ArchiOffice 2016 Release/Change Log

VERSION 16.0.57.2:

Release Date: January 05, 2017

1. **Project:**
   Fixed in problem during new project creation that was causing new projects to take much longer to create than they should.

2. **Project>Billing:**
   Fixed a critical issue which resulted in the corruption of certain invoice records, causing subtotals to be altered or increased.

VERSION 16.0.56.6:

Release Date: September 22, 2016

1. **Billing > History:**
   When emailing an invoice the email screen automatically fills in the subject line with something like this: ***Invoice No. 20160734 from Burns & Bayer Architecture for Project blah***.

   Problem: If the company name contains an ampersand (&) the subject line gets truncated to this: ***Invoice No. 20160734 from Burns*** Everything after the ampersand is just cut off.

   Resolution: Fixed

2. **Dashboard:**
   Create a To Do in the calendar module, assign someone else to the attendees, have they login and that ***To Do event doesn't show up*** on their dashboard. Even if we assign the same user (who is logged in) to a To Do event, it does not show up on the Dashboard.

   Resolution: Fixed

3. **Dashboard:**
   In v16.0.53.1 it just simply will ***not display ANY Appointments or Milestones***, even if the date is set correctly, no matter the filter settings, no matter the project or its active flag.

   Resolution: Fixed

4. **Preferences:**
   if we set the unconventional names (say, ***address@us.land***) as the email address in the preferences, we get an error prompt saying that the email is not valid.

   Resolution: Fixed

5. **General**: - Whole application needs to be optimized for performance. ***Sluggishness*** is visible in users with huge amount of data.

   Resolution: Major performance ***optimization techniques implemented*** for application.

6. **Search:**
   The issue is that if you run a Time-Expense Report/Or any report and search for certain projects, the ***report comes back blank***, but if you run the exact same project except that you search on the projects number instead of name, then the report works perfectly fine. It happens when project name is having 'and' as one of the words in between the Project name string

   Resolution: Fixed

7. **Report Center:**
   In the Address Book Report and the Contact List Report - If you check the ***Address To Use*** checkbox, no matter what you previously searched on, this search will be completely ignored and instead the report will report on ***ALL*** contacts that use the ***Address To Use*** selected items.

   The Address to use options should work ***WITH*** the search results, not instead of them.

   Resolution: Fixed

8. **Reports:**
   Report ***'New Business by Project Type'*** not working on search. The AO Report 'New Business by Project Type' is not working correctly when we run it on searched records. Instead it shows all the records.

   Resolution: Fixed

9. **Reports:**
   If time is marked as Non-Billable, it used to show up on a Slip Report with a zero total, this is now not able to be differentiated between ***billable*** and ***non-billable*** on the Time-expense report.
   Note: we know it was spec item that slip report should show Amount of all Billable as well as Non billable time expense but at least it should be able to differentiate between the two.

   Resolution: Fixed

10. **Reports:**

The ***Cash Flow VS Revenue*** Report does not honor any searches. Even if you search for only one project, it still reports on the total values for everything.

Resolution: Fixed

11. **Reports:**
    In the ***Project Time-Expense Report*** - In the Display Details area for this report, the Project > Project Number option does not work. The report always displays in Project Name order

    Resolution: Fixed

12. **Reports:**
    In the Time Card Bi-Weekly Report - If you do a search for time with ***Date Range: 06/19/2016 - 07/02/2016*** the report will completely ignore your search criteria and instead give you a report with ***Date Range: 06/25/2016 - 07/08/2016***, adjusting the date range forward by 6 days. Fully reproducible on any database.

    Resolution: Fixed

13. **Reports:**
    Project List report is not listing the Project Numbers in any particular order. Also the Name field for the Contact seems to be limiting First Name Last Name – But If there is a 3-part name it is listing the first and last part – not the Entire Name – ***Example: Mary Anne Francis*** – will list ***Mary Francis*** (the Mailing address is Accounts Payable – so the report is pulling from the Contact Name field)

    Resolution: Fixed

14. **Reports:**
    In the Monthly Billing Report - Running the report with the Display Details set to ***SORT BY: Client*** returns a TOTALLY different value for the INVOICE column Grand Total, than if you run the exact same report set to ***SORT BY: Project No*** *or* ***Project Name***.

