Deltek Maconomy®

2.4.2 Enhancements Guide

July 13, 2018

Contents

Summary of Features

Maconomy 2.4.2

Integrations

- **People Planner Integration and Job Budget Enhancements** (852701)

    o **Imported Job Budget Resource Allocation** – This enhancement provides a seamless way to import resource allocations from People Planner and incorporate them into a job budget for accurate calculation of costs. (932304, 932305, 932338, 933595, 933659, 935189, 943722)

    o **Copy Resource Allocations From Budget** - When you use the **Copy Budget** action in the Jobs workspace, you can now choose to also copy resource allocations from the selected budget. You can also specify whether you wish to copy only new budget lines. (947184)

    o **Default Quantity in Amount Budget Lines** – When you create or modify an amount budget line where the **Quantity** field is blank, Maconomy automatically enters a default value of **one**. (943722)

    o **Employee Fields in Job Budget Workspaces** – The **Employee Category**, **Employee Name**, and **Employee Number** fields are added to several job budget tabs. (932302)

    o **Disabled Periodic Budgets and ETC Updates When Using Imported Resource Allocations** - When you set up jobs to use imported job budget resource allocations, this automatically prevents the use of periodic budgets on the specified job. (941540, 941548)

UI Improvements

- **New Format for Addresses** — iAccess workspaces display addresses in a series of lines. This enhancement allows system administrators to use the new **Address** element to render addresses in a more streamlined manner. You can also customize how the application displays postal district information. (891456, 891459)

- **Shadow Titles for Form Input Fields** — To help users fill out fields, iAccess can now be customized to display guide or "shadow" text within blank input fields when a record is in Edit mode. (944537)

Summary of Features

Maconomy 2.4.1

Touch

- **Ability to Manage Max File Attachment Size** — This feature enables you to manage the quality and size of the items you attach in Touch, such as pictures of receipts you attach to expense sheets. (796498)

- **Filter Restrictions for Blocked Jobs** — Filters for job search lookups (Find Job screen) for time/expense/mileage sheets and purchase orders now include only those valid jobs and not blocked jobs. (835400)

- **"Favorites Only" Display** — A new setting enables administrators to control the display of favorites on the Find Job screen so that users can only choose from the favorites for certain activities, and not the full list of jobs. (435602)

- **Google Analytics Tracking** — Touch support of Google Analytics enables you to track various information about how your users use the application. (810883)

- **Enhanced Search** — Basic search, such as for tasks, is improved to allow you to search all server records for values that match your criteria, not only the data visible on the screen. (841026)

- **Receipt Name on Attachment** — Touch now automatically generates a file name each time you attach a photo, making sure that the attachment name is unique to the expense sheet. (734037)

- **Absence by Hour** — You can now register absence by hour, allowing you to enter and submit the vacation time more precisely. For example, you can enter absence by hour if you need to take off from work an hour or two early. (799149)

- **Windows Server 2016 Support** — Deltek Touch now supports Windows Server 2016. (732287)

- **Enhanced Lookup Customization** — This enhancement enables you to add your own lookup field to layouts. (842625)

iAccess

- **Approval Center Workspace Enhancements** – You can now approve/reject purchase orders, vendor invoices, jobs, employees, and customers from within iAccess. (892884, 892883, 892941, 892885, 892882, 892887)

- **Customizing Displayed Actions** – This enhancement changes how iAccess displays actions in the workspace area, and allows companies to display frequently used actions more prominently in the application (as action buttons) and/or move other actions into a drop-down list. (906033, 910328, 895339)

- **Improved Response Time in Workspaces** – This enhancement improves the application's response time when you enter or change information in the tables of the various workspaces. It also includes data caching for new records. (891438)

- **Links in Info Bubbles** – Info bubbles can now contain links to other workspaces. (891474)

- **Improved View of Workspaces with Multiple Tabs** – This iAccess version introduces arrow navigation at the same level as the tab names to help users know that there are more tabs than are currently visible in the window, and that they can use these arrows to scroll left/right as needed. (897837)

- **New "Vehicle" Field in the Mileage Workspace** – Existing Maconomy Mileage Sheets functionality includes the ability to select a vehicle. The **Vehicle** field is now shown in the iAccess Mileage workspace by default. (913830)

- **Add New Table Attribute for Making a Table as Small as Possible** – This attribute controls the size of a table in order to appropriately fit its contents. (903787)

- **Sample Jobs Workspace** – iAccess now includes a sample Jobs workspace with limited functionality. (891413)

- **Default Message for Workspaces with No Table Lines** – iAccess displays a message when a workspace table has finished loading and contains no lines. (894525)

- **Improved Layout of Workspaces** – Several workspaces are restructured to provide a more organized layout. (895314, 895316, 895327)

- **Alignment of Document Archives** – Document archives are available in several workspaces in iAccess, wherein you can view details regarding attached documents. The document archives are now organized identically. (906794)

- **Enhanced Approval Wizards** – Approval wizards now display a more organized layout. (892189)

Workspace Client

- **Advanced Costing Refactoring** — Advanced costing code is refactored to use nested calculations rather than complicated dependencies to improve performance. (845169)

- **Substitute Employees on Project Budget** — This enhancement enables you to replace an employee in the project budget while preserving the existing task/hour allocation. (831948)

- **Cost Price (Responsible Company) Calculation Based on Percentage of Employee Cost** — You now have the option to calculate the intercompany price based on cost instead of the billing price. (704971)

- **E-Form Enhancements** (833089)

  o **E-Form Fields** – You can now add a maximum of 50 fields for each field type. (811243)

- **iAccess Application Support (892884)**

  o iAccess Approvals Core Support (851909) – New workspaces are added to support the approval or rejection of purchase orders, vendor invoices, jobs, customers, and employees in iAccess.

- **Enhanced Error Logging** — This enhancement extends the logging functionality of the Deltek CRM Integration by adding new log levels to improve troubleshooting the integration. (884190)

BPM

- **Standard Audit File Tax (SAF-T) Report** — You can now generate a Standard Audit File for Tax (SAF-T) report in Maconomy. (607831)

- **Usync Change to Support Multitenancy in the Cloud —** This enhancement supports the setup of multitenancy in the Cloud. (870830)

Other Enhancements

- **Setting More Secure System Passwords** — This feature enables a new auto-generated password upon install or upgrade to ensure a more secure system for custom implementation. (790605)

- **Consistent Password Approach** — Maconomy now has a consistent password approach that enforces password length over complexity. (870239)

- **Updated Warning Message** — When a user connects their existing Workspace Client to a new system with Update Sites enabled and a pending update is found, the user now receives a warning message which enables the user to proceed with the update, cancel the update, or connect to another system. (866344)

- **Improved REST API Security** — This enhancement adds a REST-specific access control file (webaccess.ini) to improve REST API security. (881705)

- **MDML IF Element Supports BPM** — A new MDML IF element allows you to add prompts to BPM reports conditionally. (527633)

- **ConvertData Support for Splitting Indexes and Data** — ConvertData now supports splitting indexes and data for SQL Server, which facilitates better performance and storage flexibility. (791754)

- **Pushing Updates for Site Content** – To lessen impact on customer networks, Maconomy now comes with the ability to configure a script to push new Update Site packages to users' machines whenever possible. (856465)

Summary of Features

Maconomy 2.4 GA

> For 2.4 GA and prior releases, Touch and iAccess were documented separately. Those sections of this guide contain information only for Workspace Client.

Workspace Client

Application

- **Deltek Talent Management Integration** — A system parameter is added that enables the synchronization of Deltek Talent Management (DTM) skills with Maconomy skills. (571031)

- **Deltek CRM Integration** (769536)

  - **Create or Update Employee Information in Deltek CRM** – This enhancement allows updating a specific employee's information. (783411)

  - **Update Opportunity when Customer is Updated for a Job** – Improvements were made so that a customer on the opportunity is updated when a customer on the fee job is updated. (786266)

  - **Add Opportunity Probability for Jobs Created** – This enhancement allows transferring the Probability field from the opportunity to the Probability % field on the job when creating a job in Maconomy from an opportunity in Deltek CRM.(796601)

  - **Improve Data Synchronization** – Improvements were made to error processing. Previously, the entire job could fail due to one error. Now, all correct updates are imported and only the erroneous updates fail and are listed in the result log of the background task for "Execute CRM Integration." (810377)

  - **Update Labels in the Deltek CRM Integration Workspace** – Improvements were made to update the references to Deltek CRM in the CRM Integration Setup workspace. (831076)

  - **Set Employee Status to Terminated** – This enhancement allows the use of the Termination Date field in Maconomy. (832225)

- **People Planner Integration** (799795)

  - **Add the Resource Management Workspace** – This enhancement allows accessing the People Planner Capacity Overview Page from within the Workspace Client. (791853)

  - **New Periodic Job Budget System Parameters** – This enhancement adds two system parameter to configure how the **Update Periodic Job Budget from People Planner** action behaves. (797558, 797561)

  - **Rename the Capacity Overview Tab and the People Planner Tab** – Improvements were made to update Capacity Overview to Resource Assignment and People Planner to Resource Booking in the Jobs workspace. (799799)

- o **Send Additional Fields to People Planner** – This enhancement allows sending additional fields required by the **Assign to Budget** action to People Planner. (837629, 823865)

  - o **Create the Standard People Planner Integration User** – The PSO Solution configuration is enhanced to improve support for the People Planner Integration. The access granted to the People Planner Integration user (using the import files) meet the minimum requirements for integration to function properly. (811751)

- **TrafficLIVE Integration** – The TrafficLIVE integration to Maconomy is rebuilt to optimize the integration with ownership of key areas shifting from TrafficLIVE to Maconomy. This is an ongoing feature, with improvements in the key areas owned by Maconomy and integrating into TrafficLIVE:

  - Employee Master Data

  - Customer Master Data

  - Job Creation and Updates

  - Time Sheets

  The budget integration remains with TrafficLIVE, and is improved. (800517)

- **iAccess Approvals Core Support -** Maconomy now provides support for the approval or rejection of transactions within the Approval Center workspace in iAccess. (800875)

- **Add Generic Resource Field** – This improvement allows marking an employee as a generic resource for budget planning. (816246)

- **Add Project Manager in Job Budget and Timesheets** – This enhancement adds Project Manager to Approval Hierarchy Selection Criteria for Time Sheets and Job Budgets. (812887)

- **Absence Management Improvements** (786407)

  - o **Record Absence By Hour –** You can now register employee absences by hour. The **Time Unit** field is introduced to allow you to select whether absences are recorded by day or hour. (587912)

- **E-Forms** (833089)

  - o **E-Form Revisions –** You can now copy and keep track of revisions made to your e-forms. (791892)

- **Job Budget Line Periods Dialog** (856610) – A new dialog called **Job Budget Line Periods** is added. This is used to improve the performance of the action Update Periodic Budget from People Planner.

- **New HR Dialogs Require Add-on 106** (821710) – A number of new HR dialogs require Add-on 106, Maconomy Portal: Human Resources Management. If Add-on 106 is not installed, the following HR dialogs cannot be accessed:

  - Emergency Contacts

  - Education and Qualifications

  - Employee Evaluations

  - Employee Relations

  - Parental Status

  - Relocations

- ▪ Work Eligibilities
- ▪ Company Properties

BPM

- ▪ **BPM Enhancements** (833056)

  - o **Overhead Cost Objects in Job Invoicing Universe** — New objects are introduced in the Job Invoicing Universe. (840524)

  - o **Database Errors When Running Oracle** – BPM now uses derived tables to avoid database errors when running Oracle. (615756)

  - o **Align WIP to GL –** WIP data is now aligned with the General Ledger in reports using the BPM Analysis universe. (562509)

  - o **Removal of Slowly Changing Dimensions -** BPM no longer uses slowly changing dimensions to store dimension history. (822686)

  - o **Disabling Memory Analysis in SAP BusinessObjects** – Disabling Memory Analysis is recommended to improve performance. (826682)

  - o **Enabling JavaScript in SAP BusinessObjects** – Enable JavaScript to ensure hyperlinks works in BusinessObjects. (833056)

  - o **USync Tool Enhancements** – New parameters are introduced in the latest version of the USync tool to provide more options for customizing user settings. (802382)

  - o **Time Sheet Changes Report –** This report generates data on changes done in approved time sheets that have been reopened. (786311)

- ▪ **Statutory Core Development** (693969)

  - o **Finance Entries Report** – This report provides data on a company's finance entries; wherein the amount and currency of each entry is shown in separate columns. (717063)

  - o **Fixed Assets Report and Assets Universe** – The Fixed Assets Report and Assets Universe are introduced to enable you to run reports tracking assets owned by a company. You can run a report showing the value, depreciation, sale, or movement of any asset in a selected company. (749769)

  - o **Asset List Report** – This report enables you to generate a list of fixed assets owned by a company. (799487)

Technology

- ▪ **Platform Certifications —** Core platform certifications include SQL Server 2016 and Windows Server 2016. (801461)

- ▪ **Background Task Enhancements** (799313)

  - o New "Maintenance Mode" setting during installation (787965)

  - o Issue Maconomy system warnings related to Background Task and Maintenance Mode (799320)

  - o Scripting restart of the background service for actioning from Extender (799333)

  - o UI Improvements to Background Task Management Console (835942)

- ▪ **System Performance** (779058)

- o **Removed Unintended MS SQL Server Locking** — Improvements were made to the generated SQL statements executed towards the database. (798731)

- o **MConfig Installation of Additional Coupling Service** – An additional Coupling Service is cloned to reside in a parallel folder, so that a system does not have to be restarted for debugging. (784472)

- o **Improved Retrieval of Hidden Fields –** This process is improved so that now hidden fields are not retrieved from the database unless the user makes them visible (through customizes columns). (835999)

- **HTTPS Certificate Checking –**TCP DIRMI connections are no longer supported in this release. The workspace client and the Java Analyzer now check HTTPS certificates involved in HTTPS communications from the workspace client and the Java Analyzer. (820568)

- **Workspace Client Export to Excel:** A new export type is added to the Workspace Client to allow for export to Excel (.xlsx). This export type is default when using the **Export to Excel** action. (778409)

- **Removal of TCP DIRMI Protocol:** The Workspace Client and Coupling Service no longer support TCP DIRMI connections. Only DIRMI WebSocket-style connections are supported. This removes some complexity from existing communications code while enforcing WebSockets usage. It is no longer possible to select TCP DIRMI connections in M-Config for 2.3.3 and 2.4.0 versions. (778157)

- **MDML Action Enabled with No Data in Filter:** This MDML enhancement enables Analyzer actions to run automatically in workspaces without users having to populate the search filter.(786816)

- **Store User Settings in Database via REST API:** This enhancement allows for preservation of user settings in the server via REST API. This allows iAccess users to use multiple devices and browsers while maintaining their configured settings. (733283)

- **Two-Factor Authentication Passcode Implementation**: This enhancement enables two-factor authentication (2FA) for Workspace Client login. (587710)

Tooling

- **Solution Work** (820693)

  - o **Add the Resource Management Workspace** — This enhancement adds the Resource Management workspace in Solutions demo data. (840025)

  - o **PSO and CPA Configuration –** The **Revision Code** field is now removed from wizard layouts in the Jobs workspace. (799299)

- **Build and Maintenance Performance Enhancements** (791848)

  - o **Implement Exit on Error for Expand Scripts**— This enhancement makes an expand script exit when an error is encountered to allow it to pick up where it left off once restarted. (791750)

  - o **"System Maintenance" Warning Message** – This warning message displays upon login to WSC, iAccess, and Touch if the system is in Maintenance Mode. (815817)

  - o **Upgrade Guide Improvements** – Improvements include references to Solutions, Standard Extensions, Touch, and iAccess. (812408)

  - o **Default Standard Extensions** – Extensions including Credit Control and Expense Justification are now part of standard installations. (784943)

o **New Standard Reverse Proxy Setup Guide** – This guide details setup instructions for a Web Server Reverse Proxy for a Maconomy Coupling Service using either Internet Information Services (IIS) or Apache. (743923)

o **Hotfix Installation Process Improvements**: This enhancement allows for performance improvements in hotfix web server updates and automation of the APU hotfix process. (790544, 721165)

o **Integrating New Oracle Setup into M-Config** — This enhancement adds the M-Config capability to check whether the setup of the Oracle instant client is done or not. (620396)

Summary of Features

Maconomy 2.4 LA2

> For 2.4 GA and prior releases, Touch and iAccess were documented separately. Those sections of this guide contain information only for Workspace Client.

Workspace Client

Application

- **Advanced Costing (764897)**

  o **Gross Pay Calculation: Include Multiple Prior Periods** – Improvements are made to Gross Pay calculation to handle the inclusion of prior periods in the current calculation. (786243)

  o **Pay Period Calendar Work** – Improvements are made to supporting functions for Pay Period Calendars, such as adding and deleting calendars, creating calendars from a Compensation Model, selecting default the length of periods that comprise a calendar year, and support for changing calendars on Compensation Models with existing Gross Pay calculations. (764906)

  o **Bi-Weekly Payroll Calculations** – Improvements are made to Gross Pay calculation and Base Salary rate calculation to handle Compensation Agreements with daily or hourly time measurement. These improvements are the foundation for supporting alternative payroll calculation cycles. (706184)

  o **Support for Overtime, Unpaid Leave and Hourly Paid Employees** - This enhancement provides Gross Pay support for overtime, unpaid leave, and hourly paid employees. (786114)

- **Deltek CRM Integration** — The CRM integration is updated with these enhancements: new CRM dimension fields, Job updates are now possible after closing opportunity, support for migration of CRM data in Import Programs, and Employee Key Format length increased. (439377)

- **iAccess Core Support** (749002)

  o **Supporting iAccess on Multiple Maconomy Back Ends** – You must use MConfig version 8.13.1 (or later) for iAccess to work with your Maconomy version. (784896)

- **People Planner Integration** — This release includes a new system parameter to improve Periodic Budgeting (757315).

- **Time Sheet Audit** (620866)

  o **Tracking Time Sheet Changes After Submission** – You can now track changes on time sheet lines whenever time sheets are resubmitted. (618617)

- **Statutory Core Development (693969)**

  o **Withholding Tax Tab in Tax Settlement Report** – A Withholding VAT report tab is added to the Tax Settlement Report to provide separate details on withholding taxes for receivables and payables. (749762)

o **Tax Basis Amount in Tax Settlement Report** – You can now view the tax basis amount in all report tabs within the Tax Settlement Report. (749776)

o **Customer and Vendor Turnover Report** – The Customer and Vendor Turnover Report is introduced to provide details on sales and purchases for customers and vendors. (749780)

o **General Ledger Report** – This report displays details on all postings done within a chosen fiscal period or interval of fiscal periods. (760324)

▪ **Selection Criteria on Invoice Allocation Line** – In the Selection Criterion Specification dialog for type InvoiceAllocationLine, you can now reference Project Manager as table section. (795223)

BPM

▪ **BPM Enhancements (750775)**

o **Migration to BI 4.2 SP3 –** Migration to the latest BI is supported in this release. (701645)

o **Cursor Sharing in BPM Installation Guide** - When using BPM, you can enable or disable Cursor Sharing to improve performance. (707539)

▪ **Platform Certifications (749014)**

o **Pentaho Certification 6.1** – BPM is now certified for Pentaho 6.1, the third-party tool that is used for data integration. (763375)

o **Support of Firefox 52 ESR** – We have added support for Firefox 52 ESR in the Portal. (774365)

Technology

▪ **Microsoft Azure Single Sign-On (SSO)** — This release includes updates to allow for easier registration of client applications. It is no longer necessary to register separate client applications. The Maconomy Azure SSO Guide is updated to reflect these configuration changes. It also includes a new section with migration details so you can move from a previous configuration to the new, simplified setup.

General Performance Enhancements – This release includes improvements to internal application performance and system response speeds. (693971)

▪ **Security Enhancements** – This release includes improvements to Workspace Client security and password requirements and encryption standards. (763383)

o WSC - (1-High) Insecure Transport Layer Protection (613620)

o Change of Default Maconomy Administrator Password to be More Complex (793503)

▪ **MDML Enhancements** (788332)

o **MDML Support for Defining a Wizard as a Link** – This enhancement changes previously-existing functionality concerning how wizards interact with actions. Prior to this update, you could provide access to actions in the UI through a specification in the layout language MDML. (554783)

o **MDML Element to Present a 3-Part Name** – This enhancement allows you to define a 3-part element in MDML. An example of this is first, middle, and last name. (744004)

- o **MDML "Ref" Attribute in <Actions> Subelements** – This enhancement allows you to declare actions in the <Define> block. You can use these actions in multiple places using the ref (reference) attribute. (749322)

- **Workspace Client Enhancements** (788332)

  - o **Kona Integration Updates** – Maconomy now supports all current parameters used for the customization of the Kona widget. (773411)

Tooling

- **Improving the Hot Fix / Cumulative Update Process** — The Hot Fix / Cumulative Update process is improved to reduce steps and make it more efficient. This applies to all installations when MConfig 8.13 (or above) is used, and the changes are applied automatically. (434433)

- **Improving the Upgrade Process** — A new section on creating Approval Hierarchies indexes is included in the Upgrade Guide (541226).

- **Miscellaneous Tooling Enhancements (716293)**

  - o **MConfig Indexes on Transaction Time Stamp Instead of ETL** – This enhancement allows MConfig to handle application of indexes on the Transaction Time Stamp field. This was previously handled by the BPM ETL tool. (701645)

  - o **Maconomy.ini RPC_AuthorizationKeys set by MConfig** – This enhancement allows MConfig to handle placement of the RPC_AuthorizationKeys into the Maconomy.ini file. This in turn allows Maconony.ini to contain the appropriate information about trusted Java bundles that request server access. (594076)

  - o **MConfig Support for Azure SSO** – This enhancement allows for MConfig support for setting up Azure login modules without the need for directly editing configuration files. (775829)

Summary of Features

Maconomy 2.4 LA1

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Workspace Client

Application

- **Advanced Costing** — The Advanced Costing feature includes improvements to compensation and overhead maintenance (585217).
    - o **Enhancements to Compensation** — Numerous improvements facilitate the usability and flexibility of employee compensation setup as well as calculating gross pay data for salary systems based on this setup (619824).
    - o **Overhead Rate Maintenance** — The new overhead rate features allows you to specify the overhead rate as a percentage of the base salary rate in the Employees and Employee Revisions workspaces. (612000)
- **Enhanced HR Functionality** — The Enhanced Employee workspace in Maconomy allows you to store critical employee information. The changes made to the existing Employees workspace allow you to capture more detail on employee background, skills, qualifications, work eligibility, and other key data points. (593215)
- **Job Register** — The Job Register workspace allows project managers to better identify and mitigate risk over the lifecycle of a project. This feature allows you to record actual or anticipated risks directly on a job, and track mitigation costs. (585164)
- **Organizational Changes Workspace** — This enhancement introduces the Organizational Changes workspace to enable you to easily address all organizational changes in one workspace. (585156)
- **Approval Hierarchies for Job Creation (585155)**
    - o **Approval Hierarchy for Jobs** –The approval hierarchies feature in Maconomy is now enhanced to support the approval of jobs. (585211)
- **Talent Management (DTM) Integration** — The Talent Management / Maconomy integration is updated for Phase 2, which includes a bi-directional integration, with Maconomy storing master data, new fields to facilitate synchronization, Updated employee name synchronization, and an updated integration configuration. (548518)
- **Deltek CRM Integration** — A new integration enables Maconomy customers to use Deltek CRM to facilitate customer management while using Maconomy for their ERP solution. (439377)
- **People Planner Integration** — This release includes improved Day/Week/Month view options, effective paging of data between view periods, color-coded views of resource availability, new web components for the planning process, and supports of pushing planning back into Maconomy to form a Periodic Budget (607704).

- **Document Archive for Mileage Sheets –** This enhancement enables you to attach and view documents to a Mileage Sheet in the same way as an Expense Sheet. (733721)

- **Free Text Field on Job Price List** — This field is a general comment field that you can use to add comments at the Job Price List line level. The field is also available on the Import Job Price Lists workspace. (697174)

- **Dimension Combination Lines for Imported Job Entries** – This enhancement provides alternative keys to easily refer to dimension combination lines for imported job entries. (714268)

BPM

- **Dynamic Support for Localization / BPM** — BPM reports can now be viewed in your preferred language. (725708)

- **Spanish Statutory Requirements / BPM (607735)**

    - **Inclusion of Tax in Debt Provisions** – Maconomy now supports the inclusion of tax in outstanding amounts to provide a more accurate estimate of the amount to collect from customers. (439477)

    - **Enhancements to the Periodic Profit & Loss Report** - This report now displays one column providing the necessary figures for each month in the current fiscal year for easier reference. (471404)

- **BPM Enhancements (570951)**

    - **Migration to BI 4.2 SP3 –** Migration to the latest BI is now supported in this release. (701645)

Technology

- **Microsoft Azure Single Sign-On (SSO) (585157)** — This feature guide provides details on how to configure and use Microsoft Azure Single Sign-On (SSO) for Maconomy. It walks you through the process for signing up for a Microsoft Azure SSO account, completing configuration in Azure Active Directory (AAD), and setting up user access in Maconomy.

    - **BPM Support –** This enhancement enables you to run and view BPM reports when you log in to Maconomy through SSO. (585187)

Maconomy 2.4.2

Integrations

People Planner Integration and Job Budget Enhancements

Deltek Tracking: 852701

This feature includes:

- Imported Job Budget Resource Allocation

- Copy Resource Allocations From Budget

- Default Quantity in Amount Budget Lines

- Employee Fields in Jobs Workspace

- Disabled Periodic Budgets and ETC Updates When Using Imported Resource Allocations

Changes to Maconomy

The following workspaces are updated:

- Jobs

- Job Cost Setup

- Opportunity Budgets single dialog workspace

- Job Budget Revisions single dialog workspace

- Job Planning single dialog workspace

- Job Progress single dialog workspace

- Periodic Job Budgets single dialog workspace

- Progress Evaluation single dialog workspace

- Job Budgets Table by Type API single dialog workspace

- Job Budget Item Lines single dialog workspace

Imported Job Budget Resource Allocation

Deltek Tracking: 932304, 932305, 933595, 932338, 935189

You can now to use the Maconomy workspace client to create budgets, then allocate resources through People Planner to provide a simple way of creating a budget and calculating costs according to resource allocations.

Job Budget Resource Allocations

This feature provides information about allocated costs or hours, employees allocated to time activities, and the month and year of an allocation.

Once you create a budget in Maconomy, you can send it to People Planner, which provides the quantity for a time activity, and the cost for an amount activity. When these allocations are imported to the job budget in Maconomy, prices are calculated for time activities based on the

employee assigned to the resource allocation and the dimensions of the budget line. For amount activities, the cost is provided by People Planner and the billing price is calculated based on the given cost and dimensions of the budget line.

When you import resource allocations, the corresponding job budget lines are automatically updated to display the total allocated quantity for time activities and total allocated cost for amount activities.

Example

> You create a budget line with 1000 hours. In People Planner, 500 hours are allocated at an hourly cost of $100.00. Another 300 hours are allocated at an hourly cost of $150.00.
>
> When this is imported to the job budget, the cost price is then updated to:
>
> (500 * 100.00 + 300 * 150.00) / 800 = 118.75

In this example, you can see that the budgeted billing price is updated similarly as to when you calculate the weighted average of the prices for each individual employee.

This feature also includes the ability to create versions of each modification to job budget resource allocations. When copying a job budget, you can also copy the resource allocations. This enables you to get a copy of the original resource allocations from the planning budget unto the baseline budget.

The **Use Imported Budget Line Resource Allocation** job parameter attribute is introduced to enable the use of resource allocations. When enabled, you cannot create a budget by employee or employee category, and you cannot use detailed time budgets or periodic job budgets.

The **Update Job Budget Resource Allocations** single dialog workspace is also introduced for use in a standard Java extension for integrating job budgets with People Planner. The workspace allows you to create, update, and delete job budget resource allocations. The dialog only has an update state. The four fields with the instance key of the budget line, employee number, and calendar year or month make up the key of the resource allocation. If a job budget resource allocation with the entered values already exists, then the quantity is updated, otherwise the resource allocation is created.

Note: The job budget line resource allocations in Maconomy allows you to create reports on the job budget lines joined with the resource allocations sent from People Planner. The underlying data structure allows you to report by employee number, calendar year and month, as well as by fields on the budget line. Note that the resource allocation does not have fields showing the fiscal year or fiscal period.

Calculating Resource Allocation

The **Resource Allocation Complete** check box is introduced to let you specify that you have completed assigning resource allocations in People Planner. If you select this check box, Maconomy updates the quantity on budget lines for time activities to the total quantity in the job budget resource allocation sent from People Planner for the corresponding lines. For budget lines on amount activities, the total cost price is updated to the total cost price from the resource allocation sent from People Planner.

This field also affects the functionality of the **Update Resource Allocations from People Planner** action, which sends the resource allocation from People Planner to Maconomy. This action now updates the quantity on budget lines for time activities to the total quantity sent from People Planner. It also updates the total cost price and total billing price on budget lines for

amount activities to the total cost price sent from People Planner, and the corresponding total billing price as calculated in Maconomy on the job budget resource allocation.

After selecting the **Resource Allocation Complete** check box, you can still make changes to the job budget—both directly and by running a progress evaluation. If you want to make change to the budget, such as adding a new task, then send the updated budget to People Planner to update the resource allocation.

Progress Evaluation

On jobs where you have performed a progress evaluation on the current budget revision, job budget lines for time activities are updated based on both actuals as of the progress evaluation date, and the resource allocations sent from People Planner starting from the first month after the progress evaluation date.

In the following example, the resource allocations from the first month after the progress evaluation date are referred to as future periods. More specifically, the budgeted cost rate on budget line for time activities are updated to the weighted average of actual cost weighted by actual hours and cost allocated to future periods weighted by hours allocated to future periods.

Example

You create a budget with 100 hours on a task. Initially the budget line has no cost or billing price. When the budget is sent to People Planner, the task is allocated with 50 hours on Employee A and 50 hours on Employee B.

The hourly cost rate for Employee A is $110.00 and $130.00 for Employee B. When the allocation is sent to Maconomy, the budgeted unit cost price is updated to the weighted average of the cost prices:

50 hours x 110.00 (Employee A's rate) + 50 hours x 130.00 (Employee B's rate) / 100 = 120.00

Similarly, the budgeted billing price on the budget line is updated to the weighted average of the billing prices looked up for the two employee and the dimensions of the budget line.

In May, Employee A registers 10 hours at the cost rate 110.00. You then perform progress evaluation as of the 31st of May, and update the allocation in People Planner to 30 hours in June for Employee A and 80 hours in June for Employee B (and no hours thereafter). When the resource allocation is sent from People Planner to Maconomy, the budgeted unit cost price is now updated to the weighted average of the actual cost (10 x 110.00) and the cost of the resource allocations for June:

(10 x 110.00 + 30 x 110.00 + 80 x 130.00) / (10 + 30 + 80) = 123.33

If you select the **Resource Allocation Complete** check box and perform a progress evaluation on the current budget revision, then job budget lines for time is then updated with ETC set to the hours allocated to future periods (as sent from People Planner). On budget lines for amounts, the Cost ETC is updated to the total cost price allocated to future periods.

After progress evaluation, you select the **Resource Allocation Complete** check box once again and sends the resource allocation again from People Planner to Maconomy.

Note: If you selected the **Resource Allocation Complete** check box during the initial creation of the budget, it is still selected by default after progress evaluation.

The ETC is now updated to 30 hours + 80 hours. With this, the budgeted quantity becomes 10 + 30 + 80, resulting in a total cost price of 120 x 123.33 = 14,799.60.

However, if the **Resource Allocation Complete** check box is not selected, the budgeted quantity is not updated, so the total cost price would instead be 100 x 123.33 = 12,333.00. Therefore, when this check box is not selected, it is a manual process to update ETC and Cost ETC.

"How to" Section

Add Resource Allocations from People Planner to a Budget

1. In the Jobs workspace, create or select a job.
2. Go to **Jobs » Jobs » Budgeting » Budget**.
3. In the Full Budget sub-tab, create lines for your time and amount activities.
4. (Optional) For amount activities, in the Amount sub-tab, add your estimated budget in the **Cost, Base** and **Billing Price, Curr.** fields.
5. (Optional) For time activities, in the Time sub-tab, enter your estimated budget in the **Quantity** field.
6. Click **People Planner Actions » Send to People Planner**.
7. In the People Planner sliding panel, click **Assign Resource** to select employees to assign to the specific line.
8. (Optional) In the Budget tab, if you have completed assigning all resources, select the **Resource Allocation Complete** field.
9. Click **People Planner Actions » Update Resource Allocations from People Planner**.

Setup Instructions

Enable the Imported Job Resource Allocation Attribute

1. Go to **Setup » Job Cost Setup » Parameters » Job Parameters**.
2. Select **Planning** from the drop-down list of job parameters.
3. In the Attributes sub-tab, select **Use Imported Budget Line Resource Allocation**.
4. In the **Value** field, enter **Yes** to enable the attribute.
5. If you have created a new job parameter, add it in the Selection Rules tab.
6. In the Job Parameters sub-tab of the Jobs workspace, select the Planning parameter with the **Imported Job Resource Allocation** attribute.
7. Click **Change Job Parameters**.
8. Click **Save**.

System Parameters

The following job parameter attribute is introduced:

- **Use Imported Budget Line Resource Allocation** - Enable this job parameter attribute to use the Update Job Budget Resource Allocations workspace.

  When this attribute is enabled, you cannot add a budget by employee or employee category in the planning budget.

  If you select a job parameter where this attribute is enabled on a job with a planning budget, Maconomy checks whether the budget has no lines on time or amount activities with an employee or employee category.

UI Support

UI	Support
Workspace Client	Supported in 2.4.2 and described here.
iAccess	Not supported.
Touch	Not supported.

Copy Resource Allocations From Budget

Deltek Tracking: 947184

You can now use the **Copy Budget** action to choose whether to also copy resource allocations from the selected budget. However, the use of this feature is limited only to jobs that are set up to use imported resource allocations.

The use of this action now also provides the option to copy only new lines from the budget. This functionality is available when copying any budget.

Note: When copying a budget, you can choose to copy all lines, only copy new lines, or only overwrite duplicate lines from the selected budget.

UI Support

UI	Support
Workspace Client	Supported in 2.4.2 and described here.
iAccess	Not supported.
Touch	Not supported.

Default Quantity in Amount Budget Lines

Deltek Tracking: 943722

When you create or modify an amount budget line where the **Quantity** field is blank, Maconomy automatically enters a default value of **one**. (943722)

If the **Quantity** field on an amount budget line is zero, Maconomy now automatically enters 1 as the default value. This occurs in the following scenarios:

- When you create an amount budget line and enter only a total cost price.

- When you modify the total cost price in an existing line where the quantity is zero, the unit cost price is arbitrary, and the existing total cost price is zero.

When the quantity is automatically set to **one**, the unit cost price is calculated as equal to the total cost price.

UI Support

UI	Support
Workspace Client	Supported in 2.4.2 and described here.
iAccess	Not supported.
Touch	Not supported.

Employee Fields in Job Budget Workspaces

Deltek Tracking: 932302

The following Employee fields are now available for selection in the sub-tab in several workspaces:

- **Employee Name** and **Employee Category Name**

    o Jobs

    o Opportunity Budgets single dialog workspace

    o Job Budgets Table by Type API single dialog workspace

    o Job Budget Revisions single dialog workspace

    o Job Planning single dialog workspace

    o Job Progress single dialog workspace

    o Periodic Job Budgets single dialog workspace

    o Task Progress single dialog workspace

- **Employee Category Name**

    o Job Budget Item Lines single dialog workspace

UI Support

UI	Support

UI	Support
Workspace Client	Supported in 2.4.2 and described here.
iAccess	Not supported.
Touch	Not supported.

Disabled Periodic Budgets and ETC Updates When Using Imported Resource Allocations

Deltek Tracking: 941540, 941548

When you set up jobs to use imported job budget resource allocations, this automatically prevents the use of periodic budgets on the specified job. If it already has an existing periodic budget, Maconomy displays a warning stating that it will be deleted from the job. This occurs because the use of imported resource allocations requires the use of a budget, instead of a periodic budget.

Additionally, an error occurs if you use the **Update ETC from People Planner** action on jobs using imported job budget resource allocations. Jobs using this feature will update the ETC according to the imported resource allocations.

UI Support

UI	Support
Workspace Client	Supported in 2.4.2 and described here.
iAccess	Not supported.
Touch	Not supported.

UI Improvements

New Format for Addresses

Deltek Tracking: 891456, 891459

iAccess workspaces display addresses in a series of lines. This enhancement allows system administrators to use the new **Address** element to render addresses in a more streamlined manner. For example, you can set up addresses such that:

- iAccess only displays address lines with values.
- If all lines are blank, iAccess only displays "None" once.

You can also customize how the application displays postal district information. Specifically you can specify:

- Whether iAccess displays the zip code before the postal district, or vice versa.
- Whether you want to display this information as one more line in the **Address** field.

The **Address** element will be applied by default to addresses in specific workspaces in the next iAccess release.

UI Support

UI	Support
Workspace Client	Not applicable.
iAccess	Supported in 2.4.2 and described here.
Touch	Not applicable.

Shadow Titles for Form Input Fields

Deltek Tracking: 944537

To help users fill out fields, iAccess can now display guide or "shadow" text within blank input fields when a record is in Edit mode. System administrators can customize the text that will appear for unit, address, reference, field, date, and interval elements.

UI Support

UI	Support
Workspace Client	Not applicable.
iAccess	Supported in 2.4.2 and described here.
Touch	Not applicable.

Setup Instructions

Use the shadowTitle property to customize the text that iAccess displays in a blank input field when the record is in Edit mode.

Example:

```
{
    "field": {
        "source": "SuperiorEmployeeName",
        "title": "Superior Employee",
        "shadowTitle": " Enter the name of the employee's immediate
superior."
            }
    }
```

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Touch 2.4.1

Ability to Manage Maximum Attachment File Size

Deltek Tracking: 796498

The quality and size of the pictures you attach to e.g. an expense sheet, is determined differently, depending on your system setup.

The focus is on quality while trying to keep the size at a minimum. The default setup is to provide the best quality possible and a maximum 1 MB image file. You can control the maximum file size by changing the **MaxAttachmentFileSize** setting. **What is new in Touch 2.3 is that if you set MaxAttachmentFileSize to 0, then the app will focus is on minimizing the size, while providing an acceptable quality.** If you have problems with performance when attaching to expense sheets, you can try experimenting with smaller values for **MaxAttachmentFileSize**, for example, 500. If it still not good enough, you should set **MaxAttachmentFileSize** to 0, which ensures that you have smaller file and, thereby having better performance but less quality.

> When you upgrade your application, you will not see any difference in relation to this functionality.
>
> If you want to use this functionality, you need to be on Maconomy 2.1 (or later), Deltek Touch 2.1 (or later) backend, and set **MaxAttachmentFileSize** to **0** in DeltekTouch.I.

Filter Restrictions for Blocked Jobs

Deltek Tracking: 835400

When registering time, expense, mileage, purchase order, it is important that you are allowed to select only from valid jobs. By example, when adding a job on a time sheet line, you should be able to select only jobs which are not closed and not blocked for time registration.

Starting with Touch 2.3, the job searches (Find Job screen) for time/expense/mileage sheets and purchase orders will include only those jobs allowed in the context, similarly to other Maconomy clients (e.g. Workspace Client).

> When you upgrade your application, you will not see any difference in relation to this functionality.
>
> If you want to use this functionality, you need a fully compatible Deltek Touch 2.3 (or later).

"Favorites Only" Display

Deltek Tracking: 835400

A new Boolean server setting called **ShowOnlyFavoritesInJobSearch** has been added to the DeltekTouch.I file, allowing you to display only favorites to a user. This allows your organization (or administrator) to control which jobs are accessible and applicable to certain users.

- If the setting is set to **True**, the **Find Job** screen only displays the Favorites tab.
- If the setting is set to **False**, the **Find Job** screen displays both the All and Favorite tabs.

You can use favorites on time, expense and mileage sheet lines. In these screens, depending on the above setting, it is now possible to use only favorites, meaning you will not be able to see the jobs available in the system.

However, please note that there are a couple of other screens where you are still able to see a list of jobs, namely; expense and mileage sheet header, respectively purchase orders.

> When you upgrade your application, you will not see any difference in relation to this functionality.
>
> If you want to use this functionality, you need a fully compatible Touch 2.3 (or later).

Google Analytics Tracking

Deltek Tracking: 810883

The following changes have been applied to Deltek Touch to improve its ability in monitoring how you use the application:

Custom Tracking ID

Deltek Touch supports the setting of a custom tracking ID.

As a customer, you can set up an account with Google Analytics. You can then link your Google Analytics account to the Deltek Touch instance used by your end-users. If your end-users accept the usage tracking in their Deltek Touch application, then you (as a customer) can see various pieces of information about how they use the application.

Additional Google Analytics Data

Deltek Touch now tracks the following added details:

- Touch Version Number (server and native application)
- Maconomy Version
- Web Service (RESTful or MScript)
- Login Type
- Language
- Which screens are used (Weekly Timesheet, Daily Timesheet, Expense Sheet, Quick Capture, Mileage Sheet, Purchase Order, Absence Request, Allowance Request, Approvals, Rejections, and/or Help). The screens used and the number of users become automatically available in Google Analytics. If you are interested in additional information, you need to set up custom dimensions and reports.

> When you upgrade your application, you will not see any difference in relation to this functionality.
>
> If you want to use this functionality, you need a Deltek Touch server 2.2 (or later) and a Google Analytics ID to be set in ANALYTICSKEY in configuration.ini. You should also inform your users that they should accept the usage tracking in the app, else Touch will not collect any data.

Enhanced Search Functionality

Deltek Tracking: 841026
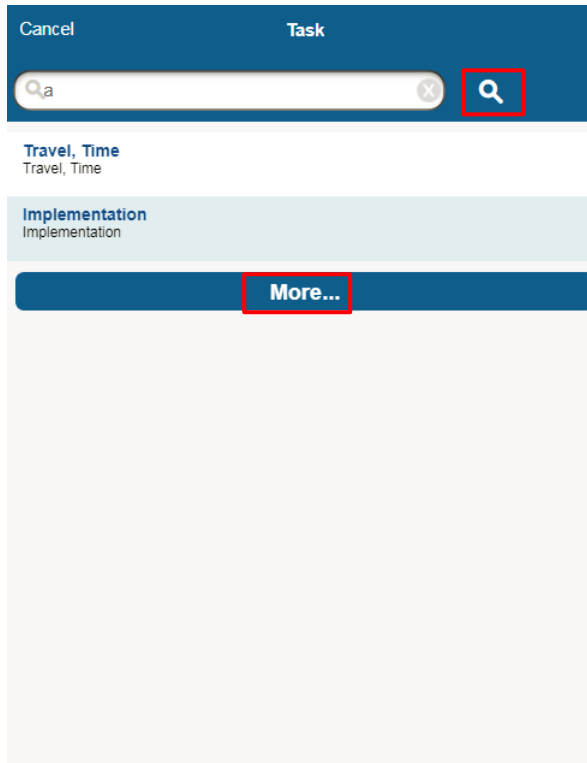
Basic search, such as searching for tasks, has been improved such that it allows you to search all server records for values that match your criteria, not only the data visible on the screen. It now works like the search functionality on the **Find Job** screen, wherein it has a magnifier glass icon beside the search field, which you can tap after you enter a character or characters in the search

field. It also displays the first 30 search results and, if more values are available, it displays those on another page when you tap the **More** button.

The search box has a search-as-you-type functionality, meaning one you type a character in the search box, it will search the data visible on the screen and filter it accordingly to your input.

If the data you are looking for is not already shown on the screen, you can tap the magnifier glass icon next to the search box, which will start a server-side search, to find all values available in Maconomy, matching your criteria.

It is highly recommended to enter a search criteria before tapping the magnifier glass icon, else you might risk performance penalties.

> When you upgrade your application and you use REST Touch, this functionality is automatically available.

Receipt Name on Expense Sheet Attachment

Deltek Tracking: 734037

Deltek Touch can now automatically generate a file name each time you attach a photo, making sure that the attachment name is unique to the expense sheet. In the previous release, you needed to enter the file name and, if there was already an existing attachment with the same name, Deltek Touch would prompt you to provide another one.
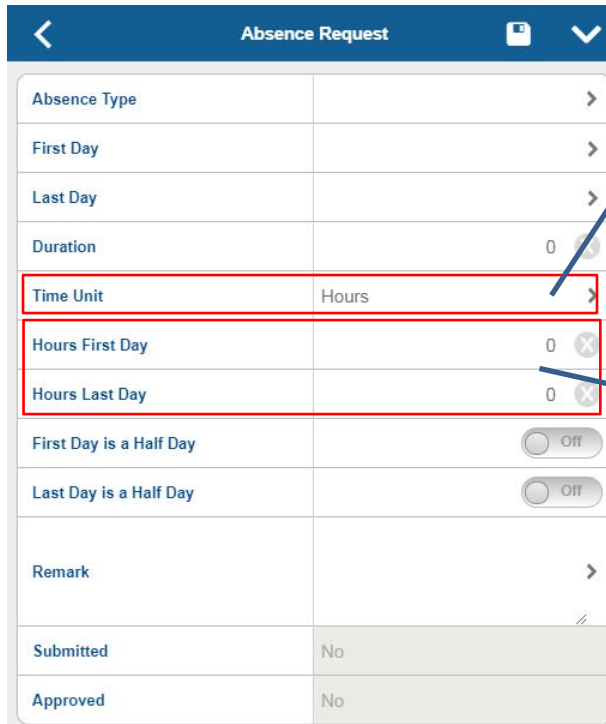
> When you upgrade your application, you will not see any difference in relation to this functionality.
>
> If you want to use this functionality, you need a fully compatible Deltek Touch 2.3 (or later) and set **ShowDefaultExpenseReceiptName** to **true** in DeltekTouch.I.

Absence by Hour

Deltek Tracking: 799149

Deltek Touch now supports registering absence by hour, allowing you to enter and submit the vacation time you have precisely earned. For example, you need to take off from work an hour or two early.

The **Absence Request/Approval** and **Allowance Request/Approval** screens have been updated to accommodate registering absence or allowance request in days or hours, depending on the required time unit on a given date.

This field has been added to the **Absence Request** screen. It displays either **Days** or **Hours**, depending on the currently logged-on employee and value of the **First Day** field. This field is read-only if you are updating a request.

These fields have also been added to the **Absence Request** screen to accommodate the number of hours on the first and last days.

The label of this field has been updated from "Number of Days."

This field has been added to the **Allowance Request** screen. It allows you to select either Days or Hours. In allowance requests, you can register whichever unit you want, unlike absence requests that depends on the unit you have on a given date.

> The Absence Request and Allowance Request approval screens are similar to their corresponding registration screens, except that all fields are read-only on approval screens.

> When you upgrade your application, you will not see any difference in relation to this functionality.
>
> If you want to use this functionality, you need a fully compatible REST Touch 2.3 (or later) and Maconomy 2.4 GA (or later).

Windows Server 2016 Support

Deltek Tracking: 732287

Starting 2.3, Deltek Touch will support Windows Server 2016. The Touch 2.3 Installer has been updated to support installing Touch on a Windows Server 2016.

> For the known issue on REST Touch when using the HTTP/2 protocol, see the Known Issues section in this document.

Make sure to use the HTTP/1 protocol if your Touch server is running on Windows Server 2016 and you use REST Touch.

> When you upgrade your application, you will not see any difference in relation to this functionality.
>
> If you want to use this functionality, you need to install Deltek Touch 2.3 using the Deltek Touch Installer on a Windows Server 2016.

Enhanced Lookup Customizations

Deltek Tracking: 842625

This enhancement makes sure that you add your own lookup field to layouts.

> A lookup field is a field, which, if you tap, opens another screen (called search or lookup screen) where you can select a value.
>
> If you want to use this functionality, you need to install Deltek Touch 2.3 using the Deltek Touch Installer on a Windows Server 2016.

Example

In the layout for the **Mileage Sheet Line** screen, you can add a lookup field for Country Vehicle. When you tap the **Country Vehicle** field on **Mileage Sheet Line**, a **Country Vehicle** screen displays, allowing you to select a value (for example, Motorbike). When you tap **Done** on **Country Vehicle**, you should be sent redirected to the **Mileage Sheet Line** screen, where the **Country Vehicle** field should have the selected value (for example, Motorbike).

In Touch 2.2 (and earlier), we had a problem with saving the value of the **Country Vehicle** field. This was caused by the fact that the source used for the **Country Vehicle** field had different names (on the **Mileage Sheet Line** screen the source was **expensesheetlinetext10**; on the **Country Vehicle** screen the source was name). Deltek Touch 2.3 (and later) allows you to map the sources between the two screens (in our example, **Mileage Sheet Line** and **Country Vehicle** screens).

> When you upgrade your application, you will not see any difference in relation to this functionality.
>
> If you want to use this functionality, you need to be on a fully compatible REST Touch 2.3.

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iAccess 2.4.1

Approval Center Workspace Enhancements

Tracking Number: 892884

You can now approve or reject the following approval items from within iAccess:

- Purchase orders **(892883)**
- Vendor invoices **(892941)**
- Jobs **(892885)**
- Employees **(892882)**
- Customers and company customers **(892887)**

These tabs (along with the rest of the tabs in the Approval Center workspace) are available if the user logged in has the requisite access rights (as defined by access groups).

Changes to Maconomy iAccess

The following changes are made to iAccess to support this feature:

- New Purchase Orders tab in the Approvals workspace
- New Vendor Invoices tab in the Approvals workspace
- New Jobs tab in the Approvals workspace
- New Employees tab in the Approvals workspace
- New Customers tab in the Approvals workspace
- New notifications for pending purchase order approvals
- New notifications for pending vendor invoice approvals
- New notifications for pending job approvals
- New notifications for pending employee approvals
- New notifications for pending customer and company customer approvals

How-Tos

Existing approval procedures apply to these new Approval tabs. To approve/reject an approval item, click the appropriate action on the approval line. You can also click the **View Details** icon on the line, and approve/reject the approval item in the wizard that displays.

The following procedure is also updated.

View a Vendor Invoice

You can view invoices attached to approval items in the Invoice Allocation Lines tab.

To view an invoice attached to a line:

1. Navigate to one of the following tabs: Vendor Invoices or Invoice Allocation Lines.
2. Click the link in the **View Invoice** field of the line.

   The file is downloaded to your computer/device.

Setup Instructions

Once you perform all necessary approval hierarchies setup in the Workspace Client, this functionality is available by default in iAccess.

Customizing Displayed Actions

Tracking Numbers: 906033, 910328, 895339

This enhancement changes how iAccess displays actions in the workspace area. It also lets companies customize the application by allowing them to display frequently used actions more prominently in the application (as action buttons) and/or move other actions into a drop-down list.

Changes to Maconomy iAccess

By default, the following actions are now displayed in the main workspace area:

- The **Submit** action in the Weekly Time Sheets, Daily Time Sheets, Expenses, Mileage, and Purchase Orders workspaces
- The **Approve** and **Reject** actions in the Absence Approval and Allowance Approval workspaces

Improved Response Time in Workspaces

Tracking Number: 891438

iAccess 2.4.1 introduces a performance optimization that improves the application's response time when you enter or change information in the tables of the various workspaces.

This version also includes data caching for new records, which you can disable for specific Maconomy containers. For more information, refer to the "Configuration Attributes for Controlling Caching of New Record Data" section in the *Deltek iAccess for Maconomy 2.4.1 Installation Guide*.

Links in Info Bubbles

Tracking Number: 891474

Info bubbles can now contain links to other workspaces. Depending on the link type used, iAccess will either display the target workspace within the current browser window, or display it in a new browser tab (without requiring you to log in again).

Improved View of Workspaces with Multiple Tabs

Tracking Number: 897837

Depending on your browser window's size and magnification settings, you may or may not see all the tabs in the workspace you are currently viewing. iAccess 2.4.1 introduces arrow navigation at the same level as the tab names to help users know that there are more tabs than are currently visible in the window, and that they can use these arrows to scroll left/right as needed.

New "Vehicle" Field in the Mileage Workspace

Tracking Number: 913830

Existing Maconomy Mileage Sheets functionality includes the ability to select a vehicle. The **Vehicle** field is now shown on the iAccess Mileage workspace by default.

Changes to Maconomy iAccess

A new column called **Vehicle** is added to the Mileage Sheet table in iAccess. In this column, you can select a vehicle from the field drop-down list when adding a Mileage Sheet Line.

Note: To add values to the list of vehicles, go to **Set-up » Popup Fields** in Maconomy and locate the **Vehicle** field.

Add New Table Attribute for Making a Table as Small as Possible

Tracking Number: 903787

This attribute controls the size of a table in order to appropriately fit its contents. It is designed to make the table height as small as possible. The attribute is useful for tables where there are typically very few items displayed.

Sample Jobs Workspace

Tracking Number: 891413

iAccess now includes a sample Jobs workspace. This is an early version of the Jobs workspace that will be delivered in a future release, and is therefore limited in functionality. Some of the tasks you can perform are:

- Create jobs and maintain the relevant master data.
- View and maintain task, employee, and pricing information.
- View job entries and invoices issued on the job.

This workspace is available under the Examples menu group, and is visible to users depending on their company's iAccess configuration.

Comprehensive documentation will be delivered when the workspace is completed in a future release.

Default Message for Workspaces with No Table Lines

Tracking Number: 894525

When a workspace table contains no lines, iAccess displays the following message: "There are no records to show in this grid." This helps users know that the workspace has finished loading, and the current table is empty.

Improved Layout of Workspaces

Tracking Numbers: 895314, 895316, 895327

In iAccess 2.4.1, several workspaces are restructured to provide a more organized layout. Related fields are now grouped into islands for easy reference.

Changes to Maconomy iAccess

- The following workspaces are updated:

> o Purchase Orders
>
> o Employee Self Service
>
> o Employee Information

- By default, the following tabs in the Employee Self Service workspace are now hidden:

> o Parental Status tab
>
> o Education and Qualifications tab
>
> o Work Eligibility tab
>
> o Employee Skills tab

Alignment of Document Archives

Tracking Number: 906794

Document archives are available in several workspaces in iAccess, wherein you can view details regarding attached documents. The document archives tabs are now organized identically. In addition, the **Remark** field has been added to the document lines.

Changes to Maconomy iAccess

The following workspaces are updated:

- Expenses
- Mileage
- Purchase Orders
- Employee Information

This feature also impacts the approval wizards for the following approval types in the Approval Center:

- Expense Sheets
- Purchase Orders
- Jobs
- Employees

Enhanced Approval Wizards

Tracking Number: 892189

When you use an approval wizard in the Approval Center, it now displays a more organized layout. Related fields are grouped into islands for easy reference. Data accuracy is now also improved to ensure all displayed information is correct.

