



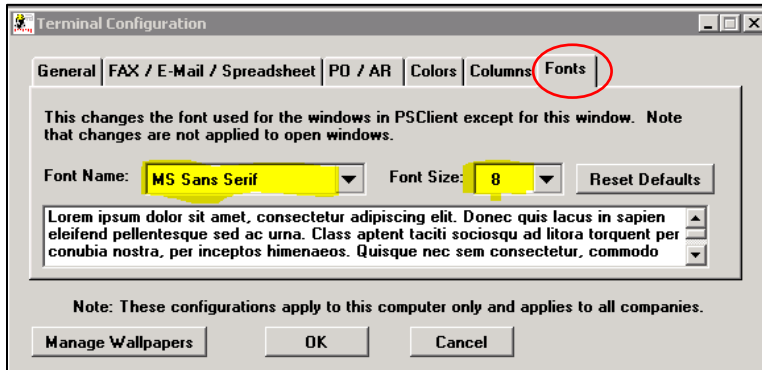
## Adjust Font Style and Size

Software Report: 5178

Individual users can now select the FONT STYLE and FONT SIZE to meet their individual needs.

Go to FILE | TERMINAL SETUP | Fonts tab

Select the FONT NAME (Style) and FONT SIZE from the drop down lists

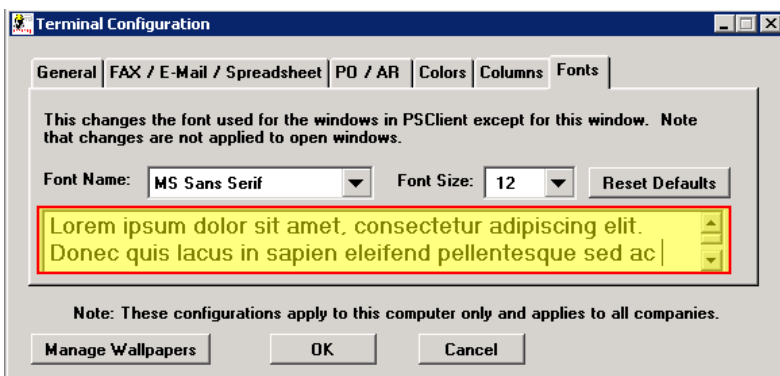


These settings are specific to a user's workstation (or a user's log in if working in Remote Apps or Remote Desktop). Therefore, each user can select a font style which best suits their needs.

Printed Reports remain in the standard font and will not reflect these changes.

By design, some windows (such as system messages) will not change.

The "Lorem ipsum" paragraph will display how each font selection will appear.



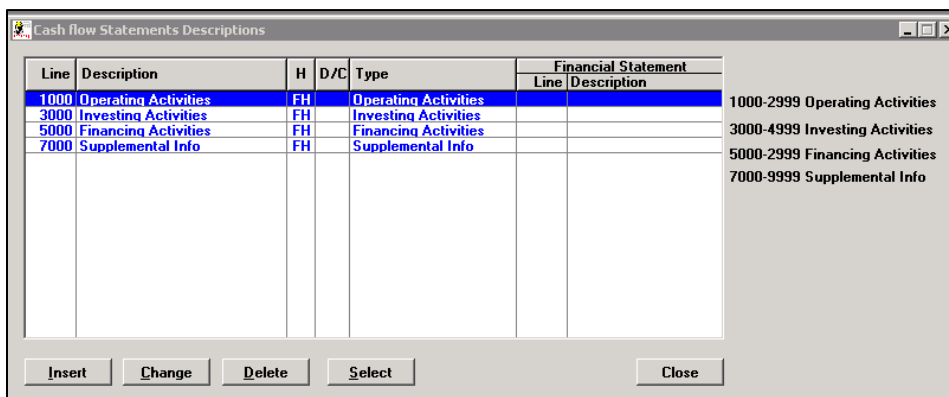
**Cash Flow Statement**

Software Report: 5082

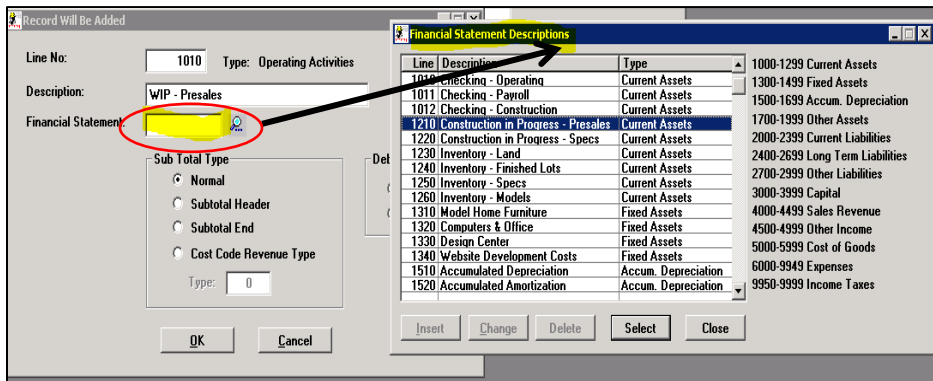
The ability to set up and run a Cash Flow Statement following the reporting standards established by FASB (Financial Accounting Standards Board) has been added to the financial statements available in Gemini.

