



Managely Release Notes

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MANAGELY™

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Enhancements

(Pro) Overhead Costing

Overhead is posted along with timesheet entries being saved and is updated in the overhead costing bucket of the job Costing tab on the work order. When timesheets are saved to a work order, the overhead costing bucket is updated to reflect the newly calculated overhead total. The overhead amount is always shown in the actual column on the job Costing tab.

Work Order Type with Overhead Percentage

If using a percentage for the overhead calculation in the work order type, when users save a new timesheet or edit an existing timesheet that causes the total labor cost for the work order to change, the total overhead cost is re-calculated by multiplying the overhead percentage entered in the work order type by the new total labor cost for the work order.

Work Order Type with Overhead Flat Rate

If using a flat rate for the overhead calculation in the work order type, when users save a new timesheet or edit an existing timesheet that causes the total labor hours for the work order to change, the total overhead cost is re-calculated by multiplying the overhead flat rate entered in the work order type by the new total labor hours on the work order.

The work order Costs tab shows overhead costs in the Other row. To see the overhead costs, the work order type used on the work order must have overhead costs enabled. The overhead costs are in the row in the Overhead expense type. These show only in the actual column regardless of the costing method used by the work order.

	Estimated Amount	Actual Amount	WIP Amount	
Charges		\$0.00	\$0.00	
+ Labor		\$0.00	\$0.00	\$0.00
+ Material		\$0.00	\$0.00	\$0.00
- Other		\$0.00	\$10.00	\$0.00
Expense Type				
		Actual Amount	WIP Amount	
+ Overhead		\$10.00	\$0.00	

(Pro) Work Order Type - Labor Overhead Setup

Overhead posts to the work order with the labor. Users can make the overhead a percentage of the work order's total labor dollar value or a flat dollar amount that will be added as an additional expense to the work order.

There are new fields on the work order type for overhead.

1. Open an existing work order type, or create a new one (Setup > Operations > Work Order Type).
2. By default, the **Use Overhead** field is No. Switch it to Yes to use overhead and see the additional fields.

The screenshot shows the 'Edit Work Order Type' dialog box. The 'Description' field is set to 'Service Call' and 'Appointment Length (minutes)' is set to 60. The 'Use Overhead?' field is highlighted with a red box and is currently set to 'NO'. Other fields include 'Use Change Orders?', 'Use Job Costing?', 'Costing Method' (Direct Expense), 'Cost Of Goods GL', 'Alt Cost of Goods Amount', and several 'Commissionable?' options.

The screenshot shows the 'Edit Work Order Type' dialog box after the 'Use Overhead?' field has been switched to 'YES'. The 'Overhead Type' field is highlighted with a red box and is set to 'Percentage (of doll...)', and the 'Overhead % Amount' field is also highlighted with a red box. The 'Use Overhead?' field is now set to 'YES'.

3. Choose an **Overhead Type**:
 - Percentage (of Dollars) – Enter an **Overhead % Amount** in the next field. Note: Type 1 for 100%; type a decimal number for a percent less than 100. For example, .1 for 10%.
 - Flat (Amount Per Unit) – Enter an **Overhead Flat Amount** in the next field.

(Pro) Miscellaneous Issues and Returns

The process flow for entering an issue or return has changed.

1. To begin, open the Issues & Returns page. (Inventory > Issues & Returns)
2. Click +Issue/Return Parts. A popup widow opens.

The screenshot shows a 'New Issue/Return' popup window. The 'Is Miscellaneous?' field is set to 'NO' and is highlighted with a red box. Below it, the 'Issue/Return' dropdown is set to 'Issue'. At the bottom, there are 'Ok' and 'Cancel' buttons.

The screenshot shows the same 'New Issue/Return' popup window, but the 'Is Miscellaneous?' field is now set to 'YES' and is highlighted with a red box. The 'Issue/Return' dropdown remains set to 'Issue'. 'Ok' and 'Cancel' buttons are at the bottom.

3. Switch the Is Miscellaneous field to Yes. (By default, this is No.)
4. Choose whether entering an issue or return.
5. Click OK.
6. At a minimum enter these required fields:
 - COGS Account
 - Warehouse
 - Issue Date

The screenshot shows the 'Misc. Parts Issue' form. The 'Issue/Return' dropdown is set to 'Issue', 'Warehouse' is set to 'Cleveland East', and 'Issue Date' is '5/4/2023'. These three fields are highlighted with a red box. The 'COGS Account' field is empty. Below the form is a table with columns 'Part Code', 'Part Description', and 'Issue Quantity'. The table is currently empty with the message 'No records available.'

