Managely Release Notes

August 2023

Version 5.3.26

Contents

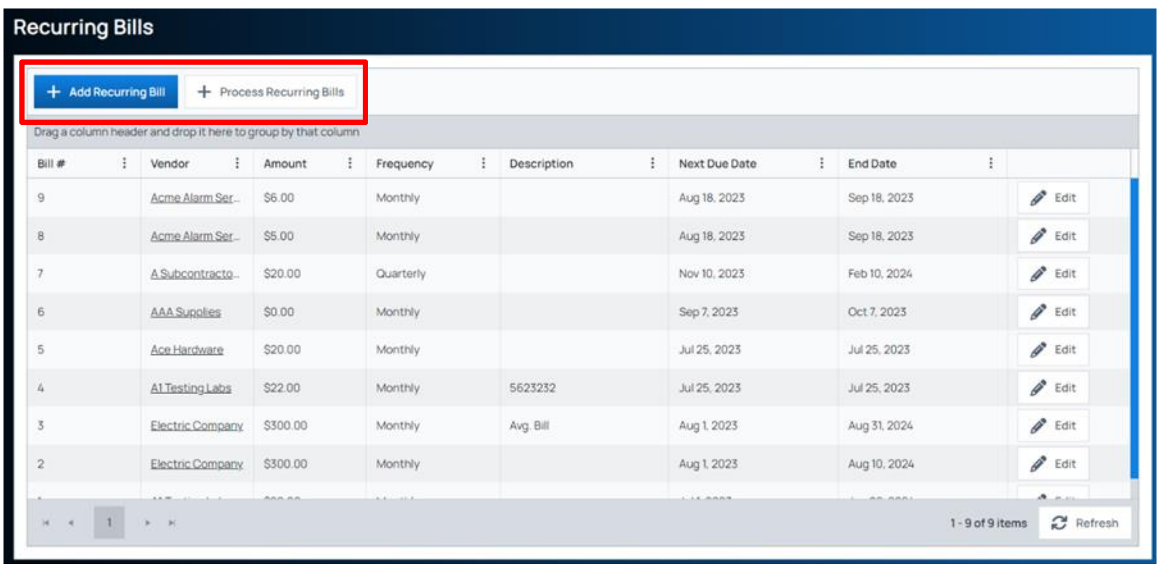
Enhancements

(Enterprise) Recurring Bills

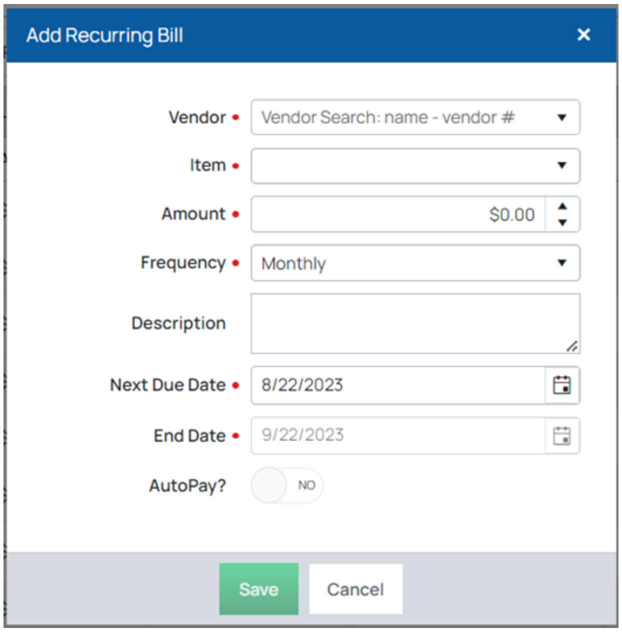
There are two places to see recurring bills:

1. On the Vendor's page there is a Recurring Bills tab, which shows the recurring bills for the vendor (if any)
2. On the Accounts Payable menu, which shows all recurring bills for all vendors

Each of these pages showing recurring bills have a button for adding a recurring bill and a button for processing recurring bills.



Add Recurring Bills



Vendor — This is a dropdown list of current active vendors (if adding from a vendor this is automatically selected).

Item — This is a dropdown list populated with all the vendor purchase items that exist within the database.

Amount — This determines how much the recurring payment will be for.

Frequency — This determines how often this payment will be created.

Description — This is a text field.

