

Deltek Maconomy 2.3 GA

Enhancements Guide

December 2, 2016

While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published December 2016.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

Contents

Overview	1
What's New in 2.3 LA1 (July 2015)	2
What's New in 2.3 LA (June 2016)	4
What's New in 2.3 GA (December 2016)	6
Currency Field in External Accounts Workspace	8
T&M and On Account Invoicing	9
Linking Activity Posting Reference to Vendor Popups	12
Posting of Standard Billing Price	16
Finance Reconciliation Import Program	19
Enhancements to Payment Term Specification	20
Specifying Unit Information for Quantities	21
Notifications for Mileage Sheet Approvals.....	23
Credit Control as Part of Standard Extensions.....	24
Account Ledger Summary Details	25
Sequence Numbers	26
Quantity Enabled in Invoice Plan.....	28
Fixed Exchange Rates	30
BPM Updates.....	32
Human Resources – Employees	33
Web Services – Traffic Live	34
Contact Management – Campaigns	35
2.3 LA1 June 2016 Features.....	36
Pre-Invoices	37
Explicit Creation of Time Sheets	48
Using MConfig to Enable IIS Support for iAccess	50
Enabled Uniqueness Constraints in the SQL Server	51
Multi-Role Users	52
Tenant-Specific Server Configuration Settings	54
Document Archive for General Journal	55
Local Chart of Accounts	56
Reporting Structure	59
Scheduled Background Tasks.....	66
Self-Invoicing	68
VAT Tax Settlement	74
Enhancements to the Subcontractor Functionality.....	76

Updates to Standard Extensions	77
Refreshing User Notifications	78
Update to Annual Portugal SAFT	79
Updated Standard BPM Reports	80
MDML Enhancements	81
Coupling Service Configurable Timeout	83
Job Surcharges at Invoicing	84
Added New Unmark All Action	85
2.3 GA Features	86
Application Features	87
Self-Invoicing Enhancements	88
Unrealized Exchange Rate Variances for Open Job Entries and Unallocated Invoices	89
Workspace Client Support for Stand-Alone Programs	95
User Information Universe Update	97
On Selection Criterion Specification (Math operator and new operators)	98
Approval Hierarchy Improvements	100
Multi-Role User Improvements	105
Bankruptcy Management.....	106
Linking Rules Enhancements	111
BPM Features.....	114
Foreign Transaction Reports	115
Technology Features	123
Appendix A – Field Descriptions.....	125
Appendix B – Additional Information	320

Overview

Welcome to the Deltek Maconomy 2.3 LA Enhancements Guide. This guide provides an overview of all of the new features in Maconomy 2.3 LA1 and 2.3 LA as well as supporting material, including “How to...” and “Setup” information. Additionally, the Appendix provides details of fields and descriptions for new and updated workspaces.

What's New in 2.3 LA1 (July 2015)

This section gives a high-level summary of the key features for Maconomy 2.3 LA1.

Summary of All Features

- **Currency Field for External Accounts** — A new **Currency** field is added to the External Accounts workspace to allow users to specify the currency directly on the external accounts instead of creating payment/customer payment modes per currency. (439480)
- **T&M and On Account Invoicing** — This feature enables you to create invoices containing both on account invoicing and time and material (T&M) together on the same invoice (439398)
- **Linking Activity Posting Reference to Vendor Popups** — Vendor Popup fields are added to Job Posting Reference Lines so that the that the posting of vendor-related job registrations can depend on the vendor popup fields selected on the company vendor information card. Additionally, the posting process is updated so that it is more flexible and simpler to define posting Activities and Job Posting Reference rules. (438157)
- **Posting of Standard Billing Price** — You can now setup jobs so that the full standard billing price is posted to G/L. Two new account references are added to support this functionality. (485785)
- **Finance Reconciliation Import Program** — A new Import Finance Reconciliation program is added so that you can more easily perform finance reconciliations. (485783)
- **Enhancements to Payment Term Specification** — Specifying payment terms for a customer invoice is now updated to allow you to better specify payment dates and terms. (486021)
- **Specifying Unit Information for Quantities**— This enhancement allows users to enter unit information at an earlier stage in a job's lifecycle. (447820)
- **Notifications for Mileage Sheet Approvals** — Notifications are added to Maconomy to support mileage sheet approval when using approval hierarchies. (467294)
- **Credit Control as Part of Standard Extensions** — The Credit Control extension no longer requires the CRM add-on to work. (467084)
- **Account Ledger Summary Details** — Maconomy is enhanced with Debit, Credit, and Movement variables added to Account Ledger and Dimension Card workspaces. (471941)
- **Sequence Numbers** — This enhancement allows users to add sequence numbers to finance entries, and create opening balance entries with sequence numbers. (434301)
- **Quantity Enabled in Invoice Plan** — Quantity and unit price are added to invoice plan lines. Together with Text 1-5 these fields will flow to the invoice on account and to the invoice lines on the invoice. (485837)
- **Fixed Exchange Rates** — Maconomy now allows users to specify a fixed exchange rate for company-specific customers. (471940)
- **BPM Updates** — Maconomy is updated to support combined invoices on account and T&M on the same invoice, and BPM reporting is updated to support this new functionality. (522421)

- **Contact Management – Campaigns** — New actions **Add event flow** and **Create Event For Contact** are added. (44693)
- **Human Resources – Employees** — A **Submit Vendor** action is added to the Employee workspace. (43802)
- **Blanket Invoice Selection** — The Blanket Invoice Selection pane is enhanced to include the action **Rederive Tax Codes**, which will rederive tax codes on invoice selection lines for jobs included in the blanket invoicing. (44719)
- **Charges** — Job Charge Rules can now be used without requiring the Sales Orders add-on installed. (44722)
- **Notifications** — A new notification "Invoice Plan Due" is added. For Standard and PSO systems the Project Manager will be notified. For CPA the EmployeeNumber6 (Biller) will be notified. (44868)
- **Creation Wizards** — Creation wizards are introduced in the Order Setup workspace. (44286)
- **Web Services – Traffic Live** — The user "Traffic Live Integration user" is imported in PSO and CPA solution by default. (45361)

What's New in 2.3 LA (June 2016)

This section gives a high-level summary of the key features for Maconomy 2.3 LA.

Summary of All Features

- **Pre-Invoicing** — Pre-invoices are produced before any work is carried out on a job, and the customer pays in advance for work to be done on a project. A pre-invoice is a request for payment and a customer is not legally obligated to pay it. (431005)
- **Self-Invoicing** – This enhancement allows companies to prepare vendor invoices, thereby enabling them to control the amounts for which they are billed. (478263)
- **Multi-Role Users** – Maconomy now uses roles (rather than user credentials) as the basis for access control. (465373, 460660, 463270)
- **VAT Tax Settlement** – This enhancement enables taxes to be reported to authorities in basis amounts and tax amounts, as well as tie tax amounts to vendors and customers in order to simplify reconciliation against customer and vendor invoices. (522433)
- **Local Chart of Accounts** - The Local Chart of Accounts enhancement enables a company-specific Local Chart of Accounts dimension in Maconomy. (479531)
- **Reporting Structures** – This enhancement allows BPM to structure data using various dimensions (including Account, Company, Location, Local Specification) and enables you to create structures represented as hierarchies (directory structures). (541412)
- **Explicit Creation of Time Sheets** – This enhancement allows you to use two new company-specific system parameters to customize Maconomy's behavior when users navigate calendars. (483736)
- **Document Archive for General Journal** – This enhancement enables you to attach and view documents in a General Journal in the same way as in a Vendor Invoice Journal. (487285)
- **Talent Management Integration Update** – This update enables you to use background tasks to schedule automatic synchronization.
- **Using MConfig to Enable IIS Support for iAccess** – Creating a website using either IIS or Apache is one of the steps involved in installing iAccess. You now have the option to use MConfig to enable IIS support. (551780)
- **Enabled Uniqueness Constraints in the SQL Server** – Uniqueness constraints on selected tables are now enabled for Maconomy installations on both the Oracle and Microsoft SQL server databases. (435098)
- **Tenant-Specific Server Configuration Settings** – The Maconomy server now supports customization folder hierarchies when searching for files with server configuration settings. This enhancement makes it possible for companies using multi-tenant installations to have tenant-specific server configuration settings (via shortname). (545443)
- **Scheduled Background Tasks** – Companies can now set up tasks to run in the background (that is, without manual intervention and according to a predetermined schedule). (467057)
- **Enhancements to the Subcontractor Functionality** – These capabilities are introduced as part of the self-invoicing enhancement, and are available even if self-invoicing is not in use. (605339)

- **Updates to Standard Extensions** – Several standard extensions are updated to use the extension framework's new SQL API. (499404)
- **Refreshing User Notifications** – This enhancement allows system administrators to set up a customized scheduled background task to have user notifications refreshed. (551829)
- **Update to Annual Portugal SAFT** – The transaction ID format in this report is updated to prevent a gap in the numbering sequence for GL entries. (581078)
- **Updated Standard BPM Reports** – Three new areas are added to standard BPM reports to provide better flexibility. (531573)
- **Added New Unmark All Action** - With the addition of the **Unmark All** action, Maconomy now offers customers the flexibility to deal with customer and vendor reconciliation processes that have a large number of reconciliations. (561972)
- **Company-Specific Parameters – Centralized customer creation only** and **Centralized vendor creation only** are now company-specific. (593995)
- **MDML Enhancements** – Enhancements include ability to use expressions to specify titles, use default values for parameters, and reuse common child elements.
- **Coupling Service Configurable Timeout** – You can now configure the service acquisition timeout for the server pools in the Coupling Service.
- **Browser Support** – We have added support for Firefox 45 ESR in the Portal. (615223)

What's New in 2.3 GA (December 2016)

Summary of All Features

Application

- **Self-Invoicing Enhancements** — Enhancements include new fields added to restrict printing of vendor invoices by Self Invoice type only, exclude Self Invoices, and print by Vendor Number and Entry Date ranges. Batch self-invoices can be printed by a Vendor Number range. (617253)
- **Unrealized Exchange Rate Variances for Open Job Entries and Unallocated Invoices** — This feature allows you to manage unrealized exchange rate gains or losses regularly throughout a job for better visualization of growing gains or losses due to exchange rate fluctuations. (488057)
- **Workspace Client Support for Stand-Alone Programs** - This enhancement adds news import and support programs to Maconomy as single dialog workspaces to provide easy access. (585142)
- **User Information Universe Update** – The User Information Universe in BPM reporting is enhanced to support multiple roles per user. (598962)
- **On Selection Criterion Specification (Math operator and new operators)** – This enhancement allows you to use mathematical operators to perform addition, subtraction, multiplication, and/or division between two or more fields. You can then use the result of these operations for comparison purposes. (624191)
- **Approval Hierarchy Improvements**
 - **Support for automatic approval for no specified approvers** – Companies can now use approval hierarchies with no specified approvers. A new field is added to allow Maconomy to automatically approve transactions. (604007)
 - **Ability to specify messages on approval hierarchy** – This enhancement allows you to define a custom message for Maconomy to display if users select a specific approval hierarchy during the approval process. (604008)
 - **Ability to specify unchanged line reapproval requirements** - In Maconomy, a new option is added to specify that when lines are resubmitted, approvers only need to reapprove lines with changes and the header. (604009)
 - **PO Invoice Margin Tolerance** – You can now set up controls so that users cannot submit a vendor invoice for posting if its invoice allocation lines exceed the remaining amount in the relevant purchase order. (579112)
- **Bankruptcy Management** – This feature allows you to handle the bankruptcy accounting for one or more companies. The Bankruptcy Management workspace is added to Maconomy to provide support for handling bankrupt companies. (480520)
- **Linking Rules Enhancements** – This release introduces enhancements to the linking rules functionality, including linking fields with different internal field names, linking fields to a value, linking a subordinate relation to multiple parent relations, and new linking relations. (696511)
- **Multi-Role User Improvements** — Several enhancements are made to Maconomy's existing multi-role access control functionality. (618526)

BPM

- **Foreign Transaction Reports** — These general BPM reports display all foreign transactions related to customers and vendors. These reports answer the requirement that in some countries, companies must document all of the monetary transactions that goes in and out of the country, including transactions in and out of the European Union (EU). (522431)

Technology

- **Popup Functions Enables in MPL 4** — In order to make it easier to work with popup values used in expressions in MPL 4, three new functions known from the Workspace Client are enabled. (732936)
- **Change Maconomy Server Logs** — In order to make the Maconomy server log easier to consume by standard log monitoring tools, the log output has been changed to a more traditional format with tab-separated columns. (524025)
- **Command-Line Options** — In order to make the Maconomy server log easier to consume by standard log monitoring tools, the log output has been changed to a more traditional format with tab-separated columns. (553144)
- **Forgot My Password** — The Maconomy REST webservice API now supports the "Forgot my password" authentication method by which a token sent to the email address of a Maconomy user can be used to authenticate and change the password of that user. (487036)



Notes on Forthcoming Technology Features

- **Scalable Server** — Scalable server will enable you to set up multiple Maconomy application servers accessing the same database to increase performance. (553561)
- **Maconomy Hardware Requirements Tool** — The Maconomy Hardware Requirements Tool will be a dynamic tool that allows you to input specific parameters based on your exact setup, and then generate custom recommendations. (552031)

If you need assistance with installing a scalable server or determining hardware requirements prior to release of these features, contact Chris Challenor, PDM (Maconomy Technology Product Manager).

Currency Field in External Accounts Workspace

Deltek Tracking #439480

Single Dialogs » Banking » Set-up » External Accounts

A new **Currency** field is added to the External Accounts workspace, Selection Criteria island. The purpose of the field is to allow users to specify the currency directly on the external accounts instead of creating payment/customer payment modes per currency.

To support this change, it is now possible to have the same payment/customer payment mode assigned to multiple external accounts in the same company, but the accounts must have different currencies.

- **Currency** – Use this field to specify the currency on the external accounts for both invoicing (it is matched against the invoicing currency), and for vendor payments (it is matched against the payment currency).
 - External accounts with a currency selected are used for all invoices (for the assigned customer payment modes) and all payments (for the assigned vendor payment modes) in that currency.
 - External accounts without a currency selected are used for all invoices (for the assigned customer payment modes) and all payments (for the assigned vendor payment modes) for all currencies where there is no external account for the given currency.

Example

A company may have a number of bank accounts in different currencies. A UK company may have a bank account in GBP (its main account), but could also have a bank account in USD and EUR. It will use the USD and EUR bank accounts for all transactions in these currencies, so it does not have to pay a currency exchange fee to the bank, and the GBP account for all other currencies.

This company will have to select USD on the external account belonging to the USD bank account, so that Maconomy uses this account for all *dollar* transactions. It will also select EUR on the external account belonging to the EUR bank account, so that Maconomy use this account for all *euro* transactions. It will not select a currency on the external account belonging to the GBP account, so that this account will be used for all transaction except transactions in USD and EUR.

T&M and On Account Invoicing

Deltek Tracking #439398

Current Maconomy functionality supports project invoicing based on time and material (T&M) or on account invoicing for both time and material jobs and fixed price jobs. However, there is a need to invoice both T&M and on account invoicing on the same invoice on both individual projects and blanket invoicing of multiple projects. This feature enables you to create invoices containing both on account invoicing and time and material (T&M) together on the same invoice.

This new functionality includes updated fields and actions, and spans many invoice-related activities, such as:

- Invoice approval
- Split billing
- Invoice crediting
- Invoice editing
- Blanket invoicing

The combined on account invoicing and T&M on invoice feature is controlled by a new system parameter, as described in the set-up section, below.



Multiple Currencies

Maconomy supports invoicing on account in multiple currencies. You can now set up a job to allow both multi-currency invoicing on account and “combined invoices,” but for any new invoice the functionalities will be mutually exclusive, meaning that invoices that combine T&M with IOA is limited to the job currency.

Credit vs. Debit

If the selection of T&M for invoicing is in debit (invoicing) and the on account selection is in credit (credit memo), or vice versa, then it is not possible to approve both parts of the selection to a combined draft invoice.

Fields and Actions

New and Updated Fields

A new **Invoice Type** field enables you to choose which invoice parts should be approved for invoicing via T&M, IOA, or both. This field default to either T&M or On Account, following the same logic as in prior versions, namely that it defaults to On Account if you enter an amount for invoicing on account, or otherwise it defaults to the T&M value.

To use the new functionality, this field must be included in the layout (in the card part or wizard, in case you have a wizard for the approval). Similarly, the two actions for approving on account invoice/credit memo selection in the window On Account Invoice Selection are replaced by the action Approve, controlled by a new field Invoice Type.

The five fields in the table part of Bill To Customer Distribution with suggested and selected amount for entries and for on account invoicing are merged into two fields for suggested and selected amount in total.

Updated Actions

The Invoice Selection workspace is updated to streamline actions. Previously, four approval actions were available. This is simplified to a single action which approves the part or parts specified in the Invoice Type field mentioned above.

Invoice Approval

For jobs set up to allow this new functionality, approval of invoice selection can produce a draft invoice covering both the T&M selected for invoicing and the specified on account invoicing.

You can include on account reconciliation for the T&M part of the combined invoices in the same way as for standard T&M invoices with the current functionality.

Note also that for jobs set up with Job Invoice Allocation it will be possible to create an invoice combining T&M (entries marked as excluded from the fixed price) with on account where the latter could be included in fixed price, meaning that it will be reconciled through job invoice allocation.

Split Billing

Split billing continues with current functionality that is extended to apply to invoices covering both T&M and IOA invoicing. As usual, jobs can be set up with multiple bill-to customers, and on each of these bill-to customers, you can specify the share of the job as a percentage. Based on this setup, Maconomy calculates a suggested distribution of the current invoice selection onto the bill to customers. Now this will also apply to T&M and IOA invoicing with a calculated distribution of the total amount for invoicing.

Invoice Crediting

If you choose to credit an invoice which covers both T&M and on account, then both parts will be set for crediting. You may, however, choose to only approve one of the two parts when you approve the credit memo selection, as follows:

- **T&M** — If you choose to credit a T&M invoice, then the approval will only include the T&M, even if there is an amount selected for crediting on account.
- **IOA** — If you choose to credit an IOA, the credit memo cannot include any T&M entries that may be selected for crediting.

Invoice Editing

The specification on a draft that covers both T&M and IOA includes the lines created for the T&M (and controlled by the invoice layout rule) as well as the lines created for the IOA. Additionally, you can set up two text lines as fixed headers before each section (one header for T&M and one for IOA), as well as inclusion of subtotals for each section.

In the Job Cost Setup workspace, you can edit the invoice to control whether T&M or IOA appears first on an invoice, in the Invoice Layout Rule.

Blanket Invoicing

You can include T&M draft invoices with IOA draft invoices, as well as combined draft invoices on the same *blanket draft invoice*, provided that the jobs have been set up to allow the use of combined invoicing. Set up this capability when you set up the jobs.

You can also manage Blanket invoicing by invoicing in batch without having combined the drafts into blanket drafts. This allows for T&M drafts, IOA drafts, and combined drafts to be collected onto the same blanket invoice for jobs that allow combined invoicing.

Setup Instructions

Job Parameters

Two new lines are added for job parameters of type “Invoicing Selection.”

Allow Combined T&M and On Account Invoicing — Set this parameter to **Yes** to enable the combination of T&M and on account invoicing on an invoice. If enabled, the option for “T&M and On Account” is an option for the **Invoice Type** field in Invoice Selection.

Combine T&M and On Account by Default — Set this parameter to **Yes** to select the **Combine T&M, On Account by Default** field. This indicated that Invoice Type switches to “T&M and On Account” when you set an amount for invoicing on account, provided that this is allowed.

Linking Activity Posting Reference to Vendor Popups

Deltek Tracking #438157

New Vendor Popup Fields

Job Cost » Activities Workspace

Job Cost » Job Posting References Workspace

Vendor Popup fields have been added to Job Posting Reference Line so that the posting of vendor related job registration can depend on the vendor popup fields selected on the company vendor information card.

Enhanced Job Posting Reference Functionality

In this feature, we have made improvements to the posting process so that it is more flexible and simpler to define posting Activities and Job Posting Reference rules.

Previously when posting, the system would look first at the List of Activities and then at the list of Job Posting references to match the input exactly against entries in the table, ordered by their priority.

Now, instead of matching the input exactly against the rule set, the system scans all matching rule lines and returns results based on this information. The rule lines scan in priority order, so if a result parameter is found in a higher and lower rule line, the line with higher priority order is used.

This approach saves you time and effort, as you no longer need to define all information on each rule line, but simply define the only specific information. This also allows you to reduce the number of rule lines to add, since you don't need to duplicate lines if they for instance differ in only one parameter.

Example

In this example, we look at a posting reference that uses cost account, billing price account, and invoice on account, to see how the process is simplified with the new method.

First, we assume that the "cost account" only depends on vendor popup 1.

These are our guidelines:

- If vendor popup 1 has the value 1 A, we must use account 1210
- If vendor popup 1 has the value 1B, we must use account 1220
- If vendor popup 1 has the value 1C, we must use account 1230

Next, assume that the "billing price account" only depends on employee popup 2.

These are our guidelines:

- If employee popup 2 has the value 2A, we must use account 2110
- If employee popup 2 has the value 2B, we must use account 2120
- If employee popup 2 has the value 2C, we must use account 2130

Finally, assume that "invoice on account" only depends on job group.

These are our guidelines:

- If job group has the value 3A, we must use account 3110
- If job group has the value 3B, we must use account 3120

Previously in this scenario, you would need to create 18 lines in the posting reference dialog (as follows).

Before

Line No.	Vendor Popup 1	Employee Popup 2	Job Group	Cost Account	Billing Price	Invoice on Account
1	1A	2A	3A	1210	2110	3110
2	1A	2A	3B	1210	2110	3120
3	1A	2B	3A	1210	2120	3110
4	1A	2B	3B	1210	2120	3120
5	1A	2C	3A	1210	2130	3110
6	1A	2C	3B	1210	2130	3120
7	1B	2A	3A	1220	2110	3110
8	1B	2A	3B	1220	2110	3120
9	1B	2B	3A	1220	2120	3110
10	1B	2B	3B	1220	2120	3120
11	1B	2C	3A	1220	2130	3110
12	1B	2C	3B	1220	2130	3120
13	1C	2A	3A	1230	2110	3110
14	1C	2A	3B	1230	2110	3120
15	1C	2B	3A	1230	2120	3110
16	1C	2B	3B	1230	2120	3120
17	1C	2C	3A	1230	2130	3110
18	1C	2C	3B	1230	2130	3120

With the new process, you need only enter 8 lines, as the posting reference is derived line by line (as follows).

After

Line No.	Vendor Popup 1	Employee Popup 2	Job Group	Cost Account	Billing Price	Invoice on Account
1	1A			1210		
2	1B			1220		
3	1C			1230		
4		2A			2110	
5		2B			2120	
6		2C			2130	
7			3A			3110
8			3B			3120

How to...

Use the steps in this section to specify the sorting order of job reference postings. Create rules in numerical order, as this is the priority in which the lines will sort (meaning that line 1 has the highest priority). Rules sort in descending order (lines sort on line 1, then 2, then 3, and so on).

You can also create an “exception” to a rule. This is when a second value is entered in any particular column, the highest value will be the rule for this particular line. In this case, specific rules are higher in the table, and global rules are lower.

To specify the sorting order for job reference postings, follow these steps:

1. Enter lines to use as a posting reference as the first sorting priority, such as Department and related P&L groups.
2. Enter lines to use for a posting reference as the second sorting priority, such as Job Group and related Cost Prices.

Linking Activity Posting Reference to Vendor Popups

3. Enter lines to use for a posting reference as the third sorting priority, such as Employee Type and the related Open Cost Price.

4. If there is an exception to the sorting priority, enter it as needed. The exception will conclude the search for this line, and the higher value will override the lower value in this column. For example, in the screenshot below, line 2 will always use the Cost Price 1230, rather than the other listed prices of 1210 or 1220.

Posting of Standard Billing Price

Deltek Tracking #485785

In Maconomy we have three independent hourly rate models: Cost price, Billing price, and Intercompany price. However, large companies typically need to use interdepartmental trade as well. This feature enables companies to use the standard billing price for either the original functionality or to track interdepartmental trade, internal sales price on hours between departments, and the redistribution of revenue between the departments.

The job parameter, **Posting of Standard Billing Price** is added to the “Revenue Recognition” parameter type, and enables whether the standard billing price amount on registrations are posted in the G/L on the new account references introduced.

Posting of Standard Billing Price – A standard billing price can be used as a measuring point for performance analyses in which you compare the actual, registered billing price with the standard billing price. In this way, the standard billing price acts as a target price which should be achieved for this activity. The standard billing price is derived in the same way as the regular billing price, except that the item price list system is not used.

- Set this parameter to **No** to track this target price for items or services outside of the company.
- Set this parameter to **Yes** to post this price for items or services for the job.

New Functionality

New Job Posting References

Two new job posting references are introduced:

- Standard Billing Price
- Standard Billing Price, Offset

Examples

Balance Sheet		P&L	
5410 WIP		1510 Open Billing Price	
420			420
		1235 Standard Billing Price	
			400
		1245 Standard Billing Price Offset	

400

Job Posting Reference Lines

WIP Time	Open Billing Price	Standard Billing Price	Standard Billing Price Offset
5410	1510	1235	1245

Setup

This section describes how to set up the Posting of Standard Billing Price functionality to work with either new jobs or update existing jobs.


Note: Depending on your company's needs, when you adjust the **Posting of Standard Billing Price** functionality, you may also choose to coordinate the Posting of Standard Billing Price parameter so that it works in conjunction with time activities or amount activities, as follows:

- To use this in conjunction with time activities, enable the **Use standard billing price for time activities** parameter.
- To use this in conjunction with amount activities, enable the **Use standard billing price for amount activities** parameter.

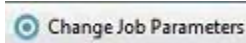
How to...

Create a New Job with Standard Billing Price

To set up the Posting of Standard Billing Price functionality for a new job, follow these steps:

1. Click **Setup » Job Cost Setup » Parameters » Job Parameters » Parameter** and click  to add a new job parameter. The new functionality is added to the "Revenue Recognition" parameter type.
2. Enter the needed information in the Job Parameters tab, such as Name and Type.
3. In the Attributes sub-tab, do the following:
 - a. Change the entry for **Posting of Standard Billing Price** to **Yes**. A warning message displays. Click **OK**.
 - b. Add a Value for **Activity for job revenue adjustment**.
4. Click **Selection Rules » Job Parameter** and select a selection rule.
5. On a new line, click to search in the **Name** field. A Job Parameter pop-up displays.
6. Select the job parameter you created and named in Step 2.
7. Select the **Standard** and **Overwrite** check boxes.
8. Click **Jobs » Setup » Parameter Selections**. The new job with the Standard Billing Price functionality setup for intercompany tracking appears in the list, and is available for Job Journals and other functions.

Update an Existing Job with Standard Billing Price

1. Click **Jobs » Setup » Parameter Selections**.
2. Select the Parameter Type you need to change, then click  **Change Job Parameters**.
3. In the New Attributes sub-tab, change the entry for **Posting of Standard Billing Price** to **Yes**. A warning message displays. Click **OK**.

Finance Reconciliation Import Program

Deltek Tracking #485783

Single Dialogs » Import » General Ledger » Import Finance Reconciliation

A new Import Finance Reconciliation program is added so that you can more easily perform finance reconciliations.

Enhancements to Payment Term Specification

Deltek Tracking # 486021

When specifying payment terms for a customer invoice, you can now do the following:

- Set a minimum number of days for the length of a payment term.
- Use the "Day of Month" method so that the payment term due date always falls on the same date in a month.

If you choose this method and you print an invoice before the specified date, Maconomy sets the due date within the month when you print the invoice. If you print the invoice after the specified date, Maconomy moves the due date to the next month. This ensures that the due date always falls after the printing date.

Previous to 2.3, you could choose from three methods when setting up payment term due dates: the end of the month, the last day of the week, or the date when you print the invoice ("Net").

Setup Instructions

Perform setup procedures in the Popup Fields sub-tab of the System Setup workspace (**Setup » System Setup workspace » Parameters and Numbers tab » Popup Fields sub-tab**).

If the company needs to set the minimum length of a payment term, you can specify a value in the **Minimum No. of Days** field for the payment term line.

- If you are using the "Net" method for a payment term, you cannot use the **Minimum No. of Days** field. Specify a value in the **No. of Days** field instead.
- If you are using the "EOM" method for a payment term, specify a value in the **Minimum No. of Days** field if the due date should be the last day of the month and a minimum payment term length is required.

If the payment term is shorter than the value specified in this field, Maconomy moves the due date to the end of the next month.

- If you are using the "Week" method for a payment term, specify a value in the **Minimum No. of Days** field if the due date should be the last day of the week and a minimum payment term length is required.

If the payment term is shorter than the value specified in this field, Maconomy moves the due date to the end of the next week.

- If you are using the "Day of Month" method for a payment term, specify a value in the **Minimum No. of Days** field if the due date should fall on a specific date and a minimum payment term length is required.

If the payment term is shorter than the value specified in this field, Maconomy moves the due date to the specified date in the next month.

If the company needs the due date of a payment to fall on a specific date in a month, create a payment term with the "Day of Month" method.

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Specifying Unit Information for Quantities

Deltek Tracking #447820

This enhancement allows users to enter unit information at an earlier stage in a job's lifecycle. Previous to 2.3, users could specify a sales unit (such as kilogram, liter, and piece) on draft invoice lines, and this information would then be included when printing the final invoice. Users could manually select a value from a list of units, or derive the value from the inventory item associated with the job entry being invoiced.

With this enhancement, users can now specify unit information for quantities on job budget lines and job quote lines. This also applies when creating quotes from budgets.

The **Unit** field follows the distinction that Maconomy makes between time and amount lines. Some units (such as kilogram and liter) are reserved for amount, while others (that is, the unit values marked as "Hours" or "Days") are reserved for time.

While this field is not displayed in the Workspace Client by default, users can choose to display the field in the sub-tabs where it is available. On the company level, these sub-tabs can also be customized to display the field as part of the default layout.

Maconomy print layouts can also be customized to include unit information, and to translate unit information to another language.

Setup Instructions

For the system administrator and/or consultant, perform setup and customizations as needed.

Setup Procedures:

1. If the company needs the **Unit** field visible by default in any of the sub-tabs where the field is available, add the field to the specific workspace layouts.
2. Add two units for "hours" and "days" to the list of values for the "Units" popup type in the Popup Fields sub-tab of the System Setup workspace (**Setup » System Setup workspace » Parameters and Numbers tab » Popup Fields sub-tab**).

You can use any name for these units, as long as one is marked as "Hours" and another as "Days".

Customizations for Maconomy Print Layouts:

1. If the company needs unit information displayed, customize any of the following layouts:
 - Job Budget
 - Job Quotation (used by the **Print Quote** and **Print Draft Quote** actions in the Quote Editing single dialog workspace)
 - Invoice Editing
 - Job Invoice
 - Job Credit Memo

The last three already support printing units on invoice lines.

2. If the company needs unit information translated to another language, customize the settings using the Language Texts sub-tab of the System Setup workspace (**Setup » System Setup workspace » Regional Settings tab » Language Texts sub-tab**).

System Parameters

This enhancement is part of the standard, CPA, and PSO systems. No system parameters or add-ons need to be enabled.

Notifications for Mileage Sheet Approvals

Deltek Tracking # 467294

Notifications are added to Maconomy to support mileage sheet approval when using approval hierarchies. The New To-Dos are:

- Approve Mileage Sheet To-Do
- Approve Mileage Sheet by Type To-Do
- Approve Mileage Sheet (Substitute) To-Do
- Approve Mileage Sheet by Type (Substitute) To-Do
- Approve Mileage Sheet Line To-Do
- Approve Mileage Sheet Line by Type To-Do
- Approve Mileage Sheet Line (Substitute) To-Do
- Approve Mileage Sheet Line by Type (Substitute) To-Do
- Rejected Mileage Sheet To-Do

Details about these notifications are found in the Deltek Maconomy Concepts Guide.

Credit Control as Part of Standard Extensions

Delttek Tracking #467084

The Credit Control feature allows credit controllers to record details of their calls every time they contact a customer. Previous to 2.3, companies who wanted to use this feature had to purchase a license for the Customer Relationship Management (CRM) module separately. This add-on requirement is removed, and full Credit Control functionality is now delivered as part of the standard system.

Specifically, you can perform the following:

- Create or edit information for contact persons and their relationship with other contact persons and companies.
- Create or edit information about event flows.
- Create event flow types.
- Print event flows and event flow types.

Setup Instructions

This feature is an extension made available as part the standard system. For system administrators, perform normal procedures to install extensions.

System Parameters

No system parameters or add-ons need to be enabled.

Account Ledger Summary Details

Maconomy is enhanced with added variables to Account Ledger and Dimension Card workspaces. The new variables, Debit, Credit, and Movement (debit-credit), are added to the Period Balances island, and show these related amounts for the given period in three different currencies.

Note: The variables are only added to the full layout used in the single dialog workspaces.

For example, assume you have the following five finance entries:

Entry Date	Debit	Credit
3/3	1000	
3/3		700
4/4	800	
4/4		600
4/4		400

If you select April as the period, you will have the following values:

Opening balance:	300	
Movement (Debit):	800	
Movement (Credit)	1000	
Movement (Total)	-200	
Closing balance:		100

Sequence Numbers

Deltek Tracking #434301

To address statutory accounting requirements in France and other European countries, Maconomy now allows customers to add sequence numbers to finance entries, and create opening balance entries with sequence numbers. These numbers are unique, chronological (according to entry date), and unbroken within the context of a company and fiscal year (and, optionally, within a fiscal year period and transaction type).

This functionality is also added as an enhancement to the Accounting Entry File (AEF), a French statutory requirement that is generated using BPM. The sequence numbers for finance entries listed in the AEF report can be used to look up those finance entries in Maconomy.

You can also specify if a company is a reporting/non-reporting company. This is significant when you want to use the same sequence of numbers for a reporting company and its subordinate company (which should be a non-reporting one).

To make this functionality usable, you must tag specific local accounts (or companies) to the Local Account dimension. Only finance entries for these local accounts are assigned sequence numbers and taken into consideration when Maconomy calculates opening balance entries. When the term “local account” is used in the following sections, it implicitly means “Local Account value”.

How to

Create Opening Balance Entries

To create opening balance entries with sequence numbers, complete the following steps:

1. Navigate to **General Ledger » Financial Operations workspace**.
2. Under the **General Journal tab » General Journals sub-tab**, select a general journal from the filter list.
3. Under the **Sequence Numbering tab » Opening Balances sub-tab**, click the **Create Opening Balances** action to open the wizard.
4. In the **Reporting Company Name** field or the **Reporting Company Number** field, specify the value for the reporting company you want to use. You can also click the **Search** icon in either of these fields to select a value.
5. In the **Fiscal Year** field, specify the fiscal year or select a value from the drop-down list.
6. Click **Create Opening Balances**.

The Logs sliding panel displays logs with information about how many opening balance entries were created, and so on. If you select a log, the Entries sliding panel on the right lists the opening balance entries associated with that log.

Assign Sequence Numbers to Finance Entries

To assign sequence numbers to finance entries, complete the following steps:

1. Navigate to **General Ledger » Financial Operations workspace**.
2. Under the **General Journal tab » General Journals sub-tab**, select a general journal from the filter list.

3. Under the **Sequence Numbering tab » Sequence Numbers sub-tab**, click the **Assign Sequence Numbers** action to open the wizard.
4. In the **Reporting Company Name** field or the **Reporting Company Number** field, specify the value for the reporting company you want to use. You can also click the **Search** icon in either of these fields to select a value.
5. In the **Fiscal Year** field, specify the fiscal year or select a value from the drop-down list.
6. In the **Period** fields, enter the range of fiscal year periods you want Maconomy to consider when assigning sequence numbers.
7. Click **Assign Sequence Numbers**.

The Logs sliding panel displays details about the assignment of sequence numbers, with the most recent assignment listed at the top.

Setup Instructions

For the system administrator, perform setup in the Sequence Numbers sub-tab of the Companies workspace (**General Ledger » Companies workspace » Setup tab » Sequence Numbering sub-tab**).

You can specify the following:

- If the selected company is a reporting company
- If some transaction types need to be excluded when Maconomy assigns sequence numbers to entries. Finance entries with these transaction types are also not included when Maconomy calculates and creates opening balance entries. Select the transaction type group to exclude.
- The numbering system to use: by transaction number or by entry
- If a new sequence of numbers is required for:
 - Each fiscal year period
 - Each transaction type
 - Both

If you do not need to make this specification, simply do not select the **New Sequence per Period** and **New Sequence per Trans. Type** check boxes.

- The number of digits in the sequence numbers (maximum of 10 digits)
- The transaction type (or any set text) to use as part of the combined sequence number for opening balance entries. This applies if you selected the **New Sequence Per Trans. Type** check box.

To subordinate a company to a reporting company, use the Information sub-tab of the Companies workspace (**General Ledger » Companies workspace » Home tab » Information sub-tab**).

System Parameters

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

Quantity Enabled in Invoice Plan

Deltek Tracking #485837

New fields for quantity, unit price, billing price, and remarks are available on invoicing plans and on account invoices so that this information flows to invoice drafts to support the new functionality.

Additional changes to Maconomy to support this feature include:

- Quantities on invoices on account
- Invoice editing
- Direct invoicing
- Reconciliation and Crediting
- Split Billing

Use Quantities on Invoices on Account

You can now use the invoice layout rule to select “Use quantities on invoices on account.”

Select this option to create the invoice printout lines with quantity and unit price from the specification. Otherwise, the line is created with total price only as is the current functionality.

If quantities are transferred and the lines are grouped on the draft, then quantities on the draft are calculated by adding the quantities on the specification lines that are grouped, and the unit price is calculated from total price and quantity.

Invoice Editing

The text fields and quantities can be transferred to the invoice draft from on account selection, depending on the settings in the invoice layout rule.

The quantities are transferred only if the layout rule is not set up with total price only for invoicing on account.

The text values only transfer if there is no grouping of lines.

Quantities, unit price and text always transfer to invoice foundation.

Direct Invoicing

If the job is set up so that invoice plan is transferred to direct invoicing, the quantities are transferred to the job entries and from the job entries to the draft.

Unlike when transferring the plan to invoicing on account, the text fields from the plan line do not transfer to invoice selection and thus not to the invoice draft either.

Reconciliation and Crediting

Only the total prices are considered when reconciling an invoice on account. There is no quantity or billing price on the on account reconciliation.

When creating a credit note from an invoice, the quantities and billing price are transferred from the original invoice. If the original invoice is partly reconciled, the quantity is calculated from the remaining total price.

Split Billing

If quantities and billing price are entered on the invoice plan for a job set up for split billing, then the quantity is distributed on the entries created when transferring the plan, following the same percentages as the total price.

Fixed Exchange Rates

Deltek Tracking #471940

Maconomy now allows users to specify a fixed exchange rate for company-specific customers. Previous to this release, users could only create job-specific exchange rates.

The Fixed Exchange Rates Information single dialog workspace is added to Maconomy for use with this feature. Each time you create a job for a customer with a defined exchange rate, Maconomy automatically copies that information to the job.

How to...

Specify Fixed Exchange Rates for a Company Customer

To specify fixed exchange rates for a company customer, complete the following steps:

1. Navigate to **Accounts Receivable » Company Customers**.
2. Select a company customer from the filter list.
3. Click **Home tab » Information sub-tab » Fixed Exchange Rates Information sliding panel**.
4. Select the **Use Fixed Exchange Rates from Job** check box.
5. In the Exchange Rates portion of the sliding panel, click **Add Exchange Rate** for each currency line you need to add.
You can also press CTRL+M.
6. In the **Date** field, specify a starting date for the exchange rate.
7. In the **Currency** field, select a currency from the drop-down list.
8. In the **Exchange Rate** field, specify an exchange rate for the currency.
9. Click **Save Exchange Rate**, or press ENTER.

Copy a Standard Exchange Rate Table for a Company Customer

To copy a standard exchange rate table for a company customer, complete the following steps:

1. Navigate to **Accounts Receivable » Company Customers**.
2. Select a company customer from the filter list.
3. Click **Home tab » Information sub-tab » Fixed Exchange Rates Information sliding panel**.
4. Select the **Use Fixed Exchange Rates from Job** check box.
5. Click the **Copy Standard Exchange Rates to Customer** action to open the wizard.
6. In the **Exchange Rate Table** field, select a standard exchange rate table from the drop-down list.
7. Click **Copy Standard Exchange Rates to Customer**.
A confirmation message displays.
8. Click **OK**.

9. In the Exchange Rate currency lines that are created in the Exchange Rates portion of the sliding panel, update the **Exchange Rate** field if you have customer-specific exchange rates for any of the currencies listed.
10. Click **Save Exchange Rate**, or press ENTER to save changes to an Exchange Rate currency line.

Setup Instructions

This enhancement is part of the standard system. No system parameters or add-ons need to be enabled.

BPM Updates

Deltek Tracking #522421

BPM Updates

Reporting on Combined Invoices on Account and T&M Invoices

Maconomy is updated to support combined invoices on account and T&M on the same invoice, and BPM reporting is updated to support this new functionality as follows:

- New objects are added for reporting on the type of invoice (invoice on account, T&M, or combined). Updated universes: *Sales Order* and *Customer Payment*
- New objects are added for reporting on whether an invoice contains invoice on account entries, T&M entries, or both. Updated universes: *Sales Order* and *Customer Payment*
- New objects are added for reporting on the new job parameters related to registration in days and hours, respectively. Furthermore, some lacking parameters and attributes were added for reporting as well. A total of 5 job parameters and 74 attributes have been introduced as objects for reporting. Updated universe: *Job Information*.

More Precise Reporting on Dates for Invoices On Account

From version 2.3 Maconomy contains a database field for the reconciliation of invoices on account. BPM uses this field to provide a more precise reporting on dates.

Removed Irrelevant Objects

Some objects are no longer relevant for reporting, and further, would be incorrect with the introduction of the combined invoices on account and T&M invoices functionality.

The objects are therefore removed completely. The objects are:

- Selected is Invoice On Account
- Suggested %
- Suggested Amount, Currency
- Suggested Amount, Invoice Currency
- Selected %
- Selected Amount, Currency
- Selected Amount, Invoice Currency

Generally, when objects are deprecated, they remain in the universe for one version and are then removed. However, the above objects are simply removed and thus are not carried through a deprecation path.

Human Resources – Employees

Deltek Tracking #43802

A **Submit Vendor** action is added to the Employee workspace. You can create a vendor from an employee if the system parameter **Enable Employee Vendor Linking** is selected, but it is not possible to submit the vendor if that is needed.

A new action is added to the Employee workspace, so that the user can submit a linked vendor. The action is only visible if there is a linked vendor, the vendor is not submitted, the system parameter "Enable Employee Vendor Linking" is selected, and the vendor is approved (through the setup of approval hierarchies).

Web Services – Traffic Live

Deltek Tracking #45361

The user "Traffic Live Integration user" is imported in PSO and CPA solution by default. This allows running Maconomy web services for TrafficLIVE without any extra setup in Maconomy. The web services must be enabled in Maconomy as usual.

Additionally, Maconomy web services for TrafficLIVE are updated to support Maconomy with Oracle. From now on, no extra steps are needed when installing web services on Maconomy for TrafficLIVE integration.

Contact Management – Campaigns

Deltek Tracking Number 44693

A new action **Add event flow** is added to the Campaign workspace in panes Event Flows and Contacts. The action adds an event flow for a new contact to the campaign. You specify the contact in the wizard for the action.

In the single dialog workspace Campaigns and the corresponding Java window, there is a new action **Create Event For Contact** and a new island New Contact. The action adds an event flow for the contact specified in the island to the campaign.

2.3 LA1 June 2016 Features

Pre-Invoices

Tracking Number: 431005

What They Are...

Pre-invoices are similar to invoices on account. They are produced before any work is carried out on a job, and the customer pays in advance for work to be done on a project. A pre-invoice is a request for payment and a customer is not legally obligated to pay it.

The difference between a pre-invoice and an invoice on account is that posting an invoice on account creates customer entries and finance entries in the general ledger, and this activity triggers tax effects, since tax activity starts when invoices are posted.

For pre-invoices, customer or finance entries are *not* triggered until the customer pays the pre-invoice, and thus the taxes effects are postponed until a payment is received from the customer. Pre-invoicing allows a company to delay the tax payments until some payment is received from the customer.

Pre-invoices in Maconomy are an extension to the existing job invoice on account functionality. A pre-invoice is a variant of an invoice on account that follows a different life cycle. Pre-invoices can be thought of as invoices on account where the actual effect of the invoice is moved from when the invoice is printed to when it is paid. The same windows and processes can be used to create pre-invoices as for invoices on account.

When to Use Them?

Pre-invoices can generally be used as a replacement for invoices on account, but depending on the tax requirements of the country, sometimes pre-invoices *must* be used instead of invoices on account, such as in Germany.

Quick Tips

- Pre-invoices are voluntary and not legally binding, as are invoices.
- After a payment is posted on pre-invoices, they become invoices on account, and can then be processed as usual.
- They are printed using an invoice layout like other Maconomy job invoices.
- They can be set up to share the invoice number series, or have a unique series sequence.

How Pre-Invoices Work

Since pre-invoices are not legally binding as are invoices, they do not show up on customer or finance entries. Pre-invoices are visible in job related windows, though they have a limited job-level effect until they are paid, at which point they become on account invoices. An unpaid pre-invoice does not affect the general ledger or the accounts receivable ledger, nor is it available for reconciliation against T&M invoices.

You can reconcile a payment against a pre-invoice in the same way as you reconcile a payment against an invoice, such as by entering the invoice number, or by selecting the invoice from a list. In general, wherever you can enter an invoice number for reconciliation, you can enter a pre-invoice number.

After a payment is reconciled on a pre-invoice, it changes behavior and becomes in effect an invoice on account, with customer entries, finance entries, and all processes that apply to invoices on account.

Unpaid pre-invoices cannot be credited, like invoices on account can be credited. If a pre-invoice is no longer needed for whatever reason, it can only be cancelled. If a pre-invoice is paid, then it can be credited

A pre-invoicing schedule is normally agreed upon with a customer as part of contractual arrangements. This includes specific dates for pre-invoices, which are then issued in advance of any work done on a job. T&M invoices, which are also part of the schedule, are issued once a specific delivery is completed.

Even though payment of pre-invoices is not obligatory, a company may decide to only commence work on a job once a relevant pre-invoice is paid.

Some customers use pre-invoices together with regular invoices on account on the same job. They may start out with a pre-invoice on a job, and when that is paid, on account invoices follow.

Pre-invoicing on a job might come in stages as the job progresses. For example, a company may initially pre-invoice 25% of the fixed price of a job, followed by a T&M invoice of 50% when that stage is complete. The pre-invoice (if paid) would then reduce the T&M invoice amount. Afterwards, new pre-invoices and T&M invoices could follow.

You can specify pre-invoices in the invoicing plan for a job and transfer them for invoicing.

Updates to Maconomy

Invoicing Plan

Invoicing Plan is extended to support pre-invoices.

A single plan can contain both lines to be invoiced on account as well as pre-invoiced. A new field "Line Type" on the plan line controls this.

If the job is set up for pre-invoicing by default, then newly created lines default to pre-invoicing; otherwise, they use invoicing on account.

Note: This functionality can only be used if the job parameter attribute "Transfer Invoicing Plan to Invoice Selection" is set to "Invoicing On Account."

When transferring the plan for invoicing, Maconomy transfers only one type of line at a time (on account or pre-invoice). Once the transferred lines are invoiced, run the action again to transfer the remaining lines.

Maconomy tracks the type of lines that were transferred and does not allow them to be invoiced in a way other than is specified on the plan. For example, if lines for pre-invoicing are transferred, then it does not allow you to invoice them with an on account invoice.

Pre-Invoice History

All changes to the state of a pre-invoice are logged for historic tracking purposes. Use a new window "Show Job Pre-Invoice Events" to view changes (or "events").

New events are logged when a pre-invoice is created, cancelled, reported on a T&M invoice, un-cancelled, or paid by the customer. An event also carries information about the related entities in Maconomy (such as a journal number for a *payment received* event).

A Pre-Invoice Events tab shows the history of a pre-invoice, capturing different states such as new invoice / pending payment, manual cancellation, and cancellation reversed.

On the History tab, Payment Status is not tracked for unpaid pre-invoices since payment is voluntary and not obligatory, and displays as N/A. However, once a payment is made, then the status is shown as for an invoice on account. For example, if a partial payment is made, then the pre-invoice might be shown as “Due” if the due date has already passed.

Job Invoice Allocation

A job can be set up for both job invoice allocation and pre-invoicing.

Job entries can only be allocated against pre-invoices with status *payment received*. Pending and cancelled pre-invoices will not contribute to the on account totals shown in the Job Invoice Allocation window.

It is common to not issue any time & material invoices on a job that uses job invoice allocation. Cancelled pre-invoices can therefore be reported to the customer via customer statements instead.

Invoice Preparation

Invoice Preparation is extended to support creating pre-invoices when the budget is used as the basis for the invoice.

A new field “Create Pre-Invoice” is added as an option to the “Prepare Invoice” action.

If the Invoice Preparation window is used to create an on account or pre-invoice selection, but the selection itself is approved in another window (such as in On Account Invoice Selection), then Maconomy ensures that the type of draft matches the setup from the “Create Pre-Invoice” field. For example, if “Create Pre-Invoice” was selected when running “Prepare Invoice,” then Maconomy prevents the user from approving an on account draft, and vice versa.

Pre-Invoices and Change of Job Dimensions

Job dimensions, such as Location, Entity or Project cannot be changed on a job if there exist open invoices on account, unless the system parameter *Allow dim. change on jobs with open invoices on account* is selected.

For jobs that use pre-invoicing, you cannot change job dimensions if there are pending pre-invoices on that job.

Job Charges

When a pre-invoice is created on a job set up for job charges, the charges is not applied to the pre-invoice. Maconomy *does not* notify the user that the defined charges were not applied.

Reconciling Pre-Invoices

A pre-invoice can be reconciled against a customer payment. Once a full or partial payment of the pre-invoice is registered, the pre-invoice becomes an on account invoice. The job and G/L effect of the invoice are applied, and finance entries for the invoice are posted with the payment date. The invoice is now also included in the job invoice on account totals and is available for reconciliation of Time & Material invoices.

Even a partial payment on a pre-invoice updates the pre-invoice to “Payment Received” status. In such a case, the full amount of the pre-invoice is already available for on account reconciliation against T&M invoices, while the remainder is tracked on the open customer entry corresponding to the pre-invoice.

How Pre-Invoices Work with Other Invoices

Time and Material Invoicing

The process for creating T&M invoices is affected by pre-invoices on a job. When a T&M invoice selection is approved, Maconomy also selects pre-invoices on this job for cancellation. When the T&M invoice is printed, the pre-invoices are reported on the print-out and cancelled.

Printing a T&M invoice changes the pre-invoice status from *pending payment* to *cancelled*. A cancelled pre-invoice is removed from on account reconciliation of T&M invoices and no customer payments can be reconciled against it.

Once pre-invoices are reported on the T&M invoice, they are not reported on future invoices. New pre-invoices may be raised after a T&M invoice is printed. They will be reported on future T&M invoices.

A pre-invoice and a regular invoice (whether time and material or on account) differ in nature – the former is a non-binding request for payment, while the latter has full accounting consequences; they also differ in their lifecycle in terms of crediting, cancellation and payment.

Due to these differences, you cannot combine a pre-invoice with a time and material on a single invoice.

Multiple pre-invoices may be created before a Time & Material invoice is created. Those that are paid may take part in the reconciliation as with regular invoices on account.

Crediting of Time and Material Invoices

A new field **Restore Pre-Invoices** is added. This field is used with the Invoice to Credit Memo action. If you select this field when running the action, then the credit memo restores cancelled pre-invoices to a *pending payment* state.

The credit memo includes a list of the pre-invoices with reversed cancellations.

Note: If a pre-invoice was already cancelled when the T&M invoice was printed, and the pre-invoice was just reported on the T&M invoice, then the credit memo does not un-cancel that pre-invoice.

Approving a draft credit memo for a T&M invoice being credited with “Restore Pre-Invoices” selects the relevant pre-invoices for un-cancellation on that draft. The pre-invoices are “locked” and they cannot be un-cancelled manually or reported on another T&M invoice until the draft credit memo is removed.

Crediting of Pre-Invoices

Pre-invoices cannot be credited if they are *pending* or *cancelled*. In particular, there are no “pre-credit memos” for pre-invoices.

Once payment is received for a pre-invoice, it is credited as an invoice on account. The resulting credit memo is a regular on account credit memo.

