

Deltek

# Deltek Maconomy® 2.5.1

Enhancements Guide

**July 10, 2020**

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# Summary of Features

## Maconomy 2.5.1 – Summary

This section gives a high-level summary of the key features for Maconomy 2.5.1.

### General Enhancements

#### Core Support for Touch Approvals

**Deltek Tracking: 1231904**

- This enhancement to the Workspace Client supports the new approval functionality in Touch. It adds support in Touch to view specific approval objects, depending on approval type, approver type, and so on. Approval counters are also improved to provide easier reference when viewing records that require your approval.

#### Employee Gender on Employee Card Enhancements

**Deltek Tracking: 1249427**

- This enhancement introduces two additional employee gender values in the employee card.

#### Documentation Refactored

**Deltek Tracking: 1223838, 1247929, 1247931**

- System Admin Guide is restructured for ease of use and finding content.
- Upgrade Guide is streamlined and contains a new role-based format and workflows for ease of use.
- BPM Admin Guide now contains previous BPM install and upgrade guides, including statutory install and upgrade, in one document.

#### Enable or Disable the Conversations Functionality

**Deltek Tracking: 1138822**

- This enhancement allows you to enable or disable the Conversations functionality in the Workspace Client.

### Back Office

#### Employee Revisions Enhancements

**Deltek Tracking: 1182755**

- The Employee Revisions single dialog workspace and Revision Selection sub-tab in the Employees workspace are added to allow for restrictions to be placed on the contents of this dialog, so that the performance impact of loading large quantities of Employee Revisions by default, can be avoided.

#### New Supplements and Supplement Types

**Deltek Tracking: 1227573**

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- Two new single dialog workspaces are added to the Workspace Client:
  - The Supplements single dialog workspace is introduced to store a collection of fields open for general information.
  - The Supplement Types single dialog workspace allows you to store the external name of the fields to synchronize across Maconomy.

## Vendor Remittance Emails Workspace

### Deltek Tracking: 1154339

- You can now send vendor remittance emails to show that the vendor invoice was paid within the payment terms.

## Aggregate Finance Entries Over Dimensions and Tasks

### Deltek Tracking: 1186465

- This enhancement enables you to create an aggregate over finance entries posted with the same dimensions and tasks in the same fiscal year.

## Access Control for Format Specification

### Deltek Tracking: 1179116

- This enhancement introduces access control to the relations in the Format Specification workspace and module. Maconomy now enables you to limit which users can access and change information used for making payments.

## Statutory/BPM

## UK MTD Fraud Prevention Headers

### Deltek Tracking: 1256888

- The UK Making Tax Digital (MTD) Report is enhanced to include fraud prevention headers to meet the requirements of the UK HM Revenue and Customs (HMRC).

## Cashflow Statement Indirect Method Report

### Deltek Tracking: 1113809

- This enhancement introduces the Cash Flow Statement Indirect Method report, which is a financial report used in business processes for performance management and outlines how cash flows in and out of a business.

## India Overdue Payments Report

### Deltek Tracking: 1213873

- The India Overdue Payment report, known in India as the MSME Report, is used by companies who get supplies of goods or services from micro and small enterprises, and whose payments to micro and small enterprise suppliers exceed forty five days from the date of deemed acceptance of the goods or services.
-

## Swedish SIE Report

### Deltek Tracking: 1261540

- The Swedish SIE (Standard Import/Export) reports are used by the Swedish tax authorities to audit a company's books. The report shows details of accounts balances and the opening and closing of balance sheet accounts and balances of the profit and loss accounts.

## Control Account Number Object in AR Aging and AP Aging

### Deltek Tracking: 1221562

- A new object called **Control Account No.** is introduced in the AR Aging and AP Aging universes.

## Updates for 1099 MISC and NEC Changes

### Deltek Tracking: 1226383

- A new 1099 form called the 1099 NEC is released for tax reporting. Changes are made to the 1099 form to account for this update.

## BPM Reporting Structures Option List

### Deltek Tracking: 1244067

- New reporting structure option lists and values for NSAF-T and SIE are added to differentiate between the reporting structure lists and values used for other reports, such as Balance Sheet, P&L, and Trial Balance reports.

## Embed Tax Settlement Report in Workspace Client

### Deltek Tracking: 1137979

- The Tax Settlement report is now embedded in the Workspace Client. The report is available in **Reporting » Reports » Financial Reporting**.

## Embed All Statutory Reports in Workspace Client

### Deltek Tracking: 1167901

- For better usability and to enhance the user experience, all statutory reports are now embedded in **Reporting » Reports » Financial Reporting** in the Workspace Client. This includes the UK Tax Submissions WebI, Norwegian SAFT, Overdue Vendor Payments (India), and Statutory GSTR (India) reports.

## German GoBD GL Data Export Requirement

### Deltek Tracking: 1220987

- Maconomy now supports GoBD, which contains rules that allow German tax authorities to access and verify accounting data digitally from a tax payer's electronic bookkeeping process.
-

## NSAFT Data Export Reporting Structure

### Deltek Tracking: 1293326

- A new data export reporting structure for NSAFT is added to differentiate between the reporting structure used for other reports, such as Balance Sheet, P&L, and Trial Balance reports.

## Natural Sign in Finance Reports

### Deltek Tracking: 1209944

- A new prompt is introduced in BPM Finance reports that allows users to report on financial figures with a natural sign.

## New Reporting Structure for Cashflow Statement Indirect Method

### Deltek Tracking: 1235863

- A new reporting structure for Cashflow Statement is introduced to support Indirect Method in the standard PSO solutions.

## New Standard Dimensions

### Deltek Tracking: 1269228

- Specification 4-10 and Local Specification 4-10 are new standard dimensions added to the BPM reporting universe. You can now use and add these dimensions to the reports if needed.

## BPM Aging Reports Enhancements

### Deltek Tracking: 1165941

- The BPM Aging Reports are enhanced for flexibility and improved performance.

## New Filter in AP Aging, AR Aging, and WIP Aging

### Deltek Tracking: 1220989

- A table filter is added to the Aging reports to enable you to filter a row if the aging columns are zero.

## Statutory Reporting Workspace

### Deltek Tracking: 1220995

- The new Statutory Reporting workspace is added to the Workspace Client to enable you to easily access the Accounting Entry File, Belgium Reports, GoBD Report, USTVA Report, NSAFT Report, SIE Report, and Overdue Vendor Payments Report.

## UK Tax Submission and Statutory Reporting Workspaces

### Deltek Tracking: 1220995

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- The UK Tax Submission and Statutory Reporting workspaces are added to the Workspace Client to enable you to easily access the Accounting Entry File, Belgium Reports, GoBD Report, NSAFT Report, SIE Report, and Overdue Vendor Payments Report.

## Tax Settlement Report Enhancements

### Deltek Tracking: 1221003

- The Entry Date prompts in the Tax Settlement Report are removed and the Period prompts are now mandatory. This enhancement requires you to use the period intervals for filtering in the report.

## New Reporting Structure Name Prompt in Finance Reports

### Deltek Tracking: 1154024

- The reporting structure prompt is added as a mandatory prompt to the Finance reports to enable you to easily specify the format of account headers and subtotals when you run the reports. This feature allows flexibility in selecting the structure to use for a balance sheet, for example.

## Time and Expense

### Improved Approver Access Control for Time, Expense, and Mileage Sheets

#### Deltek Tracking: 1038584, 850544

- Access control specifications on time, expense, and mileage sheets are improved to display only the records that are relevant to the approver.

### Multiple Check-in / Check-out Per Day Enhancements

#### Deltek Tracking: 1256775

- You can now import check-in data to Maconomy.

### Exclude Overtime From Time Sheets

#### Deltek Tracking: 1171729

- You can now specify whether to exclude overtime in the calculations of regular working hours on a time sheet. This is available in the Workspace Client, iAccess and Touch.

## Invoicing

### Withholding Tax on Customer Invoices

#### Deltek Tracking: 1109747

- Withholding tax with negative VAT rates on outgoing invoices are now supported on intercompany invoices, sales orders, and subscription orders.
-

## Conversation Functionality Enhancements for Invoicing Workspaces

**Deltek Tracking: 1138822**

- The conversation functionality is now available in the invoicing workspaces in iAccess, and the Workspace Client.

## Job Cost

### Intercompany Pricing Enhancements

**Deltek Tracking: 795616**

- The **Executing Company** and **Responsible Company** fields are added to job price lists to enable you to specify an intercompany price between two companies. This price list can then be used as the intercompany price list on the jobs.

### Overtime Charge Percentage for Overhead Rates

**Deltek Tracking: 1071038**

- You can now specify an overtime charge percentage for overhead rates on time activities.

### Daily Descriptions on Tasks Created From Budget

**Deltek Tracking: 1162619**

- When you create or use a task list on a job, you can choose to enable daily descriptions by default on a task list. This enhancement allows you to create tasks from budget lines that use the same value by default.

### End User Enabled for Subscriptions and Jobs

**Deltek Tracking: 1293468**

- The **End User No.** field is now added to Subscription Orders, and Jobs workspaces.

## Absence Management

### Negative Balances in Absence Management

**Deltek Tracking: 1180701**

- Maconomy now supports the use of negative values to track absence balances.

## Project Planning and Resource Allocations

### Resource Planning Enhancements

**Deltek Tracking: 1164030**

- This feature adds improved support for mid-month progress evaluations, and provides enhancements for a more accurate progress evaluation on the job when using resource allocations from People Planner.
-

## Resource Planning Performance Optimizations

### Deltek Tracking: 1166508

- Performance optimizations are added to improve response time when you work with Budgets in the Workspace Client, particularly with Work Breakdown Structures (WBS) or Detailed Time Budgets.

## iAccess

### Saving User Settings on the Server

#### Deltek Tracking: 1076502

- iAccess now stores user-specific data on the server. This means users can save their preferred settings, and use these when they log in to iAccess on another device.

### Customizing Columns in iAccess

#### Deltek Tracking: 1019336, 1070705

- Users can now customize columns in all iAccess tables and list views. You can resize, rearrange, add, or remove columns; you can also revert to default settings for a table or list view.

### Simplified BPM Reports

#### Deltek Tracking: 1180742

- BPM reports embedded in iAccess workspaces now display without toolbars.

### Default Workspaces for Users

#### Deltek Tracking: 1183902

- Companies now have greater flexibility when specifying the default workspace that iAccess displays for users upon login.

### Customizable Search Layouts

#### Deltek Tracking: 1066387, 1235054

- Consultants can now use standard extension facilities to design and implement special layouts for both search-as-you-type and advanced searches in iAccess.

### Convenience Syntax for iAccess Configurations

#### Deltek Tracking: 1290076

- Consultants can now use various shorthand expressions when writing extensions. This makes specification of iAccess layouts easier.

### Enhancements to the Conversations Functionality

#### Deltek Tracking: 1290385

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- This enhancement allows users to mark a conversation as unread, and unsubscribe from a conversation.

## The Dashboard Workspace

**Deltek Tracking: 1042277, 987002**

- iAccess now includes a dashboard that project managers can use to view KPIs for a specific job. The dashboard has a dynamic layout that changes depending on the job type.

## Improved Rendering of Boolean Fields

**Deltek Tracking: 1300271**

- This enhancement changes the rendering of Boolean fields from drop-downs to radio buttons.

## iAccess Notifications for Rejected Purchase Order and Employee

**Deltek Tracking: 1111263**

- The standard notifications for rejected purchase order and rejected employee are now available in iAccess.

## Reference Workspaces

**Deltek Tracking: 1065619**

- Reference workspaces are added to iAccess. This is similar to the Single Dialog Workspace concept from the workspace client and enables you to test different functionalities or develop extensions to use within iAccess.

## Enhanced Document Viewer Functionality for Expense and Mileage Sheet Approvals

**Deltek Tracking: 1136978**

- The Approval Center now supports the Document Viewer functionality for expense, and mileage sheets.

## Touch

### Improved Touch Icon

**Deltek Tracking: 1254965, 1281699**

- This feature introduces changes to the Touch icon for Apple and Android.

### Support for Okta Authentication

**Deltek Tracking: 1269153**

- This feature introduces Okta authentication for Touch.
-

## Enhanced Approval Workflow

### Deltek Tracking: 1221991

- The Approval functionality is now supported in REST. In the improved **Approval** screen you can view, select, and approve items individually or by batch.

## Advanced User Setting Control

### Deltek Tracking: 896547

- This feature enhances control for user settings on the **Settings** screen. You can hide or display the settings, or change the default values of the available settings.

## Application Performance Monitor in REST

### Deltek Tracking: 1047134

- Touch now supports the Application Performance Monitor (APM) in REST, which creates performance log entries. This feature allows you to monitor client network activities.

## SSL Certificate Check Capability

### Deltek Tracking: 1212688

- Touch now allows you to validate SSL certificate fingerprints against predefined strings for a more secure performance.

## New URLs for Touch

### Deltek Tracking: 1219194

- A new screen with separate URLs are now available to download the Touch mobile from the Apple and Android app stores, and populate the **Server URL** field.

## Integrations

### Employee Creation Using an Employee Template for Talent Management Users

#### Deltek Tracking: 1228725

- You can now use employee templates to derive additional information when creating Maconomy employees from Talent Management users.

### Customer Currency Added to Deltek CRM Integration

#### Deltek Tracking: 1061523

- With this enhancement, you can select the customer currency for the Deltek CRM client, and at the same time update the currency for the Maconomy customer upon integration.

### Deltek CRM Integration Migrates to Vantagepoint REST API

#### Deltek Tracking: 1088165

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- Maconomy 2.5.1 now supports Vantagepoint 3.0, and as a result, the Deltek CRM Integration migrates to REST API. This means that Maconomy 2.5.1 CRM Integration will be compatible only with Vantagepoint 3.0 (or later).

## Expected Revenue Added as Opportunity Value to Jobs

**Deltek Tracking: 1080885**

- You can now calculate the total expected revenue for main job and subjobs and have that sent to the corresponding opportunity in Vantagepoint CRM.

## Technology / System Admin

### Import Packages

**Deltek Tracking: 1239260, 1182371**

- Added the ability to set the default Import/Validate Import Package User
- It is now possible to attach several import files to the Data Import Package at once, using the new action **Bulk Attach Import Files**. It is also possible to create a new Data Import Package using an Import Program.

### MPL / Printing

**Deltek Tracking: 1236722, 1139135**

- Added QR Code Centre Image Support in MPL to fulfill statutory e-invoicing requirement
- Phase 1 moving MPL into Coupling Service to support large printings which had previously run out of memory.

### RESTful API Version 2

**Deltek Tracking: 1182794**

- Bringing RESTful API Version 2 to GA level and delivering new features to support iAccess development and customer integrations.

## Security Enhancements

### SIEL Security Enhancements

**Deltek Tracking: 1247915**

- Deltek Security SIEM — A new Client field is added to ensure the APM framework is SIEM-compliant.
- SIEM enhancements are implemented in Workspace Client, iAccess, and Touch.

### iAccess File Upload Security

**Deltek Tracking: 722386**

- File security for iAccess and WSC is now improved when uploading and downloading.
-

## Background Task Enhancements

### Deltek Tracking: 1214786

- Background Task functionality has numerous enhancements for usability and efficiency, including the following:
  - Search, validation, and expression functionality for input data
  - Extended test-bed functionality
  - User-defined context fields in key-generators
  - Scheduled rule dependency on existing tasks
  - Time dependent num. of active threads
  - Low priority tasks
  - Chained tasks
  - Numerous miscellaneous minor improvements

## APM Splunk Dashboard Enhancements

### Deltek Tracking: 1186991

Numerous improvements are made to APM Splunk Dashboards to improve usability, including the addition of a new System Activity Dashboard, a new System Status Dashboard, and an update of existing Splunk design.

## Upgrade Optimization

### Deltek Tracking: 1221362

To improve Enterprise upgrade efficiency, we now validate objects rather than dropping and recreating views.

## New Naming for Maconomy Cumulative Updates

### Deltek Tracking: 1230877

Previously, the cumulative update (CU) numbering format has been a two-digit number. This is now updated to a three-digit number.

## Synchronous Calculation of Approval Notifications

### Deltek Tracking: 1071036

- The list of approval notifications in iAccess is now recalculated and updated as soon as a user submits, approves, or rejects a notification.

## Certifications

### Deltek Tracking: 1181350

- **BO 4.2 SP8** – for Maconomy and BPM.
  - **Android 10** – for iAccess.
  - **SQL Server 2017** – for BPM
-

- **Chrome 80** – for iAccess and BPM  
**Note:** Cookies restricted to first party.
- **Java 8 Security Update**

## Extender Enhancements

### **Deltek Tracking: 1179077**

- Enhanced custom.shortname deployment support for DFME

## Maconomy 2.5 – Summary

This section gives a high-level summary of the key features for Maconomy 2.5.

### General Enhancements

#### Access Control for Approvers

**Deltek Tracking: 1174941**

- This enhancement introduces the concept of access tickets to grant users with temporary access to approval objects.

**Note:** Refer to the detailed documentation in this guide under Deltek Tracking 1174941, for details, including recommendations on actions prior to going live with this release.

#### Updated Deltek Branding in Maconomy and Related Products

**Deltek Tracking: 1181341**

- Updates Deltek branding in Workspace Client, Analyzer, Extender, iAccess, and the Portal.

### Approval Hierarchies

#### Job Quote Approval in Maconomy

**Deltek Tracking: 1071037, 996519, 1088150, 1105888, 1076826, 1075354**

- Maconomy now supports hierarchical job quote header approval in the Workspace Client, iAccess, and Touch.

#### Approval Hierarchy for General Journal

**Deltek Tracking: 1071040**

- A new Approval hierarchy for General Journal allows customers to configure advanced Approval workflows for General Journal headers and General Journal lines.

#### Prevent Self-Approval in Approval Hierarchies

**Deltek Tracking: 1071042**

- **Self-Approval Restrictions in Approval Hierarchies** – You can now prevent self-approval of an Approval item by not allowing the same person who submitted the item to also approve it.

#### Approval Hierarchies Refactoring

**Deltek Tracking: 1125419**

- Approval Hierarchies code is refactored to reduce code redundancies and duplication.
-

## Approval Hierarchies for Draft Invoices Enhancements

**Deltek Tracking: 1145075, 1095638**

- A new field is introduced in draft invoices, which can be used as a selection criteria specification when setting up approval hierarchies. This enhancement also adds a system parameter to improve customization of approval hierarchies.

## Time and Expense Sheet Approval Improvements

**Deltek Tracking: 1162619**

- Approval workflows for time and expense sheets have been streamlined. If you are using approval hierarchies for these records, you can no longer combine this with a job approval setup.

## Back Office

### System Parameter for Number of Entries in Vendor Invoice Journals

**Deltek Tracking: 1129397, 774700**

- A single journal is created for each Vendor Invoice. Maconomy automatically creates a new Vendor Invoice journal and assigns the Vendor Invoice to this journal instead of grouping by the current user.

### Add Employee Relation to Selection Criteria for Job Draft Invoices

**Deltek Tracking: 1071043**

- The Employee relation has been added to the selection criteria line for draft invoices through the **Project Manager** field, enabling you to create more advanced Approval workflows.

### Enhanced Selection Criterion Specification and Change-on Change Functionality

**Deltek Tracking: 1132068**

- **Company Vendor and Payment Company Vendor Added to PO Target Group** -- The table relation on Purchase Orders is enhanced to include Company Vendor and Payment Company Vendor table sections.
- **Allow “Changes on Change” for Purchase Orders** – This enhancement allows Changes on Change functionality for Purchase Orders. It also adds Changes on Change functionality to all other Approval types to keep workflows consistent.

### Base Salary Rate Calculation for an Employee Range

**Deltek Tracking: 836515**

- This enhancement limits which employees are included in a base salary calculation by using a range of employee numbers.
  - A new field is added to the Base Salary Rate Calculation Target Group, which specifies the range of employee numbers to include in the calculation.
-

## Removal of Euro Exchange Rate Tables

### Deltek Tracking: 1126295

- This enhancement removes outdated Euro tables that are no longer relevant or used. It improves the exchange rate calculations as less lookups are required.

## New Debit Credit Field

### Deltek Tracking: 1115433

- **New Debit/Credit Field on Reporting Structure Line** -- A new field on the Reporting Structure Line is introduced to show whether an account is debit or in credit. This feature is useful for statutory reports where the line must only show a debit balance or a credit balance.

## Exchange Rate Based on Invoice Date

### Deltek Tracking: 1129396, 800936

- **Use Invoice Date as Exchange Rate Date on Vendor Invoices** – A new company-specific system parameter is added to enable Maconomy to calculate the exchange rate based on the **invoice date**, instead of the **entry date**, when you create vendor invoices.

## Enhanced Vendor Invoice Allocation Workspace to Support Reallocation

### Deltek Tracking: 774702

- This enhancement removes the Reallocate Invoices single dialog workspace.
- Invoice Allocation single dialog workspace now supports both allocation and reallocation of credit memos and vendor invoices.

## Automatic Posting of Interest Charge Notice Journals

### Deltek Tracking: 755417

- **Automatic Posting of Interest Charge Notice** – A new company-specific system parameter is introduced to enable Maconomy to automatically post the interest charge notice journals.

## System Parameter for Unrealized Exchange Rate Variances for Control Accounts

### Deltek Tracking: 841812

- **Create Unrealized Exchange Rate Variances For Control Accounts** – A new company-specific system parameter is added to enable Maconomy to create unrealized exchange rate variances for control accounts.

## Increased System Number Capacity

### Deltek Tracking: 1130811

- This enhancement increases the system number length from nine to 255 characters. The system numbers are changed from integer to string values to extend the capacity. This
-

feature also updates the object format on the BPM Reporting universes to support the increased system number capacity.

## Tax Depreciation of Fixed Assets

**Deltek Tracking: 536720**

- This enhancement is introduced to enable you to restrict the tax depreciation of fixed assets. It also provides two new options to set up limitation on tax depreciation.

## Time and Expense

### Multiple Check-in or Check-out Time Entries Per Day

**Deltek Tracking: 1077699, 439452, 924309**

- This enhancement provides a more detailed and accurate representation of time worked daily. You can now log multiple entries per day in time sheets to track work hours.
- This is implemented in the Workspace Client, iAccess, and Touch.

### Mandatory Numeric Fields in Expense Justification

**Deltek Tracking: 1068628, 949720**

- You can now add mandatory numeric fields to your expense sheets and search for values in option lists in the Expense Sheet Justification sub-tab. This functionality is available in the Workspace Client, iAccess, and Touch.

### Time Sheet Overview Workspace

**Deltek Tracking: 906078**

- This new iAccess workspace enables supervisors to review time sheet status for all employees under their supervision.

### Color Coded Statuses

**Deltek Tracking: 1187694**

- You can now use color coding on the **Status** field in the Time Sheet Overview workspace in iAccess.

### Tax Fields in the Expenses Workspace

**Deltek Tracking: 1199815**

- The tax fields are now added to the expense sheet lines in the standard expense sheet layout in iAccess.

### iAccess Notifications for Missing Time Sheets

**Deltek Tracking: 1134602, 1134620**

- The standard notification for missing daily and weekly time sheets are now available in iAccess.
-

## Approval Center in the Workspace Client

- The Approval Center is now available in the Time & Expenses module.

## Invoicing

### Document Archive for Draft Invoices

**Deltek Tracking: 616200, 614337, 912162, 1206290, 1214209**

- You can now attach and manage documents on draft invoices. Approvers can also review this attachments during the approval process.
- This is implemented in the Workspace Client and iAccess.

### Tracking Partial Payments in Invoice History

**Deltek Tracking: 586355, 804202**

- You can now track the balance of your job invoices through the **Remainder** fields and the Partially Reconciled payment status. The **Payment Status** field is updated with a Partially reconciled status. A new **Remainder** field shows the remainder.
- This is implemented in the Workspace Client and iAccess.

## Statutory/BPM

### Chinese Setup Guide

**Deltek Tracking: 962671**

- Created and released a Statutory Regulatory Guide for China.

### Selection Criteria on Report Tab

**Deltek Tracking: 563042**

- The selection criteria is moved to the new Report tab to enhance BPM reports.

## iAccess

### Enhancements to the Conversation Functionality

**Deltek Tracking: 1204848, 1204853, 1204850**

- This feature improves on the Conversations functionality introduced in 2.4.5, including the ability to paste copied text into the message pane and display URLs as hyperlinks.

### Role-Dependent Search Options

**Deltek Tracking: 1196212, 1093984**

- You can now annotate all search restrictions in filters with a visibility condition; this allows you to conditionally hide individual search restrictions.
-

## Displaying Additional Information on iAccess Systems

### Deltek Tracking: 1077740

- **Labels on iAccess Systems** — You can now display the name of an iAccess system on its interface. (1046567)
- **Displaying Information on the iAccess Browser Tab** — If you are logged in to iAccess, your browser tab now displays your name as well as the name of the workspace you are currently viewing. (1211119)

## Enabling Charts in iAccess

### Deltek Tracking: 1097220, 1103856

- You can now create charts and graphs based on the data in your company's Maconomy system, and display these in any iAccess workspace.

## Quotes Workspace

### Deltek Tracking: 1060377, 1060423

- iAccess now includes a new Quotes workspace in the Jobs menu that enables users to create and revise job quotes as well as order confirmations.

## Credit Control Enhancements

### Deltek Tracking: 1065613

- **Credit Control Support** -- Adds support for managing Credit Control events in iAccess in a new Collections workspace.
- **A/R Review Comments** -- Introduces the conversation feature in the Collections workspace.

## Embedded BPM Reports in iAccess Workspaces

### Deltek Tracking: 1068610, 966794, 1142763

- BPM reports are now better integrated in the iAccess interface.

## Invoice History Enhancements

### Deltek Tracking: 586355, 1209696

- This enhancement allows you to track your partially settled invoices, pre-invoices, and credit memos. When you view an invoice's history, the **Payment Status** field now includes Partially Reconciled status. The **Payment Status** field is updated with a Partially Reconciled status. A new **Remainder** field shows the remainder, and you can check the remaining balances at a glance

## Touch

### Updated Icon in the App Store

#### Deltek Tracking: 1209758

- Touch iOS application icon now uses dark lavender in the App Store.
-

## String Object Type for System Numbers

### Deltek Tracking: 1189200

Changing the object type for system numbers to String from Integer to support a higher range of system numbers may affect extensions that you are using in several screens in Touch, such as **Purchase Orders**, **Expense Sheets**, **Vendor Invoices**, and **Draft Invoices**, among others.

## Support for Quotes Approval in Touch

### Deltek Tracking: 1075354

- Touch now supports approval of job quotes.

## Support for Time Entry Check-In and Check-Out Multiple Times Per Day

### Deltek Tracking: 1074882

- You can now register time check-in and check-out entries several times per day using the Check In tab on the **Timesheet** screen.
- This is implemented in the Workspace Client, iAccess, and Touch.

## Integrations

### Deltek Talent Management Organizational Structure Integration

#### Deltek Tracking: 597579

- This enhancement enables you to create and maintain a multi-level organizational structure in Maconomy and synchronize the organization structure to Talent Management making it available when onboarding new hires in Talent Management

### People Planner Integration

#### Deltek Tracking: 1132123

- **Updated Namespace Value for People Planner** – The Web Service Namespace API system parameter is updated with a new default value to use for logging in to the AP.

## System Admin

### Improved Data Import Package Process

#### Deltek Tracking: 1035212, 1037705

- A new Data Import Package process in Maconomy streamlines the import process.
  - A new Data Import Packages workspace streamlines the administration around importing multiple imports, assists in the managing of import data, offers a new level of validation and offers more intuitive insight into import status and error handling.
-

- **Import performance:** Use TDH/DbDesc instead of database lookup – The execution of running imports via the new Data Import Packages workspace has been optimized to improve the time taken to import data. (1079489)
- The **Use Internal Names in Import Dialogs** system parameter enables Maconomy to automatically include internal field names and line types when importing information. (934690)

## APM Template Dashboards

### Deltek Tracking: 1126447

We updated packaging of templates for APM, including Splunk dashboards.

## Performance Improvements

### Deltek Tracking: 1132198

- **Notifications Recalculation Optimization** — There is a significant performance improvement for the recalculation of notifications due to a new collective query that functions by user role. (1062532)
- **Avoid Extraneous Database Operations** — Introduced a setting to switch off legacy lifecycle functionality (1187732)

## Technology Enhancements

### Deltek Tracking: 1132196

- **Exporting Dates and Time Using the Default Format in Excel** – You can now choose to export data to Microsoft Excel in the format defined by your operating system. (1036774)
- **Multiple Fonts Support** – You can now specify a list of fonts to use for rendering text in MPL. Additionally, this feature also supports a fallback font for characters with no suitable font installed to render them. (591777)

## Install and Upgrade Enhancements

### Deltek Tracking: 1132199

- **Updated Message** – The message issued when User Account is blocked to support Reset Password is updated. (996355)
- **MConfig “No Output”** – Mconfig now supports a “no output” option. (783416)
- **People Planner REST URL**– Mconfig is extended to include a People Planner REST API URL for iAccess. (1062525)
- **Disaster Recovery Configuration** – Mconfig now supports a disaster recovery server configuration. (1178503)

## Extension Framework Enhancements

### Deltek Tracking: 1132192

- **Automatic Read Enabled in Container-Executor** – There is a change in the API and the container-executor API read method is now deprecated. Reads are now automatically invoked whenever a data container is queried. (1027580)
-

- **Namespace Annotation for Java Extensions** – This enhancement enables you to easily declare constants that include the namespace for container contributions. (1027580)
- **Ability to Develop iAccess against local coupling service** (1128255)
- **Deprecating iAccess FPU import wizard** (1186303)

## Workspace Client Platform & Usability Enhancements

### Deltek Tracking: 947517

- **Default Communication Protocol for Workspace Client** - Maconomy now uses the Mux-RMI protocol as the default communication protocol to allow for fewer network connections, prevention of network channel timeouts, and better support for load balancers. (1180507)

## Certifications

### Deltek Tracking: 1132203

- **Java SE 8** – Update 231 for Maconomy
- **Oracle 19** – for Maconomy and BPM

**Note:** For Pentaho, Oracle 19, is supported as a data source only and not as a database repository. Additionally, while our BPM packaging supports Oracle 19, SAP itself has not officially certified Oracle 19 for use with BO SP5.

- **iOS 13.x** – for iAccess (iPad)
- **Safari on iOS 13.1.2** – for iAccess (iPad)

**Note:** Beginning with iOS 13.1.2, iPad users can now view BPM reports in either Safari or Chrome. However, for optimal viewing experience, SAP BI mobile still recommends the use of their Mobile BI app.

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## Maconomy 2.5.1 – Detail

This section gives a detailed description of the key features for Maconomy 2.5.1.

### General Enhancements

#### Core Support for Touch Approvals

##### Deltek Tracking: 1231904

This feature adds the ability to customize which approval objects to view in both the Workspace Client and Touch, depending on approval type, approver type, and so on. Approval counters are also added to provide easier reference when viewing records that require your approval.

##### New Workspace

To improve the approval workflow in Touch, the Current Employee Approvals API single dialog is added. In this workspace, you can select various fields to customize how you view approval items in Touch. New features include the following:

##### Absence and Allowance

- These approval items are now supported.

##### My Rejected Items

- Support for rejected approval items, specifically:
  - Counters to display the total number of rejected items belonging to you, sorted by:
    - Items with Approval Hierarchies (time sheets, expense sheets, mileage sheets, purchase orders)
    - Items without Approval Hierarchies (absences, allowances)

##### Totals Counters

- Counter to display the total number of approval items assigned to you as the designated approver for all approval types
- Counter to display the total number of approval items assigned to you as substitute approver **or** super approver for all approval types
- New fields to display the total number of approval items per approval type
- Counter to display the total number of items for approval, available for you, for all selected approval types and for selected approver roles. When you select approver roles for this total by selecting total counters for approver roles, this field displays the sum of the items in the first two bullet items.
- Counter to display the total number of rejected items belonging to you for selected approval types,
- Counter to display the total number of to-dos for you. This is calculated as the sum of selected totals for approvals available for you and all your rejected items.

When utilizing the new functionality, it is possible to specify the approval items to display, such as choosing to view only purchase orders that require your approval as a super approver for Approver B, the designated approver for the purchase orders.

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### Filtering Approval Items

This enhancement adds the ability to specify what approval items should be displayed, depending on the approval type, approver role, or approver name.

You can choose to view a specific approval type, such as time sheets only, that require your approval, using any approver role.

Filtering approval items by approval type is available in the following:

- Current Employee Approvals single dialog workspace
- Current Employee Approvals API single dialog workspace

Both Current Employee Approvals single dialogs and all the Approve by Employee single dialog workspaces are also updated to allow you to filter what approval lines to display in the sub-tab, depending on the approver role and name. When you select the **Show Substitute Lines** or **Show Super Approver Lines** check box(es), the **Approver** field will display and you can enter the employee name or number of a designated approver.

The Current Employee Approvals single dialogs also allow you to filter approval counters by the specified job on approval lines. You can choose to combine different selection criteria to customize what approval items must be displayed.

For example, you can choose to display approval lines for which you are the assigned substitute approver when Employee A, the designated approver, is unavailable to approve items.

Another example of utilizing this feature is choosing to display only a specific approval type, such as invoice allocation lines that need your approval, but also restricting the view to lines that are associated with a particular job.

### Changes to Maconomy

The following workspace is added:

- Current Employee Approvals API single dialog workspace

The following workspaces are updated:

- Current Employee Approvals single dialog workspace
  - Approve Job Budgets by Employee
  - Approve Job Quotes by Employee
  - Approve Customers by Employee
  - Approve Draft Invoices by Employee
  - Approve Time Sheets by Employee
  - Approve Time Sheet Lines by Employee
  - Approve Expense Sheets by Employee
  - Approve Expense Sheet Lines by Employee
  - Approve Purchase Orders by Employee
  - Approve Purchase Order Lines by Employee
  - Approve Vendor Invoice Allocation Lines by Employee
  - Approve Vendor Invoices by Employee
  - Approve Employees by Employee
-

- Approve Jobs by Employee

## Setup Instructions

There are no changes to the usual procedures for setting up approval hierarchies. Assign super approvers to approval hierarchy lines if required by the company. Assign them as you would approvers and substitute approvers.

## Employee Gender on Employee Card Enhancements

### Deltek Tracking: 1249427

Maconomy now supports additional employee gender values in the Employee Card, which promotes diversity and inclusion in the workplace. In addition to the current values “Male,” and “Female,” you can now select “Diverse,” or “Prefer Not to Classify”.

For field descriptions, refer to the Online Help.

## Changes to Maconomy

The following workspaces are updated:

- Employees
- Employee Revisions single dialog
- Contact Persons single dialog

## Enable or Disable the Conversations Functionality

### Deltek Tracking: 1138822

In the Workspace Client, you now have the option to enable or disable the conversations functionality.

### Setup Instructions

#### Enable or Disable Conversations

When you disable a conversation type, the unread messages, and notifications are removed from the workspaces where the conversation type is linked. Existing conversations are still available, however, you cannot add or send new ones.

#### To enable or disable conversations:

1. Go to **Setup » Conversations » Conversation Types**.
2. Create, or select an existing conversation type.
3. Under the Conversation Type island, select the **Enabled** check box to enable, or deselect to disable the conversation.

## Back Office

## Employee Revisions Enhancements

### Deltek Tracking: 1182755

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Previously in Maconomy, you encountered slow performance when you loaded employees with many revisions. The Employee Revisions single dialog workspace and Revision Selection sub-tab in the Employees workspace are added to improve employee revisions performance.

## Example

### All Revisions

If you select this, Maconomy shows all the employee revisions regardless of the selected date range.

### Within Range

If you select this, Maconomy shows all the employee revisions that fully or partially overlap the selected date range.

### Previous, Next, Current (Default)

If you select any of this, Maconomy shows only one employee revision. Either the immediately previous revision, the immediately next revision, or the current revision displays regardless of the selected date range.

## Changes to Maconomy

As part of this enhancement, the following changes are made:

- Updated Employees workspace
- Added Employee Revisions single dialog workspace

## New Supplements and Supplement Types

### Deltek Tracking: 1227573

Two new single dialog workspaces are added to the Workspace Client:

- The Supplements single dialog workspace
- The Supplement Types single dialog workspace

### The Supplements Workspace

The Supplements single dialog workspace is introduced to store a collection of fields open for general information. You can now see the information from Supplements in various Maconomy dialogs. It has two restrictions for access. Both direct access and indirect access to the associated Supplement Type must be granted to see the Supplement. Additionally, it enables you to store information for all the fields that have a title defined in Supplement Types. Note that there can be many instances of Supplements using the structure of a single Supplement Type.

The List of Supplements filter shows the fields in the Supplements tab. The titles that you define in the fields of the Supplement Types single dialog workspace dynamically overwrites the fields in the Supplements tab. However, the filter does not reflect these changes. We cannot reflect the change of titles that a supplement type made to a supplement instance because two different supplement types may have different titles. The filter shows the general information also displayed in the Texts Island of the Supplement Types single dialog workspace.

Note that the islands in this workspace, except for the Supplement Island, are only visible when there are entries in any of the corresponding fields in the Supplement Types single dialog workspace.

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## The Supplement Types Workspace

The Supplement Types single dialog workspace allows you to store the external name of the fields to synchronize across Maconomy. It has direct access control. You can use the workspace to indicate which field from Supplements is in use and associate the field with a descriptive title that users can access across Maconomy. The values that you assign in the fields in each island of the Supplement Types single dialog workspace overwrite the field names in the islands of the Supplements single dialog workspace.

There is a one-to-many relation between Supplement Types and Supplements. Supplement Types. A Supplement Type defines a structure for the Supplements of that type so that they all share the same fields. For example, you can use Invoice Reference Text, Invoice Issue Date, and Confirmed as titles in the structure. In Supplements, there can be several instances with the actual Invoice Reference Text (for example, invoice00017) and Invoice Issue Date (for example, 2020-12-31).

Note that you cannot use Popups or Option Lists in Supplements as these field types hold information in themselves and are unsuitable for generic information. You can write any information in a text field, but in a Popup, you have to select from a set of predefined values. For example, you cannot reuse Popup1 with values Invoice, CreditMemo, and Unknown on Employees. If you need a popup value, an ad hoc solution is more appropriate than Supplements.

## Invoice Supplement

The **Area** field in the Supplement Types single dialog workspace enables you to control in which dialogs you can see the supplements by using Invoice Supplement type. If you use the new area type, it allows the supplements to be added to an invoice and to display on predefined dialogs like Customer Entries.

If you select Invoice Supplement as area, the system connects the specific instance of the supplement to an invoice and allows the supplement to display on the following relations:

- Draft Invoice
- Invoice
- Customer Entries
- Finance Entries
- Tax Settlement Entries

## Invoice Supplement Name

The **Invoice Supplement Name** field is now available on filters of dialogs that display Finance Entries. You can search the field that has the name of the corresponding Supplement. Additionally, it is the only field from Supplements that is available on the filter, unless a custom universe is created. Invoice Supplement Name does not display by default in the filter, but you can add it manually or in custom layouts.

Additionally, you can add more information in the Entry tab of the Financial Analysis workspace for Finance and Customer by customizing the layout. For example, you can add **Fapiao Number** field, which automatically derives its field name from Supplement Types (internally: Text 01 Title) and the field content from Supplements (internally: Text 01). This functionality also exists in the Tax Entries assistant of the Tax Settlement tab of the Financial Operations workspace. Both Invoice Supplement Name and Fapiao Number are not part of the standard layout. You must add them in customization.

## Changes to Maconomy

The following changes are made to support this feature:

- New Supplements single dialog workspace
  - New Supplement Types single dialog workspace
-

- Updated Jobs workspace
- Updated Show Job Invoice single dialog workspace
- Updated Job Credit Memo single dialog workspace
- Updated Show Invoice single dialog workspace
- Updated Credit Memos single dialog workspace
- Updated Show Credit Memo single dialog workspace
- Updated Show Job Credit Memo single dialog workspace
- Updated Financial Analysis workspace
- Updated Financial Operations workspace
- Updated Approval Hierarchies workspace
- Updated Approval Hierarchies single dialog workspace

### Install / Upgrade Considerations

This feature is available by default. Note that you can add Supplements to old Invoices. Thus, they display on Finance Entries and Customer Entries. However, on Tax Settlement Entries, they first show on Invoices that were created after Supplements are introduced in Maconomy 2.5.1.

## Vendor Remittance Emails Workspace

### Deltek Tracking: 1154339

When you pay vendors, a remittance advice is required to provide details of all invoices and credit notes settled on a specific payment date. The Vendor Remittance Emails workspace is now available in the Accounts Payable module to support this.

Specifically, you can do the following in the new workspace:

- Send vendor remittance emails to show that the vendor invoice was paid within the payment terms.
- View vendor remittance email logs and track all attempts to send the vendor remittance emails.

This feature enables you to generate emails with an automatically generated attachment that contains the remittance advice for each vendor. Each payment generates an entry. You can report these entries as an on screen query for audit purposes.

### Example

Each month, the Accounts Payable team reviews the vendor accounts (both external and internal vendors, such as employee expenses and credit cards) on each company. They pay the approved invoice and credit note entries, which are due for payment in accordance with the agreed payment terms for each vendor.

