Managely Release Notes

September 2024

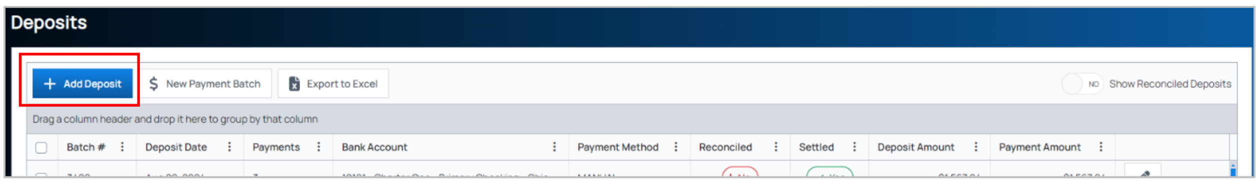
Version 5.3.41

Contents

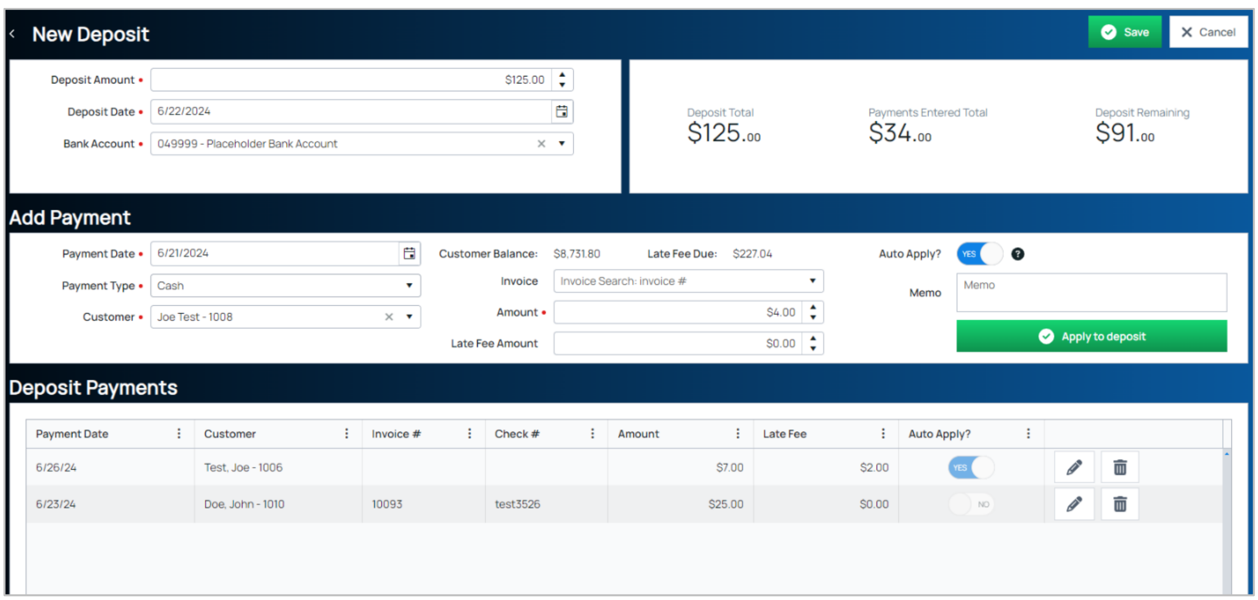
Enhancements

New Add Deposits Page [72650]

On the Deposits page (Accounts Payable > Payments Deposit), we added a button called **Add Deposit**:



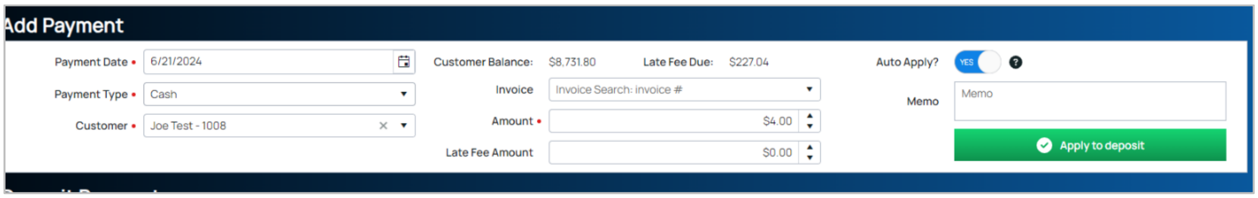
This button opens a Deposits page. This page has sections for New Deposits, Adding Payments, and showing Deposited Payments.:



The New Deposit section has fields for recording the deposit.

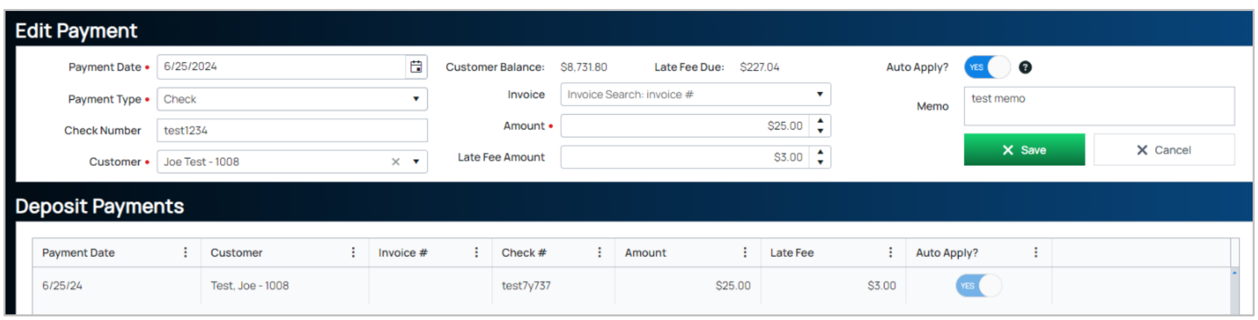
The Add Payment section has all the relevant fields for recording a payment, including an optional **Invoice** field so users can apply a payment to it. When a user selects a **Customer** in the dropdown, the Customer Balance and Late Fee also update accordingly.

If users set the **Auto Apply?** switch to YES, any remaining amount (exceeding the selected invoice's amount) is applied to the rest of the customer's invoices starting with oldest first. If the **Auto Apply?** switch is set to NO, then any remaining amount appears as an unapplied amount on the payment.



When users click the **Apply To Deposit** button, the payment appears in the grid at the bottom. Users can edit and delete these payments before saving. When users click **Save** (at the top of the page), Managely creates the deposit and payments.

Users can edit payment details: On the Deposits list page, click the Batch # in a row. This opens the Deposits details page. In the Deposit Payments section, click a payment # in a row. This opens the Payment details page. Click the **Edit** button (at the top). Users can make and save edits.

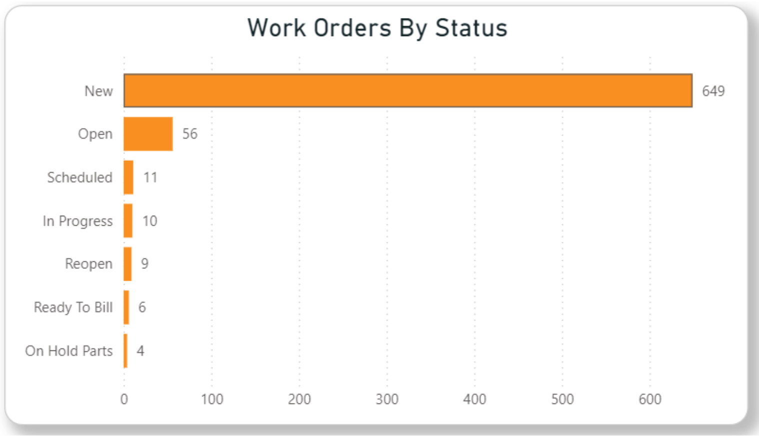


The section in the top right keeps track of the **Deposit Total**, **Payments Entered Total**, and **Deposit Remaining** to be applied. The payment total amounts must not add up to be greater than the deposit amount.

