

# Sage Simply Accounting

## Product Update

July 2012



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# Sage Simply Accounting Product Update for July 2012

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## Sage Simply Accounting Product Update..... 1

Install the Correct Product Update.....	1
About This Update .....	1
When do I install the update?.....	2
Where can I find the update? .....	2
How to automatically update Sage Simply Accounting .....	2
How to manually update Sage Simply Accounting.....	2
Download product updates from the Sage Simply Accounting Web site .....	3
How do I install the product update? .....	3

## Payroll Tax Changes Included in this Product Update 4

What's New in this Tax Update.....	4
Changes to Provincial Tax Brackets .....	4
Changes to Alberta Workers' Compensation Board Premium Rates .....	4
Changes to the Spousal or Common-law Partner Amount on TD1 Form in Nova Scotia .....	4
Frequently Asked Questions.....	5
Where can I obtain T4 or Relevé 1 forms? .....	5
Which Relevé 1 formats can I use? .....	5
Which T4 formats can I use?.....	5
Where do a Québec employee's tips appear on the Relevé 1 Slip? .....	5

## Sage Simply Accounting 2012 Product Enhancements 6

Issues Addressed in this Product Update (Release D) .....	6
Issues Addressed in the January 31, 2012 Product Update (Release C).....	7
Issues Addressed in the January 2012 Product Update (Release B) .....	7
Changes to Boxes 24 and 26 on T4 Slips .....	7
Changes to Box O on RL-1 Slips.....	7
Dashboard .....	8
Quebec Sales Tax (QST) Rate Increase in 2012.....	9
Update Multiple Employee Personal Tax Amounts available in Sage Simply Accounting Pro and higher.....	10

## **Sage Simply Accounting 2011 Product Enhancements 12**

Issues Addressed in this Product Update (Release F) .....	12
Issues Addressed in the January 2012 Product Update (Release E) .....	12
Changes to Boxes 24 and 26 on T4 Slips.....	12
Changes to Box O on RL-1 Slips .....	12
Issues Addressed in the July 2011 Product Update (Release D).....	13
Issues Addressed in the January 1, 2011 Product Update (Release C) .....	13
Issues Addressed in the October Product Update (Release B) .....	16

# Sage Simply Accounting Product Update

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## Important!

Sage Simply Accounting payroll updates are only available to current subscribers of Sage Business Care plan with payroll tax table updates. If you do not know whether your subscription is current, or you need to sign up or renew your subscription, contact us at 1-888-261-9610.

## Install the Correct Product Update

Be sure to install the product update version that is compatible with your Sage Simply Accounting product.

<b>If you are using:</b>	<b>Then install this update version:</b>
Sage Simply Accounting 2012 First Step, Pro, Premium, Enterprise, or Accountants' Edition	Sage Simply Accounting 2012 <b>Release D</b>
Sage Simply Accounting 2011 First Step, Pro, Premium, Enterprise, or Accountants' Edition	Sage Simply Accounting 2011 <b>Release F</b>

To find out which Sage Simply Accounting product and version you are currently using, select About Sage Simply Accounting from the Help menu.

## About This Update

This product update covers all editions of Sage Simply Accounting 2012 Release D and Sage Simply Accounting 2011 Release F.

This update contains fixes for known issues in Sage Simply Accounting 2011 and 2012. See page 12 for a list of fixes in Sage Simply Accounting 2011, and page 6 for a list of fixes in Sage Simply Accounting 2012.

Your Sage Simply Accounting product update does not contain the complete Sage Simply Accounting program. If you ever need to re-install the Sage Simply Accounting program files, use your program disc or the program file that you have downloaded from the Sage Simply Accounting web site. Then install the product update, as described in this notice.

## When do I install the update?

Install the update immediately.

If you process payroll, you can install now even if you still have December 2011 payrolls to process. Sage Simply Accounting uses the processing dates to select the correct tax calculations. You must install the payroll update before you make any January 2012 payroll entries.