7. After entering the required fields, the grid shows all parts. To issue (or return) a quantity, click the Issue Quantity (or the Return Quantity) in the part row and type an amount.

The screenshot shows the 'Misc. Parts Issue' form with the same settings as the previous screenshot. The 'COGS Account' field is now populated with '59000 - Misc COGS Acct'. Below the form, the table now contains two rows:

Part Code	Part Description	Quantity On Hand	Issue Quantity
AC-RP44	Alarm Control Remote Plate	3	0
DSC-G525ANTQ	DSC 25" Cell Antenna	1	0

 The 'Issue Quantity' column for the first row is highlighted with a red box, and the input field is active.

8. Click Save to complete the issue or return.

Miscellaneous Issue/Return page

- Issue/Return – Select the option to issue parts from a warehouse or return parts to a warehouse. This defaults from the New Issue/Return popup window.
- COGS Account – Select the cost of goods sold GL account to be used in the GL entry created from saving this issue or return.
- Warehouse – Select the warehouse that the parts are to be removed from or returned to.
- Issue/Return Date – This field is labeled 'Issue Date' if issuing parts or 'Return Date' if returning parts. This cannot be changed and displays today's date.
- Category – If needed, select a category to associate with the GL entry created by the issue or return. (This is not a required field.)
- Memo – This is a text field to enter further information for the issue or return. (This is not a required field.)

Default Vendor Payment Method

There is a new field on the Vendor page (Accounts Payable > Vendors) called Default Payment. Users can select a bank account normally used for paying bills. The account selected in this field is automatically used when creating a check for the vendor.

The screenshot shows the Vendor page for 'Ace Hardware - 1236'. The form includes the following fields:

- Vendor Number: 1236
- Name: Ace Hardware
- Payable To: Ace Hardware
- Memo: Memo
- Mailing Address: 444 High Street
- Address 2: (empty)
- City: Columbus, State: Ohio, Zip: 43207, Plus 4: (empty)
- GL Account: 21100 - Other Liability
- 1099 Eligible? YES (checked)
- Primary Phone: (888) 555-2222, Ext: (empty)
- Other Phone: () - - , Ext: (empty)
- Fax Number: () - -
- Email: Email
- Branch: Ohio
- Default Payment: (empty dropdown menu, highlighted with a red box)

Customer Payments Reordered from Newest to Oldest

On the customer Payment tab (Accounts Receivable > Customers > [select a customer from the grid] > Payment tab), the payments shown are by default in order by Payment date from newest to oldest.

Payment #	Payment	Deposit	Check Number	Payment Method	Amount	Unapplied	Settled	
2294	Feb 9, 2023	3260		eCheck	\$1,500.00	\$0.00	<input checked="" type="checkbox"/>	Receipt
2295	Feb 9, 2023	3261		Credit Card	\$1,500.00	\$1,500.00	<input type="checkbox"/>	Receipt \$ Apply
2296	Feb 9, 2023	3261		Credit Card	\$100.00	\$0.00	<input type="checkbox"/>	Receipt
2272	Jan 24, 2023	3253		Credit Card	\$239.03	\$0.00	<input type="checkbox"/>	Receipt
2273	Jan 24, 2023	3253		Credit Card	\$106.58	\$0.00	<input type="checkbox"/>	Receipt
2256	Jan 9, 2023	3248		Credit Card	\$226.58	\$0.00	<input type="checkbox"/>	Receipt
2252	Dec 29, 2022	3241		Credit Card	\$99.00	\$0.00	<input type="checkbox"/>	Receipt

Application Corrections

Resolved Issues

Recurring Work Order- next occurring dates are all defaulting back one day prior to when they should appear (should be first of each month)

We resolved an issue with Recurring Work Order next occurring date, so that now they are the beginning of the month instead of the end of the month (discovered through migration from AlarmBillr).

WO not generating on correct date

We resolved an issue with generating recurring work orders so that they will generate on the correct date.

Payment Transactions showing newest first

We changed the sorting order on the customers CC/eCheck tab to show the newest transactions at the top. In addition, we changed the sorting order on the Proposals tab to show the newest proposals at the top.

RMR Cycle Date reverts back one day

We resolved this issue to correctly handle dates when editing RMR.