Security Essentials Check \***

Program(s): PSClient, Eclare, Gemini Software Report: 4780

Updated Eclare, Gemini, and PSClient program initialization to:

- a. Check Windows Registry Opportunistic File Locking settings and, if settings are incorrect, to update them.
- b. Check to see if Microsoft Security Essentials is active. If it is active and does not have .TPS files excluded, to show a warning message but allow program initialization to continue.

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Why the above changes?

a. Opportunistic File Locking (OPL) - Microsoft has reported that if OPL is turned on that there are cases where the system does not properly update the different buffers (details within a file) in all cases which can cause data loss. We have added a change to the system that verifies the settings and updates the OPL settings if not correct.

b. Microsoft Security Essentials (MSE) - All virus checking/protection software checks files for issues. The process of checking slows systems down and could cause failure (timeouts) resulting in the program not responding. MSE has been reported to cause issues on database files. MSE is being used by a large number of users (due to it being free). We are able to determine if TPS files have been excluded in MSE and give a warning until the correction has been made. As a side note, it is recommended that TPS files also be excluded from being checked in other virus checking programs.

**AR Customer List Maintenance**

Program(s): Gemini Software Report: 4784

AR | Customer List Maintenance | Insert/Change | Defaults

Added a warning message if either the "Copies Invoice" or "Copies Statements" fields are set to zero (the default for both fields is one (1)). This is just a warning and does not prevent a setting of zero. However, if either or both fields are set to zero, AR Invoices and/or Statements cannot be printed for that customer.

**Payroll Quarterly Report - FUTA Rate**

Program(s): Gemini Software Report: 4786

PR | Reports | Payroll Quarterly Report

Added a new "FUTA rate for Quarter" field on the report setup window. It will default to the current Payroll Setup rate but

may be changed to any other non-zero value. When this report is run in the Auto Report mode (File | Auto Reports), the current FUTA Rate defined in PR | Payroll Setup | Tax Rates | Federal Taxes will be used.

Note: This change was required for printing historical reports due to recent FUTA rate changes.

### **GL Unposted Batch Journal Entries**

Program(s): Gemini Software Report: 4787

File | User Maintenance  
GL | Transfer Unposted Entries

Added an option to allow a user "GL Entry/Transfer" authority only (similar to the same options in AP and AR). Users who have GL Entry/Transfer authority but not GL Entry/Post authority can only enter and transfer GL Journal batch entries; they cannot post them. GL Journal batch entries can only be transferred to a user with GL Entry/Post authority.

### **JC Lender Report Cutoff Date**

Program(s): Gemini Software Report: 4789

JC | Reports | Job Lender Report

Added a new "Ending Period" field to the report setup window. It defaults to the current period but allows the user to specify which end-of-month period to use. When running in Auto Report mode, the period is determined by the "Ending Period" field on the Job Lender Report setup window.

### **PO - View Received**

Program(s): Gemini Software Report: 4790

PO | Add/Edit Document | Change

Changed window to leave the "View Receive" button active for users that have "PO Receive" user security but not "PO Maintenance". For those users, they can now view the list of payments but not edit them.

### **Transfer Unposted GL, AP and AR Batch Entries**

Program(s): Gemini Software Report: 4796

GL | Transfer Unposted Entries  
AP | Transfer Unposted Entries  
AR | Transfer Unposted Entries

Changed the three "Transfer Unposted Entries" option list of target users to display only users who have Entry/Post security authority. Prior to this release, the list of users would also include users who only had Entry/Transfer authority.

### **Print AP & PR Checks**

Program(s): Gemini Software Report: 4807

AP | Process AP Checks | Print Checks | Preview/Print  
PR | Print/Post PR Checks | Preview/Print

Added message, "Printed Checks ##### to #####", to final check acceptance message box and where "#####" would be the actual check numbers just printed.

**AutoReports - AR Aging Date**

Program(s): Gemini Software Report: 4809

File | Auto Report | AR Aging Report

Changed report to use "End Date" from the Auto Report prompt window instead of "Start Date"

**Change Order Browser Approved Date Column**

Program(s): Gemini Software Report: 4816

JC | Change Orders

Added a new "Aprvd Date" column to the JC Change Order browser window between the "Approved" and "Description" columns.