This feature impacts existing approval wizards and those that are introduced with iAccess 2.4.1.

Workspace Client 2.4.1

Application Enhancements

Substitute Employees on Project Budget

Deltek Tracking: 831948

Previously, when using the Matrix Budget, you could not make changes to the list of resources for a job when there was a non-zero quantity budgeted on a resource. This restriction is removed. Now, you can change the employee or employee category on a resource when you have already budgeted resource time on the budget lines. This enhancement contributes to a more efficient process for replacing a resource with task/hour allocation on a job, such as when an employee leaves the company.

If the **Update Prices Upon Dimension Change** system parameter is selected, Maconomy will recalculate the price when you change the resource.

Note: Because the list of resources is shared among the different budget types on the job, a resource change affects the other budgets on the job. However, budget revisions are not affected by the resource change.

Changes to Maconomy

The **Update Prices Upon Dimension Change** system parameter is updated.

E-Form Enhancements

Deltek Tracking: 833089

This feature includes:

- E-Form Fields

E-Form Fields

Deltek Tracking: 811243

Previously, when you created an e-form type or e-form, you could use up to 20 fields for each field type. With this enhancement, you can now add a maximum of 40 fields for the option list and option value field type, and 50 fields of each of the following types:

- Remarks
- Boolean
- Yes/No/Blank
- Date
- Employee No.
- Integer
- Reals
- Amount value and currency
- Popup value

Cost Price (Responsible Company) Calculation Based on Percentage of Employee Cost

Deltek Tracking: 704971

This feature enables you to calculate the intercompany price based on cost instead of the billing price. If the intercompany price is greater than the cost price, the intercompany percentage can be applied as a markup percentage to the cost price in the executing company. For example, if the Intercompany Price % value is 20, then the intercompany price value is calculated as 120% of the cost price.

This feature benefits companies that use Transfer Pricing rules to charge a markup on cost when performing intercompany with other parts of the organization.

Changes to Maconomy

The **Apply price list 'Intercompany Price %' to Billing Price** system parameter is added.

Setup Instructions

Apply the Intercompany Price % to Cost Price

To enable this feature:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Apply price list 'Intercompany Price %' to Billing Price** parameter.
3. On the System Parameter sub-tab, deselect the **Apply price list 'Intercompany Price %' to Billing Price** check box.

System Parameters

Apply price list 'Intercompany Price %' to Billing Price	Select this parameter to calculate the cost price (responsible company) by applying the intercompany % to the billing price in the executing company.
	Deselect this parameter to calculate the cost price (responsible company) by applying the inter-company % as a mark-up % to the cost price in the executing company.

iAccess Application Support

Deltek Tracking: 892884

This feature includes the following enhancement:

- iAccess Approvals Core Support

iAccess Approvals Core Support

Deltek Tracking: 851909

This enhancement enables you to use iAccess to access transactions that were created in the Workspace Client. You can now approve or reject transactions for which approval hierarchies are set up from within iAccess.

Specifically, you can approve or reject the following:

- Purchase Orders
- Vendor Invoices
- Employees
- Customers
- Jobs

New single dialog workspaces are introduced to show information on all relevant approval lines for the specific approval object, such as purchase orders.

For example, when you the information from a submitted job in the Jobs workspace is also available in the Approve Jobs by Employee single dialog workspace.

By default, these workspaces show lines that require the currently logged in employee's approval. However, several selection criteria are available to enable you to also view lines that can be approved by substitute and super approvers. You can also choose to view only lines related to a specific job.

Changes to Maconomy

The following workspaces are added:

- Approve Purchase Orders by Employee
- Approve Vendor Invoices by Employee
- Approve Employees by Employee
- Approve Customers 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 hierarchy lines if required by the company. Assign them as you would approvers and substitute approvers.

Enhanced Error Logging

Deltek Tracking: 884190

This enhancement extends the logging functionality of the Deltek CRM Integration by adding new log levels to improve troubleshooting the integration. This enables specifying the level of information depending on the selected log level configuration.

- **DEBUG** - the general flow of the synchronization extension is logged.
- **TRACE** - HTTP requests and responses sent and received by the integration extension are logged.

> **TRACE** level logging should not be used for sustained periods because it can impact the performance of the application. It creates a huge log data that is unsustainable due to disk space or bandwidth constraints.

Log levels are changed in the logback.xml file in the Coupling Service:

<Path to Maconomy Installation>/CouplingService/configuration/logback.xml

"How to" Section

Adding Log Levels

To add the logging for Deltek CRM Integration in the logback.xml file,

1. Open logback.xml in the **configuration** folder of the **Coupling Service** directory.

2. Add the following CRM integration log configuration to logback.xml:
    <logger name=*"com.maconomy.extension.deltek.crm"*>
     <level value=*"DEBUG"* />
     <appender-ref ref=*"FILE* />
    </logger>

    <logger name=*"com.maconomy.vision.integration"*>
     <level value=*" DEBUG "* />
     <appender-ref ref=*"FILE"* />

3. Set the following level values as applicable:

    -   DEBUG

    -   TRACE

4. Close and save the changes made.

Technology Enhancements

Improved REST API Security

Deltek Tracking: 881705

This enhancement adds a REST-specific access control file (webaccess.ini) to improve REST API security. The access control file contains the web access rules (whitelists and/or blacklists) that are matched against all containers and container-fields accessed via the REST API.

Accessing blacklisted containers result in a '403 Forbidden' error, while blacklisted container-fields are not included in the data responses.

The webaccess.ini is located in the 'Definitions' folder in the Maconomy Application server's custom search path:

/CustomizationDir/Custom.<shortname>/Definitions/webaccess.ini
/CustomizationDir/Custom/Definitions/webaccess.ini

Pushing Updates for Site Content

Deltek Tracking: 856465

Utilizing Update Sites to automatically update users' Workspace Client to a new version will impact traffic on a customer's network. To help alleviate this potential bottleneck, Maconomy now comes with the ability to configure a script which pushes new Update Site packages to users' machines whenever possible, with the aim that this is completed outside of peak load times (such as over the weekend, following on from an update of Maconomy having been completed).

BPM Enhancements

Standard Audit File for Tax Report

Deltek Tracking: 607831

Maconomy now provides the ability to generate a Standard Audit File for Tax (SAF-T) report in an XML format, which is the standard format used by organizations to electronically submit accounting data from organizations to a national tax authority or external auditors.

Usync Change to Support Multitenancy in the Cloud

Deltek Tracking: 870830

Multitenancy enables you to host multiple clients on one server where clients have their own access sites and properties. This enhancement supports the setup of Business Performance Management (BPM) multitenancy in the Cloud.

Usync has been updated to handle the automatic creation of users and groups, as well as the assignment of the groups to their respective tenant. It will check the tenant name field from Maconomy Workspace client and will only create, edit and/or delete users within that tenant. USync still supports non-multitenant setup.

Please refer to the *Deltek Maconomy BPM Install Guide* for more details.

Other Enhancements

Setting More Secure System Passwords

Deltek Tracking: 790605

To ensure a more secure system for custom implementation, Maconomy is updated so that customers receive an auto-generated password and are prompted to change this default password upon installation or upgrade. The initial password is composed of four random words to ensure that the password is secure, easy to remember, and simple to type.

Consistent Password Approach

Deltek Tracking: 870239

Maconomy is updated to enforce password length over complexity. Note that no specific combination of characters is required.

Following are new password guidelines.

Password may contain:

- Up to 30 characters
- The ASCII characters [a..z] [A..Z] and digits [0..9]
- Special characters: ?*# /_[]{}+-:.~

Password may *not* contain:

- More than 30 characters
- Blank spaces
- Empty password
- A user name
- National characters, such as the Danish æ, ø and å

Note: There is currently no minimum password length.

Updated Warning Message

Deltek Tracking: 866344

Previously, when a user connected their existing Workspace Client to a new system with Update Sites enabled, an update to the version of the Workspace Client for the new system occurred in the background automatically, with no warning.

This process is updated so that now, when a user connects their existing Workspace Client to a new system with Update Sites enabled and a pending update is found, the user receives a warning message. This message enables the user to proceed with the update, cancel the update, or instead connect to another system.

MDML IF Element Supports BPM

Deltek Tracking: 527633

A new MDML IF element allows you to add prompts to BPM reports conditionally. The new syntax allows to have an <If> …. </If> around a <Query> element. This new syntax simplifies layout changes for the Maconomy integration with localized BPM, allows for a more ease handling the integration to BPM.

For example:

```
<Link title="Open in InfoView" icon="ReportLink">

        <Url value="urlOpenReport()">

          <Query field="sType" value="wid" />

          <If condition="isBOReport()" >

                    <Query field="token" value="^1" arguments="bo:getToken()" />

          </If >

          <Query field="sPath" value="^1" arguments="reportFolderInUrl()" />

          <Query field="sDocName" value="Cash Receipts" />

          <Query field="NAII" value="Y" />

          <Query field="sOutputFormat" value="H" />

          <Query field="lsSLocal Spec. 3
Name:" value="^1" arguments="LocalSpec3NameVar" />

        </Url>

      </Link>
```

ConvertData Support for Splitting Indexes and Data

Deltek Tracking: 791754

Previously, ConvertData did not support splitting indexes and data for SQL Server, as it could be done on Oracle via table spaces. This capability is now enabled. ConvertData now supports splitting indexes and data for SQL Server, which facilitates better performance and storage flexibilty. For large databases, if you need to temporarily add indexes, you now have the option to do so without extending the main database storage space. Additionally, splitting indexes to separate drives allows you to run faster.

Improved REST API Security

Deltek Tracking: 881705

This enhancement adds a REST-specific access control file (webaccess.ini) to improve REST API security.

Setting More Secure Default System Passwords

Deltek Tracking: 790605

To ensure a more secure system for custom implementation, MConfig auto-generates a password for the Administrator user and displays that at the end of the installation process. The initial password is composed of six random characters.

Workspace Client 2.4 GA

Deltek Talent Management Skills Integration

Deltek Tracking: 571031

The following parameter is added:

- **Enable Deltek Talent Management Skills Integration** – this company-specific, system parameter enables the synchronization of Deltek Talent Management (DTM) skills with Maconomy skills.

The following actions are added to the **Talent Management Setup** workspace:

- **Import Skill Types from Talent Management** – use this action to import skill types from DTM to Maconomy, and create a background task to add, update, or select a skill type as deleted when removed from DTM.

- **Import Skills from Talent Management** – use this action to import skills from DTM, and create a background task to add, update, or remove skills in Maconomy. You must use this action only after skill types have been imported from DTM.

- **Sync All Employees Skills with Talent Management** – use this action to synchronize all employee skills between DTM and Maconomy, and create a background task to update employee skills as needed.

The following actions are added to the **Employee Skills** workspace:

- **Import Empl. Skills from Talent Management** – use this action to import an employee's skills from DTM, and create a background task to add, update, or remove an employee's skills in Maconomy.

You must enable the **Enable Deltek Talent Management Integration** parameter to enable the DTM skills integration parameter.

DTM is the master of skills data and any skills information imported to Maconomy. The integration overwrites any changes made directly in Maconomy. Skills and employees that are not linked to DTM can be amended in Maconomy.

- You cannot create, update, nor delete skills for employees linked to DTM.
- You cannot update or delete skills (in Setup) imported from DTM.
- A user gets a notification when trying to change or delete a skill type linked to DTM skill categories.

The synchronization of employee skills is a separate function from the already existing Maconomy employee synchronization. The skills are not automatically synchronized when Maconomy pulls new hires from DTM nor when a single user is synchronized from DTM by **Sync with Talent Management**.

Changes to Maconomy

The following workspaces are updated:

- System Setup
- Talent Management Setup
- Employees

The following single dialogs are added/updated:

- Integration Lines

- Employee Skills

"How to" Section

Import Skill Types and Skills

You can import skill categories and skills from DTM to Maconomy. You must invoke each action to create background tasks and initiate synchronization.

> Skill types are required by skills. Skill types must be imported first from DTM before importing skills.

To import skill types and skills:

1. Go to **Setup » Talent Management Setup » Administration**.

2. Activate each of the following actions to initiate synchronization:

   - **Import Skill Types from Talent Management**
   - **Import Skills from Talent Management**

Sync All Employee Skills

You use the **Sync All Employees. Skills with Talent Management** action to retrieve all employees' skills from DTM and synchronize them with Maconomy. You must trigger this action to create the background task and initiate synchronization.

To synchronize all employees' skills from DTM to Maconomy:

1. Go to **Setup » Talent Management Setup » Administration.**

2. Click the **Sync All Employees Skills with Talent Management** action.

Import Employee Skills

You use the **Import Empl. Skills from Talent Management** action to retrieve the employee skills from DTM and synchronize them with Maconomy. You must trigger this action to create the background task and initiate synchronization.

To import an employee's skills from DTM to Maconomy:

1. Go to **Human Resources » Employees » Skills**.

2. Click the **Import Empl. Skills from Talent Management** action.

Check Background Task Log

To check the background task log:

1. Go to **Setup » Background Tasks » Status » List of Background Tasks** and double-click the background task.

2. If the task's Execution Result is "Failed," open the Result Log to view the reason.

Setup Instructions

Enable Deltek Talent Management Integration

> You must enable the **Use both formal and preferred name on employees and contact persons** parameter to use this feature.

To enable this feature:

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

2. Double-click the **Enable Deltek Talent Management Integration** parameter.

3. In the System Parameter sub-tab, select **Enable Deltek Talent Management Integration**.

Enable Deltek Talent Management Skills Integration

> You must enable the **Enable Deltek Talent Management Integration** parameter to use this feature.

To enable this feature:

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

2. Double-click the **Enable Deltek Talent Management Skills Integration** parameter.

3. In the System Parameter sub-tab, select **Enable Deltek Talent Management Skills Integration**.

Create Skill Level List

To create a level list:

1. Go to **Human Resources » Employees » Setup » Level Lists**.

2. Click the **New Level List** button. The Create Level List dialog box displays.

3. In the Name field, enter **Talent Management**.

4. In the Description field, enter **Manually created**.

5. From the Grading Method drop-down list, select **Best Last**.

6. Click **Create**.

7. Select the **Talent Management** level list.

8. In the Levels panel, double-click and enter the following field values:

	Level	Calculation Value
1	Minimal	0.00
2	Moderate	1.00
3	Advanced	2.00

Deltek CRM Integration

Deltek Tracking: 769536

This section provides information regarding the following features:

- Create or Update Employee in Deltek CRM

- Update Opportunity when Customer is Updated for a Job

- Add Opportunity Probability for Jobs Created

- Improve Data Synchronization

- Update Labels in the Deltek CRM Integration Workspace

- Set Employee Status to Terminated

Changes to Maconomy

The following workspaces are updated:

- Employees

- Jobs

The following single dialogs are added/updated:

- CRM Integration

Create or Update Employee in Deltek CRM

Deltek Tracking: 783411

Previously, you could only export or update all employee information from Maconomy to Deltek CRM. Now, you can select and update only a specific employee's information or a set of employees.

In **Human Resources » Employees » Employee Information,** the following action is added to create or update a specific employee's information:

- **Export or Update Employee in Deltek CRM** – use this action to export or update a specific employee from Maconomy, and create a background task to create or update the selected employee in Deltek CRM.

You must enable the **Enable CRM Integration** parameter to use this action.

"How to" Section

Create or Update Employee Information

You can export and update an employee's information from Maconomy to Deltek CRM. You must click the action to create a background task and initiate the update.

To create or update employee information:

1. Go to **Human Resources » Employees**.
2. Double-click the employee and click Export or Update Employee in Deltek CRM.

Check Background Task Log

To check the background task log:

1. Go to **Setup » Background Tasks » Status » List of Background Tasks** and double-click the background task.
2. If the task's Execution Result is "Failed," open the Result Log to view the reason.

Update Opportunity when Customer is Updated for a Job

Deltek Tracking: 786266

Previously, if you changed a **Customer** in a Maconomy Job, the corresponding Deltek CRM Opportunity was not updated.

To resolve the issue, changes were made so that the **Customer** in the Opportunity is updated when a **Customer** on the Fee Job is updated. If a Proposal Job for the same Opportunity exists,

a background task also updates the **Customer**. Additionally, a dialog displays when you select a **Customer** that is not found in Deltek CRM, prompting you to select a CRM Customer.

Add Opportunity Probability for Jobs Created

Deltek Tracking: 796601

When creating a job in Maconomy from an opportunity in Deltek CRM, the **Probability** field is transferred from the opportunity to the **Probability %** field on the job. The Probability field is mapped to Fee jobs and is updated only on Fee jobs. People Planner imports the **Probability %** field from Maconomy and is used for Capacity Management.

The **Probability** field is updated in the opportunity in Deltek CRM only, along with other fields (such as **Opportunity ID** and **Name**) and is closed on the job in Maconomy.

Improve Data Synchronization

Deltek Tracking: 810377

Previously, an issue could occur when you run the **Import Jobs and Customers from Deltek CRM** action, causing the main background task to fail and report only the first error. This made troubleshooting difficult.

Changes were made so that instead of failing an entire import due to one error, only the erroneous updates will fail and all correct updates are imported. The erroneous updates are listed in the result log of the background task for **Execute CRM Integration**.

Update Labels in the Deltek CRM Integration Workspace

Deltek Tracking: 831076

Labels in the CRM Integration Setup workspace are updated with references to Deltek CRM.

Termination Date Field

Deltek Tracking: 832225

Previously, when an employee was set as Blocked in Maconomy, the employee was set as Inactive in Deltek CRM. This caused an issue as the Deltek CRM license count was based on employee status, where both Active and Inactive statuses were considered part of the license.

This is updated with the **Termination Date** field in Maconomy. Now, when exporting/updating employees in Deltek CRM, if the current date is later than the Termination Date in Maconomy, the Terminated status is sent to Deltek CRM during synchronization. Instead of blocking a terminated employee in Maconomy, the **Termination Date** field should be used instead.

"How to" Section

Set Employees as Terminated

You can set an employee as Terminated by using the Termination Date field.

To update an employee:

1. Go to **Human Resources » Employees**.

2. Double-click the employee and go to the **Employee Information** sub-tab.

3. Under **Employment**, enter the employee's **Termination Date**.

People Planner Integration

Deltek Tracking: 799795

This section provides information regarding the following features:

- Add the Resource Management Workspace

- New Periodic Job Budget System Parameters

- Rename the Capacity Overview Tab and the People Planner Tab

- Send Additional Fields to People Planner

- Create the Standard People Planner Integration User

- New Periodic Job Budget Actions

Changes to Maconomy

The following workspaces are added/updated:

- Resource Management

- Jobs

Add the Resource Management Workspace

Deltek Tracking: 791853

The Resource Management workspace is added to allow access to the People Planner Capacity Overview page from within the Workspace Client. The workspace enables you to access and control data based on the People Planner access you are granted.

Enter the People Planner URL in the system parameter, **URL for Capacity Overview**, otherwise, the Resource Management workspace is hidden.

Setup Instructions

Enable the Resource Management Workspace

To enable this feature:

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

2. Double-click the **URL for Capacity Overview** parameter.

3. In the System Parameter sub-tab, enter the People Planner URL in the **URL for Capacity Overview** field.

4. Restart Maconomy.

New Periodic Job Budget System Parameters

Deltek Tracking: 797558, 797561

The following system parameters are added to configure how the **Update Periodic Job Budget from People Planner** and **Send Job to and Update Periodic Job Budget from People Planner** actions behave.

- **Update Periodic Job Budget Planned Dates on update from People Planner** – updates the **Planned Starting Date** and **Planned Ending Date** when **Update Periodic**

Job Budget from People Planner or **Send Job to and Update Periodic Job Budget from People Planner** actions are invoked.

- **Submit Periodic Job Budget on update from People Planner** – submits the budget when **Update Periodic Job Budget from People Planner** or **Send Job to and Update Periodic Job Budget from People Planner** actions are invoked.

The system parameters are enabled by default. Deselect the system parameter to disable it.

Setup Instructions

Configure the Parameters:

To configure this feature:

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

2. Double-click the **Update Periodic Job Budget Planned Dates on update from People Planner** parameter.

3. In the System Parameter sub-tab, select the **Update Periodic Job Budget Planned Dates on update from People Planner** field.

4. Click on **Show Filter List**.

5. Double-click the **Submit Periodic Job Budget Planned Dates on update from People Planner** parameter.

6. In the System Parameter sub-tab, select the **Submit Periodic Job Budget on update from People Planner** field.

Rename the Capacity Overview Tab and the People Planner Tab

Deltek Tracking: 799799

The Resource panels user interface is updated, renaming Capacity Overview and People Planner in the Jobs workspace:

- In **Jobs » Budgeting » Budget**

- In **Jobs » Budgeting » Periodic Budget**

- In **Jobs » Budgeting » Job Planning**

- In **Jobs » Progress Evaluation**

The following labels are updated:

Old User Interface Label	Updated User Interface Label
Capacity Overview	Resource Assignment
People Planner	Resource Booking

Send Additional Fields to People Planner

Deltek Tracking: 837629, 823865

In the Resource Assignment tab, the following additional fields required by the **Assign to Budget** action are sent to People Planner:

- Employee Category No.

- Line Type

- Budget Type

- Job Number

Changing any of these fields in an open job automatically sends the updates to People Planner.

Create Standard People Planner Integration User

Deltek Tracking: 811751

The PSO Solution configuration is enhanced to improve support for the People Planner integration. The access granted to the People Planner Integration user (using the import files) meets the minimum requirements for integration to function properly.

However, in order to test the integration using the Test Integration Settings in the People Planner Admin Tool, you need to provide temporary Read access for the People Planner Integration user to the System Parameters container.

Periodic Job Budget Action

Deltek Tracking: 863332

The **Send Job to and Update Periodic Job Budget from People Planner** action is added to support the previously-used action sequence to send the job to People Planner and then update the Periodic Job Budget on the job.

The following are recommendations for usage:
- Use **Update Periodic Job Budget from People Planner** when the Periodic Job Budget has to be updated from People Planner but does not have to be updated in People Planner.
- Use **Send Job to and Update Periodic Job Budget from People Planner** when the Job Budget has to be updated in People Planner before the updates are retrieved for the Periodic Job Budget.

Core Support

Deltek Tracking: 800581

This section provides information regarding the following features:

- TrafficLIVE Integration

- iAccess Approvals Core Support

Changes to Maconomy

The following workspaces are updated:

- Customers

- Employees

- Jobs

- Setup

The following workspaces are added:

- Approve Time Sheets by Employee single dialog workspace

- Approve Time Sheet Lines by Employee single dialog workspace

- Approve Expense Sheets by Employee single dialog workspace

- Approve Expense Sheet Lines by Employee single dialog workspace

- Approve Purchase Order Lines by Employee single dialog workspace

- Approve Vendor Invoice Allocation Lines by Employee single dialog workspace

- Approve Draft Invoices by Employee single dialog workspace

- Current Employee Approvals single dialog workspace

TrafficLIVE Integration

Deltek Tracking: 800517

The TrafficLIVE integration to Maconomy is rebuilt to optimize the integration with ownership of key areas shifting from TrafficLIVE to Maconomy. This is an ongoing feature, with improvements in the key areas owned by Maconomy and integrating into TrafficLIVE:

- Employee Master Data

- Customer Master Data

- Job Creation and Updates

- Time Sheets

The budget integration remains with TrafficLIVE, and is improved. (800517)

"How to" Section

Export Employee

Use the **Export Employee to TrafficLIVE** action to create a background task that creates employees in TrafficLIVE.

To synchronize an employee:

1. Go to **Human Resources » Employees » Employees**.

2. Select the employee to be synchronized with TrafficLIVE.

3. From **Employee Information**, select the **Export Employee to TrafficLIVE** action.

> For employees, the **Email** and **Entity** fields are required.

When you run this action, the following entries are created in TrafficLIVE:

- **TrafficLIVE Employee**
- **TrafficLIVE Location** – this is based on the company of the employee.
- **TrafficLIVE Department** – this is based on the entity of the employee.

You can monitor the created tasks in the **Background Tasks** workspace.

Export Customer

You use the **Export Customer to TrafficLIVE** action to create a background task that creates customers in TrafficLIVE, if they do not already exist.

To synchronize a customer:

1. Go to **Accounts Receivable » Customers » List of Customers**.

2. Select the customer to be synchronized with TrafficLIVE.

3. Go to **Home » Overview**, select the **Export Customer to TrafficLIVE** action.

> - Aside from the Overview sub-tab, the **Export Customer to TrafficLIVE** action is also available in the Information and Sub Customers sub-tabs.
> - For customers, the **Attention** field is required.

When you run this action, the following entries are created in TrafficLIVE:

- **TrafficLIVE Client**
- **TrafficLIVE Address**
- **TrafficLIVE CRM Employee** – this is based on the attention (contact person) on the customer in Maconomy and is used as the main contact on the client in TrafficLIVE.
- **TrafficLIVE Project** – is used as a grouping for jobs.

You can monitor the created tasks in the **Background Tasks** workspace.

Export Job

You use the **Export Job to TrafficLIVE** action to create a background task that automatically creates jobs in TrafficLIVE, if they do not already exist.

To synchronize a job:

1. Go to **Jobs » Jobs » Job List**.

2. Select the job to be synchronized with TrafficLIVE.

3. Go to **Home » Information**, select the **Export Job to TrafficLIVE** action.

> For jobs, the **Start** and **Ending Date** fields are required.

When you run this action, the following entries are created in TrafficLIVE:

- **TrafficLIVE Job Detail**
- **TrafficLIVE Job**

You can monitor the created tasks in the **Background Tasks** workspace.

Setup Instructions

Enable System Parameters

To enable the system parameters for the integration:

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters**.
2. Search for **Enable TrafficLIVE Integration**, and enable the field.
3. Search for **Use daily time sheets**, and enable the field.
4. Go to **Setup » System Setup » System Information » Job Cost**.
5. Click on **Allow multiple time sheet lines with same dimensions** to enable the field.

Create TrafficLIVE Integration User

For the integration to work successfully between TrafficLIVE and Maconomy, you must create a user in Maconomy. As best practice, we suggest the name "TrafficLIVE Integration." After, you can update the data. Take note of this name.

To create TrafficLIVE Integration User in Maconomy:

1. Go to **Setup » Users » Users.**
2. Click **New User**.
3. In the Create User dialog, enter the following User Information:

    - **Name** – enter **TrafficLIVE Integration**
    - **Employee No.** – enter the user's Employee No.
    - **User Type –** select **Traffic Live Integration**

4. Click **Create**.
5. Take note of the password displayed.
6. Double-click the user to add Groups.
7. Under Groups, select **Traffic Live** and click **Save**.

Add TrafficLive to Integration Type

To add the popup value:

1. Go to **Setup » System Setup » Parameters and Numbers » Popup Fields**.
2. Search for and double-click **Integration Type**.
3. In the Values sub-tab, add **TrafficLive**.

Create a TrafficLIVE User

To proceed with integration, you must create a user in TrafficLIVE. The TrafficLIVE User requires the following:

- A working, unique email address. The initial password required to activate the user will be sent to this email address.

- Access Permissions for all modules except:

  o Modify the exported flag in Timesheet Search

To create TrafficLIVE User in TrafficLIVE:

1. Go to **Menu » Company Management**.

2. Select a **Location** and **Department** and click **Add User**.

3. Enter the following user information:

   - **First Name** – enter **TrafficLIVE User**

   - **Department** – select the department

   - **Email address** – enter the email address

4. Click **Save**.

5. Click **Create Account**.

6. Under **Account** Details, click **Generate API** token. Take note of the token displayed.

Enable Integration Settings

To enable integration settings, complete the following steps:

Integration features to be enabled depend on your solution design and customer requirements. The following are general guidelines. Reach out to your Deltek representative if your instance varies and you need further assistance.

1. Click **Menu » Admin » Configure Company Details » Integration Settings**.

   Skip the **Enable job + timesheet integration** checkbox and the **Timesheet Integration Type** drop down as these not used in this version of the integration.

2. Optional — Select the **Enable expense sheet integration** check box to enable the integration of employee-submitted expenses.

3. Optional — Select the **Enable purchase order integration** check box to enable the integration of approved and issued purchase orders.

4. Optional – Select the **Enable Budget sync** check box to enable the budget integration

5. Optional – Select the **Import only submitted and approved budgets** check box to enable the integration of only submitted and approved budgets.

6. In the **Maconomy budget type** field, enter your Maconomy Budget type.

7. In the **Company Number** field, enter your company's number.

> **Multiple Companies**
>
> TrafficLIVE and Maconomy can handle multiple companies/legal entities on the same database. Not all of these companies require synchronization. Therefore, you must take note of the list of company numbers that require integration with Maconomy. Within Maconomy, Company Numbers are found in the **General Ledger » Companies** workspace in Maconomy 2.x (for users with proper access).
>
> If you have more than one company number in Maconomy, enter all of the company numbers that you are integrating with TrafficLIVE, separated by commas, such as 100, 101, 102. If you wish to include all companies, leave the field blank.

8. Leave the **Task Name** field blank. It is not used in the integration.

9. In the **Service User** field, enter the Maconomy User Name (suggested: TrafficLIVE Integration) that you received for use in Maconomy as the integration user.

10. In the **Service Password** field, enter the password for the Maconomy User name.

> Maconomy passwords have an expiration date, so remember that you need to proactively manage passwords in TrafficLIVE, or the integration will stop working when the password expires.

11. In the **URL Base** field, enter the URL of the Maconomy server as described in *Before You Begin*. The URL will end with *soap.ms*, and is similar to this example:

    http://193.17.206.161:20001/cgi-bin/Maconomy/MaconomyWS.xdemo1.en_US.exe/soap.ms

12. In the **REST URL Base** field, enter the URL of the Maconomy RESTAPI.

    http://193.17.206.161:4111/containers/v1/x1demo

13. In the **TrafficLIVE Rest API Username** field, enter Traffic username

14. In the **TrafficLIVE Rest API Password/token** field, enter the username's generated API token.

15. In the **TrafficLIVE Rest URL** field, enter the URL of Traffic API.

    https://stage-api.sohnar.com/TrafficLiteServer/openapi

iAccess Approvals Core Support

Deltek Tracking: 800875

This enhancement enables you to use iAccess to access transactions that were created in the Workspace Client. You can now approve or reject transactions for which approval hierarchies are set up from within iAccess.

Specifically, you can approve or reject the following:

- Time sheets
- Time sheet lines
- Expense and mileage sheets
- Expense and mileage sheet lines
- Purchase order lines
- Vendor invoice allocation lines

- Draft invoices

New Workspaces

- The following single dialog workspaces are introduced to show information on all relevant approval lines for the specific approval object, such as time sheet lines:

- Approve Time Sheets by Employee single dialog workspace

- Approve Time Sheet Lines by Employee single dialog workspace

- Approve Expense Sheets by Employee single dialog workspace

- Approve Expense Sheet Lines by Employee single dialog workspace

- Approve Purchase Order Lines by Employee single dialog workspace

- Approve Vendor Invoice Allocation Lines by Employee single dialog workspace

- Approve Draft Invoices by Employee single dialog workspace

- Current Employee Approvals single dialog workspace

- For example, information from the time sheet line in the Time & Expenses workspace is also available in the Approve Time Sheet Lines by Employee single dialog workspace.

- By default, these workspaces show lines that require the currently logged in employee's approval. However, several selection criteria are available to enable you to also view lines that can be approved by substitute and super approvers. You can also choose to view only lines related to a specific job.

Setup Instructions

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

Add Generic Resources Field

Deltek Tracking: 816246

Added the Generic Resources field in the Employees workspace to allow selecting and deselecting, for example, employees to identify them as dummy/planning resources in People Planner. The Generic Resources field is set to false by default and is only shown if the Maconomy system has Add-on 128.

Changes to Maconomy

The following workspace is updated:

- Employees

"How to" Section

You can mark employees as budget planning resources to let People Planner know that the employee is only a dummy resource.

To select an employee as a generic resource:

1. Go to **Employees » Employee Information**.
2. Select the **Generic Resource** field and hit **Enter**.

Add Project Manager in Job Budget and Timesheets

Deltek Tracking: 812887

This enhancements adds Project Manager to Approval Hierarchy Selection Criteria for Time Sheets and Job Budgets.

Changes to Maconomy

The following workspaces are updated:

- Job Budgets
- Timesheets

Absence Management

Deltek Tracking: 786407

This section provides information regarding the following enhancement:

- Record Absence by Hours

Changes in Maconomy

The following workspaces are updated:

- Time & Expenses

- Absence

- Absence Administration

- Absence Setup

- Employees

- System Setup

- Import Absence single dialog workspace

Record Absence by Hours

Deltek Tracking: 587912

Absence Management enables you to register and track employees' absence allowances and absences, whether due to sicknesses or paid time off. Currently, absences are tracked in days and half days.

This enhancement provides the ability to register absences in hours to provide more precise tracking and usage of absence allowances. This is useful for tracking absences for employees with fixed working hours, such as part-time employees, as not all employees work a full day.

A new field called **Time Unit** is introduced to enable you to select whether an employee's absences must be tracked in days or hours. You can set up the time unit for registering employee absences in the Vacation Calendar tab in the Absence Setup workspace.

To ensure accuracy of absence registrations, you must set up the employee's week calendar with the correct number of working hours per day.

Note: It is recommended to plan ahead and grant absence allowances and track absences using one time unit, whether days or hours, for each vacation period.

Example

For an employee whose absences are registered in days, if the employee works part time for eight hours on Monday to Thursday and three hours on Friday, he consumes **5 full days** instead of **35 hours (4.375 days)** of vacation allowance when registering vacation from Monday to Friday, according to his week calendar setup.

However, if you register the same employee's absences in hours, and set up his week calendar accordingly, he uses precisely 35 (4 days [Monday-Friday] x 8 hours + 3 hours on Friday) hours (4.375 days) of vacation allowance when registering vacation from Monday to Friday.

Employees Workspace

The **Absence Hours per Day** field is introduced in the Employees workspace to enable the system to convert absence registrations in hours to days, or vice versa.

You must enter the working hours for each day in the Working Time table in the Employee Information tab to allow Maconomy to computes absence registrations based on an employee's working hours.

Example

Company A assigns an absence allowance of 20 days to an employee. The employee works eight hours per day on Monday to Thursday and four hours on Friday.

The employee's fixed working time of eight hours is equal to one day on Monday to Thursday, and four hours is equal to 0.5 day on Friday.

Thus, when the employee decides to take a one day vacation, it is recommended to enter a value of 8 in the **Absence Hours per Day** field.

When the employee registers six hours of vacation, that leads to an absence covering a working time of "0.75" days using the value. If this absence registration is transferred to time sheets, then "0.75" is registered.

Absence Setup

You can select the default time unit for each vacation period in the Vacation Period sub-tab in the Absence Setup workspace.

When you move to a new vacation period and switch to the **Hours** time unit, then the specific value entered in the **Absence Hours per Day** field for the selected employee is used to convert the vacation values in the following fields from days to hours according to the employee's setup, such as working hours in the week calendar, in the Employees workspace:

- Default Allowance

- Maximum Days, Carry Forward

- Suggested Maximum Days for Absence Booking

When you want to switch time units when moving to a new vacation period, you can also restrict employees from registering absences that crosses into another vacation period by deselecting the **Allow Booking Over Period End** check box.

Changes in Absence Setup

Working hours decide the absence usage for each day, and if working hours are changed after absence has been registered, it is possible that discrepancies may occur as absences and allowances are calculated similarly to the previous calculations done by Maconomy.

Changes to setup that must be carefully planned are:

- Vacation calendar: Period starting date and ending date

- Vacation calendar: Time unit

- Employee (current and revision): Week calendars

- Employee (current and revision): Working hours

- Employee (current and revision): Absence Hours per Day

If you change the absence setup after registrations have already been entered, the following may occur:

- Absence information for a period does not show the intended value.

- Transfer of quantity of allowance from the previous period is not as intended. The unused allowance may be interpreted differently (mainly, Absence Hours per Day)).

- Quantity of allowance is not as intended.

- On vacation calendars, absence registrations deduct allowance differently, either by the exact time or by full/half day regardless of daily (maybe part time days) working hours.

Vacation period information in other time unit

A vacation period covers a period in which all new registrations follow the selected time unit in the **Time Unit** field.

If registrations in a vacation period are due to changes in vacation period setup, then the resulting sum values may not be exactly as intended.

This occurs because a registration added into the sum may include aggregated values that cannot precisely be converted (for example, a number of days of allowance that cannot be turned into the precise intended hours as the days cover diverse working hours. The days are converted using the employee's Absence Hours per Day).

To avoid discrepancies in absence allowance and registration, you can manually change allowances, and reopen or re-register absences. It may not be possible to adjust absence registrations such that they match the new working time setup without also affecting allowance, thus needing further allowance adjustments subsequently.

Employee Absence Calendars

In the Employee Absence Calendars, employees register all absences in the table.

You must select a date in the **First Day of Absence** field.

The new **Time Unit** field shows the time unit of the values of each line.

Input in time unit hours or days

The Duration field is updated to allow you to enter values in hours or days, depending on the selected time unit.

Two new fields are added for the precise input of number of hours:

- **Hours on First Day**

- **Hours on Last Day**

The table part of the Employee Absence Calendars contains fields that remain:

- **First Day is Half Day**

- **Last Day is Half Day**

- **First Day of Absence**

- **Last Day of Absence**

- **Duration**

Depending on the selected time unit, these seven fields work together accepting user input.

Week Calendars and Employee Revisions

The employee is allowed to register absence crossing into a period covered by another week calendar, according to employee revision week calendar setup.

Absence Transfer

In vacation calendars, you can impose a limit on carrying forward unused allowance from one period to the next in the **Maximum Days, Carry Forward** field.

This limit applies as the maximum increase to the current period allowance.

Example

In the previous period, Employee A's working hours was a total of seven hours per day. The absence hours per day is, therefore, equivalent to seven hours.

At the beginning of the current vacation period, Employee A starts working for four hours per day. This employee's absence hours per day is now also four hours.

If the limit for carrying forward absence allowance is only two days, a maximum of eight hours may be carried forward because Employee A's work day is equivalent to four hours only. Maconomy disregards that Employee A's working hours per day in the previous period was different (seven hours per day).

Thus, two days are carried forward, removing only one day and one hour of allowance from the previous period.

Coded Employee / Team Overview

Previously, absences registered in days had a natural limit at most to two registrations on each day, as registrations could be no less than half a day. With this enhancement, you can register as many absences in hours registered absences in hours any number of registrations may exist for within a single day.

Days with multiple registrations are displayed similarly to the previous feature wherein two registrations on one day were shown. Thus, if they differ in approval state, the date appears as a **Conflict** rather than **Open**, **Submitted**, **Rejected**, or **Approved**.

Remainder Warnings

Because you can enter absences in hours using decimal numbers, it may occur that the remaining absence time is not exact.

Maconomy shows a warning if an absence registration is within a minute of the remaining time of the first or last day, but not exactly the remaining time. It also shows a warning if registration covers less than a minute on a day.

Example

Employee A registers a value of 3.67 hours in the system, which is meant to be the equivalent of 3 hours and 40 minutes, and 2.67 hours, which is equivalent to 2 hours and 40 minutes on an eight hour working day.

He then registers 9.67 hours, equivalent to 9 hours 40 minutes, with the intention to cover the remaining 1 hour 40 minutes of the day and the next day (8 hours).

However, the exact remaining time, when including the next day, is:

16.0 - 3.67 - 2.67 = 9.66 (9h 39m 36s)

The remainder is only close to being as expected 9.67 (9h 40m 12s).

Thus, the registration will actually cut into the third day by 0.01 (36 seconds).

Maconomy displays a warning that a registration on the "last day" is for only 0.01 hour.

When the cutover into the last day is a minute or more, then the registration is accepted without displaying any message to the user.

"How to" Section

Create An Absence Request in Hours

To register employee absences:

1. Go to **Absence » Absence » Absence Requests**.

2. Click **New Absence Request** to open the wizard.

3. In the **Absence Type** field, enter or select an absence type.

   Note: Maconomy automatically displays an absence type, depending on what you set as default during employee vacation period setup.

4. In the **Duration** field, enter the number of days or hours of absence.

5. If you have selected a different time unit from the default value shown in the **Absence Type** field, in the **Time Unit** field, select one of the following options from the drop-down list:

   - Days

   - Hours

   Note: If your selected time unit is **Hours**, and you chose a date in the **First Day of Absence** field but left the **Last Day of Absence** field blank, Maconomy automatically distributes the hours according to the employee's working hours per day.

   Note: Maconomy will not accept an absence request in a time unit that differs from the default value for the appropriate vacation period. An error message displays stating that the time unit value must be changed and duration should be reconsidered accordingly.

6. Enter information in the other fields as needed.

7. Click **Create**.

Transfer Absence Allowance to a New Vacation Period

To carry over absence allowance to the next vacation period:

1. Go to **Time & Expenses » Absence Administration » Periodic Balance » Absence Transfer**.

2. In the **Current Period** field, select a vacation period from the drop-down list.

3. In the **Absence Type** field, select an absence type from the drop-down list.

4. Select the **Show Lines** check box to view lines in the Employee Yearly Allowance sub-tab.

5. Click **Save**.

6. In the Employee Yearly Allowance sub-tab, enter a value in the the **Total Carry Forward, Cur. Period** field.

    Note: You cannot enter a value that is higher than the remaining allowance from the previous period.

    Note: If you are using a different time unit from the previous period, make sure that you enter a value in the current period's selected time unit.

7. Click **Submit Adjustment**.

8. If you are a designated approver, click **Approve Adjustment** to carry over the unused absence allowance to the next period.

Setup Instructions

Select Default Time Unit Per Vacation Period

To set up the default time unit for each vacation period:

1. Go to **Setup » Absence Setup » Vacation Calendar » Vacation Period**.

2. Create or select a Vacation Period No. line.

3. In the Time Unit column, determine how absences are registered for the specific period by selecting one of the following from the drop-down list:

    *   Hours

    *   Days

    Note: This field determines whether the absence by hours functionality is enabled.

4. Enter information in the other columns, as needed.

5. Click **Save**.

Set Up Employee Working Time

To determine an employee's working hours for the computation of absences by hour:

1. Go to **Human Resources » Employees » Employees » Employee Information**.

2. In the Fixed Working Time island, enter the employee's working hours per day.

3. In the **Absence Hours per Day** field, enter the maximum number of hours per day in which the employee can be absent.

Click **Save**.

System Parameters

None needed for this enhancement.

E-Forms

Deltek Tracking: 585164, 833089

The following enhancements are introduced to support the use of e-forms within Maconomy:

- Job Risk Register: E-Form Support

- E-Form Revisions

Changes to Maconomy

The following workspace is updated:

- Documents and Notes

The following workspace is added:

- Job Registers with E-Forms

E-Form Support

Deltek Tracking: 619606, 811243

E-forms are introduced in Maconomy to enable you to create questionnaires and save them in the project register. A Maconomy e-form is a questionnaire requiring answers using a customized layout. You can create different e-form types to accommodate the different kind of surveys or forms you want to use. You can also create various e-forms with different field types.

E-form types are created in the Documents and Notes workspace. You can also create custom fields for your e-form types, such as popup items or option lists, in the Job Cost Setup workspace. Choosing a specific e-form type when you create an e-form will display a custom layout showing the appropriate questionnaire fields and titles for that e-form type.You can use several field types when creating an e-form. When creating an e-form, you can add a maximum of 20 fields for the **Remarks** field and 10 fields for each of the following other field types:

- Boolean

- Yes/No/Blank

- Date

- Employee No.

- Integer

- Reals

- Amount value and currency

- Option list and option value

- Popup value

Submission and Approval of E-Forms

You can also set up e-forms for submission and approval. An e-form must be submitted before it can be approved. If you modify a field in the e-form, it is automatically unsubmitted and subject for approval again.

Note: Maconomy does not restrict which users may submit or approve e-forms. The **Submitted** and **Approved** fields within the selected e-form provide information regarding the users who submitted or approved the e-form and the date of submission or approval.

New and Updated Job Registers

To use e-forms, it is recommended to create a custom Job Register sub-tab, which replaces the Registers sub-tab in the Jobs workspace. All e-forms are created and saved in this workspace. Maconomy provides an example workspace named "Job Registers with E-Forms" as a guide for creating your own customized workspace. The example workspace functions best when the "Health, Safety and Security Risk Assessment" e-form type exists with titles on the following fields:

- Remarks 1-4

- Popup 1

- Date 1-4

- Employee 1.

In your customized Job registers workspace, you can sort e-forms into separate registers to easily view e-forms for each category. Aside from the current registers, Risks and Changes, you can add two new registers when you create custom Job Register for the e-form functionality:

- Review Register

- Control Register

Each line in these registers can contain an e-form. When you create a new risk or change in their respective registers, an appropriate e-form type is automatically associated to them. For example, when you create a risk, a risk e-form type is automatically associated to it to enable you to easily create a risk e-form, if needed.

The **New E-Form** action is provided in the Review and Control registers to enable you to create e-forms that are automatically associated to the selected register.

Note: The Review and Control registers are not included in any Maconomy standard workspaces, but they may be included in a customized workspace. These registers are created solely for the e-form functionality.

"How to" Section

Create an E-Form

To create an e-form:

1. Go to the All E-Forms sub-tab.

2. Click **New E-Form** to open the wizard.

3. In the **Name** field, enter or select an e-form type.

4. Click **Create**.

5. Enter information in the fields as needed.

   Note: The available fields depend on what fields you chose to include when you created the e-form type.

6. Click **Save**.

Edit an E-Form

To edit an e-form:

1. Select the e-form you would like to edit.

2. Edit the fields as needed.

3. Click **Save**.

   Note: If the e-form was previously submitted and approved before editing, Maconomy automatically unsubmits and unapproves the e-form once it is modified. You need to submit the e-form for approval again.

Attach a Document to an E-Form

To attach a document to an e-form:

1. Create or select an e-form to which the document will be attached.

2. Use the **Attach Document** action to attach a document. The document is automatically uploaded and saved to the e-form.

   Note: If you upload a document with the same file name as a previously attached document, Maconomy automatically overwrites the document and replaces it with the current document.

View a Document on an E-Form

To view a document on an e-form:

1. Select the e-form with documents you would like to view.

2. In the Documents sliding panel, select the file you wish to view.

3. Click **Show** to view the document.

Delete an E-Form

To delete an e-form:

1. Select the e-form you wish to delete.

2. Click **Delete E-Form**.

3. In the popup window, click **OK** to delete the form.

   Note: you cannot delete an e-form in any of the following circumstances:

   - The e-form is associated with a closed job. To delete the e-form, reopen the job first.

   - The e-form is associated with a Job Risk or Job Change. Delete it from the Job Risk or Job Change Details sliding panel.

   - The e-form is a Job Review or Job Control entry. Delete it directly from the Job Review or Job Control register.

   - The e-form contains documents. You must first remove all attached documents to delete the e-form.

Submit an E-Form

To submit an e-form:

1. In the All E-Forms sub-tab, select an e-form, review for accuracy, and make changes if necessary.

2. Click **Submit**.

Approve an E-Form

To approve an e-form:

1. Select the e-form you wish to approve.

2. Click **Approve**.

Setup Instructions

This section describes how to set up an e-form type, which is used as templates when you create e-forms.

Create an E-Form Type

To create an e-form type:

1. Go to **Setup » Documents and Notes » E-Forms » E-Form Types » E-Form Type**.

2. Click **New E-Form Type** to display the Create E-Form Type wizard.

3. In the **Name** field, enter a name for your e-form type.

4. In the **Description** field, enter a description for your e-form type.

5. In the Remarks island, enter a title for each **Remark** field needed in your e-form type.

6. In the Option Lists island, enter a title for each **Option List** field needed in your e-form type.

7. In the Popups island, enter a title for each **Popup** field needed in your e-form type.

8. In the Dates island, enter a title for each **Date** field needed in your e-form type.

9. In the Reals island, enter a title for each **Real** field needed in your e-form type.

10. In the Integers island, enter a title for each **Integer** field needed in your e-form type.

11. In the Amounts island, enter a title for each **Amount** field needed in your e-form type.

12. In the Employees island, enter a title for each **Employee** field needed in your e-form type.

13. In the Booleans island, enter a title for each **Booleans** field needed in your e-form type.

14. In the Yes/No island, enter a title for each **Yes/No** field needed in your e-form type.

15. Click **Save**.

System Parameters

None needed for this enhancement.

E-Form Revisions

Deltek Tracking: 791892

You can now copy and keep track of revisions made to your e-forms. This enables you to review changes made to any e-form, and copy previous revisions for reuse, if needed. This functionality makes it simple to copy any e-form, and associate it to a job if needed. When you copy a revision,

all fields on the original e-form are copied. However, if the original e-form contains documents, these are not copied and added to the revision.

Each revision has a revision number to allow you to easily check revisions for reference. Note that all revisions of an e-form, except the latest revision, are read-only. Because revisions are used to keep track of changes in an e-form, you cannot edit or delete them. You can only delete a revision if it is the current revision and it has no other revisions.

When you print an e-form, information regarding the e-form revision is also now included in both the condensed and standard layouts.

"How To" Section

Create an E-Form Revision

To create an e-form revision:

1. Select the e-form you wish to copy.

2. Click **Copy** to open the wizard.

3. In the **Job No.** field, enter a job number if you wish to copy the e-form and associate it to a job.

4. Click **Copy**.

2.4 LA1 Features

Advanced Costing

Deltek Tracking #585217

The Advanced Costing feature includes numerous improvements to the usability and flexibility of employee compensation setup as well as calculating gross pay data for salary systems based on this setup.

Large companies have the requirement to be able to specify the employee overhead cost rate as a percentage and to maintain this at a higher level than at each individual employee. Some companies group their employees into a number of categories with respect to overhead cost and want to specify overhead cost as a percentage for each combination of this category and company. This category differs from the employee category. For example, a consultant might work out of the office and another might work at customer site and might therefore have different overhead cost.

In addition, large companies have the need to store compensation related details including base salary, gross and hourly pay, hourly cost , pay periods and pro rata with thresholds and limits, all assigned at the employee level, which is facilitated now with the use of enhanced compensation agreements.

Changes to Maconomy

Numerous changes are made to Maconomy to support the Advanced Costing feature.

New workspaces include:

- Compensation Groups
- Compensation Model
- Pay Period Calendar
- Calculate Gross Pay
- Calculate Base Salary Rate
- Gross Pay Calculations
- Base Salary Rate Calculations

The following workspaces are updated to support the new functionality:

- Compensation Types
- Compensation Agreements
- Companies
- Selection Criterion Specification
- Contact Persons
- Employees

Enhancements to Compensation

Deltek Tracking #619824

Compensation in Maconomy is updated in numerous ways to support the Advanced Costing feature, including:

- Improvements to Compensation Types

- New Compensation Models
- New pay period calendars
- Updated posting methods

Compensation Types

Compensation types are the building blocks of a company's compensation agreements.

Quick facts on Compensation Types:

- Compensation types are the templates for employee compensation agreements.
- Contain information such as maximum and minimum salary amounts for employee agreements.
- Used for defining compensation-specific information for all agreements of the given type.
- Examples: Basic Salary, Pensions, Bonuses, Insurances, and so on.
- All compensation types must by assigned to a Compensation Model.

Additionally, a compensation type can be set up as a percentage of the sum of other compensation types within a Compensation Group. The percentage is then used when calculating gross pay and base salary. See **Compensation Group** for details.

Restrict Compensation Types

You now have the ability to restrict compensation types to the ones that are relevant to your company. Additionally, when setting up compensation agreements for an employee, you can further restrict compensation types to those in the company relevant to the employee.

You can also set up agreements as percentages of the sum of a selection of other agreements. Previously, you could only set up an agreement as a percentage of a "parent agreement."

Additionally, you can set up central control of agreement types meaning that all agreements of the given type cannot be edited at the employee level but are controlled from the agreement type. For example, if an agreement type is a percentage of salary then you can adjust this percentage in one location, directly updating all compensation agreements of the given type.

You can specify:

- In set up, certain agreements are selected by default on new employees.
- A given compensation type applies only to certain employees.
- A compensation type/agreement only applies if a certain percentage of the sum of certain agreements falls within a certain range.

You can calculate gross pay and base salary rates for a selection of employee and a given payment period. In both cases, the result is captured in data sets which reflect the applied compensation agreements and the calculated amounts. You can then inspect and import to these salary data, and retain it as a complete log. Import the calculated gross pay into salary systems, and use the calculated base salary rates to update the base salary rates as specified on employees, which are applied in price calculations for time registrations.

Allowance or Deduction Set Up

You can specify a compensation type as an allowance or a deduction. This means that you can specify positive amounts/percentages for deductions. You can also specify negative amounts and percentages on both allowances and deductions, such as to make adjustments. Either way, the

specification of a compensation type as deduction is a change of the sign in the calculation of gross pay and base salary.

You can also specify if a compensation type contributes to the calculation of gross payment and base salary, respectively. Compensation types are extended with fields for specifying an external description.

Currently you can specify an upper limit on compensation types and compensation agreements used for percentage calculation, with a limit that applies to the pay period. This limit is extended so that you can specify an annual limit (a limit for the calendar year). You can also specify a threshold amount for the pay period as well as annually. If **x** is the result of calculating the percentage of the total amount for the compensation agreements within the specified compensation group and **y** is the threshold, then the calculation will give **x – y** if the amount is positive and zero otherwise (in case **y** is positive).

For gross pay calculations, the pay period limit and threshold cover a calendar period as defined by the pay period calendar of the compensation model, while annual limit and threshold cover a calendar year as defined by the pay period calendar.

For base salary calculations, both the pay period and annual limits/thresholds are scaled down to the calculation period of the base salary calculation.

Condition Groups

Compensation types can be assigned a condition group, which is set up with lower and upper limits. The compensation type is only applicable if the percentage of the sum of the compensations in the group falls within a certain range. Conditional groups work similarly to compensation groups (described below).

Thresholds and Limits

Compensation types can be set up with upper limit and lower thresholds on their pay out.

- Quick facts on thresholds and limits:
    - Thresholds and limits can be setup for pay periods and annually.
    - Gross pay: Pay period calendar defines pay period and calendar year.
    - Base salary: Limit and threshold are averaged down to the entered calculation period.
        o Period limit and threshold cover the period length defined on the compensation type.
        o Annual limits and thresholds cover a year.

Pro Rata Methods

Pro rata methods are designed to handle pay when compensations or employment does not cover the entire calculation period. For example, the pro rata method is used when an employee leaves the job in the middle of the calculation period

This method scales down pay accordingly to effective period, as follows:

- **Gross Pay Calculation**: Uses the method specified on the compensation type / agreement.
- **Base Salary Calculation**: Uses the method specified on compensation model.
-

Calculation Period	Pro Rata Method Details
▪ None	▪ The full amount of the agreement without adjusting for effective time.
▪ Period, Fixed Time	▪ Amount adjusted according to effective working hours in the calculation period.
▪ Period, Calendar Days	▪ Amount adjusted according to effective calendar days in the calculation period.
▪ Period, Week Days	▪ Amount adjusted according to effective week days in the calculation period.
▪ Period, Working Days	▪ Amount adjusted according to effective working days in the calculation period.
▪ Day, Calendar Days	▪ Amount adjusted according to effective calendar days in the average month.
▪ Day, Week Days	▪ Amount adjusted according to effective week days in the average month.
▪ Day, Working Days	▪ Amount adjusted according to the effective working days in the average month.

