Managely Release Notes

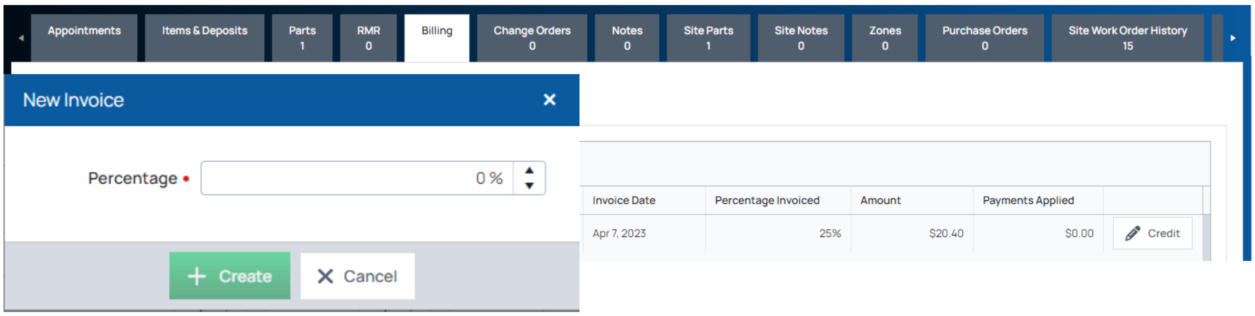
April 2023

Contents

Enhancements

(Pro and Enterprise) Progress Invoicing

On a work order Billing tab, there is a new tab called Invoice. The grid on the Invoices tab shows all existing invoices that were created for the work order.



Click the **+New Invoice** button to create a progress invoice for the work order.

Enter a **Percentage** of the work order to invoice.

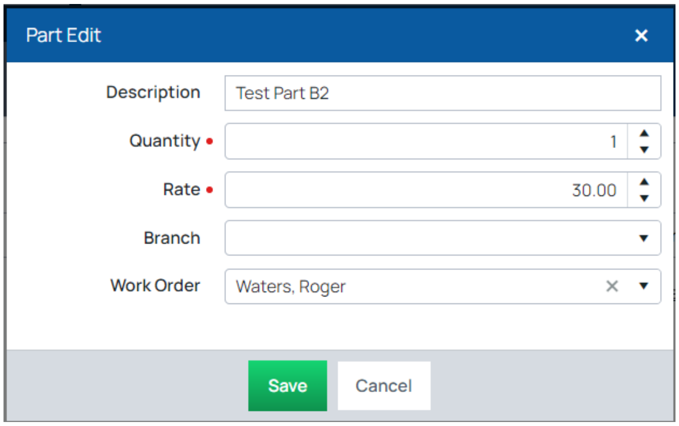
(Pro) Direct Expense Issue

The Direct Expense feature creates an issue when a bill or receipt is completed that is flagged as direct expense.

When users flag a receipt or bill as direct expense, they can specify the work order that the parts associated with the receipt or bill should be issued to. These parts appear on the work order Parts tab.

1. Create a bill. Select Accounts Payable > Bills > + New Bill.
2. Choose the **Vendor**, **Purchase Order**, **Category**, and click **Direct Expense** = Yes.
3. Click the Parts tab.
4. Click Edit on a part in a row.

