

# Version 12.6 - Release Notes

## Synergist Browser Interface

November 2020

Synergist v12.6 requires 4D Server v18

**Please note:** These release notes relate to the Synergist browser interface only.

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## Contents

<b>UI &amp; DESIGN</b> .....	<b>5</b>
Option to hide the left-hand menu .....	5
<b>FREELANCERS</b> .....	<b>6</b>
Automatically creating freelancer purchase orders / invoices.....	6
Set-up required.....	13
<b>INVOICING &amp; BILLING PLANS</b> .....	<b>17</b>
Notes & comments support.....	17
FM exchange rate displayed when creating a sales invoice .....	18
Exchange rate change on draft invoice .....	18
Invoice list - handler filter.....	19
Batch invoicing .....	20
Multi-job billing plan.....	20
<b>KANBAN BOARDS</b> .....	<b>21</b>
Editing a Kanban entry .....	21
Changing the owner on Kanban cards .....	22
Kanban alert .....	22
<b>EXPENSES</b> .....	<b>23</b>
Foreign-currency expense sheets.....	23
<b>JOBS &amp; PHASES</b> .....	<b>27</b>
Add multiple phases to a job via phase-type list .....	27
Thermometer drop-down.....	28
Hovers added to the Schedule tab on Jobs & Phases .....	28
<b>GANTT CHARTS</b> .....	<b>29</b>
Ability to edit dates inline.....	29
<b>CALENDAR BOOKINGS</b> .....	<b>30</b>
Time & bookings information hover .....	30
<b>PURCHASING</b> .....	<b>31</b>

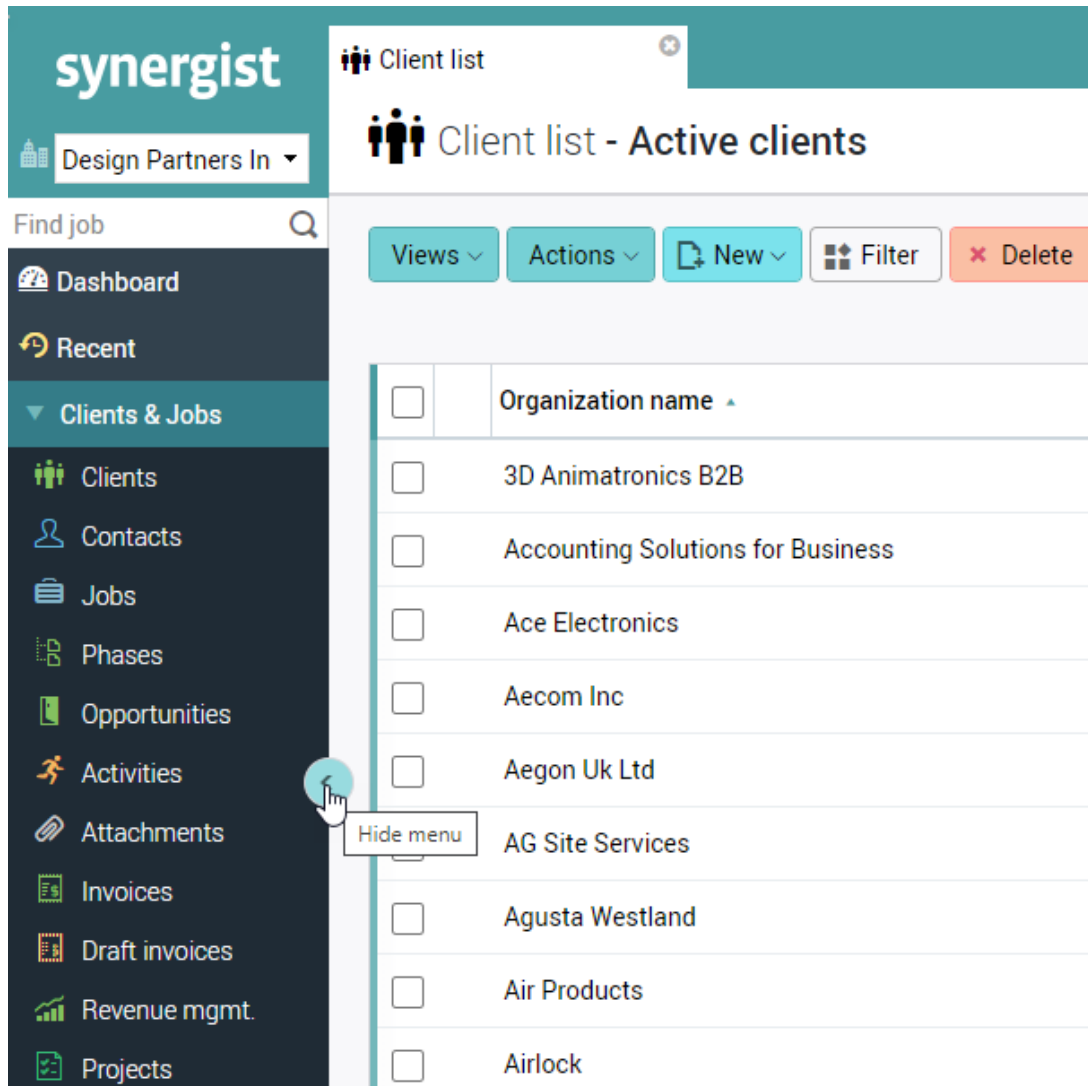
Zero value purchase invoices .....	31
Supplier prices.....	31
<b>REPORTS .....</b>	<b>32</b>
Print and download options for charts .....	32
Run now functionality for scheduled reports .....	33
Costs & Quotes - additional fields .....	34
Missing timesheets report - additional field.....	34
<b>ACCOUNTS LINKS .....</b>	<b>35</b>
Xero import feature - enhancements.....	35
Accounts link via API for Sage Business Cloud Accounting (Previously called Sage One).....	35
<b>MISCELLANEOUS .....</b>	<b>36</b>
Utilities - Re-calc turnover .....	36
Re-calc turnover.....	36
Description fields in all FM tables are now mandatory .....	37
Option to add all stages on a Job or Phase .....	37
New custom field types .....	38
Company settings .....	38
File maintenance tables .....	39

## UI & DESIGN

### Option to hide the left-hand menu

To optimize Synergist screen space, click on the  icon to view/hide the left-hand menu. This is particularly useful when accessing wide areas such as Calendar bookings and Billing plan screens.

Example:



## FREELANCERS

### Automatically creating freelancer purchase orders / invoices

When working with freelancers, it is important to track the work done, typically via timesheets, leading to the creation of a purchase invoice to record the actual cost of the freelancer against the jobs they have worked on.

This new feature automates the process, enabling timesheets to be associated with a freelancer purchase order/purchase invoice. There are two main recommended methods for achieving this and this feature supports both.

### Create a special internal job to house all freelancer purchase orders

In this scenario, the freelancer time recorded against jobs would normally have an associated resource level cost. This is achieved by selecting 'Resource level costing' on the staff record and setting a cost rate that reflects the freelancer's cost rate. In this case, you would need to set both 'Cost rate' and 'Freelancer PO cost rate' (same value).

Using this set up:

- On internal jobs, purchase orders will be created using the Freelancer PO cost rate
- On associated jobs, the actual cost of freelancer timesheets will be recorded using the defined resource level costing cost rate

### Staff

Details

Skills

Details

Code 16/FL3

Name **Freelancer 3**

Charge code

Currency for time costing

Resource level costing

Cost rate - Time

Cost rate - Evenings

Cost rate - Weekends

Resource level charging

User **Freelancer 3**

Active

Started  ✘

Finished

Freelancer

Freelancer PO cost rate

## Create purchase orders on the jobs the freelancer is working on

In this scenario, the freelancer's time recorded against jobs needs to have an associated cost of ZERO otherwise the costs on the job relating to the freelancer will be double counted.

This is typically done by selecting 'Resource level costing' and setting a cost rate for the freelancer to ZERO. The cost of timesheets associated with the purchase order is defined by the Freelancer PO cost rate.

Details

Code **16/FL1**

Name **Freelancer 1**

Charge code **Design**

Currency for time costing **- Base currency -**

Resource level costing

Cost rate - Time **0.00**



Cost rate - Evenings **0.00**


Cost rate - Weekends **0.00**

Resource level charging


User **Freelancer 1**

Active

Started **09/09/2020**  

Finished **00/00/00** 

Freelancer

Freelancer PO cost rate **25.00** 

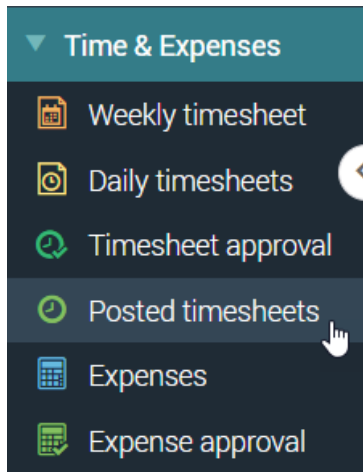
**Note:** This feature does not handle a different rate for freelancer overtime. If an overtime rate for freelancers has been negotiated, any adjustments to their purchase orders will need to be done manually.