Compensation Models

Compensation models are a company-wide group of combination types / templates.

Quick facts about compensation models:

- They are a collection of compensation types available for the company employees
- One or more companies can use the same model
- A company may use different model for each division due to country-specific rules
- They contains overall information related to all employee compensations

These groups are referenced from companies, so that one or more companies can use a compensation model. When a new employee or contact person is created in Maconomy, the default compensation model is that of the company. The compensation types available in the setup of compensation agreements are those that belong to the model specified on the contact person. For each compensation model, specify a pay period calendar to use for gross pay calculations. Here the calendar consist of calendar years with smaller periods, which you can chose as date periods to calculate gross pay over.

Compensation Groups

You can set up named groups (sets) of compensation types, which are called "compensation groups." Use these groups to set up compensation types as a percentage of the sum of the compensation types in such a named group. This means that you can set the amount that a compensation type pays out to be dependent on the resulting amount from other compensation types defined in the group. For example, compensation C1 is dependent on the group G1, which

consists of the compensation types C2 and C3. The result is that C1 is a percent of C2 + C3 for the period where C1 overlaps C2 and C3 respectively.

This setup carries over to the corresponding compensation agreement, which is then a percentage of the sum of the agreements whose type belongs to the given group. Note that an employee might not have agreements for each type in a group.

Quick facts about Compensation Groups:

- You can create named groups of compensation types.
- An employee does not need to have agreements for all the compensation types of the group.
- The amount contributed by the compensations in the group depends on the period of overlap.

You can also set up compensation groups in setting up conditions on compensation types/agreements so that they are only applicable if a certain percentage of the sum of the compensation types/agreements (in the named group) falls within a certain range. This means that you can decide if a compensation type should be active (if it pays or not) by creating a dependency on the amount being paid out by a group of other compensation types.

For example, a bonus compensation type C1 may only be paid out if two other agreements, C2 and C3, reach a certain amount. In this scenario, C1 is only paid out if the percent of C2 + C3 falls into a defined amount range. You can set this up by specifying a percentage, a choice of compensation group, and an amount range. See **How to…** instructions for details.

Compensation Agreements

Compensation agreements are based on compensation types / templates, as customized for each specific employee.

Quick facts on Compensation Agreements:

- Employee-specific compensation agreements.
- Used for different agreements such as basic salary, bonuses, pensions etc.
- Employee can have multiple instances of the same agreement.
- You can link from compensation type to compensation agreement.

Linking from Type to Agreement

When a model is assigned to a contact person, then the compensation types in the model marked as mandatory will be created as compensation agreements for the employee.

Also when a mandatory compensation type is removed then the corresponding agreements will also be removed from all employees.

Compensation Types can be linked to Compensation Agreements, via the Linking Rules workspace. This provides the mapping between compensation types and agreements.

You can specify employee selection criteria on agreement types so that the type only applies to employees that meet the given criteria.

Pay and Pay Periods

Updates are made to pay and pay periods, including a new pay period calendar, to support this feature.

Pay Period Calendar

A new pay period calendar system enables you to easily set up pay periods.

Quick facts on pay period calendars:

- A calendar consist of calendar years with pay periods.

- Pay periods are used for calculating gross pay.

- Calendar years and pay periods can be of different sizes.

- Calendar years and pay periods cannot overlap each other or have gaps.

> You cannot change calendar on a compensation model once a gross pay calculation is created for the specific model and calendar

Gross Pay

You can now calculate gross pay in batch for all contact persons within a target group for a given date range, such as the payment period. The calculation is limited to contact persons to whom you have access as per the general access control setup. It is based on the compensation agreements of each contact person and, in the case of employees, the period of employment. The calculation is dependent on the pro rata method of each agreement, but only for cases where the effective period of the agreement is different from the calculation period.

The calculated amount is stored with a specification of each element of the gross pay and base salary at the same level of granularity as the compensation agreements.

Prior Periods

For gross pay calculations we allow the inclusion of gross pay from prior periods in two cases:

- An Employee was hired in the previous period but after the gross pay calculation was approved.

- An Employees terminated date in a previous period is changed since the previous gross pay calculation.

Here we include the days since the hiring date or the previous termination date in the current gross pay calculation.

Pay Periods in Gross Pay Calculation

In the current functionality, you can set up agreements with a start and end date, a pay period (such as monthly or quarterly), a specific amount per period, and a total value of the agreement, which is the amount per period multiplied by the calculated number of pay periods from start to end date of the agreement.

> "Time Units" in Maconomy are now called "Pay Periods."

Pay periods hold a specification of a number of hours, days or months.

The gross pay calculation only supports agreements with a pay period specified in months. The calculation skips contact persons and issues a warning message if there are agreements with a pay period specified in days or hours.

System Parameters

The **Include tax for debtor provisions** system parameter is added to support the new functionality.

- ▪ **Note:** See Deltek Tracking #439477 in this document for more details on this parameter.

Workflow

Compensation Code Setup

1
- •**Set up a pay period calendar.** The compensation model is assigned a calendar during creation. This calendar is used to set up the periods over which you calculate gross pay.

2
- •**Choose the compensation model**. Select the model for which you will create compensation codes for before you create the codes. You cannot create a code and then assign it to a model. It happens during the creation of the code.

3
- •**Set up compensation codes**.
- •**Set up groups of compensation codes** for use on other compensation codes.

4
- •**Assign these codes to compensation models**.

5
- •**Assign compensation models to companies** (multiple companies can be assigned the same compensation model). After a compensation model is assigned to a company, new employees/contact persons in that company inherit this compensation model.

6
- • **Create and maintain compensation agreements** for employees/contact persons

7
- • **Select compensation type for an agreement** (limited to the compensation model of the contact person).

8
- • **Link compensation codes** to allow you to control all compensation agreements of a given type directly from the compensation type.

Compensation Process

1	• **Calculate gross pay and base salary rates** based on the setup of compensation agreements
2	• **Inspect the result of this calculation**.
3	• **Update the information based on the results of the inspection**. Make changes in the setup of compensation agreements, as needed.
4	• **Re-run the calculation**, which then discards the previous calculation for the period. Or, you can **re-run a calculation for a single person** instead of re-rerunning the entire gross pay calculation for the company.
6	• **Approve the calculated amount**. Note that you approve a full gross pay calculation, not for a single person.

7	• Maconomy then does the following:
	  • Creates a journal for the gross pay as expected cost.
	  • Updates the base salary rate on employees.
	  • Logs warnings when there is a date-gap or overlap between the current pay period and the pay period of the approved calculations of the prior period (this is apparent on the next calculation of gross pay / base salary rates).

How to…

This section describes how to use the functionality in Advanced Costing, including the procedures within compensation code setup and the compensation process.

Compensation Code Setup

This section shows you how to perform a simple compensation code setup, including minimum field suggestions. Numerous variations are possible for more complicated variations. Refer to the Field / Descriptions section for details on the functionality of each field.

Note: When working in various compensation workspaces, you must save changes via Approve rather than through typical **Save**.

Set up Pay Period Calendars

1. Go to **Human Resources » Employees » Setup » Pay Period Calendars.**

2. Click New Pay Period Calendar , then enter a name and description on the Create Pay Period Calendar wizard. Click **Create**.

3. Add a calendar year. In the Calendar Year sub-tab, click , then add a **Calendar Year Start** date, such as 01-01-2017. The **Calendar Year End** date defaults to span a year.

4. The Pay Period sub-tab displays with month-long pay period start and end dates listed. Click to accept the default of 12 pay periods of one month each.

Set up Compensation Model

1. Go to **Human Resources » Employees » Setup » Compensation Models » Compensation Model**.

2. Click New Compensation Model , and in the Create Compensation Model wizard, enter the following information, then click **Create**:

   a) Name and Description.

   b) In the Pay Period Calendar field, assign a calendar to this model.

      Note: You can change the calendar as long as you have not yet entered calculations using the compensation model.

   c) In the **Base Salary Method** field, select which pro rata method to use for base salary rate calculations.

3. *Optional Step:* If you want to set up posting rules, on the Compensation Model tab, in the **Posting Reference, Offset** field, select the needed Dimension Combination number, then click **OK**.

4. Enter information in the remaining fields in this workspace as needed, including Currency, and Pay Period. **Note**: If you create a Compensation Type right from the sub-tab, it will inherit information from the Compensation Model.

5. Click **Save** when done.

Set up Compensation Type
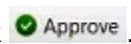
1. Go to **Human Resources » Employees » Setup » Compensation Models » Compensation Types.**

2. Click , then enter a name and description on the Create Compensation type wizard. Click **Create**, then select the type to display it.

3. On the Compensation Type tab and island, select the **Mandatory Agreement** check box to create a related agreement automatically when this type is used.

4. If you would like this compensation type to be used only by specific employees, in the **Selection Criterion Specification** field, select a specification group, or use the related action to create a new one as needed.

5. In the **Default Linking Rule** field, select the needed linking rule if you would like this compensation type updated for specific updates.

6. In the **Allowance / Deduction** field, select Allowance.

7. In the **Pay Period** field, select the payout period for this compensation type, such as Month to indicate once a month.

8. In the Value Limits island, select a Currency to use with this type, as well as Minimum and Maximum monetary amounts to include as a price range, as needed.

9. In the Calculation island, in the **Period, Pro Rata** field, select Period Fixed Time.

10. Select the **Incl. in Gross Pay** and **Incl. in Base Salary Rate** check boxes.

Compensation Process & Common Procedures

Create and Maintain Compensation Agreements
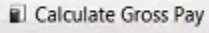
Create and maintain compensation agreements for specific employees/contact persons. These agreements are based on compensation types, and then altered to fit the specific needs for this person.

1. Go to **Human Resources » Employees » Employees » Employees**, and select the needed person.

2. In the Compensation Management island, click in the Compensation Model field to select a model.

3. Click the action drop-down and select Compensation Agreements.

4. In the Compensation Agreement sub-tab, in the **Compensation Type No**. field, select the compensation type on which to base this agreement.

5. Enter **Starting Date** and **Ending Date** information, such as the beginning and end date of a year.

6. In the **Amount, Pay Period** field, enter the amount the person is paid per each agreement pay period (not per calculation pay period).

7. Click the Compensation Types / Documents sliding panel to review the information of the compensation type on which the agreement is based.

8. When set up is complete, click .

Calculate Gross Pay to Use in Payroll Systems

Calculate gross pay for all employees with a specified compensation model for a certain period.

1. Go to **Human Resources » Gross Pay Calculations » Calculation » Calculate Gross Pay.**

2. In the Selection Criteria island, select the **Compensation Model** and **Company No**. used in this calculation.

    Note: You can choose multiple companies by entering a range of company numbers by providing a start and end number in the two **Company No.** fields.

3. In the Calculate island, select the **Calendar Year**, such as 2017, and in **Calculation Period**, select one of the defined periods in the chosen calendar year, such as 01/01/17.

4. Click Calculate Gross Pay .

    Note: If you enter a date range in **Show Results**, this displays certain results in the sub-tab, but has no effect on the calculation.

5. The results display in the Gross Pay Calculations sub-tab. Review as needed to evaluate, such as to see flags in the **No. of Warnings** field.

To Calculate Gross Pay by Contact Person

To calculate gross pay by contact person, complete the steps above, and then follow these steps:
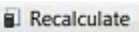
6. Click on the Gross Pay tab to see details by contact person.

7. Review information on the Gross Pay and Gross Pay Line sub-tabs and make adjustments as needed. For example, if the pay must be adjusted for this calculation, update the **Gross Pay, Agreement Currency** field.

> You can only have one unapproved Gross Pay Calculation line open at a time, and only one approved calculation change for the same period.
>
> Any changes in the Gross Pay Calculations sub-tab only update this particular calculation, and do not update the overall agreement.
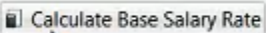
8. Click **Save**.

    Note: Click Recalculate to undo any changes made to the calculation result, and recalculate the gross pay according to the agreement setup.

Calculate Base Salary Rate to Use in Payroll Systems

Calculate gross pay for all employees with a specified compensation model for a certain period.
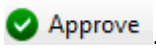
1. Go to **Human Resources » Base Salary Rate Calculations » Calculation » Calculate Base Salary Rate.**

2. In the Selection Criteria island, select the **Compensation Model** and **Company No**. used in this calculation.

    Note: You can choose multiple companies by entering a range of company numbers by providing a start and end number in the two **Company No.** fields.

3. 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.

4. Click Calculate Base Salary Rate .

    Note: If you enter a date range in **Show Results**, this displays certain results in the sub-tab, but has no effect on the calculation.

5. 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.

To Base Salary Rates by Contact Person

To calculate gross pay by contact person, complete the steps above, and then follow these steps:

6. Click on the Base Salary Rates tab to see details by contact person.

7. Review information on the Base Salary Rate Header and Base Salary Rate Line sub-tabs and make adjustments as needed. For example, if the base salary must be adjusted for this calculation, update the **Base Salary** field. You can recalculate the results if needed for the chosen employee.

8. Go to the Calculate Base Salary Rate tab, and click .

> For gross pay calculations, you can only have one approved calculation change for the same period. For base salary rate calculations, you can have multiple approved calculations in the same period, but the employee base salary rate will be the result of the latest calculation.
>
> For both gross pay and base salary rate calculations, you can only have one unapproved calculation for the same models and companies.
>
> The approval updates information on the Base Salary Rates tab, as well as in the related Employee workspace, and Employee Revisions.

Upgrading

At upgrade, one compensation model will be created and all compensation types will be added to the compensation model. All companies and contact persons (and their corresponding compensation agreements) will also be updated to refer to this one compensation model.

Compensation types and agreements will be marked type 'Allowance' and will be marked for inclusion in both gross pay and base salary rate.

Overhead Rate Maintenance

Deltek Tracking #612000

In Maconomy, the total cost rate for time can be specified in a number of places, such as in the employee card and on price lists. This total cost rate is the sum of overhead rate plus base salary rate (total cost rate = overhead rate + base salary rate), both of which can also be specified on employees and in price lists.

The new overhead rate features allows you to specify the overhead rate as a percentage of the base salary rate in the Employees and Employee Revisions workspaces. With this setup, the overhead rate as an amount is updated by Maconomy when you change the base salary rate on the employee, based on the specified percentage. For example, if the overhead rate is specified as a percentage on an employee and you update the base salary on that employee through an import or batch update, then the overhead rate is updated. You can still maintain the overhead rate as an amount, so that it does not link to the base salary rate via the overhead rate percentage, and instead becomes an independent value.

Maintenance of Employee Overhead Rate Setup

Set up the overhead rate on employees via the **Overhead Rate** field. Update directly (or through import). This extends so that you can specify overhead rate as a percentage and at a higher level, such as by company, G/L dimensions and the references to option lists. This is specified as a percentage. From this higher-level specification, you can update the corresponding employees.

Update Employee Overhead Rate Workspace

This window enables you to update the overhead rate as amount or as a percentage of base salary rate on employees in batch based on a setup of percentages specified by combinations of dimensions.

How To…

Set Up Batch Overhead Maintenance

1. Go to **Human Resources » Employee Overhead Cost Rate Maintenance**.
2. Go to the Employee Overhead Rate Specification Lines sub-tab.
3. Enter criteria in the lines for batch processing. If criteria is entered in columns, it must match employee criteria exactly in order to apply, however the columns without values do not have to match. Then, lines are applied in consecutive order. For example, line 1 is applied first to find matching employees, then line 2, and so on.
4. Go to the Employee Overhead Rate Specification tab and click **Update Employees** action to update employees with the Employee Overhead Specification.

Create New Overhead Maintenance Specification

1. Go to **Human Resources » Employee Overhead Cost Rate Maintenance**.
2. Go to the Employee Overhead Rate Specification Lines sub-tab.
3. To create a new specification, click **+**, or to base a new specification on an existing specification, click **Copy Overhead**.
4. Enter General information as follows:

- **Name**   Enter the name of the employee overhead specification.

- **Description**   In this free text field, enter a description for the employee overhead specification.

- **Access Level**   Use this field to specify an access level name for specification. This means that this line is only available to users with the access level indicated.

- **Closed**   This field shows if the specification has been closed.

- **Effective From**   Enter the date from which the employee overhead specification should be applied.

5. Click **Save**.

Change Overhead Manually

To change employee overhead rate manually:

1. Go to **Human Resources » Employees**.
2. From the filter, select an employee.
3. Go to the Employee Revisions sub-tab.
4. In the **Overhead Maintenance** field, select **Employee Specific**.
5. Go to the Employee Information tab.
6. In the Overhead Maintenance field
7. If overhead rate is a percentage of salary, in the **Overhead Rate %** field, enter the percentage amount, such as 5.
8. If the overhead rate is a set dollar amount, in the Overhead Rate field, enter the amount.

Change Overhead By Batch

To change employee overhead rate via batch job:

1. Go to **Human Resources » Employee Overhead Cost Rate Maintenance**.
2. Go to the Employee Overhead Rate Specification tab and click **Update Employees** to update employees with overhead maintained by batch.

Enhanced HR Functionality

Deltek Tracking #593215

The enhanced Employees workspace in Maconomy allows you to store critical employee information. The changes made to the existing Employees workspace allow you to capture more detail on employee background, emergency contacts, qualifications, work eligibility, and other key data points.

This feature includes the following enhancements and updates:

- Add new employee name fields to Maconomy
- Block user when blocking employee
- New employee fields & Talent Management integration updates
- Enhanced employee workspace for storing HR data

Changes to Maconomy

The following changes and updates allow you to utilize these new features in Maconomy:

New Tabs in the Employees workspace:

- Employee Information
- Users
- Emergency Contacts
- Positions
- Skills
- Education and Qualifications
- Evaluations
- Employee Relations
- Parental Status
- Relocation
- Work Eligibility
- Company Properties

New Fields in the Employees workspace:

- Length of Service Date
- Length of Service

Add New Employee Name Fields to Maconomy

Deltek Tracking: 703289

As part of this feature, new employee name fields are added to the Employee and Contact Persons workspaces. These fields are added to support the Talent Management integration.

The following fields are added:

1. First Name

2. Middle Name

3. Last Name

4. Maiden Name

5. Formal First Name

6. Formal Last Name

First, Middle, and Last Names

In order to accommodate Talent Management and other systems that use separate fields for employee and contact names, Maconomy is updated to use separate fields for first name, middle name, and last name.

Preferred and Formal Names

Preferred names can be used when a person's preferred name differs from their formal or legal name. The preferred name is then

The following table provides details on how preferred name fields are used:

First Name	Use this field to enter the person's preferred first name. The field is only available if F/M/L names are enabled, in which case it is mandatory.
	If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Middle Name	Use this field to enter the person's preferred middle name. The field is only available if F/M/L names are enabled.
	If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Last Name	Use this field to enter the person's preferred last name.
	The field is only available if F/M/L names are enabled, in which case it is mandatory. If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.

Formal names are the employee's legal name or how they are officially known.

The following table provides details on how preferred name fields are used:

Formal First Name	Use this field to enter the person's formal first name. The field is only available if formal names are enabled, in which case it is mandatory.
	If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Formal Middle Name	Use this field to enter the person's formal middle name. The field is only available if formal names are enabled.

| Formal Last Name | Use this field to enter the person's formal last name. |
| | The field is only available if formal names are enabled, in which case it is mandatory. |

Setup Instructions

In order to use First/Middle/Last Name fields and formal and preferred names for employees and contact persons, you must enable two system parameters in Maconomy.

System Parameters

Use first/middle/last names on employees and contact persons	This parameter enables F/M/L names on employees and contact persons.
	When the parameter is enabled, Maconomy calculates F/M/L names from the existing name on the employee. Because both first and last name are mandatory, it is required that all employee names consist of at least two names.
	The name fields are calculated so that if fields contain two names, it is split on first and last name. If fields contain three names, it is split into first, middle, and last names. If fields contain more than three names, all but the two last names are added to the first name field.
Use both formal and preferred name on employees and contact persons	This parameter enables formal names on employees and contact persons.
	When the parameter is enabled, Maconomy calculates F/M/L names from the existing name on the employee. Because both first and last name are mandatory, it is required that all employee names consist of at least two names.
	The name fields are calculated so that if fields contain two names, it will be split on first and last name. If fields contain three names, it is split into first, middle, and last names. If fields contain more than three names, all but the two last names are added to the first name field.

Block Users When Blocking Employee

Deltek Tracking: 715281

A system parameter is added to block users that are assigned to an employee who is blocked. When an employee is blocked, any user accounts belonging to that employee are blocked immediately as well.

Employees who are tied to an administrator account are not blocked. Instead, a warning message is displayed indicating that the user is an administrator and cannot be blocked.

System Parameters

Block users when blocking employee	This parameter sets the field **Password Blocked** on a user account when an employee tied to that user is blocked. This results in the user being blocked.

Maconomy Employee Fields & Talent Management Integration Updates

Deltek Tracking: 715281

A number of new fields are added to the Employees and Employee Revisions workspaces to support the integration with Talent Management. The integration is also updated to ensure that the field information is sent appropriately from Talent Management to Maconomy. Other fields are updated to support Talent Management data types and flow from Talent Management to Maconomy.

1.1   Contact Person

1.1.1   Card Part

Island: Contact Person

Title	Use this field to enter a personal title (for example, Mr., Ms., Dr.) for the person. Maconomy suggests values for the option list 'Personal Titles' but it is possible to enter any value.
Maiden Name	Use this field to enter the contact person's maiden name.
Name in Local Alphabet	Use this field to enter the contact person's name in his local alphabet.
Personal E-mail	Use this field to enter the contact person's personal e-mail address.

Island: Employee Information

Previous Employee No.	Use this field to add an employee number from a previous position. Maconomy issues a warning if you enter the number of an existing employee.

1.2   Employees

1.2.1   Card Part

Island: Employee Information

Maiden Name	Use this field to enter the contact person's maiden name.
Name in Local Alphabet	Use this field to enter the contact person's name in their local alphabet.
Willing to Relocate	Use this field to note if the employee is willing to relocate.

Island: Employment

Alternative Job Title	Use this field to register a job title with a different classification level than Position field. The field corresponds to a similar field in Talent Management.
EEO Classification	Use this field for equal employment opportunity tracking. The field corresponds to a similar field in Talent Management.
Date Employed	The functionality of this existing field is changed so that time sheet registrations are no longer validated against this field. Instead, they are validated against the new 'Time Sheet Start Date' field. Likewise, calculation of missing time sheet notifications is based on 'Time Sheet Start Date' field.
Termination Date	The functionality of this existing field is changed so that time sheet registrations are no longer validated against this field. Instead, they are validated against the new 'Time Sheet End Date' field.
Time Sheet Start Date	Use this field to enter the date the employee starts using timesheets. Maconomy will automatically keep the field synchronized with the 'Date Employed' field unless you manually enter a different value.
Time Sheet End Date	Use this field to enter the date the employee stops using timesheets. Maconomy will automatically keep the field synchronized with the 'Termination Date' field unless you manually enter a different value.
Previous Employee No.	Use this field to enter an employee number for a previous employment. Maconomy issues a warning if you enter the number of an existing employee.

Island: Address

Title	You can use this field to enter a personal title (for example, Mr., Ms., Dr.) for the employee. Maconomy suggests values from the option list 'Personal Titles' but it is possible to enter any value.

Island: Address

Personal E-mail	Use this field to enter the employee's personal e-mail address.

Island: Personnel Requisition

Personnel Requisition	When Talent Management integration is enabled, this field displays the requisition no. from Talent Management. When Talent Management integration is disabled, the functionality is unchanged. The Maconomy personnel requisition is displayed.

1.2.2 Table Part

Maiden Name	Use this field to enter the contact person's maiden name.
Name in Local Alphabet	Use this field to enter the contact person's name in their local alphabet.
Willing to Relocate	Use this field to note if the employee is willing to relocate.

Alternative Job Title   Use this field to enter a job title with a different classification level than Position field. The field corresponds to a similar field in Talent Management.

EEO Classification   Use this field for equal employment opportunity tracking. The field corresponds to a similar field in Talent Management.

Time Sheet Start Date   Use this field to enter the date the employee starts using timesheets. Maconomy automatically keeps the field synchronized with the 'Date Employed' field unless you manually enter a different value.

Time Sheet End Date   Use this field to enter the date the employee stops using timesheets. Maconomy automatically keeps the field synchronized with the 'Termination Date' field unless you manually enter a different value.

Title   Use this field to enter a personal title (for example, Mr., Ms., Dr.) for the employee. Maconomy suggests values from the option list 'Personal Titles' but it is possible to enter any value.

Personal E-mail   Use this field to enter the employee's personal e-mail address.

1.3   Print: Employees

The new fields can be added to custom layouts but they are not included on the standard print layouts.

Enhanced Employee Workspace for Storing HR Data

Deltek Tracking: 565003

In order to store more in-depth employee data in Maconomy, the Employee workspace is updated to include the following single dialogs:

- Employee Relations
- Emergency Contacts
- Parental Status
- Relocation
- Education and Qualifications
- Work Eligibility
- Evaluations
- Company Properties

These single dialogs act as extensions of the existing Employee workspace and add new functionality to the core HR tools.

"How to" Section

Add Employee Relations

Human Resources » Employees » Employees » Employee Relations

The Employee Relations workspace allows you to add employee relationships and report on outcomes and sanctions that result from those relationships.

To add employee relations, perform the following steps:

1. In the **Employee Relation Type Field**, enter the type of employee relationship.

2. In the **Reported Date** field, enter the date that the employee relationship is reported.

3. In the **Issue Summary** field, enter the summary of the employee relationship.

4. Complete any relevant remaining fields, including outcome information as needed.

Note: There are three additional text fields in the workspace to allow for additional notes or comments.

Add Emergency Contacts

Human Resources » Employees » Employees » Emergency Contacts

The Emergency Contacts workspace allows you to add individuals who server as emergency contacts for an employee. This list can also contain dependents.

To add emergency contacts, perform the following steps:

1. In the **Contact Type** field, select a type.

2. In the **Dependent** field, select the checkbox if the contact is the employee's dependent.

3. In the **Emergency Contact** field, select the checkbox if the contact is an emergency contact for the employee.

4. Complete all relevant information fields for the contact.

Note: There are 3 additional text fields in the workspace to allow for additional notes or comments.

Add Parental Status Information

Human Resources » Employees » Employees » Parental Status

The Parental Status workspace allows you to add parental leave information to an employee record in Maconomy.

To add parental status information, complete the following steps:

1. In the **Parental Status Type** field, select the status type.

2. In the **Description** field, enter a description or summary of the parental status.

3. Complete the date fields as needed.

Note: There are three additional text fields in the workspace to allow for additional notes or comments.

Add Relocation Information

Human Resources » Employees » Employees » Relocations

The Relocations workspace allows you to track employee relocation information.

To add relocation information, complete the following steps:

1. In the **Relocation Type** field, select the type of relocation.

2. In the **Description** field, enter a description of the relocation.

3. Complete the date fields as needed.

Note: There are three additional date fields to use for other important dates and three additional text fields for other information related to the employee relocation.

Add Education and Qualifications

Human Resources » Employees » Employees » Education and Qualifications

The Education and Qualifications workspace allows you to track employee education, credentials, and other job-related qualifications.

To add employee education and qualifications information, complete the following steps:

1. In the **Country** field, enter the country of the institution.

2. In the **Qualification Type** field, enter the type of qualification.

3. In the **Qualification Suffix** field, enter the suffix or abbreviation of the qualification.

4. In the **Institution** field, choose the name of the institution.

5. In the **Education Subject** field, enter the subject of qualification.

6. In the **Qualification Level** field, enter the qualification level.

7. Complete the remaining date and informational fields as needed.

Note: An additional field, **Qualification Held (Years)**, calculates the number of years the employee has had the qualification.

Add Work Eligibilities

Human Resources » Employees » Employees » Work Eligibilities

The Work Eligibilities workspace allows you to track employee eligibility status and related documents.

To add work eligibility information, complete the following steps:

1. In the **Eligibility Country** field, select the country where the employee is eligible to work.

2. In the **Eligibility Status** field, select an eligibility status from the option list specified on the country.

3. In the **Eligibility Type** field, select the type of eligibility from the popup values.

4. In the **Eligibility Document** field, select the eligibility document from the Eligibility Document status option list specified on the country.

5. In the **Document Number** field, enter the document number or ID.

6. Complete remaining fields as needed, including date and issuer information.

Note: There are three additional text fields for additional notes, and three additional date fields for other tracking purposes.

Add Employee Evaluations

Human Resources » Employees » Employees » Employee Evaluations

The Employee Evaluations workspace allows you to track employee evaluation information, training needs, and relevant documentation.

To add evaluation information, complete the following steps:

1. Complete the date fields to indicate the beginning and end of the evaluation period.

2. In the **Evaluation Ranking** field, select the ranking from the popup values.

3. In the **Training Needs** field, enter any training needs for the employee.

4. In the **Performed By** field, enter the employee number of the evaluator.

Note: There are two additional text fields for additional notes.

Add Company Properties

Human Resources » Employees » Employees » Company Properties

The Company Properties workspace allows you to enter and track information on property owned by your company. This includes model and year information, as well as leasing and insurance costs. This information relates to property held by specific employees.

To add information on company properties:

1. Complete the date fields to track the time period that the employee will have the property in their possession.

2. In the **Reason** field, choose a reason from the popup options.

3. In the **Model** field, enter the model name or number of the property.

4. In the **Year** field, enter the year of the property.

5. In the **ID** field, enter the ID or serial number of the property.

6. Complete the cost fields as needed.

Note: There are two additional text fields for additional notes.

Setup Instructions

Popup Fields

Perform setup procedures in the Popup Fields sub-tab of the System Setup workspace (**Setup System » Setup » Parameters and Numbers » Popup Fields**)**.** You can create values to reference for various fields in all workspaces.

Option Lists

You can also setup option lists for certain fields, including Education and Qualifications and Evaluations. Create a new option list in the Option Lists sub-tab of the System Setup workspace (**Setup System » Setup » Parameters and Numbers » Option Lists**).

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Job Registers

The Job Registers workspace allows managers to better identify and mitigate risk over the lifecycle of a job. This feature allows you to record actual or anticipated risks directly on a job, and track mitigation costs. You can use Maconomy to track risk characteristics, such as cost, probability percentage, weighted cost, due date for mitigation, owner, impacts, and time needed.

You can also record and track change requests as needed. Maconomy enables you to track the attributes of job changes, including description, time, cost, status, the reason for the change, and who initiated it.

Job Registers use the concept of budgeted and actual risk funds so that risks are tracked as budget line items on a job. This allows you to track monetary and time-related impacts on the job and enter risk information as the need to do so occurs.

This feature includes:

- Job Registers Window
- Task Lists and Budgeted Risk Fund
- Ability to Copy a Job Risk Register
- Support Doc Archive Attachments
- Support Job Templates
- Import of Risks and Changes
- Notification for Job Risk Line Owner

Changes to Maconomy

The following workspace is added:

- Job Registers

    Note: This workspace is embedded within the Jobs workspace. It is visible to you when you click a notification.

The following single dialog workspaces are added:

- Job Registers
- Job Risk Registers
- Job Change Registers
- Job Risks
- Job Changes

The following popup field types are added:

- Risk Status
- Risk Profile
- Risk Type
- Risk Category
- Change Status
- Reason for Change
- Change Initiated By

Job Registers Window

Deltek Tracking: 560151

Job Cost » Budgeting » Job Registers

The Job Registers workspace encompasses both **Risk** and **Change** registers. The Job Register tab in the workspace displays summary information for both risks and changes. It also allows you to specify selection criteria for both.

The Job Registers window allows you to view budgeted and assigned risk funds. You can create Risk Fund items and assign them a quantity, base cost, and billing price. This is completed as part of the job budget lines.

"How to" Section

The Job Registers workspace allows you to add and manage risks and changes to jobs.

Add a New Risk

To add a new risk you must add information for:

- Description
- Costs
- Mitigation

Risk

1. Go to the Risks sub-tab.

2. Click New Risk.

3. Enter the name of the risk.

4. Click New Risk.

5. In the **Status** field, select a risk status from the drop-down list.

6. In the **Type** field, select a risk type from the drop-down list.

7. In the **Category** field, select a risk category from the drop-down list.

8. In the **Description** field, enter a description of the risk.

9. In the **Probability %** field, enter the anticipated probability that the risk will occur.

10. In the **Owner** field, click to search for an individual to assign as the risk owner.

    Note: Risk owners can receive notifications on upcoming job risk due dates.

11. In the **Due Date** field, select a date from the drop-down.

    Note: The due date is considered the deadline for risk mitigation by the job manager or risk owner.

Costs

1. In the **Impact on Hours** field, enter the estimated impact that the risk has on the job.

2. In the **Assigned Risk Fund** field, enter the estimated financial impact the risk will have on the job.

3. Complete any additional relevant fields.

Mitigation

1. In the **Mitigation** field, enter a description of the mitigation.

2. In the **Mitigation Probability** field, enter a value to represent the probability that the mitigation will impact the risk.

3. In the **Mitigated Hours** field, enter the hours to mitigate.

Add a New Change

In comparison to a risk, a change represents a change in job budget or scope. This normally impacts the billing price of a job.

To add a new change, you must add information for:

- Description
- Costs
- Billing Price
- Impact

Change

1. Go to the Changes sub-tab.

2. Click **New Change**.

3. In the **Name** field, enter the name of the change.

4. In the **Status** field, select a status from the drop-down list.

5. In the **Reason for Change** field, select a reason from the drop-down list.

6. In the **InitiatedBy** field, select a value from the drop-down list.

7. In the **Initiated Date** field, select a date.

8. In the **Description** field, enter a description of the change.

9. In the **Contact** field, enter the name of the contact who asked for the change.

Costs

1. In the **Hours** field, enter the number of hours the change will take.

2. In the **Cost Price, Time** field, enter the cost.

3. In the **Cost Price, Amount** field, enter the cost.

Note: The other fields in this section, **Cost Price, Enterprise** and **Cost Price, Amount, Enterprise,** are calculated fields.

Billing Price

1. In the **Billing Price, Currency** field, enter the amount for billing.

Approve a Change

To approve a change:

1. In the details sub-tab, click **Approve**.

   Note: When you click Approve, your name and the date are stamped onto the Approved by and Approval Date fields in the Approval section. This type of approval is not subject to an approval hierarchy and is considered fully approved once you click the button.

Add a Risk Fund Task

You can mark a task as a risk fund task in order to assign its value to the Budgeted Risk Fund. For tasks marked "Risk Fund", all job budget lines from the current job budget are summed up on the job register as the Budgeted Risk Fund amount.

For more information, see the following **Task Lists and Budgeted Risk Fund** section.

Setup Instructions

Popup Fields Setup

System Setup » Parameters and Numbers » Popup Fields

The Job Registers workspace uses popup fields to store values for various new fields.

The following are examples:

- Job Risk Category
    - Services
    - Customer/Stakeholder
    - Team and Job Manager
    - Partners and Sub-consultants
    - Contact, Legal, Liability, etc.
    - Other
- Job Risk Profile
    - High
    - Medium
    - Low
- Job Risk Status
    - Identified
    - Emerging
- Job Risk Type
    - Threat
    - Opportunity
- Job Change Initiated By
    - Customer
    - Self Initiated
    - Third Party
- Job Change Reason
    - Scope of Job Increased
    - Scope of Job Decreased
    - Additional Requirements
- Job Change Status

o   Identified

o   Requested

o   Rejected

o   Approved

Maconomy Global Setup

The following new popup types are available for use with this feature:

- Risk Status
- Risk Profile
- Risk Type
- Risk Category
- Change Status
- Reason for Change
- Initiated By

Task Lists and Budgeted Risk Fund

Deltek Tracking: 725422

This feature allows you to mark tasks as "Risk Fund" tasks. The **Risk Fund** checkbox allows you add a task to be part of the Budgeted Risk Fund. Job Budget Lines from the task are summed up in the Job Registers pane. The Budgeted Risk Fund contains all of the job budget lines that are marked as risk fund items.

"How to" Section

You can select the **Risk Fund** checkbox on a task line in the Jobs workspace.

To mark a task as a risk fund task:

1. Go to the Job Cost workspace.

2. Locate the task line that you want to mark as a risk fund task.

3. Click the **Risk Fund** checkbox for the task line.

4. Click ⊞ to save.

Setup Instructions

There is no additional setup required for this feature.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Ability to Copy a Job Risk Register

Deltek Tracking: **624939**

Job Cost » Budgeting » Job Registers

You can copy risks from a job register in the event that the information in a previously created risk register matches the risk information you need for another job. This is similar to the "Copy Job Budget" feature in that all information from the selected risk information from the selected job is copied to the current job.

"How to" Section

To copy a risk register from an existing job:

1. Go to **Job Cost » Budgeting » Job Registers**.
2. Find the **Job Number** of the job that contains the registers you want to copy.
3. Go to the job you want to copy the registers to.
4. Click **Copy Risks From Job**.
5. In the wizard that appears, enter the **Job Number** you selected in step 2.
6. Click **Copy Risks From Job**.

Note: To copy **Changes** from a job, follow the same steps but select the corresponding button in Maconomy.

Setup Instructions

In order to copy a risk register from an existing job, you must be sure that the job that you want to copy to does not have important risk register information. When you copy a risk register, it overwrites the existing register. The same is also true for the Copy Changes action.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Support Document Archive Attachments

Job Cost » Budgeting » Job Registers

Deltek Tracking: 619605

The Job Registers feature supports attachments. You can add a document to a change, such as an accepted change request document.

"How to" Section

Add a Document to a Change

To add a document to a new change request:

1. In the **Changes** sub-tab, click **New Change**.
2. Complete all necessary change information.
3. In the menu bar, click **Attach Document**.

   The Open file dialog opens and you can select a file from your local machine.
4. Select the file you want to add.
5. Click **Open**.

The file is added to the document archive and assigned an **Archive No.** and **Description** in the change Details tab.

Review Documents Added to a Change

To review documents that have been added to a change:

1. In the left pane in the Changes sub-tab, select the change you want to review.

2. In the right pane, click the **Documents** tab.

   All documents that are attached to the change are listed. The following additional actions are available from this view:

   ▪ Update

   ▪ Export

   ▪ Show

   ▪ Lock

   ▪ Unlock

   ▪ Export to Excel

   ▪ Add New

Setup Instructions

There is no additional setup required for this feature.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Support Job Templates

Job Cost » Budgeting » Job Registers

Deltek Tracking: 615877

This feature allows you to create a new job from a template job that already carries risks and changes. The existing risks and changes are copied to the new job from the template job.

Note: Job register-related document archives are not copied to the new job.

"How to" Section

To create a job from a template, follow the standard process. When you create a job from a template, all risks and changes are copied from the template job to the new job.

Setup Instructions

To use a job as a template, it must contain all of the standard information you require. There is no additional setup required for this feature.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Import of Risks and Changes

Job Cost » Budgeting » Job Registers

Deltek Tracking: 615875

The existing Import Jobs program is extended to additionally support risks and changes.

Setup Instructions

There is no additional setup required for this feature.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Notification for Job Risk Line Owner

Deltek Tracking: 599352

Job Cost » Budgeting » Job Risk Registers » Job Risk Registers

Job Cost » Budgeting » Job Risks workspace » Job Risks

The Notification for Job Risk Line Owner feature allows a named employee to receive a notification when the risk due date is approaching. You can use the **Owner** field in the Job Risks sub-tab to select an owner.

The Due Date for a risk is generally based on when the manager expects mitigation to occur *at the latest* in order to avoid full impact to the job scope or budget. Maconomy sends notification to the risk owner **20 days** before the risk due date. This notification takes the assigned user to the Risks subpane of the Jobs workspace to take action.

"How to" Section

To select an owner to send a notification to in the **Job Risk Registers** workspace:

1. Complete all relevant fields in the Job Risk Registers sub-tab.

2. In the Job Risks sub-tab, complete all necessary fields.

3. In the **Owner** field, select an employee as an owner to send the risk notification to.

4. In the **Due Date** field, select a date.

   Note: If you do not select a due date, the owner will not receive a notification.

5. Complete any other relevant fields.

6. Click **Save**.

To select an owner to send a notification to in the **Job Risks** workspace:

1. Click ⊕ to create a new Job Risk record.

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2. Complete all Risk, Costs, and Mitigation information as needed.

3. Under **Risk**, in the **Owner** field, select the employee to assign as the owner of the Risk record.

4. In the **Due Date** field, select a date.

5. Note: If you do not select a due date, the owner will not receive a notification.

6. Click **Save**.

Setup Instructions

There is no additional setup required for this feature.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Organizational Changes Workspace

Deltek Tracking #585156

General Ledger » Organizational Changes

Maconomy provides several functionalities in multiple workspaces to assist you in making organizational changes. In this release, the Organizational Changes workspace is introduced to provide a convenient way to address organizational changes in one workspace.

The following features provided in Maconomy are brought together as sections within the Organizational Changes workspace:

- Dimensions

- Reporting Structures

- Employees

- Job Transfers

This workspace enables you to create and work on organizational tasks such as the following:

- Transferring an employee to a new departments

- Creating, editing, and merging departments

- Editing employee records when an employee leaves the company

- Transferring jobs

- Reallocating job entries

Note: The existing functionalities are still available in their original workspaces. The Organizational Changes workspace serves as a go-to workspace to enable you to do all organizational changes easily in one workspace. All information created, modified, or deleted in the Organizational Changes workspace or in each separate workspace are linked.

For example, if you create or modify an employee record in **Human Resources » Employees**, the same information is displayed in **General Ledger » Organizational Changes » Employees**.

Changes to Maconomy

The following workspace is added:

- Organizational Changes workspace

Approval Hierarchies for Job Creation

Deltek Tracking #585155

Approval Hierarchy for Jobs

Deltek Tracking # 585211

Approval hierarchies in Maconomy now supports the approval of jobs. The **Job** approval type is added to the Approval Hierarchies workspace to enable this feature.

The approval of jobs is similar to the existing functionality for approving new customers and vendors. However, the job approval process is different if you have specified an access level to a job. All users who are involved in the approval of that job must have the same access level. If they are not assigned the same access level, they cannot access that job in order to submit, approve, or reject it.

This feature enables you to do the following:

- Specify whether all created jobs are automatically blocked from registration and invoicing until they are approved.

- Specify what fields should be edited when a job is approved or rejected at each phase.

- Specify rules to determine what fields must be updated in each approval phase. For example, if the value in the Year field on a job has been modified, you can make it mandatory to update the value in the Start and ending field to provide accurate information.

- Designate which user, user role, or user group can submit and approve jobs.

- Specify which users get notifications when a job is approved.

- Specify what a user or user role can do in different companies. For example, if a user has access to jobs in two companies, you can give the user access to submit jobs in only one of them.

- Specify whether users can manually change job status and unblock jobs for registration and invoicing.

- Select a default job state for when a job is created.

- Set up an approval process that utilizes multiple job approval phases.

- Define what should happen at each approval phase.

- Ability to submit, approve, or reject a job depending on the user.

  Note: This functionality is only visible is approval hierarchies is enabled for jobs.

- View the approval status for both main and sub jobs.

Changes to Maconomy

The following workspaces are updated:

- System Setup

- Approval Hierarchies

- Jobs

- Notifications

- User Action Groups

- Main Jobs

Deltek Talent Management Integration – Phase 2

Deltek Tracking #548518

The Deltek Talent Management / Maconomy integration is updated for Phase 2, which includes these improvements:

- Integration is now bi-directional, with Maconomy storing master data.
- New fields to facilitate synchronization
- Updated employee name synchronization
- Updated integration configuration
- New system parameters

Note: See the *Deltek Maconomy Integration Guide with Talent Management* for details on using these new features, and the Appendix of this document for related field / descriptions.

Bi-Directional Integration

Deltek Tracking: 723094

Previously, the Talent Management / Maconomy was a one-way integration that synchronized data from Talent Management user to Maconomy employee.

To support a single point data entry solution, the integration is updated to a bi-directional process, where Maconomy sends employee update to the Talent Management user after the Talent Management user is imported to Maconomy.

This new process also enables Human Resources users to use one system for updating data. Since Maconomy can capture more data on employees than Talent Management can, Maconomy now stores the master data.

Workflow

1	• Create a user in Talent Management.
2	• On-board a user in Talent Management.
3	• The onboarded user is synchronized with Maconomy and a Maconomy employee is created.
4	• Update employee data in Maconomy. The changes are sent back to Talent Management for the integrated fields.
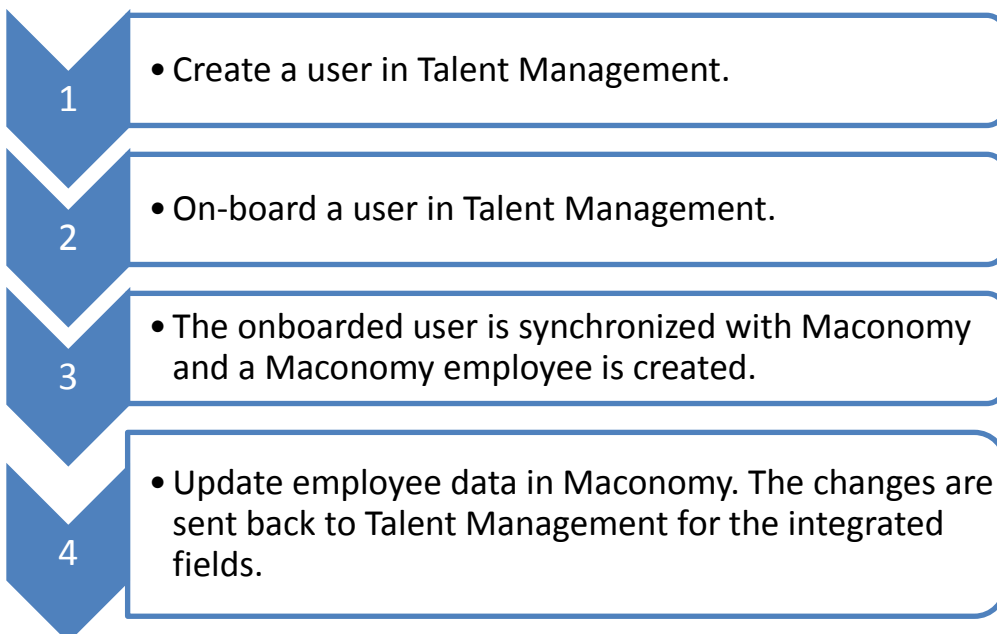
Importing New Hires from Talent Management to Maconomy

When a Talent Management user with a "new hire" status is imported to Maconomy, all linked fields are copied from Talent Management user to Maconomy employee. This integration was updated to include more name fields and to support configurable company number derivation.

New name fields in the Employee workspace in Maconomy are updated to derive from the Talent Management user, as follows:

- Formal First Name derives from user first name.

- Formal Middle Name derives from user middle name.

- Formal Last Name derives from user last name.

Company number derivation is extended with an extra option. The updated integration supports the previous method when the company number is derived from Talent ManagementTalent Management user top org level unit, and a new method when the company number is derived from Talent ManagementTalent Management user onboarding from custom field.

Note: Employee country derivation remains the same as in the previous Maconomy version.

Synchronizing Already-Linked Data

You can synchronize Talent Management user data with an already linked Maconomy employee. Previously, this was one way synchronization, where any changes to user in Talent Management were copied to Maconomy employee.

Now with the bi-directional synchronization, most of the data is synchronized from Maconomy employee to Talent Management user. The exceptions are the fields: Position, Soc. Security No. (SSN), and Termination Date. The data to these fields always comes from the Talent Management user and must be entered in Talent Management.

The update actions remain the same as in previous Maconomy versions. The update can be done either to one employee by using the **Sync. with Talent Management** action or to all linked employees by using the **Sync. All Empl. with Talent Management** action.

Note: When any linked Maconomy employee field is updated, the updates are pushed to Talent Management user.

Note: Off-boarded user synchronization is not changed.

Linking Existing Maconomy Employee to Existing Talent Management User

You can still link an existing Maconomy employee to an existing Deltek Talent Management user, but most of the data is sent from Maconomy to Talent Management. A Talent Management User ID must be entered on Maconomy employee. Upon entering this User ID, Maconomy does the following:

- Retrieves the Talent Management user Position, SSN, and Termination Date, and updates the existing Maconomy employee.
- Creates a background task which reads all other linked fields and updates Talent Management user with data from these fields.

Field Mappings

The table below shows field mappings between Talent Management user and Maconomy employee. The general rule is that all fields are copied from Talent Management to Maconomy when importing new hires. After that, all fields are copied from Maconomy to Talent Management when synchronizing the data. Read remarks for the exceptions.

Deltek Talent Management field	Maps to Maconomy Field	Remarks
User ID	Talent-Management User Id	Can be entered upon employee creation.
Employee ID	Employee No.	The Employee ID in Talent Management is assigned to the Employee Number of Maconomy.
First Name	Formal First Name	Never copied from Maconomy to Talent Management.
Middle Name	Formal Middle Name	Never copied from Maconomy to Talent Management.
Last Name	Formal Last Name	Never copied from Maconomy to Talent Management.
First Name	First Name	This field is copied from Maconomy to Talent Management on employee synchronization.
Middle Name	Middle Name	Never copied from Maconomy to Talent Management.
Last Name	Last Name	Never copied from Maconomy to Talent Management.
SSN	Soc. Security No.	Always copied from Talent Management to Maconomy. Closed in Maconomy.
E-mail	Personal Email Address	Read section Email Address
E-mail	E-mail	Read section Email Address
Address One	Name 2	
Address Two	Name 3	
Address Three	Name 4	
City	Postal District	
Zip/Postal Code	Zip Code	
Country	Country / Name5	
ST/PR	Country / Name5	
Primary Phone	Phone	Read section Primary Phone
Hire Date	Date Employed	

Deltek Talent Management field	Maps to Maconomy Field	Remarks
Date of Birth	Date of Birth	
Job Title	Position	Always copied from Talent Management to Maconomy. Closed in Maconomy
Manager	Supervisor, No.	The manager user must be linked to Maconomy employee for this field to be mapped.
Separation Date	Termination Date	Always copied from Talent Management to Maconomy. Closed in Maconomy.
org_level_code of top-level orglevel referenced through org_level_parent_id	Company No.	Read section Company Number Derivation For the top-level org-levels in Deltek Talent Management, use the Organization Code field to indicate the corresponding Maconomy Company Number. **Note**: If nothing is specified, Maconomy defaults to the "standard company". This can be changed later, but the employee number of that employee will be taken from the Number Series of the initial company. Never copied from Maconomy to Talent Management.
Maconomy Company No.	Company No.	Read section Company Number Derivation Never copied from Maconomy to Talent Management.

Company Number Derivation

The **Company No. Field** can be derived either from org units or from a custom field when importing newly hired Talent Management users to Maconomy. By default, Maconomy uses the org unit. If the custom field is used, then enter the name of the custom field in the **Company No. Field Name** field in Talent Management Setup workspace. Options explained:

1. Derives the company from user's top-level organization unit. If a company cannot be derived from that, a company number is derived from Maconomy by standard Maconomy derivation rules for new employees. This option was in previous Maconomy version.

2. Derive the company from custom field added to Talent Management onboarding form. This option is enabled by entering the custom field name in the Talent Management Setup workspace, **Company No. Field Name** field. Once this option is enabled, the company number is derived from the custom field. If the field is empty, a user is not imported.

Email Address

Upon importing new hires, the email address is copied from Talent Management user to Maconomy employee **Personal E-mail** field. From then on, this field cannot be empty.

When updates are propagated from Maconomy employee to Talent Management user the e-mail is updated by these rules:

1. If E-mail is not empty then copy this email to Talent Management user.
2. If E-mail is empty then copy Personal E-mail to Talent Management user.

Social Security Number

Social security number (SSN) is always copied from Talent Management user to Maconomy employee. A Talent Management user can have many SSNs, such as a number per country. In Maconomy, an employee can have only one SSN. Therefore, the number is derived by employee's country. If employee is in country A, then the SSN of country A is retrieved from Talent Management and copied to Maconomy employee. If the Talent Management user does not have an SSN of country A, then SSN is left empty in Maconomy. Whenever a country is updated in Maconomy, the SSN is updated to correspond to updated country.

Primary Phone

The primary phone is copied from Talent Management to Maconomy upon new hire import. After that, any data synchronization copies the phone number from Maconomy to Talent Management. Maconomy copies the phone number to the primary phone. If the primary phone does not exist, then Maconomy creates a primary phone in Talent Management. If a non-primary phone exists in Talent Management with the same number, then Maconomy sets this phone to primary.

Deleting a phone number in Maconomy employee deletes the primary phone from Talent Management.

Validation

Extra validation is added on an employee when the employee is linked with Talent Management user.

E-mail and Personal E-mail have validation against invalid addresses.

The fields **Date Employed** and **Date of Birth** cannot be empty, once they have a value.

Synchronization on Scheduled Basis

Import new hires and update linked users/employees on a scheduled basis by utilizing the background tasks: Import New Hires from Talent Management and Synchronize Employees with Linked Talent Management Users.

Find these tasks in the Background Tasks workspace. Set the time pattern and activate them.

Manual Synchronization

The same actions are available for manual synchronization as in the previous Maconomy version. The only change to these actions is that now the synchronization is bidirectional, which means that only some data is pulled from Talent Management, and most data is pushed to Talent Management.

New Fields in Setup

Deltek Tracking: 721898

A new field **Company No. Field Name** is added to the Talent Management Integration Setup workspace.

Company No. Field Name — Use this field to enter a custom field name which is used in Talent Management to enter a Maconomy company number on Talent Management user. If this field is specified, the Maconomy integration uses the value from this field when synchronizing Talent Management user with the Maconomy employee. If the custom field name is not specified, then the Maconomy integration instead uses the value from the **Organization Code** field of the top level organization unit when synchronizing Talent Management user with Maconomy.

Updated Employee Name Synchronization

Deltek Tracking: 715283

On the linked Talent Management user and Maconomy employee, the changes to the Maconomy employee **Preferred First Name** field are applied to Talent Management user first name. Other name fields are not synchronized on linked users.

Updated Default Background Tasks

Deltek Tracking: **598330**

Updated background tasks streamline the Maconomy and Talent Management synchronization.

Background tasks now include two new tasks:

- **Synchronize Employee** — Use this action to run the synchronization for every employee. Recommended schedule is every night.
- **Get New Hires** — Use this action to run the synchronization of newly hired user. The recommended schedule is every 30 minutes.

Both tasks are inactive by default. They should be activated when Talent Management is enabled.

System Parameters

Deltek Tracking: **729026**

Enable the following system parameters when Talent Management integration is enabled.