Go to FILE | SUPERVISOR | Cash Flow Statement

Set up the general ledger accounts financial line summaries by CASH FLOW ACTIVITY using the Cash Flow Statement Descriptions



After assigning a line number & description for the account, select the financial statement line summary. Activities can also be organized using Subtotals. Revenue can be further separated and reported by revenue TYPE.



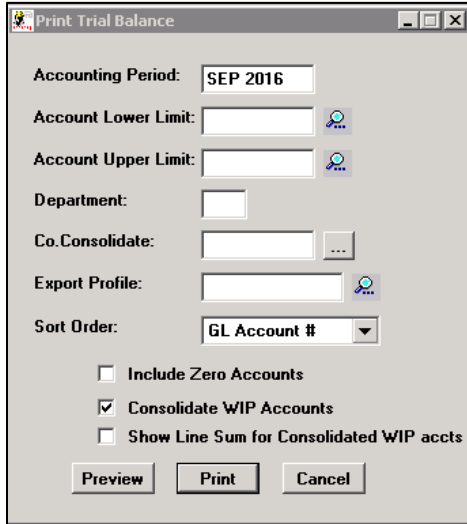
To print the Cash Flow Statement; Go to GL | REPORTS | Cash Flow Report.

**Show the line summary for Consolidated WIP/DRAW accounts on the Trial Balance**

Software Report: 5183

Go to GL | REPORTS | Trial Balance

Checking the Consolidate WIP Accounts box provides the option to also check the Show Line Sum for Consolidated WIP accts box



The Trial Balance when the Show Line Sum for Consolidated WIP Accts is also checked.

Instead of \*Consolidated WIP\* or \*Consolidated Draw\*, the WIP/Draw accounts are now identified by the line summary number and description. This provides an improved Trail Balance report when a customer has segregated WIP accounts based on different line summaries. For example, (home builders; Land, Finished Lots, Specs, Models, Under Contract, Completed Inventory) or (Commercial contractors; based on types of projects).

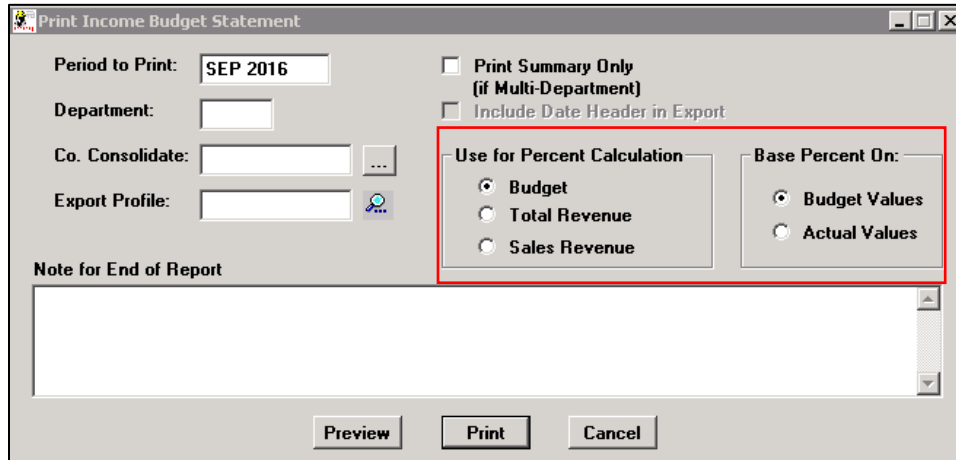
**Percentage amount has been added to the Income Budget Statement**

Software Report: 5151

The Income Budget Statement now includes the percentage of Income similar to the Income Statement.

Go to GL | REPORTS | Income Budget Statement

Select HOW you wish your percentages to calculate.




**Print Income Budget Statement**

Period to Print:   Print Summary Only (if Multi-Department)

Department:

Co. Consolidate:  ...  Include Date Header in Export

Export Profile:  

