Deltek

Deltek Maconomy® 2.5

Enhancements Guide

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Contents

Summary of Features

Maconomy 2.5

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

General Enhancements

Access Control for Approvers

Deltek Tracking: 1174941

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

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

Updated Deltek Branding in Maconomy and Related Products

Deltek Tracking: 1181341

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

Approval Hierarchies

Job Quote Approval in Maconomy

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

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

Approval Hierarchy for General Journal

Deltek Tracking: 1071040

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

Prevent Self-Approval in Approval Hierarchies

Deltek Tracking: 1071042

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

Approval Hierarchies Refactoring

Deltek Tracking: 1125419

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

Approval Hierarchies for Draft Invoices Enhancements

Deltek Tracking: 1145075, 1095638

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

Time and Expense Sheet Approval Improvements

Deltek Tracking: 1162619

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

Back Office

System Parameter for Number of Entries in Vendor Invoice Journals

Deltek Tracking: 1129397, 774700

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

Add Employee Relation to Selection Criteria for Job Draft Invoices

Deltek Tracking: 1071043

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

Enhanced Selection Criterion Specification and Change-on Change Functionality

Deltek Tracking: 1132068

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

Base Salary Rate Calculation for an Employee Range

Deltek Tracking: 836515

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

Removal of Euro Exchange Rate Tables

Deltek Tracking: 1126295

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

New Debit Credit Field

Deltek Tracking: 1115433

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

Exchange Rate Based on Invoice Date

Deltek Tracking: 1129396, 800936

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

Enhanced Vendor Invoice Allocation Workspace to Support Reallocation

Deltek Tracking: 774702

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

Automatic Posting of Interest Charge Notice Journals

Deltek Tracking: 755417

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

System Parameter for Unrealized Exchange Rate Variances for Control Accounts

Deltek Tracking: 841812

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

Increased System Number Capacity

Deltek Tracking: 1130811

- This enhancement increases the system number length from nine to 255 characters. The system numbers are changed from integer to string values to extend the capacity. This feature also updates the object format on the BPM Reporting universes to support the increased system number capacity.

Tax Depreciation of Fixed Assets

Deltek Tracking: 536720

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

Time and Expense

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

Deltek Tracking: 1077699, 439452, 924309

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

Mandatory Numeric Fields in Expense Justification

Deltek Tracking: 1068628, 949720

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

Time Sheet Overview Workspace

Deltek Tracking: 906078

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

Color Coded Statuses

Deltek Tracking: 1187694

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

Tax Fields in the Expenses Workspace

Deltek Tracking: 1199815

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

iAccess Notifications for Missing Time Sheets

Deltek Tracking: 1134602, 1134620

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

Approval Center in the Workspace Client

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

Invoicing

Document Archive for Draft Invoices

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

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

Tracking Partial Payments in Invoice History

Deltek Tracking: 586355, 804202

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

Statutory/BPM

Chinese Setup Guide

Deltek Tracking: 962671

- Created and released a Statutory Regulatory Guide for China.

Selection Criteria on Report Tab

Deltek Tracking: 563042

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

iAccess

Enhancements to the Conversation Functionality

Deltek Tracking: 1204848, 1204853, 1204850

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

Role-Dependent Search Options

Deltek Tracking: 1196212, 1093984

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

Displaying Additional Information on iAccess Systems

Deltek Tracking: 1077740

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

Enabling Charts in iAccess

Deltek Tracking: 1097220, 1103856

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

Quotes Workspace

Deltek Tracking: 1060377, 1060423

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

Credit Control Enhancements

Deltek Tracking: 1065613

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

Embedded BPM Reports in iAccess Workspaces

Deltek Tracking: 1068610, 966794, 1142763

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

Invoice History Enhancements

Deltek Tracking: 586355, 1209696

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

Touch

Updated Icon in the App Store

Deltek Tracking: 1209758

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

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String Object Type for System Numbers

Deltek Tracking: 1189200

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

Support for Quotes Approval in Touch

Deltek Tracking: 1075354

- Touch now supports approval of job quotes.

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

Deltek Tracking: 1074882

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

Integrations

Deltek Talent Management Organizational Structure Integration

Deltek Tracking: 597579

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

People Planner Integration

Deltek Tracking: 1132123

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

System Admin

Improved Data Import Package Process

Deltek Tracking: 1035212, 1037705

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

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

APM Template Dashboards

Deltek Tracking: 1126447

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

Performance Improvements

Deltek Tracking: 1132198

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

Technology Enhancements

Deltek Tracking: 1132196

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

Install and Upgrade Enhancements

Deltek Tracking: 1132199

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

Extension Framework Enhancements

Deltek Tracking: 1132192

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

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

Workspace Client Platform & Usability Enhancements

Deltek Tracking: 947517

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

Certifications

Deltek Tracking: 1132203

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

  Note: For Pentaho, Oracle 19, is supported as a data source only and not as a database repository. Additionally, while our BPM packaging supports Oracle 19, SAP itself has not officially certified Oracle 19 for use with BO SP5.
- **iOS 13.x** – for iAccess (iPad)
- **Safari on iOS 13.1.2** – for iAccess (iPad)

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

Maconomy 2.5 — Detail

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

General Enhancements

Support for Third-Party Vendor OneLogin SSO

Deltek Tracking: 1132168

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

This feature includes:

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

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

Access Control for Approvers

Deltek Tracking: 1174941, 1174952

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

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

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

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

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

Maconomy runs the scheduled background task to delete expired tickets daily. However, system administrators can modify the scheduled background task to determine when tickets are deleted. You can also manually delete expired tickets in the new Approver Access Ticket Expiration single dialog workspace.

Install / Upgrade Considerations

This feature limits user access to approval items. To provide optimal performance upon upgrade to 2.5, you can use the **Grant Access to Historic Data** action when creating or modifying an approval hierarchy rule to give approvers access to objects they have approved in the past.

> **Note:** This feature is currently not supported for jobs, job budgets, and draft invoices that use approval hierarchies.
>
> This feature provides performance improvements in Maconomy 2.5 and will be utilized in future versions to improve the access control for items for approval.

Changes to Maconomy

The following workspace is added:

- Approver Access Ticket Expiration single dialog workspace

The following workspaces are updated:

- Approval Hierarchies
- Approval Hierarchy Rules single dialog workspace

Setup

Enabling Expiration of Approver Access Tickets

Use these steps to enable the deletion of expired approver access tickets.

To enable the expiration of tickets:

1. Go to **Setup » Approval Hierarchies » Approval Hierarchy Rules**.
2. Select an approval type.
3. Edit information in the tab as needed.
4. Select the **Approved Tickets Expire** check box if you wish to allow approved tickets to expire.
5. In the **Days from Approval to Expiration** field, enter a value to determine how many days after the ticket is approved to determine when it should be deleted.
6. Select the **Unapproved Tickets Expire** check box if you wish to allow unapproved tickets to expire.
7. In the **Days from Submission to Expiration** field, enter a value to determine how many days after the ticket is submitted to determine when it should be deleted.
8. Click **Save**.

Updated Deltek Branding in Maconomy and Related Products

Deltek Tracking: 1181341

- Updates Deltek branding in Workspace Client, Analyzer, Extender, iAccess, and the Portal. This includes logos, tag lines, landing and splash screens for all UIs.

Approval Hierarchies

Job Quote Approval in Maconomy

Deltek Tracking: 1071037

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

This feature includes:

- Approval Hierarchies for Job Quotes in the Workspace Client
- Improvements to the Approval Center Workspace
- Core Support for Status Indicator in the New iAccess Quotes Workspace
- Job Quote Approval in iAccess
- Support for Quotes Approval in Touch

Approval Hierarchies for Job Quotes in the Workspace Client

Deltek Tracking: 996519

Companies can now set up approval hierarchies for job quote headers. This enhancement supports standard features such as reapproval setup, automatic approvals, specification of changes allowed without requiring reapproval, and so on.

Changes to Maconomy

To support this functionality, the following workspaces are updated:

- Approval Hierarchies
- Jobs

New notifications for job quote approval are also added.

Setup Instructions

Use the various tabs and panels in the Approval Hierarchies workspace to set up approval hierarchies for your company's job quotes. Specify the following:

- Approvers and substitute approvers

  Employees can only approve job quotes to which they have been granted access by the company's access control setup.
- The process that a job quote will follow if it is approved/rejected
- The employees who will receive notifications after a job quote is approved/rejected
- If you want to require reapproval of job quote headers with added/edited/removed quotation printout lines
- The field changes for which you will not require reapproval
- If you want to require a multi-approver setup (that is, requiring a job quote to go through several approvers)

  You also have the option to make the setup level-specific, such that approvers on the lower levels of the approval hierarchy have to approve the job quote before the higher-level approvers are notified about the job quote requiring their review.

If preferred, you can also opt to set up automatic approval of job quotes.

Note that you cannot set up states for job quotes.

Multi-Company Setup

For each individual user, you can set up permissions for submitting and/or approving job quotes. You can also specify exceptions at the company level. This means that if a user has access to job quotes for two companies, you can give that user a different set of permissions per company (for example, permission to submit but not approve job quotes for one company).

Upgrading

A simple approval hierarchy setup is in place to allow automatic submission and approval of historic job quotes. This setup will allow companies who choose to opt out of approval hierarchies for job quotes to continue using their existing workflows.

Improvements to the Approval Center Workspace

Deltek Tracking: 1088150

A new Job Quotes tab is added to the Approval Center workspace in the Workspace Client. This enhancement is based on approval hierarchies for job quotes (introduced with version 2.5), and also adds job quote approval to iAccess.

Changes to Maconomy

The following changes are made to support this enhancement:

- Updated Approval Center workspace
- New Approve Job Quotes by Employee single dialog

Core Support for Status Indicator in the New iAccess Quotes Workspace

Deltek Tracking: 1105888

Fields are added to single dialogs in the Workspace Client to support the Status Indicator field in the new iAccess Quotes workspace.

The updated single dialogs are:

- Quote Editing
- Quote Revisions

Job Quote Approval in iAccess

Deltek Tracking: 1076826

You can now approve or reject job quotes from within iAccess. A new tab is added to the Approval Center workspace for this functionality, which is based on approval hierarchies for job quotes (also introduced with version 2.5).

Changes to iAccess

The following changes are made to support this enhancement:

- A new Job Quotes tab in the Approval Center workspace
- New notifications for approvers (including those for specific employee types and substitute approvers) and for rejected job quotes

Setup Instructions

If approval hierarchies are set up in the Workspace Client, this functionality is enabled by default in iAccess.

Support for Quote Approval in Touch

Deltek Tracking: 1075354

Touch now supports approval of job quotes. The **Quotes Approval** (displays list of job quotes awaiting approval), **Quote** (allows you to approve or reject a job quote), and **Quote Line** (displays job quote line details) screens are available.

When the **Approvals** toggle switch is set to **On** on the **Settings** screen and there are job quotes that you need to approve, the **Items for Approvals** screen includes **Quotes** in the list with the corresponding counter. If substitute approval is enabled, the Substitute Approvals tab on **Items for Approval** also includes **Quotes** in the list.

Approval Hierarchy for General Journal

Deltek Tracking: 1071040

Approval hierarchies in Maconomy now support general journals, enabling you to configure workflows for approval of general journals. Select the General Journal approval type in the Approval Hierarchies workspace to enable this feature.

The approval of general journals is similar to the existing functionality for approving vendor invoices. You can manage the workflow surrounding General Journal in the Approvals workspace.

You can control approval at the line-level of each journal. For each individual user, you can specify whether the specific employee should have access to submit and approve general journals. Exceptions to this can be specified at the level of companies. For example, if a user has access to general journals in two companies, it would be possible to only give the user access to submit general journals in one of the two companies.

The **Submission of General Journal Required** system parameter has been removed from Maconomy 2.5.

