Business Cloud Essentials 1.5.8

Release Notes

PEOPLE. PARTNERSHIPS. SOLUTIONS

Version Control

Version History

Date	Version	Issued by	Changes
10-Dec-19	0.1	Bhavik Patel	Initial version
18-Dec-19	0.2	David Rustell	Review Content Add FPT and OOPD
19-Dec-19	0.3	David Rustell	Updates following comments from Sian
19-Dec-19	1.0	David Rustell	Final version for internal distribution

INTRODUCTION

This document contains an overview of the new features and changes made to Business Cloud Essentials version 1.5.8.

The key Features/Enhancements are:

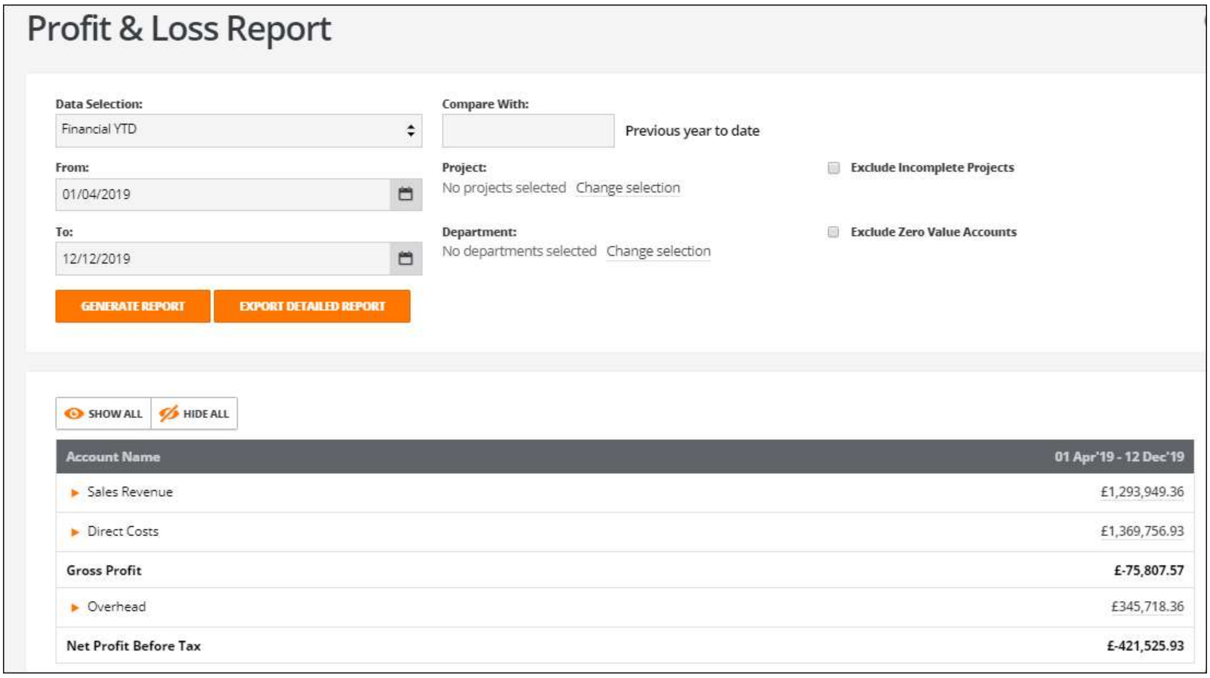
- Profit & Loss UI Refresh
- Flexible Payment Terms
- Out of Period Documents

FEATURES

PROFIT & LOSS REPORT – UI REFRESH

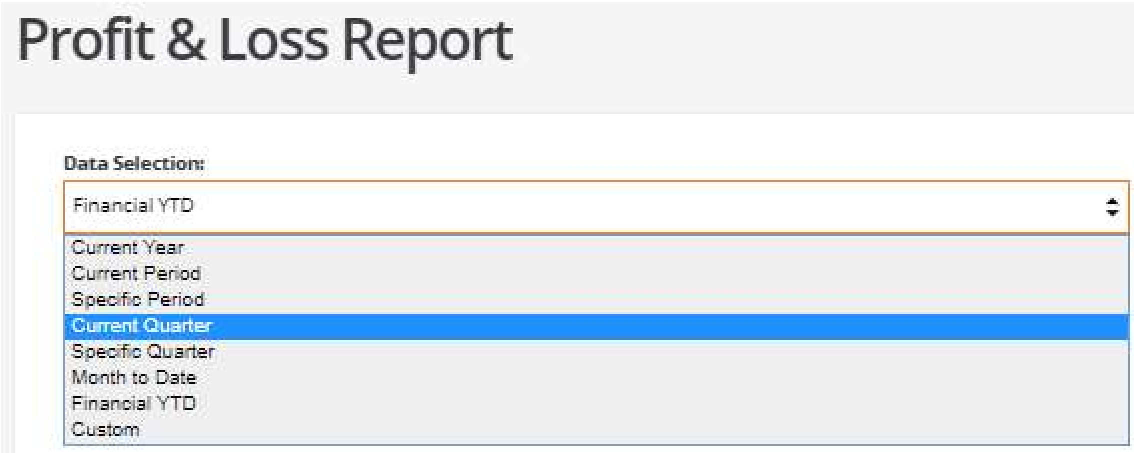
To improve the Profit & Loss reporting user experience, the following changes have been introduced:

- Data selection options
- Comparative reporting to previous, dates, periods and years
- Filter by Projects and Departments
- Profit & Loss Report – Consolidated Report Output
- Exclude Zero Value Accounts
- Profit & Loss Export



DATA SELECTION OPTIONS

The data selection allows the user to select from a number of Profit & Loss reporting period options:



When selecting any of the data selections the profit & Loss report's 'From' and 'To' dates are populated.

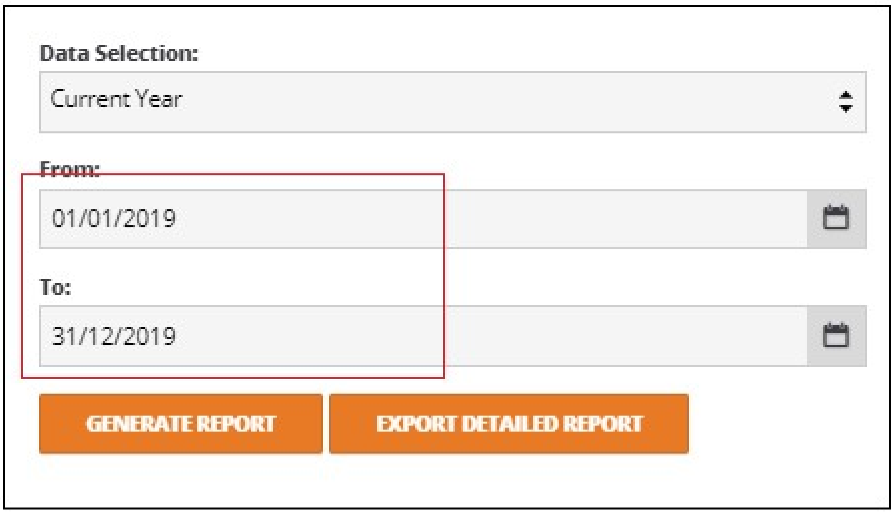
Note: Where financial periods have not been enabled, the data selection options for 'current period' and 'specific period' are replaced with 'current month' and 'specific month':

The following Data Selections are available:

Current Year:

Populates the current financial year's dates based on the 'Next year end' date that is set in 'Company settings'.

For example, where the financial year end set is 31/12/2019 the 'from' and 'to' dates are auto populated as 01/01/2019 to 31/12/2019.



