

# Business Cloud Essentials 1.6.0 Release Notes

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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



# 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:

enk Account ocument Du inimum Sup ansaction C	ue Date pplier Payment		Bank Cumers Account (GBP) 30/06/2020 GBP 0.50 GBP		Include on Hold Ite	ms		No
ryment Refe	erence	Run No 38		Payment Date				
rder By ype		NMM ACCOOR ACCOURTBALANCE AMOUNTONE TO THE				Show	Þ	0.6
	ID	Name	Acc. Code		Account Balance	Amount Due	To Pay	Involces
-	242	ASAP Metals Limited	ASA002		-23250.37	7879.23	7879.23	PARTIAL
-	243	ASAP Tools Limited	A5A001		-1734.79	1734.79	1734.79	IL DOE MARTINE
•	246	Carbon Steel Ltd	Car001		-3861.73	1816.72	1816.72	PARTIAL
•	247	Chamber of Commerce	Che001		-630.00	630.00	630.00	IL DOE MARTING
•	248	Cearaway Skips	Cie001		-880.03	880.03	880.03	PARTINI,
	251	Diamond Steels Limited	Dia001		-780.05	780.05	780.05	MATTAL
	253	Discount Tyre Centre Ltd	Dis001		-588.00	192.00	192.00	IL DOE PARTIAL

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:

Group By Order By Type	(Incl.)	AR DIR CORDER AR DIR B REER REFE CONTRACT	er ben barben von d	N/TOMORAL IN	NJ.ANT				First Column	nonen/ dottionioni	1	
Payme	ant						Outstanding					
Type		Reference 10	Dute Date	Total	Payment	Match Value	Тури	Reference 10	Due Date	Tetal	Outstanding	Match Value
P.8	yment		1749/2529	205.00	205.00		incore		01/01/2020	2000-00	1500.00	
Pa	yment		1740-2520	500.00	505.00		inde		31-01-2020	200.00	100.00	
0	Dedit		25/03/2529	1009.09	1005.00		Photos		19/62/2020	1000-00	805.00	
Pa	yment		23-69-2529	100.00	100.00		invoice		26/02/2020	1000-00	805.00	
											Þ	
	_											
sent	AL NOV	Auto March	AL BENEFICIAL		24	ymere		Difference		Outstanding		6
landing	AL MAR	Match Priority	Dut Her?		0.1	10.08P		0.00 GBP		5.00 GBP		

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:

urna	als							
							Advanced sear	ch Text Se
								SEARCH
u can sei	arch for Na	arrative, Line N	larrative, Reference.					-
		TO ALC						
+ NEW -	O ACI	nons -						
	O ACI	nons -	* Narrative	Reference	Accounting Date	Auto Reversed Status	Value 68P	Action
1	- 🔅 ACT	ID	<ul> <li>Nerrathe</li> <li>Standard SJ</li> </ul>	Reference Sij 8978	Accounting Date 01/04/2020	Auto Reversed Status	Value GBP 100.00	
2		ID				Auto Roversed Status Pending		4
+ NEW -	D	ID 622	Standard SU	Sij 8978	01/04/2020		100.00	4
5	C (1)	ED 622 621 620	Standard SU Example Auto Rev Multi L Journal - Header Narrative	Sij 8978 AR Mij 5678	01/04/2020 25/06/2020	Pending	100.00 140.00	Action

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:

Journals					0
				Advanced search	Text Search
Journal Type	General Narrative	Reference	Accounting Date From		
All	•				•
Accounting Date To	Line Narrative	Line Value	Total Value		
e	3				
Auto Reversed Status					
AI	•				
SEARCH CLEAR SEARCH					

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:
- 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:

•

•

List all journals from the specified date Returns all journals whose lines total the value entered

Line narrative for multi-line journals

#### 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:

ick Reverse Journal 621			
e you sure you want to create a quick reverse multiline journal? lines will be reversed and the following journal will be created.			
Account	Dr Value G8P	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



#### 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:

counting	Date			Narrative			
5/06/2020	2			Example Auto Rev Multi L Journal -	Header Narrative		
ancial Per	riod						
/2021						_	
ference				📃 Auto Reverse (Year / Period) ? 🕼	1		
R MLJ 567	8			2021	Period 5		Start Date : 01/07/2020 End Date : 31/07/2020
D	Account	Project	Department		Dr Value GBP	Cr Value GBP	Line Narrative
1265	Advertising (#ADVERT)	Projecc	Department		100.00	Cr value upp	
1205	Hover (Bridg (#Hovers))				100.00		AR MLJ Line 1
1266						65.50	
1266	Brochures & Other Literature (#BROCHURE)					65.50	AR MLJ Line 2
1267	Catering & Refreshments (#CATERING)					34.50	AR MU Line 3
1268	Default Prepayments (#PREPAY)				40.00		AR MLJ Line 4
1269	Casual Wages (#CASUAL)					40.00	AR MLJ Line 5
otals					140.00	140.00	