Important!

### **Updating Sage Simply Accounting in a multi-user environment (Sage Simply Accounting Premium and higher)**

- You must install this product update on all computers running Sage Simply Accounting, including computers on which you have performed server-only type installations of Sage Simply Accounting.

## Where can I find the update?

You can update Sage Simply Accounting in one of four ways:

- Automatically, using Sage Simply Accounting.
- Manually, using Sage Simply Accounting.
- By downloading the update from the Sage Simply Accounting Web site.
- By running the product update disc.

### **How to automatically update Sage Simply Accounting**

Sage Simply Accounting can automatically check for product updates whenever you are connected to the Internet. When an update is available, you are given the option of downloading and installing the update. For more information, search for "Automatic Updates" in the Help.

### **How to manually update Sage Simply Accounting**

We recommend that you enable the "Automatic Update" setting in Sage Simply Accounting. If you choose not to enable this feature, you can always manually download the updates when you are connected to the Internet. Follow the steps below:

1. Open the Help menu and select Check for Updates.
2. Click Check Now.
3. If an update is available, click Download Now. When the download is complete, you will be prompted to install the update.

### Download product updates from the Sage Simply Accounting Web site

For your convenience, updates are also available on the Sage Simply Accounting Web site at:

[http://na.sage.com/sage-simply-accounting/support/product\\_and\\_payroll\\_updates](http://na.sage.com/sage-simply-accounting/support/product_and_payroll_updates)

Use this method if you experience problems with the automatic or manual update options described above.

### How do I install the product update?

#### Back up your data

Make a backup copy of your data before you install the product update.

**Note:** Always back up your data before installing your product update, and before any major changes, such as before advancing the session date to a new calendar or fiscal year.

If you are downloading the product update from our Web site, follow the installation instructions on the Web site.

If you receive the update on disc, follow these instructions to install your product update.

1. Start Windows.
2. Back up your Sage Simply Accounting data files (if you have not already done so).
3. If you received your update on a disc, insert the disc into your computer's disc drive.
4. If the installation starts automatically, proceed to step 5. Otherwise:
  1. In Windows, click the Start button and choose Run.
  2. Type *d:\launch.exe* (replace *d:* with the letter of the drive in which you inserted the disc) and press Enter.
  3. Select OK.
5. Follow the step-by-step instructions on the screen.
6. A dialog box appears, telling you the installation is complete. Click OK.

#### Read the README.TXT file

The README.TXT file appears. This file contains information about changes to Sage Simply Accounting.

7. When you have read the README.TXT file, close the Notepad window.
8. Start Sage Simply Accounting. To ensure that you have installed the latest update, choose About Sage Simply Accounting from the Help menu.

# Payroll Tax Changes Effective July 1, 2012

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## Important!

If you have a valid Payroll subscription, your Product Update includes the payroll tax changes for July 1, 2012.

Your payroll update reflects the federal and provincial tax schedules in effect on January 1, 2012, as stated in the Canada Revenue Agency's *Payroll Deductions Formulas for Computer Programs, 95th Edition*; Canada Revenue Agency's *Employers' Guide to Payroll Deductions*; Québec's *Guide for Employers: Source Deductions and Contributions for 2012*; and the schedules of Employment Insurance, Canada Pension Plan, and Québec Pension Plan.

## What's New in this Tax Update

The July 1, 2012 tax update contains changes to payroll tax tables and Sage Simply Accounting payroll tax calculations. These changes reflect the income tax changes announced by the Canada Revenue Agency (CRA) that are effective July 1, 2012.

For complete details on the CRA income tax changes, contact your local tax services office or visit the CRA Web site at <http://www.cra-arc.gc.ca>.

This document addresses *only* the payroll tax changes that may require you to adjust your payroll records.