5. Click the **Work Order** list, and choose the work order to associate the part.

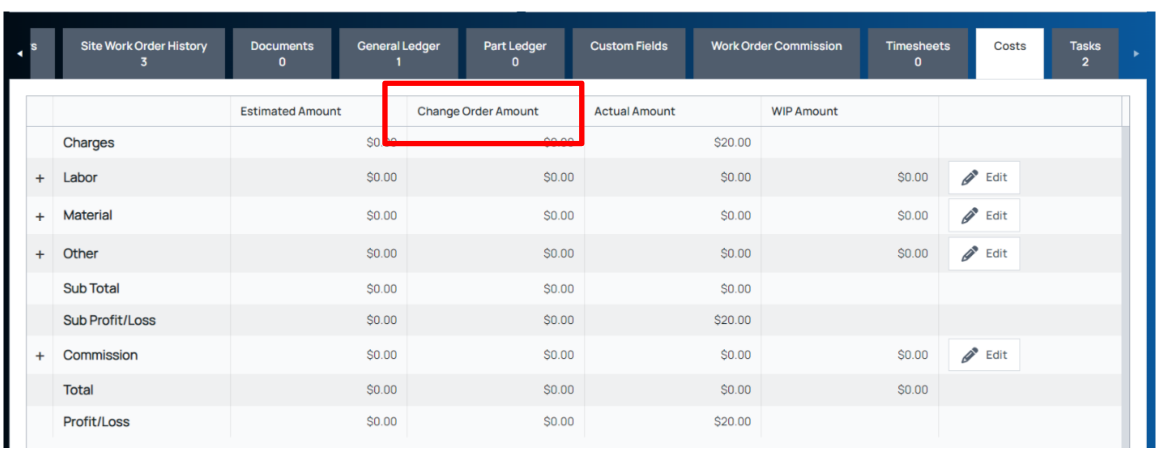


6. Click **Save**.
7. Set the **Total Amount** on the bill.
8. Save the bill.

The part appears on the work order Parts tab. If a user adds more of a part already on a work order, the issue updates that part's quantity on that work order to the number billed. If a user deletes the bill/receipt, it returns the parts from those work orders. GL entries usually created on an issue or return are not created for a direct expense issue or return; the bill or receipt's GL entries are used instead.

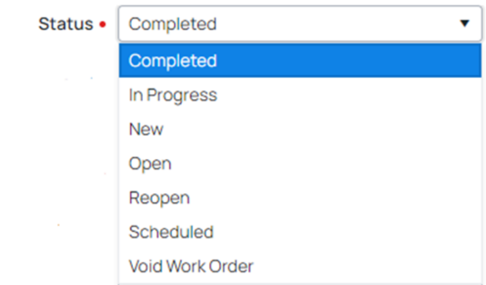
(Pro) Work Order Change Order Job Costing Column

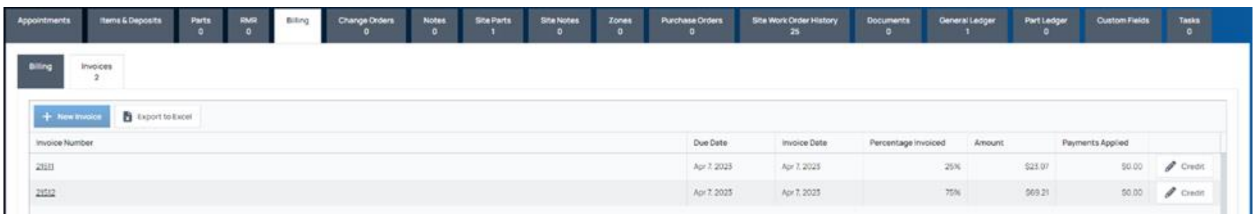
When a change order is added to a work order, the (Job) Costing tab shows another column called Change Order Amount.



(Pro) Completing Work Order Generates Remaining Percent to be Invoiced

If a work order has any progress invoices, then when changing a work order status to Complete, Managely generates an invoice for the remaining percent of the work order.