- **Use both formal and preferred name on employees and contact persons**
- **Use first/middle/last names on employees and contact persons**

Refer to **Deltek Tracking: 703289** in this document for a description of these parameters.

Deltek CRM Integration

Deltek Tracking: 438377

A new integration enables Maconomy customers to use Deltek CRM to facilitate customer management while using Maconomy for their ERP solution.

> See the *Deltek Maconomy Integration with CRM* for details on the integration, and the Appendix in this document for fields / descriptions.

Changes to Maconomy

There is new workspace and sub-tabs added to support this integration:

- CRM Integration workspace
- Country Mapping Setup sub-tab
- Dimensions Setup sub-tab

CRM Integration Workspace

Deltek Tracking: 438377

The CRM Integration workspace enables Maconomy's integration with opportunities and clients from Deltek CRM.

You can create opportunities in Deltek CRM and then set a flag on the opportunity, and Maconomy creates a fee job and/or a proposal job for the given opportunity. Maconomy also creates the customer related to the opportunity if it does not already exist in Maconomy. The feature also allows the creation of a "Relationship Job" for a Deltek CRM Client if the flag is set.

The CRM Integration workspace is the cornerstone area for all Maconomy information and actions related to the CRM Integration. Similar to a system information window, it only contains one entry, which cannot be deleted, only updated.

This window features actions that use background tasks for creation of customers, jobs, and also for starting the synchronization. The main action, **Import Jobs and Customers from Deltek CRM** starts a synchronization with Deltek CRM and also sets a flag indicating that while this synchronization is underway, a new one should not be started. The flag is reset when the synchronization is complete, either because the synchronization failed, or when all background tasks for job/customer creation are finished (Note that these creation tasks can fail individually, but the synchronization is still considered successful in this case).

System Parameters

A new system parameter "Enable CRM Integration" is added. Use this parameter to enable the integration between Maconomy and Deltek CRM.

Mapping Setup

Deltek Tracking: 705916

Setup » CRM Integration Setup » Country Mapping Setup

Single Dialog » Set-Up » Set-Up » CRM Integration Country Mapping Setup

Use the CRM Integration Country Mapping Setup sub-tab to set up states, such as for US companies.

Maconomy has no field for recording a state. Therefore, we use another field to facilitate mapping, as described below.

Country Mapping Concepts

Maconomy has an open list of countries which you can add to at any time. For CPA and PSO solutions, this list may also contain the states of the countries. Deltek CRM has two lists: one for countries and the other for states. The states and the countries must be mapped to synchronize the CRM country and state with Maconomy country and state.

Use the table in this workspace to indicate countries to map to state information rather than country information. The information in this table is used when creating customers based on Deltek CRM Clients.

For example, you would like US states mapped to Maconomy Country for your Deltek CRM Clients. In Deltek CRM the data could be:

- Country: United States
- State: Ohio

And data in Maconomy is:

- Country: Ohio
- Name5: United States

The integration relies upon state data in both Deltek CRM and Maconomy, so it is up to the user to make sure these are the same. In Deltek CRM; the state "code" most correspond to a Maconomy "country" / **Name5** field.

Every line in the table must contain a country ISO code. Country name is optional.

You can manually add lines to this table or import lines through an import program "Import CRM Integration Country/State Setup."

Dimensions Setup

Deltek Tracking: 706744

Setup » CRM Integration Setup » Dimension Setup

Single Dialog » Set-Up » Set-Up » CRM Integration Dimension Setup

Use the CRM Integration Dimensions Setup sub-tab to export specific dimensions to Deltek CRM.

As part of the integration between Maconomy and Deltek CRM, you create jobs in Maconomy based on an Opportunity in Deltek CRM. This workspace enables you to select some Maconomy dimensions for the CRM opportunity that will then be linked to the Maconomy job upon creation.

People Planner Integration

Deltek Tracking #607704

In People Planner 3.6 we introduced a new Workspace Client web component for project managers. This enabled project managers to carry out tasks related to project planning and resourcing from within the Maconomy Workspace Client, not requiring access to People Planner. In People Planner 3.7, we have improved the existing component to include the following:

- Improved Day/Week/Month view options
- Effective paging of data between view periods
- Color-coded views of resource availability when both assigning and booking resources to projects/tasks

In combination with Maconomy 2.4 LA1, People Planner 3.7 also adds new web components to the planning process, and now supports the process of pushing planning back into Maconomy to form a Periodic Budget, with Maconomy processing all Cost and Billing Price calculations (including currency conversion). The highlights of this release include:

- A new Capacity Overview component to evaluate resource availability when making manual resource assignments to budget lines in Maconomy
- Total Cost and Revenue information calculated by Maconomy for each budget line (task and resource combination) once a resource is assigned
- A new action **Send to People Planner** pushes People Planner-planned hours to Maconomy to form the Periodic Budget, including a built-in push job to People Planner from Maconomy before completing the periodic budget creation/update (to ensure no data is missed during synchronization).
- The Assignment and Booking components included in Job Progress along with a new **Send Job to People Planner** action for use when analyzing project performance and planning follow-up.
- A new Project Planning Overview component to show the full status of a project and its tasks, assignments, and bookings

Changes to Maconomy

The following is an overview of changes made in Maconomy to support People Planner functionality:

- New Periodic Budget integration support:
    - A new standard extension Periodic Job Budgets from People Planner.
    - People Planner functionality updates in the Jobs workspace, including Periodic Budget integration support
    - New action **Send to People Planner**.
- New Resourcing section of Jobs workspace, with new Planning Overview tab.
- People Planner elements added to these workspaces:
    - Planning Assistant extension in Periodic Job Budgets workspace
    - Planning Assistant extension in Progress Evaluation workspace
    - Capacity Overview sliding panel in Job Budgets workspace
    - Capacity Overview sliding panel in Periodic Job Budgets workspace
    - Capacity Overview sliding panel in Progress Evaluation workspace

o   Planning Assistant (added in 2.3) in Job Budgets workspace is now an extension

- Seven new system parameters to display People Planner-related updates.

- New URL for MyPlan Single Sign On support

- Extended MScript Web Service for dimensions and supervisor role

Periodic Budget Integration

Deltek Tracking: 715523

Maconomy is updated to support a Periodic Budget integration. The following items are added:

- New **Send Job to People Planner** action

- Extended People Planner functionality in the Jobs workspace

- New standard extension adds **Update Periodic Job Budget from People Planner** to Periodic Budgets workspace

- Color coding added to table part of Periodic Job Budgets workspace

New Actions

Update Periodic Job Budget from People Planner

Tracking Number: 738555

An **Update Periodic Job Budget from People Planner** action is added to the Periodic Job Budgets and Job Progress workspaces. When you select this action, Maconomy does the following:

- Pushes the job to People Planner (internally invoking the **Send Job to People Planner** action).

- Retrieves periodic job budget values from People Planner.

- Reopens the job budget if already submitted and/or approved.

- Updates planning start and end dates on the lines with new values from People Planner.

- Updates the periodic job budget based on the values fetched from People Planner.

- Updates the job budget with the date and time of when the action was run (meaning, when the budget was updated from People Planner).

- Submits the budget when the updates are performed.

- Updates the tab part of Periodic Job Budgets to show six monthly periods, starting from the earliest date of current date and the project start date.

Send Job to People Planner

A **Send Job to People Planner** action is added, which sends job information to People Planner.

Tracking Number: 738541, 621607

Enable Send to People Planner Action

To enable the **Send to People Planner** action, do the following:

1. Enable add-on 128.

2. Enable the **enablePPCustomActions** system parameter.

People Planner Functionality in Jobs Workspace

Tracking Number: 738542, 607706

The Jobs workspace is updated with People Planner functionality.

Jobs » Budgeting » Periodic Budget » Hours

- Expanded the Hours tab in the Jobs workspace to include a People Planner component.

- Updated the Budget section of the Jobs workspace so that the People Planner component is now in the Time table (moved from where it previously was in the sliding panel).

- Updated the Progress Evaluation section of the Jobs workspace so that the People Planner component is now in the Tasks table (moved from where it previously was in the sliding panel). Note that this component is only visible when Time lines are selected in the Tasks table.

- Extended the existing People Planner Planning component to Project Progress in Jobs Workspace.

New Standard Extension

Tracking Number: 738552

A new standard extension Periodic Job Budgets from People Planner is added to retrieve resource allocation / booking values from People Planner, and update the periodic job budget, and improve the integration.

Use of this standard People Planner extension requires special setup.

To set up the People Planner extension:

1. Go to **System Setup » Parameters and Numbers » System Parameters** and enable the **Standard Extensions** system parameter.

2. Ensure that users who must use the budgeting workspace have the proper access to the Project Budget Relations workspace (set up access via the Setup section in the Users workspace, and access control via data access). .

Date and Time Fields

Tracking Number: 738553

Two new fields are added to JobBudget.odl / Job Budget Relations window, but are not available to the user in any layout or workspace, only though the standard extension. They are used to store the date and time of the last update from People Planner.

- **Date Updated From PP** — Shows the date for when the last update to the job budget was received from People Planner.

- **Time Updated From PP** — Shows the time of day for when the last update to the job budget was received from People Planner.

Color Coding Added to Periodic Job Budgets Workspace

Tracking Number: 738557

The table portion of the Periodic Job Budgets workspace is now color-coded for ease in identification.

The color indicators are as follows:

Color	Field / Column	Indicates
Red	Non-Alloc. Quantity	The column contains a number other than 0.
Red	Planned Start Date Planned End Date	The dates are different from the latest approved revision

New Resourcing Section and Planning Overview Tab

Deltek Tracking: 607707

In the Job workspace, a new Resourcing section is added. This section contains a Planning Overview tab, which redirects the URL specified in PlanningAssistantURL system parameter. The section only displays if a URL is specified.

System Parameters and Assistants

Deltek Tracking: 607699

New People Planner system parameters enable the following new People Planner 3.7 functionality:

- A new Planning Overview web component
- A new instance of the PP WSC component shown in Job Progress
- A **Send to People Planner** Action
- A new instance of the PP WSC component shown in Periodic Budgeting.

New Elements Added

People Planner elements are added to these workspaces:

- Planning Assistant extension in Periodic Job Budgets workspace
- Planning Assistant extension in Progress Evaluation workspace
- Capacity Overview sliding panel in Job Budgets workspace
- Capacity Overview sliding panel in Periodic Job Budgets workspace
- Capacity Overview sliding panel in Progress Evaluation workspace
- Planning Assistant view in Resourcing Overview workspace
- Planning Assistant (added in 2.3) in Job Budgets workspace is now an extension

New Parameters

Seven new parameters are introduced. Go to **System Setup » Parameters an Numbers »**

System Parameters to enable these parameters.

- **Show Planning Assistant in Job Budgets** — Select this parameter to show the Planning assistant extension in the Job Budgets workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.

- **Show Planning Assistant in Periodic Job Budgets** — Select this parameter to show the Planning sliding panel in the Periodic Job Budgets workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.

- **Show Planning Assistant in Progress Evaluation** — Select this parameter to show the Planning sliding panel in the Progress Evaluation workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.

- **Show Capacity Overview in Job Budgets** — Select this parameter to show the Capacity Overview sliding panel in the Job Budgets workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.

- **Show Capacity Overview in Periodic Job Budgets** — Select this parameter to show the Capacity Overview sliding panel in the Job Budgets workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.

- **Show Capacity Overview in Progress Evaluation** — Select this parameter to show the Capacity Overview sliding panel in the Progress Evaluation workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.

- **Show Resourcing Overview** — Select this parameter to show the Resourcing Overview workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.

Added URL for MyPlan Single Sign On Support

Deltek Tracking: 597196

A new URL setting is added for MyPlan for Single Sign On support in Workspace Client.

MyPlan URL Setup

To set up the URL for MyPlan:

1. On the existing parameter, update the **URL to MyPlan WSC** (myPlanURLWSC) to the standard default value:

   http://<SERVER>:20002/MyPlanWSC/

2. If you are using the Portal, update the value of a new system parameter **URL for MyPlan Portal** (myPlanURLPortal):

   http://<SERVER>:20002/MyPlanPortal/

3. On the existing parameter **URL for Planning Assistant**, update the URL to:
   http://<SERVER>:20002/PeoplePlannerWebComponents/CompactGanttChartPage.aspx

Extend MScript Web Service for Dimensions

Deltek Tracking: 782154, 782153

The existing MScript Web Service is extended is extended to include new dimensions and new Supervisor role in Maconomy, and MScript Web Service **GetAllEmployees** is extended to include new dimensions.

People Planner Integration Setup

To set up the People Planner integration:

1. Set up the URL for MyPlan

2. While in People Planner user role, enable the related People Planner parameters.

3. Enable the Send to People Planner action.

4. Set up the standard extension.

Document Archive for Mileage Sheets

Deltek Tracking# 733721

This enhancement enables you to attach and view documents in a Mileage Sheet in the same way as in an ExpenseSheet.

The documents can be attached as table lines through the mileage sheet's document archive. Individual documents can also be associated with individual mileage sheet lines.

Attached documents can be viewed using the **View Document** action or in **Time & Expenses » Time & Expenses » Mileage » Documents**.

Changes to Maconomy

The following workspace is updated:

- Time & Expenses

"How to" Section

To attach a document to a Mileage Sheet:

1. Open an existing Mileage Sheet or go to **Time & Expenses » Time & Expenses » List of Mileage » Mileage Sheets** and click **New Mileage Sheet**.

2. Complete the Mileage Sheet information, click **Create**, then open the Mileage Sheet.

3. In the Registrations sub-tab, click **Attach Document to Line**, then browse and select the needed document.

   or

   Go to **Time & Expenses » Time & Expenses » Mileage » Documents**, click **New**, then browse and select the relevant document.

   The document is attached and can be viewed with the **View Document** action, or in the Documents sub-tab.

To view a document for a Mileage Sheet in the Time & Expenses workspace:

1. Go to **Time & Expenses » Time & Expenses » Mileage » Registrations.**

2. Click the **View Document** action.

   or

   Go to **Time & Expenses » Time & Expenses » Mileage » Documents**, select the relevant document line, and click **Show**.

Setup Instructions

None needed for this enhancement.

System Parameters

None needed for this enhancement.

Free Text Field on Job Price List

Deltek Tracking #697174

A free text field is added to the Job Price Lists workspace. This field is a general comment field that you can use to add comments at the Job Price List line level. The field is also available on the Import Job Price Lists workspace.

Changes to Maconomy

The following workspace is updated:

▪ Job Price Lists

Free Text Field on Job Price List

Setup » Job Cost Setup » Pricing » Price Lists

Import » Job Cost » Import Job Price Lists single dialog

"How to" Section

To add a comment to the free text field on a Job Price List Line:

7. Go to **Setup » Job Cost Setup » Pricing » Price Lists**.

8. Locate the Job Price List you want to update.

9. Locate the Job Price List Line that you want to update.

10. Add any text you wish to the **Description** field.

11. Click **Save**.

Setup Instructions

This enhancement is part of the standard system. No additional setup steps are necessary.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Dimension Combination Lines for Imported Job Entries

Deltek Tracking #714268

When you import data for a new company to an existing Maconomy system, any open job entries included in the import must be assigned posting references. Posting references dictate which account is used for posting.

This enhancement enables you to easily identify dimension combination lines. This is helpful when you import open job entries. Maconomy creates a job entry and a matching G/L entry on the WIP account, as well as several other G/L entries. However, these entries cannot be used, so the P&L balance based on the imported job entries will be incorrect. If you change the posting references on your job entries so they refer to the conversion account, this ensures that the correct P&L balance will be imported to a G/L journal.

When you change posting references, you can only refer to specific dimension combination lines if you know their line number. Because line numbers can be modified, which makes it an unreliable way to identify dimension combination lines, this enhancement provides an easier way to refer to a specific dimension combination line.

When identifying dimension combination lines, you can use the existing key (DimensionCombNumber, LineNumber) or the following alternative keys:

- DimensionCombNumber, FromCompanyNumber, ToCompanyNumber
- DimensionCombNumber, LocalChartOfAccountsName

Changes to Maconomy

The following workspace is updated:

- Show Dimension Combination Lines

Dynamic Support for Localization / BPM

Deltek Tracking #725708

This feature provides the ability to view standard BPM reports in your preferred language. You can manually select your language preference, or configure BPM to automatically display reports based on your browser's language preference.

The following languages and their respective locales are supported by this feature:

- Danish (Denmark)

- Dutch (Netherlands)

- English

- French (France)

- German (Germany)

- Italian (Italy)

- Norwegian (Norway)

- Spanish (Spain)

- Swedish (Swedish)

Note: By default, all reports are displayed in English. If you select a language that is currently unsupported, the report is also automatically displayed in English.

Changes to Maconomy

None for this feature.

"How to" Section

Choose Your Preferred Language

1. On the home page, click **Preferences**.

2. Click **Locales and Languages**.

3. In the **Preferred Viewing Locale** field, select your preferred language.

   You can also select **Use browser locale** to allow the system to display reports automatically in your browser's default language preference.

4. Click **Save & Close**.

Setup Instructions

This enhancement is part of the standard BPM system. No system parameters or add-ons need to be enabled.

Spanish Statutory Requirements / BPM

Deltek Tracking #607735

This section provides the following enhancements for Spanish statutory requirements.

This includes:

- VAT Inclusion in Debtor Provisions

- Enhancements to Periodic Profit & Loss Report

VAT Inclusion in Debtor Provisions

Deltek Tracking #439477

The Debtor Provisions by Invoice workspace enables you to perform evaluations of outstanding amounts in customer entries. For each outstanding invoice, you can estimate the amount to be collected.

Maconomy now supports the inclusion of tax in outstanding amounts. This enhancement provides the possibility of including VAT in debtor provisions as in some regions VAT is part of the risk.

The **Include tax for debtor provisions** company-specific system parameter is introduced to enable the inclusion of VAT in new or existing customer entries. When this parameter is enabled and no date is specified, all amounts for all existing customer entries without approved debtors provisions include tax.

Note: Customer entries with approved debtor provisions are not affected when you enable this parameter.

When you enter a date in the **Convert From** field, the system automatically recalculates all existing open customer entries that were created on or after that date without posted or approved debtor provisions to include tax.

When you enable the **Include tax for debtor provisions** parameter, the following fields in the A/R Entries sub-tab in the Debtor Provisions by Invoice single dialog workspace are updated to include tax:

- Open Amount

- Previous Provisions

- Adjusted Amount

- New Provision

- New Adjusted Amount

Changes to Maconomy

The following workspaces are updated:

- System Setup

- Financial Operations

- Customer Provisions

- Debtor Provisions by Invoice single dialog workspace

"How to" Section

None needed for this enhancement.

Setup Instructions

This section describes how to set up the inclusion of tax in debt provisions for new customer entries or to update existing open customer entries.

System Parameters

System Parameter	Description
Include tax for debtor provisions	Enable this company-specific parameter to select whether tax should be included or excluded for debtor provisions.
	Enter or select a date to update existing open customer entries without approved or posted debtor provisions to include tax.
	If you do not choose a date, all open customer entries without approved or posted debtor provisions are updated to include tax.
	Note: Customer entries that already have approved debtor provisions are not affected by this parameter.

Enhancements to Periodic Profit and Loss Report

Deltek Tracking #471404

The periodic profit and loss report provides monthly financial figures in the current fiscal period. Previously, the actual financial figures, budgeted figures, and the difference between these two were displayed separately per month in the report.

This report now displays one column providing the necessary figures for each month in the current fiscal year. Actuals are provided for either for the current month or for previous months, and budgeted figures are displayed for upcoming months.

The **Current Month/Yr.** field is added to the selection criteria. You must enter a date in this field to determine whether a month shows actual or budgeted figures in the report.

This report is available in the PSO system

"How to" Section

None needed for this enhancement.

Setup Instructions

None needed for this enhancement.

BPM Enhancements

Deltek Tracking #570951

This feature provides the following enhancements for BPM enhancements.

This includes:

- Migration to BI 4.2 SP3

Migration to BI 4.2 SP3

Deltek Tracking #701645

Migration from previous versions to the latest version of BPM BI may require a few updates to existing content. For more information about the latest version of BPM BI, refer to the BPM BI 4.2 Migration Guide.

Microsoft Azure Single Sign-On (SSO)

Deltek Tracking #585157

This feature guide provides details on how to configure and use Microsoft Azure Single Sign-On (SSO) for Maconomy. It walks you through the process for signing up for a Microsoft Azure SSO account, completing configuration in Azure Active Directory (AAD), and setting up user access in Maconomy.

Using Microsoft Azure AD's single sign-on to log on to Maconomy provides access to the full functionality of BPM reports through the Workspace Client. There is no change to existing functionality.

Note: Accessing BPM reports outside of the Workspace Client is not supported by Microsoft Azure's single sign-on. For example, if you access BPM reports directly through Business Objects (BO) tools such as InfoView, you must use separate login credentials for BO to display or run a report.

See the **DeltekMaconomyAzureSSO** Guide for more information, including setup steps, configuration processes, and product-specific detail on usage with Azure AD.

2.4 LA2 Features

Advanced Costing

Deltek Tracking #764897

Enhancements to existing Gross Pay functionality are in made in order to include calculation for multiple prior periods, improve the Pay Period Calendar, handle bi-weekly pay period calculation, and provide support for overtime, unpaid leave, and hourly employees.

This feature includes:

- Gross Pay Calculation for Multiple Prior Periods

- Pay Period Calendar Enhancements

- Bi-weekly Payroll Calculation Support

- Gross Pay Calculation Support for Overtime, Unpaid Leave and Hourly Paid Employees

Changes to Maconomy

The following changes are made to Maconomy:

- Agreements Changed field added to Gross Pay Calculation

- Agreements Revision Date field added to Contact Person

- Pay Period Calendar Updates:
    - Add Function for Deleting All Periods in a Pay Period Calendar Year
    - Add Assistant to Pay Period Calendar
    - Create Calendar from Compensation Model
    - Add Function for Selecting Default Length of Automatically-created Periods Upon Creation of Calendar Year
    - Support for Changing Calendar on Compensation Model with Existing Gross Pay Calculations

- Pro Rata Method field updates

- Base Salary Rate field updates

- Payout Days fields added to Compensation Agreements

- Custom Weekend Days fields (7) added to Compensation Model

- Cutoff Date, Entry date and Cutoff Date, Posting Date fields added to Pay Period Calendar

- New fields (7) added to Compensation Models and Compensation Agreements:
    - Based on Job Entries
    - Based on Job No.
    - Based on Activity No.
    - Based on Task Name

o   Based on Overtime Spec.

o   Based on Week Day

o   Payout

o   Use Week Calendar

- Create Job Agreements action added to Gross Pay Calculation

- Bi-Weekly Payroll support added

Gross Pay Calculation for Multiple Prior Periods

Deltek Tracking: 786243

Improvements are made to gross pay calculation to handle the inclusion of prior periods in the current calculation. There are three improvements made to support this functionality:

- Tracking changes to compensation agreements on gross pay header

- Tracking prior periods

- Calculating gross pay with prior periods

Tracking Changes to Compensation Agreements on Gross Pay Header

The **Agreements Changed** field is added to the Gross Pay Header in order track changes to compensation agreements. For the most recent unapproved gross pay calculation, the field shows if the agreements of a particular contact person have changed since the gross pay calculation took place. The Agreements Changed field is set to 'false' by default as it is assumed that the calculation is up-to-date with the contact person's compensation agreements.

If new compensation agreements are added to the end of the calculation period for the most recent gross pay calculation, the Agreements Changed field of the gross pay header for that contact person is set to 'true'. This indicates that calculation is no longer up-to-date with the contact person's compensation agreements. This also occurs if a compensation agreement is deleted or changed, or if the contact person's employment period is changed.

Recalculating the gross pay header of a gross pay calculation will set the Agreements Changed field back to false, as the calculation will again be up to date with the latest compensation agreement changes.

> Note that the Agreements Changed field is only updated for the gross pay headers of the most recent non-approved gross pay calculations. The gross pay headers of previous gross pay calculations will not be retroactively updated if there are changes to compensation agreements or employment periods in their calculation periods.

Tracking Prior Periods

The **Agreements Revision Date** field is added on Contact Person to track the prior periods to include in a gross pay calculation. The field also tracks how far back to calculate gross pay, and shows the furthest date in the past to include prior periods for a specific contact person.

If a compensation agreement is added, deleted or changed for the contact person, the Agreements Revision Date is set to the agreement start date. However, this only occurs if the date comes before the current Agreements Revision Date.

When you create an employee, the Agreements Revision Date of the corresponding contact is set to the employee's employment date. If the employment date changes, the Agreements Revision

Date field updates to the updated employment date only if comes before the existing Agreements Revision Date.

The employee termination date affects the Agreements Revision Date in a similar manner. If you change it, the Agreements Revision Date field will be set to the new termination date only if it comes before the existing Agreements Revision Date.

Calculating Gross Pay with Prior Periods

This feature updates gross pay calculation in the following ways:

- The way prior period calculation is triggered

- Which periods are included

- How the difference between the current result and prior results are calculated

Prior period calculation occurs if the Agreements Revision Date comes before the starting date of the gross pay calculation. The prior periods then go back to the period for which the Agreement Revision Date is included in. This is determined by the pay period calendar of the compensation model assigned to the contact person. The gross pay calculation includes all periods up to the current calculation.

Calculation of prior periods occurs in ascending order, with the earliest prior periods calculated before the later periods.

> In the event that the Agreements Revision Date goes back further than the periods of the pay period calendar, the gross pay calculation only includes prior periods back to the earliest calendar period, and the gross pay header is updated with a warning message informing the user of this.

Setup Instructions

This enhancement is part of standard system functionality. No additional setup is required.

System Parameters

This enhancement is part of standard system functionality. No additional system parameters are required.

Fields / Descriptions

The following fields are introduced as part of this feature.

Contact Management » Contact Persons

Field	Description
Agreements Revision Date	Shows the date of the earliest revision to an agreement (either the addition of a new agreement, change to an existing agreement, removal of an agreement, or change to employment period) which haven't been included in a gross pay calculation.

Gross Pay Header

Field	Description
Agreements Changed	Shows that there has been a change the agreements or employment period that could affect the results of this calculation, and which will be included if the calculation is recalculated or if not, will be brought over to the next gross pay calculation.

Pay Period Calendar Enhancements

Deltek Tracking: 764906

Improvements are made to supporting functions for Pay Period Calendars.

The following enhancements are made:

- Add Function for Deleting All Periods in a Pay Period Calendar Year

- Add Assistant to Pay Period Calendar

- Create Calendar from Compensation Model

- Add Function for Selecting Default Length of Automatically-created Periods Upon Creation of Calendar Year

- Support for Changing Calendar on Compensation Model with Existing Gross Pay Calculations

Add Function for Deleting All Periods in a Pay Period Calendar Year

You can now delete all periods within a given calendar year from the Pay Period Calendar Period.

Add Assistant to Pay Period Calendar

An assistant is added to the pay period calendar. It shows which compensation models are using a specific calendar. You can view all calendars at once without the need to look through all compensation models to determine which are using the calendar.

Add Function for Selecting Default Length of Automatically-created Periods upon Creation of Calendar Year

This enhancement allows you to select the default period length for automatically-created periods that compose a calendar year. You can select the default period length from the Pay Period Calendar dialog.

Prior to this enhancement, the default period length was automatically set to one month and could not be changed.

Support for Changing Calendar on Compensation Model with Existing Gross Pay Calculations

This enhancement allows you to change the pay period calendar for a compensation model with existing gross pay calculations. To accomplish this, the new compensation model calendar must be identical to the previous calendar in both calendar years and calendar periods. This includes all time up to and including the period of the most recent gross pay calculation.

Prior to this enhancement, you could not change the pay period calendar of a compensation model once a gross pay calculation was made.

"How To" Section

Create a Calendar from a Compensation Model

To create a calendar from a compensation model:

1. Go to **Employees » Setup » Compensation Models » Compensation Model**.

2. Ensure the compensation model has a pay period calendar.

3. Click **Duplicate Calendar**.

4. In the **Calendar Name** field, add a name.

5. Place the cursor in **Period End Date** and click **Ctrl + G**.

Bi-weekly Payroll Calculation Support

Deltek Tracking: 706184

Improvements are made to gross pay calculation and base salary rate calculation to handle compensation agreements with daily or hourly time measurement. These improvements are the foundation for supporting alternative payroll calculation cycles, such as bi-weekly pay periods.

The following enhancements are made:

- Pro Rata and Base Salary Rate Method Updates

- Payout Days for Compensation Agreements

- Custom Weekend Days

- Gross Pay for Compensation Agreements with Day-based Time Units*

- Bi-Weekly Payroll Cycles*

- Calculation of Group Agreements with Day-based Time Units*

- Gross Pay for Compensation Agreements with Hour-based Time Units*

- Calculation of Group Agreements with Hourly Pay Periods*

- Base Salary for Agreements with Daily and Hourly Pay Periods*

- Threshold and Limit for Base Salary Rate Calculation*

*The calculation details for these items are found in the **Maconomy Concepts Guide**. Please see this document for more information.*

Pro Rata and Base Salary Rate Method Updates

The **Pro Rata Method field** for compensation agreements is no longer mandatory for all agreements. It is only mandatory for agreements with a month-based time unit. The Pro Rata Method field on Compensation Agreement and the Base Salary Rate method on Compensation Model are only used to respectively calculate the gross pay and the base salary rate for agreements with a time unit measured in months. They have no impact on agreements with daily or hourly time units.

Payout Days for Compensation Agreements

A new field called **Payout Days** is add to the Compensation Agreement workspace. This specifies the days of the week on which a daily or hourly-based compensation agreement pays out. You can specify either calendar days (all days of the week), week days, weekend days, calendar working days (calendar days with fixed working hours), week working days (week days with fixed working hours) or weekend working days (weekend days with fixed working hours).

You can set up agreements with the same start and end dates but with different amounts and for different days of the week. For example, you can create an agreement with a greater amount for weekend days than one that covers weekdays.

The new field is mandatory for compensation agreements with daily or hourly time units. It is not required for agreements with a monthly time unit.

Custom Weekend Days

Seven new fields are added to Compensation Model to specify which days are considered weekend days. This fields are added to accommodate country-specific weekend days, which vary by geographic region. You can use these custom days with gross pay calculation and base salary rate calculation by specifying which days Maconomy should consider weekend days.

When calculating gross pay or base salary rate, the pro rata methods and payout days now use these new fields on their respective compensation model to determine if a given day of the week is a weekend day or a week day.

By default, compensation models are set up to use Saturday and Sunday as weekend days as these days match the most widely-used weekly calendar.

Gross Pay for Compensation Agreements with Day-based Time Units

This enhancement allows Maconomy to support daily time units on compensation agreements. It also always for different Payout Day options, including calendar days, weekdays, weekend days, calendar working days, week working days, and weekend working days.

For more details on how this is calculated, please see the Maconomy Concepts Guide.

Bi-Weekly Payroll Cycles

To setup a bi weekly payroll cycle you must first setup a 14 day (2 weeks) time unit in system setup, which can be used to specify the number of days in the agreement pay period. Next, you must create a compensation agreement with the pay period field set to the newly created 14 days time unit.

For more details on how this is calculated, please see the Maconomy Concepts Guide.

Calculation of Group Agreements with Day-based Time Units

Compensation agreements using a percentage-based calculation type are defined as a percent of the sum of the amounts of a group of selected compensation agreements. The amount contributed by each group agreement is dependent on the percent of overlap between the percent agreement and the group agreement.

For more details on how this is calculated, please see the Maconomy Concepts Guide.

Gross Pay for Compensation Agreements with Hour-based Time Units

Maconomy calculates compensation agreements using hourly time units in a similar fashion to day-based time units. Gross pay of agreements with a day-based time unit uses the "Payout

Days" field to specify which days of the week the agreement pays out in order to compute the gross pay amount.

To find the number of working hours for an employee in the calculation period, Maconomy uses the fixed working time field, which specify the fixed working hours for each day of the week.

For more details on how this is calculated, please see the Maconomy Concepts Guide.

Calculation of Group Agreements with Hourly Pay Periods

For cases in which the time unit of group agreements is measured in hours, overlap is measured similar to group agreements with a daily time unit. In cases where there is no overlap between the effective periods between the two agreements, the result is zero.

For more details on how this is calculated, please see the Maconomy Concepts Guide.

Base Salary for Agreements with Daily and Hourly Pay Period

Base salary for agreements with a time unit measured in days or in hours is calculated in the same way as gross pay as described above. These calculations do not make use of the base salary method specified on the compensation model for calculating the base salary.

The base salary calculation uses the same restrictions as the existing base salary rate calculation for agreements with a monthly time unit. The calculation only includes employees whose employment period overlaps the calculation period.

Threshold and Limit for Base Salary Rate Calculation

For base salary calculation, it is possible to set up limits and thresholds both annually and for a pay period. The term "limit" specifies how much an agreement can pay out and is an upper cap, whereas "threshold" specifies a lower limit.

For more details on how this is calculated, please see the Maconomy Concepts Guide.

"How To" Section

Setting up Weekend Days

Employees » Setup » Compensation Models » Compensation Model

To specify which days are considered weekend days:

1. Select a compensation model from the Compensation Model sub-tab.

2. Select the proper **Pay Period** and **Pay Period** Calendar from the drop-down lists.

3. Under **Weekend Days**, select the days that are considered weekend days.

4. Click **Save**.

Fields / Descriptions

The following fields are introduced or updated as part of this feature.

Employees » Setup » Compensation Models » Compensation Types

Employees » Setup » Compensation Models » Compensation Agreements

Field	Description
Period, Pro Rata	This field is no longer mandatory for all

Field	Description
	compensation Types. This will instead only be required for compensation types with a pay period measured in months. Compensation types with a time unit measured in days or hours should not have this field specified.
Payout Days	Allows you to choose which days of the week the compensation type should pay out. This field is only required on compensation types with a time unit measured in days or hours. Compensation types with a time unit measured in months should not have this field specified.

Employees » Setup » Compensation Models » Compensation Models

Field	Description
Monday	Specifies if Monday is a weekend day or not.
Tuesday	Specifies if Tuesday is a weekend day or not.
Wednesday	Specifies if Wednesday is a weekend day or not.
Thursday	Specifies if Thursday is a weekend day or not.
Friday	Specifies if Friday is a weekend day or not.
Saturday	Specifies if Saturday is a weekend day or not.
Sunday	Specifies if Sunday is a weekend day or not.

Gross Pay Calculation Support for Overtime, Unpaid Leave and Hourly Paid Employees

This enhancement provides Gross Pay support for overtime, unpaid leave, and hourly paid employees.

The following enhancements are made:

- Add Cut Off Dates to Pay Period Calendar
- Cache Fixed Working Hours for Employee Revisions
- Improved Compensation Setup to Support Agreements Based on Job Entries
- Create Agreement Based on Job Entries
- New Compensation Agreement Overview Dialog

- Allow Negative Amounts and Percentages on Compensation Agreements

Add Cut Off Dates to Pay Period Calendar

Two dates are added to the Pay Period Calendar. You can use these dates to specify a cut-off date for the entry date and a posting date for each pay period. You can enter a cut-off date that falls before, after, or within the current pay period.

> By default, Maconomy sets the cut-off dates to the end of a pay period. You must edit the period if you want to use earlier cut-off dates.

Cache Fixed Working Hours for Employee Revisions

This feature extends the existing cache for employee revisions to accommodate fixed working hours and a weekly calendar. This allows the fixed working hours on a given day to create agreements based on job entries in Maconomy.

Improved Compensation Setup to Support Agreements Based on Job Entries

Setup for Compensation Types and Compensation Agreements is extended in order to allow for creation of new Compensation Agreements from Job Entries.

This extension includes the following fields:

- **Based on Job Entries** – You must select a value in this field if the agreement is based on posted job entries. You can select time sheets, expense sheets, or mileage sheets.

- **Based on Job No**. – If specified, Maconomy only includes job entries for the selected job. All jobs are included if no job no. is specified.

- **Based on Activity No.** – If specified, Maconomy only includes job entries for the selected Activities. All activities are included if no activity no. is specified.

- **Based on Task Name** – If specified, Maconomy only includes job entries for the selected task. All jobs are included if no task name is specified.

- **Based on Overtime Spec.** – If specified, Maconomy only includes job entries with the selected overtime type. All jobs are included if no overtime types are specified.

- **Based on Week Day** – If specified, Maconomy only includes job entries from the selected week day. All jobs are included if no week days are specified.

- **Payout Days** – This existing field is extended with support for non-working days. The non-working days option can only be used if the agreement is based on job entries.

- **Use Week Calendar** – You can choose whether working days (and non-working days) and fixed working time should depend on the setup of the employee, or on the week calendar selected on the employee.

Create Agreement Based on Job Entries

A new action called **Create Job Agreements** is added to the Gross Pay Calculation dialog. This action creates sub-agreements for all existing Compensation Agreements based on job entries. When the action is used, Maconomy creates a number of sub-agreements for each month and week of a job agreement. The action creates multiple sub-agreements for a week or month if the agreement is percentage-based, is based on another agreement, and the other agreement has a limited period.

New Compensation Agreement Overview Dialog

A new dialog is created to show compensation types, documents, and job entries related to existing compensation agreements. The dialog allows you to select job entries to move, remove, or postpone from the selected compensation agreement. You can add remarks when performing these actions in order to specify why an entry or set of entries was changed.

Allow Negative Amounts and Percentages on Compensation Agreements

Maconomy supports negative amounts on Gross Pay and Base Salary calculations, but you could not previously enter negative amounts and percentages on Compensation Agreements. This restriction is removed, and you can now manually enter negative amounts and percentages.

"How to" Section

Add Cut Off Dates to Pay Period Calendar

Employees **»** Setup **»** Pay Period Calendars

To add cut off dates to a pay period calendar:

1. In the Pay Period Calendars sub-tab, open the Pay Period assistant.
2. Select the **Period Start** date and **Period End** date for the selected pay period.
3. In the **Cut off Date, Entry Date** field, select the date you want to use for entry cut off.
4. In the **Cut off Date, Posting Date** field, select the date you want to use for posting cut off.
5. Click **Save**.

Create Agreement Based on Job Entries

Gross Pay Calculations **»** Calculation **»** Calculate Gross Pay

To create a job agreement based on job entries:

1. Select a gross pay calculation or create a new one.
2. Make sure that all calculation details are completed in the Calculate Gross Pay sub-tab.
3. Click **Create Job Agreements**.
4. View the job agreements that are generated in at the bottom of the workspace in the Job Agreements sub-tab.

   Note: This action creates sub-agreements for all existing Compensation Agreements based on job entries.

Setup Overtime Pay for Employees

Employees **»** Setup **»** Compensation Models **»** Compensation Types

To set up overtime pay for employees:

1. Create or find the Compensation Type you want to use.
2. Enter a name for overtime type.

   For example, if you want to use a simple flat rate pay type, enter "Overtime Flat Rate". If the overtime is based on weekends, enter "Overtime for Weekends".
3. In the **Based on Job Entries** field, select **Time Sheet**.

4. In the **Based on Overtime Spec.** field, select **Paid Overtime**.

5. In the **Payout Days** field, select the appropriate type of payout days you want to use with this overtime type.

6. If the **Payout Days** type is **Weekend Days**, select the appropriate **Based on Week Day** option.

7. Enter the amount of hours needed for the **Threshold, Working Hours** and **Limit, Working Hours** fields.

8. Select **Allow Joint Agreements** if you want multiple agreements to be applicable for the employee.

9. Complete remaining fields as needed.

10. Click **Save**.

Recalculate Gross Pay

Gross Pay Calculations **»** Calculation **»** Gross Pay

If you make an error or if you want to update a Gross Pay Line, you can recalculate the agreement.

To recalculate:

1. Make any necessary changes to the payment amounts or unit numbers on a specific Gross Pay Line.

2. Click **Recalculate** in the Gross Pay sub-tab.

Recreate Job Agreements

Gross Pay Calculations **»** Calculation **»** Gross Pay

After recalculation, you can recreate job agreements to reflect updated payment amounts.

To recreate job agreements:

1. Make any necessary changes to the gross pay lines.

2. Click **Recreate Job Agreements** in the Gross Pay sub-tab.

Fields / Descriptions

The following fields are introduced in this enhancement.

Employees » Setup » Pay Period Calendars

Field	Description
Based on Job Entries	You must select a value in this field if the agreement is based on posted job entries. You can select time sheets, expense sheets, or mileage sheets.
Based on Job No.	If specified, Maconomy only includes job entries for the selected job. All jobs are included if no job no. is specified.
Based on Activity No.	If specified, Maconomy only includes job

Field	Description
	entries for the selected Activities. All activities are included if no activity no. is specified.
Based on Task Name	If specified, Maconomy only includes job entries for the selected task. All jobs are included if no task name is specified.
Based on Overtime Spec.	If specified, Maconomy only includes job entries with the selected overtime type. All jobs are included if no overtime types are specified.
Based on Week Day	If specified, Maconomy only includes job entries from the selected week day. All jobs are included if no week days are specified.
Payout Days	This existing field is extended with support for non-working days. The non-working days option can only be used if the agreement is based on job entries.
Use Week Calendar	You can choose whether working days (and non-working days) and fixed working time should depend on the setup of the employee, or on the week calendar selected on the employee.

Deltek CRM Integration

Deltek Tracking #439377

The following enhancements are made to support the Maconomy / CRM integration:

- New CRM Dimension Fields

- Job Updates Possible After Closing Opportunity

- Support for Migration of CRM Data in Import Programs

- Employee Key Format Length Increased

New CRM Dimension Fields

Deltek Tracking: 766723, 774026

Previously, you could not create relationship jobs based on CRM clients with specific dimensions, but only inherit dimensions from the template. We have added custom fields for seven dimensions to the CRM record to use for relationship job creation.

The new dimensions include:

CRM Custom Field Name	Maconomy Job Field Name
ClientCustomTabFields.CustLocation	LocationName
ClientCustomTabFields.CustEntity	EntityName
ClientCustomTabFields.CustProject	ProjectName
ClientCustomTabFields.CustPurpose	PurposeName
ClientCustomTabFields.CustSpecification1	Specification1Name
ClientCustomTabFields.CustSpecification2	Specification2Name
ClientCustomTabFields.CustSpecification3	Specification3Name

Note: Enable these dimensions in the CRM Integration Dimension Setup dialog prior to use.

Create the following User-Defined Information Centers (UDIC) to enable dimension synchronization:

- UDIC_Location

- UDIC_Entity

- UDIC_Project

- UDIC_Purpose

- UDIC_Specification1

- UDIC_Specification2

- UDIC_Specification3

Create each UDIC only if the dimension is needed. Each UDIC requires the following fields:

Deltek CRM Field	Maconomy Field
CustNumber	Record ID
CustName	Name
CustBlocked	Name

See the *Deltek Maconomy CRM Integration Guide* for details.

Enable CRM Integration Dimensions

To enable CRM integration dimensions:

1. Go to **Setup » CRM Integration Setup » Dimension Setup**.
2. Select **Enabled** for dimensions that will need to be available in Deltek CRM**.**
3. Click **Save CRM Integration Dimension Setup**.

Job Updates Possible After Closing Opportunity

Deltek Tracking: 766724, 774024

In CRM, you can indicate if job opportunities are won or lost. Previously, when a job opportunity was lost, and thus closed, no further updates were possible between Maconomy and CRM on that job. However, some information may be relevant for update. This functionality is updated so that linked job opportunity fields are now synchronized in the integration.

Support for Migration of CRM Data in Import Programs

Deltek Tracking: 769072, 773500

Previously, certain job and customer fields were closed in layouts, and therefore were not editable, which could sever the link between job and opportunity in the Maconomy / CRM integration. We have updated the functionality so that you can edit these fields and they are now updated via the import program.

For Jobs, new data fields include:

- CRM Opportunity Key (CrmOpportunityKey)
- CRM Job Type (CrmJobType)

For Customer, new data fields include:

- CRM Customer Key (CrmCustomerKey)

Employee Key Format Length Increased

Deltek Tracking: 796640, 795853

In the CRM setup, the Employee Key Format length is increased from 10 to 20 characters.

iAccess Core Support

Deltek Tracking #749002

You must use MConfig version 8.13.1 (or later) for iAccess to work with your Maconomy version.

People Planner Integration

Start and End Dates for Periodic Budgeting

Deltek Tracking: 757315, 785408

A new system parameter **Allow Job Budgeting Outside Job Date Range** is added to control information added within or outside of the job date range, as follows:

Allow Job Budgeting Outside Job Date Range — Select to specify expected start and end dates on budget lines and enter periodic job budget data outside the date range specified on the job. De-select the parameter to limit the expected start and end dates on budget lines and the periodic job budget to the date range of the job. For backwards compatibility, the system parameter is selected by default.

Time Sheet Audit

Deltek Tracking #620866

This feature provides the following enhancements for Time Sheet Audit.

This includes:

- Tracking Time Sheet Changes After Submission

Changes to Maconomy

The following workspace is added:

- Time Sheet Audit

The following workspaces are updated:

- Time & Expenses

- Job Cost

Tracking Time Sheet Changes After Submission

Deltek Tracking: 618617

Resubmission of Time Sheets

In this release, you can now enable track changes on time sheets when they are resubmitted. Additionally, you can now set up jobs to require an explanation each time a user resubmits a time sheet that includes changes to the time registration on the given job.

If you modify a previously submitted time sheet that affects one or more jobs, you are required to enter the reason for your changes. New job parameters are introduced to allow you to choose which jobs require explanations for any modifications done to the time sheet.

The explanations for resubmitting changes in time registrations are tracked for weekly time sheets. If a user registers time in daily time sheets, the corresponding weekly time sheet is submitted indirectly when the daily time sheets for all days with fixed hours are submitted, so typically when submitting the daily time sheet for Friday. An explanation at resubmission of time is only required when you modify the corresponding weekly time sheet after it has already been submitted once. Changes at resubmission of a daily time sheet, for example, on a Monday, does not require the user to enter an explanation as long as the weekly time sheet has not been submitted yet.

Reallocation of Job Entries

You can now also set up jobs to disallow the reallocation of job entries. Users cannot reallocate to or from the job, unless the reallocation keeps the job, task, activity and employee number. You can set this up using separate job parameters for time and amount activities.

In Maconomy, there are currently three tabs for job reallocation: one individual job entry, entries selected on one job at a time, and in batch. The first of these displays an error if reallocation is no permitted on the chosen job; the two latter tabs skip reallocation that is not permitted.

Time Sheet Audit

The Time Sheet Audit workspace is introduced to allow you to view all changes done on a selected time sheet, including the user who made the change, the date it was modified, and the reason for modifying the time sheet. The creation and deletion of time sheet lines on a time sheet that has already been submitted are also displayed in the Time Sheet Audit workspace.

"How to" Section

Resubmit Time Sheet with Tracked Changes

To resubmit a time sheet with tracked changes:

1. Go to **Time & Expenses » Time & Expenses » Time » Week**.

2. Select a date in the calendar.

3. In the Registrations sub-tab, edit the line you wish to modify.

4. Click **Submit**.

5. In the pop-up window, enter the reason for the change in the **Resubmission Explanation** field.

6. Click **Submit**.

View Changes on Time Sheets

To view changes on time sheets:

1. Go to **Time & Expenses » Time Sheet Audit » Time Sheets**.

2. Select your time sheet.

3. In the Details sub-tab, view the details for the time sheet lines that were changed.

Setup Instructions

Enable Tracked Changes on Time Sheets

To enable this feature:

1. Go to **Jobs » Setup » Parameter Selections**.

2. Select the **Registration** parameter.

3. In the New Attributes sub-tab, enable the following job parameters:

   - Require Explanation at Resubmission of Time

   - Allow job reallocation (time)

   - Allow job reallocation (amount)

Job Parameters

The following job parameter attributes are introduced in this enhancement.

Jobs » Jobs » Setup » Parameter Selections » New Attributes

Field	Description
Require explanation at resubmission of time	Use this job parameter attribute require users to enter an explanation whenever a time

Field	Description
	sheet is resubmitted with changes that affect the corresponding job.
Allow job reallocation (time)	Use this job parameter attribute to disable reallocation of job entries on time activities to or from the job. **Note:** Reallocation is allowed even if this parameter is enabled if it retains the job, task, activity, date, dimensions, and employee number.
Allow job reallocation (amount)	Use this job parameter attribute to disable reallocation of job entries on amount activities to or from the job. **Note:** Reallocation is allowed even if this parameter is enabled if it retains the job, task, activity, date, dimensions, and employee number.

Statutory Core Development

Deltek Tracking #693969

This feature provides the following enhancements for Statutory Core Development.

This feature includes:

- Withholding Tax Report Tab in Tax Settlement Report
- Tax Basis Amount in Tax Settlement Report
- Customer and Vendor Turnover Report
- General Ledger Report

Changes to Maconomy

The following workspace is updated:

- Financial Operations

Withholding Tax Report Tab in Tax Settlement Report

Deltek Tracking: 749762

A Withholding Tax report tab is now added to the Tax Settlement Report to provide separate details on withholding taxes for receivables and payables.

In the Maconomy workspace, the **Tax Settlement Type** field is updated with the Withholding Tax Receivable and Withholding Tax Payable options to allow you to view entries in the Withholding Tax tab in the report.

For more information, see the *BPM Description Guide*.

Tax Basis Amount in Tax Settlement Report

Deltek Tracking: 749776

You can now view the tax basis amount in all tax settlement report tabs:

- Tax Settlement Summary
- Tax Settlement Details
- Tax Settlement Details by Invoice
- Withholding Tax

For more information, see the *BPM Description Guide*.

Customer and Vendor Turnover Reports

Deltek Tracking: 749780

This report shows all tax-related transactions for customers and vendors. The details on sales and purchases of a company are provided in this report, and indicates whether a customer or vendor are from a different country. The report also shows tax-specific figures such as non-deductible and deferred tax.

For more information, see the *BPM Description Guide*.

General Ledger Report

Deltek Tracking: 760324

This report provides details on all postings done within a chosen fiscal period or interval of fiscal periods. It provides the opening balance, posted entries, and closing balance for each account. This report is linked to and can be accessed from the Balance Sheet report. You can also view this report as a standalone report.

For more information, see the *BPM Description Guide*.

BPM Enhancements

Deltek Tracking #750775

This feature provides the following enhancement for BPM methodology.

This includes:

- Cursor Sharing in BPM Installation Guide

Cursor Sharing in BPM Installation Guide

Deltek Tracking: 707539

When using BPM on a Maconomy installation, you can enable Cursor Sharing to improve performance. However, on some systems, enabling this can have the opposite effect and reduce performance.

Applying Cursor Sharing relies on the current performance of the customer's system. If you have not enabled Cursor Sharing and the system has performance issues, enable this feature to see if it resolves the issues. If you already have enabled Cursor Sharing and experience performance issues, disable it to check if the system's performance improves.

For more information about Cursor Sharing, see the *BPM Technical Install Guide*.

Performance Enhancements

Deltek Tracking #757315

This feature includes:

- M-Config Installation of Additional Coupling Service for Performance Debugging

M-Config Installation of Additional Coupling Service for Performance Debugging

Deltek Tracking: 784472

An additional coupling service is added as standby for debugging purposes. This second coupling service has the same configuration as the Production coupling service, and is intended to eliminate the need to restart a system in order for debugging to occur. The additional coupling service is created in a parallel folder and is maintained automatically. When the initial Coupling Service parameters change or modification occur, the additional coupling service is updated accordingly. This allows the secondary service to always stay up-to-date as changes to the initial service occur.

"How to" Section

This enhancement is a code-based update to Maconomy. As a result, there are no steps or user-based processes you need to perform.

Setup Instructions

This enhancement is a code-based update to Maconomy. As a result, there are no setup steps you need to perform.

System Parameters

There are no system parameters that you need to change or enable for this feature.

Security Enhancements

Deltek Tracking #763383

Two security enhancements are made in order to better protect Maconomy applications in terms of network traffic and password-related system security. These enhancements are the start of further security-related enhancements that are coming in future releases.

This feature includes:

- WSC - (1-High) Insecure Transport Layer Protection
- Change of Default Maconomy Administrator Password to be More Complex

WSC - (1-High) Insecure Transport Layer Protection

Deltek Tracking: 613620

This enhancement allows Maconomy to enforce the use of Transport Layer Security (TLS 1.2) to protect network traffic with the backend system. When establishing a secure connection, the application only communicates with the expected host and rejects unexpected, self-signed, revoked, and expired certificates.

Note: Use of non-TLS 1.2 protocols may need to be changed on web-servers and firewalls.

How to" Section

This is an internal system enhancement. No procedural steps are performed by the end user.

Setup Instructions

This is an internal system enhancement. No setup steps are required.

System Parameters

This is an internal system enhancement. No system parameters need to be set up.

Change of Default Maconomy Password

Deltek Tracking: 793503

The previously-existing default password for Maconomy was considered too insecure by Deltek's security team. This enhancement is the first in a series of default password updates for Maconony-related applications. The intention behind the password change is to prevent hash attacks and brute force attacks that could potentially crack system passwords.

How to" Section

This is an internal system enhancement. No procedural steps are performed by the end user.

Setup Instructions

This is an internal system enhancement. No setup steps are required.

System Parameters

This is an internal system enhancement. No system parameters need to be set up.

MDML Enhancements

Deltek Tracking #788332

Several enhancements are made to existing MDML functionality.

This feature includes:

- New MDML Element to Present a 3-Part Name
- New MDML "Ref" Attribute in <Actions> Subelements
- MDML Support for Defining a Wizard as a Link for an Action

New MDML Element to Present a 3-Part Name

Deltek Tracking: 744004

This enhancement allows you to define a 3-part element in MDML. An example of this is first, middle, and last name.

```
<FullName title="Full name title" >
    <First source="Field1" />
    <Middle source="Field2" />
    <Last source="Field3" />
</FullName>
```

"How to" Section

In order to use the three-part element in MDML:

1. In the `<FullName title="Full name title" >` field, enter the title.
2. In the `<First source="Field1" />` field, enter the source of the first name you want to use.
3. In the `<Middle source="Field2" />` field, enter the source of the middle name you want to use.
4. In the `<Last source="Field3" />` field, enter the source of the last name you want to use.

Setup Instructions

This enhancement is part of the standard system. No additional setup is required.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Fields / Descriptions

There are no new fields or descriptions to document for this enhancement.

New MDML "Ref" Attribute in <Actions> Subelements

Deltek Tracking: 749322

This enhancement allows you to declare actions in the <Define> block. You can use these actions in multiple places using the ref (reference) attribute.

```
<Define>
 <Actions name="ActionRef">
  <Create />
  </Actions>
</Define>
```

"How to" Section

To use the reference attribute:

1. Use a `<Define>` block to list all possible Action names.

2. In the `<Actions name="ActionRef">` line, replace the portion in quotations ("ActionRef") with the name of the action you want to call.

Setup Instructions

This enhancement is part of the standard system. No additional setup is required.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Fields / Descriptions

There are no new fields or descriptions to document for this enhancement.