### Automatically creating purchase orders

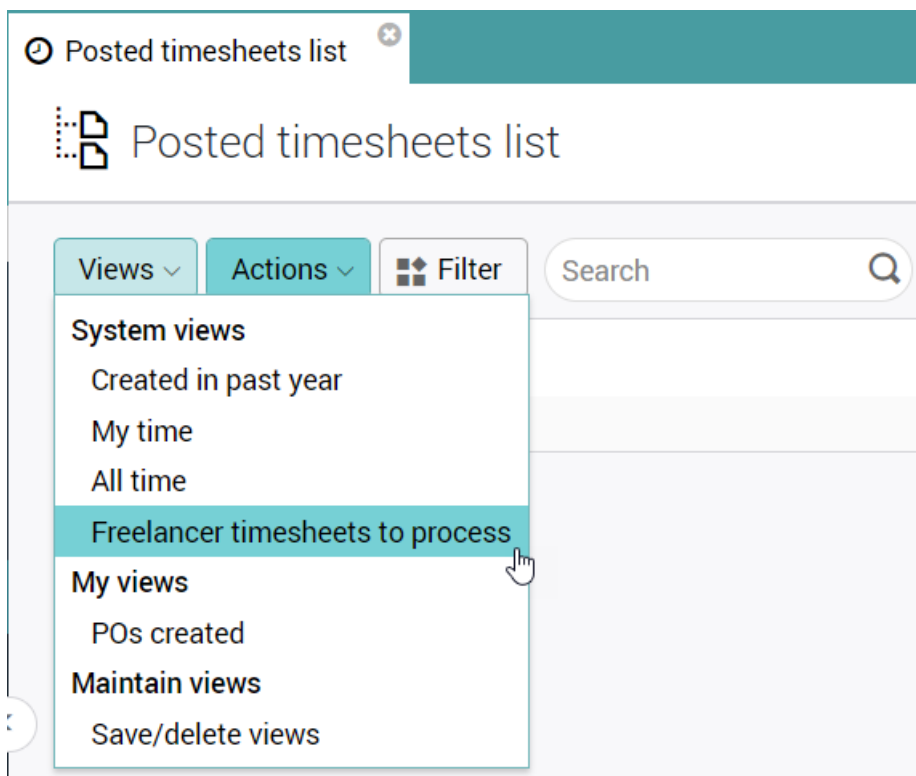
Freelancer time will be recorded in the normal way by entering timesheets. Freelancers can do this themselves if they have access to Synergist. Otherwise, a member of staff can be delegated to enter timesheets for them.

Once timesheets have been entered and approved, purchase orders can be created (based on the timesheets submitted) using the new freelancer PO cost rate described above.

Select 'Posted timesheets' from the main left-hand menu



Select 'freelancer timesheets' to process



This will list all freelancer timesheets that have not yet been allocated to a purchase order.

**Note:** A freelancer timesheet is any timesheet posted for a staff resource that has been marked as 'Freelancer' (previously called 'Sub-contractor').



Select the timesheets you wish to process into purchase orders

You can select timesheets across multiple jobs for multiple freelancers. A purchase order will be created for each freelancer job/phase. The purchase orders will then be automatically joined together as consolidated purchase orders – one for each Freelancer.

### Actions button

Select either:

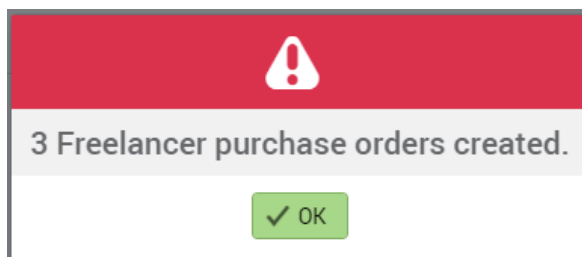
- 'Create purchase orders' or
- 'Create purchase orders on a single phase – internal job'

Posted timesheets list

Posted timesheets list - Freelancer timesheets to process

Views	Actions	Filter	Delete	Search	ALL	#	A	B	C	D	E
7 Rows selected	<ul style="list-style-type: none"> <li>Reverse selected timesheets</li> <li>Create purchase orders</li> <li>Create purchase orders on a single phase - internal job</li> </ul>										
<input checked="" type="checkbox"/>	50014.001	3D Animatronics B2B	Website re-design - new features	Mike (freelancer)	Creative Thinking						
<input checked="" type="checkbox"/>	50014.001	3D Animatronics B2B	Website re-design - new features	Mike (freelancer)	Creative Design						
<input checked="" type="checkbox"/>	50014.001	3D Animatronics B2B	Website re-design - new features	Mike (freelancer)	Consultancy						
<input checked="" type="checkbox"/>	50014.002	3D Animatronics B2B	Website re-design - new features	Jim (freelancer)	Layout / Visual						
<input checked="" type="checkbox"/>	50014.002	3D Animatronics B2B	Website re-design - new features	Jim (freelancer)	Planning						
<input checked="" type="checkbox"/>	50112.001	Aecom Inc	Web page update	Jim (freelancer)	Copy Writing						
<input checked="" type="checkbox"/>	50112.001	Aecom Inc	Web page update	Jim (freelancer)	Copy Writing						

If the action is successful, the system will report the number of purchase orders created.



### Accessing the purchase orders

The purchase orders can be accessed from the main purchasing list by searching for 'Freelancer timesheets'.

The screenshot shows a web interface for 'Purchase list - All purchase orders'. At the top, there are tabs for 'Posted timesheets list' and 'Purchase list'. Below the tabs, there are buttons for 'Views', 'New', 'Filter', 'Actions', and 'Delete'. A search bar contains the text 'freelancer timesheets'. To the right of the search bar are filters for 'ALL' and columns 'A', 'B', 'C', 'D', 'E', 'F', 'G'. Below the search bar is a table with the following data:

<input type="checkbox"/>	Order #	Date	Created by	Description	Type	Supplier	Phase
<input type="checkbox"/>	000110	17/09/20	MP	Freelancer timesheets	Freelancers	Jim (freelancer)	50112.001
<input type="checkbox"/>	000110	17/09/20	MP	Freelancer timesheets	Freelancers	Jim (freelancer)	50014.002
<input type="checkbox"/>	000109	17/09/20	MP	Freelancer timesheets	Electrical Work	Mike (freelancer)	50014.001

### Consolidated purchase orders

If multiple purchase orders are created for a freelancer, these will be consolidated.

The screenshot shows a detailed view of a consolidated purchase order. At the top, there are tabs for 'Posted timesheets list', 'Purchase list', and '000110 Freelancer tim...', along with a 'PO 000110' icon. Below the tabs, it says 'Consolidated PO number: 000110' and 'Supplier Jim (freelancer)'. There are two tabs: 'Details' (selected) and 'Invoices'. Below the tabs is a table with the following data:

Purchases	Cost	Charge
Freelancer timesheets	£300.00	£0.00
Freelancer timesheets	£225.00	£0.00
<b>Total</b>	<b>£525.00</b>	<b>£0.00</b>

### Finalizing the purchase

The consolidated PO may be printed out and sent to the Freelancer for approval.

Once the consolidated PO has been approved, the user can select the invoices tab of the consolidated PO and generate a purchase invoice. This can then be posted to the linked accounts system for payment.

## Manually creating a freelancer purchase order

You can also manually create a freelancer purchase order. This can be done on the actual job the freelancer has worked on or on an internal job – depending on your processes. See above for the different methods available.

The screenshot shows the Synergist software interface for a purchase order. The top bar includes the supplier name 'Jim (freelancer)', the purchase list, and the subcontract ID '000106 Subcontract D...'. The main header displays 'Purchase: Subcontract Design Services: 000106' and 'Web update - phase 1'. A 'Get timesheets' button is highlighted in the top right corner. Below the header, there are fields for 'Supplier', 'Contact', and 'Their ref'. The interface has several tabs: 'Details', 'Text', 'Lines', 'Invoices', 'Delivery', 'Notes', 'Tender', 'Attachments', and 'Timesheets'. The 'Details' tab is active, showing 'Main details' and 'Status' sections. The 'Main details' section includes 'Ordered by: Mike Pender', 'Markup method: Markup %', 'Supply type\*: Freelancers', and 'Description: Subcontract Design Services'. The 'Status' section has checkboxes for 'Mark as investment / non-chargeable', 'Approved', and 'Picked for' (with sub-options for Estimate, Quote, and Option). A 'Cancel this purchase' button is also visible. Below the details, there is a table comparing 'Actual' and 'Estimate' values for various fields: Date (17/09/2020), VAT (1 (UK 20%) Standard), Cost (0.00), Markup % (0.00 %), and Charge Out (0.00). The table also shows 'Original cost' (200.00) and 'Standard %' (0%).

