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People. Partnership. Solutions.

Business Cloud Essentials 1.6.0 Release Notes

PEOPLE. PARTNERSHIPS. SOLUTIONS

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INTRODUCTION

This document contains an overview of the new features, fixes and changes made to Business Cloud Essentials version 1.6.0.

The key Features/Enhancements are:

- Supplier Payment Run
- Part Payments and Receipts
- Journal List Screen
  - Search and Advanced Search
- Journal Line Narratives
- Auto Reversing Journals
- Stock below Minimum Quantity Report
- Support Tickets - Custom Fields

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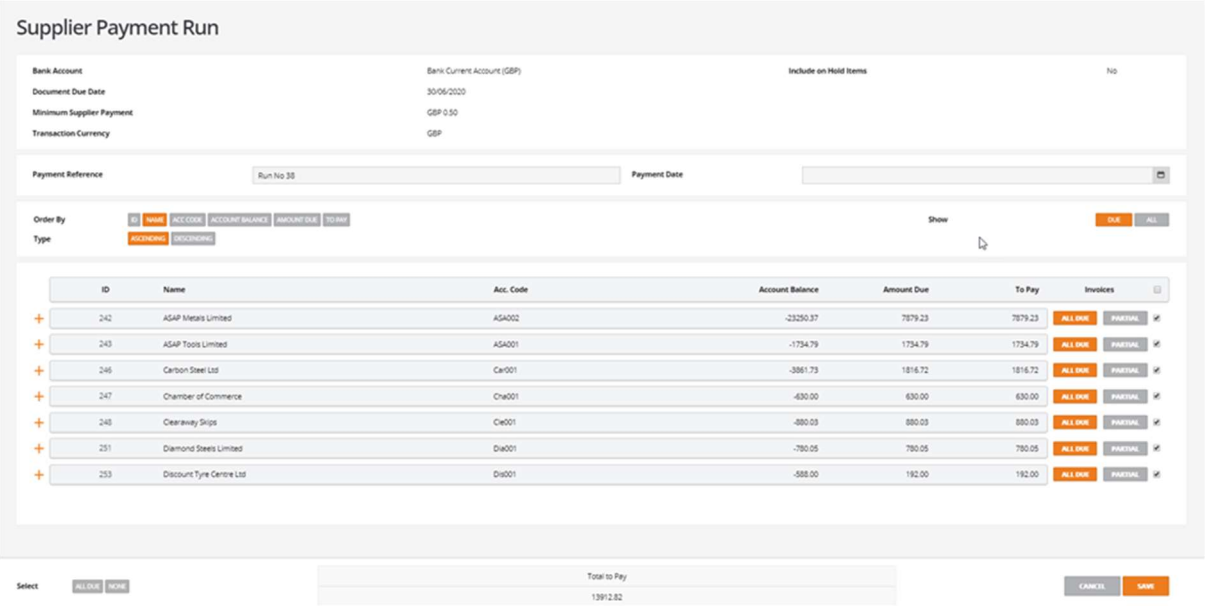
FEATURES

SUPPLIER PAYMENT RUN

A new 'Supplier Payment Run' feature is introduced to give the ability to bulk pay supplier invoices that are due for payment within a single payment run.

From the supplier payment run process it is possible to select from all or specified suppliers opening a list of supplier payments that are due relative to a payment run date entered.

This allows supplier payments to be prepared and marked for payment in preparation of the preferred payment date:



From a supplier payment run proposal screen, all due invoices including any credits can easily be fully or partially selected and marked for payment.

Only one supplier payment run can be active at any one time and the payment run can be repeatedly stored and retrieved for edit.

Payments can be reviewed, where new payments can be included or existing payments removed before processing. Payments can be partially or fully paid in sterling or currency with controlled options for generating currency variance and managing minor write off values. A payment list may be printed for manual approval before committing to processing the supplier payment run.

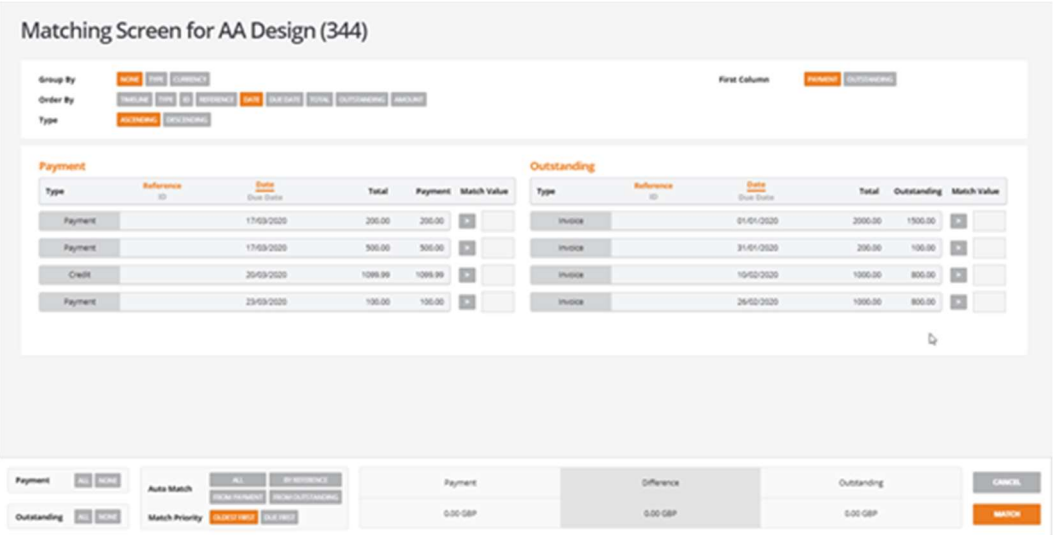
When the supplier payment run is processed, the payment documents are created and automatically matched to their corresponding invoices and credits creating a matching set using the new matching features.