MDML Support for Defining a Wizard as a Link for an Action

Deltek Tracking: 554783

This enhancement changes previously-existing functionality concerning how wizards interact with actions. Prior to this update, you could provide access to actions in the UI through a specification in the layout language MDML.

There were two ways to accomplish this:

- By explicitly stating the action as an <Action> tag under the <Actions> tag for pane layouts.

- By specifying a <Link> with a reference to the action name. The action presented itself as a hyperlink either in a form layout or on each row in a table layout.

However, there were a number of things that were not possible.

These items include:

- Associating actions like Delete, PrintThis, Report and ordinary hyperlinks with wizards (from the action bar)
- Associating *any* kind of action with a wizard, when the action was specified as a <Link>
- Associating named actions with action parameters when the action was specified as a <Link>

You can now associate all actions with a wizard when they are specified in the <Actions> tag. Additionally, you can assign actions with a wizard when specified as a <Link>.

"How to" Section

The following scenarios illustrate how to associate wizards with actions in various ways.

Actions Appearing in the Action Bar (Specified Under <Actions> Tag)

```
<Actions>
  <!-- NOT possible in previous versions -->
  <!-- Associate wizard with reference to Delete action -->
  <Action source="with.Delete" wizard="DeleteEmployeeWizard"/>

  <!-- NOT possible in previous versions -->
  <!-- Associate wizard with Delete action -->
  <Delete wizard="DeleteEmployeeWizard"/>

  <!-- NOT possible in previous versions -->
  <!-- Associating a hyper-link with a wizard -->
  <Link title="Google Maps" url="'https://maps.google.com'" wizard="GoogleMapsWizard"/>

  <!-- NOT possible in previous versions -->
  <!-- Associate wizard with reference to PrintThis action -->
  <Action source="with.PrintThis" wizard="PrintThisWizard"/>

  <!-- NOT possible in previous versions -->
  <!-- Associate wizard with PrintThis action -->
  <PrintThis wizard="PrintThisWizard"/>

  <!-- NOT possible in previous versions -->
  <!-- Associate a Report (e.g., Analyzer) with a wizard -->
  <Report title="My Repor" name="Report_FiANW" engine="analyzer"
source="'A__::UA::JOBENTRIESVIEW'"
          wizard="ReportWizard"/>


  <!-- NOT possible in previous versions -->
  <!-- Associate wizard with reference to RunReport action -->
  <Action title="Run Report" name="Report_FiARW" source="with.RunReport"
wizard="RunReportWizard"/>

  <!-- Not possible in previous versions -->
  <!-- Associating a wizard with Report-tag (e.g., analyzer report) -->
  <Report title="My report" name="Report_FoANW" engine="analyzer"
          source="'A__::UA::JOBENTRIESVIEW'"
          wizard="CreateEmployeeWizard"/>

  <!-- NOT possible in previous versions -->
  <!-- Associate action arguments for wizard-actions -->
  <Action source="ExportDataSet" appearance="all" wizard="ExportDataWizard" >
    <Argument parameter="ExportAllRows" value="true" />
    <Argument parameter="ExportFormat" valueString="application/vnd.ms-excel" />
    <Argument parameter="IncludedFields" value="visibleFields()" />
    <Argument parameter="FieldTitles" value="visibleFieldTitles()" />
  </Action>

</Actions>
```

Actions Appearing Inside the Pane as a "Hyperlink" (Specified Using <Link> Tag)

```
<!-- Not possible in previous versions -->
<!-- Having the Update action as a link -->
<Link><Update></Update></Link>
```

```
<!-- Not possible in previous versions -->
<!-- Associating a wizards to a Link element -->
<Link template="New Employee">
  <Create wizard="CreateEmployeeWizard" />
</Link>

<!-- Not possible in previous versions -->
<!-- Having the Create action as a link -->
<Link template="New Employee"><Create /></Link>

<!-- Not possible in previous versions -->
<!-- Referencing the Create action in another pane with a wizard -->
<Link template="Create Vendor">
  <Action source="VendorNumber_Vendor->VendorCard.Create" wizard="CreateVendorWizard" />
</Link>

<!-- Not possible in previous versions -->
<!-- Having the Delete action with a wizards as a link -->
<Link template="Delete Employee...">
  <Delete wizard="DeleteEmployeeWizard" />
</Link>

<!-- Not possible in previous versions -->
<!-- Having the Delete action as a link -->
<Link template="Delete Employee">
  <Delete />
</Link>

<!-- Not possible in previous versions -->
<!-- Referencing the Delete action in another pane with a wizard -->
<Link template="Delete Vendor">
  <Action source="VendorNumber_Vendor->VendorCard.Delete" wizard="DeleteVendorWizard" />
</Link>

<!-- Not possible in previous versions -->
<!—Associating a URL hyper link with a wizard -->
<Link template="Google Maps">
  <Link url="'https://maps.google.com'" wizard="GoogleMapsWizard"/>
</Link>

<!-- Not possible in previous versions -->
<!-- Having the PrintThis action as a link -->
<Link template="Print This"><PrintThis /></Link>

<!-- Not possible in previous versions -->
<!-- Having the PrintThis action as a link with a wizard -->
<Link template="Print This...">
  <PrintThis wizard="PrintThisWizard"/>
</Link>

<!-- Not possible in previous versions -->
<!-- Having a reference to the PrintThis action of another pane as a link with a wizard -->
<Link template="Print Vendor">
  <Action source="VendorNumber_Vendor->VendorCard.PrintThis" wizard="PrintVendorWizard"/>
</Link>

<!-- Not possible in previous versions -->
<!-- Having the Report (e.g. analyzer) as a link -->
<Link template="Analyzer Report">
  <Report name="Report_FoLNN" engine="analyzer" source="'A__::UA::JOBENTRIESVIEW'"/>
</Link>

<!-- Not possible in previous versions -->
<!-- Having the Report (e.g. analyzer) as a link with a wizard-->
<Link template="Analyzer Report...">
```

```
  <Report name="Report_FoLNW" engine="analyzer" source="'A__::UA::JOBENTRIESVIEW'"
        wizard="AnalyzerReportWizard"/>
</Link>

<!-- Not possible in previous versions -->
<!-- Associating a wizard with a named action as a link -->
<Link template="Synchronize">
  <Action source="SynchronizeRevisions" wizard="SynchronizeRevisionsWizard"/>
</Link>

            <Link template="Action_FoLRN"><Action title="Action_FoLRN" source="parent.mount-
&gt;ImportEmployees.Import" disabled="false"/></Link>

<!-- Not possible in previous versions -->
<!—Having a reference to a named action of another pane as a link with a wizard -->
<Link template="Import Employees">
  <Action source="parent.mount->ImportEmployees.Import" wizard="ImportWizard" disabled="false"/>
</Link>
```

Setup Instructions

This enhancement is part of the standard system. No additional setup is required.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Fields / Descriptions

There are no new fields or descriptions to document for this enhancement.

Workspace Client Enhancements

Deltek Tracking #788332

This feature provides the following enhancements for Workspace Client enhancements.

This includes:

- Kona Integration Updates

Kona Integration Updates

Deltek Tracking: 773411

In this release, new parameters are introduced to allow further customization of the Kona widget in Maconomy. For more information, see the *System Administrator Guide*.

Improving the Hot Fix / Cumulative Update Process

Deltek Tracking #434433

The Hot Fix / Cumulative Update process is improved to reduce steps and make it more efficient. This applies to all installations when MConfig 8.13 (or above) is used, and the changes are applied automatically.

The check box **Skip import of screen and print layouts in patch installation**, which prevents MConfig from running layout validation during the installation, is updated to include custom layouts. Since these layouts could take a long time on systems with many custom layouts, the process now runs more efficiently.
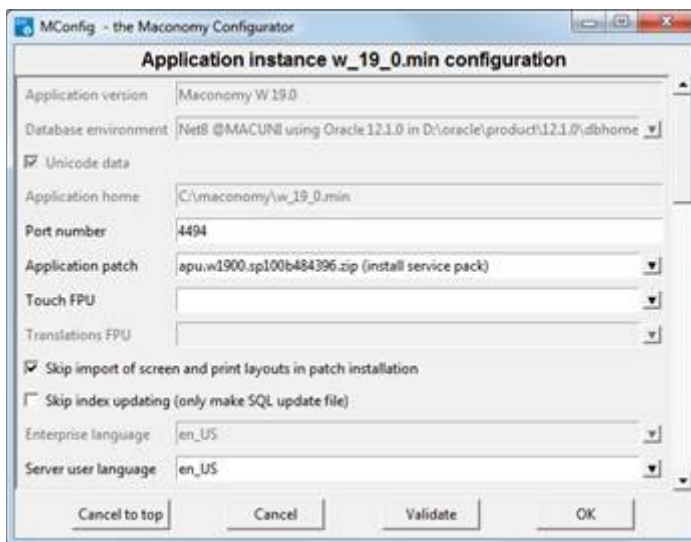
Improving the Upgrade Process

Deltek Tracking #541226

A new section on creating Approval Hierarchies indexes is included in the Upgrade Guide. See the *Deltek Maconomy Upgrade Guide* for details.

Miscellaneous Tooling Enhancements

Deltek Tracking #716293

Three tooling enhancements are made to improve handling of internal MConfig processes in Maconomy. These updates are internal system enhancements.

This feature includes:

- MConfig Indexes on Transaction Time Stamp Instead of ETL

- Maconomy.ini RPC_AuthorizationKeys Set by MConfig

- MConfig Support for Azure SSO

MConfig Indexes on Transaction Time Stamp Instead of ETL

Deltek Tracking: 439381

This enhancement allows MConfig to handle application of indexes on the Transaction Time Stamp field. This was previously handled by the BPM ETL tool. ETL wrote back indexes on transaction timestamps to the Maconomy database for incremental loads.

Because indexes are now handled by MConfig, BPM does not write into Maconomy at all. This simplifies and streamlines the index application process.

> ⚠️ If you are using a customized ETL tool, you will need to add additional indexes on transaction time stamps.

As a result of this change, transaction time stamp indexing is removed from BPM ETL.

How to" Section

This is an internal system enhancement. No procedural steps are performed by the end user.

Setup Instructions

This is an internal system enhancement. No setup steps are required.

System Parameters

This is an internal system enhancement. No system parameters need to be set up.

Maconomy.ini RPC_AuthorizationKeys Set by MConfig

Deltek Tracking: 594076

With the introduction of background tasks, the coupling server can run as a specified user without having the password credentials of that user. The security behind this lies in that the server checks that such requests only occur from within Java bundles that are signed with a trusted certificate. To indicate which bundle this is, the Maconomy.ini file must contain a key (RPC_AuthorizationKeys) with a hash value that corresponds to the trusted bundles. If this does not happen, an error is logged in Maconomy.log indicating the expected number.

This enhancement allows MConfig to handle placement of the RPC_AuthorizationKeys into the Maconomy.ini file. This in turn allows Maconony.ini to contain the appropriate information about trusted Java bundles that request server access.

"How to" Section

This is an internal system enhancement. No procedural steps are performed by the end user.

Setup Instructions

This is an internal system enhancement. No setup steps are required.

System Parameters

This is an internal system enhancement. No system parameters need to be set up.

MConfig Support for Azure SSO

Deltek Tracking: 775829

This enhancement allows for MConfig support for setting up Azure login modules without the need for directly editing configuration files.

The following updates are made:

- AzureServerId is replaced by **Client Secret: <<AzureClientSecret>>**

- EnableAzureLogin is renamed to **EnableAzureOIDCLogin**

- There is no longer a need for settings in Maconomy.ini

  configuration/maconomy.security.config:

  - <<EnableAzureADLogin>>: Empty if "Azure AD" login is enabled, "//" otherwise
  - <<EnableAzureOIDCLogin>>: Empty if "Azure OIDC" login is enabled, "//" otherwise
  - <<AzureTenantId>>: The "tenant id" of the Azure setup. Identifies the Active Directory in Azure. (This key is shared by both login modules)
  - <<AzureClientId>>: The "client id" of the Azure setup. (This key is shared by both login modules)
  - <<AzureServerId>>: The "server id" of the Azure setup. (Only "Azure AD" uses this key)
  - <<AzureClientSecret>>: The "client secret" of the Azure setup. (Only "Azure OIDC" uses this key)

<<EnableAzureADLogin>> is mutually exclusive with <<EnableAzureOIDCLogin>>.

"How to" Section

Migrate from Azure AD to Azure OIDC
Perform the following steps to migrate from Azure AD to Azure OIDC:

1. Disable <<EnableAzureADLogin>> and enable <<EnableAzureOIDCLogin>>
2. Throw away the value of <<AzureClientId>> and use instead the old value of <<AzureServerId>>

3. Enter a value for <<AzureClientSecret>>

Setup Instructions

This is an internal system enhancement. No setup steps are required.

System Parameters

This is an internal system enhancement. No system parameters need to be set up.

Selection Criteria on Invoice Allocation Line

Deltek Tracking: 795223

In the Selection Criterion Specification dialog for type InvoiceAllocationLine, you can now reference Project Manager as table section.

Appendix A – Field Descriptions

This section lists fields and descriptions for 2.4 LA1 features.

Pre-Invoicing Fields / Descriptions

Jobs Workspace

Job Overview Tab

Jobs » Jobs » Home » Overview

Single Dialogs » Job Cost » Lookup » Job Overview

Use this tab to get a general overview of a job, including budgeted cost and billing price, hours entered, total amount of committed purchase orders, total amount invoiced, pre-invoice totals, customer balance due, and revenue recognized.

Pre-Invoicing island

Pre-Invoiced, Pending Payment, Currency	This field shows the total amount for all pre-invoices on this job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice currency.
Pre-Invoiced, Pending Payment, Base	This field shows the total amount for all pre-invoices on this job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice base currency.
Pre-Invoiced, Pending Payment, Enterprise	This field shows the total amount for all pre-invoices on the job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice enterprise currency.

Invoices Sub-Tab

Jobs » Jobs » Invoicing » Invoice History » Invoices

Jobs » Jobs » Lookup » Invoice History

Single Dialogs » Job Cost » Invoicing » Job Invoice History » Invoices

Type	This field shows the status for invoices, pre-invoices, and credit memos for a job. It shows one of the following statuses for pre-invoices:

- **Pre-Invoice, Pending Payment** – The pre-invoice is printed, but no payment has been reconciled.

- **Pre-Invoice, Cancelled** – This pre-invoice is no longer needed and is cancelled.

   Note: Pending payment pre-invoices cannot be credited, like a invoice on account. Instead, they must be cancelled.

- **Pre-Invoice, Payment Received** – A full or partial payment has been reconciled against this pre-invoice.

  Note: Once the pre-invoice is in a **Payment Received** state, it then behaves like an invoice on account.

Payment Status   This field shows the payment status for invoices, pre-invoices, and credit memos. It shows one of the following statuses:

- **Due** – The invoice or pre-invoice is partially paid, and the current date is past the invoice's or pre-invoice's due date.

- **Not Due** – A partial payment has been made for this invoice or pre-invoice, and the due date is not yet passed.

- **N/A** – No payments have been made for the pre-invoice, or the pre-invoice is no longer needed and is cancelled. This status is applicable to pre-invoices only.

- **Paid** – The amount due for this invoice is fully paid. An invoice that is credited also has a **Paid** status.

- **Reconciled** – The amount due for the pre-invoice, invoice, or credit memo is fully paid.

- **Not Reconciled** – The credit memo is not reconciled. This status is applicable to credit memos only. Partially reconciled memos also have a **Not Reconciled** status.

Job Invoice Overview Workspace

Jobs » Job Invoices » Home » Overview

Single Dialogs » Job Cost » Lookup » Job Invoice Overview

Use this workspace to review an invoice and its associated job entries, as well as review pre-invoices.

You cannot make any changes in this workspace.

The information in this workspace is useful if you need to track the job entries of a certain job invoice.

Job Invoice Overview Tab

Type   This field shows the status for invoices, pre-invoices, and credit memos for a job. It shows one of the following statuses for pre-invoices:

- **Pre-Invoice, Pending Payment** – The pre-invoice is printed, but no payment has been reconciled.

- **Pre-Invoice, Cancelled** – This pre-invoice is no longer needed and is cancelled.

  Note: Pending payment pre-invoices cannot be credited, like a invoice on account. Instead, they must be cancelled.

- **Pre-Invoice, Payment Received** – A full or partial payment has been reconciled against this pre-invoice.

  Note: Once the pre-invoice is in a **Payment Received** state, it then behaves like an invoice on account.

Payment Status

This field shows the payment status for invoices, pre-invoices, and credit memos. It shows one of the following statuses:

- **Due** – The invoice or pre-invoice is partially paid, and the current date is past the invoice's or pre-invoice's due date.

- **Not Due** – A partial payment has been made for this invoice or pre-invoice, and the due date is not yet passed.

- **N/A** – No payments have been made for the pre-invoice, or the pre-invoice is no longer needed and is cancelled. This status is applicable to pre-invoices only.

- **Paid** – The amount due for this invoice is fully paid. An invoice that is credited also has a **Paid** status.

- **Reconciled** – The amount due for the pre-invoice, invoice, or credit memo is fully paid.

- **Not Reconciled** – The credit memo is not reconciled. This status is applicable to credit memos only. Partially reconciled memos also have a **Not Reconciled** status.

Show Job Invoice Workspace

Jobs » Jobs» Invoicing » Invoice History » Invoice

Single Dialogs » Job Cost » Lookup » Show Job Invoice

Use this window to find and review a past invoice for a job and, if necessary, reprint it. Additionally, you can cancel pre-invoices here.

Actions

Cancel Pre-Invoice

Select the pending pre-invoice, then use this action to cancel the pending pre-invoice. Once the pre-invoice is cancelled, no customer payments can be reconciled against the pre-invoice. The pre-invoice does not participate in any on account reconciliations for time and material invoices.

Reverse Pre-Invoice Cancellation

Select the pre-invoice, then use this action to reverse the cancellation of a cancelled pre-invoice. The pre-invoice returns to the **Payment Pending** state and can be either cancelled again or a payment can be reconciled against it.

Show Job Pre-Invoice Events

Jobs » Jobs » Invoicing » Job Invoice History » Pre-Invoice Events

Single Dialogs » Job Cost » Lookup » Show Job Pre-Invoice Events

Use this window to find and review the history of a pre-invoice for a job. You cannot reprint invoices in this window.

Job Pre-Invoice Tab

Job Pre-Invoice island

Invoice No.	This field shows the pre-invoice's number.
Invoicing Job No.	This field shows the pre-invoice's job number.
Bill to Customer	This field shows values derived from the **Bill to Customer** field on the Show Job Invoice workspace.
Appropriation	This field shows values derived from the **Appropriation** field on the Show Job Invoice workspace.
Settling Company	This field shows values derived from the **Settling Company** field on the Show Job Invoice workspace.
Invoice Date	This field shows the information entered in the **Invoice Date** field on the Show Job Invoice workspace.
Total, Invoice Currency	This field shows the total amount entered in the invoice currency from the Show Job Invoice workspace.
Total, Standard Currency	This field shows the total amount entered in the **Total In Standard** field on the Show Job Invoice workspace converted into the bill-to customer's currency.

Status island

Pre-Invoice Status   This field shows one of the following statuses of the pre-invoice:

- **Pending payment** – The pre-invoice is awaiting a payment by the customer. It cannot participate in T&M reconciliation and does not affect the job on account totals. No A/R or G/L entries exist for the pre-invoice.

- **Selected for reconciliation** – The pre-invoice is selected for reconciliation on a journal (for example, a customer payment journal or a general journal).

- **Payment received** – A full or partial payment has been reconciled against this pre-invoice. The pre-invoice has been posted, resulting in A/R and G/L entries. The pre-invoice can participate in T&M reconciliation and is included in job on account totals.

- **Selected for cancellation** – The pre-invoice has been selected for cancellation on a T&M draft invoice.

- **Cancelled** – The pre-invoice is cancelled. No customer payment can be reconciled against such a pre-invoice. The pre-invoice cannot participate in T&M reconciliation.

- **Selected for cancellation reversal** – The pre-invoice is selected for reversal of cancellation on a T&M draft credit memo.

Date of Cancellation — This field shows the date when the pre-invoice was cancelled, if the pre-invoice is in a **Cancelled** state.

Cancelled on Invoice — This field show the invoice number of the T&M invoice where this pre-invoice was cancelled. This field is set only if the pre-invoice is in a **Cancelled** state.

Cancellation Reported — This field shows whether or not the pre-invoice is cancelled, and the cancellation was reported on a T&M invoice.

Reported on Invoice — This field shows the T&M invoice number where the cancellation of this pre-invoice was reported. This field is set only if the **Cancellation Reported** field is selected.

Selected for cancellation reversal — This field shows the invoice number of the T&M credit memo where the cancellation of this pre-invoice was most recently reversed.

Date of Payment Reconciliation

If the pre-invoice is in a **Payment Received** state, this field shows the reconciliation date of the payment.

Job Pre-Invoice Event Sub-Tab

Event No. — This field shows the sequential number for the event.

Event Date — This field show the date on which the event took place.

Transaction Date — This field shows the related transaction's date. The date shown is determined by the event type:

- **New Invoice** – The field shows the invoice date of the created pre-invoice.

- **Automatic Cancellation** – The field shows the invoice date of the T&M invoice that cancelled this pre-invoice.

- **Manual Cancellation** – The field shows the same date as the event date.

- **Cancellation Reported** – The field shows the invoice date of the T&M invoice where this pre-invoice was reported.

- **Cancellation Reversed –** If the cancellation was revoked, the field shows the invoice date of the T&M credit memo for this pre-invoice. If the cancellation was revoked by using the **Reverse Pre-Invoice Cancellation** action, the field shows the event date.

- **Payment Received** – The field shows the reconciliation date of the payment.

Event Type

This field shows the type of event on this line:

- **New Invoice** – A pre-invoice is created.

- **Automatic Cancellation** – A pre-invoice is automatically cancelled when a time and material invoice is printed. The **Time and Material Invoice Number** field specifies the invoice associated with the cancellation.

- **Manual Cancellation** – The pre-invoice is manually cancelled by using the **Cancel Pre-Invoice** action.

- **Cancellation Reported** – The cancellation of this pre-invoice is reported on a time and material invoice indicated in the **Time and Material Invoice Number** field.

- **Cancellation Reversed –** The cancellation of this pre-invoice is undone either by using the **Reverse Pre-Invoice Cancellation** action or by crediting a time and material invoice.

  Note: When you credit a T&M invoice with a cancelled pre-invoice, the pre-invoice is cancelled only if the **Restore Pre-Invoices** check box is selected. If the cancellation was reversed using the action, the **Time and Material Invoice Number** field is left blank; otherwise, it contains the number of the credit memo involved in the process.

- **Payment Received** – A full or partial payment is reconciled against the pre-invoice. The **Invoice Journal Number** and **Invoice Journal Line Number** fields indicate the **Invoice Journal** line where the pre-invoice is posted. The **Reconciliation Journal Number** and **Reconciliation Journal Line Number** fields indicate the journal where the pre-invoice is selected for reconciliation. Once a journal is posted, the pre-invoice is no longer selected for reconciliation.

Username

This field shows the user who performed the last action on a pre-invoice.

Time and Material Invoice

The invoice number of the time and material invoice or credit memo involved in the event, if any.

Invoice Journal No.

If a payment has been received, this field shows the Invoice Journal's journal number where the pre-invoice was posted.

Invoice Journal Line No.   If a payment has been received, this field shows the
                                  Invoice Journal's journal line number where the pre-
                                  invoice was posted.

Reconciliation Journal No.   If a payment has been received, this field shows the journal
                               number of the journal where the pre-invoice is selected for
                               reconciliation.

Reconciliation Journal Line No.

                               If a payment is received, this field shows the journal line number of the
                               journal where the pre-invoice is selected for reconciliation.

Actions

Cancel Pre-Invoice   Select the pending pre-invoice, then use this action to cancel the
                       pending pre-invoice. Once the pre-invoice is cancelled, no customer
                       payments can be reconciled against the pre-invoice. The pre-invoice
                       does not participate in any on account reconciliations for time and
                       material invoices.

Reverse Pre-Invoice Cancellation

                       Select the pre-invoice, then use this action to reverse the cancellation
                       of a cancelled pre-invoice. The pre-invoice returns to the **Payment
                       Pending** state and can be either cancelled again or a payment can be
                       reconciled against it.

Invoice Selection Workspace

Jobs » Jobs » Invoicing » Invoice Selection

Single Dialogs » Job Cost » Invoicing » Invoice Selection

Use this workspace to view and update invoicing and pre-invoicing activities for jobs managed in
the Job Cost module.

Invoice Selection Tab

Job Contains Pre-Invoices   This field indicates whether or not there are pre-invoices, in any
                              state, on this job.

Invoice

Invoice Type   Use this field to specify the type of invoice to approve when you
                      approve the invoice selection. The available options include:

- **T&M**

- **On Account**

- **T&M and On Account**

- **Pre-Invoice** – Selecting this option instructs Maconomy to create a pre-invoice instead of an invoice on account or a time and material invoice. If a job is set up for pre-invoicing by default, Maconomy automatically populates the **Invoice Type** field with **Pre-Invoice** when you enter a positive amount in the **Total** field.

  If a job is not set up for pre-invoicing, this invoice type cannot be selected.

Credit Memo

From Invoice No.

This field is used when you use the **Invoice to Credit Note** action.

Enter a job invoice number. Maconomy verifies whether the number is assigned to an existing job invoice associated with the current job. If the entered invoice number belongs to an invoice on account, the **Restore Job Entries** check box is automatically selected.

An invoice number cannot be entered in this field when corresponding to a pending or cancelled pre-invoice.

Restore Pre-Invoices

Select this check box when crediting a T&M invoice to reverse the cancellation of any pre-invoices that were cancelled on that invoice.

Note: The cancellation of a pre-invoice is reversed only if the most recent cancellation is due to the invoice being credited. For example, if a pre-invoice is cancelled by printing a T&M invoice, then the cancellation of the pre-invoice is manually reversed. If this pre-invoice is cancelled again by another T&M invoice, crediting the first T&M invoice will have no effect on the pre-invoice.

Actions

Transfer Invoicing Plan

This action is not available when invoice selection is closed.

Use this action to allow Maconomy to transfer due lines in the invoicing plan of the current job to the invoice selection. However, if the **Transfer Several Invoicing Plan Lines** system parameter is disabled, only the first due line of the invoicing plan is transferred.

The amount is shown in the **Amount for Invoicing on Account** field in the sub-tab. Once the lines have been transferred, use the **Approve for Invoicing on Account** action to approve the on account invoice selection for further processing in the Invoice Editing tab. For further information, see the description of the Invoicing Plans workspace.

Note: Invoicing plan lines must be approved in the Invoicing Plans workspace before they can be transferred for invoicing in this workspace if the **Approval of Invoicing Plan Lines** job parameter is enabled for the current job.

If the current job is a sub job to a main job, and the main job's invoice layout rule specifies Main Job Invoicing, this action cannot be used.

If the invoicing plan contains a mix of lines for invoicing on account and pre-invoicing, running this action transfers only one type of line at a time. Once the transferred lines are invoiced, the action can be run again to transfer the remaining lines of a different type.

On Account Invoice Selection Workspace

Jobs » Jobs » Invoicing » Invoice on Account

Single Dialogs » Job Cost » Invoicing » On Account Invoice Selection

Use this workspace to specify and approve amounts for pre-invoices and invoicing on account.

On Account Invoice Selection Tab

Invoice

Invoice Type | Use this field to specify the type of invoice to approve when you approve the invoice selection. The available options include:

- **T&M**

- **On Account**

- **T&M and On Account**

- **Pre-Invoice** – Selecting this option instructs Maconomy to create a pre-invoice instead of an invoice on account or a time and material invoice. If a job is set up for pre-invoicing by default, Maconomy automatically populates the **Invoice Type** field with **Pre-Invoice** when you enter a positive amount in the **Total** field.

  If a job is not set up for pre-invoicing, this invoice type cannot be selected.

Credit Memo

From Invoice No. | This field is used when you use the **Invoice to Credit Note** action.

Enter a job invoice number. Maconomy verifies whether the number is assigned to an existing job invoice associated with the current job. If the entered invoice number belongs to an invoice on account, the **Restore Job Entries** check box is automatically selected.

An invoice number cannot be entered in this field when corresponding to a pending or cancelled pre-invoice.

Actions

Transfer Invoicing Plan | This action is not available when invoice selection is closed.

Use this action to allow Maconomy to transfer due lines in the invoicing plan of the current job to the invoice selection. However, if the **Transfer Several Invoicing Plan Lines** system parameter is disabled, only the first due line of the invoicing plan is transferred.

The amount is shown in the **Amount for Invoicing on Account** field in the sub-tab. Once the lines have been transferred, use the **Approve for Invoicing on Account** action to approve the on account invoice selection for further processing in the Invoice Editing tab. For further information, see the description of the Invoicing Plans workspace.

Note: Invoicing plan lines must be approved in the Invoicing Plans workspace before they can be transferred for invoicing in this workspace if the **Approval of Invoicing Plan Lines** job parameter is enabled for the current job.

If the current job is a sub job to a main job, and the main job's invoice layout rule specifies Main Job Invoicing, this action cannot be used.

If the invoicing plan contains a mix of lines for invoicing on account and pre-invoicing, running this action transfers only one type of line at a time. Once the transferred lines are invoiced, the action can be run again to transfer the remaining lines of a different type.

Blanket Invoice Selection Workspace

Blanket Invoicing » Invoice Selection » Blanket Invoice Selection

Single Dialogs » Job Cost » Invoicing » Blanket Invoice Selection

Use this workspace to prepare a blanket invoice for a bill-to customer, as well as view and update pre-invoicing activities.

Blanket Invoice Collection Tab

From Invoice No.   This field is used when you use the **Invoice to Credit Note** action.

Enter a job invoice number. Maconomy verifies whether the number is assigned to an existing job invoice associated with the current job. If the entered invoice number belongs to an invoice on account, the **Restore Job Entries** check box is automatically selected.

An invoice number cannot be entered in this field when corresponding to a pending or cancelled pre-invoice.

Restore Pre-Invoices   Select this check box when crediting a T&M invoice to reverse the cancellation of any pre-invoices that were cancelled on that invoice.

Note: The cancellation of a pre-invoice is reversed only if the most recent cancellation is due to the invoice being credited. For example, if a pre-invoice is cancelled by printing a T&M invoice, then the cancellation of the pre-invoice is manually reversed. If this pre-invoice is cancelled again by another T&M invoice, crediting the first T&M invoice will have no effect on the pre-invoice.

Job Collection Contains Pre-Invoices

This check box is selected if any of the jobs in this job collection contain pre-invoices in any state.

Job Invoice Crediting, Full Workspace

Jobs » Job Invoices » Crediting » Credit Invoice

Single Dialogs » Job Cost » Invoicing » Job Invoice Crediting, Full

Use this workspace to perform routine crediting tasks.

Job Invoice Crediting Tab

Restore Pre-Invoices	Select this check box when crediting a T&M invoice to reverse the cancellation of any pre-invoices that were cancelled on that invoice.
	Note: The cancellation of a pre-invoice is reversed only if the most recent cancellation is due to the invoice being credited. For example, if a pre-invoice is cancelled by printing a T&M invoice, then the cancellation of the pre-invoice is manually reversed. If this pre-invoice is cancelled again by another T&M invoice, crediting the first T&M invoice will have no effect on the pre-invoice.
Job Contains Pre-Invoices	This check box is selected if this job contain pre-invoices in any state.

Bill To Customer Distribution Workspace

Jobs » Jobs » Invoicing » Split Billing

Single Dialogs » Job Cost » Invoicing » Bill to Customer Distribution

Bill to Customer Distribution Tab

Invoice Selection

Invoice Type	Use this field to specify the type of invoice to approve when you approve the invoice selection. The available options include:

- **T&M**

- **On Account**

- **T&M and On Account**

- **Pre-Invoice** – Selecting this option instructs Maconomy to create a pre-invoice instead of an invoice on account or a time and material invoice. If a job is set up for pre-invoicing by default, Maconomy automatically populates the **Invoice Type** field with **Pre-Invoice** when you enter a positive amount in the **Total** field.

  If a job is not set up for pre-invoicing, this invoice type cannot be selected.

Invoice Preparation Workspace

Jobs » Jobs » Work Orders » Invoice

Single Dialogs » Job Cost » Invoicing » Invoice Preparation

Use this workspace to prepare a job invoice or pre-invoice.

Invoice Preparation Tab

Create Pre-Invoice   Select yes or no to indicate whether the invoice is a pre-invoice or not. If you indicate that this is a pre-invoice, the **Prepare Invoice** action prepares a pre-invoice instead of an invoice on account. This field is applicable only if you select **Budget** as the basis for the invoice. For other invoice bases, selecting this field has no effect.

                     This field is available for selection only if the job is set up for pre-invoicing.

Pre-Invoicing Enabled on Job
                     This field shows the state of the **Allow Job Pre-Invoices** job parameter.

Invoicing Plans Workspace

Jobs » Invoicing » Plan

Single Dialogs » Job Cost » Invoicing » Invoicing Plans

Use this workspace to create plans for invoicing or pre-invoicing jobs on account in the Job Cost module.

Invoicing Plan Lines Sub-Tab

Line Type   Select the line type to indicate whether the line should give rise to an invoice on account or a pre-invoice. Select one of the following options:

- **On Account – Select this option to create an invoice on account.**

- **Pre-Invoice -** This option can be selected only if the job is set up for pre-invoicing. If the job is set up for pre-invoicing by default, this option is automatically selected.

Invoicing Plans By Bill To Customer Workspace

Jobs » Invoicing » Plan

Single Dialogs » Job Cost » Invoicing » Invoicing Plans by Bill To Customer

Invoicing Plan Lines Sub-Tab

Line Type   Select the line type to indicate whether the line should give rise to an invoice on account or a pre-invoice. Select one of the following options:

- **On Account – Select this option to create an invoice on account.**

- **Pre-Invoice -** This option can be selected only if the job is set up for pre-invoicing. If the job is set up for pre-invoicing by default, this option is automatically selected.

Job Parameters

Setup » Job Cost Setup » Parameters » Job Parameters » Parameter » Attributes

Single Dialogs » Set-up » Job Parameters

- **Allow Job Pre-Invoices** - Select **Yes** to indicate that users are allowed to print pre-invoices on this job, or **No** to restrict printing. This attribute can be changed for an existing job even if it has pre-invoices on it already. This enables you to use pre-invoicing on specific stages of a job.

- **Use Job Pre-Invoices by Default** - Select **Yes** to indicate that Maconomy should set the type to Pre-Invoice rather than Invoice on Account.

  To enable this parameter, you must first enable the **Allow Job Pre-Invoices** job parameter.

System Parameters

System Setup » Parameter and Numbers » System Parameters » System Parameter

Single Dialogs » Set-Up » Set-up » System Parameters

- **Show Job Pre-Invoice Reconciliation in Workspace** — Select this company-specific parameter to control whether workspaces will show tabs or sub-tabs related to pre-invoice reconciliation functionality.

  If a company within your enterprise uses pre-invoicing, on the System Parameter tab, deselect the **Show Job Pre-Invoice Reconciliation in Workspace** check box. Then, in the Company Specific Values sub-tab, create a line for the company and select the **Show Job Pre-Invoice Reconciliation in Workspace** check box.

- **Require System Number for Job Pre-Invoices** - Select this company-specific parameter to control whether a unique sequence of system numbers for job pre-invoices is required (separate from the invoices sequence), or deselect to indicate that job pre-invoice numbers can share the sequence numbers on invoices.

  To share the same sequence of system numbers for both pre-invoices and regular invoices, enter the number zero in the **Next Number** field.

  If a company within your enterprise must share have invoices and pre-invoices each have a unique numbering sequence, on the System Parameter tab, deselect the **Require System Number for Job Pre-Invoices** check box. Then, in the Company Specific Values sub-tab, create a line for the company and select the **Require System Number for Job Pre-Invoices** check box.

CRM Integration Fields / Descriptions

Setup » Set-Up » CRM Integration Setup

CRM Integration Tab

Open	This field shows whether Maconomy is currently open for synchronization with Vision CRM or if a synchronization is already underway.
Time Closed	If the connection is currently closed, this field shows the time that it was closed.
Date Closed	If the connection is currently closed, this field shows the date that it was closed.
Timeout time in minutes	Enter the minimum number of minutes the connection must be closed before it can be opened by the action "Timeout Open."
Vision Login	This field shows the Deltek CRM login used for the integration.

Actions

Open Timed Out	Use this action to reopen the connection if it has been closed for a given amount of time. Use in case an error occurs during synchronization with Deltek CRM which leaves the connection closed. The minimum time before this action reopens can be set in the "Timeout time in minutes" field.

Update Vision Connection Information

This action opens a wizard where you can input Vision connection data. The wizard shows the current values of Vision URL, Vision Database, and Vision Login, but allows the user to alter them, as well as input a password. The password must be verified. When the wizard is complete, the Vision URL, Vision Database and Vision Login are updated to the new values and stored in the database along with the new password. Note that the password is never visible after input is complete.

Import Jobs and Customers from Deltek CRM

> Select this action to create customers and jobs in Maconomy based on data in Deltek CRM. For any clients and opportunities in Deltek CRM with the correct setting, a job is created in Maconomy, unless it already exists.

Export Maconomy Employees to Deltek CRM Maconomy to Deltek CRM.	Select this action to export employees in
Export Maconomy Companies to Deltek CRM Maconomy to Deltek CRM	Select this action to export companies in
Export Job Templates to Deltek CRM to Deltek CRM	Select this action to export job templates in Maconomy

Export Dimensions to Deltek CRM   Select this action to export dimensions in Maconomy to
Deltek CRM

Country Mapping Setup Sub-Tab

Country ISO Code   This field shows the ISO code for the selected country. If a country is
                          selected, this field is automatically populated based on the country.

Country   Select the Maconomy country from this popup field.

Created by   This field shows the name of the user who created this line. It cannot be
changed.

Created on   This field shows the date the line was created. It cannot be changed.

Changed by   The field shows the user who last changed this line.

Changed on   The field shows the date this line was last changed.

Remarks   In this field you can enter remarks relevant to the current line. This field
                          is the only one that can be updated.

Dimension Setup Sub-Tab

Enabled   Select this field to choose if this dimension should be
                                        exported to Deltek CRM. This field can be edited.

Maconomy Relation Name   The name of the Maconomy relation to export. This field
                                        is read-only.

CRM Custom Infocenter Name   The name of the Deltek CRM custom infocenter to use.
                                        This field can be edited.

Maconomy Relation Key Field Name   The name of the key field for the relation. This field is
                                        read-only.

Maconomy Relation Description Field Name

                                        The name of the description field for the relation. This
                                        field is read-only.

CRM Opportunity Custom Field Name   The name of the custom field on a Deltek CRM
                                        Opportunity that references this dimension. This field can
                                        be edited.

Maconomy Job Field Name   The name of the field on Job that contains a reference to
                                        this dimension. This field is read-only.

Actions

Export Dimensions to Deltek CRM

Use this action to export to Vision CRM all dimensions with lines marked **Enabled**. This requires
that the item listed in the related Custom Infocenter Name line exists in the Vision CRM system,

otherwise the export will fail. The action is also dependent on proper configuration of the Vision CRM Connection Information in the CRM Integration tab.

Talent Management Field / Descriptions

Employees

Human Resources » Employees

Actions

Sync. with Talent Management This new action updates the employee with the latest user data from Talent Management and updates the Talent Management user with latest employee data. Employees are updated only if they have Talent Management User IDs and the user data has changed since the last synchronization.

Talent-Management Setup Workspace

Setup » Talent Management Setup » Administration

Single Dialogs » Set-Up » Set-up » Talent Management Integration Setup

Single Dialogs » Resource Planning » Set-up » Employee Skills

Use this new dialog for Talent Management integration setup.

Administration Tab

Company No. Field Name Enter the name of the custom field which is used to keep the Maconomy company number in the Talent Management user onboarding form.

Version This field shows the version of the data entered in this card.

Actions

Sync. All Empl. with Talent Management

This new action updates employees with the latest Talent Management user data and updates Talent Management user with latest Maconomy employee data. The employee is updated only if it is linked with Talent Management user (it has the Talent Management User ID) and this user has been updated since the last synchronization. **Note**: You can parameterize this action (via MDML) so that the synchronization is enforced even if the user information in Talent Management has not been updated since the last synchronization.

Enhanced HR Field / Descriptions

Human Resources » Employees » Employees

Single Dialogs » Set-up » Set-Up » Employees

Preferred Names

Preferred First Name

Use this field to enter the person's preferred first name. The field is only available if F/M/L names are enabled, in which case it is mandatory.

If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.

Preferred Middle Name

Use this field to enter the person's preferred middle name. The field is only available if F/M/L names are enabled.

If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.

Preferred Last Name

Use this field to enter the person's preferred last name.

The field is only available if F/M/L names are enabled, in which case it is mandatory. If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.

Formal Names

Formal First Name

Use this field to enter the person's formal first name. The field is only available if formal names are enabled, in which case it is mandatory.

If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.

Formal Middle Name

Use this field to enter the person's formal middle name. The field is only available if formal names are enabled.

Formal Last Name

Use this field to enter the person's formal last name.

The field is only available if formal names are enabled, in which case it is mandatory.

Talent Management Integration

Contact Person

Title

Use this field to enter a personal title (for example, Mr., Ms., Dr.) for the person. Maconomy suggests values for the option list 'Personal Titles' but it is possible to enter any value.

Maiden Name	Use this field to enter the contact person's maiden name.
Name in Local Alphabet	Use this field to enter the contact person's name in his local alphabet.
Personal E-mail	Use this field to enter the contact person's personal e-mail address.
Previous Employee No.	Use this field to add an employee number from a previous position. Maconomy issues a warning if you enter the number of an existing employee.

Employees

Maiden Name	Use this field to enter the contact person's maiden name.
Name in Local Alphabet	Use this field to enter the contact person's name in their local alphabet.
Willing to Relocate	Use this field to note if the employee is willing to relocate.
Alternative Job Title	Use this field to register a job title with a different classification level than Position field. The field corresponds to a similar field in Talent Management.
EEO Classification	Use this field for equal employment opportunity tracking. The field corresponds to a similar field in Talent Management.
Date Employed	The functionality of this existing field is changed so that time sheet registrations are no longer validated against this field. Instead, they are validated against the new 'Time Sheet Start Date' field.
	Likewise, calculation of missing time sheet notifications is based on 'Time Sheet Start Date' field.
Termination Date	The functionality of this existing field is changed so that time sheet registrations are no longer validated against this field. Instead, they are validated against the new 'Time Sheet End Date' field.
Time Sheet Start Date	Use this field to enter the date the employee starts using timesheets. Maconomy will automatically keep the field synchronized with the 'Date Employed' field unless you manually enter a different value.
Time Sheet End Date	Use this field to enter the date the employee stops using timesheets. Maconomy will automatically keep the field synchronized with the 'Termination Date' field unless you manually enter a different value.
Previous Employee No.	Use this field to enter an employee number for a previous employment. Maconomy issues a warning if you enter the number of an existing employee.
Title	You can use this field to enter a personal title (for example, Mr., Ms., Dr.) for the employee. Maconomy suggests values from the option list 'Personal Titles' but it is possible to enter any value.
Personal E-mail	Use this field to enter the employee's personal e-mail address.

Personnel Requisition   When Talent Management integration is enabled, this field displays the requisition no. from Talent Management. When Talent Management integration is disabled, the functionality is unchanged. The Maconomy personnel requisition is displayed.

Maiden Name   Use this field to enter the contact person's maiden name.

Name in Local Alphabet   Use this field to enter the contact person's name in their local alphabet.

Willing to Relocate   Use this field to note if the employee is willing to relocate.

Alternative Job Title   Use this field to enter a job title with a different classification level than Position field. The field corresponds to a similar field in Talent Management.

EEO Classification   Use this field for equal employment opportunity tracking. The field corresponds to a similar field in Talent Management.

Time Sheet Start Date   Use this field to enter the date the employee starts using timesheets. Maconomy automatically keeps the field synchronized with the 'Date Employed' field unless you manually enter a different value.

Time Sheet End Date   Use this field to enter the date the employee stops using timesheets. Maconomy automatically keeps the field synchronized with the 'Termination Date' field unless you manually enter a different value.

Title   Use this field to enter a personal title (for example, Mr., Ms., Dr.) for the employee. Maconomy suggests values from the option list 'Personal Titles' but it is possible to enter any value.

Personal E-mail   Use this field to enter the employee's personal e-mail address.

Job Registers Fields / Descriptions

Job Registers Workspace

Single Dialogs » Job Cost » Budgeting » Job Registers » Job Registers

Island: Job Budget

Risk Profile	The project manager may estimate the overall job risk profile and save it here. Select the level of the overall job risk profile.
Approved Budgeted Risk Fund	This field displays the sum of cost in base currency from budget lines on risk related tasks. This is from the latest approved job budget revision.
Approved Budgeted Risk Fund, Enterprise	
	This field displays the approved budgeted risk fund in enterprise currency.
Current Revision Budgeted Risk Fund	
	This field displays the sum of cost in base currency from budget lines on risk related tasks. This is from the current revision (not approved or approved).
Current Revision Budgeted Risk Fund, Enterprise	
	This field displays the current budgeted risk fund in enterprise currency.

Island: Risk Summary

Assigned Risk Fund	Sum of "Assigned Risk Fund" table column regardless of Risk selection criteria.
Weighted Risk Cost	Sum of "Weighted Risk Cost" table column regardless of Risk selection criteria.
Weighted Mitigated Risk Cost	Sum of "Weighted Mitigated Risk Cost" table column regardless of Risk selection criteria.
Time	Sum of "Time" table column regardless of Risk selection criteria.
Mitigated Time	Sum of "Mitigated Time" regardless of Risk selection criteria.

Island: Selection Criteria, Risks

The sum amount values in the job register are not influenced by the selection criteria.

Type	Only show lines of the selected Type in the risk table.
Status	Only show lines of the selected Status in the risk table.

Category	Only show lines of the selected Category in the risk table.
Probability, From ... To	These two fields limit the lines in the risk table to show only those with probability in between from and to.
	The user will get an error message if he adds a number less than zero or more than 100.
Show Open Only	This check box hides all closed risks.

Island: Change Summary

The summary will show a dynamic matrix. The popup type selected for Change Status will decide the number and title of columns in the matrix. The columns then will show sums of change lines according to their change status.

So if the popup type has 6 values, there will be 6 columns. The standard layout in Maconomy will be limited to at most 10 columns.

Change Register Summary

	Identified	Requested	Rejected	Approved	Total
Time Cost	0.00	19,000.00	0.00	0.00	19,000.00
Other Cost	0.00	7,000.00	0.00	0.00	7,000.00
Total Cost	0.00	26,000.00	0.00	0.00	26,000.00

Example

Amount fields are calculated based on the corresponding values in the Change Register table.

Column headlines:

- Change Status popup type values
- + a Total column

Row headlines:

- Time, Cost
- Amount, Cost
- Billing Price (missing from the example image)
- + a Total

Island: Selection Criteria, Changes

The sum amount values in the job register are not influenced by the selection criteria.

Filters the Change Register table.

Status	Only show lines of the selected Status in the change table.
Reason for Change	Only show lines of the selected Reason for Change in the change table.
Initiated By	Only show lines of the selected Initiated By in the change table.
Impact on Scope	Only show lines with a non-empty description of this kind of impact.
Impact on Plan	Only show lines with a non-empty description of this kind of impact.
Impact on Resources	Only show lines with a non-empty description of this kind of impact.

Impact on Pipeline   Only show lines with a non-empty description of this kind of impact.

Impact on Other   Only show lines with a non-empty description of this kind of impact.

Cost, Time, From ... To

                            Only show lines where time related cost is between from and to.

Cost, Amount, From ... To

                            Only show lines where amount related cost is between from and to.

Billing Price, From ... To

                            Only show lines where impact on billing price is between from and to.

Show Approved Only   This tick field will hide all unapproved changes.

Create   Not applicable. A job register will be created when the job is created.

Delete   Not applicable. The job register will be deleted with the job.

Copy Risks from Job   A wizard will ask for a job number and the risks will be copied over.

                            All previously existing entries will be removed from the table. If attached documents exist, then the user will get an error message and have to remove them manually before.

                            Same will be copied as for when creating a job from a template.

Copy Changes from Job A wizard will ask for a job number and the changes will be copied over.

                            All previously existing entries will be removed from the table. If attached documents exist, then the user will get an error message and have to remove them manually before.

                            Same will be copied as for when creating a job from a template.

Job Risk Registers

Job Cost » Budgeting » Job Risk Registers

Name   In this field you can specify a name for the risk.

Type   Risk types

Status   Risk status types

Category   Risk category

Description   Risk description text

Owner Employee   Mandatory field. By default it is the Project Manager and could be changed to any employee. See notification too.

Owner Name   Name of the employee

Due Date   The risk due date is set by the project manager. Due date decides a notification.

Assigned Risk Fund	The user can assign a cost in Company Base Currency.
Assigned Risk Fund Enterprise	Read only. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Cost Price	The user can assign an additional cost amount in Company Base Currency.
Cost Price, Enterprise	Read only. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Probability	% field where the user can enter 0-100%. If the value is outside of range the user will get an error.
Weighted Risk Cost, Base	This is a calculated field in base currency: Risk Cost * Risk Probability / 100.
Weighted Risk Cost, Enterprise	Weighted Risk Cost in enterprise currency
Impact On Time (Hours/Days)	The user enters the number of days / hours the project plan could be impacted by the potential risk. The choice of days or hours really should be according to the budgeting which is in days or hours set in job setup. Dynamic title according to job setup.
Mitigated Risk Cost	The user can assign a cost in Company Base Currency.
Mitigated Risk Cost Enterprise	Read only. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Weighted Mitigated Risk Cost	This is the Mitigated Risk Cost * Mitigated Probability / 100.
Mitigated Impact On Time	The user could enter the number of days that the schedule is impacted with due to the risk mitigation.
Mitigation Probability	The probability of weather the mitigation will work(100%) or not(0%). The user can enter 0..100% manually.
Risk Mitigation	Where the user describes the risk mitigation.
Risk Resolution	Risk resolution text.
Closed	This checkbox is controlled by Close and Reopen actions. When ticked, the row is read only. When unticked, the line will become editable.

Created By	Standard field in dialogs
Created Date	Standard field in dialogs
Changed By	Standard field in dialogs
Changed Date	Standard field in dialogs
Create	It is possible to add risks
Delete	The risk register lines can be deleted.

Job Change Registers

Job Cost » Budgeting » Job Change Registers

Status	Configurable popup type.
Status Changed Date	When the Change Status changes
Description	Remarks field for user to type what they want
Contact	The contact on the customer side
Reason for Change	Configurable popup type.
Initiated By	Configurable popup type.
Initiated Date	Date of initiation free date field
"Hours" or "Days"	The user enters the number of days / hours the project plan must include in order to implement the change. Dynamic title on the field Time according to job setup: The choice of days or hours according to the budgeting which is in days or hours set in job setup.
Time Cost, Base	The user can assign a cost in Company Base Currency.
Time Cost, Enterprise	Read only. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Amount Cost, Base	The user can assign a cost in Company Base Currency.
Amount Cost, Enterprise	Read only and. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Billing Price	Here the project manager indicates if the change will have an impact on the job's billing price. Amount field for manual input
Billing Price Base	Impact on Billing Price in base currency

Billing Price Enterprise | Impact on Billing Price in enterprise currency

Impact on Scope | Here the project manager describes the impact on features . quality etc. if the change is executed.
Free text field.

Impact on Resources | Here the project manager describes the impact on resources if the change is executed, such as if more employees or equipment is needed.
Free text field.

Impact on Plan | Here the project manager describes the impact on the timing plan if the change is executed, such as if more or less time is needed.

Impact on Job Pipeline | Here the project manager indicates if the change will have an impact on the pipeline of jobs in the company, such as if other jobs will be delayed or impacted on resources etc.
Yes / No boolean field

Impact on Other | Here the project manager describes any other possible impacts that don't fit in the rest of the impact categories.
Free text field.

Created By | Standard field in dialogs

Created Date | Standard field in dialogs

Changed By | Standard field in dialogs

Changed Date | Standard field in dialogs

Approved | This tick field is marked using the Approve action(the action is available in the card dialog).

If another field on the change is changed by a user then this field is unmarked after a warning.

Approved By | The user employee name is added in by Maconomy when the Approved tick field is marked. The field is cleared when the Approved tick field is unmarked.

Approved By Employee | The user employee number is added in by Maconomy when the Approved tick field is marked. The field is cleared when the Approved tick field is unmarked.

Approved Date | The current date is added in by Maconomy when the Approved tick field is marked. The field is cleared when the Approved tick field is unmarked.

Approved By Employee Position

The position of the approver from the employee.

Advanced Costing Fields / Description

This section contains a description of the changes that will be made to Maconomy in order to support the functionality described above.

Compensation Groups

This is a new window for setting up groups of compensation types for use with compensation types and compensation agreements. The specification of groups is used in conjunction with types and agreements that are specified in terms of a percentage. In the calculations of gross pay and base salary rates based on the compensation agreement, the percentage is applied to the sum of the agreements of the types specified in the compensation group.

Card Part

Group

Name   Name of the compensation group

Description   Description of the compensation group.

Compensation Model   Name of compensation model of the compensation groups. This field is mandatory. The group can only be selected on compensation types and agreements that belong to the same compensation model.

Table Part

Compensation Type No.   Number of compensation type. You can only specify a compensation type which belongs to the compensation model specified in the card part.

Name   This is the name of the specified compensation types.

Actions

New Group The action is available.

Delete Group   A group can only be deleted if it is not selected on any compensation type or agreements.

Insert Type   The action is available, but a warning is issued if the group is selected on some compensation type or agreements.

Delete Type   The action is available, but a warning is issued if the group is selected on some compensation type or agreements.

Compensation Types

Card Part

Compensation Model   When you create a new compensation type, you must specify a compensation model. This makes the compensation type available when setting up compensation agreements for contact persons with that compensation model.

External DescriptionExternal description.

Compensation/Deduction Choice of 'Compensation' or 'Deduction'. The choice 'Deduction' will give rise to a "change of sign" in the calculation of gross pay / base salary, so instead of writing a negative amount or a negative percentage in the fields below, you can specify a positive amount or percentage and choose 'Deduction'.

Amount, Currency It will be possible to enter a negative amount in this (existing) field.

Percentage This (existing field) will be applied to the sum of the agreements of the codes included in the compensation group specified in the field below. Current functionality is that this field only applies to agreements with a parent agreement and that the percentage is calculated on the basis of the parent agreement. It will be possible to specify a negative percentage.

Group for Pct. Calc. This field is a choice of Compensation Group which is a list of compensation types. The above percentage will be applied to the sum of the agreements of those types. If no compensation group is specified, the percentage will function as now and be applied to the parent agreement.