> **Note:** The **Allow Posting of Own Journals** system parameter and the **Post Own Journals** fields are no longer supported for general journals. Hence, general journals must be approved before they are posted, except for those without any general journal lines.

Changes to Maconomy

The following workspaces are updated:

- Financial Operations
- Approval Hierarchies
- Selection Criterion Specification

Install / Upgrade Considerations

If submitted general journals exist in the system prior to upgrading to 2.5, then a new simple approval hierarchy will be created for General journal where approval on header will be required but everyone will be able to approve. All existing submitted general journals will then have approval groups created for them and they will be set as having been approved. You can then set up the approval hierarchy for general journals.

Prevent Self-Approval in Approval Hierarchies

Deltek Tracking: 1071042

Previously, in Maconomy, a submitter was able to approve their own submission, based on the approval rules setup. It is now possible to specify on an approval hierarchy line whether self-approval should be allowed for the submitter.

You can also specify the default setting for self-approval when creating new approval hierarchy lines.

If the submitter is designated as approver by the approval hierarchy but self-approval is not allowed, then the substitute approver or super approver will have to approve the submission. If the submitter happens to be the super approver or substitute approver, the system will not allow the submitter to approve the submission.

Note: If you do not specify substitute or super approver and the record locks up, you can adjust the record and it will re-route for approval. You will first need to adjust the approval hierarchy to address the lack of substitute / super approver.

Changes to Maconomy

The Approval Hierarchies workspace is updated.

Setup Instructions

Set Self-Approval in Approval Hierarchies

To specify the default setting for self-approval:

1. Go to **Setup » Approval Hierarchies » Approval Hierarchy Selections**.
2. On the Approval Hierarchy Selection Lines tab, select an approval hierarchy line.
3. On the Approval Hierarchies tab:
   - Select the **Submitter Can Approve (Default)** check box to allow someone to approve their own requests.

     or
   - Deselect the **Submitter Can Approve (Default)** check box to prevent someone from approving their own requests.

To enable self-approval for an approval hierarchy line:

1. Go to **Setup » Approval Hierarchies » Approval Hierarchy Selections » Approval Hierarchy Selection Lines**.
1. On the Approval Hierarchy Selection Lines subtab, select an approval hierarchy line.
2. On the Approvers subtab, select the **check box** in the **Submitter Can Approve** column.

Upgrade Considerations

When upgrading Maconomy, all approval hierarchies/ approval lines will set to allow self-approval to support the same setup as before the upgrade. If you want to disallow self-approval, you have to manually update your approval hierarchies.

Approval Hierarchies Refactoring

Deltek Tracking: 1125419

Approval Hierarchies code is refactored to reduce code redundancies and duplication. This enhancement increases the consistency and sustainability of the codes for Approval Hierarchies. There are also new user actions added to Maconomy to enable you to restrict a user's ability to do the following:

- Approve Vendor Invoices
- Submit Job Budgets
- Submit Purchase Orders

Note: There are no changes in the user experience when using these new functionalities after the upgrade.

The **Release Vendor Invoices** field, located in the Employees workspace, Actions single dialog workspace, and User Action Groups single dialog workspace, used to release, submit, and approve vendor invoices is renamed as **Submit Vendor Invoices.**

Changes to Maconomy

The following workspaces are updated:

- Employees
- Users
- Actions single dialog workspace
- User Action Groups single dialog workspace

Approval Hierarchies for Draft Invoices Enhancements

Deltek Tracking: 1145075, 1095638

A new field called **Total, Invoice Currency** is added to the Invoice Editing tab in the Jobs workspace. If the value in this field is zero, the system identifies the draft invoice as a zero invoice.

You can use this field as one of the selection criteria specifications when setting up approval hierarchies for draft invoices. For instance, you can specify that draft invoices with a value of zero in the **Total, Invoice Currency** field can be excluded from approval.

The **Invoice Editing Required with Approval Hierarchies** system parameter is also introduced in this release, and enables you to require invoice editing on all jobs set up with approval hierarchies for draft invoices.

Time and Expense Sheet Approval Improvements

Deltek Tracking: 1162619

Prior to 2.5, time and expense approval was enabled by setting up supervisor and project manager approval of time and expense on a job, creating approval hierarchies for these records, or using a combination of both approval workflows. In this release, you can no longer combine them. If you have configured approval hierarchies for header or line approval on either time or expense sheets, the setup of supervisor and project manager approval on a job has no effect. If you would like to have supervisor or project approval for these records, you can assign them as the designated approvers in your approval hierarchies setup.

This enhancement is available in the Workspace Client and iAccess.

> **Note:** Approval workspaces for time and expense sheet lines will be updated in a future release to support project manager approval of lines, even when the approval goes through approval hierarchies.

Back Office

System Parameter for Number of Entries in Vendor Invoice Journals

Deltek Tracking: 1129397, 774700

Prior to this release, Maconomy grouped the vendor invoices that you created in a single vendor invoice journal. As a result, you could not submit the vendor invoices for approval if you were unable to submit and approve them before you closed or changed the posting period. You could not change the entry date on the vendor invoices. Maconomy stopped you with an error message when you submitted, approved, or changed the entry date. It allowed you to change the entry date if there was only one vendor invoice in that journal.

The **Max Number of Entries in Vendor Invoice Journals** company-specific system parameter is added to Maconomy to enable you to customize how you create new journals. You can specify if you want to group vendor invoices under the same journal. It also gives you the option to create a new journal for each vendor invoice. This enhancement is useful, for example, when you do not want to group your vendor invoices in a single journal to be able to change the entry date if they were unapproved when the posting period closed.

> **Note:** You can still manually group the vendor invoices under the same journal. Additionally, it does not support the invoices created in the Vendor Invoice single dialog workspace and import programs.

Changes to Maconomy

The System Setup workspace is updated.

Setup Instructions

To enable this feature:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Max Number of Entries in Vendor Invoice Journals** parameter.
3. On the System Parameter sub-tab, enter a value in the **Max Number of Entries in Vendor Invoice Journals** field.
4. (Optional) To enable this for a specific company, go to the Company Specific Values sub-tab, specify the company number in the **Company No.** field and enter a value in the **Max Number of Entries in Vendor Invoice Journals** field.
5. Click **Save.**

System Parameters

Parameter	Description
Max Number of Entries in Vendor Invoice Journals	Enter the maximum number of vendor invoices in a vendor invoice journal. By default, the value in this field is zero. The vendor invoices you create group in a single journal. If the value in this field is one, only one vendor invoice saves in a journal. If the value in this field is two or higher, Maconomy automatically uses the value as reference for the number of vendor invoice entries grouped in a journal.

Add Employee Relation to Selection Criteria for Job Draft Invoices

Deltek Tracking: 1071043

In Maconomy, you can use Employee Type to approve submissions in approval hierarchies. This enhancement adds new rules to prevent self-approval when using Employee Type.

In the Approval Hierarchies workspace, Employee Type has been added to Selection Criterion Specification Lines on the Approval Hierarchy Selections tab for draft invoices through the **Project Manager** field. This changes the approval route if someone with the Employee Type submits a record.

Changes to Maconomy

The Approval Hierarchies workspace is updated.

Enhanced Selection Criterion Specification and Changes on Changes Functionality

Deltek Tracking: 1132068

This enhancement is introduced to expand your ability to create selection criteria specifications for the purchase order header, to program rules on the changes on change functionality, and to set up approval hierarchy rules for changes on the fields of previously approved items.

Changes to Maconomy

As part of this enhancement, the following workspaces are updated:

- Selection Criterion Specification single dialog workspace
- Changes on Change single dialog workspace
- Approval Hierarchies
- Approval Hierarchies single dialog workspace

Purchase Order Selection Criterion Specification Enhancements

Deltek Tracking: 829148

The new **Company Vendor** and **Payment Company Vendor** table sections are added to the target group table for purchase order. These table sections enable you to create or set up a selection criteria specification for PurchaseOrder and PurchaseOrderLine types. You can now search the additional criteria on the **Table Section** field on the Selection Criterion Specification Lines sub-tab of the Selection Criterion Specification single dialog workspace. The selection criteria specification applies to the company vendor assigned to the purchase order as the supplier or as the payment supplier on the purchase order. These can be different vendors.

You can use the company vendor table section for delimitation of the company and vendor of the purchase order and the payment company vendor table section for delimitation of the company and payment vendor of the purchase order. Additionally, this enhancement now allows you to use selection criterion specifications to determine the approval hierarchy that you can use for the approval of payment terms other than the payment term on the company-specific vendor.

Expanded Changes on Change Functionality

Deltek Tracking: 829150

The Changes on Change sub-tab of the Approval Hierarchies workspace and the Changes on Change single dialog workspace is enhanced to expand your ability to program rules, choose which field gets updated based on the changes to a specific field, and set up approval hierarchy rules on the Purchase Order Header and Purchase Order Line. For example, you can now specify on a field-level for a record, if ‘x’ field is changed, then also change ‘y’ field.

Additionally, you can set up approval hierarchy rules for the changes on approved fields of certain workspaces. To support this, the changes on change functionality now also provides the following new relations:

- Employee
- User
- User Role
- User Role Action Information
- Vendor Invoice Journal
- Invoice Allocation Line
- Time Sheet Header
- Time Sheet Lines
- Expense Sheet
- Expense Sheet Lines
- Draft Invoice
- Invoice Line
- Job Budget
- Job Budget Line

You can search for the new table relations on the **Relation** field of the Changes on Change sub-tab of the Approval Hierarchies workspace and the Changes on Change single dialog workspace.

Base Salary Rate Calculation for an Employee Range

Deltek Tracking: 836515

Previously, Maconomy calculated the base salary rate for all employees of a company. As a result, the calculation took a long time for large companies.

This enhancement introduces the **Employee No.** field in the Selection Criteria island of the Calculate Base Salary Rate single dialog workspace and Calculate Base Salary Rate tab of the Base Salary Rate Calculations workspace. The new field allows you to specify the range of employee numbers to include in the calculation of the base salary rate.

Additionally, the enhancement enables Maconomy to calculate the base salary rates more efficiently. This is helpful when you need to calculate the base salary rates every week for different employees, especially if employees work on different customer contracts frequently. Note that the calculation is based on the setup of the assigned employee-specific compensation agreements.

Changes to Maconomy

The following workspaces are updated:

- Base Salary Rate Calculations
- Calculate Base Salary Rate single dialog workspace

Procedures

Calculate Base Salary Rate of an Employee Range

You can specify the range of employee numbers to include in the base salary rate calculation.

To calculate the base salary rate of a specific employee range:

1. Go to **Human Resources » Base Salary Rate Calculations » Calculation » Calculate Base Salary Rate**.
2. In the Selection Criteria island, select the **Compensation Model** and **Company No.** to use in this calculation.

   > **Note:** You can enter a range of company numbers by providing a start and end number in the two **Company No.** fields.

3. Enter the range of employee numbers to include in the calculation. Provide a start and end number in the two **Employee No.** fields.
4. In the Calculate island, select the **Calculation Period Start** and **End** dates**.** The **Calculation Period, Month** field populates with the percentage of a month this range contains.
5. Click **Save**.
6. Click the **Calculate Base Salary Rate** action.

   > **Note:** In the Show Results island, if you enter a date range in the **Date** field, certain results display in the sub-tab. This does not have an effect on the calculation.

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

Removal of Euro Exchange Rate Tables

Deltek Tracking: 1126295

Previously, you can use the Euro Exchange Rate Table single dialog workspace to list currencies in the Economic and Monetary Union (EMU) of the European Union (EU) and their exchange rates related to the Euro. Maconomy used the EU Commission rules to calculate the exchange rates for the currencies listed in the workspace. Users do not use this functionality anymore because there is no transition period that restricts the currencies to the Euro.

This enhancement removes the Euro Exchange Rate Table single dialog workspace, its functionality, and the database relations for Euro exchange rate for any currency. As a result, the **Euro Currency** field in the System Information single dialog workspace is also removed since you no longer need to select the currency code to be used as the Euro. It also optimizes exchange rate calculations. Now, you only need to maintain currency exchange rate tables in the Exchange Rate Tables single dialog workspace.

