

ProContractor

Release Notes

February 2022

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ProContractor 4.0.2 Release Notes

Viewpoint ProContractor version 4.0.2 is now available and contains updates that some organizations require for 2021 reporting purposes and/or up-to-date 2022 payroll processing. There are also bug fixes which are recommended for all organizations.

Oregon Municipal Taxes - Annual Filing

Based on information released in January 2022, ProContractor 4.0.2 supports annual filing for two income taxes introduced in 2021.

- **Metro Supportive Housing Services (SHS)**
- **Multnomah County Preschool For All (PFA)**

The rates for these income taxes are dependent upon state filing status.

New Misc Tax functionality

To meet the new requirements for Miscellaneous taxes to calculate based on withholding statuses, we've added new fields in the Payroll Tax Authority screen to assign filing statuses to linked Miscellaneous Taxes, enabling you more control over the setup.

By default:

- Misc Tax rates depend only upon residency, and filing status is not considered.
- The Misc Taxes which you already have set up are not impacted by this new functionality.

For instances where the filing status should impact a Misc Tax rate - such as the Oregon Multnomah County and Metro taxes and the WA Cares Act - you can make the appropriate selections using these new fields:

- **Emp. State Withholding Status** - select this check box if you want the Misc Tax to use each employee's state withholding filing status as assigned in the Employee screen, and to disable the **Withholding Status** field.
- **Withholding Status** - if all employees with a specific withholding filing status should be subject to the Misc Tax, select it here.

Applicable reports have also been modified to support this enhancement. The Local Earnings and Tax Reports (Month and Quarter) are renamed Local/Miscellaneous Earnings and Tax Report.

Please subscribe to Tax Table updates

For your convenience, state-by-state tax table information is available at the [Viewpoint Customer Portal](https://support.viewpoint.com) at support.viewpoint.com.

Each state-specific tax table is updated as information becomes available from each tax authority. Viewpoint recommends that you subscribe to the tax tables you use on Viewpoint Customer Portal so that you may receive notifications when the information changes.



The 4.0.1 and 4.0.2 year-end release versions apply to organizations whose ProContractor instance is either

- hosted by Viewpoint, OR
- deployed on-premises **AND** upgraded to version 4.0.0 already.

Track Issues on the Viewpoint Customer Portal

You can view fixed issues in the [Viewpoint Customer Portal](#). You can 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

For a list of defects fixed in this version:

1. Access the [Viewpoint Customer Portal](#) at support.viewpoint.com.
2. Select **Support > Track Cases/Issues**.
3. In the **Product** field, select **ProContractor**.
4. For **Fixed in Version**, choose the current release version.
5. If you want to further narrow your results, select a **Module**.

Microsoft Windows Operating System

Viewpoint recommends upgrading workstations to Windows 10 before installing any version of ProContractor.



See Hardware and Software Requirements for details on supported operating systems.

Upgrading Notes and Installation Instructions

If you are upgrading to the ProContractor 4.0.2 service pack, you should know the following:

- To install the service pack, you must be running the general release version of ProContractor 4.0.0 or later.



If you are running an earlier version of ProContractor, see the ProContractor 4.0.0 Upgrading Guide on [Viewpoint Customer Portal](https://support.viewpoint.com) at support.viewpoint.com for complete instructions on upgrading to the latest version of ProContractor.

- Install the service pack on the ProContractor server only. Workstations will be updated automatically when they connect to the server.
- Before installing the service pack, ensure that all important .NET Framework updates have been installed on the server and workstations. To view important updates, go to **Control Panel > Windows Update**.

Downloading the ProContractor 4.0.2 Service Pack

Complete the following steps to download ProContractor 4.0.2 service pack from [Viewpoint Customer Portal](https://support.viewpoint.com):

1. Open an internet browser and go to the Viewpoint Customer Portal at support.viewpoint.com.
2. Log in using your Viewpoint Customer Portal username and password.
3. From the Viewpoint Customer Portal Home page, select **Products > ProContractor**.
4. Under **Downloads**, click on the **ProContractor Release** for the general release version that corresponds to the service pack you want to download. For example, if you want to download installation files for ProContractor 4.0.2, navigate to the **ProContractor 4.0.0 Release** folder.
5. Click on the appropriate **Service Pack** folder.
6. Click on the EXE file in the folder, click **Download**, and save the install file.



Download the install file and run it locally. Do not attempt to run the install file from the Viewpoint Customer Portal.

Installing the ProContractor 4.0.2 Service Pack



Viewpoint recommends that you accept the default options when you run the service pack installer.

Complete the following steps to install the service pack on the ProContractor server:

1. Ensure that all ProContractor users are logged out of the application.
2. Log in as an administrator to the ProContractor server.
3. Double-click the installation file for the ProContractor service pack that you downloaded earlier.
4. Accept the License Agreement.
5. Review the notification and click the appropriate button.



If you don't agree to the notification, you cannot continue the ProContractor installation.

6. If you want to extract the ProContractor service pack installation file to the default location, click **Next**. Otherwise, click **Browse**, then navigate to select the appropriate folder and click **Next**.



You can extract the installation file to any location. However, for best results, extract it to a local drive.

7. Review the message about installing on the server and click the appropriate button.

This screen appears:

8. In the **Server** field, use the default for the database instance or enter the database instance for ProContractor in the format *server\database_instance*.
9. In the **Database** field, do one of the following:
 - If you want to apply the service pack to the default ProContractor databases on the server, select the first option button. (If only one database exists, only one database is updated.)
 - If you want to apply the service pack to specific databases, select the **Specific Databases** option and click ▾ to select the database.



You must apply the service pack to a database in order to open that database in ProContractor.

10. Click **Install**.
11. When the installation program completes, click **Close**.