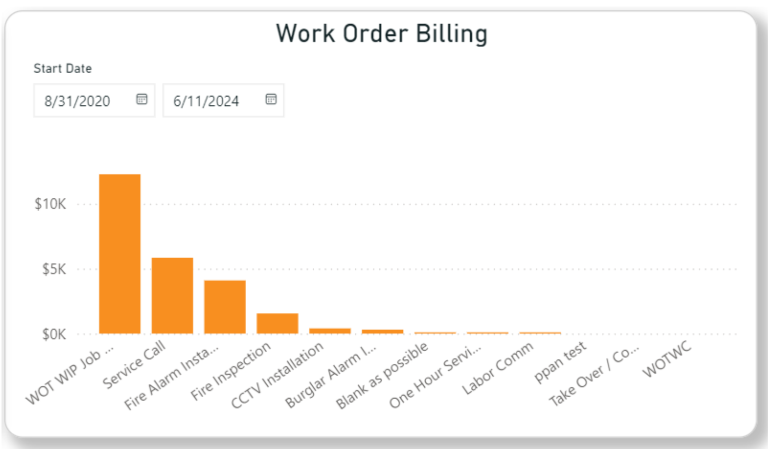
New Default Dashboard Page

There is a new summary Power BI report that shows first on the Managely home page when the report is enabled. This report is in a tab called Summary. There are 10 parts (widgets) in this report:

Work Orders by Status: This displays a list of all the work order statuses with the number of work orders under each status.



Work Order Billing: This displays all billing types with the total dollar amount of all work orders for each type. Users can choose the date range for work orders to be included.



Most Recent Work Orders: This is a list of the 10 most recent work orders based on work order date. It may show more than 10 if the work orders share the same date. The WO # on each line is a link to that work order in Managely.

Most Recent Work Orders

WO #	Customer Name	Type
13827	Business	WOT WIP Job Costing
13828	Business	WOT WIP Job Costing
13829	Business	WOT WIP Job Costing
13830	Business Two	WOT WIP Job Costing
13831	Meeka Ludani	WOT WIP Job Costing

Most Recent Proposals: This is a list of the 10 most recent proposals based on the proposal date. It may show more than 10 if the proposals share the same date. The Proposal # on each line is a link to that proposal in Managely.

Most Recent Proposals

Proposal #	Customer Name
11186	ABC Pet Store
11180	Bugs Bunny
11184	Bugs Bunny
11181	Chewy Steckel
11182	Chewy Steckel
11183	Chewy Steckel
11185	Chewy Steckel
11178	Meeka Ludani
11177	My Test Account
11179	test Test2

Most Recent Customers: This is a list of the 10 most recent customers based on the Customer Since date. It may show more than 10 if the customers share the same Customer Since date. The Customer # on each line is a link to that customer in Managely.

Most Recent Customers

Customer #	Customer Name
3739	Tony Saprano
3735	Tom Utley
3737	Testing & / - Again
3736	Symbols & BreakIT-/
3740	Piyush Sharma
3732	Elly Clutch
3738	Bugs Bunny
3734	TR Master Customer Only
3741	Netherrealm Studios
3733	Business

Most Recent Vendors: This is a list of the 10 most recent vendors based on the date the vendor was added to the system. It may show more than 10 if the vendors were added on the same date. The Vendor # on each line is a link to that vendor in Managely.

Most Recent Vendors

Vendor #	Vendor Name
10000	-808-89
14147	A SUBCONTRACTOR
14145	A+ Cleaning Service
14142	Ace Hardware
1002	DCS
1003	Fiddly Software
14143	Part
Test Vendor	Phil
14144	Potter Signal
14146	TR Vendor1 Inc

Open Receivables & Aging Past Due: This shows current dollar amount in each of the invoice aging buckets, open invoices and credits, and unapplied cash, with a total of these fields.

Open Receivables & Aging Past Due

Current:	
1 - 30 Days:	$173,214.83
31 - 60 Days:	$15,910.77
61 - 90 Days:	$6,494.37
91 - 120 Days:	$1,567.47
Over 120 Days:	$186,574.53
Open Invoices:	$383,761.97
Open Credits:	($3,566.28)
Unapplied Cash:	($9,869.63)
Net AR Due:	$370,326.06

Notifications To Process: This shows a variety of counts of various things through the system. The count for each line is a link to the appropriate page within Managely.

Notifications To Process

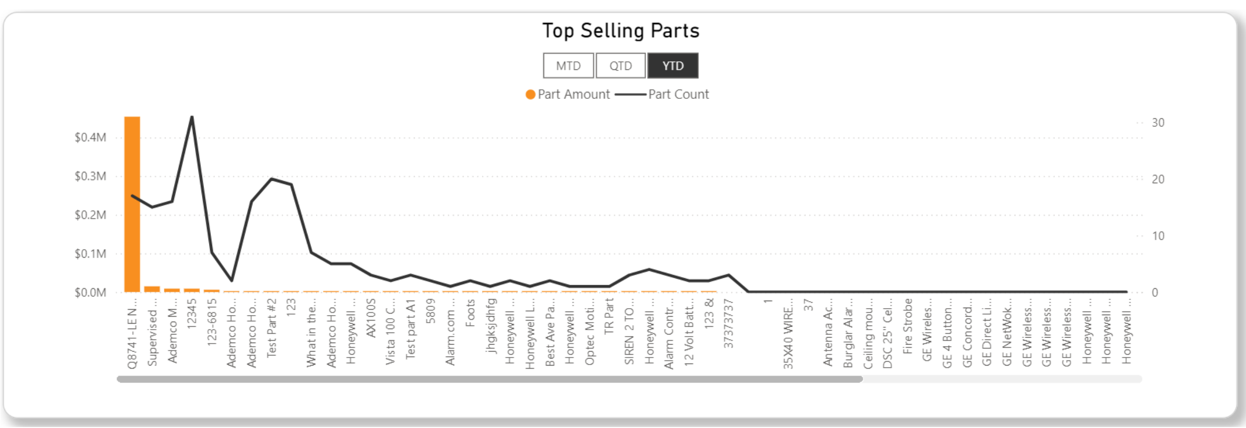
Open Credit Cards/eChecks:	1
Error Credit Cards/eChecks:	0
Open Work Orders:	693
Open Appointments:	418
Accepted Proposals:	8
RMR Next Invoice:	12/1/2023
Unsent Invoices & Credits:	462

Top Customer RMR: This is a list of the top total RMR revenue customers. The customer number on each line is a link to that customer in Managely.

Top Customer RMR

Customer #	Customer Name	Total Revenue
1066	testy mctester	35,699.00
1033	Alan Parsons	28,479.68
1052	Josh Patterson	25,072.87
1038	All Electronics	24,797.57
1028	Travis Papay	21,846.95
1035	Roger Waters	10,802.70
1064	jeff Gaetjens	9,452.00
1044	Justin Adams	8,570.52
1034	Alta Cocker	6,532.12
1039	Matt Grossman	5,979.51
99999	testy mctester	0.00
Total		**177,232.92**

Top Selling Parts: This displays a graph of all work order parts with a bar indicating the total part amount and a line indicating the counts of those work order parts. Users can select viewing year to date, quarter to date, or month to date. Also, users can change the sort from total amount to part count in the three dot More Options link to the top right of the graph.