### Select Get Timesheets

This will create PO lines for each timesheet brought in.

If the Purchase order is on an internal job, the system will bring in timesheets from all the jobs the freelancer has worked on. If the job is a normal external client job, then only timesheets for this particular job are brought in. A date range is provided so the user can bring in timesheets for a single month's work.

The screenshot shows a dialog box titled 'Get timesheets for Jim (freelancer) on phase 16/0050109.001'. It has a close button (X) in the top right corner. The dialog contains a 'Dates' section with a 'From' field set to '01/09/2020' and a 'to' field set to '30/09/2020'. At the bottom, there are two buttons: 'Cancel' and 'Get timesheets' (which is highlighted in green).

### Creating the purchase order cost

The system will bring in the freelancer's timesheets for the specified period. These will be shown in the Timesheets tab. In the Lines tab, a line will be created for each of the timesheets selected for this purchase order. The unit cost is the Freelancer PO rate described above.

## Lines tab

One line is created automatically for each timesheet.

Details | Text | **Lines** | Invoices | Delivery | Notes | Tender | Attachments | Timesheets

Actions ▾

Description	Quantity	Unit Cost	Cost Total	Mkup %	Charge Out	Style	Picked	
50014.001 - Creative Design - Sep 17th 2020	5	25.00	125.00	-100.00	0.00	<b>B</b> <i>i</i> <u>u</u>	<input checked="" type="checkbox"/>	
50014.001 - Consultancy - Sep 17th 2020	5	25.00	125.00	-100.00	0.00	<b>B</b> <i>i</i> <u>u</u>	<input checked="" type="checkbox"/>	
50014.001 - Creative Thinking - Sep 17th 2020	5	25.00	125.00	-100.00	0.00	<b>B</b> <i>i</i> <u>u</u>	<input checked="" type="checkbox"/>	
<b>Totals</b>			<b>375.00</b>	<b>-100.00</b>	<b>0.00</b>			

## Timesheets tab

Selected timesheets are displayed. If the user removes a timesheet, its related line (shown above) is also removed.

Details | Text | Lines | Invoices | Delivery | Notes | Tender | Attachments | **Timesheets**

✕ Remove

<input type="checkbox"/>	Charge code	Date	Work done	Total	Cost rate	Total cost
<input type="checkbox"/>	Creative Thinking	17/09/20		5	0.00	0.00
<input type="checkbox"/>	Creative Design	17/09/20		5	0.00	0.00
<input type="checkbox"/>	Consultancy	17/09/20		5	0.00	0.00

Rows per page 10 ▾ Items 1-3 of 3 Page 1 of 1

**Note:** In Synergist, each timesheet has a related cost rate. However, for freelancers these will normally be set to zero if purchase orders are being raised against the job the freelancer has worked on (rather than an internal job). This way the freelancer cost is not double counted.

## Set-up required

### Company settings

'Own PO numbers' switched off (unticked).

This is a requirement since a batch of purchase orders are created in the background with no user intervention.

**Purchasing**

Supplier account

Own supplier account numbers

Default markup %

Supplier prospect account

Own prospect account numbers

Purchase invoice

Auto PIR number

Purchase order

Own PO numbers

Expense

Default markup %

### Freelancer user

Create a new 'Freelancer' user or select an existing user. Make sure the user has an expense account and staff record for each company they have access to.

### User companies

**Details**

[Edit expense account](#) [Edit staff record](#)

Details

Company **Design Partners Inc (16)**

User **Jim (freelancer)**

Team

Expense account(s) **Jim (freelancer)**

Staff record **Jim (freelancer)**

User access

Access only via Calendar bookings

Creating/editing the Staff record for a freelancer user

- Set the resource to use 'Resource level costing'
- Make sure the cost rates are all zero
- Currency for time costing should be blank or '-Base currency-'
- Tick the checkbox 'Freelancer'
- Set the Freelancer PO cost rate
- If planning to raise all purchases on an internal job, set a resource level cost rate (see above for details)

Staff

Details

Skills

Details

Code **16/FL1**

Name **Jim (freelancer)**

Charge code **Design**

Currency for time costing **- Base currency -**

Resource level costing

Cost rate - Time **0.00**

Cost rate - Evenings **0.00**

Cost rate - Weekends **0.00**

Resource level charging

User **Jim (freelancer)**

Active

Started **09/09/2020**

Finished **00/00/00**

Freelancer

Freelancer PO cost rate **25.00**

Expense account setup for user

- Expense account must have a default supply type
- Suggest you create a new supply type called 'Freelancers'



Expense: **Jim (freelancer)**



Details | Supply types | Contacts | Financial | Notes | Purch & Exp. | Purchase invoices

Supply type **Freelancers** ▼

Code **16/S123478** Freelancers

Name **Jim (freelancer)**

## Existing freelancer timesheets

If you are already creating timesheets for freelancers, you will have already paid the freelancer for most of the timesheets currently on the system. You will need to mark these older timesheets as being paid. The simplest way of doing this is to raise a purchase order on an internal job. You will need to create one purchase order for each freelancer that has existing timesheets. See 'Manually creating a freelancer purchase order' detailed above.

When selecting timesheets using the 'Get timesheets' option via the Actions button, select an appropriate date range. This should be from before the freelancer started working for the company to the last paid timesheet. Once the purchase order has been approved, a purchase write-off should be created from the 'Purchase invoices' menu and the purchase order allocated to the write-off document.

This way the next time you list 'Freelancer timesheets to process', only the unpaid timesheets will be listed.

⊙
Posted timesheets list ✕

⋮
Posted timesheets list - **Freelancer timesheets to process**

Views ▾
Actions ▾

⊞ Filter
 

✕ Delete

🔍

ALL
#
A

	Job phase	Client	Job description	Staff name
<input type="checkbox"/>	50112.001	Aecom Inc	Web page update	Freelance...
<input type="checkbox"/>	50112.001	Aecom Inc	Web page update	Freelance...
<input type="checkbox"/>	50112.001	Aecom Inc	Web page update	Freelance...