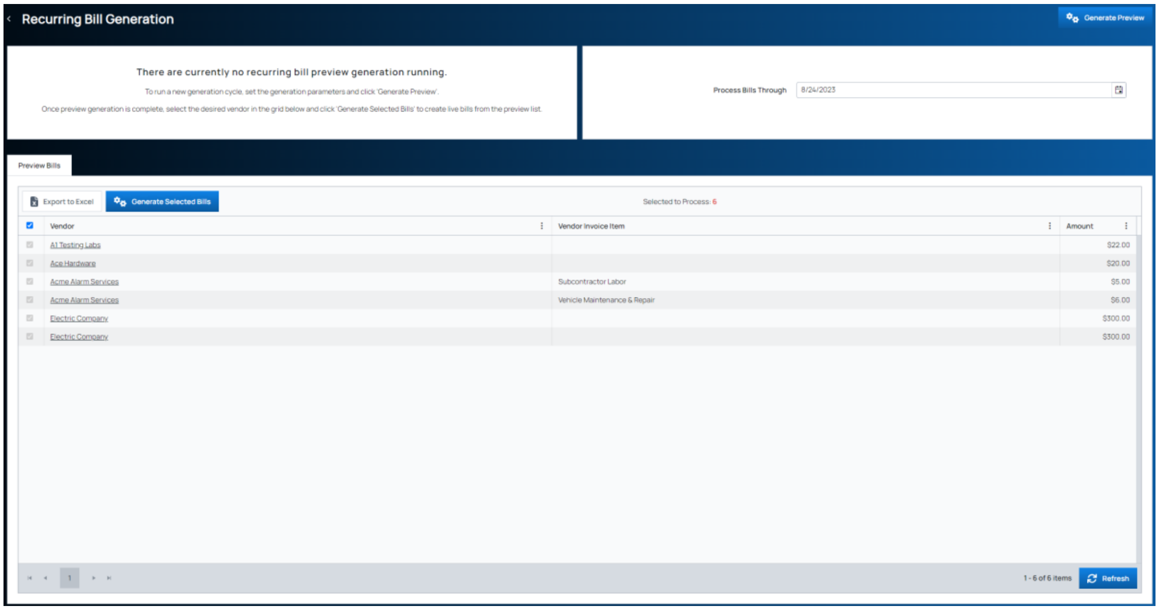
Next Due Date — This is the next date that this payment can be created when processing recurring payments.

End Date — This is the last date that this payment can be created when processing recurring payments.

AutoPay? — This switch defaults to off. If switched on, the Bank Account field appears

Bank Account — This is a dropdown list containing all the bank accounts that exist in Managely.

Process Recurring Bills



Process Bills Through: This field holds a date that defaults to the system date. Changing the date shows the recurring bills that have a next due date on or before the new date selected.

Select the bills to generate. By default, all are selected. To select individual bills, clear the Vendor checkbox at the top of the column.

Click the Generate Selected Bills button to generate the selected bills. The creates a bill from each selected recurring bill. They are generated with a bill date of the next due date.

When the process is finished, all processed recurring bills have their due date updated to the next date that fits their cycle. For example, if a recurring bill's frequency is monthly and Managely generated a bill from the recurring bill when its next due date was for 7/15, Managely updates the recurring bill's next due date to 8/15.

Managely accounts for these scenarios:

1. When a recurring bill has not had a bill generated from it for a while so it has an old next due date, Managely displays a bill with a total of the missed generated bills to get the recurring bill current. For example: Enter 7/15 in the 'Process Bills Through' field, but vendor 1 has a recurring bill with a monthly frequency of $10 and a next due date of 4/1. Within the recurring bill grid, Managely displays a bill with an amount of $40 to account for 4/1, 5/1, 6/1, and 7/1, to get the recurring bill current.

2. If a due date has been entered that exceeds the number of days in a given month, Managely uses the last day of the following month and continues using that date moving forward. For example: Vendor 1 has a recurring bill with a monthly frequency and a next due date of 1/31. After processing the recurring bill and generating a bill for January, you want to update the next due date of that recurring bill to be 2/28. After February is processed, the next due date will then update to 3/28. The recurring bill will continue to use the 28th day of the month moving forward.

(Enterprise) Part Kit Changes

Purchasing Part Kits to Sell Parts Individually

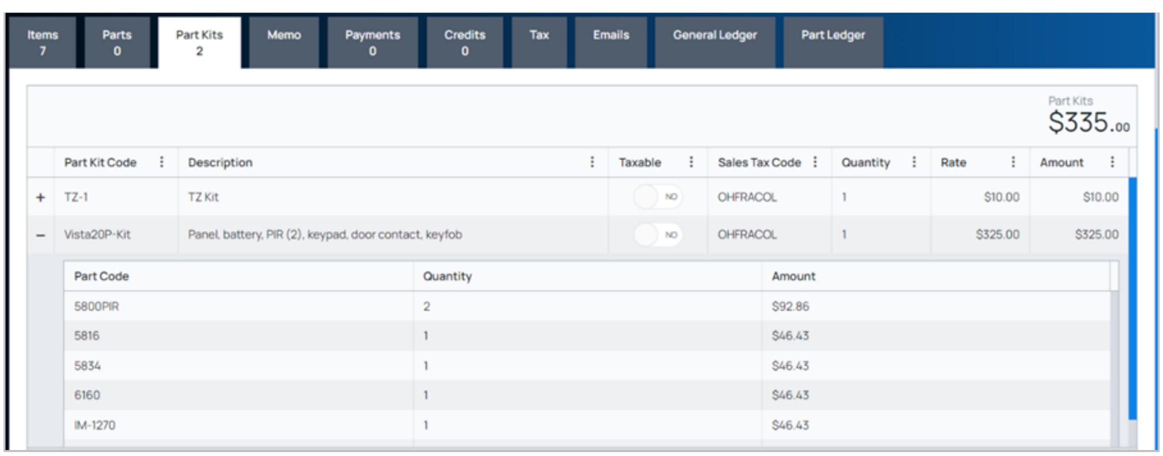
The part kits were previously using the cost set on the part itself, which caused discrepancies with the standard cost of the part from the warehouse. Now, the part kit includes a Standard Cost field, which is used as the part cost.

If a part kit has a cost but the sum of the parts has a different cost, GL entries show a purchase price variance.

Set a default purchase price variance account on the Preferences page. (Setup > Company > Preferences)

Part Kits Tab on Invoices and Credits

Invoices and credits now have a Part Kits tab. To see the parts in the kit, expand the part kit. Edit the invoice to add and remove part kits, and edit their quantities.