Limit, Pay Period Limit (upper limit / cap) applied to percentage calculation.

Limit, Annually Limit (upper limit / cap) applied to percentage calculation and taking prior approved calculations for the same calendar year into account.

Threshold, Pay Period Threshold applied to percentage calculation.

Threshold, Annually Threshold applied to percentage calculation and taking prior approved calculations for the same calendar year into account.

Incl. in Gross Pay Mark this field if compensation agreements created with this type should be included in gross pay by default.

Incl. in Base Salary Rate Mark this field if compensation agreements created with this type should be included in base salary rate calculation by default.

Target Group In this field you can select a target group for contact persons. This field is open on compensation types and closed on compensation agreements. The effect is that the compensation code only applies to contact persons within the target group. In particular, if the code is set up with linking – described below – then the code will only be linked with agreements for contact persons within the target group.

Linking This field has four options: Full, Partial, At Creation, and None. The field determines the degree of linking from compensation type to compensation agreements. If this field is set to 'Full', then you cannot directly edit agreements of this type; instead the agreements are created, updated and removed by Maconomy corresponding to changes to the compensation type. If, in particular you create or removed a compensation type with linking set to 'Full', then the agreement will be created/removed for all relevant employees. This field can be set to 'Partial', which is like full linking except that compensation agreements of this type can be edited directly; the compensation agreements will be updated from the compensation type when a field here is updated, provided that the field has the same value as on the agreement. When this field is set to 'At Creation', compensation agreements are created when the contact person is created, and then has no further linking to the compensation type. If this field is set to 'None', there will be no linking from compensation type to compensation agreements.

Condition, Percentage The condition (specified in this and the following three fields) is applied in the calculations of gross pay and base salary rates. In those calculations, the agreement will be excluded if the condition fails, i.e. if the percentage applied to the sum of the codes specified below falls outside the range specified below.

Condition, Codes for Pct. Calc. See above.

Condition, Lower Bound See above.

Condition, Upper Bound See above.

Period, Pro Rata This field describes the method of calculating gross pay when the effective period differs from the pay period, which happens if the pay period includes days on which an employee is not employed or days that are not within the period covered by the agreement. There will be five options for the pro rata calculation. For details, see §**Error! Reference source not found.**.

Posting Reference Posting reference used for the journal generated when you approve calculated gross pay.

Table Part

The new fields added to the card part are also added to the table part.

Compensation Agreements

Card Part

Compensation Model Name of selected compensation model. The effect of specifying a compensation model on a contact person is that you can then only create compensation agreements of a compensation type that belong to the specified model.

Table Part

The table part of this (existing) window is extended.

External Description External description.

Compensation/Deduction   Choice of 'Compensation' or 'Deduction'. The choice 'Deduction' will give rise to a "change of sign" in the calculation of gross pay / base salary, so instead of writing a negative amount or a negative percentage in the fields below, you can specify a positive amount or percentage and choose 'Deduction'.

Amount, Currency   It will be possible to enter a negative amount in this (existing) field.

Percentage This (existing field) will be applied to the sum of the agreements of the codes included in the list specified in the field below. Current functionality is that this field only applies to agreements with a parent agreement and that the percentage is calculated on the basis of the parent agreement. It will be possible to specify a negative percentage.

Group for Pct. Calc. This field is a choice of Compensation Group which is a list of compensation types. The above percentage will be applied to the sum of the agreements of those types. If no compensation group is specified, the percentage will function as now and be applied to the parent agreement.

Limit, Pay Period   Limit (upper limit / cap) applied to percentage calculation.

Limit, Annually   Limit (upper limit / cap) applied to percentage calculation and taking prior approved calculations for the same calendar year into account.

Threshold, Pay Period   Threshold applied to percentage calculation.

Threshold, Annually Threshold applied to percentage calculation and taking prior approved calculations for the same calendar year into account.

Incl. in Gross Pay   Mark this field if compensation agreements created with this type should be included in gross pay by default.

Incl. in Base Salary Rate   Mark this field if compensation agreements created with this type should be included in base salary rate calculation by default.

Condition, Percentage   The condition (specified in this and the following three fields) is applied in the calculations of gross pay and base salary rates. In those calculations, the agreement will be excluded if the condition fails, i.e. if the percentage applied to the sum of the codes specified below falls outside the range specified below.

Condition, Codes for Pct. Calc.   See above.

Condition, Lower Bound   See above.

Condition, Upper Bound   See above.

Period, Pro Rata   This field describes the method of calculating gross pay when the effective period differs from the pay period, which happens if the pay period includes days on which an employee is not employed or days that are not within the period covered by the agreement. There will be five options for the pro rata calculation. For details, see §**Error! Reference source not found.**.

Actions

Attach Document   This action in the table pane allows you to attach documents to compensation agreements. (DOUMENTATION: We have a similar action in a number of other windows such as Employees.)

Compensation Model

This is a new window for setting up compensation models. The purpose of a compensation model is to collect the compensation types that will be applied to employees (or contact persons) in one or more companies.

Card Part

Compensation Model

Name   Name of the compensation model.

Description Description of the compensation model.

Access Level   Access Level Name

Currency   Default currency for new compensation types added to model. This field can be left blank.

Pay Period Default pay period for new compensation types added to model. This field can be left blank.

Option Lists

Option List 1–5   Five option list fields. The option list specified here will be the default choice of option list on compensation types added to the model.

Option Value 1–5   Five option list values. The option list value specified here will be the default choice on compensation types added to the model.

User

Created   Date and name of user who created the model.

Changed   Date and user name for latest change to the model, including the table part of the window.

Version   Version number which is incremented with every change to the model, including changes in the table part of the window.

Table Part

The table part of this window will be the same as in the window "Compensation Types", but with a smaller default layout:

Number

Description

External Description

Category

Compensation/Deduction

Amount, Currency   This field will be renamed to "Amount per Pay Period".

Currency

Pay Period This field is renamed from "Time Unit".

Number of Pay Periods   This field is renamed from "Number of Time Units".

Percentage

Codes for Pct. Calc.

Pay Period Limit

Incl. in Gross Pay

Incl. in Base Salary Rate

Employee Target Group

Linking

Condition, Percentage

Condition, Codes for Pct. Calc.

Condition, Lower Bound

Condition, Upper Bound

Option List 1–5

Selected Value 1–5

Actions

New Compensation Model   This action is available.

Delete Compensation Model   This action is only available if the model has no compensation types.

Insert Compensation Type   This action is available.

Delete Compensation Type This action is only available if there are no agreements of that type unless the type has Linking set to Full.

Companies

(New field in existing window – shown in Companies / Home / Information)

Card Part

Employees

Compensation Model   Name of compensation model. This field is the default compensation model of new contact persons / employees in the company.

Calculate Compensation

This is a new dialog for calculating the gross pay and base salary rate of selected contact persons for a given payment period. The card part is a selection criteria and parameters for the action; the table shows prior calculations, so records in this pane represent invocations of the action 'Calculate'. The table pane includes all calculations to which you have access. It may therefore be relevant to specify access level for the calculation result – to limit the access for other users to the result of the calculation that you perform here.

Card Part

Selection Criteria

Compensation Model   Compensation model for restricting the contact persons for whom to perform the calculation. This field also restricts which results are shown in the table part.

From/To Company No.   Range of companies for restricting the contact persons for whom to perform the calculation. This field also restricts which results are shown in the table part.

Calculate

Gross Pay   This field should be ticked to calculate gross pay.

Base Salary Rate   This field should be ticked to calculate base salary rate.

Start Date   Start date for the calculation. When you enter or change this date, the end date is updated based on the number of months.

End Date   End date for the calculation. When you enter or change this date, the number of months is updated based on the start date.

Months   Number of months from start to end date. This field defaults to 1.0. When you change this field, the end date is updated based on the start date.

Access Level   In this field you can specify the access level for the result of the calculation.

Development comment: I don't think we should place these fields in a wizard: it is important that the user can see how end date and months fields are connected. The card part is basically a one-step wizard for an action.

Show Results

From/To Date   Date range for which calculation results to show in the table part. This has no impact on the action 'Calculate'. The date range is applied to the end date of the calculation. The from-date will default to one month prior to current date and to-date will be blank by default.

Table Part

Compensation Model   This field captures the values in the card part of this window when the compensation was calculation.

From/To Company No.   As above.

Gross Pay   As above.

Base Salary Rate   As above.

Start Date   As above.

End Date   As above.

Months   As above.

Calculated By   Name of user who performed the calculation.

Calculated Date   Date of the calculation.

Calculated Time   Time of the calculation.

Number of Warnings   This field shows the number of contact persons included in the calculation for which the calculation gave rise to a warning. Warnings are given when the calculation period is not in direct extension of the previous period, i.e. if there is an *overlap* in dates between the current calculation period and the prior period or if there is a *gap* between the two periods. The details can be seen in Gross Pay Calculations and Base Salary Rate Calculations.

Approved   This field is marked if the calculation has been approved, i.e. if the Approve action has been applied. Note that the calculation of compensation gives warnings if the period is not in direct extension of the approved prior period for each contact persons in the calculation, i.e. if there is an gap or overlap in dates between the current calculation pay period and the prior period. If you recalculate a period with the same restrictions, you will receive a warning and the previous calculation will be removed.

Approved By   Name of user who performed the approve action.

Approved Date   Date of approval.

Approved Time   Time of approval.

Remark 1-5 Fields for entering remarks.

Actions

Calculate   This action in the card part calculates gross pay and/or base salary rates for all contact persons within the selection criteria. The calculation is described in §0 - **Error! Reference source not found.**.

Approve   This action in the table part approves the calculation. If the calculation included gross pay, the action creates a general journal for the calculated cost. If the calculation includes base salary rate, the action transfers these rates to the employees included in the calculation

Gross Pay Calculations

This is a new dialog which shows gross pay calculations.

Card Part

Contact Person

Contact Person No.	Number of contact person
Employee No.	Number of employee associated with the contact person.
Name	Name of contact person / employee.
Company No.	Company number.

Calculation

Pay Period Show the pay period start and end date. This is the pay period that was entered for the calculation of gross pay.

Effective Period   Show the effective pay period start and end date. This is the period of employment within the pay period.

Warning Message   Shows any warning message for the calculation of gross pay. One example is if the calculation pay period has an overlap with a prior gross pay calculation. Another example is when the calculation pay period has a gap down to the prior gross pay calculation (or employment date, in case there are no prior gross pay calculations for this contact person).

User

Created   Date and name of user who created the model.

Changed   Date and user name for latest change to the model, including the table part of the window.

Version   Version number which is incremented with every change to the model, including changes in the table part of the window.

Table Part

Agreement No   Agreement number

Description Shows the description of the agreement.

External Description Shows the external description of the agreement.

Compensation Type No.   Shows the number of the agreement type.

Start Date   Show the effective start date for the calculation as described in §2.8.

End Date   Show the effective end date for the calculation as described in §2.8.

Currency   Payment currency as specified on the compensation agreement.

Gross Pay   Calculated gross pay in the payment currency.

Created By The usual fields with user name and date for creation and change.

Created Date

Changed By

Changed Date

Version No.

Base Salary Rate Calculations

This is a new dialog which shows base salary rate calculations.

Card Part

Contact Person

Employee No.	Number of employee.
Name	Name of employee.
Company No.	Company number.

Calculation

Pay Period Show the pay period start and end date. This is the pay period that was entered for the calculation of gross pay.

Fixed Working Time Shows the fixed working time for the employee in the given period.

Currency   Company base currency of employee.

Base Salary Shows the total calculated base salary in the company base currency of the employee.

Base Salary Rate   Shows the calculated base salary rate.

Current Base Salary Rate   Shows the base salary rate currently specified on the employee.

Warning Message   Shows any warning message for the calculation of gross pay. One example is if the calculation pay period has an overlap with a prior gross pay calculation. Another example is when the calculation pay period has a gap down to the prior gross pay calculation (or employment date, in case there are no prior gross pay calculations for this contact person).

User

Created   Date and name of user who created the model.

Changed   Date and user name for latest change to the model, including the table part of the window.

Version   Version number which is incremented with every change to the model, including changes in the table part of the window.

Table Part

Agreement No   Agreement number

Description Shows the description of the agreement.

External DescriptionShows the external description of the agreement.

Compensation Type No.   Shows the number of the agreement type.

Start Date   Shows the start date of the calculation pay period for this agreement.

End Date   Shows the end date of the calculation pay period for this agreement.

Currency   Shows the company base currency of the employee.

Base SalaryCalculated base salary in the base currency of the company of the employee.

Created By The usual fields with user name and date for creation and change.

Created Date

Changed By

Changed Date

Version No.

Overhead Rate Maintenance Field / Descriptions

This section contains a description of the new and updated fields and descriptions to support this new feature.

Update Employee Overhead Rate Workspace

This window enables you to update the overhead rate as amount or as a percentage of base salary rate on employees in batch based on a setup of percentages specified by combinations of dimensions.

Card Part

Name	Enter the name of the employee overhead specification.
Description	In this free text field, enter a description for the employee overhead specification.
Effective From	Enter the date from which the employee overhead specification should be applied.
Access Level	Use this field to specify an access level name for the line. This means that this line is only available to users with the access level indicated.
Closed	This field shows if the specification has been closed.
Applied by	This field shows the name of the user who applied the Update action.
Applied on	This field shows the date the Update action was applied.
Applied time	This field shows the time at which the Update action was applied.
Created by	This field shows the name of user who created the specification.
Created on	This field shows the date on which the specification was created.
Changed by	This field shows the name of user who last changed the card or table part.
Changed on	This field shows the date of the last change to the card or table part.
Version No.	This field shows the version number of the specification. The number is incremented by one each time a change is made to the job phase. Version number is increased at each change in the card or table part.

Table Part

Company No.	Use this field to specify a company number, or leave the field blank.
Currency	This field shows the currency of the company indicated in the **Company No**. field. If the **Company No**. field is blank, then this field indicates Enterprise currency.

Overhead Rate	An amount specified in this field is transferred to the field **Overhead Rate** on the employees that meet the criteria entered in the following dimension fields (Location-Local Spec. 10, Popup 1-5, Option List 1-10, and Option Value 1-10) and for which the field **Overhead Rate as Pct.** is not selected.
Overhead Rate %	Specify a percentage in this field to transfer to the **Overhead Rate %** field on the employees that meet the criteria entered in the following dimension fields (Location-Local Spec. 10, Popup 1-5, Option List 1-10, and Option Value 1-10) and for which the field **Overhead Rate as Pct.** is selected.
Overhead Rate as Pct.	Select this field to update the overhead rate as a percentage, with the percentage specified in the field **Overhead Rate %.** If this is selected, the field **Overhead Rate** is ignored. When this field is not selected, overhead rates are updated as an amount, with the amount specified in the **Overhead Rate** field, and in that case the **Overhead Rate %** field is ignored.
Applied Overhead Rate	This field shows the last-applied Overhead Rate value. If there is a difference between the currently set value that is not yet applied and the applied value, this field displays as yellow.
Applied Overhead Rate%	Similar to Applied Overhead Rate.
Location–Local Spec 10	Finance Dimensions
Popup 1–5	<Description>
Option List 1–10	<Description>
Option Value 1–10	<Description>

Actions

Update	Use this action to update the overhead rate. This action processes the specification in the table part and for each line updates the overhead rate on all employees that meet the criteria specified on that line (for example, if the same company on the line is specified, and the same location on the line is specified, and so on). The action only works on employees to which you have access.

Employees Workspace

Human Resources > Employees

Job Cost

Base Salary Rate Existing Field.
If you change the base salary rate in this (existing) field and the field **Overhead Rate as Pct.** is marked, then the overhead rate is updated as to a percentage of the base salary rate based on the percentage in the field **Overhead Rate %**.

Overhead Rate Existing Field.
If you change the overhead rate in this field, then the field Overhead Rate as Pct. is automatically deselected.

Overhead Rate % New Field!
Use this field to specify an overhead rate as a percentage of the employee's base salary rate. If the field **Overhead Rate as Pct.** is not selected, then this field shows only the overhead rate as a percentage of the base salary rate. If you change the percentage in this field, then Maconomy automatically selects the **Overhead Rate as Pct.** field.

Overhead Rate as Pct. New Field!
Select or deselect this field to indicate whether or not the employee overhead rate is calculated as percentage or as amount.

Overhead Maintenance New Field!
Choose manual or bath update:

- **Employee Specific**— Select this option to indicate that the overhead cost rate / cost rate percentage can only be changed manually on the employee / employee revisions, and not from the window "Employee Overhead Cost Rate."

- **Batch Update** — Select to option to indicate that the overhead cost rate / cost rate percentage is only maintained in batch from the window "Employee Overhead Cost Rate". In particular, it cannot be changed directly on the employee / employee revisions.

Table Part

The table part shows employee revisions.

The changes are the same as for the Employee card part, plus:

Employee Overhead Batch Update New Field!
This field shows the date of the last batch update.

E-Forms Fields / Descriptions

E-Forms Workspace

Setup » Documents and Notes » E-Forms » E-Forms » E-Form

Single Dialog » Set-Up » Note » E-Forms

E-Form island

Field	Description
E-Form Type	Specify the e-form type. You cannot change the e-form type once the form is created.
Job No.	Enter or select a job number if you wish to associate the e-form to a job.

Document Archive island

Field	Description
Archive No.	This field shows the archive number of the attached document.
Description	This field shows the description of the attached document.

Approval island

Field	Description
Submitted	This field indicates whether the e-form has been submitted.
	If the e-form has been submitted, it shows the username of the person who submitted the form and the date of submission.
	If you modify any field in the e-form, it is automatically unsubmitted and is subject for reapproval.
Approved	This field indicates whether the e-form has been approved.
	If the e-form has been approved, it shows the username of the person who approved the form and the date of approval.
	If you modify any field in the e-form, it is automatically unsubmitted and unapproved, which leaves this field blank.

Revision island

Field	Description
Revision No.	This field shows the revision number. The latest revision number is always the highest one.
Current Revision	This check box is selected if the current e-form is the latest revision. The latest revision is always the one with the highest revision

Field	Description
	number.

Remarks island

Field	Description
Remarks 1-50	Enter text in these fields.

Option Lists island

Field	Description
Option List 1-40	Enter or select an option list. If the option list selection is changed, then the option list value is cleared.
Option List 1-40 Value	Enter or select an option list value as allowed by the selected option list 1-10.

Popup Values island

Field	Description
Popup 1-50	Select a popup value. The drop-down list shows popup values derived from the appropriate E-Form Popup Type 1-10.

Dates island

Field	Description
Date 1-50	Choose a date.

Reals island

Field	Description
Reals 1-50	Enter a number value.

Integers island

Field	Description
Integer 1-50	Enter an integer value.

Amounts island

Field	Description
Amount 1-50	Enter an amount value.
Amount 1-50 Currency	Choose a currency for the amount.

Employees island

Field	Description
Employee 1-50	Enter or select an existing employee number. If you use Ctrl + G to search for employee numbers, you can manually add a blocked employee number.
Employee 1-50 Name	Enter or select an existing employee name. If you have already selected an employee number in the **Employee 1-10** fields, these fields automatically show the employee name associated with the employee numbers. If you use Ctrl + G to search for employee name, you can manually add an employee.

Booleans island

Field	Description
Boolean 1-50	Select a check box.

Yes/No island

Field	Description
Yes/No 1-50	Select an option from the drop-down list. You can also leave this field blank.

Action	Description
New E-Form	Use this action to create an e-form. You must choose an e-form type
Delete E-Form	Use this action to delete an e-form. You cannot delete an e-form in any of the following circumstances: • The e-form is associated with a closed job. To delete the e-form, reopen the job first.

Action	Description
	• The e-form is associated with a Job Risk or Job Change. Delete it from the Job Risk or Job Change Details sliding panel. • The e-form is a Job Review or Job Control entry. Delete it directly from the Job Review or Job Control register. • The e-form contains documents. You must first remove all attached documents to delete the e-form. **Note:** A warning message appears if the e-form is approved.
Print E-Form	Use this action to print the current e-form.
Print…	Use this action to open a wizard, which enables you to choose what information to print from the current e-form.
Submit	Use this action to submit an e-form. This action is only available if the e-form is not already submitted.
Approve	Use this action to approve an e-form. This action is only available if the e-form is submitted and not yet approved.
Attach Document	Use this action to attach a document to the e-form.
Copy	Use this action to create a copy of the selected e-form. If you copy an e-form , all fields in the created e-form are an exact copy of the selected e-form except the following: • No document archives are copied. • All items, including blocked items, are copied. • Information in the Approvals island on the original e-form is not copied. • **CopyToNewInstanceKeyVar** – This field generates a new instance key for the copied e-form revision.

Action	Description
	• **Revision No.** – This field's value is set to 1.
	• Information in the User island is updated to show the username of the person who copied the e-form and the date it was copied. Information regarding changes on the original e-form is not copied.
New Revision	Use this action to create a new e-form revision. All fields in the created revision are an exact copy of the original e-form except the following: • **Instance Key** – A new instance key is generated each time a revision is created. • **Timestamp** – A new timestamp is generated each time a revision is created. • **Revision No.** – A new revision number is generated each time a revision is created. • **Current Revision** – This check box is deselected. It is only selected on the latest revision of the e-form. • **Current Revision Instance Key** – This field shows the latest revision's instance key. • **CopyToNewInstanceKeyVar** - Because a copy is made of the current revision, it always maintains its instance key. A new instance key is generated for the new revision that was copied from the latest revision.

Print E-Form Workspace

Single Dialogs » Set-Up » Note » Print E-Form

Selection Criteria island

Field	Description
Job No.	Enter a job number to limit the printout to only e-forms assigned to a certain job range.
E-Form Type Name	Select an e-form type to limit the printout to only e-forms of a certain type.

Field	Description
Only Approved	Select this check box to limit the printout to only approved e-forms assigned to a certain job range.

Print Control island

Field	Description
Layout	Select one of the following layouts: • **Standard** - The standard layout prints all fields in a very condensed manner. Field values may be cut short. • **Condensed** - The condensed layout prints many e-forms per page. The layout includes fields with titles and all filled in fields. Note that values may be cut short.

E-Form Types Workspace

Setup » Documents and Notes » E-Forms » E-Form Types » E-Form Type

Single Dialogs » Set-Up » Note » E-FormTypes

E-Form Type island

Field	Description
Name	Enter the name for a new e-form type. The name cannot be changed.
Description	Enter a description for the e-form type.

Remarks island

Field	Description
Remark 1-40 Title	Enter field titles for **Remarks** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created using this e-form type get updated titles.

Option Lists island

Field	Description

Field	Description
Option List 1-40 Title	Specify option lists and option list titles that are available for e-forms created using this e-form type. Once an e-form is created using this e-form type, it retains these option lists. If the e-form type is changed to select other option lists, only new e-forms will follow the updated selection.

Popups island

Field	Description
Popup 1-10 Title	Specify field titles for popups for e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Dates island

Field	Description
Date 1-10 Title	Specify the field titles for **Date** fields for e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Reals island

Field	Description
Real 1-10 Title	Specify field titles for **Reals** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Integers island

Field	Description
Integer 1-10 Title	Specify field titles for **Integer** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Amounts island

Field	Description
Amount 1-10 Title	Specify field titles for **Amount** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Employees island

Field	Description
Employee 1-10 Title	Specify field titles for **Employee** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Booleans island

Field	Description
Boolean 1-10 Title	Specify field titles for **Boolean** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Yes/No island

Field	Description
Yes/No 1-10 Title	Specify field titles for **Yes/No** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Action	Description
New E-Form Type	Use this action to create an e-form type.
Delete E-Form Type	Use this action to delete an e-form type. **Note:** An error message displays if you attempt to delete an e-form type that is currently being used by an e-form.

System Setup Workspace

Setup » System Setup » Parameters and Numbers » Popup Fields » Popup Fields » Values

Single Dialogs » Set-Up » Set-up » Popup Fields » Popup Field » Values

Field	Description
E-Form Popup 1-10	This pop-up field is used to create options for pop-up fields in an e-form.

Setup » System Setup » Parameters and Numbers » Option Lists » Option List

Single Dialogs » Set-Up » Set-up » Option Lists » Option Lists

Action	Description
Delete Option List	Use this action to delete an option list. **Note:** An error message displays if you attempt to delete an option list that is currently being used in an e-form or e-form type.

Setup » System Setup » Parameters and Numbers » Option Lists » Option List » Options

Single Dialogs » Set-Up » Set-up » Option Lists » Options

Action	Description
Delete Option	Use this action to delete an option list value from an option list. **Note:** An error message displays if you attempt to delete an option list value that is currently being used in an e-form or e-form type.

Print E-Form Workspace

Single Dialogs » Set-Up » Note » Print E-Form

Print Control island

Field	Description
Layout	The standard layout prints all fields in a very condensed manner with one e-form per page. Field values may be cut short. The condensed layout prints many e-forms per page. The layout includes few fields and values may be cut short.

Record Absence by Hour Fields / Descriptions

Setup » Absence Setup » Vacation Calendars » Vacation Period

Single Dialogs » Resource Planning » Set-up » Vacation Calendars » Vacation Period

Field	Description
Default Allowance, Days	This field is renamed from **Default Allowance** to **Default Allowance, Days**. Enter the number of days of initial absence allowance for this period. This number will be used as a default value when assigning allowance for employees at the beginning of a vacation period in **Time & Expenses » Absence Administration » Periodic Balance » Absence Transfer**. This field is not influenced by the **Time Unit** field.
Allow Booking Over Period End	Select this check box to allow absence registrations to start in one vacation period and end in another vacation period. **Note:** If each period uses a different time unit, this leads to a vacation period with registrations on both hours and days. It is not recommended to select this check box if the current vacation period and next vacation period are set up to accept registrations in different time units. This allows you to avoid a vacation period with a mix of hours and days registrations.
Time Unit	Select one of the following options from the drop-down list: • Hours • Days Absence registrations of any absence type created within the period are registered using the selected time unit. Information on absence registrations in this period are shown in hours or days, according to the current value of this field. The value can be changed and subsequent registrations in the vacation period will follow this time unit. Thus, a vacation period can have mixed time unit registrations. However, it is not recommended to have a vacation period with a mix of hours and days

Field	Description
	registrations.

Human Resources » Employees » Employee Information

Single Dialogs » Set-Up » Set-up » Employees » Employee

Fixed Working Time island

Field	Description
Week Calendar	Enter or select a week calendar. If a different week calendar is selected, 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.
Working Time (Monday - Friday)	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.

Time Registration island

Field	Description
Absence Hours per Day	Enter the maximum number of absence hours per day. By default, the value in this field is zero. You must enter a value other than zero if the time unit on an invoked vacation period has been or is **Hours**. You must also enter a value other than zero if employees are to receive allowance in hours. An error message displays if the functionality invokes this conversion value and the value is still zero. If you change the value in this field, the current employee revision is also updated. If you change the value in this field, a warning message displays stating that absence registrations using allowance already exist for the period (employee revision), and changing

Field	Description
	the value may require allowance adjustment.
	An error message displays if the value is set to a negative number or more than 24 (hours).

Absence Management island

Field	Description
Vacation Calendar	Enter or select the vacation calendar of the employee.

Human Resources » Employees » Employee Information » Employee Revisions

Single Dialogs » Set-Up » Set-up » Employees » Employee » Employee Revisions

Field	Description
Absence Hours per Day	Enter the number of absence hours per day. If you change the value in the current employee revision, the value is also updated in the Employee Information tab.
Week Calendar No.	If you select another week calendar, 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.
Fixed Working Time (Monday - Friday)	Enter the employee's working hours per day. If you change the working time on any day, 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.

Time & Expenses » Absence » Absence

Single Dialogs » Resource Planning » Allocation » Employee Absence Calendar

Time & Expenses » Absence Administration » Employee Balance » Employee

Single Dialogs » Resource Planning » Allocation » Employee Absence Calendars

Vacation Period island

Field	Description

Field	Description
Time Unit	This field shows the time unit of the vacation period of the date selected.

Available Time island

This island is renamed from **Available Days** to **Available Time**.

Field	Description
Available Time	This field shows the quantity per absence type based on the value in the **Time Unit** field.

Absence » Absence » Absence Requests » Request Details

Single Dialogs » Resource Planning » Allocation » Employee Absence Calendars » Absence Calendar Lines

Field	Description
Duration	Enter the duration of the current absence period. If you enter an absence period which overlaps dates for which planning lines have been created in the window Detailed Planning, Maconomy will issue a warning, and the planned number of hours on the days in question will be deleted when the line becomes effective.
	The field accepts a decimal number. The number is interpreted as hours or days according to the value in the **Time Unit** field.
	If the time unit is Days:
	• The value is limited to be a positive increment of 0.5.
	• The value **counts days** including non-working days.
	Thus, registering a duration of 2½ days starting Friday will cover Saturday and Sunday (with no actual absence).
	If the time unit is Hours:
	• Any positive decimal number is accepted
	• The value **counts working hours** thus skips non-working days.
	Thus, registering a duration of 20 hours starting Friday will extend into Monday and Tuesday (as absence on those working days).

Field	Description
Last Day of Absence	Enter the last day of the current absence period. If you entered a value in the **Duration** field, Maconomy automatically calculates the last day of absence on the basis of the first day of absence and the duration. If you enter an absence period which overlaps dates for which planning lines have been created in the window Detailed Planning, Maconomy will issue a warning, and the planned number of hours on the days in question will be deleted when the line becomes effective. **Note:** Regardless of time unit, this field and the **Duration** field is kept "in sync" according to hours or days. You can register absences for a period that covers more than one Vacation Period. The first day of absence decides the required time unit. Thus, this alone may lead to a vacation period with registrations on both hours and days.
First Day is Half Day	Select this check box if the first day of absence is only half a day. If **Hours** is the Time Unit value upon registration, selecting this check box calculates the appropriate number of hours in the **Hours, First Day** field.
Last Day is Half Day	Select this check box if the last day of absence is only half a day. Always use the **Last Day is Half Day** field to record a single half day. This allows an additional registration with the same starting date and **First Day is Half Day** field selected. If **Hours** is the Time Unit value upon registration, selecting this check box calculates the appropriate number of hours in the **Hours, Last Day** field.
Hours, First Day	Enter the number of hours of absence on the first day of absence. If you enter a value of zero, the first day is a full day of absence. An error message appears to prevent the use of this field if the selected Time Unit is "Days". An error message also appears if you simultaneously edit this field and select the **First Day is Half Day** field.

Field	Description
	If you edit this field, the **First Day is Half Day** field is automatically recalculated.
Hours, Last Day	Enter the number of hours of absence on the last day of absence. This field behaves similar to the **Hours, First Day** field.
Time Unit	This field shows the time unit of the absence calendar line. When a new absence calendar line is created, the value is initialized according to the vacation calendar appropriate for the context employee and context selected date, or current date if no context date is available. You can change the value in the creation step in order to comply with another intended vacation period when selecting the actual starting date. The correct value according to the actually appropriate vacation period setup is calculated when the user "saves" the new line. If the initial or user selected value differs from the appropriate value AND a time value field (such as **Duration**, **Hours, First Day**, and **Hours, Last Day**) is not zero, then an error message displays stating that you must change the Time Unit value and reconsider the quantities selected according to the changed time unit. This ensures that the time unit is selected according to the vacation period upon creation. Later updates to the registration will not change the time unit.
Working Time	This field is renamed from **Working Days** to **Working Time**. The field shows a decimal number in hours or days, according to the current value of the **Time Unit** field. If the time unit is hours, the value in this field is equal to the value in the **Duration** field. If the time unit is Days: • The value is **a count of working days**. Thus, a duration of 2½ days starting

Field	Description
	Friday shows the working time of one day (Friday).
	If the time unit is Hours:
	• The value **counts of working hours**. Thus, a duration of 20 hours starting Friday shows a working time of 20 hours (always equal to duration).

Action	Description
Create	Use this action to create an absence entry. Maconomy automatically selects a value in the **Time Unit** field upon creation. The value is set according to the vacation period for the current user employee and current date.
	If you enter a value but did not change the initially displayed time unit, and this time unit differs from the final time unit as defined by the vacation period, an error message appears stating you must explicitly select another time unit and reconsider the values.

Single dialogs » Resource Planning » Allocation » Absence Calendar Lines » Absence Calendar Lines

Absence island

Field	Description
Duration	Enter the duration of the current absence period. If you enter an absence period which overlaps dates for which planning lines have been created in the window Detailed Planning, Maconomy will issue a warning, and the planned number of hours on the days in question will be deleted when the line becomes effective.
	The field accepts a decimal number. The number is interpreted as hours or days according to the value in the **Time Unit** field.
	If the time unit is Days:
	• The value is limited to be a positive increment of 0.5.
	• The value **counts days** including non-working days.

Field	Description
	Thus, registering a duration of 2½ days starting Friday will cover Saturday and Sunday (with no actual absence).
	If the time unit is Hours:
	• Any positive decimal number is accepted
	• The value **counts working hours** thus skips non-working days.
	Thus, registering a duration of 20 hours starting Friday will extend into Monday and Tuesday (as absence on those working days).
Last Day of Absence	Enter the last day of the current absence period. If you entered a value in the **Duration** field, Maconomy automatically calculates the last day of absence on the basis of the first day of absence and the duration.
	If you enter an absence period which overlaps dates for which planning lines have been created in the window Detailed Planning, Maconomy will issue a warning, and the planned number of hours on the days in question will be deleted when the line becomes effective.
	Note: Regardless of time unit, this field and the Duration field is kept "in sync" according to hours/days.
	You can register absences for a period that covers more than one Vacation Period. The first day of absence decides the required time unit. Thus, this alone may lead to a vacation period with registrations on both hours and days.
Time Unit	This field shows the time unit of the absence calendar line.
	When a new absence calendar line is created, the value is initialized according to the vacation calendar appropriate for the context employee and context selected date, or current date if no context date is available.
	You can change value in the creation step in order to comply with another intended vacation period when selecting the actual starting date.
	The correct value according to the actually appropriate vacation period setup is calculated when the user "saves" the new line. If the initial or user selected value differs from the appropriate value AND a time value field (such as Duration, Hours, First Day, and Hours, Last Day) is not zero, then an error message displays

Field	Description
	stating that you must change the Time Unit value and reconsider the quantities selected according to the changed time unit.

This ensures that the time unit is selected according to the vacation period upon creation. Later updates to the registration will not change the time unit. |
| Hours, First Day | Enter the number of hours of absence on the first day of absence. If you enter a value of zero, the first day is a full day of absence.

An error message appears to prevent the use of this field if the selected Time Unit is "Days".

An error message also appears if you simultaneously edit this field and select the **First Day is Half Day** field.

If you edit this field, the **First Day is Half Day** field is automatically recalculated. |
| Hours, Last Day | Enter the number of hours of absence on the last day of absence.

This field behaves similar to the **Hours, First Day** field. |
| First Day is Half Day | Select this check box if the first day of absence is only half a day.

If **Hours** is the Time Unit value upon registration, selecting this check box calculates the appropriate number of hours in the **Hours, First Day** field. |
| Last Day is Half Day | Select this check box if the last day of absence is only half a day.

Always use the **Last Day is Half Day** field to record a single half day. This allows an additional registration with the same starting date and **First Day is Half Day** field selected.

If **Hours** is the Time Unit value upon registration, selecting this check box calculates the appropriate number of hours in the **Hours, Last Day** field. |
| First Day is Half Day | This is an existing field.

The field is equal to the same field in the table of Employee Absence Calendars. |
| Last Day is Half Day | This is an existing field.

The field is equal to the same field in the table of |

Field	Description
	Employee Absence Calendars.
Working Time	This field is renamed from Working Days to Working Time.
	The field shows a decimal number in hours or days, according to the current value of the **Time Unit** field.
	If the time unit is hours, the value in this field is equal to the value in the **Duration** field.
	If the time unit is Days:
	• The value is **a count of working days**. Thus, a duration of 2½ days starting Friday shows the working time of one day (Friday).
	If the time unit is Hours:
	• The value is a **count of working hours**. Thus, a duration of 20 hours starting Friday shows a working time of 20 hours (always equal to duration).

Action	Description
New Absence Calendar Line	Use this action to create an absence entry line. Maconomy automatically selects a value in the **Time Unit** field upon creation. The value is set according to the vacation period for the current user employee and current date.
	If you enter a value but did not change the initially displayed time unit, and this time unit differs from the final time unit as defined by the vacation period, an error message appears stating you must explicitly select another time unit and reconsider the values.
	You can register an absence for a period that extends over more than one employee revision that may include changing Absence Hours per Day, week calendar, and working hours.

Time & Expenses » Time & Expenses » Time » Week » Registrations

Single Dialogs » Job Cost » Registration » WeeklySpeedSheet » WeeklySpeedSheet » Time Sheet Lines

Action	Description
Add Time Sheet Line	Use this action to create a time sheet line. If the **Automatically Create Time Sheet Lines from Approved Absence** system parameter is enabled, a time sheet line appears upon absence approval.

Absence Administration » Periodic Balance » Absence Transfer

Single Dialogs » Resource Planning » Allocation » Absence Transfer » Absence Transfer Period island

Field	Description
Time Unit, Current Period	This field shows the time unit of the vacation period selected as Current Period. The value cannot be changed here.
Time Unit, Previous Period	This field shows the time unit of the vacation period shown as Previous Period. The value cannot be changed here.

Action	Description
Batch Allowance Adjustment	Use this action to create allowance entries with values according to the time unit of the current vacation period. Note: The **Available Prev. Period** value in the time unit of the previous vacation period may differ from the time unit of the current vacation period.

Absence Administration » Periodic Balance » Absence Transfer » Employee Yearly Allowance

Single Dialogs » Resource Planning » Allocation » Absence Transfer » Absence Transfer » Employee Yearly Allowance

Field	Description
Absence Hours per Day, Prev. Period	This field shows the value of the **Absence Hours per Day** field as described in the Employee Revisions sub-tab in the Employees workspace.

Field	Description
	The exact value shown is from the employee revision valid on the first day of the previous vacation period, but several employee revisions each with differing Absence Hours per Day may exist in the previous vacation period. The appropriate employee revision's Absence Hours per Day is invoked upon batch allowance adjustments.
Time Unit, Prev. Period	This field shows the time unit of the previous period.
Allowance, Prev. Period	This field shows in the time unit of the previous vacation period.
Carried Forward, Prev. Period	This field shows the number of days or hours that have been carried forward to the previous period (from an earlier period). The displayed value depends on the selected time unit for the previous period.
Available, Prev. Period	This field shows the number of days or hours of allowance remaining at the end of the previous period. These days could potentially be transferred to the current period as carry-forward days. The displayed value depends on the selected time unit for the previous period
Absence Hours per Day, Current Period	This field shows the value of the Absence Hours per Day field as described in the Employee Revisions sub-tab in the Employees workspace. The exact value shown is from the employee revision valid on the first day of the current vacation period.
Time Unit, Cur. Period	This field shows the time unit of the current period.
Approved Allowance, Cur. Period	This field shows the allowance that has been approved for this employee in the time unit selected for the current period.
Unapproved Allowance Adjustments, Cur. Period	This field shows the allowance that has been submitted but not approved for this employee

Field	Description
	in the time unit selected for the current period.
Unsubmitted Allowance Adjustments, Cur. Period	This field shows the allowance that has been created but not submitted for this employee in the time unit selected for the current period.
Total Allowance, Cur. Period	The value in this existing field is in the time unit of the current vacation period. Users must be aware of the time unit when changing the value. Enter the allowance to be granted to the employee for the current period. This field shows the difference between approved and unsubmitted allowance. You can change it to a value greater or less than the approved allowance, resulting in creation of a positive or negative allowance entry for this employee. **Note:** Ensure that you are entering the correct value according to the time unit selected for the current period.
Approved Carry Forward, Cur. Period	This field shows the allowance that has been carried forward from the previous period to the current one for this employee. The displayed value is shown in the time unit of the current period.
Unapproved Carry Forward Adjustments, Cur. Period	This field shows the allowance that will be carried forward from the previous period to the current one for this employee when the **Approve Adjustment** action is run. The displayed value is shown in the time unit of the current period.
Unsubmitted Carry Forward Adjustments, Cur. Period	This field shows the allowance that will be carried forward from the previous period to the current one for this employee when the Submit Adjustment and Approve Adjustment actions are run. The displayed value is shown in the time unit of the current period.
Total Carry Forward, Cur. Period	Enter the allowance to be carried forward from the previous period to the current one. This field shows the difference between approved and open carry forward days. It can be changed to a value greater or less than the approved carry forward days, which will result in a positive or negative carry forward entry being created for this employee.

Field	Description
	Note: Ensure that you are entering the correct value according to the time unit selected for the current period.

Absence Administration » Employee Balance » Employee » Absence Entry » Details

Single Dialogs » Resource Planning » Allocation » Absence Entry Overview » Absence Entry Overview

Field	Description
Time Unit	This new field shows the time unit of the absence entry. The field behaves equally to the same named field in the table of Employee Absence Calendars.
Entry Type	This existing field is filled in by the user upon creation. When creating a registration of entry type Carry Forward the value in the Time Registered field is possibly added as allowance in the current period if allowance in the previous period can cover this.
Time Registered	This existing field is renamed from "Number of Days". The field behaves equally to the Duration field in the table of Employee Absence Calendars.
Time Used	This existing field is renamed from "Days Used". The field shows the used allowance on an allowance entry. The number is hours or days according to the value of the Time Unit field.

Action	Description
Create	Maconomy will try to prefill the time unit correctly upon creation. The value of Time Unit is set upon Create according to the vacation period for the current user employee and current date. When the user saves the new entry then Maconomy will behave as described in the

Action	Description
	Create action of Employee Absence Calendars table part.

Single dialogs » Resource Planning » Allocation » Employee Calendars

Absence island

Field	Description
Time Unit	This field shows the time unit of the absence. The field behaves equally to the same named field in the table of Employee Absence Calendars.

iAccess Core Support Fields / Descriptions

Single Dialogs » Set-Up » Approval » Approve Time Sheets by Employee » Approve Time Sheets by Employee

Single Dialogs » Set-Up » Approval » Approve Time Sheet Lines by Employee » Approve Time Sheet Lines by Employee

Single Dialogs » Set-Up » Approval » Approve Expense Sheets by Employee » Approve Expense Sheets by Employee

Single Dialogs » Set-Up » Approval » Approve Expense Sheet Lines by Employee » Approve Expense Sheet Lines by Employee

Single Dialogs » Set-Up » Approval » Approve Purchase Order Lines by Employee » Approve Purchase Order Lines by Employee

Single Dialogs » Set-Up » Approval » Approve Vendor Invoice Allocation Lines by Employee » Approve Vendor Invoice Allocations by Employee

Single Dialogs » Set-Up » Approval » Approve Draft Invoices by Employee » Approve Draft Invoices by Employee

Single Dialogs » Set-Up » Approval » Approve Vendor Invoices by Employee » Approve Vendor Invoices by Employee

Single Dialogs » Set-Up » Approval » Approve Customers by Employee » Approve Customers by Employee

Employee Information island

Field	Description
Current Employee No.	This field shows the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as

Field	Description
	the **Current Employee No.** field.
Employee Type	This field shows the selected employee's employee type.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver.
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.
Overwrite exiting	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: • Approval Status • Remark
Remark	Enter a remark regarding the specified approval object line.

Single Dialogs » Set-Up » Approval » Approve Time Sheets by Employee » Approve Time Sheets by Employee » Approval Line

Single Dialogs » Set-Up » Approve Time Sheet Lines by Employee » Approve Time Sheet Lines by Employee » Approval Line

Single Dialogs » Set-Up » Approval » Approve Expense Sheets by Employee » Approve Expense Sheets by Employee » Approval Line

Single Dialogs » Set-Up » Approve Expense Sheet Lines by Employee » Approve Expense Sheet Lines by Employee » Approval Line

Single Dialogs » Set-Up » Approval » Approve Purchase Order Lines by Employee » Approve Purchase Order Lines by Employee » Approval Line

Single Dialogs » Set-Up » Approval » Approve Vendor Invoice Allocation Lines by Employee » Approve Vendor Invoice Allocations by Employee » Approval Line

Single Dialogs » Set-Up » Approval » Approve Draft Invoices by Employee » Approve Draft Invoices by Employee » Approval Line

Single Dialogs » Set-Up » Approval » Approve Vendor Invoices by Employee » Approve Vendor Invoices by Employee » Approval Line

Single Dialogs » Set-Up » Approval » Approve Customers by Employee » Approve Customers by Employee » Approval Line

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: • Blank • Approved • Rejected • Released

Field	Description
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.

Field	Description
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.

Field	Description
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.

Field	Description
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Employee No.	This field shows the number of the employee who entered the current line.
Line No.	This field shows the line number of the current expense sheet line.
Start Date	This field displays the start date of the expense sheet.
Job No.	This field shows the job number related to the current expense sheet line.
Activity No.	This field shows the activity number specified on the current expense sheet line.
Monday-Sunday	These fields show registered time in hours or days, depending on the Time Unit of the expense sheet. In these fields, enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines

Field	Description
	cannot exceed the daily registration limit specified for the activity in question.
	You can enter a negative number of hours. If the Minimum Hours field is enabled on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the Employees workspace in the Set-Up module for further information.
	If time sheet lines are automatically created from the detailed resource planning, these fields are automatically filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only prefilled on time sheet lines referring to jobs where you entered a value in the **By Day** field in the **Pre-fill Time Sheet Lines** job parameter attribute.
	You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, please see the description of the island Job Cost in the window Company Information in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy will issue a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, please see the description of the island Approval in the window Jobs.
	By changing the MDL layout of this window, you can insert variable day names in the sub-tab. This way, the column which was previously called "Monday" can, for example, be changed to "Mon. <date>." For more

Field	Description
	information, please see the description of the Window Layouts window in the Set-Up module.
Description	This field shows a description of the current entry.
Activity Type	This field shows the type of the current activity.
Quantity Monday-Sunday, Transferred	These fields show whether or not the quantities for each day have been transferred to a time sheet journal or the time sheet journal queue.
Remarks	Enter remarks relating to the current line.
Job Description	This field shows a description of the job specified in the **Job No**. field. If it is an internal job, the description will contain the job name, whereas the description of an external job will contain the name of the customer to whom the job has been assigned.
Internal Job	This field displays the total time registered on internal jobs for the week.
Spec. 1-3	These fields show the specifications assigned to the current line.
Task	This field shows the type of the current activity.
Time Activity 1-3	These fields show the total time for activities in hours or days, depending on the Time Unit. Time activity can be used to calculate overtime, among others. The activity references can be created in the window Time Sheet References.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Amount Activity 1-4	These fields show the total number of hours for the amount activities specified in the window Time Sheet References. Amount activities can for instance be used to register transport costs, meals, and so on.

Field	Description
Amount Activity 1-4, Transferred	These fields show whether or not the amounts have been transferred to a time sheet journal or the time sheet journal queue.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.
Local Spec. 1-3	This field shows the local specifications assigned to the current line.
Company No.	This field shows the name of the company responsible for the job on which the work was performed.
Quantity 1-2	These fields show the quantities registered in the entry.
Quantity 1-2, Transferred	These fields show whether or not the quantities have been transferred to a time sheet journal or the time sheet journal queue.
Transferred for Posting	This field determines whether the current line has been transferred for posting.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.
Cost Type	This field shows the cost type of the current line.
Submitted	This field shows whether the current line has been submitted.
New Approval Status, Project Manager	This field shows the status of the current line, as determined by the designated project manager of the job.

When the time sheet is submitted, the project manager can approve, reject, or release each line if the approval principle of the job indicates that approval of time registrations |

Field	Description
	by the project manager is mandatory or optional. If the status of the line is Approved or Released, and the line is changed, the status changes to blank. If the line is Rejected, then changed, the status of rejected is maintained.
Approval, Project Manager	This field shows the approval status of the current line, as determined by the designated project manager of the job. The value in the **New Approval Status, Project Manager** field is transferred to this field when you use the **Execute Approval** action.
Approved by	This field shows the name of the project manager who assigned the current approval status to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status assigned the approval status to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release, or rejection of the line.
Approved by Superior	This field shows if the current line has been approved by the user's superior.
Released by Superior	This field shows if the current line has been released by the user's superior.
Keep Line	This field shows whether or not the current line is deemed permanent. If this check box is selected, the current line is automatically copied from the previous period at the creation of time sheets. New lines created inherit this status, which means that they will automatically be copied to all new time sheets until you deselect the check box on the selected line.
Planned This Period	This field shows whether or not the current line has been transferred, in which case the transfer action does not apply.
Est. Time to Compl.	This field shows the estimated time to completion of the current line.

Field	Description
Completed	This field shows whether or not the work on the current line is completed.
Estimate Date	This field shows the estimate date of the current line's completion.
Job Budget Type	This field shows the budget type assigned to the current job.
Job Budget Revision No.	This field shows the revision number of the current job budget line.
Overtime Spec.	This field shows the overtime specification for the current line. Overtime specifications are defined in the Popup Fields tab in the System Setup workspace.
Favorite	This field shows a favorite, if it has been selected. Favorites are derived from the Favorites workspace.
Note	Enter a brief description of what you have been working on.
Est. Time to Compl. Days	Enter the number of days as an estimate to completion. If you enter a value in this field, Maconomy automatically converts it to hours, which is shown in the **Est. Time to Compl.** field. The number of hours is calculated by multiplying the number of days by the value in the **Hours per Man Day** field in the Jobs workspace.
Description, Monday-Sunday	Enter a daily description of the task specified on the current line. If daily descriptions are required for the task in question, Maconomy ensures that you enter a description for the task for the day in question before you can submit the time sheet.
Transaction Timestamp	This field shows the time of creation or the latest revision of the current line.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity, Monday-Sunday	These fields show the invoiceable quantity entered by the employee for each day on an

Field	Description
	expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Transferred, Monday-Sunday	This field shows the proposed invoiceable quantity entered by the employee for each day that can be transferred on an expense sheet line.
Proposed Billing Price, Total	This field shows the total proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Billing Price, Currency	This field shows the standard billing price of the current line in the currency of the job.
Use Invoice Proposal	This field shows whether the quantity and billing price in the following fields are used for invoicing: • Proposed Quantity • Proposed Billing Price, Unit • Proposed Billing Price, Total
Transaction Type	This field shows the current line's transaction type. Transaction types are set up in the Transaction Types window.
Invoiceable	This field shows whether or not the line is invoiceable.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Billing Price, Enterprise	This field shows the budgeted billing price in enterprise currency.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this sub-tab.

Field	Description
Absence Type	Select the reason for the absence.
Time Unit	This field displays the time unit used for filing time (either hours or days).
Option List 1-5	Specify the option lists containing the values that should be available for further specification in the **Selected Value 1-5** fields on the current line.
Selected Value 1-5	Specify a number of values for further specification of the current line. You can only use values available in the respective option lists specified in the **Option List 1-5** fields.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	This field shows the local specifications assigned to the current line.
Purchase Order Number	This field shows the purchase order number to which the current line is associated to.
Purchase Order Line Number	This field shows the purchase order line number assigned to the current line.
Employee	This field shows the name of the employee assigned to the current line.
Employee Position	This field shows the position number assigned to the employee.
Employee E-mail	This field shows the employee's email address.
Employee Phone	This field shows the employee's phone number.
Employee Mobile	This field shows the employee's mobile number.
Employee Company No.	This field shows the employee's company number.
Employee Company	This field shows the company the employee is associated with.
Job Name	This field shows the name of the job to which the current line is associated.

Field	Description
Project Manager No.	This field shows the project manager number of the project manager assigned to the current line.
Project Manager	This field shows the name of the project manager assigned to the current line.
Activity Description	This field displays the title or name of the activity for which the employee registered time.
Task Description	This field displays the title or name of the task for which the employee registered time.
Task Path	This field shows any task path of the task.
Company	This field shows the name of the bill-to-customer assigned to the job on the current line.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer	This field shows the name of the bill-to customer assigned to the job on the current line.
Time Unit, Job	This field displays the time unit used for filing time (hours or days) on the job.
Week	This field shows the week number of the current time sheet.
Year	This field shows the year in which the current time sheet line was entered. The field cannot be changed.
Location Description	This field shows a description regarding the location assigned to the current line.
Entity Description	This field shows a description regarding the entity assigned to the current line.
Project Description	This field shows a description regarding the project assigned to the current line.
Purpose Description	This field shows a description regarding the purposes assigned to the current line.

Field	Description
Spec. 1-10 Description	This field shows descriptions regarding the specifications assigned to the current line.
Local Spec. 1-10 Description	This field shows descriptions regarding the local specifications assigned to the current line.
Customer Level	This field shows the customer level number for the customer to which the current line is associated.
Level 1-5 No.	These fields show the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Level 1-5 Name	These fields show the names of the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Time Activity 1-3	In these fields, you can specify time registration for activities as set up in Time Sheet References. This field is in hours or days, depending on the time unit on the time sheet.
Monday-Friday	These fields show registered time in hours or days, depending on the Time Unit of the time sheet. In these fields you enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question.
	Moreover, if a value has been entered in the field "Time Sheets" in the island Registration Limits in the window Activities for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question.

Field	Description
	It is possible to enter a negative number of hours. If the field "Minimum Hours" has been marked on the employee revision applying on the date in question, Maconomy will check whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the window Employees in the Set-Up module for further information.
	If time sheet lines are automatically created from the detailed resource planning, these fields will automatically be filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only prefilled on time sheet lines referring to jobs for which the job parameter attribute "Pre-fill Time Sheet Lines" has the value "By Day."
	You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, please see the description of the island Job Cost in the window Company Information in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy will issue a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, please see the description of the island Approval in the window Jobs.
	By changing the MDL layout of this window, you can insert variable day names in the sub-tab. This way, the column which was previously called "Monday" can, for example, be changed to "Mon. <date>." For more information, please see the description of the Window Layouts window in the Set-Up module.

Field	Description
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Quantity Monday-Friday, Transferred	These fields show whether or not the quantities for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity Monday-Friday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Monday-Friday, Transferred	These fields show whether or not the quantities for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.

Actions	Description
Mark All For Approval	Use this action to mark all approval object lines in the sub-tab for approval. This means the status in the **New Approval Status** field is set to Approved on all lines.
Mark All For Release	Use this action to mark all approval object lines in the sub-tab for release. This means the status in the **New Approval Status** field is set to Released on all lines.

Actions	Description
	This action can only be used if the Trans. Non-Appr. Time Sheets field is enabled in the System Information workspace, and the current user has access to transferring expense sheets as specified in the Actions workspace. The employee specified as the project manager for the current job, however, always has the right to release time sheets for the employee in question.
Mark All For Rejection	Use this action to mark all approval object lines in the sub-tab for rejection. This means the status in the **New Approval Status** field is set to Rejected on all lines.
Unmark All	Use this action to unmark all approval object lines in the sub-tab for approval. This means the **Approve** check box is deselected for all entries in the sub-tab.
Execute Approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.
Approval All	Use this action to approve all the lines pending approval that are listed in the sub-tab.
Reject All	Use this action to reject all the lines pending approval that are listed in the sub-tab.
Reset All	Use this action to reset all the lines pending approval that are listed in the sub-tab.