Current Period - Financial Period Management enabled

Sets the ‘from’ and ‘to’ dates for the current financial period as defined by the period settings

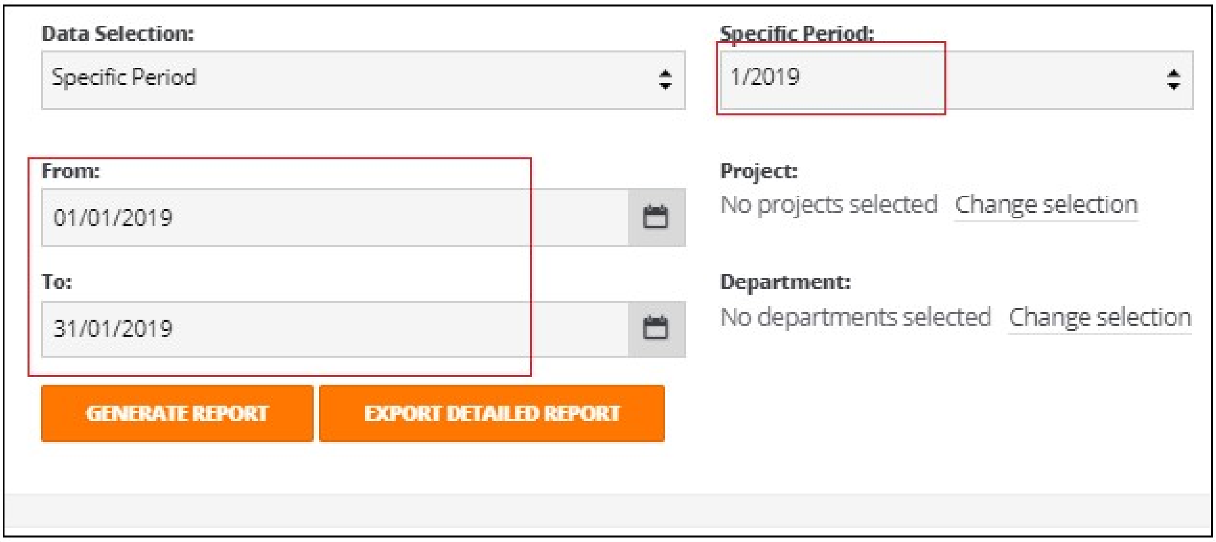
Current Month - Financial Period Management not enabled

Sets the start and end dates for this month, for example, if the current month is January 2020 the ‘from’ and ‘to’ dates are auto populated as 01/01/2020 to 31/01/2020.

Specific Period - Financial Period Management enabled

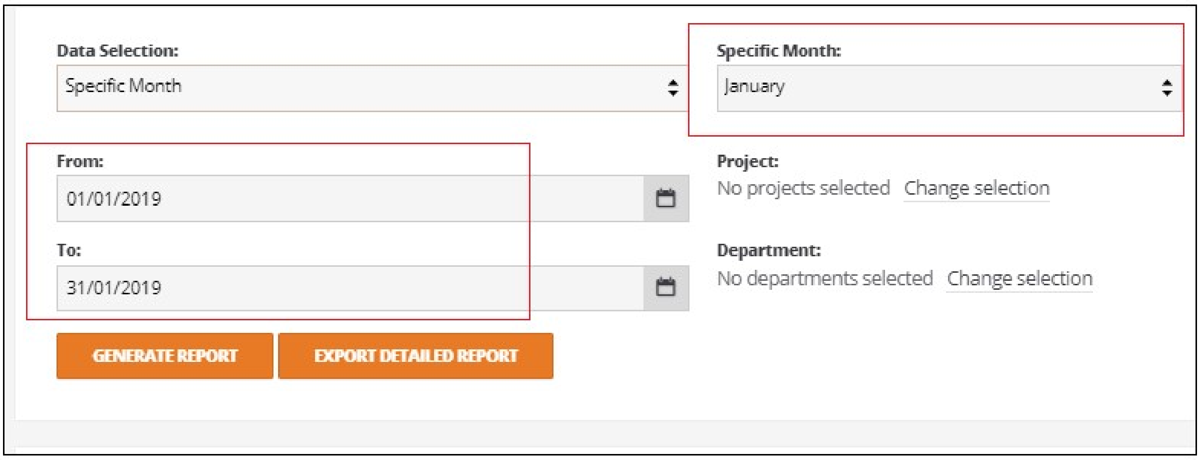
Displays a dropdown option for the financial period to be selected.

The ‘from’ and ‘to’ dates are populated relative to the financial period as defined by the financial period settings.



Specific Month - Financial Period Management not enabled systems

Displays a dropdown option for the specific month to be selected.

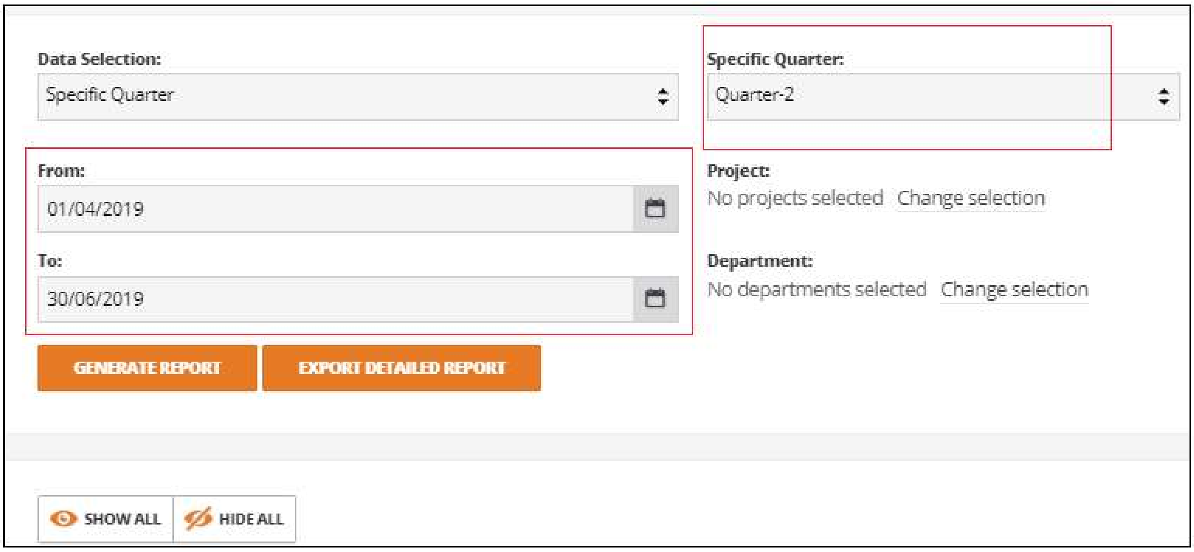


Current Quarter

Populates the 'from' and 'to' dates reactive to the current quarter. The accounting quarters are calculated based on the 'Next year end' date that is set in 'Company settings'.

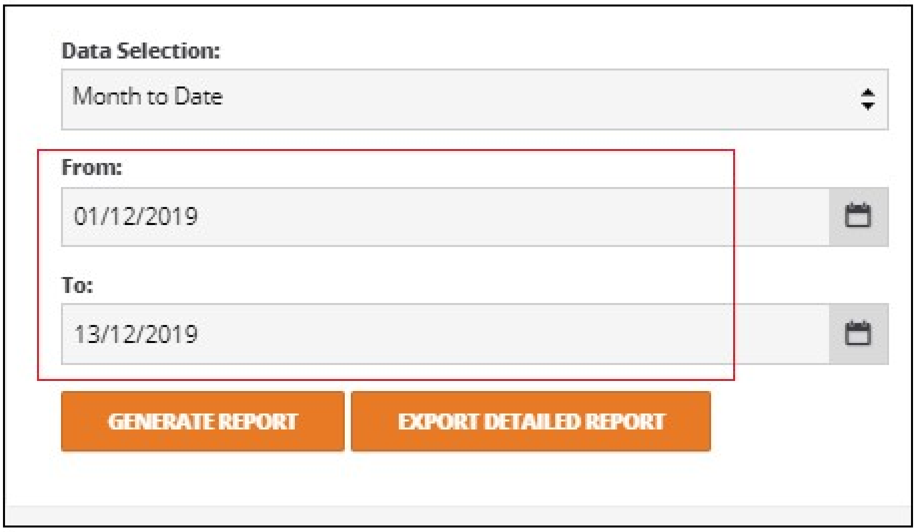
Specific Quarter

Displays a dropdown option for a specific quarter to be selected.



