




**Deltek**

# Deltek Maconomy® Essentials

## Enhancements Guide

**June 15, 2022**



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## Overview

The Deltek Maconomy Essentials 2.5.2 release contains several new features. This document provides details of the new features, as well as those from previous releases in the 2.5.x stream. It includes a quick reference table in each section to detail the relevant changes in each UI (Workspace Client, iAccess, and Touch) to support each feature.

If you would like to pursue the use of new features, please contact your Account Manager or Customer Success Manager to schedule a consultation.



When activating new features and functionality in Maconomy, we strongly recommend that you do so in your Sandbox environment first. After you have tested this functionality thoroughly, it should then be moved to Production. Please contact your CSM/AM if you require further support from Deltek Global Services.

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## 2.5.2 Enhancements

### Essentials

#### Flextime IA Enhancement

Flextime functionality was previously based on the Employee Information card and not the Employee Revision table. This enhancement allows IA to take Employee Revision into account when selecting an Employee for Flex.

##### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

#### Bank Statement Import Functionality Updates

The previous solutions for Norwegian and Swedish customers to import customer payments is desupported by banks as of the end of 2021. As a result, a new dialog is released to allow users to import bank statements.

##### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

#### Doc Archive for SE Salary Export

A tab is added to the Workspace Client to show the Document Archive for Payroll Export Files. This tab is added as a sub-tab in the Payroll Export workspace and allows documents of different types to be displayed under **Archive No.: SalaryFiles**.

##### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.

UI	Support
iAccess	Not supported.
Touch	Not supported.

## Attach Documents to Pagero Invoices

The new core functionality to attach documents to a Project Invoice has replaced the Norwegian version originally introduced in DFME 2.4.5. You can now attach documents to invoices via the **Attach Document** button in **Invoicing » Draft Invoices » Invoice Editing**.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## Attach Documents to MailPDF Invoices

You can now attach documents to MailPDF invoices via the **Attach Document** button. You can attach a maximum of five documents in MailPDF in addition to the actual invoice.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## New Filters for Invoice Allocation

The following filters are created in iAccess for Invoice Allocation:

### Invoices with no responsible person

This filter shows all vendor invoices with the field **Responsible for Allocation** = blank.

The filter is only visible to the following groups:

- AP Management WSC
- AP Management

- Controlling WSC
- Controller
- Finance AP

**My Invoices to Approve**

Shows all invoices where logged in users employee number is the active approver in the vendor invoice approval hierarchy.

Visible to all.

**My Invoices to Approve Substitute**

Shows all invoices where logged in users employee number is the active substitute approver in the vendor invoice approval hierarchy.

Visible to all.

**All My Invoices**

Shows all invoices where logged in user is tagged in the **Responsible for Allocation** field or where logged in user employee number is an approver or a substitute in the vendor invoice approval hierarchy.  
Visible to all.

**My Invoice Conversations**

Shows all invoices where you been a part of the conversation at any time.

Visible to all.

**What's Changed?**

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Supported in 2.5.2 and described <a href="#">here</a> .
<b>Touch</b>	Not supported.

**Add Field for VAT Code Invoice Editing**

The following updates are made in **Projects » Invoicing » Draft invoices » Invoice Editing**:

- In the header, the **VAT Difference For Invoicing Invoice Currency** field is added under the Editing island
- **Tax 1, currency** and **Tax Code 1** are added as new as default columns on the lines

These changes are made to make it easier to note if a tax code is missing and what the VAT difference is. This is important for Pagero as invoices are stopped in Pagero if the tax on the lines does not add up to the total tax amount.

## What's Changed?

UI	Support
<a href="#">Workspace Client</a>	Supported in 2.5.2 and described here.
<a href="#">iAccess</a>	Not supported.
<a href="#">Touch</a>	Not supported.

## Customer and Vendor Turnover Report Added as Standard Report

The **Customer and Vendor Turnover** report is available to DFME customers as a standard report. A tab is added to the GL Reporting workspace for this report.

## What's Changed?

UI	Support
<a href="#">Workspace Client</a>	Supported in 2.5.2 and described here.
<a href="#">iAccess</a>	Not supported.
<a href="#">Touch</a>	Not supported.

## Add Copy Action for Company Settings and Mappings in Company Information Workspace

This enhancement adds a copy action in **Payroll Export » Company Information** that allows settings and mappings to be copied from another company.

## What's Changed?

UI	Support
<a href="#">Workspace Client</a>	Supported in 2.5.2 and described here.
<a href="#">iAccess</a>	Not supported.
<a href="#">Touch</a>	Not supported.

## Add Favorites Field to Per Diem Lines

The **Favorites** field is added to Per Diem Lines in iAccess and the Workspace Client.



## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Merge Invoice Allocation and Invoice Reallocation

Invoice Allocation and Invoice Reallocation are merged into one tab in the Vendor Invoice Allocation workspace.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Remove Mandatory Condition on Description Field if Std. Description is Populated

In **AR Transaction » Customer payments**, the **Description** field was previously mandatory even if you have selected a value in **Std. Description**.

If a value is selected in the popup field **Std. Description**, then the **Description** field should not be mandatory. However, if **Std. Description** is empty, the **Description** field should still be mandatory. The functionality previously required you to enter a manual description whether a standard description was selected or not.

This is updated so that **Description** is not mandatory if **Std. Description** is populated.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Add Flex Time Balance to Salary Export

This enhancement adds the possibility to add Flex Time balance to the Salary export. This is used when customers keep track of the Flex Time balance outside of Maconomy.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and <a href="#">described here</a> .
iAccess	Not supported.
Touch	Not supported.

## General Enhancements

### Addition of Deltek User Tag

This enhancement allows customer users to see the users that are Deltek users in the system.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and <a href="#">described here</a> .
iAccess	Not supported.
Touch	Not supported.

- Only Administrator users can tag records as Deltek. The Text 1 field is used to mark user records 'Yes' to indicate that it is a Deltek record.
- Non-Deltek and non-Admin user can only view records of Deltek users. All fields and actions for Deltek users are read-only in all user-related dialogs. The fields and actions are only available to users with the **IsAdministrator** field selected, or those with the Deltek tag.
- The following workspaces control these settings:
  - Workspace: Users
  - Workspace: Employees » Users sub-tab
  - Single dialogs:
    - Users
    - User roles
    - Actions
    - Reset Password
    - User Access Levels

## View Project Invoice on Account Reconciliations in Project Invoices Workspace

A new section in the Project Invoices Workspace is added for users to view Project Invoice on Account reconciliations.

### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Update Resource Allocations on Non-Working Budget Types

This feature makes it possible to edit the resource allocations sub table for budget lines of budget types other than the planning budget. A user can change resource assignments and bookings, which may be required to handle change request updates to the Baseline Budget.

### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Check-in Time Required to Match Time Sheet Registration

Maconomy now supports a new check-in rule, which requires an employee's check-in time to match the registered time prior to submitting the timesheet. When the **Required To Match Time Sheet** check-in rule is selected, you cannot submit a timesheet with a nonzero time balance. A warning message displays stating that the registered work hours must be equal to the check-in time for a specific date. You can enter a round up value in the **Check-In Time Round Up** system parameter to allow a slight discrepancy between the logged hours. However, the time balance ultimately needs to be zero to submit the timesheet.

Moreover, the **Required With Balance** check-in rule is renamed to **Required To Match Or Exceed Time Sheet** but functions the same as before. When it is selected, the check-in time must be equal or greater than the registered work hours, otherwise a warning message also displays.

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

## Changes to Maconomy

The following workspaces are updated:

- Employees single dialog
- Employee Revisions single dialog

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## Back Office

### Company Dimension Combinations

The Company Dimension Combinations single dialog workspace is introduced to enable you to quickly look up account, local account, and local chart of accounts derived for a given company and dimension combination header.

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

### Document Archiving Enhancements

You can now archive documents related to customer payments and access attached documents from the Financial Analysis workspace.

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.

UI	Support
Touch	Not supported.

## Synchronous Approval Notification Enhancements

- Approval Notifications are now synchronized to improve performance.
- New **Export Statement** action is added, and new Selection Criterion Statements and Selection Criterion Statement Lines single dialogs are added.
- Maconomy now allows approval hierarchy selection lines without a selection criterion specification.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## Vendor Subcontractor Reconciliation in Different Currencies

This enhancement now enables you to reconcile subcontractor invoices in different currencies.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## New Fields in Option Lists and Popup Fields

New fields are added to the Option Lists and Popup Fields single dialog workspaces to provide more lists for possible values that you can populate in other workspaces.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.

UI	Support
iAccess	Not supported.
Touch	Not supported.

## Enhanced Posting Period Setup

This enhancement now enables you to update posting period setup more efficiently. It grants quick validation of periods when you assign a new posting period setup on companies or transaction type group.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## Exclude Compensation Types and Agreements from Total Base Salary

The **Incl. Result in Total Base Salary** field is added to compensation types and compensation agreements.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## Non-Deductible Tax Amounts on Tax Settlement Entries

This enhancement allows for both deductible and non-deductible amounts to be shown on tax settlement entries.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## BPM/Statutory

### Germany: Statutory Reports Added to the Workspace Client

A link is now available to access a new workspace called German Statutory. This workspace is accessed at the following location: **Reporting » Reports » BPM Statutory Reporting**.

The following reports are included in this workspace:

- Foreign Transactions
- Customer & Vendor Turnover
- Tax Settlement

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

### UK MTD Fraud Header Updates

New headers and header values are submitted to the HMRC site as part of the communication between Maconomy and HMRC. These are invoked by the following actions:

- Get VAT Obligations
- Submit VAT Obligations
- Get VAT Return

These new headers are now in a <key>=<value> format. The additional/changed headers that Maconomy submits to the HMRC are the following:

- Gov-Client-Device-ID
- Gov-Client-Local-Ips-Timestamp

- Gov-Client-User-Agent – This requires **url.mtdsysmanufacturer** and **url.mtdsysmodel** to be set in the server.ini file. **See Appendix C: Setup by Country » United Kingdom for more information.**
- Gov-Vendor-Product-Name

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## UK MTD Period Keys Change on Obligation lines

Period change keys are updated from numeric format (NNNN) to alphanumeric format (NNAN) for quarterly filing, while NNAA for monthly/annual filing. The **Date Submitted** field is now included in the table to check if the entry has already been submitted to HMRC.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Hardcoded Boxes in UK MTD Data Export & UK Tax Submission Report

Effective January 1, 2021, the new HMRC MTD BREXIT rules dictate that Boxes 2, 8, and 9 in the form will no longer be used. These boxes are an EU-specific requirement and no longer apply to the UK as of the beginning of this year. The boxes are now hardcoded with a zero value.