Single Dialogs » Set-Up » Approval » Current Employee Approvals » Current Employee Approvals

Current Employee Info island

Field	Description

Field	Description
Current Employee No.	This field shows the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field shows the selected employee's employee type.

Selection Criteria island

Field	Description
Show Lines For Approval	Select this check box to show items available for approval.
Job	Select or enter a job to view only the lines related to it in the sub-tab.
Show Non-Active Lines	Select whether to show approval items that are not yet active.
Show Rejected Lines	Select whether to show rejected approval items.
Show Substitute Lines	Select whether to show the approval items for which you are a substitute approver.
Show Super Approver Lines	Select whether to show approval items for which you are a super approver.
Show Approvable by All Approval Lines	Select whether to show all approval items that can be approved by any user.

Approval Counters, No. of Approvals island

Field	Description
Time Sheets	This field shows the number of active approvals for time sheets for the current employee logged in. This also depends on the job number entered in the selection criteria.
Time Sheet Lines	This field shows the number of active approvals for time sheet lines for the current employee logged in. This also depends on the job number entered in the selection

Field	Description
	criteria.
Expense Sheets	This field shows the number of active approvals for expense sheets for the current employee logged in. This also depends on the job number entered in the selection criteria.
Expense Sheet Lines	This field shows the number of active approvals for expense sheet lines for the current employee logged in. This also depends on the job number entered in the selection criteria.
Purchase Orders	This field shows the number of active approvals for purchase orders for the current employee logged in. This also depends on the job number entered in the selection criteria.
Purchase Order Lines	This field shows the number of active approvals for purchase order lines for the current employee logged in. This also depends on the job number entered in the selection criteria.
Vendor Invoices	This field shows the number of active approvals for vendor invoice allocations for the current employee logged in. This also depends on the job number entered in the selection criteria.
Vendor Invoice Allocation Lines	This field shows the number of active approvals for vendor invoice allocation lines for the current employee logged in. This also depends on the job number entered in the selection criteria.
Invoice Drafts	This field shows the number of active approvals for invoice drafts for the current employee logged in. This also depends on the job number entered in the selection criteria.
Job Budgets	This field shows the number of active approvals for job budgets for the current employee logged in. This also depends on the job number entered in the selection criteria.

DTM Skill Integration Field Descriptions

Setup » Talent Management Setup » Administration

Single Dialogs » Set-Up » Set-up » Talent Management Integration Setup

Single Dialogs » Resource Planning » Set-up » Employee Skills

DTM Skill Category Mapping to Maconomy Skill Type Popup

Setup » System Setup » Parameters and Numbers » Popup Fields

Single Dialogs » Resource Planning » Set-up » Popup Fields » List of Popup Fields » Skill Types

Deltek Talent Management	Maconomy	Description
skill_category_id	String 1	The DTM skill category ID, prefixed with "DTM." For example, when the skill_category_id is 5, the value is DTM 5.
skill_category_name	Name	Copy to come.
skill_category_last_modified	String 2	Copy to come.
	Boolean 1	When skill category is deleted in DTM, this field is set to true in Maconomy

DTM Skill Mapping to Maconomy Skill

Single Dialogs » Resource Planning » Set-up » Employee Skills

Single Dialogs » Resource Planning » Set-up » Level Lists

Deltek Talent Management	Maconomy	Description
skill_id	Skill Number	The DTM skill ID, prefixed with "DTM." For example, when the skill _id is 1, then the value is DTM 1.
skill_name	Skill Name	The DTM skill name.
skill_category_id	Skill Type	This is used to find the mapped skill type in Maconomy and assign it to the skill.
	Level List	The integration uses the

Deltek Talent Management	Maconomy	Description
		"Talent Management" level list and this level list is created manually in Maconomy.

DTM Skill Mapping to Maconomy Integration Line

Single Dialogs » Integration Lines » Integration Line

Deltek Talent Management	Maconomy	Description
skill_id	String 1	Copy to come.
skill_last_modified	String 2	Copy to come.

DTM User Skill Mapping to Maconomy Employee Skill

Single Dialogs » Resource Planning » Set-up » Employee Skills

Deltek Talent Management	Maconomy	Description
skill_id	Skill Number	Derived from the Maconomy skill.
skill_category	Skill Type	Derived from the Maconomy skill.
skill_name	Skill Name	Derived from the Maconomy skill.
skill_level	Level	Copy to come.

DTM User Skill Mapping to Maconomy Integration Line

Single Dialogs » Integration Lines » Integration Line

Deltek Talent Management	Maconomy	Description
skill_id	String 1	
skill_last_modified	String 2	
endorsed	String 3	
skill_usage	String 4	
skill_last_used	String 5	

Resource Management Workspace System Parameters

Setup » System Setup » Parameters and Numbers » System Parameters

Single Dialogs » Set-Up » Set-up » System Parameters

Field	Description
URL for Capacity Overview	The URL of the People Planner Capacity Overview page. The general form is: `http://<server>:<port> /PeoplePlannerWebComponents /AssignResourcePage.aspx`

Periodic Job Budget System Parameters

Setup » System Setup » Parameters and Numbers » System Parameters

Single Dialogs » Set-Up » Set-up » System Parameters

Action	Description
Update Periodic Job Budget Planned Dates on update from People Planner	Set this parameter to update the job budget planned dates after clicking the **Update Periodic Job Budget from People Planner** or **Send Job to and Update Periodic Job Budget from People Planner** actions. Enabled by default.
Submit Periodic Job Budget on update from People Planner	Set this parameter to automatically submit the budget after clicking the **Update Periodic Job Budget from People Planner** or **Send Job to and Update Periodic Job Budget from People Planner** actions. Enabled by default.

Termination Date Field Description

Human Resources » Employees » Employee Information » Employment

Field	Description
Termination Date	Enter the date on which termination of employment takes effect.
	If the current date is later than or equal to the date entered in this field, the Terminated status is sent to Deltek CRM during synchronization.

Generic Resource Field Description

Human Resources » Employees » Employee Information » Employee Information

Field	Description
Generic Resource	Select this check box to set an employee as a budget planning resource. If selected, People Planner identifies the employee as a dummy employee. If deselected, the employee is identified as a real employee and, subsequently, impacts the People Planner license count. By default, this field is not selected.

Deltek CRM Integration Field Description

Field	Description
Enable Deltek CRM Integration	Enable this parameter to allow the integration between Maconomy and Deltek CRM.
	If this parameter is disabled, integration actions between Maconomy and Deltek CRM are hidden.

Approval Hierarchy for Jobs Fields / Descriptions

Employees Workspace

Human Resources » Employees » Employees » Users » User Information » Actions

Single Dialogs » Set-Up » Access Control » Actions » Actions

Permitted Job/Cost Actions island

Field	Description
Submit Jobs	Select this check box to enable the user role to submit jobs.
Approve Jobs	Select this check box to enable the user role to approve jobs.

Human Resources » Employees » Employees » Users » User Information » Actions » Company Specific Actions

Single Dialogs » Set-Up » Access Control » Actions » Actions » Company Specific Actions

Field	Description
Submit Jobs	Select this check box to enable the user role to submit jobs in the company specified on

Field	Description
	the line.
Approve Jobs	Select this check box to enable the user role to approve jobs in the company specified on the line.

System Setup Workspace

Setup » System Setup » Parameters and Numbers » System Parameters » System Parameter

Single Dialogs » Set-up » Set-up » System Parameters » System Parameter

Field	Description
Block New Jobs for Reg. and Inv.	The **Block new entries for reg. and inv.** system parameter is renamed to **Block New Jobs for Reg. and Inv.** Enable this parameter to block a job for budgeting, registration, and invoicing when it is created.
Allow Users to Manually Change Job Status	Enable this parameter to allow users to manually change the job status on a new job. If this system parameter is disabled, users cannot manually convert jobs to Quote or Order (for example, by using the **Convert to Quote/Order** actions in Jobs workspace).
Allow Users to Manually Unblock Jobs for Reg. and Inv.	Enable this parameter to allow users to manually unblock created jobs for registrations and invoicing. **Note:** If this system parameter is disabled, you can still block a job.
Default <Vendor / Customer / Job> State	This parameter sets the default value for the **Vendor State**, **Customer State**, or **Job State** field. If you enable this parameter, when a new vendor, customer, or job is created, the **Vendor State**, **Customer State**, or **Job State** field value is set to the entry in this parameter. The value is set up in the States tab. If you change the value name in that tab, the value on this parameter is automatically updated. If you disable this parameter, the **Vendor State**, **Customer State**, or **Job State** field gets its value from the parent or template

Field	Description
	vendor, customer, or job. This is not true for company vendor and company customer.

Setup » System Setup » Parameters and Numbers » Popup Fields » Popup Field » Values

Single Dialogs » Set-up » Set-up » Popup Fields » Popup Field » Values

Field	Description
Job State Type	Use this column to enter names for the job when it is in the approval process. When a new job is created, the **Default Job State** system parameter sets the **Job State** field default value.

Jobs Workspace

Job » Jobs » Home » Information

Single Dialogs » Job Cost » Creation » Jobs » Information

Field	Description
Approval Status	This field shows the current approval status of the selected job, for example, who and when it was submitted and approved. Note that this field only has relevance when jobs are set up to be approved through approval hierarchies.
Current Job State	This field shows the current state of the job.
	This field is relevant only if approval hierarchies are set up to use multiple stage approvals.
	Note: This field only appears if the Job State functionality is used.

Action	Description
Submit	Use this action to submit the job for approval.
Approve	Use this action to approve a submitted job.
Reject	Use this action to reject a submitted job.
Undo Approval/Reject	Use this action to undo the approval or rejection of a submitted job.

Job » Jobs » Home » Subjobs

Single Dialogs » Jobs Cost » Creation » Main Jobs

Status island

Field	Description
Submitted	This field shows whether the job is submitted. Note that this field and the **Approved** field only have relevance when jobs are set up to be approved through approval hierarchies.
Approved	This field shows whether the job is approved. Before a job is approved, it has Quote status and is blocked for budgeting, registration, and invoicing.

Job » Jobs » Home » Subjobs » Subjobs

Single Dialogs » Jobs Cost » Creation » Main Jobs » Subjobs

Field	Description
Submitted	This field shows whether the job is submitted. Note that this field and the **Approved** field only have relevance when jobs are set up to be approved through approval hierarchies.
Approved	This field shows whether the job is approved. Before a job is approved, it has Quote status and is blocked for budgeting, registration, and invoicing.

Selection Criterion

Single Dialogs » Set-Up » Set-up » Selection Criterion Specification » Selection Criterion Specification

Field	Description
Project Manager	If you create a new selection criterion specification with the Job type, you can reference fields in the sub-tab to the employee that is specified in the **Project Manager** field on the job.

iAccess Approvals Core Support Fields / Descriptions

Deltek Tracking: 851909

Single Dialogs » Set-Up » Approval » Approve Purchase Orders by Employee » Approve Purchase Orders by Employee

Employee Information island

Field	Description
Current Employee No.	This field shows the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field shows the selected employee's employee type.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver.
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.
Overwrite existing	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: • Approval Status • Remark
Remark	Enter a remark regarding the specified approval object line.

Single Dialogs » Set-Up » Approval » Approve Purchase Orders by Employee » Approve Purchase Orders by Employee » Approval Line

Field	Description

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: • Blank • Approved • Rejected • Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved,

Field	Description
	this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line needs to be approved by an employee of this type.

Field	Description
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects.
	Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name to which the approver reference relates.
Approver Reference, Employee	This field shows the employee reference of the approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	Enter or select the name or employee number of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects.
	Purchase orders, expense sheets, and vendor invoices falling within the selection

Field	Description
	criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was

Field	Description
	submitted.
Purch. Order No.	This field shows the purchase order number.
Your Ref.	This field shows the name of the vendor contact person. This is the person who deals with your orders.
Our Ref.	This field shows the name of the person who created the purchase order. The name is printed on the purchase order to provide a reference for the vendor regarding who to contact, if necessary.
Vendor Order No.	This field shows the name of the sales order which corresponds to the purchase order. The number is printed on the purchase order.
Our Cust. No.	This field shows your company's customer number registered with the vendor.
Buyer	This field shows the name of the person who normally enters purchases from this vendor.
Vendor	This field shows the number of the pay to vendor. The number is retrieved automatically from the vendor information card, but you can change it here. Furthermore, Maconomy checks that the vendor is not blocked. The two vendor numbers are not necessarily the same, since a delivery can come from one vendor and be paid to another. The other lines in this field show the vendor's name and address. When you manually create a purchase order, Maconomy suggests the information from the vendor information card, and it cannot be changed here.
Name 1-5	These fields show the name of the vendor.
Attention	This field shows the vendor's attention person.
Phone	This field shows the vendor's phone number.
Fax	This field shows the vendor's fax number.
Telex	This field shows the vendor's telex number.

Field	Description
Vendor No.	This field shows the vendor's number.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Pref. Delivery Date	This field shows the preferred delivery date of the items in the order.
Delivery Mode	This field shows the delivery mode specified in the purchase order.
Delivery Terms	This field shows the delivery terms specified in the purchase order.
Payment Terms	This field shows the payment terms that normally apply to the vendor. The payment terms are used to calculate the invoice due date when you enter vendor invoices. Invoices are entered in the Vendor Invoices workspace.
Tax	This field specifies whether to calculate tax on vendor invoices from this vendor on a normal basis.
Department	This field shows the department associated with the purchase.
Vendor Group	This field shows the vendor group to which the vendor belongs.
Country	This field shows the vendor's country.
Language	This field shows the language of the purchase order.
Currency	This field shows the currency of the purchase order.
Line Sum, Currency	This field shows the sum of the prices in the purchase order lines expressed in the currency of the purchase order.
Line Sum, Base	This field shows the sum of the prices in the

Field	Description
	base currency of the purchase order.
Invoice Discount %	This field shows the invoice discount percentage.
	The invoice discount is deducted from the line sum, and this is shown on the purchase order printout. The vendor can then see how much you expect to be invoiced for.
	Note that an invoice discount % is added to any discount entered on individual purchase order table lines.
Invoice Discount, Currency	This field shows an invoice discount amount, if the discount is specified as a fixed amount and not as a percentage.
	The amount is allocated on the purchase order table lines when the purchase order is printed or allocated on an invoice.
	Note that an invoice discount is added to any discount entered on individual purchase order table lines.
Created by	This field shows the name of the user who created this line.
Created on	This field shows the date the line was created.
Changed by	The field shows the user who last changed this line.
Changed on	The field shows the date this line was last changed.
Version	This field shows the version number of the line.
	The version number is increased at each change in the tab or sub-tab.
Last Print	This field shows the date on which the purchase order line was last printed.
No. of Copies	This field shows how many times the purchase order line has been printed. Reprinted copies are included, but not copies from your computer's standard print dialog.
Closed	This field shows whether the purchase order line is closed.

Field	Description
Closed by	If the purchase order line has been closed, this field shows the name of the user who closed the purchase order. The name in this field can only be removed by using the **Reopen Purchase Order** action.
Date Closed	If the current purchase order line has been closed, this field shows the date on which it was closed. If the purchase order is reopened by using the **Reopen Purchase Order** action, the date is automatically removed from this field.
Zip Code	This field shows the zip code for the vendor's address.
Postal District	This field shows the postal district of the vendor's address.
Tax No.	This field shows the tax number for the purchase order.
Job No.	This field shows the job number related to the current line.
Job Name	This field shows the name of the job to which the current line is associated.
Customer No.	This field shows the ship to customer number.
Purchase Order No., Copy	This field shows the number of an existing purchase order, if the current line uses a copy of it.
Remarks 1-10	These fields shows remarks for the current line.
Company Tax Code	This field shows the customer's company tax code.
Purpose	This field shows the purpose assigned to the current line.
Spec. 1-3	These fields show the specifications assigned to the current line.
Local Spec. 1-3	These fields show the local specifications assigned to the current line.

Field	Description
Company No.	This field shows the name of the company responsible for the job on which the work was performed.
Line Tax, Base	This field displays the tax amount for the current purchase order line in base currency.
Line Tax, Currency	This field displays the tax amount for the current purchase order line.
Status	This field shows the status code for the purchase order.
Approved	This field shows whether the purchase order line is approved.
Popup 1-5	These fields show a number of popup values for further specification of the vendor.
Submitted	This field shows whether the current line has been submitted.
Submitted by	This field s whether the current purchase order has been submitted. The field is automatically marked by Maconomy when you use the **Submit Purchase Order** action.
Date Submitted	This field displays the date on which the current purchase order was submitted.
Approved by	This field shows the name of the project manager who assigned the current approval status to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status assigned the approval status to the line.
Header Approval Number	This field displays the approval number for the current approval object.
Base Currency	This field displays the currency used as base currency.
Warehouse	This field shows the warehouse to which the items are to be shipped.
Stock Location No.	This field shows the location in the selected

Field	Description
	warehouse at which you expect to receive the items.
Price List	This field shows the price list from which to suggest prices for the items in the purchase order line.
Expense %	This field shows an expense percentage, for example, for a handling charge.
Delivery Costs	This field shows an amount representing expenses for items purchased on the current order, for example, for a handling charge.
Date of Last Shipment	This field shows the date of the latest delivery.
No. of Receipts	This field shows the number of receipts which have been created for the purchase order on the current line.
Currently Received	This field shows how many units you have received from the vendor. If you receive all, or almost all, of the items in a purchase order, you can use the Receive All action. Maconomy then inserts the value from the Balance field on all lines. You can then adjust the values, if not all the units were delivered.
Packing Slip No.	This field shows the number of the delivery note which accompanied the delivery. You must enter a value for reference. If the receipt includes any items, the delivery note number is printed on the item transaction created when you use the **Approve Receipt** action.
Delivery Note Sum Currency	Copy to come.
Delivery Note Sum Base	Copy to come.
Sales Order Number	If the current transaction was created as a result of a sales order in the Sales Orders module, this field shows the number of the sales order in question.
Intrastat Reg.	This field specifies whether the items delivered from the purchase order are to be included in the monthly report to Intrastat.

Field	Description
Nature	This field shows the transaction type to report to Intrastat.
EU Trade Type	This field specifies the trade type, which can either be **Normal** or **Triangulation**. Triangulation implies that you are an agent for a vendor in another EU country, and an end customer in a third EU country. In this type of trade, the invoice amount is not included in the EU purchases in your tax specification.
Direct Delivery	Copy to come.
Handled by	This field shows the name of the person who received the items or services or entered the receipt.
Bill of Lading	This field shows a text or number, for example, the bill of lading number, to later identify the delivery.
E-mail	This field shows the vendor's e-mail address.
Document Archive No.	This field shows the document archive number assigned to the purchase order.
Requisition No.	This field shows the number of the requisition on which the current purchase order is based.
Request for Quote No.	This field shows the number of the request for quote on which the current purchase order is based.
Purchase Process No.	This field shows the number of the purchase process of which the current purchase order is part.
Purchaser Employee No.	This field shows the number of the employee who is responsible for purchasing the items and/or services on the current purchase order.
Requisitioner Employee No.	This field shows the number of the employee who requisitioned the items and/or services on the current purchase order.
Transaction Type	This field shows the transaction type of the purchase order.

Field	Description
Text 1-5	These fields show any extra remarks regarding the purchase order.
Amount 1-5	These fields show amounts related to the purchase order.
Approval Group, Instance Key	This field shows the current approval group's unique identity in the Maconomy database.
Enterprise	This field specifies an enterprise for the purchase order.
Segment	This field specifies a segment for the purchase order.
Area	This field specifies an area for the purchase order.
Self Invoice	This field specifies whether the purchase order is a self-invoice.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	These fields show the local specifications assigned to the current line.
Time Unit	This field displays the time unit used for filing time (either hours or days).
Employee	This field shows the name of the employee assigned to the current line.
Employee Position	This field shows the position number assigned to the employee.
Employee E-mail	This field shows the employee's email address.
Employee Phone	This field shows the employee's phone number.
Employee Mobile	This field shows the employee's mobile number.
Employee Company No.	This field shows the employee's company number.
Employee Company	This field shows the company the employee is associated with.

Field	Description
Purchaser E-mail	This field shows the purchaser's email address.
Purchaser Phone	This field shows the purchaser's phone number.
Purchaser Mobile	This field shows the purchaser's mobile number.
Purchaser Company No.	This field shows the purchaser's company number.
Purchaser Company	This field shows the company the purchaser is associated with.

Single Dialogs » Set-Up » Approval » Approve Jobs by Employee » Approve Jobs by Employee

Employee Information island

Field	Description
Current Employee No.	This field shows the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field shows the selected employee's employee type.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver.

Field	Description
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver.
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.
Overwrite existing	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: • Approval Status • Remark
Remark	Enter a remark regarding the specified approval object line.

Single Dialogs » Set-Up » Approval » Approve Jobs by Employee » Approve Jobs by Employee » Approval Line

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available:

Field	Description
	• Blank
	• Approved
	• Rejected
	• Released
Remarks	Enter remarks concerning the current approval object line when approving or rejecting the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the

Field	Description
	approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line needs to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the approver reference relates to.
Approver Reference, Employee	This field shows the employee reference of the approver.

Field	Description
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	Select the employee number of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.

Field	Description
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Job No.	This field shows the job number, which is the unique identification of the job.
Job Group	This field shows the job group to which the job is assigned.
Status	This field shows the job's current status.
Responsible	This field shows the name of the person responsible for the job.
Blocked for Time Registrations	This field shows whether the job is blocked for registration.
Description 1-3	These fields show descriptions related to the job.
Customer No.	This field shows the number of the customer associated with the job.
Name 1-5	These fields show the customer's name and address.

Field	Description
Attn.	This field shows the customer's attention person.
Reference	This field shows the name of the customer representative dealing with the order.
Phone	This field shows the customer's phone number.
Fax	This field shows the customer's fax number.
Telex	This field shows the customer's telex number.
Bill to Customer	This field shows the number of the customer receiving the invoice.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Payment Terms	This field shows the payment terms that apply to the invoices for the job.
Blanket Invoice	This field specifies whether the job is to be included in a blanket invoice or blanket credit note to the customer.
Tax	This field specifies whether invoices for the job are subject to tax.
Department	This field shows the department associated with the job.
Customer Group	This field shows the customer group to which the customer is assigned.
Country	This field shows the customer's country code.
Language	This field shows the language code for the job.
Sales Rep.	This field shows the employee name and number of the sales representative associated to the job.
Currency	This field shows the currency of the current

Field	Description
	job.
Item Price List, Sales	This field shows the price list used in the pricing of items used in connection with the current job.
Price Step, Sales	This field shows the price step used in the current job. The prices suggested for the items used for the job are from a fixed-price step in the selected price list.
Invoice Discount %	This field shows the current job's invoice discount percentage.
Created by	This field shows the name of the user who created the job.
Created on	This field shows the date the job was created.
Start Date	This field shows the date the job was started.
Estimated Ending Date	This field shows the date on which the job is expected to be finished.
Actual Completion	This field shows the date when the job was closed.
Budgeted Cost, Base	This field shows the budgeted cost of the job in the job's base currency.
Budgeted Billing Price, Currency	This field shows the budgeted cost of the job in the job's currency.
Budgeted Billing Price, Base	This field shows the budgeted cost of the job in the job's base currency.
Net on Account, Currency	This field shows the amount to invoice on account in the job's currency.
Net on Account, Base	This field shows the amount to invoice on account in the job's base currency.
Tax on Account, Currency	This field shows the tax net on account in the job's currency.
Tax on Account, Base	This field shows the tax net on account in the job's base currency.
Approved for Invoicing	This field specifies whether the job is approved

Field	Description
	for invoicing.
Preferred Inv. Date	This field shows the preferred invoice date, which is written on the invoice when it is printed.
Released for Invoicing	This field specifies whether the job is released for invoicing.
Capitalize	This field specifies whether the job is capitalized.
Last Quote	This field shows the number of the last quote sent to the customer on the current line.
Last Order Confirmation	This field shows the number of the last order confirmation sent to the customer on the current line.
Last Invoice	This field shows the number of the last invoice sent to the customer on the current line.
No. of Quotes	This field shows the number of quotes that have been created for the customer on the current line.
No of Order Confirmations	This field shows the number of order confirmations that have been created for the customer on the current line.
No. of Invoices	This field shows the number of quotes that have been created for the customer on the current line.
No. of Copies	This field shows the number of invoices that have been printed for the customer on the current line.
Main Job No.	If the **Blanket Invoicing per Main Job** system parameter is enabled, this field shows the main job's number. The sub-tab shows the main job and all of the subjobs that are set up for blanket invoicing.
No. of Subjobs	This field shows the number of underlying jobs assigned to the job.
Customer Remarks	This field shows any customer remarks related to the job.

Field	Description
Maximum Time	This field shows the maximum time set up for the job.
Maximum Cost, Base	This field shows the maximum cost set up for the job in the base currency.
Maximum Billing Price, Currency	This field shows the maximum billing price set up for the customer in the job currency.
Changed by	This field shows the name of the user who made the latest change to the current line.
Changed on	This field shows the date on which the latest change to the current line was made.
Version	This field shows the version number of the favorite on the line in question. The number is incremented by one each time a change is made to the line.
Closed	This field specifies whether the job is closed.
Last Credit Memo	This field shows the date of the latest credit memo sent to the customer on the current line.
No. of Creditings	This field shows the number of credit memos that have been created for the customer on the current line.
No. of Credit Memo Printouts	This field shows the number of credit memos which have been printed for the customer on the current line.
Zip Code	This field shows the zip code of the postal district entered on the current line.
Postal District	This field shows the postal district of the address.
Tax No.	This field shows the customer's tax number.
Sales Rep. No.	This field show the employee number of the sales representative assigned to the job.
Job Name	This field shows the job name.
Non-Invoiceable	This field specifies whether the field is non-invoiceable.
Internal Job	This field specifies whether the job is an

Field	Description
	internal job.
Quote Price, Currency	This field shows the quote price in job currency.
Billing Price for Invoicing, Currency	This field shows the billing price of the invoice.
Approved for Invoicing On Account	This field specifies whether the job is approved for invoicing on account.
Fixed Markup (Amts.)	This field specifies whether the job uses a standard fixed gross margin.
Markup %	This field specifies whether the job uses a standard fixed gross margin percentage.
Text 1-20	These fields show various information about the job.
Date 1-5	These fields show dates connected to the job.
Popup 1-5	These fields show various information about the job.
On Account Reduction	This field shows the maximum amount by which the net invoiced on account amount can be reduced at the next normal invoicing or crediting.
Approved for Invoice Editing	If the **Invoice Approval** job parameter for the current job specifies that invoice editing is required, this field specifies whether the invoice selection is approved.
Warehouse	This field shows the warehouse from which the item is to be delivered.
Unit, Unit Analysis	This field shows the unit of the job.
Quantity, Unit Analysis	This field shows the quantity of units for the job.
Current Budget	This field shows which budget is currently used for the job.
Text Lines for Purchase	This field specifies whether the texts entered in the Job Budget workspace should be transferred to purchase orders created from the job budget lines.
Task List	This field shows the task list assigned to the

Field	Description
	job.
Job Allocation Combination	This field shows the job allocation combination rule used for the job.
Access Level	This field shows the access level assigned to the job.
Enterprise	This field shows the enterprise assigned to the job.
Segment	This field shows the segment assigned to the job.
Area	This field shows the area assigned to the job.
Company Tax Code	This field shows the company's tax code.
Job Price List, Sales	This field shows the job price list used to calculate the prices of the activities used for the job.
End Invoiced	This field specifies whether the job has been end invoiced.
Close at End Inv.	This field specifies whether the job is to be closed at end invoicing.
Spec. 1-3	These fields show the specifications assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.
Overwrite Location	This field specifies whether the value in the **Location** field can be overwritten.
Overwrite Entity	This field specifies whether the value in the **Entity** field can be overwritten.
Overwrite Project	This field specifies whether the value in the **Project** field can be overwritten.
Overwrite Spec. 1-3	These fields specify whether the values in the **Spec. 1-3** fields can be overwritten.
Overwrite Purpose	This field specifies whether the value in the **Purpose** field can be overwritten.
Company No.	This field shows the number of the company responsible for the current job.

Field	Description
Local Spec. 1-3	These fields show the local specifications assigned to the current line.
Overwrite Local Spec. 1-3	These fields specify whether the values in the **Local Spec. 1-3** fields can be overwritten.
Settling Company No.	This field displays the number of the company which has been specified as the settling company for the job, whose job budget is displayed on the current line.
Item Price List, Intercomp.	This field shows the intercompany price list used in the pricing of work carried out on the job by employees assigned to other companies.
Job Surcharge Rule	This field shows the name of the job surcharge rule used for the current job.
Cust. Payment Mode	This field shows the customer payment mode for the customer on the current line.
Converted by	This field shows the name of the employee who converted the job from quote to order.
Date of Conversion	This field shows the date the job was converted from quote to order.
Employee 1-10	These fields show the employees assigned to the current job.
Invoice Layout	This field shows the invoice layout rule to be used when creating invoices for the main job.
Invoice Selection Approved	Copy to come.
Job Price List, Intercomp.	This field shows the job price list used for calculating intercompany prices.
Job Price List, Cost	This field shows the job price list used for calculating cost prices.
Probability %	This field shows the probability percentage rating for whether the current job, which is on quote, will result in an order.
Forecast Budget	This field shows the budget used as the current job's forecast budget.
Planning Budget	This field shows the budget used as the

Field	Description
	current job's planning budget.
Customer Popup 1-5	This field shows various information about the customer.
Employee Control	This field specifies how you want to check which employees can be used in entries on the job.
Base Currency	This field shows the base currency of the company responsible for the current job.
Blanket Invoice Ref.	This field shows information used as a reference for the job. The text is displayed on the invoice if you use blanket invoicing, and if the invoice layout rule applied to the job indicates that the text should be shown.
Blocked for Invoicing	This field shows whether the job is blocked for invoicing.
Project Manager No.	This field shows the employee number of the project manager who can approve and reject lines on the current job.
Approval, Supervisor	This field shows the status assigned by the supervisor on the current line to the job.
Approval, Project Manager	This field shows the status assigned by the project manager on the current line to the job.
Current Phase	This field shows the name of the current job phase, if a job phase list has been assigned to the job.
Planned Phase Ending Date	Copy to come.
Amount for Invoicing on Account, Invoice Currency	This field shows the amount set for invoicing on account in the job's invoice currency.
Job Processing Status	This field shows displays the current job processing status.
Job Processing	Copy to come.
Result Type	Copy to come.
Note No.	This field shows the number of a note relating to the current job.

Field	Description
Maximum Cost, Enterprise	This field shows the maximum cost set up for the job in the enterprise currency.
Maximum Billing Price, Enterprise	This field shows the maximum billing price set up for the customer in the enterprise currency.
Budgeted Cost, Enterprise	This field shows the budgeted cost set up for the job in the enterprise currency.
Quote Price, Enterprise	This field shows the quote price amount for the job in the enterprise currency.
On Account Tax, Enterprise	This field shows the on account tax amount for the job in the enterprise currency.
Net On Account, Enterprise	This field shows the net on account amount for the job in the enterprise currency.
Budgeted Billing Price, Enterprise	This field shows the maximum cost set up for the job in the enterprise currency.
Fixed Exchange Rate Date	This field shows the date for selecting exchange rate table entries from the system tables.
Fixed Exch. Rate Tbl., Purch.	This field specifies the exchange rate table to use for purchase-related currency calculations. This exchange rate table is used in connection with purchase orders and vendor invoices relating to the job.
Fixed Exchange Rate Tbl., Sales	This field specifies the exchange rate table to use for job-related currency calculations. This exchange rate table is used in connection with calculation of sales prices on the basis of budgeted or registered expenses on the job.
Dimension Comb. No.	This field shows the number of the dimension combination used when deriving dimensions from the current job.
Overwrite Company	This field specifies whether the value in the **Company** field can be overwritten.
Approved for Inv. on Main Job	This field shows whether or not the job is approved for invoicing on its main job.
Approved for Inv. by	This field shows the name of the user who approved the job for invoicing.

Field	Description
Invoice Approval Date	This field shows the date on which the job was approved for invoicing.
Work Completed On	This field shows the date the work for the job is completed. Note: You cannot enter time and expense entries on a given job after the date specified on this field, unless you are assigned project manager of the job.
Document Archive No.	This field shows the document archive number assigned to the job.
Booking Type	This field shows the default booking type to apply to all budget lines for the planning budget, as well as to all detailed planning lines associated with the budget lines.
Selected for Transfer	Copy to come.
JobHeader Instance Key	This field shows the current job's unique identity in the Maconomy database.
Template	If the current job is created from a template, this field shows the template job name of the job it was based on.
Template Job No.	If the current job is created from a template, this field shows the template job number of the job it was based on.
Reference Job No.	If the current job has been copied from another job using the **Copy Job** action, this field shows the job number from which the new job was copied. If the job has been created from a template job, this field shows the job number of the relevant template job.
Blocked for Budgeting	This field shows whether the job is blocked for budgeting
Job Price List, Standard Sales	This field shows the job price list used for calculating the standard billing prices of the activities used for the job.
Approval, Supervisor, Exp.	Copy to come.
Approval, Project Manager, Exp.	Copy to come.

Field	Description
E-mail	This field shows the customer's email address.
On Hold	This field specifies whether the job has been put on hold.
By	This field shows the name of the user who put the current job on hold, if the **On Hold** check box is selected.
Date	This field shows the date the current job was on hold, if the **On Hold** check box is selected.
Resumed	This field specifies whether the job has been resumed.
By	This field shows the name of the user who resumed the current job, if the **Resumed** check box is selected.
Date	This field shows the date the current job was resumed, if the **Resumed** check box is selected.
Expected Resume Date	This field shows the date when the current job is to be resumed, if it is currently on hold.
Automatic Allocation Method	This field specifies whether the current job uses an automatic allocation method.
Team 1-6	These fields show the teams assigned to the current job.
Global Location No.	If the customer has requested that you use a specific global location number on invoices pertaining to the current job, this field shows the location number.
Top Job No.	Copy to come.
Opportunity No.	This field shows the number of an opportunity to which the event should be assigned.
Opportunity Template	Copy to come.
Favorites should be available for specified employees	This field specifies whether favorites are available for specified employees. If this field is marked, when you use the **Distribute to Employees** action, Maconomy distributes the registration combinations as favorites to the employees selected in the sub-

Field	Description
	tab.
Only specified employees can register on the job	This field specifies whether only specified employees can register on the job. If this field is marked, when you use the **Distribute to Employees** action, only the employees selected in the sub-tab can register time and expenses on the job.
Delete employees' own favorites on the job	This field specifies whether you can delete employees' own favorites on the job. If this field is marked, when you use the **Distribute to Employees** action, Maconomy deletes all favorites on which the current job is specified. Note that this applies to all employees.
Hours Per Man Day	This field specifies how many hours are in a man day.
Default Line Type	This field shows the default value for the **Line Type** field.
Use Daily Descriptions	This field specifies whether daily descriptions are enabled by default for all tasks registered on the job.
Include in Forecast	This field specifies whether the forecast of the current job should be included in forecast reports.
Transaction Timestamp	This field shows the time of creation or, if the record has been updated, the time of the latest update of the record.
Tax On Account Spec. Entry Key	Copy to come.
Task Group Status	This field indicates whether the job entries associated with the present job are assigned to the correct task groups.
Allow PM Invoice Proposals	This field specifies whether project managers are allowed to propose changes to invoiceable hours and amounts from employees' time sheet and expense sheet registrations. If the field is marked, the project manager can propose a number of invoiceable hours, as well as invoiceable amounts in the Approve Time Sheet Lines workspace and propose invoiceable amounts in the Approve Expense

Field	Description
	Sheet Lines workspace.
Allow Employee Invoice Proposals	This field specifies whether employees are allowed to propose changes to invoiceable hours on their time sheet registrations.
	If the field is marked, employees can propose a number of invoiceable hours when filling in time sheet lines in the Time Sheets, Daily Time Sheet and Speed-Sheet workspaces.
	This allows employees to provide input on invoiceable hours to the project manager and the invoicing department while entering their time sheets.
Blocked for Amount Registrations	This field shows whether the job is blocked for amount registration.
Job Invoice Allocation	This field specifies whether the current line is set up to match and allocate the job entry against invoices on account.
Job Invoice Allocation on Main Job	Copy to come.
Amount for Invoice Allocation	This row of fields shows the following amounts:
	• **On Account** — This is the amount for allocation (reconciliation) on the invoices on account on the job. You can change this amount and let Maconomy set the amount for reconciliation on the open invoices on account accordingly.
	• **Job Entries** — This is the amount for allocation on the selected job entries on the job. The field is closed for editing.
	• **Balance** — This shows the difference between the two other fields. You can only submit the job invoice allocation if the balance is zero.
Revert Job Invoice Allocation Number	Copy to come.
Job Invoice Allocation Submitted	This field specifies whether the invoice allocation on the job has been submitted.
Job Invoice Allocation Submitted By	If the invoice allocation on the job has been submitted, this field shows the name of the employee who submitted it.

Field	Description
Job Invoice Allocation Submitted, Date	If the invoice allocation on the job has been submitted, this field shows the date when it was submitted.
Preferred Job Invoice Allocation	Copy to come.
Selected in Batch Job Invoice Allocation	This field indicates whether the current line is included in a batch job invoice allocation.
First Job Closure By	Copy to come.
First Job Closure Date	Copy to come.
Job Invoice Allocation Completion Date	This field shows the date when the following conditions were first satisfied: The open billing price must be zero, all invoices on account must be reconciled, and the reconciled amount must equal the fixed price all within Job Invoice Allocation.
Bill to Customer Appropriation	This field shows the source of funding for the job.
Invoice Currency	This field shows the invoice currency for the line. If a bill-to customer is specified on the line, then the invoice currency of this bill-to customer is shown. If no bill-to customer is specified, then the field shows the invoice currency of the job.
Exchange Rate	This field shows the exchange rate between the job currency and invoice currency for the bill-to customer specified on the job. By default, the exchange rate is the current exchange rate specified in the table for the job on the preferred invoice date (or current date if no preferred invoice date is set), but if the **Specify Exchange Rate** check box is selected, then the exchange rate is fixed at the rate you specify. If you change the exchange rate, the **Amount for Invoicing on Account, Currency** field is recalculated and **Specify Exchange Rate** check box is automatically selected. If the exchange rate deviates from the exchange rate table by more than 10%, a warning is displayed.

Field	Description
Specify Exchange Rate	This field specifies whether you can set the exchange rate manually. If this field is not selected, the **Currency Exchange Rate** field follows the exchange rate table for the bill-to customer specified on the job.
Blanket Invoice Collection Key	Copy to come.
Main Job Invoicing	This field shows whether the subjob is being invoiced together with its main job.
Select Invoice On Main Job	Copy to come.
Combine Printout Lines	This field specifies whether the current subjob is part of blanket invoicing where lines on the invoice printout combines and summarizes registrations from all subjobs.
Job Collection No.	This field shows the number of the job collection.
Open For Invoice Selection	This check box indicates whether the job is open for invoice selection.
Invoice Name	This field shows the name of the invoice.
Use Fixed Exchange Rates From Job	This field specifies whether you can create job specific exchange rates.
Updated	Copy to come.
Updated By	Copy to come.
Date	Copy to come.
Fixed Job Exch. Rate Tbl. Version	This field shows the version number of the fixed exchange rate table.
Pending Job Actions Updated Date	This field shows the date when the list of pending job actions was updated. Using the **Close Jobs** action clears the field.
Transfer to People Planner	This field specifies whether the user is included in the scheduled import to People Planner.
Time Budget In Days	This field shows quantities in the Time Budget workspace in days. The default value is not selected, which shows

Field	Description
	quantities in hours. Maconomy updates this field when you change the value of the **Time Unit** field; the **Time Budget In Days** field is selected if you choose **Day** for the time unit, and deselected if you choose **Hour** for the time unit.
Detailed Time Budgeting	Copy to come.
Customer Job Option List 1-3	These fields show the assigned option lists to the customer.
Selected Customer Job Value 1-3	Copy to come.
Post Vendor Exch. Rate Variances on Job	This field specifies how to post exchange rate variances that occur when you register vendor payments. • If you select this check box, the exchange rate variances are posted to the jobs to which the paid vendor invoices were allocated. • If you do not select this check box, the exchange rage variances are posted.
Invoicing Group	This field shows the invoicing group assigned to the job.
Year	This field defaults to the current year when creating a job.
Detailed Invoice Specification	This field shows the detailed invoice specification assigned to the job.
Use Job for Blanker Invoice Header	Copy to come.
Account Manager No.	This field displays the account manager employee number.
Standard Invoice Text List	This field shows the standard invoice text list selected on the job.
Submitted Draft	This field indicates whether at least one invoice draft was submitted.
Submitted Draft by	This field shows the name of user who submitted this draft.
Submitted Draft Date	This field shows the date when the draft was submitted.

Field	Description
Contracted Billing Price for Time	This field shows the contracted billing price for time activities for the job.
Recurring Annually	This field indicates whether the job should recur annually.
Rolled Forward to Job No.	If the job has been rolled forward, this field displays the number of the new job.
Kona Space No.	If a Kona conversation has been created for this job, this field shows the conversation number.
Time Unit	This field specifies the default time unit for prices on time activities.
Invoice Type	This field shows the type of the invoice to approve when you approve the invoice selection.
Combine T&M, On Account by Default	This check box is selected on a new job if the **Combine T&M with On Account by Default** job parameter is enabled. If this check box is selected, the **Invoice Type** field switches to T&M and On Account when you set an amount for invoicing on account.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	These fields show the local specifications assigned to the current line.
Overwrite Spec. 4-10	These fields specify whether the values in the **Spec. 4-10** fields can be overwritten.
Overwrite Local Spec. 4-10	These fields specify whether the values in the **Local Spec. 4-10** fields can be overwritten.
Types of Lines Transferred from Invoicing Plan	This field shows that line type that was transferred from the invoicing plan.
Restore Pre-Invoices	This field specifies whether the cancellation of any pre-invoices that were cancelled on the invoice was reversed.
Job/Base Currency Fixed Exchange Rate is Hedged	This field indicates whether t the sales currency has been financially hedged against exchange rate risks in the bank.

Field	Description
Approval Group, Instance Key	This field shows the current approval group's unique identity in the Maconomy database.
Submitted	Copy to come.
Approved	Copy to come.
Job State	This field shows the current state of the job.
CRM Opportunity Key	Copy to come.
CRM Opportunity ID	Copy to come.
CRM Opportunity Name	Copy to come.
CRM Job Type	Copy to come.
CRM Job Stage	Copy to come.
CRM Job Template Type	Copy to come.
JobHeaderExtension Instance Key	This field shows the current job's unique identity in the Maconomy database.
Transaction Timestamp	This field shows the time of creation or, if the record has been updated, the time of the latest update of the record.
Fixed Price, Currency	This field shows the fixed price of the job specified in the currency of the job.
Capitalization Method	This field specifies whether the job should be capitalized at cost or at billing price.
Boolean 1-5	These fields show attributes assigned to the job.
Text 1-5	These fields show various information about the job.
Date 1-5	These fields show dates connected to the job.
Amount 1-5	These fields show amounts connected to the job.
Popup 1-5	These fields show various information about the job.
Invoiced on Account, Currency	This field shows the amount invoiced on

Field	Description
	account in job currency.
Invoiced on Account, Base	This field shows the amount invoiced on account in base currency.
Invoiced on Account, Enterprise	This field shows the amount invoiced on account in enterprise currency.
Budgeted Time, Quantity	This field shows the budgeted time of the job.
Budgeted Cost, Base	This field shows the budgeted cost of the job in base currency.
Budgeted Cost, Enterprise	This field shows the budgeted cost of the job in enterprise currency.
Budgeted Billing Price, Currency	This field shows the budgeted billing price of the job in job currency.
Budgeted Billing Price, Base	This field shows the budgeted billing price of the job in base currency.
Budgeted Billing Price, Enterprise	This field shows the budgeted billing price of the job in enterprise currency.
Budgeted Realization Rate	This field shows a weighted average of the approved budgeted realization for the selected jobs.
Charge Table	This field shows the charge table used in the calculation of charges on transactions regarding the current customer.
Charge Discount %	This field shows the charge discount percentage to be applied to charges on transactions regarding the current customer.
Charge Code 1-4	These fields show charge codes added to the customer's order.
Charge Amount 1-4	These fields show charge amounts added to the customer's order.
On Account Job Surcharge at Invoicing Calculated	Copy to come.
Time and Material Job Surcharge at Invoicing Calculated	Copy to come.
One-time Surcharge Calculated	Copy to come.

Field	Description
Pre-Invoiced, Pending Payment, Currency	This field shows the total amount for all pre-invoices on this job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice currency.
Pre-Invoiced, Pending Payment, Base	This field shows the total amount for all pre-invoices on this job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice base currency.
Pre-Invoiced, Pending Payment, Enterprise	This field shows the total amount for all pre-invoices on the job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice enterprise currency.
Project Manager	This field shows the name of the project manager assigned to the current job.
Customer Level	This field shows the Customer Level number for the customer in question.
Level 1-5 No.	These fields show the numbers of the customers in the hierarchy levels above the customer on the line.
Level 1-5 Name	These fields show the names of the customers in the hierarchy levels above the customer on the line.

Single Dialogs » Set-Up » Approval » Approve Employees by Employee » Approve Employees by Employee

Employee Information island

Field	Description
Current Employee No.	This field shows the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field shows the selected employee's employee type.
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.

Field	Description
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver.
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.
Overwrite existing	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: • Approval Status • Remark
Remark	Enter a remark regarding the specified approval object line.

Single Dialogs » Set-Up » Approval » Approve Employees by Employee » Approve Employees by Employee » Approval Line

Field	Description
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This

Field	Description
	field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: • Blank • Approved • Rejected • Released
Remarks	Enter remarks concerning the current approval object line when approving or rejecting the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the

Field	Description
	approval object approver.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line needs to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the approver reference relates to.

Field	Description
Approver Reference, Employee	This field shows the employee reference of the approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	Select the employee number of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last

Field	Description
	user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Employee No.	This field displays the number of the current employee.
Name 1-5	These fields display the name and address of the current employee.
Phone	This field shows the current employee's phone number.
Soc. Security No.	This field shows the current employee's social security number.
Country	This field shows the current employee's country.
Blocked	This field indicates whether the current employee is blocked. This means the employee cannot be used in any other workspaces in the Job Cost module or as sales representative in a sales order,

Field	Description
	credit order, invoice, or credit memo.
Cost	This field shows the employee's cost per hour or day (depending on Time Unit).
Billing Price	This field shows the billing price per hour for entries registered by the current employee.
Item No.	This field shows a warehouse item, from which the sales price and cost will be suggested in budgeting, and which will be used in job journal entries for this employee.
Created by	This field shows the name of the user who created the employee record.
Created on	This field shows the date the employee record was created.
Changed by	This field shows the name of the user who last changed the employee record.
Changed on	This field shows the date the employee record was last changed.
Version	This field shows the version number of the employee record. The number is incremented by one each time a change is made to the record.
Sales Employee	This field indicated whether the employee is a sales employee.
Posting Reference, Commission	This field shows the number of a dimension combination that contains the G/L account used when posting general journals from commission calculations in the Commission Calculation workspace in the Sales Orders module. The dimension combination can also contain other dimension values to be used in this connection. When these general journals are posted, the employee's commission amount is debited this account and the other dimension values in this dimension combination.
Posting Reference, Commission Offset	This field shows the number of a dimension combination that contains the G/L account used when posting general journals from commission calculations in the Commission Calculation workspace in the Sales Orders

Field	Description
	module.
	The dimension combination can also contain other dimension values to be used in this connection. When these general journals are posted, the employee's commission amount is credited this account and the other dimension values in this dimension combination.
Transfer Location	This field specifies whether Maconomy will automatically transfer any location dimension from invoices and credit memo lines to the employee's commission entries.
Transfer Entity	This field specifies whether Maconomy will automatically transfer any entity dimension from invoices and credit memo lines to the employee's commission entries.
Transfer Project	This field specifies whether Maconomy will automatically transfer any project dimension from invoices and credit memo lines to the employee's commission entries.
Zip Code	This field shows the zip code for the employee's address.
Postal District	This field shows the postal district of the employee's address.
Profession	This field shows the employee's profession.
Education	This field shows the employee's education.
Position	This field shows the employee's position.
Bank Name	This field shows the name of the employee's bank.
Reg. No.	This field shows the registration number of the employee's bank.
Bank Acc. No.	This field shows the employee's bank account number.
Date Employed	This field shows the date when the employee started working for you.
Termination Date	This field shows the date when the employee was terminated.

Field	Description
Base Salary, Code	This field shows the employee's base salary code.
Base Salary	This field shows the employee's base salary. The amount is shown in the base currency of the company specified in the **Company No.** field.
Salary Supplement, Code	This field shows the employee's salary supplement code, if applicable.
Salary Supplement	This field shows the employee's salary supplement, if applicable. The amount is shown in the base currency of the company specified in the **Company No.** field.
Overtime Rate, Code	This field shows the employee's overtime rate code.
Overtime Rate	This field shows the employee's overtime rate. The amount is shown in the base currency of the company specified in the **Company No.** field.
Withholding Rate	This field shows the employee's withholding rate.
Allowance per Month	This field shows the employee's monthly tax allowance, if applicable. The amount is shown in the base currency of the company specified in the **Company No.** field.
Allowance per Fortnight	This field shows the employee's fortnightly tax allowance, if applicable. The amount is shown in the base currency of the company specified in the **Company No.** field.
Allowance per Week	This field shows the employee's weekly tax allowance, if applicable. The amount is shown in the base currency of the company specified in the **Company No.** field.
Allowance per Day	This field shows the employee's daily tax allowance, if applicable.

Field	Description
	The amount is shown in the base currency of the company specified in the **Company No.** field.
Tax Allowance Card	This field indicated whether the employee has a valid tax allowance card.
Tax Allowance	This field shows the employee's total tax allowance. The amount is shown in the base currency of the company specified in the **Company No.** field.
Pension Plan, Company	This field indicates whether the employee has a company pension plan.
Pension Type, Company	This field shows a description of the employee's company pension plan.
Pension Amount, Company	This field shows the amount to be paid towards the employee's company pension plan. The amount is shown in the base currency of the company specified in the **Company No.** field.
Pension Plan, Personal	This field indicates whether the employee has a personal pension plan.
Pension Type, Personal	This field shows a description of the employee's personal pension plan.
Pension Amount, Personal	This field shows the amount to be paid towards the employee's personal pension plan. The amount is shown in the base currency of the company specified in the **Company No.** field.
Remarks 1-5	These fields show any notes or comments regarding the employee.
Supervisor, No.	This field displays the employee number of the supervisor specified for the employee.
Maximum Working Time	This field shows the maximum working time per day that can be entered for the employee in the Time Sheets workspace.
Employee Type	This field shows the employee's employee

Field	Description
	type.
Employment No.	This field shows the employee's employment number.
Department	This field shows the department to which the employee belongs.
Location	This field shows a value for the Location dimension, if you want a value to be derived from the current employee.
Entity	This field shows a value for the Entity dimension, if you want a value to be derived from the current employee.
Project	This field shows a value for the Project dimension, if you want a value to be derived from the current employee.
Present	Copy to come.
Secretary, No.	This field displays the employee number of the person specified as secretary for the employee.
Fixed Working Time Monday-Sunday	This field shows the employee's working hours per day.
Spec. 1-3	These fields show values for the Spec. 1-3 dimensions, if you want values to be derived from the current employee.
Purpose	This field shows a value for the Purpose dimension, if you want a value to be derived from the current employee.
Overwrite Location	This field specifies whether any value specified in the **Location** field on the current line should overwrite existing location values on entries when the location is derived from the current dimension combination line. The value in this field only has effect if a location has been specified on the current line.
Overwrite Entity	This field specifies whether any value specified in the **Entity** field on the current line should overwrite existing entity values on entries when the entity is derived from the current dimension combination line. The value in this field only has effect if an

Field	Description
	entity has been specified on the current line.
Overwrite Project	This field specifies whether any value specified in the **Project** field on the current line should overwrite existing project values on entries when the project is derived from the current dimension combination line. The value in this field only has effect if a project has been specified on the current line.
Overwrite Spec. 1-3	These fields specify whether any value specified in the **Spec. 1-3** fields on the current line should overwrite existing specification values on entries when the specifications are derived from the current dimension combination line. The value in this field only has effect if specifications has been specified on the current line.
Overwrite Purpose	This field specifies whether any value specified in the **Purpose** field on the current line should overwrite existing purpose values on entries when the purpose is derived from the current dimension combination line. The value in this field only has effect if a purpose has been specified on the current line.
Transfer Spec. 1-3	These fields specify whether Maconomy should automatically transfer any spec. 1-3 dimensions from invoices and credit memo lines to the employee's commission entries.
Transfer Purpose	This field specifies whether Maconomy should automatically transfer any purpose dimension from invoices and credit memo lines to the employee's commission entries.
Transfer Local Spec. 1-3	These fields specify whether Maconomy should automatically transfer any local spec. 1-3 dimensions from invoices and credit memo lines to the employee's commission entries.
Approval List No.	Copy to come.
Company No.	This field shows the number of the company in which the employee is employed.
Local Spec. 1-3	These fields show values for the Local Spec. 1-3 dimensions, if you want values to be

Field	Description
	derived from the current employee
Overwrite Local Spec. 1-3	These fields specify whether any value specified in the **Local Spec. 1-3** fields on the current line should overwrite existing local specification values on entries when the local specifications are derived from the current dimension combination line. The value in this field only has effect if local specifications has been specified on the current line.
Intercompany Price	This field shows the price used as the cost when the employee registers hours on a job assigned to another company, rather than the one in which the employee is employed.
Maximum Working Time	This field shows the maximum working time per day that can be entered for the employee in the Time Sheets workspace.
Deviation Allowed	Along with the employee's fixed working time, the amount shown in this field is used for calculating the minimum amount of time which the employee must specify for each day in a time sheet.
Week Calendar No.	This field shows the number of the week calendar assigned to the employee. The week calendar is used for calculating the number of working hours in each day.
Job Price Group No.	This field shows the number of the job price group to which the employee is assigned.
Popup 1-5	These fields show various information about the employee.
Statistics 1-4	These fields show a number of statistics codes for further specification of the employee.
Vendor No.	This field shows the number of the vendor to which the employee is associated.
Access Level	This field shows the access level of the employee.
Primary Employee Category No.	This field shows the number of the primary employee category of the employee.