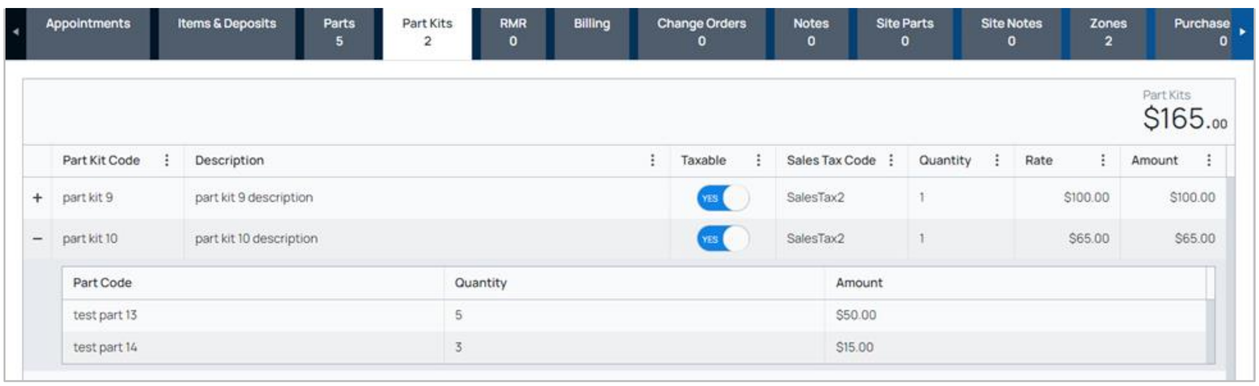


Part Kits shown on Printed and Emailed Invoices and Credits

When printing or emailing the invoice or credit, the PDF file will show the part kit amounts but not the parts belonging to the part kits.

Part Kits Tab on Work Orders

We added a Part Kits tab to work orders and the ability to add part kits to work orders. Edit the work order to see the +Add Part Kits button.



The tab has a grid displaying information about the part kits; total part kit amounts are at the top right. (Part kits can be set taxable or not taxable from the setup page, which makes all of its parts taxable or not.)

On the work order, the Total Amount tooltip shows the amount contributed from part kits:

Part kit parts are issued like regular work order parts, with the warehouse being set from the warehouse on the work order. The part ledger entries use the standard cost of the parts.

The Work Order Print/Email PDF file shows only the Part Kits in the Charges section and not the parts that make up the part kit. (It does continue to show individual items and parts that are not part of the part kit.)

(Enterprise) Deposits

We made changes to the Deposits tab on work orders. It now displays all the deposit invoices that are attached to the work order (instead of all the deposit items that have been added to the work order). We also changed the columns in the deposits grid:

- Invoice Number — This displays the invoice number associated with the deposit invoice; it is a link that redirects users to the details for the deposit invoice.
- Deposit Total — Total dollar amount of the invoice.
- Deposit Applied — Total dollar amount of the invoice that has been applied to work order invoices.

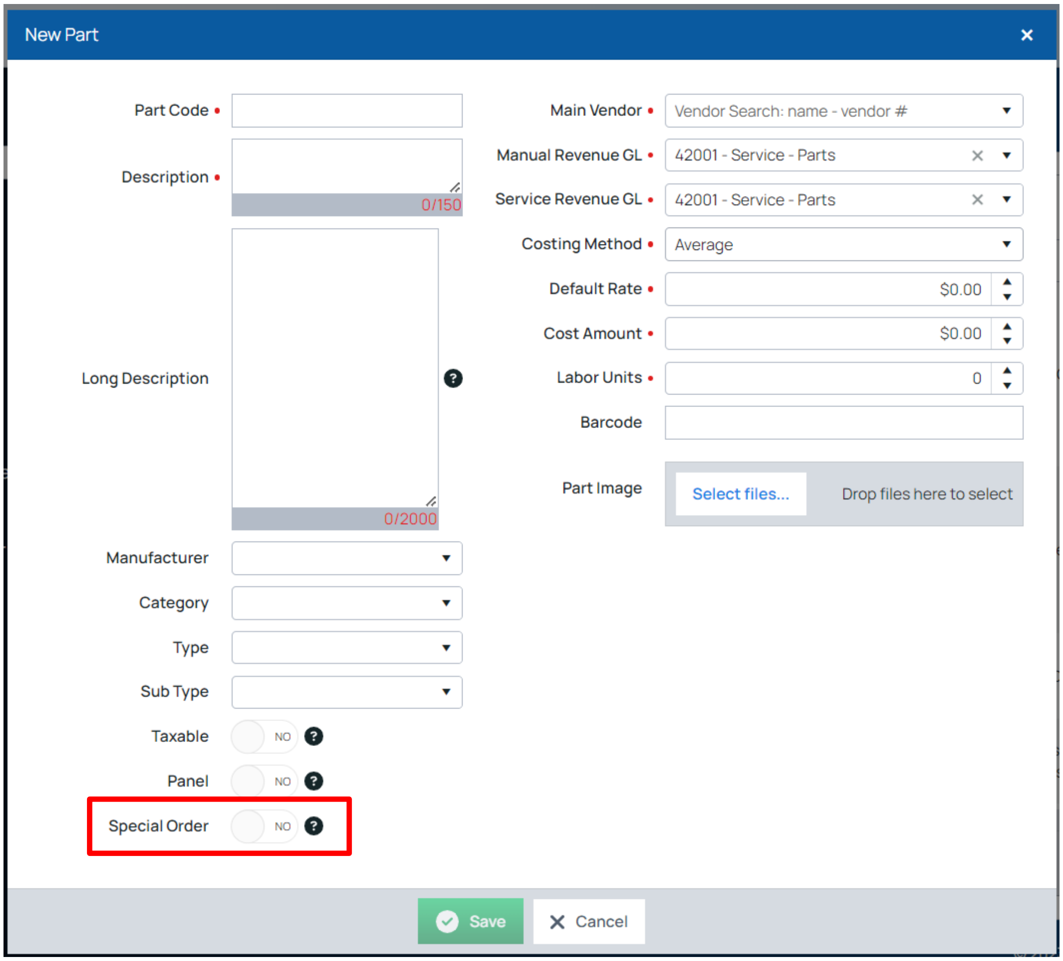
We also gave users the ability to select a deposit invoice to associate with a work order invoice. When a user selects a deposit invoice to associate with the work order invoice being created, Managely adds the deposit item (associated with the deposit invoice) to the new invoice (created from the work order), but as a negative item.