Month to Date

Sets the 'from' date as the first of the current month and the 'to' date to today.



Financial YTD

Sets the 'from' date as the first date of the current financial year and the 'to' date to today.

The current financial year is based on the 'Next year end' date set in 'Company settings'.

Custom

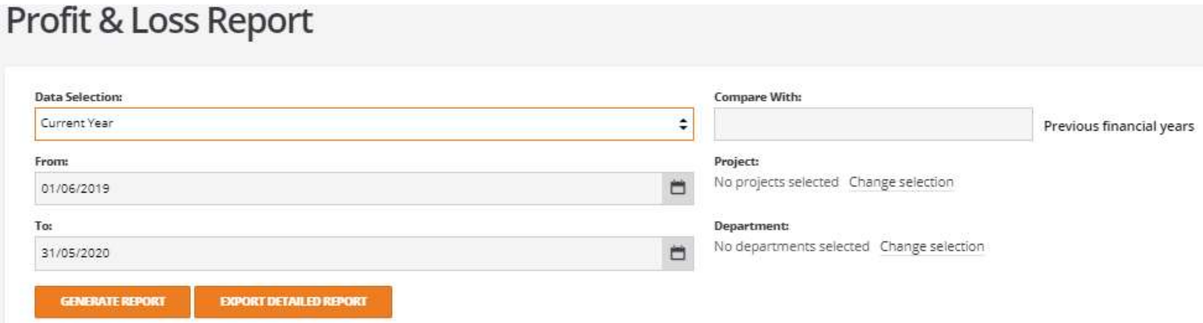
Sets the ‘from’ and ‘to’ dates as defined by the user.

Note: After choosing any of the predefined data selections, if the user makes any changes to the ‘from’ or ‘to’ dates, the Data Selection will change to ‘Custom’.

COMPARISION WITH PREVIOUS PERIODS DATES AND YEARS

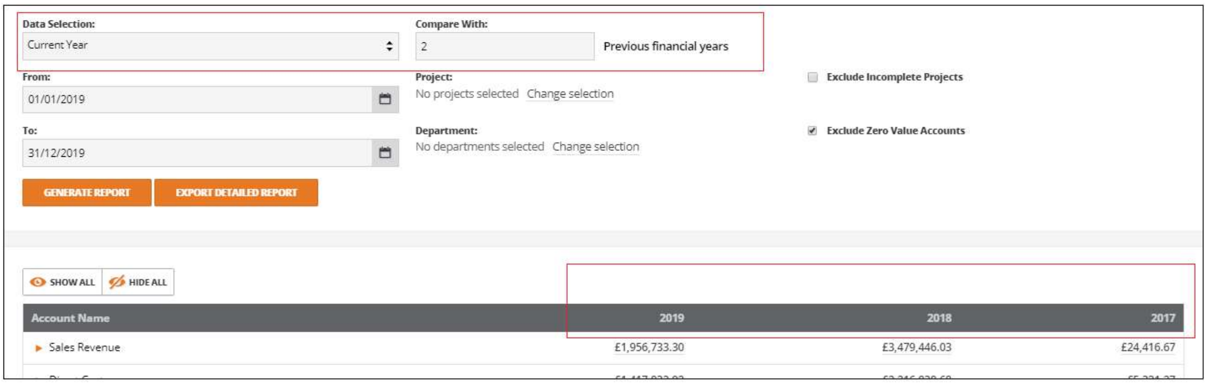
The Profit & Loss report provides a number of options to compare selected data with the previous periods, years or selected date ranges.

Up to 99 previous periods, years or date ranges can be entered for comparative Profit & Loss reporting.



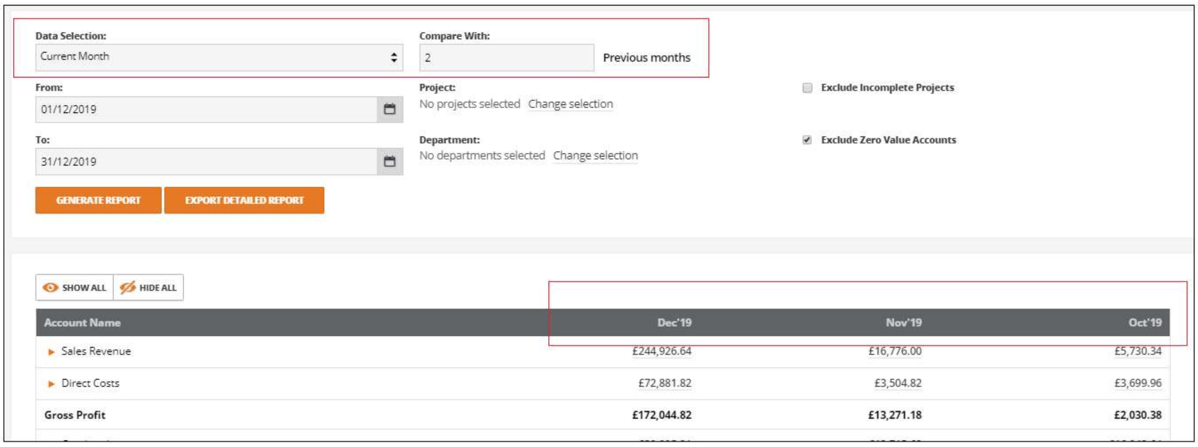
Current Year to Previous Financial Years

Compares current year with the ‘selected number’ of previous financial years



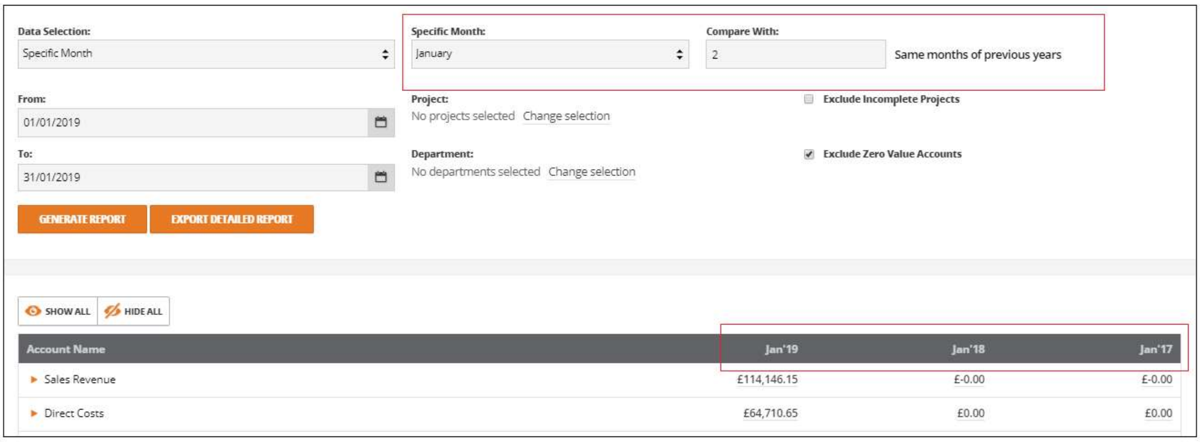
Current Month to Previous Months

Compares current month with the ‘selected number’ of preceding months.



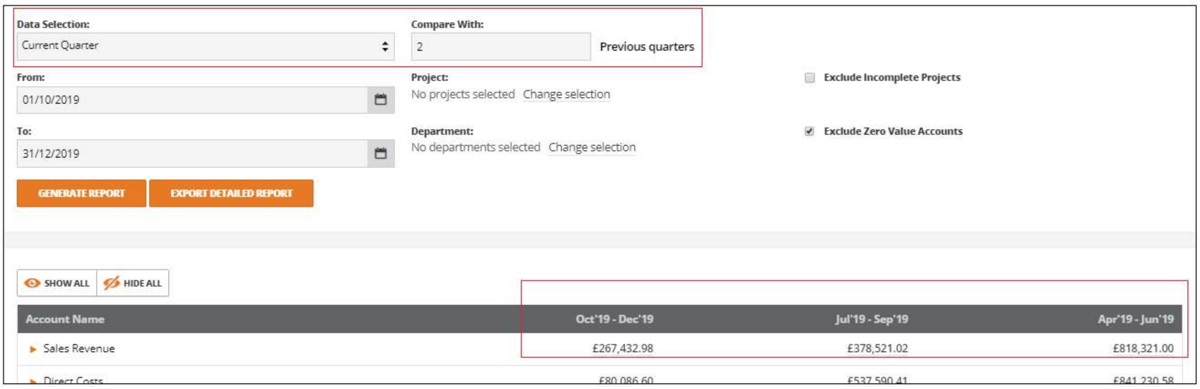
Specific Month to Comparative Months

Compares selected month with the corresponding month for the ‘selected number’ of preceding years.