Blanket Invoicing

Pre-invoice drafts cannot be combined into a blanket draft with other drafts, including other pre-invoice drafts. That does not preclude a job that uses pre-invoicing from sharing the same blanket invoice collection as other jobs.

Pre-invoice drafts can be printed in batch and blanket invoicing windows, such as Job Invoicing or Blanket Invoice Selection, but they always result in a separate invoice.

Note: Pre-invoices for which payment was received can take part in reconciliation of a T&M blanket invoice.

Split Billing

A job can be set up for both split billing and pre-invoicing.

In this case, approving an amount for invoicing on account and printing the invoice produces an independent pre-invoice for each bill to customer. Each split-bill pre-invoice has its own invoice number and can be paid or cancelled independent of the others.

When an invoice selection for a T&M invoice is approved under split billing and pending payment pre-invoices exist on the job, then each split-bill T&M draft only cancels and reports the pre-invoices that match the bill to customer and appropriation of the T&M draft. If a pre-invoice exists that doesn't match any of those, then it is not selected for cancellation and/or reporting.

Closing and Cancelling

Job Closing

A job cannot be closed if it has pre-invoices:

- In the *pending payment* state.
- In the *payment received* state, where the pre-invoice is not fully reconciled (this check is part of the existing invoice on account functionality).

A pending job action is shown for pre-invoices that were cancelled, but not yet reported to the customer on a T&M invoice, but it does not prevent job closing. Such pre-invoices might have been reported via a customer statement.

Cancelling

You can cancel pre-invoices manually via a Cancel Pre-Invoices action, or automatically, through printing of a T&M invoice.

If any pre-invoices are unpaid at the time that a regular T&M invoice is issued, issuing the T&M invoice automatically cancels the pre-invoices, and they do not reduce the amount of the T&M invoice. The customer is now expected to pay the T&M invoice and not the pre-invoices.

Pre-invoices can also be cancelled manually if needed, such as if the contractual terms of the job have changed, affecting the invoice schedule, or if the job has been cancelled.

A pre-invoice can be cancelled as long as there is no payment registered against it. No customer payment can be reconciled against a cancelled pre-invoice, and it cannot take part in reconciliation of T&M invoices. However, it still exists in the system for tracking purposes.

All cancelled pre-invoices (whether they were cancelled manually or automatically) must be reported to the customer. They are reported on the first T&M invoice issued after the cancellation.

An unpaid pre-invoice can be cancelled, and a cancellation notice can be issued to the customer instead of a credit memo. The cancellation notice takes the form of a note on a subsequent Time & Material invoice or customer statement. Maconomy reports each cancellation only once. It tracks which pre-invoices have been reported previously and will not include them on future T&M invoices.

A pending job action is added that warns about cancelled unreported pre-invoices.

A pre-invoice cancellation can be reversed with the action **Undo Cancel Pre-Invoice**. This moves a cancelled pre-invoice back to the *pending payment* state.

Note: A pre-invoice cancelled by a T&M invoice can be un-cancelled either by printing a credit memo or by using the manual action. A pre-invoice cancelled via “Cancel Pre-Invoice” action can only be un-cancelled using the “Undo Cancel Pre-Invoice” action.

Printing and Reporting

Draft Invoice and Final Invoice Layouts

Both the draft (*Print Invoice Editing*) and invoice (*Print Job Invoice*) prints have a new section for reporting cancelled invoices.

Reporting of Pending Pre-Invoices

A pending pre-invoice is excluded from most Maconomy standard reports and Analyzer reports, since they have no G/L or A/R effect.

The Open Entry Customer Statement, available through **Single Dialogs » Accounts Receivable » Lookup**, is the one standard Maconomy report to show pre-invoices.

Setup Instructions

General Setup

1. Go to **System Setup » Parameters an Numbers » System Parameters**.
 - Select the **Show Job Pre-Invoice Reconciliation in Workspace** system parameter to show pre-invoice functionality in the customer reconciliation-related workspaces.
 - Select / deselect the **Require System Number for Job Pre-Invoices** system parameter to control whether or not pre-invoices have a unique sequence of numbers.
2. On the System Numbers sub-tab, System Numbers panel, indicate the starting number for the pre-invoice sequence.
3. Go to **Job Cost Setup » Parameters » Job Parameters** to configure the settings (attribute values) for every job parameter.
4. On the **New Attributes** tab, select these attributes:
 - **Allow Job Pre-Invoices** — Select **Yes** to indicate that users are allowed to print pre-invoices on this job, or **No** to restrict printing. This attribute can be changed for an existing job even if it has pre-invoices on it already. This enables you to use pre-invoicing on specific stages of a job.
 - **Use Job Pre-Invoices by Default** — Select **Yes** to indicate that Maconomy should set the type to Pre-Invoice rather than Invoice on Account.
5. Go to **Jobs » Setup » Parameter Selections** to apply (preconfigured) job parameters to jobs. Each job can use a different set of parameters..

Set up Unique Sequence Pre-Invoice Numbers

To set up pre-invoicing numbers as a unique sequence:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. On the System Parameters tab, select the **Require System Number for Job Pre-Invoices** check box.

or

If a company within your enterprise must have pre-invoices with a unique numbering sequence:

On the System Parameter tab, deselect the **Require System Number for Job Pre-Invoices** check box. Then, in the Company Specific Values sub-tab, create a line for the company and select the **Require System Number for Job Pre-Invoices** check box.

3. On the System Numbers tab, System Numbers panel, select the Pre-Invoice line.
4. In the **Next Number** column for this line, enter a number on which to start the pre-invoicing number series.

Note: Ensure that the pre-invoice number series is different than the invoicing and credit memo series number, found in the Invoice line and Credit Memo line. For example, if your invoice series starts at 400000, start your pre-invoice series at 470000. The number series must also not overlap with 0-Credit Memo and 0-Invoice lines.

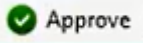

Set up Shared Sequence Pre-Invoice Numbers

To set up pre-invoicing numbers to share a numbering sequence with invoices:

1. Go to **System Setup » Parameters and Numbers » System Parameters**.
2. On the System Parameters tab, deselect the **Require System Number for Job Pre-Invoices** check box.
3. On the System Numbers tab, System Numbers panel, select the Pre-Invoice line.
4. In the **Next Number** column for this line, enter zero (0).

“How to” Section

How to Create Pre-Invoice

1. Go to **Jobs » Invoicing » Invoice on Account**.
2. In the New Invoice on Account island, add an amount in the **Total** field.
3. Click **Enter**. If the “Use Job Pre-Invoices by Default” attribute is set to **Yes**, Maconomy automatically populates the **Invoice Type** field with **Pre-Invoice**. Otherwise, select Pre-Invoice in the **Invoice Type** field.
4. Click .
5. Click  as needed. The Pre-Invoice displays in the same format as typical invoices, but with a “Draft Pre-Invoice” title in the header.
6. Click **Print Invoice** to create the pre-invoice.





Note: Entries for pre-invoices do not appear in the Customer Entries workspace, as typical invoices do. Entries for pre-invoices appear only when the payment is reconciled, at which time pre-invoices automatically become invoices on account.

Create Pre-Invoice to Work Order

To add pre-invoices to your invoicing for work orders, set up work orders to include pre-invoices, and then enact those work orders.



Invoicing for work orders can be done on the basis of job entries or job budget. However, pre-invoices can only be used when the basis is the budget.

1. After you have submitted and approved a budget, go to **Work Order » Invoice**.
2. Click  **Prepare Invoice**. The Prepare Invoice dialog displays.
3. In the **Basis for Invoice** field, choose Budget, and click **Next**.
4. Ensure the **Create Pre-Invoice** check box is selected.
Note: This field only displays if the job is set up for pre-invoicing.
5. Click .
6. Click .
7. Click . The Draft Pre-Invoice displays.





Reconcile Pre-Invoice Payments

Once a payment is made, a pre-invoice behaves like an invoice on account. There are numerous ways to reconcile a pre-invoice / invoice on account payment. If using Customer Payments, General Journal, or Bank Reconciliations, the process is the same as for regular invoices, except that for invoice number, you enter a pre-invoice instead of a regular invoice number. The steps below show how to do this procedure with the new Pre-Invoices tab.

Once a pre-invoice is partially reconciled, it can be reconciled further in the same way as other invoices, such as using the “Invoices” sub-tab.

Note: On a single customer payment, you cannot reconcile invoices and pre-invoices at the same time.

Use the Reconciliation pane to reconcile multiple pre-invoices at once.

1. Go to **Customer Payments » Payments » Journal » Customer Payments** and view the line with the payment.
2. Click  **Reconciliation** to expand the bottom pane.
3. Click the Pre-Invoices sub-tab.
4. Complete the lines as follows:
 - On each line, enter amounts in the **Reconciliation** field, as needed.
 - or
 - Select  **Mark All for Reconciliation**. This action automatically enters an amount on all lines.
5. Click .
1. Click . The Post Customer Payment Journal displays.

2. Click  .

View Pre-Invoices

Invoice History Tab

The Invoice History tab shows all the invoices printed on this job.

1. Go to **Jobs » Invoicing » Invoice History**.
2. Note the pre-invoice state as:
 - **Pending Payment** — The pre-invoice is printed, but no payment has been reconciled.
 - **Cancelled** — This pre-invoice is no longer needed and is cancelled.
Note: Pre-invoices cannot be credited, like an invoice on account can. Instead, they must be cancelled.
 - **Payment Received** — A payment has been reconciled against this pre-invoice.
Note: Once the pre-invoice is in a Payment Received state, it then behaves like an invoice on account.

Pre-Invoice Events Sub-Tab

Pre-invoices have Pre-Invoice Events tab which shows the history of actions on the pre-invoice.

1. Go to **Jobs » Invoicing » Invoice » Pre-Invoice Events**.
2. View the status of the pre-invoice in the event **Type** field, such as:
 - **New Invoice** — Shows a new invoice pending payment.
 - **Manual Cancellation** – Shows that a pre-invoice is cancelled via the Cancel Pre-Invoice action.
 - **Automatic Cancellation** – Shows that the pre-invoice is cancelled automatically when a T&M invoice is printed.
 - **Cancellation Reversed** – Shows that a pre-invoice cancellation is reversed.
 - **Cancellation Reported** – Shows indication that notice of this pre-invoice cancellation was included in the T&M invoice print-out.

Pre-Invoices Sub-Tab

This sub-tab is relevant to the Create T&M Invoice with Pending Pre-Invoices procedure. After you approve a T&M draft, this sub-tab appears if the T&M draft affects any pre-invoices.

This tab is also relevant when you undo cancellation via Credit Memo. Once you approve a credit memo, this tab show which pre-invoices will be un-cancelled.

Note: This tab only shows if there are relevant actions on the pre-invoice, such as a pre-invoice cancellation.

1. Go to **Jobs » Invoicing » Draft Invoices » Invoice Editing**.
2. On the Pre-Invoices sub-tab, view the lines for the relevant pre-invoices.

Cancel Pre-Invoices

You can cancel pre-invoices manually via a Cancel Pre-Invoices action, or automatically, through printing of a T&M invoice. See [Create T&M Invoice with Pending Pre-Invoices](#) for details.

To manually cancel pre-invoices:

1. Go to **Jobs » Invoicing » Invoice**.
2. Click .

Restore Invoices / Undo Cancel

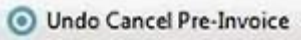
You can undo a cancellation regardless of whether it was cancelled manually via the Cancel Pre-Invoice action, or automatically through printing of a T&M invoice.

Pre-invoices can also be uncanceled if you credit the T&M invoice that cancelled them.

Note: If you undo a cancel of a pre-invoice, it is not reported through Maconomy. Take care to inform the customer about this reinstatement, via another means, such as email.




Undo Via Action

To undo the cancellation / reinstate the invoice:

1. Go to **Jobs » Invoicing » Invoice**.
2. Click .

Restore Via Credit Memo

To undo via credit of the T&M invoice that cancelled the pre-invoice:


1. Go to **Jobs » Invoicing » Invoice Selection » More Actions**.
2. Click . The Invoice to Credit Memo dialog displays.
3. In the **From Invoice No.** field, select the needed T&M invoice.
4. Select the **Restore Pre-Invoices** check box. This field only displays if pre-invoices exist on the job, and it controls whether the credit memo will undo the cancellation of the pre-invoices.
5. Click .
6. Click .
7. Click **More Actions » Print Credit Memo**.

The credit memo displays the cancellation reversal at the bottom of the printout, and Invoice History is updated to show that this invoice is Pending Payment. Additionally, the Pre-Invoice Events tab is updated to show the cancellation is reversed, and references the T&M invoice number.

Create T&M Invoice with Pending Pre-Invoices

To create a T&M invoice on a job with pending pre-invoices, the process is exactly the same as without pre-invoices, except that additionally, the pending pre-invoices are selected for cancellation on the draft. When the T&M invoice is printed, the pre-invoices are cancelled and reported on the T&M printout.

To create a T&M invoice on a job with pending pre-invoices:

1. Go to **Jobs » Invoicing » Invoice Selection**.
2. Click  **Approve**. After you click **Approve**, the Pre-Invoices subtab under **Jobs » Invoicing » Draft Invoices » Invoice Editing** appears if any pre-invoices are selected for cancellation.
3. Click **Print Invoice** to Print a Time & Material invoice on the job. When you print this invoice, this action automatically cancels all pre-invoices on the job which are currently pending payment.

Note: The draft invoice shows related cancelled pre-invoice information at the bottom of the invoice.



Schedule Pre-Invoices

To schedule pre-invoices, you must set up the invoicing plan, and then enact the plan.

Set up the Invoicing Plan

1. Go to **Invoicing » Plan**.
2. In the Specification, Overview sub-tab, enter a line for the pre-invoice.
3. In the **Line Type** field, select **Pre-Invoice**.
4. Enter any further information, such as Date, Description, and Amount, Currency.

Enact the Invoicing Plan


1. Go to **Invoicing » Invoice on Account**.
2. Click  **Transfer Invoicing Plan**. The Transfer Invoicing Plan dialog displays.
3. In the **Cut-off Date** field, select the date through which invoice plan lines will be included.
4. Click .

Note: This action only transfers pre-invoices or invoices on account at one time, depending on which line is first in **Invoicing » Plan » Specification, Overview**. If pre-invoicing is first, this action transfers all pre-invoicing lines for the given date.

5. If more lines exist for transfer, invoice the lines transferred in Step 3 and repeat the action.

Reporting Pending Pre-Invoices

There is one standard Maconomy report to show pending pre-invoices. It is not available in a workspace, and must be accessed via Single Dialogs.

1. Go to **Single Dialogs » Accounts Receivable » Lookup » Open Entry Customer Statement**.
2. Click  to print a report of all open entries as of the current date.
3. View pre-invoices pending payment at the bottom of the report.

Note: The amount is not included in the "Payment Due" area, as the pre-invoice is voluntary and not legally obligatory.

Explicit Creation of Time Sheets

Tracking Number: 483736

In previous releases, Maconomy automatically created a time sheet for any date (or week) that a user clicked when navigating the calendars in the Time & Expenses workspace.

This enhancement allows you to use two new company-specific system parameters to customize Maconomy's behavior when users navigate calendars.

Specifically, you can customize the following:

- Whether Maconomy automatically creates a time sheet whenever users click a date (or week).
If you disable the "Create Time Sheets Automatically" system parameter, users will need to click an action whenever they want to create a time sheet.
- Whether Maconomy automatically creates a daily time sheet whenever users click a date that falls on a non-working day (depends on the normal work hours/schedule specified for each employee) .
If you disable the "Create Daily Time Sheets for Non-working Days" system parameter and enable the "Create Time Sheets Automatically" system parameter, users will need to click an action whenever they want to create a time sheet for a non-working day.

Note that this enhancement is not yet supported by iAccess.

"How to" Section

Create a Weekly Time Sheet Manually

To create a weekly time sheet manually, complete the following steps:

1. Navigate to **Time & Expenses » Time & Expenses workspace » Time tab » Week sub-tab**.
2. Select a week.
3. Click the **Create Time Sheet** action.

Create a Daily Time Sheet Manually

To create a daily time sheet manually, complete the following steps:

7. Navigate to **Time & Expenses » Time & Expenses workspace » Time tab » Day sub-tab**.
8. Select a date.
9. Click the **Create Time Sheet** action.

Create a Time Sheet for a Non-Working Day

To create a time sheet for a non-working day, complete the following steps:

1. Navigate to **Time & Expenses » Time & Expenses workspace » Time tab » Day sub-tab**.
2. Select a date that falls on a non-working day.

3. Click the **Create Time Sheet** action.

Setup Instructions

This enhancement is available as part of all three solutions (standard, PSO, and CPA).

For new installations, the relevant system parameters have the following default values:

- Create Time Sheets Automatically – Enabled
- Create Daily Time Sheets for Non-working Days – Disabled

When upgrading, both parameters are enabled. Disable these as needed for each company.

Using MConfig to Enable IIS Support for iAccess

Tracking Number: 551780

Creating a website using either IIS or Apache is one of the steps involved in installing iAccess. You now have the option to use MConfig to enable IIS support. For more information, refer to the Deltek Maconomy iAccess 1.3 Install Guide.

Enabled Uniqueness Constraints in the SQL Server

Tracking Number: 435098

Uniqueness constraints help ensure the integrity of information in database tables. For example, applying a uniqueness constraint on the employee number key in an employee table guarantees that no two records in that table will have the same employee number.

Previous to this release, uniqueness constraints were only enabled for Maconomy installations on the Oracle database. This was because Oracle supports both deferred and non-deferred constraints, while the Microsoft SQL server supports non-deferred constraints only.

Maconomy version 2.3 enables non-deferred constraints on selected tables for both the Oracle and Microsoft SQL server databases. With this enhancement, non-deferred constraints are enabled for 788 tables. Only 109 tables are left using deferred constraints (that is, with no constraints on the SQL server).

Multi-Role Users

Tracking Numbers: 465373, 460660, 463270

The Access Control functionality in Maconomy allows a company to customize users' access to the various workspaces and records in the Workspace Client, depending on the job functions that each user has within the company.

Previous to 2.3, access control was based on user credentials rather than roles. This presented a limitation for organizations composed of multiple companies. A user with access to multiple companies had to log out and log back in with different credentials in order to create records or work on anything related to a different company.

This enhancement improves on the existing functionality by introducing the concept of roles, and moving away from credentials as the basis for access control. Specifically:

- A user can have multiple roles, with the roles determining access to access levels, actions, groups, and workspaces.
- The role now determines the user's login name. Each role is assigned a login name.
- You can also change the login name/s of an existing user.
- A user with multiple roles only has to maintain one password for all roles.
- By simply switching roles, users can more efficiently work on data related to different companies.
- Customers who are upgrading automatically get a role for each user.

“How to” Section

Switch User Roles

To switch from one user role to another:

1. Click **File » Change Role**.
The Change User Role window opens.
2. In the **Role name** field, select a role from the drop-down list.
3. Click **Change Role**.
4. When the Restarting... message displays, click **OK**.

The Workspace Client restarts.



Notifications for all your roles are listed in the To-Do menu, regardless of the role you are currently using.

When you double-click a To-Do for a role not currently in use, the Workspace Client asks you for confirmation before it restarts and switches to the access setup for the role associated with that To-Do.

Setup Instructions

This enhancement is available in all systems (standard, CPA, and PSO).

Perform setup in the various sub-tabs of the Users tab (**Human Resources » Employees workspace » Employees section » Users tab**).

For the system administrator, access control setup is updated with the following steps:

1. For every user, set up a role for each access setup required (for example, access to companies).



Maconomy automatically assigns a unique login name to each role.

2. To each role, assign the following:
 - Groups – one per job function the user performs in that specific role.
 - Actions or action groups
 - Access levels



Check Extensions Before Upgrading

This enhancement introduces a number of database changes related to user login. These may have an impact on extensions using the old API.

DelteK recommends that you check your existing extensions before upgrading.

System Parameters

There are no new system parameters associated with this enhancement.

Changes to Maconomy

The following workspace is added:

- User Roles single dialog workspace

The following workspaces are updated:

- Users
- Actions single dialog workspace
- User Role Access Levels single dialog workspace (formerly User Access Levels)
- Show My Notifications single dialog workspace
- Group User Roles single dialog workspace (formerly Group Users)
- Dimension Derivations single dialog workspace
- Employees workspace



A number of workspaces in Maconomy saved users' most recent choices in selection criterion fields and the like. These are updated, so that Maconomy now saves target groups for each user role (instead of each user).

Tenant-Specific Server Configuration Settings

Tracking Number: 545443

The Maconomy server now supports customization folder hierarchies when searching for files with server configuration settings. This enhancement makes it possible for companies using multi-tenant installations to have tenant-specific server configuration settings (via shortname).

Previous to this release, the Maconomy.ini and MaconomyCustom.ini server configuration files were read from the standard MaconomyDir/Definition layer, thus making tenant-specific settings impossible.

Setup Instructions

For consultants, specify custom configuration settings in a 'Maconomy.ini' file, and save this file in either of the following:

- 'CustomizationDir/Custom/Definitions'
- 'CustomizationDir/Custom.<shortname>/Definitions' (for shortname-specific configuration settings)



Use Customization Folders

Deltak strongly recommends that you always use a customization folder when adding server configuration settings (rather than the old custom configuration settings file, MaconomyDir/Definitions/MaconomyCustom.ini).

For more information, see the “Initialization Files” section under Application Server Options in the Deltak Maconomy 2.3 System Administrator Guide.

Document Archive for General Journal

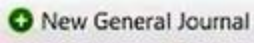
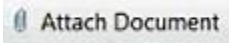

This enhancement enables you to attach and view documents in a General Journal in the same way as in a Vendor Invoice Journal.

The documents can be attached on journal level, not on table lines level.

The attached document can be viewed in Finance Entries after posting the General Journal.


“How to” Section

To attach a document to a General Journal:

1. Open an existing General Journal, or go to **General Ledger » Financial Operations » General Journal » General Journals** and click . The Create General Journal dialog displays.
2. Complete the General Journal information, click **Create**, then open the General Journal.
3. Click , then browse and select the needed document. The document is attached and can be viewed with the  action.

Note: You must post the entry before you can view the document in the Financial Analysis workspace.

To view a document in the Financial Analysis workspace:

1. Go to **Accounts » List of Accounts » Account Ledger » Finance Entries**
or
Journals » List of Posted Journals » Origin » General Journal
2. Click .

Note: The General Journal entry with the attached document must be posted before you can view the document here.

Setup Instructions

None needed for this enhancement.

System Parameters

None needed for this enhancement.

Local Chart of Accounts

The Local Chart of Accounts enhancement enables a company-specific Local Chart of Accounts dimension in Maconomy.

Previously, you could use one of three local specification dimensions (generally Local Spec. 1) for this functionality. However, this had limitations, including errors that could occur due to no validation on the Local Spec; unseen Local Spec attributes (such as Account Type); and limited BPM reporting. Additionally, the use of a Local Spec for this purpose restricted its use for other purposes.

Adding a dedicated Local Chart of Accounts dimension improves these issues by allowing for required validations, displaying all related attributes, and streamlining the workflow with BPM for more robust reporting capability.

New Global and Local Dimensions

For each company, you can specify which Local Chart of Accounts to use, if any. The Local Chart of Accounts must be linked to a Global Account, where it inherits all relevant information, such as the account type. Additionally, once this account is linked, each time this Local Chart of Accounts is used, it is automatically linked with and populated by this (global) Account No.

If you're upgrading, the Local Chart of Accounts information will contain the exact information as you have used in Local Spec. Additionally, as local accounts are company-specific, they are available in all places that previously had both a company and a global account.



There are numerous actions you must take prior to upgrade, particularly if you have any customizations. Additionally, Spec and Local Spec field names are updated for consistency and must be addressed. See the Upgrade Guide "Before You Upgrade" and "Field Changes" sections for details.

New Workspaces

A new Local Chart of Accounts window supports this functionality. Additionally, Local Chart of Accounts functionality is added to reporting structures.

Fields

Numerous fields are added to enable more reporting flexibility. Both Specification and Local Specifications fields are expanded from 3 fields each to 10 fields each. Additionally, some fields are updated for better consistency.

Parameters


The existing "Use local spec. for unrealized exchange rate variances" system parameter is renamed to "Use local accounts for unrealized exchange rate variances." This means that the Print Currency Report window takes direction from local accounts rather than the Local Spec. field.

Additionally, system parameters are added so that you can enable or disable any of the 24 reporting dimensions.

“How to” Section

Add a General Journal with a Local Chart of Accounts

To add a general journal with a local chart of accounts:

1. Go to **General Ledger » Financial Operations » General Journal » General Journals**.
2. Click . A Create General Journal dialog displays.
3. Search on the company for which you want to create the general journal.
4. Click in the sub-tab portion of the general journal.
5. Complete the **Entry Date** and **Description**,
6. In the **Local Chart of Accounts** field, select the needed local chart of accounts.
7. Complete the **Debit / Credit** fields. Click **Enter**.
8. Repeat these steps as needed.

Setup Instructions

System Parameter

Setup » General Ledger Setup » System Parameters

Use the **Use local accounts for unrealized exchange rate variances** parameter to determine whether the report contains lines on the local account level, and if Maconomy creates finance entries for each needed local account.

Show / Hide Parameters on Layout

To show or hide system parameters on the screen layout:

1. Go to **General Ledger » System Setup » Parameters and Numbers » System Parameters**.
2. In the **Description** field, enter Show, and in the **Group** field, enter Layout.
3. For each parameter, select or deselect the Boolean Constant field to indicate whether or not you want this parameter to display in the layout.


Note: All standard layouts are automatically updated after a restart of the Workspace Client.

Set Up Dimensions

To set up new dimensions:

1. Go to **General Ledger » Dimensions » Global**, and then select the dimension to set up, such as Specification 7.
2. Go to **General Ledger » Dimensions » Local**, and then select the dimension to set up, such as Local Specification 1
3. Complete all the fields as needed.
4. Update dimension derivation priorities.

Set Up Local Chart of Account

1. Go to **General Ledger » Local Accounts » Local Chart of Accounts**.
2. Click  **New Local Chart of Accounts**.
3. Complete the fields as needed in the **Create Local Chart of Accounts** dialog.
4. Create the Local Account. Go to **General Ledger » Local Accounts » Local Chart of Accounts**.
5. In the **Local Account No.** field, select the relevant Local Chart of Accounts number. Maconomy automatically updates the associated global account number in the **Account No.** field.

Note: You must link to an account in the **Account No.** field. Once this account is linked, this Local Chart of Accounts inherits financial details from the Account, such as P&L, Balance Sheet, and Currency. Additionally, once this account is linked, each time this Local Chart of Accounts is used, it is automatically linked with and populated by this Account No.
6. In the sub-tab portion of the window, enter the **Local Account No.** and **Description**.
7. Select the **Overwrite Account** field.
8. Search on the Global Account and enter it in the **Account No.** field. Click **Enter**.
9. Add the new local account to the relevant reporting structures.
10. Repeat these steps as needed.

Set Local Chart of Accounts for a Company

To set a local chart of accounts for a company:

1. Go to **General Ledger » Companies » Setup » Local Chart of Accounts**.
2. Complete the fields in the Local Chart of Accounts window, as needed.
3. Ensure that all posting references refer to the correct local account.

System Parameters

The following parameter is renamed from **Use local spec. for unrealized exchange rate variances** and has an updated description.

Use local accounts for unrealized exchange rate variances — If you select this parameter, then the report contains lines on the local account level and Maconomy creates finance entries for each needed local account. Otherwise, Maconomy creates finance entries only for global accounts. The Print Currency Report window takes direction from local accounts.

Sequence Number Criteria

The window Sequence Number Criteria is updated to include target group fields for local accounts, rather than Local Spec. 1. This enables customers that previously used Local Spec. 2 or Local Spec. 3 for local accounts to use this functionality.

The Local Specification 1 field on the Opening Balance Entry is updated to show the related local account.

Reporting Structure

When BPM generates reports using data from Maconomy (such as finance data), it must often be structured using a classification. This reporting structures enhancement allows BPM to structure data using various dimensions (including Account, Company, Location, Local Specification, and so on).

Using reporting structures, you can create structures represented as hierarchies (directory structures). This means that dimensions can either be used alone or be grouped under a parent (maximum depth = 12).

These structures can then be used to structure and group data for generating reports.



Maconomy automatically creates reporting structures for you based on your previous dimension groupings.

Groupings of dimension Local Spec. 1 are automatically moved to the Local Account dimension, since this dimension is from now on used for local charts of accounts.

New Workspace

A new Reporting workspace supports this functionality. The workspace and related Single Dialog are added to set up different dimension structures. The workspace is also added as a sliding panel to General Ledger Setup workspace.

This workspace allows building reporting structures for dimensions to be used during reporting.

The workspace, single dialog, and sliding panel are at the following locations:

- **Setup » Reporting » Reporting Structure**
- **Single Dialogs » Reporting**
- **Setup » General Ledger Setup » Transaction » Transaction Types**

New Import Program

A new import program allows you to import different structure hierarchies to Maconomy.

An **Import** action is added to the Reporting workspace. Use this action to display a window where you can select and import a file that contains a reporting structure.

The import dialog is also added to **Single Dialogs » Import » Basics**.

Extra Fields for Consultants

New Boolean 1-5 and 5 Option List 1-5 fields are added to the table. These fields are hidden by default. To display them, right-click on any table title, then select Customize. On the left “Available Columns” appears. You can drag the fields to the right panel to make them visible in the table.

New and Added Dimensions

Reporting Structures includes the following dimensions:

- Company
- Account
- Local Account
- Location

- Entity
- Project
- Purpose
- Specification 1 – 10
- Local Specification 1 – 10
- Customer
- Vendor
- Job
- Activity
- Task
- Employee
- Asset
- Item
- Transaction Type

New Fields

The following fields are added:

Type — This mandatory field in the header enables users to specify the dimension with which they are working.

List – When working with Local Account, Local Spec. 1-10 or task dimensions, users must also specify the list with which they are going to work. For example, if the chosen dimension is Local Account, you might also choose a list called Company 21, which includes local accounts from this company.

Invert Sign Field

When displaying finance figures, we often need to know if the sign should be positive or negative, Toggle the field Invert Sign to change whether positive or negative numbers are shown on finance reports.

Description Field

A description field is added to the table. For the grouping lines, upon creation this field is set to “x Total” where x is the grouping line’s name. For other lines this field is set to the entry’s description. For example, if we have a Sales account 1110, then adding account 1110 to reporting structure will set its description to “Sales”. This field is useful for BPM, as well as when printing MPL balance reports in Maconomy Workspace Client.

Print Dialog

You can use the print action to print the reporting structure in order to get an example of how it might look on paper.

Access Control

Normal access control is included in the Overview portion of the new dialog. Moreover, access control field is included in the table part. However, it will not be enforced in the dialog.

New Actions

The following new actions are adding to the Reporting Structures workspace:

- **Add Transaction Type Group:**
 - Use this action to add all transaction types belonging to the selected transaction group.
 - Will only be shown if selected dimension is Transaction Type.
- **Add Selected Accounts:**
 - Use this action to add accounts to reporting structure that fulfill selection criteria. Selection criteria allows to choose: account target group, account group, whether to add blocked accounts, whether to add P&L or Balance Sheet accounts, which grouping line to add them to. This action will only be shown for Accounts dimension.
- **Add Selected Local Accounts:**
 - This action works the same as Add Selected Accounts. This action only shows for the Local Accounts dimension.
- **Add Missing:**
 - Use this action to add all missing entries to the structure. For example, if the type of reporting structure is Account, then this action adds all the accounts that do not yet exist in the structure.
- **Move Lines:**
 - Use this action to move selected lines in the table to the selected group.
- **Mark All For Moving:**
 - This action selects all lines to be moved (the selected lines can be moved to the selected group when using **Move Lines** action).
- **Unmark All For Moving:**
 - Use this action will unmark all lines from being moved.
- **Copy Reporting Structure:**
 - Use this action to copy existing structures to a newly created reporting structure.
- **Delete All Structure Lines:** Use this action to delete all lines action will allow deleting the whole structure at once instead of trying to delete it line by line, since many reporting structures will be relatively large.

“How to” Section

This section describes how to do some common procedures, such as:

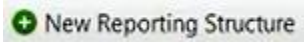
- Add a new reporting structure
- Change the sort order within the reporting structure
- Add accounts to a reporting structure

Add New Reporting Structure

You can add a new reporting structure by creating an altogether new structure or by copying and modifying an existing structure.

Create New Structure


To create a new structure:

1. Go to **Setup » Reporting » Reporting Structures**.
2. Click . A wizard displays.
3. Complete the fields in the wizard, as follows:
 - **Name** — Enter the name for the reporting structure.
 - **Description** — Enter a description for the reporting structure.
 - **Type** — Specify the dimension.
 - **List** — Specify the list in the selected dimension (only relevant for two key dimensions).
 - **Option List** — Specify an option list. The options from the option list can be entered in the Value field.
 - **Selected Value** — Specify a value from the selected option list. The value is used to determine the reporting structure BPM will use.
 - **Allow Duplicates** — Select to specify whether or not the system should allow users to add the same value multiple times in the reporting structure. For example, if you are working with the Account dimension and add an account number 1234, if the **Allow Duplicates** field is deselected, users will get an error message when trying to add account 1234 again. If the field is selected, users can add account 1234 as many times as needed in the same reporting structure.
 - **Access Level** — Specify an access level for this reporting structure
 - **Period** — Specify the calendar date range to include.
4. Click **Create**.

Copy Existing Structure

To copy an existing structure:

1. Go to **Setup » Reporting » Reporting Structures » List of Reporting Structure**. Click **Show Filter List** if needed.
2. Select the Reporting Structure to copy.

3. Click  **Copy Reporting Structure**.
4. Enter a name and description for the new reporting structure.
5. Click **Copy Reporting Structure**.
6. Modify the new Reporting Structure as needed, such as by changing the sort order, or adding or deleting accounts.

Change the Sort Order

To change the sort order of a reporting structure hierarchy, you can move a single line or multiple lines at a time. You can also rearrange the lines using drag-and-drop.

Move a Single Line


To move a single line:

1. Go to **Setup » Reporting » Reporting Structures » Reporting Structure » Reporting Structure**.
2. Select the line to move.
3. Use the left and right arrow keys to change the line's hierarchy up (left) or down (right). Use the up and down arrow keys to move the line up (higher in the sort order) or down (lower in the sort order).

Move Multiple Lines

To move multiple lines:

1. Go to **Setup » Reporting » Reporting Structures » Reporting Structure » Reporting Structure**.
2. Select the check box **Select for Moving** for all the lines you would like to move.
or
Select the action **Mark All for Moving** and then deselect the **Select for Moving** check box of relevant lines.


3. Click  **Move Lines**.

Add Accounts to the Reporting Structure

There are two ways to add accounts to a reporting structure. Use the Add Selected Accounts action to add more detailed information, and use the Add Missing action for a quick entry, or use with the Imports Program.

Detailed Adding

To use the Add Selected Accounts action:

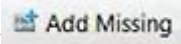
1. Go to **Setup » Reporting » Reporting Structures » Reporting Structure » Reporting Structure**.
2. Click  **Add Selected Accounts**. A wizard displays.
3. Complete the fields in the wizard, as follows:
 - **Account No.** — Select the range of account numbers to include.

- **Group** — Select a group to allow users to only add accounts that belong to this group. Leaving this field blank to ignore the account group and add the accounts from all groups.
- **Add Blocked Accounts** — By default, Maconomy does not add accounts that are blocked when using the **Add Selected Accounts** action. Set this field to **True** to include blocked accounts when using this action.
- **P&L / Balance Sheet** — Specify if you want to include P& L or Balance Sheets. If you leave this field blank, then both are included.
- **Add to Grouping Line** — Select an existing grouping line from the table to which you will add this account. If this option is left blank, then the accounts are simply added to the end of the table.

4. Click **Add Selected Accounts**.

Quick Adding

To use the Add Missing action:

1. Go to **Setup » Reporting » Reporting Structures » Reporting Structure » Reporting Structure**.
2. Click  **Add Missing**. A wizard displays.
3. Complete the fields in the wizard, as follows:
 - **Create Grouping Line “Missing”** — When adding missing accounts, you might want to group them under a grouping line to clearly see which ones were missing. Set this field to True to create a grouping line called “Missing” and all the missing accounts will be added to that grouping line. You change the name of this grouping line afterwards.
 - **Add to Grouping Line** — Select an existing grouping line from the table to which you will add this account. If this option is left blank, then the accounts are simply added to the end of the table.
4. Click **Add Missing**.

Setup Instructions

Before you upgrade to Maconomy 2.3 LA1, follow the LCOA Data Conversion steps below.

LCOA Data Conversion

Reporting Structure replaces Dimension Groupings in Maconomy 2.3. Due to this, all the existing groupings must convert to reporting structures during the upgrade process.

Considerations prior to upgrade:

- This conversion must occur before conversion of Local Spec. lists to LCOA.
- Since the following dimensions are not included in Reporting Structures they are ignored and not converted:
 - Customer_Group
 - Vendor_Group
 - Country
 - Warehouse

- Item_Group

Dimension Groupings with Multiple Lists

The new Reporting Structures does not allow you to combine dimension entries from different lists. That is, users choosing a dimension that has lists (Local Spec. 1 - 3 or Task) must also choose a list on the header, and then the table part is restricted to only those entries from the selected list.

This is a new restriction with Reporting Structure. The previous functionality in Dimension Groupings allowed for a combination from different lists.

New Support Documentation includes a SQL script updated with SQL expressions that flags these errors prior to conversion. If you previously used dimension grouping with multiple lists run the file below before upgrade, so you can fix the errors prior to data conversion.

To flag multiple list dimension grouping errors:

1. Go to **Setup » System Setup » Support Documentation** and open the LocalChartOfAccountsPreUpgrade.sql file.
2. Click **Create Documentation**.

The following circumstances produce a warning:

- Multiple lists in the same dimension grouping (applicable for dimensions of type Local Spec. 1 - 3 or Task).
 - Empty dimension groupings. This check is necessary because Maconomy is unable to assign a reporting structure header to empty dimension groups (applicable for dimensions of type Local Spec. 1 - 3 or Task).
 - Missing Account type. Since structure tables (e.g. Account Structure) are de-supported in 2.3 and replaced with reporting structures, Maconomy verifies that there is an existing Account dimension group.
3. .After the errors are identified, correct them manually in Maconomy.
 4. Perform steps 1 – 3 until all errors are corrected, and then continue with the upgrade.



If you do not run the PreUpgrade file or do not fix the dimension groupings before upgrading, then these dimension groupings that cannot be easily converted to reporting structures are ignored (meaning deleted without converting them to reporting structures).

Scheduled Background Tasks

Tracking Number: 467057

In Maconomy, companies can now set up tasks to run in the background (that is, without manual intervention and according to a predetermined schedule). There are two options:

- **Schedule Rules** – At scheduled intervals, Maconomy triggers a rule, and the rule generates one or more concrete tasks. Each task runs only once. The rule is triggered periodically, with each triggered instance generating a new set of the same concrete tasks.
- **Background Tasks** – These refer to standalone tasks that run once.

Certain tasks are well-suited to this functionality. For example, you can use schedule rules for periodically ensuring that all employee information is current, calculating To-Dos, and so on. As for background tasks, you can use these for the occasional task that has to take effect at a specific time. For example, if you need to update a specific system parameter's value by a certain date, you can set this up as a background task. You will not have to log in to Maconomy right before the target date to apply the change; Maconomy automatically does it for you.

Previous to this release, consultants handled such tasks by writing stand-alone M-script programs scheduled to run at certain intervals.

While Maconomy does not strictly require scheduled background tasks to function, this feature greatly enhances efficiency by minimizing the tasks that users have to perform manually. It is recommended that companies fully utilize this feature to reduce the administrative demands they have to make on their employees.

Setup Instructions

This functionality is available in all systems (standard, CPA, and PSO). By default, three schedule rules are set up. These rules can be deactivated, customized, or reactivated as needed:

- **Clean-Up Completed Background Tasks** – The system deletes all background tasks (whether completed or failed) that are more than one week old.
- **Recalculate User Notifications** – For all users that are not blocked, the system automatically recalculates notifications at 2:00 a.m. on weekdays.
- **Synchronize Employees with Revisions** – The system updates all employee information daily (after midnight). This is to capture all changes or revisions to employee information that take effect after a specified date (for example, an employee's transfer to a different department).

For the system administrator or consultant, use the various sections and tabs of the Background Tasks workspace (**Setup » Background Tasks workspace**) to do the following:

1. Set up scheduled rules to periodically perform background tasks.
You can even set up a sequence of tasks, where the system must perform one task before performing the next. For example, submit all unsubmitted time sheets, and then approve all submitted but unapproved time sheets.
2. Monitor tasks that are going to be carried out, those that have been carried out, and those that failed (that is, those that were not successfully executed because of errors encountered). Failed tasks can be ignored, deleted, or rescheduled.
3. Manage how Maconomy logs information about successful tasks, tasks run for specific users, and so on.

4. Stop the execution of background tasks temporarily, if needed. You can also stop execution for individual coupling services.
5. If needed, create one-time background tasks.

System Parameters

No additional parameters or add-ons need to be enabled.

Changes to Maconomy

As part of this feature, the following workspace is added to Maconomy:

- Background Tasks

Self-Invoicing

Tracking Number: 478263

Self-invoicing enhances Maconomy's existing subcontractor functionality. It is a process where the company prepares the vendor invoice, sends it to the vendor, and then pays the invoice. The invoice is based on the agreement reached between the company and the vendor, and reconciled with the relevant time and expense registrations.

With this enhancement in place, companies receive assurance from their vendors early on that all costs are registered, and are able to control the amounts for which they are billed. Vendors also benefit because self-invoicing generally speeds up the payment process.

This enhancement supports a German statutory requirement.

Workflow

The high-level workflow for self-invoicing is as follows:

1. Your company signs an agreement with the vendor.

The vendor is a subcontractor with employee credentials who registers time and expenses in your Maconomy system.

2. For the specific vendor, enable the creation of self-invoices from purchase orders.

You can also make it mandatory for the vendor to refer to a purchase order/purchase order line when registering time and expenses.



You can also opt to enable the creation of a self-invoice for specific purchase orders only. You can do this directly in the purchase order.

3. Create a job.

This is the job you will specify in the purchase order line. You can also create and specify a job after purchase order creation.

4. Create a purchase order based on the terms of the agreement.

5. The vendor performs work according to the agreement.

6. The vendor registers and submits time and/or expense sheets.

7. If approval hierarchies are set up: designated approvers from your company and/or the vendor approve the time/expense sheets.

8. Create a self-invoice.

You can create self-invoices one at a time, or by batch.

9. Send the self-invoice.

Whether you create self-invoices individually or in batches, you can only send them for approval individually.

If approval hierarchies are set up: The designated approver from your company (for example, someone from the accounting department or a project manager) approves the self-invoice.

Otherwise, send the self-invoice to your vendor (for approval within Maconomy, or outside of Maconomy).

10. If there is a discrepancy between the purchase order details and the vendor's registered time and expenses, resolve the difference before sending the self-invoice out.
11. The vendor either approves or rejects the self-invoice:
 - If approved: Your company posts the invoice, and the vendor pays the amount due.
 - If rejected: You negotiate with the vendor, revise the invoice as needed, and resend the invoice.

“How to” Section

Enable Self-Invoice Creation for a Vendor

To enable the creation of self-invoices from all purchase orders for a specific vendor:

1. In the Vendors workspace (**Accounts Payable » Vendors**), select a vendor from the filter list.
2. Navigate to the Allowed Actions panel of the workspace (**Home section » Information tab » Allowed Actions panel**).
3. In the Purchase Orders island, select the **Default to Self Invoices** check box.
4. If needed, select one or both of the following check boxes as well:
 - **Reference Mandatory on Time Sheet Lines**
 - **Reference Mandatory on Expense Sheet Lines**
5. Click **Save Vendor**.

Create a Purchase Order for a Subcontractor

To create a purchase order for subcontractor services:

1. In the Purchase Processes workspace (**Accounts Payable » Purchase Processes**), click the **New Purchase Process** action.
The Create Purchase Process dialog box opens.
2. Fill out the following required fields:
 - **Purchase Process Type** – select **Purchase Order**.
 - **Purchase Transaction Type** – select **Subcontractor**.
 - **Vendor**
3. Click **Create**.
4. In the Payment island of the Purchase Order tab (**Purchase Processes » Purchase Process » Purchase Order tab**), select the **Self Invoice** check box if self-invoicing is not enabled for the specified vendor and you want to enable it for this purchase order.
OR:
If self-invoicing is enabled for the vendor and you do not want to use it for this purchase order, clear the **Self Invoice** check box.
5. In the Allocation sub-tab (**Purchase Processes » Purchase Process » Purchase Order tab » Allocation sub-tab**), create an allocation line.

6. Fill out the following fields in the allocation line:
 - **Purchase Line Type** – select **Subcontractor Reconciliation**.
 - **Agreement Type** – select either **Time and Material** or **Fixed Price**, depending on the details of your agreement with your vendor.
 - **Activity Type** – select either **Time** or **Amount**.
 - **Job No.** – If possible, specify a job in the purchase order line. Otherwise, you can specify the job later on.
 - **Task**
 - **Empl. No.** – If the vendor employs multiple people, you can specify in this field if you want only one employee from the vendor to use this purchase order line as a reference for registered time and expenses.
 - **Quantity**
 - **Unit Price**
7. Click **Save Purchase Order Line**, or press ENTER.
8. In the Purchase Order tab, click **Submit Purchase Order**.

Create a Self-Invoice

To create a single self-invoice:

1. In the Purchase Processes workspace, select the relevant purchase order from the filter list.
2. If you need to confirm that you created job entries which reference the purchase order lines, navigate to the Not invoiced job entries sliding panel (**Purchase Processes workspace » Purchase Process » Purchase Order tab » Allocation sub-tab » Not invoiced job entries sliding panel**).
3. In the Purchase Order tab, click **Actions » Create Self Invoice**.
The Create Self Invoice dialog box opens.
4. Fill out the following fields:
 - **Entry Date**
 - **Cut Off Date** (optional)
5. Click **Create Self Invoice**.
Maconomy displays the following message: Vendor invoice created.
6. Click **OK**.
7. To view the created vendor invoice, you can navigate to either of the following:
 - Related Vendor Invoices sliding panel (**Purchase Processes workspace » Purchase Process » Purchase Order tab » Related Vendor Invoices**)
 - Vendor Invoices workspace

Create Self-Invoices by Batch

To create self-invoices by batch:

1. Navigate to **Accounts Payable » Self Invoices** workspace.

2. In the Batch Self Invoice tab, specify selection criteria if needed.
3. Select the **Show Lines** check box.

Maconomy displays purchase orders in the Purchase Orders sub-tab (that is, all purchase orders or those that fit the selection criteria you specified).

If a purchase order has job entries that are not yet invoiced, Maconomy highlights the line for that purchase order in green.
4. To view details about job entries that are not yet invoiced:
 - a. In the Purchase Orders sub-tab, select a purchase order.
 - b. Navigate to **Purchase Orders sub-tab » Allocation sub-tab » Not invoiced job entries sliding panel**.
5. In the Batch Self Invoice tab, click the **Create Self Invoices** action.

The Create Self Invoices dialog box opens.
6. Fill out the following fields:
 - **Entry Date**
 - **Cut Off Date** (optional)
7. Click **Create Self Invoices**.

You can now view the created self-invoices in the Vendor Invoices workspace filter list (**Accounts Payable » Vendor Invoices**).

Allocate Subcontractor Differences before Reconciliation

If you try to submit an invoice with discrepancies, Maconomy informs you about the mismatch and does not allow you to submit the invoice until after you have resolved the differences.

If you click **Submit for Approval**, Maconomy displays an error message.

To allocate differences between subcontractor reconciliation invoice allocation lines and selected job entries:

1. Click **OK** to close the error message.
2. In the Allocation sub-tab (**Vendor Invoices workspace » Vendor Invoices » Vendor Invoice tab » Allocation sub-tab**), check the following fields to find out if the total for subcontractor reconciliation tallies with the total for the selected job entries:
 - **Total for Subcontractor Reconciliation**
 - **Quantity**
 - **Unit Price**
3. In the Vendor Invoice tab, click the **Allocate Subcontractor Differences** action.

In the Allocation sub-tab, Maconomy adds one new invoice allocation line (with Job Cost line type) for each job to address the difference.
4. If you have not previously defined a subcontractor variance task for the job you specified in the purchase order, Maconomy displays an error message.
 - a. Click **OK**.
 - b. In the Jobs workspace (**Jobs » Jobs**), select the relevant job from the filter list.

- c. Navigate to **Jobs workspace » Home section » Tasks sub-tab » Standard Tasks island**.
 - d. In the **Subcontractor Variance** field, select an applicable value from the drop-down list.
Maconomy displays a warning message.
 - e. Click **OK**.
 - f. Click **Save Job**.
 - g. Navigate to **Vendor Invoices workspace » Vendor Invoices » Vendor Invoice tab**.
 - h. Click the **Allocate Subcontractor Differences** action again.
In the Allocation sub-tab, Maconomy adds one new invoice allocation line (with Job Cost line type) for each job to address the difference.
5. In the Vendor Invoice tab, click **Submit for Approval**.

Setup Instructions

This enhancement is available by default on all systems (standard, CPA, and PSO).

System Parameters

No system parameters or add-ons need to be enabled.

Changes to Maconomy

As part of this enhancement, the following workspaces are added to Maconomy:

- Self Invoices



The Self Invoices workspace is added to the standard system only.

- Batch Self Invoicing single dialog workspace

The following workspaces are updated:

- Time & Expenses
- Time Sheets single dialog workspace
- Daily Time Sheets single dialog workspace
- Expense Sheets single dialog workspace
- Vendors
- Vendor Information Card single dialog workspace
- Company Vendors
- Company Specific Vendor Information Card single dialog workspace
- Purchase Processes
- Purchase Orders single dialog workspace
- Requisitions single dialog workspace

- Requests for Quote single dialog workspace
- Invoice Allocation single dialog workspace
- Jobs
- Job Budgets single dialog workspace
- Job Tasks single dialog workspace
- Vendor Invoices
- Selection Criterion Specification single dialog workspace

VAT Tax Settlement

Tracking Number: 522433

The VAT Tax Settlement feature includes:

- A new standard universe providing the foundation for flexible and consistent reporting on tax settlement figures and associated dimensions.
- A new standard tax settlement report using the new universe as foundation.

In most countries, tax needs to be reported to authorities in basis amounts and tax amounts. Additionally, tax amounts must be tied to vendors and customers in order to simplify reconciliation against customer and vendor invoices. This is important in order for finance personnel and auditors to verify the tax of a company.

The Tax Settlement Report accounts for these two measures:

- Basis Amounts
- Tax Amounts

Basis Amounts are the base amounts for calculating the tax.

For example, for a vendor invoice of \$1000 that includes taxes, the basis amount could be \$800 meaning that the tax amount is \$200. This amount is stored in Maconomy as a tax settlement entry. If taxes must be reported to multiple authorities, multiple tax levels may be needed. In such cases, multiple tax settlement entries are created. They may state the same basis amount (the \$800 above) but that is not necessarily the case (such as in case of tax calculated on tax). In order to avoid summarizing such basis amounts, it is important for reporting to group by dimensions that split on the tax levels. You can do this by using the tax levels themselves, tax codes, or similar dimensions that distinguish tax levels.

There are different types of basis amounts:

- **Original Basis Amounts** — These are the base amounts of the tax settlement entries before we do any filtering.
- **Tax Exempt Amounts** — These are the base amounts which are exempted from tax for one reason or another.
- **Export Amounts** — These are the base amounts which are exempted from tax because they are regarding export.

The basis amount that is subject to tax (meaning, to be used further in the calculation of the tax), is:

$$\text{Subject to Tax} = \text{Original Basis} - \text{Tax Exempt} - \text{Export}$$

Tax Amounts are the tax amounts that are calculated from the basis amount that is subject to tax.

In the above example we may have a tax code of 25%. The basis amount from which to calculate the tax is \$800, so the tax amount is $0.25 \times \$800 = \200 . If there are two tax levels for the same basis amount and tax codes for example of 7% and 9%, we get:

$$0.07 \times \$800 + 0.09 \times \$800 = \$72$$

Contrary to basis amounts, tax amounts can better be summarized without having to group them on specific dimensions.