(Enterprise) Special Order Parts

We added a flag to parts setup (Setup > Items & Parts > Parts) called Special Order with a tool tip that shows 'If enabled, this part can only be direct expensed to a work order or RMA and cannot be added anywhere else.'

When this switch is set to Yes, Managely hides this part from the add parts selector every place except a direct expense receipt, bill, RMA, or a proposal/sales package.

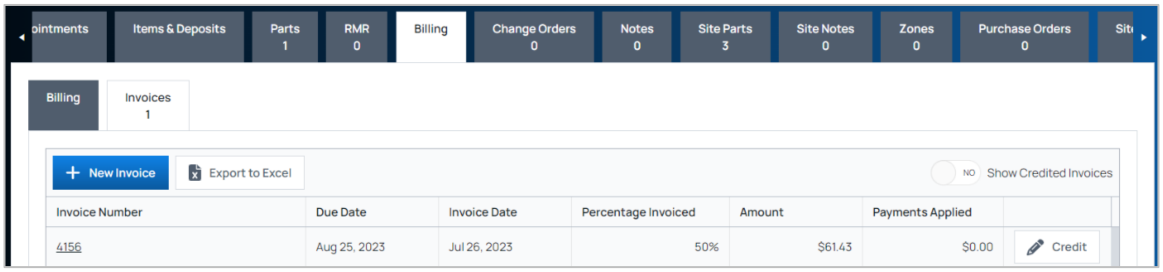
This switch can only be set when creating a new part, either from the parts setup or from the part selector for the following modules: proposal, sales package, bill, or receipt with Direct Expense turned on. For the receipt module, if the Direct Expense switch is off, any special order parts that were already added to its parts list will be removed.



Special order parts are not intended to be stocked in a warehouse.

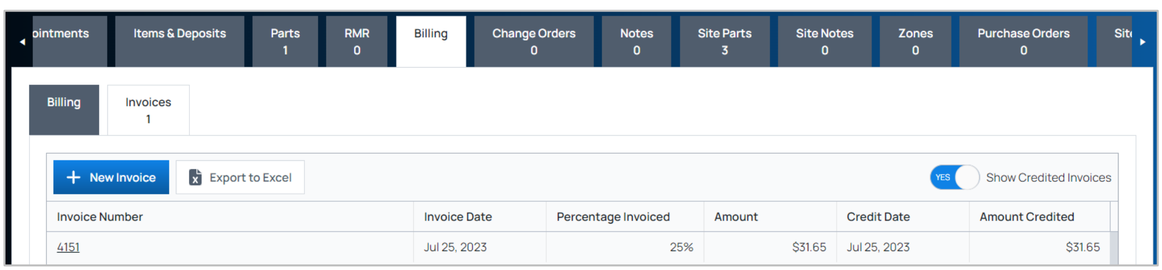
(Pro) Work Order Billing — Credit Progress Invoices

On the Work Order Billing tab, on the Invoices tab, there is a way to credit invoices and see credited invoices in the list. There is a Credit button for each invoice in the grid. To see credited invoices for the work order, click the Show Credited Invoices switch. The grid shows this information:



Viewing credited invoices shows the following information for the invoices:

- Invoice Number — Number of the invoice that was credited
- Invoice Date — Date of invoice that was credited
- Percentage Invoiced — Percentage invoiced for the invoice that was credited
- Amount — Total amount of the invoice that was credited
- Credit Date — Date that the credit was created for that invoice
- Amount Credited — Amount that was credited for the invoice (will always be equivalent to the amount column)



Progress invoices cannot be partially credited; they can only be fully credited to successfully reverse the costing associated with the progress invoice. When crediting a progress invoice that has an associated change order, the Invoiced flag on the change order is cleared or reset.

Credit Progress Invoice: Direct Expense or Accrued WIP

If a progress invoice is credited on a work order that has a work order type using the direct expense method, the credit includes the same items and parts associated with the invoice being credited.