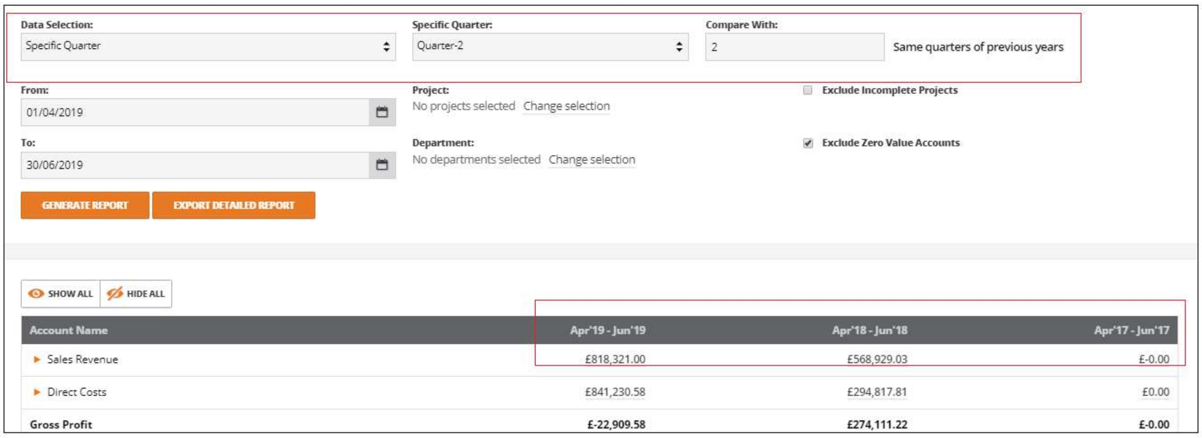
Current Quarter to Previous Quarters

Compares current quarter with the ‘selected number’ of preceding months.



Specific Quarter to Comparative quarters

Compares selected quarter with the corresponding quarter for the ‘selected number’ of preceding years.

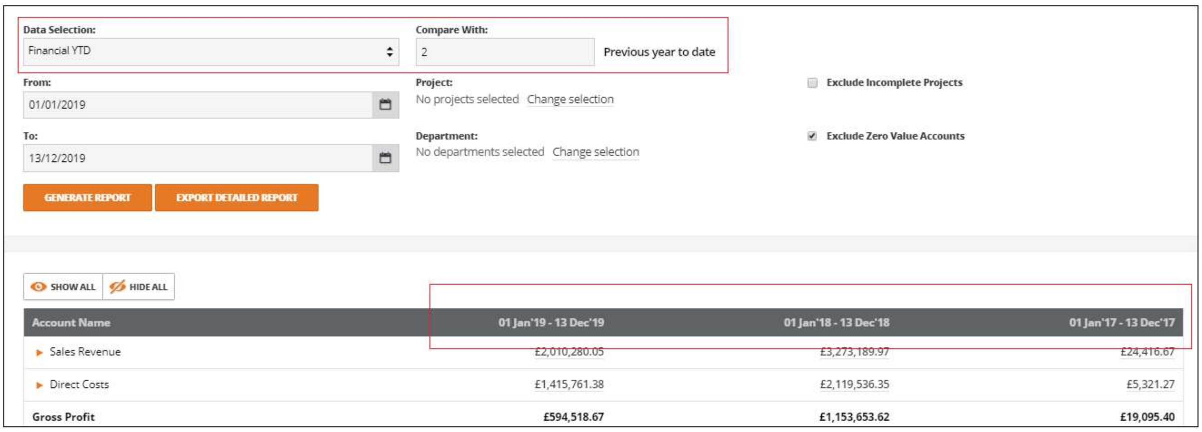


Month to Date to Previous Months to Date

Compares current month to date with the ‘selected number’ of preceding months to date.

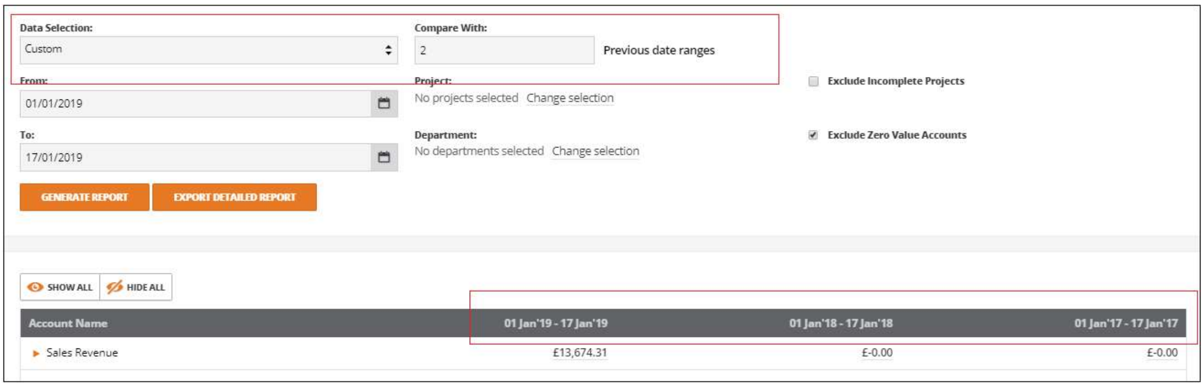
Financial Year to Date to Previous Year to Date

Compares current financial YTD to with the corresponding financial YTD, for the selected number of preceding years.

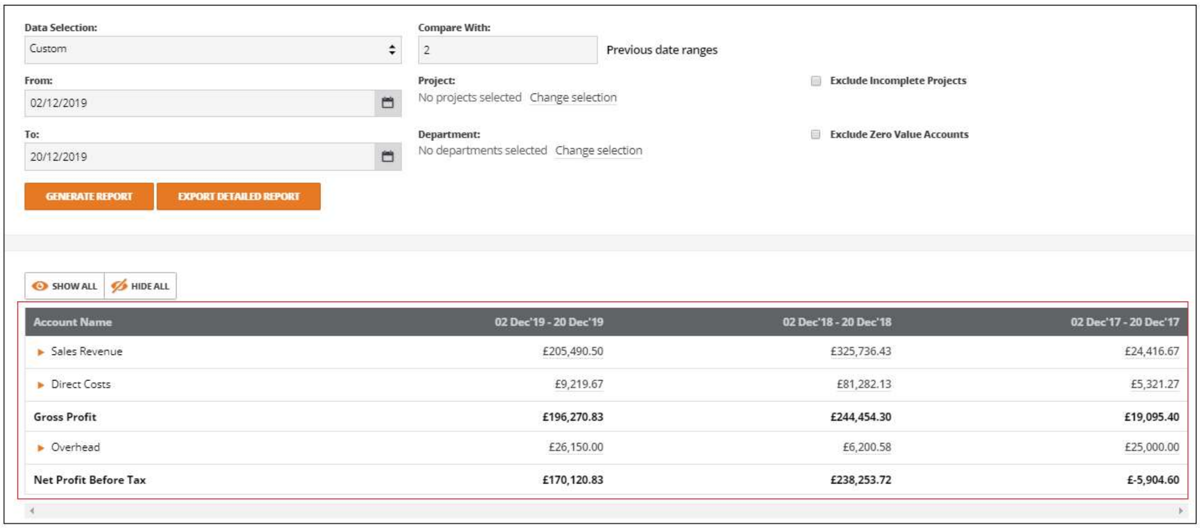


Custom Dates to Custom Dates for Previous Years

Compares the selected dates entered with the same previous date ranges, for the selected number of years.