Once a payment is generated, the company signatory manually or electronically signs it, and sends it to the vendor. This may be in the form of a physical check or an electronic bank transfer. Maconomy can now generate the remittance advice and send it to the vendor's email address on the payment date or another preferred date.

---

## Vendor Remittance Email

The vendor remittance email contains a subject, body, and the necessary payment details attached in the email as a PDF. Maconomy sends the email to an email you specified in the new **Remittance Email Address** field in **Single Dialogs » Accounts Payable » Setup » Vendor Information Card** and **Single Dialogs » Accounts Payable » Setup » Company Specific Vendor Information Card**.

The following is the standard subject for the vendor remittance email:

"<SETTLINGCOMPANYNAME> - Payment Remittance"

The standard body of the email is as follows:

"Enclosed is your payment remittance from <SETTLINGCOMPANYNAME>. Please do not reply to this email as it is sent from an automated address that is not monitored."

**Note:** Maconomy replaces the value of the <SETTLINGCOMPANYNAME> with the Settling Company name of the company vendor.

The attachment on the email is the relevant P\_PaymentOrder print from **Single Dialogs » Banking » Payment » Show Payment Orders**, with the new MPL layout. Maconomy updates the log immediately after you click the **Email Remittances** action or when you click **OK** in the warning that displays for missing email (if applicable). Additionally, if no email is specified for a vendor linked to a payment selected for email, a warning message appears, and the system does not send an email for that company vendor. Maconomy also logs this.

## Send Vendor Remittance Emails

### [Send Vendor Remittance Emails Procedures](#)

For a selected payment number, you can enter a vendor number range in the **Vendor No.** field to further select which company vendors receive a vendor remittance email. You can also show only the payments that have not been included in an email sent to the company vendor. Once the selection criteria is set, click the **Email Remittances** action in the Payment Order sub-tab to send the emails. If preferred, a background task can also trigger the action to automate the remittance emails.

If you wish to select multiple payment orders for a single company vendor, the PDF contains one payment per page. If you select multiple company vendors, the system sends a single email to each of the company vendors.

## View Vendor Remittance Email Logs

### [View Vendor Remittance Email Logs Procedures](#)

You can view a history of previously sent vendor remittance emails. You can also limit which log entries to show through the following Vendor Remittance Email selection criteria:

- Payment No.
- Company No.
- Vendor No.
- Payment Date
- Logged Date

Furthermore, you can restrict the entries to show the vendor remittance emails with the following status:

- Found
-

- Missing
- Both

**Note:** Emails that failed due to setup error with email server, sender, or incorrect remittance email address still shows as successful. If a background task fails, the payment is still marked as sent as a part of a remittance email.

To investigate which remittance emails failed as a part of a failed background task due to setup issues, get the instance key of the background task and look up the VendorRemittanceEmail relation on the **BackgroundTaskInstanceKey** field. Then, use the **RemittanceEmailInstanceKey** field on the VendorRemittanceEmailLogs relation to look for the payment logs included on that email.

## Changes to Maconomy

The following changes are made to support this feature:

- Added Vendor Remittance Emails workspace
- Added Vendor Remittance Email Logs single dialog workspace
- Updated Vendor Information Card single dialog workspace
- Updated Company Specific Vendor Information Card single dialog workspace

## Procedures

### Send Vendor Remittance Emails

To send vendor remittance emails:

1. Go to **Accounts Payable » Vendor Remittance Emails » Vendor Remittance Emails**.
2. In the Selection Criteria island, enter the payment number in the **Payment No.** field.
3. In the **Vendor No.** field, enter or search the range of company vendors that you wish to send the vendor remittance email.
4. Enter the payment date range in the **Payment Date** field.
5. In the **Vendor Group** field, select the vendor group from the drop-down list.
6. Click **Save**.
7. On the Payment Orders sub-tab, click the **Selected** check box of the payment you wish to send.
8. Click the **Email Remittances** action to send the vendor remittance email.

### View Vendor Remittance Email Logs

To view the vendor remittance email logs:

1. Go to **Accounts Payable » Vendor Remittance Emails » Vendor Remittance Email Logs**.  
OR  
Go to **Single Dialogs » Accounts Payable » Registration » Vendor Remittance Email Logs**.
  2. In the **Payment No.** field, enter the payment number.
  3. In the **Vendor No.** field, enter or search the range of company vendors that you wish to send the vendor remittance email.
-

4. Enter payment date range in the **Payment Date** field.
5. In the **Vendor Group** field, select the vendor group from the drop-down list.
6. Click **Save**.

The results display on the Vendor Remittance Email Log sub-tab.

## Aggregate Finance Entries Over Dimensions and Tasks

### Deltek Tracking: 1186465

Previously, the dimension periods only aggregated finance entries with the same dimensions. This enhancement enables you to create an aggregate over finance entries posted with the same dimensions and tasks in the same fiscal year.

This feature includes:

- New Dimension Task Period Relation
- System Parameter for Calculating Dimension Task Periods
- Enhanced Recalculate Period Figures Program
- New Show Dimension Periods and Show Dimension Task Periods Single Dialogs

### New Dimension Task Period Relation

A new Dimension Task Period relation is added to Maconomy. It holds the same fields and information and works similarly to the existing functionality of dimension periods, but with the addition of the new **Task Name** field where the finance entries were posted. You can use the field to aggregate the finance entries together with the dimensions. When a finance entry is posted, the amounts from it are added together with the other finance entries posted in the same fiscal year, and which share the same dimensions, company, and task.

You can now use the dimension task period to easily search an overview of similar financial postings in the same fiscal year. When you create or update a dimension period, a dimension task period is also created or updated. If you do not use tasks, then the dimension task periods match the dimension periods.

Note that when a fiscal year is closed, the closing balance of the dimension task periods are aggregated to the year-end closing account. If no task is associated with year-end closing, the dimension task periods for the year-end closing account are only aggregated according to the dimensions and not tasks. Thus, the dimension task period of the year-end closing account becomes identical to the dimension period of the year-end closing account.

### System Parameter for Calculating Dimension Task Periods

A new system parameter called **Calculate Dimension Task Periods** is introduced to enable Maconomy to create, calculate, and maintain dimension task periods for aggregating posted finance according to their dimensions and tasks. This only affect future postings, no dimension task periods are created for previously posted entries.

When you enable the system parameter, a warning message displays that states that you must recalculate period figures to include historical data, which includes year to date for previously posted finance entries. When you disable the system parameter, a warning displays to inform you that dimension task periods are no longer calculated or updated for new postings. Maconomy no longer creates and maintains task periods when you post finance entries or do the year-end closing.

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When you enable the system parameter again after a time, you need to recalculate all period figures to create and update the dimension task periods for the finance entries posted during the time the system parameter is disabled.

### Enhanced Recalculate Period Figures Program

The Recalculate Period Figures dialog and support program is also enhanced to enable you to recalculate the aggregate of finance entries over dimension periods and tasks for previous fiscal years. All dimension task periods for the selected fiscal year, accounts, and companies are removed. Then, they are recreated and recalculated based on the finance entries posted in the given fiscal year.

For example, if you changed the finance entries since their original posting and recalculated the period figures, the new dimension task periods only reflect the current finance entries instead of the original posting. You can use this functionality to calculate dimension task periods for previous fiscal years to get an aggregate over the dimensions and tasks and to get the correct opening balance on the current fiscal year.

### New Show Dimension Periods and Show Dimension Task Periods Single Dialogs

Two new single dialogs are added to help you search the content of the dimension periods and dimension task periods that you can access. Note that you cannot edit the content in the single dialogs and there are access controls to the company on the entry.

### Changes to Maconomy

The following changes are made to support this feature:

- Updated System Setup workspace
- New Show Dimension Periods single dialog
- New Show Dimension Task Periods single dialog

### Setup Instructions

#### To enable this feature:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Calculate Dimension Task Periods** parameter.
3. On the System Parameter sub-tab, select the **Calculate Dimension Task Periods** check box.
4. Click **Save**.
5. Run the recalculate period figures support program for the current fiscal year.

### System Parameters

Parameter	Description
Calculate Dimension Task Periods	Select this parameter to enable Maconomy to create, calculate, and maintain dimension task periods. This system parameter is disabled by default.

Parameter	Description
	If it is deselected, Maconomy does not create or update the dimension task periods when you post finance entries.

## Access Control for Format Specification

### Deltek Tracking: 1179116

This enhancement introduces access control to the relations in the Format Specification workspace and module. Maconomy now enables you to limit which users can access and change information used for making payments.

This feature includes:

- New Access Level on Formats
- New User Island for Tracking Changes
- Access Control for Import Format Descriptions

### New Access Level on Formats

The **Access Level Name** and **Access Level Description** fields are added to the format relations of Format Specification workspace, Output Data Format Section, Input Data Format Section, Outgoing Payment Format Section, Customer Payment Format Section, Import Format Section, and Export Format Section. Only users who have the access level assigned to them can see and change information on the relations.

You need access to the format before you can access the Form, Record, and Field relations. For example, you cannot access the Specification of Output Data Forms, Specification of Output Data Fields, or Specification of Output Data Records single dialog workspace if you do not have access to the Specification of Output Data Formats single dialog.

Additionally, this enhancement restricts the input data formats and output data formats that you can use on customer payment formats and outgoing payment formats. On the payment formats, you can only assign data formats that you can access. The same limitation applies to assigning input data forms and output data forms on customer payment form and outgoing payment form.

However, you can assign a payment form or customer payment to a payment mode or customer payment mode even though you do not have access to them. The access control only limits the ability to edit the setup information in the payment forms but not their use.

### New User Island for Tracking Changes

A User island is added to the tabs in the Format Specification module and Format Specification workspace. The following fields are added:

- Created
- Changed
- Version

These enable you to track the users who created the entries as well as the users who made changes to the information in the workspaces. The fields store information of the most recent changes to the formats and forms used for payments.

### Access Control for Import Format Descriptions

This enhancement also adds access control to the import program used to set up payment formats, forms, records, and fields in the Import Format Descriptions single dialog workspace. You cannot make any changes to any formats if you do not have access rights. Additionally, you cannot assign access levels to formats through the import program.

For example, if you try to change a format with an access level assigned, for which you do not have access to, an error message displays. Likewise, you cannot assign input data and output data formats or forms for customer payment formats and forms, and outgoing payment formats and forms, if you do not have access. However, you can make these changes in the Format Specification workspace.

### Install / Upgrade Considerations

For existing formats and forms created prior to this release, the fields in the new User island are blank after you upgrade to version 2.5.1. The **Changed** field will only be updated once you make changes to the forms and formats. Furthermore, the **Created** field will only be set for new forms and formats.

### Changes to Maconomy

The following workspaces are updated to support this feature:

- Format Specification workspace
- Specification of Output Data Formats single dialog workspace
- Specification of Output Data Forms single dialog workspace
- Specification of Output Data Records single dialog workspace
- Specification of Output Data Fields single dialog workspace
- Specification of Input Data Formats single dialog workspace
- Specification of Input Data Records single dialog workspace
- Specification of Input Data Fields single dialog workspace
- Specification of Outgoing Payment Formats single dialog workspace
- Specification of Outgoing Payment Forms single dialog workspace
- Specification of Customer Payment Formats single dialog workspace
- Specification of Customer Payment Forms single dialog workspace
- Specification of Import Formats single dialog workspace
- Specification of Import Forms single dialog workspace
- Specification of Export Formats single dialog workspace
- Specification of Export Forms single dialog workspace
- Import Format Descriptions single dialog workspace

## Statutory/BPM

### Natural Sign in Finance Reports

Deltek Tracking: 1209944

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Prior to this release, financial figures on Profit and Loss accounts followed a standard with sign. BPM Finance reports usually displayed finance figures based on how they are posted in Maconomy. However, not all users are familiar with the standards on sign. For example, a sale is a credit on a sales account. Thus, in bookkeeping, it prompts a debit on balance accounts, for example, cash when you transfer Profit and Loss to balances from a reporting perspective.

When sales and costs are both positive because of accounts that appear in groups and the signs are implied, you can now report on financial figures with the ability to display with a natural sign. This enhancement introduces the **Use Natural Sign** prompt to enable you to freely control whether the signs in the Finance reports should be flipped because a group of accounts imply it. Additionally, revenue now shows as a positive number as opposed to a negative number, for example in a credit balance.

### Example

For example, 1010 and 1020 are sales accounts, and 2210 and 2230 are cost accounts. 1010 and 1020 are grouped under "Revenue". 2010 and 2230 are grouped under "Cost". Both groups are under "Gross Profit". The debited amount and credited amounts could look like this:

Gross Profit	Balance	Debit	Credit
Revenue			
1010	2500		2500
1020	7000		7000
<b>Revenue Total</b>	<b>9500</b>		<b>9500</b>
Cost			
2210	1600	1600	
2230	4000	4000	
<b>Cost Total</b>	<b>5600</b>	<b>5600</b>	
<b>Gross Profit Total</b>	<b>3900*</b>	<b>5600</b>	<b>9500</b>

The signs of the figures on the revenue accounts are flipped so that Debit - Credit yields 2500 and 7000 instead of -2500 and -7000. The figures on the cost accounts are not flipped concerning sign.

When calculating the Gross Profit Total, we flip the sign again so that Debit - Credit yields 9500 - 5600 instead of 5600 - 9500.

The prompt is added to the following reports:

- **BPM Analysis**
    - Profit and Loss Overview with Forecast
    - Profit and Loss Periodical Analysis
  - **BPM Reporting**
    - Balance Sheet
    - Balance Sheet Movement
-

- Cash Flow Forecast
- Cash Flow Statement
- Cash Flow Statement, by Dimension
- Profit and Loss
- Profit and Loss, Comparative Year
- Profit and Loss, Fiscal Year
- Profit and Loss, Periodic
- Profit and Loss, by Dimension
- Trial Balance
- Trial Balance Analysis
- Trial Balance No Grouping

The transaction reports, which are linked to the finance reports where natural sign applies, do not display in natural sign even though the finance reports do. For example, if linking from a finance report like Profit and Loss or Balance Sheet where you enabled natural sign, the balance amount may not be equal to the balance displayed in the transaction report because the transaction report does not apply natural sign.

## New Reporting Structure for Cashflow Statement Indirect Method

### Deltek Tracking: 1235863

A new reporting structure for Cashflow Statement Indirect Method Report is added to the standard PSO solutions. The structure is added as an import file. You can easily name the grouping levels. However, this structure for the Cashflow is mandatory. We recommend that you follow the [Reporting Structure for Cashflow Statement Indirect Method setup instructions](#).

Classification	Account No.	Description	Invert Sign	Selected for Moving
1		Net Cashflow Total	<input type="checkbox"/>	<input type="checkbox"/>
2		Operating Activities	<input type="checkbox"/>	<input type="checkbox"/>
3		Net Profit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
402		Depreciation & Amortization	<input checked="" type="checkbox"/>	<input type="checkbox"/>
418		Inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
424		Accounts Receivable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
428		Prepaid and other current assets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
469		Accounts Payable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
476		Accruals and Other Current Liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
555		Foreign currency transaction losses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
561		Investing Activities	<input type="checkbox"/>	<input type="checkbox"/>
562		Additions to property, plant and equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
728		Financing Activities	<input type="checkbox"/>	<input type="checkbox"/>
729		Proceeds from Issuance of Stock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
777		Long Term Debt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
796		Cash Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
831	Missing	Missing Total	<input type="checkbox"/>	<input type="checkbox"/>

Sample Reporting Structure

The report displays amount sign, depending on how you use the Invert Sign functionality of the reporting structure. The **Invert Sign** check box controls the sign of the amounts displayed.

In the sample reporting structure, the **Invert Sign** check box is selected on the Additions to property group level but not on the Investing Activities group level. We want to flip the sign of the value of the

Additions to property without changing the sign of the value of the Investing Activities group. For example, we have \$100 in Additions to property. If you use the sample reporting structure, the report displays the amount as -\$100 both in the Additions to property and Investing Activities.

**Note:** When you select the **Invert Sign** check box, the inverted amounts are used in the computation instead of the original amount.

Additionally, the functionality enables you to determine whether you have a Cash inflow or a Cash outflow. The report should have the same amounts on Cash Closing Balance and Cash Reconciliation rows. If this is not the result, you may need to revisit the reporting structure for any missing or excess accounts, and check if you applied the invert sign properly.

## Reporting Structure for Cashflow Statement Indirect Method

### To create a reporting structure for Cashflow Statement Indirect Method:

1. Go to **Setup » System Setup » Parameters and Numbers » Option Lists**.
  2. Click **+ New Option List**.
  3. In the **Option List No.** field, enter **Finance**.
  4. Click **Create**.
  5. On the Options sub-tab, click **Add Option** or press **Ctrl + M**.
  6. In the **Name** and **Description** fields, enter **Cashflow Statement**.
  7. Click **Save Option (Enter)**, then click **Save Option List (Enter)**.
  8. Go to **Setup » Reporting » Reporting Structures**.
  9. Click **+ New Reporting Structure**.
  10. In the Create Reporting Structure dialog, enter the following setting:
    - **Name** — Cashflow Statement
    - **Description** — Cashflow Statement Reporting Structure
    - **Type** — Account
    - **Option List** — Finance
    - **Selected Value** — Cashflow Statement
- If Business Performance Management Reporting has already been set up in Maconomy, the option list might already exist; if so, add only the value Cashflow Statement and description.
11. Click **Create**.
  12. Insert group headers, sub-group headers to provide the desired account structure, similar as done above. Cashflow usually only include a small subset of accounts. Thereby, the reporting structure works as a filter on accounts in addition to providing a hierarchical structure.
    - a. Add two top-level groups for **Net Cashflow** and **Cash Reconciliation**.
    - b. Under Net Cashflow, add three sub-level groups for **Operating, Investing, and Financing Activities**.
    - c. Then, you can configure the next levels based on your preference.
-

## New Standard Dimensions

### **Deltek Tracking: 1269228**

Specification 4-10 and Local Specification 4-10 are new standard dimensions from version 2.3 added to the BPM Reporting and BPM Analysis universes. You can now use and add these dimensions to the reports, if needed.

## BPM Aging Reports Enhancements

### **Deltek Tracking: 1165941**

The BPM Aging Reports are enhanced for flexibility and improved performance. This feature includes:

- Simplified CalendarDayPV
- New Aging Periods Replace Due and Not Due Columns
- Current Date as the Default Statement Date
- New Dimension Objects for Flexible Aging Period Reporting

### Simplified CalendarDayPV

Previously, the performance view CalendarDayPV indexed the date string fields that EX-views provided on the Calendar Day table. However, BPM reports needed date fields instead of date string fields. The performance view also combined with a blank row in order to avoid outer joins on date fields that were not mandatory in the database. The blank row in the performance view enabled the use of inner joins, which provided better performance.

On Oracle, the performance view is a Materialized view, which defines one physical table. However, SQL Server does not offer Materialized views. It is defined using two indexed views combined in a union using a database view. This is the only option on SQL Server, which affected the system performance.

This feature redefines internal structure definition of the CalendarDayPV performance view to exclude the combination with a null-row. Instead, the null-row is added to the Maconomy table CalendarDay. Thus, it improves the performance on MS SQL Server. The drop script is also corrected since it no longer needs to drop the null-row table and its view log.

The RowID could also slow down performance because it may order the clustered index instead of the dates. When you restricted to date intervals, the system needed to find the dates in various places in the table. For SQL Server, the RowID was removed from the indexed view. Both the performance views for Oracle and SQL Server are updated.

### New Aging Periods Replace Due and Not Due Columns

This enhancement replaces the Due and Not Due total columns of all Aging Reports with two new Aging periods. In order to have a total column that summarizes all that is due, you can set up an aging period. The following reports are updated:

- AP Aging
  - AR Aging
  - AR Aging, by Account Manager
  - AR Aging, by Dimension
  - AR Aging (Customer Hierarchy)
  - AR Transactions
-

Previously, the amount displayed in the Balance column was calculated as the [Due] + [Not Due]. Now, the system calculates the balance as [Period 1] + .. + [Period 4]. Therefore, the balance shows the sum of the periods.

### Current Date as the Default Statement Date

All Aging Reports now use the current date as the default statement date. The Keep Last Value property is no longer set to enable you to run the report more efficiently. The report queries now use the Statement Date universe parameter instead of a query prompt. The filter prompt on the statement date of all Aging Reports are enhanced to make Current Date the default value.

### New Dimension Objects for Flexible Aging Period Reporting

This enhancement introduces **Period Title**, a dimension object that displays the period title. It is placed as the first object in the Period Title folder. A dimension object named **Period No.** is also added to enable you to sort the periods by their order of appearance in Maconomy. This enhancement facilitates more flexibility with the number of periods displayed, if you derive the number of periods from the periods set up in the aging principle in question.

You can now create Aging Reports more easily by creating two queries. First, you can select these dimension objects from the Aging Principle or Period Titles to restrict to a certain aging principle (for example, by means of the option list and selected option, or by prompting on Aging Principle). You can now select the balance object along with a dimension like Customer or Company. Then, you can select the Period Title and Period No. from the Aging Period folder.

You can use the dimension objects in a cross-tab table that dynamically adjusts to the periods defined and the periods for which there are fact data. A combination of Period Title and Period No. are stated as two horizontal rows. If you put the Period No. first, you get the correct sorting without having to add a sorting manually. The Balance object is stated as measure, and the dimension like Customer or Company is the vertical dimension. The cross-tab now displays the aging period's setup regardless if it contains any amount.

Note that the objects defined in the Aging Period folder are not related to any fact data. They are dimensions that display the full range of aging period data setup regardless if there are any fact data in the individual periods. These dimensions are necessary in order to create cross-tab tables where the columns display all the periods set up even though there are no data. This is contrary to the dimensions in the Aging Principle table, where they are combined with the fact table so they are restricted by the fact data. The AP Aging and the Job Invoicing universes are also updated.

Additionally, a new derived table AGINGPERIOD\_D is introduced to get all the aging periods. It is separated from other tables so that you are not restricted by the fact entries.

## New Filter in AP Aging, AR Aging, and WIP Aging

### Deltek Tracking: 1220989

Previously, the AP Aging and AR Aging reports showed vendors and customers even though there were no outstanding figures on the aging columns. The vendors and customers displayed though the aging columns all showed zero-amounts. The WIP Aging reports filtered rows where all amounts were zero. However, rows on lower drill levels (Customer level or Job level, for example) could have non-zero amounts that summarized to zero. Thus, the system filtered these rows as well.

This enhancement adds a table filter to the Aging reports to enable you to filter rows if the aging columns are zero. For WIP Aging reports, zero-rows are now filtered only if there are no amounts on the lower drill levels.

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## UK Tax Submission and Statutory Reporting Workspaces

### Deltek Tracking: 1220995

The statutory reports were previously available under BPM Statutory Reporting in **Reporting » Reports » Overview**. The UK Tax Submissions workspace and the Statutory Reporting workspace are added to the Workspace Client to enable you to easily access these reports.

Specifically, you can access the following in the Statutory Reporting workspace:

Country	Reports
Belgium	<ul style="list-style-type: none"> <li>▪ Customer Listing</li> <li>▪ Intra Community Listing</li> <li>▪ Tax Declaration</li> </ul>
France	<ul style="list-style-type: none"> <li>▪ Accounting Entry File</li> </ul>
Sweden	<ul style="list-style-type: none"> <li>▪ Standard Import/Export (SIE)</li> </ul>
Norway	<ul style="list-style-type: none"> <li>▪ Standard Audit File – Tax (SAF-T)</li> </ul>
India	<ul style="list-style-type: none"> <li>▪ Overdue Vendor Payments</li> </ul>
Germany	<ul style="list-style-type: none"> <li>▪ GOBD</li> </ul>

For more information on the UK Tax Submission Workspace, refer to *Deltek Maconomy BPM Description Guide*.

### Upgrade

For more information related to upgrade from a previous BPM version to 2.5.1, refer to the **Uninstallation of Existing BPM IA SPUs** instructions in *Deltek Maconomy BPM Admin Guide*.

### Setup in Maconomy

For more information related to the Workspace and System Parameter Setup, refer to *Deltek Maconomy BPM Admin Guide*.

## Tax Settlement Report Enhancements

### Deltek Tracking: 1221003

Previously in the Tax Settlement report, you could filter entries by date intervals. The report prompted for tax period and date. However, tax settlement is run across periods and not entry dates. The Entry Date prompts are removed from the Tax Settlement Report and the Period prompts are now mandatory. Entry dates are no longer in the report but they are in the Tax Entries tab in the Workspace Client for lookup and reference. This enhancement requires you to use the period intervals for filtering in the report instead of arbitrary date intervals. Furthermore, all companies that use tax reports should now settle their taxes using the tax settlement functionality in Maconomy.

## New Reporting Structure Name Prompt in Finance Reports

### Deltek Tracking: 1154024

Prior to this release, each finance report used a specific reporting structure for grouping accounts. Each finance report had an associated reporting structure setup in Maconomy, through an option list and a selected option in that list. A new prompt is introduced to enable you to run the same finance report using different reporting structures, depending on the situation.

This enhancement adds the **Reporting Structure Name** prompt as a mandatory prompt to the Finance reports to enable you to easily specify the format of account headers and subtotals when you run the reports. You can now choose one of the reporting structures that has been set up. The prompt has no value by default but you can save a finance report in the BI LaunchPad with a certain answer for that prompt. Then, the prompt is prefilled when you reopen the report.

Additionally, it gives you the flexibility to select the structure that you wish to use. For example, you can have a special structure for a US GAAP balance sheet and IFRS balance sheet. Then, select which structure to use for the report instead of having two reports for each type (GAAP and IFRS) with their own separate structure embedded into BPM.

Note that if you save a finance report with a value for the Reporting Structure Name prompt, it only works if you are running the report from BI LaunchPad. If you run the report from the Workspace Client, the value from the workspace selection criteria overwrites the value you selected in the report. Additionally, there are no changes in the Workspace Client. You still need to fill the selection criteria when running a report. You cannot search a report you previously saved with prompt answers. Thus, you still have to fill the **Reporting Structure** field in the Financial Reporting workspace in Maconomy when running a report.

## German GoBD GL Data Export Requirement

### Deltek Tracking: 1220987

GoBD, also known as Grundsätze zum Datenzugriff und zur Prüfbarkeit digitaler Unterlagen (GDPdU), is required in Germany if requested by the financial or tax authorities. The export is designed to provide external auditors and tax authorities in Germany and other countries with an extract of the General Ledger either in its entirety or for selected subsets of the General Ledger or sub-ledger.

The purpose of the GOBD data export is to produce several CSV files and one XML file for tables of contents that are based on the different books for submitting and receiving responses to and from German tax authorities. This data export consists of 28 sub-reports that are defined as CSV files for individual financial books and an XML file that acts as a table of contents.

The report can be accessed via the Workspace Client in the **Report Overview » German Statutory** link. A new sub-tab is also created in the Workspace Client: **Reporting » Statutory Reporting » Statutory Reporting » German » GOBD**.

Each of the report types has separate selection criteria that are situated within the German Statutory workspace.

### Reports

The following reports are included with the German GoBD Data Export. They are grouped here by type:

Type	Report Name
Asset Master Data	<ul style="list-style-type: none"> <li>▪ Asset</li> <li>▪ Asset Group</li> </ul>

Type	Report Name
Asset Transactions	<ul style="list-style-type: none"> <li>Asset Entry</li> </ul>
Banking Master Data	<ul style="list-style-type: none"> <li>Payment Agent Information</li> <li>Payment Mode</li> </ul>
Company Master Data	<ul style="list-style-type: none"> <li>Company Information</li> </ul>
Customer Master Data	<ul style="list-style-type: none"> <li>Company Customer</li> </ul>
Customer Transactions	<ul style="list-style-type: none"> <li>Customer Entry</li> </ul>
Employee Data	<ul style="list-style-type: none"> <li>Employee</li> </ul>
Finance and VAT Entries	<ul style="list-style-type: none"> <li>Finance Entry</li> </ul>
Finance Master Data	<ul style="list-style-type: none"> <li>Account</li> <li>Local Account</li> </ul>
Item Master Data	<ul style="list-style-type: none"> <li>Item</li> <li>Item Group Information</li> </ul>
Job Entries	<ul style="list-style-type: none"> <li>Job Entry</li> </ul>
Job Master Data	<ul style="list-style-type: none"> <li>Activity</li> <li>Job Header</li> <li>Job Posting Reference Line</li> <li>Task List Header</li> </ul>
Job Order Transactions	<ul style="list-style-type: none"> <li>Job Order Transaction</li> </ul>
Order Line Data	<ul style="list-style-type: none"> <li>Order Line</li> </ul>
Order Master Data	<ul style="list-style-type: none"> <li>Order Header</li> </ul>
Subscription Master Data	<ul style="list-style-type: none"> <li>Subscription Order Header</li> </ul>
Tax Master Data	<ul style="list-style-type: none"> <li>FinanaceVatCode</li> <li>VatCode</li> </ul>
Vendor Master Data	<ul style="list-style-type: none"> <li>Company Vendor</li> </ul>
Vendor Transactions	<ul style="list-style-type: none"> <li>Vendor Entry</li> </ul>

The export can be accessed via the Workspace Client. This is stored in **Report Overview** workspace » **German Statutory** link.

The following files are generated as part of the export:

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- Report file(s) (.csv)
- Index file (.xml)
- DTD file (.dtd)

## Cashflow Statement Indirect Method Report

### Deltek Tracking: 1113809

The Cash Flow Statement Indirect Method report is a financial report used in business processes for performance management and outlines how cash flows in and out of a business. This report displays financial figures in a certain reporting structure. It outlines the standard Operating Activities, Investing Activities, and Financing Activities sections.

The report is sectioned by currency, company number, and name.

There are two ways to display the figures in a cashflow statement report: the *Direct Method* and the *Indirect Method*. This report uses the indirect method.

In the indirect method, figures are calculated differently depending on whether it is a P/L account or a Balance sheet:

- For P/L accounts, the movement on the account for the period selected is displayed.  
For example, if an invoice and corresponding payment were registered in the period, the amount excluding tax would typically appear in the group *Net Profit*, which groups P/L accounts. The amount of the invoice is then included in what is displayed for Net Profit in the cashflow statement, with the corresponding balance sheet account for AR showing up in the Operating Activities in the changes in Accounts Receivables section.
- For Balance sheet, the closing balance on the account is subtracted from the corresponding closing balance on the account from the previous year.  
For example, if a cash account closed at \$1000 at the end of the selected period last year, and it closed at \$2500 at the end of the selected period for the current year, the current period should display \$1500; thereby, indicating a *cash-inflow*.

### Invert Sign Option

You can apply this bookkeeping sign, by creating a reporting structure in the Workspace Client and selecting or deselecting the checkbox in **Invert Sign** column. By doing this, you can then tell which accounts need to have the natural sign and which do not.

**Note:** This applies to the Reporting Structure setup referenced and explained in the **Setup** section.

The goal and purpose of this report is have same amount on the **Cash Closing Balance** and **Cash Reconciliation** rows. If this does not occur, you may need to revisit the reporting structure for any missing or excess amounts, or to ensure that **Invert Sign** is properly applied.

**Note:** For more information and background, see the [Natural Sign in Finance Reports](#) feature in this guide.

### Cashflow Statement Indirect Method Reporting Structure Overview

Although you can freely name the grouping levels, it is mandatory to have a specific basic structure in place for Cashflow. This structure is as follows:

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1. **Net Cashflow** (top level)
  - a. **Operating Activities** (sub-level)
  - b. **Investing Activities** (sub-level)
  - c. **Financing Activities** (sub-level)
2. **Cash Reconciliation** (top level)

As shown here, you must have two top-level groupings: Net Cashflow and Cash Reconciliation. Additionally, you must use three sub-level groupings within Net Cashflow: Operating Activities, Investing Activities, and Financing Activities.

Additional sub-levels within these groupings can be configured anyway you wish to suit your reporting and business purposes.

**Note:** For more information on this new reporting structure, see [New Reporting Structure for Cashflow Statement Indirect Method](#).

## Updates for 1099 MISC and NEC Changes

### Deltek Tracking: 1226383

Effective tax year 2020 for US companies, the 1099 MISC form no longer reports on non-employee compensation in Box 7. The 1099 MISC report is updated so that this field is removed from the report and the option list is updated accordingly.

The new 1099 NEC form is used only to report on non-employee compensation. A new report is created to address this new requirement with corresponding updated option list.

This feature includes the following items:

- Updates to the 1099 MISC Report
- Support for the 1099 NEC Report

**Note:** For more information 1099-MISC and 1099-NEC setup and option list setup, see the [Deltek Maconomy BPM Admin Guide](#).

### Changes to Maconomy

The 1099 MISC report is updated to remove box 7, non-employee compensation (NEC). Non-employee compensation is now handled exclusively through the new 1099 NEC form.

### 1099 MISC Changes

As of tax year 2020, the arrangement of boxes and the naming of the boxes in the 1099 MISC report will change. The following table describes these changes:

#### Boxes

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Previous Box No.	Box Title	New Box No.	Box Title
1	Rents	1	Rents
2	Royalties	2	Royalties
3	Other Income Federal	3	Other Income
4	Income Tax Federal	4	Federal Income Tax Withheld
5	Fishing Boat Proceeds	5	Fishing Boat Proceeds
6	Medical and Healthcare Payments	6	Medical and Healthcare Payments
7	Nonemployee Compensation	7	Payer Made Direct Sales of 5000 or More
8	Substitute Payment in Lieu and Dividends or Interest Payer Made	8	Substitute Payments in Lieu of Dividends or Interest
9	Direct Sales of X 5000 or More	9	Crop Insurance Proceeds
10	Crop Insurance Proceeds	10	Gross Proceeds Paid to an Attorney
11	<i>blank</i>	11	<i>blank</i>
12	<i>blank</i>	12	Section 409A Deferrals
13	Excess Golden Parachute Payments	13	Excess Golden Parachute Payments
14	Gross Process Paid to an Attorney	14	Nonqualified Deferred Compensation
15a	Section 409A Deferrals	15	State Tax Withheld
15b	Section 409A Income	16	State Payers State No. <b>Note:</b> Because the report is not pulling data for this field but from the company vendor's tax number, this option can be left out.
16	State Tax Withheld	17	State Income
17	State Payers State No.		
18	State Income		

The most notable change is that the previous value of box 7 is taken out. Additionally, the split of box 15 into 15a and 15b has been rearranged number-wise, and there are new titles on some of the boxes.

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## 1099 NEC

The IRS has created a new form, 1099 NEC (Non-Employee Compensation) report, which includes only the NEC details in order to have better audit trail and visibility for NEC transactions. The new 1099 NEC report is essentially a copy of the 1099 Misc report; except that it only contains 7 amount boxes. It is still similar to the 1099 Misc in that it consists of the following:

- A first report tab that provides a summary of figures
- A second report tab that provides the box values; just for fewer boxes.

### Boxes

Box No.	Box Title
1	Nonemployee Compensation
2	<i>blank</i>
3	<i>blank</i>
4	Federal Income Tax Withheld
5	State Tax Withheld
6	State Payers State No. <b>Note:</b> Because the report is not pulling data for this field but from the company vendor's tax number, this option can be left out.
7	State Income

The following are other considerations to note:

- Box 1 corresponds to Box 7 in the previous version of the 1099 MISC report.
- Box 4 corresponds to Box 4 in 1099 Misc, Box 5 to 15 in the new 1099 MISC, along with Box 6 to 16 and Box 7 to 17.

Note that only Box 1 is commonly used.

**Note:** Box 6 must manually entered as there is currently no place to store a state TIN. This update is scheduled for a future release.

## India Overdue Payments (MSME) Report

### Deltek Tracking: 1213873

The India Overdue Payment report is used by companies who get supplies of goods or services from micro and small enterprises, and whose payments to micro and small enterprise suppliers exceed 45 days from the date of deemed acceptance of the goods or services. The report contains a half-yearly return stating the amount and the details of all outstanding payments due. This report is also known as the MSME Report in India.

“Specified Companies”, as per section 405 of The Companies Act, 2013), must submit a half-yearly return to the Ministry of Corporate Affairs stating the following:

- a. The amount of payment due;
- b. The reasons of the delay;
- c. In addition, showing
  - All invoices for which payment was made beyond 45 days on the date of filing the returns; and
  - All invoices for which payment has not been made within 45 days of the invoice date

This report is used for statistical reasons and the Indian Government uses these details including the payments to ascertain how these smaller businesses are doing financially.

The purpose of the *Overdue Vendor Payment* report is to give an overview of vendor invoices that were paid beyond a specific number of days. India's tax authority uses a 45 day limit for invoices. However, the functionality in Maconomy allows for a dynamic number of days so that the user can input a value to base the report on. This input value acts as a parameter in calculating which invoices should in the report. By allowing for this flexibility, users can manually select the date range for their reports.

For the information to be captured in the half-yearly returns, details of all invoices for which payments were made beyond 45 days are to be reported in the returns. The fact that the payment was made before filing the return should not change the reporting requirement. To summarize, the following are to be reported in half yearly returns:

- All invoices for which payment was made beyond 45 days on the date of filing the returns; and
- All invoices for which payment has not been made within 45 days of the invoice date.

Additionally, this report shows if the invoices are open or have been closed.

The report consists of three sorts of information:

1. **Invoice tracking information**
  - Data such as vendor number, tax number, invoice number and date values
2. **Late payment amounts**
  - Amounts paid late (For example, more than 45 days after the due date).  
Note that the user can choose a value other than 45.
3. **Amounts not yet paid**
  - Amounts not yet paid after x days (For example, 45 days) after the due date.

## Example Scenarios

The following are example scenarios. Although the user can decide the number of days to use for the report, we will assume 45 days for the sake of simplicity.

A vendor invoice is registered with an invoice date September 2, 2019. 46 days after (October 18, 2019) the invoice has not been paid yet (reconciled). The invoice should then appear in the report because it is still outstanding after 45 days from the due date.

Below are listed the combinations that are possible, and for each state, whether the amount should appear in the report or not. We also state whether the amount should display as *paid late* or *outstanding*. If it is paid late it is because the amount *has* been paid but not until after the 45 day limit. If it is outstanding it is because the amount has not yet been paid after 45 days.

These are important to keep in mind when using the report because there can be some complex scenarios.

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In general, when we say "after ... days", we will understand this as the given number of days after the due date. "not appear" means that the invoice should not appear in the report.

### Example Scenarios

Scenario	Late Payment	Outstanding
Invoice paid 30 days after due date	<i>not appear</i>	<i>not appear</i>
Invoice paid 45 days after due date	<i>not appear</i>	<i>not appear</i>
Invoice of \$1000 paid 46 days after due date	\$1000	0
Invoice unpaid 30 days after due date	<i>not appear</i>	<i>not appear</i>
Invoice unpaid 45 days after due date	<i>not appear</i>	<i>not appear</i>
Invoice of \$1000 unpaid 46 days after due date	0	\$1000
Invoice of \$1000 where 600 is paid 30 days after due date and 400 is outstanding 30 days after due date	<i>not appear</i>	<i>not appear</i>
Invoice of \$1000 where 600 is paid 30 days after due date and 400 is outstanding 45 days after due date	<i>not appear</i>	<i>not appear</i>
Invoice of \$1000 where 600 is paid 30 days after due date and 400 is outstanding 46 days after due date	0	400
Invoice of \$1000 where 600 is paid 46 days after due date and 400 is outstanding 46 days after due date	600	400

### Reporting Date

When reporting the data to the authorities, the notion of a **Reporting Date** is used. The reporting date is the **To Date** prompt in the report. In order to prevent including all invoices that were historically paid late, a lower bound is also provided in terms of a **From Date** prompt. This way, all payments or lack of payments within that date interval are considered.

## Swedish SIE Report

### Deltek Tracking: 1261540

The Swedish SIE (Standard Import/Export) reports are used by the Swedish tax authorities to audit a company's books. This form is not filed but requested when an audit is to start. The purpose of the report is to show details of accounts balances. It also shows the opening and closing of balance sheet accounts and balances of the profit and loss accounts.

In order of satisfying statutory requirements for Sweden, BPM provides an SE file format that runs via the Workspace Client. The SE-file format is used for sending accounting data between the company, the accountant, and the auditor. SE is a tagged text file format, not XML

The following includes a description of the two types of file options that are included in this report:

The new SIE report exports the following information in two SE file formats:

- Year-end balance (SIE 1)
-

- All recorded transactions and vouchers (SIE 4 and 4i)

The report can be accessed via the Workspace Client. It is located in **Reports » Statutory Reporting » Sweden**.

## UK MTD Fraud Prevention Headers

### Deltek Tracking: 1256888

The UK Making Tax Digital (MTD) Report is enhanced to include fraud prevention headers to meet the requirements of the UK HM Revenue and Customs (HMRC). The fraud prevention headers are HTTP headers that help monitor and audit transactions to protect taxpayers' data from fraudulent activities. The UK Tax Submissions workspace now also enables companies to send these particular types of user audit data to HMRC.