### Changes to Provincial Tax Brackets

Ontario has a new personal income tax bracket effective July 1, 2012. Taxable income that is more than \$500,000 will be taxed at a rate of 13.16%.

### Changes to Alberta Workers' Compensation Board Premium Rates

Effective January 1, 2012, the Alberta Workers' Compensation Board (WCB) has raised the maximum insurable income (MIE) level to \$86,700.

### Changes to the Spousal or Common-law Partner Amount on TD1 Form in Nova Scotia

Effective July 1, 2012, the spousal or common-law partner amount on the TD1NS form has been changed to \$9,761. You need to update the Other Indexed Amounts value in the employee records for those employees impacted by this change.

## Frequently Asked Questions

### Where can I obtain T4 or Relevé 1 forms?

- Order T4 forms from the Canada Revenue Agency (CRA).
- Order Relevé 1 forms from the Ministère du Revenu du Québec.

### Which Relevé 1 formats can I use?

Sage Simply Accounting prints Relevé 1 forms in these formats:

- Laser and Inkjet: Pre-printed laser and inkjet forms.
- Laser and Inkjet Facsimile: Plain-paper laser and inkjet form.

### Which T4 formats can I use?

Sage Simply Accounting prints T4 forms in these formats:

- Laser and Inkjet: Pre-printed laser and inkjet forms.
- Laser and Inkjet Facsimile: Plain-paper laser and inkjet form.

### Where do a Québec employee's tips appear on the Relevé 1 Slip?

On the RL-1 slip, there is a Box T for tips allocated. The sum of Box T and Box S (other tips) represents the total tips taxable, and is included in Box A (employment income).



# Sage Simply Accounting 2012 Product Improvements

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This section lists product improvements for Sage Simply Accounting 2012.

## Issues Addressed in this Product Update (Release D)

Release Updates This product update includes the updates from previous releases as well as fixes made to the following issues:

- In Sage Simply Accounting, swiped credit card sales transactions that were voided using the Reverse button were not removed from the Virtual Terminal.
- (Pro and higher) Sage Simply Accounting stopped responding when you generated a Pending Orders by Customer report. This happens when the report tries to create a section for customers with no departments.
- (Pro and higher) The Revenue Year-to-Date values on the Dashboard did not accurately match the data reported in the Comparative Gross Margin Income Statement.
- (Pro and higher) After starting a new calendar year, remittance payments posted with an End of Remitting Period dated in the previous year do not show up in the T4 Summary for that year.
- (Pro and higher) For recurring transactions, inactive employees were mistakenly counted towards the limit set by your payroll plan for the maximum number of active employees. As a result, you could not recall a recurring transaction when this limit is exceeded.
- (Pro and higher) Employees from Manitoba with a gross pay in the lowest tax bracket may have had mistakes in their tax calculations.
- (Pro and higher) Rounding errors occurred with the department allocation amounts if the option to apply departmental allocations to all accounts by percentage was selected on paycheques.
- (Pro and higher) Calculated hourly income amounts that result in three or more decimal places may cause rounding issues.
- (Pro and higher) You could not print a cheque in the Payroll Cheque Run if the Net Days Accrued under Entitlements goes below zero.
- (Enterprise only) In multi-user mode, Sage Simply Accounting stopped responding when the Inventory and Vendors window was launched from the Maintenance menu or from the vendor or inventory record.

- (Enterprise only) When posting a purchase order and selecting the Use Vendor Item Numbers and Descriptions option, the number of items under Pending Orders in the affected inventory records did not update accordingly.

## Issues Addressed in the January 31, 2012 Product Update (Release C)

Release Updates This product update includes the updates from previous releases as well as fixes made to the following issues:

- After you install a trial version of Sage Simply Accounting 2012 version B, the free 30-day trial period expires the first time you open the program. This issue has been fixed.

For non-trial versions, the 15-day product registration period also expires the first time you open the program. This issue has also been fixed.