Credit Progress Invoice: WIP

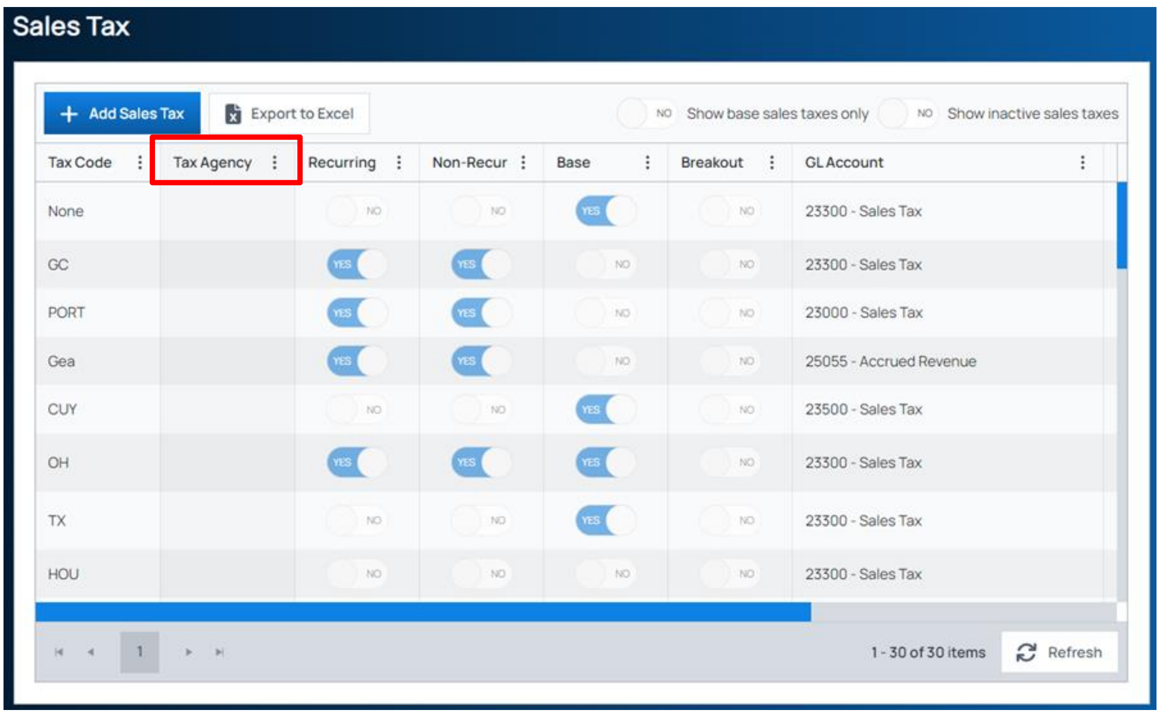
If a progress invoice is being credited on a work order that has a work order type using the WIP method, these are accounted for:

1. The amounts that the invoice moved out of WIP and into the actuals column on the job costing tab of the work order are moved back into the WIP column
2. Any GL entries associated with moving expenses out of WIP and into a direct expense account are reversed
3. The credit includes the same items/parts associated with the invoice being credited

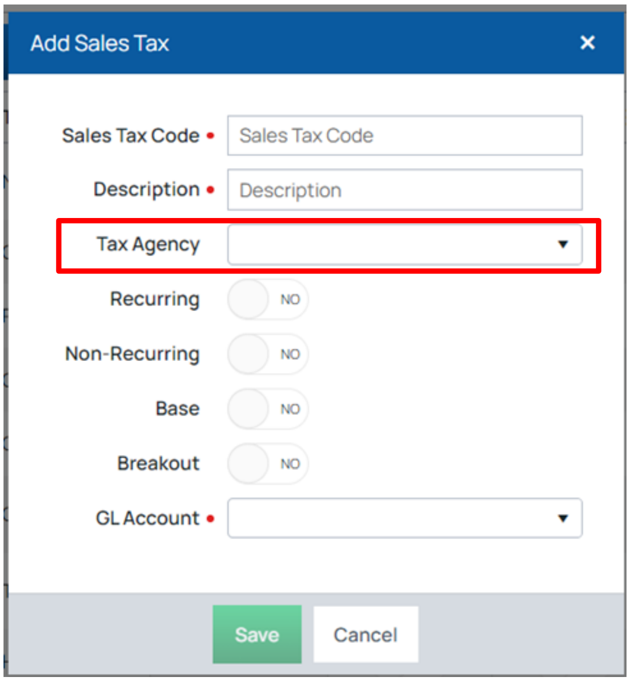
(Pro) Tax Agencies as Vendors

We added the ability to track tax agencies as vendors, so for taxes this adds visibility and tracking.

On the Sales Tax page (Setup > Accounting > Sales Tax), there is a new column in the grid called Tax Agency.