A generic output file in csv format is created and this shall require editing to meet with individual banks required payment formats.

For full details of this feature, see the 'HelpDocs' – 'Supplier Payment Run'.

PART PAYMENTS AND RECEIPTS

A new 'Part Payments and Receipts' feature is introduced to give the ability to fully or partially match payments and receipts to invoices and credits for both supplier and customer documents:



The new part payments and receipts matching screen is opened when entering bank payments and bank receipts, where a new matching screen replaces the original list of invoices and credits for payment.

The new part payments and receipts matching screen can be accessed from the suppliers and customers shows screens to allow any previously stored but not yet allocated payments and receipts to be matched.

The matching screen is user configurable and allows both individual and multiple payments and receipts to be matched in a controlled way improving the management of outstanding invoices and allowing more accurate aging of invoices and their outstanding balances.

Documents can be matched either automatically or manually in sterling and currency where both matched and outstanding values are updated to keep the user informed of the remaining funds for allocation.

A confirmation screen verifies the matching information with options to manage currency variances and options to manage minor write off values as required.

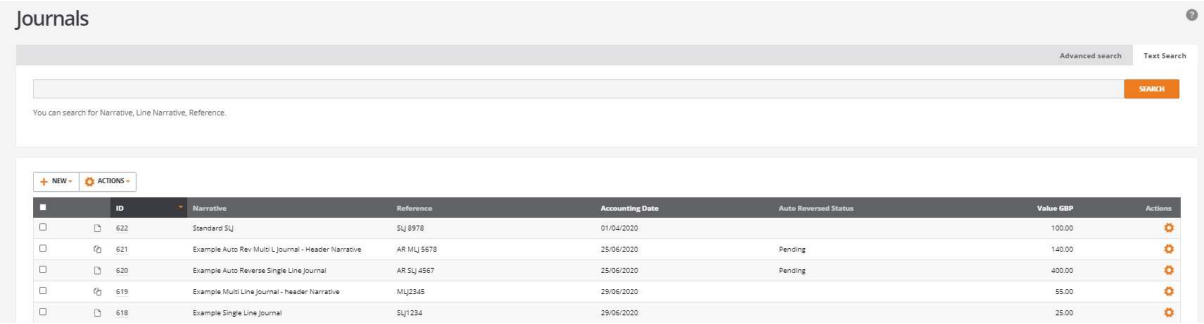
When documents are fully or partially matched, a matching set is stored to provide a permanent record of the matching details. A matching set can be unmatched to allow users to correct any incorrect allocations of payments or receipts.

For full details of this feature, see the 'HelpDocs' – 'Part Matching - User Notes'.

JOURNALS LIST SCREEN

A new 'Journals' list screen is introduced to improve how journals are created, stored and managed.

From the 'Accounts' menu option, selecting 'Journals' opens the 'Journals' list screen:



Journals are created using the '+NEW' menu button providing the following options:

- Single Line Journal
- Multi Line Journal
- Opening Balance Journal

An 'ACTIONS' button and cog option opens the selected journal for:

Edit: Allows the 'Narrative' and 'Reference' fields to be updated

For auto reversing journals:

- The reversal status can be disabled
- The financial period/year for the reversing journal can be changed

Quick Reverse: Reverses a journal entered to correct data entry mistakes

Show (Action cog only): Displays the journal contents

The new journal list includes the following column details:

Journal icons indicating the journal type:

- Single Line Journal
- Multi Line Journal
- Legacy Journal – Pre BCE v1.6.0 edition

ID: The journal ID

Narrative: The narrative taken from the journal header

Reference: Journal reference

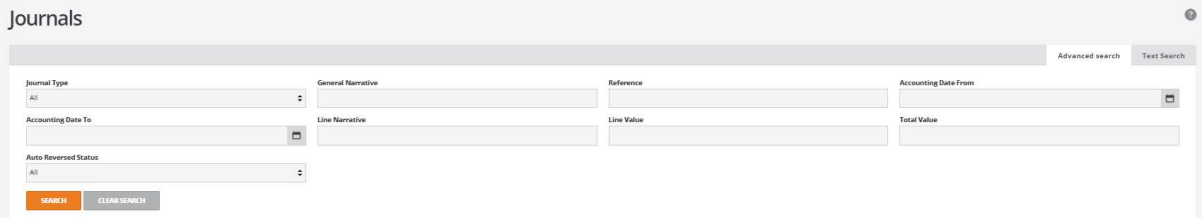
Accounting Date: Date of the journal

Auto Reversed Status: Indicates if an auto reversing journal is pending or completed

Value GBP: Journal balanced value

SEARCH AND ADVANCED SEARCH

The ‘Journals’ list includes ‘Search’ and ‘Advanced search’ features:



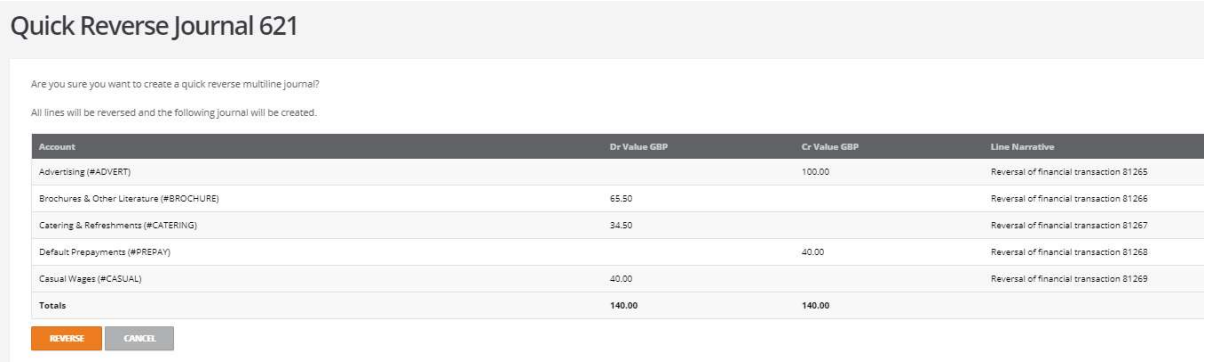
The ‘Search’ option allows journals to be searched by the content of their narrative, line narrative and reference fields.

The ‘Advanced Search’ extends the search options allowing journals to be searched by the content of the following fields:

- Journal Type: Single/Multi line and legacy (pre v1.6.0)
- Accounting Date To: List all journals to the specified date
- Auto Reversed Status: All/Pending/Completed
- General Narrative: Single and multi-line header narrative
- Line Narrative: Line narrative for multi-line journals
- Reference: Journal reference
- Line Value: Returns all journals containing the line value entered
- Accounting Date From: List all journals from the specified date
- Total Value: Returns all journals whose lines total the value entered

JOURNALS - QUICK REVERSE

When selecting multi-line journals for quick reverse, an improved confirmation screen is displayed to allow the user to review and confirm the quick reverse process:

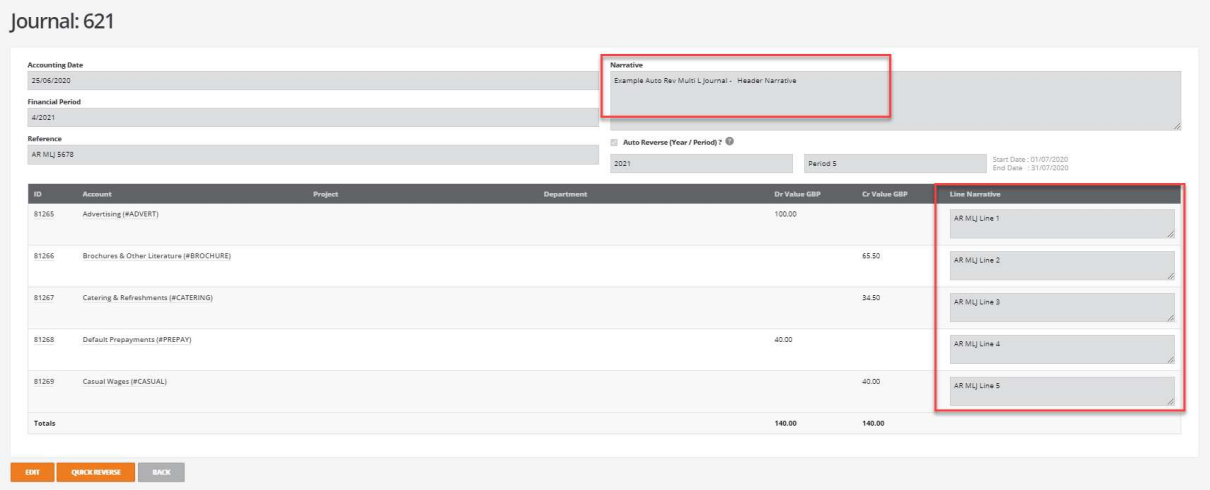


Account	Dr Value GBP	Cr Value GBP	Line Narrative
Advertising (#ADVERT)		100.00	Reversal of financial transaction 81265
Brochures & Other Literature (#BROCHURE)	65.50		Reversal of financial transaction 81266
Catering & Refreshments (#CATERING)	34.50		Reversal of financial transaction 81267
Default Prepayments (#PREPAY)		40.00	Reversal of financial transaction 81268
Casual Wages (#CASUAL)	40.00		Reversal of financial transaction 81269
Totals	**140.00**	**140.00**	

JOURNALS – LINE NARRATIVES

Journal line narrative fields have been introduced to multi-line journals.