**Use for Percent Calculation**

- Budget
- Total Revenue
- Sales Revenue

**Base Percent On:**

- Budget Values
- Actual Values

Note for End of Report

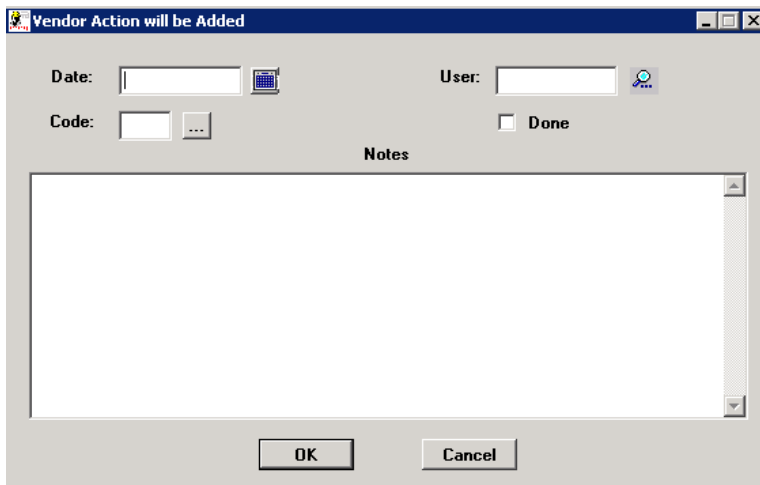
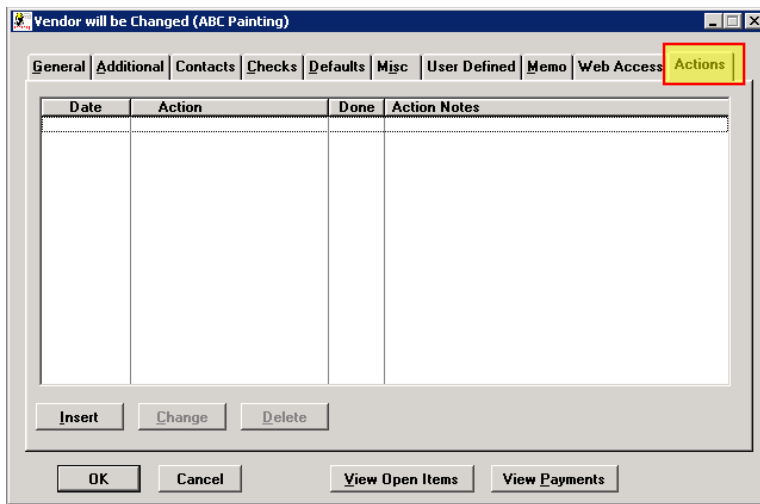
**ACTION Tab at the Vendor and Customer maintenance screens**

Software Report: 5150

Both the Vendor and Customer Action tabs allow the user to create a log with a date stamp, ability to assign a user, a client defined code, and the ability to mark the action as done.

Create an ACTION-To-Do reminder for a specific vendor or customer and assign the responsibility to someone in your office to follow up and complete. Document a specific event related to a vendor or customer.

Go to AP | VENDOR LIST MAINTENANCE | Actions tab



The screenshot shows a dialog box titled "Customer will be Added" with a blue title bar. It has five tabs: "General", "Additional", "Defaults", "Notes", and "Actions". The "Actions" tab is selected and highlighted with a red box. Below the tabs is a table with four columns: "Date", "Action", "Done", and "Action Notes". The table is currently empty. Below the table are three buttons: "Insert", "Change", and "Delete". At the bottom of the dialog are four buttons: "OK", "Cancel", "View Open Items", and "View Payments".

The screenshot shows a dialog box titled "Customer Action will be Added" with a blue title bar. It contains several input fields: "Date:" with a calendar icon, "User:" with a user selection icon, "Code:" with a dropdown arrow, and a "Done" checkbox. Below these fields is a large text area labeled "Notes". At the bottom of the dialog are two buttons: "OK" and "Cancel".

### Reporting & Exporting

AP | REPORTS | VENDOR REPORTS | Vendor Action Report

AR | REPORTS | CUSTOMER REPORTS | Customer Action Report

The screenshot shows a dialog box titled "Customer Action Report" with a blue title bar. It contains several input fields: "Customer:" with a search icon, "Action Code:" with a dropdown arrow, "User:" with a user selection icon, "Thru Date:" with a calendar icon, and "Export Profile:" with a search icon. Below these fields are two checkboxes: "Show Open Actions Only" and "Start Customers on a New Page". At the bottom of the dialog are three buttons: "Preview", "Print", and "Cancel".