There are different types of tax amounts:

- **Original Tax Amounts** — These are the pure amounts calculated from the basis amount that is subject to tax.
- **Deductible Tax Amounts** — These are the tax amounts that, according to the tax code, are allowed to be deducted.
- **Non-deductible Tax Amounts** — These are the tax amounts that, according to the tax code, are **not** allowed to be deducted.
- **Deferred Tax Amounts** — These are the tax amounts that, according to the tax code, are **not** to be paid until the vendor invoice has been paid.

The tax amount to be paid/received is calculated as:

$$\text{Net Tax} = \text{Original Tax} - \text{Non-Deductible Tax} - \text{Deferred Tax}$$

Reports

The purpose of the tax settlement report is three-fold:

- To provide the statistical data about the tax basis amounts leading to the subject to tax amount.
- To provide the overview of individual tax amounts to be reported (and received/paid) and associate these to the different reporting authorities.
- To break down tax amounts by customer and vendor and associate to invoice numbers.



The figures in the reports are grouped by the tax settlement types such as Receivable or Payable. If a tax figure is payable, it is a debit in the database and displays as positive number.

The following tax settlement reports are available:

- Tax Settlement Summary
- Tax Settlement Details
- Tax Settlement Details, by Invoice



See the Deltek Maconomy BPM Description Guide for details.

Enhancements to the Subcontractor Functionality

Tracking Number: 605339

This release introduces several capabilities as part of the self-invoicing enhancement. These are available even if the enhancement itself is not in use, and include the following:

- You can specify time activities on purchase order, invoice allocation, requisition, and request for quote lines.
- You can specify if you want to require a subcontractor to refer to a specific purchase order line number when registering time and/or expenses.
- Before submitting an invoice, you can use the new **Allocate Subcontractor Differences** action to edit subcontractor invoice allocation lines that do not fit selected job entries. Maconomy then creates one or more new job cost invoice allocation lines with the variance.
- After purchase order creation, you can edit the purchase line type, job number, activity, and account number on purchase order lines.
- Even after creating requisition and request for quote lines, you can edit the job number, activity number, and account number specified on any of the lines.
- You can create purchase orders and requisitions from time job budget lines.
- On selection criterion specification lines for time sheets, time sheet lines, expense sheets, and expense sheet lines, you can choose to use fields from vendors, purchase orders, or purchase order lines.

Setup Instructions

These enhancements are available by default on all systems (standard, CPA, and PSO).

System Parameters

No system parameters or add-ons need to be enabled.

Updates to Standard Extensions

Tracking Number: 499404

Previous to this release, a new SQL API was introduced to the extension framework to make the code more secure (and thus rendering the old string-based SQL API obsolete).

With version 2.3, the following standard extensions are updated to use the new SQL API:

- Email alerts standard extension
- Credit control standard extension
- Expense justification standard extension

There are no changes to the user interface or to the functionality.

Refreshing User Notifications

Tracking Number: 551829

Previously, system administrators could set up a scheduled task to refresh user notifications in the server.ini file for the coupling service. This is no longer possible.

This enhancement allows system administrators to now set up a scheduled background task to have user notifications refreshed on a nightly basis, when there is less activity occurring in the system. This enhancement also provides the option to choose a time and range of users included in the refresh.

Update to Annual Portugal SAFT

Tracking Number: 581078

To prevent a gap in the numbering sequence for GL entries, the format for transaction IDs in the report is updated. This is a statutory requirement for some countries, including Portugal (Portugal SAFT).

When the repost is generated, the transaction ID format now consists of the following:

- Entry date
- Journal ID (based on the transaction type)
- Combined sequence number

This is backward compatible to entries prior to 2016 to provide consistency for all transaction IDs.

Updated Standard BPM Reports

Tracking Number: 531573

This enhancement adds three new areas to standard BPM reports to provide better flexibility.

The areas are as follows:

- **Local Chart of Accounts** – BPM reports now provide the ability to display information from both the local chart of accounts and global accounts.
- **Accounting Direction** – Financial figures are normally displayed as they were posted in Maconomy. Figures are displayed in Maconomy with positive and negative signs to indicate whether the amount is credited or debited from the account. This feature provides the ability to display figures with a similar numeric values (for example, both sales and costs figures are displayed with a positive numeric value) because they are shown in several groups. This makes it easier for users in both groups to view and understand the figures.
- **Reporting Structure** – Dimension groupings are now replaced with reporting structures. This provides better flexibility with the local chart of accounts. Additionally, figures in the reporting structures are displayed using the natural sign feature.

MDML Enhancements

Use Expressions to Specify Titles

MDML is enhanced to support the dynamic data-dependent column title attribute. Previously, you could specify static titles using title attribute and dynamic title by using **titleValue** or **titleSource**. In 2.3, **titleValue** and **titleSource** are removed, and **title** now enables the use of an expression in a way that replaces the functionality of the removed attributes **titleValue** and **titleSource**.

The new description is below.

Attribute name	Type	Usage
title	Placeholder String	Indicates the title. It is possible to escape to an expression context using ^{} syntax, where the values inside the brackets are evaluated using the Expression Language syntax. In case it is not possible to evaluate it, the entire title will be displayed empty. Use fieldTitle(fieldName) function in the expression context to obtain the title of the field with a given fieldName.

To use the new functionality, update all elements that have title attribute. Remove the **titleValue** and **titleSource** attributes, and include instead the **title** attribute.

Default Values for Parameters

When a layout is shared between different workspaces, it is often the case that small adjustments must be made. Previously, to make those adjustments, you had to make a copy of the whole layout, which resulted in an additional layout to maintain. Now you can specify a default values for parameters.

If a default value is present, then that parameter does not have to be specified when the layout is used. The new attribute for Parameter, called default of expression type, contains the value which this parameter would get if it was not specified in the invocation list. The value of the expression should evaluate to the type of the parameter for which it is specified (each Parameter element has a type attribute).



You can add default values only for the last parameters, so that when a parameter has a default value, there can be no parameter after it that does not have a default value.

For example, if you have 10 parameters, and you want to indicate that the 10th is default ,you may do so. However, if you want to indicate that the 7th is a default, you may do so only if 8,9 and 10 are already indicated as default.

Reuse Common Child Elements

You can now specify the uniquely named sets of common child elements for the following elements:

<Url>

<Query>

These repeatable child elements are used in the same way in a single layout, and this enhancements simplifies the layout by allowing you to define the repeating elements and to reference the parts of the layout that use them.

Set up common child elements in the **Define** block, where the element for which the common child elements are extracted is specified with the **name** attribute that will serve as a unique reference ID. The element with a **ref** attribute is then used to reference it in order to include its child elements at the point of reference.



You cannot override the elements that are defined, so all will be included at the point of reference. It is the responsibility of the person writing the specification to extract and define only the common elements that do not differ in any semantic way. Otherwise the specification might be invalid.

We create many layouts with <Url> and <Query> elements. These elements contain numerous inner elements that are repeated in each layout.

Coupling Service Configurable Timeout

You can now configure the service acquisition timeout for the server pools in the Coupling Service. This enables you to run the Coupling Service on systems where it was previously not possible due to a timeout occurring during startup.

To configure timeout:

1. Use the following setting in server.ini:
service-provider.timeout = <timeout-in-seconds>

Note: The default is 30 seconds.

Job Surcharges at Invoicing

This enhancement enables you to add charges to job invoices, and calculate these charges as a percentage of the total billing price or fee (with the percentage depending on the job). Additionally, you can apply charges to both T&M and on account invoices.

Previous to this release, neither of the available forms of charges (Job Charges and Job Surcharges) offered this type of flexibility.

Added New Unmark All Action

With the addition of the **Unmark All** action, Maconomy now offers customers the flexibility to deal with customer and vendor reconciliation processes that have a large number of reconciliations.

2.3 GA Features

Application Features

Self-Invoicing Enhancements

Self-Invoicing, introduced in 2.3 LA, allows companies to control the amounts for which they are billed, and also benefits vendors by speeding up the payment process.

This release includes these improvements to Self-Invoicing, which allow you to select specific criteria to restrict results for vendor invoices, self-invoices, and batch self-invoices:

- Fields added to selection criteria for vendor invoicing printing
- Fields added to selection criteria for batch self invoices

Changes to Maconomy

As part of these features, the following workspaces are updated:

- Vendor Invoices
- Show Vendor Invoices
- Self Invoices
- Batch Self Invoicing

Fields Added

Vendor Invoicing

Deltek Tracking: 616115

In order to restrict the vendor invoices that are printed, additional fields are added to Maconomy:

- **Self Invoices Only** -- Select this checkbox to print only Self Invoices.
- **Exclude Self Invoices** -- Select this checkbox to print only invoices that are not Self Invoices.
- **Vendor Number Range** - Use this field to specify the range of Vendor Numbers to include in the printout.
- **Entry Date Range** -- Use this field to select a range of entry dates to include in the printout.

The new fields allow you to limit data in printouts by invoice type, vendor number, and entry date.

Note: Deselecting both **Self Invoices Only** and **Exclude Self Invoices** results in printing all invoice types.

Batch Self-Invoices

Deltek Tracking: 695335

Maconomy existing functionality for Batch Self Invoices allows you to select ranges of Company No., Purchase Order No., and Job No to use as search criteria. With this enhancement, you can now select Vendor No. ranges as selection criteria for self-invoices. This feature also allows you to filter results by specific vendor numbers and restrict the purchase orders that are viewable.

- **Vendor No.** -- In these fields, you can enter a range of vendor numbers.

Unrealized Exchange Rate Variances for Open Job Entries and Unallocated Invoices

Tracking Number: 488057

When you create a job entry in Maconomy, you enter a billing price in the job currency based on the price list on the current date. When job entries are registered continually on the open job, they use this billing price. Because the invoicing process and due dates may be carried out much later in the process, a billing price in a foreign currency may gain or lose value.

For example, if you have a long term job with open billing prices, evaluating and posting exchange rate variances when a job is closed or when invoices are posted may result in significant losses due to exchange rate fluctuations throughout the duration of the job.

With this enhancement, users can now manage unrealized exchange rate gains or losses regularly throughout the job process, instead of when job entries are closed. This allows you to better visualize growing gains or losses due to exchange rate fluctuations.

This feature is available with limited functionality. The full functionality will be available as part of the upcoming 2.4 release, which will also include extensive documentation of this feature.

Changes to Maconomy

The following workspaces are updated:

- Financial Operations workspace
- Job Cost Setup workspace
- Financial Analysis workspace

Financial Operations Workspace

The Print Currency Report tab under the Currency Reevaluation section now allows you to print and post unrealized exchange rate variances for the following:

- Open job entries jobs capitalized at billing price
- Unallocated invoices on account

Open job entries **at the time of execution of the currency report** are evaluated according to the exchange rate on the statement date in the standard Sales exchange rate table as set up in Maconomy.

Note: The Print Currency Report does not calculate any exchange rate variance on tax for open job entries and unallocated invoices on account. Taxes are calculated when invoicing is carried out.

The following fields are added to include open job entries and unallocated invoices on account in the print currency report:

- Jobs Work In Progress
- Jobs Unallocated On Account Amount

If you select both fields, the print currency report adds up all variances and displays the total of these amounts per job number.

Job Cost Setup Workspace

The following job posting references are added to determine where unrealized exchange rate variances are posted:

- Unrealized Exchange Rate Variance WIP
- Unrealized Exchange Rate Variance IOA
- Work in Progress, Variance, Time
- Work in Progress, Variance, Amount
- Invoiced on Account, Variance

Enter a dimension combination in the appropriate job posting reference to post entries for open job entries and unallocated invoices on account to a journal.

Financial Analysis Workspace

You can now view posted entries for exchange rate variances in the Financial Analysis workspace. Variances and offsets are posted on an entry-by-entry basis and as a total for each account, customer, or vendor in each company. Maconomy automatically creates a reverting entry for each journal entry.

Posted Entries with Exchange Rate Variance Gain

You can now post exchange rate gains for open job entries with open billing price by activity type. Use these fields to indicate job posting references:

- **Work in Progress, Variance, Amount** – for amount type activities
- **Work in Progress, Variance, Time** – for time type activities

The following occur when a finance entry is posted:

- For exchange rate **gain**, the amount is debited from the account to add the gained value.
- For exchange rate **loss**, the amount is credited from the account to subtract the lost value.
- Dimension values for the posting are copied from the job entry.
- The entry date for each finance entry is derived from the **Statement Date** field in the Print Currency Report tab.

An offset entry is automatically created for each finance entry. Maconomy uses the dimension combination found in the **Unrealized Exchange Rate Variance WIP** job reference to define each offset entry.

The following occur when an offset entry is posted:

- For exchange rate **gain**, the offset amount in the offset entry is credited to the account.
- For exchange rate **loss**, the offset amount in an offset entry is debited from the account.

A reverting entry is also automatically created for each posted entry. The amount in all currencies are equal to the original posting, disregarding the fact that exchange rates may have changed since the statement date. The entry date for each reverting entry is derived from the **Reversion Date** field in the Print Currency Report tab.

Posted Entries with Exchange Rate Variance Loss

To post exchange rate variances on unallocated invoices, use the **Invoiced on Account, Variance** field to indicate the job posting reference.

The following occur when a finance entry is posted:

- For exchange rate **gain**, the amount is credited to the account to add the gained value.

- For exchange rate **loss**, the amount is debited from the account to subtract the lost value.
- The entry date for each entry is derived from the **Statement Date** field in the Print Currency Report tab.

An offset entry is automatically created for each finance entry. Maconomy uses the dimension combination found in the **Unrealized Exchange Rate Variance IOA** job reference to define each offset entry.

The following occur when an offset entry is posted:

- For exchange rate **gain**, the offset amount in the offset entry is debited from the account.
- For exchange rate **loss**, the offset amount in an offset entry is credited to the account.

A reverting entry is also automatically created for each posted entry. The amount in all currencies are equal to the original posting, disregarding the fact that exchange rates may have changed since the statement date. The entry date for each reverting entry is derived from the **Reversion Date** field in the Print Currency Report tab.

Example

In this example, a company creates a job in Maconomy using Euros (EUR) as the base currency and British Pounds (GBP) as the job currency. The job is created on May 1, and the initial exchange rate on this date is EUR 160.00 = GBP 100.00.

The company prints an initial invoice on account on May 1 with a total billing price of GBP 20.00. The base currency value for this invoice is registered as EUR 32.00.

Date		Base Currency (EUR)	Job Currency (GBP)
	Exchange Rate = 160,00		
05.01	Invoice on account printed	32,00	20,00

On May 10, the exchange rate fluctuates to EUR 120.00 = GBP 100.00. The company creates an job entry with open billing price on the same day, with a total billing price of GBP 80.00. The base currency value for this open job entry is registered as EUR 100.00.

Date		Base Currency (EUR)	Job Currency (GBP)
	Exchange Rate = 160,00		
05.01	Invoice on account printed	32,00	20,00
	Exchange Rate = 125,00		
05.10	Work in progress registered	100,00	80,00

On May 31, the exchange rate fluctuates again to EUR 130.00 = GBP 100.00. If the exchange rate on this date remains consistent until the customer pays a total of GBP 80.00, when the company exchanges this amount in the bank, an exchange rate variance occurs.

The Print Currency Report in Maconomy posts finance entries and reverting entries for the unrealized exchange rate gains or losses for each open job entry and unallocated invoice.

Date		Base Currency (EUR)	
------	--	---------------------	--

Unrealized Exchange Rate Variances for Open Job Entries and Unallocated Invoices

05.31	Unrealized exch. rate var. (IOA)	-6.00	
05.31	Unrealized exch. rate var. (WIP)	4,00	
06.01	Revert unrealized exchange rate variance	6,00	
06.01	Revert unrealized exchange rate variance	-4,00	

Posted entries

Date			Exchange Rate	
			160,00	
05.01	(A)	Invoice on account		
			125,00	
05.10	(B)	Work in progress		
			130,00	
05.31	(C)	Unrealized exch. rate var. (IOA)		
05.31	(D)	Unrealized exch. rate var. (WIP)		
06.01	(E)	Revert unrealized exchange rate variance		Exchange rate as per statement date (05.31)
06.01	(F)	Revert unrealized exchange rate variance		Exchange rate as per statement date (05.31)

Balance Sheet

P&L

		5410 WIP		1510 Open Billing Price	
(B)	EUR 100,00			EUR 100,00	
(D)	EUR 4,00				
(F)		EUR 4,00			
		5220 International Customers		6920 Unrealized Exchange Rate Var, WIP	
(A)	EUR 32,00				
(D)				EUR 4,00	
(F)			EUR 4,00		
		1410 Invoiced on Account		6925 Unrealized Exchange Rate Var, IOA	
(A)		EUR 32,00			
(C)	EUR 6,00				EUR 6,00
(E)		EUR 6,00	EUR 6,00		

Job Posting Reference Lines

Open Billing	WIP	Invoice on	Unrealized	Unrealized	Work in	Work in	Invoiced on
--------------	-----	------------	------------	------------	---------	---------	-------------

Price		Account	Exchange Rate Variance WIP	Exchange Rate Variance IOA	Progress, Variance, Time	Progress, Variance, Amount	Account, Variance
1510	5410	1410	6920	6925	5410	5410	1410

Popup Fields

A/R Control Accounts

Name	Control Account	Being Collected	Debtor Provisions
Domestic Customers	-	-	-
International Customers	5220	-	-

“How to” Section

Print a Print Currency Report for Entries with Unrealized Exchange Rate Variances

1. Go to **General Ledger » Financial Operations » Currency Reevaluation » Print Currency Report**.
2. In the **Company** field, enter the company name.
3. In the **Currency** field, select the currency to be used from the dropdown.
4. Select one or more of the following fields to indicate which entries should show in the report:
 - a. **Jobs Work In Progress** – Enables the report to calculate unrealized exchange rate variances on open job entries.
 - b. **Jobs Unallocated On Account Amount** – Enables the report to calculate unrealized exchange rate variances on unallocated on account amounts.
5. In the **Job Group** field, select the job groups to include in the report.
6. Complete all other fields as needed.
7. Click **Print**.

Create Entries for Unrealized Exchange Rate Variances

To create entries for jobs and invoices on account with unrealized exchange rate variances:

1. Go to **General Ledger » Financial Operations » Currency Reevaluation » Print Currency Report**.
2. Select the **Create G/L Entries** box to create finance entries for your job journal entries. This includes work-in-progress jobs and unallocated invoices with unrealized exchange rate variances.
3. Complete the other fields as needed.
4. Click **Print** to post the report.

5. Go to **Financial Analysis » Journals » Entries » Finance Entries** to view the created entries.

Post Finance Entries for Unrealized Exchange Rate Variances

To post finance entries for unrealized exchange rate variances on open job entries and unallocated invoices on account:

1. Go to **Setup » Job Cost Setup » Dimensions » Job Posting References sub-tab**.
2. Create a new line or select an existing line.
3. Enter the dimension combination to which the exchange rate variance should post in any of the following fields, as appropriate:
 - a. **Unrealized Exchange Rate Variance WIP** – Enter the dimension combination to which the unrealized exchange rate gain or loss for an open job entry.
 - b. **Unrealized Exchange Rate Variance IOA** – Enter the dimension combination in this field to post the unrealized exchange rate gain/loss for an unallocated on account amount.
 - c. **Work in Progress, Variance, Time** – Enter the dimension combination in this field to post the offset for unrealized exchange rate gain or loss for an open job entry with time-related work.
 - d. **Work in Progress, Variance, Amount** – Enter the dimension combination in this field to post the offset for unrealized exchange rate gain or loss for an open job entry with amount-related work.
 - e. **Invoiced on Account, Variance** – Enter the dimension combination in this field to post the offset for unrealized exchange rate gain or loss for an unallocated on account amount.

Workspace Client Support for Stand-Alone Programs

Tracking Number: 585142

Previous Maconomy versions provided import and support programs that were accessed through a Java client or the command prompt. However, the Java client was discontinued in Maconomy 2.3.

This enhancement adds the import and support programs to Maconomy as single dialog workspaces to provide easy access. Users can still access these programs through the command prompt, if they have the appropriate access levels.

Import programs are located in **Single Dialogs » Import** and are categorized by folder.

The following table lists the import programs added to Maconomy by location:

Import Program	Location
<ul style="list-style-type: none"> Import Credit Control Import Charge Tables Import Postal Districts Import Standard Document Archive Setup Import Address Formats Import Notification Types 	Single Dialogs » Import » Basics
<ul style="list-style-type: none"> Import Opportunities Import Contact Management Setup 	Single Dialogs » Import » Contact Management
<ul style="list-style-type: none"> Import Dimension Sets 	Single Dialogs » Import » General Ledger
<ul style="list-style-type: none"> Import Warehouses 	Single Dialogs » Import » Item Information
<ul style="list-style-type: none"> Import Job Budget Lines Import Jobs Old 	Single Dialogs » Import » Job Cost
<ul style="list-style-type: none"> Import Planning Lines 	Single Dialogs » Import » Resource Planning
<ul style="list-style-type: none"> Import Approval Lists 	Single Dialogs » Import » Vendors

Support programs are located in **Single Dialogs » Support Programs**.

The following support programs are added to Maconomy:

- Convert Subscription Sales Orders
- Install Named Users
- Merge Groups and Roles
- Recalculate Included In Fixed Price
- Recalculate Job Activities

- Recalculate Job Budgets
- Recalculate Job Entries
- Recalculate Number of Blocked Lines
- Recalculate Order Status
- Recalculate Order Volume
- Recalculate Periodic Figures
- Recreate Popup Codes
- Update Cost Price for Invoicing
- Update Fixed Working Hours
- Update Transaction Types

User Information Universe Update

Tracking Number: 598962

The Access Control feature in Maconomy is updated to support multiple roles per user, and the User Information universe in BPM reporting is enhanced to support this functionality. Specifically, this universe is updated to support multiple user roles per user. Previously, reports were provided depending on objects restricted to the current user. It now provides general user information and objects that are restricted to the current user role.

On Selection Criterion Specification (Math operator and new operators)

Tracking Number: 624191

This enhancement allows you to use mathematical operators to perform addition, subtraction, multiplication, and/or division between two or more fields. You can then use the result of these operations for comparison purposes.

As part of this enhancement, the following updates were made to the Selection Criterion Specification Lines sub-tab of the Selection Criterion Specification single dialog workspace:

- A new **Math Operator** field is added.
- The **Operator** field is also updated with three additional options: “Outside Margin”, “Above or Equal to Margin”, and “Below or Equal to Margin”.

You can mix the different mathematical operators (+, -, *, /) in a single expression, and there are no restrictions to the number of fields you can use in an expression.

However, the enhancement still has some limitations. Specifically:

- If you specify a math operator on a line, you can only fill out the **Table Section, Operand** and **Field Name, Operand** fields. All other fields must be left blank.
- All fields used in an expression must be of the same type (for example, Amount).
- When using math operators, only Integer, Amount, and Real field types are supported.
- Any line with a specified math operator must always have a line above it.
- You cannot delete a line that is followed by a line with a specified math operator. You can only do this if the line for deletion has another line above it which meets the following criteria:
 - The **Table Section, Operand** and **Field Name, Operand** fields are filled out.
 - The line is of the same type as the one with the math operator.
- The rule for the normal order of operations applies (that is, multiplication and division are performed before addition and subtraction). You cannot use parentheses to change the order of operations.

To understand how this enhancement works, refer to the example in the following table:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1	Value 2	Math Operator	Table Section, Operand	Field Name, Operand
	Expense Sheet Line	Amount, Base		Outside Margin	10	5%		Purchase Order Line	Price, Base
							-	Purchase Order Line	Invoiced, Base

Value 1 represents fixed value, while Value 2 represents percentage value. You can specify both, and both are taken into account during evaluation.

For fixed value, this is translated to:

$$|ExpenseSheetLine.AmountBase - (PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase)| > |10|$$

For percentage value, this is translated to:

$$|ExpenseSheetLine.AmountBase - (PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase)| > \left| \left(\frac{PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase}{100} \right) * 5 \right|$$

If the “Above or Equal to Margin” operator is used in the preceding example, it is translated to:

For fixed value:

$$ExpenseSheetLine.AmountBase - (PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase) \geq 10$$

For percentage value:

$$ExpenseSheetLine.AmountBase - (PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase) \geq \left(\frac{PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase}{100} \right) * 5$$

If the “Below or Equal to Margin” operator is used in the preceding example, it is translated to:

For fixed value:

$$ExpenseSheetLine.AmountBase - (PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase) \leq 10$$

For percentage value:

$$ExpenseSheetLine.AmountBase - (PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase) \leq \left(\frac{PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase}{100} \right) * 5$$

Changes to Maconomy

As part of this enhancement, the following workspace is updated:

- Selection Criterion Specification single dialog workspace

Setup Instructions

This enhancement is available in all systems (standard, CPA, and PSO).

No system parameters or add-ons need to be enabled.

For an example of how to set up this enhancement and use it together with another Maconomy functionality, refer to the Setup Instructions section of the PO Invoice Margin Tolerance enhancement.

Approval Hierarchy Improvements

This feature improves on the existing Approval Hierarchies functionality, and includes the following:

- Support for automatic approval for no specified approvers
- Ability to specify messages on approval hierarchy
- Ability to specify unchanged line reapproval requirements
- PO Invoice Margin Tolerance

Changes to Maconomy

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

- Approval Hierarchies
- Approval Hierarchies single dialog workspace
- Purchase Processes
- Purchase Orders single dialog workspace

Support for automatic approval for no specified approvers

Tracking Number: 604007

Maconomy now allows companies to use approval hierarchies with no specified approvers. If the new **Automatic approval if no approvers specified** check box is selected for a hierarchy with no specified approver and a user triggers that hierarchy, Maconomy automatically approves the transaction.

An approval hierarchy is classified as having no specified approver if it falls under one of two scenarios:

- No approver is specified in the Approvers sliding panel.
- Approvers are specified in the Approvers sliding panel, but none fall within the target group specified in the **Selection Criterion Specification** field.

If the **Automatic approval if no approvers specified** check box is not selected for an approval hierarchy and no approvers are specified, triggering the hierarchy causes Maconomy to display an error message and stop the approval process.

This enhancement is useful when companies would like a setup similar to the following example:

Scenario	Use	Required Approvers
If the purchase order amount is greater than 1000 (in the currency used) but less than 2000	Approval Hierarchy A	Approver 1 Approver 2
If the purchase order amount is greater than 500 but less than 1000	Approval Hierarchy B	Approver 3
If the purchase order amount	Approval Hierarchy C	None

Scenario	Use	Required Approvers
is less than 500		

The preceding example is for purchase orders, but this enhancement applies to all approval types.

Setup Instructions

This enhancement is available by default in all systems (standard, CPA, and PSO). No system parameters or add-ons need to be enabled.

For the system administrator, select the **Automatic approval if no approvers specified** check box (**Setup » Approval Hierarchies workspace » Approval Hierarchy Selections tab » Approval Hierarchy Selections Lines sub-tab » Approval Hierarchies sliding panel**) for an approval hierarchy with no specified approvers if you want Maconomy to perform automatic approval whenever that hierarchy is triggered.

Ability to specify messages on approval hierarchy

Tracking Number: 604008

You can now define a custom message for Maconomy to display if users select a specific approval hierarchy during the approval process. This applies to approval hierarchies for all approval types.

Specifically, you can customize the following:

- Whether Maconomy displays a message whenever users select a specific approval hierarchy
- What the message contains
- What type of message it is (that is, an error, warning, or notification)



Message Types

These message types work in the same way as those in Maconomy.

- An error completely stops execution.
- A warning allows the user to choose whether the execution should continue.
- A notification simply displays the message, and allows the execution to continue.

Setup Instructions

This enhancement is available by default in all systems (standard, CPA, and PSO). No system parameters or add-ons need to be enabled.

For the system administrator, you can set up the display of messages as needed for specific approval hierarchies. For example, if you want Maconomy to display a message preventing a user from submitting a purchase order line for approval if it exceeds a given amount, use the fields under the Message Control island (**Setup » Approval Hierarchies workspace » Approval Hierarchy Selections tab » Approval Hierarchy Selections Lines sub-tab » Approval Hierarchies sliding panel**) to set up the custom message.

Ability to specify unchanged line reapproval requirements

Tracking Number: 604009

Maconomy's existing approval hierarchies functionality allows you to set up reapproval procedures for changes to master data and transactions. Previous to this release, companies could only choose between two ways of setting up reapproval for resubmitted lines. That is, when lines were edited and resubmitted for approval:

- Approvers need to reapprove all lines (including those without changes) and the header.
- OR
- Approvers only need to reapprove lines with changes.

With this enhancement, companies now have a third option: they can specify that when lines are resubmitted, approvers only need to reapprove lines with changes and the header. They no longer need to reapprove unedited and previously approved lines, whether partially or fully approved.

Setup Instructions

This enhancement is available by default in all systems (standard, CPA, and PSO). No system parameters or add-ons need to be enabled.

For the system administrator, use the "Reapprove" check boxes under the Approval Principles island (**Setup » Approval Hierarchies workspace » Approval Hierarchy Rules tab**) to set up reapproval procedures.

- Use the "Reapprove all when" check boxes if you want approvers to reapprove all lines (including those without changes) and the header.
- Use the "Reapprove header when" check boxes if you want approvers to reapprove only lines with changes and the header.

While you can combine the "Reapprove all when" and the "Reapprove header when" check boxes, you cannot select two check boxes of the same type. For example, you cannot select both the **Reapprove all when changing a line** and the **Reapprove header when changing a line** check boxes. If you try to select both and click **Save**, Maconomy displays an error message.

PO Invoice Margin Tolerance

Tracking Number: 579112

In Maconomy, you can now set up controls so that users cannot submit a vendor invoice for posting if its invoice allocation lines exceed the remaining amount in the relevant purchase order. This prevents users from submitting invoices that exceed the value of approved purchase orders.

You can also specify that vendor invoice allocation lines can exceed the remaining amount in the relevant purchase order as long as the amounts in the lines are within the given margin (whether fixed amount or percentage, or both).

Setup Instructions

This enhancement is available as part of all systems (standard, CPA, and PSO).

For the system administrator, setup is a two-part process utilizing selection criterion specification and approval hierarchies. You can set up vendor invoice controls by performing steps similar to those in the following example:

1. Use the Selection Criterion Specification single dialog workspace (**Single Dialogs » Set-Up » Set-up » Selection Criterion Specification single dialog workspace**) to create a selection criterion specification with the following details:
 - a. **Selection Criterion Specification No.:** test
 - b. **Type:** InvoiceAllocationLine
 - c. **Public:** true
2. For this selection criterion specification, create the following lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1	Value 2	Math Operator	Table Section, Operand	Field Name, Operand
	Purchase Order Line	To Be Invoiced, Base		Above or Equal to Margin	500.00	5%		Purchase Order Line	Price, Base
							-	Purchase Order Line	Invoiced, Base

For fixed value, this is translated to:

$$PurchaseOrderLine.ToBeInvoicedBase - (PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase) \geq 500$$

For percentage value, this is translated to:

$$PurchaseOrderLine.ToBeInvoicedBase - (PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase) \geq \left(\frac{(PurchaseOrderLine.PriceBase - PurchaseOrderLine.InvoicedBase)}{100} \right) * 5$$

If both these expressions evaluate to true, then the whole selection criterion specification evaluates to true.

3. Use the Approval Hierarchies single dialog workspace (**Single Dialogs » Set-Up » Approval » Approval Hierarchies single dialog workspace**) to create an approval hierarchy with the following details:
 - a. **Approval Hierarchy No.:** test
 - b. **Approval Type:** Vendor Invoice
 - c. **Approval Relation:** Invoice Allocation Line
 - d. Under **Message Control** island:
 - i. Select **Show Message**.
 - ii. **Message:** Invoice Allocation Line(s) exceeds the amount specified on Purchase Order Line!
 - iii. Set **Message Type** to Error.
4. In the filter list of the Approval Hierarchies workspace (**Setup » Approval Hierarchies workspace**), select the **Vendor Invoice** approval type.
5. In the filter list of the Approval Hierarchy Selections tab, select the **Invoice Allocation Line** approval relation.

6. In the Approval Hierarchy Selection Lines sub-tab, add a line at the top with the following details:
 - a. Set **Selection Criterion Specification No.** to test.
 - b. Set **Approval Hierarchy No.** to test

This approval hierarchy is called when a user submits a vendor invoice that has invoice allocation lines which exceed (or are equal to) 500 or 5% of the amount specified on the purchase order line. Maconomy prevents the user from submitting the vendor invoice, until after he corrects the invoice allocation lines.

Multi-Role User Improvements

Tracking Number: 618526

Several enhancements are made to Maconomy's existing multi-role access control functionality. Specifically, you can now:

- Save information about the template user you use for role creation, if applicable.
- Copy and rename a role from one user to another.
- Reset user setup to delete all roles belonging to a user, and create roles based on the new user type you specify.
- Specify the need to reapprove user information when a role is added, updated, or deleted for that user.
- Set up approval hierarchy rules for user role information and user role action information.

Changes to Maconomy

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

- Approval Hierarchies
- Approval Hierarchy Rules single dialog workspace
- Users
- User Roles single dialog workspace
- Users single dialog workspace

Setup Instructions

This enhancement is available in all systems (standard, CPA, and PSO).

For the system administrator:

- Use the **Copy User Role** action (**Setup » Users workspace » Users section » User Information tab » Roles sub-tab**) to create a role from an existing role, and add that new role to the same user, or to the roles of a different user. This is a quick way to create roles that are only slightly different from each other.
- Use the **Reset User Setup** action (**Setup » Users workspace » Users section » User Information tab**) to delete all the user's existing roles, and then create roles based on the specified user type.
- Use the new check boxes under the Approval Principles island (**Setup » Approval Hierarchies workspace » Approval Hierarchy Rules tab**) to require designated approvers to reapprove changes to a user's roles. You can require reapproval for added/edited/deleted roles.

If you add lines for user, user role, or user role action information in the Approval Hierarchy Rule Lines sub-tab, make sure you select the **Reapprove when: Changing a role** check box in the tab. Otherwise these rule lines will not trigger reapproval of the user.

System Parameters

There are no new system parameters associated with this enhancement.

Bankruptcy Management

Bankruptcy Management allows you to handle the bankruptcy accounting for one or more companies. This feature provides support for handling bankrupt companies and their claimants, which are vendors with outstanding invoices, in Maconomy.

In Maconomy, bankruptcy accounting is handled as jobs, but differ from standard Maconomy jobs. When a company goes bankrupt, a law firm takes control over its finances, and registers claims made by vendors. The validity of the claims is examined to determine which are legitimate. The bankrupt company then makes payments to the extent that it can.

The Bankruptcy Management workspace enables you to create a company and keep track of its assets, employees, vendors, and customers. Only companies created within the Bankruptcy Management workspace are handled in this workspace.

Additionally, this workspace provides new functionality to help you determine the proper sequence in which vendors should be paid, either partially or fully.

You can also view journal entries in the general ledger, which provides detailed information on each transaction done in the workspace. Create or import a local chart of accounts for the company to the workspace.

Changes to Maconomy

The following workspace is added:

- Bankruptcy Management

The following workspace is updated:

- System Setup

Bankrupt companies are viewable in the standard Maconomy system, but because they differ from standard companies created within Maconomy, you cannot use a standard company in this workspace.

Setup Instructions

Create Priority Levels

1. Go to **Setup » System Setup » Parameters and Numbers » Popup Fields**.
2. Select the **Priority Type** popup field.
3. In the **Name** field on the Values sub-tab, enter a line for each priority level you wish to use.
4. Click **Save**.

System Parameters

Setup » System Setup » Parameters and Numbers » System Parameters

Single Dialogs » Set-Up » Set-up » System Parameters

Field	Description
-------	-------------

Field	Description
Centralized customer creation only	<p>This is a company-specific parameter.</p> <p>Enable this parameter to specify that company customers may only be created from existing customers. This way, a company-specific customer can only be created in Accounts Receivable » Customers » Information or Accounts Receivable » Company Customers » Information.</p> <p>If this parameter is enabled, and a user attempts to create a company-specific customer in Accounts Receivable » Company Customers » Information, Maconomy shows an error message.</p> <p>If this parameter is disabled, you can create a company-specific customer in the Accounts Receivable » Company Customers » Information workspace, without selecting an existing customer.</p> <p>If this parameter is disabled, you can create a company-specific customer from a company customer for a bankrupt company in General Ledger » Bankruptcy Management » Customers.</p>
Centralized vendor creation only	<p>This is a company-specific parameter.</p> <p>Enable this parameter to specify that company-specific vendors may only be created from existing vendors. This way, a company-specific vendor can only be created in Accounts Payable » Vendors » Information or Accounts Payable » Company Vendors » Information.</p> <p>If this parameter is enabled, and a user attempts to create a company-specific vendor in Accounts Payable » Company Vendors » Information, Maconomy shows an error message.</p> <p>If this parameter is disabled, you can create a company-specific vendor in the Accounts Payable » Company Vendors » Information workspace, without selecting an existing vendor.</p> <p>If this parameter is disabled, you can create a company-specific vendor from a company vendor for a bankrupt company in General Ledger » Bankruptcy Management »</p>

Field	Description
	Vendors.

“How to” Section

Create a Bankrupt Company

1. Go to **General Ledger » Bankruptcy Management » List of Companies.**
2. Click the **New Company** action to open the wizard.
3. In the **Company No.** field, enter a number for your company.
4. In the **Name** field, enter the name of your company.
5. In the **Country** field, select a country from the drop-down list.
6. In the **Base Currency** field, select the currency to be used as the base currency for the company.
7. In the **EU Reporting Currency** field, select a currency to be used as the EU reporting currency from the drop-down list.
8. In the **Fiscal Year** field, select a date to indicate the fiscal year.
9. In the **Access Level** field, enter the access level to specify who can view details for the company in this workspace.
10. In the **Copy from** field on the Local Chart of Accounts island, select an existing local chart of accounts to copy from. This creates the local chart of accounts for your company.
11. In the **Copy from** field on the Local Specification 3 island, select an existing Local Specification 3 from which to copy. This dimension is a list of the assets of the company. This creates the local chart of accounts for your company.
12. In the **External Estate Number** field, enter the external estate number if needed.
13. Click **Create.**

Note: You can modify information about the company, Local Chart of Accounts, or Local Specification 3 in **General Ledger » Bankruptcy Management » Setup.**

Create a Vendor

1. Go to **General Ledger » Bankruptcy Management » Vendors » List of Vendors.**
2. Click the **New Company Specific Vendor** action to open the wizard.
3. In the **Vendor** field, enter the vendor's name and number.
Note: If the **Centralized vendor creation only** company-specific parameter is disabled, in the **Vendor** field, select an existing vendor from the list to create your company-specific vendor.
4. In the **Company Specific Linking Rule** field, enter the linking rule to use for the current company-specific vendor.
5. In the **Parent Vendor** field, enter the vendor name and number of the parent vendor you want to link to the current company-specific vendor.
6. In the **Parent Linking Rule** field, enter the linking rule to be used between the parent vendor and the current company-specific vendor.

7. Click **Create**.

Create a Customer

1. Go to **General Ledger » Bankruptcy Management » Customers » List of Customers**.
2. Click the **New Company Specific Customer** action to open the wizard.
3. In the **Customer** field, enter the customer's name and number.
Note: If the **Centralized customer creation only** company-specific parameter is disabled, in the **Customer** field, select an existing customer from the list to create your company-specific customer.
4. In the **Company Specific Linking Rule** field, enter the linking rule to use for the current company-specific customer.
5. In the **Parent Customer** field, enter the customer name and number of the parent customer you want to link to the current company-specific customer.
6. In the **Parent Linking Rule** field, enter the linking rule to be used between the parent customer and the current company-specific customer.
7. Click **Create**.

Create an Employee

1. Go to **General Ledger » Bankruptcy Management » Employees » List of Customers**.
2. Click the **New Employee** action to open the wizard.
3. In the **Employee No.** field, enter the employee's number.
4. In the **Name 1-3** fields, enter the employee's name.
5. In the **Zip Code** field, enter the employee's zip code.
6. Click **Create**.

Create a Claim

1. Go to **Bankruptcy Management » Claims » Claims**.
2. In the **Vendor No.** field, enter the number of the vendor you want to pay.
When you enter a vendor number, the vendor's name automatically displays in the **Vendor Name** field.
3. In the **Currency** field, select a currency from the drop-down list.
4. In the **Original Claim Amount** field, enter the original claim amount to be paid to the vendor.
5. In the **Priority Level** field, select the priority level for the payment of this claim.
6. In the **Claim Date** field, enter the date when the claim was filed.
7. In the **Recommended for Approval** field, enter the recommended claim amount to be paid to the vendor.
8. In the **Negotiation Date** field, enter the date when the amount to be paid was discussed with the claimant.
Note: If you do not enter a negotiation date, the **Rejected Claim Amount** field is auto-populated with the original claim amount.

9. In the **Approved Claim Amount** field, enter the approved amount that must be paid to the vendor.
10. In the **Selected for Payment** field, there are two options:
 - a. Enter the amount to be paid manually.
 - b. Use the **Select for Payment** action in **Bankruptcy Management » Claims » Claims Handling** to open the wizard. This action allows you to determine the percentage or distribution amount to be paid.
11. Use the **Transfer for Payment** action in **Bankruptcy Management » Claims » Claims Handling** to create a general journal entry for this claim payment that is ready for posting.

This also auto-populates the **Transferred for Payment** and **Remainder** fields on the line you created in the **Claims** sub-tab. The value in the **Selected for Payment** field is also automatically changed to zero to indicate the payment is transferred. This also creates a general journal and general journal entries in **Bankruptcy Management » Accounting » General Journal**.

Linking Rules Enhancements

Tracking Number: 696511

Linking rules allow you to link fields from one relation to another. This enables you to copy field information from a parent relation to its subordinate relations. Using this feature allows you to easily and accurately fill in information on subordinate relations automatically.

Several enhancements are introduced in this release to improve the functionality of the Linking Rules feature.

Changes to Maconomy

As part of this enhancement, the following workspace is updated:

- System Setup

Linking Rule Tab

- **Default Parent Table** – The **Parent Table** field in the Linking Rule tab is now replaced with the **Parent Table, Default** field. This field is no longer mandatory. Instead, you can select a default parent table for your subordinate fields. If you leave this field blank, you can choose to either link fields to different parent relations or to a specific value in the Linking Rule Lines sub-tab.
- **Standard Employee-Vendor Linking Rule** – This new check box is added to the Linking Rule tab. This check box allows you to select a specific linking rule to assign by default to your employee-vendor relation.

Note: This check box is available only for employee-vendor relations.

As a result, the **Linking Rule** field in **Accounts Payable » Vendors » Home » Information** is removed. If you used linking rules for vendor-employee relations prior to this release, you must manually update them in **Setup » System Setup » Linking Rules » Linking Rule**.

- **New Relations** – This enhancement enables you to create a linking rule for the following relations:
 - Company Customer – Template Company Customer
 - Company Vendor – Template Company Vendor
 - Company – Parent Customer

Note: The Company-Parent Customer relation is available only on the Bankruptcy Management workspace.

Linking Rule Lines Sub-Tab

- **Linking Fields with Different Internal Field Names** – You can now link parent and subordinate fields with different internal field names, as long as they are of the same type.
- **Linking Subordinate Fields to Multiple Parent Relations** – You can now link different fields in a subordinate relation to different parent relations in the Linking Rule Lines sub-tab.

The following table shows the relations that can link to multiple parent relations:

Subordinate Relation	Parent Relation
----------------------	-----------------

Vendor	Parent Vendor Employee
Company Customer	Parent Customer Template Company Customer
Company Vendor	Parent Vendor Template Company Vendor

- Linking Subordinate Fields to A Specific Fixed Value** – You can now link a field to a value. The **New Value** field is added to the Linking Rule Lines sub-tab to enable you to auto-populate a subordinate field with a specific value. For example, if you create a linking rule for an **Auto. Approval** field, and enter **True** in the **New Value** field on the Linking Rule Lines sub-tab, all linked subordinate fields will have automatic approval enabled.
Note: You can only link a subordinate field to a value if you use either the **Full** or **At Creation** linking method.
Note: When you link a subordinate field to a value, you cannot select a parent relation to which the field is linked.
- New Actions** – the following actions are added to the Linking Rule Lines sub-tab:
 - Create Lines for Parent
 - Delete Lines for Parent

“How to” Section

Link Subordinate Fields to Multiple Relations

- Go to **Setup » System Setup » Linking Rules » Linking Rule Lines**.
- In the **Subordinate Internal Field Name** field, select or enter a field.
The **Subordinate Field Name** field is auto-populated when you enter a field in the **Subordinate Internal Field Name** field.
- In the **Linking Method** field, select one of the following linking methods:
 - Full**
 - Partial**
 - At Creation**
 - None**
- In the **Parent Table** field, select a relation as the parent relation.
- In the **Internal Field Name** field, enter or select a field to link to the subordinate field.
The **Field Name** field is auto-populated when you enter or select a field in the **Internal Field Name** field.
Note: You can only link subordinate and parent fields if they are of the same type.
- On a new line, repeat steps 1-3.

7. In the **Parent Table** field, enter or select a different relation.
8. Repeat step 5.
9. Repeat this procedure on as many lines as needed.
10. Click **Save**.

Link a Subordinate Field to a Value

1. Go to **Setup » System Setup » Linking Rules » Linking Rule Lines**.
2. In the **Subordinate Internal Field Name** field, select or enter a field.
The **Subordinate Field Name** field is auto-populated when you enter a field in the **Subordinate Internal Field Name** field.
3. In the **Linking Method** field, select one of the following linking methods:
 - a. **Full**
 - b. **At Creation****Note:** You can only link a field to a value using these linking methods.
4. In the **New Value** field, enter the value to use.
Note: You must enter a value of the same type as the subordinate field,
5. Click **Save**.

BPM Features

Foreign Transaction Reports

Deltek Tracking: 522431

The Foreign Transaction reports in BPM Reporting are general reports displaying all foreign transactions related to customers and vendors. These reports answer the requirement that in some countries, companies must document all of the monetary transactions that goes in and out of the country, including transactions in and out of the European Union (EU). This information is reported to authorities, who match the amounts against the corresponding amounts reported by the company's customers and vendors. The amount of money a company has received from a customer located in another country must match the amount of money that the customer, as a company, has paid abroad to this company. If the amounts do not match, there is a potential that illegal transactions or fraud have taken place.

The purpose of documenting the value transfer is thus to provide authorities with information to check that all transfers in and out of the country are balanced and thus legal and to prove that there is no fraud.

Below is an example of a German law via the Deutch Z4 Report.

Example: The Deutch Z4 report

In Germany, the Z4 Report displays all customer payments and vendor payments (or credit memos) for customers and vendors in another country and for which each individual payment or credit memo is of an amount larger or equal to 12500 Euros. This report is a German version of a general report displaying foreign transactions related to customers and vendors.

Certain transactions in Maconomy represent an actual money transfer or transfer of financial values. The following transactions in Maconomy include entries that we must report on:

- Customer payments (regardless of any corresponding invoices or reconciliations against such)
- Vendor payments (regardless of any corresponding invoices or reconciliations against such)
- Buying or selling of property (represented by customer and vendor payments as well)

Statutory Requirements

The Foreign Transaction Report accounts for these statutory requirements:

- Displays customer/vendor payments and credit memos
- Filters off payments having an amount below a given threshold
- Includes only payments from payment customers/vendors residing in a country different from the present company's country
- Excludes payments related to import, export or short-term loans (as they are documented on other reports).
- Includes inter-company transactions if they cross country borders.
- Ability to include/exclude EU transactions on EU customers.

The following Foreign Transaction reports are available:

- Foreign Customer Transactions
- Foreign Vendor Transactions

Note: The names used in the reports typically come from legal restrictions in the countries.

Foreign Customer Transaction

The Foreign Customer Transaction report displays all customer payments and credit memos for customers residing in a country other than the company's country, and where each individual payment or credit memo amount is above or equal to a certain threshold, which is calculated in the currency of the company. All amounts are displayed in the currency of the company.

The report captures payments that are the result of the following workflows in Maconomy:

- Registering and posting a customer payment or credit memo in the Customer Payments workspace or similar.
- Registering and posting a general journal of a Receivable type and entering a credit amount on a customer in the General Journal workspace (as this action corresponds to a payment)

Note: Payments **do not** need reconciliation in order to be included in the report. As soon as a payment is posted on a journal, it is included in the report.

Layout

Foreign Customer Transactions														
DKK					section on company currency									
1 w190					section on company number and name									
General Transactions					section on grouping 1 level of reporting structure for Transaction Type									
Financial Transactions and Investment Income					section on grouping 2 level of reporting structure for Transaction Type									
Transaction					Customer									Paid
Entry Date	Entry Description	Type	No.	Invoice No.	Original Currency	No.	Name	Country	Country Code	Country ISO Code	EU Member			
	8/1/2016 Asset Sale - ACME cons. 2015	Asset Sale	10560001	118273	DKK	5003	ACME cons. 2015	Belgium	56	BE	Yes	89000		
Total:												89000		
Services and Unrequited Transfers														
Transaction					Customer									Paid
Entry Date	Entry Description	Type	No.	Invoice No.	Original Currency	No.	Name	Country	Country Code	Country ISO Code	EU Member			
	8/2/2016 Customer Payment - ACME	Customer Payment - Cash	10520000	1040001	EUR	5001	ACME Cleaning	Germany	276	DE	Yes	20000		
	8/3/2016 Customer Payment - MA		10520001	1040002	EUR	5002	Mid-Atlantic	Italy	380	IT	Yes	2235		
	8/2/2016 Customer Payment - ACME cons.		10520002		EUR	5003	ACM cons. 2015	Belgium	56	BE	Yes	7500		
	8/3/2016 Customer Payment - ACME Clean		10520004		EUR	5001	ACME Cleaning	Germany	276	DE	Yes	200000		
Total:												229735		

Table Columns

Top-Level Header	Header Title	Description
Transaction	Entry Date	This column shows the entry date of the customer payment
Transaction	Entry Description	This column shows the entry description of the customer payment
Transaction	Type	This column shows the transaction type of the

Top-Level Header	Header Title	Description
		customer payment.
Transaction	No.	This column shows the transaction number of the customer payment.
Transaction	Invoice No.	This column displays the invoice number of the possible customer invoice that the present customer payment may have been reconciled against. If a customer payment has not been reconciled against any invoice, the field is blank.
Transaction	Original Currency	This column displays the original currency of the customer payment.
Customer	No.	This column displays the payment customer number of the customer payment.
Customer	Name	This column displays the payment customer name of the customer payment.
Customer	Country	This column displays the name of the country of the payment customer.
Customer	Country Code	This column displays the country code of the country of the payment customer.
Customer	Country ISO Code	This column displays the ISO code of the country of the payment customer.
Customer	EU Member	This column displays whether the payment customer is member of the EU.
Country	ISO	This column displays the country ISO code of the customer
Paid	Amount	This column displays the amount received as payment from payment customers.

Foreign Vendor Transactions

This report shows the foreign vendor transactions.

Layout

Foreign Vendor Transactions									
DKK	← section on company currency								
1 w190	← section on company number and name								
General Transactions	← section on grouping 1 level of reporting structure for Transaction Type								
Financial Transactions and Investment Income	← section on grouping 2 level of reporting structure for Transaction Type								
Transaction Type	No.	Invoice No.	Vendor No.	Name	Country	Country Code	Country ISO	EU Member	Paid
Vendor Payment	10900002	77383	7002	Test	Germany	276	DE	Yes	9000
	10900003	77385	7001	Anastacia Holding	Germany	276	DE	Yes	8000
	10900004	73902	7003	Anastacia Holding	Germany	276	DE	Yes	6500
Total:									23500

Table Columns

The following states the required columns of the table of the report.

Top-Level Header	Header Title	Description
Transaction	Entry Date	This column shows the entry date of the vendor payment
Transaction	Entry Description	This column shows the entry description of the vendor payment
Transaction	Type	This column shows the transaction type of the vendor payment.
Transaction	No.	This column shows the transaction number of the vendor payment
Transaction	Invoice No.	This column displays the invoice number of the possible vendor invoice that the present vendor payment may have been reconciled against. If a vendor payment has not been reconciled against any invoice, the field is blank. Vendor invoices for which no payment exists, are not displayed.
Transaction	Original Currency	This column displays the original currency of the vendor payment.
Vendor	No.	This column displays the payment vendor number of the vendor payment.
Vendor	Name	This column displays the payment vendor name of the vendor payment.
Vendor	Country	This column displays the name of the country of the payment vendor.

Top-Level Header	Header Title	Description
Vendor	Country Code	This column displays the country code of the country of the payment vendor.
Vendor	Country ISO Code	This column displays the ISO code of the country of the payment vendor.
Vendor	EU Member	This column displays whether the payment vendor is member of the EU.
Country	ISO	This column displays the country ISO code of the vendor
Paid	Amount	This column displays the amount paid to the payment vendor.