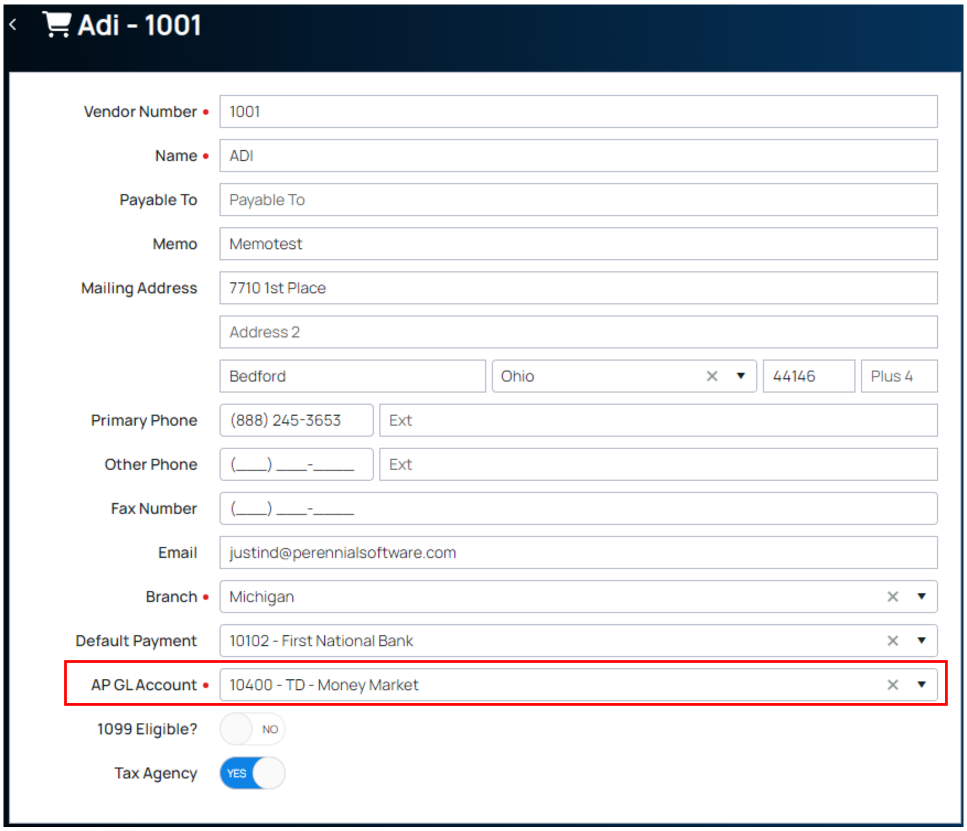


Drill Down to GL Entry Level from Accounting Reports

On the Profit and Loss Report (Reports > Accounting > Profit and Loss), users could click a GL account number and automatically open the GL Entry in a new page. We have refined this to take users to the GL Entry for that line (as opposed to the GL Entry showing a list of all transactions for the account number).

Renamed GL Account Field on Vendor Edit Screen

On the vendor edit page (Accounts Payable > Vendors), we renamed the GL Account field to **AP GL Account** (users can select the appropriate account in this field if needed):

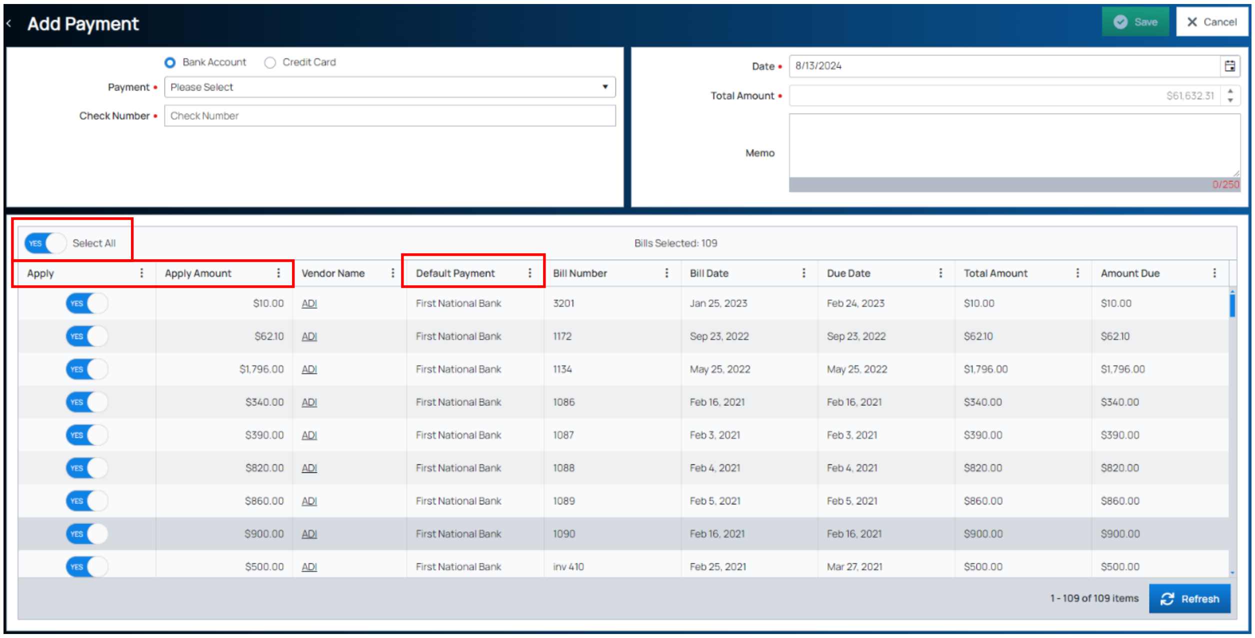


Changes to the Add Payment Page

We made some changes to the Add Payments page (Accounts Payable > Payments > Pay Bills button).

1. There is now a **Default Payment** column with the default bank account for the specific vendor.
2. The grid columns (except Apply/Apply Amount) can be sorted and filtered and can be hidden.
3. There is a **Select All** switch to select or deselect all records in the grid; this updates the Apply Amount column (users can turn off the **Apply** switch in individual rows).

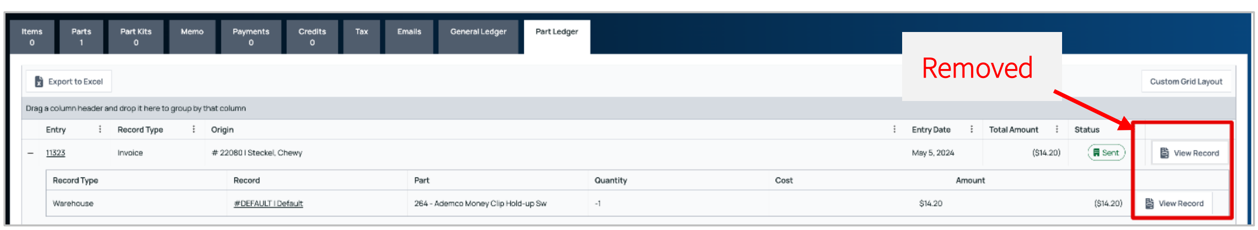
4. The Apply and Apply Amount columns are now on the left side of the grid.

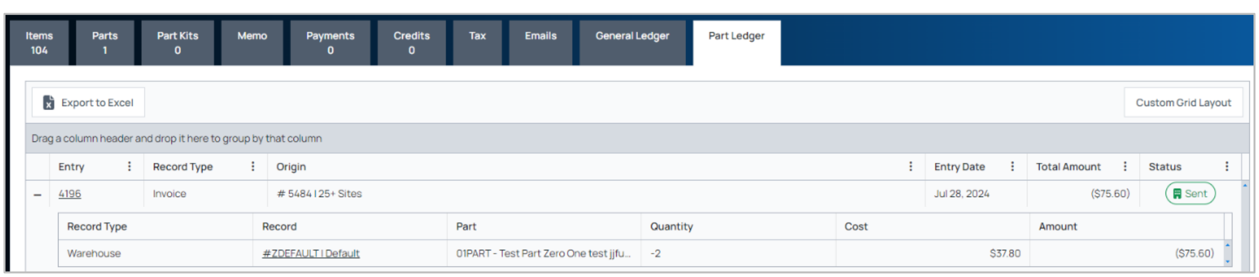


Removed "View Record" Actions on the Parts Ledger Tab

On the Invoice Detail page (Accounts Receivable > Invoices > Invoice #), the Part Ledger tab had a view record link. This link was also visible when expanding the part ledger entry.

