



ProContractor

by Viewpoint

3.12 Release Notes

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ProContractor 3.12 Release Notes

ProContractor by Viewpoint version 3.12 is now available. With these latest improvements to an already robust set of core functions—from takeoff and estimating through job cost accounting and project management, and ultimately for critical reporting and analysis—ProContractor 3.12 helps you manage the entire project life cycle from bid to cash in a single solution to collaborate easily and make decisions with confidence.



If you are installing ProContractor for the first time, see the ProContractor 3.12 Getting Started Guide or the ProContractor 3.12 Installation Guide in the Knowledge Base on [ClearView](#) at clearview.viewpoint.com. If you are upgrading your installation of ProContractor, see the ProContractor 3.12 Upgrading Guide in the Knowledge Base on [ClearView](#) at clearview.viewpoint.com.

Microsoft SQL Server Transition

Support for Microsoft SQL Server 2008 R2 Standard will end in summer 2019. Viewpoint recommends upgrading to at least SQL Server 2014 before next summer to ensure a smooth transition for your company. See Hardware and Software Requirements in ProContractor Help for a list of supported SQL Server versions.



For customers using SQL Server 2008 R2 Express, the ProContractor installation will upgrade your system to SQL Server 2014 Express automatically.



ProContractor will no longer run on Microsoft SQLServer 2008 R2 Standard beyond summer 2019.

Year-End Processing

ProContractor 3.12 or higher is required for all 2018 year-end processing in the United States and Canada. You must install this release in order to process Forms W-2, 1094-C, 1095-C, and 1099 for 2018. See the ProContractor United States Year-End Checklist or Canadian Year-End Checklist for details on year-end processing.



Tax table information is available in the Knowledge Base on [ClearView](#) at clearview.viewpoint.com. Tax tables are updated as information becomes available from each tax authority. Viewpoint recommends that you subscribe to the tax tables you use on ClearView so that you are notified when the information changes.

Issues on ClearView

Issues are now on [ClearView](#). This change allows you to quickly and easily:

- Track all issues reported by your company
- View the status of issues related to a specific support case
- Review all fixes in the current release
- Access the most up-to-date information

To view fixed issues for ProContractor, click [here](#) to go to the Track Issues page on ClearView.

To view issues on ClearView...


1. Go to [ClearView](#) and log in.
2. From the ClearView Home page, select **Tracking > Track Issues**. The Track Issues page displays a list of issues reported by your company.

3. Click **Yes** on the **Include Other Known Issues** field in the upper right to include issues from other customers in the list.
4. Enter criteria in the blank fields in the column headings to narrow your search results. For example, in the **Fixed-In** column, enter 3.12 to only see issues fixed in version 3.12.
5. Click on a row to view details about the issue.
6. Click the back button on your internet browser to return to the list of issues.

Estimating

New features and enhancements to the Estimating module in ProContractor 3.12 include the following:

Set Preferences for Annotation Color and Line Width

Use new settings added to the Estimating Preferences window to choose a default color and width for lines created when you make annotations. Select **Estimating > Setup > Estimating Preferences**, and click the **Colors** tab. Under **Initial Annotation Color**, click the color sample to choose a different default color. For **Line Width**, enter a value (1 to 10), or click  to increase or decrease the default line width.

Employees

New features and enhancements to the Employees module in ProContractor 3.12 include the following:

Payroll

Form W-2 Changes

New Codes added to Box 12

Use box 12 on form W-2 to report deferred compensation or other compensation for which a deduction or fringe benefit has been recorded for the employee. For tax year 2018, the following new box 12 codes have been added to the system:

- **GG - Income from Qualified Equity grants**
- **HH - Aggregate Deferral**

Please refer to Department of Revenue instructions for additional information on when to use these codes.

Print Miscellaneous Tax and Wage Amounts in Box 14

You can now print miscellaneous tax and wage amounts in box 14 (lines 4 and 5) on Form W-2. When you set up the Payroll Tax Authority for the miscellaneous tax, set the **Print Miscellaneous on W-2** option to **Yes**. Then complete the following fields on the **General** tab to indicate the information to print on the form:

- **Box 14 Text:** Enter the text (up to 16 characters) to print in lines 4 or 5 of box 14.
- **Information to Print Box 14:** Select the type of information to print in lines 4 or 5 of box 14. You can print the box 14 text and employee wage amount, or the box 14 text and miscellaneous tax amount.

The miscellaneous tax must be added to the Employee record in order to print on Form W-2.

New Canadian Direct Deposit File Formats 🇨🇦

The following Canadian direct deposit file formats are now available within ProContractor to help streamline payroll processing:

- Canadian: ATBOnline Business
- Canadian: Bank of Montreal - 80
- Canadian: Bank of Montreal - 1464
- Canadian: Bank of Nova Scotia (BNS)
- Canadian: Imperial Bank of Commerce (CIBC)
- Canadian: National Bank
- Canadian: National Bank 96
- Canadian: Royal Canadian Bank (RCB)
- Canadian: Telpay for Business
- Canadian: Toronto Dominion (TD) Bank

To use a file format, you must first modify a copy of the form to meet your bank's specifications. See [Modify Forms](#) in ProContractor Help for instructions. When you create the direct deposit transfer file, select your modified format from the **Transfer File Format** field.

Taxes

Oregon Statewide Transit Tax 🇺🇸

The new Oregon statewide transit tax took effect July 1, 2018. Employers must withhold the transit tax (equal to one-tenth of one percent or 0.001) from all Oregon residents, regardless of where they work. In addition, employers must withhold the transit tax from non-residents who work in Oregon, unless their compensation falls outside of the definition of wages as stated in ORS 316.162.