Prompts

Prompt Title	Description	Mandatory
Incl. Customers from EU	Answering "Yes" to this prompt includes payment customers from EU. Answering "No" excludes payment customers from EU.	Yes
Incl. Vendors from EU	Answering "Yes" to this prompt includes payment vendors from EU. Answering "No" excludes payment vendors from EU.	
Threshold	With this prompt it is possible to filter off vendor payments where the amount is below a certain value. If the prompt is answered, only payments with an amount equal or larger than the stated threshold, are included. If the prompt is not answered, not filter is applied.	No
From Payment Date	This prompt ensures that the report document only includes the customer/vendor payments that have a payment date (entry date) equal to or later than the stated date.	Yes
To Payment Date	This prompt ensures that the report document only includes the customer/vendor payments that have a payment date (entry date) equal to or earlier than the stated date.	Yes
Company No.	With this prompt it is possible to restrict to only include customer/vendor payments entered in the stated company or companies.	No
Country	With this prompt it is possible to restrict to only include vendor payments from payment customer/vendor residing in the stated country or	No

Prompt Title	Description	Mandatory
	countries.	
Include Customers from EU	Select Yes or No to include/exclude transactions on EU customers.	

Filters

Description
Only customer payments from customers residing in another country than the company's own country, are included.
Only vendor payments from vendors residing in another country than the company's own country, are included
Only customers and vendors associated a specific reporting structure, are included. That reporting structure is identified by Option List "Standard Reporting Structures" and Selected Option "Foreign Transactions Transaction Types".

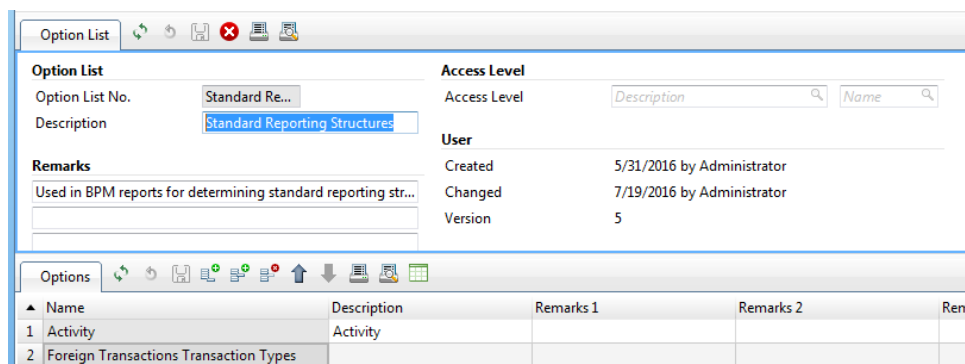
Maconomy Setup

This section describes how you must set up Maconomy for the reports to function.

Transaction Type Reporting Structure

To setup a reporting structure for transaction types, follow the steps below:

1. Go to **Setup > System Setup** workspace
2. In the **Parameters and Numbers > Option Lists** tab, create a new Option List with Option List No. as Standard Reporting Structures and Select the option **Foreign Transactions Transaction Types**.



Name	Description	Remarks 1	Remarks 2	Remarks 3
1 Activity	Activity			
2 Foreign Transactions Transaction Types				

3. Go to **Setup > Reporting** workspace
4. In the Reporting Structures tab, create a new Reporting Structure with the Option List and Selected Value as the ones created in step 2.

Foreign companies as customers/vendors

In order to capture intercompany payments, the engaged companies should be set up as customers/vendors; respectively.

New and Updated Universes

This section details new and updated universes that support the Foreign Transaction reports, including:

- Enhanced Customer Payment universe
- New Vendor Payments universe
- New Reporting Structure universe

Enhanced Customer Payment Universe

The Customer Payment universe is enhanced with the ability to report on various dimensions of countries, such as EU Membership. You can also filter on payments from payment customers residing in a country other than the present company's country.

We also added Transaction Type and Transaction No. in relation to invoices and credit memos here so that you are able to report on latter as part of the foreign transactions reporting.

New Vendor Payment Universe

A new universe Vendor Payment is added to provide vendor invoices, payments and reconciliations, as well as the ability to associate with relevant dimensions. This universe is similar to the Customer Payment universe.

New Reporting Structure Universe

The new Reporting Structure universe enables you to report on reporting structures. This enables you to combine reports with dimensions in queries from other universe.

Merged Dimensions

Dimensions from Customer Payments and Customer Credit Memos should be merged to use in the report while dimensions from Vendor Transactions query are left out from merging.

Merged Dimension Name	Linked Expression
Company	[Customer Payments].[Company] [Customer Credit Memos].[Company]
Company Currency	[Customer Payments].[Company Currency] [Customer Credit Memos].[Company Currency]
Country	[Customer Payments].[Country] [Customer Credit Memos].[Country]
Country Code	[Customer Payments].[Country Code] [Customer Credit Memos].[Country Code]
Country ISO Code	[Customer Payments].[Country ISO Code]

Merged Dimension Name	Linked Expression
	[Customer Credit Memos].[Country ISO Code]
Customer	[Customer Payments].[Customer] [Customer Credit Memos].[Customer]
EU Member	[Customer Payments].[EU Member] [Customer Credit Memos].[EU Member]
Invoice No.	[Customer Payments].[Invoice No.] [Customer Credit Memos].[Invoice No.]
Invoice No. Str	[Customer Payments].[Invoice No. Str] [Customer Credit Memos].[Invoice No. Str]
Transaction No.	[Customer Payments].[Transaction No.] [Customer Credit Memos].[Transaction No.] [Vendor Transactions].[Transaction No.]
Transaction Type	[Customer Payments].[Transaction Type] [Customer Credit Memos].[Transaction Type] [Vendor Transactions].[Transaction Type] [Reporting Structure].[String Key]

Technology Features

Scalable Server

Deltek Tracking: 553561

In order to make it easier to work with popup values used in expressions in MPL 4, three new functions known from the Workspace Client are enabled.

Maconomy Server Nodes

Deltek Tracking: 621279 and 710679

To support scalable servers, MConfig must support installing and upgrading multiple applications for the same database. The Application window has a new button, **Maconomy Server Nodes**, which opens the Maconomy Server Nodes window for the Application, and enables the following:

- *Adding new nodes to an existing application* — Use the **Synchronize node** to bring the node up to date and start Maconomy Daemon and Coupling Service.
- *Changing the configuration of an application* — Synchronizes nodes synchronized when changes are installed on the "main" Maconomy server.

Popup Functions Enabled in MPL 4

Deltek Tracking: 732936

In order to make it easier to work with popup values used in expressions in MPL 4, three new functions known from the Workspace Client are enabled:

1. popupTitle – Takes a popup value as an argument, and returns its title
2. popupLiteral – Takes a popup value as an argument, and returns its literal value (usually the same as title, but with no white spaces)
3. popupOrdinal – Takes a popup value as an argument, and returns its ordinal value, which is an integer unique for the given popup type.

Change Maconomy Server Logs

Deltek Tracking: 524025

In order to make the Maconomy server log easier to consume by standard log monitoring tools, the log output has been changed to a more traditional format with tab-separated columns.

At the same time the log file has been moved out of the Maconomy 'tmp' folder and into a new 'Log' folder in the Maconomy home directory. It has also been renamed from 'PPU_DebugStr' to 'MaconomyServer.log'.

Command-Line Option

Deltek Tracking: 553144

In order to support Maconomy installations with multiple application servers, the use of shared memory segments has been discontinued since these segments could not be shared between multiple server machines.

As a consequence, the 'mmem' tool is no longer included in the TPU, as the primary purpose of this tool was to query and manipulate the tables stored in these shared segments.

The table of user sessions has been moved from shared memory to a database table. The remaining tables, including the server process and high-level lock tables, no longer exist.

The new table of user sessions can now be queried and manipulated by running the MaconomyServer executable against a specified application shortname with the new command line option '--users'. The syntax of the '--users' option is described in the server help text and in the System Administrator's Guide.

See the *Deltek Maconomy System Administrator's Guide* for more information.

Maconomy Hardware Requirements Tool

Deltek Tracking: 552031

The Maconomy Hardware Requirements Tool is a dynamic tool that allows you to input specific parameters based on your exact setup, and then generate custom recommendations.

See the *Deltek Maconomy Hardware Requirements Tool* document for more information.

Forgot My Password

Deltek Tracking: 487036

The Maconomy REST webservice API now supports the "Forgot my password" authentication method by which a token sent to the email address of a Maconomy user can be used to authenticate and change the password of that user.

See the *Deltek Maconomy Web Services Programmers Guide* for more information.

Appendix A – Field Descriptions

This section lists fields and descriptions for 2.3 LA1 features.

Currency Field in External Accounts Workspace

Single Dialogs » Banking » Set-up » External Accounts

- **Currency** – Use this field to specify the currency on the external accounts for both invoicing (it is matched against the invoicing currency), and for vendor payments (it is matched against the payment currency).
 - External accounts with a currency selected are used for all invoices (for the assigned customer payment modes) and all payments (for the assigned vendor payment modes) in that currency.
 - External accounts without a currency selected are used for all invoices (for the assigned customer payment modes) and all payments (for the assigned vendor payment modes) for all currencies where there is no external account for the given currency.

Example

A company may have a number of bank accounts in different currencies. A UK company may have a bank account in GBP (its main account), but could also have a bank account in USD and EUR. It will use the USD and EUR bank accounts for all transactions in these currencies, so it does not have to pay a currency exchange fee to the bank, and the GBP account for all other currencies.

This company will have to select USD on the external account belonging to the USD bank account, so that Maconomy uses this account for all *dollar* transactions. It will also select EUR on the external account belonging to the EUR bank account, so that Maconomy use this account for all *euro* transactions. It will not select a currency on the external account belonging to the GBP account, so that this account will be used for all transaction except transactions in USD and GBP.

T&M and On Account Invoicing Fields

This section contains a description of the changes that will be made to Maconomy in order to support the functionality described above.

Invoice Layout Rules

Card Part

Combined T&M On Account

- | | |
|----------|--|
| Position | <p>When you approve an invoice selection, and the Invoice Type field is set to “T&M and On Account,” the draft invoice includes both of these items. Use the Position field to determine the layout, as follows:</p> <ul style="list-style-type: none"> • T&M First — Select this option to place the T&M lines above the lines for the on account specification. |
|----------|--|

- **On Account First** — Select this option to place on account lines above the lines for T&M.
- **Together** — Select this option to place the T&M and on account lines together. This option applies the invoice layout rule to both T&M and on account.

Note: The settings in this field affect both summary and detailed specification.

T&M Text This field allows you to specify the text in a header for the T&M specification on invoices. If the field is left blank, no header is inserted. Each entry in this T&M Invoice Header popup field is associated with a language text, and the text on the invoice depends on both the chosen header in this field and the language of the invoice, as set up under Language Texts.

Note: Headers and subtotals for T&M and On Account do not appear if the **Position** field is set to Together.

T&M Header If this check box is selected, a header is inserted for the T&M portion on invoices which include both T&M and on account invoicing.

T&M Subtotal If this check box is selected, a subtotal is inserted for the T&M portion on invoices which include both T&M and on account invoicing.

On Account Text This field is similar to the **T&M Text** field in that it is a popup with entries associated with language texts. This field is for indicating the text for the header and/or subtotal for the on account portion on invoices.

On Account Header This field is similar to the **T&M Header** field in that it is a popup with entries associated with language texts. This field is for indicating the header for the on account portion on invoices.

On Account Subtotal If this check box is selected, a subtotal line is inserted for the on account portion if invoices include both T&M and on account invoicing.

Invoice Level Details

Use for On Account Invoicing When this field is selected, the setup in the group of fields is used when generating the lines for invoicing on account. Lines are grouped up to four levels with sub-totals for each level, as specified. When the field is not selected, the lines are generated directly from the lines in the sub-tab part of the window for on account invoice selection.

Invoice Details Layout Rules

Card Part

General

Apply to On Account Invoices Detailed layout rules are applied to T&M invoices and invoices that combine T&M and On Account. On the latter, the detailed

layout rule is applied to both the T&M lines and the On Account lines on the invoice. If this field is selected, the detailed layout rule is also applied to on account invoices (without T&M).

Combined T&M and On Account

T&M Text	Same as the related new field but for the detailed specification.
T&M Header	Same as the related new field but for the detailed specification.
T&M Subtotal	Same as the related new field but for the detailed specification.
On Account Text	Same as the related new field but for the detailed specification.
On Account Header	Same as the related new field but for the detailed specification.
On Account Subtotal	Same as the related new field but for the detailed specification.

Invoice Level Details

Use for On Account Invoicing	Same as the related new field but for the detailed specification.
------------------------------	---

Invoice Selection

Card Part

Invoice

Invoice Type	<p>Use this field to specify the type of the invoice to approve when you approve the invoice selection. The options are: T&M, On Account, or T&M and On Account.</p> <p>On new jobs, the Invoice Type defaults to T&M.</p> <p>If you set an amount for invoicing/crediting on account, the field updates to On Account, and reverts to T&M if the amount for invoicing/crediting on account is changed back to zero. Note: You must manually select the third option of combined invoicing, T&M and On Account.</p>
--------------	--

Combine T&M, On Account by Default	This field is selected on new job if the job parameter Combine T&M with On Account by Default” is set to Yes . If this field is selected, the Invoice Type field switches to T&M and On Account when you set an amount for invoicing on account.
------------------------------------	--

Credit Memo

Restore Job Entries	When crediting an invoice which covers both T&M and on account, the field only affects the crediting of the T&M part of the invoice. This field has no effect when crediting an invoice on account.
---------------------	---

Actions

Approve	This action approves the invoice selection and/or on account specification, depending on the Invoice Type field described above. The action replaces the four actions listed below.
Approve Invoice Selection	Replaced by the action ‘Approve’.
Approve Credit Memo Selection	Same as above.

Approve for Invoicing On Account Same as above.

Approve for Crediting On Account Same as above.

On Account Invoice Selection

Card Part

Invoice

Invoice Type Same as 'Invoice Type' in 'Invoice Selection' above. Note that if this field is 'T&M' then it will switch to 'On Account' if you start entering lines for invoicing on account. (will pick up copy when approved for this and others that have the same definition here or elsewhere)

Combine T&M, On Account by Default See 'Invoice Selection'.

Actions

Approve This action approves the invoice selection and/or on account specification depending on the **Invoice Type** field described above. The action replaces the two actions listed below.

Approve for Invoicing on Account Replaced by the action 'Approve'.

Approve for Crediting On Account Same as above.

Bill To Customer Distribution

Table Part

Suggested, Currency This field shows the amount suggested for invoicing based on the setup of the bill to customer. The suggested amount is calculated by distribution of the amount selected for invoicing. If the **Invoice Type** field in Invoice Selection is set to T&M, then the amount covers only T&M selected for invoicing. If the field is set to On Account, the amount covers only the selection for on account invoicing. If the field is T&M and On Account, the amount includes both parts.

Suggested, Invoice Currency This field shows the suggested amount in the invoice currency of the bill to customer. Note that invoicing in a currency other than that of the job is only supported for on account invoicing. In the standard layout for the Workspace Client, this field is hidden when the invoice type is not On Account.

Selected, Currency This field defaults to the same amount as in the above **Suggested, Invoice Currency** field, but can be changed manually to distribute the billing price differently among the bill to customers.

Selected, Invoice Currency	This field defaults to the same amount as in the above Suggested, Invoice Currency field, but can be changed manually. In the standard layout for the Workspace Client, this field is hidden when the invoice type is not On Account.
Suggested for Invoicing on Entries	This field is removed.
Selected for Invoicing on Entries	This field is removed.
Suggested, On Account, Invoice Currency	This field is removed.
Selected, On Account	This field is removed.
Selected, On Account, Invoice Currency	This field is removed.

Actions

Approve	This is the same new action as in Invoice Selection.
Approve Invoice Selection	Replaced by the action 'Approve'.
Approve Credit Memo Selection	Same as above.

Blanket Invoice Selection

Table Part

Invoice Type	Same as new field in card part of Invoice Selection.
Combine T&M, On Account by Default	See 'Invoice Selection'

Actions

Approve	For jobs set up with a job parameter where the line "Allow Combined T&M with On Account Invoicing" is set to Yes , this action combines jobs onto the same draft, even if they have different Invoice Types (field in the table part).
---------	---

Invoice Editing

Card Part

Draft

Invoice Type	This field shows the type of the draft invoice, for example, if it includes T&M, On Account invoicing, or both.
--------------	---

Blanket Invoicing Overview

Card Part

Selection Criteria

Invoice Type	This existing field gives you the choice between 'Invoice' for T&M invoices and 'Invoice On Account' for invoices on account. The first option for T&M invoices this will be changed to 'T&M' and the second option will be changed to 'On Account'. Note that the field can be left blank to include both types of draft invoices including the new combined drafts.
--------------	---

Table Part

Invoice Type	This is the existing field 'Type' that will be renamed to 'Invoice Type'. The field showed 'Invoice' for T&M invoices and 'Invoice On Account' for invoices on account. This will be changed to show 'T&M' for T&M invoices, 'On Account' for on account invoices and for the new combined invoices the field will show 'T&M and On Account'.
--------------	---

Actions

Create Blanket Drafts	This (existing) action will combine T&M drafts with On Account drafts onto the same blanket draft for jobs set up to allow combined invoicing.
-----------------------	--

Invoice Draft Status

Card Part

Selection Criteria

Invoice Type	Use this field to restrict the list of drafts by invoice type.
--------------	--

Table Part

Invoice Type	This field shows the invoice type as T&M for T&M invoices, On Account for on account invoices, and T&M and On Account for invoices that include both.
--------------	---

Actions

Print Drafts	This (existing) action combines T&M drafts with On Account drafts onto the same printed blanket draft for jobs set up to allow combined invoicing.
--------------	--

Approve Invoice Selection

Table Part

Invoice Type	Same as the new field in card part of Invoice Selection.
--------------	--

Actions

Approve	This (existing) action approves the jobs for invoicing either T&M, on account, or both combined, depending on the Invoice Type field described above.
---------	--

Job Invoicing (and Job Crediting)

Actions

Print Drafts	This action combines T&M drafts with On Account drafts onto the same blanket draft for jobs with this setup.
Print Invoices	This action combines T&M drafts with On Account drafts onto the same blanket draft for jobs with this setup.

Job Invoice Crediting

This window does not support crediting of invoices that combine T&M and on account invoicing.

Job Invoice Crediting, Full

Job Invoices » Crediting » Credit Invoice

This window is similar to Job Invoice Crediting in that it shows invoices and allows you to credit invoices. However, this window only supports full crediting of invoices. This window does not have the limitation of the Job Invoice Crediting workspace, which does not support crediting of blanket invoices or crediting of invoices that combine T&M and on account invoicing.

In the Workspace Client, this window is shown in the 'Job Invoices' workspace in the 'Crediting' section.

Invoice

Invoice No.	This field shows the invoice number.
Invoice Date	This field shows the invoice date.
Payment terms	This field shows the payment terms of the invoice.
Due Date	This field shows the due date of the invoices.
Invoice Name	This field shows the invoice Name on the invoice.
Job	This field shows the name and number of the job on the invoices.
Company	This field shows the name and number of the company of the invoices.
Settling Company	This field shows the name and number of the settling company the invoices.

Amount

Invoice Currency	This field shows the currency of the invoice. The following amounts are shown in invoice currency.
Total Billing Price	The total billing price of the invoice. This is the amount invoiced before tax, and before any discount and on account reduction in case it is a T&M invoice.
Tax	The tax on the invoice.
Net on Account	The on account reduction.
Tax on Account	Tax on account reduction.

Balance Due	The total balance due for the invoice.
Std. Currency	Standard currency of the customer.
Total in Standard	Balance due in standard currency of the customer.

Previously Credited

Credited Billing Price	If the invoice has been credited, fully or partially, this field shows the billing price credited (before tax, discount, on account reduction).
Credited, Total	If the invoice has been credited, this field shows the total amount credited (including tax, discount, on account reduction).

Status

Status	This field shows the status of the crediting process, going from Open For Invoice Selection (credited not started) to Approved for Editing (crediting started, draft not yet approved) to Approved for Crediting (credit memo ready to be printed) to Fully Credited. If the crediting has not been started, or completed, the status may show Invoicing in Progress which means that the invoice selection has been approved and is not related to the given invoice.
Billing Price for Crediting	Once crediting has been started, this field shows the billing price for crediting.
Approved for Credited	Once the credit memo is ready print, this field shows the name of user and date of approval.

Billing Address

This island shows the billing address on the invoice.

Ship to Address

This island shows the ship to address on the invoice.

Actions

Print Original	This action prints the original invoice.
Create Credit Memo Selection	This action sets the invoice for crediting.
Approve Credit Memo Selection	This action approves the credit memo selection for editing. Editing may be required (depending on the setup).
Print Draft	This action prints the draft credit memo.
Print Credit Memo	This action prints the credit memo. Note that editing and/or approval may be required.

Job Invoice History

Table Part

Type	This existing field shows Invoice for T&M invoices and Invoice On Account for invoices on account. For T&M invoices this will be changed to show T&M and for the new combined invoices the field will show T&M and On Account.
------	--

Job Invoice Overview

Card Part

Invoice

Type	This existing field shows Invoice for T&M invoices and Invoice On Account for invoices on account. For T&M invoices this will be changed to show T&M Invoice and for the new combined invoices the field will show T&M and On Account Invoice.
------	--

Linking Activity Posting Reference to Vendor Popups

Job Cost » Activities Workspace

Job Cost » Job Posting References Workspace

Vendor Popups (1-5)	You can use these fields to enter further target vendor-related groups for the line.
---------------------	--

Posting of Standard Billing Price

Job Posting References

Table Part

Standard Billing Price	This posting reference is used upon posting of invoices if the job attribute is turned on.
Standard Billing Price, Offset	This posting reference is used upon posting of invoices if the job attribute is turned on.

Activities

Table Part

Standard Billing Price	Same as for Job Posting References
Standard Billing Price, Offset	Same as for Job Posting References

Job Cost Setup » Job Parameters » Parameters » Attributes

Job Attribute Name	Added to Type	Change Allowed Even If Used.	Value	Function
Posting of Standard Billing Price	Revenue Recognition	True	Yes/no value	If this attribute is set to Yes, then the standard billing price will be posted.

Enhancements to Payment Term Specification

The following fields are added for the Enhancements to Payment Term Specification.

Single Dialogs » Set-Up » Set-up » Popup Fields single dialog workspace » Values sub-tab

Field	Description
Net/EOM/Week/Day of Month	An existing field. Renamed to include the “Day of Month” method.
Minimum No. of Days	In this field, you can specify a value for the minimum length of a payment term in days.
Day of Month	In this field, specify a date to use as due date for the “Day of Month” method.

Specifying Unit Information for Quantities

The following fields are added for the Specifying Unit Information for Quantities enhancement.

Single Dialogs » Set-Up » Set-up » Popup Fields single dialog workspace » Values sub-tab

To display these check boxes, select **Units** from the filter list.

Field	Description
Hours	Select this check box to assign the unit value you created to “hours”. You can select this check box for only one unit value.
Days	Select this check box to assign the unit value you created to “days”. You can select this check box for only one unit value.

Single Dialogs » Job Cost » Budgeting » Quote Editing single dialog workspace » Quote Lines sub-tab

The following field is not displayed by default, but the view can be customized to display it.

Field	Description
Unit	<p>In this field, you can specify the unit associated with the quantity on the line. Select a value from the drop-down list.</p> <p>If you are specifying a time unit, you can only select the value specified in the Time Unit field of the job.</p> <p>This field can be filled out or left blank. No automatic derivation takes place.</p>

Single Dialogs » Job Cost » Budgeting » Quote Editing single dialog workspace » Quote Editing tab

Action	Description
Copy Quote	<p>An existing action. When you copy a quote from another revision or job, the value of the Unit field is also copied.</p> <p>You cannot copy quotes between jobs that use different time units.</p>

Single Dialogs » Job Cost » Budgeting » Quote Revisions single dialog workspace » Quote Lines sub-tab

The following field is not displayed by default, but the view can be customized to display it.

Field	Description
Unit	This field displays the unit specified for the quantity on the line.

Single Dialogs » Job Cost » Budgeting » Job Budgets single dialog workspace » Job Budget Lines sub-tab

The following field is not displayed by default, but the view can be customized to display it.

Field	Description
Unit	<p>In this field, you can specify the unit associated with the quantity on the line. Select a value from the drop-down list.</p> <p>When you create a new time line, the value for this field is derived automatically from the Time Unit field of the job.</p> <p>When you create new amount and outlay lines, you can select any non-time unit. The field is blank by default.</p> <p>For other line types, the field is blank and cannot be edited.</p>

Single Dialogs » Job Cost » Budgeting » Job Budgets single dialog workspace » Job Budgets tab

Action	Description
Copy Budget	<p>An existing action. When you copy a job budget from another revision or type on the same job, or from another job, the value of the Unit field is also copied.</p> <p>If you copy a budget between jobs that use different time units, Maconomy converts quantities on time lines between hours and days (by multiplying or dividing by the configured number of hours in a day).</p> <p>For time lines, the Unit field is rederived to match the value specified in the Time Unit field of the target job.</p>
Transfer to Quote	<p>An existing action. When you transfer a job budget to a quote, the value of the Unit field is also transferred.</p> <p>The invoice layout rule specified for the job controls how job budget lines are transferred to quote lines.</p> <p>If Create Quote Directly From Budget is selected on the invoice layout rule, or Level 1 specification is set to “Registration”, then each leaf job budget line is copied to one quote line. In this case, the unit is transferred directly from the job budget line to the quote line.</p> <p>If Level 1 specification is set to “Activity”, then job budget lines with the same activity are combined to form one job quote line. In this case, the unit is transferred only if the job budget lines with the same activity specify the same unit. Otherwise, the Unit field on the quote line is left blank.</p>

Single Dialogs » Job Cost » Invoicing » Invoice Editing single dialog workspace » Invoice Lines sub-tab

Field	Description
Sales Unit	An existing field. Reused by the functionality, but there are no changes to the behavior of the field.

Single Dialogs » Inventory » Set-up » Item Information Card single dialog workspace » Item Information Card tab

Field	Description
Unit, Sales	<p>An existing field.</p> <p>You cannot select units corresponding to hours or days.</p>
Unit, Purchase	<p>An existing field.</p> <p>You cannot select units corresponding to hours or days.</p>

Single Dialogs » Job Cost » Invoicing » Invoice Preparation single dialog workspace » Invoice Lines sub-tab

The following field is not displayed by default, but the view can be customized to display it.

Field	Description
Unit	This field displays the unit specified for the quantity on the line.

Single Dialogs » Job Cost » Invoicing » Invoice Preparation single dialog workspace » Invoice Preparation tab

Action	Description
Prepare Invoice	<p>An existing action.</p> <p>If Basis for Invoice is set to “Budget”, clicking this action copies the unit from the budget lines to the invoice lines in this workspace.</p>

Account Ledger Summary Details

Account Ledger Workspace

Period Balances: Opening/Closing Island

Field	Description
Currency	This is the account's opening and closing balances, as well as debit, credit, and movement (debit-credit) amounts, in the reporting currency.
Enterprise	This is the account's opening and closing balances, as well as debit, credit, and movement (debit-credit) amounts, for the specified period and within the specified dimensions. The amounts are shown in enterprise currency. The balances are updated upon posting and cannot be changed.
Account	This is the account's opening and closing balances, as well as debit, credit, and movement (debit-credit) amounts, for the specified period and within the specified dimensions. The amounts are shown in the currency of the account. The balances are updated upon posting and cannot be changed.
Quantity	This is the account's opening and closing quantity balances for the specified period and dimension specification. The balances are updated during posting and cannot be changed here.
Quantity 2	This is the account's opening and closing quantity 2 balances for the specified period and dimension specification. The balances are updated during posting and cannot be changed here.

Sequence Numbers

The following workspaces and fields are added to support the Sequence Numbers functionality.

Single Dialogs » General Ledger » Set-up » Sequence Number Criteria single dialog workspace » Company tab

Company Information island

Field	Description
Reporting Company	Select this check box if the company is a reporting company. Only reporting companies can be used when assigning sequence numbers to finance entries and creating opening balances.

Seq. No. Assignment island

Field	Description
Excl. Transaction Type Group	If you select a transaction type group, finance entries with transaction types listed in the group are disregarded when Maconomy assigns sequence numbers to finance entries. These finance entries are also disregarded in the creation of opening balance entries.
Sequence Numbering	<p>Select a value from the drop-down list to specify the numbering system to use: by transaction number, or by entry.</p> <p>If you select By Transaction Number, Maconomy provides all entries that have the same transaction number with the same sequence number.</p> <p>If you select By Entry, Maconomy provides each entry with a unique sequence number.</p>
New Seq. per Period	<p>If you select this check box, Maconomy restarts the sequence for each fiscal year period.</p> <p>If you leave this blank, the sequence numbers continue across fiscal year periods and thus span the entire fiscal year.</p>
New Seq. per Trans. Type	If you select this check box, Maconomy creates a sequence for each transaction type. This means that for each transaction type, entries are assigned sequence numbers from

Field	Description
	1 to the number of entries with the same fiscal year or fiscal year period (depending on whether the New Seq. per Period check box is selected).
Length of Sequence No.	In this field, you specify the number of digits for the sequence number part of the combined sequence number. If a sequence number has fewer digits than the number you specify in this field, Maconomy pads the sequence number with leading zeroes. For example, if you specify '6' in this field and the sequence number is '4123', then the sequence number part of the combined sequence number is '004123'.
Trans. Type on Opening Balance Combined Seq. No.	If the New Seq. per Trans. Type check box is selected, Maconomy includes the transaction type in the combined sequence number. Maconomy also needs to know which value to use in the combined sequence numbers for opening balance entries. The value you specify in this field is used as the transaction type in the combined sequence numbers for opening balance entries.

Single Dialogs » General Ledger » Set-up » Sequence Number Criteria single dialog workspace » Seq. No. Accounts sub-tab

Field	Description
From Local Account	<p>In this field, enter the start of the local account interval for Maconomy to consider when assigning sequence numbers to finance entries and creating opening balance entries.</p> <p>Leaving this field blank results in an open start interval, and Maconomy will include all local accounts until the local account you select in the To Local Account field.</p>
To Local Account	<p>In this field, enter the end of the local account interval for Maconomy to consider when assigning sequence numbers to finance entries and creating opening balance entries.</p> <p>Leaving this field blank results in an open end interval, and Maconomy will include all local accounts starting from the local account you select in the From Local Account field.</p>

Field	Description
Split Opening Balance by	<p>If you select a value from the drop-down list, Maconomy will create multiple opening balance entries for each local account in the local account interval (that is, one entry for each customer or vendor with a balance not equal to zero).</p> <p>If you leave this field blank, Maconomy will create one opening balance entry for each local account in the local account interval.</p> <p>Maconomy does not consider this field when assigning sequence numbers to finance entries.</p>

Single Dialogs » General Ledger » Registration » Sequence Numbers single dialog workspace » Sequence Numbers tab

Sequence No. Assignment island

Field	Description
Reporting Company	Enter the name or number of the reporting company for Maconomy to consider when assigning sequence numbers to finance entries. Maconomy considers the finance entries of the company you specify here, as well as the finance entries of the company's subordinate non-reporting companies.
Fiscal Year	In this field, specify the fiscal year within which finance entries should be considered.
From Period	In these fields, specify a range of fiscal year periods. Maconomy will consider finance entries within these periods.

Log Selection Criteria island

Field	Description
Show Logs	<p>If you select this check box, the Logs sub-tab will display all log entries that satisfy the selection criteria.</p> <p>If you leave this blank, the Logs sub-tab will remain empty.</p>
Reporting Company	In these fields, specify the range of companies for which Maconomy should display log entries

Field	Description
	in the Logs sub-tab.
Fiscal Year	In these fields, specify the range of fiscal years for which Maconomy should display log entries in the Logs sub-tab.
Period	<p>In these fields, specify the fiscal year period interval of the selected fiscal years for which Maconomy should display log entries in the Logs sub-tab.</p> <p>If you are not restarting the sequence for each period, the value for the Period field in the log entries is '0'.</p>
Transaction Type	If you specify a value for this field, only the log entries for the specified transaction type are displayed in the Logs sub-tab.

Actions

Action	Description
Assign Sequence Numbers	If you click this action, Maconomy assigns sequence numbers to the finance entries that meet the company and fiscal year criteria as well as the local account and transaction type criteria.

Single Dialogs » General Ledger » Registration » Sequence Numbers single dialog workspace » Logs sub-tab

Field	Description
Reporting Company	This field displays the reporting company of the finance entries assigned a sequence number.
Fiscal Year	This field displays the fiscal year of the finance entries.
Period	<p>This field displays the fiscal year period of the finance entries.</p> <p>If your setup specifies that a new sequence should not be used for each period, the value of this field is '0'.</p>

Field	Description
Transaction Type	<p>This field displays the transaction type of the finance entries.</p> <p>If your setup specifies that a new sequence should not be used for each transaction type, this field is left blank.</p>
First Seq. No.	This field displays the first sequence number assigned to finance entries belonging to the company, fiscal year, fiscal year period, and transaction type on the same log entry.
Last Seq. No.	This field displays the last sequence number assigned to finance entries belonging to the company, fiscal year, fiscal year period, and transaction type on the same log entry.
Created by	This field displays the user who performed the assignment of sequence numbers.
Created Date	This field displays the date of the assignment.
Created Time	This field displays the time of the assignment.

Single Dialogs » General Ledger » Registration » Opening Balances single dialog workspace » Opening Balances tab

Opening Balance Creation island

Field	Description
Reporting Company	<p>Enter the name or number of the reporting company for Maconomy to consider when calculating opening balance entries.</p> <p>Maconomy considers the finance entries of the company you specify here, as well as the finance entries of the company's subordinate non-reporting companies.</p>
Fiscal Year	In this field, specify the fiscal year for which Maconomy should create opening balance entries.

Log Selection Criteria island

Field	Description
Show Logs	<p>If you select this check box, the Logs sub-tab will display all log entries that satisfy the selection criteria.</p> <p>If you leave this blank, the Logs sub-tab will remain empty.</p>
Reporting Company	In these fields, specify the range of companies for which Maconomy should display log entries in the Logs sub-tab.
Fiscal Year	In these fields, specify the range of fiscal years for which Maconomy should display log entries in the Logs sub-tab.

Actions

Action	Description
Create Opening Balances	If you click this action, Maconomy creates opening balance entries with sequence numbers for the company and fiscal year specified in the Opening Balances tab, and for the local account and transaction type specified in the Sequence Number Criteria single dialog workspace.

Single Dialogs » General Ledger » Registration » Opening Balances single dialog workspace » Logs sub-tab

Field	Description
Reporting Company	This field displays the reporting company of the created opening balance entries for the specific log entry.
Fiscal Year	This field displays the the fiscal year for which the opening balance entries were created.
Entries Created	This field displays the number of opening balance entries created for the specific log entry.

Field	Description
Created by	This field displays the user who created the opening balance entries.
Created Date	This field displays the date of creation.
Created Time	This field displays the time of creation.

**Single Dialogs » General Ledger » Set-up » Company Information single dialog workspace
» Company Information tab**

Seq. No. Assignment island

Field	Description
Reporting Company	Select this check box if the company is a reporting company. Only reporting companies can be used when assigning sequence numbers to finance entries and creating opening balances.
Excl. Transaction Type Group	If you select a transaction type group, finance entries with transaction types listed in the group are disregarded when Maconomy assigns sequence numbers to finance entries. These finance entries are also disregarded in the creation of opening balance entries.
Sequence Numbering	<p>Select a value from the drop-down list to specify the numbering system to use for the company: by transaction number, or by entry.</p> <p>If you select By Transaction Number, Maconomy provides all entries that have the same transaction number with the same sequence number.</p> <p>If you select By Entry, Maconomy provides each entry with a unique sequence number.</p>
New Sequence per Period	<p>If you select this check box, Maconomy restarts the sequence for each fiscal year period.</p> <p>If you leave this blank, the sequence numbers continue across fiscal year periods and thus span then entire fiscal year.</p>
New Sequence per Trans. Type	If you select this check box, Maconomy creates a sequence for each transaction type.

Field	Description
	This means that for each transaction type, entries are assigned sequence numbers from 1 to the number of entries with the same fiscal year or fiscal year period (depending on whether the New Seq. per Period check box is selected).
Length of Sequence No.	In this field, you specify the number of digits for the sequence number part of the combined sequence number. If a sequence number has fewer digits than the number you specify in this field, Maconomy pads the sequence number with leading zeroes. For example, if you specify '6' in this field and the sequence number is '4123', then the sequence number part of the combined sequence number is '004123'.
Trans. Type on Opening Balance Combined Seq. No.	If the New Seq. per Trans. Type check box is selected, Maconomy includes the transaction type in the combined sequence number. Maconomy also needs to know which value to use in the combined sequence numbers for opening balance entries. The value you specify in this field is used as the transaction type in the combined sequence numbers for opening balance entries.

Quantity Enabled in Invoice Plan

The following new and updated fields are added to support this feature.

Invoicing Plans

Table Part

Quantity	Use this field to enter a quantity for invoicing. When the quantity is changed, the billing price is updated accordingly, so that $\text{Quantity} \times \text{Billing Price} = \text{Amount}$. The default value is 1.
Billing Price, Invoice Currency	Use this field to enter a Billing Price. When you change this price, the total amount is updated accordingly. It is not possible to update both billing price and total price at the same time.
Amount, Invoice Currency	This field is updated so that if you change the total price, the billing price is updated accordingly. It is not possible to change both billing price and total price at the same time.

Text 1-5 These fields show invoicing plan texts that are transferred to on account invoice selection.

On Account Invoice Selection

New fields are added to the table of this window.

Table Part

Quantity	Use this field to enter a quantity for invoicing. When quantity is changed, the billing price is updated accordingly so that Quantity x Billing Price = Amount. The default value is 1.
Billing Price, Invoice Currency	Use this field to enter a Billing Price. When you change this price, the total amount is updated accordingly. It is not possible to update both billing price and total price at the same time.
Amount, Invoice Currency	This field is updated so that if you change the total price the billing price will be updated accordingly. It is not possible to change both billing price and total price at the same time.
Text 1-5	These editable fields show values from the invoice plan, (or, if the line is not transferred from invoicing plan, these fields remain text fields). When transferring the invoice plan, the values form the text fields on the invoice plan are transferred to these fields and when that on account selection is approved, the values are transferred to the draft and the invoice foundation.

Actions

Transfer Invoicing Plan Use this action to transfer quantity, billing price and text-fields form the plan.

Invoice Layout Rules

Card Part

Invoice Level Details

Total Price Only, On Account Two Boolean fields are available for time and amount. Use these fields to select if invoice drafts should use “total price only” for on account invoices. The default value is **true**, corresponding to current functionality. Note: Unlike the other fields in this island, these fields do not depend on whether “Use for invoicing on account” is selected or not.

Invoice Editing

Table Part

Quantity	The quantity can be transferred from on account selection, if the invoice layout is set up to use quantities on on account invoices.
Billing Price	The billing Price can be transferred from on account selection, if the invoice layout is set up to use quantities on on account invoices.
Text 1-5	Five text fields are open for editing. Include the texts in the invoice print layout (they are not included in any standard layout). For on account invoices, the values are transferred form the text fields in on account selection.

Job Invoices On Account

Table Part

Quantity	This field shows the quantity that is transferred from on account selection.
Billing Price	This field shows the Billing Price that is transferred from on account selection. .
Text 1-5	This field shows the text fields that are transferred from on account.

Draft Invoice Entry API

This window is the base for the Foundation pane in the Invoice Editing workspace.

Card Part

Quantity	This field shows the quantity that is transferred from on account selection.
Billing Price	This field shows the Billing Price that is transferred from on account selection.
Text 1-5	This field shows the text fields that are transferred from on account.

Fixed Exchange Rates

Single Dialogs » Accounts Receivable » Set-up » Fixed Exchange Rates Information single dialog workspace » Fixed Exchange Rate Information tab

Field	Description
Use Fixed Exchange Rates from Job	<p>Select this check box when specifying fixed exchange rates for a company customer.</p> <p>Each time you create a job for the company customer, Maconomy automatically copies the value of this check box to the check box with the same name in the Jobs workspace.</p>

Field	Description
Standard Exchange Rate Date	<p>You use this field when creating a new job for the company customer.</p> <p>Each time you create a new job for the company customer and you enter a value in this field, Maconomy automatically copies that value to the field with the same name in the Jobs workspace.</p> <p>If you specify a standard exchange rate table but do not specify an exchange rate for the currency used in a transaction for the job, Maconomy uses the standard exchange rate date as a reference date.</p> <p>If you leave this field blank, Maconomy uses the entry date specified in the transaction.</p>
Standard Exchange Rate Table	<p>In this field, select a value from the drop-down list to specify the exchange rate table from which you want to copy initial company customer-specific exchange rates.</p> <p>The reference currency of the selected table must be the same as the enterprise currency.</p> <p>Each time you create a job for the company customer, Maconomy automatically copies the value you specify here to the field with the same name in the Jobs workspace.</p> <p>If you do not specify an exchange rate for the currency used in a transaction for the job, Maconomy uses the exchange rate from the specified standard exchange rate table.</p>
Copy Standard Exchange Rates to Customer	<p>Click this action to open the wizard for specifying fixed exchange rates for a company customer.</p>

Single Dialogs » Accounts Receivable » Set-up » Fixed Exchange Rates Information single dialog workspace » Exchange Rates sub-tab

Field	Description
Date	<p>In this field, specify the starting date of the exchange rate to be used for the company customer.</p> <p>The exchange rate is valid from the date you specify until the next date with an exchange rate for the specified currency in the Exchange Rate currency line.</p>
Currency	<p>In this field, select the currency for which you want to create a fixed exchange rate.</p> <p>Currency codes are maintained in the Popup Fields single dialog workspace.</p>
Exchange Rate	<p>In this field, enter the exchange rate between the currency specified in the line and the reference currency of the exchange rate table.</p>

Field	Description
	<p>You can also choose to retain the value from the standard exchange rate table you copied.</p> <p>You can enter the exchange rate as the price of the foreign currency in base or the other way round, depending on whether the Exch. Rate in Ref. Currency check box in the System Information single dialog workspace is selected.</p> <p>Use the unit entered in the Standard Unit field in the System Information single dialog workspace.</p>

Explicit Creation of Time Sheets

The following actions and system parameters are added for the Explicit Creation of Time Sheets enhancement.

Time & Expenses » Time & Expenses workspace » Time tab » Week sub-tab

Single Dialogs » Job Cost » Registration » Weekly SpeedSheet single dialog workspace

Action	Description
Create Time Sheet	<p>Select a week in the calendar, then click this action to create a time sheet for that week.</p> <p>This action is enabled/visible if the following conditions apply:</p> <ul style="list-style-type: none"> ▪ The “Create Time Sheets Automatically” system parameter is disabled. ▪ A time sheet is not yet created for the selected week.

Time & Expenses » Time & Expenses workspace » Time tab » Day sub-tab

Single Dialogs » Job Cost » Registration » SpeedSheet single dialog workspace

Action	Description
Create Time Sheet	<p>Select a date in the calendar, then click this action to create a time sheet for that date.</p> <p>This action is enabled/visible if the one of the following sets of conditions apply:</p> <ul style="list-style-type: none"> ▪ The “Create Time Sheets Automatically” system parameter is disabled. ▪ A time sheet is not yet created for the selected date.

Action	Description
	<p>Or:</p> <ul style="list-style-type: none"> The “Create Time Sheets Automatically” system parameter is enabled. The “Create Daily Time Sheets for Non-working Days” system parameter is disabled. The selected date falls on a non-working day. A time sheet is not yet created for the selected date.

Setup » System Setup workspace » Parameters and Numbers tab » System Parameters sub-tab

System Parameter	Description
Create Time Sheets Automatically	<p>If you enable this parameter, Maconomy automatically creates a time sheet for any date or week that the user selects when navigating the calendars in the Week and Day sub-tabs of the Time & Expenses workspace.</p> <p>If you disable this parameter, the user has to click the Create Time Sheet action to create a time sheet for the selected date or week.</p> <p>This parameter is company-specific, and is enabled by default.</p>
Create Daily Time Sheets for Non-working Days	<p>If you enable this parameter, Maconomy automatically creates a time sheet for a selected date that falls on a non-working day.</p> <p>If you disable this parameter, the user has to click the Create Time Sheet action to create a time sheet for the selected date that falls on a non-working day.</p> <p>This parameter is company-specific, and is disabled by default in new installations.</p> <p>For this parameter to take effect, you also have to enable the “Create Time Sheets Automatically” system parameter.</p>

Document Archive for General Journal Fields / Descriptions

General Ledger » Financial Operations » General Journal » General Journals » General Journal

Attach Document Use this action to attach a document to the General Journal. For example, this could be a scanned voucher or invoice which serves as documentation for the General Journal.

Notes You can only attach one document per journal, so if you try and add a new document when one is already attached, a dialog displays to give you an option to replace the current document with the new document. The current document is permanently deleted when the new document is attached.

Documents are attached at a journal level, and not a table line level. All the lines refer to the same attached document.

View Document Use this action to display the document attached to the General Journal.

General Ledger » Financial Analysis » Accounts » List of Accounts » Account Ledger » Finance Entries

View Document Select a line in the table, then use this action to display the document attached to the General Journal or Vendor Invoice, if any.

General Ledger » Financial Analysis » Journals » List of Posted Journals » Origin » General Journal

Attach Document Select the needed General Journal, then use this action to attach a document to the General Journal. For example, this could be a scanned voucher or invoice which serves as documentation for the General Journal.

Note You can only attach one document per journal, so if you try and add a new document when one is already attached a dialog displays to give you an option to replace the current document with the new document. The current document is permanently deleted when the new document is attached.

View Document Select the needed General Journal, then use this action to display the document attached to the General Journal, if any.

Accounts Receivable » Customer Payments » Payment » Journal

View Document Select the needed Journal, then use this action to display the document attached to the Journal, if any.

Jobs » Job Administration » Job Journal » Job Journals » Job Journal

View Document Select the needed Job Journal, then use this action to display the document attached to the Job Journal, if any.

Scheduled Background Tasks Fields/Descriptions

As part of this feature, the Background Tasks workspace is added to the Workspace Client.

Setup » Background Tasks workspace » Management section » Execution Runtime tab

This tab displays information that was current at the time you loaded or refreshed the workspace. The execution of background tasks is highly dynamic, but the data in this tab only changes when you click **Refresh**.

Status island

Field	Description
Execution of Background Tasks	<p>This field displays the current overall status of the background tasks system. It contains one of the following values:</p> <ul style="list-style-type: none"> ▪ Running – New scheduled tasks may be picked up for execution. The field can have this value even if no coupling services are set up for executing background tasks. However, it is strongly advised that there always be at least one coupling service set up; otherwise, Maconomy will not carry out background tasks. ▪ Stopping – No new scheduled tasks may be picked up for execution, but currently running tasks exist. Click the Refresh action to update the status. ▪ Stopped – No new scheduled tasks may be picked up for execution, and no running tasks exist. If you plan to shut down coupling services, make sure that the status is “Stopped”. Otherwise, you might continue to see running tasks for that coupling service (even if these tasks are no longer running). <p>For more detailed status and control (especially when shutting down a single coupling service in a setting where several coupling services run concurrently), refer to the information in the Execution Nodes sub-tab.</p>
No. Running Tasks	<p>This field displays the number of currently running background tasks. Click the Refresh action to monitor how the number changes over time.</p>

Setup » Background Tasks workspace » Management section » Execution Runtime tab » Execution Nodes sub-tab

This sub-tab displays information that was current at the time you loaded or refreshed the workspace. The execution of background tasks is highly dynamic, but the data in this sub-tab only changes when you click **Refresh**.

Field	Description
Node	<p>An execution node carries out background tasks. This field displays identification for each node in the system.</p> <ul style="list-style-type: none"> ▪ The top node is always called “Maconomy” and is of the “System” type. It represents the entire collection of task execution nodes for the specific Maconomy installation. ▪ Second-level nodes are of the “Host” type. Each represents a computer/machine that runs one or more coupling services which carry out background tasks. The title of the node identifies the name of the computer. ▪ Third-level nodes are of the “PID” type, and represent actual coupling service instances. The title of the node represents the process ID of a coupling service that runs on the “Host” parent computer. This allows you to differentiate between two coupling services that run on the same computer. ▪ Fourth-level nodes are of the “Thread” type, and represent actual task execution threads. The title of the node is a reference number identifying each execution thread on the parent “PID” coupling service. Each “Thread”-type node can carry out the actual background tasks. The parent “PID” nodes merely group the execution threads together, and allow you to start/stop processing multiple threads at once.
Latest Activity	<p>This field only displays information for “Thread”-type nodes. It shows the thread’s most recent query to the system for the execution of a background task.</p> <p>Even stopped threads exhibit activity by querying. This activity causes Maconomy to update thread timeout information.</p>
Timeout	<p>This field only displays information for “Thread”-type nodes. It shows the time the execution thread timed out. If the thread does not report back before this time, the system</p>

Field	Description
	may opt to remove the thread from the overview and abort any task that the thread is seemingly running.
Running Action	This field only displays information for “Thread”-type nodes. It displays the name of any action that the execution thread is currently performing.
Running Container	This field only displays information for “Thread”-type nodes. If the execution thread is currently running a background task, this field displays the name of the container in which the current action resides.
Duration	<p>This field only displays information for “Thread”-type nodes. If the execution thread is currently running a background task, this field displays the running duration of the task execution.</p> <p>If a task is long-running, it could mean one of the following:</p> <ul style="list-style-type: none"> ▪ The task is simply taking longer than expected. ▪ The coupling service running the task was shut down while running that task. The task seems to be running (even if it is not), and the duration of the task execution continues to increase until the thread times out. At any time after that, the system may choose to abort the task and remove the execution thread from the overview.
Status	<p>This field displays the status of the node, and can have one of the following values:</p> <ul style="list-style-type: none"> ▪ Running – The node is allowed to pick up tasks for execution. If the specific node has sub-nodes, these may be more restrictive. For example, a “PID” node with the Running status could have one or more “Thread” nodes with the Stopped status. The stopped “Thread” nodes do not pick up tasks for execution. ▪ Stopped – The node and its sub-nodes (if any) are not allowed to pick up tasks for execution. ▪ Stopped (when done) – This status is similar to “Stopped”, but for a node that is

Field	Description
	<p>currently executing a task. The execution will continue until done.</p> <ul style="list-style-type: none"> ▪ Suspended – The node is not allowed to pick up tasks for execution, but only because one of its parent nodes is “Stopped”. If the parent node is restarted, this status changes to “Running”. ▪ Suspended (when done) – This status is similar to “Suspended”, but for a node that is currently executing a task. The execution will continue until done.
Start/Stop	<p>This is an action link to the Enable Execution or Disable Execution action (not included in the default layout). The available action link depends on the status of the specific node.</p> <p>If you click the Stop link, Maconomy disables further task execution for the node and its sub-nodes. For example, if you click Stop for a PID coupling service node, that coupling service will no longer receive tasks for execution even if it sends out queries for them. Currently running tasks are allowed to continue until finished.</p> <p>If you click the Start link, Maconomy enables further task execution for the node. Each sub-node’s status remains unchanged.</p> <p>Warning: Before you shut down a coupling service, make sure it is not carrying out any tasks. You can do this by stopping any PID sub-nodes, waiting for all threads to finish currently running tasks, and then shutting down the coupling service.</p> <p>If you fail to do this, you risk one or more background tasks timing out and being aborted by the system. Rescheduling these aborted tasks will require manual intervention, which defeats the purpose of scheduling background tasks in the first place.</p>
Running Task Id	<p>This field only displays information for “Thread”-type nodes. If the execution thread is currently running a background task, this field displays the ID of that task.</p>

Action	Description
--------	-------------

Action	Description
Remove Timed-Out Threads	<p>Click this action to remove all timed-out execution threads.</p> <p>Remember that this sub-tab displays data that was current at the time you loaded or refreshed the workspace, and that timeout information may have changed since then. To make sure you are looking at the latest information, click Refresh before using this action.</p> <p>Note: By default, the system invokes this action every 10 minutes. However, you can customize the interval on the coupling service.</p>

Setup » Background Tasks workspace » Management section » Execution Runtime tab » Execution Nodes sub-tab » Background Task panel

If you select an execution thread from the Execution Nodes sub-tab, this panel displays the properties of the background task that the thread is currently running. These properties were originally entered manually or generated (by a background task generator) in the Editing section of the Background Tasks workspace.