We removed these links because they are not needed as the Entry number is a link.





Customer Batch Uploader Now Includes Bill To Address Data

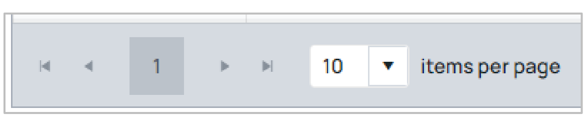
The Excel template for the customer batch uploader (Setup > Uploaders > Customer Batch Uploader) now includes bill to address data. The template has these additional fields so users can include the bill to information:

- BillToIsBusiness
- BillToAddress1
- BillToAddress2
- BillToCity
- BillToState
- BillToZipCode
- BillToPlus4
- BillToPhone1
- BillToPhone1Ext
- BillToCellPhone
- BillToEmail

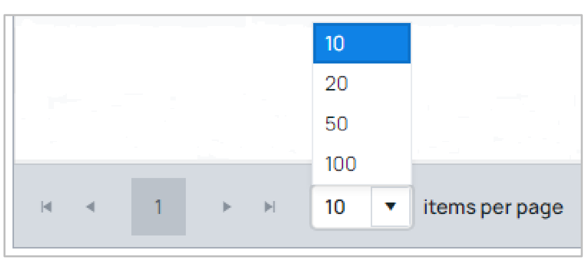
These are shown on the first spreadsheet tab (called Legend) under the Recurring section. Each is its own column on the second spreadsheet tab (called Format Layout).

New Items Per Page Option [112664]

We added a new control at the bottom of the grid on some tabs. Use this to adjust the number of items shown in the grid:



Click the arrow to change the number of items per page:

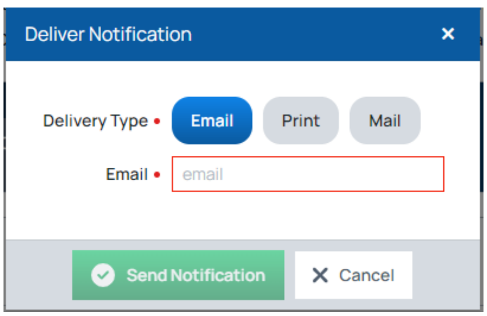


These are on these pages:

- Proposals page Items tab and Parts tab
- Work Orders page Items & Deposits tab and Parts tab
- Invoices page Items tab and Parts tab

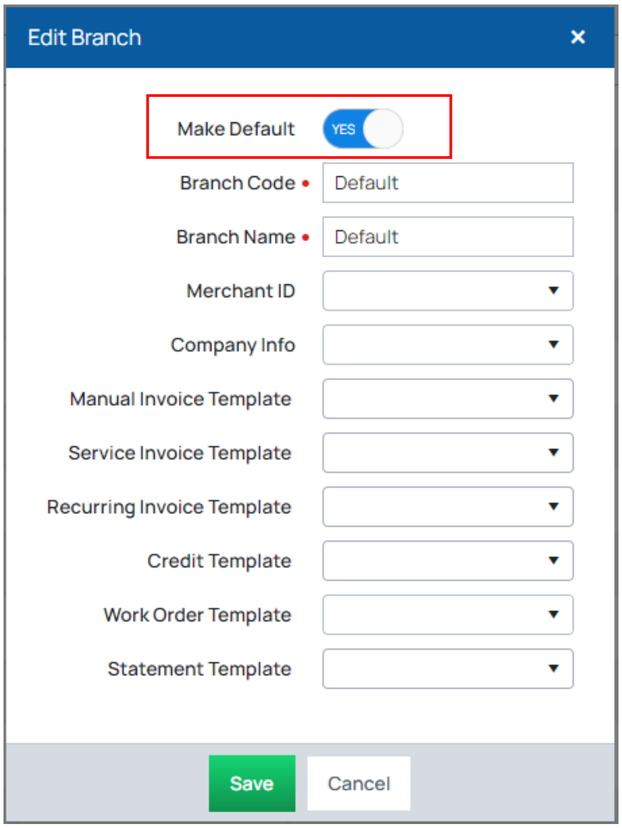
Added Support for Both Email and Print Options as a Manual Action

On the invoice detail page, we added support for both email and print options as a manual action. In addition, users can enter any email address and can enter more than one email address separated by a comma. To see this browse to Accounts Receivable > Invoices. Click an invoice number. Click the **Deliver** button. This opens the Deliver Notification popup.



New Default Branch

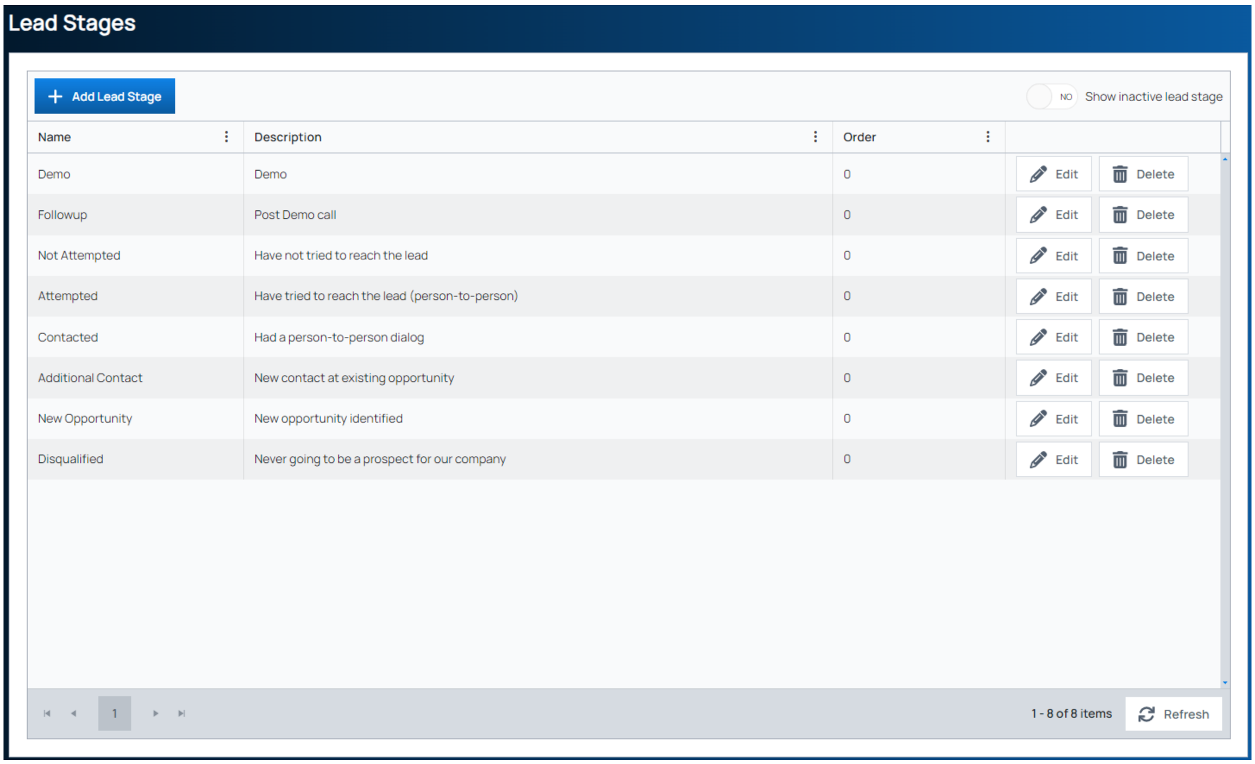
We added the ability to select a branch as the default branch. This is on the Add Branch and Edit Branch forms. (GL > Branches)



Lead Stages Management

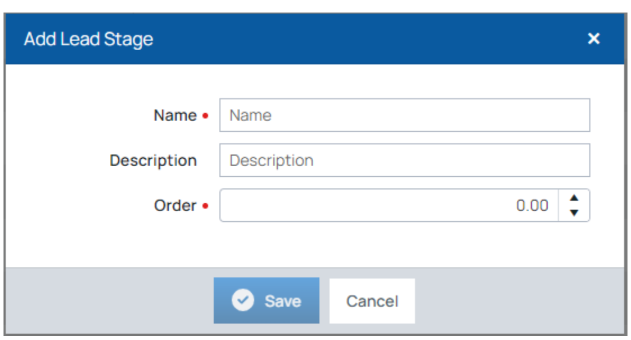
In the Setup menu, we added a menu and page for Lead Stages (Setup > Lead Setup > Lead Stages). Use this to define the stages in your company's sales workflow or pipeline that your leads can move through.