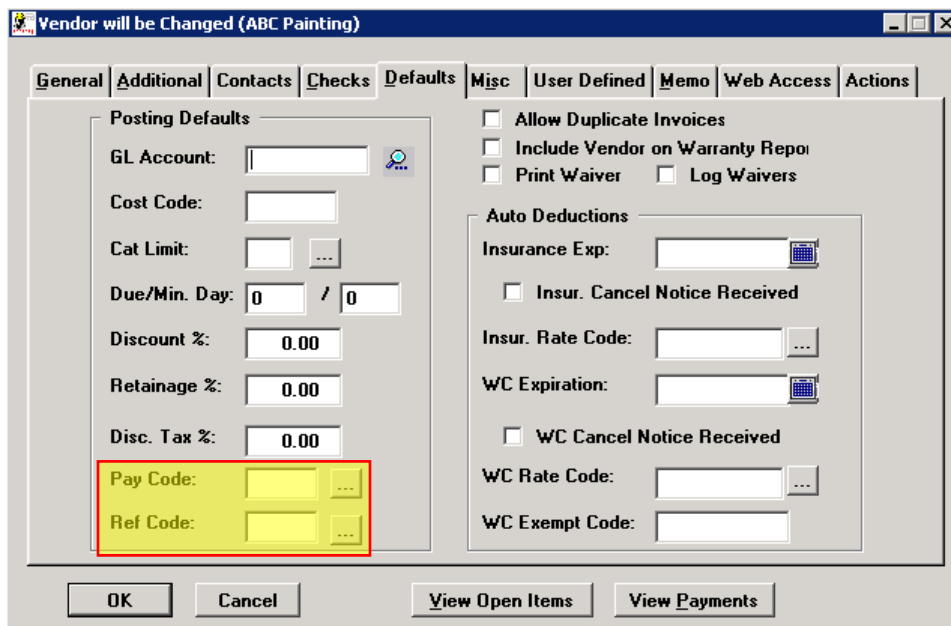
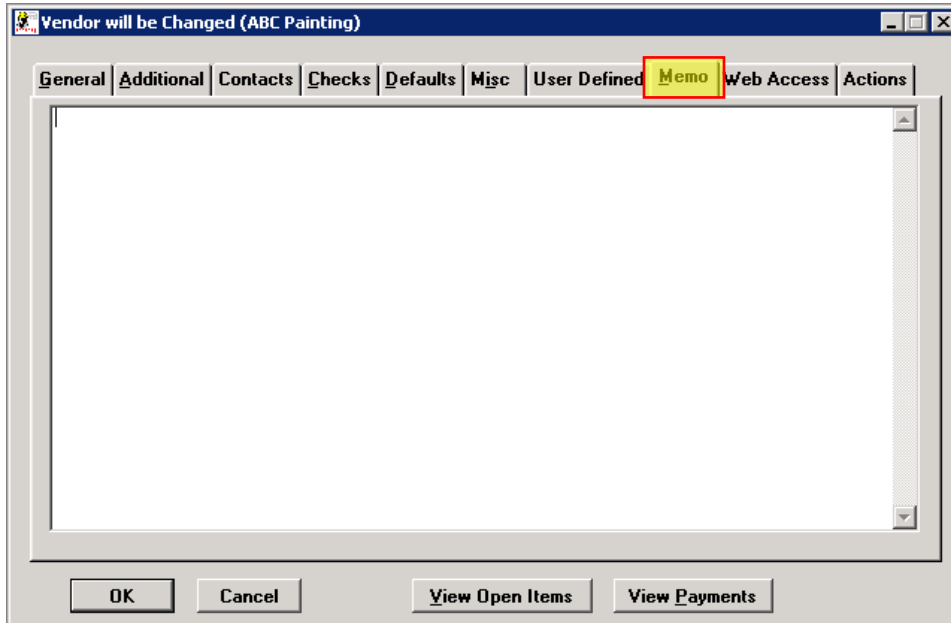
## Gemini 2017 What's New

### Additional vendor fields have been added to the import/export feature.

Software Report: 5163

The additional vendor fields for MEMO, PAYCODE, REFCODE, all fields on the USER DEFINED tab, and all fields on the CHECKS tab can now be imported/exported to/from Gemini.

**WARNING:** The vendor import feature now has the option to **OVERWRITE** certain fields on existing vendors. It is strongly recommended to make a backup prior to importing data into Gemini.





Builder Incubator  
Gemini 2017 What's New

Vendor will be Changed (ABC Painting)

General Additional Contacts Checks Defaults Misc User Defined Memo Web Access Actions

License Number: [ ] [ ] [ ]

General Liability: [ ] [ ] [ ]  Required

Workers' Comp: [ ] [ ] [ ]  Required

Automobile Coverage: [ ] [ ] [ ]  Required

Other: [ ] [ ] [ ]  Required

OK Cancel View Open Items View Payments

Vendor will be Changed (ABC Painting)

General Additional Contacts Checks Defaults Misc User Defined Memo Web Access Actions

Name & Address for Check

Name: [ ] The primary name and address information on the General and

Street: [ ] Additional tabs will be used in place of any fields in this box which are left blank.

2nd Address Line: [ ]

City: [ ] State: [ ]

Zip Code: [ ]

Print Each Invoice on Separate Check

Printed on Checks

Check Msg: [ ]

Default 2nd Payee: [ ]

OK Cancel View Open Items View Payments

**Additional fields have been added to the Payroll Export Profile selection.**

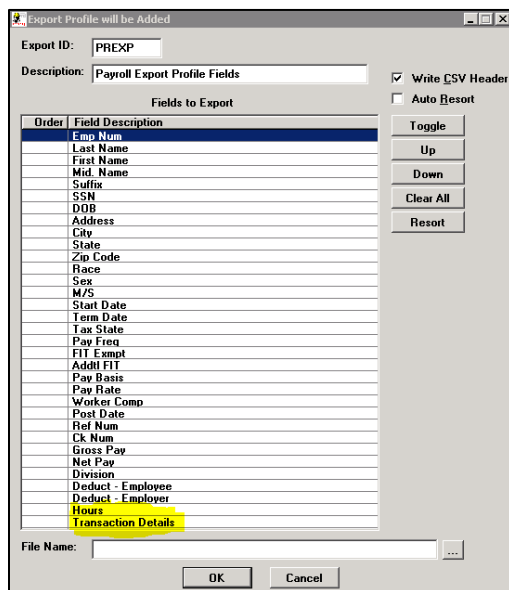
Software Report: 5159

The Gemini Payroll Export Profile field selection now includes HOURS and TRANSACTION DETAILS fields.