Field	Description
Reduction %	This field shows a reduction percentage of the employee's available time, such as planning time, as part of the fixed number of working hours.
Dimension Comb. No.	This field shows a dimension combination number of the Dimension Derivation type. Maconomy uses the values from this dimension combination when deriving dimensions from the employee.
Document Archive No.	This field shows the document archive assigned to the employee.
E-mail	This field shows the employee's email address.
E-mail when responsible for approval	This field specifies whether an email is sent to the employee when responsible for approvals.
E-mail when responsible for invoice allocation	This field specifies whether an email is sent to the employee when responsible for invoice allocations.
EmployeeDimCombVersionNumber	Copy to come.
Account No.	This field shows a value for the **Account** dimension, if you want a value to be derived from the current employee.
Overwrite Account	This field specifies whether any value specified in the **Account** field on the current line should overwrite existing account values on entries when the account is derived from the current dimension combination line. The value in this field only has effect if an account has been specified on the current line.
Instance Key	This field shows the current employee's unique identity in the Maconomy database.
Standard Billing Price	This field shows the standard billing price per hour for entries registered by the current employee.
Contact Person No.	If the current employee is assigned to a contact person, this field shows the number of the contact person.
Revision Valid from	Copy to come.

Field	Description
Revision Valid until	Copy to come.
Revision No.	Copy to come.
Initials	This field shows the initials by which the employee is known in your company.
Gender	This field shows the gender of the employee.
Date of Birth	This field shows the employee's date of birth.
Mobile	This field shows the primary mobile phone number of the current employee.
Mobile 2	This field shows the secondary mobile phone number of the current employee.
Phone 2	This field shows the secondary phone number of the current employee.
Notice Date	If the employee has been terminated or has resigned, this field shows the date on which the employee was given or gave notice.
Retirement Date	This field shows the date on which the employee has retired or is expected to retire.
Date1-5	These fields show a number of dates pertaining to the current employee position.
Amount 1-5	These fields show a number of amounts pertaining to the current employee position.
Option List 1-10	These fields show a number of option lists pertaining to the current employee position.
Selected Value 1-10	These fields show a number of values for further specification of the current employee position.
Text 1-5	These fields show various information pertaining to the current employee position.
Real 1-5	These fields show a number of dates pertaining to the current employee position.
Requisition No.	If the current employee was created on the basis of a contact person associated with a personnel requisition, for instance because he or she was created as a contact person as a result of applying for a position on a personnel

Field	Description
	requisition, this field shows the number of the requisition in question.
	When an employee is created from a contact person associated with a personnel requisition, certain information is transferred from the specified requisition to the new employee. This information includes the requisition number, supervisor, and derived dimensions.
Absence Approver, No.	This field shows the number of the employee responsible for approving absence for the current employee.
Fixed Number of Absence Hours, Monday-Sunday	This field shows the number of hours the employee can be absent per day.
Working Hours Range	This field shows the fixed working hours of the individual employee for each day in the week.
Permitted Deviation, Work Hours	This field shows the number of hours allotted for deviation each day in the current week.
Checked in, Expected Time, Monday-Sunday	These fields show the expected check-in time for each day in the current week.
Checked Out, Expected Time, Monday-Sunday	These fields show expected check-out time for each day in the current week.
Mentor, No.	This field shows the number of a mentor assigned to the employee, for instance to help training the employee.
Must Use Time Sheets	This field indicates whether it is mandatory for the employee to create time sheets.
Transaction Timestamp	This field shows the time of creation or the time of the latest update on the record.
Subcontractor Vendor, No.	This field shows the number of the subcontractor vendor assigned to the employee.
Transfer to People Planner	This field specifies whether the employee is included in the scheduled import to People Planner.
Amount 6-10	These fields show a number of amounts pertaining to the current employee position.
Text 6-10	These fields show various information

Field	Description
	pertaining to the current employee position.
Base Salary Rate	This field shows the base salary rate for the employee.
Overhead Rate	This field shows the overhead cost rate allocated to the employee.
Substitute 1-5	These fields show the substitute approvals assigned to the employee.
Account Manager	This field specifies whether the employee is an account manager.
Vacation Calendar No.	This field shows the selected vacation calendar for the employee.
Approval Group, Instance Key	This field shows the current approval group's unique identity in the Maconomy database.
Submitted	This field shows the name of the user who submitted the record.
Approved	This field shows the name of the user who approved the record.
Template Empl. No.	If the employee was created from a template, this field shows the number of the employee template used.
Linking Rule	This field shows the linking rule used for this employee.
Time Unit	This field shows the time unit used for the employee.
Use Fixed Working Time as Maximum	Copy to come.
Talent Management User ID	Copy to come.
Talent Management Position Code	Copy to come.
Talent Management Sync Timestamp	Copy to come.
Spec. 4-10	These fields show values for the Spec. 4-10 dimensions, if you want values to be derived from the current employee.
Local Spec. 4-10	These fields show values for the local spec. 4-10 dimensions, if you want values to be derived from the current employee.

Field	Description
Transfer Spec. 4-10	These fields specify whether Maconomy should automatically transfer any spec. 4-10 dimensions from invoices and credit memo lines to the employee's commission entries.
Transfer Local Spec. 4-10	These fields specify whether Maconomy should automatically transfer any local spec. 4-10 dimensions from invoices and credit memo lines to the employee's commission entries.
Overwrite Spec. 4-10	These fields specify whether any value specified in the **Spec. 4-10** fields on the current line should overwrite existing specification values on entries when the specifications are derived from the current dimension combination line. The value in this field only has effect if specifications has been specified on the current line.
Overwrite Local Spec. 4-10	These fields specify whether any value specified in the **Local Spec. 4-10** fields on the current line should overwrite existing local specification values on entries when the local specifications are derived from the current dimension combination line. The value in this field only has effect if local specifications has been specified on the current line.
Local Account No.	This field shows a value for the **Local Account** dimension, if you want a value to be derived from the current employee.
Overwrite Local Account	This field specifies whether any value specified in the **Local Account** field on the current line should overwrite existing local account values on entries when the local account is derived from the current dimension combination line. The value in this field only has effect if a local account has been specified on the current line.

Single Dialogs » Set-Up » Approval » Approve Employees by Employee » Approve Vendor Invoices by Employee » Approval Line

Field	Description
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only

Field	Description
	applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: • Blank • Approved • Rejected • Released
Remarks	Enter remarks concerning the current approval object line when approving or rejecting the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected by	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time when the current line was approved.
Approver	This field shows the employee number of the approver of the approval task.
Substitute	This field will show the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the Substitute field for the

Field	Description
	workspace Approval Hierarchies workspace.
Super Approver	This is the number of the employee who should be the super approver on the current approval hierarchy. The super approver can approve any approval line, or change the approval status of all approval lines, created on the basis of the current hierarchy.
Approver Name	Enter the name of the approver. If an employee number has been specified in the "Approver" field, this field shows the name of the employee in question.
Approver Reference	The reference type of the approval object approver. For more information on this field, please see the description for Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter the employee name of a substitute approver if one is not specified on the approval object.
Substitute Reference	The reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter the name of the super approver.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	Enter the employee number of the approver of the approval task.
Approver Employee Type	Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	Enter the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the Substitute field for the Approval Hierarchies workspace.
Approver Reference	The reference type of the approval object approver. For more information on this field, please see the description for Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices

Field	Description
	falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	The reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	The internal field name that the Approver Reference relates to.
Approver Reference, Employee	The employee reference of the Approver.
Substitute Reference, Relation	The relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	The field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	The employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	Enter the number of the employee who should be the super approver on the current approval hierarchy.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the

Field	Description
	current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval Or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval Or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval Or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved By Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Journal Type	The journal type. You cannot delete or rename this.
Journal No.	The number of the journal to which the entry was posted.
Line No.	The number of the allocation line in the current invoice.
Type	This field shows whether the information in the window is for an invoice ("Credit") or a credit memo ("Debit").
Vendor No.	This field shows the number of the vendor to which the employee is associated.
Pay to Vendor No.	The number of the vendor who is to receive payment for the vendor invoice.
Entry Date	This is the entry date registered on the invoice.

Field	Description
Invoice Date	The entry's invoice date from the vendor.
Due Date	The due date of the invoice.
Trans. No.	The transaction number of the invoice.
Invoice No.	The invoice number of the vendor invoice
Std. Description	This field shows the standard text.
Description	The description of the entry that is manually added when registration of the entry takes place.
Amount Incl. Tax Base	This is the base amount inclusive tax registered on the vendor invoice.
Currency	The currency of the invoice.
Amount Incl. Tax, Currency	This is the invoice amount in the currency of the invoice. If the invoice is subject to tax, you must enter the full amount, including tax, and also specify the relevant G/L tax code in the Tax Code field.
Tax Amount, Currency	This field shows the tax amount.
Tax Code 1	This field shows the G/L tax code, if any, used on the entry.
Responsible	This field shows the name of the person responsible for the job.
Location	This field shows the location dimension value which is assigned to the approval line.
Entity	This field shows the entity dimension value which is assigned to the approval line.
Project	This field shows the project dimension value which is assigned to the approval line.
Allocation Started	This field indicates whether Allocation lines have been created, but have not yet been submitted or fully allocated.
Released for Posting	This field shows whether the invoice allocation has been approved for posting. If this field is marked, the invoice journal has been approved for posting.
Tax Amount, Base	This is the tax amount on the amount in the "Price, Base," expressed into the base currency. The amount

Field	Description
	cannot be changed here.
Purch. Order No.	This field shows the purchase order number.
Payment Mode	The method used to pay the vendor.
Payer Identification	The vendor invoice's payer identification. It is used by Maconomy to create payment files for electronic payment of vendors.
For Inventory Purch.	When creating a vendor invoice, you can mark this field if you want Maconomy to make a purchase transaction when the invoice is posted. If the field "For Inventory Purch." in the window System Information is marked, Maconomy will automatically mark this field. If this field is marked, Maconomy automatically creates an allocation line in the table part of the window Invoice Allocation for the full invoice amount. This means that when the invoice is posted, a purchase transaction is created for the amount in the field "Inventory Amount." Purchase transactions are shown in the Invoice Reconciliation window and are used for balancing item receipts from the Item Purchase Orders and A/P modules against vendor invoices. You must thus create a purchase transaction if the invoice is for items to your warehouse and are received in the Item Receipt or Purchase Receipt window.
Packing Slip No.	This field shows the number of the delivery note which accompanied the delivery. You must enter a value for reference. If the receipt includes any items, the delivery note number is printed on the item transaction created when you use the **Approve Receipt** action.
Name	This field shows the name of the vendor entered in the above Vendor No. field.
Allocation Code	In this field, you can enter an allocation code. You can use the allocation codes created in the Allocation Codes window in the G/L module. Allocation codes are used for easing registration of standard entries. When you enter an allocation code and press Return, Maconomy will automatically create the number of allocation lines that the code specifies, and this field is subsequently blanked. In this way, specifying an allocation code in this field corresponds to creating an invoice allocation line in the Invoice Allocation window. However, the allocation lines that are created are not shown in this window, but can be inspected and edited in the table part of the Invoice Allocation window. In

Field	Description
	this connection, you should use allocation codes with positive percentages. If you do not enter an allocation code in this field, and a standard allocation code has been specified in the information card of the vendor for whom the invoice is created, the standard allocation code of the vendor is automatically transferred to the vendor invoice, and allocation lines are created in the same way as if you had manually specified an allocation code.
Exchange Rate	The exchange rate used when the invoice was posted.
Fixed Exchange Rate at Payment	If this field is marked, the exchange rate in which the entry is posted will be fixed when the payment is posted, even though the exchange rate may have changed according to the current exchange rate table.
Allocated by	Copy to come.
Payment Description	This field shows the code for the goods or services covered by the vendor invoice if the vendor invoice concerns import.
Card Type Code	The vendor invoice card type code used by Maconomy to create payment files for the electronic payment of vendors.
Import Date	The date on which the goods or services covered by the vendor invoice were imported. Maconomy uses the import date in the creation of payment files for electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module.
Company Tax Code	This field shows the company's tax code.
Registration Code	This field shows a registration code from the window Registration Codes in the G/L module.
Purpose	This is the purpose entered for the invoice or credit memo.
Spec.1-3	The specification 1-3 entered for the invoice or credit memo.
Local Spec. 1-3	The local specification 1-3 entered for the invoice or credit memo.
Company No.	This field shows the number of the company

Field	Description
	responsible for the current job.
Disclosable	This field shows whether the vendor registered on the invoice has been marked as disclosable.
Cash Discount Date	This field displays a cash discount date, if any, assigned to the current vendor entry. The date displayed in this field is thus the latest date on which payment should take place if cash discount is to be granted for the current vendor invoice.
Job No.	If a job number was specified on the original vendor invoice, this field shows the job number in question. It also shows the name of the specified job.
Allocation Account	This field shows the number of the account on which allocation entries should be posted.
Date Posted	The date the entry was posted to the accounts payable and general ledger.
Posted	This field shows whether or not the journal is posted.
Entry Line No.	Copy to come.
Reallocation Date	This is the reallocation date registered on the invoice.
Amt. for Realloc., Currency	Copy to come.
Tax for Realloc., Currency	Copy to come.
Amt. for Realloc., Base	Copy to come.
Tax for Realloc., Base	Copy to come.
Amt. for Realloc., Enterprise	Copy to come.
Tax for Realloc., Enterprise	Copy to come.
Journal No., Reallocation	Copy to come.
Journal Line No., Reallocation	Copy to come.
Copy from vendor no.	In this field, you can enter a vendor number to be used for identifying a vendor invoice to be copied to the new vendor invoice. If you fill in this field, you must also enter an invoice number in the field "Copy From Invoice No." on the line.
	If you want to copy the information form one invoice to a new invoice, you enter a new transaction number and a new invoice number on the line, fill in this field

Field	Description
	and the field "Copy From Invoice No," and press Return, and Maconomy copies the vendor invoice specified including any assigned allocation lines. However, these lines cannot be inspected in this window, but are displayed in the Invoice Allocation window. Fields filled in by the user on the new invoice are not affected by the copying. Entering a vendor number in this field can also be used for reversing the effect of an already posted invoice. See the description of the field "Reverse At Copying' for further information on the functionality of copying and reversing vendor entries.
Copy from invoice no.	In this field, you can enter an invoice number to be used for identifying a vendor invoice to be copied to the new vendor invoice. If you fill in this field, you must also enter a vendor number in the field "Copy From Vendor No." on the line. As the functionality of this field is similar to that of the field "Copy From Vendor No.," you should see the description of that field for further information.
Copy from journal no.	In this field, you can enter a journal number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field, if you do not know either the vendor number or the invoice number of the invoice that you want to copy. If you fill in this field, you must also enter a journal line number in the field "Copy From Journal Line No." on the line. As the functionality of this field is similar to that of the field "Copy From Vendor No.," you should see the description of that field for further information.
Copy from journal line no.	In this field, you can enter a journal line number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field if you do not know either the vendor number or the invoice number of the invoice that you want to copy. If you fill in this field, you must also enter a journal number in the field "Copy From Journal No." on the line. As the functionality of this field is similar to that of the field "Copy from vendor No.," you should see the description of that field for further information.
Reverse at Copying	In this field, you can choose whether the new vendor invoice should reverse an existing invoice at copying. If you mark this field, the new entry is assigned the opposite value in the field "Debit/Credit" as the existing entry; that is, if the original entry is a credit entry (a vendor invoice), the new entry will be a debit entry (a credit memo). In this way, the new entry reverses the effect of the existing entry. If the invoice or credit

Field	Description
	memo being copied has not already been reconciled, it is automatically reconciled against the new invoice or credit memo. To avoid exchange rate differences when copying, mark the field "Use Original Exchange Rate" below.
Document Archive No.	This field shows the document archive number assigned to the job.
File Name	Copy to come.
Responsible for Allocation	In this field, you can enter the name of the person to be responsible for the allocation of the invoice. The field is for information only.
Attn.	This field shows the customer's attention person.
Remarks 1-5	These fields show any notes or comments regarding the employee.
Non-allocated Excl. Tax, Currency	Copy to come.
Non-allocated Tax, Currency	Copy to come.
Non-allocated Excl. Tax, Base	Copy to come.
Non-allocated Tax, Base	Copy to come.
Status	This field shows the job's current status.
Reference Date	This field shows the entry reference date.
Instance Key	This field shows the current employee's unique identity in the Maconomy database.
Amount Rounding, Base	This is the rounding amount, in base currency. If currency rounding is used (in the Currency Rounding window), then the total interest amount should be rounded up, based on the currency rounding.
Submitted by	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Possible Cash Discount, Currency	In this field, you can view the cash discount which can be gained by paying the vendor invoice by the cash discount date specified above.
Possible Cash Discount %	In this field, you can view the cash discount

Field	Description
	percentage which can be gained by paying the vendor invoice by the cash discount date specified above.
Intercompany Invoice	This field shows the intercompany invoice.
Name 1-5, Vendor	This is the name and address of the vendor.
Zip Code, Vendor	This is the zip code of the vendor.
Postal District, Vendor	This is the postal district of the vendor
Attention, Vendor	This is the name of the vendor's attention person
Country, Vendor	This is the vendor's country.
Telephone, Vendor	This is the vendor's telephone number.
Telefax, Vendor	This is the fax number of the vendor.
Telex, Vendor	This is the telex number of the vendor.
Giro, Vendor	This field shows the giro number entered on the vendor invoice. The information is for reference.
E-mail, Vendor	This field shows the vendor's email address.
Global Location No.	If a global location number has been specified on the vendor invoice, you can enter the global location number here. Global location numbers are used in electronic invoices, and there this field will typically be completed automatically on electronically read vendor invoices. Global location numbers are set up in the Company Locations window in the G/L module and indicate the company, department, warehouse, or other entity to receive the invoice. For further information about the concept of global location numbers, see the introduction to the Company Locations window in the G/L module. When a global location number is specified, any registration code and allocation responsible specified for the global location number are transferred to the invoice as if they were entered manually.
Settling Company No.	This field shows the name of the settling company that applies to the current job.
Use Original Exchange Rate	If you are reversing an existing vendor invoice, you can mark this field to use the same exchange rate as was used for the original vendor invoice. If you do this,

Field	Description
	there will be no exchange rate differences when you reverse the vendor invoice, unless the original currency has moved in relation to the enterprise currency. If this is the case, the difference must be handled at the time of posting.
	The vendor invoices can be inspected in the Show Vendor Invoices window.
Pay when Paid	This field shows whether payment when paid functionality applies to the current vendor invoice. Maconomy suggests the value from the corresponding field on the payment term selected for the current invoice. The field can only be marked if the system parameter "Enable Payment when Paid" has been marked.
	Payment when paid functionality is used in the Banking module to ensure that vendor invoices are not paid until they are allocated, and that vendor invoices allocated to jobs are not paid until you have received payment from the customer of the job in question.
	The value in this field does not have any effect on the vendor invoice itself, but the value here is suggested in the corresponding field on the vendor entries created as a result of posting the invoice. This means that in the window Change Payment Selection by Vendor, you can change the value for the individual vendor invoices resulting from the allocation of the invoice. Therefore, the effects of the field are described in the section about the field "Pay when Paid" in the window Payment Selection by Vendor.
Amount Rounding, Enterprise	This shows the rounding amount, in enterprise currency if currency rounding is used (in the Currency Rounding window).
Job Exchange Rate Variance, Base	Copy to come.
Job Exchange Rate Variance, Enterprise	Copy to come.
Open Job Exchange Rate Variance, Base	Copy to come.
Open Job Exchange Rate Variance, Enterprise	Copy to come.
Tax For Realloc., Spec. Entry Key	Copy to come.
Non-allocation Tax, Spec. Entry Key	Copy to come.

Field	Description
Tax Code 1-3	This field displays the tax code for the expense registered on the line.
Tax Amount 1-3, Currency	This field shows the tax amount for the current request for quote line.
Tax Amount 1-3, Base	This field shows the tax amount for the current request for quote line.
Transaction Type	This field shows the transaction type of the entry.
Amount Excl. Tax, Currency	This field shows the price less tax of the allocation line in the currency of the vendor invoice.
Amount Incl. Tax, Enterprise	Copy to come.
Tax Amount, Enterprise	Copy to come.
Tax Spec. Entry Key	Copy to come.
Non-allocated Excl. Tax, Enterprise	Copy to come.
Non-allocated Tax, Enterprise	Copy to come.
Giro	This field shows the giro number assigned to the pay-to vendor.
Bank Acct. No.	This field shows the bank account number assigned to the pay-to vendor.
Reg. No.	This field shows the registration number assigned to the pay-to vendor.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor.
CPC No.	This field shows the CPC number assigned to the pay-to vendor.
Amount Excl. Tax, Base	This field displays the base amount excluding tax.
Amount Excl. Tax, Enterprise	This field displays the enterprise amount excluding tax.
Reopened	This field shows whether the job was reopened.
Job Balancing Exchange Rate Variance, Enterprise	Copy to come.
Open Job Balancing Exchange Rate Variance, Enterprise	Copy to come.

Field	Description
Credit Memo Reference	This field is the invoice number of the invoice to reconcile a credit memo against.
Journal no. reference	This field is the journal number of the invoice to reconcile a credit memo against.
Journal line no. reference	This field is the line number of the entry in the journal of the invoice to reconcile a credit memo against.
Approval Group, Instance Key	This field shows the current approval group's unique identity in the Maconomy database.
Submitted	A check mark in this field shows if the invoice allocation on the job has been submitted.
Approved by	This field shows the name of the project manager who assigned the current approval status (shown in the Approval, Project Manager field) to the current expense sheet line.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Purchase Transaction Type	This field indicates the type of purchase the line represents. The available values are: • Fixed Asset • Inventory • Job Cost • G/L • Text Line • Subcontractor Reconciliation
Enterprise	This field specifies an enterprise for the purchase order.
Segment	This field specifies a segment for the purchase order.
Area	This field specifies an area for the purchase order.
Self Invoice	This field specifies whether the purchase order is a self-invoice.
Spec.4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	These fields show the local specifications assigned to

Field	Description
	the current line.
Time Unit	This field displays the time unit used for filing time (either hours or days).
Job Name	This field shows the job name.
Project Manager Number	This field shows the employee number of the project manager who can approve and reject lines on the current job.
Project Manager	This field shows the name and number of the project manager.
Customer Number	This field displays the customer number.
Customer	This field shows the customer selected on the job.

Single Dialogs » Set-Up » Approval » Approve Employees by Employee » Approve Customers by Employee » Approval Line

Field	Description
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	The actual approvals are the ones that are marked as effective. Ineffective approval headers and lines show the history.
Active	This field shows whether or not the approval task is currently active.
Approval Status	This field shows the approval status of the current line. The value in the field "New Approval Status" is transferred to this field when you update the workspace. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval task. Pressing enter updates the current task with the new approval status.
Remarks	Use this field to enter comments concerning the current approval object line.
Deadline	This field shows the deadline by which the approval must be completed.

Field	Description
Approved or Rejected by	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time when the current line was approved.
Approver	This field shows the employee number of the approver of the approval task.
Substitute	This field will show the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the Substitute field for the workspace Approval Hierarchies workspace.
Super Approver	This is the number of the employee who should be the super approver on the current approval hierarchy. The super approver can approve any approval line, or change the approval status of all approval lines, created on the basis of the current hierarchy.
Approver Name	Enter the name of the approver. If an employee number has been specified in the "Approver" field, this field shows the name of the employee in question.
Approver Reference	The reference type of the approval object approver. For more information on this field, please see the description for Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter the employee name of a substitute approver if one is not specified on the approval object.
Substitute Reference	The reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter the name of the super approver.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	Copy to come.
Approver Employee Type	Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the

Field	Description
	current line need to be approved by an employee of this type.
Substitute	Enter the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the Substitute field for the Approval Hierarchies workspace.
Approver Reference	The reference type of the approval object approver. For more information on this field, please see the description for Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	The reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	The internal field name that the Approver Reference relates to.
Approver Reference, Employee	The employee reference of the Approver.
Substitute Reference, Relation	The relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	The field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	The employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	Enter the number of the employee who should be the super approver on the current approval hierarchy.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of

Field	Description
	this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval Or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval Or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval Or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved By Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Rebating %	Copy to come.

Field	Description
Credit Limit, Enterprise Level	Copy to come.
Transfer to People Planner	If this field is marked, the user will be included in the scheduled import to People Planner. Setting the Transfer To People Planner field will only have an effect if the field is included in the relevant queries in the .I files on the web server.
Level 1-5 Customer No.	If the contact companies in the hierarchy above the contact company in question are created as customers, these fields will show their customer numbers. These fields are only available if Customer Levels are set up using the designated System Parameters.
Customer Level No.	This field shows the Customer Level number for the contact company in question.
Insert Below Parent in Hierarchy	This field determines whether or not the customer should be inserted in a hierarchy. This field is only available if Customer Levels are set up using the designated System Parameters.
	If the field is not selected, then the customer will be on the top level in the hierarchy and the parent customer will only be used as a template.
	If the field is selected, the customer will be inserted into the hierarchy. This means its level will be set to its parent's level + 1 and the hierarchy structure from top parent to the customer will be saved on the customer card.
Fiscal Year End Month	This field shows the month that the customer's fiscal year ends. The month is used for calculating due date and extension date on customer tax returns.
Customer State	This field shows the state of the company customer in the approval process.
Allow Company Customer Creation	This field shows whether you can create a new company specific customer based on this customer. A company specific customer can either be created manually or automatic when a user makes a registration on a customer in a new company. This is only validated at the time of creation.
CRM Customer Key	Copy to come.
CRM Customer Key	Copy to come.

Field	Description
Statement No.	This field shows the number of the current account statement. If the reconciliation has a wrong number, it can be changed here.
Date of Last Statement	This is the date on which the customer's last historical statement was created. The field is automatically updated by Maconomy.
Last Statement	This is the number of the latest historical account statement printed out for the customer.
Selected for Reminder	Copy to come.
Total Orders	Copy to come.
Payer Identification	The vendor invoice's payer identification. It is used by Maconomy to create payment files for electronic payment of vendors.
Reminder Assessment Date	Copy to come.
Customer Specific Linking Rule	Copy to come.
Last Reminder Letter	Copy to come.
Company Customer State	Copy to come.
Use Fixed Exchange Rates From Job	Select this check box when specifying fixed exchange rates for a company customer. Each time you create a job for the company customer, Maconomy automatically copies the value of this check box to the check box with the same name in the Jobs workspace.
Fixed Exchange Rate Date	This is the date for selecting exchange rate table entries from the system tables.
Customer No.	This field shows the number a direct customer who sells your items to the end customer.
Name 1-5	This is the name and address of the customer who sells to the end customer.
Attn.	This field shows the name of an attention person - the person to whom you want shipping information directed. The information is used on printouts.
Phone	This field shows the customer's telephone number. The information is used for reference.

Field	Description
Fax	This field shows the customer's telephone number. The information is used for reference.
Telex	This field shows the customer's telex number. The information is used for reference.
Giro	This field shows the customer's giro account number.
Carrier	This field shows the means of transport you use to deliver items to the customer. The field is used when you handle orders.
Delivery Mode	This field shows the delivery mode that normally applies to the customer. The field is used when you handle orders.
Delivery Terms	This field shows the delivery terms that normally apply to the customer. The field is used when you handle orders. Delivery Terms are maintained in the pop-up field "Delivery Terms" in the window Popup Fields in the Set-Up module.
Payment Terms	This field shows the payment terms that apply to the invoices for this job.
Blanket Invoice	A check mark in this field indicates that the invoices or credit memos created for the job are ready for blanket invoicing.
Tax	This field shows whether to charge the customer tax on a normal basis. If the field is marked, Maconomy adds tax. The value can be changed on individual orders.
Cash Discount Code	This field shows how much discount should be granted when a customer pays an invoice within a certain period. The codes apply to invoices reconciled in the workspace Customer Open Entry Reconciliation in the Accounts Receivable module.
Invoice Discount %	This field shows the applicable invoice discount percentage on the job. If no discount applies, the value will be zero.
Department	This field shows the department that the customer usually deals with. The department specified here determines which G/L accounts are used when you invoice customer transactions. The department is a reference to item

Field	Description
	sales accounts, charge accounts, discount accounts, and so on. The posting references are also used when posting interest and reminder charges, as well as when posting cash discounts and exchange rate differences occur- ring from open item reconciling. G/L posting references are specified by means of dimension combinations in the window Posting References in the G/L module. If the window System Information in the Set-Up module specifies that entries are posted by item group or by activity, the posting references for item sales and cost of sales are retrieved from the Item Group Information Card in the Inventory module and from the window Activities in the Job Cost module respectively.
Customer Group	This field shows the group to which the customer belongs. This field is used to classify customers - primarily for statistics.
Country	This is the customer's country. The information is used for reference, and it can be used to make statistics.
Sales Rep. No.	This is the number of the sales representative responsible for the customer.
Currency	This is the customer's standard currency. All customer transactions are converted into the customer's standard currency. This means you can print and send account statements in the customer's own currency. All customer transactions are registered in three currencies: •Standard Currency. This is the currency in which the customer has requested you hold their account. For example DEM if the customer is from Germany. •Base Currency. This is the currency used in your country (USD in the United States) and in which your books are kept. •Original Currency. This is the currency of a given transaction. For example FFR, if a German customer pays in French Francs. To prevent inconsistencies, you cannot change the customer's currency if entries have been posted or are ready to be posted on the customer. Currencies are maintained in the pop-up field "Currencies" in the window Popup Fields in the Set-Up module.

Field	Description
Language	This is the language of the customer. The selected language is used, for example, on printouts of item descriptions on sales order documents and in connection with language texts. For further information about this window, see the description of the window Language Texts in the Set-Up module.
	Languages are maintained in the pop-up field "Language" in the window Popup Fields in the Set-Up module.
Warehouse	This field shows the warehouse in which the re-location of items is to take place. When creating a transaction, specify the relevant warehouse in this field. Once the transaction has been created, this field can no longer be changed.
Price List	This is the name of the price list the item is priced by, if applicable. If the price is not from a price list, or if the item is a BOM without price control, the field is blank.
Price Step	This is the price list step the item is priced by.
Charge 1-4	These fields show charge codes normally added to an order to the customer. The customer might, for example, pay a handling charge or a delivery charge.
Bill to Customer	This field shows the bill-to customer on the job to be invoiced with the amount on the line.
Control Account	The control account is a reference to two G/L accounts - a Vendor control account and an account for un-reconciled entries.
Credit Limit, Company Level	Copy to come.
Auto. Reconciliation	Copy to come.
Remarks	Enter remarks about the current line.
Reminder Level	This field displays the reminder level of the reminder letter. The reminder level of the letter is the highest level of one of the reminder letter lines.
Reminder Date	The date the reminder letter was created and sent to the customer.
Previous Interest Charge Notice	This field shows the previous interest charge notice.
Statistics 1-4	The four codes can be selected/not selected in the selection criteria islands in windows where statistics

Field	Description
	are printed. If a statistics list has been specified in a given statistics list field in this island, only values available in the list in question can be selected in the corresponding statistic value field. If a statistics list field has been left blank, any text can be entered in the corresponding value field.
Created by	This field shows the user name of the person who created the line.
Created on	This field shows the date on which the line was created.
Changed by	This field shows the name of the user who made the last change to this line.
Changed on	This field shows the date of the last change to this line.
Version	This field shows the version number of the line.
Location	This field shows the location of the customer.
Entity	This field shows the name of the entity associated with the customer.
Project	This field shows the customer's project.
Contact Person	This field shows the contact person's name and number.
Agreement	This is the agreement with the customer that has significance for sales orders to the customer. The information is not used anywhere else in the system.
Zip Code	This is the zip code of the contact person.
Postal District	This is the name of the postal district in which the current contact person resides.
Tax No.	This is the customer's tax number.
Remark 1-3	This field shows the remarks pertaining to the current customer.
EU Trade Type	This value is either "Normal" or "Triangulation" to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in a third EU country. Triangulation sales are not included in the EU sales part of the tax specification. The trade type can be changed during

Field	Description
	order processing.
Enterprise	This field shows the enterprise to which the tax code on the tax table line should apply.
Segment	This field shows the segment to which the tax code on the tax table line should apply.
Show Price Mark	This field is only used if you have Maconomy's layout editing tools. Using Maconomy's layout editing tools, you can add fields to invoice and packing slip layouts, which, with a plus or minus sign, indicate if the item is sold at a higher or lower price than in the previous sale to the same customer. The unit price in the previous sale can be seen in the window Item Assortment in the Inventory module.
	If the field is marked, higher and lower prices will highlighted. It indicates to the customer, that the price calculation should be adjusted if the items are being sold to others.
Price on Packing Slip	This field shows the price of individual items on the packing slip.
Combined Picking List	Copy to come.
Company Tax Code	This is the company tax code for the customer on the current line.
Back Order Handling	This field shows which method is normally used for handling back orders to the customer. It is retrieved from the Customer Information Card window and cannot be changed here.
Cust. Payment Mode	This field displays a customer payment mode.
E-mail	This field shows the e-mail address of the customer. The field is for reference only.
Contact Comp. No.	If the customer has been created as a contact company, the contact company number in question is shown in this field.
Customer Type	This field shows the customer type of the current customer. The field is used for organizing customers.
Account Stm. Cust.	Copy to come.
Our Contact	This is the number of the employee who is in charge of the customer in question. The employee must exist in

Field	Description
	Maconomy.
Area	This is the area assigned to the customer. Areas are maintained in the pop-up field "Segments" in the window Popup Fields in the Set-Up module. The field is used for statistics.
Markup %	This field shows the markup percentage for amount activities. If the field is completed, the specified value will be transferred when you create a new job on the current customer in the Job Cost module.
Job Price List, Sales	This field shows a job price list for the calculation of sales prices.
Charge Table	This field shows the charge table to be used in the calculation of charges on transactions regarding the current customer. When quotes, sales orders, and credit orders are created for the current customer, the charge table is transferred to the transaction in question.
Charge Discount %	This field shows the charge discount percentage to be applied to charges on transactions regarding the current customer.
Purpose	The functionality of this field is similar to the functionality of the field "Location" above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Location" above.
Overwrite Location	In this field, you can specify if the location shown in the field "Derived Location" should overwrite any manually entered location.
Overwrite Entity	The functionality of this field is similar to that of the field "Derived Location" above.
Overwrite Project	The functionality of this field is similar to that of the field "Overwrite Location" above.
Overwrite Spec. 1-3	The functionality of this field is similar to that of the field "Overwrite Location" above.
Overwrite Purpose	The functionality of this field is similar to that of the field "Overwrite Location" above.

Field	Description
Settling Company	This field displays the name and number of the settling company of the customer.
Overwrite Company	If you want the value in the field "Company No." on the line to overwrite any manually entered values for the company dimension, you can indicate this by marking this field. If you do not select to overwrite, the company number on the line will only be derived if the dimension field to which the derivation is performed is blank.
Company No.	This field shows the number of the company that the approval line refers to.
Collection Agreement	This field shows the agreement number that the current customer has been assigned at the payment agent who is connected to the selected customer payment mode. The field is only used for electronic customer payment modes.
Overwrite Local Spec. 1-3	The functionality of this field is similar to the functionality of the field "Overwrite Company".
Access Level	This field shows the access level for this line.
Soc. Security No.	This is the social security number of the customer.
Company Reg. No.	This is the registration number of the current company.
Job Surcharge Rule	The rule specified in this field is copied to the window Job Information when you create a new job on the current customer. The rule must be created in the window Job Surcharge Rules and can be changed in the windows Job Information or Job Budgets in the Job Cost module. See the description of the window Job Surcharge Rules for a detailed description.
Popup 1-5	This field includes further information regarding the current customer. You might, for example, specify a "hold" code or information about substitution items. The pop-up options are maintained in the pop-up fields "Customer Popup 1-5" in the window Popup Fields in the Set-Up module.
Remark 5-10	These fields show remarks about this line.
Invoice Layout	This field shows the invoice layout rule.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor.

Field	Description
Expiry Date	This field shows the expiry date of the credit card specified in the field "Credit Card No." above.
Catalog No.	This field shows the catalog assigned to the customer. This field is only used if you have installed the add-on module Maconomy Web Shop.
Destination No.	In this field, you can enter a destination number if items to the current customer are usually delivered to a given destination.
Consignment Type	In this field, select the consignment type normally used when delivering goods to the current customer.
Job Price List, Intercomp.	Copy to come.
Job Price List, Cost	Copy to come.
Collection Group No.	Copy to come.
Reminder Text Group	Copy to come.
Parent Customer	Copy to come.
Linking Rule	In this field, you can specify the linking rule that you want to use between the parent customer and the new customer. If you have specified a parent customer in the field "Customer No." above and you do not specify a linking rule in this field, Maconomy will use the standard linking rule created between the tables "Customer" and "Customer" in the window Linking Rules in the Set-Up module, if any. If no standard linking rule has been created, Maconomy will display a message. Linking rules contain information about what information should be copied from a parent customer to the current customer. Linking rules are maintained in the window Linking Rules in the Set-Up module. For further information about linking rule creation and usage and rules concerning the copying of field information from parent customers, see the description of the window Linking Rules in the Set-Up module.
Interest Charge/Reminder Principle	Copy to come.
Campaign No.	Copy to come.
Dimension Comb. No.	Copy to come.
Document Archive No.	Copy to come.

Field	Description
Blanket Order	Copy to come.
Instance Key	Copy to come.
Job Price List, Standard Sales	Copy to come.
Statistics 1-3, List	Copy to come.
Remark 11-20	Copy to come.
Keep Price	Copy to come.
Price Adjustment Principle	Copy to come.
Team 1-6	Copy to come.
Termination Date	Copy to come.
Option List 1-10	Copy to come.
Selected Value 1-10	Copy to come.
Global Location No.	Copy to come.
Transaction Timestamp	Copy to come.
Holiday Calendar Name	Copy to come.
Expected Days to Payment	Copy to come.
Employee 1-10	Copy to come.
Remark 21-30	Copy to come.
Customer Job Option List 1-3	Copy to come.
Selected Customer Job Value 1-3	Copy to come.
Post Vendor Exch. Rate Variances on Job	Copy to come.
Show Customer Balances on Invoice	Copy to come.
Show Customer Statement On Invoice	Copy to come.
Show Customer Aging On Invoice	Copy to come.
Detailed Invoice Specification	Copy to come.

Field	Description
Account Manager No.	Copy to come.
Stock Symbol	Copy to come.
Approval Group, Instance Key	Copy to come.
Submitted	Copy to come.
Approved	Copy to come.
Allow for use as inter Company Customer	Copy to come.
Allow Budgets	Copy to come.
Allow Registrations	Copy to come.
Allow Payments	Copy to come.
Allow Reporting	Copy to come.
Allow for use as Template/Parent Customer	Copy to come.
Allow Interests and Reminders	Copy to come.
Allow for use on Jobs and Orders	Copy to come.
Allow Delivery	Copy to come.
Status	Copy to come.
First Activation Date	Copy to come.
Last Inactivation Date	Copy to come.
Spec. 4-10	Copy to come.
Local Spec. 4-10	Copy to come.
Overwrite Spec.4-10	Copy to come.
Overwrite Local Spec.4-10	Copy to come.
Sales Person Name	Copy to come.
Our Contact Name	Copy to come.
Company Name	Copy to come.

Field	Description
Parent Customer Name	Copy to come.
Employee 1-10 Name	Copy to come.
Payment Customer Name	Copy to come.
Statement Customer Name	Copy to come.
Level Name	Copy to come.
Level 1-5 Customer Name	Copy to come.
Settling Co. Name	Copy to come.
Settling Co. Info. Line	Copy to come.
Submitter	Copy to come.
Submitter Name	Copy to come.
Submitter Position	Copy to come.
Submitter E-mail	Copy to come.
Submitter Phone	Copy to come.
Submitter Mobile	Copy to come.
Submitter Company No.	Copy to come.
Submitter Company	Copy to come.
Account Manager	Copy to come.
Account Manager Position	Copy to come.
Account Manager E-mail	Copy to come.
Account Manager Phone	Copy to come.
Account Manager Mobile	Copy to come.
Account Manager Company No.	Copy to come.
Account Manager Company	Copy to come.
Customer State	Copy to come.
Company Specific	Copy to come.

Single Dialogs » Set-Up » Approval » Approve Purchase Orders by Employee » Approve Jobs by Employee

Single Dialogs » Set-Up » Approval » Approve Jobs by Employee » Approve Jobs by **Employee**

Single Dialogs » Set-Up » Approval » Approve Employees by Employee » Approve Employees by Employee

Single Dialogs » Set-Up » Approval » Approve Vendor Invoices by Employee » Approve Vendor Invoices by Employee

Single Dialogs » Set-Up » Approval » Approve Customers by Employee » Approve Customers by Employee

Actions	Description
Execute Approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.
Approval All	Use this action to approve all the lines pending approval that are listed in the sub-tab.
Reject All	Use this action to reject all the lines pending approval that are listed in the sub-tab.
Reset All	Use this action to reset all the lines pending approval that are listed in the sub-tab.

Single Dialogs » Set-Up » Approval » Approve Purchase Orders by Employee » Approve Jobs by Employee » Approval Line

Single Dialogs » Set-Up » Approval » Approve Jobs by Employee » Approve Jobs by **Employee » Approval Line**

Single Dialogs » Set-Up » Approval » Approve Employees by Employee » Approve Employees by Employee » Approval Line

Single Dialogs » Set-Up » Approval » Approve Vendor Invoices by Employee » Approve Vendor Invoices by Employee » Approval Line

Single Dialogs » Set-Up » Approval » Approve Customers by Employee » Approve Customers by Employee » Approval Line

Actions	Description

Actions	Description
Approve Line	Use this action to approve the selected line that is pending approval.
Reject Line	Use this action to reject the selected line that is pending approval.
Reset Line	Use this action to reset the selected line that is pending approval.

Single Dialogs » Set-Up » Approval » Current Employee Approvals » Current Employee Approvals

Approval Counters, No. of Approvals island

Field	Description
Purchase Orders	This field shows the number of active approvals for purchase orders for the current employee logged in. This also depends on the job number entered in the selection criteria.
Employees	This field shows the number of active approvals for employees for the current employee logged in. This also depends on the job number entered in the selection criteria.
Jobs	This field shows the number of jobs for approvals for the current employee logged in. This also depends on the job number entered in the selection criteria. All approvals are displayed where the employee is either the approver or substitute approver.

Imported Job Budget Resource Allocation and Copy Resource Allocations From Budget Fields / Descriptions

Deltek Tracking: 932304, 932305, 933595, 932338, 935189, 947184

Setup » Job Cost Setup » Parameters » Job Parameters » Parameter » Attributes

Jobs » Jobs » Setup » Parameter Selections » New Attributes

Single Dialogs » Job Cost » Set-up » Job Parameters » Job Parameters » Job Parameter Attributes

Job Parameter Attribute	Description

Job Parameter Attribute	Description
Use Imported Budget Line Resource Allocation	Enable this parameter attribute to support the use of budgeting by task, allocating resources in People Planner, and updating resource allocations in Maconomy from People Planner. With this functionality, unit prices for time are calculated as the weighted average of the prices for the employees to whom the hours were allocated.

When this attribute is enabled, you cannot add a budget by employee or employee category in the planning budget.

If you select a job parameter where this attribute is enabled on a job with a planning budget, Maconomy checks whether the budget has no lines on time or amount activities with an employee or employee category. |

Single Dialogs » Job Cost » Budgeting » Job Budgets » Job Budgets

Single Dialogs » Job Cost » Budgeting » Job Progress » Job Progress

Single Dialogs » API » Job Cost » Budgeting » Job Budgets API » Job Budgets API

Job Budget Resource Allocation island

Field	Description
Resource Allocation Complete	Select this check box to update the budgeted number of hours in the latest revision of the planning budget to the sum of the allocated hours sent from People Planner.

For budget lines on amount activities, the total cost price is similarly updated to the sum of the allocated cost sent from People Planner.

However, if you have performed job progress evaluation on the latest budget revision when selecting this check box, the budgeted number of hours is updated to the sum of the actual hours registered as of the progress evaluation date and the hours allocated to future periods.

For budget lines on amount activities, the budgeted cost is updated to the actual cost plus the cost of hours allocated to future periods. |

Field	Description
	When you select this check box, the **Update Job Budget** action in the Update Job Budget Resource Allocations single dialog workspace updates budget quantity and budgeted cost as described above.
	If you select this check box when you perform a progress evaluation, the estimated hours/cost to completion is found as the hours/cost from resource allocations after the estimate date. With this setup, any estimated hours to completion on time sheets are ignored during progress evaluation.
Copy Resource Allocations	When you select this check box, the **Copy Budget** action also copies any resource allocations assigned to the job budget.

Action	Description
Delete Budget	Use this action to delete any resource allocations that have been imported to the budget.
Remove Zero Lines	Use this action to delete any resource allocations that have been imported to the budget lines that are deleted.
New Revision	Use this action to create a new revision of the resource allocations that have been imported to the budget.
Reopen Budget	Use this action to reopen a budget. When you reopen an approved budget, Maconomy creates a new revision, which also provides a new revision of the resource allocations that have been imported to the budget.
Recalculate Budget	Use this action to recalculate the budget. For budget lines with imported resource allocations, prices are calculated in two steps. First, prices are recalculated for the resource allocations. Then, prices on budget lines are updated to the weighted average of the prices on the resource allocations. If the job has a progress evaluation on the latest budget revision, the price recalculation covers only the imported resource allocations

Action	Description
	for periods after the progress evaluation date. Moreover, the budgeted cost is updated to the weighted average of the actual cost and the cost allocated to future periods. The budgeted billing price is updated to a similar weighted average for billing prices. On a job set up to use job budget resource allocations, a warning displays if progress evaluation has been performed previously on a past revision, even if the current revision of the planning budget does not have a progress evaluation.
Copy Budget	Use this action to copy the selected budget. **Note:** If the specified job is set up to use imported budget resources, using this action also enables you to copy resource allocations from the selected budget. When copying a budget on a job that is set up to use resource allocations, you can choose to either copy only new lines from the budget, or overwrite any duplicate lines. A job budget may have existing job budget lines prior to receiving copies of job budget lines from an original job budget. These existing job budget lines will remain and keep their resource allocations. However, existing but duplicate job budget lines, including resources, are replaced by a copy of the original job budget line and resources.

Single Dialogs » Job Cost » Budgeting » Job Budgets » Job Budgets » Job Budget Lines

Single Dialogs » Job Cost » Budgeting » Job Progress » Job Progress » Job Budget Lines

Single Dialogs » API » Job Cost » Budgeting » Job Budgets API » Job Budgets API » Job Budget Lines

Field	Description
Resource Allocated Quantity	For job budget lines with a time activity and imported resource allocations, this field shows the total allocated quantity sent from People Planner. **Note:** If job progress is being evaluated when bookings are sent from People Planner, then this field displays the sum of the actual hours registered by the estimate date plus hours

Field	Description
	allocated to periods after the estimate date.
Resource Unallocated Quantity	For job budget lines with a time activity, this field shows the difference between the **Quantity** and **Resource Allocated Quantity** fields.
	The field displays a value of zero for lines with amount activities.
	Note: If bookings in People Planner are sent while job progress is being evaluated, this field shows the difference between estimated hours to completion and hours allocated to periods after the estimate date.
Resource Allocated Cost	For job budget lines with an amount activity and imported resource allocations, this field shows the total allocated cost price sent from People Planner.
	Note: If job progress is being evaluated when bookings are sent from People Planner, this field shows the sum of the actual cost registered by the estimate date plus cost allocated to periods after the estimate date.
Resource Unallocated Cost	For job budget lines with an amount activity, this field shows the difference between the **Total Billing Price, Currency** and **Resource Allocated Cost** fields.
	The field displays a value of zero for lines with time activities.
	Note: If bookings in People Planner are sent while job progress is being evaluated, this field shows the difference between estimated cost to completion and cost allocated to periods after the estimate date.

Action	Description
Delete Budget Line	Use this action to delete the selected budget line.
	If you delete a budget line with imported resource allocations, they are also deleted.

Single Dialogs » API » Job Cost » Budgeting » Job Budgets Card API » Job Budget

Single Dialogs » Job Cost » Budgeting » Job Budgets Card by Type API

 Job Budget Resource Allocation island

Field	Description
Resource Allocation Complete	Select this check box to update the budgeted number of hours in the latest revision of the planning budget to the sum of the allocated hours sent from People Planner. For budget lines on amount activities, the total cost price is similarly updated to the sum of the allocated cost sent from People Planner. However, if you have performed job progress evaluation on the latest budget revision when selecting this check box, the budgeted number of hours is updated to the sum of the actual hours registered as of the progress evaluation date and the hours allocated to future periods. For budget lines on amount activities, the budgeted cost is updated to the actual cost plus the cost of hours allocated to future periods. When you select this check box, the **Update Job Budget** action in the Update Job Budget Resource Allocations single dialog workspace updates budget quantity and budgeted cost as described above. If you select this check box when you perform a progress evaluation, the estimated hours/cost to completion is found as the hours/cost from resource allocations after the estimate date. With this setup, any estimated hours to completion on time sheets are ignored during progress evaluation.
Copy Resource Allocations	When you select this check box, the **Copy Budget** action also copies any resource allocations assigned to the job budget.

Action	Description
Delete Budget	Use this action to delete any resource allocations that have been imported to the budget.
Remove Zero Lines	Use this action to delete any resource allocations that have been imported to the budget lines that are deleted.

Action	Description
New Revision	Use this action to create a new revision of the resource allocations that have been imported to the budget.
Reopen Budget	Use this action to reopen a budget. When you reopen an approved budget, Maconomy creates a new revision, which also provides a new revision of the resource allocations that have been imported to the budget.
Recalculate Budget	Use this action to recalculate the budget. For budget lines with imported resource allocations, prices are calculated in two steps. First, prices are recalculated for the resource allocations. Then, prices on budget lines are updated to the weighted average of the prices on the resource allocations. If the job has a progress evaluation on the latest budget revision, the price recalculation covers only the imported resource allocations for periods after the progress evaluation date. Moreover, the budgeted cost is updated to the weighted average of the actual cost and the cost allocated to future periods. The budgeted billing price is updated to a similar weighted average for billing prices. On a job set up to use job budget resource allocations, a warning displays if progress evaluation has been performed previously on a past revision, even if the current revision of the planning budget does not have a progress evaluation.
Copy Budget	Use this action to copy the selected budget. **Note:** If the specified job is set up to use imported budget resources, using this action also enables you to copy resource allocations from the selected budget. When copying a budget on a job that is set up to use resource allocations, you can choose to either copy only new lines from the budget, or overwrite any duplicate lines. A job budget may have existing job budget lines prior to receiving copies of job budget lines from an original job budget. These existing job budget lines will remain and keep their resource allocations. However, existing

Action	Description
	but duplicate job budget lines, including resources, are replaced by a copy of the original job budget line and resources.

Job Budgets Table API » Job Budget » Job Budget Lines

Job Budgets Table by Type API » Job Budget » Job Budget Lines

Single Dialogs » Job Cost » Budgeting » Time Budgets » Time Budgets » Job Budget Lines

Single Dialogs » Job Cost » Budgeting » Amount Budgets » Amount Budgets » Job Budget Lines

Field	Description
Resource Allocated Quantity	For job budget lines with a time activity and imported resource allocations, this field shows the total allocated quantity sent from People Planner. **Note:** If job progress is being evaluated when bookings are sent from People Planner, then this field displays the sum of the actual hours registered by the estimate date plus hours allocated to periods after the estimate date.
Resource Unallocated Quantity	For job budget lines with a time activity, this field shows the difference between the **Quantity** and **Resource Allocated Quantity** fields. The field displays a value of zero for lines with amount activities. Note: If bookings in People Planner are sent while job progress is being evaluated, this field shows the difference between estimated hours to completion and hours allocated to periods after the estimate date.
Resource Allocated Cost	For job budget lines with an amount activity and imported resource allocations, this field shows the total allocated cost price sent from People Planner. **Note:** If job progress is being evaluated when bookings are sent from People Planner, this field shows the sum of the actual cost registered by the estimate date plus cost allocated to periods after the estimate date.
Resource Unallocated Cost	For job budget lines with an amount activity,

Field	Description
	this field shows the difference between the **Total Billing Price, Currency** and **Resource Allocated Cost** fields.
	The field displays a value of zero for lines with time activities.
	Note: If bookings in People Planner are sent while job progress is being evaluated, this field shows the difference between estimated cost to completion and cost allocated to periods after the estimate date.

Action	Description
Delete Budget Line	Use this action to delete the selected budget line.
	If you delete a budget line with imported resource allocations, they are also deleted.

Single Dialogs » Job Cost » Budgeting » Job Budget Revisions » Job Budget Revisions » Job Budget Lines

Single Dialogs » Job Cost » Budgeting » Time Budget Revisions » Time Budget Revisions » Job Budget Lines

Single Dialogs » Job Cost » Budgeting » Amount Budget Revisions » Amount Budget Revisions » Job Budget Lines

Field	Description
Resource Allocated Quantity	For job budget lines with a time activity and imported resource allocations, this field shows the total allocated quantity sent from People Planner.
	Note: If job progress is being evaluated when bookings are sent from People Planner, then this field displays the sum of the actual hours registered by the estimate date plus hours allocated to periods after the estimate date.
Resource Unallocated Quantity	For job budget lines with a time activity, this field shows the difference between the **Quantity** and **Resource Allocated Quantity** fields.
	The field displays a value of zero for lines with amount activities.

Field	Description
	Note: If bookings in People Planner are sent while job progress is being evaluated, this field shows the difference between estimated hours to completion and hours allocated to periods after the estimate date.
Resource Allocated Cost	For job budget lines with an amount activity and imported resource allocations, this field shows the total allocated cost price sent from People Planner. **Note:** If job progress is being evaluated when bookings are sent from People Planner, this field shows the sum of the actual cost registered by the estimate date plus cost allocated to periods after the estimate date.
Resource Unallocated Cost	For job budget lines with an amount activity, this field shows the difference between the **Total Billing Price, Currency** and **Resource Allocated Cost** fields. The field displays a value of zero for lines with time activities. **Note:** If bookings in People Planner are sent while job progress is being evaluated, this field shows the difference between estimated cost to completion and cost allocated to periods after the estimate date.

Disabled Periodic Budgets and ETC Updates When Using Imported Resource Allocations Field / Descriptions

Deltek Tracking: 941540, 941548

Single Dialogs » Job Cost » Budgeting » Job Budgets » Job Budgets » Job Budget Lines

Jobs » Jobs » Budgeting » Budget » Time

Action	Description
Update ETC from People Planner	Use this action to update the values in the **Estimate to Completion** field with allocated hours from People Planner. This action applies only to budget lines for time activities. You must enter an estimate date, and select the **Hours** unit. The action is only available if add-ons for People Planner and Custom Actions are

Action	Description
	installed and the **Enable Custom People Planner Actions** system parameter is enabled.
	Note: Using this action in jobs that are set up to use imported job resource allocations will cause an error.

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