    Resolution: Fixed

15. **Reports:**
    Sort order option on **Project list Report doesn't sort properly**, if sorted by Project Leader or Principal

    Resolution: Fixed

16. **Preferences: System: Password Policy**
    Strong Password Policy feature was available for only **Enterprise** customers.

Resolution: Feature made available for **Basic, Pro,** and **Enterprise**.

VERSION 16.0.54.0:

Release Date: August 03, 2016

1. **Date Time mismatch in MAC Sync:**
   ICal displays delayed Date and time of appointments. There is difference of few hours or one day of appointments in AO and Mac appointments after sync.

   Resolution: Fixed

2. **Date Time mismatch in Calendar Recurring Events:**
   Calendar recurring event series has delayed appointment Date and Time. Only the first event in the recurring series has correct appointment time, the rest in the series has delays of few hours or even a day.

   Resolution: Fixed

3. **Calendar "Detail Tab / Calendar View "Time Mismatch.**
   Calendar "Detail Tab / Calendar View "screen has mismatch. There is a difference of one day in both the screens

   Resolution: Fixed

4. **Project Time-Expense Report**
   Project Time/Expense report shows the only employee's first name.

   Resolution: Fixed

AO/EO 2016 <-> QuickBooks Integration Tool

VERSION 7.0.12.0:

Release Date: June 29, 2016

1) The memo field (Notes in AO transactions) not syncing to QB Memo.

   Resolution: Fixed

2) **Smart match: -** From the Invoice both matched and Unmatched, on the ArchiOffice side, can we get the Project Name field added to make sync'ing invoices easier.

   Resolution: Fixed

3) **Send – Invoices to QB:** In certain cases, users are noticing **Divide by Zero error** while sending Invoices to QuickBooks.

   Resolution: Fixed

4) **Send – JOB CODES: -** You can't set the Sync Settings to SEND Job codes with Active only, then no codes sync. You have to either manually enter them into QB and smart match them or change the sync settings to not have the active box checked, then check overwrite and ignore buttons and send all job codes. The Active box has never worked. The Active box would be used to SEND Active marked job codes in Preferences to QB and not have other job codes send which a client would not want to SEND to QB. Pam has reported this number of times but it has never been fixed. Maybe you can get them to fix it. It would have saved us about an hour of support if this was fixed. I am giving everyone a heads up on this for other users that will have this issue!

   Resolution: Fixed

VERSION 16.0.53.1:

Release Date: June 21, 2016

1) **Time/Expense**: - In the split window it is not possible to change ALL the hours of a time entry from charge to No Charge or vice versa.

   Resolution: Feature improved

2) **Dashboard: -** In the Accounts Receivable Widget on the dashboard - If you have the filters set to not filter anything, it STILL filters the ">90" column by the last 12 months, based on invoice date. If you have the filters set to No Filter, then it should be just that, NO filter. The widget should look at ALL open, finalized, invoices, regardless of age.

   Resolution: Fixed

3) **Dashboard: -** It is no longer possible to update the filters on ANY of the Charts on the Dashboard.

   Resolution: Fixed

4) **Billing: -** Slip Specific Tax issue on Invoices. In certain cases Slip Specific Tax was calculating wrong tax amounts.

   Resolution: Fixed

5) **Project: -** Project > Logs > RFI's > RFI Detail screen - Once an RFI has its status set to CLOSED it cannot be changed again. Even if you try to set it back to OPEN, it just won't save that way.

Resolution: Fixed

6) **Project: -** Project > Tasks - If the progress of a particular phase is exactly 99% then a resource error happens and the graphic for the progress bar is not found and the progress bar is display all messed up for that phase.