- In the Update Employee Claims window, the as-of date displayed for the current Basic Personal Amount should be January 1, 2012, not July 1, 2011. The amounts are correct in both Release B and C for January 1, 2012.
- The Dashboard label on the French Home window has been corrected.

## Issues Addressed in the January 2012 Product Update (Release B)

Product Enhancements for Payroll

If you subscribe to the Sage Business Care plan with payroll tax table updates, you can utilize these new payroll features:

### Changes to Boxes 24 and 26 on T4 Slips

Effective January 1, 2012, boxes 24 (EI Insurable Earnings) and 26 (CPP/QPP Pensionable Earnings) on T4 slips must be completed at all times.

If the pensionable earnings field in the employee record is left blank, a value of zero is entered in box 26.

### Changes to Box O on RL-1 Slips

Income from retiring allowances (code RJ) are now supported in box O on RL-1 slips.

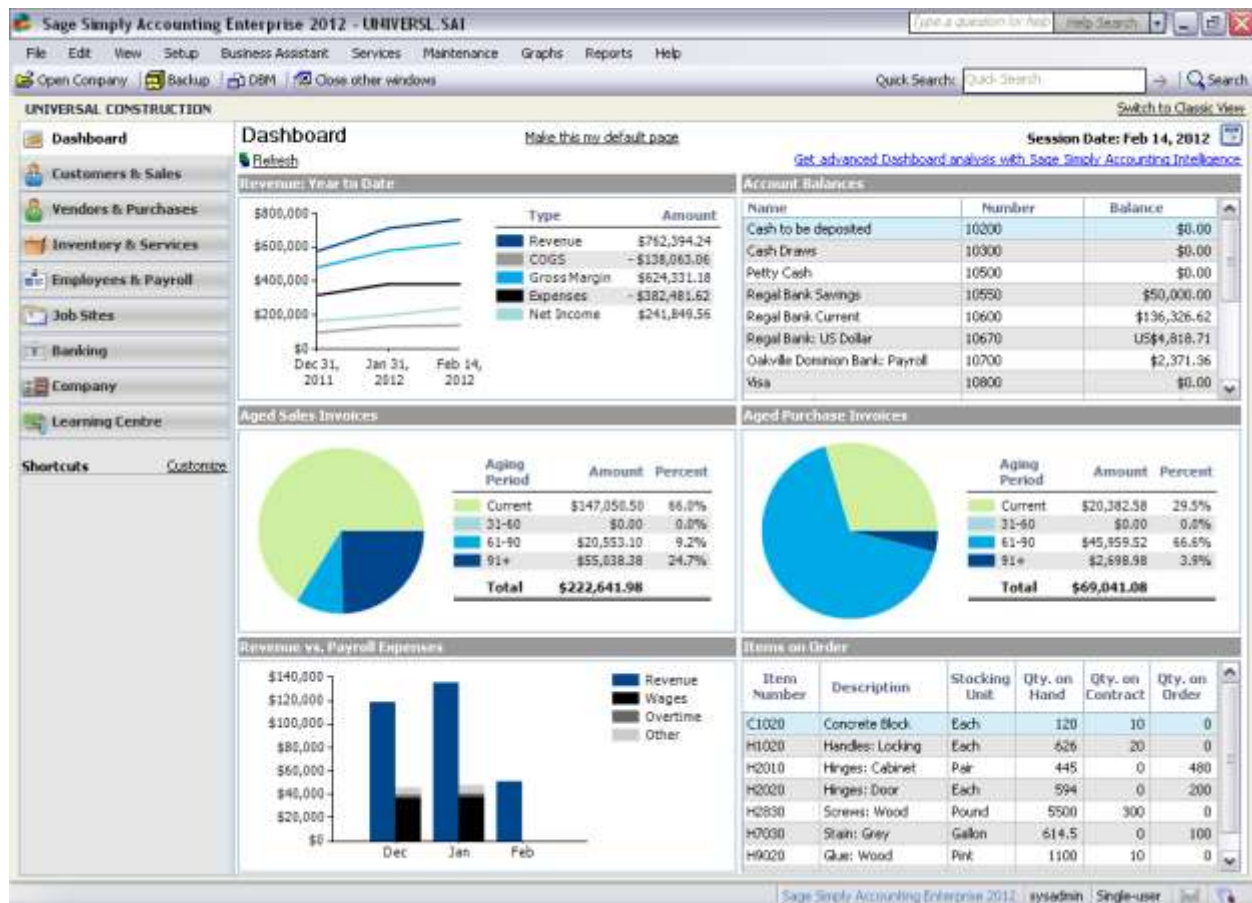
Product Enhancements

This product update includes these new features:

**Dashboard**

The Dashboard is a business management tool that allows you to monitor the health of your business by offering a variety of business data in one place. Instead of text-based reports, the Dashboard offers you a visual snapshot of your company's performance and activities that impact your company goals, so that you can make informed decisions in a timely manner.

Widgets are individual graphs, charts, and lists in the Dashboard. Not only do they display information relevant to the success of small businesses, but some widgets



have drill-down capabilities so that you can view reports related to these widgets.

Sage Simply Accounting Dashboard has the following widgets:

- **Account Balances.** Displays active accounts and their balances for cash, receivables, and payables. Use this widget to know how much cash your business has, what is owed to your business, and what your business owes.

- **Aged Sales Invoices.** Displays the invoice amounts owed to your company based on the aging periods that you've set up in Sage Simply Accounting.
- **Aged Purchase Invoices.** Displays the amounts that are owed to your vendors based on the aging periods that you've set up in Sage Simply Accounting.
- **Items on Order.** Displays the number of items currently recorded on sales orders or back-ordered in sales invoices, and the number of items currently recorded on purchase orders or back-ordered in purchase invoices. Use this widget to quickly see how many items you have on sales orders, and decide if you have enough inventory to fill your orders or whether you should order more.