Setup » Background Tasks workspace » Management section » Execution Runtime tab » Execution Nodes sub-tab » Background Task panel » Parameter/Field sliding panel

If you select an execution thread from the Execution Nodes sub-tab, this sliding panel displays further details about the background task the thread is currently running. Again, this information was originally entered manually or generated (by a background task generator) in the Editing section of the Background Tasks workspace.

Setup » Background Tasks workspace » Management section » Selection & Clean-up tab Selection Criteria island

Field	Description
Container Name	<p>If you specify a container in this field, Maconomy displays completed background tasks that are related to the specified container.</p> <p>Otherwise, no restrictions are made based on this field.</p>
Action Name	<p>If you specify an action in this field, Maconomy displays completed background tasks that are related to the specified action.</p> <p>Otherwise, no restrictions are made based on this field.</p>

Field	Description
Completed Before	If you specify a date in this field, only background tasks completed prior to that date are listed in the Background Task sub-tab.
Status	<p>Select a value from the drop-down list to filter the lines shown in the sub-tab. Only completed background tasks with the specified status are displayed.</p> <p>If you leave this field blank, no restrictions are made based on the status.</p>
From Access Level-To Access Level	In these fields, you can specify a range of access levels. Only completed background tasks associated with an access level that falls within the specified range are displayed in the sub-tab.
Show Lines	<p>Select this check box to display the completed background tasks that fall within the selection criteria you specify.</p> <p>Maconomy displays the lines in the Background Task sub-tab.</p>
[Delete Shown]	<p>If you select the Show Lines check box, you can click this action link to delete all the background tasks listed in the sub-tab.</p> <p>Otherwise, this action remains grayed out.</p>

Action	Description
Delete Tasks Completed Before...	<p>Click this action to delete any tasks completed (that is, successful, incomplete, or failed) before the date specified (typically in a wizard).</p> <p>You can also specify the date relative to the current date, but this is not possible in the default wizard layout. This is done using the background task generator for automatically deleting old background tasks.</p>

Setup » Background Tasks workspace » Management section » Selection & Clean-up tab » Background Task sub-tab

The Background Task sub-tab displays the completed background tasks that match the selection criteria specified in the Selection & Clean-up tab.

Field	Description
Id	This field displays the unique ID of the background task.
Task Description	This field displays a description of the task.
Container	This field displays the container name associated with the task.
Action Name	This field displays the action name associated with the task.
Date Started	This field displays the date when the task started.
Date Ended	This field displays the date when the task ended.

Setup » Background Tasks workspace » Management section » System Defaults tab

These fields determine the default settings for new background tasks.

Re-Attempts When Data is Busy

Field	Description
Default Max. Exec. Re-Attempts	<p>In this field, specify the default number of times the system is allowed to re-attempt a task if execution fails because data is locked to another user. You can override this setting if you fill out the Max. Execution Re-Attempts field on a specific task.</p> <p>For example, a task attempts to approve a job budget, but the corresponding budget is being edited by another user. The task execution system could automatically reschedule the task to run again at a later time. This setting determines the maximum number of times the system does this before giving up and marking the task as failed.</p>
Default Secs. Between Re-Attempts	In this field, specify the default number of seconds between system re-attempts to execute a task. The value must fall within the range of 0 – 3600 seconds (or one hour).

Execution island

Field	Description
-------	-------------

Field	Description
Default Max. Task Duration	<p>In this field, specify the default maximum task duration. The value is measured in minutes.</p> <p>When the system picks up a task for execution, the execution thread will be considered timed-out after the period of time you specify in this field. If the thread has not reported back before the time is up, Maconomy may automatically abort the task. For example, this could occur if the coupling service is shut down during execution of background tasks.</p> <p>You can override this value on individual tasks, as well as on tasks generated by schedule rules. If nothing is specified on the individual task, the task assumes the value specified in this field.</p>

History Trace island

Field	Description
Create History Trace for Tasks	<p>Select this check box if you want Maconomy to maintain a history trace of successfully executed background tasks.</p> <p>Each time this check box is selected/cleared, the database logs the change and the user who made the change.</p> <p>Maconomy keeps the history trace even after the tasks are deleted. In this way, you can investigate and find out whether a certain operation has been performed by a background task, on what container key, and at what date and time.</p> <p>Since the size of this database table may become too large over time, do not select this check box if it is not relevant or important for your installation and legislation that you keep track of successful tasks.</p>
Create History Trace Only for Tasks Running as a Specific User	<p>Select this check box if you want Maconomy to maintain a history trace only for background tasks set to run on behalf of specific users. This keeps the size of the history trace down.</p> <p>If you select this check box, you must also select the Create History Trace for Tasks check box.</p> <p>Each time this check box is selected/cleared, the database logs the change and the user</p>

Field	Description
	who made the change.

Setup » Background Tasks workspace » Status section » Background Task tab

If you select a background task from the filter list, this tab displays the properties of that task. These properties were originally entered manually or generated (by a background task generator) in the Editing section of the Background Tasks workspace.

Setup » Background Tasks workspace » Status section » Background Task tab » Parameter/Field sub-tab

If you select a background task from the filter list, this sub-tab displays further details about that task. Again, this information was originally entered manually or generated (by a background task generator) in the Editing section of the Background Tasks workspace.

Setup » Background Tasks workspace » Status section » Background Task tab » Result Log sub-tab

This sub-tab shows detailed result logs for tasks. In the case of failed tasks, the error encountered is explained in more detail. In the case of completed tasks, a detailed log output is provided for notifications, warnings, and so on.

Field	Description
Message	This field displays any message that Maconomy displayed while executing the background task shown in the tab.
Type	<p>This field displays the type of message, and can have one of the following values:</p> <ul style="list-style-type: none"> ▪ Notification – This type covers any notification that Maconomy issues during execution. For example: “Job No. jobnumber has been created.” ▪ Warning - This type covers any warning that Maconomy issues during execution. For example: “The Time Sheet has been temporarily submitted. Continue?” <p>Background tasks always accept warnings issued by Maconomy.</p> <ul style="list-style-type: none"> ▪ Error – This type covers any error message that Maconomy displays during execution. These could be user errors (such as “No registrations can be made before or after the employment period.”) or internal program errors. ▪ Trace – This type covers stack trace information relayed as part of error messages. A stack trace is useful for debugging and error identification.

Field	Description
	<ul style="list-style-type: none"> ▪ Input – This type covers messages displayed which are related to input documents that Maconomy picked up during task execution. ▪ Output – This type covers messages displayed which are related to output documents produced during task execution. For example, an output message could be about where an output document was stored. ▪ Information – This type covers other informative messages related to the task execution. ▪ Result – This type covers messages that state the final result of the task execution.
Rec. Key Descr.	This field displays a textual representation of the record on which an action was performed.

Setup » Background Tasks workspace » Editing section » Background Task tab

Background Task island

Field	Description
Id	<p>This field displays the unique ID of the task.</p> <p>When you click the New Background Task action, Maconomy automatically assigns an ID number to the created task.</p>
Container	<p>In this field, enter the internal name of the container that hosts the task to be carried out. For example: “maconomy:TimeSheets” or “TimeSheets” (since the name space “maconomy:” is assumed by default).</p>
Pane Type	<p>In this field, specify the pane type that contains the action. Select one of the following values from the drop-down list:</p> <ul style="list-style-type: none"> ▪ Filter ▪ Card ▪ Table <p>The default value is Card.</p>
Action Name	<p>In this field, enter the internal name of the named action that this background task should carry out. You can also specify the internal</p>

Field	Description
	name of a standard action. To do this, enter a value in the Standard Action field.
Standard Action	<p>In this field, you can specify the standard action to be carried out.</p> <p>If you leave this blank, it means the action to be carried out is a named action.</p> <p>If you select a value from the drop-down list, the Action Name field automatically assumes the corresponding internal name of the standard action.</p> <p>The available values are:</p> <ul style="list-style-type: none"> ▪ Create – Select to create exactly one record. ▪ Update ▪ Delete ▪ Print

Task Properties island

Field	Description
Activation	<p>This field displays either of two values: “Active” or “Inactive”, depending on whether the task is currently active. Maconomy obtains this value from the Active check box which is not part of the default layout, and which changes its own value when the user clicks the Activate or Deactivate action for the task.</p> <p>Active tasks can be picked up for execution once the due date and the due time have passed and there are no unfinished background tasks belonging to the collection ID indicated in the Awaits Collection ID field.</p> <p>You can only edit inactive tasks.</p>
Task Description	In this field, enter a description of the task.
Access Level	In this field, specify an access level for the task.
Collection Id	<p>In this field, you can specify a Collection ID. This is optional.</p> <p>By default, Maconomy sets the collection ID to a value corresponding to the ID of this task, thereby making the task the only member of</p>

Field	Description
	<p>the collection.</p> <p>Tasks with the same collection ID belong to the same collection. If at least one of these tasks is pending or running, any task that depends on that collection ID cannot be picked up for execution.</p>
Identification	<p>In this field, enter identifying information to indicate the purpose of the task.</p> <p>For example, you can enter the ID of the programmatic extension or task generator that initiates this background task on behalf of the user.</p>
System Task	<p>If the task is a system task, this field displays a Yes value. System tasks are those created and maintained by Maconomy to keep the processing of background tasks active. You cannot delete or deactivate pending system tasks.</p> <p>If the task is not a system task, this field is left blank.</p>
System Nature	<p>In this field, you can specify a system nature. System natures are defined in the configuration file server.ini file on the Maconomy Server.</p> <p>If you fill out this field, Maconomy only carries out the background task on database short names that belong to the specified system nature.</p> <p>This is useful when data from a production database is copied to test-database environments, and vice versa. In cases like this, the background tasks and schedule rules for generating background tasks are also copied. By specifying a system nature, you ensure that production tasks are carried out in production environments only, and test tasks in test environments only.</p>
Max. Duration	<p>In this field, you can specify the maximum duration of the background task. This is used to compute the length of time that should pass before the execution thread running the task times out.</p> <p>Even if you filled out the Default Max. Task Duration field for the execution thread, you can fill out the Max. Duration field for specific</p>

Field	Description
	<p>tasks in the thread. This allows you to specify a longer time duration for a long-running task, preventing Maconomy from timing out and prematurely aborting the task.</p> <p>Note that you can also specify the maximum duration for tasks generated by a background task generator.</p>
Require Execution	<p>Select this check box if you want Maconomy to consider the task as “failed” if it is unable to carry out the specified action for at least one record.</p> <p>For example:</p> <p>You have a background task that is supposed to post a journal marked with a special remark. If such a journal does not exist when the task is picked up for execution and you have this check box selected, Maconomy marks the tasks as “failed”, thereby bringing it to the attention of the one in charge of monitoring background tasks.</p> <p>By default, this check box is not selected. This means that if there are no records on which the action is performed, Maconomy simply marks the task as successfully run.</p>
Delete Automatically	<p>Select this check box if you want Maconomy to automatically delete the background task after successful execution.</p> <p>Note that if the task is either failed or partially successful (with an “Incomplete” status), it is not deleted. The one in charge of monitoring can still investigate why the task was not completed successfully.</p>

Run As island

Field	Description
User Name	<p>In this field, you can specify the user on whose behalf Maconomy will carry out the background task. You can only specify a user with administrator credentials.</p> <p>If a non-administrator user creates a background task, that task assumes the user name specified in this field. Note that ordinary users cannot create a background task for an</p>

Field	Description
	<p>operation they cannot perform manually.</p> <p>If you leave this field blank, Maconomy carries out the task on behalf of the background task user configured for the system.</p>
Empl. No.	<p>In this field, you can enter the employee number on whose behalf Maconomy will carry out the background task. If you fill out this field, Maconomy automatically updates the User Name field with the corresponding user and then clears this field.</p> <p>If several users are associated with the specified employee, Maconomy either selects the non-administrator user or (if all users are administrators) selects one of the users arbitrarily.</p>
Role Name	<p>In this field, you can specify the role name of the user on whose behalf Maconomy will carry out the background task.</p> <p>Note that several roles can be assigned to or associated with a user.</p> <p>If you leave this field blank, Maconomy carries out the task on behalf of whichever role is specified as the “Default for background tasks” for the user.</p>
Login Name	<p>In this field, you can specify the login name of the user/role on whose behalf Maconomy will carry out the background task.</p>

Due island

Field	Description
Due Date	<p>Click the down arrow, and select a due date from the calendar. Maconomy will generate a background task which will only be carried out after the specified date.</p> <p>If you leave this blank, Maconomy interprets the task as due immediately.</p>
Due Time	<p>In this field, enter a specific time of day following the HH:mm:ss 24-hour clock format.</p> <p>If you specify a date in the Due Date field, you must also fill out this field. Maconomy will generate a background task which will only be</p>

Field	Description
	<p>carried out after the specified time on the specified due date.</p> <p>If you leave the Due Date field blank, leave this field blank as well.</p>
Await Collection Id	<p>In this field, enter a collection ID if you want Maconomy to not consider the task as due when there are scheduled or running tasks associated with the specified collection ID.</p>

Re-Attempts on Data Busy island

Field	Description
Max. Execution Re-Attempts	<p>In this field, you can specify the number of times the system is allowed to re-attempt a task if execution fails because data is locked to another user. For example, a background task will fail if another user is editing the record that the task needs. If you specify a value of 3 in this field and the first attempt to carry out the task fails, the system automatically reschedules a second attempt, and a third if needed. If the third attempt still fails, the task is marked as failed.</p> <p>If you specify a value of 0, the system does not reattempt the task at all.</p> <p>If you want to specify default values for an entire execution thread, fill out the Default Max. Exec. Re-Attempts field for that thread.</p>
Secs. Between Re-Attempts	<p>In this field, you can specify the number of seconds between system re-attempts to carry out a task. For example, if you specify a value of 10, the system reattempts the task ten seconds after the preceding attempt.</p> <p>The value must fall within the range of 0 – 3600 seconds (or one hour).</p> <p>If you want to specify default values for an entire execution thread, fill out the Default Secs. Between Re-Attempts field for that thread.</p>

Container Key island

Field	Description
-------	-------------

Field	Description
Match Any	<p>Select this check box if you want the task to apply to all possible keys. For example, if you specified the Employees container, selecting this check box means the action will apply to all employees.</p> <p>Always select this check box for singletons (for example: Import, Print, and some selection criterion containers).</p> <p>Do not select this check box if:</p> <ul style="list-style-type: none"> You specified one or more key field value constraints. The specific background task invokes the Create action in a Card pane. The specific background task invokes the Create action in a Table pane, unless you want to create lines for all table sets (that is, tables belonging to all Card pane keys). For example, specifying the Create action and selecting this check box for Time sheet tables means Maconomy will create a time sheet line in all existing time sheets. <p>When you select this check box, Maconomy displays a warning message since this is not usually a preferred setting.</p>
Key Field 1 Name	<p>In this field, enter the name of the first key field of the container. In principle, you can specify any field. It does not have to be a formal key field of the container. If you do not use any of the formal key fields when specifying the key value, Maconomy derives the set of formal key fields when applying the field/value restriction to the filter list of the container.</p> <p>You do not need to specify key field constraints if:</p> <ul style="list-style-type: none"> You specified singletons. The specific background task invokes the Create action in a Card pane. The specific background task invokes the Create action in a Table pane, and you want to create lines for all table sets (that is, tables belonging to all Card pane keys). If this is the case, specify the Create action and select the Match Any check box, but do not specify key field constraints.

Field	Description
Key Field 1 Type	<p>In this field, specify the key field type. You can specify any of the following values:</p> <ul style="list-style-type: none"> Amount Boolean Integer Real String Date Time Enumeration (or popup)
Key Field 1 Value	<p>In this field, enter the value of the first key field of the container. You enter the value as a string, then the system interprets it relative to the type you specify. The only exceptions are:</p> <ul style="list-style-type: none"> Enumeration-type fields – Enter the value using the format <code>TypeName'literalValue</code>. For example: <code>CountryType'United Kingdom</code> or <code>OrderTypeType'Sales Order</code>. Boolean-type fields – Enter the value as <code>true/false</code> or <code>Yes/No</code>.
Key Field 2 Name	<p>This field is similar to Key Field 1 Name, but you use this for the second key field for containers with two or more key fields.</p>
Key Field 2 Type	<p>This field is similar to Key Field 1 Type, but you use this for the second key field for containers with two or more key fields.</p>
Key Field 2 Value	<p>This field is similar to Key Field 1 Value, but you use this for the second key field for containers with two or more key fields.</p>
Key Field 3 Name	<p>This field is similar to Key Field 1 Name, but you use this for the third key field for containers with three or more key fields.</p>
Key Field 3 Type	<p>This field is similar to Key Field 1 Type, but you use this for the third key field for containers with three or more key fields.</p>
Key Field 3 Value	<p>This field is similar to Key Field 1 Value, but you use this for the third key field for containers with three or more key fields.</p>

Field	Description
Key Field 4 Name	This field is similar to Key Field 1 Name , but you use this for the fourth key field for containers with four key fields.
Key Field 4 Type	This field is similar to Key Field 1 Type , but you use this for the fourth key field for containers with four key fields.
Key Field 4 Value	This field is similar to Key Field 1 Value , but you use this for the fourth key field for containers with four key fields.

Record Conditions island

Field	Description
Rec. Cond. Expr.	Use this field to specify the condition. You can express the condition based on the fields available in the pane. If the pane is of the Table type, you may refer to values in the corresponding Card part by prefixing “card” to the Card field names.
Ignore Disabled Action	<p>Select this check box if you want Maconomy to treat this record-condition expression as false when the background task’s action is disabled.</p> <p>You can enable this if you do not need to know the actual conditions under which the action is disabled. For example: you have a background task for approving a specific time sheet. If this time sheet has not yet been submitted or has already been approved, Maconomy disables the Approve Time Sheet action. When the background task attempts to approve the time sheet using this action, an error occurs. However, if you selected this check box during setup, Maconomy disregards the disabled action.</p> <p>Some actions are preceded by an update. In such cases, Maconomy ignores the operation if either the update or the actual action is disabled.</p> <p>Note that in cases where several container keys fall within the scope of the background task, selecting this check box results in the task failing. This happens because the system cannot take such situations into account when multiple records/container keys are involved.</p>

User island

Field	Description
Created	<p>This field displays the date the background task was created, as well as the name of the user who created it.</p> <p>This information is mainly used for tracking purposes. Background tasks are most often created programmatically rather than directly by a user. The user specified in this field is rarely aware of the task creation.</p>
Changed	<p>This field displays the date the background task was last updated, as well as the name of the user who made these updates.</p>
Version	<p>This field displays the number of times the background task has been edited.</p>

Output Document Handling (Using Files) island

Field	Description
Handle Files Like (Option 1)	<p>If your background task involves document creation or generation, use this field to specify the filter for the output documents that Maconomy should handle using option 1.</p> <p>Use simple wild-card notation.</p> <ul style="list-style-type: none"> An asterisk (*) means zero or more characters. A question mark (?) means exactly one character. <p>For example: Enter the value *.pdf to match all output files that end in “.pdf”. Enter p_invoice.pdf to match files named “p_invoice.pdf”. Enter an * to match all files. If you do not specify a value, no output files are filtered and saved in your specified location.</p>
File Location Ref. (Option 1)	<p>In this field, specify a named reference to the file directory where you want to store the output file.</p> <p>To configure the actual directory, use the server.ini file on the Maconomy server. For example, you can specify different output locations for production and test systems. When data is copied from the production system into the test system, the background tasks store output data in different locations (depending on whether the tasks are run by the production system, or the test system).</p>

Field	Description
File Location (Option 1)	In this field, specify the base-file location (for example, a file server) where Maconomy should place the output documents that match the specified filter. The actual documents can be stored in a sub-directory.
Handle Files Like (Option 2)	This field is similar to Handle Files Like (Option 1) , but this allows you to specify a different filter for output documents.
File Location Ref. (Option 2)	This field is similar to File Location Ref. (Option 1) , but this allows you to specify a named reference to a different file directory.
File Location (Option 2)	This field is similar to File Location (Option 1) , but this allows you to specify a different base-file location.

Output Document Handling (Using E-mail) island

Field	Description
Handle Files Like (Option 1)	<p>This field is similar to the Handle Files Like (Option 1) field in the Output Document Handling (Using Files) island, but files that match the filter you specify here are e-mailed.</p> <p>Files that match both a file-handler and an e-mail handler are handled by both (that is, saved in a file directory and sent via e-mail).</p>
E-mail To (Option 1)	In this field, specify the e-mail address (for example, a mailbox or administrator user) to which Maconomy should send the output files.
E-mail From (Option 1)	<p>In this field, specify the e-mail address of the sender, as it will appear in the e-mail that Maconomy sends out. You do not have to specify a real e-mail address. For example: maconomy-background-tasks@yourorg.com.</p> <p>If you set up a default reply-to address using the <code>email.from.default</code> property in the <code>server.ini</code> file, you do not need to specify an address here. Maconomy uses the default address you specified in the <code>server.ini</code> file.</p> <p>If you enter an address in this field, Maconomy uses this value instead of the default address in the <code>server.ini</code> file.</p>
Handle Files Like (Option 2)	This field is similar to Handle Files Like (Option 1) , but this allows you to specify a

Field	Description
	different filter for output documents.
E-mail To (Option 2)	This field is similar to E-mail To (Option 1) , but this allows you to specify a different recipient e-mail.
E-mail From (Option 2)	This field is similar to E-mail From (Option 1) , but this allows you to specify a different sender e-mail.

Input Document Handling (Using Files) island

Field	Description
Input Files Like (Option 1)	<p>If your background task runs an action that requires document input, use this field to specify the filter for the files that Maconomy should use for the action.</p> <p>Use simple wild-card notation. All files that match your specified filter (and are found at the specified file location) will be used as input. If you do not specify a value, no files are filtered and used as input.</p>
Input File Location Ref. (Option 1)	<p>In this field, specify a named reference to the file directory from which Maconomy should get the input files.</p> <p>To configure the actual directory, use the server.ini file on the Maconomy server. For example, you can specify different input file locations for production and test systems. When data is copied from the production system into the test system, the two systems carry out similar background tasks differently by picking up input files from different locations.</p>
Input File Location (Option 1)	In this field, specify the base-file location (for example, a file server) where Maconomy should search for input files.
Store Output Files Like (Option 1)	<p>If the background task using input files also generates output files, you can choose to store both file types in the same directory.</p> <p>Use this field to specify the filter that Maconomy should use for the output files.</p> <p>Use simple wild-card notation. For example: Enter the value *.log to match all files that end in ".log". These filtered output files are then stored in the same directory as the input files</p>

Field	Description
	used for the task.

Remarks island

Field	Description
Remarks	You can use this field to enter remarks about the task.

Action	Description
New Background Task	Click this action to start creating a background task.
Delete Background Task	After selecting a background task from the filter list, click this action to delete that task. Note that you cannot delete running tasks or pending system tasks.
Deactivate	After selecting a background task from the filter list, click this action to deactivate that task. This prevents the system from picking up the task for execution. You can then edit the deactivated task.
Activate	After selecting a background task from the filter list, click this action to activate that task. Once you activate a task, the system may pick it up for execution. You cannot edit active tasks. However, you can edit the Remarks field of an active background task if you navigate to Background Tasks workspace » Status section » Background Task tab .
Copy as Template	After selecting a background task from the filter list, click this action to use the selected task as a template for a new task. The new task is marked as deactivated, and is therefore editable.

Setup » Background Tasks workspace » Editing section » Background Task tab » Parameter/Field sub-tab

In this sub-tab, enter information about parameters and user-changes that are associated with the action of the background task. Each line represents either a field edit or a parameter with an associated value. For example, if the background task represents an update to a record, the sub-tab indicates the fields to be updated. Another example is when the action uses parameters to indicate e-mail settings and the like; the parameter values are stated in the sub-tab.

If you specify user-input parameters for actions that do not take user-changes, this means that the system should perform an update (with those changes) before performing the actual action. For example, before the system performs the **Copy Budget** action in the Job Budgets container, it may be necessary to set the source budget type, and so on. This is done by an update, and can therefore be specified by providing user-inputs for such an action.

Field	Description
Line Type	<p>In this field, select one of three available values:</p> <ul style="list-style-type: none"> ▪ Parameter – The line represents a parameter used by the action. ▪ User Input – The line represents a field that is edited as part of a Create or Update action. ▪ Read Parameter – The line represents a parameter passed to the READ event of the container, which takes place before performing the action. <p>The default value of this field is User Input.</p>
Field/Parameter Name	In this field, enter the name of the field/parameter that the line represents.
Type	In this field, specify the field/parameter type. For example, the field type of “JobNumber” in the Time Sheets container (sub-tab) is String , while the field type of “PermanentLine” in the same container is Boolean .
Expr.	<p>Select this check box if the field value is entered as an expression. Expression values are resolved at execution time and may depend on the data in the current record.</p> <p>If you do not select this check box, the field value must represent a constant value of the appropriate type.</p>
Value	<p>In this field, enter the value of the field/parameter. This is independent of the actual type.</p> <p>The value you enter should be a String representation of the actual value. For example: Use true or false values for Booleans, and enter Strings as is.</p>

Field	Description
	<p>If you select the Expr. check box, enter a value as an expression with the result type you specified in the Type field.</p> <p>If the value you enter represents an expression, you may refer to fields in the record (that is, a record in the pane related to the background task) by their names. If that pane is of the Table type, you can refer to values of the fields in the corresponding Card pane by prefixing “card” to the Card field names.</p> <p>If you need to specify a value for each type, you can add the fields for these to the default layout.</p>

Action	Description
Add Parameter/Field	Click this action to add a line for a parameter/field.
Insert Parameter/Field	Click this action to add a line for a parameter/field between existing lines.
Delete Parameter/Field	After selecting a parameter/field line, click this action to delete that line.
Move Parameter/Field Up	After selecting a parameter/field line, click this action to move that line up.
Move Parameter/Field Down	After selecting a parameter/field line, click this action to move that line down.

Setup » Background Tasks workspace » Setup section » List of Key Generators tab

Action	Description
New Key Generator	Click this action to create a key generator.

Setup » Background Tasks workspace » Setup section » List of Key Generators tab » Key Generator sub-tab

Key Generator island

Field	Description
-------	-------------

Field	Description
Name	In this field, enter the name of the key generator.
Description	In this field, you can enter an optional description for the key generator.
Container Name	In this field, specify the name of the container which will provide key information. This container must contain a filter list. Each record read through this container's filter list corresponds to one container key. When the system reads these records, it applies the restrictions specified in the Extracted Rows Match This Condition field.
Pane Name	In this field, specify the name of a pane in the container. Since the pane type is always "Filter", the default pane name is generally "Filter" as well. In case the the filter pane is named differently, specify that name here.

Extract Fields island

Field	Description
Extract Field Name 1-10	<p>In these fields, you can specify up to 10 field names for extraction from the filter that the key generator addresses.</p> <p>Maconomy uses the extracted field/s to map to container keys, record conditions, and/or run-as information in background task generators associated with this key generator.</p>

Extracted Rows Match This Condition island

Field	Description
Extracted Rows Match This Condition	<p>In this field, specify a Boolean expression for Maconomy to apply when reading keys. This is a required field.</p> <p>If you want all rows to match the condition, enter the value true. You may use simple functions such as userDate() (to access the current date), addDays(), and so on. However, you should only specify functions that can resolve a value independently of data. This means you cannot apply functions to field values in the container. For example: addDays(SomeField, 2) is not valid, while addDays(userDate(), 2) is valid since it can</p>

Field	Description
	<p>be computed without reference to any field values from the underlying container.</p> <p>You can also refer to field values directly (that is, not using function invocations). For example, you can refer to time sheets that are submitted but not yet approved by specifying the following condition: submitted and not approved.</p>

Show Fields During Test island

Field	Description
Field Names	<p>In these fields, you can specify up to 10 additional field values for extraction during testing.</p> <p>While these fields are optional, they are useful for providing the key generation with a meaningful context. For example: If you have a key generator that extracts information about customers with certain properties, you will most likely specify CustomerNumber in one of the fields in the Extract Fields island. While you may not need to extract actual customer names, extracting names (and other fields) helps you verify that your test is working.</p>

Remarks island

Field	Description
Remarks	You can use this field to enter remarks about the key generator.

User island

Field	Description
Created	This field displays the date the key generator was created, as well as the name of the user who created it.
Changed	This field displays the date the key generator was last updated, as well as the name of the user whom made these updates.
Version No.	This field displays the number of times the key generator has need edited.

Action	Description
New Key Generator	Click this action to create a key generator.
Delete Key Generator	<p>After selecting a key generator from the filter list, click this action to delete that key generator.</p> <p>If you select and try to delete a key generator currently in use, Maconomy displays an error message.</p>
Test Key Generation	<p>Click this action to generate an Excel file containing the following information:</p> <ul style="list-style-type: none"> All keys generated by the rule at the time you run the action Data extracted from fields specified in the Extracted Fields island Data extracted from fields specified in the Show Fields During Test island <p>When running this action, you can limit the number of rows extracted. For example, you can limit the output to show only the first 500 rows extracted.</p>

Setup » Background Tasks workspace » Setup section » List of Schedule Rules tab

Action	Description
New Background Task Generator	Click this action to create a background task generator.
Import	Click this action to launch the wizard that allows you to import key generators and background task generators using the Import Background Task Generators import program.

Setup » Background Tasks workspace » Setup section » List of Schedule Rules tab » Generate Default Rules sliding panel

If the default rules are deleted or heavily modified, the system administrator may lose track of the rules' original specifications. In such instances, use this sliding panel to regenerate and revert to the standard rules.

Field	Description
Title	This field displays the name of the default rule

Field	Description
	corresponding to the current line.
Description	This field displays a brief description of the default rule.
Marked for Gen.	If you select this check box and then click Generate Marked Default Rules , Maconomy generates the rule represented by the line.
New Key Generator Name	In this field, enter the name of the key generator that is used for the rule. This name should not match that of any current key generators.
New Task Generator Name	In this field, enter the name of the task generator. This name should not match that of any current task generators.
Generated By	This field displays the name of the user who last invoked rule generation from the line.
Generated On	This field displays the date when the user last invoked rule generation from the line.

Action	Description
Mark All	Click this action to select the Marked for Gen. check box on all lines.
Unmark All	Click this action to clear the Marked for Gen. check box on all lines.
Generate Marked Default Rules	<p>Click this action to generate task generators and corresponding key generators for all the lines that are selected for generation.</p> <p>After clicking this action, Maconomy clears the Marked for Gen. check box on all lines.</p> <p>Maconomy does not automatically activate the new task generators. The designated user or system administrator has to activate them manually.</p>

Setup » Background Tasks workspace » Setup section » List of Schedule Rules tab » Schedule Rule sub-tab

Generator island

Field	Description
Name	This field displays the name of the task generator, or the name you entered in the New Schedule Rule wizard.
Description	In this field, you can enter a description of the task generator.
Access Level	In this field, specify an access level. Maconomy applies this access level to all generated tasks.
Type	<p>In this field, specify a task generator type. Select one of the following values from the drop-down list:</p> <ul style="list-style-type: none"> Single Task – The task generator generates a single task type. Such task generators specify an action that is carried out in a specific container, along with a trigger time pattern that dictates when this action is performed. This is the default value. Sub Task – The task generator generates a single task type. However, you do not specify a trigger time pattern, since sub tasks are meant to be referenced by sequential and interleaved tasks. Sequential Tasks – The task generator serves as an umbrella for other task generators (of the Sub Task type) which are invoked when this generator is triggered. Maconomy generates the corresponding tasks such that each task type is carried out in sequential order (that is: Maconomy generates all tasks related to task generator 1, then all tasks related to task generator 2, and so on). This means Maconomy does not generate tasks related to generator 2 until after it completes all tasks related to generator 1. Interleaved Tasks – This is similar to sequential tasks, but Maconomy carries out the tasks in an interleaved manner rather than in a sequential one. That is, Maconomy: <ol style="list-style-type: none"> 1. Invokes generator 1 and carries out its first task 2. Invokes generator 2 and carries out all resulting tasks 3. Carries out generator 1's second task 4. Invokes generator 2 and carries out all resulting tasks, and so on. <p>Note: Interleaved tasks have a greater overhead than sequential tasks, and may lead to situations where the same operation is produced multiple times. Therefore, unless you have very specific reasons for using interleaved task execution, consider</p>

Field	Description
	<p>using sequential task execution whenever possible.</p> <p>In addition, interleaving of tasks is not strict. Several background processes can work in parallel. That is, Maconomy can execute several tasks from the generator 1 before carrying out subsequent tasks from generator 2.</p>
Trigger Time Pattern	<p>In this field, specify the time pattern that Maconomy should use for triggering the task generator. The syntax for this pattern is similar to that of cron jobs.</p> <p>Some examples:</p> <p>10 * * * * triggers the task on the 10th minute of each hour daily. That is: 00:10, 01:10, 02:10, 03:10, and so on.</p> <p>*/15 * * * * triggers the task on the 15th minute of each hour daily. That is: 00:00, 00:15, 00:30, 00:45, 01:00, 01:15, and so on.</p> <p>20 15 * * * triggers the task at 20 minutes past 15:00 daily. That is: 3:20 P.M.</p> <p>20 15 * * Tue triggers the task at 20 minutes past 15:00 on Tuesdays. That is: 3:20 P.M. on Tuesdays.</p> <p>20 15 * * Mon-Fri triggers the task at 20 minutes past 15:00 on weekdays. That is: 3:20 P.M. on Mondays through Fridays.</p> <p>*/15 9-17 * * * triggers the task every 15 minutes from 9:00 to 17:00 daily. That is: 09:00 A.M., 09:15, 09:30, 09:45, 10:00, 10:15, ... 5:45 P.M.</p> <p>*/15 9-10,16-17 * * * triggers the task every 15 minutes from 9:00 to 10:00 and from 16:00 to 17:00 daily. That is: 09:00 A.M., 09:15, 09:30, 09:45, 10:00, 10:15, ... 10:45, ... 4:00 P.M., 4:15, ...5:45 P.M.</p> <p>0 6 1 * * triggers the task at 6:00 A.M. on the <i>first</i> day of each month.</p> <p>0 23 L * * triggers the task at 23:00 on the <i>last</i> day of each month. That is: 11:00 P.M. on January 31, February 28 (or 29 during a leap year), March 31, April 30, ...December 31.</p> <p>0 8 * * * 0 18 * * * triggers the task at 8:00 A.M. and 18:00 (6:00 P.M.) daily. Patterns can be separated by a .</p> <p>Leave this field blank only when the schedule rule is of the Sub Task type.</p> <p>For more information about trigger time patterns, refer to http://www.sauronsoftware.it/projects/cron4j/manual.php#p02.</p>

Field	Description
Last Run	This field displays the date and time that Maconomy last ran the task generator.
Next Due	This field displays the date and time this task generator is next due. This field takes the specified Trigger Time Pattern into account.
Valid	<p>In these fields, you can specify a validity date interval.</p> <p>If you fill out both fields, Maconomy only invokes the task generator within this date range (regardless of the specified Trigger Time Pattern).</p> <p>If you leave the first field blank, this means you do not want to specify a start date. If you leave the second field blank, this means you do not want to specify an end date.</p>
Run a Max. Number of Times	Select this check box if you want Maconomy to run the schedule rule a maximum number of times. By default, this check box is not selected.
No. Runs Left	<p>When you select the Run a Max. Number of Times check box, Maconomy automatically displays this field.</p> <p>Here you can specify the maximum number of times Maconomy should run the schedule rule.</p> <p>Every time Maconomy triggers the rule, this number is decreased.</p>

Background Task island

The fields in this island are only applicable to Single Task and Sub Task types.

Field	Description
Container Name	In this field, specify the internal name of the container that hosts the task to be carried out. For example: "maconomy:TimeSheets" or simply "TimeSheets", since the namespace "maconomy" is the default value.
Singleton Container	This field indicates whether the specified container is a singleton container (or one that cannot be referenced by a specific container key).
Pane Type	<p>In this field, select the type of pane where Maconomy invokes the background task.</p> <p>If you fill out this field, you can leave the Pane field blank. Maconomy then automatically fills out that field with the default name for the</p>

Field	Description
	pane type you specify here.
Pane	<p>This field shows the internal name of the pane that hosts the task to be carried out.</p> <p>This field is not displayed by default, but you can add it to a custom layout.</p>
Action Name	<p>In this field, specify the internal name of the named action that the background task is meant to carry out.</p> <p>If the action is a Standard action, leave this field blank.</p>
Standard Action	<p>In this field, select the standard action that the background task is meant to carry out.</p> <p>You can select one of the following values from the drop-down list:</p> <ul style="list-style-type: none"> ■ Create ■ Update ■ Delete ■ Print <p>If the action is a named action, leave this field blank.</p>
System Nature	<p>This field is similar to the System Nature field found in the Task Properties island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p>
Max. Duration	<p>This field is similar to the Max. Duration field found in the Task Properties island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p>
Tasks Require Execution	<p>Select this check box if you want Maconomy to consider it an error whenever an action cannot be carried out on a record. This applies in the case of an unfulfilled record condition or when you select the Ignore Disabled Action check box.</p> <p>By default, this check box is not selected.</p>

Container Keys island

Field	Description
Container-Key Generator	<p>Use these fields to specify the generator you want to use for generating container keys and additional information. You can specify either the name or the number of the container key generator.</p> <p>When the task generator is triggered, Maconomy runs this container key generator. For each of the generated entries, Maconomy also generates a task with the properties specified in the Background Task island (depending on how you define the mapping to container key fields).</p>

The following fields in this island are structured as a “grid” composed of up to 10 rows: one for each of the fields extracted by the specified Container-Key Generator. If only one field is extracted, only one row is displayed; if two fields are extracted, two rows are shown; and so on. While all the Source Field names extracted by the Key Generator are listed in these rows, you are not required to use all of them for mapping.

Field	Description
Context Field Name	This field displays the value of the extracted field.
Run As	<p>This field displays additional information about the value of the Context Field Name field.</p> <p>Specifically, this field displays one of the following values:</p> <ul style="list-style-type: none"> ▪ <Blank> - The Context Field Name field does not indicate the user on whose behalf Maconomy runs the task. The system runs the task on behalf of whoever is specified as the background user. Ideally, this background user should have Administrator rights. Otherwise, “Run As” information is disregarded, and Maconomy runs all generated tasks as the background task administrator user (specified in the server.ini file). ▪ User - The value of the Context Field Name field represents a user name. The system runs the generated background task on behalf of this user. ▪ Employee Number - The value of the Context Field Name field represents an employee number. The system runs the generated background task on behalf of the user (or one of the users) associated with this employee number.

Field	Description
	<ul style="list-style-type: none"> ▪ Role Instance – The value of the Context Field Name field represents the internal identification (instance key) of the user role on whose behalf this task should be run. <p>Only one row should have a value for this field. If you try to fill out this field in another row, Maconomy deletes the first value you entered.</p>

Record Condition island

Field	Description
Record Condition	<p>In this field, enter an expression for Maconomy to apply as a record condition to each of the generated tasks.</p> <p>For example: You specify a rule for approving all submitted time sheets. If a user approves a submitted time sheet after the system generates the background task and before the system picks up this same task for execution, you could receive an error report. This is because Maconomy cannot approve a time sheet that is already approved. To avoid getting an error, you could specify a record condition of “Submitted and Not Approved”. If you do this, the system picks up the task for execution and carries out the approval action only for time sheets that are submitted but not yet approved.</p> <p>The record condition you specify here can also refer to context field names (for example, to specify actions that should take place on specific lines in a sub-tab). In this case, refer to the value of the context field names using the context.-prefix indicated in the Context Field Name field for the row.</p>
Ignore Disabled Action	<p>This check box is similar to the Ignore Disabled Action check box found in the Record Conditions island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p>

Output Document Handling (Using Files) island

Field	Description
-------	-------------

Field	Description
Handle Files Like (Option 1)	<p>This field is similar to the Handle Files Like (Option 1) field in the Output Document Handling (Using Files) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p> <p>The system copies this information to each background task generated by the task generator.</p>
File Location Ref. (Option 1)	<p>This field is similar to the File Location Ref. (Option 1) field in the Output Document Handling (Using Files) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p> <p>The system copies this information to each background task generated by the task generator.</p>
File Location (Option 1)	<p>This field is similar to the File Location (Option 1) field in the Output Document Handling (Using Files) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p> <p>The system copies this information to each background task generated by the task generator.</p>
Handle Files Like (Option 2)	<p>This field is similar to Handle Files Like (Option 1), but this allows you to specify a different filter for output documents.</p>
File Location Ref. (Option 2)	<p>This field is similar to File Location Ref. (Option 1), but this allows you to specify a named reference to a different file directory.</p>
File Location (Option 2)	<p>This field is similar to File Location (Option 1), but this allows you to specify a different base-file location.</p>

Output Document Handling (Using Email) island

Field	Description
Handle Files Like (Option 1)	<p>This field is similar to the Handle Files Like (Option 1) field in the Output Document</p>

Field	Description
	<p>Handling (Using Email) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p> <p>The system copies this information to each background task generated by the task generator.</p>
E-mail To (Option 1)	<p>This field is similar to the Email To (Option 1) field in the Output Document Handling (Using Email) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p> <p>The system copies this information to each background task generated by the task generator.</p>
E-mail From (Option 1)	<p>This field is similar to the Email From (Option 1) field in the Output Document Handling (Using Email) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p> <p>The system copies this information to each background task generated by the task generator.</p>
Handle Files Like (Option 2)	<p>This field is similar to Handle Files Like (Option 1), but this allows you to specify a different filter for output documents.</p>
E-mail To (Option 2)	<p>This field is similar to E-mail To (Option 1), but this allows you to specify a different recipient e-mail.</p>
E-mail From (Option 2)	<p>This field is similar to E-mail From (Option 1), but this allows you to specify a different sender e-mail.</p>

Input Document Handling (Using Files) island

Field	Description
Input Files Like (Option 1)	<p>This field is similar to the Input Files Like (Option 1) field in the Input Document Handling (Using Files) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p>

Field	Description
	The system copies this information to each background task generated by the task generator.
Input File Location Ref. (Option 1)	<p>This field is similar to the Input File Location Ref. (Option 1) field in the Input Document Handling (Using Files) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p> <p>The system copies this information to each background task generated by the task generator.</p>
Input File Location (Option 1)	<p>This field is similar to the Input File Location (Option 1) field in the Input Document Handling (Using Files) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p> <p>The system copies this information to each background task generated by the task generator.</p>
Store Output Files Like (Option 1)	<p>This field is similar to the Store Output Files Like (Option 1) field in the Input Document Handling (Using Files) island of the Background Task tab (Setup » Background Tasks workspace » Editing section » Background Task tab).</p> <p>The system copies this information to each background task generated by the task generator.</p>

Remarks island

Field	Description
Remarks	You can use this field to enter remarks about the task generator.

User island

Field	Description
Created	This field displays the date the background task generator was created, as well as the

Field	Description
	name of the user who created it.
Changed	This field displays the date the background task generator was last updated, as well as the name of the user who made these updates.
Version	This field displays the number of times the background task generator has been edited.

Action	Description
New Background Task Generator	Click this action to start creating a background task generator.
Delete Background Task Generator	<p>After selecting a background task generator from the filter list, click this action to delete that task generator.</p> <p>Note that you cannot delete a task generator if other task generators refer to it.</p>
Activate	<p>After selecting a background task generator from the filter list, click this action to activate that task generator. Once you activate a task generator, the system may pick it up for execution within the validity period you specified.</p> <p>Note that you cannot edit active task generators.</p> <p>If you activate a rule, you also activate all the sub tasks that the rule references.</p>
Deactivate	<p>After selecting a background task generator from the filter list, click this action to deactivate that task generator. This prevents the system from invoking the task generator.</p> <p>You can then edit the deactivated task generator.</p> <p>Note that deactivating a sub task also deactivates any rule that references that sub task.</p>
Run Generator	<p>Click this action to start generating tasks manually.</p> <p>This action only generates tasks if:</p>

Action	Description
	<ul style="list-style-type: none"> The background task generator has just passed its “next due date/time”. The background task executor is within its validity interval. The Run a Max. Number of Times check box is selected, and the No. Runs Left field’s value is greater than zero. <p>Note that you usually should not manually invoke this action. The background task execution engine automatically invokes it.</p>

Setup » Background Tasks workspace » Setup section » List of Schedule Rules tab » Schedule Rule sub-tab » Test Bed sliding panel

Generator island

Field	Description
Name	This field displays the name of the background task generator.
Description	This field displays a description of the background task generator.
Access Level	This field displays the access level specified for the background task generator.
Type	<p>This field displays the background task generator type. It could have one of the following values:</p> <ul style="list-style-type: none"> Single Task Sub Task Sequential Tasks Interleaved Tasks
Trigger Time Pattern	This field displays the trigger time pattern specified for the background task generator.
Last Run	This field displays the date and time Maconomy last ran this task generator.
Next Due Date	This field displays the date this task generator is next due. This field takes the specified Trigger Time Pattern into account.
Next Due Time	This field displays the time this task generator is next due. This field takes the specified

Field	Description
	Trigger Time Pattern into account.
Valid	This field displays the validity date interval specified for the background task generator.

Action	Description
Run Generator Unconditionally	This is similar to the Run Generator action in the Schedule Rule sub-tab, except clicking this action generates tasks unconditionally (that is: independent of whether the task generator is due/is within the validity period/has been run the maximum number of times).

Setup » Background Tasks workspace » Setup section » List of Schedule Rules tab » Schedule Rule sub-tab » Parameters panel

Field	Description
Line Type	This field is similar to the Line Type field found in Setup » Background Tasks workspace » Editing section » Background Task tab » Parameter/Field sub-tab .
Field/Parameter Name	This field is similar to the Field/Parameter Name field found in Setup » Background Tasks workspace » Editing section » Background Task tab » Parameter/Field sub-tab .
Type	This field is similar to the Type field found in Setup » Background Tasks workspace » Editing section » Background Task tab » Parameter/Field sub-tab .
Expr.	This check box is similar to the Expr. field found in Setup » Background Tasks workspace » Editing section » Background Task tab » Parameter/Field sub-tab .
Value	This field is similar to the Value field found in Setup » Background Tasks workspace » Editing section » Background Task tab » Parameter/Field sub-tab .

Action	Description
Add Parameter/Field	Click this action to add a line for a parameter/field.
Insert Parameter/Field	Click this action to add a line for a parameter/field between existing lines.
Delete Parameter/Field	After selecting a parameter/field line, click this action to delete that line.
Move Parameter/Field Up	After selecting a parameter/field line, click this action to move that line up.
Move Parameter/Field Down	After selecting a parameter/field line, click this action to move that line down.

Self-Invoicing Field/Descriptions

As part of the Self-Invoicing enhancement, the following workspaces, fields and actions have been added to/updated in the Workspace Client.

Accounts Payable » Self Invoices workspace » Batch Self Invoice tab

Single Dialogs » Accounts Payable » Registration » Batch Self Invoicing single dialog workspace » Batch Self Invoice tab

Selection Criteria island

Field	Description
Show Lines	Select this check box to display the purchase orders that fall within the selection criteria you specify. Maconomy displays the lines in the Purchase Orders sub-tab.
Company No.	In these fields, you can specify a range of company numbers. The sub-tab will only display entries with company numbers that fall within the specified range.
Purchase Order No.	The functionality of these fields is similar to that of the Company No. fields.
Job No.	The functionality of these fields is similar to that of the Company No. fields.
Vendor No.	The functionality of these fields is similar to that of the Company No. fields.

Selection Criteria, Dimensions island

Field	Description
Location	In these fields, you can specify a range of locations. The sub-tab will only display entries for locations within the specified range.
Entity	The functionality of these fields is similar to that of the Location fields.
Project	The functionality of these fields is similar to that of the Location fields.
Purpose	The functionality of these fields is similar to that of the Location fields.
Spec. 1 - 3	The functionality of these fields is similar to that of the Location fields.
Local Spec. 1 - 3	The functionality of these fields is similar to that of the Location fields.

Action	Description
Create Self Invoices	Click this action to create self invoices for all the purchase orders that fall within the selection criteria you specified.

Accounts Payable » Self Invoices workspace » Batch Self Invoice tab » Purchase orders sub-tab

Single Dialogs » Accounts Payable » Registration » Batch Self Invoicing single dialog workspace » Batch Self Invoice tab » Purchase orders sub-tab

Field	Description
Purch. Order No.	This field displays the number assigned to the purchase order.
Company No.	This field displays the number of the company to which the purchase order is assigned.
Vendor	This field displays the number of the pay to vendor.
Name 1	This field displays the name of the vendor.
Job No.	If a job is specified in the purchase order, this

Field	Description
	field displays the number of that job.
Job Name	If a job is specified in the purchase order, this field displays the name of that job.
Transaction Type	This field displays the purchase order's transaction type.

Accounts Payable » Self Invoices workspace » Batch Self Invoice tab » Purchase orders sub-tab » Allocation panel

This panel displays values entered in fields found in the sub-tab of the existing Purchase Orders single dialog workspace (**Single Dialogs » Accounts Payable » Registration » Purchase Orders single dialog workspace » Purchase Order tab » Purchase Order Lines sub-tab**).

Accounts Payable » Self Invoices workspace » Batch Self Invoice tab » Purchase orders sub-tab » Purchase Order sliding panel

This sliding panel displays values entered in fields found in the tab of the existing Purchase Orders single dialog workspace (**Single Dialogs » Accounts Payable » Registration » Purchase Orders single dialog workspace » Purchase Order tab**).

Time & Expenses » Time & Expenses workspace » Time section » Week tab » Registrations sub-tab

Time & Expenses » Time & Expenses workspace » Time section » Week tab » Registrations sub-tab » Expenses panel

Time & Expenses » Time & Expenses workspace » Time section » Week tab » Registrations sub-tab » Mileage panel

Time & Expenses » Time & Expenses workspace » Time section » Day tab » Registrations sub-tab

Time & Expenses » Time & Expenses workspace » Time section » Day tab » Registrations sub-tab » Expenses panel

Time & Expenses » Time & Expenses workspace » Time section » Day tab » Registrations sub-tab » Mileage panel

Time & Expenses » Time & Expenses workspace » Expenses section » Expenses tab » Registrations sub-tab

Time & Expenses » Time & Expenses workspace » Mileage section » Mileage Sheet tab » Registrations sub-tab

Single Dialogs » Job Cost » Registration » Time Sheets single dialog workspace » Time Sheets tab » Time Sheet Lines sub-tab

Single Dialogs » Job Cost » Registration » Daily Time Sheets single dialog workspace » Daily Time Sheets tab » Time Sheet Lines sub-tab

Single Dialogs » Job Cost » Registration » Expense Sheets single dialog workspace » Expense Sheets tab » Expense Sheet Lines sub-tab

Single Dialogs » Job Cost » Registration » Mileage Sheets single dialog workspace » Mileage Sheets tab » Mileage Sheet Lines sub-tab

Field	Description
Purchase Order Number	<p>In this field, you can specify a purchase order number.</p> <p>This field is not displayed by default. Only subcontractors logged in as employees can view and edit this field in their time/expense/mileage sheets. All other users can display this field but cannot edit the value.</p>
Purchase Order Line Number	<p>In this field, you can specify a purchase order line number.</p> <p>This field is not displayed by default. Only subcontractors logged in as employees can view this field in their time/expense/mileage sheets. All other users can display this field but cannot edit the value.</p>

Accounts Payable » Vendors workspace » Home section » Information tab » Allowed Actions sliding panel

Single Dialogs » Accounts Payable » Set-up » Vendor Information Card single dialog workspace

Accounts Payable » Company Vendors workspace » Home section » Information tab » Allowed Actions sliding panel

Single Dialogs » Accounts Payable » Set-up » Company Specific Vendor Information Card single dialog workspace

Purchase Orders island

Field	Description
Default to Self Invoices	<p>Select this check box so that when users create purchase orders for the vendor, Maconomy marks the PO for self-invoicing.</p>
Reference Mandatory on Time Sheet Lines	<p>Select this check box to require the vendor to refer to a purchase order line in time sheet lines. This applies to vendors who are subcontractors with employee credentials.</p> <p>When creating time sheet lines, the vendor can only refer to subcontractor reconciliation purchase order lines.</p> <p>If you select this check box and only one purchase order line is open for the vendor, Maconomy automatically fills out the following fields in any time sheet lines that the vendor creates:</p>

Field	Description
	<ul style="list-style-type: none"> ▪ Purchase Order Number ▪ Purchase Order Line ▪ Job No. ▪ Job Name ▪ Act. No. ▪ Task <p>When the vendor posts these time sheet lines, Maconomy automatically fills out the Cost field in the job entry. Maconomy copies the value from the purchase order specified in the posted time sheet line.</p>
Reference Mandatory on Expense Sheet Lines	<p>Select this check box to require the vendor to refer to a purchase order in expense sheet lines. This applies to vendors who are subcontractors with employee credentials.</p> <p>When creating expense sheet lines, the vendor can only refer to subcontractor reconciliation purchase order lines.</p> <p>If you select this check box and only one purchase order line is open for the vendor, Maconomy automatically fills out the following fields in any expense sheet lines that the vendor creates:</p> <ul style="list-style-type: none"> ▪ Purchase Order Number ▪ Purchase Order Line ▪ Job No. ▪ Job Name ▪ Act. No. ▪ Task ▪ Unit Price, Base

Single Dialogs » Accounts Payable » Set-up » Vendor Information Card single dialog workspace

Single Dialogs » Accounts Payable » Set-up » Company Specific Vendor Information Card single dialog workspace

Purchase Information island

Field	Description
Time Unit	In this field, you can specify the time unit for the vendor. The value for this field is used

Field	Description
	when you specify the vendor in any requisition, purchase order, or vendor invoice that you create.