## **Gemini 2011**

**AP: 1099 Forms/Magnetic Reports**

Program(s): Gemini Software Report: 4453

AP | Reports | 1099 Forms/Magnetic

Updated the 1099 report function to display a selection browser of all the vendors who meet the requirements to receive a 1099. When the browser first appears, all vendors are tagged. You can select or de-select as needed.

**AP Vendor Notification Limit (Payments)**

Program(s): Gemini Software Report: 4501

AP | Vendor List Maintenance | Misc

AP | Process AP Checks

AP | Reports | Vendor Reports | Vendor Listing

AP | Reports | Vendor Notification Limit

Added a new "Notification Limit \$" field to the AP Vendor List Maintenance Misc tab. The system tracks payments to the vendor on an annual basis. An alert is generated if the total payments exceed the specified amount.

The alert will show on the AP Checkwriter Proofing Report as well the Checkwriter Print Check summary window.

There is also a new "Vendor Notification Limit" report that will show a summary of all vendor defined limits.

**GEM PO Summary Log Report**

Program(s): Gemini Software Report: 4565

PO | Reports | PO Summary Log

Added a new PO Summary Log "Document Date" sort option to the 'Sort Report by' pulldown list.

**Job Header Lien Waivers**

Program(s): Gemini Software Report: 4567

JC | Job List Maintenance | Liens

Increased the number of available text characters in the Sub-Vendors field from 250 to 750. Sub-Vendors will print on vendor Waivers of Lien when the TxText <<WLReq>> token is used.

**PO Price Book Import Enhancement**

Program(s): Gemini Software Report: 4573

PO | Import PO Price Book

Added a new "Update MASTER ITEM Descriptions from Import File" checkbox option to the Import PO Price Book setup window. When the box is checked, existing MASTER ITEM descriptions will be updated with the import file "Master Desc" column descriptions. Please note that the vendor description is always updated.

**AR Statement Enhancement**

Program(s): Gemini Software Report: 4580

AR | Reports | Print Statements

Added customer check numbers, if available, to AR Statement payment lines. Check numbers are preceded by the letters "CK" and a space. If no check number is entered for a payment, the check detail will be "CK 0". If a check number consists of eight or more numbers, only the first seven characters of the check number will print.

**Print W2 - W3 Summary**

Program(s): Gemini Software Report: 4581

Added a selection on the W3 Form prompt to be able to select between payer type "941" (Montly Taxes) and "944" (Quaterly)

**AR Invoice Memo Output**

Program(s): Gemini Software Report: 4582

AR | Reports | Print AR Invoices

Added a new "Invoice Memo" message field to the Print AR Invoice setup window. The user-defined message is specific to the computer on which it is entered, will print on all invoices generated on that computer, and will be centered above the "sub-total". If there is no sub-total, it will appear slightly higher than where the sub-total would be if one existed.

**AIA Job Summary Report Comments**

Program(s): Gemini Software Report: 4605

AIA | AIA Job Summary Report

Added a "Show Job Comments" checkbox to the AIA Job Summary report setup window. When checked, it will force comments in the AIA job header, a maximum of 2000 characters per AIA job, to print out at the end of each job included in the report.

**Vendor Hold**

Program(s): Gemini Software Report: 4628

File | Supervisor | Configuration | AP

AP | Add/Edit AP Invoices | Insert

PO | Add/Edit Document

Added a new checkbox option, "Block Manual AP/PO Entry for Vendors on Hold", to the AP Configuration tab. When checked, user entry of a new AP Invoice or Purchase Order for a vendor on hold will be blocked - existing AP Invoices or Purchase Orders for vendors marked 'Hold' will not be affected.

NOTE: Importing, Exchange, and PO Receive ignore this option.

**GL Chart of Accounts**

Program(s): Gemini Software Report: 4634

GL | Chart of Accounts Maintenance

GL | Reports | Chart of Accounts

Added a 750 character "User Notes" tab to the General Ledger Chart of Accounts Maintenance window and a new "Include GL Accounts "User Notes"" checkbox has been added to the Chart of Accounts Report..

**PO Legal Description**

Program(s): Gemini Software Report: 4640

PO | Maintenance | Legal Notices

Increased the number of Purchase Order Legal Description characters from 14,000 to 30,000.

**PO Committed Report - Data Export**

Program(s): Gemini Software Report: 4642

PO | Reports | PO Committed Distribution

Added a new "Price" export option to allow Unit Price to be exported. Note that this is the actual Unit Price from the Purchase Order detail and is not adjusted for taxes, markup, etc.