   Resolution: Fixed

7) **Project: -** Project > Logs > Submittals - If I assign a document to a submittal, then Create a To Do from that submittal, the documents that were already assigned to the submittal should also be automatically assigned to the new To Do Event.

   Resolution: Fixed

8) **Project: -** When setting the filter on this screen to "Unapproved", the list filters show ONLY Complete time. However, it should show Complete AND No Charge time.

   Resolution: Fixed

9) **Project: -** Project > Logs > Submittals > Submittal Detail View screen - If you have assigned a project document to this submittal, you are supposed to be able to click on the underlined title to open the document. This does not work, making it effectively impossible to open documents which are attached to submittals.

   Resolution: Fixed

10) **Documents: -** In the "Add A New Document" window - When this window first opens, the "Date/Time" field on the bottom right shows the current data and current time. As soon as you click on a document template to use, the screen refreshes and change the time to 12:00 AM, instead of the current time. After that refresh it should still show the correct time.

    Resolution: Fixed

11) **Contacts: -** Check Directory, Billing, Mailing and Lock and Save. Come back to the contact and Save again. All check boxes will be unchecked.

    Resolution: Fixed

12) **Contacts: -** In Contact > Logs > Notes screen - If you create a new NOTE from this page, using the quick entry fields, no matter what date you select for the note, it is ALWAYS created with today's date instead.

    Resolution: Fixed

13) **Report Center: -** In Reports > Contacts - The "Label and Envelopes" section needs to be renamed to "Labels". We have NEVER had envelopes reports in this area, so the title is a bit misleading.

Resolution: Fixed

14) **Report Center: -** Do any search, if that search resulted in 0 records found and you run the report anyway, instead of getting a blank report, you actually get a report with every Time/Expense in the whole system. If you reported on 0 records, then the report should show 0 records.

    Resolution: Fixed

15) **Report Center: -** Memorized report issue in reports tab If we memorize more than 10 reports in "Project" Module and later on run the last Memorized report we notice that user is redirected to the first report. The memorized report that user has selected for preview is not visible

    Resolution: Fixed

16) **Report Center: -** Filter issue on reports Suppose we select the WIP Reconciliation and later on we apply "Project Status" filter Inactive and run the report. Later on go to .WIP with AR Aging OR .Work In Hand here we notice that its default filter gets changed to "Inactive" instead of "All". Same is the issue with almost all reports. Example:- TE reports

    Resolution: Fixed

17) **Report Center: -** The Profitability Cash Report does not show TYPE: Summary/Detail option. ALL the other profitability reports have this display option. This report should as well.

    Resolution: Fixed

18) **Report Center: -** Many reports provide a "Records To Include" box in the Display Details area, that provides a date range. There is a flaw in this date range box. If you put a date range here, and run a report, it will save that date range so that if you come back to this report later, it will auto-populate those fields with the last date range used. BUT if you change the date range back to NONE, it will NOT save the fields as BLANK, and it will incorrectly continue to default the previously used dates.

    Resolution: Fixed

19) **Reports: -** Retainer Report Doesn't Handle NULL Company Names. There is a line on the report that shows: Client Name: Client Company. If the Company Name field in the clients contact record is NULL, the report doesn't handle this correctly. Instead of showing the value as blank, it actually pulls in the company name from the previous record and shows that instead.

    Resolution: Fixed

20) **Reports: -** Employee Performance Report currently has a flaw in the calculation of the time in each of the three groups. It does NOT count any time entries that are currently on HOLD. The fact that a time entry might be in a hold status should not penalize an employee and make their realization appear less

efficient, just because the accountant decides to not bill their time right now, and puts it on hold to do that.

Resolution: Fixed

21) **Reports: -** Project Checklist Report is completely broken. The COMPLETED column never fills in any value for any task which is completed.

Resolution: Fixed

22) **Reports: -** In Profitability Cash Report AND The Profitability Cash with Expense Report, the $Payment column also includes the value of retainers. It should include the value of retainer PAYMENTS, but not the retainer itself. Currently it counts both, incorrectly inflating this value.