**Note:** These fields still need to be filled in for **Northern Ireland Protocols** which, while part of the UK, is still an EU member.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.



UI	Support
Touch	Not supported.

## Ability to Use Option List - Remarks 2 as Tax Code for NSAFT

NSAFT now has the capability to override the tax code using the remarks 2 field from the same option list for mapping standard tax codew. This feature will override <TaxCode> under <TaxTable> and <TaxInformation>. Character limit of 9 is still enforced for the values from the remarks 2 field. If the Tax Code is neither in the option list nor mapped with a remarks 2 field it will show the original tax code from the Tax Code dialog in Maconomy.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## Embed Statement of Changes in Equity Report in Workspace Client

The new report "Statement of Changes in Equity" is now embedded in the Workspace Client.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## New Fields for Flexible Statutory Reporting

Additional fields are added to the Company Information Card to support statutory reporting.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.

UI	Support
iAccess	Not supported.
Touch	Not supported.

## New Aging and Outstanding Invoice Reports for Australia

Current Australian statutory requirements dictate the inclusion of additional information not provided by the standard AR and AP aging reports. Specifically, these standard aging reports do not include invoice-related details such as the invoice number, due date, reconciled amount, balance, and outstanding tax. In addition to this, the aging reports link to transaction reports which, while listing transactions and amounts related to the aging reports, do not show relevant invoice information.

To address these requirements, the following reports are added:

- **AR Aging (Australia)** - This is a copy of the standard AR Aging report, but links to the new Outstanding Customer Invoices report.
- **AP Aging (Australia)** - This is a copy of the standard AP Aging report, but links to the new Outstanding Vendor Invoices report.
- **Outstanding Customer Invoices** – This new report includes customer information.
- **Outstanding Vendor Invoices** – This new report includes vendor information.

These new reports will assist companies in tracking outstanding payables and receivables, as well as outstanding VAT amounts.

**Note:** While these reports were created primarily to address an Australian statutory requirement, these can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

### Changes to the Workspace Client

In a PSO solution with integrated BPM, the following workspace is updated:

- **Statutory Reporting** – An Australia section is added. Under this the user will find a tab for each new report.

For field descriptions, refer to the *Deltek Maconomy BPM Report Description Guide* for more information.

## E-Invoicing with Pagero

**Note:** With this release, DFME customers now have access to the Pagero common solution.

Maconomy now allows electronic invoicing through an integration with Pagero, a third-party provider of e-invoice products. Their solution supports e-invoicing in many countries and allows mapping to local formats, including the German XRechnung format.

Originally intended to address a German statutory requirement, any company can use this functionality as long as they meet the following requirements:

- They reside in a country that uses the PEPPOL BIS 3.0 format.  
Some countries may require country-specific updates to the mapping.
- They have a Pagero account, and Pagero supports e-invoicing in their country.

Note that only customer invoices sent to Pagero are covered (with the exception of on account invoicing of sales orders and subscription orders, which will be supported in a future release). To date, the Workspace Client is unable to process vendor invoices.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

### Changes to Maconomy

To support this functionality, the following workspaces are added to the Workspace Client:

- Pagero Setup
- Pagero Setup single dialog
- Peppol Mappings single dialog

The following workspaces are also updated:

- Show All Invoices single dialog
- Company Information single dialog
- Customers
- Customer Information Card single dialog
- Company Customers
- Company Specific Customer Information Card single dialog
- System Setup
- System Parameters single dialog

## Workflow

There are no changes to the usual processes for creating and editing customer invoices. E-invoicing starts when you print an invoice.

### Attention:

In some cases, users of the Workspace Client are allowed to edit the amounts specified in the **WIP for Invoicing** fields (**Jobs workspace » Invoicing section » Invoice Selection tab » Work In Progress island**). When users perform this manual edit, Maconomy adjusts the value in the relevant **Invoice Quantity** field (drill down further to the **Selection, Billing Prices sub-tab » Entries panel**). Since this quantity field can only display up to two decimal places, the resulting product of that quantity field value multiplied by the unit price will occasionally only approximate the total billing price for invoicing.

Left uncorrected, invoice lines where the amount for invoicing does not equal unit price multiplied by quantity will cause an error when the XML containing these invoice lines is sent to Pagero. That is, the validation that Pagero performs on the invoice XML will fail because the PEPPOL BIS 3.0 format requires that those two amounts (the product of unit price multiplied by quantity, *and* the total billing price) be equal.

To address this issue, in the XML that is sent to Pagero, the unit price is calculated (that is, unit price equals price divided by quantity) instead of taken directly from the Maconomy database. This means the unit price specified on the invoice line in the XML can differ from the unit price shown in the same invoice line in the Workspace Client.

If your company requires the unit price to be the same in the PDF and XML versions of the invoice, you will need to manually edit the hours or amounts on each line in the applicable sub-tab instead of changing the **WIP for Invoicing** field values in the Invoice Selection tab.

The following are the high-level tasks to accomplish with e-invoicing.

Task	User	Details...
Print an invoice (or credit memo).	Billor	<ul style="list-style-type: none"> <li>Printing an invoice starts the e-invoicing process. The workflow remains the same, regardless of which workspace or single dialog you use to print the invoice.</li> <li>After you click <b>Print Invoice</b> or <b>Print Credit Memo</b>, Maconomy displays a PDF of the invoice.</li> <li>Maconomy also checks if e-invoicing is enabled on the company customer specified as payment customer on the invoice. <ul style="list-style-type: none"> <li><b>If not enabled:</b> Maconomy prints the invoice and takes no further action.</li> <li><b>If enabled:</b> Maconomy proceeds to the next step in the workflow.</li> </ul> </li> </ul>

Task	User	Details...
		<p><b>Attention:</b></p> <ol style="list-style-type: none"> <li>1) Reprints, intercompany invoices, and pre-invoices do not trigger the workflow.</li> <li>2) Zero invoicing, an internal accounting strategy for recognizing revenue, is also not included in the e-invoicing process. That is, printing a zero invoice will not trigger the Pagero workflow.</li> <li>3) On account invoicing of sales orders and subscription orders is currently not supported by the e-invoicing functionality.</li> </ol>
Create background tasks, and carry them out in a specific order.	Workspace Client	<ul style="list-style-type: none"> <li>■ In the Background Tasks workspace, Maconomy creates three background tasks for that invoice.</li> </ul> <p>If you opted for batch invoicing, Maconomy creates three background tasks for each invoice in the batch.</p> <p>The three tasks are:</p> <ol style="list-style-type: none"> <li>1. <b>Attach Original To Archive</b> – This task adds the original PDF to the document archive of the invoice.</li> <li>2. <b>Create Peppol File</b> – This task creates the PEPPOL BIS 3.0 xml file.</li> </ol> <p>All attachments to the invoice are included in the xml file.</p> <p>Maconomy also adds the xml file to the document archive of the invoice</p> <ol style="list-style-type: none"> <li>3. <b>Send to Pagero</b> – This task sends the xml file to your Pagero Online account.</li> </ol> <ul style="list-style-type: none"> <li>■ After sending the xml file, Maconomy displays the following message: “File was successfully sent to Pagero.”</li> </ul> <p>Maconomy also updates the invoice with the following information:</p> <ul style="list-style-type: none"> <li>○ PDF and PEPPOL file names</li> <li>○ PEPPOL mapping name</li> <li>○ Date and time the xml was sent to Pagero</li> </ul>
Convert the xml file to the required format, and send the	Pagero	<p>Upon receipt of the PEPPOL BIS 3.0 xml file, Pagero converts the xml to the format required by your customer and then sends the converted file to them.</p>

Task	User	Details...
invoice to your customer.		This assumes that you previously added the customer to your directory in Pagero Online.

## Statement of Changes in Equity Report

The Statement of Changes in Equity Report is a new report designed to display how a company's equity stock changes throughout the course of each financial year. The report is becoming a statutory requirement in an increasing number of countries. Portugal is one of these countries. However, the report is designed to be standard rather than a country-specific report, and will be usable by other countries as statutory requirements dictate.

The report consists of a single tab displaying one table of data. It utilizes a number of columns that can vary from company to company, depending on what equities they work with. Generally, one of the columns should be Retained Earnings.

An **example** could be the following columns:

Share Capital	Statutory Reserve	Other Reserve	Retained Earnings
---------------	-------------------	---------------	-------------------

For each of these, the following are stated:

- Opening balance as of the beginning of the financial year.
- Changes to the equity made during the financial year. These are actually individual finance transactions that display how equity may be moved between the column.
  - For example, the company can choose to move some of their profit to Share Capital. In this case, you can see the amount subtracted under Retained Earnings and added to Share Capital.
- Result of the Year / Result of the Period.
- Closing Balance which is the Opening Balance + Changes + Result of the Year.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

### Report Details and Scenarios

For more details and example scenarios, refer to the *Deltek Maconomy BPM Reporting Description Guide*.

## Embed 1099 NEC Report in Workspace Client

The 1099 NEC report is now embedded in the Statutory Reports workspace in the Workspace Client with all other statutory reports.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## New Fields for Flexible Statutory Reporting

The Supplement Types single dialog workspace is updated to enable you to select additional areas, which define where the Supplement Types and Supplements belong. The additional areas also allow the supplements to display in various Maconomy dialogs. Additionally, the **Area** field in the Supplement Types single dialog workspace is updated to enable you to select Company Supplement or Company BPM as area.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## Company Supplement and Company BPM

If you select any of these areas, the system connects the specific instance of the supplement to a company and allows the supplement to display on Company Information single dialog workspace and Companies workspace. However, you cannot attach a supplement to the template company that you specify in **Setup » System Setup » System Information » Finance**. An error prevents you from adding a supplement to the template company. When you create new companies, they have empty supplement fields by default, but you can add them later.

**Note:** The Company BPM area is connected to BPM/Statutory Reporting. Thus, BPM provides direction on the use of the fields in this supplement. For other purposes, we recommend that you use Company Supplement instead.

## New Fields in Company Information

This enhancement introduces the new **Company Supplement** and **BPM** fields to the Companies workspace and Company Information single dialog workspace to enable you to add two different supplements. When these fields have values, the Company Supplement and BPM sliding panels also display dynamically.

The Company and Supplement are considered as one unit. Thus, when you delete a company with supplements attached, Maconomy automatically deletes the supplements. To preserve the supplements, you need to detach them from the company before you proceed with company deletion.