New DebitCredit Field on ReportingStructureLine

Deltek Tracking: 1115433

This enhancement introduces a new **Debit/Credit** field in the Financial Reporting workspace and Reporting Structures single dialog workspace to enable you to differentiate debit and credit accounts. BPM reports can now display credit and debit accounts in a reporting structure grouping.

Changes to Maconomy

The following workspaces are updated:

- Financial Reporting
- Reporting Structure single dialog workspace

Exchange Rate Based on Invoice Date

Deltek Tracking: 1129396, 800936

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

Previoulsy in Maconomy, vendor invoices derived the exchange date rate from the entry date of the vendor invoice. In order to support the option of using invoice date instead to derive the exchange rate date for vendor invoices, we introduce a new system parameter named **Use Invoice Date as Exchange Rate Date on Vendor Invoices**. When this system parameter is enabled, vendor invoices will use the invoice date instead of the entry date as the exchange rate date. The system parameter is company-specific, meaning one can enable and disable the option on the company level.

By default the system parameter is turned off, so that the standard behavior for Maconomy matches the current functionality of deriving exchange rate from entry date on vendor invoices.

The **Use Invoice Date as Exchange Rate Date** system parameter used to derive the exchange rate dates from invoice dates on the job invoices is renamed as **Use Invoice Date as Exchange Rate Date on Job Invoices** to help you differentiate their functionalities.

Changes to Maconomy

The System Setup workspace is updated.

Setup Instructions

To enable this feature for all companies:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Use Invoice Date as Exchange Rate Date on Vendor Invoices** parameter.
3. On the System Parameter sub-tab, select the **Use Invoice Date as Exchange Rate Date on Vendor Invoices** check box.
4. (Optional) To enable this for a specific company, go to the Company Specific Values sub-tab, specify the company number in the **Company No.** field and select the **Use Invoice Date as Exchange Rate Date on Vendor Invoices** check box.
5. Click **Save.**

System Parameters

Parameter	Description
Use Invoice Date as Exchange Rate Date on Vendor Invoices	Select this parameter to use the invoice date as the exchange rate date. Deselect this parameter to use the entry date as the exchange rate date.
Use Invoice Date as Exchange Rate Date on Job Invoices	The **Use Invoice Date as Exchange Rate Date** system parameter is renamed to **Use Invoice Date as Exchange Rate Date on Job Invoices**. Select this parameter to enable Maconomy to calculate the billing price of job entries in currencies other than the base currency of the company of the job at the date of invoicing. If it is deselected, Maconomy uses the date of the job entry for currency conversion.

Enhanced Vendor Invoice Allocation Workspace to Support Reallocation

Deltek Tracking: 774702

Previously, the Reallocate Invoices single dialog workspace showed posted but not fully allocated invoices only. You can only change a few fields on these invoices, for example, the **Reference Date** and **Remarks** fields. The Reallocate Invoices single dialog workspace is removed from Maconomy. The Invoice Allocation single dialog workspace now supports both allocation and reallocation of credit memos and vendor invoices.

The improved Invoice Allocation single dialog workspace now also shows the vendor invoices and credit memos that have been posted but not yet allocated. Additionally, you can access all the previously available fields and actions for reallocation in the Invoice Allocation single dialog workspace. The fields, **Reallocation Date** and **Date Posted,** are added to the Invoice Allocation tab.

Changes to Maconomy

The following changes are made to support this feature:

- Updated Invoice Allocation single dialog workspace
- Removed Reallocate Invoices single dialog workspace
- Removed Print Invoice Reallocation

Automatic Posting of Interest Charge Notice Journals

Deltek Tracking: 755417

The **Automatic Posting of Interest Charge Notice** company-specific system parameter is introduced to enable Maconomy to automatically post the interest charge notice journals. These journals are created when a user approves the interest charge selections in the Change Interest Charge Selection or Approve Interest Criteria single dialog workspaces, and in the Interest workspace. The system parameter is enabled by default when you upgrade to 2.5, but can be disabled in the System Setup.

Changes to Maconomy

The System Setup workspace is updated.

Setup Instructions

To enable this feature:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Automatic Posting of Interest Charge Notice** parameter.
3. On the System Parameter sub-tab, select the **Automatic Posting of Interest Charge Notice** check box.
4. (Optional) To enable this for a specific company, go to the Company Specific Values sub-tab, specify the company number in the **Company No.** field, and select the **Automatic Posting of Interest Charge Notice** check box.
5. Click **Save**.

System Parameters

Parameter	Description
Automatic Posting of Interest Charge Notice	Select this parameter to automatically post interest charge notice journals.

System Parameter for Unrealized Exchange Rate Variances for Control Accounts

Deltek Tracking: 841812

Prior to this update, the Print Currency Report single dialog workspace only created unrealized exchange rate variances for manual accounts. Maconomy did not create G/L entries for control accounts. The system skipped the control accounts in the process even if you marked them as currency accounts.

The **Create Unrealized Exchange Rate Variances For Control Accounts** company-specific system parameter is introduced to enable Maconomy to create unrealized exchange rate variances for control accounts. When you print the currency report, the printout now also displays the exchange rate variances for control accounts.

Changes to Maconomy

The System Setup workspaces is updated.

Setup Instructions

To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Create Unrealized Exchange Rate Variances For Control Accounts** parameter.
3. On the System Parameter sub-tab, select the **Create Unrealized Exchange Rate Variances For Control Accounts** check box.
4. (Optional) To enable this for a specific company, go to the Company Specific Values sub-tab, specify the company number in the **Company No.** field, and select the **Create Unrealized Exchange Rate Variances For Control Accounts** check box.
5. Click **Save.**

System Parameters

Parameter	Description
Create Unrealized Exchange Rate Variances For Control Accounts	Select this parameter to create unrealized exchange rate variances for control accounts in the Print Currency Report single dialog workspace. Deselect this parameter to include unrealized exchange rate variances only for manual accounts.

Increased System Number Capacity

Deltek Tracking: 1130811

Previously, Maconomy used integer values for system numbers and allowed the maximum length of nine characters. Some companies used the first three characters as the company number and the fourth character as the type of the system number. Thus, only five characters remained for the individual numbers. As a result, companies ran out of system numbers.

This enhancement increases the system number length from nine to 255 characters. Now, companies no longer need to reuse and reset their system numbers every year. The system numbers are changed from integer to string values to extend the capacity, and enable you to use text to further differentiate the numbers. This change impacts both system numbers and transaction numbers.

Additionally, this feature improves the readability of the system numbers. You can now use alphabetical characters in the company prefix, prefix, and suffix. This makes it easier for the users to read the system numbers. For example, you can now assign **Inv0000323** for your Invoice and **Tim0000323** for your

Timesheet. It also allows external programs to analyze and understand the numbers correctly. However, Maconomy only allows numerical characters (0-9) for the running number. There are instances where you have the option to use either transaction numbers or system numbers. This option is still available after the upgrade.

Additionally, this feature updates the object format on the BPM Reporting universes to support the increased system number capacity. This feature also updates the data type of a large number of database fields from integer to string values.

Format

The alignment of the old and new numbers is different. The old number aligns to the right while the new numbers align to the left. The system numbers are still incremented by one each time you use a number. The system numbers contain alphabetical characters only if you choose to add them in the prefix and suffix.

Sorting

Different sorting rules apply to strings and integers. For example, Maconomy sorts the numbers [1, 7, 11, 15, 25, 137] in ascending order as expected for integer values. For string values, Maconomy sorts the information based on the lexical order of the characters. When sorting rules for string values apply to the numbers in the example, the new order is [1, 11, 137, 15, 25, 7]. Sorting rules for string values now apply when you sort the new system numbers. Maconomy sorts the strings with numbers based on the order of the characters from left to right.

You can pad the new numbers with zeroes to replicate how integers are sorted. For example, if you apply zero padding in the numbers [1, 7, 11, 15, 25, 137], the numbers are in lexical order [001, 007, 011, 015, 025, 137] as expected for integers. Additionally, previous selection criteria does not work as expected without zero padding.

Limit for Use of Letters in System Numbers

The use of letters in system numbers is incompatible with the following Maconomy features:

- Invoice Signature Calculation
- Invoice Numbers in Payment Identifications

Invoice Signature Calculation

If you enable the **Calculate Invoice Signature** parameter, you cannot use letters in system numbers for invoices that follow a specific format. This company-specific parameter is statutory for Portugal.

If the parameter is enabled, Maconomy calculates the signature for invoices based on selected fields from the invoice and a private key. Thus, an error occurs when you use the numbers in signatures.

Invoice Numbers in Payment Identifications

In Europe, the system numbers are useful for companies that utilize invoice numbers in payment identifications. These invoice numbers appear when the invoices are generated for payments and Giro Cards. However, the system numbers cannot have letters because the banks require that companies use only numbers in the payment identifications. If you use letters in the system numbers, Maconomy generates a random number for the payment identification.

Note: We recommend that you refrain from using letters in system numbers if you wish to keep these functionalities.

Examples

No Issues with System Number Capacity

Company A upgrades their system and the system number capacity increases. They are not running out of numbers but they still proceeds with the upgrade. The users did not apply any changes to their system numbers. They noticed the changes in the sorting order in the selection criteria. After a few weeks, the users from Company A adapt to the new sorting order and they are able to select ranges in the selection criteria.

Keep the Numbers but Add Zero Padding

Company B chooses to keep the system number setup and adds zero padding for all system numbers, which they have not used previously. Before the upgrade, their last invoice number was **40001**. After the upgrade, the invoice number of the new invoice that they created became **000040002**. Additionally, they experienced the changes in the sorting order in the selection criteria for all the old numbers. The users from Company B realize that the new numbers are now easier to sort and select.

Extend the System Numbers

Company C needs the new functionality and extends the number of digits to nine. They entered 10 for their company prefix (in the Prefix Specification island), which they left unchanged. They also did not change the entry in the **Next Number** field. Then, they updated the numeral value of the prefix of the invoice numbers from seven to be a text, that is **invoice**.

Before the upgrade, the company's last invoice number was **107400001**. After the upgrade, the invoice number of the new invoice that they created became **10invoice000400002**. In the new invoice, the users from Company C easily realize that it is an invoice number, the two first digits is the company number, and the counter is on 400002. Maconomy now provides a more convenient way for the users to remember what the number represent.

> **Note:** Update the external programs that use system numbers to understand the new prefix value (for example, **invoice**) instead of the old numeral value.

Procedures

Specify the Number of Digits in a Series

You can specify the number of digits that a series consists, excluding the prefix and suffix.

To specify the number of digits in a series:

1. Go to **Setup » System Setup » Parameters and Numbers » System Numbers » [select company] » Numbers » System Numbers.**
2. In the System Numbers sub-tab, select the number series to update.
3. In the **No. of Digits** field, enter the minimum number of digits that a series should contain.

   > **Note:** We recommend that you specify the number of digits to allow enough room for new system numbers in the future.

4. Click **Save**.

Pad Numbers with Zeroes to Sort Integers

Use these steps to pad the new numbers with zeroes to sort the information in the natural order and match how Maconomy sorts integers.

To pad numbers with zeroes:

1. Go to **Setup » System Setup » Parameters and Numbers » System Numbers » [select company] » Numbers.**
2. In the Prefix Specifications island, in the **System Numbers** field, enter the prefix of the system numbers in the current company.

   > **Note:** We do not recommend that you add zeroes in the prefix. Zero padding on the prefixes could result to risks. For example, 012000137 and 12000137 are two different numbers in the system but users may view these as same numbers, which can lead to confusion and errors.

3. In the System Numbers sub-tab, select the number series to update.
4. In the **Next Number** field, enter the next number in the series.