- **Revenue: Year to Date.** Shows your company's net income and how it is derived from your revenues and expenses. Use this widget to determine how well your business is doing year-to-date.
- **Revenue versus Payroll Expenses.** Provides a side-by-side comparison of your company's revenue and your payroll expenses. Use this widget to determine if your company's month-to-month payroll costs are reasonable relative to revenues earned. Payroll expenses are also broken down in the widget into the following parts:
  - **Wages.** This is the total of any income, hourly rate, and piece rate income types.
  - **Overtime.** This consists of Overtime 1 and Overtime 2 incomes, and any differential rate income types.
  - **Other.** This consists of Vacation Earned amounts, all tax expenses, and all user-defined expenses.

Only those users who have already been given rights to reports, records, or transactions for certain modules can see the related widgets.

For example, only users with rights to view the transactions in the Customers and Sales module can view the Aged Sales Invoices widget.

#### **Quebec Sales Tax (QST) Rate Increase in 2012**

As of January 1, 2012, the Québec Sales Tax (QST) will increase from 8.5% to 9.5%. For more information about the type of goods and services affected by this rate increase, contact Revenu Québec or go to their [web site](#).

There are two ways to prepare your company for this tax change. You can reuse your current tax code and just replace the tax rate. Or, you can create a new tax code for the new rate. The advantage of creating a new tax code is that you could continue to record transactions using the old tax code and tax rate before January 1.

For more information about how to replace your current tax rate, see "Change a Sales Tax Rate" in the in-product help.

For more information about how to create a new tax, see "Add or Remove a Sales Tax" in the in-product help.

### Update Multiple Employee Personal Tax Amounts available in Sage Simply Accounting Pro and higher

In the What's New sections in the in-product and online help in Release A, Update Multiple Employee Personal Tax Amounts was wrongly identified as a Sage Simply Accounting Premium and higher feature. The feature is actually available in Sage Simply Accounting Pro and higher. We apologise for any inconveniences this mistake may have caused.