The following header information is added:

Fraud Prevention Header	Value Description
Gov-Client-Connection-Method	The value for this header identifies the other headers that should be submitted to HMRC.  The specific value for Maconomy is <b>OTHER_DIRECT</b> .
Gov-Client-User-Agent	This value is a combination of the <b>Operating System Name/Operating System Version (System Manufacturer/System Model)</b> of the machine where Maconomy is currently installed.  <b>System Manufacturer</b> and <b>System Model</b> have their own setup in the UK Tax Submission instructions.

Fraud Prevention Header	Value Description
Gov-Client-Device-ID	This is the value derived from the Maconomy Installation No.
Gov-Vendor-Version	This is the value derived from the Maconomy major version regardless of CU installation.
Gov-Client-Timezone	The value is derived from the time zone of the machine where Maconomy is installed.
Gov-Client-User-IDs	This is the value derived from the user login name.
Gov-Client-Local-IPs	This value lists all local IP addresses available to the system where Maconomy is installed except Loopback addresses.
Gov-Client-Mac-Addresses	This value lists all local physical addresses available to the system where Maconomy is installed except Loopback addresses.
Gov-Vendor-License-IDs	This is the value derived and hashed from the customer's product key. The information is concealed before submission to HMRC.
Gov-Client-Multi-Factor	<p>This is the value derived from a Multi-Factor Authentication setup. If no Multi-Factor Authentication is set up, no data values are submitted to this header.</p> <p>Currently, TOTP or 2FA is only supported for this header value. If it is not included in your setup, we recommend that you set up 2FA in your Maconomy system to comply with HMRC's requirements on Multi-Factor Authentication.</p> <p><b>Note:</b> We also plan to review the following for inclusion later:</p> <ul style="list-style-type: none"> <li>▪ <b>Azure:</b> Azure may be considered in a future release. Customers using Azure can use Maconomy 2FA as a workaround.</li> <li>▪ <b>OneLogin:</b> Customers can use Maconomy 2FA as a workaround.</li> <li>▪ <b>OTP:</b> Deltek will not consider OTP as it does not work from a technical perspective. Customers can use Maconomy 2FA as a workaround.</li> <li>▪ <b>Kerberos:</b> Kerberos does not support 2FA and will not be considered</li> </ul>

---

Fraud Prevention Header	Value Description
	If you use a header that is not in the list, please log a ticket with Customer Care so that our development team is aware.

### Changes to Maconomy

The UK Tax Submissions single dialog workspace is updated.

## Control Account No. Object in AR Aging and AP Aging

### Deltek Tracking: 1221562

A new object called **Control Account No.** is introduced in the AR Aging and AP Aging universes. This object is used for stating the finance account of the control account for customers and vendors. This change was crucial in satisfying updated requirements to the Norwegian SAFT data export.

Prior to this change being made, it was difficult to ascertain the control account that was assigned to the A/R and A/P control accounts from the popup fields. Although an account was mapped to the popup and assigned to customer and vendor, it was difficult to trace this account back to the popup fields in various universes for reporting. We now have the ability to add that field to reports such as NSAFT.

**Note:** In 2.4.5 CU6 and 2.4.6 the objects have other CUIDs than in 2.5 CU2 and 2.5.1. Therefore, it is not recommended to use the objects in customizations or reports if using the universes of the 2.4.5 CU6 or 2.4.6 releases.

### Changes to Maconomy

The **Control Account No.** object is added to the following universes:

- AR Aging
- AP Aging

## BPM Report-Specific Reporting Structures Option List and Value

### Deltek Tracking: 1244067

The NSAFT and SIE reports data export has a query for fetching finance figures. These are assigned groups by means of a reporting structure. However, the reporting structure that is assumed is the same as the one assumed when running other finance reports, such as the Balance Sheet, P&L, and Trial Balance reports. This is an issue because the Norwegian and Swedish Tax Authorities require a certain grouping of the accounts when reporting for NSAFT and SIE. Therefore, customers would have to change their own grouping used for their finance reports, which is not convenient or feasible.

This feature allows for a new reporting structure by using a new option named **NSAFT** or **SIE**.

This feature includes:

- SIE Option List and Value Updates
  - NSAFT Option List and Value Updates
-

## Changes to Maconomy

New values are added for NSAFT and SIE in the following locations

- **Reporting Structure Name** field in **Reporting » Statutory Reporting » Sweden » Standard Import/Export**.
- **Single Dialogs » Set-Up » Reporting » Reporting Structures » Selected Value Field**

## SIE Option List and Value Updates

The data export is changed to add 'SIE' as one of the values that you can enter in the Selected Value field in the Reporting Structures workspace.

## NSAFT Option List and Value Updates

The data export is changed to add 'NSAFT' as one of the values that you can enter in the Selected Value field in the Reporting Structures workspace.

## NSAFT Data Export Reporting Structure

### Deltek Tracking: 1293326

The NSAFT data export uses a reporting structure to group finance data. However, the reporting structure that was previously assumed was the same as the assumed setup for normal finance reporting like running Balance Sheet, Profit and Loss, and Trial Balance reports. This was incorrect because the groups need to follow a certain chart of accounts defined by the Norwegian state. Usually, companies are not interested in adjusting their standard finance reporting structure to that same grouping structure.

The data export is changed to add 'NSAFT' as one of the values that you can enter in the Selected Value field in the Reporting Structures workspace. This is assumed setup in Maconomy in order for the NSAFT report to function.

## Changes to Maconomy

'NSAFT' is added as a value to select in the **Selected Value** field in **Set-Up » Reporting » Reporting Structures**.

## Embed Tax Settlement Report in Workspace Client

### Deltek Tracking: 1137979

With this enhancement, the Tax Settlement report is embedded in the Workspace Client. The report is available in **Reporting » Reports » Overview » Financial Reporting**.

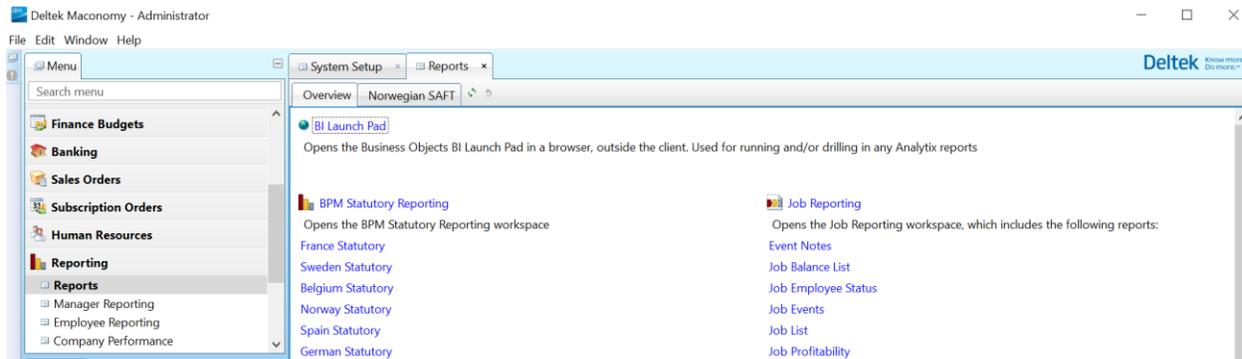
## Embed All Statutory Reports in Workspace Client

### Deltek Tracking: 1167901

For better usability and to enhance the user experience, all statutory reports are now embedded in **Reporting » Reports » Overview » BPM Statutory Reporting** in the Workspace Client. This workspace includes reports for the following countries:

This includes the UK Tax Submissions Webl, Norwegian SAF-T, and Overdue Vendor Payments (India) reports. Other statutory reports that are developed in the future will be available here as well.

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## Time and Expense

### Improved Approver Access Control for Time, Expense, and Mileage Sheets

#### Deltek Tracking: 1038584, 850544

Maconomy enables you to customize a user's access and privileges within the system, depending on their role in the company. You can choose which specific workspaces or records can be viewed or edited by an employee.

Previously, when you set up an approval workflow in Maconomy, approvers could only access records with lines that required approval if they were granted access to view these records in general. This enabled them to view all of an employee's records, including those that were not relevant to the approver.

With this enhancement, you no longer need to grant access to view all sheets to enable an approver to view the records for their approval. Access control specifications on time, expense, and mileage sheets are improved to display only the records that are relevant to the approver. Specifically, a user can access a time, expense, or mileage sheet based on the following criteria:

- You are the creator or owner of the record.
- You are the supervisor, secretary, or mentor of the employee who owns the record.
- You are the designated approver, substitute approver, or super approver, depending on the approval hierarchies set up for an approval record.

This enhancement improves access control for approvers by providing access to lines if you either have access to the corresponding header, or if you are the project manager on the job selected on the line.

**Note:** Approver access to the relevant record is granted through approval hierarchies setup by assigning an employee to either the **Approver** field or **Approver, Reference** field in the Approval Hierarchies single dialog workspace.

This functionality is not supported when you add an employee in the **Approver by Employee Type** field. Users required to approve as Employee Types still need access to all time or expense sheets.

Because approval through approval hierarchies does not apply to daily time sheets, the improved access control specifications for approvers also does not apply to these records.

### Changes to Maconomy

The access control specifications are updated in the following workspaces:

- Expense Sheets single dialog workspace
- Expense Sheet Lines single dialog workspace
- Mileage Sheets single dialog workspace
- Time Sheets single dialog workspace
- Daily Time Sheets single dialog workspace
- Daily Time Sheet Lines API single dialog workspace
- SpeedSheet Details single dialog workspace
- Time Sheet Lines API single dialog workspace
- Weekly SpeedSheet Details single dialog workspace
- Daily Time Sheet Line Expenses single dialog workspace
- Daily Time Sheet Line Mileage single dialog workspace
- Time Sheet Line Expenses single dialog workspace
- Time Sheet Line Mileage single dialog workspace
- Transfer Expense Sheet Lines single dialog workspace
- Transfer Time Sheet Lines single dialog workspace
- Import Expense Sheets single dialog workspace
- Import Time Sheets single dialog workspace
- Import Daily Time Sheets single dialog workspace

To support this functionality, the following workspace is updated:

- Approval Hierarchies single dialog workspace

### System Setup

There are no changes to the usual procedures for setting up approval hierarchies.

## Multiple Check-in / Check-out Per Day Enhancements

### Deltek Tracking: 1256775

This release adds two new enhancements to the Multiple Check-in and Check-out Per Day feature:

- Tracking missed meals
- Importing check-in data

### Missed Meals

The **Missed Meal** field is added to several single dialog workspaces to enable you to track whether employees have used their daily breaks. If you choose to skip your daily break, you can select the **Yes** value to indicate that you did not use it.

This Boolean field is used only for reporting purposes.

---

## Imported Check-in Data

You can now import check-in data for submitted time sheets to Maconomy by using the Import Time Sheets program. The **Enable Check-in Import for Submitted Timesheets** system parameter is added to support this functionality.

## Changes to Maconomy

The following workspaces are updated:

- Import Time Sheets
- System Setup

## Setup Instructions

### Prerequisites

Before you can import check-in data, you must do the following:

- Ensure that the days of all entries to be imported are covered by existing time sheet headers in Maconomy. If the time sheet header does not exist, you can do the following:
  - Create them manually in the Time & Expense workspace
  - Create them in the import file.
  - Do not import these entries at all.
- Enable the **Enable Check-in Import for Submitted Timesheets** system parameter. For more information about this, refer to the [Enabling Import of Check-in Entries](#) procedure.
- Each check-in entry in the file has to have the **Imported** field set to true when importing to submitted timesheets.
- Create daily check-in headers for each entry to be imported.

On the employee revision, selecting any option except **Disabled** in the **Check-in** field automatically triggers the creation of daily check-in headers on existing time sheet headers.

**Note:** It is recommended to select the **Optional** value when enabling this on the employee record for less restrictions when you import the data. You may choose a different value, but you must take care that your entries follow the stricter validation rules imposed by them.

### Import Employees example snippet to create the daily check-in headers for a revision:

```
EmployeeRevision:Format  EmployeeNumber  FromDateCheckIn
EmployeeRevision:Change  11             01.01.2003      Optional
```

## Enabling Import of Check-in Entries

### To enable this feature

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
  2. Double-click the **Enable Check-in Import for Submitted Timesheets** parameter.
  3. On the System Parameter sub-tab, select the **Enable Check-in Import for Submitted Timesheets** check box.
-

4. (Optional) To enable this for a specific company, go to the Company Specific Values sub-tab, specify a company number in the **Company No.** field.
5. Click **Save**.

### Importing Check-in Entries

The system will check imported check-in entries for basic validity. The following will be checked:

- For imported submitted check-in entries, the check-in and check-out time must be filled out. For imported check-in entries for time sheets that have not been submitted, you do not need to provide the check-out time.
- The check-in time on each entry must be before the check-out time
- There should be no overlap between the periods defined on entries.
- If the **Maximum Number of Check-ins Per Day** system parameter is enabled, each entry must not exceed the maximum value indicated by the parameter.

The Imported flag has to be true when importing data into already submitted time sheets.

### Import Time Sheets Example

DailyCheckInHeader:Format	EmployeeNumber	TheDate	MissedMeal	Remark1	Boolean1	Imported	
DailyCheckInHeader:Change	11	04.03.2020	1	HeaderRemarkText 1		1	
DailyCheckInEntry:Format	EmployeeNumber	TheDate	CheckInTime	CheckOutTime	Remark1	Boolean1	Imported
DailyCheckInEntry:KeyFields	EmployeeNumber	TheDate	CheckInTime				
DailyCheckInEntry:Create	11	04.03.2020	08:10:00	09:10:00	EntryRemarkText123	1	1
DailyCheckInEntry:Change	11	04.03.2020	08:10:00	09:25:00	EntryRemarkText999	0	1

### System Parameters

Parameter	Description
Enable Check-in Import for Submitted Timesheets	Enable this parameter to allow the import of check-in data to submitted time sheets in Maconomy.

## Exclude Overtime from Time Sheets

### Deltek Tracking: 1171729

This feature enables the use of overtime specifications to register work time. You can set up overtime types and choose what is included or excluded in the calculation of working time for each day.

This is available in the Workspace Client, iAccess, and Touch.

### Exclude Overtime Functionality in the Workspace Client

This functionality introduces a new calculation of working time based on overtime types in a time sheet registration. You can set up various overtime types to specify whether the time registered is considered as overtime work or should be included in the employee's regular working hours.

### Overtime Types in Time Sheets

When you create or edit an overtime type in **System Setup » Parameters and Numbers » Popup Fields » Popup Field**, select the new **Include in Regular Time** field to specify that time registered using this type is included in regular time when the system calculates time sheets.

On time sheet lines, the **Overtime Spec.** field overtime type now also displays an **Regular Time** field to indicate whether it is included or not.

When an employee registers time using an overtime type where the **Include in Regular Time** check box is selected, it is treated as regular time. If the same check box is deselected on an overtime type, then used to register time, it is considered overtime. Additionally, if you create a time sheet line and do not specify a value in the **Overtime Spec.** field, this is considered regular time.

### Calculating Regular Time, Overtime, and Balance

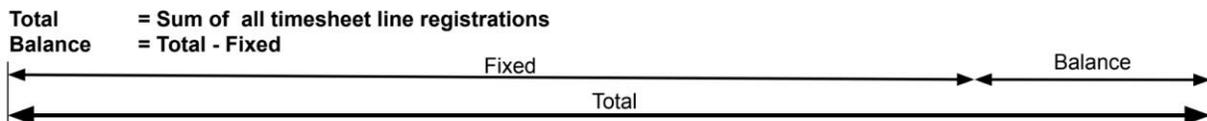
This feature introduces the term of regular time, which specifies time activities that are included in your regular working hours.

An employee's regular time, overtime, and balance is always calculated, regardless of the Exclude Overtime state.

- Regular time is calculated as Total Time minus Overtime.
- Overtime is calculated as the sum of all time sheet lines that have a selected **Overtime Spec.** where the **Include in Regular Time** field is deselected.
- Balance is calculated as Regular Time minus Fixed Time.

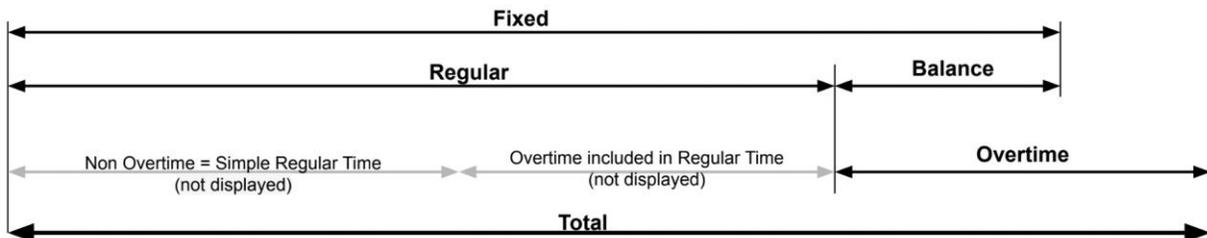
The difference in functionality when this feature is enabled or disabled is displayed below:

**Original functionality maintained when the new overtime functionality is off (Exclude Overtime = false) :**



**When the new overtime functionality is on (Exclude Overtime = true):**

- Total** = same as before  
**Regular** = Total - Overtime = non overtime + hours excluded from overtime calculation  
**Overtime** = Sum of overtime with the overtime type marked as "Include in regular time"  
**Balance** = Regular - Fixed



## Approving Time Sheets

When an approver views a time sheet that utilizes this functionality, it also displays the fields used to calculate regular time, overtime, and the balance of the employee.

## Enabling Exclusion of Overtime

The **Exclude Overtime** field is added to employee records and revisions to support this feature. This field has the same value on every day within a time sheet period, and is defined by the employee revision on the time sheet start per day.

When you select this field, the following occur:

- The minimum and maximum time validations are switched to use regular time for comparison.
- The system switches the layouts to show data for regular time, overtime, and balance.

For more information on enabling this, see [Setup Instructions](#).

## Changes to Maconomy

The following workspaces are updated:

- System Setup workspace
- Employees workspace
- Time & Expenses workspace
- Popup Fields single dialog workspace
- Employees single dialog workspace
- Weekly SpeedSheet single dialog workspace
- Time Sheets single dialog workspace
- Speed Sheet single dialog workspace
- Daily Time Sheets single dialog workspace
- Approval Time Sheets single dialog workspace
- Approve Time Sheets single dialog workspace
- Approve Time Sheets by Employee single dialog workspace
- Daily Time Sheet Lines single dialog workspace
- Job Time Registration single dialog workspace
- Time Sheet Lines single dialog workspace
- Supervisor Time Sheet Status single dialog workspace

## Setup Instructions

### Enable Exclusion of Overtime

You can enable this functionality on an employee record.

#### To enable this feature:

1. Go to **Human Resources » Employees » Employees » Employee Information**.
  2. Select an employee from the filter list.
  3. In the Time Registration island, select the **Exclude Overtime from Balance** check box.
-

4. Click **Save**.

### Specify Overtime Types Included in Regular Time

You can choose which overtime types to include or exclude in an employee's regular time.

#### To specify the overtime type:

1. Go to **System Setup » Parameters and Numbers » Popup Fields » Popup Field**.
2. Select the Overtime Type popup from the filter list.
3. In the Values sub-tab, select an overtime type.
4. Select the **Include in Regular Time** field to specify this type must be considered as regular time.
5. Click
6. **Save**.

### Exclude Overtime Types from Time Sheet Balance in iAccess

iAccess now supports the ability to exclude overtime types from an employee's time sheet balance.

#### Changes to iAccess

To support this feature, the following workspaces are updated:

- Employees
- Weekly Time Sheets
- Daily Time Sheets
- Time Sheet Overview
- Time Sheets and Time Sheet Lines tabs in the Approval Center

#### Setup Instructions

Setup is similar to that in the Workspace Client. Users with requisite rights can enable this feature on an employee record in **Reference Workspaces » Set-Up » Set-up » Employees**.

You can also specify overtime types to include as regular time in **Reference Workspaces » Set-Up » Set-up » Popup Fields**.

### Exclude Overtime Types from Time Sheet Balance in Touch

The **Overtime** field is now available in all time registration and approval screens. To support this functionality, balances are expanded to include **Regular**, **Fixed**, **Balance**, and **Overtime** statistics values on timesheet screens.

You can enable this feature when you enable the **Exclude Overtime from Balance** field on the employee. If you have Touch extensions with overtime on timesheets, update your extensions to take into account the **OvertimeType** field as part of the standard timesheet layouts when the field is enabled on the employee.

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## Invoicing

### Withholding Tax on Customer Invoices

**Deltek Tracking: 1109747**

This enhancement adds support for negative tax rates in tax codes. This enables you to enter a negative VAT rate to be used for calculating withholding taxes on customer invoices. This functionality is available for use on all tax levels.

With this feature, support for withholding taxes on outgoing invoices are now available on customer invoices, intercompany invoices, sales orders, and subscription orders. This is similar to the functionality used in vendor invoices.

When you create a tax code or G/L tax code for withholding taxes, you can specify negative values in the following:

- Tax Rate
- Special Tax Rate
- Investment Tax Rate
- EU Acquisition Tax Rate

When you post or print an invoice with withholding taxes, it displays the tax amounts in negative values.

### Conversation Functionality Enhancements for Invoicing Workspaces

**Deltek Tracking: 1138822**

Maconomy introduces the conversation functionality as part of the invoicing workspaces in iAccess, and the Workspace Client. This feature enables you to create, and respond to conversations for job invoices, draft invoices, and blanket invoices.

This feature includes:

- Conversations for Job and Blanket Invoices in the Workspace Client
- Conversations for Job and Customer Invoices in iAccess

#### Conversations on Job and Blanket Invoices in the Workspace Client

#### Changes to Maconomy

The following changes are made to support this feature:

- Updated the Jobs, Batch Invoicing, and Blanket Invoicing workspaces
- New notifications for unread job invoice, and blanket invoice messages
- New fields in Jobs, Blanket Invoicing, and Conversations workspaces

#### Setup Instructions

##### Enable or Disable Conversations

For details, see the Setup Instructions of the Enable or Disable the Conversations Functionality in the General Enhancements section.

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## Notifications

### UnreadJobInvoiceMessage

This notification is used to inform users about any unread messages in a conversation regarding a job invoice. It is triggered when:

1. A message is added to a conversation regarding a specific job invoice.

This notification in turn triggers the Unread Job Invoice Message To-Do.

### Recipient

The Unread Job Invoice Message To-Do is received by the following users:

- Any employee who is already part of the conversation, or was added to the conversation by another employee before the message was sent.

### Workspace

If the job invoice is unposted, the Unread Job Invoicing Message To-Do directs the recipient to the Conversation sliding panel of the Jobs workspace. If the job invoice is already posted, the Unread Job Invoicing Message To-Do directs the recipient to the Jobs workspace.

### UnreadBlanketInvoiceMessage

This notification is used to inform users about any unread messages in a conversation regarding a blanket invoice. It is triggered when:

1. A message is added to a conversation regarding a specific blanket invoice.

This notification in turn triggers the Unread Blanket Invoice Message To-Do.

### Recipient

The Unread Blanket Invoice Message To-Do is received by the following users:

- Any employee who is already part of the conversation, or was added to the conversation by another employee before the message was sent.

### Workspace

If the job invoice is unposted, the Unread Blanket Invoicing Message To-Do directs the recipient to the Conversation sliding panel of the Blanket Invoicing workspace. If the job invoice is already posted, the Unread Job Invoicing Message To-Do directs the recipient to the Blanket Invoicing workspace.

## Conversations on Job and Customer Invoices in iAccess

### Changes to iAccess

To support this feature, the following workspaces are updated:

- WIP Invoice
  - Invoice on Account
  - Draft Invoices
  - Customer Invoicing
-

## Procedures

You can use the conversations functionality to correspond with other employees in your company about specific job invoices, draft invoices, and blanket invoices. The following procedures impact the WIP Invoice, Invoice on Account, Draft Invoices, and Customer Invoicing workspaces:

### Start a Conversation

#### To start a conversation:

1. Under the Jobs menu, go to an invoicing workspace.
2. Select a job or customer invoice from the filter list.
3. In the input area of the Messages pane, type your message and mention a specific person by typing **@[name]** as part of the text.
4. Click the paper plane icon or press ENTER to send the message.

### Reply to a Conversation

When you log in to iAccess, the top right corner of the iAccess menu includes a blue Notifications icon for your unread messages.

#### To reply to a conversation:

1. Click the blue Notifications icon to expand your list of unread messages.
  2. Expand a job or customer invoice from the list, and click on the comment.
- iAccess then navigates to an invoicing workspace, and opens the Messages pane for that invoice.
3. In the input area, type your reply. If needed, mention a specific person by typing **@[name]** as part of the text.
  4. Click the paper plane icon or press ENTER to send the message.

## Job Cost

### Intercompany Pricing Enhancements

#### Deltek Tracking: 795616

You can now create an intercompany price list with various intercompany pricing percentages for different companies. The **Responsible Company** and **Executing Company** fields are added to price list lines to allow you to enter specific intercompany price percentages per company.

These fields are used as selection criteria in the pricing algorithm, wherein the line is matched and used if the responsible and executing company matches the registration.

#### Example

When working with companies located in different countries, you can now add a line with a specific percentage as shown in the table below:

Intercompany Pricing Percentage	Responsible Company	Executing Company
14%	UK	India

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Intercompany Pricing Percentage	Responsible Company	Executing Company
7%	UK	DK
12%	US	UK
9%	UK	
10%		

Based on these price list lines, when the system calculates prices, the last line serves as the default intercompany pricing percentage for transactions when there are no specified companies in the Company fields above. The second to last line serves as the default percentage for all intercompany transactions of the UK company.

### Changes to Maconomy

The following workspaces are updated:

- Job Price Lists single dialog workspace
- Job Price Information single dialog workspace

## Overtime Charge Percentage for Overhead Rates

### Deltek Tracking: 1071038

Prior to this release, Maconomy allowed you to adjust the overtime charge percentage for time registration or amount activities on a job entry, but this applied only to the base salary for time activities. This feature introduces the ability to also adjust overtime charge percentage for overhead rates. The rates for base salary and overhead can be specified in job-specific price lists, general cost prices, employee records, or employee categories. Once these rates are defined, the feature is available on job entries.

To support this functionality, the **Overtime Charge %, Cost** field is renamed to **Overtime Charge %, Base Salary**. This field is used to adjust overtime charges for time and amount activities. Similarly, the **New Charge %, Cost** field is renamed to **New Charge %, Base Salary**. These have been renamed to clarify that values in these fields affect the base salary rate, which is then added to the total cost on a job entry.

The following fields are also added to enable the adjustment of overtime for overhead rates on time registrations:

- **New Charge %, Overhead** – added to the Job Price Lists single dialog workspace
- **Overtime Charge %, Overhead** – added to the Jobs workspace, Jobs Price Lists single dialog workspace, Job Price Information single dialog workspace

This new feature is helpful when, for example, you need to register unpaid overtime on a job entry that should have zero cost. When you enter -100 on both the **Overtime Charge %, Overhead** and **Overtime Charge %, Base Salary** fields, the system uses these fields to take into consideration both the base salary and overhead rates on the job, then calculate this as zero cost on the line. Note that this works with any value, except zero, which is already used to identify fields that must remain untouched during calculations or adjustments.

---

This feature is available by default in the Workspace Client.

### Changes to Maconomy

The following workspaces are updated:

- Jobs workspace
- Job Price Lists single dialog workspace
- Job Price Information single dialog workspace

## Daily Descriptions on Tasks Created From Budget

### Deltek Tracking: 1162619

When you create or use a task list on a job, you can choose to enable daily descriptions by default on a task list. This enhancement allows you to create tasks from budget lines that use the same value by default.

This is available in the Workspace Client, iAccess, and Touch.

### Daily Descriptions on Tasks in the Workspace Client

When you create or use a task list on a job, you can choose whether to enable daily descriptions by editing the **Use Daily Descriptions** check box in **Jobs » Jobs » Home » Tasks**, or in the Task Lists single dialog workspace.

A new functionality is added when you create a budget line with a new task (that is not included in your task list). This newly created task will use the same value as the task list for daily descriptions. This feature is available for time and amount budget lines, provided that the **Create Tasks from Job Budgets, Time** or **Create Tasks from Job Budgets, Amount** system parameters are enabled for each budget line type respectively.

For example, if you enable daily descriptions on the task list, then create a new task by creating a budget line with a task not from the task list, the **Use Daily Descriptions** check box is selected by default on the task. If you choose to disable daily descriptions on the task list, then create a second task from a budget, the **Use Daily Descriptions** check box is deselected by default on this new task.

Enabling or disabling daily descriptions on the task list only affects tasks that are created after you modified the task list. Previously created tasks will still retain whatever values they currently have.

**Note:** If your job uses a shared task list, the system automatically changes it to a job-specific task list when you change the value of the **Use Daily Descriptions** check box in **Jobs » Jobs » Home » Tasks**.

### Setup Instructions

You must enable the **Create Tasks from Job Budgets, Time** or **Create Tasks from Job Budgets, Amount** system parameters to utilize this feature.

**Setup » System Setup » Parameters and Numbers » System Parameters**

**Single Dialogs » Set Up » Set-up » System Parameters » System Parameter Tab**

**System Parameter island**

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System Parameter	Description
Group	<p><b>Job Cost</b></p> <ul style="list-style-type: none"> <li> <p><b>Create Tasks from Job Budgets, Amount</b> — Enable this parameter to enter an amount task which does not exist on a job budget line. Maconomy creates the task in the job’s private task list, using the activity entered on the job budget line as derived activity. If the job is using a shared task list, a copy of that task list is automatically made private to the job in question. For more information, please see the description of the Job Tasks workspace.</p> <p>If you create a task (that is not included in the task list) from an amount budget line, the <b>Use Daily Descriptions</b> check box uses the same value as the <b>Use Daily Descriptions</b> check box on the task list itself.</p> <p>The description entered in the <b>Description</b> field on the job budget line is transferred to the new task and used as task description. If the <b>Mark ‘Overwrite Activity’ On Tasks</b> system parameter is enabled, the <b>Overwrite Activity</b> field is selected for the new task.</p> <p>See also the description of the <b>Extended Task Creation from Budgets</b> system parameter.</p> </li> <li> <p><b>Create Tasks from Job Budgets, Time</b> — Enable this parameter to enter a time task which does not exist on a job budget line. Maconomy creates the task in the job’s private task list, using the activity entered on the job budget line as derived activity. If the job is using a shared task list, a copy of that task list is automatically made private to the job in question. For more information, please see the description of the Job Tasks workspace.</p> <p>If you create a task (that is not included in the task list) from a time budget line, the <b>Use Daily Descriptions</b> check box uses the same value as the <b>Use Daily Descriptions</b> check box on the task list itself.</p> <p>The description entered in the <b>Description</b> field on the job budget line is transferred to the new task and used as task description. If the <b>Mark ‘Overwrite Activity’ On Tasks</b> system parameter is enabled, the <b>Overwrite Activity</b> field is selected for the new task.</p> <p>See also the description of the <b>Extended Task Creation from Budgets</b> system parameter.</p> </li> </ul>

## End User Enabled for Subscriptions and Jobs

### Deltek Tracking: 1293468

Adding unique user numbers to your customers for your subscription orders, and jobs is now available in the Workspace Client. The end user information is obtained from the delivery customer, and not from the billing customer. With this feature, the **End User No.** field is added to the Subscription Orders, and Jobs single dialog workspaces. You can also customize your columns in the Subscription Orders, and Jobs workspaces to include the end user numbers. Prior to these workspaces, the functionality is utilized for quotes, credit orders, and sales orders.

For field descriptions, refer to the Online Help.

## Changes to Maconomy

The following workspaces are updated:

- Jobs
- Subscription Orders
- Jobs single dialog
- Subscription Orders single dialog

## Absence Management

### Support for Negative Absence Balances

#### Deltek Tracking: 1180701

Employers may now allow employees to reach a negative absence balance.. When this feature is enabled, an employee can register absence that exceeds their available absence allowance for the period, provided that it does not surpass the negative absence balance limit as well.

Negative balance limits are specified in the Absence Administration workspace. Balances must be specified using a **negative** value, and are indicated in the **Days** time unit. If you are using the **Hours** time unit, the system automatically converts the balance to hours, according to the user's absence hours per day.

#### Absence Registration and Approval

When an employee submits absence that exceeds their absence allowance, a message displays to show their negative absence balance if the submission is approved.

If an absence registration exceed both the employee's available allowance and negative absence balance limit, an error message displays and the submission will not go through.

Similarly, absence approvers will also get a message indicating the employee's total negative balance once they approve the submitted absence registration.

#### Example

One company gives an employee 10 days absence allowance and -2.0 days negative absence balance for the current period. When the employee registers their 11<sup>th</sup> absence, the system allows this, but the employee is left with an absence balance of -1.0 days.

When an absence registration using the negative absence balance has been approved, this is displayed as a negative value in the employee's absence information in the Absence workspace. It is also color coded red to indicate that the available absence allowance has now gone into a negative balance.

#### Absence Transfer

When you move to a new period, you can choose to have the negative balance from the previous period taken into account when granting a new absence allowance for the current period. If an employee's available balance in the previous period is negative, it is displayed using a negative value and is color coded red.

#### Example

Employee A has a negative absence balance of -2 .0 days in the previous period. When the supervisor grants allowance to employees for the current vacation period in the Absence Transfer tab on the Absence Administration workspace, he assigns 25.0 days to everyone using the batch operation, but he

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also chooses to take previous vacation period negative absence balance into account. Employee A is automatically granted only 23.0 days. The supervisor submits and approves this.

**Note:** If a negative balance is resolved in another way (for example, the employee received no payment for surplus vacation days), then the supervisor may choose to NOT ask Maconomy to take the negative absence balance from the previous vacation period into account, or he may manually adjust the individual grants before submission.

### Changes to Maconomy

The following workspaces are updated:

- Absence Setup
- Absence workspace
- Absence Approval workspace
- Absence Administration workspace
- Absence Types single dialog workspace
- Absence Transfer single dialog workspace
- Absence Calendar Lines single dialog workspace
- Employee Absence Calendars single dialog workspace

### Setup Instructions

#### Add Negative Absence Balance to an Absence Type

Use the following procedure to allow a negative balance limit on any absence type for your employees.

#### To enable this feature:

1. Go to **Setup » Absence Setup » Absence Types » Absence Type**.
2. Select an absence type from the filter list.
3. In the **Negative Absence Balance Limit, Days** field, specify a value.

**Note:** Enter a **negative** value, such as **-2.0**, as a limit. If you enter a positive value, an error message displays when saving the record.

4. Click **Save**.

## Project Planning and Resource Allocations

### Resource Planning Enhancements

#### Deltek Tracking: 1164030

This feature adds improved support for mid-month progress evaluations, and provides enhancements for a more accurate progress evaluation on the job when using resource allocations from People Planner.

This feature includes:

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- Support for Mid-Month Progress Evaluations
- Updated Billing Price in Progress Evaluations

### Changes to Maconomy

The following workspaces are updated:

- Jobs Workspace
- System Setup
- Update Job Budget Resource Allocations single dialog workspace
- Job Parameters single dialog workspace
- Job Progress single dialog workspace
- Job Budgets single dialog workspace

### Support for Mid-Month Progress Evaluations

For jobs set up to use imported resource allocation, the estimate to completion is based on the imported resource allocations after the estimate date. Resource allocations are imported monthly. In this scenario, if you perform a progress evaluation mid-month with an estimate date, such as on the 15th of the current month, then the estimate to completion does not include any resource allocations on the days in the current month after the 15<sup>th</sup>, but only allocations after the current month.

This feature enables you to start progress evaluation mid-month followed by import of resource allocation, then have estimate to completion based on all resource allocations after the estimate date, including the daily allocations in the month of the estimate date.

### New System Parameter for Updating Resource Allocations

The **Use Estimate Date when Updating Resource Allocations** system parameter is added to support this functionality. When enabled, the **Update Resource Allocations from People Planner** action updates the estimate to completion, if progress evaluation is ongoing, taking all resource allocations after the estimate date into account.

As the imported resource allocations in Maconomy are stored in aggregation by month, this feature is implemented by not updating resource allocations before the estimate date and, importantly, by updating the resource allocations for the current month (the month of the estimate date) based only on resource allocations (in People Planner) from after the estimate date.

### Recalculating Job Budget

When you recalculate the job budget, it also recalculates and updates prices on the imported resource allocations. With this enhancement, the period of the evaluation date is also updated upon recalculation.

### New Progress Evaluation Field

The **Progress Evaluation Date** field is added to the Update Job Budget Resource Allocations single dialog workspace. This field shows the progress evaluation date for the current progress evaluation on the job specified in the **Job No.** field. This makes it easy to fetch this date in the extension. Moreover, if there is no ongoing progress evaluation on the job and the **Use Estimate Date when Updating Resource Allocations** system parameter is enabled, a warning message displays.

### Setup Instructions

To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters.**
-

2. Double-click the **Use Estimate Date when Updating Resource Allocations** system parameter.
3. On the System Parameter sub-tab, select the **Use Estimate Date when Updating Resource Allocations** check box.

### System Parameters

Parameter	Description
Use Estimate Date when Updating Resource Allocations	Select this parameter to allow the <b>Update Resource Allocations from People Planner</b> action to use the estimate date, if one has been specified. If you have started a progress evaluation, this action does not update the resource allocations in Maconomy for any months before the estimate date. Moreover, it updates the resource allocation in Maconomy for the month that contains the estimate date, based on the resource allocations within that month after the estimate date.

### Updated Billing Price in Progress Evaluations

The current functionality in Maconomy allows you to update the planning budget by performing a progress evaluation. This updates the budgeted quantity and cost based on actuals and estimate to completion (ETC). Running a progress evaluation aims to update the planning budget to provide an accurate estimate for the total cost of the job.

This enhancement provides the ability to update the billing price in the planning budget when you do a progress evaluation. The system will provide an accurate estimate for the expected billing price based on actuals and ETC.

#### Calculation of Budgeted Billing Price

This functionality adds the possibility to set up a job so that the budgeted billing price in the planning budget is updated in progress evaluation as follows:

$$\text{Budgeted billing price} = \text{Actual Billing Price}^{(1)} + \text{ETC}^{(2)} * \text{Progress Unit Billing Price}^{(3)}$$

Wherein:

- (1) This is the registered billing price plus write up/down as of the progress evaluation date.
- (2) This is the estimated time to completion.
- (3) This is the same as the unit billing price before you run progress evaluation. It typically comes from the price list and is updated when you recalculate the job budget.

For budget lines on amount activities, the formula is:

$$\text{Budgeted billing price} = \text{Actual Billing Price} + \text{ECC}^{(4)} * \text{Progress Markup Percentage}^{(5)}/100,$$

Wherein:

- (4) This is the estimated cost to completion (converted from base currency to job currency).
- (5) This is the same as the markup percentage before you run progress evaluation. It typically comes from the price lookup either directly or from the looked up cost and billing price, and is updated when you recalculate the job budget.

**Note:** You can set up an amount activity with the **Progress by Quantity** check box selected. In this case, the same formula as for time activities will apply.

Budget lines have a unit billing price with two decimal precision. This can give rise to rounding of the total billing price on the budget line compared with the above formula.

On jobs with capitalization of billing price, the registered billing price plus write up/down is the amount recognized as revenue (disregarding revenue adjustment entries on time-and-material jobs). In the following example, we will therefore use the familiar term “revenue recognized” instead of “actual billing price”. Note that the above Actual Billing Price excludes revenue adjustments, such as adjustments to revenue recognized coming from evaluation of work in progress or revenue recognition by completion percentage or overrun adjustment.

### Example 1

You have budgeted 100 hours at €100.00 and registered 50 hours at the same hourly rate. Before performing the first progress evaluation, the billing price was increased to €110. With the current functionality, the budgeted number of hours and budgeted billing price remains the same when you perform a progress evaluation. If the budget prices are recalculated, then the budgeted billing price is updated to €11,000.

With the new functionality, the budgeted billing price is updated to €10,500 (€5,000 in registered billing price plus 50 hours ETC at €110). In this example, the Progress Unit Billing Price is updated from €100 to €110 when the budget is recalculated. If you then change the ETC from 50 to 60, the above formula for the budgeted billing price would be €11,600 (€5000 plus 60 \* €110). However, because the system uses rounding of the unit price to two decimal precision, the unit billing price is updated to €105.45 and the total billing price is therefore €11,599.50.

### Example 2

You have budgeted 100 hours, registered 60 hours, written off 30 hours, and invoiced 30 hours at the original rate. If the billing price on both budget line and actuals is €100.00, the initial budgeted billing price is €10,000 and revenue recognized is €3,000. The action which initiates the progress evaluation currently updates ETC to 40 hours and budgeted billing price to €10,000. If you then manually update ETC to 80 hours, Maconomy updates the budgeted billing price to €14,000.

With the new functionality, the new progress evaluation also gives ETC to 40 hours, but a budgeted billing price to €7,000 (€3,000 in revenue recognized plus €4,000 from the estimated hours to completion at €100). If you then manually update ETC to 80 hours, Maconomy updates the budgeted billing price to €11,000.

### New Job Parameter Attribute

The Billing Price Based on Actuals and ETC attribute under the Progress Evaluation job parameter is added to support this feature. For more details regarding setup, see [Setup Instructions](#).