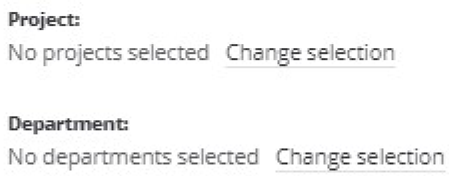
For all data selections, the filtered data is displayed:



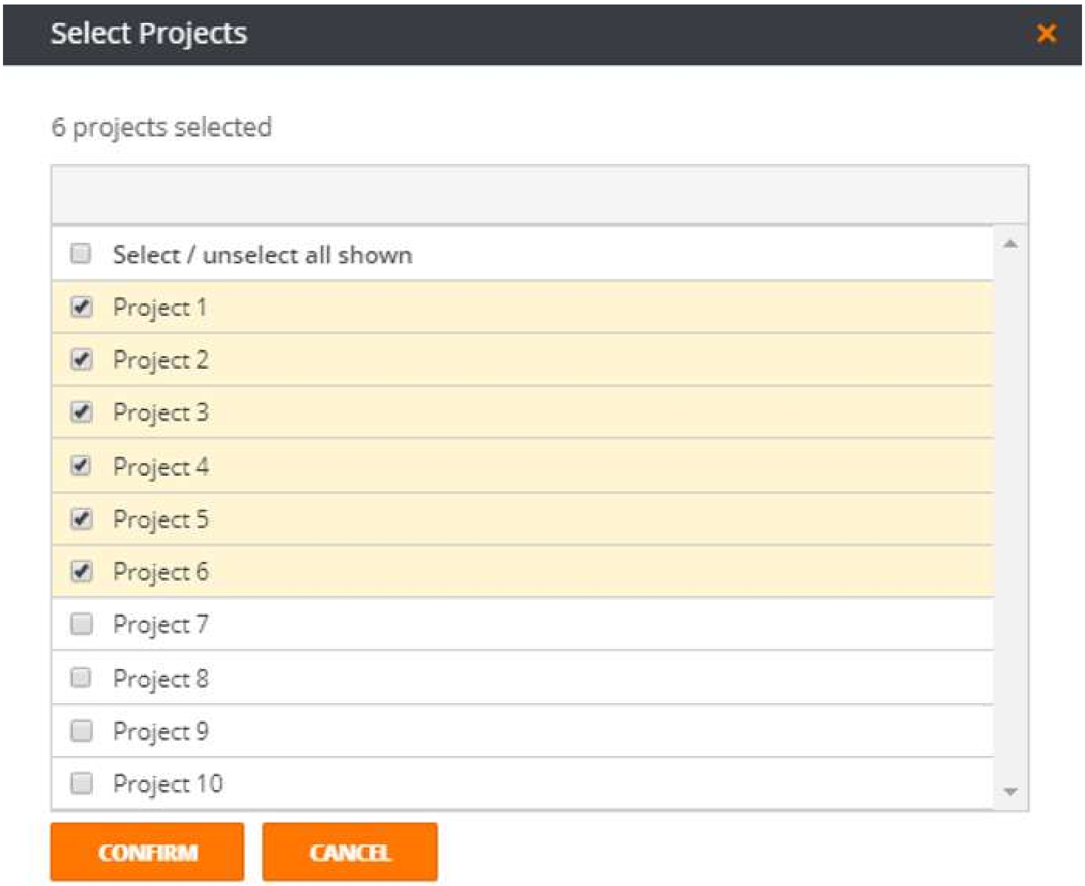
Note: Clicking on the values from the P&L report opens the corresponding activity report in new tab where the from and to dates are retained by the activity report.

FILTER BY PROJECTS AND DEPARTMENT

Selection options to filter the Profit & Loss report by multiple Project and Department codes is introduced.



Selection of multiple Projects and Department



Note: Where one project and one department is selected for the Profit & Loss Report, clicking on the values from the generated report will opens the activity report in a new tab and the activity report will retain the same project and department selection.

This feature is not available where multiple projects and departments are selected.

PROFIT & LOSS REPORT – CONSOLIDATED REPORT OUTPUT

The Profit and Loss Report has been refined and is presented in a consolidated tree structure.

SHOW ALL | HIDE ALL

Account Name	01 Jan'19 - 13 Dec'19
Sales Revenue	£1,983,450.61
Direct Costs	£1,388,791.11
Gross Profit	**£594,659.50**
Overhead	£475,000.41
Net Profit Before Tax	**£119,659.09**

The Profit and Loss Report view can be expanded as required by clicking on the summary headings:

SHOW ALL | HIDE ALL

Account Name	01 Jan'19 - 13 Dec'19
Sales Revenue	£1,983,450.61
Schedule A Rental Income	£1,870.00
UK Sales	£1,773,811.41
EU Sales	£87,525.67
Export Sales	£110,148.53
Other Income	£10,095.00
Direct Costs	£1,388,791.11
Gross Profit	**£594,659.50**
Overhead	£475,000.41
Net Profit Before Tax	**£119,659.09**

EXCLUDE ZERO VALUE ACCOUNTS

An option to exclude accounts with zero values can be selected as required.

☑ **Exclude Zero Value Accounts**

Accounts before zero value hide:

Direct Wages	£671,299.38
Other Direct Costs	£88,374.18
Packing/ Packaging	£0.00
Carriage & Delivery	£11,379.07
Royalties Paid	£0.00
Consumables	£24,697.36
Consumable Tooling	£538.07

Account after zero value hide:

Direct Wages	£671,299.38
Other Direct Costs	£88,374.18
Carriage & Delivery	£11,379.07
Consumables	£24,697.36
Consumable Tooling	£538.07

Note:

1. Where any accounts have non-zero values but the sum of those values returns a zero summary balance, the zero value summary is still displayed.

Labour Recharge	£0.00	£0.00	£0.00	£0.00
Labour Recharged Out	£-73,184.40	£-47,524.56	£0.00	£0.00
Labour Recharged In	£73,184.40	£47,524.56	£0.00	£0.00
Labour Stock Movement	£158,517.80	£-15,497.44	£0.00	£0.00
Wages on Costs	£75,004.07	£145,674.60	£0.00	£0.00

2. Where any accounts balances are zero for the current year but were non-zero in previous years, those accounts will still be displayed.

Account Name	01 Jan'19 - 13 Dec'19	01 Jan'18 - 13 Dec'18	01 Jan'17 - 13 Dec'17	01 Jan'16 - 13 Dec'16
Sales Revenue	£1,983,450.61	£3,273,189.97	£24,416.67	£812,000.00
Direct Costs	£1,388,791.11	£2,119,536.35	£5,321.27	£1,077.61
Direct Materials	£587,034.61	£999,320.51	£509.27	£1,077.61
Sub Contractors	£42,082.94	£78,175.68	£0.00	£0.00
Direct Wages	£671,299.38	£952,926.20	£0.00	£0.00
Other Direct Costs	£88,374.18	£89,113.96	£4,812.00	£0.00

PROFIT & LOSS - EXPORT

An option to export the detailed Profit & Loss report is now available.