To set up the Oregon transit tax, create a new miscellaneous payroll tax authority and add it to each applicable employee's record. See [How to Set up the Oregon Transit Tax](#) in the Knowledge Base on ClearView for details.

Financial

New features and enhancements to the Financial module in ProContractor 3.12 include the following:

Banking

Total Check Count Added to Payment Listing Report

The Payment Listing report now provides a total count of payroll checks and advices. Scroll to the end of the report to view the total number of payroll checks and advices for a selected company and account.

Reports

New Balance Sheet - Comparative Report

Use the new Balance Sheet - Comparative report to create a report of assets, liabilities, and equity for the current and previous years for a selected period. Generate the report based on a company and fiscal period. Choose additional options, such as an accounting basis or sorting method, in order to control report output.

To access this report, select **Financial > Reports > Balance Sheet - Comparative** in the **All Tasks** pane.

Enhanced Income Statements

You can now run income statements based on a start date and an end date of your choosing. Use the new **Period Start Date** field (optional) to select the starting date for a report. Then select the **Period End Date** (required). Previously, income statements had to be generated based on a fiscal period. This change affects the following reports:

- Income Statement - Actual vs. Budget
- Income Statement - Common Size
- Income Statement - Comparative

Vendors

New features and enhancements to the Vendors module in ProContractor 3.12 include the following:

Vendor State Withholding Requirement

New fields and functionality have been added to accommodate businesses who must withhold tax from vendor payments and report this withholding on Form 1099-MISC at year-end.



To determine if your business must withhold personal income tax from vendor payments, check with your state's Department of Revenue.



See Tracking and Reporting Vendor State Tax Withholding in ProContractor Help for details on implementing this process in the system.

New State Withholding Check Box in Vendor Setup

A new **State Withholding** check box was added to the Vendor and Default Vendor screens:

- Based on your state's tax withholding requirements, select this check box if you must withhold Personal Income Tax from payments made to this vendor.
- After you select this check box, any time you enter invoices for the vendor, a message will pop up to remind you to track and report vendor tax withholding in accordance with your organization's procedures.

In addition, a **State Withholding** field was added to the View Vendor Setups screen and to the Vendor Import Template.

New Boxes on the Vendor Compensation Form and Report

Boxes 16, 17, and 18 were added to the Edit Vendor Compensation Forms screen to facilitate reporting state tax withholding on a vendor's Form 1099-MISC. You can report information for up to two states.

- **Box 16 State Tax Withheld:** Enter the amount of state tax withholding to report for the vendor. Amounts entered into Box 16 are included on the Vendor Compensation Report.
- **Box 17 State/Payer's state no.:** Enter your state abbreviation followed by your business's state tax identification number.
- **Box 18 State Income:** Enter the total vendor payment amount that is subject to state withholding for the tax year.

When you Print Forms 1099-MISC at year-end, information entered into boxes 16, 17, and 18 is included on the printed forms. State tax withholding information is also included in electronic versions of Forms 1099-MISC that you submit to tax authorities via ProContractor Electronic Filing.

ProContractor Mobile

New features and enhancements to ProContractor Mobile version 5.9 include the following:

New Viewpoint Publisher

ProContractor Mobile version 5.9 requires ProContractor by Viewpoint Publisher version 5.1.1.17. To install the latest version of Publisher, log in to ClearView, and select **Products > ProContractor by Viewpoint > Downloads > 5.9 ProContractor Mobile Release**.

Universal Windows Platform (UWP)

ProContractor Mobile has been moved to a Universal Windows Platform (UWP) app, a single app package that can be installed onto any supported device that runs Windows 10. A UWP app is secure, adaptable, and allows for smoother installation.

For help downloading and installing the ProContractor Mobile application, see the 5.9 ProContractor Mobile Guide available on ClearView. After you log on, select **Products > ProContractor by Viewpoint > Downloads > 5.9 ProContractor Mobile Release**.

Contacts List

Several changes have been made to streamline how contact names display in ProContractor Mobile:

- Only active employees display in the **Contacts List**. Previously, both active and inactive employee names displayed, resulting in a lengthy list for some users.
- A **Contact Types** area was added to the contact profile to consolidate information. In prior versions, contacts displayed multiple times if they were associated with multiple contact types. In ProContractor Mobile 5.9, a contact's name shows only once for each assigned company.

Security

The following screen was added in ProContractor 3.12:

- Balance Sheet - Comparative



In general, users are automatically given Full Access to all new screens for which you are licensed. Viewpoint recommends that you review each user's access to the new functions on the [User](#) screen or the [User Group](#) screen and make adjustments as needed.

Contacting Viewpoint

Viewpoint Construction Software®, providing construction specific software that integrates, has a long-standing focus on meeting the collaborative and information needs of the construction industry by offering construction-specific enterprise resource planning, project and BIM collaboration, mobile field-to-office and enterprise content management solutions. Viewpoint customers include more than 30 percent of the ENR 400 and has the most technology partnerships with the top 50 mechanical and electrical contractors in the U.S. Viewpoint serves as the technology partner of choice to the construction industry and delivers the right solutions on the right platform, including cloud, SaaS and on premise solutions and provides customers improved accountability, efficiency and productivity throughout the U.S., Canada, the United Kingdom, Europe, the Middle East and Australia. For more information, visit www.viewpoint.com.

If you have any questions or need assistance, contact us on ClearView at clearview.viewpoint.com.