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SPECIAL NOTES:

Ascente 4.1.x requires Ascente 4.0.x to be installed first

A number of new menu items have been added to the system. Users flagged as Administrators will have access to these, but all other users will not. If you want a user to be able to run a new item, you will need to go into System Manager, Maintenance, User, view the user, go to the Security tab and check off those items you would like them to access. Here is a list of the new menu selections:

<u>Menu</u> Inventory	<u>Sub-menu</u> Maintenance Periodic	<u>Item</u> Part Recommendations Copy Parts to Location
Mobile	Maintenance	Signer Reason
Physical Inventory	Transactions Journals Maintenance Reports	Physical Inventory Freeze Count Sheet Count Entry Import Counts Unfreeze Counts Physical Inventory Register Options and Interfaces Physical Inventory Reports
Service Dispatch	Periodic	Reassign Technician
System	Inquiries	User Inquiry

Enhancements

General

- On-line Help (F1) has been updated to include all of the features described in this document.
- Added the new Ascente icon to the product
- All Date fields throughout the system have the following new options:
 - 't' or 'T' will set the date to today
 - +/- will increment/decrement the date by one day
 - 'w' or 'W' will cause the +/- increment/decrement to be by week
 - 'm' or 'M' will cause the +/- increment/decrement to be by month
 - 'y' or 'Y' will cause the +/- increment/decrement to be by year
 - o 'i' or 'I' will cause a new window to display that will allow you to control the increment settings:



- Combinations can be entered...tm+ will take todays date switch to incrementing by a month and add 1 month to the current value
- NOTE: The increment settings only remain in effect for the current form. Once the form is closed the settings revert back to default.
- Customer/Vendor Lookups have been changed throughout the system to only list Customers/Vendors that are flagged as "Active"
- Purchase History Lookup has been changed to return the last 3 years of history instead of just 1 year.
- Jobsite Address Lookup has been changed to include Address line 2 and all looks search both Address line 1 and Address line 2
- Part Lookup has been changed to exclude discontinued parts throughout the system.
- View Changes:
 - Adjusted the SOHistorySummary view to include the Year, Month and Day as separate fields for the Invoice and Input Dates
 - Adjusted the LstlcGIAcctCodeView to use the new UseOverlays flag instead of the UseTraverseGI flag
 - Added a new LstResolutionView so the list option from Resolution maintenance would be available.
- Data Conversion
 - The timeout has been changed to be unlimited for the data conversion to prevent timeouts when converting customers with large amounts of data.
 - Changed the program to stop the Ascente GPS and Ascente Mobile Update services and then restart them upon completion.

Physical Inventory Module – New Feature

A new Physical Inventory module has been added to Ascente. Some key features that this affords are:

- Freeze Counts by Location/Product Line
- Print Count Sheets
- Count Entry
- Import Counts
- Unfreeze Counts
- Print a list of Uncounted parts
- Update Counts and optionally post variance to General Ledger (a new Inventory Adjustment Account has been added to the GL Account Code for this purpose)

Inventory, Maintenance, Part

A new Mobile check box has been added to indicate if a Part should be downloaded to the Mobile Pro units. When Ascente 4.1 is installed, this box will be checked for all items. This value will default to being checked when new items are added. This has also been added to the Part Listing report.

💊 Part Maintenance	
¶∎⊜©, K < ≻ N ≻∗®⊘ ∿ ⊫ ⊠ □ ¶ ?	36
Part 10101A	
General Description CONNECTION MINOR AFTER HOURS Additional Description AFTER HOURS MINOR REPAIR Part Type Service Part Status Discontinued Product Line WH VH VI Unit of Measure Each Purchase Unit of Measure Each Weight 0.00 Spiff 0.00	User Defined Fields User Field 1 User Field 2 User Field 3 User Field 4 Component Auto Add Component Equipment [None] Component Abbreviation Picture Picture Picture
Mobile Part Prices Costs Price 1 334.00 Average 0.00 Price 2 283.90 Standard 0.00 Price 3 334.00 Price 4 188.00 Price 4 188.00	
Created: 4/22/2015 9:13:47 AM Changed: sa 10/3/2015 1:52:22 PM	10/3/2015 5:34 PM