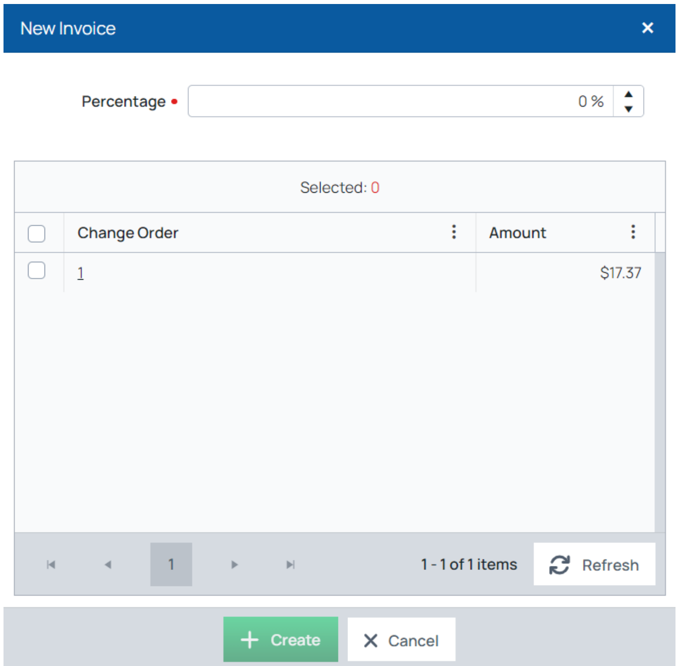


(Pro) Change Orders on Invoices

When generating a progress invoice for a work order that has one or more change orders associated with it, users can include the change order as part of the invoice being generated. Any change orders that are selected for the work order invoice have their status changed to completed.

If a work order has any change orders associated with it, there is a dialog that users can enter what percentage of the work order to invoice with a list of the change orders that are attached to the work order. From this list, select a change order to be included with this invoice. This list has these columns:

Amount - Total dollar amount of the change order (can be positive or negative)



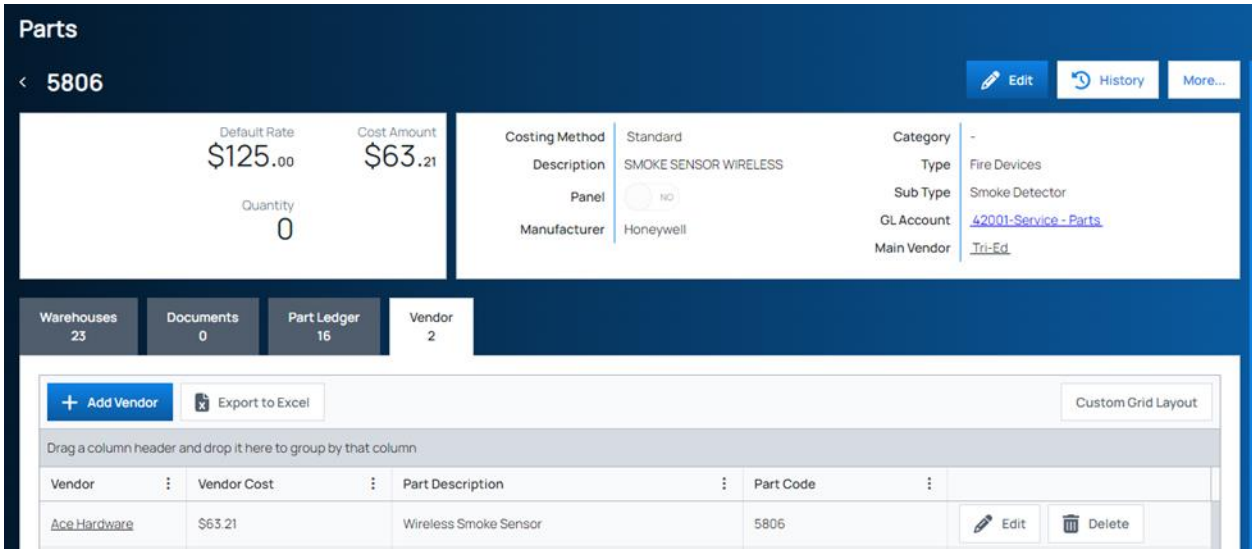
Any items and parts that are on the change order are added to the invoice. If the change order includes any items or parts that exist on the work order as well and those items or parts on the change order have the same rate as those on the work order, they are not added as separate line items on the invoice. The quantities are added or subtracted (depending on if the change order's quantity of the item or part is positive or negative) to the quantity to be invoiced on the work order. If the items or parts on the change order also exist on the work order but do not have the same rate, then they are listed as separate line items on the invoice.