For multi-line journals, a narrative can be entered on the journal header and for each journal line:



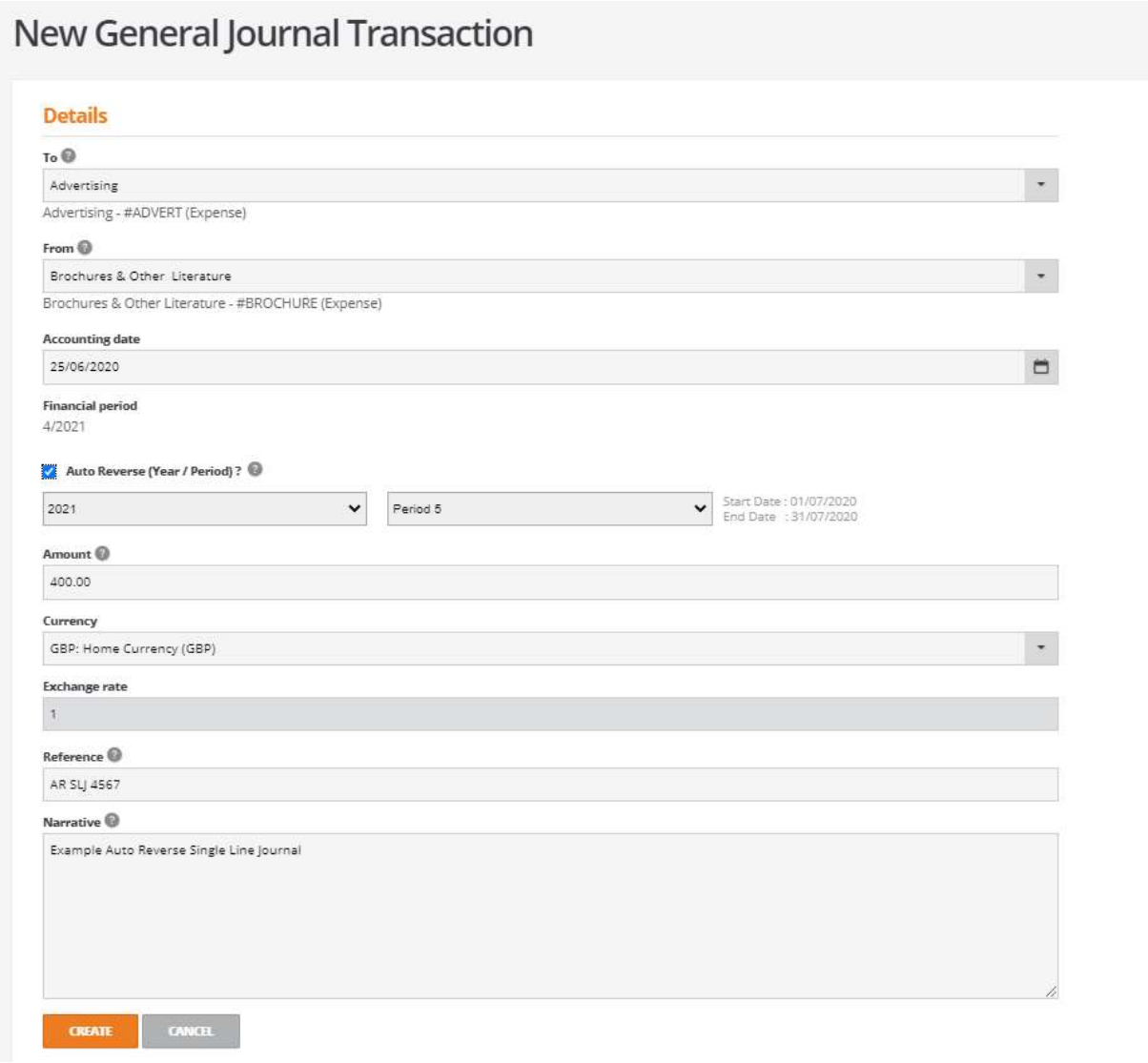
The ‘Search’ and ‘Advanced search’ features can be used to search the content of all general header narrative and line narrative fields. Users may enter all or part of the narrative text to locate and identify historic journals.

AUTO REVERSING JOURNALS

A new 'Auto-Reversing Journal' feature is introduced.

For systems with 'Financial Period Management' enabled, this allows end of period revenue and expense adjustments to be managed by creating journals to automatically reverse in a future financial period.

When creating either multi-line or single line auto reversing journals, BCE by default, will automatically create a reversing journal in the next financial period. The reversing journal is automatically triggered when closing the current financial period:



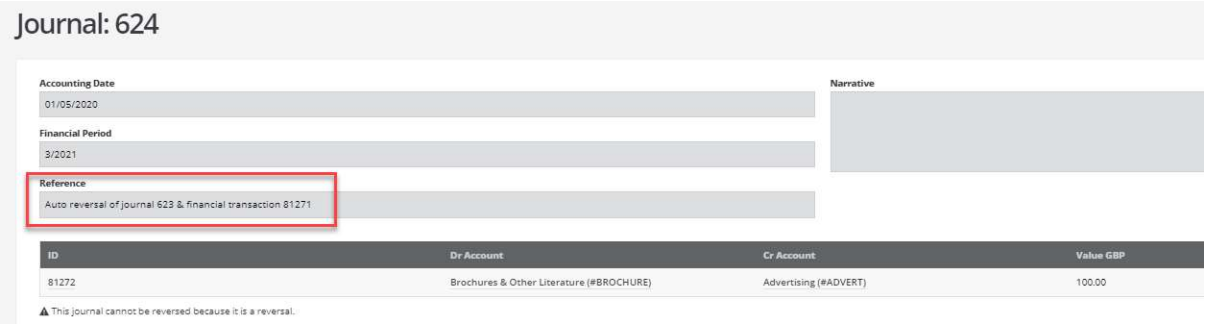
When setting the financial period and year for a reversing journal, the relative start and end calendar dates for the selected period are displayed inform the user of the respective date range:

The actual date of the reversing journal will be always be the first day of the target period and this is relative to how the financial periods are setup within BCE.