These stages will be manually updated by the assigned salesperson as the leads move through the sales workflow and can be used to filter or sort through your leads.



In the grid, columns show the lead stage name, description, and assigned order. There is an **Edit** button and **Delete** button in each row to change or delete the lead stage.

To add a lead stage, click the **Add Lead Stage** button. The Add Lead Stage popup opens.



Type a **Name** for the lead stage. (Required)

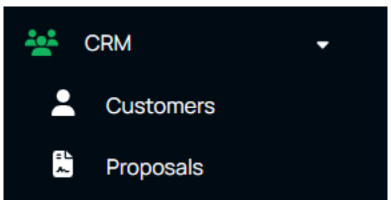
Type a **Description** for the lead stage.

Choose an **Order** for the lead stage. (Required)

Click **Save** when finished.

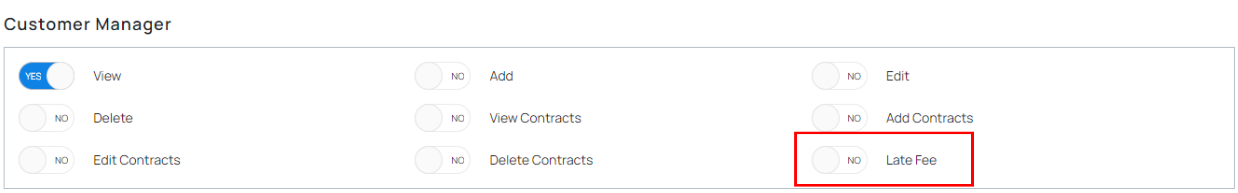
CRM Menu

We added the CRM group to the Managely menu. This menu group has Customers (which moved from the Accounts Receivable group) and Proposals.



New Separate User Permission for Removing Late Fees [114338]

We added a new permission to allow or restrict removing late fees. This is on the Edit User page (Setup > Company > User Manager). This applies to users who are not administrators. On the Edit User page, click the Permissions tab. Scroll down to the Customer Manager section.



This permission hides or shows the **No Late Fees** switch on the Customer Wizard and hides or shows the **No Late Fees** switch on the Edit Customer page.

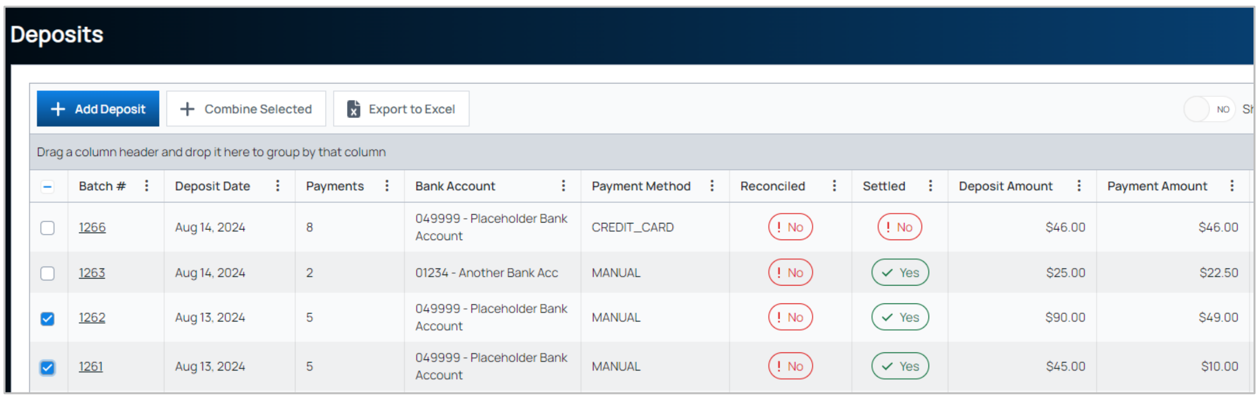
New Default Setting for Customer Type

We added a default setting for the customer type. This is on the System Defaults page (Setup > Company > System Defaults). Choose **Residential** or **Customer**. This is the default for the customer type on the customer wizard.

Added Ability to Deposit Multiple Batches Together as One Deposit

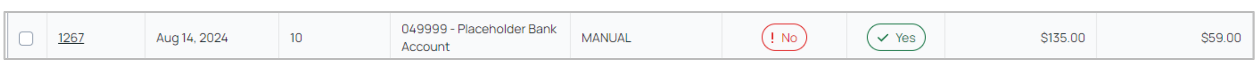
On the Deposits page (Accounts Receivables > Payments > Deposits), users who are reconciling bank deposits can select multiple deposit records and combine them before clicking Add Deposit. This is to help the process of reconciling the deposit on the GL with the with the amounts deposited at the bank.

There is a checkbox on the left side of the grid. Selecting more than one deposit record shows the **Combine Selected** button above the grid. To combine the deposits, they must have the same bank account and not be already reconciled.



	Batch #	Deposit Date	Payments	Bank Account	Payment Method	Reconciled	Settled	Deposit Amount	Payment Amount
☐	1266	Aug 14, 2024	8	049999 - Placeholder Bank Account	CREDIT_CARD	No	No	$46.00	$46.00
☐	1263	Aug 14, 2024	2	01234 - Another Bank Acc	MANUAL	No	Yes	$25.00	$22.50
☑	1262	Aug 13, 2024	5	049999 - Placeholder Bank Account	MANUAL	No	Yes	$90.00	$49.00
☑	1261	Aug 13, 2024	5	049999 - Placeholder Bank Account	MANUAL	No	Yes	$45.00	$10.00

When combining deposits, a new deposit is created with the payments added to it, and the old deposits are deleted.



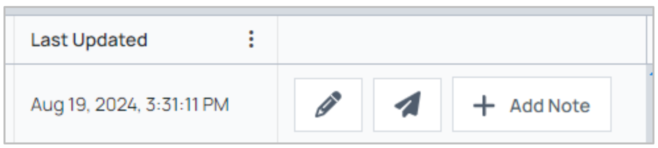
☐	1267	Aug 14, 2024	10	049999 - Placeholder Bank Account	MANUAL	No	Yes	$135.00	$59.00

Creating Separate Back-to-Back Deposits with the Same Amount

We changed the deposit process to allow users to enter more than one cash deposit with the same amount, bank, customer, date, etc. This change applies to only cash deposits.

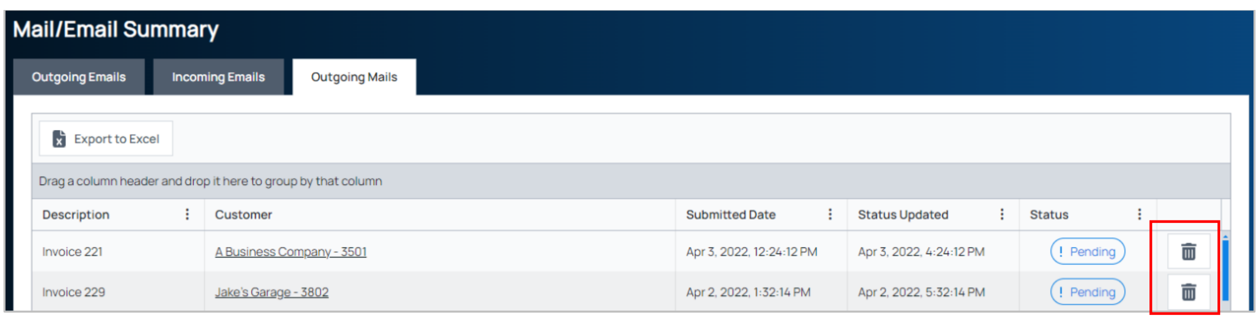
New “Last Updated” Column and Add Note on Tasks Grid

On the Tasks page (to open, click the task icon in the top right corner of the Managely page), we added a column called **Last Updated**. We also added the **Add Note** button for each row. Users can sort the Last Updated column to see the newest or oldest tasks at the top of the list.