Go to PR | REPORTS | Payroll Transaction Journal  
 Select the Export Profile



Beginning Date:    
 Ending Date:    
 Employee ID:    
 Division:   
 Print Employee Totals Only  
 Include Employee Pay Detail  
 Include Total Hours by Employee  
 Sort Order  
 by Name  by ID  
**Export Profile:**  



Export ID:   
 Description:   Write CSV Header  
 Auto Resort  
 Fields to Export

Order	Field Description
	Emp Num
	Last Name
	First Name
	Mid. Name
	Suffix
	SSN
	DOB
	Address
	City
	State
	Zip Code
	Race
	Sex
	M/S
	Start Date
	Term Date
	Tax State
	Pay Freq
	FIT Exempt
	Addl FIT
	Pay Basis
	Pay Rate
	Worker Comp
	Post Date
	Ref Num
	Ck Num
	Gross Pay
	Net Pay
	Division
	Deduct - Employee
	Deduct - Employer
	Hours
	Transaction Details

File Name:

**The Gemini AIA Job List can now be sorted to include or exclude closed AIA jobs.**

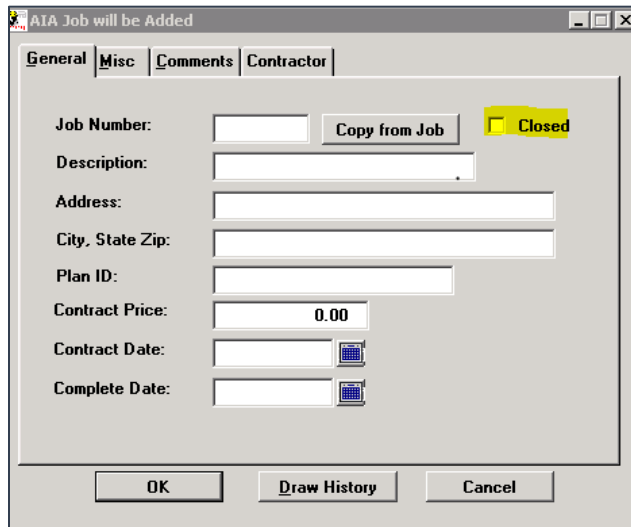
Software Report: 5204

Gemini AIA jobs can now be set to a closed status so that the AIA job list can be viewed to include or exclude closed jobs.

AIA Jobs can be marked as closed independently of the Gemini-JC job. This allows users to define the closing time specific to their job management and reporting requirements, because the closing process can occur at different times and be handled by different people.

Go to AIA | AIA Job List Maintenance

Check the Closed Box

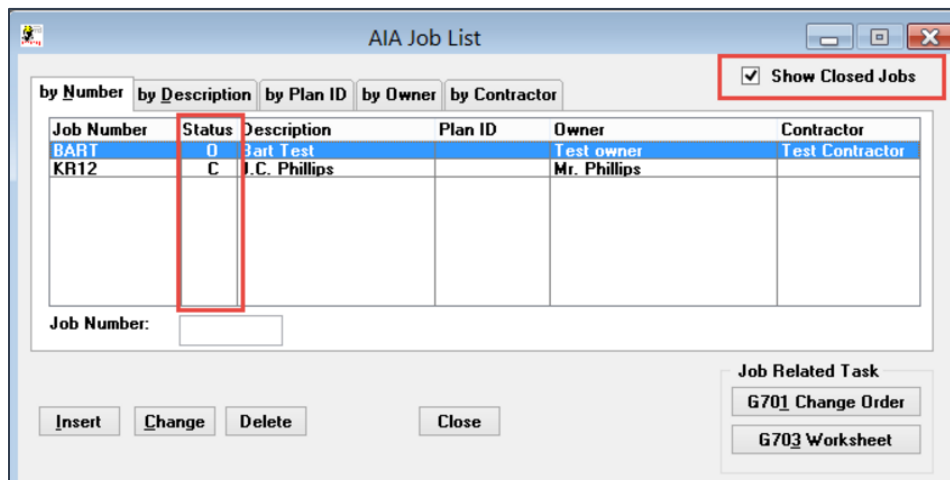


The dialog box has tabs for General, Misc, Comments, and Contractor. The General tab is active. It contains the following fields:

- Job Number: [ ] Copy from Job  Closed
- Description: [ ]
- Address: [ ]
- City, State Zip: [ ]
- Plan ID: [ ]
- Contract Price: [ 0.00 ]
- Contract Date: [ ] [Calendar icon]
- Complete Date: [ ] [Calendar icon]

Buttons at the bottom: OK, Draw History, Cancel.

A status column is now added to the AIA Job List showing the open/closed status of the job. This example shows both open and closed jobs since the Show Closed Jobs box is checked.