Auto reversing journals with a ‘pending’ status (not yet run) can be edited and the auto reversal period and year can be changed by selecting an alternative future financial period.

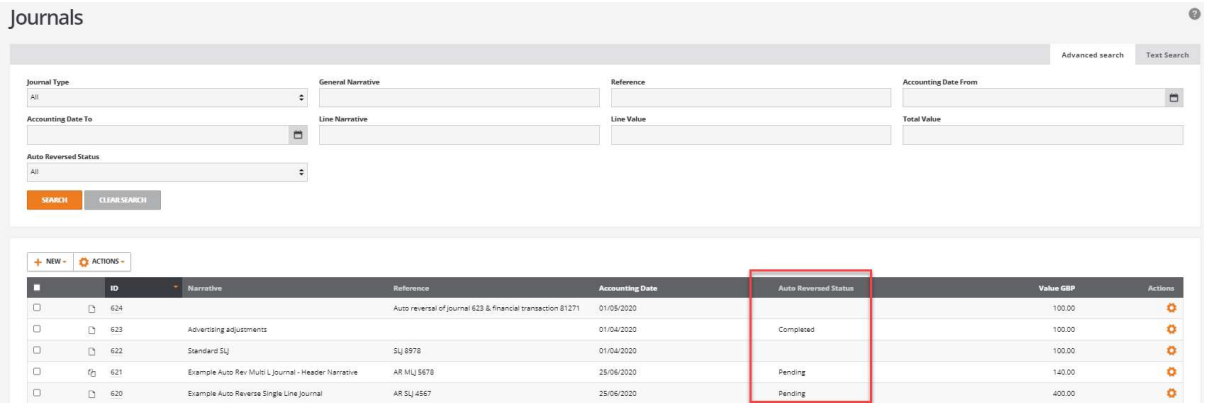
The reversing journal of a pending auto reversing journal can be cancelled by unticking the ‘Auto Reverse’ check box.

When an auto reversing journal is created on closing a financial period, the originating journal’s status is updated from ‘Pending‘ to ‘Completed’ and the new reversed journal’s ‘Reference’ is updated with details of the original journal that was reversed:



From the new ‘Journals’ list screen all journal types are listed.

An ‘Advanced Search’ option allows auto-reversing journals to be listed by their pending or completed status:

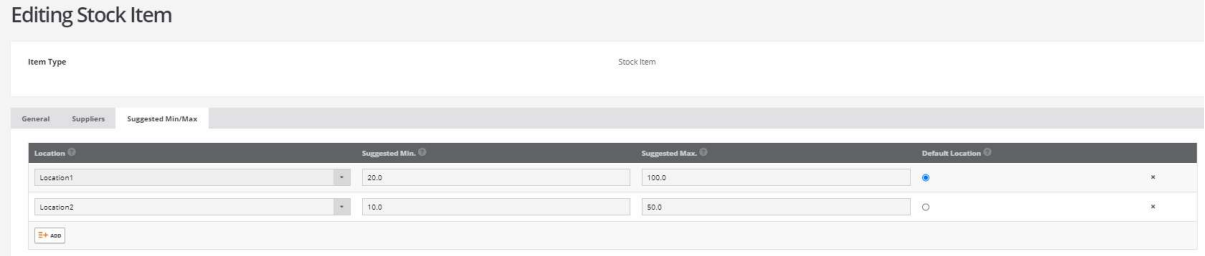


STOCK BELOW MINIMUM QUANTITY REPORT

This feature allows stock item levels to be managed by using the 'Below Minimum Quantity Report' to report for stock items that have fallen below the minimum quantity and to create consolidated purchase orders to reorder stock back to a required maximum stock level.

Stock item have a new tab, 'Suggested Min/Max' to record a suggested minimum and maximum stock quantities.

A minimum and maximum quantity can be set for each stock item for each location:



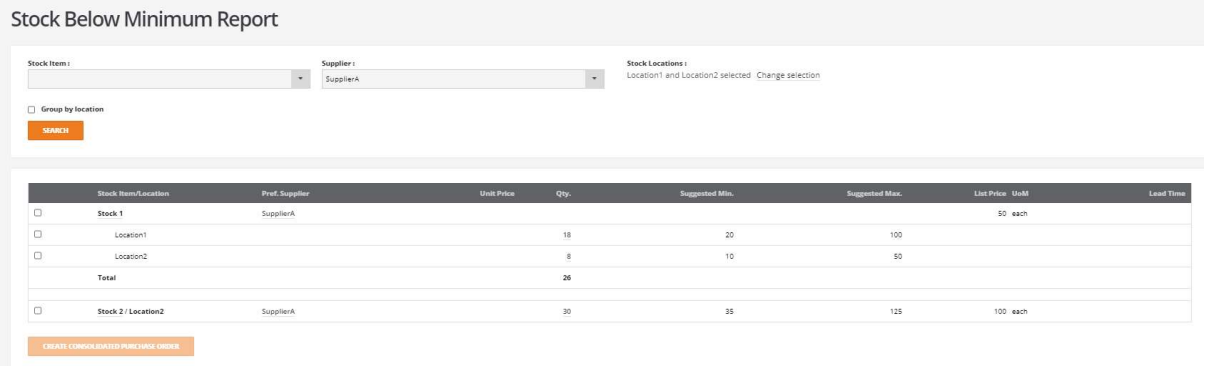
Note: Users upgrading to BCE v1.6.0 who have minimum stock item quantities set.

