

Business Cloud Essentials 1.5.10
Release Notes



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 Control

Version History

Date	Version	Issued by	Changes
26.02.2020	0.1	Komal Prajapati	Initial version
24.03.2020	0.2	Bhavik Patel	Reviewed and Amended Details
30.03.2020	0.3	David Rustell	Review and edit content
30.03.2020	0.4	Ben Buck	Review and edit content
02/04/2020	0.5	David Rustell	Review and edit content



INTRODUCTION

This document contains an overview of the new features, fixes and changes made to Business Cloud Essentials version 1.5.10.

The key Features/Enhancements are:

Customisable Chart of Accounts

Changes to Menu Positions



FEATURES

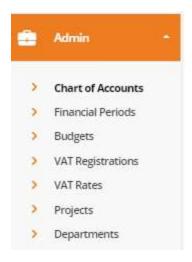
CHART OF ACCOUNTS - MODIFICATIONS

The BCE chart of accounts has been revised to improve the user experience, providing more functionality and greater flexibility.

In summary, the changes include:

The introduction of an 'Admin' menu where BCE financial operating functions have been relocated and made available to users with system administrative permissions

'Accounts' has been renamed to 'Chart of Accounts'



The new chart of accounts functionality includes options for:

- Search/Advanced search
- · View mode for exploring the chart of accounts
- Edit mode for managing the chart of accounts
- Icons depict system locked and fixed summary levels and accounts
- Flexibility with respect to:
 - o Adding new summaries and accounts
 - Editing existing summaries and accounts
- Additional options to:
 - Deactivate/Activate accounts
 - Delete summaries/accounts
- New 'Other Income' within profit and loss
- Revised fixed assets section
- Configuration of on screen columns

Other changes

- Financial reports have been relocated their own menu within 'Accounts'
- A default sales account can be configured at stock item level
- Setup Wizard extended to import the chart of accounts from a CSV file



USER PERMISSIONS - ADMIN, PROJECT AND DEPARTMENT

To provide controlled access the following permissions have been added.

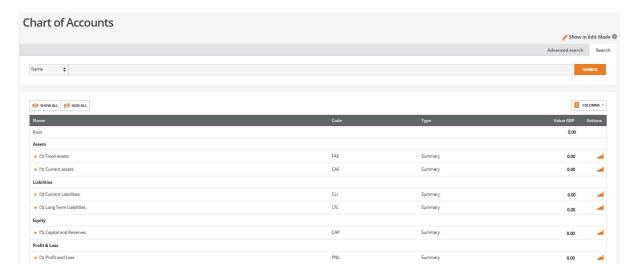
Project Administration User can access Project features

Department Administration User can access Department features

Note: Users with the 'Financial Administration' permission will automatically include both the Project and Department Administration permissions.

THE CHART OF ACCOUNTS SCREEN

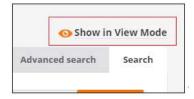
The BCE chart of accounts opens in a collapsed consolidated view representing the root level of the accounts structure.



The account summary levels can be expanded by clicking on the account name to display the contents of sub headings and account codes.

CHART OF ACCOUNTS - VIEW MODE/EDIT MODE

The chart of accounts by default opens in 'View Mode' allowing users to inspect the chart of accounts and view activity reports.



Where chart of account maintenance is required, the user is required to select 'Show in Edit Mode' to enable the options that allow new summary accounts and accounts to be created and existing accounts to be managed.

This enables the 'New' and 'Actions' menu options:





In addition, an action cog for each summary and account provides the applicable functionality for the respective account.



SYSTEM ACCOUNT ICONS

BCE operating processes reserve a number of required account summary headings and account codes.

These accounts are denoted by the following icons and cannot be deactivated or deleted:

Icon	Description
•	These are termed as system generated accounts. Reserves system accounts used for system generated entries.
	Reserved summary accounts.