### Setup Instructions

#### Create a Job Parameter With the New Attribute

To enable this feature, you must first create a job parameter where the **Billing Price Based on Actuals and ETC attribute** is enabled.

**To create a job parameter with this attribute:**

1. Go to **Setup » Job Cost Setup » Job Parameters**.
  2. In the **Type** column on the filter list, select the Progress Evaluation parameter.
-

3. In the Attributes sub-tab, select the Billing Price Based on Actuals and ETC line.
4. In the **Value** field, change the value to **Yes**.
5. Click **Save**.

### Enabling the Updated Billing Price in Progress Evaluations Feature

Once you have created the job parameter, you can apply this to your job using the following procedure:

#### To enable this feature:

1. Go to **Jobs » Jobs » Setup » Parameter Selections**.
2. Select the Progress Evaluation parameter type.
3. Double click the **New Parameter Name** field.
4. In the wizard that opens, select the **Billing Price Based on Actuals and ETC** attribute.
5. Click **OK**.
6. Click **Change Job Parameters**.

## Resource Planning Performance Optimizations

### Deltek Tracking: 1166508

This feature includes:

- Update Resource Allocations Scheduled Background Task
- Budget Performance Improvements

### Changes to Maconomy

The following workspaces are updated:

- Background Tasks workspace
- Jobs workspace

### Update Resource Allocations Scheduled Background Task

This enhancement adds the Update Resource Allocations from People Planner background task, which runs the **Get Resource Allocations & Update Job Budget from People Planner** action in the Jobs workspace. It is recommended to set up this task to run outside office hours on a daily basis for all relevant jobs. This ensures that all jobs are up to date the next day.

This task is added to the demo data import files in PSO systems only.

### Budget Performance Improvements

The following improvements have been made to the Jobs workspace:

- Addition of the **Last Budget Recalculation** field to display the time and date at which the budget was last recalculated.
  - Improved response time when working with budgets while the **Detailed Time Budget** job parameter is disabled
  - Optimized performance when working with budgets using Work Breakdown Structure (WBS)
-

## iAccess

### Saving iAccess User Settings on the Server

**Deltek Tracking: 1076502**

iAccess now stores user-specific data on the server. This means users can save their preferred settings, and use these when they log in to iAccess on another device. This functionality will be utilized for storing customization settings such as those for columns (also new with this release).

Previous to this release, user settings were stored on the client.

**Note:** Language settings are not saved on the server.

#### Setup Instructions

This functionality is available by default.

### Customizing Columns in iAccess

**Deltek Tracking: 1019336, 1070705**

Users can now customize columns in all iAccess tables and list views. Specifically, you can:

- Resize columns to display contents better, or optimize screen space.
- Rearrange columns directly on the table, or using the new Customize Columns wizard.
- Add or remove columns using the wizard.
- Revert to default settings for a table or list view.

Your user preferences are saved on the server, and are available to you even if you switch browsers and/or devices.

**Note:** Advanced search (CTRL+G) dialogs and list views include a Customize Columns wizard, but you can only use it to remove visible columns. You cannot add new columns because all available columns (as specified in the layout) are already visible by default. New columns can only be added by modifying the layout. This is a limitation that will be removed in a future release.

For information about customizing the layout for advanced searches, refer to the “Customizable Search Layouts” feature section in this document.

#### Changes to iAccess

To support this functionality, all tables and list views now include a gear icon that users need to click to open the new Customize Columns wizard.

#### Procedures

The following sections provide detailed steps for customizing tables in iAccess. All your column customizations are saved on the server.

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### Resize and Rearrange Columns

You can resize table columns to display information better. You can also customize the arrangement of columns, either in the table itself or by using the Customize Columns wizard.

#### To resize and rearrange columns:

1. Go to the table or list view you want to customize.
2. To resize columns:
  - a. Hover your pointer on the margin of a column name until you see the icon for adjusting width.
  - b. Click and drag the margin to your preferred width, then release the mouse button.
3. To rearrange columns directly in the table:
  - a. Click and drag the column name to your preferred location, then release the mouse button.
4. To rearrange columns using the Customize Columns wizard:
  - a. On the row of column names, click the gear icon to open the Customize Columns wizard.
  - b. In the Visible Columns list, click and drag the column name to your preferred location on the list.
  - c. Click **Apply** to save your changes and close the wizard.

### Add or Remove Columns

Use the Customize Columns wizard to add or remove columns from any table.

#### To add or remove table columns:

1. Go to the table or list view you want to customize.
2. On the row of column names, click the gear icon to open the Customize Columns wizard.
3. To add columns:
  - a. From the Available Columns list, hover your pointer over the end of a column name until you see the **Add Column** arrow icon.
  - b. Click the **Add Column** arrow icon to move that column name to the Visible Columns list.
  - c. If needed, rearrange the columns on the Visible Columns list as detailed in the previous procedure.
4. To remove columns:
  - a. From the Visible Columns list, hover your pointer over the end of a column name until you see the **X** or **Remove Column** icon.
  - b. Click the **Remove Column** icon to move that column name to the Available Columns list.
5. Click **Apply** to save your changes and close the wizard.

### Restore Default Column Settings

You can use the Customize Columns wizard to undo all your customizations for a specific table.

#### To restore default column settings:

1. Go to the table or list view you want to customize.
-

2. On the row of column names, click the gear icon to open the Customize Columns wizard.
3. Click the **Restore Defaults** action.
4. Click **Apply** to save your changes and close the wizard.

## Setup Instructions

By default, the functionality is available for all users and in all tables and list views. However, companies can choose to disable it globally, or only for individual tables. They can also decide to apply customizations or restrictions based on user roles, and so on.

## Simplified BPM Reports

### **Deltek Tracking: 1180742**

BPM reports embedded in iAccess workspaces now display without toolbars. Please notice that this means that some BPM report features such as Export are no longer available in iAccess. It is possible change the appearance of a report to include the toolbars via a layout customization.

Default Workspaces for Users

### **Deltek Tracking: 1183902**

Companies now have greater flexibility when specifying the default workspace that iAccess displays for users upon login. Specifically:

- For a multi-company setup, you can specify a default workspace for users from a specific company.
- You can specify a default workspace for a given user role.

## Customizable Search Layouts

### **Deltek Tracking: 1066387, 1235054**

In older iAccess versions, columns displayed during searches were limited to those pre-defined by default, and customizations were only possible through a Java extension. With this release, consultants can now use standard extension facilities to design and implement special layouts for both search-as-you-type and advanced searches (CTRL+G). Some of the customizations you can apply are:

- Information that users see about records listed in search drop-down lists
- Columns that users see in advanced search dialogs
- Restrictions, so searches list fewer but more relevant results
- The order in which iAccess lists records in a search result
- Disabling the search drop-down list for specific fields

## Changes to iAccess

To support this functionality, the following changes are applied:

- All search layouts are enhanced by increasing the number of fields available.
  - A free text field for cross-column searches is added to all advanced search layouts.
  - If you hover your mouse pointer over any value in a search drop-down list, iAccess displays a tool tip so you know what type of information that is. For example, you will know that a series of numbers shown is actually a job number.
-

- In the Expenses workspace, expense justification is enhanced by disabling the search drop-down on text fields.

## Convenience Syntax for iAccess Configurations

### **Deltek Tracking: 1290076**

Consultants can now use various shorthand expressions when writing extensions. This enhancement makes the specification of iAccess layouts easier.

## Enhancements to the Conversations Functionality

### **Deltek Tracking: 1290385**

iAccess users now have the option to:

- Mark specific messages in a conversation as unread. They can do this in the Messages pane of the relevant record.
- Mark all unread messages for a single conversation as read using the new action added to the Message Center. Previous to this release, users could only mark all unread messages for all conversations as read.
- Unsubscribe from notifications for a conversation using the new action added to the Message Center.

## The Dashboard Workspace

### **Deltek Tracking: 1042277, 987002**

The new Dashboard workspace highlights important job-related data for project managers, department or program managers, and other stakeholders. It shows relevant graphs and key performance indicators (KPI) for the selected job. Some of these KPIs rely on the new Analyzer REST foundation, while others pull information from Maconomy dialogs.

The workspace utilizes a specific layout and displays different data depending on the job type of the selected job. The three job types are:

- Fixed price
- Time and material
- Non-invoiceable

Companies can also customize their dashboards to fit their specific needs. Some of the details they can specify are:

- The charts and KPI boxes that display on each dashboard
- The height of charts and KPI boxes
- How values are displayed in KPI boxes
- The colors used for the boxes and the text inside

This workspace is listed under the Jobs submenu in iAccess. It can be viewed by project managers and other users assigned the requisite roles or access rights.

### **Changes to iAccess**

The following changes are made to support this functionality:

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- A new Dashboard workspace
- The Overview tab is removed from the Jobs workspace.

## Improved Rendering of Boolean Fields

### **Deltek Tracking: 1300271**

This enhancement changes the rendering of all Boolean fields in iAccess. By default, the drop-down lists for selecting a value for this field type are now converted to radio buttons.

## iAccess Notifications for Rejected Purchase Order and Employee

### **Deltek Tracking: 1111263**

This feature introduces standard notifications in iAccess for rejected purchase order and employee.

The following notifications are included:

- **Rejected Purchase Order** – Appears for the user to indicate that a submitted PO has been rejected. This notification points to the relevant PO.
- **Rejected Employee** – Appears for the user to indicate that the submitted employee has been rejected. This notification points to the employee information of the rejected employee.

## Reference Workspaces

### **Deltek Tracking: 1065619**

Reference workspaces are now available in iAccess to provide access to all available features within the system. You can use these workspaces to test different functionalities or develop extensions to use within iAccess. The layout of these workspaces is based on the single dialogs workspaces in the Workspace Client.

These workspaces are available by default for users with the requisite access rights.

**Note:** For more information, refer to the [Workspace Client single dialogs documentation](#).

## Enhanced Document Viewer Functionality for Expense and Mileage Sheet Approvals

### **Deltek Tracking: 1136978**

The Document Viewer is now available in the Approval Center for expense, and mileage sheet lines. You can open, view, and download related documents directly from the Expense Sheet Lines tab or Mileage Sheet Lines tab. You can also view documents attached to the expense sheets and mileage sheets from the Document Viewer on the Receipts, and Documents tabs, respectively.

**Note:** The Document Viewer displays when a document is attached to the expense, or mileage sheet line.

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## Changes to iAccess

The Document Viewer in the Approval Center workspace is updated.

# Touch

## Improved Touch Icon

### Deltek Tracking: 1254965, 1281699

This feature introduces changes to the Touch icon for Apple and Android.

- *For iOS:* The Touch icon color is updated in the Apple App store, and on the device home in compliance with new Apple regulations.



- *For Android:* A new Touch icon is available in Google Play, and on the device home and splash screens.



## Support for Okta Authentication

### Deltek Tracking: 1269153

This feature introduces Okta authentication for Touch. This functionality is disabled by default.

### Setup Instructions

**Note:** This functionality is available in REST Touch on Maconomy 2.4.7 and 2.5, and succeeding versions. You can log in with Okta on your iOS and Android native applications, and Chrome and Safari web applications.

When you are using Maconomy 2.4.7, 2.5.1 or later versions, enable Okta in the Maconomy Core product. However, when you using the Maconomy 2.5 version, install the 2.5 C.U. 9 patch prior to enabling Okta in the Maconomy Core product.

### Register an Okta Application for the Touch Native Application

When you add the Touch URL to the **Redirect URI's** field in the Okta application, you enable the integration of Deltek Touch with the Maconomy Okta application.

#### To add the Touch URL to the Redirect URI:

1. Open the Okta management portal.
  2. Tap the Apps tab.
  3. On the Apps tab, select the Maconomy application.
-

4. Tap **Configuration**.
5. In the **Redirect URI's** field, add the Touch URL (using the format <yourTouchURL>/**maconomyshared/backend/oauth2authcodereturn.php**). For example, <https://mactouchcph2.deltek.com/DeltekMaconomyTouchTime/maconomyshared/backend/oauth2authcodereturn.php>.

### Turn On Okta in the Web Service

When you change specific external credential values in the custom DeltekTouch.I file, you enable Okta in the Web Service.

#### To turn on Okta in the Web Service:

1. Set **UseExternalCredentials** to **true** to use non-Maconomy credentials in Touch. **UseExternalCredentials** is set to **false** by default.
2. Set **ExternalCredentialsType: #K"Okta"**. **ExternalCredentialsType** is empty by default.

## Enhanced Approval Workflow

### Deltek Tracking: 1221991

The Approval functionality is now supported in REST, wherein the process is similar to MScript approvals with a few key differences. To make it more user-friendly, the approval items are grouped differently, and swiping lines to access approval actions is possible.

This enhancement grants easy and quick approval access to timesheets, expense sheets, purchase orders, vendor invoices, invoice allocations, draft invoices, job quotes, and absence and allowance requests through the **Items for Approval** screen. The items are separated by section, and a section appears on the screen when there are pending items for approval.

### Procedures

#### Approve or Reject Approval Items

You can approve, or reject approval requests from the **Items for Approval** screen. The **Undo** action is not applicable.

1. Tap , and tap **Approvals**.
2. On **Items for Approval**, tap an approval category.
3. On the selected approval category, tap a submitted line to review, or swipe to approve or reject.
4. On the selected approval screen, take any of the following actions:
  - Tap , and tap **Approve**, or **Reject**.  
Tapping **Reject** requires you to state a reason for the rejection.
  - Tap  or  on the header to switch between requests.

**Note:** Approval procedures for project managers, and supervisors are updated in the Approvals section of the Touch for Maconomy 3.5 User Guide for Android and iOS.

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### Approve Items by Batch

You can enable batch approval on the **Settings** screen, and utilize the functionality for My Approvals and Substitute Approvals.

1. Tap , and tap **Approvals**.
2. On the **Items for Approval** screen, tap **Select Multiple**.
3. Tap the check mark beside any item from any section to mark items to approve or reject.
4. Tap **Approve Selected** to approve the items, or **Cancel** to revert the selection made.

**Note:** You cannot reject items, and undo approval or rejection by batch. Tapping **Reject** requires you to state a reason for the rejection.

## Advanced User Setting Control

### Deltek Tracking: 896547

This feature enhances control for user settings on the **Settings** screen. You now have the option to globally select which settings you would like to make available for the users, modify the default value for the setting that is shown, and define whether the end user can edit the setting. This control is achieved through new server settings.

**Attention:** When you upgrade your Maconomy version, review the values of your new server settings.

For more information, see the [Server Side Configuration Settings](#) section of the [Deltek Touch for Maconomy Installation](#).

In addition, the **Settings** screen has been updated with a new section called **Timesheet** that now contains the **Submit Mode** and **Registration Unit** fields as well as the **Use Week Numbers** and **Keep on timesheet as default** toggle switches, which were included in the **General** section in the previous version.

**Attention:** For more information, see the [Settings](#) section of the [Deltek Touch for Maconomy User Guide](#).

## Application Performance Monitor in REST

### Deltek Tracking: 1047134

Touch now supports the Application Performance Monitor (APM) in REST, which creates performance log entries. This feature allows you to monitor, and investigate network, and user interface performance.

In Maconomy 2.5, the APM functionality is enabled by default. APM creates the `MaconomyMonitor.log` file, which contains log in attempts and other performance activities. With Touch 3.5, the network time and the time spent for task completion are logged for Maconomy REST requests. PIN, biometrics, Maconomy login, and domain login are the only authentications supported by this functionality.

This functionality is disabled by default.

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**Attention:** For more information on how to turn on this logging, see the Appendix C: Logging Capability section of the Deltek Touch for Maconomy Installation Guide.

## SSL Certificate Check Capability

### Deltek Tracking: 1212688

Touch now allows you to validate SSL certificate fingerprints against predefined strings for a more secure performance. You can enable this feature with Touch 3.5 and later versions when you add the SSL certificate fingerprint for your Touch URL into the configuration.ini file on the Touch server. This functionality is disabled by default.

When you log in from the **Touch URL** screen, the SSL certificate check is prompted, and is verified once upon authentication in each session. Prior to certificate expiration, you can include the expired, and new SSL certificate fingerprints in the configuration.ini file on the Touch server in order for you to continually use the feature.

**Attention:** For more information, see the Set Up HTTPS section of the Deltek Touch for Maconomy Installation Guide.

## SIEM / Security Enhancements

### Deltek Tracking: 1212811

In Maconomy 2.5.1, a new **Client** field is added to APM to ensure the framework is SIEM-compliant. Touch sets this field on all its Maconomy requests.

See the *Deltek Maconomy Application Performance Monitoring* documentation for details.

## New URLs for Touch Mobile

### Deltek Tracking: 1219194

Tapping the link in the email message, which your administrator sends you, now directs you to a page that displays one link or two separate links, depending on your mobile operating system.

- *For iOS:* When you tap the first link, it directs you to the mobile application in the Apple App Store, allowing you to download it into your device. When you tap the second link, the **Touch Server URL** field in the downloaded application is automatically populated.
- *For Android:* When you tap the link, it either automatically populates the **Touch Server URL** field (if the application is already installed) or directs you to download the application from Google Play (if the application is not yet installed).

## Integrations

### Employee Creation Using an Employee Template for Talent Management Users

#### Deltek Tracking: 1228725

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In Maconomy, you can now assign a template to automatically fill in employee information when creating employees from Talent Management. When you enable the **Derive Template Employee on Creation** system parameter, you can set up an employee template based on the company, or system information.

To support this functionality, the **Template Employee** field is added in the System Setup workspace. The former allows you to derive employee data from the employee template on the company, whereas the latter allows you to use the system information.

### Changes to Maconomy

The following workspaces are updated:

- System Setup
- Employees
- Company Information single dialog
- System Information single dialog

### Setup Instructions

**Note:** You can set up Maconomy to use an employee template either from the company, or system information. By default, Maconomy uses the company information based on the company set for the employee. If the company information is not available, the system information is used.

### Enable Employee Template at Employee Creation

To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Derive Template Employee on Creation** parameter.
3. On the System Parameter sub-tab, select the **Derive Template Employee on Creation** check box.

### Set up an Employee Template Using Company Information

To set up an employee template using the company information:

1. Go to **Company Information » Company Information**.
2. On the Template island, select template from the **Employee** field.
3. Click **OK**.

### Set up an Employee Template Using System Information

To set up an employee template using the system information:

1. Go to **Setup » System Setup » System Information » Employees**.
  2. Double-click the **Template Employee** field.
  3. Click **OK**.
-

## System Parameters

Parameter	Description
<b>Derive Template Employee on Creation</b>	<p>Select this parameter to automatically obtain an employee template using the available company, or system information.</p> <p>Deselect this parameter to disable using employee templates at employee creation for integrated Talent Management users.</p>

## Customer Currency Added to Deltek CRM Integration

### Deltek Tracking: 1061523

With this enhancement, the currency for the Deltek CRM client is now integrated to the Maconomy customer. You can select the customer currency through the **Custom Currency Code** field for the Deltek CRM client, which simultaneously changes the **Currency** field for the Maconomy customer.

This feature is available in Vantagepoint 3.0 and later versions.

## Deltek CRM Integration Migrates to Vantagepoint REST API

### Deltek Tracking: 1088165

With this release, Maconomy now only supports Vantagepoint 3.0, and no longer supports Vision 7.6 and DPS 1.1. The Vantagepoint SOAP APIs are deprecated in version 3.0, and consequently, the Deltek CRM Integration migrated to REST API.

## Expected Revenue Added as Opportunity Value to Jobs

### Deltek Tracking: 1080885

Previously, you can only transfer the budget information for a specific job from Maconomy to Deltek CRM opportunities. With this feature, you can now calculate the total expected revenue for the main job and the corresponding subjobs, and transfer the information to Deltek CRM. The expected revenue is calculated based on the type of job, and is available in the new field **Expected Revenue Incl. Subjobs**. The new field is transferred to Deltek CRM if the new job parameter attribute **Use Expected Revenue as Opportunity Budget Value** is enabled.

For new fields and descriptions, see Appendix A.

## Changes to Maconomy

The following workspaces are updated:

- Jobs
- Job Cost Setup

## Setup Instructions

### Set the Expected Revenue as Budget Value for Jobs

You can opt to use the expected revenue instead of the job budget type to calculate the opportunity value in Deltek CRM. You can calculate the total expected revenue for main job and subjobs and send the information to the corresponding opportunity in Vantagepoint CRM. The expected revenue is calculated in the currency of the main job based on the current exchange rate. When you select this Boolean attribute, the budget type revenue is overwritten, and the expected revenue is used as the budget value to be transferred to Deltek CRM.

#### To set up the expected revenue as the budget value:

1. Go to **Setup » Job Cost Setup » Parameters » Job Parameters**.
2. Search for Job Parameter Type **CRM Integration** job parameter type, and enable the parameter **Use Expected Revenue as Opportunity Budget Value** parameter.

## Technology / System Admin

### APM Splunk Dashboard Enhancements

#### Deltek Tracking: 1186991

Numerous improvements are made to APM Splunk Dashboards to improve usability, including the addition of a new System Activity Dashboard, a new System Status Dashboard, and an update of existing Splunk design.

Additionally, the APM documentation is refactored with a new structure for ease of use, and updated content, including configuration, Splunk setup, and troubleshooting.

See the *Deltek Maconomy Application Performance Monitoring* guide for details.

### Import Packages

#### Deltek Tracking: 1239260, 1182371

- Added the ability to set the default Import/Validate Import Package User
- It is now possible to attach several import files to the Data Import Package at once, using the new action **Bulk Attach Import Files**. It is also possible to create a new Data Import Package using an Import Program.

It is now possible to attach several import files to the Data Import Package at once, using the new action '**Bulk Attach Import Files**'. It is also possible to create a new Data Import Package using an Import Program.

#### Bulk Attach Import Files

The field **Attach Import File Name** is added to the Data Import Package Lines. Use this field to specify the file name of an import file you want attached to the line later, using the **Bulk Attach Import Files** action. When you select **Bulk Attach Import Files**, you are prompted to select a number of import files. You can select as many as you want at once, and you can select both tab separated files and zip files. The zip file is unzipped and any import files in the archive are considered

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for attachment. All files selected must be unique. If a selected file matches the filename in the **Attach Import File Name** field of a line, that file is attached to that line.

### Import Data Import Package using Import Program

The new import functionality is available in the Data Import Package workspace from the **Load Package from File** and **Load Lines from File** actions. From these two actions you can select Load from Import File in addition to loading an existing .mip package. You are prompted to select an Import File, which must adhere to the following rules:

- Only **DataImportPackageLine** lines can be specified in the Import File
- Only **Create** and **Create/update** (the latter is represented by leaving the action field blank) lines are allowed.
- The lines may not contain the fields PackageInstanceKey or PackageName

You can select **Bulk Attach Import Files to Package Lines after Import** if you want to run the Bulk Attach action immediately after the import is done. In that case, you are prompted again, this time to select the import files to attach to the newly imported lines.

## MPL / Printing

### Deltek Tracking: 1236722, 1139135

#### QR Code Centre Image Support

We have added QR Code Centre Image Support in MPL to fulfill statutory e-invoicing requirement.

Prior to this release, MPL has supported generating QR codes using the <barcode> tag, for example, the following code:

```
<barcode {"Hello world"} QRCODE>
```

would generate a QR code encoding the “Hello world” text.

It is now possible to overlay images at the center of such QR codes without compromising the QR code’s readability. A QR code scanner/app is now able to scan such a QR code successfully even though part of the QR code area is overlaid by an image.

For example, the following code:

```
<barcode {"Hello world"}  
  QRCODE  
  height=46mm  
  qrOverlayImage={"qrcode\image.png"}>
```

will overlay the qrcode\image.png from the Maconomy’s document archive at the center of the QR code.

Technically, overlaying images over QR codes is possible because QR codes implement error correction, which means that a QR code can still be read by a scanner even though part of it is damaged or covered by an image. The QR code specification lists the following error correction levels and their

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corresponding theoretical recovery rates (the percent of the coding words that can be missing without affecting the QR code's readability).

- L: 7%
- M: 15%
- Q: 25%
- L: 30%

In practice, for the QR codes to scan correctly, the overlay should often take up less than that theoretical limit. It is up to the MPL layout developer to choose the right error correction level and overlay image size depending on the use case. The chosen values should be tested extensively in practice.

These two properties can be set using the following <barcode> attributes:

- `qrErrorCorrection` - the requested error correction level. Valid values are: L (lowest), M, Q, H (highest).  
The default values are
  - L without an overlay image
  - M when an overlay image
- `qrOverlayAreaRatio` - the ratio of the overall qr code picture's area (including the QR code's silent zone) that the overlay picture should take up. Valid values are from 0.0 to 1.0.  
The default value for error correction level M is 0.05.

Apart from these two attributes, you can also set the requested overlay image quality with the `qrOverlayQuality` attribute. Since the overlay image is drawn over the QR code image, the QR code image must be scaled up to have enough pixels to draw the overlay image over without losing quality.

`qrOverlayQuality` - the requested quality level. The valid values are: L (lowest), M, Q, H (highest). Level H indicates that the overlay image should be drawn with original quality and the QR code image should be scaled up accordingly (up to 2000 x 2000 pixels max). The higher the quality level, the more RAM memory the QR code image will consume when generating a PDF and the bigger the resulting PDF size will be. It is recommended that you use the lowest possible value that renders a satisfying quality.

The default value is Q.

The following examples shows how to set all the above described attributes:

```
<barcode {"Hello world"}
  QRCODE
  height=46mm
  width=46mm
  qrOverlayImage={"qrcode\swiss_flag.png"}
  qrErrorCorrection=M
  qrOverlayAreaRatio=0.025
  qrOverlayQuality=L>
```

## Moving MPL into Coupling Service

Phase 1 moving MPL into Coupling Service supports large printings which had previously a run out of memory.

The MPL print engine in Maconomy is ported to run inside the Coupling Service, instead of as an embedded Java process inside each MaconomyServer instance.

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This reduces the average memory footprint of the MaconomyServer processes, while also making it possible to produce larger prints without running into memory limitations.

The embedded MPL engine is still available in the 2.5 release stream in order to support various command line operations, such as the '-U\*P' arguments as well as MScript and import invocations, which require print functionality. In future releases, the embedded print engine will be removed entirely, and these operations will either be ported to the CouplingService, or they will be desupported. The '-U\*P' arguments as well as the '-x' argument for stand-alone script execution are supported by the CouplingService as of 2.5.1.

## RESTful API Version 2

### Deltek Tracking: 1182794

- Bringing RESTful API Version 2 to GA level and delivering new features to support iAccess development and customer integrations.
- RESTful API is optimized for performance and scalability.

## Security Enhancements

### Deltek Tracking: 1247915, 722386

- **Deltek Security SIEM** — A new **Client** field is added to ensure the APM framework is SIEM-compliant.
  - **Client** — Shows a string identifying the client that issued the request.
  - SIEM enhancements are implemented in Workspace Client, iAccess, and Touch.
- **iAccess File Upload Security** — File security for iAccess and WSC is now improved when uploading and downloading.
  - See “Security Service File Check” in the *Deltek Maconomy System Admin Guide* for details.

## APM Splunk Dashboard Enhancements

### Deltek Tracking: 1186991

Numerous improvements are made to APM Splunk Dashboards to improve usability, including the addition of a new System Activity Dashboard, a new System Status Dashboard, and an update of existing Splunk design.

## Upgrade Optimization

### Deltek Tracking: 1221362

To improve Enterprise upgrade efficiency, we now validate objects rather than dropping and recreating views.

## New Naming for Maconomy Cumulative Updates

### Deltek Tracking: 1230877

Previously, the cumulative update (CU) numbering format has been a two-digit number. This is now updated to a three-digit number.

The updated name is:

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Maconomy <version> CU <nnn>

For example, the second CU on the 2.2.x stream is now named Maconomy 2.2.x CU 002

Additionally, we have updated different Packing Unit (PU) types to have a single naming convention, rather than different but similar naming conventions.

The updated name is:

apu.w2000.sp105a or tpu.NTx86.20\_0.p105a?

Existing PUs are supported without the need for renaming, and MConfig and other tools are able to handle both generations of names.

## BPM

The new format for PU names necessitates an update in BPM naming format. Since this new format is defined for all PUs, thus it also requires an update in Reporting Packing Units (RPU) in BPM.

These update include:

- New RPU name
- New BIAR file names
- Remove People Planner BIARs
- Update the names of ETL
- Remove sub-version (0) from version XML files

The updated names are:

**RPU Name** — rpu.<main version>.<sp>.<cu>.<build number>.<solution>.zip

Example: rpu.20.sp103.cu008.1234.s-std.zip

**BIARs** — bpm-<product>.<main version>.<sp>.<cu>.<build number>.<solution>.<database>.biar

**Documentation of universes** — Include version tag. \

**ETL analysis** — bpm-analysis-etl.<main version>.<sp>.<cu>.<build number>.xml

Example: bpm-analysis-etl.20.sp103.cu0008.1234.xml

**ETL peopleplanner** — peopleplanner-etl.<main version>.<sp>.<cu><build number>..xml

Example: peopleplanner-etl.20.sp103.cu008.1234.xml

**Images** – need to confirm if we are still using this and how (Asger, any info on this?)

## Certifications

### Deltek Tracking: 1132203

- **BO 4.2 SP8** – for Maconomy and BPM.
  - **Android 10** – for iAccess.
  - **SQL Server 2017** – for BPM
  - **Chrome 80** – for iAccess and BPM
  - **Note:** Cookies restricted to first party.
  - **Java 8 Security Update**
-

## Extender Enhancements

### Deltek Tracking: 1179077

- **Enhanced custom.shortname Deployment Support for DFME** – This enhancement supports DFME in simplifying the deployment customizations to the custom.shortname layer to the an environment containing different shortnames. With this release, the Extender introduces a server/environment-specific custom shortname configuration setting.

## Synchronous Calculation of Approval Notifications

### Deltek Tracking: 1071036

Customers can now configure the enablement of synchronous calculation for all approval notifications (except for Timesheet Not Created, Reject, or To Be Submitted), for named employees (not employee types or All). Utilizing this functionality improves performance due to Maconomy calculating notifications immediately and only once, thereby reducing and distributing the load on the server over a broader period of time. Notifications in iAccess are updated more immediately for users; notifications in the Workspace Client still require a refresh to update, but will update faster.

### Changes to Maconomy

To support this functionality, the following workspaces are updated:

- Notifications
- Approval Hierarchies
- Notification Types single dialog
- Approval Hierarchies single dialog

A new Synchronous Notification Types single dialog is also added.

### Setup Instructions

See the *Deltek Maconomy System Admin Guide* for details.

## Background Task Enhancements

### Deltek Tracking: 1214786

### Clear “Override Auto-Deletion of Tasks”

Previously, within the **Override Auto-Deletion of Tasks** group, the **Ignore Until** field retained the specified date and time, even after the date had passed.

With the new **Override Auto-Deletion of Tasks** field, you can set up system defaults to override auto-deletion, as well as specify dates on which tasks should be deleted.

This is useful in testing and to improve monitoring.

Previously for this type of testing or monitoring, you would toggle the **Delete Automatically** field. When **Delete Automatically** is selected on a background task, once a task executes successfully, it is automatically deleted. This is useful, because the system can quickly fill with numerous successfully finished tasks, which are unnecessary to retain since they have already been executed and, besides historic information, there is no reason to retain them further.

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However, sometimes you want to debug or test, and for this reason it is helpful to keep tasks even if they have finished successfully. While you could deselect the Delete Automatically field on the task, since some tasks are created from within the system, you do not have control over them and cannot deselect auto-deletion for those tasks.

For this reason, we have introduced the **Ignore Until** field, where you can specify date and time of deletion, meaning that once task has finished successfully, it is not deleted automatically until the specified date, giving you time to investigate the task.

#### To Override Auto-Deletion of Tasks:

1. Go to **Background Tasks > Management > System Defaults**.
2. In the **Override Auto-Deletion of Tasks** group, **Ignore Until** field, enter the date and the time on which the tasks must be deleted.

After this date and time, the system resumes auto-deletion of tasks.

## Update of Radio Buttons

Radio buttons are updated in Status and Editing tabs for ease of use. The radio buttons had the previous order and naming: Pending, Running, Succeeded, Incomplete (Unhandled), Failed (Unhandled), Rescheduled, and All.

The radio buttons are updated to:

- Pending — Shows all pending tasks.
- Running — Shows all running tasks.
- Succeeded — Shows all tasks successfully completed.
- Incomplete — Updated to show all incomplete tasks.
- Failed — Shows all failed tasks.
- Unhandled — Shows all unhandled tasks, including incomplete and failed tasks.
- All [default] — Shows all tasks. Updated as the default selection.

Additionally, on the Editing > Background Tasks tab, when you selected the **Active Pending Tasks** option, you would see a standing system task. Now this is updated so that standing system task is removed from the Active Pending tasks view. Select **All** to show all pending tasks, including the active system task, which is always active and always pending. This setup now provides a better view of true Active Pending tasks.

## Chained Background Tasks

At times it is necessary to specify that a number of background tasks (defined by some properties) should be executed such that only one task from the group is executed at any time.

Functionality for this is already included in tasks, but cannot be specified for rules. For this reason, a new **Chained Task Execution** field and a grouping field are introduced on rules.

If the grouping field is assigned with field name from the rule context, tasks generated by the rule are grouped in a number of chains, where all the tasks in one chain have the same value for the context field.

For example, one group-field is CompanyNumber. If CompanyNumber is defined as the group field, all tasks with the same context CompanyNumber generated from the current rule are chained and executed in a sequence, in such a way that all the tasks (for a given company) are executed alone, (meaning, without any other task from the same company being executed at the same time). If the grouping field is not assigned (but the chained execution is enabled), all tasks generated by the rule are linked in one

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chain and all these tasks are executed without overlap.

The **Recalculate User Notifications** rule is converted to utilize this new feature. If a user has multiple user roles, then notifications for those roles are recalculated in a chain / succession.

## Task Cleanup Improved with New Field and Actions

In the Selection & Clean-up tab, a new field and new and updated actions help facilitate the task cleanup process, including a new option to delete test-bed generated tasks.

### Pending Tasks

Now you can select to delete tasks by state. Previously, when you tried to delete a task, the system would not allow you to delete tasks that were Pending and Inactive. This is updated so such tasks can be deleted.

### Deleting Lines

Previously, you had to list specific lines to delete. This could be tedious if you had numerous lines. Now, you can delete selected tasks. Additionally, where before you had the potential to delete a line you did not mean to delete, now, you can use the **Export Selected Tasks** action and review material prior to deletion.

### New and updated fields and actions include:

**Origin** — Select to clean-up tasks by how they started. Selections include: Manual, Schedule Rule, API, Core Application, and Test Bed.

**Export Selected Lines** — This action creates an Excel export of the background tasks specified in the selection criteria of the tab. This is an alternative to the **Show Lines** action and works for more than 5000 lines.

**Export Selected Tasks** — This action exports to Excel all the tasks with the Selection Criteria that you've selected. Leave the Selection Criteria fields blank to export everything in the database. Alternatively, filter by container or origin or any Selection Criteria field to narrow your list. This action allows you to verify lines before you delete them.

**Delete Selected Tasks** — Use this action to delete selected tasks. You no longer need to select "Show Lines." This is helpful when you have numerous tasks (sometimes more than 5,000). Previously, you wouldn't be able to delete from this window. With the new updates, you can delete from this window. If you do not specify any criteria, then the action acts like a "delete all lines" action and will delete all lines.

**Delete Shown** — This action is replaced by the **Delete Selected Tasks** action.

### Verify and Delete Tasks

1. Go to **Background Tasks > Management > Selection & Clean-Up**.
2. In the Selection Criteria tab, enter information in any fields you choose to use as task filters.
3. Click **Export Selected Tasks**.
4. Review the exported information.
5. When verified, in the Selection Criteria tab, again enter information for fields you choose to filter.
6. Click **Delete Selected Tasks**.

## Support for Expressions in Input Fields

This enhancement brings new support for Expressions in email and Document Archive input fields. In email handling options areas, previously you could specify a valid email only. Now the e-mail (and other)

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fields used for document handling on rules and tasks are updated to handle as expression fields as well as e-mail addresses. This makes it possible to use data from the context fields to complete these fields. This functionality is similar to that which is already used for other fields on rules.

For the fields **E-mail From** and **E-mail To**, the system can automatically determine if the field contains a valid e-mail address expression. However, for the Document Archive number and subject / body fields in the e-mail, you must explicitly specify if it is an expression or not (using the **Yes/No** expression field).

### Background Shading

Background shading offers at-a-glance information for a field type. Expressions are indicated via purple background color. Without color on the field, it is an email.

This convention is used in these areas:

- Input Document Handling (Using Doc. Archives)
- Output Document Handling (Using E-mail)
- Output Document Handling (Using Doc. Archive)
- Send Email on Completion (fields with **Expr.** column/field to the right of them).

### To use expressions in Output Document Handling / Email:

1. Go to **Background Tasks > Management > List of Scheduled Rules**.
2. In the **E-mail To** field, select an expression from the Context Field Name field.
3. If this is a Document Archive number field, or subject / body field in the email notifications, then you must set the **Expr.** value to **Yes** to explicitly say that this is an expression.

## Extended Test Bed

The Test Bed functionality enables you to test your rule without actually activating it so that you can see in action how it works and if it produces a result that you expect. Previously, the Test Bed functionality could be cumbersome to use. For instance, you sometimes had to disable batch execution if you wanted to inspect generated tasks before they were executed. Also, when you ran a test, the rules would be activated and generated, and there was no way to confirm the rule and ensure it behaved as expected prior to activation.

We have now extended the Test Bed functionality for ease of use and versatility, including updating the format for at-a-glance status and adding key actions and a new wizard, described below. Additionally, now you can test the rules before the rule is activated.

### Updated include:

- Changed the name of Run Generator Unconditionally action to **Test Schedule Rule**. Click on this action and a new wizard displays enabling you to test the schedule rule.
  - Added a new Origin field on a task to define the rule from which it generated. This field is also used when checking if any pending task from a rule exists. In this column, you can select a new value called Test Bed, so that you can filter by this type or by Manual, Schedule Rule, API, or Core Application
  - Possible now to generate tasks from a disabled rule.
  - New Schedule Rule column in the Generated Background Tasks sub-tab enables you to see where the background task started.
  - The Generated Background Tasks sub-tab will actually show you the tasks that were generated when the rule was executed. This is an improvement, since previously, you needed to switch to a different window to view the generated rules.
-

- You no longer need to activate a rule to test it.

**Added new actions:**

- **Delete Inactive Test Tasks** — If you have tested and found that everything is okay, and you don't want to activate the tasks, you can instead delete them.
- **Activate Inactive Test Tasks** — Generally, activating inactive / generated test tasks is used as a second phase of testing. For the first phase, generate the test tasks and investigate them. To perform further testing, use this action to activate them again and evaluate if they are being executed correctly.
- **Show Next Scheduled Rule Execution** — Click to show the next 50 scheduled runs so you can check the time pattern as needed.

**To test background tasks in the Test Bed:**

1. Go to **Background Tasks > Setup > List of Scheduled Rules > Test Bed**.
2. Click **Test Schedule Rule**. A wizard displays.
3. In the **Max No. of Test Tasks** field, enter the number of tests you would like to generate. This is helpful if you have thousands of tasks, but for example you would like to only test 50 or so to ensure that the rule is working correctly. Specify 0 (zero) for no limit / to generate all in the database.
4. Select **Activate Generated Test Tasks** to specify whether tasks must be activated. If you do not want the tasks activated, deselect this field.
5. Section **Generate Test Tasks in the Background** to continue to have access to the UI and related functionality while background tasks run.

## Terminology Changes

Some terminology is updated in Scheduled Background Tasks for clarity. Specifically, previously we had used the word Task where Rule was the more precise term. To support this change, numerous fields and actions are updated, as follows:

- New Background Task Generator — Updated to **New Schedule Rule**
- Run Generator Unconditionally — Updated to **Test Schedule Rule**.
- Rule [in create wizard] — Updated to **Rule Type**.
- Generator [Group title] — Updated to **Schedule Rule**.

Additionally, Scheduled Rule types are called Tasks. These are updated as well, as follows:

- Single Task — Updated to **Single Schedule Rule**
- Sub Task — Updated to **Sub Schedule Rule**
- Sequential Task — Updated to **Sequential Schedule Rule**
- Interleaved Tasks — Updated to **Interleaved Schedule Rule**

Finally, Tasks in the Data Input pane are called Parameters/Fields. Rules in the same pane are called Parameters. Both are now updated and called **Data**.

**Note:** The updates in this feature are non-backward compatible, and **Interleaved Rules** are now deprecated. While they can still be used, we highly recommend you switch to **Sequential Rules** instead. The Interleaved Rules functionality will eventually be removed in future versions.

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## Create Document Archive

### Deltek Tracking: 1242315 (15)

Previously, any time you specified a Document Archive on a task and executed it, any documents that were produced from the task were saved in that Document Archive. In a situation where such a Document Archive did not exist, the task would end up in an Incomplete state. With the new functionality, if the specified Document Archive does not exist, it is created automatically by the system. This improves ease of use, as users need not be concerned about the existence of a Document Archive before running a task.