The new maximum stock item quantity fields will be set to the same value as the existing minimum stock quantity.

To implement the effective reorder of stock to a maximum quantity will require stock items to be reviewed and an appropriate minimum and maximum quantity to be set.

The 'Stock Below Minimum Report' is modified to show the actual qty, suggested minimum and suggested maximum stock item levels.

The report can be filtered by stock item, preferred supplier and stock locations and the format of the report can be grouped by location:

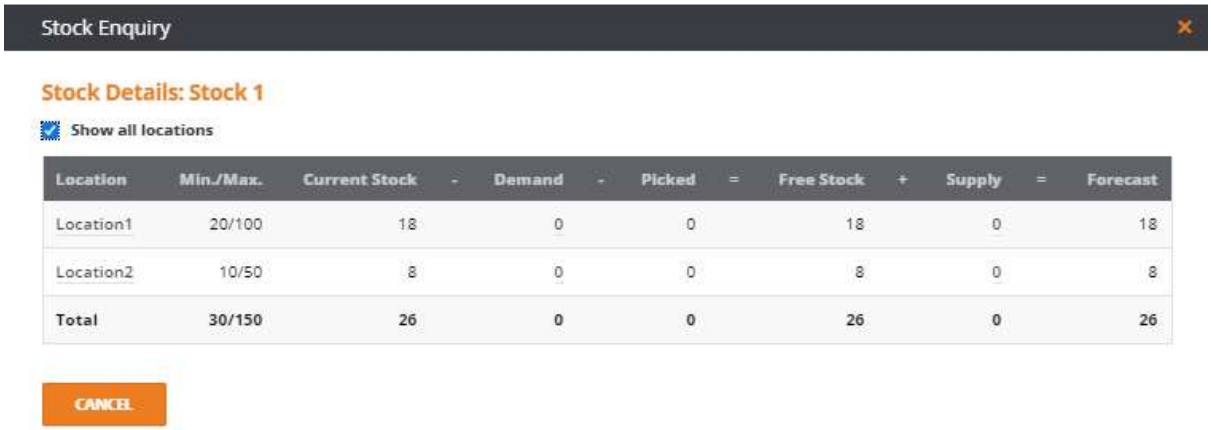


Note: When creating purchase orders the reorder quantity is calculated from the maximum stock quantity less the current in stock quantity.

This quantity does not include the current demand and supply values.

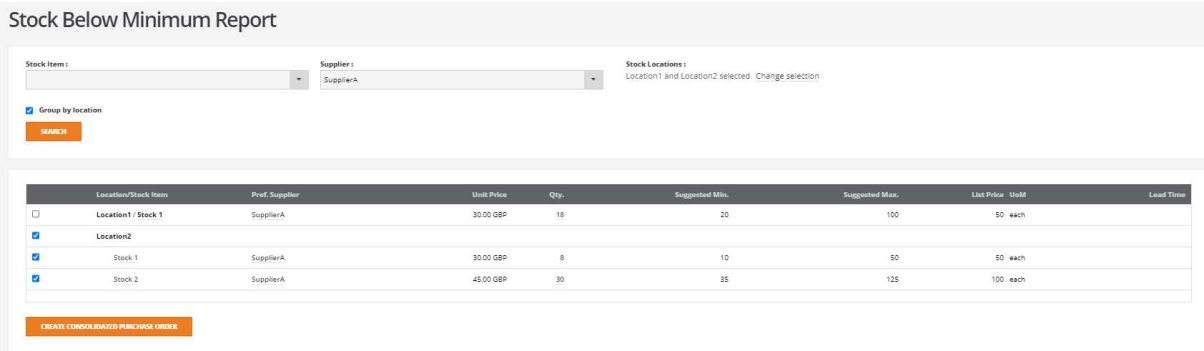
The 'Stock Below Minimum Report' supports hyperlinks from the 'Stock item/Location', 'Pref. Supplier' and 'Qty' fields to allow users to quickly look up stock items and inspect stock supply and demand by locations. Clicking on any of these links opens a new tab to preserve the stock below minimum report positions.

The ‘Stock Enquiry’ pop up screen is extended to display the Min/Max stock quantities by location:



Location	Min./Max.	Current Stock	-	Demand	-	Picked	=	Free Stock	+	Supply	=	Forecast
Location1	20/100	18		0		0		18		0		18
Location2	10/50	8		0		0		8		0		8
Total	**30/150**	**26**		**0**		**0**		**26**		**0**		**26**

From the ‘Stock Below Minimum Report’ an option to create consolidate purchase orders allows users to reorder stock items back to their maximum stock levels. The reorder quantity is calculated from the maximum stock quantity less the current in stock quantity:



From the consolidated purchase order screen it is possible to edit and change the order due dates and delivery addresses as required:

Clicking on ‘Create Purchase Order’ created the consolidated order for the suppliers.