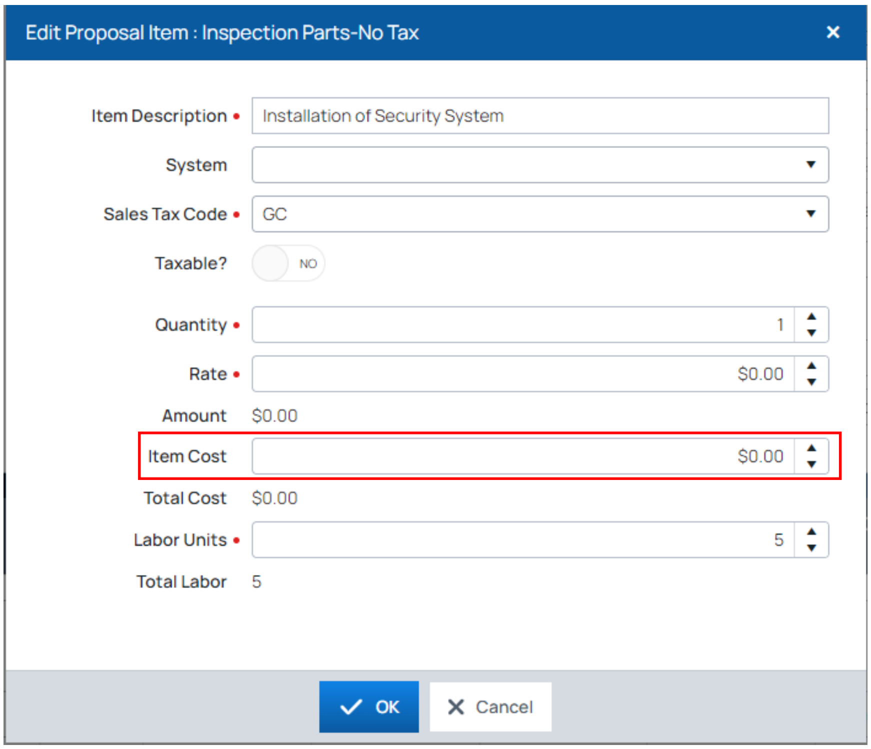
Void/Delete a Pending Mail Delivery

On the Mail/Email Summary page (Setup > Utilities > Mail/Email Summary), we added a delete button for outgoing emails that have a status of pending. This gives an administrator the chance to delete an outgoing email, correct any issues with a customer statement, and resend it.



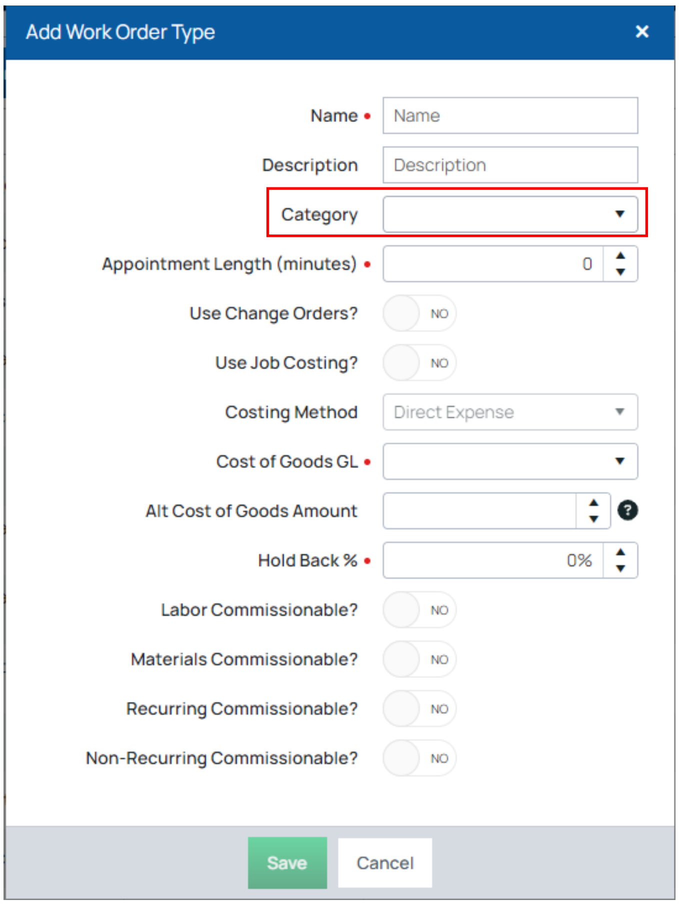
Item Cost Editable on a Proposal Item

On the Edit Proposal Item form (CRM > Proposals > Proposal detail page > Item tab), the **Item Cost** field is now open so users can change the cost. The changes to the item cost go to the work order if the proposal is approved.



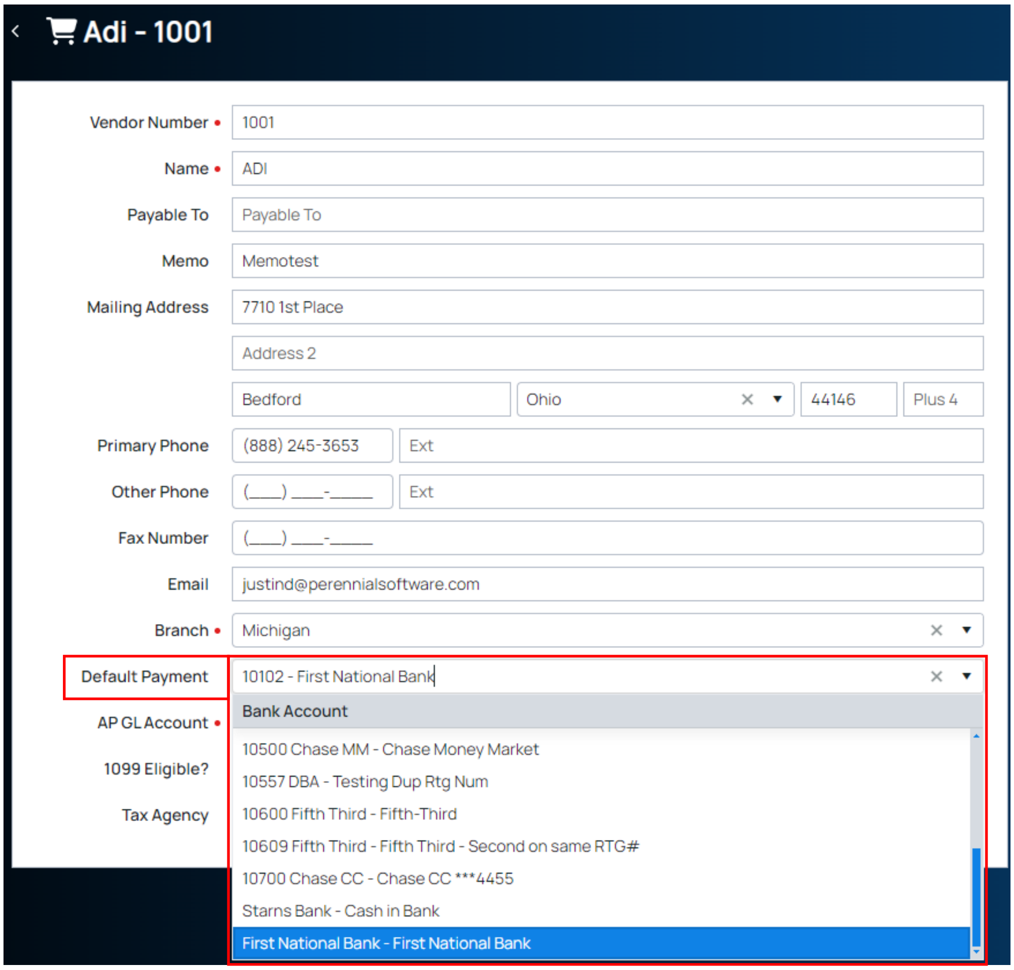
Added Default Account Category to Work Order Type [51327]

On the Add/Edit Work Order Type form (Setup > Operations > Work Order Types), we added a **Category** field. Use this to select a default category to use for this work order type.