### Changes to Maconomy

The following changes are made to support this feature:

- New Fields in Companies workspace
- Updated Documents and Notes workspace
- New Fields in Company Information single dialog workspace
- Updated Supplements single dialog workspace
- Updated Supplement Types single dialog workspace

## Improved Usability of Prompts in Finance Reports

Previously, you had to fill out the mandatory **Reporting Currency**, **Exchange Rate Table**, and **Exchange Rate Date** prompts when running Finance reports. The system required you to answer these prompts, even though you prefer not to display the amounts in the reporting currency. Since the value in the **Use Reporting Currency Prompt** is **No** by default, the finance reports display data in the currency of the company.

This enhancement improves the usability of the prompts in the finance reports of BPM Reporting. The system now automatically populates the prompts with new default values when you access the reports.

Prompt	New Default Value
Exchange Rate Table	Standard
Exchange Rate Date	Current Date
Reporting Currency	<ul style="list-style-type: none"> <li>▪ USD in BI Launchpad</li> <li>▪ First currency in the list in the Workspace Client</li> </ul>

Additionally, the reporting structure of the Finance reports in the Workspace Client and the BI Launchpad is updated to have their own dedicated List of Values (LoVs), as follows:

Prompt	Selected Value
Option List	<ul style="list-style-type: none"> <li>▪ Finance</li> <li>▪ Blank (for Changes in Equity Report)</li> </ul>
Selected Value	<ul style="list-style-type: none"> <li>▪ Standard</li> </ul>



Prompt	Selected Value
	<ul style="list-style-type: none"> <li>Cashflow Statement (for Cash Flow Reports)</li> <li>Blank (for Changes in Equity Report)</li> </ul>

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## Changes to Maconomy

The Financial Reporting workspace is updated to support this feature.

## Setup in Maconomy

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

## Enhanced Financial Reporting Workspace Structure

The structure of the Financial Reporting workspace is enhanced to improve usability. The order, naming convention, and layout of the reports are organized and grouped based on their categories. This enhancement enables you to run the reports more coherently. Previously, the Financial Reporting workspace contains tabs for Balance Reports, Maconomy Reports, Aging Reports, and Setup.

The new and improved layout contains the following tabs and reports:

Tabs	Reports
Balance Reports	Balance Sheet <ul style="list-style-type: none"> <li>Balance Sheet Movement</li> <li>Changes in Equity</li> <li>Trial Balance               <ul style="list-style-type: none"> <li>Trial Balance</li> <li>Trial Balance Analysis</li> <li>Trial Balance No Grouping</li> </ul> </li> </ul>
Cash Flow Reports	<ul style="list-style-type: none"> <li>Cash Flow Statement With Budget</li> <li>Cash Flow Statement, By Dimension</li> <li>Cash Flow Statement Indirect Method</li> </ul>

Tabs	Reports
Transaction Reports	<ul style="list-style-type: none"> <li>▪ Cash Flow Forecast</li> <li>▪ Financial Reports</li> <li>▪ Finance Entries</li> <li>▪ Finance Transactions</li> <li>▪ General Ledger</li> <li>▪ G/L Report Writer <ul style="list-style-type: none"> <li>▪ Print</li> <li>▪ Reprint</li> <li>▪ Output</li> <li>▪ Reports</li> <li>▪ Columns</li> <li>▪ Metrics</li> <li>▪ Selection Criteria</li> <li>▪ Line Styles</li> </ul> </li> <li>▪ Fixed Assets</li> <li>▪ Asset List</li> </ul>
Tax Reports	<ul style="list-style-type: none"> <li>▪ Customer and Vendor Turnover</li> <li>▪ Tax Settlement</li> </ul>
Profit and Loss	<ul style="list-style-type: none"> <li>▪ Profit and Loss</li> <li>▪ Profit and Loss, By Dimension</li> <li>▪ Profit and Loss, Fiscal Year</li> <li>▪ Profit and Loss, Periodic</li> <li>▪ Profit and Loss, Comparative Year</li> </ul>
Aging Reports	<ul style="list-style-type: none"> <li>▪ AR Aging</li> <li>▪ AP Aging</li> <li>▪ WIP Aging</li> </ul>
Setup	<ul style="list-style-type: none"> <li>▪ BPM <ul style="list-style-type: none"> <li>▪ Reporting Structures</li> </ul> </li> <li>▪ Aging <ul style="list-style-type: none"> <li>▪ List of Aging Principles</li> </ul> </li> </ul>

You can access the reports via the Workspace Client. They are located in **Reporting » Reports » Overview » Financial Reporting Workspace**.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Changes to Maconomy

To support this functionality, the Financial Reporting workspace is updated.

## BPM Reporting Finance Universe Updated for Direct Retrieval

### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.2 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Retrieving Year-End Result Accounts

The BPM Reporting Finance universe is updated so that the year-end result account and associated dimensions are retrieved from a new table called Company Dimension Combinations in Maconomy. This table is capable of looking up the year-end result account for global as well as local charts of accounts, given a company number. The new table is joined directly to the fact tables of the universe. Previously, including the year-end result account in a query restricted results to only P/L accounts. The new solution does not have that limitation. In the standard Balance Sheet reports where the year-end result account objects are utilized, there is already a filter on restricting to P/L accounts, so the restriction has no effect. Custom Balance Sheet reports should include this filter. It is important to add a filter on company, fiscal year, and period. Otherwise, multiple identical rows may be included in the result set.

## Retreiving AR and AP Control Accounts

The BPM Reporting Finance universe is updated so that AR and AP Control accounts and associated dimensions are retrieved from a new table called Company Dimension Combinations in Maconomy. This enhancement allows users to run reports on AR and AP Control Accounts and retrieve the account number assigned to these popup fields. Previously, using the AR or AP Control Account resulted in fields populating with the name of the popup (for example, "Trade") instead of the actual account number.

## iAccess

## Native Dashboard: Employee Dashboard

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess described here.	Supported in 2.5.2 Phase 2d onwards and
Touch	Not supported.

The Employee Dashboard displays a set of key performance indicators relevant to employees and management within professional services organisations such as utilization and revenue recognized. It also includes useful information around absence status.

This dashboard is shown in two different places in iAccess,

1. Self Service – For Employees to look at their own data only.
2. Human Resources – HR can review any Employee to which they have access.

For further information on this dashboard please see the Deltek Maconomy Essentials BPM Description Guide

## Native Dashboard: Utilization Dashboard

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess described here.	Supported in 2.5.2 Phase 2d onwards and
Touch	Not supported.

The Utilization Dashboard displays a set of key performance indicators relevant to management within professional services organisations such as utilization and revenue recognized.

This dashboard is shown in Human Resources in iAccess. It is shown for users with the following groups:

- Human Resources Management WSC
- HR
- Management WSC
- Department Management WSC
- Department Manager
- Controlling WSC
- Controller

Data is shown in Company (Base) currency.

For further information on this dashboard please see the Deltek Maconomy Essentials BPM Description Guide

## Native Dashboard: Job Portfolio Dashboard

### What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b> described here.	Supported in 2.5.2 Phase 2d onwards and
<b>Touch</b>	Not supported.

The Job Portfolio Dashboard displays a set of key performance indicators relevant to a group of Jobs. such as revenue recognized, margin and overrun.

This dashboard is shown in Jobs > Jobs > Job Portfolio Dashboard, The dashboard is shown for users with the following groups:

- Project Management WSC
- Project Manager
- Project Administration WSC
- Management WSC
- Controlling WSC
- Controller

Data is shown in Company (Base) currency.

For further information on this dashboard please see the Deltek Maconomy Essentials BPM Description Guide

## CRM in iAccess

Maconomy's native CRM functionality is now available to users with the relevant permissions in iAccess. The initial release includes two workspaces:

- Contact Companies
- Opportunities

### Contact Companies Workspace

The Contact Companies workspace enables you to create, edit, and view Contact Company records directly in iAccess. You can view and record Contact Persons, Employees, Events and Opportunities against Contact Companies.

Specifically, you can perform the following tasks:

- Add new Contact Companies

- Add or remove contact persons or Employees to a Contact Company
- Add new Opportunities against a Contact Company
- Add Events to a Contact Company
- Add Documents to a Contact Company record
- Convert Contact Companies to Customer records

The Information tab displays high level information about the Contact Company and includes sub tabs listing associated Contact Persons and Employees.

The Opportunities tab shows the overall number of Open, Won and Lost opportunities. A list at the bottom shows all opportunities against the Contact Company. You can click on the expand icon against any Opportunity line to open the Opportunities workspace for a particular opportunity.

The Events tab shows key details for Events logged against the Contact Company.

The Documents tab shows all documents that have been added to this Contact Company record. A preview of the document is shown on the right hand side of the screen.

The Contact Companies workspace is included in the new CRM section in the iAccess menu.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess here.	Supported in 2.5.2 Phase 2d and described
Touch	Not supported.

## Changes to iAccess

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

## Workflow

The high-level workflow for creating and revising records in the Contact Companies workspace is as follows:

Task	User	Details...
Create or edit a Contact Company.	Sales Rep / Account Manager	<ul style="list-style-type: none"> <li>▪ Use the New Contact Company icon to enter details and create a new Contact Company record</li> <li>▪ Update general information, associated Contact Persons, Employees,</li> </ul>

Task	User	Details...
		Opportunities and Events as needed.
Log an Opportunity	Sales Rep / Account Manager	<ul style="list-style-type: none"> <li>You can add Opportunities directly in this workspace and then go to the Opportunities workspace to enter further information</li> </ul>
Log an Event	Sales Rep / Account Manager	<ul style="list-style-type: none"> <li>Events that take place during the engagement with this prospect can be entered directly against the record.</li> </ul>
Convert to Customer	Sales Rep / Account Manager	<ul style="list-style-type: none"> <li>You can convert a Contact Company to a Customer record. It will then need to be approved as per any approval hierarchy rules you have set in your system.</li> </ul>

## Setup Instructions

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

## Opportunities Workspace

The Opportunities workspace enables you to create, edit, and view Opportunities directly in iAccess. You can view and record Contact Persons, Employees, and Events against Contact Companies.

Specifically, you can perform the following tasks:

- Add new Opportunities
- Add or remove contact persons or Employees to an Opportunity
- Add Events to a Contact Company
- Close an Opportunity as Won or as Lost
- Convert an Opportunity to a Job

The Information tab displays information about the Opportunity and includes sub tabs listing associated Contact Persons and Employees.

The Events tab shows key details for Events logged against the Opportunity.

The Opportunities workspace is included in the new CRM section in the iAccess menu.

**Please Note:** With this release detailed Budgeting is not available for Opportunities in iAccess. For Budgeting against Opportunities please use the Workspace Client. We expect to introduce this functionality with the next phased release.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b> here.	Supported in 2.5.2 Phase 2d and described
<b>Touch</b>	Not supported.