Resolution: Fixed

23) **Reports: -** Billing Summary Report Reports > Billing > Billing Summary the "Net income column" grand total comes out to be wrong in many circumstances.

Resolution: Fixed

24) **Reports: -** Note List Report doesn't report on all the records that were searched on.

Resolution: Fixed

25) **Reports: -** In Project > Billing > Invoices screen - Clicking the PRINT SUMMARY link at the bottom creates a report that is actually titled: Print Summary. The report should be titled Invoice Summary.

Resolution: Fixed

26) **Reports: -** Statements run the date as U.S. Format, even though the system is set to International Date: This is for customers who use International for their date settings: On the project note report; the note dates appear correctly, but the report date is in U.S. format:

Resolution: Fixed

27) **Reports: -** Most of the reports don’t fetch any data when previewed for the first time, they fetch data only after we use the search criteria. e.g., contact list report, address book report, Time Card Profitability Report, Budget Hours etc.

Resolution: Fixed

28) **Security: -** Security>System > Access Support. Please remove this security, as it is not applicable to AO any more.

Resolution: Fixed

29) **Security: -** In Preferences > Users > Security AND In Project > Time/Expense screens - If a user is denied the "View Time/Expense Values" it turns off the Hours column AND the Amount column in the Employees window on the top left corner of the Time/Expense screen. The "View Hours (others)" security permission should turn off ONLY the Hours column and the "View Time/Expense Values" should turn off ONLY the Amount column.

Resolution: Fixed

30) **Security: -** On the Time/Expense > Time tab - If a user is denied the ability to edit others time entries, the employee dropdown simply doesn't allow you to select to view someone else's time in the first place. VIEWING other employees time is controlled by other security settings. This setting should ONLY prevent editing. Viewing should still be entirely possible.

Resolution: Fixed

VERSION 16.0.46.1:

Release Date: April 08, 2016

1. **Billing: -** Custom Invoice number is not followed by application in certain cases. Specifically, if HOLD slip exists on the Invoice.

   Resolution: Fixed

2. **Billing: -** Rounding issue, when payment is applied to two or more invoices.

   Resolution: Fixed

3. **Project>Billing>Options: -** Summarize by phase/code in expenses, **Show Quantity and Rate** checkbox is hidden, the checkbox is displayed only after clicking save, the quantity and rate is not displayed on invoice as well.

   Resolution: Fixed

4. **Project>Billing:** - Under Project/Billing/options/interest/payment terms I have set each client up with the 14 day payment term setting, however in each invoicing period there are always a few draft invoices created that pop out with 30 terms. After months of this happening requiring me to delete the invoice and re-enter and save the 14 day term and re-run the invoices for the affected clients, I have worked out it happens after we change and save the amounts in the budget or grid.

   Resolution: Fixed

5. **Project**: - Submittals create ToDo's with Invalid Status in **Project > Logs > Submittal** Create a new submittal, and set its Status to **Furnished as Noted**. Now click the **CREATE TODO** link, then View that

ToDo entry and you will see that In **Calendar > Detail** screen it will actually show the status as **Furnished as Noted**. This is Incorrect. A ToDo can either be **Pending** or **Done**.

Resolution: Fixed

6. **Project**: - Project>Tasks: If we have **Not Applicable** as Status for a Task, then when I check the ToDo box in Task Detail Screen for this Task, the status should change from Not Applicable to Pending, and save that value immediately.

   Resolution: Fixed

7. **Project**: - Deleting any of the stipulated invoices in between the first and the last invoice and then creating a new stipulated invoice gives incorrect values. a. Create a new project.
   b. Assign the budget values to its phases.
   c. Create three stipulated invoices 001, 002 and 003.
   d. And then delete the 002.
   e. After deleting make a new stipulated invoice.
   f. Go to invoices> click on the last invoice the values of remaining amounts gets incorrect values.