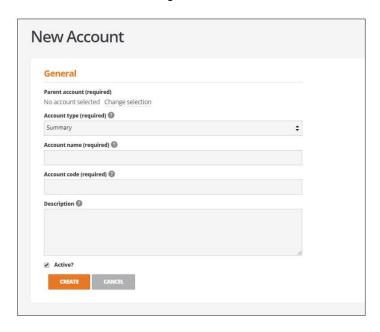


ADD NEW SUMMARY/ACCOUNTS

BCE offers the flexibility to add new summary levels and accounts.

To create new summary account levels or accounts, from edit mode use either:

- 1. The 'New' button displayed on the menu
- 2. The action cog



Each field is completed as follows:

Field	Description	
Parent Account	Every account must belong to an existing parent within the chart of accounts The account type of parent accounts is always 'Summary'	
Account Type	Drop-down of 'Account Type' is dependent on the position of the account: Summary	
	- Summary type accounts represent the headings that contain child accounts	
	 Summary type is available for selection for parent accounts except for the accounts created from a specific module. For example 'Bank Account' 	
	Balance sheet	
	Only available if the parent account is within the balance sheet section	
	Revenue/Expense	
	- Only available if the parent account is within the profit & loss section	



Tangible Assets

- Asset summary accounts must be created within the chart of accounts before creating an asset account
- Asset accounts are created from the asset register

Customer

- The Customer (Debtor) Ledger (CASCUS) is a system reserved account representing the sum of all customer accounts.



Supplier

 The Supplier (Creditor) Ledger (CLISUP) is a system reserved account representing the sum of all supplier accounts



Payroll

- Reserved for payroll

Prepaid

- Reserved for prepayments

Employee

 The Employee Accounts (CLIEMP) is a system reserved account representing the sum of all employee accounts



The following account types are created from their respective module only

- Current, Credit card, Petty cash, Loan, Directors Loan
- Finance
- Commission

	Account Name	Name of account	
	Account Code	Account code within a range of '3 to 9' alpha/numeric characters	
Description Description of the account for reference if required		Description of the account for reference if required	



Active?	Will default to the status of Active
	An account can be set to inactive as required An inactive account will not appear on selection lists when adding new documents but the account and values remain within the chart of accounts

EDIT SUMMARY/ACCOUNTS

BCE offers the flexibility to edit existing summary levels and accounts.

Users can edit account from the action cog.

Field	Which accounts can be edited?	
Account Name	An account name can be changed for all summaries and accounts	
Account Code	An account code can be changed for all summaries and accounts except for system and fixed accounts	
Description	This can be changed for all accounts	
Active status	The active/inactive status can be changed.	
	Note: Users should ensure the account is no longer in use before disabling an account	
Account Type	Account types may be changed for all accounts with the following exceptions: System generated and fixed accounts Accounts with transactions Accounts linked with any document Accounts containing child accounts Accounts within the 'Fixed Assets' section other than long term assets Accounts created from other modules For example, bank accounts	
Parent Account	Parent accounts can be changed within the section from where the account was originally created. For example, accounts created in the profit & loss can only be moved within the profit and loss part of the chart of accounts only. For Fixed assets, Current Assets and Liability: A. Fixed Assets - Assets accounts can be moved within Tangible and Intangible assets only - Long term assets can be moved within long term assets only	



B. Current Assets and Current Liabilities

Current assets and current liabilities can be moved internally within the balance sheet

Exceptions: The following accounts cannot be moved:

Customers'

- Suppliers'
- Employees'
- Commission
- Assets
- Bank related accounts

ACTIVATE/DEACTIVATE ACCOUNTS

Accounts that are no longer required for business transactions can be set to a deactivated status using the following options:

- 1. The action cog
- 2. Edit account:

An account is deactivated by unticking the 'Active?' checkbox



The following accounts cannot be deactivated:

- System and fixed accounts
- Fixed Assets accounts

The active/inactive status can be viewed if the 'Status' column is displayed on the chart of accounts screen.

Notes: Financial entries cannot be posted to a deactivated account. However, 'Quick reverse' and 'Quick reverse and copy will be posted to deactivated accounts.

Accounts which are 'Inactive' can be reinstated and set to 'Active'.

DELETING ACCOUNTS

Where an account has not been used or was created in error, the summary heading account or account code can be deleted.

From the action cog, users can delete the selected account.