(Pro) Change Order Job Costing

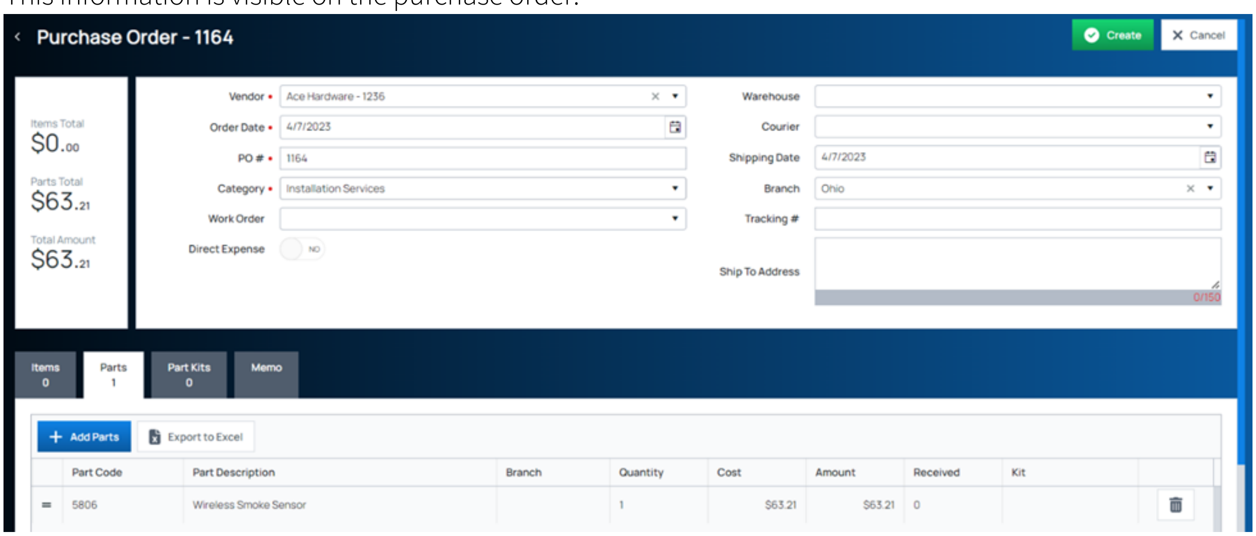
Change orders have the same job costing tab (as used in work orders) except for the Estimates column. On change orders users see only the Actuals column and the WIP column.

(Pro) Purchase Order Vendor Parts Information

When adding parts on a purchase orders, Managely now uses the vendor's part number, description, and cost if those have been defined for that part within that part's vendor tab.