On tasks and rules, callback-handlers can be defined to store documents from execution (such as prints) in a document archive. This (named) document archive must already exist at this point.

Today, a task fails if the defined document archive does not exist. This is updated so the callback handlers using document archive automatically create the document archive if it does not exist. This is similar to the functionality when using folders in the file-system, as these are also created if they do not exist.

## Test Scheduled Rule Time Pattern

In the Test Bed assistant, used for testing scheduled rules, a new **Show Next Scheduled Rule** action shows the next fifty (50) execution times for the current rule. This action is beneficial for debugging, and is used to verify that the time pattern entered for the rule results in the wanted executions. For ease of use, you can also run / test the rule prior to activating the rule.

**Note:** Take into consideration the data in the **No. of Runs Left** field and the valid interval when evaluating execution times.

The new functionality also enables you to test scheduled rule time patterns before you activate them.

In the Test Bed area, a new **Test Schedule Rule** action triggers a wizard which enables you to test schedule rules.

Use this action to verify that the time pattern entered for the rule resolves in the needed executions.

Note the "No. of Runs Left" and the valid interval should also be taken into consideration when execution times are resolved.

## More Flexible Context Fields from a Key-Generator

Previously, a key-generator had (10) extract fields. When entering a field name (such as `FieldNameX`) in an extract-field, the value of the field (`FieldNameX`) from the key-generator container would be assigned a context-field with the same name (`context.FieldNameX`) when resolving a rule with this key-generator. This meant the field name both defined a name (for the context-field) and a value (from the key-generator container).

To create more flexibility, we have updated context fields from a key-generator and we added the ability to define your own five fields. The existing 10 extract fields only allowed you to enter fields that actually existed in a database. The new five fields give you the ability to define them yourself by specifying the name of the field, type, and value of that field. While they do not exist in the database, they are dynamically generated during the runtime of the rule. These fields can be an expression or fixed value, and can be used on rules.

These five new user-defined fields have exactly the same behavior as the 10 existing extract fields in the context of a Schedule Rule. For example, you can use them in the Record Condition, document handlers, email notifications, and so on.

---

Additionally, you can specify that your user-defined field can hold a value that is an expression and this expression must be evaluated during the run of rule. This also means that you can reference database fields as a value and perform some operation on them to generate a new value.

For example, you might define a rule “CostMultiplyByTwo” where you use the expression “CostPrice \* 2.” This takes the existing value of the “CostPrice” field, multiplies it by two, and assigns the result to the “CostMultiplyByTwo” field.

## Label Rescheduled Task as Handled

If a task fails, you can reschedule it. However, previously the rescheduled task would not be labeled as “handled.” This update ensures that when a task is rescheduled, it is labeled **handled**.

## “User Input” Is Default Line Type

“User Input” is now the default line type for data input for tasks and rules.

## Validation of Field Names for Tasks and Rules

Previously, field names were not validated when entered on tasks, rules, and the related data panes. This led to internal errors during runtime, resulting in failing tasks.

Validation are now implemented so that tasks and rules are validated as container and action names are validated. This optimizes functionality when accessed from import programs or the extension batch API.

The following container selection fields in background tasks and scheduled rules are validated:

- For tasks: Container Selection Field 1 – 4
- For rules: Container Selection - Container Field (1-10)
- For tasks, rules, and key generators (table pane), field names holding values (but not parameter names) are also validated.

Additionally, all input fields containing expressions (in tasks, rules, data [parameters] ) are analyzed for existence of fields and context (context, card, table) fields. Pop-up field values are also validated, as are Action and Container Names.

Both named actions and standard actions are now entered in the same field: Action Name and the field Standard Action is removed from the standard layout.

## More Evenly Distributed Retry Scheduling

Previously, when a task failed due to “Data in Use,” it was rescheduled a number of times. However, when a number of tasks (possibly generated at the same time) were trying to use the same database resources, they could all fall into a looping pattern where none went through. To improve efficiency and more evenly distribute retry scheduling, we have extended the default number of retries to five (5) as well as randomized the amount of time between retries.

The randomized time-pattern is calculated in the following way. There is a parameter defining the rescheduling delay (default 30 seconds). A task is rescheduled a number of delays plus a random amount of time, giving a result in the interval between the current rescheduling and the (possible) next rescheduling.

**For example:**

<b>Rescheduling Count</b>	1	2	3	4	5	6, 7, ...
---------------------------	---	---	---	---	---	-----------

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Delay Period	1	3	5	7	9	9
Randomized Delay %	100 - 299	300 - 499	500 - 699	700 - 899	900 - 1099	900 - 1099

When a task is rescheduled, all existing log-lines are removed from the task and a single line states that the task is rescheduled for the [number] time.

## Hold Tasks Rule If Tasks Are Still Pending

We have updated rules so that tasks will hold even if tasks from the previous generation are still waiting to execute. A new popup field indicates if a rule should run now, or later.

### To create rule to hold tasks:

1. Go to **Background Tasks > Schedule Rules**.
2. In the **Name** field, select the name of the Schedule Rule to update.
3. In the **When Last Run Not Complete** field, choose:
  - **Run Anyway** — If you choose this option then when the rule is triggered, it will run regardless if there are tasks that have not yet finished from the previous run of this rule.
  - **Skip** — Select this option to skip the current run of the rule if there exist tasks that have not yet finished from the previous run of this rule. Additionally, the Next Due Date and Time are updated as if this rule ran successfully. For example, if the rule is set up to run every minute and the next run is at 3:01 p.m., but there are tasks from previous runs that have not yet finished, then the rule is skipped and the Next Due Time is updated to 3:02 p.m.
  - **Postpone** — Similar to Skip, except the Next Due Time is NOT updated. If we take the example above then the rule will be skipped, but the Next Due Time will NOT be updated and will stay as 3:01 PM. Select this option to skip if there are existing tasks from the previous run, but you want to make sure the next due time is not updated, so that the rule can be run as soon as possible.

### Notes:

- The time in the **Next Due** field is not updated when a rule is rejected due to existing tasks.
- The **Schedule Rule** field tells the name of the rule from which each task originates. Select to show Tasks with the reference to the rule generating them. This enables you to easily check if un-executed tasks still exist. If the task was created manually (and not from the rule) this field is empty
- Do-not-generate is default for new rules created.

## Reduce Number of Requests for Pending Tasks

We have reduced the number of request for pending tasks from N times a minute (where N is the number of background task threads) to once a minute. This reduces the load on the system and makes it possible to configure a large number of background task threads without wasting resources in idle situations.

Previously, all active tasks were asking for pending tasks with a given interval (default: 60 secs). This meant that even in periods where there was no activity, all tasks requested new tasks with the same interval.

We have updated this to improve efficiency:

- Added a queue for holding all pending threads. When the poll interval is up, the queue releases a thread (X), which will ask for a pending task.
  - If no pending tasks exists, the thread X returns to the queue and new thread is released when a new poll period is up.
  - If, on the other hand, a task (A) is pending, the thread (X) signals to the queue that there may be more pending tasks before starting to execute the task (A). This signal leads the queue to release another thread (Y), which might pick-up another pending tasks (B) – and release yet another thread (Z) from the queue, before execution of the tasks (B) begins.

In this way, threads picking up tasks which lead to new active threads keep the process running until no more tasks are pending and thereby the threads queue up again.

- If no threads are in the queue when a release signal is received, the queue counts needed threads and a new thread is released as soon as it enters the queue. This process repeats as long as the needed thread counter is larger than zero (0).
- There is a thread queue-instance for each short-name in a Coupling Service as short-name are handled independently in relation to the batch framework threads.

## Standardize Case of Names for Containers, Actions, and Fields

When entering a name for a container, an action (including standard actions) or a field, the casing of the field auto-corrects to proper standard case. This is important in cases where you use the fields as restriction, such as deleting tasks by another task or the selection in “Selection & Clean-up”.

Note: This conversion is not done when defining tasks from JavaAPI or import-programs.

## Added Find-Containers for Container, Action and Field Names

When entering a name for a container, an action (including standard actions) or a field, the casing of the field now auto-corrects to proper standard case. This is important in cases where you use the fields as restriction, such as deleting tasks by another task or the selection in “Selection & Clean-up”.

Find-containers are added for use in all cases where container, action, or field names are entered. For fields, the field type is derived and assigned from the search.

This impacts the following fields:

- Container
    - Container name (including namespace)
    - Container type (Filter, Card, Card-table)
    - Namespace
-

- Container name without namespace. Not unique
- Container title
- Action
  - Action name (including namespace)
  - Action type (ICRUDP, named action)
  - Namespace
  - Container name (including namespace)
  - Pane type
  - Action name without namespace. Not unique
  - Action title
- Field
  - Field name (including namespace)
  - Field type
  - Namespace
  - Container name (including namespace)
  - Pane type
  - Field type without namespace
  - Field title

## Low Priority Tasks

There are times where it makes sense to run tasks with a lower priority than usual. A good example of this is a notification calculation, where a lot of time is spent on non-critical tasks, which are generated to execute at the same time. This load can block all Background Task resources for hours and prohibit other more critical tasks from being executed.

This is resolved by supporting tasks of two priorities (standard and lower).

In the default configuration, standard priority tasks are picked approximately twice as often by a polling thread as low priority tasks when both standard and low priority tasks exists and are due – even though the due time of the low priority tasks are clockwise before the standard priority tasks.

The priority ratio between standard and low priority tasks (default: 70%) can be configured, but cannot be raised over 90%. This is done to avoid starvation of low priority tasks. On the other hand, setting a value of 0% will make the Maconomy ignore the setting of low/standard on tasks/rules and thereby make the system as before this feature was introduced.

For at-a-glance use, low priority tasks have a light blue foreground color status panes.

### To set tasks as low priority:

1. Go to **Background Tasks > Setup > List of Schedule Rules > Schedule Rule**.
  2. In the Background Task area, select the **Low Priority** check box.
-

**To set tasks as low priority:**

3. Go to **Background Tasks > Setup > List of Schedule Rules > Schedule Rule**.
  4. In the Background Task area, select the **Low Priority** check box.
-

## Maconomy 2.5 – Detail

This section gives detail of the key features for Maconomy 2.5.

### General Enhancements

#### Support for Third-Party Vendor OneLogin SSO

**Deltek Tracking: 1132168**

In addition to support for third-party vendor Microsoft's Azure Single Sign-On (SSO), Maconomy now supports the third-party vendor OneLogin. If you favor this vendor's solution, you can now utilize it as your company's standard for authentication in Maconomy. It offers a cloud-based identity and access management system that works across all Maconomy user interfaces, for both cloud and on-premises deployments.

This feature includes:

- Maconomy/Workspace Client Support for OneLogin SSO
- iAccess Support for OneLogin SSO
- Touch Support for OneLogin SSO

**Note:** See the *Deltek Maconomy 2.5 System Admin Guide* for details on OneLogin SSO as well as generic support for third-party SSO vendors.

#### Access Control for Approvers

**Deltek Tracking: 1174941, 1174952**

When a company sets up the approval of records (such as vendor invoices or expense sheets) with approval hierarchies, as an approver, you are automatically given access to the record that requires your approval. This occurs even if you did not originally have access to the record.

For example, if you are the approver of an expense sheet from an employee whose employee records you do not have access to, you normally cannot view their expense sheets. However, when the employee submits an expense sheet for your approval, Maconomy then gives you the proper access required to view it.

This enhancement provides this kind of access for approvers through the use of Approver Access Tickets, which can be scheduled for deletion.

Once the record is approved, the date of approval is stamped on the ticket and a scheduled background task will remove the ticket after a specified number of days. Likewise, the system deletes submitted access tickets that remain unapproved after a specified number of days.

**Note:** By default, Maconomy deletes approver tickets that have already been approved after 60 days. Submitted but unapproved tickets are deleted 120 days after submission for approval.

Maconomy runs the scheduled background task to delete expired tickets daily. However, system administrators can modify the scheduled background task to determine when tickets are deleted. You can also manually delete expired tickets in the new Approver Access Ticket Expiration single dialog workspace.

---

## Install / Upgrade Considerations

This feature limits user access to approval items. To provide optimal performance upon upgrade to 2.5, you can use the **Grant Access to Historic Data** action when creating or modifying an approval hierarchy rule to give approvers access to objects they have approved in the past.

**Note:** This feature is currently not supported for jobs, job budgets, and draft invoices that use approval hierarchies.

This feature provides performance improvements in Maconomy 2.5 and will be utilized in future versions to improve the access control for items for approval.

## Changes to Maconomy

The following workspace is added:

- Approver Access Ticket Expiration single dialog workspace

The following workspaces are updated:

- Approval Hierarchies
- Approval Hierarchy Rules single dialog workspace

## Setup

### Enabling Expiration of Approver Access Tickets

Use these steps to enable the deletion of expired approver access tickets.

#### To enable the expiration of tickets:

1. Go to **Setup » Approval Hierarchies » Approval Hierarchy Rules**.
2. Select an approval type.
3. Edit information in the tab as needed.
4. Select the **Approved Tickets Expire** check box if you wish to allow approved tickets to expire.
5. In the **Days from Approval to Expiration** field, enter a value to determine how many days after the ticket is approved to determine when it should be deleted.
6. Select the **Unapproved Tickets Expire** check box if you wish to allow unapproved tickets to expire.
7. In the **Days from Submission to Expiration** field, enter a value to determine how many days after the ticket is submitted to determine when it should be deleted.
8. Click **Save**.

## Updated Deltek Branding in Maconomy and Related Products

### Deltek Tracking: 1181341

- Updates Deltek branding in Workspace Client, Analyzer, Extender, iAccess, and the Portal. This includes logos, tag lines, landing and splash screens for all UIs.
-

## Approval Hierarchies

### Job Quote Approval in Maconomy

**Deltek Tracking: 1071037**

Maconomy now supports hierarchical job quote approval in the Workspace Client, iAccess, and Touch.

This feature includes:

- Approval Hierarchies for Job Quotes in the Workspace Client
- Improvements to the Approval Center Workspace
- Core Support for Status Indicator in the New iAccess Quotes Workspace
- Job Quote Approval in iAccess
- Support for Quotes Approval in Touch

### Approval Hierarchies for Job Quotes in the Workspace Client

**Deltek Tracking: 996519**

Companies can now set up approval hierarchies for job quote headers. This enhancement supports standard features such as reapproval setup, automatic approvals, specification of changes allowed without requiring reapproval, and so on.

#### Changes to Maconomy

To support this functionality, the following workspaces are updated:

- Approval Hierarchies
- Jobs

New notifications for job quote approval are also added.

#### Setup Instructions

Use the various tabs and panels in the Approval Hierarchies workspace to set up approval hierarchies for your company's job quotes. Specify the following:

- Approvers and substitute approvers  
Employees can only approve job quotes to which they have been granted access by the company's access control setup.
- The process that a job quote will follow if it is approved/rejected
- The employees who will receive notifications after a job quote is approved/rejected
- If you want to require reapproval of job quote headers with added/edited/removed quotation printout lines
- The field changes for which you will not require reapproval
- If you want to require a multi-approver setup (that is, requiring a job quote to go through several approvers)

You also have the option to make the setup level-specific, such that approvers on the lower levels of the approval hierarchy have to approve the job quote before the higher-level approvers are notified about the job quote requiring their review.

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If preferred, you can also opt to set up automatic approval of job quotes.

Note that you cannot set up states for job quotes.

### Multi-Company Setup

For each individual user, you can set up permissions for submitting and/or approving job quotes. You can also specify exceptions at the company level. This means that if a user has access to job quotes for two companies, you can give that user a different set of permissions per company (for example, permission to submit but not approve job quotes for one company).

### Upgrading

A simple approval hierarchy setup is in place to allow automatic submission and approval of historic job quotes. This setup will allow companies who choose to opt out of approval hierarchies for job quotes to continue using their existing workflows.

## Improvements to the Approval Center Workspace

### Deltek Tracking: 1088150

A new Job Quotes tab is added to the Approval Center workspace in the Workspace Client. This enhancement is based on approval hierarchies for job quotes (introduced with version 2.5), and also adds job quote approval to iAccess.

### Changes to Maconomy

The following changes are made to support this enhancement:

- Updated Approval Center workspace
- New Approve Job Quotes by Employee single dialog

## Core Support for Status Indicator in the New iAccess Quotes Workspace

### Deltek Tracking: 1105888

Fields are added to single dialogs in the Workspace Client to support the Status Indicator field in the new iAccess Quotes workspace.

The updated single dialogs are:

- Quote Editing
- Quote Revisions

## Job Quote Approval in iAccess

### Deltek Tracking: 1076826

You can now approve or reject job quotes from within iAccess. A new tab is added to the Approval Center workspace for this functionality, which is based on approval hierarchies for job quotes (also introduced with version 2.5).

### Changes to iAccess

The following changes are made to support this enhancement:

- A new Job Quotes tab in the Approval Center workspace
  - New notifications for approvers (including those for specific employee types and substitute approvers) and for rejected job quotes
-

**Setup Instructions**

If approval hierarchies are set up in the Workspace Client, this functionality is enabled by default in iAccess.

## Support for Quote Approval in Touch

### Deltek Tracking: 1075354

Touch now supports approval of job quotes. The **Quotes Approval** (displays list of job quotes awaiting approval), **Quote** (allows you to approve or reject a job quote), and **Quote Line** (displays job quote line details) screens are available.

When the **Approvals** toggle switch is set to **On** on the **Settings** screen and there are job quotes that you need to approve, the **Items for Approvals** screen includes **Quotes** in the list with the corresponding counter. If substitute approval is enabled, the Substitute Approvals tab on **Items for Approval** also includes **Quotes** in the list.

## Approval Hierarchy for General Journal

### Deltek Tracking: 1071040

Approval hierarchies in Maconomy now support general journals, enabling you to configure workflows for approval of general journals. Select the General Journal approval type in the Approval Hierarchies workspace to enable this feature.

The approval of general journals is similar to the existing functionality for approving vendor invoices. You can manage the workflow surrounding General Journal in the Approvals workspace.

You can control approval at the line-level of each journal. For each individual user, you can specify whether the specific employee should have access to submit and approve general journals. Exceptions to this can be specified at the level of companies. For example, if a user has access to general journals in two companies, it would be possible to only give the user access to submit general journals in one of the two companies.

The **Submission of General Journal Required** system parameter has been removed from Maconomy 2.5.

New notifications for general journal approval are also added.

**Note:** The **Allow Posting of Own Journals** system parameter and the **Post Own Journals** fields are no longer supported for general journals. Hence, general journals must be approved before they are posted, except for those without any general journal lines.

## Changes to Maconomy

The following workspaces are updated:

- Financial Operations
- Approval Hierarchies
- Selection Criterion Specification

## Install / Upgrade Considerations

If submitted general journals exist in the system prior to upgrading to 2.5, then a new simple approval hierarchy will be created for General journal where approval on header will be required but everyone will be able to approve. All existing submitted general journals will then have approval groups created for them and they will be set as having been approved. You can then set up the approval hierarchy for general journals.

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## Prevent Self-Approval in Approval Hierarchies

### Deltek Tracking: 1071042

Previously, in Maconomy, a submitter was able to approve their own submission, based on the approval rules setup. It is now possible to specify on an approval hierarchy line whether self-approval should be allowed for the submitter.

You can also specify the default setting for self-approval when creating new approval hierarchy lines.

If the submitter is designated as approver by the approval hierarchy but self-approval is not allowed, then the substitute approver or super approver will have to approve the submission. If the submitter happens to be the super approver or substitute approver, the system will not allow the submitter to approve the submission.

**Note:** If you do not specify substitute or super approver and the record locks up, you can adjust the record and it will re-route for approval. You will first need to adjust the approval hierarchy to address the lack of substitute / super approver.

### Changes to Maconomy

The Approval Hierarchies workspace is updated.

### Setup Instructions

#### Set Self-Approval in Approval Hierarchies

##### To specify the default setting for self-approval:

1. Go to **Setup » Approval Hierarchies » Approval Hierarchy Selections**.
2. On the Approval Hierarchy Selection Lines tab, select an approval hierarchy line.
3. On the Approval Hierarchies tab:
  - Select the **Submitter Can Approve (Default)** check box to allow someone to approve their own requests.
  - or
  - Deselect the **Submitter Can Approve (Default)** check box to prevent someone from approving their own requests.

##### To enable self-approval for an approval hierarchy line:

1. Go to **Setup » Approval Hierarchies » Approval Hierarchy Selections » Approval Hierarchy Selection Lines**.
4. On the Approval Hierarchy Selection Lines subtab, select an approval hierarchy line.
5. On the Approvers subtab, select the **check box** in the **Submitter Can Approve** column.

### Upgrade Considerations

When upgrading Maconomy, all approval hierarchies/ approval lines will set to allow self-approval to support the same setup as before the upgrade. If you want to disallow self-approval, you have to manually update your approval hierarchies.

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## Approval Hierarchies Refactoring

### Deltek Tracking: 1125419

Approval Hierarchies code is refactored to reduce code redundancies and duplication. This enhancement increases the consistency and sustainability of the codes for Approval Hierarchies. There are also new user actions added to Maconomy to enable you to restrict a user's ability to do the following:

- Approve Vendor Invoices
- Submit Job Budgets
- Submit Purchase Orders

**Note:** There are no changes in the user experience when using these new functionalities after the upgrade.

The **Release Vendor Invoices** field, located in the Employees workspace, Actions single dialog workspace, and User Action Groups single dialog workspace, used to release, submit, and approve vendor invoices is renamed as **Submit Vendor Invoices**.

### Changes to Maconomy

The following workspaces are updated:

- Employees
- Users
- Actions single dialog workspace
- User Action Groups single dialog workspace

## Approval Hierarchies for Draft Invoices Enhancements

### Deltek Tracking: 1145075, 1095638

A new field called **Total, Invoice Currency** is added to the Invoice Editing tab in the Jobs workspace. If the value in this field is zero, the system identifies the draft invoice as a zero invoice.

You can use this field as one of the selection criteria specifications when setting up approval hierarchies for draft invoices. For instance, you can specify that draft invoices with a value of zero in the **Total, Invoice Currency** field can be excluded from approval.

The **Invoice Editing Required with Approval Hierarchies** system parameter is also introduced in this release, and enables you to require invoice editing on all jobs set up with approval hierarchies for draft invoices.

## Time and Expense Sheet Approval Improvements

### Deltek Tracking: 1162619

Prior to 2.5, time and expense approval was enabled by setting up supervisor and project manager approval of time and expense on a job, creating approval hierarchies for these records, or using a combination of both approval workflows. In this release, you can no longer combine them. If you have configured approval hierarchies for header or line approval on either time or expense sheets, the setup of supervisor and project manager approval on a job has no effect. If you would like to have supervisor or project approval for these records, you can assign them as the designated approvers in your approval hierarchies setup.

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This enhancement is available in the Workspace Client and iAccess.

**Note:** Approval workspaces for time and expense sheet lines will be updated in a future release to support project manager approval of lines, even when the approval goes through approval hierarchies.

## Back Office

### System Parameter for Number of Entries in Vendor Invoice Journals

**Deltek Tracking: 1129397, 774700**

Prior to this release, Maconomy grouped the vendor invoices that you created in a single vendor invoice journal. As a result, you could not submit the vendor invoices for approval if you were unable to submit and approve them before you closed or changed the posting period. You could not change the entry date on the vendor invoices. Maconomy stopped you with an error message when you submitted, approved, or changed the entry date. It allowed you to change the entry date if there was only one vendor invoice in that journal.

The **Max Number of Entries in Vendor Invoice Journals** company-specific system parameter is added to Maconomy to enable you to customize how you create new journals. You can specify if you want to group vendor invoices under the same journal. It also gives you the option to create a new journal for each vendor invoice. This enhancement is useful, for example, when you do not want to group your vendor invoices in a single journal to be able to change the entry date if they were unapproved when the posting period closed.

**Note:** You can still manually group the vendor invoices under the same journal. Additionally, it does not support the invoices created in the Vendor Invoice single dialog workspace and import programs.

#### Changes to Maconomy

The System Setup workspace is updated.

#### Setup Instructions

**To enable this feature:**

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
  2. Double-click the **Max Number of Entries in Vendor Invoice Journals** parameter.
  3. On the System Parameter sub-tab, enter a value in the **Max Number of Entries in Vendor Invoice Journals** field.
  4. (Optional) To enable this for a specific company, go to the Company Specific Values sub-tab, specify the company number in the **Company No.** field and enter a value in the **Max Number of Entries in Vendor Invoice Journals** field.
  5. Click **Save**.
-

**System Parameters**

Parameter	Description
Max Number of Entries in Vendor Invoice Journals	<p>Enter the maximum number of vendor invoices in a vendor invoice journal.</p> <p>By default, the value in this field is zero. The vendor invoices you create group in a single journal.</p> <p>If the value in this field is one, only one vendor invoice saves in a journal.</p> <p>If the value in this field is two or higher, Maconomy automatically uses the value as reference for the number of vendor invoice entries grouped in a journal.</p>

**Add Employee Relation to Selection Criteria for Job Draft Invoices**

**Deltek Tracking: 1071043**

You can now create selection criterion for draft invoices which make use of fields from the employee relation, based on the project manager of the draft invoice.

In the Approval Hierarchies workspace, Employee Type has been added to Selection Criterion Specification Lines on the Approval Hierarchy Selections tab for draft invoices through the **Project Manager** field. This changes the approval route if someone with the Employee Type submits a record.

**Changes to Maconomy**

The Approval Hierarchies workspace is updated.

**Enhanced Selection Criterion Specification and Changes on Changes Functionality**

**Deltek Tracking: 1132068**

This enhancement is introduced to expand your ability to create selection criteria specifications for the purchase order header, to program rules on the changes on change functionality, and to set up approval hierarchy rules for changes on the fields of previously approved items.

**Changes to Maconomy**

As part of this enhancement, the following workspaces are updated:

- Selection Criterion Specification single dialog workspace
- Changes on Change single dialog workspace
- Approval Hierarchies
- Approval Hierarchies single dialog workspace

**Purchase Order Selection Criterion Specification Enhancements**

**Deltek Tracking: 829148**

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The new **Company Vendor** and **Payment Company Vendor** table sections are added to the target group table for purchase order. These table sections enable you to create or set up a selection criteria specification for PurchaseOrder and PurchaseOrderLine types. You can now search the additional criteria on the **Table Section** field on the Selection Criterion Specification Lines sub-tab of the Selection Criterion Specification single dialog workspace. The selection criteria specification applies to the company vendor assigned to the purchase order as the supplier or as the payment supplier on the purchase order. These can be different vendors.

You can use the company vendor table section for delimitation of the company and vendor of the purchase order and the payment company vendor table section for delimitation of the company and payment vendor of the purchase order. Additionally, this enhancement now allows you to use selection criterion specifications to determine the approval hierarchy that you can use for the approval of payment terms other than the payment term on the company-specific vendor.

## Expanded Changes on Change Functionality

### **Deltek Tracking: 829150**

The Changes on Change sub-tab of the Approval Hierarchies workspace and the Changes on Change single dialog workspace is enhanced to expand your ability to program rules, choose which field gets updated based on the changes to a specific field, and set up approval hierarchy rules on the Purchase Order Header and Purchase Order Line. For example, you can now specify on a field-level for a record, if 'x' field is changed, then also change 'y' field.

Additionally, you can set up approval hierarchy rules for the changes on approved fields of certain workspaces. To support this, the changes on change functionality now also provides the following new relations:

- Employee
- User
- User Role
- User Role Action Information
- Vendor Invoice Journal
- Invoice Allocation Line
- Time Sheet Header
- Time Sheet Lines
- Expense Sheet
- Expense Sheet Lines
- Draft Invoice
- Invoice Line
- Job Budget
- Job Budget Line

You can search for the new table relations on the **Relation** field of the Changes on Change sub-tab of the Approval Hierarchies workspace and the Changes on Change single dialog workspace.

## Base Salary Rate Calculation for an Employee Range

### **Deltek Tracking: 836515**

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Previously, Maconomy calculated the base salary rate for all employees of a company. As a result, the calculation took a long time for large companies.

This enhancement introduces the **Employee No.** field in the Selection Criteria island of the Calculate Base Salary Rate single dialog workspace and Calculate Base Salary Rate tab of the Base Salary Rate Calculations workspace. The new field allows you to specify the range of employee numbers to include in the calculation of the base salary rate.

Additionally, the enhancement enables Maconomy to calculate the base salary rates more efficiently. This is helpful when you need to calculate the base salary rates every week for different employees, especially if employees work on different customer contracts frequently. Note that the calculation is based on the setup of the assigned employee-specific compensation agreements.

### Changes to Maconomy

The following workspaces are updated:

- Base Salary Rate Calculations
- Calculate Base Salary Rate single dialog workspace

### Procedures

#### Calculate Base Salary Rate of an Employee Range

You can specify the range of employee numbers to include in the base salary rate calculation.

**To calculate the base salary rate of a specific employee range:**

1. Go to **Human Resources » Base Salary Rate Calculations » Calculation » Calculate Base Salary Rate**.
2. In the Selection Criteria island, select the **Compensation Model** and **Company No.** to use in this calculation.

**Note:** You can enter a range of company numbers by providing a start and end number in the two **Company No.** fields.

3. Enter the range of employee numbers to include in the calculation. Provide a start and end number in the two **Employee No.** fields.
4. In the Calculate island, select the **Calculation Period Start** and **End** dates. The **Calculation Period, Month** field populates with the percentage of a month this range contains.
5. Click **Save**.
6. Click the **Calculate Base Salary Rate** action.

**Note:** In the Show Results island, if you enter a date range in the **Date** field, certain results display in the sub-tab. This does not have an effect on the calculation.

7. The results display in the Base Salary Calculations sub-tab. Review as needed to evaluate, such as to see flags in the **No. of Warnings** field.

## Removal of Euro Exchange Rate Tables

Deltek Tracking: 1126295

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Previously, you can use the Euro Exchange Rate Table single dialog workspace to list currencies in the Economic and Monetary Union (EMU) of the European Union (EU) and their exchange rates related to the Euro. Maconomy used the EU Commission rules to calculate the exchange rates for the currencies listed in the workspace. Users do not use this functionality anymore because there is no transition period that restricts the currencies to the Euro.

This enhancement removes the Euro Exchange Rate Table single dialog workspace, its functionality, and the database relations for Euro exchange rate for any currency. As a result, the **Euro Currency** field in the System Information single dialog workspace is also removed since you no longer need to select the currency code to be used as the Euro. It also optimizes exchange rate calculations. Now, you only need to maintain currency exchange rate tables in the Exchange Rate Tables single dialog workspace.

## New DebitCredit Field on ReportingStructureLine

### Deltek Tracking: 1115433

This enhancement introduces a new **Debit/Credit** field in the Financial Reporting workspace and Reporting Structures single dialog workspace to enable you to differentiate debit and credit accounts. BPM reports can now display credit and debit accounts in a reporting structure grouping.

### Changes to Maconomy

The following workspaces are updated:

- Financial Reporting
- Reporting Structure single dialog workspace

## Exchange Rate Based on Invoice Date

### Deltek Tracking: 1129396, 800936

The **Use Invoice Date as Exchange Rate Date on Vendor Invoices** company-specific system parameter is added to enable Maconomy to calculate the exchange rate based on the **invoice date**, instead of the **entry date**, when you create vendor invoices.

Previously in Maconomy, vendor invoices derived the exchange rate from the entry date of the vendor invoice. In order to support the option of using invoice date instead to derive the exchange rate date for vendor invoices, we introduce a new system parameter named **Use Invoice Date as Exchange Rate Date on Vendor Invoices**. When this system parameter is enabled, vendor invoices will use the invoice date instead of the entry date as the exchange rate date. The system parameter is company-specific, meaning one can enable and disable the option on the company level.

By default the system parameter is turned off, so that the standard behavior for Maconomy matches the current functionality of deriving exchange rate from entry date on vendor invoices.

The **Use Invoice Date as Exchange Rate Date** system parameter used to derive the exchange rate dates from invoice dates on the job invoices is renamed as **Use Invoice Date as Exchange Rate Date on Job Invoices** to help you differentiate their functionalities.

### Changes to Maconomy

The System Setup workspace is updated.

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## Setup Instructions

### To enable this feature for all companies:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Use Invoice Date as Exchange Rate Date on Vendor Invoices** parameter.
3. On the System Parameter sub-tab, select the **Use Invoice Date as Exchange Rate Date on Vendor Invoices** check box.
4. (Optional) To enable this for a specific company, go to the Company Specific Values sub-tab, specify the company number in the **Company No.** field and select the **Use Invoice Date as Exchange Rate Date on Vendor Invoices** check box.
5. Click **Save**.

## System Parameters

Parameter	Description
Use Invoice Date as Exchange Rate Date on Vendor Invoices	<p>Select this parameter to use the invoice date as the exchange rate date.</p> <p>Deselect this parameter to use the entry date as the exchange rate date.</p>
Use Invoice Date as Exchange Rate Date on Job Invoices	<p>The <b>Use Invoice Date as Exchange Rate Date</b> system parameter is renamed to <b>Use Invoice Date as Exchange Rate Date on Job Invoices</b>.</p> <p>Select this parameter to enable Maconomy to calculate the billing price of job entries in currencies other than the base currency of the company of the job at the date of invoicing.</p> <p>If it is deselected, Maconomy uses the date of the job entry for currency conversion.</p>

## Enhanced Vendor Invoice Allocation Workspace to Support Reallocation

### Deltek Tracking: 774702

Previously, the Reallocate Invoices single dialog workspace showed posted but not fully allocated invoices only. You can only change a few fields on these invoices, for example, the **Reference Date** and **Remarks** fields. The Reallocate Invoices single dialog workspace is removed from Maconomy. The Invoice Allocation single dialog workspace now supports both allocation and reallocation of credit memos and vendor invoices.

The improved Invoice Allocation single dialog workspace now also shows the vendor invoices and credit memos that have been posted but not yet allocated. Additionally, you can access all the previously available fields and actions for reallocation in the Invoice Allocation single dialog workspace. The fields, **Reallocation Date** and **Date Posted**, are added to the Invoice Allocation tab.

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### Changes to Maconomy

The following changes are made to support this feature:

- Updated Invoice Allocation single dialog workspace
- Removed Reallocate Invoices single dialog workspace
- Removed Print Invoice Reallocation

## Automatic Posting of Interest Charge Notice Journals

### Deltek Tracking: 755417

The **Automatic Posting of Interest Charge Notice** company-specific system parameter is introduced to enable Maconomy to automatically post the interest charge notice journals. These journals are created when a user approves the interest charge selections in the Change Interest Charge Selection or Approve Interest Criteria single dialog workspaces, and in the Interest workspace. The system parameter is enabled by default when you upgrade to 2.5, but can be disabled in the System Setup.

### Changes to Maconomy

The System Setup workspace is updated.

### Setup Instructions

#### To enable this feature:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Automatic Posting of Interest Charge Notice** parameter.
3. On the System Parameter sub-tab, select the **Automatic Posting of Interest Charge Notice** check box.
4. (Optional) To enable this for a specific company, go to the Company Specific Values sub-tab, specify the company number in the **Company No.** field, and select the **Automatic Posting of Interest Charge Notice** check box.
5. Click **Save**.

### System Parameters

Parameter	Description
Automatic Posting of Interest Charge Notice	Select this parameter to automatically post interest charge notice journals.

## System Parameter for Unrealized Exchange Rate Variances for Control Accounts

### Deltek Tracking: 841812

Prior to this update, the Print Currency Report single dialog workspace only created unrealized exchange rate variances for manual accounts. Maconomy did not create G/L entries for control accounts. The system skipped the control accounts in the process even if you marked them as currency accounts.

The **Create Unrealized Exchange Rate Variances For Control Accounts** company-specific system parameter is introduced to enable Maconomy to create unrealized exchange rate variances for control accounts. When you print the currency report, the printout now also displays the exchange rate variances for control accounts.

### Changes to Maconomy

The System Setup workspaces is updated.

### Setup Instructions

#### To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Create Unrealized Exchange Rate Variances For Control Accounts** parameter.
3. On the System Parameter sub-tab, select the **Create Unrealized Exchange Rate Variances For Control Accounts** check box.
4. (Optional) To enable this for a specific company, go to the Company Specific Values sub-tab, specify the company number in the **Company No.** field, and select the **Create Unrealized Exchange Rate Variances For Control Accounts** check box.
5. Click **Save**.

### System Parameters

Parameter	Description
Create Unrealized Exchange Rate Variances For Control Accounts	Select this parameter to create unrealized exchange rate variances for control accounts in the Print Currency Report single dialog workspace.  Deselect this parameter to include unrealized exchange rate variances only for manual accounts.

## Increased System Number Capacity

### Deltek Tracking: 1130811

Previously, Maconomy used integer values for system numbers and allowed the maximum length of nine characters. Some companies used the first three characters as the company number and the fourth character as the type of the system number. Thus, only five characters remained for the individual numbers. As a result, companies ran out of system numbers.

This enhancement increases the system number length from nine to 255 characters. Now, companies no longer need to reuse and reset their system numbers every year. The system numbers are changed from integer to string values to extend the capacity, and enable you to use text to further differentiate the numbers. This change impacts both system numbers and transaction numbers.

Additionally, this feature improves the readability of the system numbers. You can now use alphabetical characters in the company prefix, prefix, and suffix. This makes it easier for the users to read the system numbers. For example, you can now assign **Inv0000323** for your Invoice and **Tim0000323** for your

Timesheet. It also allows external programs to analyze and understand the numbers correctly. However, Maconomy only allows numerical characters (0-9) for the running number. There are instances where you have the option to use either transaction numbers or system numbers. This option is still available after the upgrade.

Additionally, this feature updates the object format on the BPM Reporting universes to support the increased system number capacity. This feature also updates the data type of a large number of database fields from integer to string values.

## Format

The alignment of the old and new numbers is different. The old number aligns to the right while the new numbers align to the left. The system numbers are still incremented by one each time you use a number. The system numbers contain alphabetical characters only if you choose to add them in the prefix and suffix.

## Sorting

Different sorting rules apply to strings and integers. For example, Maconomy sorts the numbers [1, 7, 11, 15, 25, 137] in ascending order as expected for integer values. For string values, Maconomy sorts the information based on the lexical order of the characters. When sorting rules for string values apply to the numbers in the example, the new order is [1, 11, 137, 15, 25, 7]. Sorting rules for string values now apply when you sort the new system numbers. Maconomy sorts the strings with numbers based on the order of the characters from left to right.

You can pad the new numbers with zeroes to replicate how integers are sorted. For example, if you apply zero padding in the numbers [1, 7, 11, 15, 25, 137], the numbers are in lexical order [001, 007, 011, 015, 025, 137] as expected for integers. Additionally, previous selection criteria does not work as expected without zero padding.

## Limit for Use of Letters in System Numbers

The use of letters in system numbers is incompatible with the following Maconomy features:

- Invoice Signature Calculation
- Invoice Numbers in Payment Identifications

### Invoice Signature Calculation

If you enable the **Calculate Invoice Signature** parameter, you cannot use letters in system numbers for invoices that follow a specific format. This company-specific parameter is statutory for Portugal.

If the parameter is enabled, Maconomy calculates the signature for invoices based on selected fields from the invoice and a private key. Thus, an error occurs when you use the numbers in signatures.

### Invoice Numbers in Payment Identifications

In Europe, the system numbers are useful for companies that utilize invoice numbers in payment identifications. These invoice numbers appear when the invoices are generated for payments and Giro Cards. However, the system numbers cannot have letters because the banks require that companies use only numbers in the payment identifications. If you use letters in the system numbers, Maconomy generates a random number for the payment identification.

**Note:** We recommend that you refrain from using letters in system numbers if you wish to keep these functionalities.

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## Examples

### No Issues with System Number Capacity

Company A upgrades their system and the system number capacity increases. They are not running out of numbers but they still proceed with the upgrade. The users did not apply any changes to their system numbers. They noticed the changes in the sorting order in the selection criteria. After a few weeks, the users from Company A adapt to the new sorting order and they are able to select ranges in the selection criteria.

### Keep the Numbers but Add Zero Padding

Company B chooses to keep the system number setup and adds zero padding for all system numbers, which they have not used previously. Before the upgrade, their last invoice number was **40001**. After the upgrade, the invoice number of the new invoice that they created became **000040002**. Additionally, they experienced the changes in the sorting order in the selection criteria for all the old numbers. The users from Company B realize that the new numbers are now easier to sort and select.

### Extend the System Numbers

Company C needs the new functionality and extends the number of digits to nine. They entered 10 for their company prefix (in the Prefix Specification island), which they left unchanged. They also did not change the entry in the **Next Number** field. Then, they updated the numeral value of the prefix of the invoice numbers from seven to be a text, that is **invoice**.

Before the upgrade, the company's last invoice number was **107400001**. After the upgrade, the invoice number of the new invoice that they created became **10invoice000400002**. In the new invoice, the users from Company C easily realize that it is an invoice number, the two first digits is the company number, and the counter is on 400002. Maconomy now provides a more convenient way for the users to remember what the number represent.

**Note:** Update the external programs that use system numbers to understand the new prefix value (for example, **invoice**) instead of the old numeral value.

