

BCE Custom Documents – User Notes

Author: Beulah Antony
Date: 22/02/2019
Doc Version: 1.0

Advanced Computer Software Group Ltd.
The Mailbox, 101 Wharfside Street, Birmingham, B1 1RF
t: 0330 343 8000 (+44 330 343 8000) | f: +44 (0) 1932 584001
www.oneadvanced.com

Copyright © Advanced Computer Software Group Ltd 2020

This document contains confidential and / or proprietary information. The content must not be disclosed to third parties without the prior written approval of Advanced Computer Software Group Limited or one of its subsidiaries as appropriate (each referred to as “Advanced”). External recipients may only use the information contained in this document for the purposes of evaluation of the information and entering into discussions with Advanced and for no other purpose.

Whilst Advanced endeavours to ensure that the information in this document is correct and has been prepared in good faith, the information is subject to change and no representation or warranty is given as to the accuracy or completeness of the information. Advanced does not accept any responsibility or liability for errors or omissions or any liability arising out of its use by external recipients or other third parties.

No information set out or referred to in this document shall form the basis of any contract with an external recipient. Any external recipient requiring the provision of software and/or services shall be required to enter into an agreement with Advanced detailing the terms applicable to the supply of such software and/or services and acknowledging that it has not relied on or been induced to enter into such an agreement by any representation or warranty, save as expressly set out in such agreement.

The software (if any) described in this document is supplied under licence and may be used or copied only in accordance with the terms of such a licence. Issue of this document does not entitle an external recipient to access or use the software described or to be granted such a licence.

The development of Advanced software is continuous and the published information may not reflect the current status. Any particular release of the software may not contain all of the facilities described in this document and / or may contain facilities not described in this document.

Advanced Computer Software Group Limited is a company registered in England and Wales with registration number 05965280 whose registered office is at Ditton Park, Riding Court Road, Datchet, Berkshire. SL3 9LL.

A full list of its trading subsidiaries is available at www.oneadvanced.com/legal-privacy

Version History

Date	Version	Issued By	Changes
05.04.2019	0.1	David Rustell	DRAFT
04.07.2019	0.2	Bhavik Patel	Draft added for Components
05.07.2019	0.3	David Rustell	Reviewed content and extended coverage
09.07.2019	0.4	David Rustell/Sian Ruddle	Reviewed content and standardised terminology
09.07.2019	1.0	David Rustell	First Release

Version Approval

Version	Name	Title / Organisation	Approval Record

Distribution

Date	Version	Name	Title

Document Control

Filename	Location	Minimum Retention

Contents

Introduction.....	2
Enabling Custom Documents	3
User Permissions	4
Opening Custom Documents	5
Finding Custom Document Templates.....	7
Creating a New Template.....	8
Actions - Copy	9
Printing to a Custom Document Template.....	10
Custom Document Template Design.....	11
Using Custom Fields in Custom Documents	19
BCE - Templates	20

Introduction

Custom Documents permits users to design their own customised document templates using a document editor.

One or many templates can be designed and created to your own presentation standards for printing your day to day documents from BCE.

A set of standard templates are provided by Advanced and these may be copied as required. Copies of the templates can be modified using a document editor to create new template forms that meet with your own business formats and corporate branding requirements.

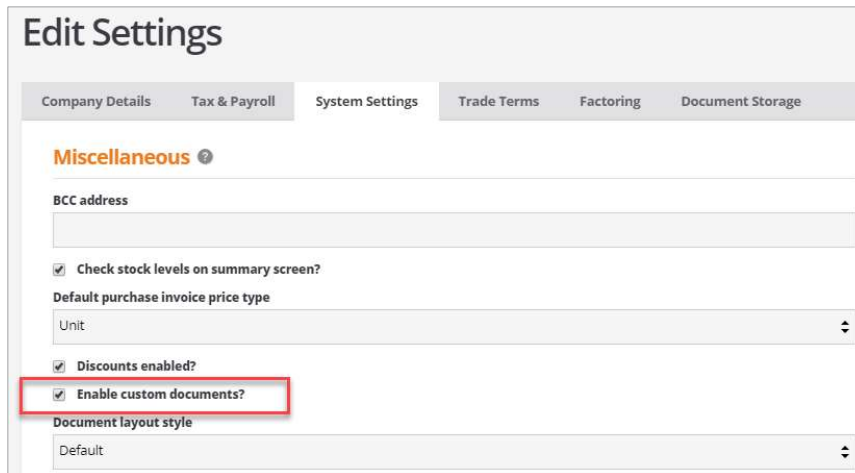
This document describes how to enable and access Custom Documents from BCE and provides guidance on the creation of templates using the document editor features available.

Enabling Custom Documents

System Settings

Custom Documents is enabled from Company Settings > System Settings.

From the 'System Settings' tab, tick **'Enable custom documents?'**

The screenshot shows a web application interface titled 'Edit Settings'. At the top, there are five tabs: 'Company Details', 'Tax & Payroll', 'System Settings' (which is active), 'Trade Terms', and 'Document Storage'. Below the tabs, the 'Miscellaneous' section is expanded, showing several settings. A red rectangle highlights the checkbox for 'Enable custom documents?', which is currently checked. Other visible settings include 'BCC address', 'Check stock levels on summary screen?' (checked), 'Default purchase invoice price type' (set to 'Unit'), 'Discounts enabled?' (checked), and 'Document layout style' (set to 'Default').