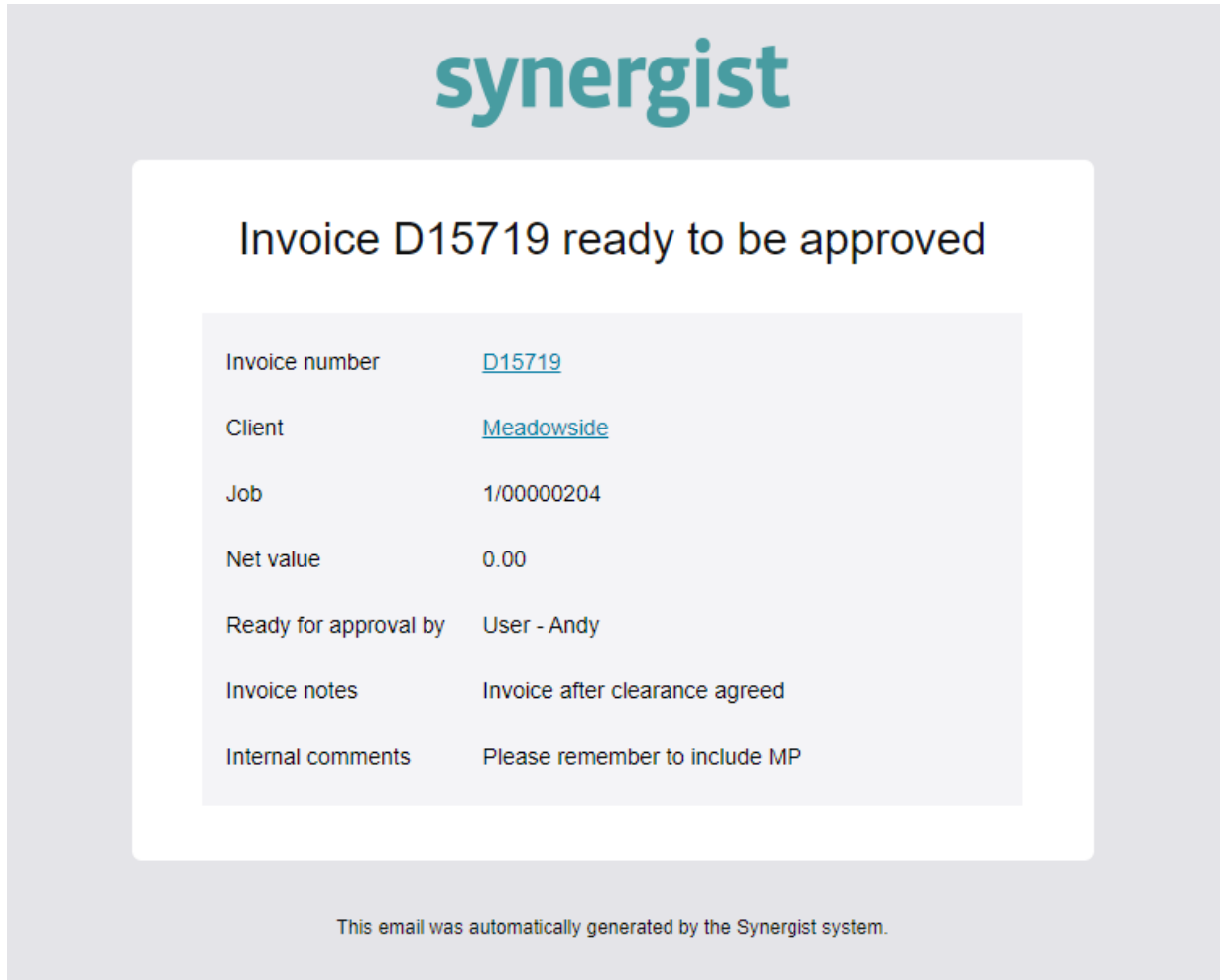


## INVOICING & BILLING PLANS

### Notes & comments support

Invoice notes and Internal comments are now included on invoice approval emails and in the invoice export.

### Invoice approval alert



### Invoice export

N	O	P	Q	R	S	T	U
Job client	Descriptic	A/H	By	RFA	DA	Notes	Internal comments
Meadows	204 - No B	AMD	U	U	U	Invoice after clearance agreed	Please remember to include MP

### FM exchange rate displayed when creating a sales invoice

When creating a currency sales invoice, the Job currency and FM exchange rate appear in a window with the options to:

- Change the currency
- Alter the exchange rate
- Apply the latest FM exchange rate

### Exchange rate change on draft invoice

To change the exchange rate on a draft invoice, click on the pencil icon towards the right of the displayed exchange rate. A window will open, allowing the invoice exchange rate to be changed.



Draft invoice: **D1600240**

Euro client 16/C050033 test currency discount

Type	Invoice	Ready for appro
Revenue balance	Deferred	Created
Final	<input type="checkbox"/>	
Inv date	07/10/2019	
Order number	<input type="text"/>	
Invoice currency	Dirhams	
Exchange rate	4	

Change exchange rate

Details | Content | **JOBS/PHASES INVOICED** | Allocated costs | Address | Fina

Add Copy Delete

<input type="checkbox"/>	Description	Quantity...	Unit price
<input type="checkbox"/>	Services	2	25.00
		AED	100.00

## Invoice list - handler filter

Handler filter added to the 'Invoice list' filter and 'Draft invoice list'.

Invoice list
✕

List filter

Query

Search for

Filter by date

More filters  Show inactive options

▶ Client
▶ Invoice

**Draft/real**

Draft  Real

**Final/unfinal**

Final  Unfinal

**Printing**

Printed  Not printed

**Ready for approval**

Ready  Not ready

Currency  ✕

Invoice types  ✕

Created by  ✕

Handler Edward Snowden ✕ Jan Green ✕ ✕

Ready for approval by  ✕

Approved by  ✕

## Batch invoicing

Batch invoicing, previously only available from the job/phase lists and client card, is now available in the following areas:

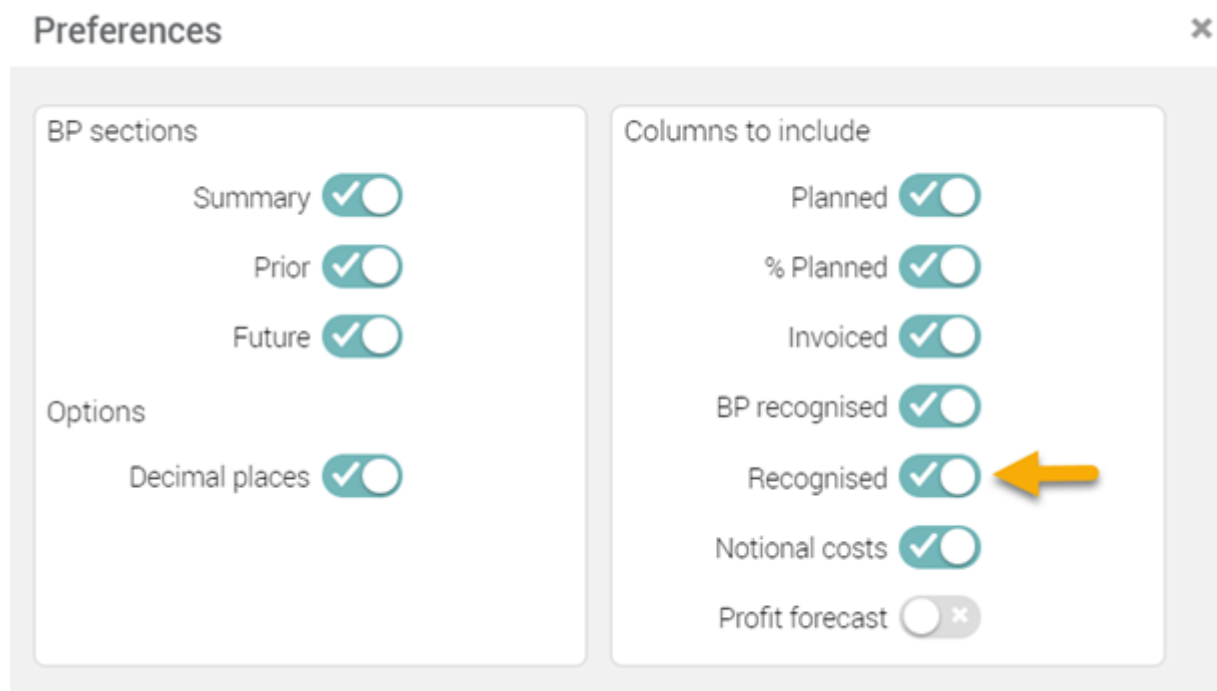
- Project jobs tab
- Project phases tab
- Campaign jobs tab
- Campaign phases tab

This is particularly useful for users who want to create a multi-job invoice for an entire project based on billing plans.

## Multi-job billing plan


This is a new option under 'Preferences'. Previously, the 'Planned to recognise' figure could be displayed in the billing plans display. This figure has now been renamed to 'BP recognised'.

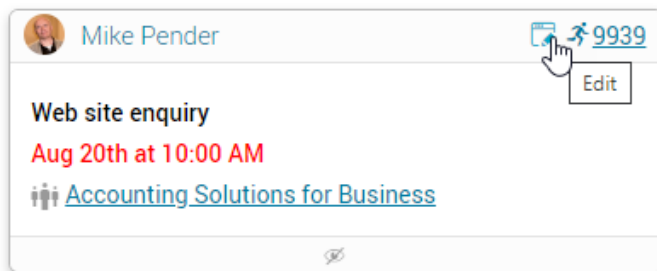
An additional option, 'Recognised', is now available. This represents the total recognised for invoices raised against the plan



## KANBAN BOARDS

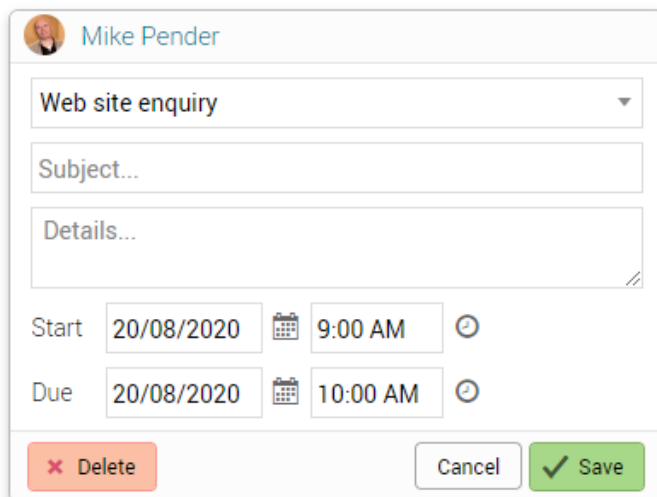
### Editing a Kanban entry

Each Kanban card has an 'Edit' button  towards the top right-hand corner. Click on the 'Edit' button to make revisions to the activity.