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:

To 🔞				
Advertising				•
Advertising - #ADVERT (Expense)				
Brochures & Other Literature				*
Brochures & Other Literature - #BROCHURE (Expense)				
Accounting date				
25/06/2020				8
4/2021			Start Date : 01/07/2020	
2021 Y Period 5				
Yenou (	, 	~	End Date : 31/07/2020	
Amount ()	,	~		
	,	~		
Amount <b>@</b> 400.00	,	~		
Amount @ 400.00 Currency	,	•		
Amount  Amount Amount Bmount B	,	~		•
Amount  Amount Amount Currency GBP: Home Currency (GBP) Exchange rate	,	~		
Amount Currency GBP: Home Currency (GBP) Exchange rate 1		~		
Amount Currency 400.00 Currency GBP: Home Currency (GBP) Exchange rate 1 Reference		•		•
Amount Currency GBP: Home Currency (GBP) Exchange rate 1		•		*

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:

Auto Reverse (Year / Period) ? 10		
2021 🗸	Period 5	Start Date : 01/07/2020 End Date : 31/07/2020



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:

ournal: 624			
Accounting Date		Narrative	
01/05/2020			
Financial Period			
3/2021			
Reference Auto reversal of journal 623 & financial transaction 81271			
a	Dr Account	Cr Account	Value GBP
81272	Brochures & Other Literature (#BROCHURE)	Advertising (#ADVERT)	100.00
A This journal cannot be reversed because it is a reversal.			

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:

							Advanced search	Text S
amal Typ	e		General Narrative	Reference		Accounting Date From		
II.		\$						
counting	Date To		Line Narrative	Line Value		Total Value		
to Rever	sed Status							
		•						
SEARC	CLEAR SEARCH							
	ACTIONS -	• Narothe	biomea	Accounting Date	Auto Revenued Status	Vale	e GBP	Action
+ NEW -	- Q ACTIONS - ID	* Narrative	Reference	Accounting Date	Auto Reversed Status	Vabo		
+ NEW -	• C ACTIONS		Automace Auto reseal of journal (23 & financial transaction 81271	01/05/2020		1	00.00	
+ NEW -	ACTIONS -      ID      624      623	<ul> <li>Narrothe</li> <li>Adversing Adjustments</li> </ul>	Auto reversal of journal 523 & financial transaction 81271	01/05/2020 01/04/2020	Auto Revenued Status Completed	1 1	00.00 00.00	
+ NEW -	• C ACTIONS			01/05/2020		1 1	00.00	1
• NEW -	ACTIONS -      ID      624      623	Advertising adjussments	Auto reversal of journal 628 & financial transaction 81271 SU 8978	01/05/2020 01/04/2020		1 1 1	00.00 00.00	Action



## 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:

iting Stock Item				
em Type		Stock Item		
eral Suppliers Suggested Min/Max				
eral Suppliers Suggested Min/Max	Suggested Min. 🖲	) Suggested Max, (1)	Default Location	)
ocation 0	Suggested Mis. @	Suggested Max. () 100.0	Default 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:

tock Item :		•	Supplier: SupplierA		*	Stock Locations : Location1 and Location2 selected Change selection			
Group by	y location								
SEARCH									
	-								
_				Const Management	41-111	Contract of Contractory			10120
	Stock Item/Location	Pref. Supplier		Unit Price	Qty.	Suggested Min.	Suggested Max.	List Price UoM	Lead
0	Stock Item/Location Stock 1	Pref. Supplier SupplierA		Unit Price	Qty.	Suggested Min.	Suggested Max.	List Price UoM 50 each	Lead
				Unit Price	Qty. 18	Suggested Min.	Suggested Max.		Lead
0	Stock 1			Unit Price					Lead
0	Stock 1 Location1			Unit Price	18	20	100		Lead

**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:

Show all lo	ils: Stock 1									
Location	Min./Max.	Current Stock	242	Demand	Picked	Free Stock	+	Supply	2	Forecast
Location1	20/100	18		0	0	18		0		18
Location2	10/50	8		D	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:

tock Item :		. •	Supplier: SupplierA		•	Stock Locations : Location1 and Location2 selected Change sele	ction		
Group by	location								
SEARCH									
	Location/Stock Item	Pref. Supplier		Unit Price	Qty.	Suggested Min.	Suggested Max.	List Price UoM	Lead
2	Location/Stock Itam Location1 / Stock 1	Pref. Supplier SupplierA	-	Unit Price 30.00 GBP	Qty. 18	Suggested Min. 20	Suggested Max.	List Price UoM 50 each	Lead
					1000				Load
2	Location1 / Stock 1				1000				Lead