## Changes to iAccess

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

## Workflow

The high-level workflow for creating and revising records in the Contact Companies workspace is as follows:

Task	User	Details...
Create or edit an Opportunity	Sales Rep / Account Manager	<ul style="list-style-type: none"> <li>Use the New Opportunity icon to enter details and create a new Opportunity record</li> <li>Update general information, associated Contact Persons, Employees, and Events as needed.</li> </ul>
Log an Event	Sales Rep / Account Manager	<ul style="list-style-type: none"> <li>Events that take place during the engagement to pitch for this Opportunity can be entered directly against the record.</li> </ul>
Convert to Job	Sales Rep / Account Manager	<ul style="list-style-type: none"> <li>If the associated Contact Company has already been converted to a Customer you will be able to convert the record to a Job against that associated Customer record.</li> </ul>



## Setup Instructions

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

# Germany: iAccess: Updates to Contract and Sales Estimate Tabs

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

The following layout changes are made to iAccess to better support the Project Manager role:

- **Projects » Project Home » Projects** filter view (expanded). The columns shown are updated to:
  - Project No <JobNumber>
  - Project Name <JobName>
  - Customer <Name1>
  - Project Manager <ProjectManagerName>
  - Hours Reg. <TimeQuantityRegistered>
  - Reg Cost <TotalRegCostPriceBase>
  - Reg Billing <TotalRegBillingPriceBase>
  - Open Billing Price <TotalOpenBillingPriceCurrency>
  - Billing Price Up/Down <TotalBillingPriceUpDownCurrency>
  - Closed <Closed>
  - Project Status <Status>
  - Invoicing Method <JobGroup>
- **Projects » Project Home » Overview.** The layout is updated to show relevant metrics and fields dependent on whether a project is Time & Materials or Fixed Price.
- **Projects » Project Home » Details**
  - In the Status island, the **Probability %** <ProbabilityPercentage> field is added
  - In the Dimensions island, only the Dimensions that are set as Required on Project through System Parameters are shown
- **Projects » Project Home » Sub Projects**
  - The **Include Sub Projects** field is removed
  - The Main Project Invoicing Criteria island is removed
- **Projects » Project Home » Tasks**

- The following columns are removed:
  - Allow Time Registrations
  - Allow Expense Registration
  - Allow Mileage Registration
  - Allow Purchasing
- The Used in Fixed Price <IncludedInFixedPrice> column is added
- **Projects » Project Home » Employees**
  - A new first sub-tab, called Employees, containing Job Employees functionality is added
  - In the new Employees tab, the Only specified employees can register on the project island is added to the header section
  - The second sub-tab contains the original content and is labeled Employee Control
- **Projects » Project Home » Prices**
  - In the Cost sub-tab, the field **Specification 2** is added in between **Task Description** and **Activity Type**
- **Projects » Estimating / Budgeting**
  - Logic is added so that an option list drives which of these workspaces are shown
- **Projects » Estimating » Budget**
  - In Other Actions, the following are added:
    - Create Requisitions
    - Create Purchase Orders
    - Print Estimate
- **Projects » Estimating » Revisions**
  - The Billing Price column in the header is moved to sit before the Cost Price column
- **Projects » Budgeting**
  - Logic is added so that a new option list setting will drive whether tabs called Contract and Sales Estimate are shown.
- **Projects » Budgeting » All tabs (except Budget Revisions)**
  - In Other Actions, the following are added:
    - Create Requisitions
    - Create Purchase Orders
    - Print Estimate
- **Projects » Budgeting » Revisions**
  - The Billing Price column in the header is moved to sit before the Cost Price column
- **Projects » Progress Evaluation » Progress Evaluation**
  - Removed Cost, Time and Cost, Amount columns
  - Removed Dev Previous, Baseline Dev, Suggested ETC, Actuals w/o Budg columns
  - Added a text field called **Comments to follow up**

- **Projects » Progress Evaluation » History**
  - Removed the Base Currency, Planning Budget, Created By, Created On, Changed By and Changed On columns
  - Added the columns % Completed, Actual Cost and Total Cost
  - In the Totals for XX.XX.XXXX, the Cost, Time and Cost, Amount rows are removed
  - In the Totals for XX.XX.XXXX, the Dev Previous, Baseline Dev, Suggested ETC and Actuals w/o Budg columns are removed
  - In the Hours tab, the Task, Activity Type and Baseline Deviation columns are removed
- **Projects » Progress Evaluation » WIP Evaluation**
  - New sub-tab created for DFME allowing for WIP Evaluations to be performed in iAccess
- **Projects » Invoice on Account » Filter**
  - Added the Planned Amount, Next Planned Invoice Date and Amount Invoiced, Billing Price, Currency between Invoicing Method, and Invoiced on Account columns
  - Removed the Net On Account, Open Billing Price and Approved for Invoice columns
- **Projects » Invoice on Account » Invoice Allocation**
  - New tab shown if Job has Job Parameter Invoice Allocation
- **Projects » Invoice on Account » Invoice Allocation History**
  - New tab shown if Job has Job Parameter Invoice Allocation
- **Projects » WIP Invoicing » Invoice on Account**
  - New tab added to allow for Invoices on Account to be raised on T&M projects
- **Projects » WIP Invoicing » Reallocate Entries**
  - Tab removed
- **Collections workspace**
  - A new workspace called Collections is added to iAccess
- **Reporting » Project Reports**
  - A new workspace is added to the Reporting section of the iAccess menu

## Updates to Prevent Reopening Invoice Allocations

In iAccess, it was previously possible for any user with access to the Invoice Allocation window to reopen invoices even if the allocation is fully approved and closed.

The **Reopen** action should only be available for users with the access groups:

- AP Management WSC
- Controlling WSC
- Controller

The **Undo** action on the line level should only be available if the status of the invoice is not **Closed**.

These enhancement addresses these issues and limits the previously mentioned actions as needed.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## iAccess: Additional Columns in Absence » Period Summary

The **Total** field column is added to **Absence » Period Summary** in iAccess. The value of **Total** is the sum of the **Allowance** and **Carried Forward** field column values.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## Show Dimensions on Jobs in iAccess

The layouts for **Projects » Project Home** in iAccess are updated to show the dimensions that have been set in the system parameters.

If any of the following system parameters are enabled, the corresponding dimension shows in the layouts together with the corresponding **Overwrite** field:

- ShowLocation
- ShowProject
- ShowPurpose
- ShowSpecification1
- ShowSpecification2
- ShowSpecification3
- ShowSpecification4
- ShowSpecification5
- ShowSpecification6
- ShowSpecification7
- ShowSpecification8
- ShowSpecification9

## h2&gt;iAccess

- ShowSpecification10
- ShowLocalSpec1
- ShowLocalSpec2
- ShowLocalSpec3
- ShowLocalSpec4
- ShowLocalSpec5
- ShowLocalSpec6
- ShowLocalSpec7
- ShowLocalSpec8
- ShowLocalSpec9
- ShowLocalSpec10

## h3&gt;What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## h2&gt;Budget Overrun Notification in iAccess

A new alert named **Budget Overrun** is added to iAccess. This alert gives a warning when a Job's budget is close to overrunning, which is when the actuals on a Job reach a certain percentage of the latest approved budget. The percentage threshold can be set on the Company Information window in the **Integer 1** field.

This notification was previously added to the Workspace Client and is now available in iAccess.

## h3&gt;What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## h2&gt;Restrict Access to All Invoices Filter to Certain Groups

The All Invoices filter is now restricted to the following user roles:

- AP Management WSC

## h2&gt;iAccess

- Finance AP
- Controlling WSC
- Controller
- System Admin
- System Administration WSC
- Audit

## h3&gt;What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## h2&gt;Support for Tax Fields When Expense Layouts are Customized

In Core Maconomy 2.5, additional tax fields were introduced into the Expenses workspace. This enhancement enables these fields into iAccess so that they are displayed when Expense layouts are customized.

## h3&gt;What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## h2&gt;Environment Labels on iAccess Systems

In Core Maconomy 2.5, environment labels were introduced in the Workspace Client. This enhancement adds these labels to iAccess so that users can identify which environment they are logged into.

## h3&gt;What's Changed?

UI	Support
Workspace Client	Not supported.

UI	Support
<b>iAccess</b>	Supported in 2.5.2 and described here.
<b>Touch</b>	Not supported.

## iAccess Menu Structure Changes

The menu structure in iAccess is updated to allow access to the following menus for the groups indicated:

- **iAccess » Quotes:**
  - Project Administration WSC
  - Project Management WSC
  - Project Manager, Audit
- **iAccess » Collections:**
  - Account Management WSC
  - Account Manager
  - AR Management WSC
  - Finance AR
  - Project Administration WSC
  - Credit Control WSC

### What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Supported in 2.5.2 and described here.
<b>Touch</b>	Not supported.

## iAccess: Convert Report Links to Embedded Reports

In Core 2.5, the ability to embed reports in iAccess was introduced. Existing report links are now embedded for DFME as of 2.5.2.

Note: This is still awaiting testing as BPM is not yet installed in the test environment.

### What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.

UI	Support
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## iAccess: Add Overtime Type and Internal Remarks Fields to Timesheet Overview

The **Overtime Type** and **Internal Remarks** fields are added to the Timesheet Overview workspace in iAccess.

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## Notifications for Missing Time Sheets

The following notification is now available in iAccess for DFME:

- iAccess Notifications for Missing Time Sheets

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## Maximizing Tables

Tables in iAccess workspaces now feature **Maximize/Restore** buttons which allow users to expand any table so that it utilizes the entire screen, as well as revert to the original table size and position.



## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## Display Text for Empty Search Drop-Downs

When a search yields no results, iAccess now displays the following message in the search drop-down: "No search results were found." Previous to this release, searches with zero results simply displayed an empty drop-down.

This enhancement is implemented on all iAccess fields where you can perform searches.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## Updated Calendar Widget in Time Sheet and Absence Workspaces

The iAccess time sheet and absence workspaces now feature an updated calendar widget.

Clicking the **Date Range Display** link found at the top of the workspace opens the calendar widget. This link replaces the calendar icon found in older iAccess versions.

The functionality supports split weeks.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.2 and described here.
Touch	Not supported.

## Changes to iAccess

The following workspaces are updated:

- Weekly Time Sheets
- Daily Time Sheets
- Absence

## Collapsible Menu Sections

Users can now collapse and expand the various menu sections or groups in the iAccess menu. By default, the Self Service menu section is expanded and all others are collapsed, but this is customizable.

### What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Supported in 2.5.2 and described here.
<b>Touch</b>	Not supported.

## Touch

### Android Face ID Authentication

Face recognition is now supported on some Android devices. However, due to an Android operating system issue, face recognition may not work on all Android devices. You can still opt to use a PIN code or fingerprint recognition to log on to Deltek Touch.