WORKS ORDERS – MATERIAL REQUIREMENTS PLANNING

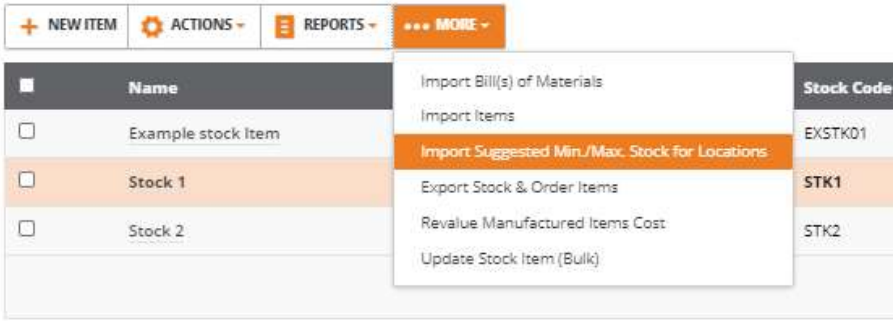
For Works Orders the ‘Item’ quantity has been changed from the minimum quantity value to use the new maximum quantity.

To fulfil requirements the ‘Add Order’ option can be used to generate a new purchase order:

IMPORT - STOCK

The ‘Stock Item Import template’ from stock and order items and from the stock setup wizard has been extended to include a new field for ‘Suggested Max. Stock for Default Location’.

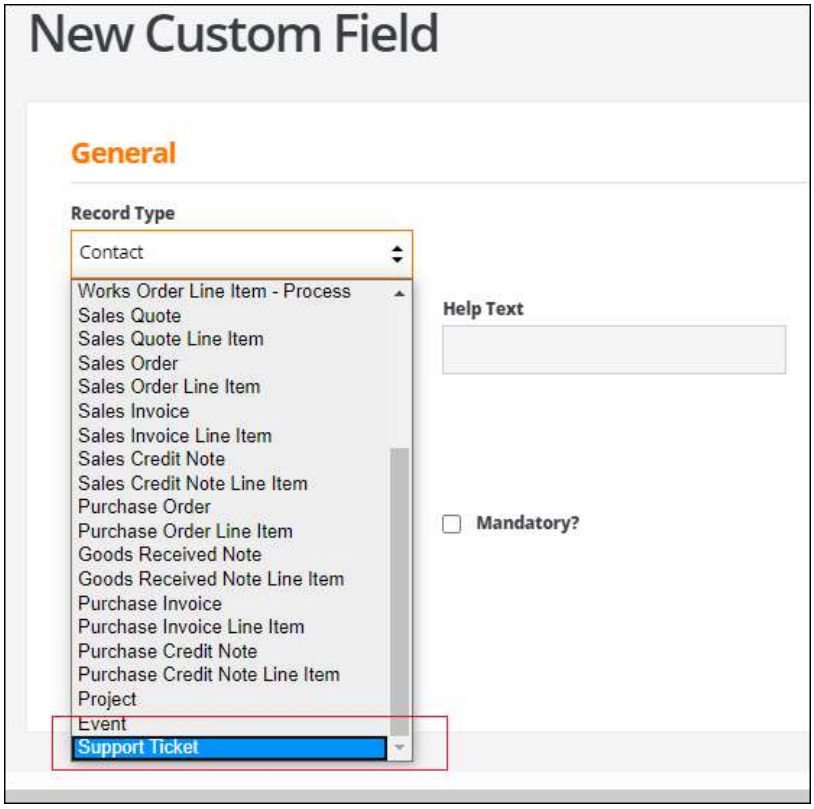
From the ‘MORE’ button, a new ‘Import Suggested Min/Max Stock for Locations’ has been introduced to allow the minimum and maximum values to be set:



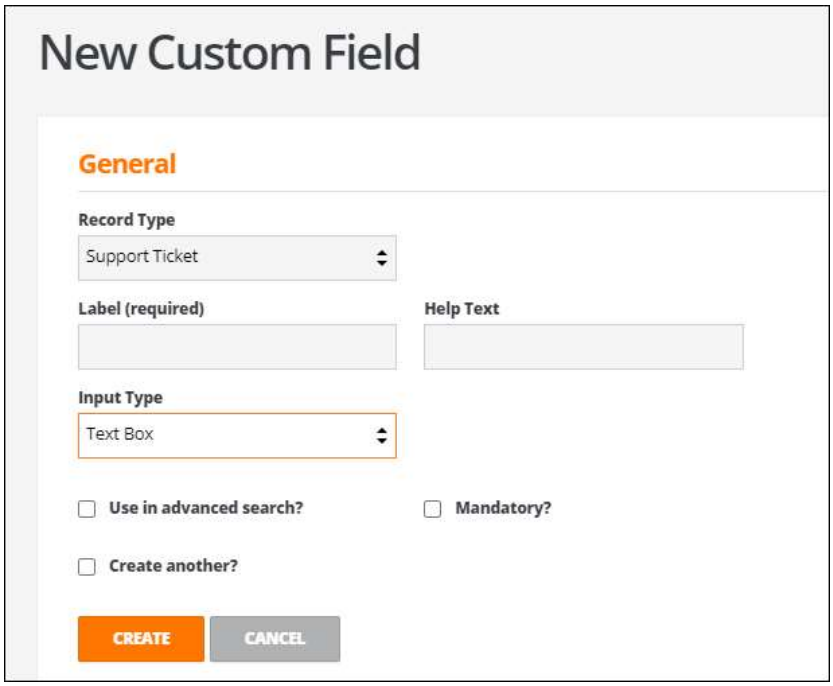
CUSTOM FIELD SUPPORT FOR SUPPORT TICKETS

Custom fields are extended to include a record type for ‘Support Tickets’.