Accounts Payable » Purchase Processes workspace » Purchase Process section » Purchase Order tab

Single Dialogs » Accounts Payable » Registration » Purchase Orders single dialog workspace » Purchase Order tab

Purchase Order island

Field	Description
Time Unit	By default, this field copies the value from the specified vendor's information. However, you can change the value up until a line is created in the purchase order. You can specify hours or days.

Payment island

Field	Description
Self Invoice	By default, this check box copies the value from the specified vendor's information. If this field is selected and you click the Create Self Invoice action, a self-invoice is created from the purchase order. If this field is not selected, you can select it if you want to create a self-invoice from the PO when you click the action.

Action	Description
Create Self Invoice	Click this action to create a self-invoice from the purchase order. The purchase order must be marked for self-invoicing.

Accounts Payable » Purchase Processes workspace » Purchase Process section » Purchase Order tab » Allocation sub-tab

Single Dialogs » Accounts Payable » Registration » Purchase Orders single dialog workspace » Purchase Order tab » Purchase Orders Lines sub-tab

Field	Description
-------	-------------

Field	Description
Activity Type	<p>In this field, you can specify the type of activity, depending on the activity selected. You can specify amount or time.</p> <p>This field is only displayed by default if you set the purchase transaction type to “subcontractor” in the Purchase Order tab of this workspace, or in the equivalent wizard.</p>
Agreement Type	<p>In this field, you can specify the type of agreement. You can specify Fixed Price, or Time and Material.</p> <p>The default value is Time and Material.</p> <p>This field is only displayed by default if you set the purchase transaction type to “subcontractor” in the Purchase Order tab of this workspace, or in the equivalent wizard.</p>
Period Start	<p>In this field, you can specify the start of the period covered by the purchase order line.</p> <p>This field is only displayed by default if you set the purchase transaction type to “subcontractor” in the Purchase Order tab of this workspace, or in the equivalent wizard.</p> <p>If the Period Start and Period End fields are filled out, Maconomy uses their values to validate whether the PO line can be used in a time or expense sheet line.</p>
Period End	<p>In this field, you can specify the end of the period covered by the purchase order line.</p> <p>This field is not displayed by default, but you can customize the view to display it.</p> <p>If the Period Start and Period End fields are filled out, Maconomy uses their values to validate whether the PO line can be used in a time or expense sheet line.</p>

**Single Dialogs » Accounts Payable » Registration » Requisitions single dialog workspace
» Requisitions tab**

Requisition island

Field	Description
Time Unit	<p>In this field, you can specify the time unit. You can specify hours or days.</p> <p>If you specify a vendor, this field copies the value from the specified vendor's information.</p>

Field	Description
	However, you can change the value up until a requisition line is created.

Single Dialogs » Accounts Payable » Registration » Requests for Quote single dialog workspace » Requests for Quote tab

Request for Quote island

Field	Description
Time Unit	<p>In this field, you can specify the time unit. You can specify hours or days.</p> <p>If you specify a vendor, this field copies the value from the specified vendor's information. However, you can change the value up until a request for quote line is created.</p>

Single Dialogs » Accounts Payable » Registration » Invoice Allocation single dialog workspace » Invoice Allocation tab

Invoice island

Field	Description
Time Unit	<p>In this field, you can specify the time unit. You can specify hours or days.</p> <p>When you specify a vendor, this field copies the value from that vendor's information. However, you can change the value up until an invoice allocation line is created.</p>
Self Invoice	Select this check box to indicate that the vendor invoice is a self-invoice.

Single Dialogs » Accounts Payable » Registration » Invoice Allocation single dialog workspace » Invoice Allocation tab » Invoice Allocation Lines sub-tab

Field	Description
Parent Invoice Allocation Instance Key	When you use the Allocate Subcontractor Differences action in the the Vendor Invoices workspace, Maconomy automatically assigns a value to this field on the original invoice allocation line. The new invoice allocation lines (created as a result of using the action) are then able to refer to the original invoice allocation line.

Field	Description
	This field is not displayed by default.
Act. No.	<p>This field is updated.</p> <p>In this field, you enter the number of an activity, if the purchase relates to a job. If the line was created as a result of entering a purchase order number in the Purchase Order No. field in the tab, Maconomy suggests the value from the Act. No. field on the corresponding purchase order line.</p> <p>Maconomy checks that the activity exists, that it is an amount or time activity, and that it is not blocked. If you enter a number here, you must also enter a number in the Job. No. field and leave the Item No. field blank.</p>

Jobs » Jobs workspace » Home section » Tasks tab

Single Dialogs » Job Cost » Creation » Job Tasks single dialog workspace

Standard Tasks island

Field	Description
Subcontractor Variance	<p>In this field, you can define where Maconomy should post the margin/difference between the time registered and the total for subcontractor reconciliation.</p> <p>This is an amount task.</p>

Reporting Structure Fields / Descriptions

Reporting Workspace

Use the Reporting Structure tab to view the reporting structures in a directory-like table, outlining the hierarchical structure of the defined transaction types and their grouping.

Use this workspace to set up a reporting structure by arranging your dimension values on up to 12 grouping levels. This enables you to add additional structure to a dimension type such as the account, company, or location dimension. Reporting Structures are designed for use with BPM reports.

To structure a dimension on different levels for advanced reporting, create a tree structure in the sub-tab portion with needed fields / areas to establish hierarchy.

If you want to change the reporting structure hierarchy, use the arrows or actions to move lines or whole groups.

Overview Tab

Setup » Reporting » Reporting Structure » Home » Overview

Single Dialogs » Reporting

Setup » General Ledger Setup » Transaction » Transaction Types

Use the Overview tab to:

- See the reporting structure's name
- See and change description
- See and change period
- See and control the access level to the structure

Reporting Structure Island

Name In this field, enter a name for the reporting structure.

Description In this field, enter a description for the reporting structure.

Type In this field, select the dimension on which you want your reporting structure to be based.

List In this field, select the list on which you want your reporting structure to be based.

Option List In this field, specify an option list. The options from the option list can be entered in the Value field.

Selected Value In this field, specify a value from the selected option list. The value is used to determine the reporting structure BPM will use.

Allow Duplicates Select this check box to indicate whether or not duplicate dimension entries are allowed in the reporting structure. For example, if you already added account 1110 in your structure under group **Sales**, you won't be able to add account 1110 again even if you try to add it under a different group, unless **Allow Duplicates** is selected.

Access Level Island

Access Level Use this field to specify an access level for this reporting structure. Create and maintain access levels can be in the Access Levels workspace. Once this access level is selected, a related description displays.

User Island

See the section "Getting Started" for a description of the fields in the island User.

Setup » Reporting » Reporting Structure » Reporting Structure » Reporting Structure

Reporting Structure Tab

This section includes the fields and descriptions for the Reporting Structure tab. In the table lines you can define names for dimensions and their groupings. Moreover, for the lines in the table you can select a dimension through search.

Classification This field shows the name of the grouping line or the dimension entry.

Account No. This field shows the number of the account or dimension included in the reporting structure.

Description

Invert Sign Select this field to toggle whether the amount on the report is shown as a positive or negative number (+ / -).

Select for Moving Select this check box to move this line with a move action.

Remark [1-5] Enter a remark about this line.

Access Level This field shows the access level for this reporting line.

Access Level Description This field shows a description of the access level.

Actions

This section shows the Actions available in the Reporting workspace.

- **Add Transaction Type Group:**
 - Use this action to add all transaction types belonging to the selected transaction group.
 - Will only be shown if selected dimension is Transaction Type.
- **Add Selected Accounts:**
 - Use this action to add accounts to reporting structure that fulfill selection criteria. Selection criteria allows to choose: account target group, account group, whether to add blocked accounts, whether to add P&L or Balance Sheet accounts, which grouping line to add them to. This action will only be shown for Accounts dimension.
- **Add Selected Local Accounts:**
 - This action and works the same as Add Selected Accounts. This action only shows for the Local Accounts dimension.
- **Add Missing:**
 - Use this action to add all missing types to the structure.
- **Move Lines:**
 - Use this action to move selected lines in the table to the selected group.
- **Mark All For Moving:**
 - This action selects all lines to be moved (the selected lines can be moved to the selected group when using **Move Lines** action).
- **Unmark All For Moving:**
 - Use this action will unmark all lines from being moved.
- **Copy Reporting Structure:**
 - Use this action to copy existing structures to a newly created reporting structure.
- **Delete All Structure Lines:** Use this action to delete all lines action will allow to delete the whole structure at once instead of trying to delete it line by line, since many reporting structures will be relatively large. A sliding panel will be added so that clicking on lines in the table will display more information about the transaction type that the selected line has.

Multi-Role Users Fields / Descriptions

User Roles Single Dialog Workspace

Single Dialogs » Setup » Access Control » User Roles

Use this workspace to create and maintain user roles. This workspace replaces part of the existing user information window.

User Role Tab

User role island

User Name	Enter the name of the user who owns the role. Once created, you cannot change the username.
Role Name	Enter the name of the role. The role name must be unique for the user. However, one or more users can have roles with the same name.
Login Name	Enter the login name for the role. The login name is used to log in to Maconomy or BPM as a specific role. Each role must have a unique login name. If you do not enter a login name, the system will generate a default name. The format for the first role's login name is <Username>. The format for additional roles is <Username>#< Role_Name>.
Use for People Planner	Select this check box to use the role when transferring the user setup to People Planner. Only one role can be selected for each user. If you select a different role, the previously chosen role will be replaced. You cannot deselect or delete a selected role. You must select a new role to replace the current role.
Default for Background Tasks	Select this check box to make this the default role when a background task run as the user. Only one role can be selected for each user. When a new role is selected, this field is automatically deselected on the previously selected role. You cannot deselect or delete the chosen role. You must select a new role to replace the current role.

Dimension Combination island

Dimension Combination Number	Enter the number of a dimension combination of the Dimension Derivation type created in the Dimension Combinations workspace. Maconomy uses the values in this dimension combination when deriving dimensions from the current user role if you specify a dimension combination. However, any dimension derivation values specified in this island are used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the user information card.
------------------------------	---

Derived Company island

Derived Company

Enter a value for the company dimension to derive a value from the current user role. Select the **Overwrite** check box to use the specified value to overwrite existing values for the dimension. If you do not select the **Overwrite** check box, the dimension value is derived only if the dimension field for the derivation taking place has neither been completed manually or by entering a registration code.

Even if you have specified a dimension combination in the **Dimension Combination Number** field, a value entered in this field is used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field.

Note: If a dimension combination has been specified in the **Dimension Combination Number** field, selecting the **Overwrite** check box only takes effect if you have also entered a dimension value. If you select the **Overwrite** check box but do not enter a dimension value in this field, the **Overwrite** field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination, or dimension combination line.

For more information about dimension derivation, see the section on dimension derivation in the Introduction to the G/L Module chapter and the description of the Dimension Derivations and Dimension Combinations workspaces in the G/L module.

Derived Account island

Account

The functionality of this field is similar to that of the **Company** field above.

Local Account

The functionality of this field is similar to that of the **Company** field above.

Derived Dimensions island

Location

The functionality of this field is similar to that of the **Company** field above.

Entity

The functionality of this field is similar to that of the **Company** field above.

Project

The functionality of this field is similar to that of the **Company** field above.

Purpose

The functionality of this field is similar to that of the **Company** field above.

Spec. 2-3

The functionality of this field is similar to that of the **Company** field above.

Local Spec. 1-3

The functionality of this field is similar to that of the **Company** field above.

Network Username island

Name

If the Single Sign On (SSO) add-on has been installed, you can access Maconomy using the Maconomy Portal immediately after logging into a Microsoft network. If SSO uses the name mapping method to match the network name with a Maconomy login name, enter the user's network name in this field, and the network domain name in the **Domain Name** field. When the user has logged into the Microsoft network and launches the Maconomy Portal, the user will automatically log on to Maconomy. For more information, see the special Single Sign On add-on reference documentation.

Note: Microsoft automatically converts the network name to capital letters. Consequently, in order for the network name to match the name in this field, the name must be entered in capital letters.

Domain Name

Enter the name of the domain in the Microsoft network the current user belongs to. For more information about the functionality of this field, see the description of the **Name** field above.

Note: Microsoft automatically converts the network domain name to capital letters. Consequently, in order for the name to match the domain name in this field, the name must be entered in capital letters.

Database User Name island

Name

Enter the name of a database user in this field if the current user role needs to have access to Maconomy's underlying database. This name is assigned to the current user role and must subsequently be used when requesting access to Maconomy's database.

Note: If your Maconomy system is running on a DB2 database, this field does not cause a database user to be created, as the field is only used for linking the current user role to an existing database user. The database user name must be created in the database before the name is entered in this field.

Password

Enter a password in this field when creating a database user.

Note: The first character entered must be a letter. The password cannot contain any space characters. This password must be entered when logging on to the database using Maconomy's ODBC driver, along with the database user name specified in the field above. Following the creation of the current user and the entry of information in the fields in this island, the contents of the fields are automatically removed by Maconomy. Consequently, the field will appear empty when this workspace is reopened, even though a password has been entered. The password can then be changed by the current user in the Change Database Password workspace.

If your Maconomy system is running on a DB2 database, you cannot enter a password here, as the password is assigned when the database user is created. The database user must be created separately before being assigned to a user in this workspace.

User island

Created

This field shows the user who originally created this user role.

Changed	This field shows the user who made the last change on this user role. If the user role has not been modified since it was created, this field is blank.
Version	This field shows the current version of the user role based on modifications made to it.

User Role Dialog Groups Sub-Tab

This sub-tab is formerly known as the User Dialog Group sub-tab. It is moved from the Users workspace to the User Roles workspace.

Groups	<p>Select groups to be assigned to the user role. Choose between existing groups created in the Groups workspace. Groups determine user access in Maconomy workspaces. If the portal has been installed, groups also determine the roles to which the user is assigned to in the portal.</p> <p>You can assign multiple groups to one user role. If a user role is granted access to more than one group, access is provided for the combined functions and rights of the groups. You can only assign a user role to a group to which you yourself are assigned. The order in which the groups are specified in the sub-tab is important if different workspace layouts are used in the system.</p> <p>When the user opens a workspace, Maconomy checks if a layout has been specified for the workspace in the group at the top of the sub-tab. If so, that layout is used. If no layout has been specified in the top group, Maconomy checks if a layout has been specified in the second group in the table, and so on. If no layouts have been specified in any of the groups, the standard layout for the workspace is used.</p>
--------	---

Actions

New User Role	Create a user role.
Delete User Role	Delete a user role. Roles that are used for network login or People Planner cannot be deleted.
Add Group	Add a role to a group. Administrator roles cannot be added to groups because they are already in all groups.
Delete Group	Delete a role from a group. Administrator roles cannot be deleted from groups because they must be in all groups.

Users Workspace

Setup » Users workspace » Setup section » Users » Window Groups tab
Single Dialogs » Set-Up » Access Control » Users

User Roles Sub-Tab

The Username sub-tab is deleted and replaced by the User roles sub-tab.

Username This field shows the username. If the action setup for a group is enabled, this field is blank.

Role Name This field shows the role name. If the action group for a group is enabled, the role name is the same as the group name.

The following islands have been removed from the User Roles sub-tab in the Users workspace and moved to the User Role tab in the User Roles workspace:

- Dimension Combination
- Derived Company
- Derived Account
- Derived Dimensions
- Network Username
- Database User Name
- User

Actions Sub-Tab

This subtab is available only when the **Update Rights from Groups** system parameter is enabled.

Permitted Job/Cost Actions island

Submit Draft Invoice	Select this check box to enable invoice draft submission for all users in the selected group.
Approve Draft Invoice	Select this check box to enable invoice draft approval for all users in the selected group.
Reopen Draft Invoice	Select this check box to allow all users in the selected group to reopen invoice drafts.
Print Invoices/Credit Memos	<p>Select this check box to allow all users in the selected group to use the Print Invoice action in the Sales Orders and Packing Lists workspaces to invoice and credit customers. Selecting this check box also enables the group members to use the Print Credit Memo action in the Credit Orders workspace. This also applies to the following workspaces:</p> <ul style="list-style-type: none"> • Invoice Selection • Invoice Editing • Invoice Editing Lawyer <p>Note: This does not affect the group members' access to creating and printing invoices and credit memos in the Invoices and Credit Memos workspaces. The Print Invoice and Print Credit Memo actions can also be used if the group has access to these workspaces.</p>
Approve Job Invoice Allocation	Select this check box to allow all users in the selected group to approve job invoice allocations.

Approve Employee Revenue Distribution

	Select this check box to allow all users in the selected group to approve employee revenue distribution.
Change Job Budgets	Select this check box to allow all users in the selected group to change the information in all fields located in the Job Budgets workspace in the Job Cost module. If the group members cannot change job budgets, only the information can be modified. The group can use the actions needed to create purchase orders and plan jobs, such as planned start and ending date, first and last possible starting date, actual start and ending date, and remarks on job budget lines.
Approve Job Budgets	Select this check box to allow all users in the selected group to use the Approve Job Budget action in the Job Budgets and Approve Job Budgets workspaces.
Reopen Job Budgets	Select this check box to allow all users in the selected group to use the Reopen Job Budget action in the Job Budgets and Approve Job Budgets workspaces.
Transfer to Quote	Select this check box to give all users in the selected group access to the Transfer to Quote action in the Job Budgets workspace in the Job Cost module. Note: Only users with the ability to change job budgets can use this action.
Change Quotes	Select this check box to allow all users in the selected group to change all information in the fields located in the Quote Editing workspace in the Job Cost module. If the group members do not have the ability to change quotes, the information in this workspace is read-only.
Approve Quote	Select this check box to allow all users in the selected group to use the Approve Quote action in the Quote Editing workspace in the Job Cost module.
Reopen Quote	Select this check box to allow all users in the selected group to use the Reopen Quote action in the Quote Editing workspace in the Job Cost module.
Change Job No. on Job	Select this check box to allow all users in the selected group to change the job number of a job in the Jobs workspace in the Job Cost module. The job number is changed only if no registrations have been made on the job in any workspace.
Reopen jobs	Select this check box to allow all users in the selected group to use the Reopen Job action in the Jobs workspace in the Job Cost module.
See Time Cost	Select this check box to allow all users in the selected group to view cost prices for time activities in the Job Budgets and Periodic Job Budgets workspaces in the Job Cost module. If you do not select this check box, cost prices are not shown on printouts made by the users in the group in the Print Job Budget and Print Job Report workspaces.
Change Costs for Time	Select this check box to allow all users in the selected group to view and change cost prices for time activities in the Job

	Budgets and Periodic Job Budgets workspaces in the Job Cost module.
See All Time Sheets	Select this check box to allow all users in the selected group to view time sheets for all employees in the Time Sheets workspace in the Job Cost module.
Change All Time Sheets	Select this check box to allow all users in the selected group to create, change, approve, and print out time sheets for all employees in the Time Sheets workspace in the Job Cost module.
Release Time Sheets	Select this check box to allow all users in the selected group to use the Release Time Sheet action in the Time Sheets workspace in the Job Cost module. Note: The Change All Time Sheets check box must also be selected to allow the user to use this action.
Reopen Time Sheets	Select this check box to allow all users in the selected group to use the Reopen Time Sheet action in the Job Cost module.
See All Expense Sheets	Select this check box to allow all users in the selected group to view expense sheets for all employees in the Expense Sheets workspace in the Job cost module.
Change All Expense Sheets	Select this check box to allow all users in the selected group to create, change, approve, and print out expense sheets for all employees in the Expense Sheets workspace in the Job Cost module.
Release Expense Sheets	Select this check box to allow all users in the selected group to use the Release Expense Sheet action in the Expense Sheets workspace in the Job Cost module.
Reopen Expense Sheets	Select this check box to allow all users in the selected group to use the Reopen Expense Sheet action in the Expense Sheets workspace in the Job Cost module.
Convert Job to Order	Select this check box to allow all users in the selected group to use the Convert to Order action in the Jobs workspace in the Job Cost module.
See All Employee Plans	Select this check box to allow all users in the selected group to view all planning lines in the Detailed Planning workspace in the Resource Planning module. If the users in the group cannot view all planning lines, only jobs assigned to each user with a project manager role can be viewed. Planning lines that have not been assigned to an employee are also viewable. For more information, refer to the field description for the Plan All Jobs field.
Plan All Jobs	Select this check box to allow all users in the selected group to create and change planning lines for all jobs in the Detailed Planning workspace in the Resource Planning module. If the users in the group do not have access to planning lines for all jobs, planning lines can only be created or changed when a user is the job's project manager. This field's function is connected to the See All Employee Plans field. If a user has access to plan all jobs but cannot view all

employee plans, allocating hours to a planning line is done only for the employee assigned to the user. However, the user can also allocate hours to employees assigned to a job where the user's role is project manager.

If you have defined that a user cannot plan all jobs and cannot view all employee plans, the user only has access to planning lines for jobs where the user's role is project manager. Lines for the employee assigned to the user are also viewable.

Submit Absence	Select this check box to allow all users in the selected group to use the Submit Absence action to submit absences for all employees in the Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars workspaces in the Resource Planning module.
Approve and Reject Absence	Select this check box to allow all users in the selected group to use the Approve Absence and Reject Absence actions to approve and reject absences for employees in the Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars workspaces in the Resource Planning module.
Reopen Absence	Select this check box to allow all users in the selected group to use the Reopen Absence action to reopen absences for all employees in the Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars workspaces in the Resource Planning module. If you do not select this field, absences can only be reopened if a user is the supervisor or absence approver of an employee.
Change Amount Activity Tasks	Select this check box to allow all users in the selected group to change tasks that derive amount activities in the Job Cost module. For more information, refer to the Approve Tasks Workspace section in the Job Cost module.
Change Time Activity Tasks	Select this check box to allow all users in the selected group to change tasks that derive time activities in the Job Cost module. For more information, refer to the Approve Tasks Workspace section in the Job Cost module.
Can Approve Tasks	Select this check box to allow all users in the selected group to approve tasks created in the Job Cost module. For more information, refer to the Approve Tasks Workspace section in the Job Cost module.

Permitted G/L Actions island

Use Post-Entry Periods	Select this check box to allow all users in the selected group to post in prior-periods by selecting a prior-period in the General Journal and Vendor Invoices workspaces.
Submit Journals	Select this check box to allow all users in the selected group to use the Submit action to submit general journals, customer payment journals, and job journals in the General Journals, Customer Payments, and Job Journal workspaces.
Post Own Journals	Select this check box to allow all users in the selected group to post general journals, customer payment journals, and job journals they have submitted.

Note: If the **Allow Posting of Own Journals** system parameter has been enabled, all users can post their submitted journals, even when this check box is not selected.

Post Select this check box to allow all users in the selected group to use the **Post** action in the Posting, General Journal, Vendor Invoices, and Job Journal workspaces. This does not affect the users' ability to post in the Print Posting Journal workspace.

Permitted A/R Actions island

Release Customer Payments Select this check box to allow all users in the selected group to release customer payments for posting. If you do not select this check box, the users within this group cannot manually mark the **Released** field on lines in the Customer Payments workspace.

Submit Customers Select this check box to allow all users in the selected group to submit customers.

Approve Customers Select this check box to allow all users in the selected group to approve customers.

Permitted A/P Actions island

Approve purchase order Select this check box to allow all users in the selected group to use the **Approve Purchase Order** action in the Purchase Orders workspace.

Reopen purchase order Select this check box to allow all users in the selected group to use the **Reopen Purchase Order** action in the Purchase Orders workspace.

Approve request for quote Select this check box to allow all users in the selected group to use the **Approve Request for Quote** action in the Requests for Quote workspace.

Reopen request for quote Select this check box to allow all users in the selected group to use the **Reopen Request for Quote** action in the Requests for Quote workspace.

Approve requisition Select this check box to allow all users in the selected group use the **Approve Requisition** action in the Requisitions workspace.

Reopen requisition Select this check box to allow all users in the selected group to use the **Reopen Requisition** action in the Requisitions workspace.

Release Vendor Invoices Select this check box to allow all users in the selected group to release vendor invoices. This gives each user the ability to submit invoices for approval and approve invoices for posting in the Vendor Invoices, Invoice Allocation, and Reallocate Invoices workspaces.

Pre Post Invoices Select this check box to allows all users in the selected group to pre-post vendor invoices in the Reallocate Invoices workspace.

Submit Vendors Select this check box to allow all users in the selected group to submit vendors.

Approve Vendors Select this check box to allow all users in the selected group to approve vendors.

Permitted Trade Actions island

Change Prices Select this check box to allow all users in the selected group to change information on price and payment terms on the Quotes, Sales Orders, Credit Orders, and Order Lines workspaces.

If you do not select this check box, all users in the selected group cannot change the values in the following fields located in the tabs in the Quotes, Sales Orders, and Credit Orders workspaces:

- Partial Delivery
- Payment Terms
- Tax
- Price List
- Price Step
- Invoice Discount %
- Charge 1-4

Maconomy auto-populates values in these fields using the data in the customer's information card.

If you do not select this check box, all users in the selected group also cannot change the values in the following fields located in the sub-tabs of the workspaces:

- Unit Price
- Discount %
- Discount

Maconomy auto-populates values in these fields using the data from price lists and discount agreements.

Approve Sales Orders Select this check box to allow all users in the selected group to use the **Approve Order** action in the Sales Orders workspace.

Print Order Confirmations Select this check box to allow all users in the selected group to use the **Print Order Confirmation** action in the Sales Orders workspace. This does not affect the users' ability to print order confirmations in the Print Order Confirmation workspace.

Print Picking and Packing Lists Select this check box to allow all users in the selected group to use the **Print Packing List** action in the Sales Orders module. Selecting this check box also allows all users in the selected group to use the **Create Warehouse Transaction** and **Create Picking List** actions in the Sales Orders and Inventory modules. This does not affect the users' ability to print packing lists in the Print Packing List workspace.

Print Packing Slips Select this check box to enable all users in the selected group to use the following:

- **Print Packing Slip** and **Release for Invoicing** actions to ship items in the Sales Orders workspace
- **Approve Packing List** and **Print Packing Slip** actions in the Picking Lists workspace
- **Create Warehouse Transaction** action in several workspaces

Note: Selecting this check box does not apply to access control in the Print Picking Lists and Print Packing Slip workspaces. all users in the selected group can create and print warehouse transactions, picking lists, and packing slips in these workspaces if assigned to a group that provides access to the Print Packing Slip workspace.

Change orders being picked and packed

Select this check box to allow all users in the selected group to add, change, and delete order lines on a sales order with existing open lists or warehouse transactions.

If you do not select this check box, all users in the selected group cannot change order lines on orders with existing open packing lists or warehouse transactions.

If back order allocation is used, receiving items in the Item Receipt and Inventory Change workspaces also cause changes to existing picking lists. Maconomy checks if each user receiving the items has access to changing orders being picked and packed. If a user does not have access, the back order allocation does not allocate items to orders with a printed packing list.

Note: The packing list is not automatically reprinted when changes are made to an order after a packing list is printed. You must locate the order in the Order Status workspace and deselect the **Printed** check box in the Packing List island to print an updated packing list.

Approve item purchase orders	Select this check box to allow all users in the selected group to use the Approve Item Purchase Order action in the Item Purchase Orders workspace.
Print item purchase orders	Select this check box to allow all users in the selected group to use the Print Item Purchase Order action in the Item Purchase Orders workspace. This does not affect the users' ability to print item purchase orders in the Print Item Purchase Order workspace.
Close Item Purchase Orders	Select this check box to allow all users in the selected group to use the Close Item Purchase Order action in the Item Purchase Orders workspace and the Close Purchase Order action in the Purchase Orders workspace.

Permitted Misc. Actions island

Create Employee from Contact Person

Select this check box to allow all users in the selected group to use the **Create Employee** action to create employees from contact persons in the Contact Persons workspace.

Delete Closed Document Revisions

Select this check box to allow all users in the selected group to delete closed document revisions in the Document Revision History workspace. For further information about the functionality of document revisions, see the description of the **Revision Control** field in the Document Archives workspace.

Unconditionally Unlock Documents

Select this check box to allow all users in the selected group to unlock documents locked by any user in the Document Archives workspace. For further information about the functionality of locking documents in document archives, see the description of the **Edit Control** field in the Document Archives workspace.

Approve Monitors

Select this check box to allow all users in the selected group to approve monitors in the Monitors workspace.

Change Shared Selection Criterion Specifications

Select this check box to allow all users in the selected group to change selection criterion specifications marked as Public in the Selection Criterion Specification workspace.

Submit Employees

Select this check box to allow all users in the selected group to submit employees in the Employees workspace.

Approve Employees

Select this check box to allow all users in the selected group to approve employees in the Employees workspace.

Submit Users

Select this check box to allow all users in the selected group to submit users in the Users workspace.

Approve Users

Select this check box to allow all users in the selected group to submit users in the users workspace.

Synchronize Talent-Management Users with Employees

Select this check box to allow all users in the selected group to synchronize Talent-Management users with employees in the Employees workspace

Setup » Users workspace » Users section

Single Dialogs » Set-Up » Access Control » Users

Role Information Sub-Tab

User role island

Role Name

Enter the name of the role. The role name must be unique for the user. However, one or more users can have roles with the same name.

Login Name	Enter the login name for the role. The login name is used to log in to Maconomy or BPM as a specific role. Each role must have a unique login name. If you do not enter a login name, the system will generate a default name. The format for the first role's login name is <Username>. The format for additional roles is <Username>#< Role_Name>.
Use for People Planner	This field shows whether the role is used for transferring the user setup to People Planner. Only one role can be selected for each user.
Default for Background Tasks	Select this check box to make this the default role when the user runs a background task. Only one role can be selected for each user. When a new role is selected, this field is automatically deselected on the previously selected role. You cannot deselect or delete the chosen role. You must select a new role to replace the current role.

Network Username island

Name	<p>If the Single Sign On (SSO) add-on has been installed, you can access Maconomy using the Maconomy Portal immediately after logging into a Microsoft network. If SSO uses the name mapping method to match the network name with a Maconomy login name, enter the user's network name in this field, and the network domain name in the Domain Name field. When the user has logged into the Microsoft network and launches the Maconomy Portal, the user will automatically log on to Maconomy. For more information, see the special Single Sign On add-on reference documentation.</p> <p>Note: Microsoft automatically converts the network name to capital letters. Consequently, in order for the network name to match the name in this field, the name must be entered in capital letters.</p>
Domain Name	<p>Enter the name of the domain in the Microsoft network the current user belongs to. For more information about the functionality of this field, see the description of the Name field above.</p> <p>Note: Microsoft automatically converts the network domain name to capital letters. Consequently, in order for the name to match the domain name in this field, the name must be entered in capital letters.</p>

User island

Created	This field shows the user who originally created this user role.
Changed	This field shows the user who made the last change on this user role. If the user role has not been modified since it was created, this field is blank.
Version	This field shows the current version of the user role based on modifications made to it.

Dimension Combination island

Dimension Combination No. Enter the number of a dimension combination of the Dimension Derivation type created in the Dimension Combinations workspace. If you specify a dimension combination, Maconomy uses the values in this dimension combination when deriving dimensions from the current user. However, any dimension derivation values specified in this island are used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the user information card.

Derived Company island

Derived Company Enter a value for the company dimension to derive a value from the current user. Select the **Overwrite** check box to use the specified value to overwrite existing values for the dimension. If you do not select the **Overwrite** check box, the dimension value is derived only if the dimension field for the derivation taking place has neither been completed manually or by entering a registration code.

Even if you have specified a dimension combination in the **Dimension Combination Number** field, a value entered in this field is used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field.

Note: If a dimension combination has been specified in the **Dimension Combination Number** field, selecting the **Overwrite** check box only takes effect if you have also entered a dimension value. If you select the **Overwrite** check box but do not enter a dimension value in this field, the **Overwrite** field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination, or dimension combination line.

For more information about dimension derivation, see the section on dimension derivation in the Introduction to the G/L Module chapter and the description of the Dimension Derivations and Dimension Combinations workspaces in the G/L module.

Derived Account island

Account The functionality of this field is similar to that of the **Company** field above.

Local Account The functionality of this field is similar to that of the **Company** field above.

Derived Dimensions island

Location The functionality of this field is similar to that of the **Company** field above.

Entity The functionality of this field is similar to that of the **Company** field above.

Project	The functionality of this field is similar to that of the Company field above.
Purpose	The functionality of this field is similar to that of the Company field above.
Spec. 2-3	The functionality of this field is similar to that of the Company field above.
Local Spec. 1-3	The functionality of this field is similar to that of the Company field above.

Groups Sub-Tab

Groups	<p>Select groups to be assigned to the user role. Choose between existing groups created in the Groups workspace. Groups determine user access in Maconomy workspaces. If the portal has been installed, groups also determine the roles to which the user is assigned to in the portal.</p> <p>You can assign multiple groups to one user role. If a user role is granted access to more than one group, access is provided for the combined functions and rights of the groups. You can only assign a user role to a group to which you yourself are assigned. The order in which the groups are specified in the sub-tab is important if different workspace layouts are used in the system.</p> <p>When the user opens a workspace, Maconomy checks if a layout has been specified for the workspace in the group at the top of the sub-tab. If so, that layout is used. If no layout has been specified in the top group, Maconomy checks if a layout has been specified in the second group in the table, and so on. If no layouts have been specified in any of the groups, the standard layout for the workspace is used.</p>
--------	---

Actions Sub-Tab

Permitted Job/Cost Actions island

Submit Draft Invoice	Select this check box to allow invoice draft submission.
Approve Draft Invoice	Select this check box to allow invoice draft approval.
Reopen Draft Invoice	Select this check box to allow the user to reopen invoice drafts.
Print Invoices/Credit Memos	<p>Select this check box to allow the user to use the Print Invoice action in the Sales Orders and Packing Lists workspaces to invoice and credit customers. Selecting this check box also enables the user to use the Print Credit Memo action in the Credit Orders workspace. This also applies to the following workspaces:</p> <ul style="list-style-type: none"> • Invoice Selection • Invoice Editing • Invoice Editing Lawyer <p>Note: This does not affect the user's access to creating and printing invoices and credit memos in the Invoices and Credit Memos workspaces. The Print Invoice and Print Credit Memo</p>

	actions can also be used if the user has access to these workspaces.
Approve Job Invoice Allocation	Select this check box to allow the user to approve job invoice allocations.
Approve Employee Revenue Distribution	Select this check box to allow the user to approve employee revenue distribution.
Change Job Budgets	Select this check box to allow the user to change the information in all fields located in the Job Budgets workspace in the Job Cost module. If the user cannot change job budgets, only the information can be modified. The user can use the actions needed to create purchase orders and plan jobs, such as planned start and ending date, first and last possible starting date, actual start and ending date, and remarks on job budget lines.
Approve Job Budgets	Select this check box to allow the user to use the Approve Job Budget action in the Job Budgets and Approve Job Budgets workspaces.
Reopen Job Budgets	Select this check box to allow the user to use the Reopen Job Budget action in the Job Budgets and Approve Job Budgets workspaces.
Transfer to Quote	Select this check box to give the user access to the Transfer to Quote action in the Job Budgets workspace in the Job Cost module. Note: Only users with the ability to change job budgets can access this action.
Change Quotes	Select this check box to allow the user to change all information in the fields located in the Quote Editing workspace in the Job Cost module. If the user does not have the ability to change quotes, the information in this workspace is read-only.
Approve Quote	Select this check box to allow the user to use the Approve Quote action in the Quote Editing workspace in the Job Cost module.
Reopen Quote	Select this check box to allow the user to use the Reopen Quote action in the Quote Editing workspace in the Job Cost module.
Change Job No. on Job	Select this check box to allow the user to change the job number of a job in the Jobs workspace in the Job Cost module. The job number is changed only if no registrations have been made on the job in any workspace.
Reopen jobs	Select this check box to allow the user to use the Reopen Job action in the Jobs workspace in the Job Cost module.
See Time Cost	Select this check box to allow the user to view cost prices for time activities in the Job Budgets and Periodic Job Budgets workspaces in the Job Cost module. If you do not select this check box, cost prices are not shown on printouts made by the user in the Print Job Budget and Print Job Report workspaces.

Change Costs for Time	Select this check box to allow the user to view and change cost prices for time activities in the Job Budgets and Periodic Job Budgets workspaces in the Job Cost module.
See All Time Sheets	Select this check box to allow the user to view time sheets for all employees in the Time Sheets workspace in the Job Cost module.
Change All Time Sheets	Select this check box to allow the user to create, change, approve, and print out time sheets for all employees in the Time Sheets workspace in the Job Cost module.
Release Time Sheets	Select this check box to allow the user to use the Release Time Sheet action in the Time Sheets workspace in the Job Cost module. Note: The Change All Time Sheets check box must also be selected to allow the user to use this action.
Reopen Time Sheets	Select this check box to allow the user to use the Reopen Time Sheet action in the Job Cost module.
See All Expense Sheets	Select this check box to allow the user to view expense sheets for all employees in the Expense Sheets workspace in the Job cost module.
Change All Expense Sheets	Select this check box to allow the user to create, change, approve, and print out expense sheets for all employees in the Expense Sheets workspace in the Job Cost module.
Release Expense Sheets	Select this check box to allow the user to use the Release Expense Sheet action in the Expense Sheets workspace in the Job Cost module.
Reopen Expense Sheets	Select this check box to allow the user to use the Reopen Expense Sheet action in the Expense Sheets workspace in the Job Cost module.
Convert Job to Order	Select this check box to allow the user to use the Convert to Order action in the Jobs workspace in the Job Cost module.
See All Employee Plans	Select this check box to allow the user to view all planning lines in the Detailed Planning workspace in the Resource Planning module. If the user cannot view all planning lines, only jobs assigned to the user with a project manager role can be viewed. Planning lines that have not been assigned to an employee are also viewable. For more information, refer to the field description for the Plan All Jobs field.
Plan All Jobs	Select this check box to allow the user to create and change planning lines for all jobs in the Detailed Planning workspace in the Resource Planning module. If the user does not have access to planning lines for all jobs, planning lines can only be created or changed when the user is the job's project manager. This field's function is connected to the See All Employee Plans field. If the user has access to plan all jobs but cannot view all employee plans, allocating hours to a planning line is done only for the employee assigned to the user. However, the user can

also allocate hours to employees assigned to a job where the user's role is project manager.

If you have defined that the user cannot plan all jobs and cannot view all employee plans, the user only has access to planning lines for jobs where the user's role is project manager. Lines for the employee assigned to the user are also viewable.

Submit Absence	Select this check box to allow the user to use the Submit Absence action to submit absences for all employees in the Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars workspaces in the Resource Planning module.
Approve and Reject Absence	Select this check box to allow the user to use the Approve Absence and Reject Absence actions to approve and reject absences for employees in the Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars workspaces in the Resource Planning module.
Reopen Absence	Select this check box to allow the user to use the Reopen Absence action to reopen absences for all employees in the Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars workspaces in the Resource Planning module. If you do not select this field, absences can only be reopened if the user is the supervisor or absence approver of an employee.
Change Amount Activity Tasks	Select this check box to allow the user to change tasks that derive amount activities in the Job Cost module. For more information, refer to the Approve Tasks Workspace section in the Job Cost module.
Change Time Activity Tasks	Select this check box to allow the user to change tasks that derive time activities in the Job Cost module. For more information, refer to the Approve Tasks Workspace section in the Job Cost module.
Can Approve Tasks	Select this check box to allow the user to approve tasks created in the Job Cost module. For more information, refer to the Approve Tasks Workspace section in the Job Cost module.

Permitted G/L Actions island

Use Post-Entry Periods	Select this check box to allow the user to post in prior-periods by selecting a prior-period in the General Journal and Vendor Invoices workspaces.
Submit Journals	Select this check box to allow the user to use the Submit action to submit general journals, customer payment journals, and job journals in the General Journals, Customer Payments, and Job Journal workspaces.
Post Own Journals	Select this check box to allow the user to post general journals, customer payment journals, and job journals they have submitted.

Note: If the **Allow Posting of Own Journals** system parameter has been enabled, all users can post their submitted journals, even when this check box is not selected.

Post Select this check box to allow the user to use the **Post** action in the Posting, General Journal, Vendor Invoices, and Job Journal workspaces. This does not affect the user's ability to post in the Print Posting Journal workspace.

Permitted A/R Actions island

Release Customer Payments Select this check box to allow the user to release customer payments for posting. If you do not select this check box, the user cannot manually mark the **Released** field on lines in the Customer Payments workspace.

Submit Customers Select this check box to allow the user to submit customers.

Approve Customers Select this check box to allow the user to approve customers.

Permitted A/P Actions island

Approve purchase order Select this check box to allow the user to use the **Approve Purchase Order** action in the Purchase Orders workspace.

Reopen purchase order Select this check box to allow the user to use the **Reopen Purchase Order** action in the Purchase Orders workspace.

Approve request for quote Select this check box to allow the user to use the **Approve Request for Quote** action in the Requests for Quote workspace.

Reopen request for quote Select this check box to allow the user to use the **Reopen Request for Quote** action in the Requests for Quote workspace.

Approve requisition Select this check box to allow the user to use the **Approve Requisition** action in the Requisitions workspace.

Reopen requisition Select this check box to allow the user to use the **Reopen Requisition** action in the Requisitions workspace.

Release Vendor Invoices Select this check box to allow the user to release vendor invoices. This gives the user the ability to submit invoices for approval and approve invoices for posting in the Vendor Invoices, Invoice Allocation, and Reallocate Invoices workspaces.

Pre Post Invoices Select this check box to allows the user to pre-post vendor invoices in the Reallocate Invoices workspace.

Submit Vendors Select this check box to allow the user to submit vendors.

Approve Vendors Select this check box to allow the user to approve vendors.

Permitted Trade Actions island

Change Prices Select this check box to allow the user to change information on price and payment terms on the Quotes, Sales Orders, Credit Orders, and Order Lines workspaces.

If you do not select this check box, the user cannot change the values in the following fields located in the tabs in the Quotes, Sales Orders, and Credit Orders workspaces:

- Partial Delivery
- Payment Terms
- Tax
- Price List
- Price Step
- Invoice Discount %
- Charge 1-4

Maconomy auto-populates values in these fields using the data in the customer's information card.

If you do not select this check box, the user also cannot change the values in the following fields located in the sub-tabs of the workspaces:

- Unit Price
- Discount %
- Discount

Maconomy auto-populates values in these fields using the data from price lists and discount agreements.

Approve Sales Orders

Select this check box to allow the user to use the **Approve Order** action in the Sales Orders workspace.

Print Order Confirmations

Select this check box to allow the user to use the **Print Order Confirmation** action in the Sales Orders workspace. This does not affect the user's ability to print order confirmations in the Print Order Confirmation workspace.

Print Picking and Packing Lists

Select this check box to allow the user to use the **Print Packing List** action in the Sales Orders module. Selecting this check box also allows the user to use the **Create Warehouse Transaction** and **Create Picking List** actions in the Sales Orders and Inventory modules. This does not affect the user's ability to print packing lists in the Print Packing List workspace.

Print Packing Slips

Select this check box to enable the user to use the following:

- **Print Packing Slip** and **Release for Invoicing** actions to ship items in the Sales Orders workspace
- **Approve Packing List** and **Print Packing Slip** actions in the Picking Lists workspace
- **Create Warehouse Transaction** action in several workspaces

Note: Selecting this check box does not apply to access control in the Print Picking Lists and Print Packing Slip workspaces. The user can create and print warehouse transactions, picking lists,

and packing slips in these workspaces if assigned to a group that provides access to the Print Packing Slip workspace.

Change orders being picked and packed

Select this check box to allow the user to add, change, and delete order lines on a sales order with existing open lists or warehouse transactions.

If you do not select this check box, the user cannot change order lines on orders with existing open packing lists or warehouse transactions.

If back order allocation is used, receiving items in the Item Receipt and Inventory Change workspaces also cause changes to existing picking lists. Maconomy checks if the user receiving the items has access to changing orders being picked and packed. If the user does not have access, the back order allocation does not allocate items to orders with a printed packing list.

Note: The packing list is not automatically reprinted when changes are made to an order after a packing list is printed. You must locate the order in the Order Status workspace and deselect the **Printed** check box in the Packing List island to print an updated packing list.

Approve item purchase orders Select this check box to allow the user to use the **Approve Item Purchase Order** action in the Item Purchase Orders workspace.

Print item purchase orders Select this check box to allow the user to use the **Print Item Purchase Order** action in the Item Purchase Orders workspace. This does not affect the user's ability to print item purchase orders in the Print Item Purchase Order workspace.

Close Item Purchase Orders Select this check box to allow the user to use the **Close Item Purchase Order** action in the Item Purchase Orders workspace and the **Close Purchase Order** action in the Purchase Orders workspace.

Permitted Misc. Actions island

Create Employee from Contact Person

Select this check box to allow the user to use the **Create Employee** action to create employees from contact persons in the Contact Persons workspace.

Delete Closed Document Revisions

Select this check box to allow the user to delete closed document revisions in the Document Revision History workspace. For further information about the functionality of document revisions, see the description of the **Revision Control** field in the Document Archives workspace.

Unconditionally Unlock Documents

Select this check box to allow the user to unlock documents locked by any user in the Document Archives workspace. For further information about the functionality of locking documents

in document archives, see the description of the **Edit Control** field in the Document Archives workspace.

Approve Monitors Select this check box to allow the user to approve monitors in the Monitors workspace.

Change Shared Selection Criterion Specifications

Select this check box to allow the user to change selection criterion specifications marked as Public in the Selection Criterion Specification workspace.

Submit Employees Select this check box to allow the user to submit employees in the Employees workspace.

Approve Employees Select this check box to allow the user to approve employees in the Employees workspace.

Submit Users Select this check box to allow the user to submit users in the Users workspace.

Approve Users Select this check box to allow the user to submit users in the users workspace.

Synchronize Talent-Management Users with Employees

Select this check box to allow the user to synchronize Talent-Management users with employees in the Employees workspace.

Access Levels Sub-Tab

Access Level Enter a user access level to assign to the user. Access levels are created in the Access Levels workspace. The user gains access to all information (for example, companies, customers, vendors, price lists, and jobs) assigned to the selected access level or any other level below it in the access level hierarchy. The user also gains access to fields referring to information available in this access level. For example, the user can view a customer in the Customer Information workspace. They can also specify the customer on a sales order.

In some cases, you need direct or indirect access to several pieces of information to view a given piece of information in a workspace. For further information about this functionality, refer to the Introduction to the Access Control System section.

You can only grant access to access levels you have access to. Only Administrators can grant access to any access level.

User-specific access levels cannot be manually assigned. These access levels are automatically assigned when the Create New Users action is used.

Access list access levels cannot be assigned directly to a user. To grant access to a level of this type, you must assign the user to a parent level of the selected access list.

Description	This field shows the description of the access level. The information in this field is derived from the Access Levels workspace. The field cannot be edited in this sub-tab.
-------------	--

User Dialog Group Sub-Tab

This sub-tab is deleted from the Users workspace. It is moved to the User Roles workspace and renamed as Role Dialog Group sub-tab.

System Parameters

Update Rights from Groups	<p>Enable this system parameter to change the action setup for groups. When this system parameter is enabled, the setup for all roles assigned to the group are updated.</p> <p>Note: When this parameter is enabled, individual action setup for each role is disabled.</p> <p>When this system parameter is disabled, the action setup is done individually for each role.</p>
---------------------------	---

User Access Levels Workspace

Single Dialogs » Set-Up » Access Control » User Access Levels single dialog workspace

Use this workspace to assign access levels to a user role rather than directly to a user.

User Role Access Level Tab

Username island

This island is deleted and replaced with the User Role island.

User Role island

Username	This field shows the username. If the action setup for a group is enabled, this field is blank.
Role Name	This field shows the role name. If the action group for a group is enabled, the role name is the same as the group name.

Show My Notifications Single Dialog Workspace

Single Dialogs » Set-Up » Workflow » Show My Notifications single dialog workspace

My Notifications Tab

Current Role island

Role Name	This field displays the role name the notification belongs to.
-----------	--

Notification Sub-Tab

Role Name	This field displays the role name the notification belongs to.
-----------	--

Group User Roles Workspace

Setup » Users workspace » Setup section » Window Groups tab

Single Dialog » Set-Up » Access Control » Group User Roles

The Group Users workspace is renamed as Group User Roles. Use this workspace to view user roles.

User Roles Sub-Tab

Role Name This field shows the role name for user roles assigned to the group.

Dimension Derivations Workspace

General Ledger » Dimensions workspace » Advanced section » Dimension Derivation Selection tab » Dimension Derivations

Single Dialogs » General Ledger » Set-up » Dimension Derivations

Dimension Derivations Tab

Priority island

User Role The **User** field is renamed as **User Role**. Enter a priority in this field if you want to derive dimensions from the user. Dimensions are only derived from the user if the priority is different from 0.

Self-Invoicing Enhancements Fields / Descriptions

Vendor Invoicing

- **Accounts Payable » Vendor Invoices » Vendor Invoices » Print**
- **Single Dialogs » Accounts Payable » Registration » Vendor Invoices » Print**
- **Single Dialogs » Accounts Payable » Lookup » Show Vendor Invoices » Print**

Field	Description
Self Invoices Only	Select this checkbox to print only Self Invoices.
Exclude Self Invoices	Select this checkbox to print only invoices that are not Self Invoices.
Vendor Number Range	Use this field to specify the range of Vendor Numbers to include in the printout.
Entry Date Range	Use this field to select a range of entry dates to include in the printout.

Batch Self-Invoicing

- **Accounts Payable » Self Invoices » Batch Self Invoice**
- **Single Dialogs » Accounts Payable » Registration » Batch Self Invoicing**

Field	Description
Vendor No.	In these fields, you can enter a range of vendor numbers.

Unrealized Exchange Rate Variances for Open Job Entries and Unallocated Invoices

Jobs » Jobs » Setup » Fixed Exchange Rate Information tab

Single Dialogs » Job Cost » Creation » Fixed Exchange Rate Information » Job Specific Fixed Exchange Rates

Field	Description
Job/Base Currency Fixed Exchange Rate is Hedged	<p>Select this check box to indicate that the sales currency has been financially hedged against exchange rate risks in the bank.</p> <p>When this check box is selected, the Print Currency Report does not report unrealized exchange rate gain or loss for work in progress and invoices on account for this job.</p> <p>When this check box is not selected, the Print Currency Report reports unrealized exchange rate gain or loss for work in progress and invoices on account according to the standard Sales exchange rate table selected in the System Setup workspace.</p> <p>By default, this check box is not selected when a new job is created.</p>

Setup » Job Cost Setup » Dimensions » Activities » Job Posting Reference Lines

Setup » Job Cost Setup » Dimensions » Posting References » Job Posting Reference Lines

Single Dialogs » Job Cost » Set-up » Job Posting References » Job Posting References » Job Posting Reference Lines

Field	Description
Work in Progress, Unrealized Exchange Rate Variance	Enter a dimension combination to allow the selection of a dimension combination for posting of unrealized exchange rate variance on WIP.
Invoiced on Account, Unrealized Exchange Rate Variance	Enter a dimension combination to allow the selection of a dimension combination for posting of unrealized exchange rate variance IOA.

Field	Description
Work in Progress, Variance, Time	Enter a dimension combination to allow the selection dimension combination for posting of the offset unrealized exchange rate variance on WIP (time related).
Work in Progress, Variance, Amount	Enter a dimension combination to allow the selection dimension combination for posting of the offset unrealized exchange rate variance on WIP (amount related).
Invoiced on Account, Variance	Enter a dimension combination to allow the selection dimension combination for posting of the offset unrealized exchange rate variance on IOA.