### What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Supported in 2.5.2 and described here.

### Pull Down to Refresh Timesheets

You can now pull down on the **Timesheet** screen to manually refresh timesheet data at any time. A time stamp of your last update appears at the bottom of the screen. This functionality is available for both daily and weekly timesheets, and does not require additional setup.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Supported in 2.5.2 and described here.

## Default Keyboard Setting in Lowercase for Logins

The username is case-sensitive, and the default keyboard setting for the first letter is uppercase. With this release, the default is changed to lowercase on the **Login** screen for a smoother and more convenient log in.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Supported in 2.5.2 and described here.

## Customizable Search Screens in REST

This enhancement adds support for customizable search screens for systems using the RESTful web service. By specifying restrictions to the search queries in the layouts, you can now control the records that Touch returns.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Supported in 2.5.2 and described here.

## Improved Popup Field Values

In some cases, a popup field displays the internal name of the selected value. With this release, all popup fields now show the correct external value.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.
Touch	Supported in 2.5.2 and described here.

## Expense Entry Automation with ICR

The Quick Capture feature is enhanced with intelligent character recognition (ICR). Deltek partnered with Verifi to introduce the ICR functionality, which allows you to scan receipts, and automatically fill in the details in your expense reports through advanced optical character recognition.

You can utilize this feature either by capturing a photo, or selecting a photo from your device's gallery. Through Verifi's ICR hosted system, the photo is converted to machine-readable data. The uploaded photo and extracted data are deleted from Verifi's ICR hosted system after use.

This functionality is turned off by default, and is controlled through the **ShowSettingICR**, **CanChangeSettingICR**, and **DefaultValueForSettingICR** server settings. These settings allow you to show or hide the **Use ICR for Expenses** toggle switch on the **Settings** screen. When the toggle switch is off, the old Quick Capture feature is enabled and no photo or data is sent to Verifi's ICR hosted system. You will still be able to capture a photo of the receipt but will need to manually fill in the fields on your expense reports.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.
Touch	Supported in 2.5.2 and described here.

## Changes to Touch

The following changes are made to support this feature:

- Updated the Quick Capture screen and workflow
- New user and server settings


## Procedures

### Use Quick Capture with ICR

You can capture a receipt, and automatically fill in the details in your expense reports with the ICR functionality.


**Note:** The date of the transaction, any description, the amount, and currency may be derived from the photo using **Quick Capture** with ICR. Other information, such as job and task, may also be derived automatically depending on your Maconomy configuration.

#### To use Quick Capture with ICR:

1. Tap , and go to **Quick Capture**.
2. Place the receipt on a well-lit, flat surface, and preferably on a dark background. Position your device accordingly.
3. Tap the camera button then tap **Submit** to proceed, or the back arrow to retry. Alternatively, you can select a photo of the receipt from your camera gallery. Tapping **Submit** initiates the ICR process.

You can also crop, delete, rotate, or combine the photos into a PDF prior to submitting by tapping the appropriate icons.

**Tip:** For receipts with more than 1 page, you can capture the pages consecutively, and merge these into a PDF using the **Stitching** icon. The PDF can be more than 2MB, and you can combine a minimum of 2 pages and a maximum of 5.

4. On the **Select Expense Sheet** screen, tap the check mark next to an existing expense sheet to attach the receipt. Alternatively, tap **+ Create New** to attach the receipt to a new expense sheet.
5. On the **Expense Sheet Line** screen, review and modify the expense details as needed.
6. Tap .

## Enhanced Reloading of Timesheet Data

When you open the **Timesheet** screen, you obtain the timesheet data from when you last accessed the screen, which may not include all the current updates. With this release, you can opt to reload your timesheets upon opening the **Timesheet** screen to get quick and real-time access to updates.

This functionality is controlled through new server side settings, namely **ShowSettingRefreshTimeSheetOnOpen**, **ShowSettingRefreshTimeSheetOnOpen** and **CanChangeSettingRefreshTimeSheetOnOpen**. These settings allow you to show or hide the **Refresh When Opening** toggle switch on the **Settings** screen, which is off by default. Deltek recommends it is on if you frequently make changes to your timesheets. A time stamp of your last update appears at the bottom of the screen when this feature is enabled.

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.
Touch	Supported in 2.5.2 and described here.

## Changes to Touch

The following changes are made to support this feature:

- Updated the Timesheet screen
- New user and server settings

## Color Coded Time Balances

Color coding for time balances in the **Timesheet**, **Summary**, and **Approval** screens is updated to support the new **Required To Match Time Sheet** check-in rule for employees in Maconomy. The balance is red when there is a difference between the checked-in and registered time.

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.
Touch	Supported in 2.5.2 and described here.

## Technology

### Improving Search on Import Program for Import Package Lines

The search on Import Program for Import Packed Lines is now improved. Previously, you had to type the name (including prefixed "Import") of the import program, such as "ImportEmpl..."

The search is now improved so that you can search for the import program by the name of the data to import, such as "Empl..."

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.2 and described here.
iAccess	Not supported.
Touch	Not supported.

## REST API Enhancements

We have released a new second version of the Maconomy REST API, improved for performance and with updated documentation.

## Technology Enhancements

We now have case insensitivity for Maconomy user login name.

## Security Enhancements

### File Check Updates

- We have updated the following terminology:
  - whitelist is updated to allowlist
  - blacklist is updated to blocklist
- File check using Simple Magic is no longer supported. This produces an error in the Coupling Service log if this was previously enabled.

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

## Generic Error Codes

For improved internal error tracking, some error messages in Maconomy may now include an error code, such as A-cd76e82a. Use this code if needed when communicating with Customer Care on a support case.

## Duplicate Index, Instance Key and Uniqueness Constraint Report Tool

A new tool compiles the list of standard indices required and generated for a given Maconomy release/version.

*Note: This tool is initially available for use by Deltek Technical Consultants only at this stage.*

## Synchronous Calculation of Push Notifications in Workspace Client

Maconomy now notifies synchronously and immediately updates the To-Do pane in the Workspace Client when you perform an action that either removes existing notifications or results in a new notification.

## New Naming for Maconomy Cumulative Updates

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

## 2.5.1 Enhancements

### General Enhancements

#### Core Support for Touch Approvals

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

#### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Supported in 2.5.1 and described here.

#### New Workspace

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

##### Absence and Allowance

- These approval items are now supported.

##### My Rejected Items

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

##### Totals Counters

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



- Counter to display the total number of rejected items belonging to you for selected approval types,
- Counter to display the total number of to-dos for you. This is calculated as the sum of selected totals for approvals available for you and all your rejected items.

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

## Filtering Approval Items

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

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

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

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

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

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

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

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

## Changes to Maconomy

The following workspace is added:

- Current Employee Approvals API single dialog workspace

The following workspaces are updated:

- Current Employee Approvals single dialog workspace
- Approve Job Budgets by Employee
- Approve Job Quotes by Employee
- Approve Customers by Employee
- Approve Draft Invoices by Employee
- Approve Time Sheets by Employee
- Approve Time Sheet Lines by Employee
- Approve Expense Sheets by Employee

- Approve Expense Sheet Lines by Employee
- Approve Purchase Orders by Employee
- Approve Purchase Order Lines by Employee
- Approve Vendor Invoice Allocation Lines by Employee
- Approve Vendor Invoices by Employee
- Approve Employees by Employee
- Approve Jobs by Employee

## Setup Instructions

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

## Employee Gender on Employee Card Enhancements

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

For field descriptions, refer to the Online Help.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Changes to Maconomy

The following workspaces are updated:

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

## Conversation Functionality Enhancements

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

This feature includes:

General Enhancements

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Supported in 2.5.1 and described here.
<b>Touch</b>	Not supported.

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

## Changes to Maconomy

The following changes are made to support this feature:

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

## Setup Instructions

## Enable or Disable Conversations

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

## Notifications

## UnreadJobInvoiceMessage

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

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

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

## Recipient

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

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

## Workspace

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

### UnreadBlanketInvoiceMessage

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

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

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

### Recipient

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

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

### Workspace

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

## Conversations on Job and Customer Invoices in iAccess

### Changes to iAccess

To support this feature, the following workspaces are updated:

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

### Procedures

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

### Start a Conversation

#### To start a conversation:

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

### Reply to a Conversation

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

**To reply to a conversation:**

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

## Enable or Disable the Conversations Functionality

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

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

### Setup Instructions

#### Enable or Disable Conversations

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

**To enable or disable conversations:**

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

## Back Office

### Employee Revisions Enhancements

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Example

### All Revisions

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

### Within Range

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

### Previous, Next, Current (Default)

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

## Changes to Maconomy

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

- Updated Employees workspace
- Added Employee Revisions single dialog workspace

## New Supplements and Supplement Types

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

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## The Supplements Workspace

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

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

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

## The Supplement Types Workspace

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

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

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

### Invoice Supplement

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

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

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

## Invoice Supplement Name

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

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

## Changes to Maconomy

The following changes are made to support this feature:

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

## Install / Upgrade Considerations

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

## Vendor Remittance Emails Workspace

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

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

- Send vendor remittance emails to show that the vendor invoice was paid within the payment terms.



- View vendor remittance email logs and track all attempts to send the vendor remittance emails.

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Example

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

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

## Vendor Remittance Email

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

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

"<SETTLINGCOMPANYNAME> - Payment Remittance"

The standard body of the email is as follows:

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

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

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

## Send Vendor Remittance Emails

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

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

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

### View Vendor Remittance Email Logs

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

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

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

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

- Found
- Missing
- Both

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

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

## Changes to Maconomy

The following changes are made to support this feature:

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

## Procedures

### Send Vendor Remittance Emails

To send vendor remittance emails:

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

### View Vendor Remittance Email Logs

To view the vendor remittance email logs:

1. Go to **Accounts Payable » Vendor Remittance Emails » Vendor Remittance Email Logs**.  
OR  
Go to **Single Dialogs » Accounts Payable » Registration » Vendor Remittance Email Logs**.
2. In the **Payment No.** field, enter the payment number.
3. In the **Vendor No.** field, enter or search the range of company vendors that you wish to send the vendor remittance email.
4. Enter payment date range in the **Payment Date** field.
5. In the **Vendor Group** field, select the vendor group from the drop-down list.
6. Click **Save**.