   > **Note:** When the number in the **Next Number** field contains fewer digits, Maconomy adds the necessary number of zeroes between the prefix and the entry in the **Next Number** field to make the next number reach the minimum number of digits.

5. In the **No. of Digits** field, enter the minimum number of digits that a series should contain.
6. Click **Save**.

Setup Instructions

To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Numbers » [select company] » Numbers.**
2. In the Prefix Specifications island, in the **System Numbers** field, enter the prefix of the system numbers in the current company.
3. In the System Numbers sub-tab, select the number of series to update.
4. In the **Next Number** field, enter the next number in the series.
5. In the System Numbers sub-tab, in the **No. of Digits field**, enter the minimum number of digits that a series should contain.
6. (Optional) Complete the **Suffix** and **Last Number** fields.
7. Click **Save**.

Install / Upgrade Considerations

You cannot continue to use the previous functionality with integers after the upgrade. If you do not update the programs, these will fail to integrate with Maconomy.

> **Warning:** All legacy and current data must be updated, as the entire database must be reviewed to copy over the old system numbers to the new system number format.

There are numerous upgrade considerations. For more information, see the *Deltek Maconomy 2.5 Upgrade Guide*.

Tax Depreciation of Fixed Assets

Deltek Tracking: 536720

Previously, Maconomy used depreciation period to calculate fixed asset depreciation. Each time you calculated the depreciation, Maconomy checked how much depreciation it should have calculated from the depreciation start date, and deducted the accumulated depreciation from it.

This enhancement is introduced to enable you to restrict the tax depreciation of fixed assets. Multiple tax systems exist. Some are simple modifications of the regular Straight Line principle (referred to as Straight Line), and the others are based on complex calculations. While this update preserves the existing option that does not limit tax depreciation, it also provides two new options to set up limitation on tax depreciation.

The two new options are:

1. Straight Line tax depreciation with parameter
2. Table-based depreciation specifying the percentage year by year

These are added to support both simple and complex tax depreciation systems. You can now use tax accelerated depreciation, in addition to Straight Line depreciation. Additionally, this update now enables you to set up tax depreciation tables based on annual tax percentage. Then, you can use the tax depreciation tables in the Asset Group, where Maconomy derives the tax depreciation setup.

This is a requirement in some countries, including Italy, India, and the US. In Italy, the law specifies an upper percentage on the assets value, which are depreciable each year. However, for the first fiscal year, the upper limit is only half of the amount allowed in subsequent years. It is as if a company, with fiscal year from January 1 to December 31, purchased all of its assets on July 1. This is regardless of the actual purchase date in the calendar year.

In the US, the Modified Accelerated Cost Recovery System (MACRS) is the tax depreciation system. Under MACRS, half-year depreciation is the standard. Some additional complex calculations are subject to several parameters based on the type of asset. Additionally, the Class Life Asset Depreciation Range (CLADR) lookup tables reduced complex calculations. Thus, it provides an easy access to the depreciation rates.

For more information about this feature, refer to the *Deltek Maconomy Concepts Guide*.

Time & Expense

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

Deltek Tracking: 1077699, 439452, 924309

This enhancement provides a more detailed and accurate representation of all work hours logged daily. Prior to this release, Maconomy could only log one time entry for check-in/check-out per employee daily. You can now enable employees to log multiple check-in and check-out entries per day to track work hours in time sheets.

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

This feature includes:

- Multiple Check-in and Check-out Time Entries Per Day in the Workspace Client
- Multiple Check-in and Check-out Time Entries Per Day in iAccess

Multiple Check-in and Check-out Time Entries Per Day in the Workspace Client

Deltek Tracking: 439452

This functionality adds the Check-in tab to both daily and weekly time sheets, where you can log and view all check-in and check-out entries within a specific day. Maconomy displays the total number of hours registered daily and weekly, as well as the balance between registered work time and check-in time. A company can choose to round up employee in check-in and check-out entries using a system parameter introduced with this feature.

Enabling this feature is done on an employee record. When multiple daily check-in entries are enabled on an employee revision on the record, the check-in tabs become available in daily and weekly time sheets for the period indicated in the revision. Note that if you disable check-in on an employee revision, then any registered check-in-data will not be deleted. However, the workspace will no longer show the check-in tabs in weekly and daily time sheets.

When you create a check-in/check-out entry for a date covered by the time sheet, the sub-tab automatically sorts the lines by check-in time to ensure entries are always displayed in order. When you enter lines for the day, take note of the following:

- Entry times must not overlap. Specifically, the correct way to log check-in entries is displayed as so:

Check-in Time	Check-out Time
Correct	
09:00	12:00
12:00	13:00
Incorrect	
09:00	12:00
11:50	13:00

- You must enter a check-in time in each entry line.
- The check-in time must be before the check-out time.
- You cannot create zero duration check-in entries (for example, 08:00 to 08:00).
- If you enter 00:00 as the check-in time, the system logs this as the beginning of the day.
- Depending on time format set up for your company (either 12-hour or 24-hour format), if you enter 00:00 or 24:00 as the check-out time, the system logs this as the end of the day.
- When you submit the time sheet, all check-in and check-out times must have values.
- If the company has chosen to round up employee check-in time, the system calculates entries as follows:
  - The first daily totals are rounded up to the nearest minutes defined by the system parameter.
  - Rounded totals for each day are summed up for all the week days.

Additionally, this feature currently has the following limitations:

- You cannot register a single time entry that spans from 00:00 to 24:00. An error occurs when you save the line. You must create a minimum of two entries to split the check-in times. For example, you may record check-ins in two entries, one or 00:00 to 09:00 and another for 09:00 to 24:00.
- Check-in and out time cannot span days. If you work on a shift that crosses to the next day, you must create a minimum of two check-in entries, one for each day. For example, create one entry for 22:00 to 00:00, and a second entry for 00:00 to 05:00 on the following date.

The system blocks submission of a timesheet if the check-in balance is negative, which means that the check-in time is less than the time registered. It calculates check-in balance for each date to ensure accuracy.

For example, if you are required to work eight hours per day, then you create a check-in entry for five hours of work, and a separate entry for one more hour of work, the system calculates this as a total of six hours logged for the day. If you try to submit your daily time sheet with these entries, an error occurs as there are still two hours unaccounted for. You must make sure to create check-in and check-out entries that are equal to eight hours, or exceeds this value.

Note that employees with split week time sheets show only the tabs that are relevant for the days of the split week.

Approval of Time Sheets

When an approver views a time sheet submitted for approval, totals for the check-in duration and balance are both displayed for easy reference. The approver can also view all entries logged per day of the week.

New System Parameters

Check-in/out requirements are set at the company level by system parameters added to support this functionality.

The **Maximum Number of Check-ins Per Day Limit** system parameter enables you to specify a limit to the number of check-in registrations an employee may add on a specific date. By default, the value in this parameter is zero, which means there is no limit on the number of check-ins.

You can also set up Maconomy to round up employee daily check-in time using the **Check-in Time Round Up** system parameter. Total check-in times can be rounded up to a value that is a multiple of a number of minutes. The system parameter allows rounding to 0(no rounding), 5, 10, 15, 20, 30, and 60 minutes. This has a positive impact on the daily check-in balance which, upon time sheet submission, may require more check-in time than time sheet registered hours.

Balance Validation Rules

When the system calculates check-in balances for an employee, the following is considered:

- Days without fixed working hours are skipped in the validation, unless the employee adds time registrations on any of these days.
- An employee’s check-in duration (which may be rounded up, if this functionality is enabled) per day should be equal to or exceed the registered work time duration.
- If an employee registers an absence the system does not validate check-in balance for that day upon time sheet submission.
- If an employee registers both absence and work hours on a day, the system validates check-in balance for that day.

Changes to Maconomy

The following workspaces are updated:

- System Setup
- Time and Expenses workspace

- Employees workspace

Procedures

Enter Data for a Check-in Time Entry

Use these steps to create check-in entries to log your work hours.

To register check-in time:

1. Go to **Time & Expenses » Time & Expenses » Time » Day » Check-in**.
2. Click on the day you want to register check-in time for.
3. In the **Checked in** field, enter a check-in time.
4. In the **Checked out** field, enter activity check-out time.
5. Click **Save**.

   Maconomy automatically updates the total check-in time and balance in the Check-in tab.

Setup Instructions

Enable Limit on Daily Check-in Entries

Use these steps to set up a limit regarding the number of check-ins employees can enter in a daily timesheet.

To enable a maximum limit on check-ins per day:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Maximum Number of Check-ins Per Day Limit** parameter.
3. On the System Parameter sub-tab, enter a value in the **Maximum Number of Check-ins Per Day Limit** field.

   > **Note:** If you enter a value of zero, this indicates there is no maximum limit on the check-ins per day.

4. Click **Save**.

Enable Check-in Time Round Up

Use these steps to enable Maconomy to round up the check-in minutes to a selected value.

To enable check-in time round up:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double click the **Check-in Time Round Up** parameter.
3. On the System Parameter sub-tab, enter a value in the **Check-in Time Round Up** field**.**

   You can only enter one of the following values: zero (indicates that no rounding should occur), 5, 10, 15, 20, 30, or 60.

4. Click **Save**.

Enable Multiple Check-in Entries

Use these steps to allow an employee to register multiple check-in and out entries daily.

To enable this feature:

1. Go to **Human Resources » Employees » Employee Information**.
2. Select an employee record from the filter list.
3. In the **Check-in** field, select one of the following options:
   - **Disabled**
   - **Optional**
   - **Required**
   - **Required with Balance**
4. Click **Save**.

System Parameters

Setup » System Setup » Parameters and Numbers » System Parameters » System Parameter

Parameter	Description
Maximum Number of Check ins Per Day Limit	Specify a value to restrict the number of times an employee can log check-in time entries per day. By default, the value in this parameter is zero, which indicates there is no limit.
Check-in Time Round Up	Specify a value in this field to round up time entries to the nearest increment. You can only enter one of the following values: zero (indicates that no rounding should occur), 5, 10, 15, 20, 30, or 60. The default value in this field is **zero**.

Multiple Check-in and Check-out Time Entries Per Day in iAccess

Deltek Tracking: 924309

iAccess now supports multiple check-in and check-out time entries per day for employees.

Changes to iAccess

To support this feature, the following workspaces are updated:

- Employees
- Weekly Time Sheets
- Daily Time Sheets
- Time Sheet Overview

Procedures

Enter Data for a Check-in Entry

Use these steps to create check-in entries to log your work hours.

To register check-in time:

1. Go to **Daily Time Sheets** or **Weekly Time Sheets**.
2. Click **Check-In**.
3. Click **+ Add Daily Check-in Entry**.
4. In the **Checked In** field, enter the check-in time.
5. In the **Checked Out** field, enter the check-out time.
6. Click **Save**.

   iAccess automatically updates the total check-in time and balance on the time sheet..

Setup Instructions

To enable this feature:

1. Go to the Employees workspace.
2. Select an employee from the filter list.
3. From the **Other Actions** drop-down list, click **Edit**.
4. In the **Check-In** field, select an option from the drop-down list:
   - **Disabled**
   - **Optional**
   - **Required**
   - **Required with Balance**
5. Click **Save**.

Mandatory Numeric Fields in Expense Justification

Deltek Tracking: 1068628, 949720

To further supply detailed substantiations of your expenses, mandatory numeric fields are now available in the Time and Expenses workspace. This feature enables you to include amount, integer, and real values in the **Expense Justification** fields, and select ones that are required for your expense sheets. All mandatory fields are color coded yellow. Furthermore, you can optimize your search of applicable and valid expense justification values with the improved **Option List** field.

Once enabled in the Workspace Client, this functionality is also available in iAccess and Touch.

Changes to Maconomy

The Time and Expenses workspace is updated.

Setup Instructions

To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Enable Standard Extensions** parameter.
3. On the System Parameter sub-tab, select the **Enable Standard Extensions** check box.