   Resolution: Fixed

8. **Project**: - Having Symbols in Invoice #'s Breaks Invoicing. If you try to view an invoice with a "#" pound symbol in the invoice number, the invoice will open and immediately close itself. Similar to a popup blocker, but there is no popup blocker. Changing the invoice number to remove the #, immediately rectifies the problem. This is wrong, all characters need to be properly escaped and allowable.

   Resolution: Handled # character

9. **Project**: - Project>Billing>Summary Grid: Notice the phase date window, it’s too big. When hovering over the calendar icon the date box opens and the grey zone should only be as big as necessary to show the start and end dates.

   Resolution: Fixed

10. **Project**: - Project>Tasks> Columns in the grid are not aligned with Title bar.

    Resolution: Fixed

11. **Project**: - Project Templates Broken: It is impossible to make a new project based on a Project Template. When making a new project, if you select a Project Template, click Continue, enter the new Project Number, and click Continue again, and it just doesn't do anything. The box with the project name and number disappears but the project creation process just does not ever start.

    Resolution: Fixed

12. **Project**: - Can't Set First Project Team Role In **Project > Details > Project Team** - When in the project team screen, if you change a person's role on the team to be the first role shown on the dropdown, it will not save, and the role will revert to the previous value. You can change their role to any other choice from the dropdown but not the first one.

    Resolution: Fixed

13. **Project**: - In Project > Billing > Options - On the Stipulated Sum grid, above the far right side column of checkboxes, we need to add an **All** checkbox, that will check or uncheck all the phase and sub phase checkboxes.

    Resolution: Implemented new feature

14. **Project**: - Performance Screen Negative Profit in **Project > Billing > Performance screen** - It seems that if profit is negative that the **ACCRUED** screen just shows $0, instead of properly calculating the negative profit.

    Resolution: Fixed

15. **Report Center: -** I memorized a Report and the date I selected is last week. When I ran report in this week, it worked fine but when I ran this report in next week, it still gets me the week which it was showing me in last week. If we memorize like Last week, Last Month or Last Year, it should not save the date, while as it should save literals and search again for these literals.

    Resolution: Fixed

16. **Report Center: -** Improved performance in reports by passing all relevant parameters to the stored procedures. This will improve report loading and Preview time.

    Resolution: Implemented new feature.

17. **Report Center: -** The **Budget vs Actual Report** (and perhaps others), has the following problem. I select the report. I do a search for active, billable projects. I deselect the **Show Additional Services** checkbox. I memorize this report. When I run this memorized report, it shows Additional Services. It is not supposed to include them. Also - if one creates a Memorized report - that checkbox for **Show Additional Services** is not visible anymore.

    Resolution: Fixed

18. **Reports: -** Issue with **Employee Performance Report** - If an employee does not have security rights to see other peoples time, and they run an Employee Performance Report, it still shows them everyone else's time.

    Resolution: Fixed

19. **Reports: -** We really need a report, from the Time/Expense report folder, that groups first by project, then allows for the appropriate time/expense search criteria. Is it possible to either get this report implemented or perhaps modify an existing t/e report to accommodate project first.

    Resolution: Implemented in existing **Project>Project Time-Expense Report**

20. **Reports:** - Profitability Accrued $ Invoiced doesn't count Adjustments. **Profitability Accrued Report AND the Profitability Accrued with Expenses Report** both ignore adjustments when calculating the **$ Invoiced** column on the report. This is wrong. The bottom line Invoiced Total DOES take into account adjustments, and the report needs to as well.

    Resolution: Fixed

21. **Reports:** - If Time is marked as Non-Billable, it used to show up on a Slip Report with a zero total, this is now not able to be differentiated between billable and non-billable on the Time-expense report. Note: we know it was spec item that slip report should show Amount of all Billable as well as Non billable time expense but at least it should be able to differentiate between the two. (I think a label like NB putting against Non-Billable time could be good option)

    Resolution: Fixed

22. **Contact**: - It is possible to enter an unlimited number of Address Types. BUT when you actually go to add a new address in Contacts, the dropdown on the **New Address Tab** popup, only shows 5 options, with no way to ever select others. This is wrong. That dropdown should show however many address types are defined in preferences.