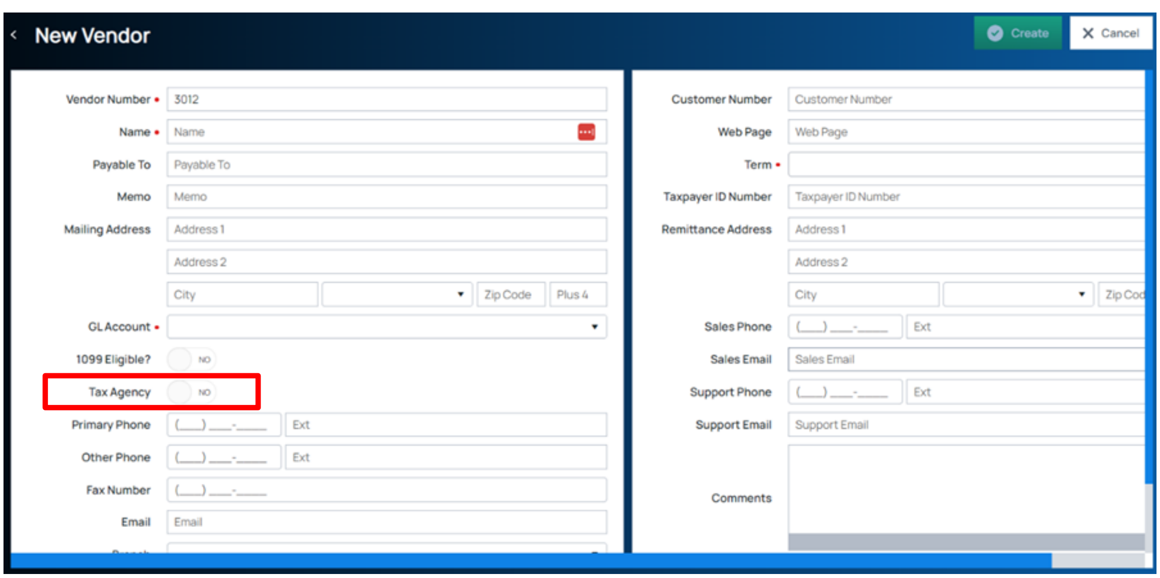


When adding a sales tax, there is a new field called Tax Agency.



Click this field to see all vendors that have been flagged as Tax Agencies. If no vendors have been flagged as tax agencies, this field is empty.

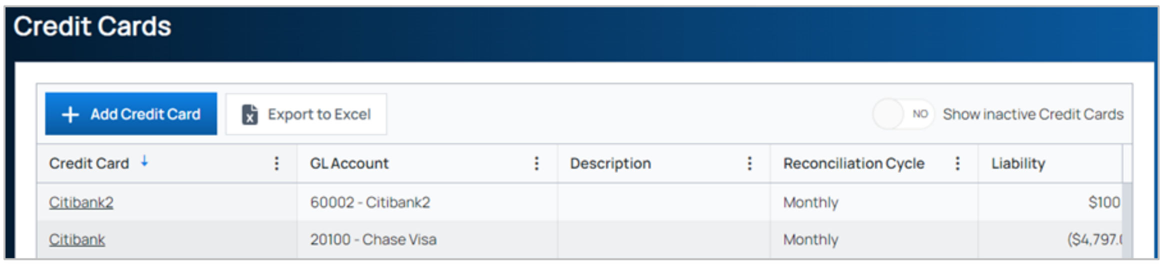
To set a vendor as a tax agency, create a new vendor or open an existing one, and click the Tax Agency switch to Yes.



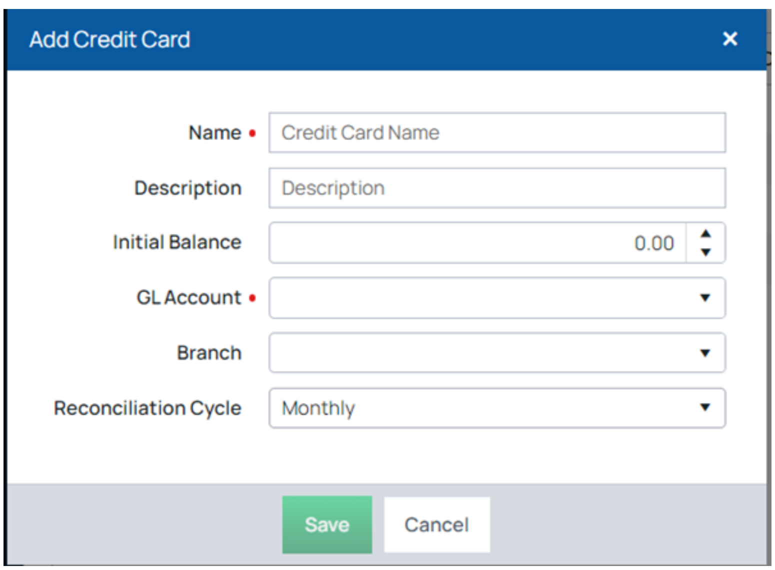
(Pro) Credit Cards

Credit Card Setup

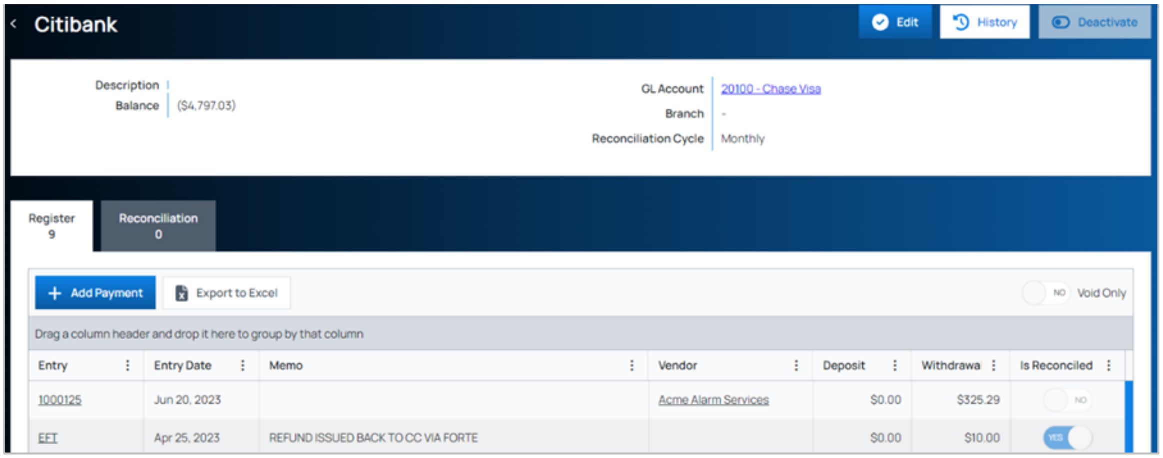
We added a new page for setting up credit cards: Setup > Accounting > Credit Cards. This page shows the credit cards that have been set up.