Example exported csv file:

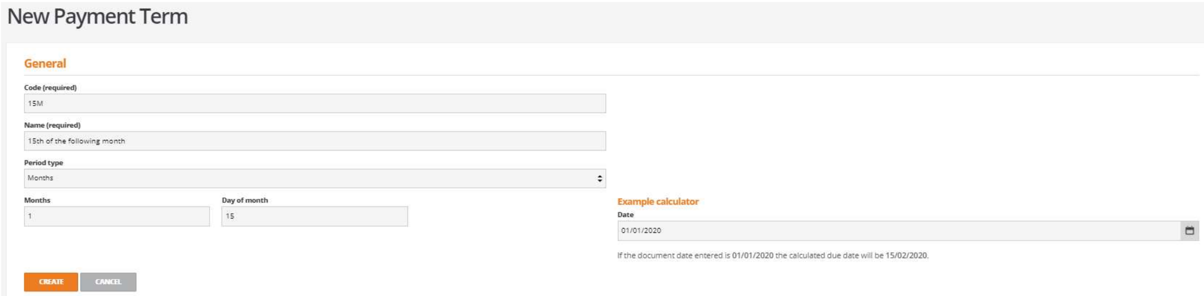
Summary Account	Account Name	Account Code	Summary Total	01 Jun'19 - 21 Dec'19
Sales Revenue		PNLREV	100,254.00	100,254.00
Sales Revenue > Schedule A Rental Income		SCHAINC	0	0
	SchA Rental Income Received	SCHARENT		0
	SchA Ground Rents Rates and Insurance	SCHARRI		0
	SchA Repairs and Renewals	SCHAMAINT		0
	SchA Legal and Professional Costs	SCHALEGAL		0
	SchA Cost of Services (including wages)	SCHASERV		0
	SchA Other Expenses	SCHAOTH		0
	SchA Bad Debts	SCHABDT		0
	SchA Interest Charges	SCHAINT		0
Sales Revenue > UK Sales		SALESUK	100,254.00	100,254.00
	Default Sales Account	DEFSAL		10,000.00
	Sales - Service	SALSER		20,000.00
	Sales - Manufature	SALMAN		2,000.00
	Sales - trading	SALTRA		3000
	Sales - Other	SALOTH		50,000.00
	Sales - UK	SALUK		12909
	Sales - North	SALNO		2,345.00

FLEXIBLE PAYMENT TERMS

Payment terms are used for calculating document due dates for both customers and suppliers representing the agreed trading terms for settling invoices.

Multiple payment terms can be setup and the default terms configured to calculate payment due dates by days, by months or at specific dates at monthly intervals.

Flexible payment terms are accessed from ‘Payment Terms’ within the Accounts menu.

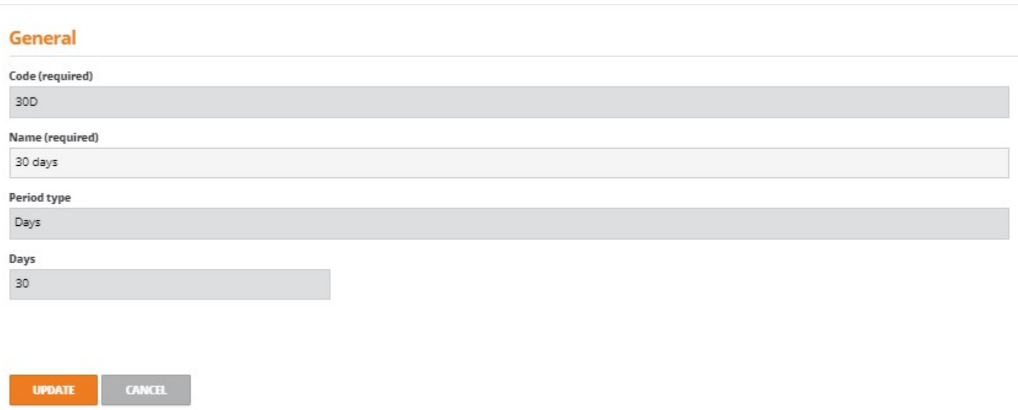


UPGRADING TO BCE V1.5.8 – DAYS ALLOWED/PAYMENT TERMS

For users upgrading to BCE v1.5.8 who have existing payment term values for ‘Days Allowed‘, the existing terms will be automatically created as ‘Day’ type payment terms with a corresponding code and name.

For example, 30 ‘Days Allowed’ from the pre upgraded system

Will be created as: Code ‘30D’, Name ‘30 days’ Period Type ‘Days’ Days ‘30’, Obsolete ‘N’.

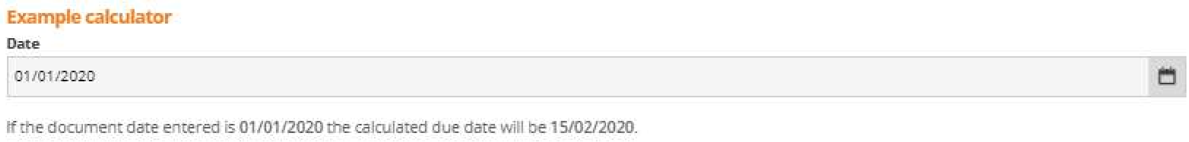


Note: Custom document templates using the data field for ‘Days allowed’ will be required to replace the field with the two new data fields for ‘Payment term’ and ‘Due date’.

PAYMENT TERMS EXAMPLE CALCULATOR

When creating or editing payment terms, an example calculator allows the user to validate a payment term by entering an example document date to calculate an expected due date.

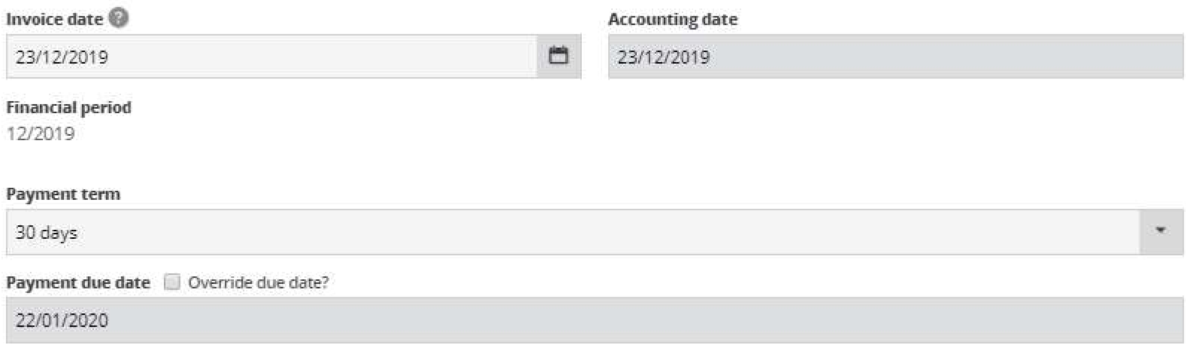
For example, from a payment term set to the 15th of the following month, the calculation of the payment due date is based on the date entered:



MANAGING PAYMENT TERMS

Existing terms can be edited and their properties changed. When editing a term, the system will notify the user of where the term is currently used. Whilst terms cannot be deleted, if any terms are no longer required they can be marked with a status of obsolete to suppress their use.

When creating documents, the ‘Payment term’ and ‘Payment due date’ fields are now positioned in close proximity to the document date and period fields for ease of reference.



Note: Where no payment terms are defined either at system level of for individual customer or supplier accounts, the terms will be set to ‘Immediately due’ (no payment terms).

USING PAYMENT TERMS

Once payment terms are created, they become available for selection in the following areas:

System Settings

Customer/Supplier Accounts

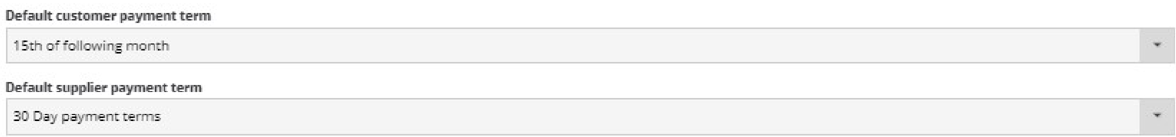
Customer/Supplier Document Entry

The payment terms can be selected directly from the list of all terms.

The list of payments terms begins to be refined as the user enters all or part of the term name.

System Settings

From ‘Company Settings’, ‘System Settings’, default payment terms can be setup for customers and for suppliers.



These payment terms will be used by default when creating new customers and suppliers.

If no payment terms are set for either customers or suppliers in the system settings, then the default payment terms will be set to immediate payment.

Customer/Supplier Accounts

To set the default payment terms for customers or suppliers accounts, select:

‘Customers/Suppliers’, ‘Customers/Suppliers Accounts’, ‘Trade Parameters’

For new accounts, the payment terms are inherited from the ‘Default Customer or Supplier payment terms’ stored in system settings.