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

## Aggregate Finance Entries Over Dimensions and Tasks

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

This feature includes:

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described <a href="#">here</a> .
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## New Dimension Task Period Relation

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

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

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

## System Parameter for Calculating Dimension Task Periods

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

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

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

## Enhanced Recalculate Period Figures Program

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

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

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

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

## Changes to Maconomy

The following changes are made to support this feature:

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

## Setup Instructions

To enable this feature:

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

## System Parameters

Parameter	Description
Calculate Dimension Task Periods	<p>Select this parameter to enable Maconomy to create, calculate, and maintain dimension task periods. This system parameter is disabled by default.</p> <p>If it is deselected, Maconomy does not create or update the dimension task periods when you post finance entries.</p>

## Access Control for Format Specification

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

This feature includes:

- New Access Level on Formats

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

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

## New Access Level on Formats

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

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

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

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

## New User Island for Tracking Changes

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

- Created
- Changed
- Version

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

## Access Control for Import Format Descriptions

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

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

## Install / Upgrade Considerations

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

## Changes to Maconomy

The following workspaces are updated to support this feature:

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

## Statutory/BPM

### Natural Sign in Finance Reports

#### Deltek Tracking: 1209944

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

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

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

## Example

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

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

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

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

The prompt is added to the following reports:

- **BPM Analysis**
  - Profit and Loss Overview with Forecast
  - Profit and Loss Periodical Analysis



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

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

## New Reporting Structure for Cashflow Statement Indirect Method

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

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

Sample Reporting Structure

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

In the sample reporting structure, the **Invert Sign** check box is selected on the Additions to property group level but not on the Investing Activities group level. We want to flip the sign of the value of the Additions to property without changing the sign of the value of the Investing Activities group. For example, we have \$100 in Additions to property. If you use the sample reporting structure, the report displays the amount as -\$100 both in the Additions to property and Investing Activities.

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

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

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

## Reporting Structure for Cashflow Statement Indirect Method

To create a reporting structure for Cashflow Statement Indirect Method:

1. Go to **Setup » System Setup » Parameters and Numbers » Option Lists**.
2. Click **+ New Option List**.
3. In the **Option List No.** field, enter **Finance**.
4. Click **Create**.
5. On the Options sub-tab, click **Add Option** or press **Ctrl + M**.
6. In the **Name** and **Description** fields, enter **Cashflow Statement**.
7. Click **Save Option (Enter)**, then click **Save Option List (Enter)**.
8. Go to **Setup » Reporting » Reporting Structures**.
9. Click **+ New Reporting Structure**.
10. In the Create Reporting Structure dialog, enter the following setting:
  - **Name** — Cashflow Statement
  - **Description** — Cashflow Statement Reporting Structure
  - **Type** — Account
  - **Option List** — Finance

- **Selected Value** — Cashflow Statement

If Business Performance Management Reporting has already been set up in Maconomy, the option list might already exist; if so, add only the value Cashflow Statement and description.

11. Click **Create**.

12. Insert group headers, sub-group headers to provide the desired account structure, similar as done above. Cashflow usually only include a small subset of accounts. Thereby, the reporting structure works as a filter on accounts in addition to providing a hierarchical structure.

- Add two top-level groups for **Net Cashflow** and **Cash Reconciliation**.
- Under Net Cashflow, add three sub-level groups for **Operating**, **Investing**, and **Financing Activities**.
- Then, you can configure the next levels based on your preference.

## New Standard Dimensions

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

### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## BPM Aging Reports Enhancements

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

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

### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Simplified CalendarDayPV

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

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

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

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

## New Aging Periods Replace Due and Not Due Columns

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

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

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

## Current Date as the Default Statement Date

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

## New Dimension Objects for Flexible Aging Period Reporting

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

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

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

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

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

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

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

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

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

## UK Tax Submission and Statutory Reporting Workspaces

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

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

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

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

## Upgrade

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

## Setup in Maconomy

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

## Tax Settlement Report Enhancements

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## New Reporting Structure Name Prompt in Finance Reports

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

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

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

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## German GoBD GL Data Export Requirement

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

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

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

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Reports

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

Type	Report Name
Asset Master Data	<ul style="list-style-type: none"> <li>Asset</li> <li>Asset Group</li> </ul>
Asset Transactions	<ul style="list-style-type: none"> <li>Asset Entry</li> </ul>
Banking Master Data	<ul style="list-style-type: none"> <li>Payment Agent Information</li> <li>Payment Mode</li> </ul>
Company Master Data	<ul style="list-style-type: none"> <li>Company Information</li> </ul>
Customer Master Data	<ul style="list-style-type: none"> <li>Company Customer</li> </ul>
Customer Transactions	<ul style="list-style-type: none"> <li>Customer Entry</li> </ul>
Employee Data	<ul style="list-style-type: none"> <li>Employee</li> </ul>
Finance and VAT Entries	<ul style="list-style-type: none"> <li>Finance Entry</li> </ul>
Finance Master Data	<ul style="list-style-type: none"> <li>Account</li> <li>Local Account</li> </ul>
Item Master Data	<ul style="list-style-type: none"> <li>Item</li> </ul>



Type	Report Name
	<ul style="list-style-type: none"> <li>Item Group Information</li> </ul>
Job Entries	<ul style="list-style-type: none"> <li>Job Entry</li> </ul>
Job Master Data	<ul style="list-style-type: none"> <li>Activity</li> <li>Job Header</li> <li>Job Posting Reference Line</li> <li>Task List Header</li> </ul>
Job Order Transactions	<ul style="list-style-type: none"> <li>Job Order Transaction</li> </ul>
Order Line Data	<ul style="list-style-type: none"> <li>Order Line</li> </ul>
Order Master Data	<ul style="list-style-type: none"> <li>Order Header</li> </ul>
Subscription Master Data	<ul style="list-style-type: none"> <li>Subscription Order Header</li> </ul>
Tax Master Data	<ul style="list-style-type: none"> <li>FinanaceVatCode</li> <li>VatCode</li> </ul>
Vendor Master Data	<ul style="list-style-type: none"> <li>Company Vendor</li> </ul>
Vendor Transactions	<ul style="list-style-type: none"> <li>Vendor Entry</li> </ul>

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

The following files are generated as part of the export:

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

## Cashflow Statement Indirect Method Report

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

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

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

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

- For P/L accounts, the movement on the account for the period selected is displayed.

For example, if an invoice and corresponding payment were registered in the period, the amount excluding tax would typically appear in the group *Net Profit*, which groups P/L accounts. The amount of the invoice is then included in what is displayed for Net Profit in the cashflow statement, with the corresponding balance sheet account for AR showing up in the Operating Activities in the changes in Accounts Receivables section.

- For Balance sheet, the closing balance on the account is subtracted from the corresponding closing balance on the account from the previous year.

For example, if a cash account closed at \$1000 at the end of the selected period last year, and it closed at \$2500 at the end of the selected period for the current year, the current period should display \$1500; thereby, indicating a *cash-inflow*.

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

## Invert Sign Option

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

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

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

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

## Cashflow Statement Indirect Method Reporting Structure Overview

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

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

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

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

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

## Updates for 1099 MISC and NEC Changes

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

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

This feature includes the following items:

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

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

### Changes to Maconomy

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

### 1099 MISC Changes

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

#### Boxes

Previous Box No.	Box Title	New Box No.	Box Title
1	Rents	1	Rents
2	Royalties	2	Royalties
3	Other Income Federal	3	Other Income

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

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

## 1099 NEC

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

- A first report tab that provides a summary of figures

- A second report tab that provides the box values; just for fewer boxes.

### Boxes

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

The following are other considerations to note:

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

Note that only Box 1 is commonly used.

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

## India Overdue Payments (MSME) Report

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

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

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

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

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

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

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

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

The report consists of three sorts of information:

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

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described <a href="#">here</a> .
iAccess	Not supported.
Touch	Not supported.

## Example Scenarios

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

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

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

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

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

### Example Scenarios

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

## Reporting Date

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

## Swedish SIE Report

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

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

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

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

- Year-end balance (SIE 1)
- All recorded transactions and vouchers (SIE 4 and 4i)

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

Statutory Reporting

BELGIUM
FRANCE
SWEDEN
NORWAY
INDIA
GERMAN

STANDARD IMPORT/EXPORT
Run Report

**Selection Criteria**
Chart of Accounts Type: Global
Company No.:
Fiscal Year-Period (YYYY-MM):
Reporting Structure Name:
Number of Previous Years:

**File Type**
Enter [1] for SIE 1 or Enter [4] for SIE 4:

**Include Optional Fields for SIE 4**
☐ #TRANS [Object List]

**Include Dimensions for SIE 4**

☐ Activity No.
☐ Asset No.
☐ Customer No.
☐ Employee No.
☐ Entity Name
☐ Item No.
☐ Job No.
☐ Location Name
☐ Project Name
☐ Purpose Name
☐ Task Name
☐ Vendor No.
☐ Spec. 1
☐ Spec. 2
☐ Spec. 3
☐ Spec. 4

☐ Spec. 5
☐ Spec. 6
☐ Spec. 7
☐ Spec. 8
☐ Spec. 9
☐ Spec. 10
☐ Local Spec. 1
☐ Local Spec. 2
☐ Local Spec. 3
☐ Local Spec. 4
☐ Local Spec. 5
☐ Local Spec. 6
☐ Local Spec. 7
☐ Local Spec. 8
☐ Local Spec. 9
☐ Local Spec. 10

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

## UK MTD Fraud Prevention Headers

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

The following header information is added:

Fraud Prevention Header	Value Description
Gov-Client-Connection-Method	The value for this header identifies the other headers that should be submitted to HMRC.



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

Fraud Prevention Header	Value Description
	<p>can use Maconomy 2FA as a workaround.</p> <ul style="list-style-type: none"> <li>▪ <b>OneLogin:</b> Customers can use Maconomy 2FA as a workaround.</li> <li>▪ <b>OTP:</b> Deltek will not consider OTP as it does not work from a technical perspective. Customers can use Maconomy 2FA as a workaround.</li> <li>▪ <b>Kerberos:</b> Kerberos does not support 2FA and will not be considered</li> </ul> <p>If you use a header that is not in the list, please log a ticket with Customer Care so that our development team is aware.</p>

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described <a href="#">here</a> .
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Changes to Maconomy

The UK Tax Submissions single dialog workspace is updated.