The window title is "AIA Job List". It has a "Show Closed Jobs" checkbox checked. Below are sorting options: by Number, by Description, by Plan ID, by Owner, by Contractor. The table below shows the job list:

Job Number	Status	Description	Plan ID	Owner	Contractor
BART	O	Bart Test		Test owner	Test Contractor
KR12	C	J.C. Phillips		Mr. Phillips	

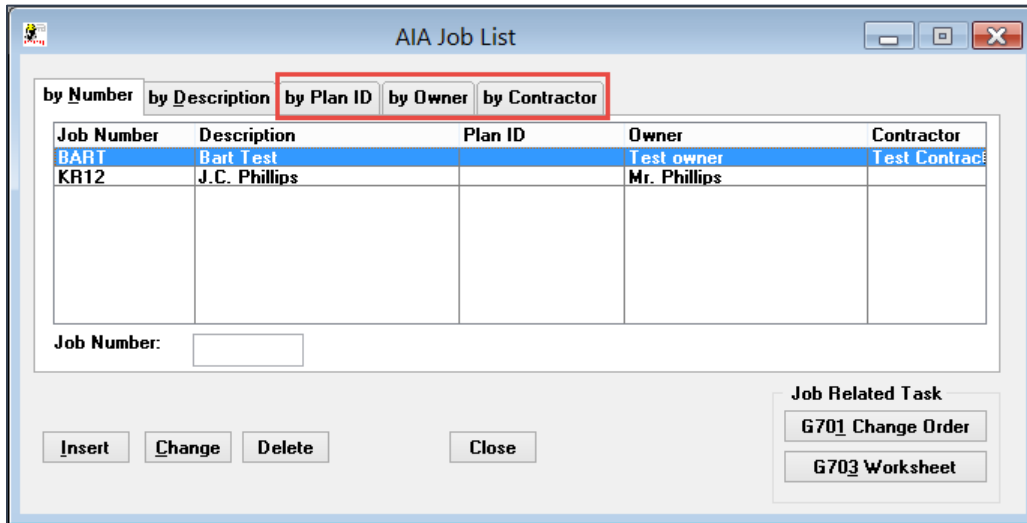
Below the table is a "Job Number:" input field. At the bottom are buttons: Insert, Change, Delete, Close. On the right, under "Job Related Task", are buttons: G701 Change Order, G703 Worksheet.

**The AIA Job List Maintenance screen view now includes three new tabs – by Plan ID, by Owner, by Contractor.**

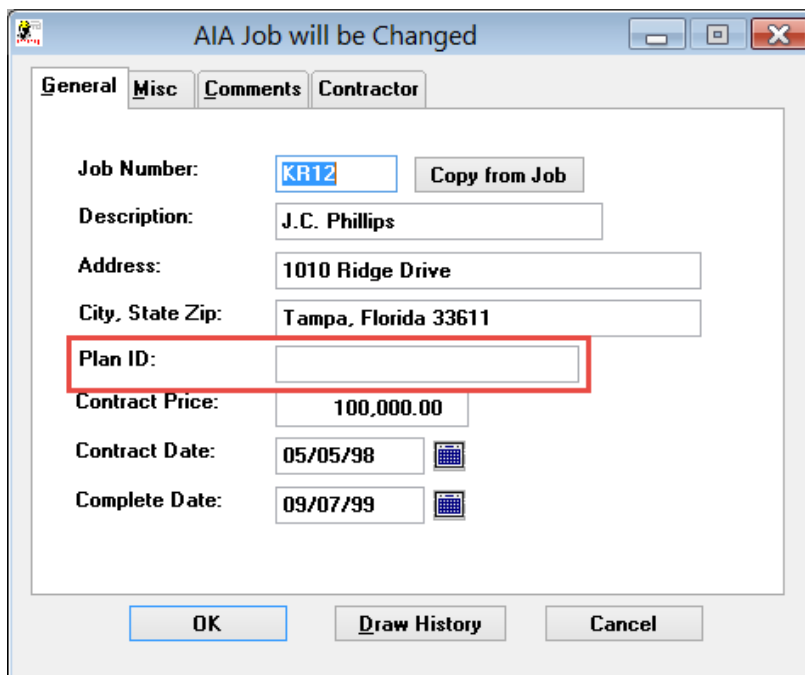
Software Report: 5208

Added three new tabs, “by Plan ID”, “by Owner” and “by Contractor” on the AIA Job List screen. Also added are the Plan ID, Owner and Contractor columns to the AIA Job List screen as well.

Go to AIA | AIA Job List



Plan ID is entered on the General Tab



Owner Phone field has been added to the Misc. tab.

The screenshot shows a dialog box titled "AIA Job will be Changed" with four tabs: "General", "Misc", "Comments", and "Contractor". The "Misc" tab is selected. The form contains the following fields and controls:

- Owner Name:
- Owner Address:
- Owner City/State/Zip:
- Owner Phone:  (highlighted with a red box)
- Retainage Percent:  with a "Global Update" button
- Architect:  with a dropdown arrow and "A&A Harper LTD." text
- Project Code:
- Day Period Ends:
- Next Period Ends:  with a calendar icon

Buttons at the bottom: "OK", "Draw History", and "Cancel".

A Contractor tab has been added with the contractor fields.

The screenshot shows the same dialog box with the "Contractor" tab selected. The form contains the following fields:

- Contractor Name:
- Contractor Address:
- Contractor City/State/Zip:
- Contractor Phone:

Buttons at the bottom: "OK", "Draw History", and "Cancel".