4. Restart the Workspace Client to apply setup changes.

Time Sheet Overview Workspace

Deltek Tracking: 906078

The Time Sheet Overview workspace provides supervisors (or secretaries) with the ability to review the time sheet status of all employees under their supervision.

Specifically, you can do the following:

- View your employees' time sheets for a particular week, including split weeks time sheets.
- View time sheet status to determine whether supervisor action is required.
- View detailed status information in the info bubble, including who created or submitted the time sheet.
- View detailed information regarding a time sheet in the wizard.
- Email employees about time sheets.
- Open an employee's time sheet for editing.

By default, the workspace opens to the date of the previous week and displays time sheets sorted by employee name. All time sheets are read-only, but clicking the **Create/Edit** icon on a line redirects you to the Weekly Time Sheets workspace to create or edit the employee's time sheet.

This workspace is listed under the Approvals section in iAccess.

Setup Instructions

If all setup steps have been performed in the Workspace Client, the Time Sheet Overview workspace is available by default to supervisors and other users with the requisite permissions.

Color Coded Statuses

Deltek Tracking: 1187694

You can now use color coding on the **Status** field in the Time Sheet Overview workspace. This provides at-a-glance view of both progress and issues that may require your action.

Tax Fields in the Expenses Workspace

Deltek Tracking: 1199815

Tax-related fields are now available in the Expenses workspace to enable tax calculation for your expenses. The **Tax Code 1** and **Tax Amount** fields are available by default in the Expenses workspace. The use of multiple tax fields are also supported, depending on the setup of your company in the Workspace Client.

Changes to iAccess

The Expenses workspace is updated to support this functionality.

Setup Instructions

Tax codes are created in the Workspace Client. iAccess uses the specified tax codes based on the setup for your company.

iAccess Notifications for Missing Time Sheets

Deltek Tracking: 1134602, 1134620

This feature introduces standard notifications in iAccess for missing daily and weekly time sheets.

The following notifications are included:

- **Daily Time Sheets not Created** – Appears for the user to indicate a time sheet is not submitted for the day. By default, all missing time sheets within the last two months are included. This notification points to the Daily Time Sheets workspace.
- **Weekly Time Sheets not Created** – Appears for the user to indicate a time sheet is not submitted for the week. By default, all missing time sheets within the last two months are included. This notification points to the Weekly Time Sheets workspace.

Approval Center in the Workspace Client

The Approval Center workspace is now available in the Time & Expenses module. Customers who prefer to manage their approvals using the Approval Center can now do this by making it available for their users in the workspace client.

Invoicing

Document Archive for Draft Invoices

Deltek Tracking: 616200

A document archive is now available for draft invoices. When you create or edit a draft invoice, you can attach and manage supporting documents on it. When a draft invoice is submitted for approval, approvers can also review the attachments.

This enhancement is available in the Workspace Client and iAccess.

This feature includes:

- Document Archive for Draft Invoices in the Workspace Client
- Document Archive for Draft Invoices in iAccess

Document Archive for Draft Invoices in the Workspace Client

Deltek Tracking:614337, 912162

This enhancement adds the ability to attach and manage documents on a draft invoice in the Jobs workspace.

You can attach documents to a draft invoice in the Invoice Editing tab in the Jobs workspace. Attachments can be viewed using the **View Document** action on the Invoice Editing tab or in the new Documents sub-tab. You can also add, delete, update, export, lock, and unlock documents in this sub-tab.

Once the draft invoice is submitted for approval, an approver can now easily review the supporting documents on the draft invoice. Approvers can view attachments on invoices submitted for approval in **Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing » Documents**.

When the draft invoice goes through the invoicing process, the document archive is reassigned to the final invoice or credit memo. This allows you to view any attached documents in the invoice history, if needed.

Access to the draft invoice for approval is controlled by the approval hierarchies set up by your company.

Changes to Maconomy

- Jobs workspace
- Invoice Editing single dialog workspace
- Blanket Invoicing workspace
- Blanket Invoice Selection single dialog workspace
- Invoice Selection single dialog workspace
- Sales Orders workspace
- Show Invoices single dialog workspace
- Show Credit Memos single dialog workspace
- Job Invoice History single dialog workspace
- Job Invoice Overview single dialog workspace
- Documents and Notes workspace
- Document Archives single dialog workspace

Procedures

Attach a Document to a Draft Invoice

Use these steps to add one or more documents to a draft invoice.

To attach a document to an invoice:

8. Go to **Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing**.
9. Select a job with a draft invoice.
10. Click **Attach Document**, then browse and select the needed document.

    The document is attached and can be viewed in the Documents sub-tab.

Review a Document on a Draft Invoice

Use these steps to manage documents attached to the invoice.

To review a document for an invoice

- Go to **Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing » Documents**.
- Select the relevant document line, and select one of the available actions:
    - **Delete Document**
    - **Update**
    - **Export**
    - **Show**
    - **Lock**
    - **Unlock**
    - **Export to Excel**
    - **New**

Setup Instructions

Once you perform all necessary approval hierarchies setup, this functionality is available by default.

Document Archive for Draft Invoices in iAccess

Deltek Tracking: 1206290, 1214209

A document archive is now available in several workspaces related to invoicing. This enables you to attach and manage documents related to a draft invoice. Depending on the invoice type you are working on, this is done in any of the following workspaces:

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

You can also view attachments on existing invoices in the Job Invoices workspaces. However, you cannot attach additional documents in this workspace.

A document archive is also added to the Draft Invoices tab in the Approval Center. Once a draft invoice with attachments is submitted for approval, the Documents tab is displayed when you open the approval wizard. Note that you cannot manage any files attached to the draft invoice in the Approval Center You can download any of the attachments, but you cannot upload new revisions or remove any documents.

When a draft invoice goes through the invoicing process, the document archive is reassigned to the final invoice or credit memo. To view the document archive for printed invoices or credit memos, go to the Invoice History tab of any workspace that utilizes invoices.

> **Note:** This feature is also available in the Invoicing sample workspace.

Changes to iAccess

To support this feature, the following workspaces are updated:

- WIP Invoice workspace
- Invoice on Account workspace
- Draft Invoices workspace
- Invoices workspace
- Customers workspace
- Customer Invoicing workspace
- Invoicing sample workspace
- Draft Invoices tab in the Approval Center

Procedures

Attach Documents to a Draft Invoice

Use these steps to attach documents to a draft invoice. Depending on the invoice type you are working on, this may occur in any of the following: WIP Invoice workspace, Invoice on Account workspace, Draft Invoices workspace, or Customer Invoicing workspace.

To attach documents to a draft invoice:

1. Go to the Invoice Editing tab in any of the invoicing workspaces.

   OR

   Go to the Draft Invoices workspace.
2. Select a draft invoice from the filter list.
3. From the **Other Actions** drop-down list, select **Attach Document**.
4. Click **Choose Files**.
5. In the file explorer window that opens, select the file.
6. Click **Open**, or press ENTER.
7. Click **OK**.

   iAccess automatically saves your changes, and lists the new attachment in the Documents tab of this workspace.

   > **Note:** If you want to enter additional remarks for a specific document, you can fill out the **Remark** field for that document in the Documents tab. Click **Save**, or press ENTER to save the information.

View a Document

You can view any document listed in the Documents tab. Depending on the invoice type you are working on, you can review attached documents in any of the following workspaces: WIP Invoice workspace, Invoice on Account workspace, Customer Invoicing workspace, Draft Invoices workspace, or Job Invoices workspace.

To view a document:

1. Go to the Invoice Editing tab in the WIP Invoice workspace, Invoice on Account workspace, or Customer Invoicing workspace.

   OR

   Go to the Draft Invoices or Job Invoices workspace.
2. Select a draft invoice from the filter list.
3. In the Documents tab, select a line.
4. Click **Row Tools » View Document** on the line.

   The file is downloaded to your computer/device.

View Attachment on a Draft Invoice

Approvers can review documents attached to approval items in the Draft Invoices tab.

To view a document attached to a draft invoice:

1. Go to **Approval Center workspace » Draft Invoices tab**.
2. Click the **View Details** icon on a line.
3. In the Documents sub-tab, click the filename in the **Document** field of the line.

   The file is downloaded to your computer/device.

Setup

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

Tracking Partial Payments in Invoice History

Deltek Tracking: 586355, 804202

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

Note: This is implemented in the Workspace Client and iAccess.

Changes to Maconomy

The following workspaces are updated:

- Jobs workspace
- Job Invoices workspace
- Customer Invoice History single dialog workspace
- Job Invoice History single dialog workspace
- Job Invoice Overview single dialog workspace
- Show All Invoices single dialog workspace
- Show Job Invoice single dialog workspace
- Show Job Credit Memo single dialog workspace

Setup Instructions

There are no changes to setup for this enhancement.

Statutory/BPM

Chinese Setup Guide

Deltek Tracking: 962671

- Statutory Regulatory Guide for China.

Selection Criteria on Report Tab

Deltek Tracking: 563042

To enhance BPM reports, the selection criteria has been moved to the new Report tab, so that the report data is the primary focus of the report. Previously, the selection criteria displayed before the report data.

iAccess

Enhancements to the Conversation Functionality

Deltek Tracking: 1204848, 1204853, 1204850

This feature improves on the Conversations functionality introduced in 2.4.5. Specifically:

- Users can now paste copied text into the input area of the messages pane.

  Note: This functionality is not available in Internet Explorer.

- iAccess is now able to detect any URLs and email addresses in a message, and display these as hyperlinks.

Role-Dependent Search Options

Deltek Tracking: 1196212, 1093984

You can now annotate all search restrictions in search filters with a visibility condition. This allows you to conditionally hide individual search restrictions. While visibility conditions cannot make use of workspace data, these can be based on global functions such as hasRole() and envVar().

This is a user interface feature (that is, not based on access control), and can be applied to any filter.

Displaying Additional Information on iAccess Systems

Deltek Tracking: 1077740

Employees can now view more details on the iAccess system they are currently using. The enhancements described in the following sections are especially useful for companies who use multiple environments or have multiple iAccess sessions open simultaneously.

Labels on iAccess Systems

Deltek Tracking: 1046567

Similar to available functionality in the Workspace Client, you can now display the name of an iAccess system on its interface. You can specify a text string, with background and foreground color coding. This label is clearly visible even if you switch from one workspace to another.

Setup Instructions

For detailed setup information, refer to the “Displaying System Information on Clients” section in the *Deltek Maconomy System Administrator Guide*.

Displaying Information on the iAccess Browser Tab

Deltek Tracking: 1211119

If you are logged in to iAccess, your browser tab now displays your name as well as the name of the workspace you are currently viewing.

Enabling Charts in iAccess

Deltek Tracking: 1097220, 1103856

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

Charts are not enabled by default, but you can add them to your installation as needed. To view the example workspaces that show the available chart types, go to **Examples » Charts.**

Quotes Workspace

Deltek Tracking: 1060377, 1060423

The Quotes workspace enables you to create, edit, and print job quotes as well as order confirmations. In addition, this workspace supports quote revisions, and the approval hierarchy functionality for job quotes (also new with 2.5).

Specifically, you can perform the following tasks:

- Add, insert, copy, and delete quote lines.
- Add a quote based on a budget.
- Review, delete or restore, and approve or reject quote revisions.
- Print quotes, draft quotes, and order confirmations.

The Quotes tab displays your quotes and relevant account information, including calculations. In this tab you can print, submit, approve, and accomplish other administrative tasks in relation to your quotes and order confirmations. The Quote Revisions tab displays all versions of your quote lines. These capabilities are parallel to what is in the Workspace Client.

The Quotes workspace is included in the Jobs section of the iAccess menu.

Notifications

The following notifications are included:

- **Rejected Job Quote** – Appears for a user who submitted the job quote to indicate the quote has been rejected. This notification points to the relevant job quote in the Quotes workspace.

Changes to iAccess

To support this functionality, the Quotes workspace is added to iAccess.