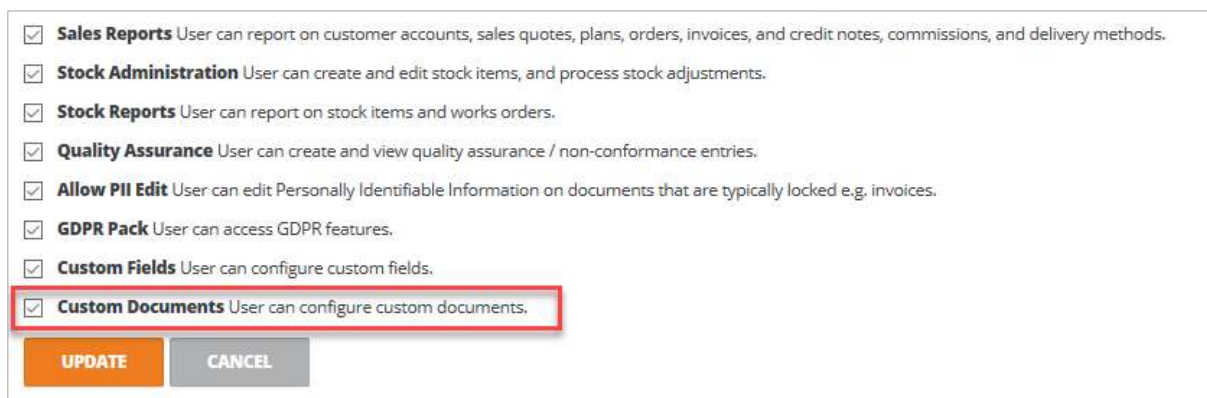
Note: Enabling Custom Documents will disable the original BCE default forms for the supported document templates.

User Permissions

When Custom Documents is enabled all users will have access to print using customised templates setup for their use.

To administer Custom Documents, individual users can be granted access to create, edit and manage the templates by ticking the following user permission:

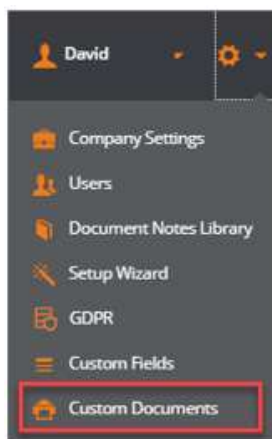
'Custom Documents User can configure custom documents.'



<input checked="" type="checkbox"/>	Sales Reports User can report on customer accounts, sales quotes, plans, orders, invoices, and credit notes, commissions, and delivery methods.
<input checked="" type="checkbox"/>	Stock Administration User can create and edit stock items, and process stock adjustments.
<input checked="" type="checkbox"/>	Stock Reports User can report on stock items and works orders.
<input checked="" type="checkbox"/>	Quality Assurance User can create and view quality assurance / non-conformance entries.
<input checked="" type="checkbox"/>	Allow PII Edit User can edit Personally Identifiable Information on documents that are typically locked e.g. invoices.
<input checked="" type="checkbox"/>	GDPR Pack User can access GDPR features.
<input checked="" type="checkbox"/>	Custom Fields User can configure custom fields.
<input checked="" type="checkbox"/>	Custom Documents User can configure custom documents.

UPDATE **CANCEL**

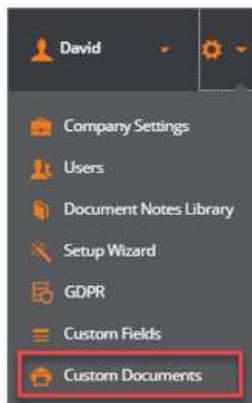
When the user permission is enabled **'Custom Documents'** is displayed as an option in the System dropdown menu:



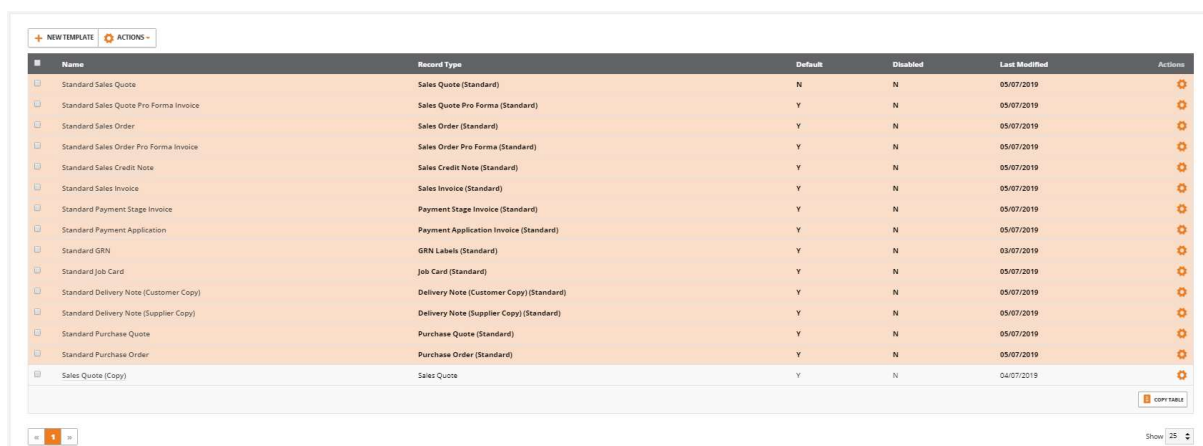
Note: If 'Custom Documents' is not enabled from Company Settings > System Settings, the **'Custom Documents** User can configure custom documents.' permission is not displayed in the users lists.

Opening Custom Documents

To access Custom Documents for maintenance, provided the user has their permissions set, select **'Custom Documents'** from the System dropdown menu:



The following screen opens:



A screenshot of a web application interface for managing custom documents. It features a table with columns for Name, Record Type, Default, Disabled, Last Modified, and Actions. The table lists various standard templates like 'Standard Sales Quote', 'Standard Sales Order', etc., and a 'Sales Quote (Copy)' entry. A 'NEW TEMPLATE' button and an 'ACTIONS' dropdown are at the top left. A 'COPY TABLE' button is at the bottom right.