    Resolution: Application will now restrict it at 6.

23. **Contact**: - Contact Documents Not Possible With Some Contacts In **Contact > Documents** - If the contact is on No projects, then the New Document creation window defaults no project and sets the path so that the resulting document is stored under **Contact Documents** folder. If the contact is on more than one project, it also does this. HOWEVER, if the contact is on EXACTLY ONE project then it defaults to that project. This is wrong. When creating a document from a contact record, it should ALWAYS default to no project and storing in the Contact Documents folder. Only if the user actually selects one of this contacts projects from the project dropdown should it then change and store the resulting document there.

    Resolution: Fixed

24. **Time/Expense:** - Since we have implemented the check box feature, can we expand this feature to be able to filter the list, and then have a **Check All** box at the top, or be able to check slips individually with the ability to then update the selected slips.

    Resolution: Implemented new feature

25. **Time/Expense:** - We need to restrict the Negative entries in split and update.

Resolution: Fixed

26. **Time/Expense:** - Multiple Selection Deletes In **Time/Expense > List screen** - It is no longer possible to check the selection checkbox on the far left side of the line items, thereby making it impossible to use the **ACTION > DELETE** option to delete multiple time entries.

    Resolution: Fixed

27. **Search:** - Drawing Search by Date - None of the three date fields actually works. No matter what date you put in the field, the search always returns 0 records, even when there clearly are records with those dates.

    Resolution: Fixed

28. **Search:** - Invoice Search Screen - Several fields do not work, or do not work correctly.
    a. The **Project Originator** search field always returns no records.
    b. The **Project Leader** search field always returns no records.
    c. The **Project Principal** Search field always returns no records.
    d. The **Project Contact** field does even provide a list of contacts in the first place. It shows a list of employees, which is completely wrong. Also, obviously, always returns no records.

    Resolution: Fixed

29. **Convert**: - After upgrading from a previous version, when you try to initially login, you will sometimes get a message that **Some Important updates are being applied to the database**. Sometimes you will get no message at all, but it just won't login. Just sits there and spins forever.

    Resolution: Fixed

30. **General**: - Whole application needs to be optimized for performance. **Sluggishness** is visible in users with huge amount of data. **Report engine** also behaves **sluggish** for users with large databases. We need to look for bottle necks throughout the application and try to optimize as much as possible.

    Resolution: Major performance **optimization techniques implemented** for application and Report engine.

31. **RFI:** - One of the biggest problems I have with attaching documents in AO (try attaching a document to an RFI or Submittal), is that it opens up the Document Search screen which only does a search within the database. Instead, it should allow me to attach a file that is on my computer. For this feature to work easily, we should allow them to attach a document the same way we can if we are in Projects>Documents and click the New Document action and then select Attach. This allows us to select the source.

    Resolution: Implemented new feature

32. **RFI:** - Columns are not aligned in RFI grid.

Resolution: Fixed

33. **Calendar**: - Events tied to Submittals do not appear on the calendar. A ToDo Event by creating a Submittal and using the **Create ToDo** link, results in a calendar event which will not show up on the calendar no matter what. Testing shows that it seems the bug is that any time an event record has any value in the submittal_id field OTHER than "00000000-0000-0000-0000-000000000000" will cause the event to not display on the Calendar View.

    Resolution: Fixed

34. **Widgets:** - Enhancement to Project Performance Dashboard Widget –
    a. All four columns to have totals added.
    b. Add an Accrual/Cash toggle.

    Resolution: Implemented new feature

VERSION 16.0.32.0:

Release Date: March 10, 2016

1. After upgrade from previous versions, ArchiOffice 2016 was getting stuck in maintenance mode.
2. Invoice sort order, Phase sort order Stored Procedures optimized for performance.