## Procedures

### Specify the Number of Digits in a Series

You can specify the number of digits that a series consists, excluding the prefix and suffix.

#### To specify the number of digits in a series:

1. Go to **Setup » System Setup » Parameters and Numbers » System Numbers » [select company] » Numbers » System Numbers**.
2. In the System Numbers sub-tab, select the number series to update.
3. In the **No. of Digits** field, enter the minimum number of digits that a series should contain.

**Note:** We recommend that you specify the number of digits to allow enough room for new system numbers in the future.

4. Click **Save**.
-

### Pad Numbers with Zeroes to Sort Integers

Use these steps to pad the new numbers with zeroes to sort the information in the natural order and match how Maconomy sorts integers.

#### To pad numbers with zeroes:

1. Go to **Setup » System Setup » Parameters and Numbers » System Numbers » [select company] » Numbers**.
2. In the Prefix Specifications island, in the **System Numbers** field, enter the prefix of the system numbers in the current company.

**Note:** We do not recommend that you add zeroes in the prefix. Zero padding on the prefixes could result to risks. For example, 012000137 and 12000137 are two different numbers in the system but users may view these as same numbers, which can lead to confusion and errors.

3. In the System Numbers sub-tab, select the number series to update.
4. In the **Next Number** field, enter the next number in the series.

**Note:** When the number in the **Next Number** field contains fewer digits, Maconomy adds the necessary number of zeroes between the prefix and the entry in the **Next Number** field to make the next number reach the minimum number of digits.

5. In the **No. of Digits** field, enter the minimum number of digits that a series should contain.
6. Click **Save**.

### Setup Instructions

#### To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Numbers » [select company] » Numbers**.
2. In the Prefix Specifications island, in the **System Numbers** field, enter the prefix of the system numbers in the current company.
3. In the System Numbers sub-tab, select the number of series to update.
4. In the **Next Number** field, enter the next number in the series.
5. In the System Numbers sub-tab, in the **No. of Digits field**, enter the minimum number of digits that a series should contain.
6. (Optional) Complete the **Suffix** and **Last Number** fields.
7. Click **Save**.

### Install / Upgrade Considerations

You cannot continue to use the previous functionality with integers after the upgrade. If you do not update the programs, these will fail to integrate with Maconomy.

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**Warning:** All legacy and current data must be updated, as the entire database must be reviewed to copy over the old system numbers to the new system number format.

There are numerous upgrade considerations. For more information, see the *Deltek Maconomy 2.5 Upgrade Guide*.

## Tax Depreciation of Fixed Assets

### Deltek Tracking: 536720

Previously, Maconomy used depreciation period to calculate fixed asset depreciation. Each time you calculated the depreciation, Maconomy checked how much depreciation it should have calculated from the depreciation start date, and deducted the accumulated depreciation from it.

This enhancement is introduced to enable you to restrict the tax depreciation of fixed assets. Multiple tax systems exist. Some are simple modifications of the regular Straight Line principle (referred to as Straight Line), and the others are based on complex calculations. While this update preserves the existing option that does not limit tax depreciation, it also provides two new options to set up limitation on tax depreciation.

The two new options are:

1. Straight Line tax depreciation with parameter
2. Table-based depreciation specifying the percentage year by year

These are added to support both simple and complex tax depreciation systems. You can now use tax accelerated depreciation, in addition to Straight Line depreciation. Additionally, this update now enables you to set up tax depreciation tables based on annual tax percentage. Then, you can use the tax depreciation tables in the Asset Group, where Maconomy derives the tax depreciation setup.

This is a requirement in some countries, including Italy, India, and the US. In Italy, the law specifies an upper percentage on the assets value, which are depreciable each year. However, for the first fiscal year, the upper limit is only half of the amount allowed in subsequent years. It is as if a company, with fiscal year from January 1 to December 31, purchased all of its assets on July 1. This is regardless of the actual purchase date in the calendar year.

In the US, the Modified Accelerated Cost Recovery System (MACRS) is the tax depreciation system. Under MACRS, half-year depreciation is the standard. Some additional complex calculations are subject to several parameters based on the type of asset. Additionally, the Class Life Asset Depreciation Range (CLADR) lookup tables reduced complex calculations. Thus, it provides an easy access to the depreciation rates.

For more information about this feature, refer to the *Deltek Maconomy Concepts Guide*.

## Time & Expense

### Multiple Check-in or Check-out Time Entries Per Day

#### Deltek Tracking: 1077699, 439452, 924309

This enhancement provides a more detailed and accurate representation of all work hours logged daily. Prior to this release, Maconomy could only log one time entry for check-in/check-out per employee daily. You can now enable employees to log multiple check-in and check-out entries per day to track work hours in time sheets.

This functionality is available in the Workspace Client, iAccess, and Touch.

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This feature includes:

- Multiple Check-in and Check-out Time Entries Per Day in the Workspace Client
- Multiple Check-in and Check-out Time Entries Per Day in iAccess

### Multiple Check-in and Check-out Time Entries Per Day in the Workspace Client

#### Deltek Tracking: 439452

This functionality adds the Check-in tab to both daily and weekly time sheets, where you can log and view all check-in and check-out entries within a specific day. Maconomy displays the total number of hours registered daily and weekly, as well as the balance between registered work time and check-in time. A company can choose to round up employee in check-in and check-out entries using a system parameter introduced with this feature.

Enabling this feature is done on an employee record. When multiple daily check-in entries are enabled on an employee revision on the record, the check-in tabs become available in daily and weekly time sheets for the period indicated in the revision. Note that if you disable check-in on an employee revision, then any registered check-in-data will not be deleted. However, the workspace will no longer show the check-in tabs in weekly and daily time sheets.

When you create a check-in/check-out entry for a date covered by the time sheet, the sub-tab automatically sorts the lines by check-in time to ensure entries are always displayed in order. When you enter lines for the day, take note of the following:

- Entry times must not overlap. Specifically, the correct way to log check-in entries is displayed as so:

Check-in Time	Check-out Time
<b>Correct</b>	
09:00	12:00
12:00	13:00
<b>Incorrect</b>	
09:00	12:00
11:50	13:00

- You must enter a check-in time in each entry line.
- The check-in time must be before the check-out time.
- You cannot create zero duration check-in entries (for example, 08:00 to 08:00).
- If you enter 00:00 as the check-in time, the system logs this as the beginning of the day.
- Depending on time format set up for your company (either 12-hour or 24-hour format), if you enter 00:00 or 24:00 as the check-out time, the system logs this as the end of the day.
- When you submit the time sheet, all check-in and check-out times must have values.
- If the company has chosen to round up employee check-in time, the system calculates entries as follows:
  - The first daily totals are rounded up to the nearest minutes defined by the system parameter.

- Rounded totals for each day are summed up for all the week days.

Additionally, this feature currently has the following limitations:

- You cannot register a single time entry that spans from 00:00 to 24:00. An error occurs when you save the line. You must create a minimum of two entries to split the check-in times. For example, you may record check-ins in two entries, one for 00:00 to 09:00 and another for 09:00 to 24:00.
- Check-in and out time cannot span days. If you work on a shift that crosses to the next day, you must create a minimum of two check-in entries, one for each day. For example, create one entry for 22:00 to 00:00, and a second entry for 00:00 to 05:00 on the following date.

The system blocks submission of a timesheet if the check-in balance is negative, which means that the check-in time is less than the time registered. It calculates check-in balance for each date to ensure accuracy.

For example, if you are required to work eight hours per day, then you create a check-in entry for five hours of work, and a separate entry for one more hour of work, the system calculates this as a total of six hours logged for the day. If you try to submit your daily time sheet with these entries, an error occurs as there are still two hours unaccounted for. You must make sure to create check-in and check-out entries that are equal to eight hours, or exceeds this value.

Note that employees with split week time sheets show only the tabs that are relevant for the days of the split week.

### Approval of Time Sheets

When an approver views a time sheet submitted for approval, totals for the check-in duration and balance are both displayed for easy reference. The approver can also view all entries logged per day of the week.

### New System Parameters

Check-in/out requirements are set at the company level by system parameters added to support this functionality.

The **Maximum Number of Check-ins Per Day Limit** system parameter enables you to specify a limit to the number of check-in registrations an employee may add on a specific date. By default, the value in this parameter is zero, which means there is no limit on the number of check-ins.

You can also set up Maconomy to round up employee daily check-in time using the **Check-in Time Round Up** system parameter. Total check-in times can be rounded up to a value that is a multiple of a number of minutes. The system parameter allows rounding to 0(no rounding), 5, 10, 15, 20, 30, and 60 minutes. This has a positive impact on the daily check-in balance which, upon time sheet submission, may require more check-in time than time sheet registered hours.

### Balance Validation Rules

When the system calculates check-in balances for an employee, the following is considered:

- Days without fixed working hours are skipped in the validation, unless the employee adds time registrations on any of these days.
- An employee's check-in duration (which may be rounded up, if this functionality is enabled) per day should be equal to or exceed the registered work time duration.
- If an employee registers an absence the system does not validate check-in balance for that day upon time sheet submission.
- If an employee registers both absence and work hours on a day, the system validates check-in balance for that day.

### Changes to Maconomy

The following workspaces are updated:

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- System Setup
- Time and Expenses workspace
- Employees workspace

## Procedures

### Enter Data for a Check-in Time Entry

Use these steps to create check-in entries to log your work hours.

#### To register check-in time:

1. Go to **Time & Expenses » Time & Expenses » Time » Day » Check-in**.
2. Click on the day you want to register check-in time for.
3. In the **Checked in** field, enter a check-in time.
4. In the **Checked out** field, enter activity check-out time.
5. Click **Save**.

Maconomy automatically updates the total check-in time and balance in the Check-in tab.

## Setup Instructions

### Enable Limit on Daily Check-in Entries

Use these steps to set up a limit regarding the number of check-ins employees can enter in a daily timesheet.

#### To enable a maximum limit on check-ins per day:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Maximum Number of Check-ins Per Day Limit** parameter.
3. On the System Parameter sub-tab, enter a value in the **Maximum Number of Check-ins Per Day Limit** field.

**Note:** If you enter a value of zero, this indicates there is no maximum limit on the check-ins per day.

4. Click **Save**.

### Enable Check-in Time Round Up

Use these steps to enable Maconomy to round up the check-in minutes to a selected value.

#### To enable check-in time round up:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
  2. Double click the **Check-in Time Round Up** parameter.
  3. On the System Parameter sub-tab, enter a value in the **Check-in Time Round Up** field.  
You can only enter one of the following values: zero (indicates that no rounding should occur), 5, 10, 15, 20, 30, or 60.
  4. Click **Save**.
-

### Enable Multiple Check-in Entries

Use these steps to allow an employee to register multiple check-in and out entries daily.

#### To enable this feature:

1. Go to **Human Resources » Employees » Employee Information**.
2. Select an employee record from the filter list.
3. In the **Check-in** field, select one of the following options:
  - **Disabled**
  - **Optional**
  - **Required**
  - **Required with Balance**
4. Click **Save**.

#### System Parameters

**Setup » System Setup » Parameters and Numbers » System Parameters » System Parameter**

Parameter	Description
Maximum Number of Check ins Per Day Limit	Specify a value to restrict the number of times an employee can log check-in time entries per day.  By default, the value in this parameter is zero, which indicates there is no limit.
Check-in Time Round Up	Specify a value in this field to round up time entries to the nearest increment.  You can only enter one of the following values: zero (indicates that no rounding should occur), 5, 10, 15, 20, 30, or 60.  The default value in this field is <b>zero</b> .

### Multiple Check-in and Check-out Time Entries Per Day in iAccess

#### Deltek Tracking: 924309

iAccess now supports multiple check-in and check-out time entries per day for employees.

#### Changes to iAccess

To support this feature, the following workspaces are updated:

- Employees
  - Weekly Time Sheets
  - Daily Time Sheets
  - Time Sheet Overview
-

## Procedures

### Enter Data for a Check-in Entry

Use these steps to create check-in entries to log your work hours.

#### To register check-in time:

1. Go to **Daily Time Sheets** or **Weekly Time Sheets**.
2. Click **Check-In**.
3. Click **+ Add Daily Check-in Entry**.
4. In the **Checked In** field, enter the check-in time.
5. In the **Checked Out** field, enter the check-out time.
6. Click **Save**.

iAccess automatically updates the total check-in time and balance on the time sheet..

## Setup Instructions

#### To enable this feature:

1. Go to the Employees workspace.
2. Select an employee from the filter list.
3. From the **Other Actions** drop-down list, click **Edit**.
4. In the **Check-In** field, select an option from the drop-down list:
  - **Disabled**
  - **Optional**
  - **Required**
  - **Required with Balance**
5. Click **Save**.

## Mandatory Numeric Fields in Expense Justification

### Deltek Tracking: 1068628, 949720

To further supply detailed substantiations of your expenses, mandatory numeric fields are now available in the Time and Expenses workspace. This feature enables you to include amount, integer, and real values in the **Expense Justification** fields, and select ones that are required for your expense sheets. All mandatory fields are color coded yellow. Furthermore, you can optimize your search of applicable and valid expense justification values with the improved **Option List** field.

Once enabled in the Workspace Client, this functionality is also available in iAccess and Touch.

## Changes to Maconomy

The Time and Expenses workspace is updated.

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## Setup Instructions

### To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Enable Standard Extensions** parameter.
3. On the System Parameter sub-tab, select the **Enable Standard Extensions** check box.
4. Restart the Workspace Client to apply setup changes.

## Time Sheet Overview Workspace

### Deltek Tracking: 906078

The Time Sheet Overview workspace provides supervisors (or secretaries) with the ability to review the time sheet status of all employees under their supervision.

Specifically, you can do the following:

- View your employees' time sheets for a particular week, including split weeks time sheets.
- View time sheet status to determine whether supervisor action is required.
- View detailed status information in the info bubble, including who created or submitted the time sheet.
- View detailed information regarding a time sheet in the wizard.
- Email employees about time sheets.
- Open an employee's time sheet for editing.

By default, the workspace opens to the date of the previous week and displays time sheets sorted by employee name. All time sheets are read-only, but clicking the **Create/Edit** icon on a line redirects you to the Weekly Time Sheets workspace to create or edit the employee's time sheet.

This workspace is listed under the Approvals section in iAccess.

## Setup Instructions

If all setup steps have been performed in the Workspace Client, the Time Sheet Overview workspace is available by default to supervisors and other users with the requisite permissions.

## Color Coded Statuses

### Deltek Tracking: 1187694

You can now use color coding on the **Status** field in the Time Sheet Overview workspace. This provides at-a-glance view of both progress and issues that may require your action.

## Tax Fields in the Expenses Workspace

### Deltek Tracking: 1199815

Tax-related fields are now available in the Expenses workspace to enable tax calculation for your expenses. The **Tax Code 1** and **Tax Amount** fields are available by default in the Expenses workspace. The use of multiple tax fields are also supported, depending on the setup of your company in the Workspace Client.

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## Changes to iAccess

The Expenses workspace is updated to support this functionality.

## Setup Instructions

Tax codes are created in the Workspace Client. iAccess uses the specified tax codes based on the setup for your company.

## iAccess Notifications for Missing Time Sheets

### **Deltek Tracking: 1134602, 1134620**

This feature introduces standard notifications in iAccess for missing daily and weekly time sheets.

The following notifications are included:

- **Daily Time Sheets not Created** – Appears for the user to indicate a time sheet is not submitted for the day. By default, all missing time sheets within the last two months are included. This notification points to the Daily Time Sheets workspace.
- **Weekly Time Sheets not Created** – Appears for the user to indicate a time sheet is not submitted for the week. By default, all missing time sheets within the last two months are included. This notification points to the Weekly Time Sheets workspace.

## Approval Center in the Workspace Client

The Approval Center workspace is now available in the Time & Expenses module. Customers who prefer to manage their approvals using the Approval Center can now do this by making it available for their users in the workspace client.

## Invoicing

### Document Archive for Draft Invoices

#### **Deltek Tracking: 616200**

A document archive is now available for draft invoices. When you create or edit a draft invoice, you can attach and manage supporting documents on it. When a draft invoice is submitted for approval, approvers can also review the attachments.

This enhancement is available in the Workspace Client and iAccess.

This feature includes:

- Document Archive for Draft Invoices in the Workspace Client
- Document Archive for Draft Invoices in iAccess

### Document Archive for Draft Invoices in the Workspace Client

#### **Deltek Tracking: 614337, 912162**

This enhancement adds the ability to attach and manage documents on a draft invoice in the Jobs workspace.

You can attach documents to a draft invoice in the Invoice Editing tab in the Jobs workspace. Attachments can be viewed using the **View Document** action on the Invoice Editing tab or in the new

---

Documents sub-tab. You can also add, delete, update, export, lock, and unlock documents in this sub-tab.

Once the draft invoice is submitted for approval, an approver can now easily review the supporting documents on the draft invoice. Approvers can view attachments on invoices submitted for approval in **Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing » Documents**.

When the draft invoice goes through the invoicing process, the document archive is reassigned to the final invoice or credit memo. This allows you to view any attached documents in the invoice history, if needed.

Access to the draft invoice for approval is controlled by the approval hierarchies set up by your company.

### Changes to Maconomy

- Jobs workspace
- Invoice Editing single dialog workspace
- Blanket Invoicing workspace
- Blanket Invoice Selection single dialog workspace
- Invoice Selection single dialog workspace
- Sales Orders workspace
- Show Invoices single dialog workspace
- Show Credit Memos single dialog workspace
- Job Invoice History single dialog workspace
- Job Invoice Overview single dialog workspace
- Documents and Notes workspace
- Document Archives single dialog workspace

### Procedures

#### Attach a Document to a Draft Invoice

Use these steps to add one or more documents to a draft invoice.

#### To attach a document to an invoice:

8. Go to **Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing**.
9. Select a job with a draft invoice.
10. Click **Attach Document**, then browse and select the needed document.

The document is attached and can be viewed in the Documents sub-tab.

#### Review a Document on a Draft Invoice

Use these steps to manage documents attached to the invoice.

#### To review a document for an invoice

- Go to **Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing » Documents**.
  - Select the relevant document line, and select one of the available actions:
    - **Delete Document**
-

- **Update**
- **Export**
- **Show**
- **Lock**
- **Unlock**
- **Export to Excel**
- **New**

### Setup Instructions

Once you perform all necessary approval hierarchies setup, this functionality is available by default.

### Document Archive for Draft Invoices in iAccess

#### **Deltek Tracking: 1206290, 1214209**

A document archive is now available in several workspaces related to invoicing. This enables you to attach and manage documents related to a draft invoice. Depending on the invoice type you are working on, this is done in any of the following workspaces:

- WIP Invoice workspace
- Invoice on Account workspace
- Customer Invoicing workspace
- Draft Invoices workspace

You can also view attachments on existing invoices in the Job Invoices workspaces. However, you cannot attach additional documents in this workspace.

A document archive is also added to the Draft Invoices tab in the Approval Center. Once a draft invoice with attachments is submitted for approval, the Documents tab is displayed when you open the approval wizard. Note that you cannot manage any files attached to the draft invoice in the Approval Center. You can download any of the attachments, but you cannot upload new revisions or remove any documents.

When a draft invoice goes through the invoicing process, the document archive is reassigned to the final invoice or credit memo. To view the document archive for printed invoices or credit memos, go to the Invoice History tab of any workspace that utilizes invoices.

**Note:** This feature is also available in the Invoicing sample workspace.

### Changes to iAccess

To support this feature, the following workspaces are updated:

- WIP Invoice workspace
  - Invoice on Account workspace
  - Draft Invoices workspace
  - Invoices workspace
  - Customers workspace
  - Customer Invoicing workspace
-

- Invoicing sample workspace
- Draft Invoices tab in the Approval Center

## Procedures

### Attach Documents to a Draft Invoice

Use these steps to attach documents to a draft invoice. Depending on the invoice type you are working on, this may occur in any of the following: WIP Invoice workspace, Invoice on Account workspace, Draft Invoices workspace, or Customer Invoicing workspace.

#### To attach documents to a draft invoice:

1. Go to the Invoice Editing tab in any of the invoicing workspaces.  
OR  
Go to the Draft Invoices workspace.
2. Select a draft invoice from the filter list.
3. From the **Other Actions** drop-down list, select **Attach Document**.
4. Click **Choose Files**.
5. In the file explorer window that opens, select the file.
6. Click **Open**, or press ENTER.
7. Click **OK**.

iAccess automatically saves your changes, and lists the new attachment in the Documents tab of this workspace.

**Note:** If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save**, or press ENTER to save the information.

### View a Document

You can view any document listed in the Documents tab. Depending on the invoice type you are working on, you can review attached documents in any of the following workspaces: WIP Invoice workspace, Invoice on Account workspace, Customer Invoicing workspace, Draft Invoices workspace, or Job Invoices workspace.

#### To view a document:

1. Go to the Invoice Editing tab in the WIP Invoice workspace, Invoice on Account workspace, or Customer Invoicing workspace.  
OR  
Go to the Draft Invoices or Job Invoices workspace.
2. Select a draft invoice from the filter list.
3. In the Documents tab, select a line.
4. Click **Row Tools » View Document** on the line.  
The file is downloaded to your computer/device.

### View Attachment on a Draft Invoice

Approvers can review documents attached to approval items in the Draft Invoices tab.

#### To view a document attached to a draft invoice:

1. Go to **Approval Center workspace » Draft Invoices tab**.
2. Click the **View Details** icon on a line.
3. In the Documents sub-tab, click the filename in the **Document** field of the line.

The file is downloaded to your computer/device.

### Setup

Once you perform all necessary approval hierarchies setup in the Workspace Client, this functionality is available by default in iAccess.

## Tracking Partial Payments in Invoice History

### Deltek Tracking: 586355, 804202

This enhancement allows you to track your partially settled invoices, pre-invoices, and credit memos. When you view an invoice's history, the **Payment Status** field now includes Partially Reconciled status. The **Payment Status** field is updated with a Partially Reconciled status. A new **Remainder** field shows the remainder, and you can check the remaining balances at a glance.

**Note:** This is implemented in the Workspace Client and iAccess.

### Changes to Maconomy

The following workspaces are updated:

- Jobs workspace
- Job Invoices workspace
- Customer Invoice History single dialog workspace
- Job Invoice History single dialog workspace
- Job Invoice Overview single dialog workspace
- Show All Invoices single dialog workspace
- Show Job Invoice single dialog workspace
- Show Job Credit Memo single dialog workspace

### Setup Instructions

There are no changes to setup for this enhancement.

## Statutory/BPM

### Chinese Setup Guide

#### Deltek Tracking: 962671

- Statutory Regulatory Guide for China.
-

## Selection Criteria on Report Tab

**Deltek Tracking: 563042**

To enhance BPM reports, the selection criteria has been moved to the new Report tab, so that the report data is the primary focus of the report. Previously, the selection criteria displayed before the report data.

## iAccess

### Enhancements to the Conversation Functionality

**Deltek Tracking: 1204848, 1204853, 1204850**

This feature improves on the Conversations functionality introduced in 2.4.5. Specifically:

- Users can now paste copied text into the input area of the messages pane.  
**Note:** This functionality is not available in Internet Explorer.
- iAccess is now able to detect any URLs and email addresses in a message, and display these as hyperlinks.

### Role-Dependent Search Options

**Deltek Tracking: 1196212, 1093984**

You can now annotate all search restrictions in search filters with a visibility condition. This allows you to conditionally hide individual search restrictions. While visibility conditions cannot make use of workspace data, these can be based on global functions such as `hasRole()` and `envVar()`.

This is a user interface feature (that is, not based on access control), and can be applied to any filter.

### Displaying Additional Information on iAccess Systems

**Deltek Tracking: 1077740**

Employees can now view more details on the iAccess system they are currently using. The enhancements described in the following sections are especially useful for companies who use multiple environments or have multiple iAccess sessions open simultaneously.

#### Labels on iAccess Systems

**Deltek Tracking: 1046567**

Similar to available functionality in the Workspace Client, you can now display the name of an iAccess system on its interface. You can specify a text string, with background and foreground color coding. This label is clearly visible even if you switch from one workspace to another.

#### Setup Instructions

For detailed setup information, refer to the “Displaying System Information on Clients” section in the *Deltek Maconomy System Administrator Guide*.

#### Displaying Information on the iAccess Browser Tab

**Deltek Tracking: 1211119**

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If you are logged in to iAccess, your browser tab now displays your name as well as the name of the workspace you are currently viewing.

## Enabling Charts in iAccess

**Deltek Tracking: 1097220, 1103856**

You can now create charts and graphs based on the data in your company's Maconomy system, and display these in any iAccess workspace.

Charts are not enabled by default, but you can add them to your installation as needed. To view the example workspaces that show the available chart types, go to **Examples » Charts**.

## Quotes Workspace

**Deltek Tracking: 1060377, 1060423**

The Quotes workspace enables you to create, edit, and print job quotes as well as order confirmations. In addition, this workspace supports quote revisions, and the approval hierarchy functionality for job quotes (also new with 2.5).

Specifically, you can perform the following tasks:

- Add, insert, copy, and delete quote lines.
- Add a quote based on a budget.
- Review, delete or restore, and approve or reject quote revisions.
- Print quotes, draft quotes, and order confirmations.

The Quotes tab displays your quotes and relevant account information, including calculations. In this tab you can print, submit, approve, and accomplish other administrative tasks in relation to your quotes and order confirmations. The Quote Revisions tab displays all versions of your quote lines. These capabilities are parallel to what is in the Workspace Client.

The Quotes workspace is included in the Jobs section of the iAccess menu.

### Notifications

The following notifications are included:

- **Rejected Job Quote** – Appears for a user who submitted the job quote to indicate the quote has been rejected. This notification points to the relevant job quote in the Quotes workspace.

### Changes to iAccess

To support this functionality, the Quotes workspace is added to iAccess.

### Workflow

The high-level workflow for creating and revising quotes in the Quotes workspace is as follows:

Task	User	Details...
Create or edit a quote.	Project manager	<ul style="list-style-type: none"> <li>▪ The quote can be created from an existing budget or in the Quotes workspace</li> </ul>

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Task	User	Details...
		<ul style="list-style-type: none"> <li>Update quote information and calculations as needed.</li> </ul>
Submit a quote.	Project manager, or any employee with requisite permissions	<ul style="list-style-type: none"> <li>Submit a quote for approval.</li> </ul>
Approve a quote.	Approver	<ul style="list-style-type: none"> <li>The designated approver views, and approves or rejects submitted job quotes.</li> <li>You cannot edit an approved quote unless you reopen the quote.</li> </ul>
Reopen a quote.	Project Manager	<ul style="list-style-type: none"> <li>Reopen a quote, if needed.</li> </ul>
Print a quote, draft quote, or order confirmation.	Project manager, or any employee with requisite permissions	<ul style="list-style-type: none"> <li>You can print your job quotes and order confirmations.</li> </ul>
Delete and restore quote revisions.	Project Manager	<ul style="list-style-type: none"> <li>You can delete quote revisions and restore the versions, if needed.</li> <li>Prior to restoration, reopen the approved or deleted quote.</li> </ul>

## Setup Instructions

For users with the requisite access rights, the Quotes workspace is available by default.

## Credit Control Follow-Up

### Deltek Tracking: 1065613

This feature introduces support for credit control in iAccess. Credit Control concerns following up on outstanding customer payments and is typically managed by A/R. However, sometimes the project manager or account manager may be involved in the credit control process. Since these roles primarily use iAccess, this feature ensures that these roles can manage their part of the credit control in iAccess.

We've introduced two methods for credit control:

1. Standard Credit Control functionality based on event flows
2. Credit control based on the new Conversation functionality with A/R Review Comments.
3. New Collections workspace to support the functionality.

**Note:** Additionally, a the Cash Collection notification is added to iAccess.

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### Changes to Maconomy

- A new field **Credit Control Event Flow No.** is added to Show All Invoices in order to provide a foreign key to eventflow.
- A new action **Create Credit Control Event Flow** is added to Show All Invoices.
- A new Collections workspace supports the functionality.

### Standard Credit Control Based on Event Flows

The typical workflow for credit control follows:

- ↓ The A/R responsible starts an event flow in Workspace Client for an unpaid customer invoice.
- ↓ The A/R person may need an action from the project manager (or account manager/another person) and therefore creates an event in the event flow for follow-up by the project manager.
- ↓ The project manager receives a notification about the event. When opening the notification the project manager is brought to the event where he can describe the action he took and close the event.

### Cash Collection Activity Notification

The standard notification, Cash Collection Activity, has been added to iAccess to inform users about open cash collection events that are assigned to them.

It is triggered when:

- A cash collection event is open on or before the planning starting date specified on the event.
- An event follow-up date is either on the current date or in the past.

This notification in turn triggers the Collection Activity notification. The Collection Activity notification is received by the following users:

- The employee assigned to the event. The user will be sent to the new Collections workspace.

### A/R Review Comments

In addition to the standard credit control functionality, the Conversations feature has been added to the new Collections workspace to provide an additional way to communicate about unpaid customer invoices (or to have a conversation about any invoice).

The conversation appears as a second tab in the workspace.

Any unread conversation will appear in the Conversations Center (standard conversation functionality).

### Collections Workspace

A new Collections workspace (**Customers » Collections**) shows all invoices to which a user has access. If a Cash Collection workflow has been created for the invoice, a tab Invoice displays with the cash collection events.

Invoice Tab—This tab shows all invoices/credit memos to which the user has access to (Job Cost/Sales/Subscription Order invoices/Credit Memos).

## Embedded BPM Reports in iAccess Workspaces

**Deltek Tracking: 1068610, 966794, 1142763**

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BPM reports are now better integrated into the iAccess interface. If you click a report name in the menu, iAccess opens the workspace for that report and displays the report as an embedded web page. Each workspace still features a configurable link that you can click to run the report and open it in a separate browser tab.

Note that some links in iAccess reports still link to workspaces in the Workspace Client.

### Changes to iAccess

To support this enhancement, all reports are now standalone workspaces that are listed in the menu, or under submenus. Specifically:

- The Reports tab of the Job Home workspace is now a submenu (Jobs » Jobs » Reports) that lists the following new report workspaces:
    - WIP Aging
    - Profitability Budget
    - A/R Transactions
  - The Job Reports workspace previously found under the Reporting menu section is now a submenu under the Jobs menu section. It lists the following new report workspaces:
    - Job Profitability Summary
    - Job Profitability Budget
    - Job Profitability Budget, by Task
    - Job Profitability Comparison
    - Job Profitability Periodic
    - Job Profitability Transactions
    - Job Budget to Actuals YTD
    - Job Budget to Actuals, by Task
    - Job Status, by Task & Employee
    - WIP Aging
    - Revenue Analysis
  - The Customer Reports workspace under the Customers menu section is now a submenu that lists the following new report workspaces:
    - A/R Aging
    - A/R Transactions
    - Customer Invoices
    - Customer Profitability
    - Customer Statement
    - WIP Aging by Dimension
  - The Reports menu section is now called Reporting.
  - BI Launch Pad is now a standalone report workspace under the Reporting menu section.
  - The Management Reports workspace is now a submenu under the Reporting menu section. It lists the following new report workspaces:
-

- Utilization, by Employee
  - Realization, by Employee
  - Realization, by Account Manager
  - Job Profitability Summary, by Job
  - Customer Profitability, by Customer
  - Profit and Loss
  - Profit and Loss, by Dimension
  - A/R Aging
- The Reports workspace previously found under the Self Service menu section is now the Employee Reports submenu found under the Human Resources menu section. This new submenu lists the following new report workspaces:
    - Employee Time Overview
    - Utilization
    - Realization

**Note:** These reports are no longer meant for the use of the individual employee, but are now intended for Human Resource personnel, People Managers, and the like. Thus, the reports have been moved to the Human Resources menu section, and they no longer display with the employee number prefilled.

Companies who wish to allow their individual employees access to these reports will have to customize their installation so that the reports are moved back to the Self Service menu section; they will also have to enable the employee number prompt.

## Invoice History Enhancements

### Deltek Tracking: 586355, 1209696

Tracking the remaining balances of your job invoices is now available in iAccess. This functionality introduces the **Remainder** field and the **Partially Reconciled** payment status to enable you to easily determine partial payments made to your invoices.

The **Partially Reconciled** status is color-coded either yellow or red. The status is yellow if there are payments made but the invoice is not yet due, whereas red indicates partially paid invoices that are due.

### Changes to iAccess

The **Remainder** field and the **Partially Reconciled** payment status are available in the following workspaces:

- Invoice on Account
  - WIP Invoice
  - Job Invoices
  - Customers
  - Customer Invoicing
  - Collections
-

## Setup Instructions

There are no changes to setup for this enhancement.

## Touch

### Updated Icon in the App Store

**Deltek Tracking: 1209758**

The color of the Touch iOS application icon that displays in the Apple App Store has been updated to use dark lavender. In the previous release, the icon used blue, which was similar to that of the other Deltek mobile applications.

**Note:** The icon color (blue) for Android remains the same.

### String Object Type for System Numbers

**Deltek Tracking: 1189200**

The object type for system numbers has been changed to String from Integer to support a higher range of system numbers, on which many Maconomy fields are based. If you are using extensions in Touch (especially based on the MScript Web service), this update may affect several screens, such as **Purchase Orders**, **Expense Sheets**, **Vendor Invoices**, and **Draft Invoices**, among others.

If you are using extensions, you need to review them to make sure they are not affected.

### Support for Quote Approval in Touch

**Deltek Tracking: 1075354**

Touch now supports approval of job quotes.

**Note:** For more information, please see [Support for Quote Approval in Touch](#) under the [Job Quote Approval in Maconomy](#) section of this document.

### Support for Time Entry Check-In and Check-Out Multiple Times Per Day

**Deltek Tracking: 1074882**

You can now register and update time check-in and check-out entries several times per day on the **Timesheet** screen. This is useful, for example, when you have urgent personal appointment or breaks within your working day. You can only use this feature, however, if the **Check-In** field for you on the Employees tab in Maconomy core is enabled.

The **Summary** and **Timesheet** (for Approval) screens have also been updated with the check in feature.

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## Integrations

### Deltek Talent Management Organizational Structure Integration

#### Deltek Tracking: 597578

This enhancement enables you to create and maintain a multi-level organizational structure in Maconomy, and to obtain and apply the hierarchy to new hires in Talent Management.

Prior to this, the organizational information for a Maconomy employee and a Talent Management user was limited to the top organizational unit. By utilizing the tree structure functionality in the Reporting Structures workspace, you can now select top, intermediate, and bottom organizational levels. The Maconomy company will serve as the top level, whereas an Entity dimension will reflect the executing department at the bottom. As for intermediate levels, you can select any value. In addition, you can push the organizational structure and any subsequent changes from Maconomy to Talent Management. Likewise you have the option to apply the structure to new hires and vice versa.

To facilitate this synchronization, the **Reporting Structure Name** field and **Export Organizational Structure** action are available in the Talent Management Setup workspace. The former allows you to select an existing reporting structure in Maconomy while the latter creates a background task that exports the selected organizational structure to Talent Management.

With this integration you can set up and maintain your organizational structure primarily in Maconomy.

#### Changes to Maconomy

The following workspaces are updated:

- Talent Management Setup workspace
- Talent Management Integration Setup single dialog workspace

#### Procedures

##### Export Organizational Structure

When you have created your organizational structure in Maconomy, you can export the organizational information to Talent Management.

**Note:** Updates to the organizational structure will only reflect on a Maconomy employee connected to a Talent Management user.

#### To export the organizational structure:

1. Go to **Set-up » Talent Management Setup**.
  2. Select an existing reporting structure from the **Reporting Structure Name** field. The selected structure must be an Entity type.
  3. Click the **Save Talent Management Integration Setup** icon.
  4. Click the **Export Organizational Structure** action to create a background task that will export the organizational structure.
  5. View the exported organizational structure of the Talent Management user under the Position Information section.
-

## Setup Instructions

### Enable Deltek Talent Management Integration

#### To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Enable Standard Extensions** parameter.
3. On the System Parameter sub-tab, select the **Enable Deltek Talent Management Integration** parameter. Enable the integration for all companies referenced in the organizational structure.

### Create Organizational Structures

The Reporting Structures workspace allows you to create a hierarchical structure through its tree table functionality.

**Note:** Not all fields on the Reporting Structures workspace are used for the Talent Management integration. For example, the **Periodic** field is a generic field for Reporting Structures but does not apply to an organizational structure.

#### To create the organizational structure:

1. Go to **Set-up » Reporting » Reporting Structures » Reporting Structure Lines**.
2. Create a new reporting structure with an Entity type.
3. Add reporting structure lines to reflect the organizational structure that you want to export to Talent Management.

In the **Classification** field, add company numbers as top organizational levels and assign each number only once. The bottom organization levels must be entity dimensions and have no label restrictions. These are not specific to a company and you can use the entity dimensions multiple times. For example, you can add the same department name for companies 1 and 2.

As for intermediate levels, you must enter free texts in the **Description** field and place these in the hierarchy using the Grouping or Indentation on the line.

## People Planner Integration

### Deltek Tracking: 1132123

#### Updated Namespace Value for People Planner

### Deltek Tracking: 1135203

The Web Service API Namespace API system parameter is updated with a new default value: <http://peopleplanner.deltek.com/api>.

The value in this parameter is used when logging in to the People Planner API.

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## System Admin

### Improved Data Imports

**Deltek Tracking: 1035212, 934690**

- A new Data Import Packages workspace streamlines the administration around importing multiple imports, assists in the managing of import data, offers a new level of validation and offers more intuitive insight into import status and error handling.
- Import performance: Use TDH/DbDesc instead of database lookup – The execution of running imports via the new Data Import Packages workspace has been optimized to improve the time taken to import data. (1079489)

### System Parameter for Import Programs

The **Use Internal Names in Import Dialogs** system parameter is introduced to enable Maconomy to automatically include internal names in import criteria as a default setting when you open any import dialog box. This system parameter is enabled by default when you upgrade to 2.4.5, but can be disabled in the System Setup.

**Note:** See the *Deltek Maconomy 2.5 System Admin Guide* for details.

### APM Template Dashboards

**Deltek Tracking: 1126447**

The Application Performance Monitor (APM) is a logging framework designed to serve several different monitoring purposes:

1. Audit logging of all user logins
2. High-level activity logging of incoming requests
3. Detailed drill-down logging of long-running requests

**Note:** See the *Deltek Maconomy Application Performance Monitor* guide for more details.

With 2.5, we release template dashboards built using Splunk, a third-party vendor, to help you view logging data in a graphical format.

### Performance Improvements

#### Notifications Recalculation Optimization

**Deltek Tracking: 1062532**

There is a significant performance improvement for the recalculation of notifications due to a new collective query that functions by user role.

#### Switch Off Legacy Lifestyle Functionality

**Deltek Tracking: 1187732**

- A setting is introduced to switch off legacy lifecycle functionality, and avoid database operations caused by legacy lifecycle functionality.
-

## Technology Enhancements

### Deltek Tracking: 1132196

- **Import Program for Import Packages** – Allows for ability to upload files and create package lines and structure.

### Time and Date Formats in Exported Data

#### Deltek Tracking: 1036774

Prior to this release, when you exported data from the Workspace Client to Microsoft Excel containing time and date information, the dates were saved as `yyyy-mm-dd` and times were saved as `H:mm`, which is the standard Maconomy format. This enhancement enables you to export this data either the Maconomy standard format mentioned above, or in the format specified by your operating system settings.

By default, this data is exported in the operating system format. The `DateTimeExportFormat` parameter is added to the `ExportDataSet` action in the `GlobalDefinitions.mdml.xml` file to allow you to change the setting. To change the export date format to the Maconomy standard format, you must set the parameter value to `MaconomyStandard` in the `GlobalDefinitions` file.

### Multiple Fonts Support

#### Deltek Tracking: 591777

You can now specify a list of fonts to use for rendering text in MPL. For each character in the text, an appropriate font supporting it is selected from the list. Previously, unsupported characters would be ignored by the system and thus, printed as blank.

This feature also supports a fallback font. For characters with no suitable font installed to render them, they will be rendered with a font to obviously show that there is some additional font configuration required, as opposed to before where they would simply be left blank in the print.

#### fontname attribute

The `fontname` attribute describing the font(s) to be used now supports both a single `STRING` value as well as a `LIST` of `STRING` value. For example, given that `JhengHei` and `Leelawade` fonts have been configured to be used in Maconomy, (for Simplified Chinese and Thai accordingly), fonts are now specified in the following manner.

Current functionality: "你好，世界 สวัสดีเพื่อนของฉัน hello":fontname="Helvetica"

New functionality: "你好，世界 สวัสดีเพื่อนของฉัน hello":fontname=["Helvetica", "JhengHei", "Leelawade"]

Because the `fontname` attribute can now take a list of fonts, an appropriate font is used for each character. In this example, `Helvetica` is used to print "hello", `JhengHei` to print 你好，世界, and `Leelawade` to print สวัสดีเพื่อนของฉัน. Altogether, the text is printed as follows:

你好 · 世界 สวัสดีเพื่อนของฉัน hello

The new list format can be used in any place where the `fontname` attribute is expected, for example, in the default tag:

```
<default tag=text attribute=fontname value=["Helvetica", "JhengHei", "Leelawade"]>
<default tag=eval attribute=fontname value=["Helvetica", "JhengHei", "Leelawade"]>
```

---

### Default Font

A default font to use system-wide for Maconomy prints can be specified in the Definitions/MaconomyCustom.ini file by editing the DefaultFont setting under the MPLConfig section. For example:

```
[MPLConfig]
DefaultFont=HelveticaUni
```

As of Maconomy 2.5, the default font can be a comma separated list as well, for example:

```
[MPLConfig]
DefaultFont= HelveticaUni, JhengHei, Leelawade
```

Specifying the default font to be a list of fonts allows Maconomy to support printing in multiple languages without having to customize your MPL layouts.