Workflow

The high-level workflow for creating and revising quotes in the Quotes workspace is as follows:

Task	User	Details…
Create or edit a quote.	Project manager	▪ The quote can be created from an existing budget or in the Quotes workspace ▪ Update quote information and calculations as needed.
Submit a quote.	Project manager, or any employee with requisite permissions	▪ Submit a quote for approval.

Task	User	Details…
Approve a quote.	Approver	▪ The designated approver views, and approves or rejects submitted job quotes. ▪ You cannot edit an approved quote unless you reopen the quote.
Reopen a quote.	Project Manager	▪ Reopen a quote, if needed.
Print a quote, draft quote, or order confirmation.	Project manager, or any employee with requisite permissions	▪ You can print your job quotes and order confirmations.
Delete and restore quote revisions.	Project Manager	▪ You can delete quote revisions and restore the versions, if needed. ▪ Prior to restoration, reopen the approved or deleted quote.

Setup Instructions

For users with the requisite access rights, the Quotes workspace is available by default.

Credit Control Follow-Up

Deltek Tracking: 1065613

This feature introduces support for credit control in iAccess. Credit Control concerns following up on outstanding customer payments and is typically managed by A/R. However, sometimes the project manager or account manager may be involved in the credit control process. Since these roles primarily use iAccess, this feature ensures that these roles can manage their part of the credit control in iAccess.

We've introduced two methods for credit control:

1. Standard Credit Control functionality based on event flows
2. Credit control based on the new Conversation functionality with A/R Review Comments.
3. New Collections workspace to support the functionality.

Note: Additionally, a the Cash Collection notification is added to iAccess.

Changes to Maconomy

- A new field **Credit Control Event Flow No**. is added to Show All Invoices in order to provide a foreign key to eventflow.
- A new action **Create Credit Control Event Flow** is added to Show All Invoices.
- A new Collections workspace supports the functionality.

Standard Credit Control Based on Event Flows

The typical workflow for credit control follows:

- The A/R responsible starts an event flow in Workspace Client for an unpaid customer invoice.
- The A/R person may need an action from the project manager (or account manager/another person) and therefore creates an event in the event flow for follow-up by the project manager.
- The project manager receives a notification about the event. When opening the notification the project manager is brought to the event where he can describe the action he took and close the event.

Cash Collection Activity Notification

The standard notification, Cash Collection Activity, has been added to iAccess to inform users about open cash collection events that are assigned to them.

It is triggered when:

- A cash collection event is open on or before the planning starting date specified on the event.
- An event follow-up date is either on the current date or in the past.

This notification in turn triggers the Collection Activity notification. The Collection Activity notification is received by the following users:

- The employee assigned to the event. The user will be sent to the new Collections workspace.

A/R Review Comments

In addition to the standard credit control functionality, the Conversations feature has been added to the new Collections workspace to provide an additional way to communicate about unpaid customer invoices (or to have a conversation about any invoice).

The conversation appears as a second tab in the workspace.

Any unread conversation will appear in the Conversations Center (standard conversation functionality).

Collections Workspace

A new Collections workspace (**Customers » Collections**) shows all invoices to which a user has access. If a Cash Collection workflow has been created for the invoice, a tab Invoice displays with the cash collection events.

Invoice Tab—This tab shows all invoices/credit memos to which the user has access to (Job Cost/Sales/Subscription Order invoices/Credit Memos).

Embedded BPM Reports in iAccess Workspaces

Deltek Tracking: 1068610, 966794, 1142763

BPM reports are now better integrated into the iAccess interface. If you click a report name in the menu, iAccess opens the workspace for that report and displays the report as an embedded web page. Each workspace still features a configurable link that you can click to run the report and open it in a separate browser tab.

Note that some links in iAccess reports still link to workspaces in the Workspace Client.

Changes to iAccess

To support this enhancement, all reports are now standalone workspaces that are listed in the menu, or under submenus. Specifically:

- The Reports tab of the Job Home workspace is now a submenu (Jobs » Jobs » Reports) that lists the following new report workspaces:
  - WIP Aging
  - Profitability Budget
  - A/R Transactions
- The Job Reports workspace previously found under the Reporting menu section is now a submenu under the Jobs menu section. It lists the following new report workspaces:
  - Job Profitability Summary
  - Job Profitability Budget
  - Job Profitability Budget, by Task
  - Job Profitability Comparison
  - Job Profitability Periodic
  - Job Profitability Transactions
  - Job Budget to Actuals YTD
  - Job Budget to Actuals, by Task
  - Job Status, by Task & Employee
  - WIP Aging
  - Revenue Analysis
- The Customer Reports workspace under the Customers menu section is now a submenu that lists the following new report workspaces:
  - A/R Aging
  - A/R Transactions
  - Customer Invoices
  - Customer Profitability
  - Customer Statement
  - WIP Aging by Dimension
- The Reports menu section is now called Reporting.
- BI Launch Pad is now a standalone report workspace under the Reporting menu section.
- The Management Reports workspace is now a submenu under the Reporting menu section. It lists the following new report workspaces:
  - Utilization, by Employee
  - Realization, by Employee
  - Realization, by Account Manager
  - Job Profitability Summary, by Job

    - Customer Profitability, by Customer
    - Profit and Loss
    - Profit and Loss, by Dimension
    - A/R Aging

- The Reports workspace previously found under the Self Service menu section is now the Employee Reports submenu found under the Human Resources menu section. This new submenu lists the following new report workspaces:
    - Employee Time Overview
    - Utilization
    - Realization

> **Note:** These reports are no longer meant for the use of the individual employee, but are now intended for Human Resource personnel, People Managers, and the like. Thus, the reports have been moved to the Human Resources menu section, and they no longer display with the employee number prefilled.
>
> Companies who wish to allow their individual employees access to these reports will have to customize their installation so that the reports are moved back to the Self Service menu section; they will also have to enable the employee number prompt.

Invoice History Enhancements

Deltek Tracking: 586355, 1209696

Tracking the remaining balances of your job invoices is now available in iAccess. This functionality introduces the **Remainder** field and the **Partially Reconciled** payment status to enable you to easily determine partial payments made to your invoices.

The **Partially Reconciled** status is color-coded either yellow or red. The status is yellow if there are payments made but the invoice is not yet due, whereas red indicates partially paid invoices that are due.

Changes to iAccess

The **Remainder** field and the **Partially Reconciled** payment status are available in the following workspaces:

- Invoice on Account
- WIP Invoice
- Job Invoices
- Customers
- Customer Invoicing
- Collections

Setup Instructions

There are no changes to setup for this enhancement.

Touch

Updated Icon in the App Store

Deltek Tracking: 1209758

The color of the Touch iOS application icon that displays in the Apple App Store has been updated to use dark lavender. In the previous release, the icon used blue, which was similar to that of the other Deltek mobile applications.

> **Note:** The icon color (blue) for Android remains the same.

String Object Type for System Numbers

Deltek Tracking: 1189200

The object type for system numbers has been changed to String from Integer to support a higher range of system numbers, on which many Maconomy fields are based. If you are using extensions in Touch (especially based on the MScript Web service), this update may affect several screens, such as **Purchase Orders**, **Expense Sheets**, **Vendor Invoices**, and **Draft Invoices**, among others.

If you are using extensions, you need to review them to make sure they are not affected.

Support for Quote Approval in Touch

Deltek Tracking: 1075354

Touch now supports approval of job quotes.

> **Note:** For more information, please see Support for Quote Approval in Touch under the Job Quote Approval in Maconomy section of this document.

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

Deltek Tracking: 1074882

You can now register and update time check-in and check-out entries several times per day on the **Timesheet** screen. This is useful, for example, when you have urgent personal appointment or breaks within your working day. You can only use this feature, however, if the **Check-In** field for you on the Employees tab in Maconomy core is enabled.

The **Summary** and **Timesheet** (for Approval) screens have also been updated with the check in feature.

Integrations

Deltek Talent Management Organizational Structure Integration

Deltek Tracking: 597578

This enhancement enables you to create and maintain a multi-level organizational structure in Maconomy, and to obtain and apply the hierarchy to new hires in Talent Management.

Prior to this, the organizational information for a Maconomy employee and a Talent Management user was limited to the top organizational unit. By utilizing the tree structure functionality in the Reporting Structures workspace, you can now select top, intermediate, and bottom organizational levels. The Maconomy company will serve as the top level, whereas an Entity dimension will reflect the executing department at the bottom. As for intermediate levels, you can select any value. In addition, you can push the organizational structure and any subsequent changes from Maconomy to Talent Management. Likewise you have the option to apply the structure to new hires and vice versa.

To facilitate this synchronization, the **Reporting Structure Name** field and **Export Organizational Structure** action are available in the Talent Management Setup workspace. The former allows you to select an existing reporting structure in Maconomy while the latter creates a background task that exports the selected organizational structure to Talent Management.

With this integration you can set up and maintain your organizational structure primarily in Maconomy.

Changes to Maconomy

The following workspaces are updated:

- Talent Management Setup workspace
- Talent Management Integration Setup single dialog workspace

Procedures

Export Organizational Structure

When you have created your organizational structure in Maconomy, you can export the organizational information to Talent Management.

> **Note:** Updates to the organizational structure will only reflect on a Maconomy employee connected to a Talent Management user.

To export the organizational structure:

1. Go to **Set-up » Talent Management Setup**.
2. Select an existing reporting structure from the **Reporting Structure Name** field. The selected structure must be an Entity type.
3. Click the **Save Talent Management Integration Setup** icon.
4. Click the **Export Organizational Structure** action to create a background task that will export the organizational structure.
5. View the exported organizational structure of the Talent Management user under the Position Information section.

Setup Instructions

Enable Deltek Talent Management Integration

To enable this feature:

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Enable Standard Extensions** parameter.

3. On the System Parameter sub-tab, select the **Enable Deltek Talent Management Integration** parameter. Enable the integration for all companies referenced in the organizational structure.

Create Organizational Structures

The Reporting Structures workspace allows you to create a hierarchical structure through its tree table functionality.

> **Note:** Not all fields on the Reporting Structures workspace are used for the Talent Management integration. For example, the **Periodic** field is a generic field for Reporting Structures but does not apply to an organizational structure.

To create the organizational structure:

1. Go to **Set-up » Reporting » Reporting Structures » Reporting Structure Lines**.
2. Create a new reporting structure with an Entity type.
3. Add reporting structure lines to reflect the organizational structure that you want to export to Talent Management.

   In the **Classification** field, add company numbers as top organizational levels and assign each number only once. The bottom organization levels must be entity dimensions and have no label restrictions. These are not specific to a company and you can use the entity dimensions multiple times. For example, you can add the same department name for companies 1 and 2.

   As for intermediate levels, you must enter free texts in the **Description** field and place these in the hierarchy using the Grouping or Indentation on the line.

People Planner Integration

Deltek Tracking: 1132123

Updated Namespace Value for People Planner

Deltek Tracking: 1135203

The Web Service API Namespace API system parameter is updated with a new default value: http://peopleplanner.deltek.com/api.

The value in this parameter is used when logging in to the People Planner API.

System Admin

Improved Data Imports

Deltek Tracking: 1035212, 934690

- A new Data Import Packages workspace streamlines the administration around importing multiple imports, assists in the managing of import data, offers a new level of validation and offers more intuitive insight into import status and error handling.
- Import performance: Use TDH/DbDesc instead of database lookup – The execution of running imports via the new Data Import Packages workspace has been optimized to improve the time taken to import data. (1079489)

System Parameter for Import Programs

The **Use Internal Names in Import Dialogs** system parameter is introduced to enable Maconomy to automatically include internal names in import criteria as a default setting when you open any import dialog box. This system parameter is enabled by default when you upgrade to 2.4.5, but can be disabled in the System Setup.

Note: See the *Deltek Maconomy 2.5 System Admin Guide* for details.