Name	Record Type	Default	Disabled	Last Modified	Actions
Standard Sales Quote	Sales Quote (Standard)	N	N	05/07/2019	
Standard Sales Quote Pro Forma Invoice	Sales Quote Pro Forma (Standard)	Y	N	05/07/2019	
Standard Sales Order	Sales Order (Standard)	Y	N	05/07/2019	
Standard Sales Order Pro Forma Invoice	Sales Order Pro Forma (Standard)	Y	N	05/07/2019	
Standard Sales Credit Note	Sales Credit Note (Standard)	Y	N	05/07/2019	
Standard Sales Invoice	Sales Invoice (Standard)	Y	N	05/07/2019	
Standard Payment Stage Invoice	Payment Stage Invoice (Standard)	Y	N	05/07/2019	
Standard Payment Application	Payment Application Invoice (Standard)	Y	N	05/07/2019	
Standard GRN	GRN Labels (Standard)	Y	N	03/07/2019	
Standard Job Card	Job Card (Standard)	Y	N	05/07/2019	
Standard Delivery Note (Customer Copy)	Delivery Note (Customer Copy) (Standard)	Y	N	05/07/2019	
Standard Delivery Note (Supplier Copy)	Delivery Note (Supplier Copy) (Standard)	Y	N	05/07/2019	
Standard Purchase Quote	Purchase Quote (Standard)	Y	N	05/07/2019	
Standard Purchase Order	Purchase Order (Standard)	Y	N	05/07/2019	
Sales Quote (Copy)	Sales Quote	Y	N	04/07/2019	

A set of standard templates are provided for each document record type. These are clearly highlighted and their 'Record Type' is suffixed as '(Standard)'.

Standard templates cannot be edited, however, users are free to copy the templates and modify the copy to create their own templates that meet their individual business requirements.

The Custom Documents screen lists all templates under the following column headings:

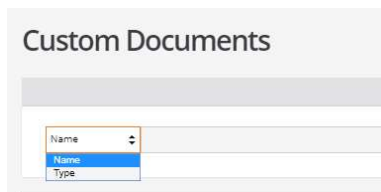
Name:	Name of template
Record Type:	<p>Templates are categorised by their type. For example, Sales Quote, Sales Order</p> <p>When sending a document to print, a list of available templates is determined by the associated record type</p> <p>The record type ensures only the relevant 'data fields' are available for selection when creating or editing templates</p>
Default:	<p>Indicates if the selected template is presented as the default to be used when printing</p> <p>Multiple templates can be created, however, only one default template can be set for each record type</p>
Disabled:	<p>Disabled templates are not available for selection when printing</p> <p>Templates can be set to disabled during construction or when no longer required</p>
Last Modified:	Date the selected template was last updated
Actions:	<p>For each template the following actions are available:</p> <p>Show: Previews the template on screen</p> <p>Edit: Opens the template for edit</p> <p>Note: It is not possible to edit any of the 'Standard' templates</p> <p>Copy: Copies the selected template</p> <p> Copying a template will:</p> <p> Retain the original record type</p> <p> Use the original template name and append (Copy)</p> <p>Whilst the record type can be changed, users should be aware that the data fields available for the copied template may no longer exist for a different record type</p> <p>Set as Default: Sets the template to be used as the default when printing</p> <p> As only one default template can be set for each record type, setting this template to be used by default will disable the previous default template</p> <p>Disable: Disables the selected template and removes it from the users print selection list</p> <p>Enable: Enables the template and makes it available for selection from users print selection list</p>
Notes:	There is no 'Delete' option for templates. Any unused or redundant templates should be flagged as disabled

Finding Custom Document Templates

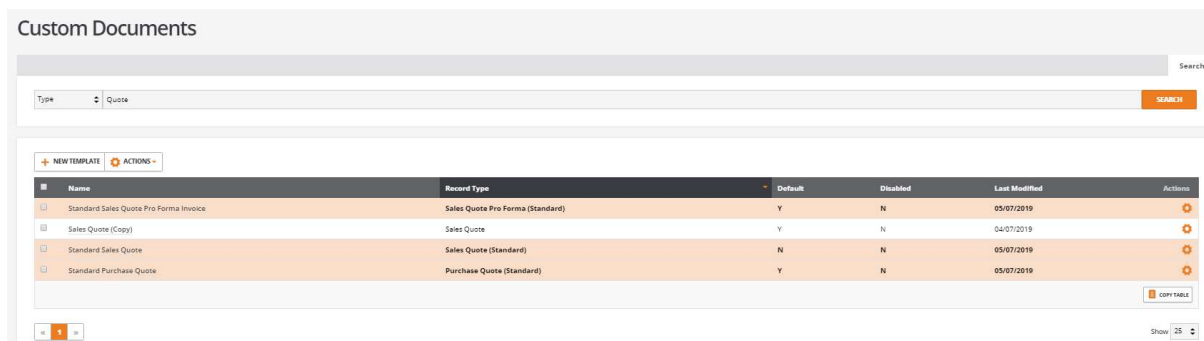
Custom Document templates can be found using the following options:

Search

The 'Search' button is used to find templates by their 'Name' or 'Record Type'.



Entering either a full or partial 'Name' or 'Record Type' returns a list of all templates containing the text string entered.



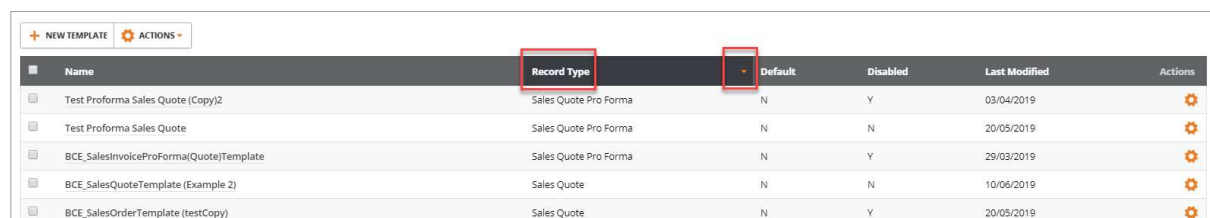
Name	Record Type	Default	Disabled	Last Modified	Actions
Standard Sales Quote Pro Forma Invoice	Sales Quote Pro Forma (Standard)	Y	N	05/07/2019	
Sales Quote (Copy)	Sales Quote	Y	N	04/07/2019	
Standard Sales Quote	Sales Quote (Standard)	N	N	05/07/2019	
Standard Purchase Quote	Purchase Quote (Standard)	Y	N	05/07/2019	

Clearing the 'Search' field resets the find options.

Column Sorting

Each of the Custom Document template columns can be used to sort the list in ascending or descending order by clicking on the title text in the column header.

An orange triangle shows which column has been sorted. Multiple clicks will invert the list and the triangle indicates the direction of the sort.