**Note:** Remember to recompile your prints after changing the default fonts by running MaconomyServer -UP, -UEP, and -UIP commands, for example:

```
MaconomyServer.w_20_0.cmd -Sw200 -UP // re-compiles standard layouts
MaconomyServer.w_20_0.cmd -Sw200 -UEP // exports custom layouts
MaconomyServer.w_20_0.cmd -Sw200 -UIP // re-imports (re-compiles) custom layouts
```

### Last Resort Font

It is now possible to also configure a last resort font to be used when no other configured fonts support a given character. For example, if the Unicode Last Resort font ([https://unicode.org/policies/lastresortfont\\_eula.html](https://unicode.org/policies/lastresortfont_eula.html)) is used as the last resort font in Maconomy, this text:

"你好, 世界 สวัสดีเพื่อนของฉัน hello":fontname="Helvetica"

will be printed in the following way:

字字办字字 ทททททททททททททททททททททททท hello

Previously, only the word "hello" would show in reports. The other characters were printed as blank.

Maconomy 2.5 pre-packages the Unicode Last Resort font in the TPU as FontSupport\fonts\LastResort.ttf. To use it, you must:

6. Specify it in the FontSupport\FontFileMap.lst file as a tab separated entry:
 

```
LastResort LastResort.ttf
```
7. Add it to the FontSupport\FontAttributeMap.lst file, also as a tab separated entry:
 

```
LastResort LastResort
```
8. Configure the LastResortFont setting in the Definitions\MaconomyCustom.ini file
 

```
[MPLConfig]
LastResortFont=LastResort
```

For more information about this feature, refer to the *Deltek Maconomy System Administration Guide* and *Deltek Maconomy Language Reference Guide*.

---

## Install and Upgrade Enhancements

### Deltek Tracking: 1132199

#### Updated Message

### Deltek Tracking: 996355

The message issued when User Account is blocked to support Reset Password is updated.

#### MConfig "No Output" Option

### Deltek Tracking: 783416

When running MConfig from a command line with a script, it is now possible to add an option "--nooutput." This prevents MConfig from asking for information missing in the script and fail instead.

For example:

```
MConfig --nooutput MyScript.msc
```

#### People Planner REST URL

### Deltek Tracking: 1062525

Mconfig is extended to include a People Planner REST API URL for iAccess.

#### Disaster Recovery Configuration

### Deltek Tracking: 1178503

Mconfig now supports a disaster recovery server configuration.

## Extension Framework Enhancements

### Deltek Tracking: 1132192

- **Automatic Read Enabled in Container-Executor Operations** – Reads are now automatically invoked whenever a data container is queried. Previously, it was in some cases necessary to explicitly read before querying it. This enhancement introduces a reread() method that you can utilize for cases where an explicit re-read of a container is necessary due to the side effects in other container-executors. See the *Migration Guideline in the Extension Framework Programmer's Guide* for details. (1027580)
- **Namespace Annotation for Java Extensions** – Namespaces are now defined differently. With this enhancement, it is easier to declare constants that include the namespace. The *Extension Framework Programmer's Guide* highlights how to migrate from the old deprecated way of defining namespaces to the new way. (1027580)
- **Ability to Develop iAccess against local coupling service** (1128255)
- **Deprecating iAccess FPU import wizard** (1186303)

## Workspace Client Platform & Usability Enhancements

### Deltek Tracking: 947517

---

## Default Communication Protocol for Workspace Client

### **Deltek Tracking: 1180507**

Maconomy 2.5 now uses Mux-RMI as the default communication protocol between the Workspace Client and the Coupling Service.

This particularly benefits users that access Maconomy from the internet, rather than through the local company network. Benefits include shorter connect time, fewer network errors, and better load balancing and fail-over characteristics.

For network administrators, the new protocol means that session stickiness is no longer required for the Workspace Client to work reliably on load balanced Maconomy installations.

## Appendix A – Field Descriptions

This section lists fields and descriptions for 2.5.1 features.

### Expected Revenue Added as Opportunity Value to Jobs Fields / Descriptions

[Jobs](#) » [Jobs](#) » [Home](#) » [Subjobs](#)

Price island

Field	Description
<p>Expected Revenue Incl. Subjobs</p>	<p>This field shows the total expected revenue price, which is the sum of the expected revenues of all main jobs, and subjobs.</p> <p>The expected revenue is calculated in the currency of the main job based on the exchange rate, and depends on the following type of main jobs:</p> <ul style="list-style-type: none"> <li>▪ Fixed Price – The expected revenue for the job is the sum of the fixed price, and the sales from the working budget. The fixed price is derived from the attributes of the Pricing Principle job parameter, which are determined either through the job budget type, or the job quote.</li> <li>▪ Time &amp; Material, no cap – The expected revenue for the job is the total sales price from the most recent approved version of the planned budget.</li> <li>▪ Time &amp; Material, with a cap – The expected revenue for the job is the sum of the lowest fixed price value, and the total sales price from the most recent approved version of the planned budget.</li> <li>▪ Time &amp; Material, with revenue recognition – The expected revenue for the job is calculated similar to the expected revenue for fixed price jobs.</li> </ul> <p>The expected revenue for the main job is updated when the expected revenue of a linked subjob is changed.</p>

This section lists fields and descriptions for 2.5 features.

## Document Archive for Draft Invoices Fields / Descriptions

Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing

Single Dialogs » Job Cost » Invoicing » Invoice Editing » Invoice Editing

### Document Archive island

Field	Description
Document Archive	This field shows the archive number of the attached document
Document Count	This field shows the number of documents in the Document Archive.

Action	Description
Attach Document	Use this action to attach a document to the current invoice. For example, this could be a scanned receipt which serves as documentation for the invoice.
Delete Document	Use this action to delete the current document from the invoice's document archive.  If a document archive is assigned to the invoice edit being removed, it remains assigned to the now saved previous edit.
Restore Editing	Use this action to restore a previous edit of the invoice.  If the previous edit has a document archive, it is assigned to the current edit.
Restore Editing, Summary	Use this action to restore a previous edit of the invoice.  If the previous edit has a document archive, it is assigned to the current edit.
Restore Editing from Invoice	Use this action to copy an invoice edit from a printed invoice.  If the copied edit has a document archive, it is not reassigned or copied to the current invoice edit.
Print Invoice	Use this action to print the invoice.

---

Action	Description
	When you print an invoice that has a document archive, it is reassigned to the finalized invoice.

**Jobs » Blanket Invoicing » Invoice Selection » Draft Invoices » Invoice Editing  
Single Dialogs » Job Cost » Invoicing » Blanket Invoice Selection » Blanket Invoice Collection**

Action	Description
Remove Approval	Use this action to remove approval of a draft invoice. When removed, the draft is saved as a previous edit.  The document archive for the previous edit is no longer attached to any invoice, but continues to exist in the Documents and Notes workspace.
Print Invoice	Use this action to print the invoice.  When you print an invoice that has a document archive, it is reassigned to the finalized invoice.

**Jobs » Blanket Invoicing » Invoice Editing » Invoice Editing » Documents**

Action	Description
Delete	Use this action to remove the blanket invoice draft invoice edit as a whole. Job specific lines are saved as previous edits on each job separately. For deleted blanket draft invoices, the document archive is not saved to any previous edit and thus cannot be restored. However, the document archive remains accessible in the Documents and Notes workspace.
Restore Editing	Use this action to restore previous edits from jobs now involved in the blanket invoicing as a current invoice edit. Unlike ordinary invoice edits, the document archive for a previous blanket draft invoice edit is not restored to the invoice editing view.
Restore Editing, Summary	Use this action to restore previous edits from jobs now involved in the blanket invoicing as a current invoice edit. Unlike ordinary invoice edits, the document archive for a previous blanket draft invoice edit is not restored to the invoice editing view.

**Jobs » Jobs » Invoicing » Invoice Selection**
**Single Dialogs » Job Cost » Invoicing » Invoice Selection » Invoice Selection**

Action	Description
Remove Latest Draft	<p>Use this action to remove the current draft invoice and save it as a previous edit.</p> <p>If the draft invoices has a document archive, it remains attached to the previous edit, unless the invoice is a blanket invoice.</p> <p>The previous edit overwrites any existing previous edits. Any document archive for the deleted previous edit is no longer attached to any invoice, but continues to exist in the Documents and Notes workspace.</p>
Remove All Drafts	<p>Use this action to remove the current draft invoice and save it as a previous edit.</p> <p>If the draft invoice has a document archive, it remains attached to the previous edit, unless the invoice is a blanket invoice.</p> <p>The previous edit overwrites any existing previous edits. Any document archive for the deleted previous edit is no longer attached to any invoice, but continues to exist in the Documents and Notes workspace.</p>
Print Invoice	<p>Use this action to print an invoice. When you print an invoice that has a document archive, it is reassigned to the finalized invoice.</p>

**Setup » Documents and Notes » Documents » Document Archives**
**Single Dialogs » Set-Up » Document Handling » Document Archives single dialog workspace» Document Archives » Documents sub-tab**

Action	Description
Delete Document Archive	<p>Use this action to delete a document archive.</p> <p>An error displays if you delete a document archive that is used in an invoice edit, previous edit, or an invoice.</p>

**Sales Orders » Sales Orders » Lookup » Invoices**
**Single Dialogs » Sales Orders » Lookup » Show Invoice » Show Invoice**
**Document Archive island**


---

Field	Description
Document Archive Number	This field shows the archive number of the attached document.
Document Archive Description	This field shows the document archive description.

**Sales Orders » Sales Orders » Lookup » Credit Memos**

**Single Dialogs » Sales Orders » Lookup » Show Credit Memo » Show Credit Memo**

**Document Archive island**

Action	Description
Document Archive Number	This field shows the archive number of the attached document.
Document Archive Description	This field shows the document archive description.

**Jobs » Jobs » Invoicing » Invoice History**

**Single Dialogs » Job Cost » Invoicing » Job Invoice History » Job Invoice History » Invoices**

Action	Description
Document Archive Number	This field shows the archive number of the attached document.
Document Archive Description	This field shows the document archive description.

**Single Dialogs » Job Cost » Lookup » Job Invoice Overview » Job Invoice Overview » Job Invoice Lines**

Action	Description
Document Archive Number	This field shows the archive number of the attached document.
Document Archive Description	This field shows the document archive description.

## **Enhanced Vendor Invoice Allocation Workspace to Support Reallocation Fields / Descriptions**

**Single Dialog » Accounts Payable » Registration » Invoice Allocation » Invoice Allocation Tab**

**Invoice Island**

---

Field	Description
Reallocation Date	This dynamic field shows the date when you reallocated the invoice. Maconomy suggests the date on which the invoice or credit memo was registered, but you can change the date manually. Maconomy checks that the date is within the open posting period.
Date Posted	This dynamic field shows the date when you posted the vendor invoice or credit memo. This dynamic field shows only when you post the vendor invoices and credit memos.
Attn.	Specify the vendor's attention person; that is, the person to whom shipping and payment information is directed.

### Company Island

Field	Description
Base Currency	This field shows the currency used as base currency in the company specified in the <b>Company No.</b> field. See the <b>Base Currency</b> field in the Company Information single dialog workspace in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

### Approval Hierarchy Status Island

Field	Description
Approval Relation	This field shows the relation used in connection with the type of registration.
Approval No.	This field shows the approval number of the vendor invoice or credit memo. The number is incremented by one each time you submit the vendor invoice or credit memo for approval.
Approval line No.	This field shows the approval line number, which indicates the current approval level of the vendor invoice or credit memo based on the order in the current approval hierarchy.
Approval Status	This field shows the approval status of the current vendor invoice or credit memo. The possible statuses are: <ul style="list-style-type: none"> <li>▪ <b>Approved</b></li> </ul>

---

Appendix A – Field Descriptions

Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Rejected</b></li> <li>▪ <b>Released</b></li> </ul>
Approval Status Details	This field shows details regarding the latest approval status of the current vendor invoice or credit memo.
Header Can Be Approved By Current User	This field indicates if the current user can approve the header of the vendor invoice or credit memo.
Header Approved Or Rejected By	This field shows the user who approved or rejected the header of the vendor invoice or credit memo.
Header Approval Or Rejection Date	This field shows the date when the user approved or rejected the header of the vendor invoice or credit memo.
Header Approval Or Rejection Time	This field shows the time when the user approved or rejected the header of the vendor invoice or credit memo.
Header Approval Or Rejection Comment	This field shows any comments entered by the user related to the approval, release, or rejection of the vendor invoice or credit memo.
Workflow Status	<p>This field shows the status of the vendor invoice or credit memo within a workflow. The possible workflow statuses are:</p> <ul style="list-style-type: none"> <li>▪ <b>Open</b></li> <li>▪ <b>Closed</b></li> <li>▪ <b>Submitted</b></li> <li>▪ <b>Approved</b></li> <li>▪ <b>Rejected Header</b></li> <li>▪ <b>Rejected Lines</b></li> </ul>

**Single Dialog » Accounts Payable » Registration » Invoice Allocation » Invoice Allocation Tab » Invoice Allocation Lines Sub-Tab**

Field	Description
Local Account No.	Specify a local account number when you allocate the invoice to a company that uses local chart of accounts.

## Approval Hierarchies Refactoring Fields / Descriptions

Human Resources » Employees » Employees » Employees » Users » User Information » Roles » Actions

Setup » Users » Users » User Information » Actions

Single Dialog » Set-Up » Access Control » Actions » Actions Tab

Single Dialog » Set-Up » Access Control » User Action Groups » User Action Group Tab

### Permitted Job/Cost Actions Island

Field	Description
Submit Job Budgets	Select this check box to allow users in the selected group to submit job budgets. During upgrade, this field uses the value in the <b>Change Job Budgets</b> field.

### Permitted A/P Actions Island

Field	Description
Submit Purchase Orders	Select this check box to allow users in the selected group to use the <b>Submit Purchase Order</b> action in the Purchase Orders workspace. During upgrade, this field is selected by default.
Submit Vendor Invoices	The <b>Release Vendor Invoices</b> field is renamed to <b>Submit Vendor Invoices</b> . Select this check box to allow all users in the selected group to release vendor invoices. It gives users the ability to submit invoices for approval in the Vendor Invoices and Invoice Allocation workspaces.
Approve Vendor Invoices	Select this check box to allow all users in the selected group to approve vendor invoices for posting in the Vendor Invoices and Invoice Allocation workspaces. During upgrade, this field uses the value in the <b>Submit Vendor Invoices</b> field.

Human Resources » Employees » Employees » Employees » Users » User Information » Roles » Actions » Company Specific Actions Sub-Tab

Setup » Users » Users » User Information » Actions » Company Specific Actions Sub-tab

Single Dialog » Set-Up » Access Control » Actions » Company Specific Actions Sub-tab

Field	Description
Submit Purchase Orders	Select this check box to enable the user role to submit purchase orders.
Approve Vendor Invoices	Select this check box to enable the user role to approve vendor invoices.
Submit Draft Invoice	Select this check box to enable the user role to submit draft invoices.
Approve Draft Invoice	Select this check box to enable the user role to approve draft invoices.
Submit Job Budgets	<p>Select this check box to enable the user role to submit job budgets. Only users with access rights can select this field.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> If a user without access rights tries to select the <b>Submit Job Budgets</b> field, Maconomy displays an error message.</p> </div>
Approve Job Budgets	<p>Select this check box to enable the user role to approve job budgets. Only users with access rights can select this field.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> If a user without access rights tries to select the <b>Approve Job Budgets</b> field, Maconomy displays an error message.</p> </div>

## Access Control for Approvers Fields / Descriptions

Setup » Approval Hierarchies » Approval Hierarchy Rules

Single Dialogs » Set-Up » Approval » Approval Hierarchy Rules » Approval Hierarchy Rules

Approver Access Tickets island

Field	Description
Approved Tickets Expire	<p>Select this check box to enable deletion of access tickets after a specified number of days after approval. Maconomy runs a daily scheduled background task to delete expired tickets.</p> <p>If this check box is deselected, approver access tickets do not expire. Note that not deleting tickets may gradually impact system performance.</p>

Field	Description
	<p><b>Note:</b> This functionality does not apply to approval hierarchies used in jobs, job budgets, job quotes, and draft invoices.</p>
Days from Approval to Expiration	<p>Specify the number of days before an approved access ticket expires and is deleted.</p> <p>By default, the value in this field is 60. Maconomy deletes the ticket 60 days after the objects in the ticket are approved.</p>
Unapproved Tickets Expire	<p>Select this check box to delete unapproved access tickets after a specified number of days. Maconomy runs a daily background task to delete expired tickets. t</p> <p>If this check box is deselected, unapproved access tickets do not expire. Note that not deleting tickets may gradually impact system performance.</p> <p><b>Note:</b> This functionality does not apply to approval hierarchies used in jobs, job budgets, job quotes and draft invoices.</p>
Days from Submission to Expiration	<p>Specify the number of days before a submitted and unapproved access ticket expires and is deleted.</p> <p>By default, the value in this field is 120. Maconomy deletes the ticket 120 days after the ticket is submitted and remains unapproved.</p>

**Single Dialogs » Set-Up » Approval » Approver Access Ticket Expiration » Approver Access Ticket Expiration**

Action	Description
Delete Expired Tickets	This action is run by a scheduled background task to delete all expired approver excess tickets.

## Approval Hierarchy for General Journal Enhancement Fields / Descriptions

General Ledger » Financial Operations » General Journal » General Journals » General Journal

Field	Description
Approval Status	This field displays the current approval status of the selected general journal, e.g. who and when it was submitted and approved. Note that this field only has relevance when general journals are set up to be approved via approval hierarchies.

### Actions

Action	Description
Submit	<p>This action submits the general journal for approval.</p> <p>The submit action is not shown if you do not use approval hierarchies or if you only have line approvals and have not yet created a line. You can post the journal in the latter case. In other case you will not be able to post the journal (and general journal lines) unless it is fully approved.</p>
Approve	This action displays when a general journal has been submitted. Use this action to approve the general journal. This action will not be enabled after rejection. To approve, you will have to undo rejection, and then approve.
Reject	This action displays when a general journal has been submitted. Use this action to reject the general journal.
Undo Approval/Reject	This action displays when a general journal has been submitted. Use this action to undo the approval or rejection.
Approve All	This action displays when you have line approval and the general journal or the general journal lines have been submitted. Use this action to approve the general journal (header) and general journal lines.
Reject All	This action displays when you have line approval and the general journal or the general journal lines have been submitted. Use this action to reject the general journal (header) and general journal lines.
Undo All Approval/Reject	This action displays when you have line approval and the general journal or the general journal lines have been submitted. Use this action to undo approval or reject the general journal (header) and general journal lines.

**Setup » Users » Actions Tab**

**Single Dialogs » Set-Up » Access Control » Actions»**

**Permitted G/L Actions Island**

---

Action	Description
Submit General Journals	Select this check box to allow all users in the selected group to submit general journals. Note that the old Submit Journal action still exists, but is no longer relevant for General Journal.
Approve General Journals	Select this check box to allow all users in the selected group to approve general journals.

**Setup » Users » Actions Tab » Company Specific Actions Sub Tab**

Action	Description
Submit General Journals	Select this check box to enable the user role to submit general journals in the company specified on the line.
Approve General Journals	Select this check box to enable the user role to approve general journals in the company specified on the line.

## **New DebitCredit Field on ReportingStructureLine Fields / Descriptions**

**General Ledger » Financial Reporting » Setup » BPM » Reporting Structure » Reporting Structure Single Dialog » Set-Up » Reporting » Reporting Structures » Reporting Structure Header » Reporting Structure Lines Sub-Tab**

Field	Description
Debit/Credit	Select whether the account in the reporting structure line is a debit or a credit balance.

## **Base Salary Rate Calculation for an Employee Range Fields / Descriptions**

**Human Resources » Base Salary Rate Calculations » Calculation » Calculate Base Salary Rate Single Dialog » Human Resources » Compensation Calculation » Calculate Base Salary Rate Selection Criteria island**

Field	Description
Employee No.	Enter the range of employee numbers to include in the base salary rate calculation. If this field is blank, Maconomy calculates the base salary rate for all employees.

## Self -Approval in Approval Hierarchies Fields / Descriptions

Setup » Approval Hierarchies » Approval Hierarchy Selections » Approval Hierarchies

Single Dialog » Set-Up » Approval » Approval Hierarchies

Approval Hierarchy Island

Field	Description
Submitter Can Approve (Default)	Select this check box to specify the default setting for self-approval when creating new approval hierarchy lines.

Setup » Approval Hierarchies » Approval Hierarchy Selections » Approvers

Single Dialog » Set-Up » Approval » Approval Hierarchies » Approvers

Field	Description
Submitter Can Approve	Select this check box to allow submitters to approve their own submittals for an approval hierarchy line.

## Tracking Partial Payments in Invoice History Fields / Descriptions

Jobs » Jobs » Lookup » Invoice History

Single Dialogs » API » Job Cost » Lookup » Customer Invoice History » Invoice

Field	Description
Remainder, Standard	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in standard currency.
Remainder, Base	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in base currency.
Remainder, Original	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in original currency.

Jobs » Job Invoices » Home » Overview

Price Breakdown island

Field	Description
Payment Status	This field is updated to include:

Field	Description
	<ul style="list-style-type: none"> <li>Partially Reconciled – The invoice, pre-invoice or credit memo has been partially settled.</li> </ul>

**Jobs » Jobs » Lookup » Invoice History » Invoice**

**Single Dialogs » Job Cost » Lookup » Show Job Invoice » Show Job Invoice**

**Single Dialogs » Job Cost » Lookup » Show Job Credit Memo » Show Job Credit Memo**

**Status island**

Field	Description
Payment Status	This field is updated to include: <ul style="list-style-type: none"> <li>Partially Reconciled – The invoice, pre-invoice or credit memo has been partially settled.</li> </ul>
Remainder, Standard	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in standard currency.
Remainder, Invoice Currency	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in invoice currency.
Remainder, Base	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in base currency.

**Single Dialogs » Job Cost » Invoicing » Job Invoice History » Job Invoice History**

**Totals island**

Field	Description
Remainder, Base	This field shows the balance of the customer entry, which remains to be reconciled, in base currency.

**Single Dialogs » Job Cost » Invoicing » Job Invoice History » Invoices**

**Single Dialogs » Accounts Receivable » Lookup » Show All Invoices » Invoice**

Field	Description
Payment Status	This field is updated to include: <ul style="list-style-type: none"> <li>Partially Reconciled – The invoice, pre-invoice or credit memo has been partially settled.</li> </ul>

Field	Description
Remainder, Standard	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in standard currency.
Remainder, Base	This field shows the balance of the customer entry, which remains to be reconciled, in base currency.
Remainder, Original	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in original currency.
Standard Currency	This field shows the standard currency of the invoice customer entry.
Base Currency	This field shows the base currency of the invoice customer entry.
Original Currency	This field shows the original currency of the invoice customer entry.

## Invoice History Enhancements Fields / Descriptions

### Invoice on Account, WIP Invoice, Customer Invoicing

#### Invoice History tab

Field	Description
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.
Payment Status	This field displays the additional status: <ul style="list-style-type: none"> <li>Partially Reconciled – The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.</li> </ul>

### Job Invoices, Collections

#### Overview tab

Field	Description
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.
Payment Status	This field displays the additional status: <ul style="list-style-type: none"> <li>Partially Reconciled – The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining</li> </ul>

---

Field	Description
	balance and red if there are payments made but the balance is due. This is in the currency of your invoice.

### Job Invoices

#### Crediting tab

Field	Description
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.
Payment Status	<p>This field displays the additional status:</p> <ul style="list-style-type: none"> <li>Partially Reconciled – The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.</li> </ul>

## Deltek Talent Management Organizational Structure Integration Fields / Descriptions

Setup » Talent Management Setup » Administration

Single Dialog » Set-Up » Set-Up » Talent Management Integration Setup

Field	Description
Reporting Structure Name	This field allows you to select an existing reporting structure to export to Talent Management. The selected structure must be an entity, which is currently the only dimension supported in this integration.

### Action

Action	Description
Export Organizational Structure	<p>Select this action to delete all previously exported organizational structures and to upload a new one. If you delete an organizational structure without exporting a new one, the Talent Management user information will not change.</p> <p>In addition, this action creates a background task that runs a validation of all the top organization levels, and the company and entity combinations between Maconomy and Talent Management. Once verified that the top levels are company numbers and the combinations are available, you can export</p>

---

Action	Description
	the selected organizational structure to Talent Management.

## Employee Revisions Enhancements Fields / Descriptions

Human Resources » Employees » Employees » Employees » Employee Information » Revision Selection

Single Dialogs » Human Resources » Registration » Employee Revisions » Employee Revision Selection Criteria

Employee Revision Selection Criteria island

Field	Description
Selection Criteria	<p>Choose the selection criteria to display the employee revisions.</p> <ul style="list-style-type: none"> <li>▪ <b>Previous</b> – If you select this criteria, the previous employee revisions display.</li> <li>▪ <b>Current</b> – This criteria is selected by default. It displays the current employee revision.</li> <li>▪ <b>Next</b> – If you select this criteria, the next employee revisions displays.</li> <li>▪ <b>All Revisions</b> – If you select this criteria, the system shows all revisions. Using null dates in both From Date and To Date also selects all revisions. Thus, no revisions are shown when the <b>Selection Criteria</b> field is left blank.</li> <li>▪ <b>Within Range</b> – If you select this criteria, Maconomy uses the dates that you set in the <b>Selection Range</b> field. If any revision overlaps the range fully or partly, it will be included.</li> </ul>
Selection Range	Select the date range of the employee revisions.

### Action

Action	Description
Save Employee	Use this action to save the selection criteria.

Human Resources » Employees » Employees » Employees » Employee Information » Revision Selection » Employee Revisions

**Single Dialogs » Human Resources » Registration » Employee Revisions » Employee Revision Selection Criteria » Employee Revisions**

Field	Description
From Date	Enter or select the starting date of the employee revisions.
To Date	Enter or select the ending date of the employee revisions.
Is Current	This field is automatically selected if the line contains the current revision.
Change Description	Enter a short description of the employee revision.
Name 1	Enter the employee's name.
Title	Enter the employee's personal title, for example, Mr., Ms., or Dr.
Names 2-5	Enter the names of the employees.
Phone	Enter the contact number of the current employee.
Soc. Security No.	Enter the employee's social security number. This field is for reference only. If you entered social security number validation rules for the employee's country in the Rules of Validation workspace in Set-Up module, Maconomy verifies that the social security number complies with the validation rules.
Country	Enter the employee's country of residence.
Blocked	Select the check box to block the employee. A blocked employee cannot be used in any other workspaces.
Time Unit	Specify the unit of time for the employee, as either Hour or Day. This field affects the interpretation of every field that represents time on the employee and is the Time Unit on new time sheets created by (or for) the employee in the period covered by the current employee revision.
Cost	Enter the employee's cost per hour or day (depending on the Time Unit). If the field is blank, Maconomy uses the cost of the item in the <b>Item No.</b> field. If both fields are blank, the

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Field	Description
	cost for time activities for this employee is considered zero.
Base Salary Rate	This field shows the base salary rate for the employee. If you change this field, Maconomy updates the Cost with the sum of this field and the overhead rate. The base salary rate is per hour or day, depending on the Time Unit.
Overhead Rate	This field shows the overhead cost rate allocated to the employee. If you change this field, Maconomy updates the Cost with the sum of this field and the base salary rate. The overhead rate is per hour or day, depending on the Time Unit.
Overhead Rate %	This field shows all the costs associated with the employee that is not strictly his salary.
Overhead Rate as %	This field shows the percentage of all the costs associated with the employee that is not strictly his salary.
Overhead Maintenance	<p>This field indicates whether the overhead maintenance cost is being updated by a batch update or employee specific.</p> <p>Note that it is not possible to delete a revision if you selected batch update.</p>
Intercompany Price	Enter a price to use as the cost when the employee registers hours on a job assigned to another company than the one in which the employee is employed. However, the calculation of cost prices may also depend on other factors. The intercompany price is per hour or day, depending on the Time Unit.
Billing Price	Enter the billing price per hour for entries registered by the current employee. The billing price is per hour or day, depending on the Time Unit.
Item No.	Enter a warehouse item, from which the sales price and cost is suggested in budgeting, and which is used in job journal entries for this employee. Maconomy verifies that the item you enter exists in the system and is not discontinued.

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Field	Description
Sales Employee	Select the check box to mark the employee as a sales employee.
Account Manager	Select the check box to mark the employee as an account manager.
Zip Code	Enter the zip code of the employee.
Postal District	Enter the name of the postal district in which the current employee resides.
Profession	Enter the employee's profession. This is for reference only.
Education	Enter the employee's education. This is for reference only.
Position	Enter the employee's position. This is for reference only.
Alternative Job Title	Enter a job title with a different classification level than <b>Position</b> field.
EEO Classification	Use this field for equal employment opportunity tracking.
Bank Name	Enter the name of the employee's bank. This field is for reference only.
Reg. No.	Enter the registration number of the employee's bank. This field is for reference only.
Bank Acc. No.	Enter the employee's bank account number. This field is for reference only.
Date Employed	Enter the date when the employee started working. This is for reference only.
Termination Date	Enter the date the employment was terminated.
Time Sheet Start Date	Enter the date the employee starts using timesheets. Maconomy automatically keeps the field synchronized with the <b>Date Employed</b> field unless you manually enter a different value.
Time Sheet End Date	Enter the date the employee stops using timesheets. Maconomy automatically keeps the field synchronized with the <b>Termination</b>

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Field	Description
	<p><b>Date</b> field unless you manually enter a different value.</p>
Check-in	<p>Select if the current employee is expected to check in for work. The possible entries are:</p> <ul style="list-style-type: none"> <li>▪ <b>Disabled</b></li> <li>▪ <b>Optional</b></li> <li>▪ <b>Required</b></li> <li>▪ <b>Required with Balance</b></li> </ul>
Base Salary, Code	<p>Enter a base salary code that denotes a salary group, and so on. The field is for reference only.</p>
Base Salary	<p>Enter the base salary rate for the employee. If you change this field, Maconomy updates the Cost with the sum of this field and the overhead rate. The amount must be entered in the base currency of the company. The base salary rate is per hour or day, depending on the Time Unit.</p>
Salary Supplement, Code	<p>Enter a salary supplement code that denotes a salary group, and so on. The field is for reference only.</p>
Salary Supplement	<p>Enter the employee's salary supplement, if applicable. The amount must be entered in the base currency of the company.</p>
Overtime Rate, Code	<p>Enter the overtime rate code that denotes a salary group, and so on. The field is for reference only.</p>
Overtime Rate	<p>Enter the employee's hourly rate for overtime work. The amount must be entered in the base currency of the company.</p>
Withholding Rate	<p>Enter the employee's withholding rate. This field is for reference only.</p>
Allowance per Month	<p>Enter the employee's monthly tax allowance, if applicable. This field is for reference only.</p>
Allowance per Fortnight	<p>Enter the employee's fortnightly tax allowance, if applicable. This field is for reference only.</p>

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Field	Description
Allowance per Week	Enter the employee's weekly tax allowance, if applicable. This field is for reference only.
Allowance per Day	Enter the employee's daily tax allowance, if applicable. This field is for reference only.
Tax Allowance Card	Select the check box if the employee has a valid tax allowance card. This field is for reference only.
Tax Allowance	Enter the employee's total tax allowance. This field is for reference only.
Pension Plan, Company	Select the check box if the employee joined a company pension plan. The field is for reference only.
Pension Type, Company	Enter the employee's company pension plan. The fields are for reference only.
Pension Amount, Company	Enter the amount to be paid to the employee's company pension.
Pension Plan, Personal	Select the check box if the employee has a private pension plan. The field is for reference only.
Pension Type, Personal	Enter the employee's private pension plan. The field is for reference only.
Pension Amount, Personal	Enter the amount to be paid to the employee's private pension.
Remarks 1-5	Enter information related to the current employee.
Supervisor, No.	Enter the number of a senior employee. Unless you give the user the access to all time sheets in the Actions workspace, the user will only have access to changing, creating, approving, and printing his or her own time sheets and those of junior employees.
Maximum Working Time	Enter the maximum number of time per day that can be entered for the employee in the Time Sheets workspace in the Job Cost module. This field is per hour or day, depending on the Time Unit.

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Field	Description
Absence Hours per Day	Enter the maximum number of absence hours per day. By default, the value in this field is zero.
Use Fixed Working Time as Maximum	Select the check box to automatically set the fixed working time as maximum and override the maximum working time.
Employee Type	Select the employee type that you created in the Popup Fields workspace.
Willing to Relocate	Select the check box to indicate that the employee is willing to relocate.
Employment No.	Enter the employment number of the employee associated with the entry. If the employee has several functions in the company, you can use this number to indicate one of the functions.
Subcontractor Vendor, No.	Select a subcontractor vendor number (if any) for the employee. Job entries posted for the employee have the reconciliation subcontractor number assigned accordingly.
Department	Enter the department to which the employee belongs.
Secretary, No.	Enter the number of a secretary assigned to the employee. Among the tasks of a secretary can be entering the employee's time sheets and transferring them for further editing in the Job Journal single dialog workspace.
Fixed Working Time, Monday-Sunday	Enter the employee's working hours for each day. If you change an existing working time, a warning message displays stating that absence registrations using allowance already exist for the period (employee revision), and changing the value may require allowance adjustment.
Minimum Working Time	Enter the minimum amount of working time to be calculated for the employee.
Deviation Allowed	Specify the amount to use for calculating the minimum amount of time, which the employee must specify for each day in a time sheet. The minimum number of hours is

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Field	Description
	calculated as the fixed working time less the number in this field.
Week Calendar No.	Enter or select a week calendar to assign to the current employee.
Job Price Group No.	Enter or select the number of the job price group assigned to the current employee.
Popup 1-5	Select various information about the employee. For each field, you can choose from the options created as values Employee Popup 1 – Employee Popup 5 in the Popup Fields single dialog workspace.
Statistics 1-4	Enter a number of statistics codes for further specification of the employee. For example, you can use the statistics codes as selection criteria in a number of printouts.
Vendor No.	Specify the number of a vendor, thus associating the employee with a vendor in the A/P module. This way, outlay reimbursements to a given employee can be handled through the A/P module.
Primary Employee Category No.	This field shows the number of the primary employee category of the employee.
Reduction %	Enter a reduction percentage of the employee's available time, "planning time," as part of the fixed amount of working time.
Document Archive No.	Assign a document archive number to the employee in question.
E-mail	Specify the e-mail address of the employee. The field is for reference only.
Personal Email Address	Enter the contact person's personal e-mail address.
E-mail when responsible for approval	Select the check box if the employee prefers to be notified if he is responsible for approval, for example, a purchase order or an expense sheet. The field is for information only, as Maconomy does not automatically notify the employee.

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Field	Description
E-mail when responsible for invoice allocation	Select the check box if the employee prefers to be notified if he is responsible for allocating an invoice. The field is for information only, as Maconomy does not automatically notify the employee.
Standard Billing Price	Enter the standard billing price per hour for entries registered by the current employee. The standard billing price is used if the Use standard billing price for time activities system parameter is enabled, otherwise the standard billing price is set to equal the registered billing price.
Initials	Specify the initials by which the employee is known in the company. Maconomy checks that other employees do not use the initials in the system.
Maiden Name	Enter the employee's maiden name.
Name in Local Alphabet	Enter the employee's name in their local alphabet.
Gender	Specify the gender of the employee. The field is for reference only.
Date of Birth	Enter the employee's date of birth.
Mobile	Specify the primary mobile phone number of the current employee. The field is for reference only.
Mobile 2	Specify the secondary mobile phone number of the current employee. The field is for reference only.
Phone 2	Specify the secondary phone number of the current employee. The field is for reference only.
Notice Date	Enter the date when the employee is given notice if he was terminated or the date when he gave notice if he resigned.
Retirement Date	Specify the date when the employee has retired or is expected to retire.
Date 1-5	Specify a number of dates related to the current employee.

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Field	Description
Amount 1-5	Specify a number of amounts related to the current employee.
Option List 1-10	Select a number of option lists containing values that you wish to use for further specification of the employee.
Selected Value 1-10	Specify values available in the respective option lists you specified. If you have not entered an option list in one of the <b>Option List</b> fields, you can enter any value in the corresponding value field.
Text 1-5	Enter additional text to apply to the employee in question.
Real 1-5	Specify a number of figures relating to the current employee.
Boolean 1-5	Assign attributes to the current employee.
Absence Approver, No.	Specify the number of the employee responsible for approving absence for the current employee.
Fixed Number of Absence Hours, Monday-Sunday	Enter how many hours the current employee is expected to be absent for each day in the week.
Working Hours Range	This field shows the range of the actual working hours.
Permitted Deviation, Work Hours	Specify the maximum permitted difference between the actual working hours and the number of registered hours. The difference is shown in the <b>Balance</b> field in the time sheet. This field cannot be completed for employees with Time Unit "Day."
Checked in, Expected Time, Monday-Sunday	Enter the time when the current employee is expected to check in for work.
Checked Out, Expected Time, Monday-Sunday	Enter the time when the current employee is expected to check out from work.
Mentor No.	Enter the number of a mentor assigned to the employee, for instance to help train the employee. The mentor assigned in this field is automatically granted read-only access to

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Field	Description
	the time and expense sheets of the employee in question.
Substitute 1-5	These fields show the substitute approvers who support the handling of substitute approvals.
Must Use Time Sheets	Select the check box to require the current employee to create time sheets.
Posting Reference, Commission	Enter the number of a dimension combination that contains the G/L account to use when posting general journals from commission calculations in the Commission Calculation single dialog workspace
Posting Reference, Commission Offset	Enter the number of a dimension combination that contains the G/L account to use when posting general journals from commission calculations in the Commission Calculation single dialog workspace.
Transfer Location	Select the check box to derive the location of the dimension Account from the current employee.
Transfer Entity	Select the check box to derive the entity of the dimension Account from the current employee.
Transfer Project	Select the check box to derive the project of the dimension Account from the current employee.
Transfer Purpose	Select the check box to derive the purpose of the dimension Account from the current employee.
Transfer Spec. 2-3	Select the check box to derive the entries of these fields for the dimension Account from the current employee.
Transfer Local Spec. 1-3	Select the check box to derive the entries of these fields for the dimension Account from the current employee.
Description	Enter information that describes the current employee.
Selected Value	Enter or choose a value from the selected option list.

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Field	Description
Dimension Comb. No.	Enter the number of a dimension combination of the Dimension Derivation type created in the Dimension Combinations single dialog workspace.
Dim. Comb., Description	Enter the description of the dimension combination.
Account No.	Enter the employee's bank account number. This field is for reference only.
Account Name	Enter the employee's bank account name. This field is for reference only.
Overwrite Account	Select the check box to overwrite the existing account.
Local Account No.	Enter the employee's local account number.
Local Account, Description	Enter a description of the employee's local account number.
Overwrite Local Account	Select the checkbox to require local account set on the employee to overwrite local accounts set on higher-level relations.
Location	Enter a value for the dimension Location if you want a value to be derived from the current employee.
Location, Description	Enter a description of the Location assigned to the employee.
Overwrite Location	Select this check box to control whether the Location can be overwritten by the derived Location specified on this account.
Entity	Enter a value for the dimension Entity if you want a value to be derived from the current employee.
Entity, Description	Enter a description of the Entity assigned to the employee.
Overwrite Entity	Select this check box to control whether the Entity can be overwritten by the derived Entity specified on this account.

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Field	Description
Project	Enter a value for the dimension Project if you want a value to be derived from the current employee.
Project, Description	Enter a description of the Project assigned to the employee.
Overwrite Project	Select this check box to control whether the Project can be overwritten by the derived Project specified on this account.
Purpose	Enter a value for the dimension Purpose if you want a value to be derived from the current employee.
Purpose, Description	Enter a description of the Purpose assigned to the employee.
Overwrite Purpose	Select this check box to control whether the Purpose can be overwritten by the derived Purpose specified on this account.
Spec. 2-3	Enter a value for the dimension Specification if you want a value to be derived from the current employee.
Spec. 2-3, Description	Enter a description of the Specification assigned to the employee.
Overwrite Spec. 2-3	Select this check box to control whether the Specification can be overwritten by the derived Specification indicated on this account.
Local Spec. 1-3	Enter a value for the dimension Local Specification if you want a value to be derived from the current employee.
Local Spec. 1-3, Description	Enter a description of the Local Specification assigned to the employee.
Overwrite Local Spec. 1-3	Select this check box to control whether the Local Specification can be overwritten by the derived Local Specification indicated on this account.