Inventory, Maintenance, Part Location

GL Account Code has been added to the Part Location Maintenance. This way if you want to have a different Inventory GL account for a location you can.

ocation	GL Account Code	On Hand	On Order	Allocated	Saftey Stock	Order Point	Max On Hand	1in On Hand		
04 KP 🚽	(Set from Part)	10.00	0.00	2.00	0.00	0.00	1.00	1.00		104 Bin 10
California Shop	(Set from Part)	200.00	14.00	23.00	0.00	0.00	1.00	1.00	1.00	1 Bin 1000
03 Matt Melvin	(Set from Part)	25.00	24.00	0.00	0.00	0.00	1.00	1.00	1.00	2 Bin 2000
01 Joe Smith	(Set from Part)	59.00	60.00	0.00	0.00	0.00	1.00	1.00	1.00	
04 Jonny Lin	(Set from Part)	-7.00	0.00	-7.00	0.00	0.00	1.00	1.00	1.00	
03 Harold Kim	(Set from Part)	0.00	0.00	-10.00	0.00	0.00	1.00	1.00	1.00	
02 John Doe	(Set from Part)	-1.00	0.00	-2.00	0.00	0.00	1.00	1.00	1.00	
01 Sam Billy Bob	(Set from Part)	-18.00	-2.00	-1.00	0.00	0.00	1.00	1.00	1.00	
02 Kenny Wong	(Set from Part)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Georgia Shop	(Set from Part)	0.00	0.00	2.00	0.00	0.00	1.00	1.00	1.00	
ONew Location	(Set from Part)	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1 Bin 1000

Inventory, Maintenance, Part Recommendations - New Feature

Added a new Part Recommendations maintenance option that will be used by the browser version of Mobile Pro. This will allow you to set up a set of recommendations that a technician can present to a customer in the field when using Mobile Pro.

art Recommentation	Description	Long Description	Ending Description
as Water Heater	Professional Gas Water Heaters	We will pull all permits, use all new parts, haul	
ail			
	ommendation		
VH40 Base Par Pressure Re Option	t	www.norit	z.com

Inventory, Periodic, Copy Parts to Location – New Feature

A new feature has been added that allows you to copy all of the parts from an existing location to another location.

Copy Parts to Location	
Copy From Location 1 California Shop California Shop Copy To Location 100New Location New Location Copy Quantity On Hand	
<u>D</u> K Cancel	10/3/2015 5:48 PM

All parts will be copied from the "Copy From Location" to the "Copy To Location". If a part already exists in the "Copy To Location" it will be skipped.

You can optionally also copy the current on-hand quantities from the "Copy From Location" to the "Copy To Location" if you check the "Copy Quantity On Hand" box.

NOTES:

- The quantity will not be copied if the part already exists in the "Copy To Location"
- The On-Hand Quantity of the "Copy From Location" is NOT adjusted
- No GL Postings are done in regards to the quantities

This tool can be useful when you have set up a template truck location with default stock values. You can then use this to copy the parts/quantities from the template truck to a new truck location when you add a vehicle.

Inventory, Reports, Inventory Reports

The following enhancements have been made to the Costed Inventory Report:

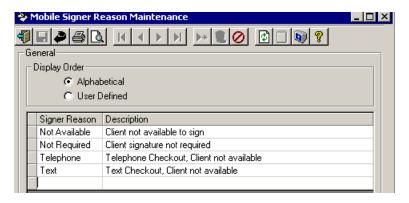
- Added totals for the ending \$ value for the product line, location and report
- Removed color shading from detail records
- Adjusted formatting on the cross-tab report
- Miscellaneous minor adjustments

Mobile, Maintenance, Options & Interfaces (Mobile Service)

Added a new "Travel Pay Distribution" that lets you default the Pay Distribution to be used for Travel Time in Mobile. Also added a new Default Ad code to be used when a new Service Order is added by a Mobile unit.

Mobile, Maintenance, Signer Reason – New Feature

Added a new "Signer Reason" maintenance option that allow you to define a set of standard reasons why a signature was obtained or not obtained for the Mobile units.