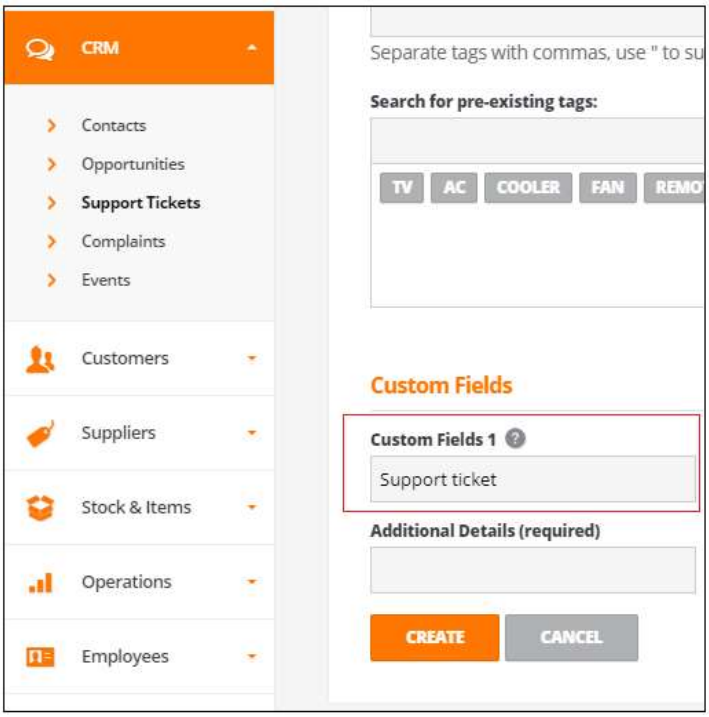
Users can choose to capture additional details for support tickets using the custom fields:



The following options are available when creating custom fields for support tickets:



The custom fields will be available while creating and viewing support tickets:



Where 'Use in advanced search?' is ticked, users can search the contents of the custom fields from the Support Ticket listing page.

DEFECTS

JIRA ID	TITLE	RESOLUTION
HBCE-4471	Cumulative balance incorrect when date reversed	**Problem** – When sorting activity reports by date, transactions that were posted on same date were not sorting correctly. As a result of the incorrect sequence of transactions sharing the same date the closing balance on account activity report was displayed incorrectly. **Solution** – When applying sort by date, any transactions with the same date are displayed as expected and display the correct closing balance.
HBCE-4644	Incorrect duplication of material cost when updating stock items (HBCE-5804)	**Problem** – When editing and adding or changing a stock items cost value whilst at the goods received note stage (GRN), the resulting stock revaluation incorrectly created a material stock gain between the GRNYI and MSTOCK duplicating the stock value. **Solution** – Corrected by creating a new transaction type to accommodate the GRN material cost change to update GRNYI and MSKADJ.
HBCE-4791	Company logo missing from email attachments	**Problem** – When emailing documents the company logo was missing from the attached document. This issue was attributed to page breaking overlapping onto a second page and only occurred where the custom document feature was disabled. **Solution** – Corrected the formatting of email attachments.
HBCE-5599	Line item reference not showing on documents	**Problem** - On creating a new purchase order for an alternative supplier and adding a new line with a reference. After saving and printing the order acknowledgement, the reference is not populated on the document. This issue was occurring only when custom document feature is disabled. **Solution** - Corrected preview screen that was only displaying the reference details from the preferred supplier.

HBCE-5706	Changes to VAT not retained on purchase invoice screen	**Problem –** On creating a new purchase Invoice with no order. After entering a line item and manually changing the VAT amount, any subsequent lines entered were found to recalculate the VAT for original line. **Solution –** Modified the system to respect the original lines VAT values entered.
HBCE-5793	Discount rule not applying correctly	**Problem –** Reported instances of expected discount rules not applied on sales orders. **Solution –** This issue was attributed to a rounding problem to multiple decimal positions and the rules have been amended to accommodate the correct discount rules.
HBCE-6082	Custom Documents - template did not save	**Problem –** Large custom document type templates contain multiple images were not saving correctly. **Solution –** The custom documents tool has been modified to remove this limitation on document size.
HBCE-6146	Purchase quote versioning does not work	**Problem –** Purchase quote versioning was not incrementing correctly after enabling custom documents. **Solution –** Modified process to work correctly with custom documents.
HBCE-6216	Supplier import document looking for incorrect VAT type	**Problem –** The supplier import template did not permit the EU Import VAT type to be selected. **Solution –** Modified the supplier import template to respect all VAT types.
HBCE-6331	Customer debt summary report incorrect	**Problem –** Customer debt summary report was showing incorrect values and failing to include previous the month's values. **Solution –** All aged reports have been revised in conjunction with the introduction of part allocations.