Kanban card edits can be made to the following fields:

- Activity type
- Subject
- Details
- Start date and time
- End date and time
- Activity owner (see below)

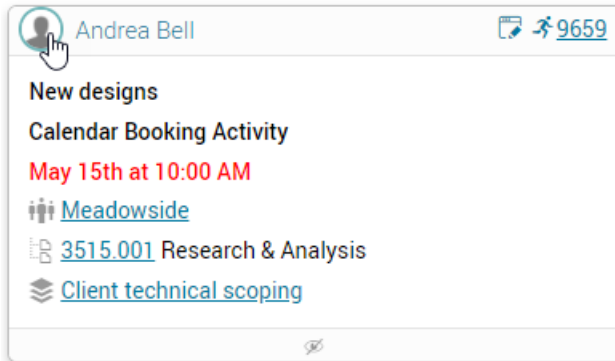


**Note:** You can also delete a Kanban entry from this view. Deleting a Kanban entry will also delete the activity record it relates to.

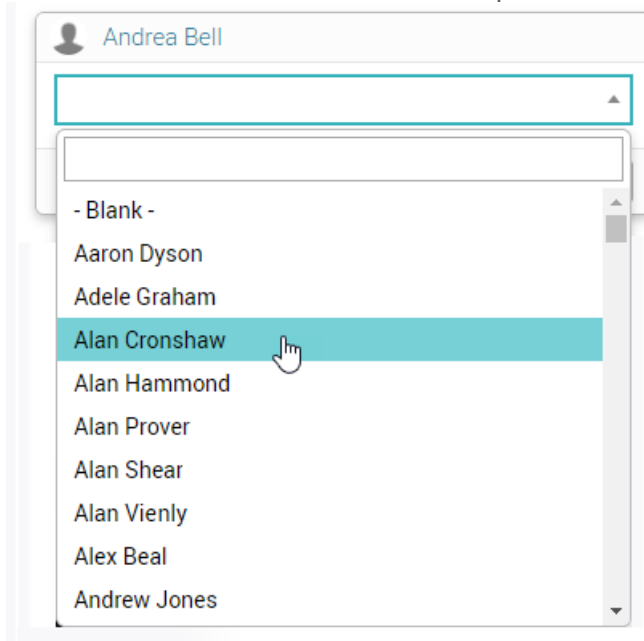
## Changing the owner on Kanban cards

To change the owner on a Kanban card:

- Click on the avatar in the top left corner



- Select the new owner from the drop-down list



## Kanban alert

The activity immediate alert feature will now send an alert on change of Kanban status.

## EXPENSES

### Foreign-currency expense sheets

Expenses could already be entered in a foreign currency. However, the resulting purchase expense sheets and related purchase invoices were always created in the base currency (typically Sterling – GBP). This was an issue for companies whose staff worked abroad and preferred to be paid in the currency where they lived. These employees would also expect submitted expenses not to be affected by fluctuations in exchange rates.

To solve this issue, Synergist now allows for expense sheets to be saved in foreign currencies. Once processed, these expense sheets are converted into currency purchase invoices which can be posted to any linked accounts system that supports foreign currency accounts.

### Initial set up

To implement this feature, Synergist expense accounts need to be set up for foreign currencies and have the default currency set as the currency the user wishes to be paid in.

Select your user's expense account from the Supplier list

The screenshot displays the 'Supplier list - Expense accounts' interface. At the top, there is a teal header bar with a truck icon and the text 'Supplier list'. Below this, the main title 'Supplier list - Expense accounts' is shown with a truck icon. The interface includes a toolbar with buttons for 'Views', 'Actions', 'New', 'Filter', and 'Delete', and a search bar. Below the toolbar is a table with one row containing a checkbox and the name 'David Handley'. At the bottom of the table area, it indicates 'Rows per page 50' and 'Items 1-1 of 1'.

### Navigate to the Financial tab

- Make sure the account is set as Multi-currency
- Set the default currency
- Tick the new option 'Post expenses in default currency'

Supplier list | David Handley

Expense: **David Handley**

Details | Supply types | Contacts | **Financial** | Notes | Purch & Exp. | Purchase invoices

VAT: 1 (UK 20%) Standard

VAT reg no: [ ]

Markup method: Markup %

Standard %: 0

Days credit: 0

Multi-currency

Euros

Post expenses in default currency

### Creating a currency expense sheet

- Create a new expense sheet in the conventional way
- Notice the Reimbursement amount is now showing in Euros
- The currency is set to the user's default currency
- The current currency rate (in this case Euros to Sterling) is displayed
- The rate can be adjusted at this point in the process if required

Expense list | Expense sheet 2064

Expense sheet: **2064**

Expense account: David Handley

Description: My new Euro expense sheet

Date: 09/10/2020

Created by Mike Pender on 09/10/2020 at 12:39pm

Submit for approval | Print | Cancel | Save & Close

Sheet status: Unsubmitted

Reimbursement amount: €0.00

Currency: Euros

Rate: 1.2

Expense lines

Actions | Add | Delete | Search



### Add an expense line

This will now default to Euros where previously it would have been in the base currency (typically Sterling).

Line details

**Expense description**

Item date: 09/10/2020

Type: Hotel Expenses

Description: Hotel Expenses

**Value**

Quantity: 2

Euros unit cost: 100

Euros total (gross): 200

VAT code: 0 (UK 0%)

Euros VAT: 0

### Creating an expense line for a different currency

The user might then wish to enter another expense line. Imagine if they had travelled to the USA and had a hotel receipt in US Dollars.

The user could still enter the expenses in Euros if they wanted to (on the left-hand side). However, it could be more convenient to enter the expense in US Dollars – to match their receipt.

The exchange rate shown is the current exchange rate between US Dollars and the base currency (in this case Sterling). The system first converts the dollar amount to its equivalent in Sterling, and then converts that base currency value to Euros. This way the system will create a Euro invoice for the accounts system and still track the cost of this expense against the job in base currency (Sterling).

Example:

\$100 = £66.66

£66.66 = €80

Line details

**Expense description**

Item date: 09/10/2020

Type: Hotel Expenses

Description: Hotel Expenses - USA

**Value**

Quantity: 1

Currency: US Dollars

Exchange rate: 1.5

Euros unit cost: 80

Euros total (gross): 80

VAT code: 0 (UK 0%)

Euros VAT: 0

## Expense sheet

This has resulted in an expense sheet for a total of €280.

Expense list
My new Euro expense ...
⚙️ 👤 ?

**Expense sheet: 2066**

Expense account: David Handley

Description: My new Euro expense sheet

Date: 09/10/2020

Created by Mike Pender on 09/10/2020 at 1:29pm

Submit for approval Print Cancel Save & Close

Sheet status: Unsubmitted

Reimbursement amount: €280.00

Currency: Euros

Rate: 1.2

**Expense lines**

Actions
Add
Delete

<input type="checkbox"/>	#	Client	Job phase	Stage	Expense ...	Descripti...	Exp. date	Total	Currency	VAT	Receipts	Status
<input type="checkbox"/>	1	Aecom Inc	X000346.002	Web site design	Hotel Exp...	Hotel Expenses	09/10/2020	€200.00	€200.00	€0.00		Unsubmitted
<input type="checkbox"/>	3	3D Anima...	50014.002	Amends	Hotel Exp...	Hotel Expenses	09/10/2020	€80.00	\$100.00	€0.00		Unsubmitted
TOTAL								€280.00		€0.00		

Once approved and posted, an expense purchase invoice for €280 is created. This can then be posted to the linked accounts system for payment.