Name	Record Type	Default	Disabled	Last Modified	Actions
Test Proforma Sales Quote (Copy)2	Sales Quote Pro Forma	N	Y	03/04/2019	
Test Proforma Sales Quote	Sales Quote Pro Forma	N	N	20/05/2019	
BCE_SalesInvoiceProforma(Quote)Template	Sales Quote Pro Forma	N	Y	29/03/2019	
BCE_SalesQuoteTemplate (Example 2)	Sales Quote	N	N	10/06/2019	
BCE_SalesOrderTemplate (testCopy)	Sales Quote	N	Y	20/05/2019	

Creating a New Template

To create a new Custom Document template, select the **‘+ NEW TEMPLATE’** button to open the following screen:

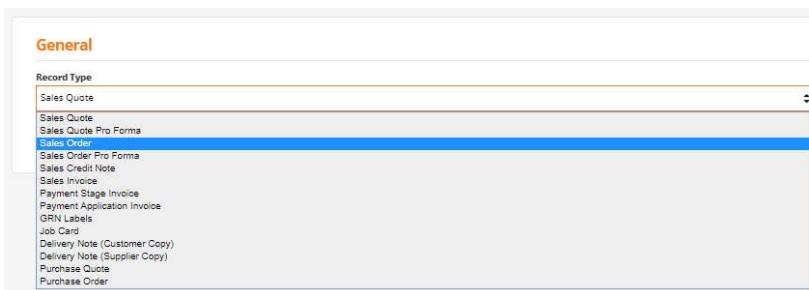


The 'New Template' screen has a title bar 'New Template'. Below it is a 'General' tab. Under 'General', there is a 'Record Type' dropdown menu with 'Sales Quote' selected, and a 'Name' text input field. At the bottom are 'CREATE' and 'CANCEL' buttons.

Record Type

Templates are categorised and grouped by their 'Record Types'. The Record Type determines the data fields that are available during creation and edit mode.


From the 'Record Type' dropdown list, select the required type:



The 'Record Type' dropdown list is open, showing a list of options: Sales Quote, Sales Order, Sales Order Pro Forma, Sales Credit Note, Sales Invoice, Payment Stage Invoice, Payment Application Invoice, GRN Labels, Job Card, Delivery Note (Customer Copy), Delivery Note (Supplier Copy), Purchase Quote, and Purchase Order. 'Sales Order' is highlighted with a blue background.

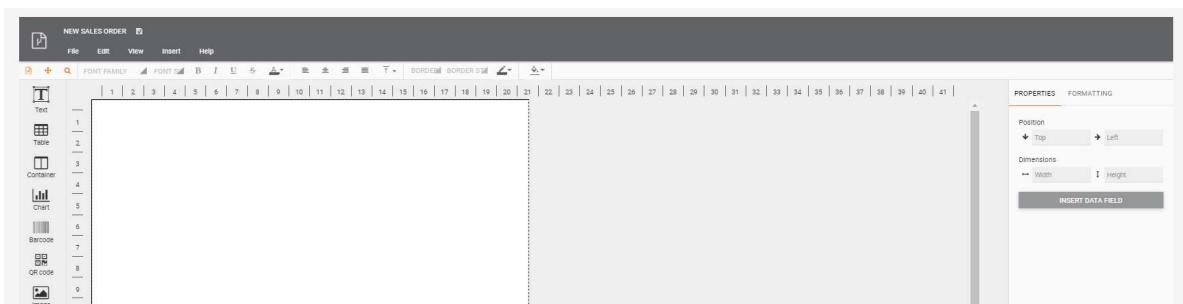
Enter a name for the new template.

Consider a naming convention that makes the template easy to identify and group.



The 'Name (required)' input field contains the text 'New Sales Order'.

Click on the Create button to open the document editor



The document editor interface shows a menu bar (File, Edit, View, Insert, Help), a toolbar with various icons, a main canvas area, and a right-hand sidebar with 'PROPERTIES' and 'FORMATTING' tabs. The 'PROPERTIES' tab is active, showing 'Position' (Top, Left) and 'Dimensions' (Width, Height) settings. An 'INSERT DATA FIELD' button is visible at the bottom of the sidebar.

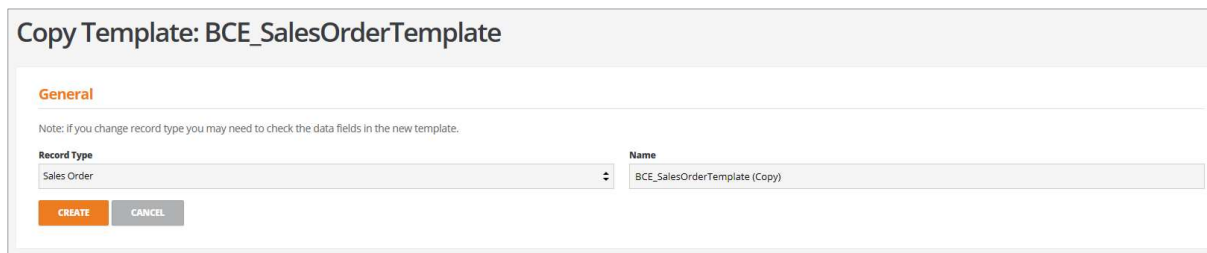
New Custom Document templates are automatically created with their 'Disabled' status set to 'Y'. When the template is ready for use, the disabled status will need to be changed to 'N' to make it available to users.

Actions - Copy

To create a new template from an existing one use the 'Copy' option to create the new template that can be modified to meet your requirements.

It is recommended to copy an existing template of the same 'Record Type', for example, use an existing Sales Order to create a new regional Sales Order template.

Select an existing template and choose 'Copy' from the 'Actions' menu to open the following screen:



The copy function will retain:

- The original record type

- The original template name and append the text (Copy) to the name

Record Type

Whilst the 'Record Type' can be changed, users should be aware that data fields available for the copied template may no longer exist for a different record type.

This may require further detailed editing to accommodate the existing data fields that are no longer supported within the new copied template.

Name

Enter a name that describes the template and consider a naming convention that makes the template easy to identify and group, for example, 'BCE_SalesOrder'.