General Ledger » Financial Operations » Currency Reevaluation » Print Currency Report tab

Single Dialogs » General Ledger » Registration » Print Currency Report » Print Currency Report tab

Selection Criteria island

Field	Description
Account Type	This field is removed and replaced with the following check boxes: <ul style="list-style-type: none"> Account Type General Account Type Receivable Account Payable Jobs Work in Progress Jobs Unallocated On Account Amount
Account Type General	Select this check box to include G/L accounts when you run the report.
Account Type Receivable	Select this check box to include accounts receivable (customers) when you run the report.
Account Type Payable	Select this check box to include accounts payable (vendors) when you run the report.
Jobs Work In Progress	Select this check box to include open job entries when you run the report.

Field	Description
Jobs Unallocated On Account Amount	Select this check box to include jobs with unallocated on account amounts when you run the report.
Currency	<p>Select a currency from the dropdown list to calculate currency positions. The calculation will include all open job entries, unallocated invoices, G/L accounts, customers, and vendors whose currency corresponds to the currency in this field. Only G/L accounts accounts where you have selected the Currency Account field are included in the report.</p> <p>If you do not specify a currency in this field, the printout includes all jobs, G/L currency accounts, customers and vendors having a base currency different from the current company's base currency.</p>
Job Group	<p>Select the job groups to include in the report.</p> <p>These fields are applicable only for work-in-progress jobs and unallocated invoices.</p>

Unrealized Exchange Rate Variances island

Field	Description
Create G/L Entries	<p>Select this check box to create G/L entries for unrealized exchange rate variances when you print the report. These are exchange rate variances caused by changes in the exchange rates between the statement date and the registration dates of open entries. This illustrates the exchange rate variances that would have to be registered if the open entries were closed on the statement date. The exchange rate variances are shown on the printout. For a further description of the calculation of the exchange rate variances, please see the introduction to this workspace.</p> <p>If you select this check box, Maconomy creates a number of G/L entries, registering these expected exchange rate variances in your accounts. This corresponds to the information shown in the printout. However, no G/L entries are created for control accounts, as all accounts of this type are skipped in the process. The following posting process is carried out for each company</p>

Field	Description
	<p>included in the printout.</p> <ul style="list-style-type: none"> • The exchange rate variance is determined for each G/L currency account (accounts where the Currency Account field is selected) in the Selection Criteria. For each account that has a variance, Maconomy then creates a G/L entry, using the number of the account in question as the account number on the entry. The variance amount is transferred to the entry; a variance in the current company's favor results in a credit entry, and a variance in the account's favor results in a debit entry. The amounts in different currencies are as follows on this entry: <ul style="list-style-type: none"> ○ The amount in base currency is the exchange rate variance amount (converted into the company's base currency). ○ The amount in currency is zero. ○ The enterprise currency amount is calculated from the amount in base currency, using the statement date as the exchange rate date. If the enterprise currency and base currency are identical, the amount is simply transferred. However, if the enterprise currency is the same as the currency of the account, the enterprise currency amount is set to zero. <p>When all accounts have been processed, Maconomy sums up the variances found on the G/L accounts and creates an offset entry for the total variance amount found. This entry is posted to the G/L account referred to in the dimension combination specified for Unrealized G/L Exchange Rate Variances in Setup » Job Cost Setup » Dimensions » Posting References » Job Posting Reference Lines.</p> <p>The same process is carried out for each</p>

Field	Description
	<p>customer and vendor, respectively. However, the account number used on the G/L entries is different for customers and vendors.</p> <p>If you select the Jobs Work In Progress or Jobs Unallocated On Account Amount check boxes, but do not enter dimension combinations in the job posting references for these entries, an error is displayed when you run the report.</p>

Action	Description
Print	<p>If you select the Create G/L Entries check box and the Jobs Work In Progress or Jobs Unallocated On Account Amount check boxes, but do not enter an account in the job posting references for these entries, an error is displayed when you run the report.</p>

On Selection Criterion Specification (Math operator and new operators)

Single Dialogs » Set-Up » Set-up » Selection Criterion Specification single dialog workspace

Field	Description
Math Operator	<p>Select a mathematical operator from the drop-down list.</p> <p>Use this field to perform addition/subtraction/multiplication/division between two or more fields.</p>
Operator	<p>The drop-down list for this field is updated with the following values:</p> <ul style="list-style-type: none"> ▪ Outside Margin – Use this operator to check if fields are outside the specified margin (either fixed value or percentage). <p>If you choose this, Maconomy performs two-way validation. For example, if you select this option and specify a fixed margin of '5', the expression is evaluated as true if and only if the value resulting from</p>

Field	Description
	<p>applying the math operations to the specified fields falls outside the (-5; 5) range.</p> <ul style="list-style-type: none"> ▪ Above or Equal to Margin – Use this operator to check if fields are above or equal to the specified margin (either fixed value or percentage). If you choose this, Maconomy performs one-way validation. For example, if you select this option and specify a fixed margin of '5', the expression is evaluated as true if and only if the value resulting from applying the math operations to the specified fields is greater than or equal to 5. ▪ Below or Equal to Margin – Use this operator to check if fields are below or equal to the specified margin (either fixed value or percentage). If you choose this, Maconomy performs one-way validation. For example, if you select this option and specify a fixed margin of '5', the expression is evaluated as true if and only if the value resulting from applying the math operations to the specified fields is lower than or equal to 5.

Support for automatic approval for no specified approvers

Setup » Approval Hierarchies workspace » Approval Hierarchy Selections tab » Approval Hierarchy Selections Lines sub-tab » Approval Hierarchies sliding panel

Single Dialogs » Set-Up » Approval » Approval Hierarchies single dialog workspace » Approval Hierarchies tab

Field	Description
Automatic approval if no approvers specified	<p>Select this check box for an approval hierarchy with no specified approvers if you want Maconomy to perform automatic approval whenever that hierarchy is triggered.</p> <p>If this check box is not selected and an approval hierarchy with no specified approver is triggered, Maconomy displays an error message and stops the approval process.</p>

Ability to specify messages on approval hierarchy

Setup » Approval Hierarchies workspace » Approval Hierarchy Selections tab » Approval Hierarchy Selections Lines sub-tab » Approval Hierarchies sliding panel

Single Dialogs » Set-Up » Approval » Approval Hierarchies single dialog workspace » Approval Hierarchies tab

Field	Description
Show Message	Select this check box if you want Maconomy to display a custom message whenever a user selects a specific approval hierarchy.
Message	In this field, enter the text for the custom message. By default, there is a 255-character limit for this field.
Message Type	Select a message type from the drop-down list. You can choose between Error, Warning, or Remarks.

Ability to specify unchanged line reapproval requirements

Setup » Approval Hierarchies workspace » Approval Hierarchy Rules tab

Single Dialogs » Set-Up » Approval » Approval Hierarchy Rules single dialog workspace

Field	Description
Reapprove header when adding a new line	If you select this check box, Maconomy requires reapproval of any header resubmitted with added lines. You cannot select this check box if you already selected the Reapprove all when adding a new line check box, and vice versa.
Reapprove header when changing a line	If you select this check box, Maconomy requires reapproval of any header resubmitted with updated lines. You cannot select this check box if you already selected the Reapprove all when changing a line check box, and vice versa.
Reapprove header when removing a line	If you select this check box, Maconomy requires reapproval of any header resubmitted with deleted lines. You cannot select this check box if you already selected the Reapprove all when removing a line check box, and vice versa.

PO Invoice Margin Tolerance

Accounts Payable » Purchase Processes workspace » Purchase Processes section » Purchase Process tab » Purchase Order sub-tab » Allocation panel

Single Dialogs » Accounts Payable » Registration » Purchase Orders single dialog workspace » Purchase Order tab » Purchase Order Lines sub-tab

Field	Description
To Be Invoiced	<p>This field displays the amount available for invoicing in the original currency.</p> <p>Only after vendor invoice amounts are posted does Maconomy make the deduction from the amount displayed here.</p> <p>While this field is not displayed by default, you can customize the view to display it.</p>
To Be Invoiced, Base	<p>This field displays the amount available for invoicing in the base currency.</p> <p>Only after vendor invoice amounts are posted does Maconomy make the deduction from the amount displayed here.</p> <p>While this field is not displayed by default, you can customize the view to display it.</p>
To Be Invoiced, Enterprise	<p>This field displays the amount available for invoicing in the enterprise currency.</p> <p>Only after vendor invoice amounts are posted does Maconomy make the deduction from the amount displayed here.</p> <p>While this field is not displayed by default, you can customize the view to display it.</p>

Multi-Role User Improvements

Setup » Approval Hierarchies workspace » Approval Hierarchy Rules tab

Single Dialogs » Set-Up » Approval » Approval Hierarchy Rules single dialog workspace » Approval Hierarchy Rules tab

If you select the **User Information** approval type from the filter list, the following fields are added under the Approval Principles island.

Field	Description
Reapprove when: Adding a new role	Select this check box to reopen approval of a

Field	Description
	user when a role is added to that user.
Reapprove when: Changing a role	<p>Select this check box to reopen approval of a user when one of that user's roles is edited, and the edit is one of those listed in the Approval Hierarchy Rule Lines sub-tab.</p> <p>If you do not select this check box, the rule lines do not trigger reapproval. The lines are only considered for logging setup.</p>
Reapprove when: Removing a role	Select this check box to reopen approval of a user when a role is removed or deleted from that user.

Setup » Approval Hierarchies workspace » Approval Hierarchy Rules tab » Approval Hierarchy Rule Lines sub-tab

Single Dialogs » Set-Up » Approval » Approval Hierarchy Rules single dialog workspace » Approval Hierarchy Rules tab » Approval Hierarchy Rule Lines sub-tab

Field	Description
Internal Relation Name	<p>This field is updated.</p> <p>In this field, specify the internal name of a Maconomy database relation.</p> <p>If you select User Information in the filter list, you can specify one of the following relations here:</p> <ul style="list-style-type: none"> ▪ User ▪ User Role Action Information ▪ User Role
Internal Field Name	<p>This field is updated.</p> <p>In this field, specify the internal name for a database field in the relation you specified in the Internal Relation Name field.</p> <p>Since you can now specify User Role Action Information and User Role in the Internal Relation Name field, it follows that you can specify their corresponding fields here.</p>

Setup » Users workspace » Users section » User Information tab

Single Dialogs » Set-Up » Access Control » Users single dialog workspace » Users tab

Action	Description
Reset User Setup	<p>Click this action to reset a user's setup. Resetting setup deletes all of the user's roles and creates a new set of roles based on the user type you specify.</p> <p>Note: When you click this action from the Users workspace, the Reset User Setup wizard opens. In the wizard, specify the new user type you want to use in the Type field.</p>

Single Dialogs » Set-Up » Access Control » Users single dialog workspace » Users tab

The following field is added under the Reset User Setup island.

Field	Description
New User Type	In this field, specify the user type that you want to use when you click the Reset User Setup action.

Setup » Users workspace » Users section » User Information tab » Roles sub-tab » Role Information panel

Single Dialogs > Set-Up > Access Control > User Roles single dialog workspace > User Role tab

The following fields are added under the Template Role island.

Field	Description
Username	<p>If you used a template user to create a role, this field displays the template user name.</p> <p>If you created or copied the role manually, this field is left blank.</p>
Role Name	<p>If you used a template user to create a role, this field displays the name of a specific role from the template user.</p> <p>If you created or copied the role manually, this field is left blank.</p>

Setup » Users workspace » Users section » User Information tab » Roles sub-tab

Single Dialogs » Set-Up » Access Control » User Roles single dialog workspace » User Role tab

Action	Description
--------	-------------

Action	Description
Copy User Role	Click this action to copy a role from a user. Note: When you click this action from the Users workspace, the Copy User Role wizard opens. In the wizard, fill out the To Username and New Role Name fields.

Single Dialogs » Set-Up » Access Control » User Roles single dialog workspace » User Role tab

The following fields are added under the Copy User Role island.

Field	Description
To Username	In this field, specify the user to whom you want to copy the role. If you leave this blank, Maconomy copies the role to the current user.
New Role Name	In this field, specify the name of the new role. If you leave this blank, Maconomy uses the name of the copied role.

Bankruptcy Management

General Ledger » Bankruptcy Management » Accounting » General Journal tab

Journal island

Field	Description
Journal No.	This field shows the journal number.
Created By	This field shows the name of the user who created this journal.
Created On	This field shows the date this journal was created.
Submitted by	This field shows the name of the user who submitted this journal.
Fiscal Year	This field shows the fiscal year to which this journal is assigned.
Balance	This field shows the journal's balance in the base currency of the company responsible for the current journal. The currency is displayed in the Base Currency field on the Company

Field	Description
	island. Maconomy updates the balance every time you complete an entry line. A general journal can only be posted when the balance is zero in both the base currency for the current company and the enterprise currency. This guarantees that the debit and credit amounts are always the same.

Company island

Field	Description
Company No.	This field shows the number of the company responsible for the general journal.
Company Name	This field shows the name of the company displayed in the Company No. field above.

Batch Total island

Field	Description
Control	<p>This field shows the control sum that is the expected total of all the entries in the journal. The amount is specified in the base currency of the company that created the journal. The batch total is the total of all the values in the Debit and Credit fields in the journal lines. Both debit and credit entries are calculated as positive figures.</p> <p>If you enter a control sum, the general journal can only be posted if the total is the same as the batch total calculated by Maconomy. This is displayed in the Current field. The value in the Balance field must be zero. If the control sum is zero, the batch total is ignored. A journal can only be posted if the total of debit entries is equal to the total of credit entries.</p>
Current	This field shows the batch total calculated by Maconomy. It is the total of the values entered in the Debit and Credit fields in the journal. The batch total is shown in the base currency of the company that created the journal.
Balance	This field shows the difference between the amounts in the Control and Current fields.

Field	Description
	The amount is shown in the base currency of the company that created the journal. If you have entered an amount in the Control field, the journal cannot be posted unless the values in this field and in the Balance field in the Journal island are both zero.

Action	Description
New Journal	Use this action to create a new journal.
Print Journal	Use this action to print the selected journal.
Post	Use this action to post the selected journal.
Submit	Use this action to submit the selected journal.
Reopen	Use this action to reopen the selected journal.
Delete All Journal Lines	Use this action to delete all journal lines in the selected journal.
Attach Document	<p>Use this action to attach a document to the general journal. For example, this could be a scanned voucher or invoice which serves as documentation for the general journal.</p> <p>Note: You can only attach one document per journal, so if you try and add a new document when one is already attached, a dialog displays to give you an option to replace the current document with the new document. The current document is permanently deleted when the new document is attached.</p> <p>Documents are attached at a journal level, and not a table line level. All the lines refer to the same attached document.</p>
View Document	Use this action to display the document attached to the general journal.
Import	Use this action to open the import wizard to enable users to import data from files.

General Ledger » Bankruptcy Management » Accounting » Entries sub-tab

Field	
Entry Date	<p>Enter the entry date. The first entry you enter in a journal determines to which period the journal is posted.</p> <p>Note: All lines regarding the same transaction number must be assigned the same entry date.</p>
Trans. No.	This field shows the entry's transaction number.
Description	Enter a description for the entry.
Std. Description	<p>Select a standardized text describing the entry. This is useful if you use the same text on several entries.</p> <p>Standard texts are created in the</p>
GRP	<p>Select one of the following options from the dropdown list:</p> <ul style="list-style-type: none"> • G (General Ledger) – Select this option if this is a G/L entry without relevance to a customer or vendor. • R (Accounts Receivable) – Select this option if the entry is a customer entry, which means it is entered to the customer's control account in the G/L module and to the customer's account in the Accounts Receivable module. The reference to the control account is retrieved from the Control Account field in the Payment Information workspace in the Accounts Receivable module. If you select this option and enter an invoice number in the Invoice No. field, Maconomy automatically enters the customer number of the relevant customer in the Account No. field. • P (Accounts Payable) — Select this option if the entry is a vendor entry, which means it is entered to the vendor's control account in the G/L module and to the vendor's account in the Accounts Payable module. The reference to the control account is retrieved from the Control Account field in the Payment Control workspace in the Accounts Payable

Field	
	<p>module.</p> <p>This field is ignored if you leave the Account No. field blank and specify a job in the Job No. field.</p>
Account No.	<p>Enter the account number to which the entry is posted. If you wish to create a job entry, leave this field blank and enter a job number in the Job No. field. If you specify both an account number and a job number, the dimension derivation process includes derivation of dimensions from the specified job. The entry is considered a G/L, customer, or vendor entry. Although the entries created are stamped with the job number, no entries will be created in the Job Cost module. Even if both a job and an account are specified, the tax code is derived from the account.</p> <p>If the GRP field shows one of the following:</p> <ul style="list-style-type: none"> • G — Enter a G/L account number. • R — Enter an A/R (Customer) account number. If you enter an invoice number in the Invoice No. field, Maconomy automatically enters the customer number in this field. However, when creating lines regarding invoice reconciliation, you can also specify a customer number here. If you do so, the Find Invoice window in the Recon. Invoice No. field show only invoices relating to the customer in question. • P — Enter an A/P (Vendor) account number. <p>Maconomy verifies that the specified account exists in the module in question. Maconomy checks that the combination of dimensions indicated on the general journal line is a valid allocation combination. Valid allocation combinations are defined in the G/L Allocation Combinations and Company Allocation Combinations workspaces.</p> <p>If the current account is a G/L account, and if an allocation code has been entered on the account information card of the current account, this code is automatically used on the general journal line, unless an allocation code has already been specified.</p>

Field	
Local Account No.	This field shows the local account number.
Debit	<p>This field shows the entry's amount in the G/L account's currency, provided that the entry is a debit entry. You cannot change the value of posted entries. If you create a new line in the window, it is necessary to enter either a debit or a credit amount.</p> <p>Note: A debit entry on the G/L account normally appears as a credit entry on the account statement.</p>
Credit	<p>This field shows the amount of the entry in the currency of the G/L account, provided that the entry is a credit entry. You cannot change the value of the posted entries. If you create a new line in the window, it is necessary to enter either a debit or a credit amount.</p> <p>Note: A credit entry on the G/L account normally appears as a debit entry on the account statement.</p>
Offset	<p>Select the offsetting entry. If none of the pre-defined offset codes apply, leave the field blank. You can then enter the offsetting code on the next line.</p> <p>Offset codes are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p> <p>Dimensions specified on the line are also registered to the offsetting entry.</p> <p>In the General Journal tab, you can select one of the five possible offset codes for which Maconomy shows a continuous update of entry total and resulting balance.</p>
Local Spec. 1-3	<p>Enter a value.</p> <p>When dimension values are derived to the Entries sub-tab, the value in this field is used as a context value for the Local Specification dimension. In some cases, it may be transferred to table lines.</p> <p>For more information on context values and the cases where context values are derived, see the Deriving Dimensions section.</p>

Field	
Local Spec. Description 1-3	These fields show the descriptions of the local spec. 1-3 values shown in the Local Spec. 1-3 fields.
Currency	<p>Select the original currency of the entry, if it involves a currency transaction (such as payments from foreign customers). The transaction normally shows the amount in both the foreign currency and the base currency of the company responsible for the current journal.</p> <p>The entry is then registered in both the company base currency, in the foreign currency, and in the enterprise currency. If the entry is a customer or vendor entry, the base amount is converted to the customer or vendor's standard currency when it is posted to the accounts receivable or accounts payable modules.</p>
Currency Amount	<p>Enter the entry amount in the currency, if the entry is a currency entry.</p> <p>A credit amount is entered as a negative figure. You can enter amounts in more than one of these fields on the same line. If you specify amounts in more than one field, Maconomy uses a fixed order of priority to decide which amount should be copied to the other amount fields. This order of priority is described in more detail in the description of the Debit field. It also describes how the amounts in all currencies within the same transaction number are balanced.</p>

General Ledger » Bankruptcy Management » Claims » Claim Handling

Claim Amounts island

Field	Description
Total	This field shows the total sum for each column for all priorities.

Assets island

Field	Description
-------	-------------

Field	Description
Total Assets	This field shows the bankrupt company's total amount of assets. This field serves no functional purpose and is intended only for informational purposes.

Currency island

Field	Description
Base Currency	This field shows the currency used as base currency.
Exchange Rate Date	Enter the date to be used to calculate currency conversions for the claim.
Exchange Rate Table	Select the exchange to be used with the exchange rate date to calculate currency conversions for the claim.

Action	Description
Select for Payment	Use this action to open the wizard for determining the percentage or distribution amount to be paid.
Transfer for Payment	Use this action to open the wizard for creating a general journal entry for the claim payment.
Deselect for Payment	Use this action to delete the values in the Selected for Payment field for all entries in General Ledger » Bankruptcy Management » Claims » Claims .
Import	Use this action to open the import wizard to enable users to import data from files. You can import a file containing information on claims, vendors, and company vendors.

General Ledger » Bankruptcy Management » Claims » Claims sub-tab

Field	Description
Created on	This field shows the date the entry was created.

Field	Description
Vendor No.	Enter the vendor number of the claimant to be paid.
Vendor Name	This field shows the name of the vendor shown in the Vendor No. field on the current line.
Currency	Select the currency of the claim amount to be paid.
Priority	Select a priority level for this claim. Priority levels determine which vendors should be paid first.
Claim Date	Select the date the claim was created.
Recommended for Approval	Enter the initial estimated claim amount.
Negotiation Date	Select the date when the law firm and vendor negotiate the claim amount the company must pay.
Approved Claim Amount	Enter the approved claim amount after negotiation.
Rejected Claim Amount	This field shows the claim amount that is not paid to the vendor.
Selected for Payment	Enter the claim amount to pay to the vendor. You can enter a partial or the full amount of the claim.
Transferred for Payment	This field shows the claim amount that is reported to the appropriate entity handling the actual payment to the claimant.
Remainder	This field shows the remaining amount to be paid to the claimant.
Local Spec. 3	<p>Enter a value for the Local Specification 3 dimension.</p> <p>When dimension values are derived to the Entries sub-tab, the value in this field is used as a context value for the Local Specification 3 dimension. It can be transferred to lines in the sub-tab. For more information about context values and where they are derived, see the Deriving Dimensions section.</p>
Local Spec. 3 Description	Enter a description of the Local Specification

Field	Description
	3 value.
Remark 1-5	In these fields, enter additional descriptive information. These fields are not displayed by default, but the view can be customized to display it.
Date 1-5	In these fields, enter dates that are relevant to the claim or company. These fields are not displayed by default, but the view can be customized to display it.
Amount 1-5	In these fields, enter amounts connected to the claim. These fields are not displayed by default, but the view can be customized to display it.
Boolean 1-5	In these fields, assign attributes to the claim. These fields are not displayed by default, but the view can be customized to display it.
Integer 1-5	In these fields, enter integer information that is relevant to the claim or company. These fields are not displayed by default, but the view can be customized to display it.

General Ledger » Bankruptcy Management » Claims » Base Currency Amounts sliding panel

Base Currency Amounts island

Field	Description
Original Claim Amount, Base	This field shows the original claim amount in the base currency.
Recommended For Approval, Base	This field shows the recommended claim amount in the base currency.
Approved Claim Amount, Base	This field shows the approved claim amount in the base currency.
Rejected Claim Amount, Base	This field shows the rejected claim amount in the base currency.

Field	Description
Selected For Payment, Base	This field shows the claim amount that is paid to the claimant in the base currency.
Transferred For Payment, Base	This field shows the claim amount that is posted to the general journal in the base currency.
Remainder, Base	This field shows the remaining claim amount that should be paid to the claimant in the base currency.

Currency island

Field	Description
Base Currency	This field shows the company's base currency.
Exchange Rate Date	This field shows the date when exchange rates are used for converting amounts from one currency to another on the current line.
Exchange Rate Table	This field shows the exchange rate table used for converting amounts from one currency to another on the current line.

General Ledger » Bankruptcy Management » Vendors » List of Vendors

Action	Description
New Company Specific Vendor	Use this action to create a vendor connected to this company.
Import	Use this action to open the import wizard to enable users to import data from files.

General Ledger » Bankruptcy Management » Vendors » Information tab

Vendor island

Field	Description
Vendor No.	This field shows the vendor's number, name, and address.
Attn.	Enter the name of the vendor's contact person. Shipping information is addressed to

Field	Description
	this person. This information is used on printouts.
Country	<p>Enter the vendor's country. The information is for reference, and it can be used to generate statistics.</p> <p>Countries are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Phone	Enter the vendor's phone number. This information is used for reference.
Fax	Enter the vendor's fax number. This information is used for reference.
Telex	Enter the vendor's telex number. This information is used for reference.
Giro	Enter the vendor's postal giro number. This information is used for reference.
E-mail	Enter the vendor's e-mail address. This information is used for reference.

General Information island

Field	Description
Department	Enter the department that receives items purchased from this vendor.
Language	<p>Enter the vendor's language. The language is used for printouts and statistics.</p> <p>Language codes are maintained in the Language field in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Currency	<p>Select the vendor's standard currency. All vendor transactions are converted into the vendor's standard currency. This currency is also used when paying the vendor. You can print and send account statements in the vendor's own currency.</p> <p>All vendor transactions are registered in the following currencies:</p> <ul style="list-style-type: none"> • Standard Currency – The currency the vendor has requested to use.

Field	Description
	<p>This is also used for payments to the vendor.</p> <ul style="list-style-type: none"> • Company Base Currency – The currency selected as base currency for the company responsible for a given transaction. • Enterprise Currency – The currency selected as the enterprise currency in the System Information section in the Set-Up workspace. • Original Currency – The original currency of a given transaction. <p>The Currency field cannot be changed if entries have been posted or are ready to be posted to the vendor. This is a precaution against inconsistencies.</p> <p>Currencies are maintained in the Currencies field in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Vendor Group	<p>Select the vendor group this vendor belongs to. This field is used to classify vendors, for example, by trade.</p> <p>Vendor groups are maintained in the Vendor Groups field in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Enterprise	<p>Enter an enterprise. The specified value is used by default when a purchase order or vendor invoice is created.</p> <p>Enterprises are maintained in the Enterprises field in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Segment	<p>Enter a segment. The specified value is used by default when a purchase order or vendor invoice is created.</p> <p>Segments are maintained in the Segments field in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Area	<p>Enter the vendor's area. This is used by default when a purchase order or vendor invoice is created.</p> <p>Areas are maintained in the Area field in Setup » System Setup » Parameters and</p>

Field	Description
	Numbers » Popup Fields.
Comp. Reg. No.	<p>If the vendor is a company, enter the vendor's company registration number. If you enter a number that is already in use, Maconomy displays a warning.</p> <p>If you entered company registration number validation rules for the vendor's country in Setup » System Setup » Validation » Rules of Validation, Maconomy verifies that the company registration number complies with your validation rules.</p>
CNR No.	<p>If the vendor is an individual, enter the vendor's CNR number, social security, or federal ID number. If you enter a CNR number that is already in use, Maconomy displays a warning.</p>
Standard Allocation Code	<p>Enter a standard allocation code to apply to the company-specific vendor. The allocation code is automatically used when creating vendor invoices, if no other allocation code is manually entered at invoice creation.</p>
Status	<p>This field shows whether the vendor is active or inactive. If the vendor is active, they can be used in all area stipulated by the Allow fields. If inactive, the vendor cannot be used.</p>
First Activation Date	<p>If the vendor is active, this field shows the date the vendor was activated.</p> <p>If the vendor is inactive, this field shows the date interval when the vendor was active.</p>

Parent Vendor island

Field	Description
Parent Vendor	<p>Enter the number of the vendor chosen as the parent vendor of the current vendor. By entering a parent vendor in this field and a linking rule in the Linking Rule field below, information can be copied from the parent vendor to the new vendor. This avoids the entering of similar information on several vendors.</p> <p>If a template or standard vendor has been specified in the System Information</p>

Field	Description
	<p>workspace or Company Information workspace, this field is provided with the number of the template/standard vendor when creating a vendor.</p> <p>After entering a name for the new vendor, if you have specified a standard linking rule between the Creditor and Creditor relations in Setup » System Setup » Linking Rules » Linking Rules, press ENTER to copy the information specified in the Linking Rule from the template or standard vendor to the new vendor.</p> <p>If you do not wish to apply information from the template or standard vendor to new vendors, you can change the vendor number manually.</p> <p>This field also displays the name of the specified parent vendor.</p>
Linking Rule	<p>Enter the linking to be used between the parent vendor and the new vendor.</p> <p>If you have specified a parent vendor in the Vendor No. field above and you do not specify a linking rule in this field, Maconomy uses a standard linking rule created between the Creditor and Creditor relations in Setup » System Setup » Linking Rules » Linking Rules, if any. If no standard linking rule is created, Maconomy displays an error message asking you to create a linking rule.</p> <p>Linking rules contain information about what information should be copied from a parent vendor to the current vendor. Linking rules are maintained in Setup » System Setup » Linking Rules » Linking Rules.</p> <p>For further information about linking rule creation, usage, and rules concerning the copying of field information from parent vendors, see the description of the Linking Rules section in the Set-Up module.</p>
Company Specific Linking	<p>Enter the linking rule you want to use for the current company-specific vendor and its parent vendor. If you do not complete this field and a linking rule has been created between the Creditor and Company Creditor relations, which is used as a standard linking rule, the field is completed automatically with the name of the associated standard linking</p>

Field	Description
	rule. If no standard linking rule has been created, Maconomy displays an error message asking you to create a usable linking rule.

General Ledger » Bankruptcy Management » Vendors » Payment sliding panel

Payment Control island

Field	Description
Payment Mode	<p>This field shows the vendor's payment mode. The payment mode is used to point to a G/L account, select which payment form to use, and control automatic payment. The payment mode is used when you register vendor invoices.</p> <p>When you approve a payment selection, Maconomy uses the vendor invoice's payment mode to find the G/L account and other dimensions to which the payment should be posted, that is, from where payment is taken.</p>
Pmt. Terms	<p>This field shows the payment terms that applies to the vendor. The payment terms are used to calculate the invoice due date when you enter vendor invoices.</p>
Cash Discount Payment	<p>This field shows the assigned cash discount payment assigned to the current vendor.</p> <p>Maconomy uses the selected cash discount condition when paying for vendor invoices. If you do not select a condition, cash discounts are not calculated for the current vendor.</p> <p>Cash discount conditions are created in the Cash Discount Codes field at Setup » System Setup » Parameters and Numbers » Popup Fields.</p> <p>For more information on cash discount conditions, refer to the System Setup workspace.</p>
Giro No.	<p>This field shows the company-specific vendor's giro account number if it is from a state or country with a regional or national giro system. This information is used as reference.</p>

Field	Description
Reg. No.	This field shows the company-specific vendor's bank registration number. This number is used as reference and for electronic payments.
Bank Acct. No.	This field shows the company-specific vendor's bank account number. This number is used as reference and for electronic payments.
BACS No.	This field shows the company-specific vendor's number for automated clearing service. This number is used as reference and for electronic payments.
CPC No.	This field shows the company-specific vendor's common payment card number, if applicable. This number is used as reference and for electronic payments.
Card Type Code	This field shows the vendor's card type code. The code is transferred to vendor invoices when they are entered. This code is used for electronic payments.
Payer Identification	This field shows the vendor's payer identification code. It is transferred to vendor invoices when they are entered. This identification is used for electronic payments.
Company Tax Code	<p>This field shows the vendor's tax code type. Company tax codes are created in Setup » System Setup » Parameters and Numbers » Popup Fields.</p> <p>Maconomy uses this field to determine the tax code to be used in calculating tax for the current company-specific vendor.</p>
EU Trade Type	This field shows the vendor's trade. If the trade type is Triangulation , this implies that the vendor is an agent for a vendor in another EU country and an end customer in a third EU country. In this type of trade, the invoice amount is not included in the EU purchases in the vendor's tax specification.
Tax No.	This field shows the vendor's tax number used for claim payments.
Control Account	This field shows the control account number.

Field	Description
Responsible	This field shows the employee responsible for the vendor. If not specified, Maconomy copies the responsible person from the company-specific vendor to the invoice when the invoice is created.
Tax	This field shows the tax amount on each claim.
Auto. Approval	This field shows whether claim payments from this vendor should be approved automatically. If you select this check box, all invoices from the vendor are automatically approved for payment. However, you can deselect the field for individual invoices.

Payment Status island

Field	Description
Selected for Payment	This field shows whether the entry is for a claim payment made by the company-specific vendor. Maconomy selects this check box when you make a payment selection. Payment selections are entered in the Payment Selection and Change Payment Selection by Vendor workspaces in the Banking module. The value cannot be changed.
No. Entries Selected	This field shows how many entries are selected for payment. Maconomy enters the value automatically. It cannot be changed.
No. of Entries Being Paid	This field shows the number of entries being paid. The field is automatically completed by Maconomy and cannot be altered. An entry is under payment if it is included in a payment file created in the Payment Files workspace, or if a check has been printed out in the Print Check workspace. The entry is no longer under payment when it has been approved.

Bank island

Field	Description
Address	This field shows the address of the company-

Field	Description
	specific vendor's bank. It is used for electronic payments to foreign vendors.
SWIFT	This field shows the vendor's SWIFT code. The SWIFT code is used for electronic payments to foreign vendors.

Balance island

Field	Description
Balance, Currency	This field shows the company-specific vendor's immediate balance in standard currency. The balance is updated when journals with entries for the current vendor are posted. The field is filled in automatically and cannot be changed.
Balance, Base	This field shows the company-specific vendor's balance in base currency. Maconomy updates the balance when you post journals with vendor entries. It cannot be changed.

General Ledger » Bankruptcy Management » Vendors » Payment Mode sliding panel

Payment Mode island

Field	Description
Name	This field shows the name of the new payment mode you created.
Description	This field shows a detailed description of the payment mode. Maconomy shows the text with the name when you use the payment mode.
Payment Form	<p>This field shows the payment form you chose to use. All payment forms except Conventional payment are electronic payment forms.</p> <p>Payment formats and payment forms can be created by importing formats using the Import Payment Forms program. For further information, see the detailed description of the current electronic payment format.</p>

Field	Description
Payment Agent	This field shows the payment agent. Maconomy verifies whether the payment agent supports the selected payment form. Payment agents are created in the Payment Agents workspace.
Check Book	This field shows the checks assigned to your check book. Check books are created in Setup » System Setup » Parameters and Numbers » Popup Fields .
Card Type Code	This field shows the card type code with which the current payment mode is usually applied. The field is for information only and does not limit the use of the payment mode to the specified card type code.

Payment Control island

Field	Description
Blanket Payment	<p>This field shows whether Maconomy should make a blanket (combined) payment, even if more payments may be involved.</p> <p>Blanket payment are payments with identical pay to vendor, delivery vendor, and due date are combined into a single payment. For more information, refer to the Blanket Payment by Deliv. Vendor field description.</p>
Calculate Sum per Payment Order	<p>This field is only used if the Blanket Payment and Notify Payment Recipient check boxes are also selected.</p> <p>This field indicates whether Maconomy allows all payment orders to contain an amount, which corresponds to the total amount of the assigned remittance lines. If you do not select this field, the total amount is assigned to the first payment order, and any payment order which may be created for remittance-related reasons will contain a zero amount in this field.</p>
Blanket Payment by Deliv. Vendor	<p>This field applies if you have selected the Blanket Payment check box.</p> <p>This field shows whether Maconomy should group blanket payments by delivery vendor, that is, the vendor which delivered the goods</p>

Field	Description
	or services. This means that a blanket payment to pay to a vendor is divided into one payment order per delivery vendor.
Blanket Payment by Company of Origin	<p>This field applies if you have selected the Blanket Payment check box.</p> <p>This field indicates whether Maconomy should group blanket payments by company of origin, that is, the company to which a vendor invoice is sent. This means that a blanket payment to a vendor is divided into one payment order per company of origin.</p>
Include Payment Orders with 0 Balance	<p>This field shows whether Maconomy allows printing of payment orders with zero balance.</p> <p>This field is applicable only if the current payment form allows zero balance payment orders to be printed out.</p>
Reconcile Payment Orders with 0 Balance	This field shows whether Maconomy should suggest that payment orders with zero balance are automatically reconciled with corresponding open entries when the payment selection is created. This situation can arise, for example, if a vendor invoice and a vendor credit memo exist for the same amount.
Allow Invoices	This field shows whether the current payment mode is used for paying invoices for a vendor. If you did not select this check box, you cannot choose this payment mode when entering an invoice on a vendor, for example, in the Vendor Invoices workspace.
Allow Credit Memos	This field shows whether the current payment mode is used for paying or offsetting credit memos for a vendor. If you did not select this check box, you cannot choose this payment mode when entering a credit memo (a debit entry) for a vendor.
Mandatory Credit Memo Reference	This field shows whether a credit memo is linked to a vendor invoice. This ensures correct reconciliation. The reference is set up in the Reference Invoice island on the vendor invoice.
Omit Payment Reporting	This field shows whether the payment orders are automatically approved. If this check box and the Create Entries Being Paid check

Field	Description
	<p>box are not selected, the automatic printing of checks results in the creation of a payment line which can then be approved or error reported in the Payment Reporting workspace.</p> <p>When the payment journal from an automatically printed check or a manually created check is posted, a number of entries are created on both the bank account and the A/P control account, and also on the vendor in question.</p> <p>If you use bank reconciliation, a bank reconciliation line is also created.</p> <p>If a payment is reconciled in the Bank Reconciliations workspace, the payment line in question is approved and is visible in the Payment Reporting workspace. If the payment of such a payment line is approved in the Payment Reporting workspace, the line is marked as processed, and will no longer be available in the Payment Reporting workspace.</p> <p>However, if the payment is reported as an error, a general journal is automatically created. This journal offsets the bank account by the check amount, including any exchange rate variance and cash discount. Furthermore, an entry is made on the vendor for each vendor invoice or credit memo covered by the payment.</p> <p>Note: The bank reconciliation line is not deleted. A new line with the sign inverted is created, ensuring the consistency between the G/L entries and the statement.</p>
Aut. Appr. of Read Payment Status	<p>This field shows whether the registration of a read payment status is automatically approved, and the necessary journals are created by Maconomy. If this field is disabled, read payment statuses must be approved manually.</p>
Create Entries Being Paid	<p>When a company sends payment orders to a payment agent, the company can choose to debit certain accounts by the amounts until the payment agent has reported the amounts which are actually being withdrawn from the bank accounts.</p> <p>If you select this check box, a number of</p>

Field	Description
	<p>entries are posted to the Being Paid account specified in the A/P Control Account pop-up field and on the Account, Being Paid account specified in the External Accounts workspace. When the payment agent has reported the specified payment orders, the entries can be transferred from these suspense accounts to the relevant G/L accounts.</p> <p>If this field is disabled, entries are automatically made on both bank account and A/P control account, and also on the vendor in question. If you use bank reconciliation, a bank reconciliation line is also created. For further information about this functionality, see the description of the Omit Payment Reporting field.</p>

Remittance island

Field	Description
Notify Payment Recipient	<p>This field shows whether the recipient of the payment receives remittance when payment is carried out.</p> <p>You can only create remittance lines if the current payment form supports remittance. Recipient notification is always allowed for payment by check. For more information, see the detailed description of electronic payment in the selected payment format.</p>
Create Remittance Lines	<p>In connection with check printing, you can choose how to notify the recipient.</p> <p>This field shows whether every payment order results in remittance lines containing a specification of the vendor invoices included in the current payment order. The advantage of this form of remittance is that you can freely choose which information should be included in the remittance, and the information can depend on the payment mode selected.</p> <p>If you do not select this check box, you must use Maconomy's layout tools to add fields to the check layout. If you use a layout created using Maconomy's layout editing tools, you can format the remittance freely. For example, you can create a format using proportionally spaced fonts.</p>

Field	Description
	If you select the Blanket Payment check box in the Payment Control island, Maconomy automatically creates more payment orders if the number of vendor invoices and credit memos exceeds the number of allowed lines on a payment order.
Multiple Fields per Line	<p>This field shows whether multiple fields per line is allowed. If the length of the remittance text is less than the maximum characters allowed (as given in the Max. Characters per Line field), you can choose that the remittance lines should contain information about more than one vendor invoice. Maconomy calculates the number of invoices allowed on each remittance line.</p> <p>Note: You cannot have multiple fields per line if you use footers in your remittance text.</p>
Print Two Remittance Blocks	<p>This field is used only in connection with payment by check.</p> <p>This field shows whether all remittance lines are printed out in two consecutive blocks.</p>
Max. Number of Lines per Payment Order	<p>If the selected payment form allows remittance, this field shows the maximum number of remittance lines allowed for the assigned payment order.</p> <p>For payments by check, you can enter the maximum number of remittance lines which fit on a check. Maconomy automatically creates new payment orders if the remittance lines do not fit on one check. If, for instance, 10 vendor invoices are to be paid by check and the remittance text takes up seven lines, but the check can only hold four lines, Maconomy breaks the payment order in two and prints two checks that add up to the full amount.</p>
Max. Characters per Line	If the selected payment form allows remittance, this field shows the maximum number of characters allowed on a remittance line. If you are paying by check and selected the Create Remittance Lines check box, you should enter a maximum number of characters on a remittance line in this field.
Text for Void Checks	This field shows the text to use on void checks. A check is void if the amount is zero.

Access Level island

Field	Description
Access Level	<p>This field shows the name of the access level. Users only have access to information about the current payment mode if they have been assigned to this or a higher access level in Setup » Users » Setup » Access Levels Fields.</p> <p>You can only specify the payment mode on vendors if you has access to the payment mode. You can also only see information of payment modes to which you have access. Additionally, you must have access to the access level specified for the payment mode's payment agent to have access to the current payment mode.</p> <p>Note: This access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to payment modes may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, refer to the Introduction to the Access Control section in the Set-Up module.</p>

Electronic Payment Control island

Field	Description
Description	This field shows information defined in the payment format. For more information, refer to the detailed description of the current electronic payment format.
Popup	This field shows values defined in the payment format. The type of information you select here and the value you enter in the Value field may be transferred to the payment files created using the current payment mode. For more information about the specific values, refer to the detailed description of the current electronic payment format.
Value	This field shows values that may be transferred to the payment files created using the current payment mode. For more information, refer to the detailed description of electronic payment in the selected payment

Field	Description
	format.

General Ledger » Bankruptcy Management » Customers » List of Customers

Action	Description
New Company Specific Customer	Use this action to create a customer connected to this company.
Import	Use this action to open the import wizard to enable users to import data from files.

General Ledger » Bankruptcy Management » Customers » Information tab

Customer island

Field	Description
Customer No.	This field shows the customer's name, unique customer number, and address.
Attn.	Enter the name of the customer's contact person.
Country	Enter the customer's country. Countries are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields .
Phone	Enter the customer's phone number. This information is used for reference.
Fax	Enter the customer's fax number. This information is used for reference.
Telex	Enter the customer's telex number. This information is used for reference.
Giro	Enter the customer's postal giro number. This information is used for reference.
E-mail	Enter the customer's e-mail address. This information is used for reference.
Status	This field shows whether the customer is active or inactive. Active customers are used in all areas stipulated by the Allow fields. Inactive customers cannot be used.

Parent Customer island

Field	Description
Customer No.	This field shows the current customer's name, number, and address.
Name	Enter the name of the parent customer.
Linking Rule	<p>Enter the linking rule to use for the current company-specific customer and its parent customer.</p> <p>If you have specified a parent customer in the Customer No. field and you do not specify a linking rule in this field, Maconomy uses the standard linking rule created between the Customer and Company Customer relations in Setup » System Setup » Linking Rules » Linking Rules, if any. If no standard linking rule is created, Maconomy displays an error message asking you to create a linking rule.</p> <p>Linking rules contain information about what information should be copied from a parent customer to the current customer. Linking rules are maintained in Setup » System Setup » Linking Rules » Linking Rules.</p> <p>For more information about linking rule creation, usage, and rules regarding the copying of field information from parent customers, see the description of the Linking Rules section in the System Setup workspace.</p>
Company Specific Linking	<p>In this field, specify the linking rule to use for the current company-specific customer. Linking rules contain information about what information should be copied from a parent customer to the current company-specific customer.</p> <p>If you do not complete this field and a linking rule has been created between the Customer and Company Customer relations, which is used as a standard linking rule, the field is completed automatically with the name of the associated standard linking rule.</p> <p>Linking rules are maintained in Setup » System Setup » Linking Rules » Linking Rules.</p> <p>For more information about linking rule creation, usage, and rules regarding the</p>

Field	Description
	copying of field information from parent customers, see the description of the Linking Rules section in the System Setup workspace.

General Ledger » Bankruptcy Management » Employees » List of Employees

Action	Description
New Employee	Use this action to create an employee connected to this company.
Import	Use this action to open the import wizard and import data from files.

General Ledger » Bankruptcy Management » Employees » Employee Employee Information island

Field	Description
Employee No.	This field shows the employee's name, employee number, and address.
Phone	Enter the employee's phone number.
Mobile	Enter the employee's mobile phone number.
E-mail	Enter the employee's email address.
Date Employed	Enter the date the employee started working for you.
Position	Enter the position currently held by the employee.
Profession	Enter the employee's profession.
Supervisor	In this field, assign a supervisor to the employee. Enter the supervisor's name and employee number.
Country	Enter the employee's country.

Creation island

Field	Description
Template Empl.	If you enter the number of an existing employee here, information from this employee will be copied when you create an employee. Fields where you have already entered a value are not overwritten. The employee name and number appear.
Linking Rule	Use this field to enter a linking rule that describes the linking from the template employee to the new employee. If no value is entered, the standard linking rule is used. You must enter a linking rule if you have entered a template employee.

General Ledger » Bankruptcy Management » Lookup » Finance » Entry

Entry Information island

Field	Description
Entry Date	This field shows the date the entry was created.
Entry Description	This field shows the description of the entry.
Transaction	This field shows the type of transaction.
Journal	This field shows the journal to which the entry is posted.
Journal Line No.	This field shows the journal line number to which the entry is posted.
Open/Closed	This field shows whether the current G/L entry is open or closed. When entries on the account are reconciled, their status is changed from Open to Closed .
Reference Date	This field shows the reference date for the current entry. The reference date can be manually specified on G/L journals and vendor invoices. The reference date is automatically set to the job or cost entry date for job-related entries. This occurs when the job or cost entry date differs from the G/L entry date.
Posted	This field shows the date and time on which the general journal is posted and the username of the person who posted it.

Field	Description
Prior-Period	This field shows the entry's prior-period.
Quantity	This field shows the quantity registered to the entry, if applicable.
Quantity 2	This field shows the quantity 2 registered to the entry, if applicable.
Aut. Entry	This field shows whether the account number has been supplied by means of a posting reference. If you selected this field, the user specified an account number manually in the General Journal, Invoice Allocation, or Reallocate Invoices workspaces. You can check whether manual postings have been made on control accounts.

Amounts island

Field	Description
Base	This field shows the entry amount in the base currency.
Account	This field shows the account number.
Enterprise	This field shows the entry amount in enterprise currency.
Original	<p>This field shows the entry amount in the currency that the entry was registered in.</p> <p>For example, the value in this field is derived from the Currency Amount field if the entry originates from a general journal entry; the currency specified on the vendor invoice, if the entry originates from a vendor invoice; or the currency on the invoice, if the entry was created upon the posting of an invoice.</p>

Tax island

Field	Description
Entry Type	<p>If the current entry is related to tax calculation, this field shows the nature of the relation.</p> <p>If the entry type is Tax Receivable or Tax</p>

Field	Description
	Payable , it is a tax entry created in connection with tax calculation for sales or purchases. If the entry type is Tax Basis , the entry is a G/L entry on the basis of which tax entries have been created, for instance the G/L entry representing an invoice for taxable items. If the field contains a different value, the entry is a tax entry for one of the tax types set up in the Tax Codes and G/L Tax Codes workspaces.
EU Tax	If the entry type is Tax Basic , this field shows a value if the related tax code is an EU tax code.
Nature of Tax	<p>This field shows the nature of tax to which the G/L entries must be posted and included in the printout. See the G/L Tax Codes workspace for a description of nature of tax.</p> <p>When posting invoices and credit memos, the nature of tax from the tax code of each invoice or credit memo line is transferred to the tax basis entries created. The nature of tax is used in the tax settlement for distinguishing between taxable, tax exempt, and export related entries.</p> <p>This field specifies whether invoice and credit memo lines using the current tax code are a part of the company's tax accounts as taxable sales, tax exempt sales, or export sales when the Tax check box is selected for the chosen invoice or credit memo.</p>
Tax Type	This field shows the tax type assigned to the G/L tax code. See the description of the G/L Tax Codes workspace for more information about tax types.
Tax Date	<p>In some countries, legal requirements demand that the entry date of each registration is what determines the tax settlement period in which the entry belongs. In other countries, the period is determined by the invoice date of the registration.</p> <p>This field shows the current tax reporting unit and which of the two methods should apply to companies belonging to the reporting unit.</p> <p>The date entered in this field is used in the Tax Date field on each G/L entry. When you create tax settlements in the Tax Settlement</p>

Field	Description
	window, Maconomy uses the tax date registered on each individual G/L entry to determine whether the entry is covered by the period for which settlement is carried out.
Currency	This field shows the base currency.
Debit Tax	This field shows the tax on the entry, if the entry is a debit entry subject to tax. Note: The tax amount and tax account can only be registered to the account if the tax is calculated from a tax code in the general journal.
Credit Tax	This field shows the tax on the entry, if the entry is a credit entry subject to tax.
Debit Ratio Tax	If ratio tax has been calculated for the current entry, the debit entry ratio tax amount is displayed in this field. Ratio tax is set up in the G/L Tax Codes workspace.
Credit Ratio Tax	If ratio tax has been calculated for the current entry, the credit entry ratio tax amount is displayed in this field.

Account island

Field	Description
Account	This field shows the account number.
Local Account	This field shows the local account number.

Company island

Field	Description
Company	This field displays the company's name and number.

Dimensions island

Field	Description
-------	-------------

Field	Description
Location	This is the name of the location attached to the current entry.
Entity	This is the name of the entity attached to the current entry.
Project	This is the name of the project attached to the current entry.
Purpose	This is the name of the purpose attached to the current entry.
Spec. 1-3	This is the name of the specifications attached to the current entry.
Local Spec. 1-3	This is the name of the local specifications attached to the current entry.

Module Dimensions island

Field	Description
Job	<p>This field displays the job number from the Derived Dimensions island on the vendor information card. When dimension values are derived to the table part, the value in this field will be used as a context value for the Job dimension, and can be transferred to lines.</p> <p>For a description of context values and the cases where context values are derived, see the Derived Dimensions section in the introduction to the General Journal module.</p>
Activity	<p>If the entry was created with an activity specified, this field shows the activity number.</p> <p>This occurs if the Account Information Card for the G/L account in question specifies that activity numbers should be transferred to G/L entries.</p>
Task	<p>If the entry was created with a task specified, this field shows the task in question.</p> <p>This occurs if the Account Information Card for the G/L account in question specifies that tasks should be transferred to G/L entries.</p>
Employee	<p>If the entry was created with a task specified, this field shows the employee in question.</p>

Field	Description
Ship to Customer	This field shows the name, number, address, and country of the ship-to-customer on the current entry.
Payment Customer	This field shows the number of the customer who must pay the invoice.
Vendor	<p>If the entry was created with a vendor number specified, this field shows the vendor number in question.</p> <p>This field is auto-populated if the Account Information Card for the G/L account in question specifies that vendor numbers should be transferred to G/L entries.</p>
Item	<p>If the entry was created from an entry with an item number specified, this field shows the item number in question.</p> <p>Maconomy auto-populates this field if the Account Information Card for the G/L account in question specifies that item numbers should be transferred to G/L entries.</p>
Asset	<p>If the entry was created from an entry with an asset number specified, this field shows the asset number in question.</p> <p>Maconomy auto-populates this field if the Account Information Card for the G/L account in question specifies that asset numbers should be transferred to G/L entries.</p>

Intercompany Posting island

Field	Description
Intercompany Company	If the entry was created as a result of an intercompany posting, this field shows the number of the intercompany company.
Journal No. (Line No.)	This field shows the number of the journal line in the posting journal to which the entry is posted. If there is more than one entry to a transaction, Maconomy numbers the lines with the same number within the transaction. For example, if you tax an entry in the General Journal tab, you get two entries with the same line number.

General Ledger » Bankruptcy Management » Lookup » Finance » Entry » Company sliding panel

Company island

Field	Description
Company No.	This field shows the current company's number.
Country	This field shows the current company's country.
Phone	This field shows the current company's phone number.
Fax	This field shows the current company's fax number.
Telex	This field shows the current company's telex number.