To add a credit card, click + Add Credit Card.



To add credit card transactions and reconcile the card, click a credit card link on the Credit Card page.

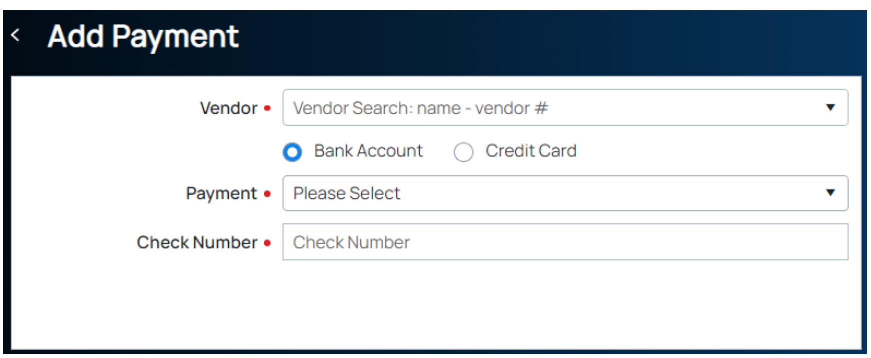


This shows the balance of the credit card as a liability; it is positive if the total credits are greater than the total debits, and it is negative if the total debits are greater than the total credits.

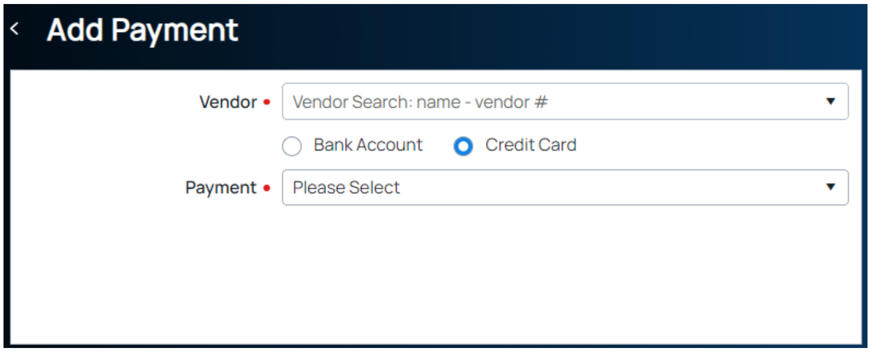
Add Payments Includes Credit Card Option

When adding a payment for a vendor, users can choose Bank Account or Credit Card:

This is adding a payment using a bank account:



This is adding a payment using a credit card:



(Pro) Accounts Receivable Ready to Bill Status Ensures Appointment Completion

When users edit a work order and change the Status to Ready to Bill, these occur:

- Managely checks that all appointments have times entered for all dispatched, arrival, and completed times.
- Managely opens the Billing tab on the work order so users can make any billing selections before saving the work order.
- The Complete & Invoice button is not available if the status selected is Ready to Bill.

Proposals — Charge First RMR Cycle

When users add RMR to a proposal and specify Charge First Cycle on the RMR, Managely includes the charges associated with that RMR on the proposal, represented by an item. This also changes the date associated with the RMR's cycle start date, moving it one cycle forward, as though an invoice had been generated for the RMR.

For example: Proposal 1 has an RMR associated with it that is flagged to be Charge First Cycle. It is a monthly RMR for $30, with a recurring item of Monitoring associated with it. It is set to start on 2/1. When specifying that the RMR should be Charge First Cycle on the proposal, Managely adds the Monitoring item to the proposal for $30 and updates the RMR's cycle start date to be 3/1.

Work Order — Charge First RMR Cycle

When users add RMR to a work order and specify Charge First Cycle on the RMR, Managely includes the charges associated with that RMR on the work order, represented by the item selected for the RMR. This also changes the date associated with the RMR's cycle start date, moving it one cycle forward, as though an invoice had been generated for the RMR.

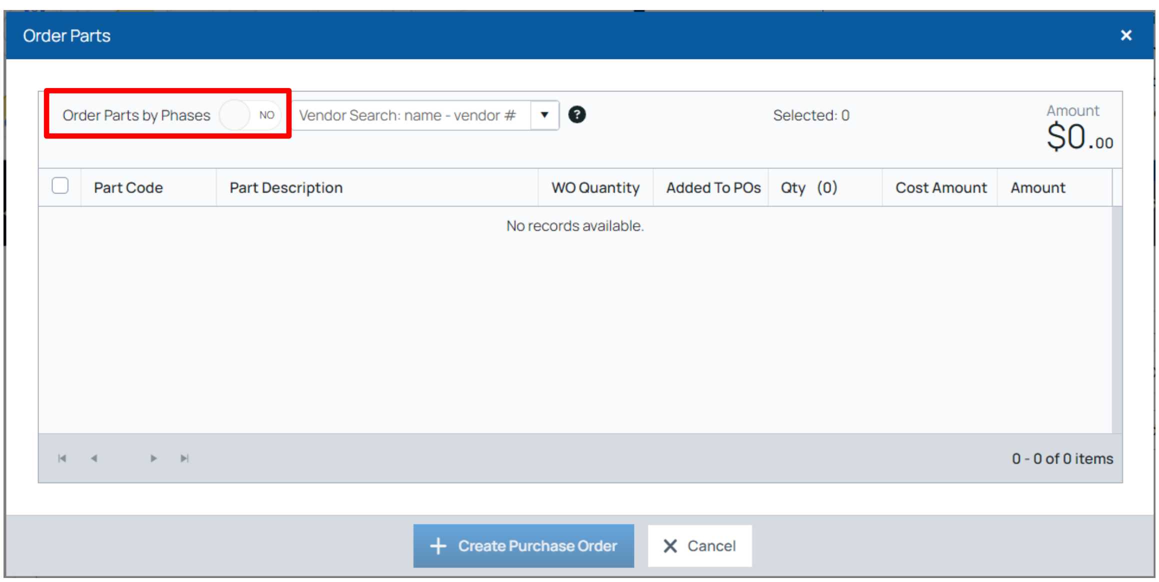
For example: Work Order 1 has an RMR associated with it that is flagged to be Charge First Cycle. It is a monthly RMR for $30 with a recurring item of Monitoring associated with it. It is set to start on 2/1. When specifying that the RMR should be Charge First Cycle on the work order, Managely adds the Monitoring item to the work order for $30 and updates the RMR's cycle start date to be 3/1.