Accounts cannot be deleted if the following conditions exist:

- System or fixed account
- Account is linked with any document or entity
- Account has financial transactions



REVENUE - SEPARATION OF 'OTHER INCOME' FROM 'SALES REVENUE'

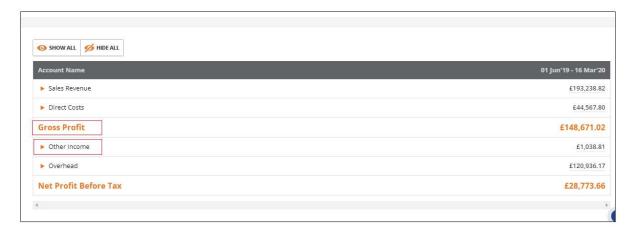
For improved analysis a new summary heading for 'Other Income' has been introduced to separate income accounts from 'Sales revenue'.

Income that is not generated by the company's main business, such as interest can be classified as other income.



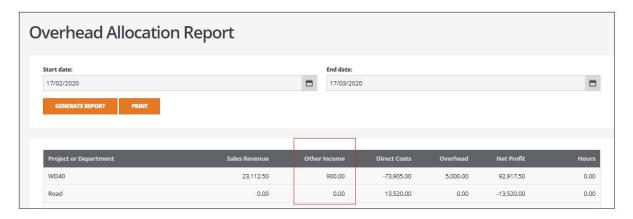
The following financial reports have been modified to include the 'Other income' summary:

Profit & Loss Report: Other income is included within the net profit and excluded from the gross profit calculations.



Overhead Allocation Report:

Other income is now separated from the Sales revenue column.





FIXED ASSETS

Fixed Assets are categorised into three main headings:

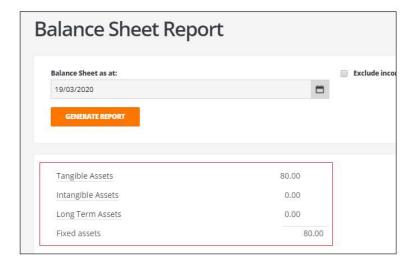
Tangible Assets

Intangible Assets

Long Term Assets

There is no option to create additional summary headings within Fixed Assets

These changes are reflected in the structure of the balance sheet:



TANGIBLE ASSETS

From the chart of accounts screen, the Individual Assets under Tangible Assets are further grouped into summary accounts based on the classification of the asset.

Note: For existing records, all assets are grouped into above summary accounts based on their Asset Type as follows:

Existing Asset Type	Applicable Asset Head
Land	Land and Building
Plant and Machinery – Other	Plant and Machinery
Computer equipment & Software	Computer and IT Equipment
Office Equipment	Computer and IT Equipment
Buildings	Land and Building
Commercial Vehicles	Motor Vehicle
Car costing less than 12000	Motor Vehicle
Car costing more than 12000	Motor Vehicle
Furniture and Fittings	Furniture and Fixture



Car with emission less than 120G	Motor Vehicle
Plant and Machinery- Energy saving	Plant and Machinery
Plant and Machinery – Long life (More than 25 years of economic life)	Plant and Machinery

If no asset type is assigned to existing assets, then the asset is assigned to miscellaneous summary account named 'Other Asset'.

INTANGIBILE ASSETS

All the individual assets under intangible assets are grouped into summary accounts based on the classification of the asset.

The original 'Goodwill' asset summary account has been moved to 'Intangible assets'

LONG TERM ASSETS

Introduced as a new summary heading within fixed assets.

All non-current asset accounts other than type 'Assets' can be classified under long term assets.

IMPORTING ASSETS

To accommodate the correct grouping of assets, the parent account and asset type fields have been introduced to the existing assets import template.

	C	В	Α
Asset Type	Parent Account (Required.	Account Name (Required.)	Account Code
1961			

Parent Account: Summary heading account as setup in the chart of accounts

Asset Type: Asset type to be created

This is not required field, however, if it is provided newly created

assets will be set up to YES



FIXED ASSETS - LISTING PAGE

The fixed assets listing screen has been improved and accommodates the revised chart of accounts groups:

The listing page has been renamed to 'Asset Register' from 'Asset Account'.