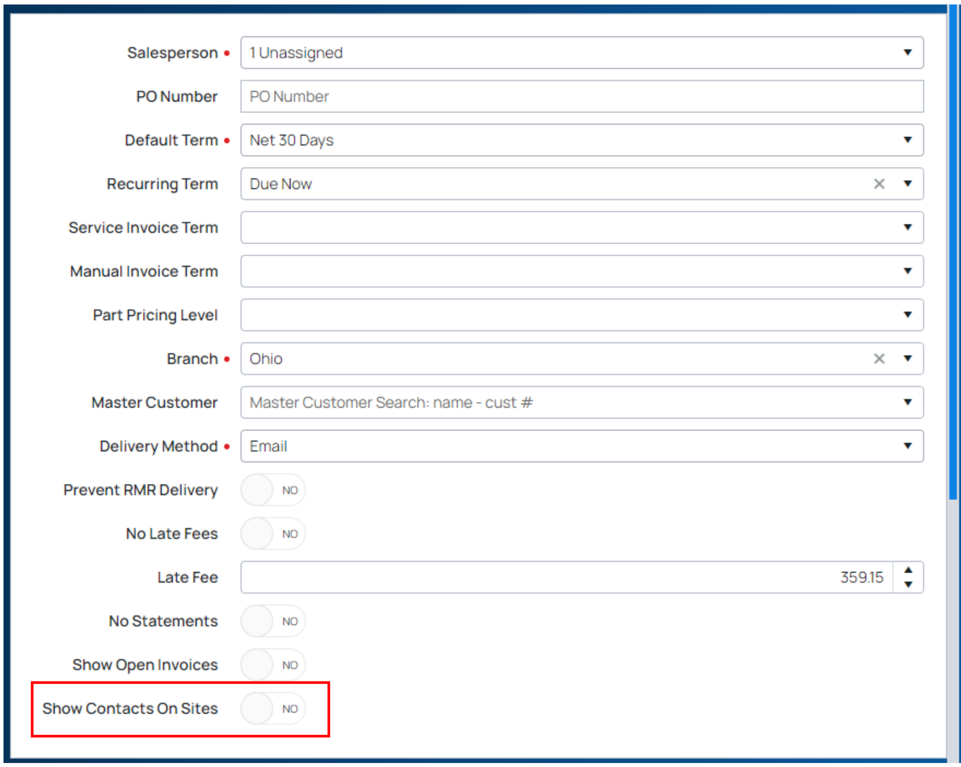
Vendor Default Payment now shows Bank Account Name

On the vendor edit page (Accounts Payable > Vendors), we changed the **Default Payment** field to show the bank account name:



View Customer Contacts at Site Level [117393]

On the Customer Wizard and Edit Customer page, we added a field called **Show Contacts On Sites**. This is a Yes/No switch. If this switch is set to YES, users can select customer contacts and site contacts on work orders. If this switch is set to NO, users can select only customer contact on work orders.

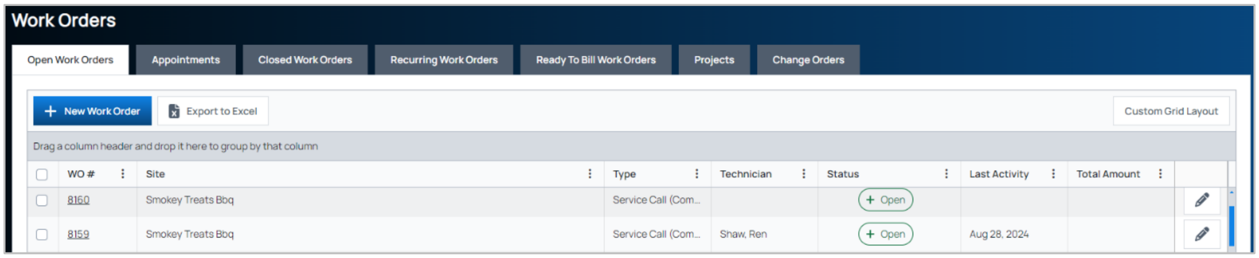


Additional Columns for the Work Order List Grid [117540]

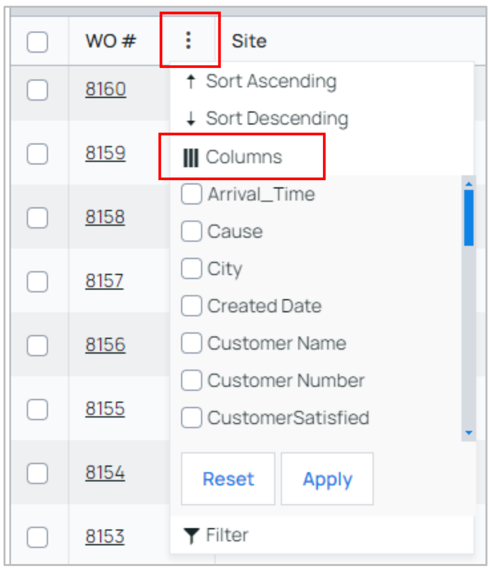
On the Work Orders list page (Accounts Receivable > Work Orders), we added more columns that users can reveal in the grid. These are **Customer Name**, **Customer Number**, **Est. Labor Hours**, **Labor Hours**, **Est. Labor Costs**, and **Labor Costs**. These columns are not shown by default. Users who have the **Hide Cost** permission set to YES (this is on the Edit User page, Permissions tab, Work Orders section) will not see the **Est. Labor Costs** or the **Labor Costs**.

The Est. Labor Hours come from the **Estimate Length** on work order appointments. The **Est. Labor Costs** and **Labor Costs** come from the work order Costing tab.

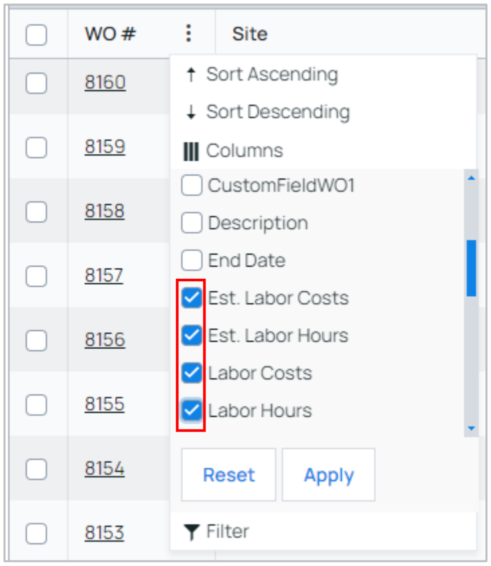
To reveal the new columns in the grid, browse to the Work Orders list page.