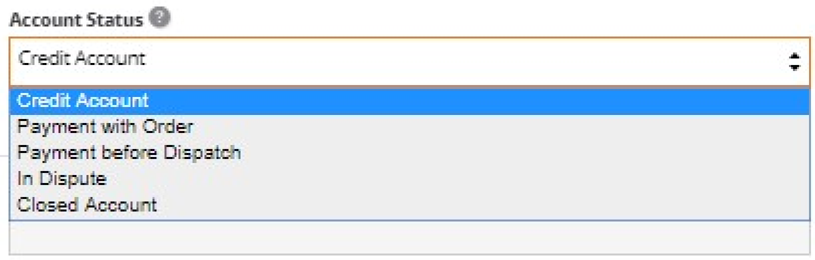
The default can be changed for this account by selecting an alternative payment term from the dropdown list.

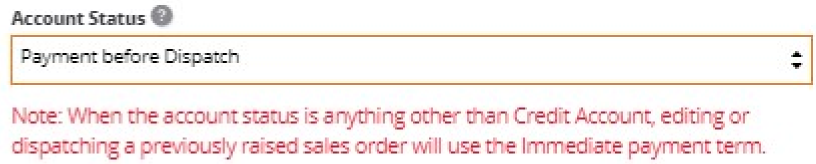
It is not possible to store a customer or supplier account with a blank default payment term.

If no payment ‘Default customer payment terms’ are set up for customers or suppliers in system settings, and no ‘Default Payment Terms’ are selected for a customer or supplier account, the payment term is automatically set to immediate payment.

Note: Customer/Supplier Account Status

Changing the status of an account from ‘Credit Account’ to any other status will make all invoices immediately due.

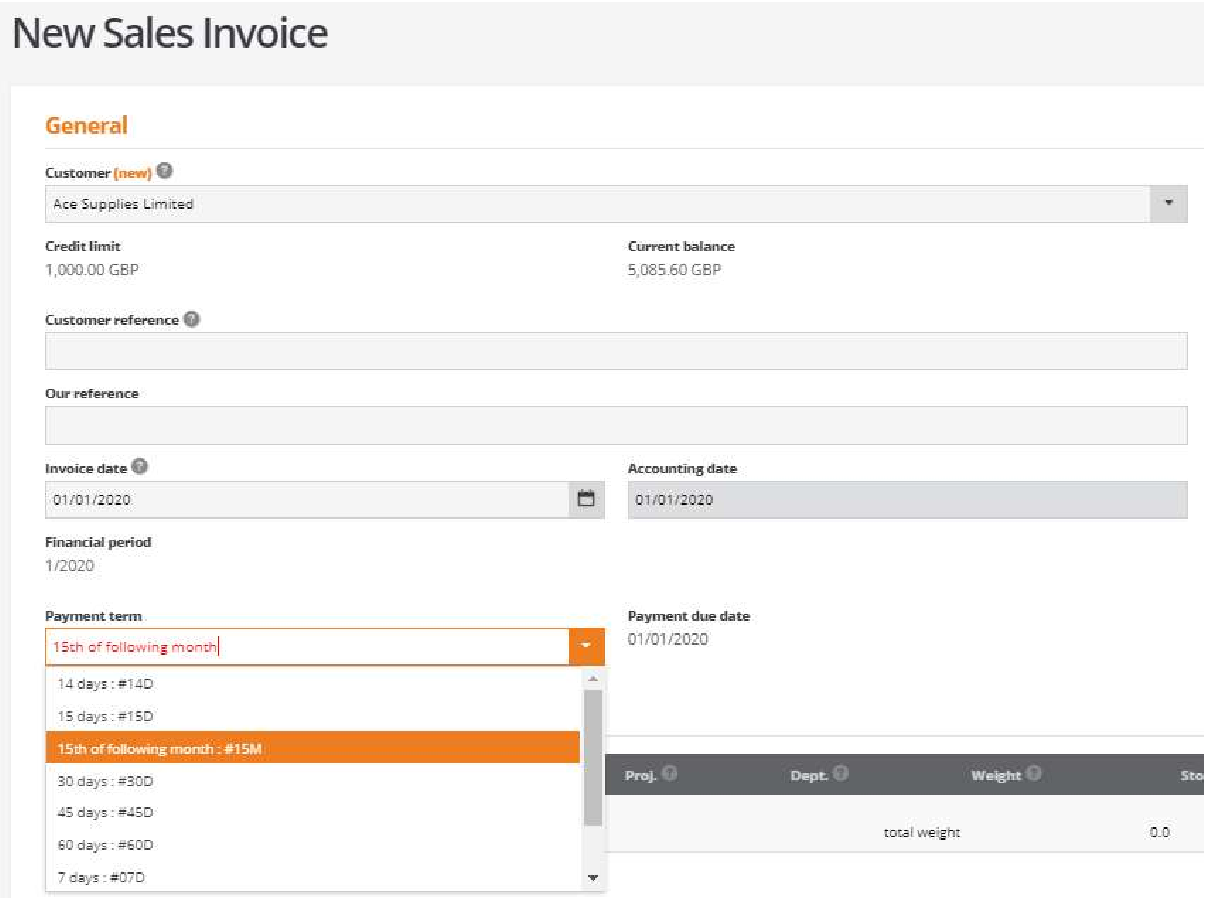




Customer/Supplier Document Entry

When creating new customer or supplier documents the ‘Payment term’ will use the default from the customer or supplier record.

If required, the payment terms can be changed for this document from the ‘Payment term’ drop down list:



The list of terms is refined as the user begins to type in the payment term code or name.

Payment terms can be set on all customer and supplier documents, from quotes, through to orders and invoices.

Terms set on quotes and orders are respected as the document progresses through the order, delivery and invoice processing cycle.

Payment terms may be changed if the user chooses to edit the terms on a document during the order process. However, payment terms are not automatically updated on existing documents when a customer or supplier default payment term is updated.

For invoices created from orders and GRN’s the calculated document due date will be set relative to the inherited document terms once the invoice stage is finally reached.

Notes:

> **Account Status**
>
> Changing the account status of a customer or supplier account from ‘Credit Account’ to any other status will make all invoices immediately due.

Credit Notes

Where credit notes are created for customer or supplier invoices, the payment terms are copied from the original invoice. The credit note due date will be set to the same due date as the original invoice.

Cash Sales/Cash Purchases

It is not possible to set payment terms for customer cash sales and supplier cash purchase type documents as this will be automatically set to immediately due.

Supplier Quotes

When creating new supplier quotes user can select up to three different supplier accounts. The payment terms default to the Supplier 1 account as this expected to be the preferred supplier.

IMPORT/EXPORT CUSTOMER /SUPPLIER ACCOUNTS

Customer and supplier import templates have been extended to support Payment Terms.

If no payment terms are specified when importing new customer and supplier accounts, the accounts will inherit the payment terms setup for customers and suppliers from system settings.

If there are no default payment terms setup for customers, suppliers or in system settings then the payment terms will be automatically set to immediately due.

OUT OF PERIOD DOCUMENTS

For BCE systems with 'Financial Period Management' enabled, users may find a requirement on occasion to store out of period documents.

Under normal operating conditions it is not possible to store documents to a closed financial period. If a financial period is closed, the period will need to be reopened to store a backdated document. However, if the accounts are finalised and audited this may not be permitted.

To provide flexibility to our users and accommodate exceptions for 'out of period documents' to be stored under controlled conditions, users can be granted permission to enter an 'Accounting date'. This permits the original 'Document date' to be retained for reporting purposes and use of an 'Accounting date' to account for the document within an open financial period.

Out of period documents will always retain their document invoice date (tax point) and this is respected by the system when printing invoices, aging debts and preparing statements or remittances but allow documents to be recorded using their accounting date within an open financial period.

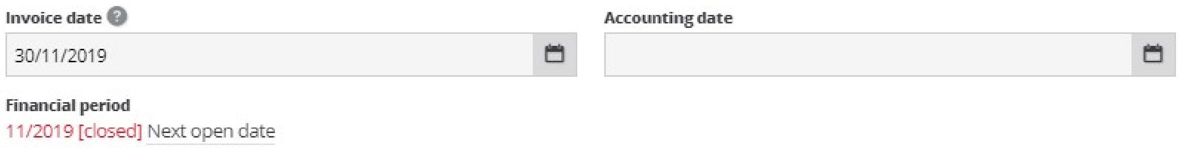
SETUP REQUIREMENTS

The 'Out of Period Documents' feature is available when 'Financial Period Management' is enabled from Company Setting and financial periods have been set up from the Accounts menu in BCE.