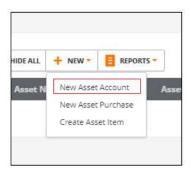
Activity reports can be accessed from the action cog.

The depreciation report can be accessed from the 'Reports' menu.

Options to 'Show all'/'Hide all' is introduced to view assets.

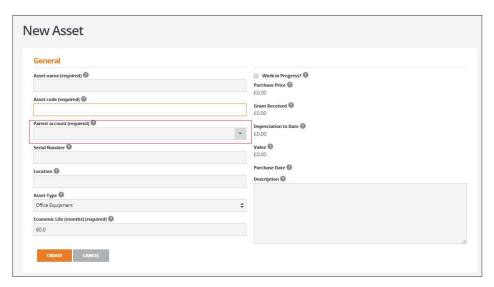
CREATION OF NEW ASSET ACCOUNTS

New asset accounts are created from the 'Asset Register' screen:



Selecting 'New Asset Account' redirects the user to the new asset account creation page.

A 'Parent Account' field is introduced on the 'New Asset' screen:



Notes: Parent accounts must first be created in the chart of accounts

Asset accounts can now only be created from the asset register

Asset accounts cannot be deleted



ASSET REGISTER - COLUMNS

The Asset Register has been modified to include the following columns:



Parent Account: Parent account for the asset as defined in the chart of accounts

where assets are grouped within summary heading accounts

Asset Type: Type of assets that shall determine the tax treatment

Cost less Grant: Purchase cost of asset after deducting any grant received

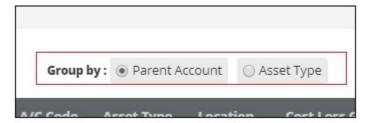
Depreciation: Depreciation on assets to date

Status: Account active or inactive status

Note: The column 'Value' is renamed to 'WDV' (Written down value)

GROUP BY

To introduce greater flexibility assets can be grouped by parent account of asset type:



CREATING ASSET ORDER ITEM

When creating an asset order item the following fields require completing:

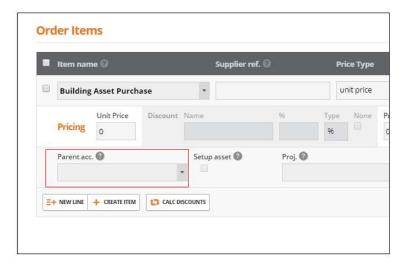




PURCHASE INVOICE/ORDER - SELECTION OF PARENT ACCOUNT

When creating purchase orders and invoices for asset items, the option to select a parent account replaces the expense account.

This will list all the summary accounts available from 'Tangible' and 'Intangible' assets from the chart of accounts.



Notes: For existing systems where this field will be blank, the parent account will be auto populated from the configured account in asset order items.

A set up check box is introduced at purchase invoice level for assets.

The check box will be enabled only if economic life and asset type is selected in the asset order item.



IMPORTING CHART OF ACCOUNTS

For new BCE systems, the chart of accounts can be imported using the following options:

The 'Action' button from the chart of accounts.

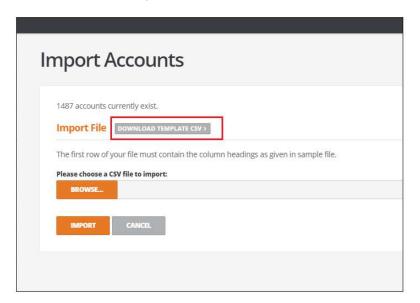


From the 'Setup Wizard'

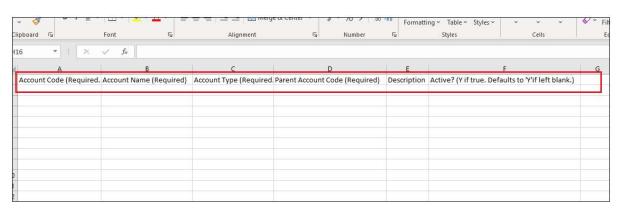




A default template for importing the chart of accounts structure in csv file format is available to download from the 'Import Accounts' screen:



The following fields are available in CSV file -



Field	Description	
Account Code - Required field	Account code (3 to 9 characters)	
Account Name - Required field	Name of the account	
Account Type - Required field	Type of the account	
Parent Account - Require field	Code of the parent account	
Description	Optional description of account	
Active?	Status of account - If blank, will default 'Y' for active	

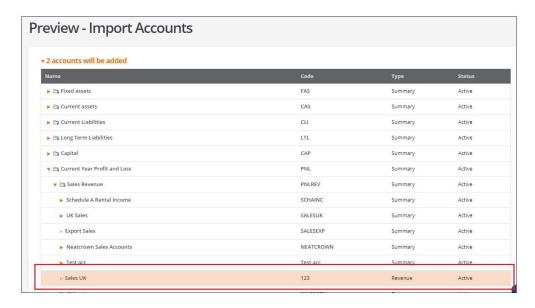


A preview screen is displayed after processing that will include and exception messages:

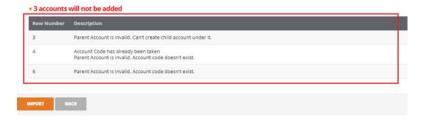


accounts will be added:

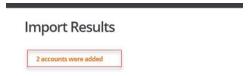
Click this field to show a preview of the accounts structure to be imported. New accounts are highlighted in the preview as shown below:



accounts will not be added: Click this field to return the validation messages that explain the reasons for not importing the accounts.



Once accounts are imported, the results can be viewed.



Note: Only the following types of accounts can be imported using the chart of accounts import file

- Summary
- Balance Sheet
- Revenue
- Expense



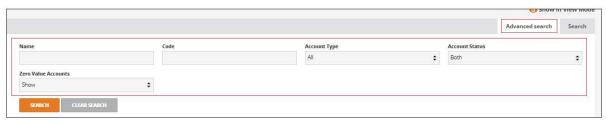
SEARCH AND ADVANCED SEARCH

New functionality to perform search and advance search for summary headings and accounts within the chart of accounts screen has been introduced.

The 'Search' feature allows users to quickly find accounts within the chart of accounts by fully or partially entering an account name or account code:



The 'Advanced Search' feature allows users to quickly find accounts or groups of accounts within the chart of accounts using extended search options:



The advanced search extends the search options to include:

Name: Enter or partially enter an account name to return all accounts that

contain the numbers or characters entered

Code: Enter or partially enter an account code to return all accounts that

contain the numbers or characters entered

Account Type: Allows the user to select an account type from the list of all account

types

Account Status: By default the chart of accounts displays all accounts. This option

permits the chart of accounts to be filtered by active or inactive

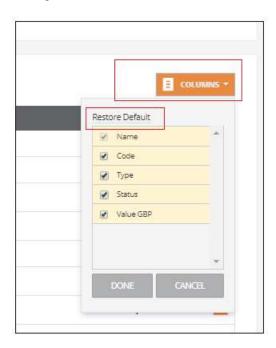
accounts only

Zero Value Accounts: Option to show or hide zero value accounts



CHART OF ACCOUNTS PAGE - COLUMN SELECTION

Selecting 'Columns' allows the user to display and save their preferred chart of accounts column settings.



An option to restore the columns to their original default selection can be used as required.

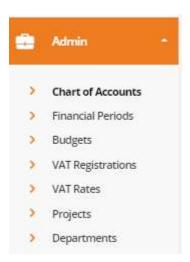


MENU POSITION CHANGES

In conjunction with the modifications to the chart of accounts the following menu changes have been introduced:

Admin:

BCE financial operating functions have been relocated and available to users with system administrative permissions



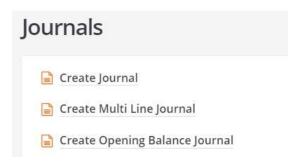
Accounts: Journals, Financial and Tax Reports are relocated to the Accounts menu:



The journal entry and financial accounts reports are selected as follows:

JOURNAL ENTRY

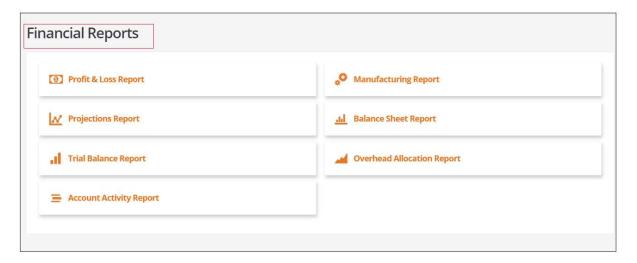
All journal entries are moved to the Journals menu:





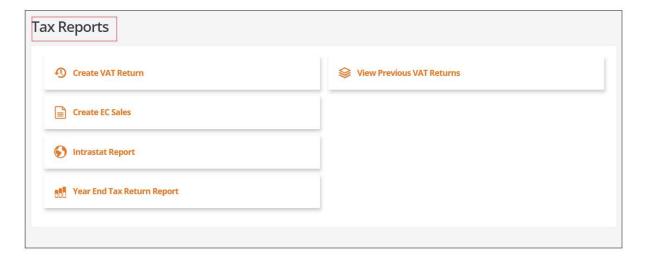
FINANCIAL REPORTS

Financial reports are relocated as follows:



TAX REPORTS

Tax reports are relocated as follows:





DEFAULT SALES ACCOUNT - CUSTOMER/STOCK LEVEL

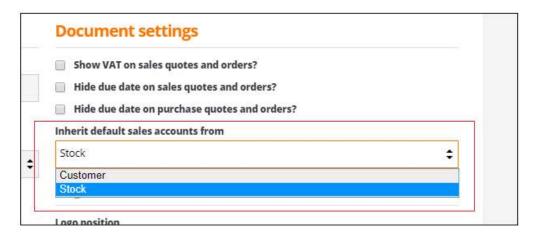
A new 'Default Sales Account' field has been introduced to the stock record to give the option to set a sales analyse code.

Notes: The 'Default Sales Account' field will not available for asset order items

Sales invoices cannot be created for asset order items

A new field is included in 'Document settings' to 'Inherit default sales accounts from'. This determines the precedence of the sales account between the stock record and customer record.

Customer is selected by default.



When creating sales documents, the default sales account is assigned as follows:

User Preference set in Document settings	Default sales account is set in Customer record	Default sales account is set in Stock record	Default will used sales account code from:
Customer	Yes	Yes	Customer
Customer	No	Yes	Stock
Customer	No	No	Blank
Stock	Yes	Yes	Stock
Stock	No	Yes	Customer
Stock	No	No	Blank



DEFECTS

JIRA ID	TITLE	RESOLUTION
HBCE-4894	Customer receipt with no	Problem :
	bank account selected	When creating a customer receipt with if no bank
		account selected. When reconciling documents, by
		default one entry was posted in to 'Bank current
		account' even though the bank account was not selected.
		0.000
		Solution:
		Modified to validate the bank account and display a
		message if no bank is selected. A receipt cannot be
		processed until a bank account is selected.
HBCE-5097	Supplier Currency not	Problem :
	appearing when creating	While creating a purchase invoice from GRN/PO, the
	invoices	purchase invoice screen was not displaying currency.
		Solution:
		Currency is now being displayed correctly.
HBCE-5113	Works order due date not	
1.502 01.10	pulling through from sales	Problem :
	orders	No due date was shown on works orders that were created from sales orders with due dates.
		Solution :
		Due dates are now inherited from the sales order and shown correctly.
HBCE-5115	Stock enquiry showing	Problem :
	incorrect demand	When creating a purchase order using the back-
		order functionality of a purchase invoice. The back ordered line item of stock was greyed out on the
		purchase order. However, it was possible to delete the back order line causing a mismatch with the stock enquiry demand.
		Solution :
		Modified to prevent the back order quantity from being deleted. A data fix has been applied for any erroneously deleted lines.



HBCE-5167	System Error - Creating receipts for credit notes in closed financial periods	Problem: An error was displayed when creating a customer receipts for documents whose date fell within closed financial periods
		Solution : Resolved to no longer return an error message.