Payroll, Maintenance, Pay Code

Added a new "Mobile Default" check box and only one of the Pay Codes can have this checked.

&	🍄 Pay Code Maintenance						
4	.	10					
	eneral						
IΓ	Pay Code	Description	Multiplier	Mobile Default			
	DBL		1.5000000000				
	OVT		1.6000000000				
	REG		1.7500000000				
	RG1		2.0000000000				
	SIC		1.0000000000				
				11/18/2015 10:54 AM			

Purchase Order, Reports, Purchasing Reports

Added Transaction Date as a range option for the PO's Not Received Report.

Quotes, Report, Quotes Reports

Added Tech as a range option for all reports.

Service Dispatch, Journals, Prebill Register

The Prebill Register will now allow the updating of Progress Bill type Service Orders where not all Work Orders are closed. Only the closed Work Orders will be moved to history.

A new feature can be enabled to prevent the billing of Work Orders that have not yet been restocked. Currently to enable this feature you will need to contact your customer service representative. Once enabled, Work Orders will no longer appear on a Prebill if they have not been restocked. We will be adding the ability for you to set this flag in a future release.

Service Dispatch, Journals, A/P Register

The Invoice # field has been made larger so that it would not be cut off on large values.

Service Dispatch, Journals, Timecard Register

Adjusted the Update to use the Fringe Factors in the Union File based on the Union/Skill selected for the Timecard Transaction, rather than the Fringe set up in the Employee Maintenance.

Service Dispatch, Maintenance, Equipment

Added a new Mobile checkbox to the Equipment maintenance task to indicate if the Equipment Task information should be downloaded to the Mobile units. By default this will not be checked.

neral — Descrip	tion Air Compressor			Г	Mob	ile					6		
sking			1			1	1				1 -	1	1-
Task ID	Task Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
91.00	AIR COMPRESSORS/GENERAL	F			A			A			A		
91.01	Check & tighten connections	A			A			A			A		
91.02	Check all contactors	A		A	А			А			A		
91.03	Check & record voltage	A						А			A		
91.04	Check belts	A						A			A		
91.05	Check oil level & charge as needed	A			A			A			A		
91.06	Check for any leaks	A			A			A			A		
91.07	Check filters & replace as needed	A			A			A			A		
91.08	Blow down manual/auto drain	A			A			A			A		
91.09	Check operation of controls	A			A			A			A		
8.11	Check operation of exhaust fans												

Service Dispatch, Maintenance, Options & Interfaces (Service)

Added a new Force Restock flag to the Work Order tab. By default this will be off. If set, the system will not allow a Service Order to be billed unless it has first be restocked.

Service Dispatch, Maintenance, Task

Added a new "Tech Info Tip" field that will displayed on the mobile unit to prompt the tech for an entry (ie, voltage). Added a new "Allow to Delete Task" checkbox and only if this is checked will a tech be able to delete the task on a Service Order on the Mobile unit.

😵 Task Maintenance	- • •
Task 1.00	
General	
Description GENERAL INFORMATION	*
Sub Heading 🗖 Estimated Hours 10.00	
Mobile	
Tech Info Tip Tech Info Tip	
Allow to Delete Task 🔽	
Created: 3/5/2003 12:36:00 AM Changed: sa 11/17/2015 10:13:24 A 11	/17/2015 1:05 PM

Service Dispatch, Maintenance, Technician

Added a new "Next PO Number" field that is only enabled if the Mobile User checkbox is checked.

🔌 Technician Ma	aintenance				
4 - 2 -	3. H + F F 🕷 🖉 📎	d 🖸 🗰 🚺	?		<u>&</u>
Technician	Andrew Q				
<u>General</u> <u>T</u> ech L	og <u>S</u> cheduling	о : о. т		с.:.р.,	
Technician		Service Order Types		Commission Percentage	
Name	Bohner, Larry	Assign All Types		Bill Type	Comm %
Service			Assigned	Labor	0.40
Branch		Air Conditioning		Material	0.10
		Drain Cleaning Electrical		Misc	0.05
Zone	Imperial Valley	Heating			
Location	T10x	Job Warranty			
		Maintenance			
Labor Grade	b 💌	new			
Supervisor	Schmo, Joe 👻	Plaster			
Page Protocol	Taut	Plumbing			
_		test			
Phone Number	7144582396				
Cell Carrier	Sprint 💌				
Email					
_ Mobile					
	Vendor Class Soft Software 💌				
Next PO Number	123456				