To provide controlled access and to be able to set an accounting date for out of period document, individual users shall require the following permission to be set:

DOCUMENT ENTRY

When creating a document, if it is backdated by entering date relative to a closed financial period, the system will notify the user that the financial period is closed:



Choosing ‘Next open date’ will force the ‘Accounting date’ to the first day of the next open financial period. Alternatively, any date within any open financial period can be entered.

Notes: For documents dated within an open financial period, the accounting date will always be set to the same date as the document date.

It is not possible to set an accounting date to a later date than the document date entered.

If a document is post-dated to a future date, the accounting date will be set to the same date

REPORTING

Where out of period documents are used, it is essential the correct dates are used for accounting and reporting purposes.

For example, document dates must be respected for legislative reporting and the correct aging of documents. As the documents are out of period in respect of the stored document within BCE, the internal accounting reports will be based on the accounting date used.

Where relevant, the BCE enquiry screens inform the user of both the document and accounting dates.

The customer and supplier show pages display the document date and the calculated due date together with the accounting date. Documents whose accounting date is later than the document date shall indicate that the document was stored as an out of period document.

SETUP WIZARD

For users migrating to BCE, the setup wizard allows records and documents to be imported from data files in csv file format.

The following import options require a document date to be set:

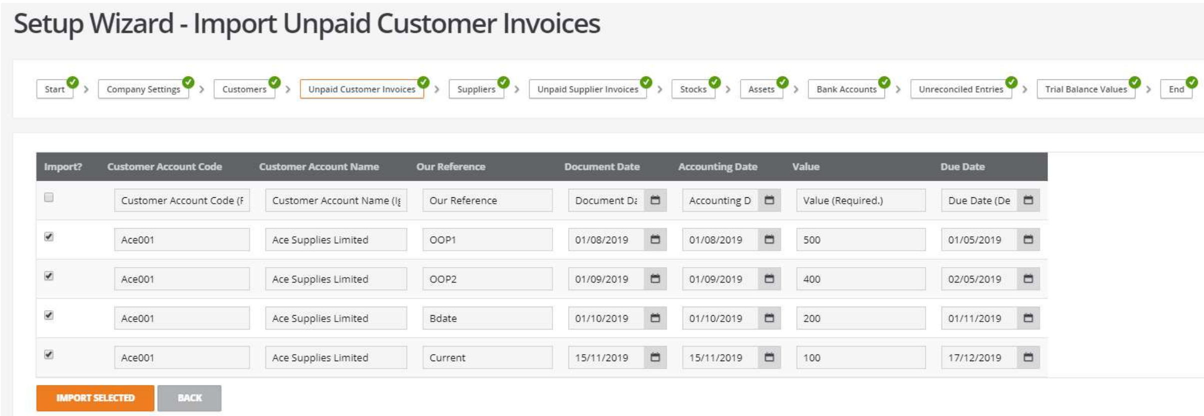
Unpaid Customer Invoices

Unpaid Supplier Invoices

Each of the templates allow a document date to be entered. If the document date is known to be relative to a closed BCE financial period, the user has the option to specify an accounting date for an open financial period.

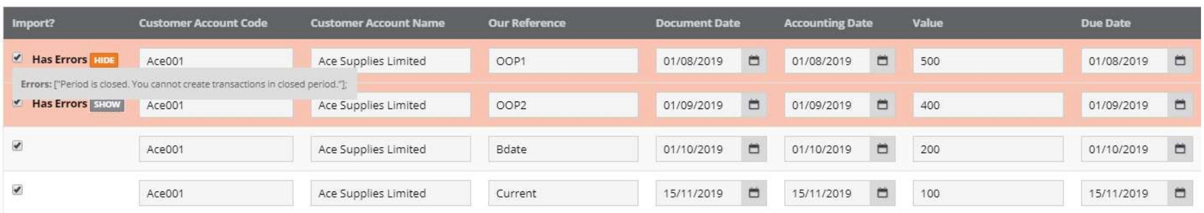
	A	B	C	D	E	F	G
1	Customer Account Code	Customer Account Name	Our Reference	Document Date	Accounting Date	Value	Due Date
2							

During the import process the csv file validates the data before it is imported and committed to BCE



Import?	Customer Account Code	Customer Account Name	Our Reference	Document Date	Accounting Date	Value	Due Date
	Customer Account Code (F	Customer Account Name (I	Our Reference	Document Da	Accounting D	Value (Required.)	Due Date (De
✔	Ace001	Ace Supplies Limited	OOP1	01/08/2019	01/08/2019	500	01/05/2019
✔	Ace001	Ace Supplies Limited	OOP2	01/09/2019	01/09/2019	400	02/05/2019
✔	Ace001	Ace Supplies Limited	Bdate	01/10/2019	01/10/2019	200	01/11/2019
✔	Ace001	Ace Supplies Limited	Current	15/11/2019	15/11/2019	100	17/12/2019

A validation check will alert the user of closed financial periods providing the user with the opportunity to set an accounting date relative to an open period.



Import?	Customer Account Code	Customer Account Name	Our Reference	Document Date	Accounting Date	Value	Due Date
✔ Has Errors HIDE	Ace001	Ace Supplies Limited	OOP1	01/08/2019	01/08/2019	500	01/08/2019
Errors: ["Period is closed. You cannot create transactions in closed period."];							
✔ Has Errors SHOW	Ace001	Ace Supplies Limited	OOP2	01/09/2019	01/09/2019	400	01/09/2019
✔	Ace001	Ace Supplies Limited	Bdate	01/10/2019	01/10/2019	200	01/10/2019
✔	Ace001	Ace Supplies Limited	Current	15/11/2019	15/11/2019	100	15/11/2019

Once the accounting dates are entered the system will proceed and import the selected items.

DEFECTS

JIRA ID	TITLE	RESOLUTION
HBCE-4058	CSV import – File format	**Problem:** Error importing bulk updates of stock where large files incorrectly used UTF-8 BOM encoding. **Solution.** Formatting issue has been resolved.
HBCE-4172	Credit Notes - Financial transactions	**Problem:** When generating credit notes for invoices with blank asset order items and expense account fields, no financial transactions were posted for credit notes. When creating invoices with an expense account for asset order items and subsequently creating a credit note for the invoice, the system was incorrectly posted an entry for the credit note to the expense account instead of asset account. **Solution:** Regardless of whether an expense account is selected, any credit notes posted for invoices with asset order items are now correctly posted to the asset account.
HBCE-4222	Incorrect statement balance – currency documents and negative invoices.	**Problem:** The customer account statement was returning an incorrect balance for customers with currency invoices. This problem was attributed to negative invoices where the negative invoice signage was showing as a positive value on the account statement instead of negative. **Solution**: Corrected the signage for negative invoices to ensure the statement balance is calculated correctly.

		Note: A similar calculation issue exists where credit notes are created for negative invoice. This issue will be addressed in a future release.
HBCE-4234	Live Process View not loading WOs	**Problem:** When there are many stock locations, the Live Process View was not listing work orders correctly. **Solution:** Modified the request method to ensure all works orders are listed correctly.
HBCE-4235	Default expense account for stock items	**Problem:** When creating Purchase invoice/Order for stock items, the suppliers' expense account was automatically displayed on show screen. However, the entry was posted to "Material Cost "Account only being the default set for Stock items. **Solution:** No expense account will be displayed on show page of Purchase invoice/Order for the stock item.
HBCE-4422	System error on file download from bank account	**Problem:** After uploading a file to a bank account, when downloading the file the system returned "System Error Return to Summary". **Solution:** Modified the process to resolve this issue.
HBCE-4474	Pendo icon showing on documents	**Problem:** When printing documents the 'Pendo' icon was displayed and obstructed the printed content. **Solution:**

		Suppressed the 'Pendo' icon to remove it from printed documents. **<u>Note:</u>** This issue affected systems that were not configured to use custom documents.