**AP Check Writer**

Program(s): Gemini Software Report: 4648

AP | Process AP Checks | Insert

Added a "Discounts" pull-down option to the check run setup menu and changed handling of vendor discounts to allow for three conditions.

"Discounts based on Dates" - This is the normal discount handling method where the check date and invoice Due Date determines if discounts are/are not taken.

"ALWAYS Take Discounts" - Always takes a specified discount regardless of check date and invoice Due Date.

"NEVER Take Discounts" - This is a new mode. When selected, discount are never taken regardless of check date and invoice Due Date.



**Job Budget Variance Report**

Program(s): Gemini Software Report: 4654

JC | Reports | More Reports | Budget Variance Report

Added a "Model Budget" field to the report setup window which, when selected, will cause the report to use a Model Budget instead of the job preliminary budget. Selected jobs and model must use the same cost item list.

**GL Budget Comparison Report**

Program(s): Gemini Software Report: 4657

GL | Reports | Budget Comparison

Added an "Annual Summary" report option to the Report Type selection list. When selected, it provides the same information as the 'Summary (Current Month Only)' report except that it drops the 'Current Month' columns and adds a 'Remaining' column.

**Support Enhancement -**

Program(s): Gemini Software Report: 4676

PR FORMULA Import change to allow a more direct way of updating complex fomulas for clients.

**PO: Print PO Documents**

Program(s): Gemini Software Report: 4679

New global option (File; Super; Configuration) that allows you to show "Approved" information on Purchase Orders. Approval information will appear just below the box in the upper right but only if valid information exists for Approved By or Approved Date.

**Edit Posted AR Invoice Line Item Detail**

Program(s): Gemini Software Report: 4686

AR | Customer List Maintenance | Open Items/Payments | View Detail | Change

Added a "Change" button (above the Close button) which provides the ability to edit certain non-accounting AR line item distribution fields (Part Number, Unit, Category, Description, and Notes) for invoices which have already been posted.

**Web Manager Enhancement**

Program(s): PSClient, Gemini, Other Software Report: 4696

Added support for both multi-file insert and delete. Also changed the program to remember the last-used file location.

**AR Sales Tax Report**

Program(s): Gemini Software Report: 4705

AR | Reports | Sales Tax Report

Added a "State Totals" line for column grand totals by State and a "Grand Totals" line which will appear only when there is detail for more than one State.

**PO: Update Ship to Globally**

Program(s): Gemini Software Report: 4716

Added new function that allows the user to enter a new "Ship To" address and apply that to ALL purchase Orders for the given job. This overwrites any previous "Ship To" values.

**JC Change Order Enhancement**

Program(s): Gemini Software Report: 4718

JC | Change Orders

Added an option to print Distribution to the bottom of the STANDARD Change Order.

**Payrol Module Enhancements**

Program(s): Gemini Software Report: 4721

PR | Add/Edit PR Entries

PR | Calculate/Proofing Report

PR | Print/Post PR Checks

PR | Employee List Maintenance

PR | Employee List Maintenance | General

PR | Reports | Employee Listing

PR | Reports | Payroll Setup | Payroll Crews

Added two new user-defined employee classification fields to the Employee List Maintenance General tab, a unique 6 character numeric "Reference" field and a 4 character alphanumeric "Crew ID" field. The two fields provide the user with enhanced employee classification and sort capability when entering payroll, calculating/printing checks, and various payroll employee reports.



## **Gemini 2010**

**New AR Invoice Payment Report**

Program(s): Gemini Software Report: 4377

AR | Reports | AR Invoice Payment History

Added a new report that shows a condensed version of customer invoices and payments.

**Job Accrual Closing Enhancement and Extension of Unposted AP / GL Batch Post Dates**

Program(s): Gemini Software Report: 4390

GL | Job Closeout Accrual

GL | Add/Edit GL Journal

AP | Add/Edit AP Invoices

Added "Doc Date" and "Reverse Period" fields to the Job Close Accrual setup window. The Doc Date will be used for both the primary and, if the "Also Create Reverse" checkbox is checked, the default Reverse Period posting date unless a different reversal posting date is entered.