## Vendor Remittance Emails Workspace Fields / Descriptions

Accounts Payable » Vendor Remittance Emails » Vendor Remittance Emails

**Selection Criteria island**

Field	Description
Payment No.	Enter the payment order's payment number. This is a mandatory field.
Vendor No.	Enter a range of vendor numbers that should receive the vendor remittance email.
Payment Date	Enter an interval of payment dates. The Payment Orders sub-tab only shows payment orders with payment dates within this interval.
Vendor Group	Select a vendor group that should receive the vendor remittance email.
Show Sent	Select the check box to show previously sent vendor remittance emails.

**Accounts Payable » Vendor Remittance Emails » Vendor Remittance Emails » Payment Orders**

Field	Description
Selected	Select the check box to send a vendor remittance email for this payment.
Last Sent Date	This field shows the date a user last sent the vendor remittance email.
Last Sent By	This field shows the user who last sent the vendor remittance email.
Payment Date	This field shows the payment date of the payment order.
Pay to Vendor No.	This field shows the Pay to Vendor number. The Pay to Vendor number indicates the address to which payment is sent.
Supplier No.	This field shows the number of the supplier.
Company No.	This field shows the number of the customer.
Paym. No.	This field shows the payment order's payment number.
Paid, Currency	This field shows the payment order amount in the delivery vendor's currency.
Discount, Currency	This field shows the discount amount given in the vendor's currency.

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Field	Description
Currency	This field shows the delivery vendor's currency.
Paid, Base	This field shows the payment order amount in base currency.
Discount, Base	This field shows the discount amount given in the company's base currency.
Payment Mode	This field shows the payment mode.
Payment Form	This field shows the payment form of the payment order.
Payment Agent	This field shows the payment agent used for the payment.
Card Type Code	This field shows the payment order's card type code.
Payer Identification	This field shows the payment order's payer identification.
Transaction Serial No.	This field shows the transaction serial number of the payment order.
Payment Description	This field shows the payment description.
Import Date	This field shows the payment order's import date.
Check Book	This field shows the checkbook assigned to the current payment order.
Check No.	This field shows the number of the check used in connection with the payment order.
Reference Check No.	This field shows the reference number of the check used in connection with the payment order.
Origin	This field shows the origin of the payment order.
Payment Selection	This field shows if a user selected the payment order for payment.
Entered	This field shows if the payment agent acknowledged receipt of the amount and registered the payment order.

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Field	Description
Paid	This field shows if the payment agent registered the payment order as paid.
Closed	This field shows if the payment order has been closed. It is closed when it has been approved as paid, closed, or error reported.
Error Reported	This field shows if the payment order has been error reported.
Reversed	This field shows if the payment order has been reversed.
Changed by	This field shows the name of the user who last changed the payment order information.
Changed on	This field shows the date when the payment order information was last changed.

**Payment Orders action**

Action	Description
Select All	Click this action to select all payments for sending vendor remittance email.
Deselect All	Click this action to deselect all payments for sending vendor remittance email.
Email Remittances	Click this action to send the email remittances for the payments selected.

**Accounts Payable » Vendor Remittance Emails » Vendor Remittance Email Logs**

**Single Dialogs » Accounts Payable » Registration » Vendor Remittance Email Logs**

**Selection Criteria island**

Field	Description
Payment No.	Enter the payment number to display in the Vendor Remittance Email Log sub-tab.
Vendor No.	Enter a range of vendor numbers that should display in the Vendor Remittance Email Log sub-tab.
Company Number	Enter the company number that should display in the Vendor Remittance Email Log sub-tab.

Field	Description
Payment Date	Enter an interval of payment dates. The Vendor Remittance Email Log sub-tab only shows entries with payment dates within this interval.
Logged Date	Enter a range of email log dates that should display in the Vendor Remittance Email Log sub-tab.
Show successful attempts	Select the check box to show the vendor remittance emails that Maconomy was able to send successfully.
Show unsuccessful attempts	Select the check box to show the vendor remittance emails that Maconomy was unable to send successfully.

**Accounts Payable » Vendor Remittance Emails » Vendor Remittance Email Logs » Vendor Remittance Email Log**

**Single Dialogs » Accounts Payable » Registration » Vendor Remittance Email Logs » Vendor Remittance Email Log**

Field	Description
Logged Date	This field shows the date when a user attempted to send the vendor remittance email.
Logged Time	This field shows the time when a user attempted to send the vendor remittance email.
Logged By	This field shows the user who sent the vendor remittance email.
Failed, Missing Email	This field specifies if the vendor remittance email failed.
Payment No.	This field shows the payment order's payment number.
Payment Line No.	This field shows the payment line number used as reference to a specific payment order.
Payment Date	This field shows the payment date of the payment order.

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Field	Description
Payment Group No.	This field shows the payment group number, if you assigned a group to the payment order.
Company No.	This field shows the number of the customer.
Vendor Number	This field shows the payment order's payment vendor number.
Name 1	This field shows the name of the company vendor based on the origin of the payment line.
Remittance Email Address	This field shows the email address specified for a vendor linked to the payment selected for email.
Currency	This field shows the delivery vendor's currency.
Paid in Standard	This field shows the amount paid in the vendor's standard currency.

**Single Dialogs » Accounts Payable » Setup » Vendor Information Card**

**Single Dialogs » Accounts Payable » Setup » Company Specific Vendor Information Card**

Field	Description
Remittance Email Address	Specify the email address of the vendor linked to the payment where Maconomy sends the vendor remittance email.

## Aggregate Finance Entries Over Dimensions and Tasks

**Single Dialog » General Ledger » Lookup » Show Dimension Periods**

**Period Information island**

Field	Description
Fiscal Year	This field shows the fiscal year when the dimension period aggregates over the finance entries.
Company No.	This field shows the company number the dimension period aggregates over the finance entries.

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Appendix A – Field Descriptions

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Field	Description
Account No.	This field shows the account number the dimension period aggregates over finance entries.
Local Account No.	This field shows the local account number the dimension period aggregates over finance entries.
Base Currency	This field shows the currency of the company of the dimension period.
Account Currency	This field shows the currency of the account where you posted the finance entries of the dimension period.

**Debit Balance island**

Field	Description
Debit 1-12, Base	These fields show the aggregated base debit amount of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

**Credit Balance island**

Field	Description
Credit 1-12, Base	These fields show the aggregated base credit amount of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

**Tax island**

Field	Description
Tax Opening	This field shows the opening tax balance of the dimension period.
Tax 1-12	These fields show the aggregated tax amount of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

**Dimensions island**

Field	Description
Location	This field shows the location where the dimension period aggregates over the finance entries.

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Field	Description
Entity	This field shows the entity by which the dimension period aggregates over the finance entries.
Project	This field shows the project by which the dimension period aggregates over the finance entries.
Purpose	This field shows the purpose by which the dimension period aggregates over the finance entries.
Spec. 1-10	These fields show the specifications of the dimension period that aggregates over the finance entries.
Local Spec. 1-10	These fields show the local specifications of the dimension period that aggregates over the finance entries.

#### Opening Balance island

Field	Description
Debit Opening, Base	This field shows the opening debit balance of the dimension period in base currency.
Credit Opening, Base	This field shows the opening credit balance of the dimension period in base currency.
Debit Opening, Currency	This field shows the opening debit balance of the dimension period in account currency.
Credit Opening, Currency	This field shows the opening credit balance of the dimension period in account currency.
Debit Opening, Enterprise	This field shows the opening debit balance of the dimension period in enterprise currency.
Credit Opening, Enterprise	This field shows the opening credit balance of the dimension period in enterprise currency.

#### Year End Result island

Field	Description
Debit Year End Result, Base	This field shows the year-end debit balance of the dimension period in base currency.

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Field	Description
Credit Year End Result, Base	This field shows the year-end credit balance of the dimension period in base currency.
Debit Year End Result, Currency	This field shows the year-end debit balance of the dimension period in account currency.
Credit Year End Result, Currency	This field shows the year-end credit balance of the dimension period in account currency.
Debit Year End Result, Enterprise	This field shows the year-end debit balance of the dimension period in enterprise currency.
Credit Year End Result, Enterprise	This field shows the year-end credit balance of the dimension period in enterprise currency.

#### Quantity A island

Field	Description
Quantity A Opening	This field shows the opening quantity A of the dimension period.
Quantity A Year End Result	This field shows the year-end quantity A of the dimension period.
Quantity A 1-12	These fields show the aggregated quantity A of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

#### Quantity B island

Field	Description
Quantity B Opening	This field shows the opening quantity B of the dimension period.
Quantity B Year End Result	This field shows the year-end quantity B of the dimension period.
Quantity B 1-12	These fields show the aggregated quantity B of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

#### Committed island

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Field	Description
Committed Opening, Base	This field shows the committed opening of the dimension period in base currency.
Committed 1-12, Base	These fields show the aggregated committed amounts of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

**Single Dialog » General Ledger » Lookup » Show Dimension Task Periods**
**Period Information island**

Field	Description
Fiscal Year	This field shows the fiscal year when the dimension task period aggregates over the finance entries.
Company No.	This field shows the company number the dimension task period aggregates over the finance entries.
Account No.	This field shows the account number the dimension task period aggregates over finance entries.
Local Account No.	This field shows the local account number the dimension task period aggregates over finance entries.
Task Name	This field shows the task name the dimension task period aggregates over finance entries.
Base Currency	This field shows the currency of the company of the dimension task period.
Account Currency	This field shows the currency of the account where the finance entries of the dimension task period are posted.

**Debit Balance island**

Field	Description
Debit 1-12, Base	These fields show the aggregated base debit amount of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

**Credit Balance island**


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Appendix A – Field Descriptions

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Field	Description
Credit 1-12, Base	These fields show the aggregated base credit amount of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

**Tax island**

Field	Description
Tax Opening	This field shows the opening tax balance of the dimension task period.
Tax 1-12	These fields show the aggregated tax amount of the finance entries posted in 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

**Dimensions island**

Field	Description
Location	This field shows the location where the dimension task period aggregates over the finance entries.
Entity	This field shows the entity by which the dimension task period aggregates over the finance entries.
Project	This field shows the project by which the dimension task period aggregates over the finance entries.
Purpose	This field shows the purpose by which the dimension task period aggregates over the finance entries.
Spec. 1-10	These fields show the specifications of the dimension task period that aggregates over the finance entries.
Local Spec. 1-10	These fields show the local specifications of the dimension task period that aggregates over finance entries.

**Opening Balance island**

Field	Description
Debit Opening, Base	This field shows the opening debit balance of the dimension task period in base currency.

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Field	Description
Credit Opening, Base	This field shows the opening credit balance of the dimension task period in base currency.
Debit Opening, Currency	This field shows the opening debit balance of the dimension task period in account currency.
Credit Opening, Currency	This field shows the opening credit balance of the dimension task period in account currency.
Debit Opening, Enterprise	This field shows the opening debit balance of the dimension task period in enterprise currency.
Credit Opening, Enterprise	This field shows the opening credit balance of the dimension task period in enterprise currency.

**Year End Result island**

Field	Description
Debit Year End Result, Base	This field shows the year-end debit balance of the dimension task period in base currency.
Credit Year End Result, Base	This field shows the year-end credit balance of the dimension task period in base currency.
Debit Year End Result, Currency	This field shows the year-end debit balance of the dimension task period in account currency.
Credit Year End Result, Currency	This field shows the year-end credit balance of the dimension task period in account currency.
Debit Year End Result, Enterprise	This field shows the year-end debit balance of the dimension task period in enterprise currency.
Credit Year End Result, Enterprise	This field shows the year-end credit balance of the dimension task period in enterprise currency.

**Quantity A island**


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Field	Description
Quantity A Opening	This field shows the opening quantity A of the dimension task period.
Quantity A Year End Result	This field shows the year-end quantity A of the dimension task period.
Quantity A 1-12	These fields show the aggregated quantity A of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

#### Quantity B island

Field	Description
Quantity B Opening	This field shows the opening quantity B of the dimension task period.
Quantity B Year End Result	This field shows the year-end quantity B of the dimension task period.
Quantity B 1-12	These fields show the aggregated quantity B of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

#### Committed island

Field	Description
Committed Opening, Base	This field shows the committed opening of the dimension task period in base currency.
Committed 1-12, Base	These fields show the aggregated committed amount of the finance entries posted in the 1 <sup>st</sup> -12 <sup>th</sup> period of the fiscal year.

## Access Control for Format Specification Fields / Descriptions

Setup » Format Specification » Payment » List of Formats » Format

Setup » Format Specification » Customer Payment » List of Formats » Format

Setup » Format Specification » Import » List of Formats » Format

Setup » Format Specification » Export » List of Formats » Format

Setup » Format Specification » Output Data » List of Formats » Format

Setup » Format Specification » Input Data » List of Formats » Format

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**Single Dialog » Format Specification » Output Data Format » Specification of Output Data Formats » Specification of Output Data Formats Tab**

**Single Dialog » Format Specification » Input Data Format » Specification of Input Data Formats » Specification of Input Data Formats Tab**

**Single Dialog » Format Specification » Outgoing Payment Format » Specification of Outgoing Payment Formats » Specification of Outgoing Payment Formats Tab**

**Single Dialog » Format Specification » Customer Payment Format » Specification of Customer Payment Formats » Specification of Customer Payment Formats Tab**

**Single Dialog » Format Specification » Import Format » Specification of Import Formats » Specification of Import Formats Tab**

**Single Dialog » Format Specification » Export Format » Specification of Export Formats » Specification of Export Formats Tab**

**Access Level island**

Field	Description
Access Level Name	Enter the name of the access level required to access the format and its forms.
Access Level Description	Enter the description of the access level required to access the format and its forms.

**User island**

Field	Description
Created	This field shows the date and name of the user who created the format.
Changed	This field shows the date and name of the user who recently made changes to the format.
Version	This field shows the latest version number of the format. The number is incremented by one each time a change is made to the format.

**Setup » Format Specification » Payment » List of Forms » Form**

**Setup » Format Specification » Customer Payment » List of Forms » Form**

**Setup » Format Specification » Import » List of Forms » Form**

**Setup » Format Specification » Export » List of Forms » Form**

**Setup » Format Specification » Output Data » List of Forms » Form**

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**Single Dialog » Format Specification » Output Data Format » Specification of Output Data Forms » Specification of Output Data Forms Tab**

**Single Dialog » Format Specification » Outgoing Payment Format » Specification of Outgoing Payment Forms » Specification of Outgoing Payment Forms Tab**

**Single Dialog » Format Specification » Customer Payment Format » Specification of Customer Payment Forms » Specification of Customer Payment Forms Tab**

**Single Dialog » Format Specification » Import Format » Specification of Import Forms » Specification of Import Forms Tab**

**Single Dialog » Format Specification » Export Format » Specification of Export Forms » Specification of Export Forms Tab**

**User island**

Field	Description
Created	This field shows the date and name of the user who created the form.
Changed	This field shows the date and name of the user who recently made changes to the form.
Version	This field shows the latest version number of the form. The number is incremented by one each time a change is made to the form.

**Setup » Format Specification » Output Data » List of Records » Record**

**Setup » Format Specification » Input Data » List of Records » Record**

**Single Dialog » Format Specification » Output Data Format » Specification of Output Data Records » Specification of Output Data Records Tab**

**Single Dialog » Format Specification » Input Data Format » Specification of Input Data Records » Specification of Input Data Records Tab**

**User island**

Field	Description
Created	This field shows the date and name of the user who created the record.
Changed	This field shows the date and name of the user who recently made changes to the record.
Version	This field shows the latest version number of the record. The number is incremented by

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Field	Description
	one each time a change is made to the record.

**Setup » Format Specification » Output Data » List of Fields » Field**

**Setup » Format Specification » Input Data » List of Fields » Field**

**Single Dialog » Format Specification » Output Data Format » Specification of Output Data Fields » Specification of Output Data Fields Tab**

**Single Dialog » Format Specification » Input Data Format » Specification of Input Data Fields » Specification of Input Data Fields Tab**

**User island**

Field	Description
Created	This field shows the date and name of the user who created the data field.
Changed	This field shows the date and name of the user who recently made changes to the data field.
Version	This field shows the latest version number of the data field. The number is incremented by one each time a change is made to the data field.

## **Intercompany Pricing Enhancements Fields / Descriptions**

**Single Dialogs » Job Cost » Set-up » Job Price Lists » Job Price Lists tab**

**Selection Criteria island**

Field	Description
Responsible Company	Enter a range of responsible companies to limit the lines shown in the Job Price List Lines sub-tab to match the range specified.
Executing Company	Enter a range of executing companies to limit the lines shown in the Job Price List Lines sub-tab to match the range specified.

**Jobs » Jobs » Home » Prices » Job Specific Prices sub-tab**

**Single Dialogs » Job Cost » Set-up » Job Price Lists » Job Price Lists » Job Price List Lines sub-tab**

**Single Dialogs » Job Cost » Creation » Job Price Information » Job Price information » Job Price List Lines sub-tab**

Field	Description
Responsible Company	Enter the number of the responsible company for which you want to calculate a price or a markup. If you leave this field blank, the responsible company is not included in the combination of factors that cause the line to be used on an entry in, for example, a job journal.
Executing Company	Enter the number of the executing company for which you want to calculate a price or a markup. If you leave this field blank, the executing company is not included in the combination of factors that cause the line to be used on an entry in, for example, a job journal.

## Statutory Reporting Workspace Fields / Descriptions

### Belgium

#### Customer Listing

#### Reporting » Statutory Reporting » Belgium » Customer Listing

#### Selection Criteria island

Field	Description	Mandatory
Representative E-mail Address	Enter the representative's email address.	
Company No.	Enter the company number to include in the report.	Yes
Year	Enter the year number to include in the report.	No
Lower Limit	Enter the total amount excl. tax above or equal to this limit of customers that should be included in the report.	Yes
Include Customers in Credit	Select <b>Yes</b> to include customers for which the total amount excl. tax is more negative or equal to the negative value of the Lower Limit. The system compares the absolute value to the absolute value of the Lower Limit.	Yes

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Field	Description	Mandatory
	Select <b>No</b> to match the total amount against the lower limit in a normal way.	

### Customer Listing Action

Action	Description
Run Report	Click this action to start a background task that performs the data export based on the selection criteria.

### Intra Community Listing

#### Reporting » Statutory Reporting » Belgium » Intra Community Listing

#### Selection Criteria island

Field	Description	Mandatory
Representative E-mail Address	Enter the representative's email address.	
Company No.	Enter the company number to include in the report.	Yes
Lower Limit	Enter the total amount excl. tax above or equal to this limit of customers that should be included in the report.	Yes
Include Customers in Credit	<p>Select <b>Yes</b> to include customers for which the total amount excl. tax is more negative or equal to the negative value of the Lower Limit. The system compares the absolute value to the absolute value of the Lower Limit.</p> <p>Select <b>No</b> to match the total amount against the lower limit in a normal way.</p>	Yes

#### Period island

Field	Description	Mandatory
Year	Enter the year number to include in the report.	Yes/No

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Field	Description	Mandatory
Quarter No.	Enter the quarter number to include in the report.	Yes/No
Month No.	Enter the month number to include in the report.	Yes/No

### Intra Community Listing Action

Action	Description
Run Report	Click this action to start a background task that performs the data export based on the selection criteria.

### Tax Declaration

#### Reporting » Statutory Reporting » Belgium » Tax Declaration

#### Selection Criteria island

Field	Description
Representative E-mail Address	Enter the representative's email address.
Company No.	Enter the company number to include in the report.
Tax Reporting Unit	Enter the tax reporting unit to include in the report.
Customer Listing Nihil	Copy to come.
Ask for Refund	Select a value from the drop-down list if you want to ask for a refund.
Ask for Payment Form	Select a value from the drop-down list if you want to ask for a payment form.

#### Period island

Field	Description	Mandatory
Year	Enter the year number to include in the report.	Yes/No
Quarter No.	Enter the quarter number to include in the report.	Yes/No
Month No.	Enter the month number to include in the report.	Yes/No

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**Tax Declaration Action**

Action	Description
Run Report	Click this action to start a background task that performs the data export based on the selection criteria.

## France

**Accounting Entry File**
**Reporting » Statutory Reporting » France » Accounting Entry File**
**Common Selection Criteria island**

Field	Description	Mandatory
Company No.	Enter the company number of the opening balance entries and finance transactions to include in the report.	Yes
Fiscal Year	Enter the fiscal year to include in the report.	Yes

**Opening Balance Selection Criteria island**

Field	Description	Mandatory
Accounts Excluded	Enter the range of accounts for which the opening balance entries should be excluded in the report.	No

**Transactions Selection Criteria island**

Field	Description	Mandatory
Entry Date	Enter the entry date of the finance transactions to include in the report.	Yes
Transaction Types	Enter the transaction types to include in the report.	Yes
Accounts Excluded	Enter the range of account numbers for which the finance transactions should be excluded in the report.	No

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**Accounting Entry File Action**

Action	Description
Run Report	Click this action to start a background task that performs the data export based on the selection criteria.

## Sweden

**Standard Import/Export**
**Reporting » Statutory Reporting » Sweden » Standard Import/Export**
**Selection Criteria island**

Field	Description	Mandatory
Chart of Accounts Type	Select the chart of accounts type to include in the report.	Yes
Company No.	Enter or select the company number of the accounts to include in the report.	Yes
Fiscal Year-Period (YYYY-MM)	Enter the fiscal year period range of the account transactions to include in the report.	Yes
Reporting Structure Name	Enter the reporting structure name to include in the report.	Yes
Number of Previous Years	Enter the number of previous years to include in the report. Shows comparative years. If you select <b>0</b> , then only current year shows. If you select <b>1</b> , it shows current and previous year and so on.	Yes

**File Type island**

Field	Description	Mandatory
Enter [1] for SIE 1 or Enter [4] for SIE 4	Enter the file type that should be created.	Yes

**Include Optional Fields for SIE 4 island**


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Field	Description
#TRANS [Object List]	Select the check box to include the transaction item in the report.

**Include Dimensions for SIE 4 island**

Field	Description
Activity No.	<p>Select the check boxes to include the following dimensions in the report:</p> <ul style="list-style-type: none"> <li>▪ Activity No.</li> <li>▪ Asset No.</li> <li>▪ Customer No.</li> <li>▪ Employee No.</li> <li>▪ Entity Name</li> <li>▪ Item No.</li> <li>▪ Job No.</li> <li>▪ Location Name</li> <li>▪ Project Name</li> <li>▪ Purpose Name</li> <li>▪ Task Name</li> <li>▪ Vendor No.</li> <li>▪ Spec. 1-10</li> <li>▪ Local Spec 1-10</li> </ul>

**Standard Import/Export Action**

Action	Description
Run Report	Click this action to start a background task that performs the data export based on the selection criteria.

**Norway**

**Standard Audit File - Tax**

**Reporting » Statutory Reporting » Norway » Standard Audit File - Tax**

**Selection Criteria island**

Field	Description	Mandatory
Company No.	Enter the company number to include in the report.	Yes
Year-Period	Enter the range of the year period to include in the report.	Yes
Chart of Accounts Type	Select the chart of accounts type to include in the report.	Yes
Header Comment	Enter information related to the exported XML file.	No

### Standard Audit File - Tax Action

Action	Description
Generate Report	Click this action to generate a background task that performs the data export based on the selection criteria.

## India

### Overdue Vendor Payments

#### Reporting » Statutory Reporting » India » Overdue Vendor Payments

#### Selection Criteria island

Field	Description	Mandatory
From Date	Use this field to filter off the vendor entries. Only vendor entries having an Invoice Date equal to or after this date are included.	Yes
To Date	Use this field to filter off the vendor entries. Only vendor entries having an Invoice Date before the number of days answered in the Number of Days prompt are included.	Yes
Number of Days	This field states the number of days (for example, 45 days) that should be used in the filter. The default value is <b>45</b> .	Yes
Company No.	Use this field to search for or enter a company number.	

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Appendix A – Field Descriptions

Field	Description	Mandatory
Vendor No.	Use this field to search or enter a vendor number as needed.	No
Vendor Group	Use this drop-down to restrict to specific vendor groups. Multiple valued.	No
Country	Use this drop-down to include only vendors from the countries stated by the user. Multiple valued.	No
Transaction Type	Use this text field to enter a value or text related to the type of transaction.	
Transaction No.	Use this text field to enter a transaction number.	
Employee No.	Use this field to search for or enter an employee number.	
Segment	This field restricts to a specific vendor segments. Multiple valued.	No
Area	This field restricts to a specific vendor area.	No

**Currency island**

Field	Description	Mandatory
<b>Currency Type</b>	Use this drop-down to indicate which currency type amounts should be displayed in the report. The possible currency types are: <ul style="list-style-type: none"> <li>▪ Account Currency</li> <li>▪ Base Currency</li> <li>▪ Enterprise Currency</li> </ul>	Yes
<b>Currency</b>	Use this drop-down to indicate the currency that should be used in the report (EUR, USD, DKK, NOK, SEK, GBP).	

**Print Control island**

Field	Description
Include Inactive Vendors	Select the check box to include inactive vendors in the list.

**Selection Criteria, Dimensions island**

Field	Description
Location	Enter the location to include in the report.
Entity	Enter the entity to include in the report.
Project Name	Enter the project name to include in the report.
Purpose Name	Enter the purpose name to include in the report.
Spec. 1-10	Enter the specifications to include in the report, as needed.
Local Spec. 1-10	Enter the local specifications to include in the report, as needed.

**Overdue Vendor Payments Action**

Action	Description
Open PDF Report	Click this action to open the PDF report based on the selected criteria.
Open Live Report	Click this action to open the report in BI LaunchPad.

## Germany

GoBD

Reporting » Statutory Reporting » Germany » GOBD

**Selection Criteria island**

Field	Description
Company No.	Enter the company number to include in the report.
Period	Enter the date interval of the account transactions to include in the report.

**Comment island**


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Field	Description
Comment	Enter additional information related to the report.

**File types to Export island**

Field	Description
File types to Export	<p>Use this field to include entries for which the VAT data is one of the following. You can select multiple report types:</p> <ul style="list-style-type: none"> <li>▪ Asset Master Data</li> <li>▪ Asset Transactions</li> <li>▪ Company Master Data</li> <li>▪ Customer Master Data</li> <li>▪ Customer Transactions</li> <li>▪ Vendor Master Data</li> <li>▪ Vendor Transactions</li> <li>▪ Finance Master Data Account/Local Account</li> <li>▪ Finance Transactions</li> <li>▪ Item Master Data</li> <li>▪ Job Order Transactions</li> <li>▪ Subscription Master Data</li> <li>▪ Order Master Data</li> <li>▪ Finance and VAT Entries</li> <li>▪ Employee Data</li> <li>▪ Banking Master Data</li> <li>▪ Job Master Data</li> <li>▪ Job Entries</li> <li>▪ Tax Master Data</li> </ul> <p><b>Note:</b> These reports are retrieved from the database and included in the .csv export that is generated from the Workspace Client.</p>

**GOBD Action**

Action	Description
Generate Report	Click this action to generate a background task that performs the data export based on the selection criteria.

## New Supplements and Supplement Types Fields / Descriptions

Setup » Documents and Notes » Supplements » Supplements

Single Dialogs » Set-Up » Note » Supplements

Use this workspace to store information for all the fields that have a title defined in Supplement Types. There can be many instances of Supplements using the structure of a single Supplement Type. The islands in this workspace, except for the Supplement Island, are only visible when there are entries in any of the corresponding fields in the Supplement Types single dialog workspace.

### Supplement Island

Field	Description
Supplement Type	Enter the name of the supplement type.
Name	Enter the name of the supplement to identify and reference the set of fields. The name must be unique.
Description	Enter a description of the information stored in the Supplements.
Area	This field shows the value directly inherited from Supplement Types single dialog workspace. The field is closed for editing.

### Texts Island

Field	Description
Text 1-30	Enter information related to the titles assigned to the free <b>Text</b> fields.

### User Island

Field	Description
Created	This field shows the date and name of the user who created the supplement.
Changed	This field shows the date and name of the user who recently made changes to the supplement.

Appendix A – Field Descriptions

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Field	Description
Version	This field shows the latest version number of the supplement. The number is incremented by one each time a change is made to the supplement.

**Boolean Island**

Field	Description
Boolean 1-10	Enter information related to the titles assigned to the <b>Boolean</b> fields.

**Date Island**

Field	Description
Date 1-10	Enter information related to the titles assigned to the <b>Date</b> fields.

**Access Level Island**

Field	Description
Access Level Description	Enter the description of the access level required to access the supplement.
Access Level Name	Enter the name of the access level required to access the supplement.

**Amount Island**

Field	Description
Amount 1-5	Enter information related to the titles assigned to the <b>Amount</b> fields.
Amount 1-5 Currency	Specify the currency for Amount 1 to 5. The fields are optional.  <b>Note:</b> The <b>Amount 1 – 5 Currency</b> fields do not have corresponding field names in Supplement Types single dialog workspace. The fields display together with the amount in a unit field.

**Integer Island**

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Field	Description
Integer 1-5	Enter information related to the titles assigned to the <b>Integer</b> fields.

**Real Island**

Field	Description
Real 1-5	Enter information related to the titles assigned to the <b>Real</b> fields.

**Supplements actions**

Action	Description
New Supplement	Use this action to create a new supplement. The <b>Supplement Type</b> and <b>Name</b> fields are mandatory fields.  If you wish to update the supplement, you can edit all fields except for the <b>Supplement Type</b> and <b>Area</b> fields.
Delete Supplement	Use this action to delete the supplement.  <b>Note:</b> You can only delete a supplement when it is no longer used on any relations.

**Setup » Documents and Notes » Supplements » Supplement Types**

**Single Dialogs » Set-Up » Note » Supplement Types**

Use the information in the workspace to indicate which fields from Supplements are in use and define the fields with a descriptive title that you can access across Maconomy.

**Supplement Type Island**

Use the information in the workspace to identify the Supplement Type and define where the Supplements display in Maconomy.

Field	Description
Name	Enter the name of the supplement to identify and reference the set of titles. The name must be unique.
Description	Enter a description and usage of the supplement type.
Area	Select the area that controls in which relation the Supplements are accessible. You can only update this field when the Supplement

Field	Description
	Type Name is not in use on any Supplements.

### Texts Island

The island consists of general titles, such as Text 1 Title and a custom title, such as Title for the free text field with name Text 1, which becomes field names in Supplements, for example **Invoice Name**.

Field	Description
Text 1-30	Enter the titles to assign to the free <b>Text</b> fields with Text 1 to 30 names.

### User Island

Field	Description
Created	This field shows the date and name of the user who created the supplement type.
Changed	This field shows the date and name of the user who recently made changes to the supplement type.
Version	This field shows the latest version number of the supplement type. The number is incremented by one each time a change is made to the supplement type.

### Booleans Island

Field	Description
Boolean 1-10	Enter the titles to assign to the <b>Boolean</b> fields with Boolean 1 to 10 names.

### Dates Island

Field	Description
Date 1-10	Enter the titles to assign to the <b>Date</b> fields with Date 1 to 10 names.

### Access Level Island

Field	Description
Access Level Description	Enter the description of the access level required to access the supplement type.

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Field	Description
Access Level Name	Enter the name of the access level required to access the supplement type.

**Integers Island**

Field	Description
Integer 1-5	Enter the titles to assign to the <b>Integer</b> fields with Integer 1 to 5 names.

**Reals Island**

Field	Description
Real 1-5	Enter the titles to assign to the <b>Real</b> fields with Real 1 to 5 names.

**Amounts Island**

Field	Description
Amount 1-5	Enter the titles to assign to the <b>Amount</b> fields with Amount 1 to 5 names.

**Supplement Types actions**

Action	Description
New Supplement Type	Use this action to create a new supplement type. The <b>Name</b> field is a mandatory field.  If you wish to update the supplement type, you can edit all fields except for the <b>Area</b> field when the Supplement Type is used on a Supplement.
Delete Supplement Type	Use this action to delete the supplement.  <b>Note:</b> You can only delete a supplement type when it is no longer used on any Supplements.

**Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing**

**Jobs » Jobs » Invoicing » Invoice History**

**Invoice Island**

Field	Description
Invoice Supplement Name	Enter the invoice supplement name to use in the draft invoice. You must enter an existing

Field	Description
	Supplement. Otherwise, no validation happens before the draft invoice is converted to an invoice through the <b>Print Invoice</b> action.

**Jobs » Blanket Invoicing » Invoice Selection » Draft Invoices » Invoice Editing**

**Jobs » Blanket Invoicing » Invoice Editing » Draft Invoices » Invoice Editing**

**Jobs » Batch Invoicing » Invoice Processing » Invoice Draft Status » Draft Invoices » Invoice Editing Assistant**

**Jobs » Batch Invoicing » Invoice Processing » Job Invoicing » Draft Invoices » Invoice Editing Assistant**

**Jobs » Batch Invoicing » Invoice Processing » Job Crediting » Draft Credit Memos » Invoice Editing Assistant**

**Jobs » Batch Invoicing » Invoice Processing » Blanket Invoicing Overview » Blanket Invoicing Overview » Bill to Customers » Draft Invoices Assistant » Invoice Editing**

**Sales Orders » Sales Orders » Lookup » Invoices » Invoice**

**Single Dialogs » Job Cost » Lookup » Show Job Invoice**

**Single Dialogs » General Ledger » Lookup » Show Intercompany Invoice Details**

**Invoice Island**

Field	Description
Invoice Supplement Name	Enter the invoice supplement name to use in the invoice.

**Sales Orders » Sales Orders » Lookup » Credit Memos » Credit Memo**

**Subscription Orders » Subscription Orders » Lookup » Credit Memos » Show Credit Memo**

**Single Dialogs » Job Cost » Lookup » Show Job Credit Memo**

**Single Dialogs » Sales Orders » Invoicing » Credit Memos**

**Single Dialogs » Sales Orders » Lookup » Show Credit Memo**

**Credit Memo Island**

Field	Description
Invoice Supplement Name	Enter the invoice supplement name to use in the credit memo.

**Subscription Orders » Subscription Orders » Lookup » Invoices » Show Invoice**

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**Single Dialogs » Sales Orders » Lookup » Show Invoice**

**Invoice Island**

Field	Description
Invoice Supplement Name	Enter the invoice supplement name to use in the invoice. Currently, this is the only option for adding Supplements to Sales Orders and Subscription Orders. Thus, you cannot add the supplement from a draft.

**Jobs » Job Invoices » Home » Overview » Invoice Supplement**

**Supplement Island**

Field	Description
Supplement Type	This field shows the name of the supplement type.
Name	Enter the name of the supplement to identify and reference the set of fields. The name must be unique.
Description	Enter a description of the information stored in the Supplements.
Area	This field shows the value directly inherited from Supplement Types single dialog workspace. The field is closed for editing.

**Texts Island**

Field	Description
Text 1-30	Enter information related to the titles assigned to the free <b>Text</b> fields.

**User Island**

Field	Description
Created	This field shows the date and name of the user who created the supplement.
Changed	This field shows the date and name of the user who recently made changes to the supplement.
Version	This field shows the latest version number of the supplement. The number is incremented

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Appendix A – Field Descriptions

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Field	Description
	by one each time a change is made to the supplement.

**Boolean Island**

Field	Description
Boolean 1-10	Enter information related to the titles assigned to the <b>Boolean</b> fields.

**Date Island**

Field	Description
Date 1-10	Enter information related to the titles assigned to the <b>Date</b> fields.

**Access Level Island**

Field	Description
Access Level Description	Enter the description of the access level required to access the supplement.
Access Level Name	Enter the name of the access level required to access the supplement.

**Amount Island**

Field	Description
Amount 1-5	Enter information related to the titles assigned to the <b>Amount</b> fields.
Amount 1-5 Currency	Specify the currency for Amount 1 to 5. The fields are optional.  <b>Note:</b> The <b>Amount 1 – 5 Currency</b> fields do not have corresponding field names in Supplement Types single dialog workspace. The fields display together with the amount in a unit field.

**Integer Island**

Field	Description
Integer 1-5	Enter information related to the titles assigned to the <b>Integer</b> fields.

**Real Island**

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Field	Description
Real 1-5	Enter information related to the titles assigned to the <b>Real</b> fields.

**General Ledger » Financial Analysis » Entries » Finance » Entry**

**Entry Information Island**

You can customize the layout to add more fields and information in this island.

Field	Description
Invoice Supplement Name	Enter the invoice supplement name to use in the finance entries.

**General Ledger » Financial Analysis » Entries » Finance » Entry » Invoice Supplement Assistant**

**General Ledger » Financial Analysis » Entries » Customer » Entry » Invoice Supplement Assistant**

**Supplement Island**

Field	Description
Supplement Type	Enter the name of the supplement type.
Name	Enter the name of the supplement to identify and reference the set of fields. The name must be unique.
Description	Enter a description of the information stored in the Supplements.
Area	This field shows the value directly inherited from Supplement Types single dialog workspace. The field is closed for editing.

**Texts Island**

Field	Description
Text 1-30	Enter information related to the titles assigned to the free <b>Text</b> fields.

**User Island**

Field	Description
Created	This field shows the date and name of the user who created the supplement.
Changed	This field shows the date and name of the user who recently made changes to the supplement.

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Appendix A – Field Descriptions

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Field	Description
Version	This field shows the latest version number of the supplement. The number is incremented by one each time a change is made to the supplement.

**Boolean Island**

Field	Description
Boolean 1-10	Enter information related to the titles assigned to the <b>Boolean</b> fields.

**Date Island**

Field	Description
Date 1-10	Enter information related to the titles assigned to the <b>Date</b> fields.

**Access Level Island**

Field	Description
Access Level Description	Enter the description of the access level required to access the supplement.
Access Level Name	Enter the name of the access level required to access the supplement.

**Amount Island**

Field	Description
Amount 1-5	Enter information related to the titles assigned to the <b>Amount</b> fields.
Amount 1-5 Currency	Specify the currency for Amount 1 to 5. The fields are optional.  <b>Note:</b> The <b>Amount 1 – 5 Currency</b> fields do not have corresponding field names in Supplement Types single dialog workspace. The fields display together with the amount in a unit field.

**Integer Island**

---

Field	Description
Integer 1-5	Enter information related to the titles assigned to the <b>Integer</b> fields.

**Real Island**

Field	Description
Real 1-5	Enter information related to the titles assigned to the <b>Real</b> fields.

**Supplements actions**

Action	Description
New Supplement	Use this action to create a new supplement. The <b>Supplement Type</b> and <b>Name</b> fields are mandatory fields.  If you wish to update the supplement, you can edit all fields except for the <b>Supplement Type</b> and <b>Area</b> fields.
Delete Supplement	Use this action to delete the supplement.  <b>Note:</b> You can only delete a supplement when it is no longer used on any relations.

**General Ledger » Financial Operations » Tax » Tax Settlement » Details Assistant » Tax Specifications » Tax Entries**
**General Ledger » Financial Operations » Tax » History » Tax Settlement » Details Assistant » Tax Specifications » Tax Entries**

Field	Description
Invoice Supplement Name	Enter the invoice supplement name to use in the tax entries.

**General Ledger » Financial Operations » Tax » Tax Settlement » Details Assistant » Tax Specifications » Tax Entries » Invoice Supplement**

The tab dynamically displays only when the invoice of the tax settlement entry has an associated supplement.

**Supplement Island**

Field	Description
Supplement Type	Enter the name of the supplement type.
Name	Enter the name of the supplement to identify and reference the set of fields. The name must be unique.

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Appendix A – Field Descriptions

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Field	Description
Description	Enter a description of the information stored in the Supplements.
Area	This field shows the value directly inherited from Supplement Types single dialog workspace. The field is closed for editing.

**Texts Island**

Field	Description
Text 1-30	Enter information related to the titles assigned to the free <b>Text</b> fields.

**User Island**

Field	Description
Created	This field shows the date and name of the user who created the supplement.
Changed	This field shows the date and name of the user who recently made changes to the supplement.
Version	This field shows the latest version number of the supplement. The number is incremented by one each time a change is made to the supplement.

**Boolean Island**

Field	Description
Boolean 1-10	Enter information related to the titles assigned to the <b>Boolean</b> fields.

**Date Island**

Field	Description
Date 1-10	Enter information related to the titles assigned to the <b>Date</b> fields.

**Access Level Island**

Field	Description
Access Level Description	Enter the description of the access level required to access the supplement.

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Appendix A – Field Descriptions

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Field	Description
Access Level Name	Enter the name of the access level required to access the supplement.

**Amount Island**

Field	Description
Amount 1-5	Enter information related to the titles assigned to the <b>Amount</b> fields.
Amount 1-5 Currency	Specify the currency for Amount 1 to 5. The fields are optional.  <b>Note:</b> The <b>Amount 1 – 5 Currency</b> fields do not have corresponding field names in Supplement Types single dialog workspace. The fields display together with the amount in a unit field.

**Integer Island**

Field	Description
Integer 1-5	Enter information related to the titles assigned to the <b>Integer</b> fields.

**Real Island**

Field	Description
Real 1-5	Enter information related to the titles assigned to the <b>Real</b> fields.

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## About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. [www.deltek.com](http://www.deltek.com)

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