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

Consolidated Stocks Below Minimum Orders	5		
📀 SHOW ALL 💋 HIDE ALL			
Supplier	Updated Due Date	Order Value Currency Code	Actions
SupplierA		5.535.00 GBP	0
			Amend Due Date
CREATE PURCHASE ORDER			Reset Due Date
			Delivery address

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:

quiremen	ts																		
xisting orders to include: ort Select \$ Show all		-			iew as Daily		ocations ions selected C	hange selection	UPDATE										+ ADD OR
		o top. Stock																	+ 100 010
<ul> <li>Under max qty</li> </ul>	1 1 1 1 1 1 1	o top. Stock																	+ 100 010
	1 0/16	Late	Today	3 ju	1	4 jul	5 jul	6 jul	7 jul	8 jul	9 jul	10 Jul	11 jul	12 j	ul	13 jul	14 jul	15 jul	+ 160 UK
🕖 Under max qty	+/.			3 ju		4 jul	5 jul	6 jul	7 jul	8 jul	9 Jul	10 jul	11 jul	12 ji	ul	13 jul	14 jul	15 jul	•



#### **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:

+ NEW IT	EM 🔷 ACTIONS - 🚦 REPORTS -	*** MORE *	
	Name	Import Bill(s) of Materials	Stock Code
0	Example stock Item	Import Items	EXSTK01
		Import Suggested Min./Max. Stock for Locations	
0	Stock 1	Export Stock & Order Items	STK1
0	Stock 2	Revalue Manufactured Items Cost	STK2
		Update Stock Item (Bulk)	1997/17/252

# 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:

General			
Record Type			
Contact	\$		
Works Order Line Item - Process Sales Quote	-	Help Text	
Sales Quote Line Item			
Sales Order Sales Order Line Item			
Sales Invoice			
Sales Invoice Line Item			
Sales Credit Note Sales Credit Note Line Item			
Sales Credit Note Line item Purchase Order			
Purchase Order Line Item		Mandatory?	
Goods Received Note			
Goods Received Note Line Item			
Purchase Invoice Purchase Invoice Line Item			
Purchase Invoice Line item			
Purchase Credit Note Line Item			
Project			



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

Help Text
Mandatory?

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

Q	CRM	<b>.</b>	Separate tags with commas, use " to su
>	Contacts		Search for pre-existing tags:
>	Opportunities		
>	Support Tickets		TV AC COOLER FAN REMO
>	Complaints		
>	Events		
1	Customers	•	Custom Fields
1	Suppliers		Custom Fields 1 🔞
-	Charles Harris		Support ticket
•	Stock & Items	<u> </u>	Additional Details (required)
al	Operations		
Π	Employees		CREATE CANCEL

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	<b><u>Problem</u> –</b> When sorting activity reports by date,
	incorrect when date	transactions that were posted on same date were not
	reversed	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.
		<u>Solution</u> – 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	<b><u>Problem</u></b> – When editing and adding or changing a
	material cost when	stock items cost value whilst at the goods received
	updating stock items	note stage (GRN), the resulting stock revaluation
	(HBCE-5804)	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	<b><u>Problem</u></b> – When emailing documents the company
	from email attachments	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.
		<b>Solution</b> – Corrected the formatting of email
		attachments.
HBCE-5599	Line item reference not	<b><u>Problem</u></b> - On creating a new purchase order for an
	showing on documents	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	<b>Problem –</b> On creating a new purchase Invoice with
	5	ů .
	retained on purchase	no order. After entering a line item and manually
	invoice screen	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	<b><u>Problem</u></b> – Reported instances of expected discount
	correctly	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 -	<b>Problem</b> – Large custom document type templates
	template did not save	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	<b><u>Problem</u></b> – Purchase quote versioning was not
	does not work	incrementing correctly after enabling custom
		documents.
		Solution – Modified process to work correctly with
		custom documents.
HBCE-6216	Supplier import document	<b>Problem –</b> The supplier import template did not
	looking for incorrect VAT	permit the EU Import VAT type to be selected.
	type	
		<b>Solution –</b> Modified the supplier import template to
		respect all VAT types.
	Customar dabt summers	
HBCE-6331	Customer debt summary	<b><u>Problem</u></b> – Customer debt summary report was
	report incorrect	showing incorrect values and failing to include
		previous the month's values.
		Solution - All agod reports have been revised in
		<u>Solution</u> – All aged reports have been revised in
		conjunction with the introduction of part allocations.