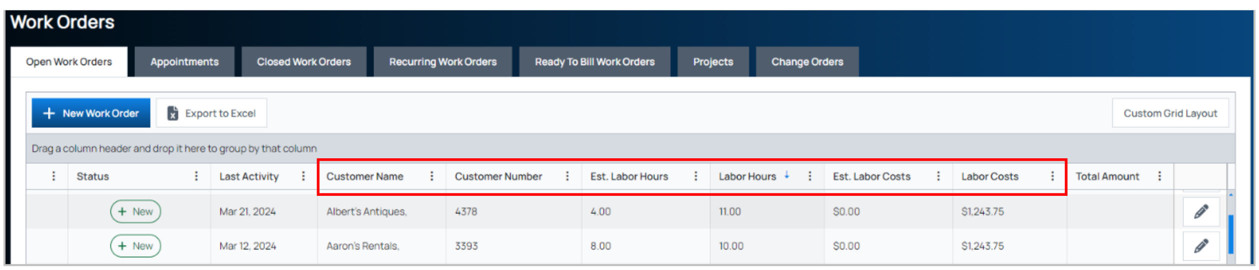
Click the three dots beside a column name and click **Columns** to see the list of columns available for the grid.



Select the checkboxes for the columns that you want to see. The columns are in alphabetical order.

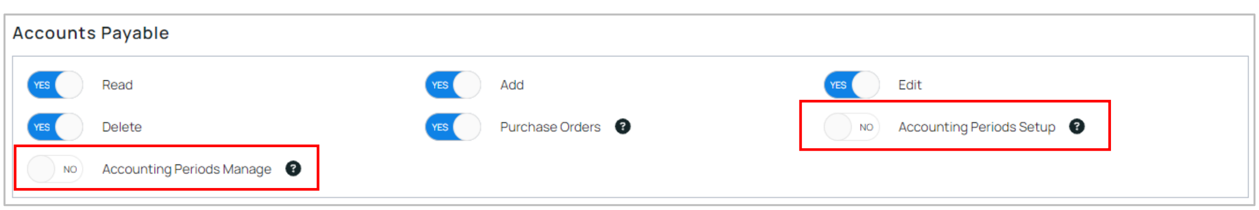


Click **Apply**. This reveals the selected columns in the grid.



New User Permissions for Editing Accounting Periods [117956]

We added two new user permissions for managing and setting up accounting periods. These are on the Edit User page (Setup > Company > User Manager) on the Permissions tab in the Accounts Payable section:



These control permissions to the Accounting Periods (Setup > Company Accounting Periods). If both are set to NO, the user will not see the Accounting Periods menu. If the Accounting Periods Setup is set to YES, the user will see the Accounting Periods Setup tab. If the Accounting Periods Manage is set to YES, the user will see the Accounting Periods Manage tab.

Application Corrections

Work order invoices allow partial parts [93951]

We recalculated the rates for partial parts, individual items, and part kits based on the percentage of the work order being invoiced. Now, while the quantities remain unchanged, the rates are adjusted to reflect the partial invoicing.

Unable to set Ref. number on bill creation [111930]

When converting a receipt into a bill, users can now change the ref number if needed. In addition, the due date changes based on the terms.

Issues with users with custom groups [112127]

We fixed this issue to not show certain columns on a work order if a user should not be able to see them based on roles.

(Proposal module) Pushing the enter button when in edit mode causes the edit screen to close out and the edit does not take place [112520]

We fixed a situation found when editing a proposal part and pressing the Enter key on the keyboard, users would be taken back to the proposal page and changes to the proposal part were not saved.

Employee commission percentage inputs should allow numbers up to 100

We changed the fields to let users input values from 0 to 100.

Payments not appearing under master customers [113973]

We fixed the issue with the Payments tab on the Customer page for master customers that was not showing the number of payments as expected.

(Customer module) Pushing the enter button when in edit mode causes the edit screen to close out and the edit does not take place [112520]

We fixed a situation found related to the Customer page when adding a site, RMR, bill to, or contact or when editing a contact; pressing the Enter key on the keyboard would close the forms and changes made were not saved.

(Site module) Pushing the enter button when in edit mode causes the edit screen to close out and the edit does not take place [112520]

We fixed a situation found related to the Site page when adding a system, RMR, a site part, a contact (and editing a contact), a zone (and editing a zone), or an item default (and editing an item default); pressing the Enter key on the keyboard would close the forms and changes were not saved.

Customer search not working right [114391]

The customer search was not working as expected. We changed the search so that now users can search using the following combinations:

- *first name*last name*
- *first name*customer number*
- *last name*first name*
- *last name*customer number*
- *customer number*first name*
- *customer number*last name*
- *first name*last name*customer number*
- *first name*customer number*last name*
- *last name*first name*customer number*
- *last name*customer number*first name*
- *customer number*first name*last name*
- *customer number*last name*first name*

*(asterisks above) can be one of these:

- " " — empty space
- ", " — comma and space
- "," — comma
- "" — no character

Calendar appointments [114749]

Calendar appointments linked to work orders were not being updated when the work order was updated. We fixed this so work orders pass changes to linked calendar appointments as expected.

Calendar appointments cannot be edited: once you click ‘Save’ it just spins and needs to be aborted [114993]

We fixed an issue users were having when editing a calendar appointment but being unable to save the appointment.

Ability to change Total Amount on Add Payment screen to amount different from due amount [110889]

The issue with the wrong total amount occurred when the grid was sorted on one of the columns (for example Vendor), and the Apply option for a row was selected. The wrong row was being used to calculate the amount. We fixed this issue, so the correct total amount is displayed.

Items not allocated correctly to deferred revenue [114867]

Creating a back-dated invoice was improperly creating deferred GL entry records. Additionally, users could create manual deferred invoices, but Managely did not support creating the GL for these invoices.

We made these changes to correct these:

- Backdated invoices are no longer treated as deferred invoices. The GL created for a back dated invoice will be created as if it had an invoice date of today.
- Deferred invoices are now defined to be:
    - An invoice with at least one item that has its Non-Deferred flag set to NO

    AND
        - A manual invoice with its invoice date later than the date it was created
        - OR a recurring monthly invoice with its invoice date later than the date it was created
        - OR a recurring quarterly or greater invoice with GL entries recognizing the deferred income at a future date regardless of the invoice date.
- Managely now generates GL entries properly for deferred manual invoices.
- We fixed a bug when manually Process Deferred displayed too many entries.
- We added a background job to handle processing manual deferred invoices if the Auto-Process Deferred Income preference setting is turned ON (Previously, manual deferred invoices would not get automatically processed).

Time stamp discrepancy on tasks [116920]

We fixed the Follow Up date in the grid to match in the edit window.

POs and WOs mismatch of WO in header and parts line item [117288]

We fixed this situation where different work orders were referenced on the same purchase order.

Unable to modify or add customer contacts [117380]

We resolved the situation where the contact dropdown list on a work order showed no contacts even though there were contacts on the customer.

Auto refresh proposal status on delivery action [116910]

On the Proposal > Print/Delivery Button > Email, the status was staying at Open unless users manually refreshed the page. We fixed this so the status icon updates as expected when the email is sent.

(Invoice module) Pushing the enter button when in edit mode causes the edit screen to close out and the edit does not take place [112520]

We fixed a situation found related to the Invoice detail page when editing an item, part, or part kit; pressing Enter on the keyboard would close the forms and changes were not saved.

(Work Order module) Pushing the enter button when in edit mode causes the edit screen to close out and the edit does not take place [112520]

We fixed a situation found related to the Work Order detail page when adding an item, a part, a part kit, or RMR; pressing Enter on the keyboard would close the forms and changes were not saved.

Invoicing change order issues [118780]

We made sure the percentage/amount fields are not required and allows 0 if at least one change order is selected. We also fixed following issues that were discovered after implementing changes above:

- The print preview for the invoice did not show the change order part/item description (it only showed the work order part/item description).
- If 0 amount or percent was selected when creating a work order invoice for change order(s), the work order items and parts were also getting added to the invoice.

Deposits are not applying payment correctly when there is an overpayment [118461]

We fixed this issue so that Managely applies overpayments to the oldest invoice as expected.