APM Template Dashboards

Deltek Tracking: 1126447

The Application Performance Monitor (APM) is a logging framework designed to serve several different monitoring purposes:

1. Audit logging of all user logins
2. High-level activity logging of incoming requests
3. Detailed drill-down logging of long-running requests

Note: See the *Deltek Maconomy Application Performance Monitor* guide for more details.

With 2.5, we release template dashboards built using Splunk, a third-party vendor, to help you view logging data in a graphical format.

Performance Improvements

Notifications Recalculation Optimization

Deltek Tracking: 1062532

There is a significant performance improvement for the recalculation of notifications due to a new collective query that functions by user role.

Switch Off Legacy Lifestyle Functionality

Deltek Tracking: 1187732

- A setting is introduced to switch off legacy lifecycle functionality, and avoid database operations caused by legacy lifecycle functionality.

Technology Enhancements

Deltek Tracking: 1132196

- **Import Program for Import Packages** – Allows for ability to upload files and create package lines and structure.

Time and Date Formats in Exported Data

Deltek Tracking: 1036774

Prior to this release, when you exported data from the Workspace Client to Microsoft Excel containing time and date information, the dates were saved as `yyyy-mm-dd` and times were saved as `H:mm`, which is the standard Maconomy format. This enhancement enables you to export this data either the Maconomy standard format mentioned above, or in the format speciffied by your operating system settings.

By default, this data is exported in the operating system format. The DateTimeExportFormat parameter is added to the ExportDataSet action in the GlobalDefinitions.mdml.xml file to allow you to change the setting. To change the export date format to the Maconomy standard format, you must set the parameter value to MaconomyStandard in the GlobalDefinitions file.

Multiple Fonts Support

Deltek Tracking: 591777

You can now specify a list of fonts to use for rendering text in MPL. For each character in the text, an appropriate font supporting it is selected from the list. Previously, unsupported characters would be ignored by the system and thus, printed as blank.

This feature also supports a fallback font. For characters with no suitable font installed to render them, they will be rendered with a font to obviously show that there is some additional font configuration required, as opposed to before where they would simply be left blank in the print.

`fontname` attribute

The `fontname` attribute describing the font(s) to be used now supports both a single STRING value as well as a LIST of STRING value. For example, given that JhengHei and Leelawade fonts have been configured to be used in Maconomy, (for Simplified Chinese and Thai accordingly), fonts are now specified in the following manner.

Current functionality: `"你好，世界 สวัสดีเพื่อนของฉัน hello":fontname="Helvetica"`

New functionality: `"你好，世界 สวัสดีเพื่อนของฉัน hello":fontname=["Helvetica", "JhengHei", “Leelawade"]`

Because the `fontname` attribute can now take a list of fonts, an appropriate font is used for each character. In this example, Helvetica is used to print “hello”, `JhengHei` to print 你好，世界, and Leelawade to print สวัสดีเพื่อนของฉัน. Altogether, the text is printed as follows:

你好，世界 สวัสดีเพื่อนของฉัน hello

The new list format can be used in any place where the fontname attribute is expected, for example, in the default tag:

```
<default tag=text attribute=fontname value=["Helvetica", "JhengHei", “Leelawade"]>

<default tag=eval attribute=fontname value=["Helvetica", "JhengHei", “Leelawade"]>
```

Default Font

A default font to use system-wise for Maconomy prints can be specified in the Definitions/MaconomyCustom.ini file by editing the DefaultFont setting under the MPLConfig section. For example:

```
[MPLConfig]
DefaultFont=HelveticaUni
```

As of Maconomy 2.5, the default font can be a comma separated list as well, for example:

```
[MPLConfig]
DefaultFont= HelveticaUni, JhengHei, Leelawade
```

Specifying the default font to be a list of fonts allows Maconomy to support printing in multiple languages without having to customize your MPL layouts.

> **Note:** Remember to recompile your prints after changing the default fonts by running MaconomyServer –UP, –UEP, and –UIP commands, for example:
>
> ```
> MaconomyServer.w_20_0.cmd -Sw200 -UP    // re-compiles standard layouts
> MaconomyServer.w_20_0.cmd -Sw200 -UEP   // exports custom layouts
> MaconomyServer.w_20_0.cmd -Sw200 -UIP   // re-imports (re-compiles) custom layouts
> ```

Last Resort Font

It is now possible to also configure a last resort font to be used when no other configured fonts support a given character. For example, if the Unicode Last Resort font (https://unicode.org/policies/lastresortfont_eula.html) is used as the last resort font in Maconomy, this text:

```
"你好，世界 สวัสดีเพื่อนของฉัน hello":fontname="Helvetica"
```

will be printed in the following way:

Previously, only the word “hello” would show in reports. The other characters were printed as blank.

Maconomy 2.5 pre-packages the Unicode Last Resort font in the TPU as FontSupport\fonts\LastResort.ttf. To use it, you must:

1. Specify it in the FontSupport\FontFileMap.lst file as a tab separated entry:

   ```
   LastResort   LastResort.ttf
   ```

2. Add it to the FontSupport\FontAttributeMap.lst file, also as a tab separated entry:

   ```
   LastResort   LastResort
   ```

3. Configure the LastResortFont setting in the Definitions\MaconomyCustom.ini file

   ```
   [MPLConfig]

   LastResortFont=LastResort
   ```

For more information about this feature, refer to the *Deltek Maconomy System Administration Guide* and *Deltek Maconomy Language Reference Guide*.

Install and Upgrade Enhancements

Deltek Tracking: 1132199

Updated Message

Deltek Tracking: 996355

The message issued when User Account is blocked to support Reset Password is updated.

MConfig "No Output" Option

Deltek Tracking: 783416

When running MConfig from a command line with a script, it is now possible to add an option "—nooutput." This prevents MConfig from asking for information missing in the script and fail instead.

For example:

```
MConfig --nooutput MyScript.msc
```

People Planner REST URL

Deltek Tracking: 1062525

Mconfig is extended to include a People Planner REST API URL for iAccess.

Disaster Recovery Configuration

Deltek Tracking: 1178503

Mconfig now supports a disaster recovery server configuration.

Extension Framework Enhancements

Deltek Tracking: 1132192

- **Automatic Read Enabled in Container-Executor Operations** – Reads are now automatically invoked whenever a data container is queried. Previously, it was in some cases necessary to explicitly read before querying it. This enhancement introduces a reread() method that you can utilize for cases where an explicit re-read of a container is necessary due to the side effects in other container-executors. See the *Migration Guideline in the Extension Framework Programmer's Guide* for details. (1027580)
- **Namespace Annotation for Java Extensions** – Namespaces are now defined differently. With this enhancement, it is easier to declare constants that include the namespace. The *Extension Framework Programmer's Guide* highlights how to migrate from the old deprecated way of defining namespaces to the new way. (1027580)
- **Ability to Develop iAccess against local coupling service** (1128255)
- **Deprecating iAccess FPU import wizard** (1186303)

Workspace Client Platform & Usability Enhancements

Deltek Tracking: 947517

Default Communication Protocol for Workspace Client

Deltek Tracking: 1180507

Maconomy 2.5 now uses Mux-RMI as the default communication protocol between the Workspace Client and the Coupling Service.

This particularly benefits users that access Maconomy from the internet, rather than through the local company network. Benefits include shorter connect time, fewer network errors, and better load balancing and fail-over characteristics.

For network administrators, the new protocol means that session stickiness is no longer required for the Workspace Client to work reliably on load balanced Maconomy installations.

Appendix A – Field Descriptions

This section lists fields and descriptions for 2.5 features.

Document Archive for Draft Invoices Fields / Descriptions

Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing

Single Dialogs » Job Cost » Invoicing » Invoice Editing » Invoice Editing

Document Archive island

Field	Description
Document Archive	This field shows the archive number of the attached document
Document Count	This field shows the number of documents in the Document Archive.

Action	Description
Attach Document	Use this action to attach a document to the current invoice. For example, this could be a scanned receipt which serves as documentation for the invoice.
Delete Document	Use this action to delete the current document from the invoice's document archive. If a document archive is assigned to the invoice edit being removed, it remains assigned to the now saved previous edit.
Restore Editing	Use this action to restore a previous edit of the invoice. If the previous edit has a document archive, it is assigned to the current edit.
Restore Editing, Summary	Use this action to restore a previous edit of the invoice. If the previous edit has a document archive, it is assigned to the current edit.
Restore Editing from Invoice	Use this action to copy an invoice edit from a printed invoice. If the copied edit has a document archive, it is not reassigned or copied to the current invoice edit.

Action	Description
Print Invoice	Use this action to print the invoice. When you print an invoice that has a document archive, it is reassigned to the finalized invoice.

Jobs » Blanket Invoicing » Invoice Selection » Draft Invoices » Invoice Editing

Single Dialogs » Job Cost » Invoicing » Blanket Invoice Selection » Blanket Invoice Collection

Action	Description
Remove Approval	Use this action to remove approval of a draft invoice. When removed, the draft is saved as a previous edit. The document archive for the previous edit is no longer attached to any invoice, but continues to exist in the Documents and Notes workspace.
Print Invoice	Use this action to print the invoice. When you print an invoice that has a document archive, it is reassigned to the finalized invoice.

Jobs » Blanket Invoicing » Invoice Editing » Invoice Editing » Documents

Action	Description
Delete	Use this action to remove the blanket invoice draft invoice edit as a whole. Job specific lines are saved as previous edits on each job separately. For deleted blanket draft invoices, the document archive is not saved to any previous edit and thus cannot be restored. However, the document archive remains accessible in the Documents and Notes workspace.
Restore Editing	Use this action to restore previous edits from jobs now involved in the blanket invoicing as a current invoice edit. Unlike ordinary invoice edits, the document archive for a previous blanket draft invoice edit is not restored to the invoice editing view.
Restore Editing, Summary	Use this action to restore previous edits from jobs now involved in the blanket invoicing as a current invoice edit. Unlike ordinary invoice edits, the document archive for a previous

Action	Description
	blanket draft invoice edit is not restored to the invoice editing view.

Jobs » Jobs » Invoicing » Invoice Selection

Single Dialogs » Job Cost » Invoicing » Invoice Selection » Invoice Selection

Action	Description
Remove Latest Draft	Use this action to remove the current draft invoice and save it as a previous edit. If the draft invoices has a document archive, it remains attached to the previous edit. unless the invoice is a blanket invoice. The previous edit overwrites any existing previous edits. Any document archive for the deleted previous edit is no longer attached to any invoice, but continues to exist in the Documents and Notes workspace.
Remove All Drafts	Use this action to remove the current draft invoice and save it as a previous edit. If the draft invoice has a document archive, it remains attached to the previous edit, unless the invoice is a blanket invoice. The previous edit overwrites any existing previous edits. Any document archive for the deleted previous edit is no longer attached to any invoice, but continues to exist in the Documents and Notes workspace.
Print Invoice	Use this action to print an invoice. When you print an invoice that has a document archive, it is reassigned to the finalized invoice.

Setup » Documents and Notes » Documents » Document Archives

Single Dialogs » Set-Up » Document Handling » Document Archives single dialog workspace» Document Archives » Documents sub-tab

Action	Description
Delete Document Archive	Use this action to delete a document archive. An error displays if you delete a document archive that is used in an invoice edit, previous edit, or an invoice.

Sales Orders » Sales Orders » Lookup » Invoices

Single Dialogs » Sales Orders » Lookup » Show Invoice » Show Invoice

Document Archive island

Field	Description
Document Archive Number	This field shows the archive number of the attached document.
Document Archive Description	This field shows the document archive description.

Sales Orders » Sales Orders » Lookup » Credit Memos

Single Dialogs » Sales Orders » Lookup » Show Credit Memo » Show Credit Memo

Document Archive island

Action	Description
Document Archive Number	This field shows the archive number of the attached document.
Document Archive Description	This field shows the document archive description.

Jobs » Jobs » Invoicing » Invoice History

Single Dialogs » Job Cost » Invoicing » Job Invoice History » Job Invoice History » Invoices

Action	Description
Document Archive Number	This field shows the archive number of the attached document.
Document Archive Description	This field shows the document archive description.