Service Dispatch, Periodic, Combine Duplicate Jobsites

Adjusted the Combine Duplicate Jobsites option to do some immediate checks when an old and new Jobsite is entered:

- Both Jobsites must have the same Customer ID
- None of the Component ID's can be the same for both Jobsites
- None of the Contract ID's can be the same for both Jobsites

	age similar to this will be displayed if any of	the conditions are found:
Warning		×
0	The Old and New Jobsites must have the same customer number. Jobsite '1111 Frank St.' is assigned to Customer 'Hill' and Jobsite '123 Crab Tree' is assigned to Customer 'AustinCox'. The Old and New Jobsites cannot have the same Component. Jobsite '1111 Frank St.' and Jobsite '123 Crab Tree' both have Component 'AC1'. One must be changed or deleted before the Jobsites can be combined. Do you want to delete this line?	5

Yes

Service Dispatch, Periodic, Reassign Technician – New Feature

No

Added a new Reassign Technician option that can be used to assign all existing records related to a Technician to a different Technician or to (Unassigned). This would be used when a Technician leaves the company. This functions similarly to the Combine Duplicate Jobsites option. Here are some key notes regarding this function:

- The Service Checkbox for the To/From Technicians must be set the same (unless the New Technician is set to (Unassigned))
- If the Update SO's Only box is checked, on the Service Order and Schedule tables will be updated to the new Technician. This might be useful to change existing Service Orders to a different tech for a tech that is on an extended vacation or out for some other extended period of time. Note that there is not a way to reset the Service Orders and Schedule back to the original Technician other than manually.
- If the Update SO's Only is not checked the following tables will be updated in addition to Service Orders and Schedule: Job, Jobsite, Jobsite Contract Defaults, Jobsite Contract Service, Quotes, Work Orders, Work Order Lines and the Employee/GPS Device tables will have the Tech set to null.
- The following tables are NOT updated by this process: Paging Groups, Schedule (for Personal Time), Technician Commission Rates, Technician Service Order Types. (If you delete the Technician, these table entries will automatically be removed).

📓 Reassign Technician						
Select						
Old Technician	New Technician	Update SO's Only	Update			
			2/22/2016 9:58 PM			

Service Dispatch, Reports, Jobsite Reports

Added Price Level to the Jobsites by Customer report.

Service Dispatch, Reports, Payroll

Added Pay Distribution as a range selection for all Timecard History report options.

Service Dispatch, Reports, Sales Analysis

Added the ability to print the Service Sales Recap report sorted by Branch.

Added a new "Prebill from History" report option.

Service Dispatch, Reports, Service Order Print

Added Jobsite and Customer email addresses to the default Service Order format (ServiceOrder.rpt).

							Call Taken by
Jobsite	Jobsite 123 Crab Tree Austin Cox 123 Crab Tree			Cust ID	ust ID AustinCox Austin Cox 123 Crab Tree		
Salisbury, MD 21802 E-Mail remy@austincoxmd.net						Salisbury, M gsmith@aus	
	Primary Secondar Cellular	(410) 111-2222 (410) 222-3333 (410) 333-4444	999 888 777	pcontact scontact ccontact		Primary Fax	(412) 555-8765 (412) 874-5152

System, Inquiries, User Inquiry - New Feature

Added a new inquiry that allows you to see all of the users currently running Ascente. The Delete button can be used to delete a connection; however, if the user is actually using Ascente this will then cause them to get errors. The All Connections checkbox allows you to see other connections that are using the Ascente database, such as the Ascente GPS Service and Ascente Mobile Upload Service.