Release Updates This product update includes the updates from previous releases as well as fixes made to the following issues:

- Prepayments made to a vendor were deleted after a transaction with prepayment amounts was adjusted for the second time.
- When you emailed a sales invoice, Sage Simply Accounting did not remember the last Send By setting that was used (**My E-mail Software** or **Sage Billing Boss**). This issue has been fixed in this update.
- When French forms such as invoices and receipts were emailed, the text in the subject line or in the body of the email displayed nonsense characters or were missing altogether.
- (Pro and higher) When you print an Account Reconciliation Summary Report with Outstanding Transaction Detail, the line immediately before the page break would be omitted on the printed report. This has been fixed in the Product Update.
- (Pro and higher) On T4 slips, when an amount was entered in a box using code 31, the same amount was included in box 14 as well. This has been fixed in the Product Update and this amount is now excluded from box 14.
- (Pro and higher) If you processed payroll in the Payroll journal with a cheque dated to the previous fiscal year (same calendar year), the YTD sections on the preview and printed cheques would show only the amounts of the current cheque. Direct deposit stubs that were previewed, emailed, and printed were also affected.
- (Pro and higher) In the payroll journal, the date you have entered in the **Period End Date** reverts back to the session date after you process the paycheque. This issue is fixed in this update. The date you enter in this field should be remembered and displayed in subsequent paycheques until you close the payroll journal window.
- (Pro and higher) QHSF-FSSQ amounts were not reported for Quebec employees in the Deductions and Expenses report.
- (Pro and higher) The Payments journal displayed the last used tax code instead of the vendor's default tax code for Make Other Payment transactions.
- (Pro and higher) When emailing direct deposit stubs, the default text that was displayed in the email window was a generic message and not the message

saved in the company settings. Also, the message was not in the employee's preferred language.

# Sage Simply Accounting 2011 Product Improvements

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This section lists product improvements for Sage Simply Accounting 2011.

## Issues Addressed in this Product Update (Release F)

- Release Updates This product update includes the updates from previous releases as well as fixes made to the following issues:
- (Pro and higher) Employees from Manitoba with a low gross pay below \$500 had mistakes in their tax calculations.

## Issues Addressed in the January 2012 Product Update (Release E)

Product Enhancements for Payroll If you subscribe to the Sage Business Care plan with payroll tax table updates, you can utilize these new payroll features:

### Changes to Boxes 24 and 26 on T4 Slips

Effective January 1, 2012, boxes 24 (EI Insurable Earnings) and 26 (CPP/QPP Pensionable Earnings) on T4 slips must be completed at all times.

If the pensionable earnings field in the employee record is left blank, a value of zero is entered in box 26.

### Changes to Box O on RL-1 Slips

Income from retiring allowances (code RJ) are now supported in box O on RL-1 slips.

- Release Updates This product update includes the updates from previous releases as well as fixes made to the following issues:
- (Pro and higher) On T4 slips, when an amount was entered in a box using code 31, the same amount was included in box 14 as well. This has been fixed in the Product Update and this amount is now excluded from box 14.