Expense list
Expense sheet in Euro
EU104

**Purchase invoice: EU104**

Posted by Mike Pender on 13/10/2020 at 2:53pm

PIR number: EU104

Supplier: David Handley

Their ref: 2078

Invoice
Credit
Write off

**Details** | Analysis | Notes | Attachments

Value

Currency	Euros		
Exchange Rate	1.2		
Gross	€280.00		£233.33
VAT	€0.00		£0.00
Net	€280.00		£233.33
Allocated	€280.00		
Unallocated	€0.00		

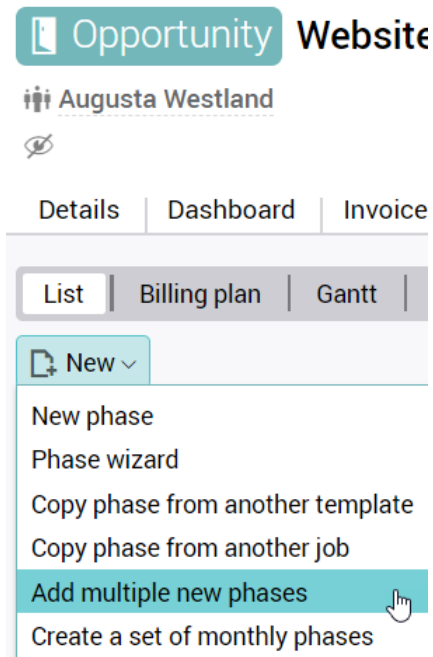
## JOBS & PHASES

### Add multiple phases to a job via phase-type list

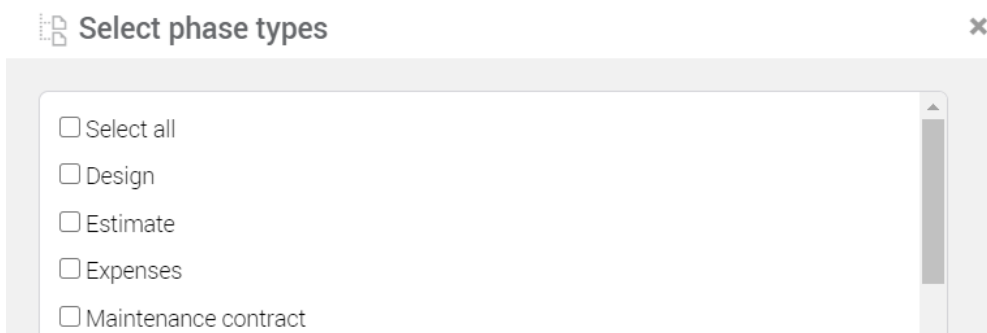
It is now possible to quickly create a set of phases based on phase types.

From a job or an opportunity record:

- Select 'Add multiple new phases'

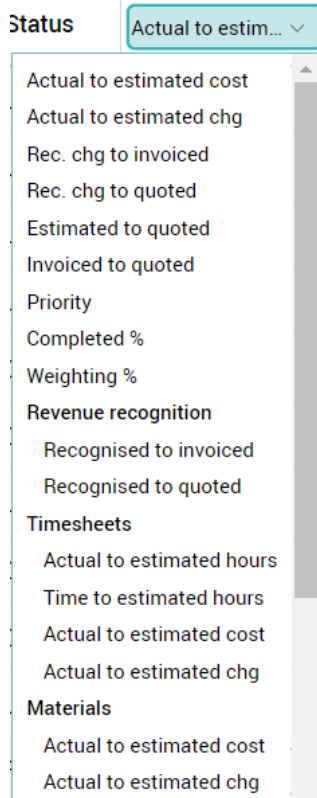


- Select from a list of phase types - one phase will be created for every phase type selected



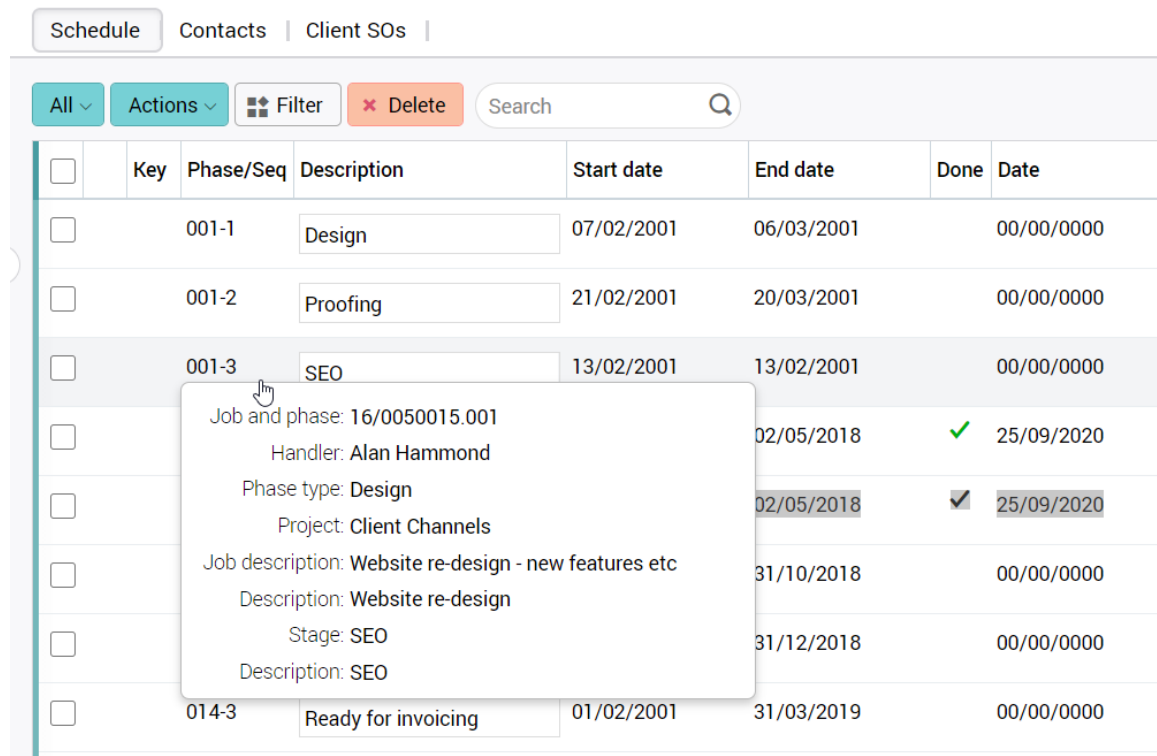
## Thermometer drop-down

User interface improvements to the thermometer drop-down list on jobs & phases.



## Hovers added to the Schedule tab on Jobs & Phases

This feature presents key information to the user without them having to open the record.



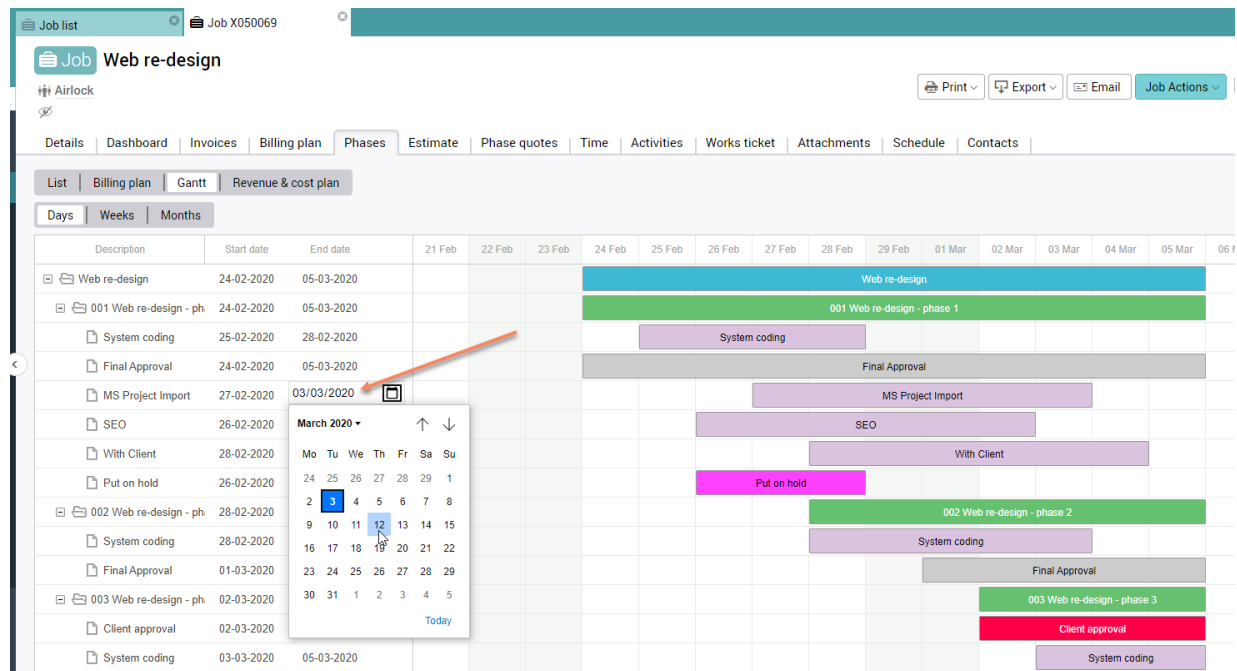
# GANTT CHARTS

## Ability to edit dates inline

**Note:** Selecting a new date inline will only change the dates if it is aligned with your business rules.

Example:

If your company settings dictate your job dates to be 'Stage driven', selecting a new date for the job start/end date will have no effect. To change job dates, you need to amend stage dates.