Click the 'Create' button to open the document editor and apply the required field and format changes before saving the new template.

Cancel

Users may click the 'Cancel' button to exit without creating a new template.

Printing to a Custom Document Template

To print a document choose 'Print and Send'. The following screen opens and the specified default template is preselected.

Send Sales Orders

Sales Order 1: New Order for Ace Supplies; Ace Supplies Limited

☐ include terms
 ☒ print
 ☐ email
 demo@oneadvanced.com
 Template: Standard Sales Order


☒ confirm

The 'PREVIEW' button can be used to preview the completed template on screen.

Send Sales Orders

Sales Order 1: New Order for Ace Supplies; Ace Supplies Limited

☐ include terms
 ☒ print
 ☐ email
 demo@oneadvanced.com
 Template: Standard Sales Order



Order Acknowledgement

Order Number: 1 Date: 10/07/2019 Account Code: Ace001
 Customer Ref: PO789 Our Ref: SO123

To

Ace Supplies Limited
Victoria Avenue
Yeadon
Leeds
West Yorkshire
LS19 7AY

From

Advanced Manufacturing Ltd
Penny Lane Works
Newtown
Worcestershire
WR13 0MG
Tel.:
Email:
Company No.: 0654321; VAT No.: 901061825

Item	Item Code	Quantity	UoM	List Price	Unit Price	Net Amount	Due Date
12 Inch Glass Frying Pan Lid	FPL12GL	5		£0.00	£15.00	£75.00	06/07/2019

Description: Glass lid to our drawing DR12345

If the default template is not appropriate, the user can choose to select from any of the available templates from the 'Template' dropdown list:

Send Sales Orders

Sales Order 638: Allied Kitchenware

☐ include terms
 ☐ print
 ☒ email
 demo@oneadvanced.com
 Template: Sales Order Test

- Sales Order Serial
- Sales Order template with Serial Number
- BCE SalesOrder Copy**
- BCE OLD STD SalesOrder
- BCE STD SalesOrder (TEST) 1 (Copy)
- BCE STD SalesOrder (TEST) 1 (Copy)
- BCE STD SalesOrder Template

Custom Document Template Design

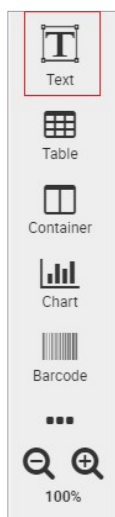
New templates can be designed using the formatting tools available in the document editor:

The data fields available to templates are associated with the record type selected. For example, only the data fields relevant to a Sales Order will be available for selection when creating a template of Sales Order record type.

The following formatting tools are available:

Text

Text fields are free format fields that can be used for containing descriptive titles, column headings and data field labels.



Text can be formatted using a variety of fonts, sizes and use of the formatting features available from the document editor's toolbar.

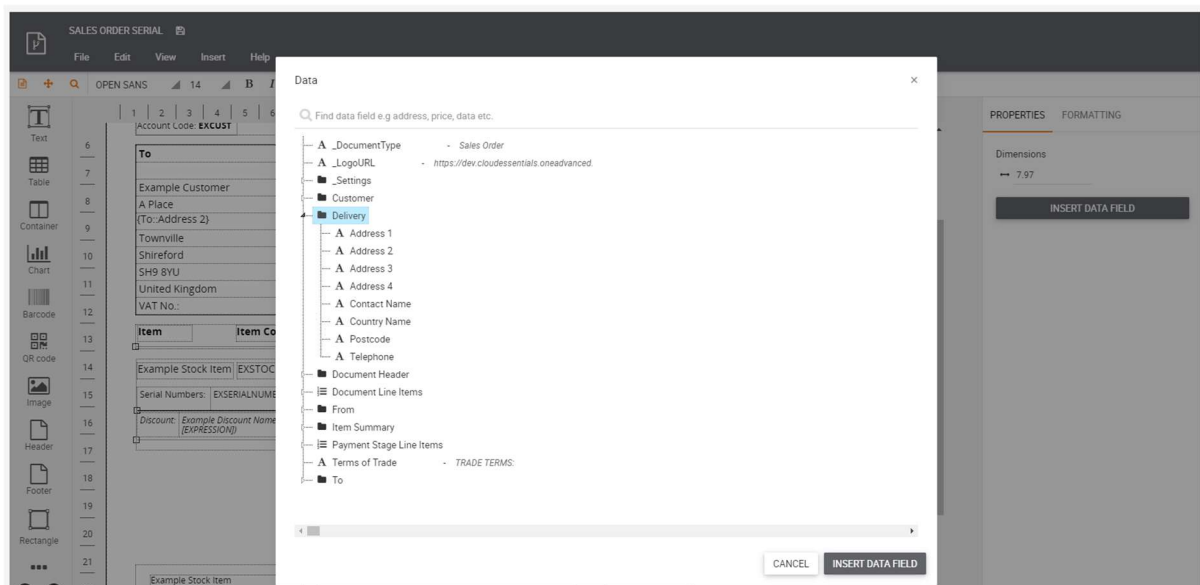


Table

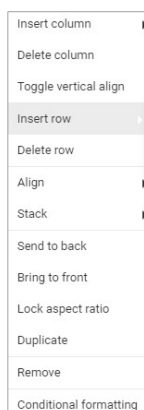
Tables can contain free format text and data fields.

Where data is presented in a constant format, data fields can be assigned to selected table cells using the 'INSERT DATA FIELD' button.

Pressing 'INSERT DATA FIELD' opens the list of available data fields which are ordered and categorised by their subject.