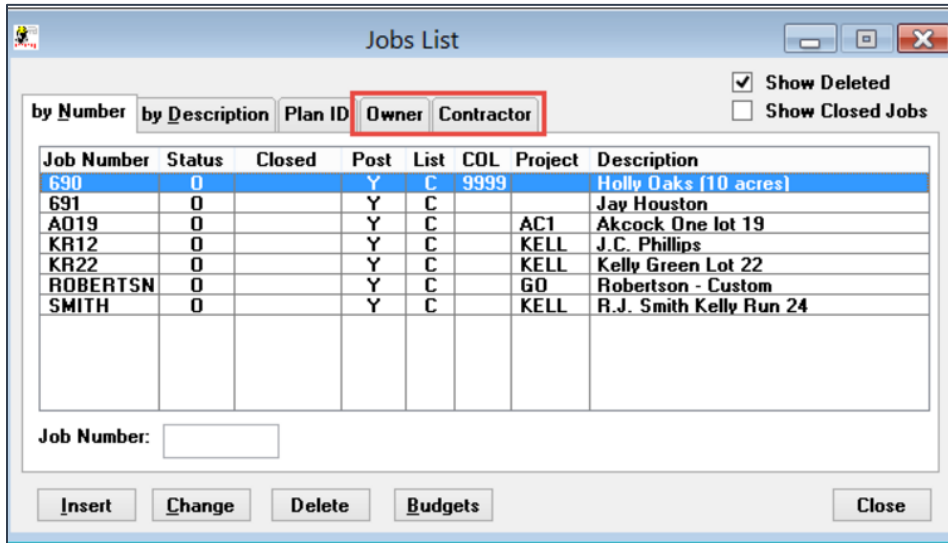
  
**Builder Incubator**  
 Gemini 2017 What's New

**Two new tabs have been added to the Jobs List window screen for Owner and Contractor fields.**

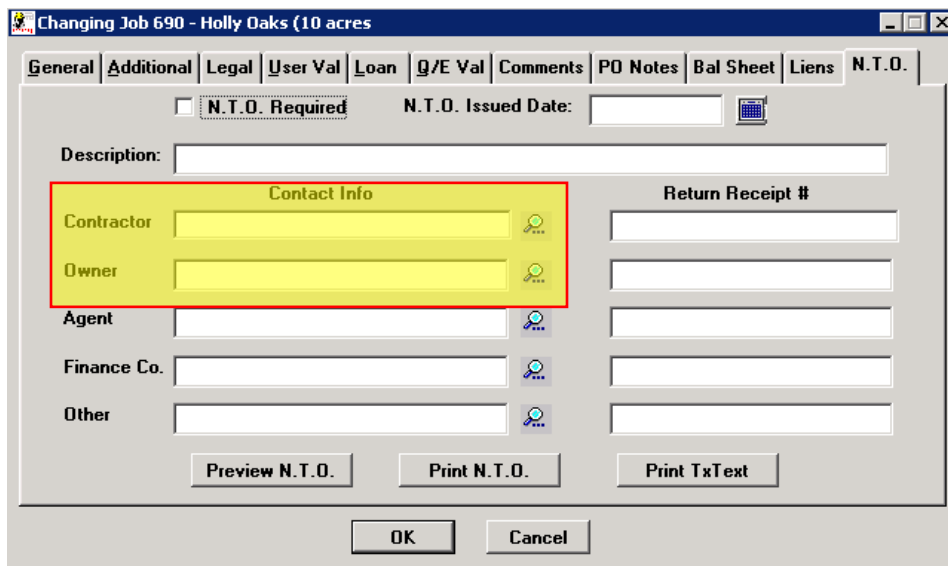
Software Report: 5207

The Jobs List in the Job List Maintenance feature now includes the option to view jobs by the owner or the contractor fields entered on the individual job's NTO tab.

Go to JC | JOBS LIST | Job List Maintenance



The OWNER and CONTRACTOR values are pulled from the NTO Owner and NTO Contractor fields.



**Gemini will now copy additional fields FROM the Gemini JC job to the AIA Job.**

Software Report: 5205

Go to AIA | AIA JOB LIST MAINTENANCE

Select Copy from Job

The screenshot shows a dialog box titled "AIA Job will be Changed" with a standard Windows window border. It has four tabs: "General", "Misc", "Comments", and "Contractor". The "General" tab is selected. The form contains the following fields and controls:

- Job Number:** A text box containing "BART" and a button labeled "Copy from Job" which is highlighted with a red rectangular border.
- Description:** A text box containing "Bart Test".
- Address:** An empty text box.
- City, State Zip:** An empty text box.
- Plan ID:** An empty text box.
- Contract Price:** A text box containing "4,999.00".
- Contract Date:** A date picker showing "07/31/99" with a calendar icon.
- Complete Date:** A date picker showing "07/31/99" with a calendar icon.

At the bottom of the dialog, there are three buttons: "OK", "Draw History", and "Cancel".

  
**Builder Incubator**  
Gemini 2017 What's New

Users can now select what information to copy to the AIA Job.