Single Dialogs » Job Cost » Lookup » Job Invoice Overview » Job Invoice Overview » Job Invoice Lines

Action	Description
Document Archive Number	This field shows the archive number of the attached document.
Document Archive Description	This field shows the document archive description.

Enhanced Vendor Invoice Allocation Workspace to Support Reallocation Fields / Descriptions

Single Dialog » Accounts Payable » Registration » Invoice Allocation » Invoice Allocation Tab

Invoice Island

Field	Description
Reallocation Date	This dynamic field shows the date when you reallocated the invoice. Maconomy suggests the date on which the invoice or credit memo was registered, but you can change the date manually. Maconomy checks that the date is within the open posting period.
Date Posted	This dynamic field shows the date when you posted the vendor invoice or credit memo. This dynamic field shows only when you post the vendor invoices and credit memos.
Attn.	Specify the vendor's attention person; that is, the person to whom shipping and payment information is directed.

Company Island

Field	Description
Base Currency	This field shows the currency used as base currency in the company specified in the **Company No.** field. See the **Base Currency** field in the Company Information single dialog workspace in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Approval Hierarchy Status Island

Field	Description
Approval Relation	This field shows the relation used in connection with the type of registration.
Approval No.	This field shows the approval number of the vendor invoice or credit memo. The number is incremented by one each time you submit the vendor invoice or credit memo for approval.
Approval line No.	This field shows the approval line number, which indicates the current approval level of the vendor invoice or credit memo based on the order in the current approval hierarchy.
Approval Status	This field shows the approval status of the current vendor invoice or credit memo. The possible statuses are: ▪ **Approved**

Field	Description
	▪ **Rejected** ▪ **Released**
Approval Status Details	This field shows details regarding the latest approval status of the current vendor invoice or credit memo.
Header Can Be Approved By Current User	This field indicates if the current user can approve the header of the vendor invoice or credit memo.
Header Approved Or Rejected By	This field shows the user who approved or rejected the header of the vendor invoice or credit memo.
Header Approval Or Rejection Date	This field shows the date when the user approved or rejected the header of the vendor invoice or credit memo.
Header Approval Or Rejection Time	This field shows the time when the user approved or rejected the header of the vendor invoice or credit memo.
Header Approval Or Rejection Comment	This field shows any comments entered by the user related to the approval, release, or rejection of the vendor invoice or credit memo.
Workflow Status	This field shows the status of the vendor invoice or credit memo within a workflow. The possible workflow statuses are: ▪ **Open** ▪ **Closed** ▪ **Submitted** ▪ **Approved** ▪ **Rejected Header** ▪ **Rejected Lines**

Single Dialog » Accounts Payable » Registration » Invoice Allocation » Invoice Allocation Tab » Invoice Allocation Lines Sub-Tab

Field	Description
Local Account No.	Specify a local account number when you allocate the invoice to a company that uses local chart of accounts.

Approval Hierarchies Refactoring Fields / Descriptions

Human Resources » Employees » Employees » Employees » Users » User Information » Roles » Actions

Setup » Users » Users » User Information » Actions

Single Dialog » Set-Up » Access Control » Actions » Actions Tab

Single Dialog » Set-Up » Access Control » User Action Groups » User Action Group Tab

Permitted Job/Cost Actions Island

Field	Description
Submit Job Budgets	Select this check box to allow users in the selected group to submit job budgets. During upgrade, this field uses the value in the **Change Job Budgets** field.

Permitted A/P Actions Island

Field	Description
Submit Purchase Orders	Select this check box to allow users in the selected group to use the **Submit Purchase Order** action in the Purchase Orders workspace. During upgrade, this field is selected by default.
Submit Vendor Invoices	The **Release Vendor Invoices** field is renamed to **Submit Vendor Invoices**. Select this check box to allow all users in the selected group to release vendor invoices. It gives users the ability to submit invoices for approval in the Vendor Invoices and Invoice Allocation workspaces.
Approve Vendor Invoices	Select this check box to allow all users in the selected group to approve vendor invoices for posting in the Vendor Invoices and Invoice Allocation workspaces. During upgrade, this field uses the value in the **Submit Vendor Invoices** field.

Human Resources » Employees » Employees » Employees » Users » User Information » Roles » Actions » Company Specific Actions Sub-Tab

Setup » Users » Users » User Information » Actions » Company Specific Actions Sub-tab

Single Dialog » Set-Up » Access Control » Actions » Company Specific Actions Sub-tab

Field	Description
Submit Purchase Orders	Select this check box to enable the user role to submit purchase orders.
Approve Vendor Invoices	Select this check box to enable the user role to approve vendor invoices.
Submit Draft Invoice	Select this check box to enable the user role to submit draft invoices.
Approve Draft Invoice	Select this check box to enable the user role to approve draft invoices.
Submit Job Budgets	Select this check box to enable the user role to submit job budgets. Only users with access rights can select this field. **Note:** If a user without access rights tries to select the **Submit Job Budgets** field, Maconomy displays an error message.
Approve Job Budgets	Select this check box to enable the user role to approve job budgets. Only users with access rights can select this field. **Note:** If a user without access rights tries to select the **Approve Job Budgets** field, Maconomy displays an error message.

Access Control for Approvers Fields / Descriptions

Setup » Approval Hierarchies » Approval Hierarchy Rules

Single Dialogs » Set-Up » Approval » Approval Hierarchy Rules » Approval Hierarchy Rules

Approver Access Tickets island

Field	Description
Approved Tickets Expire	Select this check box to enable deletion of access tickets after a specified number of days after approval. Maconomy runs a daily scheduled background task to delete expired tickets. If this check box is deselected, approver access tickets do not expire. Note that not deleting tickets may gradually impact system performance.

Field	Description
	Note: This functionality does not apply to approval hierarchies used in jobs, job budgets, job quotes, and draft invoices.
Days from Approval to Expiration	Specify the number of days before an approved access ticket expires and is deleted. By default, the value in this field is 60. Maconomy deletes the ticket 60 days after the objects in the ticket are approved.
Unapproved Tickets Expire	Select this check box to delete unapproved access tickets after a specified number of days. Maconomy runs a daily background task to delete expired tickets. If this check box is deselected, unapproved access tickets do not expire. Note that not deleting tickets may gradually impact system performance. **Note:** This functionality does not apply to approval hierarchies used in jobs, job budgets, job quotes and draft invoices.
Days from Submission to Expiration	Specify the number of days before a submitted and unapproved access ticket expires and is deleted. By default, the value in this field is 120. Maconomy deletes the ticket 120 days after the ticket is submitted and remains unapproved.

Single Dialogs » Set-Up » Approval » Approver Access Ticket Expiration » Approver Access Ticket Expiration

Action	Description
Delete Expired Tickets	This action is run by a scheduled background task to delete all expired approver excess tickets.

New DebitCredit Field on ReportingStructureLine Fields / Descriptions

General Ledger » Financial Reporting » Setup » BPM » Reporting Structure » Reporting Structure

Single Dialog » Set-Up » Reporting » Reporting Structures » Reporting Structure Header » Reporting Structure Lines Sub-Tab

Field	Description
Debit/Credit	Select whether the account in the reporting structure line is a debit or a credit balance.

Base Salary Rate Calculation for an Employee Range Fields / Descriptions

Human Resources » Base Salary Rate Calculations » Calculation » Calculate Base Salary Rate

Single Dialog » Human Resources » Compensation Calculation » Calculate Base Salary Rate

Selection Criteria island

Field	Description
Employee No.	Enter the range of employee numbers to include in the base salary rate calculation. If this field is blank, Maconomy calculates the base salary rate for all employees.

Self -Approval in Approval Hierarchies Fields / Descriptions

Setup » Approval Hierarchies » Approval Hierarchy Selections » Approval Hierarchies

Single Dialog » Set-Up » Approval » Approval Hierarchies

Approval Hierarchy Island

Field	Description
Submitter Can Approve (Default)	Select this check box to specify the default setting for self-approval when creating new approval hierarchy lines.

Setup » Approval Hierarchies » Approval Hierarchy Selections » Approvers

Single Dialog » Set-Up » Approval » Approval Hierarchies » Approvers

Field	Description
Submitter Can Approve	Select this check box to allow submitters to approve their own submittals for an approval hierarchy line.

Tracking Partial Payments in Invoice History Fields / Descriptions

Jobs » Jobs » Lookup » Invoice History

Single Dialogs » API » Job Cost » Lookup » Customer Invoice History » Invoice

Field	Description
Remainder, Standard	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in standard currency.
Remainder, Base	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in base currency.
Remainder, Original	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in original currency.

Jobs » Job Invoices » Home » Overview

Price Breakdown island

Field	Description
Payment Status	This field is updated to include: ▪ Partially Reconciled – The invoice, pre-invoice or credit memo has been partially settled.

Jobs » Jobs » Lookup » Invoice History » Invoice

Single Dialogs » Job Cost » Lookup » Show Job Invoice » Show Job Invoice

Single Dialogs » Job Cost » Lookup » Show Job Credit Memo » Show Job Credit Memo

Status island

Field	Description
Payment Status	This field is updated to include: ▪ Partially Reconciled – The invoice, pre-invoice or credit memo has been partially settled.
Remainder, Standard	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in standard currency.
Remainder, Invoice Currency	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in invoice currency.
Remainder, Base	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in base currency.

Single Dialogs » Job Cost » Invoicing » Job Invoice History » Job Invoice History

Totals island

Field	Description
Remainder, Base	This field shows the balance of the customer entry, which remains to be reconciled, in base currency.

Single Dialogs » Job Cost » Invoicing » Job Invoice History » Invoices

Single Dialogs » Accounts Receivable » Lookup » Show All Invoices » Invoice

Field	Description
Payment Status	This field is updated to include: ▪ Partially Reconciled – The invoice, pre-invoice or credit memo has been partially settled.
Remainder, Standard	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in standard currency.
Remainder, Base	This field shows the balance of the customer entry, which remains to be reconciled, in base currency.
Remainder, Original	This field shows the balance of the invoice, pre-invoice or credit memo, which remains to be reconciled, in original currency.
Standard Currency	This field shows the standard currency of the invoice customer entry.
Base Currency	This field shows the base currency of the invoice customer entry.
Original Currency	This field shows the original currency of the invoice customer entry.

Invoice History Enhancements Fields / Descriptions

Invoice on Account, WIP Invoice, Customer Invoicing

Invoice History tab

Field	Description
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.
Payment Status	This field displays the additional status:

Field	Description
	▪ Partially Reconciled – The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.

Job Invoices, Collections

Overview tab

Field	Description
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.
Payment Status	This field displays the additional status: ▪ Partially Reconciled – The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.

Job Invoices

Crediting tab

Field	Description
Remainder	This field displays the remaining balance of your invoice, pre-invoice, or credit memo, in the currency of your invoice.
Payment Status	This field displays the additional status: ▪ Partially Reconciled – The amount due for the job invoice is partially paid. The status is color-coded yellow if the invoice has a remaining balance and red if there are payments made but the balance is due. This is in the currency of your invoice.

Deltek Talent Management Organizational Structure Integration Fields / Descriptions

Setup » Talent Management Setup » Administration

Single Dialog » Set-Up » Set-Up » Talent Management Integration Setup

Field	Description
Reporting Structure Name	This field allows you to select an existing reporting structure to export to Talent Management. The selected structure must be an entity, which is currently the only dimension supported in this integration.

Action

Action	Description
Export Organizational Structure	Select this action to delete all previously exported organizational structures and to upload a new one. If you delete an organizational structure without exporting a new one, the Talent Management user information will not change. In addition, this action creates a background task that runs a validation of all the top organization levels, and the company and entity combinations between Maconomy and Talent Management. Once verified that the top levels are company numbers and the combinations are available, you can export the selected organizational structure to Talent Management.

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