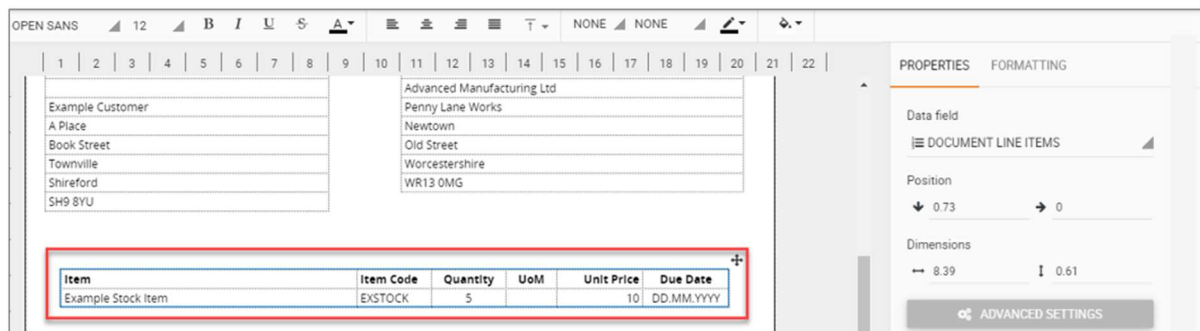
Tables can be managed by inserting or removing columns and rows using the right mouse button options:



Tables - Reoccurring Data Entry

When using a table to print documents containing one or many lines, the table can be created with a header row of column titles as required and one row of example of the required line data fields.

If the table is initially selected and identified as 'DOCUMENT LINE ITEMS' using the table's Data field Properties the printed document will dynamically adjust to accommodate single or multiple document lines:



Item	Item Code	Quantity	UoM	Unit Price	Due Date
Example Stock Item	EXSTOCK	5		10	DD.MM.YYYY

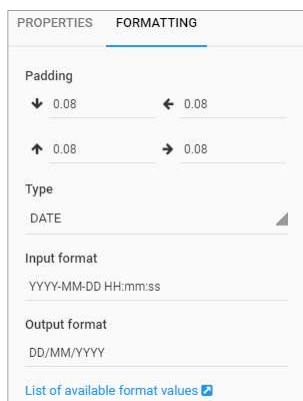
Properties: Data field: DOCUMENT LINE ITEMS, Position: 0.73, Dimensions: 8.39, 0.61

Note: If the tables properties are retrospectively set to 'DOCUMENT LINE ITEMS' the system may repeat the first line of detail for as many lines as appears on the original BCE document. If this occurs, it will be necessary to rebuild the item table starting with the correct properties.

Date/Time Formatting

When inserting date fields, the format of the date, month, and year can be adapted from the input format to the required output format for the template.

It is important to apply the correct syntax for the date format as follows:



The screenshot shows a configuration panel for a DATE field. It has two tabs: 'PROPERTIES' and 'FORMATTING', with 'FORMATTING' selected. Under 'FORMATTING', there are sections for 'Padding' (with left and right spinners both set to 0.08), 'Type' (set to DATE), 'Input format' (set to YYYY-MM-DD HH:mm:ss), and 'Output format' (set to DD/MM/YYYY). A link at the bottom says 'List of available format values' with a small icon.

Lower case characters 'mm' and 'ss' are used for minutes and seconds.

The same formatting approach is used for supporting Custom field Date and Time fields.

Conditional Formatting:

Conditional formatting is used to test the contents of a selected field and can be used to format or hide cells based on the table content.

For example, this can be used where multiple address lines do not include say an Address line 4.

From
Advanced Group
The Mailbox,
101 Wharfside Street,
Birmingham,
United Kingdom
B1 1RF

A conditional rule can be applied to hide blank address lines and realign the remaining populated address lines and the postcode into position.

For example, hide component where ADDRESS 4 is EMPTY

Conditional format rule ×

☐ Change component style if matches the condition

☒ Hide component if matches the condition

Condition

↶ ADDRESS 4

IS EMPTY (EMPTY)

REMOVE

APPLY

When printed the address field is correctly formatted with no blank lines as follows:



Our Ref:

From
Advanced Group
The Mailbox,
101 Wharfside Street,
Birmingham,
United Kingdom
B1 1RF

Container

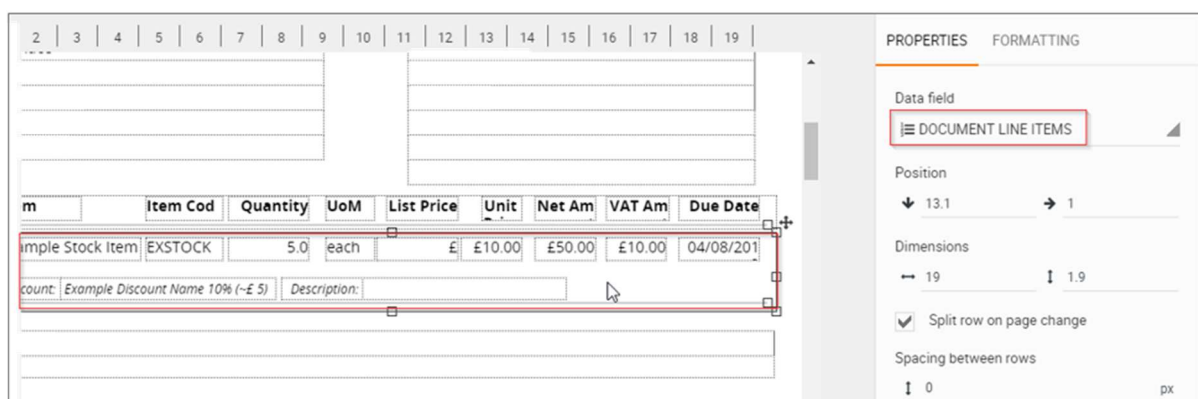
Containers permit components to be grouped providing greater flexibility than tables to iterate data lists that contain multiple data components.

A Container may contain text fields, tables, horizontal and vertical lines, images, charts, and symbols and each of the components used within containers can be formatted as required.

Note: Containers cannot be formatted themselves, only the data fields within them.