## Issues Addressed in the July 2011 Product Update (Release D)

- Release Updates This product update includes the updates from previous releases as well as the following:
- The Create a Time Slip icon was displayed on the Sage Simply Accounting Pro edition Home window by mistake. However, you were not able to record any time slips if you clicked on this icon because this feature is not supported in the Pro edition.
  - Sage Simply Accounting errors out when you attempt to process a refund for a debit card transaction. This has been fixed so you will now be prompted to enter a card number to issue a refund.  
For a card-present transaction that has been settled, Sage Simply Accounting no longer automatically refunds the card charge when reversing the transaction. You will now be prompted to enter a card number to issue a refund as well.
  - For direct deposits and pre-authorized debit payments, numbers in the upload file created by Sage Simply Accounting were often off by one cent.
  - In a sales order or a sales invoice, after you select Print and Process as a default setting, future attempts to re-select the option to process without printing to be your new default fail.
  - After upgrading from Sage Simply Accounting 2011 version B to version C, a Make Other Payment recurring transaction that was recorded as paid by cash or credit cards is recalled as a cheque payment. A cheque number is also automatically assigned to the transaction.
  - (Pro and higher) WCB deductions were not calculated on Quebec Tips.
  - (Premium and higher) A company file that contained a very large number of inventory records took a longer time than normal to open, especially if multiple inventory locations were used. If **Automatically Refresh Lists** was selected in the User Preferences, the sales or purchase journal may also appear to stop responding when you tried to select a customer or inventory item from the drop-down list.

## Issues Addressed in the January 1, 2011 Product Update (Release C)

- Product Enhancements for Payroll If you subscribe to the Sage Business Care plan with payroll tax table updates, you can utilize these new payroll features:



### **Changes to Box 26 on T4 slips**

Sage Simply Accounting has changed how amounts are reported in Box 26 on T4 slips. An amount is reported when,

- the employee is subject to QPP and the pensionable earnings are more than the employment earnings in box 14.
- the maximum QPP pensionable earnings for the year have been reached on the Relevé 1 slip but the income in box 14 on the T4 slip is less than the maximum pensionable amount. In this case, Sage Simply Accounting will enter the maximum pensionable earnings amount in box 26.

If the maximum QPP pensionable earnings for the year have been reached and box 14 is equal to or greater than the maximum pensionable earnings, box 26 will be left blank.

### **Changes to Box G on Relevé 1 Slips**

To comply with Revenu Québec requirements for the 2010 taxation year, instead of leaving this box blank like in previous versions, Sage Simply Accounting will always enter a value in box G on a Relevé 1 (RL-1) slip. If the amount is zero, Sage Simply Accounting will enter "0.00" in box G.

Box G reports the QPP pensionable earnings. Sage Simply Accounting will report an amount in this box if the employee's pensionable earnings for the year differ from their employment earnings reported in RL-1 box A.

### **Filing Amended and Cancelled T4 slips Electronically**

You can use Sage Simply Accounting to file amended and cancelled T4 slips through the Canada Revenue Agency's Internet File Transfer service. For more information about how to file T4 slips via Internet using Sage Simply Accounting, go to the help topic "File T4 Slips and Summary Electronically".

#### Product Enhancements

This product update includes these new features:

#### **Sage Simply Accounting Direct Payments**

Sage Simply Accounting Direct Payments is seamlessly integrated within Sage Simply Accounting and allows you to conveniently make and receive electronic payments faster and more accurately. This service includes Employee Direct Deposit, Vendor Direct Deposit, and Customer Pre-Authorized Debit.

**Vendor Direct Deposit** allows you to pay bills electronically from your bank account, while the **Customer Pre-Authorized Debit** gives you a faster and more efficient way to accept customer payments. This is a subscription-based service which requires Internet connection.

#### **Sage Simply Accounting Message Centre**

The Message Centre at the bottom right corner of the Sage Simply Accounting window provides a way for Sage Simply Accounting to communicate to you in a

smooth effective way, reducing the number of e-mails you receive from Sage Simply Accounting by giving you immediate notification on product updates, support alerts, etc..

You can choose the kind of messages you want different users to receive as well as control access to these messages. This service requires Internet connection.

### **Product Enhancement Program**

Sage Simply Accounting is initiating a customer experience program to improve our existing software and services and make Sage Simply Accounting easier for you to use. As part of this program, certain usage and statistical information will be collected and transmitted securely to our data server. From this information, Sage can focus future developments on the identified key areas.

Sage takes your privacy very seriously and will not collect personal or financial information from the company files, nor do we share this information with other companies outside Sage. For more information about the Product Enhancement Program, go to our web site at <http://www.simplyaccounting.com/lp/survey/>.