User Inquiry								
ser License: 99	19	Active Users: 3)				🥅 All Cor	nections
Database	Login	Host	Login Time	Last Activity	SPID	Program	CPU Time	Disk IO
AscenteTST	sa	ASCENTESVR	2/22/2016 8:04:44 PM	2/22/2016 8:30:11 PM	53	Ascente	734	2
AscenteTST	sa	ASCENTESVR	2/22/2016 9:07:49 PM	2/22/2016 9:07:56 PM	54	Ascente	0	0
AscenteTST	sa	ASCENTESVR	2/22/2016 12:03:51 PM	2/22/2016 12:03:55 PM	57	Ascente	31	(
Ascente I S I	sa	ASCENTESVR	2/22/2016 12:03:51 PM	2/22/2016 12:03:55 PM	57	Ascente	31	
•]				

System, Maintenance, Company

Renamed the "Use Traverse GL" to instead be "Use GL Overlays". The new flag will be set the opposite of how the "Use Traverse GL" flag was set and on new installations this will default to be true. If the Use GL Overlays is set to false, the following will apply:

- The Branch/Department GL Overlay on Costs and Branch/Department Overlay on Sell checkboxes in the Job Cost Options & Interfaces will be set to False.
- The Fringe Overlay and Burden Overlay checkboxes in the Service Dispatch Options & Interfaces (Service Options tab) will be set to False.
- The GL Segment field will be disabled in Branch Maintenance
- The GL Segment field will be disabled in the Department Maintenance

Fixes

General

- Lookups: Fixed a problem where a lookup would fail if the search value had the word "FROM" in it. (ECR 36322)
- Grids:
 - Fixed an issue throughout Ascente were if in a grid and editing a line, and then click to a different line on the grid, without clicking OK first, the data on the new line selected would get changed (ie, part description)
 - Fixed an issue where focus was not going to the first control in the detail section when a user selected a line in the grid.
- **GL Masking:** Fixed an issue with GL Masking where GL Accounts were not having the mask applied on many reports. (ECR 36512)

Inventory, Maintenance, GL Account Code

• Fixed an issue where adding a new code would cause an error. (ECR 36782)

Inventory, Maintenance, Part

• Fixed an issue where the Part Lookup was causing an error.

Inventory, Maintenance, Part Alias

• Fixed an issue where an error would occur if a range was entered when trying to print a Part Alias list. (ECR 36786)

Inventory, Maintenance, Part Grouping

- Fixed an issue where an error would occur when trying to add a new subgroup for a main group that had no subgroups. (ECR 36790)
- Fixed an issue when changing a subgroup value the change would not "stick". (ECR 36790)

Inventory, Maintenance, Part Location

- Fixed an issue where you would get an error adding a part to its first Location. (ECR 36604)
- Fixed an issue where an error would occur if a range was entered when trying to print a Part Location list. Also changed the range to ask for Part instead of Location. (ECR 36786)

Inventory, Maintenance, Part Recommendations

• Fixed an issue where you would get an error adding a part to its first Recommendation. (ECR 36604)

Inventory, Reports, Inventory Reports

- Fixed an issue with the Costed Inventory report where the Cross Tab at the end of the report would error in some situations.
- Adjusted the Costed Inventory report to exclude Service type Parts. (ECR 36684)
- Fixed an issue with the Costed Inventory report where adjustments/transfers were not calculating correctly.

Mobile, Maintenance, Resolution Grouping

- Fixed an issue where an error would occur when trying to add a new subgroup for a main group that had no subgroups. (ECR 36790)
- Fixed an issue when changing a subgroup value the change would not "stick". (ECR 36790)

Physical Inventory, Transactions, Import Counts

• Fixed an issue where the import would fail if the .CSV file had columns with quotes around it. The program will now import if the column has quotes or not. (ECR 36791)

Purchase Order, Reports, Purchasing Reports

Adjusted the PO's Received Not Invoice report to group by PO Line ID instead of Part#, as this was causing
issues with PO's if the same part was listed multiple times.