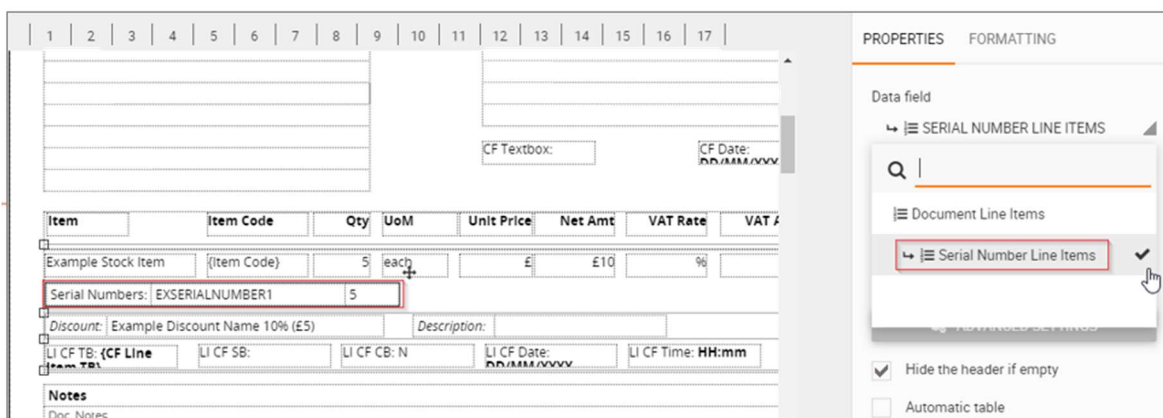
The Containers properties can be mapped to 'Data field' types.

For example, where a container is mapped to Data field 'DOCUMENT LINE ITEMS' any tables or text boxes inside the container are automatically mapped with the Data field.



In addition, a table located within a container can be mapped with Data fields within 'DOCUMENT LINE ITEMS'.

For example, a table properties can be set to use 'SERIAL NUMBER LINE ITEMS' as illustrated below.

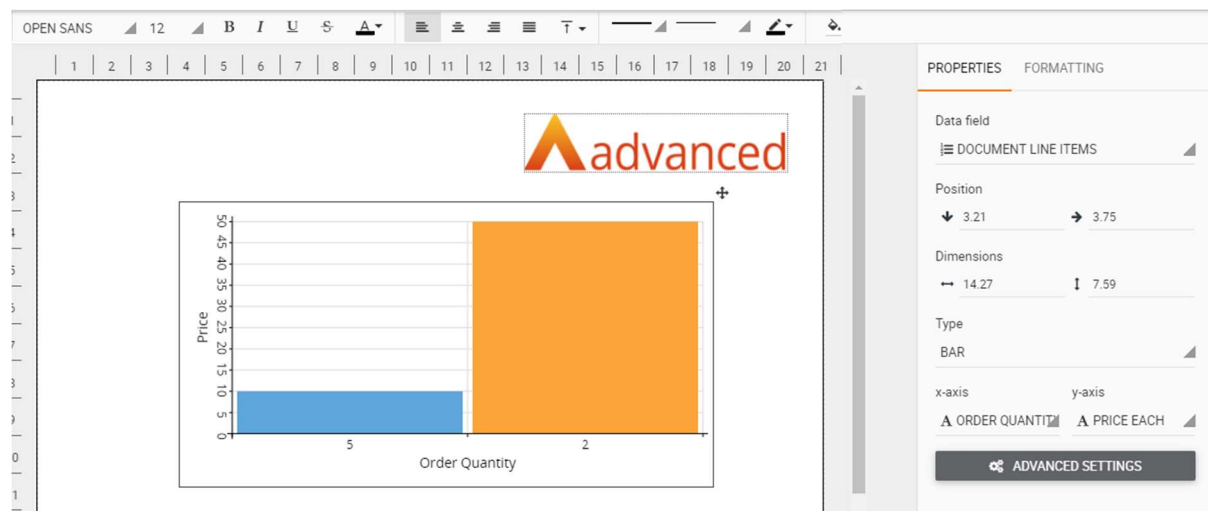


This permits the container to identify one or multiple document lines from the document being printed and where document lines contain, say multiples quantities of serial stock items, the printed document will list all document lines as well as listing the respective serial numbers by line.

Chart

Charts can be inserted into templates and linked to data fields to provide a graphical illustration of data.

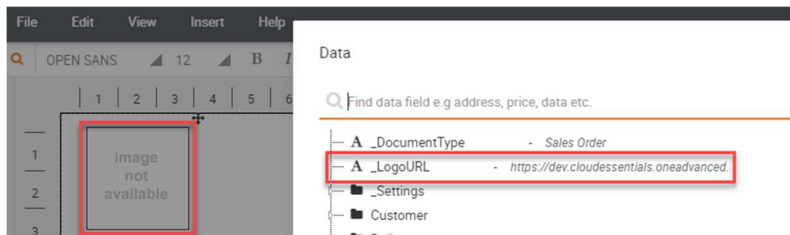
A variety of formatting tools is available from the properties tab to format the type and presentation of the chart as required.



Image

The Image option is used for inserting images and company logos allowing templates to be customised to meet individual corporate branding and business requirements.

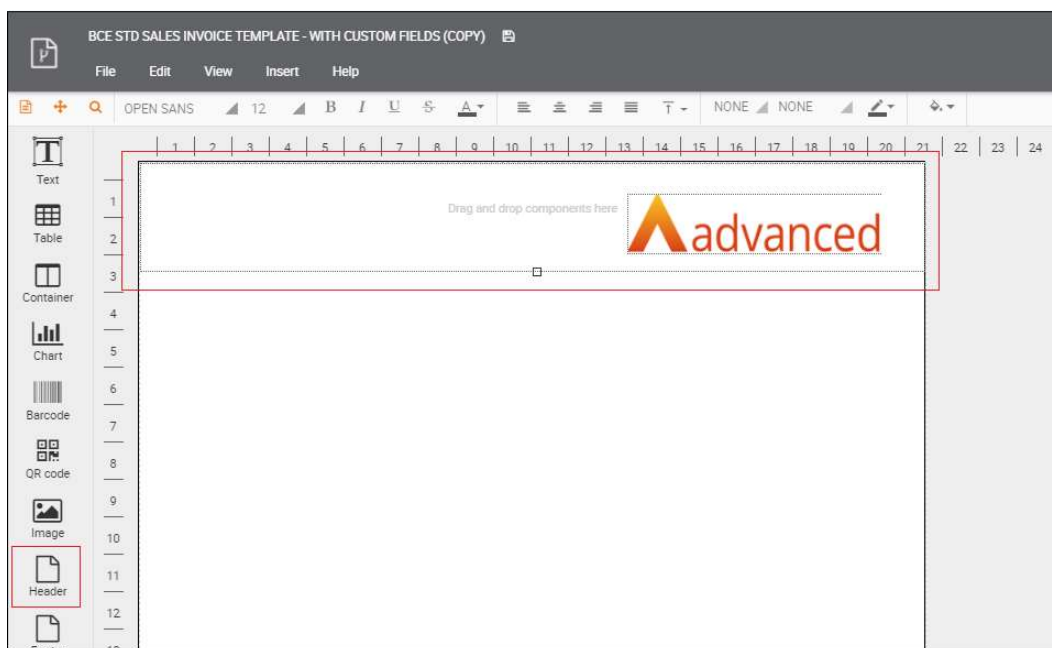
Where the BCE system settings are setup to use a default URL for a company logo, this can be selected from the list of data fields, located at the root of the data field structure:



Images stored locally can be attached using the SELECT LOCAL FILE button from the Properties and browsing for images stored on a local or network path.

Header

It is recommended to set and define the template header area before beginning to add any header fields.



Footer

It is recommended to define and set the template footer area before beginning to add any footer fields.

Note: When using Headers and Footers, if the formatting prints incorrectly or page breaks appear unexpectedly for multipage documents, realign the header and footer areas to ensure they fully accommodate the data fields used.

Using Custom Fields in Custom Documents

Where Custom Fields have been setup for document headers and document lines, data field selection lists will be automatically extended to include the custom fields when editing Custom Document templates.

For example, the following Custom Fields have been setup for Sales Order headers:

Custom Fields

Advanced search

Search

Label

Record Type

Sales Order

SEARCH

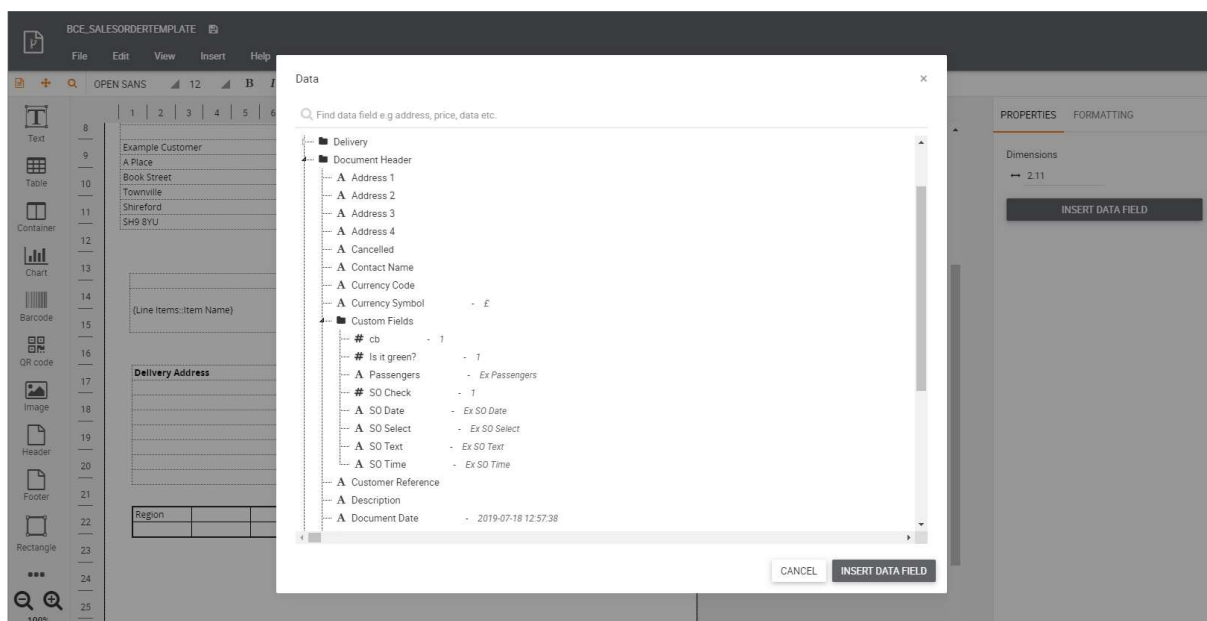
CLEAR SEARCH

+ NEW CUSTOM FIELD

⚙️ ACTIONS

	Label	Record Type	Input Type	Mandatory	Disabled	Position	Actions
<input type="checkbox"/>	Is it green?	Sales Order	Check Box	N	N	1	
<input type="checkbox"/>	Passengers	Sales Order	Text Box	Y	N	2	
<input type="checkbox"/>	SO Text	Sales Order	Text Box	N	N	3	
<input type="checkbox"/>	SO Select	Sales Order	Select Box	N	N	4	
<input type="checkbox"/>	SO Check	Sales Order	Check Box	N	N	5	
<input type="checkbox"/>	SO Date	Sales Order	Date	N	N	6	
<input type="checkbox"/>	SO Time	Sales Order	Time	N	N	7	
<input type="checkbox"/>	cb	Sales Order	Check Box	N	N	8	

When editing templates of Sales Order record type, a Custom Fields folder containing the custom fields becomes available for selection.



BCE - Templates

The following template documents are provided:

Template Name	Record Type
Standard Sales Order	Sales Order (Standard)
Standard Payment Application	Payment Application Invoice (Standard)
Standard Sales Quote Pro Forma Invoice	Sales Quote Pro Forma (Standard)
Standard Sales Order Pro Forma Invoice	Sales Order Pro Forma (Standard)
Standard Delivery Note (Customer Copy)	Delivery Note (Customer Copy) (Standard)
Standard Delivery Note (Supplier Copy)	Delivery Note (Supplier Copy) (Standard)
Standard Sales Invoice	Sales Invoice (Standard)
Standard Sales Quote	Sales Quote (Standard)
Standard Payment Stage Invoice	Payment Stage Invoice (Standard)
Standard Sales Credit Note	Sales Credit Note (Standard)
Standard Purchase Quote	Purchase Quote (Standard)
Standard Purchase Order	Purchase Order (Standard)
Standard GRN Goods Received Note	GRN Labels (Standard)
Standard Job card	Job Card (Standard)