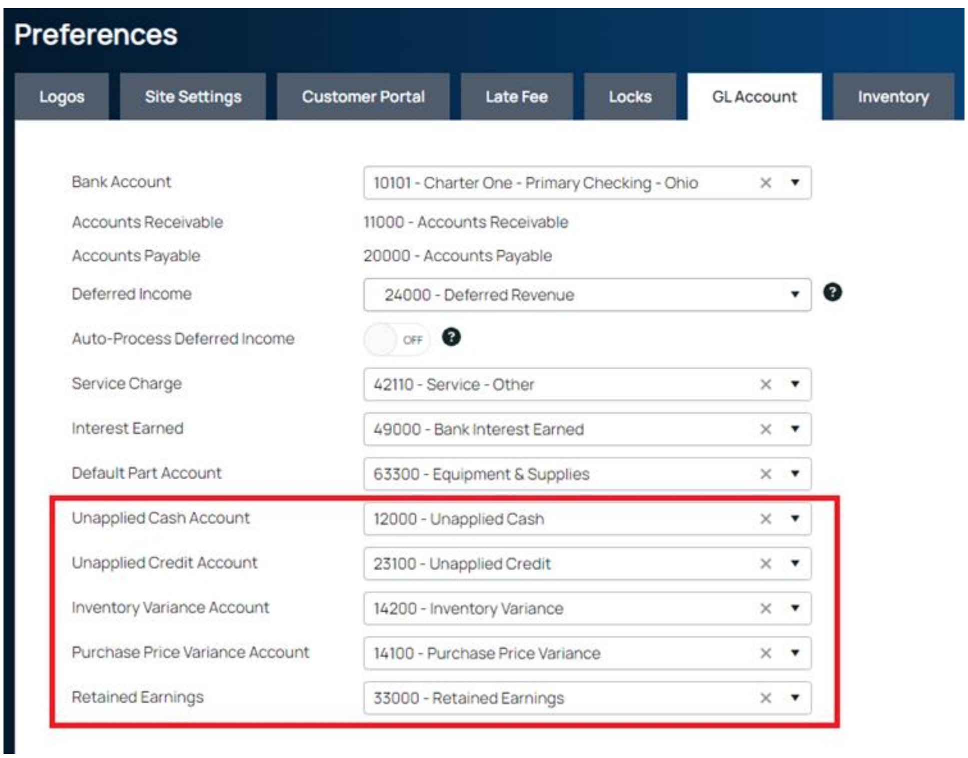
This information is visible on the purchase order:



GL Account Defaults

On the Company Preferences, GL Account tab, there are new default accounts:

- Unapplied Cash Account – Shows accounts that have an account type of Current Liability.
- Unapplied Credit Account – Shows accounts that have an account type of Current Liability.
- Inventory Variance Account – Shows accounts that have an account type of Cost of Goods Sold.
- Purchase Price Variance Account – Shows accounts that have an account type of Current Asset.
- Retained Earnings – Shows accounts that have an account type of Equity.

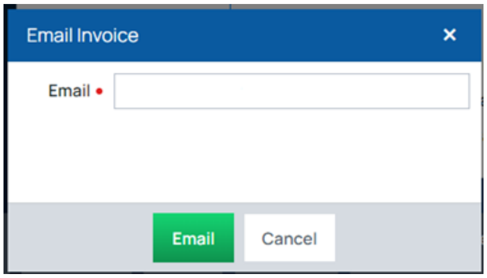


RMR Invoice to Master Bill To Dropdown

On RMRs, when specifying an Invoice to Master, the **Bill to** dropdown displays only the master customer's bill to's.

Email Option when Delivering Invoices

When delivering invoices that are marked for an email delivery, there is a popup that allows users to enter an email address that this invoice should be delivered to.