NOTE: If a reversal batch entry is requested, the Reverse Period posting date can now be set for up to four (4) months in the future. This new 'forward-posting' option also applies to all Post Dates for batch entries entered through both the GL Add/Edit GL Journal and the AP Add/Edit Invoices options. As before, Gemini will not allow the actual posting of such batch entries until the current accounting period has been advanced to the specified Post Date period.

**Automatic Advancement of Earliest Posting Date**

Program(s): Gemini Software Report: 4414

File | Supervisor | Configuration | Additional

GL | End-of-Month Closeout

Added a new checkbox option, "Advance Earliest Post Date at EOM", to the program configuration. When it is checked and either the GL "Current Month Only" or "Current Month AND End of Fiscal Year" option is selected, the "Earliest Post Date" will automatically advance one month.

**Job Detail Report Enhancement**

Program(s): Gemini Software Report: 4444

JC | Reports | Job Detail Report

Added quantities to the Job Detail Report for AP and GL entries.

**Payroll Employee Division**

Program(s): Gemini Software Report: 4445

PR | Employee List Maintenance | Insert/Change

PR | Reports | Payroll Transaction Journal

Added a new single character employee "Division" field to the employee header General tab that can subsequently be used to filter the Payroll Transaction Report. The field will accept all alphanumeric and most shifted keyboard characters. Also added a new Division filter field to the Payroll Transaction Journal Report setup window.

**Job Budget History Detail**

Program(s): Gemini Software Report: 4446

JC | Job List Maintenance | Budgets | Change | History | Job Detail

Added a new "Job Detail" button to the Budget Job Detail History window which allows the user to quickly review the posting detail for an individual history line item. It links directly to the Job Detail Report setup window and, when it appears, the Job Number, Posting Period, and Cost Code information will already be filled in.

**Transfer Unposted AP Batch Entries Enhancement**

Program(s): Gemini Software Report: 4447

AP | Transfer Unposted Entries

Changed the "Transfer To" user selection pulldown list to display only those users who have either AP Entry/Post and/or AP Entry/Transfer authority.

**Vendor Payments Browser Search Enhancement**

Program(s): Gemini Software Report: 4448

AP | Vendor List Maintenance | View Payments

Added a new "Next Invoice" button to the browser window which works with the existing Next Payment button (its function was not changed). After having found a specific invoice, it allows the user to quickly move to the next sequential AP Invoice number.

**AP Vendor Expiration Report Enhancement**

Program(s): PSClient, Gemini Software Report: 4450

AP | Reports | Vendor Reports | Vendor Expirations

Added a new "Expiration Earliest Date" filter field to the report. If a date is entered, the report will only show vendor expirations on or after the specified date.

**AP Open Items Report Enhancement**

Program(s): Gemini Software Report: 4451

AP | Reports | AP Open Items

Added logic to check vendor status as well as worker's compensation and insurance expirations. When found, the vendor's name will be prefixed with three asterisks (\*\*\*) and suffixed with the status/expiration information. Status messages could include "Hold" or "Warranty", "WC Expired", "Ins. Expired", or some combination thereof.

**AP Open Items Report Enhancements**

Program(s): Gemini Software Report: 4495

AP | Reports | AP Open Items

Added a new "Show Reference Code instead of Pay Code" checkbox to the report setup window. If checked, it will cause the report output to display Reference Codes instead of Pay Codes. Also changed the report to have slightly more vertical space preceding each invoice to improve readability.

**Employee Listing Report Enhancement**

Program(s): Gemini Software Report: 4499

PR | Reports | Employee Listing

Added new "Beginning Date" and "Ending Date" Hire Date fields to filter the report output. When beginning and ending hire dates are specified, report output will be based on employee start and termination dates.

**Check Proofing Report Enhancement**

Program(s): Gemini Software Report: 4509

AP | Process AP Checks | Print Proofing Report

Changed individual vendor total lines to total the Invoice Amount, Discount or Retainage, and Net Due columns.

**TxText Maintenance Enhancement**

Program(s): PSClient, Eclare, Gemini Software Report: 4527

Eclare and Gemini: File | TxText Maintenance

PSClient: Maintenance | Administrator | TxDocument Maintenance

Added a new token, "VendorContacts" (txVendorContacts in PSClient), that allows pre-defined Vendor Contacts information to be output to TxText documents.