Work Order Parts Issue

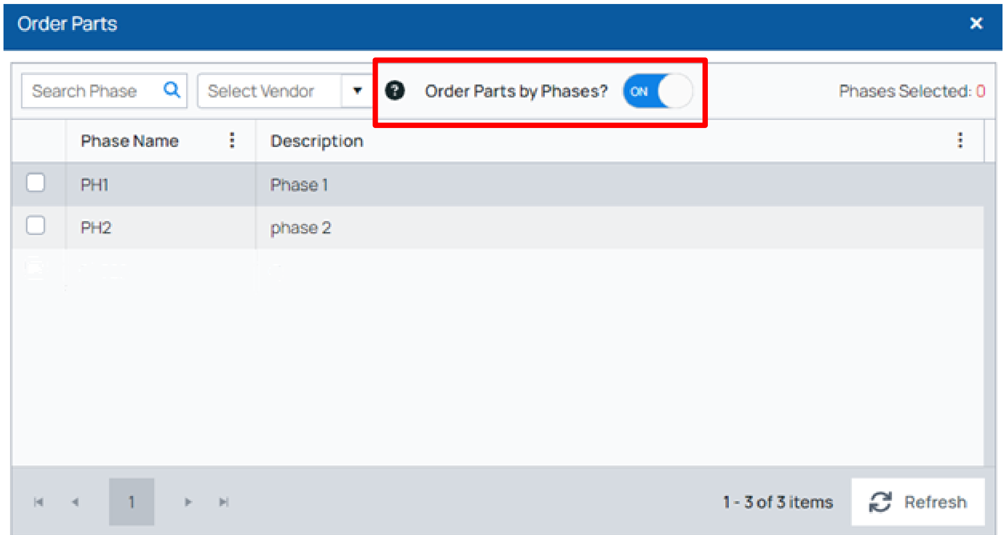
When issuing parts on a work order, selecting a warehouse is optional. If you select a warehouse, the available parts are based on those assigned to that warehouse. If you do not select a warehouse, the available parts are based on all available from all warehouses, and the warehouse ID is included on each of the part records issued to the workorder.

Order Parts by Phases

We added the ability to order parts by phases on the work order Parts tab. As users order parts, if they are not using phases, leave the Order Parts by Phases switch set to No:



If they are using phases, change the Order Parts by Phases switch to Yes:



This shows the phases for the work order. Select the checkbox in a row to select the phase to order parts.

Application Corrections

Resolved Issues
Proposals do not update correctly when changing sales packages Items, parts, and RMR are properly updated on the proposal when the sales package is changed. If sales package is removed, all items, parts, and RMRs are also removed (including any the user manually added). These removed proposal items, parts, and RMRs are deleted from the database as well. And if it is changed to another sales package, they will be replaced with those specified on the new sales package.
User cannot delete proposal Proposals with a status of Open that have not been delivered can be deleted.
Managely does not allow dealers to filter parts by panel (column not existent in parts menu) We added the Panel column to the Parts page (Setup > Items & Parts > Parts), so users can add this column and sort by panel.
Quotes From AB not brining over Groups We resolved this issue so that groups work in eForms.

Resolved Issues
Batch Payments We fixed this issue so that all invoices appear in the list for batch payments.
When a Work Order is Created from a Proposal using a Sales Package the Default Warehouse and Primary Vendor are no longer populating When a work order is created from a proposal using a sales package, the Default Warehouse and Primary Vendor are now populating as expected.
Technicians not receiving Service Tickets We fixed an issue where technicians were not receiving service tickets in a work order when updating appointments when they are set to receive notifications.
Customer 90+ day On the Customers page, we fixed the sorting and filtering issues for following columns: ZeroDays, OneToThirty, ThirtyOneToSixty, SixtyOneToNinety, and GreaterThanNinety.
Issues with work orders We resolved an issue when creating a work order and adding an appointment and timesheet linked to that appointment, during the creation process the work order appointment on the timesheet is set to 0. This creates an error because the appointment has not been created yet. In the save process, this ID must be updated after the appointment is created.
Deleting a credit and the system throws an error and says it cannot be deleted, but if you refresh it was deleted We fixed an issue found when deleting a credit and the system would display an error and say that it could not be deleted when it actually deleted the credit.