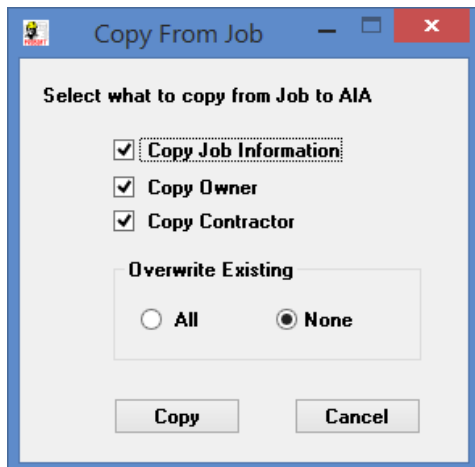
The fields copied from the General tab are Job Number, Description, Address, City/State/Zip and Plan ID.

The fields copied from the Misc. tab are Owner Name, Owner Address, Owner City/State/Zip and Owner Phone.

The fields copied from the Contractor" tab are Contractor Name, Contractor Address, Contractor City/State/Zip, and Contractor Phone.

When the "Overwriting Existing" is set to "All" all the fields that are copied are overwritten, any fields in the AIA Job with values will be overwritten.

If "None" is selected, only fields in the AIA Job that have no values will be copied, all fields with pre-existing values will remain the same.



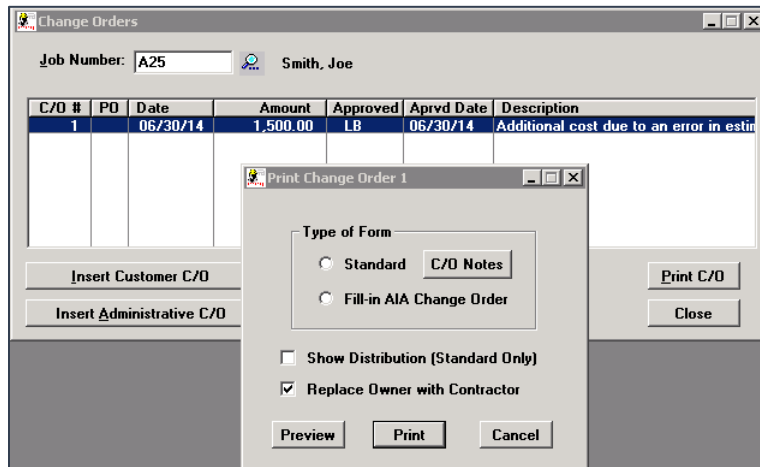


**Gemini now is capable of printing the NTO - Contractor's Name on Change Orders.**

Software Report: 5210

Users can now print Change Orders using the NTO Contractor's Name instead of the Owner Name when the Replace Owner with Contractor box is selected.

Go to JC | CHANGE ORDERS



The NTO – Contractor Name is substituted for the Owners Name on the Change Order document.

If the Replace option is selected and there is no contractor associated with the job, then the name line will be empty.

**Payroll checks and Direct Deposit checks – do NOT print SSN and Bank Acct Number.**

Software Report: 5223

There are two new checkboxes added to the Payroll Check print window, which allow users to;

NOT print the employees Direct Deposit Bank account numbers

NOT print the employees Social Security Number

**Print/Post PR Checks**

Printer: TSPrint Default  
Posting Date: 07/28/99      End of Period: 07/28/99

Checks to Print:	4	<b>Open Transact:</b>	2
Paid Checks:	0	Errors (will skip):	0
Checks Total \$:	2,151.17	No Activity:	4

Checking Account:

Next Check #:

Employee Number:

Process Employees: **Receiving Checks Only** ▼

Do NOT Print the Direct Deposit Account number on the check

Do NOT Print the SSN on the check stub

Print Company Name on Check

Check Print Order: **Employee Name** ▼

ACH File name:

Do NOT print VOID on Direct Deposit Checks

**Preview**   **Print**   **Cancel**

  
**Builder Incubator**  
 Gemini 2017 What's New

**Correct BUG in the Gemini Job List Report.**

Software Report: 5160 Show Superintendent when Include Job header is checked ON

NOV 27,2016  
1:02PM

Builder Incubator Demo Data  
 Job List Report  
 for Job "A22MANU" only, Open

Page:1 of 1

Job No.	Job Description	Item List	Start Date	Status	Notes
A22MANU	Doe, Jane	H	06/30/14	Open	

Job Header Information

Job Number: A22MANU	Project:	Lien:	<b>Superintendent: DAC</b>	No Posting Allowed: N
Job Name: Doe, Jane			Tax Rate: 7.00	Exclude Cost Complete N
Owner: test, 2			WIP Expense 98ABC	Alt. Closeout List:
Address: 13517 Rosewood Drive Any City,US 55555			WIP Income: 99ABC	
			Loan Institution: B0FA01 - B of A Financing and Mortgage Inc.	

**Changed the PO Bar Code Scanner configuration and hardware specifications.**

Software Report: 5224

The Honeywell bar code scanner (used in Gemini to scan purchase orders to rapidly receive and process purchase orders into accounts payable invoices) has been changed. Detailed instructions for the scanner configuration are in the Gemini\Scanner program folder. Additional assistance is available on our website – Knowledge Base articles (keyword “bar code scanner”).