## CALENDAR BOOKINGS

### Time & bookings information hover

When creating or editing a booking, the user can hover over the charge-code information button and the total estimated for the job-phase will be displayed. The values correspond to the information found in the Time & bookings estimate view.

This popup also appears in 'MyCalendar' and 'Weekly timesheet' – to the right of the charge code.

**Note:** The values displayed are for the job-phase/charge code – not just the user. This enables the person booking into the calendar to see the full picture of the estimate and remaining time without having to open up the job in a separate tab.

### Estimate Time & bookings

These figures appear in the above hover.

Consultancy		150.00
<b>BOOKINGS SUMMARY</b>		
	<b>Current bookings</b>	52.50 work planned
	<b>Timesheets</b>	13.50 work done
	<b>Hours remaining</b>	84.00

# PURCHASING

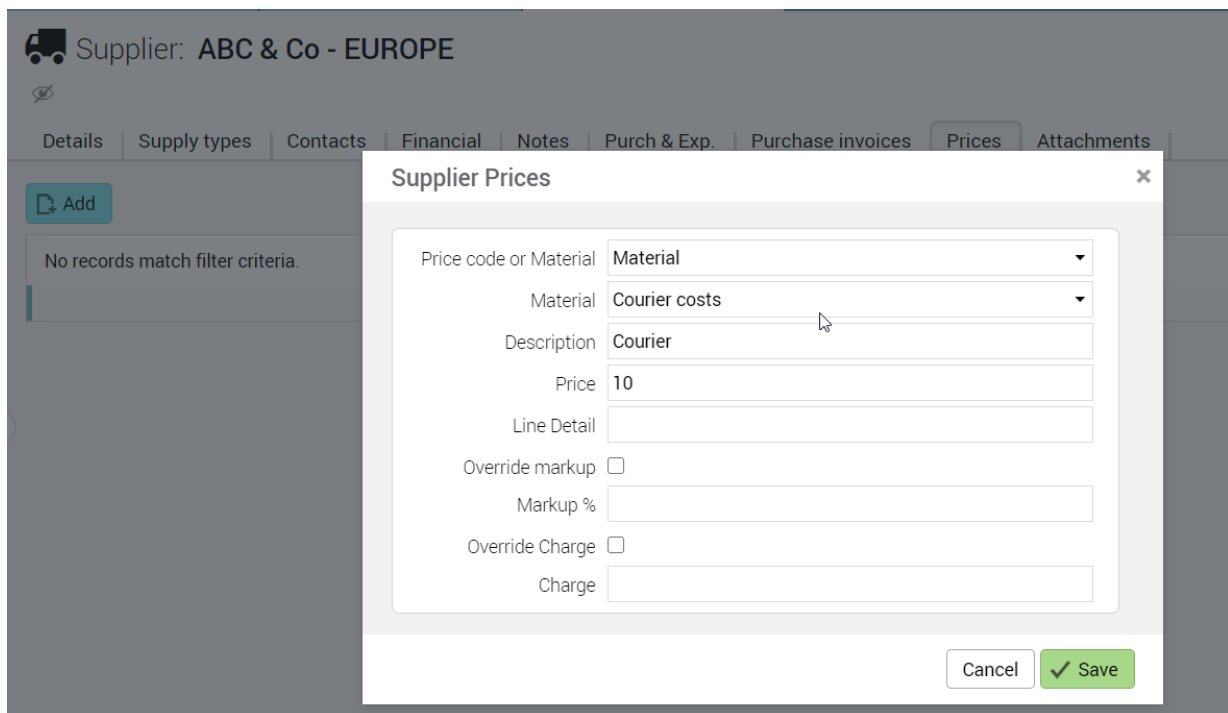
## Zero value purchase invoices

You can now post a PI that contains a zero-value analysis line. Zero-value lines don't get sent to the postings table.

## Supplier prices

### Referencing the materials table

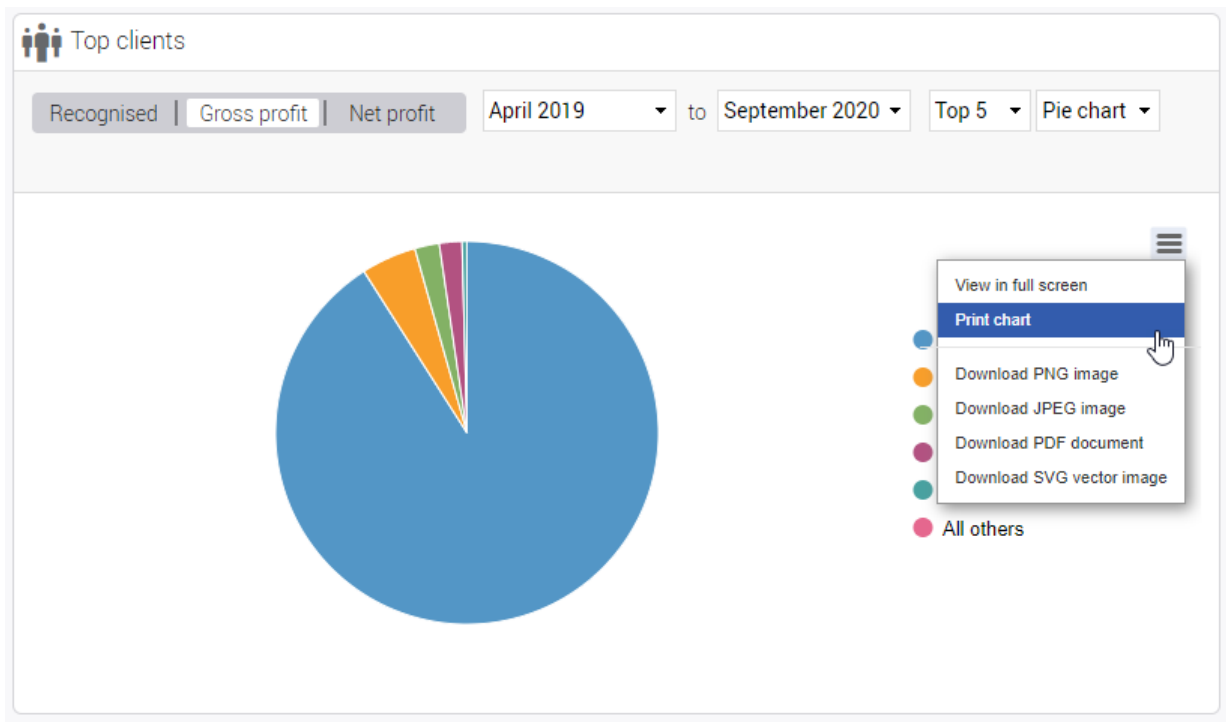
When creating supplier prices, you can create your own price codes (as before) or use the materials table (new feature). This links the supplier price back to the materials record in File Maintenance. You can then access your supplier prices from within FM by selecting the material record. The material cost in File Maintenance is not synchronised to the material cost in supplier prices. You may set the supplier price for the material to any value you want it to be.



## REPORTS

### Print and download options for charts

Available in the 'Dashboard', 'Saved reports' and 'Data viewer', click on the ☰ icon to reveal options to print, download or view charts in full screen.





## Run now functionality for scheduled reports

'Run' buttons have been added to each line in the reports table, enabling the immediate running of individual reports. The 'Run' buttons are only visible when there is an email address associated with the report.

This feature is useful when setting up a scheduled report and wishing to run the report once as a test run.

The screenshot shows the 'Saved reports' interface. At the top, there is a header with 'Saved reports' and a close button. Below this is a sub-header 'Saved and custom reports'. The main content is divided into two sections: 'Details' and 'Schedule'.

The 'Details' section has three tabs: 'Saved reports', 'Scheduling', and 'Custom reports'. Under 'Scheduling', there are three dropdown menus: 'Category' (set to 'All reports'), 'Saved for' (set to 'All reports'), and 'Report'. At the bottom of this section are two buttons: 'New scheduled report' and 'Cancel'.

The 'Schedule' section features a table with columns: 'Description', 'Report name', 'Saved For...', 'Email', 'Acti...', and 'Last ran'. To the right of the table is a toggle for 'Include inactive' which is checked. Each row in the table has three action buttons: 'EDIT', 'RUN', and 'Delete' (with a red 'x' icon). A mouse cursor is hovering over the 'RUN' button of the second row.