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

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

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

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Changes to Maconomy

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

- AR Aging
- AP Aging

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

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

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

This feature includes:

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Changes to Maconomy

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

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

## SIE Option List and Value Updates

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

## NSAFT Option List and Value Updates

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

## NSAFT Data Export Reporting Structure

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

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

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

## Changes to Maconomy

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

## Embed Tax Settlement Report in Workspace Client

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

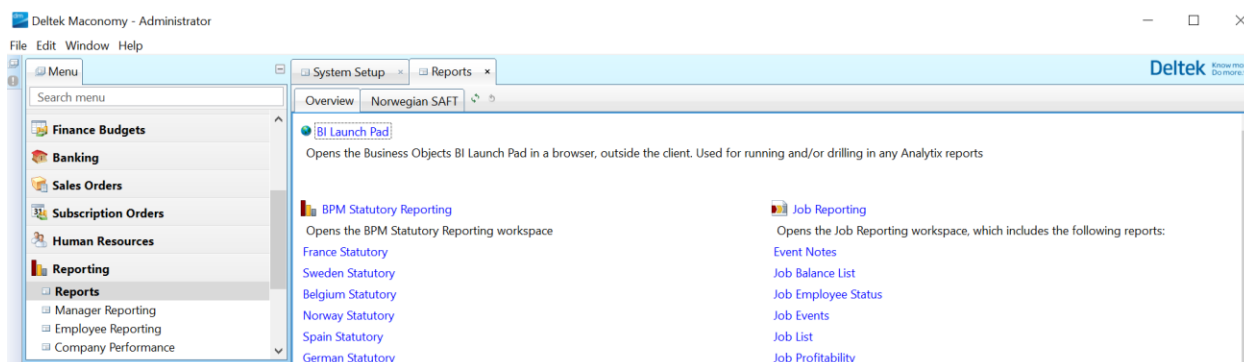
## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Embed All Statutory Reports in Workspace Client

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

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



## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Time and Expense

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

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

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

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

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

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

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

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

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Changes to Maconomy

The access control specifications are updated in the following workspaces:

- Expense Sheets single dialog workspace
- Expense Sheet Lines single dialog workspace
- Mileage Sheets single dialog workspace
- Time Sheets single dialog workspace
- Daily Time Sheets single dialog workspace
- Daily Time Sheet Lines API single dialog workspace
- SpeedSheet Details single dialog workspace
- Time Sheet Lines API single dialog workspace

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

To support this functionality, the following workspace is updated:

- Approval Hierarchies single dialog workspace

## System Setup

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

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

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

- Tracking missed meals
- Importing check-in data

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Missed Meals

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

This Boolean field is used only for reporting purposes.

## Imported Check-in Data

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

## Changes to Maconomy

The following workspaces are updated:

- Import Time Sheets
- System Setup

## Prerequisites

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

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

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

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

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

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

## Enabling Import of Check-in Entries

**To enable this feature**

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

## Importing Check-in Entries

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



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

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

### Import Time Sheets Example

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

## System Parameters

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

## Exclude Overtime from Time Sheets

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

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

### What's Changed?

UI	Support
<b>Workspace Client</b>	<a href="#">Supported in 2.5.1 and described here.</a>
<b>iAccess</b>	<a href="#">Supported in 2.5.1 and described here.</a>
<b>Touch</b>	<a href="#">Supported in 2.5.1 and described here.</a>

## Exclude Overtime Functionality in the Workspace Client

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

### Overtime Types in Time Sheets

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

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

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

### Calculating Regular Time, Overtime, and Balance

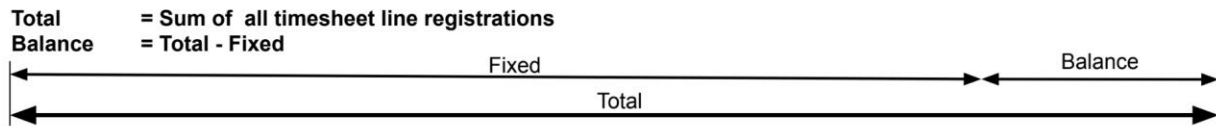
This feature introduces the term of regular time, which specifies time activities that are included in your regular working hours.

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

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

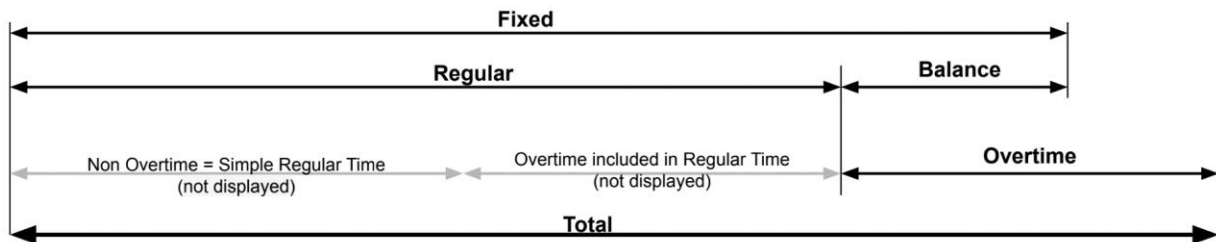
The difference in functionality when this feature is enabled or disabled is displayed below:

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



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

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



## Approving Time Sheets

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

## Enabling Exclusion of Overtime

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

When you select this field, the following occur:

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

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

## Changes to Maconomy

The following workspaces are updated:

- System Setup workspace
- Employees workspace
- Time & Expenses workspace
- Popup Fields single dialog workspace
- Employees single dialog workspace

- Weekly SpeedSheet single dialog workspace
- Time Sheets single dialog workspace
- Speed Sheet single dialog workspace
- Daily Time Sheets single dialog workspace
- Approval Time Sheets single dialog workspace
- Approve Time Sheets single dialog workspace
- Approve Time Sheets by Employee single dialog workspace
- Daily Time Sheet Lines single dialog workspace
- Job Time Registration single dialog workspace
- Time Sheet Lines single dialog workspace
- Supervisor Time Sheet Status single dialog workspace

## Setup Instructions

### Enable Exclusion of Overtime

You can enable this functionality on an employee record.

#### To enable this feature:

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

### Specify Overtime Types Included in Regular Time

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

#### To specify the overtime type:

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

## Exclude Overtime Types from Time Sheet Balance in iAccess

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

### Changes to iAccess

To support this feature, the following workspaces are updated:

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

### Setup Instructions

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

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

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

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

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

## Invoicing

### Withholding Tax on Customer Invoices

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

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

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

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

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Job Cost

### Intercompany Pricing Enhancements

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

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

#### Example

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

Intercompany Pricing Percentage	Responsible Company	Executing Company
14%	UK	India
7%	UK	DK
12%	US	UK
9%	UK	
10%		

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5.1 and described here.

UI	Support
iAccess	Not supported.
Touch	Not supported.

## Changes to Maconomy

The following workspaces are updated:

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

## Overtime Charge Percentage for Overhead Rates

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

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

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

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

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

This feature is available by default in the Workspace Client.

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

## Changes to Maconomy

The following workspaces are updated:

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

## Daily Descriptions on Tasks Created From Budget

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

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

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Supported in 2.5.1 and described here.
Touch	Supported in 2.5.1 and described here.

### Daily Descriptions on Tasks in the Workspace Client

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

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

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

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

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



## Setup Instructions

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

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

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

**System Parameter island**

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

## End User Enabled for Subscriptions and Jobs

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

For field descriptions, refer to the Online Help.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Not supported.
Touch	Not supported.

### Changes to Maconomy

The following workspaces are updated:

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

## Absence Management

### Support for Negative Absence Balances

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

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

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.

UI	Support
iAccess	Not supported.
Touch	Not supported.

## Absence Registration and Approval

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

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

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

### Example

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

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

## Absence Transfer

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

### Example

Employee A has a negative absence balance of -2 .0 days in the previous period. When the supervisor grants allowance to employees for the current vacation period in the Absence Transfer tab on the Absence Administration workspace, he assigns 25.0 days to everyone using the batch operation, but he also chooses to take previous vacation period negative absence balance into account. Employee A is automatically granted only 23.0 days. The supervisor submits and approves this.

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

## Changes to Maconomy

The following workspaces are updated:

- Absence Setup
- Absence workspace
- Absence Approval workspace

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

## Setup Instructions

Add Negative Absence Balance to an Absence Type

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

**To enable this feature:**

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

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

4. Click **Save**.

# iAccess

## Customizing Columns in iAccess

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

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

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

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

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

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

## Changes to iAccess

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

## Procedures

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

### Resize and Rearrange Columns

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

#### To resize and rearrange columns:

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

### Add or Remove Columns

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

#### To add or remove table columns:

- Go to the table or list view you want to customize.
- On the row of column names, click the gear icon to open the Customize Columns wizard.

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

### Restore Default Column Settings

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

#### To restore default column settings:

1. Go to the table or list view you want to customize.
2. On the row of column names, click the gear icon to open the Customize Columns wizard.
3. Click the **Restore Defaults** action.
4. Click **Apply** to save your changes and close the wizard.

## Setup Instructions

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

## Simplified BPM Reports

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

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

## Default Workspaces for Users

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

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

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.1 and described <a href="#">here</a> .
Touch	Not supported.

## Customizable Search Layouts

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

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

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.1 and described <a href="#">here</a> .
Touch	Not supported.

### Changes to iAccess

To support this functionality, the following changes are applied:

- All search layouts are enhanced by increasing the number of fields available.
- A free text field for cross-column searches is added to all advanced search layouts.

- If you hover your mouse pointer over any value in a search drop-down list, iAccess displays a tool tip so you know what type of information that is. For example, you will know that a series of numbers shown is actually a job number.
- In the Expenses workspace, expense justification is enhanced by disabling the search drop-down on text fields.

## Convenience Syntax for iAccess Configurations

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

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

## Enhancements to the Conversations Functionality

iAccess users now have the option to:

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

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

## The Dashboard Workspace

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



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

- Fixed price
- Time and material
- Non-invoiceable

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

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

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Supported in 2.5.1 and described here.
<b>Touch</b>	Not supported.

## Changes to iAccess

The following changes are made to support this functionality:

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

## Improved Rendering of Boolean Fields

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Supported in 2.5.1 and described here.
<b>Touch</b>	Not supported.

## iAccess Notifications for Rejected Purchase Order and Employee

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

The following notifications are included:

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

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

## Reference Workspaces

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

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

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

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

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

The Document Viewer is now available in the Approval Center for expense, and mileage sheet lines. You can open, view, and download related documents directly from the Expense Sheet Lines tab or Mileage

Sheet Lines tab. You can also view documents attached to the expense sheets and mileage sheets from the Document Viewer on the Receipts, and Documents tabs, respectively.

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

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

## Changes to iAccess

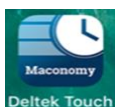
The Document Viewer in the Approval Center workspace is updated.

# Touch

## Improved Touch Icon

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

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



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



## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.

UI	Support
Touch	Supported in 2.5.1 and described here.

## Support for Okta Authentication

**Deltek Tracking: 1269153**

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

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.
Touch	Supported in 2.5.1 and described here.