Purchase Order, Transactions, Purchase Order

• Fixed an issue where the GL Account was not defaulting correctly from the prior line for non-stock parts being purchased for Inventory. (ECR 36696)

Quotes, Transactions, Quotes

- Fixed an issue where an error could occur when creating a Service Order from a Quote that that said no IC GL Account Code was set. (ECR 36597)
- Fixed an issue where changing the location on a line could cause the IC GL Account to be set incorrectly. (ECR 36797)
- Adjusted so pricing would be recalculated if the Bill Type on a line is changed. (ECR 36797)

Service Dispatch, Journals, Cancelled Service Calls

• Fixed a problem with the Cancelled Calls Report (CancelledCall.rpt) where the Unbilled Reason was not printing.

Service Dispatch, Journals, Prebill

• Fixed a problem with the Prebill Update where the Order Quantity and Backorder Quantities were not being written to the Work Order History. (ECR 36489)

Service Dispatch, Maintenance, Jobsite

• Fixed an issue where the system was not saving the column widths correctly.

Service Dispatch, Maintenance, Worker Compensation

• Fixed a problem where the experience factor would be reset back to 1 after making a change, if the display order was set to alphabetical. (ECR 34408)

Service Dispatch, Periodic, Work Order Restock Register

- Fixed an issue where a hard error would occur when the Select button was clicked.
- Fixed an issue where the report was not selecting Service Orders with a Progress Bill status. (ECR 36659)

Service Dispatch, Reports, Accounting

• Fixed an issue where the error message displayed was difficult to understand if the GL account derived for a Job was not valid. (ECR 36401)

Service Dispatch, Reports, GL Journal

 Adjusted the AP History by Vendor report to make the Cost Code field wider so it would display the full cost code description, and to get the cost code description from the Cost Code table rather than the from the Traverse table, as in Traverse it can be cut off.

Service Dispatch, Reports, Jobsite Performance

• Fixed a problem where the YTD Burden Total for Category was printing the wrong value.

Service Dispatch, Reports, Service Order Print

• Fixed an issue with the Tasking Service Order format (ServiceOrderMaint.rpt) where it was not correctly suppressing the printing of components if there were no tasks/filters for the maintenance period.

Service Dispatch, Transactions, A/P Invoice

- Fixed an issue where the Invoice Complete option was not pulling in the location from the PO. (ECR 36395)
- Fixed an issue where an error would occur saying "This Purchase Order is for a different Vendor" if creating a
 new invoice and the vendor ID was entered in all lower case and then a valid PO was selected. (ECR 36403)

Service Dispatch, Transactions, Call Taking

- Fixed an issue where if a jobsite is selected when creating a new Service Order, and then the Jobsite information is overridden and a new jobsite created, the new jobsite would have data from the original jobsite selected (ie, Jobsite Field Notes). The system now clears all values that were read from the prior jobsite.
- Fixed an issue where changing the Invoice Method would not causing the invoice amount to be recalculated. (ECR 36594)
- Fixed an issue where changing the Invoice Method to Fixed Price and putting in an amount in the Price field would cause an error.
- Fixed an issue so that any time the Recalc Pricing function is done (either by changing a field value or manually clicking on the Recalc Pricing button) it no longer gives a concurrency error if a further change was made.
- Changed the Recalc Pricing logic to no longer get the GL Accounts, as this was causing problems if the GL Accounts with Overlays were invalid.

Service Dispatch, Transactions, Call Inquiry

• Fixed an issue where the page box would not be enabled if the tech was set up to receive pages via text. (ECR 36388)

Service Dispatch, Transactions, GL Journal

- Fixed an issue where an error would occur if entering a transaction for a Job and the Cost Code did not have an estimate set up. Now the system will create a zero dollar estimate for the Cost Code.
- Fixed an issue where a warning message would be given if posting a transaction to a job that would say the GL Account was not valid; however, the transaction would still post. (ECR 36697)

Service Dispatch, Transactions, Work Orders

- Fixed an issue where changing the Invoice Method would not causing the invoice amount to be recalculated. (ECR 36594)
- Completed changes to the program to significantly speed up the time it takes to add a new Work Order Line
- Fixed an issue where the Auto-Add of parts was no longer working. (ECR 36702)
- Fixed an issue where changing the location on a line could cause the IC GL Account to be set incorrectly. (ECR 36797)
- Fixed an issue where an error would occur if the user's security was set to "View Only" for GL Accounts. (ECR 36794)