AO/EO 2016 <-> QuickBooks Integration Tool VERSION 7.0.11.0:

Release Date: February 25, 2016

If a payment is applied to multiple invoices and then sent over to QuickBooks, smartmatch fails to match the payments.
Resolution: Earlier sub transactions were sent as separate full-fledged payments. In this build, we are getting such payments as line items of the main payment rather than separate payments.

VERSION 16.0.31.0:

Release Date: February 11, 2016

ArchiOffice 2016 setup signed with latest Java certificates.

VERSION 16.0.29.0:

Release Date: February 03, 2016

1. Email Draft Invoices to Project Leaders/Principals: In ArchiOffice 2016, you can email draft invoices to project leaders or principals. This can also be done in the History and Outstanding tabs of the Project module.

2. Set Your Own Password Policy: If you are security conscious, this feature is for you. It will allow you to set your own password policy, like enforce strong password and reset password after a set number of days.

3. Detailed Draft Invoices: You now have the ability to preview detailed draft invoices. This will enable managers to review detailed work that was done during the period, thus helping them determine the amount to bill for their fixed fee phases.

4. Project-Specific Invoice Number Sequences: You can now set project-specific invoice number sequences rather than global invoice numbers. This feature will enhance the batch invoicing process for these projects.

5. Billing Instruction Notes: This is a simple, yet powerful, feature for project managers and billers. Using this feature, project managers can provide special instructions to billers or accountants as to what they want done with the invoice or how to go about the billing. The projects that contain an instruction note will have an icon to visually indicate that a note is attached to it.

6. Memorized Reports in Grid List: This feature is more of an improved user experience. You can now view and manage all your memorized reports on a separate list in the report grid. Till now, these reports displayed in the grid list only when the related report was selected.

7. Enhanced Filters: We now have additional useful filters in ArchiOffice 2016. These new filters are primarily available on the Outstanding, Drafts and History tabs of the Billing screen. Also, you will see improved date filters across the application.

8. Drag/Drop and Ascending/Descending Sort Options: One of the most powerful features this year is the new capability to drag and drop your team members in to the Project Team list. You can also sort your phases and job codes in ascending and descending order.

9. Brand New Engine: ArchiOffice 2016 uses the latest and most powerful Dot Net 4.5 engine. Not only will it work with the latest version of the operating system such as Windows 10, you will also notice significant performance improvements in the application.

10. Default Email Message for Invoices**:** No need to write the email body again and again. You can put your default email message for invoices in the Preferences screen. When the email is created, that message will appear in the body of the email in a section below the line break.

11. Monthly Billing Report: Displays invoice details including basic and additional services, reimbursable expenses, adjustments, tax, interest and totals on a monthly basis. You can sort the report by project, principal, client, etc.

12. Modify Time/Expense of Draft Invoices: One of the most powerful features in this release is the ability to modify the time and expense entries of draft invoices. You can now change the Phase, Code, Task Description, Hours and Status of these entries while reviewing the draft invoices.

13. Ability to Print Multiple Invoices: Add a Print option to the Billing > Outstanding screen > Action menu to allow printing of all currently selected invoices in the list.

14. Propagate Employee Status in One Click: This feature will allow users to propagate the employee status throughout the system. So if employees are marked as Inactive, the application will mark them as Inactive on all projects that they are assigned.

15. Ability to Choose Number of Rows Per Page: User can now choose the number of rows displayed per page throughout the application.

16. Currency Symbol Position: You can now choose the position of a currency symbol – left or right of the value/amount. This feature is useful for our international users.

17. Include/Exclude Basic and Additional Services: Under the Time section of the Projects > Billing > Options screen, there is now an option to "Include Basic Services" and "Include Additional Services". By default, both options are checked.

18. Start/Stop Date for Time/Expense Report: Start and Stop Date fields are available directly in the display options area for all the time and expense reports.

19. Three Decimal Places on Time/Expense Reports: Time/Expense reports will show three decimal places, if given.

20. User-Based Report Filters: Report filters will be saved on the basis of logged-in user. One user will not see the filters of other users.