### Setup Instructions

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

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

Register an Okta Application for the Touch Native Application

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

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

1. Open the Okta management portal.
2. Tap the Apps tab.
3. On the Apps tab, select the Maconomy application.
4. Tap **Configuration**.
5. In the **Redirect URI's** field, add the Touch URL (using the format `<yourTouchURL>/maconomyshared/backend/oauth2authcodereturn.php`). For example, <https://mactouchcph2.deltek.com/DeltekMaconomyTouchTime/maconomyshared/backend/oauth2authcodereturn.php>.

## Turn On Okta in the Web Service

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

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

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

## Enhanced Approval Workflow

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

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





### What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Supported in 2.5.1 and described here.

## Procedures

### Approve or Reject Approval Items


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

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

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

## Approve Items by Batch

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

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

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

## Advanced User Setting Control

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

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

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.
Touch	Supported in 2.5.1 and described here.

## Application Performance Monitor in REST

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

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

This functionality is disabled by default.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.
Touch	Supported in 2.5.1 and described here.

## New URLs for Touch Mobile

### Deltek Tracking: 1219194

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

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

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.
Touch	Supported in 2.5.1 and described here.

## Technology / System Admin

### RESTful API Version 2

#### Deltek Tracking: 1182794

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

## What's Changed?

UI	Support
Workspace Client	Not supported.

UI	Support
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

## Synchronous Calculation of Approval Notifications

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

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5.1 and described here.
iAccess	Supported in 2.5.1 and described here.
Touch	Not supported.

### Changes to Maconomy

To support this functionality, the following workspaces are updated:

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

A new Synchronous Notification Types single dialog is also added.

### Setup Instructions

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

## 2.5 Enhancements

### General Enhancements



## Access Control for Approvers

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.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Not supported.
Touch	Not supported.

### 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:**

- Go to **Setup » Approval Hierarchies » Approval Hierarchy Rules**.
- Select an approval type.
- Edit information in the tab as needed.
- Select the **Approved Tickets Expire** check box if you wish to allow approved tickets to expire.
- 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.
- Select the **Unapproved Tickets Expire** check box if you wish to allow unapproved tickets to expire.
- 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.
- Click **Save**.

## Updated Deltek Branding in Maconomy and Related Products

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

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Supported in 2.5 and described here.
Touch	Not supported.

## Approval Hierarchies

### Job Quote Approval in Maconomy

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described here.
<b>iAccess</b>	Supported in 2.5 and described here.
<b>Touch</b>	Supported in 2.5 and described here.

## Approval Hierarchies for Job Quotes in the Workspace Client

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

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

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

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

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

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.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## 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

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.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Not supported.
Touch	Not supported.

### 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:**

- Go to **Setup » Approval Hierarchies » Approval Hierarchy Selections**.
- On the Approval Hierarchy Selection Lines tab, select an approval hierarchy line.
- 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:**

- 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

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

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**.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described <a href="#">here</a> .
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## 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

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.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Time and Expense Sheet Approval Improvements

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.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described here.
<b>iAccess</b>	Supported in 2.5 and described here.
<b>Touch</b>	Not supported.

## Back Office

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

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.

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Not supported.
Touch	Not supported.

## 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.

Parameter	Description
	<p>By default, the value in this field is zero. The vendor invoices you create group in a single journal.</p> <p>If the value in this field is one, only one vendor invoice saves in a journal.</p> <p>If the value in this field is two or higher, Maconomy automatically uses the value as reference for the number of vendor invoice entries grouped in a journal.</p>

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

You can now create selection criterion for draft invoices which make use of fields from the employee relation, based on the project manager of the draft invoice.

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

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Not supported.
Touch	Not supported.

### Changes to Maconomy

The Approval Hierarchies workspace is updated.

## Enhanced Selection Criterion Specification and Changes on Changes Functionality

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.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.

UI	Support
iAccess	Not supported.
Touch	Not supported.

## 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

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

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

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.

### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described <a href="#">here</a> .
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

### 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

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.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Not supported.
Touch	Not supported.

## New DebitCredit Field on ReportingStructureLine

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.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Not supported.
Touch	Not supported.

### Changes to Maconomy

The following workspaces are updated:

- Financial Reporting
- Reporting Structure single dialog workspace

## Exchange Rate Based on Invoice Date

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

Previously in Maconomy, vendor invoices derived the exchange 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.

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Not supported.

UI	Support
Touch	Not supported.

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

## Enhanced Vendor Invoice Allocation Workspace to Support Reallocation

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.

### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

### 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

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.

### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

### 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

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.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described here.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## Changes to Maconomy

The System Setup workspace 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	<p>Select this parameter to create unrealized exchange rate variances for control accounts in the Print Currency Report single dialog workspace.</p> <p>Deselect this parameter to include unrealized exchange rate variances only for manual accounts.</p>

## Increased System Number Capacity

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.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described <a href="#">here</a> .
<b>iAccess</b>	Not supported.
<b>Touch</b>	Not supported.

## 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 proceed with the upgrade. The users did not apply any changes to their system numbers. They noticed the changes in the sorting order in the selection criteria. After a few weeks, the users from Company A adapt to the new sorting order and they are able to select ranges in the selection criteria.

### Keep the Numbers but Add Zero Padding

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

### Extend the System Numbers

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

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

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

## Procedures

### Specify the Number of Digits in a Series

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

#### To specify the number of digits in a series:

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

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

4. Click **Save**.

### Pad Numbers with Zeroes to Sort Integers

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

#### To pad numbers with zeroes:

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

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

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

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

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

### Setup Instructions

#### To enable this feature:

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

## Install / Upgrade Considerations

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

**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

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.

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described <a href="#">here</a> .
iAccess	Not supported.
Touch	Not supported.

## Invoicing

### Document Archive for Draft Invoices

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

#### What's Changed?

UI	Support
<b>Workspace Client</b>	Supported in 2.5 and described <a href="#">here</a> .
<b>iAccess</b>	Supported in 2.5 and described <a href="#">here</a> .
<b>Touch</b>	Not supported.

#### Document Archive for Draft Invoices in the Workspace Client

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:**

1. Go to **Jobs » Jobs » Invoicing » Draft Invoices » Invoice Editing**.
2. Select a job with a draft invoice.
3. 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

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

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.

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Supported in 2.5 and described here.
Touch	Not supported.

## 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

## BPM/Statutory

### Chinese Setup Guide

- Statutory Regulatory Guide for China.

### Selection Criteria on Report Tab

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.

## What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described here.
iAccess	Not supported.
Touch	Not supported.

## iAccess

### Enhancements to the Conversation Functionality

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.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5 and described here.
Touch	Not supported.

### Role-Dependent Search Options

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.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5 and described here.
Touch	Not supported.

## Displaying Additional Information on iAccess Systems

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.

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5 and described here.
Touch	Not supported.

### Labels on iAccess Systems

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 *Deltak Maconomy System Administrator Guide*.

### 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.

## Enabling Charts in iAccess

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**.

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5 and described here.
Touch	Not supported.

## Quotes Workspace

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.

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5 and described <a href="#">here</a> .
Touch	Not supported.

### Notifications

The following notifications are included:

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

### Changes to iAccess

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

### Workflow

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

Task	User	Details...
Create or edit a quote.	Project manager	<ul style="list-style-type: none"> <li>▪ The quote can be created from an existing budget or in the Quotes workspace</li> </ul>

Task	User	Details...
		<ul style="list-style-type: none"> <li>Update quote information and calculations as needed.</li> </ul>
Submit a quote.	Project manager, or any employee with requisite permissions	<ul style="list-style-type: none"> <li>Submit a quote for approval.</li> </ul>
Approve a quote.	Approver	<ul style="list-style-type: none"> <li>The designated approver views, and approves or rejects submitted job quotes.</li> <li>You cannot edit an approved quote unless you reopen the quote.</li> </ul>
Reopen a quote.	Project Manager	<ul style="list-style-type: none"> <li>Reopen a quote, if needed.</li> </ul>
Print a quote, draft quote, or order confirmation.	Project manager, or any employee with requisite permissions	<ul style="list-style-type: none"> <li>You can print your job quotes and order confirmations.</li> </ul>
Delete and restore quote revisions.	Project Manager	<ul style="list-style-type: none"> <li>You can delete quote revisions and restore the versions, if needed.</li> <li>Prior to restoration, reopen the approved or deleted quote.</li> </ul>

## Setup Instructions

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

## Credit Control Follow-Up

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, the Cash Collection notification is added to iAccess.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5 and described <a href="#">here</a> .
Touch	Not supported.

## 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

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.

## What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5 and described <a href="#">here</a> .
Touch	Not supported.

## 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

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.

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Supported in 2.5 and described <a href="#">here</a> .
Touch	Not supported.

### 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

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 Deltak mobile applications.

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

## What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Supported in 2.5 and described here.

## String Object Type for System Numbers

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.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Supported in 2.5 and described here.

## Support for Quote Approval in Touch

Touch now supports approval of job quotes.

## What's Changed?

UI	Support
<b>Workspace Client</b>	Not supported.
<b>iAccess</b>	Not supported.
<b>Touch</b>	Supported in 2.5 and described here.

**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

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.

### What's Changed?

UI	Support
Workspace Client	Not supported.
iAccess	Not supported.
Touch	Supported in 2.5 and described <a href="#">here</a> .

## System Admin

### Improved Data Imports

- 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)

### What's Changed?

UI	Support
Workspace Client	Supported in 2.5 and described <a href="#">here</a> .
iAccess	Not supported.
Touch	Not supported.

### 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.

## APM Template Dashboards

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.

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### Performance Improvements

#### 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.

#### Switch Off Legacy Lifestyle Functionality

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

### Technology Enhancements

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

#### Time and Date Formats in Exported Data

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

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

## Multiple Fonts Support

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

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

### fontname attribute

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

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

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

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

你好 · 世界 สวัสดีเพื่อนของฉัน hello

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

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

### Default Font

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

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

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

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

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

**Note:** Remember to recompile your prints after changing the default fonts by running `MaconomyServer -UP`, `-UEP`, and `-UIP` commands, for example:

```
MaconomyServer.w_20_0.cmd -Sw200 -UP // re-compiles standard layouts
MaconomyServer.w_20_0.cmd -Sw200 -UEP // exports custom layouts
MaconomyServer.w_20_0.cmd -Sw200 -UIP // re-imports (re-compiles) custom layouts
```

## Last Resort Font

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

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

will be printed in the following way:

字字力字字 ทททททททททททททททททททททททท hello

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

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

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

### Updated Message

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

### MConfig "No Output" Option

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

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

### Disaster Recovery Configuration

Mconfig now supports a disaster recovery server configuration.

## Workspace Client Platform & Usability Enhancements

### Default Communication Protocol for Workspace Client

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.



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