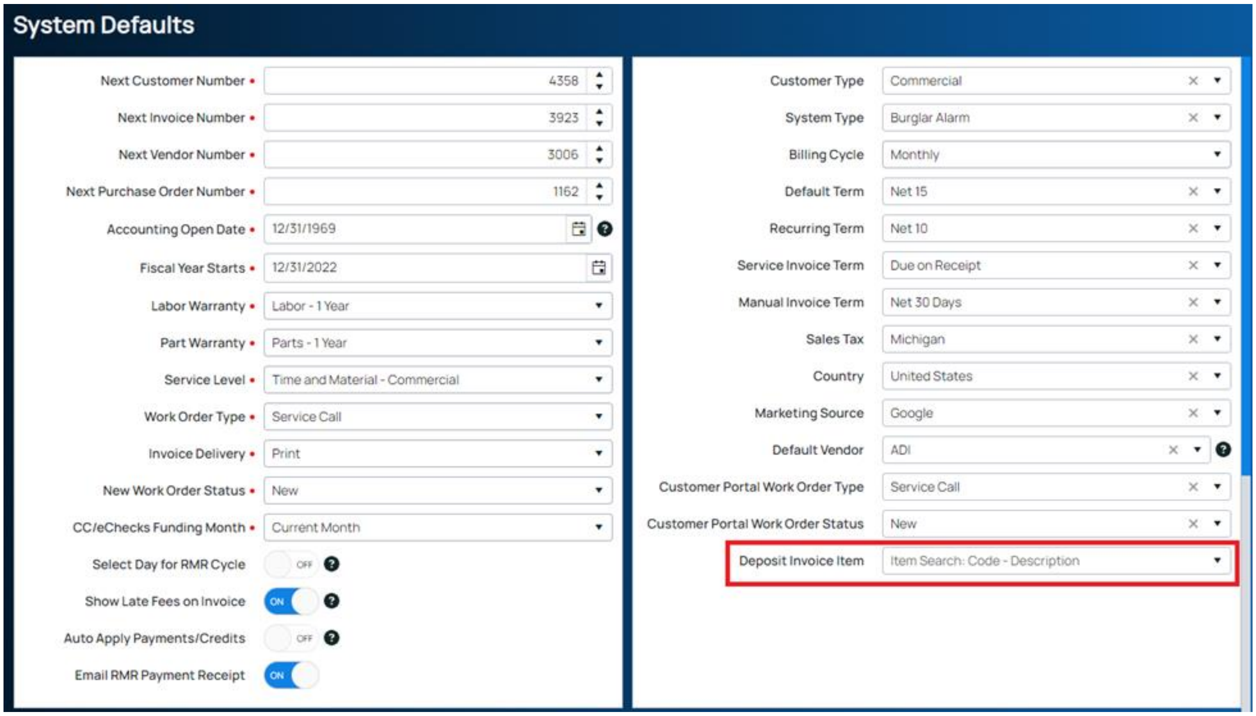
- For Managely Essentials, this email field defaults to the email associated with the customer.
- For Managely Pro, this email field defaults to the email associated with the customer bill-to that is associated with the invoice.

General Ledger Account Balance Changes

When looking at a GL account from within the General Ledger (GL Account Detail Page/GL Account Listing Page, not in a report), a debit is always displayed as a positive and added to the running balance, and a credit is always displayed as a negative and subtracted from the running balance.

Deposit Item Setup

There is a new field for users to specify a default deposit item to be used when creating a deposit invoice. This is the **Deposit Invoice Item** field on the System Defaults page (Setup > Company > System Defaults).



This dropdown includes all active items that have been entered (these come from Setup > Items & Parts > Items), displaying each item as 'Item Code - Item Description'. This field is searchable by either item code or item description.

Application Corrections

Resolved Issues
Work Order Billing Tab Error in Production Resolved this issue so that there is no longer an error for users when accessing billing within a work order.
Unable to View Customer Contacts When using Firefox, the contact names on customer accounts were not visible. The Name column now has a set width so that contact names are visible.
Unable to adjust some column widths in tabs on customer page The column widths on tabs of the customer page are now adjustable.
Errors creating customer refund check This error has been resolved to properly create refund checks for customers.
Service Fee is showing on pdf of work order This has been resolved so that the service fee will not appear on the PDF file of a work order if the Remove Service Fee toggle is on.
Unable to Print Checks from Print Queue - Print selected de-selects check Resolved this issue to print checks as expected.
Duplicate proposal created: Proposal throws communication error - saves proposal but save button is still active on the proposal screen Resolved an issue with notes on a proposal that was causing duplicate proposals.
Technicians receive error when trying to access the Calendar Resolved the error that technicians (and others) would receive when trying to access that calendar.
Customer Receipt- issue with URL at bottom (incorrect) Resolved an issue where customer statements, payments receipts, and work orders were not showing the correct URL.

Resolved Issues
Customer cannot log into Managely Resolved by updating the license check to not verify number of users when saving or adding a customer user, as customer users do not count against the number of licenses.
Proposal Eforms Error Resolved the check for the product custom form on the eForms tab of proposals.
Managely: 25 Character Length for PO Number Field Not Honored on the UI Resolved by changing the PO Number field on proposals to a maximum of 25-characters.