### **New Trial Balance Report**

This product update provides you with a new report called the Net Changes for Period in Trial Balance report. When you select this report type in the Report Centre, the report displays the account balances for the beginning of the period, the change over the period, and the balance at the end of the period.

### **QST Increase in 2011**

As of January 1, 2011, the Québec Sales Tax (QST) will increase from 7.5% to 8.5%. For more information about the type of goods and services affected by this rate increase, contact Revenu Québec or go to their [web site](#).

To update your records in Sage Simply Accounting with this new tax rate,

1. In your company settings, modify the tax codes affected by the rate change. For more information about updating a tax code, go to the help topic "Add, Modify, or Remove a Tax Code".
2. Update your customer and vendor/supplier records with this new tax code: in the Home window, select Maintenance >Assign Tax Codes.

### **Release Updates**

This product update includes the updates from previous releases as well as the following:

- Sage Simply Accounting no longer prevents you from printing a cheque or receipt that contains more than 36 invoices (or 22 invoices with a discount) if you are using a custom form.
- You were not able to pay back a customer deposit in the Receipts journal after the original prepaid credit card sales order was converted to a sales invoice and then voided.

- When Sage Simply Accounting prints a mailing address, the postal code was not on the same line as the city and province per Canada Post address guidelines.
- In the Total Tax Summary window, an unhandled exception error message was displayed when you used the TAB key to move to the next line. This only happened if the next line contained a non-refundable tax code. This issue is fixed in the Purchases and Sales journals.
- (Pro and higher) In the General journal (or any other journals), asset and liability account amounts allocated for projects and posted to the previous year were displayed or added to the Balance Forward Revenue and Expense boxes in the Project journal. This issue has been fixed so that only revenue and expense account amounts are displayed in these boxes.
- (Pro and higher) In the Aged Overdue Purchase Invoices report, you can now choose to include payments recorded after the As At date in the balances reported.
- (Premium and higher) In the Sales journal, you were not able to alphabetically sort the list of price lists when the bilingual language company setting was turned off.
- (Premium and higher) When a time slip with a negative amount was added to a sales invoice, the amount would be incorrectly added as a positive amount.
- (Premium only) In a project record, amounts entered in Project Budget Details were not saved when you click Save and Close.
- (Enterprise Fast Posting only) In multi-user mode, sales orders and sales quotes that contain serialized inventory and then were converted to invoices were not posting correctly. As a result, an error message about non-serialized inventory items would be displayed when adjusting or reversing these invoices.
- (Enterprise Fast Posting only) In multi-user mode, in the Purchase journal, after you delete a tax amount on a line, the tax amount would not be deleted or subtracted from the invoice total after you post the transaction. This issue only occurred in a company file with two sales taxes.
- (Sage Payment Solutions) When you click Process Credit Card after entering a negative amount in a sales invoice, a message is displayed warning you that the total deposit applied exceeded the invoice total. The message is fixed to only display for sales invoices that have been converted from prepaid sales orders.

## Issues Addressed in the October Product Update (Release B)

Release Updates This product update includes these updates:

- In a customer or vendor record, if French or Spanish is selected as the preferred language for business, an item description entered in a new invoice will be deleted after you click the TAB key to leave the field. This issue has been fixed in this product update.

- (Enterprise Fast Posting only) After an invoice is converted from a sales order, any new item lines added to this invoice before posting will cause the following issues:
  - if only a single new item line was added, it would be deleted after the invoice was posted.
  - if two new item lines were added, the invoice fails to post and the failed transaction will be displayed in the Unprocessed Transactions window.

Both these issues have been fixed in this product update.

- On a new line in the Sales or Purchase journal, if you used the TAB key to move past the tax code column before entering an amount and account, the tax amount may not be calculated even though a tax code was displayed on the line.