General Information island

Field	Description
Giro	This field shows the current company's giro number.
Bank	This field shows the current company's bank.
Company Reg. No.	This field shows the current company's registration number.
Credit Card No.	This field shows the current company's credit card number.
Tax No.	This field shows the current company's tax number.
Base Currency	This field shows the current company's base currency.
Blocked	<p>This field shows whether the company is blocked.</p> <p>If you select this check box, you cannot assign the company to new transactions or information cards. However, the company is used if it is assigned to non-posted G/L entries before the box is checked. You can</p>

Field	Description
	make statistics for a blocked company.

Employees island

Field	Description
Employee 1-5	This field shows the numbers of five employees in the current company. This is useful if you want a list of relevant contacts in the current company. The names of the specified employees are displayed in the Name column.

General Ledger » Bankruptcy Management » Lookup » Finance » Transaction

Transaction island

Field	Description
Transaction No.	This field shows the entry's transaction number.
Transaction Type	This field shows the entry's transaction type.

General Ledger » Bankruptcy Management » Lookup » Customer » Entry

Entry Information island

Field	Description
Entry Date	This field shows the date the entry was registered in the general ledger.
Entry Type	This field shows the customer entry type.
Entry Description	This field shows the description of the entry.
Transaction	This field shows the transaction number of the entry.
Journal	This field shows the posting journal where the entry was posted.
Journal Line No.	This field shows the journal line number where the entry was posted.
Open/Closed	This field shows whether the entry is Open or

Field	Description
	Closed.
Company of Origin	This field shows the name of the company responsible for the invoice, credit memo, general journal or interest or reminder selection that created the current customer entry. On invoices, credit memos, and general journals, the responsible company can be specified in the Company No. field in the Company island. The responsible company on customer entries are created upon approval of an interest or when a reminder selection is automatically transferred from the Company No. field in the Settling Company island on the relevant customer's information card.
Posted	This field shows the date on which the entry was posted.
Date Reconciled	This field shows the date on which the invoice was fully reconciled. The field is blank for other types of entries and for invoices which are not fully reconciled.
Due Date	This field shows the entry's due date. The due date is always the entry date of the assigned payment or credit memo.

Interest and Reminder island

Field	Description
Block Type	This field shows why the entry is blocked. The possible values are defined in Setup » System Setup » Parameters and Numbers » Popup Fields.
Block Date	This field shows the date the entry was blocked.
Blocked By	This field shows the user who blocked the entry.
Remarks	This field shows further information about the reasons for blocking the entry.
Closed for Interest Calculation	If this check box is selected, the entry is closed for interest calculation. Entries that are closed for interest calculation are not

Field	Description
	included in the interest charge selection and interest charge notice printouts, and such entries are ignored when calculating interest charge.

Amounts island

Field	Description
Standard	This field shows the entry amount in the customer's standard currency.
Base	This field shows the entry amount in the base currency.
Original	This field shows the entry amount in the original currency.

Customer island

Field	Description
Customer	This field shows the customer associate with the current entry.

Company island

Field	Description
Company	This field shows the company associated with the current entry.

Dimensions island

Field	Description
Location	This field shows the value derived from the Location dimension on the current customer entry. If the entry is created due to an invoice or a credit memo, the value is transferred from the Location field in the sub-tab of the current invoice or credit memo. If the customer entry is created on a general journal, the value is transferred from the Location field on the general journal line

Field	Description
	containing the customer entry. If the customer entry is created due to an interest or reminder selection, the value is transferred from the Location field on the current customer's information card.
Entity	The functionality of this field is similar to that of the Location field above.
Project	The functionality of this field is similar to that of the Location field above.
Purpose	The functionality of this field is similar to that of the Location field above.
Spec. 1-3	The functionality of this field is similar to that of the Location field above.
Local Spec. 1-3	The functionality of this field is similar to that of the Location field above.

General Ledger » Bankruptcy Management » Lookup » Customer sliding panel » Company portion of sliding panel

Company island

Field	Description
Company No.	This field shows the current company's number.
Country	This field shows the current company's country.
Phone	This field shows the current company's phone number.
Fax	This field shows the current company's fax number.
Telex	This field shows the current company's telex number.

General Information island

Field	Description
Giro	This field shows the current company's giro

Field	Description
	number.
Bank	This field shows the current company's bank.
Company Reg. No.	This field shows the current company's registration number.
Credit Card No.	This field shows the current company's credit card number.
Tax No.	This field shows the current company's tax number.
Base Currency	This field shows the current company's base currency.
Blocked	<p>This field shows whether the company is blocked.</p> <p>If this check box is selected, you cannot assign the company to new transactions or information cards. However, the company is used if it is assigned to non-posted G/L entries before the box was selected. You can make statistics for a blocked company.</p>

Employees island

Field	Description
Employee 1-5	This field shows the numbers of five employees in the current company. This is useful if you want a list of relevant contacts in the current company. The names of the specified employees are displayed in the Name column.

General Ledger » Bankruptcy Management » Lookup » Customer sliding panel » Customer portion of sliding panel

Company island

Field	Description
Customer No.	This field shows the customer number assigned to the current entry. It also shows the first three lines of the customer's name and address. The information is retrieved from the customer's information card.

Field	Description
Attn.	This field shows the customer's attention person.
Country	This field shows the customer's country code of the customer.
Phone	This field shows the customer's telephone number.
Fax	This field shows the customer's fax number.
Telex	This field shows the customer's telex number.
E-mail	This field shows the customer's email address.
Contact Person	This field shows the customer's contact person.

General Information island

Field	Description
Department	<p>This field shows the department with whom the customer usually deals.</p> <p>You can specify other departments on item purchase orders and invoices for the customer.</p> <p>This field determines which G/L accounts are used when you invoice customer transactions. The department is a reference to item sales accounts, charge accounts, discount accounts, and so on. The posting references are also used when posting interest and reminder charges, as well as when posting cash discounts and exchange rate differences occurring from open item reconciling.</p> <p>G/L posting references are specified by means of dimension combinations in the Posting References section in the G/L module.</p>
Customer Type	<p>This field shows the customer type of the current customer. This field is used for organizing customers.</p> <p>Customer types are maintained in Setup » System Setup » Parameters and Numbers</p>

Field	Description
	» Popup Fields.
Customer Group	<p>This field shows the assigned group of customers to which the customer belongs. This field is used to classify customers, primarily for statistics.</p> <p>Customer groups are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Language	<p>This field shows the customer's language. The selected language is used on printouts of item descriptions on sales order documents and in language texts.</p> <p>For further information about language texts, see the description of the Language Texts tab in the System Setup workspace.</p> <p>Languages are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Currency	<p>This field shows the customer's standard currency. All customer transactions are converted into the customer's standard currency. You can print and send account statements in the customer's own currency. All customer transactions are registered in three currencies:</p> <ul style="list-style-type: none"> • Standard Currency - This is the currency in which the customer has requested you hold their account. • Base Currency - This is the currency used in your country and in which your books are kept. • Original Currency - This is the currency of a given transaction. <p>To prevent inconsistencies, you cannot change the customer's currency if entries have been posted or are ready for posting on the customer.</p> <p>Currencies are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Status	<p>This field shows whether the customer is active or inactive. Active customers are used in all area stipulated by the Allow fields.</p>

Field	Description
	Inactive customers cannot be used.

Employees island

Field	Description
Employee 1-10	These fields show up to 10 assigned employees to the current job. When you enter an employee number, the name of the employee is displayed in the Name field.

General Ledger » Bankruptcy Management » Lookup » Customer » Transaction sub-tab Transaction island

Field	Description
Transaction No.	This field shows the entry's transaction number.
Transaction Type	This field shows the transaction type of the customer entry.

General Ledger » Bankruptcy Management » Lookup » Vendor » Entry tab Entry Information island

Field	Description
Entry Date	This field shows the date the entry was entered in the general ledger. The date identifies the posting period.
Entry Type	This field shows the vendor entry type.
Entry Description	This field shows the description of the entry.
Transaction	This field shows the entry's transaction type.
Journal	This field shows the posting journal where the entry was posted.
Invoice No.	This field shows the invoice line number where the entry was posted.
Invoice Date	This field shows the invoice date of the current invoice.

Field	Description
Due Date	This field shows the date on which the invoice is due for payment. The due date is calculated automatically from the invoice date and payment terms.
Posted	This field shows the date when the registration that created the current intercompany entry was posted.
Cash Discount Date	This field shows a cash discount date, if any, for the current vendor entry. When creating a vendor invoice for a vendor who has been assigned a cash discount condition of, for example, Net 10 days, 2% in the Payment Control tab, Macoomy auto-populates a date 10 days later than the current entry date in this field. The cash discount date shows the latest date on which payment should be made, if a cash discount is applicable to the current vendor invoice.
Open/Closed	<p>This field shows whether the entry is Open or Closed.</p> <p>A vendor invoice or credit memo is open until it has been paid or reconciled. A payment, discount, or exchange rate entry is always registered as closed.</p> <p>A vendor's balance is equal to the sum of the remainder of all open entries.</p>
Responsible	This field shows who is responsible for approving the entry. It only applies to invoices and credit memos.
Company of Origin	This field shows the company that initiated the current vendor entry.
Disclosable	This field shows whether the current vendor is disclosable.
Pay when Paid	This field shows whether payment when paid applies to the selected invoice. For further information, see the description of the corresponding field in the Change Payment Selection by Vendor workspace.
Ready For Payment	This field shows whether the current entry is ready for payment. For further information, see the description of the corresponding field in the Change Payment Selection by Vendor

Field	Description
	workspace.
Approved	<p>This field shows whether the current entry is approved.</p> <p>A vendor invoice or credit memo is open until it has been paid or reconciled. A payment, discount, or exchange rate entry is always registered as closed.</p> <p>A vendor's balance is equal to the sum of the remainder of all open entries.</p>

Amounts island

Field	Description
Currency	This field shows the entry amount in the vendor's currency.
Base	This field shows the entry amount in base currency.
Original	This field shows the entry amount in the original currency when it was registered.

Vendor island

Field	Description
Vendor	This field shows the vendor number. It also shows the vendor's name and address. The information is retrieved from the Vendor Information Card.
Pay to Vendor	This field shows the number of the payment vendor. The number corresponds to the number of the delivery vendor, unless payment is made to another vendor than the delivery vendor. The information in this field determines the receiver of payment. The amount is credited the delivery vendor. The field also contains information about the vendor's name and address.

Company island

Field	Description
Company	This field shows the number and name of the company specified in the current vendor entry.

Dimensions island

Field	Description
Location	This field shows the value of the Location dimension on the current vendor entry. If the entry is created due to an invoice or a credit memo, the value is transferred from the Location field in the sub-tab of the current invoice or credit memo. If the vendor entry is created on a general journal, the value is transferred from the Location field on the general journal line containing the vendor entry. If the vendor entry is created due to an interest or reminder selection, the value is transferred from the Location field on the current vendor's information card.
Entity	The functionality of this field is similar to that of the Location field above.
Project	The functionality of this field is similar to that of the Location field above.
Purpose	The functionality of this field is similar to that of the Location field above.
Spec. 1-3	The functionality of this field is similar to that of the Location field above.
Local Spec. 1-3	The functionality of this field is similar to that of the Location field above.

Payment island

Field	Description
Payment Mode	This field shows how the entry will be or has been paid.
Check Book	This field shows the check book used in connection with payment of the current vendor entry.

Field	Description
Check No.	This field shows the check number used for payment of the current vendor entry.
Payment No.	This field shows the number of the payment. This number is used as a reference to the Show Automatic Payment, Show Payment Remittance, and Show Payment Reconciliation workspaces in the Banking module. The number is used for tracing payment information on a vendor entry.
Payment Group No.	This field shows the payment group number used by banks for grouping electronic payments.
Payment Line No.	This field shows the payment line number referring to the specific payment order.
Giro	This field shows the giro number entered on the vendor invoice. This information is for reference.
Bank Acct. No.	This field shows the bank account number entered on the vendor invoice. This information is for reference.
Reg. No.	This field shows the registration number entered on the vendor invoice. The information is for reference.
Credit Card No.	This field shows the credit card number entered on the vendor invoice. The information is for reference.
CPC No.	This field shows the CPC number entered on the vendor invoice. This information is for reference.

General Ledger » Bankruptcy Management » Lookup » Vendor sliding panel » Company portion of sliding panel

Company island

Field	Description
Company No.	This field shows the current company's number.

Field	Description
Country	This field shows the current company's country.
Phone	This field shows the current company's phone number.
Fax	This field shows the current company's fax number.
Telex	This field shows the current company's telex number.

General Information island

Field	Description
Giro	This field shows the current company's giro number.
Bank	This field shows the current company's bank.
Company Reg. No.	This field shows the current company's registration number.
Credit Card No.	This field shows the current company's credit card number.
Tax No.	This field shows the current company's tax number.
Base Currency	This field shows the current company's base currency.
Blocked	<p>This field shows whether the company is blocked.</p> <p>If this check box is selected, you cannot assign the company to new transactions or information cards. However, the company is used if it is assigned to non-posted G/L entries before the box was selected. You can make statistics for a blocked company.</p>

Employees island

Field	Description
Employee 1-5	This field shows the numbers of five

Field	Description
	employees in the current company. This is useful if you want a list of relevant contacts in the current company. The names of the specified employees are displayed in the Name column.

General Ledger » Bankruptcy Management » Lookup » Vendor sliding panel » Vendor portion of sliding panel

Vendor island

Field	Description
Vendor No.	This field shows the vendor number assigned to the current entry. It also shows the first three lines of the vendor's name and address. The information is retrieved from General Ledger » Bankruptcy Management » Vendors » Information .
Attn.	This field displays the vendor's attention person. This information can be changed in General Ledger » Bankruptcy Management » Vendors » Information .
Country	This field displays the vendor's country code. This information can be changed in General Ledger » Bankruptcy Management » Vendors » Information .
Phone	This field displays the vendor's telephone number. This information can be changed in General Ledger » Bankruptcy Management » Vendors » Information .
Fax	This field shows the vendor's fax number.
Telex	This field shows the vendor's telex number.
E-mail	This field shows the vendor's email address.
Contact Person	This field shows the vendor's contact person.

General Information island

Field	Description
Department	This field shows the department that normally

Field	Description
	<p>receives items purchased from this vendor.</p> <p>The field determines the G/L accounts for cash discounts and exchange rate differences. These can occur when you pay invoices. G/L references to cash discounts and exchange rate differences are specified by means of dimension combinations in the window Posting References in the G/L module.</p>
Language	<p>This field shows the language of the vendor. The language is used for printouts and statistics.</p> <p>Languages are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Vendor Group	<p>This field shows the assigned group of vendors to which the vendor belongs. This field is used to classify vendors.</p> <p>Vendor groups are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Currency	<p>This field shows the vendor's standard currency. All vendor transactions are converted into the vendor's standard currency. You can print and send account statements in the vendor's own currency.</p> <p>All vendor transactions are registered in three currencies:</p> <ul style="list-style-type: none"> • Standard Currency - This is the currency in the vendor uses. It is also used for vendor payments. • Company Base Currency - This is the currency selected as base currency for the company responsible for a given transaction. • Enterprise Currency – This is the currency selected as enterprise currency in Setup » System Setup » System Information » Popup Fields. • Original Currency - This is the original currency used in a given transaction. <p>To prevent inconsistencies, you cannot change the vendor's currency if entries have</p>

Field	Description
	<p>been posted or are ready for posting to the vendor.</p> <p>Currencies are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Disclosable	<p>This field shows whether the current vendor is disclosable.</p> <p>If a vendor is disclosable, the Disclosable check box is automatically selected when you create an invoice.</p> <p>When reporting to tax authorities, you distinguish between disclosable and tax exempt services for disclosable invoices. If you wish to mark a vendor as disclosable, the vendor's information card must contain a CNR or Corporate Registration Number.</p>

General Ledger » Bankruptcy Management » Lookup » Vendor sliding panel » Pay to Vendor portion of sliding panel

Vendor island

Field	Description
Vendor No.	This field shows the vendor number.
Attn.	This field shows the Pay to Vendor's attention person. This is the person to whom payment information directed.
Country	This field shows the vendor's country code of the customer.
Phone	This field shows the vendor's telephone number.
Fax	This field shows the vendor's fax number.
Telex	This field shows the vendor's telex number.
E-mail	This field shows the vendor's email address.
Contact Person	This field shows the vendor's contact person.

General Information island

Field	Description
Department	<p>This field shows the department that normally receives items purchased from this vendor.</p> <p>The field determines the G/L accounts for cash discounts and exchange rate differences. These can occur when you pay invoices. G/L references to cash discounts and exchange rate differences are specified by means of dimension combinations in the Posting References tab in the G/L module.</p>
Language	<p>This field shows the language of the vendor. This is used for printouts and statistics.</p> <p>Languages are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Vendor Group	<p>This field shows the assigned group of vendors to which the vendor belongs. This field is used to classify vendors.</p> <p>Vendor groups are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Currency	<p>This field shows the vendor's standard currency. All vendor transactions are converted into the vendor's standard currency. You can print and send account statements in the vendor's own currency.</p> <p>All vendor transactions are registered in three currencies:</p> <ul style="list-style-type: none"> • Standard Currency - This is the currency in the vendor uses. It is also used for vendor payments. • Company Base Currency - This is the currency selected as base currency for the company responsible for a given transaction. • Enterprise Currency – This is the currency selected as enterprise currency in the System Information workspace. • Original Currency - This is the original currency used in a given transaction. <p>To prevent inconsistencies, you cannot change the vendor's currency if entries have been posted or are ready for posting to the</p>

Field	Description
	<p>vendor.</p> <p>Currencies are maintained in Setup » System Setup » Parameters and Numbers » Popup Fields.</p>
Disclosable	<p>This field shows whether the current vendor is disclosable.</p> <p>If a vendor is disclosable, the Disclosable check box is automatically selected when you create an invoice.</p> <p>When reporting to tax authorities, you distinguish between disclosable and tax exempt services for disclosable invoices. If you wish to mark a vendor as disclosable, the vendor's information card must contain a CNR or Corporate Registration Number.</p>

General Ledger » Bankruptcy Management » Lookup » Vendor » Transaction tab

Transaction island

Field	Description
Trans. No.	This field shows the entry's transaction number.
Transaction Type	This field shows the transaction type of the vendor entry.

General Ledger » Bankruptcy Management » Lookup » Job » Entry tab

Entry Information island

Field	Description
Date	This field shows the date when the job entry was registered.
Entry No.	This field shows the job number.
Entry Type	<p>This field shows the entry type of the individual job entry. When a job entry is posted, Maconomy automatically selects a type for the entry.</p> <p>This is useful if a job entry changes type. For example, if a job entry is reallocated, the entry's origin is preserved, but its type will be changed to Reallocation or Reversal. This</p>

Field	Description
	allows you to see that a particular entry is, for example, a reallocated time sheet entry.
Entry Description	This field shows the description of the job entry.
Remarks	This field shows any remarks regarding the current job entry.
Vendor Invoice No.	This field shows the number of the vendor invoice if the job entry is derived from one.
Transaction	This field shows the transaction number of the current job entry.
Journal	This field shows the journal number on which the current job entry is posted.
Journal Line No.	This field shows the journal line number on which the current job entry is posted.
Posted	This field shows the date the current entry is posted.
Task	This field shows the task assigned to the entry.
Item No.	This field shows the item number, if items have been assigned to the job entry.
Period From, Subscription	If the current job entry originates from a subscription order, this field and the Period To, Subscription field below show the starting and ending periods of the subscription.
Period To, Subscription	See the description of the Period From, Subscription field above.
Action	This field shows the action performed on the current job entry in the Invoice Selection workspace.
Cost Type	This field shows if the current job entry is a Turnover or Outlay activity.
Being Reopened	If this field is enabled, the current job entry is being reopened. For example, this occurs when an invoice is being credited and job entries are being restored.

Field	Description
Approved for Inv.	If this field is enabled, the current job entry is approved for invoicing.
Accrual Entry	If this field is enabled, the current job entry is created as part of an accrual.
Incl. in Fixed Price	If this field is enabled, the current job entry is part of the fixed price of the job.
Direct Inv.	This field is enabled if you have chosen direct invoicing for the entry.
Over Invoicing Entry	If this field is enabled, the current job entry is an over invoicing entry.
Reallocate	If this field is enabled, the current job entry is marked for reallocation.
Selected	If this field is enabled, the current job entry is selected for reallocation.
Date Reallocated	If the current job entry was reallocated, this field shows the date of reallocation.
Reallocate	If this field is enabled, the current job entry has been marked for reallocation in the Invoice Selection workspace.
Latest Reallocation Number	This field shows if the job entry has previously been partly reallocated. The number is an internal field used for keeping track of reallocation journals.
Amount Reallocated	If the current job entry was reallocated, this field shows the amount of the reallocation.
Reallocated from Instance Key	If the current job entry was previously reallocated, this field shows the instance key of the entry from which the job entry was reallocated.
Reallocated from Job No.	If the current job entry was previously reallocated, this field shows the number of the job from which the job entry was reallocated.
Reallocated from Task	If the current job entry was previously reallocated, this field shows the task from which the job entry was reallocated.
Purch. Order No.	If the current job entry is part of a purchase

Field	Description
	order, this field shows the number of the purchase order.
Purchase Order Line No.	If the current job entry is part of a purchase order, this field shows the line number of the job entry in the purchase order.
G/L Entry Date	This field shows the date on which the current job entry was entered in the General Ledger.
Receivable Tax Code 1	<p>This field shows the receivable G/L tax code of the current job entry.</p> <p>If multiple tax codes are enabled, the Receivable Tax Code 1 field is replaced by the following fields:</p> <ul style="list-style-type: none"> • Receivable Tax Code 1-3 • Receivable Tax 1-3, Currency • Receivable Tax 1-3, Base • Receivable Tax 1-3, Enterprise <p>For further information on multiple tax codes, please see the description in the Tax Codes section.</p>
Invoice	If this field is enabled, the current job entry has been selected for invoicing.
Overtime Spec.	This field shows any overtime specification on the current job entry.
Daily Description	This field shows any daily description entered on the current job entry.
Invoice No.	This field shows the number of the invoice where the current job entry was invoiced.
Invoicing Job No.	This field shows the number of the job invoiced on the invoice of the current job entry.
Close	If this field is selected, the current job entry will be closed after invoicing.
Closed	If this field is selected, the current job entry is closed.
Tax Code 1	This field shows the tax code registered on the current job entry.

Field	Description
	<p>If multiple tax codes are enabled, the Tax Code field is replaced by the following fields:</p> <ul style="list-style-type: none"> • Tax Code 1 • Tax Code 2 • Tax Code 3 <p>For further information on multiple tax codes, please see the description in the Tax Codes section.</p>
Item Tax Code	This field shows any tax code associated with any item registered on the current job entry.
Markup %	This field shows the markup percentage of the current job entry.

Billing Price Deviation island

Field	Description
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job.
Total Standard Billing Price, Currency	<p>This field shows the total standard billing price of the current budget entry in the currency of the job.</p> <p>If the Update prices upon dimension change system parameter is enabled, the price in this field is updated when certain key information on the line is changed.</p> <p>If the system parameter is disabled, and you wish to ensure that all prices reflect the current set-up of the budget lines, use the Recalculate Job Budget action.</p> <p>For further information on this and a complete list of the fields causing updates, see the description of the Update prices upon dimension change system parameter.</p>
Standard Up/Down, Currency	<p>This field shows the difference between the registered billing price and the standard billing price for the current entry in the job currency.</p> <p>This information can be used for performance analyses.</p>
Standard Billing Price, Base	This field shows the unit budgeted standard

Field	Description
	billing price in the company's base currency.
Standard Billing Price Total, Base	This field shows the total standard billing price of the current budget entry in the base currency of the company.
Standard Up/Down, Base	<p>This field shows the difference between the registered billing price and the standard billing price for the current entry in the company's base currency.</p> <p>This information can be used for performance analyses.</p>
Standard Billing Price, Enterprise	This field shows the unit budgeted standard billing price in the company's enterprise currency.
Standard Billing Price Total, Enterprise	This field shows the total standard billing price of the current budget entry in the company's enterprise currency.
Standard Up/Down, Enterprise	<p>This field shows the difference between the registered billing price and the standard billing price for the current entry in the company's enterprise currency.</p> <p>This information can be used for performance analyses.</p>

Transfer island

Field	Description
Transferred	This field shows whether the entry has been transferred from and subsequently closed.
Transfer Date	If the current entry was transferred, this field shows the date of the transfer.
Transfer G/L entry date	If the current entry's registrations were to new dimensions and subsequently closed in the Job Transfer window, this field shows the G/L entry date that is set on the new job entry.
Transferred to Entry No.	This field shows the entry number of the new job entry to which the current entry is transferred.
Billing Price, Transferred To	This field shows the total billing price, if any,

Field	Description
	transferred to the new dimensions on the job.
Cost, Transferred To	This field shows the cost transferred to new dimensions on the job.
Cost, Transferred From	This field shows the cost transferred from previous dimensions to new dimensions on the job entry.
Billing Price, Transferred To, Base	This field shows the billing price transferred to new dimensions on the job in base currency.
Billing Price, Transferred From, Base	This field shows the billing price transferred from previous dimensions to new dimensions on the job entry in base currency.
Cost, Transferred To, Enterprise	This field shows the cost transferred to new dimensions on the job in enterprise currency.
Cost, Transferred From, Enterprise	This field shows the cost transferred from previous dimensions to new dimensions on the job in enterprise currency.
Billing Price, Transferred To, Enterprise	This field shows the billing price transferred to new dimensions in enterprise currency.
Billing Price, Transferred From, Enterprise	This field shows the billing price transferred from previous dimensions to new dimensions on the job in enterprise currency.
Quantity, Transferred To	If the current entry was transferred to new dimensions, this field shows the quantity transferred to the job assigned the new dimensions. A job is transferred to new dimensions in the Job Transfer workspace.
Quantity, Transferred From	If the current entry is transferred to new dimensions in the Job Transfer workspace, this field shows the quantity transferred from the previous dimensions of the current job entry.

Revenue Recognized island

Field	Description
Orig. Revenue Recognized, Currency	Jobs set up for capitalization at billing price recognize the total billing price as revenue upon creation of the job entry.

Field	Description
	<p>This field shows the initial revenue amount.</p> <p>Later, upon invoicing, the job entry billing price may unexpectedly be written up or down, thus changing the revenue recognized amount.</p> <p>The change is detectable by comparing to this original revenue.</p>
Amount Recognized, Currency	This field shows the amount currently recognized as revenue on the job entry.
Orig. Revenue Recognized, Base	<p>This field shows the original revenue recognized in base currency.</p> <p>See the Orig. Revenue Recognized, Currency field description above.</p>
Amount Recognized, Base	This field shows the amount currently recognized as revenue on the job entry in the base currency.
Orig. Revenue Recognized, Enterprise	<p>This field shows the original revenue recognized in enterprise currency.</p> <p>See the Orig. Revenue Recognized, Currency field description above.</p>
Revenue Recognized, Enterprise	This field shows the amounts revenue recognized on the job entry in enterprise currency.

Dimensions island

Field	Description
Job	This field shows the job entry.
Activity	The functionality of this field is similar to that of the Job field above.
Employee	The functionality of this field is similar to that of the Job field above.
Vendor	The functionality of this field is similar to that of the Job field above.
Company	The functionality of this field is similar to that of the Job field above.
Executing Company	The functionality of this field is similar to that

Field	Description
	of the Job field above.
Asset No.	The functionality of this field is similar to that of the Job field above.

Dimensions island

Field	Description
Location	This field shows the location.
Entity	The functionality of this field is similar to that of the Location field above.
Project	The functionality of this field is similar to that of the Location field above.
Purpose	The functionality of this field is similar to that of the Location field above.
Spec. 1-3	The functionality of this field is similar to that of the Location field above.
Local Spec. 1-3	The functionality of this field is similar to that of the Location field above.

Price island

Field	Description
Currency sub-island	
Currency	This field shows the job currency.
Billing Price, Reg.	This field shows the billing price registered on the job entry.
Open Billing Price, Currency	This field shows the total open billing price.
Billing Price, Inv.	This field shows the billing price invoiced for the current job entry.
Billing Price, Up/Down.	<p>This field shows any difference between the billing price you entered and the billing price you invoice when the job entry is closed.</p> <p>If the invoiced billing price is greater than the entered billing price, the value is positive. If the invoiced billing price is lower than the</p>

Field	Description
	<p>entered price, the value is negative.</p> <p>The difference between the invoiced billing price and the standard billing price deviation (as seen in the Standard Up/Down field) is shown in the Total Up/Down field.</p>
Billing Price Up/Down Upon Cl., Currency	This field shows the amount written up/down on the invoice upon closing, in job currency.
Billing Price	This field shows the billing price of the current entry.
Billing Price for Inv., Currency	This field shows the billing price for the job entry currently selected for invoicing.
Base sub-island	
Cost, Reg.	This field shows the cost registered on the job entry.
Open Cost, Base	This is the open cost in base currency or company currency.
Cost, Inv., Base	This field shows the cost invoiced.
Cost for Inv., Base	This field shows the cost price currently selected for invoicing from this job entry.
Cost	This field shows the cost for the job entry.
Receivable Cost Excl. Tax, Base	This field shows the cost price excluding VAT.
Receivable Cost Incl. Tax, Base	<p>This field shows the cost price including VAT.</p> <p>Note: This amount may possibly differ from the amount excluding tax only if the job entry origin is a vendor invoice or an expense sheet.</p>
Billing Price, Reg., Base	This field shows the total billing price entered for the entry in base currency.
Open Billing Price, Base	This field shows the current open billing price.
Billing Price, Inv., Base	This field shows the billing price invoiced for the current job entry in base currency.
Billing Price, Up/Down, Base	<p>This field shows the write-up or -down amount.</p> <p>Write-up and write-down amounts are the differences between the registered number of</p>

Field	Description
	hours and the invoiced number of hours. Write-ups are shown as positive figures, and write-downs are shown as negative figures.
Billing Price Up/Down Upon Cl., Base	This field shows the write-up or –down that occurred when the job entry was closed. Note: This is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Billing Price, Base	This field shows the total billing price in the company's base currency.
Billing Price for Inv., Base	This field shows the billing price from this particular job entry currently selected for invoicing in base currency.
Intercompany Price, Base	This field shows an intercompany price that is used as the cost of one unit of the current activity if the executing company and the company responsible for the job in question are not identical.
Enterprise sub-island	
Cost, Reg. Enterprise	This field shows the entered cost for the job entry in enterprise currency.
Open Cost, Enterprise	This is the open cost in enterprise currency.
Cost, Inv., Enterprise	This field shows the cost in enterprise currency.
Cost for Inv., Enterprise	This field shows the cost price currently selected for invoicing from this particular job entry.
Cost, Enterprise	This field shows the cost price in enterprise currency.
Receivable Cost Excl. Tax, Enterprise	This field shows the cost price excluding VAT in enterprise currency.
Receivable Cost Incl. Tax, Enterprise	This field shows the cost price including VAT in enterprise currency.
Billing Price, Reg., Enterprise	This field shows the total billing price entered for the entry in enterprise currency.
Open Billing Price, Enterprise	This field shows the current open billing price

Field	Description
	of the job. This is the sum of non-invoiced registrations on the job in enterprise currency.
Billing Price, Inv., Enterprise	This field shows the billing price invoiced for the current job entry in enterprise currency.
Billing Price, Up/Down, Enterprise	This field shows the amount by which the billing price has been written up or down. Write-up and write-down amounts are the difference between the registered billing price and the invoiced billing price.
Billing Price Up/Down Upon Cl., Enterprise	This field shows the write-up or –down amounts that occurred when the job entry was closed. Note: This is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Billing Price, Enterprise	This field shows the total billing price in the enterprise currency.
Billing Price for Inv., Enterprise	This field shows the billing price currently selected for invoicing in enterprise currency.
Original Currency	This is the currency in which the invoice was originally registered.
Original Cost	This field shows the cost on the job entry original which may, for example, be a vendor invoice in some other currency.
Accrual, Base	This field shows the amount to be registered for accrual on the line in the system's base currency.
Accrual, Enterprise	This field shows the amount to be registered for accrual on the line in the system's enterprise currency.
Cost, Exec. Company, Base	This field shows the cost of one piece of the current activity in the executing company, in the company's base currency.
Cost, Exec. Company, Enterprise	This field shows the cost of one piece of the current activity in the executing company, in the company's enterprise currency.
Billing Price, Exec. Company, Currency	This field shows the initial billing price as set

Field	Description
	by the executing company. Notice that intercompany invoicing may lead to the job entry having another final billing price to the end customer.
Billing Price, Exec. Company, Enterprise	This field shows the initial billing price as set by the executing company. Notice that intercompany invoicing may lead to the job entry having another final billing price to the end customer.
Job Surcharge Entry	This field is marked if the job entry either in the billing price or in the job surcharge amount fields includes additional amounts that relate to a job surcharge rule percentage. See the Job Surcharge Rules window. If a surcharge derives dimensions, a second job entry marked as a surcharge entry is created, in addition to the actual registration.
Job Surcharge Amount	This field shows the job surcharge amount part of the billing price field. This field only shows an amount if the job surcharge rule is not set up to derive another activity for an additional job entry registration.
Job Surcharge Amount, Base	This field shows the job surcharge amount in the base currency.
Job Surcharge Amount, Enterprise	This field shows the job surcharge amount in the enterprise currency.
Base Price, Pc.	This field shows the unit billing price before adjustment that may have been set up in a job price list line.

Quantity island

Field	Description
Registered	This field shows the registered entry amount.
Registered, un-rounded	This field shows the exact registered entry amount.
Open	This field shows whether the entry is open or not.
Invoiced	This field shows whether the entry is invoiced

Field	Description
	or not.
Up/Down	This field shows the amount by which the billing price has been written up or down. Write-up and write-down amounts are the difference between the registered billing price and the invoiced billing price.
For Invoicing	This field shows whether the entry amount is ready for invoicing.
Up/Down upon Closing	This field shows the amount by which the entry price has been written up or down upon closing. Write-up and write-down amounts are the difference between the registered billing price and the invoiced billing price.
Quantity 1-2	These fields show the entry quantities.

G/L Accrual island

Field	Description
Accrual Type	This field shows the type of accrual. The type specifies how the accrual was posted.
Period From, Accrual	This field shows the period from which the job entry was accrued.
Period To, Accrual	This field shows the period to which the job entry was accrued.
Accrued at Registration	This check box is selected if the job entry was accrued upon registration.
Main Entry No.	This field is a reference from the accrual entry to the original entry that is accrued.

General Ledger » Bankruptcy Management » Lookup » Job sliding panel » Company portion of sliding panel

Company island

Field	Description
Company No.	This field shows the current company's number.

Field	Description
Country	This field shows the current company's country.
Phone	This field shows the current company's phone number.
Fax	This field shows the current company's fax number.
Telex	This field shows the current company's telex number.

General Information island

Field	Description
Giro	This field shows the current company's giro number.
Bank	This field shows the current company's bank.
Company Reg. No.	This field shows the current company's registration number.
Credit Card No.	This field shows the current company's credit card number.
Tax No.	This field shows the current company's tax number.
Base Currency	This field shows the current company's base currency.
Blocked	<p>This field shows whether the company is blocked.</p> <p>If this check box is selected, you cannot assign the company to new transactions or information cards. However, the company is used if it is assigned to non-posted G/L entries before the box was selected. You can make statistics for a blocked company.</p>

Employees island

Field	Description
Employee 1-5	This field shows the numbers of five

Field	Description
	employees in the current company. This is useful if you want a list of relevant contacts in the current company. The names of the specified employees are displayed in the Name column.

General Ledger » Bankruptcy Management » Lookup » Job sliding panel » Job portion of sliding panel

Job island

Field	Description
Job	This field shows the number and name of the job to which the current job entry belongs.
Customer	This field shows the name and number of the customer to whom the current job entry belongs.
Project Manager	This field shows the name of the project manager.
Sales Person	This field shows the employee name and number registered as the sales person for this job entry.
Description	This field shows a description of the job entry.

General Information island

Field	Description
Job Group	This field shows the assigned job group
Department	This field shows the department to which the job entry belongs.
Invoice Layout	This field shows the invoice layout rule used in this job entry.
Detailed Invoice Specification	This field shows a detailed invoice specification.
Blocked for Budgeting	This field shows whether the job is blocked for budgeting. If this field has been marked, you cannot register information on the budgets of the job in, for example, the windows Job Budgets and Periodic Job

Field	Description
	Budgets. However, you can still make various kinds of other registrations on the job.
Blocked for Time Reg.	This field shows whether the job is blocked for registration. If you select this check box, you cannot register information on the job. You can still create invoices for the job.
Blocked for Amount Reg.	This field shows whether the job is blocked for amount registration. If you select this check box, you cannot register amount information on the job. You can still create job budget lines and invoices for the job.
Blocked for Invoicing	This field shows whether the job is blocked for invoicing. If you select this check box, you cannot create invoices and credit memos for the current job. You can still register time and expenses as well as other information on the job.
Standard Invoice Text List	This field shows the standard invoice text list selected on the job.

General Ledger » Bankruptcy Management » Lookup » Job sliding panel » Executing Company portion of sliding panel

Company island

Field	Description
Company No.	This field shows the number of the executing company that applies to the current job.
Country	This field shows the company's country.
Phone	This field displays the company's telephone number.
Fax	This field shows the company's fax number.
Telex	This field shows the company's telex number.

General Information island

Field	Description
Giro	This field shows the current company's giro

Field	Description
	number.
Bank	This field shows the current company's bank.
Company Reg. No.	This field shows the current company's registration number.
Credit Card No.	This field shows the current company's credit card number.
Tax No.	This field shows the current company's tax number.
Base Currency	This field shows the current company's base currency.
Blocked	<p>This field shows whether the current company is blocked.</p> <p>If this check box is selected, you cannot assign the company to new transactions or information cards. However, the company is used if it is assigned to non-posted G/L entries before the check box was selected. You can make statistics for a blocked company.</p>

Employees island

Field	Description
Employee 1-5	This field shows the numbers of five employees in the current company. This is useful if you want a list of relevant contacts in the current company. The names of the specified employees are displayed in the Name column.

General Ledger » Bankruptcy Management » Lookup » Job » Transaction tab

Transaction island

Field	Description
Trans. No.	This field shows the entry's transaction number.
Transaction Type	This field shows the transaction type of the job entry.

General Ledger » Bankruptcy Management » Setup » Information

Company island

Field	Description
Company No.	This field shows the current company's number.
Country	This field shows the current company's country.

General Ledger island

Field	Description
Fiscal Year	This field shows the fiscal year used by the company. The fiscal year must be entered with the start date for the fiscal year in accordance with the date format used, for example, 01/01/2002.
Blocked	<p>This field shows whether the company cannot be used for new entries. If this check box is selected, you cannot assign the company to new transactions or information cards.</p> <p>You can use the company if it has been assigned to non-posted G/L entries before the check box was selected. You can also make statistics for a blocked company.</p>
Total Assets	This field shows the bankrupt company's total amount of assets. This field serves no functional purpose and is intended only for informational purposes.

Local Chart of Accounts island

Field	Description
Name	This field shows the name of the local chart of accounts.

Local Dimensions island

Field	Description
-------	-------------

Field	Description
Local Spec. 3 List	This field shows the dimension list used for the Local Specification 3 dimension.

Template island

Field	Description
Customer	This field shows the customer template used for linking in this entry.
Vendor	This field shows the vendor template used for linking in this entry.

Information island

Field	Description
Phone	This field shows the company's phone number.
Fax	This field shows the company's fax number.
Telex	This field shows the company's telex number.
Giro	This field shows the company's giro number.
Bank	This field shows the company's bank.
Company Reg. No.	This field shows the company's registration number.
Credit Card No.	This field shows the company's credit card number.
Tax No.	This field shows the company's tax number.

Employees island

Field	Description
Employee 1-5	This field shows the numbers of five employees in the current company. This is useful if you want a list of relevant contacts in the current company. The names of the specified employees are displayed in the Name column.

Access Level island

Field	Description
Access Level	<p>This field shows the name of the access level assigned to the current company.</p> <p>If an access level is specified, only users who have been granted access to this access level or higher can see the data of the current company. This applies to both the company information card and transactions regarding the current company.</p> <p>Note: This access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has changed, the access to companies may depend on other factors.</p> <p>For further information about the standard access control configuration and access control in a multi-company model, please see the Introduction to the Access Control System section in the Set-Up module and Multiple Companies at the beginning of this module.</p>

Parent Customer island

Field	Description
Customer	This field shows the name and number of the parent customer.
Linking Rule	This field shows the linking rule used for the parent customer and the new customer.

Prefix Specification island

Field	Description
Transaction Numbers	<p>This field shows the company prefix used on transaction number series in the current company.</p> <p>Whenever a number from a transaction number series is used, this prefix is added in front of the number.</p>
System Numbers	This field shows the prefix used on system

Field	Description
	<p>numbers in the current company.</p> <p>Whenever a system number is used on a transaction, this prefix is added in front of the system number.</p>
Number Series	<p>This field shows the company prefix used on number series in the current company.</p> <p>Whenever a number from a number series is used, this prefix is added in front of the number. If a prefix has been specified for the number series in question, the company prefix shown in this field is added in front of the prefix transferred from the sub-tab of this workspace.</p>

External Estate Reference island

Field	Description
External Estate Number	<p>This field shows a number for the bankrupt company, which is used in an external system by the user.</p>

General Ledger » Bankruptcy Management » Setup » Local Chart of Accounts

Local Chart of Accounts island

Field	Description
Name	<p>This field shows the name of the local chart of accounts.</p>
Description	<p>This field shows a description of the local account for this company.</p>

Access Level island

Field	Description
Access Level	<p>This field shows the name of the access level assigned to the local chart of accounts.</p> <p>If an access level is specified, only users who have been granted access to this access level or higher can see the data of the current company. This applies to both the company information card and transactions regarding</p>

Field	Description
	<p>the current company.</p> <p>Note: This access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has changed, the access to companies may depend on other factors.</p> <p>For further information about the standard access control configuration and access control in a multi-company model, please see the Introduction to the Access Control System section in the Set-Up module and Multiple Companies at the beginning of this module.</p>

General Ledger » Bankruptcy Management » Setup » Local Accounts

Field	Description
Local Account Number	This field shows the local account number for this company.
Description	This field shows a description of the local account.
Blocked	<p>This field shows whether the local account is blocked.</p> <p>If the account is blocked, Maconomy rejects all entries to it. You cannot post a journal with entries to a blocked local account.</p>
Account No.	This field shows the local account number.
Account Name	This field shows the local account's account type.
P&L Balance Sheet	This field shows whether the local account is a Profit & Loss or a Balance Sheet account.
Overwrite Account	This field shows whether overwriting accounts manually is allowed for this job entry.

General Ledger » Bankruptcy Management » Setup » Local Specification 3

Local Specification 3 List island

Field	Description
-------	-------------

Field	Description
List Name	This field shows the name of the local specification 3 list.
Description	This field shows a description of the local specification 3 list.
Standard Name	This field shows the local specification 3 list's standard name.

Access Level island

Field	Description
Access Level	This field shows the access level assigned to the entry. You can create and maintain access levels in Setup » Users » Setup » Access Levels .

General Ledger » Bankruptcy Management » Setup » Local Specification 3 » Values

Field	Description
Name	This field shows the name of the Local Specification List line.
Description	This field shows the description of the Local Specification List line.
Blocked	This field shows whether the Local Specification List line is blocked or not.

Linking Rules Enhancements

Setup » System Setup » Linking Rules » Linking Rules

Single Dialogs » Set-Up » Set-up » Linking Rules » Linking Rules

The following field is removed:

- **External Name** field

Linking Rule island

Field	Description
Name	Enter a name for the linking rule.

Field	Description
Description	Enter a description for the linking rule.
Subordinate Table	<p>Select a relation from the dropdown list. The available options are:</p> <ul style="list-style-type: none"> • Company • Company Customer • Company Vendor • Contact Company • Contact Person • Customer • Employee • Vendor
Linking Method	<p>Select one of the following options from the dropdown list:</p> <ul style="list-style-type: none"> • Full – All information and changes on the parent relation's information card are copied to the subordinate relation's information card using the current linking rule. This applies when relations are created or when you modify information on the parent relation's information card. If you select this method, you cannot manually modify any values on the subordinate relation's information card. • Partial – All information and changes on the parent relation's information card are copied to the subordinate relation's information card using the current linking rule, unless you have actively entered values in the current fields on the subordinate relation's information card. When you create a subordinate relation and have not already entered values in its current fields, the parent relation's field values are copied to it. When you change a value on the parent relation's information card, this is only copied to the subordinate relation's information card if the fields had identical values on both the parent relation's and the subordinate relation's information cards before the change was made. If the values

Field	Description
	<p>were different before the change was made, the new value is not copied to the subordinate relation's information card.</p> <ul style="list-style-type: none"> • At Creation - Values are copied from the parent relation's information card to the subordinate relation's information card using the current linking rule only at the creation of the subordinate relation. The copied values can be changed manually after creation. • None - No values are copied to the subordinate relation's information card. <p>Note: When using the Partial and At Creation linking methods, the content of certain pop-up fields are not copied to a subordinate relation's information card.</p> <p>Note: When you use the Full, Partial, or At Creation linking methods, only fields with the same internal field name are linked. Subordinate and parent fields with different internal names are linked only if you specify them in the Linking Rules sub-tab.</p>
Parent Table, Default	<p>This field replaces the Parent Table field.</p> <p>Enter or select a parent relation from the dropdown list. This field is used for assigning the relevant relation to the current linking rule.</p>
Standard Linking Rule	<p>Select this check box to use the current linking rule as the standard linking rule. Maconomy automatically uses a standard linking rule when no particular linking rule is specified on the subordinate relation's information card. Selecting a standard linking rule allows you to avoid manually specifying a linking rule on new or existing subordinate relations.</p> <p>If you do not select this check box, linking rules must be specified manually in the Linking island on the information card in the applicable workspace.</p>
Standard Employee-Vendor Linking Rule	<p>Select this check box to assign the current linking rule as the default rule for all employee-vendor relations.</p>

Field	Description
	This check box is available for selection only on linking rules for employee-vendor relations.

Setup » System Setup » Linking Rules » Linking Rule Lines

Single Dialogs » Set-Up » Set-up » Linking Rules » Linking Rule Lines

Field	Description
Subordinate Internal Field Name	Enter the subordinate relation's internal field name.
Subordinate Field Name	Enter the subordinate's external field name.
Linking Method	Select the specific linking method to use for the current field name.
Parent Table	<p>Enter the parent's external name.</p> <p>This field is disabled if you selected None in the Linking Method field on the Linking Rules tab.</p> <p>Note: This field is disabled if you enter a value in the New Value field.</p>
Internal Field Name	<p>Enter the parent's internal field name.</p> <p>This field is disabled if you selected None in the Linking Method field on the Linking Rules tab.</p>
Field Name	<p>Enter the parent's external field name.</p> <p>This field is disabled if you selected None in the Linking Method field on the Linking Rules tab.</p>
New Value	<p>Enter the value to be set on the subordinate's specified field name.</p> <p>This field is disabled if you selected None or Partial in the Linking Method field on the Linking Rule tab.</p> <p>Note: This field is disabled if you enter a value in the Parent Table field.</p>

Action	Description
Create Lines for Parent	Use this action to add linking rule lines between fields with the same internal field names in both subordinate and parent relations, and assign the given linking method to the selected fields.
Delete Lines for Parent	Use this action to delete linking rule lines with the specified parent table and linking method.

Single Dialogs » Accounts Payable » Vendors » Home » Overview

Accounts Payable » Vendors » Home » Overview

The Employee island is removed from this tab. The Parent Vendor island is renamed to Linking island. The **Employee** field is moved to the Linking island. The **Linking Rule** field is removed.

Linking island

Field	Description
Linking Rule	Enter or select a linking rule to use for this vendor.
Parent Vendor	Enter or select a parent vendor to assign to this vendor.
Employee	Enter or select an employee number to which the vendor is assigned as an outlay settlement vendor.

Local Chart of Accounts

General Ledger » Local Accounts

Single Dialogs » General Ledger » Set-up » Local Chart of Accounts

Use the Local Chart of Accounts workspace to set up local chart of accounts and the associated local accounts. This window is similar to the windows for setting up local specification lists.

This workspace displays the local chart of accounts in the tab and associated local accounts in the sub-tab.

Note: The local accounts have fields for **Account Type**, **Group**, **P&L/Balance Sheet**, **Department**, and **Invert Sign**. The values of these must correspond to the ones on the associated global account. For that reason, they are read-only fields, auto-populated by Maconomy.

Local Chart of Accounts Tab

Use the Local Chart of Accounts Tab to set up local chart of accounts information.

Local Chart of Accounts

Name	Enter the name of the local chart of accounts.
Description	Enter the description of the local chart of accounts.

Access Level

Description	Enter the description of the selected access control level.
Name	Enter the name of access level restricting the use of this local chart of accounts. You are not required to set an access level.

Local Accounts Sub-Tab

Local Account Number	Enter the number or name of this local account.
Description	Enter the name of the local chart of accounts to which this local account is associated. This field is mandatory.
Account Number	Enter the (global) account number this local account belongs to. This field is mandatory.
Overwrite Account	Select this check box to control whether the account can be overwritten by the (global) account specified on this local account.
P&L/Balance Sheet	This field shows whether this local account is a P&L or Balance Sheet account. This is derived from the (global) account.
Blocked	Select this check box to control whether the local account is blocked.
Statistics 1-4	Enter an optional code that you can include in your search criteria for statistical purposes when printing.
Dim. Comb. No.	Enter a dimension combination number of the Dimension Derivation type. Dimension Derivations are created in the Dimension Combinations workspace. If you specify a dimension combination, Maconomy uses the values in this dimension combination when deriving dimensions from the current company. Note that any dimension derivation values specified in this are used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the company information card.
Derived Location	Enter a value specified for the Location dimension if you want this value to be derived from the current local account.

Overwrite Location	Select this check box to control whether the location can be overwritten by the derived location specified on this account.
Derived Entity	The functionality of this field is similar to the Derived Location field above.
Overwrite Entity	The functionality of this field is similar to the Overwrite Location field above.
Derived Project	The functionality of this field is similar to the Derived Location field above.
Overwrite Project	The functionality of this field is similar to the Overwrite Location field above.
Derived Purpose	The functionality of this field is similar to the Derived Location field above.
Overwrite Purpose	The functionality of this field is similar to the Overwrite Location field above.
Derived Specification 2-3	The functionality of this field is similar to the Derived Location field above.
Overwrite Specification 2-3	The functionality of this field is similar to the Overwrite Location field above.
Derived Local Specification 1-3	The functionality of this field is similar to the Derived Location field above.
Overwrite Local Specification 1-3	The functionality of this field is similar to the Overwrite Location field above.
Option List 1-10	Enter the option lists containing the values you wish to use for further specification of the local account
Selected Value 1-10	Select a value from the option list you chose in the Option List 1-10 fields.
Remarks 1-5	Enter any remarks as appropriate.

Actions

New Local Chart of Accounts Use this action to create a new local chart of accounts. This action is always available.

Delete Local Chart of Accounts Use this action to delete a local chart of accounts.

Note: A local chart of accounts can only be deleted if it is not used by any company. Deleting a local chart of accounts also deletes all associated local accounts and thus the local chart of accounts can only be deleted if all associated local accounts can be deleted.

Insert Local Account	Use this action to create a new local account and associate it with the current local chart of accounts. Each local account name/number must be unique within each local chart of accounts.
Delete Local Account	Use this action to delete the local account. The local account can only be deleted if it is not referenced from any master or posted data.

Appendix B – Additional Information

Set Up Country and State Mapping

The Maconomy employee uses **Country** and **Name 5** fields for country and the state mapping. A Talent Management Country ID must map to **Country** and / or **Name 5** fields.

Once you create the country mapping, you can create the state mapping, if needed. Enter a Talent Management State ID and map to **Country** and / or **Name 5**.



The **Country** field can represent a country or a state, and the **Name 5** field can represent a country or a state.


The fields mapped from Deltek Talent Management to Maconomy are closed on employee. Thus the only way to update them is through Talent Management.

See the *Deltek Maconomy 2.3.x Enhancements Guide* for details on Country Mapping concepts.

To map countries between Talent Management and Maconomy, complete the following steps:

1. Click **Setup » Talent-Management Setup » Country Mappings** to set up Talent Management countries.
2. In the Talent-Management Country tab, **Talent Mgmt. Country** field, select the country from Talent Management and map to Maconomy country.

In Talent Management States sub-tab, in the **State Id.**, **Talent Management** field, select the identification code of the state from Talent Management and map to Maconomy state.



Deltek is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,000 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resource, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.®

deltek.com