Description	Report name	Saved For...	Email	Acti...	Last ran			
JON Missing ti...	JON missing ti...	SYN_Jon		<input type="checkbox"/>	10/07/2020 ...	EDIT		✕ Delete
JON est vs act...	est vs actual	Company	Owalabi@syne...	<input type="checkbox"/>	06/09/2020 ...	EDIT	RUN	✕ Delete
Pivot view	KW Test Pivot	SYN_Keith ...		<input type="checkbox"/>	24/06/2020 ...	EDIT		✕ Delete
Company Leve...	Company Writ...	Company	Maguire@gma...	<input type="checkbox"/>	14/04/2020 ...	EDIT	RUN	✕ Delete
BP Report MT	Company BP R...	Company	MSalah@hotm...	<input type="checkbox"/>	11/01/2020 ...	EDIT	RUN	✕ Delete

## Costs & Quotes – additional fields

'Completed date' and 'Final invoiced date' columns have been added to the end of the 'Costs & quotes' report when exported as a CSV.

AM	AN	AO	AP	AQ
Job team	Est Time \	Est Time %	Completed Date	Final Invoiced Date
	4290	100	28/09/2020	30/09/2020
	0	0	20/09/2020	23/09/2020
California	540	66	11/09/2020	15/09/2020
	715	0	09/08/2020	15/08/2020
	120	0	22/08/2020	29/08/2020
Account M	450	100	18/07/2020	22/07/2020
Account M	765	100	23/06/2020	26/06/2020
Account M	3680	100	06/06/2020	06/06/2020

## Missing timesheets report – additional field

A 'Staff team' column has been added to the end of the Missing timesheets report when exported as a CSV. Please note that this column is not included in the PDF version.

	A	B	C	D	E	F
1	Week comm	Staff	Target Ho	Actual & p	Missing H	Staff Team
2	01/09/2020	A Smith	37.5	0	37.5	Accounts
3	01/09/2020	C Smith	37.5	0	37.5	Account Management
4	01/09/2020	Alex Beal	37.5	0	37.5	Administration
5	01/09/2020	Adele Gra	37.5	0	37.5	Marketing
6	01/09/2020	Attie Hun	22.5	0	22.5	Print
7	01/09/2020	Andrew Jo	40	0	40	David's Team
8	01/09/2020	Ash Gerris	37.5	0	37.5	Marketing
9	01/09/2020	Alan Provo	40	0	40	Accounts
10	01/09/2020	Caroline B	50	0	50	Marketing
11	01/09/2020	Carol Sche	40	0	40	Matthew's team
12	01/09/2020	David Han	37.5	0	37.5	Studio
13	01/09/2020	David Stev	40	0	40	Support

## ACCOUNTS LINKS

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### Xero import feature – enhancements

- A new facility to split a line allows the allocation of multiple purchase orders
- Part/Final switch provided for purchase lines
- Upload sales invoice PDFs to Xero as part of an invoice batch post
  - Only supported when S3 attachments are used (i.e. cloud)  
Each time a non-copy invoice is PDF'd, the file is uploaded to the site's S3 bucket using a file name of SI\_<uuid>.pdf  
<uuid> is the UUID of the [Invoice Header] record
  - When posting to Xero or QBO, relevant sales invoice PDFs will also be sent if they exist

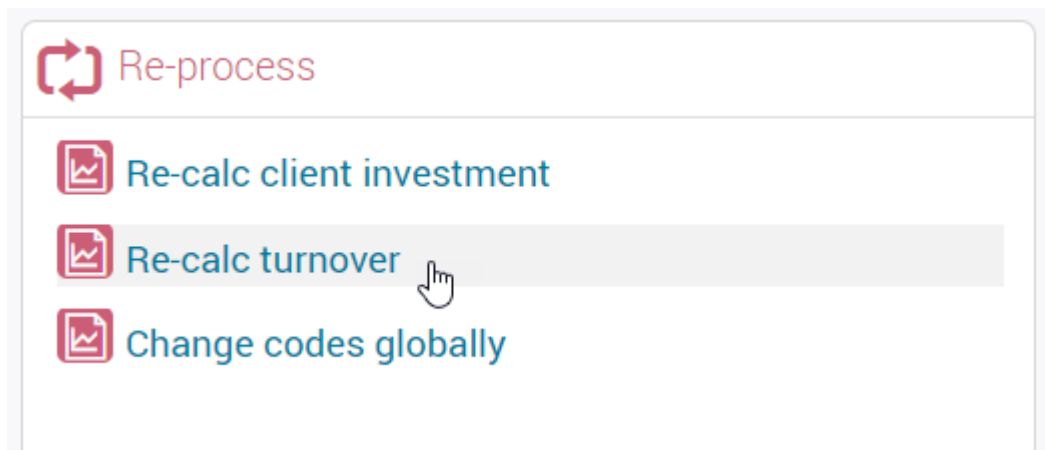
### Accounts link via API for Sage Business Cloud Accounting (Previously called Sage One)

Accounts link for posting Sales & Purchase transactions.

**Note:** Sage's API allows invoice lines to be assigned a nominal code but it does not allow the assignment of a cost centre, department or project. Sage BCA calls these 'Analysis types'.

## MISCELLANEOUS

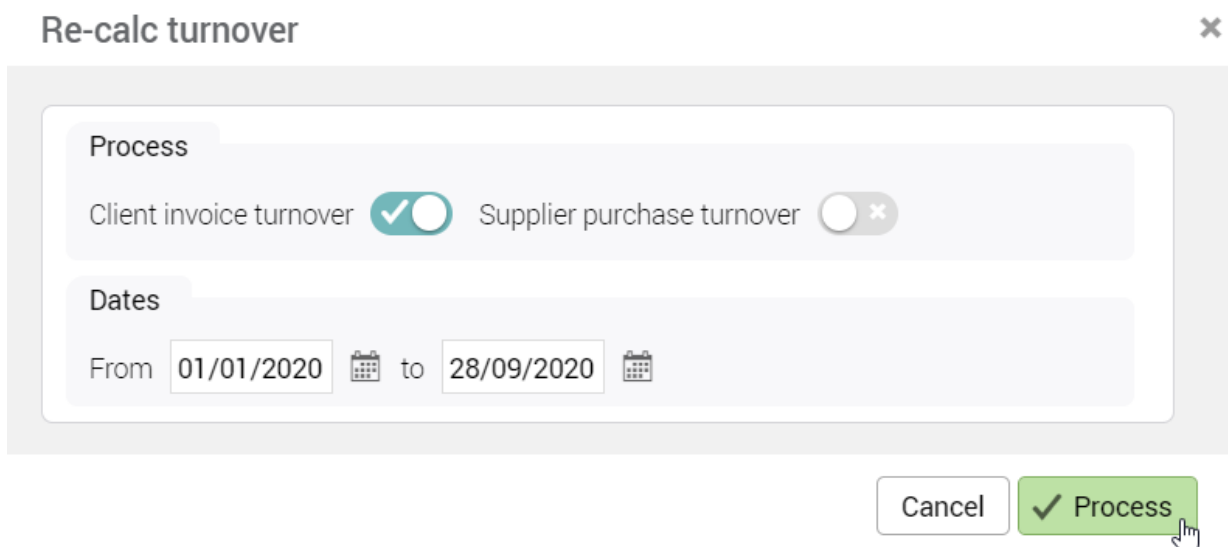
### Utilities – Re-calc turnover



### Re-calc turnover

Select clients and/or suppliers. Then enter a start date. The system will calculate the turnover figure for all clients and suppliers for the current company. The totals will be displayed on the client/supplier cards. This process is typically done once a year to re-set the turnover figure for the year.

**Note:** Reports and dashboards do not generally use this figure. The turnover is re-calculated based on the start/end date of the report specified.



Description fields in all FM tables are now mandatory

Example: File Maintenance > Activity types

### Activity types

Details

Code 1/ARTWORK

Category Task

Description Artwork 1

Display order

Active

### Option to add all stages on a Job or Phase

When adding stages to a Job or Phase, click on the '-All-' option at the top of the list if you wish to select all the available stages.

Stages

Select stages to add

Stage - All - x

- All -
- Proofing
- Ready for invoicing
- On Hold
- Estimate Stage
- Copywriting
- Client approval
- Final Approval
- MS Project Import
- Out of office
- Put on hold

OK

## New custom field types

- Text area field
- Time field

Example of new custom fields added to a job card:

Custom

**Text fields**

Text

Text area

**Time field**

Time

## Company settings

'IBAN' and 'BIC/Swift' fields have been added to the Financial information panel.

Financial

Bank name

Account no.

Sort code

IBAN  ←

BIC/Swift  ←

Tax Reg. No

Default Tax

## File maintenance tables

- All tables now have sortable column headings on main lists
- Exchange rate currency symbols are now mandatory

## Exchange rates

Details

Details

Currency code **16/EUR**

Base currency

Inactive


Currency name **Euros**

Tied rates

Sales exchange rate **1.2**

Purchase exchange rate **1.2**

Decimals **2**

Symbol **€** 

Accounting system currency code