**Print Vendor Letters Enhancement**

Program(s): PSClient, Eclare, Gemini Software Report: 4528

Eclare: File | Print Vendor Letters

Gemini: File | Print Vendor Letters

AP | Reports | Print Wavier of Lien

Added new logic to handle repetitive user-entered values for multiple tags at report runtime. Runtime user entry fields are created in TxText documents using the File | TxText Maintenance | New Doc/Open Doc | Insert | User Entry option.

**Job Close Evaluation Report Option**

Program(s): Gemini Software Report: 4531

JC | Close Out/Transfer Jobs

Added a new "Evaluate Closing" option button which will simulate job close/transfer for marked jobs. Although complete with validations and closing report, no actual postings will be made to the GL nor will any changes be made to any job. It simply provides a "what if" scenario for the user to see what will happen during an actual job close or transfer.

**Employee Deduction Report Enhancements**

Program(s): Gemini Software Report: 4535

PR | Reports | Payroll Setup | Employee Deductions

Added three new option filters to the report setup window. A "Deduction Code" field, an "Exclude Terminated Before" date field, and an "Exclude Administrative Employees" checkbox allows the user to specifically include or eliminate certain employees and/or to limit the report to a specific deduction.

**AIA G703 Spreadsheet Page Numbering**

Program(s): Gemini Software Report: 4543

AIA | AIA Job List Maint | G703 Worksheet | Print AIA Forms

Added a 'Print "Page of Page" on G703' checkbox to the report setup window. When checked, "Page of Page" numbers will be printed in the blank space (right side) of the AIA logo area at the top of the G703 Continuation Sheet.

**Job Cost Report Division Sub-Totals**

Program(s): Gemini Software Report: 4549

JC | Reports | Job Report

Division Subtotal lines have been bolded to make them stand out and the report easier to read.

**List AR Customer Balance Browser Enhancement**

Program(s): Gemini Software Report: 4550

AR | List Customer Balance | View Detail | View Detail

Added a new "Notes" column to the right side of the AR Invoice Detail window. You must use the horizontal scroll bar at the bottom of the invoice detail window to view detail notes.

**New Waiver of Lien Report Output Options**

Program(s): Gemini Software Report: 4552

AP | Reports | Waiver of Lien

Added new "Send One" and "Print One" output option buttons to the Lien Waiver report setup window. When a specific Lien Waiver is highlighted and either the Send One or Print One button is selected, that one specific Waiver of Lien will either be sent or printed and it can subsequently be accepted or not.

Also changed status bar handling logic to better show status when skipping a lot of records.

**Changed AP/AR Default Void Check Posting Date**

Program(s): Gemini Software Report: 4583

AP | Process AP Checks | Void Check

AR | Void AR Payment | Void AR Payment

Changed the Void AP Check and Void AR Payment Posting Date fields to automatically default to the current Login Date.

**AR Customer 2nd Address Line**

Program(s): Gemini Software Report: 4608

AR | Customer List Maintenance

Added a second customer address field, "Street 2", to the Customer List Maintenance General tab.

**Print Vendor Letters Enhancement**

Program(s): Gemini Software Report: 4610

File | Print Vendor Letters

Added a new "Vendor #" filter field to the vendor browser window to enhance/speed up vendor tagging operations.

**AP Payment History Report Enhancement**

Program(s): Gemini Software Report: 4617

AP | Reports | Payment History Report

Added a new marker flag "\*" next to any payment when it's posting period is prior to the related invoice's posting period. Also added a note at the end of the report indicating the total number of such payments as well as the total dollar amount.

**Suppress VOID Message on New Direct Deposit "Check" Forms**

Program(s): Gemini Software Report: 4627

PR | Print/Post PR Checks

Added a new checkbox, "Do NOT Print VOID on Direct Deposit Checks" to the Print/Post PR Checks setup window. The checkbox was added to allow users to specifically suppress the VOID message on new Direct Deposit "Check" forms available from Prosoft. Non-Direct Deposit checks are not affected by this option.

**Relocate Program .INI File Location**

Program(s): PSClient, Eclare, Gemini Software Report: 4656

Changed the Eclare, Gemini, and PSClient initialization (.INI) file default location to be the user's Documents and Settings folder. For example, C:\Documents and Settings\User Name\My Documents\Prosoft\Gemini.INI. The change will improve Prosoft's program compatibility with Windows XP\*, Vista\*, and the newer Version 7\* (tentatively scheduled for release in October 2009) Operating Systems.

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